



**PAMPANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**

(National Headquarters Philippine Coast Guard)

139 25<sup>th</sup> Street, Port Area

1018n Manila

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**NHQ-PCG/ CG-10**

**STANDING OPERATING PROCEDURE**

**NUMBER 18-21**

**VESSEL/ SMALL BOAT MAINTENANCE SUPPLY AND SPARE PARTS  
MANAGEMENT SYSTEM**

**I. PURPOSE:**

To prescribe policies on the mandatory stocking of shipboard, small craft, and small boat maintenance spare parts, engineering supplies, logistical, deck and navigational requirements to keep them readily available onboard or in a warehouse in order to ensure the highest operational level of readiness of PCG water assets such as capital ships, small craft and various type of small boats. These will define the responsibilities of PCG Personnel involve in the procurement, record keeping/ inventory, and distribution of maintenance spare parts of PCG water assets.

**II. SCOPE:**

This Standing Operating Procedure applies to all PCG Key Officers and personnel involve in the maintenance and operation of PCG water assets.

**III. DEFINITIONS:**

**A. Mandatory Carry Onboard Spare Parts (MCOSP)** - are pre-determined consumable items that should be procured and stored onboard ship, in case of equipment's failure, it will be utilized to ensure the normal operating condition of machineries/ equipment and for a regular interval of maintenance schedule of its engines.

**B. Un-programmed Spare Parts (USP)** - items which are deemed necessary to be procured to swiftly repair any defective or dysfunctional equipment due to unforeseen circumstances on order to maintain and restore the operational status of the water assets at all times. These replacement items are not included in the programmed list of maintenance spare parts.

- C. **Minimum Inventory Limit (Min-IL)** – the minimum or least number of stocks of spare parts that is desired to be in the inventory prior initiating requisition to Higher Headquarters. Minimum Inventory Limit shall be sufficient to sustain the operational requirement of the ship for the next six (6) months considering the lengthy procurement processes.
- D. **Maximum Inventory Limit (Max-IL)** – the maximum or the most number of stock of spare parts that is only allowed to be in the inventory to avoid over stocking. The number of “spare parts to be requested” shall be determined by subtracting the Balance-On-Hand (BOH) or Remaining On-Board (ROB) spare parts from the Maximum Inventory Limit (Max-IL).
- E. **Stock Card** – is a monitoring tool which is used to enter list of items in stock that is used for monitoring purposes to be accomplished by distributing units.
- F. **Beyond Economical Repair** - when the cost of repair and the repair itself becomes disadvantageous or not economical to the government in which to be considered the following factors such as maintenance expenses, downtime, replacement cost of spare parts, frequency of breakdown and alternative mode such as rental of equipment for outright replacement.
- G. **Economical Repairable** - repairs that can be performed by PCG personnel at economical cost.
- H. **Reconditioned Parts** - after being replaced by new one, originally installed items such as pumps, engine parts, engine starters and etc. to exclude disposable items shall be reconditioned after being dismantled or pulled out from engine machineries or shipboard equipment in which to be considered as “economical repairable”. Repair works must be performed by PCG personnel such as Ship’s Force or MRG depending on the geographical location of the vessel.
- I. **Category of Spare Parts** - shipboard and maintenance spare parts shall be categorized as follows:
1. **Fast Moving Spare Parts (FMSP)** – identified as consumable items that needs to be onboard PCG vessels that will last for six (6) months and fast-moving items for small boats shall be stored at designated shore-based area;
  2. **Critical Spare Parts (CSP)** - identifies as mandatory spare parts that are stock at shore based and/or designated warehouse.



