



MARITIME INDUSTRY AUTHORITY

PANGASIWAAN NG KALAKALANG PANDAGAT
<http://www.marina.gov.ph>

MARINA CIRCULAR

No. 2017-05

Series of 2017

TO : SHIPOWNERS, CHARTERERS, OPERATORS AND ALL CONCERNED

SUBJECT : REVISED RULES AND REGULATIONS ON THE IMPLEMENTATION OF THE MANDATORY MINIMUM SERVICE STANDARDS AND OTHER SERVICES ON-BOARD SHIPS CARRYING PASSENGERS IN THE INTER-ISLAND SHIPPING TRADE

Pursuant to Sections 2 (b) and 6 (b) of Presidential Decree No. 474 and Sections 2 (2.1) and 10 (7) of Republic Act No. 9295 and its Implementing Rules and Regulations (IRR), as amended, the following Rules and Regulations are hereby prescribed requiring the mandatory minimum service standards and other services on-board ships carrying passenger in the inter-island shipping trade:

Section 1. Objectives – In furtherance of the public thrust to provide the general public with a safe, convenient, reliable, efficient, friendly and seamless maritime transportation system in the country, this Circular intends to:

1. Promote the general well-being of the riding public by prescribing the service standards and other services on-board ships carrying passengers;
2. Ensure maintenance of health and sanitation on-board ships carrying passengers as well as the protection of the coastal marine environment;
3. Promote the general well-being of the riding public through the provision of facilities and services that offer them convenience and comfort on the whole duration of their sea-travel; and
4. Expand the market for inter-island passenger ships as primary mode of transporting people from one island to another through responsible shipownership.

Section 2. Coverage – This Circular shall apply to all Philippine registered ships authorized to engage in the carriage of passengers except for motorbancas with outriggers.

Section 3. Definitions – As used in this Circular, the following words, terms or phrases shall be defined as follows:

1. **Administration** refers to the Maritime Industry Authority or **MARINA** for brevity.

2. **Alleyway** refers to a passageway bordered by railing or bulwark or wall enclosure.
3. **Bunk** refers to or synonymous with bed or sleeping berth and may be single tier or double tier.
4. **Bath** refers to a room with shower and/or faucet used to wash one's body.
5. **Category 1 Ships** refers to passenger ships that travel from one island to another for more than 4 hours.
6. **Category 2 Ships** refers to passenger ships that have 4 hours or less travel time.
7. **Certificate of Compliance or COC** refers to a document issued by the Administration attesting to the ship's compliance with/adherence to the service standards and other requirements set forth in this Circular.
8. **Existing Passenger Ship** refers to a passenger ship acquired prior to the effectivity of this Circular.
9. **High Speed Craft** refers to a craft capable of maximum speed in meter per second (m/s) equal to or exceeding:

$$3.70\Delta^{0.1667}$$

Where: Δ = Displacement corresponding to the design water Line in M3

10. **Motorized Boat** refers to watercraft of 35 gross tonnage and below with outrigger and authorized by the Administration to carry passengers.
11. **New Passenger Ship** refers to a passenger ship acquired through importation, bareboat charter or local construction after the effectivity of this Circular.
12. **Lee Board** or Lee Rail Bunk Side Rail refers to the protection guide of bunks.
13. **Open Deck** refers to a deck space usually found on small sea craft which does not have any roof.
14. **Open Space** refers to a section of a deck, which is not walled in, but rather is bounded on the port and starboard by railing or bulwark, which is only more or less half the height from the floor to the ceiling.
15. **Passageway** refers to the space between fixed seats or bunks or clusters of seats or bunks where passengers may pass.
16. **Passenger** refers to every person other than:
 - 16.1. 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;

- 16.2. 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;

It shall refer to persons embarking on, on board, or disembarking from a ship engaged in domestic shipping to include the following such as, but not limited to, those who are paying, non-paying, minor, infant, holding discounted or complimentary tickets and/or accommodated passengers, including those passengers who are accompanying cargoes, vehicles or animals.

17. **Passenger Ship** refers to any ship carrying a minimum of 12 passengers and authorized by the Administration to carry passengers, including barges used for carriage of passengers and previous landing craft transports (LCTs) converted to roll-on roll-off (RORO) ships.
18. **Persons with Disability (PWDs)** refer to persons suffering from restriction on different abilities, as result of a mental, physical or sensory impairment, to perform an activity in the manner or within the range considered normal for a human being.
19. **Primary Passageway** refers to the space between clusters of seats wide enough to permit the passage of two (2) persons passing side by side at the same time.
20. **Secondary Passageway** refers to the space similar to a primary passageway need only to permit convenient passage of one (1) person.
21. **Senior Citizens** refer to any resident citizen of the Philippines at least sixty (60) years old.
22. **Sick Bay** refers to the compartment in a ship used for medical purposes; the ship's hospital.
23. **Toilet** refers to a fixed bowl shaped bathroom receptacle into which a person may urinate and defecate.

Section 4. General Provisions

1. All inter-island ships authorized to engage in the carriage of passengers shall comply with service standards appropriate to them and other services as set forth by herein Circular.
2. In prescribing the service standards and other services, inter-island passenger ships shall be categorized based on their minimum travel time. Category 1 ships are those that travel from one island to another for more than four (4) hours while Category 2 ships are those that sail from one island to another four (4) hours or less.

