



Republic of the Philippines
Department of Transportation
MARITIME INDUSTRY AUTHORITY



MEMORANDUM CIRCULAR NO. SR-2022-01
Series of 2022

**TO : ALL BOAT BUILDING COMPANIES AND ALL OTHER
CONCERNED ENTITIES**

**SUBJECT : REVISED IMPLEMENTING RULES AND REGULATIONS ON THE
REGISTRATION AND LICENSING OF BOAT BUILDERS/
REPAIRERS**

Pursuant to the provisions of Presidential Decree 474, Executive Order 125/125-A, Republic Act No. 9295 and its Implementing Rules and Regulations, the following rules and regulations are hereby adopted to amend MARINA Memorandum Circular No. 2015-09.

I. OBJECTIVES

To provide a uniform and upgraded standards, requirements and guidelines in the registration and licensing of companies/entities engaging in boat building/repairing entities in the country.

II. COVERAGE

These rules and regulation shall apply to all persons, natural or juridical, Filipino citizen or foreign national engaged or intending to engage in boatbuilding/ repairing activities in the Philippines.

Boats can be categorized into two main categories:

Category	Type of Boat
1. Motorized	Tourist/Recreational Boats
	Passenger (<i>not made of wooden hull</i>)/ Cargo Boats
	Motor Boat with or without outriggers
	Fishing Boats with or without outriggers
	and other similar type of motorized boats
2. Non-Motorized	Sail Boats, Vintas, Bancas
	and other similar type of non-motorized boats

III. DEFINITION OF TERMS

For the purpose of this Circular, the following terms shall be defined as follows:

1. **“Administration”** refers to the Maritime Industry Authority (MARINA).
2. **“Annual Endorsement”** refers to the endorsement of License after an annual inspection has been conducted for purposes of monitoring/planning and enforcing of MARINA rules and regulations.

3. **"Annual Inspection"** refers to a field inspection conducted every 12 months for purposes of monitoring and checking the entity in maintaining its compliance with the conditions of the License and enforcing of relevant MARINA rules and regulations.
4. **"Banca"** refers to a type of boat, traditionally built watercraft, predominantly wood-hulled may be motorized or non-motorized with outrigger.
5. **"Boat"** refers to a watercraft propelled on water by oars, sails or by an inboard and/or outboard engine.
6. **"Boatbuilding"** refers to the design, construction, outfitting and launching of watercrafts with sizes **up to 50 meters in length** in the boatyard.
7. **"Boatbuilder"** refers to a citizen of the Philippines or a foreign national, or a commercial partnership owned by Filipinos or foreign nationals, or a corporation incorporated under the laws of the Philippines, the capital of which is owned or controlled in any proportion by Filipinos or foreign nationals, or by both such Filipinos or foreign nationals, or by corporations whether Filipino or foreign-owned, which is duly authorized by the MARINA to engage in the business of boatbuilding/ boat repairing or to otherwise operate a boatyard.
8. **"Boat Repair"** refers to the overhaul, alteration, modification or repair watercrafts in the boatyard.
9. **"Boatyard"** refers to the boatbuilding facilities or area that has the capability to build and repair boats.
10. **"Dry-docking"** refers to the condition in which a ship/boat is taken out of water for cleaning and repair of her hull and its integral parts such as rudder, propeller, sea valves and sea chests, among others.
11. **"Dry-docking Certificate"** refers to a certificate issued by a MARINA-Licensed Boat builders/ repairers to boats engaged in domestic trade, after satisfactory compliance with the mandatory dry-docking requirements stated under these rules and regulations.
12. **"Engine"** refers to main propulsion engine/ or the auxiliary engine of a boat. Engine powered propeller may be outboard, inboard/outboard, inboard or water jet.
13. **"Length"** refers to the length overall which is the maximum length of a vessel's hull measured parallel to the waterline.
14. **"License"** refers to the certificate issued by the Administration which grants permission to a MARINA-Registered Boatyard to engage in boatbuilding and/or boat repair activity upon compliance with the provisions of this Circular and its subsequent amendments.