- J. **Classification of Spare Parts** - shipboard and small boat maintenance spare parts shall be classified as follows:
1. **Main Propulsion and Auxiliary Machinery Spare Parts (MPAMSP)** - are available duplicate parts to replace damage or lost parts of main propulsion and auxiliary machinery.
  2. **Electrical and Electronics Spare Parts (EESP)** - are available duplicate parts to replace damage or lost parts of the Electronics System.
  3. **Cooling and Ventilation Spare Parts (CVSP)** - are available duplicate parts to replace damage or loss parts of the cooling and ventilation system.
  4. **Deck Equipment's and Machinery Spare Parts (DEMSP)** - are available duplicate parts to replace damage or lost part of the Deck Lightning and Deck Machinery.
  5. **Small Boat Spare Parts (SBSP)** - are available duplicate parts to replace damage or loss parts of the Small Boat machineries.
  6. **Small Craft Spare Parts (SCSP)** – are available duplicate parts to replace a lost or damaged part of Small Craft.
- K. **Mandatory Maintenance Spare Parts List (MMSPL)** – are list of shipboard spare parts in which categorized by FMSP and CSP in every vessel, small craft and aluminum boats and small boats. MMSPL is itemized in Annex 1 to 74 including the Parts Catalogue for each watercraft category.
- L. **Surface Support Force - Supply Accountable Office (SAO) Bodega** - a designated place where Critical Spare Parts (CSP) are being stored for safekeeping.

IV. **POLICIES:**

- A. At all times, the PCG Ships, Small Crafts and small boats shall maintain their on board Maintenance Spare Parts. Likewise, the Coast Guard Districts/ Major Commands shall maintain aboard their respective offices the Maintenance Spare Parts intended for the Small Boats. Maintenance Spare Parts shall not exceed the Maximum Inventory Limit (Max-IL) and will not be lower than the Minimum Inventory Limit (Min-IL) if possible.
- B. Once the Maintenance Spare Parts Stocks reach its Min-IL, the PCG Ships, Small Crafts, Small Boats and CG Districts/ Major Commands shall initiate a request to Higher Headquarters for the availability of same in order to replenish the expended parts and attain the Max-IL again. The mandatory maintenance spare parts list shall provide the spare parts number, specifications, Min-IL and Max-IL.



- C. Maximum Inventory Limit (Max-IL) and Minimum Inventory Limit (Min- IL) of Maintenance Spare Parts for PCG Ships, Small Crafts and Small Boats shall be determined by the Office of Deputy Chief of Staff for Ships and Aircraft Engineering, CG-10.
- D. Critical Spare Parts shall be procured and stored aboard Coast Guard Surface Support Force-Bodega. While FMSP upon procurement and subsequent delivery shall be temporarily stored at SSF Bodega for proper recording prior delivery to vessels. Flowchart of requisitions and deliveries is reflected in Annex 74.
- E. Stock Cards shall be accomplished by maintenance spare parts distributing units such as Coast Guard Districts, Major Commands and MRO, Coast Guard Surface Support Force.
- F. Shipboard maintenance and repair spare parts that are being considered as Economical Repairable shall be given to the Office of MRG for repair and it shall be automatically included in the inventory of spare parts. Otherwise, those that are beyond economical repair shall be turned-in to designated Office relative to the issued O/CG-4 Memorandum entitled "Disposal of PCG Properties and Utilization of the Income Derived Therefrom" and items are subject for deletion from inventory.
- G. Shipboard Machineries, and equipment parts or assemblies which are considered "economical repairable" shall be processed with appropriate request to be rehabilitated or to be repaired by replacing parts of it to be able to perform its designed purposed. These "reconditioned spare parts", after the completion of in-house or farmed-out repair shall be delivered back to the SSF-Bodega and shall be reflected in the inventory. It shall be properly labeled as above stated.
- H. Spare parts for machineries/equipment, engineering supplies and logistical requirement of PCG vessels and small boats which are no longer covered by the shipbuilder's warranty shall be reflected and/ or included in the MMSPL. All spare parts that will soon to expire from its warranty period shall immediately adopt this policy and shall submit the list to O/CG-10 six (6) months prior the expiration.
- I. All concern units, requesting for amendment of MMSPL. Shall submit appropriate request to O/CG-10 with appropriate justification. The O/CG-10 shall program the yearly review of this SOP to keep in pace of the present demand of engineering spare parts and logistical requirements onboard.
- J. The O/CG-10 shall be responsible in determining the appropriate Surface Support Force Bodega or designated warehouse.

