

## 22. Application for License to Operate of Packing Facility for Fruits and Vegetables

The National Plant Quarantine Services Division (NPQSD) of the Bureau of Plant Industry (BPI) issues License to Operate of packing Facility of Fruits and Vegetables.

<b>Office:</b>	National Plant Quarantine Services Division – Export Section			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>1. Notarized Application Form (<i>Original, 1 copy</i>)</li> <li>2. Current Mayor's Permit (<i>CTC, 1 copy</i>)</li> <li>3. 2x2 photo of owner; (<i>2 copies</i>)</li> <li>4. Floor Plan and Location Map; (<i>CTC, 1 copy</i>)</li> <li>5. Packing Facility Process Flow; (<i>Original, 1 copy</i>)</li> <li>6. Disposal System for Rejected Fruits; (<i>Original, 1 copy</i>)</li> <li>7. Disinfestation Program for the Packing Facility; (<i>CTC, 1 copy</i>)</li> <li>8. Written Standard Operating Procedure, including Pest Management and other safeguards; (<i>CTC, 1 copy</i>)</li> <li>9. List of Technical and Non-Technical Personnel; (<i>Original, 1 copy</i>)</li> <li>10. Certificate of Attendance of the owner, facility manager or a quality assurance in a training on Good Manufacturing Practices (GMP); (<i>CTC, 1 copy</i>)</li> <li>11. List of exporters using the facility and the export destination; (<i>Original, 1 copy</i>)</li> <li>12. BPI PQS and BPI-PPSSD Inspection Report (<i>Original, 1 copy</i>)</li> </ol>			Applicant	
			BPI-PQS Inspector	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Notarized Application Form together with other required documents to the nearest PQS office [regional Licensing and Registration Screening Committee (LRSC) where the business is located]	1.1 Evaluate application and other documents	P1,000.00	2 Hours	Applicant / regional LRSC Secretariat

2. Interview/Orientation of Packing Facility Operator	Discuss Protocols, rules and regulation governing export (P.D. 1433, and other export protocols)	None	2 Hours	NPQSD Central Office - Licensing and Registration Unit / Regional LRSC
3. Actual Evaluation	3.1 Inspect Packing Facility and verify other registration	None	2 Day	PQ Officer/Inspector
	3.2 Prepare Inspection Report	None	1 Day	PQ Officer
	3.3 Deliberate Inspection Report and documentary requirements	None	2 Days	Regional LRSC
	3.4 Evaluate and endorse application to the Chief	None	2 Day	NPQSD Central Office- Licensing and Registration Unit
	3.5 Prepare License to Operate Certificate with corresponding Packing Facility code	None	2 Hours	NPQSD Central Office- Licensing and Registration
	3.6 Evaluate Report and Countersign License to Operate Certificate	None	30 Minutes	Chief, NPQSD
	3.7 Approve or disapprove License to Operate Certificate	None	30 Minutes	BPI Director
4. Receive License to Operate Certificate	Release of License to Operate Certificate	For New and Renewal: P1,500.00	10 Minutes	PQ Officer
5. Fill up Customer Satisfaction Form (CSF)	6.1 Provide and collect CSF	None	5 Minutes	NPQSD Staff
<b>TOTAL</b>			<b>7 Days, 7 Hours, 15 Minutes</b>	