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PROCEDURAL MANUAL FOR THE IMPLEMENTATION OF THE ISSUANCE OF CERTIFICATE OF CONFORMITY (CC) FOR AGRICULTURAL AND FISHERIES MACHINERY



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Testing and evaluation is a critical activity to ensure the quality of agricultural and fisheries machinery in the country. This can be done by identifying the crucial parameters, performing reliable and repeatable procedures, and reporting results to attain the highest credibility of testing. Testing and evaluation is conducted to decrease the proliferation of substandard agricultural machinery and equipment in the market and ultimately, improving the quality of the agricultural and fisheries machinery available in the market.

This procedural manual is specifically prepared for the implementation of the Department Circular (DC) No. 19, Series of 2018, otherwise known as the “*National Guidelines on the Issuance of Certificate of Conformity for Agricultural and Fisheries Machinery*”. It is designed to specify the steps and procedures to facilitate the issuance of certificate for agricultural machinery with the Philippine National Standard/ Philippine Agricultural Engineering Standard / Philippine Agricultural and Biosystems Engineering Standard (PNS/PAES/PABES). The manual focuses on the processes rather than the technical aspects of the CC.


The revisions were made to consider the recommendations to the issues and concerns encountered during the previous implementation. Moreover, this Manual was revised to incorporate the Accreditation, Registration, Regulation, and Evaluation Management System (ARREMIS) and LinkBiz Portal. The use of ARREMIS and LinkBiz Portal is in support to the Anti-Red Tape Authority’s (ARTA’s) main goal to digitalize the government agencies as mandated by Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018.

The manual serves as the primary reference material for the Department of Agriculture - Bureau of Agricultural and Fisheries Engineering (DA-BAFE), DA Regional Field Offices – Regional Agricultural Engineering Division (DA-RFO-RAED) and other relevant interested parties involved in the implementation of the issuance of CC for agricultural and fisheries machinery.

1. LEGAL BASES

The Republic Act No. 10601, otherwise known as the Agricultural and Fisheries Mechanization (AFMech) Law of 2013, laid down the basic framework for the National Guidelines on the Issuance of Certificate of Conformity (CC) for agricultural and fisheries machinery.

Rule 31.4, Article VIII of the AFMech Law stipulates that agricultural and fishery machinery is only considered substandard when it is non-compliant with the Philippine Agricultural Engineering Standards (PAES) and government set standards. Likewise, Section 32 states the following provisions as sanctions to anyone who fail to comply with the abovementioned framework:

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- a. Forfeiture proceedings for agricultural and fishery machinery that is not duly certified, without serial number and without warranty, and is substandard; and
- b. Closure proceedings against business entities not duly registered as manufacturers, assemblers, dealers or importers of agricultural and fishery machinery, or sells new agricultural and fishery machinery not duly certified, without a serial number, or without warranty, without after-sales service and substandard.

To implement these provisions, the AFMech Law mandated DA-BAFE as the regulatory agency responsible for all agricultural and fisheries machinery

In addition, DC No. 05, Series of 2017 as amended by DC No. 10, Series of 2018, otherwise known as the “*National Guidelines on Testing and Evaluation for Agricultural and Fisheries Machinery*”, was issued to provide government offices and the private sector with a framework for implementing the testing and evaluation of agricultural and fisheries machinery. The same circular also ensures the quality, safety and compliance to standards and specifications of machinery and equipment supplied to the market, guides the manufacturers in the improvement and development of machinery, and safeguards the interest of farmers and fisherfolk, as envisioned under the AFMech Law.


Section 7 further stipulates the issuance of Certificate of Conformity by DA-BAFE for all agricultural and fisheries machinery with PNS/PAES/PABES and other relevant standards as identified by DA-BAFE. The CC guarantees that the machine produced, purchased or sold in the market meets the national standard.

This issuance is envisioned to address the proliferation of substandard agricultural and fisheries machinery, thereby safeguarding the interest of relevant stakeholders. To implement such objectives, DC No. 19, Series of 2018 was issued to further streamline the guidelines and strengthen the processes for the implementation of CC.

In addition, testing and evaluation for agricultural and fisheries machinery with existing PNS/PAES/PABES under the University of the Philippines Los Baños – Agricultural Machinery Testing and Evaluation Center (UPLB-AMTEC) became mandatory for all agricultural and fisheries machinery before it can be commercially produced and purchased in the market (Section 18).

The following are the key operating principles in the implementation of the CC:

- a. Aims to mitigate the proliferation of substandard agricultural and fisheries machinery caused by the non-compliance with the PNS/PAES/PABES.

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- b. Aids to facilitate fair trade and competition and consumer acceptance of the agricultural and fisheries machinery.
- c. Follows the requirements set in the PNS/PAES/PABES.


NOTE: The CC shall not guarantee the manufacturers, fabricators, assemblers, distributors, dealers, importers and exporters (MFADDIEs) that the contract will be awarded to them.

