



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

HPCG/CG8

24 August 2012

MEMORANDUM CIRCULAR
NUMBER.....08-12

EMERGENCY READINESS EVALUATION (ERE)

I. AUTHORITY:

Republic Act 9993 (The 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 7478, as amended

III. PURPOSE:

To prescribe policies for the conduct of Emergency Readiness Evaluation (ERE) to all Philippine registered vessels to determine their compliance to safety standards and readiness of the Officers and crew in responding to any emergency situation on board the vessel while underway or at port, to be carried out by qualified PCG Vessel Safety Enforcement Inspectors.

IV. SCOPE:

This Memorandum Circular applies to all Philippine-registered vessels engaged in domestic trade to include fishing vessels of 3 gross tonnages 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 purposes of this circular, the following words and phrases shall be defined as:

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

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

Emergency Readiness Evaluation Report – an assessment report conducted by the VSE Inspectors in relation to emergency response of officers and crew of the vessel on dealing evitable emergency circumstances.

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.

Detention – intervention action taken by the Vessel Safety Enforcement Inspectors 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 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;

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

Vessel Safety Enforcement Inspectors (VSEI) – a duly authorized and qualified PCG personnel who are composed of Boarding, Vessel Safety Enforcement Inspection, Emergency Readiness Evaluation and Operational Readiness Evaluation Teams that checks the validity of vessel and crew documents and the over-all condition of the vessel's hull, machinery and equipment.

VI. POLICIES:

- A. The Emergency Readiness Evaluation is conducted as part of precautionary measures and protocols to ensure that quick and efficient response is available on board the vessel; for the safety of the passengers, crew, the vessel itself and the cargoes on board;
- B. It is the primary responsibility of the master of the vessel and shipowner/company management to ensure that the officer and crew manning the vessel are competent, ready, equipped and well trained in responding to any emergency situation on board the vessel or at port at all times.

- C. The evaluation shall be conducted for the following simulated emergency situations:
1. Abandonship
 2. Fire in Port or at Sea
 3. Collision at Port/Sea
 4. Emergency Steering Casualty
 5. Man Overboard
 6. Bomb Threat
 7. Hostage taking
 8. Explosion
 9. Piracy
- D. The shipowner / operator may or may not be notified prior to the conduct of actual ERE on a specific vessel;
- E. The shipowner or master may request the commandant, PCG for Vessel Safety Enforcement Inspectors for the conduct ERE on their vessels;
- F. The emergency readiness of all vessels covered by this Circular shall be subject for evaluation by PCG-VSE Inspectors once in every six (6) months;
- G. The evaluation may be conducted more than once within the period of six months in case the emergency readiness of the officers and crew of the vessel is found to be unsatisfactory and that there is a clear showing of potential danger on board which could lead to loss of lives and property at sea and damage to the marine environment;
- H. The shipowner /operator / master shall be informed of the result of evaluation. The deficiencies, noted during the actual ERE shall be rectified within seven days upon the receipt of the evaluation result;
- I. In case the officers and crew do not meet the prescribed standard operational and emergency readiness, they shall be required to undergo re-training and re-evaluation until such time that the standard of readiness has been satisfactory met.
- J. The master shall provide proper billeting for PCG VSE Inspectors during the conduct of evaluation and may stay aboard for the return trip if more time is needed to complete the evaluation;
- K. The shipowner or master may request the PCG VSE Inspectors to conduct training on emergency readiness provided that the company shall shoulder the expenses of the team.

VII. FINES, FEES AND PENALTIES:

- A. In case the emergency readiness is found to be unsatisfactory during the evaluation, the shipowner / operator or master shall be issued an Enforcement Apprehension Inspection Report, as defined under HPCG

- B. Enforcement Apprehension Inspection Report, as defined under HPCG Memorandum Circular on Vessel Safety Enforcement Inspection, Such deficiency shall be reflected in the Vessel Inspection Record Booklet
- C. Unsatisfactory rating is a clear ground for the vessel to be temporarily suspended from operating until such time that the standard of readiness has been satisfactorily met.
- D. In case that during re-evaluation, it was found out that the shipowner or master did not remedy or rectify the findings of unsatisfactory performance of the officers and crew or deficiency in responding to emergency situation, the following fees/fines/penalties shall apply:

Inspection Remarks	Fines/Fees/Penalties
Unsatisfactory over-all performance	<ul style="list-style-type: none"> • Re-inspection fee of 10,000.00 • Overtime charge for inspectors equal to the basic daily salary of the inspectors x number of days conduct of ERE
Failure to rectify and attain a satisfactory over-all rating within 7 calendar days	<ul style="list-style-type: none"> • Detention of vessel • Recommendation for suspension of CPC

VIII. 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.

IX. REPEALING CLAUSE:

This Memorandum Circular rescinds previous publications pertaining to the conduct of ERE. The provisions of existing Memorandum Circulars which are inconsistent with this Memorandum Circular are hereby modified accordingly.

X. AUTOMATIC REVIEW:

This Memorandum Circular shall be subject to automatic review 1 year after its effectivity or as necessary.

XI. EFFECTIVITY:

This Memorandum Circular shall take effect 15 days after publication in 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. ERE form (Form E)
 - a) ERE Checklist for Abandonship
 - b) ERE Checklist for Fire in Port/Sea
 - c) ERE Checklist for Collision at Port/Sea
 - d) ERE Checklist for Steering Casualty
 - e) ERE Checklist for man Overboard



**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
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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

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)

3. Abandonship Bill/Muster List in accordance with the Ship Safety Manual (SSM)	(0.6%)		
B. The station bill/muster list indicated the individual duties of all personnel on board and all crew members been given with written duties and responsibilities (Billet Card).	2.0%		
1. The station bill/muster list indicated the individual duties of all personnel on board	(1.0%)		
2. all crew members are given written duties and responsibilities (Billet Card).	(1.0%)		
C. Emergency Readiness Drill (Abandonship) was conducted regularly or as scheduled and properly recorded on a logbook.	2.0%		
1. Emergency Readiness Drill (Abandonship) was conducted regularly or as scheduled. (frequency of the conduct of drills shall be based on the provisions of the vessel's SMS. If not indicated, drills should have been conducted at least once every three (3) months)	(1.0%)		
2. Emergency Readiness Drills (Abandonship) are properly recorded on a logbook	(1.0%)		
D. All crew concerned mustered and wearing the appropriate clothing/ uniform.	2.0%		
1. Crew concerned mustered	(1.0%)		
2. Appropriate clothing/uniform	(1.0%)		
E. Appropriate alarm system adequate, ready and operational.	2.0%		
(1) Alarm adequate and ready	(1.0)		
(2) Operational	(1.0)		
REQUIREMENTS	MAX CREDIT	ASGD CREDIT	REMARKS
II. ORGANIZATION. ABANDONSHIP ORGANIZATION PROVIDED FOR THE FOLLOWING REQUIREMENTS:	10.0%		
A. Boat/Lifeboat Life craft crew and passengers were distributed in accordance with the Ship Safety Manual	2.0%		

