



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

11 November 2016

**STANDING OPERATING PROCEDURE
NUMBER 09 – 16)**

ACTIVATION OF PRIVATE AIRCRAFT FOR PCGA USE

I. GENERAL:

The Philippine Coast Guard Auxiliary (PCGA) is a civilian volunteer organization under the direct control and supervision of the PCG Commandant. The PCGA shall assist the PCG in the promotion of safety of life and property at sea. The preservation of the marine environment and its resources, the conduct of Maritime Search and Rescue ("MARSAR), the maintenance of Aids to Navigation (ATON), Marine Environmental Protection (MAREP) and Maritime Community Relations (MCOMREL) that enhance maritime community relations. It is composed of volunteers coming from various professions who are interested in doing civic works for the maritime sector. Some of the member own or have access to Air assets such as Commercial (RP-C) and Sport (RP-S) Aircraft, both fix wing and rotary wing. As such, said members are willing to extend their volunteerism by utilizing their Air assets in the conduct of PCGA activities. It is important that Air assets of the PCGA members must be identifiable and that their conduct of PCG/PCGA related functions be governed by specific guidelines.

II. SCOPE

To prescribe policies and administrative procedures relative to the authority of Coast Guard Air Group to activate PCGA Air Assets into the service of the PCGA.

III. PURPOSE

This SOP prescribes the policies and procedures pertaining to the activation of PCGA Air Assets in the service to the PCGA.

IV. POLICIES:

1. Only Aircraft owned by active PCGA members are eligible to be registered and activated to the PCGA.
2. Passenger Commercial Aircraft are not eligible for activation.
3. Aircraft must be owned by active PCGA members. In cases where in the member only has access to an Aircraft and the owner is not yet a PCGA, the Aircraft must be approved by the PCGA and the Commander, Coast Guard Air Group before it may be activated for PCGA use.
4. Aircraft that may be activated in the PCGA service are: fixed and rotary wing aircraft both RP-C and RP-S registered.

5. The Aircraft both RP-C and RP-S should be properly registered with CAAP prior to its activation.
6. The RP-C Aircraft must have a valid Airworthy Certificate before it can be used for PCGA use.
7. Only CAAP Licence pilots can fly PCGA missions.
8. The concerned Aircraft should not be involved in any criminal or administrative cases.
9. The activated Personal Aircraft should be available for SAR operations as soon as practicable as requested by Coast Guard District, CGAG or Station Commanders who have jurisdiction over them.
10. For purpose of monitoring the status of all PCGA Air Assets activated in the Districts, activation orders shall be communicated to the Commandant (Att: CG-7) for issuance of confirmation orders by the Coast Guard Adjutant.

V. DEFINITION OF TERMS:

RP-C refers to an Aircraft that is registered for Commercial use

RP-S refers to an Aircraft that is registered for Sport use

Fixed-wing Aircraft refers to Aircraft capable of flight using wings that generate lift caused by the vehicle's forward airspeed and the shape of the wings

Rotary-wing Aircraft refers to a heavier-than-air flying machine that uses lift generated by **wings**, called **rotary wings** or **rotor** blades that revolve around a mast.

Passenger Commercial Aircraft refers to an Airplane used for Scheduled passenger flights.

CAAP refers to the Civil Aviation Authority of the Philippines.

VI. PROCEDURES:

1. As a general rule, active PCGA members who wish to activate their Aircraft to the PCG service may signify their intention through a letter of intent to be submitted by Squadron Director and favourably endorsed by the Director Auxiliary District (DAD) to the Coast Guard Air Group.
2. The PCG District, upon receipt of the application for the Aircraft activation will inspect the Aircraft and verify the status of its CAAP registration for both the RP-C and RP-S Aircraft and RP-C Airworthiness.
3. Once the application is approved, the Coast Guard Air Group shall issue General Orders for its activation subject for the confirmation of the Commandant.
4. In the event that the Aircraft sustain any damage while participating in PCG-PCGA related operation, the PCG will not be held liable for the damage, unless the cause of such damage stems from neglect or recklessness on the part of PCG personnel.
6. Once activated, identifiable the PCGA logo may be placed on the tail of the Aircraft or the fuselage of the Rotorcraft (Annex A).

7. All Aircraft which are activated in the PCGA Service shall be properly recorded in the respective CG Districts, copy furnished O/CG-7 & CGAG for monitoring and record purposes.

VII. CODE DESIGNATION (NUMBERING)

All Aircraft to be activated in the PCGA service shall have assigned code designation consisting of letters and numbers. The Aircraft Identification number shall start with District Name followed by chronological listing of the activated Aircraft on the first come first serve basis (e.g. CGADNCR-CL-001). These numbers need not to be placed on the Aircraft but for documentation and identification purposes only.

VIII. MISCELLANEOUS:

1. Fuel for an approved mission shall be supplied by the owner of the Aircraft.
2. Fuel for the proficiency training exercise shall also be supplied by the owner of the aircraft. A copy of the proficiency training flights logs must be given to the PCGA Air Support Group Commander so a record of the flight can be maintained.

IX. RESPONSIBILITIES:

1. Deactivation Procedures and Sanctions: Activated Aircraft must be inspected yearly jointly by the respective Station Commanders, CGAG and Squadron Directors as regards to its Airworthiness. As soon as it's verified to be not airworthy or unfit (expired licenses such as Certificate of Philippine Registration or expired Airworthiness Certificate from the CAAP) the subject Aircraft must be issued deactivation orders by the Commandant, PCG.
2. Aircraft which are proven to be involved in any criminal and illegal activities shall be immediately deactivated from PCGA use. Consequently, the PCGA Logo shall be removed from the Aircraft.
3. The owner of the Aircraft involved in illegal and criminal activities shall lose his/her PCGA membership immediately.
4. PCGA District Auxiliary Directors and PCG Air Group shall be held responsible for the strict implementation of this SOP.


X. EFFECTIVITY:

This SOP will take effect upon publication

BY COMMAND OF RADM MELAD:

OFFICIAL:

LEOPOLDO V LAROYA
COMMO PCG
Chief of Coast Guard Staff


LIEZEL B BAUTISTA
LCDR PCG
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