



TANGGAPAN NG KOMANDANTE
(OFFICE OF THE COMMANDANT)
PAMBANSANG HIMPILAN TANOD BAYBAYIN NG PILIPINAS
(NATIONAL HEADQUARTERS PHILIPPINE COAST GUARD)
139 25th Street, Port Area
Manila

30 October 2020

NHPCG/CG-8

MEMORANDUM-CIRCULAR
NUMBER.....03-20

PORT STATE CONTROL

I. AUTHORITY:

Republic Act (RA) 9993 (Philippine Coast Guard Law)

II. REFERENCES:

- A. International Convention for the Safety of Life at Sea (SOLAS), 1974, as amended (prot 78 and 88)
- B. International Convention on Load Lines, 1966, as amended
- C. International Convention for the Prevention of Pollution from Ships (MARPOL), 1973, as amended
- D. International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), 1978, as amended (prot 88)
- E. International Convention on Tonnage Measurement of Ships, 1969
- F. Convention on International Regulations for the Prevention of Collision at Sea (COLREGS), 1972
- G. Maritime Labour Convention (MLC) 2006
- H. International Convention for the Control and Management of Ships' Ballast Water and Sediments (*BWM Convention*) 2004
- I. International Convention of Civil Liability for Oil Pollution (CIC), 1992
- J. International Convention on the Control of Harmful Anti-fouling Systems in Ships (*AFS Convention*) 2001
- K. Code of Good Practice for Port State Control Officers Conducting Inspections within the Framework of the Regional Memoranda of Understanding and Agreement on Port State Control (MSC-MEPC. 4/ Circ.2)
- L. Memorandum of Understanding (MOU) on Port State Control (PSC) in the Asia-Pacific Region dated 01 December 1993
- M. Asia-Pacific Region Port State Control Manual Published by the Tokyo MOU Secretariat
- N. IMO Resolution A.1119(30) "Procedures for Port State Control"

III. **SCOPE:**

This Memorandum-Circular applies to all foreign-flagged vessels engaged in the international trade calling at any port of the Republic of the Philippines.

IV. **OBJECTIVES:**

- A. To rationalize, harmonize, and ensure a more effective implementation of PSC in the country.
- B. To strengthen the enforcement of PSC function by infusing into the procedures recent PSC developments and innovations adopted by the Tokyo MOU on PSC in the Asia-Pacific region.

V. **PURPOSES:**

- A. This Memorandum-Circular establishes a uniform implementation of the Convention standards on foreign-flagged vessels calling at any port of the Republic of the Philippines as stipulated in the following relevant instruments:
 - 1. Resolution A.1119(30) adopted by the IMO Assembly on 06 December 2017, as amended;
 - 2. Asia-Pacific Region PSC Manual published by the Tokyo MOU Secretariat; and
 - 3. Other existing international and national laws, rules, and regulations pertaining to safety of life at sea, prevention of pollution of the marine environment, minimum standards regarding shipboard conditions of employment and living arrangements, social and labor conditions (to include hours of work), and minimum safe manning of ships and competency of seafarers.
- B. In reference to the relevant instruments, it likewise prescribes the minimum qualification of Port State Control Officers as equivalent to the required qualification by stipulated in IMO Resolution A.1119(30).

VI. **EXCEPTIONS:**

This Memorandum-Circular does not apply to the following:

- A. Ships of war, troopships, and Government vessels not engaged in trade
- B. Ships not propelled by mechanical means
- C. Wooden ships of primitive build
- D. Pleasure yachts not engaged in trade
- E. Fishing vessels

VII. **DEFINITION OF TERMS:**

- A. **Asia-Pacific Computerized Information System (APCIS).** A system established for the purpose of exchanging information on Port State inspections, in order to:
 - 1. Make available to Authorities information on inspections of ships in other regional ports to assist them in their selection of foreign

