



TANGGAPAN NG KOMANDANTE
(OFFICE OF THE COMMANDANT)
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(HEADQUARTERS PHILIPPINE COAST GUARD)
139 25th Street Port Area
Manila

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HPCG/CG-8

MEMORANDUM CIRCULAR
NUMBER.....07-00

**GUIDELINES FOR CHECKING UNAUTHORIZED PERSONS
ON BOARD DOMESTIC VESSELS**

I. REFERENCES:

- A. RA 5173
- B. SOLAS 1974 Convention as amended
- C. Philippine Merchant Marine Rules and Regulations

II. PURPOSE:

To prescribe a set of guidelines and procedures for the checking of unauthorized persons on board domestic passenger vessels in order to ensure that there will be no carriage of excess passengers during any voyage and to set the responsibilities in this undertaking of all sectors involved.

III. SCOPE:

This memorandum Circular applies to all Philippine – registered passenger vessels engaged in the domestic trade.

IV. CONCEPTS/POLICIES:

- A. The sole authority to give permit to be on board is the owner/operator through the vessel Master. However, the authority shall be limited only to the authorized passenger carrying capacity of the vessel including the ship's crew.
- B. The Company together with the ticket sold shall issue embarkation and disembarkation stubs [as appropriate] bearing the ticket number.
 - 1. For ships plying multiple routes: The embarkation stub issued by the company shall be so designed with color codes indicating a passenger's

ultimate destination. (A sample is presented in Annex A.) The embarkation stub and the ticket shall be the sole basis for authorizing a passenger to board the vessel.

2. For ships operating in a single route: The company needs not to issue disembarkation stubs. However, the vessel shall be subject to spot a random inspection by the PCG to ensure that they adhere to the applicable provisions of this Memo Circular and that they do not carry excess passengers.
- C. Selling of tickets on board shall not be allowed and no person without a ticket and embarkation stub shall be allowed to board the vessel except registered porters with proper identification and who are only assisting passengers with their baggage.
 - D. The Master of the vessel and the shipowner/operator are held responsible for any one or more excess passengers or unauthorized persons on board during a voyage and the disembarkation of unauthorized passengers [those refusing to disembark at the indicated in the ticket with the intent to proceed to another destination, may be referred to the law enforcement unit, as appropriate considering the nature i.e. violation of carriage contract.
 - E. Access of passengers to and from a vessel shall be controlled through passenger terminal. In areas where there are no passenger terminals available, the Company shall establish a makeshift boarding area in coordination with the Philippine Ports Authority (PPA). The boarding area shall be so designed to provide maximum and effective control of passenger's prior actual boarding.
 - F. Only two categories of persons are authorized on board:
 1. Ship's personnel with pertinent employment papers as defined below:
 - a. Ship's crew – persons employed (Officers and Ratings) composing the ship's manning requirement who are directly responsible for the operation (machinery and cargo), navigation and maintenance of the ship.
 - b. Ship's ancillary Service Personnel - persons employed or engaged in any capacity on board a ship on the business of that ship, other requirement of that ship (e.i. waiters entertainers, security guards, non-organic maintenance and repair team personnel, etc.).
 2. Passengers with official tickets (includes paying and non-paying persons and those with half or discounted fares) as defined below:
 - a. A passengers, as defined in the 1974 SOLAS convention, is every person other than:

1. The Master and the members of the crew or other persons employed or engaged in any capacity on board a ship on the business of the ship, and
 2. A child under one year of age.
- b. A person on board on board either because of the laid upon the Master to carry shipwrecked, distresses or other persons by reason of the farce majeure is also not considered a passenger.
- G. Unauthorized persons shall not be allowed in areas other than passenger accommodation spaces during boarding time and in the duration of the whole voyage of any vessel.
- H. During boarding time, only porters wearing uniforms and properly identified are allowed to assist passengers in boarding any vessel.
- I. Carriage of excess passengers during a voyage is a ground for the issuance of an Inspection and Apprehension Report (IAR) by the PCG unit in the next port of call of the vessel.
- J. Boarding Time:

Actual boarding time for passengers shall be based on the schedule submitted by the Company to the PCG. The Company should not allow boarding of passengers before the schedule boarding time. The Company may change the boarding time when deemed necessary but said change is communicated to the PCG unit not later 24 hours prior to the desired change. Said change when communicated to the PCG shall be posted at the boarding area and shall be properly disseminated by the Company.

