



**PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
(National Headquarters Philippine Coast Guard)  
139 25<sup>th</sup> St., Port Area  
1018 Manila

16 October 2019

**NHQ-PCG/CG-10**

**STANDING OPERATING PROCEDURES**  
**NUMBER 19-19**

**GUIDELINES ON THE OPERATION AND MAINTENANCE OF ALL PCG EQUIPMENT**  
**(MAN AND MACHINE INTERFACE)**

**I. PURPOSE:**

To prescribe policies on the Operation and Maintenance of all PCG Equipment in order to ensure that they are operational and reliable when needed to support the accomplishment of PCG mission and functions.

**II. SCOPE:**

This SOP applies to all PCG units.

**III. DEFINITIONS:**

- A. Audit** – conduct an official inspection, survey and assessment of equipment.
- B. Cleaning** - the job or activity of keeping the machinery or an equipment clean.
- C. Critical Equipment** – are machineries whose malfunction or failure would likely result in a disastrous event.
- D. Derangement** - the act of deranging or putting out of order.
- E. Equipment** - devices, machineries, tools or vehicles used in an operation or activity
- F. Emergency Equipment** – are equipment used in a serious, unexpected, and often dangerous situation requiring immediate action.
- G. Interface** – a point where two systems, subjects, organizations, etc. meet and interact.

- H. **Logbook** - is a record of important events in the management and operation of an equipment.
- I. **Logistics/Warranty Officer** – a person who is responsible that spare parts are always readily available and other goods and services to complete task at hand
- J. **Maintenance** - the process of maintaining or process of preserving an equipment / machinery in a state of good repair.
- K. **Maintenance Jobs** - an individual piece of work or task on maintenance.
- L. **Maintenance Procedure** - is a way of doing a maintenance job.
- M. **Maintenance Schedule** – a timetable in doing maintenance.
- N. **Manuals** – a book, especially of instructions or information.
- O. **Non-Critical Equipment** - are machineries whose malfunction or failure would not likely result in a catastrophic event.
- P. **Not Operating** – *not capable of being used.*
- Q. **Officer-In-Charge (OIC)** - refers to the head officer of an equipment.
- R. **Operating** – ready for use or capable of being used.
- S. **Operation** - a process, method, or series of acts, especially of a practical or mechanical in nature.
- T. **Operational Procedure** – the detailed methods by which a personnel carry out their operational tasks.
- U. **Personnel-in-Charge (PIC)** – a person who is in control or with overall responsibility.
- V. **Spare parts** - are parts that you can buy separately to replace old or broken parts in a piece of equipment.
- W. **Storekeeper** – in-charge of the receiving, storing, accounting and issuing of tools and spare parts.
- X. **Test** - to ascertain capability of an equipment by subjection to certain trials.
- Y. **Tools** – a hand implement used as a means of performing an operation or achieving an end.

**Z. Troops Information and Education (TI&E)** - short lectures or in-house hands-on training to educate personnel.

**AA. Warm-up** - reach a temperature high enough to allow it to operate efficiently.

#### **IV. POLICIES:**

##### **A. Designated Personnel In-Charge**

1. At least two (2) PCG personnel shall be designated as Personnel- in charge (PIC) to an equipment. Said personnel shall be responsible and accountable for the upkeep and maintenance of said equipment. The PIC/s shall be issued with appropriate orders. The designated PIC shall be the custodian of an equipment and tools issued to him/her with corresponding Property Acknowledgement Receipt (PAR) in accordance with the existing policies and regulations pertaining thereto.
2. The maximum number of equipment wherein a personnel can be designated as PIC shall not exceed three (3) equipment.
3. Equipment under warranty will be identified. All warranty issues shall be specifically directed to the Logistics/Warranty Officer for appropriate actions. **(See Annex B)**