- flag ships to be inspected and their exercise of Port State control on selected ships.
2. Provide effective information exchange facilities regarding Port State Control in the region.
 - 3.
- B. Authority.** The Agency duly empowered by the Port State to enforce and implement PSC functions. In the Philippines, the Philippine Coast Guard is the PSC Authority.
- C. Clear grounds.** Evidence that the ship, its equipment or its crew do not correspond substantially with the requirements of the relevant Conventions or that the Master or crew are not familiar with essential shipboard procedures relating to the safety of ships or the prevention of pollution.
- D. Deficiency.** A condition found not to be in compliance with the requirements of the relevant Convention or Code.
- E. Detention.** Intervention taken by the port State when the condition of the ship or its crew does not correspond substantially with the applicable Conventions or Codes to ensure that the ship will not sail until it can proceed to sea without presenting a danger to the ship or persons on board, or without presenting an unreasonable threat or harm to the marine environment.
- F. 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.
- G. Party.** A State that has adopted a Convention through ratification or accession; hence, the provisions of that Convention are applicable to ships carrying the flag of that State.
- H. Port State.** The State whose port or offshore installation is visited by a ship flying the flag of another State for the purpose of trade.
- I. Port State Control (PSC).** Measure adopted by a Port State to ensure that foreign-flag vessels visiting its ports possess the relevant certificates and documents required by the Conventions and that the crew and the overall condition of the ship, its equipment, machinery spaces and accommodation, and hygienic conditions on board, meets the provisions of the relevant instruments.
- J. Port State Control Officer (PSCO).** A PCG officer or non-officer duly authorized by the Commander, MSSC to conduct PSC inspection after being assessed and recommended by the Commander, National Port State Control Service (NPSCS). PSCOs are further classified in accordance to their degree of competency regardless of PCG rank:
1. **Apprentice PSCO.** Coast Guard personnel that completed the Basic Training Course carried-out by National Port State Control Service (NPSCS) or the General Training Course conducted by Tokyo MOU;
 2. **Junior PSCO.** PSC Officer that has completed the Expert Mission Training Course and Specialized Training Course carried-out by Tokyo

MOU and National Port State Control Service (NPSCS) and has passed the written and oral examination, and performance evaluation administered by National Port State Control Service (NPSCS); and

3. **Senior PSCO.** A well experienced PSC Officer that has passed the written and oral examination, and performance evaluation administered by National Port State Control Service (NPSCS) and can be entrusted responsibilities as Commander of PSC Center or Division.

- K. Recognized Organization.** An organization that meets the relevant conditions set forth by IMO Resolution A.739(18) duly authorized by a flag State Administration through delegation to provide the necessary statutory services and certification to ships entitled to fly the flag of the Administration.
- L. Stoppage of an operation.** Formal prohibition against a ship to continue an operation due to an identified deficiency(ies), which, singly or together, render the continuation of such operation hazardous.
- M. Substandard ship.** A ship whose hull, machinery, equipment, or operational safety is substantially below the standards required by the relevant Convention or whose crew is not in conformance with the safe manning document; and if the ship has been detained three (3) times within 12 months.
- N. Valid certificate.** A certificate that has been issued directly by a Party to a relevant Convention or on its behalf by a recognized organization after survey to a ship, which satisfies the requirements of the relevant Conventions governing its construction and operation.
- O. Virtual National Center (VNC) Philippines.** Repository of PSC reports submitted by PCG PSC units, which is activated in the Asia-Pacific Computerized Information System (APCIS) database. Only PCG units can access this with strict observance of login name and password confidentiality.
- P. Vessel Safety Inspector (VSI).** A PCG personnel who was already assigned at Coast Guard District/Station/Sub-Station and has performed vessel safety inspection duties for domestic vessels such as the conduct of Pre-Departure Inspection, Emergency Readiness Inspection and Vessel Safety Enforcement Inspection.

VIII. GENERAL PROVISIONS:

- A.** RA 9993 vested the PCG with the authority to conduct vessel inspections including all foreign-flagged vessels for the promotion of safety of life and property at sea, control and prevention of marine pollution and verification of compliance with the minimum standards of training and social condition of officers and crew on board the ships.
- B.** PSC inspections shall be undertaken on the basis of:

1. The initiative of the Party (through the PCG as the PSC Authority) following the Tokyo MOU New Inspection Regime (NIR);
 2. The request of, or on the basis of, information regarding a ship provided by another Party to a relevant Convention; and,
 3. Information regarding a ship provided by a member of the crew, a professional body, an association, a trade union or any other individual with an interest in the safety of the ship, its crew and passengers, or in the protection of the marine environment.
- C.** Port State Control shall be carried out by qualified PCG personnel duly appointed by the Commander, MSSC (through issuance of MSSC orders) as Recommended by Commander, National Port State Control Service (NPSCS). In carrying out PSC functions, PSCOs should be conversant with the guidelines set forth in this Memorandum-Circular, the current Asia-Pacific Region PSC Manual, IMO and ILO Conventions, and other relevant instruments.
- D.** IMO Resolution A.1119(30) recommends that PSCO should at least satisfy the following qualification and training:
1. The PSCO should be an experienced officer qualified as Flag State Surveyor;
 2. The PSCO should be able to communicate in English with the key crew;
 3. Training should be provided for PSCOs to give the necessary knowledge on the provisions of the applicable Conventions, which are relevant to the conduct of Port State Control, taking into account the latest IMO Model Courses for Port State Control;
 4. In specifying the qualifications and training requirements for PSCOs, the Administration should take into account, as appropriate, which of the internationally agreed instruments are relevant for the control by the Port State and the variety of types of ships, which may enter its ports;
 5. PSCOs carrying out inspections of operational requirements should be qualified as a Master or Chief Engineer and have appropriate seagoing experience, or have qualifications from an institution recognized by the Administration in a maritime related field and have specialized training to ensure adequate competence and skill, or a qualified officer of the Administration with an equivalent level of experience and training, to performed inspections of the relevant operational requirements; and
 6. Periodical seminars for PSCOs should be held in order to update their knowledge with respect to instruments related to Port State Control.
- E.** Granting that the PCG cannot satisfy some of the recommendations by the IMO as stated in the Resolution A.1119(30) on the basic qualification of PSCO, National Port State Control Service (NPSCS) shall require all PCG personnel to have at least satisfy the following requirements prior their assignment/appointment as PSC Inspector:

1. must have completed the basic shipboard billet requirements for Officers and Non-Officers;
2. must have been assigned in CG Stations/Sub-Stations or has been a member of vessel safety inspection team conducting inspections to domestic vessels (i.e. Pre-Departure Inspection (PDI), Emergency Readiness Inspection (ERE), and Vessel Safety Enforcement Inspection (VSEI));
3. must be able to communicate well in English language;
4. must have been in the Coast Guard service for at least five (5) years;
5. must have seven (7) years remaining in the service;
6. must have no pending case;
7. a graduate of Marine Transportation / Engineering courses shall be prioritized;
8. must be recommended by their respective unit commanders; and
9. must pass the Basic Port State Control Training written examination, oral examination and OJT performance evaluation with score of not less than 75% in each of the three thematic areas and an overall score of not less than 80%.

F. The level of competency of Port State Control Officer's shall be labeled as:

1. **Apprentice PSCO** – a new member of the PSC unit who has completed the Basic Training Course conducted by the National Port State Control Service (NPSCS), the General Training Course conducted by Tokyo MOU and/or Ship Safety Course conducted by JICA.
2. **Junior PSCO** – a member of the PSC unit who:
 - a. has experienced at least one (1) year as Apprentice PSCO joining the actual onboard inspection;
 - b. has undergone at least two (2) specialized training on relevant major international convention;
 - c. has undergone PSC Expert Mission program administered by the Tokyo MOU;
 - d. has exhibited good moral attitude and professional behavior as Apprentice PSCO;
 - e. may be nominated to participate in the PSC Seminars and other meetings organized by the Tokyo MOU; and

- f. has passed the written and oral examination and performance evaluation for Junior PSCO administered by the Port State Control Officer Competency Evaluation Board (written examination, oral examination and performance evaluation with score of not less than 75% in each of the three thematic areas and an overall score of not less than 80%);
 3. **Senior PSCO** – is the most senior member of the PSC unit in terms of the level of competency who:
 - a. has experienced at least three (5) years as Junior PSCO;
 - b. has been rated as competent instructor to PSC related topics in courses administered by MSSTI, CGETC or any other training unit of the PCG;
 - c. may be designated as Commander of PSC Centers or Divisions;
 - d. may be nominated to participate in the PSC Seminars and other meetings organized by the Tokyo MOU;
 - e. has exhibited good moral attitude and professional behavior as Junior PSCO;
 - f. may participate in the PSCO exchange program within the Tokyo MOU member Authority; and
 - g. has passed the written and oral examination and performance evaluation for Senior PSCO administered by Port State Control Officer Competency Evaluation Board (written examination, oral examination and performance evaluation with score of not less than 75% in each of the three thematic areas and an overall score of not less than 80%).
- G. The following shall compose the PSCO Competency Evaluation Board who shall at least satisfy the presence of 50% plus 1 members to establish quorum during the Competency Evaluation Board:
 - Deputy Chief of Coast Guard Staff for Maritime Safety Services, CG-8 – Co-Chair
 - Commander, National Port State Control Service – Co-Chair
 - Three (3) Former NPSCS Commander (SPSCO)- Member
 - Three (3) Active Senior Port State Control Officer (SPSCO)- Member
 - Deputy, National Port State Control Service- Secretariat
- H. The PSCO Competency Evaluation Board shall recommend to the Commander, Maritime Safety Services the issuance of orders for the APSCO, JPSCO and SPSCO subject to confirmation of CPCG.
- I. When the required professional expertise cannot be provided by the PSCO, he may request the assistance of a person with the required

