



FDA
Food and Drug Administration
PHILIPPINES



Philippine Rapid Alert System for Food and Feed (PhilRASFF) version 2.0

2023

User Guide

TABLE OF CONTENTS

<u>Definition of Terms</u>	3
<u>Preface</u>	11
<u>Introduction</u>	12
<u>Chapter 1: User Registration</u>	
Home Page	17
User Registration	18
Accept Invitation	22
User Login	25
User Dashboard	27
<u>Chapter 2: Creation of Notifications</u>	
Creating a New Notification	29
Decision Matrix	37
Answering Decision Matrix	41
Edit Notification	44
Add Log Notes	46
Schedule Activity	47
Chat/Send Messages	49
Search Notification	50
Creating News and Events	52
<u>Chapter 3: Verification and Submission</u>	
Verifying a Notification	57
Return a Notification	61
Submission	64
Add Log Notes	70
Schedule Activity	71
Chat/Send Messages	73
Archiving a Notification	74
Verifying News and Events	79
Publishing News and Events	81
Cancelling News and Events	83
Return News and Events	84
<u>Chapter 4: Reaction</u>	
Reacting to a Notification	87
Reacting to a Reaction	93
Verifying a Reaction	98
Cancelling a Reaction	101
Viewing an Original Notification with Reactions	103
Search Bar Function	106
<u>Chapter 5: References</u>	
PhilRASFF Network Structure	108
PhilRASFF Network Composition	109

DEFINITION OF TERMS

TERM	DEFINITION
Accept Verify	is a button under Verify Process. Once clicked, it triggers the start of the verification process.
Analytical Method	the method name or reference used for analyzing the lot/s
Archive (Ar)	Process of which a notification is removed from the posted notification folder. Once archived, the notification becomes read-only and cannot be reacted.
Attach Measures Taken Document	Any document related to the voluntary and compulsory measure mentioned
Batch Number	Refers to the specific code/s used as reference numbers of product involved. Similar with Lot Number.
Border Post	The name of a physical location situated on the border that deals with customs, immigration, etc.
Brand Name	Refers to the name appropriated by the manufacturer, distributor, trader, or importer to distinguish its product in the market
COA	Certificate of Authorization
Invoice Packing List Date	Date reflected on the commercial invoice and/or packing list

DEFINITION OF TERMS

TERM	DEFINITION
Invoice Packing List Number	Assigned to an invoice that contains details of the goods being shipped, including quantity, value, and other relevant information.
Commodity Type	The type of commodity that is affected by the hazard
Compulsory Measures	Any activities imposed by the relevant food safety regulatory agency to restrict the distribution of the product in the Philippine and international market
Container Number	The number or code of the specific container/s of which the notified product were shipped in
Control Type	The food or feed safety control category which triggered the filing of the notification
Counter Analysis	Presence or absence of an analysis conducted to oppose the official laboratory results of a respective food safety regulatory agency.
Country of Destination	The country to where the shipment is scheduled to arrive
Country of Dispatch	The country from where the shipment originated
Country of Origin	means the country in which the production or processing is performed; **Consideration: : if more than one country is involved in the manufacture, the country of origin is the country where the last substantial, processing, or manufacturing took place.

DEFINITION OF TERMS

TERM	DEFINITION
Creation of Notification (Cr)	Process wherein the user initiates to fill out notification form and file once completed.
Current Department/Organization	the Agency or Bureau responsible for the creation of the notification (auto-filled based on the granted User credentials)
Date Filed	The date on which the notification was filed by the ACP User.
Date Submitted	The date on which the notification was submitted by the ACP Manager.
Decision Matrix	a tool that guides users in assessing a notification (alert/info). The system recommends notification type, and the user may opt to proceed or not.
Department	the respective department where the Agency or Bureau is under administratively (auto-filled based on the granted User credentials)
Distribution Status	Information regarding the distribution and availability of the product implicated in the notification
Hazard Category	the category of the hazard affecting the product and the lot selected

DEFINITION OF TERMS

TERM	DEFINITION
Hazard Found	The specific hazard affecting the product and the lot selected
Importer Address	The address of the consignee in the Philippines (in case the notified product is imported) or in foreign country (in case the notified product is exported)
Importer Name	The name of the consignee in the Philippines (in case the notified product is imported) or in foreign country (in case the notified product is exported)
Internal Reference	Reference/Code number used by a respective food safety regulatory agency for tracing and tracking
Laboratory name	The name of the laboratory that carried-out the analysis
Log Notes	a field in the notification form that can be used to record additional information not in the form.
Lot Number	Refers to the specific code/s used as reference numbers of product involved
Maximum Permitted Level	The maximum limit for the notified hazard in the notified product
Means of Transport	The mode of transport used to ship the container in or out the Philippines

DEFINITION OF TERMS

TERM	DEFINITION
Name and Address of Transport Company	Details of the company that transported the shipment/container/wholesale volume of the product involved in the Philippines
News and Events (Ne)	A module on which a user can create news or events to be announced in the system and be seen by all contact points.
Notification Category	Category of the notification, either Information or Alert. (Note: This will also be determined via the Decision Matrix later on)
Notification Date	the date on when the notification is officially for endorsement
Notifying Country	Country which initiated the initiated the notification
OED	Official Entry Document
Bill of Lading Number	Use to track the movement of the goods during transit and is often required by customs officials for clearance purposes.
Open Date Marking	Date markings that are imprinted or stamped on a food or feed labels that indicates the freshness and/or safety of the product
Organization	an entity that can be an agency, a department or support group

DEFINITION OF TERMS

TERM	DEFINITION
Persons Affected	In case of outbreaks, the number of persons that developed symptoms/illnesses consistent with the case definition
Product Category	Category of Food and Feed
Product Name	refers to the name of the food that indicates the true nature of the food and shall normally be specific and not generic
Public Recall Info	Public recall info – Details, if any, on the extent, magnitude, scope, type of public recall conducted including the official reference code.
Reaction (Ra)	Reaction (Ra) – To notify additional information on posted notification. Follow-up actions or updates on the situation by the means of a reaction to an original notification.
Reference Number	Temporary Reference Number before posting.
Results of the Tests	the outcome of the analysis (including the uncertainties) on the hazard affecting the lot selected.
Sampling method	the method name used for sampling the lot/s (e.g. simple random sampling, etc.)

DEFINITION OF TERMS

TERM	DEFINITION
Scheduled Activity	A kind of template with which a user can assign tasks of a certain type to another user/s and schedule them.
Scope	Extent of the legislation in breach
Session Timeout	The inactive session timeout determines the time a user can remain idle before the session is terminated and the user must log in again.
Service Level Agreement (SLA)	Is the total hours consumed in processing a notification from creation to posting of notification. Default SLA is 24 hours.
Source of Notification	Source of notification whether Local or Foreign
Subject	Description of the food or feed safety incident which shall contain the hazard, the specific product name of the product, and the location origin. (e.g. Ethylene Oxide in Dried Oregano from China ; Hepatitis A virus in Fresh Frozen Scallops from Iloilo)
Total Net Weight	the total weight of the consignment/lots of the product involved
Unit/Net/Weight/Volume	the weight/volume of one single unit of the product involved

DEFINITION OF TERMS

TERM	DEFINITION
User Rights	These rules are used to control user access to the system.
Verify (Vr)	Process on which the ACP Managers accept filed notifications, then validate and confirm form data.
Voluntary Measures	Any activities conducted by the food business operator to restrict the distribution of the product in the Philippine and international market

PREFACE

This User Guide is intended to assist the users in understanding the concept and the necessary steps to effectively and efficiently use PhilRASFF (Philippine Rapid Alert System for Food and Feed). It emphasizes on the step by step process of operating the current version of the system used by PhilRASFF.

This user guide is designed to assist the users in general in understanding the working concept and all necessary steps to successfully work with PhilRASFF: Philippine Rapid Alert System for Food and Feed. It is not meant to be the reference book or dictionary that explains every word in details. On the contrary, it emphasizes on explaining in details of how this version of PhilRASFF application works and how to follow each step of works properly. The development team has employed Python 3, Javascript and HTML5 technologies in developing this web application in conjunction with Postgre SQL thru Odoo platform which has finally resulted in this application tool.

This is version 2.0 of the application which contains ever more features than the former version. They have been added to the system to address the different needs or variations in data gathering protocols of different involved agencies.

The additional features have contributed to the complexity of the system, however. In the past the main problem the team has encountered was lack of good understanding by some users of the various features the system has to offer. This user guide is therefore developed in direct response to this problem. The development team sincerely hopes that this user guide would be of some benefit to users of this program as well as to other interested parties. It must be noted that users can also download the updated materials or other relevant information from time to time from the web site <https://philrasff.fda.gov.ph>. They will be provided under the training menu. Users or other interested parties can also direct comments or queries to the team at the following email or postal addresses.

INTRODUCTION



PhilRASFF or the Philippine Rapid Alert System for Food and Feed is a network and platform for the exchange of information on identified risks for food and feed within the country. The system will be the means of communication by all Food Safety Regulatory Agencies in the exchange of information on alleviating and eliminating possible risks of food and feed in the country. The system was adapted to other counterparts such as European Union Rapid Alert System for Food and Feed (EURASFF) and ASEAN Rapid Alert System for Food and Feed (ARASFF).

The exchange of information will be limited only to assigned contact persons on each FSRA's (verify based on MOP). The system will be developed from time to time depending on the current issues and needed to be addressed.

A. BACKGROUND

The Article VII of the Food Safety Act of 2013 establishes a rapid alert system for the purpose of notifying direct or indirect risks to human health due to food and feed. This system is placed under the supervision of the Food Safety Regulation Coordinating Board (FSRCB), so as to involve all the regulatory authorities involved in food safety management, assessment and communication in the Philippines.

In cases of food and feed incident, the Food Safety Act provides that the FSRAs adopt measures to suspend the distribution of the notified food products as well as any other appropriate interim measures depending on the gravity and magnituded of the situation.

On 2018, the FSRCB has appointed the Food and Drug Administration as the National Contact Point of PhilRASFF for the administration and continuous improvement of the network and its online platform.

B. OBJECTIVES

The PhilRASFF aims for the following:

- a) To operate a network for the rapid notification of a direct and indirect threat to human health due to food.
- b) To respond effectively to food safety threats through the power of communication and collaboration.
- c) To create linkages between PhilRASFF and the ASEAN-RASFF, the EU-RASFF and equivalent systems for the rapid exchange of information in international organizations such as International Network of Food Safety Authorities (INFOSAN), World Organization for Animal Health (WOAH), and the International Plant Protection Convention (IPPC).

C. SCOPE

The PhilRASFF is a system for the immediate notification of direct or indirect risks to human health in relation to food, food contact material, or feed produced and/or traded locally and/or internationally, as well as of serious risks to animal health or the environment. Other government agencies, Support Agency Contact Points (SACPs), involved in providing technical and trade-related services in the production and trade of food and feed shall support the operation of the system as necessary.

D. STRUCTURE OF THE PHILRASFF NETWORK

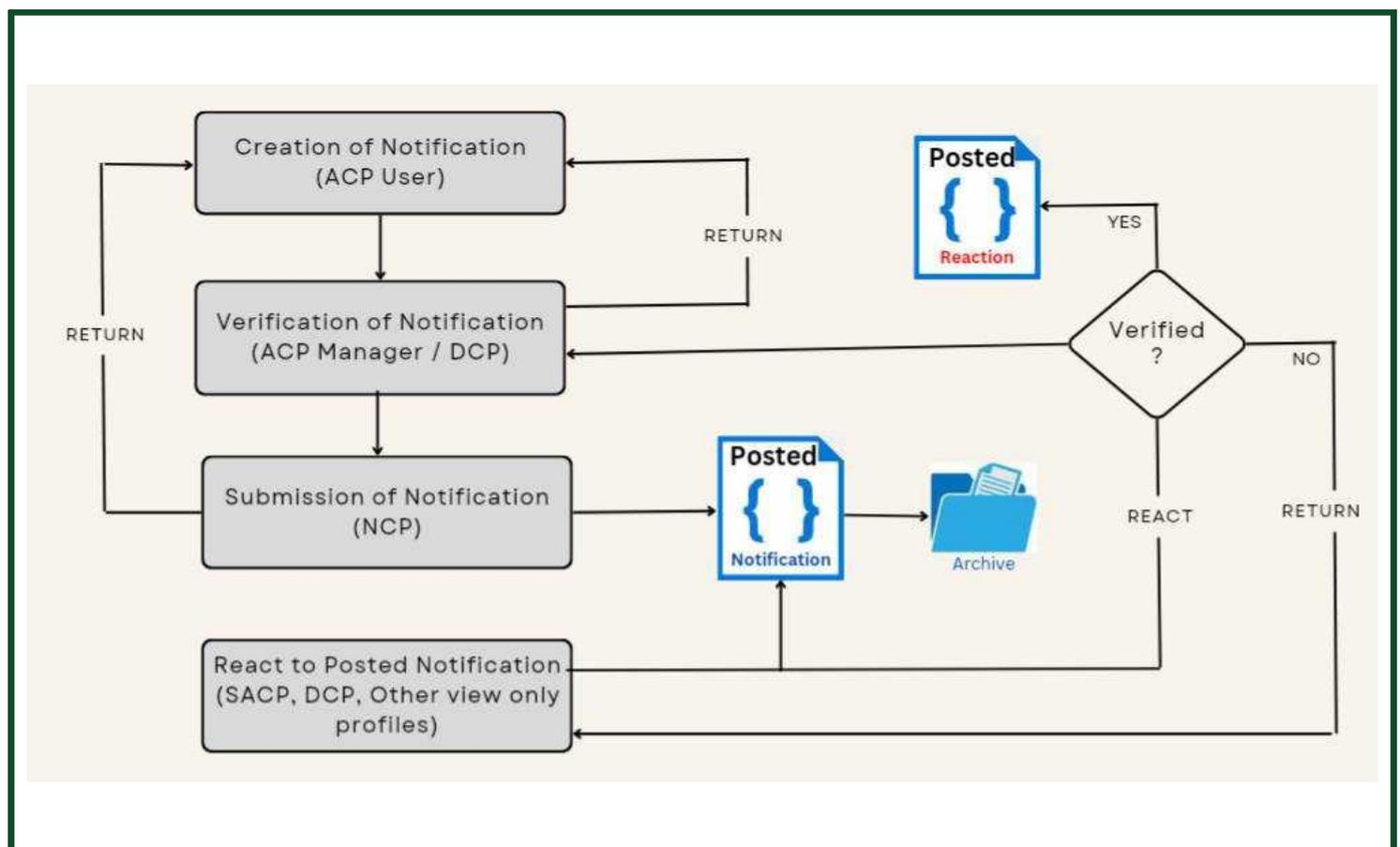
The PhilRASFF shall be operated 24/7 by a network of Contact Points directly responsible for food and feed control activities or offices providing vital and relevant technical assistance for food safety regulatory agencies. The Contact Points shall be supported by the following hierarchy and structure:

- a) National Contact Point (NCP). The NCP is a department, agency or office determined by the Food Safety Regulation Coordinating Board through the issuance of a Board Resolution with the general role of overseeing the establishment and operationalization of PhilRASFF.
- b) Department of Contact Points (DCP). The DCP is an administrative institution headed by the Department Secretary or Director level government Official to which respective Office has direct supervision to Food Safety Regulatory Agencies (FSRAs) and other bureaus or offices with food safety related activities.

c) Agency Contact Points (ACP). An ACP is a Bureau or Agency level administrative institution which is explicitly mandated by the Food Safety Act of 2013 and other special laws to ensure safety of food and food products, respective of their jurisdictions. The Bureau or Agency is not limited to enforcement of regulatory activities but also managing and preventing emergency situations, involving food and food products, such as but not limited to food frauds, food crisis, etc.

d) Support Agency Contact Points (SACP). A SACP is a Bureau or Agency level administrative institution or Office of a Department providing scientific, laboratory, enforcement or communication support in the conduct of regulatory and emergency activities of the DCPs and ACPs.

E. FLOW OF INFORMATION





PhiRASFF v2.0

**Chapter 1:
User Registration**



Home Page



Figure 1.1. PhilRASFF Homepage Display

Home Page:

The first and main page of the system when you visit:

<http://rasff-uat-dev-mine.com/>

Aside from the information and displays in the menu bar, the information of the last ten notifications are also posted together with some of its useful links and information.

User Registration

- 1 Click on the Register button located at the top right part of the page. Registration form will load.



Figure 1.2. PhilRASFF User Registration (Online Form)

- 2 Fill out form with necessary information.
 - Fields marked with * are mandatory.
 - Clicking on the  will take the user to the top of the page.
 - **Contact Point Type (User Level) field:** Upon selection of a contact point type, the system must automatically check the access privileges boxes (Access Rights) according to the role.

 [Home](#) [Philippine Notifications](#) [Contact us](#) [Download](#) [Cookie Policy](#) [Sign in](#) [Register](#)

Please fill out the form (User Registration):

Title *

First Name *

Middle Name

Last Name *

Official Designation *

Department *

Organization *

Office Address *

Landline Number *

Mobile Number *

Email *

Email 2

Contact Point Type (User Level)

Access Rights

View Only

Create Notification

Validate

Verify

Submit

[Submit Registration](#)

[Already have an account?](#)



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Figure 1.3. PhilRASFF Registration Form

3 Click on Submit Registration button.



Figure 1.4. PhilRASFF Submit Registration Prompt

- 4
- Click “No” to stay on the current page/preview.
 - Click “Yes” to proceed with registration.
 - The Registration Complete page should appear next if all required fields are completed. If not, an error prompt should appear.

Warnings!

Please Fill up the Required Fields.

Close

Organization *

Office Address *

Landline Number *

Mobile Number *

Email *

Email 2

Contact Point Type (User Level)

Figure 1.5. PhilRASFF Registration Error Prompt

PhilRASFF Home Philippine Notifications Contact us Download Cookie Policy Sign in Register

Registration Complete!

Thank you for registering. You will receive an email once your registration has been confirmed.

Feel free to [contact us](#) for assistance.

Figure 1.6. PhilRASFF Registration Complete

Note: The user will only receive an email invitation once the registration has been confirmed by the NCP Admin.

Accept Invitation

- 1 Click on the Accept Invitation button. The user will be directed to a page to nominate password

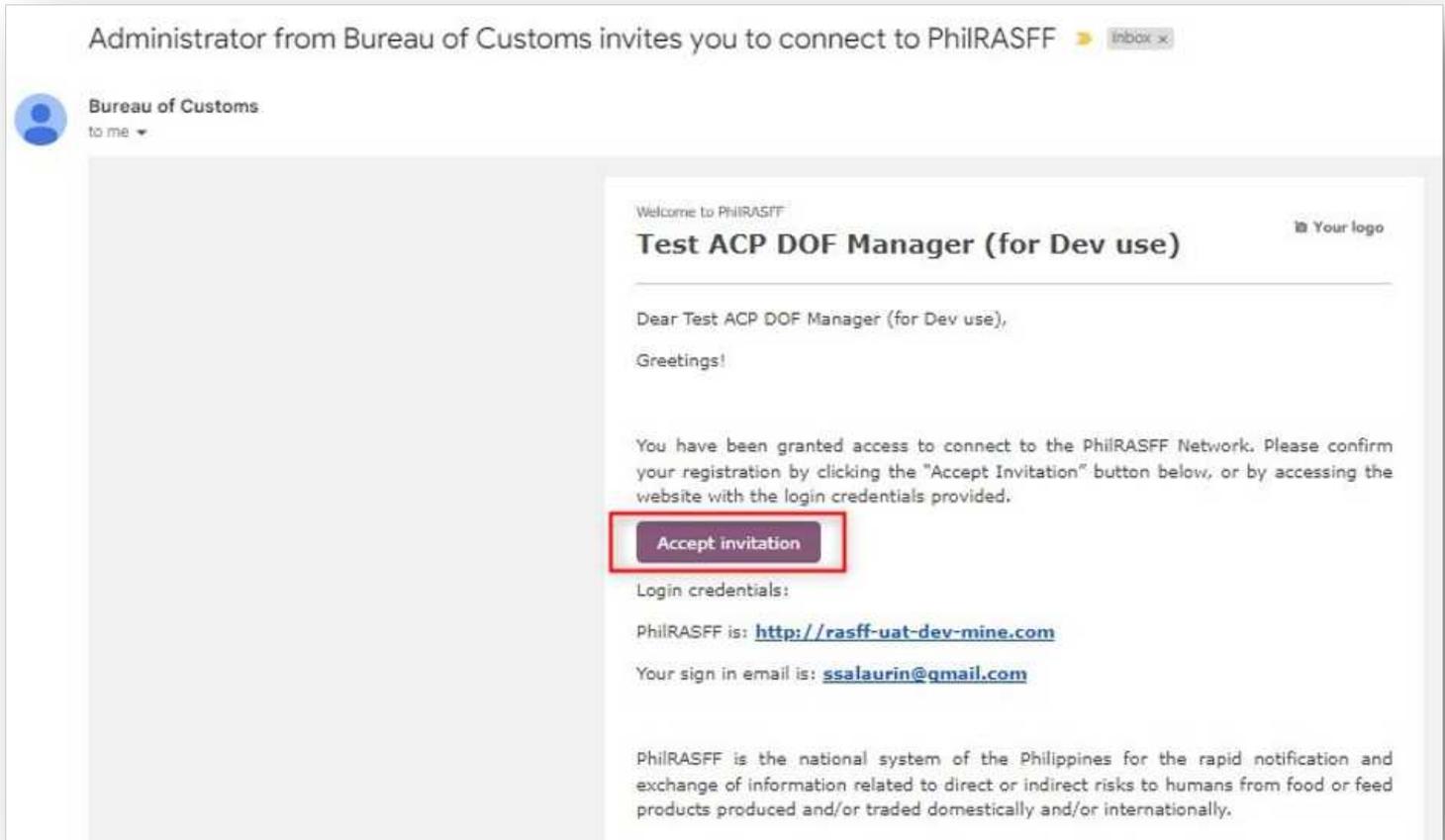


Figure 1.7. PhilRASFF Email Invitation

- 2 Nominate password.

- Should not continue when password requirements are not followed.

Your Email

Your Name
Password 
Confirm Password 

Password must contain the following:

- ✔ Has Lowercase letters
- ✔ Minimum of 2 Capital Letters(uppercase)
- ✔ Minimum of 1 Special Character
- ✔ Minimum of 2 Numbers
- ✔ No White Spaces
- ✔ Minimum of 8 Letters

Confirm

Figure 1.8. PhilRASFF Nominate Password

3 Click Confirm button to save.

Your Email

Your Name

Password

Confirm Password

Password must contain the following:

- ✘ Has Lowercase letters
- ✘ Minimum of 2 Capital Letters(uppercase)
- ✘ Minimum of 1 Special Character
- ✘ Minimum of 2 Numbers
- ✔ No White Spaces
- ✘ Minimum of 8 Letters

Confirm

Figure 1.9. PhilRASFF Nominate Password Error

3 Click Confirm button to save.

User Login

PhilRASFF is accessible only to duly designated and authorized officers and officials by respective FSRAs. The contact points will be given an access to the website providing them with their username and password which can later be changed if desired. Once successfully logged in, the contact points can now access full information of notification.

Users can also work with the different functions such as creation of notification, verification, and submission of notifications, among others. It must be emphasized, however, that not all contact points of PhilRASFF will have access to all functions on the website as there will be functions which can only be accessed depending on the contact point hierarchy (e.g. Agency Contact Point as user or manager, Department Contact Point, Support Agency Contact Point, National Contact Point).

1 Click on the Sign in button located on the top right part of the page

Email: User will enter the registered email address

Password: User will enter the registered password

Welcome to the Philippine Rapid Alert System for Food and Feed!

Email

Email

Password

Password

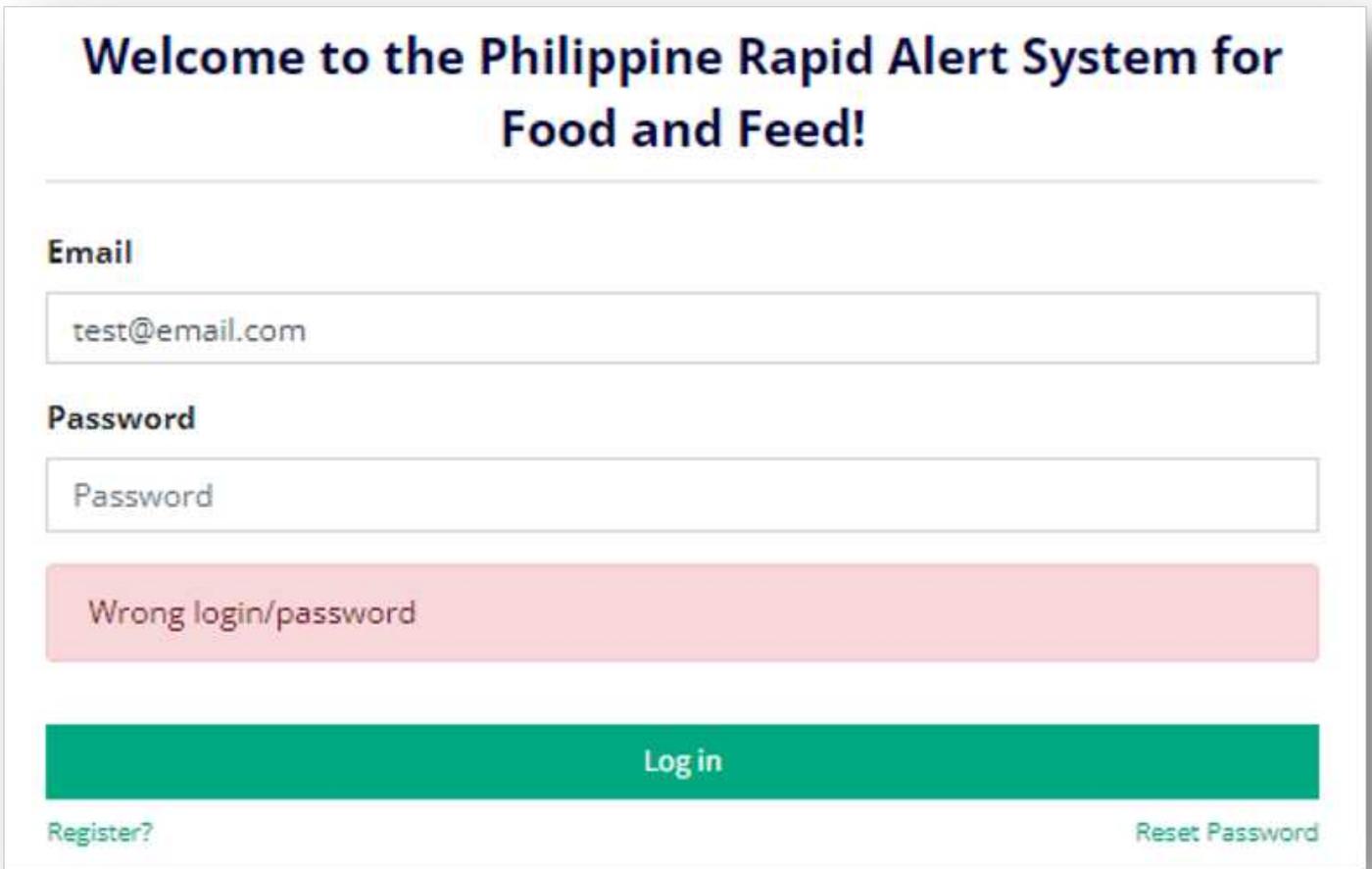
Log in

[Register?](#) [Reset Password](#)

Figure 1.10. PhilRASFF Login Display

2 Click on Log in button.

- A warning message will be prompted when there is an error on the log in process. It is advised to retype the username and password.



The screenshot displays the login interface for the Philippine Rapid Alert System for Food and Feed. At the top, the title reads "Welcome to the Philippine Rapid Alert System for Food and Feed!". Below the title, there are two input fields: "Email" containing "test@email.com" and "Password" containing "Password". A prominent red error message, "Wrong login/password", is displayed below the password field. At the bottom of the form, there is a green "Log in" button, a "Register?" link on the left, and a "Reset Password" link on the right.

Figure 1.11. PhilRASFF Login Error Message

User Dashboard

Once successfully logged in, the user can now work on the system. All users will have access on the Dashboard page which contains a menu bar where all functions are displayed.

However, not all users have access to all the functions displayed in the menu bar as there will be functions which can only be accessed based on the privilege assigned to him/her by the National Contact Point. Useful links and information of the 10 recent notifications are also displayed on the user's main page.

