Foreword

The Technical Safety Inspection Manual was revised in compliance with Department Order No. 57-04 to be able to guide the Department of Labor and Employment (DOLE) Technical Safety Inspectors and the appropriate personnel in the Local Government Units (LGUs). This is a result of the provision relative to the delegation of authority by the Secretary of Labor and Employment in the conduct of technical safety inspection within their respective territorial jurisdictions.

The introduction of two (2) new rules, Rule 1180 (Internal Combustion Engine) and 1240 (Power Piping Lines), and amendments of two (2) existing rules, Rules 1160 (Boiler) and 1170 (Unfired Pressure Vessels) became imperative that the Manual be revised.

This revised Manual is expected to provide the technical safety inspectors of the Regional Labor Offices and chartered cities given the delegated authority with a better tool for the enforcement of Occupational Safety and Health Standards (CSHS).

I hope that through this Manual, our aim to have an effective administration, enforcement and implementation of Occupational Safety and Health Standards will be achieved, with the end in view of building a culture of safety in our workplaces.

PATRICIA A. STO. TOMAS
Secretary

January 28, 2004
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I. Purpose and Scope

This Manual shall serve as a guide for the Department of Labor and Employment Technical Safety Standards Inspector and other duly authorized representative of the Secretary of Labor and Employment for the effective administration, enforcement and implementation of the Occupational Safety and Health Standards (OSHS), specifically in the conduct of technical safety inspection in industrial establishments including agricultural enterprises, as well as basic safety provisions in the operation and use of mechanical equipments such as boilers, pressure vessels, internal combustion engines, elevators and other similar mechanical equipment, as well as electrical wiring installations. Further, the application/area of responsibility in the conduct of technical safety inspection activity is clearly specified and identified in this Manual to avoid duplication of said activity with other government agency.

II. Definition of Terms

1. Technical Safety Inspection – refers to inspection for the purpose of safety determination of boilers, pressure vessels, internal combustion engines, elevators, hoisting equipments, electrical wirings and other mechanical equipment installation.

2. Secretary – refers to the Secretary of Labor and Employment.


4. Department – refers to the Department of Labor and Employment (DOLE).

5. Standards – refers to the Occupational Safety and Health Standards.

6. Authorized Representative – refers to and includes chartered cities, employees or officials of other government agencies duly delegated by the Secretary of Department of Labor and Employment to enforce the provisions of the OSHS.

7. Regional Office – refers to Regional Office of DOLE.

8. Local Building Official (LBO) – refers to the city engineer who shall act as the local building official, as defined in the Local Government Code of 1991. Refers to the local government officer serving under a centralized Building Permit Office and performing all functions relating to the architectural, structural, electrical, electronics/communication, sanitary, mechanical, and other similar functions.
III. General Provisions on the Technical Safety Administration and Enforcement

A. Conduct of Technical Safety Inspection

1. Legal Bases

   a. The DOLE shall administer and enforce the provisions of the Standards as provided under Article 165 of the Labor Code of the Philippines, as amended and its Implementing Rules.

   b. Every employer shall provide the Secretary or her duly authorized representatives access to its premises and pertinent records during the conduct of technical safety inspection as provided under Article 128 of the LCP, as amended.

   c. The following Rules of the Occupational Safety and Health Standards shall apply:

      i. Rule 1160-Boiler, as amended under D.O. No.15, s. 2001;
      ii. Rule 1170-Unfired Pressure Vessels, as amended under D.O. 15, s. 2001;
      iii. Rule 1180-Internal Combustion Engine (ICE); as provided under D.O. No. 15, s. 2001;
      iv. Rule 1210-Electrical Safety;
      v. Rule 1220-Elevators and related equipment;
      vi. Rule 1240-Power Piping Lines, as provided under D.O. No. 15, s. 2001.

2. Application/Coverage of DOLE Technical Safety Inspection

   2.1 The following establishments/workplaces shall be covered by technical safety inspection by DOLE Technical Safety Inspector:

      a. Industrial enterprise engaged in any manufacturing of goods or products processing and any other activity similar and incidental thereto;
      b. Agricultural enterprise engaged in forestry and logging operations, farming in all branches, and among other things, includes cultivation and tillage of the soil, dairying, the production, cultivation, growing and harvesting of any agricultural and horticultural commodities, poultry and livestock raising;
      c. Oil refineries including its depots, warehouses and bodegas;
      d. Steam, gas and other electrical generating plants including its maintenance and repair shops;
      e. Construction Sites - Construction safety falls under general safety inspection to determine the safety and health hazards in the workplace and environment in relation to adequacy of work space, lighting, ventilation, work procedures, handling and storage operation. Also included as part of the general safety inspection is the examination of the safety committee and program. However, technical safety inspection
may be carried out in any construction if the construction project is built for industrial use and where the same falls in the city/municipality where the authority to conduct technical safety inspection has not been delegated.

2.2 Application to Transportation

Technical safety inspection shall not apply to establishments engaged in land, air and sea transportation except their garages, dry docks, port hangars, maintenance and repair shops. (Rule 1003.03 of the OSHS)

2.3 Application to Mines

Technical safety inspection shall not cover the activities of the lessee regarding the safety in mining installations, surface or underground, within the mining claim or lease, including mine safety, mineral conservations and problem of pollution in establishment or workplaces falling under “Mining Industry” as classified by National Economic Development Authority (NEDA). (Rule 1003.04 of OSHS)

3. Basic Qualifications, Duties and Responsibilities of Technical Safety Inspector (Mechanical or Electrical Engineer). The following shall apply:

3.1 For Mechanical Engineers

1. Qualifications
   a. Must be a licensed mechanical engineer, either registered or professional;

2. Duties and Responsibilities
   a. Conducts technical safety inspection;
   b. Conducts accident investigation involving mechanical equipments;
   c. Disseminates information, advice and recommends to applicant procedural steps to undertake pertaining mechanical equipment installation and fabrication application and inspection requirements; and
   d. If he/she is a Professional Mechanical Engineer he/she shall also be responsible for the processing, checking and clearing of mechanical equipment installation application and plans as well as fabrication application and plans for boiler and pressure vessel.
3.2 For Electrical Engineers

1. Qualifications
   a. Must be a licensed electrical engineer, either registered or professional;

2. Duties and Responsibilities
   a. Conducts technical safety inspection;
   b. Conducts accident investigation involving electrical equipment;
   c. Disseminates information, advices and recommends to applicant procedural steps to undertake pertaining electrical installation application and inspection requirements; and
   d. If he/she is a Professional Electrical engineer he/she shall also be responsible for the processing, checking and clearing of electrical installation application.

4. Training Requirements for DOLE Technical Safety Inspector

   A TSI inspector is required and shall pass the Basic Training Course for Labor Inspectors conducted by the BWC before he/she will be allowed to conduct inspection of establishments.

5. Coverage/Scope of Technical Safety Inspection

   a. Mechanical equipment installation such as boiler, pressure vessel, ICE, elevator, hoisting equipment and other mechanically related equipment.
   b. Electrical wiring installation.

6. Organizational Structure of DOLE Inspectorate

   Box 1

   Office of the Department Secretary
   → Bureau of Working Conditions
     → Regional Offices
        ↔ REGIONAL DIRECTOR
     → LSED Division Chief
       ↓ Occupational Health and Safety Section
Geographical Coverage

<table>
<thead>
<tr>
<th>Region</th>
<th>Coverage</th>
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<tbody>
<tr>
<td>NCR</td>
<td>Caloocan City, Las Piñas City, Makati City, Mandaluyong City, Manila City, Marikina City, Muntinlupa City, Parañaque City, Pasay City, Pasig City, Quezon City, Valenzuela City, Malabon City, Navotas, San Juan, Pateros, Taguig.</td>
</tr>
<tr>
<td>CAR</td>
<td>Abra, Apayao, Benguet, Ifugao, Kalinga, Mountain Province</td>
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<tr>
<td>I</td>
<td>Ilocos Norte, Ilocos Sur, La Union, Pangasinan</td>
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<td>II</td>
<td>Batanes, Cagayan, Isabela, Quirino, Nueva Vizcaya</td>
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<tr>
<td>III</td>
<td>Aurora, Bataan, Bulacan, Nueva Ecija, Pampanga, Tarlac, Zambales</td>
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<td>IV-A</td>
<td>CALABARZON Cavite, Laguna, Batangas, Rizal, Quezon</td>
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<td>IV-B</td>
<td>MIMAROPA Oriental and Occidental Mindoro, Marinduque, Romblon, Palawam</td>
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<td>V</td>
<td>Albay, Camarines Sur, Camarines Norte, Catanduanes, Sorsogon, Masbate</td>
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<td>VI</td>
<td>Aklan, Antique, Capiz, Guimaras, Iloilo, Negros Occidental</td>
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<td>VII</td>
<td>Bohol, Cebu, Negros Oriental, Siquijor</td>
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<td>VIII</td>
<td>Biliran, Eastern Samar, Leyte, Northern Samar, Western Samar, Southern Samar</td>
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<td>IX</td>
<td>Zamboanga del Norte, Zamboanga del Sur, Zamboanga, Sibugay</td>
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<td>X</td>
<td>City of Isabela, Bukidnon, Camiguin, Lanao del Norte, Misamis Oriental and Occidental</td>
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<td>XI</td>
<td>Davao, Davao Oriental, Davao del Sur, Campostela Valley</td>
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<td>XII</td>
<td>North and South Cotabato, Sarangani, Sultan Kudarat, Cotabato City, Tacurong City, Koronadal City, General Santos Santos</td>
</tr>
<tr>
<td>XIII</td>
<td>CARAGA Agusan del Norte, Agusan del Sur, Surigao del Norte and del Sur</td>
</tr>
</tbody>
</table>

B. Delegation of Authority to Conduct Technical Safety Inspection

1. Legal Bases

   a. Article 165 of the Labor Code of the Philippines, as amended, provides that chartered cities may be allowed to conduct industrial technical safety inspections within their respective jurisdictions where they have adequate facilities and competent personnel for the purpose as determined by the Department and subject to the national standards as established by the latter;

   b. Rule 1980 of the Occupational Health and Safety Standards specifies all the requirements and procedures for the delegation of authority to conduct technical safety inspection;

   c. Department Order No. 13, series of 1998, Section 3 (a), (b) and (c) on construction safety;
d. Administrative Order No. 155, series of 2003 issued by the Department directs all Regional Offices to implement Rule 1980 in chartered cities including the processing, checking and clearing of application and plans for mechanical equipments and/or electrical wiring installation as well as issuance of permit and certificate for subject installation, respectively; and

e. Department Order No. 57-04, Section 2 (e) Guidelines for the effective implementation of said delegation to chartered cities to conduct Technical Safety Inspection.

2. The following chartered cities have been delegated the authority to conduct technical safety inspection within their respective territorial jurisdiction:

   a. Manila City
   b. Quezon City
   c. Caloocan City
   d. Pasay City
   e. Batangas City
   f. Iloilo City
   g. Bacolod City
   h. Cebu City
   i. Mandaue City
   j. Davao City

3. Procedures/ Requirements – The following shall apply:

   A. Information and Advocacy

   Regional Offices shall conduct information dissemination to all chartered cities within their respective jurisdiction pertaining to Art. 165 of the LCP, A.O. 155 series of 2003, D.O. 57-04 Section 2 (e) and D.O. 13 series of 1998 Section 3 a, b and c.

   B. Filing of Application (Minimum Requirements) – The following shall apply:

   A pre-format application for delegation of authority (DA-1) shall be provided to the City Mayor’s Office with the following instructions:

   1. To submit the application together with:

   a. Letter of intent to assume responsibility to conduct technical safety inspection;
   b. Copy of city ordinance or other appropriate enabling authority to the city to establish and operate a safety service;
   c. Organizational chart, statement of functions, name and qualification of each personnel. Every safety service shall, for the purpose of technical safety inspection as provided herein, have at least one (1) professional mechanical or electrical engineer for the first five hundred (500) inspectionable units and one (1) registered mechanical or electrical engineer or master electrician for every other five hundred (500) inspectionable units depending on the safety service applied for, with the necessary clerical support personnel;
d. List of tools and equipment which includes but are not limited to the following: slide rule, collapsible steel tape, engineering scale, flashlight, boiler testing hammer, depth gauge, micrometer, inside and outside caliper, inspector’s test pressure gauge, sealing pliers, hook-on volt ammeter, megger tester, safety goggle, tachometer, hard hat, safety shoes; and

e. List of inspectionable establishments with the corresponding mechanical and electrical units.

C. Filing, Processing, Evaluation of Application – The following shall apply:

1. Upon receipt of application, the evaluator shall examine all documents submitted. Incomplete application shall be returned without action indicating therein the deficiencies in documentations/requirements.

2. The Regional Office after finding the application sufficient in form and requirements shall arrange a meeting with the Mayor’s Office through the City Engineers Office to verify compliance with the requirements.

3. The verification process shall among other things include, ocular inspection, validation of competent personnel and facilities. The evaluator shall submit to the Regional Director a report on the result of the verification conducted recommending the appropriate course of action concerning the city applicant.

4. After the city applicant has been qualified and has met the necessary requirements, the Regional Office concerned through the Bureau shall recommend to the Secretary the signing of the Memorandum of Agreement between the two (2) parties involved before a Certificate of Delegated Authority is issued to the city applicant. Upon recommendation of the Regional Office, full/partial delegation of authority shall be granted by the Secretary to the city applicant.

5. The Memorandum of Agreement shall specify the terms and conditions of Delegated Authority including the roles and responsibilities of the Department and chartered cities. It shall also state that technical safety inspector shall first undergo training prior to the actual conduct of inspection.

D. Duration and Effectivity of Delegated Authority

The effectivity of the Authority shall commence upon signing of the certificate by the Secretary and maybe withdrawn by the same after proper investigation, on grounds of failure of the city safety service to undertake its work in accordance with the OSHS and the appropriate standards, rules and regulations established by the Department.
E. Reporting Requirements – The following shall apply:

1. Chartered Cities delegated the authority to conduct Technical Safety Inspection shall prepare and submit to the Regional Office their Annual Inspection Program before the start of inspection activities every calendar year.
2. The inspection program shall include among others the list of establishments/inspectionable units targeted for inspection and the corresponding personnel complement in conducting the said inspections.
3. A monthly consolidated report shall also be submitted indicating therein the inspection activities conducted. It shall include the number of units inspected, permits/certificates issued and violations discovered, and corrective/compliance measures taken on said violations.
4. The Regional Office shall regularly spot-check and monitor Cities concerned to determine compliance with the requirements arising from the Delegation of Authority.
5. The technical inspection reports pertaining to electrical and mechanical installations shall conform with the prescribed forms provided in the Technical Safety Inspection Manual.

F. Spot checking of DOLE – The following shall apply:

Evaluation team in the Regional Offices shall conduct spot-checking to:
   a. verify the data, information reports submitted by the city applicant; and
   b. determine compliance with the requirements set forth under Rule 1982.01 of the OSHS.

G. Reporting of Regional Offices to BWC – The following shall apply:

   a. All reports pertaining to chartered cities' capability and inspection performance shall be submitted to the Regional Office.
   b. Regional Offices shall submit their monthly evaluation report on chartered cities activities to BWC for post evaluation.

H. Issuance of Permits to Operate/Certificate – The following shall apply:

Chartered Cities with delegated authority, after final inspection and payment of fees, shall issue the corresponding permits to operate for mechanical installation and certificate of electrical inspection for electrical wiring installation.

I. Payment of fees corresponding to the permits of mechanical equipments and certificates of electrical inspection shall be in accordance with the prescribed schedule of fees in the National Building Code.
J. Abatement of Imminent Danger – The following shall apply:

The chartered cities or its authorized representative upon finding/discovery of imminent danger condition in the conduct of technical safety inspection shall report the same to the Regional Office within 24 hours upon discovery of the aforesaid condition.

The report shall contain the details/description of the imminent danger situation and the corrective measures recommended for its abatement. The Regional Office concerned after receipt of said report shall evaluate and assess the conditions therein to determine if adequate measures have been taken and shall act correspondingly to address such condition.

K. Complaints – The following shall apply:

Complaints filed with the Regional Office shall be referred to the chartered cities having delegated authority over the matter for proper disposition and action.

4. Area and Coverage of Technical Safety Inspection of LGU – The following shall apply:

Technical safety inspection shall be conducted by the LGU covering all mechanical/heavy equipment/s and electrical wiring/s installation in industrial establishments in addition to its previous undertaking in commercial establishments and construction projects within its jurisdiction.

5. Organizational Structure of the Local Building Official Safety Service

Box 2
IV. **Technical Safety Inspection Provisions** – The following shall apply:

1. No mechanical equipments (boilers, pressure vessels, ICEs, elevators, hoisting equipments and similar equipment and/or electric wiring) shall be installed and/or operated in the Philippines without the permit and/or certificate issued for the purpose by the Secretary of Labor and Employment or her duly authorized representative.