- d. The MFADDIEs of the agricultural and fisheries machinery shall comply with the provisions stipulated in the DC No. 19, Series of 2018.
- e. The efficient review of the application for the issuance of CC depends largely on the timeliness, completeness, and accuracy of the documents submitted by the applicant.
- f. The evaluation report on the compliance of the machine to PNS/PAES/PABES and the provisions of PNS/BAFS/PAES 192.2016 Agricultural Machinery - Guidelines on After and Fisheries Sales Service.
- g. The on-site inspection as part of the evaluation is conducted, whenever deemed appropriate by the DA-BAFE. The criteria for consideration are stipulated herein.
- h. The Testing and Evaluation Accreditation Advisory Committee (TEAAC), which was created under the DC No. 05 Series of 2017 as amended by DC No. 10 Series of 2018, is responsible for evaluating the application and providing a recommendation of approval/denial of application for CC to BAFE.
- i. The compliance monitoring will aid the DA-BAFE - Standards Regulation and Enforcement Division (SRED) and DA-RFO-RAED Standards Regulation and Enforcement Section (SRES) to monitor the compliance of CC primary holder and authorized holder. DA-BAFE-SRED will conduct the compliance monitoring with the assistance of the DA-RFO-RAED-SRES.

2. DEFINITION OF TERMS

For the purpose of this manual, the following definitions shall apply:


- a. *Accreditation, Registration, Regulation, and Evaluation Management Information System (ARREMIS)* – management information system used for application, processing and issuance of regulatory services of DA-BAFE; termed as “system”;

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- b. *Authority to Use the CC* – a form accomplished by the primary holder, which shall be submitted together with the Application form and documentary requirements indicating the list of authorized distributors and dealers;
- c. *Authorized Holder* – dealer, distributor, importer and exporter (DDIE) authorized by the primary holder to use the CC in the selling of agricultural and fisheries machinery.
- d. *Certificate of Conformity (CC)* – certificate issued by the DA-BAFE which guarantees that the agricultural and fisheries machinery conforms with PNS/PAES/PABES or other relevant standards identified by DA-BAFE;
- e. *Certified Test Engineer* - is a licensed Agricultural and Biosystems Engineer certified by DA-BAFE to perform testing and evaluation of agricultural and fisheries machinery pursuant to R.A. 10915;
- f. *Compliance Monitoring* – refers to the activity being taken by the DA-BAFE and/or Regional Agricultural Engineering Division (RAED) as part of their mandates, for purpose of monitoring the compliance of MFADDIEs with relevant guidelines, issuances or standards;
- g. *On-Site Evaluation* - refers to inspection activities undertaken by DA-BAFE with the assistance of with DA-RFO-RAED-SRES and Local Government Unit (LGU) as applicable, for purposes of validation to ascertain all statements made and verification of documents submitted;
- h. *Philippine National Standard (PNS) / Philippine Agricultural Engineering Standards (PAES) /Philippine Agricultural Biosystems Engineering Standards (PABES)* – standards used for the preparation and monitoring of specifications and testing and evaluation of machine and equipment performance and serve as technical reference by all Agricultural and Biosystems Engineers (ABE) in the practice of agricultural and biosystems engineering profession;
- i. *Primary Holder* – entity which is indicated in the CC that may either be a manufacturer, fabricator, assembler or importer;
- j. *Test Report (TR)* – narrative report showing the description, specifications, performance and conditions of the machine, the method of test used, the result of test as well as the photograph of the machine.

3. OBJECTIVES

The objective of this procedural manual is to rationalize and streamline the CC applications and issuance procedures for its effective implementation through:

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- *Detailing procedures for processing CC applications.* The manual provides the details and the time required for processing the applications starting from the acceptance and evaluation of documents until the issuance of CC.
- *Ensuring adherence to the PNS/PAES/PABES.* The detailed steps to comply with the PNS/PAES/PABES are provided in this manual. The results of evaluation on the compliance to said standards will serve as one of the bases for the issuance of CC.
- *Detailing the testing scheme for on-site evaluation and surveillance assessment.* The details on the procedures to be done during on-site evaluation and surveillance assessment are provided herein. Likewise, the manual sets the conditions before an on-site evaluation or surveillance assessment can proceed.
- *Specifying the contents of the registries.* One of the features of the National Guidelines on the Issuance of CC is the development of the Certification Registry, Registry for Denied Certification and Registry for Machinery with Pending Cases. The contents of each registry are established in this manual for transparency and privacy protection.

4. APPLICATION FOR ISSUANCE OF CC

Any natural or juridical entity engaged in the manufacturing, fabrication, assembly or importation of agricultural and fisheries machinery shall file an application for CC which must be in the prescribed forms containing all the data and information. The proprietary nature of the application shall be protected by DA-BAFE.