3. The Administration shall issue a Certificate of Compliance (COC) for ships that comply with the requirements of herein Circular which shall be valid for one (1) year, subject to renewal every year thereafter. Copy of the valid COC shall, at all times, be displayed in conspicuous place on-board ship.
4. The COC shall be ship specific and shall not be used for other ships.
5. Application for the issuance and renewal of the COC shall be issued by the Administration where the ship is homeported. Application for the renewal of the COC shall be made within one (1) month before its date of expiration.
6. Failure to maintain the required service standards may lead to the revocation and/ or cancellation of the ship's COC which shall have the consequential effect of suspension, cancellation or revocation of the latter's Certificate of Public Convenience (CPC), subject to notice and hearing.
7. Service standards for passenger accommodations shall be classified as first, second and third class. The Administration shall rate the standard for this service which shall serve as basis for its classification. However, reclassification or changes in ship's passenger accommodation shall be inspected and approved by MARINA prior to issuance of new COC.
8. For every ship coming under inspection for the first time, and whenever alterations have been made which affected the number of authorized passenger capacity, the information on the number and location of fixed bunk beds or seats or both including the water closets separately provided for male and female passengers shall be stated in the ship's passenger accommodation plan. If more than one class of passenger accommodation is being carried, the information should also show the allocation of accommodation to each class and the number of passengers carried in each class.
9. Shipping companies covered shall adopt and implement a policy/system to promote the general well-being of Persons with Disability (PWDs), Senior Citizens, Women and Children by giving priority in embarkation and disembarkation including the availment of intended facilities and services while they are on-board ships.
10. Ship officers and crew shall wear the prescribed uniform while on their official duty.
11. To ensure effective implementation of this Circular, the Administration shall implement a system of **periodic and scheduled inspection** as well as other means of verifying compliance such as, but not limited to, deploying its staff incognito to conduct random on-board inspection;
12. Shipping companies shall provide a **feedback system** where passengers and crew can express their appreciation or grievance/complaint of service provided. They shall make visible active contact numbers.

Section 5. *Specific Provisions*

1. The minimum passenger service standards prescribed by this Circular are attached as "ANNEX A".
2. Other requirements relating to chairs, lighting, portable drinking water, toilet and bath, sick bay (clinic), sanitation and safety are herein attached as "ANNEX B".

Section 6. *Privileges Exclusive for PWDs, Senior Citizens, Women and Children.*

On top of the minimum service standards, the following services shall also be made available for the exclusive use of those persons aforementioned:

1. PWDs, Senior Citizens and Pregnant Women shall be provided with **separate toilets** which shall be designed in accordance with their physical requirements in the most accessible accommodation which includes but not limited to **courtesy space and seats for their exclusive use.**
2. For ships authorized to carry 100 passengers and below and with voyage of less than 4 hours, at least one (1) toilet shall be provided that can accommodate males, females, PWDs, senior citizens and pregnant women.
3. There shall be **an area inside or near the comfort rooms for the changing of diapers** for children, senior citizens and those with medical conditions as well as **lactation facility** for nursing mothers.
4. Travelling pregnant women and women with children, PWDs and senior citizens shall be given preference or priority during embarkation, disembarkation and special assistance in case of medical emergencies or on the occasion of maritime incidents/accidents.

Section 7. *Venue of Filing of Inspection and Issuance of Certificates of Compliance (COC)* – Shipowners/operators shall file their application for inspection and issuance of COC in the Administration's Office where the subject passenger carrying ship is homeported.

Section 8. *Documentary Requirements* – The following documentary requirements must be submitted when applying for inspection and issuance of COC:

New Application	Renewal
1. Letter of intent / application letter	1. Existing COC
2. MARINA Approved Ship Passenger Accommodation Plan	2. MARINA Approved Revised Ship Passenger Accommodation Plan (if necessary)
3. Certificate of Philippine Registry	3. 10-Minute Safety Film or Voice Tape
4. Certificate of Ownership	4. Updated Passenger Insurance Policy
5. Updated Passenger Insurance Policy	5. Other ship's plans as may be required by the Administration
6. Passenger Ship Safety Certificate (PSSC)	

7. Other ship's plans as may be required by the Administration

Section 9. Issuance of COC – The COC shall be issued only upon satisfactory compliance with the minimum service standards and other requirements herein and after payment of the corresponding fees and charges.

Section 10. Non-Issuance of COC – The Administration may refuse the issuance or renewal of COC on the following instances:

1. When there is evident non-compliance with at least five (5) service standards; and,
2. When minimum service standards required to be complied with at a previous inspection remains unrectified.

Section 11. Non-Renewal/Withdrawal of COC – The Administration may not renew or withdraw an existing and valid COC which is due to expire on the following grounds:

1. Failure to display a copy of valid COC in a conspicuous place onboard as prescribed in Section 4.3 herein;
2. Application for COC in the Administration's office outside the ship's homeport as required in Section 4.5 and Section 7;
3. Reclassification of Passenger Accommodation without MARINA Approval under Section 4.7.;
4. Failure to state alterations affecting the ship's authorized passenger capacity in the passenger accommodation plan as required under Section 4.8.;
5. Failure to institutionalize a feedback system required under Section 4.12. for any grievance/complaint from passenger and crew.

However, the concerned ship owner/operator may re-apply for the re-issuance of COC, upon rectification of deficiencies that caused the non-issuance/non-renewal/withdrawal of such certificate.

Section 12. Fees and Charges

1. Issuance/Re-issuance of COC	P400.00
2. Inspection Fees	
a. Within Metro Manila / Area of Jurisdiction for MARINA Regional Offices:	
- 35 to 100 GRT	P 3,100.00
- Above 100 to 250 GRT	P5,600.00
- Above 250 to 350 GRT	P7,500.00
- Above 350to 500 GRT	P9,400.00
- Above 500 to 1000 GRT	P13,100.00
- Above 1000 to 5000 GRT	P15,000.00
- Above 5000 GRT	P18,700.00

b. For inspection outside Metro Manila / Area of Jurisdiction for MARINA Regional Offices:		
- 35 to 100 GRT		P7,500.00
- Above 100 to 250 GRT		P9,400.00
- Above 250 to 350 GRT		P11,200.00
- Above 350 to 500 GRT		P13,100.00
- Above 500 to 1000 GRT		P15,000.00
- Above 1000 to 5000 GRT		P18,700.00
- Above 5000 GRT		P24,300.00

Section 13. Fines and Penalties – The following fines and penalties shall be imposed on shipowners/operators for any violation of the provisions herein, upon notice and hearing:

1. Operating without valid COC

SHIP CATEGORY	PENALTY	
	First Violation	Subsequent Violation
Category 1 Ships	P50,000 + P20,000/month of unauthorized operation (no sail condition until compliance)	Revocation of COC
Category 2 Ships	P25,000 + P10,000/month of unauthorized operation no sail condition until compliance)	Revocation of COC

2. Delayed Application for renewal COC

(more than 1 month after its date of expiration as required under Section 4.5.)