##### **B. Training thru Manuals**

1. The PIC/s shall ensure to regularly read and study the manual/s of the equipment under him. They are also responsible to reproduce extra copy for their use. Original manuals shall be maintained to be intact in the documentation store room. **(See Annex C)**
2. The new PIC/s, using his equipment manuals, shall endeavor to be familiarized with his equipment within the span of 1 month and be knowledgeable / competent within the span three (3) months. Meanwhile, old PIC/s shall teach and coach the new PIC/s.
3. The Old PIC/s shall properly turn – over to the New PIC/s the manuals and list of equipment's with corresponding Property Acknowledgement Receipt (PAR) to avoid misplace/loss of manuals. **( See Annex N No.4)**

##### **C. Standard Operational Procedures, Maintenance Schedules and Maintenance Procedures**

The PIC/s shall have with them the following: operational procedures, maintenance schedules and maintenance procedures based from the manual/s as ready reference. Further, these shall be compiled in a clear book. Also, laminated (as necessary) operational procedures and maintenance schedules shall be place on their respective equipment.  
**(See Annex N No. 7)**

#### **D. Accountability and Status of Equipment**

PIC/s shall ensure to keep their designated equipment is operating status at any given time. Not-operating equipment shall be reported immediately to OIC or to Logistics Officer to include the parts and services needed. The OIC or Logistics Officer to consolidate the Monthly Report on the Status of Equipment including the parts and services needed. Further, the OIC or Logistics Officer shall make appropriate measures to immediately operationalize said equipment. *(See Annex D)*

#### **E. Recording and Reporting**

1. Machinery or Equipment Logbook readings, pressure, temperature, volume, RPM etc.) Shall be maintained and recorded to Equipment Parameters Logbook. Every tour of duty or either hourly readings shall be done by duty personnel. This is for monitoring abnormalities.  
*(See Annex E, F & G)*
2. Maintenance Jobs for Calendar-based (Yearly-Monthly-Weekly and etc) and Maintenance Jobs for Counter-based (1000-500-200hrs and etc) on the maintenance schedules shall be strictly observed and properly recorded in a Maintenance Logbook. *(See Annex H)*
3. All derangements and corrective actions shall be recorded in a Derangement Logbook. *(See Annex I)*
4. All in and out of supplies shall be recorded in the Supply Logbook.

#### **F. Yearly /Quarterly/ Monthly Spare Parts Inventory**

1. PIC/s shall regularly monitor their available spare parts. The OIC or Logistics Officer shall ensure that spare parts are always readily available for immediate use. Spare parts shall not go below the minimum limit (Min-L) based on the SOP on Spare Parts Management System.  
*(See Annex J)*
2. The Officer-in-charge (OIC) or Logistics Officer shall maintain the spare parts records in chronological order. The filling method shall be done by category (M/E parts, A/E parts...), alphabetically (Anodes, Breaker, Cathodes, Filters...and numerically (1,2,3,4...).
3. The OIC or Logistics Officer and storekeeper shall properly account and check the correct specification of spare parts, tools and equipment's before receiving and issuing items.
4. Storekeeper shall always record the in and out of supplies on the Stock Card to monitor and account the running balance of items.

### **G. Availability of Tools and its Accounting**

1. The PIC/s shall endeavor to complete the tools he needs in the performance of his duties. Unavailable tools shall be immediately requested to the OIC or Logistics Officer.
2. The Storekeeper shall maintain an accurate inventory of spares or tools, and ensure that they are complete. **(See Annex K)**

### **H. Testing and Warm-up**

1. Test and warm-up of all Emergency Equipment shall be regularly performed every week.
2. Test and warm-up of the Critical Equipment shall be done every two (2) weeks.
3. Test and warm-up of the Non-Critical Equipment shall be regularly performed every month. **(See Annex L)**

### **I. Training thru TI&E**

1. Troops Information and Education (TI&E) on every equipment (from emergency to critical to non-critical equipment) shall be conducted frequently to disseminate the knowledge to other personnel and check the competence of each respective PIC/s. TIE shall be conducted religiously. **(See Annex M)**

### **J. Cleanliness**

1. PIC/s shall regularly clean their designated equipment and area. Unclean equipment and area are a manifestation of lack of maintenance.
2. Observed "Clean as you Go Policy". Keeping everything clean for inspection and for safety. **(See Annex N No. 23)**

