



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

**16 August 2018**

**HPCG/CG-9**

**STANDING OPERATING PROCEDURE  
NUMBER ..... 07-18**

**MARINE ENVIRONMENTAL PROTECTION (MEP)  
MONITORING INSPECTION OF PHILIPPINE REGISTERED VESSELS**

**I. AUTHORITY:**

- A. Republic Act 9993 "Philippine Coast Guard Law of 2009" and its implementing rules and regulations;
- B. Executive Order No. 292: Administrative Code of the Philippines
- C. Presidential Decree No. 600: Marine Pollution Decree of 1974;
- D. Presidential Decree No. 602: National Oil Pollution Operations Center Decree of 1972;
- E. Presidential Decree No. 979: Marine Pollution Decree of 1976;
- F. Republic Act No. 8550, as amended by Republic Act No. 10654: "The Philippine Fisheries Code of 1998, And for Other Purposes"

**II. REFERENCES:**

- A. International Convention for the Prevention of Pollution from Ships, MARPOL 73/78;
- B. International Maritime Organization Convention on Oil Pollution Preparedness and Response (OPRC 1990);
- C. International Convention for Safety Of Life At Sea (SOLAS) 74/78;
- D. International Safety Management (ISM) Code;
- E. Civil Liability Convention (CLC), 1992;
- F. 1972 Convention on the Prevention of Marine Pollution by Dumping of Waste and Other Matter;
- G. 1996 Protocol to the Convention on the Prevention of Marine Pollution by Dumping of Waste and Other Matter 1972;
- H. Republic Act No. 6969 "An act to control Toxic Substances and Hazardous and Nuclear Waste, providing penalties for violations thereof, and for other purposes";

- I. Republic Act No. 9275 "Philippine Clean Water Act of 2004;
- J. Memorandum Circular No. 01-2005 "Revised Rules on Prevention, Containment, Abatement and Control of Oil Marine Pollution" dated 07 October 2005;
- K. Memorandum Circular No. 04-2005 "Accreditation of Oil Water Separators, Oil Containment, Recovery and Dispersal Equipment and Chemical Dispersants" dated 17 October 2005;
- L. Memorandum Circular No. 06-2005 "Issuance of International Oil Pollution Prevention Certificate to Philippine Registered Vessels" dated 28 October 2005;
- M. Memorandum Circular No. 02-2006 "Marine Pollution Inspection/Apprehension Report" dated 18 June 2006;
- N. Memorandum Circular No. 03-2006 "Inspection Guidelines for Domestic Tankers" dated 25 June 2006;
- O. Memorandum Circular No. 07-2014 "Prevention of Pollution from Garbage" dated 19 December 2014;
- P. Memorandum Circular No. 08-2014 "Rules and Regulations for Tank Cleaning Operations and the Collection and Disposal of Diluted Oil and other Substances" dated 19 December 2014;
- Q. Memorandum Circular No. 09-2014 "Shipboard Oil Pollution Emergency Plan for Philippine Registered Vessel" dated 19 December 2014;
- R. Memorandum Circular No. 10-2014 "Prevention of Pollution from Sewage" dated 19 December 2014; and
- S. Memorandum Circular No. 11-2014 "Procedures for the Dumping of Wastes and other Harmful Matters within the Philippine Maritime Jurisdiction" dated 19 December 2014.

### III. PURPOSE:

This Standing Operating Procedure (SOP) prescribes guidelines and procedures governing the conduct of Marine Environmental Protection Monitoring Inspection of Philippine registered vessels in the implementation of the above-mentioned Memorandum Circulars (MCs).

### IV. SCOPE

This SOP applies to all PCG Districts, Stations, Sub-Stations and MEPCOM units inspecting Philippine-registered vessels operating within the Philippine maritime jurisdiction.

V. DEFINITION OF TERMS. The following terms are hereby added to establish a common understanding and interpretation of the requirements of the above-mentioned memorandum circulars:

- A. **Monitoring inspection** – an inspection conducted upon arrival or before departure of a vessel from any port of call within the maritime jurisdiction of the Philippines to determine its continuing compliance with the requirements of relevant marine environmental protection laws, rules and regulations.

