



**PRE-DEPARTURE INSPECTION CHECKLIST**  
**For *MOTOR BANCA / BOAT* carrying *Passengers and / or Cargoes***  
*FOR OFFICIAL USE OF PHILIPPINE COAST GUARD VSEI TEAM*

Name of Motor Banca: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_  
 Owner/ Operator: \_\_\_\_\_ Port of Inspection: \_\_\_\_\_  
 Type of Trading: \_\_\_\_\_ Port of Destination: \_\_\_\_\_  
 Hull Material: \_\_\_\_\_ Time Inspection Started: \_\_\_\_\_  
 GT: \_\_\_\_\_ NT: \_\_\_\_\_ Time Inspection Completed: \_\_\_\_\_

REF TO REG	ITEMS FOR INSPECTION	CODE	YES	NO	REMARKS
<b>COMPLETE AND VALID SHIP SAFETY CERTIFICATES AND DOCUMENTS</b>					
MC 16/MC 2006-06	1. Certificate of Public Convenience (CPC) is valid. Authorized route (Ports of Call) & area of operation is observed <i>(If Not Valid, DETAINABLE)</i>	VS8113			
MC 177	2. Certificate of Vessel Registry is valid <i>(If Not Valid, DETAINABLE)</i>	VS8115			
MC 177	3. Certificate of Ownership is valid <i>(If Not Valid, DETAINABLE)</i>	VS8112			
MC 110	4. Coastwise/ Bay & River License is valid <i>(If Not Valid, DETAINABLE)</i>	VS8118			
MC 134	5. Certificate of Compliance is valid <i>(If Not Valid, DETAINABLE)</i>	VS8120			
MC 203	6. Passenger / Cargo Ship Safety Certificate is valid <i>(If Not Valid, DETAINABLE)</i>	VS8148 VS8104			
MC 148; MC 179	7. Minimum Safe Manning Certificate is valid <i>(If Not Valid, DETAINABLE)</i>	VS8142			
MC 2007-04	8. Tonnage Measurement Certificate is valid <i>(If Not Valid, DETAINABLE)</i>	VS8165			
MC 90, MC ____ Sec III A.36	9. Certificate of Number <i>(OPTIONAL FOR 15 G.T. AND BELOW)</i> <i>(If Not Valid, DETAINABLE)</i>	VS8111			
RA 9295, MC 2009-18	10. Passenger Insurance Cover <i>(If Not Valid, DETAINABLE)</i>	VS8147			
HPCG MC 08-12	11. Master's Declaration of Safe Departure (MDSD) properly accomplished, submitted with the necessary attachments:  <i>(If incomplete, to be RECTIFIED)</i>	VS8144			

REF TO REG	ITEMS FOR INSPECTION	CODE	YES	NO	REMARKS
<b>OVERLOADING OF CARGO AND EXCESS PASSENGERS STRICTLY NOT ALLOWED</b>					
MC 180, MC 2009-13, MC 2009-18	12. Passenger Manifest properly accomplished and submitted prior departure. <ul style="list-style-type: none"> <li>• Number of passengers in the manifest within the authorized passenger capacity;</li> <li>• Number of passengers in the manifest corresponds to the actual passengers physically onboard;</li> <li>• Random check of names in the manifest and actual passengers onboard matches</li> </ul> <i>(If No, to be RECTIFIED)</i>	VS82404  VS82606  VS82603			
HPCG MC 04-98, MC 180, MC 2009-13, MC 2009-18	13. Head counting of passengers conducted and finds the vessel carrying only the authorized number of passengers per MARINA issued PSSC <ul style="list-style-type: none"> <li>• Number of Passengers onboard</li> </ul> <i>(If No, to be RECTIFIED)</i>	VS82606			
<b>ADEQUATE/ ACCESSIBLE LIFEJACKETS</b>					
MC 2008-08	14. All passengers and crews in open deck boats are wearing lifejackets prior departure. <i>(If No, to be RECTIFIED)</i>	VS82602			
<b>SHIP STABILITY AND TRIM, CARGO SECURING / LASHING ASCERTAINED</b>					
HPCG MC 04-98	15. Per visual assessment, motorbanca is in her upright normal condition. <i>(If No, DETAINABLE)</i>	VS8926			
MC 114	16. Cargo / personal effects of passengers stowed in a manner that do not obstruct passenger escape in case of emergency. <i>(If No, to be RECTIFIED)</i>	VS81221			
<b>TOTAL NUMBER OF OFFICERS AND CREW MEETS MINIMUM SAFE MANNING REQUIREMENT</b>					
MC 89, MC 148, MC 179	17. The actual number, composition and qualifications of crew conform with the Minimum Safe Manning Certificate. <i>(If No, DETAINABLE)</i>	VS8142			
MC 170	18. Master / Patron / Boat Capt and Chief Engr./ Marine Diesel Mechanic possess valid licenses. <i>(If Not Valid, DETAINABLE)</i>	VS8216			
<b>GOOD WEATHER/ SEA CONDITION PREVAILING</b>					
PCG MC 01-09	19. Per latest PAGASA weather bulletin, the port of origin or route or port of destination of the motorbanca is not under Storm Signal Nr. 1.	VS82615			