15. **"MARINA Licensed Boatbuilders/ Repairers"** refers to licensed boatbuilders/ repairers under this Circular and its subsequent amendments.
16. **"MARINA Registered Boatyards"** refers to boatyards owned and operated by Filipino Citizen and/or Foreign National, corporation, partnerships, cooperatives and entities duly registered by the Administration under this Circular and its subsequent amendments.
17. **"Open Deck"** refers to a deck without any rigid and fixed top covering or canopy.
18. **"Outriggers"** refers to a beam projected outward from the side attach to a hull of boat to hold the floaters and serve as stabilizer of a boat.
19. **"Qualification Inspection"** refers to an inspection conducted by the Administration to verify & validate the compliance of the boatyard to all the requirements & conditions prescribed by this Circular prior to the registration, issuance of license and its classification.
20. **"Registration"** refers to the certificate issued by the Administration showing that the Boatyard Facility has been officially registered in the MARINA Book of Boatyard Registry.
21. **"RENA"** refers to a Registered Naval Architect.
22. **"Tourist/ Recreational Boat"** refers to a boat carrying guests, tourists or passengers engaged for tourism/recreational activities.
23. **"Wooden-hulled boat"** – refers to a boat whose hull or any major part of hull and its structures including frames, bulkheads, outriggers and floaters, if any, which constitutes the overall structural integrity of the hull from its main deck to its keel is made up partly or wholly of wood; this includes wooden ships coated with fiberglass and other composite materials, and broadly includes motor bancas or motor boats with or without outriggers.

IV. GENERAL PROVISIONS

REGISTRATION

1. All entities engaged or intending to engage in boatbuilding and/or repairing activities must be properly registered and issued a Certificate of Registration.
2. A Book of Boatyard Registry shall be maintained by the Administration and kept open for free inspection by the public during regular office hours and subject to the provision of the Rules on Freedom of Information (FOI).

3. MARINA Registered Boatyards shall be deleted from the Book of Boatyard Registry under any of the following circumstances:
 - (a) Non-operational for a period of five (5) years; and,
 - (b) Found out to have violated government rules and regulations, after due process.
4. The registration of the company shall reflect the nature of the operation whether boatbuilding/ boat repair and primary purpose (s) stated in their Department of Trade & Industry (DTI) Business Name Registration for Single Proprietorship; SEC Articles of Incorporation and By-Laws for corporation/ partnership; and CDA for cooperatives.
5. Qualification inspection is a pre-requisite for new boatyard owners and/or operators prior to the registration, issuance of license and its classification. Boatyard inspection shall be governed by a manual of procedures to be formulated by MARINA.

LICENSING

6. A License shall only be issued to MARINA-Registered Boatyard to undertake boatbuilding/ boat repairing activities within the limits accorded hereto. A uniform format of the License shall be adopted by MARINA indicating the name of the boatbuilder, location and its classification.
7. The license shall serve as a pre-requisite in the grant of incentives presently administered or to be administered by the Administration and other privileges as may be provided by law.
8. Applicant for MARINA-License as Boatbuilder/ Repairer, must own/lease/operate and manage a boatyard, or in the process of building its own boatyard. In cases where the yard is leased, the contract of lease should not be less than five (5) years from the grant of the MARINA license.
9. Annual inspection is required for existing MARINA-Licensed Boatbuilder/ Repairer, prior to endorsement or renewal of license.
10. A MARINA-Registered Boatyard licensed under this Circular shall only undertake boatbuilding/ repairing activities within the authorized place of business operation.
11. Any major repairs/maintenance works to be done on-board a boat while not on dry-dock, or boatbuilding-related major works which are to be contracted out by the boat owner or boatyard, shall be undertaken by a MARINA- Licensed boat builders/ repairers.
12. The application for the renewal of license must be filed at least fifteen (15) days before the expiry date, but not more than thirty (30) days there from.