- B. Clear Grounds** – an evidence that the ship, its equipment, or its crew does not correspond substantially with the requirements of the relevant maritime laws or that the master or crew members are not familiar with essential shipboard procedures relating to the safety of the ship or the prevention of marine pollution.
- C. More Detailed Inspection** – An inspection conducted when there are “clear grounds” for believing that the condition of the ship, its equipment, or its crew does not correspond substantially with the particulars of the certificates.
- D. Detention** – one of the intervention taken by the MEPEI Team when the condition of the ship or its crew does not correspond substantially with the applicable ME<sup>P</sup> laws, rules and regulations to ensure that the ship will not sail until it can proceed to sea without presenting danger to the ship or persons onboard, or without presenting an unreasonable threat or harm to the marine environment.
- E. Valid Certificate** – a certificate that has been issued by a cognizant government agency or on its behalf by a Recognized Organization which attests to the substantial compliance of the ship, its equipment or crew with the required standards. Original and/or authenticated copies of statutory certificates/documents shall always be onboard.
- F. Surveys** – Every vessel of 400 gross tonnages and above; oil tanker of 150 gross tonnages and above; and vessels other than oil tanker of 400 gross tonnages and above; shall be subject to the surveys specified below:
- a. Initial Survey** – an initial survey before the ship is put in service or before the Certificate required under applicable annexes is issued for the first time by the PCG-accredited MARPOL Surveyor / MARINA - Recognized Organization, which shall include a complete survey of its structure, equipment, systems, fittings, arrangements and material in so far as the ship is covered. This survey shall be such as to ensure that the structure, equipment, systems, fittings, arrangements and material fully comply with the applicable requirements.
  - b. Renewal Survey** – a renewal survey at intervals specified by the MARINA, but not exceeding five years, except when the renewal survey is completed after the expiry date of the existing certificate, the new certificate shall be valid from the date of completion of the renewal survey to a date not exceeding five years from the date of expiry of the existing certificate. The renewal survey shall be such as to ensure that the structure, equipment, systems, fittings, arrangements and material fully comply with the applicable requirements.
  - c. Intermediate Survey** – an intermediate survey within three months before or after the second anniversary date or within three months before or after the third anniversary date of the Certificate which shall take the place of one of the annual surveys. The intermediate survey shall be such as to ensure that the equipment and associated pump

and piping systems, including oil discharge monitoring and control systems, crude oil washing systems, oily-water separating equipment and oil filtering systems, fully comply with the applicable requirements of this Annex and are in good working order. Such intermediate surveys shall be endorsed on the Certificate issued. An Oil Pollution Prevention Certificate (OPPC) shall be issued, after an initial or renewal survey, to any oil tanker, offshore vessel, vessel other than oil tanker and tugboat towing dumb barges which are engaged in voyages to ports or offshore terminals within the Philippine maritime jurisdiction.

- d. **Annual Survey** - an annual survey within three months before or after each anniversary date of the Certificate, including a general inspection of the structure, equipment, systems, fittings, arrangements and material to ensure that they have been maintained and that they remain satisfactory for the service for which the ship in all respects will remain fit to proceed to sea without presenting an unreasonable threat of harm to the marine environment.
  - e. **Additional Survey** – an additional survey either general or partial, according to the circumstances, which shall be made after a repair resulting from investigations (whenever an incident occurs to a ship or a defect is discovered which substantially affects the integrity of the ship or the efficiency or completeness of its equipment), or whenever any important repair or renewal is made.
- G. Recognized Organization** - An organization that meets the relevant conditions set forth by IMO Resolution A.739(18) duly authorized by PCG through delegation to provide the necessary statutory services and certification to ships entitled to fly the flag of the Philippines. Shall also refer to MARPOL Surveyor accredited by the PCG to conduct survey and inspection onboard Philippine Registered vessel.
- H. Vessel** – refers to any ship, watercraft or other conveyance used or capable of being used as means of transportation.
- I. Philippine Maritime Jurisdiction (Philippine Waters)**– include all bodies of water within the Philippine territory such as lakes, rivers, streams, creeks, brooks, ponds, swamps, lagoons, gulfs, bays and seas and other bodies of water now existing or which may hereafter exist in the provinces, cities, municipalities, and barangays and the waters around, between and connecting the islands of the archipelago regardless of their breadth and dimensions, the territorial sea, the sea beds, the insular shelves, and all other waters over which the Philippines has sovereignty and jurisdiction including the extended continental shelf and 200-nautical miles Exclusive Economic Zone.

## VI. PROCEDURES:

The Marine Environmental Protection Enforcement and Inspection (MEPEI) Team who are designated to conduct the MONITORING Inspection on vessels within their area of responsibility, upon arrival or before such vessel leaves the port of call and proceeds to the next voyage shall:

- 1) Use proper uniform or personal protective equipment with proper identification and equipped with relevant inspection materials such as MEP Memorandum Circulars, Standing Operating Procedure, boarding bag, ball pen, note pads, tape measure, and forms such as IARs, body camera, boarding certificate, stakeholders feedback form, certificate of no deficiency, certificate of orderly inspection etc.
- 2) Determine the type of vessel to be inspected and conduct pre-boarding and personnel safety briefing based on the type of vessel.
- 3) Prior boarding, check the general condition of the ship safety/warning pennants or night signal posted (Red Bravo Flag - during day time and Red Light – if vessel handling flammable, explosive or dangerous cargo) and signs of oil spillage in the water.
- 4) Board and conduct MONITORING Inspection. In doing so, follow Boarding Formalities as provided in **(Annex I - BOARDING FORMALITIES)**.
- 5) Conduct the MONITORING Inspection in a manner that would not cause undue delay to the ship's appointed time of departure. However, due inspection shall cover all prescribed areas and items for inspection. Use the Marine Environmental Protection MONITORING Inspection Form **(Annex II - MONITORING INSPECTION)**. The MEPEI Team shall conduct a MONITORING Inspection separately or in coordination/collaboration with other PCG units **every arrival or before departure of the vessel** to port without causing delay or suspension of operation of such vessel.
- 6) Duly notify the Master of the results of MONITORING inspection by issuing the following when:
  - a) No Deficiency – MEPEI Team shall issue "Certificate of No Deficiency" to the vessel **(Annex III - CERTIFICATION OF NO DEFICIENCY)**.
  - b) With Deficiency(ies) but not Detainable – shall issue MEP Inspection Apprehension Report (MEP-IAR) **(Annex IV - MEP IAR)**. Explain to the Master the nature of the deficiency, the action to be taken and the time and date given for the adjudication of violations. Record or enter all noted deficiencies found during the conduct of inspection in the APPROPRIATE FORM provided. This form shall serve as an official document and be part of the Adjudication process.
  - c) With Deficiency or Detainable Offense – MEPEI Team shall issue MEP Inspection Apprehension Report (MEP-IAR). Explain to the Master the nature of the deficiency, the action to be taken and the time and date

given for the adjudication of violations. Inform the Station Commander/Sub-Station Commander of the violation(s) and request to the same, to advise other government agencies that the vessel is being detained until rectification and substantial MONITORING with MEP laws, rules and regulations are met. Record or enter all noted deficiencies found during the conduct of inspection in the APPROPRIATE FORM provided. This form shall serve as an official document and be part of the Adjudication process. The Station/Sub-Station Commander shall advise the shipping company of the violations and required rectification. Simultaneously, the Station Commander shall inform the Port Authority and MARINA in writing, using the **Notice of Detention or Denial** form. (**Annex V - NOTICE OF DETENTION OR DENIAL**).

- 7) In case the Master refuses to sign the issued MEP IAR, the MEPEI Team leader shall **note in the copy of MEP IAR "Refused to Sign" and leave the ship's copy on the bridge or ship's office**. Copy furnish the ship's company of the issued MEP IAR thru acceptable legal means.
- 8) Request the Master of the vessel or any crew onboard to accomplish the Stakeholder's Feedback Form (**Annex VI - STAKEHOLDERS FEEDBACK FORM**) to determine their level of satisfaction regarding the conduct of inspection. The said form shall be in duplicated copies, one (1) for the vessel and one (1) filed at the Station/Sub-station that will be subject to Audit of the National Headquarters Philippine Coast Guard
- 9) Require the Master to accomplish a Certificate of Orderly Inspection upon completion of MONITORING Inspection or before the MEPEI Team leaves the ship (**Annex VII - CERTIFICATE OF ORDERLY INSPECTION**)
- 10) Submit/transmit/report the MEP IAR with a covering letter to the Station Commander for appropriate action, simultaneously inform and furnish copies to CCGD (Attn: D3), and CMEPCOM (Attn: D,NOCOP) for accounting, monitoring, and record purposes.
- 11) The deficiencies noted/recorded will be given **PRIORITY for RE-INSPECTION** of MEPEI Team where the vessel is presently calling to ascertain whether or not the noted deficiencies were corrected or rectified in the given period. Further, the MEPEI Team who conducted the re-inspection shall indicate "**RECTIFIED**" or "**NOT RECTIFIED**" in the FORM to state the corrective measures taken by the vessel.
- 12) A re-inspection of deficiencies can be requested by the vessel's company. If the re-inspection is satisfactory, the MEPEI Team shall recommend to the Station Commander the release of the vessel. The Station Commander will then release the vessel by issuing a notification of release form (**Annex VIII -NOTICE OF RELEASE**) to the Port Authority and other government agency as it deems necessary.

- 13) In case the Master or Authorized representative will not appear or failed to appear within the given ten (10) day period from the date of issuance of the MEP IAR, a resolution of the case will be issued by the Investigation and Adjudication Officer (IAO) who may impose appropriate administrative fines and penalties.

**Note: The issuance of an IAR is a mode of initiating administrative proceedings against violators** of MARPOL 73/78 and PCG rules and regulations on marine environmental protection. It shall constitute sufficient notice of an administrative case against the vessel on which it is issued.

**For this purpose**, a respondent is required to submit evidence for and in his behalf before the Investigation and Adjudication Officer having jurisdiction over the case within 10 days from receipt thereof.

