APPLICATION FOR ACCREDITATION OF AGRICULTURAL AND FISHERIES MACHINERY TESTING CENTERS

The accreditation of testing centers aims to accredit agricultural and fisheries machinery testing center that is accessible, reliable, ethical and competent through a strictly followed accreditation scheme.

()TTICE OF I)IVISION'		Bureau of Agricultural and Fisheries Engineering - Standards Regulation and Enforcement Division (BAFE-SRED) Accreditation of Testing Centers		
Classification:		Highly-technical		
Type of Transaction:		Government to Business (G2B)		
Nho may apply:		government entitie		tute (HEI), private or
CHE	CKLIST OF REQUIREMENTS*			NHERE TO SECURE
NEW APPLICATION				
A. General Requirements fo	r Application			
1. Duly accomplished Application Form/Letter			Applicant	
2. Organizational Structure		Applicant		
3. Company Profile		Applicant		
4. Staff Complement and Profile		Applicant Applicant		
 5. Proof of quality assurance system 6. Building Lay-out/Floor Plan/Shop Lay-out 		Applicant Applicant		
7. Location Map	aniop Lay-out	Applicant		
8. Fire Safety Certificate		Bureau of Fire Protection (BFP)		
B. Additional Requirements				
For Private Entities				
1. BIR Registration and TIN			Bureau of Internal	Revenue (BIR)
2. Business Permits (e.g. M	layor's Permit)		City/Municipal Local Government Unit	
3. DTI/SEC Registration			Department of Trade and Industry (DTI)/ Securities and Exchange Commission Office (SEC)	
For Government Entities				
-Certificate of registration of	r other related permits		Applicant	
RENEWAL APPLICATION				
I. Existing Certificate of Accr	editation		DA-BAFE-SRED	
2. Updated floor map (if appli	icable)		Applicant	
3. Updated quality assurance	e system (if applicable)		Applicant	
 Copy of results of post-acc 	creditation assessment		Applicant	
The applicant shall submit	t two (2) sets of applications and de			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
.Submit application form and other documentary equirements to BAFE-SRED	1.1 Accept and review the completeness, veracity and authenticity of the application and documentary requirements.	NONE		<i>Engineer I or II</i> BAFE-SRED-ARS Office
2. Payment of application fee	2.1 Issue payment slip			Engineer I or II BAFE-SRED-ARS Office
3. Submit the original copy of OR to BAFE-SRED	 2.2 Issue order of payment 2.3 Issue official receipt upon the 	Php 500.00 (Application Fee)	1 WD	Accountant III BAFE-Cash and Disbursement Section Cashier II
	 payment of application fee. 3.1 Issue a notification of endorsement for an on-site assessment to TEAAC 	NONE		BAFE-Cash and Disbursement Section <i>Engineer I or II</i> BAFE-SRED-ARS
	3.2 Scheduling of On-site Inspection and Evaluation	NONE	5 WD	Testing and Evaluation Advisory Committe (TEAAC)
	3.3 Issue a notification of the final schedule for on-site assessment	NONE		Engineer I or II BAFE-SRED-ARS Office
4. Payment of assessment	4.1 Issue payment slip	Php 7,000.00		Engineer I or II
fee** 5. Participate in the on-site inspection and evaluation	4.2 Issue order of payment	(Assessment Fee) Plane fares/travelling	1 WD	BAFE-SRED-ARS Office Accountant III
	4.3 Issue official receipt upon the payment of assessment fee.	expenses of the assessors should be shouldered by the applicant.	5	BAFE-Cash and Disbursement Section <i>Cashier II</i> BAFE-Cash and Disbursement Section
	5.1 Conduct On-Site Inspection and Evaluation	NONE	2 WD	Testing and Evaluation Advisory Committee (TEAAC)
	5.2 Prepare the Assessment Report and Recommendation Letter	NONE		Testing and Evaluation Advisory Committee (TEAAC)
	5.3 Review and evaluate Assessment Report and Recommendation Letter then endorse to BAFE-SRED Division Chief	NONE	5 WD	<i>Engineer IV</i> BAFE-SRED-ARS Office
	5.4 Endorsement of Assessment Report and Recommendation Letter to BAFE Director	NONE		Engineer V BAFE-SRED-ARS
	5.5 Approval/Disapproval of the Assessment Report and Recommendation Letter	NONE	2 WD	BAFE Director
	5.6 Prepare Certificate of Accreditation (CoA) and Notification Letter	NONE	1 WD	Engineer I or II BAFE-SRED-ARS Office
	5.7 Review of CoA and Notification Letter	NONE	1 WD	BAFE SRED - Division Chief
	5.8 Signing of the CoA and Notification Letter	NONE		BAFE Director
	6.1 Notify the applicant of the result of	NONE	1 WD	Engineer I or II BAFE-SRED-ARS Office
	7.1 Issue payment slip	Php 1,000.00		Engineer I or II BAFE-SRED-ARS Office
	7.2 Issue order of payment7.3 Issue official receipt upon the	(Basic Accreditation Fee)		Accountant III BAFE-Accounting Section Cashier II
	payment of Basic Accreditation Fee		1 WD	BAFE-Cash and Disbursement Section Engineer I or II
3. Submit to BAFE the Official Receipt of payment	8.1 Receive and validate the receipt	NONE		BAFE-SRED-ARS Office

**A payment of Php 3,500.00 for the re-assessment fee in case of denial or changes in application

Processing time for dispatching the certificate via courier is not included in the total time of processing.