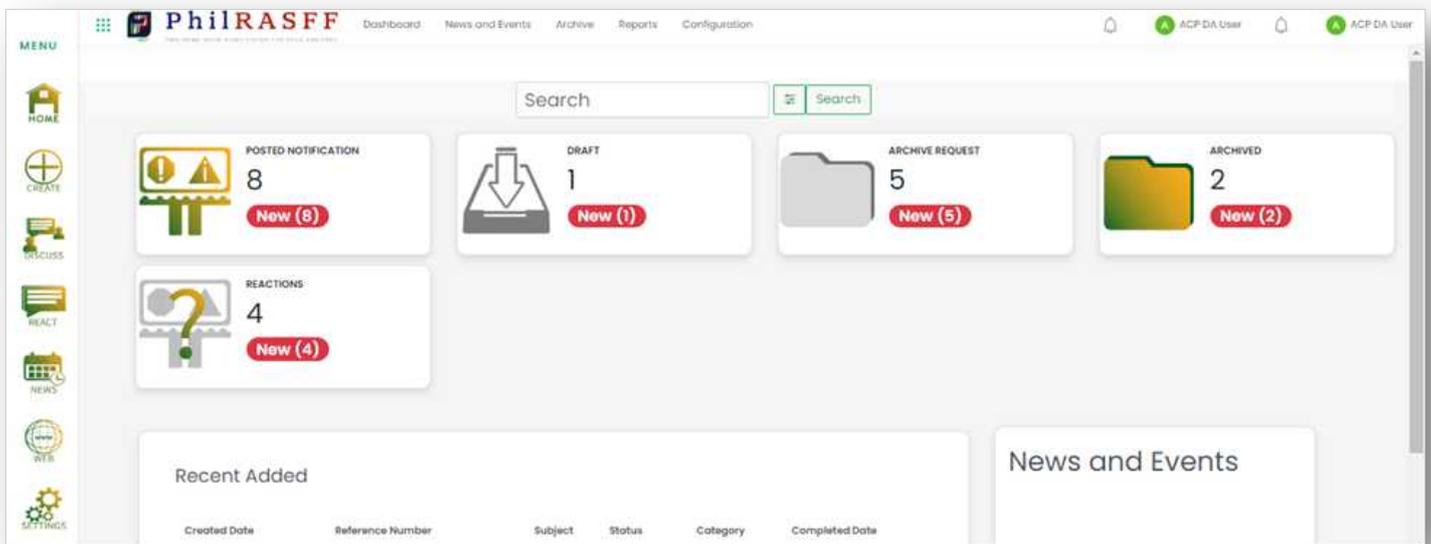


Figure 1.12. PhilRASFF User Dashboard



PhiRASFF v2.0

**Chapter 2:
Creating of Notifications**



Creating a New Notification

Creation of a Notification are assigned to all Agency Contact Point (ACP) Users.

- 1 Click on the “Create Notification” menu located on the sidebar. The user will be directed to another page.

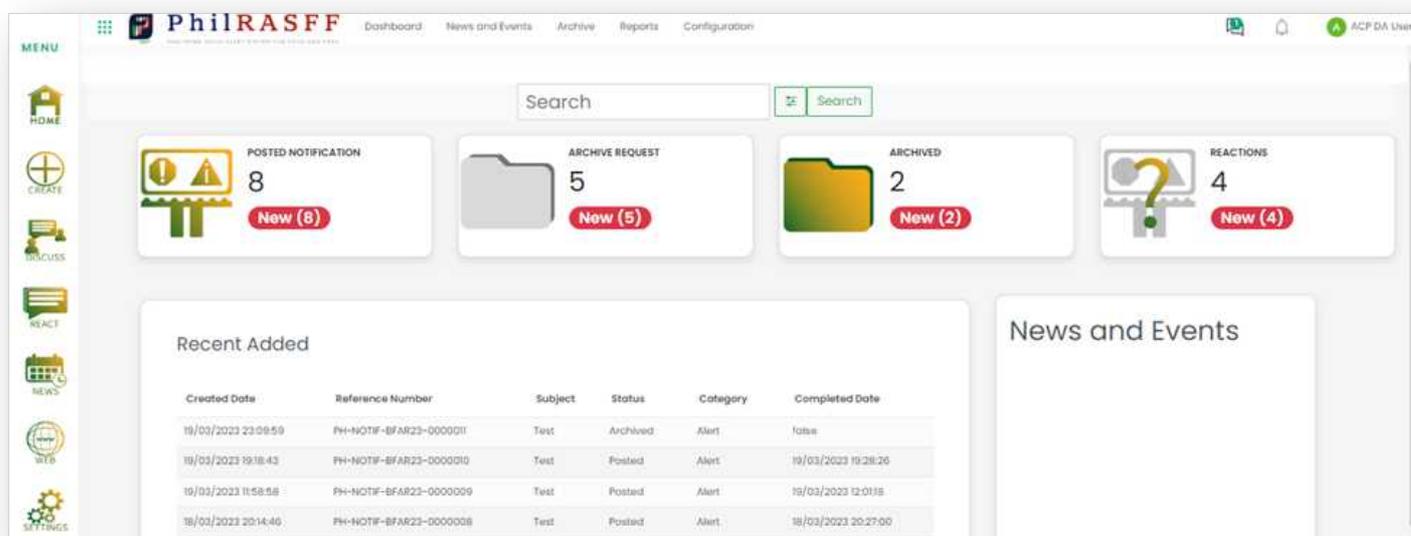


Figure 2.1. ACP User's Dashboard

- 2 Click on the “Create” button. The notification form will then load.



Figure 2.2. Create Notification

Upon clicking on the “Create” button, the notification page will be prompted and a temporary reference number (e.g., TMP_PHRASFF23-0000001, where TMP means “Temporary”; PH = Philippines; RASFF = Rapid Alert System for Food and Feed; 23 = 2023 or the year 2023 when the notification is created; 0000001 –notification in serial number) will automatically be generated which will be used on the different steps of creating a notification until the whole process is complete. In creating notifications, the user has to fill out all the mandatory fields needed before proceeding to the next process.

The screenshot shows the 'Notification / New' form in the PhilRASFF system. The form is currently in 'Draft' status. The Reference Number field is populated with 'TMP_PHRASFF23-0000041'. The Date Filed and Date Submitted fields are empty. The Notification Category dropdown is set to 'Information', and the Source of Notification dropdown is set to 'Local'. At the top right, there are 'Save' and 'Discard' buttons. The form is part of a navigation menu that includes 'Draft', 'Filed', 'Ongoing Verification', 'Submitted', 'Ongoing Submission', and 'Posted'.

Figure 2.3. Notification Form

Reference Number	Temporary Reference Number before posting.
Date Filed	The date on which the notification was filed by the ACP User.
Date Submitted	The date on which the notification was submitted by the ACP Manager.
Notification Category	Category of the notification, either Information or Alert. (Note: This will also be determined via the Decision Matrix later on)
Source of Notification	Source of notification whether Local or Foreign.

9 categories of information that need to be filled out to create a complete notification:

- 1 **General Information** – Fills up all the General Information needed such as the Commodity Type, Internal Reference, Border Post In, Subject, Control Type, Notifying Country, Current Department/Organization, Department, and Notification Date.

Figure 2.4. General Information

Fill in all the required information on the blank boxes especially those with asterisk (*) sign. The process will not continue if those mandatory fields were not properly filled in.

- 2 **Product Information** – Collects the product’s detailed information such as the Product Name, Product Category, Brand Name, Country of Origin, Unit/Net/Weight/Volume and the Total Net Weight. It also allows you to add individual lot information, if necessary. Just click on the “Add a line” button under the Lot/Batch Details section – Lot Number, Batch Number, Open Date Marking, etc. The User can also upload a picture of the product if desired.

Figure 2.5. Product Information

Note: that value entered/selected in the Unit/Net Weight/Volume field under Product section will automatically be the value in the Weight/Volume and Unit Measure fields under the Lot/Batch Details section.

- 3** Hazard Information - Collects detailed information about the hazards identified in the product/s contains Lot Number, Hazard Category, Hazard Found and Results of the Tests conducted. The user may add more than one hazard information, if necessary, by clicking the “Add a line” button.

The screenshot shows a form titled "Hazards" with a table. The table has five columns: "Lot Number", "Hazard Category", "Hazard Found", "Specify", and "Result of the Tests". Below the table is an "Add a line" button.

Figure 2.6. Hazard Information

If the hazard category is not in the dropdown list, the user will have to select “Others (please specify)” then the user will have to specify the hazard category that other in the “Specify” field.

- 4** Sample - Collects information on the sample and sampling of the product during inspection and asks to where and when was the product collected for analysis of its hazard. Also, the system can record multiple sampling information by simply clicking the “Add a line” button and filling out the needed information.

The screenshot shows a form titled "Sample" with several input fields and a table. The fields include "Sampling Date", "Sampling Place", and "Number of Lot Sampled". The table has four columns: "Lot Number", "Numb...", "Numb...", and "Sample ID". Below the table is an "Add a line" button, which is highlighted with a red box.

Figure 2.7. Sample Information

- 5 **Analyses** – Collects detailed information on the analysis conducted such as Sampling Method, Analytical Method, Laboratory Name, and Counter Analysis. The system also allows the user to attach documents of the Analytical Report and/or the Counter Analysis by clicking “Attach Analytical Report” button.

Analyses

Sampling Method

Laboratory Name

Analytical Method

Method

Add a line

Counter Analysis

Attach Analytical Report

Figure 2.8. Analyses Information

- 6** Outcome of Investigation and Measure Adopted – Collects information on the distribution status, voluntary measures, compulsory measures, public recall info, persons affected, legislation in breach, scope, maximum permitted level, attach measures taken document, name and address of transport company taken by the private sector or mandatorily by the concerned authority to minimize risks related to the products in question or prevent them from reaching the consumers. User may also add attachments by clicking the “Attach Measures Taken Document” button.

Figure 2.9. Outcome of Investigation and Measure Adopted Information

Note: In the Scope field selection, if a user selected “National”, the system will automatically hide the Origin section. While, if a user selected “International”, the system will display the said section to be filled out.

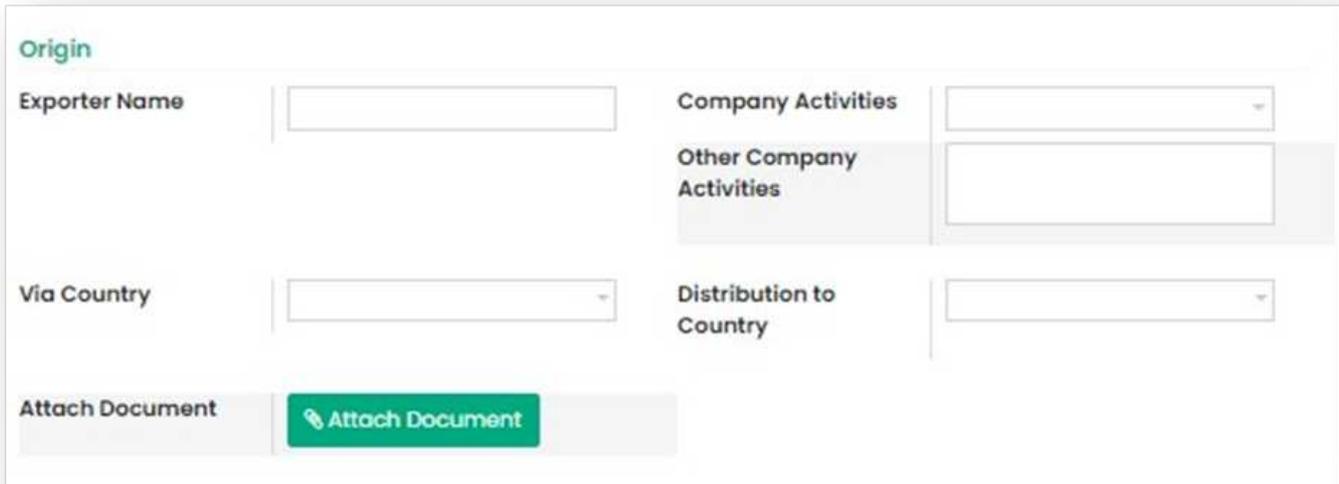
- 7** Identification of the Consignment/Lot(s) – Collects information of the product to be delivered such as Country of Dispatch, COA Number, COA Date, OED Number, Importer Name, Importer Address, Means of Transport, Means of Transport, Country of Destination, Container Number, etc.

Figure 2.10. Identification of the Consignment/Lot(s) Information

- 8 Other Information – Collects other information relevant to the understanding of the food or feed case, including commercially sensitive that should not be disclosed for other than PhilRASFF contact points.

Figure 2.11. Other Information

- 9 Origin – Collects information on the country of origin of the product, the activity of the company, the distribution status, the product consignment, and the activity of the consignee. The transportation route may also be documented through the functions of the fields Via Country and Distribution Country.



The screenshot shows a form titled "Origin" with the following fields and controls:

- Exporter Name:** A text input field.
- Company Activities:** A dropdown menu.
- Other Company Activities:** A text input field.
- Via Country:** A dropdown menu.
- Distribution to Country:** A dropdown menu.
- Attach Document:** A button with a paperclip icon and the text "Attach Document".

Figure 2.12. Origin Information

- 10 Contact Point Information – Collects information of the contact address of the Agency Contact Point User where the notification is created. This will be automatically be filled by the system based on the current user logged in.

Decision Matrix

(Predefined Criteria (based on flowchart))

Notification Category: Alert

Condition #1 (Serious case):

QUESTIONS	ANSWERS
Serious case?	Yes
Foreign Distribution?	Yes

Note: No need to answer other following questions.

Notification Category: Alert

Condition #1 (Serious case):

QUESTIONS	ANSWERS
Serious case?	Yes
Foreign Distribution?	No
Is the Product on Philippine Market?	Yes
Need coordination between FSRAs to remove it?	Yes

Note: No need to answer other following questions.

Notification Category: Information

Condition #1 (Serious case):

QUESTIONS	ANSWERS
Serious case?	Yes
Foreign Distribution?	Yes
Is the Product on Philippine Market	No

Note: No need to answer other following questions.

Notification Category: Information

Condition #1 (Non-serious case):

QUESTIONS	ANSWERS
Serious case?	No
Foreign Distribution?	Yes
Useful Information for Food/Feed Control?	Yes

Note: No need to answer other following questions.

Notification Category: Information

Condition #2 (Non-serious case):

QUESTIONS	ANSWERS
Serious case?	No
Foreign Distribution?	No
Is the Product on Philippine Market	Yes
Useful information for food/feed control by FSRAs?	Yes

Note: No need to answer other following questions.

Notification not required

Condition #1 (Non-serious case):

QUESTIONS	ANSWERS
Serious case?	No
Foreign Distribution?	No
Is the product on Philippine market?	No

Note: No need to answer other following questions.

Notification not required

Condition #2 (Non-serious case):

QUESTIONS	ANSWERS
Serious case?	No
Foreign Distribution?	No
Is the Product on Philippine Market	Yes
Useful information for food/feed control by FSRAs?	Yes

Note: No need to answer other following questions.

Answering Decision Matrix

Once the Notification form has been filled out, Decision Matrix questionnaire should also be answered.

- 1 In the Decision Matrix table, click on the blank space below "Answers", an arrow should appear. Select answer from the drop-down list.

The screenshot shows a table titled "Decision Matrix" with three columns: "Notification QA List", "Answer", and "Remarks". The rows contain the following questions:

Notification QA List	Answer	Remarks
Serious case?	Yes	
Foreign distribution?	Yes	Yes
Is the product on Philippine market?		
Need coordination between FSRA's to remove it?		
Useful information for Food/Feed control?		
Useful information for Food/Feed control by FSRA?		

A dropdown menu is open for the "Answer" column of the "Foreign distribution?" row, showing options: Yes, Yes, No.

Figure 2.13. Decision Matrix table

- 2 After answering questionnaire, Result of the Matrix will appear.

The screenshot shows the "Decision Matrix" table with the following answers:

Notification QA List	Answer	Remarks
Serious case?	No	
Foreign distribution?	No	
Is the product on Philippine market?	Yes	
Need coordination between FSRA's to remove it?		
Useful information for Food/Feed control?		
Useful information for Food/Feed control by FSRA?	Yes	

Below the table, the result is displayed: "Result of the Matrix is completed and the recommendation for this notification is: **Information** Proceed".

- Current Category is: Alert
- Will Change to: **Information**

You can manually set the Notification Category by selecting the recommended decision.

At the bottom, there are two buttons: "Proceed" (green) and "Reset Decision Info" (red).

Figure 2.14. Decision Matrix recommendation

- 3 The system will inform the user of a recommendation for the notification.
- 4 The user can either click the "Proceed" button or manually change the notification category by choosing from the selection at the top of the form.
- 5 Click the "Proceed" button to automatically update the notification category.



Reference Number
TMP_PHRASFF23-0000150

Date Filed

Date Submitted

Notification Category
Alert

Source of Notification
Local

Figure 2.15. Notification Category

(Notification Category will be changed upon clicking on the "proceed" button)

- 6 User can now click on the “Save” button to proceed with filing the notification.

Notification / New

Save Discard

Draft Filed Ongoing Verification Submitted Ongoing Submission Posted

Useful information for Food/Food control by FSRA?

Result of the Matrix is completed and the recommendation for this notification is: **Alert** Proceed

- Current Category is: Information
- Will Change to: **Alert**

You can manually set the Notification Category by selecting the recommended decision.

Proceed Reset Decision Info

Figure 2.16. Save Notification

- 7 User can now click on the “Save” button to proceed with filing the notification.

- 8 User may click on the “Reset Decision Info” button if the user wants to clear the Decision Matrix questionnaire.

Note: If the answers are equal to the pre-defined criteria for Notification Category “Not required”, notification will not proceed in escalation (Verification and Submission process). Thus, even the ACP User clicked on the “File” button, it will not proceed. The Notification recommended as “Not required” will be save as Draft only (with TMP reference number).

Edit Notification

User is allowed to edit information when it is still in Draft status.

- 1 Click on the “Edit” button located at the same page of the notification.

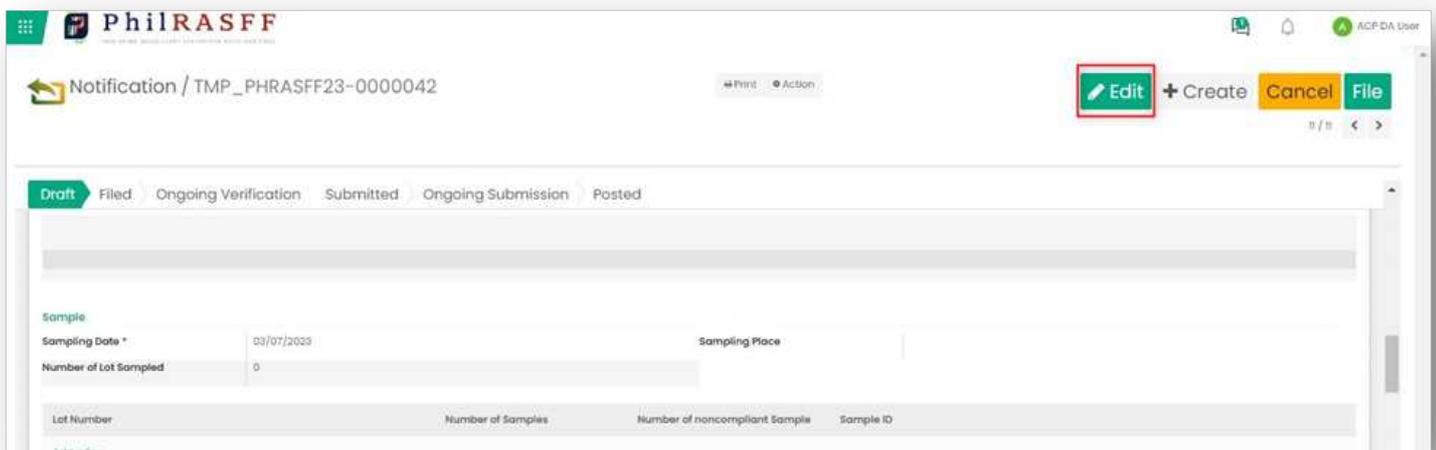


Figure 2.17.Edit Draft Notification

2 Click on the “Save” button.

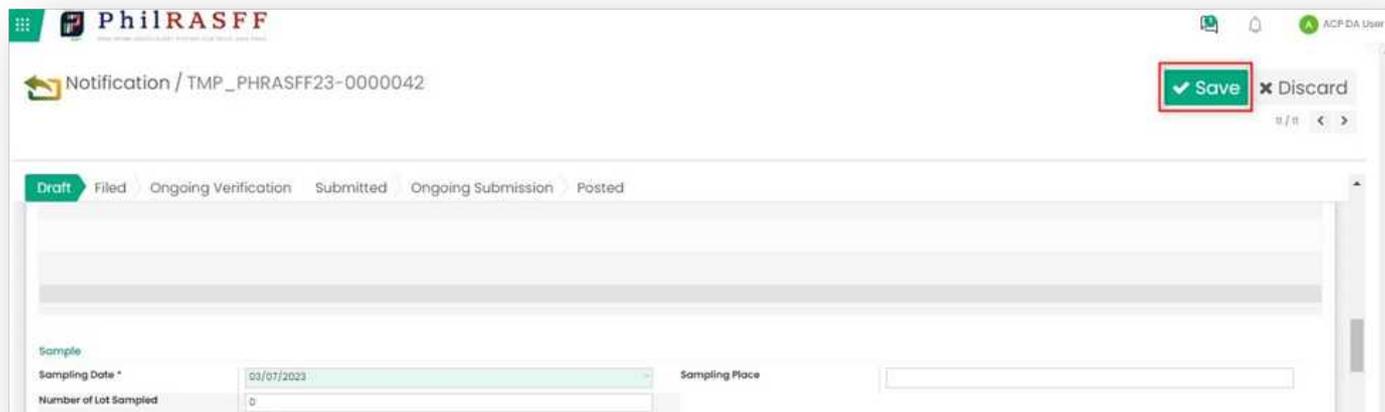


Figure 2.18. Save Edited Notification

ADD LOG NOTES

Log Notes is a field in the notification form that can be used to record additional information not in the form.

- 1 Scroll to the bottom of the page to find Activity Log section. From there, click on the Log note tab to add notes or addition information.



Figure 2.19. Add Log Note/s

- 2 Click on the paper clip icon  to add attachment.
- 3 Click on the  **Following** icon to Follow or Unfollow notes/notification (whether to receive to not to receive notification – on bell icon).
- 4 Click on the  icon to see followers of the notes/notification.
- 5 Click on the paper clip icon  to add attachment.
- 6 Click on the paper clip icon  to add attachment.

SCHEDULE ACTIVITY

A kind of template with which a user can assign tasks of a certain type to another user/s and schedule them.

- 1 Scroll to the bottom of the page to find Activity Log section. From there, click on the Schedule Activity tab to add activity. Schedule Activity form will appear.

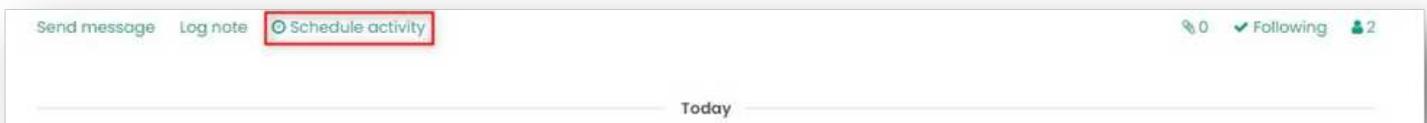


Figure 2.20. Add Log Note/s

The screenshot shows a 'Schedule Activity' form with the following fields and options:

- Activity Type ***: A dropdown menu with 'To Do' selected.
- Due Date ***: A date picker showing '03/25/2023'.
- Summary**: A text input field containing 'e.g. Discuss proposal'.
- Assigned to ***: A dropdown menu with 'ACP DA User' selected and an external link icon.
- Log a note...**: A large text area for additional notes.
- Buttons**: 'Schedule' (highlighted in green), 'Mark as Done', 'Done & Schedule Next', and 'Discard'.

Figure 2.21. Schedule Activity form

- 2 Select on the **Activity Type** field whether the activity is a To Do, Call, Meeting, Email or Uploaded Document.
- 3 Enter information in **Summary** field.
- 4 Select date on the **Due Date** field.
- 5 Select **Contact Point Type** in the **Assigned to** field.
- 6 On the blank box, enter a note or information for the scheduled activity.
- 7 Click on **Schedule** button to save.
- 8 Click on **Mark as Done** to mark the activity as Done.
- 9 Click on the **Done & Schedule Next** button to save and create another activity.
- 10 Click on **Discard** button to cancel creation of scheduled activity.

CHAT / SEND MESSAGES

Used to send a message to another Contact Point who has access to the notification.

- 1 Scroll to the bottom of the page to find Activity Log section. From there, click on the Send message tab to send message to another Contact Point.



Figure 2.22. Send Message

- 2 Enter message on the white blank space.
- 3 Click on the 😊 icon to add emoticon/s on the message.
- 4 Click on the paper clip icon 📎 to add attachment.
- 5 Click on Send button to send message to the Contact Point.

SEARCH NOTIFICATION

All Contact Points have access on this function.

- 1 To search a notification, simply type in the reference number of a notification on the search bar then click on the Search button.

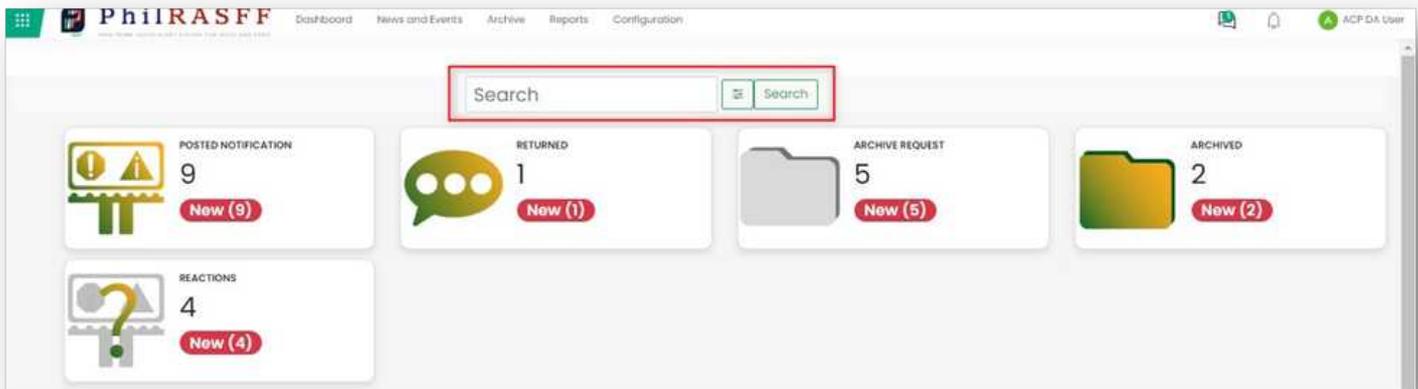


Figure 2.23. Search Bar function

- 2 To search by a specific information (e.g., date, notifying country, notification category, etc.) click on the Settings icon beside the search bar. Other fields will appear.

