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.

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

CHECKLIST OF REQUIREMENTS*	WHERE TO SECURE
1. Letter Request for Exemption; and	Applicant
2. Comprehensive Project Proposal of Research Activity that contains the following: -Project Title; -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
1. Submit letter of request for exemption with supporting documents	Accept, review and evaluate the completeness of the submitted documents	NONE	1/2 WD	*Engineer I* BAFE-SRED-ARS Office
	Input to the database of ongoing applications for AMTEC Test Exemption	NONE		*Engineer I* BAFE-SRED-ARS Office
	Prepare Evaluation Report	NONE	2 WD	*Engineer II* BAFE-SRED-ARS Office
	Review the Evaluation Report	NONE	1/2 WD	*Engineer III* BAFE-SRED-ARS Office
	Prepare recommendation report	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	*Director* BAFE Office
	Prepare Certificate and/or Notification Letter	NONE	1 WD	*Engineer I/II* BAFE-SRED-ARS Office
	Review of Certificate and/or Notification Letter	NONE		*Engineer III/IV* BAFE-SRED-ARS Office
	Affix initials in the prepared Certificate and/or Notification Letter	NONE		*Division Chief* BAFE-SRED Office
	Signing of Certificate and/or Notification Letter	NONE		*Director* BAFE Office
2. Receive Notification on the Approval/ Disapproval of AMTEC Test Exemptions	Transmittal/Release of Certificate	NONE	1/2 WD	*Engineer I* BAFE-SRED-ARS Office
TOTAL PROCESSING TIME:			7 WD	