



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

139 25th Street, Port Area
1018 Manila

24 February 2021

NHPCG/CG-8

**STANDING OPERATING PROCEDURE
NUMBER..... 03-21**

**GUIDELINES FOR THE INSPECTION OF RECREATIONAL WATERCRAFT FOR THE
PROMOTION OF SAFETY OF LIFE AT SEA**

I. REFERENCES:

- A. Chapter III of SOLAS 1974, as amended
- B. Philippine Merchant Marine Rules and Regulation, 1997 as amended
- C. HPCG SOP Nr. 05-01 09 July 2001
- D. HPCG/CG-8Memorandum CircularNo.02-14 Dated 16 April 14

II. PURPOSE

This Standing Operating Procedure (SOP) prescribes the guidelines and procedures governing the Implementation of Memorandum Circular (MC) No. 02-14 on Guidelines for the Inspection of Recreational Watercrafts for the Promotion of Safety of Life at Sea, dated 16 April 2014.

III. SCOPE

This SOP applies to all Philippine Coast Guard Districts, Stations and Sub-Stations having jurisdiction to all registered owner (s) operator (s) of watercraft engaged in recreational activities.

IV. DEFINITION OF TERMS

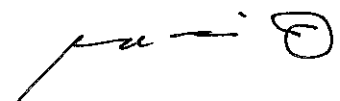
- A. **Banana Boat** – is a recreational inflatable boat used in beaches and carries passengers towed by a Recreational or Personal Watercraft.
- B. **Designated Areas** – refers to the location at sea identified by the PCG specifically for use of recreational watercrafts.
- C. **Designated Owner/ Operator** – refers to an individual or entity that will represent corporations or organizations that operate business establishment engage in recreational watercraft.

- D. **Operator/Driver of Watercraft** - is the person who operates the watercraft on the water and steers towards direction.
- E. **Personal Water Craft (PWC)** – a type of motor boat powered by jet pump, not propellers, which is specially designed to be operated by a person or persons sitting, standing, or kneeling on a vessel rather than inside as vessel(i.e Jet ski).
- F. **Recreational Water Crafts (RWC)** – refers all watercrafts that are exclusively used for pleasure and waterborne activities such as PWC, banana boat, dragon boat, kayak boat, motor boat, human powered, parasail and sailboat.
- G. **Owner(s)/Operator(s) Declaration for Safe Operation (ODSO)** – a document to be accomplished by owner(s)/ operator(s) to ensure that their watercraft are continuously comply to the prescribed safety requirement prior to every recreational activities or boating operation.
- H. **Recreational Safety Enforcement Inspector (RSEI)** – a designed PCG Personnel who will undertake the watercraft inspection.
- I. **Watercraft Inspection Checklist (WIC)** – a reference guide which stated the specific areas to be inspected during the conduct of watercraft inspection.
- J. **Enforcement Inspection Apprehension Report (EIAR)** – a document issued by the watercraft safety inspector from the owner(s)/ operator(s) after he has been apprised of prima facie finding of violation of maritime safety laws rules and regulation.
- K. **Detention/Suspension** – intervention action by the safety inspector/authority when the condition of the watercraft or its crews does not correspond substantially with the applicable laws to ensure that the watercraft will not engage on boating operation until it can proceed to sea without presenting danger to the watercraft or person.
- L. **Deficiency** – a condition found not to be in compliance with the requirements of relevant maritime regulations.
- M. **Clear Grounds** – the evidence that the watercraft, its equipment or its crew does not comply substantially with the requirements of relevant maritime laws or that the owners(s)/operator(s) not familiar with the essential shipboard procedures relating safety.

V. PROCEDURES:

The Recreational Safety Enforcement Inspector (RSEI), who is designated to conduct the proper implementation of Watercraft Inspection within their area of responsibility before such watercraft engages in recreational activity or boating operation shall:

1. Require the owner(s)/ operator(s) to submit accomplished ODSO (Form A) prior to the conduct of recreational activity or boating operation.
2. The conduct of safety inspection to all watercraft(s) as prescribed in the para VI.A. of Memorandum Circular Nr. 02-14. However, in case of the areas where there are frequent recreational activities (i.e. Boracay, Puerto Galera and the likes), the inspection may be conducted in the first instance of operation for the day and if there are clear grounds and unsafe practices observed during such activities.



3. Ensure that all possible efforts shall be made to avoid a watercraft being unduly delay^{ed} for boating operation.
4. Require registered owner(s)/ operator(s) to affix their signature in the Certificate of Orderly Inspection (Form C) upon completion of watercraft safety inspection.
5. Require the registered owner(s)/operator(s) to rectify the deficiency/(ies) and settle the corresponding fine/penalty.
6. Require the owner(s)/operator(s) of recreational watercraft to submit a authenticated copy of watercraft record of registration.
7. Be guided by the Watercraft Inspection Checklist (Form-D) provided in the annex of Memorandum Circular Nr. 02-14.
8. Issue EIAR (Form B) to the owner(s)/ operator(s) indicating the specific deficiencies recorded during the conduct of inspection.
9. In case of watercraft detention or denial to operate and or release, RSEI shall immediately render report to Coast Guard District/ Station and MSSC thru MSSU.
10. Be professional and courteous in the conduct of watercraft inspection.

