



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

**NHQ-PCG/MEPCOM**

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**STANDING OPERATING PROCEDURES**  
**NUMBER 04-24**

**MEPCOM INTERNAL QUALITY AUDITOR BADGE**

**I. REFERENCE:**

HPCG Circular Nr 06-10 dated 24 March 10 (PCG Awards and Decorations)

**II. PURPOSE:**

This Standing Operating Procedure (SOP) prescribes the policies, guidelines, and procedures governing the awarding and wearing of the MEPCOM Internal Quality Auditor Badge by Officers, Non-Officers, and Non-Uniformed Personnel assigned to Marine Environmental Protection Command (MEPCOM) and other Philippine Coast Guard (PCG) Personnel.

**III. OBJECTIVES:**

A. To recognize commendable Officers, Non-Officers, and Non-Uniformed Personnel of the PCG in performing MEPCOM Internal Quality Audit duties as directed by Commander, MEPCOM.

B. To provide policies, guidelines, and procedures for eligibility and conferring of the said badge.

**IV. POLICY CONSIDERATIONS:**

A. The MEPCOM Internal Quality Auditor Badge is a symbol of Coast Guard recognition of competence and eligibility of Officers, Non-Officers, and Non-Uniformed Personnel (including those personnel formerly assigned at MEPCOM) who have been qualified by the Commander, Marine Environmental Protection Command as members of the Internal Quality Auditors Team.

B. The MEPCOM Internal Quality Auditor Badge is intended to recognize personnel with professional competence to conduct internal quality audit on MEPCOM Unit/Staff/Offices that aims to add value to the MEPCOM operations by evaluating and improving the effectiveness of the MEPCOM Quality Management System in connection with ISO 9001:2015 Quality Management System.

C. The MEPCOM Internal Quality Auditor Badge shall be awarded to MEPCOM personnel after satisfying qualification for eligibility (*See sections V, VI, and VII*) and

shall only be awarded by the Commander, Marine Environmental Protection Command who has the authority to confer the MEPCOM Internal Quality Auditor Badge and the conferment shall be covered by a special order issued by Coast Guard Adjutant.

D. The MEPCOM Internal Quality Auditor Badge shall have a dimension of 1.0 inch by 1.0 inch and shall have three (3) types namely: (a) MEPCOM Command Internal Quality Auditor Badge – gold in color with Star/s, (b) MEPCOM Officers Internal Quality Auditor Badge – in gold color, and (c) MEPCOM Non-Officers and Non-Uniformed personnel Internal Quality Auditor Badge – in silver color.

#### **V. MEPCOM INTERNAL QUALITY AUDITOR BADGE QUALIFICATIONS:**

- A. Bonafide members of the PCG;
- B. Must be previously or currently assigned to Marine Environmental Protection Command;
- C. Must have completed the required training and seminars in connection with the Quality Management System 9001:2015;
- D. Must have been a member of the Internal Quality Audit Team and conducted at least one (1) internal quality audit.

In exception with the qualifications above, the Commander and the Deputy Commander of MEPCOM shall be eligible for the Command Internal Quality Auditor badge at the time of designation as Commander, Marine Environmental Protection Command and Deputy Commander, Marine Environmental Protection Command, respectively, in full capacity provided he/she has been C, MEPCOM and DC, MEPCOM for at least six (6) months and managed/supervised of at least one (1) audit engagement during his/her term.

#### **VI. REQUIRED TRAINING:**

PCG Officers, Non-officers, and Non-Uniformed Personnel shall be eligible upon attending and completing of any two (2) on the following topics or its equivalent from any external and PCG in-house training provider duly supported by a certificate of attendance/completion:

1. ISO 9001:2015 Awareness Course
2. ISO 9001:2015 Internal Audit and Corrective Action with Root Cause Analysis Training
3. ISO 9001:2015 Risk Assessment Training
4. Awareness on Control of Documented Information

#### **VII. AUDIT ENGAGEMENT REQUIREMENTS:**

Qualified PCG Personnel shall be eligible for a specific type of MEPCOM Internal Quality Auditor Badge after satisfying the following audit team designation and number of audit engagements:

- A. MEPCOM Command Internal Quality Auditor Badge (*Figure I, III, IV, V*)
  1. C, MEPCOM/DC, MEPCOM for at least six (6) months and managed/supervised at least one (1) audit engagement during his/her term; with star(s) reflecting the rank of the Flag Officer Awardee.
- B. MEPCOM Officers Internal Quality Auditor Badge (*Figure II*)

1. PCG Officer – conducted at least one (1) internal quality audit engagement designated as Internal Quality Auditor Team Leader, Internal Quality Auditor Staff, Document Change Controller, or Quality Management Representative.
- C. MEPCOM Non-Officers and Non-Uniformed personnel Internal Quality Auditor Badge (*Figure VI*)
1. PCG Non-Officer and Non-Uniformed Personnel – conducted at least one (1) internal quality audit engagement designated as Audit Staff.

## VIII. MEPCOM INTERNAL QUALITY AUDITOR BADGE

### A. Description

The design of the MEPCOM Internal Quality Auditor Badge represents the following traditional elements of the Coast Guard Service as well as internal quality auditor elements that represent Internal Quality Auditors.

