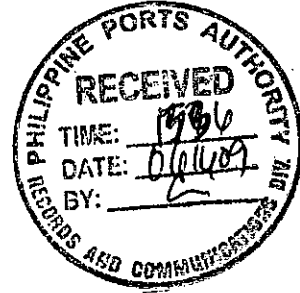




Bonifacio Drive, South Harbor, Port Area, Manila 1018, Philippines, P.O. Box 436, Manila, Philippines  
Tel. No. (0632) 527-8356, Fax No. (0632) 527-4855, http://www.ppa.com.ph

16 June 2009



**PPA OPERATIONS MEMORANDUM CIRCULAR**  
**NO. 03 - 2009**

**T O :** All Port District Managers/Port Managers  
Shipping Lines/Companies/Agents  
Terminal Operators/Cargo Handlers  
Harbor Pilots/Associations And Others Concerned

**S U B J :** **GUIDELINES ON DIRECT BERTHING PRIVILEGES**  
**(CONTROLLED FREE PRATIQUE) OF VESSELS AS**  
**PREVENTIVE MEASURE AGAINST INFLUENZA A**  
**(H1N1)**

In line with health measures against the spread of the Influenza A (H1N1), the PPA Operations Memorandum Circular No. 02-2009 dated 30 April 2009 and Bureau of Quarantine Memorandum Circular No. 02-S2009 dated 28 April 2009 entitled "Policies and Guidelines Governing Health Measures For Arriving/Departing Passengers And Crew From/To International Travels Due To Influenza A (H1N1) Outbreak" are hereby reiterated to all concerned for their strict observance and implementation in ports nationwide. As a health measure, it must be emphasized that all vessels arriving at seaports of entry are to be boarded first by the Quarantine Medical Officer. Only after a Free Pratique is issued will other authorities/parties/persons be allowed to embark or disembark.

Harbor Pilots and stevedores/port workers shall only board and work on vessels after a Free Pratique had already been granted by the Quarantine Medical Officer. Issuance of direct berthing privileges (Controlled Free Pratique) shall be on a case-to-case basis provided it is allowed by the assigned Medical Officer.

The Shipping Line may request for direct berthing using the attached "Controlled Free Pratique" Form (Direct Berthing Request) to be submitted to the Quarantine Medical Officer at least Forty-Eight (48) Hours before vessel's Estimated Time of Arrival (ETA). The request shall be completely and properly accomplished by the Master as well as the Authorized Shipping Representative. It shall be submitted together with the latest "List of Ports of Call" as may be required.

*VISION*

*By 2010, PPA shall have met the international standards in port facilities and services in at least ten (10) ports in support of national development.*

*MISSION*

*We commit to provide reliable and responsive services in our ports, sustain development of our port communities and the environment, and be a model corporate agency of the government.*

PPA OMC NO. 03 - 2009

The "Controlled Free Pratique" Form shall be duly approved and signed by the Quarantine Medical Officer to signify that direct berthing is allowed and the Harbor Pilot is cleared to bring in the vessel to its assigned berth. The Ship Agent/Representative shall submit a copy of the Approved "Controlled Free Pratique" to PPA. The incoming vessel shall fly the Quarantine (Yellow) Flag until cleared by the assigned Medical Officer and all quarantine protocols shall still apply.

For guidance and strict compliance.

  
**LEOPOLDO E. BUNGUBUNG**  
Assistant General Manager for Operations

Encl :      Controlled Free Pratique Form  
              PPA OMC No. 02-2009 dated 30 April 2009



# CONTROLLED FREE PRATIQUE

(DIRECT BERTHING REQUEST)

TO BE ACCOMPLISHED AT LEAST 48 HOURS PRIOR TO VESSEL ETA

Date: \_\_\_\_\_

THE DIRECTOR  
Bureau of Quarantine  
25<sup>th</sup> cor. Delgado Sts., Port Area  
South Harbor, Manila

Requesting Controlled Free Pratique for MV \_\_\_\_\_, which will be arriving in the port of: \_\_\_\_\_ on \_\_\_\_\_ Attached is the latest list of its PORTS OF CALL.

The following pre-conditions are met: (Please check box)

No infectious diseases of international concerns is/ are occurring at the port of origin. (SARS, Avian Flu, other emerging diseases)

There has been no human death on board during the voyage.

There is no sick person on board nor was there any case of disease of infectious nature during the voyage.

There has been no deaths or illnesses among captive animals and birds including rodents on board during the voyage.

The SSCEC is valid.

The International Card of Vaccination (ICV) of each passenger / crew is valid. (If necessary)

FOR MASTER OF THE VESSEL:

I HEREBY DECLARE that the following above preconditions in this request are true and correct. I understand that giving false information on this matter is punishable under R. A. 9271 and other applicable Philippine laws.