### **K. Audit**

Respective unit shall create Audit Team for this purpose. Each audit team shall inspect and report the percentage of compliance of each unit to this SOP. A **Checklist** is provided for this purpose **(See Annex N)**

## **V. RESPONSIBILITIES (RESPONSIBILITY AND TASKING)**

### **A. Unit Commanders**

1. Strictly implement this SOP.

2. Supervise implementation and continuously monitor compliance to this SOP
3. Issue appropriate orders to PIC.
4. Issue Property Acknowledgment Receipt (PAR) to PIC.
5. Organize a TI &E frequently for PIC to lecture on their equipment in order to educate the other personnel.
6. *Submit monthly report of Equipment to higher headquarters attention staff concern.*
7. Ensure to immediately operationalize inoperative equipment.
8. Shall designate a space for storeroom/warehouse for tools and spare parts safe keeping.
9. Perform other tasks as directed.

**B. Logistics Officers or Officer-in-charge**

1. Ensure that spare parts are always readily available for immediate use.
2. Consolidate the needed spare parts and request to higher headquarters to sustain logistical requirements in support to the maintenance and repair needed.
3. Maintain the manuals and tools to be intact and complete.
4. Consolidate monthly report on defective equipment.
5. Request for parts and services needed to operationalize an equipment.
6. Make appropriate measures to immediately operationalize inoperative equipment.
7. Designate/assigned a storekeeper to monitor and update inventory status of tools and spare parts.
8. Advise the Unit Commander on all logistical concerns.
9. Establish procedures for request, issuance, receipt, turn-in and control of spare parts, tools and equipment.
10. Perform other tasks as directed.

### C. Personnel-in-Charge

1. Regularly clean their designated equipment.
2. Plan, organize, schedule and check performance of effective maintenance program for his equipment.
3. Ensure to regularly read and study the manual/s of the equipment under them.
4. Reproduce extra copy of manuals for their use.
5. Endeavor to be familiarized with his equipment within the span of 1 month and be knowledgeable / competent within the span 3 months.
6. Compile the operational procedures, maintenance schedules and maintenance procedures in a clear book.
7. Place the laminated operational procedures and maintenance schedules on their respective equipment.
8. Properly record in the Maintenance Logbook the maintenance jobs performed based on the maintenance schedules.
9. Record all derangements and corrective actions in the Derangement Logbook and immediately reported to OIC.
10. Record readings of temperature, pressure, rpm, running hours etc in the Equipment Parameters Logbook, as applicable.
11. Maintain the manuals and tools to be intact and complete.
12. Request to the Logistics officer the lacking tools.
13. Test and warm-up of the emergency, critical and non-critical equipment every week, two weeks and monthly, respectively.
14. Submit Monthly Report of inoperative equipment including the parts and services needed.
15. Conduct basic repair of not operating equipment.
16. Prepare Requisition Issue Slips (RIS) for the request of spare parts to Logistics Officer duly authorized/approved by the Unit Commander.
17. Perform other tasks as directed.

**D. Storekeeper**

1. Record all in and out tools and spare parts from storeroom/warehouse in a Supply Logbook.
2. Update weekly inventory status and submit to the Logistics Officer.
3. Receive and issue supplies and equipment's.
4. Consolidate all Requisition Issue Slip (RIS) for documentation and inventory purposes.
5. Make a stock card inventory for each spare part with specification for monitoring and accounting.
6. Monitor the spare parts and render request to the Logistics Officer.
7. Perform other tasks as directed.

**VI. RESCISSION:**

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:

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

  
**LIEZEL B. BAUTISTA**  
**CDR PCG**  
Coast Guard Adjutant  
10/10/19 04



Annex A – Monthly Report re: Order of PIC Per Equipment  
Annex B – Monthly Summary of Warranty Claims  
Annex C – Monthly Equipment Manuals Inventory  
Annex D – Monthly Equipment Status Report  
Annex E – Machinery Logbook  
Annex F – Port Auxiliary Engine Equipment Logbook  
Annex G – Main Engine Equipment Logbook  
Annex H – Maintenance Logbook  
Annex I – Derangement Logbook  
Annex J – Monthly Spare Parts Inventory Report  
Annex K – Monthly Tools Inventory Report  
Annex L – Emergency Equipment Warm-up  
Annex M – Monthly TI & E Report  
Annex N – Monthly Man-Machine Interface Audit Checklist