(SSM)/Station Bill of the vessel and Billet Card of personnel.			
B. Crew member were designated to carry special provisions or equipment onboard the life boat/ life raft.	2.0%		
C. Salvage crew/party were properly identified	2.0%		
D. Crew member were designated to accommodate and guide passengers to the muster/ abandon ship station.	2.0%		
E. Disembarkation procedure was orderly and systematic.	2.0%		
REQUIREMENTS	MAX CREDIT	ASGD CREDIT	REMARKS
III. COMMUNICATIONS:	10.0%		
A. Adequate and effective internal communication system throughout the ship (control/bridge station, muster/abandon ship station.	1.0%		
B. Good flow of communication between the bridge and muster stations. If no other means of communication is available, utilized crew member to act as messenger between control station and muster station.	1.0%		
B. Manually activate Emergency Position Indicating Radio Beacon (EPIRB).	2.0%		
C. Inform the Designated Person Ashore (DPA) to coordinate and cooperate with the Philippine Coast Guard.	1.0%		
D. Adequate and effective external communication: immediately notify / inform the Philippine Coast Guard, the Port Authority and other vessels / crafts within the vicinity by radiotelephone or other means of communication. “ This is a Drill 3X; Mayday 3X; This is (name of vessel) - (call sign), this is (name of vessel) – (call sign, this is (name of vessel), my position is at Latitude ___degs ___mins North, Longitude ___degs ___mins East or at vicinity (nearest shoreline/island) we are on abandoning ship 3X, we have (number of passengers) on board and in need of immediate assistance	5.0%		Minus One (1) point if following not mentioned , (1. Name of vessel 2. Position 3. Nearest shoreline 4. Number of passengers 5. Nature of incident)

<p>“Mayday3X; This is a Drill3X”. Rqst Ack . . .</p>			
<p align="center">REQUIREMENTS</p>	<p align="center">MAX CREDIT</p>	<p align="center">ASGD CREDIT</p>	<p align="center">REMARKS</p>
<p>IV. PERFORMANCE:</p>	<p align="center">60.0%</p>		
<p>A. Only the Master or the most senior surviving officer of the vessel shall declare the signal for Abandonship. Upon declaration, an alarm shall be sounded “seven (7) short blasts followed by one (1) long blast on the ship’s whistle or horn” and followed by suitable instructions/announcement: “This is a drill, this is a drill, prepare for abandon ship” (2x) to inform all parties onboard (e.g. passengers, crew and ancillaries) regarding the drill.</p>	<p align="center">5.0%</p>		
<p>1. the signal for Abandonship was declared by the Master or the most senior surviving officer</p>	<p align="center">(1.0%)</p>		
<p>2. Appropriate alarm was sounded</p>	<p align="center">(2.0%)</p>		
<p>3. All parties onboard (e.g. passengers, crew and ancillaries) were informed regarding the drill</p>	<p align="center">(2.0%)</p>		
<p>B. The master or designated crew at the control station initiated distress signals (internally thru public address system and externally by activation of emergency position indicating radio beacon (EPIRB) and other means such as radio telephone (channel 16), inmarsat / vsat/ satphone and etc.).</p>	<p align="center">2.0%</p>		
<p>1. The master or designated crew at the control station initiated distress signals (internal communication)</p>	<p align="center">(1.0%)</p>		
<p>2. The master or designated crew at the control station initiated distress signals (external communication)</p>	<p align="center">(1.0%)</p>		
<p>C. The radio operator or communications officer shall wire distress message to the Philippine Coast Guard, Port Authority, and other vessel in the vicinity</p>	<p align="center">5.0%</p>		
<p>D. The master shall ensure that any machinery or appliance whose operation could impede the safe abandonment of the vessel is stopped and disengaged.</p>	<p align="center">2.0%</p>		

E. Master of the vessel give order to carry out salvage bill as appropriate based on the Ship Safety Management Manual/NSSM.	8.0%		
1. Electricians standing by to secure generators and switchboards;	(1.0%)		
2. Electronics personnel standing by to secure all equipment;	(1.0%)		
3. Engineman salvaged all engine logbooks;	(1.0%)		
4. Engineman closed all valves to prevent possible oil spill.	(1.0%)		
5. Radioman delivered all classified matter to Communications officer;	(1.0%)		
6. Communications officer secure and placed all classified matters in watertight bag;	(1.0%)		
7. Quartermaster salvaged and secure all ship's logbook; and	(1.0%)		
8. Purser salvaged all service records and them in watertight bag.	(1.0%)		
F. The master shall ensure all crew members working below deck or in other parts of the vessel more distant from survival boat/craft, are effectively warned by all means available that the vessel is to be abandoned, in a sufficient time to allow the same to reach their survival boat/craft station.	2.0%		
1. Effectively warned	(1.0%)		
2. Sufficient time	(1.0%)		
G. In response to the emergency alarm, the crew and passengers shall automatically locate their individual PFD and report to their assigned muster station.	2.0%		
1. Individual Personal Floating Device	(1.0%)		
2. Assigned mustering station	(1.0%)		
H. For a passenger vessel, the master must assign each passenger to a muster station and lifeboat or life craft. Vessel crew shall assume full responsibility for evacuation and accounting of each crewman and passenger during the evacuation.	2.0%		
1. <i>Assignment of life raft.</i>	(1.0%)		
2. <i>Assistance and Accounting of Passengers/Crew.</i>	(1.0%)		

<p>I. Chief of muster station shall account for crew members' completeness; give necessary instructions to all present regarding safety before and after boarding the lifeboat / life craft; and reported the completeness to the control/bridge station.</p> <p>1. <i>Giving safety instructions</i> 2. Report of completeness</p>	<p>2.0%</p> <p>(1.0%) (1.0%)</p>		
<p>J. Vessels crew assist crewman and/or passengers to secure and donned life jackets or Personnel Floating Device (PFD's); advises the same to remain calm, quick and alert; and lead them to the muster station.</p> <p>1. Instruction for donning of PFD 2. Crowd Control</p>	<p>2.0%</p> <p>(1.0%) (1.0%)</p>		
<p>K. Muster Station Chief/Head designate crew member to account all passengers in the muster station and report exact number to the control/bridge station for accounting/completeness. If not all are accounted for, may dispatch a team to locate the missing person(s), if the situation is permitting.</p> <p>1. Accounting 2. Locating Missing person</p>	<p>2.0%</p> <p>(1.0%) (1.0%)</p>		
<p>L. Vessel crew, ancillaries and passengers proceed to designated lifecraft/lifeboat stations promptly with minimum noise and confusion.</p>	<p>2.0%</p>		
<p>M. Constant communication between the muster stations and the control/ bridge station was executed and uninterrupted.</p>	<p>2.0%</p>		
<p>N. Traffic routes onboard going to each station are observed (Forward and Up on the Starboard side; Down and aft on the Port side).</p> <p>1. Going up Starboard 2. Going down Port side</p>	<p>2.0%</p> <p>(1.0%) (1.0%)</p>		
<p>O. Non-swimmers tagged and identified. Further provisions were made for the sick and wounded.</p>	<p>1.0%</p>		
<p>P. The bridge/control station relayed the vessel last known position (Latitude and longitude) and the nearest island/shoreline to the head of each lifecraft/lifeboat during abandonship.</p>	<p>2.0%</p>		

