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PPA MEMORANDUM CIRCULAR
Number 13 - 2006

TO All Port Users, PPA Employees and Others Concerned

SUBJECT **Guidelines in the Implementation of the
Baggage and Port Users Screening System**

1 **AUTHORITY:**

- 1.1 Section 6, paragraph C, PD 857
- 1.2 Section 26, PD 857

2 **SCOPE:**

These guidelines shall govern the implementation of the baggage and port users screening system in ports under the jurisdiction of Philippine Ports Authority, where baggage and passenger security screening equipment have been installed

3 **OBJECTIVES:**

- 3.1 To systematize the procedures in the screening of port users and baggage,
- 3.2 To prevent unauthorized weapons or any other dangerous substances from being introduced into the port and vessels in compliance with the International Ship and Port Facility Security (ISPS) Code,
- 3.3 To ensure that the rights and welfare of port users and passengers are protected in the implementation of systems and procedures related to security and safety

4 **Methods of Screening/Search:**

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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

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4.1 Screening Using Equipment:

4.1.1 The new security screening equipment includes a **baggage screening/ x-ray machine** where baggage and trays provided will go through and will be carefully checked by a screening officer and a **walk through metal detector** where port users will proceed prior to entering the port premises. Additional equipment that can be used is a hand-wand or **hand-held metal detector**.

4.2 Manual or Physical Screening/Search:

4.2.1 Body frisking, manual or physical search shall also be used to complement the equipment screening method as the situation may require.

5. General Guidelines:

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- 5.1 Screening procedures shall, as far as practicable, be non-intrusive and sensitive to the human rights of passengers.
- 5.2 Screening of port users and their baggage/belongings shall be done at designated screening checkpoints.
- 5.3 Only hand-carried baggage/items shall be screened using the machine. Baggage for screening shall not exceed the weight benchmark of 100 kilograms per baggage and size dimension of 1.00 meter length x 1.00 meter width x 1.00 meter height
- 5.4 Screening officers shall undergo special training on how to use and operate the screening equipment and ensure consistent and professional level of service. They shall likewise secure the necessary licenses, permits, and other requirements from the Department of Health and/or other government agencies as appropriate.

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6. Passenger Screening:

6.1 Normal Procedures:

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- 6.1.1 Passengers shall first secure their ship tickets or boarding pass at designated booths, after which they shall proceed immediately to the designated screening checkpoints to avoid queuing, especially during peak hours.
- 6.1.2 At the screening checkpoint, passengers shall present their ship tickets to the screening officer.
- 6.1.3 Passengers who need special or personal attention due to their medical or health condition shall inform the screening officer of their needs/condition.
- 6.1.4 A priority or separate lane shall be provided for the screening of physically disabled passengers to include the elderly, women and children.
- 6.1.5 Any passenger who refuses to undergo screening shall be required to leave the screening checkpoint immediately. He shall not be allowed to board a vessel and shall be subjected to verification and investigation.
- 6.1.6 Passengers shall place their carry-on items like hats, jackets and purse in the tray provided for at the screening area.
- 6.1.7 All loose and metal objects, including coins, keys, belts, key-chains, jewelries, wristwatches, mobile phones and similar items must likewise be placed in the tray provided for at the screening area. Metal items on the passengers may cause the metal detector to alarm and this may require a *hand-wand inspection and physical search*. Passengers may be notified that screening will be faster if they will remove metal items or if the same are placed in the tray or put inside the baggage prior to getting themselves in line for the screening.

