



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Intramuros, Manila



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**DEPARTMENT ORDER NO. 160**  
Series of 2016

**GUIDELINES ON THE ACCREDITATION OF CONSULTING ORGANIZATIONS  
TO PROVIDE WORK ENVIRONMENT MEASUREMENT (WEM) SERVICES**

Pursuant to the provisions of Rule 1070 (Occupational Health and Environmental Control) of the Occupational Safety and Health Standards (OSHS), Department Order No. 16-01, Series of 2001, (DO 16-01) amending Rule 1030 of the OSHS, and Administrative Order No. 56, Series of 2011 (AO 56), transferring the function of Accreditation of OSH Training, Consulting Organizations, and Consultants to the Occupational Safety and Health Center (OSHC), the following guidelines are hereby issued:

**Section 1. General Provisions. –**

- a. These guidelines shall apply to organizations which conduct or provide WEM services to establishments.
- b. The OSHC, by virtue of AO 56, and in consultation with the Bureau of Working Conditions (BWC), shall provide policy guidelines and evaluate the competence and integrity of applicants for accreditation as WEM providers.

**Section 2. Definition of Terms. –** As used herein, the following terms shall mean:

- a. **Work Environment Measurement (WEM)** refers to the sampling and analysis carried out in respect of the atmospheric working environment and other fundamental elements of working environment for the purpose of determining actual conditions therein (*Rule 1077.2, OSHS*).
- b. **Accredited WEM Provider** refers to any organization duly authorized to perform measurement of atmospheric working environment and other fundamental elements for the purpose of determining actual conditions at the workplace.
- c. **Recognized Occupational Hygiene Laboratory** refers to any laboratory that is authorized to analyze and generate laboratory results of sampling conducted by the accredited WEM provider.
- d. **Accredited Occupational Safety and Health Consultant** refers to any person qualified to perform and/or render OSH services in any of the fields of specialization as enumerated in Annex "A" of DO 16.
- e. **Industrial Hygienist** refers to an accredited OSH practitioner or consultant with specialization in industrial hygiene.

**Section 3. Category of Accreditation as WEM Providers. –** Accreditation of WEM providers shall fall under three (3) categories:

**3.1. Category I – Sampling and Measurement**

**3.1.1. Category IA – Physical Hazards**

Under this category, the provider is authorized to conduct measurement

of specific physical hazards such as illumination, noise, vibration, and heat.

### **3.1.2. Category 1B – Chemical Hazards**

Under this category, the provider is authorized to conduct sampling of specific chemical hazards such as organic solvents, metals, dust, acids, and other organic chemicals requiring laboratory analysis. Measurement of chemical hazards using direct reading instrument such as a gas monitor is also included under this category.

### **3.1.3. Category 1C – Ventilation**

Under this category, the provider is authorized to conduct evaluation of ventilation system, such as local exhaust and general ventilation.

## **3.2. Category II – Occupational Hygiene Laboratory**

The accreditation of Occupational Hygiene Laboratory under Category II has separate guidelines and procedures as provided in the Guidelines for the Designation of DOLE Recognized Occupational Hygiene Laboratory (Annex A).

## **3.3. Category III – Sampling and Occupational Hygiene Laboratory**

The provider under this category can perform sampling and measurements including laboratory analysis specified in Levels 1 and 2 Categories, respectively. All the qualifications provided under the said levels shall also be met. However, under this category, an OSH Consultant with specialization on IH is required.

## **Section 4. Requirements for Accreditation. –**

### **4.1. Documents (New and Renewal)**

Any organization desiring to apply or renew its WEM Provider Accreditation shall submit to the OSHC a duly-accomplished prescribed application form and other documents that may be required for the specific category applied.

### **4.2. Personnel**

#### **4.2.1. For Category I**

The following are the personnel requirements for accreditation as WEM Provider under Category 1:

- a. Must have an accredited OSH practitioner with field of specialization in industrial hygiene and who has completed the 40-hour Basic IH training or 40-hour IH-related training;
- b. Must employ at least two (2) technical personnel, preferably a graduate of science or engineering courses, and capable of performing WEM. This shall consist of the following:
  - One (1) Designated Industrial Hygienist, who has completed the 40-hour Basic IH training or 40-hour IH-related trainings
  - One (1) sampling technician who has completed the 24-hour WEM Training.

