



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

31 July 1996

**CGAO/CG – 10**  
**STANDIJNG OPERATING PROCEDURE**  
**NUMBER.....13 - 96**

**DUTIES AND RESPONSIBILITIES AND ACCOUNTABILITY OF PERSONNEL IN –**  
**CHARGE (PIC) OF LIGHTHOUSE**

**I. BACKGROUND:**

Lighthouse is one of the aids to navigation which is being maintained and operated by PCG. This lighthouse contributes to maritime safety, which is one of the 5 functions of PCG. This then gives the very reason that these facts infrastructures should be taken care of by the PIC. There have been rampant occurrences of vandalism on lighthouse nationwide. This includes the loss of undetermined amount of valuable lighthouse spare parts due to theft and other forms of nefarious activities. Such occurrence can mainly be traced to lack of responsibility and accountability on the part of the PIC.

**II. PURPOSE:**

This publication prescribes the policies on responsibility and accountability of lighthouse PIC.

**III. POLICIES:**

**A. Duties and Responsibilities:**

**1. Integrity of Light Stations**

- A.** PIC's should see to it that no squatters or unauthorized instillation and built within the premises of the lighthouses.
- B.** PIC's should see to it that the visitors are monitored and controlled during the day. Visitors should be regulated and the premises should not be used as play grounds or picnic grounds.
- C.** In the evening, no authorized person should be allowed in the premises.
- D.** PIC's should protect and preserve all equipment and facilities. He should safeguard that no vandalism occurs in his AOR.

**2. Cleanliness of the Light Stations:**

- A.** PIC's should always maintain the presentability of the light stations. He should trim all trees around the lighthouse and preserve the paintings of the premises.
- B.** PIC's should also maintain the habitability of the light station. This is specifically true to light station, which were converted to tourist in like LS Cape Santiago in Calatagan, Batangas.

- C. PIC's should also promote the clean and green program of the government. He should initiate green resolution project in open and unused areas and plant appropriate trees to pre-selected areas.

### **3. Operations of the Light Station:**

- A. PIC's should see it that the light station is operating all the time. This is in observance of the International Association of Lighthouse Authority recommendation of 99.9% operating.
- B. Regular inspection should be conducted as prescribed by the District Commander. However, the headquarters policy is to inspect every other day the lighthouses which is proximity to the PIC's station (that is about 1 or 2 hours travel time). For light stations far from the station of the PIC's it should be inspected twice a week.
- C. PIC's should comply with the operations and inspection procedures as prescribed in the Operations and Maintenance Manual.
- D. PIC's should observe correct safety procedures and precautions as provided in the manual.
- E. Additionally, he should observe the correct operating hours.

### **4. Maintenance of the Light Station:**

- A. The PIC's are directly responsible for the physical maintenance of the lighthouse including its equipment, spare parts and tools.
- B. The PIC's designated by name is responsible for the 1<sup>st</sup> echelon maintenance, which are essentially cleaning, observing/detecting any abnormalities and/or defect's in the equipment's condition and reporting same to the Station Commander concerned for repair.
- C. The 2<sup>nd</sup> echelon repair and maintenance will be done under the supervision of a qualified field maintenance and inspection (FMIT) from the District Aids To Navigation Office (DANO) or HANC.

### **5. Custody of Equipment:**

- A. All Station Commanders should see to it that all equipment in the light station are properly logged and received by the PIC's. Necessary memorandum receipt should be made and maintained by the PIC's and the station commander.
- B. PIC's should also comply with the policy on disposal as far as the used spares and unoperational equipment are concerned. They should see to it that these are properly turned over to the station commanders for eventual turnover to the district headquarters or/and HANC.

### **6. Community Relationship:**

- A. PIC's should promote, maintain and preserve a good rapport with the civilian community in the area.

- B. PIC's should observe the policy on the security of the light stations as it pertains to the role of the NGO's.

#### **7. Reporting Deficiencies:**

- A. Light station monitored through the Meteor Burt Monitoring System should be reported immediately to HANC and CG- 10. Immediate inspection and action should be undertaken within 24 hours from the alert of the deficiency. For the light stations not monitored by Meteor Burst, deficiency reports should be made immediately upon learning of said deficiency.
- B. PIC's should comply with the procedure as prescribed in the SOP on the operations and maintenance of the light stations.

#### **8. Custody of Records:**

- A. **Land Title** – PIC's should see to it that appropriate authority on the use of the land is secured and filed. This maybe in the form of a deed of donation, a municipal or city resolution or an executive order.
- B. **History** – the historical data and events should also record and inspected in the records of the station, district and HANC.
- C. **Operating and Maintenance Record** – all data and inputs on the operations and maintenance of the light station should be inputted in the O & M logbook. This includes changes in light characteristics, spare parts, and changes in power supply, changes in the structure, and changes in the lantern.
- D. All repairs conducted should also be recorded.

#### **9. Accountabilities:**

1. **Personnel In – Charge (PIC)** – the PIC will totally accountable for the LH, which is assigned to him. This means that any pilferage, vandalism and loss of a system or any part of a system will be attributed to him. As such PIC should always safeguard and maintain the integrity of the light station.
2. **Detachment Commander (DC)** – the DC shall accountable to the Station Commander up to the Commandant, PCG that the integrity of all the light stations in his AOR are maintained. He should see to it that respective, PIC's comply with the requirements of this SOP as well as to the other SOP's relating to the operation of the light station.
3. **Station Commander (SC)** – the SC is directly accountable to the DC and the Commandant, PCG that the integrity of the light station in his AOR is maintained. He will be accountable to the efficient performance of his DC and respective PIC's and he should see to it that this SOP as well as other SOP's related to the operation and maintenance of ATON are complied and implemented.

**IV. REPORTING:**

For any damage or loss in the lighthouse and its components, the PIC shall ASAP submit written report to his SUP/SC. The SUP/SC shall at once initiate an investigation. Results of investigation, together with his recommendation shall be forwarded to HPCG (Attn CG – 10) via the DC.

**V. EFFECTIVITY:**

This SOP shall take effect upon publication.

**BY COMMAND OF COMMODORE CAPADA:**

**OFFICIAL:**

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