



**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 ..... 11-12**

**EMERGENCY READINESS EVALUATION (ERE)**

**I. PURPOSE:**

This Standing Operating Procedure (SOP) prescribes guidelines and procedures governing the implementation of Memorandum Circular (MC) No. 08-12 on Emergency Readiness Evaluation (ERE) dated 24 August 2012.

**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 calling and departing in any ports within their respective area of responsibility.

**III. PROCEDURES:**

- A. ERE shall be carried out to determine the continuing compliance of a vessel to safety standards and readiness of officers and crew in responding to any emergency situation onboard the vessel while underway or at port;
- B. It is the primary responsibility of the Master of the vessel and shipowner/ company management to ensure that the officers and crew manning the vessel are competent, ready, equipped and well trained in responding to any emergency situation on board the vessel or at port at all times;
- C. The evaluation shall be conducted for the following simulated emergency situations:
  1. Abandonship;
  2. Fire in Port / at Sea;

3. Collision at Port / Sea;
4. Emergency Steering Casualty; and
5. Man Overboard

- D. Coast Guard District/Station/Detachment may or may not be notify the ship owner/operator prior to the conduct of actual ERE on a specific vessel;
- E. The ERE shall be conducted by the Vessel Safety Enforcement Inspection (VSEI) team and be guided with the appropriate ERE Checklist (Form E);
- F. Coast Guard Districts/Station /Detachment Commanders shall ensure that vessels within its area of responsibility undergo ERE once every six (6) months;
- G. The evaluation may be conducted more than once within the period of six (6) months in case the emergency readiness of the officers and crew of the vessel is found to be unsatisfactory and that there is a clear ground showing of potential danger on board which could lead to loss of lives and property at sea and damage to the marine environment;
- H. Upon boarding, the team shall notify the Master, or in his absence, the senior deck officer on board, of the purpose of the visit. The team shall seek information as to when the last ERE took place. Further, the Vessel Inspection Record Book shall be presented to VSEI team;
- I. The VSEI team shall board the vessel to conduct the ERE while the vessel is enroute to its destination. The VSEI team may stay aboard for the return trip if more time is needed to complete the evaluation;
- J. The VSEI team shall gather information through interviews and observations that may help the PCG improve its policies towards the promotion of safety of life and property at sea and marine environment protection (Annex-5);
- K. 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 Memorandum Circulars, Rules and Regulations;
- L. 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. The VSEI team shall record the deficiency/ies noted during the conduct of ERE in the Vessel's Inspection Record Book;
- M. Violations of regulations issued by Maritime Industry Authority (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);

- N. 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 Philippine Ports Authority (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);
- O. Inform immediately the Headquarters, PCG (through Radio Message, INFO: CG-3/CG-8/CGAC) regarding the **Detention or Denial of Departure** of a vessel;
- P. In case the officers and crew did not meet the prescribed standard operational and emergency readiness, they shall be required to undergo re-training and re-evaluation until such time that the standard of readiness has been satisfactorily meet;
- Q. All noted deficiency(ies) shall be reflected in the *REMARKS* and *SUMMARY* portion of specific ERE checklist;
- R. After each ERE, the Vessel Safety Enforcement Inspectors shall accomplish a Vessel Emergency Readiness Evaluation Report (Form E) and submit copies of the same to the Station/ Detachment Commander, the shipowner / operator, and the vessel Master;
- S. Require the Master to accomplish a Certificate of Orderly Inspection (Form B) upon completion of Pre-Departure Inspection (PDI) or before leaving the ship;
- T. 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 Memorandum Circulars and Rules and Regulations; and
- U. 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.

#### VIII. RESPONSIBILITIES:

##### A. **Coast Guard District Commander:**

1. Shall create VSEI teams to respective Stations/ Detachments to undertake ERE of Philippine-registered vessels engaged in domestic trade within his area of responsibility;

2. Shall ensure that VSEI team members are duly trained and qualified to carry out ERE;
3. Shall continue to devise appropriate measures for the efficient conduct of ERE 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 ERE records aboard District/Stations/Detachments; and
6. Shall monitor and supervise the strict implementation of MC and SOP on ERE.

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

1. Shall create VSEI teams to undertake ERE of Philippine-registered vessel within his area of responsibility;
2. Shall ensure that VSEI team members are duly trained and qualified to carry out ERE of vessel;
3. Shall initiate proper coordination, information and dissemination, particularly with the ship owner/ company agent or Master of the vessel for the conduct of ERE;
4. Shall effectively control and supervise the proper conduct of ERE with due consideration to the enforcement of safety, security and marine environmental protection;
5. Shall immediately render report to Coast Guard District/ Station in case of detention or denial of the vessel to depart, as the case may be, citing the circumstances of the detention or denial of the vessel to depart with the corresponding issued EIAR;
6. Further, shall immediately endeavor to inform and request the Port Authority and MARINA (Annex-2) in writing the **Notice of Detention or Denial** of the vessel to depart;
7. 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;
8. Review and adjudicate the EIAR and impose the appropriate penalty based on MC on ERE;
9. 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;

10. Shall submit copy of the EIAR to the Coast Guard District/ Station and to the Headquarters, PCG (Attn: CG-8);
11. Shall ensure proper filing of VSEI records aboard Stations/Detachments; and
12. Shall ensure strict implementation of the MC and SOP on ERE at all times.

**C. Vessel Safety Enforcement Inspectors:**

1. Shall be professional and courteous in the conduct of ERE;
2. Shall ensure proper execution of ERE and completion of required records and reports;
3. Issue EIAR (Form A) to the Master of the vessel indicating the specific deficiencies recorded during the conduct of inspection in accordance with the PCG Memorandum Circulars, Rules and Regulations. The VSEI team shall record the deficiency/ies noted during the conduct of ERE in the Vessel's Inspection Record Book;
4. Violations of regulations issued by MARINA shall be reflected in the MVR and submitted to the concerned agency for their proper disposition;
5. 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
6. Provide duplicate copy of VSEI 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 ERE or before leaving the ship;
7. Shall conduct re-evaluation of the standard of readiness of the vessel until such time that the vessel has satisfactorily met the required performance; and
8. The VSEI team shall evaluate crew and officers readiness during simulated emergency situation and gather information through interview and observations that may help the PCG improve its policies towards the promotion of safety of life and property at sea and marine environment protection (Annex 5).

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

1. Shall maintain record of non-compliant vessel for monitoring purposes;
2. Shall periodically review existing ERE 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 Coast Guard Education and Training Command (CGETC) and Maritime Safety Services Command (MSSC) to ensure uniform and systematic ERE to be carried out on board;
4. Shall initiate printing and publication of appropriate ERE forms with security considerations.

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

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

**X. RESCISSION:**

This SOP rescinds HPCG/CG-8 SOP No. 03-98 dated 23 July 1998 and all other publications issued before the issuance of the same.

