



**HEADQUARTERS PHILIPPINE COAST GUARD**  
**(PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS)**  
139 25<sup>th</sup> Street, Port Area  
Manila

18 July 1996

**CG – 10 /CGAO**

**MEMORANDUM CIRCULAR**  
**NUMBER.....07 - 96**

**OPERATION AND MAINTENANCE OF AIDS TO NAVIGATION**

**I. PURPOSE:**

- A. This circular establishes the system in the maintenance and operation of aids to navigation.
- B. It provides the policies and responsibilities of all personnel concerned.

**II. SCOPE:**

This circular applies to all concerned in the performance operation and maintenance of aids to navigation.

**III. DEFINITIONS:**

The following terms when used in this circular shall be construct to mean:

- A. Lighthouse Keeper – A PCG personnel detailed to operate and maintain a lightstation and stays at the LH dwelling.
- B. Personnel In-Charge (PIC) – Any PCG personnel designated responsible for the light station in accordance with HPCG Memo dated 11 March 96 PIC of unmanned LS has office at Coast Guard Districts or Coast Guard Stations.
- C. District Aids to Navigation Office (DANO) – It is an office created at the CGD to implementation/supervise the necessary maintenance and operational measures for all aids to navigation under his Area of Responsibility (AOR)
- D. Lighthouse /Light station – A fixed structure fitted with lighting apparatus emits light of constant quality installed at the top of the tower which serves as the markers of land and veering points for confirming position of vessels.

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

- A. Coast Guard District Commanders – shall have the administrative supervision and operational control of lightstation and other navigation aids.
- B. A District Aids to Navigation Office (DANO) – shall be organized in every Coast Guard District and will be manned by qualified military personnel. Lightkeepers and utility C worker. They will be under the administrative control of the district commander byt under the operation control of the C, and:
- C. Only (1) one lightkeepers will be assigned in a lightstation, PIC will be designated to temporarily take over the duties of them lightkeepers in his
- D. Assignment and reassignment of civilian personnel to and from the Coast Guard District shall be at HPCG level as recommended by CANC.
- E. Assignment and reassignment of Military personnel to and from the lightstation shall be a by CANC, Aids to Navigation trained personnel should remain to perform Aids to Navigation functions for at least Three (3) years for officers and /or at least five (5) years.
- F. HANC shall remain as the central and operating unit of the PCG in the establishment, development, modernization, administration, operation and major repair and maintenance of lightstation and other aids to navigation.
- G. Ass. Chief of Staff for Navigational Safety (CG-10) will be the central coordination staff for Aids to Navigation.
- H. No officer or personnel assigned or performing functions relation to Meteor burst Monitoring System shall be relieve, until such time the relieving counterpart has adequately learn the tasks.

#### **V. RESPONSIBILITY:**

##### **A. Coast Guard District Commanders:**

- 1. Responsible for the assignment of lightkeepers within the district level and apply HPCG Memorandum on Supervisors (SUP) and Personnel – In – Charge (PIC) on lighthouses and other ATON equipment's and accessories. (Refer to HPCG Memo dtd 11 Mar 1996)
- 2. Responsible for the organization of District Aids to Navigation Office (DANO) and fill-up of ATON personnel/ manning, administrative, logistics, and operation requirements.

3. Responsible for the programming of logistic requirements and establishments of storage facility for equipment's repair parts and other materials (Refer to appendix to annex 4)
4. Responsible for the formulation of accounting system and insure that non-expenditure items shall be accounted with signal Memorandum Receipts (MRs)
5. Develop and enhance technical expertise and repair and other personnel in the district.
6. Responsible for the operation and maintenance of lighthouse and other Aids to Navigation in their area of responsibility.
7. Supervise security of light station and other Aids to Navigation in their area of responsibility.
8. Render – monthly report on list of Existing ATON (Annex 3).

**B. District Aids to Navigation Officer:**

1. Conduct periodic inspection and progressive maintenance services to ensure normal operation of all ATON equipment at all times.
2. Conduct trouble shooting and minor repair services to ATON on site.
3. Conduct inspection and determine condition of structure and serviceability of the light.
4. Conduct in house training on the maintenance of other ATON in Coast Guard District with HANC.
5. Manage the operation and maintenance of other ATON in Coast Guard District AOR.
6. Acquire, store and distribute spare parts and supplies to light station (Refer to Annex 4)
7. Determine the location/coordinates for proposed site of LS.
8. Send defective spare parts and equipment to HANC for repair/replacements.
9. Inspect and monitor completion of installation on projects and repairs on structures, dwellings, and render report to District Commander and HANC.
10. Render the Monthly List of Existing ATON ( annex 3 )

