

# APPLICATION FOR ISSUANCE OF ACCREDITATION OF MANUFACTURERS / SUPPLIERS / SERVICING ENTITIES OF LIFE-SAVING AND OTHER SAFETY RELATED APPLIANCES / EQUIPMENT UNDER MC 2006-001

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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 Shipping Companies/Shipowners/Operators/Charterers

## **What Are the Requirements:**

### MANUFACTURER (MF):

1. Letter of Application
2. List of Regular Technical and Administrative Support Personnel with their bio-data
3. List of Life-Saving Appliances (LSA) and Fire Fighting Equipment (FFE) to be manufactured
4. Copy of ISO Certification or its equivalent
5. Certification or equivalent from BPS, DOST, Class Society, etc. related to type approval of products
6. Proof of Safe Occupancy of building and the structures occupied for manufacturing related services

### SUPPLIER (SP):

1. Letter of Application
2. List of Regular Technical and Administrative Support Personnel with their bio-data
3. List of Life-Saving Appliances (LSA) and Fire Fighting Equipment (FFE) to be supplied
4. Copy of ISO Certification or its equivalent
5. Certification or equivalent from BPS, DOST, Class Society, etc. related to type approval of products
6. Proof of Safe Occupancy of building and the structures occupied for intended related services

### SERVICING (SR):

1. Letter of Application
2. List of Regular Technical and Administrative Support Personnel with their bio-data
3. List of Life-Saving Appliances (LSA) and Fire Fighting Equipment (FFE) to be serviced
4. Copy of Authorization/clearance as servicing entity from original manufacturer
5. Copy of ISO Certification or its equivalent
6. Certification or equivalent from BPS, DOST, Class Society, etc. related to type approval of products
7. Proof of Safe Occupancy of building and the structures occupied for intended related services

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

(Note: 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 files the application	Provide the checklist of documentary requirements	5 minutes	Officer of the Day (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)		MSS-SF14
		If complete, requests the applicant to log in then 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"> <li>• <b>Manufacturer (MF)</b> <ul style="list-style-type: none"> <li>▪ <b>MF</b> <ul style="list-style-type: none"> <li>▪ Accreditation Cert – P10,000.00</li> <li>▪ Processing Fee – P2,000.00</li> <li>▪ Inspection – P5,000.00</li> <li>▪ Type Approval – P10,000.00</li> <li>▪ QS Approval – P10,000.00</li> </ul> </li> <li>▪ <b>MF/SR/SP</b> <ul style="list-style-type: none"> <li>▪ Accreditation Cert – P15,000.00</li> <li>▪ Processing Fee – P2,500.00</li> </ul> </li> </ul> </li> </ul>	

					<ul style="list-style-type: none"> <li>▪ Inspection – P5,000.00</li> <li>▪ Type Approval – P10,000.00</li> <li>▪ QS Approval – P10,000.00</li> <li>• <b>SUPPLIER (SR)</b> <ul style="list-style-type: none"> <li>▪ <u>MF</u> <ul style="list-style-type: none"> <li>▪ Accreditation Cert – P5,000.00</li> <li>▪ Processing Fee – P1,500.00</li> <li>▪ Inspection – P5,000.00</li> <li>▪ Type Approval –</li> <li>▪ QS Approval –</li> </ul> </li> <li>▪ <u>MF/SR/SP</u> <ul style="list-style-type: none"> <li>▪ Accreditation Cert – P15,000.00</li> <li>▪ Processing Fee – P2,500.00</li> <li>▪ Inspection – P5,000.00</li> <li>▪ Type Approval – P10,000.00</li> <li>▪ QS Approval – P10,000.00</li> </ul> </li> </ul> </li> <li>• <b><u>SERVICE PROVIDER</u></b> <ul style="list-style-type: none"> <li>▪ <u>MF</u> <ul style="list-style-type: none"> <li>▪ Accreditation Cert – P10,000.00</li> <li>▪ Processing Fee – P2,000.00</li> <li>▪ Inspection – P5,000.00</li> <li>▪ Type Approval – P10,000.00</li> <li>▪ QS Approval – P10,000.00</li> </ul> </li> <li>▪ <u>MF/SR/SP</u> <ul style="list-style-type: none"> <li>▪ Accreditation Cert – P15,000.00</li> <li>▪ Processing Fee – P2,500.00</li> </ul> </li> </ul> </li> </ul>	
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					<ul style="list-style-type: none"> <li>▪ Inspection – P5,000.00</li> <li>▪ Type Approval – P10,000.00</li> <li>▪ QS Approval – P10,000.00</li> </ul>	
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)		
		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 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 Evaluator/s	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 Evaluator/s/Inspector in	2 minutes	MSAD Clerk		

		the Logbook			
		Forwards documents to MSAD Evaluator/s	2 minutes	MSAD Clerk	
		Evaluates application	30 minutes	MSS Evaluator/s	
		If the application meets the qualifications and submitted documents are verified to be authentic, schedule site visit/inspection			
		If not, prepare letter informing of discrepancies			
5	Coordinates with the Evaluator/s for the schedule of site visit/inspection	Conducts site inspection/visit	5 hours	MSS Evaluator/s	
		If the company processes/procedures adhere to standards to be maintained, draft Certificate and Executive Brief	1 hour		
		If not, prepare letter informing denial of application.	30 minutes		
		Prepares Certificate	15 minutes	MSS Typist	
		Records Certificate details in the Logbook	5 minutes	MSS Typist	
		Affixes initial in Routing Slip	1 minute	MSS Typist	
		Forwards Certificate to MSS Evaluator/s	2 minutes	MSS Typist	
		Checks the details of the Certificate for accuracy	5 minutes	MSS Evaluator/s	
		Affixes initials in Routing Slip and forward documents to MSAD Chief	2 minutes	MSS Evaluator/s	
		Reviews application	30 minutes	MSAD Chief	
		If the application meets the requirements, affixes initial in the Certificate and Executive Brief			
		If not, advises MSS Evaluator/s on disqualifications and/or			

		discrepancies of application, affixes initials in Routing Slip and forwards documents to MSS Evaluartor				
		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, signs the Certificate and Executive Brief				
		If not, advises MSAD Chief on disqualifications and/or 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 minute	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 MSS Director on disqualifications and				

		discrepancies of application, affixes initials in Routing Slip and forwards documents to MSS Director				
		Affixes initials in Routing Slip and forwards document to ODAO Clerk	2 minutes	DAO		
		Logs-out in DTRACKS to signify release of application documents	2 minutes	ODAO Clerk		
		Forwards the application to the CRU	2 minutes	ODAO Clerk		
6	Receives the certificate	Releases the certificate to the applicant	2 minutes	Releasing Clerk		
		Distributes copy of Certificate to concerned offices/agencies	5 minutes	Releasing Clerk		
		Files documents for safekeeping	5 minutes	Records Clerk		
<b>END OF TRANSACTION</b>						