

**[DTI ADMINISTRATIVE ORDER NO. 03, s. 2002,
March 03, 2003]**

**RULES AND REGULATIONS CONCERNING THE ISSUANCE OF DTI
ACCREDITATION OF MOTOR VEHICLE PRIVATE EMISSION
TESTING CENTERS (PETCs)**

Whereas, pursuant to Sec. 21(d) of Republic Act No. 8749, otherwise known as the Philippine Clean Air Act of 1999, the DTI is mandated to develop and implement standards and procedures on the licensing of qualified private service centers and their technicians prerequisite for performing the testing, servicing, repair and the required adjustment to the vehicle emission system;

Whereas, Article 24 Section 21(b)(3) of R.A. 8749 states that the DOTC shall "authorize private emission testing centers duly accredited by the DTI;"

Whereas, pursuant to Presidential Decree No. 1572, the DTI is mandated to implement accreditation of repair and service firms or establishments and their technical personnel in order to protect the interest of the consumers availing of their services;

Whereas, pursuant to Executive Order No. 292, Series of 1987, the Department of Trade and Industry is empowered to formulate and implement policies, plans and programs relative to the development, expansion, promotion and regulation of trade, industry, and investment; and is mandated to protect consumers from trade malpractice;

Now wherefore, and in pursuance thereto, the following rules and regulations governing the issuance of accreditation of PETCs is hereby prescribed and promulgated for the compliance, information and guidance of all concerned.

**1.0
SCOPE**

1.1 This Department Administrative Order (DAO) promulgates the rules and regulations for the implementation of the DTI-DOTC Joint Administrative Order No. 01 Series of 2001, Guidelines for Accreditation and Authorization of Motor Vehicle Emission Testing Centers (PETCs) as mandated in the Republic Act No. 8749, otherwise known as "The Philippine Clean Air Act of 1999".

1.2 The rules and regulations describe the objectives, structure, guidelines and procedures designed to ensure the efficient and effective implementation of the DTI nationwide Accreditation Program for PETCs.

**2.0
DEFINITION OF TERMS**

The following definitions shall apply to acronyms, words and phrases that are used in this DAO:

2.1 DTI — Department of Trade and Industry

2.2 BTRCP — Bureau of Trade Regulation and Consumers Protection

2.3 DTI RO/PO — Refers to DTI Regional Office or Provincial Office

2.4 TESDA — Technical Education and Skills Development Authority

2.5 DOTC — Department of Transportation and Communications

2.6 Accreditation — A formal recognition by DTI of an motor vehicle private emission testing center as competent to carry out the task on motor vehicle emission testing.

2.7 Applicant — A person, natural or juridical, seeking accreditation to engage in emission testing business.

2.8 Approved Signatory — Any officer nominated/designated by the applicant/grantee competent to evaluate test results critically and occupying a position involving responsibility for adequacy of test results, eligible for approval as signatory of endorsed test documents.

2.9 Authorized Representative — A person duly authorized by the applicant/grantee to represent the PETC in matters relating to the accreditation. He is the official contact person of the PETC.

2.10 Assessment — A process of determining whether an organization, individual, process or service meets the requirements of standards or guides.

2.11 Assessment Procedural Manual — A document which contains guidelines, objectives, structure and procedures for the efficient and effective implementation of the accreditation of PETCs.

2.12 Assessment Team — A group of two or more assessors designated by the DTI who assesses the applicant's conformance to the requirements for accreditation.

2.13 Bond — An amount issued in favor of the Republic of the Philippines which, shall guarantee the faithful and honest performance of the job done by the accredited PETC.

2.14 Private Emission Testing Center (PETC) — A private facility engaged in testing the level of opacity and/or the analysis of the gaseous emission of a motor vehicle.

2.15 Private Emission Testing Center Advisory Committee — A body designated by the Secretary of the Department of Trade and Industry that shall formulate and review policies pertaining to accreditation of motor vehicle emission testing centers.

2.16 Grantee — A PETC formally recognized under established procedures for its competence to carry out motor vehicle emission testing.

2.17 PNS ISO/IEC 17025 — The International Standard promulgated by the Bureau of Product Standards (BPS) as Philippine National Standard (PNS), containing the general requirements for the competence of testing and calibration laboratories.

3.0

DTI ACCREDITATION PROGRAM

3.1 The DTI-DOTC Joint Administrative Order (JAO) No. 01 Series of 2001, Guidelines for Accreditation and Authorization of Motor Vehicle Emission Testing Centers was issued by the DTI and DOTC to harmonize the accreditation and authorization of motor vehicle private emission testing centers (PETCs).

3.2 By virtue of R.A. No. 8749, the accreditation is mandatory and is open to all existing and potential investors of motor vehicle private emission testing centers, provided that they meet the requirements of the DTI Accreditation Program. However, the accreditation of PETCs program shall be operated in a non-discriminatory manner.

3.3 The DTI Accreditation Program shall be implemented nationwide.

3.4 For guidance, applicants shall be provided with the Checklist of Requirements (See Annex A, PETC Form 01) and the DTI-DOTC Joint Administrative Order (JAO) No. 01 Series of 2001, Guidelines for the Accreditation and Authorization of Motor Vehicle Emission Testing Centers.

