



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
National Headquarters Philippine Coast Guard
139 25th Street, Port Area
1018 Manila

NHQ-PCG/CG-8

28 July 2023

**STANDING OPERATING PROCEDURES
NUMBER 13-23**

**IMPLEMENTATION OF THE REVISED GUIDELINES ON THE MOVEMENT OF
VESSELS DURING HEAVY WEATHER**

I. AUTHORITY:

- A. Republic Act No. 9993 or Philippine Coast Guard Law of 2009 and its Implementing Rules and Regulations (IRR);
- B. NHQ-PCG/CG-8 Memorandum Circular Number 02-23 entitled Revised Guidelines on the Movement of Vessels During Heavy Weather dated 23 March 2023.

II. REFERENCES:

- A. Department of Science and Technology - Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA) Modified Tropical Cyclone Wind Signal System dated 23 March 2022
- B. CPCG Memorandum re Interim Guidelines in the Adjudication of Safety Circulars dated 03 August 2022
- C. HPCG/CG-3/CG-8/CGAC Standing Operating Procedures Nr. 01-12 "PCG Alert and Response Procedures" 04 April 2012
- D. Philippine Ports Authority Administrative (PPA) Order Nr. 02-89 "Cargo Handling Rate for Dangerous/Obnoxious Cargoes" dated 14 August 1989

III. PURPOSE:

This Standing Operating Procedure (SOP) prescribes the guidelines and procedures governing the implementation of NHQ-PCG/CG-8 Memorandum Circular 02-23 entitled "Revised Guidelines on the Movement of Vessels During Heavy Weather" dated 23 March 2023.

IV. SCOPE:

This SOP applies to all Philippine Coast Guard (PCG) Districts, Stations and Sub-Stations having jurisdiction over all vessels operating within the territorial jurisdiction of the Republic of the Philippines.

V. PROCEDURES

The Coast Guard District/Station/Substation that has jurisdiction over the area when Tropical Cyclone Wind Signal (TCWS) Number 1 or higher is hoisted within its point of origin, the intended route, and point of destination shall strictly implement the following:

A. No vessel of any type or tonnage shall be allowed to sail except to take shelter, as the situation may warrant, when TCWS No. 1 or higher is hoisted within its point of origin, the intended route, and the point of destination.

B. RORO vessels plying in the "Main Supply Routes" may sail when TCWS No. 1 is hoisted within its point of origin or route or point of destination only when all the following conditions are strictly satisfied:

1. Only RORO vessels that are more than 300 GRT will be allowed to sail;
2. RORO vessels shall not carry passengers, except drivers of rolling cargoes;
3. RORO vessels are only allowed to carry rolling cargoes not loaded with dangerous cargo;
4. RORO vessels shall be allowed to sail only within twelve (12) hours after TCWS No. 1 is hoisted;
5. Voyage shall only be during the daytime, from sunrise, and must arrive at the port of destination at least 30 minutes before sunset;
6. Sea condition must be "calm to moderate" with the prevailing wind speed of up to 28 kph or 16 knots as declared by Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA) for the locality of the port of origin and port of destination;
7. There is good visibility in the port of origin and port of destination;
8. There is only light rains in the port of origin and port of destination, with the rate of fall from "0.0 mm per hour (trace) to 2.5 mm per hour";
9. RORO vessels shall not exceed 75% of its authorized cargo capacity per MARINA issued Tonnage Measurement Certificate; and
10. Masters must ensure that maximum precautionary measures shall be observed in ensuring the proper lashing and stowage of cargoes loaded onboard the RORO vessel prior departure.

C. Any Passenger and Cargo Vessel engaged in "Short Distance Voyages" may sail when TCWS Nr. 1 is hoisted within its point of origin or route or point of destination only when all the following conditions are strictly satisfied:

1. Voyage shall only be from sunrise to sunset, the ship must arrive at the point of destination at least 30 minutes before sunset;

2. Vessels shall be allowed to sail only within twelve (12) hours after TCWS No. 1 is hoisted;
3. Sea condition must be "calm to moderate" with the prevailing wind speed of up to 28 kph or 16 knots as declared by PAGASA for the locality of the port of origin and port of destination;
4. There is only light rains in the port of origin and port of destination, with the rate of fall from "0.0 mm per hour (trace) to 2.5 mm per hour";
5. There is good visibility in the port of origin and port of destination;
6. Duly licensed passenger vessels or motorboats shall only carry passengers not exceeding 50% of its authorized passenger capacity and 100 % of its cargo capacity per MARINA-issued Passenger Ship Safety Certificate (PSSC);
7. For passenger boats with open decks, passengers including children and crew shall wear lifejackets prior to the departure of the vessel or motorboat and until disembarkation at the port of destination; and
8. Masters and Boat Captains shall ensure that maximum precautionary measures shall be observed in ensuring the proper lashing and stowage of cargoes loaded on board the vessel or motorboat prior to departure.

