

ISSUANCE / RENEWAL / ANNUAL ENDORSEMENT OF INTERNATIONAL LOADLINE CERTIFICATE (under MC 2007-03)

Schedule of Availability of Service:

Daily, From Monday to Friday

7:00 AM to 6:00 PM without noon break

(Note: Payment of fees shall only be made from 8:00 am – 5:00 pm)

Who may Avail of the Service:

All Philippine Ship Owners / Operators / Charterers / Managers of Philippine Registered Small Ships; All Marine Surveying Companies / Recognized Organization / Maritime Entities.

What are the requirements:

A. NEW ISSUANCE	B. RENEWAL	C. ANNUAL ENDORSEMENT
<ol style="list-style-type: none">1. Letter of Application2. Load Line Calculation, Freeboard Mark and Plan Location and Load Line Mark3. Approved copy of General Arrangement Plan, Lines Drawing, Mid-ship Section, Longitudinal Hull Girder Strength Calculation and Hydrostatic Curves (<i>SRS Copy, if available</i>)4. Copy of CO and CPR	<ol style="list-style-type: none">1. Letter of Application2. Copy of previous International Load Line Certificate3. Load Line Survey Report4. Drydocking Certificate (if full term)	<ol style="list-style-type: none">1. Letter of Application2. Survey Report with recommendation3. Original International Load Line Certificate

A. New Issuance

Duration:

2.55 Days after the inspection

How to Avail of the Service:

A. New Issuance of International Load Line Certificate															
Step	Applicant / Client	Service Provided	Duration of Activity (Under Normal Circumstances)	Person / Office in Charge	Fee	Form									
1.	Secure the checklist of documentary requirements from the Officer of the Day (OTD) and completes the documentary requirements	Provide the application form and the checklist of documentary requirements	5 minutes	Officer of the Day (OTD)											
2.	Verify the completeness of the documentary requirements	Screens the documentary requirements and prepare Authority to Accept Payment (ATAP) if documents are complete	15 minutes	Authorized SRS Personnel	N/A	SRS-SF08 SRS-SF09 SRS-SF10 SRS-SF11									
3.	Pay the corresponding fee	Accept payment and issue Official Receipt (OR)	10 minutes	Cahier	According to the GT of the vessel + ₱310.00 Certificate + ₱15.00 documentary stamp + 30% more of the rate below	N/A									
					<table border="1"> <thead> <tr> <th>GT</th> <th>Non-Propelled ₱</th> <th>Self-propelled ₱</th> </tr> </thead> <tbody> <tr> <td>Under 200 GT</td> <td>4,000.00</td> <td>5,000.00</td> </tr> <tr> <td>200 – 399.99</td> <td>5,000.00</td> <td>6,000.00</td> </tr> </tbody> </table>	GT	Non-Propelled ₱	Self-propelled ₱	Under 200 GT	4,000.00	5,000.00	200 – 399.99	5,000.00	6,000.00	
GT	Non-Propelled ₱	Self-propelled ₱													
Under 200 GT	4,000.00	5,000.00													
200 – 399.99	5,000.00	6,000.00													

					400 – 699.99	6,000.00	7,000.00	
					700 – 999.99	6,500.00	8,500.00	
					1000 – 1499.99	7,500.00	10,000.00	
					1500 – 2499.99	9,000.00	11,000.00	
					GT	Non-Propelled ₱	Self-propelled ₱	
					2500 – 3499.00	10,000.00	12,000.00	
					3500 – 4999.99	10,500.00	13,000.00	
					5000 – 6499.99	12,000.00	14,000.00	
					6500 – 7999.99	13,000.00	14,800.00	
					8000 – 9999.99	14,000.00	15,600.00	
					10000 – 11999.99	15,000.00	18,000.00	
					12000 – 14999.99	18,000.00	23,000.00	
					15000 & above	20,000.00	25,000.00	
4.	Submit application letter together with complete documentary requirements and copy of the Official Receipt and ATAP	Receive application, log-on to D-Tracks and forward to SRS	20 minutes	Records Section	N/A		N/A	N/A
		Receives / logs / record application, prepare and attach routing slip and forward to the SRS Director	15 minutes	SRS Secretary	N/A		N/A	N/A
		Check the documents and affix initial on the	10 minutes	SRS Director	N/A		N/A	N/A

