



Philippine Coast Guard
HEADQUARTERS MARINE ENVIRONMENTAL PROTECTION COMMAND
Muelle Dela Industria, Farola Compound
Binondo, Manila

20 January 2021

**MARINE ENVIRONMENTAL PROTECTION ACCREDITATION AND
CERTIFICATION SERVICES (MEP-AcCeS) SYSTEM PROCESSES AND
SERVICES APPLICATION PROCEDURE**

**STANDING OPERATING PROCEDURE
NUMBER..... 01-21**

I. AUTHORITY

- A. Republic Act 9993: The Philippine Coast Law of 2009 and its Implementing Rules and Regulations;
- B. Presidential Decree NO. 600: Marine Pollution Decree of 1974;
- C. Presidential Decree NO. 979: Marine Pollution Decree of 1976;
- D. MC Nr. 01-2005 dated 07 October 2005;
- E. MC Nr. 04-2005 dated 17 October 2005;
- F. MC Nr. 06-2005 dated 28 October 2005;
- G. MC Nr. 02-2006 dated 18 June 2006;
- H. MC Nr. 03-2006 dated 25 June 2006;
- I. MC Nr. 07-2014 dated 19 December 2014;
- J. MC Nr. 08-2014 dated 19 December 2014;
- K. MC Nr. 09-2014 dated 19 December 2014;
- L. MC Nr. 10-2014 dated 19 December 2014;
- M. MC Nr. 11-2014 dated 19 December 2014.
- N. NHQPCG GO No. 693 Dated 08 December 2020; and
- O. NHQPCG MEMORANDUM Dated 22 June 2015.
- P. Republic Act No. 9485: Anti-Red Tape Act (ARTA) of 2007
- Q. Republic Act No.11032: Ease of Doing Business and Effective Government Service Delivery Act of 2018

II. PURPOSE:

This Standing Operating Procedures (SOP) prescribes the procedures and/or the flows of the process in the issuance of MEP mandatory certificates, accreditation certificate and registration of MEP record books, in order to streamline the services in an accurate, accessible, fast and reliable manner rendered to the clientele.

III. **SCOPE:**

This SOP applies to all Marine Environmental Protection Command (MEPCOM) Units engaged in accepting and processing of application for accreditation, certification, registration of companies, vessels, products and service providers in compliance with MARPOL related rules and regulation.

IV. **DEFINITION:**

ACCREDITATION is the process of formal recognition of the PCG to a company/product in which are evaluated according to established qualifications or standards.

CERTIFICATION is the process of the PCG certifying to vessel and/or a product which represent in a written assurance on conformity demonstrating proficiency or competence on standardized criteria that relate to a specific field.

REGISTRATION is the process of the PCG registering the vessel and/or company document, record book and plans in which making it an official record and shall be subjected for compliance monitoring.

V. **ORGANIZATION:**

The MEP Accreditation and Certification Services (MEP-AcCeS) shall be the MEPCOM Unit responsible for ensuring the timely delivery of accreditation and certification of anti-marine pollution devices, oil spill response equipment, oil spill mitigating chemicals and materials and response plans. (**See Annex I**; MEP-AcCeS Organizational Structure).

It shall also facilitate the registry of mandatory Record Books that are required under MARPOL 73/78. The processing of accreditation and certification shall be done in coordination with MEPCOM units who carry tests and evaluation on response plans, anti-pollution machineries, materials, devices and chemical agents.

MEP-AcCeS shall establish central information system which oversees the quality of delivery of services or service technology of the Command to ensure consistently high service performance, and build trusting relationships with clients and protect the PCG by maintaining a positive image.

MEP-AcCeS shall review, update, formulate and recommend policies for development of strategic concepts to be more responsive to the requirements of the Command in relation with accreditation, certification and registration of MARPOL compliances.

MEP-AcCeS shall provide technical support on information data system thru document tracking system and establish data base for long term archives' system of policies, MARPOL compliant (vessels, service provider and products), and registered record books and plans.

