
	Bureau of Research and Standards MATERIALS TESTING DIVISION	Issue Date	:	January 8, 2024
		Doc. Code	:	DPWH-QMSP-19/22/2018
		Revision No.	:	01
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## 1.0 Purpose

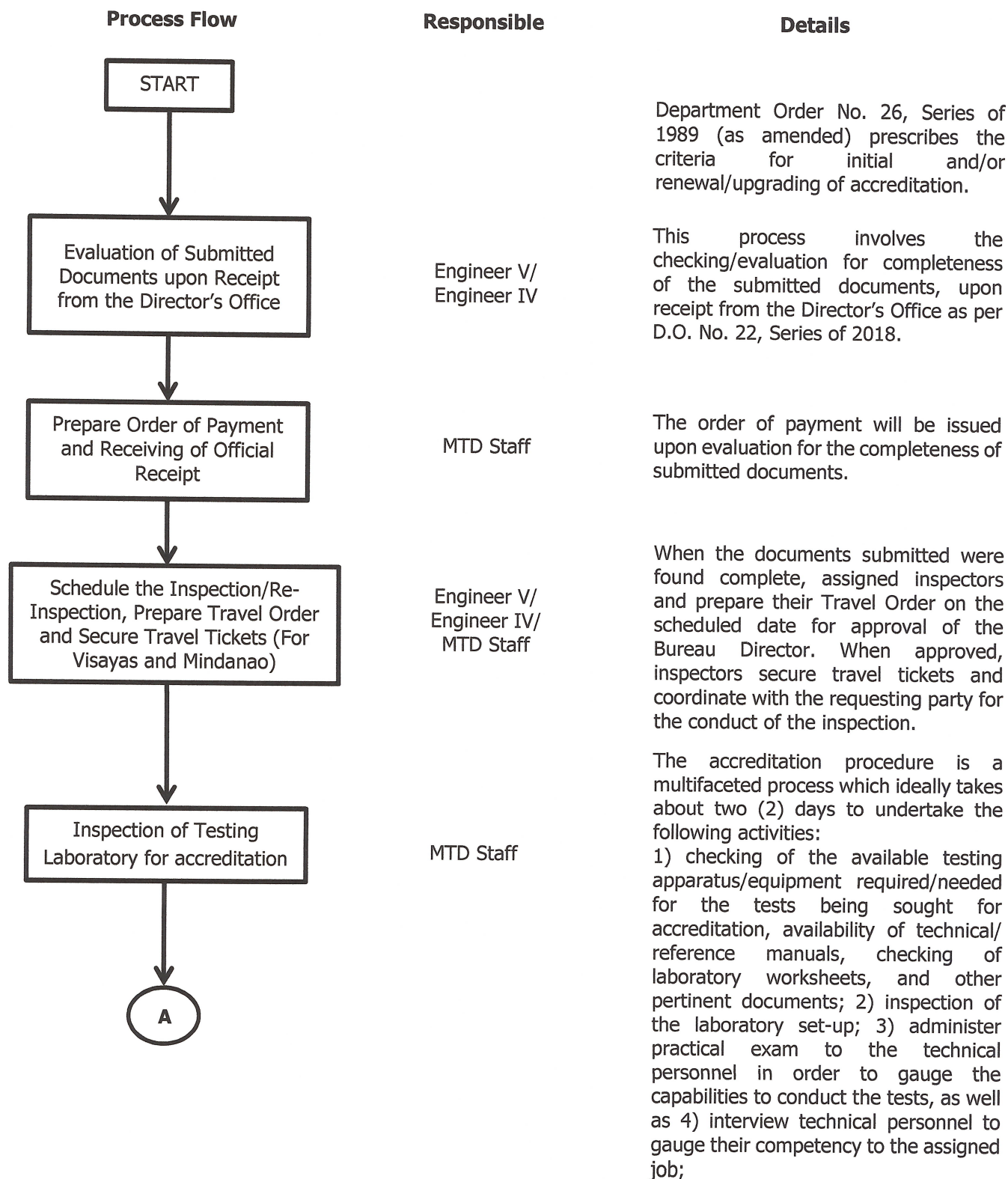
To provide a visual guide and easy reference on the procedures and the personnel involved in the processing of pertinent documents regarding application for accreditation of government and private testing laboratory.


## 2.0 Definition

- 2.1 *Accreditation* is a process in which certification of competency, authority or credibility is presented.
- 2.2 *Application* is a formal request to an authority for something.
- 2.3 *Assessment* is an evaluation or estimation of the nature, quality or ability of someone or something.
- 2.4 *Certificate* is an official document attesting a certain fact in particular.
- 2.5 *Completeness* means the quality or state of being without restriction, exception or qualification; whole; entire; full.
- 2.6 *Compliant* means conforming to requirements.
- 2.7 *Deficiency* means lack or shortage of something.
- 2.8 *Evaluation* is the making of a judgement about the amount, number or value of something.
- 2.9 *Government* means an agency, instrumentality or other entity of a state or local government.
- 2.10 *Inspection* means careful examination or scrutiny
- 2.11 *Private* means belonging to or for the use of one particular person or group of people only; having no official or public role or position.
- 2.12 *Requirement* is a thing that is needed or wanted.
- 2.13 *Testing Laboratory* is a building, a part of a building, room or other place equipped to conduct tests on various samples of construction materials.
- 2.14 *Upgrading* means raising to a higher standard specifically improvement (equipment or machinery) by adding or replacing components.

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### 3.0 Procedure




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Process Flow	Responsible	Details
<div> <div>A</div> <div> <div>Prepare/Review/Check/Finalize Inspection Report/Letter for approval</div> <div>Issuance/Releasing of Letter and Certificate of Accreditation</div> <div>End</div> </div> </div>	<div>MTD Staff Engineer V/ Engineer IV Director</div> <div>MTD Staff</div>	<div>5) dialogue/open forum with the laboratory staff to discuss the overall findings and other concerns/query on materials testing and quality control aspects.</div> <div>This process involves the preparation of the inspection report and letter based on the findings of assessment/inspection. Then, for review/checking and finalization for Director's approval.</div> <div>This process involves the Issuance and Releasing of Certification valid for a period of two (2) years.</div>

4.0 References


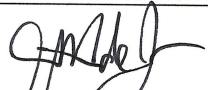


- 4.1 DPWH Quality Management System Manual, DPWH-QMSM
- 4.2 PNS ISO 9001:20015
- 4.3 DPWH Department Order No. 22, Series of 2018

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## 5.0 Records

- 5.1 Order of Payment
- 5.2 Official Receipt
- 5.3 Travel Order
- 5.4 Inspection Report
- 5.5 Letter
- 5.6 Certificate of Accreditation

Prepared by:	Checked and Reviewed by:	RECOMMENDING APPROVAL:	APPROVED BY:
 <b>JULIETA C. RABOT</b> Engineer IV, Materials Testing Division	 <b>LIWAYWAY M. DE JESUS</b> Engineer V, Materials Testing Division	 <b>JULIANA D. VERGARA</b> Director III, Bureau of Research and Standards	 <b>REYNALDO P. FAUSTINO</b> Director IV, Bureau of Research and Standards