



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

06 February 2020

**NHQ-PCG/CG-14**

**STANDING OPERATING PROCEDURES**  
**NUMBER 01-20**

**GUIDELINES AND PROCEDURE ON VISIT, BOARD, SEARCH AND SEIZURE**  
**(VBSS)**

**I. AUTHORITY**

1. Republic Act 9993
2. Implementing Rules and Regulations of RA 9993

**II. REFERENCES:**

1. Philippine Coast Guard: Maritime Security and Law Enforcement Manual Series of 2011
2. Republic Act 8550 (Philippine Fisheries Code of 1998) as amended by Republic Act Nr. 10654 "An Act to Prevent, Deter, and Eliminate Illegal, Unreported and Unregulated Fishing"
3. Section 2205 and 2210 of RA 1937 (The Tariff and Custom Code)
4. Republic Act 9165 (Comprehensive Dangerous Drugs Act of 2002)
5. Republic Act 7161 (Revised Forestry Code of the Philippines)
6. Philippine Navy SOP Nr.01 dated 26 May 2008

**III. GENERAL:**

In the enforcement of Maritime Laws, PCG vessels conduct visit, board, search and seizure on suspected vessel/watercrafts to determine the compliance with said laws or effect apprehension for commission of maritime related offenses when necessary. In order for the activity to be conducted and executed properly and to avoid any casualty, unnecessary damage to person or property or undue cases of improper implementation of the procedure by the PCG personnel aboard its vessel as a whole, the detailed procedures prescribed herein are promulgated for the guidance and strict compliance of all concerned.

#### IV. PURPOSE:

This Standard Operating Procedure (SOP) is to prescribe the specific guidance and uniform procedure in conducting Visit, Board, Search and Seizure or VBSS of ships or watercraft.

#### V. DEFINITION OF TERMS:

1. **Apprehending Vessel** – Any ship/watercraft of the PCG including but not limited to BFAR-PCG vessels and other Law Enforcement Vessels manned and operated by PCG officers and personnel.
2. **Board Team (BT)** – Selected PCG personnel authorized to conduct VBSS on a certain specific period.
3. **Boarding Officer (BO)** – Directs the master of the vessel on tasks to be performed, examines the vessel's documents, direct the movement of the boarding team, controls the PCG Rigid Hull Inflatable Boats (RHIB), keeps the Commanding Officer (CO) apprehending vessel informed, and makes the critical decision of the operation on the suspect vessel.
4. **Assistant BO** – assist the BO, controls the security detail, supervises the boarding team and execute BT control as directed by the BO.
5. **Compliant Boarding** – Involves the calculated risk categories of boarding.
  - No Risk – Crew is cooperative
  - Low Risk – Crew is uncooperative but passive
  - High Risk – Crew is uncooperative and potential threat of hostility
6. **Conning Officer** - An officer on a vessel responsible for instructing the helmsman steering the course of navigation. While performing this duty, the officer is said to have the conn.
7. **Commanding Officer (CO)/Officer In-Charge (OIC)/Boat Captain (BC)** – An Officer or Non-Officer designated to command a PCG ship or craft.
8. **Hostile Ship/Craft** – A ship/watercraft is considered hostile when manifesting any of the following actions:

- a. Acts of resistance such as when it refuses to stop, conducts evasive maneuver when instructed or signaled to stop;
  - b. Increases speed or deliberately maneuvers toward any PCG or PCG - manned vessel or to a position where there is an unmistakable intention to ram or hit the PCG or PCG - manned vessel;
  - c. Fires any type of lethal or deadly weapon at the any PCG or PCG – manned vessel and the personnel onboard;
  - d. Fits the description of a hostile ship/watercraft;
  - e. The crew of the ship/watercraft shows antagonism towards the member of the PCG boarding team and attempt to resist or fight back.
- 9. Non-Compliant Boarding** – Acts where authorized PCG personnel examine a vessel's cargo in search for drugs, weapons, passengers which are unrecorded on its manifest, or violations of existing maritime law and compliance, or any other type of contraband that could possibly have been carried aboard and any suspicious vessels that have been overfishing on Philippine territorial waters.
- 10. Non-Hostile Ship/Craft** – Any vessel willing to be subjected to boarding inspection when instructed or signaled by PCG vessel and the crew and/or passengers readily respond and cooperate with the boarding officers during the course of inspection.
- 11. Suspected Vessel or Vessel-of-Interest (SV/VOI)** – Any ship or watercraft subject to this VBSS procedure by PCG or PCG-manned vessel.

