

## **Competitiveness and Innovation**

### Other Frontline Service

## 25. Laboratory and Inspection Body Accreditation Process (Initial Assessment and Reassessment)

The issuance of Certificate of Accreditation is considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days. If the Certificate of Accreditation is not released within 20 days, you may file a complaint via email ([ask@dti.gov.ph](mailto:ask@dti.gov.ph).)

Accreditation of Conformity Assessment Body (CAB) involves a multistage system based on ISO standards, international requirements and PAB accreditation criteria.

The Laboratory Accreditation Division (LAD) of the Philippine Accreditation Bureau (PAB) implements accreditation of Conformity Assessment Bodies (CABs) based on applicable international standards. Accreditation provides CABs with public recognition whose management and/or operation have demonstrated technical competence for their particular activities and PAB accreditation requirement compliant. However, the manner of application of the set criteria will vary considering the nature and/or type of organization.

The reassessment (renewal of accreditation) of accredited Conformity Assessment Bodies (CABs) resembles an initial assessment in all aspect. It is a full assessment of the CAB's management system, technical operations and personnel involved in the accredited activities. It includes follow-up of corrective actions on previous assessment findings. The visit is conducted six (6) months before the validity of accreditation.

<b>Office or Division:</b>	Philippine Accreditation Bureau - Laboratory Accreditation Division (LAD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B; G2G	
<b>Who may avail:</b>	Conformity Assessment Bodies (CABs) e.g., Testing Laboratories including Medical, Calibration Laboratories and Inspection Bodies	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Application checklist requirement <ul style="list-style-type: none"> <li>– Application for Accreditation form</li> <li>– Assessment checklist</li> <li>– Application for signatory approval</li> </ul>		PAB Website: <a href="https://www.dti.gov.ph/resources-pab/downloadable-forms/lab-inspection-body-accredit-forms">https://www.dti.gov.ph/resources-pab/downloadable-forms/lab-inspection-body-accredit-forms</a>
<ul style="list-style-type: none"> <li>– Copy of system documentation (e.g. Quality Manual, Procedures Manual) and In-House Methods (if applicable)</li> <li>– Internal Audit Report</li> <li>– Management Review Report</li> <li>– Uncertainty Budget for Calibration Laboratory</li> </ul>		Applicant - CABs

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1. Prepare letter of notification to CABs reminding expiry of accreditation validity and submission of required document</p> <p><b>Note:</b> 1<sup>st</sup> step for renewal of accreditation</p>		1 hour	Accreditation Officer Division Chief Director
1. Submit initial application/reapplication documents	<p>2. Receive, check and ensure completeness of application documents</p> <p><b>Note:</b> Incomplete documents will not be accepted</p> <p>2.1 Stamp documents with "RECEIVED" mark and affix date and signature by receiving staff.</p> <p>2.2 Log application in CAB database</p>	<p>Application Fee: Php 300.00 (non-refundable)</p> <p><b>Note:</b> Application fee will be included in the billing of assessment fees</p>	30 minutes	Administrative Aide or Accreditation Officer
	<p>3. Document Review</p> <p>3.1 Check completeness of documentation with standard.</p> <p>3.2 Inform CABs result of review. If complete, schedule initial assessment.</p>		1 day	Accreditation Officer Division Chief

<b>CLIENTS STEPS</b>	<b>AGENCY'S ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Address result of document review. Submit additional documents, as necessary.	4. Receive and review additional documents submitted. If cleared, schedule initial assessment.		4 hours	Accreditation Officer
	5. Schedule of assessment Send Notice of Assessment to CABs.		30 minutes	Accreditation Officer Division Chief
3. Confirm schedule of assessment within 7 calendar days after the receipt of the notice. Otherwise, the assessment will be cancelled.  <b>Note:</b> Inform PAB for request of assessment reschedule.	6. Selection of assessment team 6.1 Select assessors/experts from registry. Send revised assessment notice (with assessment team composition) and program to the CABs.		5 days  <b>Note:</b> If there are no available Assessors/ Experts, this will be consulted and/or coordinated with CABs to look for possible assessors/experts.	Accreditation Officer Division Chief
4. Confirm final assessment schedule and team	7. Preparation of assessment documents/ kits		4 hours	Administrative Aide Accreditation Officer Division Chief Director
	8. Assessment team briefing 8.1. Set assessment team briefing 1 week before on-site assessment. Distribute assessment kits to respective assessors/experts.	<b>Note:</b> Document review fees will be included in the billing of assessment fees.	1 day	Accreditation Officer Division Chief

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>8.2 Discuss assessment program, requirements, applied field of accreditation (e.g. scopes, signatories, management review) and logistics (e.g. travel arrangements)</p> <p>8.3 Sign Contract by assessors</p>			
<p>5. Arrangement of transportation and accommodation</p> <p>5.1. Coordinate with PAB the transportation arrangements at least 7 days before on-site visit.</p>		<p><b>Note:</b> Aside from the assessment fees, actual costs of transportation and accommodation of personnel conducting assessment (including presence / participation of Technical Expert) shall be borne by the applicant body.</p>		
	<p>9. On-site assessment</p> <p>9.1. Starts with Opening meeting, assessment based on program. (Assessment includes interview/ discussions with laboratory personnel, review of records, documents, and witness of actual testing/ calibration.)</p>		<p>3 days</p> <p><b>Note:</b> Depending on the scopes applied, the number of staffs involved in the activities and the location of the applicant CABs</p>	<p>Accreditation Officer Division Chief Director</p>

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	9.2 Team to prepare Assessment findings to be presented on closing meeting.			
	<p>10. Billing of assessment fees            10.1 Prepare Billing Statement and transmit to CAB.</p> <p><b>Note:</b> Total billing is based on actual time assessed by the team (inclusive of travel time).</p>	<b>Application Fee:</b> Php 300.00 (non-refundable)  <b>Assessment Briefing/ document review Fee:</b> Php 500/ man-hour  <b>Assessment Fee:</b> Php 500.00/ man-hour  <b>Annual Fee:</b> Php3,000.00 (for renewal of accreditation)	30 minutes	Accreditation Officer Division Chief
6. Payment of assessment fees 6.1. Settle all billing dues within 30 days.	11. Prepare payment slip and issue to CAB		30 minutes	Administrative Aide Accreditation Officer

**Note 1: For payment transaction:**

With the payment slip, go to 4/F DTI Cashier, DTI Building 361 Sen. Gil Puyat Ave. Makati City and settle the obligation.

