Application Form
NATIONAL QUALITY AWARDS PROGRAMME
APPLICATION FORM

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

1) Name of Organisation: ………………………………………………………………………

2) Address of Organisation: ………………………………………………………………………

3) Name of Primary Contact: ……………………..  Designation: ………………………
Tel. #: ……………………….. Email Address: ……………………………………………

4) Name of Alternative Contact: ……………………….   Designation: ………………..……….
Tel. #: ………………………….. Email Address: …………………………..………………..

5) Date of Application: …………………………………………

6) Type of Enterprise: □ Manufacturing □ Service □ Small Business (Service)
□ Small Business (Manufacturing) □ Agro processing

7) Number of Employees in the company _________

8) How long has your company been in operation? _______ Years

9) Do you have a Tax Compliance Certificate for the company? □ Yes □ No

10) Is the company registered with the Deeds Registry? □ Yes □ No.

11) Is the company National Insurance Scheme Compliant? □ Yes □ No.

12) To what sector (s) of the economy does your organisation belong?
□ Health □ Agricultural □ Mining □ Tourism □ Industrial □ Financial
□ Construction □ Educational Other:____________________

13) Is the enterprise a subsidiary or franchise of a larger and/or international organisation?
□ Yes □ No

14) Type of Award for which your organisation is vying:
□ Manufacture Award for Quality □ Service Award for Quality
□ Small Business Award for Quality □ Agro Processers’ Award for Quality

15) List two reasons for applying for this award:
(i)________________________________________________________________________
(ii)_______________________________________________________________________

16) List the products manufactured or services offered by your organisation:
________________________________________________________________________
________________________________________________________________________

17) To which market (s) does your organisation supply products and/or services?
18) Is your organisation currently implementing the requirements of any national or international standard?

□ Yes    □ No

If yes, what is the name of the standard?
____________________________________________________________________

19) From the following, please indicate which manuals/relevant documents are being used by your organization.

□ Documented Standard Operating Procedures  □ Good Agro Processing Manual

If none, please indicate what guidelines are used?
____________________________________________________________________

20) Is your organisation currently employing at least 50 percent Guyanese?

□ Yes    □ No

Please note that by signing and submitting this application form to the GNBS, you are agreeing to the following:

a. The aforementioned information provided is true and correct.
b. For any justifiable reason your application can be rejected
c. You will permit, facilitate, and cooperate with a team of assessors during a systems audit of your organisation.

NAME OF ORGANISATION REPRESENTATIVE                                 DATE

SIGNATURE OF ORGANISATION REPRESENTATIVE

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Official Use Only
Date Received: ..............................

□ Participation approved        □ Participation not approved

Remarks: ..................................................................................................................
............................................................................................................................

Signature of NQA Representative: ...........................................

Date: .................................