



DEPARTMENT CIRCULAR

No. 01

Series of 2023

SUBJECT: REVISED ACCREDITATION GUIDELINES FOR AGRICULTURAL AND FISHERIES MACHINERY TESTING CENTER

Pursuant to Section 27.2 of the Republic Act No. 10601, otherwise known as the Agricultural and Fisheries Mechanization Law and its Implementing Rules and Regulations, this Accreditation Guidelines for Agricultural and Fisheries Machinery Testing Center is hereby prescribed and promulgated for guidance in the establishment of reliable and competent testing centers in the country.

**ARTICLE I
GENERAL PROVISIONS**

Section 1. Objectives

The provisions under this Department Circular aim to achieve the following:

- a) Provide and implement an accreditation scheme for agricultural and fisheries machinery testing center that is accessible, reliable, ethical and competent,
- b) Set out the criteria, minimum requirements and standards for agricultural and fisheries machinery testing center, and
- c) Encourage private sectors' and Higher Education Institutions' (HEIs) involvement in the testing of agricultural and fisheries machinery.

Section 2. Scope

This Circular shall cover the rules and regulations governing the accreditation of HEIs, government, and private entities nationwide, which are independent institutions that can perform the testing and evaluation of locally and/or internationally manufactured agricultural and fisheries machinery.

The scope/s of accreditation covers the assessment of the facilities equipment and Test Engineer or manpower including the support staff as applicable.

This Circular shall complement with the "Revised National Guidelines on Testing and Evaluation of Agricultural and Fisheries Machinery". Thereby, the provisions in both guidelines shall apply.

Section 3. Definition of Terms

As used in this Circular, the following terms shall be understood as follows.

- 3.1. **Agricultural and Fisheries Machinery** – refers to machinery and equipment for the production, post-production, harvesting, processing, storage, manufacture, preserving, transporting and distribution of agricultural and fisheries products and by-products. It includes, but not limited to, tractors and their attachments, power tillers, seeders, transplanters, windmills, harvesting machines, crop protection and maintenance equipment, irrigation equipment and accessories, greenhouses and other thermal conditioning equipment, livestock equipment, fishery equipment, slaughtering equipment, meat/fishery and crop processing equipment, postharvest machines such as milling machines, dryers, threshers, and fiber extraction machines.
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- 3.2. **Accreditation** – the process of acquiring formal recognition from the Bureau of Agricultural and Fisheries Engineering (BAFE)
- 3.3. **Accredited Testing Center** – any private, government entities and HEIs which has the capacity to measure, examine, test, calibrate or otherwise determine the characteristics and performance of agricultural and fisheries machinery and has undergone accreditation by BAFE
- 3.4. **Applicant** – refers to any HEIs, government and private entities that have the capability to comply with the requirements for accreditation
- 3.5. **Building Facility**- an infrastructure that follows precautionary measures for safety, and security, and wide enough to accommodate the office/s of the Test Engineer/s and the testing and sheltering of the different agricultural and fisheries machinery
- 3.6. **Certificate of Accreditation (CoA)** – a document issued by the BAFE to testing center/s accrediting them to perform the tests and evaluations
- 3.7. **Revocation** – refers to the complete annulment or withdrawal of the granted CoA
- 3.8. **Suspension** – refers to the temporary invalidation of the granted CoA
- 3.9. **Certified Test Engineer (CTE)** – licensed Agricultural and Biosystems Engineer who is certified by BAFE to perform testing and evaluation of agricultural and fisheries machinery pursuant to RA 10915
- 3.10. **Quality Assurance System** - is any systematic process of determining whether a product or service meets specified requirement (Gillis, 2019)

ARTICLE II TESTING AND EVALUATION ACCREDITATION ADVISORY COMMITTEE

Section 4. Testing and Evaluation Accreditation Advisory Committee as the reviewing and recommending committee

