

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

HPCG/CG-4

08 March 2016

**STANDING OPERATING PROCEDURES  
NUMBER 02-16)**

**GUIDELINES IN THE MAINTENANCE AND UTILIZATION OF  
PCG ALUMINUM BOATS**

**I. PURPOSE:**

This SOP sets forth guidelines in the maintenance and utilization of Aluminum Boats that has been issued to different PCG units.

**II. OBJECTIVES:**

- A. To ensure the proper utilization of the Aluminum Boats through proper observance of the Preventive Maintenance Checklist.
- B. To designate qualified personnel to man and maintain the Aluminum Boats.
- C. To ensure the high level operational readiness and capability of the Aluminum Boats.
- D. To ensure the safety of personnel, trouble-free operation and economical utilization of the Aluminum Boats.
- E. To establish a monthly appropriate records of inventory, status and maintenance of Aluminum Boats.

**III. DEFINITIONS:**

A. *Aluminum Boat* –refers to the PCG watercraft that is utilized for the conduct of Patrol, Search and Rescue, Retrieval and other maritime related activities. (Description: Category C Offshore, LOA 5-6 Meters, Width 1.80m-2.5m, 10 persons capacity and Maximum Payload of 1200-1500 kgs)

B. *Out Board Motor (OBM)* – is a Honda BF40D engine type, Four (4) Stroke, SOHC with 3-cylinder, 808 cm<sup>3</sup> Displacement, rated power 29.4Kw (40 PS) at 5,500 min<sup>-1</sup> (rpm), underwater type of exhaust system that is a high-powered machine attached in the Aluminum Boat.

C. *Maintenance and Repair Team* – refers to the PCG Officer and personnel, who are directly in-charge in maintaining the seaworthiness of the issued Aluminum Boat. The Team shall be composed of Officer-In-Charge/Petty Officer-In-Charge and members.

D. *Pre-Operation Check* – refers to the conduct of inspections of Aluminum Boat made by the Maintenance Team prior taking is official underway for operations.

E. *Post-Operation Check* – refers to the conduct of inspections of Aluminum Boat made by the Maintenance Team after conducting maritime operations.

F. *Derangements* – refers to the damage of hull, deterioration/corrosion of hull, engine trouble or any mechanical problems engage in the Aluminum Boat.

G. *Preventive Maintenance Checklist* – refers to the standard form created by the CGSOG that provides the list of items to be inspected by the Maintenance and Repair Team.

H. *Comprehensive Inventory Report* – refers to the standard form that the CG-4 has provided for the monitoring of the status of the Aluminum Boat.

I. *Deployment Aluminum Boat Logbook* – refers to the logging of important details during the utilization of Aluminum Boat that shall include the following: Boat Operator, Nr. Of Passengers, Purpose of Deployment, Time of Departure/Arrival, Estimated Running Hours/Minutes per utilization, Fuel Consumption and Records of Mechanical/ Hull Derangement if any.

#### **IV. GUIDELINES AND POLICIES:**

A. All unit Commanders with operational control of the issued Aluminum Boat shall designate an Officer and personnel to compose the Maintenance and Repair Team with an appropriate unit orders.

B. CGSOG shall come-up with a Preventive Maintenance Checklist to be set as guidelines for the maintenance of the Aluminum Boat and be distributed among designated Maintenance and Repair Team.

C. For every deployment of Aluminum Boat, it shall be recorded by Maintenance and Repair Team in an official *Deployment Aluminum Boat Logbook* with the following details: Boat Operator, Nr. Of Passengers, Purpose of Deployment, Time of Departure/Arrival, Estimated Running Hours/Minutes per Utilization, Fuel Consumption and Records of Mechanical/Hull Derangement if any.

D. Maintenance and Repair Team shall conduct the *Pre-Operation* and *Post-Operation Check* prior and after the deployment of the Aluminum Boat.

#### **V. DUTIES AND RESPONSIBILITIES:**

##### ***A. PCG District Commanders/Major Units***

(1) Supervise the monthly submission of Comprehensive Inventory Report to Higher Headquarters (Attn: CG-4) with the attached result of Preventive Maintenance Checklist reported by the Maintenance and Repair Team;

(2) Shall designate a qualified Officer and Personnel for the Maintenance and Repair Team;



(3) Shall designate a Personnel-In-Charge (PIC) and assistant to form part in the monitoring of the completeness of inventory and other properties attached to the Aluminum Boat;

(4) Ensure the strict implementation of the policies.

*B. Commander, CGSOG*

(1) Provide the standard form of the Preventive Maintenance Checklist to designated Maintenance and Repair Team;

(2) Direct SOU personnel to conduct Troops, Information and Education (TI & E) re Preventive Maintenance of the issued Aluminium Boat to designated Maintenance and Repair Team;

*C. Unit Maintenance and Repair Team*

*1. OIC, Maintenance Team*

(a) Responsible for the supervision of the strict implementation with regard the Preventive Maintenance Checklist for the Aluminum Boat;

(b) Report to the Unit Commander any maintenance and repair related concerns of the Aluminum Boat;

(c) Submit report to the Unit Commander once major/minor derangement or defective occurs from the Aluminum Boat;

(d) Responsible for the preparation and consolidation of Preventive Maintenance Checklist prior submission to Higher Headquarters.