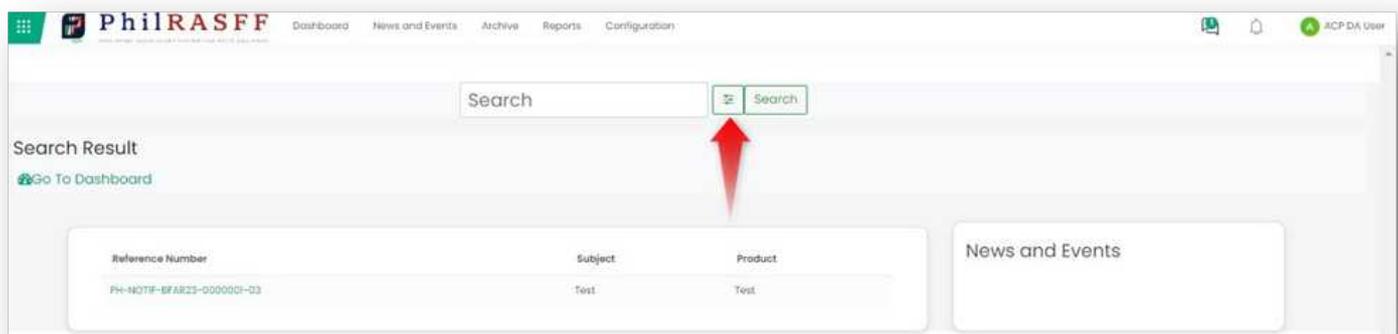
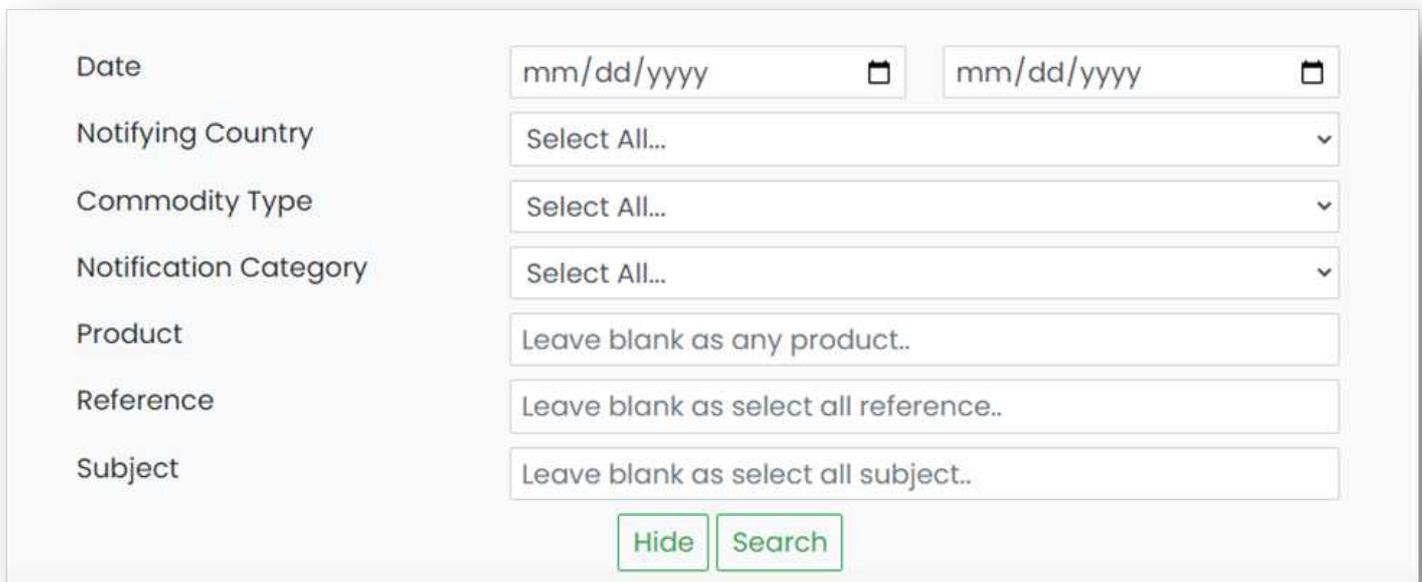


Figure 2.24. Search Bar Settings

- 3 To search by date, simply select a date on the Date field.
 - Date Range value for Notification is equal to "Notification Date"
 - Date Range value for Reaction is equal to "Creation Date"
- 4 To search by notifying country, simply select the country on the Notifying Country field.

- 5 To search by commodity type, select a commodity on the Commodity Type field.
- 6 To search by notification category, select the notification category on the Notification Category field.
- 7 To search by product, type in product name on the Product field.
- 8 To search by Reference number, type in the reference number on the Reference field.
- 9 To search by subject, type in the subject on the Subject field.



The screenshot displays a search bar interface with the following fields and controls:

- Date:** Two date input fields, each containing the placeholder text "mm/dd/yyyy" and a calendar icon.
- Notifying Country:** A dropdown menu with the text "Select All..." and a downward arrow.
- Commodity Type:** A dropdown menu with the text "Select All..." and a downward arrow.
- Notification Category:** A dropdown menu with the text "Select All..." and a downward arrow.
- Product:** A text input field containing the placeholder text "Leave blank as any product..".
- Reference:** A text input field containing the placeholder text "Leave blank as select all reference..".
- Subject:** A text input field containing the placeholder text "Leave blank as select all subject..".
- Buttons:** Two buttons labeled "Hide" and "Search" are positioned at the bottom center of the search bar.

Figure 2.25. Search Bar fields

- 10 Click on Hide button to hide fields.
- 11 Click on Search button to search information.

CREATING NEWS AND EVENTS

ACP Users, ACP Managers, DCPs, SACPs and NCPs are allowed to create News and Events in the system as long as they have “Common Privileges” access rights.

- 1 Click on News and Events button located at the sidebar. User will be directed to the News and Events list view.

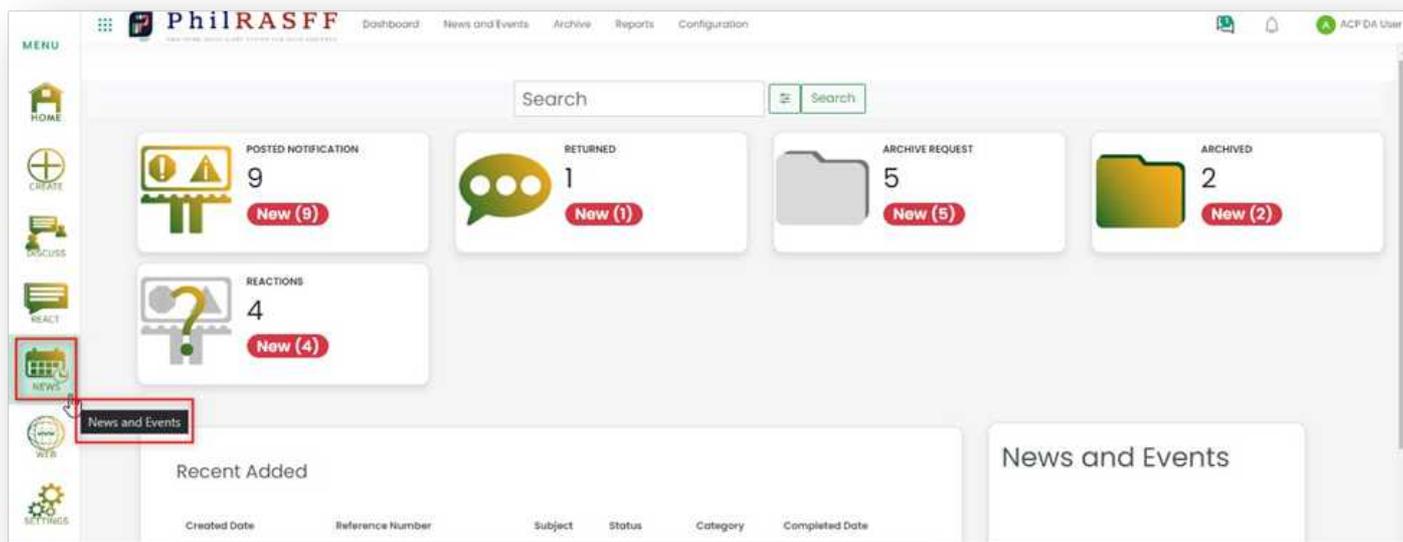


Figure 2.26. News and Events Module (ACP)

- 2 Click on Create button.

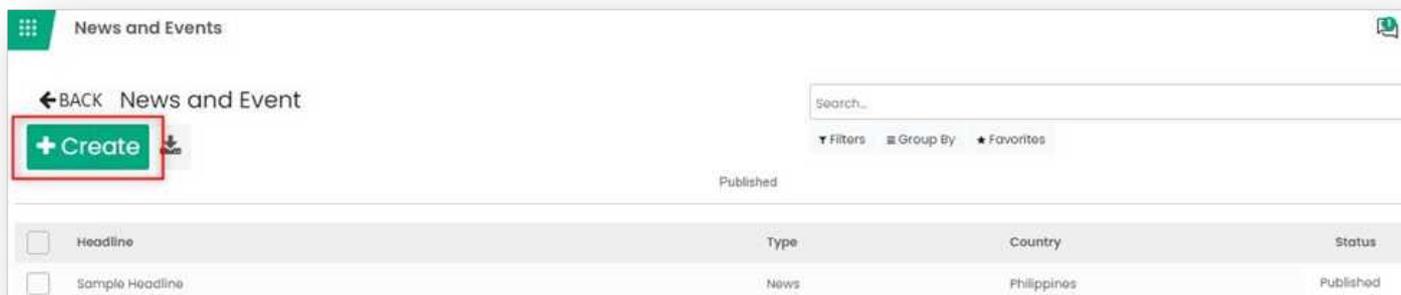


Figure 2.27. News and Events Creation

3 Fill in the fields with necessary information.

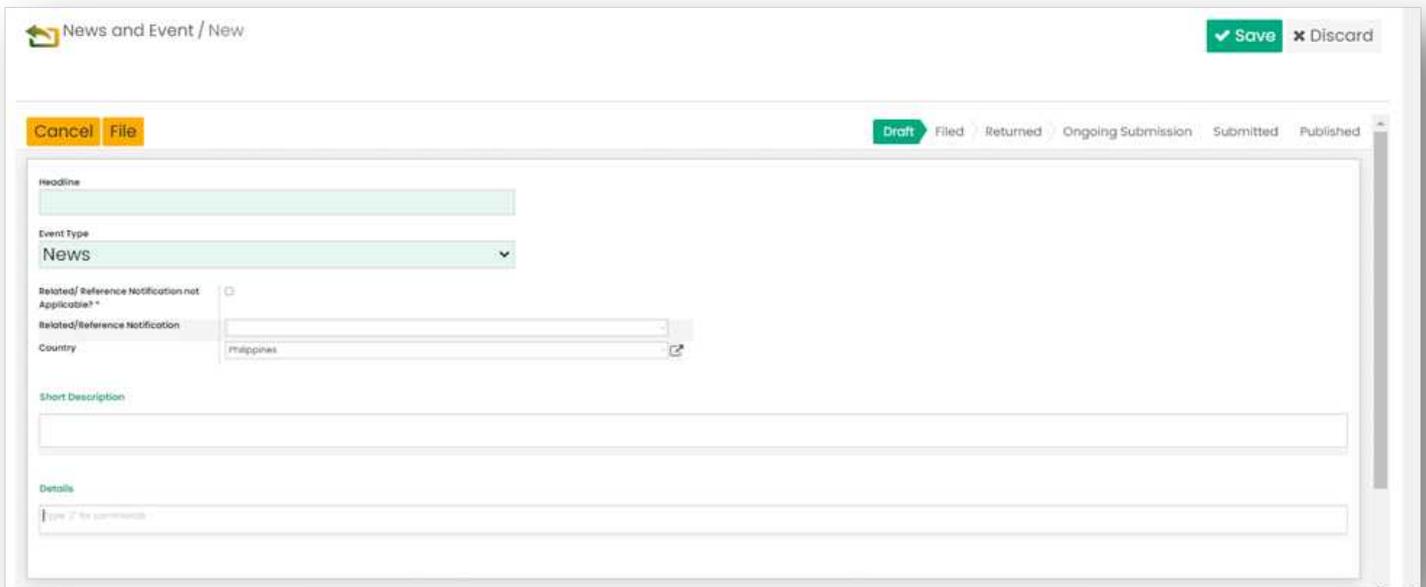
The screenshot shows a web form titled "News and Event / New". At the top right, there are "Save" and "Discard" buttons. Below the title bar, there are "Cancel" and "File" buttons on the left, and a status bar with "Draft", "Filed", "Returned", "Ongoing Submission", "Submitted", and "Published" on the right. The form fields include: "Headline" (text input), "Event Type" (dropdown menu with "News" selected), "Related/Reference Notification not applicable?" (checkbox), "Related/Reference Notification" (text input), "Country" (text input with "Philippines" and a search icon), "Short Description" (text area), and "Details" (text area with a "Show / for commands" link).

Figure 2.28. News and Events form

- a. **Headline** – Title of news and events
- b. **Event Type** – Type of event the user wants to create. Whether “News” or “Events”.
- c. **Related / Reference Notification not applicable? *** – A tick box where a user can tick if the news or event is related to a notification or not.
- d. **Related / Reference Notification** – Related notification with the created news or events. User can select multiple notifications.
- e. **Country** – Notifying country for the created news or events.
- f. **Short Description** – Short description for the created news or events.
- g. **Details** – User can simply insert text values in this field and can also utilize the basic html command function. Just type in “/” (forward slash) then list of commands will appear (see screenshots below).

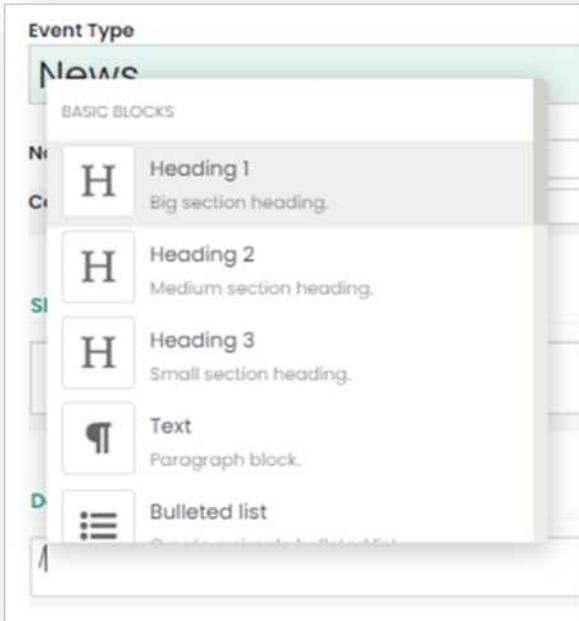


Fig. 2.29. Basic commands (pg. 1)

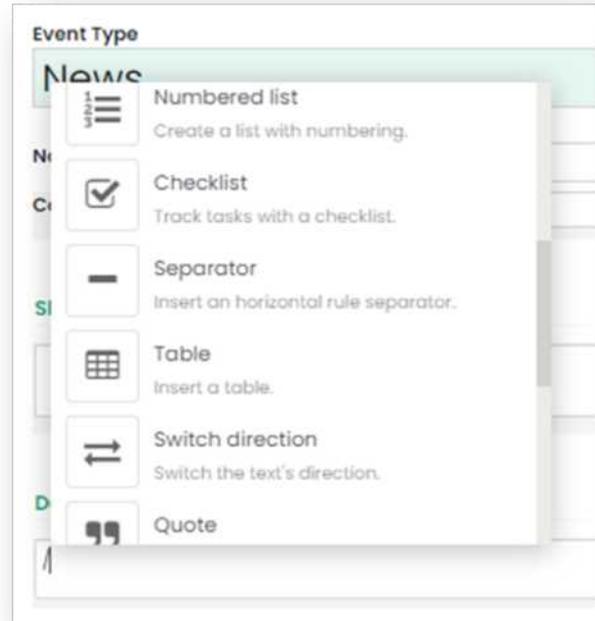


Fig. 2.30. Basic commands (pg. 2)

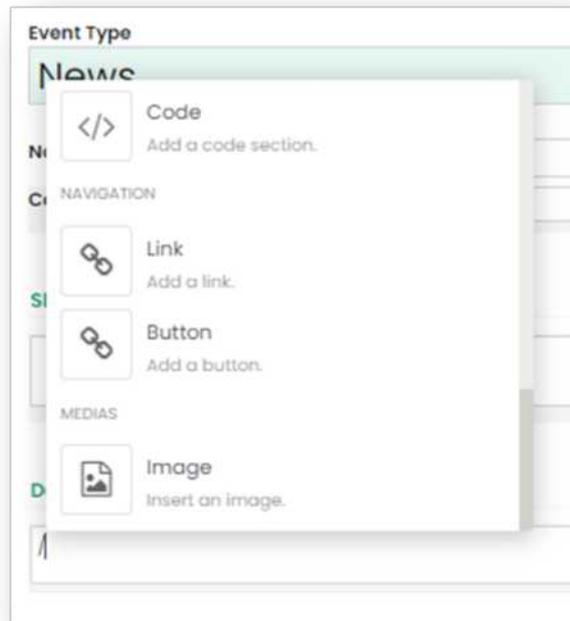


Fig. 2.31 Basic commands (pg. 3)

4 After filling in with information, click on Save button.

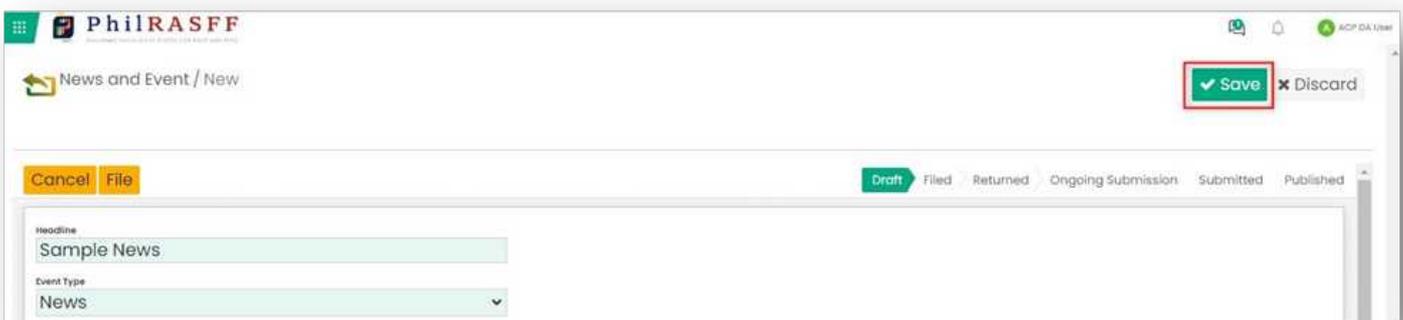


Fig. 2.32. Save News and Events

- 5 Click on File button to submit to the ACP Manager for verification.

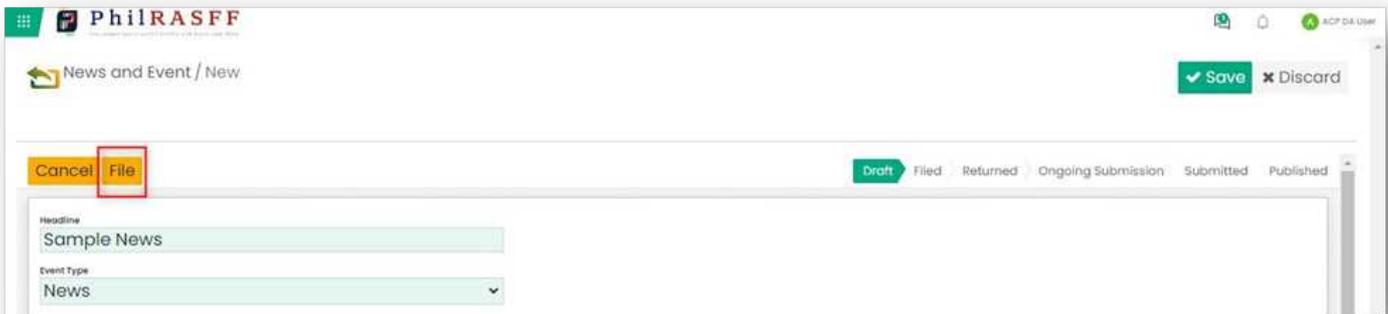


Fig. 2.33. File created News or Event

- 6 Created news or event status will be changed to Filed.

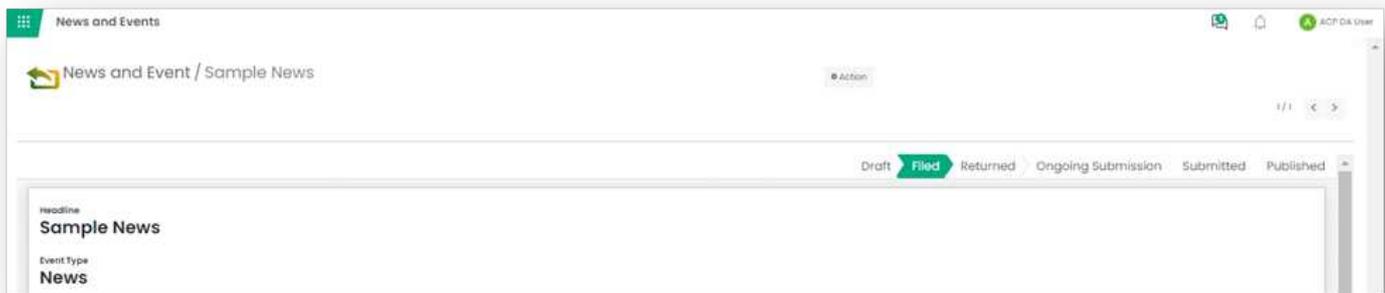


Fig. 2.34 Filed News or Event

Filed News or Event will now be sent to the ACP Managers for verification.



PhiRASFF v2.0

**Chapter 3:
Verification and Submission**



Verifying a Notification

- All notifications for verification are assigned to all Agency Contact Point (ACP) Managers.
- Managers can see the notifications escalated by the ACP Users in the Filed folder located on the Dashboard.

1 Click on the Filed folder to see all notifications for verification. Manager user should be directed to the Filed folder list view.

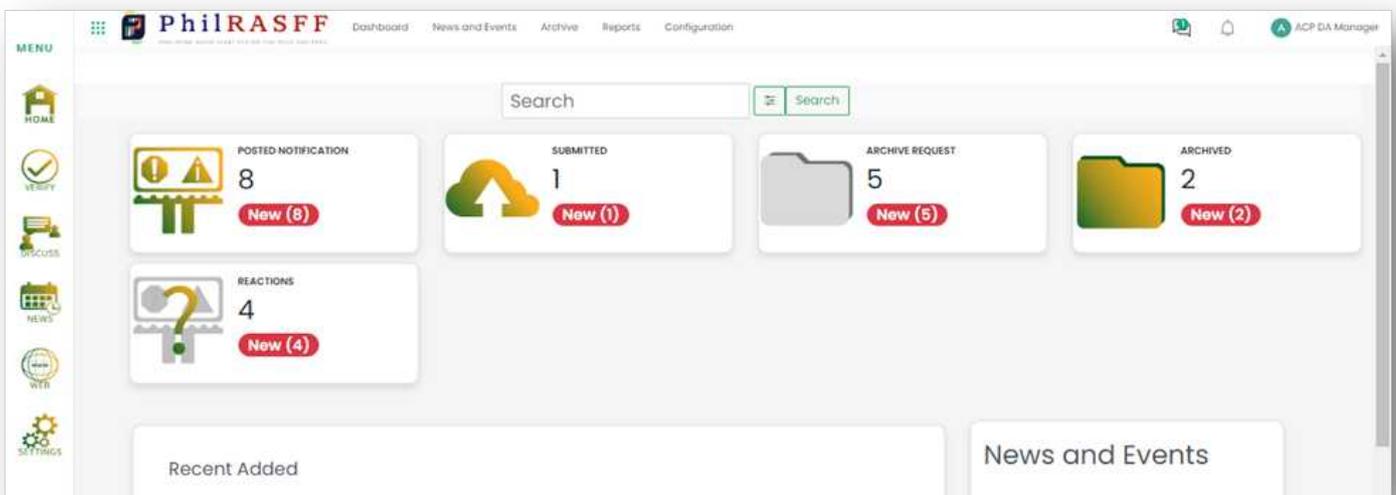


Figure 3.1. ACP Manager's Dashboard

2 To verify a notification, click on the "Verify Notification" button located at the sidebar menus.

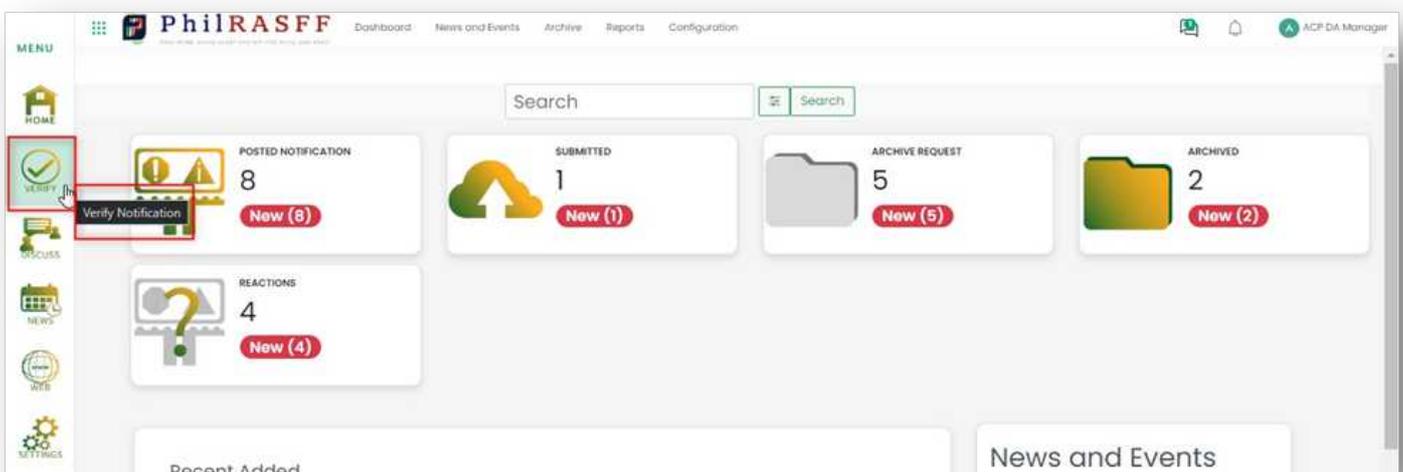


Figure 3.2. Verify a Notification

- 3 Manager will be directed to the Verify Notification's view list. Manager can select notification to verify.



Figure 3.3. Verify Notification List View

- 4 Click "Accept Verification" button

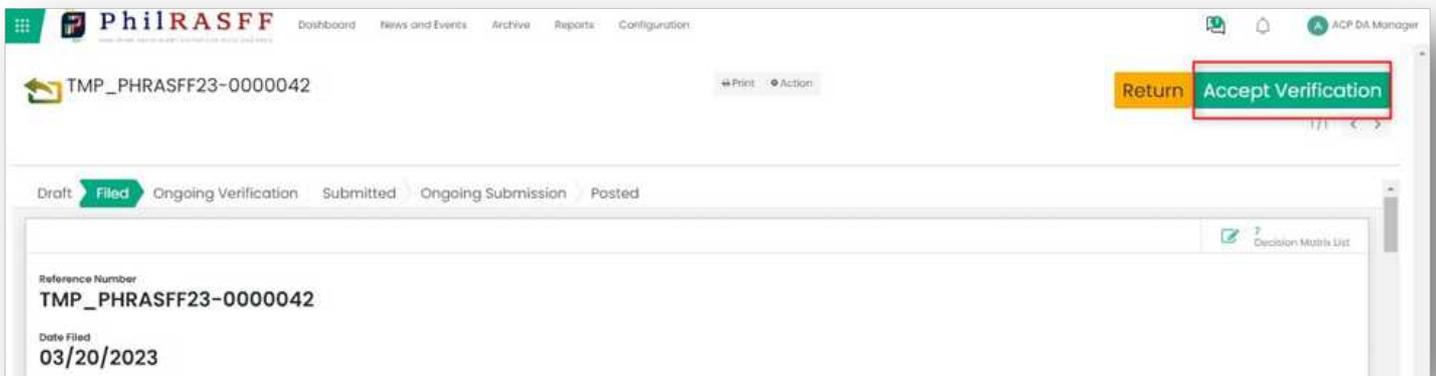


Figure 3.4. Accepting Verification

- 5 Click on "Proceed" button. A prompt will appear stating that the move status process of the notification has been successfully saved. Notification status will be moved to Ongoing Verification.



Figure 3.5. Move Status Prompt Message



Figure 3.6. Save Successful Prompt

- 6 Click on the “Verify and Submit” button to send the notification to National Contact Point User.

