



TANGGAPAN NG KOMANDANTE
(OFFICE OF THE COMMANDANT)
Department of Transportation and Communication
PUNONG HIMPILAN TANOD BAYBAYIN NG PILIPINAS
(HEADQUARTERS PHILIPPINE COAST GUARD)
139 25th Street, Port Area
Manila

HPCG/CG-8

11 February 2000

STANDING OPERATING PROCEDURE
NUMBER..... 01

INITIAL INCIDENT REPORT

I. PURPOSE:

This SOP prescribes the procedures and guidelines in the immediate submission of an initial report following the receipt of knowledge on the occurrence of the following incident categories:

- A. Maritime Incident
- B. Unusual Incident
- C. MARPOL Incident
- D. Vessel Detention

II. SCOPE:

This SOP applies to all PCG units in whose area of operation (AOR) any incident of the above categories exclusively related to their peculiar mission and functions occurs and to those that have received any information on the occurrence of same even if not in their AOR.

III. DEFINITION OF TERMS:

- A. **Immediate Submission** – refers to the submission to higher headquarters through fastest means of an incident report immediately after receipt of knowledge on the occurrence of any of the four (4) incidents listed in paragraph I.
- B. **Late Submission** – refers to the submission to higher headquarters of an incident report that has been overtaken by events following the receipt of knowledge on the occurrence of the incident.

- C. **Maritime Incident** – shall mean any incident involving any vessel which occurs within the navigable waters of the Republic of the Philippines or any incident involving any Philippine vessel, which occurs outside of the Philippine territorial waters. A maritime incident shall include any occurrence involving a vessel which results in damage to the vessel, its apparel, and gear, and/or passenger and crew, and inter alia includes sinking, collision, stranding, grounding, foundering, heavy weather damage, fire, explosion, failure of gear and equipment and any other damage which might affect and/or impair the seaworthiness thereof.
- D. **Unusual Incident** – shall mean any incident involving the general conduct of PCG organic personnel as well as damage to PCG property either through man-made or natural causes or any unusual occurrence within ports and harbors (i.e., labor strikes, piracy, lighthouse failure, etc.).
- E. **MARPOL Incident** – shall mean any incident involving damage to the marine environment either through the intentional or unintentional introduction of oil and other hazardous substances.
- F. **Vessel Detention** – shall mean the detention in port or in an anchorage area by a PCG unit of any vessel other than a naval vessel after establishing clear grounds that the vessel is not seaworthy to undertake the voyage intended.

IV. **POLICIES:**

- A. Safety of life and property is paramount wherever there is an incident occurrence. However, the immediate submission by PCG units of the report of the occurrence of any of the above incidents is deemed necessary to enable higher headquarters to initiate measures to provide necessary assistance to the PCG unit involved and to preclude any negative impact that may arise from the perceived non-reporting thereof.
- B. Where the report does not jeopardize national and command security, reports on the occurrence of any incident shall be shared with other units and/or entities that are able to render assistance in abating the incident.

V. **RESPONSIBILITIES:**

- A. The following PCG units shall submit reports of incidents that fall under their cognizance as indicated and shall be responsible in the reproduction of the corresponding report formats:

- 1: **PCG Districts/Stations/Detachments**

- a. **Maritime Incident**

- b. Unusual Incident
- c. MARPOL Incident
- d. Vessel Detention

2. Other PCG Major/Special Units/Offices

- a. Unusual Incident

3. Units Afloat

- a. Maritime Incident
- b. Unusual Incident
- c. MARPOL Incident

B. District Commanders shall:

- 1. Ensure compliance by their units of the provisions of this SOP.
- 2. Review, as necessary, District policies and provide further guidelines to ensure continued adherence to this SOP by their units.

C. Other Major/Special Unit Commanders/Heads of Offices shall:

- 1. Ensure compliance by their units of the provisions of this SOP.
- 2. Review, as necessary, unit policies and provide further guidelines to ensure continued adherence to this SOP by their units/offices.

D. The Commanders of Coast Guard Stations and/or Detachments shall:

- 1. If not equipped with fax machines, identify offices within their AOR that are equipped with such equipment.
- 2. Establish an agreement with the same office for the availability of the service of such machines and/or telephones for the immediate submission of reports during the occurrence of incidents. A primary and back-up office shall be so identified and established.
- 3. Submit to HPCG (Attn: CGOC) within three (3) days upon publication of this SOP the numbers of the telephones/fax machines (primary and back-up) established, and any contact person if possible.

4. Report changes in the working number of telephone/fax machines as may be necessary, or as a result of a telephone/fax machine becoming inoperational/defective.

