

## **APPLICATION FOR THE ISSUANCE/RENEWAL OF SHIP SAFETY CERTIFICATE UNDER MC 203 APPLICATION FOR THE ISSUANCE/RENEWAL OF MINIMUM SAFE MANNING CERTIFICATE UNDER 2012 – 06**

- Issuance of High Speed Craft Safety Certificate (HSCSC)
  - Issuance of Cargo Ship Safety Certificate (CSSC)
  - Issuance of Cargo Ship Safety Construction Certificate (CSSCC)
  - Issuance of Cargo Ship Safety Equipment Certificate (CSSEC)
  - Issuance of Passenger Ship Safety Certificate (PSSC)
  - Issuance of Fishing Vessel Safety Certificate (FVSC)
  - Issuance of Certificate of Fitness (CF)
  - Issuance of Exemption Certificate (EC)
  - Minimum Safe Manning Certificate (MSMC)
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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 Domestic Shipping Companies/Operators/Charterers

### **What Are the Requirements:**

#### New Construction (local built)

1. Letter of Application
2. Plans Approval from SRS
3. Confirmation of Construction from SRS
4. Builder's Certificate
5. Certificate of Philippine Registry/Certificate of Ownership (CO/CPR)
6. Tonnage Certificate
7. Stability Certificate
8. Load line Certificate
9. Ship Station License
10. Class Certificate and Class Survey Report, if applicable
11. Intermediate Document of Compliance (IDOC) of the company/Intermediate Safety Management Certificate (SMC) of the ship (Under the International Safety Management Code or National Safety Management Code), if applicable

#### Renewal of Safety Certificate (drydocking and afloat inspection)

1. Letter of Application
2. Certificate of Drydocking
3. Works done during drydocking
4. Ship Shell Expansion Plan
5. Certificate of Philippine Registry/Certificate of Ownership (CO/CPR)
6. Tonnage Certificate

7. Stability Certificate
8. Load line Certificate
9. Ship Station License
10. Class Certificate and Class Survey Report, if applicable
11. Certificate of Fishing Vessel/Gear License (CFVL), for fishing vessels
12. Document of Compliance (DOC) of the company/Safety Management Certificate (SMC) of the ship  
(Under the International Safety Management Code or National Safety Management Code), if applicable
13. Coastwise License/Bay & River License (CWL/BWL)

**Renewal of Safety Certificate (afloat inspection only)**

1. Letter of Application
2. Certificate of Philippine Registry/Certificate of Ownership (CO/CPR)
3. Tonnage Certificate
4. Stability Certificate
5. Load line Certificate
6. Ship Station License
7. Class Certificate and Class Survey Report, if applicable  
Document of Compliance (DOC) of the company/Safety Management Certificate (SMC) of the ship  
(Under the International Safety Management Code or National Safety Management Code), if applicable
8. Coastwise License/Bay & River License (CWL/BWL)

**Duration:** 3 days after completion of all inspection or upon rectification of deficiencies if found with such.

(Note: Duration 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 completes the documentary requirements	Provides the application form and the checklist of documentary requirements	5 minutes	Officer of the Day (OTD)		MSS-SF01
2	Presents the documentary requirements to the screening Officer	Screens submitted documentary requirement	10 minutes	Officer of the Day		
		If qualified, issues the Authority to Accept Payment (ATAP)				
		If not qualified, inform the applicant of the reason				