V. PROCEDURES:

- A. The Company shall inform the PCG writing on the schedule of boarding (boarding time) in reference to the vessel schedule of arrival/departure as indicated in its CPC, PA or Special Permit.
- B. The passenger manifest [indicating the name, age and gender of passenger listed
- C. At the start of the designated boarding time, passengers shall only be allowed to board passing through the terminal / covered area and upon presentment to the manifest officer of a ticket with the corresponding embarkation stub for the voyage. The manifest Officer shall collect the embarkation stub while the passenger manifest on the actual boarding.
- D. The manifest shall reflect in the passenger appropriate remarks to identify all late passengers with official tickets and boarding stubs for accounting purpose.

- E.** The manifest officer shall count the number of boarding stubs submitted, sorting them out in accordance with their color-coding and reflect his tally in the Passenger Boarding Report (Annex B1). This is to determine the actual number of passengers on board and the number of passengers expected to disembark at each port along the vessel's route.
- F.** The manifest officer accomplishes the Passenger Boarding Report in triplicate indicating the number of stubs collected. The passenger Boarding Report shall be divided into parts corresponding to the number of ports that the vessel is calling into. The Master shall countersign the Passenger Boarding Report and the PCG inspector shall note the same. The PCG unit in the port of origin shall retain the original copy of the report. The manifest officer shall keep the duplicate copy and submit the triplicate to the PCG unit at the ship's next port of call. The passenger Boarding Report is accomplished every time a vessel departs from any port along its route.
- G.** At ship's next port of call, disembarking passengers shall submit their disembarkation stubs to the manifest officer at the ship's exit areas. Passengers remaining on board or those destined to other ports that choose to disembark and stay a few hours on shore may be allowed after securing a shore pass from the manifest officer. The embarkation stub shall be exchanged for a temporary shore pass. Upon the return of the passenger to the vessel, the disembarkation stub will be returned in exchange for the shore pass.
- H.** The disembarkation stubs submitted by the disembarking passengers should then be tallied by the manifest officer against the Passenger Boarding Report forwarded by the PCG unit from the ship's port of origin. Then shall be then be the basis for determining the number of passengers that will be allowed to board at the vessel's present port of call in accomplishing a new Passenger Boarding Report.
- I.** If the number of stubs submitted by the disembarking passengers is less than that indicated in the port of the passengers Boarding Report accomplished in the port of origin, this is an indication that some passengers unscrupulously bought tickets for a short route while intending to travel farther. In this case and if there is still enough time, the Master shall endeavour to locate and disembark these erring passengers. If this shall prove futile, the number of passengers who actually disembarked based on the number of stubs submitted. Companies, however, may opt to allocate billeting allowance [total tickets based on allowed capacity is not fully sold] to address this potential problem.
- J.** Procedures A to II shall be repeated in allowing passengers to board the vessel in the succeeding ports of call. In procedure G, when a passengers submits a disembarkation stub with a color different from that designating the destination, or if he/she is unable to submit any he/she will be immediately brought to the attention of the Master or manifest officer for the proper disposition. A passenger who fails to submit a disembarkation stub shall be dealt with in the same manner (A fine depending on the scale imposed by the

company may be meted out in order to recover the loss incurred for not allowing passengers to board in the last port of origin due to the non-embarkation of the passengers who were supposed to have disembarked.)

- K. Should mustering of person on board be necessitated due to flagrant violations, the PCG inspector shall conduct random checking of identities and tickets of mustered persons, simultaneous with the inspection of spaces particularly crew cabin, engine room and other possible hiding palaces.
- L. In cases of excess passengers, the Master shall disembark the excess passengers, immediately, a request shall be forwarded to the PPA for denial of departure clearance of the vessel until that excess passengers have been disembarked. A corresponding request shall be made by the PCG unit for the PPA to lift the denial of clearance if the deficiency is corrected.

