



Department of Transportation and Communications
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

HPCG / CG-8

24 August 2012

MEMORANDUM CIRCULAR
NUMBER 07-12

PRE-DEPARTURE INSPECTION

I. AUTHORITY:

Republic Act 9993 (Philippine Coast Guard Law of 2009)

II. REFERENCES:

- A. DOTC Department Order 2012-01 dated 09 Jan 2012 entitled Mandating the Strict Implementation of Precautionary, Safety and Security Measures to Ensure Safe, Fast, Efficient and Reliable Transportation Services, the Immediate Implementation of Quick Response Protocols, and the Immediate Investigation of Transformation-Related Incidents.
- B. Philippine Merchant Marine Rules and Regulations (PMMRR), as amended
- C. SOLAS 74/78, as amended
- D. MARPOL 73/78, as amended

III. PURPOSE:

This Memorandum Circular prescribes the policies and procedures for the conduct of pre-departure inspection of all merchant vessels calling at domestic ports to promote their continuing compliance with safety standards prescribed by the existing policies, rules and regulations, marine pollution prevention, standards on manning and competency of seafarers.

IV. SCOPE:

This Memorandum Circular applies to all Philippine-registered vessels engaged in domestic trade to include fishing vessels of 3 gross tonnage and above calling at domestic ports except for ships not propelled by mechanical means, wooden ships of primitive build, ships of war and troopships, Government vessels and pleasure yachts not engaged in trade.

V. DEFINITION OF TERMS:

For purpose of this Circular, the following words and phrases shall be defined as:

Clear Grounds – evidence that the vessel, its equipment, or its crew does not correspond substantially with the requirements of relevant maritime laws or that the master or crew members are not familiar with the essential shipboard procedures relating to safety of the vessel or the prevention of marine pollution;

Deficiency – a condition found not to be in compliance with the requirements of relevant maritime regulations;

Detention – intervention action taken by the boarding team/authority when the condition of the ship or its crew does not correspond substantially with the applicable laws to ensure that the ship will not sail until it can proceed to sea without presenting any danger to the ship or person on board, or without presenting any threat of harm to the marine environment;

Domestic Trade – any operation of vessel within Philippine waters.

Enforcement Inspection Apprehension Report (EIAR) – a document issued by the vessel safety enforcement inspection of the PCG to the Master of a vessel after he has been apprised of prima facie findings of violation of maritime safety laws, rules and regulations;

Fishing Vessel – a vessel used for catching fish or other resources of the sea;

More Detailed Inspection – an inspection conducted when there are clear grounds to believe that the condition of the vessel, its equipment, or its crews do not correspond substantially with the particulars of the certificates;

Philippine-Registered Vessel – All vessels registered in the Philippines.

Pre-Departure Inspection – an inspection conducted prior to depart of a vessel;

Pre- Departure Inspection Checklist – a list of documents, equipments, machinery, life saving appliances and maritime safety devices which shall be examined and evaluated by the VSEI while conducting MPDI.

Seaworthy – ability to withstand ordinary stress of wind, waves and other weather disturbances which the vessel might normally be expected to encounter and that it is manned by competent officers and crew;.

Stoppage of an Operation – formal prohibition against a ship to continue an operation due to an identified deficiency(ies) which, singly or together, render the continuation of such operation hazardous

Sub-standard Ship – a ship whose hull, machinery, equipment or operational safety is substantially below standards required by relevant maritime laws or regulations or whose crew is not in conformance with standard manning requirements.

Valid Certificate – a statutory certificate that has been issued by a cognizant government agency or on its behalf by a Recognized Organization which attest to the substantial compliance of ship, its equipment or crew with the required standards.

Vessel Safety Enforcement Inspection Deficiency Codes - a list of coded deficiencies that will be used as a guide of the inspectors in conducting vessel safety inspection to have a uniform and systematic report.

Vessel Safety Enforcement Inspectors (VSEI) – duly authorized, qualified and trained PCG personnel tasked to evaluate and examine the validity of documents of the vessel and crews as well as the over-all condition of the vessel's hull, machinery and equipment. They will compose the Boarding, VSEI, Emergency Readiness Evaluation and Operational Readiness Evaluation Teams.

VI. GENERAL PROVISIONS:

- A.** Pre-departure inspection shall be conducted to verify whether the vessel engaged in domestic trade is fit for the conveyance of passengers and cargoes, is manned by qualified, competent and duly licensed crew and that it is equipped with the required communications equipment, lifesaving appliances and firefighting equipment. Pre-departure inspection shall include the video recording of point of inspections based from the Pre-departure Inspection checklist.
- B.** The PCG shall board the vessel to conduct inspection and verification of the entries declared by the Master in the Master's Declaration of Safe Departure (MDSD) before it leaves the point to proceed to the next voyage.
- C.** The Pre-departure inspection does not relieve the Master and shipowner of their duty to ensure that the vessel is seaworthy. The satisfactory assessment after the required inspection prior departure does not serve to mitigate liabilities of the Master and shipowner in case of casualty.

VII. POLICIES :

- A.** No vessel shall be cleared to depart for voyage unless it has been subjected to pre-departure inspection and has received a satisfactory assessment or has rectified detainable deficiencies.
- B.** The submission of the Master's Declaration of Safe Departure (MDSD) to the PCG unit concerned signifies that the vessel and its crew are prepared to undergo pre-departure inspection, which shall forthwith be conducted. Whenever practicable, the pre-departure inspection shall be accomplished within such length of time as not to cause unnecessary deviation from the vessel's appointed time of departure; but at all time, the due inspection of

all the items in the checklist shall take precedence over the vessel's adherence to its schedule of departure;

- C.** For vessel with multiple calls on a port on the same day, it shall be sufficient to conduct one complete round of pre-departure inspection for that day, without prejudice to the conduct of random inspection at any time of the day, except for the following items in the checklist which shall be inspected on a per trip basis:
1. passenger manifest
 2. excess passengers
 3. loadline/stability
 4. cargo lashings to include segregation of dangerous cargo
 5. malfunctioning equipment/machinery
 6. crew manifest
- D.** Pre-departure inspection of vessels shall be carried out only by qualified VSEI's detailed to the PCG District, Station or Detachment having jurisdiction over the vessel's port of call.
- E.** The inspection is a checklist-based procedure. The inspection is directed to items contained in the checklists duly approved for the purpose. The checklists are vessel-specific taking into account the structural and operational peculiarities of the type of vessel under inspection.
- F.** The items to be inspection shall include the poster and other printed materials on safety procedures with emergency contact numbers, hotlines and name of responsible personnel of the company and concerned government agencies which should be displayed on noticeable spaces of the vessel and clearly communicated to the passengers and the general public. The copies of important ship's certificates (as listed in Form D of PDI Checklist) indicating the dates of expiration and last inspection shall also be prominently displayed in the vessel;
- G.** In case the VSEI finds deficiency on Board, the Master of the vessel shall be issued with EAIR (Form A) indicating the specific deficiencies recorded during the inspection. The deficiencies noted shall be corrected before proceeding to the next voyage. However, minor deficiencies may be corrected in the next port of call. Major deficiencies found shall warrant holding of departure of the vessel and shall be corrected within the period of ten days from discovery/recording thereof;
- H.** The EIAR shall constitute a notice of an administrative case against the master or shipowner in whose name it is issued. A master or shipowner seeking to contest the citation shall adduce controverting evidence for and in his behalf before the Investigation and Adjudication Officer having jurisdiction over the case within ten (10) days from the issuance of the EIAR.

- I. Upon completion of the inspection and no violation was recorded, the Master shall be required to accomplish a Certificate of Orderly Inspection (Form B) by the team.
- J. The Master shall maintain an Inspection Record Book which shall serve as a permanent record of all deficiencies discovered in the course of every inspection.
- K. A record book which the master intends to utilize as the vessel's Inspection Record Book shall be submitted to the PCG for accreditation. All entries in the registered record book shall be in chronological order and no page therein shall be removed, deleted or erased. Any correction in the entry therein shall be countersigned by the person making the correction;
- L. No accreditation of Inspection Record Book shall be made unless the accreditation fee of Php 500 is fully paid. Such accreditation shall be valid for two years.
- M. If supervising events happen while underway that would endanger continuous navigation, the vessels shall be ordered to immediately proceed to the nearest port of refuge where it shall be subjected to further inspection following applicable PCG rules and regulations.

X. FINES AND PENALTIES:

A. The ship's Master and shipowner/company management are equally liable for the following acts and shall bear the corresponding penalties to be imposed after due notice and investigation:

1. Willfully and deliberately issuing tickets for a particular voyage in excess of the authorized passenger capacity of the vessel:

| | |
|----------------|---|
| First Offense | Ten Thousand Pesos (P10, 000.00) plus warning; |
| Second Offense | Twenty Five Thousand Pesos (P25, 000.00) and recommendation for the suspension of Certificate of Public Convenience/ Provisional Authority/ Special Permit; |
| Third Offense | Fifty Thousand Pesos (P50, 000.00) and recommendation for the cancellation of Certificate of Public Convenience/ Provisional Authority/ Special Permit. |

2. Carrying passengers in excess of the authorized passenger capacity:

| | |
|----------------|---|
| First Offense | Five Hundred Pesos (P500.00) per excess passenger plus warning; |
| Second Offense | One Thousand Pesos (P1, 000.00) per excess passenger and recommendation for the suspension of Certificate of Public Convenience/Provisional Authority/Special Permit; |
| Third Offense | Three Thousand Pesos (P3, 000.00) per excess passenger and recommendation for the cancellation of Certificate of Public Convenience/ Provisional Authority/ Special Permit. |

3. Failure to enter the name of passengers in the manifest:

| | |
|----------------|---|
| First Offense | Five Hundred Pesos (P500.00) per passenger plus warning; |
| Second Offense | Two Thousand Pesos (P2, 000.00) per passenger and recommendation for the suspension of Certificate of Public Convenience/ Provisional Authority/ Special Permit; |
| Third Offense | Five Thousand Pesos (P5, 000.00) per passenger and recommendation for the cancellation of Certificate of Public Convenience/ Provisional Authority/ Special Permit. |

4. Carrying ship's certificates and documents which are spurious and/or not original or certificate true copy:

| | |
|----------------|---|
| First Offense | Five Thousand Pesos (P5, 000.00) per document plus warning; |
| Second Offense | Ten Thousand Pesos (P10, 000.00) per document and recommendation for the suspension of Certificate of Public Convenience/ Provisional Authority/ Special Permit; |
| Third Offense | Thirty Thousand Pesos (P30, 000.00) per document and recommendation for cancellation of Certificate of Public Convenience/ Provisional Authority/ Special Permit. |

5. Carrying a spurious copy of the Certificate of Public Convenience/ Provisional Authority/ Special Permit shall be a ground for the ship's detention.

6. Leaving port without PCG clearance or leaving port with an outstanding detention order:

| | |
|----------------|---|
| First Offense | Ten Thousand Pesos (P10, 000.00) plus warning; |
| Second Offense | Twenty Thousand Pesos (P20, 000.00) and recommendation for the suspension of the master's SIRB to MARINA and license issued by PRC; |
| Third Offense | Thirty Thousand Pesos (P30, 000.00) and recommendation for the cancellation of the master's SIRB to MARINA and license issued by the PRC. |

7. The fine and penalty to be imposed to Ship Master for failure to submit MDSD or submitting MDSD with erroneous entry shall be governed by Memorandum Circular on MDSD.
8. Failure to present a duly accredited Inspection Record Book, making erroneous entry therein, or tearing off of its pages.

| | |
|----------------|---|
| First Offense | Five Thousand Pesos (P5, 000.00) plus warning; |
| Second Offense | Ten Thousand Pesos (P10, 000.00) and recommendation for the suspension of the master's SIRB to MARINA and license issued by PRC; |
| Third Offense | Thirty Thousand Pesos (P30, 000.00) and recommendation for the cancellation of the master's SIRB to MARINA and license issued by the PRC. |

XI. SEPARABILITY CLAUSE:

Any section or provision of this Memorandum Circular held or declared unconstitutional or invalid by a competent court, shall not affect the other sections or provisions hereof and shall continue to be enforced as if the sections or provisions so annulled or voided had never been incorporated herein.

XII. REPEALING CLAUSE:

This Memorandum Circular rescinds previous publications pertaining to the conduct of PDI.