**C. Headquarters Aids to Navigation Command:**

1. Render technical assistance, as needed to the Coast Guard District on matters the operation of all aids to navigation.
2. Conduct scheduled inspection on condition and actual situation of Aids to Navigation.
3. Conduct major repairs on the equipment and apparatus of lighthouses to include its towers and structures.
4. Conduct repairs, replacement and planning of navigational buoys.
5. Provide refresher courses and advance training to personnel of CG District ATON office/units and lightkeepers.
6. Conduct necessary repairs of defective apparatuses, spare parts and equipment received from CG District ATON office/unit.
7. Determination, acquisition, storage and distribution of spare parts and apparatus to cognizant ATON end-users. (Refer to Annex 4)
8. In coordination with CG-1, responsible for the recruitment and assignment as well as rotation of lighthouse personnel to the District Command.
9. In coordination with CG-1, responsible for the personnel advancement and upgrading of lighthouse personnel/position.
10. Monitor the performance and operating status of lighthouses, beacon and buoys.
11. In coordination with other government agencies, plan, program and execute the establishment and acquisition of light stations, other aids navigation and equipment.
12. Render periodic reports to HPCG (Attn: CG-10)

**D. STATION COMMANDERS:**

1. Conduct periodic inspection of light station in respective AOR and render report to district level on matters to light station and/ or light keeper.
2. Render assistance in the repair of light stations and other ATON.
3. Supervision of security of ATON in respective AOR.
4. Conduct minor repair on LHs within its AOR.

**E. LIGHTKEEPER/PERSONNEL IN-CHARGE (PIC):**

1. Responsible in the normal operation and maintenance of respective light station and other ATON.
2. Conduct daily inspection of respective light station or ATON especially after a calamity.
3. Render report for any abnormal operation of light station or ATON (refer to Annex 2).
4. Responsible for the security of light station of ATON
5. Responsible for maintenance of LS site and reservation.
6. Conduct PMS/minor on his assigned light station. (refer to Annex 4)

**F. AC OF S FOR NAVIGATIONAL SAFETY (CG-10):**

1. Allocate funds, logistics and POL of Coast Guard District and Personnel requirement of District Aids to Navigation Office.
2. Evaluate study and approve all recommendations for promotion, assignment, training and upgrading of pay allowance of LS personnel in accordance with existing policies.
3. Issue Notice to Mariners.
4. Evaluate and approve the establishment of new light stations, buoys, private aids to navigation and discontinuance of the operation of a chartered light station as recommended by CGD.

**VI. REPORTING SYSTEM:**

**A. ATON Situation Report (Rad Msg/Annex 1)**

This report will be rendered by the Coast Guard Station Commander after being informed by the lighthouse keeper concerned on lighthouse station report (Annex 2). It is rendered accordingly to upgrade/update the ATON Data System.

In this particular reporting system an initial report will be made filling up all information as shown by the format in Annex 1. In the succeeding situation report, on the change of status shall be included in the radio message.

How to Render Report (After initial report): if the batteries of LS Bojeador are defective. The message is as follows:

FM: SC. CGS CURRIMAO  
TO: C7CGD  
INFO: CPCG (ATTN: CG-10/CANC)  
BT...

X UNCLASS X CITE \_\_\_\_\_ X ATON SR 04 JUN 96  
A1/LS BOJEADOR  
01/UASA/SOLAR BATT  
02/6EA  
03/2VDC  
06/NOT OPTG  
07/04 JUNE 96  
08/DETERIORATED/ NO VOLTAGE READIND

**B. LS SITUATION REPORT (WRITTEN/ANNEX 2):**

The LS Situation Report is rendered by LK/PIC whenever there is a change of lighthouse status such as after servicing repair or any changes that may occur in the said lighthouse.

Filling of the information is similar to ATON Situation Report Rad Message. Refer to Annex 2. This will be the basis of ATON Situation Report by the cognizant CG Station.

**C. List of Existing ATON (Annex 3):**

This a monthly report rendered by the Coast Guard Districts to the HPCG (Attn: CG-10) with a copy furnished to Commander, Aids to Navigation Command. It is a coordination report on all Aids to Navigation in the district's AOR.

This particular report shall be made every end of the month to reach headquarters not later than 7<sup>th</sup> day of the succeeding month. (Annex 3)

**VII. RECESSION CLAUSE:**

All circulars and policies inconsistent with circular are hereby rescinded

**VIII. EFFECTIVITY:**

This circular shall take effect upon publication.

**BY COMMAND OF COMMODORE CAPADA:**

(Signed)  
**JOSE G GARCIA**  
**CAPT PN (GSC)**  
Chief of Staff, PCG

**OFFICIAL:**

**(SGD)**

**PEDRO V TINAMPAY**  
**LT PN**  
**Coast Guard Adjutant**