3	Pays to the Cashier the corresponding amount of processing fee	for disqualification Receives payment from the applicant and issues corresponding Official Receipt (OR)	5 minutes	Cashier	<p>Under MC Nos. 2005 – 01 and 2008 – 06 (Rates for Ship Safety Certificates shall be added to the corresponding inspection fee)</p> <ul style="list-style-type: none"> <li>• <b>Safety Certificate:</b> <ul style="list-style-type: none"> <li>▪ PSSC - P300.00</li> <li>▪ CSSC - P1,500.00</li> <li>▪ CSSCC - P1,500.00</li> <li>▪ CSSEC - P1,500.00</li> <li>▪ HSCSC - P300.00</li> <li>▪ FVSC - P1,500.00</li> <li>▪ CF - P1,500.00</li> <li>▪ EC for PSSC/CSSC - P300.00/1,500.00</li> <li>▪ Re-issuance – P250.00</li> </ul> </li> <li>• <b>Ship Survey/ Inspection Fee:</b> <ul style="list-style-type: none"> <li>▪ If survey/inspection conducted within the MARINA Central Office (MCO)/ Maritime Regional Office (MRO) work station/location <ul style="list-style-type: none"> <li>➤ Hull/structural, LSA/FF Equip., &amp; Navigational/ Comm. System Sections <ul style="list-style-type: none"> <li>○ 3.00 GT and Below – P160.00</li> <li>○ 3.01 GT to 14.99 GT – P260.00+P1.00/GT in excess of 3 GT</li> <li>○ 15.00 GT to 34.99 GT – P460.00+P1.00/GT in excess of 15 GT</li> <li>○ 35.00 GT to 99.99 GT –</li> </ul> </li> </ul> </li> </ul> </li> </ul>
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					<p>times the rate of the above fees</p> <ul style="list-style-type: none"> <li>• <b>Machinery and Electrical System Sections</b> <ul style="list-style-type: none"> <li>▪ 15 KW and below – P65.00</li> <li>▪ Over 15 KW – P65.00+P4.00/KW in excess of 15 KW</li> <li>▪ 100 KW and below – P195.00</li> <li>▪ Over 100 KW – P195.00+P3.00/KW in excess of 100 KW</li> </ul> </li> <li>• <b>Boilers including Donkey Boilers</b> <ul style="list-style-type: none"> <li>▪ 3,000 sq. ft. of heating surface and below – P110.00</li> <li>▪ Over 3,000 sq. ft. of heating surface – P110.00+P5.00/sq. ft. in excess of 3,000 sq. ft.</li> </ul> </li> <li>• <b>Air Compressor – P95.00</b></li> <li>• <b>Refrigeration or Machinery &amp; Chambers – P95.00</b></li> <li>• Additional charges for Survey/ Inspection within jurisdiction of the Central Office or MROs (per inspector per inspection) <ul style="list-style-type: none"> <li>➤ Within 10 km radius from work station – P500.00</li> <li>➤ Beyond 10 km – P500.00 + P50.00/km in excess of 10 km (above additional charges apply upon the use of MARINA vehicle going to the inspection site)</li> </ul> </li> </ul>	
4	Proceeds to the Records	Receives application and	2 minutes	Receiving Clerk		

	Section	assigns Application Control Number using the Data Tracking System (DTRACKS)		(Records Section)		
		Forwards Application Papers to Maritime Safety Office (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 Inspection Division (MSID) Chief	2 minutes	MSS Director		
		Assigns Evaluator/s/Inspector	2 minutes	MSID Chief		
		Affixes initial in the Routing Slip	1 minute	MSID Chief		
		Forwards Application Papers to the MSS Clerk	2 minutes	MSID Chief		
		Records name of Applicant and Evaluator/s/Inspector in the Logbook	2 minutes	MSS Clerk		
		Forwards documents to MSS Evaluator/s/Inspector	2 minutes	MSS Clerk		
5	Coordinates with MSS Evaluator/s/Inspector for the conduct of inspection	Schedules and conducts inspection	5 hours*	MSS Evaluator/s		
		If no deficiency is found in the ship, prepares and submits Inspection Report				
		If deficiency is found, schedules and conducts re-inspection				
		If the application is complete with documentary requirements, accomplish draft Certificate Form				

		If not, inform Applicant of discrepancies and incompleteness in requirements				
		Affixes initials in Routing Slip and forward documents to MSID Chief	2 minutes	MSS Evaluator/s		
		Reviews/Revises draft Certificate Form and Inspection Report	5 minutes	MSS Evaluator/s		
		Affixes initial in draft Certificate Form and Routing Slip and forwards to MSS Typist	2 minutes	MSS Evaluator/s		
		Prepares Certificate and records Certificate Details	20 minutes	MSS Typist		
		Forwards Certificate to MSS Evaluator/s	2 minutes	MSS Typist		
		Reviews and affixes initials in the Certificate	5 minutes	MSS Evaluator/s		
		Prepares Executive Brief	30 minute	MSS Evaluator/s		
		Forwards documents to MSID Chief	2 minute	MSS Evaluator/s		
		Reviews and affixes initials in the Certificate and Executive Brief	20 minutes	MSID Chief		
		Affixes initials in the Routing Slip and forwards documents to the MSS Director	2 minutes	MSID Chief		
		Reviews applications	30 minute	MSS Director		
		If the application meets the requirements, signs the Certificate				
		If not, advises MSID Chief on disqualifications and discrepancies of application, affixes initials in Routing Slip and forwards documents to MSID Chief				
		Affixes initials in the Routing Slip and forwards documents to MSS Secretary	2 minute	MSS Director		
		Logs-out in DTRACKS to	2 minute	MSS Secretary		

		signify release of Application Papers				
		Forwards documents to the Records Section	2 minute	MSS Secretary		
		Logs-in in the DTRACKS to acknowledge receipt of Application Papers and marks them as released	2 minutes	Releasing Clerk (Records Section)		
6	Receives the certificate	Releases the certificate to the applicant	2 minutes	Releasing Clerk (Records Section)		
		Distributes copy of Certificate to concerned offices/agencies	5 minutes	Releasing Clerk (Records Section)		
		Files documents for safekeeping	5 minutes	Records Clerk (Records Section)		
<b>END OF TRANSACTION</b>						

\* Depending on the type, operation, size of ship and navigational area, etc.