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- 6.1.8 Passengers shall proceed only to the walk-through metal detector archway one at a time when the screening officer signals them to do so.
- 6.1.9 All passengers proceeding thru the walk-through metal detector archway shall be required to undergo additional screening whenever the metal detector sounds off, which may include a hand-wand detector inspection and a physical search of persons.
- 6.1.10 Passengers required to undergo additional physical search may request a private area for the search and a same-sex security officer to conduct the search.
- 6.1.11 After the screening, passengers shall take all their baggage/belongings with them when leaving the screening checkpoint. As an important reminder, passengers shall keep their baggage with them at all times or never lose sight of them

6.2 Screening of Infant (s) and small Children:

- 6.2.1 Passengers traveling with infants or children shall be asked to remove the child from child carrier device and should carry the child through the walk-thru metal detector. The child carrier device shall be required to pass through the x-ray machine.
- 6.2.2 Passenger shall ensure that the child carriers are not placed on the x-ray machine conveyor belt until the child has been removed.
- 6.2.3 If the passenger does not want to remove the infant from the carrier, the infant in the carrier must pass thru the walk-thru metal detector. When the metal detector alarms, both must be cleared by the hand-held metal detector or through manual inspection.

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6.2.4 Children in strollers shall be removed from the stroller and be required to pass through the metal detector. If the child cannot walk, the child shall be carried and passed through the walk-thru metal detector by the person accompanying the child.

6.2.5 The stroller shall be cleared through the x-ray. Nevertheless, special scrutiny shall be taken to ensure that pockets or container on the stroller and the under side are all inspected.

6.3 **Screening of Wheelchair Passengers:**

6.3.1 Wheelchair passenger shall be asked if it is possible for them to pass the walk-thru metal detector or stand far enough away from the metal wheelchair to allow a hand held metal detector search. If this option is impractical, the passenger shall be processed using the appropriate method.

6.3.2 If passing through the walk-through metal detector is not possible, the screener shall request the passenger for a whole body pat down search. The screener shall always search the wheelchair to make sure that there are no weapons or explosive devices concealed in any part of the chair. Hand-carried items shall be required to pass through x-ray screening.

6.3.3 Wheelchairs shall be searched systematically from the backrest leather canvass, the external pockets, going to the arm rest, down to the seat cover from front and back. Screener shall inspect properly the wheel of the chair and the adjusting gear for any signs of tampering to ensure that no weapons, explosives or parts of an explosive are hidden thereat.

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- 6.3.4 Screener shall direct the handler of the wheelchair to pass through the walk-thru metal detector for normal screening process and the hand-carried luggage to pass through the x-ray machine.
- 6.3.5 Screener shall advise the handler to standby and wait until the inspection of the handicapped passenger and wheelchair are completed before rejoining with the handicapped passengers.
- 6.3.6 Should there be other route going to the sterile pre-departure lounge, the checkpoint Supervisor shall mark the luggage and affixed signature at the back of the boarding pass as a sign that they passed through the final screening process.
- 6.3.7 The wheelchair passenger shall be escorted by any member of the screening team to ensure integrity of the inspection conducted.
- 6.3.8 The same procedure above shall be used to process passengers on gummy, stretchers or carts.
- 6.4 **Screening of Hearing-Impaired Passengers and Passengers with Language Barriers:**
 - 6.4.1 Hearing-impaired passengers and passengers with language barriers shall be processed using the standard screening procedures. Screener shall face the passenger and speak clearly and slowly, pointing or pantomiming the necessary actions and/or movements which maybe useful to help communicate with the passenger.
- 6.5 **Screening of Passengers with Pacemakers or other Implantable Medical Devices:**
 - 6.5.1 Passengers shall be searched using hand- wand detectors on the body areas away from the medical device. A pat down search can clear the

area where the device is implanted. The passenger has the option of a whole body pat down search.

6.6 Screening of Non-Passenger:

6.6.1 Other persons who are non-passengers but who shall board vessels shall be subjected to screening. The screening officer will check the Identification Card (ID) and screen the person and items in his possession. Tools, goods and materials that are necessary or appropriate to his trade or work on board the vessel, as determined by the screening officer or the Master of the vessel, shall be permitted. Screening will be conducted using some or all of the same equipment used for passenger screening.