expertise, as acceptable to the Port State. However, the PSCOs and persons assisting them should be free from any commercial, financial, and other pressures and have no commercial interest in the port of inspection, the ships inspected, ship repair facilities or any support services in the port or elsewhere, nor should the PSCOs be employed by or undertake work on behalf of recognized organizations or classification societies.

- J. Consultant with professional expertise assisting the PSCO may be granted entitlement of Honorarium subject to the existing policy of PCG.
- K. An annual PSC Audit must be conducted to all PSC Centers/Divisions by the National Port State Control Service (NPSCS).

IX. PROCEDURES:

- A. PSC Centers and Divisions in each international port shall coordinate with the local port authority/operator for the availability of a copy of the daily or weekly shipping schedule (whichever is applicable).
- B. At the earliest possible opportunity, the PSCO should ascertain the type of ship, flag of the ship, year of build and size of the ship for the purpose of determining which provisions of the conventions are applicable. The PSCO must also check if the vessel is due for inspection and/or whether it is on priority 1 or 2 based on the New Inspection Regime (NIR) of the Asia Pacific Computerized Information System (APCIS).
- C. Only vessels within the priority 1 or 2 must be boarded unless there are overriding factors or the vessel has outstanding deficiencies from their last PSC inspection.
- D. The PSCO should observe the Code of Good Practice for Port State Control Officers (MSC-MEPC.4/Circ.2), use professional judgement in carrying out all duties and consider consulting others as deemed appropriate. Likewise, PSCOs must be guided by the PCG Code of Conduct and relevant policies to govern their actions in dealing with personalities trying to influence the result of the inspection.
- E. When boarding a ship, the PSCO should present to the master or to the representative of the owner, if requested to do so, the PSCO identity card. This card should be accepted as documented evidence that the PSCO in question is duly authorized by the Administration to carry out port State control inspections.
- F. If the PSCO has clear grounds for carrying out a more detailed inspection, the master should be immediately informed of these grounds and advised that, if so desired, the master may contact the Administration or, as appropriate, the recognized organization responsible for issuing the certificate and invite their presence on board.
- G. In the case that an inspection is initiated based on a report or complaint, especially if it is from a crew member, the source of the information should not be disclosed.

- H. When exercising control, all possible efforts should be made to avoid a ship being unduly detained or delayed. It should be borne in mind that the main purpose of Port State Control is to prevent a ship proceeding to sea if it is unsafe or presents an unreasonable threat of harm to the marine environment. The PSCO should exercise professional judgement to determine whether to detain a ship until the deficiencies are corrected or to allow it to sail with certain deficiencies, having regard to the particular circumstances of the intended voyage.
- I. It should be recognized that all equipment is subject to failure and spares or replacement parts may not be readily available. In such cases, undue delay should not be caused if, in the opinion of the PSCO, safe alternative arrangements have been made.
- J. Where the grounds for detention are the result of accidental damage suffered to a ship, no detention order should be issued, provided that:
 - 1. due account has been given to the convention requirements regarding notification to the Flag State Administration, the nominated surveyor or the recognized organization responsible for issuing the relevant certificate;
 - 2. prior to entering a port, the master or company has submitted to the Port State Authority details of the circumstances of the accident and the damage suffered and information about the required notification of the flag State Administration;
 - 3. appropriate remedial action, to the satisfaction of the port State Authority, is being taken by the ship; and
 - 4. the Port State Authority has ensured, having been notified of the completion of the remedial action, that deficiencies which were clearly hazardous to safety, health or environment have been rectified.
- K. Since detention of a ship is a serious matter involving many issues, it may be in the best interest of the PSCO to act together with other interested parties. For example, the officer may request the owner's representatives to provide proposals for correcting the situation. The PSCO should also consider cooperating with the Flag State Administration's representatives or the recognized organization responsible for issuing the relevant certificates, and consulting them regarding their acceptance of the owner's proposals and their possible additional requirements. Without limiting the PSCO's discretion in any way, the involvement of other parties could result in a safer ship, avoid subsequent arguments relating to the circumstances of the detention and prove advantageous in the case of litigation involving "undue delay".
- L. Where deficiencies cannot be remedied at the port of inspection, the PSCO may allow the ship to proceed to another port, subject to any appropriate conditions determined. In such circumstances, the PSCO should ensure that the competent authority of the next port of call and the Flag State are notified.