**XI. 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  
5) Passenger Feedback Form



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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"/>
Owner/Operator:	<input type="text"/>	Deadweight:	<input type="text"/>
Date of Inspection:	<input type="text"/>	IMO Number:	<input type="text"/>
Business Address:	<input type="text"/>		
		Place of Inspection:	<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"/>
<b>DEFICIENCY ACTION CODES:</b> <input type="checkbox"/> VS80 Deficiency Rectified <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)		<b>INSPECTION COMMENTS/ REMARKS</b> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	

Number of Deficiency	Code	Nature of Deficiency	Reference	Action Taken

Number of Deficiency

Code

Nature of Deficiency

Reference

Action Taken

Number of Deficiency	Code	Nature of Deficiency	Reference	Action Taken



PCG Unit: \_\_\_\_\_ Name and Signature: \_\_\_\_\_  
 Telephone/ CP Nr: \_\_\_\_\_  
 Telefax: \_\_\_\_\_

(VSEI Inspector)

**VSEI ACTION TAKEN:**

- VS33 MARINA/Port Authority informed
- VS35 MARINA Inspector consulted
- VS37 Next port informed
- VS25 Vessel safety inspector/ station/ district informed
- VS27 Underwater inspection required
- VS60 Classification Society informed
- VS65 Investigation for oil pollution



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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 aforestated 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)



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/ 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



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**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



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**PASSENGER'S FEEFBACK FORM**

Name of Passenger: \_\_\_\_\_ Age: \_\_\_\_\_ Gender:  M  F

Contact Nr. (optional): \_\_\_\_\_ Address (optional): \_\_\_\_\_

Name of Vessel: \_\_\_\_\_ Sailing Date: \_\_\_\_\_

NOTE: This feedback sheet is form part of the **Emergency Readiness Evaluation (ERE)** conducted by the Philippine Coast Guard in order to improve its policies towards the promotion of Safety of Life and Property at Sea and protection to the Marine Environment.

Please rate the efficiency and execution of the drills conducted by the officers and crew of the vessel.

What kind of the drill did you observed? (Please check one or more)	
<input type="checkbox"/> Abandonship <input type="checkbox"/> Fire (in Port / Underway) <input type="checkbox"/> Steering Casualty <input type="checkbox"/> Collision <input type="checkbox"/> Man overboard	
1. The drill was announced through the Public Address System before it commenced.	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> Excellent <input type="checkbox"/> Very Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Poor/ Needs Improvement <input type="checkbox"/>
2. Equipment / Paraphernalia were visible and set – up before the drill.	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> Excellent <input type="checkbox"/> Very Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Poor/ Needs Improvement <input type="checkbox"/>
3. Passenger were guided / advised by a crew member or responsible officer of what to do during the drill.	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> Excellent <input type="checkbox"/> Very Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Poor/ Needs Improvement <input type="checkbox"/>
4. The drill was conducted in an orderly manner.	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> Excellent <input type="checkbox"/> Very Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Poor/ Needs Improvement <input type="checkbox"/>

Please write your comments or recommendations regarding the conduct of Emergency Readiness Evaluation of the vessel?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Passenger



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EMERGENCY READINESS EVALUATION CHECK OFF LIST

**Abandonship**

(Type of Drill)

Check the appropriate type of Vessel:

Passenger Vessel	
Cargo Vessel	
Passenger Cargo Vessel	
Tanker Vessel (Type: _____ )	
Tugboat	
High Speed Craft	
Others, if any	

NAME OF SHIP EVALUATED: \_\_\_\_\_ GT/NT: \_\_\_\_\_ / \_\_\_\_\_

LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

REQUIREMENTS	MAX CREDIT	ASGD CREDIT	REMARKS
<b>I. PREPARATION AND READINESS:</b>	<b>10.0%</b>		
A. Abandonship Bill/Muster List is up to date, posted in conspicuous place throughout the vessel, and in accordance with the Ship Safety Manual (SSM) or Station Bill of the vessel and Billet Card (BC) of personnel.	2.0%		
1. Abandonship Bill/Muster List is up to date	(0.8%)		
2. Abandonship Bill/Muster List is posted in conspicuous place throughout the vessel	(0.6%)		

3. Abandonship Bill/Muster List in accordance with the Ship Safety Manual (SSM)	(0.6%)		
B. The station bill/muster list indicated the individual duties of all personnel on board and all crew members been given with written duties and responsibilities (Billet Card).	2.0%		
1. The station bill/muster list indicated the individual duties of all personnel on board	(1.0%)		
2. all crew members are given written duties and responsibilities (Billet Card).	(1.0%)		
C. Emergency Readiness Drill (Abandonship) was conducted regularly or as scheduled and properly recorded on a logbook.	2.0%		
1. Emergency Readiness Drill (Abandonship) was conducted regularly or as scheduled. (frequency of the conduct of drills shall be based on the provisions of the vessel's SMS. If not indicated, drills should have been conducted at least once every three (3) months)	(1.0%)		
2. Emergency Readiness Drills (Abandonship) are properly recorded on a logbook	(1.0%)		
D. All crew concerned mustered and wearing the appropriate clothing/ uniform.	2.0%		
1. Crew concerned mustered	(1.0%)		
2. Appropriate clothing/uniform	(1.0%)		
E. Appropriate alarm system adequate, ready and operational.	2.0%		
(1) Alarm adequate and ready	(1.0)		
(2) Operational	(1.0)		
<b>REQUIREMENTS</b>	<b>MAX CREDIT</b>	<b>ASGD CREDIT</b>	<b>REMARKS</b>
<b>II. ORGANIZATION. ABANDONSHIP ORGANIZATION PROVIDED FOR THE FOLLOWING REQUIREMENTS:</b>	<b>10.0%</b>		
A. Boat/Lifeboat Life craft crew and passengers were distributed in accordance with the Ship Safety Manual	2.0%		

(SSM)/Station Bill of the vessel and Billet Card of personnel.			
B. Crew member were designated to carry special provisions or equipment onboard the life boat/ life raft.	2.0%		
C. Salvage crew/party were properly identified	2.0%		
D. Crew member were designated to accommodate and guide passengers to the muster/ abandon ship station.	2.0%		
E. Disembarkation procedure was orderly and systematic.	2.0%		
<b>REQUIREMENTS</b>	<b>MAX CREDIT</b>	<b>ASGD CREDIT</b>	<b>REMARKS</b>
<b>III. COMMUNICATIONS:</b>	<b>10.0%</b>		
A. Adequate and effective internal communication system throughout the ship (control/bridge station, muster/abandon ship station.	1.0%		
B. Good flow of communication between the bridge and muster stations. If no other means of communication is available, utilized crew member to act as messenger between control station and muster station.	1.0%		
B. Manually activate Emergency Position Indicating Radio Beacon (EPIRB).	2.0%		
C. Inform the Designated Person Ashore (DPA) to coordinate and cooperate with the Philippine Coast Guard.	1.0%		
D. Adequate and effective external communication: immediately notify / inform the Philippine Coast Guard, the Port Authority and other vessels / crafts within the vicinity by radiotelephone or other means of communication.  <b>" This is a Drill 3X; Mayday 3X; This is (name of vessel) - (call sign), this is (name of vessel) - (call sign), this is (name of vessel), my position is at Latitude ___degs ___mins North, Longitude ___degs ___mins East or at vicinity (nearest shoreline/island) we are on abandoning ship 3X, we have (number of passengers) on board and in need of immediate assistance</b>	5.0%		Minus One (1) point if following not mentioned , (1. Name of vessel 2. Position 3. Nearest shoreline 4. Number of passengers 5. Nature of incident)

<b>"Mayday3X; This is a Drill3X".</b>			
<b>REQUIREMENTS</b>	<b>MAX CREDIT</b>	<b>ASGD CREDIT</b>	<b>REMARKS</b>
<b>IV. PERFORMANCE:</b>	<b>60.0%</b>		
A. Only the Master or the most senior surviving officer of the vessel shall declare the signal for Abandonship. Upon declaration, an alarm shall be sounded <b>"seven (7) short blasts followed by one (1) long blast on the ship's whistle or horn"</b> and followed by suitable instructions/announcement: <b>"This is a drill, this is a drill, prepare for abandon ship" (2x)</b> to inform all parties onboard (e.g. passengers, crew and ancillaries) regarding the drill.	5.0%		
1. the signal for Abandonship was declared by the Master or the most senior surviving officer	(1.0%)		
2. Appropriate alarm was sounded	(2.0%)		
3. All parties onboard (e.g. passengers, crew and ancillaries) were informed regarding the drill	(2.0%)		
B. The master or designated crew at the control station initiated distress signals (internally thru public address system and externally by activation of emergency position indicating radio beacon (EPIRB) and other means such as radio telephone (channel 16), inmarsat / vsat/ satphone and etc.).	2.0%		
1. The master or designated crew at the control station initiated distress signals (internal communication)	(1.0%)		
2. The master or designated crew at the control station initiated distress signals (external communication)	(1.0%)		
C. The radio operator or communications officer shall wire distress message to the Philippine Coast Guard, Port Authority, and other vessel in the vicinity	5.0%		
D. The master shall ensure that any machinery or appliance whose operation could impede the safe abandonment of the vessel is stopped and disengaged.	2.0%		