6.6.2 Non-passenger individuals subject to screening includes but not limited to the following:

- a. Vessel Crews (Pilots, ship attendants, etc.)
- b. Ship Agents, including staff at ship ticket booths
- c. Ancillary Services Operators, including their workers/staff
- d. Cargo Handling Operator including office workers and dockworkers
- e. Concessionaires, lessees and their staff
- f. Concerned government law-enforcement officers
- g. Trade Workers (electricians, plumbers, technicians, etc. working on site as employees of contractors)
- h. Couriers
- i. visitors of officials/employees whose offices are located inside the port
- j. Person/s sending off or fetching arriving passengers if allowed or authorized
- k. others individual as determined by PPA

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7. Screening of Electric/Electronic Equipment:

7.1 All electric/electronic equipment such as laptop computer, camera, cellular/mobile phones, handheld radios etc., that have the potential of being used to conceal explosive devices shall pass through the baggage x-ray scanner. However, manual inspection may be conducted upon the request of the passenger/owner provided the following procedures are strictly complied with:

7.1.1 Hand examine the item.

7.1.2 Request the passenger to remove the device from its carrying case and screen the device carrying case through the baggage screening/x-ray machine.

7.1.3 Request the passenger to operate the equipment. If not operational, a more thorough search shall be conducted.

7.1.4 Insure there is no sign of tampering/modification on the physical appearance of the item itself or its casing.

7.1.5 Check unit-securing screws do not show signs of tampering.

7.1.6 If camera, check film and remove lens cap.

7.1.7 Feel the weight of the device. If it seems to be unusually heavy, a more stringent search shall be conducted.

7.1.8 Observe the behavior of the passenger.

8. Baggage Screening:

8.1 All baggage and all items put in trays at the screening area shall pass/go through an x-ray machine and shall be carefully checked/scrutinized/examined by a screening

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- officer. With prior permission/authority from the passenger, the screening officer shall open baggage for further examination when suspicious and/or unidentifiable objects are detected.
- 8.2 Physical/manual inspection shall be required for any item that cannot be cleared by baggage screening/x-ray machine due to the item's size and color and/or density which could mask a weapon. Examples of these items are tools or equipment kits, umbrellas and flashlights.
- 8.3 Passengers shall be limited to three (3) pieces of baggage. Excess baggage shall be classified as cargo and will be properly covered with a Bill of Lading issued by the shipping representative.
- 8.4 Prohibited items shall not allowed beyond the screening checkpoint. Prohibited items include firearms, ammunition, knives and bladed weapons, explosives, incendiary devices, prohibited drugs and items that are seemingly harmless but may be used as weapons or so-called "dual use" items. The screening officer shall be trained to detect prohibited items and duty bound to prevent passengers from proceeding beyond the screening checkpoint with the prohibited items.
- 8.5 Articles that are considered to have special religious or cultural significance will be subjected to screening. However, certain items falling under this category such as but not limited to knives, swords, etc. shall not be permitted to pass/go through beyond the screening checkpoint but shall be deposited to a designated officer and which shall be claimed at the port of destination.
- 8.6 Baggage left unclaimed in the screening checkpoint or in any area within the port premises shall be turned over to the Port Police for proper disposition. However, suspicious baggage left unattended and whose owner is unknown, must be reported promptly to the Port Police who shall exert extraordinary caution in disposing the same. If the baggage is manifestly dangerous, assistance from other

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law enforcement agencies, including the Philippine National Police may be called.

8.7 To prevent damage to the X-ray equipment, all liquid/fluid containers, fish boxes, corrosive, wet, oily or similar substances shall be sealed/packed and handled properly with protective gadget or device. Otherwise, if improperly packed/sealed, they shall be required to pass thru the walk-through detector and be subjected to visual scrutiny.

9. Vehicle Screening:

9.1 All private vehicles carrying passengers shall likewise undergo strict security screening at designated area. Those allowed entry to the port shall proceed directly to exit gate or designated parking area after unloading passenger/s at the passenger terminal facility.