Q. Following provisions and equipment are provided in each station:	9.0%		
1. Rations: food and water	(1.0%)		
2. Navigational instruments, charts, binocular, compass and etc.	(1.0%)		
3. Signal and sign apparatus: semaphore flag, pistols, flashlights, whistles, dye markers and etc.	(1.0%)		
4. Knife, can opener, pliers and etc.	(1.0%)		
5. Boat hook and paddles.	(1.0%)		
6. Small anchor or grapnel (for boats).	(1.0%)		
7. Extra life ring, life jackets and other PFD.	(1.0%)		
8. Extra lines/ blankets	(1.0%)		
9. Extra canvas onboard.	(1.0%)		
R. Ladders, lines and/or nets rigged over ship's sides for going down.	1.0%		
S. Life boats / rafts rigged and ready to be lowered / released.	1.0%		
T. Number of persons assigned to life boats / rafts within load capacity	1.0%		
U. Station in-charge reported to ship control that boats / rafts were manned and ready for abandonment.	1.0%		
V. Life boats /life rafts lowered and / or released in accordance with good seamanship practices. Abandonship detail continuously reporting to the control station.	1.0%		
W. The following safety precautions are observed:	3.0%		
1. Survivors left ship on windward side and lowest part of ship.	(1.0%)		
2. Survivors went down hand-over hand on hanging ropes or uses ladders and nets in leaving ship <i>(IF FORCED TO LEAVE SHIP BY JUMPING, PERSON JUMPED FEET FIRST)</i>	(1.0%)		
3. Survivors swimming towards life rafts flat on their backs.	(1.0%)		

TIME IN MINUTES	MAXIMUM CREDIT	ASSIGNED CREDIT	REMARKS
01 - 50 Mins	Max 10.0%		
51 – 80 Mins, but not more than 80 Mins	Max 7.0%		
ACTUAL TIME: (_____ MINS)			

SUMMARY:

CREDIT	MAX CREDIT	ASGN
I. PREPARATION AND READINESS →	10%	→
II. ORGANIZATION →	10%	→
III. COMMUNICATION →	10%	→
IV. PERFORMANCE →	70%	→
TOTAL RATING: →	100%	→

ADJECTIVAL EVALUATION:

RATINGS

1. ABOVE STANDARD ===== 100 – 90
2. STANDARD ===== 89 – 80
3. BELOW STANDARD===== 79 – Below

A. COMMENTS :

B. RECOMMENDATIONS:

INSPECTORS:

(Team Leader)

CONCUR:

(Master/Skipper)

(Chief Engineer)



**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(HEADQUARTERS PHILIPPINE COAST GUARD)
139 25th Street, Port Area
1018 Manila**

EMERGENCY READINESS EVALUATION (ERE) CHECK-OFF LIST

**Fire in Port and/or at Sea
(Type of Drill)**

Check the appropriate type of Vessel:

Passenger Vessel	
Cargo Vessel	
Passenger Cargo Vessel	
Tanker Vessel (Type: _____)	
Tugboat	
High Speed Craft	
Others, if any	

NAME OF SHIP EVALUATED: _____ GT/NT: _____ / _____

LOCATION: _____ DATE: _____

REQUIREMENTS	MAX CREDIT	ASGD CREDIT	REMARKS
I. PREPARATION AND READINESS:	10 %		
A. Fire in Port At Sea Bill/ Muster List is up to date, posted in conspicuous place throughout the vessel, and in accordance with the Ship Safety Manual (SSM) or Station Bill of the vessel and reflected in the Billet Card of crew.	2.0%		
1. <i>Fire in Port at Sea Bill/Muster List is up to date</i>	(0.8)		
2. <i>Fire in Port at Sea Bill/Muster List in accordance with the Ship Safety Manual (SSM) or Station Bill</i>	(0.6)		

3. <i>Fire in Port at Sea Bill/Muster List</i> is posted in conspicuous place throughout	(0.6)		
B. The station bill/muster list indicated the individual duties of all personnel on board and all crew members been given with written duties and responsibilities (Billet Card).	2.0%		
1. The station bill/muster list indicated the individual duties of all personnel on board	(1.0%)		
2. All crew members are given written duties and responsibilities (Billet Card).	(1.0%)		
C. Emergency Readiness Drill (Fire) was conducted regularly or as scheduled and properly recorded on a logbook. <i>1. Drill conducted regularly</i> <i>2. Drill Properly recorded</i>	2.0% (1.0) (1.0)		
D. All seafarers concerned shall mustered and wearing the appropriate clothing/ uniform. <i>1. Conduct muster</i> <i>2. wearing appropriate clothing</i>	2.0% (1.0) (1.0)		
E. Sufficient number of crew is provided to each Team	2.0%		
REQUIREMENTS	MAX CREDIT	ASGD CREDIT	REMARKS
II. ORGANIZATION. FIRE FIGHTING ORGANIZATION PROVIDED FOR THE FOLLOWING REQUIREMENTS:	10%		
A. Fire fighting teams properly organize and distributed in accordance with the Ship Safety Management System (SSMS) of the vessel and Billet Card of personnel. 1. Organize 2. Distributed	2.0% (1.0) (1.0)		
B. Following Teams are organize : (1) Attacking Party (2) Back-up Team (3) Medical	4.0% (2.0) (1.0) (1.0)		
D. Crew member were designated to accommodate and guide passengers to the muster station / safety area.	2.0%		

E. Traffic flow/procedure was orderly and systematic. 1. Traffic flow 2. Orderly and systematic procedure	2.0% (1.0) (1.0)		
REQUIREMENTS	MAX CREDIT	ASGD CREDIT	REMARKS
III. COMMUNICATIONS:	10%		
A. Adequate and effective internal communication system throughout the ship (control/ bridge station and fire scene). <i>ship's bell/horn</i>	1.0%		
B. Good flow of communication between the control/bridge station, muster / safety stations and fire scene. If no other means of communication is available, utilized crew member to act as messenger between control/bridge and muster/ abandonship station.	1.0%		
C. Use correct procedure and phraseology in communications.	1.0%		
D. Inform the Designated Person Ashore (DPA) to coordinate and cooperate with the Philippine Coast Guard.	2.0%		
E. Adequate and effective external communication: immediately notify / inform the Philippine Coast Guard and other vessels in the vicinity thru radio telephone or other means of communications. (Radio Broadcast) “This is a Drill 3X; Pan pan 3X , this is (name of vessel) - (call sign), this is (name of vessel) - (call sign), this is (name of vessel) - (call sign), my position is at Latitude ___degs ___mins North, Longitude ___degs ___mins East or at vicinity (nearest shoreline). We are on Fire. We are on Fire. We are on fire. We have (number of passengers and cargoes) on board and in need of immediate assistance “Pan pan 3X; This is a Drill 3X”. Rqst Ack If in port, inform the Port Authority, the	5.0%		