D. Transportation-related situations shall be categorized as Level 1 or Guarded Alert, Level 2 or Heightened Alert, and Level 3 or Full Alert, based on the general criteria.

1. Level 1 or Guarded Alert – Whenever there is a Low-Pressure Area or Inter-tropical Convergence Zone;
2. Level 2 or Heightened Alert – Whenever there is a weather disturbance in the scale of TCWS 1; and
3. Level 3 or Full Alert – Whenever there is a severe weather disturbance on the scale of TCWS 2 and above.

VI. RESPONSIBILITIES:

A. Coast Guard District Commander:

1. Shall designate Operations Officer/ POIC to monitor and promptly obtain the latest PAGASA weather forecast;
2. Shall designate responsible personnel to plot in the weather chart the track, forecast position of the typhoon and TCWS Sectors;
3. Shall promptly disseminate to all subordinate units the latest PAGASA weather updates;
4. Shall declare appropriate alert status;
5. Shall ensure the timely declaration of suspension of movement of the vessels;
6. Shall promptly disseminate to all local media and communication networks especially through radio and television regarding the guidelines on movement of vessel during heavy weather;
7. Shall render situation report (SITREP) to Higher Headquarters (Attn: CG3/PCGCC) every hour when signal number 1 or higher is hoisted. SITREPs shall include weather condition, maritime traffic condition and vessels taking shelter;
8. Shall monitor distress frequencies during heavy weather condition;

9. Ensure the availability of Ready for Sea (RFS) PCG floating assets that can readily render assistance, if needed, whenever voyage is allowed in the Main Supply Routes and Special Areas under the conditions set forth by the NHQ-PCG MC 02-23;
10. Shall supervise the strict implementation of MC and SOP on Guidelines on Movement of Vessels during Heavy Weather; and
11. Shall perform other tasks as the Commandant, PCG may direct.

B. Coast Guard Station/Sub-Station Commander:

1. Shall designate Operations Officer/ POIC to monitor and promptly obtain the latest PAGASA weather bulletin;
2. Shall designate responsible personnel to plot in the weather chart the track, forecast position of the typhoon and TCWS Sectors;
3. Shall coordinate with PAGASA regional/local office the latest PAGASA weather bulletins/updates and promptly disseminate to all subordinate units;
4. Shall promptly disseminate to all local media and communication networks especially through radio and television regarding the guidelines on movement of vessel during heavy weather;
5. Shall declare appropriate alert status;
6. Shall issue Notice to Mariners when TCWS Nr is hoisted;
7. Shall ensure the timely declaration of suspension of movement of the vessels;
8. Shall render SITREP to Coast Guard District having jurisdiction to the area;
9. Shall ensure that Master's request to leave port for purpose of taking shelter in a safer area or riding out the typhoon are put in writing and properly attested (Annex F);
10. Shall ensure that vessels granted approval to leave port for the purpose of taking shelter or riding out the typhoon have disembarked their passenger and dangerous cargoes;
11. Shall monitor vessels already underway and advise the Master/Patron to avoid the path of the typhoon and to make mandatory sheltering;
12. Shall monitor distress frequencies during heavy weather condition, record all distress alerts and take appropriate action as necessary;
13. Shall issue Enforcement Inspection Apprehension Report (EIAR) (Annex G) to the Master of the vessel indicating the specific violations in accordance with the NHQ-PCG/CG-8 Memorandum Circular 02-23 on Revised Guidelines on the Movement of Vessels during Heavy Weather. The violations noted shall be recorded in the Vessel's Inspection Record Book;
14. The Station Commander/legal officer, as designated as Adjudicating Officer, by the District Commander shall review and adjudicate the EIAR and impose the appropriate penalty in accordance with the NHQ-PCG/CG-8 Memorandum Circular 02-23 on Revised Guidelines on the Movement of Vessels during Heavy Weather;
15. Shall receive payments from violations, issue official receipts thereof, and deposit the amount collected to the PCG Trust Receipt Account Number 3402-2844-20 Landbank of the Philippines. Likewise, copy furnish the Coast Guard Finance Center on all payments received and deposited amounts;
16. Shall ensure strict implementation of the MC and SOP on Guidelines on Movement of Vessels during Heavy Weather at all times; and