E. Master of the vessel give order to carry out salvage bill as appropriate based on the Ship Safety Management Manual/NSSM.	8.0%		
1. Electricians standing by to secure generators and switchboards;	(1.0%)		
2. Electronics personnel standing by to secure all equipment;	(1.0%)		
3. Engineman salvaged all engine logbooks;	(1.0%)		
4. Engineman closed all valves to prevent possible oil spill.	(1.0%)		
5. Radioman delivered all classified matter to Communications officer;	(1.0%)		
6. Communications officer secure and placed all classified matters in watertight bag;	(1.0%)		
7. Quartermaster salvaged and secure all ship's logbook; and	(1.0%)		
8. Purser salvaged all service records and them in watertight bag.	(1.0%)		
F. The master shall ensure all crew members working below deck or in other parts of the vessel more distant from survival boat/craft, are effectively warned by all means available that the vessel is to be abandoned, in a sufficient time to allow the same to reach their survival boat/craft station.	2.0%		
1. Effectively warned	(1.0%)		
2. Sufficient time	(1.0%)		
G. In response to the emergency alarm, the crew and passengers shall automatically locate their individual PFD and report to their assigned muster station.	2.0%		
1. Individual Personal Floating Device	(1.0%)		
2. Assigned mustering station	(1.0%)		
H. For a passenger vessel, the master must assign each passenger to a muster station and lifeboat or life craft. Vessel crew shall assume full responsibility for evacuation and accounting of each crewman and passenger during the evacuation.	2.0%		
1. Assignment of life raft.	(1.0%)		
2. Assistance and Accounting of Passengers/Crew.	(1.0%)		

<p>I. Chief of muster station shall account for crew members' completeness; give necessary instructions to all present regarding safety before and after boarding the lifeboat / life craft; and reported to the completeness to the control/bridge station.</p> <p>1. <i>Giving safety instructions</i> 2. Report of completeness</p>	<p>2.0%</p> <p>(1.0%) (1.0%)</p>		
<p>J. Vessels crew assist crewman and/or passengers to secure and donned life jackets or Personnel Floating Device (PFD's); advises the same to remain calm, quick and alert; and lead them to the muster station.</p> <p>1. Instruction for donning of PFD 2. Crowd Control</p>	<p>2.0%</p> <p>(1.0%) (1.0%)</p>		
<p>K. Muster Station Chief/Head designate crew member to account all passengers in the muster station and report exact number to the control/bridge station for accounting/completeness. If not all are accounted for, may dispatch a team to locate the missing person(s), if the situation is permitting.</p> <p>1. Accounting 2. Locating Missing person</p>	<p>2.0%</p> <p>(1.0%) (1.0%)</p>		
<p>L. Vessel crew, ancillaries and passengers proceed to designated lifecraft/lifeboat stations promptly with minimum noise and confusion.</p>	<p>2.0%</p>		
<p>M. Constant communication between the muster stations and the control/ bridge station was executed and uninterrupted.</p>	<p>2.0%</p>		
<p>N. Traffic routes onboard going to each station are observed (Forward and Up on the Starboard side; Down and aft on the Port side).</p> <p>1. Going up Starboard 2. Going down Port side</p>	<p>2.0%</p> <p>(1.0%) (1.0%)</p>		
<p>O. Non-swimmers tagged and identified. Further provisions were made for the sick and wounded.</p>	<p>1.0%</p>		
<p>P. The bridge/control station relayed the vessel last known position (Latitude and longitude) and the nearest island/shoreline to the head of each lifecraft/lifeboat during abandonship.</p>	<p>2.0%</p>		

Q. Following provisions and equipment are provided in each station:	<b>9.0%</b>		
1. Rations: food and water	(1.0%)		
2. Navigational instruments, charts, binocular, compass and etc.	(1.0%)		
3. Signal and sign apparatus: semaphore flag, pistols, flashlights, whistles, dye markers and etc.	(1.0%)		
4. Knife, can opener, pliers and etc.	(1.0%)		
5. Boat hook and paddles.	(1.0%)		
6. Small anchor or grapnel (for boats).	(1.0%)		
7. Extra life ring, life jackets and other PFD.	(1.0%)		
8. Extra lines/ blankets	(1.0%)		
9. Extra canvas onboard.	(1.0%)		
R. Ladders, lines and/or nets rigged over ship's sides for going down.	1.0%		
S. Life boats / rafts rigged and ready to be lowered / released.	1.0%		
T. Number of persons assigned to life boats / rafts within load capacity	1.0%		
U. Station in-charge reported to ship control that boats / rafts were manned and ready for abandonship.	1.0%		
V. Life boats /life rafts lowered and / or released in accordance with good seamanship practices. Abandonship detail continuously reporting to the control station.	1.0%		
W. The following safety precautions are observed:	3.0%		
1. Survivors left ship on windward side and lowest part of ship.	(1.0%)		
2. Survivors went down hand-over hand on hanging ropes or uses ladders and nets in leaving ship <i>(IF FORCED TO LEAVE SHIP BY JUMPING, PERSON JUMPED FEET FIRST)</i>	(1.0%)		
3. Survivors swimming towards life rafts flat on their backs.	(1.0%)		

TIME IN MINUTES	MAXIMUM CREDIT	ASSIGNED CREDIT	REMARKS
01 - 50 Mins	<b>Max 10.0%</b>		
51 – 80 Mins, but not more than 80 Mins	<b>Max 7.0%</b>		
ACTUAL TIME: ( _____ MINS)			

**SUMMARY:**

CREDIT	MAX CREDIT	ASGN
I. PREPARATION AND READINESS →	10%	→
II. ORGANIZATION →	10%	→
III. COMMUNICATION →	10%	→
IV. PERFORMANCE →	70%	→
TOTAL RATING: →	100%	→

ADJECTIVAL EVALUATION:

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RATINGS

- 1. ABOVE STANDARD ===== 100 – 90
- 2. STANDARD ===== 89 – 80
- 3. BELOW STANDARD===== 79 – Below

A. COMMENTS :

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B. RECOMMENDATIONS:

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INSPECTORS:

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\_\_\_\_\_  
(Team Leader)

CONCUR:

\_\_\_\_\_  
(Master/Skipper)

\_\_\_\_\_  
(Chief Engineer)



FORM E-2

**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS  
(HEADQUARTERS PHILIPPINE COAST GUARD)**

139 25<sup>th</sup> Street, Port Area  
1018 Manila

**EMERGENCY READINESS EVALUATION (ERE) CHECK-OFF LIST**

**Fire in Port and/or at Sea**  
(Type of Drill)

Check the appropriate type of Vessel:

Passenger Vessel	
Cargo Vessel	
Passenger Cargo Vessel	
Tanker Vessel (Type: _____ )	
Tugboat	
High Speed Craft	
Others, if any	