SHIP CATEGORY	PENALTY	
	First Violation	Subsequent Violation
Category 1 Ships	P20,000/month of delay or a fraction thereof	Revocation of COC
Category 2 Ships	P10,000/ month of delay or a fraction thereof	Revocation of COC

Delay of more than 20 working days shall be considered one (1) month of delay.

3. Failure to maintain/comply with any of the Service Standards under Section 5:

- a. Business Class Passenger Ship Accommodation
- b. Premium Economy Passenger Ship Accommodation (Air-conditioned)
- c. Premium Economy Passenger Ship Accommodation (Non-Air-conditioned)
- d. Economy Passenger Ship Accommodation

- e. Meals
- f. Public Spaces
- g. Serving Spaces
- h. Embarkation and Disembarkation

SHIP CATEGORY	PENALTY (per requirement per ship)		
	First Violation	Second Violation	Succeeding Violations
Category 1 Ships	P25,000 + warning	P 50,000 + suspension of operations for a period not exceeding 30 days from the date of confirmation of the violation	Revocation of COC
Category 2 Ships	P50,000 + warning	P 100,000 + suspension of operations for a period not exceeding 30 days from the date of confirmation of the violation	Revocation of COC

4. Failure to maintain/comply with any of the Other Requirements prescribed under Section 5 herein

SHIP CATEGORY	PENALTY (per requirement per ship)		
	First Violation	Second Violation	Succeeding Violations
Category 1 Ships	P20,000 + warning	P 40,000 + suspension of operations for a period not exceeding 30 days from the date of confirmation of the violation	Revocation of COC
Category 2 Ships	P15,000 + warning	P 30,000 + suspension of operations for a period not exceeding 30	Revocation of COC

		days from the date of confirmation of the violation	
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5. Failure to provide privileges exclusive for PWDs and Senior Citizens shall be penalized in accordance with RA 7277/9442/10070 (PWDs), RA 7432/9257/9994/9257 (Senior Citizens) and their Implementing Rules and Regulations.

Section 15. Separability Clause – Should any provision of this Circular be declared by competent authority to be invalid or unconstitutional, the remaining provisions or parts hereof shall remain full force and effect.


Section 16. Repealing Clause – Memorandum Circular Nos. 65 and 65-A including other MARINA rules, regulations and issuances inconsistent herewith are hereby repealed, amended or modified accordingly.

Section 17. Transitory Provisions

1. Existing passenger carrying ships and those authorized to sail upon the effectivity of this Circular shall comply with the prescribed minimum standards until **01 June 2018 or their first scheduled dry docking after 01 January 2018;**
2. Ships currently under construction and are intended for the carriage of passengers for the inter-island shipping trade shall comply with the prescribed service standards reckoned from the **date of their keel laying or on the first day of its operations.**

Section 18. Effectivity - This MARINA Circular shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

BY AUTHORITY OF THE BOARD


MARCIAL QUIRICO C. AMARO III, PhD
 Administrator

SECRETARY'S CERTIFICATE

This is to certify that the foregoing MARINA Circular No. 2017-05 has been approved by the MARINA Board in its 250th Regular Board Meeting held on 18 October 2017


MR. RAYMUNDO P. CRUZ, JR.
Corporate Board Secretary

Date of Publication : _____

Date of Submission to the UP Law Center: _____

ANNEX A

Service Standards

1. Business Class Passenger Ship Accommodation

AREAS OF CONCERNS	CATEGORY 1 (Bunk Bed Accommodation for Travel of more than 4 hours)	CATEGORY 2 (Seating Accommodation for Travel of 4 hours or less)
1. TYPE OF ACCOMMODATION	Cabin	Upholstered Seats
a. Deck sheathing	Carpet or wood or Vinyl or similar material non-skid material if painted, should be regularly maintained	Carpet or wood or Vinyl or similar non-skid material if painted, should be regularly maintained
b. Minimum requirements for bunks/ seats		
i. Size of bunk/seats with back rest and head rest	1.83 m. (L) x 0.61 m. (W)	0.42 m. (W) x 0.35 m. (D) x 0.40m (H), at least 0.740 m height of back rest and head rest
ii. Bunk/Seats arrangement	Single or two-tier bunk	Fixed Seats <ul style="list-style-type: none"> • Shall not exceed six (6) seats in a row; • Three (3) seats in a row for seats adjacent to bulwark/ railings; • More than three seats in a row shall not be nearer 0.38 m. from the wall enclosure; • All seats must be separated with arm

		rest
iii. Safety Belt		Must be provided on seats facing solid bulkhead and other construction onboard
iv. Framework of Bunk	Must be constructed of metal, or some other material which is hard, smooth and unlikely to become corroded.	N/A
v. Distance from the bottom of the bunk/seats to the floor deck	The lower bunk bed must be 0.127m – 0.305m above the floor deck	N/A
vi. Distance between the upper berth from the lower side of deck head beams or ceiling if fitted below those beams	The lower bunk bed shall have a free height above it of at least 0.81m	N/A
vii. Distance of upper berth from the lower side of deck head beams or ceiling if fitted below those beams	The upper bunk bed shall have a free height above it of at least 1.00 m.	N/A
viii. Ladder for upper berth or two tier bunk	Must be provided. Ladder shall be .46m wide.	N/A
ix. Leeboard or lee rail upper berth of two tier bunk	Must be provided 0.30 m from the top of the bed	N/A
c. Markings of Cabin Bunks/ Seats	Must be numbered	Must be numbered
d. Passageways	at least 0.92 m	at least 0.92 m in case of two passageways, each