E. Commanding Officers of Units Afloat shall:

1. Submit reports of incidents under their cognizance primarily through their on board radio communications equipment. If not equipped with telephone or fax machines, identify other ships or land-based installations/offices within their present location that are equipped with such equipment to serve as back-up should their radio equipment fail.
2. Establish an agreement with the same installation/office for the availability of service of such machines to ensure the immediate submission of reports after receipt of information on the occurrence of incidents.
3. Submit to HPCG (Attn: CGOC) within three (3) days upon publication of this SOP the numbers of telephone and fax machines established, and any contact person if possible.
4. Report changes in the working number of telephone and fax machines as may be necessary, or as a result of a system becoming inoperational/defective.

F. Director, CGOC shall undertake the following:

1. Establish a list of telephone/fax machine numbers submitted by the PCG units. Update the same as may be necessary.
2. Ensure that all Officers performing Command Duty Officer (CDO) duties including CGOC organic personnel are familiarized with the provisions of this SOP. Establish four (4) sets of folders containing blank formats of the incident reports for easy reference and filling up by duty personnel in case the submission of report by the reporting PCG unit is done verbally through telephone or radio.
3. Ensure that incident reports submitted are in accordance with the formats prescribed and inform CPCG, DCPCG, CSPCG and cognizant staff/unit about the incident in the earliest possible time. Provide additional information that can be made available from office files.

4. Assist reporting units in the refund of expenses incurred solely for the submission of initial reports in coordination with AC of S, CG-6.
5. Maintain records of incident reports received and furnish the Office of the Assistant Chief of Staff for Maritime Safety Affairs (O/CG-8) reports on maritime incidents/vessel detention and the Office of the Assistant Chief of Staff for Marine Environmental Protection (CG-9) reports on MARPOL incidents for reference purposes.

VI. PROCEDURES:

- A. Upon receipt of information on the occurrence of an incident, the concerned PCG unit shall endeavor to respond and gather initial information regarding the incident in accordance with the formats prescribed as follows:
 1. Maritime Incident Report Format (Annex A)
 2. Unusual Incident Report Format (Annex B)
 3. MARPOL Incident Format (Annex C)
 4. Vessel Detention Format (Annex D)
- B. Commanders of units and heads of offices concerned shall, as far as practicable, ensure that the pertinent format corresponding to the incident being reported is filled up with all the information required. The prescribed format may be accomplished handwritten in print style if preparing a typewritten report may delay the early submission. The unit commander or, in his absence, his immediate junior, must duly sign the same.
- C. Upon completion of the initial incident report, this must be sent through the chain of command, copy furnished CPCG (Attn: CGOC) through the telephones/fax machines established for this purpose. In the case of units afloat and in areas where there are no fax machines available (only telephone), the initial incident report may be submitted verbally through radio or telephone. The initial report must reach HPCG immediately after receipt of knowledge on the occurrence of the incident or in the soonest reasonable time possible.
- D. Late submission of reports will not be tolerated. Reports submitted late or beyond soonest reasonable time possible must be accompanied by a brief explanation on the circumstances surrounding the late submission of the report.

- E. Unit Commanders shall ensure that all applicable portions in the initial report are filled out including a brief explanation of the initial actions taken and other remarks as may be necessary and practicable.

VII. EFFECTIVITY:

This SOP is effective upon publication.


COMMO EUCEO FAJARDO PCG
Commandant PCG

Annexes:

- A - Maritime Incident Report Format
- B - Unusual Incident Report Format
- C - MARPOL Incident Format
- D - Vessel Detention Format

MARITIME INCIDENT REPORT
(SOP No. ___ Form A)

(PCG Reporting Unit)

- A. NATURE OF INCIDENT/CAUSE, IF ESTABLISHED _____
- B. INFO SOURCE OF REPORTING UNIT _____
- C. NAME OF VES/GRT/NT _____
- D. DATE/TIME/PLACE OF INCIDENT (INCL LAT/LONG) _____
- E. OWNER/S OF VES _____
- F. REGISTRY/HOMEPORT/ADDRESS _____
- G. NAME OF SHIP'S CAPT _____
- H. WEATHER CONDITION IN THE ACCIDENT AREA _____
- I. TOTAL NUMBER OF CREW/PASSENGER ON BOARD _____
- J. CARGO ON BOARD _____
- K. PORT OF ORIGIN _____
- L. PORT OF DESTINATION _____
- M. COMMERCIAL VES FIRST TO RESPOND AND/OR ON-SCENE _____
- N. OTHER CONCERNED AGENCIES ON-SCENE _____
- O. ON-SCENE COMMANDER _____
- P. ACTION TAKEN BY REPORTING UNIT (OTHER RELEVANT INFO) _____