VI. CLIENT APPLICATION PROCESS:

MEP-AcCeS shall provide the proper procedures to review the needs of client or customer. The services rendered shall be categorized in to three service application; 1) the Issuances of Certificate of Compliance, 2) the Issuances of Certificate of Accreditation, and 3) the Registration of MARPOL record book and plans. (See ANNEX II: List of MEP Services)

A. GENERAL SERVICE APPLICATION FLOW:

1. All service application shall be endorsed/ recommended by Marine Environmental Protection Force (MEPFORCE) Units after thorough pre-evaluation of the completeness and authenticity of the required documents submitted applicant. (See ANNEX III: Client Processing Flow)
2. For an application for accreditation or certification that requires onsite inspection and testing “the MEPFORCE shall schedule and perform the inspection.
3. For applications that requires laboratory testing or equipment evaluation, the concerned MEPFORCE shall coordinate directly with Marine Science Investigation Force (MSIFORCE) Unit for the said testing and evaluation for MEP laboratory testing and analysis.
4. After pre-evaluation by the concerned MEPFORCE, all the requirements of the applicant for whatever services they are applying for will be submitted to MEP-AcCeS - Information Management Section (MEP-AcCeS, IMS).
5. MEP-AcCeS, IMS shall receive only complete documentary requirements prior processing of applications.
6. MEP-AcCeS, Accreditation & Certification Management Services (MEP-AcCeS, ACMS) shall process the application and endeavor to release certificates and registered document within the day.
7. For application of MEP certificates for Philippine flagged vessels engaged into international voyage such as but not limited to IOPPC and ISPPC: the said certificates are forwarded to the National Headquarters Philippine Coast Guard for approval and signature of the Commandant, Philippine Coast Guard; the certificate shall be monitored by MEP-AcCeS to ensure said certificates will be released within three (3) working days.
8. MEP-AcCeS shall submit data reports to CMEPCOM on the number, name of company, product, and registered vessel compliant with mandatory MARPOL related rules and regulations.

B. GENERAL REQUIREMENTS:

1. Letter request addressed to Commander, Marine Environmental Protection Command (Attn: MEP-AcCeS).
2. Endorsement letter/ Referral from MEPFORCE Units.
3. Attachment of Service Application Checklist (**See ANNEX IV:** Checklist of requirement and Application Forms).

C. MEP-AcCeS SYSTEM PROCESS FLOW:

1. Step 1- (Receiving): Receiving of complete documentary requirements from the applicant.
2. Step 2- (Evaluation): Evaluate the submitted documents and ensure all requirements are complete and attached to the application prior payment.
3. Step 3- (Payment): Proceed directly to MEP-AcCeS Cashier for payment and issuance of Official Receipts (OR).
4. Step 4- (Process): Recording of data base, printing for issuances of certificate and/or signing of document for registrations.
5. Step 5- (Release): Releasing of certificates, record books and plans within the day of issuance of OR. Request the company to answer service evaluation every transaction to this Unit.

VII. SERVICE TO CLIENTS:

MEP-AcCeS will endeavor to provide timely and customer friendly services to its stakeholders and is open for any comments/ suggestions/ recommendations and questions of every clients. Client feedbacks and service evaluation shall be conducted to ensure consistency of the quality of its service performance.

Client feedback evaluation system shall be implemented to rate our service performance rendered to clientele. This shall be recorded as reference for development and update of policy for improvement of the service and build trusting relationships with clients.

VIII. COMPLAINTS:

Any complaints from clients will be resolved in accordance existing rules and regulations at the soonest possible time. Complaints information will be recorded into data based for reviews and recommendation of improvement of our service delivery. The receipt of a complaint concern shall be acknowledged in writing or through telephone calls.

The Commanding Officer of MEP-AcCeS or his authorized representative will explain the result or status of their application and provide suggestions on how to proceed with their application in order to address their complaints

IX. RECORDS:

The MEP-AcCeS, Technical Quality Section (MEP-AcCeS, TQS) keep records of certified and registered vessel, company, product and service provider in a Centralized Archives System. MEP-AcCeS shall establish its own data base server and document tracking system. All client applications and copy of issued certificate are mandatorily log to our central data base.

MEP-AcCeS, TQS shall provide public record of Information Management Section for support freedom of information. Thus, other confidential pertinent documents are protected and backed- up in data base at all times and to prevent unauthorized access to or amendment of data on the server.

X. RECESSION:

This SOP rescinds all other publications contrary to the provisions stated herein.

