



**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)**

139 25th Street, Port Area
1018 Manila

15 Oct 2012

**HPCG/CG-8
STANDING OPERATING PROCEDURE
NUMBER08-12**

MASTER'S DECLARATION OF SAFE DEPARTURE

I. PURPOSE:

This Standing Operating Procedures (SOP) prescribes guidelines and procedures governing the implementation of Memorandum Circular (MC) No. 05-12 on Master's Declaration of Safe Departure (MDSO) dated 24 August 2012 as a requirement prior conducting the Pre-Departure Inspection (PDI).

II. SCOPE:

This SOP applies to all Philippine Coast Guard (PCG) 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 performs verification of submitted accomplished MDSO prior the conduct of PDI on vessel within their area of responsibility before such leaves the port of call and proceed to the next voyage, shall:

- A.** Acknowledge receipt of MDSO (Form C) by signing over the printed name and designation at the lower portion of the document and the attachments thereof by indicating the DAY/MONTH/YEAR it is received;
- B.** Evaluate the correctness and completeness of all entries and its attachments such as Voyage Plan, Crew List, Passenger Manifest, Passenger Supplemental Manifest, Coasting Manifest, Dangerous Cargo Manifest and Permit to Carry Dangerous Cargo and other pertinent

documents issued by appropriate Government agency to ensure that the Master of the vessel continuously comply with the safety requirements and

develop his awareness and responsibility to abide with safety rules and regulations in conducting the day to day shipboard operations;

- C.** Check the sworn statement of the Master stating that the repair has been satisfactorily done together with the “Certificate of Seaworthiness” from the Maritime Industry Authority (MARINA) as an additional attachment, if applicable, in the event that the vessel has undergone engine repair;
- D.** Require the Master of the vessel to fill-up all blank items and/or provide necessary information and sign again the MDSD in the presence of Vessel Safety Enforcement Inspector onboard before carrying out the PDI in the case that there are incomplete entry/ies on MDSD and attachments or grounds to believe that there is fraudulent entry/ies on MDSD and attachments submitted;
- E.** Issue Enforcement Inspections Apprehension Report (EIAR) and require the Master of the vessel to show cause why he should not be imposed with the corresponding fine/ penalty in the case that there are grounds to believe based on the rules and regulations and the professional judgment of VSEI team that the Master deliberately with intent to deceive by entering false information on MDSD submitted;
- F.** Issue EIAR and hold the departure of the vessel until the deficiencies are rectified in accordance with the guidelines on VSEI deficiency codes in the event that the deficiencies would endanger the safety of vessel and passenger and/or the marine environment;
- G.** Reflect in the Maritime Violations Receipt (MVR) the violations of regulations issued by MARINA and submit to the concerned agency for their proper disposition (Annex-1 with attached MVR);
- H.** Inform the Coast Guard Station/Detachment Commander (through Radio Message, INFO: CGAC) of the next port of call to apprehend and issue EIAR and take appropriate action to the alerted vessel if a vessel departs with uncorrected deficiency/ies or without accomplishing the required MDSD;
- I.** Impose appropriate fine/ penalty to the Master/ ship owner/ company manager of the vessel for the violation of the provisions of the MC on MDSD; and
- J.** Receive payments from violations, issue official receipts thereof, and deposit amounts collected at the Landbank of the Philippines via PCG Trust Receipt Account Number 0012-2222-12 not later than 1500H. In case the payment was received after 1500H, the collection must be deposited immediately on the next working day.

IV. RESPONSIBILITY:

A. Coast Guard District Commander:

1. Shall monitor and supervise the strict implementation of MC and SOP on MDSD;
2. Shall continue to devise appropriate measures for the efficient processing of MDSD taking into account the schedule of the vessels calling within his area of responsibility;
3. Shall submit monthly reports to the Headquarters, PCG (Attn:CG-3/CG8); and
4. Shall ensure proper filing of MDSD records aboard District/Stations/Detachments.

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 such vessels leave 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 sign as Administering Officer of the MDSD submitted by the Master of the vessel when there is no Notary Public or Official authorized to administer oath in the area;
5. Shall conduct hearing, adjudicate the EIAR and impose appropriate penalty based on MC on MDSD;
6. Shall 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 the Coast Guard Finance Center copies of all payments received and amounts deposited;

7. Shall submit monthly reports to the Headquarters, Coast Guard 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;
8. Further, shall immediately endeavor to inform the Port Authority and MARINA (Annex-1) in writing the detention of the vessel;
9. Shall immediately endeavor to inform the Port Authority and MARINA in writing the **Notification of Release of vessel** (Annex-2) from detention upon rectification of deficiencies and payment of fines;
10. Shall ensure proper filing of MDSD records aboard District/Stations/Detachments; and
11. Shall ensure strict implementation of the MC and SOP on MDSD at all times.

C. Vessel Safety Enforcement Inspection (VSEI) team:

1. Shall receive and evaluate the correctness and completeness of all entries of submitted MDSD and its attachments;
2. Shall necessitate the Master of the vessel to properly fill-up all the required information in the MDSD form and signed the same in front of the VSEI team before carrying out PDI;
3. Issue EIAR and require the Master of the vessel to correct the deficiency/violations at a prescribed time and/or imposed the corresponding fine / penalty in accordance with the requirement of MDSD and guidelines on VSEI deficiency action codes;
4. In case of detention or denial of the vessel to depart, the VSEI team shall immediately render report to Commander, Coast Guard Station/ Detachment, as the case may be, citing the circumstances of the detention or denial of the vessel to depart with the corresponding issued EIAR;
5. Shall record the deficiency/ies noted in the Vessel's Inspection Record Book;
6. Shall provide duplicate copy of MDSD to the Master of the vessel and other concerned government agencies, if necessary; and
7. Shall ensure strict implementation of the MC and SOP on MDSD at all times.


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-detainable deficiencies
 - 2) Notification of Detainable deficiencies
 - 3.)Notification of Release of vessel