



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

15 October 2012

HPCG/CG-8

**STANDING OPERATING PROCEDURE**  
**NUMBER ..... 09-12**

**PRE-DEPARTURE INSPECTION OF VESSEL**

**I. PURPOSE:**

This Standing Operating Procedure (SOP) prescribes guidelines and procedures governing the implementation of Memorandum Circular (MC) No. 07-12 on Pre-Departure Inspection (PDI) dated 24 August 2012.

**II. SCOPE**

This SOP applies to all Philippine Coast Guard Districts, Stations and Detachments having jurisdiction over all Philippine-registered vessels engaged in domestic trade to include fishing vessels of three (3) gross tonnage and above calling and departing in any ports within their respective area of responsibility.

**III. PROCEDURES:**

The PCG Vessel Safety Enforcement Inspection (VSEI) team, who is designated to conduct the proper implementation of PDI on vessels within their area of responsibility before such vessel leaves the port of call and proceed to the next voyage shall:

- A. Board and conduct PDI of all Philippine registered vessels to verify the entries declared by the Master in the Master's Declaration of Safe Departure (MDSD) and ensure their continuing compliance to maritime safety standard as prescribed by existing policies, rules and regulations, marine pollution prevention, standards of manning and competency of seafarers;
- B. Check the condition of the hull, plimsol/ loadline marks and forward and stern draft mark, accommodation/embarkation ladder arrangement,

anchor, safety net and signs of oil spillage in the water prior boarding the vessel;

- C. Be guided by applicable PDI Checklists (Form D) provided for the conduct of safety enforcement inspection. However, due regard shall be given on the latest deficiency/ies reflected in the Inspection Record Book;
- D. Conduct the PDI in a manner that would not cause undue delay to the ship's appointed time of departure. However, due inspection shall cover all prescribed areas and items for inspection as provided in the applicable PDI Checklist;
- E. In the areas where a particular vessel makes multiple departures at the same port on the same day, the inspection may be conducted on the first departure. **HOWEVER**, the following items shall be verified in every departure:
  - passenger manifest;
  - excess passengers;
  - load line and stability;
  - cargo lashings;
  - reported deficiency or any malfunction in ship's equipment or machinery; and
  - crew manifest
- F. Issue Enforcement Inspection Apprehension Report (EIAR) (Form A) to the Master of the vessel indicating the specific deficiencies recorded during the conduct of inspection in accordance with the PCG Memo Circulars, rules and regulations. The VSEI team shall record the deficiency/ies noted during the conduct of PDI in the Vessel's Inspection Record Book;
- G. Require the Master of the vessel to correct the deficiency/violations at a prescribed time and/or imposed the corresponding fine /penalty. If minor deficiencies are found but are deemed not to endanger the ship, the people on board and the marine environment, the vessel may be allowed to proceed to the next port of call. Information on this nature of deficiency is communicated to the next port of call;
- H. Violations of regulations issued by MARINA shall be reflected in the Maritime Violations Receipt (MVR) and submitted to the concerned agency for their proper disposition (Annex-1, if not detainable or Annex-2, if detainable with attached MVR);
- I. Approved/ disapproved the submitted MDSD with either "Cleared to Depart" or "Not Cleared to Depart" depending on the result of the PDI. Further, copy of the signed and stamped MDSD (Form C) and accomplished PDI Checklist (Form D) shall be furnished to the Master of the vessel or to the shipowner/operator or their authorized representative. A copy shall also be maintained in the respective Station or Detachment as ready reference;

- J. Render immediately an initial report to the Coast Guard District/ Station, as the case maybe, citing the circumstances of its detention in cases of issuance of **Detention or Denial of Departure** of a vessel. The Coast Guard Station/ Detachment Commander shall immediately endeavor to inform and request the PPA to deny departure (in writing) of subject vessel until deficiencies are rectified (Annex-2). Inform MARINA (in writing) regarding the details of detention of the vessel (Annex-2);
- K. Inform immediately the Headquarters, PCG (through Radio Message, INFO: CG-3/CG-8/CGAC) regarding the **Detention or Denial of Departure** of a vessel;
- L. Require the Master to accomplish a *Certificate of Orderly Inspection* (Form B) upon completion of PDI or before leaving the ship;
- M. The EIAR shall be adjudicated within ten (10) working days upon receipt to determine the appropriate penalty to be imposed to the Master/ Company in accordance with PCG Memo Circulars and Rules and Regulations; and
- N. Receive payments from violations, issue official receipts thereof, and deposit amount collected at the Landbank of the Philippines through PCG Trust Receipt Account Number 0012-2222-12. Likewise, furnish copy of same to the Coast Guard Finance Center on all payments received and deposited amounts.

IV. RESPONSIBILITY:

A. **Coast Guard District Commander:**

- 1. Shall create Vessel Safety Enforcement Inspection (VSEI) teams to respective Stations/ Detachments to undertake PDI of Philippine-registered vessels engaged in domestic trade within his area of responsibility before it leaves the port to proceed to the next intended voyage;
- 2. Shall ensure that VSEI team members are duly trained and qualified to carry out PDI of vessel;
- 3. Shall continue to devise appropriate measures for the efficient conduct of PDI taking into account the schedule of the vessels calling within his area of responsibility;
- 4. Shall submit monthly reports to the Headquarters, PCG (Attn:CG-3/CG8);
- 5. Shall ensure proper filing of PDI records aboard District/Stations/Detachments; and
- 6. Shall monitor and supervise the strict implementation of MC and SOP on PDI.

**B. Coast Guard Station / Detachment Commander:**

1. Shall create VSEI teams to undertake MDSD and PDI of Philippine-registered vessels engaged in domestic trade within his area of responsibility before it leaves the port to proceed to the next intended voyage;
2. Shall ensure that VSEI team members are duly trained and qualified to evaluate the correctness and completeness of all entries of submitted MDSD and its attachments;
3. Shall ensure that proper coordination and information dissemination be made with other government agencies and with the owner/ agent/ Master of the vessel regarding the full implementation of the MC on MDSD;
4. Shall effectively control and supervise the proper conduct of PDI with due consideration to the enforcement of safety, security and marine environmental protection;
5. Issue Enforcement Inspection Apprehension Report (EIAR) (Form A) to the Master of the vessel indicating the specific deficiencies recorded during the conduct of inspection in accordance with the PCG Memo Circulars, rules and regulations. The VSEI team shall record the deficiency/ies noted during the conduct of PDI in the Vessel's Inspection Record Book;
6. Violations of regulations issued by MARINA shall be reflected in the Maritime Violations Receipt (MVR) and submitted to the concerned agency for their proper disposition;
7. Review and adjudicate the EIAR and impose the appropriate penalty based on applicable PCG Memo Circulars, rules and regulations;
8. Receive payments from violations, issue official receipts thereof, and deposit amount collected to the PCG Trust Receipt Account Number 0012-2222-12, Landbank of the Philippines. Likewise, copy furnish to the Coast Guard Finance Center on all payments received and deposited amounts;
9. Shall submit monthly reports to the Headquarters, CG District (Attn: D3). In case of detention or denial of the vessel to depart, the VSEI team shall immediately render report Coast Guard District/ Station, as the case may be, citing the circumstances of the detention or denial of the vessel to depart with the corresponding issued EIAR;
10. Further, shall immediately endeavor to inform and request the Port Authority and MARINA (Annex-2) in writing the detention or denial of the vessel to depart;

11. Shall immediately endeavor to inform the Port Authority and MARINA in writing the **Notification of Release of vessel (Annex-3)** from detention upon rectification of deficiencies and payment of fines;
12. Ensure that all possible efforts shall be made to avoid a ship being unduly detained or delayed;
13. Shall ensure proper filing of PDI records aboard District/Stations/Detachments; and
14. Shall ensure strict implementation of the MC and SOP on PDI at all times.