REF TO REG	ITEMS FOR INSPECTION	CODE	YES	NO	REMARKS
PCG MC 03-01	20. In the absence of a Storm Signal in the area, assessment of the prevailing sea condition in the origin, motorbanca is allowed to sail.	VS82614			
<b>UPKEEP OF EQUIPMENT AND RUNNING LIGHTS VERIFIED</b>					
PMMRR 1997 Chapter X and XI	21. Required communications/ navigational equipment (if any) are in operating condition. <i>(If No, DETAINABLE)</i>	VS8745			
PMMRR 1997 Chapter X and XI	22. Running lights or other lighting devices are operating. <i>(If No, DETAINABLE)</i>	VS8746			
<b>ALL ENGINES IN OPERATING CONDITION</b>					
PMMR 1997 Chapter V	23. Engine(s) in operating condition. <i>(If No, DETAINABLE)</i>	VS81516			
<b>RESPONSIBLE SHIPOWNER/CREW/TERMINAL CONTROL</b>					
MC 180, MC 2009-13, MC 2009-18	24. Complete Passenger Manifest submitted prior departure. <i>(If No, to be RECTIFIED)</i>	VS82404			
MC 191	25. No indication observed that any Officer is under the influence of alcohol or prohibited drugs. <i>(If No, to be RECTIFIED)</i>	VS82412			
MC 134, MC ____ Sec III.A.24	26. Embarkation / Disembarkation ladder is provided with non-skid steps and guard rails. <i>(If No, to be RECTIFIED)</i>	VS82408			
MC 134, MC ____ Sec III.A.24	27. The Official Number is painted on both sides of the motorized banca <i>(If No, to be RECTIFIED)</i>	VS82613			

**INSTRUCTIONS:**

- No vessel shall be cleared to depart for voyage unless it complies with all the applicable conditions (items of inspection) of this checklist.
- PDI shall be conducted "prior to a vessel's departure". The phrase "prior to a vessel's departure" shall be reckoned from the time the Master has declared his intention to depart a port thru the submission of the Master's Declaration of Safe Departure (MDSD) to a PCG Station or Detachment.
- For the use of this checklist, the term "passenger" shall mean any person carried onboard the vessel, whether paying or non-paying, except official members of the crew.
- When PDI is completed, ensure that no more passenger(s) shall be allowed to board the vessel for the voyage.
- PCG inspector(s) shall personally witness the departure of the vessel from port/ point of origin to ensure compliance to instruction 2.
- In areas where the same vessel makes multiple departures on same port on the same day, inspection may be conducted on the first departure except for checking the passenger manifest, carriage of excess passengers or reported deficiency or malfunctioning of ship's equipment/machinery, verification shall be on a by trip basis.
- Appropriate MVR or EIAR shall be issued for violations of regulations discovered or observed during the inspection.
- Accomplished copies of this vessel departure checklist shall be maintained by each Coast Guard Station and Detachment for ready reference.
- VSEI team shall video record the specified points of inspection in reference to HPCG Memorandum dated 26 June 2012 re "Guidelines for Video Recording During MPDI".

**Inspection conducted by:**

\_\_\_\_\_  
Coast Guard Station/ Detachment

\_\_\_\_\_  
Name and Signature of Inspector

NOTE: PCG INSPECTORS SHOULD ALWAYS ENSURE THE ATTACHMENT OF FORM "B" AFTER THE INSPECTION