BRS Form No. 2

APPLICATION FOR ACCREDITATION
OF BATCHING PLANT

The Director
Bureau of Research and Standards
Department of Public Works and Highways
EDSA, Quezon City

S i r :

In accordance with the "Guidelines for the Accreditation of Asphalt and Portland Cement Concrete Batching Plant" issued by DPWH, we hereby apply for assessment as a DPWH accredited _____ batching plant.

1. Name of Applicant: _____
2. Address: _____
3. Telephone Number(s): _____
4. Address of Batching Plant if Different from No. 2: _____

   _____
5. Telephone Number of Batching Plant if Different from No. 3: _____

   _____
6. Name of Duly Authorized Representative: _____

   _____
7. Position of Duly Authorized Representative: _____

   _____
8. Plant Machinery and Laboratory Equipment/Apparatus

   List down all production and test facilities. Include name of equipment, its purpose/use, manufacture, date acquired and date placed in service (Use a separate sheet if necessary)
9. Calibration

   State the program of calibration of measuring instrument/equipment (Use a separate sheet if necessary)

10. List of personnel together with their qualifications.

a. Production Personnel

b. Quality Control Personnel

In the event that a certificate of accreditation is granted, we hereby agree to comply with the "Guidelines for the Accreditation of Asphalt and Portland Cement Concrete Batching Plants" and to abide by all rules and regulations promulgated by the DPWH for the accreditation of batching plants.

_____
(Signature)
President/Manager/Duly
Authorized Representative

Subscribed and sworn to before me this ____ day of _____ 20___, affiant exhibiting to me his/her Residence Certificate No. _____, issued at _____ on _____.

_____
Notary Public

Doc _____
Page No. _____
Book No. _____
Series of _____

GUIDELINES FOR THE ACCREDITATION OF ASPHALT AND CONCRETE BATCHING PLANT

1. SCOPE

This document prescribes the rules and regulations on the accreditation of Asphalt and Portland Cement Concrete Batching Plants. The Bureau of Research and Standards (BRS) shall assess the plant for conformance to these guidelines and monitor the operation to ensure their continuous compliance with its terms and conditions.

These guidelines cover stationary or portable Asphalt and Portland Cement Concrete Batching Plants which will seek accreditation to supply quality Asphalt/Portland cement concrete mixes to DPWH projects.

2. DEFINITION

For purposes of these Guidelines, the following definitions shall apply:

2.1 **Accreditation** – The procedure by which the DPWH gives formal recognition under duly established rules and regulations, that a company is competent to operate an asphalt cement concrete batching plant or a portland cement concrete batching plant and supply DPWH project requirements.

2.2 **Asphalt Concrete Batching Plant** – an assembly of mechanical and electronic equipment where aggregates, hydrated lime and additives (optional) are blended, dried, heated and mixed with asphalt cement to produce hot mix asphalt and/or asphalt cement with solvent to produce cold mix asphalt meeting specified requirements.

2.3 **Portland Cement Concrete Batching Plant** – an assembly of mechanical and electronic equipment where a satisfactory mix proportion of water, cement, aggregates and admixtures (if necessary) are accurately measured and weighed to produce concrete mix meeting specified requirements.

2.4 **Stationary Plant** – a plant that is located at a permanent site.

2.5 **Portable Plant** – a plant that can be transferred from one jobsite to another.

2.6 **Inspection/Assessment** – evaluation of facilities, capabilities and its conformity by measuring, observing or testing the relevant characteristics of raw materials and the finished product in accordance with the prescribed standards.

2.7 **Certificate of Accreditation** – document signed by the Director of the BRS issued to an accredited Asphalt/Portland cement concrete plants to supply quality mixes to DPWH project.

3. AUTHORITIES AND RESPONSIBILITIES OF THE BRS

3.1 Promulgate, consistent with the Department Order, guidelines and procedures for the accreditation of private asphalt and portland cement concrete batching plants.

3.2 Conduct inspection/assessment on asphalt and portland cement concrete batching plants and assess the applicants as to their compliance with these guidelines.

3.3 Issue a Certificate of Accreditation to applicants who meet the requirements for accreditation.

3.4 Monitor compliance with the terms and conditions of these guidelines through regular and unannounced visits.

3.5 Revoke the Certificate of Accreditation for non-compliance with its terms and conditions.

4. APPLICATION FOR ACCREDITATION

4.1 The applicant shall file a duly accomplished application for accreditation **BRS Form No. 2**, together with certified true copies of the following documents and information and payment of **non-refundable accreditation fee** based on the rated capacity of the plant which is categorized as follows:

4.1.1 For Asphalt Cement Concrete Batching Plant

Category	Rated Capacity (Tons/hour)	Accreditation Fee (Php)
Small	Below 50	3,000.00
Medium	50 to below 100	4,500.00
Large	100 and above	6,000.00

4.1.2 For Portland Cement Concrete Batching Plant

Category	Rated Capacity (Tons/hour)	Accreditation Fee (Php)
Small	Below 50	3,000.00
Medium	50 to below 100	4,500.00
Large	100 and above	6,000.00

4.1.3 Mayor's Permit/Municipal License.

4.1.4 Articles of Partnership or **Articles of Incorporation** as the case maybe, duly registered with Securities and Exchange Commission.