2. Application for installation of mechanical equipment/s and/or electrical wiring/s shall be filed with the Regional Office or Local Building Official (LBO) with available professional mechanical and/or electrical engineer for processing and verification, accompanied by the following in five (5) copies either in white or blue print:

   a. *For Boiler, Pressure Vessel and ICE Plans*
      1. Vicinity and location plans;
      2. Machinery room layout;
      3. Installation and foundation plans;
      4. Manufacturer’s data and specifications; and
      5. Foundation design computation.

   b. *For Elevators and other related Equipment Plans*
      1. Location plans;
      2. Electrical layout;
      3. Machine room;
      4. Hoistway;
      5. Car, cage, and platform;
      6. Governor;
      7. Counterweight;
      8. Buffers, bumpers, cars and counterweights;
      9. The pits;
      10. Cable, hoist and suspension ropes;
      11. Design computation; and
      12. Clearance of cars and counterweights.

   c. *For Power Piping Lines*
      1. Power piping lines installation development plans;
      2. Power piping lines installation layout plans; and
      3. Power piping lines service color identification.

   d. *For Electrical Plans*
      1. Location plan:
         a. Site of the compound;
         b. Service drop; and
         c. All feeder lines
2. Electrical Layout:
   a. Power & lighting layout;
   b. Other loads;
   c. Bell system circuit;
   d. Telephone system circuit;
   e. Riser diagram;
   f. Riser design computation;
   g. Load schedule; and
   h. Legend and specifications.

3. Outdoor Sub-station; and
4. Indoor Sub-station

3. Application to locally fabricate boiler/pressure vessel shall be filed in five (5) copies with the Bureau or in the Regional Office with available professional mechanical engineer for processing and verification, accompanied by specifications, design and working drawings, either in white or blue print.

Note: Fabrication is not a part of the technical safety inspection. Hence, it cannot be delegated to LGU as per provisions of Article 165 of the LCP, as amended and Rule 1980 of the OSHS. Installation is setting-up the finished unit, e.g. boilers, pressure vessels to its designated position while fabrication is putting all together the materials and its auxiliaries together resulting to a usable finished product.

4. Any deviations in the installation of mechanical equipment/s and/or electrical wiring/s installation during the initial (construction) stage of installation shall be reported and the plans re-submitted showing the details of the deviations and correction undertaken for re-processing and re-verification. Work shall only be done or commenced after the application and plans have been stamped “Cleared” by the Regional Office or the LBO. The mechanical equipment/s and/or electrical wiring/s shall not be operated or used without the required permit/s and/or certificate/s issued for the purpose by the Secretary or her duly authorized representative.

5. Any repair undertaken in the existing mechanical equipment/s and/or electrical wiring/s installation shall be reported and a new application and plans showing the details of the repair undertaken shall be re-filed with the Regional Office or the LBO for clearance and re-issuance of a permit/s and/or certificate/s.

6. Any removal and/or change of location or ownership of any mechanical equipment/s shall be reported to the Regional Office or LBO by the new owner not later than thirty (30) days after the sale or transfer. Such mechanical equipment/s shall not be operated without the required permit/s.
7. All portable boiler, pressure vessel, and internal combustion engine with operating permit issued by the Secretary or his/her duly authorized representative shall be honored in the Philippines during the period covering the permit.

8. The minimum personnel requirement in the operation of a mechanical equipment and/or electrical operation/s shall be in accordance with RA 8495, otherwise known as The Philippine Mechanical Engineering Act of 1998 and/or RA 7920, the Electrical Engineering Law.

9. Application and plans for mechanical equipment/s and/or electrical wiring/s installation as well as boiler and/or pressure vessel fabrication shall be duly signed and sealed by a professional mechanical and/or electrical engineer respectively and signed as well by the owner/manager of the establishment.

V. Technical Safety Inspection Standards Requirements – The following shall apply:

A. For Mechanical Equipment Installation and Fabrication Technical Safety Inspection

1. For mechanical equipment installation, technical safety inspection shall be undertaken either by a registered or professional mechanical engineer from DOLE Regional Office or LBO under whose jurisdiction the installation is situated.
2. Fabrication safety inspection shall be undertaken either by a registered of professional mechanical engineer from DOLE Regional Office.
3. Processing, checking and clearing of mechanical equipment/s and fabrication/s application/s and plans for installation/s and fabrication/s shall be exercised by a Professional Mechanical Engineer.

B. For Electrical Wiring Installation Technical Safety Inspection

1. Technical safety inspector for electrical wiring installation shall be performed by either a registered or professional electrical engineer from DOLE Regional Office or LBO concerned under whose installation is situated.
2. Processing, checking and clearing of application/s and plan/s for electrical wiring/s installation/s shall be exercised by a Professional Electrical Engineer.

C. Applicable Reference Codes

1. For mechanical equipment/s, installation and fabrication:

For purposes of fabrication, test and checking, prior to approval/clearance of any fabrication and installation application and plans and use of any mechanical equipment/s, the following applicable reference codes, in accordance with the latest revision are hereby adopted:
a. ASME Boiler and Pressure Vessel Code;
b. ASME Code for Pressure Piping;
c. API Code for Petroleum Gases and Liquids;
d. ASME Elevator Code;
b. ISO Code;
c. National Building Code (NBC): and
d. Philippine Society of Mechanical Engineers (PSME) Code

2. For Electrical Wiring Installation and Safety:

For purposes of testing and checking of any electrical wiring/s installation prior to approval/clearance of the same, the following applicable reference codes, in accordance with the latest revision are hereby adopted:
   a. National Building code (NBC); and
   b. Philippine Electrical Code (PEC).

VI. Technical Safety Inspection Program – The following shall apply:

A. Objectives

Technical safety inspection shall be conducted in order to:

1. Determine the presence or existence of potential hazard or danger in the workplace before, during and after operation;
2. Provide satisfactory recommendation or advice to correct if not totally eliminate the presence or existence of mechanical and electrical hazards;
3. Determine compliance with the provisions/requirements of OSHS;
4. Train or educate the workers in handling, operation and maintenance of mechanical equipment/s and/or electrical wiring/s installation; and
5. Set-up safety organization or committee to handle safety program activities.

B. Kinds of Inspection

The following shall be conducted:

1. Initial inspection shall be conducted in:
   a. New electrical wiring installation/s; and
   b. Newly installed mechanical equipment/s.

2. Annual Inspection shall be conducted on electrical wiring/s and mechanical equipment/s installation once a year and every year thereafter which should fall on the anniversary date of the previous inspection conducted.
3. Follow-up Inspection shall be conducted to determine whether or not 
correction/compliance of violation cited/noted during the course of regular first or 
annual inspection, has been undertaken.

4. Special Inspection shall be conducted to investigate complaints and accidents 
involving faulty mechanical equipment and/or electrical wiring installation/s.

C. Inspection shall be conducted based on:

1. Scheduled inspection where either permit/certificate is due to expire within the thirty 
(30) days period of the anniversary date of the previous inspection; and
2. On-going construction stage or phase

D. Inspection Priority shall take into consideration the following:

1. Work accident investigation (electrical or mechanical in nature);
2. Scheduled inspection;
3. Correction/compliance verification; and
4. Request for final inspection of newly installed mechanical equipment/s and/or 
   electrical wiring/s.

E Inspection Policy and Authority

1. Inspection Authority (Form No. 1A) must be prepared and signed by the Chief of the 
Labor Standards Enforcement Division (LSED) or Inspection Division of the LBO 
and to be approved by the Regional Director or the city/municipal engineer who 
shall act as the LBO, as defined in the Local Government Code of 1991.
2. The name of the technical safety inspector or LBO, establishment, location or 
address of the establishment, cleared application and plans to be inspected as well 
as the date of scheduled inspection shall be indicated in the authority.

F. Notice of Inspection

1. For New Installation/s

   The following shall apply:
   a. Upon completion of the newly installed mechanical equipment/s and/or 
electrical wiring/s, the owner/user shall request in writing from the Regional 
Office or LBO for final inspection of the same.
2. For Annual Inspection

The following shall apply:
   a. The Regional Office or LBO shall serve Notice of Inspection for the annual inspection of the mechanical equipment/s and/or electrical wiring/s thirty (30) days before the expiration of the permit to operate mechanical equipment and/or certificate of electrical inspection.
   b. On the date of the scheduled inspection, the mechanical equipment/s and/or electrical wiring/s shall have been prepared and cleared for the conduct of inspection.

G. Technical Safety Inspector's Authority and Other Documents/Gadgets

The technical safety inspector prior to the conduct of inspection shall have the following:
   1. ID Card and Inspection Assignment Authority;
   2. Occupational Safety and Health Standards (OSHS), PSME Code and PEC;
   3. Mechanical/Heavy Equipment/s and Electrical Safety Inspection Report Forms;
   4. Copy of cleared mechanical equipment/s and/or electrical wiring/s installation application and plans;
   5. Calculator, collapsible steel tape;
   6. Engineering scale;
   7. Personal protective equipment, e.g. helmet, gloves, etc.;
   8. Flashlight, boiler hammer; and
   9. Electrical measuring equipments such as hook-on volt ammeter, insulation resistance tester, ground fault detector and other similar instruments.

VII. Pre-Installation and Pre-Fabrication Requirements – The following shall apply prior to the conduct of technical safety inspection:

A. Filing and Clearance of Application and Plans:

   1. The applicant/establishment seeking clearance and permit to operate mechanical equipment/s and/or certificate/s of electrical inspection shall file their application and plans with the Regional Office or LBO concerned under whose jurisdiction the said installation is located. In case of fabrication, the applicant shall file their application and plans with the Regional Office.
   2. The processor, who is a professional mechanical engineer shall examine and check all the documents submitted whether or not the same has complied with the prescribed requirements specified in Item IV, Technical Safety Inspection Provisions of this Manual.
   3. Walked-in applicant shall be informed verbally about the inadequacy of any of the requirements and is advised to re-file their application and plans.
   4. Application and plans through mail shall be informed in writing of the deficiency or inadequacy in the desired requirements.
5. Application and plans shall be stamped “CLEARED” if the same are found to have complied all the specified requirements in the preparation of plans and conformed with any of the applicable reference codes.

6. The processor shall act on the application and plans within five (5) working days upon receipt of the same.

VIII. Procedures on On-Going Installation/Fabrication – The following procedures shall apply:

A. Installation

1. The Regional Office or LBO shall forward the cleared application and plans for mechanical equipment and/or electrical wiring installation to the owner/establishment, which will serve as a permit to proceed with the installation.

2. The technical safety inspector or LBO shall visit the installation site to check from time to time the progress of the on-going installation.

3. The technical safety inspector or LBO shall check if any deviation is noted on the on-going installation compared with the cleared plans and calls the attention of the project engineer.

4. If deviation is made in the originally cleared plans, the technical safety inspector or the LBO shall notify the project engineer to re-submit their plans and application following the same procedure/route as a new application.

5. Upon completion of the installation, the owner/establishment shall request in writing for final inspection of the newly installed mechanical equipment and/or electrical wiring prior to operation and use of it to the Regional Office or LBO.

B. Fabrication Stage (Boiler and Pressure Vessel only)

Fabrication inspection shall be undertaken by DOLE technical safety inspector (registered or professional mechanical engineer).

1. The Regional Office shall forward the cleared fabrication application and plans to the manufacturer or fabricator which will serve as a permit to commence with the fabrication.

2. The technical safety inspector shall spot-check the progress of the on-going fabrication from time to time and compared the manufacturer’s data with the actual fabrication. The following inspection shall be accomplished and carried out:
a. Material inspection (confirmation with ASME and PSME Codes for Material Requirements)
b. Welding procedures (Section IX ASME Code);
c. Dimensional and visual examination; and
d. Review of the design calculation.

3. Upon completion, the boiler/pressure vessel shall be subjected to a hydrostatic test pressure of 1.5 times the design pressure.

4. All boiler/pressure vessels shall be stress relieved and welds radiographed.

C. Issuance of Fabrication Shop Inspection and/or Field Assembly Certificate

1. Boiler/pressure vessel completed, inspected and hydrostatically tested in the shop shall be issued the Shop Inspection Certificate; and
2. Boiler/pressure vessel completed, inspected and hydrostatically tested in the construction site or field shall be issued the Certificate of Field Assembly.

IX. Pre-Operation Requirements – The following shall apply:

A. General Inspection Procedures

1. The technical safety inspector or LBO shall present his/her inspection assignment authority and ID to the owner/user/manager of the establishment.

2. The technical safety inspector or LBO shall then proceed to the inspectionable mechanical equipment and/or electrical wiring indicated in the assignment sheet together with the plant engineer.

3. The technical safety inspector or LBO compares the cleared plans with the actual installation during the course of inspection.

B. Inspection

1. Boiler Inspection

   a. Internal
   1. Check or examine deposits and scales in the drums, tubes and pressure parts;
   2. Examine the steam, feed and blow-off connection to see to it that they are in good operating conditions;
   3. Check crack and broken stays, fitting corrosion, erosion, scale and thin plates in the drum;
   4. In water tube boiler, tube ends shall be examined for wastage of metal brittleness and short tube;
5. Where water walls are used, selected handhole shall be opened up in the lower header. These headers shall be examined for deposits and cleansed out to prevent failure of water wall tube when starting up;
6. All in terms fittings shall be examined for loose connections and damaged or missing gaskets; and
7. If fusible plugs are used, check that they are kept in good condition and that they are not used for more than one (1) year.

b. **External**
   1. Check stampings on drums, shells or headers;
   2. Check leakage on all welded joints;
   3. Examine boiler alignment and check any setting or loss of level;
   4. Check signs of corrosion on outside surfaces;
   5. Check leaks from roof, stack, valves and pipe connections;
   6. Expose embedded blow-off lines and tubes for examination of any external corrosion;
   7. Check for impingement of flame on dry sheets of fire tube boiler, particularly at the back arch of return tubular boiler;
   8. Examine the condition of supporting steels, brick stays and tie rods for possible shifting from its place;
   9. Check examine or test regularly all boiler appliances such as gauges, gauge glasses, gauge cocks, water columns, water level controls, high and low water alarms or cut-off, blow-off and feed valves and non-return valves; and
   10. Check any evidence of corrosion or cracking due to leakages at manhole and handholes.

c. **Others**
   1. Check roofs, walls and floors condition.
   2. Check room illumination, ventilation and normal temperature condition.
   3. Check available Personal Protective Equipments (PPE’s) and facilities.
   4. Check fire protection equipments.
   5. Check maintenance operation and test registry/logbook.
   6. Check boiler tender operator qualification.
   7. Check application and plans clearance.
   8. Check boiler operational permit.
   9. Check and maintain good housekeeping.
   10. Check normal electrical power supply.
   11. Check required exit doors.

d. **Boiler Hydrostatic Test Application**
   1. Based on the results of the internal and external conduct of inspection on all boiler parts and appliances, the technical safety inspector or LBO shall exercise his/her sound discretion to decide whether or not to subject the boiler to a hydrostatic test.
Boiler subjected to hydrostatic test shall be:

a. 1.5 times the design pressure for newly fabricated and/or installed boiler; and
b. 1.2 times the maximum working or operating pressure for annual inspection, re-installed, repaired or re-constructed boiler.

2. Test water temperature shall range from 21 °C (70 °F) to 71 °C (160 °F) and water proper control to reach the required test pressure gradually and in no case shall the required test pressure be exceeded by more than six percent (6%).

3. The safety valve shall be removed and the valve disc held down by means of testing clamp and not by screening down the compression screw upon the spring.

4. Preparation for hydrostatic test. The technical safety inspector shall strictly observe the following before, during and after hydrostatic tests.

a. Make sure that the pressure gage using dead weights test or by calibrated test gage is properly connected with valve open;

b. Check safety valve if operating freely and are properly seated and secured, block-off or gag all safety valves and exercise care so that all gages are not set up to bend valve stem, in most cases hand tight is enough;

c. Close all connections on the boiler except vents, water gage, pressure gage, feed line through which test pressure will be applied;

d. Fill boiler with water until it issues from vent, then close vent;

e. Apply pressure slowly, recommended rate at 50 psi per minute;

f. When pressure is reached, the pressure must be steady for a period of at least 30 minutes with the valve pressure line closed and if pressure cannot be held steady, pressure shall slowly be removed and all leakages stopped by removing leaky valves, replacing gasket and expanding leaky tubes;

g. Apply again the test pressure after replacement until it remains steady; the enforcement officer then shall enter the furnace or firebox and internal parts of the boiler for leakages and cracks; and

e. Check all welded joints and piping connections for any trace of leaks.

5. In lieu of hydrostatic test, radiographic, ultrasonic, thickness gauging, magnetic particle, liquid penetrant and/or other equivalent non-destructive test shall be performed in the boiler head, shell and tubes including operational test on boiler instruments and appliances. All test shall be performed in the presence of an authorized technical safety inspector. The test result shall be certified true and correct, signed and sealed by a Professional Mechanical Engineer and signed by the owner/user as well.
e. Safety valve setting

1. Set safety valve of the boiler on steam pressure and not on water pressure;
2. In case where there is more than one safety valve, the highest pressure safety valve shall be set first and the rest consecutively down to the lowest valve;
3. The superheater safety valve shall be set first in relation to the other safety valve;
4. Place or position the test gage near the safety valve setter to have the convenience ad safety in setting accurately;
5. Record the blow-off and blow-down of the safety valve;
6. Take precaution for the proper control of the firing and feedwater equipment during the setting so that the gradual increase and control of pressure is assured;
7. The setter shall take due care during the adjustment of safety valve such that the steam blowing off the safety valve shall not hit any part of his body;
8. The setter shall not exert unnecessary force in tightening of the locking nut or other parts of the safety valve so as not to strain them; and
9. Seal safety valve after it has been set.

