



**DEPARTMENT CIRCULAR**

No. 10

Series of 2020

**SUBJECT : NATIONAL GUIDELINES ON THE CONDUCT OF ACCEPTANCE TESTING FOR AGRI-FISHERIES MACHINERY**

**WHEREAS**, the Department in its "8 Paradigms of Agriculture" shall continue Modernization and Industrialization. To accomplish such goals, increased interventions and priorities are focused on the distribution and provision of agricultural and fisheries machinery. Further, with the increasing public investment, safeguards are necessary to ensure that the farmers and fisherfolk will have quality and safe machinery.

**WHEREAS**, Section 18 of RA 10601, otherwise known as the Agricultural and Fisheries Mechanization Law (AFMech Law), provides that: "*Section 18. Testing and Evaluation. – Agricultural and fisheries machinery and equipment to be sold in the market shall pass through testing and evaluation by the Agricultural Machinery Testing and Evaluation Center (AMTEC) in accordance with the national policies and guidelines to be promulgated by the Secretary. Specifically, before it can be assembled, manufactured and commercially sold in the market, the model of the machine and any modification thereof should be tested by the AMTEC and should pass the prescribed quality and performance standard. The regular testing and evaluation of machinery sold shall be undertaken by the AMTEC on new models and design. Field tests shall likewise be undertaken by the AMTEC to ensure consistent quality of test units as well as on the commercial units. The BAFE shall maintain a certification registry of equipment and machinery as well as registry of those denied certification.*";

**WHEREAS**, the Department of Agriculture (DA) pursuant to the provisions of RA 10601 and in coordination with various government agencies and private sector issued the National Guidelines on Testing and Evaluation of Agricultural and Fisheries Machinery (*Guidelines*), which aims to provide national and local government offices, including the private sector with a framework for implementing the testing and evaluation of agricultural and fisheries machinery and guide the manufacturers in the improvement and development of machinery, and safeguarding the interest of farmers and fisherfolks, as envisioned under RA 10601;

**WHEREAS**, to ensure the quality and safe machinery, Department Circular No. 5, Series of 2017, as amended by DC No. 10, Series of 2018, otherwise known as the National Guidelines on Testing and Evaluation of Agricultural and Fisheries Machinery, stipulates that acceptance testing shall be undertaken by government procuring entity as part of the procurement process to verify the acceptability of delivered machine and equipment in terms of quality and compliance to set specifications.

  
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**WHEREAS**, during the 6<sup>th</sup> Inter-Agency Technical Working Group (IATWG) Meeting last October 19, 2017, the GPPB-TSO presented the request of BAFE and discussed the applicable rules in the setting of specification for the procurement of goods, permits and licenses required by law, and inspection and testing during post-qualification and contract implementation, as well as the following recommendations relative to the request of BAFE, thus:

1. Recognize the mandate of RA 10601 and its Implementing Rules and Regulation (IRR) that agricultural and fisheries machinery and equipment to be sold in the market should pass through testing and evaluation before it can be assembled, manufactured and commercially sold in the market; and
2. Remind Procuring Entities to procure agricultural and fisheries machinery, equipment and implement, that complies with the mandate of RA 10601 and its Guidelines in their procurement activities by incorporating in their procurement documents the required standards and parameters approved by the DA through BAFE;

**WHEREAS**, the development of Acceptance Testing Protocol is vital and necessary in ensuring safety, functional efficiency and economic viability of agricultural and fishery machinery.

**NOW, THEREFORE, I, WILLIAM D. DAR, Ph.D.**, Secretary of the Department of Agriculture (DA), by virtue of the power vested in me by law, promulgates and issues this Department Circular for the purpose of providing step-by-step and standardized procedures for the final acceptance and standard compliance of procured agricultural and fisheries machinery.

### **SECTION 1. OBJECTIVE**

The instructions prescribed in this Circular aims to provide the test engineers and authorized Agricultural and Biosystems Engineer (ABE) from the procuring entity with general and specific procedures in the conduct of acceptance testing. Further, this Circular will verify the acceptance of delivery, verification of standards compliance, and performance testing of the machinery.

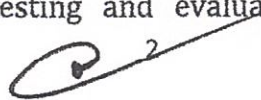
### **SECTION 2. SCOPE**

This Circular shall cover the acceptance testing of all agricultural and fisheries machinery procured and for distribution of the Department of Agriculture, its Regional Field Offices, attached agencies, bureaus, Local Government Units (LGUs), and Government-owned and controlled corporation (GOCCs). Furthermore, this Circular only covers the testing of the specifications as indicated by the procuring entity based on PABES/PNS.

### **SECTION 3. DEFINITION OF TERMS**

For the purpose of this Circular, the following definition shall apply:

**Certified Test Engineer** - is a licensed Agricultural and Biosystems Engineer (ABE) who is certified to perform testing and evaluation of agricultural and fisheries



machinery pursuant to RA 10915 otherwise known as Agricultural and Biosystems Engineering Act of 2016.

