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PPA MEMORANDUM CIRCULAR
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TO : All Port Users, PPA Employees and Others Concerned

SUBJECT : **Revised Guidelines in the Implementation of the Port Users Security Screening System**

1. **AUTHORITY:**

- 1.1 Section 6, paragraph C, PD 857
- 1.2 Section 26, PD 857
- 1.3 International Ship and Port Facility Security (ISPS) Code and National Security Programme for Sea Transport and Maritime Infrastructure. (NSPSTMI)

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.

3. **OBJECTIVES:**

- 3.1 To systematize the procedures in the screening of port users, passengers, 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 ISPS Code and NSPSTMI.
- 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. **DEFINITION OF TERMS:**

- 4.1 **Baggage** refers to personal belongings of travelers/passengers packed in a suitcase or luggage.
- 4.2 **Porters** refer to persons employed to carry luggage and other loads from and to the vessel

- 4.3 **Port Users** refer to natural or juridical person with legitimate purpose/business in the port. It includes vessels crew, port employees, porters, stevedores, ship agents, including staff at ship ticket booths, cargo handling operator's employees, dockworkers, concessionaires, lessees and their staff, government law – enforcement officers, contractors, couriers, and other ancillary services providers.
- 4.4 **Prohibited Items** include firearms, ammunition, knives and bladed weapons, explosives, incendiary services, prohibited drugs that are seemingly harmless but may be used as weapons or so-called “dual use” items such as scissors, corkscrew, cockfighting blades and worker's tools.
- 4.5 **Restricted Items** are 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 and those that may be classified as non-transportable from time to time). Toy gun replicas and martial arts weapons are likewise considered restricted items.
- 4.6 **Stevedores** refer to persons employed, or a contractor engaged, at a dock to load and unload cargo from ships.
- 4.7 **Unaccompanied Baggage** any baggage, including personal effects, which is not with the passenger or member of ship's personnel at the point of inspection or search.
- 4.8 **Vessel Crew** refers to any person employed on the ship.

5. **Methods of Screening/Search:**

5.1 **Screening by Using Equipment:**

5.1.1 The security screening equipment includes the following:

5.1.1.1 **Baggage screening/ x-ray machine** where baggage will be placed on trays provided to passengers. It will be placed on a conveyor belt that will move the baggage through the tunnel. The baggage will be scanned with X-rays and will be carefully checked by a screening officer.

5.1.1.2 **Walk through metal detector** where port users will pass through prior to entering the passenger terminal.

5.1.1.3 **Body Scanning Machine** to detect virtually any material, and segregate threat items or contraband hidden upon the person under multiple layers of clothing.

5.1.1.4 **Hand-held metal detector** to detect metal objects using portable scanning devices.

5.1.1.5 **K9 Search** to detect narcotic substance such as cocaine, amphetamines, etc. and explosive devices using K9 Narcotic Detection Dog (NDD)/ Explosive Detection Dog (EDD), respectively.

5.2 **Manual Screening/Search:**

5.2.1 Manual screening/search, like body frisking, shall also be used to complement the equipment screening method as the situation may require.

6. **General Guidelines:**

6.1 Screening procedures shall, as far as practicable, be non-intrusive and sensitive to the human rights of passengers.

6.2 Screening of port users and their baggage/belongings shall be done at designated screening checkpoints.

6.3 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 or permits, and other requirements from the Department of Health (DOH), Food and Drugs Administration (FDA) and/or other government agencies as appropriate.

7. **Passenger Screening:**

7.1 Procedures:

7.1.1 Passengers shall pass at designated booths, after which they shall proceed immediately to the designated screening checkpoints to avoid queuing, especially during peak hours.

7.1.2 Passengers with special needs due to their medical or health condition shall inform the screening officer of their needs/condition.

- 7.1.3 A priority or separate lane shall be provided for the screening of physically disabled passengers or those who need special attention including the elderly, pregnant women, and children.
- 7.1.4 All loose and metal objects, including coins, keys, belts, keychains, jewelries, wristwatches, mobile phones and similar items must be placed in the tray provided prior to screening. Carry-on items like hats, jackets and purse shall likewise be placed on the tray provided at the screening area.
- 7.1.5 Passengers shall proceed to the walk-through metal detector archway one at a time only when the screening officer signals them to do so.
- 7.1.6 In case the walk-through metal detector is non-operational, passengers shall be screened using a hand-held metal detector or manual frisking.
- 7.1.7 Passengers who may be required to undergo additional physical search will be directed to an area designated for the purpose.
- 7.1.8 All passengers shall proceed at the designated passenger waiting area prior boarding the vessel.

