

**IMPLEMENTING GUIDELINES FOR THE ISSUANCE OF PS QUALITY CERTIFICATION MARK FOR
THERMOPLASTIC INSULATED COPPER WIRES AND CABLES COVERED BY
PNS 35-1:2004 Electric wires and cables rated 600 volts
Part 1: General specifications**

Pursuant to Republic Act (R.A.) 4109, R.A. 7394, Executive Order (E.O.) No. 913 Series of 1983, E.O. No. 101 Series of 1967, Department Administrative Order (DAO) No. 1, Series of 1997 and its future amendments, DAO No. 2, Series of 2002 and its future amendments, and PNS 35-1:2004, the following implementing guidelines are hereby issued for the information, guidance and compliance of all manufacturers and other concerned stakeholders.

1.0 SCOPE

These guidelines specify the rules and regulations in the implementation of the mandatory Product Certification for Thermoplastic Insulated Copper Wires and Cables rated 600 volts under PNS 35-1:2004 - General Specification.

2.0 DEFINITION OF TERMS

For the purpose of this operations manual, the following definitions shall apply:

- 2.1 **BPS** - Bureau of Product Standards
- 2.2 **BPSTC** - Bureau of Product Standards Testing Center
- 2.3 **DTI** - Department of Trade and Industry
- 2.4 **PS Quality and/or Safety Certification Mark License** – A document issued by BPS to a company authorizing its use of the PS Quality and/or Safety Certification Mark on the products.
- 2.5 **Manufacturer** - An entity engaged in the manufacture of Thermoplastic Insulated Copper Wires and Cables.
- 2.6 **Licensee** – A manufacturer granted the PS Quality and/or Safety Certification Mark License by BPS.
- 2.7 **Type** – A wire and cable classification that represents a set of generic characteristics of a group of product. These characteristics are: (1) based on the type of conductor (i.e. solid or stranded); and (2) base on the type of insulation (i.e. TW, THW, THWN & THHN).
- 2.8 **Finished product** – product, which is produced using the manufacturer's normal production processes to be distributed in commerce.
- 2.9 **Test Samples** – Wires and cables randomly chosen from the batch.

3.0 AUTHORITIES AND RESPONSIBILITIES OF THE DTI

- 3.1 In addition to the duties specified in DAO 1, series of 1997, BPS shall:
 - 3.1.1 Inform the licensees of any changes in the standard.

- 3.1.2 Maintain and disseminate a registry of PS Mark License Holders for Thermoplastic Insulated Copper Wires and Cables. Coordinate with the DTI Regional/Provincial Offices in the implementation of these implementing guidelines, especially in the conduct of factory and product audits relative to the BPS' Product Certification Mark Schemes.
 - 3.1.3 Conduct the final evaluation of all factory and product assessment reports and other relevant recommendation documents of the DTI Regional /Provincial Offices. Issue, deny, or revoke licenses based on the evaluation of factory and product assessment and compliance or non compliance with the requirements of DAO 1:1997 and other BPS rules and regulations.
 - 3.1.4 Coordinate with the DTI Regional or Provincial Offices and the DTI Office of Legal Affairs in identifying and implementing appropriate legal action against manufacturers violating the above-stated laws, rules and regulations, department administrative orders, these implementing guidelines, the requirements of the specific standard, and its implementing memoranda and circular.
- 3.2 DTI Regional/Provincial Offices shall:
- 3.2.1 Conduct factory and product assessments on companies applying for PS Certification Mark License.
 - 3.2.1 Conduct market monitoring and enforcement activities based on the Philippine National Standards (PNS) requirements. Take legal action against violators of the standard, these implementing guidelines and other DTI rules and regulations.

4 APPLICATION FOR PS CERTIFICATION MARK LICENSE

- 4.1 The manufacturers of Thermoplastic Insulated Copper Wires and Cables shall apply to BPS, through the DTI Regional/Provincial Offices, for the Philippine Standard (PS) Quality and/or Safety Certification Mark License.
- 4.2 The application form for the PS Certification Mark License shall be available for Php 300.00; All check payments shall be payable to DTI.
- 4.3 The application forms for the PS Certification Mark License shall be completely filled-up and duly notarized by the applicant-company. The application for PS Certification Mark License shall be filed in triplicate together with the following documents:
 - 4.3.1 Articles of Incorporation or Business Name and Sub-Contracting Agreement, if any.
 - 4.3.2 Quality Manual (Controlled Copy)
 - 4.3.3 Brief description of manufacturing process
 - 4.3.4 List of test and measuring equipment with nominal capacities and serial numbers at each inspection point and final product testing together with the evidence of ownership, such as official receipts.
 - 4.3.5 Brief description of equipment maintenance and calibration program for all testing and measuring equipment with their corresponding calibration certificates.
 - 4.3.6 Copies of labels, markings and logos etc. as per requirements of specific standard.
 - 4.3.7 Vicinity map of the factory.
- 4.4 Incomplete application forms and attachments shall not be processed accordingly. An applicant company should submit all the required documents for BPS to process its application accordingly.