XI. EFFECTIVITY:

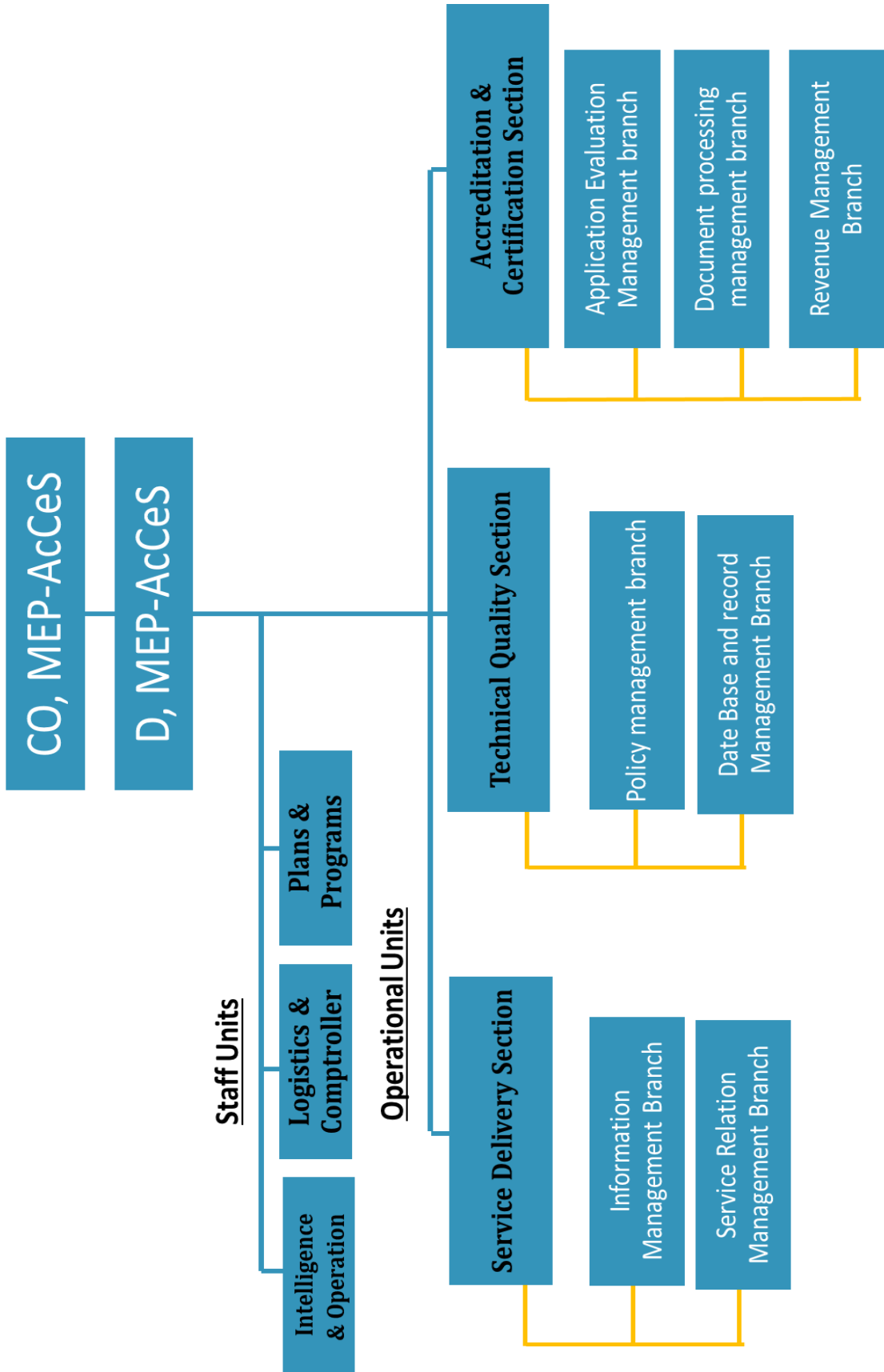
This SOP shall take effect upon approval.

Approved by:


ALLEN T TORIBIO
RADM PCG
Commander, MEPCOM

ANNEX I

MEP-ACCES ORGANIZATIONAL STRUCTURE



SERVICE DELIVERY SECTION

Service Delivery Section

- Oversees the delivery of services or service technology of the Command.
- ensure consistently high service performance, monitors personnel and evaluates their quality improvement processes.

