

APPLICATION FOR ISSUANCE OF NSM CODE / ISM CODE CERTIFICATION UNDER MC 159 & MC 143

(Implementation by MARINA guided by Administrative Order No. 10 – 09, Series of 2009, as amended)

- Issuance of Interim of DOC / SMC under the International Safety Management (ISM) Code
 - Issuance of Short Term DOC / SMC under the International Safety Management (ISM) Code
 - Issuance of Full Term DOC / SMC under the International Safety Management (ISM) Code
 - Annual Endorsement of DOC / Intermediate SMC under the International Safety Management (ISM) Code
 - Issuance of Interim of DOC / SMC under the National Safety Management (NSM) Code
 - Issuance of Short Term DOC / SMC under the National Safety Management (NSM) Code
 - Issuance of Full Term DOC / SMC under the National Safety Management (NSM) Code
 - Annual Endorsement of DOC / SMC under the National Safety Management (NSM) Code
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Schedule of Availability of Service:

Daily, from Monday to Friday
7:00 am – 6:00 PM without noon break

Who May Avail of the Service:

All Shipping Companies/Shipowners/Operators/Charterers

What Are the Requirements:

Initial Certification

1. Letter of Application
2. Copy of Company Safety Management System (SMS) Manual (have undergone Document Review by MARINA)*
3. Copy of the Accreditation as Domestic Shipping Entity (from DSS, for company SMS Audit)
4. Schedule of Internal Audits*
5. Schedule of SMS Implementation*

* May be presented during initial visit

Endorsement/Renewal of Certificate

1. Letter of Application
2. Copy of Company Safety Management System (SMS) Manual*

3. Copy of Internal Audits*
 4. Original Certificate
- * May be presented during initial Company visit

Duration: Five (5) days after the verification audit or after the closing out of non-conformities if found with such.
 (Note: Days may vary depending on the volume of applicants and commitment to the urgency relative to policy-making related activities of the Office.)

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fee	Form
1	Secures the checklist of documentary requirements from the Officer of the Day (OTD) and files the application	Provides the checklist of documentary requirements	5 minutes	Officer of the Day (OTD)		
2	Presents all documentary requirements to the screening officer	Screens the documents submitted according to its completeness	10 minutes	Officer of the Day (Records Section)		MSS-SF15
		If complete, issues the Authority to Accept Payment (ATAP)				
		If not complete, inform the applicant of the reason for disqualification				
3	Pays to the Cashier the corresponding amount of processing fee	Receives payment from the applicant and issues corresponding Official Receipt (OR)	5 minutes	Cashier	Under MC. No. 2005 – 01 Implementation of ISM Code in the Domestic Shipping(MC 143) <ul style="list-style-type: none"> ▪ Full-Term Document of Compliance (DOC) issued by the 	

					<p>MARINA/Interim DOC issued by MARINA – P6,240.00/document</p> <ul style="list-style-type: none"> ▪ Full-Term Safety Management Certificate (SMC)/interim Safety Management Certificate (SMC) issued by MARINA – P6,240.00/Certificate ▪ Audit (conducted by MARINA) <ul style="list-style-type: none"> ➢ Company <ul style="list-style-type: none"> ○ Category I – Small (with 20 employees and below) – P24,960.00 per complete audit ○ Category II – Medium (between 21 and 50 employees) – P37,440.00 per complete audit ○ Category III – Large (more than 50 employees) (P37,440.00 	
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					<ul style="list-style-type: none"> per complete audit) ➤ Ship ○ Category I – Oil tankers, gas carriers, bulk carriers, and other cargo ships of 500 GT and above; and Passenger ships and high speed craft carrying less than 300 passengers – P24,960.00 per complete audit ○ Category II – Passenger ships and high speed craft carrying 300 up to 1,499 passengers; and chemical tankers – P24,960.00 per complete audit ○ Category III – Passenger ships carrying 1,500 passengers and above – 	
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					<p>P37,440.00 per complete audit</p> <ul style="list-style-type: none"> ▪ Adoption of NSM Code in the Domestic Shipping NSM Manual – P1,560.00 ▪ Certificates <ul style="list-style-type: none"> ○ Interim NSM DOC – P1,560.00 ○ Full-term NSM DOC – P4,680.00 ○ Short-term NSM SMC – P1,560.00 ○ Interim NSM SMC P1,560.00 ○ Full-term NSM SMC – P1,560.00 ▪ Certification Process <ul style="list-style-type: none"> ➤ For companies operating ships 250 GT and above <ul style="list-style-type: none"> ▪ Document Review - Within Working Station – P4,680.00 ▪ Initial Visit (for 	
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					<ul style="list-style-type: none"> new company - Within Working Station – P1,560.00 - Outside Working Station - P54,600.00 - Central Office/MRO – P46,800.00 ▪ Company Audit - Within Working Station – P15,600.00 - Outside Working Station – P78,000.00 - Central Office/MRO – P70,200.00 ▪ Ship Audit - Within Working Station – P12,480.00 - Outside Working Station – P78,000.00 - Central Office/MRO – P62,400.00 ➤ For companies 	
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					<ul style="list-style-type: none"> operating ships 150 GT to 249.99 ▪ Document Review - Within Working Station – P3,510.00 ▪ Initial Visit (for new company) - Within Working Station – P1,170.00 - Outside Working Station – P40,950.00 - Central Office/MRO – P35,100.00 ▪ Company Audit - Within Working Station – P11,700.00 - Outside Working Station – P58,500.00 - Central Office/MRO – P52,650.00 ▪ Ship Audit - Within Working Station – 	
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					<ul style="list-style-type: none"> P9,360.00 - Outside Working Station – P52,650.00 - Central Office/MRO – P46,800.00 ➤ For companies operating ships 15 to 49.99 GT <ul style="list-style-type: none"> ▪ Document Review - Within Working Station – P1,400.00 <ul style="list-style-type: none"> ▪ Initial Visit (for new company) - Within Working Station – P470.00 - Outside Working Station – P16,380.00 - Central Office/MRO <ul style="list-style-type: none"> ▪ Company Audit - Within Working Station – P14,040.00 - Outside Working 	
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					<ul style="list-style-type: none"> Station – P24,180.00 - Central Office/MRO – P21,060.00 ▪ Ship Audit - Within Working Station – P3,740.00 - Outside Working Station – P21,060.00 - Central Office/MRO ➤ For companies operating ships less than 15 GT ▪ Document Review - Within Working Station – P470.00 ▪ Initial Visit (for new company) - Within Working Station – P160.00 - Outside Working Station - P5,460.00 - Central Office/MRO – 	
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					<ul style="list-style-type: none"> ▪ P4,680.00 ▪ Company Audit - Within Working Station – P1,560.00 - Outside Working Station – P7,800.00 - Central Office/MRO – P7,020.00 ▪ Ship Audit - Within Working Station – P1,250.00 - Outside Working Station – P7,020.00 - Central Office/MRO – P6,240.00 	
4	Proceeds to the Records Section	Receives application and assigns Application Control Number using the Data Tracking System (DTRACKS)	2 minutes	Receiving Clerk (Records Section)		
		Forwards Application Papers to Maritime Safety Service (MSS) Secretary	5 minutes	Receiving Clerk (Records Section)		
		Logs-in in the DTRACKS to acknowledge receipt of Application Papers	2 minutes	MSS Secretary		
		Prepares and Attaches Routing Slip to Application Papers	2 minutes	MSS Secretary		

