



# NATIONAL QUALITY AWARDS PROGRAMME

## APPLICATION FORM

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NQA Application Form

**IMPORTANT – Read First:**

1. Do not leave sections of this form blank, write “N/A”, where the questions do not apply.
2. Electronic copies of this completed form may be submitted to the BSJ by using the submit form tab in the upper right corner of the document.
3. All information obtained in this form will remain confidential as per The Standards Act 1969, Clause 15.

**BUREAU OF STANDARDS JAMAICA**  
**NATIONAL QUALITY AWARDS PROGRAMME**  
**APPLICATION FORM**

**Information provided to the Bureau of Standards Jamaica will be treated with the strictest confidence and will only be used for the eligibility, evaluation and assessment for the National Quality Awards Programme.**

1. Name of highest responsible Official: \_\_\_\_\_

2. Owner: \_\_\_\_\_

3. Position/Role: \_\_\_\_\_

4. Name of Enterprise/Farm: \_\_\_\_\_

5. Address of Site(s) to be assessed: \_\_\_\_\_

6. Contact Number(s): \_\_\_\_\_

7. Email Address: \_\_\_\_\_

8. Type of Enterprise:

\_\_\_ Manufacturing \_\_\_ Service Organization \_\_\_ Agriculture \_\_\_ MSME

8. (a) Small farms \_\_\_ (<5acres) Medium/Large farms \_\_\_ (>5 acres)

9. How did you learn about the National Quality Awards Programme?

\_\_\_ Advertisement \_\_\_ Referral \_\_\_ Direct contact \_\_\_ other \_\_\_

***Important: If your company is not a MSME, please ignore question 10 below.***

10. Indicate Capital Base (excluding land and building):

\_\_\_ ≤ J\$15 million \_\_\_ >J\$15 million \_\_\_ >J\$75 million ≤ n ≤ J\$75 million J\$425 million

11. Number of employees in the company \_\_\_\_\_

12. How long has your company/business/farm been in operation? \_\_\_\_\_ Years

13. Do you have a Tax Compliance Certificate for the company? \_\_\_ Yes \_\_\_ No \_\_\_ N/A

14. Is the company registered with the Registrar of Companies? \_\_\_ Yes \_\_\_ No \_\_\_ N/A

15. Is your company registered with the Bureau of Standards Jamaica or any Regulating Body?

\_\_\_ Yes \_\_\_ No \_\_\_ N/A

16. Has your company filed its Statutory Payments, G.C.T Payments and Annual Returns?

\_\_\_ Yes \_\_\_ No \_\_\_ N/A

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**OR**

17. For MSME, are you up to date with Statutory Payments?  Yes  No  N/A
18. If you are a farming entity, are you registered with the Rural Agricultural Development Authority (RADA)?  Yes  No (If yes please provide your RADA Identification number)  
RADA ID# \_\_\_\_\_
19. Is your company/farm a member of any professional organization? e.g., Jamaica Agricultural Society (JAS), Jamaica Agro-Processors Association (JAPA) \_\_\_\_\_

20. Please list the Product/Produce(s) Manufactured / Service(s) Offered: \_\_\_\_\_

21. Indicate the destination of the Product(s) / Location of users of service(s):

Local  International  Both

If both, state the percentage of each:

\_\_\_\_\_                      \_\_\_\_\_  
Local                                      International

22. Are your operations guided by any of the following?

	Yes	No	In-process
✓ On-farm records	___	___	___
✓ Farm Safety Plan	___	___	___
✓ Documented Standard Operating Procedures	___	___	___
✓ Quality Manual/Policy Manual	___	___	___
✓ Good Agricultural Practices Manual	___	___	___
✓ Best Practices Manual	___	___	___

23. If the answer to the question above is “In-process”, will it be ready by **30 April 2026**?

Yes  No

24. Are you in any way involved in the planning of the National Quality Awards Programme?

Yes  No

If yes, explain the nature of your involvement.

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*Note: Upon receipt of this completed form, a review will be done to determine your company's eligibility to participate in the NQA Programme and the applicable sector. Successful applicants will be sent the respective Self-Assessment Checklist to be completed and returned to the BSJ. Unsuccessful applicants will be notified in writing.*

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**APPLICANT'S DECLARATION**

**I declare that all statements appearing on this application are true and correct to the best of my knowledge and belief.**

**Signature of the highest ranking Official** \_\_\_\_\_ **Date** \_\_\_\_\_