



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

02 July 2019

NHQ-PCG/CG-3

STANDING OPERATING PROCEDURES
NUMBER 11-19

GUIDELINES ON THE UTILIZATION OF THE FLOATING PONTOONS FOR THE
SMALL WATERCRAFTS OF THE PCG

I. REFERENCE:

A. Republic Act 9993 (The Philippine Coast Guard Law of 2009)

II. PURPOSE:

This SOP prescribes the general guidelines and procedures on handling and usage of the floating pontoons for the small watercrafts of the PCG.

III. OBJECTIVES:

A. To provide guidelines and measures for the effective use and control of floating pontoons of the Japan's Grant Aid for Economic and Social Development Programme for the Republic of the Philippines.

B. To prescribe the proper operating and maintenance procedure for the floating pontoons used by the Coast Guard Districts.

IV. SCOPE:

This SOP applies to PCG units especially the Coast Guard Districts who will be utilizing and operating said equipment in the performance of their duties.

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V. **DEFINITION OF TERMS:**

- A. **Coast Guard Districts** – are primarily responsible in the conduct of management of support units and operations within respective areas of responsibilities in order to implement the policies formulated by the functional commands.
- B. **Coast Guard Stations** – A Coast Guard Station is an operational unit strategically located within a coastal town or city and mandated to perform coast guard functions and other activities as may be prescribed by higher authorities. The CGS has a clear and defined operational boundary over land and maritime waters along the lines of provincial boundaries.
- C. **Coast Guard Sub-Stations** – A Coast Guard Sub-Station is a smaller operational unit strategically located within a coastal town or city and mandated to perform coast guard functions and other activities as prescribed by higher authorities. The CGSS has a clear and defined operational boundary over land and maritime waters along the lines of municipal boundaries.
- D. **Floating pontoons** – a submersible floating structure used as a dock.
- E. **RSO** – acronym for Responsible Supply Officer.
- F. **Small Watercrafts** – a vessel of a small size.
- G. **SAO** – acronym for Supply Accountable Officer. Responsible for maintenance of records and safekeeping of PCG equipment and supply.

VI. **GENERAL PROVISIONS:**

- 1) The equipment shall be stored in a secured and suitable storage area during weather disturbances.
- 2) The PCG shall utilize the provided equipment primarily for the intended use by qualified personnel in accordance with established procedure.
- 3) Only trained personnel to handle the said equipment shall operate, maintain and will be equipped in performing specified or related duties to or for sustainment of operations
- 4) Noting the sensitivity and value of said equipment, preventive maintenance shall form part of the duties of personnel provided or issued with such equipment.

- 5) Quarterly inspections and checks of special equipment by the RSO/Supply Officer must be conducted in accordance with manufacturer specifications. Immediate notice shall be provided to and SAO once corrective maintenance is not possible to keep the equipment operational, or when it is damaged or lost.
- 6) The SAO/RSO shall maintain recorded of identified equipment of the status/condition of equipment quarterly. As such, the technical documentation of this equipment shall also be kept by SAO as part of the whole system.

VII. SPECIFIC INSTRUCTIONS:

- 1) Issuance of the equipment to units must be properly documented/logged by the respective RSO/Supply Officers of the Coast Guard Districts.
- 2) To ensure the units are working properly, inspection of the equipment must be performed in accordance with manufacturer specifications prior utilization of said equipment.

VIII. RESPONSIBILITIES:

A. CG-10:

- 1) Monitor and ensure that procedures and policies are enforced.
- 2) Receive quarterly reports on the status, utilization and maintenance of the floating pontoons.
- 3) Maintain records of repair and maintenance of the equipment.
- 4) Submit quarterly reports concerning status of equipment to CPCG.

B. CG-12:

- 1) Provide training for personnel on the handling/usage of floating pontoons.
- 2) Maintain records of personnel with equipment training.
- 3) Submit reports to CPCG on floating pontoons training.

C. SAO:

- 1) Receive equipment and facilitate the availability of proper storage and facilities to all acquired supplies and facilities.
- 2) Properly record and document the inventory of all equipment.
- 3) Distribute said equipment to concerned Districts RSOs in accordance to the distribution list provided by CG-5.
- 4) Render quarterly report to CPCG (Attn: CG-10) on the status of the equipment.

D. RSO/Supply Officer:

- 1) Receive equipment from SAO and facilitate the availability of storage and facilities to all acquired equipment.
- 2) Properly maintain records and inventory of equipment and other allied document.
- 3) Prepare guidelines/protocols on the management of equipment.
- 4) Render quarterly report to CPCG (Attn: CG-10) on the status of the equipment.

E. CG DISTRICT:

- 1) Facilitate the coordination with PPA, LGUs, other government agencies and private entities to include requirements related to the location/lot where the pontoons will be installed to ensure that the installation schedule will be implemented. Any award of lot area or proposed agreements to be entered into by the PCG units shall be transmitted to NHQ-PCG (Attn: CGREMO) for necessary legal comments.
- 2) Provide personnel for training on the handling of equipment.
- 3) Coordinate with higher headquarters for deployment, management and maintenance of equipment.
- 4) Submit quarterly report involving the status and maintenance of equipment to CPCG (Attn: CG-10).

F. CG STATION:

- 1) The equipment must be stored in a secured and suitable storage area during weather disturbances.
- 2) Render quarterly report to CG District (Attn: D:3) on measures and activities conducted and status of equipment usage.
- 3) Conduct quarterly maintenance and Troops Information and Education (TI&E) on equipment usage and maintenance.
- 4) Support activities of the CG District.

G. CG SUB-STATION:

- 1) The equipment must be stored in a secured and suitable storage area during weather disturbances.
- 2) Render quarterly report to CG District (Attn: D:3) on measures and activities conducted and status of equipment usage.
- 3) Conduct quarterly maintenance and Troops Information and Education (TI&E) on equipment usage and maintenance.
- 4) Support activities of the CG Station.

IX. EFFECTIVITY: This SOP takes effect upon approval.

BY THE COMMAND OF ADMIRAL HERMOGINO:

OFFICIAL:

EDUARDO D FABRICANTE
COMMO PCG
Chief of Coast Guard Staff


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