2. Pressure Vessel Inspection

a. Inspection Check List (Internal and External)

1. Check cracks, corrosion, scale, deposit and/or thin plates of internal parts of the tank;
2. Check stamping on the tank shell or drum;
3. Check leakage on all welded connections;
4. Examine pressure vessel alignment and check any setting or loss of level;
5. Check signs of corrosion on outside surfaces;
6. Check leak from pipings, valves and fittings.
7. Check regularly and maintain good operational condition on all pressure vessel instruments and appliances; and
8. Check any evidence of corrosion, cracking or damage due to leakage at manhole and handhole.

b. Others

Check the following:
1. Pressure vessel operational permit.
2. Application and plans clearance.
3. Available PPEs and facilities.
4. Fire protection equipments.
5. Maintenance operation and test registry/logbook.
6. Pressure vessel operator qualification.
7. Maintenance of good housekeeping.
8. Normal electrical power supply.
9. Exit doors requirement.
10. Roofs, walls and floors condition.
11. Room illumination ventilation and normal temperature condition.

c. Application of Hydrostatic Test on Pressure Vessel

1. The result of the internal and external inspection on all pressure vessel parts and appliances may upon the discretionary power/privilege of the technical safety inspector or LBO decide whether or not to subject the pressure vessel to a hydrostatic test.

Pressure vessel is requested and subjected to a hydrostatic test:

a. After completion of the fabrication, if locally made in the Philippines at 1.5 times the design pressure;
b. Before being placed into service after completion of installation at 1.5 times the design pressure;
c. Before being placed into service after completion of re-construction, or repair at 1.2 times the maximum working pressure;
d. Periodically at interval not exceeding twelve (12) months at 1.2 times the maximum working pressure for any kind of pressure vessel other than LPG and other gas cylinders;
e. Periodically not exceeding twelve (12) months and hydrostatically tested at 1.2 times the maximum working pressure every two (2) years interval for cylinders containing corrosive gases; and
f. Periodically not exceeding twelve (12) months and hydrostatically tested at 1.2 times the maximum working pressure every five (5) years interval for LPG and other gas cylinders.

2. Test water temperature shall range from 21\(^\circ\)C (70\(^\circ\)F) to 71\(^\circ\)C (160\(^\circ\)F) and under proper control, test pressure shall not exceed by more than six percent (6\%).

3. The safety valve shall be removed and the valve disc held down by means of testing clamp and not by screwing down the compression screw upon the spring.

4. Preparation of hydrostatic test – refer to boiler application and preparation for hydrostatic test.

5. Safety valve setting – refer applicable items for boiler safety valve setting.

6. Non-destructive test – refer to No.5 of Boiler Hydrostatic Test Application
3. Internal Combustion Engine Installation

The following shall be applied and undertaken:

a. The internal combustion engine is inspected on the following phases of work:
   1. During the construction phase of the foundation and/or installation of the internal combustion engine;
   2. Before being placed into service after installation;
   3. Before being placed into service after modification; and
   4. Periodically at intervals not exceeding 12 months.

b. On the date of inspection, the owner/user shall order the responsible plant mechanical engineer for operation and maintenance to prepare the internal combustion engine and its surroundings facilities.

c. While the engine is running, the technical safety inspector or LBO shall include findings on the following:
   1. Crack on base foundation;
   2. Noise level;
   3. Excessive vibration;
   4. Exhaust gas emission level;
   5. Heat level

d. Check also the following:
   1. Ventilation system;
   2. Floor level, stumbling hazards and condition;
   3. Space adequacy to allow normal operation, maintenance and repair;
   4. Required exit doors;
   5. Room or building illumination and house keeping
   6. Room normal temperature condition;
   7. Fire protection equipments;
   8. Exhaust location;
   9. Provision of machine guarding; and
   10. Safety signages.

4. Elevators and other Related Equipment Inspection

a. On the date of inspection, the elevator shall have been prepared for inspection.

b. The following items shall be observed, checked and include findings including its condition:
   1. Electrical power supply;
   2. Access to machine room;
   3. Hoisting connection, specification, dimension and location of limit switches and all other safety devices;
4. Car, cage and platform specification, materials and dimensions; top emergency exit; ventilation, handrails; guides; tracks; hangers; bumpers; slack devices and controllers; car safety devices and platform guards;
5. Governor specifications materials and dimensions, type, speed and governor marking plate;
6. Counterweight dimensions, materials and specifications; safety devices, enclosures, guards; guides and sheaves; rope rods and frames;
7. Buffers and bumpers type and location, construction materials and specifications; buffer marking plate or rating plate;
8. The pits dimension and constructions; access to pit, light, drainage and guards between adjacent pits;
9. Cables, hoisting and suspension ropes, size, material and number of cables; tensile stress and factor of safety; number of strands, number of wires per strand and size of the driving drum;
10. Design computation indicating the minimum rate load, speed, factor of safety weight of counterweight, stresses in car frame, platform frames, tripping speed of governor, stopping distance for car and counterweight safety devices and impact on bumper supports;
11. Clearance of top and bottom car, top counterweight clearance, the maximum bottom runby, clearance between the car and counterweight frame, clearance between car in multiple hoisting and landing sills, and clearance between loading side of car platform and hoistway enclosures;
12. Elevator illumination, ventilation and housekeeping;
13. Safety signages and operational permit; and

5. Power Piping Lines Inspection:

a. On the date of scheduled inspection, the equipment shall be inspected and examined. The following items shall be checked and findings shall be on the corresponding Inspection Report (IR No. __) by the technical safety inspector:

1. Provision of safety and/or relief valves, indicating and controlling devices and accessibility;
2. Discharge capacity of safety valves;
3. Location of the safety valves;
4. Visibility and accessibility of the power pipeline indicating and recording devices; and
5. Conformity of pipeline on the standard color coding.

b. All newly installed and repaired pipeline are required to be subjected to a random Non-Destructive Testing either Radiographic or Ultrasonic Testing.
c. All pipeline installation shall undergo hydrostatic test equal to:

1. 1.5 times the service operating pressure for a minimum of 24 hours for new installation; and
2. 1.5 times the service operating pressure for a minimum of 4 hours for existing/repaired installation.

6. Electrical Wiring Safety Inspection

The following shall be applied and undertaken:

a. Together with the plant electrical engineer or electrical in charge of operation, the technical safety inspector or LBO shall conduct the inspection at the designated location on the date of scheduled inspection.

b. The technical safety inspector or LBO shall check and take note of the following items:

1. The location of the service meter, service entrance and the power control room;
2. The workmanship of installation of the main disconnecting means and over-current protective devices;
3. The type and sizes of the service entrance conductors, main feeder, branch feeders, branch circuits, ground wires and bus bars;
4. The rating and setting of the main disconnecting means and over-current protective devices for feeder lines, branch circuits, motors and other electrical equipment;
5. The location and space requirement of switch board control panel, motors, electrical equipment and apparatus;
6. The type, rating and capacity of motors, electric equipment or apparatus and its controllers;
7. The grounding system of the individual motors and the entire installation;
8. The system and connection of protection from mechanical injury of the grounding rods;
9. The result of insulation resistance test of the main feeder, branch feeder, branch circuits and motor circuits;
10. The method of wiring for special occupancies such as hazardous, semi-hazardous, wet, dry, gaseous and/or high temperature locations;
11. The type of conductors and equipment installed in damp or wet locations and are exposed to gases, fumes, vapors, liquid or other agents having a deteriorating effect on the conductors or equipment or are exposed to excessive temperature;
12. The size and number of conductors in a conduit wire trough, wire gutter or raceway;
13. The type of conductors located in hoistways, elevators, well ways, in or on cars and machine of control rooms;
14. The type of conductors and equipment for electric signs and outline lighting;
15. The means and clearances of conductors, controllers, disconnecting means and over-current protective devices;
16. The manner of guarding against accidental contact of the exposed to live parts of the electrical equipment operating at 50 volts or more;
17. The enclosures, separation or insulation from combustible materials of parts of electrical equipment, which in ordinary operation produces arcs, sparks, flames or molten metal;
18. The proper labeling of panels (lighting or power) as to avoid unnecessary and accidental switching on or off electric circuits;
19. The capacitors that are component of other apparatus to hazardous locations; and
20. Emergency system to supply illumination and power in the event of failure of the normal supply.

In the Sub-station, the following shall be checked:

1. The size and type of the incoming high tension and outgoing low tension wires;
2. The construction of the enclosures or fencing of the entire substation;
3. The grouping system of the Fence and structures;
4. The location of the metering transformer and equipment;
5. The type and rating of the disconnecting means and over-current protective devices;
6. The location and specifications of the following:
   a. Isolating or air switch
   b. Lighting arresters
   c. Power transformers
   d. Oil circuit breakers
   e. Instrument equipment
   f. High and low tension terminal bushing
   g. Switchgears
7. The horizontal and vertical clearance of the high and low tension lines from the electrical structures;
8. The elevation of the substation floor with respect to the ground level and factory floor;
9. The drainage ventilation and illumination of the entire substation;
10. The ground resistance of the substation;
11. The horizontal and vertical clearance between the high and low tension lines;
12. Lightning mast and static wire;
13. The type, specifications and construction of the grounding materials;
14. The installation of the remote control systems; and
15. The high voltage sign of the substation.
c. All wirings shall be so installed, the system will be free from all short circuit and grounds.

d. A reasonable factor of safety listed in Appendix A (Table of Insulation Resistance) shall be the minimum requirement as measured by a conventional megohmeter rated at 500 volts DC as a guide where the insulation is subjected to insulation test.

e. The enforcement officer or LBO shall conduct the Insulation Resistance Test or Megger Test for the whole system of a newly installed electrical wiring system and must be properly tabulated in their inspection reports.

f. Insulation Resistance Test or Megger Test shall be conducted yearly or as determined by the technical safety inspector or LBO. Test results for the whole system must be properly tabulated in their inspection reports.

X. Technical Safety Inspection Reporting – The following shall apply:

After completion of the inspection, the technical safety inspector or LBO shall perform the following:

1. Where there is/are no violation noted, the technical safety inspector or LBO shall accomplish the inspection report at the worksite by filling up the appropriate mechanical and/or electrical inspection report form in duplicate, one (1) copy for the Regional Labor Office and the other one (1) for the Bureau of Working Conditions for monitoring and evaluation purposes and said reports shall be signed by the owner/manager of the establishment;

2. Where there is/are violation/s noted during the inspection, the technical safety inspector or LBO shall serve Inspection Results (IF No.2) to the owner/manager or plant engineer specifying the violation/s to be complied with and corrected and the allowable time for compliance and obliged then to post the result in a conspicuous place inside the establishment. A copy shall also be furnished to the union president or any responsible officer of the union or to the worker’s representative if non-unionized/non-organized.

3. Follow-up inspection shall be made to determine compliance of the noted violation/s in the previous inspection.

4. Cases arising from Technical Safety Inspection shall be resolve/dispose in accordance with the rules on the Disposition of labor Standards cases.
XI. Issuance of Permit to Operate Mechanical Equipments and/or Certificate of Electrical Inspection – The following shall apply:

1. The technical safety inspector or LBO shall assess/compute the corresponding inspection fee based on the National Building Code quotation, e.g. horsepower rating for boiler, cubic meter for pressure vessel.

2. The Regional Office through its Occupational Health and Safety Section or Safety Service Inspection Section of LBO shall then issue the Order of Payment.

3. The Order of Payment shall be paid to the local building official treasurer officer and upon presentation of the receipt of payment (photo copy) by the owner/user to the OHSS or LBO Inspection Section, the permit and/or certificate is prepared and thereafter issued with the signature of Regional Director or appropriate/authorized LBO Chief/Officer affixed on the subject.

XII. Repair/Modification Work/s – The following shall apply:

1. Any mechanical equipment and/or electrical wiring previously installed and undergone repair and/or modification shall be re-applied, the same process as a new installation.

2. The re-submitted application and plans shall follow the same requirements as that of a new installation.

3. The inspection procedure after completion of the repair/alteration and/or modification shall be the same as that of a new installation.

XIII. Rule 1010-Other Safety Rules – The following shall apply:

A. Abatement of Imminent Danger

When an imminent danger exists in a workplace, the technical safety inspector or LBO shall follow the procedures in accordance with the OSHS:

1. Inform the affected employer and workers of the danger; and

2. Recommend to the Regional Director or LBO the issuance of an Order for Stoppage of Operation or appropriate action for the abatement of the danger in accordance with existing procedures.
B. Suspension Order

The owner/establishment contesting or seeking suspension of the effectivity date of a rule or any part of the standards shall apply to the Director of the Regional Office or LBO and establish or present the following:

1. The reason why he/she is applying for suspension order, specifying the rule or portion he/she seeks suspension of;

2. That he/she is taking all the necessary steps to safeguard his/her workers against the hazards covered by the rule and that he/she is prescribing the necessary measures, methods, operations and practices which must be adopted while the suspension is in effect; and

3. That he/she has develop an effective program for coming into compliance with the rule as quickly as possible, specifying a given date for compliance.

C. Variation Order

The owner/establishment may seek and request in writing to the Secretary through the Regional Office or LBO Safety Service, an order allowing a variation in complying with the requirement of any rule by filing an application for a variation containing:

1. A specification of the rule or provision or portion thereof from which the employer/owner is seeking variation;

2. An attestation from technically qualified person that the employer/owner is unable to comply with the rule and detailed reasons thereof;

3. A detailed statement of the measure he/she will undertake or is already taking to protect the workers against the hazards covered by the rule or provisions; and

4. A certificate that the workers have been informed and a copy of the application has been furnished to the workers or their duly authorized representative.

XIV. Penalties/Penal Provisions – The following shall apply:

Failure to comply/correct any violation of the OSHS shall be subject to the applicable penalties provided for in the Labor Code of the Philippines (PD 442) as amended. P.D. 1096, otherwise known as the National Building Code and Local Government Code of 1991.
XV. Appendices

A. Applications for Installation
   1. Boiler
   2. Pressure Vessel
   3. Internal Combustion Engine
   4. Elevator/Manlift/Dumbwaiter
   5. Electrical Wiring

B. Applications for Fabrication
   1. Boiler
   2. Pressure Vessel

C. Fees
   1. Installation and Annual Inspection Fees
   2. Fabrication Plan Checking and Inspection Fees

D. Inspection Report Forms/Notices
   1. Boiler/Pressure Vessel First Inspection and Re-Inspection
   2. Boiler/Pressure Vessel Re-Inspection Report
   3. Internal Combustion Engine Report
   4. Elevator/Manlift/Dumbwaiter Inspection Report
   5. Electrical Safety Inspection Report
   6. Power Piping Lines Inspection Report
   7. Inspection Authority
   8. Notice of Inspection Visit
   9. Notice of Inspection Result

E. Permits and Certificates
   1. Permit to Operate Boiler
   2. Permit to Operate Pressure Vessel
   3. Permit to Operate Internal Combustion Engine
   4. Permit to Operate Elevator/Manlift/Dumbwaiter
   5. Certificate of Electrical Inspection
   6. Boiler/Pressure Vessel Shop Inspection Certificate
   7. Boiler/Pressure Vessel Certificate of Field Assembly

F. Delegation of Authority
   1. Application for Authority to Conduct Technical Safety Inspection
   2. Certificate of Authority

G. Issuances
   1. Memorandum of Agreement and Joint Circular between the DOLE and DPWH
   2. Administrative Order No. 155, s. 2003
   3. Department Order No. 13, s. 1998
Republic of the Philippines
Department of Labor and Employment

Regional Office No. ______

APPLICATION FOR BOILER/PRESSURE VESSEL
INSTALLATION/REPAIR

1. Name of Establishment: ________________________

2. Address: ________________________

3. Owner/Manager and Address: ________________________

4. Where Boiler/Pressure Vessel is to be Installed: ________________________

5. Plans to be submitted: Submit (in quadruplicate) the foundation plan with
design, installation and location plans of the boiler/pressure vessel. The plans
shall be prepared, signed and sealed by a Professional Mechanical Engineer.
Plan shall also bear the name and signature of owner or manager of the plant.
The working drawing of the boiler/pressure vessel shall be submitted together
with the First Inspection Report.

6. Boiler/Pressure Vessel Data:
(a) Manufacturer: ________________________
(b) Type: ________________________
(c) Serial Number: ________________________
(d) Place of Origin: ________________________
(e) Date of Make: ________________________
   (If unknown, approximate)
(f) Heating surface: ________________________

    (g) Max. A.W.P. ________________________

(h) Horsepower/Cubic Feet: ________________________
(i) Repair Noted: ________________________

7. Name and Signature of person
to supervised the installation: ________________________
   (Board of Mechanical Engineering License)

8. Other accessories or equipment:
   ________________________
   ________________________

   Name and Signature of Owner/Manager

Application No.: ________________________
Date Received: ________________________
Received by: ________________________
In the interest of the service and pursuant to the provisions of the Labor Code as amended, and its implementing rules and regulations under Rule 1930 of the Occupational Safety and Health Standards (OSHS), all Regional Offices are hereby directed to implement immediately the delegation to chartered cities of the functions and responsibilities pertaining to the conduct of technical safety inspections including processing, checking and clearing of mechanical and electrical installations as well as issuance of permit to operate mechanical equipment and certificate of electrical wiring inspection.

The Bureau of Working Conditions shall immediately orient all Regional Offices as to the rules and requirements for said delegation of authority.

For strict compliance.