Further, the Master of the vessel may request the immediate conduct of adjudication of violations. Such request shall be considered depending on the availability of the Station Commander or designated Hearing Officer. A resolution of the case shall be issued accordingly, with the condition that the vessel will execute an **"affidavit of undertaking"** to rectify the detainable deficiency at a certain period at the next port of call or homeport, and will provide the issuing PCG unit with corrective measures taken to address the deficiency.

## **VII. RESPONSIBILITY:**

**A. Commander, Coast Guard District.** The Commander of a Coast Guard District shall have the following responsibilities:

1. Overall supervision and operational control of all Marine Environmental Protection personnel assigned in its AOR.
2. Create and designate the Marine Environmental Protection Enforcement and Inspection (MEPEI) team in respective Station/Sub-Station through the issuance of appropriate orders.
3. In coordination or collaboration with CMEPCOM ensure that MEPEI Team members are duly trained and qualified to carry out MONITORING inspection of vessel.
4. Ensure on-time/timely adjudication of all issued MARPOL-IAR transmitted/submitted by MEPEI Team to the Station Commander, who has jurisdiction over the area.
5. Designate any officer as Adjudication Officer or Hearing Officer other than the Station Commander, as he deems necessary or in case conflict of interest exists.
6. Require the designated investigation and Adjudication Officer (IAO)/Hearing Officer/ Station Commander, as the case maybe, to submit an After Adjudication Report, copy furnished CMEPCOM (Attn: D,

NOCOP) and CPCG (Attn: CG-9) not later than two (2) days after the completion of adjudication, through any fastest available means, for monitoring and record purposes.

7. Submit consolidated monthly inspection reports to the National Headquarters Philippine Coast Guard (Attn: CG-9/CGAC). Info: CMEPCOM (Attn: D, NOCOP) not later than the 2<sup>nd</sup> day of the succeeding month.
8. Ensure the proper filing of MONITORING inspection records aboard the District as a ready reference.
9. Ensure that the Station Commander receive payments from violations, issue official receipts therefor, and deposit the amount collected to the PCG Trust Receipt Account. Copy furnish the Coast Guard Finance Center and CMEPCOM (Attn: D, NOCOP) on all payments received and amount deposited.

**B. Commander, Coast Guard Station.** The Commander of a Coast Guard Station shall have the following responsibilities:

1. Overall supervision and operational control of all MEP personnel assigned in its AOR.
2. Create and designate the Marine Environmental Protection Enforcement and Inspection (MEPEI) Team headed by MEPU personnel in respective Station/Sub-Station through the issuance of appropriate orders.
3. In coordination or collaboration with CMEPCOM ensure that MEPEI Team members are duly trained and qualified to carry out MONITORING inspection of vessel.
4. Ensure on-time/timely adjudication of all issued MARPOL-IAR transmittal/ submitted by MEPEI Team to the Station.
5. Require the designated Investigation and Adjudication Officer (IAO)/Hearing Officer to submit an After Adjudication Report, copy furnished CMEPCOM (Attn: D, NOCOP), CG District Commander and CPCG (Attn: CG-9) not later than two (2) days after the completion of adjudication, through the fastest available means, for monitoring and record purposes.
6. Submit consolidated monthly inspection reports to the Commander Coast Guard District (Attn: D-3/D-9) not later than the 30<sup>th</sup> day of the month.
7. Ensure proper filing of MONITORING inspection records aboard the Station as ready reference.

8. Detain, issue necessary notices, fine and release all vessels in accordance with the provisions of the above-mentioned Memorandum Circulars.
9. Receive payments from violations, issue official receipts therefor, and deposit the amount collected to the PCG Trust Receipt Account. Copy furnish the Coast Guard Finance Center and CMEPCOM (Attn: D, NOCOP) on all payments received and amount deposited.

**C. Commander, Coast Guard Sub-Station:** The Commander of a Coast Guard Sub-Station shall have the following responsibilities:

1. Overall supervision and operational control of all MEP personnel assigned in its AOR.
2. Create and designate the Marine Environmental Protection Enforcement and Inspection (MEPEI) team headed by MEPU personnel in respective Sub-Station to conduct or undertake the Monitoring Inspection through the issuance of appropriate orders.
3. Ensure that MEPEI Team members are duly trained and qualified to carry out MONITORING inspection of vessel.
4. Submit immediately or on-time to the Station Commander all issued MARPOL-IAR for adjudication and appropriate action. Follow-up the timely adjudication of submitted MARPOL-IAR to the Station Commander.
5. Submit consolidated monthly inspection reports to the Coast Guard Station not later than the 27<sup>th</sup> day of the month.
6. Ensure proper filing of MONITORING inspection records as ready reference.

