



Republic of the Philippines  
NATIONAL POLICE COMMISSION  
**NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE**  
**DIRECTORATE FOR RESEARCH AND DEVELOPMENT**  
Camp BGen Rafael T Crame, Quezon City



**DRD STANDARD OPERATING PROCEDURE**  
**NO.: 2020-001**

SEP 03 2020

**PRESCRIBING THE PROCEDURES AND GUIDELINES**  
**IN HANDLING OF SAMPLES OF PNP UNIFORMS AND ACCOUTREMENTS**

**1. REFERENCES:**

- a. PNP MC No. 2018-029 Entitled: Guidelines and Procedures in the Issuance of Certificate of Conformity (COC) for Police Uniforms and Individual Equipment; and
- b. ISO Application Process.

**2. BACKGROUND:**

The PNP through the Directorate for Research and Development (DRD), Clothing, Criminalistics and Laboratory Equipment Division (CCLED) is mandated to conduct test and evaluation of PNP uniforms, paraphernalia and other items in order to determine their usability, quality and acceptability in accordance with the Uniforms and Equipment Specifications Board (UESB)/NAPOLCOM-approved Standards.

Notwithstanding existing procedures and guidelines in the issuance of Certificate of Conformity (COC) there is a need to formulate a policy on the proper handling and storage of uniforms, accoutrements, and other clothing items submitted by the COC applicant which will help maintain the integrity of the results of the test and evaluation being conducted and until its validity period. Further, DRD is responsible in the identification, tracing, and preservation of samples submitted by the applicants during the visual, dimensional, and material laboratory tests.

**3. PURPOSE:**

To establish procedures and guidelines that will ensure the integrity of submitted samples used as basis for issuance of Certificate of Conformity (COC).

**4. SCOPE OF APPLICATION:**

This SOP applies to all applications for COC pertaining to PNP uniforms and accoutrements.

**5. DEFINITION OF TERMS:**

For purposes of this SOP, the following terms are herein defined as:

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- a. **Applicant/Proponent** - refers to manufacturer/supplier who is capable to produce/manufacture PNP Uniforms and has complied the necessary documents required by the PNP for the application of Certificate of Conformity (COC).
- b. **Appropriate sample size** – refers to the minimum required dimension of a material needed for test and evaluation (see para 6.A.2).
- c. **Certificate of Conformity (COC)** – is an accreditation conferred by the PNP to a qualified applicant thru the DRD upon recommendation by the Test and Evaluation Board (TEB).
- d. **Conforming result** – refers to the evaluation of the material wherein the result complies with the set standards, specifications and parameters.
- e. **Documentary requirements** – refers to the documents required for the application of Certificate of Conformity (COC) (see para 6.A.1).
- f. **Initial evaluation** – refers to assessment of material through visual and/or dimensional inspection.
- g. **Laboratory test** – a test conducted under controlled scientific conditions in a laboratory or similar setting to determine its physical and chemical properties.
- h. **Non-conforming result** – refers to the evaluation of the material wherein it fails to meet the set standards, specifications and parameters.
- i. **Paraphernalia/Accoutrements-** accessories/decorations to make the uniform more presentable.
- j. **PNP Uniforms and Paraphernalia/Accoutrements-** includes all types of PNP uniforms (such as GOA uniform, athletic shirt and pants, undershirts and the likes); clothing materials/composition; headgear; accoutrements; unit seal/logo; patches; belts; footwear; etc.
- k. **Retained sample** – refers to that material representing the batch of a finished product, and which is stored for identification purposes.
- l. **Specifications** - refer to the physical description of the goods or services as well as the procuring entity's requirements in terms of the functionality, performance and standard designs of the goods to be manufactured or supplied, and/or the services to be rendered.
- m. **Test and Evaluation** – refers to the process where in the physical and chemical characteristics of the material/item is compared against the standards and specifications through the conduct of visual and dimensional inspection and laboratory testing.

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- n. **Test parameter** - is a characteristic, a feature, or a measurable factor of the standard material/item that is used as the basis to assess/analyze the conformity of the particular material/item.
- o. **Testing Center** – refers to government and private accredited testing facilities capable to conduct laboratory testing.

