



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

21 July 2017

CG-11

STANDING OPERATING PROCEDURE

NUMBER . 07-17

**IMPLEMENTING GUIDELINES FOR THE APPLICATION AND ISSUANCE OF
CERTIFICATE OF ACCREDITATION FOR MANUFACTURERS AND/OR SUPPLIERS
OF RADIO COMMUNICATIONS EQUIPMENT FOR MARITIME SECURITY
COMMUNICATIONS**

I. REFERENCES:

- a. Republic Act No. 9993 and its IRR s. 2011
- b. Office of the President of the Philippines Memorandum Order No. 04 dated 26 September 2016
- c. Department Memorandum Circular No. 2017-005 dated 31 March 2017

II. PURPOSE. To establish policies and procedures for the application and issuance of accreditation of manufacturers, dealers or distributors of marine radio communications equipment and describing its process and steps prior issuance of same.

III. SCOPE. This procedure is applicable for Maritime Communication Office (MCO) Personnel under the Coast Guard Weapons, Communications, Electronics, and Information System Command (CGWCEISC) to issue a certificate of accreditation in behalf of the Philippine Coast Guard (PCG) to be issued to all companies/entities duly authorized under existing laws engaged in manufacturing and/or sale of marine radio equipment including its supplies/materials.

IV. DEFINITION OF TERMS:

For the purpose of this SOP, the following terms shall mean:

- A. After Inspection Report – a report to be accomplished by the CGWCEIS-Inspector after the conduct of inspection.

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- C. Dealer – an authorized person or business entity that buys and sells marine radio communications equipment.
- D. Distributor - an authorized agent that supplies marine radio communications equipment to stores and other business entities that sell to consumers.
- E. Document-requirements – a document needed as a requirement of requesting company/entity to be submitted to PCG which will be inspected, assessed and verified prior issuance of certificate of accreditation.
- F. Equipment – a marine radio communications product such as Very High Frequency (VHF) and High Frequency (HF) radios offer for sale by a business company/entities in the market.
- G. Consumer Electronics Servicing NC II – is a short TESDA course in the Philippines to train CGWCEISC Personnel for the repair of electronic equipment.
- H. General Radiotelephone Operator Certificate (GROC) – is a license issued by National Telecommunications Commission (NTC) to the personnel to become qualified radiotelephone operator of shore based and ship station.
- I. Maritime Communication Office (MCO) – a unit/office of CGWCEISC who is in-charge for the issuance of certificate of accreditation which is located at F. Ortigas Street, Barangay Addition Hills, Mandaluyong City.
- J. Manufacturer - an authorized person or company that makes and supply marine radio communications products to dealers or distributors for sale.
- K. National Telecommunications Commissions (NTC) - is an attached agency of the Department of Information and Communications Technology responsible for the supervision, and control of overall telecommunications services throughout the Philippines.
- L. Radio Operation and Maintenance Specialization Course (ROMSC) – is a training/course given to PCG Personnel to be equipped with basic knowledge in operation and maintenance of marine radio equipment.
- M. Supplier - a person or entity that provides marine radio communications equipment product or service.
- N. Technical Education and Skills Development Authority (TESDA) - is the government agency tasked to manage and supervise technical education and skills development in the Philippines.

V. POLICIES:

- A. Before any manufacturers, dealers or distributors of marine radio communications equipment, can do business legally, they are first required to

secure from the PCG a yearly issuance of certificate of accreditation through the Maritime Communications Office (MCO).