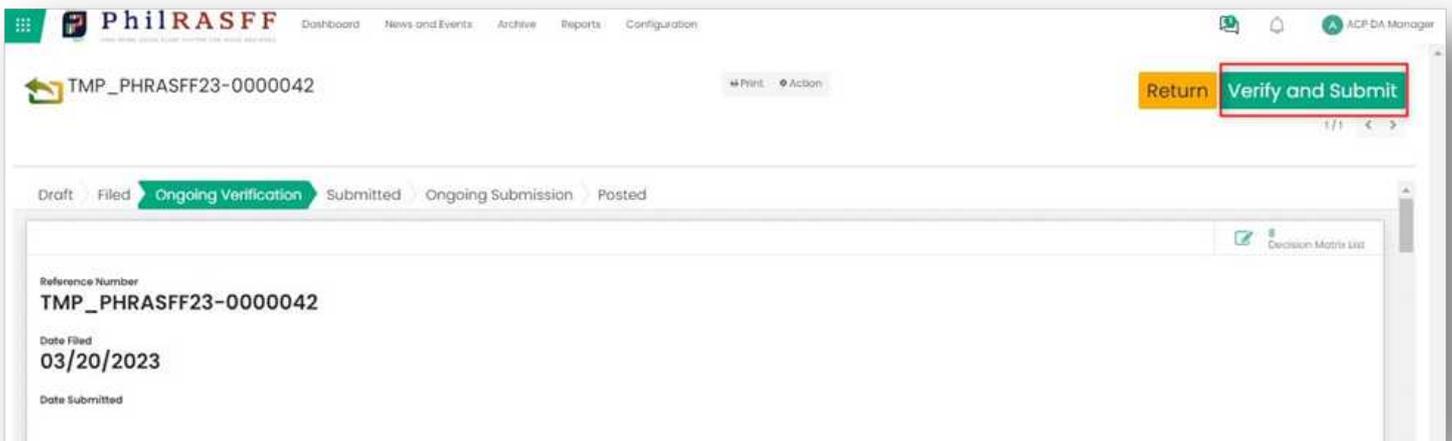


Figure 3.7. Verifying and Submitting a Notification

- 7 Click the “Proceed” button



Figure 3.8. Move Status Prompt

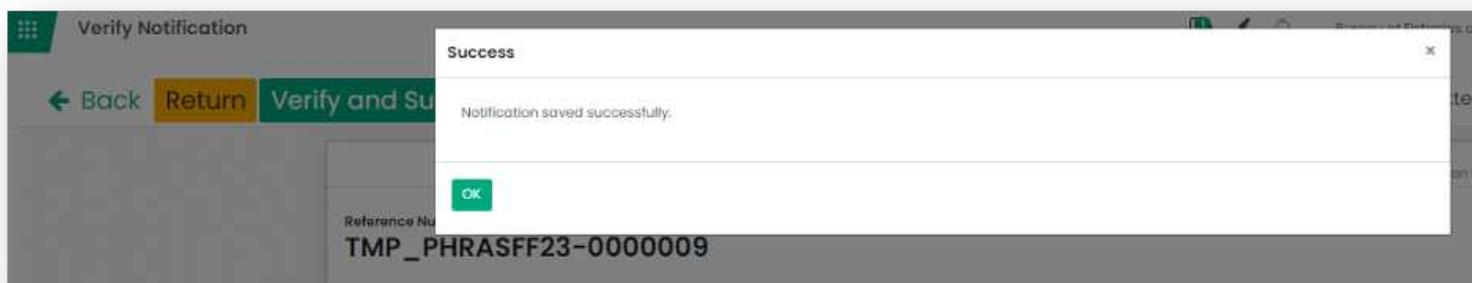


Figure 3.9. Save Successful Prompt

8 Notification status will be changed to “Submitted”.

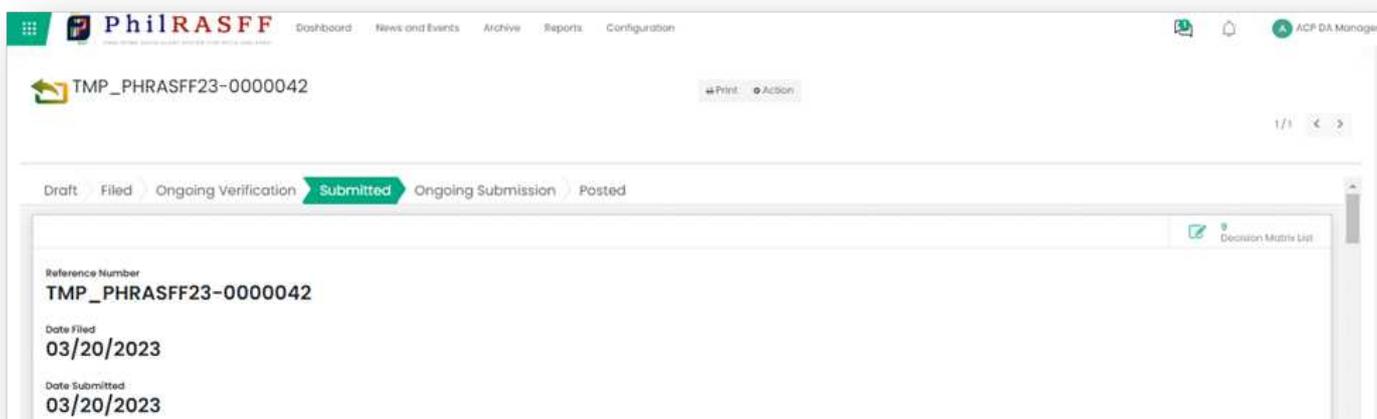


Figure 3.10. Notification Status

Return a Notification

1 Click the “Return” button

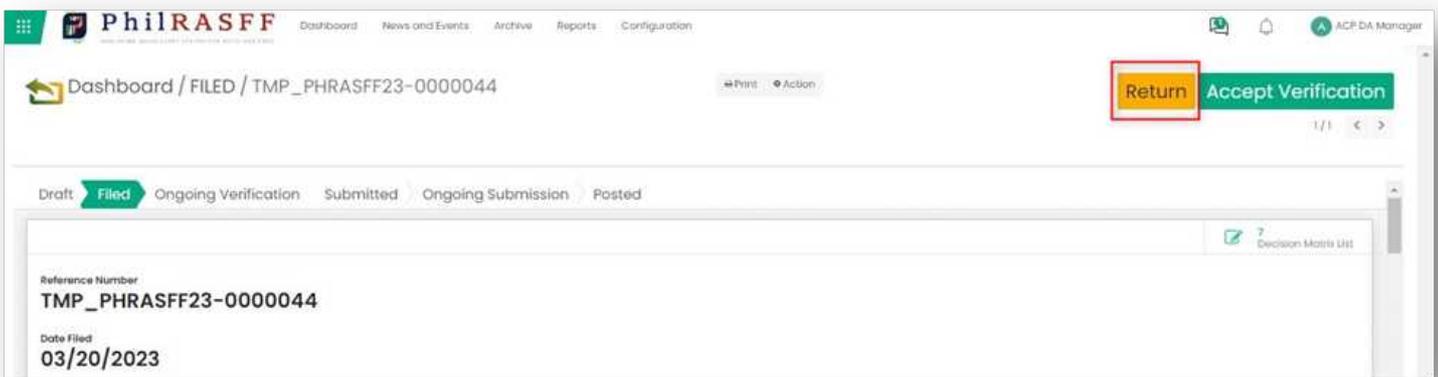


Figure 3.11. Return a Notification to ACP User

2 Enter return reason then click “Proceed” button.



Figure 3.12. Return Reason Prompt

3 Changes will be saved after clicking the “Proceed” button. Returned Notification will now appear in ACP User’s “Returned” folder in Dashboard.

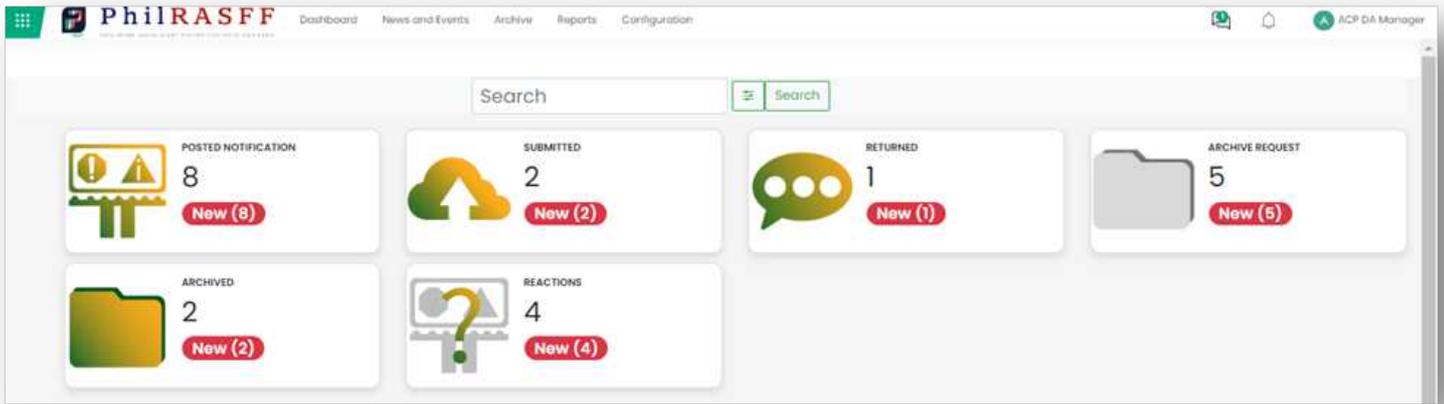


Figure 3.13. User's Dashboard/Returned Folder

The screenshot shows the 'RETURNED' folder view in the ACP User's Dashboard. It includes a search bar, a download icon, and a table with columns for Reference Number, Subject, Reactor's Name, Organization, Return Datetime, and Active status. There are two rows of data in the table.

Reference Number	Subject	Reactor's Name	Organization	Return Datetime	Active
<input type="checkbox"/> TMP_PHRASFF23-0000005	Test		Bureau of Fisheries and Aquatic Resources (BFAR)	02/18/2023 02:40:23	<input type="checkbox"/> File
<input type="checkbox"/> TMP_PHRASFF23-0000011	Test		Bureau of Fisheries and Aquatic Resources (BFAR)	02/18/2023 04:30:51	<input type="checkbox"/> File

Figure 3.14. ACP User's Dashboard/Returned Folder List View

4

Email notifications will be sent to the ACP User.

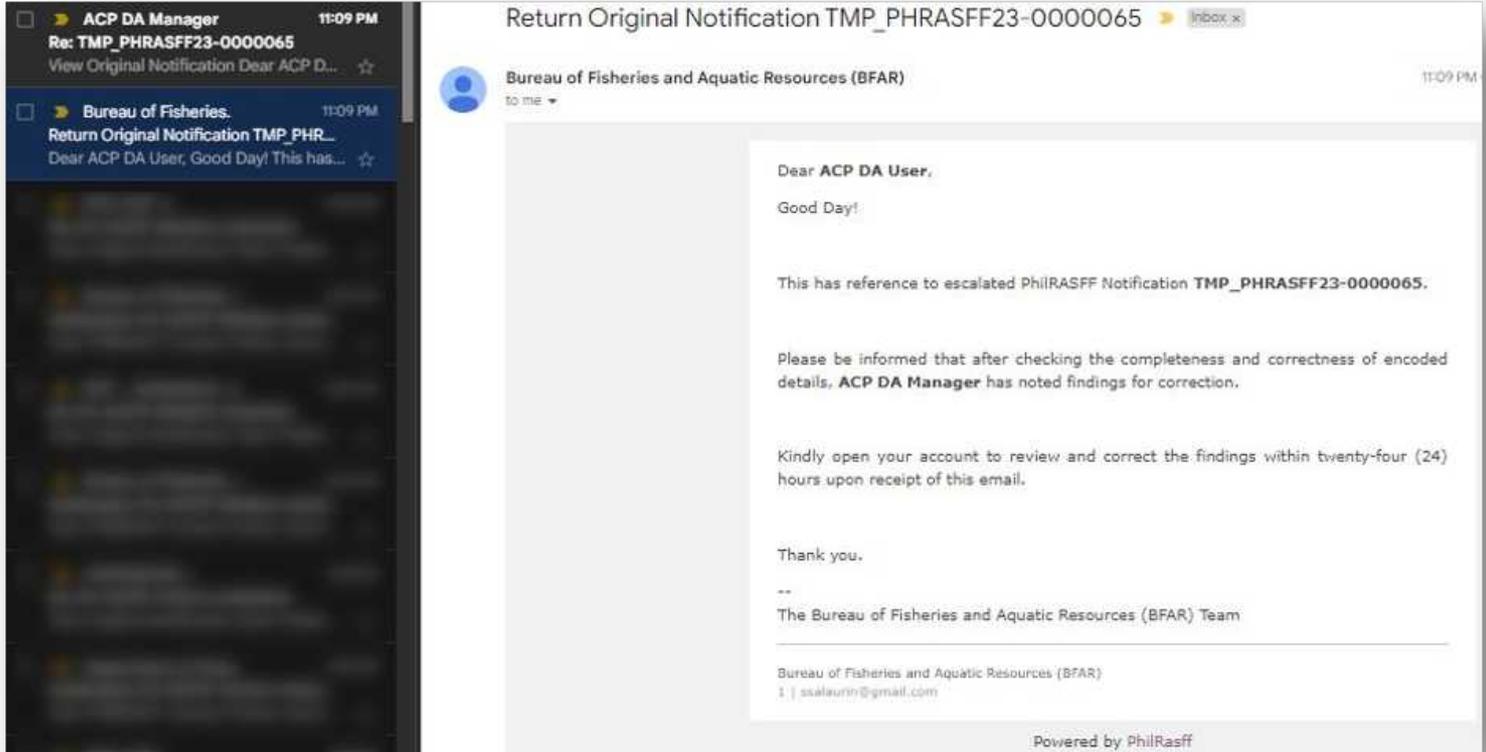


Figure 3.15. Return Email Notification from the System

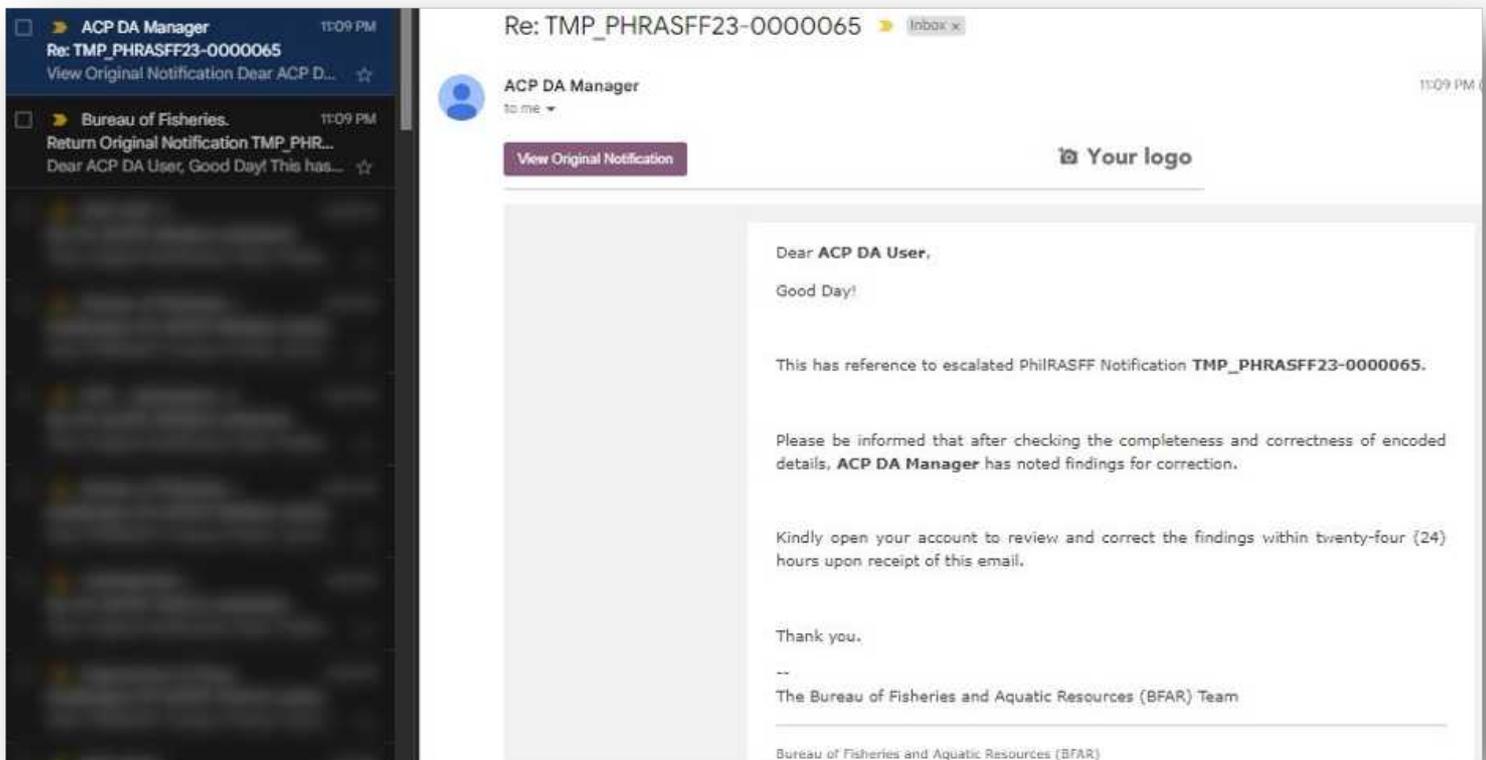


Figure 3.16. Return Email Notification from the Manager

Submission

- Notifications that have been verified and submitted by the Agency Contact Point Manager will be sent to National Contact Point user for the posting of Notification
- Verified and Submitted Notifications will be found in “Submitted” folder located in the NCP user’s Dashboard
- NCP users can either click the “Submitted” button located in the Dashboard or click the “Submit Notification” button located on the sidebar menu

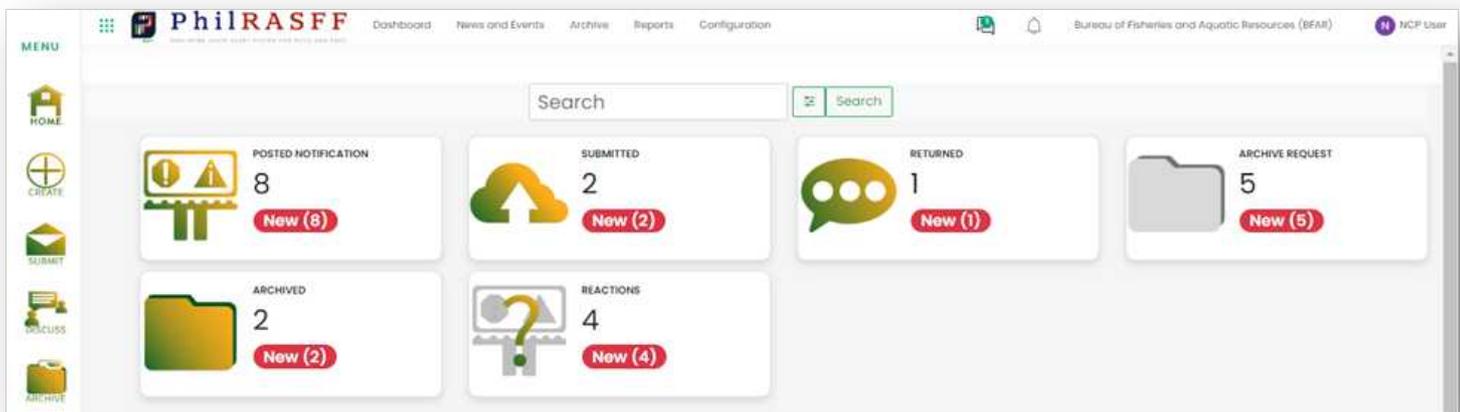


Figure 3.17. Submitted Notification

1 Click on the “Submitted” folder to select a notification

2 Click “Accept Submission” button

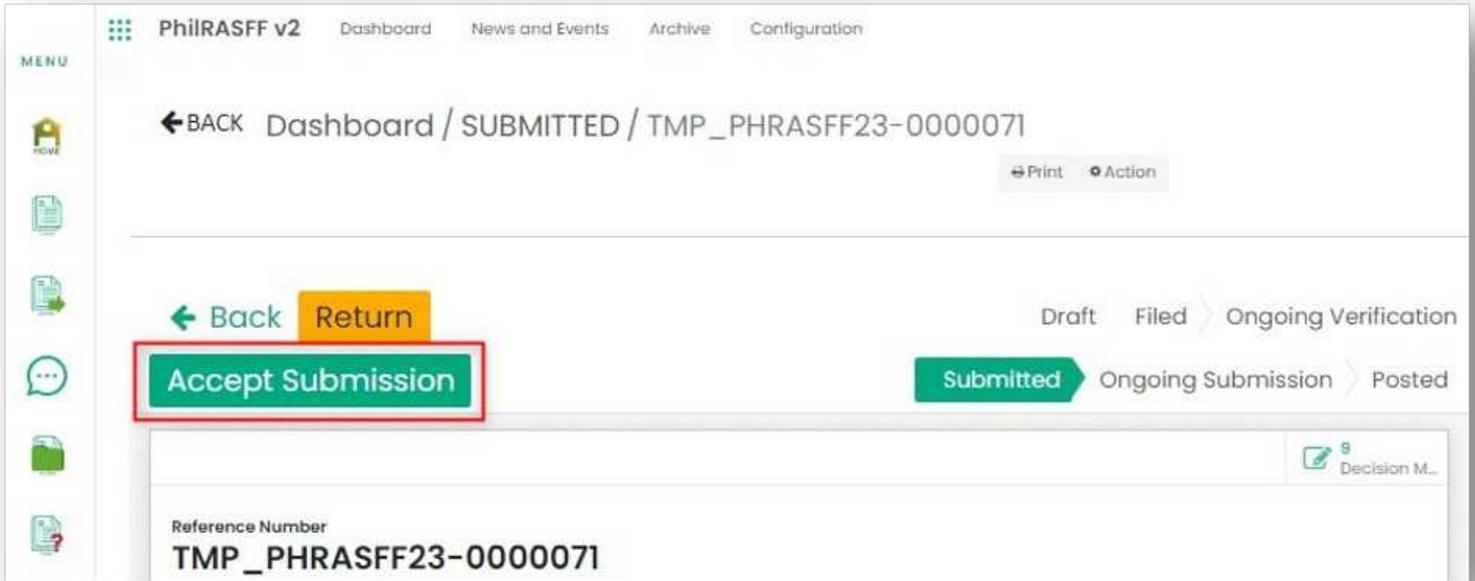


Figure 3.18. Accept Submission

3 Notification will move to "Ongoing Submission" status

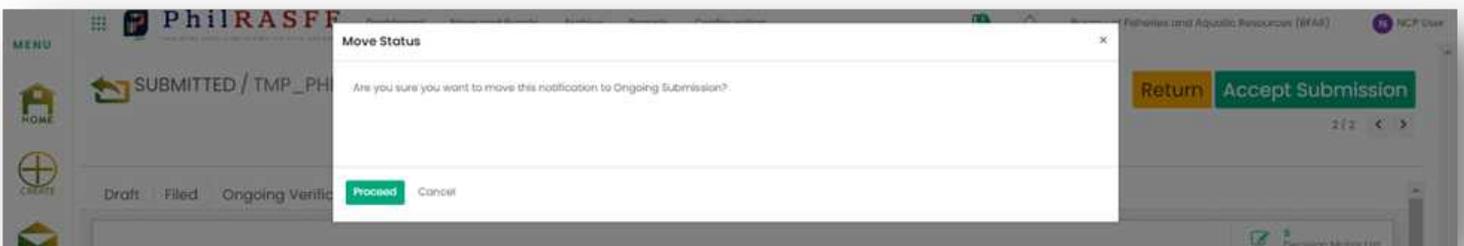


Figure 3.19. Move Status Prompt

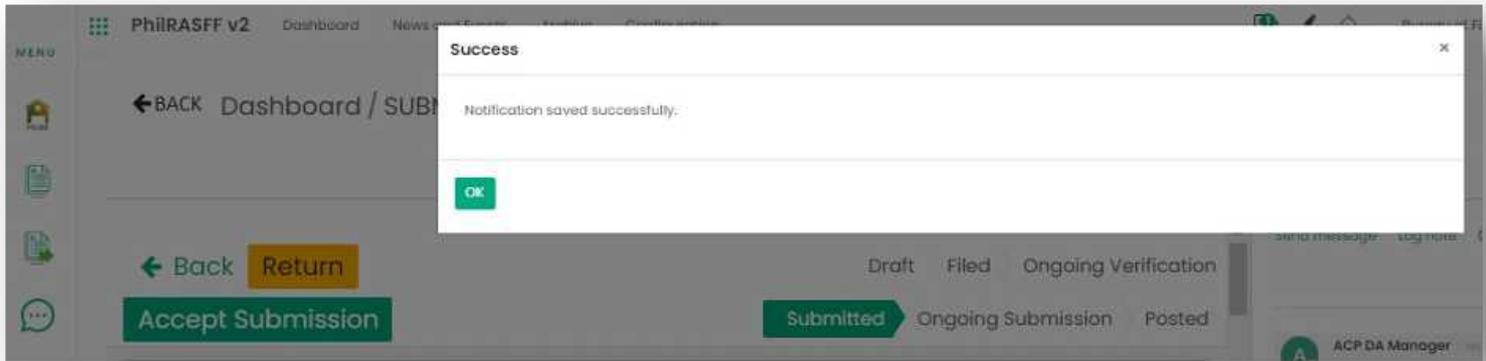


Figure 3.20. Save Prompt Message



Figure 3.21. Notification Status Tag

4 Click "Post" button

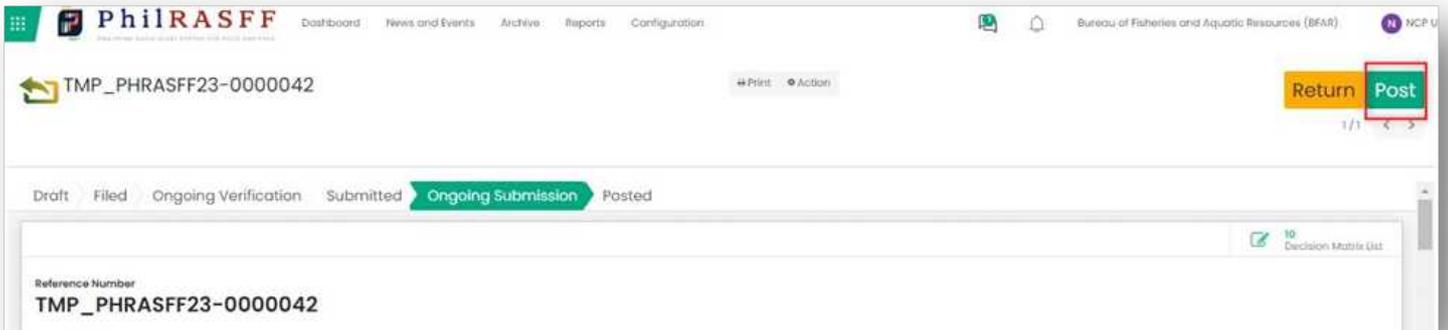


Figure 3.22. Post Notification

5 Click on "Proceed" button

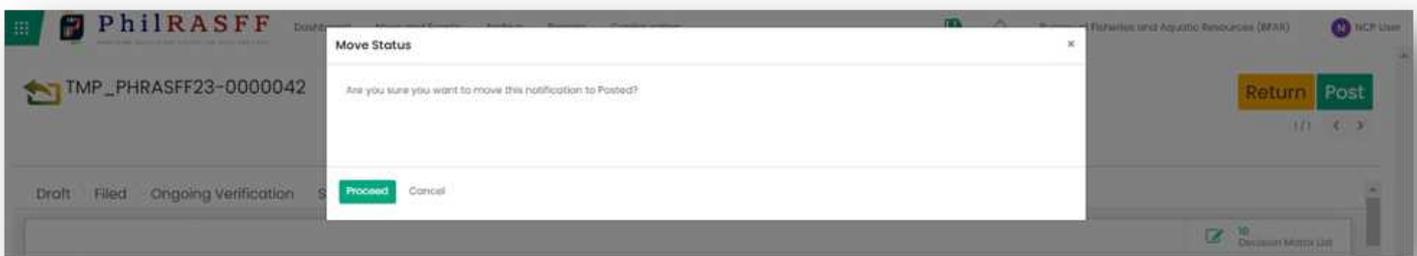


Figure 3.23. Move Status Prompt

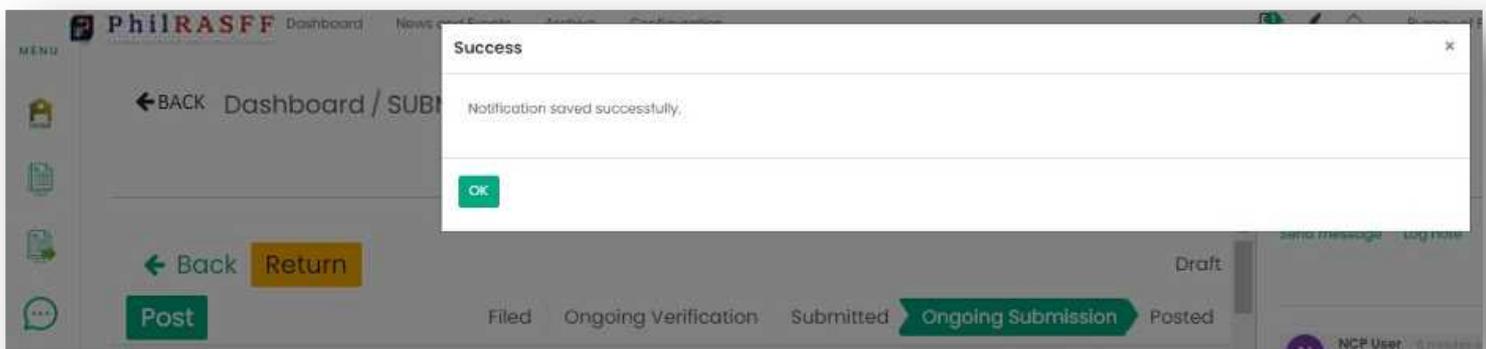


Figure 3.24. Save Prompt Message

- 6 The notification status will be changed to "Posted" and the temporary reference number will be changed to a permanent notification file name (e.g., PH-NOTIF-BFAR23-0000001).