XIII. AUTOMATIC REVIEW

This Memorandum Circular shall be subject to automatic review one year after its effectivity or as necessary.

XIV. EFFECTIVITY:

This Memorandum Circular shall take effect fifteen (15) days after publication in a newspaper of general circulation or the Official Gazette.



Note: Published in the Philippine Daily Inquirer on 19 September 2012.

- ANNEXES:**
1. *Enforcement Inspection Apprehension Report (Form A)*
 2. *Certificate of Orderly Inspection (Form B)*
 3. *PDI Checklist (Form D)*
 - a) *PDI Checklist for Cargo Vessel*
 - b) *PDI Checklist for Commercial Fishing Vessel and M/Banca below 3GT*
 - c) *PDI Checklist for M/Banca / Boat carrying passengers and/or cargoes*
 - d) *PDI Checklist for Passenger-Cargo Vessel*
 - e) *PDI Checklist for Passenger Vessel*
 - f) *PDI Checklist for Domestic Oil Tanker*



**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila**

ENFORCEMENT INSPECTION APPREHENSION REPORT (EIAR)

| | | | |
|---------------------|--|-----------------------|-------------|
| Name of Vessel: | | Call Sign: | |
| Type of Vessel: | | MMSI (if Applicable): | |
| Year Built: | | Gross Tonnage: | Deadweight: |
| Owner/Operator: | | IMO Number: | |
| Date of Inspection: | | Place of Inspection: | |
| Business Address: | | | |

Name of Master: _____ Signature: _____

| | |
|---|---|
| Type of Inspection: MDSD <input type="checkbox"/> PDI <input type="checkbox"/> VSEI <input type="checkbox"/> ERE <input type="checkbox"/> | Deficiencies: NO <input type="checkbox"/> YES <input type="checkbox"/> Ships Detained NO <input type="checkbox"/> YES <input type="checkbox"/> Supporting Documents: NO <input type="checkbox"/> YES <input type="checkbox"/> |
| DEFICIENCY ACTION CODES: <input type="checkbox"/> VS80 Deficiency Rectified <input type="checkbox"/> VS83 Rectify Deficiency at next port <input type="checkbox"/> VS85 Rectify Deficiency within 14 Days <input type="checkbox"/> VS87 Rectify Deficiency Before Departure <input type="checkbox"/> VS88 Rectify deficiency within 3 Months <input type="checkbox"/> VS90 Detainable Deficiency <input type="checkbox"/> VS95 Others (Specify) | INSPECTION COMMENTS/ REMARKS <div style="border: 1px solid black; height: 100px; width: 100%;"></div> |

| Number of Deficiency | Code | Nature of Deficiency | Reference | Action Taken |
|----------------------|------|----------------------|-----------|--------------|
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CERTIFICATE OF ORDERLY INSPECTION (COI)

THIS IS TO CERTIFY THAT the Vessel Safety Enforcement Inspection (VSEI) team of

_____ with office address at _____
(Coast Guard Station/ Detachment)

contact Nr. _____ boarded my vessel at _____
(Location/ Port)

on _____.
(Date)

The VSEI team is composed of:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

That the inspection was conducted in an orderly manner and without use of force or intimidation upon our persons or property;

That after the conduct of inspection, the team left the vessel without taking any property that is not subject of an authorized seizure and without the proper receipt;

That this statement is being made freely and voluntarily; and

That before I sign this certificate, the contents hereof were all made clear to me.

(Name of Vessel)

(Name and Signature of the Master)

Vessel Safety Enforcement Inspection

Form "D"



PRE-DEPARTURE INSPECTION CHECKLIST
For NON-PROPELLED BARGE (Attached checklist to Tugboat)

FOR OFFICIAL USE OF PHILIPPINE COAST GUARD VSEI TEAM

Name of Vessel: _____ Port of Inspection: _____
 Owner/ Operator: _____ Date of Inspection: _____
 Vessel Type: _____ Next Port of Call: _____
 Hull Material: _____ Time Inspection Started: _____
 GT: _____ NT: _____ Time Inspection Completed: _____

| REF TO REG | ITEMS FOR INSPECTION | CODE | YES | NO | REMARKS |
|--|---|--------|-----|----|---------|
| COMPLETE AND VALID SHIP SAFETY CERTIFICATES AND DOCUMENTS | | | | | |
| R.A 9295,MC 2006-06 | 1. Certificate of Public Convenience (CPC) or CPC Exemption <i>(If Not Valid, DETAINABLE)</i> | VS8113 | | | |
| MC 2013-02 | 2. Certificate of Vessel Registry <i>(If Not Valid, DETAINABLE)</i> | VS8115 | | | |
| MC 2013-02 | 3. Certificate of Ownership <i>(If Not Valid, DETAINABLE)</i> | VS8112 | | | |
| MC 110; | 4. Coastwise / Bay & River License <i>(If Not Valid, DETAINABLE)</i> | VS8118 | | | |
| MC 203; | 5. Cargo Ship Safety Certificate <i>(If Not Valid, DETAINABLE)</i> | VS8104 | | | |
| MC-MS-2020-03 | 6. Minimum Safe Manning Certificate <i>(If Not Valid, DETAINABLE)</i> | VS8142 | | | |
| MC-SR-2021-02 | 7. Load Line Certificate (15 meters above) <i>(If Not Valid, DETAINABLE)</i> | VS8140 | | | |
| MC-SR-2021-01 | 8. Tonnage Measurement Certificate <i>(If Not Valid, DETAINABLE)</i> | VS8165 | | | |
| MC 124 | 9. Class Society Certificate <i>(If Not Valid, DETAINABLE)</i> | VS8117 | | | |
| MC 2007-05 | 10. Certificate of Stability <i>(If Not Valid, DETAINABLE)</i> | VS8114 | | | |
| MC 2015-10 | 11. Cargo Securing Manual Compliance Certificate <i>(If Not Valid, DETAINABLE)</i> | | | | |
| Philippine Act No 3396, DO No 2001-46, MC No. 4-09-88, DO No 2001-46 | 12. Ship Station License <i>(If Not Valid, to be Endorsed to NTC)</i> | VS8157 | | | |
| R.A 9271 Quarantine Act 2004 | 13. Ship Sanitation Control Exemption Certificate <i>(If Not Valid, to be Endorsed to BOQ)</i> | VS8123 | | | |

| | | | | | |
|---|--|---------|--|--|--|
| HPCG MC 02-2005 | 14. Garbage Management Plan and Garbage Record Book to all Philippine registered vessels are valid <i>(If No, to be RECTIFIED)</i> | VS8130 | | | |
| OVERLOADING OF CARGO STRICTLY NOT ALLOWED | | | | | |
| MC 2007-03 | 15. Load line/ Plimsoll marks are clearly visible, not tampered, well-above the waterline and do not indicate that the ship is overloaded. <i>(If No, to be RECTIFIED)</i> | VS81211 | | | |
| ADEQUATE/ ACCESSIBLE LIFEJACKETS | | | | | |
| MC 123 | 16. Master / Patron declares the adequacy of lifejackets, liferafts and other life saving appliances. <i>(If No, DETAINABLE)</i> | VS8642 | | | |
| MC 123 | 17. Random check reveals availability of authorized MARINA type-approved life jackets and liferafts / lifeboats. <i>(If No, DETAINABLE)</i> | VS8652 | | | |
| MC 123 | 18. Lifejacket compartments were randomly checked to verify if they are unlocked and accessible to the crew. <i>(If No, to be RECTIFIED)</i> | VS8633 | | | |
| SHIP STABILITY AND TRIM, CARGO SECURING / LASHING ASCERTAINED | | | | | |
| HPCG MC 04-98 | 19. No signs of listing per ship's clinometer reading and no other visual indicators of instability. <i>(If No, DETAINABLE)</i> | VS81215 | | | |
| | 20. Cargo securing or lashing employed by ship's crew. <i>(If No, to be RECTIFIED)</i> | VS81205 | | | |
| TOTAL NUMBER OF OFFICERS AND CREW MEETS MINIMUM SAFE MANNING REQUIREMENT | | | | | |
| MC 89, MC 148, MC 179 | 21. The actual number, composition and qualifications of crew conform with the Minimum Safe Manning Certificate. Not applicable to unmanned Barges <i>(If No, DETAINABLE)</i> | VS8422 | | | |
| MC 151, 170 | 22. Ship's Officers possess valid licenses. <i>(If No, DETAINABLE)</i> | VS8216 | | | |
| GOOD WEATHER/ SEA CONDITION PREVAILING | | | | | |
| HPCG MC 01-09, MC 03-01 | 23. Ship allowed to sail per HPCG MC 01-09 or MC 03-01. | VS8321 | | | |
| PCG MC 01- 09 | 24. Latest PAGASA Weather Bulletin available and plotted in the weather chart. | VS8309 | | | |
| | 25. Latest Notice to Mariner and Updated Nautical Chart is available on board <i>(If No, to be RECTIFIED)</i> | VS8308 | | | |

| UPKEEP OF EQUIPMENT AND RUNNING LIGHTS VERIFIED | | | | | |
|---|--|---------|-----|----|---------|
| PMMRR 1997 Chapter X and XI | 26. Required / fitted communications / navigational equipment per Ship Station License or CSSC are in operating condition. <i>(If No, DETAINABLE)</i> | VS8745 | | | |
| PMMRR 1997 Chapter XI | 27. Running lights are operating. <i>(If No, DETAINABLE)</i> | VS8746 | | | |
| REF TO REG | ITEMS FOR INSPECTION | CODE | YES | NO | REMARKS |
| ALL ENGINES IN OPERATING CONDITION | | | | | |
| PMMR 1997 Chapter V, HPCG MC 04-98 | 28. Master and Chief Engineer declares that all main and auxiliary engines including fire pumps are in operating condition <i>(If No, DETAINABLE)</i> | VS81509 | | | |
| MC 180, MC 2009-13, MC 2009-18 | 29. Complete Cargo Manifest submitted prior departure. <i>(If No, to be RECTIFIED)</i> | VS82404 | | | |
| MC 191 | 30. No indication observed that any Officer is under the influence of alcohol or prohibited drugs. <i>(If No, DETAINABLE)</i> | VS82412 | | | |
| MC 114. sec III.B.41.6 | 31. Officers and crew on duty are wearing proper uniform. Not applicable to unmanned Barges <i>(If No, to be RECTIFIED)</i> | VS82413 | | | |

INSTRUCTIONS:

1. No vessel shall be cleared to depart for voyage unless it complies with all the applicable conditions (items of inspection) of this checklist.
2. PDI shall be conducted "prior to a vessel's departure". The phrase "prior to a vessel's departure" shall be reckoned from the time the Master has declared his intention to depart a port thru the submission of the Master's Declaration of Safe Departure (MDS) to a PCG Station or Detachment.
3. PCG inspector(s) shall personally witness the departure of the vessel from port/ point of origin to ensure compliance to instruction 2.
4. Appropriate MVR or VSEIAR shall be issued for violations of regulations discovered or observed during the inspection.
5. Accomplished copies of this vessel departure checklist shall be maintained by each Coast Guard Station and Detachment for ready reference.