13. The license boatbuilder/ repairer shall allow MARINA Inspectors to conduct periodic inspections whenever there is a boatbuilding/ boat repairing activity in the boatyard.
14. All MARINA-licensed Boat Builders/ Repairers shall conform to relevant environmental standards particularly taking measures to prevent, reduce or control pollution of the marine environment in accordance with relevant International Maritime Organization (IMO) instruments and/or national laws, rules and regulations.
15. All MARINA-licensed Boat Builders/ Repairers shall promote and observe gender equality and women empowerment principles in the workplace in support of the Gender and Development program of MARINA and as mandated by the Republic Act 9710 or the Magna Carta of Women Sec. 22. Right to Decent Work and its Implementing Rules and Regulations.
16. All MARINA-licensed Boat Builders/ Repairers "Class A" under this Circular shall be required to secure ISO 9001:2015 on Quality Management System and its latest amendments from a certification body accredited by the Philippine Accreditation Bureau (PAB).
17. All MARINA-licensed Boat Builder/ Repairer shall comply with MC 2016-02, as amended particularly on the prohibition of the construction of passenger liner wooden-hulled boats/ships.
18. Environmental Compliance Certificate (EEC) or Certificate of Non-Coverage (CNC) shall not be required to MARINA-licensed Boat Builders/ Repairers "**Class B and C**" under this Circular provided that the storage, utilization and disposal of wastes shall be in compliance to the existing environmental rules and regulations and laws.

V. QUALIFICATION REQUIREMENTS

1. Classification and Capitalization for Boatbuilding/ Repairing Entities

The applicant must comply with all minimum requirements prescribed hereunder to be classified and licensed accordingly.

Classification	Size Limitation	Hull Material	Capitalization
Boatbuilding/ Boat Repair (BBR) Class A	Up to 50 meters	All types of hull materials	P 1,000, 000.00
Boatbuilding/ Boat Repair (BBR) Class B	Up to 30 meters	Wooden/ FRP/ Aluminum/ Steel	P 500,000.00
Boatbuilding/ Boat Repair (BBR) Class C	Up to 30 meters	Wooden	P 100,000.00

2. Staffing Requirements for Boatbuilding/ Boat Repair Entities

The applicant must comply with the following minimum staffing requirements.

BBR – CLASS A	Shall have sufficient formal related educational background/ training in boat design, building, repair and boatyard management (as certified by educational institutions, TESDA, etc.), or proven experience of at least 3 years in boat construction and repair.
BBR – CLASS B	Shall have sufficient formal related educational background/ training in boat design, building, repair and boatyard management (as certified by educational institutions, TESDA, etc.), or proven experience of at least 2 years in boat construction and repair.
BBR – CLASS C	Must have sufficient actual experience in boat design, building and repair for at least one (1) year

Minimum Staffing Requirements			
Requirement	BBR – CLASS A	BBR – CLASS B	BBR – CLASS C
Technical			
RENA	1	1*	1*
License Mechanical Engineer	1*		
Safety Officer	1	1	
Mold Loftsmen	1	1*	
Draftsman	1*		
Skilled Workers			
Foreman/ QC	1	1	1
Laminator	1**	1**	
Welder	1	1*	
Crane Operator	1*		
Sand Blaster	1*		
Cutter	1	1*	
Pipe Fitter	1	1*	
Ship Fitter	1	1*	
Carpenter	1	1	1
Caulker	1	1	1
Licensed Master Electrician	1*	1*	
Painter	1	1	1

* May be on contractual or consultancy basis only.