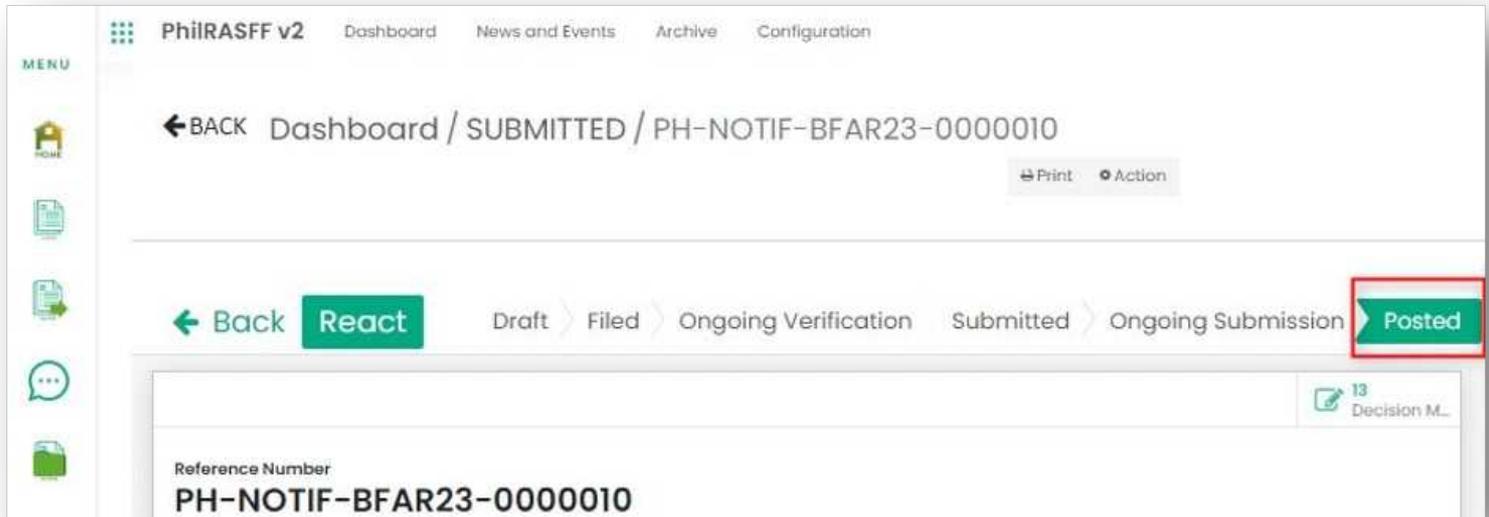


Figure 3.25. Posted Notification

- 7 After Posting a notification, email notifications will be sent to all contact points

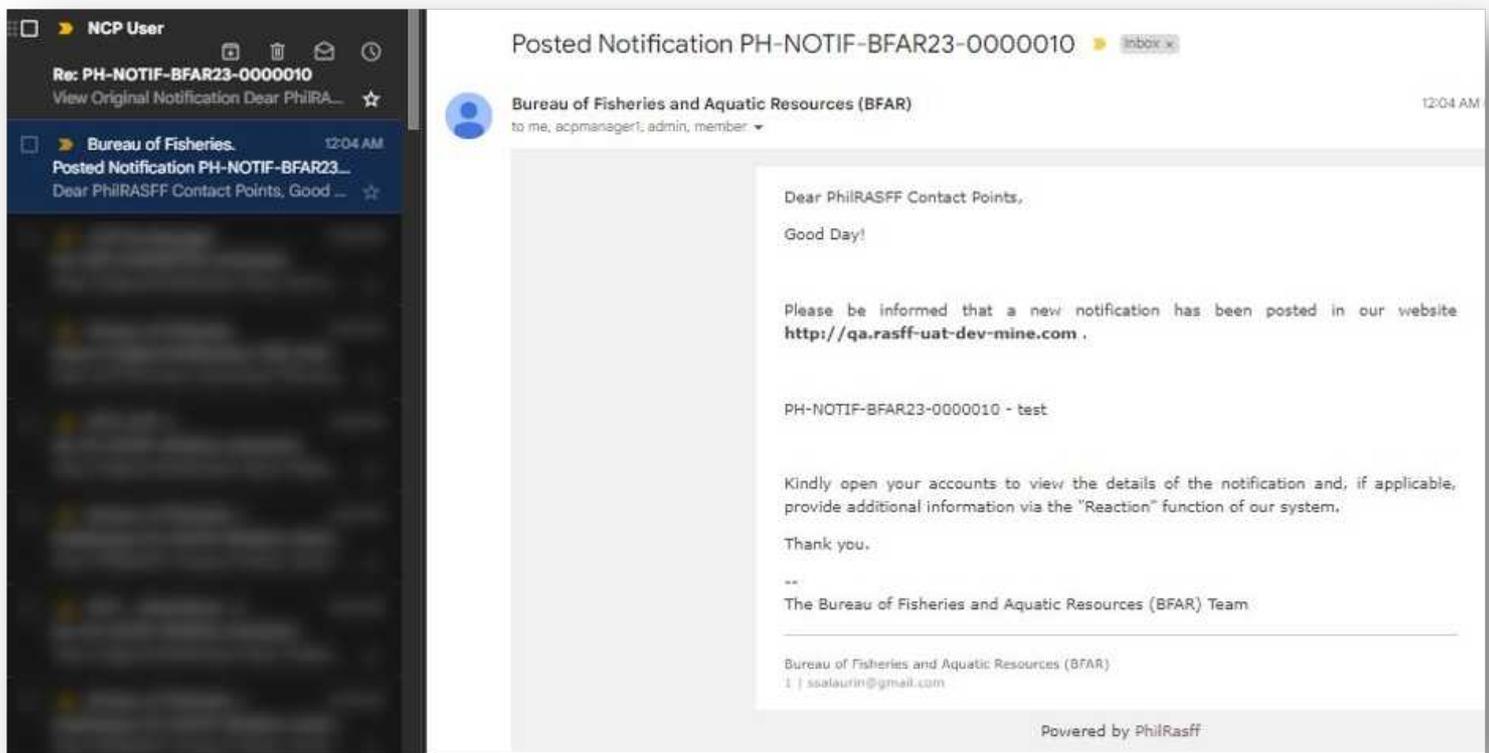


Figure 3.26. Email Notification from the System

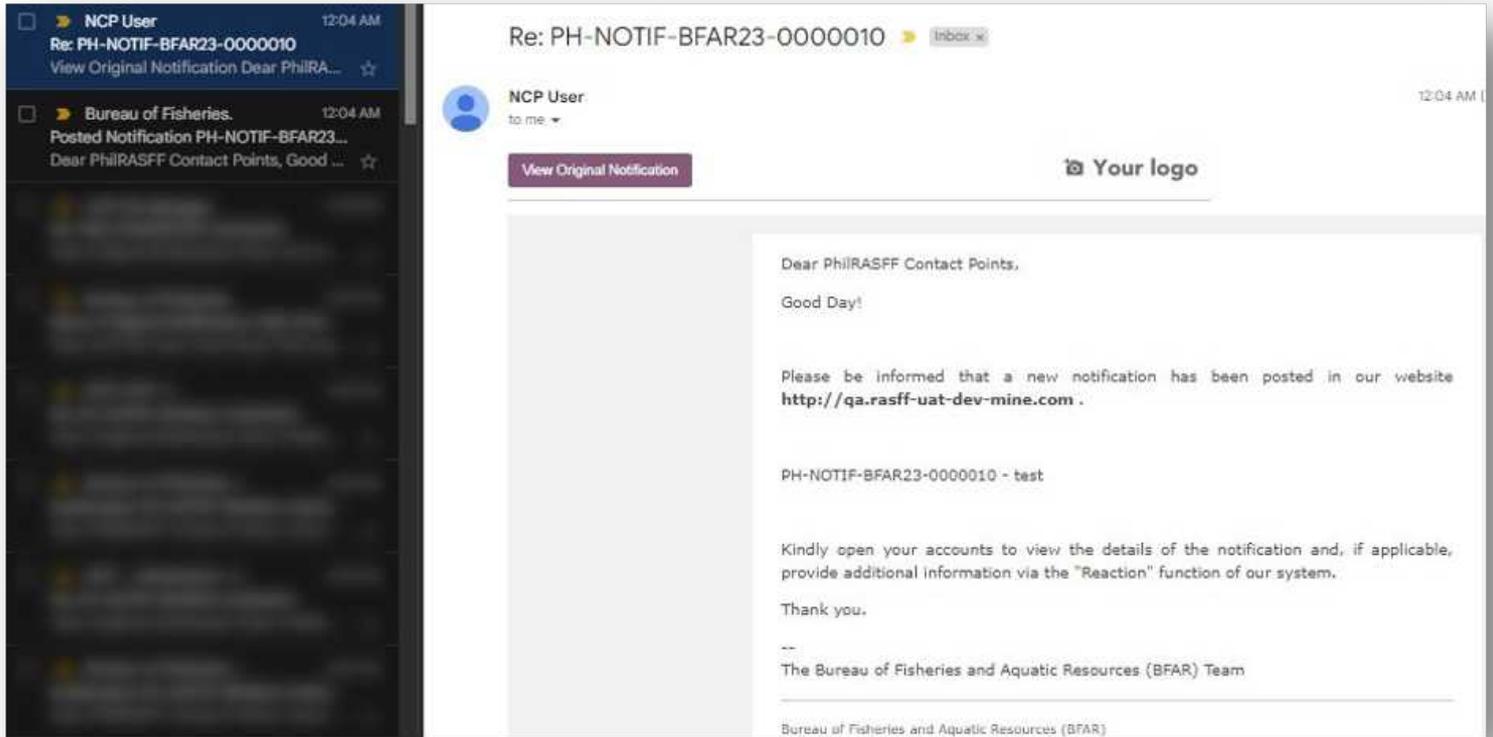


Figure 3.27. Email Notification from the NCP User

ADD LOG NOTES

Log Notes is a field in the notification form that can be used to record additional information not in the form.

- 1 Scroll to the bottom of the page to find Activity Log section. From there, click on the Log note tab to add notes or addition information.



Figure 3.28. Add Log Note/s

- 2 Click on the paper clip icon  to add attachment.
- 3 Click on the  **Following** icon to Follow or Unfollow notes/notification (whether to receive to not to receive notification – on bell icon).
- 4 Click on the  icon to see followers of the notes/notification.
- 5 Click on the paper clip icon  to add attachment.
- 6 Click on the paper clip icon  to add attachment.

SCHEDULE ACTIVITY

A kind of template with which a user can assign tasks of a certain type to another user/s and schedule them.

- 1 Scroll to the bottom of the page to find Activity Log section. From there, click on the Schedule Activity tab to add activity. Schedule Activity form will appear.

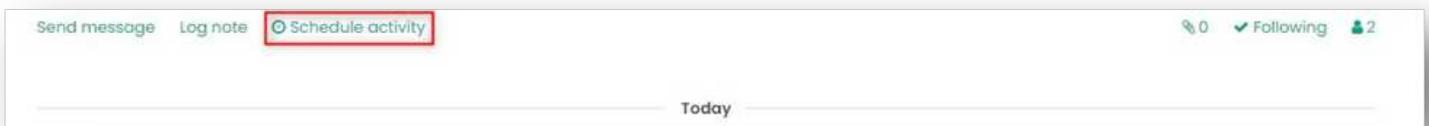


Figure 3.29. Create Schedule Activity

The screenshot shows a 'Schedule Activity' form with the following fields and values:

- Activity Type ***: To Do
- Due Date ***: 03/25/2023
- Summary**: e.g. Discuss proposal
- Assigned to ***: ACP DA User

Below the form fields is a text area labeled 'Log a note...'. At the bottom of the form, there are four buttons: 'Schedule' (highlighted in green), 'Mark as Done', 'Done & Schedule Next', and 'Discard'.

Figure 3.30. Schedule Activity form

SCHEDULE ACTIVITY

- 2 Select on the **Activity Type** field whether the activity is a To Do, Call, Meeting, Email or Uploaded Document.
- 3 Enter information in **Summary** field.
- 4 Select date on the **Due Date** field.
- 5 Select **Contact Point Type** in the **Assigned to** field.
- 6 On the blank box, enter a note or information for the scheduled activity.
- 7 Click on **Schedule** button to save.
- 8 Click on **Mark as Done** to mark the activity as Done.
- 9 Click on the **Done & Schedule Next** button to save and create another activity.
- 10 Click on **Discard** button to cancel creation of scheduled activity.

CHAT / SEND MESSAGES

Used to send a message to another Contact Point who has access to the notification.

- 1 Scroll to the bottom of the page to find Activity Log section. From there, click on the Send message tab to send message to another Contact Point.



Figure 3.31. Send Message

- 2 Enter message on the white blank space.
- 3 Click on the 😊 icon to add emoticon/s on the message.
- 4 Click on the paper clip icon 📎 to add attachment.
- 5 Click on Send button to send message to the Contact Point.

Archiving a Notification

ACP Users, ACP Managers, SACPs, DCPs and NCPs are allowed to request to archive a notification.

- 1 Click the “Posted Notifications” folder

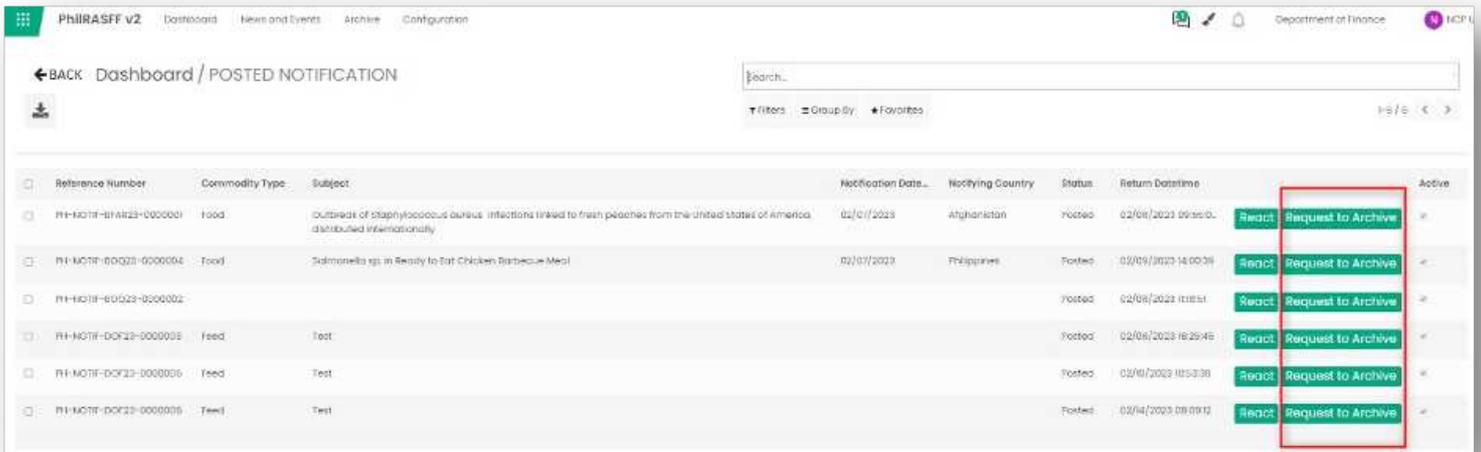


Figure 3.32. Archive Notification

- 2 A prompt should appear. Click on “Proceed” button.

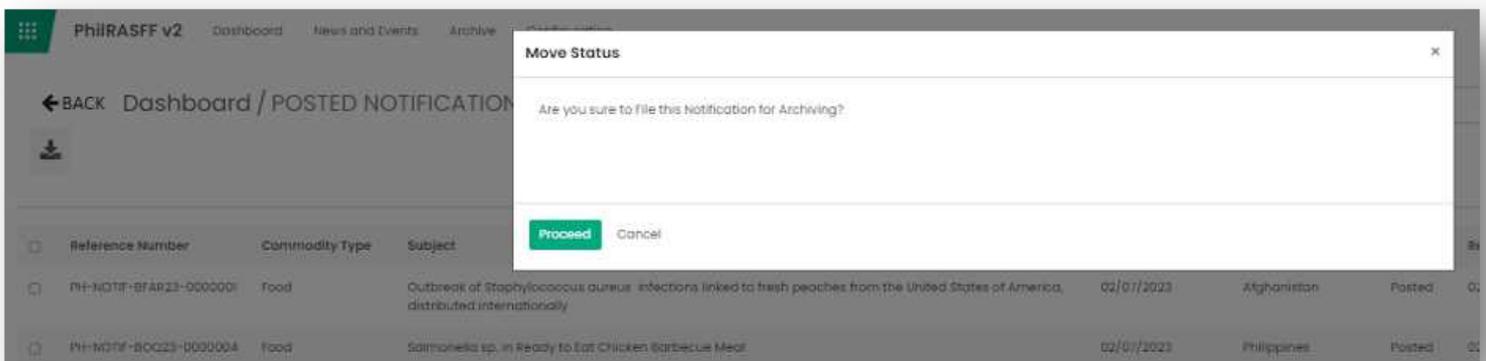


Figure 3.33. Move Status Prompt

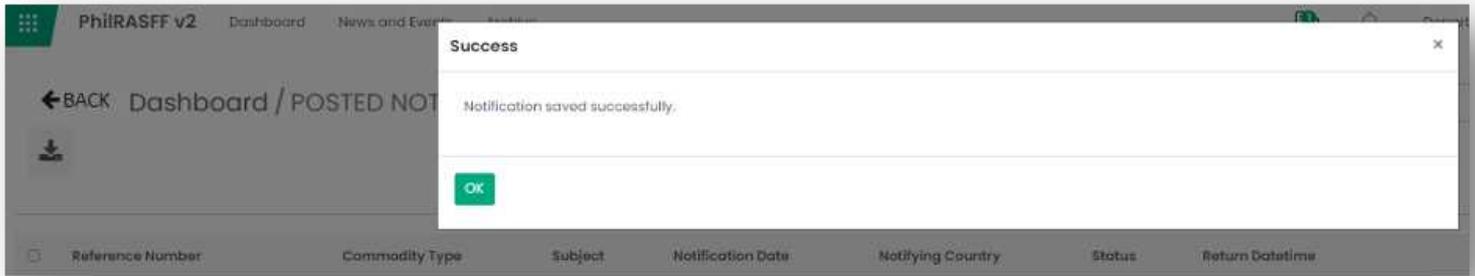


Figure 3.34. Save Prompt

- 3 The Posted Notification will still be listed in the “Posted Notifications” folder and will be also listed in “Archive Request” folder



Figure 3.35. Archive Request Folder

Verification of notification filed for archiving is assigned to ACP Managers.

- 4 In the Archive Request folder list or on the selected notification in the folder, click on “Verify” button to verify the notification filed for archiving.

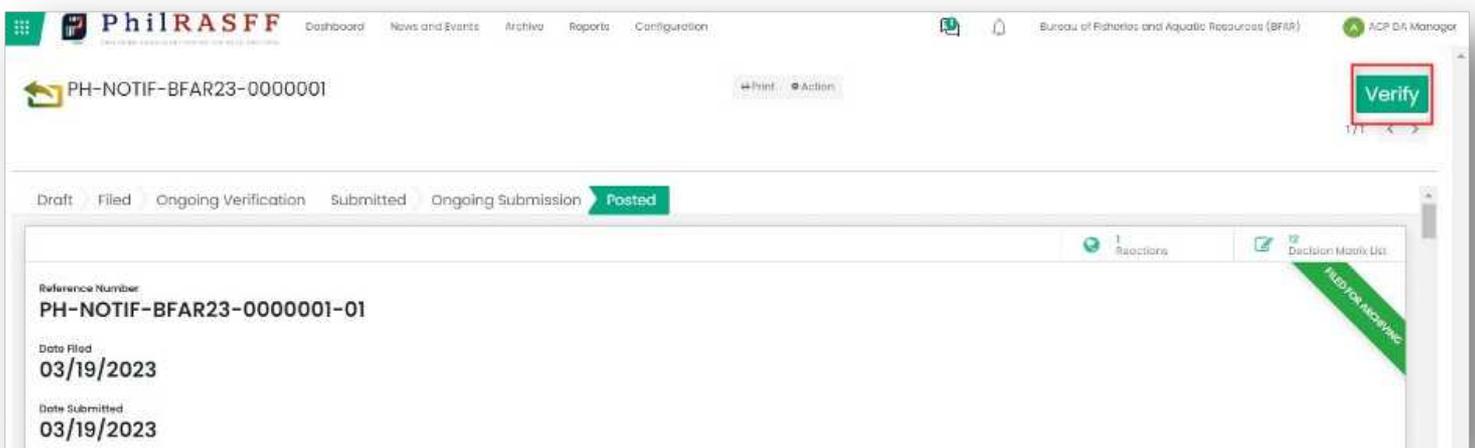


Figure 3.36. Verify Notification Filed for Archiving

5 A confirmation message will be displayed. Click on “Proceed” button.

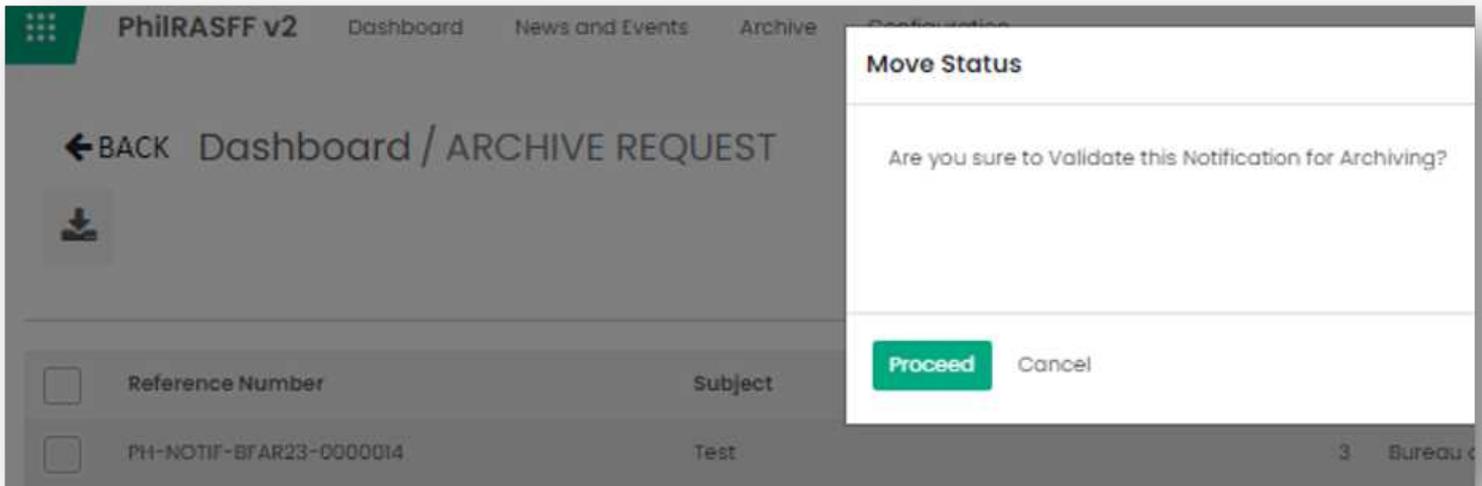


Figure 3.37. Move Status Prompt

Verification of notification filed for archiving is assigned to NCP Admins.

6 Click on “Accept” button to proceed to archiving.

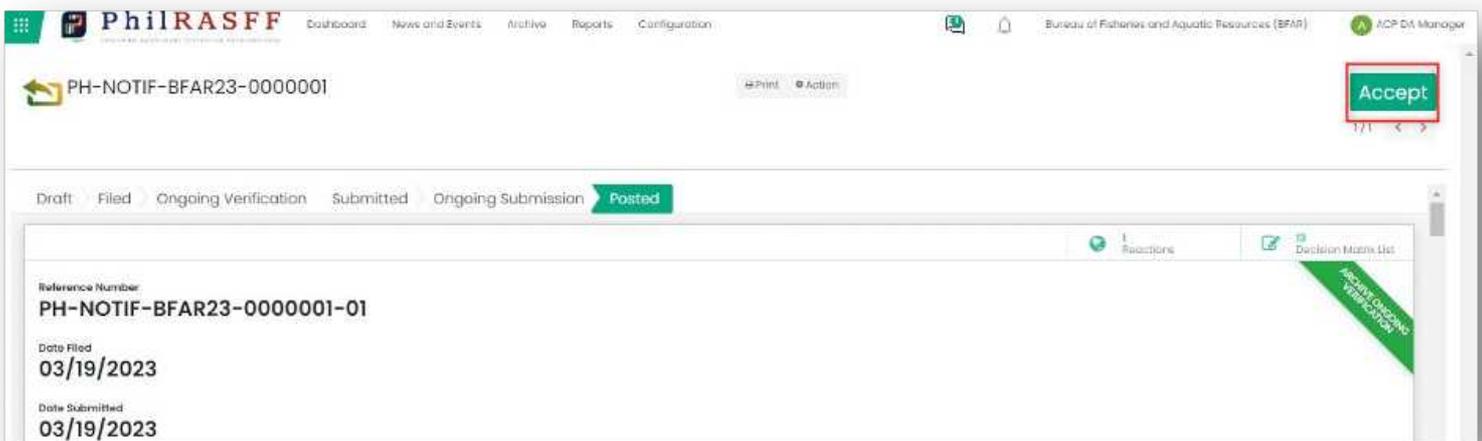


Figure 3.38. Accept Button to Proceed to Archiving

7 A confirmation message will be displayed. Click on “Proceed” button.

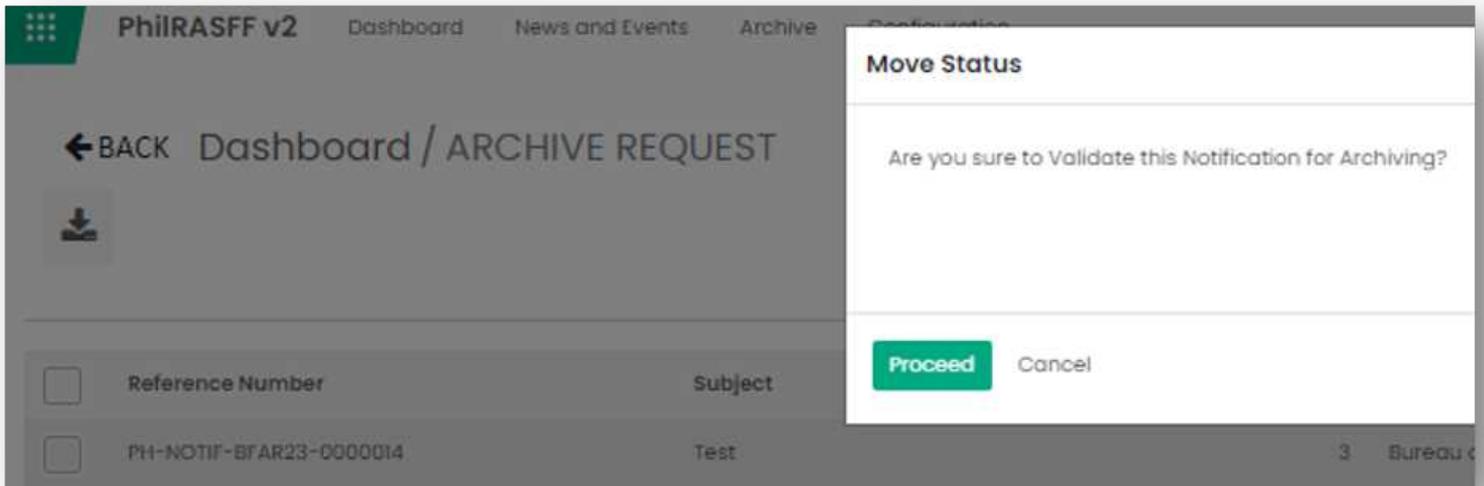


Figure 3.39. Move Status Prompt

8 Verified notification filed for archiving will be sent to NCP User for submission/archiving. It is also located in the Archive Request folder.

