

**[DTI ADMINISTRATIVE ORDER NO. 004-94, July
11, 1994]**

**REVISED RULES CONCERNING THE PHILIPPINE STANDARD (PS)
CERTIFICATION MARK SCHEME**

Pursuant to Section 7 (3), Chapter 2, Book IV of the 1987 Administrative Code; Republic Act 4109; Republic Act 7394; Executive Order No. 101: 1976; and Executive Order No. 913; 1983, the following rules governing the licensing of companies to use the Philippine Standard (PS) Certification Mark are hereby promulgated for the guidance of all concerned.

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Scope**

1.1 This Department Administrative Order prescribes the rules on the licensing of companies to use the Philippine Standard (PS) Certification Mark.

**2
Definitions**

For purposes of this Order, the following definitions shall apply:

2.1 DTI - Department of Trade and Industry

2.2 BPS - Bureau of Product Standards

2.3 Director - Director of the BPS

2.4 Assessor - A person who is qualified and authorized to perform factory and product assessments for purposes of product certification and is registered with BPS as such.

2.5 Certification of Conformity - An independent system establishing, after satisfactory factory and product assessments, that adequate confidence is provided by a manufacturer that its identified product meets the requirements of a standard.

2.6 Philippine Standard (PS) Certification Mark Scheme - A system using the PS Mark as proof of certification of conformity.

2.7 Certification Body - An organization that conducts certification of conformity.

2.8 Inspection Body - An organization that performs inspection services on its own or on behalf of BPS' conformity assessment purposes.

2.9 Philippine National Standard - The standard promulgated by the BPS relating to

product specifications, test methods, terminologies, standardization procedures, guidelines or practices.

2.10 International/Foreign Standard - A standard developed by ISO (International Organization for Standardization), IEC (International Electrotechnical Commission) or other international or foreign standard body which may be accepted by BPS for purposes of the PS Certification Mark Scheme.

2.11 Inspection - Evaluation of conformity by measuring, observing or testing the relevant characteristics of a product.

2.12 Applicant - A company that seeks a license to use the PS Certification Mark.

2.13 Assessment - A systematic and independent examination to determine whether quality activities and related results conform to planned arrangements effectively and are suitable for a company to achieve its quality objectives.

2.14 Conformity - Fulfillment of requirements of a standard.

2.15 Non-Conformity - The non-fulfillment of requirements of a standard.

2.16 License - A document issued by BPS to a company, authorizing its use of the PS Certification Mark on its products.

2.17 PS Certification Mark - A mark of conformity appearing on a product.

2.18 Licensee - A company granted by BPS a license to use the PS Certification Mark.

2.19 Testing Laboratory - A laboratory which measures, examines, or determines the characteristics or performance of materials or products. It may also be a laboratory that calibrates inspection, measuring and test equipment.

2.20 Test Method - A defined technical procedure to determine one or more specified characteristics of materials or products.

2.21 Accreditation - The procedure by which an authoritative body gives formal recognition, under duly established guidelines and rules, that a body or person is competent to carry out specific tasks.

2.22 Accredited Laboratory - A testing laboratory formally recognized under established procedures for its competence to carry out specific tasks.

2.23 Certificate of Accreditation - A document signed by the Director of BPS issued to an accredited testing laboratory or inspection body.

2.24 Registration - A procedure by which the BPS recognizes and indicates the relevant qualifications of a company or person for a specific task in a publicly available list, after an evaluation of such qualifications under duly established guidelines.

2.25 Standard - A Philippine National Standard, international or foreign standard

which is used as a basis for evaluating an applicant's quality control system and product for purposes of the PS Certification Mark Scheme.

2.26 Surveillance Audit - Periodic evaluation of a licensee's quality control system to determine the conformity of its products to a specific standard and the terms and conditions of the license.

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Authorities and Responsibilities of the BPS

3.1 Formulate Philippine National Standards or adopt as Philippine National Standards relevant international or foreign standards/guides for purposes of licensing of companies to use the PS Certification Mark, accreditation of testing and inspection bodies, and registration of assessors.

3.2 Promote, through publications, seminars and trainings, the wide adoption in the Philippines of Philippine National Standards.

3.3 Promulgate, consistent with this Order, programs, guidelines and procedures for the implementation of the PS Certification Mark Scheme.

3.4 Appoint or sub-contract independent assessors for the conduct of conformity assessments of companies relative to the PS Certification Mark Scheme.

3.5 Conduct, through or in coordination with DTI Regional/Provincial Offices, conformity assessment and surveillance audits of companies relative to the PS Certification Mark Scheme.

3.6 Grant a company, which meets the requirements of a specific standard and of this Order, the License to use the PS Certification Mark.

3.7 Collect fees for inspection, testing and certification services, and stipulate, where necessary, charges to be paid by applicant or licensed companies to cover travelling, board and lodging expenses of assessors performing official assignments under this Order, and freight charges for the transport of product samples to laboratories for testing.

3.8 Specify the rules governing the design and use of the PS Certification Mark.

3.9 Suspend or cancel for cause the license to use the PS Certification Mark.

3.10 Require the preparation and submission of relevant documents to determine compliance by the licensee with the rules and regulations relative to the production, sale and disposition of goods, covered by the license.

3.11 Accredite, using international (ISO) guides, testing or inspection bodies to conduct conformity assessment of companies relative to the PS Certification Mark Scheme.

3.12 Register assessors who are qualified to conduct conformity assessments.

3.13 Maintain and publish a registry of the following:

3.13.1 Companies licensed to use the PS Certification Mark;

3.13.2 Accredited testing and inspection bodies.

3.14 Maintain and make available for public information a registry of qualified assessors.

3.15 Ensure confidentiality of all information received and gathered relative to the PS Certification Mark Scheme, except upon orders of a court of competent jurisdiction.

3.16 Participate in regional and international activities for the continuous upgrading of the competence of assessors and of the PS Certification Mark Scheme.

3.17 Negotiate, consistent with Philippine laws and international agreements, for the recognition of the PS Certification Mark by foreign/international certification or accreditation bodies.

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Application for License

4.1 The application for the license to use the PS Certification Mark shall be made in triplicate on BPS Form PS/SF01, obtainable from BPS or DTI Regional/Provincial Offices.

4.2 The application shall include an undertaking by the applicant to abide by the terms and conditions of the license.

4.3 The application shall be duly subscribed and sworn to by the applicant, or his duly authorized management representative, and shall be filed with BPS or DTI Regional/Provincial Office, which has jurisdiction over the area where the factory of the applicant is located.

4.4 An application, and the eventual license, shall be standard- and site-specific. Separate applications shall be made for products covered by separate standards. Likewise, separate applications shall be filed for same products but manufactured at different plant sites.

4.5 The application shall be supported by information about the applicant company and its capability to manufacture products consistently conforming to the requirements of a specific standard.

4.6 The applicant shall make available to the Director, or his duly designated representative, such information and product samples as may be required for the evaluation of its application for the PS Certification Mark, or for the periodic assessment of its quality control system and product(s).

4.7 After evaluation, if BPS finds that an applicant consistently conforms to a specific standard and meets other requirements of the license to use the PS Certification Mark, the Director shall approve the application and issue the corresponding license.