

9. Application for PhilGAP Certification

The Plant Product Safety Services Division (PPSSD) of the Bureau of Plant Industry (BPI) issues PhilGAP Certification

Office:	Plant Product Safety Services Division – Accreditation and Inspection Section	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. Duly Accomplished Application Form (1 original copy) 2. Farm or Organizational Profile (1 original copy) 3. Farm Map (1 original or photocopy) 4. Farm Layout (1 original or photocopy) 5. Field Operation Procedures (1 original or photocopy) 6. Annex A – Production and Harvesting Records (1 original copy) 7. Annex B – List of fertilizers, Pesticides and other agricultural chemicals used (1 original copy) 8. Certificate of Nutrient Soil Analysis (1 original or photocopy) 9. Certificate of training on GAP conducted by ATI, BPI, LGU, DA, RFO, SUC's or by ATI accredited services providers (1 photocopy) 10. Certificate of registration and other related permits, e.g. SEC, DTI, CDA, DOLE (if applicable), (1 original copy) <p>Additional requirements for Group Application</p> <ol style="list-style-type: none"> 1. For Corporation, Quality Management System or Internal Control System (ICS)(1 original copy) 2. Procedure for accreditation of farmers/growers (if applicable) (1 original copy) 3. Manual of Procedure for outgrowership scheme (if applicable) which will show that the company/PMOs/cooperative have 100% control of all registered or accredited growers (e.g. internal policies on accreditation of farmer/grower, sanctions, etc.) (1 original or photocopy) 		<p>Department of Agriculture – Regional Field Office Applicant</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished application form with the requirements	1.1 Pre-assessment of the farm to be certified and submit the application to the PhilGAP Team	None	2 Hours	Regional Field Office (RFO)
	1.2 Assessment of the application with the attached requirements	None	2 Days	PhilGAP Secretariat
	1.3 Scheduling of farm inspection and selection of inspector	None	5 Days	PhilGAP Secretariat/ Inspector/RFO
2. Prepare documents needed for the PhilGAP Inspection	2.1 Inspection Proper	None	4 Days	PhilGAP Secretariat/ Inspector/RFO
	2.2 Prepare Inspection Report	None	1 Hour	PhilGAP Secretariat
	2.3 Endorsement to the PhilGAP Certification Committee	None	7 Days	PhilGAPCC Member
	2.4 Preparation of PhilGAP Certificate and Endorsement to BPI-Director for approval	None	30 Minutes	PhilGAP Secretariat
	2.5 Approval of PhilGAP Certificate	None	1 Day	BPI Director
	2.6 Endorsement of the Approved PhilGAP Certificate to the RFO	None	1 Day	PhilGAP Secretariat/ RFO
3. Receiving the Approved PhilGAP Certificate	3.1 Awarding of the PhilGAP Certificate to the applicant	None	1 Hour	RFO
4. Fill up Customer Satisfaction Form (CSF)	4.1 Issue and collect CSF	None	5 Minutes	PPSSD Staff
	TOTAL		20 Days, 4 Hours and 25 Minutes	