Inspection conducted by:

Boarding Team OIC/ POIC

Inspector

Inspector

Inspector

NOTE: PCG INSPECTORS SHOULD ALWAYS ENSURE THE ATTACHMENT OF FORM "B" AFTER THE INSPECTION



PRE-DEPARTURE INSPECTION CHECKLIST

For Domestic PASSENGER/PASSENGER-CARGO SHIP

FOR OFFICIAL USE OF PHILIPPINE COAST GUARD VSEI TEAM

Name of Vessel: _____ Port of Inspection: _____

Name of Master: _____ Date of Inspection: _____

Owner/ Operator: _____ Next Port of Call: _____

Vessel Type: _____ Time Inspection Started: _____

Hull Material: _____ Time Inspection Completed: _____

GT: _____ NT: _____

| REF TO REG | ITEMS FOR INSPECTION | CODE | YES | NO | REMARKS |
|---|--|--------|-----|----|---------|
| COMPLETE AND VALID SHIP SAFETY CERTIFICATES AND DOCUMENTS | | | | | |
| R.A 9295, MC 2006-06 | 1. Certificate of Public Convenience (CPC) Special Permit/Provisional Authority <i>(If Not Valid, DETAINABLE)</i> | VS8113 | | | |
| MC 2013-02 | 2. Certificate of Vessel Registry <i>(If Not Valid, DETAINABLE)</i> | VS8115 | | | |
| MC 2013-02 | 3. Certificate of Ownership <i>(If Not Valid, DETAINABLE)</i> | VS8112 | | | |
| MC 110 | 4. Coastwise/ Bay & River License <i>(If Not Valid, DETAINABLE)</i> | VS8118 | | | |
| MC 203 | 5. Passenger Ship Safety Certificate <i>(If Not Valid, DETAINABLE)</i> | VS8148 | | | |
| MC-MS-2020-03 | 6. Minimum Safe Manning Certificate <i>(If Not Valid, DETAINABLE)</i> | VS8142 | | | |
| Philippine Act No 3396, DO No 2001-46, MC No 4-09-88, DO No 2001-46 | 7. Ship Station License <i>(If Not Valid, to be Endorsed to NTC)</i> | VS8157 | | | |
| MC-SR-2021-01 | 8. Tonnage Measurement Certificate <i>(If Not Valid, DETAINABLE)</i> | VS8165 | | | |
| MC-SR-2021-02 | 9. Load Line Certificate (15 meters above) <i>(If Not Valid, DETAINABLE)</i> | VS8140 | | | |
| MC 124 | 10. Class Society Certificate <i>(If Not Valid, DETAINABLE)</i> | VS8117 | | | |
| MC 2015-11 | 11. Document of Compliance (ISM/NSM Code) (100 GT Above 1 year from accreditation) <i>(If Not Valid, DETAINABLE)</i> | VS8124 | | | |
| MC 2015-11 | 12. Safety Management Certificate (ISM/NSM Code) (100 GT above 1 year from registration) <i>(If Not Valid, DETAINABLE)</i> | VS8154 | | | |
| MC 135, MC 72, MC136, MC-MS-2018-18 | 13. Certificate of Compliance <i>(If Not Valid, DETAINABLE)</i> | VS8107 | | | |
| MC 2015-10 | 14. Cargo Securing Manual Compliance Certificate | | | | |

| | | | | | |
|--|--|---------|--|--|--|
| MC 2007-05 | 15. Certificate of Stability (If Not Valid, <i>DETAINABLE</i>) | VS8114 | | | |
| R.A 9295, MC 2009-18 | 16. Passenger Insurance Cover (If Not Valid, <i>DETAINABLE</i>) | VS8147 | | | |
| R.A 9271 Quarantine Act 2004 | 17. Ship Sanitation Control Exemption Certificate (If Not Valid, to be <i>Endorced to BOQ</i>) | VS8123 | | | |
| HPCG MC 00-2011 | 18. Vessel Safety Inspection Record Book (If None, <i>DETAINABLE</i>) | | | | |
| HPCG MC NR 05-2005 | 19. Shipboard Oil Pollution Emergency Plan (SOPEP) for all Oil Tankers of 150 GT and above and every ship other than Oil Tankers of 400 GT and above (If Not Valid, <i>DETAINABLE</i>) | VS8158 | | | |
| HPCG MC NR 06-2005 | 20. International Oil Pollution Prevention Certificate (IOPPC) for Philippine registered vessels engaged in international and domestic trade (If Not Valid, <i>DETAINABLE</i>) | VS8135 | | | |
| HPCG MC NR 07-2005 | 21. International Sewage Pollution Preventive Certificate (ISPPC) for registered vessels of 200 GT and above, vessels less than 200 GT which are certified to carry more than fifty (50) persons whether engaged in domestic or international trade (If Not Valid, <i>DETAINABLE</i>) | VS8136 | | | |
| HPCG MC 02-2005 | 22. Garbage Management Plan and Garbage Record Book to all Philippine registered vessels engaged in international trade and to all small crafts (If No, to be <i>RECTIFIED</i>) | VS8130 | | | |
| HPCG MC 07-2005 | 23. Sewage Treatment Plan / Holding Tank for the collection and storage of sewage (If No, to be <i>DETAINABLE</i>) | VS81751 | | | |
| HPCG MC 01-2005 | 24. Oil Water Separator installed onboard vessel of 400 GT and above and Oil Tankers 150 GT and above shall be duly approved by the PCG (If Not Valid, <i>DETAINABLE</i>) | VS81718 | | | |
| HPCG MC 06-2005 | 25. Oil Record Book Part 1 for 400GT and above (If Not Valid, to be <i>RECTIFIED</i>) | VS8145 | | | |
| OVERLOADING OF CARGO AND EXCESS PASSENGERS STRICTLY NOT ALLOWED | | | | | |
| MC 2007-03 | 26. Load line / Plimsoll marks are clearly visible, not tampered, well-above the waterline and do not indicate that the ship is overloaded. (If No, to be <i>RECTIFIED</i>) | VS81211 | | | |
| MC 175; MC 180 | 27. Passenger manifest indicates that the vessel is carrying passengers within the authorized number per MARINA PSSC. (If No, to be <i>RECTIFIED</i>) | VS82606 | | | |
| MC 180, MC 120, MC 2009-13, MC 2009-18 | 28. Conducted random check of passengers to verify the correctness of entries in the manifest. (If No, to be <i>RECTIFIED</i>) | VS82603 | | | |

| | | | | | |
|---|--|---------|--|--|--|
| MC 180, MC 120 MC 2009-13, MC 2009-18 | 29. Conducted head counting of passengers and finds the ship to be carrying only the authorized number of passengers per MARINA issued PSSC. Mandatory if: <ul style="list-style-type: none"> • Vessel authorized passenger capacity is 500 or less; or • Vessel authorized passenger capacity is more than 500 and passenger manifest indicates 90% filled-up of its authorized capacity or upon clear indication of overcrowding or excess passengers. <i>(If No, to be RECTIFIED)</i> | VS82606 | | | |
| ADEQUATE/ ACCESSIBLE LIFEJACKETS | | | | | |
| MC 123 | 30. Master / Patron declares the adequacy of lifejackets, liferafts and other life saving appliances. <i>(If No, DETAINABLE)</i> | VS8642 | | | |
| MC 123 | 31. Random check reveals availability of authorized MARINA type-approved life jackets and liferafts / lifeboats. <i>(If No, DETAINABLE)</i> | VS8652 | | | |
| MC 123 | 32. Lifejacket compartments were randomly checked to verify if they are unlocked and accessible to passengers. <i>(If No, to be RECTIFIED)</i> | VS8633 | | | |
| SHIP STABILITY AND TRIM, CARGO SECURING / LASHING ASCERTAINED | | | | | |
| HPCG MC 04-98 | 33. No signs of listing per ship's 3clinometers reading and no other visual indicators of instability. <i>(If No, DETAINABLE)</i> | VS81215 | | | |
| | 34. Cargo securing or lashing employed by ship's crew. <i>(If No, to be RECTIFIED)</i> | VS81205 | | | |
| TOTAL NUMBER OF OFFICERS AND CREW MEETS MINIMUM SAFE MANNING REQUIREMENT | | | | | |
| MC 89, MC 148, MC 179 | 35. The actual number, composition and qualifications of crew conform with the Minimum Safe Manning Certificate. <i>(If No, DETAINABLE)</i> | VS8422 | | | |
| MC 151, 170 | 36. Ship's Officers possess valid licenses. <i>(If No, DETAINABLE)</i> | VS8216 | | | |
| MC 114 | 37. Officers and crew on duty are wearing proper uniform. <i>(If No, to be RECTIFIED)</i> | VS82413 | | | |
| CONDITION OF EMPLOYMENT | | | | | |
| PCG LAW R.A. 9993 (IRR) | 38. Provide safety and healthy condition on board. <i>(If No, DETAINABLE)</i> | VS8424 | | | |
| PCG LAW R.A. 9993 (IRR) | 39. Complete officer and adequate crew complement corresponding to the proper observance of appropriate periods of work and rest from work. <i>(If No, DETAINABLE)</i> | VS8424 | | | |

| GOOD WEATHER/ SEA CONDITION PREVAILING | | | | | |
|--|--|---------|--|--|--|
| HPCG MC 01-09, MC 03-01 | 40. Ship allowed to sail per HPCG MC 01-09 or MC 03-01. | VS8321 | | | |
| PCG MC 01-09 | 41. Latest PAGASA Weather Bulletin available and plotted in the weather chart. | VS8309 | | | |
| | 42. Latest Notice to Mariner and Updated Nautical Chart is available on board <i>(If No, to be RECTIFIED)</i> | VS8308 | | | |
| UPKEEP OF EQUIPMENT AND RUNNING LIGHTS VERIFIED | | | | | |
| PMMRR 1997 Chapter X and XI | 43. Required / fitted communications / navigational equipment per Ship Station License or PSSC are in operating condition. <i>(If No, DETAINABLE)</i> | VS8745 | | | |
| PMMRR 1997 Chapter XI | 44. Running lights are operating. <i>(If No, DETAINABLE)</i> | VS8746 | | | |
| ALL ENGINES IN OPERATING CONDITION | | | | | |
| PMMR 1997 Chapter V, HPCG MC 04-98 | 45. Master and Chief Engineer declares that all main and auxiliary engines including fire pumps are in operating condition. <i>(If No, DETAINABLE)</i> | VS81509 | | | |
| RESPONSIBLE SHIOWNER / CREW / TERMINAL CONTROL | | | | | |
| MC 180, MC 2009-13, MC 2009-18 | 46. Complete Passenger Manifest submitted prior departure. <i>(If No, to be RECTIFIED)</i> | VS82404 | | | |
| MC 191 | 47. No indication observed that any Officer is under the influence of alcohol or prohibited drugs. <i>(If No, DETAINABLE)</i> | VS82412 | | | |
| MC 114 | 48. Random check of passageways reveals that they are unobstructed and escape routes are passable. <i>(If No, to be RECTIFIED)</i> | VS8652 | | | |
| MC 134: MC ____ Sec III.A.24 | 49. Embarkation / Disembarkation ladder is provided with non-skid steps and guardrails. <i>(If No, to be RECTIFIED)</i> | VS82408 | | | |
| SAFETY AND SECURITY PROCEDURES | | | | | |
| DOTC DO 2012-01 dated 09 Jan 11 | 50. Poster and other materials on safety procedures clearly displayed and communicated to the passengers, | VS82618 | | | |
| | 51. Emergency numbers, hotlines and names of responsible personnel of the shipping company/agent and concerned Government agencies. <i>(If No, to be RECTIFIED)</i> | VS82619 | | | |

INSTRUCTIONS:

1. No vessel shall be cleared to depart for voyage unless it complies with all the applicable conditions (items of inspection) of this checklist.

2. This inspection shall be conducted "prior to a vessel's departure". The phrase "prior to a vessel's departure" shall be reckoned from the time the Master has declared his intention to depart a port thru the submission of the Master's Declaration of Safe Departure (MDSD) to a PCG Station or Detachment.
3. For the use of this checklist, the term "passenger" shall mean any person carried onboard the vessel, whether paying or non-paying, except official members of the crew.
4. When the pre-departure inspection is completed, ensure that no more passenger(s) shall be allowed to board and no cargo is loaded in the vessel for the voyage.
5. PCG inspector(s) shall personally witness the departure of the vessel from port/ point of origin to ensure compliance to instruction 2.
6. In areas where the same vessel makes multiple departures on the same port on the same day, inspection may be conducted on the first departure except for checking the passenger manifest, carriage of excess passengers, loadline/stability, cargo lashings or reported deficiency or malfunctioning of ship's equipment/machinery, verification shall be on a by trip basis.
7. Appropriate MVR or VSIAR shall be issued for violations of regulations discovered or observed during the inspection.
8. Accomplished copies of this vessel departure checklist shall be maintained by each Coast Guard Station and Detachment for ready reference.

Inspection conducted by:

Boarding Team OIC/ POIC

Inspector

Inspector

Inspector

NOTE: PCG INSPECTORS SHALL ENSURE THE ATTACHMENT OF FORM "B" AFTER THE INSPECTION.