- a.) The Testing and Evaluation Accreditation Advisory Committee (TEAAC), is composed of representatives from concerned offices of the Department of Agriculture (DA) and other agencies namely:
 - Metals Industry Research and Development Center – Department of Science and Technology (MIRDC-DOST)
 - Philippine Center for Postharvest Development and Mechanization (PhilMech)
 - Philippine Council for Agriculture and Fisheries (PCAF)
 - Philippine Society of Agricultural and Biosystems Engineers (PSABE)
 - Professional Regulatory Board of Agricultural and Biosystems Engineering (PRB-ABE)
 - University of the Philippines Los Baños – Agricultural Machinery Testing and Evaluation Center (UPLB – AMTEC); and
 - University of the Philippines Los Baños - Center for Agri-Fisheries and Biosystems Mechanization (UPLB-BIOMECH)

- b.) One of the core functions of the TEAAC is to review, and recommend suspension and revocation of the CoA for Agricultural and Fisheries Machinery Testing Centers.

ARTICLE III

ACCREDITATION OF AGRICULTURAL AND FISHERIES MACHINERY TESTING CENTER

Section 5. Criteria for Accreditation

The following are the criteria for the accreditation of the agricultural and fisheries machinery testing center which is in accordance with the scope of accreditation applied for:

- a) Must be an HEI, private or government entities
- b) Must have at least one (1) organic/regular employee that is a Certified Test Engineer specific for the category applied
- c) Must have at least one full-time Certified Test Engineer of the specific category applied (which may be one and the same person as the regular employee)
- d) Must satisfy the minimum requirement for the office space, testing facility, and testing equipment
- e) Must have a quality assurance system.

Section 6. Procedures for Accreditation

The following outlines the various stages of the accreditation process (see Annex A).

6.1. Submission of Requirements and Application Review

The applicant shall submit to the BAFE the required duly accomplished form (see Annex B) and its corresponding attachments for evaluation of the completeness and validity of the documentary requirements (see Annex C). Only valid and eligible applications shall be processed. Failure to submit all the enumerated documentary requirements will be returned and not received by BAFE.

6.2. On-site Assessment

The BAFE shall then endorse to TEAAC the eligible applications for an on-site assessment. After the conduct of this assessment, the TEAAC shall submit and recommend to BAFE.

6.3. Evaluation and Approval of the Accreditation

The BAFE shall conduct the final review and assessment of the recommended applications, prior to approval and issuance of CoA.

Applicant/s who does not meet the requirements shall be notified by the BAFE. The applicant/s shall be informed of the deficiency / non-conformity to the accreditation requirements.

6.4. Remedy in Case of Denial

Request for reconsideration together with the evidence of corrective action shall be submitted to BAFE within fifteen (15) working days after the receipt of

notification of denied accreditation. Otherwise, the decision of the BAFE shall be final.

6.5. Post Accreditation Assessment / Monitoring

After the grant of the CoA, the testing center shall be subjected to assessment every year to ensure their continued compliance with the conditions of the accreditation (Section 7.2.b) to be conducted by BAFE, with or without prior notice. Testing records, and records of calibration of test equipment conducted shall be ready for inspection at all times.

6.6. Period of Processing

The processing of application for accreditation of testing center is 20 working days upon receipt of the complete documentary requirements.

6.7. All accredited testing center shall sign Memorandum of Agreement (MOA) with AMTEC.

6.8. Test reports generated by the accredited testing centers shall be reviewed, validated, and certified by AMTEC.

6.9. No test reports shall be valid unless certified by AMTEC and signed by the AMTEC Director.

Section 7. Certificate of Accreditation

The CoA shall be specific to the test of each corresponding machine, thus multiple CoA can be issued to a testing center according to the scope of accreditation they were granted. The name of the accredited testing center shall be included in the Registry of Accredited Testing Centers.

7.1. Validity

The CoA is valid for a period of three (3) years unless suspended or revoked by BAFE.