## **VI. PROCEDURES:**

### **1. Interception of Seaborne Contact**

- a) In the event of seaborne contact is acquired through visual, audio, electronic or any other means, identity of the suspected vessel must be established. The Conning Officer or Officer of the Watch (OOW) shall make an initial assessment of whether the contact is hostile or non-hostile and determine if VBSS be conducted. In general, in any contact that is presumed hostile, the following observation must be applied:
  - Vessel Location and activity
  - Type of Vessel, Speed and Ensign that it carries
  - People or personnel on board
  - Condition and gear of vessel
  - Reaction to your presence

- Unusual hull markings

- b) In the case that VBSS is not warranted the PCG or PCG-manned vessel shall continue monitoring the movements of the contact until there is determination to cease monitoring said vessel;
- c) In the case is VBSS is warranted, the apprehending vessel shall immediately set course to intercept the contact taking into account the prevailing sea and weather conditions as well as the course and speed of the suspected vessel. The apprehending vessel shall then communicate with the suspected vessel through all available radio and telecommunications equipment in addition to flag and light signals if appropriate. Furthermore, the siren should be sounded to signify the apprehending vessel's intention to approach the contact;
- d) If communication established, apprehending vessel shall obtain all information about the suspected vessel and crew including but not limited to the following;
  - i. Ship's/Watercraft's name
  - ii. Country registration
  - iii. Name of Captain/Chief Mate
  - iv. Number of crew/passengers aboard
  - v. Port of origin/call/final destination
- e) In the event that the suspected vessel flees, ignores the signal of or refuses to communicate with the apprehending vessel, the latter shall endeavor to intercept the former under the given circumstances while maintaining safety of the vessel and her crew. At this point, the CO/OIC/BC of the apprehending vessel shall report the on-going pursuit operation to operational control, District Commander or NHPCG CG Command Center for possible reinforcement and instruction. The apprehending vessel shall continue using all available means to communicate with the contact all throughout the maneuver. Firing of warning shot on the bow side of the vessel should be the last resort in accordance with existing protocols particularly the Rules on Use of Force.
- f) If the suspected vessel continues to navigate despite the reasonable means employed by the apprehending vessel, the latter can pursue to former up to the high seas. However, once the suspected vessel enters the territorial sea of its own state or of a third state, the apprehending vessel shall cease pursuing the suspected vessel. The apprehending team shall record the following;
  - i. Coordinates of Hot pursuit
  - ii. Bow number and any markings of the vessel
  - iii. Pictures

## 2. Approaching the Suspected Vessel

- a) The crew of the apprehending vessel, particularly those exposed at the weather deck, shall take precautionary measures while approaching the suspected vessel using all available safety equipment such as but not limited to armor, helmets, and bulletproof vests. Those detailed as member of boarding team and those tasked to provide security shall be under arms while onboard and proficient to fire in the general direction of the suspected vessel, if firing is necessary;
- b) The CO/OOW shall maneuver the vessel around the suspected vessel maintaining the safe distance to visually inspect the latter and assess the threat that it might pose. Lookouts shall determine the number of crew/passengers above decks and presence of firearms. Based on information, the CO/OIC/BC of the apprehending vessel shall determine whether to conduct VBSS or not;
- c) The apprehending vessel shall communicate with the suspected vessel using voice radio, loud hailer or megaphone and inform the latter about the apprehending vessel's identity and intention to board. The Conning Office/Officer of the Watch shall instruct the Captain/Chief Mate to stop the engines of the suspected vessel and order all its crew and passengers to proceed and assemble at the bow/forecastle or at any other place where they could best be seen;
- d) Prior to the final approach to the suspected vessel, the members of Boarding Team shall make sure that: all members are accounted for; each member is properly equipped safety gears (helmet, bullet proof vest, night vision goggles as appropriate) and their assigned provisions; and each member know his/her role and responsibilities during the VBSS. The Boarding Team shall be composed the following:

Designation	Rank	Responsibilities	Provision
Team Leader	Officer	Inspect documents, render continuous report to apprehending vessel	Side arm, handheld radio, cellular phone
Assistant Team Leader	Non-Officer ( <i>must be graduate of Para-Legal Course</i> )	Preparing the case folder needed during the filing of criminal charge either during inquest proceedings or preliminary investigation proceedings,	Side arm, cellular phone, boarding documents/pen

		Inspect document, accomplish forms	
Compartment Inspector	Non-Officer	Inspect compartments, take photos/videos	Rifle, camera (video)
Compartment Inspector	Non-Officer	Inspect compartments	Rifle, flash light
Security Detail	Non-Officer	Guard crew/passengers	Rifle, flash light
Security Detail	Non-Officer	Guard crew/passenger	Rifle, flash light
<b>Note:</b> The actual number of members may vary depending on the size of the apprehending vessel and her available personnel. Additional members may be added in Category 2 & 3 vessels, while in small craft it may only be composed 2 or 3 members.			

- e) The boarding officer should identify himself and explain the purpose of the boarding, taking time to ensure that the purpose is clearly understood, the conduct is explained to the crew during this process and that he is in control. If this is a compliance inspection or a visit to determine nationality, the intensity of the search and consequently the "tone" of the boarding will be differently that of one in which there is a high degree of expectation that a violation of law has already occurred.
- f) Only after determining that the suspected vessel no longer poses any threat, shall the latter commence the final approach to the former. The general rule is that the smaller vessel should come alongside the bigger one subject to discretion of the CO/OOW/BC. If practicable, rubber boats/rigid hull inflatable boats (RHIB) shall be launched with the boarding team on board. The Boarding Team shall bring the boat alongside the suspected vessel and conduct the VBSS. Mooring lines must be tied to the suspected vessel in a manner as to provide for immediate breakaway if the needed arises. The Boarding Team shall maintain contact with the apprehending vessel using voice radio and/or mobiles phones. The apprehending vessel shall only come alongside the suspected vessel or order the latter to come alongside if rubber boats/RHIB are not available or their launching is not practical under the circumstances, and no damage to persons and property is likely to result;
- g) When boarding and searching multiple suspected vessels, the boarding team shall board and search each suspected vessel one at a time never allowing other ships/watercraft to come alongside the apprehending vessel or the suspected vessel being boarded.

### 3. VBSS Proper

- a) Once onboard members of the Boarding Team at all-time provide for security cover of each other during the process. The Team Leader shall instruct the Captain/Chief Mate of the suspected vessel to identify himself/herself and present all relevant information of the ship. The other members shall systematically distribute themselves throughout the vessel in teams of two;
- b) During the inspection of the vessel, the two (2) members of the Team shall conduct the inspection to the following ship data;
  - Master/Crew ID
  - Master's Credential
  - Vessel Documents
  - Cargo Documents
  - Ship Agent Information
  - Navigational Data
  - Condition of Cargo
  - Configuration
  - Suspicious Indicators
  - Admin Compliance
- c) At least two (2) members of the Team shall post as guard to secure and inspect the assembled crew/passengers at the forecastle or designated place.
- d) At least (2) members of the Team shall conduct the search of the suspected vessel's compartments accompanied by the Captain/Chief Mate or another designated crew in accordance with existing provisions of law. The search must be thorough and systematic, including to follow decks through bulkheads, working from stem to stern, mast to keel. Void spaces especially should be entered by one person at a time, and if necessary, the detailed procedure should follow prior entering enclosed spaces (*see Annex n*);
- e) Three major areas the search will cover are: The Crew's mess, the Deck area and Engine Room.
- f) The Boarding Team Leader will render through radio or mobile phone continues reports on the progress of the VBSS to his/her CO/OOW/BC aboard the apprehending vessel.
- g) Photos and Videos on the suspected vessel, its crew/passengers and cargoes/contrabands must be taken by members of the Boarding Team for evidence collection.