National Headquarters Philippine Coast Guard  
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DESIGNATED PERSONNEL IN CHARGE PER EQUIPMENT WITH APPROPRIATE ORDERS

NID	EQUIPMENT	PERSONNEL IN CHARGE	AUTHORITY
1	PORT AND STBD MAIN ENGINES	PO1 JUAN DELA CRUZ PCG	PTP SEC 6PARA 6 HPCG DTD 21 JUNE 19
2	PORT AND STBD AUX. ENGINES		
3			
4			
5			
6			
7			

Prepared by:

Approved by:

Personnel In-Charge

Officer In-Charge/ Logistic Officer

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**MONTHLY SUMMARY OF WARRANTY CLAIMS**

NO	EQUIPMENT	START OF WARRANTY	WARRANTY EXPIRATION	DERANGEMENT AND DATE	TARGET DATE TO OPERATIONALIZE	REMARKS
1	PORT AND STBD MAIN ENGINES	JAN 2019	DEC 2020	DEFECTIVE RUBBER IMPELLER -- JAN 2019	FEB 2019	WILL REPLACE AS SOON AS SPARE ARRIVES
2	PORT AND STBD AUX. ENGINES					
3						
4						
5						
6						
7						



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EQUIPMENT MANUAL INVENTORY

NO	EQUIPMENT	PERSONNEL IN CHARGE	OPERATION MANUAL	MAINTENANCE MANUAL	TROUBLESHOOTING MANUAL	PARTS MANUAL
1	PORT AND STBD MAIN ENGINES	PO1 JUAN DELA CRUZ PCG	OK	OK	OK	OK
2	PORT AND STBD AUX. ENGINES		OK	OK	OK	OK
3						
4						
5						
6						
7						

Prepared by:

Approved by:

Personnel In-Charge:

Officer In-Charge/ Logistic Officer

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2019



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**MONTHLY EQUIPMENT STATUS REPORT**

NO	EQUIPMENT	STATUS	DATE	CAUSE	CORRECTIVE ACTION	REMARKS
1	PORT AND STBD MAIN ENGINES	OPERATING				
2	PORT AND STBD AUX. ENGINES	NOT OPERATING	12 JUNE 2019	DEFECTIVE CIRCUIT BREAKER	CIRCUIT BREAKER TO BE PROCURED	TO BE OPERATIONALIZE AFTER 1 WEEK
3						
4						
5						
6						
7						

Prepared by:

Personnel In-Charge

Approved by:

Officer In-Charge/ Logistic Officer

# MACHINERY LOGBOOK

DATE	EQUIPMENT	MODEL	SERIAL NO.	STATUS / REMARKS
	Auxiliary Engine	12V MTU	123456	Serviceable/Unserviceable

Duty on Watch \_\_\_\_\_

Noted by: \_\_\_\_\_  
 Officer In-Charge

# EQUIPMENT LOGBOOK

## Port Auxiliary Engine

DATE: \_\_\_\_\_

TIME	FO PRES	P FIL FUEL	FUEL RAIL	P.F. DIFF 1 (kpa)	P.F. DIFF 2 IN (kpa)	IN AIR/IN AIR PRES (kpa)	COIL PRESS (kpa)	SW PRES (kpa)	COIL LVL (%)	BATT (V)	ECM SUP1 (V)	ECM SUP2 (V)	T. LO °C	T. FO °C	TEXH GAS °C	SPD RPM	COL DISCH	LD PRES (kpa)	LOA (KW)	FR EQ 1 (A)	

\_\_\_\_\_  
Duty on Watch

CBT





# MAINTENANCE LOGBOOK

DATE	EQUIPMENT	MAINTENANCE SCHEDULE	FREQUENCY (Calendar-based & Counter-based)	STATUS / REMARKS
-	Main Engine	Cleaning of Blower	500 Hrs	In good conditioned

