

APPLICATION FOR ACCREDITATION OF THE MARINE SURVEYING COMPANY:

- A. LOAD LINE ASSIGNING AUTHORITY (under MC 108)**
- B. LOAD LINE ASSIGNOR (under MC108)**
- C. AUTHORITY TO CONDUCT INCLINING EXPERIMENT TEST AND PREPARATION OF STABILITY CERTIFICATE (under MC 94)**

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 / Operator / Charterers / Managers of Philippine Registered-Ships; All Concerned Registered Naval Architect & Marine Engineers; and all Other Concerned

What are the requirements:

1. Letter of Application
2. List of Marine Surveyors and their Bio-Data
3. Certificate of Registration
 - SEC Registration Certificate of Corporation or Partnership – Articles of Incorporation / Partnership and By-laws
 - DTI Registration Certificate, if Single Proprietorship
4. Name(s) of the approving officer
5. Copies of the surveyor's professional license and certificate

Duration:

1.67 Days after receiving the application from the CRU

How to Avail of the Service:

AUTHORITY TO ACQUIRE VESSEL THRU LOCAL CONSTRUCTION						
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 issued Official Receipt (OR)	10 minutes	Cashier	₱ 10,300.00 + ₱ 15.00 Documentary Stamp	N/A
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 in the routing slip then assign the application to NAMED Chief	10 minutes	SRS Director	N/A	N/A
		Check the documents and	10 minutes	NAMED Chief	N/A	N/A

		affix initial on the routing slip then assign to a NAMED Engineer				
		Evaluate and re-check the completeness of the submitted documents, then forward to the SRS Encoder	15 minutes	NAMED Engineer	N/A	N/A
		Prepare draft of Authority to Acquire Vessel thru Local Construction e based on the submitted and evaluated documents then return to the NAMED Engineer	15 minutes	SRS Encoder	N/A	N/A
		Check the drafted Authority to Acquire Vessel thru Local Construction then forward to NAMED Chief for final editing	15 minutes	NAMED Engineer	N/A	N/A
		Edit for finalization the drafted Authority to Acquire Vessel thru Local Construction then forward to the Encoder	20 minutes	NAMED Chief	N/A	N/A
		Finalize the Authority to Acquire Vessel thru Local Construction then forward to the Surveyor / Inspector	15 minutes	SRS Encoder	N/A	N/A
		Check / review documents and Letter and affix initials / signature in the Authority to Acquire Vessel thru Local Construction then forward to the NAMED Chief	15 minutes	NAMED Engineer	N/A	N/A

		Check / review documents and Letter and affix initials / signature in the Authority to Acquire Vessel thru Local Construction 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
		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