VI. RESPONSIBILITIES:

A. Coast Guard District/Station/Detachment Commanders

- 1. Shall ensure the strict implementation of the provisions of this Memorandum Circular.
- 2. Shall ensure that Coast Guard personnel involved in the implementation of this memorandum-circular is well versed with the procedures required herein.
- 3. Shall ensure that this memorandum-circular is received and well understood by vessel owners/operators as to the required procedures and their responsibilities.
- 4. Shall ensure that the nearest PPA office is provided a copy of his memorandum-circular.
- 5. Shall conduct information drive for proper dissemination of this memorandum-circular to concerned people in their AOR.
- 6. Shall ensure that shipping companies submit to the PCG unit concerned shipping schedules and scheduled boarding time for each passenger vessel operating in their AOR, In this connection, the operating units shall ensure they have a copy of the current and/or updated CPC/PA/SP of vessels operating in their OAR.
- 7. Shall ensure that the PCG unit at the port of departure properly notes the Passenger Boarding Report.

B. Vessel Owner/Operator

- 1. Shall provide policies for the proper implementation of this memorandum circular on all its vessels that are allowed to carry passengers.
- 2. Shall ensure that vessel master, manifest officer and crew comply strictly with the provisions stipulated herein.
- 3. Shall ensure that vessel master is given proper instruction on immediate/automatic disembarkation of unauthorized persons/passengers prior vessel departure.

4. Shall ensure that no tickets are sold exceeding the vessel's authorized/allowed passenger capacity, and that no tickets will be sold on board the vessel in compliance with the relevant provisions hereof.
5. Shall ensure that all tickets issued (whether from an authorized booking outlet or from the terminal ticket booth, if so established), are reflected in the passengers manifest containing names of passengers, genders, and age, among others.
6. Shall ensure that the boarding time for each vessel is submitted to the PCG unit and is posted prominently at the prior entrance and designated boarding area.
7. Shall submit to the PCG unit a copy of the updated and/or current CPC/SP/PA of all vessels they operate that are covered by this Memo-Circular.
8. Authenticate the embarking and disembarking stubs issued together with the passenger ticket.

C. Vessel Master

1. Shall be responsible for the strict implementation of this memorandum onboard his vessel.
2. Shall ensure that no unauthorized persons can board his vessel, and as such, shall adopt strict grading system [in accordance with the vessel owner/operator] to prevent boarding of unauthorized persons.
3. Shall ensure close coordination with the manifest officer on the correct information and recording in the passenger main manifest of identities of passengers who actually boarded the vessel.
4. Shall effect the immediate/automatic disembarkation of unauthorized persons on board.
5. Shall designate among the deck Officers and crew a Manifest Officer and an Assistant Manifest Officer (as necessary) who shall be deemed cognizant of his/her duties and responsibilities as stipulated herein.
6. Master together with the manifest officer, shall counter sign the Passenger Boarding Report at every port of departure after correctness of entries entered therein.

D. Manifest Officer/Assistant Manifest Officer

1. Shall act as only person authorized to collect boarding/disembarkation stubs from passengers. In this connection, shall also act as the only authority to give temporary shore passes to passengers
2. Shall ensure the proper accounting of passengers in the manifest.
3. Shall ensure the proper accomplishment of the Passengers Boarding Report to be countersigned by the Master.
4. Shall ensure that the passengers Boarding Report is duly submitted to the PCG unit in every port of call of the vessel.