In addition, test reports generated from the system tests shall not be included in the implementation of CC.

4.1 Requirements

The following application forms and documentary requirements shall be accomplished and submitted by the applicant through the system (<http://arremis.da.gov.ph>):

For new applications

- a. Duly accomplished CC Application and Authority to Use Form (Annex A);
- b. Photocopy of TR issued and duly authenticated by the UPLB-AMTEC or the accredited testing center;

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- c. Photocopy of valid Mayor's/Business Permit; in lieu of the Business/Mayor's Permit, for MFAI located in the Exclusive Economic Zones or Area, an equivalent document shall be submitted;
- d. Photocopy of Operator's Manual of the Machine;
- e. Photocopy of Certificate of Distributorship/Dealership, if the machine is imported;
- f. Photocopy of Certificate of Free Sale/Registration or equivalent documentary requirement indicating the country of manufacture for imported agricultural and fisheries machinery;
- g. Duly notarized Special Power of Attorney or Board Resolution for applications represented by its authorized representative;
- h. Any government-issued I.D. for applications represented by its authorized representative;


For renewal of application

- a. Duly accomplished Application Form and Authority to Use the CC Form (Annex A);
- b. Photocopy of Previously Issued CC; and,
- c. Photocopy of TR issued and duly authenticated by UPLB-AMTEC or accredited testing center.

4.2 Procedures

Individual application shall be filed for each brand and model of the agricultural and fisheries machinery. Listed below is the step-by-step procedures on the application for the issuance of CC:

- a. Applicant shall create an account through the system (<http://arremis.da.gov.ph>)
- b. Applicant must accomplish the CC Application Form and Authority to Use the CC Form through the system.
- c. Applicant shall upload all other documentary requirements listed in Section 4.1. Requirements of this Manual.

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- d. In case that the applicant cannot submit the application through the system, DA-BAFE-SRED (for applications within NCR) and DA-RFO-RAED-SRES (for application within their respective regions) shall facilitate the submission of the documentary requirements through the system using the submitted hard copies of the documentary requirements of the applicants.

4.3 Steps in Processing an Application


4.3.1 Receiving of Applications

- a. DA-BAFE-SRED for applications in NCR and DA-RFO-RAED-SRES for application in the regions shall review the completeness, veracity and authenticity of the application and documentary requirements submitted to their respective office through the system.
- b. Incomplete application shall not be accepted and shall not proceed for application.
- c. Should the applicant be able to submit the complete requirements within the 1st week of the current month, the application shall be processed by DA-RFO-RAED-SRES and DA-BAFE-SRED within the current month.
- d. Should the applicant be able to submit the complete requirements by the 2nd to 4th week of the current month, the application shall be processed by DA-RFO-RAED-SRES and DA-BAFE-SRED in the following month.
- e. For the application with incomplete documentary requirements, one (1) year shall be given to applicant to comply with the submission of the documentary requirements. Failure to comply within the specified period, the application will be automatically removed from the system.
- f. The system will notify the applicant through a text message if their submitted application is incomplete upon review of the submitted documentary requirements.
- g. DA-BAFE-SRED and DA-RFO-RAED-SRES shall monitor the applications being submitted through the system.

4.3.2 On-Site Evaluation

4.3.2.1 An on-site evaluation shall be determined by the TEAAC members. This may be conducted in consideration of the following conditions:


- a. Data in the submitted test report needs to be verified such as the performance, safety, fabrication, construction, finish, and marking and labeling requirements based on the concerned PNS/PAES/PABES;

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- b. The needed data is not available in the test report;
- c. Request for re-validation of submitted documentary requirements from TEAAC through a resolution; and
- d. Negative feedbacks on the machine and in the provision of after-sales service based on official letter to DA-BAFE.

4.3.2.2 Guidelines on the Conduct of On-Site Evaluation

- a. DA-BAFE-SRED shall notify the DA-RFO-RAED-SRES and MFAI of its intention three (3) working days before the conduct of on-site evaluation.
- b. The inspection team shall be composed of representatives from DA-BAFE-SRED, Certified Test Engineer from UPLB-AMTEC, Certified Test Engineer in the region, and representatives from the DA-RFO-RAED-SRES or TEAAC member/s may be invited, if deemed appropriate.
- c. Inspectors shall be Certified Test Engineers within the region to ensure the credibility of the evaluation. The list of Certified Test Engineers can be viewed on the BAFE website.
- d. A Work Order (Annex B) signed by the BAFE Director shall be presented to the MFAI before the conduct of the on-site evaluation.
- e. The Inspection Report template in Annex C shall be used by the inspectors.
- f. In case that testing is needed, listed below is the step-by-step procedures:
 - i. The applicant or its duly authorized representative shall operate, demonstrate, adjust, repair as the case may be and decide on matters related to the operation of the machine.
 - ii. The MFAI shall provide one (1) machine being applied for CC to be tested by the inspection team. The PNS/PAES/PABES Methods of Test of the specific machinery shall serve as guide the conduct of the test.
 - iii. The test materials and test area to be used during the testing shall be shouldered by the applicant. The volume of the test materials shall be enough for three (3) test trials.
 - iv. If the inspectors find that the machine consistently conforms with the respective PNS/PAES/PABES and meets the specific

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requirement during the 1st trial, the 2nd and the 3rd trial may no longer be needed.