PATRICIA A. SIO. TOMAS
Secretary

08 May 2003
Republic of the Philippines
Department of Labor and Employment

Intramuros, Manila
Regional Office No. ______

APPLICATION FOR INTERNAL COMBUSTION ENGINE INSTALLATION

1. Name of Establishment: ___________________________________________

2. Address: _______________________________________________________

3. Owner/Manager and Address: _____________________________________

4. Where machinery is to be Installed: _________________________________

5. Installation permanent or temporary: _______________________________

6. Machinery Data:
   (a) Name: _______________________________________________________
   (b) Type and Model: _____________________________________________
   (c) Bore: _______________________________________________________
   (d) Stroke: _____________________________________________________
   (e) No. of Cyl.: _________________________________________________
   (f) Cycle: _____________________________________________________
   (g) Horsepower: ________________________________________________
   (h) R.P.M.: ____________________________________________________
   (i) Kind of I.C.E.: ______________________________________________
   (j) Engine Weight: ________________________________

7. Name and Signature of person to supervised the installation:
   _______________________________________________________________
   and
   _______________________________________________________________
   (Board of Mechanical Engineering License, if any)

8. Other accessories or equipment: ___________________________________
   _______________________________________________________________
   _______________________________________________________________

Name and Signature of Owner/Manager
Tax Account Number: _________________________________

Application No.: ______________________________
Date Received: ________________________________
Received by: _________________________________

Note: This application must be accompanied by a foundation and installation plan prepared, signed and sealed by a
Professional Mechanical Engineer.
In the interest of the service so requiring and in line with the decentralization policy of this Department, the following are authorized to check and process mechanical installation and fabrication plans as well as electrical wiring installation plans:

A. For Mechanical Installation and Fabrication Plans

National Capital Region
Jose B. Villada
Angelito C. Longos

Regional Office No. IV
Pedro M. Santos, Jr.

Regional Office No. IX
Leonardo T. Tampon

Regional Office XII
Gregorio P. Tancoan

Regional Office No. XIII (Caraga)
Reynaldo B. Mendiola

B. For Electrical Wiring Installation Plans

National Capital Region
Florente G. Aguila

Regional Office No. I
Johnson Jun P. Dy

Regional Office No. IV
Pedro M. Santos, Jr.

Regional Office No. IX
Elias A. Caymon

Regional Office No. X
Saturnino B. Escobido
To ensure uniformity and proper adherence to prescribed procedures, only those professional engineers who have undergone training with the Bureau of Working Conditions (BWC) shall be allowed to check and process mechanical installation and fabrication plans and electrical wiring installation plans.

The BWC shall continue checking, processing and clearing mechanical installation and fabrication plans as well as electrical wiring installation plans of applicants from areas where concerned Regional Offices have no qualified professional mechanical/electrical engineers.

The inspection of mechanical installation and fabrication may be conducted by a licensed mechanical engineer and the electrical wiring installation by a licensed electrical engineer, pursuant to the Philippine Mechanical Engineering Law and Philippine Electrical Engineering Law.

For strict compliance.

July 03, 1998.

[Signature]

BIENVENIDO E. LAGUESMA
Secretary

DISSEMINATED BY THE AS-RECORDS ON [Date]
APPLICATION TO INSTALL ELEVATOR/MANLIFT/DUMBWAITER

1. Owner/Establishment: __________________________________________________
2. Address: _________________________________________________________
3. Owner/Manager: ___________________________________________________
4. Building where Elevator/Manlift/Dumbwaiter is to be installed: ____________
   No. of stories ____________
5. Name and signature of person to supervise installation: _________________
   (Board of Mechanical Engineering Reg. No.  Licensed No.)
6. When building was erected ___________installation is an addition ___________
   addition erected, when? _____________________________________________
6A. Elevator; Check whether ___________Passenger or _________Freight. ________

SPECIFICATION

7. Type: __________________________________________________________________
   (Traction, drum, double-belt, hydraulic, plunger)
   Motive power: _________________________________________________________
   (Hand, electric, direct-connected, steam, line-shaft)
8. Height of lift _______Feet _______inches, from ______floor to ______floor ________
9. Location of hoisting machine ____________No. of hoistway landings ____________
10. Capacity ____________Weight of car complete ____________Speed _______ft./min. _______
11. Inside dimensions of car: ____________No. of sides _______height _______Thickness ________
    Top on car _______Grilles _______Mesh _______Solid ________
    Self-closing hinges section 18” in depth full width of car ________
12. Car enclosure: Material _______No. of sides _______height _______Thickness ________
13. Car gate: __________________________________________________________________
    Self-closing hinges section 18” in depth full width of car ________
14. Emergency exit in car: ____________Location _______Size ________
    Emergency switch in car: ________________________________________________
15. Number of opening in car ____________No. of compartments in car ____________
16. Gates on car at _____________________sides; type __________________________
    Height ____________; contacts ____________Emergency release ____________
17. Distance between controller and handle on car gate __________________________________________
    on Hoistway gate or door. ______________________________________________
18. Electric light in car ____________Car gate or door tracks countersunk ________
19. Clearances between edge of car platform and landing sill __________________________
    Edge of car platform and door used at landing sill __________________________
20. Overhead clearance: Distance of run-by of car at upper limit of travel ____________
21. Number of hoist cables ____________Material ________
    Diameter _______Roping 1 to 1 _______2 to 1 ________
22. Any cables outside of hoistway _______; guarded 7’0 from floor ________
23. Number of counterweight cables: Car ____________Drum ____________
24. Diameter of smallest sheeves: Hoisting ____________; counterweight ____________
    Compensating __________________________________________________________________
25. Distance between top of counterweight and overhead beams when buffers are ____________
    completely compressed ________________________________________________
26. Pit buffers: Type __________________; compression ____________________
   Counterweight buffers: Type __________________; Compression ______________
27. Number of counterweight sections ______________; Weight of each section ______________
   Counterweight section and frames through-bolted __________________________
28. Counterweight guard: Entire travel ______________; height from pit ______________
   Under clearance ______________; compensating chains ______________________
29. Control: Automatic push button ______________; constant-pressure push button ______________
   Switch ______________; Hand cable ______________; self-centering ______________
30. Current: A.C. ______; D.C. ______; Reverse-phase relay to shunt type ______________
31. Car guide rails ________________________ Dimensions ______________________
   (Steel or wood)
32. Counterweight guide rails ______________ Dimensions ______________________
   (Steel or wood)
33. Brake: Electromechanical ______________; Mechanical ______________
   Self-locking ____________________________
34. Terminal limit stops __________________
   (on car) (in hoistway) (On machine) (On operating device)
35. Slack cable stop __________________________
   Partition between adjacent pits ______________; height ______________
36. Rope lock ______________; type ______________; locking device for safety lift loads ______________
37. Speed Governor: Type ______________
   Location __________________
   Safety Switch: On governor ______________; on safety __________________
38. Car safeties: Location __________________
   Gradual ______________; instantaneous (Roll, Rachet, Cam) ______________
   (Crosshead Bottom) __________________
   (Clamp) __________________
39. Automatic speed retarder ______________
40. Platform under overhead sheaves and open spaces over hoistway ______________
   Material ______________; Solid ______________; Thickness ______________
41. Skylight ______________; Exterior window above platform ______________
   Exterior window immediately below platform ______________
42. Width of flooring beyond contour of machine ______________; handrail ______________
43. Distance from floor to center to bow on top of car (trap-door installation) ______________
44. Signals ______________________________ Type __________________

Name & Signature of Owner/Manager

________________________________________

Establishment

Application No: ______
Date Received: _________

Note:
The detailed working drawings of the elevator/manlift/dumbwaiter, the hoistway and installation plans shall accompany this application and shall be prepared, signed and sealed by a PROFESSIONAL MECHANICAL ENGINEER
APPLICATION TO CONSTRUCT HOISTWAY AND INSTALL GATES OR DOORS

1. Owner/Establishment: ____________________________________________________
2. Address: _______________________________________________________________
3. Owner/Manager: _________________________________________________________
4. Building where Elevator/Manlift/Dumbwaiter is to be installed:__________________
   No. of stories
5. Name and signature of person to supervise installation of hoistways, etc. ________
   (Board of Mechanical Engineering Reg. No. __________Licensed No.__________
6. When building was erected ___________installation is an addition_______________
   addition erected, when?_________________________________________________
7. Hoistway: New: __________existing __________; alteration____________________
8. Elevator: Freight ________________Passenger_______________________________
   Automatic Push button __________________Constant Pressure Push Button_________
   Other Control _________________________________________________________
9. Fireproof enclosure __________ Material _____________________________
    Minimum thickness __________________ Entire height ________________________
10. Nonfireproof enclosure __________ Materials _____________________________
    Height: Floor to ceiling landing sides ______________ : _______________________
    (above floor other sides)
11. Hoistway roof: Material __________ Thickness __________________________
    metal frame skylight ¾ the area of shaft (yes or no)
12. Exterior window with metal frame and sash at top of hoistway
    Above platform ______________Immediatley below platform_________________
13. Any ledges ______________ How guarded __________ any recesses ________
    (yes or no)       (yes or no) How guarded ________________
14. Penthouse ______________ Minimum headroom _________________________
    Height entrance above building roof ______________
15. Access to penthouse from roof ______________By iron stairs or ladder_________
    (yes or no)
16. Angle or iron stairs or ladder less than 60 degrees from horizontal____________
    equipped with handrail 3’6” high
17. Electric light in penthouse ______________ Electric light at all landings________
    (yes or no)________________________________________________________________
18. Size of hoistway
    Nonslip threshold 18 inches wide from hoistway line (yes or no)_______________
    Across entire width (yes or no) _____________________________________________
19. Distance lowest landing to bottom of pit __________ adjacent hoistways__________
    __________ Partition between __________ height ____________________________
HOISTWAY GATES

20. Hinged __________________ Slide __________________
   (Specify floors) (Specify floors)
21. Manually operated _______________ Self-closing by action of car _______________
22. Full automatic __________________ Power driven __________________
23. Contact ________________ Interlock ______________ Type of designation _______________
   Made by: ____________________________________________________________
24. Emergency release for contact or interlock __________________________________
   Type of designation ______________________ Made by ______________________
25. Locks on gates all floors _______________ Openable by key floor side _______________
   Key box at bottom landing _____________________________________________
26. Height of gates __________________ Spacing between slats 2” or less _______________
   Underclearance when down _____________________________________________
27. Gates all landings __________________ Distance, inside of gate to hoistway line _______________
   Gate counterweight guarded ____________________________________________

HOISTWAY DOORS

28. Fire doors __________________ Type of designation __________________
   Made by: ____________________________________________________________
29. Hinged __________________ Slide __________________
   (specify floors) (specify floors)
30. Manually operated _______________ Self-closing by action of car _______________
31. Full automatic __________________ Power driven __________________
32. Contact ________________ Interlock ______________ Type of designation _______________
   Made by: ____________________________________________________________
33. Emergency release for contact of interlock __________________________________
   Type of designation __________________ Made by ______________________
34. Locks on doors all floors _______________ Openable by key floor side _______________
35. Doors all landings _______________ Distance, inside of door to hoistway line _______________
   Door counterweights guarded ____________________________________________

AUTOMATIC TRAP DOORS

36. Automatic trap doors __________________ Floors __________________
37. Standard railing __________________ Distance to hoistway __________________
   All floors __________________

Name & Signature of Owner/Manager

________________________________________

Establishment

Application No: ______________
Date Received: ______________
Received by: ______________

Note:
The detailed working drawings of the hoistway, gates, doors and installation plans shall accompany this application and shall be prepared, signed and sealed by a PROFESSIONAL MECHANICAL ENGINEER.
APPLICATION FOR ELECTRICAL WIRING INSTALLATION

TO THE DIRECTOR
Bureau of Working Conditions
Manila

Request if hereby made by the undersigned for a permit to install the electrical wiring and requirements enumerated in the premises;

1. Owner/Establishment: ________________________________________________________________
2. Location of the Installation: __________________________________________________________
3. Nature of Work or Process: __________________________________________________________
4. Type of Service: 
   Voltage: __________________ Phase: __________ No. of service Wire: _______________
5. Kind of Lead: (For additional space, use reverse side)
   a. Light outlet ___________ f. Electrical Motors (Indicate Phase & voltage)
   b. Snap switch ___________ g. Special Equipment/ Apparatus (Indicate Phase and Voltage)
   c. Conv. Outlet ___________
   d. Bell system ___________
   e. Elect. Range ___________

6. Occupancy:  Industry (   ) Commercial (   ) Residential (   ) Owners (   )
7. Methods of Wiring :
8. Kind of Installation : New (   ) Existing (   ) Remodel (   ) Additional (   )
9. Name and Signature of person To supervised the installation: __________________________________________________________
    __________________________________________________________________________________
    Board of Electrical Engineering Reg. No. ____________________ Licensed No. _________________
10. Wiring plan submitted:
    No. of sets: __________________________ No. of sheets per set: ___________________________
11. Remarks: __________________________________________________________________________
    __________________________________________________________________________________

******************************************************************************************
TO BE FILLED UP WHEN CONTRACTOR IS HIRED
WITH CONSENT AND AUTHORITY FOR THE CONTRACTOR WHOSE SIGNATURE APPEARS HERE UNDER TO ACT FOR AND IN MY BEHALF

Name and Signature of Owner/Manager
Address of Office/Residence
Name and Signature of Contractor
Tax Account Number

EEDL NO.  
DATE RECEIVED :  
RECEIVED BY :  

WHEN THERE IS NO CONTRACTOR
Application for Power Piping Lines Installation

1. Name of Establishment
2. Address / Location
3. Owner / Manager
4. Address
5. Where piping lines are installed
6. Nature of work process or service
7. Identification of Piping Lines distributions, Use separate sheet listing all identified pipes, valves and fittings specifying all the necessary data and specifications such as brand name, ASTM specification, ASA Code, maximum pressure, operating pressure, schedule no., pipe wall thickness, inside and outside diameter, equivalent length of each pipe line, relieving capacity, etc.

8. Total equivalent length (L1 + L2 + L3 + …) __________________ ft.
9. Total Volume or Capacity (V1 + V2 + V3 + …) __________________ cu. ft.
10. Contents of piping lines
11. Name and signature of person to supervise the installation:

                      (Board of Mechanical Engineering License)

12. Other accessories or equipment

                      (Name and Signature of Owner / Manager)

TIN __________________

Application No. __________________
Date Received __________________
Received by __________________
APPLICATION FOR BOILER FABRICATION
(Cross out item not applied for)

1. Name of Manufacturer: _____________________________________________

2. Address: _________________________________________________________

3. Manufactured for: _________________________________________________
   (Establishment and Address)

4. Where Boiler/Pressure Vessel is to be Installed: _______________________
   __________________________________________________________________

5. BOILER/PRESSURE VESSEL DATA:
   (a) Type: __________________________________________________________
   (b) Kind: __________________________________________________________________
   (c) Heating Surface (Sq. Ft.) ___________________________________________
   (d) Maximum A.W.P. _________________________________________________________________________
   (e) Horsepower Rating _______________________________________________

6. Name and Signature of Person to supervise the Fabrication:
   __________________________________________________________________
   Registration No. ___________________________ License No. ___________________________

7. Additional Data Enclosed:
   (a) Manufacturer Data Report (4 copies)
   (b) Detailed Construction Drawings ( 4 copies)

   __________________________________
   Name and Signature of Manufacturer

Application No.: ______________
Plan Fee Php: ________________
O.R. No. : _________________
Date: ______________________
Date Received: ______________
Received by: ________________
Inspection Fee: ______________
MANUFACTURERS DATA REPORT FOR ALL TYPES OF BOILERS

1. Manufactured by: ____________________________________________________________
   (Name & address of manufacturer)

2. Manufactured for: __________________________________________________________
   (Name & address of purchaser)

3. Type of boiler: _____________________________________________________________
   (H.F.T., V.F.T., LCCO., W.T, Superheater, Waterfall, Economizer, Etc.)

4. The Chemical and physical properties of all parts meet the requirements of material specifications of the
   ASME Boiler and Pressure Vessel Code. The design, construction, and workmanship conform to ASME Rules
   Section__________________ (I, III, IV of V)

   Remarks: Manufacturer’s Data Record properly identified and signed by Boiler Safety Engineer, have been
   furnished for the following items of this report: __________________________________________
   (Name of Parts – Item number, Manufacturer’s name, and identifying stamp)

   __________________________________________________________
   We certify that the statement in this data report to be correct.

