



REQUEST FOR PERFORMANCE TESTING OF RADIOLOGIC EQUIPMENT

Request for Performance Testing of Radiological Equipment

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request for Performance Testing of Radiologic Equipment (Request for Performance Testing RPT Form)	FDA website (www.fda.gov.ph)

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 csl-plsd@fda.gov.ph .	1.1. Receives and evaluates submitted request form: <ul style="list-style-type: none"> If found non-compliant, request will be rejected. If found compliant, issues Document Track Number (DTN), assessment slip, and PLSD code. 	None	1 Day	<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 cashierposting@fda.gov.ph and copy furnish (cc:) to csl-plsd@fda.gov.ph .	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	
3. Confirms the readiness of the facility, functionality of the radiologic equipment to be tested, availability of service engineer, 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 on-site performance testing ¹ of radiologic equipment 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	<i>Laboratory Division Chief CSL – Physics Laboratory Support Division</i>
	3.6. Forwards signed performance test reports and endorsement letter for signature.	None		<i>Administrative Aide CSL – Physics Laboratory Support Division</i>



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"> • Forwards one (1) copy of the signed performance test report to FDA Records for mailing to the Applicant. • 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. 	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
	TOTAL		20 Working Days	

¹Conduct 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.