

BUREAU OF PHILIPPINE STANDARDS (BPS) CITIZEN'S CHARTER

Bureau of Philippine Standards (BPS)

• 3rd Floor, Trade and Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City

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A.	Vision:
	Mission:

B.1	Frontline Services Offered and the Clientele: Issuance of the License to Use the Philippine Standard (PS) Quality and/or Safety Certification Mark for Manufacturers of Products Under Mandatory Certification (Refer to the list available at the BPS front desk or BPS Website) Description of Service: This frontline service, covered by Department Administrative Order (DAO) No. 04/2008, prescribes the steps involved on the licensing of local and foreign companies to use the Philippine Standard (PS) Quality and/or Safety Certification Mark
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B.2	Requirements: Notarized, filled-up application form SD-A05-QF01 or authenticated application, if foreign company and submit together with the documents required, in English language to support the application (in 2 sets), as follows: 1. Articles of Incorporation or Business Name and Sub-Contracting Agreement, if any 2. Quality Manual (CONTROLLED COPY) 3. Brief description of manufacturing process 4. Reference number of the Product Identification File to include process flow, materials, process control and drawings, among others 5. Listing of measuring and testing equipment with nominal capacities and serial numbers at each inspection point and final product testing together with the evidence of ownership, such as official receipts 6. Brief description of equipment maintenance and calibration program for all testing and measuring equipment with their corresponding calibration certificates 7. Copies of labels, markings and logos etc. as per requirements of specific standard 8. Vicinity map of the factory 9. Undertaking to abide by the terms and conditions of the PS License 10. Description of the supply distribution chain 11. Previous year's audited financial statement 12. Quotation Sheet Schedule of Availability of Service: Monday to Friday, 8:00 am to 5:00 pm Fees: See below (For details, refer to Schedule 1 of DAO 4:2008 "Fees and Charges Relative to the PS Mark Scheme" which is available at the Front Desk, DTI-BPS or DTI Regional/Provincial Offices) or Website
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Particulars	Assets Size*			
	Micro (up to Php3M)	Small (Over Php3M up to Php15M)	Medium (Over Php15M up to Php100M)	Large (Over Php100M)
1. Application Form	Php300.00	Php300.00	Php300.00	Php300.00
2. Quality Manual Review **	5,000.00	5,000.00	5,000.00	5,000.00
3. Original License Fee	5,000.00	7,500.00	10,000.00	12,500.00
Total Fees:				
If non ISO certified.....	Php10,300.00	Php12,800.00	Php15,300.00	Php17,800.00
If ISO certified**.....	Php5,300.00	Php7,800.00	Php10,300.00	Php12,800.00
	plus audit fee per man hours (@P100.00 per man hours) plus testing fee	plus audit fee per man hours (@Php300.00 per man hours) plus testing fee	plus audit fee per man hours (@Php400.00 per man hours) plus testing fee	plus audit fee per man hours (@Php500.00 per man hours) plus testing fee
4. Testing Fee	Refer to BPSTC's Matrix (Product Name, Testing Fee, & Testing Time) available at the Front Desk, BPS or DTI Regional/Provincial Offices)			
5. Freight Charges of Sample	As charged by Freight Forwarder			
6. Market Sample	As per Official Receipts/Sales Invoice			
* For the size of business establishments in terms of assets, refer to Annex 2 of DAO 4:2008 "Size of Business Establishments (in terms of assets)" which is available at the Front Desk				
** Exemplified if the PS applicant is ISO certified by the Philippine Accreditation Body (PAB) accredited certifying body.				

C.	Applicant / Client Step (What to Do)	Agency's Action	Duration of Action (under normal circumstances)	Officer or Employee Responsible for Each Step	Amount of Fees, if necessary	Document to be Presented by Client (with clear indication of relevance)
1	Get Application Form.	Provide Application Form.		Frontline Officer or Website		
2	Submit completed application form and required documents.	Review application & attachments required - If complete, receive application & issue payment slip. - If incomplete, inform applicant.		Frontline Officer		
3	Pay the fees and get the application form's receiving copy.	Record payment on the application and payment slip and forward application to the Director or DTI Regional Director/Provincial Director (RD/PD).		Cashier & Frontline Officer		
4	Complete and submit corrective action on deficiency(ies). If none, agree with the schedule of audit.	1. Review PS application & Quality Manual • If complete, recommend for audit • If incomplete, advise applicant of deficiency(ies) 2. Notify applicant of the schedule of the Quality Management System (QMS) and Product Audit • If ISO certified, no QMS audit to be conducted • If not ISO certified, QMS audit will be conducted		Product Manager OIC, SCD-BPS		
	For foreign applicants: Confirm the schedule of the factory and product audit with the auditing body.	3. Review and approve the Audit Assignment of auditors and Audit Program proposed by the recognized auditing body.				
5	Prepare for factory and product audit.	Conduct factory/ QMS and product audit • If complied, draw product samples.		Audit Team (BPS-DTI or from auditing body)		
6	Institute corrective actions.	• If there are non-conformities (NCRs) during the QMS and/or product audit, advise applicant to do corrective actions (Up to three (3) months is allowed to correct non-conformities)				
7	Receive Test Request for the drawn samples.	Provide Test Request for the drawn samples and inform applicant of the test duration. (Note: The test period varies on the product type.)		Audit Team (BPS-DTI or from auditing body)		
8	Institute corrective actions on the product, if appropriate	Evaluate Audit and Test Reports: • If complied, recommend issuance/preparation of PS License • If test results failed, recommend re-testing		Product Manager / Technical Support Staff		

9	Get original copy of the PS License and Certificate of Scope and/or copies of Test Results. Conform with the reminders as a PS licensee.	Release the PS License and Certificate of Scope (Released of the PS Mark License shall be at DTI RO/PO five (5) days more or less after the release from BPS)	Frontline Officer	
END OF TRANSACTION				

TOTAL PROCESSING TIME: 10 working days, plus product testing time, and corrective action provided that all information and documents submitted are correct and complete.

D	Indicate allowable period for extension due to unusual circumstances (i.e., unforeseen events beyond the control of the agency/office), if applicable: Not applicable
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