   Date_____________________, 20____ Name & Signature__________________________________________
   (Manufacturer)
   Name, Signature
   & Seal
   Professional Mech. Engineer
   Registration No. ___________________________
   License No. _______________________________

5. Boiler Shells or Drums:

   (a) Number of shells or drum ____________________________

   (b) Diameter:
   Shell________________ ft. __________ in. Steam Drum: __________________ ft. __________ in.
   (For F.T. Boilers) (For W.T. Boilers)
   Water Drum: __________________ ft. __________ in. Mud Drum: __________________ ft. __________ in.
   (For W.T. Boilers) (For W.T. Boilers)

   (c) Length:
   Shell________________ ft. __________ in. Steam Drum: __________________ ft. __________ in.
   (For F.T. Boilers) (For W.T. Boilers)
   Water Drum: __________________ ft. __________ in. Mud Drum: __________________ ft. __________ in.
   (For F.T. Boilers) (For W.T. Boilers)
6. Shell Plates _____________________________  
   (For each drum state: Steel Mfrs. Brand; Material Spec., Thickness)

7. (a) Longitudinal Joints _____________________________  
   (seamless, fusion or Forged welded, Riveted-lap or Butt-Single, Double, Triple or Quadruple)
   (b) Rivets _________________ Rivet Holes ____________ Eff. Of Longitudinal ________________________  
       (Diameter & Material Spec.)                  (Diameter & Pitch)                             (As compared to shell plates)

8. (a) Tubesheet ____________________________ Reinforcement _____________________________________  
       (Brand; Mat. Spec. No.; Thickness)                                       (No. & Thickness of Straps)
       Rivets _________________________________________________________________________________  
       (No. of rows, Mat. Spec. No.; Hole Diam. And Pitch)
   (b) Tube holes ______________ Pitch ______________ Eff. Of Tube Lig.____________________________

9. Girth Joints ____________________________ Rivets Holes _____________________________  
   (seamless, Fusion or Forge Welded, Riveted-Lap or Butt)                              (No. of rows – Diam. & Pitch)
   No. of courses: __________________________________________________________________________

10. Heads ____________________________  
    (Brand; Mat. Spec. No.; Thickness-Flat, Ellipsodal-Radius of Dish-State if either head has manhole)

11. Boiler Tubes: No. _______________ Diam. __________ Length ___________ Gage _________________

12. Headers: No. _______________ Heads or Ends ____________________________  
    (Box or sinuous; Mat. Spec. No.; Thickness)       (Shape, Mat. Spec. No.; Thickness)
    Hydro-test ___________________________ lb.    Date Tested ___________________________

13. Mud Drum ____________________________ Heads or Ends ____________________________  
    (Shape, Size; Mat. Spec. No.; Thickness)                          (Shape, Size; Mat. Spec. No.; Thickness)
    Hydro-test ___________________________ lb.    Date Tested ___________________________

14. (a) Waterfalls:  Headers, No. ____________________  Heads or Ends _____________________________  
    (Shape, Size; Mat. Spec. No.; Thickness)                   (Shape, Size; Mat. Spec. No.; Thickness)
    Hydro-test ___________________________ lb.    Date Tested ___________________________

15. (a) Superheater:  Headers, No. __________________  Heads or Ends _____________________________  
    (Shape, Size; Mat. Spec. No.; Thickness)                    (Shape, Size; Mat. Spec. No.; Thickness)
    Hydro-test ___________________________ lb.    Date Tested ___________________________

16. (b) Tube Holes _______________________________ Tubes _________________ Gage ____________________  
    (Diameter & Pitch)                     (Diam. Length; Mat. Spec. No. or thickness)
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<tr>
<th>Stay and Brace</th>
<th>Material Spec. Number</th>
<th>Type</th>
<th>Welded or Weldless</th>
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Done braces

17. Stay bolts _________________________ Pitch _________________________ Max. S.W.P. _________________________
   (Mat. Spec. No.; Size Telltale; Net Area)                                          (Hor. & Vert.)

18. (a) Done: Dian ________________________ Long Seam _________________________
   (Mat. Spec. No.; Thickness)                                          (Seamless, Fusion or forge weld; Riveted-Lap or Butt-single, double triple or quadruple)
   (b) Opening in shell ________________________ Head _________________________
   (Diam. Area of Reing. & Riveting)                                      (Shape; radius of dish; Mat. Spec. No.; thickness)

19 (a) Furnace: No. ________ Size ______________ Length, each section ______________ in.
   (Int. Diam. Or LxWxH)                  
   Total ______________ in.  Type ________________________
   (Plain, Adamson, or corr.) (Brand, Mat. Spec. No.; Thickness)
   (b) Seams: Type ________________________ Location ________________________
   (Seamless, Fusion, or Forge W., Riveted Lap or Butt)

20. Openings: (a) Seam: ________________________
   (No. Size, and type of nozzles or outlet)
   (b) Safety Valve: ________________________
   (No. Size, and type of nozzles or outlet)
   (c) Blowoff ________________________
   (No. Size, and type of nozzles or outlet)
   (d) Feed ________________________
   (No. Size, and Location of connection)
   (e) Manholes: No. ________ Size ______________ Location ________________________
   (How reinforced)
   (f) Manholes: No. ________ Size ______________ Location ________________________
   (How reinforced)
21. Fusible Plug (If used) ___________________ Boiler Support: No. ___________________
   (No., Diam., Location, Mfrs., Stamp) ___________________ (Hangar or lugs; Riveted or Welded)

22. Fusion Welding complies with Paragraphs: ____________________________________________

    (Indicate weakest part)

24. Hydrostatic Test: (a) _______________ lb. (b) _______________ lb. (c) _______________ lb.
    (Welded drums)                     (Riveted Drums)                      (Completed boiler)

CERTIFICATE OF BOILER SHOP INSPECTION

Boiler DL(RP) No. ________________
BOILER WORKS OF __________________________________________________

I, the undersigned, inspector of steam boilers employed by the Department of Labor, have inspected the boiler referred to as data items ___________________ and have examined manufacturer’s data for items ___________________ and certify that the per plans approved by the Bureau of Working Conditions on ____________, 20_______ Date ______________, 20______

APPROVED: __________________________________________________________
   (Boiler Safety Engineer)

____________________________________
Chief, Inspection Standard Division
APPLICATION FOR PRESSURE VESSEL FABRICATION
(Cross out item not applied for)

1. Name of Manufacturer: __________________________

2. Address: ______________________________________

3. Manufactured for: ________________________________
   (Establishment and Address)

4. Where Boiler/Pressure Vessel is to be installed:
   __________________________________________________

5. BOILER/PRESSURE VESSEL DATA:
   
   (a) Type: _________________________________________
   
   (b) Kind: _________________________________________
   
   (c) Maximum A.W.P.: ______________________________
   
   (d) Volume/Capacity: ______________________________ cu. Ft.

6. Name and Signature of Person to supervise the Fabrication:
   ____________________________
   Registration No. ________________ License No. ________________

7. Additional Data Enclosed:
   
   (a) Manufacturer's Data Report (4 copies)
   
   (b) Detailed Construction Drawings (4 copies)

Name and Signature of Manufacturer:

Application No.: __________________________
Plan Fee Php: ____________________________
O.R. No.: ______________________________
Date: ______________________________
Date Received: __________________________
Received by: __________________________
Inspection Fee: _______________________
MANUFACTURER'S DATA REPORT FOR UNFired PRESSURE VESSEL

1. Manufactured by: ____________________________ (Name and Address of Manufacturer)

2. Manufactured for: ____________________________ (Name and Address of Purchaser)

3. Type of boiler: ________________________________ (H.F.T., V.F.T., LCCO, W.T., Superheater, Waterwall, Economizer, etc.)
   Boiler DL(RP No. ______ Mfg. Serial No. ______ Year Built ______)

4. The Chemical and physical properties of all parts meet the requirements of material specifications of the SME Boiler and Pressure Vessel Code. The design, construction, and workmanship conform to ASME Rules, Section ______ (I, III, IV or V)

   Remarks: Manufacturer's Data Record properly identified and signed by Boiler Safety Engineer, have been furnished for the following items of the report:

   (Name of Parts – Item number, manufacturer's name, and identifying stamp)

   We certify that the statement in this data report is correct.

   Date ______ 19 Name & Signature ________________ (Manufacturer)
   Name, Signature & Seal _____________________________
   Professional Mech. Engineer ________________________
   Registration No __________ License No ____________

5. Boiler Shells or Drums:
   (a) Number of shell or drum

   (b) Diameter: Shell _____ ft. _____ in. Steam Drum: _____ ft. _____ in. (For F.T. Boilers) (For W.T. Boilers)

   Water Drum: _____ ft. _____ in. Steam Drum: _____ ft. _____ in. (For W.T. Boilers) (For W.T. Boilers)

   (c) Length: Shell _____ ft. _____ in. Steam Drum: _____ ft. _____ in. (For F.T. Boilers) (For W.T. Boilers)

   Water Drum: _____ ft. _____ in. Steam Drum: _____ ft. _____ in. (For W.T. Boilers) (For W.T. Boilers)

6. Shell Plates
   (For each drum state Steel Mfr. Brand, Material spec. & thickness)

7. (a) Longitudinal Joints

   (Seamless, fusion or forged welded, Riveted-lap or But-Single, Double, Triple, or Quadruple)

   (b) Rivets ______ Rivet Holes ______ Eff. of Longitudinal Jt. ______ (Diameter & Material Spec.) (Diameter & Pitch) (As compared to shell plates)
Manufacturer's Data Report (continuation)

8. (a) Tube Sheet (Brand, Mat. Spec. No.; Thickness) (No. & Thickness of Straps)
    Rivets
    (No. of rows, Mat. Spec. No.; Hole Dia., and Pitch)
    (b) Tube Holes
    (Pitch) Eff. of Tube Lig.
    (Diameter) (Long & Girth) (Compared to shell plates)

9. Girth Joints
    Rivet Holes
    ( Seamlessly, Fused, or Forged Welded, Riveted-Lap or Butt) (No. of rows; Dia.
    Pitch)

    No. of courses:

10. Heads
    (Brand, Mat. Spec. No.; Thickness-flat, Dished, Ellipsoidal-Radius of Dish-state if
    either head has manhole)

11. Boiler Tubes: No. _______________ Diam. _______________ Length _______________
    (Mat. Spec. No. - Straight or Bent) (If various, give Thickness
    max. & min. length)

12. Headers: No. _______________ Heads or Ends
    (Box or annular; Mat. Spec. No.; Thickness) (Shape, Mat. Spec. No.; Thickness)
    Hydro-test _______________ Lb. Date Tested _______________

13. Mud Dism
    Heads or Ends
    (Shape, Size; Mat. Spec. No.; Thickness) (Shape, Mat. Spec. No.; Thickness)
    Hydro-test _______________ Lb. Date Tested _______________

14. (a) Waterwalls: Headers, No. _______________ Heads or Ends
    (Shape, Size; Mat. Spec. No.; Thickness) (Shape, Mat. Spec. No.; Thickness)
    Hydro-test _______________ Date Tested _______________ Waterwall H.S.

15. (a) Superheater: headers, No. _______________ Heads or Ends
    (Shape, Size; Mat. Spec. No.; Thickness) (Shape, Mat. Spec. No.; Thickness)
    Hydro-test _______________ Date Tested _______________ Waterwall H.S.

16. (b) Tube Holes
    Tubes _______________ Gage
    (Diameter & Pitch) (Diam. Length; Mat. Spec. No. or Thickness)

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17. Stay bolts Pitch max. S.W.P. (Mat. Spec. No.; Size Telltale; Net Area) (Hor. & Vert.)

18. (a) Dome: Diam. Long. Seam
(Mat. Spec. No.; Thickness) (Seamless, Fusion or forge weld; Riveted-Lap or butt-single, double-triple or quadruple)

(b) Opening in shell Head
(Diam. Area of Reing. & Riveting) (Shape; radius of dish; mat. Spec. no.; thickness)

19. (a) Furnace: No. SIZE Length, each section in.
(length direction or LAWXH) (in. or cm)

Total in. Type in. (Plain, dawson or corr.) (Brand Mat. Spec. No.; Thickness)

(b) Seams: Type Location
(Seamless, Fusion or forge W., Riveted Lap or But) (in.)

20. Openings: (a) Seam:

(b) Safety Valve:
(c) Blowoff:
(d) Feed
(e) Manholes: No. Size Location

(f) Handholes: No. Size Location

21. Fusible Plug (If used) Boiler Supports: No

(No., Diam., Location, Mfrs., Stamp) (Hangar or hogs; Riveted or Welded)

22. Fusion Welding complies with Paragraphs:

23. Bursting Pressure psi Max. S.W.P. F.S. I.H.S. sq. in.

(Indicate weakest part)

24. Hydrostatic Test: (a) lb. (b) lb. (c) lb.

(Welded drums) (Riveted Drums) (Completed boiler)

CERTIFICATE OF BOILER SHOP INSPECTION

Boiler D.L.RF No. __________

BOILER WORKS OF ____________

(Name and address of manufacturer)

1. The undersigned, inspector of steam boilers employed by the Department of Labor, have inspected the boiler referred to as data items and have examined manufacturer's data for items and certify that the materials, construction, and workmanship are in accordance with ASME Boiler Code Rules as per plans approved by the Bureau of Working Conditions on ____________ 19 ____________.

Date: ____________ 19 ____________

APPROVED: ____________

(Boiler Safety Engineer)

Chief, Inspection Standard Division
<table>
<thead>
<tr>
<th>OFFICE</th>
<th>NATURE OF FEES/CHARGES</th>
<th>LEGAL BASES</th>
<th>AMOUNT (in pesos unless otherwise stated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bureau of Working Condition (BWC) / Regional Offices (ROs)</td>
<td>Steam Boiler Fabrication Plan Checking Fee</td>
<td>Rule 1970 of the OSHS MCOA between DOLE &amp; DPWH Office of the Prime Minister Memo dated July 19, 1983</td>
<td>100.00</td>
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<tr>
<td></td>
<td>Up to 50 hp</td>
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<td>320.00</td>
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<td></td>
<td>Over 50 to 200 hp</td>
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<td>Over 200 to 500 hp</td>
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<td>950.00</td>
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<td>Over 500 hp</td>
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<td>Steam Boiler Fabrication Fee: Examination and Inspection</td>
<td>D.O. No. 1, s. 1991 as amended by D.O. No. 1-A, s. 1991 D.O. No. 23, S. 1994</td>
<td>200.00</td>
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<td>Up to 10 hp</td>
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<td>230.00</td>
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<td>Over 10 to 20 hp</td>
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<td>Over 90 to 100 hp</td>
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<td></td>
<td>For each additional horsepower in excess of 100 hp</td>
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</tbody>
</table>

<p>| National Labor Relations Commission (NLRC) | Deposit Fee | Batas Pambansa No. 325 | 20.00 |
| | 1st P2, 000 | | 90.00 |
| | 2,001 - 18, 000 | | |
| | over or in excess of 18,000 (x. 8%) | | |
| | Appeal Fee | Batas Pambansa No. 325 D.O. No. 28 and M.C. No. 29, S. of 1962 | 150.00 |</p>
<table>
<thead>
<tr>
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<th>NATURE OF FEES/CHARGES</th>
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<tbody>
<tr>
<td>Bureau of Working Conditions (BWC)/Regional Offices (ROs)</td>
<td>Certification/Registration Fees</td>
<td>PD 442 and its IRR for projects of up to 5 cubic feet (cu ft).</td>
<td>150.00</td>
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<tr>
<td></td>
<td>Safety Practitioners</td>
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<td>300.00</td>
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<td>Training Organization</td>
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<td>150.00</td>
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<td>Annual/Renewal Fees for Safety Practitioners</td>
<td>PD 442 and its IRR for projects of up to 5 cu ft.</td>
<td>100.00</td>
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<tr>
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<td>Consultants</td>
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<td>Over 30 to 50 cu ft</td>
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<td>Over 50 to 100 cu ft</td>
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<td>65.00</td>
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<td>For every cu ft for a fraction thereof in excess of 100 cu ft</td>
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<td>150.00</td>
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<td></td>
<td>Pressure Vessel Fabrication Examination and Inspection Fee</td>
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<td>Up to 5 cu ft (cu ft)</td>
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<td>Over 10 to 30 cu ft</td>
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<td>Over 50 to 100 cu ft</td>
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<td>80.00</td>
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<tr>
<td></td>
<td>For every cu ft for a fraction thereof in excess of 100 cu ft</td>
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</table>
Republic of the Philippines  
City of Manila  
OFFICE OF THE CITY ENGINEER/BUILDING OFFICIAL

Mechanical Equipment Installation Fees:

1. Refrigeration, Air Conditioning and Mechanical Ventilation  
   a. Refrigeration (cold storage) per ton or fraction thereof ………P 40.00  
   b. Ice Plant, per ton or fraction thereof ……………………………60.00  
   c. Package and centralized Air Conditioning system up to  
      100 per ton ………………………………………………………80.00  
      For every ton or fraction thereof above 100 tons………………..40.00  
   d. Window type AC, per unit ………………………………………...60.00  
   e. Mechanical Ventilation, per HP or fraction thereof of blower  
      Or fan or metric equivalent ……………………………………...20.00  

   In a series of AC systems located in one establishment, the total  
   installed tons of refrigeration shall be used as the basis of computation  
   for purposes of installation/inspection fees and shall not be considered  
   individually.

Note: For evaluation purposes:

1. For Ice Making:  
   3.5 Hp per ton for compressors up to 50 tons capacity  
   3.25 Hp per ton for compressors above 50 up to 200 tons capacity  
   3.26 Hp per ton for compressors above 200 tons capacity.