#### **4.2.2. For Category II**

Personnel requirement under this category is listed in Annex A - Guidelines for the Designation of OSHC-DOLE-Recognized Occupational Hygiene Laboratory.

#### **4.2.3. For Category III**

All personnel requirements in both Categories 1 and 2 shall apply.

In addition to the personnel requirements identified in Categories I and II, an applicant must employ an Accredited Consultant with specialization in the field of analytical chemical chemistry, laboratory analysis, industrial ventilation, work exposure assessment, and work environment control or workplace improvement. However, an Occupational Safety and Health Consultant is required in this category.

#### **4.2.4. WEM Equipment and Procedures**

##### **a. WEM Procedures**

All WEM procedures adopted by the WEM providers must be validated and shall conform to NIOSH or other internationally-accepted methods or procedures.

##### **b. Equipment and Instruments**

All equipment, instruments, and consumables shall conform to the requirements of the analytical methods approved by OSHC.

##### **c. Quality Control**

The WEM Provider shall prepare and adopt a quality assurance program to enhance the quality of the data generated by the laboratory.

##### **d. Instrument Calibration**

The WEM Provider shall formulate and adopt a system for calibration and maintenance of its laboratory facilities. Certificates of equipment calibration shall be compiled and made available upon request of the OSHC.

### **Section 5. Procedures in the Evaluation of Application (New/Renewal).**

#### **5.1. Submission of Application (New/Renewal)**

The organization seeking to obtain or renew accreditation shall submit a letter of intent, a duly-accomplished application form attaching therewith all the documents required by the OSHC, pursuant to DO 16.

Application for renewal shall be filed at least two (2) months before the expiration of the Certificate of Accreditation.

## **5.2. Evaluation of Application**

The OSHC Director shall designate an evaluation team composed of OSHC technical staff that shall evaluate the capability of the applicant and determine the authenticity of the documents submitted.

The team shall conduct an ocular inspection of the office, laboratory facilities and WEM equipment for the purpose of determining whether it meets the requirements set forth by the OSHC.

The team shall submit a report to the OSHC Executive Director indicating the findings and recommendations within 30 days upon inspection.

## **Section 6. Issuance and Validity of Certificate of Accreditation. –**

### **6.1. Issuance of Certificate of Accreditation**

A Certificate of Accreditation shall be issued by the Executive Director of the OSHC to a qualified organization who has satisfactorily complied with all the requirements set forth by the OSHC.

### **6.2. Validity of Accreditation**

One year validity shall be given as initial accreditation. Thereafter, the accreditation shall be renewed every two (2) years provided that the organization complied with all the accreditation requirements including relevant trainings, unless otherwise revoked.

**Section 7. Responsibilities of an Accredited WEM Provider. –** The Accredited WEM Provider shall:

1. Follow the Guidelines for Accreditation of WEM Providers
2. Submit to OSHC the list of companies, including the parameters for measurement, at least 2 weeks prior to the conduct of WEM
3. Provide OSHC the executive summary of the WEM conducted, including the persons who did the measurement, at least 5 days after the WEM

**Section 8. Monitoring and Reassessment. –** The OSHC, together with DOLE Regional Offices, shall institute monitoring mechanisms within the period of effectivity of the Certificate of Accreditation to ensure compliance with all the requirements on Accreditation of WEM Provider. Inspection of the establishment shall be conducted annually by the OSHC.

The WEM Providers shall submit to OSHC a soft copy of the WEM report (in .pdf format) within fifteen (15) working days after the conduct of WEM. The OSHC shall treat the WEM report with utmost confidentiality. To inform the DOLE Regional Office (RO) on the companies' compliance to Rule 1070, the OSHC shall submit the list of companies served for WEM every month and shall provide them a copy of the WEM report (in .pdf format) upon request. Moreover, the OSHC shall validate the completeness and reliability of the WEM conducted by the WEM Providers.

