



AMTEC
Agricultural Machinery Testing and Evaluation Center
1977

AGRICULTURAL MACHINERY TEST APPLICATION FORM

INSTRUCTIONS:

- One (1) application form must be filled out per machine and model.
- This test application form must be printed on A4 size paper and must be properly filled out. The terms and conditions at the back of this test application form must also be signed accordingly.
- Upon completion, the test application form must be directed to AMTEC personally, through a courier, or by email (amtec.uplb@up.edu.ph). The test application form must be accompanied by any document containing the machine specifications (e.g., operator's manual, brochure)
- The Center will contact the authorized representative/s of the company within five (5) working days for further instructions.

Test Application Form Control Number: TAF-202 - _____
Classification: Commercial Prototype

A. MACHINE INFORMATION

Agricultural Machinery:	
Type:	
Brand:	
Model:	
Manufacturer Name:	
Manufacturer Address:	
Requested Test Location:	<input type="checkbox"/> AMTEC <input type="checkbox"/> Other place (for field testing):

B. CUSTOMER INFORMATION

Company Name:	1) 2)
Company Address:	1) 2)
Authorized Representative/s:	
Designation of Representative/s:	
Contact Number:	
Email Address:	

C. TEST REPORT COPY

One original copy will be given to the official representative of the applicant (requesting party).
Request for additional copy: Extra Original Copy/ EOC (No. of copies: _____)
 Certified True Copy/ CTC (No. of copies: _____)

D. ACTIONS TO BE TAKEN (to be filled out by AMTEC)

Assessed Fees		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <p align="center">_____ ARTHUR L. FAJARDO Director, AMTEC</p> Reason/s if disapproved: _____ _____ _____
Testing Fee:	PhP	
Extra Copies:	PhP	
Fuel:	PhP	
Courier:	PhP	
Others: _____	PhP	
TOTAL COST:	PhP	



