D. INSPECTION OF FISHING BOATS/VESSEL AND ISSUANCE OF CERTIFICATE OF INSPECTION				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit application letter/letter of intent with complete documentary requirements to BFAR 1 Record Unit, 2nd Floor BFAR 1, San Fernando City, La Union or email at bfarrfo1_records@yahoo.com	1. Receive application letter /letter of intent and forward to the Office of the Regional Director for action	None	3 days	Administrative Assistant I/Records Custodian BFAR 1- Records Unit
	2. Acted communication is endorse to FIQU for appropriate action	None		Regional Director Aquaculturist I Regional Director Office Administrative Assistant I/Records Custodian Records Unit
	3. OIC-FIQU endorsed to RFIS for reply letter for inspection schedule	None		Senior Fishing Regulation Officer/ OIC FIQU Fishing Regulation Officer II Veterinarian II Fishing Regulations Officer I
	4. Forwards reply letter to OIC-FIQU for review and initial and endorse to ORD for RD's signature	None		Veterinarian II Senior Fishing Regulation Officer/ OIC FIQU Administrative Assistant I/Records Custodian Aquaculturist I Regional Director Office Regional Director

2. Receive the reply letter and acknowledge receipt	5. Release the letter to the client or notify thru email(if with email) or thru the nearest BFAR Satellite Office	None		Administrative Assistant I/Records Custodian
3. Assist the Fish Inspectors during the conduct of inspection	6. Conduct inspection	None	1 day	Fishing Regulation Officer II Veterinarian II Fishing Regulations Officer I
4. Submit pending documents/records (refer to checklist of requirements)	7. Review/Evaluate submitted documents/records	None	3 days	
	8. Prepare inspection report and forward to OIC-FIQU for final review. * If passed OIC-FIQU will endorse to RFCS for the preparation of Certificate * If failed, report will only be endorsed for RD's review and approval	None	3 days	
	9. Endorse report and certificate to ORD for RD's review and approval.	None		Veterinarian II Administrative Assistant I/Records Custodian Aquaculturist I Regional Director Office Regional Director
	10. Forward the signed inspection report and certificate thru email to the client (if email is available), copy furnished BFAR C.O.	None		Administrative Assistant I/Records Custodian
	11. Record and forward copy of approved report and certificate with transmittal letter to FIQU-RCU	None	3 days	Administrative Assistant I/Records Custodian
	12. Record Unit scan copy of the report and certificate with transmittal letter and release through the Provincial Fishery Office/ FIQU-Dagupan Satellite Office	None		

5. Receive and acknowledge the notification to claim approved certificate at the Provincial Fishery Office/ FIQU-Dagupan Satellite Office	14. Notify the client on the approved report and certificate ready for release/pick-up at the Provincial Fishery Office/ FIQU-Dagupan Satellite Office	None		Fishing Regulations Officer I
6. Receive certificate and sign the acknowledgement receipt	15. Release final inspection report and certificate with acknowledgement receipt	None		Fishing Regulations Officer I BFAR Regional Office, 1st Flr. Gov. Center, Sevilla, San Fernando City, La Union Fishing Regulations Officer II BFAR Satellite, Dagupan City, Pangasinan **Provincial Fishery Offices** Fishing Regulations Officer II Sual Wharf, Sual Pangasinan Aquaculturist II Laoag, Ilocos Norte
	TOTAL:		**13 days**	
Note: Days of inspection will depend on the number of fishery products requested to be certified, HACCP certification is per product, per commodity.				