**Note 2:** CABs shall provide proof of payment for bank to bank transactions

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>7. Submission of corrective actions</p> <p>7.1. Submit corrective action to nonconformities raised during the on-site assessment. Comply within thirty (30) calendar days from the date of closing meeting.</p> <p>7.2. If the evaluation is not cleared, submit another corrective action.</p> <p><b>Note:</b> Failure to clear the nonconformities within the <b>6-month period</b> will treat CAB non-compliant. Application will be void.</p>	<p>12. Receiving of corrective actions</p> <p>12.1 Stamp documents with "RECEIVED" mark and affix date and signature of receiving staff.</p> <p>12.2 Endorse to assessors/experts for evaluation.</p> <p>13. Evaluation of corrective action</p> <p>13.1. Assessors/Experts evaluate corrective actions. Indicate whether cleared or not cleared.</p> <p>13.2. Send to CAB a summary of corrective action evaluation and endorse for final evaluation.</p> <p><b>Note:</b> A follow-up visit may be requested as a result of evaluation</p>		5 days	Administrative Aide Accreditation Officer Division Chief
	<p>14. Final evaluation process</p> <p>14.1. Review all documents and records.</p> <p>14.2. Prepare a report based on the recommended scope of accreditation and approved signatories.</p>		4 hours	Accreditation Officer in consultation with Technical Assessor/Expert (if necessary) Division Chief Director

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	14.3 Endorse for granting of accreditation. Otherwise, Require the CAB to submit Additional documents.			
8. Submission of additional documents 8.1. Submit additional documents within given timeframe.	15. Receiving and evaluation of additional documents.		2 hours	Accreditation Officer in consultation with Technical Assessor/Expert (if necessary)
	16. Awarding of Accreditation 16.1. Approve the recommendation from the final evaluation process. 16.2. Send notice of Awarding of Accreditation		1 hour	Accreditation Officer Division Chief Director
	17. Billing of accreditation fee 17.1. Prepare billing statement and send to CAB.		30 minutes	Accreditation Officer Division Chief
9. Payment of accreditation fee 9.1. Settle all the billing dues within 30 calendar days.	18. Prepare payment slip and issue to CAB	Php 5,000.00/ Field of Accreditation	30 minutes	Accreditation Officer
<b><u>Note 1: For payment transaction:</u></b> <i>With the payment slip, go to 4/F DTI Cashier, DTI Building 361 Sen. Gil Puyat Ave. Makati City and settle the obligation.</i>				

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Note 2:</b> CABs shall provide proof of payment for bank to bank transactions				
	19. Preparation, approval and issuance of certificate of accreditation 19.1. Prepare Certificate of Accreditation. 19.2. Notify CAB of availability of certificates.		2 days <b>Note:</b> The preparation may extend depending on the complexity of scopes of accreditation	Accreditation Officer Division Chief Director
	20. Uploading in PAB website		1 hour	Administrative Aide or Accreditation Officer

## 26. Laboratory and Inspection Body Accreditation Process (Surveillance Visit)

The issuance of Certificate of Accreditation is considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days. If the Certificate of Accreditation is not released within 20 days, you may file a complaint via email ([ask@dti.gov.ph](mailto:ask@dti.gov.ph).)

Accreditation of Conformity Assessment Body (CAB) involves a multistage system based on ISO standards, international requirements and PAB accreditation criteria.

Surveillance visits are conducted to monitor the continuous conformance by accredited Conformity Assessment Bodies (CABs) with the international standard and PAB accreditation requirements. Only selected aspects of the organization's operations are assessed. All accredited CABs shall conform to the following schedule:

- First Surveillance Visit** - conducted twelve (12) months from the date of granting accreditation
- Succeeding Surveillance Visits** - conducted twelve (12) months after the last surveillance visit.

<b>Office or Division:</b>	Philippine Accreditation Bureau - Laboratory Accreditation Division (LAD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B; G2G			
<b>Who may avail:</b>	Conformity Assessment Bodies (CABs) e.g. Testing Laboratories including Medical, Calibration Laboratories and Inspection Bodies			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
None				
<b>CLIENTS STEPS</b>	<b>AGENCY'S ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1. Schedule of assessment 1.1 Send Notice of Assessment to CAB. Schedule is within 2 months from date of endorsement of document review.		30 minutes	Accreditation Officer Division Chief

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Confirm schedule of assessment within 7 calendar days after receipt of notice. Otherwise, the assessment will be cancelled.</p> <p><b>Note:</b> Inform PAB for request of assessment reschedule.</p>	<p>2. Selection of assessment team</p> <p>2.1. Select and qualify Assessors and/or Experts from registry applied/approved signatories and scope of accreditation. Where necessary, seek formal approval from their affiliation for their service.</p> <p>2.2. Send revised assessment Notice (with assessment team composition) and Program to CABs.</p>		<p>5 days</p> <p><b>Note:</b> If there are no available Assessors/ Experts, this will be consulted and/or coordinated with CABs to look for possible assessors/experts.</p>	Accreditation Officer Division Chief
<p>2. Confirm final assessment schedule and team</p>	<p>3. Preparation of assessments documents</p> <p>3.1. Prepare assessment kits and forms. The kit is carried always by the assessor during assessment to record on-site findings.</p>		<p>4 hours</p>	Administrative Aide Accreditation Officer Division Chief Director
	<p>4. Assessment team briefing</p> <p>4.1. Set assessment team briefing 1 week before scheduled assessment. Distribute assessment kits to respective assessors/experts.</p> <p>4.2. Discuss assessment Program, requirements, applied field of accreditation (e.g. scopes, signatories,</p>	<p><b>Note:</b> Document review fees will be included in the billing of assessment fees.</p>	<p>1 day</p>	Accreditation Officer Division Chief