- v. In the event that the MFAI failed to provide the relevant requirements, the team has the right to suspend the inspection and the inspection shall be scheduled on a later date relative to the fair queuing of applications.
- g. Failure to pass the on-site evaluation shall be a ground for the denial of CC application relative to the recommendations of the inspection team and TEAAC subject to the final evaluation of BAFE.

4.3.3 Preparation of Evaluation Report

DA-BAFE-SRED shall prepare the Evaluation Report (Annex D), supported by the application and its documentary requirements. The report shall indicate the findings during the review of the accuracy and authenticity of the application, on-site evaluation, after-sales service compliance monitoring and the evaluation of the test report in reference to its corresponding standard/s.

4.3.4 Endorsement of Recommendation


TEAAC shall endorse its recommendation within the third week of the month. The TEAAC Secretariat shall present to the TEAAC the evaluation report and shall record the agreements on the CC applications during the meeting and prepare the TEAAC Resolution for endorsement to DA-BAFE Director. TEAAC Resolution shall be signed by at least the majority of TEAAC members who are present during the meeting.

4.3.5 Final Review of Recommendation

TEAAC Secretariat shall endorse the TEAAC Resolution recommending the issuance of CC for the applications which are compliant with PNS/PAES/PABES to DA-BAFE Director.

DA-BAFE-SRED shall conduct the final review and prepare the notification letter for the applicant on the results of their application as well as the Certificate of Conformity of the approved application.

4.3.6 Notification and Payment Procedures


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- a. A notification letter shall be provided to the applicants through the system indicating the result of evaluation within the fourth week of the month. The applicant/authorized representative shall proceed to the DA-BAFE Office to receive the CC upon payment of the application and issuance fee as stipulated in the Schedule of Fees and Charges to be promulgated by DA-BAFE.
- b. If the applicant/authorized representative is unable to proceed to DA-BAFE Office to settle the issuance fee, he/she may facilitate their payment through bank deposit or LinkBiz Portal. Applicant shall upload the official receipt through the system.
- c. DA-BAFE-SRED shall review and validate and official receipt uploaded by the applicant. Once the Official Receipt is validated, DA-BAFE shall send the certificate of conformity to the applicant via courier.
- d. For denied certifications, DA-BAFE-SRED shall indicate the ground/s for denial of the issuance of CC in the notification letter and the machinery shall be included in the registry of denied certification.
- e. The decision of DA-BAFE for the approval/denial of certification is final. Applicants with denied certifications may opt to re-apply for the issuance of CC after complying with the evaluation result.

4.4 Estimated Time Table for Review Process

The CC shall be made available within twenty (20) working days. The process flowchart is provided in Annex E. The table below shows the period of processing and timeline for the issuance of CC::

ACTIVITY	Processing Period	SCHEDULE
Acceptance of complete application	1 day	Any day of the month during office hours*
DA-RFO-RAED-SRES submission to DA-BAFE-SRED of applications		Any day of the month during office hours*
DA-BAFE-SRED checking the accuracy and authenticity of the submitted applications		Monday of the 2 nd Week of the Month

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ACTIVITY	Processing Period	SCHEDULE
Evaluation of the submitted applications	5 days	2 nd Week of the Month
Conduct of on-site inspection (optional)		2 nd Week of the Month
TEAAC regular meeting and endorsement of recommendation	3 days	3 rd Week of the Month
TEAAC Resolution signing and Final review	3 days	4 th Week of the Month
Notification of approved/denied application	1 day	Friday of the 4 th Week of the Month
Payment for the CC (applicable for approved application)	3 days	Any day after the notification
Receiving of the certificate (for personal appearance)		Same date with the date of payment
Receiving of the certificate (for bank depositors)		Depends on the courier (usually 3 days after the receipt of proof of payment)

Note: 1) Holidays or suspension of work are not considered in this timeline.


*Should the applicant be able to submit the complete requirements within the 1st week of the current month, application shall be processed by DA-RFO-RAED-SRES and DA-BAFE-SRED within the current month.

*Should the applicant be able to submit the complete requirements from 2nd to 4th week of the current month, application shall be processed by DA-RFO-RAED-SRES and DA-BAFE-SRED in the following month.

4.5 Zero-Contact Policy

No BAFE-SRED or DA-RFO-RAED-SRES shall have any contact with the applicants after the initial evaluation of the submitted application and documentary requirements.