3.5 All applicants shall however, comply with the requirements as provided in JAO No. 01, Series of 2001. Documentary requirements shall be accomplished by the applicant and submitted to DTI including the applicants' letter of intent.

3.6 Assessment of PETCs shall be based on the requirements specified in the JAO No. 01, Series of 2001.

3.7 A Certificate of Accreditation shall be issued to a PETC that meets all the requirements of the DTI accreditation program.

4.0

MANAGEMENT OF THE DTI ACCREDITATION PROGRAM

4.1 The BTRCP shall be the lead agency in the management of the DTI Accreditation Program for PETCs.

4.2 All Regional and Provincial Directors shall be responsible for the implementation of the accreditation program in their jurisdictions. They shall designate a permanent staff (Accreditation Officer) who shall be in charged of all accreditation matters.

5.0

DUTIES AND RESPONSIBILITIES

5.1 DTI-BTRCP

The DTI, through the BTRCP, shall oversee the implementation of the accreditation program for PETC. It shall have the following functions:

5.1.1 Formulate and prescribe policy guidelines for the transparent, efficient and effective implementation of the accreditation program for PETC;

5.1.2 Exercise visitorial powers over the applicants and accredited PETCs;

5.1.3 Maintain a Registry of Accredited Motor Vehicle Private Emission Testing Centers and of accredited technicians for each center.

5.1.4 Develop and maintain an Assessment Procedural Manual;

5.1.5 Maintain a registry of qualified assessors;

5.1.6 Enter into agreement with other government agencies and private sector in the implementation of the accreditation program;

5.1.7 Represent DTI in various interagency activities like consultative meetings, seminars/workshops geared towards the improvement of the accreditation program;

5.1.8 Coordinate closely with the DOTC and other DTI agencies on the accreditation, authorization of PETCs; and

5.1.9 Undertake such other appropriate measures as may be deemed necessary to improve the accreditation program.

5.2 DTI REGIONAL OFFICE (RO)

5.2.1 The Regional Director shall sign the Certificate of Accreditation of PETCs endorsed by the Provincial Director.

5.2.2 Exercises visitorial power over the facilities of applicants and accredited PETC for purposes of determining compliance with the conditions of accreditation and to ensure the quality and effectiveness of the tests conducted.

5.2.3 Regularly furnish BTRCP of all information of every motor vehicle private emission testing centers accredited.

5.2.4 Ensures adequate and appropriate staff resources who shall implement the accreditation program.

5.3 DTI PROVINCIAL OFFICE (PO)

5.3.1 The Provincial Director shall endorse to the Regional Director the Certificate of Accreditation for his signature.

5.3.2 Accepts, reviews and processes applications for accreditation of applicants operating within their jurisdiction.

5.3.3 Grants and releases the Certificate of Accreditation to applicants that comply with all the requirements of the accreditation program.

5.3.4 Assists in the assessment of PETCs in the DTI RO or PO through its trained and qualified assessors.

5.3.5 Represents DTI and participates in meetings, conferences, seminars, training courses and other events related to the PETC accreditation in their area of jurisdiction.

5.3.6 Determines and informs potential investors of PETCs of the supply and demand situation in his area of jurisdiction. However, he shall not

prohibit them from filing applications anytime if they are interested in the PETC accreditation.

5.4 ACCREDITATION OFFICER(S)

5.4.1 The Regional and Provincial Directors shall designate a permanent Accreditation Officer, who shall have technical background, and who shall be responsible for the accreditation activities within their jurisdiction. The Accreditation Officer(s) shall report directly to the Regional or Provincial Director and shall have the following functions:

- a. Acts as contact and liaison officer between the Regional or Provincial Office and its clients by providing information and advice on DTI accreditation procedures, criteria for accreditation, fees and services and on other technical matters.
- b. Schedules, coordinates and controls all assessments, review visits and special assessments relating to the relevant field, ensuring that they are carried out in accordance with the Assessment Procedural Manual and within the time schedule.
- c. Ensures that application for accreditation, review, or re-assessments are acted upon in accordance with the requirements of this DAO.
- d. Accepts and reviews reports on surveillance visits and assessments and takes action on the recommendations of such reports.
- e. Maintains relevant client files and database records ensuring that information contained therein is accurate, up-to-date, legible, relevant and sufficient to demonstrate full compliance with the DTI accreditation procedures and criteria.
- f. Ensures that clients are billed for all assessment activities.
- g. Ensures that the procedures described in the Assessment Procedural Manual are followed.
- h. Monitors and reviews assessment activities to ensure that all the relevant expenses are presented to the Administrative Finance Unit for action.

5.5 ADMINISTRATIVE SUPPORT STAFF

The Administrative Support Staff shall be designated by the Regional or Provincial Director who shall be responsible for providing administrative support to the PETC accreditation scheme. His functions are as follows:

- 5.5.1 Processes application for accreditation.
- 5.5.2 Maintains database records including scope of accreditation, assessment schedules and conditions clearance dates.
- 5.5.3 Answers program-related customer queries.
- 5.5.4 Maintains availability of standard forms and other documents.