



PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
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139 25th Street, Port Area
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(Date)

HPCG/CG-8

STANDING OPERATING PROCEDURE
NUMBER.....01-14

GUIDELINES FOR PORT STATE CONTROL OFFICERS
ON NEW INSPECTION REGIME

I. AUTHORITY

Republic Act 9993 (The Philippine Coast Guard Law of 2009)

II. REFERENCES

- A. Tokyo Memorandum of Understanding on Port State Control in the Asia Pacific Region (Tokyo MoU)
- B. Tokyo MoU Guidelines on New Inspection Regime

III. PURPOSE

This Standing Operating Procedures (SOP) prescribes the procedures and guidelines to assist the Port State Control Officers (PSCO) in selecting ships for inspection in accordance with the New Inspection Regime (NIR), based on which the priority for inspection and interval for inspection will be determined.

IV. GENERAL GUIDELINES

A. Ship Risk Profile

- 1. All ships in the information system of APCIS will be assigned either as high, standard or low risk based on generic and historic parameters.

2. High Risk Ships (HRS) are ships which meet criteria to a total value of 4 or more weighting points.
3. Low Risk Ships (LRS) are ships which meet all the criteria of the LRS parameters and have had at least one inspection in the previous 36 months.
4. Standard Risk Ships (SRS) are ships which are neither LRS nor HRS.

Table 1 – Ship Risk Profile

Parameters		Profile			
		High Risk Ship (HRS) (When sum of weighting points ≥ 4)		Standard Risk Ship (SRS)	Low Risk Ship (LRS)
		Criteria	Weighting points	Criteria	Criteria
Type of Ship		Chemical tanker, Gas Carrier, Oil tanker, Bulk carrier, Passenger ship	2	Neither LRS nor HRS	-
Age of Ship		All types > 12y	1		-
Flag	BGW-list ¹⁾	Black	1		White
	VIMSAS ²⁾	-	-		Yes
Recognized Organization	RO of Tokyo MOU ³⁾	-	-		Yes
	Performance ⁴⁾	Low Very Low	1		High
Company performance ⁵⁾		Low Very Low	2		High
Deficiencies	Number of deficiencies recorded in each inspection within previous 36 months	How many inspections were there which recorded over 5 deficiencies?	No. of inspections which recorded over 5 deficiencies		All inspections have 5 or less deficiencies (at least one inspection within previous 36 months)
Detentions	Number of Detention within previous 36 months	3 or more detentions	1	No detention	

5. The Black, Grey and White list for flag State performance is established annually taking account of the inspection and detention history over the preceding three calendar years and is adopted by the Tokyo MOU Committee to publish in the Annual Report.

6. The status on completion of VIMSAS will be based on updated information obtained by the Tokyo MOU Secretariat.
7. Recognized Organizations of Tokyo MOU are those recognized by at least one member Authority of the Tokyo MOU, a list of which is provided on the web-site.
8. The performance of all Recognized Organizations is established annually taking account of the inspection and detention history over the preceding three calendar years and is adopted by the Tokyo MOU Committee to publish in the Annual Report.
9. Company performance takes account of the detention and deficiency history of all ships in a company's fleet while that company was the ISM company for the ship. Companies are ranked with a "very low, low, medium or high" performance. The calculation is made daily on the basis of a running 36-month period. There is no lower limit for the number of inspections needed to qualify except a company with no inspections in the last 36 months will be given a "medium performance".

B. Selection Scheme

1. Based on Ship Risk Profile, the selection scheme determines the scope, frequency and priority of inspections.
2. Periodic inspections are carried out at intervals determined by the Ship Risk Profile.
3. Overriding priority might trigger inspections between periodic inspections.
4. Ships become due for periodic inspection in the following time windows:

Table 2 – Time Windows

Ship Risk Profile	Time Window since previous inspection
Low Risk Ships	9 to 18 months
Standard Risk Ships	5 to 8 months
High Risk Ships	2 to 4 months

5. The selection scheme is divided into two priorities:

Priority I: ships must be inspected because the time window has closed.

Priority II: ships may be inspected because they are within the time window of inspection.