7.2 Screening of Infant(s) and small Children:

- 7.2.1 Passengers traveling with infants or children shall undergo screening through the walk-thru metal detectors. Children who can walk may pass individually. Infants and children may be carried by the accompanying individual to pass through the machine.
- 7.2.2 The child may pass through the metal detector on board the carrier. In any event that the metal detector alarms upon passage of the infant in a carrier, both the child and the carrier shall undergo secondary screening using manual inspection and the use of a hand-held metal detector.
- 7.2.3 Any stroller or other carrier device shall pass through the Baggage X-ray machine, if possible. Otherwise, it shall be screened through the walk-thru metal detector.

7.3 Screening of Passengers in Wheelchairs:

- 7.3.1 Passenger in wheelchair shall be asked if it is possible for him to pass the walk-thru metal detector or stand far enough away from the metal wheelchair to allow a hand-held metal detector, K9 search and/or manual inspection.
- 7.3.2 If passing through the walk- through metal detector is not advisable, the screener shall request the passenger for a whole-body pat down search. Hand-carried items shall be required x-ray screening and K9 search.
- 7.3.3 Wheelchairs shall be searched thoroughly to ensure that no prohibited or restricted items are hidden or concealed therein.
- 7.3.4 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.
- 7.3.5 Screener shall advise the handler of the wheelchair to standby and wait until the inspection of the handicapped passenger and the wheelchair is completed before he rejoins the handicapped passenger.
- 7.3.6 The above procedure shall be used to screen passengers on stretchers or carts.

7.4 Screening of Non-Passengers

7.4.1 Vessel Crew

7.4.1.1 Vessels' crews and 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) of the person and screen him and the items in his possession.

7.4.1.2 Tools and materials that are necessary or needed to his trade or work on board the vessel, as may be determined by the screening officer or the Master of the vessel, shall be permitted to be brought on board the vessel. Screening shall be conducted using some or all the same equipment used for passenger screening.

7.4.2 Port Employee

7.4.2.1 Port employee who shall enter the premises of the port and/or vessels shall be subjected to screening. The screening officer will check the Identification Card (ID) of the person and screen him and the items in his possession.

7.4.3 Port Workers

7.4.3.1 Port workers who shall enter the premises of the port and/or board vessels shall be subjected to screening. The screening officer will check the Identification Card (ID) of the person and screen him and the items in his possession.

7.4.3.2 Tools and materials that are necessary or needed to his industry, as may be determined by the screening officer, shall be permitted to be brought inside the port and/or on board the vessel. Screening shall be conducted using some or all the same equipment used for passenger screening.

7.5 Screening of Hearing-Impaired Passengers and Passengers with Language Barriers:

7.5.1 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.

7.6 Screening of Passengers with Pacemakers or other Implanted Medical Devices:

7.6.1 Passengers with pacemaker or other implanted medical devices shall be searched using hand- wand detectors on the body areas away from the medical device. A pat down search shall be done at the area where the device is implanted. The passenger has the option of a whole-body pat down search.

8. Screening of Electric/Electronic Equipment:

8.1 All electric/electronic equipment such as laptop computer, camera, cellular/mobile phones, handheld radios etc. shall pass through the baggage x-ray scanner.

8.2 Manual inspection may be conducted upon finding suspicion of hidden or foreign materials inside the equipment and/or gadget, after the thorough processing with the x-ray scanner subject to the following procedures, to wit:

8.1.1 Presence of the owner.

8.1.2 Request the passenger owner to do the removal or dismantle the peripheral components of the equipment, if necessary.

9. Baggage Screening:

9.1 Baggage and all items in trays at the screening area shall pass through an x-ray machine and paneling for K9 search. It shall be carefully checked by a screening officer. With prior permission from the passenger and in the presence of the passenger, the screening officer shall open baggage for further examination when suspicious and/or unidentifiable objects are detected.

9.2 Physical/manual inspection shall be required for any item that cannot be cleared by screening/x-ray machine or when the screen image resolution of the item is doubtful.

9.3 Only hand-carried baggage/items shall be screened using the machine. Maximum weight of each baggage shall not exceed 25 kilograms. The size dimensions of each baggage for screening shall not exceed 1.00-meter length x 0.5-meter width x 0.5 meter height.