B. The following fees shall be paid for the corresponding application for accreditation (new and renewal) filed:

Application for Accreditation as:	Processing Fee	Accreditation Certificate
Manufacturer	P 1,000.00	P 5,000.00
Supplier/dealer/distributor	P 1,000.00	P 5,000.00
Inspection Fee		P 3,000.00

C. The requirements for the issuance of certificate of accreditation shall be supported with the following document-requirements:

1. Letter of applications;
2. Brochures/catalogues with specifications of particular product(s) being requested for issuance of certificate of accreditation from the manufacturers for study and evaluation;
3. Security and Exchange Commission (SEC) Registration;
4. Certificates and articles of incorporation/BOI Accreditation/BDT-DTI registration;
5. Mayors/ Business Permit;
6. BIR Registration;
7. Dealers Permit with corresponding type approved by NTC for each product;
8. List of Officers and Key personnel/employees including the owner with corresponding bio data and credentials and supported with NBI and Police clearances;
9. For applicants to be accredited as manufacturers, ISO certification or its equivalent is required, or proof of having applied for certification if that such is under process (only for initial application)
10. For applicant to be accredited as supplier/distributor/dealers, list and details of the marine radio communications equipment and parts to be marketed with corresponding documentation on the type-approved by NTC and proof of sole distributorship for imported products are required;
11. Additional report on radio communication equipment (in case of

renewal)

12. List of facilities and equipment owned/operated by applicant company/entity

13. Letter of application attached with accomplished application form, brochure/specification of equipment, type approved by NTC and original copy of existing certificate of accreditation for additional/new equipment. (For manufacturer/supplier with valid and existing certificate of accreditation)

D. The letter of application shall include the application form (See *Annex 1*) together with a photo copy of the abovementioned document-requirements.

E. The validity of the certificate of accreditation to be issued by PCG to companies, manufacturing and/or supplying entities shall be valid for one (1) year and shall be applied for renewal fifteen (15) days before the lapse of its validity.

F. The PCG Inspector shall be a personnel from CGWCEISC knowledgeable with the operations of marine radio equipment and a graduate of Radio Operation and Maintenance Specialization Course (ROMSC) with TESDA NC-II (EPAS) certified and has a license of GROC from NTC;

VI. PROCEDURES:

A. Letter of applications for the certificate of accreditation shall be filed with the Commander, Coast Guard Weapons, Communications, Electronics, and Information System Command (C,CGWCEISC) through its Maritime Communication Office (MCO), F. Ortigas Street, Barangay Addition Hills, Mandaluyong City together with a photo copy of the document-requirements.

B. Upon receipt of the application form including the document-requirements, the duly authorized representative or detailed CGWCEISC inspector shall schedule to conduct inspection of manufacturers, dealers or distributors office/facilities, equipment and its personnel after the payment of processing and inspection fees;

C. The PCG-Inspector shall check the authenticity of the document-requirements specified under paragraph VI (C) of this SOP during the conduct of inspection.

D. After Inspection, the detailed CGWCEISC inspector shall accomplish the After Inspection Report (See *Annex 2*) with favorable recommendations for the grant of certificate of accreditation including with the corresponding justifications and evidences such as photos of document-requirements being proof of its authenticity to include the conduct of inspection photos.

E. If found satisfactory, after having been complied with all the document-requirements, C,CGWCEISC shall recommend to the Commandant, Philippine Coast Guard (CPCG) the issuance of a certificate of accreditation in favor of the manufacturer/dealer/distributor for the particular model/type or brand of the product(s) which accreditation is requested.

F. Upon the approval of CPCG, the certificate of accreditation shall be signed by the Commander, CGWCEISC as Head of Maritime Communication Office (MCO) and shall be issued to requesting company/entity after the payment of accreditation fee. (See Annex 3)

G. The copy of after inspection report including document-requirements shall be furnished the Office CG-2 for security purposes. The Office CG-2 may recommend the suspension of certificate if there are inconsistency found between the document-requirements and the documents issued by concerned agencies pertaining to its authenticity.

H. In case of additional/new equipment intended to be sold by the manufacturer/supplier in the market but are not included in the list specified in their certificate of accreditation, the manufacturer/supplier shall file another request through submission of letter of application attaching the corresponding detail and specification of their additional equipment/products with the type approval/approval of NTC and the original copy of their existing certificate of accreditation and shall only pay a processing fee for such purpose. However, the validity of the existing certificate shall remain;

I. The PCG may conduct spot inspections/audits to the facilities and operations of PCG accredited companies/entities, as well as conduct random testing of manufactured products; and

J. The PCG shall establish its database system wherein all the list of accredited manufacturers, dealers/suppliers/distributors together with its detailed document-requirements and products specifications shall be stored as ready reference to be verified during the conduct of onboard vessel inspection and other related maritime communications security implementations.