PRE-DEPARTURE INSPECTION CHECKLIST

For CARGO SHIP

FOR OFFICIAL USE OF PHILIPPINE COAST GUARD BOARDING TEAM

Name of Vessel: _____ Port of Inspection: _____
 Owner/ Operator: _____ Date of Inspection: _____
 Vessel Type: _____ Next Port of Call: _____
 Hull Material: _____ Time Inspection Started: _____
 GT: _____ NT: _____ Time Inspection Completed: _____

| REF TO REG | ITEMS FOR INSPECTION | CODE | YES | NO | REMARKS |
|--|---|--------|-----|----|---------|
| COMPLETE AND VALID SHIP SAFETY CERTIFICATES AND DOCUMENTS | | | | | |
| R.A 9295, MC 2006-06 | 1. Certificate of Public Convenience (CPC) or CPC Exemption/Special Permit/Provisional Authority <i>(If Not Valid, DETAINABLE)</i> | VS8113 | | | |
| MC 2013-02 | 2. Certificate of Vessel Registry is valid <i>(If Not Valid, DETAINABLE)</i> | VS8115 | | | |
| MC 2013-02 | 3. Certificate of Ownership is valid <i>(If Not Valid, DETAINABLE)</i> | VS8112 | | | |
| MC 110 | 4. Coastwise / Bay & River License is valid. <i>(If Not Valid, DETAINABLE)</i> | VS8118 | | | |
| MC 203 | 5. Cargo Ship Safety Certificate is valid <i>(If Not Valid, DETAINABLE)</i> | VS8104 | | | |
| MC-MS-2020-03 | 6. Minimum Safe Manning Certificate is valid <i>(If Not Valid, DETAINABLE)</i> | VS8142 | | | |
| Philippine Act No. 3396, DO No 2001-46, MC No. 4-09-88, DO No. 2001-46 | 7. Ship Station License is valid. <i>(If Not Valid, to be Endorsed to NTC)</i> | VS8157 | | | |
| MC-SR-2021-02 | 8. Load Line Certificate is valid. (15 meters above) <i>(If Not Valid, DETAINABLE)</i> | VS8140 | | | |
| MC-SR-2021-01 | 9. Tonnage Measurement Certificate <i>(If Not Valid, DETAINABLE)</i> | VS8165 | | | |
| MC 124 | 10. Class Society Certificate is valid <i>(If Not Valid, DETAINABLE)</i> | VS8117 | | | |
| MC 2015-11 | 11. Document of Compliance (ISM/NSM CODE) is valid (100 GT Above 1 year from accreditation) <i>(If Not Valid, DETAINABLE)</i> | VS8124 | | | |
| MC 2015-11 | 12. Safety Management Certificate (SMC) is valid (100 GT Above 1 year from Registration) <i>(If Not Valid, DETAINABLE)</i> | VS8154 | | | |
| MC 2015-10 | 13. Cargo Securing Manual Compliance Certificate | | | | |

| | | | | | |
|--|---|---------|--|--|--|
| MC 2007-05 | 14. Certificate of Stability is valid and properly endorsed every 5 years <i>(If Not Valid, DETAINABLE)</i> | VS8114 | | | |
| R.A Quarantine 2004 | 9271 Act 15. Ship Sanitation Control Exemption Certificate <i>(If Not Valid, to be Endorced to BOQ)</i> | VS8123 | | | |
| HPCG MC 05- 2005 | 16. Shipboard Oil Pollution Emergency Plan (SOPEP) for all Oil Tankers of 150 GT and above and every ship other than Oil Tankers of 400 GT and above is valid <i>(If Not Valid, DETAINABLE)</i> | VS8158 | | | |
| HPCG MC 06- 2005 | 17. International Oil Pollution Prevention Certificate (IOPPC) for Philippine registered vessels engaged in international and domestic trade is valid <i>(If Not Valid, DETAINABLE)</i> | VS8135 | | | |
| HPCG MC 07- 2005 | 18. International Sewage Pollution Prevention Certificate (ISPPC) for registered vessels of 200GT and above, vessels less than 200 GT which are certified to carry more than fifty (50) persons whether engaged in domestic or international trade is valid <i>(If Not Valid, DETAINABLE)</i> | VS8136 | | | |
| HPCG MC 01/05- 2005 | 19. Oil Water Separator installed onboard vessel of 400 GT and above and Oil Tankers 150 GT and above shall be duly approved by the PCG is valid <i>(If Not Valid, DETAINABLE)</i> | VS81718 | | | |
| HPCG MC 02- 2005 | 20. Garbage Management Plan and Garbage Record Book to all Philippine registered vessels are valid <i>(If No, to be RECTIFIED)</i> | VS8130 | | | |
| HPCG MC 01- 2005 | 21. Oil record book Part 1 for vessels 400 GT and above is available on board <i>(If No, to be RECTIFIED)</i> | VS8145 | | | |
| HPCG MC 00 - 2011 | 22. Vessel Safety Inspection Record Book <i>(If None, Detainable)</i> | VS8166 | | | |
| OVERLOADING OF CARGO STRICTLY NOT ALLOWED | | | | | |
| MC 2007-03 | 23. Load line/ Plimsoll marks are clearly visible, not tampered, well-above the waterline and do not indicate that the ship is overloaded. <i>(If No, to be RECTIFIED)</i> | VS81211 | | | |
| ADEQUATE/ ACCESSIBLE LIFEJACKETS | | | | | |
| MC 123 | 24. Master / Patron declares the adequacy of lifejackets, liferafts and other lifesaving appliances. <i>(If No, DETAINABLE)</i> | VS8642 | | | |

| | | | | | |
|---|--|---------|--|--|--|
| MC 123 | 25. Random check reveals availability of authorized MARINA type-approved life jackets and liferafts / lifeboats. <i>(If No, DETAINABLE)</i> | VS8652 | | | |
| MC 123 | 26. Lifejacket compartments were randomly checked to verify if they are unlocked and accessible to the crew. <i>(If No, to be RECTIFIED)</i> | VS8633 | | | |
| SHIP STABILITY AND TRIM, CARGO SECURING / LASHING ASCERTAINED | | | | | |
| HPCG MC 04-98 | 27. No signs of listing per ship's clinometer reading and no other visual indicators of instability. <i>(If No, DETAINABLE)</i> | VS81215 | | | |
| | 28. Cargo securing or lashing employed by ship's crew. <i>(If No, to be RECTIFIED)</i> | VS81205 | | | |
| TOTAL NUMBER OF OFFICERS AND CREW MEETS MINIMUM SAFE MANNING REQUIREMENT | | | | | |
| MC 89, MC 148, MC 179 | 29. The actual number, composition and qualifications of crew conform with the Minimum Safe Manning Certificate. <i>(If No, DETAINABLE)</i> | VS8422 | | | |
| MC 151, 170 | 30. Ship's Officers possess valid licenses. <i>(If No, DETAINABLE)</i> | VS8216 | | | |
| GOOD WEATHER/ SEA CONDITION PREVAILING | | | | | |
| HPCG MC 01-09, MC 03-01 | 31. Ship allowed to sail per HPCG MC 01-09 or MC 03-01. | VS8321 | | | |
| PCG MC 01-09 | 32. Latest PAGASA Weather Bulletin available and plotted in the weather chart. | VS8309 | | | |
| | 33. Latest Notice to Mariner and Updated Nautical Chart is available on board <i>(If No, to be RECTIFIED)</i> | VS8308 | | | |
| UPKEEP OF EQUIPMENT AND RUNNING LIGHTS VERIFIED | | | | | |
| PMMRR 1997 Chapter X and XI | 34. Required / fitted communications / navigational equipment per Ship Station License or CSSC are in operating condition. <i>(If No, DETAINABLE)</i> | VS8745 | | | |
| PMMRR 1997 Chapter XI | 35. Running lights are operating. <i>(If No, DETAINABLE)</i> | VS8746 | | | |
| ALL ENGINES IN OPERATING CONDITION | | | | | |
| PMMR 1997 Chapter V, HPCG MC 04-98 | 36. Master and Chief Engineer declares that all main and auxiliary engines including fire pumps are in operating condition <i>(If No, DETAINABLE)</i> | VS81509 | | | |

| RESPONSIBLE SHIPOWNER / CREW / TERMINAL CONTROL | | | |
|---|--|---------|--|
| MC 180, MC 2009-13, MC 2009-18 | 37. Complete Cargo Manifest submitted prior departure. <i>(If No, to be RECTIFIED)</i> | VS82404 | |
| MC 191 | 38. No indication observed that any Officer is under the influence of alcohol or prohibited drugs. <i>(If No, DETAINABLE)</i> | VS82412 | |
| MC 114. sec III.B.41.6 | 39. Officers and crew on duty are wearing proper uniform. <i>(If No, to be RECTIFIED)</i> | VS82413 | |

INSTRUCTIONS:

1. No vessel shall be cleared to depart for voyage unless it complies with all the applicable conditions (items of inspection) of this checklist.
2. PDI shall be conducted "prior to a vessel's departure". The phrase "prior to a vessel's departure" shall be reckoned from the time the Master has declared his intention to depart a port thru the submission of the Master's Declaration of Safe Departure (MDSD) to a PCG Station or Detachment.
3. For the use of this checklist, the term "passenger" shall mean any person carried onboard the vessel, whether paying or non-paying, except official members of the crew.
4. When PDI is completed, ensure that no more passenger(s) shall be allowed to board and no cargo is loaded in the vessel for the voyage.
5. PCG inspector(s) shall personally witness the departure of the vessel from port/ point of origin to ensure compliance to instruction 2.
6. In areas where the same vessel makes multiple departures on the same port on the same day, inspection may be conducted on the first departure except for checking the passenger manifest, carriage of excess passengers, loadline/stability, cargo lashings or reported deficiency or malfunctioning of ship's equipment/machinery, verification shall be on a by trip basis.
7. Appropriate MVR or VSIAR shall be issued for violations of regulations discovered or observed during the inspection.
8. Accomplished copies of this vessel departure checklist shall be maintained by each Coast Guard Station and Detachment for ready reference.

Inspection conducted by:

Boarding Team OIC/ POIC

Inspector

Inspector

Inspector

NOTE: PCG INSPECTORS SHOULD ALWAYS ENSURE THE ATTACHMENT OF FORM "B" AFTER THE INSPECTION



PRE-DEPARTURE INSPECTION CHECKLIST For TANKER SHIP

FOR OFFICIAL USE OF PHILIPPINE COAST GUARD BOARDING TEAM

Name of Vessel: _____ Port of Inspection: _____
 Owner/ Operator: _____ Date of Inspection: _____
 Vessel Type: _____ Next Port of Call: _____
 Hull Material: _____ Time Inspection Started: _____
 GT: _____ NT: _____ Time Inspection Completed: _____

| REF TO REG | ITEMS FOR INSPECTION | CODE | YES | NO | REMARKS |
|--|---|--------|-----|----|---------|
| COMPLETE AND VALID SHIP SAFETY CERTIFICATES AND DOCUMENTS | | | | | |
| R.A 9295, MC 2006-06 | 1. Certificate of Public Convenience (CPC) or CPC Exemption/Special Permit/Provisional Authority <i>(If Not Valid, DETAINABLE)</i> | VS8113 | | | |
| MC 2013-02 | 2. Certificate of Vessel Registry <i>(If Not Valid, DETAINABLE)</i> | VS8115 | | | |
| MC 2013-02 | 3. Certificate of Ownership <i>(If Not Valid, DETAINABLE)</i> | VS8112 | | | |
| MC 110 | 4. Coastwise/ Bay & River License <i>(If Not Valid, DETAINABLE)</i> | VS8118 | | | |
| MC 203 | 5. Cargo Ship Safety Construction Certificate <i>(If Not Valid, DETAINABLE)</i> | VS8105 | | | |
| | Cargo Ship Safety Equipment Certificate <i>(If Not Valid, DETAINABLE)</i> | VS8106 | | | |
| | Certificate of Fitness (For chemical and NLS, Tanker and Gas Carrier) <i>(If Not Valid, DETAINABLE)</i> | VS8110 | | | |
| MC—MS-2020-03 | 6. Minimum Safe Manning Certificate <i>(If Not Valid, DETAINABLE)</i> | VS8142 | | | |
| MC-SR-2021-02 | 7. Tonnage Measurement Certificate <i>(If Not Valid, DETAINABLE)</i> | VS8165 | | | |
| MC-SR-2021-02 | 8. Load Line Certificate (15 meters above) <i>(If Not Valid, DETAINABLE)</i> | VS8140 | | | |
| MC 124 | 9. Class Society Certificate <i>(If Not Valid, DETAINABLE)</i> | | | | |
| MC-2007-05 | 10. Certificate of Stability <i>(If Not Valid, DETAINABLE)</i> | VS8114 | | | |
| MC 2015-11 | 11. Document of Compliance (1 year from accreditation) <i>(If Not Valid, DETAINABLE)</i> | VS8124 | | | |