9.4 Prohibited items shall not be allowed beyond the screening checkpoint.

9.5 Souvenir items and articles that are considered to have special religious or cultural significance will be subjected to screening. Certain items falling under this category such as knives and swords 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.

- 9.6 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.
- 9.7 Suspicious baggage left unattended and whose owner is unknown, must be reported promptly to the Port Police. If the baggage is manifestly dangerous, assistance from other law enforcement agencies shall be called.
- 9.8 Fish boxes and containers with liquid/fluid items or with corrosive, wet or oily substances shall be sealed/packed and handled properly with protective gadget or device. Otherwise, if improperly packed/sealed, they shall be required for a manual inspection and be subjected to visual scrutiny. Likewise, it must be provided with permits from the Bureau of Fisheries and Aquatic Resources (BFAR) / Bureau of Animal Industry (BAI).
- 9.9 Unaccompanied baggage shall not be accepted for entry or screening at the port facility or otherwise follow the security measures stipulated on the approved Port Facility Security Plan on handling of unaccompanied baggage.
- 9.10 Screening of unattended/left baggage shall be applied while appropriate security procedures shall always be observed.

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.

10.1.1 **Guidelines in the Disposition of Prohibited Items:**

- 10.1.1.1 Upon detection, carrier of prohibited items shall be required to present Mission Order, Memorandum Receipt, Permit to Carry Firearm Outside of Residence and/or other necessary supporting documents authorizing the possession or carrying of the same.
- 10.1.1.2 If the items are undocumented, unlicensed and the possession or 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 shall be prohibited from boarding the vessel and shall be brought to the Port Police Station for further investigation and proper disposition in accordance with the law.

- 10.1.1.3 Proper turn-over and safekeeping of confiscated articles must be observed as prescribed by existing regulations.
- 10.1.1.4 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 be 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.
- 10.1.1.5 Firearms and similar items shall be cleared at the designated unloading box before turning them over to the Port Police Officer or any authorized officer on duty, together with Identification Card, Boat Ticket and other pertinent documents related to the carrying of firearms/items.
- 10.1.1.6 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.
- 10.1.1.7 Deposited items shall be properly recorded in the logbook to be signed by the passenger and the Port Police or duly authorized officer on duty.
- 10.1.1.8 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.

10.1.1.9 The deposited items shall be returned to the owner after disembarking from the vessel at the port of destination by the vessel representative thru the Port Police or duly authorized officer on duty.

10.1.1.10 The same procedures shall be applied to all other prohibited items.

10.2 **Restricted Items** – Hazardous materials/chemicals that are 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 insecticide and those that may be classified as non-transportable from time to time). These items may be updated as port security risk may warrant.

10.2.1 **Guidelines in the Disposition of Restricted Items:**

10.2.1.1 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 for proper verification/disposition.

10.2.1.2 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 the Identification Card, Boat Ticket and other pertinent documents related to the carrying of the items.

10.2.1.3 Claim Receipt shall be issued to the passenger depositing a restricted item stating the complete description of the item, using the prescribed documents for the purpose.

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

10.2.1.5 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.

10.2.1.6 The deposited items shall be returned to the owner after disembarking from the vessel at the port of destination by the vessel representative thru the Port Police or duly authorized officer on duty.

11. Guidelines in the Disposal of Abandoned, and Deposited/Unclaimed Items.

11.1 As a matter of policy, all abandoned and confiscated items other than those defined in sections 10.1 & 10.2 hereof which are not the subject of a criminal/administrative complaints and such other items that may be declared/deemed prohibited or restricted by the port police on duty or other competent authority in accordance with these guidelines and which were left behind by the owner/passenger, by his own volition, shall be issued a claim receipt and shall be placed under the custody of the designated evidence/property custodian of the Port Police Division for safekeeping, retrieval of owner/passenger.

11.2 Confiscated items which are the subject/evidence of a criminal/administrative complaint shall be properly labeled and marked and shall be turned over only to court authorities by virtue of subpoena duces tecum or by court order.