**C. Vessel Safety Enforcement Inspection (VSEI) team:**

1. Shall be professional and courteous in the conduct of PDI;
2. Shall ensure proper execution of PDI and completion of required records and reports;
3. Shall religiously follow the appropriate PDI checklist for an expeditious and orderly inspection;
4. Shall video record the conduct of PDI in accordance with the "Guidelines for Video Recording during Mandatory Pre-Departure Inspection" (Annex-4);
5. Issue Enforcement Inspection Apprehension Report (EIAR) (Form A) to the Master of the vessel indicating the specific deficiencies recorded during the conduct of inspection in accordance with the PCG Memo Circulars, rules and regulations. The VSEI team shall record the deficiency/ies noted during the conduct of PDI in the Vessel's Inspection Record Book;
6. Violations of regulations issued by MARINA shall be reflected in the Maritime Violations Receipt (MVR) and submitted to the concerned agency for their proper disposition;
7. In case of detention or denial of the vessel to depart, the VSEI team shall immediately render report Detachment/ Station Commander, as the case may be, citing the circumstances of the detention or denial of the vessel to depart with the corresponding issued EIAR and video clip/record;
8. Provide duplicate copy of PDI report to the Master of the vessel, shipowner/ agent and require the Master to accomplish a Certificate of Orderly Inspection (Form B) upon completion of PDI or before leaving the ship;
9. Ensure that all possible efforts shall be made to avoid a ship being unduly detained or delayed; and

10. Ensure strict implementation of the MC and SOP on PDI at all times.

**D. The Deputy Chief of Staff for Maritime Safety Service, CG-8:**

1. Shall maintain record of detained or denied vessel to depart for monitoring purposes;
2. Shall review existing PDI regulations and procedures periodically and initiate reforms or amendments to fit in with the required standards;
3. Shall program appropriate guidelines and conduct of training for VSEI through CGETC and MSSC to ensure uniform and systematic vessel safety inspection to be carried out on board; and
4. Shall initiate printing and publication of appropriate Vessel Safety Enforcement Inspection forms with security considerations.

**E. The Director, Coast Guard Action Center (CGAC):**

1. Shall monitor the status of all detained or denied vessels to depart until they are cleared for their next voyage; and
2. Provide report/ update to all concerned.

**V. RESCISSION:**

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

**VI. EFFECTIVITY:**

This SOP shall take effect upon approval.

Approved by:

EDMUND C TAN  
VADM PCG  
Commandant, PCG

Annexes: 1) Notification of Non-detectable deficiencies  
2) Notification of Detectable deficiencies  
3) Notification of Release of vessel  
4) Guidelines for Video Recording during Mandatory Pre-Departure Inspection dated 26 June 2012.



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(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 PDI VSEI ERE Deficiencies: NO YES Ships Detained: NO YES Supporting Documents: NO YES DEFICIENCY ACTION CODES: VS80 VS83 VS85 VS87 VS88 VS90 VS95 INSPECTION COMMENTS/ REMARKS

Table with 5 columns: Number of Deficiency, Code, Nature of Deficiency, Reference, Action Taken





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**(Headquarters Philippine Coast Guard)**  
139 25th Street, Port Area  
1018 Manila

## **NOTICE OF HEARING**

\_\_\_\_\_  
Date

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By virtue of Section 3 of Republic Act 9993 (Coast Guard Law of 2009) and HPCG Memorandum Circular No. \_\_\_\_\_ entitled \_\_\_\_\_ dated \_\_\_\_\_, you are hereby ordered to report to the Hearing Officer at Headquarters, Coast Guard Station \_\_\_\_\_ at \_\_\_\_\_, within ten (10) days from receipt hereof and show cause why no administrative penalty should be imposed on you for the aforesated violation. Failure to do so shall be construed as a waiver on your part to contest the citation and the case shall be deemed submitted for resolution / decision.

\_\_\_\_\_  
**Coast Guard Station/ Detachment Commander**  
*(Signature over Printed Name)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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)



## PRE-DEPARTURE INSPECTION CHECKLIST For CARGO 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
<b>COMPLETE AND VALID SHIP SAFETY CERTIFICATES AND DOCUMENTS</b>					
MARINA MC 161/MC 2006-06	1. Certificate of Public Convenience (CPC) is valid <i>(If Not Valid, DETAINABLE)</i>	VS8113			
MC 177	2. Certificate of Vessel Registry is valid <i>(If Not Valid, DETAINABLE)</i>	VS8115			
MC 177	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 89, MC 148, MC 179	6. Minimum Safe Manning Certificate is valid <i>(If Not Valid, DETAINABLE)</i>	VS8142			
MC _____, Section III.A.9	7. Deck logbook / Engine logbook/ Roll book are available on board & Registered with the MARINA. <i>(If No, to be RECTIFIED)</i>	VS8114			
PMMRR 1997 Chapter X	8. Ship Station License is valid. <i>(If Not Valid, DETAINABLE)</i>	VS8157			
MC 2007-03	9. Load Line Certificate is valid. <i>(If Not Valid, DETAINABLE)</i>	VS8140			
MC 2007-04	10. Tonnage Measurement Certificate / Admeasurement Certificate <i>(If Not Valid, DETAINABLE)</i>	VS8165			
MC 124	11. Class Society Certificate is valid (for 500 GT and above) Class Society: _____ <i>(If Not Valid, DETAINABLE)</i>	VS8117			
MC 143 MC159	12. Document of Compliance (ISM/NSM CODE) is valid <i>(If Not Valid, DETAINABLE)</i>	VS8124			
MC148, MC 179	13. Safety Management Certificate (SMC) is valid <i>(If Not Valid, DETAINABLE)</i>	VS8154			

REF TO REG	ITEMS FOR INSPECTION	CODE	YES	NO	REMARKS
MC.105/105-A;	14. Special Permit to temporarily operate in domestic trade is valid <i>(APPLICABLE TO FOREIGN-REGISTERED SHIPS OPERATING IN DOMESTIC ROUTE)</i> <i>(If Not Valid, DETAINABLE)</i>	VS8161			
MC 161/MC 2006-06	15. Special Permit to operate in route not mentioned in the CPC is valid <i>(If Not Valid, DETAINABLE)</i>	VS8160			
MC 2007-05	16. Certificate of Stability is valid and properly endorsed every 5 years <i>(If Not Valid, DETAINABLE)</i>	VS8114			
MC 2007-05	17. Intact Stability Booklet approved by MARINA is available onboard <i>(If No, to be RECTIFIED)</i>	VS8114			
HPCG MC 05-2005	18. Shipboard Oil Pollution Emergency Plan <b>(SOPEP)</b> 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 <b>(IOPPC)</b> 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 <b>(ISPPC)</b> 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			
HPCG MC 08-12	24. Master's Declaration of Safe Departure <b>(MDS)</b> properly accomplished, submitted with the necessary attachments.  <i>(If incomplete, to be RECTIFIED)</i>	VS8144			
HPCG MC 00 - 2011	25. Vessel Safety Inspection Booklet	VS8166			