		routing slip then assign the application to NAMED Chief				
		Check the documents and affix initial on the routing slip then assign to a NAMED Surveyor / Inspector	10 minutes	NAMED Chief	N/A	N/A
		Evaluate and re-check the completeness of the submitted documents, compute the Load Line Assignment (Freeboard and Load Line Marking) and schedule the required inspection	2 days	NAMED Surveyor / Inspector	N/A	N/A
		Check the Load Line Marking, inspect the whole bottom and the Hull material of the vessel to determine the watertightness and integrity of the vessel's Hull Structure. Forward to Encoder for drafting	Depends on the GT and location of the vessel	NAMED Surveyor / Inspector	N/A	N/A
		Evaluate and check the Freeboard based on actual inspection. Forward the documents with the Survey Report to the SRS Encoder for drafting.	2 hours			
		Prepare draft of Load Line Certificate based on the submitted and evaluated documents and Survey Report then return to the Surveyor / Inspector for checking	15 minutes	SRS Encoder	N/A	N/A
		Check the drafted Load	15 minutes	NAMED	N/A	N/A

		Line Certificate then forward to NAMED Chief for final editing		Surveyor / Inspector		
		Edit for finalization the drafted Load Line Certificate then forward to the Encoder	20 minutes	NAMED Chief	N/A	N/A
		Finalize the Load Line Certificate then forward to the Surveyor / Inspector	15 minutes	SRS Encoder	N/A	N/A
		Check / review documents and Certificate and affix initials / signature to the Load Line Certificate then forward to the NAMED Chief	15 minutes	NAMED Surveyor / Inspector	N/A	N/A
		Check / review documents and affix initials / signature to the Load Line Certificate then forward to the Secretary	15 minutes	NAMED Chief	N/A	N/A
		Check the documents then forward to the Director for approval and signature	10 minutes	SRS Secretary	N/A	N/A
		Affix initials signature to the documents and return to the Secretary	10 minutes	SRS Director	N/A	N/A
		Log-out in D-Tracks the approved application then forward to the Records Section	10 minutes	SRS Secretary	N/A	N/A
5.	Secure a copy of the Certificate for the applied application	Release the approved documents / application	10 minutes	Records Section	N/A	N/A

B. For Renewal of International Load Line Certificate

Duration:

1.30 Days after the submission of Drydocking Certificate

How to Avail of the Service:

B. For Renewal of International Load Line Certificate												
Step	Applicant / Client	Service Provided	Duration of Activity (Under Normal Circumstances)	Person / Office in Charge	Fee	Form						
1.	Secure the checklist of documentary requirements from the Officer of the Day (OTD) and completes the documentary requirements	Provide the application form and the checklist of documentary requirements	5 minutes	Officer of the Day (OTD)								
2.	Verify the completeness of the documentary requirements	Screens the documentary requirements and prepare Authority to Accept Payment (ATAP) if documents are complete	15 minutes	Authorized SRS Personnel	N/A							
3.	Pay the corresponding fee	Accept payment and issue Official Receipt (OR)	10 minutes	Cahier	According to the GT of the vessel + ₱310.00 Certificate + ₱15.00 documentary stamp + 30% more of the rate below	N/A						
					<table border="1"> <thead> <tr> <th>GT</th> <th>Non-Propelled ₱</th> <th>Self-propelled ₱</th> </tr> </thead> <tbody> <tr> <td>Under 200 GT</td> <td>4,000.00</td> <td>5,000.00</td> </tr> </tbody> </table>	GT	Non-Propelled ₱	Self-propelled ₱	Under 200 GT	4,000.00	5,000.00	
GT	Non-Propelled ₱	Self-propelled ₱										
Under 200 GT	4,000.00	5,000.00										