7.2. Conditions of Accreditation

Following the grant of accreditation, the Testing Center shall abide by the following commitments:

a) Maintenance and Calibration of Equipment

All testing equipment shall be maintained in good condition. Instruments and equipment requiring calibration or adjustment shall be calibrated and adjusted in accordance with the instructions of the manufacturer as well as quality assurance system of the testing center which reflects the external calibration of the third party.

b) Records

The accredited Testing Center/s shall provide a copy of all test reports upon its completion to the BAFE, excluding that of those agricultural and fisheries machinery undergoing research and development. They shall

also maintain and make available for monitoring the records of their transaction such as follows:

- Records of the agricultural and fisheries machinery tested and evaluated,
- Records of the Test Engineer/s and other manpower responsible in the testing of the machinery,
- Records of all testing equipment, including number of units, date acquired, location and condition, and
- Copy of the schedule of fees/testing fees being imposed as prescribed by the BAFE and all the related financial transactions together with the supporting documents (e.g. official receipts)

NOTE The accredited Testing Center/s shall provide official receipts to their clients.

c) Display

All accredited Testing Center/s shall display the official signboard, CoA, and testing fees in a place and manner conspicuous to their customers.

d) Training of test engineer/s

As the need arises, AMTEC may conduct training of Certified Test Engineer from time to time for the improvement and upgrading of testing capabilities

7.3. Renewal

Application for renewal of accreditation may be filed three (3) months prior to its expiration. The requirements for renewal are as indicated in Annex C. Test reports issued by Testing Center/s with expired CoA shall be invalid regardless of their pending renewal application.

7.4. Suspension/Revocation of CoA

In case of incapability or non-compliance of the testing center, a suspension or revocation of CoA and removal of the testing center from the certification registry shall be done accordingly (see Section 10). Moreover, other specific grounds for suspension and revocation are listed under Section 9 (Prohibited Acts) of Article V.

Reapplication in case of revocation shall be done in accordance with the terms and conditions set by the DA through BAFE and TEAAC.

ARTICLE IV FINAL PROVISIONS

Section 8. Prohibited Acts

- 8.1. Operating a Testing Center or engaging in agricultural and fisheries machinery testing business without proper or expired accreditation.
- 8.2. Operating a Testing Center with no employed test engineer/s or with employed test engineer/s with expired or invalid license and accreditation.

- 8.3. Giving permission of the use of CoA to non-accredited testing center.
- 8.4. Using uncalibrated, broken or damaged equipment.
- 8.5. Violation of condition/s of accreditation (see Section 7.2)
- 8.6. Misrepresentation for purposes of securing the CoA or renewal thereof, such as giving a materially false statement in the application, or submitting falsified documents.
- 8.7. Tampering of test results/test reports or rigging test procedures or entering false information about the agricultural and fisheries machinery being tested.
- 8.8. Obstructing or attempting to obstruct inspection by authorized representatives of BAFE or TEAAC.
- 8.9. Any act similar or analogous to the foregoing.

Section 9. Penalties and Sanctions

After due notice and hearing, the accredited Testing Center found to have committed any of the acts provided under Section 9 hereof shall be dealt with suspension or revocation of the CoA and/or with any applicable administrative penalties as imposed by the law.

The suspension of CoA of the test center issued thereof shall not exceed one year.

Section 10. Separability Clause

Should any provision of this Department Circular or any thereof be declared invalid, the other provisions, so far as they are separable, shall remain in force and effect.

Section 11. Repealing Clause

All prior issuances, rules, regulations or part thereof which are inconsistent with this Circular are hereby revoked, amended, or modified accordingly.

Section 12. Effectivity

This Circular shall take effect upon complete publication. Three (3) copies of this circular shall be sent to the University of the Philippines Law Center.

Approved and promulgated this 11th day of January 2023.