Information Management Branch

- support processes, operations, intelligence, and IT.
- MEP-AcCeS Customer Service

Service Relation Management Branch

- build trusting relationships with clients and protect the PCG by maintaining a positive image



SERVICE REVIEW SYSTEM

TECHNICAL QUALITY SECTION

Technical Quality Section

- Formulate and recommend policies for development. Reviews and updates strategic concepts to be more responsive to requirements of the command.
- Provide technical support on information data system, legal concerns and personnel capability development

Policy Management branch

- Policy review and development

Data Base and record Management Branch

- Establish collection of policies,
- Maintain data base and long terms archives' system



DATA INPUT
(SDS & ACMS)



DATA OUTPUT
(SDS)

DATA RECORD SYSTEM

ACCREDITATION & CERTIFICATION MANAGEMENT SECTION

Accreditation & Certification Management Section

- Facilitates the processing of mandatory MEP certificates and documentations as required by PCG rules and regulation

Application Evaluation Management branch

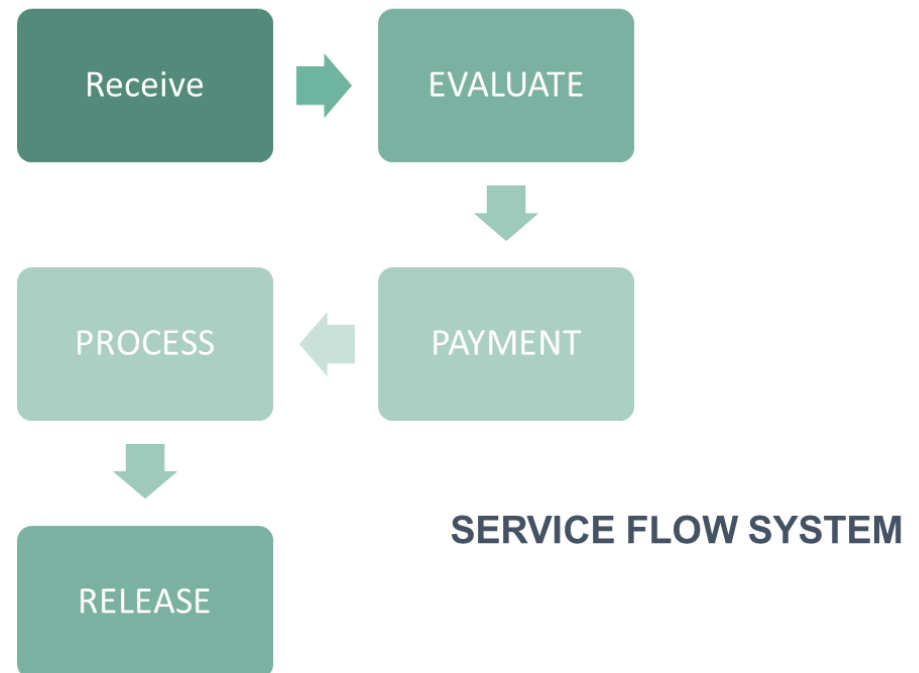
- Evaluate application requirement

Document processing management branch

- Process all document application
- Submit records to TQS for database

Revenue Management Branch

- Collection and remitting of revenue



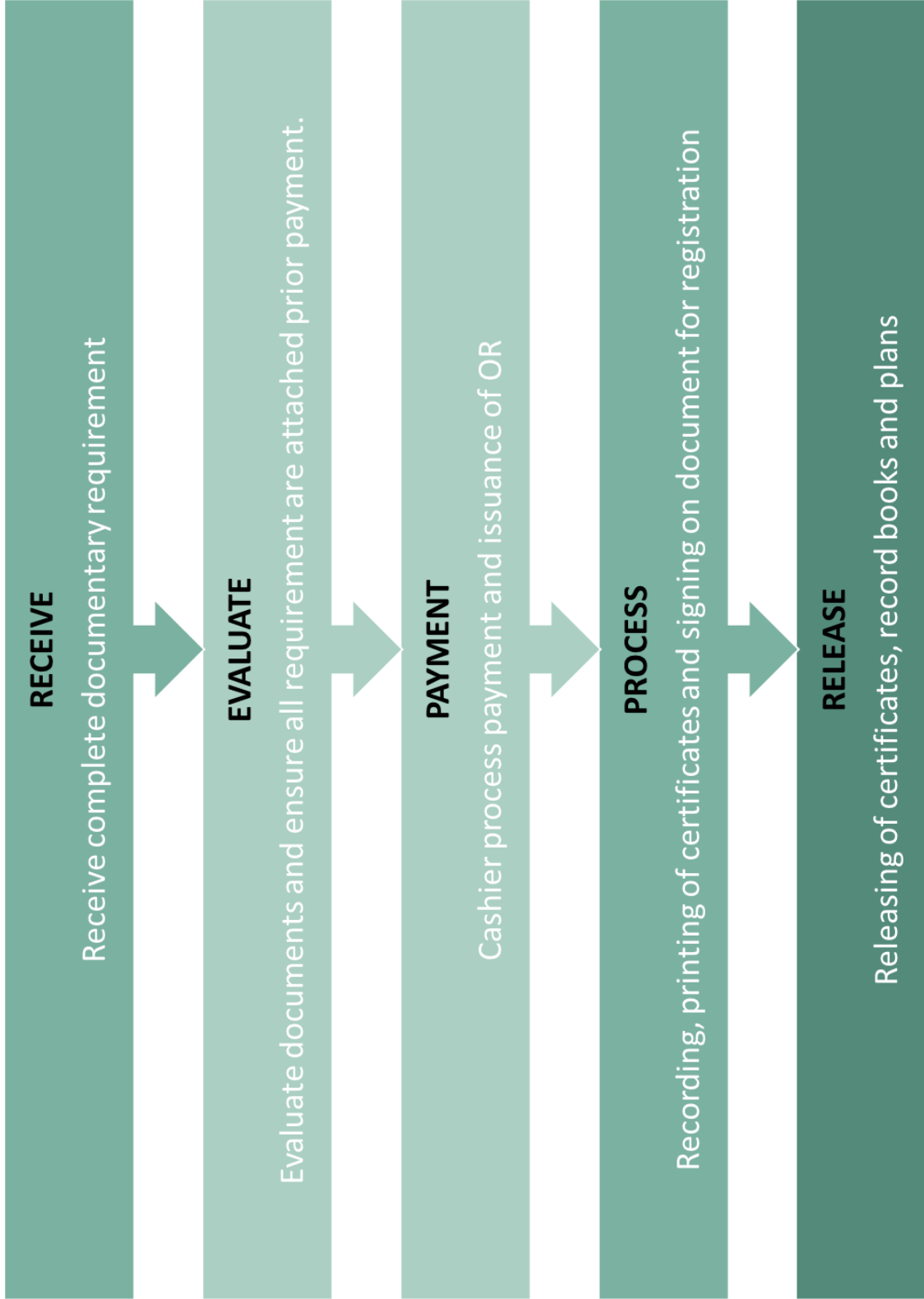
ANNEX II

LIST OF MEP SERVICES

CERTIFICATION	ACCREDITATION	REGISTRATION