VII. RESPONSIBILITIES:

A. Deputy Chief of Coast Guard Staff for HRM, CG-1 shall:

1. Issue appropriate orders designating C,CGWCEISC as Head of Maritime Communication Office (MCO) for the purpose of the issuance of Certificate of Accreditation.
2. Issue appropriate orders to the designated collecting officer for the payment of accreditation, processing and inspection fees; and
3. Perform other tasks as directed.

B. Deputy Chief of the Coast Guard Staff for ISLEN, CG-2 shall:

1. Provide intelligence information on matters pertaining to the background of the owners/employees of the requesting companies/entities and may recommend suspension of certificate of accreditation in case of inconsistency found on the submitted document-requirements; and
2. Perform other tasks as directed.

C. Deputy Chief of Coast Guard Staff for MCWEIS, CG-11 shall:

1. Responsible for the financial support program for the implementation of this policy; and
2. Perform other tasks as directed.

D. Commander, CGWCEISC shall:

1. Responsible for the implementation of the issuance of certificate of accreditation of manufacturers and/or suppliers of marine radio communications equipment for maritime security communications;
2. Review and process all application for certificate of accreditation for manufacturers and dealers or distributors of marine radio communications equipment;
3. Responsible for the deployment and assignment of CGWCEISC Inspectors to conduct office/facilities, equipment, and personnel inspection of manufacturers/entities;
4. Ensure that the CGWCEISC inspectors has the ability to operate marine radio equipment and knowledgeable on their duties;
5. Ensure that all the document-requirements of certificate of accreditation has been satisfactory completed prior recommendation to CPCG for his approval and shall be signed on his behalf;
6. Issue certificate of accreditation to requesting company/entity after the payment of necessary fees;
7. Responsible for the collection of accreditation, processing and inspection fees;
8. Furnish copy of after inspection report including document-requirements to the Office CG-2 for security purposes.
9. Designated as Head of Maritime Communication Office (MCO);
10. Monitor the validity and the product details of PCG-accredited manufacturers and dealers or distributors by ensuring the proper management of database system for such purpose; and
11. Perform other tasks as directed.

E. All District Commanders and Station Commanders shall:

1. Disseminate to companies/entities engaged in manufacturing and/or sale of marine radio equipment including its supplies/materials

within the Area of Responsibilities (AOR) and ensure that they are accredited by PCG;

2. Endorse a letter of application of requesting manufacturer and dealer or distributor within AOR addressed to C, CGWCEISC (Attention: Maritime Communication Office (MCO));

3. Direct CGWCEISC Inspector under your OPCON to conduct office/facilities, equipment, and personnel inspection of manufacturers/entities within the AOR and submit after inspection report (Annex 2) with favorable recommendations for the grant of certificate of accreditation including with the corresponding justifications and evidences such as photos of document-requirements being proof of its authenticity and picture taken during the conduct of inspection to C, CGWCEISC (Attention: Maritime Communication Office (MCO));

4. Direct CGWCEISC Inspector to conduct spot inspections/audits to the facilities and operations of PCG accredited companies/entities, as well as conduct random testing of manufactured products; and

5. Perform other tasks as directed.

F. CGWCEISC Inspectors shall:

1. Conduct office/facilities, equipment and personnel inspection of manufacturers/entities in accordance with inspector's checklist (See *Annex 4*);

2. Conduct testing of equipment/products during the office/facilities inspection and ensure that the products are capable to establish contact with the radio communications equipment of PCG for equipment compatibility;

3. Ensure the authenticity of the submitted document-requirements under paragraph specified under paragraph VI (C)(1) of this SOP during the conduct of inspection;

