



**PUNONGHIMPILAN TANODBAYBAYIN NG PILIPINAS**  
(Headquarters Philippine Coast Guard)  
139 25th Street, Port Area  
1018 Manila

**14 March 2013**

**HPCG/CG-8**

**STANDING OPERATING PROCEDURE  
NUMBER .....01-13**

**MAINTENANCE AND REPAIR OF LIGHT STATION**

**I. PURPOSE:**

To provide a common approach and guidelines in the maintenance and repair of Light Stations owned and operated by the Philippine Coast Guard.

**II. SCOPE:**

This SOP applies to all Light Station (LS) owned and operated by the Philippine Coast Guard.

**III. PROCEDURES:**

**A. DETACHMENT COMMANDERS SHALL:**

1. Conduct DAILY monitoring of all LS within Detachment area of responsibility (AOR);
2. Conduct actual inspection at least once a week of LS located nearby and at least once every two (2) weeks of light stations located in far-flung areas;
3. Conduct actual inspection, conduct Preventive Maintenance Services (PMS) of LS in accordance with ATON Operations, Maintenance and Trouble Shooting Manual;
4. Report immediately to CPCG thru channels any LS found not operating (**Annex A**);
5. Conduct trouble shooting and repair of inoperative LS in accordance with ATON Operations, Maintenance and Trouble Shooting Manual (**Annex B**);
6. Render repair progress reports to CPCG thru channel (**Annex C**);
7. Report immediately to CPCG thru channels any inoperative LS restore to normal operation (**Annex**);
8. If not restored, contact MSSC for technical assistance at Cell phone Nr. **09472757056** or at email address: [aton\\_mssc@yahoo.com](mailto:aton_mssc@yahoo.com);

9. Maintain a Light station Maintenance and Repair Logbook for each and every LS in their respective offices (**Annex E**);
10. Enter all maintenance, trouble shooting, repair and other activities conducted into the light Station Maintenance and Repair Logbook;
11. Ensure that the Light Station Maintenance and Repair Logbook are validated periodically by the Station Commander ;and
12. Submit Monthly Light Station status report to Station (**Annex F**).

**B. STATION COMMANDER SHALL:**

1. Coordinate with the District Commanders for the availability of ATON repair parts;
2. Assist the Detachment Commanders in the maintenance, repair and upkeep of LS;
3. Ensure the correctness of all entries made by Detachment Commanders in Light Station Maintenance and Repair Logbook;
4. Monitor records of all the LS;
5. Conduct actual inspection of LS whenever there is reason to believe that Detachment Commanders failed to comply with the requirements in para III (A);
6. Validate the entries in Light Station Maintenance and Repair Logbook periodically ;
7. Consolidated monthly LS status report of every Detachment to be submitted to the District Commander; and
8. Monitor the proper implementation of this SOP by the Detachment Commanders.

**C. DISTRICT COMMANDERS SHALL:**

1. Coordinate with MSSC the availability of a minimum level of ATON spare parts;
2. Support the logistical requirements of CG stations and CG Detachment needed for repair and continuous operation of all the LS within his AOR ;
3. Conduct actual inspection of LS whenever there is reason to believe that Station and Detachment Commanders failed to comply with the requirements in Para III (A) and Para III (B) respectively;
4. Submit consolidated monthly LS status report to HPCG copy furnished MSSC; and

5. Ensure the proper implementation of this SOP by the Station Commanders .

**IV. RESPONSIBILITY:**

District Commander, assisted by Station Commander and Detachment Commander shall be responsible for the smooth implementation of this SOP.

**V. RESCISSION:**

This SOP rescinds all other publication contrary to the provisions stated herein.

**VI. EFFECTIVITY:**

This SOP shall take effect immediately upon approval.

**BY COMMAND OF REAR ADMIRAL ISORENA :**

  
**JOSELITO F DELA CRUZ**  
**CAPT PCG**  
Chief of Coast Guard Staff

**OFFICIAL:**

**ALGIER D RICAFFRENTE**  
**LCDR PCG**  
Coast Guard Adjutant

ANNEXES:

ANNEX A: Not Operating Light Station Report  
ANNEX B: ATON Operation, Maintenance and Troubleshooting Manual  
ANNEX C: Light station Repair Progress report  
ANNEX D: Restored to Normal Operation Report|  
ANNEX E: Light Station Maintenance and Repair Logbook Format  
ANNEX F: Detachment Monthly Light Station Status Report