

F O R M	No.	SD-SCD-QF01
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	Effectivity Date:	01 October 2016
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Application for License to Use the Philippine Standard (PS) Quality and/or Safety Certification Mark

(Confidential when completed. This application is valid for three (3) months only upon submission,
after which, the application will be deemed abandoned.)

Date: _____

The Bureau Director
Bureau of Philippine Standards
Department of Trade and Industry
3/F, Trade and Industry Building
361 Sen. Gil J. Puyat Avenue
Makati City

Sir:

In accordance with Department Administrative Order No. 4:2008, promulgated pursuant to Section 79 (B) of the Revised Administrative Code of the Philippines and Executive Order No. 101, Series of 1967, in conjunction with the provisions of R.A. 4109 and R.A. 7394, we hereby apply for the license to use the Philippine Standard (PS) Quality and/or Safety Certification Mark.

1. Name of applicant company: _____
2. Office address and telephone/fax no./ e-mail: _____

3. Factory address and telephone/fax no./ e-mail: _____

4. TIN: _____ Date of Issue: _____
5. Name of Company President/General Manager : _____
6. Name of Quality Management Representative : _____
7. Telephone/fax number/e-mail of QMR: _____
8. Product(s): _____
9. Type/description: _____
10. Brandname(s) of products: _____
11. Standard(s) used:
 - 11.1 Quality Management System Standard: _____

 - 11.2 Specific Product Standard(s): _____
12. Type of Certification: System 5 – Production Control and Product Marking

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13. Quality Certificate Received/Applied for:

13.1 Is your company currently holding any Quality Systems' Certificate of Approvals granted by other certifying authorities?

Yes

No

If "yes", give details and attached copy

Body	Type of Approval	Validity
_____	_____	_____
_____	_____	_____
_____	_____	_____

13.2 Is your company currently seeking approval/certification from other bodies?

Yes

No

If "yes", give details

Body	Type of Approval/Certification
_____	_____
_____	_____
_____	_____

14. Plant Capacity:

14.1 Rated capacity per shift & per month: _____

14.2 Actual capacity per shift & per month: _____

14.3 If foreign, percentage of production dedicated to the Philippine market: _____

15. Number of Employees: _____

15.1 Please give the number of employees per premise/site in the company for which certification is being sought: _____

15.2 If the company works in several shifts, please indicate the number of employees per shift:

15.3 Please indicate the number of employees likely to be present on the premises during time of assessment: _____

16. Assets (In Million Pesos): PHP (Please submit a copy of previous year's duly audited financial statement)

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17. Volume of Production during the last three (3) calendar years:

Year	Production	Value (In Million Pesos)
_____	_____	_____
_____	_____	_____
_____	_____	_____

We hereby submit the required documents (in English language) listed below to support our application for a license to use the Philippine Standard (PS) Quality and/or Safety Certification Mark.

- Document 1. Articles of Incorporation or Business Name and Sub-Contracting Agreement, if any.
2. Quality Manual (CONTROLLED COPY)
 3. Brief description of manufacturing process
 4. Reference no. of the Product Identification File to include process flow, materials, process control and drawings among others.
 5. Listing of measuring and testing 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.
 6. Brief description of equipment maintenance and calibration program for all testing and measuring equipment with their corresponding calibration certificates.
 7. Copies of labels, markings and logos etc. as per requirements of specific standard.
 8. Description of the supply distribution chain. If new business, identify the target market. If foreign company, identify the Philippine principal and described the organizational relationship of the applicant/license holder and Philippine principal.
 9. Vicinity map of the factory.
 10. Undertaking to abide by the terms and conditions of the PS License (Annex A).

In the event the license is granted, we hereby agree to abide by all terms and conditions thereof and all other rules and regulations, including amendments thereto, prescribed for its use.

Print Name and Signature
(President/General Manager)

Subscribed and sworn to before me this _____ day of _____ 20____
affiant exhibiting to me his/her Community Tax Certificate No. _____ issued at
_____ on _____.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Note: If the PS applicant is foreign, this application, together with Annex A, shall be authenticated by the Philippine Embassy that covers the plant location.