| | | | | | |
|--|--|-------------------|--|--|--|
| MC 2015-11 | 12. Safety Management Certificate (1 year from registration) <i>(If Not Valid, DETAINABLE)</i> | VS81154 | | | |
| Philippine Act No 3396, DO No 2001-46, MC No. 4-09-88, DO No 2001-46 | 13. Ship Station License <i>(If Not Valid, to be Endorsed to NTC)</i> | VS8157 | | | |
| R.A 9271 Quarantine Act 2004 | 14. Ship Sanitation Control Exemption Certificate <i>(If Not Valid, to be Endorsed to BOQ)</i> | VS8123 | | | |
| HPCG MC 00-2011 | 15. Vessel Safety Inspection Booklet <i>(If None, DETAINABLE)</i> | VS8166 | | | |
| HPCG MC NR 05-2005 | 16. Shipboard Oil Pollution Emergency Plan (SOPEP) for all Oil Tankers of 150 GT and above and every ship other than Oil Tankers of 400 GT and above <i>(If Not Valid, DETAINABLE)</i> | VS8158 | | | |
| HPCG MC NR 06-2005 | 17. International Oil Pollution Prevention Certificate (IOPPC) for Philippine registered vessels engaged in international and domestic trade <i>(If Not Valid, DETAINABLE)</i> | VS8135 | | | |
| HPCG MC NR 07-2005 | 18. International Sewage Pollution Prevention Certificate (ISPPC) for registered vessels of 200GT and above, vessels less than 200 GT which are certified to carry more than fifty (50) persons whether engaged in domestic or international trade <i>(If Not Valid, DETAINABLE)</i> | VS8136 | | | |
| HPCG MC 01-2005 | 19. Oil Water Separator installed onboard vessel of 400 GT and above and Oil Tankers 150 GT and above shall be duly approved by the PCG <i>(If Not Valid, DETAINABLE)</i> | VS81718 | | | |
| HPCG MC 01-2005 | 20. Chemical Dispersant Accreditation Certificate <i>(If Not Valid, DETAINABLE)</i> | VS8116 | | | |
| HPCG MC 01-2005 | 21. Oil Spill Boom Accreditation Certificate <i>(If Not Valid, DETAINABLE)</i> | VS8146 | | | |
| HPCG MC 06-2005 | 22. Oil Record Book Part 1 and Part 2 for all oil tankers of 150 GT and above <i>(If No, to be RECTIFIED)</i> | VS8145 VS81716 | | | |
| HPCG MC 01-2005 | 23. Complete set of oil containment and recovery equipment for vessels engaged in black product and persistent oil is available on board <i>(If No, to be RECTIFIED)</i> | VS81706 | | | |
| HPCG MC 01-2005 | 24. Oil tankers of 150 GT and above shall be provided with slop tank arrangements or combination of slop tank that have a capacity necessary to retain the slop generated by tank washings, oil residues and dirty ballast residues. <i>(If No, to be RECTIFIED)</i> | VS81740 | | | |

| | | | | | |
|---|---|---------|--|--|--|
| HPCG MC 01-2005 | 25. Minimum of one (1) drum of dispersant and sprayer duly accredited by PCG for self-propelled barges / tankers and vessels towing dumb barge containing oil operating in sea water is available on board. <i>(If No, DETAINABLE)</i> | VS81752 | | | |
| HPCG MC 01-2005 | 26. Adequate quantity of rags (3 kilos minimum) and sorbent materials is available on board. <i>(If No, DETAINABLE)</i> | VS81712 | | | |
| HPCG MC 01-2005 | 27. Wooden scupper plugs and various sizes of wooden plugs are available on board. <i>(If No, DETAINABLE)</i> | VS81730 | | | |
| ADEQUATE/ ACCESSIBLE LIFEJACKETS | | | | | |
| MC 123 | 28. Master/ Patron declares the adequacy of lifejackets, liferafts and other life saving appliances. <i>(If No, DETAINABLE)</i> | VS8642 | | | |
| MC 123 | 29. Random check reveals availability of authorized MARINA type-approved life jackets and liferafts / lifeboats. <i>(If No, DEATAINABLE)</i> | VS8652 | | | |
| MC 123 | 30. Lifejacket compartments were randomly checked to verify if they are unlocked and accessible to crew members. <i>(If No, to be RECTIFIED)</i> | VS8633 | | | |
| TOTAL NUMBER OF OFFICERS AND CREW MEETS MINIMUM SAFE MANNING REQUIREMENT | | | | | |
| MC 89, MC 148, MC 179 | 31. The actual number, composition and qualifications of crew conform with the Minimum Safe Manning Certificate. <i>(If No, DEATAINABLE)</i> | VS8422 | | | |
| MC 151, 170 | 32. Ship's officers possess valid licenses. <i>(If No, DEATAINABLE)</i> | VS8216 | | | |
| MC 114 | 33. Officers and crew on duty are wearing proper uniform. <i>(If No, to be RECTIFIED)</i> | VS82413 | | | |
| GOOD WEATHER/ SEA CONDITION PREVAILING | | | | | |
| HPCG MC 01-09, MC 03-01 | 34. Ship allowed to sail per HPCG MC 01-09 or MC 03-01. | VS8321 | | | |
| PCG MC 01-09 | 35. Latest PAGASA Weather Bulletin available and plotted in the weather chart. | VS8309 | | | |
| | 36. Latest Notice to Mariner and Updated Nautical Chart is available on board <i>(If No, to be RECTIFIED)</i> | VS8308 | | | |
| UPKEEP OF EQUIPMENT AND RUNNING LIGHTS VERIFIED | | | | | |
| PMMRR 1997 Chapter X and XI | 37. Required / fitted communications / navigational equipment per Ship Station License or CSSC are in operating condition. <i>(If No, DETAINABLE)</i> | VS8745 | | | |
| PMMRR 1997 Chapter XI | 38. Running lights are operating. <i>(If No, DETAINABLE)</i> | VS8746 | | | |

ALL ENGINES IN OPERATING CONDITION

| | | | | | |
|--|--|---------|--|--|--|
| PMMR 1997 Chapter V, HPCG MC 04-98 | 39. Master and Chief Engineer declare that all main and auxiliary engines including fire pumps are in operating condition. <i>(If No, DETAINABLE)</i> | VS81509 | | | |
|--|--|---------|--|--|--|

INSTRUCTIONS:

1. No vessel shall be cleared to depart for voyage unless it complies with all the applicable conditions (items of inspection) of this checklist.
2. PDI shall be conducted "prior to a vessel's departure". The phrase "prior to a vessel's departure" shall be reckoned from the time the Master has declared his intention to depart a port thru the submission of the Master's Declaration of Safe Departure (MDSD) to a PCG Station or Detachment.
3. For the use of this checklist, the term "passenger" shall mean any person carried onboard the vessel, whether paying or non-paying, except official members of the crew.
4. When PDI is completed, ensure that no more passenger(s) shall be allowed to board and no cargo is loaded in the vessel for the voyage.
5. PCG inspector(s) shall personally witness the departure of the vessel from port/ point of origin to ensure compliance to instruction 2.
6. In areas where the same vessel makes multiple departures on the same port on the same day, inspection may be conducted on the first departure except for checking the passenger manifest, carriage of excess passengers, loadline / stability, cargo lashings or reported deficiency or malfunctioning of ship's equipment/machinery, verification shall be on a by trip basis.
7. Appropriate MVR or VSIAR shall be issued for violations of regulations discovered or observed during the inspection.
8. Accomplished copies of this vessel departure checklist shall be maintained by each Coast Guard Station and Detachment for ready reference.

Inspection conducted by:

Boarding Team OIC/ POIC

Inspector

Inspector

Inspector

NOTE: PCG INSPECTORS SHOULD ALWAYS ENSURE THE ATTACHMENT OF FORM "B" AFTER THE INSPECTION



PRE-DEPARTURE INSPECTION CHECKLIST
For TUGBOAT VESSEL

FOR OFFICIAL USE OF PHILIPPINE COAST GUARD VSEI TEAM

Name of Vessel: _____ Port of Inspection: _____
 Owner/ Operator: _____ Date of Inspection: _____
 Vessel Type: _____ Next Port of Call: _____
 Hull Material: _____ Time Inspection Started: _____
 GT: _____ NT: _____ Time Inspection Completed: _____

| REF TO REG | ITEMS FOR INSPECTION | CODE | YES | NO | REMARKS |
|--|--|--------|-----|----|---------|
| COMPLETE AND VALID SHIP SAFETY CERTIFICATES AND DOCUMENTS | | | | | |
| MARINA MC 161/MC 2006-06 | 1. Certificate of Public Convenience (CPC) or CPC Exemption is valid <i>(If Not Valid, DETAINABLE)</i> | VS8113 | | | |
| MC 2013-02 | 2. Certificate of Vessel Registry is valid <i>(If Not Valid, DETAINABLE)</i> | VS8115 | | | |
| MC 2013-02 | 3. Certificate of Ownership is valid <i>(If Not Valid, DETAINABLE)</i> | VS8112 | | | |
| MC 110; | 4. Coastwise / Bay & River License is valid. <i>(If Not Valid, DETAINABLE)</i> | VS8118 | | | |
| MC 203; | 5. Cargo Ship Safety Certificate is valid <i>(If Not Valid, DETAINABLE)</i> | VS8104 | | | |
| MC-MS-2020-03 | 6. Minimum Safe Manning Certificate is valid <i>(If Not Valid, DETAINABLE)</i> | VS8142 | | | |
| Philippine Act No. 3396, DO No 2001-46, MC No 4-09-88, DO No 2001-46 | 7. Ship Station License is valid. <i>(If Not Valid, to be Endorsed to NTC)</i> | VS8157 | | | |
| MC-SR-2021-02 | 8. Load Line Certificate is valid. <i>(If Not Valid, DETAINABLE)</i> | VS8140 | | | |
| MC-SR-2021-01 | 9. Tonnage Measurement Certificate <i>(If Not Valid, DETAINABLE)</i> | VS8165 | | | |
| MC 124 | 10. Class Society Certificate is valid <i>(If Not Valid, DETAINABLE)</i> | VS8117 | | | |
| MC 2015-11 | 11. Document of Compliance (1 year from accreditation/Pulling/Pushing non-propelled Oil Tanker Barges) <i>(If Not Valid, DETAINABLE)</i> | VS8124 | | | |
| MC 2015-11 | 12. Safety Management Certificate (SMC) (1 year from registration Pulling/Pushing non-propelled Oil Tanker Barges) <i>(If Not Valid, DETAINABLE)</i> | VS8154 | | | |