<ul style="list-style-type: none"> ➤ Oil Pollution Prevention Certificate (OPPC)/ International Oil Pollution Prevention Certificate ➤ Sewage Pollution Prevention Certificate (SPPC)/ International Sewage Pollution Prevention Certificate (ISPPC) (IOPPC) 	<p><u>MARPOL PREVENTIVE DEVICES, EQUIPMENT AND MATERIALS</u></p> <ul style="list-style-type: none"> ➤ Oily Waste Separator (OWS) ➤ Oil Spill Dispersant (OSD) ➤ Oil Spill Response Equipment (OSRE) ➤ Oil Spill Material (OSM) ➤ Oil Spill Boom (OSB) ➤ Sewage Treatment Plan (STP)/ Holding tank compliance certificate <p><u>SERVICE PROVIDERS (MARPOL SURVEYOR, WASTE TRANSPORT AND COLLECTOR)</u></p> <ul style="list-style-type: none"> ➤ Tank Cleaning Contractor (TCC) ➤ Oily Waste Collector (OWC) ➤ Solid Waste Collector (SWC) ➤ Sewage & Graywater Collector (SGC) ➤ MARPOL Surveyor ➤ Ballast Water Treater and Collector (BWTC) ➤ MEP Instructors ➤ MEP Training provider/ Institutes 	<ul style="list-style-type: none"> ➤ Oil Record Book (ORB) - Part 1 & 2 ➤ Cargo Record Book (CRB) for Noxious Liquid Substance in Bulk ➤ Garbage Management Plan – Garbage Record Book (GMP-GRB) ➤ Shipboard Marine Pollution Emergency Plan (SMPEP) ➤ Shipboard Oil Pollution Emergency Plan (SOPEP) ➤ Facility Oil Spill Contingency Plan (FOSCP) ➤ Ballast Water Management Plan (BWMP) ➤ Offshore & Coastal Establishment Waste Record Book

ANNEX III

CLIENT PROCESSING FLOW



ANNEX III

CHECKLIST OF REQUIREMENT AND APPLICATION FORMS