**Section 9. Suspension, Cancellation, Reactivation and Renewal of Accreditation. –**

**9.1. Suspension/cancellation of Certificate of Accreditation**

The OSHC shall institute an audit system or mechanisms that may at any time suspend or cancel the organization's accreditation.

- a. First Offense – Suspension of Accreditation
- b. Second Offense – Cancellation of the Certificate of Accreditation

The following are the grounds for suspension or cancellation of accreditation:

- a. If the person/company provides services not included in the approved certification, this shall mean automatic revocation of accreditation.
- b. In the event that a complaint filed related to the company's services is validated by OSHC.
- c. Misrepresentation/concealment of relevant information in the application document.
- d. In any duly-proven fraudulent activities by the person/company.
- e. Non-submission of annual report.

**9.2. Reactivation of the Cancelled Certificate of Accreditation**

The Certificate of Accreditation shall be reactivated only upon submission of the completed Re-Instatement Application Form and satisfactory compliance with corrective action.

**9.3. Renewal**

Application for renewal shall be filed at least two (2) months before the expiration of the Certificate.

**Section 10. Denial of Application. –** The following are the grounds for suspension/cancellation of accreditation:

- a. An application with incomplete documents as required by the OSHC, pursuant to DO 16.
- b. Any unresolved case or complaint filed against the company.
- c. Misrepresentation/concealment of relevant information in the application document.
- d. Any duly-proven fraudulent activities by the person/company.

**Section 11. Applicable Fees. –** The OSHC shall determine the pertinent fees that shall be charged to the organization applying for accreditation such as application, assessment, reassessment and accreditation fees including the reinstatement fees. The said charges shall be approved by the OSHC Governing Board.

**Section 12. Prohibition in the Practice of WEM. –**

**12.1.** Establishments shall only seek WEM services from accredited WEM

Providers. Otherwise, the WEM shall not be regarded as compliant with Rule 1077 (Working Environment Measurement) of the OSHS.

- 12.2. No person or organization shall be allowed or hired to provide WEM services unless the requirements of this rule are complied with.

**Section 13. Repealing Clause.** – All orders and issuances contrary to or inconsistent with the provisions of this order are hereby modified or repealed accordingly.

**Section 14. Effectivity.** – This order shall take effect fifteen (15) days after its publication in any newspaper of general circulation.

Manila, Philippines, 27 JUN 2016.

  
**ROSALINDA DIMAPILIS-BALDOZ**  
Secretary

Dept. of Labor & Employment  
Office of the Secretary



021017

27 June 2016

**GUIDELINES FOR THE DESIGNATION OF OSHC–DOLE  
RECOGNIZED OCCUPATIONAL HYGIENE LABORATORY**  
(Under Category II of the Guidelines for Accreditation of WEM Providers)

1. ***“OSHC Recognized Occupational Hygiene Laboratory”*** are laboratories that are authorized to generate laboratory results in connection with Work Environment Monitoring (WEM) conducted by recognized WEM provider under the Level I-Sampling and Measurement Category.
  
2. **OSHC “recognition” shall cover the following components:**
  - a. **Laboratories**

Laboratories, whether owned and/or operated by local or foreign nationals, that generate laboratory results in connection with WEM.
  
  - b. **Activities**

The analysis of samples for specific parameters such as dust, organic solvents, heavy metals, acids, asbestos, gases, and other chemicals collected by “recognized WEM Providers”, which may be granted recognition. Recognition shall be made on “per parameter basis.”
  
  - c. **Duration**

The Certificate of Recognition shall have an effectivity of one (1) year.
  
3. **Requirements for Recognition**
  - a. **Application Document**

Any person, firm or corporation desiring to establish or operate and maintain an Occupational Hygiene Laboratory shall submit to OSHC an application document containing the following data and information:

    1. Name of establishment
    2. Address of establishment
    3. Name, citizenship, and domicile of owner of establishment
    4. Name of laboratory
    5. Address of laboratory
    6. Name, citizenship, and domicile of the head of the laboratory
    7. Statement that the applicant has complied with all business requirements under existing laws
    8. Tax clearance for the preceding year
    9. Scope of the desired recognition
    10. Accreditation record of the laboratory (if any)
    11. Technical and support personnel of the laboratory
    12. Scope and nature of work of the laboratory
    13. Laboratory test report forms
    14. Reference literature available in the laboratory
    15. Validated laboratory methods and procedures
    16. Equipment calibration and maintenance program of the laboratory
    17. Quality assurance program of the laboratory
    18. Track record of the laboratory
    19. Pollution control and waste management practices adopted by the laboratory
    20. Floor plan of the laboratory and related facilities (scale = 1:100); and
    21. Duly accomplished official application form

**b. Personnel**

The operation of Occupational Hygiene Laboratory shall be under the direction and supervision of a licensed chemist, chemical engineer or professional in allied field with at least 5 years experience in laboratory analysis and management.

The minimum staff of the laboratory shall be composed of one licensed professional, one laboratory assistant and one laboratory aide.

The *laboratory professional* shall have at least 2 years experience and must have analyzed a minimum of 300 samples.

The *laboratory assistant* shall have at least a baccalaureate degree in natural and applied sciences, undergone 120 hours of training in the analysis of WEM samples, and analyzed a minimum of 100 samples under the supervision of laboratory professional.

The *laboratory aide* shall have obtained a high school diploma or have completed a laboratory-oriented vocational course.

**c. Track record of the laboratory**

The laboratory applying for recognition shall have analyzed a minimum of 300 WEM samples

**d. Physical Layout**

1. The laboratory shall be housed in a permanent building constructed of strong materials preferably concrete or semi-concrete.
2. The laboratory shall have adequate running water supply and regular electric power supply and provision of emergency power source.
3. The laboratory shall have adequate drainage, preferably with separate water lines for domestic sewage and laboratory wastewater.
4. Workrooms shall be well-ventilated and with adequate provisions for either natural or artificial lighting.
5. The working space of the laboratory shall correlate with the volume and type of analysis to be undertaken, including provisions for periods of peak work load.
6. Working space requirement shall include sufficient bench top area for processing samples, storage space for chemicals, glassware and sterilizing materials.
7. There shall be effective separation between neighboring units when the activities therein are incompatible.
8. There shall be adequate physical provisions for the safety of laboratory personnel considering exposure to chemicals, inflammable reagents, fires, and similar substances. Safety provisions shall include emergency exit and egress, emergency shower and eyewash, fire extinguishers, first aid kits, fume hoods and appropriate personal protective equipment.

**e. Laboratory Procedures**

All laboratory procedures adopted by the laboratory shall be the OSHC or internationally accepted laboratory methods or procedures.

**f. Reagents**

All the reagents to be used in the analysis of environmental samples shall be of the highest grade to obtain reliable results, unless otherwise stated in the



procedure.

**g. Equipment and Instruments**

All equipment, instruments, and consumables shall conform to the requirements of the analytical methods approved, recommended, or adopted by OSHC.

**h. Quality Control**

The laboratory shall prepare and adopt a quality assurance program to enhance the quality of the data generated by the laboratory.

The laboratory shall regularly check the proficiency of its analysts and equipment on a regular basis.

**i. Instrument Calibration**

The laboratory shall formulate and adopt a system for calibration and maintenance of its laboratory facilities. Certificates of equipment calibration shall be compiled and made available upon request by the OSHC.

**j. Laboratory Waste Management**

The laboratory shall have adequate provisions for the collection, storage, treatment, and disposal of domestic and laboratory wastes. Laboratory effluent and emissions shall conform to relevant environmental quality standards.

The laboratory shall formulate and adopt proper management of all the chemicals specifically the expired chemicals, toxic chemicals, and laboratory wastes.

**4. Procedures in the Recognition Process**

**a. Submission of application document**

The laboratory seeking to obtain a Certificate of Registration by the OSHC-DOLE shall prepare and submit the application document which will be provided by the OSHC.

**b. Laboratory inspection and assessment**

Within 30 working days upon receipt of the complete application document, the Occupational Hygiene Laboratory Inspection and Assessment Team (OHLIAT) shall inspect the applicant laboratory and validate the data and information contained in the application document.

The composition of the OHLIAT including their functions shall be determined by the OSHC.