REF TO REG	ITEMS FOR INSPECTION	CODE	YES	NO	REMARKS
<b>OVERLOADING OF CARGO STRICTLY NOT ALLOWED</b>					
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. <i>(If No, to be RECTIFIED)</i>	VS81211			
<b>ADEQUATE/ ACCESSIBLE LIFEJACKETS</b>					
MC 123	27. Master / Patron declares the adequacy of lifejackets, liferafts and other life saving appliances. <i>(If No, DETAINABLE)</i>	VS8642			
MC 123	28. Random check reveals availability of authorized MARINA type-approved life jackets and liferafts / lifeboats. <i>(If No, DETAINABLE)</i>	VS8652			
MC 123	29. Lifejacket compartments were randomly checked to verify if they are unlocked and accessible to the crew. <i>(If No, to be RECTIFIED)</i>	VS8633			
<b>SHIP STABILITY AND TRIM, CARGO SECURING / LASHING ASCERTAINED</b>					
HPCG MC 04-98	30. No signs of listing per ship's clinometer reading and no other visual indicators of instability. <i>(If No, DETAINABLE)</i>	VS81215			
	31. Cargo securing or lashing employed by ship's crew. <i>(If No, to be RECTIFIED)</i>	VS81205			
<b>TOTAL NUMBER OF OFFICERS AND CREW MEETS MINIMUM SAFE MANNING REQUIREMENT</b>					
MC 89, MC 148, MC 179	32. The actual number, composition and qualifications of crew conform with the Minimum Safe Manning Certificate. <i>(If No, DETAINABLE)</i>	VS8422			
MC 151, 170	33. Ship's Officers possess valid licenses. <i>(If No, DETAINABLE)</i>	VS8216			
<b>GOOD WEATHER/ SEA CONDITION PREVAILING</b>					
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			
<b>UPKEEP OF EQUIPMENT AND RUNNING LIGHTS VERIFIED</b>					
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			

REF TO REG	ITEMS FOR INSPECTION	CODE	YES	NO	REMARKS
<b>ALL ENGINES IN OPERATING CONDITION</b>					
PMMR 1997 Chapter V, HPCG MC 04-98	39. Master and Chief Engineer declares that all main and auxiliary engines including fire pumps are in operating condition <i>(If No, DETAINABLE)</i>	VS81509			
<b>RESPONSIBLE SHIPOWNER / CREW / TERMINAL CONTROL</b>					
MC 180, MC 2009-13, MC 2009-18	40. Complete Cargo Manifest submitted prior departure. <i>(If No, to be RECTIFIED)</i>	VS82404			
MC 191	41. 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	42. Officers and crew on duty are wearing proper uniform. <i>(If No, to be RECTIFIED)</i>	VS82413			

**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 and no cargo is loaded in 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 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.
- Appropriate MVR or EIAR 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 Detachment for ready reference.
- VSEI team shall video record the specified points of inspection in reference to HPCG Memorandum dated 26 June 2012 re "Guidelines for Video Recording During MPDI".

**Inspection conducted by:**

\_\_\_\_\_  
Coast Guard Station/ Detachment

\_\_\_\_\_  
Name and Signature of Inspector

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



**PRE-DEPARTURE INSPECTION CHECKLIST**  
**For COMMERCIAL FISHING VESSEL and M/Banca below 3 G.T.**  
 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
<b>COMPLETE AND VALID SHIP SAFETY CERTIFICATES AND DOCUMENTS</b>					
MC 177	1. Certificate of Vessel Registry is valid <i>(NOT APPLICABLE FOR M/BANCA BELOW 3 G.T.)</i> <i>(If Not Valid, DETAINABLE)</i>	VS8115			
MC 177	2. Certificate of Ownership is valid <i>(NOT APPLICABLE FOR M/BANCA BELOW 3 G.T.)</i> <i>(If Not Valid, DETAINABLE)</i>	VS8112			
MC 110	3. Coastwise/ Bay & River License is valid <i>(NOT APPLICABLE FOR M/BANCA BELOW 3 G.T.)</i> <i>(If Not Valid, DETAINABLE)</i>	VS8118			
MC 161: RA 9295, MC ___ Sec III A.4	4. Exemption Certificate from CPC is valid <i>(NOT APPLICABLE FOR M/BANCA BELOW 3 G.T.)</i> <i>(If Not Valid, DETAINABLE)</i>	VS8128			
BFAR RA 8550, MC 203 Sec III B.37	5. Fishing Vessel Safety Certificate is valid <i>(NOT APPLICABLE FOR M/BANCA BELOW 3 G.T.)</i> <i>(If Not Valid, DETAINABLE)</i>	VS8129			
BFAR, Article, II SEC 28 of RA 8550	6. Certificate of Fishing Vessel License <i>(NOT APPLICABLE FOR M/BANCA BELOW 3 G.T.)</i> <i>(If Not Valid, DETAINABLE)</i>	VS8109			
BFAR, RA 8550	7. Certificate of Fishing Gear License is valid <i>(NOT APPLICABLE FOR M/BANCA AND BELOW 3 G.T.)</i> <i>(If Not Valid, DETAINABLE)</i>	VS8108			
Quarantine NQD - 16	8. Deratting Certificate is valid <i>(NOT APPLICABLE FOR M/BANCA BELOW 3 G.T.)</i> <i>(If Not Valid, RECTIFIED)</i>	VS8123			
MC 89, MC 148, MC 179	9. Minimum Safe Manning Certificate is valid <i>(NOT APPLICABLE FOR M/BANCA BELOW 3 G.T.)</i> <i>(If Not Valid, DETAINABLE)</i>	VS8142			
MC 2007-04	10. Tonnage Measurement Certificate / Admeasurement Certificate <i>(If Not Valid, DETAINABLE)</i>	VS8165			
PMMRR 1997 Chapter X	11. Ship Station License is valid <i>(NOT APPLICABLE FOR M/BANCA BELOW 3 G.T.)</i> <i>(If Not Valid, DETAINABLE)</i>	VS8157			
MC 2007-03	12. Load Line Certificate is valid <i>(SHOULD BE ENDOSED ANNUALLY AND NOT APPLICABLE TO SHIPS LESS THAN 15 METERS IN LENGTH AND FOR M/BANCA BELOW 3 G.T.)</i> <i>(If Not Valid, DETAINABLE)</i>	VS8140			

REF TO REG	ITEMS FOR INSPECTION	CODE	YES	NO	REMARKS
MC__ Sec III A.36	13. MARINA registered Deck Log Book, Engine Log book, and Roll Book (NOT APPLICABLE FOR M/BANCA BELOW 3 G.T.) (If No, to be RECTIFIED)	VS8114			
MC 2007-05	14. Certificate of Stability is valid and properly endorsed every 5 years (NOT APPLICABLE FOR M/BANCA BELOW 3 G.T.) (If Not Valid, DETAINABLE)	VS8114			
MC 2007-05	15. Intact Stability Booklet approved by MARINA is available onboard (NOT APPLICABLE FOR M/BANCA BELOW 3 G.T.) (If No, to be RECTIFIED)	VS8114			
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 is valid (NOT APPLICABLE FOR M/BANCA BELOW 3 G.T.) (If Not Valid, DETAINABLE)	VS8158			
MC 89, MC__ Sec III A.36	17. Permit to Operate (APPLICABLE ONLY FOR M/BANCA BELOW 3 G.T.) (If Not Valid, DETAINABLE)	VS8149			
MC 90, MC__ Sec III A.36	18. Certificate of Number (APPLICABLE ONLY FOR M/BANCA BELOW 3 G.T.) (If Not Valid, DETAINABLE)	VS8111			
HPCG MC NR 06-2005	19. International Oil Pollution Prevention Certificate (IOPPC) for Philippine registered vessels in international or domestic trade is valid (NOT APPLICABLE FOR M/BANCA BELOW 3 G.T.) (If Not Valid, DETAINABLE)	VS8135			
HPCG MC 04-2005	20. 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 (NOT APPLICABLE FOR M/BANCA BELOW 3 G.T.) (If Not Valid, DETAINABLE)	VS81718			
HPCG MC 02-2005	21. Garbage Management Plan and Garbage Record Book are valid (NOT APPLICABLE FOR M/BANCA BELOW 3 G.T.) (If No, to be RECTIFIED)	VS8130			
HPCG MC 08-12	22. Master's Declaration of Safe Departure (MDS) properly accomplished, submitted with the necessary attachments Officers / Crew List (NOT APPLICABLE FOR M/BANCA BELOW 3 G.T.) (If incomplete, to be RECTIFIED)	VS8144			
<b>OVERLOADING OF CARGO AND EXCESS PASSENGERS STRICTLY NOT ALLOWED</b>					
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. (If No, to be RECTIFIED)	VS81211			