**D. Commander, Marine Environmental Protection Unit or Office (CMEPU/POICMEPO).** The CMEPU/POICMEPO shall have the following responsibilities:

1. Recommend to the District Commander/ Station Commander the assignment of Marine Environmental Protection Enforcement and Inspection (MEPEI) Team in respective Station/Sub-Station to conduct or undertake the MONITORING inspection of vessels.
2. Continue to conduct training/seminar to ensure that MEPEI Team members are duly trained and qualified to carry out MONITORING inspection of vessels.
3. Ensure the timely adjudication of MEP-IAR. Secure and forward the copy of MEP-IAR and Adjudication Resolutions promulgated by the Investigation and Adjudication Officer/Hearing Officer/Station

Commander to C, MEPCOM (Attn: D,NOCOP) for monitoring and record purposes.

4. Ensure the proper filing of MONITORING inspection records, copies of all issued MEP-IAR and Adjudication Resolutions, in his area of jurisdiction, for records and reference purposes.
5. Conduct inspections, surveillance and apprehensions of persons, vessels and entities causing marine pollution.

**E. Commander, Marine Environmental Protection Command (CMEPCOM).** The CMEPCOM shall have the following responsibilities:

1. Administratively responsible for all MEP personnel assigned in CG Districts, Stations and Sub-Stations.
2. Continuously review all existing MEP rules and regulations and ensure that they are updated and well disseminated to all PCG units concerned.
3. Continuously develop courses, seminars and trainings to develop and enhance the capacity MEP personnel assigned at various PCG units.
4. Utilize the necessary MARPOL equipment to enhance the knowledge, skills, understanding and proficiency of MEP personnel.
5. Support the MEP training requirements of all PCG units.
6. Commission disinterested third-party investigation experts during the review of investigation reports, if deemed necessary.

**F. Deputy Chief of Staff for Marine Environmental Protection (DCS for MEP), CG – 9:** The CG-9 shall have the following responsibilities:

1. Periodically review this SOP for continued effectiveness through time and recommend amendments/revisions to ensure proper disposition of PCG mandated function.
2. Disseminate to appropriate government agencies pertinent recommendations resulting from MARPOL incident.

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**VIII. RESCISSION:**

This SOP rescinds previous and all other SOP on Monitoring Inspection.

**IX. EFFECTIVITY:**

This SOP shall take effect upon approval.

Approved by:



**ELSON E HERMOGINO**  
**Admiral PCG**  
**Commandant, PCG**

**Annexes:**

- 1) Boarding Formalities
- 2) MEP Monitoring Inspection Form
- 3) Certificate of Deficiency
- 4) Marine Pollution Inspection/Apprehension Report
- 5) Notice of Preventive Detention
- 6) Stakeholders Feedback Form
- 7) Certificate of Orderly Inspection
- 8) Notification of Release of Ship

## BOARDING FORMALITIES

1. Upon boarding the vessel, Marine Environment Protection Enforcement (MEPE) Inspectors shall see the Master, authorized representative or the duty officer, as the case maybe, observe proper courtesy and introduce the team members for proper identification and courtesy.

Good Morning/Good Afternoon/Good Evening, as the case maybe,

"I AM Rank and Name from MEPU/MEPO Station/Sub-Station". We are here to conduct MARPOL Inspection on you vessel according to the provisions of Republic Act No. 9993 and other relevant marine environmental protection laws, rules and regulations."

*Note: MARPOL Inspection DOES NOT requires permission of the Captain/Master. The Captain/Master of the vessel is only required to be INFORMED of the Inspection.*

2. MEPE Inspection team shall proceed to the ship's office or bridge or engineering office, as the case maybe, to conduct COMPLIANCE or MONITORING inspection.
  3. Follow Section V (PROCEDURES) of Standing Operating Procedure Number 1 for Compliance Inspection and Standing Operating Procedure Number 2 for Monitoring Inspection, respectively.
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**PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
 (National Headquarters Philippine Coast Guard)  
 139 25<sup>th</sup> Street, Port Area  
 1018 Manila

**Marine Environmental Protection (MEP)  
 MONITORING INSPECTION FORM**

**NAME OF VESSEL:** \_\_\_\_\_  
 (Print clearly)

**PARTICULARS:** Fill-up the necessary information on the space provided

<b>TYPE OF VESSEL:</b>	<b>NAME OF OPERATOR:</b>
<b>OFFICIAL NUMBER:</b>	<b>IMO NUMBER, if any:</b>
<b>HOMEPORT:</b>	<b>BUSINESS ADDRESS:</b>
<b>NET TONNAGE:</b>	<b>BUSINESS ADDRESS:</b>
<b>OPERATIONAL POL AT HAND:</b> <b>PET: _____ / OIL: _____ / LUBE: _____</b>	<b>BREADTH ( in meters):</b>
<b>CARRIED POL AT HAND:</b> <b>PET: _____ / OIL: _____ / LUBE: _____</b>	<b>DRAUGHT (in meters)</b>
<b>Others:</b>	<b>L.O.A (in meters):</b>
<b>Name of Master:</b>	<b>Name of Chief Engineer:</b>

**I. Oil Record Book (Part I – Machinery Space Operations)** – Correct entry of all items listed to be properly recorded in the approved Oil Record Book. Please check appropriate box.