		passageway should not be less than 0.61m
e. Doors	0.70 m x 1.83 m	At least two, 1.0 m width x 1.80 m height
2. NUMBER OF PASSENGERS	Maximum of eight passengers per cabin as per approved Passenger Accommodation Plan	Determined by the no. of fixed seats as per approved Passenger Accommodation Plan
3. BATH, TOILET AND A CERAMIC TOILET BOWLWITH FLUSHING CAPABILITY		
a. Number	One (1) toilet and bath per cabin	Separate toilet for men and women
b. Location	Inside cabin	Same deck level
c. Size	Must be provided	Must be provided
4. AMENITIES		
a. Water Supply	Running Fresh Water must be available at all times	Running Fresh water must be available at all times
b. Shower	Fresh water must be available at all times	N/A
c. Toiletries	Soap & toilet paper must be provided	Soap & toilet paper must be provided
d. Wash Basin	Fresh water must be available at all times	Fresh water must be available at all times
e. Covered Waste Basket	Must be provided, at least 1 (one)	Must be provided, at least 1 (one)
f. Hand Grab	Must be provided	Must be provided
g. Bidet Sprayer	Must be provided with fresh water at all times	Must be provided with fresh water at all times
h. Exhaust Fan	Must be operational at all times	Must be operational at all times
i. Television	Must be operational at all times	Must be operational at all times

5. SUPPLIES		
a. Furniture/Fixture		
i. Covered waste bin	Must be provided at least 1 (one) set, for biodegradable and non-biodegradable	Must be provided at least 2 (two) sets, for biodegradable and non-biodegradable
ii. Table & Chair	Must be provided at least 1 (one) table and 2 (two) chairs	N/A
iii. Closet	Must be provided at least 1 (one) with 8 hangers	N/A
iv. Mirror	Must be provided at least 1 (one)	Must be provided at the toilet at least 1 (one)
v. Thermos bottle	Must be provided with hot water at all times	N/A
vi. Public Address system	Audible Speaker must be provided at least 1 (one) at all times	Audible speaker must be provided at least 1 (one) at all times
vii. Baggage rack or compartment	Must be provided at least 1 (one) rack	Must be provided
b. Beddings/Blanket/Curtains		
i. Curtains for Porthole	Must be provided	Must be provided
ii. Curtains for berths	Must be provided	Must be provided
iii. Beddings and Linen	Must be provided each passenger	N/A
iv. Blanket (size should be over the bunk dimension)	Must be provided 1.2 m x 2.4 m	N/A
c. Ventilation	Air-conditioned Room temperature must be maintained at not more than 24 ^o C	Air-conditioned Room temperature must be maintained at not more than 24 ^o C

2. Premium Economy Passenger Ship Accommodation (Air-conditioned)

1. TYPE OF ACCOMMODATION	Dormitory Type	Properly constructed fixed upholstered seats
a. Deck sheathing	Wood or Vinyl or similar non-skid material if painted, should be maintained regularly	Wood or Vinyl or similar non-skid material if painted, should be maintained regularly
b. Minimum requirements for bunks		
i. Size of bunk	1.83 m (L) x 0.61 m. (W)	0.42 m. (W) x 0.35 m. (D) x 0.40m (H)
ii. Back rest	N/A	0.740 m. height of back rest
iii. Safety belt	N/A	Must be provided on seats facing solid bulkhead and other construction onboard High Speed Craft.
iv. Bunk/seat arrangement	<ul style="list-style-type: none"> • Single or two tier bunk; • Adjoining bunks must be separated or partitioned by rigid screen made of wood or other suitable materials. • The number of bunks in cluster should not exceed four (4) adjoining bunk beds • Bunk beds, whether single or two tier, may be allowed adjacent to wall enclosure 	<ul style="list-style-type: none"> • Shall not exceed six (6) seats in a row; • Three (3) seats in a row may be allowed adjacent to wall enclosure; • More than three seats in a row shall not be nearer 0.38 m. from the wall enclosure

	provided there must be an unobstructed access to at least one (1) side of each bed	
v. Framework of bunk/seat	Must be constructed of metal or some other material which is hard smooth and unlikely to become corroded	Must be constructed of metal or some other material which is hard smooth and unlikely to become corroded
vi. Distance from the bottom bunk to the floor deck	The lower bunk bed must be 0.305 meter (1 foot) above the floor deck	N/A
vii. Distance between the lower berth and the upper berth	The lower bunk bed shall have a free height above it of at least 1.00 meter	N/A
viii. Distance of upper berth from the lower side of deckhead beams or ceiling if fitted below those beams	The upper bunk bed shall have a free height above it of at least 1.00 meter	N/A
ix. Suitable ladder for upper berth of two tier bunk	Must be provided	N/A
x. Leeboard or lee rail for upper berth of two tier bunk	Must be provided 0.30 m from the top of the bed	N/A
c. Passageways	0.92 m	<ul style="list-style-type: none"> • 0.61 m distance between rows measuring from the front edge of the seat to the back rest of the seat next row in vertical position 0.92 meter primary passageway; • 0.38 meter distance of secondary

		passageway between column of seats; • in case of two passageways, each passageway should not be less than 0.61 m
2. NUMBER OF PASSENGERS	Determined by the number of properly constructed fixed bunks as per approved Passenger Accommodation Plan	Determined by the number of properly constructed fixed upholstered seats as per approved Passenger Accommodation Plan
3. BATH, TOILET AND A CERAMIC TOILET BOWL WITH FLUSHING CAPABILITY		
a. Number	Separate toilet At least 0.80 m x 1.2 m for men & women, and 1 (one) for PWD passengers	Separate toilet At least 0.80 m x 1.2 m for men & women, and 1 (one) for PWD passengers
b. Location	Same deck level of accommodation to be served	Same deck level of accommodation to be served
c. Size	Must be provided	Must be provided
d. Shower or bath	<ul style="list-style-type: none"> • Must be provided on ships with travel time of more than eight (8) hours; • Refer to Section 6.3 for the number of bath or shower ; 	N/A
4. AMENITIES		