REF TO REG	ITEMS FOR INSPECTION	CODE	YES	NO	REMARKS
<b>ADEQUATE/ ACCESSIBLE LIFEJACKETS</b>					
MC 123	24. Master / Patron declares the adequacy of lifejackets, liferafts and other life saving appliances. (If No, <i>DETAINABLE</i> )	VS8642			
MC 123	25. Random check reveals availability of authorized MARINA type-approved life jackets and liferafts / lifeboats. (If No, <i>DETAINABLE</i> )	VS8652			
MC 123	26. Lifejacket compartments were randomly checked to verify if they are unlocked and accessible to officers and crew. (If No, to be <i>RECTIFIED</i> )	VS8633			
<b>SHIP STABILITY AND TRIM, CARGO SECURING / LASHING ASCERTAINED</b>					
HPCG MC 04-98	27. No signs of listing per ship's Clinometers reading and no other visual indicators of instability. (If No, <i>DETAINABLE</i> )	VS81215			
<b>TOTAL NUMBER OF OFFICERS AND CREW MEETS MINIMUM SAFE MANNING REQUIREMENT</b>					
MC 89, MC 148, MC 179	28. The actual number, composition and qualifications of officers and crew conform with the Minimum Safe Manning Certificate. (If No, <i>DETAINABLE</i> )	VS8422			
MC 151, 170	29. Ship's officers possess valid licenses. (If No, <i>DETAINABLE</i> )	VS8216			
<b>GOOD WEATHER/ SEA CONDITION PREVAILING</b>					
HPCG MC 01-09, MC 03-01	30. Ship allowed to sail per HPCG MC 01-09 or MC 03-01.	VS8321			
PCG MC 01-09	31. Latest PAGASA Weather Bulletin available and plotted in the weather chart.	VS8309			
HPCG SOP 15-96	32. Latest Notice to Mariner and Updated Nautical Chart is available on board. (If No, to be <i>RECTIFIED</i> )	VS8308			
<b>UPKEEP OF EQUIPMENT AND RUNNING LIGHTS VERIFIED</b>					
PMMRR 1997 Chapter X and XI	33. Required / fitted communications / navigational equipment per Ship Station License or FVSC are in operating condition. (If No, <i>DETAINABLE</i> )	VS8745			
PMMRR 1997 Chapter XI	34. Running lights are operating. (If No, <i>DETAINABLE</i> )	VS8746			
<b>ALL ENGINES IN OPERATING CONDITION</b>					
PMMR 1997 Chapter V, HPCG MC 04-98	35. Master and Chief Engineer declares that all main and auxiliary engines including fire pumps are in operating condition. (If No, <i>DETAINABLE</i> )	VS81509			

REF TO REG	ITEMS FOR INSPECTION	CODE	YES	NO	REMARKS
<b>RESPONSIBLE SHIPOWNER / CREW / TERMINAL CONTROL</b>					
MC 191	36. No indication observed that any Officer is under the influence of alcohol or prohibited drugs (If No, <i>DETAINABLE</i> )	VS82412			

**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 EIAR 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.
9. VSEI team shall video record the specified points of inspection in reference to HPCG Memorandum dated 26 June 2012 re "Guidelines for Video Recording During MPDI".

**Inspection conducted by:**

\_\_\_\_\_  
Coast Guard Station/ Detachment

\_\_\_\_\_  
Name and Signature of Inspector

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



**PRE-DEPARTURE INSPECTION CHECKLIST**  
**For MOTOR BANCA / BOAT carrying Passengers and / or Cargoes**  
 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
<b>COMPLETE AND VALID SHIP SAFETY CERTIFICATES AND DOCUMENTS</b>					
MC 16/MC 2006-06	1. Certificate of Public Convenience (CPC) is valid. Authorized route (Ports of Call) & area of operation is observed <i>(If Not Valid, DETAINABLE)</i>	VS8113			
MC 177	2. Certificate of Vessel Registry is valid <i>(If Not Valid, DETAINABLE)</i>	VS8115			
MC 177	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 134	5. Certificate of Compliance is valid <i>(If Not Valid, DETAINABLE)</i>	VS8120			
MC 203	6. Passenger / Cargo Ship Safety Certificate is valid <i>(If Not Valid, DETAINABLE)</i>	VS8148 VS8104			
MC 148; MC 179	7. Minimum Safe Manning Certificate is valid <i>(If Not Valid, DETAINABLE)</i>	VS8142			
MC 2007-04	8. Tonnage Measurement Certificate is valid <i>(If Not Valid, DETAINABLE)</i>	VS8165			
MC 90, MC ___ Sec III A.36	9. Certificate of Number <i>(OPTIONAL FOR 15 G.T. AND BELOW)</i> <i>(If Not Valid, DETAINABLE)</i>	VS8111			
RA 9295, MC 2009-18	10. Passenger Insurance Cover <i>(If Not Valid, DETAINABLE)</i>	VS8147			
HPCG MC 08-12	11. Master's Declaration of Safe Departure (MDSD) properly accomplished, submitted with the necessary attachments:  <i>(If incomplete, to be RECTIFIED)</i>	VS8144			

REF TO REG	ITEMS FOR INSPECTION	CODE	YES	NO	REMARKS
<b>OVERLOADING OF CARGO AND EXCESS PASSENGERS STRICTLY NOT ALLOWED</b>					
MC 180, MC 2009-13, MC 2009-18	<p>12. Passenger Manifest properly accomplished and submitted prior departure.</p> <ul style="list-style-type: none"> <li>Number of passengers in the manifest within the authorized passenger capacity;</li> <li>Number of passengers in the manifest corresponds to the actual passengers physically onboard;</li> <li>Random check of names in the manifest and actual passengers onboard matches <i>(If No, to be RECTIFIED)</i></li> </ul>	VS82404 VS82606 VS82603			
HPCG MC 04-98, MC 180, MC 2009-13, MC 2009-18	<p>13. Head counting of passengers conducted and finds the vessel carrying only the authorized number of passengers per MARINA issued PSSC</p> <ul style="list-style-type: none"> <li>Number of Passengers onboard <i>(If No, to be RECTIFIED)</i></li> </ul>	VS82606			
<b>ADEQUATE/ ACCESSIBLE LIFEJACKETS</b>					
MC 2008-08	<p>14. All passengers and crews in open deck boats are wearing lifejackets prior departure. <i>(If No, to be RECTIFIED)</i></p>	VS82602			
<b>SHIP STABILITY AND TRIM, CARGO SECURING / LASHING ASCERTAINED</b>					
HPCG MC 04-98	<p>15. Per visual assessment, motorbanca is in her upright normal condition. <i>(If No, DETAINABLE)</i></p>	VS8926			
MC 114	<p>16. Cargo / personal effects of passengers stowed in a manner that do not obstruct passenger escape in case of emergency. <i>(If No, to be RECTIFIED)</i></p>	VS81221			
<b>TOTAL NUMBER OF OFFICERS AND CREW MEETS MINIMUM SAFE MANNING REQUIREMENT</b>					
MC 89, MC 148, MC 179	<p>17. The actual number, composition and qualifications of crew conform with the Minimum Safe Manning Certificate. <i>(If No, DETAINABLE)</i></p>	VS8142			
MC 170	<p>18. Master / Patron / Boat Capt and Chief Engr./ Marine Diesel Mechanic possess valid licenses. <i>(If Not Valid, DETAINABLE)</i></p>	VS8216			
<b>GOOD WEATHER/ SEA CONDITION PREVAILING</b>					
PCG MC 01-09	<p>19. 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.</p>	VS82615			