FOR SAR OPERATIONS ONLY:

- Q. TOTAL NUMBER OF SURVIVORS RESCUED _____
- R. NUMBER OF CASUALTIES RECOVERED _____
- S. NUMBER OF MISSING _____

REPORT SUBMITTED BY: _____
(SIGNATURE OVER PRINTED NAME)

REPLY TEL/FAX NUMBER: _____

UNUSUAL INCIDENT REPORT
(SOP No. ___ Form B)

(PCG Reporting Unit)

- A. DATE/TIME OF REPORT** _____
B. NATURE OF INCIDENT/CAUSE, IF ESTABLISHED _____
C. PLACE OF INCIDENT _____
D. INFO SOURCE OF REPORTING UNIT _____

FOR PERSONNEL INVOLVEMENT:

- E. NAME OF PERSON/S INVOLVED** _____
F. STATUS/CONDITION OF PERSON/S INVOLVED _____
G. ACTION TAKEN BY REPORTING PCG UNIT _____
H. NUMBER OF CASUALTY/IES (IDENTIFY AS FRIENDLY OR ENEMY) _____

FOR UNIT/PROPERTY INVOLVEMENT:

- I. IDENTIFY UNIT/PROPERTY INVOLVED** _____
J. STATUS OF UNIT/PROPERTY INVOLVED _____
K. ACTION TAKEN BY REPORTING UNIT _____
L. EST AMT OF DAMAGE _____

FOR OTHER UNUSUAL OCCURRENCES:

- M. IDENTITY OF PERSON/GROUP INVOLVED** _____
N. NAME OF COMPANY/IES AFFECTED _____
O. DEMANDS INVOLVED (IF ANY) _____
P. FRIENDLY AND/OR OTHER FORCES ENGAGED _____
Q. ASSESSMENT OF THREAT _____

REPORT SUBMITTED BY: _____
(SIGNATURE OVER PRINTED NAME)

REPLY TEL/FAX NUMBER: _____

MARPOL INCIDENT REPORT
(SOP No. _____ Form C)

(PCG Reporting Unit)

- A. DATE/TIME OF REPORT _____
- B. INFO SOURCE OF REPORTING UNIT _____
- C. PLACE OF INCIDENT (LAT/LONG) _____
- D. TYPE OF POLLUTION (OIL, OTHERS) _____
- E. CAUSE OF POLLUTION _____
- F. APPROX QTY SPILLED _____
- G. EXTENT OF AFFECTED AREA _____
- H. PREVAILING SEA/WEATHER CONDITION _____
- I. NAME OF VES/GRT/NT _____
- J. TYPE OF VES/OFF SHORE INSTALLATION _____
- K. REGISTRY/HOMEPORT/ADDRESS _____
- L. PORT OF ORIGIN _____
- M. PORT OF DESTINATION _____
- N. ON-SCENE COMMANDER _____
- O. ACTION TAKEN BY REPORTING UNIT _____
- P. OTHER REMARKS _____

REPORT SUBMITTED BY: _____
(SIGNATURE OVER PRINTED NAME)

REPLY TEL/FAX NUMBER: _____

8

VESSEL DETENTION REPORT
(SOP No. ____ Form D)

(PCG REPORTING UNIT)

DATE/ TIME OF REPORT: _____
INSPECTING UNIT: _____
DATE OF INSPECTION: _____
PLACE OF INSPECTION: _____
NAME OF VESSEL: _____
TYPE OF VESSEL: _____
YEAR OF BUILD: _____
VESSEL CALL SIGN: _____
VESSEL'S FLAG: _____
OWNER/OPERATOR: _____
VESSEL MASTER: _____
HOMEPORT: _____
TYPE OF TRADE: _____
TRADING ROUTE: _____
GROSS/ NET TON: _____
CLASSIFICATION SOCIETY: _____
VESSEL CERTIFICATE ISSUING UNIT: _____
DEFICIENCIES NOTED/ REGULATION VIOLATED:
1. _____
2. _____
3. _____
4. _____
REASON FOR DETENTION (CITE DEFICIENCY NUMBER/S):

LOCATION OF NEAREST PPA OFFICE: _____
PPA INFORMED: YES _____ NO _____

REPORT SUBMITTED BY: _____
(SIGNATURE OVER PRINTED NAME)

REPLY FAX NUMBER: _____
* [ATTACH COPY OF IAR]