



Philippine Coast Guard  
Headquarters Maritime Safety Services Command  
**MARITIME SAFETY SERVICES TRAINING INSTITUTE**  
24<sup>th</sup> de Mayo St., Corner 1898 Avenue, Cavite Buoy Base, Naval Base Heracleo Alano,  
Sangley Point, Cavite City

## PART 1. COURSE FRAMEWORK

### Pre-Departure Inspection (PDI) Competency Course

#### I. TRAINING SCOPE

The enactment of RA 9993 (Philippine Coast Guard Law of 2009) established the PCG's mandate to safeguard the country's maritime domain and its interests. In line with this mandate, Pre-Departure Inspections (PDI) are conducted as systematic checks before a vessel leaves from port to ensure seaworthiness, passenger and crew safety, and compliance with applicable maritime laws and regulations.

The course provides **focused and accelerated training** that integrates policies on maritime safety, marine environmental protection and maritime security. It is design to equip participants with in-depth knowledge of the Master's Declaration of Safe Departure (MDSD), as executed by the Captains/Master of domestic vessels, and the proper procedures for conducting PDIs. The program also covers national policy requirements on ships certificates, lifesaving appliances, radio communication, crew manning, mandatory minimum service standards, machinery and electrical installation, cargo securing arrangements, and the prevention of drugs and alcohol abuse.

This five (5) -day program consists of lectures and discussions, practical exercises in scrutinizing documents and identifying deficiencies, familiarization with PDI procedures, and the conduct of actual PDI onboard domestic vessels. It serves as a fundamental training requirement for Officers and Non-Officers aspiring to become a Vessel Safety Inspectors authorized to conduct PDI.

#### II. LEARNING OBJECTIVES

Upon completion of the course, the students shall possess the following knowledge and skills, and attitude:

1. **Explain** the procedures for conducting a Pre-Departure Inspection (PDI).
2. **Describe** the applicable national and international regulations relating to maritime safety, security, and environmental protection.

3. **Classify** vessel types and identify standard ship nomenclature used in maritime operations.
4. **Summarize** the regulatory framework governing vessel safety enforcement.
5. **Conduct** a Pre-Departure Inspection in accordance with established enforcement procedures.
6. **Verify** vessel certificates and supporting documents based on standards prescribed by the Maritime Industry Authority and the Philippine Coast Guard.
7. **Apply** relevant regulatory provisions in determining appropriate enforcement actions for identified vessel deficiencies.
8. **Demonstrate** discipline and professionalism in the conduct of inspections.
9. **Practice** ethical judgment and integrity in the enforcement of maritime regulations.

### III. ENTRY QUALIFICATIONS

The course is open to Officers and Non-Officers of the PCG who have the following qualifications:

- a. Holds the rank of at least ASN (NO-1) and ENS (O-1)
- b. Must not have any pending case
- c. Physically fit
- d. Assigned to Coast Guard Districts, Stations, and Sub-stations performing PDI;
- e. Endorsed by their respective Unit Commander; and
- f. Graduates of any maritime-related course shall be given preference for their experience and knowledge

### III. COURSE CERTIFICATE

The Maritime Safety Services Training Institute (MSSTI), through Vessel Safety Services, shall issue the **Certificate of Completion** to students who have satisfactorily completed all course requirements.

### IV. INSTRUCTOR'S QUALIFICATION

This course shall be administered by a Course Director, Assistant Course Director, Lecturers/ Instructors, Assessors, POIC Training Staff and four (4) Training Staff with following qualifications:

- a. Course Director- must be a PCG line Officer with the rank of at least O-1 grade or knowledgeable the Pre-Departure Inspection (PDI) Training, **or currently assigned as Station Commander**; and
- b. Assistant Course Director- must be a PCG line Officer with the rank of at least O-1 grade or completed the Pre-Departure Inspection (PDI) Training; and
- c. Lecturers / Instructors / Assessor

Any person conducting training of personnel for PDI should:

- 1) be recognized Subject Matter Expert (SME) from the Maritime Safety Services Command, Maritime Security and Law Enforcement Command, and Marine Environmental Protection on the topic that he/she will be lecturing;
- 2) be knowledgeable on the applicable maritime safety, security, or environmental protection policies, rules, and regulations;
- 3) accredited as a lecturer of the STIs of the PCG Major Commands or PCG Units;
- 4) have an appreciation of training program and an understanding of the specific objectives for the particular type of training being conducted;
- 5) be professionally and academically qualified in the task for which training is being conducted;
- 6) have an appropriate balance of professional and teaching qualifications; and
- 7) if conducting training with the utilization of practical exercises such as mock inspection and actual Pre-departure Inspection;
  - have enough knowledge and understanding on the procedures of conducting Pre-departure Inspection; and

#### d. Training Staff Requirements

All Course Director, Assistant Course Director, Lecturers/ Instructors and Assessors must be duly qualified and possess the appropriate education, training, and relevant experience commensurate with the particular type and level of training or assessment they are assigned to deliver.

Training Staff may be required for the maintenance of equipment and for the preparations of materials, work areas and supplies for the practical work.

- 1) Prepare educational aids and materials and online arrangements for hybrid classes;
- 2) Obtain and distributes required instructional materials;
- 3) Gather feedback from instructors and trainees after each educational session;
- 4) Responsible for clerical and administrative duties related to the delivery of course/training;
- 5) Organize and coordinate with MSSUs and Stations on the course/training activities such as conduct of on-the-job training onboard vessels;
- 6) Coordinate with Instructors upon the instructions of Course Director; and
- 7) Coordinate additional services including technical equipment, meals and refreshments, housekeeping and maintenance or repair.

## V. LEARNING ASSESSMENT

Academic: The Course Director shall devise an assessment method every time an academic Module is completed. The assessment shall be administered:

- **Lecture Discussion (LD)**
- **Practical Exercises (PE)**
- **Panel Presentation (PP)**
- **Oral Presentation (OP)**

- **Assessment Test (AT)**
- **Evaluation Test (ET)**

**For On-the-job Training (OJT):** The Course Director shall devise an evaluation form that the evaluators from the MSSU who will be with the students during the onboard inspection shall use to evaluate the students' performance during their one-day on-the-job training. It shall be submitted to the Course Director on the conclusion of the on-the-job training.

<b>ACADEMICS (100%)</b>	<b>Grade Weight</b>
Module 1: Legal Framework	10%
Module 2: Procedural Demonstration of Pre-Departure Inspection	30%
Module 3: Drafting of PDI-related Documents	10%
Module 4: Practical Assessment	10%
Module 5: On-the-Job Training	25%
Module 6: Oral Examination (Deliberation)	15%
	100%

## VI. COURSE REQUIREMENT

- The students must comply with all the following requirements to complete the course:
  - Must have 100% attendance of the total instructional hours;
  - Must have a general average of 85% or higher;
  - Must satisfactorily complete the scheduled on-the-job training.
- Students who failed to comply with any of the requirements mentioned above before the scheduled graduation have lost the opportunity to complete the course with their batch. They shall be required to retake the course in next available class. However, should they fail anew, they shall be required to undergo the one (1) month Basic Vessel Safety Inspector Course.
- The percentage grading shall be used in computing of the final grades. The grades shall be computed in accordance with the standards set by CGETDC.

## VII. TEACHING FACILITIES AND EQUIPMENT

A classroom must be provided and arranged for the conduct of hybrid (online and face-to-face) lectures to all students. The ambience should be one which will encourage everyone to participate in active discussion.

The Course Director and/or Assistant Course Director shall coordinate with the concerned PCG Units to accommodate the students of the PDI Training for their on-the-job training.

