



Issue SO 2001

PPA MEMORANDUM CIRCULAR
NG 17 - 2001

TO All District Managers, Port Managers, PPA Committee on Safety, Health and Environment, Cargo Handling Contractors, Shipping Companies and Others Concerned

SUBJECT **GUIDELINES IMPLEMENTING THE ORDERLINESS, CLEANLINESS AND SAFETY PROGRAMS IN ALL PORTS NATIONWIDE**

1 AUTHORITY

- 1.1 Section 6(a) (iii) of P D 857
- 1.2 PPAMC No 07-95 - Anti-Pollution Measures within the Port Zone
- 1.3 PPA SO No 272-99 - Creation of PPA Committee on Health, Safety and Environment
- 1.4 PPAMC No 55-99 - Implementing Guideline on Proper Solid Waste Management in all PPA Offices

2 OBJECTIVES

- 2.1 To further enhance the orderliness, cleanliness and safety programs in the port.
- 2.2 To promote environmental consciousness among the port users.

3 SCOPE

This guideline shall cover all ports and its facilities under the jurisdiction of the Authority.

4 GUIDELINES

In consonance with the thrust of the government to implement project to improve the delivery of service, specifically on the area of orderliness, cleanliness and safety in the ports, all PDOs and PMOs are hereby directed to undertake among other, the following activities.

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4 1 Orderliness and Security

- 4 1 1 For security purposes, PPA police and security guards assigned in the port area shall be visible enough to minimize, if not eliminate, the presence of pick pockets snatchers and holduppers within its premises
- 4 1 2 A photo gallery of persons caught doing prohibitive acts shall be displayed at conspicuous places within the port area to serve as warning to persons with legitimate business in the port
- 4 1 3 The No ID No Entry policy shall be strictly enforced in all the jurisdictional premises of the ports or terminals
- 4 1 4 To resolve the congestion problem in the ports the following services where applicable, shall be improved
- designation of authorized parking and queuing areas,
 - provision of shuttle/jeepney services
 - introduction of loop system in the flow of traffic,
 - provision of bicycle/motorcycle rack,
 - proper arrangement of porters' push carts when parked
 - use of public address system for information dissemination
- 4 1 5 To control the entry of persons/vehicles inside the port, all unauthorized openings shall be closed In no case shall ambulant vendors be allowed to enter the port premises
- 4 1 6 To ensure orderliness, an area shall be cordoned during embarkation and disembarkation of passengers Access ways/ladders for passengers shall be designed in accordance with acceptable standards Likewise, a porters area shall be designated for queuing purposes while vessels are being docked
- 4 1 7 The installation of amenity blocks to include basic amenities like drinking fountain, telephone, vendo machines and comfort rooms in designated port areas shall be pursued in coordination with shipping operators
- 4 1 8 To avoid occurrence of piracy/hijacking the operationalization of the Anti-Hijacking Task Force shall be coordinated with concerned agencies
- 4 1 9 To implement security measures alert warnings shall be given to truckers and shippers on piracy and hijacking incidents

Intelligence information gathering on the above activity shall be enhanced

4.2 Cleanliness

- 4.2.1 The adoption of solid waste management system in all ports, as prescribed under PPA Memorandum Circular No 35-2000, shall be strictly enforced
- 4.2.2 The Clean the Ocean Coastal Clean Up Drive to include clean up operation of polluted waters along piers slips and surrounding waters shall be conducted on a regular basis
- 4.2.3 The implementation of beautification, clean and green projects in the ports and terminals, including the designation of greenbelt zones shall be undertaken in coordination with agencies and port users concerned. The planting of three (3) feet high variety of trees shall be encouraged
- 4.2.4 The conduct of mural painting contests in ports with perimeter fence may be done to discourage vandalism. Painting of porters push carts is also encouraged to enhance cleanliness in the port.

4.3 Safety

- 4.3.1 The provision of enough lighting system within the port zone shall be undertaken in coordination with concerned agencies
- 4.3.2 Port safety consciousness and awareness shall be given priority through the observance of the following areas of concern
- safety inspection of PPA-owned warehouses and other cargo storage facilities
 - strict implementation of dress code and safety uniforms of those working in the operational areas
 - installation of informative/directional sign, posters, billboards, public address system and safety gadgets to improve public awareness on safety, health and environment and accident protection.
- 4.3.3 For weak structures in the port, load limits, capacity shall be strictly observed

4.4 Implementation

- 4.4.1 The PDOs and PMOs shall organize in their respective area of responsibility a task force composed of personnel from various agencies operating inside the port, cargo handling contractors and other port tenants who shall be responsible in undertaking appropriate activities indicated above
- 4.4.2 The task force created in Section 4.4.1 shall draw up specific plan of actions in relation to the implementation of the aforementioned activities copy furnished the Office of the AGM for Operations
- 4.4.3 As far as practicable, the PDOs and PMOs may promulgate such supplementary local regulations which are necessary to effectively carry out the provisions of this Circular

4.5 Submission of Report

All PDOs and PMOs shall render a weekly report, indicating the accomplishments or activities undertaken, to the Office of the AGM for Operations for consolidation and submission to the DOTC Secretary for a period of six (6) months after the effectivity of this Circular. Thereafter a monthly accomplishment report shall be submitted

4.6 Inclusion in the Safety Inspection

The Safety Inspection Team of the Committee on Safety, Health and Environment shall, during their regular conduct of safety inspection in various PMOs include in the items to be inspected the herein mentioned requirements

5 EFFECTIVITY

This Circular shall take effect immediately


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