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>management review) and logistics e.g. travel arrangements)</p> <p>4.3 Sign confidentiality Agreement between PAB and CAB.</p>			
<p>3. Arrangement of transportation and accommodation</p> <p>3.1 Coordinate with PAB the transportation arrangements at least 7 days before the on-site visit.</p>		<p><b>Note:</b> Aside from the assessment fees, actual costs of transportation and accommodation of personnel conducting assessment (including presence / participation of Technical Expert) shall be borne by the applicant body.</p>		
	<p>5. On-site assessment visit</p> <p>5.2 Start with an Opening Meeting, then proceed based on Program. Assessment includes discussions with laboratory personnel and inspection of records, documents, actual testing and calibration.</p> <p>5.3 Prepare assessment report</p> <p>5.4 Present to CAB assessment findings on closing meeting</p>		<p>2 days</p> <p><b>Note:</b> Depends on scopes applied, number of staffs involved in activities and location of applicant CABs</p>	<p>Accreditation Officer Division Chief Director</p>

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>6. Bill the assessments fees - Prepare Billing Statement and transmit to CAB.</p> <p><b>Note:</b> Total billing is based on actual time assessed by team (inclusive of travel time).</p>	<p><b>Assessment Team Briefing Fee:</b> PhP 500/ man-hour</p> <p><b>Assessment Fee:</b> PHP 500.00/ man-hour</p> <p><b>Annual Fee:</b> PHP 3,000.00</p>	30 minutes	Accreditation Officer Division Chief
<p>4. Payment of assessment fees</p> <p>4.1. Settle all billing dues within 30 days.</p> <p><b>Note 1: For payment transaction:</b> With the payment slip, go to 4/F DTI Cashier, DTI Building 361 Sen. Gil Puyat Ave. Makati City and settle the obligation.</p> <p><b>Note 2:</b> CABs shall provide proof of payment for bank to bank transactions</p>	7. Prepare payment slip and issue to CAB.		30 minutes	Administrative Aide Accreditation Officer
<p>5. Submit corrective actions</p> <p>5.1. Submit corrective action on non-conformities raised during on-site assessment within 30 calendar days from date of closing meeting.</p> <p>5.2. If non-conformities are not cleared, submit another corrective action.</p> <p><b>Note:</b> Failure to clear the nonconformities within 6 months will treat CAB non-compliant. Application will be void.</p>	<p>8. Receiving of corrective actions</p> <p>8.1. Stamp documents with "RECEIVED" marks, affix date and signature of receiving staff.</p> <p>8.2. Endorse to assessors/experts for evaluation.</p>		5 days	Administrative Aide Accreditation Officer Division Chief

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>9. Evaluation of corrective action</p> <p>9.1. Assessors/Experts evaluate corrective actions. Indicate whether cleared or not cleared.</p> <p>9.2. Send to CAB summary of corrective action evaluation and endorse for final evaluation.</p> <p><b>Note:</b> A follow-up visit may be requested as a result of evaluation.</p>			
	<p>10. Granting of Continued Accreditation</p> <p>10.1. Approve recommendation from the final evaluation process.</p> <p>10.2. Notify granting of Continued Accreditation</p>		1 hour	Accreditation Officer Division Chief Director
	<p>11. Preparation, approval and issuance of Certificate of Accreditation</p> <p>11.1. Prepare Certificate of Accreditation.</p> <p>11.2. Notify CAB of availability of certificates.</p>		2 days  <b>Note:</b> The preparation may extend depending on the complexity of scopes of accreditation	Accreditation Officer Division Chief Director
	12. Updating PAB website		1 hour	Administrative Aide or Accreditation Officer

## 27. Laboratory and Inspection Body Accreditation Process (Special Assessment)

The issuance of Certificate of Accreditation is considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days. If the Certificate of Accreditation is not released within 20 days, you may file a complaint via email ([ask@dti.gov.ph](mailto:ask@dti.gov.ph).)

Accreditation of Conformity Assessment Body (CAB) involves a multistage system based on ISO standards, international requirements and PAB accreditation criteria.

Accredited Conformity Assessment Bodies (CABs) may request for a special assessment for additional scope/s, applicant signatories and/or change in accommodation/location for accreditation. This assessment may be performed during the scheduled surveillance visit.

<b>Office or Division:</b>	Philippine Accreditation Bureau - Laboratory Accreditation Division (LAD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B; G2G	
<b>Who may avail:</b>	Conformity Assessment Bodies (CABs) e.g. Testing Laboratories including Medical, Calibration Laboratories and Inspection Bodies	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Application checklist requirement	<ul style="list-style-type: none"> <li>– Application for accreditation form</li> </ul>	
For additional signatory and/or additional scope/sub-scope/change of method:	<ul style="list-style-type: none"> <li>– Application for signatory approval</li> </ul>	
For change in location/accommodation:	<ul style="list-style-type: none"> <li>– New lay-out/floor plan</li> <li>– List of equipment affected by the change in location/accommodation</li> </ul>	
	Applicant – CABs	

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application documents	<p>1. Receive, check and ensure completeness of application documents</p> <p><b><u>Note: Incomplete documents will not be accepted</u></b></p> <p>1.1. Stamp documents with "RECEIVED" mark and affix date and signature of receiving staff.</p> <p>1.2. Log application to CAB database.</p>		30 minutes	Administrative Aide or Accreditation Officer
	<p>2. Document Review</p> <p>2.1. Check completeness of documentation with standard.</p> <p>2.2. Inform CABs result of review. If complete, schedule initial assessment.</p>		4 hours <b><u>Note: Review may extend depending on the complexity of the system documentation submitted and the scope applied.</u></b>	Accreditation Officer Division Chief
2. Resolve the findings from the document review. Submit additional documents, as necessary.	3. Receive and review additional documents submitted. If cleared, schedule initial assessment.		4 hours	Accreditation Officer
	<p>4. Schedule of assessment</p> <p>4.1 Send Notice of Assessment to CABs.</p>		30 minutes	Accreditation Officer Division Chief

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Confirm the schedule of assessment within (7) seven calendar days after the receipt of the notice. Otherwise, the assessment will be cancelled. <b>Note:</b> Inform PAB for request of assessment reschedule.	5. Selection of assessment team 5.1 Select assessors/experts from registry. Send revised assessment notice (with assessment team)		5 days  <b>Note:</b> If there are no available Assessors/ Experts, this will be consulted and/or coordinated with CABs to look for possible assessors /experts.	
4. Confirm the final assessment schedule and team	6. Preparation of assessment documents/kits		4 hours	Administrative Aide Accreditation Officer Division Chief Director
	7. Assessment team briefing 7.1. Set assessment team briefing 1 week before on-site assessment. Distribute assessment kits to respective assessors/experts. 7.2. Discuss assessment program, requirements, applied field of accreditation (e.g. scopes, signatories, management review) and logistics (e.g. travel arrangements) 7.3. Sign Contract by assessors	<b>Note:</b> Document review fees will be included in the billing of assessment fees	1 day	Accreditation Officer Division Chief