** Applies to FRP boatbuilder only.

3. Minimum Yard Machineries and Equipment for Boatbuilding and Boat Repair

Minimum Number of Yard Machineries & Equipment			
Requirement	BBR – CLASS A	BBR – CLASS B	BBR – CLASS C
Crane (5 tons)	1	1	

Welding Machine	1	1	
Cutting Torch	1		
Roller Bender	1		
Angle Bender	1		
Blower (stand type or portable)	2	2	
Chain Blocks (2 tons)	2	2	
(0.5 tons)	2	2	
Grinding Machine	1	1	
Sander			1
Carpentry Tools	1	1	1
Portable Fire Extinguisher			
(CO ₂)	1	1	
(Chemical)	1	1	1

VI. DOCUMENTARY REQUIREMENTS

REGISTRATION

- Letter of Application
- Certificate of Registration (e.g. DTI, SEC, CDA)
- Lay-out of the Boatyard Facility

LICENSING

New Entrants/ Existing with Upgrading	Renewal	Annual Endorsement
<ul style="list-style-type: none"> Letter of application <u>Corporation/ Partnership</u> Certificate of Registration with SEC duly supported by the Articles of Incorporation/ Partnership indicating the capitalization and By-Laws <u>Cooperative</u> Certificate of Registration with CDA duly supported by the Articles of Cooperation indicating capitalization and By-Laws <u>Single Proprietorship</u> Certificate of Business Name Registration issued by DTI 	<ul style="list-style-type: none"> Letter of application <u>Corporation/ Partnership</u> Certificate of Registration with SEC duly supported by the Articles of Incorporation/ Partnership indicating the capitalization and By-Laws <u>Cooperative</u> Certificate of Registration with CDA duly supported by the Articles of Cooperation indicating capitalization and By-Laws <u>Single Proprietorship</u> Certificate of Business Name Registration issued by DTI 	<ul style="list-style-type: none"> Letter of application
<ul style="list-style-type: none"> Alien Employment Permit issued by DOLE or BID (For Foreign National) 		
<ul style="list-style-type: none"> Latest Financial 	<ul style="list-style-type: none"> Latest Financial 	<ul style="list-style-type: none"> Latest Financial

Statement duly stamp received by BIR or Bank Certification as proof of compliance to the capitalization requirement	Statement duly stamp received by BIR or Bank Certification as proof of compliance to the capitalization requirement	Statement duly stamp received by BIR or Bank Certification as proof of compliance to the capitalization requirement
<ul style="list-style-type: none"> • Proof of Employment and Bio-Data of Technical and Skilled personnel indicating boatbuilding training & experience including boatyard management 	<ul style="list-style-type: none"> • Proof of Employment and Bio-Data of Technical and Skilled personnel indicating boatbuilding training & experience including boatyard management 	
<ul style="list-style-type: none"> • Contract Agreement between RENA 	<ul style="list-style-type: none"> • Contract Agreement between RENA 	
<ul style="list-style-type: none"> • Proof of ownership of boatyard facility or Lease Contract valid for at least five (5) years in case the facility if leased/rented 	<ul style="list-style-type: none"> • Proof of ownership of boatyard facility or Lease Contract valid for at least five (5) years in case the facility if leased/rented 	
<ul style="list-style-type: none"> • Valid Mayor's/Business Permit or Certification of Doing Business/ Certification of Registration 	<ul style="list-style-type: none"> • Valid Mayor's/Business Permit or Certification of Doing Business/ Certification of Registration 	
<ul style="list-style-type: none"> • Valid Clearance from DENR (Environmental Compliance Certificate) or Certificate of Non-Coverage (CNC) for Class A only, catering to steel and FRP/Aluminum type of hull only • Valid Certificate of Non-Coverage (CNC) issued by CENRO for Class A only 		
<ul style="list-style-type: none"> • Duly accomplished Data Sheet prescribed by the Administration 	<ul style="list-style-type: none"> • Duly accomplished Data Sheet prescribed by the Administration 	<ul style="list-style-type: none"> • Duly accomplished Data Sheet prescribed by the Administration
	<ul style="list-style-type: none"> • Copy of original License 	<ul style="list-style-type: none"> • Copy of original License
<ul style="list-style-type: none"> • Copy of valid ISO 9001:2015 QMS Certificate with proof of accreditation of the Certification Body from PAB for Class A* 	<ul style="list-style-type: none"> • Copy of valid ISO 9001:2015 QMS Certificate with proof of accreditation of the Certification Body from PAB for class A* 	
<ul style="list-style-type: none"> • BBR Record Book (for upgrading) 	<ul style="list-style-type: none"> • BBR Record Book 	BBR Record Book

