

APPLICATION FOR THE ISSUANCE OF ACCREDITATION TO MARINE SURVEYING COMPANIES/ENTITIES UNDER MARINA CIRCULAR NO. 108

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 companies/entities duly organized and authorized under the existing Philippine laws to engage in marine surveying.

What Are the Requirements:

General Requirements

1. Letter of Application
2. Company's Tin Number.
3. SEC Registration Certificate, if corporation or partnership.
4. DTI Registration Certificate, if single proprietorship.
5. Articles of Incorporation/Partnership and By-Laws.
6. List of all Engineers/Divers and their Bio-data.
7. Copies of Divers/Engineers professional Licenses/Certificates.
8. Appointment of at least one (1) Registered Naval Architect and Marine Engineer (RENAME) designating as an approving officer with respect to underwater surveying activities.
9. Underwater surveying equipment/apparatus such as:
 - At least two (2) underwater still photo cameras.
 - At least ten (10) bottles of oxygen.
 - Close circuit television (CCT).
 - At least five (5) diving suits and gear.
 - Underwater Ultrasonic Thickness Gauge Apparatus.
 - Underwater Communication System.
 - Surface supplied air system; and
 - Hull scrubber/cleaning apparatus.

Duration: 2 days after completion of 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	Provide the application form and the checklist of documentary requirements	5 minutes	Officer of the Day (OTD)		mss SF01
2	Proceeds to the OTD and submits the documentary requirements	Checks completeness of documentary requirements.	10 minutes	OTD		
2	Presents all documentary requirements to the screening officer	Screens the documents submitted according to its completeness	10 minutes	Officer of the Day (Records Section)		
		If qualified, issues the Authority to Accept Payment (ATAP)				
		If not qualified, inform the applicant of the reason for disqualification				
3	Pay to the Cashier the corresponding amount of processing fee	Receives payment from the applicant and issues corresponding Official Receipt (OR)	5 minutes	Cashier	<ul style="list-style-type: none"> • Accreditation – P7,800.00/3 years <ul style="list-style-type: none"> ▪ Loadline Assignor <ul style="list-style-type: none"> ▪ Appointment – P7,800.00/yr ▪ Examination – P15,000.00 ▪ Renewal – P 7,800.00/yr ▪ Inc. Exp/Stab Cal <ul style="list-style-type: none"> ▪ Appointment – P1,560.00/yr ▪ Renewal – 	

					P3,900.00/yr	
4	Proceeds to the Records section	Receives application and assigns Application Control Number using the Data Tracking System (DTRACKS)	2 minutes	Receiving Clerk (Records Section)		
		Forwards Application Papers to Maritime Safety Service (MSS) Secretary	5 minutes	Receiving Clerk (Records Section)		
		Prepares and Attaches Routing Slip to Application Papers	2 minutes	MSS Secretary		
		Logs-in in the DTRACKS to acknowledge receipt of 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 Audit Division (MSAD) Chief	2 minutes	MSS Director		
		Forwards Application Papers to MSS Secretary	2 minutes	MSS Director		
		Forwards Application Papers to MSAD Clerk	2 minutes	MSS Secretary		
		Logs-in application at log book	2 minutes	MSAD Clerk		
		Forwards Application Papers to MSAD Chief	2 minutes	MSAD Clerk		
		Assigns Inspector/s/Evaluators	2 minutes	MSAD Chief		
		Affixes initial in the Routing Slip	1 minute	MSAD Chief		
		Forwards Application Papers to the MSAD Clerk	2 minutes	MSAD Chief		
		Records name of Applicant and Inspector/s in the	2 minutes	MSAD Clerk		

		Logbook				
		Forwards documents to MSAD Inspector/s/Evaluator	2 minutes	MSAD Clerk		
5	Coordinates with the Inspector/s/Evaluator for the conduct of inspection	Schedules and conducts ocular inspections of facilities and testing/examination of UWI equipments.	4 hours (MINIMUM FOR OCULAR INSPECTION OF FACILITIES AND EXAMINATION EQUIPMENTS)	MSS Inspector/s		
		If no deficiency is found in the company and UWI equipment, company documents relative to safety (and other regulations) are evaluated according to completeness, authenticity and adherence to Administration requirements				
		If deficiency is found, schedules and conducts re-inspection/re-testing/examination				
		If no deficiencies were found and company's documents are according to requirements, accomplish draft Certificate Form and Executive Brief				
		If not, inform Applicant of discrepancies and incompleteness in requirements				
		Affixes initials in Routing Slip and forward documents to MSS Typist	2 minutes	MSAD Inspector/s		

		Prepares Certificate	15 minutes		
		Records Certificate details	5 minutes	MSS Typist	
		Affixes initial in Routing Slip	1 minute	MSS Typist	
		Forwards Certificate to MSS Inspector/s/Evaluator	2 minutes	MSS Typist	
		Reviews and affixes initials/signs in the Certificate, as appropriate, and forwards the application to the MSAD Chief	5 minutes	MSAD Inspector/s	
		Reviews application	30 minutes	MSAD Chief	
		If the application meets the requirements, reviews/revises draft Certificate Form			
		If not, advises MSS Inspector/s on disqualifications and/or discrepancies of application			
		Affixes initials in Routing Slip and forwards documents to MSS Clerk/Typist			
		Reviews and affixes initials in the Certificate and Executive Brief	5 minutes	MSAD Chief	
		Affixes initials in the Routing Slip and forwards documents to the MSS Director	2 minutes	MSAD Chief	
		Reviews applications	30 minutes	MSS Director	
		If the application meets the requirements, affix initials in the Certificate and Executive Brief			
		If not, advises MSAD Chief on disqualifications and discrepancies of			

		application, affixes initials in Routing Slip and forwards documents to MSAD Chief				
		Affixes initials in the Routing Slip and forwards documents to MSS Secretary	2 minutes	MSS Director		
		Logs-out in DTRACKS to signify release of Application Papers	2 minutes	MSS Secretary		
		Affixes initial on Routing Slip	1 minute	MSS Secretary		
		Forwards documents to the Office of the Deputy Administrator for Operations (ODAO)	2 minutes	MSS Secretary		
		Logs-in in the DTRACKS to acknowledge receipt of Application Papers	2 minutes	ODAO Clerk		
		Forwards documents to ODAO	2 minutes	ODAO Clerk		
		Reviews application	30 minutes	DAO		
		If the application meets the requirements, Signs the Certificate				
		If not, advises MSAD Director on disqualifications and discrepancies of application, affixes initials in Routing Slip and forwards documents to MSAD Director				
		Affixes initials in Routing Slip and forwards document to ODAO Clerk	2 minutes	DAO		
		Logs-out in DTRACKS to signify release of Application Papers	2 minutes	ODAO Clerk		

		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)		
END OF TRANSACTION						