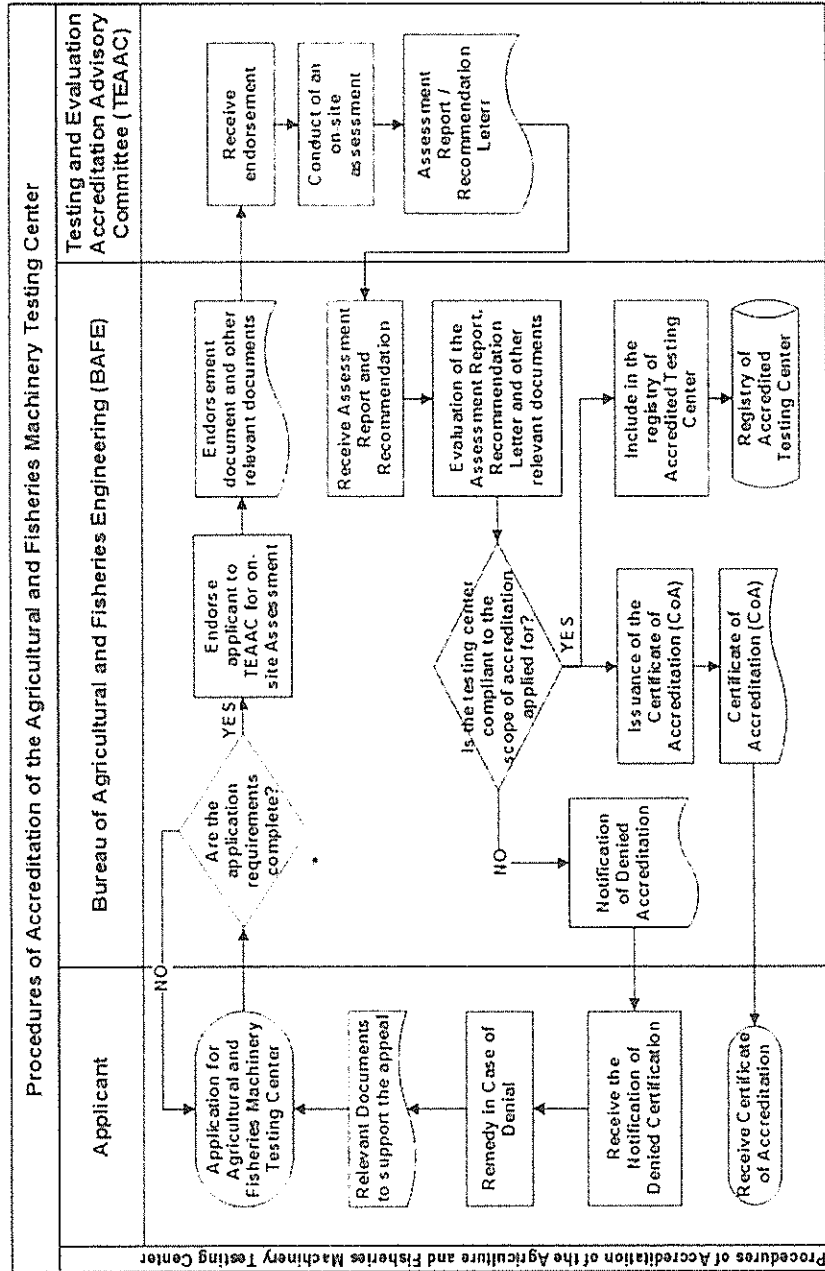

DOMINGO F. PANGANIBAN
Senior Undersecretary



PH-USEC-007032011-000001

**Annex A
(informative)**

**Flow Chart for the Procedures of Accreditation of the
Agricultural and Fisheries Machinery Testing Center**



**Annex B
(normative)
APPLICATION/ASSESSMENT FORM**



Department of Agriculture
Bureau of Agricultural and Fisheries Engineering
Elliptical Road, Diliman, Quezon City
Telefax: (02) 941-8151 Email: oed.bafe@gmail.com
**ACCREDITATION OF AGRICULTURAL AND FISHERIES MACHINERY
TESTING CENTER**