#### **4. Conduct of PCG Personnel during VBSS**

- a) The Officers and Non-Officer of the apprehending vessel must be in complete uniform, authorized Battle Dress Attire (BDU) and shall conduct professionalism and proper decorum;
- b) Utmost courtesy must be accorded to the crew and passengers of the suspected vessel with particular attention to the safety and well being specially the elderly, women and children.
- c) The crew of the apprehending vessel including the members of the Boarding Team shall remain alert and attentive all throughout the conduct of VBSS. Members of the Boarding Team shall ensure that their firearms are secured and ready. Engines and navigational equipment must be kept running allowing the vessel to pull-out at any time as necessary.

#### **5. Disposition of Suspected Vessel and Its Personnel**

- a) If after inspection all papers appear to be in order and no violations are noted, apprehending vessel shall issue a Boarding Certificate to the suspected vessel and allow the latter to resume its voyage and that all inspected documents are properly returned to and received by the Captain/Chief Mate.
- b) In the event that violations are noted, the apprehending vessel shall initiate apprehension of the suspected vessel and seizure of its cargo. The Boarding Team shall read the Right of Appraisal Statement (*see Annex e*), accomplish an Inspection/Apprehension Report (IAR) and issue a copy of the same to the Captain/Chief Mate of the apprehended vessel. The apprehending vessel shall retain possession of all inspected documents until their turn-over to proper authorities. The CO/OIC/BC shall immediately report this development to the District Commander to received further advice/instruction.
- c) A prize crew or the selected members of a ship chosen to take over the operations of a captured ship shall board the apprehended vessel. The apprehending vessel shall then tow or escort the apprehended vessel to the nearest PCG station/port. If it not practicable and with clearance from the District/Station Commander, the vessel may be brought to another port upon coordination with ports authority.
- d) During the course of towing or escorting the apprehended vessel and if the circumstances allow, the Assistant Team Leader shall prepare the necessary documents, including but not limited to the following; Endorsement or Referral Letter addressed to the Prosecutor (*see Annex*



a), Complaint-Affidavit, Affidavit of Arresting Officer, Affidavit of Seizing/Confiscating Officer (see Annex b), Affidavit of Witnesses (see Annex c), Mission Order, Certificate of Good Boarding Conduct (see Annex d), Right of Appraisal Statement (see Annex e), Inventory/Receipt of Seized property (see Annex f), Photos of confiscated properties and apprehended person, Affidavit of Photographer (see Annex g), Request for Laboratory Examination of confiscated property for drugs, fish, logs and explosive (see Annex h), Request for Medical/Physical Examination (see Annex i), Inspection / Apprehension Report (see Annex j), and other documentary evidence in accordance with existing international maritime laws, treaties, agreements, national laws and existing jurisprudents.

- e) The apprehending vessels shall retain a copy of all documents, photos and video in connection with just concluded VBSS for file and future reference prior to filing of cases or imposition of penalties. An inventory of cargoes/contrabands and receipt shall be jointly signed by the **Seizing Officer/Apprehending Officer**, Captain/Chief Mate of the apprehended vessel.
- f) In cases where it is deemed necessary to physically turn over the vessel and its crew to other government agencies, the PCG shall retain copies of all records, subject the crew to a pre-turn over medical examination by government accredited physicians and document the transfer in writing. Under no circumstances that constructive turnover shall be allowed.

## VII. RESPONSIBILITIES:

1. **Commander, Surface Support Force** – shall monitor and responsible for the implementation of this SOP to all PCG vessel.
2. **District Commander** – shall see to it that all PCG Vessel in the Area of Responsibility (AOR) shall strictly observe to this SOP and shall also be responsible for the proper monitoring and continues evaluation of the effectiveness of the SOP. In case of detention, shall immediately inform CPCG (Attn: CG-14/CGCOMCEN).
3. **Commanding Officers/Officer-In-Charge/Boat Captains of PCG Vessel** – shall be responsible for the implementation of this SOP under their individual command.
4. **DCCGS for Maritime Security Service, CG-14** - Shall transmit inspection report and information on measures taken after VBSS to the apprehended vessel and consolidate all reports and records on file for future reference.

