

TOOLS AND EQUIPMENT

Relief Valve A SSY 10mm	Teflon
Relief Valve A SSY 8mm	Autowire 16"
Relief Valve A SSY 6mm	Soldering LED
G/Box Sensor C/W 25'	Soldering Iron
Top Speed Governor Sensor	Soldering Paste
T-Fittings 10mm	Liquid Gasket
T-Fittings 8mm	Plier Cutter
T-Fittings 6mm	Combination Wrench 6mm, 8mm, 10mm, 12mm, 14mm
Test Socket Unit	¼, 11/16, 5/8, 9/16, ½, 7/16, 3/8
TCU	Tester (OTC)
Test & Calibration Units TCU5	Seal Grip
TSL Sealing Pliers & Anvils	Ear Grip
5/16 Fuel Line Hose	Wire Strippers
¼ Flexible Hose	Adjustable Wrench
3/8 Fuel Line Hose	Socket 3/8 Drive
15.3 Stainless Ear Clamp	Ratchet
18.5 Stainless Ear Clamp	T-Wrench 12, 14
12.8 Stainless Ear Clamp	Flower Wrench*
Electrical Tape	Terminal Eye 8-6, 8-8
Speedometer roller	



Fair Trade Enforcement Bureau
REGISTRATION OF SPEED LIMITER INSTALLATION FACILITY
Evaluation Sheet

Name of Business/ Applicant Firm: _____

Form of Organization: SP Corp. Partnership Cooperative Main Branch _____

Type of Application: New Renewal Expiry Date: _____

Requirement	Remarks
_____ 1. Duly Accomplished Application Form	_____
_____ a. Service Warranty (at least one year) and Guarantee of Workmanship (at least 90 days);	_____
_____ b. Proprietor's Authorization/Board/Partner's Resolution/Sec.Certificate	_____
_____ 2. Certified true copy of any of the following (original copy must be presented for verification) and compliance with Capital Requirement	_____
_____ a. Valid DTI Certificate of Business Name Registration for SP	_____
_____ b. SEC Certificate of Registration and Articles of Incorporation/ Partnership, for corporation/partnership;	_____
_____ c. Cooperative Development Authority (CDA) Certificate of Registration and Articles of Cooperation, for cooperatives.	_____
_____ • To operate an IF should be reflected as Primary Purpose	_____
_____ • Paid-up capital of at least Five Million Pesos for Corp./Part./Coop. as shown in registration documents from SEC/CDA. Every branch office shall have proof of tangible assets worth at least P3 Million	_____
_____ 3. Proof of tangible assets of at least ₱5 Million for main office (SPs) and Three Million Pesos for branch office of SPs/Corporation/Partnership/Coop.	_____
_____ 4. Valid Business Permit where the facility is located; the nature of business shall be installation of speed limiter;	_____
_____ 5. BIR Registration Certificate and TIN. The nature of business shall be installation of speed limiter	_____
_____ 6. Location map, photo, and lay-out of the facility;	_____
_____ 7. List of all personnel indicating their positions and their job descriptions/ responsibilities together with their:	_____
_____ a. Bio-data in prescribed form	_____
_____ b. Valid Speed Limitation Device Servicing NC II from TESDA	_____
_____ c. Authorization from the IF for its specific personnel to operate the necessary equipment and install speed limiter	_____
_____ 8. Proof of availability of all required tools and equipment used for the installation of speed limiter device (e.g. certified list signed by the authorized representative, proof of purchase, sales invoice);	_____
_____ 9. Copy of Complaints Handling Procedure and copy of complaint form;	_____
_____ 10. Copy of Operations Manual and other supporting documentation in relation to speed limiter installation;	_____
_____ 11. Manual and reference materials required for installation of Speed Limiter from the manufacturer or distributor;	_____
_____ 12. Manual of test procedures and authorized personnel.	_____
_____ 13. Liability Insurance or Proof of Bond valid for three (3) years from registration with official receipt in the amount of PhP10,000,000.00 in favor of the DTI to be submitted before the release of the Certificate of Registration;	_____
_____ 14. Copy of the Official Receipt as proof of payment of Application Fee.	_____
_____ 15. Updated submission of quarterly report on installation services made (additional for Renewals only).	_____

Account Officer/Date

I understand that the application will not be accepted if incomplete and/or inaccurate.

