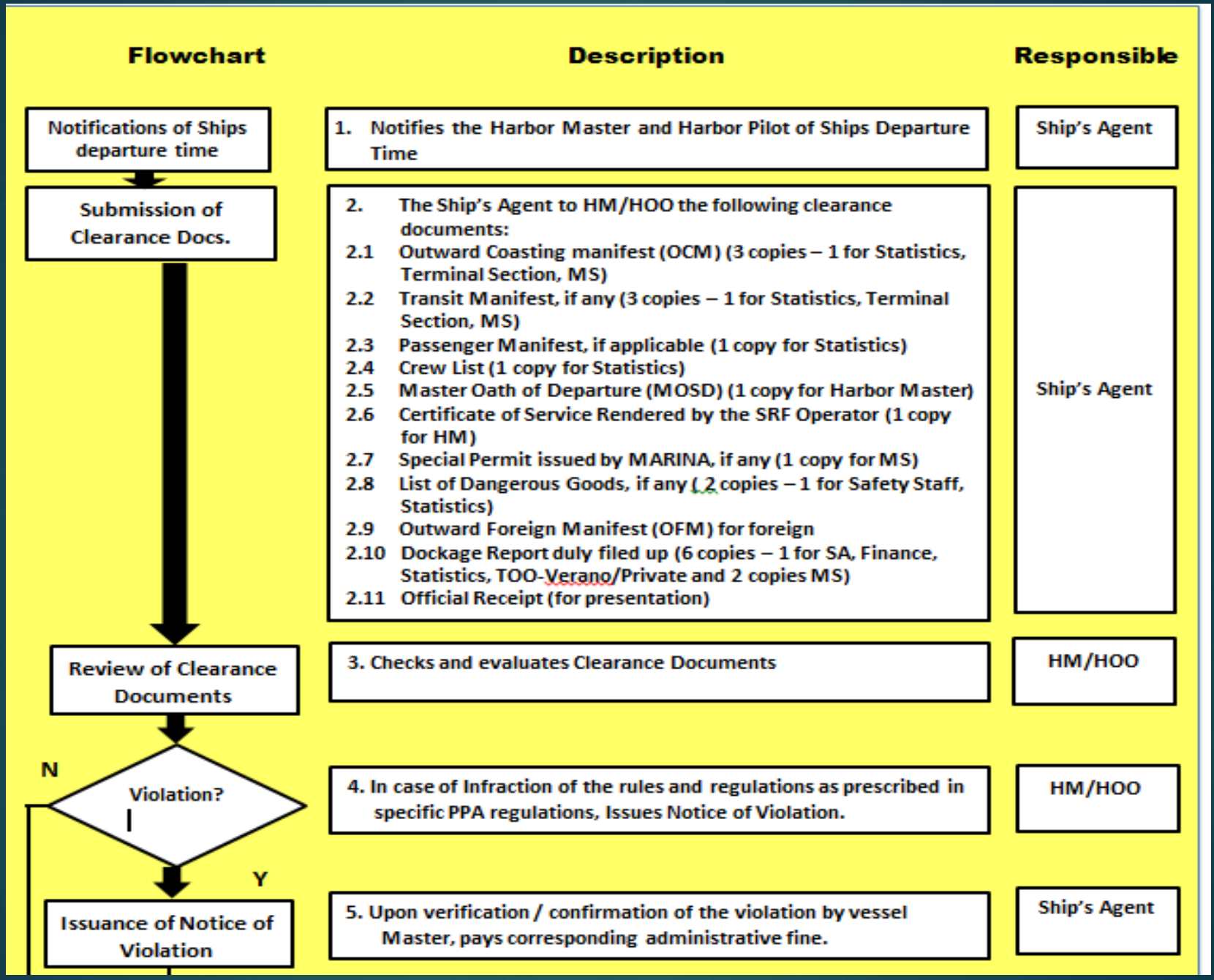
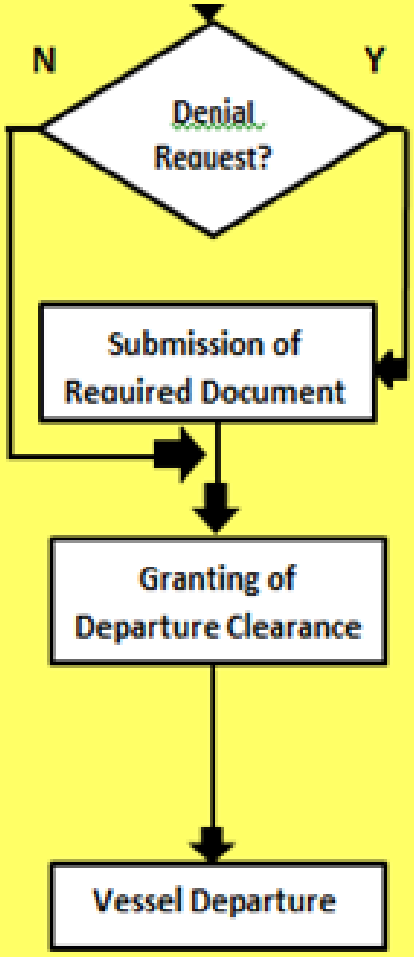
ISO 9001:2015
VESSEL ENTRANCE AND CLEARANCE PROCEDURES

