

 THE TRADE BOARD LIMITED	<b>Title: SCOPE OF TRADE BOARD LIMITED ISO 9001 QUALITY MANAGEMENT SYSTEM</b>		
	Document Number: <b>TBL/EX/P/04</b>		Issue Date: 2024-01-11
	Date Created: 2023 October 9	Date Approved: 2024-01-11	Date Revised: yyyy-mm-dd
	Document Owner: Chief Executive Officer and Trade Administrator	Approved by: Chairman of the Board of Directors	Revision Number:0

The scope of the Quality Management System (QMS) for The Trade Board Limited (TBL) which is located at 72 Harbour Street Kingston (10th Floor, Air Jamaica Building) is:

“Issuance Trade licenses and permits (certificates of Origin, letters of Origin, Export Licenses/Permits, import Licenses/Permits) and certification of Motor Vehicle (New/Used) Dealers and Scrap Metal Dealers and Collation of Information Validation/authentication and update of Information for Jamaica Trade Information Portal (JTIP)”.

Details of activities under the various macro-processes: Application, Assessment and Verification, Approval and Issuance of Licenses/permits

1. Export processes.
  - a. Issuance of Certificates of Origin; Letters of Origin.
  - b. Issuance of Export Licenses/Permits
2. Import Processes
  - a. Issuance of Licenses/Permits
3. Certification
  - a. Motor Vehicle (New/Used) Dealers.
  - b. Scrap Metal Dealers
4. Jamaica Trade Information Portal (JTIP)
  - a. Collation of Information
  - b. Validation/authentication and update of Information
  - c. Public Awareness and Education

### **Exclusion with Justification for TBL’s Scope**

The Exclusion and Justification for the Scope of the ISO 9001:2015 Quality Management System (QMS) at TBL are as follows:

- i. Exclusion: ISO 9001:2015 7.1. 5.2. (Measurement Traceability)
- ii. Justification: TBL does not utilize any equipment or instruments which require calibration in the delivery of its services.