17. Shall perform other tasks as the District Commander and/or the Commandant, PCG may direct.

C. Commander, Maritime Safety Services Command

1. Shall ensure that the MARSAR Group designates Operations Officer/ POIC to monitor and promptly obtain the latest PAGASA weather forecast;
2. Shall ensure that the MARSAR Group promptly disseminates to all PCG units the latest PAGASA weather bulletins and updates proactively by reminding all Districts/ Station on the necessary preparation in anticipation of inclement weather;
3. Shall ensure that the MARSAR Group develops Search and Rescue Doctrine for PCG responses on maritime incidents during and after adverse weather condition;
4. Shall ensure that the MARSAR Group Organizes search and rescue drills;
5. Shall ensure that the MARSAR Group recommends to the NHQ-PCG the strategic deployment of PCG floating assets in anticipation of the possible search and rescue operations with special emphasis on the shipping routes that may be affected by the adverse weather condition;
6. Shall ensure that Aids to Navigation Services (ANS) is maintaining all ATON along major shipping routes are in normal operating condition; and
7. Shall ensure that the Navigational Safety Services Unit (NSSU) maximizes the use of vessel monitoring and communication equipment in guiding ships to navigate safely during adverse weather conditions in areas with operating VTMS Centers.

D. Deputy Chief of Coast Guard Staff for Maritime Safety Services, CG-8

1. Shall maintain a record of reported violations of vessels under NHQ-PCG/CG-8 Memorandum Circular 02-23 for monitoring purposes;
2. Shall review existing regulations on the Movement of Vessels during Heavy Weather periodically and initiate amendments as necessary from the recommendations of each reported violation of vessels under NHQ-PCG/CG-8 Memorandum Circular 02-23; and
3. Shall perform other tasks as the Commandant, PCG may direct.

E. The Director, Philippine Coast Guard Command Center (PCGCC)

1. Coordinate with PAGASA on the availability of weather bulletin every 0500H, 1100H, 1700H, and 2300H or whenever weather updates from PAGASA are available and immediately disseminate same through the fastest means of communications to all PCG units with priority to the areas directly affected or may be affected by the typhoon;
2. Shall plot in the weather chart the track, forecast position of the typhoon, and TCWS Sectors in reference to paragraph 1 hereof;

3. Shall monitor continuously all PCG units and take appropriate action on all reported maritime incidents.
4. Recommend to the Chief of Coast Guard Staff the activation of the Crisis Management Committee in case of major incidents;
5. Shall immediately advise the Commandant, PCG of any major maritime incident; and
6. Shall perform other tasks as the Commandant, PCG may direct.

VII. RESCISSION CLAUSE:

This SOP rescinds HPCG/CG-8 SOP Nr. 04-13 entitled "Guidelines on Movement of Vessels During Heavy Weather" dated 12 July 2013 and HPCG/CG-8 SOP Nr. 05-13 entitled "Guidelines on Movement of Vessels Engaged in Short Distance Voyages within the Designated Special Areas" dated 12 July 2013 and all other publications inconsistent with the provisions stated herein.

VIII. EFFECTIVITY:

This SOP shall take effect 15 days after approval and publication.

BY COMMAND OF COAST GUARD ADMIRAL ABU:

OFFICIAL:

JOEVEN L FABUL
CG COMMO
Chief of Coast Guard Staff


CHARITY G COPIACO
CG CDR
Coast Guard Adjutant

Annexes:

- Annex A - Beaufort Scale
- Annex B - NOTAM when TCWS Nr 1 is Hoisted
- Annex C - NOTAM when TCW S Nr 2 or Higher is Hoisted
- Annex D - Checklist for RORO Vessels Plying in the "Main Supply Routes"
- Annex E - Checklist for Passenger and Cargo Vessel Engaged in "Short Distance Voyages"
- Annex F - Request of Master to Leave Port for the Purpose of Taking Shelter
- Annex G - Enforcement Inspection Apprehension Report

