



PRE-DEPARTURE INSPECTION CHECKLIST

For Domestic PASSENGER VESSEL

FOR OFFICIAL USE OF PHILIPPINE COAST GUARD VSEI TEAM

Name of Vessel: _____ Port of Inspection: _____
 Owner/ Operator: _____ Date of Inspection: _____
 Vessel Type: _____ Next Port of Call: _____
 Hull Material: _____ Time Inspection Started: _____
 GT: _____ NT: _____ Time Inspection Completed: _____

REF TO REG	ITEMS FOR INSPECTION	CODE	YES	NO	REMARKS
COMPLETE AND VALID SHIP SAFETY CERTIFICATES AND DOCUMENTS					
MARINA MC 161/MC 2006-06	1. Certificate of Public Convenience (CPC) is valid (If Not Valid, <i>DETAINABLE</i>)	VS8113			
MC 177	2. Certificate of Vessel Registry is valid (If Not Valid, <i>DETAINABLE</i>)	VS8115			
MC 177	3. Certificate of Ownership is valid (If Not Valid, <i>DETAINABLE</i>)	VS8112			
MC 110	4. Coastwise / Bay & River License is valid (If Not Valid, <i>DETAINABLE</i>)	VS8118			
MC 203	5. Appropriate Ship Safety Certificate(s) is/are valid and issued in accordance with the ISM Code: <input type="checkbox"/> Passenger Ship Safety Certificate <input type="checkbox"/> High Speed Craft Safety Certificate (If Not Valid, <i>DETAINABLE</i>)	VS8148 VS8131			
MC 89, MC 148, MC 179	6. Minimum Safe Manning Certificate is valid (If Not Valid, <i>DETAINABLE</i>)	VS8142			
PMMRR 1997 Chapter X	7. Ship Station License is valid (If Not Valid, <i>DETAINABLE</i>)	VS8157			
MC 2007-03	8. Load Line Certificate is valid (<i>SHOULD BE ENDORSED ANNUALLY – NOT APPLICABLE TO SHIPS LESS THAN 15 METERS IN LENGTH</i>) (If Not Valid, <i>DETAINABLE</i>)	VS8140			
MC 124	9. Class Society Certificate is valid (for 500 GT and above) Class Society: _____ (If Not Valid, <i>DETAINABLE</i>)	VS8117			
MC 143; MC159	10. Document of Compliance issued in accordance with the ISM Code (If Not Valid, <i>DETAINABLE</i>)	VS8124			
MC 65/65-A/121/150/196; MC SecIII.A21 &23.1 &24 MC Sec III.B.42.7	11. Certificate of Compliance with minimum service standards is valid (If Not Valid, <i>DETAINABLE</i>)	VS8107			

REF TO REG	ITEMS FOR INSPECTION	CODE	YES	NO	REMARKS
MC148,MC 179	12.Safety Management Certificate issued in accordance with the ISM Code (If Not Valid, DETAINABLE)	VS81154			
MC.105/105-A;	13.Special Permit to temporarily operate in domestic trade is valid (applicable to Foreign-registered ships operating in the domestic route) (If Not Valid, DETAINABLE)	VS8161			
MC 161/MC 2006-06	14.Special Permit to operate in route not mentioned in the CPC is valid. (If Not Valid, DETAINABLE)	VS8160			
MC 2007-05	15.Certificate of Stability or Exemption Certificate (SHOULD BE ENDORSED EVERY 5 YRS. – NOT APPLICABLE TO PASSENGER SHIP AUTHORIZED TO CARRY 12 PASSENGERS AND BELOW) (If Not Valid, DETAINABLE)	VS8114 VS8128			
MC 2007-05	16.Intact Stability Booklet approved by MARINA is available onboard. (If No, to be RECTIFIED)	VS8114			
HPCG MC 08-12	17.Master's Declaration of Safe Departure (MDSD) properly accomplished, submitted with the necessary attachments. (If incomplete, to be RECTIFIED)	VS8144			
HPCG MC NR 05-2005	18. Shipboard Oil Pollution Emergency Plan (SOPEP) for all Oil Tankers of 150 GT and above and every ship other than Oil Tankers of 400 GT and above is valid. (If Not Valid, DETAINABLE)	VS8158			
HPCG MC NR 06-2005	19 International Oil Pollution Prevention Certificate (IOPPC) for Philippine registered vessels engaged in international and domestic trade is valid. (If Not Valid, DETAINABLE)	VS8135			
HPCG MC NR 07-2005	20. International Sewage Pollution Preventive Certificate (ISPPC) for registered vessels of 200 GT and above, vessels less than 200 GT which are certified to carry more than fifty (50) persons whether engaged in domestic or international trade is valid. (If Not Valid, DETAINABLE)	VS8136			
HPCG MC 02-2005	21. Garbage Management Plan and Garbage Record Book to all Philippine registered vessels engaged in international trade and to all small crafts are valid. (If No, to be RECTIFIED)	VS8130			
HPCG MC 07-2005	22. Sewage Treatment Plan / Holding Tank for the collection and storage of sewage is valid. (If No, to be RECTIFIED)	VS81753			

