

**IMPLEMENTING GUIDELINES FOR PNS 1478:1998
PHILIPPINE NATIONAL STANDARD SPECIFICATION FOR FURNITURE-
MONOBLOC CHAIR AND STOOL**

Pursuant to PNS 1478:1998, Philippine National Standard Specification for Furniture - Monobloc Chair and Stool, and in accordance with Department Administrative Order (DAO) No. 2:1998, the following guidelines are hereby issued for the information and guidance of all concerned.

1. SCOPE

These guidelines specify the rules and regulations in the implementation of PNS 1478:1998, relative to the certification of conformity of furniture - initially for monobloc and stool.

2. DEFINITIONS

For the purpose of these guidelines the following definitions shall apply:

- 2.1 BPS - Bureau of Products Standards
- 2.2 Director - Director of BPS
- 2.3 DTI - Department of Trade and Industry
- 2.4 Import Commodity Clearance (ICC) - A document duly issued by the Director of BPS or DTI Regional/Provincial Directors attesting that the quality of an imported product conforms to a Philippine National Standard.
- 2.5 Philippine Standard (PS) Certification Mark License - The certification document attesting that the manufacturer is complying with the relevant standards and thus authorizes such manufacturer to use the PS Quality Mark on its product.
- 2.6 Manufacturer - an entity engaged in the manufacture of furniture - monobloc chair and stool.
- 2.7 Importer - an entity engaged in the importation of furniture - monobloc chair and stool.
- 2.8 Product - means monobloc furniture specifically monobloc chair and stool.
- 2.9 Standard - the technical document referred to in clause 1 specifying the physical, mechanical, and other requirements that a product must meet to ensure quality, safety and reliability.

2.10 PS Quality Certification Mark - The mark of conformity attesting that the product complies with the requirements of the standard.

2.11 PS Mark Licensee - a manufacturer of furniture - monobloc chair and stool that has been granted the Philippine Standard (PS) Certification Mark License.

3. APPLICATION

3.1 All manufacturers of furniture - monobloc chair and stool shall apply for the PS Certification Mark License at BPS or nearest DTI Regional/Provincial Offices where the plant is located.

3.2 All importers of furniture - monobloc chair and stool shall apply for an import Commodity Clearance at the BPS or DTI Regional / Provincial Offices.

4. PHILIPPINE STANDARD (PS) CERTIFICATION MARK LICENSE

4.1 The use of the Philippine Standard (PS) Certification Mark License shall be governed by the provisions of Department Administrative Order No. 1:1997 - Revised Rules Concerning the Philippine Standard (PS) Quality and/or Safety Certification Mark Scheme.

5. IMPORT COMMODITY CLEARANCE

5.1 An ICC shall be granted by BPS or DTI Regional / Provincial Office to an importer covered by these guidelines whose import shipment conform to the requirements of PNS 1478:1998. The requirements relative to the issuance of the ICC shall be governed by the Department Administrative Order No. 8, Series of 1995 - Revised Rules and Regulations Concerning the Issuance of Import Commodity Clearance (ICC) and its future amendments.

6. AUTHORITIES AND RESPONSIBILITIES OF BPS

In addition to the duties specified in DAO 1: 1997, BPS shall:

6.1 Inform the licensees of any changes in the standard.

6.2 Maintain and disseminate a registry of PS Mark Licensees.

6.3 Coordinate with the DTI Regional/Provincial Offices in the implementation of these guidelines, especially in the conduct of factory and product assessments and in the drawing of samples on a periodic basis of a manufacturer's plant, warehouse, or from the open market for the purposes of ascertaining the conformity of the product to the standard.

- 6.4 Evaluate all factory and product assessment reports, test results and other relevant recommendations of the DTI Regional/Provincial Offices.
- 6.5 Issue, deny, or revoke licenses based on findings under preceding clause 6.4 above.
- 6.6 Coordinate with DTI Regional/Provincial Offices for the return of product samples to the manufacturer upon completion of tests thereon. Return of tested samples shall be governed by the Department Administrative Order No. 5, series of 1996,- "Guidelines for the return and disposal of DTI-BPS tested samples".
- 6.7 Coordinate with DTI Regional or Provincial Offices and the DTI Office of Legal Affairs in identifying and implementing appropriate legal action against manufacturers, importers including their distributors and outlets violating the requirements of these standards, and its implementing guidelines. The basis of taking formal charge and subsequent legal action is given in Department Administrative Order (ADO) 9:1990 - Defining the responsibilities and liabilities of manufacturers, importers, distributors, wholesalers and retailers with regard to mandatory product standards.

7. APPLICATION FOR A PS MARK LICENSE

- 7.1 The application for a PS Certification Mark License shall be made on BPS PS/SF01 form. It shall be filed at the nearest DTI Regional or Provincial Office where the plant is located or directly at BPS. This application shall be jointly processed and evaluated by the DTI Regional/Provincial Office and the Bureau of Product Standards. The manufacturer is required to submit the following information in support of its application:
 - 7.1.1 Articles of Incorporation or Business Name and Subcontracting Agreement, if any;
 - 7.1.2 Controlled copy of Quality Manual;
 - 7.1.3 Brief description of manufacturing process;
 - 7.1.4 List of inspection, measuring and test equipment with nominal capacities and series numbers at inspection points and final product testing together with the evidence of ownership, such as official receipts;

- 7.1.5 Brief description of equipment maintenance and calibration program for all inspection, measuring and test equipment with their corresponding calibration certificates;
- 7.1.6 Copies of labels, markings and logos etc. as per requirements of the standard;
- 7.1.7 Vicinity Map of the factory;
- 7.2 The requirements for each manufacturer are specified in Section 9 of these guidelines.
- 7.3 The application for grant, cancellation, or annulment of PS Quality Certification Mark License is governed by DAO 1:1997 and its amendments.

