

**APPLICATION FOR SUPERVISION OF INCLINING EXPERIMENT, ISSUANCE, ENDORSEMENT AND APPROVAL / AUTHENTICATION OF STABILITY CERTIFICATE (under MC 2007-05)**

**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; Accredited / Recognized Organizations; all others concerned

**Documentary Requirements:**

<b>A. Supervision of Inclining Experiment</b>	<b>B. Issuance of Stability Certificate</b>		<b>C. Endorsement / Re-issuance of Stability Certificate</b>	<b>D. Authentication of Stability Calculation</b>	<b>E. Stability Exemption Certificate</b>
1. Letter of Application 2. Stability Drawings and Calculations (for approval) 3. Outline of the Inclining Test procedure (as performed by the recognized organization / accredited surveying entity) 4. Copy of CO and CPR	For Passenger Vessel 15 – 49.99 GT: 1. Letter of Application 2. 3 Sets of Stability Booklet with Trim Stability Calculation and Hydrostatic Curve 3. Copy of CO and CPR  For Vessel 50 GT and above: 1. Letter of Application	Inclining Experiment undertaken by MARINA: 1. Letter of Application 2. Copy of CO and CPR  Inclining Experiment undertaken by accredited surveying entity: 1. Letter of Application 2. 3 Sets of Stability Booklet including Cross Curve Plan and Statistical Curve Stability	1. Letter of Application 2. Original Copy of Stability Certificate (for endorsement) 3. Copy of Stability Certificate (for re-issuance) 4. Drydocking Work Done Certificate (for endorsement) 5. Copy of CO and CPR	1. Letter of Application 2. 3 Sets of Stability Booklet duly visa by Philippine Consulate at the country of origin 3. Copy of CO and CPR	1. Letter of Application 2. General Arrangement Plan 3. Mid-ship Section Plan 4. Capacity Plan 5. Copy of CO and CPR

	2. 3 Sets of Stability Booklet including Cross Curve Plan and Statistical Curve Stability duly scaled and signed by a Registered Naval Architect and Marine Engineer 3. Copy of CO and CPR	duly scaled and signed by a Registered Naval Architect and Marine Engineer 3. Copy of CO and CPR			
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Note: Intact Stability Booklet should adhere to the format prescribed hereunder:

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|---|--|
| 1. Table of Contents                          | 5. Stability Calculation on every loading condition and their corresponding Statistical Curve of Stability |
| 2. General Description of the Ship            | 6. Index and each loading condition  |
| 3. General Arrangement Plan and Capacity Plan | 7. Hydrostatic Curves or Tables and Cross Curves of Stability  |
| 4. Inclining Test Report                      | 8. Tank sounding tables showing capacity, center of gravity and free surface data for each tank            |

## Issuance of Stability Certificate

### A. Supervision of Inclining Experiment / Test

#### Duration:

For 15 GT but below 50 GT : 3.08 days

For 50 GT and above : 4.58 days

#### How to Avail of the Service:

Issuance of Stability Certificate								
A. Supervision of Inclining Experiment / Test								
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 at the cashier	Accept payment and issue Official Receipt (OR)	10 minutes	Cahier	According to the GT of the vessel + ₱350.00 Certificate + ₱15.00 documentary stamp.	N/A		
					<table border="1"> <tr> <td>GT</td> <td>₱</td> </tr> </table>	GT	₱	
GT	₱							

					50 or less	470		
					51 - 500	470 + 1.60/GT in excess of 50 GT		
					501 - 1500	1,250 + 1.60/GT in excess of 500 GT		
					1501 & above	4,370 + 1.50/GT in excess of 1501 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 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 required	15 minutes	NAMED Surveyor / Inspector	N/A		N/A	

		supervision				
		Supervise the accredited registered naval architect in the Inclining Experiment / Test	Depends on the GT and location of the vessel	NAMED Surveyor / Inspector	N/A	N/A
		Check the completeness and correctness of the submitted Stability Booklet and sign for approval then forward to the SRS Encoder for drafting	30 minutes	NAMED Surveyor / Inspector		
		Prepare draft of Certificate of Stability based on the submitted and evaluated documents then return to the Surveyor / Inspector for checking	15 minutes	SRS Encoder	N/A	N/A
		Check the drafted Certificate of Stability then forward to NAMED Chief for final editing	15 minutes	NAMED Surveyor / Inspector	N/A	N/A
		Edit for finalization the drafted Certificate of Stability then return to the Encoder	20 minutes	NAMED Chief	N/A	N/A
		Finalize the Certificate of Stability then forward to the Surveyor / Inspector	15 minutes	SRS Encoder	N/A	N/A
		Check / review documents and	15 minutes	NAMED Surveyor /	N/A	N/A

		Certificate and affix initials / signature in the Certificate of Stability and Stability Booklet then forward to the NAMED Chief		Inspector		
		Check / review documents and affix initials / signature in the Certificate of Stability and Stability Booklet 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. Issuance of Stability Certificate  
Inclining Experiment / Test undertaken by MARINA**