Philippine Coast Guard and local fire station for assistance.			
1. <i>Appropriate alarm and flaghoist shall be sounded and hoisted</i>	(2.5)		
2. <i>Announcement through the PA System</i>	(1.0)		
3. <i>External alarm sounded seven short blasts followed by one long blast</i>	(0.5)		
4. <i>Position of the vessel</i>	(0.5)		
5. <i>number of passengers</i>	(0.5)		
REQUIREMENTS	MAX CREDIT	ASGD CREDIT	REMARKS
IV. PERFORMANCE / CROWD CONTROL:	60%		
A. Declaration of Fire in Port / At Sea Alarm was sounded and followed by announcement follows: <i>“This is a drill, this is a drill, prepare for Fire in Port/At Sea bill, prepare for Fire in Port/At Sea bill”</i> to inform all parties onboard (e.g. passengers, crew and ancillaries) regarding the drill. <i>“This is a drill, this is a drill”</i> .	5.0		
B. Necessary action to combat fire prior to arrival of fire party initiated by man who discovered the fire.	1.0%		
C. Traffic routes observed (Forward and up on starboard side, down and aft on portside)	1.0%		
D. Standby/supporting party mustered on station and ready to render assistance	1.0%		
E. Master and/or Officer exercised positive control and supervision of the situation by giving necessary orders to:	20.0%		
1. Move passengers away from fire, have them put on life jackets and if necessary, prepare to abandon the vessel.	2.0%		
1.1. <i>Move passengers away from fire</i>	(1.0)		
1.2. <i>Put on life jackets</i>	(1.0)		
2. Recover and evacuate the injured.	2.0%		
3. Locate the fire and evaluate the extent of fire	2.0%		
4. Cut off air supply to fire-close items such as hatches, ports, doors, ventilators and louvers, and shut off	2.0%		

ventilation system.			
5. Cut off electrical system supplying affected compartment if possible.	2.0%		
6. Attacking fire party, if safe, immediately use portable fire extinguishers at base of flames for flammable liquid or grease fires or water for fires in ordinary combustible materials. Do not use water on electrical fires.	2.0%		
7. If fire is located in machinery spaces, shut off fuel supply and ventilation and activate fixed extinguishing system if installed.	2.0%		2/3 = .666
8. Maneuver vessel to minimize effects of wind on fire.	2.0%		
9. If unable to control fire, immediately notify the Philippine Coast Guard and other craft in the vicinity by radiotelephone.	2.0%		2/2 = 1.0
10. Shut off all engines, generators, and ventilation systems as appropriate of the situation.	2.0%		2/3 = .666
F. Symbols used in the ship's fire control plan are understood by the shore fire personnel.	1.0%		
G. Following equipment brought to the scene of fire:	6.0%		
1. CO2 Fire Extinguisher	1.0%		
2. Fire Axe	1.0%		
3. Flame safety lamp	1.0%		
4. Dewatering equipment	1.0%		
5. Hoses	1.0%		
6. Applicators and nozzle	1.0%		1/ 2 = .50
H. Member of fire fighting party familiar with the operation of the assigned equipment respectively	1.0%		
I. Investigator approached area cautiously	1.0%		
J. Investigator and line tender familiar with the life line pull signal	1.0%		1/3 = .333
K. Appropriate crew members on board trained and knowledgeable in the use of the following fire-fighting appliances:	6.0%		
1. All types of portable fire extinguishers carried on board.	1.0%		Based on PSSC
2. Self-contained breathing apparatus	1.0%		Based on PSSC
3. Hoses with jet and spray nozzles	1.0%		1/ 2 = .50
4. Any fixed fire-fighting system such as foam or carbon dioxide	1.0%		1/ 2 = .50

5. Fire blankets	1.0%		
6. Firemen's outfit	1.0%		Based on SMS
L. Following reports rendered to the Brige/pilot house by the attacking party:	16.0%		
1. Location of fire	4.0%		
2. Class of fire	4.0%		
3. Extent of fire	4.0%		
4. Action being taken to combat fire	4.0%		

TIME IN MINUTES	MAXIMUM CREDIT	ASSIGNED CREDIT	REMARKS
01 - 50 Mins	Max 10.0%		
51 – 80 Mins, but not more than 80 Mins	Max 7.0%		
ACTUAL TIME: (_____ MINS)			

SUMMARY:

	MAX CREDIT	ASGN CREDIT
I. PREPARATION AND READINESS →	10%	→
II. ORGANIZATION →	10%	→
III. COMMUNICATION →	10%	→
IV. PERFORMANCE →	70%	→
TOTAL RATING: →	100%	→

ADJECTIVAL EVALUATION:

RATINGS

1. ABOVE STANDARD ===== 100 – 90
2. STANDARD ===== 89 – 80
3. BELOW STANDARD===== 79 – Below

A. COMMENTS :

B. RECOMMENDATION:

INSPECTORS:

_____	_____
_____	_____

(Team Leader)

CONCUR:

(Master/Skipper)

(Chief Engineer)



PUNONGHIMPILAN TANODBAYBAYIN NG PILIPINAS
(HEADQUARTERS PHILIPPINE COAST GUARD)
 139 25th Street, Port Area
 1018 Manila

EMERGENCY READINESS EVALUATION (ERE) CHECK-OFF LIST

Collision at Port and/or Sea
 (Type of Drill)

Check the appropriate type of Vessel:

Passenger Vessel	
Cargo Vessel	
Passenger Cargo Vessel	
Tanker Vessel (Type:	
Tugboat	
High Speed Craft	
Others, if any	