4. Knowledgeable with the proper operation of marine radios equipment and a graduate of Radio Operation and Maintenance Specialization Course (ROMSC) with TESDA NC-II (EPAS) certified and GROC licensed;

5. Submit after inspection report (*Annex 2*) with favorable recommendations for the grant of certificate of accreditation including the corresponding justifications and evidences such as photos of document-requirements being proof of its authenticity and picture taken during the conduct of inspection;

6. May conduct spot inspections/audits to the facilities and operations of PCG accredited companies/entities, as well as conduct random testing of manufactured products; and

7. Perform other tasks as directed.

VIII. RECISSION. Previous publications in conflict with the provisions of the SOP are hereby rescinded.

IX. EFFECTIVITY. This Standing Operating Procedure shall take effect upon approval.

BY COMMAND OF COMMO GARCIA PCG:

OFFICIAL

JOSE WILLIAM U ISAGA
CAPT PCG
Chief of Coast Guard Staff



LIEZEL B BAUTISTA
LCDR PCG
Coast Guard Adjutant

08/08/17 AD

- Annex 1: Application Form
- Annex 2: After Inspection Report Format
- Annex 3: Certificate of Registration Sample
- Annex 4: Inspector's Checklist



**MANUFACTURERS/SUPPLIERS CERTIFICATE OF ACCREDITATION
APPLICATION FORM**

DATE: _____

COMPANY INFORMATION		
Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Additional Equipment		Years in operation: _____
Name of Applicant		
_____	_____	_____
Last Name	First Name	Middle/Name Ext.
Company Name:		
Company Address:		
Building Number/Floor:	Street:	Barangay:
City:	Province:	ZIP (Postal) Code:
Office Telephone:	Fax:	Email:
COMPANY REGISTRATION CREDENTIALS (Photocopy)		
1. Following documents must be attached upon submission of this application form:		
a. Security and Exchange Commission (SEC) Registration		
b. Certificate of Articles of Incorporation/BOI Accreditation/Department of Trade and Industries (DTI) Registration		
c. Mayor's Business Permit		
d. Bureau of Internal Revenue (BIR) Registration/Tax Identification Number (TIN)		
e. List of officers and key personnel including the owner with corresponding Bio-data and credentials and/or supported with NBI and Police Clearances;		
f. List of facilities and equipment owned/operated by applicant company/entity;		
g. (For applicants to be accredited manufacturers) Original copy of ISO certification and/or its equivalent, or proof of having applied for certification and that such is under process; and		
h. (For applicants to be accredited suppliers) List and details of radio communication equipment and parts to be marked with the corresponding documentation on the type-approval/approval of NTC for each, proof of sole distributorship for imported products.		
i. Brochures/catalogues with specifications of particular products being requested for issuance of accreditation		
j. Dealer's Permit (NTC)		
k. In cases where applicant company should append new models of products/equipment to the previously submitted list of accredited equipment (Only items (i) and (h) are required)		
(Application for renewal of accreditation validity is same with accreditation requirements procedure, provided with additional report on radio communications equipment manufactured and sold.		
2. Brochures/catalogues with specifications of particular products being requested for issuance of accreditation		
 <i>Note:</i> That all requirements to be submitted by the applicant are subject for evaluation by the PCG shall include a verification/inspection by a PCG inspector of the office/facilities, equipment and personnel of the applicant/entity, as well as its implementation of a quality assurance system – with the resulting Inspection Report, inclusive of Findings and Recommendations, forming part of the requirements to be evaluated for Maritime Security Communications purposes.		
FOR APPLICANT VALIDATION		
I hereby confirm that the above information is true and correct to the best of my knowledge and belief.		
Date Signed: _____	Authorized Personnel: _____ Signature over printed name	
Maritime Communications Office (MCO) VALIDATION		
Encoder: _____ Clerk	Verification: _____ Deputy Head, MCO	Approved: _____ Head, Maritime Communicatios Office

This form is not for sale.