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Arrangement of transportation and accommodation 5.1. Coordinate with PAB the transportation arrangements at least 7days before the on-site visit.		<b>Note:</b> Aside from the assessment fees, actual costs of transportation and accommodation of personnel conducting assessment (including presence / participation of Technical Expert) shall be borne by the applicant body.		
	8. On-site assessment 8.1. Start with Opening meeting, assessment based on program. (Assessment includes interview/ discussions with laboratory personnel, review of records, documents, and witness of actual testing/ calibration.) 8.2. Team to prepare assessment findings to be presented on closing meeting		2 days <b>Note:</b> Depends on the scopes applied, the number of staffs involved in the activities and the location of the applicant CABs	Accreditation Officer Division Chief Director

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>9. Billing of assessments fees            9.1. Prepare Billing Statement and transmit to CAB.</p> <p><b>Note:</b> Total billing is based on actual time assessed by the team (inclusive of travel time).</p>	Document Review Fee: Php 500/ Man-Hour Assessment Fee: PHP 500.00/ Man-Hour	30 minutes	Accreditation Officer Division Chief
6. Payment of assessment fees 6.1. Settle all billing dues within 30 days.	<p>10. Prepare payment slip and issue to CAB</p> <p><b>Note 1: For payment transaction:</b>  <i>With the payment slip, go to 4/F DTI Cashier, DTI Building 361 Sen. Gil Puyat Ave. Makati City and settle the obligation.</i></p> <p><b>Note 2:</b> CABs shall provide proof of payment for bank to bank transactions</p>		30 minutes	Administrative Aide Accreditation Officer

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>7. Submission of corrective actions</p> <p>7.1. Corrective action on assessment findings will be submitted 30 calendar days from date of assessment as agreed during the closing meeting.</p> <p>7.2. If evaluation is not cleared, the CABs will be requested to submit another corrective action at a given timeframe and to be evaluated by assessors/experts.</p>	<p>11. Receiving of corrective actions</p> <p>11.1. Stamp documents with "RECEIVED" mark and affix date and signature of receiving staff.</p> <p>11.2. Endorse to assessors/experts for evaluation.</p>		5 days	<p>Administrative Aide</p> <p>Accreditation Officer</p> <p>Division Chief</p>
	<p>12. Evaluation of corrective action</p> <p>12.1. Assessors/experts evaluate corrective actions. Indicate whether cleared or not cleared.</p> <p>12.2. Send to CAB a summary of corrective action evaluation and endorse for final evaluation.</p> <p><b>Note:</b> A follow-up visit may be requested as a result of evaluation.</p>			

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>13. Final evaluation process</p> <p>13.1. Review all documents and records.</p> <p>13.2. Prepare a report based on the recommended scope of accreditation and approved signatories.</p> <p>13.3. Endorse for granting of accreditation. Otherwise, require CAB to submit additional documents.</p> <p><b>Note:</b> Only with additional scope will undergo the final valuation process.</p>		4 hours	Accreditation Officer in consultation with Technical Assessor/Expert (if necessary) Division Chief Director
8. Submission of additional documents 8.1 Submit the additional documents within the given timeframe.	14. Receiving and evaluation of additional documents		2 hours	Accreditation Officer in consultation with Technical Assessor/Expert (if necessary)
	<p>15. Awarding of Accreditation</p> <p>15.1. Approve the recommendation from the final evaluation process.</p> <p>15.2. Send notice of Granting of Accreditation</p>			

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	16. Preparation and Issuance of Certificate of Accreditation 16.1. Prepare Certificate of Accreditation. 16.2. Notify CAB of availability of certificate.		2 days <i>Note: The preparation may extend depending on the complexity of scopes of accreditation</i>	Accreditation Officer Division Chief Director
	17. Upload Certificate and Scope of Accreditation in PAB website		1 hour	Administrative Aide or Accreditation Officer

## 28. Processing of Initial Accreditation and Reaccreditation of Certification Bodies

The issuance of Certificate of Accreditation is considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days. If the Certificate of Accreditation is not released within 20 days, you may file a complaint via email ([ask@dti.gov.ph](mailto:ask@dti.gov.ph).)

Accreditation of Conformity Assessment Body (CAB) involves a multistage system based on ISO standards, international requirements and PAB accreditation criteria.

The Management System Accreditation Division (MSAD) of the Philippine Accreditation Bureau (PAB) implements accreditation of Conformity Assessment Bodies (CABs) particularly Certification Bodies based on applicable international standards. Accreditation provides CABs with public recognition whose management system have demonstrated technical competence for their particular activities and PAB accreditation requirement compliant. However, the manner of application of the set criteria will vary considering the nature and/or type of certification body.

Initial assessment and reassessment (renewal of accreditation) will include all other premises of the CB, which one or more key activities are performed and which are covered by the scope of accreditation. The key activities include policy formulation, process and/or procedure development, contract review, planning of conformity assessments, review, approval and decisions on the results of conformity assessment.

<b>Office or Division:</b>	Philippine Accreditation Bureau - Management System Accreditation Division (MSAD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B; G2G	
<b>Who may avail:</b>	Public and private local and foreign Certification Bodies (CBs) that certify : <ol style="list-style-type: none"> <li>1. Management System (e.g. Quality Management System, Environmental Management System, Food Safety Management System)</li> <li>2. Product, process, service (e.g. Halal, Organic)</li> <li>3. Persons</li> </ol>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>A. Upon submission of application:</b> <ol style="list-style-type: none"> <li>1. Letter of application (<i>using the required format</i>)</li> <li>2. Accomplished application form, based on the scheme applied</li> <li>3. Accomplished assessment Checklist, <i>based on the scheme applied</i></li> <li>4. Copy of SEC Registration with the Articles of Incorporation or DTI Registration or if in case of a foreign CB, duly notarized registration documents and authenticated by Philippine Consulate.</li> </ol> <p><b>Note 1:</b> <i>Initial assessment and reassessment will include all other premises of the CB which one or more key activities are performed and which are covered by the scope of accreditation. The key activities include policy formulation, process and/or</i></p>		1-3. PAB website see link below: <a href="https://www.dti.gov.ph/resources-pab/downloadable-forms/certification-body">https://www.dti.gov.ph/resources-pab/downloadable-forms/certification-body</a>

procedure development, contract review, planning of conformity assessments, review, approval and decisions on the results of conformity assessment.

