## 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.

Office or Division:

Bureau of Agricultural and Fisheries Engineering Standards Regulation and Enforcement Division (BAFE-SRED)

Highly Technical

Type of Transaction

G2B - Government to Business

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Type of Transaction	G2B - Government to Business			
Who may avail:	Manufacturer, Fak	oricator, Assembler, and Importer (MFAI)		
CHECKLIST OF REQUIREMENTS*		WHERE TO SECURE		
NEW APPLICATION				
1. Duly accomplished CC Application Form a for MFAIs facility located in National Capital for MFAIs facility located outside NCR		DA-BAFE-SRED Respective DA Regional Field Offices Region Agricultural Engineering Division Standards Regulation and Enforcement Section		
2. Photocopy of final Test Report (TR) issued and duly authenticated by UPLB-AMTEC or accredited testing center;		UPLB-AMTEC/Accredited Testing Center		
3. Photocopy of Business Permit;		City/Municipal Hall		
4. Original 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		
RENEWAL APPLICATION				
Duly accomplished CC Application Form a for MFAIs facility located in National Capital for MFAIs facility located outside NCR		DA-BAFE-SRED DA-RFO-RAED-SRES (bit.ly/BAFE_CC_Forms)		
2. Certified True Copy of Previously Issued CC; and		DA-BAFE-SRED		

		ments shall be submitted by the applicant.  FEES TO BE PROCESSING PROCESSING		
CLIENT STEPS	AGENCY ACTION	PAID	TIME	PERSONS RESPONSIBL
	For applications in NCR			
	1.1. Accept and review the completeness, veracity and			Engineer I
Submit application form,	authenticity of the application and	NONE		BAFE-SRED-ARS Office
uthority to use form and ther documentary	documentary requirements			
equirements to:	For applications outside NCR			
	1.1. Accept and review the		1 WD	
	completeness, veracity and authenticity of the application and	NONE		Engineer I  DA-RFO-RAED-SRES Office
DA-RFO-RAED-SRES for	documentary requirements;			
applicants outside NCR	1.2. Submit in advance the scanned			
	copy of applications including the	NONE		Engineer I
	documentary requirements via e-mail to BAFE-SRED			DA-RFO-RAED-SRES Office
Darticinate in the on-cite				
(optional)	2.1. Scheduling of On-Site Inspection	NONE	1 WD	Engineer I
	and Evaluation (optional)			BAFE-SRED-ARS Office
	2.2. Conduct On-Site Inspection	NONE	1 WD	Engineer I/II
	(optional)  2.3. Prepare the Inspection Report			BAFE-SRED-ARS Office  Engineer I/II
	(optional)	NONE	3 WD	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	NONE		Engineer I/II
	manual in reference to its corresponding standard/s		4 WD	BAFE-SRED-ARS Office
	Corresponding Standard/S			
	2.5. Prepare the Evaluation Report (ER)			
	2.6. Review of the Evaluation Report	NONE		Engineer III BAFE-SRED-ARS Office
	2.6. Deliberation meeting and			Testing and Evaluation
	endorsement of recommendation	NONE	1 WD	Accreditation Advisory
	report to BAFE  2.7. Droportion and signing of			Committee (TEAAC)
	2.7. Preparation and signing of TEAAC Resolution	NONE		TEAAC
	2.8.Submission of TEAAC	NONE	2 WD	TEAAC
	Resolution to BAFE Director			
	2.9. Approval/Disapproval of TEAAC Resolution	NONE	1 WD	Director BAFE Office
	2.10. Preparation of Certificate of		4 \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	Engineer I
	Conformity (CC) and/or Notification Letter	NONE	1 WD	BAFE-SRED-ARS
	2.11. Review of CC and/or	NONE	1 WD	Division Chief
	Notification Letter			BAFE-SRED Office
	2.12. Signing of the CC and/or Notification Letter	NONE	1 WD	Director  BAFE Office
	3.1. Notify the applicant regarding the result of evaluation through e-mail	NONE	1 WD	Engineer I BAFE-SRED-ARS
	4.1. Issue payment slip	NONE		Engineer I
4.Proceed to pay the issuance fee to BAFE-	4.2. Issue order of payment	NONE		Accountant III
	4.3. Issues Official Receipt (OR)	Php 3,500.00/CC	1 WD	Cashier II
S.Submit the duplicate copy	5.1. Receive and validate the receipt		I VVL	
of official receipt of payment or issuance fee		NONE		Engineer I BAFE-SRED-ARS Office
	For applications in NCR			
	6.1. Issue CC at BAFE Office	NONE		Engineer I
6.Claim the Certificate of Conformity (CC)	For applications outside NCR			
	6.1. Forward the CC to		1 WD	Engineer I
	DA-RFO-RAED-SRES via courier <sup>2</sup>	NONE		BAFE-SRED-ARS Office
	6.1.A Issue CC to be picked up at DA-RFO-RAED-SRES and/or courier	NONE		Engineer I DA-RFO-RAED-SRES Office
	TOTAL FEES TO BE PAID:	Issuance Fee -		DITTO IN LED-CILLO CIIICE
		Php 3,500.00/CC		
	TOTAL FOR AF	PLICANTS IN NCR:	20 WD	
	TOTAL FOR APPLICAI	NTS OUTSIDE NOR.	20 WD	

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