In the event that the TEAAC deemed the need for the conduct of on-site evaluation, the zero-contact policy shall take effect after the on-site evaluation.

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4.6 Compliance Monitoring Procedures

The conduct of the compliance monitoring shall be pursuant to the manual to be formulated by DA-BAFE.

4.7 Period of Validity and Renewal

Pursuant to DC No. 19, Series of 2018, the CC shall have the same validity with the submitted test report issued by the UPLB-AMTEC or any accredited testing center.

The CC shall take effect from the date of its issuance and shall be in full force and effect for a period of validity similar to the test report submitted. The validity of the CC shall be extended upon submission of the requirements listed in Section 6 by the primary holder prior the expiration of the issued CC.

MFADDIEs are required to re-apply for new machinery testing prior to the expiration of the test report. The brand and model of such machine shall be automatically deleted from the compliant registry and will be subjected for new application.

4.8 Change in Circumstance and Closure of Establishment or Discontinuance of Business

Based on Section 7.3 of the DC No. 19, Series of 2018, any change in circumstances shall require a new application for the issuance of CC. The applicant shall surrender the original CC to DA-BAFE-SRED and notify the DA-BAFE-SRED through writing within five (5) working days before effecting the changes. Change in circumstances include change of name of company/primary holder, change of address of company/primary holder and change of ownership.


The primary holder shall also notify BAFE through a letter on the closure of the establishment or discontinuance of the business.

5. FEES

Fees and charges for the issuance of CC (new and renewal) shall be referred to the guidelines to be issued by DA.

6. REGISTRY

Pursuant to Rule 18.2 of the AFMech Law, DA-BAFE shall maintain a certification registry of equipment and machinery as well as a registry of those with denied certification. Also, the certification registry of DA-BAFE shall include machines that have passed the minimum standard and the registry for denied certification shall include machines that

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have not passed the minimum standards under PNS/PAES/PABES and other standards set pursuant to Section 21 of the AFMech Law.

In addition to the abovementioned registries, DC 19, Series of 2018, ordered the inclusion of a registry of machinery with pending cases.


This manual shall specify the content of the registries as follows:

- **Conformity Certification Registry**

1. This registry shall include the list of all conformant agricultural and fisheries machinery. The registry shall be arranged based on their respective CC Application Number, with the list of MFADDIEs who sell that particular machine and the CC validity. The aforementioned information is not downloadable.
2. The registry shall be updated for the following reasons:
 - a. Additional certified machinery;
 - b. Removal of machinery from the registry if the CC expires;
 - c. Removal of machinery from the registry if it fails to lift the suspension given during the surveillance assessment; and,
 - d. Additional/Removal of MFADDIEs in the list.
 - e. Updating of the Authorized Distributors and Dealers based on submitted requirements by the applicant as follows:
 - i. Duly accomplished Application Form and Authority to Use the CC Form (Annex A); and
 - ii. Photocopy of previously Issued CC;
 - f. Extension of the validity of CC based on submitted requirements as follows:
 - i. Duly accomplished Application Form and Authority to Use the CC Form (Annex A);
 - ii. Original Copy of previously Issued CC; and
 - iii. Photocopy of Certification from UPLB-AMTEC Extending the Validity of the Test Report for two (2) Years.
3. This registry is available for public viewing on the official website of DA-BAFE and shall be updated every month.

- **Registry of Denied Certification**

1. This registry shall include those agricultural and fisheries machinery with denied application. The registry shall include the applicant's name, control number, brand and model of the machine.

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2. This registry is for DA-BAFE and DA-RFO-RAED internal use only.

- Registry of Machinery with Pending Cases

1. This registry shall include those agricultural and fisheries machinery with pending cases. The registry shall include the applicant's name, control number, brand and model of the machine.

2. The registry shall be updated in the event that there are approved reconsiderations in lifting the suspension or revocation, withdrawal or cancellation of CC.

3. This registry is for DA-BAFE and DA-RFO-RAED internal use only.


NOTE: Other agencies may request to the DA-BAFE Director for the registry of denied certification and registry of machinery with pending cases through writing.

7. ADMINISTRATIVE PROCEDURES

A separate manual shall be formulated by DA-BAFE detailing for administrative procedures as well as the fines, penalties and sanctions.

8. REVISION OF THE MANUAL

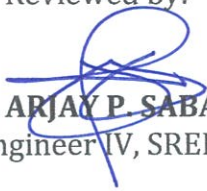
This manual shall be subjected for review to align and update the procedures with other related laws and issuances, and to include other procedural details.