**Note 2:** For foreign CBs, office assessment (Stage 1) and witness audit (Stage 2) shall be conducted within the timeframe of the approved travel period of the assessors

5. Copy of CB's proof of managing liabilities (e.g. insurance, \*reserves)
6. Copy of certification agreement between the CB and its clients
7. Copy of certificate issued to its clients

**Note:** The applicant body shall have granted at least 2 certificates for each scheme applied.

8. List of certified organizations (specifying certified scopes, validity of certificates, address and contact numbers)
9. Copy of CB's Quality Manual
10. Copy of CB's Rules/procedures of certification
11. List of auditors (including their approved scopes) and Technical Experts
12. Overview of financial structure of the CB
13. Information on fees charged to its applicants and certified organization and the means by which CB obtains financial support
14. Records of internal audit and management review conducted by the CB

**Note:** Electronic copies of application documents sent through email is acceptable. Please send your documents to: **pab\_msad@dti.gov.ph** or visit us at:

Management System Accreditation Division (MSAD)  
 Philippine Accreditation Bureau  
 3/F TARA Building 389 Sen. Gil Puyat Ave. Makati City  
 Telephone : (02) – 8895-3995 / (632) -09178192971  
 Fax : (02) – 8890-4688

## B. Prior to conduct of Witness audit (See client step 7)

Documents needed for the conduct of witness audit should be submitted at least one (1) week prior to the witnessing activity. These documents are the following:

- Agreement between the CB and its clients allowing PAB to join the audit
- Copy of the CB's audit plan
- Background information on the CB's audit team
- Copy of the Quality Manual and key procedures of its clients to be audited
- If the audit being witnessed is an initial certification re-assessment, a copy of the document review report and/or stage 1 audit report
- Audit report, required actions and responses from the previous audit activity

## PAB Accreditation Policies

Philippine Accreditation Bureau adheres to the following accreditation rules and regulation :

4. Securities and Exchange Commission (SEC), DTI, Philippine Consulate (where, applicable)

1-4. PAB website See MSA Po1, MSA GD 01, MSA GD 02  
<https://dti.gov.ph/resources-pab/guidance->

<ol style="list-style-type: none"> <li>1. PAB policies for the accreditation criteria</li> <li>2. PAB policies procedure for the conduct of pre-assessment, initial assessment, surveillance and reassessment.</li> <li>3. Use of PAB accreditation symbol</li> <li>4. Department Administrative Order (DAO)1:2005 – Schedule of Fees</li> <li>5. Resolutions issued by: Asia Pacific Accreditation Cooperation (APAC) and International Accreditation Forum (IAF)</li> <li>6. *Resolutions issued by International Halal Accreditation Forum (IHAF)</li> <li>7. *Advisories/Resolutions related to accreditation of Halal CBs issued by Philippine Halal Board -</li> <li>8. *Signed Memorandum of Understanding (MOU) with other accreditation bodies (<i>i.e. MOU with ESMA, MOU with GAC</i>), where applicable</li> <li>9. *Importing Country requirement (<i>i.e. relevant Halal Standards of the concerned country/region of destination</i>)</li> <li>10. *Philippine National Halal Certification Scheme (PNHCS)</li> <li>11. *Use of Philippine Halal logo</li> </ol>	<a href="#">documents/ce rtif-body- guidance- docs</a>  5. <a href="#">www.apac- accreditation. org</a> and International Accreditation Forum (IAF) <a href="#">www.iaf.nu</a>  6. <a href="#">www.ihaf.org. ae</a>
<b>Note:</b> *Applicable to Halal CB applicants	
<b>Where to Secure: Accreditation Policies</b>	
# 1-4 PAB website See MSA P01, MSA GD 01, MSA GD 2 <a href="https://dti.gov.ph/resources-pab/guidance-documents/certif-body-guidance-docs">https://dti.gov.ph/resources-pab/guidance-documents/certif-body-guidance-docs</a>	
# 5 - <a href="http://www.apac-accreditation.org">www.apac-accreditation.org</a> and International Accreditation Forum (IAF) <a href="http://www.iaf.nu">www.iaf.nu</a>	
# 6- <a href="http://www.ihaf.org.ae">www.ihaf.org.ae</a>	

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Communicate to PAB the intention to submit application and pay the corresponding application and document review fee and together with the copy of Official Receipt (OR) submit the accomplished application form, checklist and other requirements. Otherwise, send the scanned copies of (OR) and send e-copies of documents to: <b>pab_msad@dti.gov.ph</b>	1. Receive and review the application submitted by the applicant CB.  <i>Note 1: Application is valid for one (1) year from the date of the acceptance of application</i>  <i>Note 2: The start of processing of CB application is subject to submission of complete requirements including the full payment of application fee and document review fee</i>	Php 2,000/scheme - application fee  Php 5,000/day - document review fee  <i>Note:</i> <i>Application fee and document review fee are non-refundable</i>	1 hour	Admin Officer Assigned Program Manager

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><b><u>For Renewal of accreditation</u></b></p> <p>Acknowledge receipt of notification and payment slip and pay the corresponding application and document review fee together with the copy of Official Receipt (OR)</p> <p><b><u>Note 1:</u></b> For payment transaction:            a. With the payment slip, go to 4/F DTI Cashier, DTI Building 361 Sen. Gil Puyat Ave. Makati City and settle the obligation.</p> <p><b><u>Note 2:</u></b> For submission of hardcopies of requirements go to:  <b><i>Philippine Accreditation Bureau (PAB) 3/F TARA Building 389 Sen. Gil Puyat Ave. Makati City</i></b></p>	<p><b><u>For renewal of accreditation</u></b></p> <p>PAB send notification to accredited CB six (6) months before the expiration date of its accreditation.</p> <p><b><u>Note:</u></b> Attach the signed payment slip to the notification</p>	Php 2,000/scheme-application fee Php 5,000/day - document review fee		
	2. Review available resources ( <i>availability of qualified assessors and external technical experts</i> ).		1 hour	Division Head
	3. Draft and send Quotation of fee ( <i>i.e. assessment fee, accreditation fee and annual dues</i> ).	<b><u>Note:</u></b> Amount depends on the number of scopes applied and number of assessment man-day.	1 hour	Admin Officer

