

The National Quality Awards Programme



The National Quality Awards (NQA) Programme Self-Assessment checklist is to be filled out by all participants of the NQA. This checklist contains all the areas to be assessed by the Bureau of Standards Jamaica in evaluating your company for the NQA; it plays a pivotal role in the NQA process.

Self -Assessment Checklist – Agriculture Sector

Form No: SD41_01_F_06/06 Issue Date: 2019.06.08 Revision No: 1

Revision date: 2022.01.22

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Contact Information

Company Name*:		
Management representative [#] :		
Phone Number:	Email:	
* State the company name as you wish it t trophies, and certificates.	appear on promotional materials which may include adv	vertisements

Guidance on Completing this Form

To continue the process, please review this document in full before completing it. In the table below please indicate the names of the persons responsible for the respective NQA focus areas.

Table 1

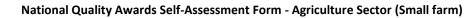
NQA Focus Area	Persons Responsible	Position
Organizational Focus		
Human Resource Focus		
Process Management		
Customer Focus		
Business Results		

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^{*}State Name and Position





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Focus Areas	Prese	ent	Docui	nented	Implen	nented
Agricultural Sector	Yes	No	Yes	No	Yes	No

1.0	Organizational Focus			
1.1 1.2	Vision for the Business Compliance to regulatory standards and statutory requirements			
1.3	Leadership			
1.3.1 1.3.2				
2.0	Human Resource Focus			
2.1	Work System			
2.1.1	Hiring criteria			
2.2	Employee Development			
2.2.1	Training Programme (Employee training)			
3.0	Process Management			
3.1	Process Flow			
3.1.1	Farm Location and Layout (Outlined routes for process flow/service delivery)			
3.1.2	Identification of critical processes to the farm			
3.2	Use Of Standards			
3.2.1 are ar	International and local standards (What standards pplicable, keeping track of changes and updates)			

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F A		Policy								
	Prese	Present Documented In				Implemented				
Focus Areas Agricultural Sector	Yes	No	Yes	No	Yes	No				

3.3	Food Safety Management (Good Agricultural Pract	ices)			
3.3.1	Water Quality				
0.0.1	Trutor Quarty				
3.3.2	Pest Management				
3.3.3	Worker Health and Hygiene				
3.3.4	Waste Management				
3.3.5	Wildlife and Domestic Animal Management/Protection				
3.3.6	Harvest and Post-Harvest				
3.3.7	Traceability System				
3.4	Quality Control				
3.4.1	Quality of Agricultural Produce (output)				
3.4.2	Internal and external auditing				
3.4.3	Maintenance of Farming Equipment				
3.4.4	Documentation				
3.4.4.	1 All farming process control records				
3.5	Farm Maintenance:				
3.5.1	Maintenance and Sanitation: occupational health and safety, appropriate signage				
3.6	Environmental Management				
3.6.1	Conservation of natural resources (land, water, energy etc.)				
4.0	Customer Focus				
4.1 (Customer Loyalty and Retention				
4.1.2	Protecting customer information (privacy issues)				
4.2	Complaints Management System				
4.2.1	System for complaints handling				

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National Quality Awards Self-Assessment Form - Agriculture Sector (Small farm)

Policy

	Focus Areas	Policy									
		Present Documented			Implemented						
	Agricultural Sector	Yes	No	Yes	No	Yes	No				
		*	•			•					
5.0	Business Results										
		\top									
E 1	Financial accountability										
5.1	Financial accountability										
5.2	Market analysis										
3.4	wiarket analysis										
5.3	Analysis of farm efficiency										
3.3	7 marysis of farm efficiency										
5.4	Cost control analysis										
<u> </u>	Cool Convior ununjois										
5.5	Return on Investment analysis										
	Comments										
	Signature of Management Representative:			_ Date:							

Signature:

Form No: SD41_01_F_06/06 Issue Date: 2019.06.08 Revision No: 1

Receiving Officer:

BSJ Date received:

Revision date: 2022.01.22

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