5. The Director, Coast Guard Command Center (D, CG COMCEN) shall monitor the status of the apprehended vessel until it is released, as the case may be.

### VIII. RESCISSION

All policies and instruction in conflict with this SOP not in violation of PCG mandates are hereby rescinded.

### IX. EFFECTIVITY

This SOP shall take effect immediately upon approval and publication.

**BY COMMAND OF ADMIRAL GARCIA:**

**OFFICIAL:**

  
**LIEZEL B. BAUTISTA**  
**CDR PCG**  
Coast Guard Adjutant

**JOSE WILLIAM U ISAGA**  
**COMMO PCG**  
Chief of Coast Guard Staff

- ANNEXES:**
- A. Referral Letter
  - B. Joint Affidavit of Arrest
  - C. Affidavit of Witness
  - D. Boarding Certificate
  - E. Rights of Appraisal Statement
  - F. Receipt and Inventory of Seized Explosives, Noxious or Poisonous Substances
  - F. Receipt and Inventory of Illegal Drugs and Controlled Precursors and Essential Chemicals
  - G. Affidavit of Photographer
  - H. Request for Laboratory Examination of Illegal Drugs and Controlled Precursors and Essential Chemicals
  - H. Request for Laboratory Examination of Explosives, Noxious or Poisonous Substances
  - I. Medical Request
  - J. Inspection/Apprehension Report
  - K. Receipt and Inventory of Other Seized Items
  - L. Receipt of Seized Cargo/Tanker/Fishing Vessel
  - M. Certificate of Discharge of Crew(s)
  - N. Procedure Before Entering Void/Enclosed Spaces
  - O. Flow of chart of Boarding Operation and Booking of Arrested Person

PHILIPPINE COAST GUARD

(Name of Vessel)

(Address)

**REFERRAL LETTER**

Date

\_\_\_\_\_  
The Chief State Prosecutor  
Department of Justice  
Manila

\_\_\_\_\_  
The Provincial Prosecutor  
Department of Justice  
Province of \_\_\_\_\_

\_\_\_\_\_  
The City Prosecutor  
Department of Justice  
City of \_\_\_\_\_

Dear Sir/Madam:

May I have the honor to refer herewith the case of \_\_\_\_\_ (cite violation)  
For your evaluation and proper disposition, wherein the persons being accused are:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

Complainants:

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

Witnesses:

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

Pieces of Evidence:

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Facts of the Case:

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Very truly yours,

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(Signature over Printed Name)  
Apprehending Officer/ Team Leader

*Ar*

Republic of the Philippines )

\_\_\_\_\_ )

s.s. X-----X

JOINT AFFIDAVIT OF ARREST

We, the UNDERSIGNED Arresting Officers, both members of the Philippine Coast Guard, presently assigned at the \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, do hereby depose and state THAT:

01. We are among the members of the Boarding Team who conducted boarding operations at Name of Vessel with coordinates Lat: \_\_\_\_\_, Long: \_\_\_\_\_ at vicinity waters off: \_\_\_\_\_ location \_\_\_\_\_;

02. Said operation stemmed from the reports that \_\_\_\_\_ for violation of \_\_\_\_\_;

03. On the report dated \_\_\_\_\_, (state the act and the crime committed).

04. Upon receipt of report, our office planned a maritime law enforcement (MARLEN) operation against the suspect vessel. At about \_\_\_\_\_ of \_\_\_\_\_, the undersigned aboard at the Name of PCG Vessel \_\_\_\_\_ and proceed to area located at \_\_\_\_\_, to conduct MARLEN operation;

05. Upon arrival thereat, \_\_\_\_\_ state the fact of the events \_\_\_\_\_;

06. Seized and recovered in the possession and control of the arrested person were the following, to wit:

- a.)
- b.)
- c.)

07. Suspect together with the seized and recovered evidence was brought to the \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ for booking and proper disposition. Likewise, the arrested person was apprised of their rights as provided for under the Constitution of the Philippines.