2. For Air Conditioning  
   1.25 Hp per ton for compressors of 1.2 up to 5 tons capacity  
   1.10 Hp per ton compressors above 5 tons up to 50 tons capacity  
   1.00 Hp per ton for compressors above 50 tons capacity

3. For Commercial and Industrial Refrigeration without Ice Making  
   1.5 Hp per ton compressors of 1 up to 5 tons capacity  
   1.4 Hp per ton for compressors of 3 up to 50 tons capacity  
   1.5 Hp per ton for compressors above 50 tons capacity.
Escalators and Moving Walks

a. Up to 50 lineal meters, per lineal meter or fraction thereof…………P 20.00
b. For every lineal meter or fraction thereof in excess of 50 lineal meters .................................................................10.00

Elevators

a. Up to 1,000 kg. Capacity, per unit .................................4,000.00
b. More than 1,000 kg. Capacity per unit ............................5,000.00
c. Freight elevators, per unit .............................................5,000.00
d. Motor-driven dumbwaiters per unit .............................400.00
e. Construction elevators for materials, per unit .................1,000.00
f. Car Elevators, per unit ..................................................5,000.00

Boilers

a. Up to 10 hp ........................................................................P 400.00
b. Above 10 hp up to 30 hp ..................................................600.00
c. Above 30 hp up to 50 hp ..............................................800.00
d. Above 50 hp up to 70 hp ..............................................1,000.00
e. Above 70 hp up to 90 hp ..............................................1,200.00
f. Above 90 hp up to 100 hp ............................................1,400.00
g. For every horsepower above 100 hp ...............................4.00
h. Pressurized water heater, per unit.................................200.00
i. Pressurized water heater used in single detached or duplex family dwellings are exempted from permits and inspection fees

Note: Boiler rating shall be computed on the basis of one (1) sq. m. of heating surface for one (1) boiler Hp.
Water, sump and sewage pumps for buildings/structures or for commercial/industrial purposes/uses.

a. For every Hp or fraction thereof ..............................................P 40.00
b. Automatic fire extinguishers, per sprinkler head .......................2.00

Stationery Standby Generating Set

a. Up to 10 hp ............................................................................P 300.00
b. Above 10 hp up to 30 hp .................................................................400.00
c. Above 30 hp up to 50 hp .................................................................500.00
d. Above 50 hp up to 70 hp .................................................................600.00
e. Above 70 hp up to 90 hp .................................................................700.00
f. Above 90 hp up to 100 hp .................................................................800.00
g. For every fraction Horsepower above 100 hp .........................2.00

Other Internal Combustion Engines, including cranes, forklifts, loaders, pump mixers, compressors and the like, not registered with the ITC

a. Up to 10 hp ............................................................................P 200.00
b. Above 10 hp up to 30 hp .................................................................260.00
c. Above 30 hp up to 50 hp .................................................................320.00
d. Above 50 hp up to 70 hp .................................................................380.00
e. Above 70 hp up to 90 hp .................................................................440.00
f. For every Hp or fraction thereof above 90 Hp..........................2.00

Pressure Vessels

For every cubic meter or fraction thereof ........................................P 40.00

Other machinery and/or Equipment for Commercial/Industrial use, not elsewhere specified, for every Hp or fraction thereof ..................40.00

Conveyors, monorails for every Hp or fraction thereof .................40.00
Annual Inspection Fees:

Refrigeration and Ice Plant

a. First 100 tons capacity per ton .................................P 20.00
b. Above 100 tons up to 150 tone per ton ......................16.00
c. Above 150 tons up to 300 tons per ton .....................12.00
d. Above 300 tons up to 500 tons, per ton ....................8.00
e. For every ton or fraction thereof above 500 tons ..........4.00

Household appliances such as refrigeration, freezers, fans, etc. used in single detached or duplex family dwellings are exempted from permits and inspection fees.

Air conditioning System

a. Window type air conditioning per unit .......................P 30.00
b. Window type air conditioners used in single detached or duplex family dwellings are exempted from permits and inspection fees.

c. Package or Centralized Air conditioning System

1. First 100 tons per ton ..................................................P 20.00
2. Above 100 tons up to 150 tons per ton .....................16.00
3. Above 150 tons up to 300 tons, per ton ....................12.00
4. Above 300 tons up to 500 tons, per ton ....................8.00
5. For every ton or fraction thereof above 500 tons ..........6.00

Mechanical Ventilation

a. For each unit, up to 1 hp ............................................P 10.00
b. For each unit above 1 hp up to 5 hp ...........................20.00
c. For each unit above 5 hp up to 10 hp ..........................40.00
d. For each unit above 10 hp up to 20 hp .......................80.00
e. For each unit above 20 hp .........................................120.00
Escalators and moving sidewalks

a. For each passenger elevator: For the first 5 landings ...........P 400.00
   For every landing above the 5th ........................................20.00
b. For each freight elevator ..................................................300.00
c. For each motor-driven dumbwaiters .................................40.00
d. Construction elevators for materials, per unit ..................300.00
e. Car Elevators .....................................................................400.00

Elevator providing additional floor steps/landings shall be charged in accordance with the annual inspection fees.

Boilers

a. Up to 10 hp ........................................................................P 300.00
b. Above 10 hp up to 30 hp ...................................................400.00
c. Above 30 hp up to 50 hp ....................................................500.00
d. Above 50 hp up to 70 hp ....................................................600.00
e. Above 70 hp up to 90 hp ....................................................700.00
f. Above 90 hp up to 100 hp ...................................................800.00
g. For each H.p in excess of 100 H.p .................................4.00
h. Pressurized water heater, per unit ....................................100.00
i. Pressurized water heater, used in single detached or duplex family dwellings are exempted from permits and inspection fees.
j. Automatic fire extinguishers per sprinkler head ..............1.00

Water, Sump and Sewage Pumps for building/structures or for commercial/industrial purpose/used

a. Up to 1 hp ........................................................................P 10.00
b. Above 1 hp up to 3 hp .......................................................30.00.
c. Above 3 hp up to 5 hp .......................................................60.00
d. Above 5 hp up to 10 hp.....................................................80.00
<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Above 10 hp up to 20 hp</td>
<td>100.00</td>
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<tr>
<td>Above 20 hp up to 30 hp</td>
<td>120.00</td>
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<tr>
<td>Above 30 hp up to 40 hp</td>
<td>140.00</td>
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<td>Above 40 hp up to 50 hp</td>
<td>160.00</td>
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<tr>
<td>Above 50 hp up to 60 hp</td>
<td>180.00</td>
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<tr>
<td>Above 60 hp up to 70</td>
<td>200.00</td>
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<tr>
<td>Above 70 hp up to 80 hp</td>
<td>220.00</td>
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<tr>
<td>Above 80 hp up to 90 hp</td>
<td>240.00</td>
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<tr>
<td>For each hp or fraction thereof above 100 hp</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Water sump pump and sewage pumps used in single detached or duplex family dwellings are exempted from permits and inspection fees.

**Standby Generating Sets**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Up to 10 hp</td>
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<td>Above 10 hp up to 30 hp</td>
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<td>120.00</td>
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<td>Above 50 hp up to 70</td>
<td>160.00</td>
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<td>Above 70 hp up to 90</td>
<td>200.00</td>
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<tr>
<td>Above 90 Hp up to 100</td>
<td>240.00</td>
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<tr>
<td>For each Hp or fraction thereof above 100 hp</td>
<td>2.00</td>
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</tbody>
</table>

**Other Internal Combustion Engines, including Cranes, Forklifts, Loaders, Pumps, Mixers, Compressors and the like, not registered with the LTC.**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 10 hp</td>
<td>P 80.00</td>
</tr>
<tr>
<td>Above 10 hp up to 30 hp</td>
<td>140.00</td>
</tr>
<tr>
<td>Above 30 hp up to 50 hp</td>
<td>200.00</td>
</tr>
<tr>
<td>Above 50 hp up to 70</td>
<td>260.00</td>
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<tr>
<td>Above 70 hp up to 90</td>
<td>320.00</td>
</tr>
</tbody>
</table>
f. Above 90 Hp up to 100 hp ..............................................380.00

g. For each Hp or fraction thereof above 100 hp .........................2.00

Other machinery and/or equipment for commercial/industrial use not elsewhere specified, per unit.

a. Up to 1/2 hp ..............................................................P  6.00
b. Above 1/2 hp up to 1 hp ...............................................20.00
c. Above 1 hp up to 3 hp ...................................................40.00
d. Above 3 hp up to 5 hp ...................................................60.00
e. Above 5 hp up to 10 hp ...................................................80.00
f. Above 10 Hp up to 20 hp ...............................................100.00
g. Above 20 hp up to 30 hp ...............................................120.00
h. Above 30 hp up to 40 hp ...............................................160.00
i. Above 40 hp up to 30 hp ...............................................200.00
j. Above 50 hp up to 60 hp ...............................................240.00
k. Above 60 hp up to 70 hp ...............................................280.00
l. Above 70 hp up to 80 hp ...............................................320.00
m. Above 80 hp up to 90 hp ...............................................360.00
n. Above 90 hp up to 100 hp .............................................400.00
o. For each hp or fraction thereof above 100 hp .........................2.00

Pressure Vessels

For each cubic on fraction thereof ........................................30.00

Conveyors, Monorails for material handling per lineal meter
or fraction thereof ............................................................2.00

For testing/Calibration of Pressure Gauge per unit ..................20.00

Gas Meters

For every gas meter tested, proved and sealed:
a. Up to 10 lights .................................................................................P 12.00

b. Above 10 lights up to 50 lights ....................................................16.00

c. Above 50 lights up to 100 lights .................................................24.00

d. Above 100 lights .........................................................................40.00

For every inspection of mechanical rides
Used in amusement centers or fairs, such as ferries wheels, merry go rounds, roller coasters and the like .................................................................P 20.00

For issuance of Certificate of Gas Meter
Installation ..............................................................................................P 12.00

Certified true Copy of Certificate of Operation .................................4.00

Payment of Fees
The fees mentioned in this Rule shall be paid to the cashier of the District/City Municipal Building Official before the issuance of the Building permit.

Penalty
A surcharge of 100% shall be imposed and collected from any person who shall construct, install, repair, alter or cause any change in the use or occupancy of any building or parts thereof or appurtenances thereto without any permit.

All inspection fees shall be paid within 30 days from the prescribed date otherwise a surcharge of 25% shall be imposed.

Rule I Implementing Rules and Regulations

1. Building Permit is defined as the principal (building) permit and all other auxiliary or accessory permits pertaining to buildings and its appurtenances, such as mechanical and electrical permits, sanitary/plumbing, etc.

2. Kinds of Permits:

2.1 Building Construction

2.2 Sanitary/Plumbing

2.3 Electrical

2.4 Mechanical
2.5 Sidewalk Occupancy
2.6 Excavation
2.7 Signboard
2.8 Demolition
2.9 Land Use/Zoning
Republic of the Philippines
Department of Labor and Employment
Regional Office No. _________    Control No.______
Address ______________________
Tel. No.____________________

INSPECTION AUTHORITY

To:  ____________________________    Inspection Authority No._______________
Designation: _____________________    Date Issued: _______________________

You are hereby authorized to conduct an inspection at the workplace/s specified below:

<table>
<thead>
<tr>
<th>Name of Establishment/s</th>
<th>Address/es</th>
</tr>
</thead>
</table>

Note: Worksites or establishments with imminent danger condition practice in plainview is deemed included under this inspection authority.

Regional Director
IMPORTANT: This Authority must be shown to the Owner/Manager of the establishment before inspection is conducted.

Presidential Decree No. 442 (Labor Code of the Philippines as amended)

Article 128, Visitorial Powers: The Secretary of Labor or his duly authorized representatives, including, but not restricted, to the Labor Inspectorate, shall have access to Employer’s Records and Premises at any time of the day or night whenever work is being undertaken therein, and the right to copy therefrom to question any employee and investigate any fact, condition or matter which may be necessary to determine violation or in aid in the enforcement of this title and of any wage order or regulation issued pursuant to this code.

Rules and Regulations Implementing P.D. 442

Book III, Rule VI, Administration and Enforcement.

Section 7, Place of Records. All employment records of the employees of an employer shall be kept and maintained in or about the premises of the workplace. The premises of the workplace shall be understood to mean that the main or branch office or establishment, if any, depending upon where the employees are regularly assigned. The keeping of the employee’s records in another place except for the temporary use by other persons of such as records is prohibited.

In case of any doubt or question concerning the authority of the name of inspector/s, the Regional Director, Assistant Regional Director, LSED Chief or the General Information Section Chief may be contacted personally or by telephone.

Director _______________________
Tel. Nos. _________________________

Assistant regional Director _______________________
Tel Nos. __________________________

Chief, Labor Standards & Enforcement Division _______________________
Tel Nos. __________________________

Chief, General Inspection Section _______________________
Tel Nos. __________________________
This notice shall be posted conspicuously in the premises of the workplace, removal by the employer or by any of the workers shall be penalized in accordance with Art. 288 of the Labor Code, as amended. Any question on the above findings should be submitted to this office within seven (7) working days from notice hereof, otherwise order of compliance shall be issued.

(Union Pres./member for organized establishment)  
(Worker’s representative for non-organized)  

EXPLAINED TO AND RECEIVED BY:

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Printed Name</td>
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<tr>
<td>Position/Designation</td>
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</tbody>
</table>

Employer’s Statement:

( ) I will correct the above violation not later than ____________

( ) I cannot correct violation for the following reasons: ____________________________

(Employee/worker)  

EXPLAINED TO AND RECEIVED BY:

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Evaluated by:

LSED Chief/or as authorized  
Signature over Printed Name
Republic of the Philippines
Department of Labor and Employment
REGIONAL OFFICE NO. ________
Address

NOTICE OF INSPECTION VISIT
Inspection Authority No. ________

To: ________________________________

Sir/Madam:

You are hereby informed that inspection visit of subject establishment on ________ was not given access to the (premises, records and/or workers) of your firm in violation of Article 128 (a) of the Labor Code of the Philippines, as amended, which constitutes an offense liable under Article 288 of the same. For this reason, another visit of your establishment will soon be scheduled on ________.

On the said date, you are advised that the records and documents mentioned in our Inspection Form (IF No. 6) be made available for examination by the Enforcement Officer of this office.

______________________________
Enforcement Officer
Print Name and Signature

Date: __________

Time: __________

Received by: ________________________________

______________________________
(Signature over Printed Name)

Date: __________
**FIRST INSPECTION REPORT**

**GENERAL INFORMATION**

<table>
<thead>
<tr>
<th>NAME OF ESTABLISHMENT</th>
<th>ADDRESS</th>
<th>DATE</th>
<th>TIME STARTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>OWNER/MANAGER/PRESIDENT</td>
<td>TIME STARTED</td>
<td>NATURE OF BUSINESS</td>
<td>TYPE OF WORKPLACE</td>
</tr>
<tr>
<td>No. of Workers</td>
<td>MALE</td>
<td>FEMALE</td>
<td>TOTAL</td>
</tr>
<tr>
<td>LOCATION OF BOILER</td>
<td>No. of Boilers installed in the premises</td>
<td>No. of Boilers operating actively</td>
<td></td>
</tr>
<tr>
<td>LOCATION OF BOILER</td>
<td>NAME &amp; QUALIFICATION (BOILER TENDER)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BOILER/PRESSURE VESSEL DATA AND SPECIFICATIONS**

<table>
<thead>
<tr>
<th>Boiler/Pressure Vessel No.</th>
<th>Horsepower (HP)</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer</td>
<td>Type</td>
<td>Year Built</td>
</tr>
<tr>
<td>Shell Drum</td>
<td>Thickness</td>
<td>Diameter</td>
</tr>
<tr>
<td>Heads</td>
<td>Thickness</td>
<td>Type</td>
</tr>
<tr>
<td>Tube Sheets</td>
<td>Thickness</td>
<td>Material &amp; Tensile Strength</td>
</tr>
<tr>
<td>Tubes</td>
<td>Gauge (thickness)</td>
<td>No. of Tubes</td>
</tr>
<tr>
<td>Tube Length</td>
<td>Pitch of Tubes</td>
<td>Efficiency of Tube Ligaments</td>
</tr>
<tr>
<td>Head or Mud Drums</td>
<td>Material</td>
<td>Thickness</td>
</tr>
<tr>
<td>Furnaces</td>
<td>Type</td>
<td>Diameter</td>
</tr>
<tr>
<td>Staybolts</td>
<td>Max. Pitch</td>
<td>Diameter</td>
</tr>
<tr>
<td>Safety Valves</td>
<td>Type</td>
<td>Number</td>
</tr>
<tr>
<td>Stop Valves</td>
<td>On Steam Pipes (Number)</td>
<td>On Return Pipes (Number)</td>
</tr>
<tr>
<td>Blow Off</td>
<td>Number</td>
<td>Size</td>
</tr>
<tr>
<td>Check Valves</td>
<td>On Feed Line</td>
<td>On Return Pipes</td>
</tr>
<tr>
<td>Manholes or Handholes</td>
<td>Number</td>
<td>Size</td>
</tr>
<tr>
<td>Fusible Plug (if used)</td>
<td>Number</td>
<td>Diameter</td>
</tr>
<tr>
<td>Boiler Supports</td>
<td>Number</td>
<td>Hangers or Lugs</td>
</tr>
<tr>
<td>Pressures</td>
<td>Snap</td>
<td>Operating Pressure</td>
</tr>
</tbody>
</table>

**Observations/Violation Noted**

Conformity of actual installation to approved plans |
Repairs/Alterations made without approval of plans |
Personnel compliance (NE Law) |
Housekeeping, PPE Compliance |
Orders (Code Conformity) |

I HEREBY CERTIFY THAT ALL MEASUREMENTS ABOVE GIVEN WERE TAKEN BY ME, THAT THE BOILER/PRESSURE VESSEL MAY BE OPERATED AT A PRESSURE NOT TO EXCEED [______________ kg/cm²] AND THAT IS A TRUE REPORT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Evaluation Conducted by: ____________________________