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TERMS AND CONDITIONS

- The applicant shall submit personally, through a courier, or by email the duly signed AMTEC-OP-F1 (Agricultural Machinery Test Application Form) to the Information Office of AMTEC. The application form must be accompanied by a document (e.g., operator's manual, brochure) containing the machine specifications. A picture of the machine's nameplate and its prime mover's nameplate shall also be submitted with the application documents.
Location: Roberto C. Bautista Hall, CEAT, Pili Drive, University of the Philippines Los Baños, Los Baños, Laguna 4031
Email: amtec.uplb@up.edu.ph
Website: amtec.ceat.uplb.edu.ph
- The applicant shall provide all the serial numbers of the units currently available in their facility that are of identical brand and model as the machine that is being applied for testing. The submission will also include actual pictures of the serial numbers (around 3 to 10) affixed on the machine units. The applicant shall receive confirmation of the receipt of the documents from AMTEC. Accordingly, the applicant shall be notified regarding the approval or disapproval of the application within five (5) working days.
- Upon the approval of the application, an AMTEC representative shall coordinate with the applicant regarding the schedule of the testing activity. The scheduling will be on a "first come, first serve" basis. Only on meritorious occasions shall overtime, weeknight, weekend, and holiday testing activities be accommodated. It will depend upon the availability of staff, test materials, test equipment, and facilities. Clients shall shoulder the salaries and per diem of AMTEC Staff involved in any testing activity outside the agreed test schedule. The daily rate of the personnel and the applicable per diem at the time of testing will be the basis for the computation, following government accounting rules and regulations.
- For a given testing day, the client will shoulder the overtime pay of the AMTEC Staff involved in the testing activity and will be billed separately.
- The applicant shall receive AMTEC-OP-F9 (Billing Statement) from AMTEC. At least 50% of the testing fee (non-refundable, but transferrable) shall be duly paid before the conduct of the testing and evaluation activity. Only cash, manager's check, or cashier's check are the accepted modes of payment. The summarized testing fee rates are available on the AMTEC website. Payment/s shall be directed to the following:
Through UPLB Cashier's Office (8:00 AM to 3:00 PM): AMTEC Trust Fund Code No. 8271632-40A2040101000
Through Landbank (8:30 AM to 3:00 PM): UPLB Trust Fund Account No. 1892100507 or UPLB FI Account No. 1892-1003-29
- For any machines not included in the current roster of AMTEC, the methods of test and testing fees shall be discussed and coordinated accordingly.
- The testing fees shall be subjected to constant review, to cover the accompanying expenses.
- For field and laboratory testing outside the AMTEC premises, the applicant shall shoulder the transportation expenses (i.e., fuel, toll fees, vehicle rental, plane fare, sea fare) of the AMTEC Test Engineers and Skilled Workers assigned for the testing activity.
- The testing activity shall be conducted by AMTEC based on applicable existing AMTEC Methods of Test, AMTEC-BAFE Protocols, and Philippine National Standards (PNS)/ Philippine Agricultural and Biosystems Engineering Standards (PABES).
- Costs for fuel and oil necessary for the machine testing activity are not covered in the testing fees. As such, fuel used for laboratory testing at AMTEC shall be billed to the applicant separately.
- Machines approved for field testing but tested at the AMTEC Mechanical Laboratory will be charged on a machine basis. The client will still be billed separately for fuel or electricity, whichever is applicable.
- The methods of testing will be discussed by AMTEC with the requesting party before the testing proper. The applicant shall provide the appropriate and sufficient testing materials, as agreed upon. Non-compliance with this requirement can be discussed with AMTEC and will be reflected in the test report.
- The machine must already been broken-in, adjusted, pre-ran, and made ready by the applicant prior to the testing. No adjustments will be permitted during the conduct of the testing activity.
- During the verification of machine specifications, the AMTEC Test Engineer may request for the disassembly of machine or machine parts. For engine testing, the applicant is required to sign AMTEC-OP-F15 (Waiver for Engine Disassembly). AMTEC also reserves the right to perform machine shop procedures (e.g., grinding, removal of paint) on the machines for its material determination. Any tests that may put the machines at risk of permanent damage (e.g., drop test for knapsack sprayers) will be consulted first with the applicant for consent. The applicant will then be requested to sign an AMTEC Consent Form.
- The authorized representative/s of the applicant shall be present during the field testing activity. The operator of the applicant shall be responsible for handling the machine during the testing proper.
- If deemed necessary, AMTEC may reschedule, suspend, or terminate the testing activity. This will be coordinated accordingly by the AMTEC Test Engineer with the authorized representative/s of the applicant. In such cases, the reason will be thoroughly explained in the AMTEC Test Report. For suspended and terminated testing, the client shall still cover the salaries and per diem of the AMTEC Staff involved.
- The AMTEC Test Report shall be released only to the official representative/s of the applicant. One original copy of the AMTEC Test Report will be given. Additional fees will be charged for an Extra Original Copy (EOC) or a Certified True Copy (CTC).
- The rate for rush test reports shall be equivalent to the total daily rate of three (3) Engineer III personnel. Approval of rush test reports is subject to evaluation on a case-to-case basis.
- All AMTEC Test Reports for machines of commercial classification are forwarded to DA BAFE for evaluation and inclusion in the certification registry.
- The AMTEC Test Report shall be released at least ten (10) working days after the actual testing proper. However, the release will still depend on the number and type of machine/s applied for testing.
- The AMTEC Test Report may be delivered through a courier but at the expense of the applicant.
- The applicant shall pull out the machines after the release of the AMTEC Test Report. Failure to pull out the said machines within thirty (30) days or after a period agreed upon with AMTEC signifies that the machines will be donated to AMTEC. The AMTEC-OP-F1 (Agricultural Machinery Test Application Form) will serve as proof of donation.
- All AMTEC Test Reports shall be valid only for five years upon the date of release of the report. Only on meritorious occasions will a certificate for extension of validity be given.
- All communications sent (i.e., email, letters) to the applicant shall be deemed received.
- The usage of the AMTEC logo and name shall be coordinated first with the Center. AMTEC prohibits any party from using its name and logo without written consent, in pursuance to Republic Act No. 8293 or the Intellectual Property Code of the Philippines.
- For the cause of research and development, AMTEC shall have the right to publish selected pertinent data from AMTEC Test Reports of machines of commercial classification. The attached AMTEC-OP-17 (Data Privacy Consent Form) details the inclusions and restraints of this condition.

REMINDERS

Small engines and other engine-driven machines shall have a nameplate affixed on the unit bearing its brand, model, maximum rated power and speed, and continuous rated power and speed. Incomplete submission of these information may cause delays in the testing schedules allotted for the machine.

BY SIGNING BELOW, I, AS THE AUTHORIZED REPRESENTATIVE OF THE COMPANY, ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREED TO ABIDE BY THE TERMS AND CONDITIONS SET FORTH ABOVE.

Signature over Printed Name
Authorized Representative

Date