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PPA ADMINISTRATIVE ORDER  
No. 02 - 2012

TO : All PDOs/PMOs, Cargo Handling Operators,  
Ancillary Service Operators, Shipping Companies,  
Consignees/Shippers and Others Concerned

SUBJECT : GUIDELINES ON THE OPERATION OF  
WEIGHBRIDGE FACILITIES AND SERVICES  
AT PPA PORTS

This regulation shall be known and cited as the "Guidelines on the Operation of Weighbridge Facilities and Services at PPA Ports".

#### 1. AUTHORITY

- 1.1. Sections 6-a (ii), (iii), (v) and 6-b (vi) of P.D. 857, Revised Charter of the Philippine Ports Authority, as amended;
- 1.2. PPA Administrative Order No. 01-2006, Compendium of Regulations on Cargo Handling Operations, as amended; and
- 1.3. PPA Memorandum Circular No. 23-2009, Mandatory Weighing of Containers and RO-RO Vehicles

#### 2. RATIONALE

To prescribe a consistent policy guideline on weighing containers and RO-RO vehicles inside the port which will ensure safety, not only in the handling thereof, but also mitigate risks to the port facilities, cargo handling equipment and carrying vessel.

#### 3. SCOPE

This regulation shall apply to the provision and operation of weighbridge services in all government ports under the jurisdiction of the Philippine Ports Authority. This does not cover RO-RO vehicles passing through the Strong Republic Nautical Highway (SRNH) Route.

#### 4. OBJECTIVES

- 4.1 To standardize the requirements and procedures in the operation and provision of weighbridge facilities and services;
- 4.2 To prescribe guidelines on the weighing of outbound loaded containers and RO-RO vehicles; and

#### 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.

- 4.3 To deter the overloading of outbound containers and RO-RO vehicles at PPA ports and mitigate risks to the port facilities, cargo handling equipment, carrying vessel and the port users in general.

## 5. GENERAL GUIDELINES

### 5.1 Cargoes Subject to Mandatory Weighing

5.1.1 All loaded outbound containers; and

5.1.2 All RO-RO Vehicles registered for commercial purposes and loaded with commercial cargo.

### 5.2 Exemptions from Weighing

5.2.1 All RO-RO Vehicles which have registered fixed weight and have no commercial cargo on board; and

5.2.2 Empty Containers which should be opened for inspection.

### 5.3 Prescribed Gross Weight

5.3.1 The Rating (Maximum Gross Weight) for loaded containers shall be the load limits specified by ISO 668:1995 Series 1 "Freight Containers - Classification, Dimensions and Ratings" as shown in the table below:

TYPE	RATING (MAXIMUM GROSS WEIGHT)
40 FOOTER	30,480 KG
30 FOOTER	25,400 KG
20 FOOTER	24,000 KG
10 FOOTER	10,160 KG

5.3.2 For RO-RO vehicles, the manufacturer's prescribed registered gross vehicle weight shall be used as basis.

### 5.4 Weighbridge Location

5.4.1 The weighbridge facility shall be located inside the port; and

5.4.2 The Port Management Office (PMO) shall designate an area inside the port premises for the location and installation of weighbridge facility, including the weighbridge office and lay-by area for the temporary holding or stripping of overloaded containers and RO-RO vehicles.

## 6. RESPONSIBILITIES FOR WEIGHING LOADED CONTAINERS AND RO-RO VEHICLES

### 6.1 Cargo Handling Operator

- 6.1.1 Ensure that all cargoes are weighed inside the port prior to loading;
  - 6.1.2 Based on the formal advice of the Shipping Company, accept containers and RO-RO vehicles which have been determined to be overloaded;
  - 6.1.3 Ensure proper handling and storage/stacking of containers; and
  - 6.1.4 Coordinate with the PMO any concern resulting from the mandatory weighing and handling of overloaded containers and RO-RO vehicles.
- 6.2 PPA authorized weighing service provider (WSP)
- 6.2.1 Provide the required weighing facility/ies and services in the port;
  - 6.2.2 Establish the actual weight reading of the loaded containers and RO-RO vehicles;
  - 6.2.3 Furnish the carrying vessel or the shipping agent and the CH operator with the list of containers and RO-RO vehicles which are overloaded, if so required;
  - 6.2.4 Maintain an official weight record of all outbound loaded containers and RO-RO vehicles and provide the PMO with a report thereof upon request or on a regular basis;
  - 6.2.5 Ensure that the weighing service is available at all times;
  - 6.2.6 Provide additional weighbridge facilities when the Authority deems it necessary; and
  - 6.2.7 Coordinate with the PMO any concern on the mandatory weighing of containers and RO-RO vehicles.
- 6.3 Shipping Agent/Official
- 6.3.1 Determine whether or not to accept containers and RO-RO vehicles which are overloaded for loading onto the vessel; and
  - 6.3.2 Formally notify the CH operator of the acceptance of a container or RO-RO vehicle which has been determined to be overloaded.

## 7. DETAILED PROCEDURES FOR WEIGHING OPERATIONS

- 7.1 Weighing of Trucks and Chassis
  - 7.1.1 All haulers shall be required to submit their trucks and chassis for weighing to determine the actual tare weights of the same to avoid subsequent weighing of said trucks and chassis upon



entrance to or exit from the port and thereby facilitate the determination of its cargo weight;

7.1.2 The WSP shall maintain a database of the tare weight of trucks, chassis or trailers, as initially determined, and the same shall be verified, as may be required by the PMO, to determine actual vehicle tare and to update existing records;

7.1.3 A Weighing Ticket (WT) shall be issued by the WSP for each truck, chassis or trailer weighed, indicating the tare weight and other relevant information for easy reference and identification. The WT may be presented by the driver to the WSP on the succeeding weighing activity; and

7.1.4 When the truck, chassis or trailer has undergone reconditioning or repair, the same shall be immediately reported to the WSP who shall subject the truck, chassis or trailer to mandatory re-weighing.