Annex A - Beaufort Scale

BF	Description		Wind speed		Approx. wave height (m)
			kt	km/h	
0	Calm		< 1	< 2	0
1	Light winds	Light air	1-3	2-5	0-0.3
2		Light breeze	4-6	6-11	0.3-0.6
3	Moderate winds	Gentle breeze	7-10	12-19	0.6-1.2
4		Moderate breeze	11-16	20-28	1.0-2.0
5		Fresh breeze	17-21	29-38	2.0-3.0
6	Strong winds	Strong breeze	22-28	39-49	3.0-4.0
7		Near gale	28-33	50-61	4.0-5.5
8	Gale-force winds	Gale	34-40	62-74	5.5-7.5
9		Severe gale	41-47	75-88	7.0-10.0
10	Storm-force winds	Storm	48-55	89-102	9.0-12.5
11		Violent storm	56-63	103-117	11.5-16.0
12	Typhoon-force winds	Hurricane	64+	118+	14.0+

Annex B - NOTAM when TCWS Nr 1 is hoisted



Department of Transportation
Philippines Coast Guard
Coast Guard District (_____)
COAST GUARD STATION (_____)
(_____ Address _____)
(_____ Email _____)
(_____ Phone Number _____)



DATE: _____

NOTICE TO MARINERS (CG-0000-000)

In relation to the published Tropical Cyclone Bulletin No. __ issued by Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA) at (Time) of (Date), this Station is **Temporary Suspending Voyages** of all vessel/watercraft plying the route within the area of responsibility of (CG Station) due to hoisting of Tropical Cycle Wind Signal (TCWS) No. 1 for Tropical Storm (Name) and the possible effect of the inclement weather in accordance to the HPCG Memorandum Circular 02-23 entitled "Revised Guidelines on the Movement of Vessel During Heavy Weather" dated 23 March 2023.

Moreover, voyage may be allowed in the Main Supply Routes and Special Areas under the conditions set forth by the NHQ-PCG MC 02-23, as verified by this Station.

Further, all vessels are reminded to take precautionary measure and be extra vigilant in monitoring the movement of typhoon if deemed to be effected by said weather disturbance. Voyage of vessel will resume until further notice and upon improvement of weather and sea condition.

Furthermore, vessel who intend to take shelter shall be permitted as long as it is manifested thought a written request and no passenger/cargo will be allowed on board.

Very truly yours,

(_____ NAME _____)
Station Commander, CGS _____

Annex C- NOTAM when TCWS Nr 2 or higher is hoisted



Department of Transportation
Philippines Coast Guard
Coast Guard District (_____)
COAST GUARD STATION (_____)
(_____ Address _____)
(_____ Email _____)
(_____ Phone Number _____)



DATE: _____

NOTICE TO MARINERS
(CG-0000-000)

In relation to the published Tropical Cyclone Bulletin No. ___ issued by Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA) at (Time) of (Date), this Station is **Temporary Suspending Voyages** of all vessel/watercraft plying the route within the area of responsibility of (CG Station) due to hoisting of Tropical Cycle Wind Signal (TCWS) No. ___ for Severe Tropical Storm (Name) and the possible effect of the inclement weather in accordance with the HPCG Memorandum Circular 02-23 entitled "Revised Guidelines on the Movement of Vessel During Heavy Weather" dated 23 March 2023.

All vessels are reminded to take precautionary measures and be extra vigilant in monitoring the movement of typhoon if deemed to be effected by said weather disturbance. Voyage of vessel will resume until further notice and upon improvement of weather and sea conditions.

Further, vessel who intend to take shelter shall be permitted as long as it is manifested thought a written request (Annex F) and no passenger/cargo will be allowed on board.

Very truly yours,

(_____ NAME _____)
Station Commander, CGS _____



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

For PCG Stamp
 Cleared to depart/
 Not Cleared to depart

RORO vessels plying in the "Main Supply Routes" Checklist

REPUBLIC OF THE PHILIPPINES
 Philippine Coast Guard
 Station/Detachment _____
 :

Vessel Name : _____
 Voyage No. : _____
 Date _____

I, _____ Master of _____ presently berthed / anchored at _____ after having been duly sworn to in accordance with law, do hereby depose and state:

1. THAT my vessel is seaworthy in all respect to sail for _____ at _____ hrs;

2. That I have caused the verification and inspection on my ship and I hereby attest to the following findings:

YES NO

- a) Vessel are more than 300 GRT;
- b) Vessel not carry passengers, except drivers of rolling cargoes;
- c) Vessel only carried rolling cargoes not loaded with dangerous cargo;
- d) Vessel will sail only within twelve (12) hours after TCWS No. 1 is hoisted;
- e) Voyage shall only be during the daytime, from sunrise and must arrive at the port of destination at least 30 minutes before sunset;
- f) Sea condition is "calm to moderate" with the prevailing wind speed of up to 28 kph or 16 knots as declared by PAGASA for the locality of the port of origin and port of destination;
- g) There is good visibility in the port of origin and port of destination;
- h) There is only light rains in the port of origin and port of destination with the rate of fall from "0.0 mm per hour (trace) to 2.5 mm per hour;
- i) Vessel not exceed 75% of its authorized cargo capacity as per MARINA issued Tonnage Measurement Certificate; and
- j) Ensured that maximum precautionary measures shall be observed in ensuring the proper lashing and stowage of cargoes loaded onboard the RORO vessel prior departure;

