



FORM E -3

PUNONGHIMPILAN TANODBAYBAYIN NG PILIPINAS
(HEADQUARTERS PHILIPPINE COAST GUARD)

139 25th Street, Port Area
1018 Manila

EMERGENCY READINESS EVALUATION (ERE) CHECK-OFF LIST

Collision at Port and/or Sea

(Type of Drill)

Check the appropriate type of Vessel:

Passenger Vessel	
Cargo Vessel	
Passenger Cargo Vessel	
Tanker Vessel (Type:	
Tugboat	
High Speed Craft	
Others, if any	

NAME OF SHIP EVALUATED: _____ GT/NT: _____/_____

LOCATION: _____ DATE: _____

REQUIREMENTS	MAX CREDIT	ASGD CREDIT	REMARKS
I. PREPARATION AND READINESS:	10%		
A. Collision at Port and Sea Bill/Muster List is up to date, posted in conspicuous place throughout the vessel, and in accordance with the Ship Safety Manual (SSM) or Station Bill of the vessel and Billet Card of personnel.	2.0%		
1. <i>Collision at Port and Sea Bill/Muster List is up to date</i>	(0.8 %)		
2. <i>Collision at Port and Sea Bill/Muster List in accordance with the Ship Safety Manual (SSM) or Station Bill</i>	(0.6 %)		
3. <i>Collision at Port and Sea Bill/Muster List is posted in conspicuous place throughout</i>	(0.6 %)		

the vessel			
B. The station bill/muster list indicated the individual duties of all personnel on board and all crew members been given with written duties and responsibilities (Billet Card).	2.0%		
1. The station bill/muster list indicated the individual duties of all personnel on board	(1.0)		
2. All crew members are given written duties and responsibilities (Billet Card).	(1.0)		
C. Emergency Readiness Drill (Collision,) was conducted regularly or as scheduled and properly recorded on a logbook. 1. <i>Drill conducted regularly</i> 2. <i>Drill Properly recorded</i>	2.0% (1.0) (1.0)		
D. All crew concerned mustered and wearing the appropriate clothing/ uniform. 1. <i>Conduct muster</i> 2. <i>wearing appropriate clothing</i>	2.0% (1.0) (1.0)		
E. Adequate and effective external communication: (1) Adequate (2) Effective	2.0% (1.0) (1.0)		
REQUIREMENTS	MAX CREDIT	ASGD CREDIT	REMARKS
II. ORGANIZATION: COLLISION AT SEA / IN PORT BILL PROVIDED FOR THE FOLLOWING REQUIREMENTS:	10%		
A. Personnel appropriately organize and designated as follows: (1) Repair party to handle the repair of damage. (2) Standby party (3) Medical Team	2.0% 2.0% 2.0%		
B. Chain of responsibilities is clearly defined in the station bill.	2.0%		
C. The master has full control and supervision of the situation	2.0%		
REQUIREMENTS	MAX CREDIT	ASGD CREDIT	REMARKS
III. COMMUNICATIONS:	10%		

A. Adequate and effective internal communication system throughout the ship (control/ bridge station, at scene and medical Team).	1.0%		
B. Good flow of communication between the bridge/damage control station and scene station. If no other means of communication is available, utilized crew member to act as messenger between control station and muster station.	1.0%		
C. Manually activate Emergency Position Imitating Radio Beacon (EPIRB).	1.0%		
D. Inform the Designated Person Ashore (DPA) to coordinate and cooperate with the Philippine Coast Guard.	2.0%		
<p>E. Appropriate alarm shall be sounded: Intermittent Sound for one minute on <i>ship's whistle or horn</i> and followed by an announcement <i>"This is a drill, this is a drill. Standby for Collision at (Port/Starboard).</i> Repair Party and medical Team Standby. Passengers please take hold for your safety. <i>This is a drill, this is a drill</i> to inform all parties onboard (e.g. passengers, crew and ancillaries) regarding the drill.</p> <p>"This is a Drill3X; Pan Pan 3X, this is (name of vessel) - (call sign), this is (name of vessel) - (call sign), this is (name of vessel) - (call sign), my position is at Latitude ____degs ____mins North, Longitude ____degs ____mins East or at vicinity (nearest shoreline). We are on Collision. We are on Collision. We are on Collision. We have (number of passengers and cargoes) on board in need of immediate assistance "Pan, Pan, Pan". Repeat if necessary</p> <p>1. Appropriate alarm and flag hoist shall be sounded and hoisted (1.0)</p> <p>2. Announcement through the PA System (2.5)</p> <p>1</p>	5.0%		

