

**[ DTI BPS MEMORANDUM CIRCULAR NO. 01,  
March 25, 2010 ]**

**IMPLEMENTING GUIDELINES FOR THE MANDATORY  
CERTIFICATION HOT-DIP METALLIC-COATED STEEL SHEETS FOR  
ROOFING – SPECIFICATION**

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. 4, series of 2008 and its future revision and amendments; Department Administrative Order (DAO) No. 5, series of 2008 and its future revision and amendments; Department Administrative Order (DAO) No. 2, series of 2007 and; Department Administrative Order No. 1, series of 2008; Department Administrative Order No. 09-10, Series of 2009 and its future revision/s and amendment/s; and Philippine National Standard (PNS) 67:2009 –Hot-dip metallic-coated steel sheets for roofing – Specification, the following guidelines are issued for the information, guidance and compliance of all concerned and for compliance of all importers, wholesalers/distributors, dealers/retailers and other concerned stakeholders.

**1.0 SCOPE**

These guidelines cover. Hot-dip metallic-coated steel sheets for roofing.

**2.0 DEFINITION OF TERMS**

For the purpose of these guidelines, the definition of terms mentioned in DTI's DAO 2:2007, DAO 4:2008 and DAO 5:2008 shall apply in addition to the following:

2.1 DAO 1:2008 – Department Administrative Order No. 1 – Addenda to the Implementing Rules and Regulations of Republic Act 7394, Otherwise Known as the Consumer Act of the Philippines or the Department Administrative Order No. 2 series of 1993 on the Matter of Chapter IV on labeling and Fair Packaging.

2.2 DAO 2:2007 – Department Administrative Order No. 2 series of 2007 – Defining the responsibilities and liabilities of manufacturers, importers, traders, wholesalers, distributors, retailers, service providers and or their agents, with regard to products/services covered by the Philippine Standard Certification Mark Schemes and prescribing penalties for violation thereof.

2.3 DAO 4:2008 – Department Administrative Order 4 series of 2008 – The new rules and regulations concerning the Philippine Standard (PS) Quality and or Safety Certification Mark Scheme.

2.4 DAO 5:2008 – Department Administrative Order 5 series of 2008 – The new rules and regulations concerning the issuance of the Import Commodity Clearance (ICC) under the Product Certification Mark Scheme.

2.5 Product – refers to hot-dip metallic-coated steel sheets for roofing products within the scope of these guidelines.

2.6 Lot – All sheets or coil of the same material, shape, dimension and zinc coating designation contained in an individual shipping release or shipping order.

2.7 Sheet – A galvanized flat corrugated metal product cut to the standard or specified length and has a nominal base metal in accordance with PNS 127:2004

2.8. Type – one that represents a set of generic qualities of galvanized flat or corrugated metal product

2.9. Test Samples - A product randomly chosen from batch or lot.

2.10 Manufacturer's Identifying mark – A mark representing the name and brand of the manufacturer.

### 3.0 AUTHORITIES AND RESPONSIBILITIES OF THE DTI

3.1 In addition to the duties specified in DAO 4:2008 and DAO 5:2008, DTI shall:

3.1.1 Inform the PS Licensees, ICC holders or importers of any changes in the standard.

3.1.2 Conduct the final evaluation of the factory and product audit assessment, product testing and compliance with the requirements of DAO 4:2008 and DAO 5:2008 and other rules and regulations.

3.1.3 Coordinate with the Regional/Provincial Offices and DTI Office of Legal Affairs in identifying and implementing appropriate legal action against manufacturers, importers, traders, wholesalers, distributors, stockists, retailers, service providers, and or their agents violating the above stated DAOs, these implementing guidelines and the specific standard, and its implementing memoranda and circulars.

3.2 Regional/Provincial Offices shall:

3.2.1 Facilitate the processing of PS application (i.e. conduct factory/product assessment) and ICC application (i.e. evaluates ICC Application, conduct sampling and issue or denies the PS license or the ICC.

3.2.2 Conduct market monitoring and enforcement of standard.

3.2.3 Take legal action against violators of the standard and other DTI rules and regulations.

#### 4.0 APPLICATION FOR PS or ICC

4.1 Manufacturers shall apply for the PS Quality and/or Certification Mark License to the nearest Regional or Provincial Office. Requirements, procedures and processing of PS application are governed by DAO 4:2008 and its implementing rules and regulations.

Manufacturer shall have the following minimum test and measuring equipment:

1. For coating weight determination

- 1.1 Chemical reagents
- 1.2 Balance
- 1.3 Micrometer

2. For Bend test

- 2.1 Bend Tester

3. For Dimensional Checking

- 3.1 Caliper/micrometer
- 3.2 Steel Tape

4.2 Importers shall apply for the ICC to the nearest Regional or Provincial Office on per shipment per bill of lading/airway bill basis. Requirements, procedures and processing of ICC application are governed by DAO 5:2008 and its implementing rules and regulations.

Provided, however if the importer is a manufacturer and a PS License holder who uses the imported galvanized steel sheets and coils as raw material for the manufacture of finished products like pre-painted galvanized sheets, automotive, appliances, etc., such importation of galvanized sheets shall not require an ICC.

Provided further that any diversion committed by the PS license holder of the

galvanized sheet importation to uses other than for roofing application under PNS 67:2009 and other mentioned finished products shall result in the cancellation and revocation of the corresponding PS Mark License after due notice and hearing.

## 5.0 SAMPLING

5.1 A duly authorized DTI representative shall conduct random sampling either directly from the manufacturer's warehouse or at the importer's warehouse.

5.1.1 For PS Mark Licensee or Applicant – The DTI authorized representative shall take three (3) sets (each set consists of three 300 mm x 300 mm cut from workside, center, and driveside of the sheet taken at a proximate distance from the end part of the coil per size and per brand to be subjected to testing; one set to be tested in-plant witnessed by a duly DTI authorized representative, the other set to be sent to an accredited laboratory/ies for independent testing. 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 upon the satisfactory results of in-plant test.

5.1.2 For ICC Applicant – The DTI authorized representative shall take two (2) sets (each set consists of three hundred 300 mm x 300 mm cut from workside, center and driveside of the sheet taken at a proximate distance from either the head end or tail end of the coil per size and per brand to be subjected to testing, one set to be sent to an accredited laboratory/ies for independent testing. The other set will be kept by the importer as a reference sample for future use.

5.2 Drawn samples shall be subjected to the following tests.

5.2.1 Nominal Total Coated Thickness (Sec. 4.3.1 and 4.3.2)

5.2.2 Mass of Coating (See 4.5)

5.2.3 Width and Length for Plain Sheets and their tolerance (Table 1 and 2)

5.2.4 Shapes and Dimensions for Corrugations and Their Tolerance (Table 3 and 4)

5.2.5 Markings and Labelling (Sec. 7)

5.3 Independent Test

5.3.1 The testing laboratory for galvanized flat or corrugated metal product samples shall be the Metal Research Institute Development Center (MIRDC) or any laboratory accredited Philippine Accreditation Office. In cases testing shall be