9.2 Vehicles shall not be left unattended and drivers shall observe all parking and traffic regulations in the port.

10. Items Subject to Prohibition/Restriction:

10 1 **Prohibited Items** – All types of explosives, Incendiaries (i.e. C4, Dynamite, Hand Grenade, etc) and any explosive devices (i.e. Detonating Cord, Blasting Caps, etc.), Firearms & Ammunition of any kind Bladed weapons including souvenir items, and all forms of Prohibited Drugs

10 2 Guidelines and Disposition of Prohibited Items:

10 2 1 Upon detection, carrier of prohibited items shall be required to present Mission Order, Memorandum Receipt, Permit to Carry Firearm Outside of Residence and other necessary supporting documents authorizing carrying of the same,

10.2 2 If the items are undocumented, unlicensed and the carrying of which is unauthorized or prohibited, the screener shall immediately report the incident to the Port Police on duty who in turn shall confiscate the items. The carrier along with the confiscated items

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shall then be brought to the Office of Port Police Division for investigation, and shall be disallowed to board the vessel,

10 2 3 Relative to above confiscation, complete identification of the carrier including the articles involved must be obtained and recorded in a Police Blotter Documents to include affidavits must be prepared by the duty investigator immediately upon receipt of the report and the confiscated items from the duty screener/baggage X-ray operator and Port Police on duty, and appropriate charges must be filed within the period prescribed by law

10 2 4 Proper turn-over and safekeeping of confiscated articles must be observed as prescribed by the existing regulations

10 2 5 Firearms, weapons and other items classified as prohibited or regulated, but the possession, carrying and transport of which have been authorized by the appropriate government agency shall not allowed to be carried by the passenger inside the sterile area and on board the vessel They shall be deposited to the Port Police Officer on duty at the screening checkpoint and retrieved/claimed by the passenger at the port of destination

10 2 6 Firearms and similar items shall be cleared at the designated unloading box before turning over to the Port Police Officer on duty together with Identification Card, Boat Ticket and other pertinent documents related to the carrying of firearms/items

10 2 7 Claim Receipt shall be issued to the passenger depositing a firearm/item stating the complete description of the item or gun to include its accessories and ammunition, using the prescribed documents for the purpose

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- 10 2 8 Deposited items shall be properly recorded in the logbook to be signed by the passenger and the Port Police Officer on duty
- 10 2 9 Deposited items shall be turned over to the Master of the vessel or his authorized representative Said turn over shall be properly recorded in the logbook to be signed by both parties.
- 10 2.10 The deposited items shall be returned to the owner after disembarking from the vessel at the port of destination by the vessel representative.
- 10 2 11 The same procedures shall be applied to all other prohibited items
- 10 3 **Restricted Items** - Hazardous Materials/Chemicals that are capable of posing danger to health, safety to passengers, vessel or property when transported (i.e. Flammable liquids, acids or other corrosive substances and toxic materials such as poisons or insecticides) Toy guns and martial art devices are likewise considered restricted items
- 10.4 **Guidelines and Disposition of Restricted Items:**
- 10.4.1 Upon detection or declaration of the carrier of possession of a restricted item, the same shall be referred by the duty screener/baggage x-ray operator to the Port Police on duty;
- 10.4.2 All items classified as restricted shall not be allowed to be carried by the passengers inside the sterile area and on board the vessel. They shall be deposited to the Port Police on duty together with Identification Card, Boat Ticket and other pertinent documents related to the carrying of items;
- 10.4.3 Claim Receipt shall be issued to the passenger depositing a restricted item stating the complete

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description of the item, using the prescribed documents for the purpose;

10.4.4 Deposited items shall be properly recorded in the logbook to be signed by the passenger and Port Police on duty;

10.4.5 Deposited items shall be turned over to the Master of the Vessel or his authorized representative. Said turn over shall be properly recorded in the logbook to be signed by both parties;

10.4.6 The deposited items shall be returned to the owner after disembarking from the vessel at the port of destination by the vessel representative.

11. Repealing Clause:

All previous order and/or guidelines contrary or inconsistent with the provisions of this Memorandum Circular are hereby repealed or amended accordingly.

12. Effectivity:

This Memorandum Circular takes effect fifteen (15) days after its publication in a newspaper of general circulation.



ATTY. OSCAR M. SEVILLA
General Manager

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