

## ISSUANCE OF CERTIFICATE OF CONFORMITY (CC) FOR AGRICULTURAL AND FISHERIES MACHINERY

The Certificate of Conformity (CC) is a certificate issued by BAFE which guarantees that the agricultural and fisheries machinery conforms with PNS/PAES or other relevant standards identified by BAFE and the PNS/PAES for the Guidelines on After Sales Service.

<b>Office or Division:</b>	Bureau of Agricultural and Fisheries Engineering - Standards Regulation and Enforcement Division (BAFE-SRED)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction</b>	Government to Business (G2B)
<b>Who may avail:</b>	Manufacturer, Fabricator, Assembler, and Importer (MFAI)
<b>CHECKLIST OF REQUIREMENTS*</b>	
<b>WHERE TO SECURE</b>	
<b>NEW APPLICATION</b>	
1. Duly accomplished CC Application Form and Authority to Use Form; <ul style="list-style-type: none"> <li>▪ for MFAs facility located in National Capital Region (NCR)</li> <li>▪ for MFAs facility located outside NCR</li> </ul>	DA-BAFE-SRED Respective DA Regional Field Offices Regional Agricultural Engineering Division Standards Regulation and Enforcement Section (DA-RFO-RAED-SRES)  <b><i>(bit.ly/BAFE_CC_Forms)</i></b>
2. Photocopy of Test Report (TR) issued and duly authenticated	UPLB-AMTEC/Accredited Testing Center
3. Photocopy of Business Permit;	City/Municipal Hall
4. Photocopy of Operator's Manual of the Machine;	Applicant
5. Photocopy of Certificate of Distributorship/Dealership, if applicable;	Applicant
6. Photocopy of Certificate of Free Sale/Registration or equivalent documentary requirement indicating the country of manufacture for imported agricultural and fisheries machinery;	Applicant
7. Duly notarized Special Power of Attorney or Board Resolution and any government-issued I.D. for applications represented by its authorized representatives; and	Legal Council
8. Letter of Intent	Applicant

<sup>1</sup> Should the applicant be able to submit the complete requirements within the 1<sup>st</sup> week of the current month, application shall be processed by RAED-SRES and BAFE-SRED within the current month. Moreover, should the applicant be able to submit the complete requirements from 2<sup>nd</sup> to 4<sup>th</sup> week of the current month, application shall be processed by RAED-SRES and BAFE-SRED on the following month.

<sup>2</sup> Processing time for dispatching the certificate via courier is not included in the total time of processing.

<b>RENEWAL APPLICATION</b>				
1. Duly accomplished CC Application Form and Authority to Use Form; <ul style="list-style-type: none"> <li>▪ for MFAls facility located in National Capital Region (NCR)</li> <li>▪ for MFAls facility located outside NCR</li> </ul>		DA-BAFE-SRED DA-RFO-RAED-SRES  <i>(bit.ly/BAFE_CC_Forms)</i>		
2. Certified True Copy of Previously Issued CC; and		DA-BAFE-SRED		
3. Photocopy of TR issued and duly authenticated TR.		UPLB-AMTEC/Accredited Testing Center		
<b>*Two (2) sets of applications and documentary requirements shall be submitted by the applicant.</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submit application form, authority to use form and other documentary requirements to: <ul style="list-style-type: none"> <li>• BAFE-SRED for applicants located in NCR</li> <li>• Respective DA-RFO-RAED-SRES for applicants outside NCR</li> </ul>	<b><i>For applications in NCR</i></b>	NONE	1 WD	<i>Engineer I</i> BAFE-SRED-ARS Office
	<b><i>For applications outside NCR</i></b>	NONE		<i>Engineer I</i> DA-RFO-RAED-SRES Office
	1.1. Accept and review the completeness, veracity and authenticity of the application and documentary requirements	NONE		<i>Engineer I</i> DA-RFO-RAED-SRES Office
	1.2. Submit in advance the scanned copy of applications including the documentary requirements via e-mail to BAFE-SRED	NONE		<i>Engineer I</i> DA-RFO-RAED-SRES Office
2. Participate in the on-site inspection and evaluation ( <i>optional</i> )	2.1. Scheduling of On-Site Inspection and Evaluation ( <i>optional</i> ) <sup>1</sup>	NONE	1 WD	<i>Engineer I</i> BAFE-SRED-ARS Office

