

IMPLEMENTING GUIDELINES FOR THE ISSUANCE OF PS CERTIFICATION MARK LICENSE FOR CERAMIC TILES COVERED BY PNS ISO 13006:2007

Pursuant to Republic Act 4109; Republic Act 7394; Executive Order No. 913, Series of 1983; Executive Order No. 101, series of 1967; Department Administrative Order (DAO) No. 1, series of 1997 and its future revision and amendments; Department Administrative Order (DAO) No. 2, series of 2007 and its future revision and amendments; and Philippine National Standard (PNS) ISO 13006:2007, Ceramic Tiles- Definitions, Classification, Characteristics and Markings, the following implementing guidelines is hereby issued for the information, guidance and compliance of all concerned and for compliance of all manufacturers and other concerned stakeholders.

1.0 SCOPE

This guideline specifies the rules and regulations in the implementation of mandatory product certification for ceramic tiles under PNS ISO 13006:2007.

The standard as stated in PNS ISO 13006:2007 defines terms and establishes classifications, characteristics and marking for ceramic tiles of the best commercial quality. It applies to both extruded tiles and dry-pressed tiles.

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 **DTI** - Department of Trade and Industry
- 2.3 **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.
- 2.4 **Manufacturer** - An entity engaged in the manufacture of ceramic tiles.
- 2.5 **Licensee** – A manufacturer granted the PS Quality and/or Safety Certification Mark License by BPS.
- 2.6 **Dealer** – an entity engaged in the sale of Ceramic tiles whether wholesale or retail.
- 2.7 **Ceramic tiles**- thin slabs made from clay and/or other inorganic raw materials, generally used as coverings for floors and walls, usually shaped by extruding or pressing at room temperature but may be formed by other processes, then dried and subsequently fired at temperatures sufficient to develop the required properties; tiles can be glazed or unglazed and are incombustible and unaffected by light.

BUREAU OF PRODUCT STANDARDS

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Membership:

- International Organization for Standardization (ISO)
- International Accreditation Forum (IAF)
- International Laboratory Accreditation Cooperation (ILAC)
- Enquiry Point of WTO Technical Barriers to Trade (WTO-TBT)

2.8 **Production Unit** – Ceramic tiles that are produced using the manufacturer’s normal production processes for units to be distributed in commerce.

2.9 **Test Samples** – Ceramic tiles picked out at random from a batch.

3. 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 Ceramic Tiles. 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 and/or assemblers 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.

3.2.2 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 Ceramic Tiles 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 forms 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.
- 5.5 The finished product under the processors existing conditions conforms to the requirements of PNS ISO 13006:2007.
- 5.6 The manufacturer shall have the following minimum test and measuring equipment:
 - 5.6.1 Vernier Caliper
 - 5.6.2 Micrometer caliper

- 5.6.3 Steel Rule
- 5.6.4 Water Absorption Tester
- 5.6.5 Modulus of Rupture Tester
- 5.6.6 Craze Resistance Tester
- 5.6.7 Thermal Shock Resistance Tester
- 5.6.8 Abrasion Resistance Tester
- 5.6.9 Chemical Resistance Tester
- 5.6.10 Stain Resistance Tester

6 PRODUCT ASSESSMENT

6.1 Sampling

- 6.1.1 A duly authorized DTI/BPS representative shall take three (3) sets of three (40) forty pieces per size per type per model per brand to be subjected to testing; one set to be tested in-plant witnessed by a duly authorized DTI/BPS representative, the other set to be sent to BPS Testing Center or to BPS accredited or recognized testing laboratory/ies for independent test. The other set will be kept by the manufacturer as a reference sample for future use. It is understood that independent testing shall be conducted only upon the satisfactory results of in-plant test.
- 6.1.2 Test sample(s) shall be taken at random either in the production line or warehouse.
- 6.1.3 Test sample(s) for independent test shall be packed / sealed and signed in the presence of a DTI/BPS representative and it shall be shipped within two (3) working days to the BPS Testing Center or to any BPS accredited/recognized testing laboratory/ies by the manufacturer /assembler. The BPS Testing Center or the BPS accredited/recognized testing laboratory/ies shall issue acknowledgement of receipt of test samples.
- 6.1.4 The authorized DTI/BPS representative shall ensure that Request for Test form is properly filled-up and signed.
- 6.1.5 Prior to testing, there shall be no preparation, modification or adjustment, special quality control, or testing procedure conducted in any manner on a test sample, which is not normally performed during production and assembly.

6.2 Independent Test

- 6.2.1 Independent testing shall be conducted only when the in-plant test has satisfactory results.
- 6.2.2 The official testing laboratory for all Ceramic Tiles samples shall be the Bureau of Product Standards Testing Center (BPSTC) and/or BPS recognized testing laboratory (ies).
- 6.2.3 All Ceramic Tiles shall comply with the requirements of PNS ISO 13006:2007 and these implementing guidelines.

- 6.2.4 All test results shall be held strictly confidential by the BPSTC or any BPS recognized/accredited laboratory/ies concerned. Copies furnished to the manufacturers/assemblers are for product certification purposes only.
- 6.3 Disposition of samples
- 6.3.1 All remaining samples for monitoring and testing purposes which conform to the requirements of PNS ISO 13006:2007 shall be returned to the manufacturer as per DAO 5, series of 1996 and its future amendments and revisions.
- 6.3.2 Samples which failed to comply with the requirements of PNS ISO 13006:2007 may be stored at the concerned test laboratory for reference purposes and in the event that the manufacturer contests the result of tests.
- 6.3.3 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 the concerned testing laboratory. Otherwise, BPS shall dispose the samples in a manner deemed appropriate, under existing accounting and auditing rules.
- 6.4 Non-compliance
- 6.4.1 Two sets of samples per type per model per brand must have been tested by BPS Testing Center and/or BPS accredited/recognized testing laboratory before a declaration can be made that the product does not conform to the specific standard.
- 6.4.2 If in the determination of BPS the first sample fails, another sample from the same batch/lot shall be tested. If the retest passed, the batch/lot is declared as conforming to the requirements of the standard.
- 6.4.3 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.
- 6.4.4 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 Safety Certification Mark License shall be issued to the manufacturer for the type(s)/ class(es)/ thickness(es) 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 2:2007 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 ISO 13006:2007.
- 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), if any.
- 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 Safety 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, DAO 2:2007, 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 its ceramic tiles is 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 ceramic tiles in a misleading manner.
- 8.3 The PS Mark shall be permanently fixed on the product or on its packaging covered by the corresponding PS Safety Certification Mark License.

9 MONITORING

- 9.1 The BPS / DTI Regional/Provincial Offices shall at any time monitor and inspect Ceramic Tiles 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

30 July 2007
Date