

October 19, 2022

**PHILIPPINE
PORTS
AUTHORITY**



PMO Administrative Order

No. SSG-06-102422

TO : ALL CONCERNED

**SUBJECT : PMO GUIDELINES IN THE ISSUANCE OF VEHICLE SAFETY
CLEARANCE/INSPECTION REPORT**

1. Legal Basis

- 1.1. PPA Administrative Order No. 07-2015 Guidelines on the Implementation of the PPA Orange Book on Safety, Health, and Environmental Management and Handling of Dangerous Goods in Ports
- 1.2. PPA Administrative Order No. 10-83 Prescribing Guidelines on the Safe Transport of Containerized and Conventional Cargoes

2. Objectives

- 2.1. To facilitate ease of doing business for port users in the application for the issuance of vehicle safety clearance/inspection report.
- 2.2. To further strengthen the system of monitoring of the compliance of port users/transport/truck operators in the findings during safety inspection of vehicles.
- 2.3. To introduce further continual improvements in the internal controls of the PMO in its safety clearance/inspection as one of its business processes.

3. Scope

These guidelines apply in the application and issuance of vehicle safety clearance/inspection report for Permittees providing transport/hauling services in PPA ports under PMO Socsargen.

4. Guidelines

- 4.1. A Permittee with valid appropriate PPA Permit to Operate (PTO) shall secure the safety clearance/inspection report from the Safety Unit – Port Services Division, for each transport/trucking unit intended for use in transporting/hauling containerized and conventional cargoes in PPA ports under PMO Socsargen.

- 4.2. The conduct of vehicle safety inspection by the PMO Safety Officer or designated personnel shall make use of Annex G (Safety Inspection Report) of PPA Administrative Order No. 10-83, upon presentation of the applicant's representative of the following:
 - 4.2.1. Valid PPA Permit to Operate or Authority to Transact (for one-time transactions), and
 - 4.2.2. LTO Certificate of Registration and Official Receipt
- 4.3. Transport/trucking unit which passed the safety inspection shall be issued a full clearance at once (all items in the checklist marked as operable) as specified in the Safety Inspection Report.
 - 4.3.1. Any transport/trucking unit which have defects needing repairs or corrections will be subject to reinspection within the period specified by the PMO Safety Officer. Failure to comply after the specified period, the concerned transport/trucking unit will not be issued with a safety clearance/inspection report.
- 4.4. The approved vehicle Safety Clearance/Inspection Report for every transport/trucking unit shall be furnished to the Permittee immediately after the safety inspection.
- 4.5. The Safety Clearance/Inspection Report serves as basis for PPA validation of the duly notarized Affidavit of Assumption of Responsibility Master List of Transport Unit, which certify/depose/state among others that (listed) transport/trucking unit had been issued valid registration, clearance and permits, during the submission of the Permittee of the documentary requirements when applying for the issuance of a vehicle pass/sticker with PMO Socsargen.

5. Other Requirements

Database of Safety Clearance/Inspection Report shall be established and maintained which shall be accessible to appropriate units/offices in the PMO, for purposes of monitoring of compliance and rectification of violations.

6. Effectivity

This Order takes effect immediately and supersedes all other PMO issuances inconsistent herewith.


CESAR M. DATAYA
Port Manager

Cc:
All Divisions
OPM
TMOs

Attachments:
Annex G of PPA Administrative Order No. 10-83
Affidavit of Assumption of Responsibility Master List of Transport Unit (per PPA Administrative Order No. 01-2013)

PHILIPPINE PORTS AUTHORITY
B.F. Condominium, Aduana Street
Intramuros, Manila

APPENDIX "G"

20 December 1983

PPA ADMINISTRATIVE ORDER NO. 10-83
Series of 1983

TO : ALL PORT MANAGERS
ARRASTRE/STEVEDORING CONTRACTORS
TRUCKING COMPANIES
CY/CFS OPERATORS
AND ALL CONCERNED

SUBJECT : Prescribing Guidelines on the Safe Transport
of Containerized and Conventional Cargoes

Philippine Ports Authority
PORT OF _____

LINE : _____
TO : _____
SUBJECT : Safety Inspection Report

Type of Service _____ PTO No. _____

Type of Unit/Model _____ Truck Plate No. _____

Pursuant to the provisions of PD 857 as amended by Executive Order No. 513 and further to the provisions of PPA Administrative Order No. 13-77 otherwise known as the "General Port Regulations of the Philippine Ports Authority" and supplementary to the Dockwork Safety and Health Standards promulgated on 06 December 1981 and in order to maximize safety in the transport of containerized and conventional cargoes, the following guidelines are hereby prescribed for the compliance of all concerned:

I. DEFINITION OF TERMS

For purposes of these guidelines, the following shall have their meaning as follows:

- A. Container - a structure so designed to hold and keep articles, materials and products together inside a hold in the form of boxes and vans for singular or unit handling and transport, generally having a length of 10, 20, 35 and 40 feet.
- B. Corner Castings - the fittings located at the corners of the container, integral with the corner posts which provides the means for handling, supporting and securing the containers.
- C. Twist Locks - locking pins or chassis/truck body twist locks which rotate through container corner castings so as to secure the container to the chassis or truck body.
- D. Chains - a series of connected metal links or rings made of High Tensile Material of Grade 50.
- E. Load Binders - a mechanical device attached to or hooked at each chain and used for securely tightening the same.
- F. Wire Ropes and/or Cables - a large metal cord of strands twisted or braided together used in fastening cargoes.
- G. Coil Holders/Stoppers - a 10.16 cm x 10.16 cm (4' x 4') piece of hardwood, rectangular or wedged, which is placed against steel coils and other rolling cargoes to prevent lateral movements.
- H. Conventional Cargoes - refer to heavy or bulk cargoes/loads such as logs/lumbers, steel or asbestos pipes, equipment/machineries, cylindrical tanks, steel coils and plates, and all other cargoes not in containers.

TRUCKS/AULERS SAFETY INSPECTION CHECKLIST	OPERABLE	DEFECTIVE	REMARKS/RECOMMENDATIONS
A. Battery			
B. Engineer			
C. Lights (a) Head Lights			
b) Park Lights/Tail Lights			
c) Stop Lights			
d) Signal Lights			
e) Plate Lights			
f) Back Light (for Prime Mover)			
D. Side View Mirrors/Horn			
E. 7-Way Plug (for Prime Mover)			
F. Wiper(s)			
G. Body/Cab and Under Chassis Condition			
H. Tires, including spare tire(s)			
I. Tools, Jack, Wrenches, Etc.			
J. Early Warning Device(s) (EWD) 2 Units			
K. Emission Standards			
L. Hand Brake			
M. Pedal Brake			
N. For stake Struck, used for handling conventional cargoes			
a) Durable nylon ropes at least 5/8" Ø size			
b) Tarpaulin			
c) Platform			
For Stake Truck, used for handling containerized cargoes			
a) Twist lock, pin lock or metal binder at least 5/8" Ø size complete with turn buckles and/or clamp			
O. For Chassis			CHASSIS PLATE NO.

TRUCKS/HAULERS SAFETY INSPECTION CHECKLIST	OPERABLE	DEFECTIVE	REMARKS/RECOMMENDATIONS
c) Lighting System			
d) Side and Rear System			
e) Side Reflectors			
f) Name of Company painted on both sides rear of chassis			

For the defects noted, please have them repaired/corrected and have the unit/s reinspected by the Safety Officer/Administrator of the PPA Port of _____ after _____ days upon receipt hereof.

Failure to repair/correct the defects noted on this Inspection Report shall be sufficient ground to subject the Operator concerned to the Penalty Clause, Article VI, of PPA Administrative Order re: Prescribing Guidelines on the Safe Transport of Containerized and Conventional Cargoes.

Meantime, please refrain from using your truck within the port zone until the defects have been corrected.

MS

PHILIPPINE PORTS AUTHORITY
PORT OF _____
BY: _____

SAFETY OFFICER/ADMINISTRATOR

ACKNOWLEDGED:

Name of Driver

Signature



AUG 14 2013
 Alibon Drive, South Harbor, Port Area, Manila 1018, Philippines, P.O. Box 436, Manila, Philippines
 Tel. No. (0632) 527-8356, Fax No. (0632) 527-4655, http://www.ppa.com.ph



PPA ADMINISTRATIVE ORDER
 Number 01 2013

TO : All Port District Managers, Port Managers, Port Police Division Managers/Station Commanders, TMO Division Managers/Officers-in-Charge, Cargo Handlers, Shipping Lines/Agents, Customs Brokers, Shippers, Truckers/Haulers/Forwarders and other Port Users Concerned

SUBJECT : Simplified Documentary Requirements for the Processing and Issuance of PPA Vehicle Stickers and Port User's ID/Pass

Pursuant to the pertinent provisions of Anti-Red Tape Act, and In line with the simplification of processes adopted by this Authority, PPA Administrative Order No. 04-2009 dated June 26, 2009 with the subject "Revised Pass Control System and Access Regulations," is hereby amended to read as follows:

Section V. Specific Guidelines

1. Annual Port User's ID/Pass

This is in the form of an identification card with the following description and/or information:

- ID size of 3 inches x 4 inches....

2. Administrative Fees

The rounding off to nearest peso of the prescribed fees to be collected pursuant to PPA Administrative Order 02-2011, which are intended to defray the actual cost of the stickers and identification cards, processing, enforcement, and administration of pass control system and access regulations, shall be maintained as follows:

Type of Passes	Admin Fee (PPA)	12%EVAT (BIR)	Total Fee (Inclusive of E-VAT)
Temporary Port User's ID/Pass	Php 5.36	Php 0.64	Php 6.00
Temporary Vehicle Pass	10.71	1.29	12.00
Annual Port User's ID/Pass	50.00	6.00	56.00

[Signature]

VISION
 By 2030, customers doing business in our ports shall experience full and sustained productivity, efficiency, comfort, connectivity, safety and security.