- M.** Detention reports to the Flag State should be in sufficient detail for an assessment to be made of the severity of the deficiencies giving rise to the detention.
- N.** The company or its representative have the right to appeal against a detention taken by the Authority of a port State. The appeal should not cause the detention to be suspended. The PSCO should properly inform the master of his right to appeal.
- O.** To ensure consistent enforcement of Port State Control requirements, PSCOs should carry an extract of section 2.3 (General procedural guidelines for PSCOs) of IMO Resolution A.1119(30) for ready reference when carrying out any Port State Control inspections.
- P.** PSCOs should also be familiar with the detailed guidelines given in the appendices to Resolution A.1119(30).
- Q.** When a PSCO inspects a foreign ship which is required to hold a convention certificate, and which is in a port or an offshore terminal under the jurisdiction of the port State, any such inspection should be limited to verifying that there are on board valid certificates and other relevant documentation and the PSCO forming an impression of the overall condition of the ship, its equipment and its crew, unless there are "clear grounds" for believing that the condition of the ship or its equipment does not correspond substantially with the particulars of the certificates.
- R.** "Clear grounds" to conduct a more detailed inspection include but are not limited to:
 - 1. the absence of principal equipment or arrangements required by the relevant conventions;
 - 2. evidence from a review of the ship's certificates that a certificate or certificates are clearly invalid;
 - 3. evidence that documentation required by the relevant conventions and listed in appendix 12 of IMO Resolution A.1119 (30) is not on board, is incomplete, is not maintained or is falsely maintained;
 - 4. evidence from the PSCO's general impressions and observations that serious hull or structural deterioration or deficiencies exist that may place at risk the structural, watertight or weathertight integrity of the ship;
 - 5. evidence from the PSCO's general impressions or observations that serious deficiencies exist in the safety, pollution prevention or navigational equipment;
 - 6. information or evidence that the master or crew is not familiar with essential shipboard operations relating to the safety of ships or the prevention of pollution, or that such operations have not been carried out;
 - 7. indications that key crew members may not be able to communicate with each other or with other persons on board;

8. the emission of false distress alerts not followed by proper cancellation procedures; and
 9. receipt of a report or complaint containing information that a ship appears to be substandard.
- S.** If the ship does not carry valid certificates, or if the PSCO, from general impressions or observations on board, has clear grounds for believing that the condition of the ship or its equipment does not correspond substantially with the particulars of the certificates or that the master or crew is not familiar with essential shipboard procedures, a more detailed inspection as described in IMO Resolution A 1119 (30) should be carried out, utilizing relevant appendices.

The PSCO may honor electronic certificates provided that validation of authenticity must be carried out.

- T.** It is not envisaged that all of the equipment and procedures outlined in this chapter would be checked during a single Port State Control inspection, unless the condition of the ship or the familiarity of the master or crew with essential shipboard procedures necessitates such a detailed inspection. In addition, these Procedures are not intended to impose the seafarer certification programme of the Port State on a ship entitled to fly the flag of another Party to STCW or to impose control procedures on foreign ships in excess of those imposed on ships of the Port State.
- U.** The PSC Team shall require the deficiencies to be corrected before a specified time and impose operational restrictions in the interim or continuously detain the ship until the major deficiencies are corrected. If minor deficiencies are found but are deemed not to endanger the ship, the people on board and the environment such that she may be allowed to proceed to the next port of call, the PSC Team shall inform the Port State next to be visited by the ship.
- V.** A copy of all the PSC inspection form shall be forwarded to the National Port State Control Service (NPSCS) when there is failure in posting of same at the VNC Philippines.
- W.** Guidelines for the detention of ships are as follows:
1. When deciding whether the deficiencies found in a ship are sufficiently serious to merit detention, the PSC Team should assess whether:
 - a. the ship has valid documentation; and
 - b. the ship has the crew required in the minimum Safe Manning Document.
 2. During the inspection, the PSC Team should further assess whether the ship and/or crew, throughout its forthcoming voyage, will be able to:
 - a. navigate safely;

