

[KKI DEPARTMENT ADMINISTRATIVE ORDER NO. 13, S. 1995, October 16, 1995]

REVISED RULES FOR BPS SCHEME ON ACCREDITATION OF TESTING AND CALIBRATION LABORATORIES

Pursuant to Section (7), Chapter 2, Book IV of the 1987 Administrative Code; Republic Act 4109, Republic Act 7394; Executive Order No. 101:1976; and Executive Order No. 913; the following Rules for Accreditation of Testing and Calibration Laboratories are hereby promulgated for the guidance of all concerned:

1

Scope

1.1 This Department Administrative Order prescribes rules to implement the BPS Accreditation Scheme for testing and calibration laboratories;

1.2 The Scheme covers the Accreditation of:

- a. Testing and calibration laboratories
- b. Testing laboratories
- c. Calibration laboratories

2

Definition of Terms

For the purpose of this Order, the following definitions shall apply;

2.1 "**DTI**" — Department of Trade and Industry

2.2 "**BPS**" — Bureau of Product Standards

2.3 "**Director**" — Director of BPS

2.4 "**LAAC**" — Laboratory Accreditation Advisory Committee

2.5 "**Accreditation**" — A process by which a body is formally recognized as competent to carry out specific tasks.

2.6 "**Laboratory**" — A body that tests and/or calibrates.

2.7 "**Testing Laboratory**" — a laboratory which measures, examines, or

determines the characteristics or performance of materials or products.

2.8 "**Calibration Laboratory**" — A laboratory that calibrates inspection, measuring and test equipment.

2.9 "**Accredited Laboratory**" — A testing and/or calibration laboratory formally recognized under established procedures for its competence to carry out specific tasks.

2.10 "**Certificate of Laboratory Accreditation**" — A document signed by the Director of BPS issued to an accredited laboratory.

2.11 "**Test**" — Technical operation that consists of the determination of one or more characteristics or performance of a given product, process or service according to a specified procedure.

2.12 "**Calibration**" — Technical operation that determine the accuracy or reliability of inspection, measuring and test equipment.

2.13 "**Test Method**" — Specified technical procedure for performing a test or calibration.

2.14 "**Interlaboratory Test Comparisons**" — Organization, performance and evaluation of tests on the same or similar items or materials by two or more laboratories in accordance with predetermined conditions.

2.15 "**Laboratory Proficiency Testing**" — Determination of laboratory testing performance by means of Interlaboratory Test Comparisons.

2.16 "**Philippine National Standard**" — The standard promulgated by BPS relative to product specifications, test methods, terminologies, procedures, guidelines or practices.

2.17 "**International/Foreign Standard**" — A standard developed by ISO (International Organization for Standardization), IEC (International Electrotechnical Commission) or other international or foreign standards body which maybe accepted by BPS for purposes of the Laboratory Accreditation Scheme.

3

Authorities and Responsibilities of LAAC and BPS

3.1 LAAC

3.1.1 Operate as the advisory body of the BPS Laboratory Accreditation Scheme.

3.1.2 Establish and maintain, consistent with international practices and developments on laboratory accreditation, policies and rules covering the following:

3.1.2.1 The acceptance of application and grant, maintenance suspension and withdrawal of accreditation.

3.1.2.2 The assessment and evaluation of the applicant laboratories.

3.1.2.3 The appointment of sub-contract assessors for calibration laboratory, or committees to undertake assigned specific tasks, when necessary.

3.1.2.4 The operation of the interlaboratory test comparisons and proficiency testing.

3.1.2.5 The adoption of and implementation of Philippine National Standards, ISO/IEC Guide 58, Regional and/or Foreign Standards as basis for the accreditation of testing and calibration laboratories.

3.1.2.6 The maintenance and retention of documents and records and confidentially thereof.

3.1.2.7 Appeals in connection with denial of application or accreditation of an applicant.

3.1.2.8 Financial Reports.

3.1.2.9 The applicant for, maintenance of regional and international recognition of the BPS Laboratory Accreditation Scheme.

3.1.2.10 Other matters relevant to the effective, competent and transparent operation of the BPS Laboratory Accreditation Scheme.

3.2 BPS

3.2.1 Operate under the policy direction of LAAC, the National Laboratory Accreditation Scheme.

3.2.2 The Director shall designate the Chief of the BPS Action Team on Laboratory Accreditation (AT 4) to manage the day to day operation.

3.2.3 Provide, upon approval by the LAAC, formal recognition to an applicant laboratory that is found competent to carry out testing and/or calibration works.

3.2.4 Assess the competence of an applicant laboratory, in terms of their organizational in reference, their method of testing and/or calibration, equipment capability, personnel competence, in accordance with the "general requirements for the competence of calibration and testing laboratories", Philippine National Standards, Regional and/or Foreign Standards on laboratory accreditation, and their future revisions.

3.2.5 Organize interlaboratory test comparisons and laboratory proficiency testing where accredited laboratory are required to participate.

3.2.6 Submit to the LAAC, for approval, applicant bodies recommended for accreditation. The suspension or cancellation of accreditation shall be likewise be subject to the LAAC's approval.

3.2.7 Conduct semestral surveillance audits of accredited laboratories.

3.2.8 Appoint or subcontract, where necessary, external assessors to assess applicants for laboratory accreditation, provided these assessors are acceptable to the latter.

3.2.9 Maintain and publish a registry of accredited laboratories.

3.2.10 Apply to regional and international bodies for the recognition of the BPS Accreditation Scheme and of the assessors.

3.2.11 Continuously undertake measures to upgrade to international levels the capability of the National Laboratory Accreditation Scheme.

4

Composition of the LAAC

4.1 The Director of BPS as Chairman.

4.2 The Chief of BPS Action 4 as member

4.3 The Chief of EMB Laboratory for Environment as member.

4.4 A representative from the IIEE as member.

4.5 A representative from PSME as member.

4.6 A representative from FATL as member.

4.7 The Chief of ATID, MIRDC as member.

5

Criteria for and Conditions of Accreditation

5.1 Criteria for Accreditation

Accreditation under the Scheme shall be available to any organization that:

5.1.1 Applies for accreditation and pays the prescribed application fee.

5.1.2 Establishes, documents, implements and maintains a laboratory management system that complies with the requirements of PNS 1600 (ISO/IEC Guide 25).

5.1.3 When requested by BPS to do so, participates in available and appropriate proficiency tests and demonstrates acceptable performance in such tests.

5.1.4 Pays all prescribed assessment and annual registration fees.

5.1.5 Complies with the conditions of accreditation set out in clause 4.2 of these guidelines.