NAME OF SHIP EVALUATED: _____ GT/NT: _____ / _____

LOCATION: _____ DATE: _____

REQUIREMENTS	MAX CREDIT	ASGD CREDIT	REMARKS
I. PREPARATION AND READINESS:	10%		
A. Collision at Port and Sea Bill/Muster List is up to date, posted in conspicuous place throughout the vessel, and in accordance with the Ship Safety Manual (SSM) or Station Bill of the vessel and Billet Card of personnel.	2.0%		
1. Collision at Port and Sea Bill/Muster List is up to date	(0.8 %)		
2. Collision at Port and Sea Bill/Muster List in accordance with the Ship Safety Manual (SSM) or Station Bill	(0.6 %)		
3. Collision at Port and Sea Bill/Muster List is posted in conspicuous place throughout	(0.6 %)		

the vessel			
B. The station bill/muster list indicated the individual duties of all personnel on board and all crew members been given with written duties and responsibilities (Billet Card).	2.0%		
1. The station bill/muster list indicated the individual duties of all personnel on board	(1.0)		
2. All crew members are given written duties and responsibilities (Billet Card).	(1.0)		
C. Emergency Readiness Drill (Collision,) was conducted regularly or as scheduled and properly recorded on a logbook.	2.0%		
1. Drill conducted regularly	(1.0)		
2. Drill Properly recorded	(1.0)		
D. All crew concerned mustered and wearing the appropriate clothing/ uniform.	2.0%		
1. Conduct muster	(1.0)		
2. wearing appropriate clothing	(1.0)		
E. Adequate and effective external communication:	2.0%		
(1) Adequate	(1.0)		
(2) Effective	(1.0)		
REQUIREMENTS	MAX CREDIT	ASGD CREDIT	REMARKS
II. ORGANIZATION: COLLISION AT SEA / IN PORT BILL PROVIDED FOR THE FOLLOWING REQUIREMENTS:	10%		
A. Personnel appropriately organize and designated as follows:			
(1) Repair party to handle the repair of damage.	2.0%		
(2) Standby party	2.0%		
(3) Medical Team	2.0%		
B. Chain of responsibilities is clearly defined in the station bill.	2.0%		
C. The master has full control and supervision of the situation	2.0%		
REQUIREMENTS	MAX CREDIT	ASGD CREDIT	REMARKS
III. COMMUNICATIONS:	10%		

A. Adequate and effective internal communication system throughout the ship (control/ bridge station, at scene and medical Team).	1.0%		
B. Good flow of communication between the bridge/damage control station and scene station. If no other means of communication is available, utilized crew member to act as messenger between control station and muster station.	1.0%		
C. Manually activate Emergency Position Imitating Radio Beacon (EPIRB).	1.0%		
D. Inform the Designated Person Ashore (DPA) to coordinate and cooperate with the Philippine Coast Guard.	2.0%		
<p>E. Appropriate alarm shall be sounded: Intermittent Sound for one minute on ship's whistle or horn and followed by an announcement <i>"This is a drill, this is a drill. Standby for Collision at (Port/Starboard),</i> Repair Party and medical Team Standby. Passengers please take hold for your safety. <i>This is a drill, this is a drill</i> to inform all parties onboard (e.g. passengers, crew and ancillaries) regarding the drill.</p> <p>"This is a Drill3X; Pan Pan 3X, this is (name of vessel) - (call sign), this is (name of vessel) - (call sign), this is (name of vessel) - (call sign), my position is at Latitude ___degs ___mins North, Longitude ___degs ___mins East or at vicinity (nearest shoreline). We are on Collision. We are on Collision. We are on Collision. We have (number of passengers and cargoes) on board in need of immediate assistance "Pan, Pan, Pan". Repeat if necessary</p> <p>1. Appropriate alarm and flag hoist shall be sounded and hoisted (1.0)</p> <p>2. Announcement through the PA System (2.5)</p> <p>1</p>	5.0%		

<p>Ten Seconds before impact, following shall be announced to warn everybody:</p> <p>“This is a drill 3X. Standby for Collision in ten seconds; ten; nine; eight; seven, six, five. four, three, two, one; impact</p> <p>3. External alarm sounded seven short blasts followed by one long blast (0.5)</p> <p>4. Position of the vessel (0.5)</p> <p>5. Number of passengers (0.5)</p>			
REQUIREMENTS	MAX CREDIT	ASGD CREDIT	REMARKS
IV. PERFORMANCE /CROWD CONTROL:	60%		
A. Appropriate alarm sounded and hoisted.	5.0%		
(1) Internal	(2.5)		
(2) External(ships horn/radio and flag hoist)	(2.5)		
B. Equipment / tools and shoring materials brought to the scene control damage adequately.	2.0%		
1. Equipment / tools adequate	(1.0)		
2. Shoring materials brought to the scene	(1.0)		
C. Ship’s personnel observed traffic routes, report to respective station promptly with minimum confusion.	1.0%		
D. Personnel at the damage area sufficient to handle the situation.	1.0%		
E. Investigator approached cautiously with portable lamps/flashlight	1.0%		
F. The following steps or procedures were undertaken to ensure passenger safety, identify the source of leak, and keep the vessel afloat:	20.0%		
1. Close all watertight and weather-tight doors, hatches, and airports to prevent taking water aboard or further flooding in the vessel.	2.0%		
1.1 watertight and weather-tight doors,	(0.6)		
1.2 hatches	(0.7)		
1.3 airports	(0.7)		
2. Keep bilges dry to prevent loss of stability due to water bilges. Use power driven bilge pump, hand pump, and	2.0%		

buckets to dewater. 2.1. bilges dry 2.2. bilge pump 2.3. hand pump 2.4. buckets	(0.5) (0.5) (0.5) (0.5)		
3. Align fire pumps to use as bilge pump, if possible.	2.0%		
4. Check all intake and discharge lines, which penetrate the hull, for leakage. 4.1. Check intake lines 4.2. Check discharge lines	2.0% (1.0) (1.0)		
5. Passengers must remain seated and kept calm. 5.1. Passengers remain seated 5.2. Passengers kept calm	4.0% (2.0) (2.0)		
6. Passengers must don life jackets if conditions worsen, the vessel is about to cross a hazardous bar or when otherwise instructed by the master.	2.0%		
7. If assistance is needed, follow the procedures to call the authorities (Philippine Coast Guard) and vessels in the vicinity through radio telephone or other means of communications. 8.1. call the authorities (Philippine Coast Guard) 8.2. call other vessels in the vicinity	2.0% (1.0) (1.0)		
8. Prepare survival craft (lifeboats, inflatable rafts, and boats) for launching.	2.0%		
9. Assign someone to manage the crowd for orderly flow of traffic or disembarkation of passengers later. 9.1. Crowd control 9.2. Orderly flow of traffic/disembarkation of passengers	2.0% (1.0) (1.0)		
G. Adjacent compartment inspected for possible damage.	1.0%		
H. Damage compartment are isolated and flooding boundaries established.	1.0%		
I. Electrical circuit in damage areas de-energized and restored as soon as checked / repaired.	1.0%		
J. Repair team familiar with the ships drainage and fire main system.	1.0%		
K. Personnel handling the repair showed familiarity in the use of shoring equipment / tools and materials.	1.0%		For revision/increased points
L. Compartment in damage areas de-watered	1.0%		

as appropriate.			
M. Effective supervision of the team displayed by the team leader.	1.0%		
N. Good team work displayed by the whole repair team.	1.0%		
P. Master / duty Deck Officer effected such augmentation and exercised positive control and supervision of the situation.	2.0%		
Q. Following reports rendered to pilot house by repair party:	20.0%		
1. Location of damage	5.0%		
2. Extent of damage	5.0%		
3. Equipment and materials being used	5.0%		
4. Action being taken in controlling the damage	5.0%		

