APPLIANCE & EQUIPMENT SECTION
Procedure for Processing Test Request

Start

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Client registers with the guard.

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Client discusses with LATL staff the testing requirements.

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If LATL is capable — NO → **End of Transaction**

YES ↓

Client fills up request form.

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Staff enters into log book LATL control no. and report no.

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Supv. SRS approves test request form.

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If client request for SOA. — NO →

YES ↓

Staff prepares statement of account SOA.

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Chief SRS approves statement of account (SOA). → Staff issues original copy of SOA to client. Yellow copy to the guard and blue copy to staff

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Test request forwarded to test Engineer.

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A

(A)

Appropriate test is conducted.

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Test Engineer prepares test data and forwards to SRS I/SRA.

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SRS I/SRA prepares draft report.

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Test Engineer reviews draft report.

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SRS I/SRA finalizes report.

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Test engineer reviews and signs final report.

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Supv. SRS reviews and signs report, Chief SRS reviews report and initials.

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Head of Bureau signs the transmittal letter.

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Transmittal letter and original report forwarded back to Clerk.

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Clerk forwards the test report (original copy) to staff

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Staff checks the payment fee for testing.

→ If payment made

YES ↓

Original report forwarded to BPS/Client

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Staff files (photocopy) test report.

↓

End

NO → LATL staff follows up payment or prepares SOA if there is no SOA yet. (Test report will not be released.)