9 Click on “Archive” button

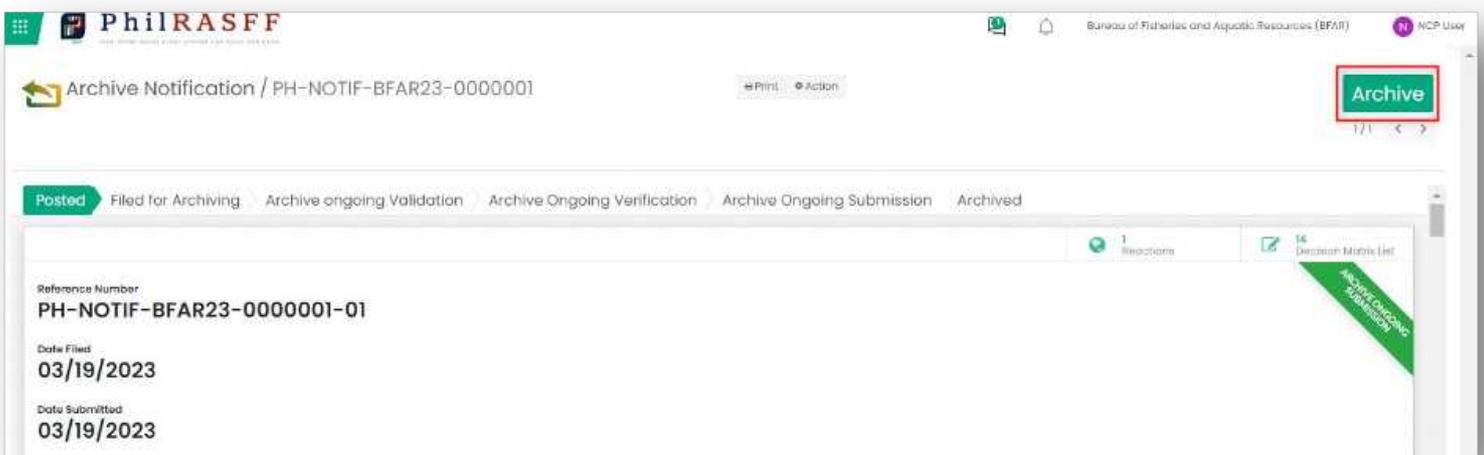


Figure 3.40. Submission of Notification Filed for Archiving

10 A confirmation message will be displayed. Click on “Proceed” button.

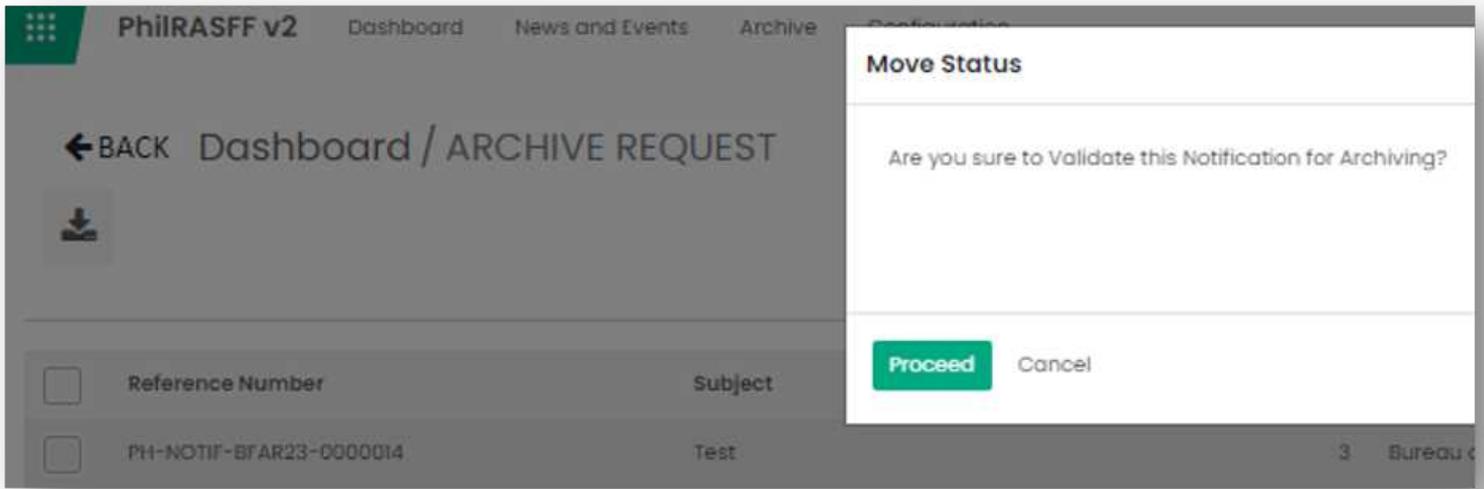


Figure 3.41. Move Status Prompt

11 The notification will now be deleted from the Archive Request folder and will be moved to the Archived folder. The Archived folder can be viewed by all Contact Points.

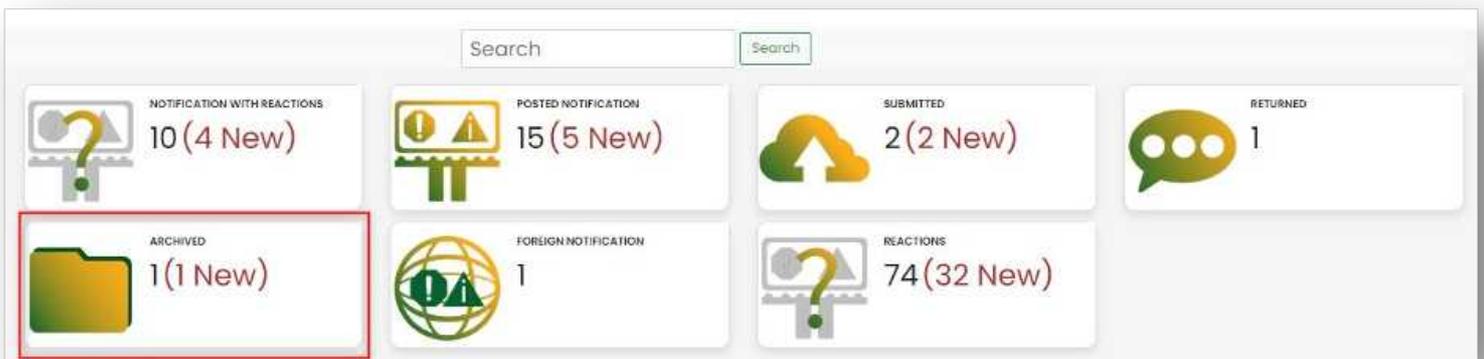


Figure 3.42. Archived Folder

VERIFYING NEWS AND EVENTS

All filed news or event will be found in the News and Events Module located at the sidebar.

- 1 Click on News and Events button located at the sidebar. User will be directed to the News and Events list view.

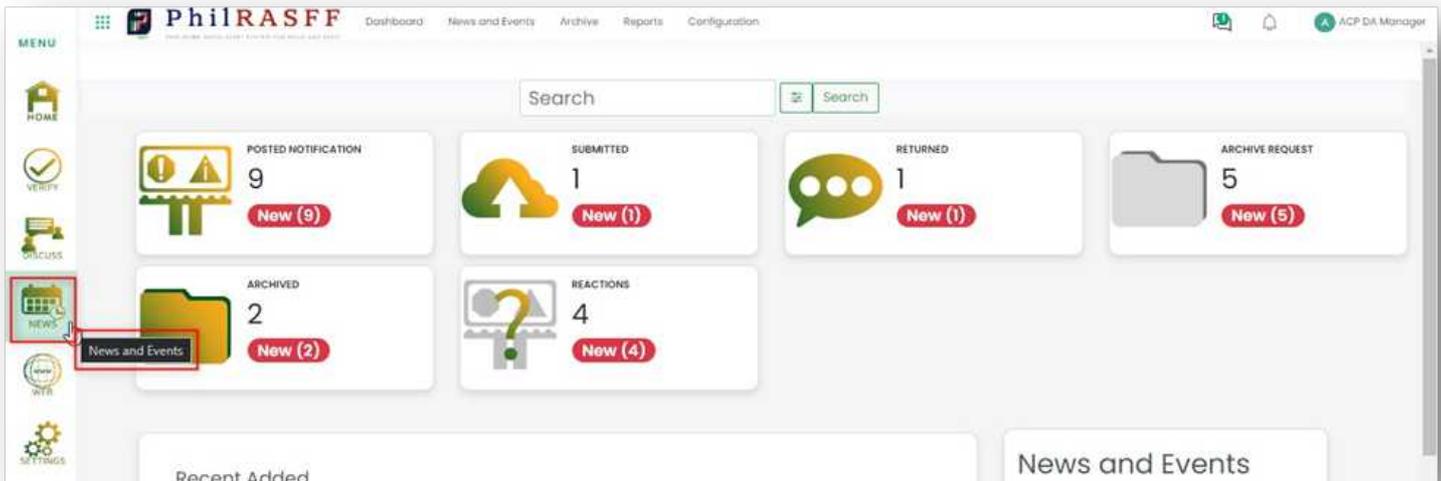


Fig. 3.43. News and Events Module (Managers)

- 2 ACP Manager will select a record for verification.

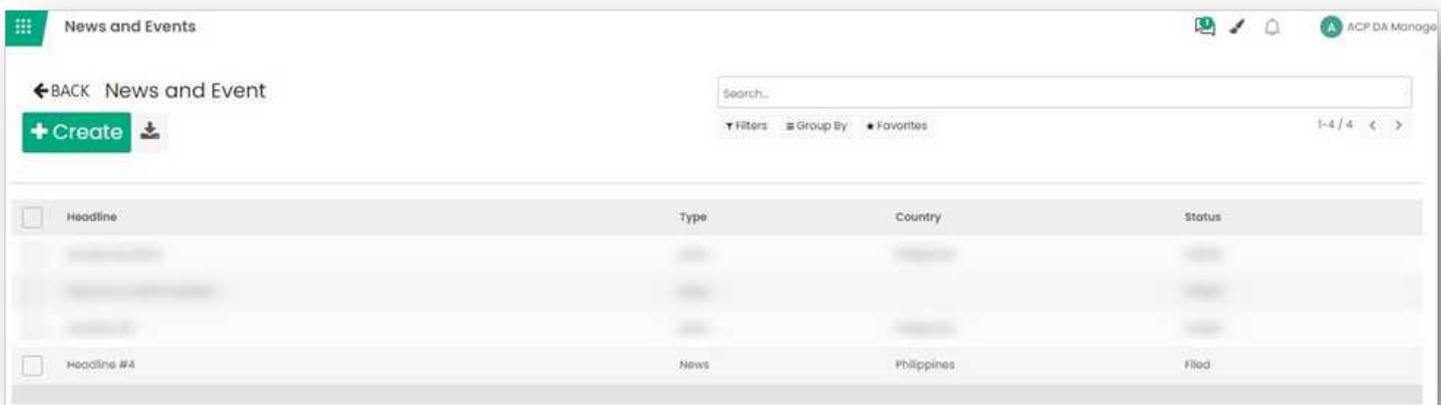


Fig. 3.44 News and Events view list

- 3 Click on Accept button. Record status will be changed to Ongoing Submission.

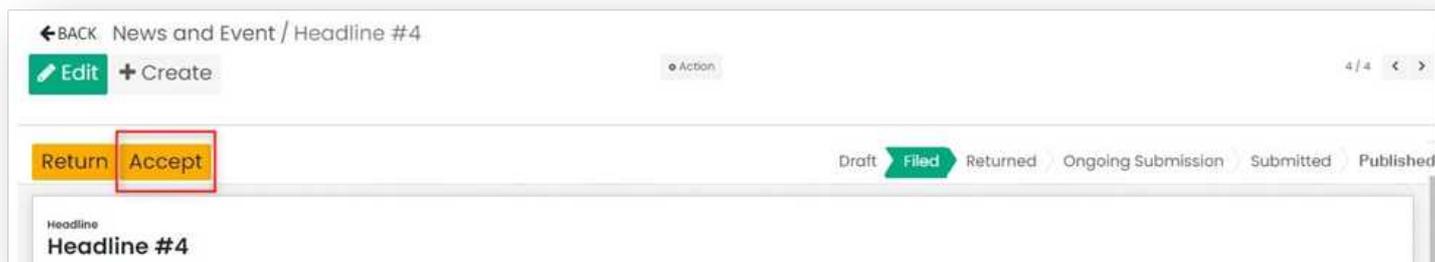


Fig. 3.45. News and Events view list

- 4 Click on the Submit button. Record status will be changed to Submitted.

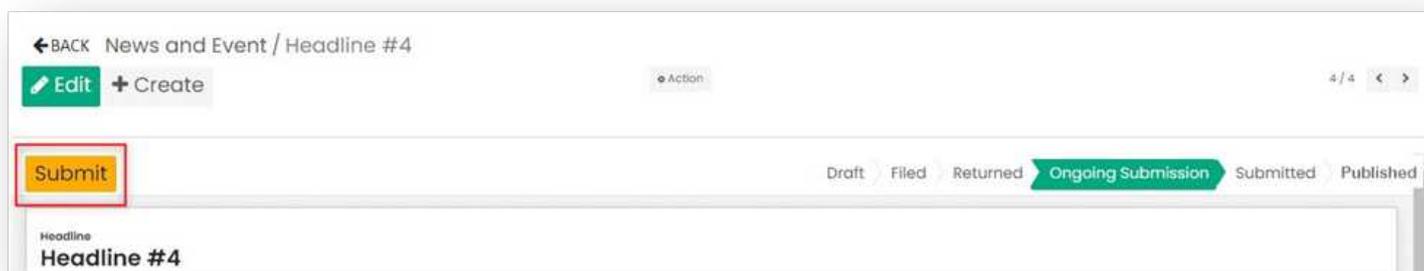


Fig. 3.46. Submit created News or Event

Submitted News or Events will now be sent to the NCP Users/Admin for publishing.

PUBLISHING NEWS AND EVENTS

All submitted news or events will be found in the News and Events Module located at the sidebar.

- 1 Click on News and Events button located at the sidebar. User will be directed to the News and Events list view.

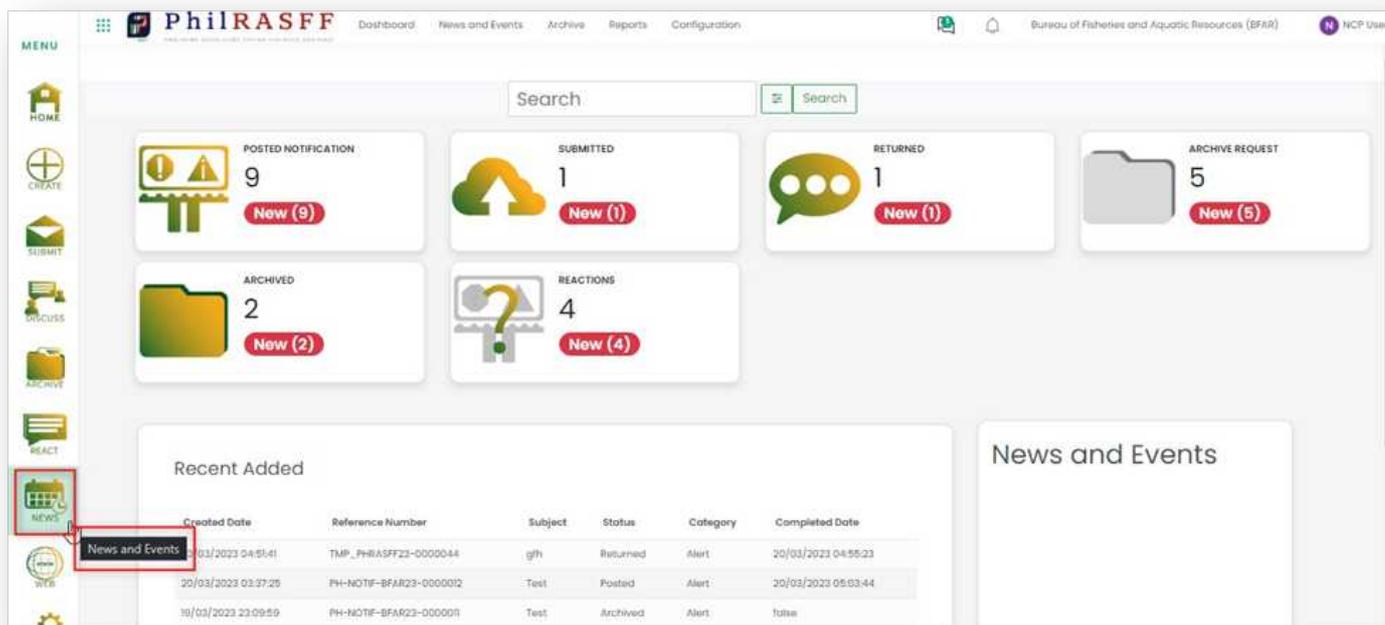


Fig. 3.47. News and Events Module (Managers)

- 2 NCP will select a record for publishing.

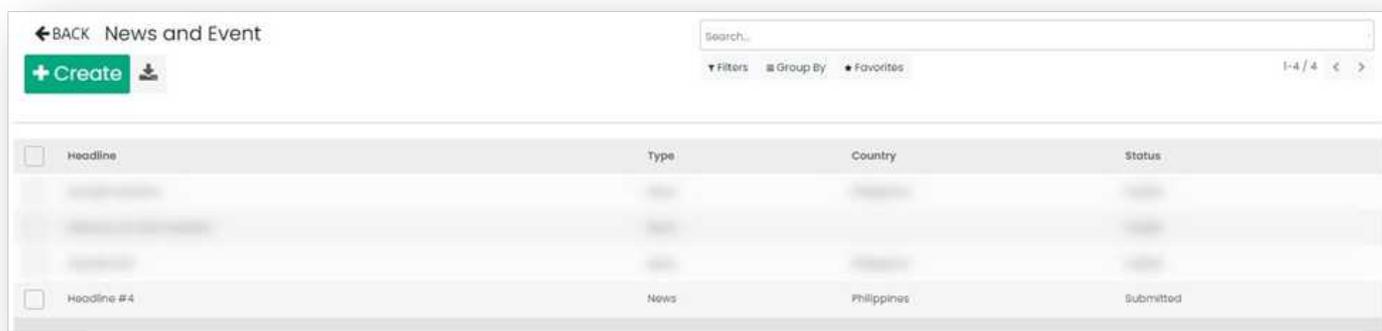


Fig. 3.48. New and Events list view (NCP)

3 Click on Submit button. Record status will not be changed to Published.

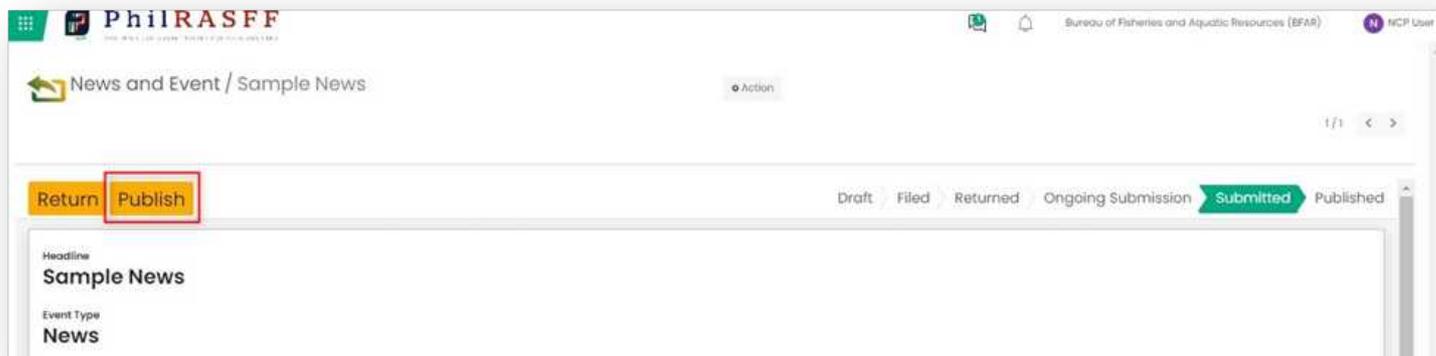


Fig. 3.49. Publish News or Event

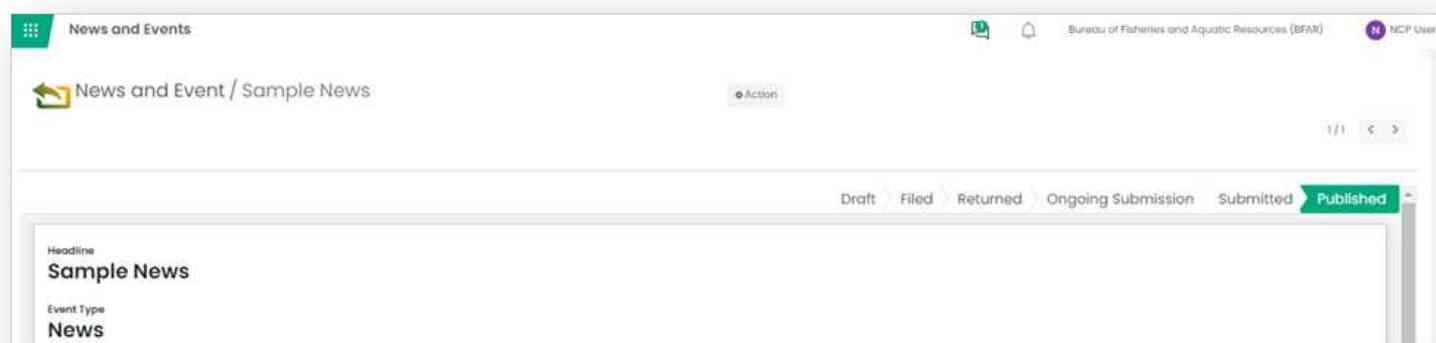


Fig. 3.50. Published News or Event

Published News or Event will now be displayed in all contact point's dashboard.

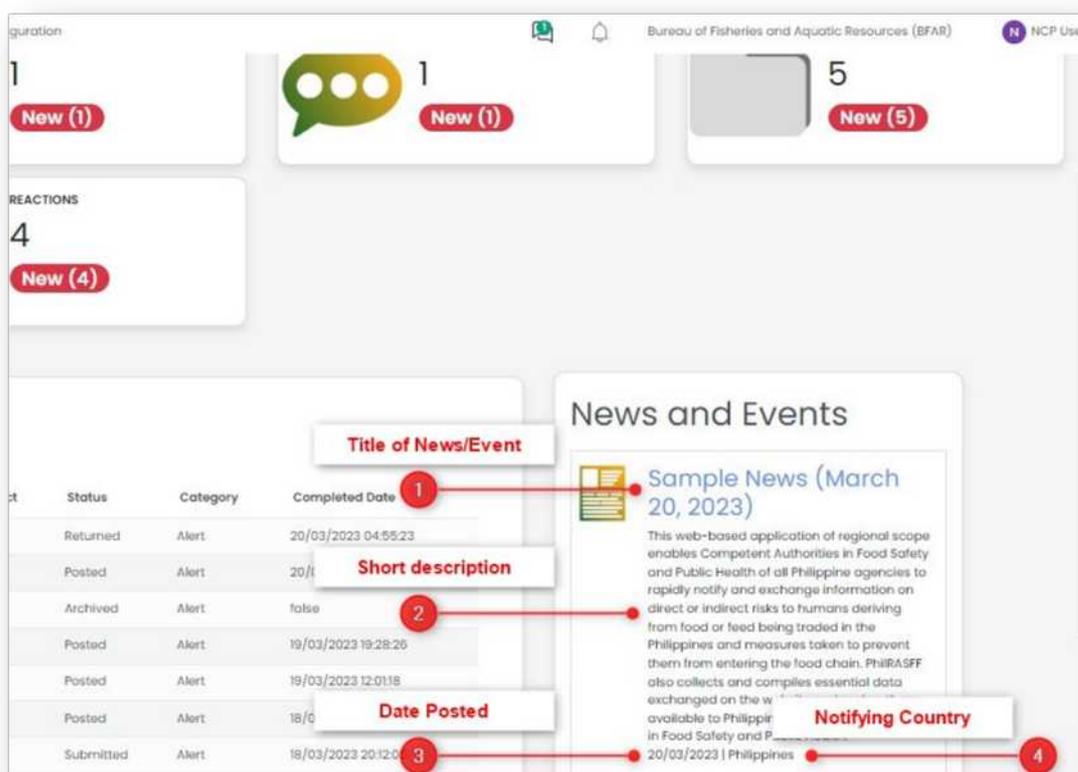


Fig. 3.51. Dashboard Display

CANCELLING NEWS AND EVENTS

Creator of news or events can have the access to cancel a record as long it is not filed yet.

- 1 Click on the Cancel button. Record status will be changed to Cancelled.

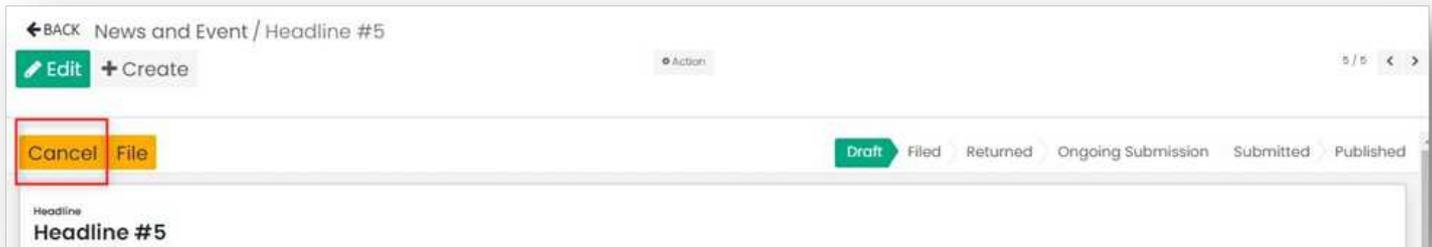


Fig. 3.52. Cancel record

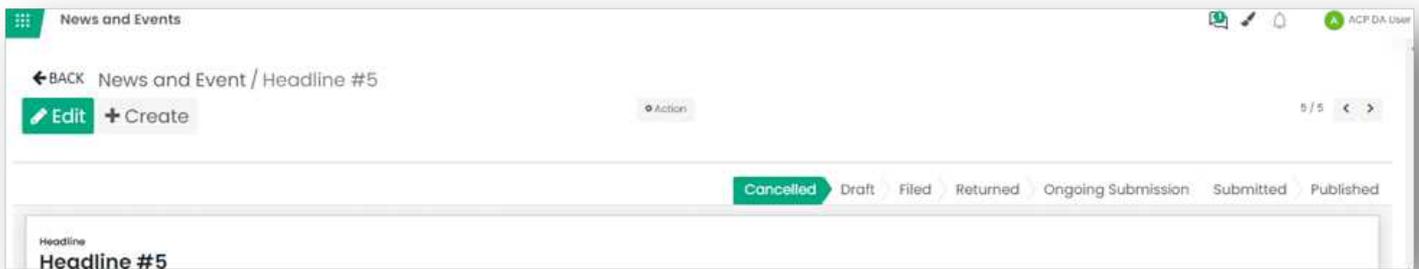


Fig. 3.53. Cancelled record

RETURN NEWS AND EVENTS

Only ACP Managers are allowed to returned a filed news or event.