5 FACTORY ASSESSMENT

- 5.1 After filing the duly accomplished application form, the applicant shall be informed by BPS/DTI Regional / Provincial Offices of the schedule of assessment.
- 5.2 A DTI/BPS duly authorized representative shall visit the applicant company's factory/plant with the aim of ascertaining that:
 - 5.2.1 The quality management system of the applicant company complies with the requirements of the applicable ISO 9000 standard as stipulated in DAO 1:1997 and its future amendments;
 - 5.2.2 The quality management system of the company is being implemented in an effective manner.
- 5.3 Should there be any non-conformities raised during the system audit, the applicant company were given three (3) months to institute corrective measures on the noted non-conformities.
- 5.4 A follow-up audit may be conducted to verify the suitability and effectiveness of the corrective measures undertaken by the applicant company.

6 PRODUCT ASSESMENT

6.1 Sampling

- 6.1.1 A duly authorized DTI/BPS representative shall take samples per size per types for in-plant, to be tested in-plant witnessed by a duly authorized DTI/BPS representative and independent testing, to be sent to BPSTC or any BPS accredited/recognized testing laboratory/ies. Refer to Table 11 - Sampling Scheme of PNS 35-1:2004.
- 6.1.2 Additional sample/s may be requested by the BPSTC or any BPS accredited/recognized testing laboratory/ies if necessary.
- 6.1.3 Test sample(s) shall be taken at random either in the production line, warehouse or open market.
- 6.1.4 Test sample(s) for independent test shall be packed / sealed and signed by a DTI/BPS representative and it shall be shipped within three (3) working days to the BPS Testing Center or to any BPS accredited/recognized testing laboratory/ies by the manufacturer. The BPS Testing Center or the BPS accredited/recognized testing laboratory/ies shall issue acknowledgement of receipt of test samples.
- 6.1.5 The authorized DTI/BPS representative shall ensure that Request for Test form is properly filled-up and signed.
- 6.1.6 Prior to testing, there shall be no preparation, modification or adjustment, special quality control, testing or assembly procedure conducted in any manner on a test sample or any parts and sub-assemblies thereof, which is not normally performed during production and assembly.

6.2 In-plant Test

6.2.1 The manufacturer shall have the capability to test finished product based on the requirements of PNS 35-1:2004.

6.3 Independent Test

6.3.1 Independent testing shall be conducted only when the in-plant test has satisfactory results.

6.3.2 The official testing laboratory for all Thermoplastic Insulated Copper Wires and Cables samples shall be the Bureau of Product Standards Testing Center (BPSTC) and/or BPS accredited or recognized testing laboratory (ies).

6.3.3 All Thermoplastic Insulated Copper Wires and Cables shall comply with the requirements of PNS 35-1:2004 and these implementing guidelines.

6.3.4 All test results shall be held strictly confidential by the BPSTC or any BPS recognized/accredited laboratory/ies concerned. Copies furnished to the manufacturers are for product certification purposes only.

6.4 Disposition of samples

6.4.1 After the finished product has been tested, it will be returned to the manufacturer. The testing laboratory shall not be liable for whatever damage sustained by the test samples during transport and testing. The manufacturer, upon receipt of notice of disposal of test samples, arranges within one (1) month time to pick up the samples at BPS Testing Center. Otherwise, BPS shall dispose the samples in a manner deemed appropriate, under existing accounting and auditing rules.

6.4.2 Samples which failed to comply with the requirements of PNS 35-1:2004 may be stored at the concerned test laboratory for reference purposes and in the event that the manufacturer contests the result of tests.

6.5 Non-compliance

6.5.1 Two sets of samples per type per size shall be tested by BPSTC or any BPS recognized/accredited laboratory/ies before a declaration can be made that the product does not conform to the specific standard.

6.5.2 If in the determination of BPS the first sample fails, another sample from the same lot shall be tested. If the retest passed, the lot is declared as conforming to the requirements of the standard.

6.5.3 If in the determination of BPS, both tests failed to conform to the requirements of the specific standard, the manufacturer will be advised by DTI/BPS to undertake remedial measures.

6.5.4 Only after reassessment and subsequent product compliance shall the manufacturer be allowed by BPS to market his product.