V. **RESPONSIBILITIES:**

A. **Personnel-In-Charge (PIC) of Machineries and Equipment, Engineering Department/POIC Engineering Department/Maintenance and Repair Team:**

1. Identify the mandatory maintenance spare parts requirement on their assigned machinery/ equipment and submit the list to Engineering Officer on board.
2. To monitor and account the spare parts in monthly basis order to maintain within its limit.
3. To identify the machineries or equipment scheduled for maintenance.
4. To create a sustainable data system for the centralized monitoring and accounting of all spare parts aboard HCGSSF-SAO Bodega.
5. To activate store keeping branch with capable key personnel composed of (OIC, POIC, Member from MRG and Member from DCS for SMR, SF-10, Member from O/CG-10 and Member from CGSSF-SAO) for proper accounting of spare parts aboard HCGSSF-SAO Bodega and to determine which water asset is dire need of such spare parts through proper updating of the said database.

B. **Ship's Engineering Officer /Chief Engine Man/OIC, Maintenance Team:**

1. Consolidate all the requirements for the maintenance spare parts of ships, small craft, and small boat for all existing machineries and equipment.
2. Consolidate the inventory records of spare parts as well as the maintenance spare parts requirement needed for maintenance schedule or repair.

C. **Commanding Officer/ Boat Captain:**

1. Ensure that Maintenance Spare Parts are within the authorized limit, at all times.
2. Request to Headquarters Coast Guard Support Force for the availability of Maintenance Spare Parts once it has reached the Minimum Inventory Limit.

D. **Maintenance and Repair Group, CGSSF:**

1. In-charge in the maintenance and safekeeping of spare parts at CGSSF Bodega or warehouse area.

2. Designate a Responsible Supply Officer Personnel (RSOP) for safe keeping and record keeping of all spares.
3. Maintain and update stock cards.

**E. Deputy Chief of Staff for Ship's Maintenance and Repair, SF-10:**

1. Check and validate all maintenance spare parts request prior submission to O/CG-10.
2. Manage and facilitate the acquisition of all spare parts.
3. In-charge in preparing the documents such as repair request, agency estimate, market study, work to be done, Requisition Issue Slip, Purchase request, Work Order, Scope of Works, Detailed Unit Price Analysis, Pre & Post Inspection and at least (3) three quotations from proponent.

**F. Commander, Coast Guard Surface Support Force:**

1. Ensure proper validation and endorsement of Maintenance Spare Parts request thru the evaluation of CGSSF to CPCG (Attn: CG-10).
2. To create a Database system for the centralized monitoring and accounting of all spare parts aboard HCGSSF.

**G. Commander of Major Commands/ District Commander:**

1. Ensure that Maintenance Spare Parts are within the authorized limit, at all times.
2. Request to Higher Headquarters availability of Maintenance Spare Parts once it reached the Minimum Inventory Limit.
3. Maintain and update Stock Cards.

**H. Office of the Deputy Chief of Coast Guard Staff for Ships and Aircraft Engineering, CG-10:**

1. Determine the Maximum Inventory Limit (Max-IL) and the Minimum Inventory Limit (Min-IL).
2. Monitor the enforcement of this SOP and conduct inspection to ascertain that this SOP is carried out.
3. Include in the yearly Programming of the review of this SOP in the APB as per Section VI-I of this SOP.



**VI. RESCISSION:**

All other publications in conflict with this SOP are hereby rescinded.


**VII. EFFECTIVITY:**

This Standing Operating Procedure shall take effect upon approval.

**BY COMMAND OF COAST GUARD VICE ADMIRAL LAROYA:**

**OFFICIAL:**

**FERDINAN B PICAR**  
**CG COMMO**  
Chief of Coast Guard Staff

  
**JAYSIEBELL B FERRER**  
**CG CDR**  
Coast Guard Adjutant