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Conforme with the quotation and send to PAB the signed quotation form.	4. Receive the acceptance of the communication and inform Division Head.		0.5 hour	Admin Officer Division Head
	5. Review the CB's submitted Quality Manuals and other relevant documents, prepare summary of document review result and send this to CB.		2 days	Assessor
3. Submit corrective action (CAs) for the findings raised on the document review.  <u>Note 1:</u> Office-assessment will only be conducted after the closure of the findings on the document review.  <u>Note 2:</u> In the event that the applicant CB has not acted satisfactorily within six months from the date of the communication of the deficiencies noted during the document review, the processing of the application shall be terminated. But the CB may still re-apply for PAB's accreditation but needs to pay new application fee and document review fee	6. Accept the submitted CA, evaluate and send to CB the result of the evaluation.		0.5 day  <u>Note 1:</u> Processing time is subject to the number and category of raised NCs which needs to be closed through a corrective action evaluated as satisfactory.  <u>Note 2:</u> There will be cases where additional CAs need to be submitted by the CB based on the evaluation of PAB.	

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Coordinate with PAB the schedule and logistics for the conduct of assessment.	7. Prepare for the conduct of office assessment and coordinate with the CB for the schedule and logistics arrangement.		<p>0.5 day</p> <p><b>Note:</b> <i>Processing time is subject to availability of Technical Experts in case of joint assessment with partner AB.</i></p>	Assessment Team/Technical Expert Admin Officer
	8. Conduct office-based assessment.	<p><b>Note:</b> Actual costs of transportation and accommodation of personnel conducting assessment (including presence/participation of Technical Expert) shall be borne by the applicant body.</p>	<p>2 days</p> <p><b>Note:</b> <i>Processing time is based on the number of schemes applied. One (1) scheme is 4 man days = *2 days with 2 assessors</i></p> <p><b>For re-assessment</b></p> <p>1.5 days</p> <p><b>Note:</b> <i>Processing time is based on the number of schemes applied. One (1) scheme is 3 man days = *1.5 days with 2 assessors</i></p>	Assessment Team Technical Expert  <b>Note:</b> When necessary, technical experts in the areas to be assessed maybe included in the assessment team as adviser.
5. Submit corrective action for the findings raised on the office assessment within 60 days from the date of the initial assessment / reassessment	9. Accept the submitted CA, evaluate and send to CB the result of the evaluation.		<p>0.5 day</p> <p><b>Note 1:</b> <i>Processing time is subject to the number and category of raised NCs which needs to be closed through a corrective action evaluated as satisfactory.</i></p>	Assessment team Technical Expert

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b><i>Note:</i></b> Extension of one (1) month from the timelines may be extended upon written request by the CB to PAB (but PAB may accept or reject such request as appropriate). If the request of extension is approved, but the CB fails to submit CAs within the timeframe of extension, PAB reserves the right to consider the application invalid. The CB may still re-apply for PAB's accreditation but needs to pay new application fee and doc review fee.			<b><i>Note 2:</i></b> There will be cases where additional CAs need to be submitted by the CB based on the evaluation of PAB.	
	10. Prepare, review, approve and send the office assessment report to CB.		2.5 days	Assessment team/Technica Expert Division Head
6. Acknowledge the receipt of assessment report.				
7. Coordinate with PAB the schedule and logistics for the conduct of witness audit.	11. Prepare for the conduct of witness audit and coordinate with the CB on the schedule and logistics arrangement.		1 day	Admin Officer Assessment Team Division Head Bureau Director
<b><i>Note:</i></b> Please see checklist of requirements "B. Prior to conduct of Witness audit "				

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>12. Conduct witness audit.</p> <p><b>Note:</b> To be completed within 3 months after the office-based assessment</p>	<p><b>Note:</b> Aside from the assessment fees, actual costs of transportation and accommodation of personnel conducting assessment (including presence/participation of Technical Expert) shall be borne by the applicant body.</p>	<p>5 days/scope witnessed</p> <p><b>Note 1:</b> Duration does not include travel time.</p> <p><b>Note 2:</b> Based on the assumption that there is only 1 scope witnessed and it is a certification audit.</p>	Assessment team Admin Officer
	<p>13. Prepare, review, approve and communicate the draft billing for the, assessment and witness audit conducted with other partner ABs, where applicable, and send the billing together with the payment slip to CB.</p>	<p><b>Note:</b> Amount depends on the number of scopes applied, duration of audit.</p>	0.5 day	Admin Officer Division Head
8. Settle the obligation based on the statement of account sent by PAB.	<p><b>Note 1:</b> Maximum period for payment of fee is 30 days.</p> <p><b>Note 2:</b> For payment transaction:</p> <p>a. Bring the copy of the payment slip and go to 4/F DTI Cashier, DTI Building 361 Sen. Gil Puyat Ave. Makati City and settle the obligation.</p>			

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
b. Send to PAB, through email the copy of Official Receipt (OR) as proof of payment.				
	14. Prepare, review and approve witness audit report and send to CB.		1 day	Assessor/Technical Expert Division Head
9. Acknowledge the receipt of witness audit report.				
10. Submit CAs for the findings raised during witness audit within 30 days after the witnessing activity.	15. Accept the submitted CA, evaluate and send to CB the result of the evaluation.		<p>0.5 day</p> <p><b>Note 1:</b> <i>Processing time is subject to the number and category of raised NCs that need to be closed through a corrective action evaluated as satisfactory.</i></p> <p><b>Note 2:</b> There will be cases where additional CAs need to be submitted by the CB based on the evaluation of PAB</p>	Assessment team
	16. Prepare to convene the Evaluation Panel (AEP).		0.5 day	Program Manager Admin Officer
	17. Evaluate the assessment package, accomplish the assessment review report and endorse to the Bureau Director for approval.		0.5 day	AEP Assessment Team Admin Officer Bureau Director