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 Engineer III, SRED

Reviewed by:


ENGR. ARJAY P. SABASAJE
 Engineer IV, SRED

Noted by:


ENGR. JANICE P. VARGAS
 Chief, SRED

Approved by:


ENGR. ARIODEAR C. RICO
 Director, BAFE



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)
Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City
Tel Nos. (02) 8351-8120, 8294-9741
Email add: bafe.da.gov.ph

**APPLICATION AND AUTHORITY TO USE FORM FOR THE ISSUANCE OF CERTIFICATE OF CONFORMITY
FOR AGRICULTURAL AND FISHERIES MACHINERY**

APPLICATION N DETAILS <small>(to be filled out by the processing office)</small>			
CC Application No		DATE OF APPLICATION (mm/dd/yyyy)	___ / ___ / 20___
TYPE OF APPLICATION	<input type="checkbox"/> New	<input type="checkbox"/> Renewal	<input type="checkbox"/> Modified
I. BUSINESS PROFILE			
BUSINESS NAME/PRIMARY HOLDER NAME			
BUSINESS/ PRIMARY HOLDER ADDRESS <small>(NO. & STREET, BARANGAY, TOWN/CITY, PROVINCE)</small>			
TELEPHONE NO.	FAX. NO	EMAIL ADDRESS	
TYPE OF BUSINESS <small>(Manufacturer / Fabricator / Assembler / Importer)</small>		BUSINESS ORGANIZATION <small>(Sole Proprietorship / Partnership / Corporation)</small>	
APPLICANT PROFILE			
NAME <small>(Owner/Authorized Representative)</small>		EMAIL ADDRESS	
TELEPHONE NO.	FAX NO.	CELLPHONE NO.	
II. GENERAL INFORMATION OF THE MACHINE TO BE CERTIFIED			
MACHINE NAME		MANUFACTURED DATE	
BRAND		MODEL	
POWER RATING		RPM	
CLASSIFICATION/DESCRIPTION OF THE MACHINE			
MANUFACTURING ADDRESS <small>(NO. & STREET, BARANGAY, TOWN/CITY, PROVINCE)</small>			
III.A INFORMATION OF THE PRIME MOVER			
BRAND		MODEL	SERIAL NO.
MAKE		TYPE	
MANUFACTURER NAME			
MANUFACTURER ADDRESS <small>(NO. & STREET, BARANGAY, TOWN/CITY, PROVINCE)</small>			
III. TEST REPORT INFORMATION			
TESTING CENTER			
TESTINGSITE: <small>(NO. & STREET, BARANGAY, TOWN/CITY, PROVINCE)</small>			

IV. LIST, QUANTITY AND PHOTOS OF TOOLS PROVIDED TO THE CLIENTS			
	TOOLS	QUANTITY	
1			11
2			12
3			13
4			14
5			15
6			16
7			17
8			18
9			19
10			20

**Please use separate sheet if necessary

V. PHOTOS OF THE MACHINE

Please submit at least the following photos for evaluation of the application:

- Photo of the Machine (This photo will be used in Certificate of Conformity if the machine is compliant)
- Photos of the Machine showing the following:
 - Nameplate /Identification Plate
 - Markings and Labeling
 - Warning and Safety Signs

VI. AUTHORITY TO USE THE CERTIFICATE OF CONFORMITY FOR AGRICULTURAL AND FISHERIES MACHINERY

NAME OF AUTHORIZED DEALERS AND DISTRIBUTORS	ADDRESS (NO. & STREET, BARANGAY, TOWN/CITY, PROVINCE)	TELEPHONE NO. AND EMAIL ADDRESS

*Please use separate sheet if necessary

I, _____ hereby certify that

- I am the Manufacturer/Fabricator/Assembler/Importer (MFAI)
- I am the agent authorized to act on behalf of the MFAI

and that the information on this form is full and complete and is to the best of my knowledge, a true statement of facts relating to this application.

I am signifying my unequivocal consent to the disclosure, collection and use of the information and data generated by BAFE in their other policies and regulations.

- I have the right to revoke or cancel this authorization at any time. Any revocation or cancellation will require a new submission of Authority to Use the CC.
- The recipient(s) listed in this form will be my holder(s) and I am liable for the holder who sells machinery which does not conform with the PNS/PAES as proven during the conduct of surveillance assessment or have committed any misconduct as stated in the provisions of DC 19, Series of 2018.

I am willing to be contacted regarding the application through the declared contact details in this form.

SIGNATURE OVER PRINTED NAME OF APPLICANT

PROCESSED BY		REVIEWED BY		APPROVED BY	
DATE PROCESSED	___/___/20__	DATE REVIEWED	___/___/20__	DATE APPROVED	___/___/20__



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Elliptical Rd., Diliman, Quezon City
Tel. No. (02) 928-8741 local 2492
Email add. sred.bafe@gmail.com

WORK ORDER

This is to authorize the bearer/s whose name/s and signature/s appears below, to conduct on-site evaluation for the issuance of Certificate of Conformity for agricultural and fisheries machinery pursuant to Department Circular No. 19, Series of 2018 otherwise known as the National Guidelines on the Issuance of Certificate of Conformity for Agricultural and Fisheries Machinery.