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UNDERTAKING TO ABIDE BY THE TERMS AND CONDITIONS OF THE PS LICENSE

I, _____ of _____
with principal address at _____
is duly authorized by the board of directors to hereby undertake to abide by the following terms and conditions of the Philippine Standard (PS) Quality and/or Safety Certification Mark License for the manufacture of _____ manufactured at _____.

1. The licensee shall abide by R.A. 4109, E.O. 133: 1987, E.O. 913: 1983 and R.A. 7394 and their implementing rules and regulations, and orders which the BPS issues in pursuance with its authority under law.
2. The licensee shall ensure that its certified product conforms at all times to a specific standard and shall be liable for any damage cause by the said product to its consumers, for this purpose, shall maintain to the satisfaction of BPS its quality management system. The quality management system of the PS Licensee shall integrate the elements of applicable existing ISO 9001:2008.
3. That as a licensee, we shall affix the Philippine Standard (PS) Quality and/or Safety Mark only on certified product/s covered by a valid license.
4. The licensee shall establish and maintain a system of product recall, and addressing complaints filed by its clients or customers concerning its certified products and shall maintain records thereof.
5. The licensee shall give duly-authorized representatives of the BPS or DTI Regional/Provincial Offices or in the case of foreign companies by BPS officially recognized counterpart National Standards Bodies, inspection and/or certification bodies, access during working hours to the premises where certified product is manufactured, for the purpose of evaluating materials, production processes, finished articles, quality assurance facilities, records and others in accordance with the "Guidelines of Auditing the Quality Control Systems of Manufacturing Firms Relative to the Issuance of the License to Use the PS Quality and/or Safety Certification Mark", as issued by BPS.
6. The licensee shall be subject to at least once a year **audit** for two (2) consecutive years and must undergo re-certification on the third year to ensure consistent compliance with the BPS requirements on Philippine Standard (PS) Quality and/or Certification Mark Scheme.
7. In cases of subcontracts, it is understood that the licensee shall assume full responsibility for the quality of its sub-assemblies, semi-finished and finished products.
8. As part of the annual surveillance audit and wherever possible, samples of the certified product shall be drawn from the market in coordination with our company's representative. Samples drawn from the market shall be shouldered by the company. Upon the option of the BPS, samples may be drawn at the factory site when appropriate.
9. That as a licensee, we shall inform BPS in writing of any change of management, legal status, identification file reference no. of the product, changes significantly affecting the product's design or specification, manufacturing process, quality system, business name, brand and/or transfer of plant site. In the case of transfer of plant, notice must be made within one (1) month after such transfer is completed. For change or addition of brand name, BPS shall be notified for the necessary product audit.
10. That Upon transfer of plant site, the license shall be deemed valid only after factory and product audit at the new site by BPS or DTI Regional/Provincial Office or in case of foreign companies by BPS officially recognized counterpart National Standards Bodies, inspection and/or certification bodies.
11. The licensee shall resubmit the information sheet prior to surveillance audit for revalidation.
12. That as a licensee, shall pay the applicable fees and charges as billed or stipulated by BPS or DTI Regional/Provincial Offices.
12. That as a licensee, we shall set up our own Consumer Welfare Desk as required by the DTI.
14. That records of the customers' complaints for the last three years shall be available and accessible to BPS at all times.
15. That the licensee shall comply with the guidelines on the use of the PS mark
16. That the license to use the PS Quality and/or Safety Mark is non-transferable.
17. That any infraction of these terms and condition shall constitute sufficient grounds for the institution of administrative sanctions/fines against our company, which will include suspension, withdrawal, cancellation of the license, without prejudice to the penal provisions of R.A. 4109, E.O. 913, Series of 1983, E.O. 133, Series of 1987 and R.A. 7394.

Witnesseth my hand this _____ of _____ 201__ at _____

Printed Name and Signature of
President/CEO/Gen. manager

Subscribed and sworn to before me this _____ day of _____ 20____, Affiant exhibiting to me his/her Residence Certificate No. _____ issued on _____ at _____ and his/her Tax Identification No. _____.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Note: If the PS applicant is foreign, this Annex A, together with the PS application, shall be authenticated by the Philippine Embassy which covers the plant location.