- b. safely handle, carry and monitor the condition of the cargo;
 - c. operate the engine room safely;
 - d. maintain proper propulsion and steering;
 - e. fight fires effectively in any part of the ship if necessary;
 - f. abandon ship speedily and safely, and effect rescue if necessary;
 - g. prevent pollution of the environment;
 - h. maintain adequate stability;
 - i. maintain adequate watertight integrity;
 - j. communicate in distress situations if necessary; and,
 - k. provide safe and healthy conditions on board.
3. If the result of any of these assessments is negative taking into account all deficiencies found, the ship should be strongly recommended for detention. A combination of deficiencies of a less serious nature may also warrant the detention of the ship.
4. Further to the above, listed hereunder are the additional guidelines for detentions:
- a. length and nature of the intended voyage or service;
 - b. whether or not the deficiency poses a danger to the ship, persons on board, or the marine environment;
 - c. whether or not appropriate rest periods of the crew can be observed;
 - d. size and type of ship and equipment provided; and,
 - e. nature of cargo.
5. The PSC Center/Division shall immediately inform the Ship's Master about their decision to detain the ship because of a specific deficiency and shall coordinate with the Philippine Ports Authority (PPA) for the latter to hold the departure of a detained vessel until the PSC Center/Division Commander duly clears that vessel. Likewise, PSC Center/Division shall immediately inform the National Port State Control Service about the detention.
6. After the PSC inspections, the Master of the vessel inspected shall be required to accomplish the Certificate of Orderly Inspection. This will be followed by the proper and courteous departure of the PSC Team.
7. Re-inspection of vessels detained by a PSC Center/Division shall be conducted on the date and time requested in writing by the vessels' owner, his authorized agent or the vessel's Master for verification of the rectification of deficiencies found during the PSC inspection.

X. RESPONSIBILITIES:

- A. Commanders of Coast Guard Districts shall:
- 1. monitor the conduct of PSC inspections within the AOR; and
 - 2. maintain proper maintenance of PSC records aboard District and Station offices.

- B. Commanders of Maritime Safety Services Units shall:
1. ensure proper administrative and operational control over all PSC Centers and Divisions within AOR;
 2. coordinate with National Port State Control Service (NPSCS) re latest amendments on PSC procedures and policies;
 3. ensure that all PSC Centers and Divisions are conducting the PSC inspection in accordance with the TMOU standard and that all inspections were transmitted to VNC; and
 4. Investigate and impose punishment to erring PSCOs.
- C. Commanders of PSC Center shall:
1. ensure effective control and supervision over all PSC Divisions under his/her control;
 2. ensure coordination and information dissemination, particularly with PPA and local shipping agents.
 3. conduct PSC inspections and accomplishment of required reports including those that are required to be posted at VNC Philippines;
 4. submit reports or any information deemed necessary to document the conduct of inspection to MSSC thru National Port State Control Service (NPSCS).
 5. conduct periodic unit training to all PSCOs;
 6. conduct assessment of PSCOs relative to their conduct, competence, and efficiency and recommend to National Port State Control Service (NPSCS) the PSCOs eligible for promotion;
 7. Investigate and impose punishment to erring PSCOs.
- D. Commander of National Port State Control Service (NPSCS) shall:
1. monitor the general conduct of PSC inspections in the country;
 2. approved and forward PSC reports to the Asia-Pacific Computerized Information System (APCIS) database in Vladivostok, Russia;
 3. act as the country's liason to the TMOU Secretariat;
 4. disseminate information and updates from TMOU Secretariat;
 5. ensure that all PSC Centers and Divisions has their own dedicated username and password to log-in in the APCIS;
 6. review and improve the program of instructions for Basic PSC Seminar and other related local PSC trainings;

7. conduct Basic PSC Seminar and other related local PSC trainings in coordination with Maritime Safety Training Institute (MSSTI);
8. coordinate with TMOU Secretariat for the PSCO Exchange Program, Expert Mission, Seminars, General Training Course and other TMOU activities;
9. conduct periodic review of existing PSC regulations and procedures;
10. ensure that publications appertaining to the IMO/ILO conventions and TMOU manuals are made available to all PSC Centers;
11. conduct assessment of PSCO and categorized their level of competency into Apprentice PSCO, Junior PSCO and Senior PSCO;
12. recommend to Commander, MSSC the issuance of appropriate orders granting authority to qualified PSCOs to conduct PSC inspection; and
13. issue identification cards (ID) to PSCOs.
14. Investigate and impose punishment to erring PSCOs.

