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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** |
|  |  |  |
|  |  |  |
|  |  |  |
| 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.