



Bureau of Plant Industry
**OPERATIONAL PROCEDURES
MANUAL**

Document No.: BPI-QMS-OU-OP4

Preparation Date: February 21, 2025

Revision No.: 3

Page 1 of 6

Operating Unit: National Plant Quarantine Services Division (NPQSD)

Subject: Pest Risk Analysis (PRA)

1.0 Objective

To determine whether a pest found to be associated with a commodity subject for importation should be regulated and the strength of phytosanitary measures to be taken against it.

2.0 Scope

This procedure starts from the filling up the application form, evaluation, conduct of PRA and ends with finalization of pre and post-entry conditions reflected in SPSIC

3.0 Definition of Terms

Pest

Any species, strain or biotype of plant, animal or pathogenic agent injurious to plants or plant products [FAO, 1990; revised FAO, 1995; IPPC, 1997]

Pest categorization

The process for determining whether a pest has or has not the characteristics of a quarantine pest or those of a regulated non-quarantine pest [ISPM No. 11, 2001]

Pest Risk Analysis

The process of evaluating biological or other scientific and economic evidence to determine whether an organism is a pest, whether it should be regulated, and the strength of any phytosanitary measures to be taken against it [FAO, 1995; revised IPPC, 1997; ISPM No. 2, 2007]

Pest risk management (for quarantine pests)

Evaluation and selection of options to reduce the risk of introduction and spread of a pest [FAO, 1995; revised ISPM No. 11, 2001]

Phytosanitary measure

Any legislation, regulation or official procedure having the purpose to prevent the introduction and/or spread of quarantine pests, or to limit the economic impact of regulated non-quarantine pests [FAO, 1995; revised IPPC, 1997; 19M, 2002]

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



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Page 2 of 6

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4.0 Procedure Details

FLOW	PERSON/UNIT RESPONSIBLE	DETAILS [Description, Forms Used, Records generated]
<pre> graph TD Start([START]) --> Step1[FILES AN APPLICATION FOR IMPORTATION SUBJECT FOR PEST RISK ANALYSIS] Step1 --> Step2[CHECK APPLICATION AND THE ATTACHED REQUIRED DOCUMENTS] Step2 --> Decision{DECISION} Decision -- No --> Step3[COMPLETES AND SUBMITS LACKING DOCUMENTS] Step3 --> Step2 Decision -- Yes --> Step4[SUBMITS VERIFIED APPLICATION TO NPQSD CHIEF] Step4 --> Step5[DECIDES OF FORMAL OR INFORMAL PRA IS REQUIRED] Step5 --> Connector((A)) </pre>	<p>Importer/ Authorized Representative</p> <p>Pest Risk Analysis (PRA) Team Secretariat</p> <p>Importer/ Authorized Representative</p> <p>Pest Risk Analysis (PRA) Team</p> <p>NPQSD Chief</p>	<p>Submits letter of intent addressed to the BPI Director thru the NPQSD chief along with their duly accomplished Pest Risk Analysis (PRA) Form.</p> <p>Reviews and verifies if all documents and information are complete.</p> <p>Incomplete documents are returned to the importers for completion.</p> <p>Complete documents are forwarded to the NPQSD Chief for evaluation.</p> <p>Evaluates and decides if the applications are subject for informal or formal PRA.</p>

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Page 3 of 6

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<pre> graph TD A((A)) --> B[INFORMAL PRA] B --> C{IS THE APPLICATION APPROVED?} C -- No --> D[LETTER OF DISAPPROVAL OF APPLICATION] C -- Yes --> E[REFER TO THE LICENSING UNIT TO FACILITATE PROCESSING OF IMPORT CLEARANCE] E --> F[APPROVED] F --> G([END]) </pre>	<p>PEST RISK ANALYSIS (PRA) TEAM</p> <p>NPQSD CHIEF</p> <p>LICENSING UNIT</p> <p>BPI DIRECTOR</p>	<p>Conducts the informal PRA with Pest Categorization (PC) and Pest Risk Assessment as output</p> <p>Importers shall be notified through formal writing that their application is disapproved</p> <p>Importers applying for import clearance with approved informal PRA shall be endorsed to the Licensing unit</p> <p>Applications found to complete, consistent, and correct shall be endorsed for approval</p>

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Page 4 of 6

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<pre> graph TD A((A)) --> PC[PEST CATEGORIZATION] PC --> V[VERIFIES CATEGORIZATION AND CONDUCT ASSESSMENT] PC --> FM1[FORMULATE MANAGEMENT MEASURES] PC --> PD[PREPARE DRAFT PEST RISK ASSESSMENT] PD --> FM2[FORMULATE MANAGEMENT MEASURES] V --> ID[INITIAL DRAFT PEST RISK ASSESSMENT] FM1 --> FIP[FORMWARD INITIAL DRAFT PRA TO EXPORTING COUNTRY FOR COMMENTS] FM2 --> FIP ID --> FIP FIP --> B((B)) </pre>	<p>PRA SUPPORT STAFF</p> <p>PRA RISK ACCESSORS</p> <p>PRA RISK MANAGERS</p> <p>PRA TEAM SECRETARIAT</p>	<p>Conducts information gathering by gathering reference materials and internet search for the conduct of the initial Pest Categorization (PC)</p> <p>Verifies the PC through On-site visit and conduct risk assessments to formulate management measure for the conduct of the initial draft of the Pest Risk Assessment.</p> <p>Reviews risk assessment and risk management measures to draft the Initial PRA.</p> <p>Draft PRA shall be forwarded to the exporting country for their comments.</p>

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Page 5 of 6

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FLOW	PERSON/UNIT RESPONSIBLE	DETAILS [Description, Forms Used, Records generated]
<pre> graph TD B((B)) --> C[CONSOLIDATES COMMENTS OF PRA MEMBERS AND EXPORTING COUNTRY] C --> D[FINAL DRAFT PRA SUBJECT FOR PUBLIC CONSULTATION] D --> E[INCORPORATES COMMENTS/SUGGESTIONS FROM STAKEHOLDERS] E --> F[FINALIZES PRA] E --> G[PREPARES WORKPLAN AND COMMODITY ADMINISTRATIVE CIRCULAR] F --> H[SUBMITS TO DA SECRETARY FOR APPROVAL] G --> H H --> I[ISSUANCE OF SPSIC UPON APPLICATION OF IMPORTERS] I --> J([END]) </pre>	<p>PRA TEAM SECRETARIAT</p> <p>PRA TEAM</p> <p>PRA TEAM SECRETARIAT</p> <p>BPI DIRECTOR</p>	<p>Consolidates comments of PRA members and Exporting country draft Pest for Public Consultation.</p> <p>Incorporates comments and suggestions from stakeholders and finalizes PRA.</p> <p>Prepares workplan and commodity administrative circular (AC)</p> <p>Facilitates the submission of administrative circular to the DA Secretary for approval.</p> <p>SPSIC application with approved AC shall be endorsed to the Director for approval</p>

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5.0 Forms Used and Records Generated

BPI "Q" Form No. 1g – Request form for Pest Risk Analysis
Excel File of PRA Completed
Files of Pre and Post-Entry Conditions

6.0 References

BPI Quarantine Administrative Order No. 1 Series of 2018 *Pest Risk Analysis (PRA) Manual*

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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