		Forwards Application Papers to MSS Director	2 minutes	MSS Secretary		
		Affixes initial in the Routing Slip	1 minute	MSS Director		
		Assigns and endorses application to the Maritime Safety Audit Division (MSAD) Chief	2 minutes	MSS Director		
		Forwards Application Papers to MSS Secretary	2 minutes	MSS Director		
		Forwards Application Papers to MSAD Clerk	2 minutes	MSS Secretary		
		Logs-in application at log book	2 minutes	MSAD Clerk		
		Forwards Application Papers to MSAD Chief	2 minutes	MSAD Clerk		
		Assigns Auditor/s	2 minutes	MSAD Chief		
		Affixes initial in the Routing Slip	1 minute	MSAD Chief		
		Forwards Application Papers to the MSAD Clerk	2 minutes	MSAD Chief		
		Records name of Applicant and Auditor/s in the Logbook	2 minutes	MSAD Clerk		
		Forwards documents to MSAD Auditor/s	2 minutes	MSAD Clerk		
		Evaluates submitted documents	30 minutes	MSS Auditor/s		
5	Coordinates with the Auditor/s for the schedule of the audit	Conducts company/ship audit	Two (2) working days*	MSS Auditor/s		
		If no non-conformities were found, prepares and submits Audit Report				
		If not, issues non-conformity notes and agrees with applicant on corrective actions				
6	Completes corrective actions on agreed schedule	Closes out non-conformities				
		Prepares Audit Report and drafts Certificate (for Initial/Renewal Certificate)	1 hour	MSS Auditor/s		
		For SMC Intermediate Verification, prepares Audit Report for submission to the MSS Director and endorses				

		the SMC				
		For DOC Annual Verification, prepares Audit Report, endorses the DOC and forwards the documents to the MSS Director for his review/approval				
		Prepares Certificate (for Initial/Renewal Certificate)	15 minutes	MSS Typist		
		Records Certificate details	5 minutes	MSS Typist		
		Affixes initial in Routing Slip	1 minute	MSS Typist		
		Forwards Certificate to MSS Auditor/s	2 minutes	MSS Typist		
		Reviews and affixes initials/signs in the Certificate, as appropriate	5 minutes	MSS Auditor/s		
		Affixes initials in Routing Slip and forward documents to MSAD Chief	2 minutes	MSS Auditor/s		
		Reviews application	30 minutes	MSAD Chief		
		If the application meets the requirements, reviews/revises draft Certificate Form, as appropriate				
		If not, advises MSS Auditor/s on disqualifications and/or discrepancies of application, affixes initials in Routing Slip and forwards documents to MSS Clerk/Typist				
		Affixes initials in the Routing Slip and forwards documents to the MSS Director	2 minutes	MSAD Chief		
		Reviews applications	30 minutes	MSS Director		
		If the application meets the requirements, signs the Certificate				
		If not, advises MSAD Chief on disqualifications and discrepancies of				

		application, affixes initials in Routing Slip and forwards documents to MSAD Chief				
		Affixes initials in the Routing Slip and forwards documents to MSS Secretary	2 minutes	MSS Director		
		Logs-out in DTRACKS to signify release of Application Papers	2 minutes	MSS Secretary		
		Affixes initial on Routing Slip	1 minute	MSS Secretary		
		Forwards documents to the Record Section	2 minutes	MSS Secretary		
		Logs-in in the DTRACKS to acknowledge receipt of Application Papers and marks them as released	2 minutes	Releasing Clerk (CRU)		
7	Receives the certificate	Releases the certificate to the applicant	2 minutes	Releasing Clerk (CRU)		
		Distributes copy of Certificate to concerned offices/agencies	5 minutes	Releasing Clerk (CRU)		
		Files documents for safekeeping	5 minutes	Records Clerk		
END OF TRANSACTION						

*Depending on the type of audit, size and operation of the company.