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

**AFFIDAVIT OF ASSUMPTION OF RESPONSIBILITY
 MASTER LIST OF TRANSPORT UNITS**

I, _____ (name), of legal age, single / married and with postal address at _____ after having duly sworn to in accordance with law do hereby depose and state that:

- I am the _____ (state position in the company) of _____ (name of company).
- That _____ (name of company) is a legitimate port user engaged in _____ (services) at the port of _____.
- That said company/firm owns & operates the following transportation / trucking units which had been issued valid registration, clearance, and permits and for which I assume responsibility for their legitimate, safe and secure operations:

	TYPE	MAKE	PLATE NO.
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____

- That this Affidavit is being executed in support of our application for the issuance of PPA Cargo Vehicle Pass / Sticker for Calendar Year _____.

_____ Affiant
 SUBSCRIBED AND SWORN to before me this _____ day of _____ 201____, the herein affiant exhibiting his Community Tax Certificate No. _____ issued at _____ On _____, 201____.

NOTARY PUBLIC

Doc. No. _____
 Page No. _____
 Book No. _____
 Series of 201____.

- 1.3. Emergency and minor mechanical repairs shall not be allowed in the pier or in operational areas where dockwork is carried out provided that all safety precautions are observed; provided further that the conduct of such repairs shall not obstruct port operations and shall be covered by a valid permit issued by the Authority and other government agencies concerned.
- 1.4. Every lifting appliances shall be periodically and thoroughly examined and certified by a competent person. Such examination shall take place at least once (1) in every twelve (12) months.

Section 2. Safe Operations of Lifting Appliances

- 2.1. All equipment/machineries and other lifting appliances shall be operated only by competent and trained drivers/operators who have been accredited by the Authority. Only those duly authorized persons shall be allowed in areas where machineries and other lifting appliances are in operation.
- 2.2. All equipment/machineries and other lifting appliances used in the operational area shall not exceed the maximum speed limit of 20 kph and safe working load (SWL) of the lifting appliance.
- 2.3. No equipment/machineries and other lifting appliances shall be brought inside the port by the CHO/ Terminal Operators and the Shipping Companies without prior consent/permission from the Authority.

Section 3. Machine Guarding

All dangerous and exposed moving parts of equipment/machineries or appliances shall be adequately guarded.

Section 4. Cargo Trucks and Other Vehicles

- 4.1. All cargo trucks are required to secure safety inspection stickers from the Authority as evidenced by trucks' road worthiness.
- 4.2. All truckers/haulers operating inside the port shall initiate the conduct of safety training particularly on the safe transport of containerized or conventional cargoes to be conducted by the Authority.
- 4.3. No defective cargo trucks and other vehicles shall be permitted to operate in the port
- 4.4. Refuelling shall be done at suitable refilling stations or at motorpools. When refuelling, engines shall be turned-off and due care shall be taken to prevent spillage or overfilling of tanks. Smoking shall be strictly prohibited at refuelling stations. Other safety precautions shall be observed to prevent ignition in case of spilled fuel.

Section 5. Mobile Crane

5.1. Outriggers

Outriggers of mobile crane shall be sufficiently extended and locked in position, the lock shall be extended sufficiently to take the load fully off the wheels, and shall rest upon adequate and suitable packing.

5.2. Ballast

Measures shall be taken to ensure that the crane has been properly ballasted before use.

5.3. Safe Operation of Mobile Crane

5.3.1. The crane shall be so positioned that its hoisting ropes are vertical.

5.3.2. The load shall be held by a sufficient number of guide ropes to damp down any tendency for the load to swing.

5.3.3. When it is necessary to lower the load on the ground and if the surface is hard, appropriate dunnage shall be made available to avoid damage.

5.3.4. All motions shall be carried out smoothly and at a low speed;

5.3.5. If slewing cannot be avoided, particular attention shall be paid to preventing one crane from exerting a side force on the jib of the other.

5.3.6. If the load has large surface/weight ratio, the operations shall not be carried out in a high or during gusty winds.

5.4. Side Loading

No jib or boom of a mobile crane shall be deliberately side loaded.

5.5. Use Aboard Vessels

5.5.1. Mobile crane use on board barges or vessel shall be properly secured to the vessel.

5.5.2. If a mobile crane on board vessel is not permanently attached to the vessel, its outriggers shall be used whenever the crane is being operated.

5.5.3. When a mobile crane is to be used aboard a barge or a vessel, the crane manufacturer, or if his services are not available, the agency testing, examining, and certifying the crane, or a qualified engineer acceptable to the Authority, shall be consulted for any change to the crane rating which may be necessary owing to list or a change of trim of the barge or vessel.