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**Guidelines on the Processing and Issuance of
Permit to Operate and Certificate Electrical Inspection
to the Regional Offices**

In the interest of the service and to facilitate the issuance of a Permit to Operate (PTO) for mechanical equipment and a Certificate of Electrical Inspection (CEI) for electrical wiring installations, the following guidelines are hereby issued:

Section 1. Application and Requirements. The applicant of the following shall submit the completed application forms and documentary requirements to the DOLE RO having jurisdiction over the fabricator's business address or the place where the equipment will be installed:

- a. Clearing of technical plans for the installation of boilers, pressure vessels, internal combustion engines, turbines, cranes and hoists, power piping lines, elevators, dumbwaiters, manlift, and other related mechanical equipment as may be determined in the occupational safety and health standards and other related issuances;
- b. Clearing of fabrication plans for locally fabricated boilers and pressure vessels; and
- c. Clearing of technical plans for electrical wiring installation.

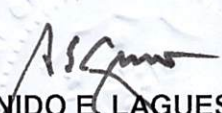
The application forms and checklist of documentary requirements can be downloaded from the website of the Bureau of Working Conditions (BWC) and/or DOLE Regional Office (RO).

Section 2. Conduct Technical Safety Inspection (TSI). – Upon receipt of the cleared installation plans, the applicant can now proceed with the mechanical equipment and/or electrical wiring installation. After the installation, the applicant shall request in writing to the DOLE-RO having jurisdiction, the conduct of Technical Safety Inspection (TSI). The date on the conduct of the TSI shall be agreed upon by the DOLE-RO and the applicant.

Section 3. Certificate of Appearance. – The Certificate of Appearance (CA) shall be issued free of charge after appearing before the DOLE Regional Director or duly authorized and designated Field/Provincial Head and completing the orientation on the requirements for the clearing of technical plans. The CA shall be coterminous with the validity of the applicant's PRC license at the time of appearance.

The CA shall be automatically revoked if the application signed by the PME/PEE is disapproved three (3) times.

Be guided accordingly.


BIENVENIDO E. LAGUESMA
Secretary

26 September 2022

Dept. of Labor & Employment
Office of the Secretary