<b>List of Items To Be Checked by MEPE Inspector according to vessel activities</b> (Refer to ORB Part I Issued to vessel)	<b>Properly Recorded</b>	<b>Not Properly Recorded</b>	<b>Remarks (Observation on entries in ORB)</b>
1. Ballasting or Cleaning of Oil Fuel Tanks			
2. Discharge of Dirty Ballast or Cleaning water from Oil Fuel Tanks referred to under Section (A)			
3. Collection, transfer and disposal of Oil residues (Sludge)			
4. Non-automatic starting of discharge overboard, transfer and disposal otherwise of bilge water which has accumulated in machinery spaces			
5. Condition of the filtering equipment			
6. Accidental or other exceptional discharges of oil			
7. Bunkering of fuel or bulk lubricating oil			
8. Additional operational procedures and general remarks			

**II. Oil Record Book (Part II – Cargo/Ballast Operations of Oil Tankers)** – Correct entry of all items listed to be properly recorded in the approved Oil Record Book. Please check appropriate box.

<b>List of Items To Be Checked by MEPE Inspector according to vessel activities</b> (Refer to ORB Part II issued to vessel)	<b>Properly Recorded</b>	<b>Not Properly Recorded</b>	<b>Remarks (Observation on entries in ORB)</b>
1.Loading of Oil Cargo			
2.Internal transfer of Oil Cargo during voyage			
3.Unloading of Oil Cargo			
4. Crude Oil Washing			
5.Ballasting of Cargo Tanks			
6. Ballasting of dedicated Clean Ballast Tanks			
7.Cleaning of Cargo Tanks			
8. Discharge of Dirty Ballast			
9. Discharge of Water from Slop Tanks into the sea			
10. Collection, transfer and disposal of residues and oily mixtures not otherwise dealt with			
11. Discharge of Clean Ballast contained in Cargo Tanks			
12. Discharge of Ballast from dedicated Clean Ballast Tanks (CBT)			
13. Condition of Oil Discharge Monitoring and Control System			
14. Accidental or other exceptional discharge of Oil			
15. Loading of Ballast Water			
16.Re-allocation of Ballast Water within the ship			
17. Ballast Water discharge to Reception facility			

**III. Garbage Record Book** – Correct entry of all items listed to be properly recorded in the approved Garbage Record Book. The Garbage is to be grouped into categories for the purpose as follows: a) Plastics, b) Food waste, c) Domestic waste, d) Cooking oil, e) Incinerator ashes, f) Operational waste, g) Cargo residues, h) Animal carcass (es), i) Fishing gear. Please check appropriate box.

<b>List of Items To Be Checked by MEPE Inspector according to vessel activities</b> (Refer to GRB issued to vessel)	<b>Properly Recorded</b>	<b>Not Properly Recorded</b>	<b>Remarks (Observation on entries in ORB)</b>
1.Garbage is discharged to a reception facility ashore or to other ships			
2. Garbage is incinerated			



**III. Date /Time/Month/Year and Place of Inspection. Please indicate in the space provide below:**

<b>Date</b>	<b>Place (Port/Wharf/Anchorage address etc.)</b>

- Note:**
- 1) Use another sheet as necessary and indicate the number of pages at the bottom right corner after the name of the MEP inspector
  - 2) This form shall be filled-up in duplicate (1 copy for Captain or Master /1 copy office file) and will form part of the MEP-IAR issued.

Received by:

Inspected by:

\_\_\_\_\_  
Signature of Master of Vessel  
Or Authorized Representative

\_\_\_\_\_  
Rank/Name and Signature of Officer- in-  
Charge/Head MEP Inspector

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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(National Headquarters Philippine Coast Guard)  
139 25<sup>th</sup> Street, Port Area  
1018 Manila

### **CERTIFICATE OF DEFICIENCY**

To whom it may concern:

This is to certify that \_\_\_\_\_ of  
Name of Vessel

\_\_\_\_\_ was inspected at \_\_\_\_\_  
GT Location of Port/Berth

on \_\_\_\_\_ for \_\_\_\_\_  
Date/Time Compliance/Monitoring

At the time of inspection, no deficiencies were noticed as against the existing MEP rules and regulations.

the MEPEI Team of \_\_\_\_\_ located at  
Station/Sub-station

\_\_\_\_\_ are composed of:

**PCG MEPEI Team:**

\_\_\_\_\_  
OIC/POIC (Rank/Name/Signature)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Members (Rank/Name/Signature)