8. FACTORY ASSESSMENT

- 8.1 After filing the duly accomplished application form, the manufacturer shall be informed by the DTI Regional/Provincial office or by BPS of the schedule of factory and product assessment. Factory assessment shall be based on the requirements of Quality System Standard and Product Audit shall be in accordance with the requirements of PNS 1478:1998.
- 8.2 DTI/BPS duly authorized representative(s) shall visit the factory/plant of the manufacturer to ascertain that:
 - 8.2.1 The Quality Management System and Quality Assurance activities being implemented by the company is inconsistent with the stated quality policy and objectives;
 - 8.2.2 The product consistently conforms to the requirement of the standard.

9. MINIMUM REQUIREMENTS

- 9.1 Test environment and apparatus:
 - 9.1.1 Floor surface
 - 9.1.2 Stops
 - 9.1.3 Seat loading pad *per model*
 - 9.1.4 Smaller seat loading pad *per model*
 - 9.1.5 Back loading pad *per model*
 - 9.1.6 Local loading pad *per model*
 - 9.1.7 Foam for facing loading pads
 - 9.1.8 Seat impacter
 - 9.1.9 Circular body

- 9.1.10 Springs
- 9.1.11 Striking surface
- 9.1.12 Impact hammer
- 9.1.13 Chair loading position template

9.2 Quality Manual - The manufacturer shall develop, prepare maintain a quality manual addressing the requirements of the relevant quality system standard (ISO 9001, 9002, 9003). The resultant quality manual shall reflect or make reference to documented quality system procedures. These documented procedures shall cover all the applicable elements of the quality system standard (whenever applicable) namely:

- 9.2.1 Management responsibility
- 9.2.2 Quality system
- 9.2.3 Contract review
- 9.2.4 Design control (if applicable)
- 9.2.5 Document and data control
- 9.2.6 Purchasing
- 9.2.7 Control of customer-supplied product
- 9.2.8 Product identification and traceability
- 9.2.9 Process control
- 9.2.10 Inspection and test status
- 9.2.11 Control of inspection, measuring and test equipment
- 9.2.12 Inspection and testing
- 9.2.13 Control of non-conforming products
- 9.2.14 Corrective and preventive actions
- 9.2.15 Handling, Storage, Preservation, Packaging and Delivery
- 9.2.16 Control of Quality records
- 9.2.17 Internal quality audit
- 9.2.18 Training
- 9.2.19 Servicing
- 9.2.20 Statistical techniques

9.3 End Product - The product must conform to the following requirements of PNS 1478:1998:

- 9.3.1 seat static load
- 9.3.2 back static load/ balancing load
- 9.3.3 arm sideways static load/wing sideways static load
- 9.3.4 arm downwards static load
- 9.3.5 seat fatigue
- 9.3.6 back fatigue/balancing load
- 9.3.7 leg forward static load/balancing seat load
- 9.3.8 leg sideways static load/balancing seat load
- 9.3.9 diagonal base load (if applicable)
- 9.3.10 seat impact
- 9.3.11 back impact

- 9.3.12 arm impact
- 9.3.13 drop
- 9.3.14 other requirements such as construction and finish.
- 9.4 Sampling - Sampling procedure shall be in accordance with clause 5 of the standard.
 - 9.4.1 Three (3) samples per model shall be drawn for testing.
- 9.5 test method/procedure - General test requirements shall be in accordance with annexes A,C,D,E and F of the standard.
- 9.6 Product Marking - marking shall conform to the requirements of clause 7 of the standard.

10. RESPONSIBILITIES OF THE PS MARK LICENSEE

- 10.1 Every PS Mark Licensee shall ensure that no product goes out of the factory without being marked with the PS Quality Certification Mark.
- 10.2 Every PS Mark Licensee shall ensure that the product, in respect of which a license has been issued, conforms at all times to the requirements of the standard and, for this purpose, shall maintain to the satisfaction of BPS, its systems of quality management and quality assurance.
- 10.3 Mention or an indication must be made in advertisements and other promotional materials of the PS Mark Licensee that their product is certified under BPS' PS Quality Certification Mark License Scheme.
- 10.4 The PS Mark Licensee shall pay all cost of testing and certification in accordance with fees and charges given in DAO 1:1997.

11. RESPONSIBILITIES OF IMPORT COMMODITY CLEARANCE (ICC) HOLDERS

- 11.1 Responsibilities of importers issued with ICC for their products shall be in accordance with DAO 8, series of 1995 and all its future amendments.

12. NON - COMPLIANCE

- 12.1 Two (2) units of a specific model must have been tested by BPS before a declaration can be made that the product does not conform to the specific standard.

12.2 If in the determination of BPS one of the first two samples fail, the third sample drawn shall be tested. If the retest pass, the lot shall be declared as conforming to the requirements of the standard.

12.3 If in the determination of BPS, the third sample tested fails to conform to the requirement of the standard:

12.3.1 The manufacturer shall undertake corrective measures if applicable and another set of samples shall be drawn and tested.

12.3.2 The importer shall re-export the products to the country of origin.

Only after reassessment and subsequent product compliance shall the manufacturer or importer be allowed by BPS to market its product.

13. MONITORING

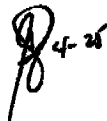
13.1 BPS/DTI Regional / Provincial shall at any time monitor and inspect monobloc chair and stool in the market to determine conformance to the requirement of the standard, DTI/BPS shall make appropriate legal action in accordance with relevant laws and rules and regulation.

14. EFFECTIVITY

14.1 These guidelines shall take effect upon its approval.


JESUS L. MOTOOMULL
Director

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Approved


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