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>18. Prepare, review, approve and communicate /coordinate the draft billing for the accreditation services (<i>i.e.</i> accreditation fee, annual fee, assessment fee) with other partner ABs, where applicable, and send the billing together with the payment slip to the client.</p> <p>Prepare, review, approve and send Notice of Granting Certificate of Accreditation.</p>	<p><b>Note:</b> Amount depends on the number of accredited scopes and duration of conducted assessment &amp; witness audit.</p> <p><b>For initial application,</b> 1 scheme and 1 scope:</p> <p><b>Office Assessment:</b> 4 man-days Php20,000.00</p> <p><b>Witness Audit:</b> <b>Stage 1:</b> 2 man-days Php10,000.00</p> <p><b>Stage 2:</b> 3 man-days Php15,000.00</p> <p><b>Accreditation fee:</b> Php10,000.00</p> <p><b>Annual fee:</b> Php 5,000.00</p> <p><b>For re-accreditation</b> <b>1 scheme &amp; 1 scope:</b></p> <p><b>Office Assessment:</b> 3 man-days Php 15,000.00</p> <p><b>Witness Audit:</b> <b>Stage 1:</b> 2 man-days Php10,000.00</p>	0.5 day	Admin Officer Division Head Bureau Director

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<p><b>Stage 2:</b>  <i>3 man-days</i>  <i>Php 15,000.00</i></p> <p><b>Accreditation Fee:</b>  <i>Php 10,000.00</i></p> <p><b>Annual fee:</b>  <i>Php 5,000.00</i></p>		
11. Settle the obligation based on the statement of account sent by the AB.  <u>Note 1:</u> Maximum period for payment is 30 days.  <u>Note 2:</u> For payment transaction:  a. Bring the copy of the payment slip and go to 4/F DTI Cashier, DTI Building to settle the obligation.  b. Send to PAB through email the copy of Official Receipt as proof of payment.  <u>Note 3:</u> PAB reserves the right to issue the certificate and post this on PAB website only upon receipt of payment made by the CB.				

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	19. Prepare the draft certificate for review.		1 day	Admin Officer Division Head
	20. Print/sign the official certificate and post the certificate to PAB website in coordination with DTI- ISMS. And communicate with the client for the transmittal of the original copy of the certificate.  <i>Note : PAB reserves the right to issue the certificate and post this on PAB website only upon receipt of payment made by the CB.</i>		1 day	Admin Officer Bureau Director
	12. Acknowledge the receipt of the original copy of the certificate of accreditation.			

## 29. Verification of Certification Bodies (CBs) Continuing Compliance through Surveillance

The issuance of Certificate of Accreditation is considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days. If the Certificate of Accreditation is not released within 20 days, you may file a complaint via email ([ask@dti.gov.ph](mailto:ask@dti.gov.ph).)

Accreditation of Conformity Assessment Body (CAB) involves a multistage system based on ISO standards, international requirements and PAB accreditation criteria.

Surveillance visits are conducted to monitor the continuous conformance by accredited Conformity Assessment Bodies (CABs) with the international standard and PAB accreditation requirements. Only selected aspects of the organization's operations are assessed. All accredited CABs shall conform to the following schedule:

- **First Surveillance Visit** - conducted twelve (12) months from the date of granting accreditation
- **Succeeding Surveillance Visit** - not longer than the 24th month after the previous surveillance visit

<b>Office or Division:</b>	Philippine Accreditation Bureau - Management System Accreditation Division (MSAD)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B; G2G
<b>Who may avail:</b>	<p>Public and private local and foreign Certification Bodies (CBs) that certify :</p> <ol style="list-style-type: none"> <li>1. Management System (e.g. Quality Management System, Environmental Management System, Food Safety Management System)</li> <li>2. Product, process, service (e.g. Halal, Organic)</li> <li>3. Persons</li> </ol>
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>A. Prior to office-based assessment</b>	<p>1-4. PAB website See MSA Po1, MSA GD 01, MSA GD 02 <a href="https://dti.gov.ph/sources-pab/guidance-documents/cert-body-guidance-docs">https://dti.gov.ph/sources-pab/guidance-documents/cert-body-guidance-docs</a></p>
<b>B. Prior to witness audit activity (See client step 4)</b> <i>Documents needed for the conduct of witness audit should be submitted at least one (1) week prior to the witnessing activity. These documents are the following:</i>	<p>5. <a href="http://www.apac-accreditation.org">www.apac-accreditation.org</a></p>

- Agreement between the CB and its clients allowing PAB to join the audit
- Copy of the CB's audit plan
- Background information on the CB's audit team
- Copy of the Quality Manual and key procedures of its clients to be audited
- If the audit being witnessed is an initial certification re-assessment, a copy of the document review report and/or stage 1 audit report
- Audit report, required actions and responses from the previous audit activity

and International Accreditation Forum (IAF)  
[www.iaf.nu](http://www.iaf.nu)

6. [www.ihaf.org.ae](http://www.ihaf.org.ae)

### **PAB Accreditation Policies**

Philippine Accreditation Bureau adheres to the following accreditation rules and regulation :

1. PAB policies for the accreditation criteria
2. PAB policies procedure for the conduct of pre-assessment, initial assessment, surveillance and reassessment.
3. Use of PAB accreditation logo
4. Department Administrative Order (DAO)1:2005 – Schedule of Fees
5. Resolutions issued by: Asia Pacific Accreditation Cooperation (APAC) and International Accreditation Forum (IAF)
6. \*Resolutions issued by International Halal Accreditation Forum (IHAF)
7. \*Advisories/Resolutions related to accreditation of Halal CBs issued by Philippine Halal Board -
8. \*Signed Memorandum of Understanding (MOU) with other accreditation bodies (*i.e. MOU with ESMA, MOU with GAC*), where applicable
9. \*Importing Country requirement (*i.e. relevant Halal Standards of the concerned country/region of destination*)
10. \*Philippine National Halal Certification Scheme (PNHCS)
11. \*Use of Philippine Halal logo