\_\_\_\_\_  
Printed Name /Signature / Ship Seal of the  
Master of the Vessel

FOR AUTHORIZED AGENT/ REPRESENTATIVE OF SHIPPING COMPANIES:

I HEREBY DECLARE that the following above preconditions in this request are true and correct as per latest information relayed thru Telex/Fax/Email from the Master of the Vessel. True Copies are attached herewith. I understand that giving false information on this matter is punishable under R. A. 9271 and other applicable Philippine laws.

\_\_\_\_\_  
Printed Name /Signature  
Company Name/Address/Contact No.  
of Authorized Agent/Representative

Received by:	Time:	Date:
Action Taken	Granted Direct Berthing	To be boarded at Anchorage
Remarks:		
Note: The Director of Quarantine reserved the right to revoke this request anytime depending on certain condition of public health interest. The Vessel shall fly the Quarantine (Yellow) flag until cleared by the assigned Medical Officer. All Quarantine protocol still apply.		

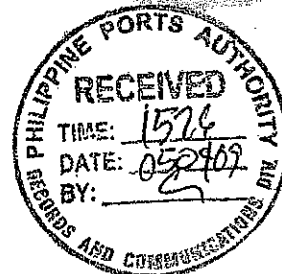


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Tel. No. (0632) 527-8356, Fax No. (0632) 527-4855, http://www.ppa.com.ph

copy to:  
BOB ABADA JR.  
OIC, MICT

30 April 2009

PPA OPERATIONS MEMORANDUM CIRCULAR  
NO. 02 - 2009



TO : All Port District Managers/Port Managers  
Shipping Lines/Companies/Agents  
Terminal Operators/Cargo Handlers  
Passengers/Cargo Owners/Port Users  
Harbor Pilots and Other Concerned

SUBJECT : POLICIES AND GUIDELINES GOVERNING HEALTH MEASURES FOR ARRIVING/DEPARTING PASSENGERS AND CREW FROM/TO INTERNATIONAL TRAVELS DUE TO INFLUENZA A (H1N1) OUTBREAK

This is in reference to the attached Memorandum Circular No. 02-S2009 dated 28 April 2009 from the Bureau of Quarantine (BOQ) on health measures against the spread of the Influenza A (H1N1) virus. Said Circular defines the policies and prescribes the guidelines for the effective and efficient health screening measures of arriving/departing passengers and crew to prevent, protect, control and mitigate the transmission or spread of said Influenza virus.

In view thereof, all concerned are hereby directed to strictly enforce and implement the health measures prescribed under said BOQ Circular. The PDOs/PMOs and others concerned are hereby directed to implement the following health screening measures, among others:

1. Assist quarantine personnel in seaports in the heightened surveillance of international travelers arriving with Influenza-like Illness (ILI) and to report any cases thereof;
2. Assist quarantine personnel in seaports in conducting health promotion and education activities with regard to the Influenza A (H1N1) virus, in advising arriving passengers/crew on the importance of the Health Alert Notices (HAN) and if warranted, in the submission of a duly accomplished Health Declaration Checklist to quarantine officials;
3. Ensure that all arriving vessels at seaports of entry are to be boarded first by a Quarantine Medical Officer. It must be emphasized that only after a Free Pratique is issued will other persons be allowed to embark or disembark. Harbor Pilots and stevedores/port workers shall only board and work on vessels after ascertaining that a Free Pratique has already been granted;

VISION

By 2010, PPA shall have met the international standards in port facilities and services in at least ten (10) ports in support of national development.

MISSION


We commit to provide reliable and responsive services in our ports, sustain development of our port communities and the environment, and be a model corporate agency of the government.

PPA OMC NO. 02 - 2009

4. Issuance of direct berthing privileges (Controlled Pratique) shall be on a case-to-case basis or suspended if warranted, depending on the pandemic alert phase of the Influenza A (H1N1) outbreak. If direct berthing is allowed, the Quarantine Medical Officer shall clear the vessel first before boarding by other persons;
5. Vessel Master shall report in advance any case of influenza-like illness, other health emergencies and deaths on board the vessel. The required health declaration documents shall also be properly accomplished and submitted to the Quarantine Medical Officer;
6. Assist in implementing previously designed and agreed upon quarantine health protocols in handling suspected cases of swine influenza or other infectious diseases.

Kindly take note that the prescribed health screening measures are being adopted in all airports and seaports of entry in the wake of the Influenza A (H1N1) outbreak.

For guidance and immediate compliance.

  
**LEOPOLDO E. BUNGUBUNG**  
Assistant General Manager for Operations

Encl : BOQ Memorandum Circular No 02-S2009 dated 28 April 2009



Republic of the Philippines  
Department of Health  
**BUREAU OF QUARANTINE**  
25<sup>th</sup> and A.C. Delgado Streets  
Port Area, Manila



28 April 2008

MEMORANDUM CIRCULAR NO. 2 S2009

TO: ALL QUARANTINE PERSONNEL, AIRPORT AND SEAPORT  
AUTHORITIES; GOVERNMENT AGENCIES AT PORTS OF  
ENTRY, AIRLINES, SHIPPING, PORT USERS AND OTHERS  
CONCERNED.