Applicant/Representative/Date

PLEASE BRING THIS EVALUATION SHEET WHENEVER YOU VISIT FTEB IN CONNECTION WITH YOUR APPLICATION.

E. Recommendation: (Please tick appropriate box)

- | | | |
|--|--|---|
| <input type="checkbox"/> Approval | <input type="checkbox"/> Disapproval | <input type="checkbox"/> Monitoring/Issuance of SCO |
| <input type="checkbox"/> New Application | <input type="checkbox"/> Renewal Application | <input type="checkbox"/> Continuing Recognition |

Inspection Team

(Team Leader)

Member

C O N F I R M A T I O N

This is to confirm that the DTI conducted inspection in our premises on _____
and the information/data in this Report, gathered during the inspection are true and correct.

Name & Signature of the Authorized Signatory/Person Interviewed
Date: _____

occurrence of the following:		
20.1.1 Any changes in the list of installers of SLDs. New installers cannot perform installation work prior to submission of required docs and DTI's verification	<input type="checkbox"/> I.F. management is aware of the requirement <input type="checkbox"/> Yes <input type="checkbox"/> No	
20.1.2 Any changes in the name, location, or contact details of the entity. Proof of said change must likewise be submitted. Any changes in the location shall be considered new registration.	<input type="checkbox"/> I.F. management is aware of the requirement <input type="checkbox"/> Yes <input type="checkbox"/> No	
20.1.3 Cancellation of DTI, SEC, or CDA registration or business permit shall also cancel the Certificate of Registration as Installation Facility	<input type="checkbox"/> I.F. management is aware of the requirement <input type="checkbox"/> Yes <input type="checkbox"/> No	
Requirements (DAO 19-15):	Findings	Remarks
20.2. Submission of quarterly report on all installation services undertaken within the quarter.	<input type="checkbox"/> Has submitted on time (within 10 days after end of each quarter) quarterly report on the installation services undertaken	
21. Maintenance of Tools and Equipment. All tools and equipment used for the installation must be safe and effective and be maintained in good working condition and calibrated regularly.	<input type="checkbox"/> Has records of all equipment in Annex A i.e., number of units, date acquired, location, and condition.	
22. Records. The registered IF shall maintain and make available for inspection and reproduction, on request of DTI, records of transactions for a period of not less than three (3) years after completion of transactions.	<input type="checkbox"/> Records of SLD installation activities, calibration of equipment, calibration certificates, trainings of personnel, etc. were made available to DTI inspectors	
22.1 Record of vehicle installed with speed limiter device	<input type="checkbox"/> Has records of transactions (installation of SLDs) for at least the past three (3) years	
22.2 Calibration records and copies of calibration certificates, including identities of personnel involved	<input type="checkbox"/> Has calibration records including copy of calibration certificate with identity of personnel involved in the preparation and calibration	
22.3 Records of relevant qualifications, training, skills, and experience of personnel.	<input type="checkbox"/> With records on file of technicians' certificates, biodata, trainings, education, etc.	
23. Display. The Certificate of Registration if IF, Certifications of technicians and list of fees shall be displayed in a conspicuous manner within the IF.	<input type="checkbox"/> Displayed Certificate of Recognition (IF) <input type="checkbox"/> Displayed certification of technicians <input type="checkbox"/> Displayed List of Fees (installation fees and charges)	

