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:

		D. For Annual Endorsement	
ne Calculation, Freeboard and Plan Location and Load ark ed copy of General ement Plan, Lines Drawing,	Load Line Survey ReportDrydocking CertificateOriginal Load LineCertificate with complete annual endorsement	 Letter of Application Survey Report with recommendation Original Load Line Certificate 	
n ar e er p S ta	ne Calculation, Freeboard d Plan Location and Load rk d copy of General ment Plan, Lines Drawing, o Section, Longitudinal Hull trength Calculation and atic Curves (SRS Copy) Report (Provided by SRS)	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) Certificate with complete annual endorsement CPR (to update MARINA Official No., if necessary)	

For New Issuance:

A. Undertaken by Authorized Load Line Assignor or Recognized Organization

Standard Processing Time:

2.55 Days after the Inspection

	ew Issuance dertaken by Authorized Loa	nd Line Assignor or Reco	gnized Organizati	on		
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	documentary	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 + \$\insp\ 310.00\$ Certificate + \$\insp\ 15.00\$ documentary stamp. For Non-Propelled and Self-Propelled GT \$\insp\ 2 \\ 35 - 99.99\$ \$\frac{590 + 1/GT \text{ in excess of 35}}{\text{ excess of 35}}	N/A

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				250 _ 400 00	GT 980 + 1/GT in excess of 100 GT 1,300 + 1/GT in excess of 250 GT 1,950 + 1/GT in excess of 500 GT	
				GT 1000 – 1499.99		
				1500 – 1999.99	GT	
				2000 – 2999.99	3,900 + 1/GT in excess of 2000 GT	
				3000 – 4999.99	5,200 + 1/GT in excess of 3000 GT	
				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 **Duration of** Person / **Activity (Under** Step **Applicant / Client** Service Provided Fee Form Office in Normal Charge Circumstances) N/A N/A Check the drafted Load 15 minutes NAMED Line Certificate then Surveyor / Inspector forward to NAMED Chief for final editing NAMED Chief N/A Edit for finalization the 20 minutes N/A drafted Load Line Certificate then forward to the Encoder SRS Encoder Finalize the Load Line 15 minutes N/A N/A Certificate then forward to the Surveyor / Inspector NAMED Check review 15 minutes N/A N/A Surveyor / documents and Certificate and affix Inspector initials / signature in the Load Line Certificate then forward to the NAMED Chief 15 minutes NAMED Chief N/A N/A Check review documents and Certificate and affix initials / signature in the Load Line Certificate and forward to the Secretary SRS Check the documents 10 minutes N/A N/A and forward to the Secretary Director for approval and signature Affix initials / signature SRS Director N/A N/A 10 minutes in the documents and return to the secretary

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

	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	form and the checklist of documentary		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	+ #310.00 documenta For Documenta Certificate (Charges Internation	Certificate ary stamp. mestic Lo for iss al Load Line	f the vessel e + ₽15.00 oad Line uance of e Certificate of the rate	
					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	

For New Issuance **B. Survey and Calculation Conducted by MARINA Duration of** Person / **Activity (Under** Step **Applicant / Client** Service Provided Fee Form Office in Normal Charge Circumstances) Non-Self-Propelled propelled GT ₽ 6500 -13,000.00 14,800.00 7999.99 8000 -14,000.00 15,600.00 9999.99 10000 -15,000.00 18,000.00 11999.99 12000 -18,000.00 23,000.00 14999.99 15000 & 20,000.00 25,000.00 above N/A Submit application letter application, 20 minutes Records N/A Receive together with the complete log-on to D-Tracks and Section documentary requirements forward to SRS and copy of the Official Receipt and ATAP Receives / logs / record SRS N/A N/A 15 minutes application, prepare Secretary and attach routing slip and forward to the SRS Director Check the documents 10 minutes **SRS** Director N/A N/A and affix initial on the routing slip then assign application the NAMED Chief Check the documents 10 minutes NAMED Chief N/A N/A and affix initial on the routing slip then assign to a NAMED Surveyor / Inspector

For New Issuance **B. Survey and Calculation Conducted by MARINA Duration of** Person / **Applicant / Client Activity (Under** Step Service Provided Fee Form Office in Normal Charge Circumstances) N/A N/A Evaluate and re-check 2 days NAMED the completeness of the Surveyor / submitted documents, Inspector compute the Load Line Assignment (Freeboard and Load Line Marking) and schedule the required inspection NAMED N/A Check the Load Line Depends on the N/A Marking, inspect the GT and location Surveyor / whole bottom and the of the vessel Inspector Hull material of the vessel to determine the watertightness and integrity of the vessel's Hull Structure. Evaluate and check the 2 hours Freeboard based on actual inspection. Forward the documents with the Survey Report to the SRS Encoder for drafting. SRS Encoder Prepare draft of Load N/A 15 minutes N/A Line Certificate based on the submitted and evaluated documents and Survey Report then return to the Surveyor / Inspector for checking Check the drafted Load NAMED N/A 15 minutes N/A Line Certificate then Surveyor / forward to NAMED Inspector Chief for final editing

For New Issuance **B. Survey and Calculation Conducted by MARINA Duration of** Person / **Activity (Under Applicant / Client** Step Service Provided Fee Form Office in Normal Charge Circumstances) NAMED Chief N/A N/A Edit for finalization the 20 minutes Load drafted Line Certificate then forward to the Encoder Finalize the Load Line 15 minutes SRS Encoder N/A N/A Certificate then forward to the Surveyor / Inspector NAMED review 15 minutes N/A N/A Check Surveyor / documents and Certificate and affix Inspector initials / signature to the Load Line Certificate then forward to the NAMED Chief NAMED Chief Check review 15 minutes N/A N/A documents and affix initials / signature to the Load Line Certificate then forward to the Secretary SRS N/A N/A Check the documents 10 minutes then forward to the Secretary Director for approval and signature Affix initials signature 10 minutes SRS Director N/A N/A to the documents and return to the Secretary SRS N/A N/A Log-out in D-Tracks the 10 minutes approved application Secretary then forward to the Records Section Secure a copy of the Release the approved 10 minutes Records N/A N/A Certificate for the applied documents / application Section application

C. For Renewal of Load Line Certificate

Duration:

1.30 Days after the submission of Drydocking Certificate

C. For	Renewal of Load Line Certi	ficate				
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	form and the checklist of documentary	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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				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	
					•		
				GT	Non- Propelled	Self- propelled	
					₽	₽	
				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 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	15 minutes	SRS Secretary	N/A	N/A
	and attach routing slip and forward to the SRS Director				
	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 R	enewal of Load Line Ce	rtificate				
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	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 Inspection1.5 Days after the Inspection (if Certificate is not subject for re-issuance) (if Certificate is subject for re-issuance)

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)			₽ 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 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
	If Certificate is not subject Affix signature and date	15 minutes	NAMED	N/A	N/A
	of Endorsement in the space provided at the back of the Load Line		Surveyor / Inspector	. 4/ 1	,, .

	Certificate then forward to the NAMED Chief		

D. For	Annual Endorsement of L	oad 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
		If Certificate if subject fo	or re-issuance:			
		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