NAME OF SHIP EVALUATED: \_\_\_\_\_ GT/NT: \_\_\_\_\_ / \_\_\_\_\_

LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

REQUIREMENTS	MAX CREDIT	ASGD CREDIT	REMARKS
<b>I. PREPARATION AND READINESS:</b>	<b>10 %</b>		
A. Fire in Port At Sea Bill/ Muster List is up to date, posted in conspicuous place throughout the vessel, and in accordance with the Ship Safety Manual (SSM) or Station Bill of the vessel and reflected in the Billet Card of crew.	2.0%		
1. <i>Fire in Port at Sea Bill/Muster List is up to date</i>	(0.8)		
2. <i>Fire in Port at Sea Bill/Muster List in accordance with the Ship Safety Manual (SSM) or Station Bill</i>	(0.6)		

3. <i>Fire in Port at Sea Bill/Muster List</i> is posted in conspicuous place throughout	(0.6)		
B. The station bill/muster list indicated the individual duties of all personnel on board and all crew members been given with written duties and responsibilities (Billet Card).	2.0%		
1. The station bill/muster list indicated the individual duties of all personnel on board	(1.0%)		
2. All crew members are given written duties and responsibilities (Billet Card).	(1.0%)		
C. Emergency Readiness Drill (Fire) was conducted regularly or as scheduled and properly recorded on a logbook. 1. <i>Drill conducted regularly</i> 2. <i>Drill Properly recorded</i>	2.0%		
	(1.0)		
	(1.0)		
D. All seafarers concerned shall mustered and wearing the appropriate clothing/ uniform. 1. <i>Conduct muster</i> 2. <i>wearing appropriate clothing</i>	2.0%		
	(1.0)		
	(1.0)		
E. Sufficient number of crew is provided to each Team	2.0%		
<b>REQUIREMENTS</b>	<b>MAX CREDIT</b>	<b>ASGD CREDIT</b>	<b>REMARKS</b>
II. <b>ORGANIZATION. ABANDONSHIP ORGANIZATION PROVIDED FOR THE FOLLOWING REQUIREMENTS:</b>	<b>10%</b>		
A. Fire fighting teams properly organize and distributed in accordance with the Ship Safety Management System (SSMS) of the vessel and Billet Card of personnel.	2.0%		
1. Organize	(1.0)		
2. Distributed	(1.0)		
B. Following Teams are organize :	4.0%		
(1) Attacking Party	(2.0)		
(2) Back-up Team	(1.0)		
(3) Medical	(1.0)		
D. Crew member were designated to accommodate and guide passengers to the muster station / safety area.	2.0%		

E. Traffic flow/procedure was orderly and systematic. 1. Traffic flow 2. Orderly and systematic procedure	2.0% (1.0) (1.0)		
<b>REQUIREMENTS</b>	<b>MAX CREDIT</b>	<b>ASGD CREDIT</b>	<b>REMARKS</b>
<b>III. COMMUNICATIONS:</b>	<b>10%</b>		
A. Adequate and effective internal communication system throughout the ship (control/ bridge station and fire scene).	1.0%		
B. Good flow of communication between the control/bridge station, muster / safety stations and fire scene. If no other means of communication is available, utilized crew member to act as messenger between control/bridge and muster/ abandonship station.	1.0%		
C. Use correct procedure and phraseology in communications.	1.0%		
D. Inform the Designated Person Ashore (DPA) to coordinate and cooperate with the Philippine Coast Guard.	2.0%		
E. Adequate and effective external communication: immediately notify / inform the Philippine Coast Guard and other vessels in the vicinity thru radio telephone or other means of communications.  (Radio Broadcast)  "This is a Drill 3X; Pan pan pan 3X , this is <u>(name of vessel)</u> - <u>(call sign)</u> , this is <u>(name of vessel)</u> - <u>(call sign)</u> , this is <u>(name of vessel)</u> - <u>(call sign)</u> , my position is at Latitude ___degs ___mins North, Longitude ___degs ___mins East or at vicinity <u>(nearest shoreline)</u> . We are on Fire. We are on Fire. We are on fire. We have <u>(number of passengers and cargoes)</u> on board and in need of immediate assistance "Pan pan pan 3X; This is a Drill 3X".  If in port, inform the Port Authority, the	5.0%		

Philippine Coast Guard and local fire station for assistance.			
1. <i>Appropriate alarm and flaghoist shall be sounded and hoisted</i>	(2.5)		
2. <i>Announcement through the PA System</i>	(1.0)		
3. <i>External alarm sounded seven short blasts followed by one long blast</i>	(0.5)		
4. <i>Position of the vessel</i>	(0.5)		
5. <i>number of passengers</i>	(0.5)		
<b>REQUIREMENTS</b>	<b>MAX CREDIT</b>	<b>ASGD CREDIT</b>	<b>REMARKS</b>
<b>IV. PERFORMANCE / CROWD CONTROL:</b>	<b>60%</b>		
A. Declaration of Fire in Port / At Sea Alarm was sounded and followed by announcement follows: <b><i>"This is a drill, this is a drill, prepare for Fire in Port/At Sea bill, prepare for Fire in Port/At Sea bill"</i></b> to inform all parties onboard (e.g. passengers, crew and ancillaries) regarding the drill. <b><i>"This is a drill, this is a drill"</i></b> .	5.0		
B. Necessary action to combat fire prior to arrival of fire party initiated by man who discovered the fire.	1.0%		
C. Traffic routes observed (Forward and up on starboard side, down and aft on portside)	1.0%		
D. Standby/supporting party mustered on station and ready to render assistance	1.0%		
E. Master and/or Officer exercised positive control and supervision of the situation by giving necessary orders to:	<b>20.0%</b>		
1. Move passengers away from fire, have them put on life jackets and if necessary, prepare to abandon the vessel.	2.0%		
1.1. <i>Move passengers away from fire</i>	(1.0)		
1.2. <i>Put on life jackets</i>	(1.0)		
2. Recover and evacuate the injured.	2.0%		
3. Locate the fire and evaluate the extent of fire	2.0%		
4. Cut off air supply to fire-close items such as hatches, ports, doors, ventilators and louvers, and shut off	2.0%		

ventilation system.			
5. Cut off electrical system supplying affected compartment if possible.	2.0%		
6. Attacking fire party, if safe, immediately use portable fire extinguishers at base of flames for flammable liquid or grease fires or water for fires in ordinary combustible materials. Do not use water on electrical fires.	2.0%		
7. If fire is located in machinery spaces, shut off fuel supply and ventilation and activate fixed extinguishing system if installed.	2.0%		2/3 = .666
8. Maneuver vessel to minimize effects of wind on fire.	2.0%		
9. If unable to control fire, immediately notify the Philippine Coast Guard and other craft in the vicinity by radiotelephone.	2.0%		2/2 = 1.0
10. Shut off all engines, generators, and ventilation systems as appropriate of the situation.	2.0%		2/3 = .666
F. Symbols used in the ship's fire control plan are understood by the shore fire personnel.	1.0%		
G. Following equipment brought to the scene of fire:	<b>6.0%</b>		
1. CO2 Fire Extinguisher	1.0%		
2. Fire Axe	1.0%		
3. Flame safety lamp	1.0%		
4. Dewatering equipment	1.0%		
5. Hoses	1.0%		
6. Applicators and nozzle	1.0%		1/2 = .50
H. Member of fire fighting party familiar with the operation of the assigned equipment respectively	1.0%		
I. Investigator approached area cautiously	1.0%		
J. Investigator and line tender familiar with the life line pull signal	1.0%		1/3 = .333
K. Appropriate crew members on board trained and knowledgeable in the use of the following fire-fighting appliances:	<b>6.0%</b>		
1. All types of portable fire extinguishers carried on board.	1.0%		Based on PSSC
2. Self-contained breathing apparatus	1.0%		Based on PSSC
3. Hoses with jet and spray nozzles	1.0%		1/2 = .50
4. Any fixed fire-fighting system such as foam or carbon dioxide	1.0%		1/2 = .50