**BBR Class A to comply with ISO 9001:2015 as per Section XI of this Circular.*

VII. VALIDITY OF LICENSE

The License shall be valid for a period of **five (5) years** subject to Annual Endorsement unless revoked/ cancelled.

VIII. CONDITIONS AND OBLIGATIONS ATTENDANT TO THE LICENSE ISSUED:

1. The license is non-transferable.
2. The original Certificate of Registration and Boatbuilder License Certificate shall be displayed in a conspicuous place in the main office.
3. A MARINA-licensed Boat Builders/Repairers intending to withdraw or temporarily suspend its business operations is required to submit written notice to the Administration within thirty (30) calendar days prior to suspension of operation and the original license must be surrendered.

A license surrendered may be reissued within the 5 year validity period provided that inspection requirements are complied with. Otherwise, a new license shall be secured from the Administration.

In case of withdrawal, the MARINA-licensed Boat Builders/Repairers shall be required to surrender the original Certificate of Registration and shall automatically be dropped from the Boatyard Registry book.

4. The application for the renewal of license must be filed at least (30) days before the expiry date. No license shall be renewed unless an inspection shall have been conducted.
5. License not renewed and/ or endorsed on time shall be assessed an additional fee/ surcharge of fifty percent (50%) of the processing fee for each month of default or any fraction thereof, which shall be without prejudice to the imposition of administrative, fines and penalties for operating without valid MARINA license prescribed under Section 10 of this Circular.
6. A license valid for five (5) years shall be endorsed annually by the MARINA. Non-endorsement of License shall be subject to penalties under Section 10 of this Circular. *Attached Checklist/ Licensing Data Sheet as Annex A.*
7. The following shall require approval of the Administration prior to construction, conversion, modification or alteration of boats:
 - 7.1 Boatbuilding/Repairing License
 - 7.2 Authority to Acquire Vessel through Local Construction (Boatbuilding Contract/Agreement duly notarized)
 - 7.3 Vessel's plans and specifications

For new construction, conversion, modification or alteration and upon approval of vessel's plans and specification, a hull identification number (Hull ID) shall be issued by the Boatbuilder in a format prescribed by the Administration which shall be displayed near the boat being constructed by the boatbuilder.

8. MARINA-Licensed boatbuilder/repairer shall issue the Builder's Certificate on Boats constructed by them and corresponding to their License.
9. A duly licensed boatyard shall only issue a Certificate of Dry-docking to boats drydocked in their facility and after completion of the required repairs/ work orders.
10. A MARINA-Licensed boatbuilder/repairer shall inform/ submit to the Administration the following:
 - 10.1. New business address and telephone numbers within ten (10) days after the actual change;
 - 10.2. Names of new Director or other principal officer within thirty (30) calendar days after the appointment; and
 - 10.3. Certified true copy of Amended Articles of Incorporation/ Partnership or By-laws duly approved by SEC, within thirty (30) calendar days after approval (if any);
 - 10.4. Any changes in the name of the company; ownership; lease contract.
 - 10.5. Hiring of sub-contractors.
11. The boatyard shall maintain a record book, indicating the activities (job orders, availment of incentives, etc.) of the yard and shall be made available for inspection anytime. *Attached format as Annex B.*
12. All MARINA-licensed boatbuilders/ repairers shall maintain a record book of newly constructed boats, inclusive of details as to the type, particulars, and ownership of such boats, and all boats being repaired to be inspected by the Administration.
13. All boats to be constructed shall conform to the rules and regulations prescribed by the Administration.
14. The required reports under items 11 and 12 of this Section shall serve as pre-requisites for the renewal of the required license (s).

