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|  <p>Department of Labor and Employment BUREAU OF WORKING CONDITIONS</p> | <p>Checklist of Documentary Requirements Accreditation of Testing Organization for Construction Heavy Equipment (CHE) Pursuant To Department Order No. 16 Series Of 2001</p> |
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INSTRUCTION: Must submit the required documents fasten in a long folder arranged in order as listed below. Only applications with complete documentary requirements shall be accepted.

Name of Organization:

New Applicant Renewal

- Documentary Requirements for New Application**
1. Application Letter
 2. Duly Accomplished Applicant's Profile (FM-DOLE-BWC-02.02)
 3. Photocopy of valid business registration and permit/license to operate
 - SEC Registration if corporation/partnership. To include Articles of Incorporation and its by Laws
 - DTI Registration if sole proprietor
 - Mayor's permit/business permit
 - DOLE Registration under Rule 1020 of the OSHS
 4. Organization's profile/structure signed by the employer or his/her authorized representative
 5. Updated resume of the following :
 - Accredited OSH Consultant/s
 - Accredited OSH Practitioner/s
 - Technical Personnel
 - Other Staff
 6. Duly Notarized Contract of Service/Agreement
 - Accredited OSH Consultant/s
 - Accredited OSH Practitioner/s
 - Technical Personnel
 - Other Staff
 7. Photocopy of valid Accreditation Certificate of the two (2) OSH Consultants and/or OSH Practitioners with at least 2 years of experience & has undergone training on the operation and testing of CHE
 8. Photocopy of valid PRC License of the required PME and two (2) technical personnel in any field of engineering appropriate to the system
 - Professional Mechanical Engineer (PME)
 - Civil Engineer
 - Mechanical Engineer
 - Electrical Engineer
 - Personnel in other field of Engineering
 9. Photocopy of certificate of trainings on the operation & testing of construction heavy equipment and/or other OSH related trainings of OSH Consultant, OSH Practitioner, technical staff and other personnel
 10. Photocopy of valid skills certification of the heavy equipment operator issued by TESDA
 11. Proof of ownership or duly notarized contract of leased of the Office space/building
 12. Proof of ownership or duly notarized contract of leased of the testing/inspection equipment

- Documentary Requirements for Renewal**
1. Valid/updated documentary requirements same with new application (Items 1 to 12)
 2. Quarterly reports on inspection/testing and Certification issued to clients within the validity period of the accreditation
 3. Last issued certificate of Accreditation as Testing Organization for CHE

Remarks

Complete documentary requirements

Incomplete documentary requirements

Checked by : _____
Name

Date : _____

IMPORTANT :

1. Processing of application shall commence upon submission of **complete documents**.
2. Original copies of the submitted documents must be presented during ocular visit.
3. Submitted documents are still subject for thorough evaluation/validation wherein the applicant may still be required to submit other pertinent documents.

For more information you may call us at 527-3000 loc 307 & 303 or email us at dole.bwc@gmail.com