5. Fire blankets	1.0%		
6. Firemen's outfit	1.0%		Based on SMS
L. Following reports rendered to the Brige/pilot house by the attacking party:	<b>16.0%</b>		
1. Location of fire	4.0%		
2. Class of fire	4.0%		
3. Extent of fire	4.0%		
4. Action being taken to combat fire	4.0%		

TIME IN MINUTES	MAXIMUM CREDIT	ASSIGNED CREDIT	REMARKS
01 - 50 Mins	Max 10.0%		
51 - 80 Mins, but not more than 80 Mins	Max 7.0%		
ACTUAL TIME: ( _____ MINS)			

**SUMMARY:**

	MAX CREDIT	ASGN CREDIT
I. PREPARATION AND READINESS →	10%	→ <input type="text"/>
II. ORGANIZATION →	10%	→ <input type="text"/>
III. COMMUNICATION →	10%	→ <input type="text"/>
IV. PERFORMANCE →	70%	→ <input type="text"/>
<b>TOTAL RATING: →</b>	<b>100%</b>	→ <input type="text"/>

ADJECTIVAL EVALUATION:

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**RATINGS**

1. ABOVE STANDARD ===== 100 - 90
2. STANDARD ===== 89 - 80
3. BELOW STANDARD===== 79 - Below

A. COMMENTS :

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B. RECOMMENDATION:

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INSPECTORS:

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\_\_\_\_\_  
(Team Leader)

CONCUR:

\_\_\_\_\_  
(Master/Skipper)

\_\_\_\_\_  
(Chief Engineer)



**PUNONGHIMPILAN TANODBAYBAYIN NG PILIPINAS**  
**(HEADQUARTERS PHILIPPINE COAST GUARD)**  
 139 25<sup>th</sup> Street, Port Area  
 1018 Manila

**EMERGENCY READINESS EVALUATION (ERE) CHECK-OFF LIST**

**Collision at Port and/or Sea**  
 (Type of Drill)

Check the appropriate type of Vessel:

Passenger Vessel	
Cargo Vessel	
Passenger Cargo Vessel	
Tanker Vessel (Type:	
Tugboat	
High Speed Craft	
Others, if any	

NAME OF SHIP EVALUATED: \_\_\_\_\_ GT/NT: \_\_\_\_\_ / \_\_\_\_\_

LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

REQUIREMENTS	MAX CREDIT	ASGD CREDIT	REMARKS
<b>I. PREPARATION AND READINESS:</b>	<b>10%</b>		
A. Collision at Port and Sea Bill/Muster List is up to date, posted in conspicuous place throughout the vessel, and in accordance with the Ship Safety Manual (SSM) or Station Bill of the vessel and Billet Card of personnel.	2.0%		
1. Collision at Port and Sea Bill/Muster List is up to date	(0.8 %)		
2. Collision at Port and Sea Bill/Muster List in accordance with the Ship Safety Manual (SSM) or Station Bill	(0.6 %)		
3. Collision at Port and Sea Bill/Muster List is posted in conspicuous place throughout	(0.6 %)		

the vessel			
B. The station bill/muster list indicated the individual duties of all personnel on board and all crew members been given with written duties and responsibilities (Billet Card).	2.0%		
1. The station bill/muster list indicated the individual duties of all personnel on board	(1.0)		
2. All crew members are given written duties and responsibilities (Billet Card).	(1.0)		
C. Emergency Readiness Drill (Collision, ) was conducted regularly or as scheduled and properly recorded on a logbook.	2.0%		
1. Drill conducted regularly	(1.0)		
2. Drill Properly recorded	(1.0)		
D. All crew concerned mustered and wearing the appropriate clothing/ uniform.	2.0%		
1. Conduct muster	(1.0)		
2. wearing appropriate clothing	(1.0)		
E. Adequate and effective external communication:	2.0%		
(1) Adequate	(1.0)		
(2) Effective	(1.0)		
<b>REQUIREMENTS</b>	<b>MAX CREDIT</b>	<b>ASGD CREDIT</b>	<b>REMARKS</b>
<b>II. ORGANIZATION: COLLISION AT SEA / IN PORT BILL PROVIDED FOR THE FOLLOWING REQUIREMENTS:</b>	<b>10%</b>		
A. Personnel appropriately organize and designated as follows:			
(1) Repair party to handle the repair of damage.	2.0%		
(2) Standby party	2.0%		
(3) Medical Team	2.0%		
B. Chain of responsibilities is clearly defined in the station bill.	2.0%		
C. The master has full control and supervision of the situation	2.0%		
<b>REQUIREMENTS</b>	<b>MAX CREDIT</b>	<b>ASGD CREDIT</b>	<b>REMARKS</b>
<b>III. COMMUNICATIONS:</b>	<b>10%</b>		

A. Adequate and effective internal communication system throughout the ship (control/ bridge station, at scene and medical Team).	1.0%		
B. Good flow of communication between the bridge/damage control station and scene station. If no other means of communication is available, utilized crew member to act as messenger between control station and muster station.	1.0%		
C. Manually activate Emergency Position Imitating Radio Beacon (EPIRB).	1.0%		
D. Inform the Designated Person Ashore (DPA) to coordinate and cooperate with the Philippine Coast Guard.	2.0%		
<p data-bbox="236 741 874 1122">E. Appropriate alarm shall be sounded: Intermittent Sound for one minute on <b>ship's whistle or horn</b> and followed by an announcement <b>"This is a drill, this is a drill. Standby for Collision at (Port/Starboard)</b>, Repair Party and medical Team Standby. Passengers please take hold for your safety. <b>This is a drill, this is a drill"</b> to inform all parties onboard (e.g. passengers, crew and ancillaries) regarding the drill.</p> <p data-bbox="280 1189 874 1603"><b>"This is a Drill3X; Pan Pan Pan 3X, this is (name of vessel) - (call sign), this is (name of vessel) - (call sign), this is (name of vessel) - (call sign), my position is at Latitude ___degs ___mins North, Longitude ___degs ___mins East or at vicinity (nearest shoreline). We are on Collision. We are on Collision. We are on Collision. We have (number of passengers and cargoes) on board in need of immediate assistance "Pan, Pan, Pan". Repeat if necessary</b></p> <p data-bbox="280 1675 874 1742">1. Appropriate alarm and flag hoist shall be sounded and hoisted</p> <p data-bbox="280 1778 874 1816">2. Announcement through the PA System</p> <p data-bbox="280 1850 296 1879">1</p>	<p data-bbox="916 741 995 770">5.0%</p> <p data-bbox="916 1675 995 1713">(1.0)</p> <p data-bbox="916 1778 995 1816">(2.5)</p>		

<p><b>Ten Seconds before impact, following shall be announced to warn everybody:</b></p> <p><b><i>“This is a drill 3X. Standby for Collision in ten seconds; ten; nine; eight; seven, six, five, four, three, two, one; impact</i></b></p> <p>3. External alarm sounded seven short blasts followed by one long blast (0.5)</p> <p>4. Position of the vessel (0.5)</p> <p>5. Number of passengers (0.5)</p>			
<b>REQUIREMENTS</b>	<b>MAX CREDIT</b>	<b>ASGD CREDIT</b>	<b>REMARKS</b>
<b>IV. PERFORMANCE /CROWD CONTROL:</b>	<b>60%</b>		
A. Appropriate alarm sounded and hoisted.	<b>5.0%</b>		
(1) Internal	<b>(2.5)</b>		
(2) External(ships horn/radio and flag hoist)	<b>(2.5)</b>		
B. Equipment / tools and shoring materials brought to the scene control damage adequately.	2.0%		
1. Equipment / tools adequate	<b>(1.0)</b>		
2. Shoring materials brought to the scene	<b>(1.0)</b>		
C. Ship's personnel observed traffic routes, report to respective station promptly with minimum confusion.	1.0%		
D. Personnel at the damage area sufficient to handle the situation.	1.0%		
E. Investigator approached cautiously with portable lamps/flashlight	1.0%		
F. The following steps or procedures were undertaken to ensure passenger safety, identify the source of leak, and keep the vessel afloat:	<b>20.0%</b>		
1. Close all watertight and weather-tight doors, hatches, and airports to prevent taking water aboard or further flooding in the vessel.	2.0%		
1.1 watertight and weather-tight doors,	<b>(0.6)</b>		
1.2 hatches	<b>(0.7)</b>		
1.3 airports	<b>(0.7)</b>		
2. Keep bilges dry to prevent loss of stability due to water bilges. Use power driven bilge pump, hand pump, and	2.0%		

