



APR 30 1996

PPA MEMORANDUM CIRCULAR
NO. _____ **19 - 96**

**T O : All District Managers, Port Managers, Harbor Pilots,
Shipping Companies, Arrastre/Stevedoring Operators,
Port/Terminal Operators and Others Concerned**

**SUBJECT : REVISED GUIDELINES AND STANDARD
OPERATING PROCEDURES IN THE PORT
DURING INCLEMENT WEATHER**

1 AUTHORITY

Presidential Decree No 857
PPA Administrative Order No 13-77

2 SCOPE

This Order shall be observed by all foreign and domestic vessels that are berthed/anchored in a government port during a tropical storm/typhoon

3 OBJECTIVE

To promote the safety of vessels, facilities, users and port operations during storms/typhoons

4 GUIDELINES

4.1 General Precautionary Measures - The following precautionary measures relative to port operations should be undertaken during typhoons or storms

4 1 1 **Storm Signal No. 1** (Winds of 16 to 32 knots is expected in the locality within the next 36 hours A tropical cyclone will affect the locality) -

All vessels in the port, whether self-propelled or non-propelled, shall be attended to by a sufficient number of crew capable of moving the vessel upon notice

4 1 2 **Storm Signal No. 2** (Winds of 32 to 54 knots is expected in the locality within the next 24 hours A moderate tropical cyclone will affect the locality) -

1 The precaution provided for under Storm Signal No 1 relative to the necessity of having a sufficient number of crew at standby shall be observed Likewise, tugboats should be at standby Vessels at berth are advised to double their mooring lines

2 Operations at the anchorage may be suspended on a case to case basis

4 1 3 **Storm Signal No. 3** (Winds at 54 to 100 Knots is expected in the locality within the next 18 hours A strong tropical cyclone will affect the locality) -

1 All precautions for Storm Signal Nos 1 and 2 shall be exercised

2 All operations at the anchorage shall be suspended

3 Loading/discharging of containers and other cargoes to/from vessels shall be suspended and the structures secured



- 4 All cargoes and cargo handling equipment and their accessories shall be secured
 - 5 The piers, slips and wharves shall be cleared of vessels of more than 1,000 GRT
 - 6 Vessels of not more than 1,000 GRT may be allowed at the anchorage Those which remain moored and secured at the piers, slips and wharves must take all necessary precautions, i.e., double or multiple mooring lines, sufficient officers and crew on board, standby engines, etc provided, however, that any damage caused to the pier, slip or wharf shall be borne by the owners of these vessels
- 4 1 4 **Storm Signal No. 4**(Winds of 100 Knots and above is expected in the locality within the next 12 hours A very intense typhoon will affect the locality) -
- 1 All precautions for Storm Signal Nos 1,2 and 3 shall be exercised
 - 2 All operations in port except emergency in nature shall cease
- 4 1 5 **Wave height regardless of Storm Signal:**
- below 4 feet - No suspension of work
 - 4 - 5 feet - Suspension only at anchorage
 - over 5 feet - Suspension on both at dockside and at anchorage"
- 4 1 6 The above precautionary measures shall not preclude the PMO Port Manager from directing the clearing of piers/wharves of vessels at any time during typhoons,



as he finds such action necessary under the prevailing situation

- 4 2 STANDARD OPERATING PROCEDURES - The following procedures shall be undertaken by the local Port Management Office (PMO) during inclement weather (for ports/terminals under exclusive management and operation of a private contractor, any reference to the PMO Port Manager or Terminal Supervisor shall mean the Port/Terminal Operator and its corresponding Officers)
- 4 2 1 Every four (4) hours during the presence of typhoons or storms and similar weather disturbances within the Philippine Area of Responsibility, the Port Manager shall maintain contact or liaison with the Weather Bureau (PAGASA) in order to regularly monitor weather developments in his locality/jurisdiction. He shall likewise coordinate with the local Philippine Coast Guard Station on the movement of vessels during typhoons
- 4 2 2 The PMO shall, at all times, maintain and compile the Daily Official Weather Bulletin/Report, and shall record the hourly wind force and direction, and the wave height for the reference of all concerned
- 4 2 3 Aside from the regular personnel on duty, the Port Manager, PSD Manager, ESD Manager, Port Police Commander, Harbor Master and the Terminal Supervisor and/or the next ranking officers must report for duty for the duration of Storm Signal No 2 or above
- 4 2 4 Should the interest of the public so require, the Port Manager and/or the Terminal Supervisor may redirect operations in their respective areas



- 4 2 5 The Harbor Master shall establish contact/coordination with the vessels in port to facilitate vessel operations and movement of vessels at pier/anchorage during typhoons
- 4 2 6 Immediately after the storm or typhoon, a damage survey shall be conducted by the Terminal Supervisor and a damage report shall be submitted to the Port Manager not later than 24 hours after the storm or typhoon has passed. The damage report shall state, among others, the details of the damage, losses, injuries, or casualty, if any. The report shall also include the recommendations of the reporting officer and the cost estimates for repair or replacement of the losses or damages.

A similar damage report shall also be submitted by the Port/Terminal Operator to the PPA Office tasked to monitor the port activities.

Within 24 hours after storms/typhoons, the Port Manager shall also contact and make initial damage report to the National Port Operations Center (NPOC), Head Office using the fastest means of communication available.

- 4 3 Request For Suspension of Vessel Operations - If deemed necessary, the shipmaster/agent, or the arrastre/stevedoring contractor, may file a formal request for suspension of vessel operations with the local PMO. The Port Manager or his authorized representative shall act on the request in accordance with the guidelines set above.

The Suspension Order shall be accomplished in four (4) copies and shall be distributed as follows:

Original - To be retained by PPA
Second Copy - Cargo Handler



Third Copy - Shipping Company/Agent
Fourth Copy - Cargo Owner/Broker

Standby charges shall not be assessed as a result of the issuance of the Suspension Order provided the stevedores are allowed to disembark at the ship accommodation ladder. Failure, however, of the Master and/or agent to provide for the stevedores' safe disembarkation shall make them liable for the payment of standby charges.

5 EFFECTIVITY - This Order shall take effect immediately


CARLOS L. AGUSTIN
General Manager