**Duration:**

1.30 Days after the inspection

**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	Secures the documentary requirements and prepare Authority to Accept Payment (ATAP) if documents are complete	15 minutes	Authorized SRS Personnel	N/A	SRS-SF13

**Issuance of Stability Certificate**

**B. Inclining Experiment / Test undertaken by MARINA**

Step	Applicant / Client	Service Provided	Duration of Activity (Under Normal Circumstances)	Person / Office in Charge	Fee	Form																																							
3.	Pay the corresponding fee	Accept payment and issue Official Receipt (OR)	10 minutes	Cahier	<p>According to the GT of the vessel + ₱350.00 Certificate + ₱15.00 documentary stamp.</p> <table border="1"> <thead> <tr> <th>GT</th> <th>Non-Propelled ₱</th> <th>Self-propelled ₱</th> </tr> </thead> <tbody> <tr> <td>Under 35 GT</td> <td>3,500.00</td> <td>4,200.00</td> </tr> <tr> <td>35 – 199.99</td> <td>10,000.00</td> <td>15,000.00</td> </tr> <tr> <td>200 – 399.99</td> <td>15,000.00</td> <td>20,000.00</td> </tr> <tr> <td>400 – 699.99</td> <td>20,000.00</td> <td>25,000.00</td> </tr> <tr> <td>700 – 999.99</td> <td>25,000.00</td> <td>30,000.00</td> </tr> <tr> <td>1000 – 1499.99</td> <td>30,000.00</td> <td>40,000.00</td> </tr> <tr> <td>1500 – 2499.99</td> <td>40,000.00</td> <td>50,000.00</td> </tr> <tr> <td>2500 – 3499.99</td> <td>45,000.00</td> <td>60,000.00</td> </tr> <tr> <td>3500 – 4999.99</td> <td>50,000.00</td> <td>70,000.00</td> </tr> <tr> <td>5000 – 6499.99</td> <td>55,000.00</td> <td>80,000.00</td> </tr> <tr> <td>6500 – 7999.99</td> <td>60,000.00</td> <td>90,000.00</td> </tr> <tr> <td>8000 –</td> <td>65,000.00</td> <td>100,000.00</td> </tr> </tbody> </table>	GT	Non-Propelled ₱	Self-propelled ₱	Under 35 GT	3,500.00	4,200.00	35 – 199.99	10,000.00	15,000.00	200 – 399.99	15,000.00	20,000.00	400 – 699.99	20,000.00	25,000.00	700 – 999.99	25,000.00	30,000.00	1000 – 1499.99	30,000.00	40,000.00	1500 – 2499.99	40,000.00	50,000.00	2500 – 3499.99	45,000.00	60,000.00	3500 – 4999.99	50,000.00	70,000.00	5000 – 6499.99	55,000.00	80,000.00	6500 – 7999.99	60,000.00	90,000.00	8000 –	65,000.00	100,000.00	N/A
GT	Non-Propelled ₱	Self-propelled ₱																																											
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					999.99			
					10000 – 11999.99	70,000.00	110,000.00	
					12000 – 14999.99	75,000.00	120,000.00	
					15000 & above	80,000.00	125,000.00	
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 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 and schedule required Inclining Experiment / Test	15 minutes	NAMED Surveyor / Inspector	N/A			N/A

	Conduct the Inclining Experiment / Test	Depends on the GT and location of the vessel	NAMED Surveyor / Inspector	N/A	N/A
	Prepare draft of Certificate of Stability based on the submitted and evaluated documents then return to the Surveyor / Inspector for checking	15 minutes	SRS Encoder	N/A	N/A
	Check the drafted Certificate of Stability then forward to NAMED Chief for final editing	15 minutes	NAMED Surveyor / Inspector	N/A	N/A
	Edit for finalization the drafted Certificate of Stability then return to the Encoder	20 minutes	NAMED Chief	N/A	N/A
	Finalize the Certificate of Stability 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 Certificate of Stability and Stability Booklet then forward to the NAMED Chief	15 minutes	NAMED Surveyor / Inspector	N/A	N/A
	Check / review documents and affix initials / signature in the Certificate of Stability and Stability Booklet then forward to the Secretary	15 minutes	NAMED Chief	N/A	N/A
	Check the documents	10 minutes	SRS	N/A	N/A

		then forward to the Director for approval and signature		Secretary		
		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
4	Secure a copy of the Certificate for the applied application	Release the approved documents / application	10 minutes	Records Section	N/A	N/A

### C. Endorsement / Re-issuance of Stability Certificate

#### Duration:

1.88 Days after receiving the application from the CRU – for re-issuance  
1.72 Days after receiving the application from the CRU – for endorsement