REF TO REG	ITEMS FOR INSPECTION	CODE	YES	NO	REMARKS
HPCG MC 01-2005	23. Oil Water Separator installed onboard vessel of 400 GT and above and Oil Tankers 150 GT and above shall be duly approved by the PCG is. (If No, <i>DETAINABLE</i>)	VS81718			
HPCG MC 06-2005	24. Oil Record Book Part 1 for 400GT and above is valid. (If No, to be <i>RECTIFIED</i>)	VS8145			
RA 9295; MC 2009-18	25. Passenger Insurance Cover is valid and adequate for the total number of passenger the ships is authorized to carry. (If No, <i>DETAINABLE</i>)	VS8147			
HPCG MC 00 - 2011	26. Vessel Safety Inspection Booklet	VS8166			
OVERLOADING OF CARGO AND EXCESS PASSENGERS STRICTLY NOT ALLOWED					
MC 2007-03	27. Load line / Plimsoll marks are clearly visible, not tampered, well-above the waterline and do not indicate that the ship is overloaded. (If No, to be <i>RECTIFIED</i>)	VS81211			
MC 175; MC 180	28. Passenger manifest indicates that the vessel is carrying passengers within the authorized number per MARINA PSSC. (If No, to be <i>RECTIFIED</i>)	VS82606			
MC 180, MC 120, MC 2009-13, MC 2009-18	29. Conducted random check of passengers to verify the correctness of entries in the manifest. (If No, to be <i>RECTIFIED</i>)	VS82603			
MC 180, MC 120 MC 2009-13, MC 2009-18	30. Conducted head counting of passengers and finds the ship to be carrying only the authorized number of passengers per MARINA issued PSSC. Mandatory if: <ul style="list-style-type: none"> • Vessel authorized passenger capacity is 500 or less; or • Vessel authorized passenger capacity is more than 500 and passenger manifest indicates 90% filled-up of its authorized capacity or upon clear indication of overcrowding or excess passengers. (If No, to be <i>RECTIFIED</i>)	VS82603			
ADEQUATE/ ACCESSIBLE LIFEJACKETS					
MC 123	31. Master / Patron declares the adequacy of lifejackets, liferafts and other life saving appliances. (If No, <i>DETAINABLE</i>)	VS8642			
MC 123	32. Random check reveals availability of authorized MARINA type-approved life jackets and liferafts / lifeboats. (If No, <i>DETAINABLE</i>)	VS8652			

