

ISSUANCE / RENEWAL / ANNUAL ENDORSEMENT OF COASTWISE 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 Undertaken by Authorized Load Line Assignor or Recognized Organization	B. New Issuance Survey and Calculation Conducted by MARINA	C. For Renewal	D. For Annual Endorsement
<ol style="list-style-type: none"> 1. Letter of Application 2. Load Line Calculation, Freeboard Mark and Plan Location and Load Line Mark 3. Approved copy of General Arrangement Plan, Lines Drawing, Mid-ship Section, Longitudinal Hull Girder Strength Calculation and Hydrostatic Curves (<i>SRS Copy</i>) 4. Survey Report (<i>Provided by SRS</i>) 5. Copy of CO and CPR 	<ol style="list-style-type: none"> 1. Letter of Application 2. Load Line Calculation, Freeboard Mark and Plan Location and Load Line Mark 3. Approved copy of General Arrangement Plan, Lines Drawing, Mid-ship Section, Longitudinal Hull Girder Strength Calculation and Hydrostatic Curves (<i>SRS Copy</i>) 4. Survey Report (<i>Provided by SRS</i>) 5. Copy of CO and CPR 	<ol style="list-style-type: none"> 1. Letter of Application 2. Load Line Survey Report 3. Drydocking Certificate 4. Original Load Line Certificate with complete annual endorsement 5. Copy of new CO and CPR (to update MARINA Official No., if necessary) 	<ol style="list-style-type: none"> 1. Letter of Application 2. Survey Report with recommendation 3. Original Load Line Certificate

For New Issuance:

A. Undertaken by Authorized Load Line Assignor or Recognized Organization

Standard Processing Time:

2.55 Days after the Inspection

How to Avail of the Service:

For New Issuance										
A. Undertaken by Authorized Load Line Assignor or Recognized Organization										
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-SF14 SRS-SF15 SRS-SF16 SRS-SF17				
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. For Non-Propelled and Self-Propelled	N/A				
					<table border="1"> <thead> <tr> <th>GT</th> <th>₱</th> </tr> </thead> <tbody> <tr> <td>35 – 99.99</td> <td>590 + 1/GT in excess of 35</td> </tr> </tbody> </table>	GT	₱	35 – 99.99	590 + 1/GT in excess of 35	
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5000 & above	6,500 + 1/GT in excess of 5000 GT																	
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 in 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, re-check the calculation and schedule required inspection	6 hrs	NAMED Surveyor / Inspector	N/A	N/A
		Inspect the whole bottom and the Hull material of the vessel to determine the watertightness and integrity of the vessel's Hull Structure	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	NAMED Surveyor / Inspector	N/A	N/A
		Prepare draft of Load Line Certificate based on the submitted and evaluated documents then return to the Surveyor / Inspector for checking	15 minutes	SRS Encoder	N/A	N/A

For New Issuance

A. Undertaken by Authorized Load Line Assignor or Recognized Organization

Step	Applicant / Client	Service Provided	Duration of Activity (Under Normal Circumstances)	Person / Office in Charge	Fee	Form
		Check the drafted 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 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 in the Load Line Certificate then forward to the NAMED Chief	15 minutes	NAMED Surveyor / Inspector	N/A	N/A
		Check / review documents and Certificate and affix initials / signature in the Load Line Certificate and forward to the Secretary	15 minutes	NAMED Chief	N/A	N/A
		Check the documents and 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

For New Issuance**A. Undertaken by Authorized Load Line Assignor or Recognized Organization**

Step	Applicant / Client	Service Provided	Duration of Activity (Under Normal Circumstances)	Person / Office in Charge	Fee	Form
		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

For New Issuance:**B. Survey and Calculation Conducted by MARINA****Duration:**

2.55 Days after the Inspection

How to Avail of the Service:**For New Issuance****B. Survey and Calculation Conducted by MARINA**