Inspection Conducted by: ____________________________

(Print name & signature)
# BOILER/PRESSURE VESSEL RE-INSPECTION REPORT

## GENERAL INFORMATION

<table>
<thead>
<tr>
<th>NAME OF ESTABLISHMENT</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OWNER/MANAGER/PRESIDENT</td>
<td>NATIONALITY</td>
</tr>
<tr>
<td>NAME OF BUSINESS/ ECONOMIC ACTIVITY</td>
<td>HAZARDOUS</td>
</tr>
<tr>
<td>PRINCIPAL PRODUCT</td>
<td>NON-HAZARDOUS</td>
</tr>
</tbody>
</table>

(After the Inspection, the signature of the above must be affixed)

<table>
<thead>
<tr>
<th>NO. OF WORKERS</th>
<th>MALE</th>
<th>FEMALE</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>BOILER/PRESSURE VESSEL NO.</th>
<th>BOILER OPERATOR QUALIFICATION</th>
<th>BOILER/PRESSURE VESSEL RATING</th>
</tr>
</thead>
</table>

LAST INSPECTION

<table>
<thead>
<tr>
<th>TIME STARTED</th>
<th>TIME COMPLETED</th>
</tr>
</thead>
</table>

KINDS OF INSPECTION

<table>
<thead>
<tr>
<th>INTERNAL</th>
<th>EXTERNAL</th>
</tr>
</thead>
</table>

## VERIFICATION/TEST INFORMATION DATA

<table>
<thead>
<tr>
<th>BOILER/PRESSURE VESSEL USED</th>
<th>TYPE</th>
<th>FUEL USED</th>
<th>METHOD OF FIRING</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>MANUFACTURER</th>
<th>PLACE OF ORIGIN</th>
<th>DATE OF MAKE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SHELL: DIAMETER</th>
<th>LENGTH</th>
<th>THICKNESS</th>
<th>MATERIAL</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>NO. OF SECTIONS</th>
<th>LONGITUDINAL SEAM</th>
<th>EFFICIENCY</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>BURSTING PRESSURE</th>
<th>MAXIMUM ALLOWABLE PRESSURE</th>
<th>OPERATING PRESSURE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FACTOR OF SAFETY (BASED ON OPERATING PRESSURE)</th>
<th>LAST INSPECTION</th>
<th>THIS INSPECTION</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>HYDROSTATIC TEST PRESSURE APPLIED</th>
<th>SAFETY VALVE TEST PRESSURE</th>
</tr>
</thead>
</table>

## SUMMARY OF INSPECTION RESULTS

<table>
<thead>
<tr>
<th>REPAIRS/CHANGES NOTIFIED/BODY CONDITION</th>
<th>REMARKS/RECOMMENDATIONS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EQUIPMENTS &amp; FITTINGS</th>
<th>CODE REQUIREMENT &amp; CONDITION</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ROOM CONDITIONS</th>
<th>ILLUMINATIONS, VENTILATION, HOUSEKEEPING, ETC.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ROOM STRUCTURAL CONDITIONS</th>
<th>ROOF, WALLS &amp; FLOORINGS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PIPING LINE CONDITION AND IDENTIFICATION</th>
<th>PPE AND FACILITIES</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>OPERATION PERSONNEL REQUIREMENT</th>
<th>ME PROVISION</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>OPERATIONAL PERMIT</th>
</tr>
</thead>
</table>

I hereby certify that this is true report on conditions of the specified boiler/pressure vessel and I am recommending the issuance of its permit to operate at a pressure not to exceed __________________kg./cm.

Inspection Conducted by: __________________________ Evaluation Conducted by: __________________________

(Print name & signature) __________________________ (Print name & signature) __________________________
INTERNAL COMBUSTION ENGINE INSPECTION REPORT

1. Name of Establishment__________________________ Owner/Manager____________
2. Address/Location ________________________________________________________
3. No. of Workers ______________________________M_____________F____________

INTERNAL COMBUSTION ENGINE DATA:

4. Date of Inspection_______________Time Started_____________Ended____________
5. Internal Combustion Engine Data:
   a. ICE Application No. (cleared by BWC or Regional Office concerned)_____________
   b. Manufacturer ___________________ HP. Rating _______________________
   c. Model or Serial No.    Type ____________________________
   d. Kind of ICE       Load or Use ______________________
   e. Bore              Stroke __________________________
   f. No. of Cylinders _________________ Cycle __________________
   g. Type/Method of lubrication _________ Method of fuel injection _____________
   h. Type of Cooling _________________ Method of Drive ________________
   j. Exhaust Location _________________ Exhaust Insulation ________________

6. ICE Inspectionable Items
   a. Roof, walls & floorings condition ________________________________
   b. Foundation condition ________________________________
   c. Flywheel alignment & condition ________________________________
   d. Vibration noted ________________________________
   f. Exhaust gas emission level condition ________________________________
   g. Heat level condition (room) ________________________________
   h. Ventilation system condition ________________________________
   i. Illumination ________________________________
   j. Others (operational permit, ppe, machine guarding) ________________________________

7. Findings

   Inspection Conducted by: ________________________
   Evaluation Conducted by: ________________________

   (Print Name & Signature) ________________________
   (Print Name & Signature) ________________________
**ELEVATOR SAFETY INSPECTION REPORT**

**EVDL No.**

1. **Name of Owner or Occupant:**
2. **Address:**
3. **Make & type of Elevator**
4. **Capacity:**
5. **Number of Landings:**
6. **Material of Cable:**
7. **Drum Diameter:**
8. **Elevator used as:**

## CONDITIONS

<table>
<thead>
<tr>
<th>HOISTWAY &amp; ENCLOSURES</th>
<th>MACHINES &amp; CONTROLS</th>
<th>CABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shears &amp; Protection</td>
<td>Motor &amp; Generator</td>
<td>Hoisting</td>
</tr>
<tr>
<td>Landing doors &amp; latches</td>
<td>Circuit breakers &amp; Fuses</td>
<td>Car counterweight</td>
</tr>
<tr>
<td>Landing gates</td>
<td>Reversed phase relay</td>
<td>Drum Counterweight</td>
</tr>
<tr>
<td>Interlocks</td>
<td>Switches &amp; Connections</td>
<td>Operating</td>
</tr>
<tr>
<td>Make</td>
<td>Wiring &amp; Conduit</td>
<td>Automatic cut-off</td>
</tr>
<tr>
<td>Guides, Posts &amp; fastening</td>
<td>Grounding</td>
<td>Compensating chain</td>
</tr>
<tr>
<td>Weight</td>
<td>Selector &amp; floor control</td>
<td>Governor safety</td>
</tr>
<tr>
<td>Counterweight &amp; Bolting</td>
<td></td>
<td>Floor Control</td>
</tr>
<tr>
<td>Hoistway limits stops</td>
<td></td>
<td>PUSH BUTTON AUTOMATIC ELEVATOR</td>
</tr>
<tr>
<td>Compensating devices</td>
<td></td>
<td>What distance between inside of landing &amp; landing edge</td>
</tr>
<tr>
<td>Protection under overhead sheaves</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>From landing edge to car platform edge</td>
</tr>
<tr>
<td></td>
<td></td>
<td>From platform edge to platform edge</td>
</tr>
<tr>
<td></td>
<td></td>
<td>From platform edge to car cargate</td>
</tr>
<tr>
<td>Air cushions, buffer and bumpers</td>
<td></td>
<td>Is there any regular maintenance by an elevator company?</td>
</tr>
<tr>
<td>Penthouse light</td>
<td>Traction sheave</td>
<td>How often?</td>
</tr>
<tr>
<td>Pit</td>
<td>Scoring</td>
<td></td>
</tr>
<tr>
<td>C A R</td>
<td>Drums, spoken &amp; shifts</td>
<td></td>
</tr>
<tr>
<td>Floor</td>
<td>Operating</td>
<td></td>
</tr>
<tr>
<td>Enclosure</td>
<td>Operating devices</td>
<td></td>
</tr>
<tr>
<td>Height</td>
<td>Sheaves, bearing &amp; beams</td>
<td></td>
</tr>
<tr>
<td>Gates</td>
<td>Machines limits &amp; stops</td>
<td></td>
</tr>
<tr>
<td>Car gates contacts</td>
<td>Slack cable device</td>
<td></td>
</tr>
<tr>
<td>Car control switches</td>
<td>Brake</td>
<td></td>
</tr>
<tr>
<td>Emergency stop switch</td>
<td>Belts &amp; pulleys</td>
<td></td>
</tr>
<tr>
<td>Signal system</td>
<td>Cylinder &amp; packing</td>
<td></td>
</tr>
<tr>
<td>Light</td>
<td>Operating Valves</td>
<td></td>
</tr>
<tr>
<td>Car top &amp; emergency exit</td>
<td>Piston &amp; glands</td>
<td></td>
</tr>
<tr>
<td>Frame &amp; bolting</td>
<td>Pumps, Tanks &amp; piping</td>
<td></td>
</tr>
<tr>
<td>Safety devices</td>
<td>Crosshead &amp; sheaves</td>
<td></td>
</tr>
<tr>
<td>Speed governor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. **RECOMMENDATIONS/ REMARKS**

_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

Inspection Conducted by:     Evaluation Conducted by:
_________________________         ____________________________
(Print Name & Signature)  LSED Chief/ or as Authorized by:
(Print Name & Signature)

Annexure A18
Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
Regional Office No. _____

ELECTRICAL INSPECTION REPORT

Date Inspected ___________________
Time Started _____________________
Time Finished ____________________
Date Reports Submitted ____________
Date last Inspected ________________

EEDL No. _________________________

1. Name of Establishment: ___________________________________________________

2. Total number of workers: _________________________________________________

3. Location of Installation: _________________________________________________

4. Manager/Owner: ________________________________________________________


6. Voltage: _______________________________________________________________

7. Kind of Load: (For additional space, use additional sheet of paper)
   a. Light Outlet __________ f. Electric Motors  g. Special Equipment Apparatus
   b. Snap Switch __________ (Indicate Phase Voltage) (Indicate Phase Voltage)
   c. Bell System __________ _______________ ________________________
   d. Electric Range__________ _______________ ________________________

8. Occupancy: Industrial ( ) Commercial ( ) Residential ( )

9. Methods of Wiring: _______________________________________________________

10. Kind of Installation: New ( ) Existing ( ) Remodeled ( ) Additional ( )

11. Give details (sizes/ratings/specifications) on each of the following:
   a. Sub-station (if any):
   b. Service entrance equipment & conductor, type and capacity________________
   c. Main feeder _____________________________________________________
   d. Branch feeder ___________________________________________________
   e. Protective devices of branch feeder: ________________________________
   f. Lighting & Power Circuits: Specify number of lighting/convenience outlets in
each circuit & number of circuits(power & lighting in each panel):
   g. Special Occupancies: ____________________________________________
   h. Special Equipment Apparatus: ________________________________
i. Grounding System: (Specify whether individual or group groundings are used & size of ground rod & wire) ______________________________________________
____________________________________________________________________
____________________________________________________________________
Miscellaneous: ________________________________________________________

12. Merger Test                      Date: _______________ Time: _______________
Weather: ______________________

<table>
<thead>
<tr>
<th>Feeder Circuit</th>
<th>Line 1</th>
<th>Line 2</th>
<th>Line 3</th>
<th>Remarks</th>
<th>Motor Number</th>
<th>Line 1</th>
<th>Line 2</th>
<th>Line 3</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(For More Space, use additional sheet of paper)

13. Material and Equipment used in this electrical installation and constructions are in accordance with pertinent requirements of the Philippine Electrical Code Part I and relevant Safety Order promulgated by the Bureau of Working Conditions.

_________________________________________________________________________
_________________________________________________________________________

Inspection Conducted by:    Evaluation Conducted by:
___________________________  __________________________________
(Print Name & Signature)  LSED Chief/ or as Authorized
(Print Name & Signature)
# Power Piping Lines Inspection Report

## General Information

<table>
<thead>
<tr>
<th>Name of Establishment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Owner / Manager</td>
<td>Nature of work process</td>
</tr>
<tr>
<td>Type of Workplace</td>
<td>hazardous / non-hazardous</td>
</tr>
</tbody>
</table>

## Power Piping Lines Data

<table>
<thead>
<tr>
<th>Manufacturer or Brand</th>
<th>ASTM Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temperature Range</td>
<td>ASA Code max. psi.</td>
</tr>
<tr>
<td></td>
<td>Operating pressure</td>
</tr>
<tr>
<td>Pipe Wall thickness</td>
<td>Pipe line Diameter</td>
</tr>
<tr>
<td></td>
<td>inches</td>
</tr>
<tr>
<td>Pipe line connection</td>
<td>Pipe line total equivalent length</td>
</tr>
<tr>
<td>Contents of pipe lines</td>
<td></td>
</tr>
</tbody>
</table>

## Inspection Proper

<table>
<thead>
<tr>
<th>Pipe line general condition (pipe, values &amp; fittings)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hydrostatic Test Application</td>
</tr>
</tbody>
</table>

I hereby certified that this is a true report on conditions specified power piping lines and I am recommending the issuance of its operation permit at a pressure not to exceed _______ psi.

Conducted by: ________________________________

Evaluation Conducted by: ________________________________

(Print name & signature) ________________________________

LSED Chief / or as Authorized ________________________________
i. Grounding System: (Specify whether individual or group groundings are used & size of ground rod & wire) 

<table>
<thead>
<tr>
<th>Feeder Circuit</th>
<th>Line 1</th>
<th>Line 2</th>
<th>Line 3</th>
<th>Remarks</th>
<th>Motor Number</th>
<th>Line 1</th>
<th>Line 2</th>
<th>Line 3</th>
<th>Remarks</th>
</tr>
</thead>
</table>

12. Merger Test

Date: ___________  Time: ___________  Weather: ___________

(For More Space, use additional sheet of paper)

13. Material and Equipment used in this electrical installation and constructions are in accordance with pertinent requirements of the Philippine Electrical Code Part I and relevant Safety Order promulgated by the Bureau of Working Conditions.

14. Additional Remarks:

________________________

Inspection Conducted by: ___________________________

(Print Name & Signature)

Evaluation Conducted by: ___________________________

(LSED Chief or as Authorized
(Print Name & Signature)
PERMIT TO OPERATE PRESSURE VESSEL

(This permit is valid only upon payment of inspection fee and expires one-year from date of inspection unless otherwise revoked.)

PVDL No. ___________ Date of inspection ___________

Pursuant to Article 165, Chapter II, Book IV of the Labor Code of the Philippines (LCP), as amended and its implementing rules and regulations. Rule 1170 of the Occupational Safety and Health Standards (OSHS), as amended, it is hereby certified that the herein described pressure vessel, inspected by the duly authorized representative of the Department of Labor and Employment has been found to be in condition safe for operation at a pressure not to exceed _______ psig.

Name of Owner/User
Location of Pressure Vessel
Type & Kind of Pressure Vessel
Date of Make
Boiler Brand Name or Manufacturer
Horsepower Rating
M A W P
Thickness of shell and size of
Pressure Vessel
Volume/Capacity cu. ft. or cu. m.

Inspection Fee
Office Receipt No. ___________
Date Paid ___________

Regional Director

(Please post this permit in a conspicuous place enclosed in a glass frame and accessible to all concerned inspecting authority.)
PERMIT TO OPERATE INTERNAL COMBUSTION ENGINE

(This permit is valid only upon payment of the inspection fee and expires one year from the date of inspection unless otherwise revoked.)

Pursuant to Article 165, Chapter II, Book IV of the Labor Code of the Philippines (LCP), as amended and its implementing rules and regulations, Rule 1180 of the Occupational Safety and Health Standards (OSHS), as amended, it is hereby certified that the herein described internal combustion engine inspected by the duly authorized representative of the Department of Labor and Employment has been found to be in good condition safe from operation.

Name of Owner/User
Address
Manufacturer
Type and Model
Bore and Stroke
No. of cylinders and strokes
Revolution per minute
Kind of drive
Horsepower rating
Kind of ICE

Inspection Fee:
Official Receipt No.
Date Paid

(Please put this permit in a conspicuous place enclosed in a glass from visible and accessible to all concerned inspecting authority.)

Regional Director
PERMIT TO OPERATE STEAM BOILER

(This permit is valid only upon payment of inspection fee and expires one-year from date of inspection unless otherwise revoked.)

DL No. __________________ Date of Inspection __________________

Pursuant to Article 165, Chapter II, Book IV of the Labor Code of the Philippines (LCP), as amended and its implementing rules and regulations. Rule 1160 of the Occupational Safety and Health Standards (OSHS), as amended, it is hereby certified that herein described boiler, inspected by the duly authorized representative of the Department of Labor and Employment has been found to be in condition safe for operation at a pressure not to exceed ______ psig.

Name of Owner/User __________________
Location of Boiler __________________
Type & Kind of Boiler __________________
Date of Make __________________
Boiler Brand Name or Manufacturer __________________
Horsepower Rating __________________
M A WP __________________
Thickness of shell and size of Boiler __________________ cu. ft. or cu. m.

Volume/Capacity __________________

Inspection Fee: __________________
Office Receipt No. __________________
Date Paid __________________

Regional Director __________________

(Please post this permit in a conspicuous place enclosed in a glass frame and accessible to all concerned inspecting authority.)
Republic of the Philippines  
Department of Labor and Employment  
 Intramuros, Manila  
Regional Office No. ________

PERMIT TO OPERATE ELEVATOR AND THE LIKE

(This permit is valid only upon payment of inspection fee and expires one year from the date of inspection unless earlier revoked.)