IX. FEES AND CHARGES

The following fees shall be charged for the issuance, upgrading, renewal and annual endorsement of license:

REGISTRATION

Category	Processing Fee (PHP)
BBR - CLASS A	2,500.00
BBR - CLASS B	1,500.00
BBR - CLASS C	500.00

LICENSING

Category	Inspection Fee (PHP)	Processing Fee (PHP)	License Certificate (PHP)	TOTAL Issuance/ Renewal Fee (PHP)	Annual Endorsement Fee (PHP)
BBR-CLASS A	5,700.00	15,600.00	500.00	21,800.00	5,700.00
BBR-CLASS B	4,500.00	7,800.00	500.00	12,800.00	4,500.00
BBR-CLASS C	2,900.00	1,000.00	500.00	4,400.00	2,900.00

X. FINES AND PENALTIES

- For engaging in boatbuilding/ boat repair operating without a MARINA license, a person or enterprise shall be subject to closure, to be effected by the MARINA in coordination with appropriate law enforcement authorities, after due process.
- For engaging in boatbuilding/ boat repair operating with non-endorsement, or expired MARINA-license, a person or enterprise shall be imposed the following administrative fines, after due process:

Category	Violation
BBR - Class A	100,000.00 plus six (6) months suspension of license
BBR - Class B	50,000.00 plus six (6) months suspension of license
BBR - Class C	20,000.00 plus six (6) months suspension of license

- For motor boat owner/operator hiring or commissioning the services of a non-MARINA Licensed Boatbuilder/Repairer, a person or enterprise shall be imposed the administrative fine of **Php 100,000.00**, after due process.
- Non-submission of required reports

Category	Violation
BBR - Class A	4,000.00
BBR - Class B	3,000.00
BBR - Class C	2,000.00

- Violations of conditions and obligations attached to the license:

- Conditions No. 6 (plans approval/ authority to acquire), 7 and 8 of Section 8 of this Circular

Category	Violation
BBR - Class A	20,000.00 plus six (6) months suspension of license
BBR - Class B	12,000.00 plus six (6) months

	suspension of license
BBR - Class C	4,000.00 plus six (6) months suspension of license

5.2. Other conditions in Section 8 of this Circular

Category	Violation
BBR - Class A	10,000.00
BBR - Class B	6,000.00
BBR - Class C	2,000.00

6. The MARINA may, after due notice and hearing, suspend/ cancel/ revoke the license to operate of a MARINA–Licensed enterprise for any of the following grounds:

- 6.1. Failure to maintain the qualifications for registration as required in this Circular
6.2. Violation of environment protection laws and rules and regulations

XI. TRANSITORY PROVISION:

1. All existing MARINA-licensed Boatbuilding/ Repair entities are required to re-classify and comply during the renewal of license upon effectivity of this Circular.
2. All new entities intending to be registered and licensed as boatbuilder/ repairer are required to comply immediately upon effectivity of this Circular.
3. All **Boatbuilding/ Repair Class A** are required to comply with **Section IV.16** of this Circular within **five (5) years** upon effectivity of this Circular.

XII. REPEALING CLAUSE:

MARINA Circular No. 2015-09 and other issuances which are inconsistent herewith are hereby repealed, modified or amended accordingly.

XIII. SEPARABILITY CLAUSE

Should any provision or part of this Circular be declared by competent authorities to be invalid or unconstitutional, the remaining provisions or parts thereof shall remain in full force and effect and shall continue to be valid and effective.