a. Water Supply	Running Fresh water must be available at all times	Running Fresh Water must be available at all times
b. Toiletries	Soap & toilet paper Must be provided	Soap & toilet paper Must be provided
c. Wash Basin	Separate for men and women Fresh water must be available at all times	Separate for men and women Fresh water must be available at all times
d. Covered Waste Basket	Must be provided at least 1 (one)	Must be provided at least 1 (one)
e. Hand Grab	Must be provided	Must be provided
f. Bidet Sprayer	At least 1 (one) per toilet; Fresh water must be available at all times	At least 1 (one) per toilet; Fresh water must be available at all times
g. Exhaust Fan	Must be operational at all times	Must be operational at all times
h. Television	Must be provided and operational at all times	Must be provided and operational at all times
5. SUPPLIES		
a. Furniture/Fixture		
i. Covered waste bin	Must be provided at least 2 (two) each for biodegradable and non-biodegradable	Must be provided at least 2 (two) each for biodegradable and non-biodegradable
ii. Public Address system	Audible speaker Must be provided, at least 2 (two)	Audible Speaker Must be provided at least 2 (two)

iii. Baggage rack or compartment	Must be provided at least 1 (one)	Must be provided at least 1 (one)
iv. Mirror	Must be provided at least 1 (one)	Must be provided at the toilet at least 1 (one)
v. Thermos bottle	Must be provided with hot water at all times	N/A
vi. Public Address system	Audible Speaker Must be provided at least 1 (one) at all times	Audible speaker Must be provided at least 1 (one) at all times
vii. Baggage rack or compartment	Must be provided at least 1 (one) rack	Must be provided
b. Beddings/Blanket/Curtains		
i. Curtains for Porthole	Must be provided	N/A
ii. Curtains for berths	Must be provided	N/A
iii. Beddings and Linen	1 (one) for each bunk/bed, to be replaced after its use	N/A
iv. Blanket (size should be over the bunk dimension)	1 (one) for each bunk/bed to be replaced after its use	N/A
c. Ventilation	Air-conditioned Room temperature must be maintained at not higher than 24° C	Air-conditioned Room temperature must be maintained at not higher than 24° C
d. Minimum requirements for Reclining Seat (under MC 196)	Reclining accommodation shall not exceed fifty percent (50%) of the total capacity of the	

	air-conditioned premium class accommodation	
i. Size of bunk/seats	0.46 m. (W) x 0.45 m. (D) x 0.45m (H)	N/A
ii. Back rest with Head Rest	0.740 m. height of back rest with head rest	N/A
iii. Arm Rest/	Must be provided	N/A
iv. Safety belt	Must be provided on seats facing solid bulkhead and other construction	N/A
v. Seat arrangement	<ul style="list-style-type: none"> • Shall not exceed six (6) seats in a row; • Three (3) seats in a row may be allowed adjacent to wall enclosure; • More than three seats in a row shall not be nearer 0.38 m. from the wall enclosure; <p>All seats must be separated with arm rest</p>	N/A
vi. Framework of seat	Must be constructed of metal or some other material which is hard smooth and unlikely to become corroded	N/A
vii. Degree of inclination of reclining seat from vertical	35 degrees	N/A

3. Premium Economy Passenger Ship Accommodation (Non-Air-conditioned)

1. TYPE OF ACCOMMODATION	Dormitory or Open Space with partitioning wall enclosures	Fiberglass seats
a. Deck sheathing	Vinyl or similar material	non-skid material
b. Minimum requirements for bunks		
i. Size of bunk	1.83 m (L) x 0.61 m. (W)	0.46m. (W) x 0.30 m. (D) x 0.40m (H)
ii. Bunk/seat arrangement	• Single or two tier bunk	• Shall not exceed six (6) seats in a row
c. Passageways	0.61 m	• 0.38 m between rows and 0.91 m passageway at aisle
2. NUMBER OF PASSENGERS	Determined by the no. of properly constructed fixed single or two-tier berths	Determined by the number of permanently fixed seats.
3. BATH, TOILET AND A CERAMIC TOILET BOWLWITH FLUSHING CAPABILITY		

a. Number	Separate toilet for men & women, and 1 (one) for PWD passengers at least one (1) cubicle designated for PWDs compliant with B.P. Blg. 344 with at least 0.80 m x 1.2 m in size	Separate toilet for men & women, and 1 (one) for PWD passengers at least one (1) cubicle designated for PWDs compliant with B.P. Blg. 344 with at least 0.80 m x 1.2 m in size.
b. Location	Same deck level of accommodation to be served	Same deck level of accommodation to be served
4. AMENITIES		
a. Water Supply	Fresh water	Fresh Water
	<ul style="list-style-type: none"> • Must be provided on ships with travel time of eight (8) hours or more; • Refer to Section 6.4 for the number of bath or shower 	N/A
b. Wash Basin	Separate for men and women	Separate for men and women
c. Covered Waste Basket	Must be provided	Must be provided
d. Hand Grab	Must be provided	Must be provided
e. Bidet Sprayer	<ul style="list-style-type: none"> • Optional Fresh water must be available	<ul style="list-style-type: none"> • Optional Fresh water must be available

5. SUPPLIES		
a. Furniture/Fixture		
i. Covered waste bin	Must be provided at least 2 (two) seats each for biodegradable and non-biodegradable	Must be provided at least 2 (two) seats each for biodegradable and non-biodegradable
ii. Public Address system	Must be provided, audible	Must be provided audible
iii. Baggage rack or compartment	Must be provided at least 1 (one)	Must be provided at least 1 (one)
b. Beddings/Blanket/Curtains		
i. Curtains for Porthole	Must be provided	Must be provided
ii. Curtains for berths	Must be provided	N/A
iii. Beddings and Linen	1 (one) for each bunk/bed, to be replaced after its use	N/A
iv. Blanket (size should be over the bunk dimension)	1 (one) for each bunk/bed to be replaced after its use	N/A
c. Ventilation	Non-Airconditioned	Non-Airconditioned

