**LEBANESE EXCELLENCE AWARD**

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## APPLICATION FORM

Thank you for applying for Lebanese Excellence Award.

Full Information on the process, on the Lebanese Quality Management Model, the assessing method you can find in our Lebanese Excellence Award Information Brochure. Requirements for participation in the award process are also described in the brochure. The brochure is available from the QUALEB web site – www.qualeb.org Please carefully read it before fill in this application form.

If any query or question arises during the preparation of the application do not hesitate to contact the QUALEB supporting office. The contact details are available in the Brochure

**Parts 1-3** of this Application Form should be sent to lea@economy.gov.lb via e-mail or faxed to No +961-1-982299

**Returning Applications:** All applications should be returned to QUALEB, at the address below**:**

**LEBANESE EXCELLENCE AWARD OFFICE**

**MINISTRY OF ECONOMY AND TRADE**

**Azarieh Building, Bloc A1**

**Beirut, Lebanon.**

**Fax: 961 1 982299**

**e-mail: LEA@economy.gov.lb**

PART 1

Information of Applicant Organisation

|  |  |
| --- | --- |
| Organisation: |  |
| Address: |  |
|  |
|  |
| Postcode / City: |  |

|  |  |
| --- | --- |
| Contact person: |  |
|  |  |
| Position: |  |
|  |  |
| Telephone: |  |
| Facsimile: |  |
| E-mail |  |
| Information necessary (if different from above): |  |
|  |
|  |

For which level of LEA Excellence Certification do you apply?

|  |  |
| --- | --- |
| Certification  |  |
| Advance Certification |  |

|  |  |
| --- | --- |
| Total number of employees  |  |

Sector – Products and Services

Organisation belongs to:

|  |  |
| --- | --- |
| Public Sector/ NGO |  |
| Private Sector |  |

|  |  |
| --- | --- |
| Please enter the Standard Industrial Classification (SIC) code closer to your organisation’s activities.  |  |
| SIC codes are showed in the Appendix. |  |

**PART 2**

**In the present part you are asked to give information for your organisation focusing on quality management issues**

**An overview:**

Please describe the main functions, operations and activities of the organisation as well as products and services. Please, present briefly your organisation’s history:

|  |
| --- |
| Maximum 100 Words  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

(Please provide an organisational chart)

**The customers and the environment:**

Please describe the external environment, your customers and the markets and in which the organisation functions as well as any information considered important for the competition:

|  |
| --- |
| Maximum 50 Words |
|  |
|  |
|  |
|  |
|  |

**Principal Venues and Installations:**

Offices, Production Site, warehouses etc

|  |
| --- |
|  |
|  |

**If your organisation belongs to a group or is owned by another company or group, please name that company or group and describe the relations:**

Please provide an organisational chart.

|  |
| --- |
|  |
|  |

**PART 3**

**Confirmation and Agreement**

On behalf of my organisation I confirm to observe the rules and conditions of the Lebanese Excellence Award and accept as final the decisions of the award process. I accept that the QUALEB is entitled to reject applications that do not comply with the requirements of the award process.

I hereby confirm that information contained herein is correct and accurate as well as eligibility of my organisation for participation in the Award process.

|  |  |
| --- | --- |
| Place......................................................................................... | Date................................................ |
| Name, Position......................................................................................... | Signature................................................ |

**NOTE:**

**Assessor expenses for travelling and accommodation (if required) will need to be settled directly with the Assessors.**

**ANNEX**

**Sectors of Organisations**

**Standard Industrial Classification (SIC) Codes**

# Manufacturing and Products

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Sector** | **Code** | **Sector** |
| 01 | Agriculture production - crops | 25 | Furniture and fixtures |
| 02 | Agriculture production - livestock | 26 | Paper and allied products |
| 08 | Forestry | 27 | Printing and publishing |
| 09 | Fishing, hunting and trapping | 28 | Chemicals and allied products |
| 10 | Metal mining | 29 | Petroleum and coal products |
| 12 | Coal Mining | 30 | Rubber and misc. plastics products |
| 13 | Oil and gas extraction | 31 | Leather and leather products |
| 14 | Non-metallic minerals, except fuels | 32 | Stone, clay, glass & concrete products |
| 15 | General building contractors | 33 | Primary metal industries |
| 16 | Heavy construction, exc. building  | 34 | Fabricated metal products |
| 17 | Special trade contractors | 35 | Industrial machinery and equipment |
| 20 | Food and kindred products | 36 | Electronic & other electric equipment |
| 21 | Tobacco products | 37 | Transportation equipment |
| 22 | Textile mill products | 38 | Instruments, clocks, optical goods |
| 23 | Apparel and other textile products | 39 | Miscellaneous manufacturing industries |
| 24 | Lumber and wood products |  |  |

###### Services

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Sector** | **Code** | **Sector** |
| 07 | Agriculture services | 61 | Credit agencies |
| 40 | Railroad transportation | 62 | Security & commodity brokers |
| 41 | Local & interurban passenger transit | 63 | Insurance carriers |
| 42 | Trucking and warehousing | 64 | Insurance agents |
| 44 | Water transportation | 65 | Real estate |
| 45 | Transportation by air | 67 | Holding & other investment offices |
| 46 | Pipelines, except natural gas | 70 | Hotels and other lodging places |
| 47 | Transportation services | 72 | Personal services |
| 48 | Communications | 73 | Business services |
| 49 | Electric, gas & sanitary services | 75 | Auto repair, services & parking |
| 50 | Wholesale trade – durable goods | 76 | Miscellaneous repair services |
| 51 | Wholesale trade – non-durable goods | 78 | Motion pictures |
| 52 | Building materials & garden supplies | 79 | Amusement and recreation services |
| 53 | General merchandise stores | 80 | Health services |
| 54 | Food stores | 81 | Legal services |
| 55 | Automotive dealers & service stations | 82 | Educational services |
| 56 | Apparel and accessory stores | 83 | Social services |
| 57 | Furniture and home furnishing stores | 84 | Museums, botanical, zoological gardens |
| 58 | Eating and drinking places | 86 | Membership organisations |
| 59 | Miscellaneous retail | 87 | Engineering & management services |
| 60 | Banking | 89 | Miscellaneous services |

###### Public Sector

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Sector** | **Code** | **Sector** |
| 91 | Executive, legislative & general | 96 | Administration of economic programmes |
| 92 | Justice, public order & safety | 97 | National security and Int’l affairs |
| 93 | Finance, taxation & monetary policy | 98 | Local & regional governments |
| 94 | Administration of human resources | 99 | Non classifiable establishments |
| 95 | Environmental quality and housing |  |  |