REF TO REG	ITEMS FOR INSPECTION	CODE	YES	NO	REMARKS
PCG MC 03-01	20. 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			
<b>UPKEEP OF EQUIPMENT AND RUNNING LIGHTS VERIFIED</b>					
PMMRR 1997 Chapter X and XI	21. Required communications/ navigational equipment (if any) are in operating condition. <i>(If No, DETAINABLE)</i>	VS8745			
PMMRR 1997 Chapter X and XI	22. Running lights or other lighting devices are operating. <i>(If No, DETAINABLE)</i>	VS8746			
<b>ALL ENGINES IN OPERATING CONDITION</b>					
PMMR 1997 Chapter V	23. Engine(s) in operating condition. <i>(If No, DETAINABLE)</i>	VS81516			
<b>RESPONSIBLE SHIPOWNER/CREW/TERMINAL CONTROL</b>					
MC 180, MC 2009-13, MC 2009-18	24. Complete Passenger Manifest submitted prior departure. <i>(If No, to be RECTIFIED)</i>	VS82404			
MC 191	25. 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	26. Embarkation / Disembarkation ladder is provided with non-skid steps and guard rails. <i>(If No, to be RECTIFIED)</i>	VS82408			
MC 134, MC Sec III.A.24	27. The Official Number is painted on both sides of the motorized banca <i>(If No, to be RECTIFIED)</i>	VS82613			

**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 EIAR 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 Detachment for ready reference.
- VSEI team shall video record the specified points of inspection in reference to HPCG Memorandum dated 26 June 2012 re "Guidelines for Video Recording During MPDI".

**Inspection conducted by:**

\_\_\_\_\_  
Coast Guard Station/ Detachment

\_\_\_\_\_  
Name and Signature of Inspector

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



**PRE-DEPARTURE INSPECTION CHECKLIST**  
**For Domestic PASSENGER-CARGO 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
<b>COMPLETE AND VALID SHIP SAFETY CERTIFICATES AND DOCUMENTS</b>					
MARINA MC 161/MC 2006-06	1. Certificate of Public Convenience (CPC) is valid (If Not Valid, DETAINABLE)	VS8113			
MC 177	2. Certificate of Vessel Registry is valid (If Not Valid, DETAINABLE)	VS8115			
MC 177	3. Certificate of Ownership is valid (If Not Valid, DETAINABLE)	VS8112			
MC 110	4. Coastwise/ Bay & River License is valid (If Not Valid, DETAINABLE)	VS8118			
MC 203	5. Passenger Ship Safety Certificate is valid (If Not Valid, DETAINABLE)	VS8148			
MC 89, MC 148, MC 179	6. Minimum Safe Manning Certificate is valid (If Not Valid, DETAINABLE)	VS8142			
PMMRR 1997 Chapter X	7. Ship Station License is valid (If Not Valid, DETAINABLE)	VS8157			
MC 2007-04	8. Tonnage Measurement Certificate is valid (If Not Valid, DETAINABLE)	VS8165			
MC 2007-03	9. Load Line Certificate is valid (SHOULD BE ENDORSED ANUALLY – NOT APPLICABLE TO SHIPS LESS THAN 15 METERS IN LENGTH) (If Not Valid, DETAINABLE)	VS8140			
MC 124	10. Class Society Certificate is valid. (for 500 GT and above) Class Society: _____ (If Not Valid, DETAINABLE)	VS8117			
MC 143 MC159	11. Document of Compliance is valid (ISM/NSM Code) (If Not Valid, DETAINABLE)	VS8124			
MC148, MC 179	12. Safety Management Certificate is valid (ISM/NSM Code) (If Not Valid, DETAINABLE)	VS8154			
MC.105/105-A;	13. Special Permit to temporarily operate in domestic trade is valid (applicable to Foreign-registered ships operating in the domestic route) (If Not Valid, DETAINABLE)	VS8161			

REF TO REG	ITEMS FOR INSPECTION	CODE	YES	NO	REMARKS
MC 161/MC 2006-06	14. Special Permit to operate in route not mentioned in the CPC is valid. <i>(If Not Valid, DETAINABLE)</i>	VS8160			
MC 2007-05	15. Certificate of Stability or Exemption Certificate <i>(SHOULD BE ENDORSED EVERY 5 YRS. – NOT APPLICABLE TO SHIP AUTHORIZED TO CARRY 12 PASSENGERS AND BELOW)</i> <i>(If Not Valid, DETAINABLE)</i>	VS8114			
MC 2007-05	16. Intact Stability Booklet approved by MARINA is available onboard. <i>(If No, to be RECTIFIED)</i>	VS8114			
HPCG MC NR 05-2005	17. Shipboard Oil Pollution Emergency Plan <b>(SOPEP)</b> 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 NR 06-2005	18. International Oil Pollution Prevention Certificate <b>(IOPPC)</b> for Philippine registered vessels engaged in international and domestic trade is valid <i>(If Not Valid, DETAINABLE)</i>	VS8135			
HPCG MC NR 07-2005	19. International Sewage Pollution Preventive Certificate <b>(ISPPC)</b> 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 is valid. <i>(If Not Valid, DETAINABLE)</i>	VS8136			
HPCG MC 02-2005	20. Garbage Management Plan and Garbage Record Book to all Philippine registered vessels engaged in international trade and to all small crafts are valid. <i>(If No, to be RECTIFIED)</i>	VS8130			
HPCG MC 07-2005	21. Sewage Treatment Plan / Holding Tank for the collection and storage of sewage is valid. <i>(If No, to be DETAINABLE)</i>	VS81751			
HPCG MC 01-2005	22. 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 06-2005	23. Oil Record Book Part 1 for 400GT and above is valid. <i>(If Not Valid, to be RECTIFIED)</i>	VS8145			
HPCG MC 08-12	24. Master's Declaration of Safe Departure <b>(MDSD)</b> properly accomplished, submitted with the necessary attachments.  <i>(If incomplete, to be RECTIFIED)</i>	VS8144			