4. Economy Passenger Ship Accommodation

1. TYPE OF ACCOMMODATION	Dormitory or open space accommodation	Open space accommodation
a. Deck sheathing	Non-skid material/if painted, should be regularly maintained	Non-skid material/if painted, should be regularly maintained
b. Minimum requirements for bunks/seats		
i. Size of bunk/seat	1.83m x 0.61m	<ul style="list-style-type: none"> • 0.42 m. (W) x 0.35 m. (D) x 0.40m (H) • 0.740m height of back rest
ii. Bunk/seat arrangement	<ul style="list-style-type: none"> • Single or two tier bunk; • Adjoining bunks must be separated or partitioned by rigid screen made of wood or other suitable materials. • The number of bunks in cluster should not exceed four (4) adjoining bunk beds; • For open space accommodation: Single bunk beds may be allowed adjacent to bulwark or railing; • Two-tier bunks however shall not be nearer than 0.61 m from the bulwark/railing and provided that 	<ul style="list-style-type: none"> • Shall not exceed six (6) seats in a row; • Three (3) seats in a row may be allowed adjacent to wall enclosure or bulwark railing; • More than three seats in a row shall not be nearer 0.38 m. from the wall enclosure or bulwark railing • All seats must be separated with arm rest.; • Arm rest shall be only at both ends since there is a possibility of passengers being stuck to their seats in case of emergency especially for big persons.

	the nearby/adjacent bulwark or railing shall be screened in with steel mating.	
iii. Framework of bunk/seat	Must be constructed of metal, or some other material which is hard, smooth and unlikely to become corroded.	Must be constructed of metal, or some other material which is hard, smooth and unlikely to become corroded.
iv. Distance from the bottom of bunk to the floor deck	The lower bunk bed must be 0.305 meter above the floor deck	N/A
v. Distance between the lower berth and upper berth	The lower bunk bed shall have a free height above it of at least 1.00 meter	N/A
vi. Distance of upper berth from the lower side of deckhead beams or ceiling if fitted below those beams	The upper bunk bed shall have a free height above it of at least 1.00 meter	N/A
vii. Ladder for upper berth of two-tier bunk	Must be provided. Ladder shall be 0.46 m wide.	N/A
viii. Leeboard or lee rail on upper berth of two-tier bunk	Must be provided 0.30 m from the top of the bed	N/A
2. MARKINGS ON CABIN AND/OR BUNKS/ SEATS	Must be numbered	Must be numbered
3. PASSAGEWAYS	0.92 meter	<ul style="list-style-type: none"> • 0.38 m. between seat rows measuring from the front edge of the seat to the top edge of the back rest of front seat. • 0.92 m. primary

		<p>passageway</p> <ul style="list-style-type: none"> • 0.61 m. secondary passageway should there be more than two clusters of seat
4. NUMBER OF PASSENGERS	Determined by the number of properly constructed fixed bunks as per approved Passenger Accommodation Plan	<ul style="list-style-type: none"> • Determined by the number of properly constructed fixed seats as per approved Passenger Accommodation Plan
5. BATH, TOILET AND A CERAMIC TOILET BOWL WITH FLUSHING CAPABILITY		
a. Number	Separate toilet at least 0.80 m x 1.2 m for men & women, and 1 (one) for PWD passengers	Separate toilet at least 0.80 m x 1.2 m for men & women, and 1 (one) for PWD passengers
b. Location	Same deck level of accommodation to be served	Same deck level of accommodation to be served
c. Size	Must be provided	Must be provided
d. Shower or bath	<ul style="list-style-type: none"> • Must be provided on ships with travel time of more than eight (8) hours • Refer to Section 6.4 for the number of bath or shower 	N/A
6. AMENITIES		
a. Running water	Running Fresh water Must be available, at all times	Running Fresh Water Must be available at all times
b. Wash basin	Must be provided	Must be provided

	separate for men and women; Fresh running water must be available at all times	separate for men and women; Fresh running water must be available at all times
c. Covered waste basket	Must be provided at least 1 (one)	Must be provided at least 1 (one)
d. Hand grab	Must be provided	Must be provided
e. Bidet Sprayer	Must be provided; Fresh running water must be available at all times	Must be provided; Fresh running water must be available at all times
f. Exhaust Fan	Must be operational at all times	Must be operational at all times
7. SUPPLIES		
a. Covered waste basket	Must be provided, at least 2 (two) for biodegradable and non-biodegradable	Must be provided, at least 2 (two) for biodegradable and non-biodegradable
b. Public Address System	Speakers Must be audible in all areas	Speakers Must be audible in all areas
c. Baggage rack or compartment	Must be provided	Must be provided
d. Tarpaulin cover or similar material fitted on portions of railing or bulwark adjacent to passenger accommodation	Must be provided	Must be provided
8. VENTILATION	Open Space/Forced draught ventilation for enclosed/ partially enclosed spaces	Open Space/Forced draught ventilation for enclosed/partially enclosed spaces

5. MEALS – Adequate meals and snacks shall be made available on-board.

6. PUBLIC SPACES

1. HALL RECEPTION AREA	Must be provided on ships with travel time of 12 hours or more (OPTIONAL)	Must be provided on ships with travel time of 12 hours or more
2. SCHEMATIC DIAGRAM INDICATING LOCATION OF PASSENGER ACCOMMODATIONS, PUBLIC SPACES, EXITS AND ENTRANCES	Indicating location of passenger accommodations, public spaces, exits and entrances, escape route to be posted in all conspicuous places	Indicating location of passenger accommodations, public spaces, exits and entrances, escape route to be posted in all conspicuous places
3. EATING AREAS/DINING SALOONS	Optional	Optional
a. Seating capacity	N/A	N/A
b. Ventilation	Air-conditioned or forced draught for enclosed spaces	Air-conditioned or forced draught for enclosed spaces
c. Deck sheathing	Non-skid material if painted, should be regularly maintained	Non-skid material if painted, should be regularly maintained
d. Amenities		
i. Fixed tables	Must be provided at least 2 person per table	Must be provided at least 2 person per table
ii. PA System	Must be provided audible	Must be provided audible
e. Snack Bar	Optional	Optional
4. PROMENADE AREA/OPEN SPACE	Must be provided on ships with travel time of 4 hours or more	Optional
a. Deck Sheathing	Non-Skid material if painted, should be	Non-Skid material if painted, should be

	regularly maintained	regularly maintained
b. Fixture/fixed seats	Optional	Optional