EVDL-NO. ______________________ Date of Inspection ______________________

Pursuant to Article 165, Chapter II, Book IV of the Labor Code of the Philippines, as amended and its implementing rules and regulations, Rules 1220 of the Occupational Safety and Health Standards, as amended, is hereby certified that the herein described elevator, inspected by the duly authorized representative of the Department of Labor and Employment has been found to be in condition safe for operation at a load not to exceed ________

Name of Establishment ______________________
Address ______________________
Type of Elevator ______________________
Motive Power ______________________
Capacity ______________________
Built by ______________________
Speed ______________________
Elevator Used as: ______________________

Inspection Fee: Php ______________________
Official Receipt No. ______________________
Date ______________________

Regiona Director ______________________

(Please post this permit in a conspicuous place and enclosed in a glass frame visible and accessible to all concerned inspecting authority.)
TSP-5

Republic of the Philippines
Department of Labor and Employment
Regional Office No. _____

Power Piping Line Operation Permit

(The permit is valid only upon payment of inspection fee and expires one year from the date of inspection unless otherwise revoked)

DLPPL No. __________________ Date of Inspection __________________

Pursuant to Article 165, Chapter II, Book IV of the Labor Code of the Philippines, as amended and its implementing rules and regulations, Rule 1240 of the Occupational Safety and Health Standards, it is hereby certified that the herein described piping lines, inspected by the duly authorized representative of the Department of Labor and Employment has been found to be in condition safe for operation at a pressure not to exceed __________ psi.

Name of Owner / User __________________
Location / address of operation __________________
Nature of work process or service __________________
Pipeline contents __________________
Schedule no. and inside diameter __________________
ASA Code Specification No. __________________
Total pipe line equivalent length __________________
Total volume of pipe line under pressure __________________

Inspection Fee __________________
Official Receipt No. __________________
Date __________________

(Regional Director)

(Please post this permit in a conspicuous place enclosed in a glass frame visible and accessible to all concerned inspecting authority)
CERTIFICATE OF ELECTRICAL INSPECTION

(This certificate is valid upon payment of the inspection fee and expires one year from the date of inspection unless otherwise revoked.)

EEDL NO. ___________________________ Date of inspection ___________________________

Pursuant to Article 154 Chapter II, Book IV of the Labor Code of the Philippines (L.C.P.), as amended and its implementing rules and regulations, Rule 1240 of the Occupational Safety and Health Standards (OSHS), as amended, it is hereby certified that the electrical wiring work and the following apparatus of ___________________________ at the premises located at ___________________________ inspected and tested on ___________________________ by the duly authorized representative of the Department of Labor and Employment have been found to be in good condition and the apparatus installed in accordance with the requirements of the provisions of the Philippine Electrical Code.

Nature of Work or Process ___________________________

<table>
<thead>
<tr>
<th>LOAD</th>
<th>VOLTAGE</th>
<th>PHASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. light</td>
<td></td>
<td></td>
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<tr>
<td>b. switch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. convenience outlet</td>
<td></td>
<td></td>
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<tr>
<td>d. hv system</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. electric range</td>
<td></td>
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</tr>
</tbody>
</table>

Methods of Wiring ___________________________ Kind of Installation New ( ) Existing ( ) Add ( ) Rem ( )

Inspection Fee : ___________________________
Official Receipt No. ___________________________
Date Paid ___________________________

Regional Director

( Please post this certificate in a conspicuous place enclosed in a glass frame visible and accessible to all concerned inspecting authority)
Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
REGIONAL OFFICE NO. ______

APPLICATION FOR DELEGATED AUTHORITY TO
LOCAL GOVERNMENT UNIT
(TECHNICAL SAFETY INSPECTION)

Date ______

To the Honorable Secretary
Department of Labor and Employment

Thru: The Regional Director
Regional Office No. ______
This Department

Pursuant to the provisions of Article 165 of the Labor Code of the Philippines as amended, and as provided in its implementing rules and regulation under Rule 1980 of the Occupational Safety and Health Standards (OSH), the Chartered City of ______, Philippines hereby submit its application to assume responsibility to conduct Technical Safety Inspections in its area of jurisdiction.

The Necessary attachments for this application as prescribed in Rule 1982.01 of the Occupational Safety and Health Standards are hereby submitted for evaluation and verification. The concerned Chartered City shall adhere to the requirements and other related undertakings deemed necessary to satisfy the provisions in the Code and its implementing rules and guidelines governing its enforcement.

__________________________
City Mayor

Attachments:

___ Ordinance/appropriate authority
___ Personnel
___ Tools/equipments
___ No. of establishments/units covered
___ Undertaking to submit reports
Republic of the Philippines
Department of Labor and Employment
Regional Office No. ________

Certificate of Delegation of Authority to Conduct
Technical Safety Inspection

Number: ________
Date: ________

THIS IS TO CERTIFY that the City/Municipality of ________ is hereby granted the authority to conduct Technical Safety Inspection within its jurisdiction in pursuance of Article 165 of the Labor Code of the Philippines, as amended and satisfying the conditions/requirements set forth under Rule 1982.01 of the Occupational Safety and Health Standards (OSHS).

THIS AUTHORITY shall be effective upon signing until otherwise withdrawn on the grounds of failure to comply with the said conditions/requirements.

PATRICIA A. STO TOMAS
Secretary

Recommending Approval:

__________________________
Undersecretary

Attested:

__________________________
Director
Bureau of Working Conditions
Republic of the Philippines
Manila

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS

This Memorandum of Agreement entered into this __________ day of January 2004, in the City of Manila by and between:

The **DEPARTMENT OF LABOR AND EMPLOYMENT** with principal address at Intramuros, Manila represented in this instance by Regional Director, herein known as "**DOLE**",

and

The **CITY GOVERNMENT OF ____________,** a local government unit existing under the laws of the Republic of the Philippines, with principal office address at ____________, represented in this instance by Mayor ____________, hereinafter known as ____________, Government.

WITNESSETH

Whereas, it is declared under the Local Government Code that the State shall provide for a more responsive and accountable local government structure instituted through a system of decentralization whereby Chartered Cities shall be given more powers, authority and responsibilities;

Whereas, the process of decentralization shall proceed from the national government to the chartered cities;

Whereas, the Labor Code as amended, responsive to this declared objective of the State has provided for the delegation of its authority to the Chartered Cities.

Whereas, a Memorandum of Agreement was entered into by the DOLE and the DILG on March 11, 2003 in the task of maintaining industrial peace and harmony as well as in the enforcement of labor standards in all workplaces within their respective jurisdiction;

NOW, THEREFORE, for and in consideration of these premises, the parties herein bind themselves and agree as follows:
SECTION 1. On the part of City Government

a. That upon receipt of the certificate of delegated authority, the Chartered City shall assume the responsibility to conduct technical safety inspection on industrial establishments, and construction sites in their area of jurisdiction.

b. That the Chartered Cities shall adhere to the provisions, rules and guidelines specified in the Technical Safety Inspection Manual.

SECTION 2. On the part of DOLE

a. To provide technical and training assistance through its Bureau, Regional Offices to Chartered Cities to effectively implement this delegation of authority to conduct technical safety inspection;

b. The DOLE shall conduct spot-checking/evaluation activities it deems necessary to ensure that the Chartered Cities is complying with the rules/guidelines as provided in the Technical Safety Inspection Manual.

SECTION 3. Effectivity

This Memorandum of Agreement shall be immediately effective upon signing hereof.

IN WITNESS WHEREOF, The parties hereto have signed this Memorandum of agreement this ________ day of __________ at the City of Manila

DEPARTMENT OF LABOR AND EMPLOYMENT

BY:

Secretary of Labor and Employment

DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

BY:

City Mayor

SIGNED IN THE PRESENCE OF:
MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement entered into and executed this 15th day of April, 1980 by and between:

The MINISTRY OF LABOR herein represented by its Minister, Honorable Blas F. Ople, hereinafter referred to as the MOL

-and-

The MINISTRY OF PUBLIC WORKS, herein represented by its Minister, Honorable Alfredo L. Juinio, hereinafter referred to as the MPW.

WITNESSETH

WHEREAS, P.D. 1096 otherwise known as the National Building Code, (NRC) specifically applies to the design, location, siting, construction, alteration, repair, conversion, use, occupancy, maintenance, moving, demolition of, and addition to public and private buildings and structures;

WHEREAS, the National Building Code also provides for the establishments of offices of the Building Official each to serve as a centralized Building Permit Office and integrating therein all functions relating to the architectural, structural, electrical, electronics/communications, mechanical and sanitary engineering, plumbing and fire resistive and protective requirements for the design and construction of building structures as well as the installation therein of a safety and other fire protective devices and/or systems;

WHEREAS, on the other hand, P.D. 442 as amended otherwise known as the Labor Code of the Philippines (LCP) is concerned with the administration and enforcement of occupational safety and health laws, requirements and standards in all work places and establishments;

WHEREAS, prior to the promulgation of P.D. 1096 issuance of electrical and mechanical permits and the conduct of periodic inspection on buildings and all other appurtenances thereeto, were performed by the MOL and its field offices and by offices of the Mayor, City Engineer, Fire Department, City/
Municipal Electricians duly authorized by the MOL,

WHEREAS, to date, offices of Building Officials have already been organized with the necessary technical staff to enforce and implement the provisions of the NBC nationwide;

WHEREAS, it is desirable that the NBC and the LCP be harmonized so as to complement and supplement each other as they both profess concern for the protection of life, limb, property and public welfare;

WHEREAS, for purposes of effective and economical implementation of the NBC and the LCP and their implementing rules and regulations, there is a need to define areas of responsibility between the principal implementing Ministries.

NOW, THEREFORE, for and in consideration of the foregoing premises and the mutual covenants hereinafter set forth, the parties hereby agree as follows:

A. This agreement shall apply only to factories as herein defined

B. PRE CONSTRUCTION PHASE

The MPW its local Building Officials, shall have administrative control and/or supervision over all activities relating to processing and issuance of building permits for the construction, addition, repair renovation and demolition of any building and/or structure within their respective areas of jurisdiction.

1. Upon receipt of the application or a Building Permit for construction, or repair of structures to be used or used for factory purposes, the Building Officials shall refer one (1) set of the plans and specifications to the MOL, or its local representative, for evaluation and recommendation on the proper installation of machinery, protective devices and safety requirements for the protection of the workers/employees as provided for under the LCP. Failure of the MOL or local representative to act within a period of five (5) working days from receipt of the referral shall mean that the plans and specifications submitted conform with all the requirements of the LCP. The Building Official shall within fifteen (15) working days take the necessary action towards the issuance or non-issuance of the building permit as provided for in the NBC.

2. The Building Official thru its authorized collection agents shall collect the necessary fees in accordance with the provisions of the NBC.
C. CONSTRUCTION PHASE

1. Upon issuance of a building permit for factory construction, the Building Official shall endorse a copy of such permit to the MOL or its local representative, with the request that the necessary inspections on the building or structure during its construction be made in order to assure the construction workers' safety, and ensure compliance with the LCP and its implementing rules and regulations.

The results and frequency of these inspections shall be duly entered into the construction Logbook Sheet. Violations noted as regards the LCP provisions shall be subject to immediate appropriate action by the MOL or its local representative.

2. Upon submission of the certificate of completion of construction by the engineer or architect-in-charge of construction, the Building Official shall request the MOL or its local representative to conduct its final inspection and submit its Safety Inspection Certificate within (5) working days from receipt of said notification; Provided that in case of non-issuance, suspension or revocation of said certificate of safety inspection by the MOL or its local representative, he shall so state in writing the reasons or grounds thereof.

3. Said Safety Inspection Certificates shall be one of the pre-requisites for the issuance of certificate of Use of Occupancy by the Building Official, a copy of which shall be provided the MOL or its representative in the locality.

D. POST CONSTRUCTION PHASE

1. The Building Official shall conduct annual technical inspection, including structural, architectural, land use, sanitary and plumbing requirements on all commercial, industrial and factory buildings or structures. Violations noted by the Building Official on the repair or modification of machinery or electrical installations in factories shall be reported to the MOL for appropriate action.

2. The MOL or its local representative, shall conduct annual technical safety inspection of any building/structure used for factory or industrial purposes to ensure the health and safety of the workers. Violations of any of the provisions of the NHC as well as its implementing Rules and Regulations noted by the MOL pertaining to modifications, repair, etc. of the building/
structure, including architectural, structural, and use, sanitary and plumbing requirements shall be reported to the Building Official for appropriate action.

3. The MOL or its local representative shall collect fees for general occupational and safety inspection service as required by and at the rates prescribed by the LCP and its Rules and to remit the same to the Treasurer of the Philippines. In the case of technical safety inspection, the MOL shall inform the MPW of the inspection conducted by the MOL and shall require the owner of the factory inspected to pay the inspection fee to the MPW or its authorized collection agent at the rate prescribed by the Ministry for the issuance of the necessary certificates as per NBC implementing rules and regulations.

E. DEFINITIONS OF TERMS

For purpose of this Agreement, the following definitions shall apply:

1. Factory - Any workplace, permanent or temporary including any building, shed, structure, yard or any other place where permanently or temporarily more than five (5) persons are employed in any manufacturing of goods or products, processing and any other activity similar or incidental thereto.

2. Technical Safety Inspection - Inspection for purposes of safety examination of boilers, pressure vessels, internal combustion engines, elevators (passenger and freight) dumbwaiters, escalators and electrical installations.

F. COORDINATION

1. The parties to this Agreement also agree to extend assistance to one another in the implementation of their respective responsibility in pursuance with the objectives and purposes of the LCP, and the NBC as well as this Agreement.

2. Problems arising from the implementation of this Memorandum of Agreement shall as much as possible be resolved by lateral coordination between the Director of the Bureau of Labor Standards of the Ministry of Labor and the Executive Director of the Building Research and Development Staff of the Ministry of Public Works.

G. EFFECTIVITY

This Agreement shall take effect on April 15, 1980 and the parties concerned shall circulate the same to all their respective Regional/Field Offices for
their information and guidance and implementation.

IN WITNESS WHEREOF, the parties have herein affixed their signature in Quezon City, Metro Manila on the date first above-mentioned.

MINISTRY OF LABOR
BY:

SGD. BLAS F. OPLE
Minister

MINISTRY OF PUBLIC WORKS
BY:

SGD. ALFREDO L. JUIZIO
Minister

SGNED IN THE PRESENCE OF:

SGD. ANTONIO M. NUESA
Director
Bureau of Labor
Standards, MOL

SGD. ROSALIO A. MALLONGA
Assistant Minister for Operations
and Executive Director, BRDS
JOINT MEMORANDUM CIRCULAR
April 1989

TO: ALL DPWH & DOLE REGIONAL DIRECTORS, DOLE REGIONAL OFFICES, DISTRICT/CITY MUNICIPAL ENGINEERS AS ACTING BUILDING OFFICIALS OFFICERS-IN-CHARGES, OFFICE OF THE BUILDING OFFICIAL AND THOSE CONCERNED:


Integral part of this Joint Memorandum Circular is the Memorandum of Agreement entered into and executed on the 15th day April 1980 between then Minister ALFREDO L. JUINIO and Minister BLAS F. OPLE wherein is defined the areas of responsibilities of both Agencies of the government for the issuance of electrical and mechanical permits and conduct of technical/safety inspections of factory buildings.

In anticipation of the construction of numerous industrial/factory buildings throughout the country, strict implementation of the terms of the Memorandum of Agreement shall be strictly observed by the Agencies concerned. The salient points of the Agreement are hereto reiterated/modified:

1. To ensure that the DOLE is provided with a set of the required mechanical/electrical plans and specifications, if applicant for a building permit or the Building Official shall directly furnish the DOLE said set provided however that the application shall not be processed by the Building Official until there is a clear showing that a set of plans and specifications is furnished the DOLE. Failure of the DOLE or its local representative to act within five (5) days upon receipt thereof, shall mean that the plans
and specifications submitted conform with all the requirements of the Labor Code of the Philippines as amended.

2. During the progress of construction, if joint inspection by the Building Official and DOLE is not possible, DOLE representatives shall have access to the construction site and shall have the obligation to note in the logbook all their observations regarding the electrical, mechanical and safety aspects of the construction.

3. Upon submission of the certificate of completion of construction, the Building Official shall request the DOLE or its local representative to conduct its final inspection and submit its Safety Inspection Certificate within (5) working days from receipt of said notification; Provided that in case of non-issuance, suspension or revocation of said certificate of safety inspection by the MOL or its local representative, he shall so state in writing the reasons or grounds therefore.

4. Regarding the payment of fees DOLE shall prepare the order of payment for electrical/mechanical permits to be paid to the Building Official. The applicant, however, may pay the fees to the DOLE or its local representative who shall immediately remit the same to the Building Official.

5. Violation of any of this issuance and the memorandum of agreement referred to above shall be subject to penal/administrative sanctions provided under the Building Code.

ALL REGIONAL DIRECTORS are enjoined to see to it that the Memorandum of Agreement is strictly enforced. Periodic monitoring shall be made to ensure strict compliance by all concerned.

Please be guided accordingly.

(SGD.) FIORELLO R. ESTUAR (SGD.) FRANKLIN M. DRILON
Secretary - DPWH Secretary - DOLE