4.1.5 Quality Manual

- Company's Policy (Mission/Vision/Objectives)
- Information on physical plant layout
- List of machineries supported by evidence of ownership
- Batching procedures flow chart
- Organizational and manpower chart including key production and quality control personnel
- Systems of Quality Control, Quality Assurance and Standards being adopted
- Calibration reports of production/measuring/testing equipment
- Company's safety programs/requirements
- Project track records
- Documents filing system

4.2 Upon submission of all the requirements BRS personnel shall inspect the plant, evaluate personnel capabilities, observe actual production operations and evaluate the quality control system.

4.3 The applicant shall make available to the Director of the BRS of his/her duly authorized representatives such pertinent information in connection with the processing of the application for accreditation and during the assessment.

4.4 The applicant shall provide access to all items of equipment/machineries and related documents required for production, measurement and correct performance of tests.

5. ORGANIZATION OF THE PLANT

The plant shall:

5.1 Be legally identifiable.

5.2 Have well defined organizational structure including quality assurance activities.

5.3 Have personnel equipped with necessary education, training, technical knowledge and experience for their assigned functions.

5.4 Have a job description for each key production and quality control personnel.

5.5 The quality control laboratory shall be headed by a **registered Civil or Chemical Engineer.**

6. PRODUCT DESIGN AND PROCESS CONTROL

The plant shall:

6.1 Establish and maintain documented procedures to control and verify the design of the product in order to ensure that the specified requirement are met and the submitted approved design/job mix formula meet the requirements and supported by trial mixes.

6.2 The **use of admixtures** shall only be allowed for such purpose provided that the use of the same **shall be approved** by the approving authority and **will be tested** prior to use and **will not alter** the requirements of portland cement.

6.3 Strictly adhere to standard specifications regarding the use of hydrated lime as one of the main ingredients in the production of asphalt cement concrete mix.

6.4 Identify and plan the production and servicing processes which directly affect quality.

6.5 Carry out processes such as furnishing, delivering, laying, rolling and correction ensuring documented compliance with reference standards, codes, procedures, and or workmanship criteria.

7. QUALITY CONTROL AND ASSURANCE SYSTEM

7.1 The plant shall have a quality control and assurance system manual that complies with accepted standards of quality performance, technical expertise and competence. It shall be documented as a manual which is available for use by the quality control personnel.

7.2 The plant shall have the quality control and assurance system manual be systematically and periodically reviewed by or in behalf of the management to ensure the continued effectiveness of the arrangement. Such reviews shall be recorded together with deals of any corrective action taken.

7.3 The plant laboratory shall have adequate catalogue and instruction manuals on the use and operation of all relevant equipment, on the handling and preparation of test items, and on standard testing techniques, where the absence of such instruction and could jeopardize the effectiveness of the testing process.

7.4 The plant laboratory shall ensure that all incoming materials/products are not used or processed until it has been inspected or otherwise verified as conforming to specification requirement.

7.5 The plant shall carry out all final inspection and testing in accordance with the quality program and/or documented procedures to complete the evidence of conformance of the finished product to the specification requirements.

8. PLANT MACHINERIES, MEASURING AND TESTING EQUIPMENT

8.1 The plant shall have records of each major equipment/machinery and shall include the following:

8.1.1 The company's identification
8.1.2 The type of production equipment/machinery with readable control indicator
8.1.3 The type of laboratory testing equipment/apparatus (Minimum Requirements in Annex A and B)
8.1.4 The identification and serial number
8.1.5 Date acquired and date place in service
8.1.6 Current location
8.1.7 Details of maintenance
8.1.8 Date of latest calibration and calibration reports.
8.1.9 Calibration program

8.2 The plant shall have a **fully air conditioned control room.**

8.3 The plant shall have **proper maintenance program for all equipment/machineries** to ensure protection from corrosion and other causes of deterioration. Instruction manuals for proper maintenance for those items requiring periodic maintenance shall be readily available.

8.4 The plant shall **remove any equipment found to be defective** either due to overloading or mishandling including calibrated equipment with doubtful results. It shall be returned to service only after it is repaired and properly calibrated.

8.5 The plant shall have a **program of calibration of all measuring and testing equipment/apparatus** and have them calibrated by a competent body who is accredited by appropriate authority and can provide traceability to a national or international standard.

9. TERMS AND CONDITIONS OF THE CERTIFICATE

The following terms and conditions shall be binding to all certificate holders. Any infraction thereof shall constitute sufficient grounds for cancellation or revocation of the certificate.

9.1 The certificate holder shall at all times comply with these guidelines.

9.2 The certificate holder shall claim that it is accredited only with respect or in accordance with these guidelines.

9.3 The certificate holder shall not use the certificate in any manner wherein the BRS may reasonably object and shall not make any statement to the authority of the certificate holder in no way which in the opinion of the BRS maybe misleading.

9.4 The Certificate of Accreditation is issued for a period of **two years** and **renewable thereafter** upon application.