TIME IN MINUTES	MAXIMUM CREDIT	ASSIGNED CREDIT	REMARKS
01 - 50 Mins	Max 10.0%		
51 – 80 Mins, but not more than 80 Mins	Max 7.0%		
ACTUAL TIME: (_____ MINS)			

S U M M A R Y :

CREDIT	MAX CREDIT	ASGN
I. PREPARATION AND READINESS →	10%	→ <input type="text"/>
II. ORGANIZATION →	10%	→ <input type="text"/>
III. COMMUNICATION →	10%	→ <input type="text"/>
IV. PERFORMANCE →	70%	→ <input type="text"/>
TOTAL RATING: →	100%	→ <input type="text"/>

A. ADJECTIVAL EVALUATION :

RATINGS

- 1. ABOVE STANDARD ===== 100 – 90
- 2. STANDARD ===== 89 – 80
- 3. BELOW STANDARD===== 79 – Below

B. COMMENTS :

C. RECOMMENDATIONS:

INSPECTORS:

<hr/>	<hr/>
<hr/>	<hr/>

(Team Leader)

CONCUR:

(Master/Skipper)

(Chief Engineer)



PUNONGHIMPILAN TANODBAYBAYIN NG PILIPINAS
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 139 25th Street, Port Area
 1018 Manila

EMERGENCY READINESS EVALUATION (ERE) CHECK-OFF LIST

Emergency Steering Casualty
 (Type of Drill)

Check the appropriate type of Vessel:

Passenger Vessel	
Cargo Vessel	
Passenger Cargo Vessel	
Tanker Vessel (Type:	
Tugboat	
High Speed Craft	
Others, if any	

NAME OF SHIP EVALUATED: _____ GT/NT: _____ / _____

LOCATION: _____ DATE: _____

REQUIREMENT	MAX CREDIT	ASGD CREDIT	REMARKS
I. PREPARATION AND READINESS:	10%		
A. <u>Emergency Steering Bill/ Muster List</u> is up to date, posted in conspicuous place throughout the vessel (Pilothouse/ Emergency Steering station), and in accordance with the <u>Ship Safety Manual (SSM) or Station Bill of the vessel and Billet Card (BC) of personnel.</u>	2.0%		
1. <u>Emergency Steering Bill/Muster List</u> is up to date	(0.5) (0.5)		
2. <u>Emergency Steering Bill/Muster List</u> is posted in conspicuous place throughout the vessel	(1.0)		
3. <u>Emergency Steering Bill/Muster List</u> in accordance with the Ship Safety Manual			

(SSM)			
B. The <u>station bill/muster list</u> indicated the individual duties of all personnel on board and all crew members been given with written duties and responsibilities (Billet Card).	2.0%		
1. The station bill/muster list indicated the individual duties of all personnel on board	(1.0)		
2. All crew members are given written duties and responsibilities (Billet Card).	(1.0)		
C. Emergency Readiness Drill (Emergency Steering) was conducted regularly or as scheduled and properly recorded on a logbook.	2.0%		
1. Conducted regularly as scheduled	(1.0)		
2. Conducted and properly recorded on logbook	(1.0)		
D. Concerned crew mustered and wearing the appropriate clothing/ uniform.	2.0%		
D. Appropriate means of alarm and personnel designated.	2.0%		
(1) Appropriate alarms	(1.0)		
(2) Designated appropriate number of personnel	(1.0)		
REQUIREMENT	MAX CREDIT	ASGD CREDIT	REMARKS
II. ORGANIZATION: THE FOLLOWING ARE THE REQUIREMENTS FOR THE EMERGENCY STEERING BILL:	10.0%		
A. Personnel to handle the repairs e.g. electrician or engineering personnel/black gang.	2.0%		
B. Additional personnel to assist in manning of emergency steering.	2.0%		
C. Aft Steersman	2.0%		
D. Rudder angle spotter	2.0%		
E. Messenger	2.0%		
REQUIREMENT	MAX CREDIT	ASGD CREDIT	REMARKS
III. COMMUNICATIONS:	10.0%		
A. Effective communications between <u>bridge</u> , <u>emergency steering station</u> and pilothouse is well established.	2.0%		

<p>1. Established proper communication between bridge and ES team</p> <p>2. Proper reporting between bridge to ES team (Maritime English)</p>			
<p>B. Redundant communication lines between <u>the bridge, Machinery Control Room (MCR)</u> and Aft steering room must always be maintained. In case of failure of technology, alternative/other means of communication shall be readily available for use e.g. messenger, PA system and etc.</p> <p>1. Established other means of communications e.g. PA, Messenger</p> <p>2. Communications deliberately cleared</p>	2.0%		
<p>C. <i>INTERNAL</i>: Appropriate general alarm shall be sounded “Intermittent sound for one (1) minute, followed by announcement in the public address system:</p> <p>“Steering Casualty, Steering Casualty. Man your emergency steering bill, man your emergency steering bill. This is a drill, this is a drill” to inform all parties onboard (e.g. passengers, crew and ancillaries) regarding the drill”.</p> <p><i>EXTERNAL</i>: “seven (7) short blasts followed by one (1) long blast on the ship’s whistle or horn” and following announcement will be made.</p> <p>“This is a Drill 3X;Pan Pan 3X; this is (name of vessel) – (cal sign), this is (name of vessel) – (call sign), this is (name of vessel) – (call sign), my position is at Latitude ___degs ___mins North, Longitude ___degs ___mins East or at vicinity (nearest island/shoreline) we have steering casualty, we have steering casualty, we have steering casualty. All vessels and watercrafts in the vicinity as advised to take precautionary measures “Pan Pan 3X; This is a Drill 3X”.</p>	3.0%		<p>Flag hoisting</p>
<p>REQUIREMENT</p>	<p>MAX CREDIT</p>	<p>ASGD CREDIT</p>	<p>REMARKS</p>
<p>IV. PERFORMANCE AND CROWD CONTROL:</p>	<p>60%</p>		

