

7. 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 Filled-out 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 Filled-out Application for Accreditation Form with Documentary and Technical Requirements	1.1 Receive and Evaluate Application for Acceptance	None	2 Days	Technical Staff
2. Attend Orientation for Food Testing Accreditation Guidelines	2.1. Conduct orientation for Food Testing Accreditation Guidelines 2.2 Schedule Laboratory Audit	None	1 Day	Technical Staff
3. Prepare for Laboratory Audit	3.1 Conduct Laboratory Audit	None	2 Days	Technical Staff

	3.2 Issue Audit Findings			
4. Conduct root cause analysis and implement corrective actions Submit evidences of corrective actions	4.1 Receive corrective actions	None	30-45 Days	Technical Staff
	4.2 Evaluate corrective actions provided *May conduct additional audit	None	5 Days	Technical Staff
	4.3 Review and Endorse Result of Evaluation	None	2 Days	Division Chief
	4.4 Approval of Application	None	2 Days	Director
	4.5 Inform Applicant regarding the result of application	None	5 Minutes	Technical Staff
5. Pay Accreditation Fee	5.1 Issue Certificate of Accreditation	None	15 Minutes	PPSSD
6. Fill up Customer Satisfaction Form (CSF)	6.1 Issue and collect CSF	None	5 Minutes	PPSSD Staff
	TOTAL	None	59 Days 25 Minutes	
	<i>*Conduct of Surveillance Audit (6 to 8 months after issuance of Certificate)</i>			

**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)