Department of Transportation
 Philippine Coast Guard
**COAST GUARD WEAPONS, COMMUNICATIONS, ELECTRONICS
 AND INFORMATION SYSTEM COMMAND**
 F. Ortigas St., Brgy. Addition Hills,
 Mandaluyong City

After Inspection Report

Date: _____

Name of Company: _____

Address: _____

Company Owner: _____

Verification of Documents		
Document	Status	Remarks
Security and Exchange Commission (SEC) Registration		
Certificate of Articles of Incorporation/BOI Accreditation/ Department of Trade and Industries (DTI) Registration		
Mayor's Busieness Permit		
Bureau of Internal Revenue (BIR) Registration/Tax Identification Number (TIN)		
ISO Certification (for applicants to be accredited as manufacturers)		
Type Approval of NTC (for applicants to be accredited as suppliers/distributors/dealers)		
Sales Audit Report		
Brochures/catalogues with specifications of particular products being requested for issuance of accreditation		
Dealer's Permit (NTC)		
Owners/Employees NBI and Police Clearances		
Verification of Manufactured/Supplied Products		
		Remarks
Brand Name(s) of Marine Radio Equipment:	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	
Classification of Equipment Manufactured/Supplied:	<input type="radio"/> MF <input type="radio"/> HF <input type="radio"/> VHF <input type="radio"/> UHF	

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	<input type="radio"/> Other Radio Components (Pls specify): 1. 2. 3. 4. 5.	
Type(s) of Marine Radio Equipment:	<input type="radio"/> Handheld <input type="radio"/> Base	
Verification of Compatibility		
MF Radio		
Channel/Frequency		Remarks
2182 kHz		
HF Radio		
4125 kHz		
6215 kHz		
VHF Radio		
16 (156.800)		
12 (156.600)		
70 (156.525)		

Findings:

Compliant ()

Non-Compliant ()

Recommendations:

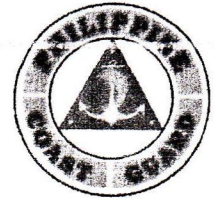
Inspected by:

1. _____
2. _____
3. _____

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Department of Transportation
 Philippine Coast Guard
 Coast Guard Weapons Communications Electronics
 And Information System Command
MARITIME COMMUNICATIONS OFFICE
 F. Ortigas St., Brgy. Addition Hills,
 Mandaluyong City



CERTIFICATE OF ACCREDITATION

Nr: MCO-020-06-17

This certificate is issued to:
MANUFACTURER/SUPPLIER NAME HERE

with business address at
MANUFACTURER MAIN OFFICE ADDRESS

is hereby authorized to sell Marine Radio Communications Equipment as follow(s):
NAME OF EQUIPMENT BEING SUPPLIED/MANUFACTURED

in accordance to the provisions stated in the
Department of Transportation (DOTr) Memorandum Circular Nr.
017-005

Issued this ___ day of _____

This certificate, unless cancelled, suspended or revoked, shall continue to be in effect
 and valid until _____.

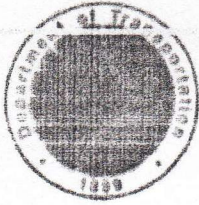
SAMPLE

JOSE WILLIAM U ISAGA
CAPT PCG

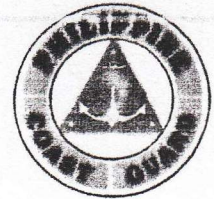
Head, Maritime Communications Office



Note: Renewal of this certificate is fifteen (15) days before expiry to avoid unnecessary delay.