7. SERVING SPACES

1. ALLEYWAY		
a. Dimension	• 1.00 m. for ships with travel time of more than four (4) hours.	• 0.80 m. for ships with travel time of four (4) hours and less
b. Safety Fixture		
i. Side railing	Must be provided with vertical railings	Must be provided with vertical railings
ii. Non-skid flooring	Must be provided, if painted, should be regularly maintained	Must be provided, if painted, should be regularly maintained
iii. Hand Grab (for Hallway with wall enclosure)	Must be provided	Must be provided
2. PRIMARY STAIRWAY		
a. Width of stairway	• 1.00 m. for ships with travel time of more than four (4) hours.	• 0.80 m. for ships with travel time of four (4) hours and less
b. Safety Fixtures		
i. Non-skid planks	Must be provided if painted, should be regularly maintained	Must be provided if painted, should be regularly maintained
ii. Hand rails	Must be provided	Must be provided
3. PANTRY		
a. Deck sheathing	Non-skid material if painted, should be regularly maintained	Non-skid material if painted, should be regularly maintained

b. Provisions		
i. Exhaust system	Must be provided	Must be provided
ii. Running water	Must be provided	Must be provided
iii. Covered trash can	Must be provided at least 2 (two) for biodegradable and non-biodegradable	Must be provided at least 2 (two) for biodegradable and non-biodegradable

8. EMBARKATION AND DISEMBARKATION

1. NUMBER OF EMBARKATION/ DISEMBARKATION POINT	Minimum of two (2)	Minimum of two (2)
2. SIZE OF GANGWAY	<ul style="list-style-type: none"> • Minimum of 1.00 m for ships with gross tonnage of 150 tons and above • Minimum of 0.60 m. for ships of less than 150 gross tonnage 	<ul style="list-style-type: none"> • Minimum of 1.00 m for ships with gross tonnage of 150 tons and above • Minimum of 0.60 m. for ships of less than 150 gross tonnage
3. SAFETY FIXTURES OF GANGPLANK/GANGWAY		
a. Non-skid floorboard or step	Non-skid floorboard Must be provided if painted, should be regularly maintained	Non-skid floorboard Must be provided if painted, should be regularly maintained
b. Hand rail	<ul style="list-style-type: none"> • Steel post with rope Must be provided; • Hardwood or any similar material must be provided 	<ul style="list-style-type: none"> • Steel post with rope Must be provided; • Hardwood or any similar material must be provided
c. Net below gangway	Must be provided	Must be provided
4. FOR RO-RO SHIPS	• Loading/unloading	• Loading/unloading of

	<p>of cargoes and embarkation/ disembarkation of passengers should not be done simultaneously</p> <ul style="list-style-type: none"> • Passenger lane in yellow markings (reflectorized) must be provided • Control of crowds during disembarkation to be indicated in the General Provisions. 	<p>cargoes and embarkation/ disembarkation of passengers should not be done simultaneously</p> <ul style="list-style-type: none"> • Passenger lane in yellow markings (reflectorized) must be provided • Control of crowds during disembarkation to be indicated in the General Provisions.
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ANNEX B

Other Requirements

Aside from the above-mentioned minimum service standards, the following requirements shall be complied with:

1. **Chairs** – No monoblock chairs shall be allowed to be used in all types of accommodation;
2. **Lighting** – Minimum of 180 lumens per square meter or 3 watts per square meter of space.
 - a. Vessels shall have adequate provisions for affording light to the passenger decks and to the compartments and spaces occupied by such passengers;
 - b. All parts of passenger accommodation shall wherever reasonably practicable be adequately lit by natural light. Port holes, sidelight or windows in cabins or compartments shall not be less than 0.254 m diameter or its equivalent area;
 - c. An adequate emergency lights or rechargeable lamps with automatic switch on shall be provided in passenger decks, access alleyways, compartments and spaces occupied by passengers.
3. **Potable Drinking Water** – Every deck must be provided with an efficient means for the regular supply of fresh and potable drinking water, free of charge and suitably distributed for use of the passengers. Each water supply must be provided with corresponding mark, i.e. for drinking use only. The minimum of such supply station onboard shall be as follows:

Registered Length of Ships	Minimum Number of Supply Station per Deck
a. Less than 50 meters	1
b. 50 up to 60 meters	3
c. 61 meters but less than 91.5 meters	4
d. 91.5 meters but less than 106.75 meters	6
e. 106.5 meters but less than 122 meters	8
f. 122 meters and over	10

4. Toilet and Bath

1. Toilets should be available to all passengers. Due consideration is to be given to the provision of facilities for disabled passengers.
2. The minimum number of toilets to be provided should be in accordance with the following **scale**:

Number of passengers per deck	Required number for voyage of more than 4 hours	Required number for voyage of 4 hours and less
a. Up to 50 passengers	2 (1 female, 1 male)	2 (1 male, 1 female)
b. 51 to 100 passengers	3 (2 female, 1 male)	
c. For each additional 100 passengers or part thereof	2 (1 female, 1 male)	2 (1 male, 1 female)

3. Relaxation from the full requirements of toilet may be allowed in regard to the particular service, if travel time is not greater than 30 minutes, at least one (1) common toilet is provided that can accommodate males, females, PWDs, Senior Citizens, and pregnant women.
 - a. Passenger ships with travel time of more than six (6) hours shall be provided with bath-in accordance with the following scale:

Number of passengers	Required number
a. Up to 50 passengers	2
b. 51 to 100 passengers	3
c. For each additional 100 passengers or part thereof	1 (additional)

- b. The bath or shower may be installed within the toilet if location is inside the cabin.
 - c. Toilets and baths should be properly marked to distinguish between male and female passengers, except in cabins.
 - d. Toilets and baths should be adequate in size, clean, well lit, properly ventilated and drained at all times.
 - e. Toilets and baths if located outside the cabin should be in cubicle form with minimum dimensions of 1.3m in length, 1m in width and 1.8m in height and effectively protected from the weather and sea.
4. **Sick Bay (Clinic)** - Every ship with a capacity to carry 500 or more passengers shall be provided with a permanent sick bay (clinic) to serve both passengers and crew. It

shall not at any time be used for any purpose other than the treatment of sick persons.

