



ST. VINCENT AND THE GRENADINES BUREAU OF STANDARDS

NATIONAL QUALITY AWARDS 2023- ELIGIBILITY FORM

IMPORTANT – Read First:

- 1. Do not leave sections of this form blank, write “NA”, where the questions do not apply.*
- 2. Electronic copies of this completed form may be submitted to the SVGBS 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 No 70 1992 (amended by Act No. 28 of 2001)*
- 4. Any misleading information provided will render the prospective participant non-eligible.*
- 5. Submit all enquires to the SVG Bureau of Standards: Email info.svgbs@gov.vc/
office.svgbs@mail.gov.vc*

Information provided to the SVG Bureau of Standards 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 Applicant:

2. Position:

3. Name of Establishment:

4. Address of Site(s) to be assessed:

5. Contact Number(s):

6. Email Address:

7. Type of Establishment:

8. Number of Employees: _____

9. How long has your company been in operation? _____ Years

10. Do you possess a Trader License for the company?

Yes () No ()

11. Is the Company Registered with CIPO?

Yes () No () N/A ()

12. Is the company registered with the National Insurance Services?

Yes () No () N/A ()

13. Is your Company Registered with the SVG Bureau of Standards?

Yes () No ()

14. Please list the Product(s) Manufactured/Service(s) Offered:

(Please attached list if necessary)

15. Indicate the product market(s)

Local () Regional () International ()

16. Are your company and/or operations guided by any of the following?

a) Documented Standard Operating Procedures

Yes [] No [] In Progress []

b) Standards/Code of Practice/Guide

Yes [] No [] In Progress []

c) Quality Procedures In Progress

Yes [] No [] In Progress []

d) Best Practices Manual

Yes [] No [] In Progress []

e) Handling of Consumer Complaints Manual/Procedures

Yes [] No [] In Progress []

f) Quality Policy*

Yes [] No [] In Progress []

17. If the answer to any of the questions above is “In Progress”, will it be ready by February 2024?

Yes () No () In Process ()

18. If your company is guided by standards/COP, please indicate which?

APPLICANT’S DECLARATION

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

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Applicant’s Signature

Date

FOR OFFICIAL USE ONLY:

Supplementary documents provided:

Application Approved: Yes [] No [] Pending []

Date of submission:

Approved by:

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