11. Issuance of Repair and Hotworks Service Permit

To ensure that each repair/Hot Works activity is properly controlled and to ensure maximum safety precautions are exercised to prevent untoward incidents.

Office/Division:	PPA PMO Port Service Division- Marine Section/ Finance Division- Assessment & Collection
Classification:	Simple
Type of Transaction:	G2B-Government to Business G2C-Government to Citizen
Who may avail:	Vessel Representative/Agent, Shipper, Service Operator

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Application for Repair/Hotworks Service Permit Form (1 – copy original copy/electronic copy)	PPA PMO-PSD Marine Section

Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
1. Submits the request to undertake repair to the office of the PMO - PSD Marine Section * Client may submit thru email the scanned copy of the request to undertake the repair.	1. Evaluate repair request and if in order, issues Application for Repair/ Hotworks Service Permit Form. * Application for Repair/ Hotworks Service Permit Form may be sent to the client via email.	None	5 mins.	Terminal Supervisor/ Harbor Master/ Authorized Representative PMO PSD-Marine Section
2. Client fills-out form and submits to PMO - PSD Marine Section. * Submission can also be done thru electronic means like email and fax messages.	2. Evaluate the submitted form and if the repair is Hotworks, a form for the "Minimum Safety Requirements for Carrying Out Hotworks" shall be issued to the client.	None	10 mins.	Harbor Master/ Authorized Representative PMO PSD-Marine Section

	* Scanned copy of the approved Permit including the amount to be paid shall be sent to the client via email. Marine section to furnish Collection Section copy of the application.			
3. Proceed to PMO Collection Section for payment. * Client may opt to pay via e-payment facilities or through banks, e-payment Confirmation Receipt or Validated Deposit Slip as proof of payment shall be forwarded to the Collection Section via email.	3. Cashier computes permit fee, receives payment, and issues an official receipt. * For payments coursed via e-payment facilities or through banks, proper verification prior to receipting shall be done. A scanned copy of the official receipt and Repair and Hotworks Permit will then be emailed back to the client. Collection Section will forward the original copy of the client's Official Receipt and Permit to the Port Police to be picked up by the client later on.	Please refer to the schedule of fees below	10 mins.	PPA Cashier/ Collection Representative / Authorized representative PMO Collection Section

4. Provides the copy of the Permit to PPA Security Personnel at the gate upon entry.	4. Checks receipt and permit. Allows entry to the port to do service. * Gives the original copy of the Official Receipt and Permit to the client.	None	2 mins.	Port Police/ PPA Security Personnel PPD
5. Client reports to the Harbor Master/Harbor Operation Officer that the work is complete.	5.1 Notify/ coordinate with the Terminal Section of completed works. 5.2 Checks/ conducts an inspection to see if the working area is clean and safe. If the working area is found not in order, the TS/TOO/CSO will require the applicant to immediately clean the area. **work area does not include repair and hotworks on board vessel.	None None	None None	Harbor Master/ Harbor Operations Officer PMO PSD-Marine Section Terminal Supervisor / Terminal Operations Officer/ Chief Safety Officer PMO PSD-Terminal Section
	TOTAL:	**Please refer to the schedule of fees below**	**27 mins.**	

Note: The Chief Safety Officer/ Authorized Representative shall inspect the work area before carrying out the works, while the works are in progress, and after the works are completed.

Please see below the schedule of fees

Repair and Hotworks schedule of fees

Port Management Office	Rates
Bataan/ Aurora	₱28.00
NCR-North	₱28.00
NCR-South	₱28.00 for 15 days of work per vessel
Batangas	₱650.00 +12% VAT = ₱728.00
Marinduque/Quezon	₱29.12; without Permit to Operate: ₱650.00 + 12%VAT = ₱728.00
Bicol	with Permit to Operate no corresponding fee
Masbate	₱25.00 per day/vessel
Mindoro	₱650.00 +12% VAT = ₱728.00
Palawan	₱11.20
Eastern Leyte/Samar	₱11.20
Western Leyte/Biliran	₱22.40
Negros Occ./ Bacolod	₱33.60
Panay/Guimaras	Ordinary repair: ₱11.20 Chipping and scaling: ₱56.00
Negros Or./Siquijor	₱11.20
Bohol	₱56.00
Surigao	₱12.00
Agusan	₱33.60
Zamboanga del Norte	₱16.80
Misamis Or./ Cagayan de Oro	₱11.20
Misamis Occ./ Ozamis	₱11.20
Lanao del Norte/ Iligan	₱11.20
Zamboanga	₱22.40
Davao	₱33.60
Socsargen	₱16.80