



## MARITIME INDUSTRY AUTHORITY

12 September 2018

**MARINA ADVISORY**  
No. 2018-27  
Series of 2018

**TO** : All Recognized Organizations and Other Concerned Entities  
**SUBJECT** : **GUIDELINES FOR APPLICANTS WHO INTEND TO BE ACCREDITED AS RECOGNIZED ORGANIZATIONS PURSUANT TO MARINA CIRCULAR NO. 2018-01**

In the interest of the service, notice is hereby given to all concerned that MARINA Circular No. 2018-01, entitled "*Rules on the Accreditation of Recognized Organizations Performing Statutory Certification and Services for Philippine Shipping Companies and their Philippine-Registered Ships, on Behalf of the Administration*", together with the template of the Memorandum of Agreement (MOA), was confirmed as approved by the MARINA Board in its 253<sup>rd</sup> Meeting on 18 January 2018. This MARINA Circular was published in the newspaper of general circulation on 01 February 2018 and took effect fifteen (15) days after its publication.

Relative thereto, the following guidelines shall be adopted for the assessment and authorization of concerned entities who intend to apply for accreditation as a **Recognized Organization (RO)** pursuant to the abovementioned MARINA Circular:

### I. LEGAL BASIS

All concerned shall be guided by the provisions of MARINA Circular No. 2018-01 and the Recognized Organizations Code for fulfillment of:

1. Mandatory requirements that an organization shall fulfill for recognition;
2. Mandatory requirements when performing statutory certification and services on behalf of the flag; State and
3. Mandatory requirements that the Administration will adhere to when authorizing the RO.

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## II. WHO WILL FILE:

1. Organizations as defined under relevant mandatory IMO instruments and national legislation that will perform statutory certification and services to all Philippine shipping companies and their Philippine-registered ships, of size and tonnage under IMO instruments and national legislation.
2. ROs that have been granted accreditation/recognition and have existing Memorandum of Agreements with the Administration.

## III. WHERE TO FILE APPLICATION:

The applicant shall file its letter of application for accreditation as RO, together with the pre-approval documents as required in the said MARINA Circular at the **Maritime Safety Service (MSS), MARINA Central Office** for screening and initial evaluation.

## IV. OFFICIAL ACCEPTANCE

Only complete application shall be officially accepted by the Screening Officer of the MSS from the applicant who will be required to pay the corresponding processing fee.

## V. CONDUCT OF INITIAL AUDIT

1. Once the application is officially accepted, an evaluation will be performed by the concerned MSS evaluator.
2. After evaluation of the documents, an initial audit on the applicant's statutory certification process will be conducted by the MSS auditor to ensure that it complies with the provisions of the aforementioned MARINA Circular and the Recognized Organizations Code. A separate fee based on the said MARINA Circular will be charged to the applicant for each audit to be conducted.
3. On the basis of the audit report/recommendations from the MSS auditor, the applicant who passes the initial audit will be accredited as a Recognized Organization by the MARINA. Otherwise, the applicant who fails the initial audit will be required to comply with the necessary requirements of the said MARINA Circular and the Recognized Organizations Code within **six (6) months** prior to accreditation as RO.

## VI. VALIDITY OF CERTIFICATE

Once the applicant passes the conditions set forth in the said MARINA Circular, the Certificate of Accreditation shall be issued valid for a period not exceeding **five (5) years**, subject to the provisions of Section XI of the said MARINA Circular.


*for 14 Sept. 2018*

## VII. NEGOTIATION OF A MEMORANDUM OF AGREEMENT

The Memorandum of Agreement shall be the formal written agreement between the Administration and the RO. It is the legal basis under which the authorization of statutory certification and services is administered.

The MARINA, through the Overseas Shipping Service and Legal Service, shall assist in the negotiation process prior to the signing of the MOA by the Administrator taking into consideration the provisions of the Recognized Organizations Code. The Certificate of Accreditation and the MOA will be valid for a period not exceeding five (5) years, subject to annual review by the Administration.

For the information and guidance of all concerned.

  
REY LEONARDO B GUERRERO  
Administrator

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OSS/Advisory

*for 17 Sep. 2018*