

**CITIZEN CHARTER
ENGINEERING DEPARTMENT**

**CONSTRUCTION OCCUPATIONAL SAFETY AND HEALTH SECTION
(COSH)**

Safety Inspection Report

Inspection Report by Safety Officer
Construction Occupational Safety and Health Section
Engineering Department

Office or Division:	Construction Occupational Safety and Health Section
Classification:	Technical / Safety Site Inspection Report
Type of Transaction:	G2G – Government to Government
Who may avail:	City Government of Pasig Project Contractors

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. List of On Going Project of Pasig City	Transmitted from Planning Programming and Construction Division (PPCD)

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	List of On Going Project of the City Government of Pasig	1.1 Filing / Receiving Reviewed and assign by COSH Chief to the Safety officers	N/A	5 mins	John Rudolph A. Payumo
		1.2. Notice to Proceed (NTP) from Contractor Submitted to Assign Safety officer	N/A	1 Day	S.O. Globert T. Igat, S.O. Anabelle S. Alcoran, S.O. Carlito A, Purganan Jr, S.O Edwin M. Buan
		1.3 Safety officers Site Inspection guided by	N/A	1 Day	S.O. Globert T. Igat, S.O.

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Construction project safety checklist.			Anabelle S. Alcoran, S.O. Carlito A, Purganan Jr, S.O Edwin M. Buan
		1.4 Filing / Printing of Site Inspection Report Conducted by Safety Officers with project Safety Checklist	N/A	5 mins	Sec. Mark Anthony G. Albero,
		1.5 Site Inspection Report Received by Project In-Charge with project safety checklist report by Safety officers	N/A	5 mins	Sec. Mark Anthony G. Albero, Safety officers S.O. Globert T. Igat, S.O. Anabelle S. Alcoran, S.O. Carlito A, Purganan Jr, S.O Edwin M. Buan
		1.6 Received by project Contractor from project in-charge. site inspection report checklist by safety officer	N/A	5 mins	Sec. Mark Anthony G. Albero, Safety officers S.O. Globert T. Igat, S.O. Anabelle S. Alcoran, S.O. Carlito A, Purganan Jr, S.O Edwin M. Buan
	2. in compliance on the safety report by safety officers	2.1 Safety Standard must be compile by the contractors	N/A	1 Day	Contractors Project In-Charge
		2.3 complied with the Safety standard and personal protective equipment (PPE)	N/A	1 Day	Contractors Project In-Charge
		2.3 Qualified to Continue Work Activity Certification Given when the Project Contractor are Compiled	N/A	1 Day	Contractors Project In-Charge

#	CLIENT STEPS	OFFICE ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		with Safety Standard Procedure given by COSH Section			
TOTAL:					

Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Via email: pasigcosh2022@gmail.com
How feedback is processed	Reviewed by: Chief of office / Safety officers
How to file a complaint	Via email with picture Formal letter with picture
How complaints are processed	Reviewed by: Chief of office / Safety officers Ocular / Site Inspection
Contact Information	Via Email: pasigcosh2022@gmail.com