Applicant/Company Name:

Application No.:

SCOPE:

OBJECTIVE/S:

INSPECTORS:

Approved by:

DIRECTOR, BAFE

Conforme:

Name and Signature of the Applicant/
Authorized Representative of the Applicant



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ON-SITE EVALUATION REPORT

General Information

APPLICATION NO.: **CC** -

DATE OF INSPECTION	___/___/20___
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MACHINE NAME :

CLASSIFICATION/DESCRIPTION	MANUFACTURE DATE
BRAND	MODEL

PRIME MOVER INFORMATION

BRAND	MODEL	SERIAL NO.
MAKE	TYPE	
MANUFACTURER NAME		

COMPANY NAME:

ADDRESS:

APPLICANT'S/AUTHORIZED REPRESENTATIVE's NAME/ POSITION:

Testing is recommended to:

Verification: Testing

TEST REPORT NO.:

PNS/PAES: _____

Non-compliant with:

- ____ Fabrication Requirements
- ____ Performance and Other Requirements
- ____ Safety, Workmanship and Finish
- ____ Marking and Labeling

Findings during the inspection:		
<input type="checkbox"/>	Verified	Recommendation if not verified:
<input type="checkbox"/>	Not verified	

Verification: Negative Feedback Report

Overview of the Report:

Findings during the inspection:		
<input type="checkbox"/>	Verified	Recommendation if not verified:
<input type="checkbox"/>	Not verified	



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TEAAC REPORT FORM FOR THE ISSUANCE OF CERTIFICATE OF CONFORMITY

Machine Name:	Rating (%)
Brand:	
Model:	
Prime Mover:	
Company Name:	
Address:	
	Operators Manual = _____%
	After-sales Service = _____%
	Fabrication and Safety Req. = _____%
	TOTAL = _____%

SUMMARY OF EVALUATION	
Application No. _____	
CRITERIA	REMARKS
I. Application Documentary Requirements	
II. Performance Requirements Based on PNS/PABES	
III. Compliance to:	
a. Operator's Manual	
b. After-Sales Service	
c. Fabrication and Safety Requirements	
OVERALL EVALUATION	

I. Application Documentary Requirements

a. CC Application Form	
b. Authority to Use the CC Form	
c. Business Permit	
d. Certificate of Distributorship (for importers)	
e. Certificate of Free Sale / Registration or equivalent document indicating the country of manufacture (for importers)	
f. Operator's Manual	
g. Test Report	

II. Performance Requirements based on PNS/PABES

III. Performance Criteria*	PNS/PABES	AMTEC Test	Remarks

*except Noise Levels

IV. Compliance

	PARAMETER	REQUIREMENTS	PERCENTAGE	SCORE
A	OPERATOR'S MANUAL (20%)			
A.1	Identification of the Manual	<i>Provision of the manufacturer, machine brand, model, and publication name on the front cover of OM, date of issue</i>	1.29	
A.2	Machine Identification	<i>Provision of the machine of information that enables the operator to locate and identify the whereabouts of serial numbers and/or codes of the major components of the machine, and any additional information necessary for initial communication with a dealer</i>	1.29	
A.3	Intended use	<i>Provision of the function for which the machine is designed and, where appropriate, draw attention to ways in which the machine should not be used. If the machine is designed for use in association with other machinery, state the type of machinery that is suitable for such use.</i>	1.29	
A.4	Safety Notes and Warnings	<i>Provision of information on the use, movement, transport, cleaning, clearing blockages and maintenance of the machine as well on the safety warnings and hazards associated with the machine.</i>	2.58	
A.5	Operating Information	<i>Shall provide instructions on the do's and don'ts on before, during and after machine operation.</i>	6.45	
A.6	Maintenance Instructions	<i>Shall provide instructions for the maintenance of the machine including its maintenance schedule.</i>	3.87	
A.7	Handling, Reception, Transportation, Assembly, and Installation	<i>Shall contain technical instructions for Handling, Reception, Transportation, Assembly, and Installation of the machine</i>	1.29	
A.8	Specifications	<i>Shall contain information on the dimension and other specifications of the machine.</i>	1.29	

PARAMETER	REQUIREMENTS	PERCENTAGE	SCORE
A.9	Dismantling and Disposal	<i>Shall contain information for the proper action to be taken after the useful life of the machine.</i>	0.65
B	AFTER-SALES SERVICE (60%)		
B.1	Warranty Offered		48.00
B.2	Maintenance and Operation		12.00
C	FABRICATION AND SAFETY REQUIREMENTS (20%)		
C.1	Construction Requirements		6.67
C.2	Safety Requirements		6.67
C.3	Marking and Labeling		6.67
TOTAL			100

ON-SITE EVALUATION REPORT

Date of Inspection: _____ Name of Inspectors: _____ _____ _____	Verification: Testing
	Verification: Report
	Verification: TEAAC Requests