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|---|---|-------------|------------|-----------|----------------|
| MC 2007-05 | 13. Certificate of Stability (If Not Valid, <i>DETAINABLE</i>) | VS8114 | | | |
| R.A Quarantine 2004 | 9271 Act 14. Ship Sanitation Control Exemption Certificate (If Not Valid, to be Endorsed to BOQ) | VS8156 | | | |
| HPCG MC 00- 2011 | 15. Vessel Safety Inspection Record Book (If None, <i>DETAINABLE</i>) | VS8166 | | | |
| HPCG MC 05- 2005 | 16. Shipboard Oil Pollution Emergency Plan (SOPEP) for all Oil Tankers of 150 GT and above and every ship other than Oil Tankers of 400 GT and above is valid (If Not Valid, <i>DETAINABLE</i>) | VS8158 | | | |
| HPCG MC 06- 2005 | 17. International Oil Pollution Prevention Certificate (IOPPC) for Philippine registered vessels engaged in international and domestic trade is valid (If Not Valid, <i>DETAINABLE</i>) | VS8135 | | | |
| HPCG MC 07- 2005 | 18. International Sewage Pollution Prevention Certificate (ISPPC) for registered vessels of 200GT and above, vessels less than 200 GT which are certified to carry more than fifty (50) persons whether engaged in domestic or international trade is valid (If Not Valid, <i>DETAINABLE</i>) | VS8136 | | | |
| HPCG MC 01/05- 2005 | 19. Oil Water Separator installed onboard vessel of 400 GT and above and Oil Tankers 150 GT and above shall be duly approved by the PCG is valid (If Not Valid, <i>DETAINABLE</i>) | VS81718 | | | |
| HPCG MC 02- 2005 | 20. Garbage Management Plan and Garbage Record Book to all Philippine registered vessels are valid (If No, to be <i>RECTIFIED</i>) | VS8130 | | | |
| HPCG MC 01- 2005 | 21. Oil record book Part 1 for vessels 400 GT and above is available on board (If No, to be <i>RECTIFIED</i>) | VS8145 | | | |
| MC 2007-03 | 22. Load line/ Plimsoll marks are clearly visible, not tampered, well-above the waterline and do not indicate that the ship is overloaded. (If No, to be <i>RECTIFIED</i>) | VS81211 | | | |
| ADEQUATE/ ACCESSIBLE LIFEJACKETS | | | | | |
| MC 123 | 23. Master / Patron declares the adequacy of lifejackets, liferafts and other life saving appliances. (If No, <i>DETAINABLE</i>) | VS8642 | | | |
| MC 123 | 24. Random check reveals availability of authorized MARINA type-approved life jackets and life rafts / lifeboats. (If No, <i>DETAINABLE</i>) | VS8652 | | | |
| REF TO REG | ITEMS FOR INSPECTION | CODE | YES | NO | REMARKS |

| | | | | | |
|---|--|---------|--|--|--|
| MC 123 | 25. Lifejacket compartments were randomly checked to verify if they are unlocked and accessible to the crew. <i>(If No, to be RECTIFIED)</i> | VS8633 | | | |
| SHIP STABILITY AND TRIM | | | | | |
| HPCG MC 04-98 | 26. No signs of listing per ship's clinometer reading and no other visual indicators of instability. <i>(If No, DETAINABLE)</i> | VS81215 | | | |
| TOTAL NUMBER OF OFFICERS AND CREW MEETS MINIMUM SAFE MANNING REQUIREMENT | | | | | |
| MC 89, MC 148, MC 179 | 27. The actual number, composition and qualifications of crew conform with the Minimum Safe Manning Certificate. <i>(If No, DETAINABLE)</i> | VS8422 | | | |
| MC 151, 170 | 28. Ship's Officers possess valid licenses. <i>(If No, DETAINABLE)</i> | VS8216 | | | |
| GOOD WEATHER/ SEA CONDITION PREVAILING | | | | | |
| HPCG MC 01-09, MC 03-01 | 29. Ship allowed to sail per HPCG MC 01-09 or MC 03-01. | VS8321 | | | |
| PCG MC 01-09 | 30. Latest PAGASA Weather Bulletin available and plotted in the weather chart. | VS8309 | | | |
| | 31. Latest Notice to Mariner and Updated Nautical Chart is available on board <i>(If No, to be RECTIFIED)</i> | VS8308 | | | |
| UPKEEP OF EQUIPMENT AND RUNNING LIGHTS VERIFIED | | | | | |
| PMMRR 1997 Chapter X and XI | 32. Required / fitted communications / navigational equipment per Ship Station License or CSSC are in operating condition. <i>(If No, DETAINABLE)</i> | VS8745 | | | |
| PMMRR 1997 Chapter XI | 33. Running lights are operating. <i>(If No, DETAINABLE)</i> | VS8746 | | | |
| ALL ENGINES IN OPERATING CONDITION | | | | | |
| PMMR 1997 Chapter V, HPCG MC 04-98 | 34. Master and Chief Engineer declares that all main and auxiliary engines including fire pumps are in operating condition <i>(If No, DETAINABLE)</i> | VS81509 | | | |
| RESPONSIBLE SHIOWNER / CREW / TERMINAL CONTROL | | | | | |
| MC 191 | 35. No indication observed that any Officer is under the influence of alcohol or prohibited drugs. <i>(If No, DETAINABLE)</i> | VS82412 | | | |
| MC 114. sec III.B.41.6 | 36. Officers and crew on duty are wearing proper uniform. <i>(If No, to be RECTIFIED)</i> | VS82413 | | | |

INSTRUCTIONS:

1. No vessel shall be cleared to depart for voyage unless it complies with all the applicable conditions (items of inspection) of this checklist.
2. PDI shall be conducted "prior to a vessel's departure". The phrase "prior to a vessel's departure" shall be reckoned from the time the Master has declared his intention to depart a port thru the submission of the Master's Declaration of Safe Departure (MDSD) to a PCG Station or Sub-Station.
3. PCG inspector(s) shall personally witness the departure of the vessel from port/ point of origin to ensure compliance to instruction 2.
4. Appropriate MVR or VSIAR shall be issued for violations of regulations discovered or observed during the inspection.
5. Accomplished copies of this vessel departure checklist shall be maintained by each Coast Guard Station and Sub-Station for ready reference.

Inspection conducted by:

Boarding Team OIC/ POIC

Inspector

Inspector

Inspector

NOTE: PCG INSPECTORS SHOULD ALWAYS ENSURE THE ATTACHMENT OF FORM "B" AFTER THE INSPECTION



PRE-DEPARTURE INSPECTION CHECKLIST

For FISHING VESSEL/BANCA

FOR OFFICIAL USE OF PHILIPPINE COAST GUARD VSEI TEAM

Name of Vessel: _____ Port of Inspection: _____
 Owner/ Operator: _____ Date of Inspection: _____
 Vessel Type: _____ Next Port of Call: _____
 Hull Material: _____ Time Inspection Started: _____
 GT: _____ NT: _____ Time Inspection Completed: _____

| REF TO REG | ITEMS FOR INSPECTION | CODE | YES | NO | REMARKS |
|---|---|--------|-----|----|---------|
| COMPLETE AND VALID SHIP SAFETY CERTIFICATES AND DOCUMENTS | | | | | |
| MC 2013-02 | 1. Certificate of Vessel Registry is valid <i>(If Not Valid, DETAINABLE)</i> | VS8115 | | | |
| MC 2013-02 | 2. Certificate of Ownership is valid <i>(If Not Valid, DETAINABLE)</i> | VS8112 | | | |
| MC 110; | 3. Coastwise / Bay & River License is valid. (For fish carrier) <i>(If Not Valid, DETAINABLE)</i> | VS8118 | | | |
| MC 203; | 4. Fishing Vessel Safety Certificate is valid <i>(If Not Valid, DETAINABLE)</i> | VS8104 | | | |
| MC-MS-2020-03 | 5. Minimum Safe Manning Certificate is valid <i>(If Not Valid, DETAINABLE)</i> | VS8142 | | | |
| Philippine Act No 3396, DO No 2001-46, MC No. 4-09-88, DO No. 2001-46 | 6. Ship Station License is valid. <i>(If Not Valid, to be Endorsed to NTC)</i> | VS8157 | | | |
| MC-SR-2021-02 | 7. Load Line Certificate (For fish carrier cargo only) <i>(If Not Valid, DETAINABLE)</i> | VS8140 | | | |
| MC-SR-2021-01 | 8. Tonnage Measurement Certificate <i>(If Not Valid, DETAINABLE)</i> | VS8165 | | | |
| MC 2007-05 | 9. Certificate of Stability <i>(Not applicable to vessel with outrigger)</i> <i>(If Not Valid, DETAINABLE)</i> | VS8114 | | | |
| FEO Nr 198-1 | 10. Commercial Fishing Vessel lincense <i>(If Not Valid, to be Endorsed to BFAR)</i> | VS8109 | | | |
| R.A 8550 as amended R.A 10654 sec 121 | 11. Gear Registration <i>(If Not Valid, to be Endorsed to BFAR)</i> | VS8108 | | | |
| FAO 198-1 | 12. Certificate of Clearance <i>(If Not Valid, to be Endorsed to BFAR)</i> | | | | |
| HPCG MC 05-2005 | 13. Shipboard Oil Pollution Emergency Plan (SOPEP) for all Oil Tankers of 150 GT and above and every ship other than Oil Tankers of 400 GT and above is valid <i>(If Not Valid, DETAINABLE)</i> | VS8158 | | | |

| | | | | | |
|---|---|---------|--|--|--|
| HPCG MC 06-2005 | 14. International Oil Pollution Prevention Certificate (IOPPC) for Philippine registered vessels engaged in international and domestic trade is valid <i>(If Not Valid, DETAINABLE)</i> | VS8135 | | | |
| MC 2007-05 | 15. Certificate of Stability <i>(Not applicable to vessel with outrigger)</i> <i>(If Not Valid, DETAINABLE)</i> | VS8114 | | | |
| HPCG MC 00-2011 | 16. Vessel Safety Inspection Record Book <i>(If None, DETAINABLE)</i> | VS8166 | | | |
| Quarantine NQD-16, MC-MS-2018-18 | 17. Ship Sanitation Control Certificate <i>(If Not Valid, DETAINABLE)</i> | VS8156 | | | |
| HPCG MC 05-2005 | 18. Shipboard Oil Pollution Emergency Plan (SOPEP) for all Oil Tankers of 150 GT and above and every ship other than Oil Tankers of 400 GT and above is valid <i>(If Not Valid, DETAINABLE)</i> | VS8158 | | | |
| HPCG MC 06-2005 | 19. International Oil Pollution Prevention Certificate (IOPPC) for Philippine registered vessels engaged in international and domestic trade is valid <i>(If Not Valid, DETAINABLE)</i> | VS8135 | | | |
| HPCG MC 07-2005 | 20. International Sewage Pollution Prevention Certificate (ISPPC) for registered vessels of 200GT and above, vessels less than 200 GT which are certified to carry more than fifty (50) persons whether engaged in domestic or international trade is valid <i>(If Not Valid, DETAINABLE)</i> | VS8136 | | | |
| HPCG MC 01/05-2005 | 21. Oil Water Separator installed onboard vessel of 400 GT and above and Oil Tankers 150 GT and above shall be duly approved by the PCG is valid <i>(If Not Valid, DETAINABLE)</i> | VS81718 | | | |
| HPCG MC 02-2005 | 22. Garbage Management Plan and Garbage Record Book to all Philippine registered vessels are valid <i>(If No, to be RECTIFIED)</i> | VS8130 | | | |
| HPCG MC 01-2005 | 23. Oil record book Part 1 for vessels 400 GT and above is available on board <i>(If No, to be RECTIFIED)</i> | VS8145 | | | |
| MC 2007-03 | 24. Load line/ Plimsoll marks are clearly visible, not tampered, well-above the waterline and do not indicate that the ship is overloaded. <i>(If No, to be RECTIFIED)</i> | VS81211 | | | |
| ADEQUATE/ ACCESSIBLE LIFEJACKETS | | | | | |
| MC 123 | 25. Master / Patron declares the adequacy of lifejackets, liferafts and other life saving appliances. <i>(If No, DETAINABLE)</i> | VS8642 | | | |

| | | | | | |
|---|--|---------|--|--|--|
| MC 123 | 26. Random check reveals availability of authorized MARINA type-approved life jackets and life rafts / lifeboats. <i>(If No, DETAINABLE)</i> | VS8652 | | | |
| MC 123 | 27. Lifejacket compartments were randomly checked to verify if they are unlocked and accessible to the crew. <i>(If No, to be RECTIFIED)</i> | VS8633 | | | |
| SHIP STABILITY AND TRIM | | | | | |
| HPCG MC 04-98 | 28. No signs of listing per ship's clinometer reading and no other visual indicators of instability. <i>(If No, DETAINABLE)</i> | VS81215 | | | |
| TOTAL NUMBER OF OFFICERS AND CREW MEETS MINIMUM SAFE MANNING REQUIREMENT | | | | | |
| MC 89, MC 148, MC 179 | 29. The actual number, composition and qualifications of crew conform with the Minimum Safe Manning Certificate. <i>(If No, DETAINABLE)</i> | VS8422 | | | |
| MC 151, 170 | 30. Ship's Officers possess valid licenses. <i>(If No, DETAINABLE)</i> | VS8216 | | | |
| GOOD WEATHER/ SEA CONDITION PREVAILING | | | | | |
| HPCG MC 01-09, MC 03-01 | 31. Ship allowed to sail per HPCG MC 01-09 or MC 03-01. | VS8321 | | | |
| PCG MC 01-09 | 32. Latest PAGASA Weather Bulletin available and plotted in the weather chart. | VS8309 | | | |
| | 33. Latest Notice to Mariner and Updated Nautical Chart is available on board <i>(If No, to be RECTIFIED)</i> | VS8308 | | | |
| UPKEEP OF EQUIPMENT AND RUNNING LIGHTS VERIFIED | | | | | |
| PMMRR 1997 Chapter X and XI | 34. Required / fitted communications / navigational equipment per Ship Station License or CSSC are in operating condition. <i>(If No, DETAINABLE)</i> | VS8745 | | | |
| PMMRR 1997 Chapter XI | 35. Running lights are operating. <i>(If No, DETAINABLE)</i> | VS8746 | | | |
| ALL ENGINES IN OPERATING CONDITION | | | | | |
| PMMR 1997 Chapter V, HPCG MC 04-98 | 36. Master and Chief Engineer declares that all main and auxiliary engines including fire pumps are in operating condition <i>(If No, DETAINABLE)</i> | VS81509 | | | |
| RESPONSIBLE SHIPOWER / CREW / TERMINAL CONTROL | | | | | |
| MC 191 | 37. No indication observed that any Officer is under the influence of alcohol or prohibited drugs. <i>(If No, DETAINABLE)</i> | VS82412 | | | |
| MC 114. sec III.B.41.6 | 38. Officers and crew on duty are wearing proper uniform. <i>(If No, to be RECTIFIED)</i> | VS82413 | | | |