11.2.1 Relative to the above confiscation, complete identification of the carrier including the articles involved must be obtained and recorded in a Police Blotter. The Port Police Division, which has territorial jurisdiction of the area where the prohibited item was found, shall immediately undertake the necessary investigation, unless otherwise directed by higher authorities for a certain case to be investigated by other units/agency. The following protocol shall be observed in the investigation of prohibited items which are subjects of criminal and/or administrative complaints:

11.2.1.1 When arrest is made, inform the arrested person on the cause of his arrest and his rights as provided for in the Constitution;

11.2.1.2 Sworn Statement or Affidavit of Arrest and Complaints must be taken immediately by the investigator-on-case.

- 11.2.1.3 Confiscated evidence shall be properly documented and marked. The chain of custody of evidence must be maintained. Account for evidence from the time it is collected until it is produced in court.
- 11.2.1.4 The arrested suspect shall be fingerprinted, photographed and subjected to medical examination at the nearest government hospital to include liquor and drug tests.
- 11.2.1.5 If the criminal complaint has been filed for inquest proceedings (respondent is arrested and detained), the respondent and arresting officers must be present during the inquest proceedings and the latter must be ready to answer clarificatory questions that may be propounded by the inquest prosecutor on the circumstances surrounding the arrest. If the referral complaint/criminal complaint has been filed for regular filing (respondent is not arrested), the investigator-on-case must ensure that the subpoena will reach his office for notification and service of processes.
- 11.2.1.6 In cases where the arrested suspect/s are foreign nationals, the Investigator-On-Case shall make formal communication to the Embassy concerned, Bureau of Immigration (BI) and other concerned government agencies.
- 11.2.1.7 The investigator-on-case and arresting officers shall endeavor to ensure their attendance during court hearings while the Station Commander and the Chief of Investigations, respectively, and shall supervise and ensure the attendance of the concerned apprehending officers and witnesses. The Investigator-On-Case and the arresting officers respectively shall maintain a case tracking/monitoring system or record of the case and shall inform his immediate officer and the higher office in writing if the case is dismissed or the suspect/s is released for further investigation by the prosecutor.

- 11.2.2 Explosive evidence items such as explosives, military ordnance, detonating cord, safety/time fuse, blasting caps; shall be submitted to the PNP Bomb Squad Unit who has jurisdiction in the area, for custody. The designated unit custodian shall sign on the Port Police Blotter and Evidence Chain of Custody Form prepared by the investigator on case.

In the absence of a PNP Bomb Squad Unit, concerned AFP EOD Team in the area shall be designated as Custodian of the explosive evidence. The designated custodian of AFP EOD unit shall sign on the PPD's Blotter and Evidence Chain of Custody Form prepared by the investigator on case.

A corresponding disposal report supported by photographs should be prepared by investigator on-case in coordination with authorized Bomb Squad/EOD Team and concerned Crime Laboratory office.

- 11.2.3 A security storage vault/cabinet shall be provided by the concerned PMO to ensure control, safekeeping, and security of confiscated/unclaimed items.
- 11.2.4 The designated property/evidence custodian shall maintain a daily inventory report of confiscated/unclaimed items and shall be held liable for the loss of any such items under his responsibility or care.
- 11.2.5 All confiscated items except those that fall under item 10.2 hereof and which are in the custody/safekeeping of the PPD property/evidence custodian are subject to retrieval/claim and shall be returned/turned-over to passenger/owner concerned or to his authorized representative upon presentation of a copy of claim receipt and valid ID.
- 11.2.6 All deposited items not claimed within the period of one (1) year from the date of confiscation or deposit shall be forfeited in favor of PPA.
- 11.2.7 In order to avoid accumulation of confiscated/unclaimed items in the PMO security storage vault/cabinet, a monthly inventory of subject forfeited items shall be conducted. At the end of the year, items that have not been claimed shall

be disposed of in accordance with the existing guidelines on disposal of unserviceable properties/ equipment.

11.2.8 The PMO Disposal Committee shall be responsible for disposal of the forfeited items.

12. Privatized Passenger Terminal Buildings

Operators and employees of privatized PTBs with installed PPA owned Baggage X-ray machines and other screening equipment shall likewise be responsible for the strict implementation of this screening system and shall be responsible for the following:

12.1 Day to day operations of the PTB including the deployment of their own security personnel who shall be under the supervision of PTB Operator. However, PPA owned and installed Baggage X-ray Machines and other screening equipment shall be manned and operated by port police personnel and/or PPA outsourced personnel.

12.2 To maintain the operational capability of Baggage X-ray Machines and other screening equipment installed at their PTB, malfunctioning or defective screening machine shall be immediately reported to PPA for proper dispositions.

The PPA shall in turn refer the same to supplier of the screening machines to facilitate repairs as soon as possible if under warranty period.

Repairs of defective screening machines no longer under warranty period shall be at the expense of the operators.

13. Repealing Clause:

All previous orders and/or guidelines contrary or inconsistent herewith are hereby repealed or amended accordingly.

14. Effectivity:

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

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General Manager

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