

**[DTI BPS Memorandum Circular No. 15-02,
February 05, 2015]**

PREPARATION AND SUBMISSION OF TEST REPORTS

Adopted: 05 February 2015

Date Filed: 20 March 2015

Relative to the submission and evaluation of the Test Reports (TR) issued by all BPS recognized testing laboratories, please strictly observe the following in preparing and submitting the test reports:

1. Prepare one (1) endorsement letter per product and per Bill of Lading, indicating all models and the corresponding Test Report numbers;
2. Attach a copy of the submitted Request for Test; and
3. Incorporate a Summary of Report indicating whether or not the tested product complies with the requirements of the standard. If the product is non-compliant, indicate the specific clause/s where non-compliance is observed.

For strict and immediate compliance.

(SGD) ATTY. ANN CLAIRE C. CABOCHAN

Director-in-Charge



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