



PHILIPPINE PORTS AUTHORITY

CITIZEN'S CHARTER
2023 (5th Edition)

11. Repair and Hotworks

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		PPA-PMO-PSD Marine Section		
* Pursuant to PPA MC Nos. 18-2020 and 22-2020, all PPA employees, including outsourced personnel, service providers , port users , stakeholders , and the general public shall follow minimum health and safety protocols in all PPA offices and facilities.				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submits the request to undertake repair to the office of the 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
2. Client fills-out form and submits to 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”	None	10 mins.	Harbor Master/ Authorized Representative

	<p>shall be issued to the client.</p> <p>* 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.</p>			
<p>3. Proceed to Cashier for payment.</p> <p>* 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.</p>	<p>3. Cashier computes permit fee, receives payment, and issues an official receipt.</p> <p>* 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.</p>	<p>Please refer to the schedule of fees below</p>	<p>10 mins.</p>	<p>Sr. Cashier/ Cashier/ Collection Representative / Authorized Representative</p>

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
5. Client reports to the Harbor Master/Harbor Operation Officer that the work is complete.	5.1 Notify/ coordinate with the Terminal Section of the completed works.	None	None	Harbor Master/ Harbor Operations Officer
	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	Terminal Supervisor / Terminal Operations Officer/ Chief Safety Officer
TOTAL:		Please refer to the schedule of fees below	27 mins.	
Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:				

-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

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	P28.00
NCR-North	P28.00
NCR-South	P28.00 for 15 days of work per vessel
Batangas	P650.00 +12% VAT
Marinduque/Quezon	P29.12; without Permit to Operate: P650.00 + 12%VAT
Bicol	with Permit to Operate no corresponding fee
Masbate	P25.00 per day/vessel
Mindoro	P650.00 +12% VAT
Palawan	P11.20
Eastern Leyte/Samar	P11.20
Western Leyte/Biliran	P22.40
Negros Occ./ Bacolod	P33.60
Panay/Guimaras	Ordinary repair: P11.20 Chipping and scaling: P56.00
Negros Or./Siquijor	P11.20
Bohol	P56.00
Surigao	P12.00
Agusan	P33.60
Zamboanga del Norte	P16.80
Misamis Or./ Cagayan de Oro	P11.20
Misamis Occ./ Ozamis	P11.20
Lanao del Norte/ Iligan	P11.20
Zamboanga	P22.40
Davao	P33.60
Socsargen	P16.80