

**[BPI ADMINISTRATIVE ORDER NO. 4, S. 2005,
January 14, 2005]**

**GENERAL GUIDELINES AND REQUIREMENTS FOR
ACCREDITATION OF PRIVATE AND OTHER SEED TESTING
LABORATORIES**

Pursuant to the implementation of Section 12 (g) of RA 7308 known as the Seed Act and the need to provide immediate and timely seed testing services for farming populace, the following requirements for accreditation of private and other seed testing laboratories are hereby promulgated based on ISO/IEC Guide 25: 1990 (E), General Requirements for the Competence of Calibration and Testing Laboratories, Bureau of Product Standard of the Department of Trade and Industry) and the International Seed Testing Association (ISTA), as follows:

**I.
PURPOSE AND SCOPE:**

This standard constitute the requirements which are to be fulfilled by any private and other seed testing laboratory in order to obtain an accreditation from the National Seed Quality Control Services (NSQCS), Bureau of Plant Industry.

Applicants will have to provide documentation for all points and must allow inspection of the premises by NSQCS assessors. Application forms are available from NSQCS Office, Visayas Avenue, Diliman, Quezon City.

Applicants pay for the services rendered during assessment, travel expenses, inspections and pay an annual fee for the privilege accreditation.

**II
DEFINITION OF TERMS:**

When used in this guidelines, the following terms shall mean as follows:

Accreditation Formal recognition of competence

Accreditation National Seed Quality Control Services
Body under BPI

Assessors	Persons appointed by the NSQCS, Bureau of Plant Industry to carry out audits and provide recommendation
Audit	Periodic and systematic assessment of all policies and procedures
Certificate	Document that presents test results and other information relevant to the test
Seed Testing Lab.	Laboratory that perform seed tests
Pest Methods	Defined technical procedure for performing a test
ISO/IEC	International Organization for Standardization, International Electrotechnical Commission
ISO/IEC GUIDE	Drawn up in response to IAC: (International Laboratory Accreditation Conference) request
Documentation	Written procedures or results
Quality Manual	Collection of documents, which describe quality policy, quality system and quality practices in the laboratory
Reference Materials	Materials, which provide essential traceability and are used to demonstrate the accuracy of results, calibrate equipment and methods, monitor performance and validate methods and enable comparison of methods by the set standards

III REQUIREMENTS:

1. The Laboratory shall be legally identifiable.

The owner of the laboratory whether an individual, partnership or corporation must be registered with the Department of Trade and Industry (DTI) or the Securities and Exchange Commission (SEC).

2. The laboratory shall have a clear structure and responsibility.

It shall have:

- 2.1 Managerial staff with the authority and resources to discharge duties
- 2.2 Technical staff responsible for the "production" of results and all technical operations, i.e. laboratory seed analysis.
- 2.3 Quality control staff who has responsibility for the quality system of