SUBJECT: POLICIES AND GUIDELINES GOVERNING HEALTH MEASURES  
FOR ARRIVING / DEPARTING PASSENGERS AND CREW FROM /  
TO INTERNATIONAL TRAVELS DUE TO SWINE INFLUENZA  
OUTBREAK

I. RATIONALE

As mandated by Republic Act No. 9271 and in pursuit to prevent, protect, mitigate the introduction, transmission or spread of public health emergencies of international concern into the country at our airports / seaports of entry, the Department of Health, through the Bureau of Quarantine, is tasked to promulgate and enforce rules and regulations on health screening measures on arriving / departing passengers and crew.

II. PURPOSE AND SCOPE

As mandated by Section 53.1, Part XI of Administrative Order No. 186, series of 2004, otherwise known as the Implementing Rules and Regulations of R.A. 9271, this Circular defines the policies and prescribes the guidelines for effective and efficient health screening measures of arriving / departing passengers and crew to prevent, protect, control, and mitigate the transmission or spread of Swine Influenza.

III. DEFINITION OF TERMS

A. Airport of entry - any airport designated as such by a competent authority of the Philippines on which an aircraft may make its entry into the country.

- B. Seaport of entry - any seaport designated as such by a competent authority of the Philippines on which a sea craft may make its entry into the country.
- C. Health Declaration Checklist - health declaration form to be accomplished by a passenger or crew upon arrival and departure.
- D. Health Alert Notice - card or flyer given to arriving passenger or crew with information of a particular disease and contact data of health authorities.
- E. Public Health Emergency of International Concern - an emergency posing a serious and direct threat to the human population considering the element of seriousness, unexpectedness, potential for spread and travel restriction.
- F. Thermal Scanner - equipment to measure body temperature at a distance using infra-red sensor
- G. Pratique - permission for an aircraft / sea craft to enter an airport or seaport, disembark person/s and commence port operation after compliance of health regulations.

#### IV. POLICY STATEMENT

##### A. GENERAL POLICY GUIDELINES

The Bureau hereby adopts efficient, effective, reliable health screening measures due to the swine influenza outbreak without necessarily impeding restriction to trade, travel, and passengers/crew comfort and safety.

##### B. OPERATIONAL POLICY GUIDELINES

###### INTERNATIONAL TRAVEL

- a. All quarantine personnel assigned at international airports/seaports are hereby ordered to heighten surveillance on travelers arriving with Influenza-like Illness (ILI). All port authorities, government agencies, airlines, shipping lines are encouraged to report any case/s of ILI.
- b. All quarantine personnel assigned at international airports/seaports are ordered to conduct health promotion and

education activities with regard to swine influenza virus through posters, flyers, tarpaulins, public health announcements (PHA) and other I.E.C. material. All port authorities, government agencies, airlines, shipping lines are encouraged to provide assistance in promoting this activity.

- c. All arriving passengers /crew are to be issued Health Alert Notices (HAN). This is to be kept by the passenger/crew for at least ten (10) days in order for them to contact proper health authorities if they need help or assistance on swine influenza. All port authorities, government agencies, airlines, shipping lines are encouraged to advise and instruct all arriving passengers /crew on the importance of the HAN.
- d. All arriving passengers/crew are to undergo fever monitoring check thru the use of thermal scanners or forehead thermometers.
- e. All arriving passengers/crew are to submit a duly accomplished Health Declaration Checklist if warranted, depending on the pandemic alert phase of the swine influenza.
- f. Departing passengers/crew are to undergo fever monitoring thru use of thermal scanners or forehead thermometers, if warranted, depending on the pandemic alert phase of the swine influenza.
- g. Departing passengers/crew are to fill-up Health Declaration Checklist, if warranted, depending on the pandemic alert phase of the swine influenza.
- h. All sea craft or vessels arriving at seaports of entry are to be boarded first by a Quarantine Medical Officer. Only after a free pratique is issued will other person/s be allowed to embark or disembark. Direct berthing privileges (Controlled Pratique) issuance shall be on a case to case basis or suspended if warranted, depending on the pandemic alert phase of the swine influenza.
- i. Aircraft Commanders/Master of Vessel are ordered to report in advance case/s of influenza-like illness, other health emergencies and deaths on board. Health documents (i.e. General Declaration, Maritime



Declaration, Manifest, etc.) are to be accomplished and submitted upon to the Duty Quarantine Medical Officer.

- j. All port authorities, government agencies, airlines, shipping lines, port users are encouraged to assist in implementing previously designed and agreed upon quarantine health protocols in handling suspected case/s of swine influenza or other infectious diseases.


V. REPEALING CLAUSE:

All orders, memoranda and or other Bureau of Quarantine issuances in conflict herewith are hereby rescinded, revised, or modified accordingly.

VI. EFFECTIVITY:

This Memorandum Circular shall take effect immediately.

For strict compliance.



EDGARDO C. SABITSANA, MD, MPH  
Director IV, CESO III