XIV. EFFECTIVITY

This MARINA Circular shall take effect fifteen (15) days after its publication in a newspaper of general circulation in the Philippines.

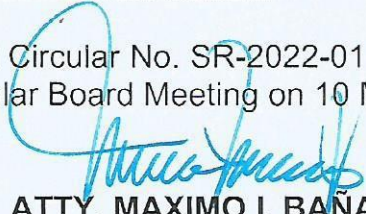
Manila, Philippines, MAY 11 2022 2022.

BY THE AUTHORITY OF THE BOARD:


VADM ROBERT A EMPEDRAD AFP (Ret)
Administrator

SECRETARY'S CERTIFICATE

This is to Certify that the Memorandum Circular No. SR-2022-01 has been approved by the MARINA Board on its 291st Regular Board Meeting on 10 March 2022.


ATTY. MAXIMO I. BAÑARES, JR.
Board Secretary

Date of Publication: 13 May 2022
Business Mirror

Date of Submission to ONAR:



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

SHIPYARDS REGULATION SERVICE (SRS)
MARINA Bldg., Bonifacio Drive, corner 20th Street, Port Area, Manila

BOATBUILDING/REPAIRING INSPECTION CHECKLIST

Name of Company/Enterprise		Document Control <div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div> <div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div> </div>	
Principal Office Address		Type of Application <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Annual Endorsement	
Business/Marine Repair Shop/Service Station Address		Date Filed <div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/><input type="checkbox"/></div> <div><input type="checkbox"/><input type="checkbox"/></div> <div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div> </div>	
Phone Number/Fax number	e-Mail Address	Date Inspected <div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/><input type="checkbox"/></div> <div><input type="checkbox"/><input type="checkbox"/></div> <div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div> </div>	
Contact Person	Designation	Boat builder/Repairer Classification <input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C	
Type of Organization <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	Equity Participation Filipino _____ % Foreign _____ %		
Mode of Acquisition <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Owned <input type="checkbox"/> Leased </div> <div> <input type="checkbox"/> Proof of Ownership <input type="checkbox"/> Lease Contract valid for at least five (5) years (From <input type="checkbox"/><input type="checkbox"/> <input type="checkbox"/><input type="checkbox"/> <input type="checkbox"/><input type="checkbox"/> <input type="checkbox"/><input type="checkbox"/> to <input type="checkbox"/><input type="checkbox"/> <input type="checkbox"/><input type="checkbox"/> <input type="checkbox"/><input type="checkbox"/> <input type="checkbox"/><input type="checkbox"/>) <div style="display: flex; justify-content: space-between; font-size: small;"> <div>m m d d y y y y</div> <div>m m d d y y y y</div> </div> </div> </div>		FINANCIAL ASPECT as of <div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/><input type="checkbox"/></div> <div><input type="checkbox"/><input type="checkbox"/></div> <div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>m m d d y y y y</div> </div>	
CAPITALIZATION			
BOAT BUILDING/ REPAIRING	Required Paid-Up Capitalization	Actual	Findings
CLASS A	Php 500,000.00		
CLASS B	Php 100,000.00		
CLASS C	Php 10,000.00		
Assets and Liabilities			
TOTAL ASSETS:	TOTAL LIABILITIES:	NET WORTH:	

RELEVANT PERMITS, LICENSES AND CERTIFICATES	Number	Validity	Remarks
DTI Registration			
SEC Registration			
CDA Registration			
MARINA Registration (<i>displayed in a conspicuous places</i>)			
MARINA License (<i>displayed in a conspicuous places</i>)			
Mayor's/ Business Permit / Certification of Doing Business/Certification of Registration			
Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC)			
ISO 9001:2015 Certification			
Non-Compliance Note:			

