

MEMORANDUM CIRCULAR NO. 180

TO : DOMESTIC SHIP OWNERS/OPERATORS AND MASTERS / ALL OTHERS CONCERNED

SUBJECT : RULES TO GOVERN PASSENGER MANIFESTS ON BOARD PHILIPPINE REGISTERED PASSENGER SHIPS

In order to further enhance maritime safety for the protection of life, and in order to promote the convenience of the riding public, and pursuant to Presidential Decree (PD) No. 474, Executive Order (E.O.) 125/125-A, series of 1987, and relevant rules and regulations, Memorandum Circulars or Orders, the following rules are hereby adopted and prescribed:

I. OBJECTIVE

To provide guidelines governing the counting and manifesting of all persons carried on board passenger ships, to ensure that all persons on board are duly and properly recorded in the Passenger Manifest.

II. COVERAGE

Philippine -registered passenger ships, regardless of size, plying the domestic trade.

III. DEFINITION OF TERMS

1. *Child* - a person who is twelve (12) years old and below.
2. *Adult* - a person who is above twelve (12) years old.
3. *Passenger* – any person carried on board a ship except:
 - the Master and the members of the crew or other persons employed or engaged in any capacity on board a ship on the business of that ship;
 - a person on board and carried either because of the obligation laid upon the Master to carry shipwrecked, distressed or other person by reason of *force majeure*; and
 - a child under one (1) year of age.
4. *Passenger Manifest* – the list of persons counted as passengers on board a passenger ship for a particular voyage, using the prescribed format with the required information.

IV. GENERAL PROVISIONS

1. No passenger-carrying ship shall allow passengers on board in excess of the total number of passengers authorized for the ship.
2. The total number of persons on board shall not exceed the total number of persons allowed for each ship, except as provided for in Regulation I/7(1) of the PMMRR '97, as amended, involving the rescue of persons from other ships.
3. All passengers on board the ship shall be counted and manifested using the herein attached format of Passenger Manifest.

- a) In the case of children under one (1) year old, although not counted and considered as passenger, their names shall be attached to the name of the accompanying adult passenger listed in the Passenger Manifest.
 - b) In the case of children over one (1) year old who are allowed to be on board but not to be provided with accommodations and amenities due to a paying passenger, they shall not be counted, but their names shall be included in the Passenger Manifest as attached to the name of the accompanying adult passenger listed therein.
 - c) Other children over one (1) year old not treated as in the previous paragraph shall be counted and manifested as passengers, but shall be listed as children.
4. Persons availing of discounted fares and complimentary passes (i.e., drivers, helpers, shippers ,etc.) shall be counted as passengers and listed in the Passenger Manifest, subject to the terms attached to the grant of the discount/pass.
 5. All persons listed in the Passenger Manifest shall be entitled to the accommodations and amenities due to a paying passenger.
 6. Entries in the Passenger Manifest should be legible, and whenever possible, computer-generated.
 7. For purposes of headcounting of passengers in passenger-carrying ships with lying accommodations, wherein children are included despite being accorded free or discounted fares subject to their sharing lying accommodations together, or with accompanying adult passengers, the Certificate of Inspection issued to such ships shall henceforth reflect the ***Total Authorized Passenger Capacity*** in two categories: (a) ***With accommodations*** – to correspond to the total number of authorized passengers reckoned from the number of accommodations available for such ship, per approved Accommodation Plan; and (b) ***With shared / without lying accommodation*** – to correspond to 10% of the total number of authorized passengers entitled to lying accommodations, which will include children under one(1) year old, children under three(3) years of age without charge, and other children granted discounted fare which will share the same accommodation with passengers with accommodation. ***This will not however, apply to ferry vessels, High Speed Crafts and other similar ships where sitting accommodations are provided to passengers.***
 8. An Administration -approved lifejacket shall be provided for every person on board the ship. In addition, a number of lifejackets suitable for children equal to at least 10% of the number of adult passengers on board shall be provided, or such greater number as may be required to provide a lifejacket for each child.
 9. Passenger ships shall adhere strictly to the pertinent provisions of Chapter IX of the PMMRR '97, as amended, concerning Life-Saving Appliances.

VI. SANCTIONS

<u>Violations</u>	<u>1st Violation</u>	<u>2nd Violation</u>	<u>3rd Violation</u>
➤ Insufficient number of lifejackets and life-saving appliances required to be on board a ship.	P 1,000.00/ piece + non-operation of vessel/ non-extension of CPC/PA/SP	P 2,000.00/ piece + non-operation of vessel/ non-extension of CPC/PA/SP	P 4,000.00/ piece + revocation/ cancellation of CPC/PA/SP

SECRETARY'S CERTIFICATE

This is to certify that this Memorandum Circular was approved during the 161st Regular Meeting of the Maritime Industry Board held on 07 October 2002.

(Signed) **Atty. GLORIA V. BANAS**
Corporate Secretary

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PASSENGER MANIFEST
(To be accomplished for each voyage of the ship)

Name of Ship	Voyage Route/Link:
Name of Company/Operator:	Date/ Voyage Number:

Total Number of Persons Authorized (Passengers/Crew/Ancillaries/Supernumeraries/Others): _____

Name of Passenger	Passenger's Child Companion (if any)	Accommodation Type (1 st , 2 nd , 3 rd)	Sex	Age	Address	Port of Embarkation	Port of Disembarkation
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