buckets to dewater. 2.1. <i>bilges dry</i> 2.2. <i>bilge pump</i> 2.3. <i>hand pump</i> 2.4. <i>buckets</i>	(0.5) (0.5) (0.5) (0.5)		
3. Align fire pumps to use as bilge pump, if possible.	2.0%		
4. Check all intake and discharge lines, which penetrate the hull, for leakage. 4.1. <i>Check intake lines</i> 4.2. <i>Check discharge lines</i>	2.0% (1.0) (1.0)		
5. Passengers must remain seated and kept calm. 5.1. <i>Passengers remain seated</i> 5.2. <i>Passengers kept calm</i>	4.0% (2.0) (2.0)		
6. Passengers must don life jackets if conditions worsen, the vessel is about to cross a hazardous bar or when otherwise instructed by the master.	2.0%		
7. If assistance is needed, follow the procedures to call the authorities (Philippine Coast Guard) and vessels in the vicinity through radio telephone or other means of communications. 8.1. <i>call the authorities (Philippine Coast Guard)</i> 8.2. <i>call other vessels in the vicinity</i>	2.0% (1.0) (1.0)		
8. Prepare survival craft (lifeboats, inflatable rafts, and boats) for launching.	2.0%		
9. Assign someone to manage the crowd for orderly flow of traffic or disembarkation of passengers later. 9.1. <i>Crowd control</i> 9.2. <i>Orderly flow of traffic/disembarkation of passengers</i>	2.0% (1.0) (1.0)		
G. Adjacent compartment inspected for possible damage.	1.0%		
H. Damage compartment are isolated and flooding boundaries established.	1.0%		
I. Electrical circuit in damage areas de-energized and restored as soon as checked / repaired.	1.0%		
J. Repair team familiar with the ships drainage and fire main system.	1.0%		
K. Personnel handling the repair showed familiarity in the use of shoring equipment / tools and materials.	1.0%		
L. Compartment in damage areas de-watered	1.0%		

as appropriate.			
M. Effective supervision of the team displayed by the team leader.	1.0%		
N. Good team work displayed by the whole repair team.	1.0%		
P. Master / duty Deck Officer effected such augmentation and exercised positive control and supervision of the situation.	2.0%		
Q. Following reports rendered to pilot house by repair party:	<b>20.0%</b>		
1. Location of damage	5.0%		
2. Extent of damage	5.0%		
3. Equipment and materials being used	5.0%		
4. Action being taken in controlling the damage	5.0%		

TIME IN MINUTES	MAXIMUM CREDIT	ASSIGNED CREDIT	REMARKS
01 - 50 Mins	Max 10.0%		
51 - 80 Mins, but not more than 80 Mins	Max 7.0%		
ACTUAL TIME: ( _____ MINS)			

**SUMMARY:**

CREDIT	MAX CREDIT	ASGN
I. PREPARATION AND READINESS →	10%	→ <input type="text"/>
II. ORGANIZATION →	10%	→ <input type="text"/>
III. COMMUNICATION →	10%	→ <input type="text"/>
IV. PERFORMANCE →	70%	→ <input type="text"/>
<b>TOTAL RATING: →</b>	<b>100%</b>	→ <input type="text"/>

**A. ADJECTIVAL EVALUATION :**

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RATINGS

- 1. ABOVE STANDARD ===== 100 – 90
- 2. STANDARD ===== 89 – 80
- 3. BELOW STANDARD===== 79 – Below

B. COMMENTS :

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C. RECOMMENDATIONS:

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INSPECTORS:

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\_\_\_\_\_  
(Team Leader)

CONCUR:

\_\_\_\_\_  
(Master/Skipper)

\_\_\_\_\_  
(Chief Engineer)



**PUNONGHIMPILAN TANODBAYBAYIN NG PILIPINAS**  
**(HEADQUARTERS PHILIPPINE COAST GUARD)**  
 139 25<sup>th</sup> Street, Port Area  
 1018 Manila

**EMERGENCY READINESS EVALUATION (ERE) CHECK-OFF LIST**

**Emergency Steering Casualty**  
 (Type of Drill)

Check the appropriate type of Vessel:

Passenger Vessel	
Cargo Vessel	
Passenger Cargo Vessel	
Tanker Vessel (Type:	
Tugboat	
High Speed Craft	
Others, if any	

NAME OF SHIP EVALUATED: \_\_\_\_\_ GT/NT: \_\_\_\_\_ / \_\_\_\_\_  
 LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

REQUIREMENT	MAX CREDIT	ASGD CREDIT	REMARKS
<b>I. PREPARATION AND READINESS:</b>	10%		
A. <u>Emergency Steering Bill/ Muster List</u> is up to date, posted in conspicuous place throughout the vessel (Pilothouse/ Emergency Steering station), and in accordance with the <u>Ship Safety Manual (SSM) or Station Bill of the vessel and Billet Card (BC) of personnel.</u>	2.0%		
1. <u>Emergency Steering Bill/Muster List</u> is up to date	(0.5) (0.5)		
2. <u>Emergency Steering Bill/Muster List</u> is posted in conspicuous place throughout the vessel	(1.0)		
3. <u>Emergency Steering Bill/Muster List</u> in accordance with the Ship Safety Manual			

(SSM)			
B. The <u>station bill/muster list</u> indicated the individual duties of all personnel on board and all crew members been given with written duties and responsibilities (Billet Card).	2.0%		
1. The station bill/muster list indicated the individual duties of all personnel on board	(1.0)		
2. All crew members are given written duties and responsibilities (Billet Card).	(1.0)		
C. Emergency Readiness Drill (Emergency Steering) was conducted regularly or as scheduled and properly recorded on a logbook.	2.0%		
1. Conducted regularly as scheduled	(1.0)		
2. Conducted and properly recorded on logbook	(1.0)		
D. Concerned crew mustered and wearing the appropriate clothing/ uniform.	2.0%		
D. Appropriate means of alarm and personnel designated.	2.0%		
(1) Appropriate alarms	(1.0)		
(2) Designated appropriate number of personnel	(1.0)		
<b>REQUIREMENT</b>	<b>MAX CREDIT</b>	<b>ASGD CREDIT</b>	<b>REMARKS</b>
<b>II. ORGANIZATION: THE FOLLOWING ARE THE REQUIREMENTS FOR THE EMERGENCY STEERING BILL:</b>	<b>10.0%</b>		
A. Personnel to handle the repairs e.g. electrician or engineering personnel/black gang.	2.0%		
B. Additional personnel to assist in manning of emergency steering.	2.0%		
C. Aft Steersman	2.0%		
D. Rudder angle spotter	2.0%		
E. Messenger	2.0%		
<b>REQUIREMENT</b>	<b>MAX CREDIT</b>	<b>ASGD CREDIT</b>	<b>REMARKS</b>
<b>III. COMMUNICATIONS:</b>	<b>10.0%</b>		
A. Effective communications between <u>bridge, emergency steering station</u> and pilothouse is well established.	2.0%		

