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Department of Transportation and Communications
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila



15 July 2007

HPCG/CG3

**STANDING OPERATING PROCEDURES
NUMBER 01)**

UNUSUAL INCIDENTS INVOLVING PCG VESSELS AND AIRCRAFT

1. **PURPOSE:** To prescribe policies, guidelines and procedures and identify responsibilities relative to the Command's disposition over grounding incidents, derangements that warrant investigations and other unusual incidents involving PCG vessels! aircraft.

2. **SCOPE:** This SOP applies to all grounding cases, derangements that warrant investigations and other unusual incidents involving PCG vessels! aircraft which had resulted to considerable damage to property, injury or loss of life due to negligence, poor judgment and! or disregard of existing policies and regulations by Commanding Officers, Pilots-In-Command, Boat Captains and other cognizant Officers and enlisted personnel.

3. **DEFINITION OF TERMS:**

- a) Command-at-Sea Board (CAS B) - a board tasked among others, to review the results of investigations and the report submitted by the CGOF Grounding and Other Unusual Incidents Review Board regarding disposition over grounding cases and other unusual incidents involving PCG vessels! aircraft and to submit the final recommendation(s) to the Commandant, PCG.
- b) CGOF Grounding and Other Unusual Incidents Review Board - an investigative/ review board tasked to conduct an extensive and impartial investigation or review of grounding or similar incidents involving PCG vessels! aircraft either independently or in reference to an initial investigation undertaken by the Coast Guard District, Major Unit or a Task Force! Task Group which exercises operational control over the vessel! aircraft involved in the incident in order to determine the extent of culpability of the concerned individuals and to recommend proper preventive measures and! or corresponding administrative sanctions to be imposed on Commanding Officers, Pilots-In-Command, Boat Captains and other officers and enlisted personnel who are deemed responsible or accountable for such incident.

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- c) Operational Commanders – respective Commanders of Coast Guard Districts, Major Units or a Task Force/ Task Group which exercise command and control over vessels/ aircraft deployed or operating within respective areas of responsibility (AOR).
- d) CG District/ Major Unit/ Task Force/ Task Group Fact Finding Board - a fact-finding board tasked to immediately verify and ascertain the facts of the case, gather and preserve evidences surrounding grounding or similar incidents involving PCG vessels/ aircraft under the District, Major Unit or Task Force/ Task Group operational control and to forward a complete and impartial report to the CGOF Review Board, copy furnished CPCG (Attn: CG-1/ CG-3).

4. POLICIES:

- a) All Commanding Officers, Pilots-In-Command and Boat Captains shall, upon involvement in grounding or similar incidents (collision, hitting of floating/ submerged object, derangements that warrant investigations, aircraft accidents, fire on board vessel/ aircraft, etc.) which cause damage to PCG vessels/ aircraft shall submit Unusual Incident/ Investigation Report to their Operational Commanders.
- b) The Commander, Coast Guard Air Group or the Aviation Safety Officer (Senior Pilot) shall be a regular member of the CGOF Investigation/ Review Board on incidents involving aircraft.
- c) The Commander, CG District/ Major Unit/ Task Force/ Task Group shall automatically take cognizance of any such incident that transpired onboard their OPCON vessel/ aircraft by convening its Fact Finding Board to evaluate, review and/ or conduct further investigation and shall submit the Unusual Incident/ Investigation Report to the Commander, CGOF (Attn: CGOF Grounding and Other Unusual Incidents Review Board), copy furnished CPCG and Chairman, CASB..
- d) The CGOF Grounding and Other Unusual Incidents Review Board shall review and evaluate or conduct further investigation relative to the Unusual Incident/ Investigation Report submitted by the CG District/ Major Unit/ Task Force/ Task Group and submit recommendations to the Command-at-Sea Board (CASB) for the case final review and recommendations.
- e) The Command-at-Sea Board (CASB) shall review and evaluate the report of the CGOF Grounding and Other Unusual Incidents Review Board and submit final recommendations to the Commandant, PCG for approval.

5. BOARD COMPOSITION:

a) Command-at-Sea Board (CASB):

Position	Designation
1) Deputy Commandant	- Chairman
2) Five (5) CASB holders	- Members
3) AC of S for Personnel, CG1	- Secretary (Non-voting member, if not a command badge holder)

b) CGOF Grounding and Other Unusual Incidents Review Board

Position	Designation
1) Commander, CGOF	- Chairman
2) Deputy Commander, CGOF	- Vice Chairman
3) Chief of Staff, CGOF	- Member
4) Commander, CGAG	- Member (for incidents involving aircraft)
5) Two (2) Concurrent COs	- Members
6) AC of S for Operations, OF3	- Member (Non-voting member, if not a command badge holder)
7) AC of S for Personnel, OF1	- Secretary (Non-voting member, if not a command badge holder)

c) Coast Guard District/ Major Unit/ Task Force/ Task Group Fact Finding Board

Position	Designation
1) Unit Commander	- Chairman
2) Deputy Commander	- Vice Chairman
3) Chief of Staff	- Member
4) Operations Officer	- Member
5) One Marine Licensed Member from SBMI (optional)	- Member
6) Administrative Officer	- Secretary