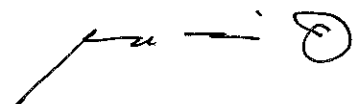
VI. RESPONSIBILITIES:

A. Coast Guard District Commander shall:

1. Ensure that the Station through the designated RSEI will undertake safety inspection of watercraft engaged in recreational activities within their area of responsibility.
2. Continue to review or advice appropriate measures for the efficient conduct of inspection taking into account of the activities of the watercraft within area of responsibility.
3. Inform immediately the National Headquarters, PCG (Thru radio message, INFO: CG-3/CG-8/COMCEN/CMSSC) regarding the detention or suspension to operate of watercraft.
4. Submit monthly report of watercraft safety inspection to the National Headquarters, PCG (Attn: CG-3/CG-8) and copy furnace CMSSC (Attn: MS-3/CRSEU) thru MSSU.
5. Ensure and maintain filing of records/ reports for monitoring purpose.
6. Monitor and supervise the strict implementation of MC 02-14 and this SOP.

B. Coast Guard Sub-Station Commander shall:

1. Designate RSEI to undertake safety inspection to all types of watercraft engaged in recreational activities within area of responsibility prior to departure or during boating operation.



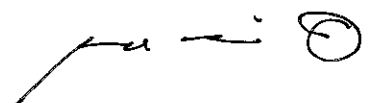
2. Ensure that the RSEI are qualified to evaluate the seaworthiness of watercraft.
3. Effectively control and supervise the proper conduct of inspection with due consideration for the promotion of safety of life at sea.
4. Designate sailing route within respective areas of responsibility where all watercraft can only navigate except during emergency situations.
5. Review and adjudicate within ten (10) working days upon receipt to determine the appropriate penalty to be imposed to the registered owner(s)/ operation(s) in accordance with the provision prescribe in para X of Memorandum Circular No.02-14.
6. Ensure that the proper coordination and information dissemination be made with other government agencies and with the owner(s)/ operation(s) regarding full implementation of MC 02-14.
7. Submit monthly report to the National Headquarters, PCG (Attn: CG-3/CG-8) and copy furnace CMSSC (Attn: MS-3/CRSEU) thru MSSU.
8. Received payment from violations, using Government official receipt, and deposit amount collected at the Landbank of the Philippines through PCG Trust Receipt Account Number 0012-2222-12.Likewise furnish copy of same the Coast Guard Finance Center on all payments received and deposited amounts.
9. Ensure and maintain filing of all inspection records/ reports for monitoring purposes.
10. Require owner/ operator to report boating incident/ to the nearest Station or Sub-station in compliance to the HPCG Memorandum Circular 06-69 Marine Protest) within 24 hours.
11. Ensure strict implementation of the MC 02-14 and this SOP at all times.

C. Maritime Safety Services Unit shall:

1. Monitor, supervise and assist in the conduct safety inspection to all types of watercraft engaged in recreational activities within area of responsibility.
2. Consolidate report from Districts and Stations re Inspections of recreational watercrafts.
3. Maintain and update records of all recreational watercrafts operating in the area of responsibility.

D. The Recreational Safety Enforcement shall:

1. Program appropriate guidelines and conduct of training through MSSTI to ensure systematic and safety inspection to be carried out.
2. Maintain and update records of all recreational watercrafts in the entire country.



3. Supervise and maintain records of Recreational Safety Enforcement Inspectors.
4. Maintain record of suspended recreational watercraft for monitoring purposes.
5. Monitor the status of all suspended watercraft and provide report/ updates to all concern.
6. Conduct system audit to ensure inspection procedures and reporting are being carried out effectively.

E. The Deputy Chief of Coast Guard Staff for Maritime Safety Services, CG-8 shall:

1. Review existing inspection regulations and procedures periodically and initiate reforms or amendments to fit in with the required standards.
2. Initiate printing and publication of appropriate Safety Inspection forms within security considerations.

VII. RESCISSION

This SOP rescinds all other publication contrary to the provision stated herein.

VIII. EFFECTIVITY

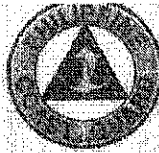
This SOP shall take effect upon approval.