**6. PROCEDURES:**

The following are the procedures and guidelines to be followed in the submission of samples for test and evaluation for laboratory and workmanship and its corresponding proper safekeeping and storage (See attached flowchart for visual appreciation):

**A. SUBMISSION OF SAMPLES FOR TEST AND EVALUATION (LABORATORY TESTING)**

- 1) Once the following documentary requirements submitted by the proponent and received through DRD Message Center, be evaluated by Policies, Plans and Programs Division (PPPD) as complete, the proponent may submit the required samples for test and evaluation:
  - a. Letter request for Test and Evaluation and Application for Issuance of COC;
  - b. Authenticated copy of Department of Trade and Industry (DTI) Certificate for Single Proprietorship or Partnership or Securities and Exchange Commission (SEC) Certificate for Corporation,
  - c. Authenticated copy of Valid Municipal/City Business Permit;
  - d. Authenticated copy of Latest Income Tax Return;
  - e. Authenticated copy of Tax Clearance;
  - f. Location map/sketch of company and 3R pictures of plant, factory, store facilities and business establishment;
  - g. Company profile with list of personnel;
  - h. Price Quotation or the suggested retail price (SRP) of the Item/s subject for the application of COC;
  - i. Authenticated copy of Certificate of Accreditation from Board of Investment (BOI) (for footwear and leather goods);
  - j. Authenticated copy of Proof of purchase from source of fabrics, metal, plastic, and shoes (preferential use of locally manufactured goods that utilized local resources is encouraged in support to RA 9242);
  - k. Notarized contract/Joint Venture Agreement in case of joint venture or partnership and other administrative and operational documents of the partner; and
  - l. Contact details of applicant, particularly email address and contact number (mobile or trunk line).
  
- 2) Proponent shall submit the following appropriate sample size together with a letter addressed to TDRD requesting to conduct test

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- Adhesive – 100 ml
- Leather – 1 ft by 1 ft
- Other material – appropriate sample size to conduct laboratory testing
- Thread- one roll for each color

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and evaluation in connection with the application for issuance of Certificate of Conformity (COC):

<p><b>a) For Testing of Fabrics:</b> Five yards whole piece to be divided into two parts:</p> <ul style="list-style-type: none"><li>• Two yards – retention sample</li><li>• Three yards – to be forwarded to the testing center</li></ul>
<p><b>b) For Testing of Shoes:</b></p> <ul style="list-style-type: none"><li>• One pair – retention sample</li><li>• Two pair – to be forwarded to testing center</li></ul>
<p><b>(1) Swatches/material applicable in the footwear:</b> Swatches/material divided into 3 sets:</p> <ul style="list-style-type: none"><li>• 1 m<sup>2</sup> of Vamp</li><li>• 1 m<sup>2</sup> of Quarter</li><li>• 1 m<sup>2</sup> of Counter</li><li>• 1 m<sup>2</sup> of Tongue</li><li>• 1 m<sup>2</sup> of Reflective inserts</li><li>• Eyelets – at least 30 pieces</li><li>• 1 m<sup>2</sup> of Toe cap</li><li>• 1 m<sup>2</sup> of Collar</li><li>• 1 m<sup>2</sup> of Reinforcements</li><li>• 1 m<sup>2</sup> of Linings</li><li>• Shoe lace 3 pairs</li><li>• Box toe at least ½ meter</li><li>• Shank (3 pieces)</li><li>• Insole (3 pieces)</li><li>• Outersole (3 pieces)</li><li>• Midsole (3 pieces)</li><li>• Sock lining (3 pieces)</li><li>• Sewing Thread (1 spool)</li><li>• Adhesive</li><li>• Other materials included in the shoes</li></ul>
<p><b>c) For Testing of Metal Items:</b></p> <ul style="list-style-type: none"><li>• Two pieces – retention sample</li><li>• Three pieces – to be forwarded to testing center</li></ul>
<p><b>d) Other Items</b></p> <ul style="list-style-type: none"><li>• Plastic – 1 ft by 1 ft</li><li>• Adhesive – 100 ml</li><li>• Leather – 1 ft by 1 ft</li><li>• Other material – appropriate sample size to conduct laboratory testing</li><li>• Thread- one roll for each color</li></ul>