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	2.2. Conduct On-Site Inspection (optional)	NONE	1 WD	<i>Engineer I/II</i> BAFE-SRED-ARS Office
	2.3. Prepare the Inspection Report (optional)	NONE	2 WD	<i>Engineer I/II</i> BAFE-SRED-ARS Office
	2.4. Review the accuracy and authenticity of the application, inspection evaluation, after-sales service compliance monitoring and the evaluation of test report and operator's manual in reference to its corresponding standard/s	NONE	2 WD	<i>Engineer I/II</i> BAFE-SRED-ARS Office
	2.5. Prepare the Evaluation Report (ER)			
	2.6. Review of the Evaluation Report	NONE		<i>Engineer III</i> BAFE-SRED-ARS Office
	2.7 Preparation of Notice of Meeting and Coordination with TEAAC Members	NONE	2 WD	TEAAC Secretariat
	2.8. Deliberation meeting and endorsement of recommendation report to BAFE	NONE	1 WD	Testing and Evaluation Accreditation Advisory Committee (TEAAC)
	2.9. Preparation and signing of TEAAC Resolution	NONE	2 WD	TEAAC
	2.10.Submission of TEAAC Resolution to BAFE Director	NONE		TEAAC
	2.11. Approval/Disapproval of TEAAC Resolution	NONE	2 WD	<i>Director</i> BAFE Office
	2.12. Preparation of Certificate of Conformity (CC) and/or Notification Letter	NONE	1 WD	<i>Engineer I</i> BAFE-SRED-ARS

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	2.13. Review of CC and/or Notification Letter	NONE	1 WD	<i>Division Chief</i> BAFE-SRED Office
	2.14. Signing of the CC and/or Notification Letter	NONE	1 WD	<i>Director</i> BAFE Office
3.Receive Notification on the Approval/Denial of CC	3.1. Notify the applicant regarding the result of evaluation through e-mail	NONE	1 WD	<i>Engineer I</i> BAFE-SRED-ARS
4.Proceed to pay the issuance fee to BAFE-Cashier	4.1. Issue payment slip	NONE	1 WD	<i>Engineer I</i> BAFE-SRED-ARS
	4.2. Issue order of payment	NONE		<i>Accountant III</i> BAFE-Accounting Section
	4.3. Issues Official Receipt (OR)	Php 3,500.00/CC		<i>Cashier II</i> BAFE-Cash and Disbursement Section
5.Submit the duplicate copy of official receipt of payment for issuance fee	5.1. Receive and validate the receipt	NONE		<i>Engineer I</i> BAFE-SRED-ARS Office
6.Claim the Certificate of Conformity (CC)	<b><i>For applications in NCR</i></b>		1 WD	
	6.1. Issue CC at BAFE Office	NONE		<i>Engineer I</i> BAFE-SRED-ARS Office
	<b><i>For applications outside NCR</i></b>			
	6.1. Forward the CC to DA-RFO-RAED-SRES via courier <sup>2</sup>	NONE		<i>Engineer I</i> BAFE-SRED-ARS Office
	6.1.A Issue CC to be picked up at DA-RFO-RAED-SRES and/or courier	NONE		<i>Engineer I</i> DA-RFO-RAED-SRES Office
<b>TOTAL FEES TO BE PAID:</b>		Issuance Fee - Php 3,500.00/CC		
<b>TOTAL FOR APPLICANTS IN NCR:</b>			20 WD	
<b>TOTAL FOR APPLICANTS OUTSIDE NCR:</b>			20 WD	

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