*Note: This Form shall be part of the inspection documents to be presented to the MEPEI Team at the next port of call.*

Philippine Coast Guard  
**MARINE ENVIRONMENTAL PROTECTION COMMAND**  
 139 25<sup>th</sup> Street  
 Port Area, Manila

**MARINE POLLUTION INSPECTION/APPREHENSION REPORT**  
**(Vessels)**

Name of Vessel:			Address:		
Kind of License and No:	Issued at:	Issued on:			
		Expires on:			
CSFI/SCSFL:	CSFL/SCSFL No:	Issued on:			
Cert of Inspection/Special Permit No.:	Issued at:	Issued on:			
		Expires on:			
Gross Tonnage:			Net Tonnage:		
Owner/Operator/Master:			Address:		
<b>Marine Pollution Equipment/Materials</b>					
<input type="checkbox"/> Reception Facility <input type="checkbox"/> Oil Spill Booms <input type="checkbox"/> Oil Skimmer <input type="checkbox"/> Oil Water Separator <input type="checkbox"/> Sorbent Materials			Comments		
<b>Documents/Papers &amp; Articles Inspected</b>					
<input type="checkbox"/> Deck Logbook <input type="checkbox"/> Engineering Log <input type="checkbox"/> Bellbook <input type="checkbox"/> Navigation Chart <input type="checkbox"/> Course Recorder Chart <input type="checkbox"/> Navigation Workbook <input type="checkbox"/> Compass Deviation Cards <input type="checkbox"/> Gyro-Records <input type="checkbox"/> Stowage Plans <input type="checkbox"/> Records of Draft <input type="checkbox"/> Aids to Mariners <input type="checkbox"/> Night Order Books <input type="checkbox"/> Radiograms Sent and Received <input type="checkbox"/> Radio Logs <input type="checkbox"/> Crew/Passengers Lists			Comments		
			Documents/Papers/Articles Voluntarily Furnished the PCG		

Place of Inspection:	Witnesses to the Inspection: 1. _____ _____ _____
Date of Inspection:	
Time of Inspection:	

**Violations Of Laws, Rules and Amendments Thereto**

**Notice of Administrative Case**

Pursuant to Presidential Decree No. 979 and MARPOL 73/78, as implemented by Philippine Coast Guard Memorandum Circular No. 04-2001 dated 18 June 2001, the Apprehending Officer finds you *prima facie* liable for the above-mentioned violation/s. Consequently, you shall be charged before the Investigation and Adjudication Officer (IAO) \_\_\_\_\_. You are given a period of ten (10) days from receipt hereof to submit evidence and/or appear before the IAO. Failure to do so shall be construed as a waiver of your right to be heard and the case will be decided accordingly.

FOR THE COMMANDANT, PCG

\_\_\_\_\_ OIC/POIC/PCG

\_\_\_\_\_ Inspection/Apprehension Officer

**Certification of Orderly Inspection**

The undersigned hereby certifies that [a] the inspection was conducted in an orderly manner without the use of force upon my/our person(s) or property; [b] the documents/papers and articles inspected are authentic and the contents thereof are correct to the best of my/our knowledge; [c] that I/we voluntarily furnished the Inspection/Apprehension Officer with copies of the above-enumerated documents/papers &/or articles, and neither was anything taken without proper receipt; [d] we shall make these documents/papers &/or articles available to the IAO upon investigation of the alleged violation(s); [e] that the contents of the Inspection/Apprehension Report is correct and acknowledge receipt of a copy on the day and time written; [f] this statement was freely and voluntarily made without the use of force, threat or intimidation; and [g] the contents of this IAR were translated to me and I have understood the same.

\_\_\_\_\_

Date

\_\_\_\_\_

Operator/Master/Representative

Philippine Coast Guard  
**MARINE ENVIRONMENTAL PROTECTION COMMAND**  
 139 25<sup>th</sup> Street  
 Port Area, Manila

**MARINE POLLUTION INSPECTION/APPREHENSION REPORT  
 (Land Based)**

Name of Establishment:		Address:	
Business Permit No.	Issuing Authority:	Issued On:	
	Issued At:	Expires On:	
Environmental Compliance Certificate No.	Issued On	Expires On	
Name & Address of the Owner/Operator/Manager:		Name & Address of the Safety Environment Officer:	

**Marine Pollution Equipment Materials**

Reception Facility: _____ Oil Spill Booms: _____ Oil Skimmer: _____ _____ Oil Water Separator: _____ Sorbent Materials: _____	Comments
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**Documents/Papers & Articles Inspected**

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other documents/papers <input type="checkbox"/> _____ _____	Comments
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Place of Inspection:	Witnesses to the Inspection: 1. _____ _____ _____ 2. _____ _____ _____
Date of Inspection:	
Time of Inspection:	

**Violations Of Laws, Rules and Amendments Thereto**

**Notice of Administrative Case**

Pursuant to Presidential Decree No. 979 and MARPOL 73/78, as implemented by Philippine Coast Guard Memorandum Circular No. 04-2001 dated 18 June 2001, The Apprehending Officer finds you *prima facie* liable for the above-mentioned violation/s. Consequently, you shall be charged before the Investigation and Adjudication Officer (IAO) \_\_\_\_\_. You are given a period of ten (10) days from receipt hereof to submit evidence and/or appear before the IAO. Failure to do so shall be construed as a waiver of your right to be heard and the case will be decided accordingly.