***Note: \*Applicable to Halal CB applicants***

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1. Prepare letter of notification, review, approve and send to CB regarding planned *schedule of surveillance.</p> <p><b>Note:</b> Basis is the *scheduled surveillance program of the Accredited CB, (i.e. 1st Surveillance is done within 12 months after the initial or re-assessment, 2nd Surveillance is within 22nd month after the 1st Surveillance.</p>		1 hour	Accreditation Officer Admin Officer Division Head Bureau Director
1. Acknowledge the receipt of the notification and coordinate with PAB the schedule and logistics for the conduct of assessment.  <b>Note:</b> Requirements shall be submitted at least one (1) week prior to the date of surveillance assessment.	2. Prepare for the conduct of office assessment and coordinate with the CB for the schedule and logistics arrangement.		<p>0.5 day</p> <p><b>Note:</b> Processing time is subject to availability of Technical Experts in case of joint assessment with partner AB</p>	Admin Officer Assessment Team Bureau Director
	<p>3. Conduct office-based assessment.</p> <p><b>Note:</b> There will be 2 assigned assessors and 1 or 2 Technical assessors.</p>	<p><b>Note 1:</b> Actual costs of transportation and accommodation of personnel conducting assessment (including presence/participation of Technical Expert) shall be borne by the applicant body.</p>	<p>2 days</p> <p><b>Note:</b> Processing time is based on the number of schemes applied. One (1) scheme is 4 man days = *2 days with 2 assessors</p>	<p>Assessment Team Technical Expert</p> <p><b>Note:</b> When necessary, technical experts in the areas to be assessed maybe included in the assessment team as adviser.</p>

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<b>Note 2:</b> Billing is sent after the conduct of office assessment and witness audits.		
<p>2. Submit corrective action for the findings raised on the office assessment.</p> <p><b>Note1:</b>  <b>For Major NC –</b> within 7 working days  <b>For minor NC –</b> within 30 working days</p> <p><b>Note 2:</b> There will be cases where additional CAs need to be submitted by the CB based on the evaluation made by the AB.</p> <p><b>Note 3:</b> All nonconformities must be cleared within 3 months from the date of on-site assessment. Otherwise, this shall be ground for suspension/withdrawal of accreditation.</p>	<p>4. Accept the submitted CA, evaluate and send to the client the result of the evaluation.</p> <p><b>Note:</b> All nonconformities must be cleared within 3 months from the date of on-site assessment. Otherwise, this shall be ground for suspension/withdrawal of accreditation.</p>		<p>0.5 day</p> <p><b>Note 1:</b>  <i>Processing time is subject to the number and category of NCs raised that need to be closed through a corrective action evaluated as satisfactory.</i></p> <p><b>Note 2:</b> There will be cases where additional CAs need to be submitted by the CB based on the evaluation of PAB.</p>	
3. Acknowledge the receipt of office assessment report.	5. Prepare, review, approve and send the office assessment report to CB.		1 day	Assessment Team Division Head

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>4. Coordinate with PAB on the schedule and logistics for the conduct of witness audit.</p> <p><b><u>Note 1:</u></b> Please see checklist of requirements “B. Prior to witness audit activity”</p> <p><b><u>Note 2:</u></b> The number of organizations to be witnessed is based on the surveillance program.</p> <p><b><u>Note 3:</u></b> Witness audits can be done prior to office assessment and should be completed within 9 months of the surveillance period</p>	<p>6. Prepare for the conduct of witness audit and coordinate with the CB on the schedule and logistics arrangement.</p>		1 day	Admin Officer Assessment Team Division Head Bureau Director
	<p>7. Conduct witness audit.</p> <p><b><u>Note 1:</u></b> The number of organizations to be witnessed is based on the surveillance program, i.e. the schedule scopes to be witnessed.</p> <p><b><u>Note 2:</u></b> Witness audits can be done prior to office assessment and should be completed within 9 months of the surveillance period.</p>	<p><b>Note:</b> Aside from the assessment fees, actual costs of transportation and accommodation of personnel conducting assessment (including presence / participation of Technical Expert) shall be borne by the applicant body.</p>	5 days/scope witnessed <p><b>Note 1:</b> Duration does not include travel time.</p> <p><b>Note 2:</b> Based on the assumption that there is only 1 scope witnessed and it is a certification audit.</p>	Assessment Team Admin Officer

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>8. Prepare, review, approve and communicate the draft billing for the document review, assessment and witness audit conducted with other partner AB, where applicable, and send the billing, together with the payment slip, to CB.</p>	<p><b>Note:</b> Amount depends on the number of scopes witnessed and duration of audit.</p> <p><b>For 1 scheme and 1 scope:</b></p> <p><b>Office Assessment:</b> 2 man-days Php10,000.00</p> <p><b>Witness Audit:</b> Stage 1: 2 mandays Php 10,000.00</p> <p>Stage 2: 3 mandays Php15,000.00</p> <p><b>Annual dues:</b> Php 5,000.00</p>	0.5 day	Admin Officer Division Head
<p>5. Settle the obligation based on the statement of account sent by the AB.</p> <p><b>Note 1:</b> Maximum period for payment of fee is 30 days.</p> <p><b>Note 2: For payment transaction :</b></p> <p>a. Bring the copy of the payment slip and go to 4/F DTI Cashier DTI Building 361 Sen. Gil Puyat Ave. Makati City to settle the payment.</p> <p>b. Email to PAB the copy of Official Receipt as proof of payment.</p>				

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b><u>Note 3:</u></b> Failure of the accredited CB to pay the required fees 30 days upon the issuance of the billing statement is subject to suspension/ withdrawal of accreditation				
	9. Prepare, review and approve witness audit report and send to CB.		1 day	Assessment Team Division Head
6. Acknowledge the receipt of witness audit report.				
7. Submit CAs for the findings raised during witness audit.  <b><u>Note:</u></b> Corrective action must be submitted within two (2) week after the conduct of witness audit.	10. Accept the submitted CA, evaluate and send to the client the result of the evaluation.		0.5 day  <b><u>Note 1:</u></b> Processing time is subject to the number and category of NCs raised that need to be closed through a corrective action evaluated as satisfactory.  <b><u>Note 2:</u></b> There will be cases where repetitive process of evaluating the CAs will be conducted, based on the submitted satisfactory Corrective Actions.	Assessment Team Division Head

<b>CLIENTS STEPS</b>	<b>AGENCY'S ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	11. Review assessment package for the surveillance assessment conducted.		0.5 day	Accreditation Officer Division Head
	12. Confirm / deny continued accreditation and communicate to client.		1 day	Assessment Team Division Head
8. Acknowledge receipt of communication.				