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- 3) The letter request together with the complete sets of samples shall be received by the DRD Message Center to be forwarded to Clothing Section, CCLED;
- 4) CCLED shall receive the sample together with the letter request, for verification if the same has the required accepted dimension and quantity;
- 5) The sample shall be evaluated visually as required in the specifications/test parameters. Once the sample passes the visual and dimensional evaluation, it will be cut/divided in half, as retained samples of DRD and for laboratory test (destructive testing);
- 6) CCLED shall notify the proponent on the status of the result of the initial evaluation of their sample and tentative schedule for laboratory test at any Government or Private Accredited Testing Facilities will be set if necessary;
- 7) The retained sample shall be kept by the Sample Custodian from Clothing Section, CCLED, as reference while the other sample shall be subjected to laboratory testing;
- 8) Samples with conforming test results shall be withdrawn from testing center and shall be kept together with DRD retained sample;
- 9) Retained sample shall have the following information:
  - a) DRD Report Number;
  - b) Name of the proponent;
  - c) Item;
  - d) Date of Acceptance;
  - e) Date of Issuance of COC; and
  - f) Date of Disposal/Release
- 10) Retained samples with conforming result shall be kept for 2 years or for a longer period as specified in the issued Certificate of Conformity (COC). It shall be disposed of through cutting or recycling after the retention period; and
- 11) Samples with failed/non-conforming test result shall be disposed of after three months from the date of test result if not withdrawn by the applicant.

**B. SUBMISSION OF SAMPLES FOR TEST AND EVALUATION  
(WORKMANSHIP)**

- 1) Once the laboratory testing of the material/fabric passes the required parameters, the proponent shall submit appropriate sample size of prototype together with a letter addressed to TDRD requesting to conduct test and evaluation for workmanship;

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- 3) Receive, evaluate and maintain record of samples submitted by applicants;
- 4) Designate a Sample Custodian to maintain, secure the retained sample and keep/update records of the samples on stock;
- 5) Quarterly request procurement of appropriate Storage Box/Container needed for the storage of the samples through Supply PNCO in coordination with BFO; and
- 6) Perform other task as directed.

**b. PPPD**

- a. Receive, evaluate and maintain record of documentary requirements submitted by the COC applicant; and
- b. Perform other task as directed.

**c. Admin Section**

- 1) Message Center to receive letter request together with the complete documentary requirements and required sample from the COC applicant for record, monitoring and proper disposition;
- 2) Supply PNCO to provide storage room for the retained samples;
- 3) Supply PNCO in coordination with BFO and Clothing Section shall provide appropriate storage case/boxes for the proper safekeeping of retained samples;
- 4) Issue order for the designation of Sample Custodian; and
- 5) Perform other task as directed.

**d. BFO**

- 1) Ensure availability of funds for the implementation of this SOP; and
- 2) Perform other task as directed.

**8. SANCTION:**

Personnel found to have violated any of the provision of this SOP shall be held administratively liable and shall be dealt with accordingly.

**9. REPEALING CLAUSE:**

All other DRD MC, Directives and Issuances contrary to this DRD SOP are hereby rescinded.

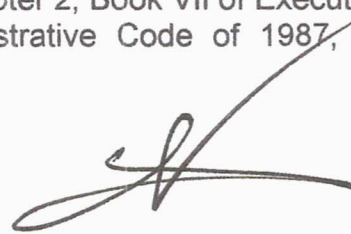
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**10. EFFECTIVITY:**

This MC shall take effect immediately after 15 days from filing a copy thereof at the UP Law Center in consonance with Section 3, Chapter 2, Book VII of Executive Order 292 otherwise known as the "Revised Administrative Code of 1987, as amended.



**TIMOTEO G PACLEB**  
Police Major General  
The Director for Research  
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