3. That I assume full responsibility for the safe and efficient operation of the vessel throughout its upcoming voyage.

4. That as the highest-ranking authority onboard, I bear the ultimate responsibility for the welfare of the crew, the vessel, and its cargo.

 (Master)

Contact Numbers for intended voyage: 1) _____
 (Mobile Phones of Master/ C/E) 2) _____
 3) _____

License No. _____
 Issued by _____
 Issued on _____

Verified by:

 Boarding Team OIC/ POIC

 Inspector

 Inspector

 Inspector



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

Short Distance Voyages within Special Areas Checklist

REPUBLIC OF THE PHILIPPINES
 Philippine Coast Guard
 Station/Detachment _____

Vessel Name : _____
 Voyage No. : _____
 Date : _____

For PCG Stamp
 Cleared to depart/
 Not Cleared to depart

I, _____ Master of _____ presently berthed / anchored
 at _____ after having been duly sworn to in accordance with law, do hereby
 depose and state:

1. THAT my vessel is seaworthy in all respect to sail for _____ at
 _____ hrs;
2. That I have caused the verification and inspection on my ship and I hereby attest to the following findings:
YES NO
 a) Voyage shall only be during the daytime, from sunrise and must arrive at the port of destination at least 30
 minutes before sunset;
 b) Vessel will sail only within twelve (12) hours after TCWS No.1 is hoisted;
 c) Sea condition is "calm to moderate" with the prevailing wind speed of up to 28 kph or 16 knots as declared by
 PAGASA for the locality of the port of origin and port of destination;
 d) There is only light rains in the port of origin and port of destination with the rate of fall from "0.0 mm per hour
 (trace) to 2.5 mm per hour;
 e) There is good visibility in the port of origin and port of destination;
 f) Duly licensed passenger vessel or motorboats only carry passengers not exceeding 50% of its authorized
 passenger capacity and 100% of its cargo capacity as per MARINA issued Passenger Ship Safety Certificate
 (PSSC);
 g) Passengers including children and crew will wear lifejackets prior to the departure of the vessel or motorboat and
 until disembarkation at the port of destination; and
 h) Ensure that maximum precautionary measures will be observed in ensuring the proper lashing and stowage of
 cargoes loaded on board the vessel or motorboat prior departure.
3. That the ship has an authorized carrying capacity of _____ passenger and the total actual passengers on board are
 _____ consisting of _____ adults, _____ children and _____ infants, as per attached Passenger Main Manifest.
4. That I am permitted to carry the following items which are properly slowed and lashed through the voyage:
 a. Declaration of dangerous cargo _____
 b. Permit to carry dangerous cargo is likely attached.
5. That I assume full responsibility for the safe and efficient operation of the vessel throughout its upcoming voyage.
6. That as the highest-ranking authority onboard, I bear the ultimate responsibility for the welfare of the crew, the vessel, and its
 cargo.

 (Master)

Contact Numbers for intended voyage:
 (Mobile Phones of Master/ C/E)

1) _____
 2) _____
 3) _____

License No. _____
 Issued by _____
 Issued on _____

Verified by:

 Boarding Team OIC/ POIC

 Inspector

 Inspector

 Inspector

Annex F

(Date)

(Name of Station Commander)

(Name of Coast Guard Station)

Subject: Request to Leave Port for Shelter or Typhoon Safety

Dear (Name of Station Commander),

I, (Full Name), the Master of the vessel (Ship Name), hereby request permission to leave port in order to seek shelter in a safer area or to ride out an approaching typhoon. The safety of the crew, passengers, and vessel is of utmost importance, and I believe it is necessary to take appropriate measures to mitigate the potential risks posed by the impending weather conditions.

I assure you that all necessary precautions will be taken to safeguard the crew and vessel during this period. No passenger and/or cargo will be allowed to be on board while seeking and/or during to take shelter. We will maintain regular communication with the authorities and provide updates on the vessel's status and activities as required.

(Signature over printed name)

Master of the Vessel