1. Word "*Internal Quality Auditor ISO 9001:2015*" indicates the competence and skills acquired by the bearer in connection with ISO 9001:2015 Quality Management System.
2. Word "*Protect*" signifies the mandates of MEPCOM as the protector of marine environment from offshore sources of pollution as indicates in RA 9993, RA 9275, and PD 979.
3. Word "*Preserve*" indicates that the command preserves a healthful and well-balanced marine environment and resources of the country through the prevention and mitigation of pollution in marine waters within the jurisdiction of the Philippines.
4. Word "*Conserve*" conveys that the command conserves the marine environment for a healthy ocean that regulates climate changes and reduces climate change impacts.
5. The Ribbon represents awareness, strength, unity, and high achievements of the bearer with their duties and responsibilities as Internal Quality Auditor.
6. The Shield represents the objectives and intention of the Internal Quality Auditors to safeguard and protect the data and evidence of the auditees during and after an audit.
7. The two Pens signify intelligence, productivity, efficiency, and competency of the Internal Quality Auditors in connection with the ISO 9001:2015 Quality Management System.
8. The Laurel represents the competency, brilliance, and honor of the bearer in the field of ISO 9001:2015 Quality Management System.

9. The Circle surrounding the Laurel represents the wholeness, perfection, completeness, inclusivity, and strength of the bearer as Internal Quality Auditor of Marine Environmental Protection Command.
10. The MEPCOM logo indicates that the bearer has been performing an Internal Quality Audit of the Marine Environmental Protection Command to be certified as ISO 9001:2015 Quality Management System Standard.
11. The Star/s affixed beneath the badge serve to denote the individual as the Commander or Deputy Commander, MEPCOM, symbolizing both their conferred authority and officer rank.
12. The Gold colored badge signifies that the bearer is a Philippine Coast Guard Officer while the Silver colored badge signifies that the bearer is a Philippine Coast Guard Non-Officer and Non-Uniformed personnel.

**B. Design and Dimensions:**

1. Height – 1.0 inch
2. Width – 1.0 inch



**Figure II. MEPCOM Officers Internal Quality Auditor Badge in PCG Uniform**  
(GOA, Bush Coat, Service Blouse, Working Blue, and White duck)



**Figure IV. Command Internal Quality Auditor Badge in PCG Uniform for the Rank of CG RADM**  
(GOA, Bush Coat, Service Blouse, Working Blue, and White duck)



**Figure I. Command Internal Quality Auditor Badge in PCG Uniform for the Rank of CG ADM**  
(GOA, Bush Coat, Service Blouse, Working Blue, and White duck)



**Figure III. Command Internal Quality Auditor Badge in PCG Uniform for the Rank of CG VADM**  
(GOA, Bush Coat, Service Blouse, Working Blue, and White duck)



**Figure V. Command Internal Quality Auditor Badge in PCG Uniform for the Rank of CG COMMO**  
(GOA, Bush Coat, Service Blouse, Working Blue, and White duck)



**Figure VI. MEPCOM Non-Officers and Non-Uniformed Personnel Internal Quality Auditor Badge in PCG Uniform**  
(GOA, Bush Coat, Service Blouse, Working Blue, and White duck, Polo Shirts for Non-Uniformed Personnel)



**Figure VII. MEPCOM Internal Quality Auditor Patch in PCG Uniform**  
(BDA and Cover-All)

1. Height – 1.0inch
2. Width – 2.75 inch

#### **IX. WEARING OF THE MEPCOM INTERNAL QUALITY AUDITOR BADGE:**

- A. PCG Personnel on active duty, retired, and honorably discharged are authorized to wear the MEPCOM Internal Quality Auditor Badge in reference to the provisions of HPCG Circular 06-10 dated 24 May 2010 “*PCG Awards and Decorations*” and applicable provisions of the “*PCG Uniform Regulations Manual*”.
- B. The MEPCOM Internal Quality Auditor badge shall be worn at the upper right-most corner of the left pocket of the uniforms authorized by the Philippine Coast Guard except for the Battle Dress Uniform. The badge must be seen and recognizable as a specialization of the bearer. A patch stating IQA MEPCOM shall be worn by the Internal Quality Auditors on the left pocket of the left arm of the Battle Dress Attire.

#### **X. OCCASIONS FOR WEARING THE MEPCOM INTERNAL QUALITY AUDITOR BADGE:**

- A. **Mandatory:** Should be worn on all occasions when in the prescribed PCG uniform of the day both locally and abroad.
  1. Non-uniformed personnel shall wear the MEPCOM Internal Quality Auditor Badge as prescribed below:
    - a. With collar: left-side collar
    - b. Without collar, without logo: left-side, chest level
    - c. Without collar, with logo: right-side of PCG logo
- B. **Optional:** May also be worn at the option of the wearer on the following occasion provided that it is not prohibited by existing regulations:
  1. private social occasion; and
  2. on holidays or when not on duty.

- C. Prohibition: Shall not be worn as prescribed by HPCG Circular 06-10:
1. while suspended from command or rank or while facing trial at the General Court Martial (GCM), to include the PCG Code and Conduct, Discipline Board, Drugs Board and other disciplinary boards;
  2. while serving sentence and confinement; and
  3. while wearing civilian clothing.

**XI. ANNOUNCEMENT, PUBLICATION, AND MAINTENANCE OF RECORDS:**

- A. The MEPCOM Internal Quality Auditor Badge shall be awarded upon recommendation by the Admin, MEPCOM to Commander, MEPCOM upon satisfying qualifications set herein. Said recommendation shall be approved and endorsed by the Commander, MEPCOM for issuance of appropriate CGAO orders/publication.
- B. The Admin, MEPCOM shall maintain a list of eligible personnel that meet the required training and competency required by the MEPCOM Internal Quality Auditor Badge.

**XII. EFFECTIVITY:**

This SOP shall take effect immediately upon approval.

**BY COMMAND OF COAST GUARD ADMIRAL GAVAN:**

**OFFICIAL:**

**HOSTILLO ARTURO E CORNELIO**  
**CG RADM**  
Chief of Coast Guard Staff

  
**CHARITY G COPIACO**  
**CG CDR**  
Coast Guard Adjutant