Approved by:


GEORGE V URSABIA JR
ADM PCG
Commandant, Philippine Coast Guard

ANNEXES:

- A. Owner/Operator Declaration of Safe Operation (Form A)
- B. Enforcement Apprehension Inspection Report (Form B)
- C. Certificate of Orderly Inspection (Form C)
- D. Affidavit of Undertaking
- E. Notification of Detention of Watercraft
- F. Notice of Hearing
- G. Notification of Release of Watercraft



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

OWNER/OPERATOR DECLARATION OF SAFE OPERATION (ODSO)

REPUBLIC OF THE PHILIPPINES
Philippine Coast Guard
Station/Detachment

Watercraft Name: _____

Date: _____

For PCG Stamp
Cleared to depart
Not Cleared to depart

I, _____ Owner/Operator of _____ Beach resort/Watercraft at _____
after having been duly sworn to in accordance with law, do hereby depose
and state:

1. THAT my vessel is seaworthy in all respect to sail for _____ at _____ hrs.

2. That I have caused the verification and inspection on my ship and I hereby attest to the following findings:

YES NO N/A

- a) Completeness and validity of watercraft safety certificates and documents;
- b) Operator not under the influence of alcohol or prohibited drugs and fit to perform duties and responsibilities for the intended voyage;
- c) Passengers are with authorized limits, and properly documented;
- d) Prevailing weather conditions for intended voyage is safe and latest weather bulletin and advisory are available;
- e) Hull in excellent condition; and
- f) Attached documents are properly accomplished;

YES NO N/A

i. Passenger Main Manifest

1. That the watercraft has an authorized carrying capacity of _____ passengers and the total actual passengers on board are consisting of _____ adults, _____ Children and _____ infants, as per attached Passenger Main Manifest.

2. THAT I am permitted to carry the following items which are properly stowed and lashed throughout the voyage:

AFFIANT FURTHER SAYETH NONE.

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

(Owner/Operator)

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

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

Received:

Date: _____

Time: _____

(Signature over printed name)

Distribution: Original-PCG Copy Duplicate- Owner/Operator File

3.



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

ENFORCEMENT INSPECTION APPREHENSION REPORT (EIAR)

Name of Beach Resort/Recreational watercraft: _____

Owner/Operator: _____

Business Address: _____

Date of inspection: _____

Place of inspection: _____

Signature: _____

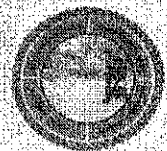
Deficiency	Remarks

PCG Unit: _____ Name and Signature: _____

(RSI Inspector)

Telephone/ CP Nr: _____

Telefax: _____



Philippine Coast Guard
HEADQUARTERS MARITIME SAFETY SERVICES COMMAND
RECREATIONAL SAFETY ENFORCEMENT UNIT
Cavite Buoy Base, Naval Base Heracleo Alano, Sangley Point
Cavite City

DATE

CERTIFICATE OF ORDERLY INSPECTION (COI)

THIS IS TO CERTIFY THAT the Recreational Safety Inspector (RSI) team of

with office address at _____

(Coast Guard Station/ Sub-Station)

contact Nr. _____ Inspection my resort at _____
(Location/ Port)

on _____
(Date)

The RSI 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 beach resort 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 Resort)

(Name and Signature of the Owner)

AFFIDAVIT OF UNDERTAKING

I, _____, _____ citizen of legal age and presently residing at _____ after having been duly sworn in accordance with the law, hereby depose and state that:

I am registered and lawful owner/operator of recreational watercraft and able to rectify my deficiency/ies from _____ to _____ described as follows:

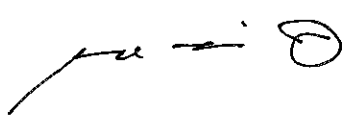
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

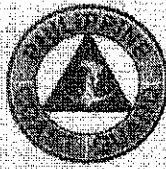
IN WITNESS WHEREOF, I hereunto set my hand this _____ day of _____, 2020 in _____, Philippines.

Affiant

SUBSCRIBE AND SWORN TO before me, this _____ day of _____, 2020 affiant exhibiting to me his/her _____ issued on _____ at _____, Philippines.

Doc No: _____
Page No.: _____
Book No: _____
Series of _____





PUNONGHIMPILAN TANODBAYBAYIN NG PILIPINAS
(HEADQUARTERS PHILIPPINE COAST GUARD)
139 25th Street, Port Area
1018 Manila

NOTIFICATION OF HEARING

Date _____

Beach Owner/Recreational Watercraft Owner/Operator

Address _____

Telephone number _____

E-mail _____

Dear _____

(Insert recreational watercraft's name)

The Philippine Coast Guard Recreational Safety Inspector (RSI) team has carried out inspection to the abovementioned recreational watercraft at _____ on _____
(Location) (Date)

The Beach Owner/Recreational Watercraft Owner/Operator hearing order 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/ Sub Station at _____
(Contact Number)

Very truly yours,

(Signature above Printed Name)

Station Commander / Sub Station Commander



PUNONGHIMPILAN TANODBAYBAYIN NG PILIPINAS
(HEADQUARTERS PHILIPPINE COAST GUARD)
139 25th Street, Port Area
1018 Manila

NOTIFICATION OF DETENTION OF RECREATIONAL WATERCRAFT

Date _____

MARINA/ PPA/ Recreational Watercraft Owner/Operator

Office Address _____

Fax no. _____

E-mail _____

Dear _____

(Insert Recreational Watercraft's name) – Detention of Recreational Watercraft

The Philippine Coast Guard Recreational Safety Enforcement Inspector (RSEI) team has carried out inspection to the abovementioned recreational watercraft at _____

on _____
(Date)

(Location)

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 Commander / Sub Station Commander