## 7.2 Weighing of Outbound Containers

7.2.1 All loaded outbound containers shall be weighed prior to loading on board vessels. This procedure will assist the vessel officers and the CH Operators to have an official weight record of containers for a credible vessel stowage plan and safe equipment utilization;

7.2.2 Where handling of containers requires the use of equipment or gears that can only handle one container at a time, e.g. forklift, spreader, etc., it is deemed necessary to weigh containers individually;

7.2.3 Where containers are loaded onto vessels using CHA-RO (Chassis-RO-RO) operations, weighing on per chassis may be allowed, whether loaded with two or more containers and shall be charged as one unit load;

7.2.4 The aggregate total weight of loaded containers using CHA-RO operations shall be determined depending on the number of loaded containers weighed. If the aggregate weight exceeds the combined maximum allowable weight for the containers loaded, each of the containers shall be subject to individual weighing to determine which container is overloaded; and

7.2.5 After weighing, the corresponding WT per container shall be issued to the container truck driver/representative, and the same shall be presented to the authorized cargo handling and shipping line officials inside the port.

## 7.3 Weighing of Outbound RO-RO Vehicles

After weighing, the corresponding WT per RO-RO Vehicle shall be issued to the driver or representative, and the same shall be presented to the authorized cargo handling operator and shipping line officials/agent inside the port.

**8. RECTIFICATION OF OVERLOADED CONTAINERS AND RO-RO VEHICLES**

If the overloaded container or RO-RO vehicle has been denied loading onto the vessel in order to preserve the integrity of the dockside facilities, port and vessel's lifting equipment and stowage of loaded containers on board, the container shall be withdrawn from the port or be directed to a designated holding area where special services may be provided to strip the container to comply with the prescribed gross weight.

**9. REQUEST FOR WEIGHING**

Consignees, shippers, brokers or haulers of cargoes not covered by this regulation that are required to be weighed by the PPA, Bureau of Customs or other government agencies and port entities shall accomplish and submit a Weighing Request (Form WB-A) supported by appropriate cargo documents or certification from the requesting party as to the purpose of weighing and the description of cargoes being weighed.

**10. STEP-BY-STEP WEIGHING PROCEDURES**

As may be necessary and expedient, the PMO may issue Supplemental Regulations, to include step-by-step weighing procedures applicable to the ports and flowcharts, consistent with this Order.

**11. WEIGHBRIDGE FEES**

11.1 Authorized WB Charges –The WB charges and related fees shall be in accordance with the rates prescribed and authorized by the Authority.

11.1.1 Weighing of Trucks – For determining the tare weight of trucks, chassis or trailers, a Weighbridge Fee prescribed by the Authority shall be collected. Payment of a Weighbridge Fee shall be compulsory and without exception as to truck owner, broker or requesting party.

11.1.2 Weighing of Cargoes – For the use of the Weighbridge for containers and RO-RO vehicles and other cargoes as required and allowed in this Order, a Weighbridge Fee prescribed by the Authority shall be collected from the cargo owner/consignee/shipper/representative or requesting party.

**12. SEPARABILITY CLAUSE**

If for any reason, any section of this "Guidelines on the Provision and Operations of Weighbridge Facilities at PPA Ports" is declared to be invalid or inconsistent with pertinent PPA issuances, the other provisions hereof shall not be affected by such declaration.



**13. EFFECTIVITY**

This Order shall take effect fifteen (15) calendar days from its publication in the Official Gazette or in a newspaper of general circulation and a copy filed with the University of the Philippines Law Center.

  
**JUAN C. STA. ANA**  
**General Manager**

Published in the Philippine Star - February 9, 2012  
Effectivity Date - February 23, 2012

PHILIPPINE PORTS AUTHORITY  
PORT OF \_\_\_\_\_  
WEIGHBRIDGE OFFICE

WEIGHING REQUEST

\_\_\_\_\_  
(Date)

THE MANAGER:  
PPA PORT OF \_\_\_\_\_

Sir:

It is respectfully requested that the shipment described hereunder be weighed at  
\_\_\_\_\_  
(Location of Weighbridge)

CONSIGNEE/SHIPPER: \_\_\_\_\_  
BROKER/HAULER: \_\_\_\_\_  
ENTRY/PERMIT/E.D. NO.: \_\_\_\_\_  
VESSEL NAME & REGISTRY/VOYAGE NO.: \_\_\_\_\_  
DECLARED WEIGHT: \_\_\_\_\_  
DESCRIPTION OF CARGO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is understood that the corresponding fee for the use of the weighbridge shall be promptly paid at the Weighbridge Office upon completion of the service and that any under-declaration of cargo weight shall be subject to the payment of additional port charges, as may be appropriate.

Very truly yours,

Action Taken:

FOR THE PORT MANAGER

By: \_\_\_\_\_  
OIC, Weighbridge Office

\_\_\_\_\_  
Name/Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Position/ID No.

Accomplish in 3 copies  
Original - PPA Weighbridge Office  
Duplicate - Consignee/Broker  
Triplicate - File Copy