REF TO REG	ITEMS FOR INSPECTION	CODE	YES	NO	REMARKS
MC 123	33. Lifejacket compartments were randomly checked to verify if they are unlocked and accessible to passengers. (If No, to be RECTIFIED)	VS8633			
SHIP STABILITY AND TRIM, CARGO SECURING / LASHING ASCERTAINED					
HPCG MC 04-98	34. No signs of listing per ship's <input type="checkbox"/> clinometers reading and no other visual indicators of instability. (If No, DETAINABLE)	VS81215			
	35. Cargo securing or lashing employed by ship's crew. (If No, to be RECTIFIED)	VS81205			
TOTAL NUMBER OF OFFICERS AND CREW MEETS MINIMUM SAFE MANNING REQUIREMENT					
MC 89, MC 148, MC 179	36. The actual number, composition and qualifications of Officers and crew conform with the Minimum Safe Manning Certificate. (If No, DETAINABLE)	VS8422			
MC 151, 170	37. Ship's Officers possess valid licenses. (If No, DETAINABLE)	VS8216			
GOOD WEATHER/ SEA CONDITION PREVAILING					
HPCG MC 01-09, MC 03-01	38. Ship allowed to sail per HPCG MC 01-09 or MC 03-01.	VS8321			
PCG MC 01-09	39. Latest PAGASA Weather Bulletin available and plotted in the weather chart.	VS8309			
	40. Latest Notice to Mariner and Updated Nautical Chart is available on board (If No, to be RECTIFIED)	VS8308			
UPKEEP OF EQUIPMENT AND RUNNING LIGHTS VERIFIED					
PMMRR Chapter X and XI	41. Required / fitted communications / navigational equipment per Ship Station License or PSSC are in operating condition. (If No, DETAINABLE)	VS8745			
PMMRR 1997 Chapter XI	42. Running lights are operating. (If No, DETAINABLE)	VS8746			
ALL ENGINES IN OPERATING CONDITION					
PMMR 1997 Chapter V, HPCG MC 04-98	43. Master and Chief Engineer declares that all main and auxiliary engines including fire pumps are in operating condition. (If No, DETAINABLE)	VS81509			
RESPONSIBLE SHIOWNER / CREW / TERMINAL CONTROL					
MC 180, MC 2009-13, MC 2009-18	44. Complete Passenger Manifest submitted prior departure. (If No, to be RECTIFIED)	VS82404			
MC 191	45. No indication observed that any Officer is under the influence of alcohol or prohibited drugs. (If No, DETAINABLE)	VS82412			

REF TO REG	ITEMS FOR INSPECTION	CODE	YES	NO	REMARKS
MC 114	46. Random check of passageways reveals that they are unobstructed and escape routes are passable. (If No, to be RECTIFIED)	VS82414			
MC 134: MC____ Sec III.A.24	47. Embarkation/Disembarkation ladder is provided with non-skid steps and guardrails. (If No, to be RECTIFIED)	VS82408			
MC 114. MC____ sec III.B.41.6	48. Officers and crew on duty are wearing proper uniform. (If No, to be RECTIFIED)	VS82413			
DISTINCT / VISIBLE LAYERS OF SECURITY					
	49. Security patrol and screening of passengers / baggages within terminal area conducted by shipping company and or port authorities. (If No, to be RECTIFIED)	VS82608			

INSTRUCTIONS:

1. No vessel shall be cleared to depart for voyage unless it complies with all the applicable conditions (items of inspection) of this checklist.
2. 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.
3. 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.
4. When PDI is completed, ensure that no more passenger(s) shall be allowed to board and no cargo is loaded in the vessel for the voyage.
5. PCG inspector(s) shall personally witness the departure of the vessel from port/ point of origin to ensure compliance to instruction 2.
6. In areas where the same vessel makes multiple departures on the same port on the same day, inspection may be conducted on the first departure except for checking the passenger manifest, carriage of excess passengers, loadline/stability, cargo lashings or reported deficiency or malfunctioning of ship's equipment/machinery, verification shall be on a by trip basis.
7. Appropriate MVR or EIAR shall be issued for violations of regulations discovered or observed during the inspection.
8. Accomplished copies of this vessel departure checklist shall be maintained by each Coast Guard Station and Detachment for ready reference.
9. 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