



Application for Laboratory Accreditation

The Plant Product Safety Services Division (PPSSD) of the Bureau of Plant Industry (BPI) issues Certificate of Accreditation for Food Testing Laboratories

Office:	Plant Product Safety Services Division			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business, G2G – Government to Government			
Who may avail:	Government and Private Testing Laboratories			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Copy of duly-accomplished Application Form (1 original copy) 2. Required Documentary and Technical Requirements (1 original or photocopy) <ol style="list-style-type: none"> a. Letter of Intent addressed to the Director signed by the applicants; Authorized representative b. Valid Business or Mayor's Permit c. Department of Trade and Industry (DTI) or Security and Exchange Commission (SEC) Registration for Single Proprietorship or Corporation/partnership, respectively d. Hazardous Waste Generator Registration from DENR-EMB if applicable e. License to handle controlled precursor and essential chemicals from PDEA and/other permits/licenses necessary to manage restricted chemicals f. Laboratory Profile 			PPSSD Administration Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly-accomplished Application for Accreditation Form with documentary and technical requirements	1.1 Receive and evaluate application for accreditation	1000	0.25 day	Julio Salvador C. Valeza
2. Attend orientation for Food Testing Accreditation Guidelines	2.1. Prepare notice of orientation	None	0.25 day	Sonny Conde, Julio Salvador C. Valeza, Darrell



	2.2 Conduct orientation for Food Testing Accreditation Guidelines within 5 days from receipt of from receipt of application	None	1 day	Darrell Benedicto, Noreen, Escobar
3. Prepare for laboratory audit	3.1 Prepare notice of audit one month prior to the audit schedule	None	0.25 day	Julio Salvador C. Valeza
	3.2 Conduct audit and issue audit findings		3-5 days	Julio Salvador C. Valeza
4. Conduct root cause analysis and implement corrective actions Submit evidences of corrective actions	4.1 Receive corrective actions within 30 days	None	0.25 day	Customer
	4.2 Evaluate corrective actions provided *May conduct additional audit	None	5-7 days	Sonny Conde, Noreen Escobar, Julio Salvador Valeza
	4.3 Review and endorse result of evaluation	None	0.75 day	William Mugot
	4.4 Approve Certificate of Accreditation	None	1 day	Gerald Glenn F. Panganiban, Ph.D.
5. Pay Accreditation Fee	5.1 Issue Certificate of Accreditation	4000	0.25 day	Julio Salvador C. Valeza
6. Fill out Customer Satisfaction Form (CSF)	6.1 Issue and collect CSF			
	TOTAL		12-16 days	

Note: 4.1 Duration of the approval of accreditation depends on the submission of corrective actions on identified non-compliances.
 3.2 Duration of audit depends on the location of the laboratory and notice is given 30 days prior to the audit schedule
 2.1 Orientation is scheduled within 5 days from the acceptance of application



**Accreditation Fee based on Department Circular No. 3 Series of 2016

- Certificate of Accreditation - P5,000.00 (inclusive of Application Fee of P1,000.00)
- Certificate of Renewal of Accreditation - P2,500.00 (inclusive of Application Fee of P1,000.00)