D. Findings/Remarks:

installation of SL, compliant with environmental laws. It must have sufficient maneuvering area for all types of covered vehicles and must not obstruct the flow of traffic.	laws <input type="checkbox"/> With sufficient private maneuvering area <input type="checkbox"/> Does not obstruct flow of traffic	
8.2 The energy sources, lighting and environmental conditions of the work area or premises shall be such as to facilitate proper installation.	<input type="checkbox"/> With sufficient lighting, & energy source <input type="checkbox"/> With good working environment conditions to facilitate proper installation	
Requirements (DAO 19-15):	Findings	Remarks
8.3 Measures shall be undertaken to ensure good housekeeping in the facility. Special procedures shall be undertaken as necessary.	<input type="checkbox"/> With documented measures to ensure good housekeeping (request for copy) <input type="checkbox"/> With documented special procedures as necessary. (request for copy)	
9. Tools and Equipment. Tools and equipment required for the installation of SL shall always be complete, safe, effective and appropriate to the standards set for SLs. These shall include in the list (Annex A)	<input type="checkbox"/> Complete tools and equipment as listed in Annex A of DAO No.18-15. <input type="checkbox"/> Tools and equipment are in good working condition <input type="checkbox"/> With documented equipment calibration and preventive preventive maintenance program.	
Inventory of Tools and Equipment (indicate number)		
<input type="checkbox"/> Adjustable wrench	<input type="checkbox"/> Soldering <input type="checkbox"/> Iron <input type="checkbox"/> LED <input type="checkbox"/> Paste	
<input type="checkbox"/> Autowire 16'	<input type="checkbox"/> Speedometer Roller	
<input type="checkbox"/> Ear grip	<input type="checkbox"/> Stainless Ear Clamp <input type="checkbox"/> 15.3 <input type="checkbox"/> 18.5 <input type="checkbox"/> 12.8	
<input type="checkbox"/> Electrical Tape	<input type="checkbox"/> TCU (Tension Compression Unit?)	
<input type="checkbox"/> Flexible hose (1/4)	<input type="checkbox"/> Teflon tape	
<input type="checkbox"/> Flower wrench	<input type="checkbox"/> Terminal eye <input type="checkbox"/> 8-6, <input type="checkbox"/> 8-8	
<input type="checkbox"/> Fuel Line Hose (5/16) (3/8)	<input type="checkbox"/> Test and Calibration Units (TCU5)	
<input type="checkbox"/> G/Box Sensor C/W 25'	<input type="checkbox"/> Test Socket Unit	
<input type="checkbox"/> Liquid gasket	<input type="checkbox"/> Tester	
<input type="checkbox"/> Plier Cutter	<input type="checkbox"/> T-Fittings 10 mm 8mm 6mm	
<input type="checkbox"/> Ratchet	<input type="checkbox"/> Top Speed Governor Sensor	
<input type="checkbox"/> Relief valve a ssy <input type="checkbox"/> 10 mm <input type="checkbox"/> 8mm <input type="checkbox"/> 6mm	<input type="checkbox"/> TSL Sealing Pliers & Anvils	
<input type="checkbox"/> Seal grip	<input type="checkbox"/> T-wrench 12 14	
<input type="checkbox"/> Socket 3/8 drive	<input type="checkbox"/> Wire strippers	
<input type="checkbox"/> Combination wrench <input type="checkbox"/> 6mm <input type="checkbox"/> 8mm <input type="checkbox"/> 10mm <input type="checkbox"/> 12mm <input type="checkbox"/> 14mm		
Requirements (DAO 19-15):	Findings	Remarks
10. Complaints Handling. The IF shall have a policy and procedure for the resolution of complaints pertaining to the installation of SL, received from clients or other aggrieved parties. Records shall be maintained, of all complaints and of the investigations and actions taken by the IF.	<input type="checkbox"/> With (documented) policy and procedure for the resolution of complaints from clients or other aggrieved parties <input type="checkbox"/> With record book of complaints, investigation & actions taken <input type="checkbox"/> With complaints form	
[Continue for Renewal and Monitoring Visits; for New – inform them of the following requirements]		
ART. VII. CONDITIONS FOR CONTINUING REGISTRATION		
20. Obligations of the Registered Installation Facilities of Speed Limiting Device		
20.1 Registered IF must submit a report in writing to DTI within 5 days from	<input type="checkbox"/> I.F. management is aware of the requirement <input type="checkbox"/> Yes <input type="checkbox"/> No	