APPLICATION/ASSESSMENT FORM

<input type="checkbox"/> Initial	<input type="checkbox"/> Renewal	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10px;"> </td><td style="width:10px;"> </td><td style="width:10px;"> </td><td style="width:10px;"> </td><td style="width:10px;"> </td><td style="width:10px;"> </td><td style="width:10px;"> </td><td style="width:10px;"> </td><td style="width:10px;"> </td><td style="width:10px;"> </td><td style="width:10px;"> </td><td style="width:10px;"> </td> </tr> <tr> <td colspan="12" style="text-align: center;">APPLICATION NO.:</td> </tr> <tr> <td colspan="12" style="text-align: center;"><small>to be filled out by the Processing Officer</small></td> </tr> </table>													APPLICATION NO.:												<small>to be filled out by the Processing Officer</small>											
APPLICATION NO.:																																						
<small>to be filled out by the Processing Officer</small>																																						
Date of Application: ___/___/___		Date of On-Site Assessment: ___/___/___																																				
		<small>to be filled out by the Assessor</small>																																				

1. PROFILE

Name of Applicant/Testing Center: _____
 Name of Authorized Representative: _____ Position: _____
 Address: _____
 Telefax/Telephone No.: _____ Email: _____
 Scope of Accreditation (Specific test/s for which accreditation is sought): _____

2. TESTING FACILITIES

No.	Equipment Name	Identification No.	Purpose	Date Acquired	Operation Manual	Remarks <small>to be filled out by the Assessor</small>
1						
2						
3						
4						

3. TEST ENGINEER/S

No.	Test Engineers	Job Description	Responsibilities	Accreditation No.	Expiry Date	Remarks <small>to be filled out by the Assessor</small>
1						
2						

4. QUALITY ASSURANCE PROCEDURES

State the quality assurance system including the calibration of measuring instruments/equipment.

Remarks: _____

**Annex B
(Continued)**

1. SECURITY MEASURES
Describe briefly the security measures for ensuring the protection of proprietary rights and confidential information.
<hr/> <hr/> <hr/> <hr/> <hr/>
Remarks: _____
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<p>In the event that a Certificate of Accreditation (CoA) is granted, we (_____) hereby agree to comply with the "Accreditation Guidelines for Agricultural and Fisheries Machinery Testing Center" and to abide by all rules and regulations promulgated by the Bureau of Agricultural and Fisheries Engineering (BAFE) for the accreditation of testing center of assessed technical competence or scope.</p>
<p>_____ President/Manager/Duly Authorized Representative</p>
Assessment
<p>I, _____, hereby state that all the information provided by me during the on-site assessment conducted by the Testing and Evaluation Accreditation Advisory Committee (TEAAC) are true and correct based on my knowledge.</p>
<p style="text-align: right;">_____ Personnel</p>
<p>Interviewed Assessed by:</p> <hr/> <hr/>

Annex C
(informative)
Documentary Application Requirements

The following are the documentary requirements for the official accreditation:

i. General Requirements for Application

1. Duly accomplished Application Form/Letter (Annex B)
2. Chart of organizational structure/ Organizational Profile
3. Proof of quality assurance system
4. Floor plan

a) Private Entities

- BIR Registration and TIN
- Business Permits (e.g. Mayor's Permit)
- DTI /SEC registration

b) Government Entities

- Certificate of registration or other related permits

c) Building Facility

- Office space with table and chair for at least one Test Engineer
- Testing equipment and tools:
 - tachometer, sound level meter, clamp ammeter, timer, graduated cylinder, weighing scale (150 kg), balance, lab oven (last 3 may be borrowed or shared from other nearby units)

d) Quality Assurance System

ii. Renewal Requirements

- Existing Certificate of Accreditation
- Updated floor map (if applicable)
- Revised quality assurance system (if applicable)
- Copy of results of post accreditation assessment
- Number of machines tested during the operation of the testing center
- Number of test reports released by testing center

NOTE This includes such other documents that the BAFE may require from time to time protecting the interest of the government and the public.