1. Established proper communication between bridge and ES team 2. Proper reporting between bridge to ES team (Maritime English)			
B. Redundant communication lines between the bridge, Machinery Control Room (MCR) and Aft steering room must always be maintained. In case of failure of technology, alternative/other means of communication shall be readily available for use e.g. messenger, PA system and etc. 1. Established other means of communications e.g. PA, Messenger 2. Communications deliberately cleared	2.0%		
C. <b>INTERNAL:</b> Appropriate general alarm shall be sounded <b><i>"Intermittent sound for one (1) minute, followed by announcement in the public address system:</i></b>  <b><i>"Steering Casualty, Steering Casualty. Man your emergency steering bill, man your emergency steering bill. This is a drill, this is a drill"</i></b> to inform all parties onboard (e.g. passengers, crew and ancillaries) regarding the drill".  <b>EXTERNAL:</b> <b><i>"seven (7) short blasts followed by one (1) long blast on the ship's whistle or horn" and following announcement will be made.</i></b>  <b>"This is a Drill 3X;Pan Pan Pan Pan 3X; this is (name of vessel) – (cal sign), this is (name of vessel) – (call sign), this is (name of vessel) – (call sign), my position is at Latitude ___degs ___mins North, Longitude ___degs ___mins East or at vicinity (nearest island/shoreline) we have steering casualty, we have steering casualty, we have steering casualty. All vessels and watercrafts in the vicinity as advised to take precautionary measures "Pan Pan Pan 3X; This is a Drill 3X".</b>	3.0%		
	3.0%		
<b>REQUIREMENT</b>	<b>MAX CREDIT</b>	<b>ASGD CREDIT</b>	<b>REMARKS</b>
<b>IV. PERFORMANCE AND CROWD CONTROL:</b>	<b>60%</b>		

A. Steersman on alert for the detection of steering casualty and immediate action of the Steersman when Steering casualty is encountered	3.0%		
B. Nature of emergency or casualty immediately reported to duty officer watch.	3.0%		
C. Master and Chief Engineer promptly informed of the steering casualty and immediate action.	5.0%		
D. At the sound of the emergency alarm or as notified by the bridge on loss of steering control, the steersman in the Aft steering trips off the control selector/lever to switch off position to shift control from the bridge to aft steering and likewise report to the bridge "AFT STEERING HAS NOW THE CONTROL". 1. If sound ESC alarmed 2. Informed all concerned party on board 3. Properly trips off control selector/lever to switch off of vice versa 4. Repair party report to bridge if aft steering has now control	5.0%  (1.0) (1.0) (1.0)  (2.0)		
E. Emergency steering station manned promptly without confusion.	5.0%		
F. Rudder commands shall be relayed to the aft steering station by the Officer of the Watch/Master. 1. Rudder commands relayed in proper reporting 2. Rudder commands without confusion	3.0%  (1.5) (1.5)		
G. Ship maneuvered to safer water/area using main engine	3.0%		
H. Main engine slowed down and/or stopped to appropriate until emergency steering took over the control. 1. Appropriate slowed down in safe area 2. Anchoring detail manned and ready	5.0%  (2.5) (2.5)		
I. Engineering personnel familiar with the rigging to emergency steering. 1. Engineering personnel knowledgeable to his position 2. Adequate Engineering personnel	5.0%  (2.5) (2.5)		

J. Emergency steering station adequately manned. 1. All concerned personnel manned their designated station 2. Adequate personnel on every team	5.0% (2.5) (2.5)		
K. Proper report to master rendered by the engineering personnel.	3.0%		
L. Progress of repairs reported to the bridge. 1. Reporting in progress either in percentage system 2. Concise reporting	5.0%		
M. Correct procedures observed in <u>shifting from steering to emergency steering and vice-versa.</u>	2.0%		
N. Orders to wheel executed by emergency steering detail promptly and smartly.	3.0%		
O. The Master has full control and supervision of the emergency situation from normal steering to casualty/emergency steering and back to normal operation.	5.0%		

TIME IN MINUTES	MAXIMUM CREDIT	ASSIGNED CREDIT	REMARKS
01 - 50 Mins	Max 10.0%		
51 – 80 Mins, but not more than 80 Mins	Max 7.0%		
ACTUAL TIME: ( _____ MINS)			

**SUMMARY:**

	MAX CREDIT	ASGN CREDIT
I. PREPARATION AND READINESS →	10%	→
II. ORGANIZATION →	10%	→
III. COMMUNICATION →	10%	→
IV. PERFORMANCE →	70%	→
TOTAL RATING: →	100%	→

A. ADJECTIVAL EVALUATION:

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RATINGS

- 1. ABOVE STANDARD                   ===== 100 – 90
- 2. STANDARD                        ===== 89 – 80
- 3. BELOW STANDARD               ===== 79 – Below

B. COMMENTS :

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C. RECOMMENDATION:

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INSPECTORS:

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\_\_\_\_\_  
(Team Leader)

CONCUR:

\_\_\_\_\_  
(Master/Skipper)

\_\_\_\_\_  
(Chief Engineer)



**PUNONGHIMPILAN TANODBAYBAYIN NG PILIPINAS**  
**(HEADQUARTERS PHILIPPINE COAST GUARD)**  
 139 25<sup>th</sup> Street, Port Area  
 1018 Manila

**EMERGENCY READINESS EVALUATION (ERE) CHECK-OFF LIST**

**Man-Overboard**  
 (Type of Drill)

Check the appropriate type of Vessel:

Passenger Vessel	
Cargo Vessel	
Passenger Cargo Vessel	
Tanker Vessel (Type: _____ )	
Tugboat	
High Speed Craft	
Others, if any	

NAME OF SHIP EVALUATED: \_\_\_\_\_ GT/NT: \_\_\_\_\_ / \_\_\_\_\_

LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

REQUIREMENT	MAX CREDIT	ASGD CREDIT	REMARKS
<b>I. PREPARATION AND READINESS:</b>	<b>10%</b>		
A. Man-overboard Bill/Muster List is up to date, posted in conspicuous place throughout the vessel, and in accordance with the Ship Safety Manual (SSM) or Station Bill of the vessel and Billet Card (BC) of personnel.	2.0%		
1. Man-overboard Bill/Muster List is up to date	(0.8%)		
2. Man-overboard Bill/Muster List is posted in conspicuous place throughout the vessel	(0.6%)		
3. Man-overboard Bill/Muster List in	(0.6%)		

accordance with the Ship Safety Manual (SSM)			
B. The station bill/muster list indicated the individual duties of all personnel on board and all crew members been given with written duties and responsibilities (Billet Card).	2.0%		
1. The station bill/muster list indicated the individual duties of all personnel on board	(1.0%)		
2. All crew members are given written duties and responsibilities (Billet Card).	(1.0%)		
C. Emergency Readiness Drill (Man Overboard) was conducted regularly or as scheduled and properly recorded on a logbook.	2.0%		
1. Emergency Readiness Drill (Man-overboard) was conducted regularly or as scheduled. (frequency of the conduct of drills shall be based on the provisions of the vessel's SMS. If not indicated, drills should have been conducted at least once every three (3) months)	(1.0%)		
2. Emergency Readiness Drills (Man-overboard) are properly recorded on a logbook	(1.0%)		
D. All crew concerned mustered and wearing the appropriate clothing/ uniform.	2.0%		
1. Concerned crew mustered at the designated area	(1.0%)		
2. Wearing of appropriate uniform	(1.0%)		
E. Appropriate equipment/implements and personnel	2.0%		
(1) Sufficient equipment/implements	(1.0%)		
(2) Sufficient number of persons	(1.0%)		
<b>REQUIREMENT</b>	<b>MAX CREDIT</b>	<b>ASGD CREDIT</b>	<b>REMARKS</b>
<b>II. ORGANIZATION: MAN OVERBOARD ORGANIZATION PROVIDED FOR THE FOLLOWING REQUIREMENTS:</b>	<b>10%</b>		
A. Providing Section:	2.0%		
1. Recovery Detail			
2. Jumper crew			
3. Special Lookouts (e.g. <u>shark watch</u> , <u>extra look-out for man-overboard and</u>	2.0%		

