

6. Application for License to Operate for Facilities (Treatment, Freezing, Milling, Transport and Warehouses)

The Accreditation and Inspection Section – Food Safety Unit of the Bureau of Plant Industry (BPI) issues License to Operate (LTO) for the facilities (Treatment, Freezing, Milling, Transport and Warehouses) of plant food for compliance to food safety requirements.

Office:	Plant Product Safety Services Division – Accreditation and Inspection Section			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
Who may avail:	All			
CHECKLIST FOR REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> Notarized Application Form with attached 2x2 colored picture in white background of the Owner, Authorized Representatives, and Designated FSCO (includes credentials) applying for the issuance of LTOs (original copy) Current Mayor's Permit/Business Permit, Sanitary Permit (certified true copy) Certificate of Registration from Security and Exchange Commission (SEC) for corporations/ Cooperative Development Authority (CDA) for cooperatives/ Department of Trade and Industry (DTI) for single proprietorship / Philippine Economic Zone Authority (PEZA) for those in economic zones (certified true copy) Internal Control System (ICS), Quality Management System and Food Safety Plan to include System, Traceability System, Recall Program; <i>(ICS not applicable for LTO transport facility)</i> Certificate of Attendance of FBO representative and designated plant food safety compliance officer on applicable training/seminar on quality standards and codes of practices conducted by any of the following: ATI, BPI, DA RFO, SUCs or BPI officially accredited training service provider 		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Notarized Application Form together with other	1.1 Receive application and evaluate the documents forwarded by BPI-NPQSD	Php 1,000.00	1 Day	PPSSD-AIS Technical Staff

required documents to BPI-NPQSD office (BPI-NPQSD to forward the documents to BPI-PPSSD)				
2. Interview/Orientation of Packing Facility Operator	2.1 Discuss Protocols, rules and regulation governing export/import/domestic (P.D. 1433, Food Safety Act of 2013 and other protocols)	None	5 Hours	PPSSD-AIS Technical Staff
3. Actual Evaluation	3.1 Inspect facility and verify other documents	None	1-4 Days	Food Safety Inspectors
	3.2 Prepare inspection report	None	2 Days	Food Safety Inspectors
	3.3 Evaluate and submit report to the Chief	None	2 Hours	Food Safety Inspectors
	3.4 Prepare License to Operate (LTO) with corresponding Code	None	2 Hours	PPSSD-AIS Technical Staff
	3.5. Evaluate report and countersign License to Operate (LTO)	None	30 Minutes	Chief, PPSSD
	3.6. Approve or disapprove License to Operate (LTO)	None	30 Minutes	BPI Director
4. Pay Licensing Fee	4.1 Issue License to Operate (LTO)	-Warehouse - Php1,600.00 -Treatment - Php1,500.00 -Transport Vehicle – Php300.00 for 4-6 wheels Php330.00 for 8 wheels	15 Minutes	PPSSD

		Php440.00 for 10 or more wheels		
5. Receive License to Operate (LTO)	5.1 Release License to Operate (LTO)	None	10 Minutes	PPSSD-AIS Technical Staff
6. Fill up Customer Satisfaction Form (CSF)	6.1 Issue and collect CSF	None	5 Minutes	PPSSD Staff
	TOTAL	None	4 Days, 10 Hours 30 Minutes	