ONLINE APPLICATION FOR FOOD SUITABILITY CERTIFICATION OF FOOD CONTACT ARTICLES (VOLUNTARY APPLICATION)

Voluntary Application for Food Suitability Certification of Food Contact Articles

Center/Office/Division:	Common Services Laboratory (CSL) – Receiving and Releasing Unit, Cosmetic-Toxicology Section Food and Drug Action Center (FDAC) FDA Cashier FDA Records
Classification:	Highly Technical Transaction
Type of Transaction:	G2B - Government to Business
Who May Avail:	All Food Contact Articles Manufacturers and Distributors
Fees to be Paid:	PHP 500.00 + Legal Research Fee (LRF)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Letter[1] (Stating the product and its intended use)	Company applicant
2. Product Information - Technical Specification - Intended use (state if to be used as primary or secondary packaging / if to have direct or indirect contact with food) - Overview of the production process *Note:* For products wherein part of its component is recycled material, the following should be submitted as well: - Recycling process - Source of starting material or major material that will be recycled	Company applicant
3. Certificate of Analysis (Batch/Lot No. and Production date indicated)	Company applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Health and Safety Information / Safety Data Sheet (Finished product and raw materials)	Company applicant
5. Formulation/Composition - Specific Chemical Names and Corresponding CAS Numbers of all raw materials used (including colorants and additives, if any) *Note:* a. For products made from metals and alloy, the specific alloy should be indicated along with its elemental composition. b. For products wherein part of its component is recycled materials, all the chemicals used in the recycling process must be reflected.	Company applicant
6. Report of Analysis (based on finished article/product being applied for evaluation) from an FDA-accredited laboratory (Batch/Lot No. must be indicated in the Test Report)	Company applicant
7. Clear Photo of the product (All parts – i.e., inner and outer parts)	Company applicant
8. Proof of payment (e.g., Official Receipt, Landbank ONCOLL Machine-Validated Payment, verified and posted payment by the FDA Cashier)	Company applicant

[1]Refer to https://www.fda.gov.ph/wp-content/uploads/2022/12/FDA-Circular-No.-2022-011.pdf for the guidelines on the requirements and process of voluntary application for certification of Food Contact Articles for its intended use.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the scanned copy of the requirements to info@fda.gov.ph with the email subject:	1.1. Receives and acknowledges receipt of the copy of requirements and forwards to CSL.	None	Refer to FDAC Citizen's Charter	*Information Officer II* FDAC

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
CSL_Voluntary Application for Certification of Food Contact Articles				
	1.2. Pre-assesses the submitted requirements as to their completeness and assigns Document Tracking Number (DTN). • If found non-compliant, the Client will be informed via email for submission of necessary documents. • If found compliant, issues an assessment slip and advise the Client to make the necessary payment through acceptable payment channels.	None	–	*Food-Drug Regulation Officer / Health Program Officer / Laboratory Technician* CSL – Receiving and Releasing Unit
2. Proceeds to their preferred payment channel; submits a clear copy of the proof of payment to cashierposting@fda.gov.ph and copy furnish (cc:) to csl@fda.gov.ph.	2.1. Posting of payment.	PHP 500/ application + LRF	Refer to FDA Cashier Citizen's Charter	*Cashier Staff* FDA Cashier
	2.2. Forwards the application to the Cosmetic-Toxicology	None	5 Minutes	*Food-Drug Regulation Officer / Health Program*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Section upon receipt of payment confirmation from FDA Cashier.			*Officer / Laboratory Technician* CSL – Receiving and Releasing Unit
	2.3. Receives and prints forwarded application/s, records in Section Database, and decks the application for evaluation.	None	30 Minutes	*Food-Drug Regulation Officer / Administrative Assistant* CSL – Cosmetic-Toxicology Section
	2.4. Conducts food suitability evaluation.	None	11 Days	
	2.5. Forwards the result of evaluation to the CSL-Receiving and Releasing Unit.	None	10 Minutes	*Administrative Assistant* CSL – Cosmetic-Toxicology Section
	2.6. Emails the scanned copy of the result of the evaluation to the Client.	None	2 Minutes	*Food-Drug Regulation Officer / Health Program Officer / Laboratory Technician* CSL – Receiving and Releasing Unit
	2.7. Forwards the result of the evaluation (original printed copy) to the FDA Records.	None	10 Minutes	*Laboratory Technician* CSL – Receiving and Releasing Unit
	2.8. Releases the reply letter to the Client.	None	Refer to	*Records Staff* FDA Records

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			FDA Records Citizen's Charter	
	TOTAL		**12 Working Days**	

NOTES:

1. Commencement of Day 1 processing is applicable only to applications with submitted verified and posted payment by the FDA Cashier.
2. Failure to submit the mandatory documentary requirements, and submission of documents that do not substantiate the suitability and safety of the product for its intended use shall be grounds for denial/disapproval of the application. Once denied/disapproved, re-application may opt to be done considering the noted observations on the initial application. Re-application entails payment of the required fee.