A. Steersman on alert for the detection of steering casualty and immediate action of the Steersman when Steering casualty is encountered	3.0%		
B. Nature of emergency or casualty immediately reported to duty officer watch.	3.0%		
C. Master and Chief Engineer promptly informed of the steering casualty and immediate action.	5.0%		
D. At the sound of the emergency alarm or as notified by the bridge on loss of steering control, the steersman in the Aft steering trips off the control selector/lever to switch off position to shift control from the bridge to aft steering and likewise report to the bridge "AFT STEERING HAS NOW THE CONTROL". 1. If sound ESC alarmed 2. Informed all concerned party on board 3. Properly trips off control selector/lever to switch off of vice versa 4. Repair party report to bridge if aft steering has now control	5.0% (1.0) (1.0) (1.0) (2.0)		
E. Emergency steering station manned promptly without confusion.	5.0%		
F. Rudder commands shall be relayed to the aft steering station by the Officer of the Watch/Master. 1. Rudder commands relayed in proper reporting 2. Rudder commands without confusion	3.0% (1.5) (1.5)		
G. Ship maneuvered to safer water/area using main engine	3.0%		
H. Main engine slowed down and/or stopped to appropriate until emergency steering took over the control. 1. Appropriate slowed down in safe area 2. Anchoring detail manned and ready	5.0% (2.5) (2.5)		
I. Engineering personnel familiar with the rigging to emergency steering. 1. Engineering personnel knowledgeable to his position	5.0% (2.5)		

2. Adequate Engineering personnel	(2.5)		
J. Emergency steering station adequately manned. 1. All concerned personnel manned their designated station 2. Adequate personnel on every team	5.0% (2.5) (2.5)		
K. Proper report to master rendered by the engineering personnel.	3.0%		
L. Progress of repairs reported to the bridge. 1. Reporting in progress either in percentage system 2. Concise reporting	5.0%		
M. Correct procedures observed in <u>shifting from normal steering to emergency steering and vice-versa.</u>	2.0%		
N. Orders to wheel executed by emergency steering detail promptly and smartly.	3.0%		
O. The Master has full control and supervision of the emergency situation from normal steering to casualty/emergency steering and back to normal operation.	5.0%		

TIME IN MINUTES	MAXIMUM CREDIT	ASSIGNED CREDIT	REMARKS
01 - 50 Mins	Max 10.0%		
51 – 80 Mins, but not more than 80 Mins	Max 7.0%		
ACTUAL TIME: (_____ MINS)			

S U M M A R Y :

	MAX CREDIT	ASGN CREDIT
I. PREPARATION AND READINESS →	10%	→
II. ORGANIZATION →	10%	→
III. COMMUNICATION →	10%	→
IV. PERFORMANCE →	70%	→
	100%	

TOTAL RATING: → →

A. ADJECTIVAL EVALUATION:

RATINGS

- 1. ABOVE STANDARD ===== 100 – 90
- 2. STANDARD ===== 89 – 80
- 3. BELOW STANDARD ===== 79 – Below

B. COMMENTS :

C. RECOMMENDATION:

INSPECTORS:

_____	_____
_____	_____

(Team Leader)

CONCUR:

_____	_____
(Master/Skipper)	(Chief Engineer)



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1018 Manila

EMERGENCY READINESS EVALUATION (ERE) CHECK-OFF LIST

Man-Overboard
(Type of Drill)

Check the appropriate type of Vessel:

Passenger Vessel	
Cargo Vessel	
Passenger Cargo Vessel	
Tanker Vessel (Type: _____)	
Tugboat	
High Speed Craft	
Others, if any	

NAME OF SHIP EVALUATED: _____ GT/NT: _____ / _____

LOCATION: _____ DATE: _____

REQUIREMENT	MAX CREDIT	ASGD CREDIT	REMARKS
I. PREPARATION AND READINESS:	10%		
A. Man-overboard Bill/Muster List is up to date, posted in conspicuous place throughout the vessel, and in accordance with the Ship Safety Manual (SSM) or Station Bill of the vessel and Billet Card (BC) of personnel.	2.0%		
1. Man-overboard Bill/Muster List is up to date	(0.8%)		
2. Man-overboard Bill/Muster List is posted in conspicuous place throughout the vessel	(0.6%)		
3. Man-overboard Bill/Muster List in accordance with the Ship Safety Manual	(0.6%)		

(SSM)			
B. The station bill/muster list indicated the individual duties of all personnel on board and all crew members been given with written duties and responsibilities (Billet Card).	2.0%		
1. The station bill/muster list indicated the individual duties of all personnel on board	(1.0%)		
2. All crew members are given written duties and responsibilities (Billet Card).	(1.0%)		
C. Emergency Readiness Drill (Man Overboard) was conducted regularly or as scheduled and properly recorded on a logbook.	2.0%		
1. Emergency Readiness Drill (Man-overboard) was conducted regularly or as scheduled. (frequency of the conduct of drills shall be based on the provisions of the vessel's SMS. If not indicated, drills should have been conducted at least once every three (3) months)	(1.0%)		
2. Emergency Readiness Drills (Man-overboard) are properly recorded on a logbook	(1.0%)		
D. All crew concerned mustered and wearing the appropriate clothing/ uniform.	2.0%		
1. Concerned crew mustered at the designated area	(1.0%)		
2. Wearing of appropriate uniform	(1.0%)		
E. Appropriate equipment/implements and personnel	2.0%		
(1) Sufficient equipment/implements	(1.0%)		
(2) Sufficient number of persons	(1.0%)		
REQUIREMENT	MAX CREDIT	ASGD CREDIT	REMARKS
II. ORGANIZATION: MAN OVERBOARD ORGANIZATION PROVIDED FOR THE FOLLOWING REQUIREMENTS:	10%		
A. Providing Section:	2.0%		
1. Recovery Detail			
2. Jumper crew			
3. Special Lookouts (e.g. <u>shark watch, extra look-out for man-overboard and etc.</u>)	2.0%		
B. Medical Team and equipment/implements	2.0%		

C. Boat detail 1 Personnel assigned posted 2. Knowledgeable of his designation	2.0% (1.0%) (1.0%)		
D. Bridge Watch 1. Personnel assigned posted 2. Knowledgeable of his designation	2.0% (1.0%) (1.0%)		
REQUIREMENT	MAX CREDIT	ASGD CREDIT	REMARKS
III. COMMUNICATIONS:	10.0%		
A. Adequate and effective internal communication system throughout the ship (control/ bridge station, providing party, and boat detail.	2.0%		
B. Good flow of communication between the bridge and the recovery detail. If no other means of communication is available, utilized crew member to act as messenger between control station/bridge, muster station and boat detail. 1. Adequate flow of communication between the bridge and the recovery detail 2. Utilized crew member to act as messenger between bridges and recovery detail as back-up communication.	2.0% (1.0%) (1.0%)		
C. “OSCAR” flag hoisted (at Day Time) or display two (2) pulsating red-lights or fire one (1) white rocket (at Night Time). 1. OSCAR flag hoisted at day time 2. Two(2)pulsating red lights or fire one (1) white rocket at night	2.0%		Comment ALMC 13-13
E. Inform the Designated Person Ashore (DPA) to coordinate and cooperate with the Philippine Coast Guard. F.	1.0%		
G. Adequate and effective external communication: immediately notify / inform the Philippine Coast Guard, the Port Authority and other vessels / crafts within the vicinity by radiotelephone or other means of communication. “This is a Drill 3X; Pan Pan 3X; this is <u>(name of vessel)</u> - <u>(call sign)</u> , this is <u>(name of vessel)</u> - <u>(call sign)</u> , this is <u>(name of vessel)</u> - <u>(call sign)</u> , my position is at Latitude ___ degs ___ mins North,	3.0%		