**Authorized Test Engineer** – is a licensed ABE authorized by the Bureau of Agricultural and Fisheries Engineering to perform acceptance testing of agri-fishery machineries. The authorized ABE must have an endorsement from the DA - Regional Executive Director and have a prior application for Test Engineer.

**Acceptance Testing** - is undertaken by government procuring entity as part of the procurement process on contract implementation and termination to verify the acceptability of delivered machine and equipment in terms of quality and compliance to set specifications. Acceptance testing is conducted upon delivery and prior to payment and distribution to the beneficiaries. This is in pursuant to RA 9184 Section 42, Annex D-5, M. Inspections and Tests.

**Ocular Inspection and Evaluation** - is a test carried out to verify the manufacturer's specifications.

#### **SECTION 4. TEST ENGINEERS**

The acceptance testing for agricultural and fisheries machinery shall be performed by certified/authorized test engineers.

The test engineer/authorized test engineers or ABE may be assisted by an ABE during the conduct of the test.

In the absence of certified test engineer in the DA-Regional Field Offices (DA-RFOs), the region may opt to request for assistance from the State Universities and Colleges (SUCs), National Government Agencies (NGAs) and Local Government Units (LGUs) pool of certified test engineers. The region may also request for an authorization from BAFE to allow a licensed ABE to perform the acceptance testing, provided that the authorized ABE was endorsed by the Regional Executive Director and equipped with technical skills to carry out the testing. The authorization shall have a validity of one (1) year.

#### **SECTION 5. ROLES AND RESPONSIBILITIES**

##### **5.1 The test engineer shall:**

- 5.1.1 Lead the conduct of the acceptance testing and oversee other relevant activities prior to and subsequent to the conduct of the testing;
- 5.1.2 Record data, take photo and document information during the conduct of the acceptance testing;
- 5.1.3 Maintain a logbook for the testing activities, compile video documentation, and other record keeping activity;
- 5.1.4 Prepare and submit testing report;
- 5.1.5 Declare the suspension or termination of the acceptance testing following the guidelines set at Section XIII; and
- 5.1.6 Perform other tasks deemed necessary relative to the acceptance testing.

##### **5.2 The supplier shall:**

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- 5.2.1 Prepare the machinery to be tested and conduct the necessary adjustments prior to testing;
- 5.2.2 Provide testing materials/area to be used during the acceptance testing with strict adherence to the instructions provided by the test engineers and in reference to the methods of test in PNS/PABES;
- 5.2.3 Provide necessary utilities (e.g. fuel, electricity, lubricant, etc.) in the conduct of acceptance testing;
- 5.2.4 Comply with the instructions set by the test engineer during the conduct of the acceptance testing;
- 5.2.5 Provide the skilled operator/technician/service mechanic;
- 5.2.6 In case of machine minor breakdown, conduct repairs of the machine taking into consideration the time required to repair and the time needed for the testing; and
- 5.2.7 Perform other tasks deemed necessary in concurrence with the test engineer.

**SECTION 6. TEST INSTRUMENTS AND EQUIPMENT REQUIREMENTS**

Prior, during and after the testing, the test engineer shall ensure the completeness of the test instrument and equipment. Test instruments shall be regularly calibrated on its prescribed frequency and be monitored and kept on safe storage.

Annex B provides the list of test instruments and equipment for each agricultural and fisheries machinery.

**SECTION 7. SCHEDULE OF TESTING**

It is best to schedule the Acceptance Testing on the months where availability of test materials and favorable weather condition is accessible.

**SECTION 8. SAMPLING SIZE FOR ACCEPTANCE TESTING**

In choosing the sampling size, the PNS/PAES 103: Method of Sampling shall be followed for the minimum number of agri-fishery machinery.

Lot Size	For visual and dimensional tests	For other test
	Sample Size	Sample Size
Up to 10	1	1
11 to 25	2	2
26 to 50	3	2
51 to 100	5	2
101 to 300	13	3
301 to 500	32	5
501 to 1000	50	8
1001 above	80	13

**SECTION 9. GENERAL ACCEPTANCE TESTING PROTOCOL**

## **9.1 Pre-Testing Activity**

Prior to the testing activity, the test engineer shall undertake the following activities:

- 9.1.1 Coordinate with the consignee/supplier on the preparation of required test area, volume, type, and quality of test material;
- 9.1.2 Conduct pre-activity briefing, explaining the testing procedures, and expected output of the activity;
- 9.1.3 Secure a copy of Purchase Order/Contract Document, AMTEC Test Report, and Acceptance Testing Forms;
- 9.1.4 Prepare all necessary test instruments and equipment needed; and
- 9.1.5 Prepare appropriate Personal Protective Equipment (PPEs) for the testing. These include but not limited to:
  - Hardhat/Protective hats
  - Safety Goggles
  - Protective/Safety Gloves
  - Safety Shoes
  - Dust Mask
  - Ear plugs/Muffs.

