



Bureau of Plant Industry
**OPERATIONAL PROCEDURES
MANUAL**

Document No.: BPI-QMS-NPQSD-OP1

Preparation Date: February 21, 2025

Revision No.: 3

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Operating Unit: NATIONAL PLANT QUARANTINE SERVICES DIVISION

Subject: ISSUANCE OF LICENSE TO OPERATE - IMPORTER

1.0 Objective

This aims to rationalize the licensing procedure of importers of plants, products, and planting materials for commercial purposes.

2.0 Scope

This only covers importers of plants, plant products and planting materials for commercial purposes

3.0 Definition of Terms

Term	Definition
DA Trade System	Online system used for the application and issuance of SPS import clearance.
License to Import	The process of enlisting to the DA-BPI as an eligible importer of plants, planting materials and plant products for commercial purposes.
LTO	License to Operate, a document issued to newly registered importer under BPI.
PQSC	Plant Quarantine Service Certificate, a document issued to importers that intends to import commodities that have been processed to the point where they do not remain capable of being infested.
RLTO	Renewal of License to Operate, a document issued to importers that renewed their importer registration under BPI.

Prepared by: HENRICK B. EXCONDE
Head, Import Section

Approved by: JOAN MAY R. TOLENTINO
Date Signed: *Chief, NPQSD*



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4.0 Procedure Details

FLOW	PERSON/UNIT RESPONSIBLE	DETAILS
START		
Submission of Application Form and other requirements	Applicant Licensing Team	Refer to BPI "Q" Form no. 1c and BPI "Q" Form no. 1d
Complete?		Refer to DA Memorandum Order no. 28 series of 2019
NO	Licensing Team	Record application with complete requirements to logbook
Applicant to submit additional requirements		
YES		
Orientation on Plant Quarantine Regulation and the DA Trade System	Applicant Licensing Team	Discussion of PD 1433 and DA Dept. Circular no. 4 series of 2016
Orientation on Plant Quarantine Regulation and the DA Trade System	Licensing Team	Assignment of Plant Quarantine Inspector to importer
Inspection of Office and Warehouse Facility	Plant Quarantine Inspector	Refer to Warehouse Facility and Cold Storage Checklist
Preparation and Submission of Inspection Report	Plant Quarantine Inspector	Inspection Report includes accomplished inspection checklist, photo documentation, narrative evaluation, and recommendation
A		