6. RESPONSIBILITY

- a) CASB, CGOF, Operational Commanders, Commanding Officers of CG Vessels, Pilots-In-Command and Boat Captains shall strictly follow the procedures set forth under the provisions of this SOP.
- b) All concerned Administrative Officers shall prepare and furnish members of the CASB and Fact Finding/ Review Boards of CGOF and CG District/ Major Unit all necessary documents and case folders three (3) days prior to the scheduled

review date. He shall likewise prepare and provide the minutes to all members of the Board and prepare all communications emanating from the Board.

- c) The Coast Guard Judge Advocate (CGJA) or the assigned CG legal officer may be consulted for legal advice/ or assistance to the members of the CASB and the Fact Finding/ Review Boards of CGOF, CG District/ Major Unit/ Task Force/ Task Group on matters pertaining to the case.

7. PROCEDURES:

- a) The Commanding Officer, Pilot-In-Command and/ or Boat Captain shall render an Unusual Incident Report within twenty four (24) hours after the incident to their Operational Commander, copy furnished CPCG (Attn: CG1/ CG3), and Commander, CGOF.
- b) The Assistant Chief of Staff for Personnel, CG1 shall issue orders to the cognizant CG District/ Major Unit/ Task Force/ Task Group Fact Finding Board (OFFB) for the conduct of the investigation within twenty four (24) hours upon receipt of the Unusual Incident Report.
- c) Cognizant CG District/ Major Unit/ Task Force/ Task Group shall finalize the result of the investigation within three (3) days and submit to Commander, CGOF (Attn: CGOF Grounding and Other Unusual Incidents Review Board), copy furnished CPCG (Attn: CG1/ CG3) and Chairman, CASB a complete and impartial report wherein the facts of the case are properly established. The said Fact Finding Board shall use the following format:
 - 1) Authority
 - 2) Matters to be investigated
 - 3) Facts of the case
 - 4) Discussion
 - 5) Conclusion
 - 6) Recommendations
- d) Upon receipt of the Unusual Incident/ Investigation Report from the CG District/ Major Unit/ Task Force/ Task Group, the said CGOF Review Board shall convene to immediately ascertain the facts, and gather and preserve the evidences surrounding the incident involving PCG vessels/ aircraft.
- e) Based on the recommendation of the Operational Commander and/ or the Commander, CGOF and as approved by the CPCG, the Assistant Chief of Staff for Personnel (OF1) shall issue orders for the temporary relief of the Commanding Officer, Pilot-In-Command and/ or Boat Captain pending resolution of the case.

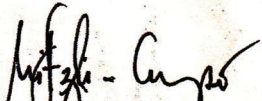
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- f) Likewise, the Assistant Chief of Staff for Personnel (OF1) shall prepare all necessary documents for the CGOF Grounding and Other Unusual Incidents Review Board members within two (2) days and shall issue a conference notice two (2) days prior the convening date.
 - g) The CGOF Grounding and Other Unusual Incidents Review Board shall convene and conduct a comprehensive and impartial review of the investigation report submitted by the cognizant unit's Fact Finding Board to determine the extent of culpability of those involved or responsible for the incident and to recommend an appropriate punishment to the Chairman, CASB
 - h) The Command-at-Sea Board (CASB) shall take appropriate action for the immediate resolution *and* or disposition of the case and shall prepare the final recommendation to the Commandant, PCG.
 - i) Upon approval by the Commandant, PCG, the Chairman, CASB shall furnish a copy of the approved document to Commander, CGOF for implementation.
 - j) The Commander, CGOF shall accordingly serve the final result on the disposition of the case.
 - k) The CGOF Grounding and Other Unusual Incidents Review Board shall compile all reports on unusual incidents to be translated into "Lessons Learned" to be used as references during the conduct of training such as the Command-at-Sea Course and OOD/OOW Package Course regularly conducted by the CG Fleet Readiness and Evaluation Group (CGFREG) under the CGOF. Such reports, among others, will also be used as tools in the development of administrative and operational doctrines of the command on vessel/ aircraft operations.
8. **RESCISSION:** This SOP shall be rescinded, as circumstances would deem necessary.
9. **EFFECTIVITY:** This shall take effect upon publication.

BY COMMAND OF ADMIRAL CARLOS:

WILLIAM M MELAD
CAPT PCG (GSC)
Chief Staff

OFFICIAL:


MITZIE SILVA-CAMPO
LTJG PCG
Coast Guard Adjutant

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