**c. Proficiency testing**

The laboratory shall be required to participate in inter-laboratory exercises organized by the OSHC.

**d. Consolidation and review of data and information**

The OSHC-DOLE shall create a Technical Advisory Group for Occupational Hygiene Laboratory Recognition (TAG-OHLR).

The composition of the TAD-OHLR including their functions shall be determined by the OSHC.

**e. Issuance of Certificate of Recognition**

The Certificate of Recognition shall be issued, signed, and approved by the Secretary of DOLE if the laboratory has complied with the documentation, analytical performance, and other requirements, upon recommendation by the Technical Advisory Group.

**f. Monitoring and reassessment**

The OSHC shall institute monitoring mechanisms within the period of effectivity of the Certificate of Recognition to ensure that the laboratory continues to comply with the requirements. These mechanisms shall include but are not limited to the following:

1. Laboratory Inspection
2. Provisions of quality control/inter samples for analysis by the recognized laboratory

**5. Responsibilities of Recognized Occupational Hygiene Laboratory**

The recognized laboratory shall:

- a. Analyze samples collected by recognized WEM providers for the purpose of workplace monitoring and improvement.
- b. Submit annual reports according to the format set by OSHC-DOLE. The said report should contain, among others, the following: List of companies served and number of WEM samples analyzed per parameter.
- c. Comply at all times with the relevant stipulations in the applicant document.
- d. Acknowledge that it is recognized only with respect to services for which it has been granted recognition and which are carried out in accordance with these conditions.
- e. Pay such fees as shall be determined by OSHC-DOLE.
- f. Not use its recognition in such a manner as to bring OSHC-DOLE into disrepute and shall not make any statement relevant to its recognition which OSHC-DOLE may consider misleading or unauthorized.
- g. Discontinue its use of all advertising matter that contains any reference thereto, upon suspension or withdrawal of its recognition.
- h. Ensure that no certificate or report nor any part thereof is used in a misleading manner.
- i. Comply with the requirements of OSHC-DOLE in making reference to its status of recognition in communication media such as advertising, brochures, or other documents.
- j. Notify OSHC-DOLE of changes in any aspect of its operation affecting its
  - 1) legal, commercial or organizational status,
  - 2) organization and management, e.g. key managerial staff,
  - 3) policies or procedures, where appropriate,
  - 4) premises,
  - 5) personnel, equipment, facilities, working environment or other resources, where significant,
  - 6) authorized signatories, and
  - 7) such other matters that may affect the laboratory's capability, or scope of relevant activities or compliance with the requirements or any other relevant criteria of competence specified by OSHC-DOLE.
- k. Adopt and implement a continuing technical program for its staff.

**6. Grounds for revocation of Certificate of Recognition and reduction of the scope of**

**the recognition**

**a. Revocation of Certificate of Recognition**

The following constitute the grounds for the revocation of the Certificate of Recognition:

1. Non submission/delay in the submission of annual reports.
2. Refusal to admit the OSHC monitoring and reassessment team.
3. Deliberate falsification of documents and test results.
4. Refusal to analyze quality control and similar samples as required by the OSHC.
5. Violation on the provisions of the DOLE's Occupational Safety and Health Standards.
6. Violation of DENR issuances regarding pollution control and waste management.
7. Misinterpretation/concealment of relevant information in the application document.

**b. Reduction in the scope of recognition**

Failure to meet the acceptable concentration levels for specific parameter(s) in three (3) consecutive OSHC-organized or recommended proficiency tests shall result in the reduction of the scope of recognition for a given laboratory through the suspension of recognition for the specific parameter(s).

**7. Reinstatement of the revoked Certificate of Recognition**

The Certificate of Recognition shall be reinstated only upon submission of the completed Re-Instatement Application Form and satisfactory compliance with corrective action.

**8. Expiration**

The Certificate of Recognition of an Occupational Hygiene Laboratory shall expire within two (2) years from granting of the Certificate unless otherwise revoked.

**9. Renewal**

Application for renewal shall be filed at least two (2) months before the expiration of the Certificate.

**10. Updating of Requirements**

The requirements for Certification of the Occupational Hygiene Laboratory shall be updated from time to time as the need arises.