6. The priority and the level of selection will be shown for each ship in the information system of APCIS.

C. Company Performance

1. Company performance takes account of the detention and deficiency history of all ships in a company's fleet while that company was the ISM company for the ship. Companies are ranked as having a "very low, low, medium or high" performance. The calculation is made daily on the basis of a running 36-month period. There is no lower limit for the number of inspections needed to qualify except a company with no inspections in the last 36 months will be given a "medium performance".
2. The formula consists of two elements, the deficiency index and the detention index.
3. Deficiency Index
 - a) When counting deficiencies each ISM related deficiency is weighted at five points. Other deficiencies are valued at one point.
 - b) The Deficiency Index is the ratio of the total points of all deficiencies of all ships in a company's fleet to the number of inspections of all ships in the company's fleet within the last 36 months.
 - c) This ratio is compared with the average for all ships inspected in the Tokyo MOU over the last three calendar years to determine whether the index is average, above average or below average as follows:

Table 3 – Deficiency Index

Deficiency Index	Deficiency points per inspection
Above Average	> 1 above Tokyo MOU average
Average	Tokyo MOU average +/- 1
Below Average	> 1 below Tokyo MOU average

4. Detention Index
 - a) The Detention Index is the ratio of the number of detentions all ships in a company's fleet to the number of inspections of all the ships in the company's fleet within the last 36 months.

- b) This ratio is compared with the average for all ships inspected in the Tokyo MOU over the last three calendar years to determine whether the index is average, above average or below average as follows.

Table 4 – Detention Index

Detention Index	Deficiency Rate
Above Average	> 1 above Tokyo MOU average
Average	Tokyo MOU average +/- 1
Below Average	> 1 below Tokyo MOU average

5. Company Performance matrix

- a) Using the below matrix, the combination of deficiency and detention indexes determines the performance level.

Table 5 – Company Performance Matrix

Detention Index	Deficiency Index	Company Performance
Above Average	Above Average	Very Low
Above Average	Average	Low
Above Average	Below Average	
Average	Above Average	
Below Average	Above Average	
Average	Average	Medium
Average	Below Average	
Below Average	Average	
Below Average	Below Average	High

V. RESPONSIBILITIES

A. The Commander of Coast Guard Districts and Stations shall be responsible for the implementation of this SOP and shall ensure:

1. Proper coordination and information dissemination particularly to all foreign-flagged vessels, shipping companies and shipping agents.
2. Positive control and supervision over PSCOs.
3. Expeditious submission of reports.

B. The Port Sate Control Officer (PSCO) shall undertake the following:

1. Proper selection of ships for inspection based on NIR.
2. Proper conduct of PSC inspection and submission of reports.

3. In case of detention, inform immediately CPCG (Attn: CG-8) and respective District Commanders.
 4. Upon detention, notify the vessel's flag State and or nearest embassy/consul in Asia, the Recognized Organization and the shipping agent/company or owner.
 5. Prepare reports in accordance with the format provided by the Tokyo MOU and submit same as early as possible to HPCG (Attn: CG-8) for consolidation.
- C. Deputy Chief of Coast Guard Staff for Maritime Safety Services, CG-8 shall undertake the following:
1. Monitor the implementation of the New Inspection Regime.
 2. Forward the relevant reports to Tokyo MOU Secretariat.
 3. Supervise and monitor the implementation of this SOP.


VI. PROCEDURES FOR SELECTION OF SHIPS FOR INSPECTION

- A. In selecting ships for inspection, the Authorities will determine the order of priority based on, in principle, the New Inspection Regime
- B. Regardless of the NIR, the following ships will be considered to have overriding priority for inspection:
1. Ships which have been subject of report or notification by another Authority;
 2. Ships which have been the subject of a report or complaint by the master, a crew member, or any other person or organization with a legitimate interest in the safe operation of the ship, shipboard living and working conditions or the prevention of the pollution, unless the Authority concerned deems the report or complaint to be manifestly unfounded;
 3. Ships which have been permitted to leave the port of a State, the Authority of which is a signatory to the Memorandum, on the condition that the deficiencies noted must be rectified within a specified period, upon expiry of such period;
 4. Ships which have been reported by pilots or port authorities as having deficiencies which may prejudice their safe navigation;

5. Ships carrying dangerous or polluting goods, which have failed to report all relevant information concerning the ships' particulars, the ships movements and concerning the dangerous or polluting goods being carried to the competent authority of the port and coastal State;
6. Category of ships identified by the Committee from time to time as warranting priority inspections.

VII. EFFECTIVITY

This SOP shall take effect on 01 January 2014.


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Commandant