\_\_\_\_\_  
Duty on Watch

Noted by: \_\_\_\_\_  
Officer In-Charge

*fy*

# DERANGEMENT LOGBOOK

DATE	EQUIPMENT	CAUSES OF REPAIR	ACTION TAKEN	STATUS / REMARKS
-	Circuit Breaker	Over heat	Shutting down the panel board	Replament

Duty on Watch \_\_\_\_\_

Noted by: \_\_\_\_\_  
Officer In-Charge \_\_\_\_\_

*for*



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**MONTHLY SPARE PARTS INVENTORY REPORT**

NO	EQUIPMENT	SPARE PARTS	PART NUMBER	MAXIMUM SPARE	BALANCE ON HAND	FOR REQUEST
1	PORT AND STBD MAIN ENGINES					
2	PORT AND STBD AUX. ENGINES					
3						
4						
5						
6						
7						

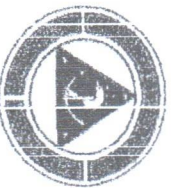
Prepared by:

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Personnel In-Charge

Approved by:

\_\_\_\_\_  
Officer In-Charge/ Logistic Officer

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MONTHLY TOOLS INVENTORY REPORT

NO	NAME OF TOOLS	QUANTITY	STATUS	REMARKS
1	PLIERS	2	COMPLETE	
2				
3				
4				
5				
6				
7				

Prepared by:

Personnel In-Charge

Approved by:

Officer In-Charge/ Logistic Officer

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EMERGENCY EQUIPMENT WARM UP  
(WEEKLY)

NO	EMERGENCY EQUIPMENT	REMARKS	REMARKS
1	FIRE PUMP	OK	1 <sup>ST</sup> WEEK OF JUNE 19
2	BILGE PUMP	OK	1 <sup>ST</sup> WEEK OF JUNE 19
3			
4			
5			
6			
7			

CRITICAL EQUIPMENT WARM UP  
(TWICE A MONTH)

NO	CRITICAL EQUIPMENT	REMARKS	REMARKS
1	MAIN ENGINES	OK	2ND WEEK OF JUNE 19
2	AUX ENGINES	OK	2ND WEEK OF JUNE 19
3	WINCH		
4			
5			
6			
7			

NON CRITICAL EQUIPMENT WARM UP  
(MONTHLY)

NO	NON CRITICAL EQUIPMENT	REMARKS	REMARKS
1	WATER HEATER	OK	1 <sup>ST</sup> WEEK OF JUNE 19
2	WASHING MACHINE	OK	1 <sup>ST</sup> WEEK OF JUNE 19
3			
4			
5			
6			
7			

Prepared by:

Approved by:

\_\_\_\_\_  
Personnel in-Charge

\_\_\_\_\_  
Officer in-Charge/ Logistic Officer



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**MONTHLY TI & E REPORT**

NO	EQUIPMENT	SUB TOPIC	PIC	DATE OF TIME	NO. OF PARTICIPANTS	REMARKS
1	MAIN ENGINES	STARTING OPERATION	PO3 JUNA DELA CRUZ PCG	23 JUN 19 2PM-3PM	12	CONDUCTED ACTUAL STARTING OF MAIN ENGINES
2						
3						
4						
5						
6						
7						

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**MONTHLY MAN-MACHINE INTERFACE AUDIT CHECKLIST**

NO	ITEMS	REMARKS
	<b>Designation</b>	
1	At least two (2) PCG personnel shall be designated as Personnel- in-charge (PIC) to an equipment. Said personnel shall be responsible and accountable for the upkeep and maintenance of said equipment. The PIC/s shall be <b>issued with appropriate orders.</b>	
2.	The maximum number of equipment wherein a personnel can be designated as PIC shall not exceed three (3) equipment.	
3.	Equipment under warranty will be identified. All warranty issues shall be specifically directed to the Logistics/Warranty Officer for appropriate actions.	
	<b>Training on Manuals</b>	
4.	The PIC/s shall ensure to regularly read and study the manual/s of the equipment under him. They are also responsible to reproduce extra copy for their use. Original manuals shall be maintained to be intact in the ship under the Logistics Officer.	
5.	The new PIC/s, using his equipment manuals, shall endeavour to be familiarized with his equipment within the span of 1 month and be knowledgeable / competent within the span 3 months. Meanwhile, old PIC/s shall teach and coach the new PIC/s.	
6.	The Old PIC/s shall properly turn-over to the New PIC/s the manuals and list of equipment's with corresponding Property Acknowledgement Receipt (PAR) to avoid misplace/loss of manuals.	
	<b>Standard Operational Procedures, Maintenance Schedules and Maintenance Procedures</b>	