- 1 Click on News and Events button located at the sidebar. User will be directed to the News and Events list view.

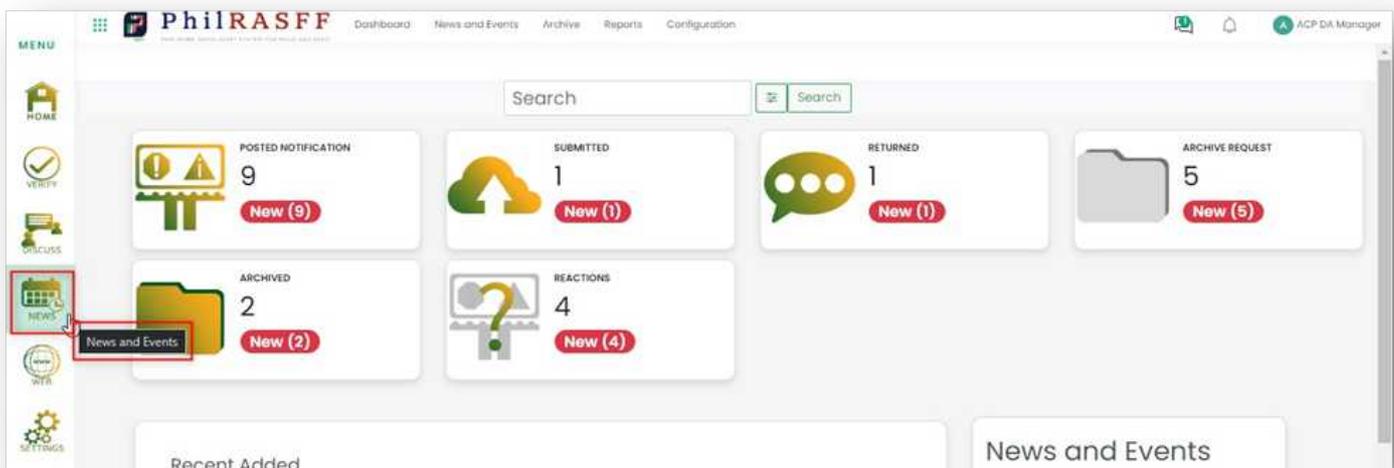


Fig. 3.54. News and Events Module (ACP Managers)

- 2 Select a record to return.

Headline	Type	Country	Status
<input type="checkbox"/> Sample Headline	News	Philippines	Published
<input type="checkbox"/> February 22, 2023 Headline	News		Published
<input type="checkbox"/> Headline #3	News	Philippines	Published
<input type="checkbox"/> Headline #4	News	Philippines	Published
<input type="checkbox"/> Headline #5	News	Philippines	Filed

Fig. 3.55. News and Events list view

- 2 Click on Return button. Record status will be changed to Returned.



Fig. 3.56. Return a created record

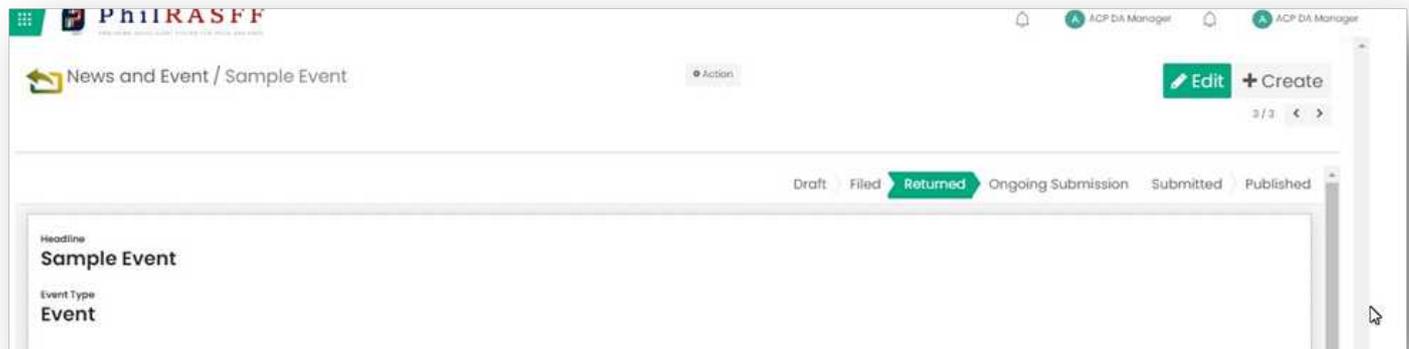


Fig. 3.57. Returned news or event

Record will now be sent back to the creator.



PhiRASFF v2.0

**Chapter 4:
Reaction**



Reacting to a Notification

- Reaction Module will only be enabled to all Posted Notifications
- All Contact Point Types are allowed to react on a notification except for Agency Contact Point (ACP) Managers as the managers shall verify the reactions escalated by the ACP Users.

1 Click on the “Posted Notification” folder to see all Posted Notifications



Figure 4.1. Posted Notifications Folder

2 User can either click on the “React” button located on the “Posted Notification” folder or select a notification then click the “React” button inside the Original Notification form

Reference Number	Commodity Type	Subject	Notification Date	Notifying Country	Status	Return Datetime	Active
PH-NOTIF-BFAR23-0000011	Food	Test 9:01pm		Philippines	Posted	02/16/2023 20:45:40	<input checked="" type="checkbox"/>
PH-NOTIF-BFAR23-0000012	Food	Test		Philippines	Posted	02/17/2023 13:29:14	<input checked="" type="checkbox"/>
PH-NOTIF-BFAR23-0000015	Food	Test 1:22pm		Philippines	Posted	02/18/2023 13:30:31	<input checked="" type="checkbox"/>
PH-NOTIF-BFAR23-0000016	Food	Test		Philippines	Posted	02/20/2023 11:05:31	<input checked="" type="checkbox"/>
PH-NOTIF-BFAR23-0000017	Food	Test		Philippines	Posted	02/21/2023 00:11:48	<input checked="" type="checkbox"/>

Figure 4.2. Posted Notifications Folder List View React Button



Figure 4.3. Posted/Original Notification Form

3 A confirmation message will be displayed. Click on “Yes” button.

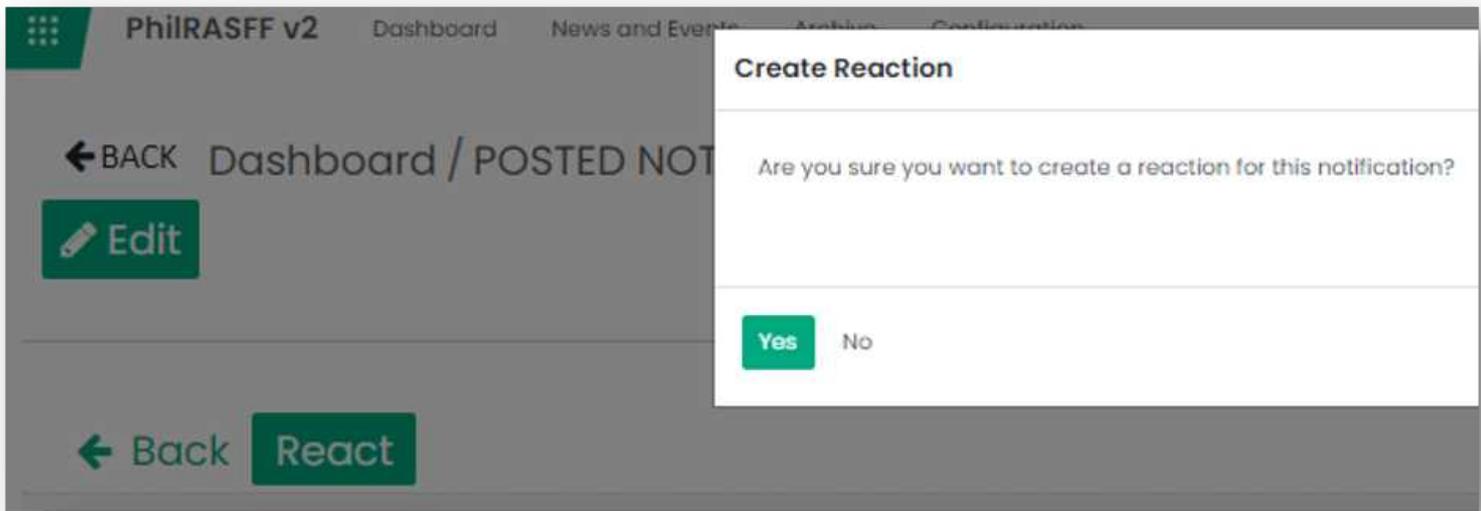


Figure 4.4. Move Status Prompt

4 Reaction form will load together with the Original Notification form (uneditable fields).

The screenshot displays the 'REACTION' form in the PhilRASFF v2 system. At the top, there are navigation links: 'BACK Dashboard / POSTED NOTIFICATION / PH-NOTIF-BFAR23-0000017 / RN#0000056'. Below this are 'Save' and 'Discard' buttons. A status bar shows 'Hide Original Notification', 'Cancel', and 'File Ongoing Reaction' buttons. The 'REACTION' form includes a 'Reaction Number' field with 'RN#0000056' and a 'Reaction Type' dropdown menu set to 'Information'. The 'General Information' section contains a table with the following data:

Original Notification	PH-NOTIF-BFAR23-0000017	Subject	Test
Notifying Agency *	Bureau of Fisheries and Aquatic Resources (BFAR)	Reaction Date	02/21/2023
Current Department/Organization	Bureau of Fisheries and Aquatic Resources (BFAR)	Created by	ACP User
Department	Department of Agriculture		
Product Name	Test	Public Recall Info	
Voluntary Measures		Compulsory Measures	
Contact Person	ACP DA User		

To the right, the 'ORIGINAL NOTIFICATION' form is visible, showing a 'Reference Number' of 'PH-NOTIF-BFAR23-0000017', a 'Date Filed' of '02/20/2023', and a 'Date Submitted' of '02/21/2023'. The 'Notification Category' is 'Alert'. Below this, another 'General Information' section shows 'Commodity Type' as 'Food', 'Territory' as an empty field, and 'Created By' as 'ACP DA User'.

Figure 4.5. Reaction Module (Reaction and Original Notification Forms)

5 Fill out the Reaction form with the necessary details.

6 Click on “Save” button.

This screenshot shows the same Reaction form as in Figure 4.5, but with a modal dialog box titled 'Alert' displayed in the center. The dialog box contains the text 'Record Saved' and an 'OK' button. The background form is dimmed, and the 'Save' button is visible at the top left. The status bar at the bottom shows 'View Original Notification' and 'Cancel' buttons, and the 'Ongoing Reaction' status is highlighted in green.

Figure 4.6. Saving a Reaction

This screenshot shows the Reaction form with an error message. A yellow box with a red border and a red 'X' icon is overlaid on the top right of the form. The text inside the box reads 'Invalid Fields: NO Additional information define.' The 'Save' button is still visible at the top left, and the status bar at the bottom shows 'Ongoing Reaction' as the active status.

Figure 4.7. Save Error Prompt

- Saving of records will not continue unless the required fields are completed.

7 After filling in the fields, click the “File Ongoing Reaction” button.

The screenshot shows a web application interface for managing a reaction. At the top, there is a breadcrumb trail: "Dashboard / POSTED NOTIFICATION / PH-NOTIF-BFAR23-000017 / RN#0000056". Below this, there are "Save" and "Discard" buttons. A navigation bar contains several buttons: "Hide Original Notification", "Cancel", and "File Ongoing Reaction" (which is highlighted with a red box). To the right of these buttons is a status bar with "Cancelled", "Draft", "Ongoing Reaction" (highlighted in green), "Ongoing Verification", "Verified", and "Submitted". The main content area is divided into two panels. The left panel, titled "REACTION", shows the "Reaction Number" as "RN#0000056" and the "Reaction Type" as "Information". Below this is a "General Information" section with a table of details:

Original Notification	PH-NOTIF-BFAR23-000017	Subject	Text
Notifying Agency*	Bureau of Fisheries and Aquatic Resources (BFAR)	Reaction Date	02/22/2023
Current Department/Organization	Bureau of Fisheries and Aquatic Resources (BFAR)	Created by	HCP User
Department	Department of Agriculture		

 The right panel, titled "ORIGINAL NOTIFICATION", shows the "Reference Number" as "PH-NOTIF-BFAR23-000017", "Date Filed" as "02/20/2023", "Date Submitted" as "02/21/2023", and "Notification Category" as "Alert".

Figure 4.8. File Ongoing Reaction

8 A confirmation message will be displayed. Click on “Proceed” button.

The screenshot shows a confirmation dialog box titled "Reaction" with the question "Are you sure you want to Accept this reaction?". Below the question are two buttons: "Proceed" (highlighted in green) and "Cancel". The dialog box is overlaid on the same web application interface as in Figure 4.8, with the "File Ongoing Reaction" button still visible and highlighted in green.

Figure 4.9. Move Status Prompt

9 An email notification will be sent to the ACP Manager.

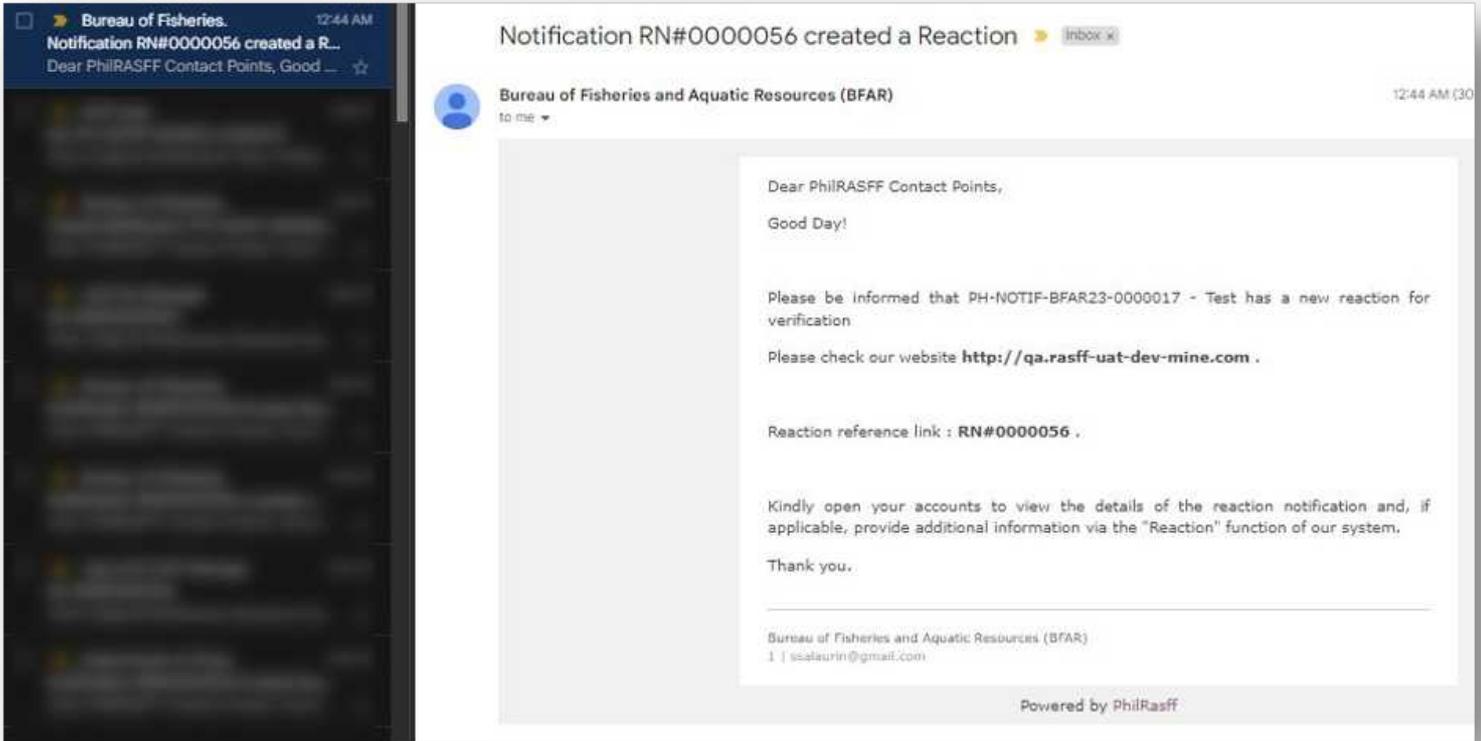


Figure 4.10. Reaction Email Notification

10 Reaction notification will be changed from Ongoing Reaction to Ongoing Verification and will be sent to ACP Manager for verification.



Figure 4.11. Ongoing Verification Reaction

- Created reactions can be viewed inside Reactions folder.

Dashboard / REACTIONS

My Reactions Search...

Filters Group By Favorites

<input type="checkbox"/>	Name	Subject	Original Notification	Notification Creation Date	Status	
<input type="checkbox"/>	RN#0000027	Test 8:01pm	PH-NOTIF-BFAR23-0000011	02/16/2023	Cancelled	
<input type="checkbox"/>	RN#0000032	Test	PH-NOTIF-BFAR23-0000013	02/17/2023	Cancelled	
<input type="checkbox"/>	RN#0000034	Test	PH-NOTIF-BFAR23-0000014	02/18/2023	Ongoing Reaction	Cancel File Ongoing Reaction
<input type="checkbox"/>	RN#0000041	Test 1:22pm	PH-NOTIF-BFAR23-0000015	02/18/2023	Ongoing Reaction	Cancel File Ongoing Reaction
<input type="checkbox"/>	RN#0000042	Test	PH-NOTIF-BFAR23-0000016	02/20/2023	Submitted	
<input type="checkbox"/>	RN#0000047	Test	PH-NOTIF-BFAR23-0000016	02/20/2023	Ongoing Reaction	Cancel File Ongoing Reaction
<input type="checkbox"/>	RN#0000048				Ongoing Reaction	Cancel File Ongoing Reaction
<input type="checkbox"/>	RN#0000050	Test	PH-NOTIF-BFAR23-0000016	02/20/2023	Ongoing Reaction	Cancel File Ongoing Reaction
<input type="checkbox"/>	RN#0000056	Test	PH-NOTIF-BFAR23-0000017	02/20/2023	Ongoing Verification	

Figure 4.12. Reactions Folder

Note: In order to display a precise list of Reaction records, the filter must be removed from the search bar. Just click on the x button.

Dashboard / REACTIONS

My Reactions Search...

Filters Group By Favorites

<input type="checkbox"/>	Name	Subject	Original Notification	Notification Creation Date	Status	
<input type="checkbox"/>	RN#0000027	Test 8:01pm	PH-NOTIF-BFAR23-0000011	02/16/2023	Cancelled	
<input type="checkbox"/>	RN#0000032	Test	PH-NOTIF-BFAR23-0000013	02/17/2023	Cancelled	
<input type="checkbox"/>	RN#0000034	Test	PH-NOTIF-BFAR23-0000014	02/18/2023	Ongoing Reaction	Cancel File Ongoing Reaction
<input type="checkbox"/>	RN#0000041	Test 1:22pm	PH-NOTIF-BFAR23-0000015	02/18/2023	Ongoing Reaction	Cancel File Ongoing Reaction

Figure 4.13. Search Bar Filter

Reacting to a Reaction

- 1 Click on the “React” button. Either at the button located in the Reactions folder or in the reaction notification form.



Figure 4.14. React Button in the Reaction Folder



Figure 4.15. React Button in the Reaction Notification

- 2 A prompt will be prompted. Fill in fields with necessary information then click “Proceed”.

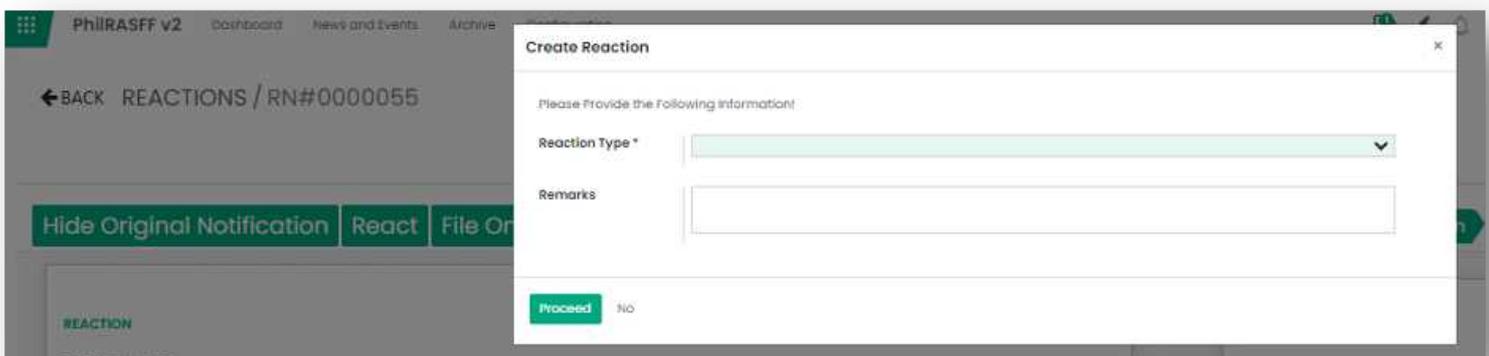


Figure 4.16. Reacting on a Reaction Prompt

← BACK REACTIONS / RN#0000055 / RN#0000057

Edit + Create

Hide Original Notification **Cancel** File Ongoing Reaction

Cancelled Draft **Ongoing Reaction** Ongoing Verification Verified Submitted

REACTION

Reaction Number
RN#0000057

Reaction Type
Clarification

General Information

Original Notification	PH-NOTIF-BFAR23-0000016	Subject	Text
Notifying Agency *	Bureau of Fisheries and Aquatic Resources (BFAR)	Reaction Date	02/20/2023
Current Department/Organization	Bureau of Fisheries and Aquatic Resources	Created by	MCP USER

ORIGINAL NOTIFICATION

Reference Number
PH-NOTIF-BFAR23-0000016

Date Filed
02/20/2023

Date Submitted
02/20/2023

Notification Category
Information

Figure 4.17. Reaction Form and Original Notification Form

3 Click on “Edit” button to fill out the fields.

← BACK REACTIONS / RN#0000055 / RN#0000057

Edit + Create

Hide Original Notification **Cancel** File Ongoing Reaction

Cancelled Draft **Ongoing Reaction** Ongoing Verification Verified Submitted

REACTION

Reaction Number
RN#0000057

ORIGINAL NOTIFICATION

Reference Number
PH-NOTIF-BFAR23-0000016

Figure 4.18. Edit Reaction Form

4 Click “Save” after filling in the necessary information.

← BACK REACTIONS / RN#0000055 / RN#0000057

Save ✕ Discard

Hide Original Notification **Cancel** File Ongoing Reaction

Cancelled Draft **Ongoing Reaction** Ongoing Verification Verified Submitted

REACTION

Figure 4.19. Saving a Reaction

5 After filling in the fields, click the “File Ongoing Reaction” button.

← BACK Dashboard / POSTED NOTIFICATION / PH-NOTIF-BFAR23-0000017 / RN#0000056

Save Discard

Hide Original Notification Cancel **File Ongoing Reaction** Cancelled Draft **Ongoing Reaction** Ongoing Verification Verified Submitted

REACTION

Reaction Number
RN#0000056

Reaction Type
Information

General Information

Original Notification	PH-NOTIF-BFAR23-0000017	Subject	Test
Notifying Agency *	Bureau of Fisheries and Aquatic Resources (BFAR)	Reaction Date	02/22/2023
Current Department/Organization	Bureau of Fisheries and Aquatic Resources (BFAR)	Created by	NCP User
Department	Department of Agriculture		

ORIGINAL NOTIFICATION

Reference Number
PH-NOTIF-BFAR23-0000017

Date Filed
02/20/2023

Date Submitted
02/21/2023

Notification Category
Alert

Figure 4.20. File Ongoing Reaction

6 A confirmation message will be displayed. Click on “Proceed” button.

PhilRASFF v2 Dashboard News and Events Archive

← BACK Dashboard / POSTED NOTIFICATION

Edit Create

Hide Original Notification Cancel **File Ongoing Reaction** Cancelled Draft **Ongoing Reaction**

Reaction

Are you sure you want to Accept this reaction?

Proceed Cancel

Figure 4.21. Move Status Prompt

7 An email notification will be sent to the ACP Manager.

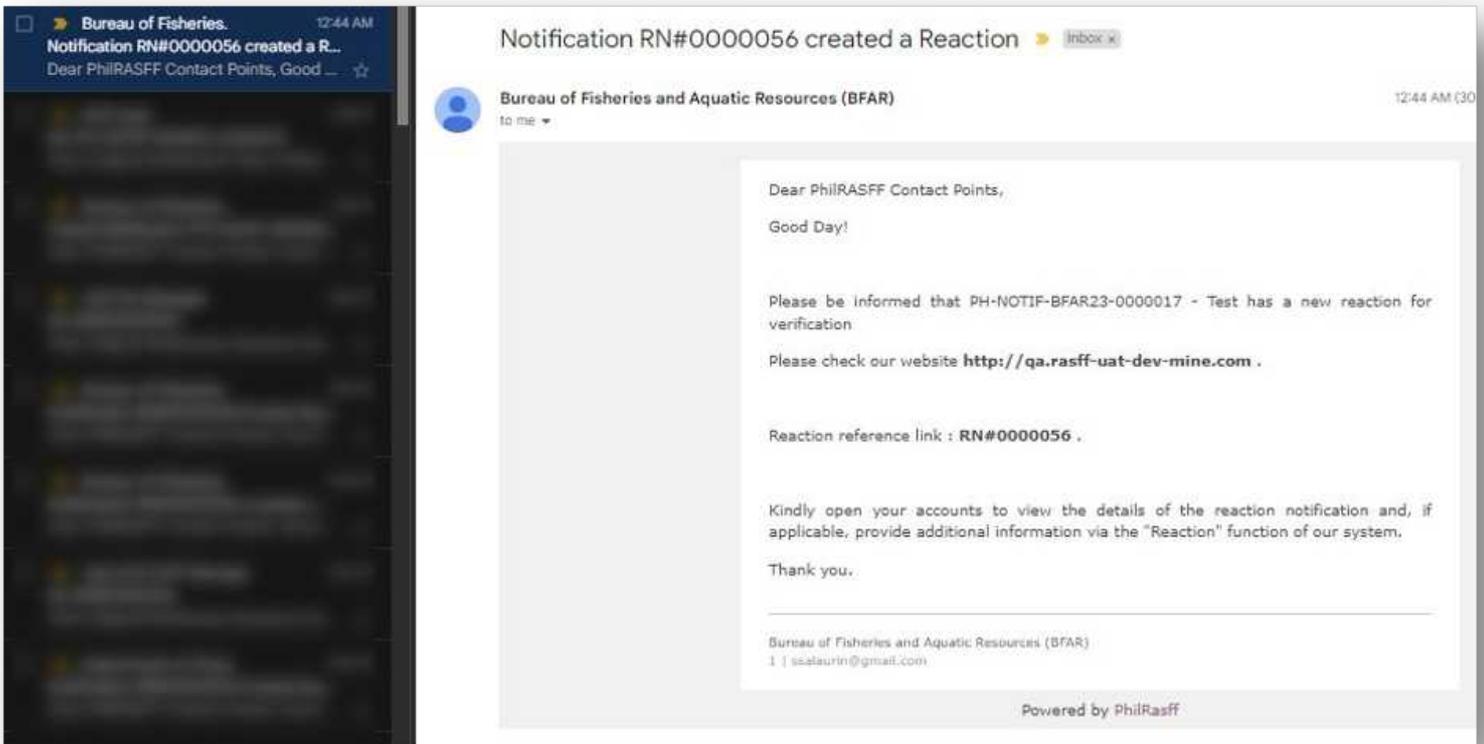


Figure 4.22. Reaction Email Notification

8 Reaction notification will be changed from Ongoing Reaction to Ongoing Verification and will be sent to ACP Manager for verification.



Figure 4.23. Ongoing Verification of Reaction

- Created reactions can be viewed inside Reactions folder.

←BACK Dashboard / REACTIONS

My Reactions Search...