## VIII. TEACHING AIDS AND METHODOLOGY

- a. Teaching Aids – use of various media components to reinforce and illustrate lectures on certain topics or subjects.
  - 1) Visual Presentation
  - 2) Documentary films
  - 3) Informative online videos
  
- b. Methodology
  - 1) **Lecture Discussion (LD)** – this method is interactive in nature, with the students/trainee actively participating on the instruction of the lecturer or instructor.
  - 2) **Practical Exercises (PE)** – this is a method whereby students/trainee are given the opportunity to apply what they learned during the classroom instructions.
  - 3) **Panel Presentation (PP)** – a presentation where assessors are invited to comment on the topics presented by the trainees and assess their gained knowledge and experience.
  - 4) **Oral Presentation (OP)** – Individual or group delivery of a given topic towards development of oneself and learning group dynamics.
  - 5) **Assessment Test (AT)** – this method is used to evaluate the students before actual training begins. It helps determine their baseline knowledge and readiness.
  - 6) **Evaluation Test (ET)** – this method measures students' performance and practical skills based on their exercises and on the on-the-job training experience.
  - 7) **On-the-Job Training (OJT)** - actual hands on work at MSSUs, boarding different types of vessel to get firsthand experience on the job they will perform.

## IX. REFERENCES

1. *Checklist PDI, and other pertinent document/forms*
2. *DOTC Department Order 2003-43*
3. *Guidelines on the absence of weather bulletin MC*
4. *Guidelines on the movement of heavy weather MC*
5. *Guidelines on video recording*
6. *HPCG/CG-9 SOP Nr 07-18 "MEP Monitoring Inspection on Philippine Registered Vessel"*
7. *MARINA Memorandum Circulars*

8. MARPOL 73/78
9. Masters Declaration of Safe Departure MC/SOP
10. MDSG Group Exercise
11. PDI Training Evaluation
12. PMMRR, PSSRR Parts A & B, and FVSRR
13. Pre-Departure Inspection MC/SOP
14. RA 9295 "An Act of Promoting the Development of Philippine Domestic Shipping, Ship Repair and Ship Breaking Ordaining Reforms in Government Policies Towards Shipping in the Philippines, and for Other Purposes."
15. Radio Equipment NTC Radio Control Law of the Phil RA 3846
16. SOLAS XI-2 (ISPS Code) National Security Program for Sea Transport and Maritime Infrastructure (NSPSTMI) s. 2020
17. Written Examination



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## PART 2. PROGRAM OF INSTRUCTION

### PRE-DEPARTURE INSPECTION (PDI) COURSE

TOPICS	TIME ALLOTMENT (40 hours)		
	THEORETICAL (Classroom Instruction)	PRACTICAL (Lecture Demonstration)	ASSESSMENT
<b>MODULE 1. LEGAL FRAMEWORK</b>			
Competencies: At the end of this module, the student shall be able to:			
<ul style="list-style-type: none"> <li>a. Demonstrate knowledge of the applicable MARSAF, MEP, and MARSEC policies and regulations relevant in the conduct of Pre-Departure Inspection (PDI);</li> <li>b. Explain the legal basis and intent of PCI, Master's Declaration of Safe Departure (MDSD), related procedures; Apply these policies and regulations in conducting PDI.</li> <li>c. Analyze the relationship between international conventions (MARPOL, SOLAS ISPS Code) and maritime safety, security, and environmental protection regulations</li> </ul>			
1. Relevant Policies	6 hours		
<ul style="list-style-type: none"> <li>• Part A: MARSAF-related regulations               <ul style="list-style-type: none"> <li>a) MC Nr 05-12/ SOP Nr 08-12 Master's Declaration of Safe Departure (MDSD)</li> <li>b) MC 07-12/ SOP Nr 09-12 Pre- Departure Inspection (PDI)</li> </ul> </li> </ul>			