Process Flow for Departure Clearance

PHILIPPINE PORTS AUTHORITY
PORT MANAGEMENT OFFICE OF SURIGAO


Flowchart
Description
Responsible
Notifications of Ships departure time
1. Notifies the Harbor Master and Harbor Pilot of Ships Departure Time
Ship's Agent
Submission of Clearance Docs.
2. The Ship's Agent to HM/HOO the following clearance documents:
2.1 Outward Coasting manifest (OCM) (3 copies – 1 for Statistics, Terminal Section, MS)
2.2 Transit Manifest, if any (3 copies – 1 for Statistics, Terminal Section, MS)
2.3 Passenger Manifest, if applicable (1 copy for Statistics)
2.4 Crew List (1 copy for Statistics)
2.5 Master Oath of Departure (MOSD) (1 copy for Harbor Master)
2.6 Certificate of Service Rendered by the SRF Operator (1 copy for HM)
2.7 Special Permit issued by MARINA, if any (1 copy for MS)
2.8 List of Dangerous Goods, if any (2 copies – 1 for Safety Staff, Statistics)
2.9 Outward Foreign Manifest (OFM) for foreign
2.10 Dockage Report duly filed up (6 copies – 1 for SA, Finance, Statistics, TOO-Verano/Private and 2 copies MS)
2.11 Official Receipt (for presentation)
Ship's Agent
Review of Clearance Documents
3. Checks and evaluates Clearance Documents
HM/HOO
N
Violation?
4. In case of Infraction of the rules and regulations as prescribed in specific PPA regulations, Issues Notice of Violation.
HM/HOO
Y
Issuance of Notice of Violation
5. Upon verification / confirmation of the violation by vessel Master, pays corresponding administrative fine.
Ship's Agent

Flowchart	Description	Responsible
	6. Checks if there is pending request for denial from agencies concerned	HM/HOO
	7. Submits complete documents as required by other agencies concerned	Ship's Agent
	8/9. If no denial request, grants clearance by stamping "Port Clearance Granted per EO493, Port Charges Paid and No Hold Order received from other Government Agencies ". For foreign vessels, stamps "Clearance Granted"	HM/HOO
	10. Boards on the ship on the scheduled time and directs the ship out to the open sea.	Harbor Pilot

Flowchart	Description	Responsible
Supervising of Vessel Departure	11. Supervises the unlocking of the vessel if berthed in a government port only.	HM/HOO
Updating of RVEC & DR	12. Logs the ATD of vessel in the Registry of Vessel Entrance and Clearance and the Dockage Report	HM/HOO
Completion of Vessel Transaction	13. Indicates name and affixes signature on the RVEC	Ship's Agent
Updating of the DMOR	14. Updates the Daily Marine Operations Report as to ATD, Pilot on Duty, No of Pilot launch, tug boat, towline services.	HM/HOO
Filing of Dockage Report, CSR and MOSD	15. Files the Dockage Report, Certificate of Service Rendered by the SRF Operator and MOSD in separate folders.	HM/HOO
Segregation of Documents	16. Segregate copies of documents to Statistics, NSO, Safety and Environmental Management Staff and Terminal Section.	HM/HOO