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	Screens the documentary	15 minutes	Authorized SRS	N/A	SRS-SF14 SRS-SF15

	requirements	requirements and prepare Authority to Accept Payment (ATAP) if documents are complete		Personnel		SRS-SF16 SRS-SF17																																
3.	Pay the corresponding fee	Accept payment and issue Official Receipt (OR)	10 minutes	Cahier	<p>According to the GT of the vessel + ₱310.00 Certificate + ₱15.00 documentary stamp.</p> <p>For Domestic Load Line Certificate</p> <p>(Charges for issuance of International Load Line Certificate shall be 30% more of the rate below)</p> <table border="1"> <thead> <tr> <th rowspan="2">GT</th> <th>Non-Propelled</th> <th>Self-propelled</th> </tr> <tr> <th>₱</th> <th>₱</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> <tr> <td>400 – 699.99</td> <td>6,000.00</td> <td>7,000.00</td> </tr> <tr> <td>700 – 999.99</td> <td>6,500.00</td> <td>8,500.00</td> </tr> <tr> <td>1000 – 1499.99</td> <td>7,500.00</td> <td>10,000.00</td> </tr> <tr> <td>1500 – 2499.99</td> <td>9,000.00</td> <td>11,000.00</td> </tr> <tr> <td>2500 – 3499.00</td> <td>10,000.00</td> <td>12,000.00</td> </tr> <tr> <td>3500 – 4999.99</td> <td>10,500.00</td> <td>13,000.00</td> </tr> <tr> <td>5000 – 6499.99</td> <td>12,000.00</td> <td>14,000.00</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	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	N/A
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For New Issuance

B. Survey and Calculation Conducted by MARINA

Step	Applicant / Client	Service Provided	Duration of Activity (Under Normal Circumstances)	Person / Office in Charge	Fee			Form
					GT	Non-Propelled ₱	Self-propelled ₱	
					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 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
		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

For New Issuance

B. Survey and Calculation Conducted by MARINA

Step	Applicant / Client	Service Provided	Duration of Activity (Under Normal Circumstances)	Person / Office in Charge	Fee	Form
		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.	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 Line Certificate then forward to NAMED Chief for final editing	15 minutes	NAMED Surveyor / Inspector	N/A	N/A

For New Issuance**B. Survey and Calculation Conducted by MARINA**

Step	Applicant / Client	Service Provided	Duration of Activity (Under Normal Circumstances)	Person / Office in Charge	Fee	Form
		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
	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 Renewal of Load Line Certificate

Duration:

1.30 Days after the submission of Drydocking Certificate

How to Avail of the Service:

C. For Renewal of 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	Cashier	According to the GT of the vessel + ₱310.00 Certificate + ₱15.00 documentary stamp. For Domestic Load Line Certificate (Charges for renewal of International Load Line Certificate shall be 30% more of the below rates)	

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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	Records Section	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 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
		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

C. For Renewal of Load Line Certificate

Step	Applicant / Client	Service Provided	Duration of Activity (Under Normal Circumstances)	Person / Office in Charge	Fee	Form
		Check the drafted 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 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 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

C. For Renewal of Load Line Certificate

Step	Applicant / Client	Service Provided	Duration of Activity (Under Normal Circumstances)	Person / Office in Charge	Fee	Form
5	Secure a copy of the Certificate for the applied application.	Release the approved documents / application	10 minutes	Records Section	N/A	N/A

D. For Annual Endorsement of Load Line Certificate

Duration:

- 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:

D. For Annual Endorsement of 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	10 minutes	Cashier	Regardless of Gross Tonnage:	

		issue Official Receipt (OR)			<table border="1"> <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	
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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 in 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		
		<i>If Certificate is not subject for re-issuance:</i>						
		Affix signature and date of Endorsement in the space provided at the back of the Load Line	15 minutes	NAMED Surveyor / Inspector	N/A	N/A		

		Certificate then forward to the NAMED Chief				
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D. For Annual Endorsement of Load Line Certificate

Step	Applicant / Client	Service Provided	Duration of Activity (Under Normal Circumstances)	Person / Office in Charge	Fee	Form
		Affix initial in 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 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
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 if 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 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 Line Certificate then forward to NAMED Chief for final editing	15 minutes	NAMED Surveyor / Inspector	N/A	N/A

		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 in 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 in 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 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