B. For Renewal of International Load Line Certificate

Step	Applicant / Client	Service Provided	Duration of Activity (Under Normal Circumstances)	Person / Office in Charge	Fee			Form
					GT	Non-Propelled	Self-propelled	
					200 – 399.99	5,000.00	6,000.00	
					400 – 699.99	6,000.00	7,000.00	
					700 – 999.99	6,500.00	8,500.00	
					1000 – 1499.99	7,500.00	10,000.00	
					1500 – 2499.99	9,000.00	11,000.00	
					2500 – 3499.00	10,000.00	12,000.00	
					3500 – 4999.99	10,500.00	13,000.00	
					5000 – 6499.99	12,000.00	14,000.00	
					6500 – 7999.99	13,000.00	14,800.00	
					8000 – 9999.99	14,000.00	15,600.00	
					10000 – 11999.99	15,000.00	18,000.00	
					12000 – 14999.99	18,000.00	23,000.00	
					15000 & above	20,000.00	25,000.00	
4.	Submit application letter together with the documentary requirements, OR and the amount paid to the Central Receiving Unit	Receive application, log-on to D-Tracks and forward to SRS	20 minutes	Central Receiving Unit (CRU)	N/A			N/A

B. For Renewal of International Load Line Certificate						
Step	Applicant / Client	Service Provided	Duration of Activity (Under Normal Circumstances)	Person / Office in Charge	Fee	Form
		Receives / logs / record application, prepare and attach routing slip and forward to the SRS Director	15 minutes	SRS Secretary	N/A	N/A
		Check the documents and affix initial on the routing slip then assign the application to NAMED Chief	10 minutes	SRS Director	N/A	N/A
		Check the documents and affix initial on the routing slip then assign to a NAMED Surveyor / Inspector	10 minutes	NAMED Chief	N/A	N/A
		Evaluate and re-check the completeness of the submitted documents and schedule the required inspection	15 minutes	NAMED Surveyor / Inspector	N/A	N/A
		Check the Freeboard and inspect the whole bottom and the Hull material and determine if the vessel is still seaworthy or needs replacement	Depends on the GT and location of the vessel	NAMED Surveyor / Inspector	N/A	N/A
5.	Submit Drydocking Certificate	After securing a Drydocking Certificate, forward the documents with the Survey Report to the SRS Encoder for drafting	10 minutes	NAMED Surveyor / Inspector	N/A	N/A

B. For Renewal of International Load Line Certificate

Step	Applicant / Client	Service Provided	Duration of Activity (Under Normal Circumstances)	Person / Office in Charge	Fee	Form
		Prepare draft of International Load Line Certificate based on the submitted and evaluated documents and Survey Report then return to the Surveyor / Inspector for checking	15 minutes	SRS Encoder	N/A	N/A
		Check the drafted International Load Line Certificate then forward to NAMED Chief for final editing	15 minutes	NAMED Surveyor / Inspector	N/A	N/A
		Edit for finalization the drafted International Load Line Certificate then forward to the Encoder	20 minutes	NAMED Chief	N/A	N/A
		Finalize the International Load Line Certificate then forward to the Surveyor / Inspector	15 minutes	SRS Encoder	N/A	N/A
		Check / review documents and Certificate and affix initials / signature to the Load Line Certificate then forward to the NAMED Chief	15 minutes	NAMED Surveyor / Inspector	N/A	N/A
		Check / review documents and affix initials / signature to the Load Line Certificate then forward to the Secretary	15 minutes	NAMED Chief	N/A	N/A

B. For Renewal of International Load Line Certificate						
Step	Applicant / Client	Service Provided	Duration of Activity (Under Normal Circumstances)	Person / Office in Charge	Fee	Form
		Check the documents then forward to the Director for approval and signature	10 minutes	SRS Secretary	N/A	N/A
		Affix initials signature to the documents and return to the Secretary	10 minutes	SRS Director	N/A	N/A
		Log-out in D-Tracks the approved application then forward to the Records Section	10 minutes	SRS Secretary	N/A	N/A
6.	Secure a copy of the Certificate for the applied application	Release the approved documents / application	10 minutes	Records Section	N/A	N/A

C. For Annual Endorsement of International Load Line Certificate

Standard Processing Time:

1 Day after the Inspection (if Certificate is not subject for re-issuance)

1.5 Days after the Inspection (if Certificate is subject for re-issuance)

How to Avail of the Service:

Step	Applicant / Client	Service Provided	Duration of Activity (Under Normal Circumstances)	Person / Office in Charge	Fee	Form		
1.	Secure the checklist of documentary requirements from the Officer of the Day (OTD) and completes the documentary requirements	Provide the application form and the checklist of documentary requirements	5 minutes	Officer of the Day (OTD)				
2.	Verify the completeness of the documentary requirements	Screens the documentary requirements and prepare Authority to Accept Payment (ATAP) if documents are complete	15 minutes	Authorized SRS Personnel	N/A			
3.	Pay the corresponding fee	Accept payment and issue Official Receipt (OR)	10 minutes	Cahier	Regardless of Gross Tonnage: <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>₱ 3,000.00 for Non-Propelled</td> </tr> <tr> <td>₱ 4,000.00 for Self-Propelled</td> </tr> </table>	₱ 3,000.00 for Non-Propelled	₱ 4,000.00 for Self-Propelled	N/A
₱ 3,000.00 for Non-Propelled								
₱ 4,000.00 for Self-Propelled								
4.	Submit application letter together with the complete documentary requirements and copy of the Official Receipt and ATAP	Receive application, log-on to D-Tracks and forward to SRS	20 minutes	Central Receiving Unit (CRU)	N/A	N/A		
		Receives / logs / record application, prepare and attach routing slip and forward to the SRS Director	15 minutes	SRS Secretary	N/A	N/A		

		Check the documents and affix initial on the routing slip then assign the application to NAMED Chief	10 minutes	SRS Director	N/A	N/A
		Check the documents and affix initial on the routing slip then assign to a NAMED Surveyor / Inspector	10 minutes	NAMED Chief	N/A	N/A
		Evaluate and re-check the completeness of the submitted documents and schedule the required inspection	15 minutes	NAMED Surveyor / Inspector	N/A	N/A
		Check the Freeboard and inspect the vessel to determine the watertightness and integrity of the vessel's Hull Structure and if it is still seaworthy or needs replacement.	Depends on the GT and location of the vessel	NAMED Surveyor / Inspection	N/A	N/A
		If Certificate is not subject for re-issuance				
		Affix signature and date of Endorsement at the space provided at the back of the International Load Line Certificate then forward to the NAMED Chief	15 minutes	NAMED Surveyor / Inspector	N/A	N/A
		Affix initial at the routing slip then forward to the Secretary	15 minutes	NAMED Chief	N/A	N/A
		Check the documents then forward to the Director for initial	10 minutes	SRS Secretary	N/A	N/A
		Affix initials / signature	10 minutes	SRS Director	N/A	N/A

		to the documents and return to the secretary				
		Log-out in D-Tracks the approved application then forward to the Records Section	10 minutes	SRS Secretary	N/A	N/A
5.	Secure a copy of the Certificate for the applied application	Release the approved documents / application	10 minutes	Records Section	N/A	N/A
<i>If Certificate is subject for re-issuance</i>						
		Forward the documents with the Survey Report to the SRS Encoder for drafting	10 minutes	NAMED Surveyor / Inspector	N/A	N/A
		Prepare draft of the International Load Line Certificate based on the submitted and evaluated documents and Survey Report then return to the Surveyor / Inspector for checking	15 minutes	SRS Encoder	N/A	N/A
		Check the drafted International Load Line Certificate then forward to NAMED Chief for final editing	15 minutes	NAMED Surveyor / Inspector	N/A	N/A
		Edit for finalization the drafted International Load Line Certificate then forward to the Encoder	20 minutes	NAMED Chief	N/A	N/A
		Finalize the International Load Line Certificate then forward to the Surveyor / Inspector	15 minutes	SRS Encoder	N/A	N/A

		Check / review the documents and Certificate and affix initials / signature in the International Load Line Certificate then forward to the NAMED Chief	15 minutes	NAMED Surveyor / Inspector	N/A	N/A
		Check / review the documents and affix initials / signature in the International Load Line Certificate then forward to the Secretary	15 minutes	NAMED Chief	N/A	N/A
		Check the documents then forward to the Director for approval and signature	10 minutes	SRS Secretary	N/A	N/A
		Affix initials / signature in the documents and return to the Secretary	10 minutes	SRS Director	N/A	N/A
		Log-out in D-Tracks the approved application then forward to the Records Section	10 minutes	SRS Secretary	N/A	N/A
6.	Secure a copy of the Certificate for the applied application	Release the approved documents / application	10 minutes	Records Section	N/A	N/A