*2. POIC, Maintenance and Repair Team*

(a) Responsible for the proper implementation of the Preventive Maintenance Checklist for the Aluminum Boat;

(b) Report to the OIC, Maintenance and Repair Team for any maintenance and repair related concerns of the Aluminum Boat;

(c) Assist the OIC, Maintenance and Repair Team for the preparation and consolidation of Preventive Maintenance Checklist prior submission to Higher Headquarters.

*3. Member/s, Maintenance and Repair Team*

(a) Assist the POIC in the conduct of Preventive Maintenance of Aluminum Boat;

(b) Ensure proper filing of Preventive Maintenance Checklist and Comprehensive Inventory with regard to the concerned Aluminum Boat;

(c) In-charge in the logging at *Deployment Aluminum Boat Logbook* indicating the Pre-Operation and Post-Operation Check of Aluminum Boat before and after deployment;

**VI. REPORTING AND MONITORING:**

A. All unit concern shall submit an appropriate reports to Higher Headquarters (Attn: O/CG-4) the monthly *Preventive Maintenance Checklist* and the *Comprehensive Inventory Report* of Aluminum Boat.

B. In case of any occurrence of derangements from the Aluminum Boat, the OIC, Maintenance and Repair Team shall report immediately to the Unit Commander and conduct appropriate action if necessary.

C. DC of CGS for Logistics, CG-4 shall monitor and evaluate the monthly submission of *Preventive Maintenance Checklist* and the *Comprehensive Inventory Report* of Aluminum Boat.

**VII. RECESSION:**

All publications in conflict with this SOP are hereby rescinded.


**VIII. EFFECTIVITY:**

This SOP shall take effect upon approval.

**BY COMMAND OF REAR ADMIRAL MELAD PCG:**

OFFICIAL:

**ENRICO EFREN A EVANGELISTA**  
**COMMO** **PCG**  
Chief of Coast Guard Staff

  
**LIEZEL B BAUTISTA**  
**LCDR** **PCG**  
Coast Guard Adjutant

**ANNEXES:**

- ANNEX I: Standard Comprehensive Inventory Form
- ANNEX II: Pre-Operation Checklist
- ANNEX III: Post-Operation Checklist
- ANNEX IV: Preventive Maintenance Checklist
- ANNEX V: Manufacturer's Manual

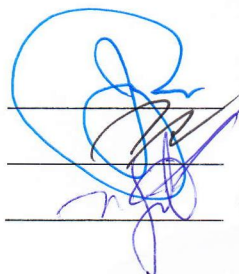




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<b>DISPOSITION FORM</b> Philippine Coast Guard		SECURITY CLASSIFICATION (IF ANY):
File No: CG4-0216-001	<b>SUBJECT:</b> Proposed SOP ( <i>Guidelines in the Utilization and Maintenance of PCG Aluminum Boats</i> ), Request for	

TO: C,PCG      FROM: CCGS      DATE: 01 Feb 16      COMMENT NR: \_\_\_\_\_  
 VIA: DC,PCG      CAPT RAMOS JR:JGM:ADC-6142

 CG-4 01 Feb '16  
 CG-3 3 Feb '16  
 CG-10 01 Feb 15


**SUMMARY:**

1. Reference: Proposed SOP re *Guidelines in the Utilization and Maintenance of PCG Aluminum Boats*
2. Above reference pertains to the proposed Standing Operating Procedures (SOP) with regard to the *guidelines in the utilization and maintenance of issued PCG Aluminum Boats.*
3. As per record, the issued Aluminum Boats (AB) were directly funded by the Department of Transportation and Communications (DOTC). It has Three Hundred (300) units of Aluminum Boats issued to the Philippine Coast Guard and distributed all over the Districts and other Major Units. The foresight for the proper utilization and maintenance is imperative in order to upkeep the continuous good condition of all issued aluminum boats.
4. In coordination to other concerned staff (CG-3/CG-10) and unit (CGSOG), the consolidation of the inclusion of comments, inputs and recommendations was made for such proposal in order to establish and create comprehensive guidelines in the utilization and maintenance of PCG Aluminum Boats. (*See Enclosures*)
5. In view of the foregoing, CG-4 recommends the approval of the proposed Standing Operating Procedures (SOP) re *Guidelines in the Utilization and Maintenance of PCG Aluminum Boats.*

**RECOMMENDATION:**

6. Approval of Para 5.

  
 ---EVANGELISTA---

FEB 22 2016 DATE
<b>APPROVED / DISAPPROVED</b>
 COMMANDANT