REF TO REG	ITEMS FOR INSPECTION	CODE	YES	NO	REMARKS
RA 9295; MC 2009-18	25. Passenger Insurance Cover is valid and adequate for the total number of passenger the ships is authorized to carry. (If Not Valid, DETAINABLE)	VS8147			
HPCG MC 00 - 2011	26. Vessel Safety Inspection Booklet	VS8166			
<b>OVERLOADING OF CARGO AND EXCESS PASSENGERS STRICTLY NOT ALLOWED</b>					
MC 2007-03	27. 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 RECTIFIED)	VS81211			
MC 175; MC 180	28. Passenger manifest indicates that the vessel is carrying passengers within the authorized number per MARINA PSSC. (If No, to be RECTIFIED)	VS82606			
MC 180, MC 120, MC 2009-13, MC 2009-18	29. Conducted random check of passengers to verify the correctness of entries in the manifest. (If No, to be RECTIFIED)	VS82603			
MC 180, MC 120 MC 2009-13, MC 2009-18	30. 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"> <li>• Vessel authorized passenger capacity is 500 or less; or</li> <li>• 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.</li> </ul> (If No, to be RECTIFIED)	VS82606			
<b>ADEQUATE/ ACCESSIBLE LIFEJACKETS</b>					
MC 123	31. Master / Patron declares the adequacy of lifejackets, liferafts and other life saving appliances. (If No, DETAINABLE)	VS8642			
MC 123	32. Random check reveals availability of authorized MARINA type-approved life jackets and liferafts / lifeboats. (If No, DETAINABLE)	VS8652			
MC 123	33. Lifejacket compartments were randomly checked to verify if they are unlocked and accessible to passengers. (If No, to be RECTIFIED)	VS8633			
<b>SHIP STABILITY AND TRIM, CARGO SECURING / LASHING ASCERTAINED</b>					
HPCG MC 04-98	34. No signs of listing per ship's clinometers reading and no other visual indicators of instability. (If No, DETAINABLE)	VS81215			
	35. Cargo securing or lashing employed by ship's crew. (If No, to be RECTIFIED)	VS81205			

REF TO REG	ITEMS FOR INSPECTION	CODE	YES	NO	REMARKS
<b>TOTAL NUMBER OF OFFICERS AND CREW MEETS MINIMUM SAFE MANNING REQUIREMENT</b>					
MC 89, MC 148, MC 179	36. The actual number, composition and qualifications of crew conform with the Minimum Safe Manning Certificate. <i>(If No, DETAINABLE)</i>	VS8422			
MC 151, 170	37. Ship's Officers possess valid licenses. <i>(If No, DETAINABLE)</i>	VS8216			
MC 114	38. Officers and crew on duty are wearing proper uniform. <i>(If No, to be RECTIFIED)</i>	VS82413			
<b>GOOD WEATHER/ SEA CONDITION PREVAILING</b>					
HPCG MC 01-09, MC 03-01	39. Ship allowed to sail per HPCG MC 01-09 or MC 03-01.	VS8321			
PCG MC 01-09	40. Latest PAGASA Weather Bulletin available and plotted in the weather chart.	VS8309			
	41. Latest Notice to Mariner and Updated Nautical Chart is available on board <i>(If No, to be RECTIFIED)</i>	VS8308			
<b>UPKEEP OF EQUIPMENT AND RUNNING LIGHTS VERIFIED</b>					
PMMRR 1997 Chapter X and XI	42. 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	43. Running lights are operating. <i>(If No, DETAINABLE)</i>	VS8746			
<b>ALL ENGINES IN OPERATING CONDITION</b>					
PMMR 1997 Chapter V, HPCG MC 04-98	44. Master and Chief Engineer declares that all main and auxiliary engines including fire pumps are in operating condition. <i>(If No, DETAINABLE)</i>	VS81509			
<b>RESPONSIBLE SHIPOWNER / CREW / TERMINAL CONTROL</b>					
MC 180, MC 2009-13, MC 2009-18	45. Complete Passenger Manifest submitted prior departure. <i>(If No, to be RECTIFIED)</i>	VS82404			
MC 191	46. No indication observed that any Officer is under the influence of alcohol or prohibited drugs. <i>(If No, DETAINABLE)</i>	VS82412			
MC 114	47. 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	48. Embarkation / Disembarkation ladder is provided with non-skid steps and guardrails. <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 (MDS) 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 EIAR 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.
9. VSEI team shall video record the specified points of inspection in reference to HPCG Memorandum dated 26 June 2012 re "Guidelines for Video Recording During MPDI".

**Inspection conducted by:**

\_\_\_\_\_  
Coast Guard Station/ Detachment

\_\_\_\_\_  
Name and Signature of Inspector

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



## PRE-DEPARTURE INSPECTION CHECKLIST

### For Domestic PASSENGER 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
<b>COMPLETE AND VALID SHIP SAFETY CERTIFICATES AND DOCUMENTS</b>					
MARINA MC 161/MC 2006-06	1. Certificate of Public Convenience (CPC) is valid <i>(If Not Valid, DETAINABLE)</i>	VS8113			
MC 177	2. Certificate of Vessel Registry is valid <i>(If Not Valid, DETAINABLE)</i>	VS8115			
MC 177	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. Appropriate Ship Safety Certificate(s) is/are valid and issued in accordance with the ISM Code: <input type="checkbox"/> Passenger Ship Safety Certificate <input type="checkbox"/> High Speed Craft Safety Certificate <i>(If Not Valid, DETAINABLE)</i>	VS8148 VS8131			
MC 89, MC 148, MC 179	6. Minimum Safe Manning Certificate is valid <i>(If Not Valid, DETAINABLE)</i>	VS8142			
PMMRR 1997 Chapter X	7. Ship Station License is valid <i>(If Not Valid, DETAINABLE)</i>	VS8157			
MC 2007-03	8. Load Line Certificate is valid <i>(SHOULD BE ENDORSED ANNUALLY – NOT APPLICABLE TO SHIPS LESS THAN 15 METERS IN LENGTH)</i> <i>(If Not Valid, DETAINABLE)</i>	VS8140			
MC 124	9. Class Society Certificate is valid (for 500 GT and above) Class Society: _____ <i>(If Not Valid, DETAINABLE)</i>	VS8117			
MC 143; MC159	10. Document of Compliance issued in accordance with the ISM Code <i>(If Not Valid, DETAINABLE)</i>	VS8124			
MC 65/65-A/ 121/150/196; MC SecIII.A21 &23.1 &24 MC Sec III.B.42.7	11. Certificate of Compliance with minimum service standards is valid <i>(If Not Valid, DETAINABLE)</i>	VS8107			

REF TO REG	ITEMS FOR INSPECTION	CODE	YES	NO	REMARKS
MC148,MC 179	12. Safety Management Certificate issued in accordance with the ISM Code (If Not Valid, <b>DETAINABLE</b> )	VS81154			
MC.105/105-A;	13. Special Permit to temporarily operate in domestic trade is valid (applicable to Foreign-registered ships operating in the domestic route) (If Not Valid, <b>DETAINABLE</b> )	VS8161			
MC 161/MC 2006-06	14. Special Permit to operate in route not mentioned in the CPC is valid. (If Not Valid, <b>DETAINABLE</b> )	VS8160			
MC 2007-05	15. Certificate of Stability or Exemption Certificate (SHOULD BE ENDORSED EVERY 5 YRS. - NOT APPLICABLE TO PASSENGER SHIP AUTHORIZED TO CARRY 12 PASSENGERS AND BELOW) (If Not Valid, <b>DETAINABLE</b> )	VS8114 VS8128			
MC 2007-05	16. Intact Stability Booklet approved by MARINA is available onboard. (If No, to be <b>RECTIFIED</b> )	VS8114			
HPCG MC 08-12	17. Master's Declaration of Safe Departure (MDS) properly accomplished, submitted with the necessary attachments. (If incomplete, to be <b>RECTIFIED</b> )	VS8144			
HPCG MC NR 05-2005	18. Shipboard Oil Pollution Emergency Plan ( <b>SOPEP</b> ) 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, <b>DETAINABLE</b> )	VS8158			
HPCG MC NR 06-2005	19. International Oil Pollution Prevention Certificate ( <b>IOPPC</b> ) for Philippine registered vessels engaged in international and domestic trade is valid. (If Not Valid, <b>DETAINABLE</b> )	VS8135			
HPCG MC NR 07-2005	20. International Sewage Pollution Preventive Certificate ( <b>ISPPC</b> ) 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 is valid. (If Not Valid, <b>DETAINABLE</b> )	VS8136			
HPCG MC 02-2005	21. Garbage Management Plan and Garbage Record Book to all Philippine registered vessels engaged in international trade and to all small crafts are valid. (If No, to be <b>RECTIFIED</b> )	VS8130			
HPCG MC 07-2005	22. Sewage Treatment Plan / Holding Tank for the collection and storage of sewage is valid. (If No, to be <b>RECTIFIED</b> )	VS81753			