Filters Group By Favorites

<input type="checkbox"/>	Name	Subject	Original Notification	Notification Creation Date	Status	
<input type="checkbox"/>	RN#0000027	Test 8:01pm	PH-NOTIF-BFAR23-0000011	02/16/2023	Cancelled	
<input type="checkbox"/>	RN#0000032	Test	PH-NOTIF-BFAR23-0000013	02/17/2023	Cancelled	
<input type="checkbox"/>	RN#0000034	Test	PH-NOTIF-BFAR23-0000014	02/18/2023	Ongoing Reaction	Cancel File Ongoing Reaction
<input type="checkbox"/>	RN#0000041	Test 1:22pm	PH-NOTIF-BFAR23-0000015	02/18/2023	Ongoing Reaction	Cancel File Ongoing Reaction
<input type="checkbox"/>	RN#0000042	Test	PH-NOTIF-BFAR23-0000016	02/20/2023	Submitted	
<input type="checkbox"/>	RN#0000047	Test	PH-NOTIF-BFAR23-0000016	02/20/2023	Ongoing Reaction	Cancel File Ongoing Reaction
<input type="checkbox"/>	RN#0000048				Ongoing Reaction	Cancel File Ongoing Reaction
<input type="checkbox"/>	RN#0000050	Test	PH-NOTIF-BFAR23-0000016	02/20/2023	Ongoing Reaction	Cancel File Ongoing Reaction
<input type="checkbox"/>	RN#0000056	Test	PH-NOTIF-BFAR23-0000017	02/20/2023	Ongoing Verification	

Figure 4.24. Reactions Folder

Note: In order to display a precise list of Reaction records, the filter must be removed from the search bar. Just click on the X button.

←BACK Dashboard / REACTIONS

My Reactions Search...

Filters Group By Favorites

<input type="checkbox"/>	Name	Subject	Original Notification	Notification Creation Date	Status	
<input type="checkbox"/>	RN#0000027	Test 8:01pm	PH-NOTIF-BFAR23-0000011	02/16/2023	Cancelled	
<input type="checkbox"/>	RN#0000032	Test	PH-NOTIF-BFAR23-0000013	02/17/2023	Cancelled	
<input type="checkbox"/>	RN#0000034	Test	PH-NOTIF-BFAR23-0000014	02/18/2023	Ongoing Reaction	Cancel File Ongoing Reaction
<input type="checkbox"/>	RN#0000041	Test 1:22pm	PH-NOTIF-BFAR23-0000015	02/18/2023	Ongoing Reaction	Cancel File Ongoing Reaction

Figure 4.25. Search Bar Filter

Verifying a Reaction

- All reactions for verification will be found in the “Reactions” folder on the Dashboard.
- The ACP Managers are also responsible for verifying the created reaction notifications.

1 Click on “Verify” button either at the button located in the Reactions folder or in the reaction notification form.

←BACK Dashboard / REACTIONS

Search...

Filters: Group By Favorites 1-33 /

<input type="checkbox"/>	Name	Subject	Original Notification	Notification Creation Date	Status	
<input type="checkbox"/>	RN#0000046	Test	PH-NOTIF-BFAR23-0000015	02/20/2023	Submitted	
<input type="checkbox"/>	RN#0000047	Test	PH-NOTIF-BFAR23-0000016	02/20/2023	Ongoing Reaction	
<input type="checkbox"/>	RN#0000048				Ongoing Reaction	
<input type="checkbox"/>	RN#0000049	Test	PH-NOTIF-BFAR23-0000016	02/20/2023	Submitted	
<input type="checkbox"/>	RN#0000050	Test	PH-NOTIF-BFAR23-0000016	02/20/2023	Cancelled	
<input type="checkbox"/>	RN#0000051	Test	PH-NOTIF-BFAR23-0000016	02/20/2023	Submitted	
<input type="checkbox"/>	RN#0000052	Test	PH-NOTIF-BFAR23-0000016	02/20/2023	Submitted	
<input type="checkbox"/>	RN#0000053	Test	PH-NOTIF-BFAR23-0000016	02/20/2023	Cancelled	
<input type="checkbox"/>	RN#0000054	Test	PH-NOTIF-BFAR23-0000015	02/20/2023	Submitted	
<input type="checkbox"/>	RN#0000056	Test	PH-NOTIF-BFAR23-0000017	02/20/2023	Ongoing Verification	Return Verify
<input type="checkbox"/>	RN#0000057	Test	PH-NOTIF-BFAR23-0000018	02/20/2023	Ongoing Reaction	

Figure 4.26. Verifying a Reaction

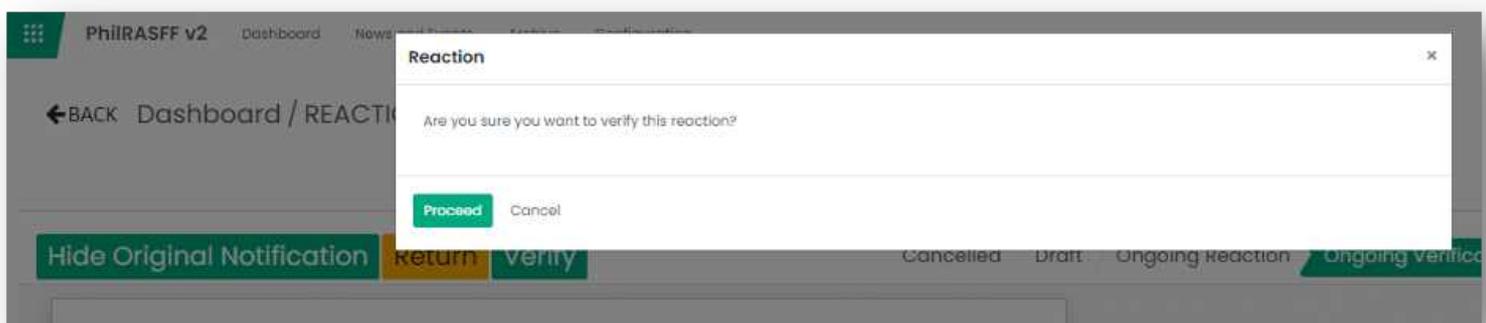


Figure 4.27. Move Status Prompt

2 Reaction Status will be changed to “Verified”.

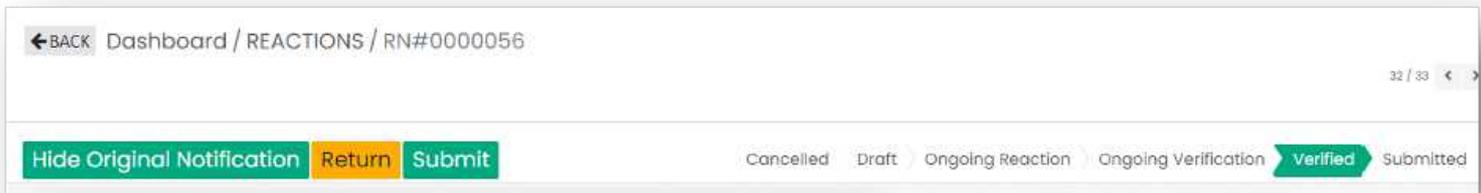


Figure 4.28. Verified Reaction

3 Click “Submit” button

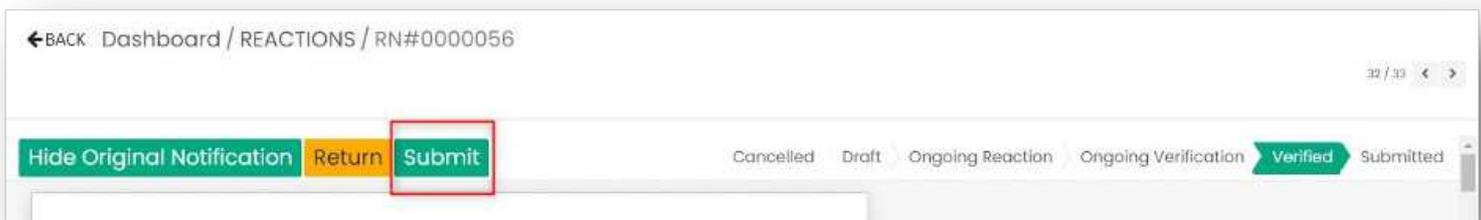


Figure 4.29. Submitting a Reaction

4 A confirmation message will appear. Click on “Proceed” button.



Figure 4.30. Move Status Prompt

5 Reaction Status will be changed to “Submitted”

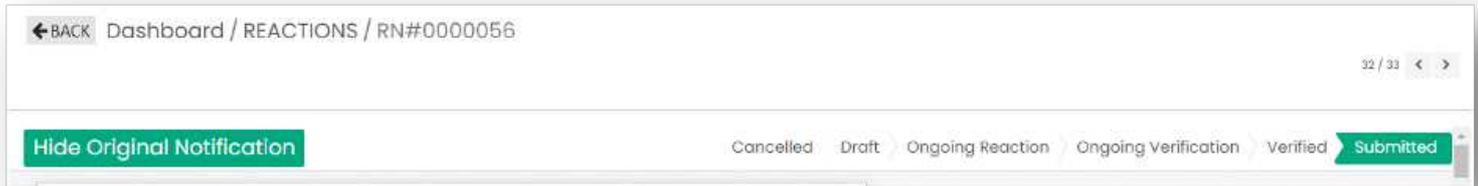


Figure 4.31. Submitted Reaction

6 An email notification will be sent to all the Contact Points that a reaction has been submitted/posted.

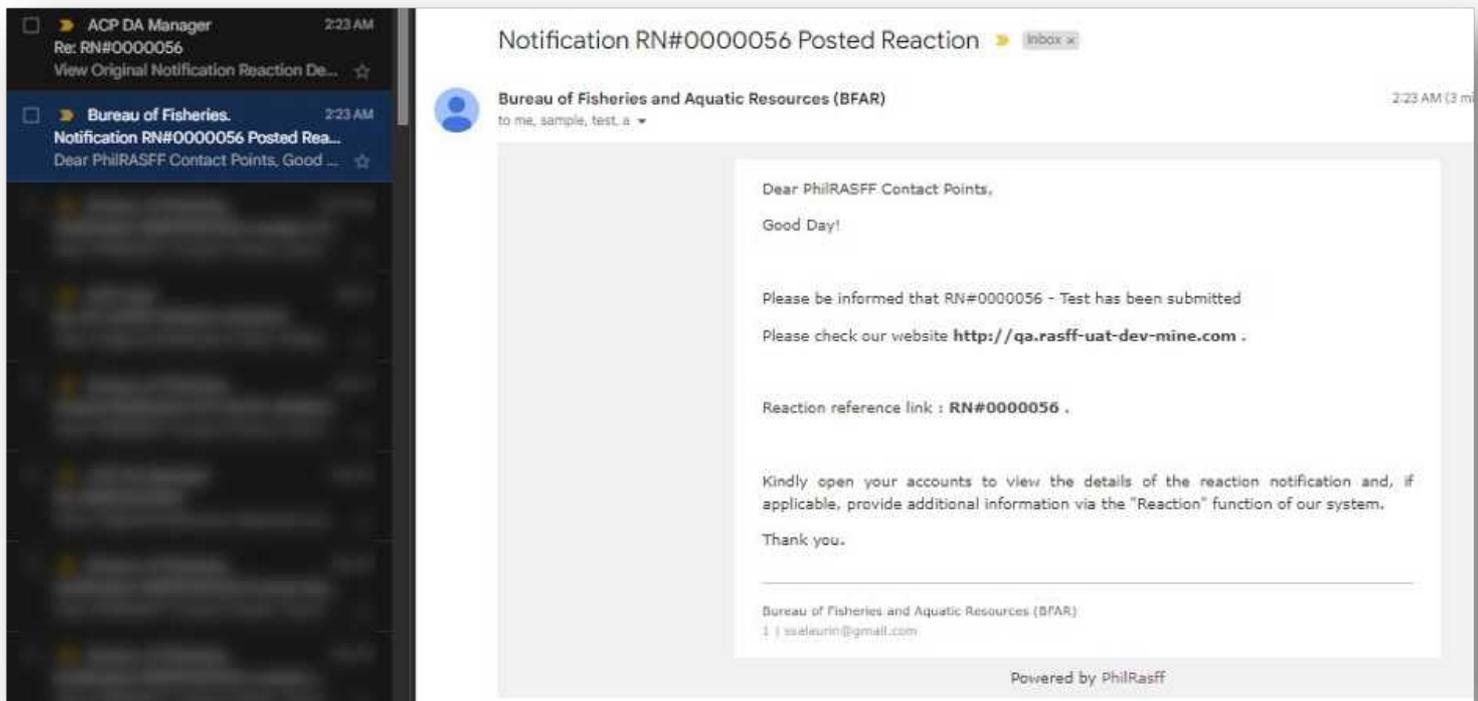


Figure 4.32. Email Notification to all Contact Points

Cancelling a Reaction

- 1 Click on the “Cancel” button either at the Reactions folder list view or on the Reaction notification form.

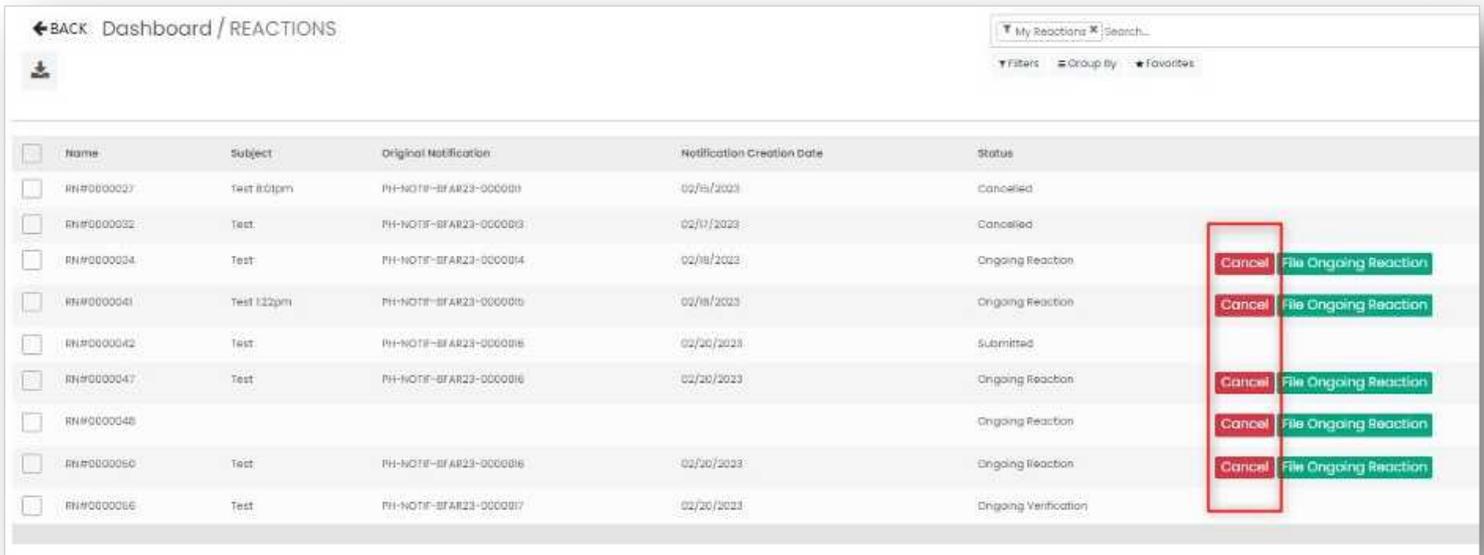


Figure 4.33. Cancel a Reaction



Figure 4.34. Cancelling a Reaction

- 2 A confirmation message will appear. Click on “Proceed” button.



Figure 4.35. Confirmation Message on Cancelling

3 Reaction Notification status will be changed to “Cancelled”

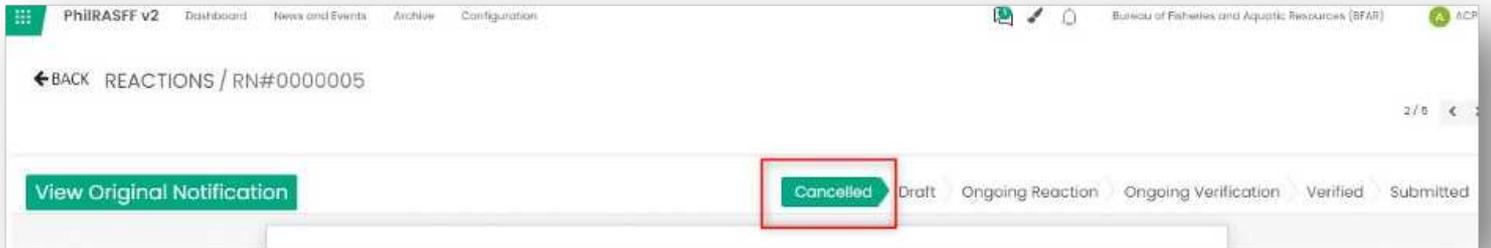


Figure 4.36. Cancelled Reaction

Viewing an Original Notification with Reaction/s

- 1 Click on the “Notification with Reactions” folder located in a user’s Dashboard

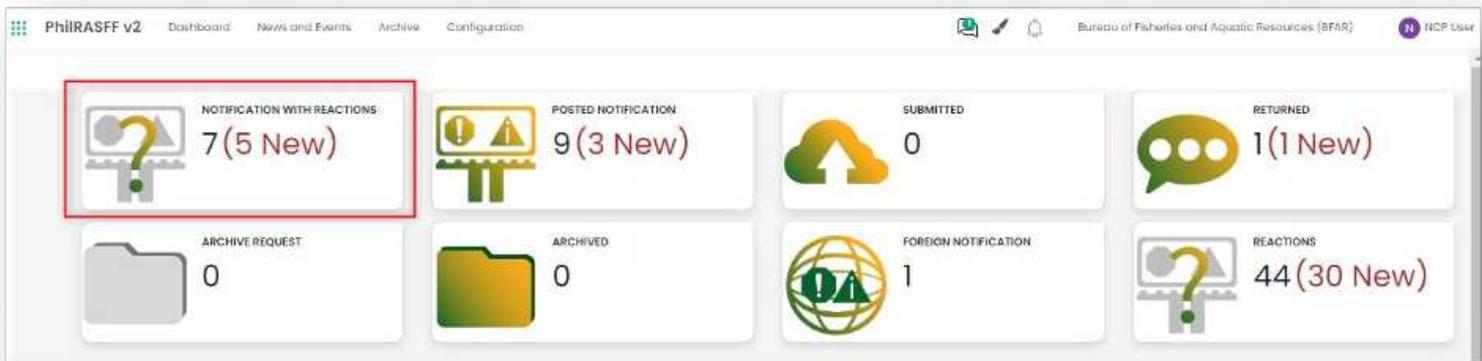


Figure 4.37. Notification with Reactions Folder

← BACK Dashboard / NOTIFICATION WITH REACTIONS

Search...

Filters Group By Favorites 1/1/1 < >

Reference Number	Subject	Number of Reaction	Notifying Agency	Date/Time Last of Reaction	
<input type="checkbox"/> PH-NOTIF-BFAR23-000001	Test	1	Bureau of Fisheries and Aquatic Resources (BFAR)	02/18/2023 09:25:48	React

Figure 4.38. Notifications with Reactions Folder List View

The screenshot displays the PhilRASFF v2 web application interface. At the top, there is a navigation menu with links for Dashboard, News and Events, Archive, and Configuration. Below this, a breadcrumb trail shows the current page: NOTIFICATION WITH REACTIONS / PH-NOTIF-BFAR23-000010. A 'Print' button and an 'Action' dropdown menu are visible next to the breadcrumb. A secondary navigation bar includes a 'Back' link, a 'React' button (highlighted in green), and a series of status tabs: Draft, Filed, Ongoing Verification, Submitted, Ongoing Submission, and Posted (highlighted in green). In the top right corner of the notification area, there are two summary boxes: '2 Reactions' and '13 Decision M...'. The main content area displays the following information:

- Reference Number: **PH-NOTIF-BFAR23-000010-02**
- Date Filed: **02/13/2023**
- Date Submitted: **02/13/2023**
- Notification Category: **Information**
- Source of Notification: Foreign Local

Figure 4.39. Original / Posted Notification

The screenshot displays the 'React' form in the PhilRASFF v2 system. At the top, the navigation bar includes 'PhilRASFF v2', 'Dashboard', 'News and Events', 'Archive', and 'Configuration'. Below this, the breadcrumb path is '←BACK NOTIFICATION WITH REACTIONS / PH-NOTIF-BFAR23-000010', with 'Print' and 'Action' options. A progress bar shows stages: 'Back', 'React' (active), 'Draft', 'Filed', 'Ongoing Verification', 'Submitted', 'Ongoing Submission', and 'Posted'. The form contains three buttons: 'Save', 'Reset Matrix', and 'Discard'. The 'Reaction Number' is 'RN#000022' and the 'Reaction Type' is 'information'. A green 'NEW' banner is visible in the bottom right corner of the form area.

Figure 4.40. Original Notification with the Reaction Forms

Search Bar Function

- 1 Type the reference number or keyword for the subject of a notification you want to search for. Click on “Search” button.

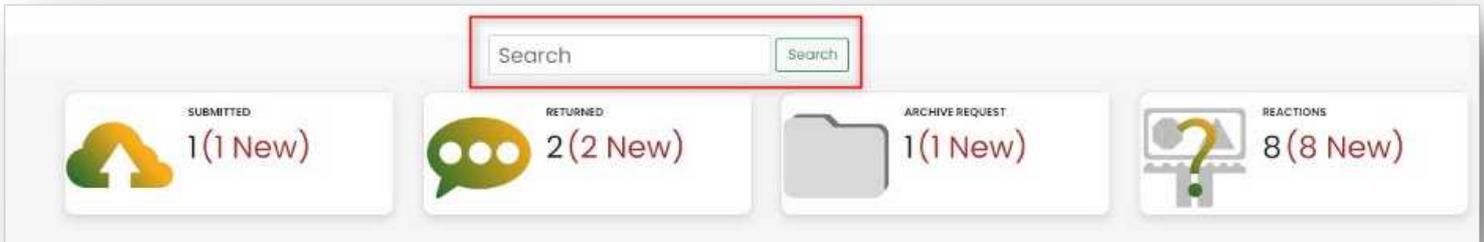


Figure 4.41. Search Bar

- 2 User will be directed to search results interface.

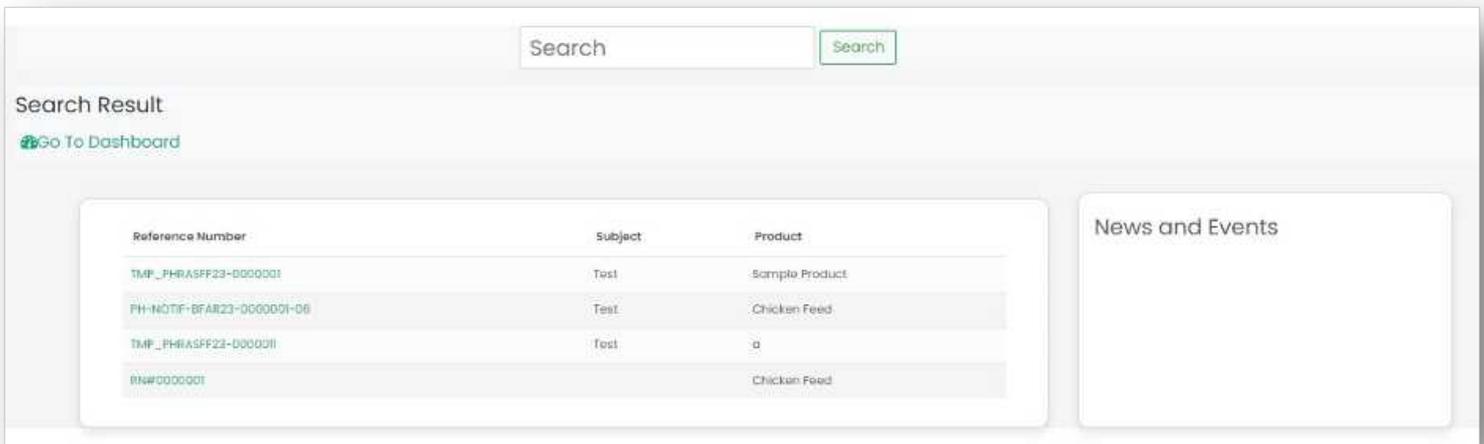


Figure 4.42. Search Results Interface

- 3 Select a notification/reaction. A new window tab will open.

- 5 To search by commodity type, select a commodity on the Commodity Type field.
- 6 To search by notification category, select the notification category on the Notification Category field.
- 7 To search by product, type in product name on the Product field.
- 8 To search by Reference number, type in the reference number on the Reference field.
- 9 To search by subject, type in the subject on the Subject field.

The screenshot displays a search bar interface with the following fields and controls:

- Date:** Two date input fields, each containing the placeholder text "mm/dd/yyyy" and a calendar icon.
- Notifying Country:** A dropdown menu with "Select All..." and a downward arrow.
- Commodity Type:** A dropdown menu with "Select All..." and a downward arrow.
- Notification Category:** A dropdown menu with "Select All..." and a downward arrow.
- Product:** A text input field with the placeholder text "Leave blank as any product..".
- Reference:** A text input field with the placeholder text "Leave blank as select all reference..".
- Subject:** A text input field with the placeholder text "Leave blank as select all subject..".
- Buttons:** Two buttons labeled "Hide" and "Search" are positioned at the bottom center of the search bar.

Figure 2.25. Search Bar fields

- 10 Click on Hide button to hide fields.
- 11 Click on Search button to search information.



References



PhilRASFF Structure

CONTACT POINT TYPE	DEFINITION
National Contact Point (NCP)	The NCP is a department, agency or office determined by the Food Safety Regulation Coordinating Board through the issuance of a Board Resolution with the general role of overseeing the establishment and operationalization of PhilRASFF.
Department Contact Points (DCP)	The DCP is an administrative institution headed by the Department Secretary, Undersecretary, Assistant Secretary or Director level government Official to which respective Office has direct supervision to Food Safety Regulatory Agencies (FSRAs) and other bureaus or offices with food safety related activities.
Agency Contact Points (ACP)	An ACP is a Bureau or Agency level administrative institution which is explicitly mandated by the Food Safety Act of 2013 and other special laws to ensure safety of food and food products, respective of their jurisdictions. The Bureau or Agency is not limited to enforcement of regulatory activities but also program management in preventing emergency situations, involving food and food products, such as but not limited to food frauds, food crisis, etc.
Support Agency Contact Points (SACP)	A SACP is a Bureau or attached Agency level administrative institution or Office of a Department providing scientific, technical, laboratory, enforcement or communication support in the conduct of regulatory and emergency activities of the DCPs and ACPs.

PhilRASFF Composition



PhilRASFF

PHILIPPINE RAPID ALERT SYSTEM FOR FOOD AND FEED

National Contact Point



Department Contact Points



Agency Contact Points

FDA
BOQ
EB
DPCB

BAI
BFAR
BPI
FPA
PCA
NDA
NMIS
SRA

BOC

BLGS
BLGD

FNRI

EMB
BPS
CPAB

Support Agency Contact Points

DPCB
HPCS

BAFS
ICTS
NFA

DILG-SACP DOST-SACP DTI-SACP



References



Food and Drug Administration. 2017. FPA Personnel Order 2017-451: Creation of the Food and Drug Administration (FDA) Philippine Rapid Alert System for Food and Feed (PhilRASFF) National Contact Point Committee and Designation of Different FDA Offices with respective Functions and Responsibilities

Food and Safety Regulation Coordinating Board. 2018. Resolution No. 1: General Rules, Guidelines and Procedures for Operationalization of the Philippine Rapid Alert System for Food and Feed

Philippine Rapid Alert System for Food and Feed (PhilRASFF). 2016. Manual of Procedures: Version 1

PhilRASFF. 2016. User Guide

PhilRASFF. n.d. Form 1 User Registration

PhilRASFF. n.d. SOP#1: Notification to NCP complete

PhilRASFF. n.d. SOP#2: Preparation of notification

PhilRASFF. n.d. SOP#3: Handling of notifications by NCP

PhilRASFF. n.d. SOP#4: Notification to ACP

PhilRASFF. n.d. SOP#5: Follow-up Notification

PhilRASFF. n.d. SOP#6: Notification to foreign food safety networks

PhilRASFF. n.d. SOP#7: Archiving of information

PhilRASFF. n.d. SOP#8: Guidelines for confidentiality



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