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| KBQA-Fm-1 |

Kano-BSTQM Quality Award

National Steering Committee

Application for Kano-BSTQM Quality Award (KBKA) for Enterprises

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| **Sl.No** | **Item** | **:** | **Detail Description** | | |
| 1 | Name of the Organisation | : |  | | |
| 1.1 | Name of the Applicant (CEO/MD) | : |  | | |
| 1.2 | Address (Mail, email, telephone) | : |  | | |
| 1.3 | Contact Person (Name, Position, mail, email, cell) | : |  | | |
| 1.4 | Scope for which award is sought | : | entire organization  Plant located at………  Department/unit located at…….. | | |
| 2 | Legal Status (Organisational System) | : | Proprietorship  Partnership  Private Limited Company  Public limited Company  Social Welfare Organisation  NGO  Others……. | | |
| 2.1 | Registration Authority | : | Registrar of Joint Stock Company  Directorate of Social welfare  NGO Bureau  Others……… | | |
| 2.2 | Management System  *(Please attach copy of Organisational Chart, Certificate of Incorporation etc.)* | : | Annual General Meeting  Executive Committee or Board of Directors  Managing Director  Others……. | | |
| 2.3 | Date of establishment | : |  | | |
| 3 | Product/ Services | : | **Item Name** | **Standard/Code/ Specification** | **Annual Sales Volume** |
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| 4 | Reason of Application for Award | : |  | | |
| 5 | Payment of Application fee | : | Cash/Cheque/Pay order/ Transfer ref…………  Date….  Transferring Bank……. | | |
| 6 | Quality Management System in Practice  *(May use separate pages. Please attach copies of Manual/ document etc.)* | : | 1. *Please mention in few sentences brief outline of QMS in practice*. 2. Please also mention if the following are practiced.   Quality Control Circle  PDCA  5-S  TPM  Poka Yoke  ISO-9001 QMS  ISO-14001 EMS  ISO-45001 OHS  Others………..   1. *Please mention your Vision, Mission, Quality Policy (if any)* | | |
| 7 | Customer Complain Handling System | : | *Please mention in brief how you have identified Customer Focus, Complain Handling System* | | |
| 8 | Briefly outline systems for managing quality, quantity, delivery, costs, safety, and environment.  *(May use separate pages.)* | : |  | | |
| 9 | Briefly mention about Improvement of Organisational Performance.  *(May use separate pages.)* | : |  | | |
| 10 | Human Resources | : | 1. No of Personnel: 2. No of Executives: 3. Briefly mention training policy if any | | |
| 11.1 | Year of TQM introduction |  |  | | |
| 11.2 | TQM promotion system |  | None  There is a department responsible specifically for TQM promotion  There is a department which has several responsibilities including TQM promotion  Others | | |
| 11.3 | What are the characteristics  (3 or more) of TQM in your organization. (*May use separate pages.)* |  |  | | |
| Signature of the Applicant | | : | Signature:  Name:  Position:  Date: | | |

N.B: 1. NSC may request for additional information/ document which the applicant will need to provide.

2. Application Fee: Tk. 10,000.00 has to be paid while submitting application in favour of (Ac Name) **"KANO-BSTQM-Quality Award**", Shahjalal Islami Bank Ltd. Panthapath Branch, Ac No: 4023-121-00014366.