08. The report of the PNP Crime Laboratory Group Physical Identification Report No. \_\_\_\_\_ dated \_\_\_\_\_, revealed that suspect \_\_\_\_\_ was \_\_\_\_\_

ANNEX B

We executed this joint affidavit to attest the truthfulness of the foregoing facts and to support the filing of Criminal Cases against \_\_\_\_\_ for violations of \_\_\_\_\_.

AFFIANTS SAYETH NAUGHT.

IN WITNESS WHEREOF, we hereunto affixed our signature this \_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
Affiant

Affiant

SUBSCRIBED AND SWORN to before me this \_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, I HEREBY CERTIFY that I have personally examined the herein affiants and I am satisfied that they voluntarily executed and understood their given affidavit.

\_\_\_\_\_  
Administering Officer



Republic of the Philippines )

\_\_\_\_\_ )

s.s. X- -----X

**AFFIDAVIT OF WITNESS**

I, \_\_\_\_\_, age, civil status, resident of \_\_\_\_\_, after having sworn in accordance with law, do hereby depose and state THAT:

01. I was present and personally saw that accused, \_\_\_\_\_, committed the crime of \_\_\_\_\_;

02. (State other circumstances and the relation either to the victim or accused or both);

\_\_\_\_\_

03. (State the details of the acts committed by the accused against the victim.

\_\_\_\_\_

04. (State the acts done by the witness and the reason thereof);

\_\_\_\_\_

I executed this affidavit to attest the truthfulness of the foregoing facts and to support the filing of Criminal Cases against \_\_\_\_\_ for violations of \_\_\_\_\_.

**AFFIANTS SAYETH NAUGHT**

IN WITNESS WHEREOF, I hereunto affixed my signature this \_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_,

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN to before me this \_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, I HEREBY CERTIFY that I have personally examined the herein affiants and I am satisfied that they voluntarily executed and understood their given affidavit.

\_\_\_\_\_  
Notary Public

PHILIPPINE COAST GUARD

\_\_\_\_\_  
Name of Vessel  
\_\_\_\_\_

BOARDING CERTIFICATE

\_\_\_\_\_  
Date

TO WHOM IT MAY CONCERN:

**THIS IS TO CERTIFY** that on the above-mentioned date, the Boarding Party of Philippine Coast Guard under the command of (name, rank, position) has boarded my boat/vessel at the vicinity of (state location and jurisdiction) to conduct inspections.

That the inspection aboard the vessel was conducted in accordance with existing provisions of law and orderly manner without the necessary use of force upon our person(s) and property;

That after the inspection, they disembarked the vessel without taking any of personal property not subjected to search and seizure, neither was there anything taken without proper inventory and issuance of receipt;

That this statement was executed with consent, freely and voluntarily made without the use of force, threat or intimidation.

That before signing this statement, the contents hereof have been translated to me and I have understood the same.

\_\_\_\_\_  
(Master/Patron)

Name of Vessel: \_\_\_\_\_  
Name of Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Gross Tonnage: \_\_\_\_\_ Net Tonnage: \_\_\_\_\_

WITNESSES:

INSPECTING OFFICER

Remarks:  
\_\_\_\_\_  
\_\_\_\_\_

Note: *Inspection is a matter of routine and for the protection of life and Property at Sea and the enforcement of Philippine Laws, Rules and Regulations promulgated hereunder.*



Republic of the Philippines )  
\_\_\_\_\_, \_\_\_\_\_ )  
S.S. X-----X

**RIGHTS OF APPRAISAL STATEMENT**

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

\_\_\_\_\_  
Time:

THIS IS A DECLARATION that the undersigned were read and made to understand of their rights under custodial investigation as follows:

1. The Right to remain silent and that anything we say can and will be used against me in a Court of Law;
2. The Right to counsel of our own choice;
3. The Right to be provided an independent counsel by the State if we cannot afford one;
4. The Right to be informed of these rights.

We further certify that this statement was made freely and voluntarily without the use of force, threat or intimidation upon us and that before we signed this statement, the contents hereof were explained to us in a language or dialect understood by us and we have understood the same.

