



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

HPCG/CG-8

14 March 2013

STANDING OPERATING PROCEDURE
NUMBER01-13

MAINTENANCE AND REPAIR OF LIGHT STATION

I. PURPOSE:

To provide a common approach and guidelines in the maintenance and repair of Light Stations owned and operated by the Philippine Coast Guard.

II. SCOPE:

This SOP applies to all Light Stations (LS) owned and operated by the Philippine Coast Guard.

III. PROCEDURES:

A. DETACHMENT COMMANDERS SHALL:

1. Conduct DAILY monitoring of all LS within Detachment area of responsibility (AOR);
2. Conduct actual inspection at least once a week of LS located nearby and at least once every two (2) weeks of light stations located in far-flung areas;
3. During actual inspection, conduct Preventive Maintenance Services (PMS) of LS in accordance with ATON Operations, Maintenance and Trouble Shooting Manual;
4. Report immediately to CPCG thru channels any LS found not operating (**Annex A**);
5. Conduct trouble shooting and repair of inoperative LS in accordance with ATON Operations, Maintenance and Trouble Shooting Manual (**Annex B**);
6. Render repair progress reports to CPCG thru channel (**Annex C**);
7. Report immediately to CPCG thru channels any inoperative LS restored to normal operation (**Annex D**);

8. If not restored, contact MSSC for technical assistance at Cell phone Nr. **09472757056** or at email address: aton_mssc@yahoo.com;
9. Maintain a Light Station Maintenance and Repair Logbook for each and every LS in their respective offices (**Annex E**);
10. Enter all maintenance, trouble shooting, repair and other activities conducted into the Light Station Maintenance and Repair Logbook;
11. Ensure that the Light Station Maintenance and Repair Logbook are validated periodically by the Station Commander; and
12. Submit Monthly Light Station status report to Station (Annex F).

B. STATION COMMANDERS SHALL:

1. Coordinate with the District Commanders for the availability of ATON repair parts;
2. Assist the Detachment Commanders in the maintenance, repair and upkeep of LS;
3. Ensure the correctness of all the entries made by Detachment Commanders in Light Station Maintenance and Repair Logbook;
4. Monitor records of all the LS;
5. Conduct actual inspection of LS whenever there is reason to believe that Detachment Commanders failed to comply with the requirements in para III(A);
6. Validate the entries in Light Station Maintenance and Repair Logbook periodically;
7. Consolidate monthly LS status report of every Detachment to be submitted to the District Commander; and
8. Monitor the proper implementation of this SOP by the Detachment Commanders.

C. DISTRICT COMMANDERS SHALL:

1. Coordinate with MSSC the availability of a minimum level of ATON spare parts;
2. Support the logistical requirements of CG Stations and CG Detachment needed for repair and continuous operation of all the LS within his AOR;
3. Conduct actual inspection of LS whenever there is reason to believe that Station and Detachment Commanders failed to comply with the requirements in Para III(A) and Para III(B) respectively;

4. Submit consolidated monthly LS status report to HPCG copy furnished MSSC; and
5. Ensure the proper implementation of this SOP by the Station Commanders.

IV. RESPONSIBILITY:

District Commander, assisted by Station Commander and Detachment Commander shall be responsible for the smooth implementation of this SOP.

V. RESCISSION:

This SOP rescinds all other publications contrary to the provisions stated herein.

VI. EFFECTIVITY:

This SOP shall take effect immediately upon approval.

BY COMMAND OF REAR ADMIRAL ISORENA:

OFFICIAL:


ALGIER D. RIOSAFRENTE
LCDR **PCG** 11/03/13
Coast Guard Adjutant

JOSELITO F DELA CRUZ
CAPT **PCG**
Chief of Coast Guard Staff

ANNEXES:

- ANNEX A: Not Operating Light-station Report
- ANNEX B: ATON Operation, Maintenance and Troubleshooting Manual
- ANNEX C: Light-station Repair Progress Report
- ANNEX D: Restored to Normal Operation Report
- ANNEX E: Light-station Maintenance and Repair Logbook Format
- ANNEX F: Detachment Monthly Light-station Status Report