## **9.2 Acceptance Testing Activity**

During the acceptance testing, the following activities shall be undertaken:

- 9.2.1 Wear the personal protective equipment (PPE) for safety;
- 9.2.2 Conduct the test based on the specific test procedure/protocol for agricultural machinery as indicated in its corresponding Annex;
- 9.2.3 Record all necessary data, including photo or video recording of the actual testing conducted;
- 9.2.4 Geo-tag the testing area/s; and
- 9.2.5 Check the form if all required data were recorded and gathered.

## **9.3 Post-Test Activity**

After the acceptance testing, the following activities shall be undertaken:

- 9.3.1 Conduct Test Instrument Inventory Check (Annex B) to ensure all instruments are properly accounted;
- 9.3.2 Present initial findings of the test to the team, recipients, or representatives present in the activity;
- 9.3.3 Concurrence of the supplier/consignee/representative to the initial findings of the acceptance testing. In case of non-concurrence, the supplier/consignee/representative shall provide a response in writing indicating the reason for refusal or non-agreement to the report;

- 9.3.4 Prepare acceptance testing report following the format provided in Annex C;
- 9.3.5 In case a parameter/s was not gathered, prepare and attach a justification letter stating the reasons for inability to gather such data; and
- 9.3.6 Provide a signed copy of acceptance testing report to the supplier.

## **SECTION 10. ACCEPTANCE TESTING REPORT**

The acceptance testing report (see Annex C for sample format) shall include the following information:

1. Title
2. Purpose and Scope of Test
3. Summary of Results
4. Performance Test Data
5. Observations
6. Name, signature and designation of test engineer/s

The Title shall include the name of the machinery subjected for acceptance testing including the location of the testing site and the date of testing. Banner programs and other source of funding should be indicated as applicable.

The summary of results shall include the acceptance testing performance data compared with the Purchase Order (PO) specifications, PNS/PAES Specifications and AMTEC Results of test. Data that were not gathered during the acceptance testing shall indicate "ND", which refers to No Data.

The accomplished Performance Test Data Sheet shall be included in the report. Further, the Ocular and Inspection Evaluation, which indicates the manufacturer's specifications as verified by the test engineer shall also be included.

The Observations shall include all information not included in the Performance Data Sheet and Specifications of the Machinery. Pictures taken during the acceptance testing shall also be included as observations. Photos attached to the report shall be limited to six (6). These are 1) machine to be tested; 2) raw materials/test area; 3) initial operation; 4) mid operation; 5) final output, and; 6) data gathering.

The generated acceptance testing report shall be prepared and signed by the test engineer/s.

## **SECTION 11. PROHIBITIONS**

No acceptance testing shall be conducted without the presence and supervision of a Certified Agricultural and Fisheries Machinery Test Engineer or EAFE authorized ABE for the case of any institutions having no certified test engineer. Only those agricultural and fisheries machinery that have passed the acceptance testing and has generated the acceptance testing report shall be distributed to the recipients.

## **SECTION 12. SUSPENSION/TERMINATION OF TESTING**



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If during the test, the machine malfunctions or stops due to major component breakdown, the test engineer shall either, **suspend and restart** the testing if the machine is repairable within an hour and with ample time to continue the test; or otherwise, **terminate and reschedule** the testing. The following are the grounds for suspension/termination of the testing but not limited to:

1. Engine stopped functioning;
2. Detachment of any part of the machine;
3. Occurrence of accident/injury during machine testing;
4. Insufficiency of testing materials; and
5. Any other problems encountered that disrupts the machine testing/operation.

Note: The test engineer shall document the reason for the suspension/termination through the submission of a Test Suspension/Termination Report.

### SECTION 13. NON-ACCEPTANCE AND NON-PAYMENT

The Acceptance Testing Report prepared by the Test Engineer shall form part of the requirements for the processing of payment to the supplier. No payment shall be made if the machinery did not meet the requirements during the acceptance testing.

### SECTION 14. 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.

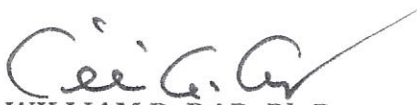
### SECTION 15. REPEALING CLAUSE

All existing Circulars, rules and regulations, or parts thereof, in conflict with, or inconsistent with any provisions of this Circular are hereby repealed or modified accordingly.

### SECTION 15. EFFECTIVITY

This Circular shall take effect upon approval of the DA Secretary and fifteen (15) days upon its publication in a newspaper of general circulation. Three (3) copies of this circular shall be sent to the University of the Philippine Law Center.

Approved and promulgated this 20<sup>th</sup> day of November 2020.

  
WILLIAM D. DAR, Ph.D.  
Secretary

DEPARTMENT OF AGRICULTURE  
  
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with <sup>7</sup>prosperous farmers and fisherfolk*