9.5 The Certificate of Accreditation shall be non-transferable.

9.6 Upon termination of a Certificate of Accreditation, (however determined) the plant forthwith shall discontinue its use and all advertising matters which contain any reference thereto.

9.7 The Accredited Asphalt/Portland Cement Concrete Batching Plant shall make in clear in all contracts with its clientele other than the BRS, that a satisfactory report shall in a way imply that the product so tested and manufactured is approved by the BRS and shall not be used nor be authorized to use, for promotional or publicly purposes by the said client without prior, written permission from the BRS in order to ensure that there is no misrepresentation of the BRS position.

10. SUSPENSION, WITHDRAWAL OR CANCELLATION OF CERTIFICATE OF ACCREDITATION

10.1 The certificate holder fails to comply to the requirements set forth in the certificate as provided for in these guidelines.

10.2 The certificate holder made or incorporated false statements in connection with its application for accreditation

10.3 Violation of the quality control and quality assurance measures not only in the plant but also during transport and delivery of the required products.

10.4 The certificate shall be suspended, withdrawn or cancelled after the Director of the BRS has served a notice of cancellation, stating therein the grounds for the contemplated action and granting the certificate holder the opportunity to be heard within fifteen (15) days from the date of receipt thereof. The decision of the Director of the BRS shall be final and executory.

11. THIRD-PARTY ACCREDITATION

Asphalt/Portland Cement concrete plants and testing laboratories in the Philippines are under increasing pressure by their customers to not only have a quality and technical; management system that complies with locally accepted standards of quality, performance, technical expertise and competence but show actual proof. In this connection, third-party accreditation provides a formal recognition that an asphalt cement concrete plant or Portland cement concrete batching plant is capable of meeting a recognized standard. However, the *BRS through its accreditation scheme shall recognize a third-party evaluation of batching plant and its testing laboratory's capabilities based on accepted international standards,* ***but will not serve as basis for exemption from DPWH accreditation.***

12. PROJECT ASPHALT/PORTLAND CEMENT BATCHING PLANT

Project Asphalt and Portland cement concrete batching plants shall be allowed to supply asphalt/concrete mix to DPWH projects provided that proponents apply and pass the requirements for accreditation as stipulated in these guidelines.

13. ANNUAL ASSESSMENT BY THE BRS

13.1 **Visits** – A duly authorized assessors of the BRS shall be permitted to visit the batching plant periodically (once per year, minimum) at the discretion of the BRS to determine that the conditions upon which the Certificate was granted are being observed and carried out.

13.2 **Monitor Testing and Production Procedures** – In order to monitor production and testing procedures, the BRS may require the batching plant to carry out from time to time production/testing activities and prepare reports.

13.3 **Confidentially** - All information obtained by the BRS in the operation of this scheme of plant accreditation will be treated as confidential between the batching plant and the BRS. Such information will not be divulged without the written permission of the batching plant manager.

MINIMUM TESTING APPARATUS/EQUIPMENT
(As Required in Item 8.1.3 of these Guidelines)

ANNEX A - ASPHALT BATCHING PLANT

1. Sets of Sieves
2. Pan and Cover
3. Brush
4. Spatula (big and small)
5. Balance (Sensitive to 0.1 g)
6. Water Bucket
7. Balance and Weight (2610gm. & 20kg.)
8. Oven (Thermostatically Controlled)
9. Thermometer (Calibrated)
10. Water
11. Heater (Hot Coil/Plate)
12. Filter Paper
13. Penetrometer
14. Sample Container
15. Transfer Disk
16. Stirring Rod
17. Hammer with Pedestal
18. Trimmer (Putty Knife)
19. Set of Mold (2-1/2in. height & 4in. dia.)
20. Pan (for batching aggregate)
21. Scoop (for batching aggregate)
22. Asphalt Heater (Beaker)
23. Mixing Spoon
24. Gloves
25. Marshall Stability Apparatus with flow test
26. Centrifuge Extraction Machine

ANNEX B - PORTLAND CEMENT CONCRETE BATCHING PLANT

1. Oven, Temperature Controlled
2. Set of Standard Sieves with pan and cover
3. Balance, Sensitive to 0.1 gm.
4. Tampering Rod 16.0mm dia.x600mm long
5. Balance and Weights (20 kg. Capacity)
6. Cylinder/Beam Molds
7. Glass bottles (approx. 350 ml graduated)
8. Pcynometer or calibrated volumetric flask
9. Glass cylinder graduated (of suitable capacities preferably large enough to measure the mixing water in a single operation
10. Tamper
11. Trowel, having a steel 4 to 6in.(100 to 150mm) length with straight edge
12. Pan
13. Wire Basket of 4.75 mm. mesh
14. Water Bucket
15. Specimen Molds – 50mm, cube, tight fitting Compartment, 3 cube compartment
16. Mixer, bowl and paddle, electrically-mechanically driven
17. Flow Table, Flow Mold conforms ASTM C-230/AASHTO T-106
18. Testing Machine (Compression/Flexural) Electrically-mechanically driven
19. Slump Cone Apparatus
20. Vicat Apparatus
21. Thermometer