ISSUANCE OF AGRICULTURAL MACHINERY TESTING AND EVALUATION CENTER (AMTEC) TEST EXEMPTION CERTIFICATE

The AMTEC Test Exemption Certificate is issued to all Department, Bureaus and Offices of National Government Agencies, including the Regional Offices/Units, Government-Owned and-Controlled Corporations procuring agricultural and fisheries machinery for the purpose of Research and Development (R & D) / pilot testing / technology demonstration.

	Bureau of Agricultural and Fisheries Engineering - Standards Regulation and Enforcement Division (BAFE-SRED)	
Classification:	Complex	
Type of Transaction	G2G - Government to Government	
Who may avail:	Department, Bureaus and Offices of National Government Agencies, including the Regional Offices/Units, Govern- ment-Owned and-Controlled Corporations	

 Objective and Methodology; Proposed Work Plan; Specifications of the agri-fishery machinery; and Estimated cost of the agri-fishery machinery. 			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
request for exemption with supporting documents	Accept, review and evaluate the completeness of the submitted documents	NONE		<i>Engineer I</i> BAFE-SRED-ARS Office
	Input to the database of ongoing applications for AMTEC Test Exemption	NONE	1/2 WD	<i>Engineer I</i> BAFE-SRED-ARS Office
	Prepare Evaluation Report	NONE	2 WD	<i>Engineer II</i> BAFE-SRED-ARS Office
	Review the Evaluation Report	NONE	1/2 WD	<i>Engineer III</i> BAFE-SRED-ARS Office
	Prepare recommendation re- port	NONE	1 WD	Engineer IV BAFE-SRED-ARS Office
	Review Recommendation Report	NONE	1/2 WD	Division Chief BAFE-SRED Office
	Approval/ Disapproval of the Recommendation Report;	NONE	1 WD	<i>Director</i> BAFE Office
	Prepare Certificate and/or Notification Letter	NONE		<i>Engineer I/II</i> BAFE-SRED-ARS Office
	Review of Certificate and/or Notification Letter	NONE		<i>Engineer III/IV</i> BAFE-SRED-ARS Office
	Affix initials in the prepared Certificate and/or Notification Letter	NONE	1 WD	<i>Division Chief</i> BAFE-SRED Office
	Signing of Certificate and/or Notification Letter	NONE		<i>Director</i> BAFE Office
2. Receive Notification on the Approval/ Disapproval of AMTEC Test Exemptions	Transmittal/release of Certificate	NONE	1/2 WD	<i>Engineer I</i> BAFE-SRED-ARS Office
TOTAL PROCESSING TIME:			7 WD	

CHECKLIST OF REQUIREMENTS*

1. Letter Request for Exemption; and

2 Comprehensive Project Proposal of Research Activity

WHERE TO SECURE

Applicant