

Checklist of Requirements in the Application for Mechanical Installation/s of Industrial Facilities

Mechanical Equipment: Pressure Vessel, Boiler, Internal Combustion Engine, Elevator Manlift/Dumbwaiter, Steam/Hydro Turbine, Power Piping Lines, Crane & Hoist. Etc

- 1. Covering / Transmittal Letter with pertinent information such as name of establishment as reflected in the application form, the kind of equipment being applied, number of units being applied, contact name and tel./cell phone number of the applicant/contact person
- 2. Three (3) printed copies of plans/drawings and application forms signed and sealed by a Professional Mechanical Engineer (PME); and one (1) compact disc (CD) or universal serial bus (USB) flash drive containing the requirements in read-only in the form of portable document format (PDF) reflecting PRC and PTR Number of the Professional Mechanical Engineer (PME) and stamp of PME in lieu of dry seal

The following shall be incorporated in the plans/drawings (A3 size is acceptable if legible)

- a. Location plan;
 - b. Room layout;
 - c. Installation drawings of equipment showing plan, section/elevations.
 - d. Equipment specifications
 - e. Detailed foundation construction drawings; and
 - f. Foundation design calculation (with minimum safety factor of 5)
- 3. All plans and application forms are to be signed by the owner/manager or his/her authorized representative
 - 4. Indicate the company TIN in the application forms;
 - 5. Photocopy of the current PRC ID & PTR of the PME who signed & sealed the application form and drawing plans
 - 6. Certificate of appearance of the PME
In the event that the said PME has not yet obtained a certificate of appearance, he/she is required to appear personally at the Bureau or at the DOLE Regional Office so that the corresponding certificate of appearance, duly signed by the Bureau Director, the Regional Director or the Asst. Regional Director whichever is applicable will be issued

Note:

- 1. Mechanical plans that require foundation design calculation with safety factor of 5 as minimum.
 - a. Installation of Pressure Vessels;
 - b. Installation of Boilers & Steam Turbine;
 - c. Installation of Internal Combustion Engine (as per Phil. Mechanical Code specifically for Diesel Engine)
- 2. All applications for mechanical equipment installation within the area of jurisdiction of the following chartered cities shall be submitted directly to the Building Official of the concerned Local Government Unit (LGU):
 - a. City of Manila
 - b. Pasay City
 - c. Caloocan City
 - d. Quezon City
 - e. Batangas City
 - f. Iloilo City
 - g. Bacolod City
 - h. Mandaue City
 - i. Cebu City
 - j. Davao City
- 3. Establishment owners shall submit application & plans to DOLE Regional Office which has jurisdiction over the workplace for review/evaluation before endorsing to the nearest R.O. with PME.
- 4. Submitted drawing plans should be folded in a size same as the application forms showing the drawing sheet number (lower right) of the drawing plan
- 5. Application forms must be attached to their corresponding set of drawing plans