

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

Contact Information

Company Name*: _____

Management representative#: _____

Phone Number: _____ Email: _____

* State the company name as you wish it to appear on promotional materials which may include advertisements, trophies, and certificates.

State Name and Position

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		

Focus Areas Agricultural Sector	Policy					
	Present		Documented		Implemented	
	Yes	No	Yes	No	Yes	No
1.0 Organizational Focus						
1.1 Vision for the Business						
1.2 Compliance to regulatory standards and statutory requirements						
1.3 Leadership						
1.3.1 Management commitment to quality						
1.3.2 Continual improvement (Feedback on accomplishments/failures)						
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 International and local standards (What standards are applicable, keeping track of changes and updates)						

Focus Areas Agricultural Sector	Policy					
	Present		Documented		Implemented	
	Yes	No	Yes	No	Yes	No

3.3 Food Safety Management (Good Agricultural Practices)						
3.3.1	Water Quality					
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					

Focus Areas Agricultural Sector	Policy					
	Present		Documented		Implemented	
	Yes	No	Yes	No	Yes	No

5.0 Business Results						
5.1	Financial accountability					
5.2	Market analysis					
5.3	Analysis of farm efficiency					
5.4	Cost control analysis					
5.5	Return on Investment analysis					

Please select an audit date between 04 April 2022 – 31 May 2022 that would be most suitable to the farm and all outlined as being responsible for the focus areas listed in Table 1.

Comments

Signature of Management Representative: _____ Date: _____

FOR OFFICIAL USE ONLY	
Receiving Officer: _____	Signature: _____
BSJ Date received: _____	