HOW TO BECOME A LICENSED SHIPBUILDING AND SHIPREPAIR ENTITY IN THE PHILIPPINES

APPLICANT

Submits: Application letter with complete Documentary Requirements SRO

Screen the submitted Documentary Requirements and prepare ATAP

CASHIER

Accept
Payment of
required Filing
Fee and Issue
Official Receipt

Clerk/
Secretary
receives
/logs/records
the application
with proof of
payment (O.R.)
and forwards to
the Director

Director assigns to the corresponding Division Chief

Division Chief assigns to the Evaluator/Inspector

Evaluator/Inspector will
Prepare letter to proponent
informing the schedule of
inspection

Conduct inspection on shipyard facilities as scheduled

Prepare Inspection Report,
Executive Brief and License
Certificate; Affix initials and
signatures on corresponding
documents and forward to the
Division Chief

Division Chief will check/review documents and affix initials to each corresponding documents then forward to the Secretary

Secretary will Check the documents and forward to the Director

Director will Affix
Signatures/Initials to the
documents and return
the same to the
Secretary

Secretary will Log out the approved application and forward to **ODAO**

ODAO – The Deputy
Administrator will affix
signature to the
application then return to
SRO for release to the
applicant

SRO Secretary will release the approved Application