<p>Longitude ___degs ___mins East or at vicinity (nearest island/shoreline) we have man-overboard, we have man-overboard, we have man-overboard. All vessels and watercrafts in the vicinity is advise to maintain a sharp look-out. “Pan Pan 3X; This is a Drill 3X”. Rqst Ack.</p> <p>1. Name of vessel 2. Position of vessel</p>	(1.5) (1.5)		
REQUIREMENT	MAX CREDIT	ASGD CREDIT	REMARKS
IV. PERFORMANCE:	60.0%		
A. Person sighted the Man-overboard:	6.0%		
1. Instantly called-out “Man-overboard Port/ Starboardside, man-overboard port/ starboard to obtain awareness.	2.0%		
2. Throw a ring buoy overboard, as near/close to the person overboard as possible.	2.0%		
3. Brought the situation to the attention of the duty officer.	2.0%		
B. Word passed twice through the public address system: Man-overboard, man-overboard port/ starboard side in order to prepare and make aware the rescue party and the riding public.	1.0%		
C. Officer designated and posted a look-out to keep the person overboard in sight.	1.0%		
D. Following sounds and visual made:	6.0%		
1. General Alarm sounded intermittently.	2.0%		
2. Six or more short blasts sounded on ship’s whistle:	2.0%		
3. “OSCAR” Flag hoisted (Day Time) or 2 pulsating red-light displayed whistle rocket (flare) fired (Night Time)	2.0%		
E. Duty officer initially ordered his rudder over the same side where Man Overboard to bring ships steering away from man.	2.0%		
F. The Master take full control of the situation and order to wheel and engines promptly and correctly.	2.0%		
G. Duty Officers are acquainted and be able to discuss the following doctrines:	30.0%		Note: In awarding of credit, the chosen manuever technique will be graded. The other two (2) manuever technique, credit will be based on

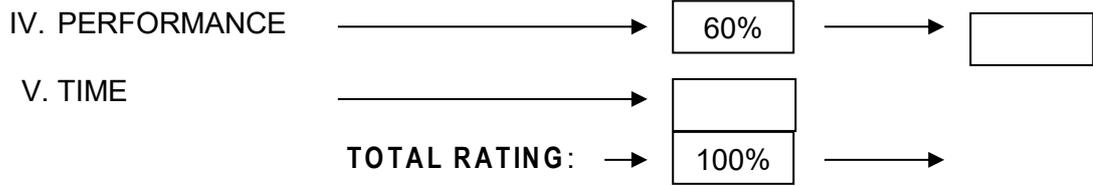
			the discussion of the Officer as per points stated.
<p>1. Williamson Turn (Man Overboard is not in sight).</p> <p>a. Full rudder towards side where man falls overboard;</p> <p>b. Rudder shifted to opposite side when ship's head varies from 60 to 90 degrees or as determined; and</p> <p>c. Ship maneuvered to reciprocal course and within 10 yards from man overboard.</p>	<p>10.0%</p> <p>(4.0)</p> <p>(3.0)</p> <p>(3.0)</p>		
<p>2. Direct method or Single turn. (Man Overboard in sight).</p> <p>a. Course held for one (1) minute after Man-overboard is sounded;</p> <p>b. Execute full rudder (Left/Right) smartly at maximum speed until ships heading for man; and</p> <p>c. Ship manoeuvred correctly within 10 yards from man-overboard.</p>	<p>10.0%</p> <p>(4.0)</p> <p>(3.0)</p> <p>(3.0)</p>		
<p>3. Two turn maneuver (Man-overboard in sight).</p> <p>a. Executed full rudder turn (180 degs) until ship is on reciprocal course and maneuvered until man is 30 degs abaft the beam;</p> <p>b. Executed another full rudder turn (180 degs) until ship is back original course heading for man; and</p> <p>c. Ship maneuvered and accurately stopped within 10 yards or so from the man-overboard.</p>	<p>10.0%</p> <p>(4.0)</p> <p>(3.0)</p> <p>(3.0)</p>		
<p>H. Appropriate signal posted at the bridge (refer to III.C and IV.C and D) additional points.</p> <p>1. refer to III.C</p> <p>2. IV.C and D</p>	<p>2.0%</p> <p>(1.0%)</p> <p>(1.0%)</p>		
<p>I. Fix taken the moment the man is reported overboard</p> <p>1. Personnel or QM take last fix position man reported overboard</p> <p>2. MOB at GPS man reported overboard</p>	<p>2.0%</p> <p>(1.0%)</p> <p>(1.0%)</p>		Refer to SSM
<p>J. Providing Section on the double to designated stations with necessary provisions.</p>	<p>2.0%</p>		

1. Providing section on designated position	(1.0%)		
2. Provided with provisions	(1.0%)		
K. Look-outs continuously reported the bearing and range of man overboard, correctly and distinctively.	2.0%		
1. Look outs continuously reported the position of man overboard	(1.0)		
2. Proper reporting of look out	(1.0)		
L. Intended recovery side relayed by Conn/bridge to providing section.	2.0%		
M. Special look-outs were posted at strategic places.	2.0%		
N. A crew member put on a lifejacket; attach a safety line, and standby to jump into the water to assist the person overboard if necessary	2.0%		
O. Notify the Philippine Coast Guard and other vessels in the vicinity by radiotelephone if the person is not immediately located.	2.0%		
P. Appropriate first aid was applied after man is recovered.	6.0%		
1. Assess the overall condition of the victim	2.0%		
2. Determine whether or not assisting the victim with the resources at hand is possible or if further help is required.	2.0%		
3. Identification and personal circumstance of the victim	2.0%		

TIME IN MINUTES	MAXIMUM CREDIT	ASSIGNED CREDIT	REMARKS
01 - 50 Mins	Max 10.0%		
51 – 80 Mins, but not more than 80 Mins	Max 7.0%		
ACTUAL TIME: (_____ MINS)			

S U M M A R Y :

	MAX CREDIT	ASGN CREDIT
I. PREPARATION AND READINESS →	10%	→
II. ORGANIZATION →	10%	→
III. COMMUNICATION →	10%	→



ADJECTIVE EVALUATION:

RATINGS

1. ABOVE STANDARD ===== 100 – 90
2. STANDARD ===== 89 – 80
3. BELOW STANDARD===== 79 – Below

A. COMMENTS :

B. RECOMMENDATIONS:

INSPECTORS:

_____	_____
_____	_____

(Team Leader)

CONCUR:

(Master/Skipper)

(Chief Engineer)