Fair Trade Enforcement Bureau
REGISTRATION OF SPEED LIMITER INSTALLATION FACILITY
Inspection Report

Date of Inspection: _____
 Time In: _____ Out: _____

A. Company Profile

Name of Business/ SLIF : _____

Location/Site Address : _____
 : (House/Building No./Building Name) (Street Name) (Barangay)
 : (City/Municipality) (Province) (Region) (Zip Code)

Contact Information : Telephone Number _____ Mobile Number _____
 : Fax Number: _____ Email Address: _____

Type of Inspection : New Application Renewal Application Annual Assessment Monitoring

SLIF Interviewed : Name: _____

Representative : (Title) (First Name) (Middle Name) (Last Name) (Suffix)
 : Designation: _____

B. Result of Inspection/Monitoring

Requirements (DAO No. 19-15):	Findings	Remarks
ART. III APPLICATION REQUIREMENTS		
4. Documentary Requirements	Refer to the findings in the Evaluation Form	
6. Standards and Specifications. All SLDs to be installed in the covered vehicles shall conform to the standard specifications of PNS UNR 89:2016. Only SLs certified by BPS shall be installed in the covered vehicles.	SLDs are certified by DTI-BPS <input type="checkbox"/> <input type="checkbox"/> PS <input type="checkbox"/> ICC Source of SLDs to be installed: _____ I.F. sells SLDs <input type="checkbox"/> No <input type="checkbox"/> Yes Brand of SLDs _____	
7. Personnel		
7.1 Technician/Installers have TESDA. (COC or Speed Limiter Installer NC II)	_____ TESDA COC _____ _____ TESDA NC on SLD Servicing Expiry dates of COC/NC: _____ _____	
7.2 Management to authorize only technician-installer certified by TESDA.	Name of technicians _____ Authorized by: _____	
7.3 IF should have at least two (2) TESDA-certified technicians installing speed limiting device.	_____ Technician/Installer was present during the inspection _____ Number of technician-installers with TESDA COC/NC on SLDS	
8. Accommodation and Environmental Conditions		
8.1 The work area must be within a permanent site and must be appropriate for the conduct of	_____ Within permanent site (validate with lease contract/proof of ownership of IF) _____ Work area compliant with environmental	



Fair Trade Enforcement Bureau (FTEB)
REGISTRATION OF SPEED LIMITER INSTALLATION FACILITY
Quarterly Report on Installation Activities Undertaken
Year: 20__ Quarter: __1st __2nd __3rd __4th

_____ Date

Installation Facility:		Registration Number:	
Address: _____ <small>(House/Building No./Building Name) (Street Name) (Barangay)</small>			
_____ <small>(City/Municipality) (Province) (Region) (Zip Code)</small>			
Vehicle	No. of SLDs Installed	No. of Installed SLDs Calibrated	Remarks
1. Car			
2. Utility Vehicle			
3. SUV/AUV/MPV			
4. Motorcycle			
5. Bus			
6. Truck			
7. Others:			

Report on all the installation services undertaken within the quarter must be submitted within ten (10) days after the end of each quarter.

We are submitting this report in compliance with Section 20.2, Article VII of Department Administrative Order No. 15, Series of 2019 or the "Guidelines for Registration of Installation Facilities of Speed Limiter."

We understand that the information will be processed and used by DTI for registration purposes only.

Prepared by:

Noted by:

Signature over Printed Name
(Authorized Signatory)

Signature over Printed Name/Position