



TITLE:	ISSUANCE OF PERMIT TO OPERATE MECHANICAL EQUIPMENT AND ELECTRICAL FACILITY
OBJECTIVE:	To standardize processing of application for issuance of Permit to operate mechanical equipment and electrical facilities.
SCOPE:	This procedure covers the process on the issuance of permit to operate mechanical equipment and electrical facilities, pursuant to Labor Advisory 11series of 2016. (Simplification of the requirements for the processing of application and plans of industrial establishments, agricultural Enterprises, oil Refineries and Power Generation). Pursuant to Article 168, Book IV of the Labor Code of the Philippines.
INPUT/S: Application of Permit to operate Mechanical Equipment and Electrical Facility	
Activity	Persons Responsible/Activity Details/Interface/References
1. Receives request for TSI	1.1 RO to issue authority to conduct Technical Safety Inspection (TSI).
2. Conducts Technical Inspection	2.1 Technical Safety inspector conducts TSI 2.2 TI submits report and recommendation to the RO 2.3 If findings/recommendation is safe to operate or use, the TI should require company/establishment applicant to submit the basic requirements.
3. Receives/evaluates application/ documents for issuance of permit	3.1 Technical Inspector/RO focal evaluates the completeness of the requirements: A. - one printed copy of application of mechanical or electrical plans; - certificate of appearance from DOLE; - photocopy of professional tax receipt of the signing PME/PEE; and - Professional Regulation Commission (PRC) issued identification card B. One compact disc (CD) or universal serial bus (USB) flash drive containing the requirements enumerated above, in read-only portable document format (PDF). 3.2 Focal prepares evaluation report and recommendation. 3.3 If complete and plans cleared, and report recommendation approved. 3.4 TI prepares billing statement, and 3.5 Focal prepares permit for RDs approval.
4. Indorses application to the nearest DOLE-RO with PME/PEE	4.1 If plans not cleared and DOLE-RO has no professional Engineer, the region shall endorse the application to the nearest DOLE RO with professional mechanical or electrical engineer or the Bureau of Working Conditions (BWC).



5. If cleared plans & approved application returns	5.1 The DOLE-RO shall return to the applicant the printed copy of the plans after review; If the local government unit where the equipment or electrical wiring will be installed requires a copy of such plans, and applicant shall submit the printed copy of the plans and pay the required installation fees.
6. Issues Permit	6.1 Focal prepares permit to operate. 6.2 Releases permit
OUTPUT: Permit to operate Mechanical Equipment and Electrical Facility	

DEFINITIONS/ ACRONYMS:

1. **PTO** - Permit to Operate
2. **PME** – Professional Mechanical Engineer
3. **PEE** – Professional Electrical Engineer

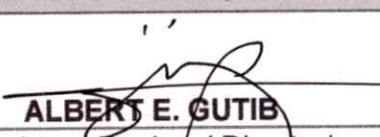

RECORDS:

1. Copy of application with attached documents
2. Copy of the Inspection Authority
3. Copy of the Electrical Safety Inspection Report
4. Copy of the Notice of Violation/ Notice of Inspection Results
5. Copy of the Boiler/Pressure Vessel Inspection Report
6. Copy of the Internal Combustion Engine Inspection Report
7. Copy of the Approved Application for Electrical Wiring Installation
8. Copy of the Approved Application for Boiler/Pressure Vessel Installation
9. Copy of the Approved Application for Internal Combustion Engine Installation
10. Copy of the Manufacturers' Data Report for Unfired Pressure Vessels
11. Copy of the Manufacturers' Data Report for All Types of Boilers
12. Copy of the Application to Construct Hoist-way and Install Gates or Doors
13. Copy of the Order of Payment
14. Copy of the Certificate of Electrical Inspection
15. Copy of the Permit to Operate Steam Boiler
16. Copy of the Permit to Operate Pressure Vessel
17. Copy of the Permit to Operate Internal Combustion Engine (ICE)
18. Copy of the Permit to Operate Elevator
19. Copy of the Power Piping Line Operation Permit
20. Copy or CD/USB of the Cleared Mechanical and Electrical Plans



ATTACHMENTS/FORMS:

1. Authority to Inspect/Request to Inspect
2. TSI Forms, Checklist

Reviewed by	Approved by
 ALBERT E. GUTIB Assistant Regional Director/ Quality Management Representative	 OFELIA B. DOMINGO, CESO III Regional Director