FOR THE COMMANDANT, PCG

\_\_\_\_\_  
OIC/POIC/PCG

\_\_\_\_\_  
Inspection/Apprehension Officer

Certification of Orderly Inspection

The undersigned hereby certifies that [a] the inspection was conducted in an orderly manner without the use of force upon my/our person(s) or property; [b] the documents/papers and articles inspected are authentic and the contents thereof are correct to the best of my/our knowledge; [c] that I/we voluntarily furnished the Inspection/Apprehension Officer with copies of the above-enumerated documents/papers &/or articles, and neither was anything taken without proper receipt; [d] we shall make these documents/papers &/or articles available to the IAO upon investigation of the alleged violation(s); [e] that the contents of the Inspection/Apprehension Report is correct and acknowledge receipt of a copy on the day and time written; [f] this statement was freely and voluntarily made without the use of force, threat or intimidation; and [g] the contents of this IAR were translated to me and I have understood the same.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Operator/Representative



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

**NOTICE OF PREVENTIVE DETENTION**

Date

PPA/ SHIPOWNER  
Director  
Office Address  
Fax no.  
E-mail

To \_\_\_\_\_:

(Insert ship's name) – Preventive Detention of Ship

Please be advised that the Philippine Coast Guard Marine Environmental Protection (MEP) Enforcement Inspection Officer has carried out inspection to the above mentioned ship at \_\_\_\_\_ on \_\_\_\_\_ and found to be deficient. The ship shall be detained at \_\_\_\_\_ due to the following deficiencies/violations:

REFERENCE(S)	DEFICIENCIES / VIOLATIONS

Pursuant to Sec \_\_\_\_\_ of RA 9993 IRR and other relevant marine pollution prevention laws, rules and regulations which threatened to endanger and harm the marine environment

Enclosed herewith is a copy of the Marine Environmental Protection Inspection/ Apprehension Report (MEP-IAR) which might be useful for your reference. For further inquiries, please contact the Coast Guard Station/Sub-Station at \_\_\_\_\_.

Very truly yours,

\_\_\_\_\_  
(Signature above Printed Name)  
Station/Sub-Station Commander

## STAKEHOLDERS FEEDBACK FORM

We value your opinions and insights. To improve our services, the Philippine Coast Guard would like to hear your thoughts on our frontline services. Please take the time to answer the following questions and we shall address your concerns as soon as possible. Thank you

PCG Station/Sub-Station: \_\_\_\_\_

(Inspection conducted): \_\_\_\_\_

Kindly check the appropriate box:  
Based on your observation on the conduct of inspection.

1. Are the Inspectors in proper uniform?
2. Did the inspectors use MEP check off list in the conduct of inspections?
3. Were inspections conducted in an orderly and professional manner?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Other Comments, Recommendations and Suggestions:

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Name: (Optional) \_\_\_\_\_

Date: \_\_\_\_\_

*Note: This form will be filed at Station/Sub-station and will be subjected to Audit by the Headquarters Philippine Coast Guard to determine the effective implementation of existing MEP rules and regulations.*

\_\_\_\_\_  
(COMPANY/VESSEL HEADING)

**CERTIFICATE OF ORDERLY INSPECTION**

Date:

**TO WHOM IT MAY CONCERN:**

THIS IS TO CERTIFY that on this date, the MEP Enforcement Inspection Team of \_\_\_\_\_ (STATION/SUB-STATION) \_\_\_\_\_, Philippine Coast Guard with office address at \_\_\_\_\_ with telephone number/s \_\_\_\_\_ boarded my vessel at the vicinity of \_\_\_\_\_

That the MEPE Inspection team is/are composed of:

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

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 Master Vessel  
Or authorized representative**



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

**NOTIFICATION OF RELEASE OF SHIP**

Date \_\_\_\_\_

Port Manager/Port Authority  
Office Address

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

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

Please be advised that the above named vessel is hereby released after having paid the fine of \_\_\_\_\_ and corrected the following deficiencies:

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) \_\_\_\_\_

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

For further inquiries, please contact Coast Guard Station/ Sub-Station at

\_\_\_\_\_  
(Contact Number)

Very truly yours,

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

Cc: Vessel's Owner/Master