INSTRUCTIONS:

1. No vessel shall be cleared to depart for voyage unless it complies with all the applicable conditions (items of inspection) of this checklist.
2. PDI shall be conducted "prior to a vessel's departure". The phrase "prior to a vessel's departure" shall be reckoned from the time the Master has declared his intention to depart a port thru the submission of the Master's Declaration of Safe Departure (MDSD) to a PCG Station or Sub-Station.
3. PCG inspector(s) shall personally witness the departure of the vessel from port/ point of origin to ensure compliance to instruction 2.
4. Appropriate MVR or VSEIAR shall be issued for violations of regulations discovered or observed during the inspection.
5. Accomplished copies of this vessel departure checklist shall be maintained by each Coast Guard Station and Sub-Station for ready reference.

Inspection conducted by:

Boarding Team OIC/ POIC

Inspector

Inspector

Inspector

NOTE: PCG INSPECTORS SHOULD ALWAYS ENSURE THE ATTACHMENT OF FORM "B" AFTER THE INSPECTION



PRE-DEPARTURE INSPECTION CHECKLIST
For PASSENGER MOTOR BANCA/BOAT

FOR OFFICIAL USE OF PHILIPPINE COAST GUARD VSEI TEAM

Name of Motor Banca: _____ Date of Inspection: _____
 Owner/ Operator: _____ Port of Inspection: _____
 Type of Trading: _____ Port of Destination: _____
 Hull Material: _____ Time Inspection Started: _____
 GT: _____ NT: _____ Time Inspection Completed: _____

| REF TO REG | ITEMS FOR INSPECTION | CODE | YES | NO | REMARKS |
|---|---|--------|-----|----|---------|
| COMPLETE AND VALID SHIP SAFETY CERTIFICATES AND DOCUMENTS | | | | | |
| R.A 9295, MC 2006-06 | 1. Certificate of Public Convenience (CPC)/Special Permit/ Provisional Authority <i>(If Not Valid, DETAINABLE)</i> | VS8113 | | | |
| MC 2013-02 | 2. Certificate of Vessel Registry <i>(If Not Valid, DETAINABLE)</i> | VS8115 | | | |
| MC 2013-02 | 3. Certificate of Ownership <i>(If Not Valid, DETAINABLE)</i> | VS8112 | | | |
| MC 110 | 4. Coastwise/ Bay & River License <i>(If Not Valid, DETAINABLE)</i> | VS8118 | | | |
| MC 203 | 5. Passenger Ship Safety Certificate <i>(If Not Valid, DETAINABLE)</i> | VS8148 | | | |
| MC-MS-2020-03 | 6. Minimum Safe Manning Certificate <i>(If Not Valid, DETAINABLE)</i> | VS8142 | | | |
| MC-SR-2021-01 | 7. Tonnage Measurement Certificate <i>(If Not Valid, DETAINABLE)</i> | VS8165 | | | |
| Philippine Act Nos. 3396, DO No 2001-46, MC No 4-09-88, DO No 2001-46 | 8. Ship Station License is valid <i>(If Not Valid, to be Endorsed to NTC)</i> | VS8157 | | | |
| MC-SR-2021-02 | 9. Load Line Markings Certificate <i>(If Not Valid, DETAINABLE)</i> | VS8140 | | | |
| MC 135, MC 72, MC 136, MC 134, MC-MS-2018-18 | 10. Certificate of Compliance (MC 135 voice tape 20GT-150GT/MC 72 and MC 136 Safety film 150GT/MC 134 below 20GT motorbanca with outriggers/MC-MS-2018-18 not applicable to motor Banca with outriggers) <i>(If Not Valid, DETAINABLE)</i> | VS8107 | | | |
| MC 2007-05 | 11. Certificate of Stability (Not applicable to ships with outriggers and/or carrying 12 passengers and below) <i>(If Not Valid, DETAINABLE)</i> | VS8114 | | | |
| HPCG MC 02-2005 | 12. Garbage Management Plan and Garbage Record Book to all Philippine registered vessels and to all small crafts are valid. <i>(If No, to be RECTIFIED)</i> | VS8130 | | | |
| RA 9295; MC 2009-18 | 13. Passenger Insurance Cover is valid and adequate for the total number of passengers the ships is authorized to carry. | VS8147 | | | |

| | | | | | |
|---|---|-------------------------------|--|--|--|
| | <i>(If No, DETAINABLE)</i> | | | | |
| HPCG MC 00-2011 | 14. Vessel Safety Inspection Record Book (If None, DETAINABLE) | VS8166 | | | |
| MC 180, MC 2009-13, MC 2009-18 | 15. Passenger Manifest properly accomplished and submitted prior departure. <ul style="list-style-type: none"> • Number of passengers in the manifest within the authorized passenger capacity; • Number of passengers in the manifest corresponds to the actual passengers physically onboard; • Random check of names in the manifest and actual passengers onboard. <i>(If No, to be RECTIFIED)</i> | VS82404 VS82606 VS82603 | | | |
| HPCG MC 04-98, MC 180, MC 2009-13, MC 2009-18 | 16. Head counting of passengers conducted and finds the vessel carrying only the authorized number of passengers per MARINA issued PSSC <ul style="list-style-type: none"> • Number of Passengers onboard _____ <i>(If No, to be RECTIFIED)</i> | VS82606 | | | |
| ADEQUATE/ ACCESSIBLE LIFEJACKETS | | | | | |
| MC 2008-08 | 17. All passengers and crews in open deck boats are wearing lifejackets prior departure. <i>(If No, to be RECTIFIED)</i> | VS82602 | | | |
| SHIP STABILITY AND TRIM, CARGO SECURING / LASHING ASCERTAINED | | | | | |
| HPCG MC 04-98 | 18. Per visual assessment, motorbanca is in her upright normal condition. <i>(If No, DETAINABLE)</i> | VS8926 | | | |
| TOTAL NUMBER OF OFFICERS AND CREW MEETS MINIMUM SAFE MANNING REQUIREMENT | | | | | |
| MC 89, MC 148, MC 179 | 19. The actual number, composition and qualifications of crew conform with the Minimum Safe Manning Certificate. <i>(If No, DETAINABLE)</i> | VS8142 | | | |
| MC 170 | 20. Boat Captain and Motorman possess valid licenses. <i>(If Not Valid, DETAINABLE)</i> | VS8216 | | | |
| GOOD WEATHER/ SEA CONDITION PREVAILING | | | | | |
| PCG MC 01-09 | 21. Per latest PAGASA weather bulletin, the port of origin or route or port of destination of the motor banca is not under Storm Signal Nr. 1. | | | | |
| PCG MC 03-01 | 22. In the absence of a Storm Signal in the area, assessment of the prevailing sea condition in the origin, motor banca is allowed to sail. | VS82614 | | | |

| REF TO REG | ITEMS FOR INSPECTION | CODE | YES | NO | REMARKS |
|--|---|---------|-----|----|---------|
| UPKEEP OF EQUIPMENT AND RUNNING LIGHTS VERIFIED | | | | | |
| PMMRR 1997 Chapter X and XI | 23. Required communications/ navigational equipment (if any) are in operating condition. <i>(If No, DETAINABLE)</i> | VS8745 | | | |
| PMMRR 1997 Chapter X and XI | 24. Running lights or other lighting devices are operating. <i>(If No, DETAINABLE)</i> | VS8746 | | | |
| ALL ENGINES IN OPERATING CONDITION | | | | | |
| PMMR 1997 Chapter V | 25. Engine(s) in operating condition. <i>(If No, DETAINABLE)</i> | VS81516 | | | |
| RESPONSIBLE SHIOWNER/CREW/TERMINAL CONTROL | | | | | |
| MC 180, MC 2009-13, MC 2009-18 | 26. Complete Passenger Manifest submitted prior departure. <i>(If No, to be RECTIFIED)</i> | VS82404 | | | |
| MC 191 | 27. No indication observed that any Officer is under the influence of alcohol or prohibited drugs. <i>(If No, to be RECTIFIED)</i> | VS82412 | | | |
| MC 134, MC ____ Sec III.A.24 | 28. Embarkation / Disembarkation ladder is provided with non-skid steps and guard rails. <i>(If No, to be RECTIFIED)</i> | VS82408 | | | |

INSTRUCTIONS:

- No vessel shall be cleared to depart for voyage unless it complies with all the applicable conditions (items of inspection) of this checklist.
- PDI shall be conducted "prior to a vessel's departure". The phrase "prior to a vessel's departure" shall be reckoned from the time the Master has declared his intention to depart a port thru the submission of the Master's Declaration of Safe Departure (MDSD) to a PCG Station or Detachment.
- For the use of this checklist, the term "passenger" shall mean any person carried onboard the vessel, whether paying or non-paying, except official members of the crew.
- When PDI is completed, ensure that no more passenger(s) shall be allowed to board the vessel for the voyage.
- PCG inspector(s) shall personally witness the departure of the vessel from port/ point of origin to ensure compliance to instruction 2.
- In areas where the same vessel makes multiple departures on same port on the same day, inspection may be conducted on the first departure except for checking the passenger manifest, carriage of excess passengers or reported deficiency or malfunctioning of ship's equipment/machinery, verification shall be on a by trip basis.
- Appropriate MVR or VSIAR shall be issued for violations of regulations discovered or observed during the inspection.
- Accomplished copies of this vessel departure checklist shall be maintained by each Coast Guard Station and Sub-Station for ready reference.