<ul style="list-style-type: none"> <li>• Part B: MEP-related regulations           <ul style="list-style-type: none"> <li>a) MARPOL 73/78 and Annexes</li> <li>b) SOP Nr 07-18 MEP Monitoring Inspection of Philippine-registered Vessels</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>• Part C: MARSEC-related regulations           <ul style="list-style-type: none"> <li>a. SOLAS XI-2 (ISPS Code)</li> <li>b. National Security Program for Sea Transport and Maritime Infrastructure s.2020</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>• Part D: Photo and Video Recording Policy Procedures</li> </ul>			
<b>MODULE 2. PROCEDURAL DEMONSTRATION OF PRE-DEPARTURE INSPECTION</b>			
<p>Competencies: At the end of this module, the student shall be able to:</p> <ul style="list-style-type: none"> <li>a. Carry out systematic and standard-based PDI using prescribed checklists and established procedures;</li> <li>b. Examine ship documents and certificates for completeness and compliance;</li> <li>c. Identify and analyze the different parts and equipment of a ship subject to inspection during PDI;</li> <li>d. Assess vessel compliance and determine non-compliances in accordance with established standards; and</li> <li>e. Demonstrate strict adherence to established procedures and regulations in the conduct of PDI.</li> </ul>			
2. Pre-departure Inspection Procedure	4 hours	2 hours	
Location: Coast Guard Station / Sub-station/COP <ul style="list-style-type: none"> <li>• Validate the MDSD and its necessary attachments             <ul style="list-style-type: none"> <li>a) Voyage Plan</li> <li>b) Passenger Manifest</li> <li>c) Crew List</li> <li>d) Permit to Carry Dangerous Cargo</li> <li>e) Coasting Manifest</li> </ul> </li> </ul>			

<ul style="list-style-type: none"> <li>f) Cargo Manifest</li> <li>g) Remaining Onboard (ROB) of fuel for service of main and auxiliary engine and ROB of lubricant</li> </ul>			
<p>Location: Ship Exterior in Pier or at Anchorage to Gangway</p> <ul style="list-style-type: none"> <li>• Execute pre-boarding inspection             <ul style="list-style-type: none"> <li>a) Hull Condition</li> <li>b) Trim and Stability</li> <li>c) Screening of Passengers and Cargo</li> <li>d) Gangway – One Access Only (In &amp; Out)</li> <li>e) Lighting and Surveillance</li> <li>f) Markings and Security Tools</li> <li>g) Crew ID and Visitors ID</li> <li>h) Gangway Logbook</li> <li>i) Additional Security Patrol</li> </ul> </li> </ul>			
<p>Location: Bridge or Ship's Office</p> <ul style="list-style-type: none"> <li>• Checking of Documents and Certificates             <ul style="list-style-type: none"> <li>a) Ship's and Crew Document</li> <li>b) Manning Requirements</li> <li>c) Health Condition of the Crew</li> <li>d) PAG-ASA Updated Weather Bulletin</li> <li>e) Garbage Record Book</li> <li>f) Valid Ship Security Plan</li> <li>g) Declaration of Security between Ship and Shore</li> <li>h) Cargo Stowage</li> </ul> </li> </ul>			

Plan i) SMS Manual and Cargo Securing Manual			
Location: Bridge or Ship's Office <ul style="list-style-type: none"> <li>• Checking of Communication Equipment, Navigational Equipment, and Security and Surveillance Equipment             <ul style="list-style-type: none"> <li>a) Radar (X-Band and S-Band)</li> <li>b) Electronic Chart Display and Information System (ECDIS)</li> <li>c) Automatic Identification System (AIS)</li> <li>d) Global Positioning System (GPS)</li> <li>e) Gyro or Magnetic Compass (including repeaters)</li> <li>f) Echo Sounder</li> <li>g) Speed and Distance Log Device</li> <li>h) VHF or UHF Radio</li> <li>i) Global Maritime Distress Signaling System (GMDSS)</li> <li>j) INMARSAT-C</li> <li>k) NAVTEX</li> <li>l) Weather Fax</li> </ul> </li> </ul>			
Location: Bridge, Cargo Deck and Passenger Accommodation, and Engine Control Room <ul style="list-style-type: none"> <li>• Checking of adequacy, approved-type, accessibility and availability of Lifesaving Appliance             <ul style="list-style-type: none"> <li>a) Life jackets</li> <li>b) Life rafts</li> <li>c) Life boats</li> </ul> </li> </ul>			