Department of Transportation
 Philippine Coast Guard
 Coast Guard Weapons Communications Electronics
 And Information System Command
MARITIME COMMUNICATIONS OFFICE
 F. Ortigas St., Brgy. Addition Hills,
 Mandaluyong City



CERTIFICATE OF ACCREDITATION

Nr: MCO-020-06-17

This certificate is issued to:
WENDELL COMMUNICATIONS, Co.

with business address at
STA. MESA, MANILA

is hereby authorized to sell Marine Radio Communications Equipment as follow(s):

MOTOROLA CP1660 (VHF HANDHELD RADIO),
MOTOROLA GM3188 (VHF BASE RADIO)
MOTOROLA MICOM-3 (HF BASE RADIO)

in accordance with the provisions stated in the
Department of Transportation (DOTr) Memorandum Circular Nr.
2017-005

Issued this ___ day of _____

This certificate, unless cancelled, suspended or revoked, shall continue to be in effect
 and valid until _____.

SAMPLE



JOSE WILLIAM U ISAGA
CAPT PCG
 Head, Maritime Communications Office

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Inspector's Checklist

AUTHENTICITY OF SUBMITTED DOCUMENTS

- Security and Exchange Commission (SEC) Registration
- Department of Trade and Industries (DTI) Registration
- Mayor's Business Permit
- Bureau of Internal Revenue (BIR) Registration/Tax Identification Number (TIN)
- ISO Certification (for applicants to be accredited as manufacturers)
- Type Approval of NTC (for applicants to be accredited as suppliers)
- Sales Audit Report
- Brochures/catalogues with specifications of particular products being requested for issuance of accreditation
- Dealer's Permit (NTC)
- Owner's/Employees NBI and Police Clearances

DEVICE CAPABILITIES AND SPECIFICATIONS

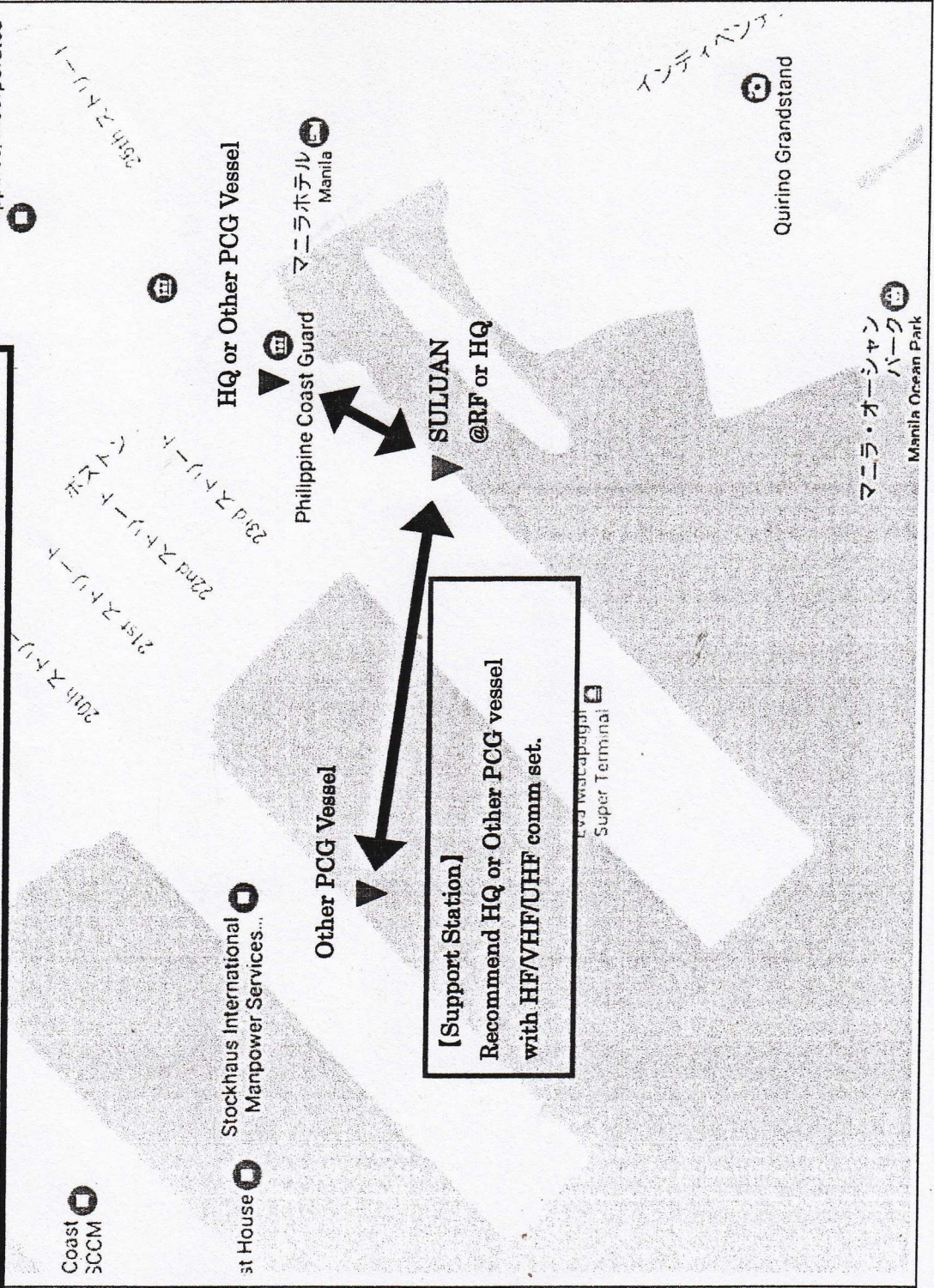
- DSC Capability
 - HF
 - VHF
- Monitoring of Maritime Distress Frequencies
- Radio Comms Security
- Frequency Band
 - MF
 - HF
 - VHF
 - UHF