1. In every other passenger ship, a suitable room shall be appropriated for use, in case of need, as a temporary sick bay (clinic).
2. Every sick bay (clinic) shall be so situated that it is quiet and comfortable as possible and is readily accessible from the sleeping room of the member of the crew who is, and is employed as, a duly qualified doctor, a qualified nurse or a trained paramedic. It shall likewise be situated and arranged that a wheelchair or stretcher can be easily carried into it and placed alongside the bunk bed.
3. The sick bay (hospital or clinic), whether permanent or temporary, must be fitted with the following amenities and fixtures:
 1. Sufficient lighting;
 2. Unless served by an air-conditioning system, it must be fitted with an electric fan;
 3. Properly constructed fixed bunk/bed;
 4. Medical stores and necessary medical equipment/appliances;
 5. Medicine cabinet containing sufficient medicines;
 6. Private toilet and bath situated immediately adjacent to the location of hospital, and provided with amenities such as running water, toiletries (soap & toilet paper), wash basin, covered waste bin, and hand grab; and
 7. Wheel chair or stretcher.

5. Sanitary Requirements

1. The master shall cause the compartment and spaces provided and assigned to passengers, officers and crew to be kept in a clean healthful condition and to be as often as necessary properly sanitized;
2. The decks of ships shall be cleaned daily at least once and often as necessary.
3. The ships shall be fumigated every six (6) months or as often as may be necessary. It shall be the responsibility of the master of ships to request and make necessary arrangements for the fumigation of their ships.
4. **Passenger Accommodation** – The cleanliness, ventilation, food, light, water supply and all other analogous matters shall be maintained at such high standards as to ensure the health and comfort of passengers, officers and crew. Animals such as pets (dogs, cats etc.), fowls, pigs, livestock, etc., should not be mixed with passengers and crew. Animal pets shall be secured on cages or carriers to ensure that other passengers are safe from bites or scratches.

5. **Pantries and Galleys** – Pantries and galleys shall be located as far as possible from toilet, and must have available boiling water at all times to be used to sterilize all cooking and table utensils.
6. **Refrigeration Compartments** – Refrigeration boxes shall be frequently cleansed with boiling water at least twice a month.
7. **Garbage Chutes** – Garbage chutes shall be kept clean by daily washing with sand and water and shall further be cleansed at the end of each voyage.
8. **Water closet** – shall be well lighted and ventilated and kept in a clean and sanitary condition by proper flushing after each time of use, and by thorough washing down at least once daily. They shall be kept free from any offensive odor by frequent treatment disinfectant.
9. **Rat Guards** – When ships are at any dock, pier, wharf, quay or bulkhead, such ships shall take proper precautions to prevent the passage of rodents to and from the vessel. The ship shall be fended off the pier, wharf, quay, bulkhead or dock not less than four (4) feet and proper rat guards shall be fixed on all mooring lines. In addition, all cargo nets, chutes and similar devices extending between the ships and shore structures, shall be removed unless in actual use. Gangways and ladders shall be well lighted.
10. **Meals** - All meals shall be served on tables prepared for the purpose, eating on bare deck is prohibited.
11. **Left Overs** - Leftover food in the galleys or in any other part of the ship shall be protected from flies and other insects.
12. **Wastes** - No garbage or other waste matter shall be allowed to accumulate either in receptacles or on decks, in or about the galleys, but shall be disposed without delay. Portions of unserved food or other debris shall not be allowed to accumulate on the deck or in the scrappers.

6. Safety Requirements

1. The installation of bunk beds and seats shall allow comfortable and adequate access to any part of the accommodation space. In particular, they should not obstruct access to or occupy space leading to essential or emergency equipment or required means of escape.
2. Berthed passengers must not be accommodated within one eighth of the registered length of the ship from the fore side of the stem, and passengers must not be carried on deck below the waterline.

3. Bunk beds in cluster arrangement may be allowed but not to exceed four **(4)** adjoining beds per cluster to provide unobstructed access to at least one side of each bed and adequate clear spaces and passage ways to allow rapid evacuation of passengers in emergency.
4. **No cot bed or loose chairs shall be issued or offered on board ships to ensure that all passengers are provided the proper accommodation.**
5. Sufficient stowage racks or baggage compartments shall be provided for hand luggage taken into accommodation. Such racks should be arranged in positions where they would neither block stairways, alleyways or escape routes, nor interfere with access to lifesaving appliances and fire fighting equipment, and adequately designed to prevent shifting of luggage/baggage. A system for storage and retrieval of passenger baggage shall be in place to avoid confusion of ownership.
6. All accommodation shall display signages on direction of exits and location of life saving appliances with accordance with International Maritime Organization (IMO) standards.
7. A **"NO SMOKING"** policy shall be strictly enforced on board ships. Smoking shall only be allowed on designated smoking areas. The designated smoking areas shall be conspicuously marked with **"SMOKING AREA"** sign and provided with corresponding ash tray/ash bin/fire extinguishers. In addition, the enclosed designated smoking areas must be provided with exhaust ventilation fan.
8. The ship owner should provide onboard the ship facilities for **isolation/holding area for passengers**, who have been observed/exhibited unusual/abnormal behavior, including those apprehended for illegal activity. The designated isolation/holding room should be locked and guarded for safety and security purposes during the duration of the trip until he/she has been handed over the proper authorities at the port of destination.