<p>Location: Bridge, Cargo Deck and Passenger Accommodation, and Engine Room</p> <ul style="list-style-type: none"> <li>• Checking of availability and readiness or use of Fire Fighting Equipment             <ol style="list-style-type: none"> <li>a) Fire Hoses</li> <li>b) Fire Nozzles</li> <li>c) Portable Fire Extinguishers</li> <li>d) Fixed Fire Fighting System</li> </ol> </li> </ul>			
<p>Location: Cargo Deck and Passenger Accommodation</p> <ul style="list-style-type: none"> <li>• Checking of Crew, Passengers and Cargo             <ol style="list-style-type: none"> <li>a) Passenger Capacity within Limits</li> <li>b) Passengers are well manifested in Passenger Manifest</li> </ol> </li> <li>• Cargo Securing and Lashing</li> </ul>			
<p>Location: Engine Control Room and Engine Room</p> <ul style="list-style-type: none"> <li>• Validating of Engine Room Documents and Inspection of Engine Room Machinery             <ol style="list-style-type: none"> <li>a) Oil Record Book</li> <li>b) Main Engine</li> <li>c) Auxiliary Engine</li> <li>d) Oily Water Separator</li> <li>e) Sewage Treatment Plant</li> <li>f) Other Engine Room Machineries</li> </ol> </li> <li>• Examination and Inspection of Engine Room Spaces for Suspicious Items             <ol style="list-style-type: none"> <li>a) Cofferdams</li> <li>b) Void Spaces</li> <li>c) Bilge Spaces and Bilge Wells</li> </ol> </li> </ul>			

d) Engine Room Compartments			
<b>MODULE 3. DRAFTING OF PDI-RELATED DOCUMENTS</b>			
Competencies: At the end of this module, the student shall be able to			
<ul style="list-style-type: none"> <li>a. Accomplish the PDI checklist and prepare the EIAR by validating documents, recording findings, and documenting regulatory actions in accordance with maritime safety policies.</li> <li>b. Complete PDI Inspection Report Forms and integrate inspection data into official compliance reports, ensuring consistency, accuracy, and alignment with MARSAF, MEP, and MARSEC standards.</li> </ul>			
1. Accomplishment of PDI Checklist and Enforcement Inspection Apprehension Report (EIAR)	2 hours		
2. Accomplishment of PDI Inspection Report Forms	2 hours		
<b>MODULE 4: PRACTICAL ASSESSMENT</b>			
Competencies: At the end of this module, the student shall be able to:			
<ul style="list-style-type: none"> <li>a. Accomplish the PDI Checklist, EIAR and Certificate of Orderly Inspection by validating, recording, and documenting inspection findings in accordance with established policies and procedures;</li> <li>b. Assess the correct actions of vessel safety inspectors to certain deficiencies.</li> <li>c. Prepare and integrate after-inspection report documents by evaluating inspection results and ensuring accuracy, consistency, and compliance with MARSAF, MEP, and MARSEC standards.</li> </ul>			
1. PDI Checklist 2. Enforcement Inspection Apprehension Report (EIAR) 3. Certificate of Orderly Inspection 4. After Inspection Report Documents	8 hours		
<b>MODULE 5: ON-THE-JOB TRAINING (OJT)</b>			
Competencies: At the end of this module, the student shall be able to:			
<ul style="list-style-type: none"> <li>a. Conduct a standard actual PDI in accordance with established policies and procedures; and</li> </ul>			

b. Identify c. Perform actual PDI procedures in accordance with established policies and procedures d. Prepare and integrate inspection outputs (PDI Checklist, EIAR, COI, and After Inspection Report Documents) into compliance reports, evaluating their accuracy and alignment with MARSAP, MEP, and MARSEC Standards.			
Actual Inspection		8 hours	
<b>MODULE 6: ORAL EXAMINATION (DELIBERATION)</b>			
Competencies: At the end of this module, the student shall be able to:  a. Demonstrate mastery of MARSAP, MEP, MARSEC policies by explaining defending, and justifying inspection procedures in accordance with established policies and procedures			
Deliberation Proper			8
Subtotal	<b>THEORETICAL</b>	<b>PRACTICAL</b>	<b>ASSESSMENT</b>
	22	10	8
<b>Total Instructional Hours</b>	40		