VII. PENALTY CLAUSE:

A. The following shall be considered as offences and shall be assessed administrative fines indicated:

OFFENSE	FINE		
	1 st Offense	2 nd Offense	3 rd and Succeeding Offence/s
1.Selling ticket/s on board	P5 000 per Ticket sold	P10,000 per ticket sold	P20,000 per ticket sold
2.Non accomplishment of the Passenger Boarding Report	P10,000	P20,000	P30,000
3.Wrong entries in the passenger Boarding Report	P10,000	P20,000	P30,000
4.Non-issuance of embarking/Boarding stubs	P30,000	P50,000	P100,000
5.Failure to collect and accurately tally number of embarkation stubs	P10,000	P20,000	P30,000
6.Embarkation and Disembarkation And authentication	P10,000	P20,000	P30,000
7.Allowing boarding of an unauthorized persons on or after the designated boarding time	P30,000	P50,000	P100,000
8.Not posting the boarding time in the vicinity of the boarding area	P10,000	P20,000	P30,000
9.Not posting the departure schedule in the vicinity of the departure area	P10,000	P20,000	P30,000
10.Posted departure schedule not in accordance with the CPC/PA/SP submitted to the PCG unit	P10,000	P20,000	P30,000

11.Submission of current/ updated CPC/SP/PA P10,000 P20,000 P30,000

12.Overcrowding or carrying of passenger beyond the authorized passengers capacity total excess passengers multiplied by 200% x passage rate for the complete/entire voyage.

B. Inspection and Apprehension Reports (IARs) issued for any of the above-mentioned violations shall be adjusted by the commander of the issuing PCG unit who shall act as Adjusting Officer. Appeals on the decision of the Adjusting Officer shall first be addressed to the District Commander who has jurisdiction over the issuing PCG unit. A final appeal may be addressed to the Commandant, PCG whose decision shall be final and executor.

VIII. RECESSION:

This rescinds HPCG Memo-Circular Nr 01-96 and the provisions of other rules and regulations in conflict with this Memo-Circular.

IX. EFFECTIVITY:

This Memo-Circular shall take effect thirty (30) days after publication in a newspaper of general circulation.

EUCEO FAJARDO
RADM PCG

ANNEXES:

- A Sample format of Embarkation/Disembarkation Stub*
- B1 Sample Format of Passenger Boarding Report (for vessel with two or more destinations)*
- B2 Sample Format of Passenger Boarding Report (for vessel with one destination)*
- B3 Sample Format of Embarkation Stub (for vessel with one destination)*
- C Flow Chart of Procedures*

ANNEX A

Sample Format Of Embark/Disembarkation Stub

For passenger ship plying the Manila-Bacolod –Iloilo-Zamboanga-General Santos-Davao Route

1. For Manila –Bacolod

No. _____ 1. Port of Origin <u>MANILA</u> 2. Destination <u>BACOLOD</u> 3. Date of Passage _____ _____ (Authentication)	No. _____ 4. Port of Origin <u>MANILA</u> 5. Destination <u>BACOLOD</u> 6. Date of Passage _____ _____ (Authentication)
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(FRONT)

INSTRUCTIONS 1. The embarkation stub is the sole basis for allowing passengers with official tickets to board the vessel 2. Submit the embarkation pass upon presentment of official ticket to authorities before embarkation. Failure to submit the embarkation stub shall mean denial of boarding of passenger even of a ticket of holder. 3. The stub is non-transferable and valid only on the date and destination as indicated. 4. The embarkation must be report immediately to shipping company and a replacement must be purchased from the authorized ticketing office.	INSTRUCTIONS 1. Submit the disembarkation stub to authorities when disembarking the vessel at port of destination. 2. This stub is non-transferable and valid only on the late and destination as indicated. 3. Failure to sub,it the disembarkation stub (lost, misplaced or otherwise) during disembarkation shall mean payment of a fine duly assessed by the Company.
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BACK

The format will remain the same for all other destinations except that the color and the port origin and destination will vary. The color-coding will depend on the final port of destination. For example, Iloilo will be colored red, Zamboanga will be green, General Santos will be orange, and Davao white. No matter where a passenger boards a vessel, the color of the stub issued with the ticket will be green. General Santos will be orange, and Davao white. No matter where a passenger boards a vessel, the color of the stub issued with the ticket will correspond to the color designating the destination. For example, if a passenger boarded the vessel in Iloilo and he/she is bound for origin, destination and date of passage.