<p><i>Ten Seconds before impact, following shall be announced to warn everybody:</i></p> <p><i>“This is a drill 3X. Standby for Collision in ten seconds; ten; nine; eight; seven, six, five. four, three, two, one; impact</i></p> <p><i>3. External alarm sounded seven short blasts followed by one long blast</i></p> <p><i>4. Position of the vessel</i></p> <p><i>5. Number of passengers</i></p>	<p>(0.5)</p> <p>(0.5)</p> <p>(0.5)</p>		
REQUIREMENTS	MAX CREDIT	ASGD CREDIT	REMARKS
IV. PERFORMANCE /CROWD CONTROL:	60%		
<p>A. Appropriate alarm sounded and hoisted.</p> <p>(1) Internal</p> <p>(2) External(ships horn/radio and flag hoist)</p>	<p>5.0%</p> <p>(2.5)</p> <p>(2.5)</p>		
<p>B. Equipment / tools and shoring materials brought to the scene control damage adequately.</p> <p>1. <i>Equipment / tools adequate</i></p> <p>2. <i>Shoring materials brought to the scene</i></p>	<p>2.0%</p> <p>(1.0)</p> <p>(1.0)</p>		
C. Ship's personnel observed traffic routes, report to respective station promptly with minimum confusion.	1.0%		
D. Personnel at the damage area sufficient to handle the situation.	1.0%		
E. Investigator approached cautiously with portable lamps/flashlight	1.0%		
F. The following steps or procedures were undertaken to ensure passenger safety, identify the source of leak, and keep the vessel afloat:	20.0%		
<p>1. Close all watertight and weather-tight doors, hatches, and airports to prevent taking water aboard or further flooding in the vessel.</p> <p>1.1 <i>watertight and weather-tight doors,</i></p> <p>1.2 <i>hatches</i></p> <p>1.3 <i>airports</i></p>	<p>2.0%</p> <p>(0.6)</p> <p>(0.7)</p> <p>(0.7)</p>		
2. Keep bilges dry to prevent loss of stability due to water bilges. Use power driven bilge pump, hand pump, and	2.0%		

buckets to dewater. 2.1. bilges dry 2.2. bilge pump 2.3. hand pump 2.4. buckets	(0.5) (0.5) (0.5) (0.5)		
3. Align fire pumps to use as bilge pump, if possible.	2.0%		
4. Check all intake and discharge lines, which penetrate the hull, for leakage. 4.1. Check intake lines 4.2. Check discharge lines	2.0% (1.0) (1.0)		
5. Passengers must remain seated and kept calm. 5.1. Passengers remain seated 5.2. Passengers kept calm	4.0% (2.0) (2.0)		
6. Passengers must don life jackets if conditions worsen, the vessel is about to cross a hazardous bar or when otherwise instructed by the master.	2.0%		
7. If assistance is needed, follow the procedures to call the authorities (Philippine Coast Guard) and vessels in the vicinity through radio telephone or other means of communications. 8.1. call the authorities (Philippine Coast Guard) 8.2. call other vessels in the vicinity	2.0% (1.0) (1.0)		
8. Prepare survival craft (lifeboats, inflatable rafts, and boats) for launching.	2.0%		
9. Assign someone to manage the crowd for orderly flow of traffic or disembarkation of passengers later. 9.1. Crowd control 9.2. Orderly flow of traffic/disembarkation of passengers	2.0% (1.0) (1.0)		
G. Adjacent compartment inspected for possible damage.	1.0%		
H. Damage compartment are isolated and flooding boundaries established.	1.0%		
I. Electrical circuit in damage areas de-energized and restored as soon as checked / repaired.	1.0%		
J. Repair team familiar with the ships drainage and fire main system.	1.0%		
K. Personnel handling the repair showed familiarity in the use of shoring equipment / tools and materials.	1.0%		For revision/increased points
L. Compartment in damage areas de-watered	1.0%		

as appropriate.			
M. Effective supervision of the team displayed by the team leader.	1.0%		
N. Good team work displayed by the whole repair team.	1.0%		
P. Master / duty Deck Officer effected such augmentation and exercised positive control and supervision of the situation.	2.0%		
Q. Following reports rendered to pilot house by repair party:	20.0%		
1. Location of damage	5.0%		
2. Extent of damage	5.0%		
3. Equipment and materials being used	5.0%		
4. Action being taken in controlling the damage	5.0%		

TIME IN MINUTES	MAXIMUM CREDIT	ASSIGNED CREDIT	REMARKS
01 - 50 Mins	Max 10.0%		
51 – 80 Mins, but not more than 80 Mins	Max 7.0%		
ACTUAL TIME: (_____ MINS)			

SUMMARY:

CREDIT	MAX CREDIT	ASGN
I. PREPARATION AND READINESS →	10% →	<input type="text"/>
II. ORGANIZATION →	10% →	<input type="text"/>
III. COMMUNICATION →	10% →	<input type="text"/>
IV. PERFORMANCE →	70% →	<input type="text"/>
TOTAL RATING: →	100% →	<input type="text"/>

A. ADJECTIVAL EVALUATION :

R A T I N G S

1. ABOVE STANDARD ===== 100 – 90
2. STANDARD ===== 89 – 80
3. BELOW STANDARD===== 79 – Below

B. COMMENTS :

C. RECOMMENDATIONS:

INSPECTORS:

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(Team Leader)

CONCUR:

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(Master/Skipper)	(Chief Engineer)