



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

NHQ-PCG/CG-11

22 January 2019

STANDARD OPERATING PROCEDURE)
NUMBER02-19

**PROPER MAINTENANCE OF ISSUED
AMMUNITIONS FOR PCG UNITS**

I. REFERENCES:

- a. RA 9993 also known as Philippine Coast Guard Law of 2009 and its IRR
- b. Circular Nr 10 GHQ dtd 06 July 1969, Subj: Ammunition Basic Load.
- c. HPCG Circular Nr 11-17 dated 15 November 2017, "Safeguarding and Storage of Small Arms and Ammunitions."
- d. CGA/CGWEISS SOP Nr 06 dated 21 August 2002, "Issuance of PCG Firearms."
- e. MC on Authorized Allowance of Ammunition Magazine Assemblies.

II. PURPOSE:

This SOP prescribes the policies and procedures on ammunition maintenance in the Philippine Coast Guard.

III. SCOPE:

This SOP applies to all Philippine Coast Guard units/ personnel concerned with receipt, issuance, storage and maintenance of ammunition.

IV. DEFINITION OF TERMS:

For the purpose of this SOP, the following terms are hereby defined

- a) Ammunition – the term ammunition shall be construed to include ammunition, ammunition details, ammunition components, explosives, and grenades.

b) Serviceable Ammunition – items of ammunition that can be safely and effectively used for their intended purpose

c) Unserviceable Ammunition - items of ammunition which after a technical inspection had been conducted were found to be unsafe and cannot be effectively used for their intended purpose.

d) Maintenance - the keeping of the stocks of ammunition, ammunition components in serviceable condition for immediate use.

e) Ammunition Dump or Magazine - any facility or structure used by a unit for storage of ammunition for use of the unit or for issuance to other units.

V. POLICIES AND PROCEDURE:

Categories of maintenance must be strictly implemented by concerned units.

1) Organization Maintenance – is performed by all activities having conventional ammunition on hand including using units. It is performed to prevent deterioration of ammunition due to rough handling and exposure. Organizational maintenance involves cleaning, removal of minor rust and corrosion, repair and replacement of boxes and re-stenciling of containers.

2) Support Maintenance - is performed by conventional ammunition companies and includes visual inspection and limited maintenance of stocks under their control. Maintenance performed consists of, but are not limited to the following:

a) shall be conducted to include dampness, roof leaks and armory flooring to prevent molds to accumulate on the firearms and munitions causing it
Cleaning and Protection of individual items and/or packing material.

b) Removal of light rust.

c) Minor repair of boxes, containers and crates.

d) Spot painting and re-stenciling.

e) First In-First Out Method of the same type to reduce the existence of unserviceable ammunition.

f) After repair every test of live ammunitions should consume at least two (2) magazine to test the durability of the repaired gun.

g) Ammunitions loaded in the magazine assemblies should be

replaced and the inspected at least once a month to avoid corrosions and excessive metal stress on the spring of the magazine assembly.

h) When Armaments and munitions are issued with authority, an appropriate record of such issuance must be maintained indicating the type, make, serial number of each particular weapon and the recipient / Ensure that the recipient has appropriate written authority / order to withdraw before making issuance.

i) OIC and designated armorers shall maintain an up-to-date record of armaments and munitions.

j) A periodic physical security inspection shall be conducted to include dampness, roof leaks and armory flooring to prevent molds to accumulate on the firearms and munitions causing it inoperative.

3) Submit Accomplishment Report to Commandant, PCG (Attn: DCS for MCWEIS, CG-11) thru their mother units every end of the month regarding status of ammunition maintenance activities performed.

4) Surveillance Records and Reports – A technical history of each lot, serial number, or group of ammunitions is kept by surveillance personnel. This history includes results of all inspections, test, investigations, and any unusual or changing conditions affecting the items. These records are used to evaluate the serviceability and reliability of ammunitions. Therefore, it is important that all information gathered be accurate and concise. The historical information needed for maintenance is usually more detailed as to the extent of the defect and the work required returning the item to service.

The following information is needed to evaluate the reliability of the stockpile:

- a) Condition of the material
- b) Quantity
- c) Date of manufacture
- d) Type of storage
- e) Type of defects
- f) Cause of defects
- g) Results of tests

VI. RESPONSIBILITY:

a) The Deputy Chief of Staff for Maritime Communication, Weapons, Electronics and Information System, CG-11 is designated to oversee the implementation of this policy.

b) Commander, CGWCEISC and Commanding Officer, CGWS shall

be responsible for the formulation of the implementing guidelines for this policy.

c) All Unit Commanders shall monitor the submission of monthly Accomplishment Report re status of ammunition maintenance activities prior forwarding to Commandant, PCG (Attn. DCS for MCWEIS, CG-11).

1) Shall strictly enforce the existing HPCG Standard Operating Procedure (SOP) 11-17 Safeguarding and Storage of Small Arms and Ammunitions.

2) Shall be responsible in the effective implementation of the formulation guidelines and ensure the completeness and accuracy of all reports for submission to Higher Headquarters.

VII. RECISSION:

All publication in conflict or inconsistent with this SOP are hereby rescinded

VIII. EFFECTIVITY:

This SOP shall take effect upon approval.

BY COMMAND OF ADMIRAL HERMOGINO:

OFFICIAL:

**EDUARDO D FABRICANTE
COMMO PCG
Chief of Coast Guard Staff**


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

12/02/14/4