



## REQUEST FOR CONDUCT OF QUALITY AUDIT OF RADIOTHERAPY FACILITY

### Conduct of Quality Audit of Radiotherapy Facility

<b>Center/Office/Division:</b>	Common Services Laboratory (CSL) – Office of the Director, Receiving and Releasing Unit, Physics Laboratory Support Division (PLSD) FDA Cashier FDA Records
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G – Government to Government, G2B – Government to Business
<b>Who May Avail:</b>	Government (DOH, local) hospitals, private hospitals and clinics
<b>Fees to be Paid:</b>	PHP 7,920.00/radiologic equipment + Legal Research Fee

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request for Quality Audit of Radiotherapy Facility (Request for Performance Testing RPT Form)	FDA website ( <a href="http://www.fda.gov.ph">www.fda.gov.ph</a> )

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished and signed Performance Testing of Radiological Equipment Request form through email at <a href="mailto:csl-plsd@fda.gov.ph">csl-plsd@fda.gov.ph</a> .	1.1. Receives and evaluates submitted request form: <ul style="list-style-type: none"> <li>If found non-compliant, request will be rejected.</li> <li>If found compliant, issues Document Track Number (DTN), assessment slip, and PLSD code.</li> </ul>	None	–	<i>Administrative Aide</i> CSL – Physics Laboratory Support Division



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Proceeds to their preferred payment channel; submits a clear copy of the proof of payment to <a href="mailto:cashierposting@fda.gov.ph">cashierposting@fda.gov.ph</a> and copy furnish (cc:) to <a href="mailto:csl-plsd@fda.gov.ph">csl-plsd@fda.gov.ph</a> .	2.1. Posting of payment.	PHP 7,920/ radiologic equipment + LRF	Refer to FDA Cashier Citizen's Charter	<i>Cashier Staff</i> FDA Cashier
	2.2. Upon confirmation of payment from FDA Cashier, provides a tentative schedule date to the Applicant for the performance testing.	None	1 Day	<i>Administrative Aide</i> CSL – Physics Laboratory Support Division
	2.3. Determines the availability of the Health Physicists/ Radiologic Technologists and endorses the accomplished request form submitted by Applicant.	None	2 Days	<i>Administrative Aide</i> CSL – Physics Laboratory Support Division
3. Confirms the readiness of the facility, functionality of the Co-60 and/or LINAC, availability of medical physicist/s in-charge, and travel arrangements for Health Physicist/Radiologic Technologist.	3.1. Evaluates documents and information submitted and communicates the proposed date of performance testing.	None	3 Days	<i>Health Physicist/ Radiologic Technologist</i> CSL – Physics Laboratory Support Division



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
	3.2. Prepares travel documents, gate pass for performance testing equipment, test forms, and test protocols, and recommends approval of travel to the CSL Director.	None	3 Days		
	3.3. Conducts quality audit of facility and functionality of radiologic equipment <sup>1</sup> and prepares initial test report to be received by the representative of the facility.	None	3 Days		
	3.4. Drafts performance test report and submits final performance test report for review and approval.	None	5 Days		
	3.5. Reviews and attests performance test report.	None	1 Day		Laboratory Division Chief CSL – Physics Laboratory Support Division
	3.6. Forwards signed performance test reports and endorsement letter for signature.	None			Administrative Aide CSL – Physics Laboratory Support Division



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.7. Signs endorsement letter to be attached to the performance test report.	None		<i>Director II</i> CSL
	3.8. Forwards signed endorsement letter and attached performance test report for releasing.	None		<i>Laboratory Technician</i> CSL – Receiving and Releasing Unit
	3.9. Releases performance test report: <ul style="list-style-type: none"> <li>• Forwards one (1) copy of the signed performance test report to FDA Records for mailing to the Applicant.</li> <li>• Scans the signed copy of performance test report and sends as an email attachment to the Radiation Regulation Division (RRD) of the Center for Device Regulation, Radiation Health and Research (CDRRHR) and to the Applicant.</li> </ul>	None	1 Day	<i>Administrative Aide</i> CSL – Physics Laboratory Support Division



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.10. Releases the endorsement letter with attached performance test report to the Applicant.	None	Refer to FDA Records Citizen's Charter	Records Staff FDA Records
	<b>TOTAL</b>		<b>20 Working Days</b>	

<sup>1</sup>Conduct of performance testing may be prolonged depending on the type of radiological equipment and the location of the facility.

**NOTES:**

1. Commencement of Day 1 is applicable only to applications with submitted verified and posted payment by the FDA Cashier.