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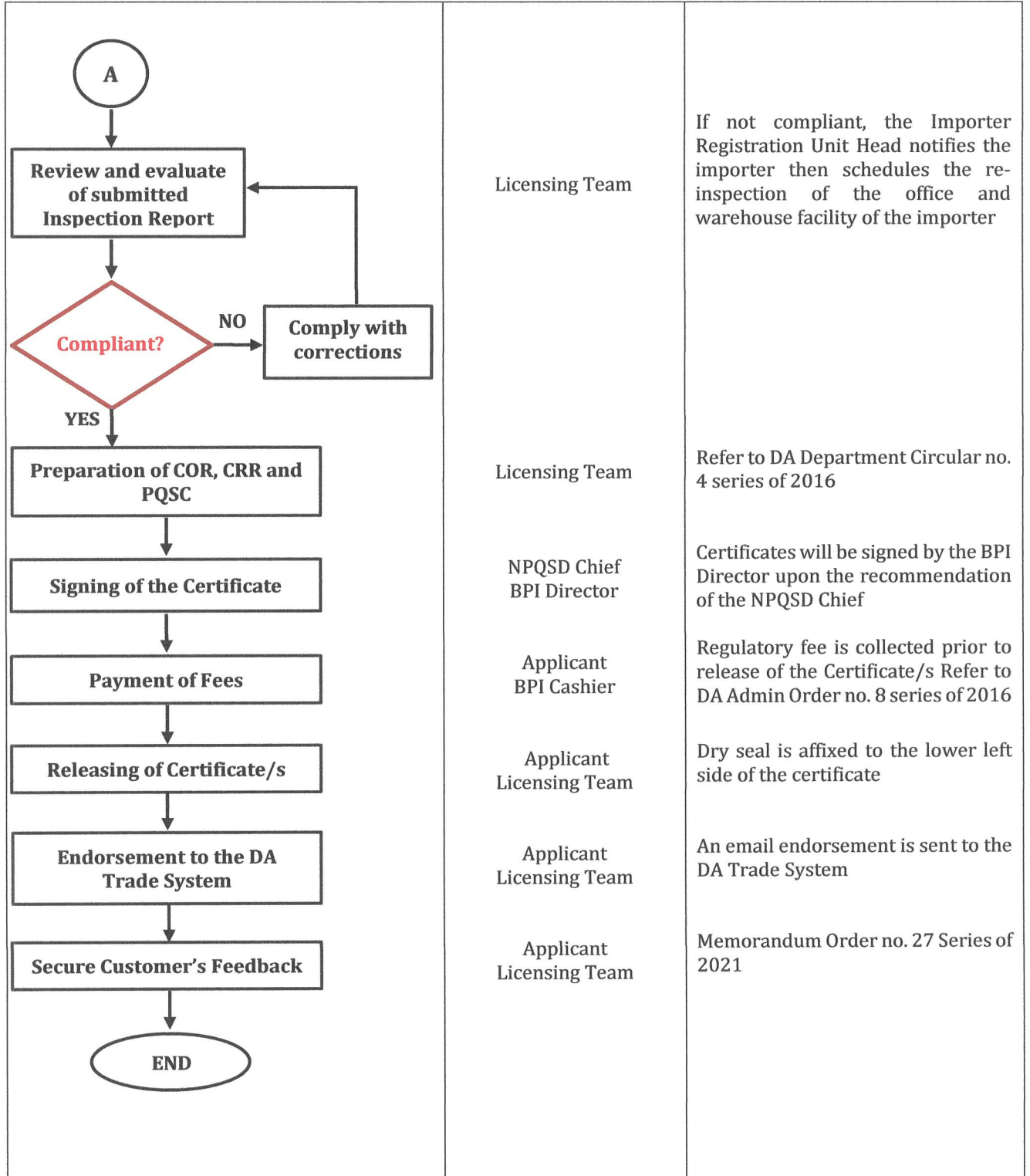
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5.0 Forms Used and Records Generated

- 5.1 Accomplished BPI "Q" Form no. 1c
- 5.2 Accomplished BPI "Q" Form no. 1d
- 5.3 Copy of Requirements listed in the BPI "Q" Form no. 1c and BPI "Q" Form no. 1d
- 5.4 Logbook for receiving application
- 5.5 Warehouse Facility Inspection Checklist
 - 5.5.1 BPI "Q" Form No. 7a – Inspection Checklist for Dry Warehouse
 - 5.5.2 BPI "Q" Form No. 7b – Inspection Checklist for Cold Storage Warehouse
- 5.6 Inspection Report
- 5.7 Excel File
- 5.8 Copy of Importer Orientation Certificate of Understanding (for new importers)
- 5.9 Copy of Issued License to Operate (LTO)
- 5.10 Copy of Issued Plant Quarantine Service Certificate
- 5.11 Copy of Issued Renewal of License to Operate (LTO)
- 5.12 Logbook for releasing certificates
- 5.13 BPI-QMS-KMT-F8b - Accomplished Customer Satisfaction Measurement Form

6.0 References

- 6.1 **DA Department Circular No. 4 Series of 2016 - Guidelines on the Importation of Plants, Planting Materials and Plant Products for Commercial Purposes**
- 6.2 **DA Quarantine Administrative Circular No. 1 Series of 2014 - Guidelines for Categorization of Commodities of Plant Origin**
- 6.3 **DA Administrative Circular No. 9 Series of 2015 - Plant Quarantine Regulatory Fees**
- 6.4 **DA Administrative Circular No. 8 Series of 2016 - Amending Sections 1, 2, and 3 of DA Administrative Circular No. 9 series of 2015- Plant Quarantine Regulatory Fees**
- 6.5 **DA Department Circular No. 6 Series of 2020 - Rules and Regulations Governing Importation and Exportation of Plant Food**

7.0 Effectivity

The effectivity date of this document shall be five (5) working days after the approval by the authorized signatory.

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