ANNEX B1

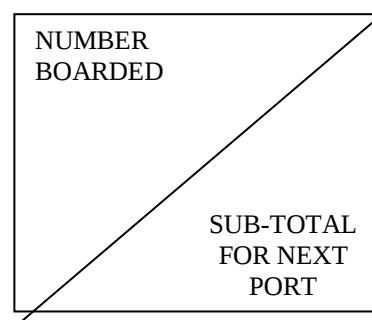
Sample Format of the Passenger Boarding Report (For vessels with two or more destination)

Passenger Capacity: _____

P O R T O F O R I G I N / E M B A R K A T I O N	DESTINATION PORT OF DISEMBARKATION							
	BAC (YELLOW)	ILO (RED)	ZAM (GREEN)	GENSAN (ORANGE)	DVO (WHITE)	TOTAL	MANIFEST OFFR SIG	MASTER SIG
	MLA	40	20	10	10	100		
		40	20	10	10			
	BAC		10	10	10	100		
			10	20	20			
	ILO		10	10	10	100		
				30				

			40		30			
ZAMBO				30	5	100		
				50	35			
GENSAN					20	55		
					55			

LEGEND: MLA – MANILA
BAC – BACOLOD
ILO – ILOILO
ZAMBO-ZAMBOANGA
GENSAN-GENERAL SANTOS
DVO – DAVAO



NOTED:

PORT OF ORIGIN	PCG INSPECTOR (SIGNATURE)
MANILA	
BACOLOD	
ILOILO	
ZAMBOANGA	
GENERAL SANTOS	

EXAMPLE

A 100-passengers capacity vessel plying the route Mla-Bac-Ilo-Zambo-Gensan-Dvo. The embarkation/disembarkation stubs are color-coded as indicated. When the vessel embarked passengers in Manila, the number submitted was sorted according to destinations (figures in first row) indicating a total passenger on board. The Master and manifest officer then signed their initials on the report, attesting to the correctness of entries. The PCG inspector at the port of Manila shall note and sign the report.

When the vessel reached Bacolod, the report was submitted to the PCG inspector in that port. The inspector in Bacolod. This is the same number that can only be allowed to board the vessel at the port (vessel has full capacity from the last port). When Passengers were allowed to board, the embarkation stubs submitted were again sorted out according to color (2nd row) top half of box). These figures indicate the number of passengers who boarded in Bacolod. Adding the figures in the bottom-half of the box in the 2nd row. These figures indicate the number of passengers who are supposed to disembark in each of the vessel's destinations. Adding the figures in the bottom-half of the box yielded the total number of passengers on board the vessel as it departed Bacolod bound for Iloilo. The report was again signed and noted.

When the vessel reached Iloilo, the report was again submitted to the PCG inspector at that port. The inspector immediately knew that there were supposed to be 30 passengers disembarking in Iloilo, the same number of passengers that will be allowed to board the vessel. After embarking of passengers in Iloilo, the embarkation stubs submitted were again sorted out according to color (3rd row, top-half of box). These figures indicate the number of passengers who boarded the vessel in Iloilo. Adding the figures in the bottom-half of the box in the 2nd row to the figure in the top-half of the box in the 3rd yielded the figures in the bottom-half of the box in the 3rd row. These figures indicate the number of passengers who are supposed to disembark in the next ports of call of the vessel. Adding the figures in the bottom-half of the box in the 3rd row yielded the total number of passengers on board the vessel when it departed Iloilo. The report was again signed and noted.

The same procedure will be requested as the vessel arrives at and departs from the ports along its route.

For vessel with only one destination, the Passengers Boarding Report will be in accordance with Annex B2 where the number of passengers will be indicated in both ports of origin and destinations. This will be prepared by the Manifest Officer, signed by the master and duly noted by the PCG inspector.

ANNEX B2

Sample Format of the Passenger Boarding Report (For vessel with one destination)

Vessel

Name:

Passenger

Capacity:

(Name and Signature of Manifest Officer)
Manifest Officer)

(Name and Signature of

NOTED:

(PCG INSPECTOR)

Sample Format of the Embarkation Stub (For vessels with only one destination)

(FRONT)