#### 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	Screens the	15 minutes	Authorized	N/A	N/A

	completeness of the documentary requirements	documentary requirements and prepare Authority to Accept Payment (ATAP) if documents are complete		SRS Personnel								
3.	Pay the corresponding fee	Accept payment and issue Official Receipt (OR)	10 minutes	Cahier	<table border="1"> <tr> <td>Endorsement w/out Lightweight Survey</td> <td>Re-issuance</td> </tr> <tr> <td colspan="2" style="text-align: center;">₱</td> </tr> <tr> <td>350.00</td> <td>350.00 + 15 documentary stamp</td> </tr> </table>	Endorsement w/out Lightweight Survey	Re-issuance	₱		350.00	350.00 + 15 documentary stamp	N/A
Endorsement w/out Lightweight Survey	Re-issuance											
₱												
350.00	350.00 + 15 documentary stamp											
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 affix initial in the	10 minutes	NAMED Chief	N/A	N/A						

		routing slip then assign to a NAMED Engineer				
		Evaluate and re-check the completeness and correctness of the submitted documents and affix initials / signature in the Certificate of Stability if not necessary for re-issuance then forward to the division chief for initial	30 minutes	NAMED Surveyor / Inspector	N/A	N/A
		For re-issuance, prepare draft of Certificate of Stability based on the submitted and evaluated documents then return to the NAMED Engineer for checking	15 minutes	SRS Encoder	N/A	N/A
		Check the drafted Certificate of Stability then forward to NAMED Chief for final editing	15 minutes	NAMED Engineer	N/A	N/A
		Edit for finalization the drafted Certificate of Stability then return to the Encoder	20 minutes	NAMED Chief	N/A	N/A
		Edit for finalization the drafted Certificate of Stability then forward to the Encoder	15 minutes	SRS Encoder	N/A	N/A
		Check / review documents and Certificate and affix initials / signature in the Certificate of Stability	15 minutes	NAMED Engineer	N/A	N/A

		then forward to the NAMED Chief				
		Check / review documents and affix initials / signature in the Certificate of Stability then forward to the Secretary	20 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	10 minutes	Records Section	N/A	N/A

#### D. Authentication of Stability Calculation

##### Duration:

1.82 Days after receiving the application from the CRU

##### 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	Provide the application form and the checklist of	5 minutes	Officer of the Day (OTD)		

	requirements from the Officer of the Day (OTD) and completes the documentary requirements	documentary requirements				
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	N/A
3.	Pay the corresponding fee	Accept payment and issue Official Receipt (OR)	10 minutes	Cahier	Regardless of Gross Tonnage: ₱ 3,000.00 for Non-Propelled ₱ 4,000.00 for Self-Propelled	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 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 Engineer	10 minutes	NAMED Chief	N/A	N/A

		Evaluate and re-check the completeness of the submitted documents and verify the authenticity of the submitted documents then forward to the Encoder for drafting	30 minutes	NAMED Engineer	N/A	N/A
		Prepare draft of Certificate of Stability based on the submitted and evaluated documents then return to the NAMED Engineer	15 minutes	SRS Encoder	N/A	N/A
		Check the drafted Certificate of Stability then forward to NAMED Chief for final editing	15 minutes	NAMED Engineer	N/A	N/A
		Edit for finalization the drafted Certificate of Stability then return to the Encoder	20 minutes	NAMED Chief	N/A	N/A
		Finalize the Certificate of Stability then forward to the NAMED Engineer	15 minutes	SRS Encoder	N/A	N/A
		Check / review documents and Certificate and affix initials / signature in the Certificate of Stability and Stability Booklet then forward to the NAMED Chief	15 minutes	NAMED Engineer	N/A	N/A

<b>D. Authentication of Stability Calculation</b>						
<b>Step</b>	<b>Applicant / Client</b>	<b>Service Provided</b>	<b>Duration of Activity (Under Normal Circumstances)</b>	<b>Person / Office in Charge</b>	<b>Fee</b>	<b>Form</b>
		Check / review documents and affix initials / signature in the Certificate of Stability and Stability Booklet 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
5.	Secure a copy of the Certificate for the applied application	Release the approved documents / application	10 minutes	Records Section	N/A	N/A

## E. Stability Exemption Certificate

### Duration:

1.82 Days after receiving the application from the CRU

### 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	N/A
3.	Pay the corresponding fee	Accept payment and issue Official Receipt (OR)	10 minutes	Cahier	₱ 350.00	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	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 Engineer	10 minutes	NAMED Chief	N/A	N/A
		Evaluate and re-check the completeness of the submitted documents then forward to the Encoder for drafting	30 minutes	NAMED Engineer	N/A	N/A
		Prepare draft of Certificate of Stability based on the submitted and evaluated documents then return to the NAMED Engineer	15 minutes	SRS Encoder	N/A	N/A
		Check the drafted Certificate of Stability then forward to NAMED Chief for final editing	15 minutes	NAMED Engineer	N/A	N/A
		Edit for finalization the	20 minutes	NAMED	N/A	N/A

		drafted Certificate of Stability then return to the Encoder		Chief		
		Finalize the Certificate of Stability then forward to the NAMED Engineer	15 minutes	SRS Encoder	N/A	N/A
		Check / review documents and Certificate and affix initials / signature in the Certificate of Stability and Stability Booklet then forward to the NAMED Chief	15 minutes	NAMED Engineer	N/A	N/A
		Check / review documents and affix initials / signature in the Certificate of Stability and Stability Booklet 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

5.	Secure a copy of the Certificate for the applied application	Release the approved documents / application	10 minutes	Records Section	N/A	N/A
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