



Philippine Coast Guard  
**HEADQUARTERS MARITIME SAFETY SERVICES COMMAND**  
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Cavite Buoy Base, Naval Base Cavite, Sangley Point,  
Cavite City

21 June 2021

**MSSC/NPSCS**

**STANDING OPERATING PROCEDURE  
NUMBER..... 04-21**

**GUIDELINES FOR THE CONDUCT OF  
ANNUAL PORT STATE CONTROL CENTERS AND DIVISIONS SYSTEM AUDIT**

**I. PURPOSE:**

This Standing Operating Procedure (SOP) prescribes the guidelines and procedures governing the Annual Port State Control Centers and Divisions System Audit conducted through the National Port State Control Services, Maritime Safety Services Command. The conduct of the Annual PSCD Audit is intended to ensure that the procedures in planning and preparation for inspections, actual conduct of inspections and reporting requirements are properly carried out by PSCOs in accordance with the standards set forth by the Tokyo Memorandum of Understanding in Asia Pacific Region.

**II. SCOPE:**

This SOP applies to all-PSC Centers and Divisions including Port State Control Officers.

**III. PROCEDURES:**

- A. All PSC Centers and Divisions shall be subject to the annual PSC Systems Audit.
- B. The PSC Centers and Divisions system audit is designed to regulate compliance with the following:
  1. Adequate office space for day-to-day office works;
  2. Enough office furniture and equipment;
  3. Reliable internet connection for uploading and downloading information in the Asia Pacific Computerized Information System (APCIS);

4. Availability of complete set of references (hard copies and/or electronic copies) needed for PSC inspection;
  5. Proper filing system in the office;
  6. PSCOs are given equal opportunity to conduct PSC inspection;
  7. Relevant procedures for inspection and other publications are posted;
  8. Adherence to existing procedures to address appeals on results of inspections made by appropriate concerned parties;
  9. Relationship and cooperation with other PCG units along with other LGUs operating within the AOR; and
  10. Issues and concerns are properly communicated and addressed accordingly.
- C. Non-conformities or noted deficiencies found by the auditors shall be immediately rectified by the concerned PSC Center and/or Division Commander. Likewise, said non-conformities will be discussed during the PSC Quarterly Conference as a venue for other PSCOs to adjust their systems in relation to the said non-conformities.
- D. After each Annual PSC Centers and Divisions System Audit, the audit team shall submit their audit report to Director, NPSCS along with their recommendations for the improvement of PSC Centers and Divisions.

IV. **RESPONSIBILITY:**

A. **Commander, Maritime Safety Services Command:**

1. Shall approve the composition of the Audit Team; and
2. Shall review the recommendations and proposed solutions to address the issues and concerns raised during the audit.

B. **Director, National Port State Control Service:**

1. Shall organize the members of the PSC Systems Audit Team composed of the following:
  - A. Audit Team Leader;
  - B. Three (3) Senior PSCO as assessors; and
  - C. At least two (2) NPSC Staff as secretariat;
2. Shall ensure that all PSC Centers and Divisions have undergone Annual PSC System Audit;
3. Shall ensure the credibility and transparency of the result of PSC Centers and Divisions System Audit;

4. Shall submit after-audit report to C, MSSC;
5. Shall recommend to C, MSSC the appropriate solutions and innovations to address issues and concerns raised during the audit;
6. Shall be responsible for the implementation of this SOP and shall draft necessary amendments as needed; and
7. Shall perform other duties as C, MSSC may direct.

**D. Commanders, PSC Center and Division:**

1. Shall ensure adherence to this SOP;
2. Shall be responsible for the maintenance of office and personnel efficiency;
3. Shall be responsible for the lot acquisition or if not practicable, for the lease of an office space while performing PSC functions; and
4. Shall perform other tasks as the Director, NPSCS may direct.

**E. Assistant Chief of Staff for HRM, NPSCS-1**

1. Shall issue appropriate orders to cover the travel requirements of the PSC Audit team;
2. Shall issue PSCOs assignment to all PSC Centers and Divisions based on their competency level prior confirmation of the C, MSSC; and
3. Shall perform other tasks as the Director, NPSCS may direct.

**F. Assistant Chief of Staff for Logistics, NPSCS-4**

1. Shall provide appropriate funds to cover the travel expenses of the PSC Audit Team;
2. Shall assists the Audit Team for the immediate facilitation of travel expenses, liquidations, reimbursements and other logistical requirements concerning PSC audit; and
3. Shall perform other tasks as the Director, NPSCS may direct.

**G. NPSCS Audit Team:**

1. Shall be responsible for the revision of the enclosed checklist (annex) for further improvement of all PSC Centers and Divisions Office; -
2. Shall professionally use the checklist to determine the non-conformities of every PSC Center and Division Office;

3. Shall prepare the recommendations and solutions for the non-conformities noted by the team; and
4. Shall perform other tasks as the Director, NPSCS may direct.

V. **RESCISSION:**

This SOP rescinds all other publications contrary to the provisions stated herein.

VI. **EFFECTIVITY:**

This SOP shall take effect immediately upon approval.

**BY COMMAND OF REAR ADMIRAL ABU PCG:**

**DOMINADOR P SENADOR III**  
**CAPT PCG**  
Acting Chief of Staff

**OFFICIAL:**

  
**KRISTELLE JOYCE P PANGANIBAN**  
**ENS PCG**  
Adjutant