E. Commander of Maritime Safety Services Command shall:

1. exercise overall control and supervision to all PSC Centers and Divisions through MSSU and National Port State Control Service (NPSCS);
2. issue appropriate orders granting authority to qualified PSCOs to conduct PSC inspection;
3. allocate funds for the procurement of publications appertaining to IMO/ILO conventions and TMOU manuals;
4. allocate funds for the PSC training; and
5. allocate funds for the procurement of PSC uniforms and IDs.

F. DC of CGS for Maritime Safety Services (CG-8) shall:

1. continuously review policies (MCs and SOPs) appertaining to the effective implementation of Port State Control in the country;
2. monitor the implementation of this MC.

XI. PENALTY CLAUSE:

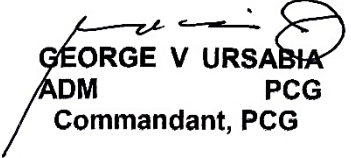
PCG personnel who fail to perform properly their duties and responsibilities as PSCOs including, but not limited to, the causation of unreasonable delay to ships inspected, and/or those whose actions violate the integrity of an inspection and shall be punished in accordance with existing applicable regulations of the PCG.

XII. RESCISSION CLAUSE:


HPCG/CG-8 Memorandum-Circular No. 01-00 dated 28 September 2000 is hereby rescinded.

XIII. EFFECTIVITY:

This Memorandum-Circular shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation.


GEORGE V URSABIA
ADM PCG
Commandant, PCG

Approved by:


ARTHUR P TUGADE
Secretary, DOTr RRY

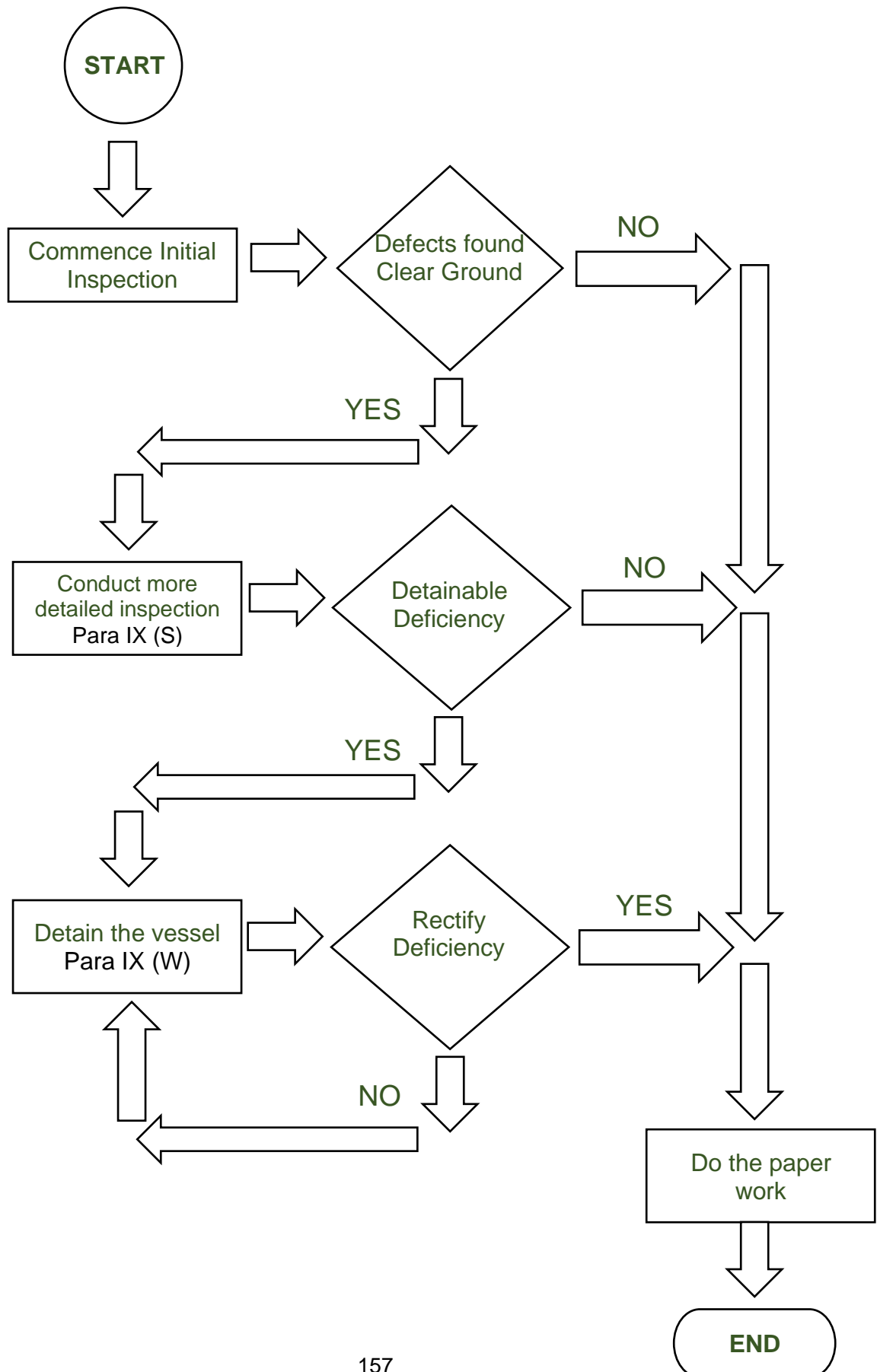


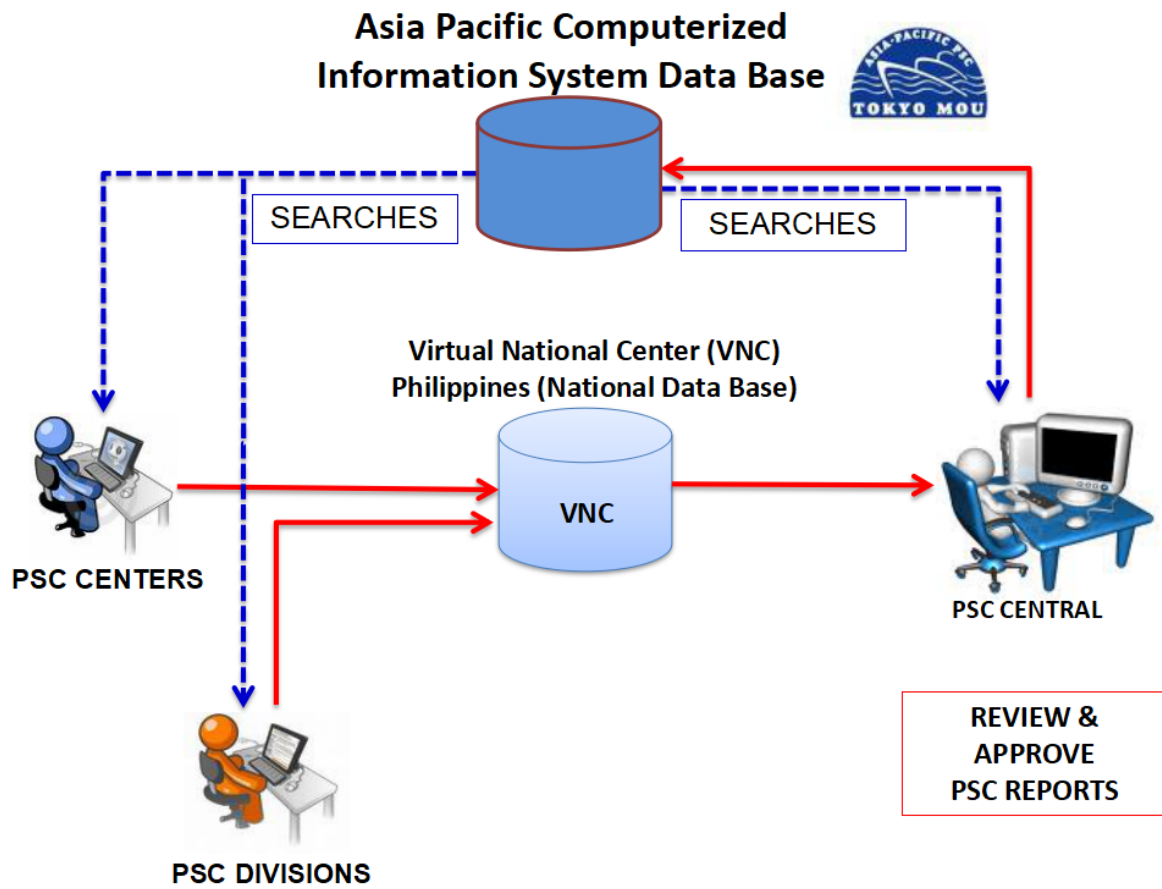
DOT-OSEC OUTGOING 20-01184

ANNEXES:

1. *PSC Inspection Procedures Flow Chart*
2. *VNC Communications Flowchart (Reporting Procedure)*

PSC Inspection Procedures Flow Chart





National Port State Control Service
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