

	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	WI FOS-SET 05-03
	WORK INSTRUCTIONS	REVISION NUMBER	3
		PAGE NUMBER	1 of 1
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 July 2023
SUBJECT	CONDUCT OF TECHNOLOGY NEEDS ASSESSMENT (TNA)		

PERSONS RESPONSIBLE:

City/Provincial S&T Office Technical Personnel
City/Provincial S&T Director

STEPS:

- 1.0 From a pool of TNA team, a team composed of at least three technical personnel, is deployed depending on the customer's industry sector and/or expertise involved in the project/activity;-
- 2.0 The TNA team shall secure duly accomplished DOST TNA Form 1 – Application for TNA from the customer prior to the actual conduct of TNA;
- 3.0 The TNA team shall conduct pre-assessment site visit to the project area. During the visit, the team should inform the customer about the procedures in the conduct of the TNA
- 4.0 The team should inform the management that all documents gathered will be treated with utmost confidentiality;
- 5.0 The SME should provide the team with necessary data and reports to properly assess the needs of the enterprise. It is suggested that the team is provided as much data as possible for them to have a complete data needed for the assessment of the enterprise;
- 6.0 The team should also determine whether the enterprise is conforming with the set of standards or "best practice" as required by the industry and/or regulatory bodies;
- 7.0 The team should prepare a report of the assessment. Such report should be reviewed and validated by the customer for correctness and/or revision, if needed;
- 8.0 In the preparation of the report, the team should use the FOS-SET F17, Technology Needs Assessment (TNA) Report;
- 9.0 The results of the assessment will be the basis whether the DOST could provide the necessary technical assistance to the customer. In case the DOST has the capability to provide such assistance, the team should immediately inform the customer;
- 10.0 In cases where the DOST cannot extend such assistance, the team should inform the customer and refer to other agencies or organizations when it is deemed appropriate.

Prepared by:  ARD, Field Operations Services	Approved by  Quality Management Representative
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