etc.)			
B. Medical Team and equipment/implements	2.0%		
C. Boat detail	2.0%		
1. Personnel assigned posted	(1.0%)		
2. Knowledgeable of his designation	(1.0%)		
D. Bridge Watch	2.0%		
1. Personnel assigned posted	(1.0%)		
2. Knowledgeable of his designation	(1.0%)		
<b>REQUIREMENT</b>	<b>MAX CREDIT</b>	<b>ASGD CREDIT</b>	<b>REMARKS</b>
<b>III. COMMUNICATIONS:</b>	<b>10.0%</b>		
A. Adequate and effective internal communication system throughout the ship (control/ bridge station, providing party, and boat detail.	2.0%		
B. Good flow of communication between the bridge and the recovery detail. If no other means of communication is available, utilized crew member to act as messenger between control station/bridge, muster station and boat detail.	2.0%		
1. Adequate flow of communication between the bridge and the recovery detail	(1.0%)		
2. Utilized crew member to act as messenger between bridges and recovery detail as back-up communication.	(1.0%)		
C. "OSCAR" flag hoisted (at Day Time) or display two (2) pulsating red-lights or fire one (1) white rocket (at Night Time).	2.0%		
1. OSCAR flag hoisted at day time	(1.0%)		
2. Two(2)pulsating red lights or fire one (1) white rocket at night	(1.0%)		
E. Inform the Designated Person Ashore (DPA) to coordinate and cooperate with the Philippine Coast Guard.	1.0%		
F.			
G. Adequate and effective external communication: immediately notify / inform the Philippine Coast Guard, the Port Authority and other vessels / crafts within the vicinity by radiotelephone or other means of communication.	3.0%		

<p><b>"This is a Drill 3X; Pan Pan Pan 3X; this is (name of vessel) - (call sign), this is (name of vessel) - (call sign), this is (name of vessel) - (call sign), my position is at Latitude ___degs ___mins North, Longitude ___degs ___mins East or at vicinity (nearest island/shoreline) we have man-overboard, we have man-overboard, we have man-overboard. All vessels and watercrafts in the vicinity is advise to maintain a sharp look-out. "Pan Pan Pan 3X; This is a Drill 3X".</b></p> <p>1. Name of vessel (1.5) 2. Position of vessel (1.5)</p>			
<b>REQUIREMENT</b>	<b>MAX CREDIT</b>	<b>ASGD CREDIT</b>	<b>REMARKS</b>
<b>IV. PERFORMANCE:</b>	<b>60.0%</b>		
A. Person sighted the Man-overboard:	<b>6.0%</b>		
1. Instantly called-out "Man-overboard Port/ Starboardside, man-overboard port/ starboard to obtain awareness.	2.0%		
2. Throw a ring buoy overboard, as near/close to the person overboard as possible.	2.0%		
3. Brought the situation to the attention of the duty officer.	2.0%		
B. Word passed twice through the public address system: Man-overboard, man-overboard port/ starboard side in order to prepare and make aware the rescue party and the riding public.	1.0%		
C. Officer designated and posted a look-out to keep the person overboard in sight.	1.0%		
D. Following sounds and visual made:	<b>6.0%</b>		
1. General Alarm sounded intermittently.	2.0%		
2. Six or more short blasts sounded on ship's whistle:	2.0%		
3. "OSCAR" Flag hoisted (Day Time) or 2 pulsating red-light displayed whistle rocket (flare) fired (Night Time)	2.0%		
E. Duty officer initially ordered his rudder over the same side where Man Overboard to bring ships steering away from man.	2.0%		
F. The Master take full control of the situation and order to wheel and engines promptly	2.0%		

and correctly.			
G. Duty Officers are acquainted and be able to discuss the following doctrines:	30.0%		Note: In awarding of credit, the chosen maneuver technique will be graded. The other two (2) maneuver technique, credit will be based on the discussion of the Officer as per points stated.
1. Williamson Turn (Man Overboard is not in sight). a. Full rudder towards side where man falls overboard; b. Rudder shifted to opposite side when ship's head varies from 60 to 90 degrees or as determined; and c. Ship maneuvered to reciprocal course and within 10 yards from man overboard.	10.0% (4.0) (3.0) (3.0)		
2. Direct method or Single turn. (Man Overboard in sight). a. Course held for one (1) minute after Man-overboard is sounded; b. Execute full rudder (Left/Right) smartly at maximum speed until ships heading for man; and c. Ship manoeuvred correctly within 10 yards from man-overboard.	10.0% (4.0) (3.0) (3.0)		
3. Two turn maneuver (Man-overboard in sight). a. Executed full rudder turn (180 degs) until ship is on reciprocal course and maneuvered until man is 30 degs abaft the beam; b. Executed another full rudder turn (180 degs) until ship is back original course heading for man; and c. Ship maneuvered and accurately stopped within 10 yards or so from the man-overboard.	10.0% (4.0) (3.0) (3.0)		
H. Appropriate signal posted at the bridge (refer to III.C and IV.C and D) additional points. 1. refer to III.C 2. IV.C and D	2.0% (1.0%) (1.0%)		

I. Fix taken the moment the man is reported overboard	2.0%		
1. Personnel or QM take last fix position man reported overboard	(1.0%)		
2. MOB at GPS man reported overboard	(1.0%)		
J. Providing Section on the double to designated stations with necessary provisions.	2.0%		
1. Providing section on designated position	(1.0%)		
2. Provided with provisions	(1.0%)		
K. Look-outs continuously reported the bearing and range of man overboard, correctly and distinctively.	2.0%		
1. Look outs continuously reported the position of man overboard	(1.0)		
2. Proper reporting of look out	(1.0)		
L. Intended recovery side relayed by Conn/bridge to providing section.	2.0%		
M. Special look-outs were posted at strategic places.	2.0%		
N. A crew member put on a lifejacket; attach a safety line, and standby to jump into the water to assist the person overboard if necessary	2.0%		
O. Notify the Philippine Coast Guard and other vessels in the vicinity by radiotelephone if the person is not immediately located.	2.0%		
P. Appropriate first aid was applied after man is recovered.	6.0%		
1. Assess the overall condition of the victim	2.0%		
2. Determine whether or not assisting the victim with the resources at hand is possible or if further help is required.	2.0%		
3. Identification and personal circumstance of the victim	2.0%		

TIME IN MINUTES	MAXIMUM CREDIT	ASSIGNED CREDIT	REMARKS
01 - 50 Mins	Max 10.0%		
51 – 80 Mins, but not more than 80 Mins	Max 7.0%		
ACTUAL TIME: ( _____ MINS)			

**SUMMARY:**

	MAX CREDIT	ASGN CREDIT
I. PREPARATION AND READINESS →	10%	→ <input type="text"/>
II. ORGANIZATION →	10%	→ <input type="text"/>
III. COMMUNICATION →	10%	→ <input type="text"/>
IV. PERFORMANCE →	60%	→ <input type="text"/>
V. TIME →	<input type="text"/>	
TOTAL RATING: →	100%	→

ADJECTIVE EVALUATION:

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**RATINGS**

- 1. ABOVE STANDARD ===== 100 – 90
- 2. STANDARD ===== 89 – 80
- 3. BELOW STANDARD===== 79 – Below

A. COMMENTS :

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B. RECOMMENDATIONS:

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INSPECTORS:

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\_\_\_\_\_  
(Team Leader)

CONCUR:

\_\_\_\_\_  
(Master/Skipper)

\_\_\_\_\_  
(Chief Engineer)