COMPATIBILITY WITH PCG RADIO COMMUNICATIONS SYSTEMS

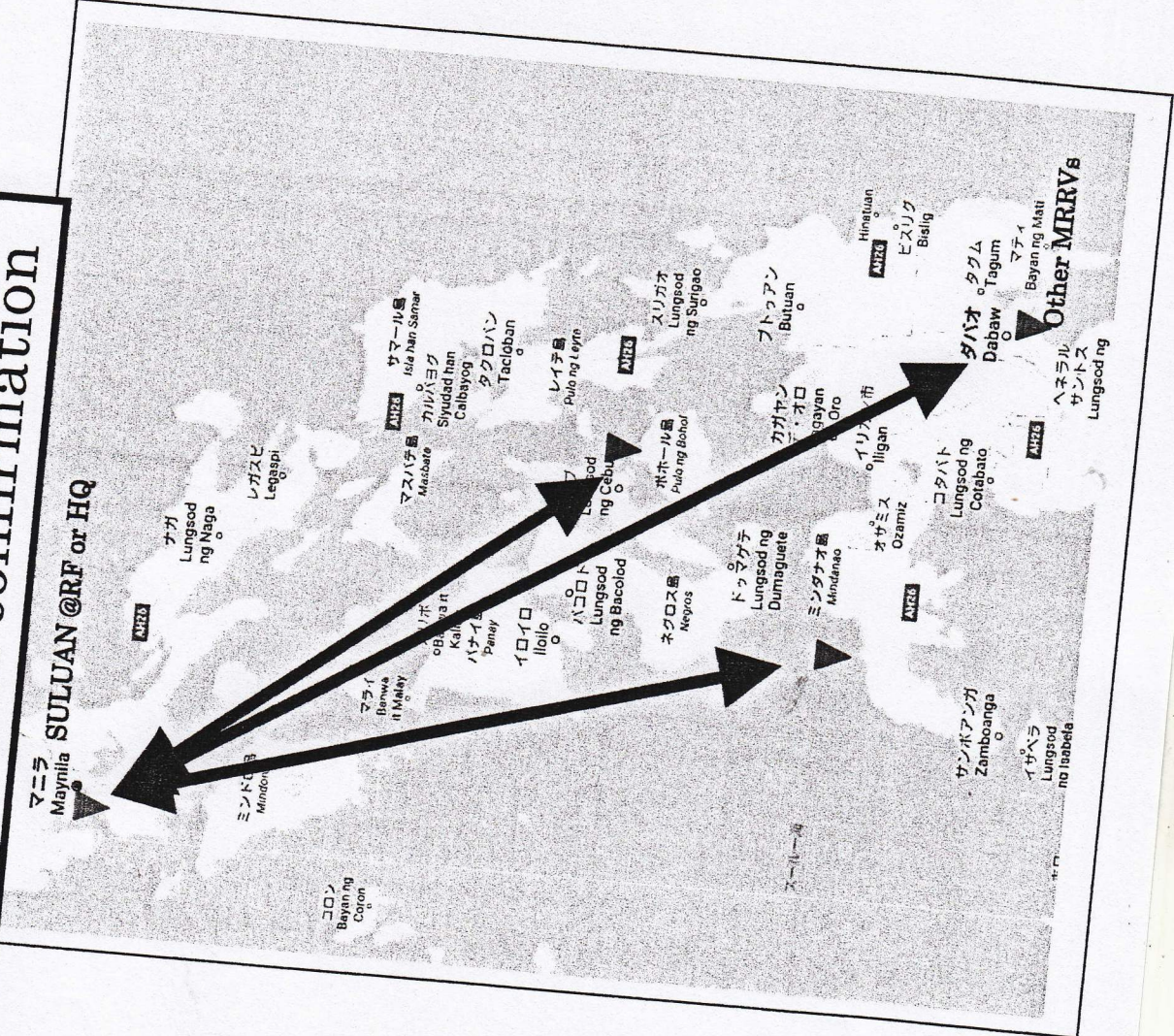
The Inspectors shall conduct radio checks on to PCG units afloat and ashore on the following frequencies:

MF Radio
2182 kHz
HF Radio
4125 kHz
6215 kHz
VHF Radio
16 (156.800)
12 (156.600)
70 (156.525)

Test Attitude for Short Distance HF/VHF/UHF COMM confirmation



Test Attitude for Long Distance HF COMM confirmation



Radio Communication Confirmation with Encryption Schedule

Japan Marine United Corporation
QA Dept

	July		Aug								
	31		1	2	3	4	5	6	7	8	9
"SULUAN" arrive at MANILA	OAM										
JMU arrive at MANILA	OPM										
Final Acceptance Test						OAM					
Briefing for Radio Communication Confirmation @ TBD (SULUAN/PCG CG10, CG11/JMU)						OPM					
NTT arrive at MANILA											
Briefing for Radio Communication Confirmation (SULUAN/PCG CG10, CG11/JMU/NTT)										OPM	
Setting up Radio Equipment (SULUAN/PCG CG10, CG11/JMU/NTT/Other MRRVs)										OPM	
Radio Communication Confirmation (SULUAN/PCG CG10, CG11/JMU/NTT/Other MRRVs)											O
Familiarization Training											to 8/18
											↑

[Short Distance confirmation]
Appropriate Radio Station to be assigned by PCG before the Briefing held on 4th Aug. Required function for the Radio Station is UHF/VHF/HF Radio Communication.
*No need Encryption function.

[Long Distance Confirmation]
Appropriate Radio Station to be assigned by PCG before the Briefing held on 4th Aug. Required function for the Radio Station is HF Radio Communication with Encryption function.
*One of #1~#4 MRRVs is required.

Inspector's Checklist

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- Brochures/catalogues with specifications of particular products being requested for issuance of accreditation
- Dealer's Permit (NTC)
- Owner's/Employees NBI and Police Clearances

DEVICE CAPABILITIES AND SPECIFICATIONS

- DSC Capability
 - HF
 - VHF
- Monitoring of Maritime Distress Frequencies
- Radio Comms Security
- Frequency Band
 - MF
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 - UHF

COMPATIBILITY WITH PCG RADIO COMMUNICATIONS SYSTEMS

The Inspectors shall conduct radio checks on to PCG units afloat and ashore on the following frequencies:

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