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7	The PIC/s shall have with them the following: operational procedures, maintenance schedules and maintenance procedures based from the manual/s as ready reference. Further, these shall be compiled in a clear book. Also, laminated operational procedures and maintenance schedules shall be place on their respective equipment.	
<b>Accountability and Status of Equipment</b>		
8.	PIC/s shall ensure to keep their designated equipment is operating status at any given time. Inoperative equipment shall be reported immediately to the Logistics Officer to include the parts and services needed. The Logistics Officer to consolidate the Monthly Report on the Inoperative Equipment including the parts and services needed. Further, the Logistics Officer shall make appropriate measures to immediately operationalize said equipment.	
<b>Recording and Reporting</b>		
9.	Engine Room Logbook (Machinery readings, pressure, temperature, volume, rpm etc.) shall be maintained. Hourly readings shall be done by duty personnel. This is for monitoring abnormalities.	
10.	Maintenance jobs based on the maintenance schedules shall be strictly observed and properly recorded in a Maintenance Logbook.	
11.	All derangements and corrective actions shall be recorded in a Derangement Logbook.	
12.	All in and out of supplies shall be recorded in the Supply Logbook.	
<b>Weekly Spare Parts Inventory</b>		
13.	PIC/s shall regularly monitor their available spare parts. The Logistics Officer shall ensure that spare parts are always readily available for immediate use. Spare parts shall not go below the minimum limit (Min-L) based on the SOP on Spare Parts Management System.	
14.	The Officer-in-Charge (OIC) or logistics officer shall maintain the spare parts records in chronological order. The filing method shall be done by category (M/E parts, A/E parts...) alphabetically (Anodes, Breaker, Cathodes, Filters and numerically (1,2,3,4...)).	
15.	The OIC or Logistics Officer and storekeeper shall properly account and check the correct specification of spare parts, tools and equipment's before receiving and issuing item.	
16.	Storekeeper shall always record the in and out of supplies on the Stock Card to monitor and account the running balance of items.	



<b>Availability of Tools and its Accounting</b>		
17.	The PIC/s shall endeavor to complete the tools he needs in the performance of his duties. Unavailable tools shall be immediately requested to the Logistics Officer.	
18.	The Storekeeper shall maintain an accurate inventory of spare or tools, and ensure that they are complete.	
<b>Testing and Warm-up</b>		
19.	Test and warm-up of the emergency equipment shall be regularly performed every week.	
20.	Test and warm-up of the critical equipment shall be done every two (2) weeks.	
21.	Test and warm-up of the non-critical equipment shall be regularly performed every month.	
<b>Training thru TI&amp;E</b>		
22.	Troops Information and Education (TI&E) on every equipment (from emergency to critical to non-critical equipment) shall be conducted twice a week to disseminate the knowledge to other personnel and check the competence of each respective PIC/s.	
<b>Cleanliness</b>		
23.	PIC/s shall regularly clean their designated equipment and area. Unclean equipment and area is a manifestation of lack of maintenance.	
24.	PIC/s shall have observed "Clean as you Go Policy". Keeping everything clean for inspection and safety.	
<b>Audit</b>		
25.	Respective unit shall create Audit Team for this purpose. Each audit team shall inspect and report the percentage of compliance of each unit to this SOP. A Checklist is provided for this purpose.	

Prepared by:

Approved by:

\_\_\_\_\_  
Personnel In-Charge

\_\_\_\_\_  
Officer In-Charge/ Logistic Officer

*JSW*