7 COMPLIANCE AND RESPONSIBILITIES OF THE PS LICENSEE

7.1 Compliance

7.1.1 When the results of factory and/or product assessments show conformity to the requirements specified in these implementing guidelines, the PS Quality Certification Mark License shall be issued to the manufacturer for the type(s) and size(s) tested. The terms and conditions of the license shall be governed by the provision of Department Administrative Order No. 1 Series of 1997, "Revised Rules Concerning the Philippine Standards (PS) Quality and/or Safety Certification Mark Scheme".

7.2 Responsibilities of the PS Licensee

- 7.2.1 The licensee shall observe and abide by the provisions of R.A. 4109, E.O. 913, Series of 1983, E.O. 133, Series of 1987, R.A. 7394, DAO 1:1997, DAO 2:2002 and their implementing rules and regulations and shall comply with any and all other directives and orders which the BPS may issue in pursuance with its authority under the law.
- 7.2.2 Every licensee shall ensure that his product, for which a license has been issued, conforms at all times to the requirements of PNS 35-1:2004.
- 7.2.3 The licensee shall give the duly authorized representative(s) of the BPS or DTI Regional/Provincial Offices or in the case of foreign companies by the BPS officially recognized counterparts National Standards Bodies, inspection and/or certification bodies, access during working hours to premises where the certified product is manufactured, for the purpose of evaluating materials, production processes, finished articles, quality assurance facilities, records and others in accordance with DAO 1:1997.
- 7.2.4 The licensee shall be subject to a factory and product audit at least once a year to ensure consistent compliance with the BPS requirements on Philippine Standard (PS) Quality and/or Safety Certification Mark Scheme.
- 7.2.5 As part of the annual surveillance audit and wherever possible, samples of the certified product shall be drawn from the market in coordination with the company representative. The company shall shoulder the costs of samples testing. The BPS may draw samples at the factory site when appropriate.
- 7.2.6 The licensee shall assume full responsibility for the quality of sub-assemblies, semi-finished products of its subcontractor(s).
- 7.2.7 The licensee shall inform the BPS in writing of any change of management, business name, brand and/or transfer of plant site. In the case plant transfer, the notice must be made within one (1) month after such transfer is accompanied. For a change or an addition in brand name, the DTI/BPS shall be notified for the necessary product audit.
- 7.2.8 The license of a company that has transferred site shall be valid only when the company has passed the factory and product audit at the new site by the BPS or DTI Regional/Provincial Office or in case of foreign companies, by a BPS officially recognized counterpart National Standard Bodies, inspection and/or certification bodies.

- 7.2.9 The licensee shall pay the applicable fees and charges as billed or stipulated by the BPS or DTI Regional/Provincial Offices or any BPS officially recognized counterpart National Standards Bodies, inspection and/or certification bodies.
- 7.2.10 The license to use the PS Quality Certification Mark is non-transferable.
- 7.2.11 Any infraction of these implementing guidelines shall constitute sufficient grounds for the institution of administrative sanctions/fines against a licensee, which will include suspension, withdrawal, and cancellation of the license, without prejudice to the penal provisions of R.A. 4109, E.O. 913, Series of 1983, Series of 1987 and R.A. 7394.
- 7.2.12 The Licensee shall indicate or mention in its advertisements and other promotional materials that their Thermoplastic Insulated Copper Wires and Cables are certified under the BPS' PS Certification Mark Scheme.

8 PS CERTIFICATION MARK

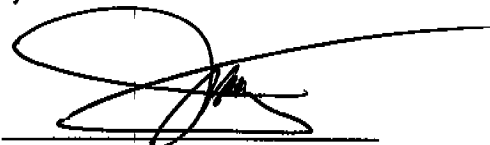
- 8.1 The design of the PS Certification Mark shall be in accordance with the attached illustration.
- 8.2 The PS Certification Mark License shall not be used on any Thermoplastic Insulated Copper Wires and Cables in a misleading manner.
- 8.3 The PS Mark shall be permanently fixed on the product and/or on its packaging covered by the corresponding PS Quality Certification Mark License.

9 MONITORING

- 9.1 The BPS / DTI Regional/Provincial Offices shall at any time monitor and inspect Thermoplastic Insulated Copper Wires and Cables in the market for conformance to the requirements of the specific standard. If the products are found not conforming to the standard, DTI/BPS shall make appropriate actions or impose necessary legal actions, in accordance with the relevant laws, rules and regulations.

10 EFFECTIVITY

- 10.1 These guidelines shall take effect immediately.



JESUS L. MOTOOMULL
Bureau Director

Date