REF TO REG	ITEMS FOR INSPECTION	CODE	YES	NO	REMARKS
HPCG MC 01-2005	23. 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. (If No, <i>DETAINABLE</i> )	VS81718			
HPCG MC 06-2005	24. Oil Record Book Part 1 for 400GT and above is valid. (If No, to be <i>RECTIFIED</i> )	VS8145			
RA 9295; MC 2009-18	25. Passenger Insurance Cover is valid and adequate for the total number of passenger the ships is authorized to carry. (If No, <i>DETAINABLE</i> )	VS8147			
HPCG MC 00-2011	26. Vessel Safety Inspection Booklet	VS8166			
<b>OVERLOADING OF CARGO AND EXCESS PASSENGERS STRICTLY NOT ALLOWED</b>					
MC 2007-03	27. 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	28. 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	29. 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	30. 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"> <li>• Vessel authorized passenger capacity is 500 or less; or</li> <li>• 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.</li> </ul> (If No, to be <i>RECTIFIED</i> )	VS82603			
<b>ADEQUATE/ ACCESSIBLE LIFEJACKETS</b>					
MC 123	31. Master / Patron declares the adequacy of lifejackets, liferafts and other life saving appliances. (If No, <i>DETAINABLE</i> )	VS8642			
MC 123	32. Random check reveals availability of authorized MARINA type-approved life jackets and liferafts / lifeboats. (If No, <i>DETAINABLE</i> )	VS8652			

REF TO REG	ITEMS FOR INSPECTION	CODE	YES	NO	REMARKS
MC 123	33. Lifejacket compartments were randomly checked to verify if they are unlocked and accessible to passengers. (If No, to be RECTIFIED)	VS8633			
<b>SHIP STABILITY AND TRIM, CARGO SECURING / LASHING ASCERTAINED</b>					
HPCG MC 04-98	34. No signs of listing per ship's clinometers reading and no other visual indicators of instability. (If No, DETAINABLE)	VS81215			
	35. Cargo securing or lashing employed by ship's crew. (If No, to be RECTIFIED)	VS81205			
<b>TOTAL NUMBER OF OFFICERS AND CREW MEETS MINIMUM SAFE MANNING REQUIREMENT</b>					
MC 89, MC 148, MC 179	36. The actual number, composition and qualifications of Officers and crew conform with the Minimum Safe Manning Certificate. (If No, DETAINABLE)	VS8422			
MC 151, 170	37. Ship's Officers possess valid licenses. (If No, DETAINABLE)	VS8216			
<b>GOOD WEATHER/ SEA CONDITION PREVAILING</b>					
HPCG MC 01-09, MC 03-01	38. Ship allowed to sail per HPCG MC 01-09 or MC 03-01.	VS8321			
PCG MC 01-09	39. Latest PAGASA Weather Bulletin available and plotted in the weather chart.	VS8309			
	40. Latest Notice to Mariner and Updated Nautical Chart is available on board (If No, to be RECTIFIED)	VS8308			
<b>UPKEEP OF EQUIPMENT AND RUNNING LIGHTS VERIFIED</b>					
PMMRR Chapter X and XI	41. Required / fitted communications / navigational equipment per Ship Station License or PSSC are in operating condition. (If No, DETAINABLE)	VS8745			
PMMRR 1997 Chapter XI	42. Running lights are operating. (If No, DETAINABLE)	VS8746			
<b>ALL ENGINES IN OPERATING CONDITION</b>					
PMMR 1997 Chapter V, HPCG MC 04-98	43. Master and Chief Engineer declares that all main and auxiliary engines including fire pumps are in operating condition. (If No, DETAINABLE)	VS81509			
<b>RESPONSIBLE SHIPOWNER / CREW / TERMINAL CONTROL</b>					
MC 180, MC 2009-13, MC 2009-18	44. Complete Passenger Manifest submitted prior departure. (If No, to be RECTIFIED)	VS82404			
MC 191	45. No indication observed that any Officer is under the influence of alcohol or prohibited drugs. (If No, DETAINABLE)	VS82412			

REF TO REG	ITEMS FOR INSPECTION	CODE	YES	NO	REMARKS
MC 114	46. Random check of passageways reveals that they are unobstructed and escape routes are passable. <i>(If No, to be RECTIFIED)</i>	VS82414			
MC 134: MC _____ Sec III.A.24	47. Embarkation/Disembarkation ladder is provided with non-skid steps and guardrails. <i>(If No, to be RECTIFIED)</i>	VS82408			
MC 114. MC _____ sec III.B.41.6	48. Officers and crew on duty are wearing proper uniform. <i>(If No, to be RECTIFIED)</i>	VS82413			
<b>DISTINCT / VISIBLE LAYERS OF SECURITY</b>					
	49. Security patrol and screening of passengers / baggages within terminal area conducted by shipping company and or port authorities. <i>(If No, to be RECTIFIED)</i>	VS82608			

**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 (MDS) 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 and no cargo is loaded in 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 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.
- Appropriate MVR or EIAR 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 Detachment for ready reference.
- VSEI team shall video record the specified points of inspection in reference to HPCG Memorandum dated 26 June 2012 re "Guidelines for Video Recording During MPDI".

**Inspection conducted by:**

\_\_\_\_\_  
Coast Guard Station/ Detachment

\_\_\_\_\_  
Name and Signature of Inspector

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



## PRE-DEPARTURE INSPECTION CHECKLIST For DOMESTIC OIL TANKER

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
<b>COMPLETE AND VALID SHIP SAFETY CERTIFICATES AND DOCUMENTS</b>					
MARINA MC 161/MC 2006-06	1. Certificate of Public Convenience (CPC) is valid. <ul style="list-style-type: none"> <li>• Authorized routes (Ports of Call) &amp; areas of operation is observed.</li> <li>• Certified true copy of CPC / Decision / Rider is available onboard.</li> </ul> <i>(If Not Valid, DETAINABLE)</i>	VS8113			
MC 177	2. Certificate of Vessel Registry is valid. <i>(If Not Valid, DETAINABLE)</i>	VS8115			
MC 177	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. Appropriate Ship Safety Certificate(s) is / are valid. <input type="checkbox"/> Cargo Ship Safety Certificate <input type="checkbox"/> Cargo Ship Safety Construction Certificate <input type="checkbox"/> Cargo Ship Safety Equipment Certificate <input type="checkbox"/> Certificate of Fitness <i>(APPLICABLE TO CARRIERS OF LIQUIFIED GASSES IN BULK OR DANGEROUS CHEMICAL IN BULK)</i> <input type="checkbox"/> Exemption Certificate <input type="checkbox"/> Tonnage Measurement Certificate / Admeasurements Certificate <input type="checkbox"/> Stability Certificate of Exemption Certificate <i>(SHOULD BE ENDORSED EVERY 5 YRS.)</i> <input type="checkbox"/> MARINA approved intact stability booklet <input type="checkbox"/> P & I Club or Oil Insurance Cover-Applicable to oil tankers carrying non persistent oil	VS8104 VS8105 VS8106 VS8110 VS8128 VS8117 VS8114 VS8128 VS8114 VS8147			