BOATYARD FACILITY, STAFFING, MACHINERY AND EQUIPMENT REQUIREMENTS

Required Facilities				Actual Inspection (Class A/Class B/Class C)	
	Class A	Class B	Class C	Capability	Findings
Hull Material	All types of hull materials	Wooden/ FRP/ Aluminum/ Steel	Wooden		
Size Limitation	Boatyard with minimum Boat Size Limitation of 50 meters	Boatyard with minimum Boat Size Limitation of 30 meters	Boatyard with minimum Boat Size Limitation of 30 meters		

	Shall have sufficient formal related educational background/training in boat design, building, repair and boatyard management (as certified by educational institutions, TESDA, etc.), or proven experience of at least three (3) years in boat building and repair.	Shall have sufficient formal related educational background/training in boat design, building, repair and boatyard management (as certified by educational institutions, TESDA, etc.), or proven experience of at least two (2) years in boat building and repair.	Must have sufficient actual experience in boat design, building and repair for at least one (1) year.	Boat building Operator: _____	
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MINIMUM STAFFING REQUIRED

TECHNICAL:	Class A	Class B	Class C	Number per Inspection	Proof of Employment	Gender	
						Male	Female
RENA	1	1*	1*				
License Mechanical Engineer	1*						
Safety Officer	1	1					
Mold Loftsmen	1	1*					
Draftsman	1*						
SKILLED WORKERS:							
Foreman	1	1	1				
Laminator	1**						
Welder	1	1*					
Crane Operator	1*						
Sand Blaster	1*						
Cutter*	1	1*					
Piper Fitter	1	1*					
Ship Fitter	1	1*					
Carpenter	1	1	1				
Caulker	1	1	1				
Painter	1	1	1				
Licensed Master Electrician	1*	1*					

*May be on contractual or consultancy basis only.

**Applies to FRP Boatbuilder only

Minimum Number of Yard Machineries & Equipment

Machineries & Equipment	Class A	Class B	Class C	Number per Inspection	REMARKS
Crane (5 Tons)	1	1			
Welding Machine	1	1			
Cutting Torch	1				

Roller Bender	1				
Angle Bender	1				
Blower (Stand Type or Portable)	2	2			
Chain Blocks (2 Tons)	2	2			
Chain Blocks (0.5 Tons)	2	2			
Grinding Machine	1	1			
Sander			1		
Carpentry Tools	1	1	1		
Portable Fire Extinguisher (CO2)	1				
(Chemical)	1	1	1		

BOATBUILDING/REPAIRING INSPECTION CHECKLIST

Operation From -- to --

Fill in the following items for each ship constructed/converted/alterd during the period.

Continue on separate sheet of necessary

Name of Boat	Owner	Type	Particulars			GRT	DWT
			L (m)	B (m)	D (m)		
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Fill in the following items for each ship dry-docked/repaiired during the period.

Continue on separate sheet in necessary.

Name of Boat	Owner	Type	Particulars			GRT	DWT
			L (m)	B (m)	D (m)		
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

I/We hereby certify that to the best of my knowledge and information, that the data given above are true and correct

Printed Name and Signature of Inspector

Printed Name and Signature of Inspector

Designation:

Designation:

Place of Inspection:	Place of Inspection::
Date of Inspection:	Date of Inspection:
CONFORME:	
<div style="border-bottom: 1px solid black; width: 100%;"></div> Printed Name & Signature of Boatyard Official	<div style="border-bottom: 1px solid black; width: 100%;"></div> Position
<div style="border-bottom: 1px solid black; width: 100%;"></div> Date	

ANNEX B

BOATBUILDING/REPAIRING RECORD BOOK FORMAT

JOB ORDER	Date Started	Name of BOAT	Owner	Type	Particulars			GRT	DWT	Date Completed	Actual Work Done	REMARKS
					L (m)	B (m)	D (m)					
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
11.												
12.												
13.												
14.												
15.												
16.												
17.												
18.												
19.												
20.												

**Note: The entity may add other activities and information in the BBR Record Book and shall be made available for inspection anytime.*