\_\_\_\_\_  
(Signature Over Printed Name)  
Captain/Chief Mate of Vessel

Crew members/Passenger(s): (Signature over printed name)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PHILIPPINE COAST GUARD

(Name of Vessel)  
(Address)

RECEIPT AND INVENTORY OF SEIZED EXPLOSIVES, NOXIOUS OR POISONOUS  
SUBSTANCES

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

\_\_\_\_\_  
Time:

Received the following items in the possession of \_\_\_\_\_  
Owner/ Possessor/ Person-In-Charge  
at \_\_\_\_\_  
(Place, Date and Time)

Description of Each Items/ Articles On Board:

ITEMS/ARTICLES	QUANTITY	UNIT	DESCRIPTION
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
(Signature Over Printed Name)  
Boarding Officer/Team Leader

WITNESSES:  
  
\_\_\_\_\_  
\_\_\_\_\_

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AFFIDAVIT OF PHOTOGRAPHER

I, \_\_\_\_\_ of legal age, single/married, Filipino and currently residing at \_\_\_\_\_, Barangay \_\_\_\_\_, \_\_\_\_\_ City, Philippines, under oath, hereby depose and state:

That I am a member of the **Boarding Team** of \_\_\_\_\_ (name of PCG vessel) at the \_\_\_\_\_ (PCG Units) \_\_\_\_\_ which was tasked to conduct boarding and inspection to \_\_\_\_\_ (name of suspected vessel) \_\_\_\_\_ of the provisions of the **Philippine Coast Guard Law of 2009**, otherwise known as RA 9993;

That one of my duties and responsibilities as a member of said *Team* is to take pictures of the site and other relevant proofs of commission of violations needed for the establishment of **prima facie** evidence of culpability against offender/s;

Facts of the events;

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

to describe that:

- i) \_\_\_\_\_ (Annex" \_\_\_\_");
- ii) \_\_\_\_\_ (Annex" \_\_\_\_");
- iii) \_\_\_\_\_ (Annex" \_\_\_\_");
- iv) \_\_\_\_\_ (Annex" \_\_\_\_");
- v) \_\_\_\_\_ (Annex" \_\_\_\_");
- vi) \_\_\_\_\_ (Annex" \_\_\_\_");

That for the purpose of gathering evidences, I used a \_\_\_\_\_ digital camera at a distance of approximately \_\_\_\_\_ feet from the subjects for Annex/es \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ & \_\_\_\_\_;

That Captain, Chief Mate, or Chief, Engineer \_\_\_\_\_ (name) \_\_\_\_\_ was present at the time of the boarding and inspection to witness the violations of said provisions of the (indicate the particular law);

That I am executing this affidavit to attest to the veracity of the foregoing for the purpose of establishing **prima facie evidence** of culpability against the aforementioned respondent/s and for whatever purpose this may serve;

THAT AFFIANT FUTHER SAYETH NAUGHT

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_,  
202\_\_\_\_, in the City of \_\_\_\_\_ (place) \_\_\_\_\_, Philippines.

\_\_\_\_\_  
*Affiant*

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of  
\_\_\_\_ 202\_\_\_\_, in the City of \_\_\_\_\_, Philippines, affiant showing his/her  
\_\_\_\_ ID No. \_\_\_\_\_ issued on  
\_\_\_\_ at \_\_\_\_\_ City.

\_\_\_\_\_  
Administering Officer

*B21*



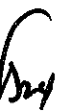


Thank you.

Very truly yours,

---

(Signature over Printed Name)  
**Apprehending Officer/ Team Leader**

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to be a single name.



PHILIPPINE COAST GUARD

(Name of Vessel)

(Address)

MEDICAL REQUEST

Date \_\_\_\_\_

The Medical Director

\_\_\_\_\_  
(Name of Hospital)

\_\_\_\_\_  
(Address)

Sir/Madam;

The undersigned respectfully request that the Medical Examination be conducted on the person of;

Name : \_\_\_\_\_  
Age : \_\_\_\_\_  
Address : \_\_\_\_\_  
Birth date : \_\_\_\_\_  
Birth Place : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Civil Status : \_\_\_\_\_  
Offense Committed : \_\_\_\_\_  
Date of Occurrence : \_\_\_\_\_  
Time of Occurrence : \_\_\_\_\_  
Place of Occurrence: \_\_\_\_\_  
Arresting officer : \_\_\_\_\_

Further request that result of said examination be furnished to this office for our reference.