REF TO REG	ITEMS FOR INSPECTION	CODE	YES	NO	REMARKS
	<input type="checkbox"/> CLC Certificate or its equivalent applicable to oil tankers carrying persistent oil <input type="checkbox"/> Third Party Liability Cover applicable to LPG or LNG carriers <input type="checkbox"/> MARINA registered deck log book, engine logbook, and rollbook <i>(If Not Valid, DETAINABLE)</i>	VS8138 VS8139 VS8114			
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 is valid <i>(If Not Valid, DETAINABLE)</i>	VS8158			
HPCG MC NR 06-2005	7. 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 NR 07-2005	8. 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 01-2005	9. 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 01-2005	10. Chemical Dispersant Accreditation Certificate is valid <i>(If Not Valid, DETAINABLE)</i>	VS8116			
HPCG MC 01-2005	11. Oil Spill Boom Accreditation Certificate is valid <i>(If Not Valid, DETAINABLE)</i>	VS8146			
HPCG MC 06-2005	12. Oil Record Book Part 1 and Part 2 for all oil tankers of 150 GT and above is valid <i>(If No, to be RECTIFIED)</i>	VS8145 VS81716			
HPCG MC 01-2005	13. 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	14. 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			

REF TO REG	ITEMS FOR INSPECTION	CODE	YES	NO	REMARKS
HPCG MC 01-2005	15. 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. (If No, <i>DETAINABLE</i> )	VS81752			
HPCG MC 01-2005	16. Adequate quantity of rags (3 kilos minimum) and sorbent materials is available on board. (If No, to be <i>RECTIFIED</i> )	VS81712			
HPCG MC 01-2005	17. Wooden scupper plugs and various sizes of wooden plugs are available on board. (If No, to be <i>RECTIFIED</i> )	VS81730			
HPCG MC 89, MC 148, MC 179	18. Minimum Safe Manning Certificate is valid. (If Not Valid, <i>DETAINABLE</i> )	VS8142			
PMMRR 1997 Chapter X	19. Ship Station License is valid. (If Not Valid, <i>DETAINABLE</i> )	VS8157			
MC 2007-03	20. Load Line Certificate is valid. (If Not Valid, <i>DETAINABLE</i> )	VS8140			
MC 124	21. Class Society Certificate is valid. (for 500 GT and above) Class Society: _____ (If Not Valid, <i>DETAINABLE</i> )	VS8117			
MC 143 MC159	22. Document of Compliance (DOC) is valid. (If Not Valid, <i>DETAINABLE</i> )	VS8124			
MC148, MC 179	23. Safety Management Certificate (ISM/NSM Code) is valid. (If Not Valid, <i>DETAINABLE</i> )	VS8154			
MC 161/MC 2006-06	24. Special Permit to operate in route not mentioned in the CPC is valid. (If Not Valid, <i>DETAINABLE</i> )	VS8161			
MC 2007-05	25. Intact Stability Booklet approved by MARINA is available onboard. (If No, to be <i>RECTIFIED</i> )	VS8114			
HPCG MC 08-12	26. Master's Declaration of Safety Departure (MDS) properly accomplished, submitted with the necessary attachments (If incomplete, to be <i>RECTIFIED</i> )	VS8144			
HPCG MC 00 - 2011	27. Vessel Safety Inspection Booklet	VS8166			
<b>ADEQUATE/ ACCESSIBLE LIFEJACKETS</b>					
MC 123	28. Master/ Patron declares the adequacy of lifejackets, liferafts and other life saving appliances. (If No, <i>DETAINABLE</i> )	VS8642			
MC 123	29. Random check reveals availability of authorized MARINA type-approved life jackets and liferafts / lifeboats. (If No, <i>DEATAINABLE</i> )	VS8652			
MC 123	30. Lifejacket compartments were randomly checked to verify if they are unlocked and accessible to crew members. (If No, to be <i>RECTIFIED</i> )	VS8633			

REF TO REG	ITEMS FOR INSPECTION	CODE	YES	NO	REMARKS
<b>TOTAL NUMBER OF OFFICERS AND CREW MEETS MINIMUM SAFE MANNING REQUIREMENT</b>					
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			
<b>GOOD WEATHER/ SEA CONDITION PREVAILING</b>					
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			
<b>UPKEEP OF EQUIPMENT AND RUNNING LIGHTS VERIFIED</b>					
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			
<b>ALL ENGINES IN OPERATING CONDITION</b>					
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:**

- No vessel shall be cleared to depart for voyage unless it complies with all the applicable conditions (items of inspection) of this checklist.
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- 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.
- 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 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.
- Appropriate MVR or EIAR 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 Detachment for ready reference.
- VSEI team shall video record the specified points of inspection in reference to HPCG Memorandum dated 26 June 2012 re "Guidelines for Video Recording During MPDI".

**Inspection conducted by:**

\_\_\_\_\_  
Coast Guard Station/ Detachment

\_\_\_\_\_  
Name and Signature of Inspector



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

### NOTIFICATION OF DEFICIENCIES OF SHIP

Date

MARINA/ SHIPOWNER

Director

Office Address

Fax no.

E-mail

Dear \_\_\_\_\_:

**(Insert ship's name) – Deficiency/ies of ship**

The Philippine Coast Guard Vessel Safety Enforcement Inspection (VSEI) team has carried out inspection to the abovementioned ship at \_\_\_\_\_ on \_\_\_\_\_.  
(Location) (Date)

The following deficiency/ies were noted during the inspection:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Enclosed herewith a copy of Enforcement Inspection Apprehension Report (EIAR) of which might be useful for your reference.

For further inquiries, please contact Coast Guard Station/ Detachment at \_\_\_\_\_  
(Contact Number)

Very truly yours,

\_\_\_\_\_  
(Signature above Printed Name)  
Station / Detachment Commander



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

### NOTIFICATION OF DETENTION OF SHIP

Date

MARINA/ PPA/ SHIPOWNER

Director

Office Address

Fax no.

E-mail

Dear \_\_\_\_\_:

**(Insert ship's name) – Detention of ship**

The Philippine Coast Guard Vessel Safety Enforcement Inspection (VSEI) team has carried out inspection to the abovementioned ship at \_\_\_\_\_ on \_\_\_\_\_.  
(Location) (Date)

The ship was detained at *(time of detention)* due to the following deficiencies:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Enclosed herewith a copy of Enforcement Inspection Apprehension Report (EIAR) of which might be useful for your reference.

For further inquiries, please contact Coast Guard Station/ Detachment at \_\_\_\_\_  
(Contact Number)

Very truly yours,

\_\_\_\_\_  
(Signature above Printed Name)  
Station / Detachment Commander



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

**NOTIFICATION OF RELEASE OF SHIP**

Date

MARINA/ PPA/ SHIPOWNER

Director

Office Address

Fax no.

E-mail

Dear \_\_\_\_\_:

**(Insert ship's name) – Release of ship**

The Philippine Coast Guard does hereby serve notice for the release of the abovementioned vessel that was detained at \_\_\_\_\_ on \_\_\_\_\_.  
(Location) (Date)

Rest assured of our utmost cooperation on matters of mutual concern.

For further inquiries, please contact Coast Guard Station/ Detachment at \_\_\_\_\_.  
(Contact Number)

Very truly yours,

\_\_\_\_\_  
(Signature above Printed Name)  
Station / Detachment Commander