Inspection conducted by:

Boarding Team OIC/ POIC

Inspector

Inspector

Inspector

NOTE: PCG INSPECTORS SHOULD ALWAYS ENSURE THE ATTACHMENT OF FORM "B" AFTER THE INSPECTION



PRE-DEPARTURE INSPECTION CHECKLIST

For CARGO MOTORBANCA/BOAT

FOR OFFICIAL USE OF PHILIPPINE COAST GUARD VSEI TEAM

Name of Motor Banca: _____ Date of Inspection: _____

Owner/ Operator: _____ Port of Inspection: _____

Type of Trading: _____ Port of Destination: _____

Hull Material: _____ Time Inspection Started: _____

GT: _____ NT: _____ Time Inspection Completed: _____

| REF TO REG | ITEMS FOR INSPECTION | CODE | YES | NO | REMARKS |
|--|--|------------------|-----|----|---------|
| COMPLETE AND VALID SHIP SAFETY CERTIFICATES AND DOCUMENTS | | | | | |
| R.A 9295, MC 2006-06 | 1. Certificate of Public Convenience (CPC) or CPC Exemption /Special Permit/Provisional Authority <i>(If Not Valid, DETAINABLE)</i> | VS8113 | | | |
| MC 2013-02 | 2. Certificate of Vessel Registry is valid <i>(If Not Valid, DETAINABLE)</i> | VS8115 | | | |
| MC 2013-02 | 3. Certificate of Ownership is valid <i>(If Not Valid, DETAINABLE)</i> | VS8112 | | | |
| MC 110 | 4. Coastwise/ Bay & River License is valid <i>(If Not Valid, DETAINABLE)</i> | VS8118 | | | |
| MC 203 | 5. Cargo Ship Safety Certificate is valid <i>(If Not Valid, DETAINABLE)</i> | VS8148 VS8104 | | | |
| MC-MS-2020-03 | 6. Minimum Safe Manning Certificate is valid <i>(If Not Valid, DETAINABLE)</i> | VS8142 | | | |
| MC-SR-2021-01 | 7. Tonnage Measurement Certificate is valid <i>(If Not Valid, DETAINABLE)</i> | VS8165 | | | |
| Philippine Act No. 3396, DO No 2001-46, MC No 4-09-88, DO No 2001-46 | 8. Ship Station License is valid <i>(If Not Valid, to be Endorsed to NTC)</i> | VS8157 | | | |
| MC-SR-2021-02 | 9. Load Line Certificate is valid (Not applicable to vessel less than 15 meters (L) and/or vessel with outriggers) <i>(If Not Valid, DETAINABLE)</i> | VS8140 | | | |
| MC 2007-05 | 10. Certificate of Stability (Not applicable to vessel with outriggers) <i>(If Not Valid, DETAINABLE)</i> | VS8114 | | | |
| R.A 9271 Quarantine Act 2004 | 11. Ship Sanitation Control Exemption Certificate <i>(If Not Valid, to be Endorsed to BOQ)</i> | VS8156 | | | |
| HPCG MC 00-2011 | 12. Vessel Safety Inspection Record Book <i>(If None, DETAINABLE)</i> | VS8166 | | | |
| HPCG MC 02-2005 | 13. Garbage Management Plan and Garbage Record Book to all Philippine registered vessels and to all small crafts are valid. <i>(If No, to be RECTIFIED)</i> | VS8130 | | | |

| SHIP STABILITY AND TRIM, CARGO SECURING / LASHING ASCERTAINED | | | | | |
|---|--|-------------|------------|-----------|----------------|
| HPCG MC 04-98 | 14. Per visual assessment, motorbanca is in her upright normal condition. <i>(If No, DETAINABLE)</i> | VS8926 | | | |
| TOTAL NUMBER OF OFFICERS AND CREW MEETS MINIMUM SAFE MANNING REQUIREMENT | | | | | |
| MC 89, MC 148, MC 179 | 15. The actual number, composition and qualifications of crew conform with the Minimum Safe Manning Certificate. <i>(If No, DETAINABLE)</i> | VS8142 | | | |
| MC 170 | 16. Boat Captain and Motorman possess valid licenses. <i>(If Not Valid, DETAINABLE)</i> | VS8216 | | | |
| GOOD WEATHER/ SEA CONDITION PREVAILING | | | | | |
| PCG MC 01-09 | 17. Per latest PAGASA weather bulletin, the port of origin or route or port of destination of the motorbanca is not under Storm Signal Nr. 1. | VS82615 | | | |
| PCG MC 03-01 | 18. In the absence of a Storm Signal in the area, assessment of the prevailing sea condition in the origin, motorbanca is allowed to sail. | VS82614 | | | |
| UPKEEP OF EQUIPMENT AND RUNNING LIGHTS VERIFIED | | | | | |
| PMMRR 1997 Chapter X and XI | 19. Required communications/ navigational equipment (if any) are in operating condition. <i>(If No, DETAINABLE)</i> | VS8745 | | | |
| PMMRR 1997 Chapter X and XI | 20. Running lights or other lighting devices are operating. <i>(If No, DETAINABLE)</i> | VS8746 | | | |
| ALL ENGINES IN OPERATING CONDITION | | | | | |
| PMMR 1997 Chapter V | 21. Engine(s) in operating condition. <i>(If No, DETAINABLE)</i> | VS81516 | | | |
| REF TO REG | ITEMS FOR INSPECTION | CODE | YES | NO | REMARKS |
| RESPONSIBLE SHIOWNER/CREW/TERMINAL CONTROL | | | | | |
| MC 180, MC 2009-13, MC 2009-18 | 22. Complete Cargo Manifest submitted prior departure. <i>(If No, to be RECTIFIED)</i> | VS82404 | | | |
| MC 191 | 23. No indication observed that any Officer is under the influence of alcohol or prohibited drugs. <i>(If No, to be RECTIFIED)</i> | VS82412 | | | |
| MC 134, MC ____ Sec III.A.24 | 24. Embarkation / Disembarkation ladder is provided with non-skid steps and guard rails. <i>(If No, to be RECTIFIED)</i> | VS82408 | | | |

INSTRUCTIONS:

1. No vessel shall be cleared to depart for voyage unless it complies with all the applicable conditions (items of inspection) of this checklist.
2. PDI shall be conducted "prior to a vessel's departure". The phrase "prior to a vessel's departure" shall be reckoned from the time the Master has declared his intention to depart a port thru the submission of the Master's Declaration of Safe Departure (MDSD) to a PCG Station or Detachment.
3. PCG inspector(s) shall personally witness the departure of the vessel from port/ point of origin to ensure compliance to instruction 2.
4. Appropriate MVR or VSIAR shall be issued for violations of regulations discovered or observed during the inspection.
5. Accomplished copies of this vessel departure checklist shall be maintained by each Coast Guard Station and Sub-Station for ready reference.

Inspection conducted by:

Boarding Team OIC/ POIC

Inspector

Inspector

Inspector

NOTE: PCG INSPECTORS SHOULD ALWAYS ENSURE THE ATTACHMENT OF FORM "B" AFTER THE INSPECTION



PRE-DEPARTURE INSPECTION CHECKLIST
For RECREATIONAL BOAT

FOR OFFICIAL USE OF PHILIPPINE COAST GUARD VSEI TEAM

Name of Vessel: _____ Port of Inspection: _____
 Owner/ Operator: _____ Date of Inspection: _____
 Vessel Type: _____ Next Port of Call: _____
 Hull Material: _____ Time Inspection Started: _____
 GT: _____ NT: _____ Time Inspection Completed: _____

| REF TO REG | ITEMS FOR INSPECTION | CODE | YES | NO | REMARKS |
|--|---|---------|-----|----|---------|
| COMPLETE AND VALID SHIP SAFETY CERTIFICATES AND DOCUMENTS | | | | | |
| MC-DS-2019-01 | 1. Authority to Operate (Commercial-use) (If Not Valid, DETAINABLE) | | | | |
| MC-DS-2019-01 | 2. Recreational Boat Certificate (Private or Commercial use) (If Not Valid, DETAINABLE) | | | | |
| MC 2013-02, MC-DS-2019-01 | 3. Certificate of Ownership (Private or Commercial use) (If Not Valid, DETAINABLE) | VS8112 | | | |
| MC-DS-2019-01 | 4. Recreational Boat Safety Certificate (Commercial-use) (If Not Valid, DETAINABLE) | | | | |
| MC-MS-2020-03, MC-DS-2019-01 | 5. Minimum Safe Manning Certificate (Commercial-use) (If Not Valid, DETAINABLE) | VS8142 | | | |
| HPCG MC NR 05-2005 | 6. Shipboard Oil Pollution Emergency Plan (SOPEP) for all Oil Tankers of 150 GT and above and every ship other than Oil Tankers of 400 GT and above (If Not Valid, DETAINABLE) | VS8158 | | | |
| HPCG MC NR 06-2005 | 7. International Oil Pollution Prevention Certificate (IOPPC) for Philippine registered vessels engaged in international and domestic trade (If Not Valid, DETAINABLE) | VS8135 | | | |
| HPCG MC NR 07-2005 | 8. International Sewage Pollution Preventive Certificate (ISPPC) for registered vessels of 200 GT and above, vessels less than 200 GT which are certified to carry more than fifty (50) persons whether engaged in domestic or international trade (If Not Valid, DETAINABLE) | VS8136 | | | |
| HPCG MC 02-2005 | 9. Garbage Management Plan and Garbage Record Book to all Philippine registered vessels engaged in international trade and to all small crafts 10. (If No, to be RECTIFIED) | VS8130 | | | |
| HPCG MC 07-2005 | 11. Sewage Treatment Plan / Holding Tank for the collection and storage of sewage 12. (If No, to be DETAINABLE) | VS81751 | | | |
| HPCG MC 01- | 13. Oil Water Separator installed onboard vessel | VS81718 | | | |

| | | | | | |
|---|--|---------|--|--|--|
| 2005 | of 400 GT and above and Oil Tankers 150 GT and above shall be duly approved by the PCG 14. <i>(If Not Valid, DETAINABLE)</i> | | | | |
| HPCG MC 06-2005 | 15. Oil Record Book Part 1 for 400GT and above 16. <i>(If Not Valid, to be RECTIFIED)</i> | VS8145 | | | |
| ADEQUATE/ ACCESSIBLE LIFEJACKETS | | | | | |
| MC 123 | 17. Master / Patron declares the adequacy of lifejackets, life rafts and other life saving Appliances. <i>(If No, DETAINABLE)</i> | VS8642 | | | |
| MC 123 | 18. Random check reveals availability of authorized MARINA type-approved life Jackets and life rafts / lifeboats. <i>(If No, DETAINABLE)</i> | VS8652 | | | |
| MC 123 | 19. Lifejacket compartments were randomly checked to verify if they are unlocked and Accessible to the crew. <i>(If No, to be RECTIFIED)</i> | VS8633 | | | |
| SHIP STABILITY AND TRIM | | | | | |
| HPCG MC 04-98 | 20. No signs of listing per ship's clinometer reading and no other visual indicators of Instability. <i>(If No, DETAINABLE)</i> | VS81215 | | | |
| TOTAL NUMBER OF OFFICERS AND CREW MEETS MINIMUM SAFE MANNING REQUIREMENT | | | | | |
| MC 89, MC 148, MC 179 | 21. The actual number, composition and qualifications of crew conform with the Minimum Safe Manning Certificate. <i>(If No, DETAINABLE)</i> | VS8422 | | | |
| MC 151, 170 | 22. Ship's Officers possess valid licenses. <i>(If No, DETAINABLE)</i> | VS8216 | | | |
| GOOD WEATHER/ SEA CONDITION PREVAILING | | | | | |
| HPCG MC 01-09, MC 03-01 | 23. Ship allowed to sail per HPCG MC 01-09 or MC 03-01. | VS8321 | | | |
| PCG MC 01-09 | 24. Latest PAGASA Weather Bulletin available and plotted in the weather chart. | VS8309 | | | |
| PMMRR 1997 Regulation 8 | 25. Latest Notice to Mariner and Updated Nautical Chart is available on board <i>(If No, to be RECTIFIED)</i> | VS8308 | | | |
| UPKEEP OF EQUIPMENT AND RUNNING LIGHTS VERIFIED | | | | | |
| PMMRR 1997 Chapter X and XI | 26. Required / fitted communications / navigational equipment per Ship Station License or RBSC are in operating condition. <i>(If No, DETAINABLE)</i> | VS8745 | | | |
| PMMRR 1997 Chapter XI | 27. Running lights are operating. <i>(If No, DETAINABLE)</i> | | | | |

| UPKEEP OF EQUIPMENT AND RUNNING LIGHTS VERIFIED | | | | | |
|--|--|---------|--|--|--|
| PMMRR 1997 Chapter X and XI | 28. Required / fitted communications / navigational equipment per Ship Station License or RBSC are in operating condition. <i>(If No, DETAINABLE)</i> | VS8745 | | | |
| PMMRR 1997 Chapter XI | 29. Running lights are operating. <i>(If No, DETAINABLE)</i> | VS8746 | | | |
| ALL ENGINES IN OPERATING CONDITION | | | | | |
| PMMR 1997 Chapter V, HPCG MC 04-98 | 30. Master and Chief Engineer declares that all main and auxiliary engines including fire pumps are in operating condition <i>(If No, DETAINABLE)</i> | VS81509 | | | |
| RESPONSIBLE SHIOWNER / CREW / TERMINAL CONTROL | | | | | |
| MC 191 | 31. No indication observed that any Officer is under the influence of alcohol or prohibited drugs. <i>(If No, DETAINABLE)</i> | VS82412 | | | |
| MC 114. sec III.B.41.6 | 32. Officers and crew on duty are wearing Proper uniform. <i>(If No, to be RECTIFIED)</i> | VS82413 | | | |

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