



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

HPCG/CG-10

17 January 2019

STANDING OPERATING PROCEDURE
NUMBER.....01-19

SHIPBOARD AND SMALL BOAT MAINTENANCE
SPARE PARTS MANAGEMENT SYSTEM

I. PURPOSE:

To prescribe policies on the mandatory stocking of shipboard and small boat maintenance spare parts, engineering supplies, logistics and deck and navigational requirements to keep the same readily available at all times in order to ensure highest operational level of readiness of PCG vessels, small craft and small boats such as Aluminum Boats, Rigid Hull Inflatable Boats and Rubber Boats. And to define the responsibilities of personnel involved in the procurement, record keeping and facilitation of maintenance spare parts of PCG water assets.

II. SCOPE:

This SOP applies to all PCG personnel involved in the maintenance and operation of PCG water assets.

III. DEFINITIONS:

- A. **Maintenance Spare Parts** – or “Mandatory Carry On-Board Spare Parts” are programmed consumable items which are pre-determined to be procured to ensure normal operating condition of machineries or engines.
- B. **Repair Spare Parts** – are un-programmed replacement items which are needed to be procured to restore failed or defective equipment back to operational status. These are items which are not included in the “list of maintenance spare parts” herein prescribed.
- C. **Minimum Inventory Limit (Min-IL)** – the minimum or least number of stock 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 the card that 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 maintenance becomes prohibitive and disadvantageous to the government considering such factors such as maintenance expenses, downtime, replacement cost of spare parts, frequency of breakdown, alternative modes such as rental of equipment or outright replacement.
- G. **Economical Repairable** – that which can be rehabilitated and maintained at a cost economical to the agency.
- H. **Reconditioned Parts** – spare parts which are considered “economical repairable” where necessary repair is needed after being replaced by new one.
- I. **Category of Spare Parts** – shipboard and small boat maintenance spare parts shall be categorized as follows:
 - 1. **Fast Moving Spare Parts (FMSP)** – are items identified that need to be on-board the vessel;
 - 2. **Critical Spare Parts (CSP)** – are shipboard mandatory spare parts that are stock at shore-based 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 duplicate part to replace a lost or damaged part of Main Propulsion and Auxiliary Machinery.
 - 2. **Electrical and Electronics Spare Parts (EESP)** - are duplicate part to replace a lost or damaged part of Electronics system.
 - 3. **Cooling and Ventilation Spare Parts (CVSP)** - are duplicate part to replace a lost or damaged part of Cooling and Ventilation System

4. **Deck Equipment's and Machinery Spare Parts (DEMSP)** - are duplicate part to replace a lost or damaged part of Deck Lighting and Deck Machinery.
 5. **Small Boat Spare Parts (SBSP)** - are duplicate or redundant parts to replace a lost or damaged part of Small Boat.
- 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. MMSPL is itemized in Annex 1 to 74 including the Parts Catalogue for each watercraft category.
- L. **Surface Support Force Bodega-** a designated place where Critical Spare Parts (CSP) are being stored for safekeeping.

IV. POLICIES:

- A. At all times, the PCG Ships and Small Crafts shall maintain onboard their Maintenance Spare Parts. Likewise, the Coast Guard Districts/ Major Commands shall maintain aboard their office 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 Stock reach its Min-IL, the PCG Ships, Small Crafts 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 again the Max-IL. 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 Spare parts (Maintenance or Repair) that are considered economical repairable shall be forwarded to the Office of MRG for repair and will remain in the inventory. Meanwhile, those that are beyond economical repair shall be turned in to the assigned office as per CG-4 Memo regarding the "Disposal of PCG Properties and

Utilization of the Income Derived Therefrom" and will be deducted to the inventory.

- G. Shipboard Machineries, 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 purposes. 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 labelled as above stated.
- H. Spare parts, machineries, equipment, engineering supplies and logistical requirement of MRRV's which are no longer covered under the after sales service warranty of its shipbuilder shall be reflected in the MMSPL of 44m's. MRRV's expiring the prescribed warranty period shall immediately adopt this SOP and shall submit MMSPL to O/CG-10 six (6) months prior to the expiration of warranty period.
- 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 programme 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 and submit list to their immediate superior the Maintenance Spare Parts required on their assigned machinery or equipment
- 2. Monitor, account and request for Maintenance Spare Parts in order to maintain it within the limit.

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

- 1. Consolidate the ship / small craft / small boat Maintenance Spare Parts for all machineries and equipment
- 2. Consolidate the monitoring, accounting, issuing and request for Maintenance Spare Parts in order to maintain it within the limit.

C. Commanding Officer/ Boat Captain:

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

D. Maintenance and Repair Group, CGSSF:

1. Store and safe keep the procured Critical Spare Parts at CGSSF Bodega or designated warehouse.
2. Designated Responsible Supply Officer Personnel for safe keeping and record keeping of all spares to the requested, procured and delivered at the SSF-Bodega.

E. Maintenance and Repair Officer, CGSSF:

1. Screen all maintenance spare parts request prior submission to O/CG-10.
2. Manage and facilitate the acquisition, storage and issuance of procured maintenance spare parts.
3. Maintain and update stock cards

F. Commander, Coast Guard Surface Support Force:

Ensure proper validation and endorsement of Maintenance Spare Parts request thru the evaluation of MRO, CGSSF to CPCG (Attn: CG-10).

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. Deputy Chief of 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. RESCISION:

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

VII. EFFECTIVITY:

This SOP shall take effect upon approval.

BY COMMAND OF ADMIRAL HERMOGINO PCG:

OFFICIAL:



LIEZEL B BAUTISTA
LCDR PCG
Coast Guard Adjutant

EDUARDO D FABRICANTE
COMMO PCG
Chief of Coast Guard Staff