Anticipating your cooperation and assistance in the interest of justice;

\_\_\_\_\_  
(Signature over Printed Name)  
**Assistant Boarding Officer/ Team Leader**



Date/ Time of Examination :

Diagnosis :

Period of Hearing :

\_\_\_\_\_  
Attending physician

\_\_\_\_\_  
License no.



PHILIPPINE COAST GUARD

(Name of Vessel)  
(Address)

INSPECTION / APPREHENSION REPORT

Date

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

Sir:

Hereunder is the report on the apprehension made by the team:

Owner/Operator/Master: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Vessel: \_\_\_\_\_ Voyage Nr.: \_\_\_\_\_  
Kind of License: \_\_\_\_\_ Nr.: \_\_\_\_\_ Issued on: \_\_\_\_\_  
Issued at: \_\_\_\_\_ Expired on: \_\_\_\_\_  
Kind of Special Permit (Cargoes): \_\_\_\_\_ Issued on: \_\_\_\_\_  
Issued at: \_\_\_\_\_  
Authorized Regular Capacity: \_\_\_\_\_ Option if any: \_\_\_\_\_  
Actual Passenger(s) on Board: \_\_\_\_\_ Officer: \_\_\_\_\_ Crew: \_\_\_\_\_  
Gross Tonnage: \_\_\_\_\_ Net Tonnage: \_\_\_\_\_  
Last Port of call: \_\_\_\_\_ Date/Time/Departure: \_\_\_\_\_  
Next Port of call: \_\_\_\_\_ ETA: \_\_\_\_\_  
Final Destination: \_\_\_\_\_ ETA: \_\_\_\_\_

VIOLATION(S)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

Paper/Documents/Articles Confiscated:

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

Place, Date and Time of Inspected:

\_\_\_\_\_

Inspecting Officer/Non-officer

Captain/Chief Mate

Remarks:

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(Signature Over Printed Name)  
**Boarding Officer/Team Leader**

WITNESS (ES):

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PHILIPPINE COAST GUARD

(Name of Vessel)  
(Address)

RECEIPT OF SEIZED CARGO/TANKER/FISHING VESSEL

Place of Issuance

Date:

Received from \_\_\_\_\_ for impoundment the cargo/tanker  
*Owner/ Possessor/ Person-In-Charge*

Apprehended Vessel herein described:

Operator/Owner: \_\_\_\_\_

Name of Vessel: \_\_\_\_\_

For violation of: \_\_\_\_\_

Reason(s) for Impoundment:

- \_\_\_\_\_ possession of illegally caught fish/fishery product
- \_\_\_\_\_ possession of explosives, noxious or poisonous substances
- \_\_\_\_\_ possession of illegal cut of lumber/woods
- \_\_\_\_\_ possession of illegal drugs
- \_\_\_\_\_ Other (specify) \_\_\_\_\_

\_\_\_\_\_  
(Signature Over Printed Name)  
**Apprehending Officer/Team Leader**

WITNESSES:

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



## PROCEDURE BEFORE ENTERING VOID/ENCLOSED SPACES

### Enclosed Spaces Precautions Before Entering an Enclosed Space.

- A competent person should make an assessment of the space.
- A risk assessment should be carried out.
- The atmosphere of the space should be tested.
- Where possible the space should be ventilated for at least 24 hours prior to entry
- Access to and within the space should be adequate and well illuminated.
- No source of ignition should be present.
- Rescue and resuscitation equipment should be made available at the entrance.
- The number of persons entering the space should be limited to those who actually need to inspect in the space.
- A rescue harness should be worn by every person entering the space.
- At least one person should be detailed to standby at the entrance to the space.
- An agreed and tested means of communication should be in place.
- The Commanding, Officer or OOW of apprehending vessel should be informed.



**ANNEX O**

**FLOW OF CHART of BOARDING OPERATION and BOOKING OF ARRESTED PERSON**