SURVEILLANCE ASSESSMENT REPORT (for renewal application)

Date of Surveillance: _____		Summary of Findings:
Name of Assessor: _____ _____ _____		
Name of Respondent: _____		
Position: _____		
Contact Details: _____		
<input type="checkbox"/>	Conform	Recommendation if non-conform:
<input type="checkbox"/>	Non-conform	

Evaluated by:

Reviewed by:

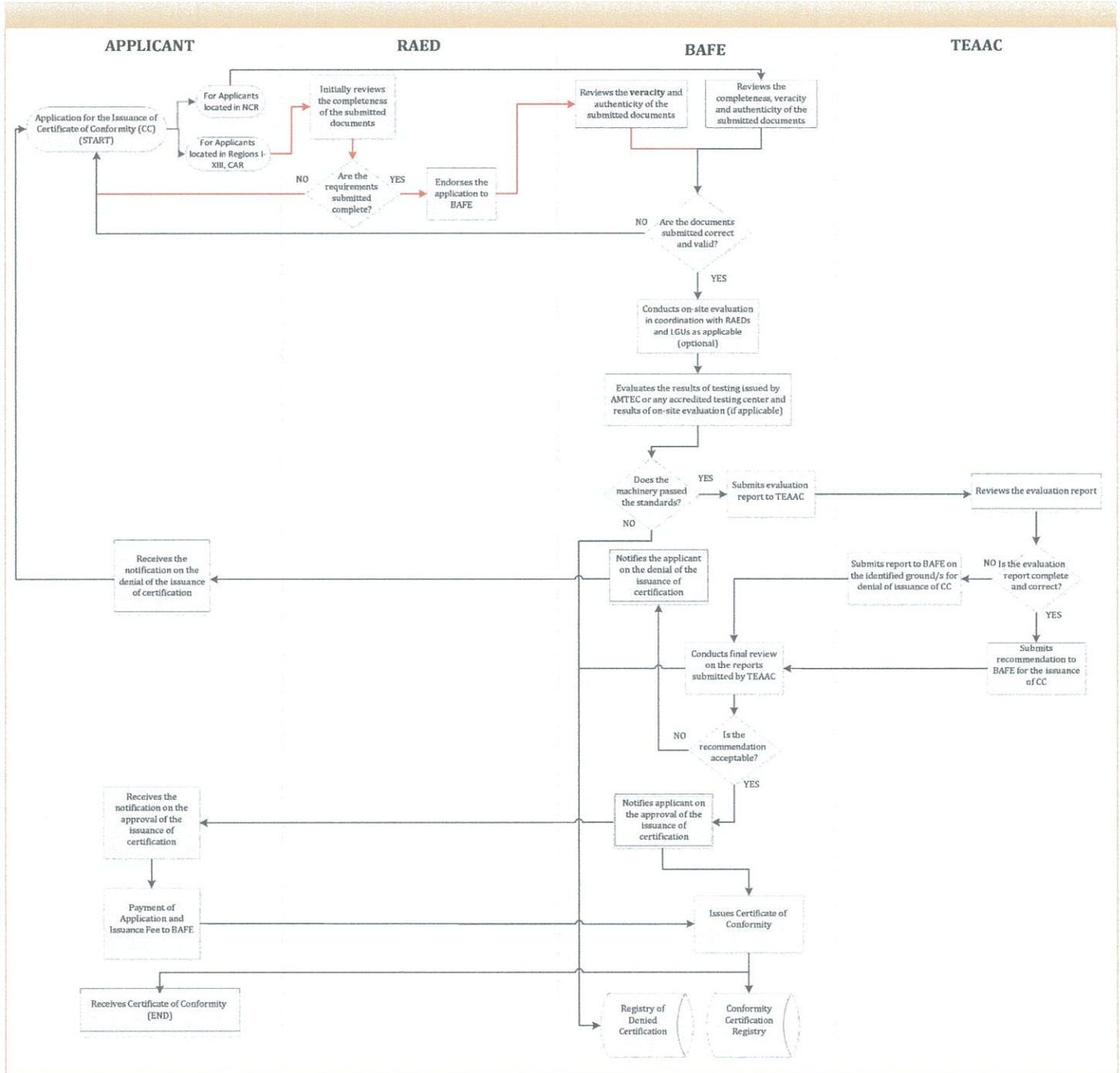
Name of Evaluator
Designation

Name of Evaluator
Designation

Submitted by:

Chief, BAFE-SRED

CROSS-FUNCTIONAL FLOWCHART FOR THE ISSUANCE OF CERTIFICATE OF CONFORMITY FOR AGRICULTURAL AND FISHERIES MACHINERY (APPLICATIONS FOR NEW AND RENEWAL)



*Note: The process and decision boxes connected thru red arrows will only be applicable for the applications submitted to the DA - RFOs