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Republika ng Pilipinas
KAGAWARAN NG PAGAWAIN AT LANSANGANG PAMBAYAN
TANGGAPAN NG KALIHIM
Maynila

ISEP 22 2003

DEPARTMENT ORDER)
NO. **253**)
Series of 2003 *09-22-03*)

**SUBJECT : Accreditation of Asphalt and Portland
Cement Concrete Batching Plants**

It has been observed that the DPWH is using Asphalt and Portland cement concrete mixes in its projects with varying qualities. This occurs since there is no government agency checking its production.

In order to ensure that only asphalt and concrete mixes of the highest quality will be used in all public works and highways projects, the Bureau of Research and Standards (BRS) is hereby authorized to accredit private Asphalt and Portland Cement Concrete Batching Plants, following the attached guidelines.

Concrete and asphalt producers may apply for accreditation immediately upon approval of this Order. However, in order to give ample time for other suppliers who are not yet ready for this accreditation, a grace period of six (6) months is hereby prescribed for them to improve their existing equipment and facilities. During this period, these suppliers can still continue to supply asphalt and concrete mixes to DPWH projects, but not after the lapse of the grace period which will be on March 30, 2004.

Starting April 2004, only concrete and asphalt mixes produced by duly accredited plants shall be used in DPWH projects.


FLORANTE SORIQUEZ
Acting Secretary

Guidelines for the Accreditation of Asphalt and Portland Cement Concrete Batching Plants

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 this guidelines and monitor the operation to ensure their continuous compliance with its terms and conditions.

This 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 this 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 projects.

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 of Asphalt and Portland cement concrete batching plants and assess the applicant 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 (Cubic meter/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/Business 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/equipment supported by evidence of ownership
- Batching procedures including flow chart
- Organizational and manpower chart including key production staff
- Curriculum Vitae and job description of key production and quality control personnel
- System 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 or his authorized representative/s 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.
 - 5.4.1 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 requirements 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 details 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 instructions 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 requirements, e.g.
 - 7.4.1 One quality test shall be performed on Portland Cement per bulk delivery or for every 2,000 bags.
- 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 placed 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 relevant 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 it 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 publicity 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

A Certificate granted under these guidelines shall be suspended, withdrawn or cancelled on any of the following grounds:

- 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 this guidelines.

13. ANNUAL ASSESSMENT BY THE BRS

- 13.1 Visits** – A duly authorized assessor 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 Monitoring Production and Testing 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.

**APPLICATION FOR ACCREDITATION
OF BATCHING PLANT**

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

Sir:

In accordance with the "Guidelines for the Accreditation of Asphalt and Portland Cement Concrete Batching Plants" 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, manufacturer, date acquired and date placed in service (Use a separate sheet if necessary).

9. Calibration

State the program of calibration of measuring instruments/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)

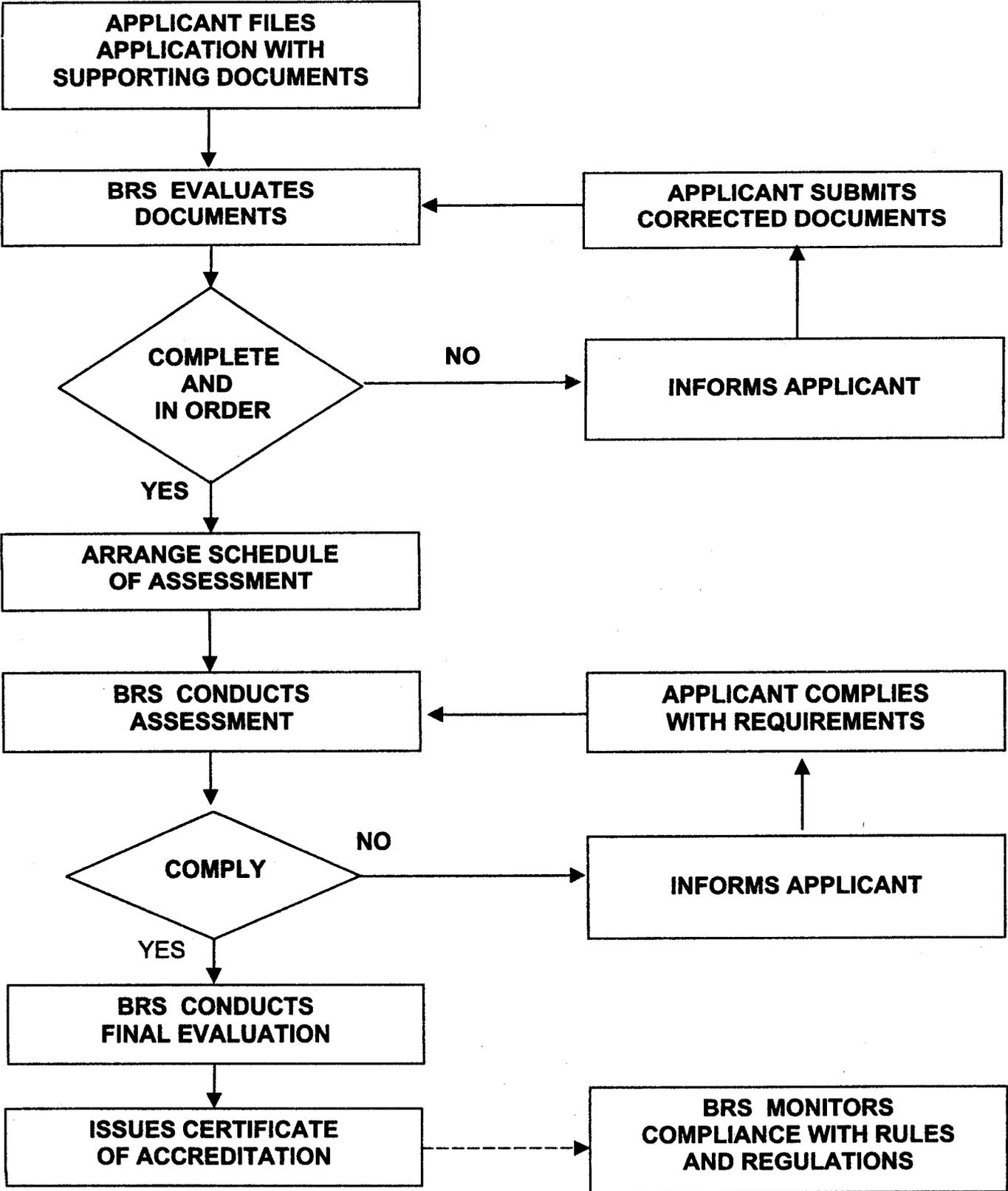
President/Manager/Duly
Authorized Representative

Subscribed and sworn to before me this _____ day of _____
200_____, affiant exhibiting to me his/her Residence Certificate No. _____
issued at _____ on 200_____.

Notary Public

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Page No. _____
Book No. _____
Series of _____

FLOW CHART ACCREDITATION OF ASPHALT AND PORTLAND CEMENT CONCRETE BATCHING PLANT



Handwritten signature or initials