



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

15 October 2012

HPCG/CG-8

STANDING OPERATING PROCEDURE
NUMBER 08-12

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 (MDSD) 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 MDSD prior the conduct of PDI on vessel within their area of responsibility before such vessel leaves the port of call and proceed to the next voyage, shall:

- A. Acknowledge receipt of MDSD (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;
- 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 entered false information on MDSD submitted;
- F. 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 codes;
- 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, if not detainable or Annex-2, if detainable 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. 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 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 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-2) 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-3) from detention upon rectification of deficiencies and payment of fines;
10. Shall ensure proper filing of MDSR records aboard District/Stations/Detachments; and
11. Shall ensure strict implementation of the MC and SOP on MDSR at all times.

C. Vessel Safety Enforcement Inspection (VSEI) team:

1. Shall receive and evaluate the correctness and completeness of all entries of submitted MDSR and its attachments;
2. Shall necessitate the Master of the vessel to properly fill-up all the required information in the MDSR 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 MDSR 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 for Non-detainable deficiency
2) Notification for Detainable deficiency
3) Notification of Release of vessel



PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
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ENFORCEMENT INSPECTION APPREHENSION REPORT (EIAR)

Name of Vessel:	<input type="text"/>	Call Sign:	<input type="text"/>
Type of Vessel:	<input type="text"/>	MMSI (if Applicable):	<input type="text"/>
Year Built:	<input type="text"/>	Gross Tonnage:	<input type="text"/> Deadweight: <input type="text"/>
Owner/Operator:	<input type="text"/>	IMO Number:	<input type="text"/>
Date of Inspection:	<input type="text"/>	Place of Inspection:	<input type="text"/>
Business Address:	<input type="text"/>		

Name of Master: _____ Signature: _____

Type of Inspection: MDSD <input type="checkbox"/> PDI <input type="checkbox"/>	Deficiencies: NO <input type="checkbox"/> YES <input type="checkbox"/>
VSEI <input type="checkbox"/> ERE <input type="checkbox"/>	Ships Detained: NO <input type="checkbox"/> YES <input type="checkbox"/>
	Supporting Documents: NO <input type="checkbox"/> YES <input type="checkbox"/>
DEFICIENCY ACTION CODES:	INSPECTION COMMENTS/ REMARKS
<input type="checkbox"/> VS80 Deficiency Rectified	<input type="text"/>
<input type="checkbox"/> VS83 Rectify Deficiency at next port	
<input type="checkbox"/> VS85 Rectify Deficiency within 14 Days	
<input type="checkbox"/> VS87 Rectify Deficiency Before Departure	
<input type="checkbox"/> VS88 Rectify deficiency within 3 Months	
<input type="checkbox"/> VS90 Detainable Deficiency	
<input type="checkbox"/> VS95 Others (Specify)	

Number of Deficiency	Code	Nature of Deficiency	Reference	Action Taken



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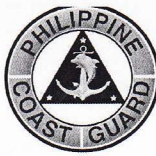
NOTICE OF HEARING

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)



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For PCG Stamp
Cleared to depart/
Not Cleared to depart

MASTER'S DECLARATION OF SAFE DEPARTURE (MDSD)

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 N/A

- a) Completeness and validity of ships safety certificates and documents;
b) Compliance with safe manning requirement and crew certification and qualification document validity;
c) Officers and crew are in healthy and sound condition, not under the influence of alcohol or prohibited drugs and fit to perform duties and responsibilities for the intended voyage;
d) Carriage of cargo and passengers are with authorized limits, and properly documented;
e) Required communications and navigational equipment are complete and in good operating condition;
f) Main and auxiliary engines are in good and operating condition;
g) Fire-fighting and life-saving appliances are complete, in good operating condition, available and accessible to passengers;
h) Proper ship stability and trim, cargo stowage securing and lashings are strictly observed;
i) Prevailing weather conditions for intended voyage is safe and latest weather bulletin and advisory are available;
j) The crew, passengers and cargoes have undergone the necessary security screening;
k) Hull in excellent condition; and
l) Attached documents are properly accomplished:

YES NO N/A

- i. Voyage Plan
ii. Crew List
iii. Passenger Main Manifest
iv. Passenger Supplemental Manifest
v. Coasting Manifest
vi. Dangerous Cargo Manifest and Permit to Carry Dangerous Cargo
vii. Cargo Manifest

3. That the ship has an authorized carrying capacity of _____ passengers 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 stowed and lashed throughout the voyage:

- a) Declaration of dangerous cargo
b) Permit to carry dangerous cargo is likewise attached.

AFFIANT FURTHER SAYETH NONE,

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ at the City/ Municipality of _____, Philippines.

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

(Master)
License No.
Issued by
Issued on

SUBSCRIBED AND SWORN to before me this _____ at the place as indicated above.

(Officer Authorized to Administer Oath under Sec 41 of the Administrative Code)

Received: Date:

(Signature over printed name) Time:



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

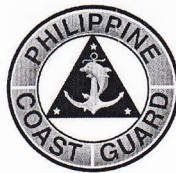
1. _____
2. _____
3. _____
4. _____
5. _____

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



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NOTIFICATION OF DETENTION OF SHIP

Date

MARINA/ PPA/ SHIOWNER

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



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NOTIFICATION OF RELEASE OF SHIP

Date

MARINA/ PPA/ SHIOWNER

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