



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

08 October 2020

NHQ-PCG/CG-8

STANDING OPERATING PROCEDURES
NUMBER 10-20

GUIDELINES IN THE INSPECTION OF COASTAL AND BEACH RESORTS, AND VESSELS WITH POOL FACILITIES INCLUDING LIFEGUARDS FOR THE PROMOTION OF SAFETY OF LIFE AT SEA

I. REFERENCES

- A. Republic Act 9993 (Rule3(e)1-The Philippine Coast Guard Law of 2009
- B. Republic Act 9593 – Tourism Act of 2009, and its IRR (Department of Tourism, Rules and Regulations to govern the accreditation of the hotel, tourist's inns, motels, apartels, resorts, pension houses and other accommodation establishments.
- C. HPCG/CG-8Memorandum CircularNo.03-14 Dated 16 April 14

II. PURPOSE

This Standing Operating Procedure (SOP) prescribes guidelines and procedures governing the implementation of Memorandum Circular (MC) No.03-14 on Safety and Security Requirements of Coastal and Beach Resort, and Vessel with Pool Facilities including Qualification and Requirements of Lifeguard for the Promotion of Safety of Life at Sea dated 16 April 2014.

III. SCOPE

This SOP shall apply to all Philippine Coast Guard District and Stations having jurisdiction over coastal and beach resorts, and vessels with pool facilities within their area of responsibility.

IV. DEFINITION OF TERMS

- A. **Basic Life Support – Cardiopulmonary Resuscitation (BLS-CPR) Course**
– is a training course conducted by PNR, WLSA, PLS or any PCG accredited organization which aims to provide knowledge and basic skills to students in rendering first-aid to person whose breathing and/ or heartbeat stopped.

- B. First Aid Course** – is a training course conducted by PRC, PLS, or any PCG accredited organization which aims to equip participants with knowledge, skill and confidence in providing care for a person who has been injured or suddenly become ill. The trainings include lecture and actual demonstration bandaging techniques, emergency transfers, and common emergencies.
- C. Lifeguard** – refers to a person who supervises the safety and rescue of swimmers, surfers, and other water sport participants such as in a swimming pool, water park or beach. They shall be qualified and should have fulfilled the requirements for certification of PCG.
- D. Maritime-Related Activities** – refers to activities as defined in Rule 3(e)1 of the Implementing Rules and Regulations of Republic Act 993, otherwise known as the Philippine Coast Guard Law of 2009.
- E. Philippine Life Saving (PLS)** – a non-government organization engaged in drowning prevention, water safety, water rescue, lifesaving, lifeguarding and lifesaving sport in the Philippines.
- F. PCG Lifeguard Certificate** – is a certificate issued by PCG to a person or individual completing the required training or lifeguard by PNRC, PLS or any PCG accredited organization.
- G. PNRC (Philippine National Red Cross)** – a non-government organization dedicated to a nationwide education campaign to ensure the health and safety of the Filipino people.
- H. EIAR (Enforcement Inspection Apprehension Report)** – a document issued by Recreational Safety Inspector after he/she has appraised of prima facie findings of violations on the provision of MC 03-14.
- I. SOU** – Special Operation Unit under the operational control of the CG District who will compose the Lifeguard evaluator.
- J. Medical** – Medical Team under the operational control of the CG District to compose the Lifeguard evaluator.
- K. Lifeguard Evaluators** – are PCG personnel composing of SOU, Medical personnel and Recreational Safety Inspector from CG Districts conducting training, test and evaluation to lifeguard applicants and other inspections.
- L. Safety Swimming Area** – an area for swimming identified and designated by the PCG coordination with the Beach and Resort owners.
- M. Deficiency** – a condition found not in compliance with the requirements of relevant maritime regulations.
- N. Clear Grounds** – the evidence that the vessel with pool facility does not comply substantially with the requirements of relevant maritime laws or that owner(s)/operator(s) not familiar with the essential shipboard procedures relating to safety.

- O. **Lifeguard Equipment** – products designed to assist lifeguards in the rescue of unconscious swimmers or swimmers experiencing trouble.

V. PROCEDURES

Ensure that the inspection for Coastal and Beach Resort, vessel with pool facilities and qualification of Lifeguard shall be made in compliance with the prescribed provisions of the MC and SOP as follows:

1. The safety and security requirement set forth in the MC03-14 is properly inspected every quarter of the year if whole year round operation and every start of operation if on seasonal operation using the checklist as provided in ANNEX D Inspection checklist (Form C) and ANNEX B Certificate of Orderly Inspection (Form B).
2. PCG lifeguard Certificate shall be checked, evaluated and issued by the Recreational Safety Enforcement Unit and signed by Commander, Maritime Safety Services Command.
3. The lifeguard training will be conducted with various water test and practical examination to applicants as endorsed by CG Stations. Lifeguard applicants must pass the test sets by PCG Lifeguard Evaluators. The PCG Lifeguard Evaluators were composed of (1) SOF personnel (Lifeguard Instructor), (1) Recreational Safety Inspector from MSSU and CG District/Station.
4. Lifeguards shall undertake refresher training course two (2) months before the expiration of PCG lifeguard certificate to revalidate lifeguarding skills.
5. Issue EIAR and impose corresponding fines and penalties to Coastal and Beach Resorts, and Vessel with pool facility violating the provisions of MC 03-14 (Chapter VII and IX) in the amount indicated in Chapter X of the MC to be deposited in the PCG account.
6. Suspension under Chapter X (Fines and Penalties) of MC 03-14 shall case in effect until due fines are settled in close coordination with LGU-Registration, Licensing & Business Permit Office.

VI. RESPONSIBILITIES

A. Coast Guard District

1. Shall ensure the strict implementation of provisions of this SOP and MC 03-14.
2. Shall monitor and take note all the problems which may arise in the implementation of the MC and SOP in the AOR. Moreover, appropriate recommendations will be forwarded to Commandant, PCG (Attn: CG-8) for the improvement thereof.
3. Shall maintain records of inspection carried out within their respective areas of responsibility and submit report to National Headquarters,

PCG (Attn: CG-3/CG-8) and copy furnish CMSSC (Attn: MS-3/CRSEU) thru MSSU.

4. Shall create and issue orders of the Recreational Safety Inspector teams and Lifeguard Evaluators that will undertake beach resorts and vessel with pool facilities inspection and evaluate lifeguards within their areas of responsibility.

B. Station/Sub-Station

1. Shall ensure the strict implementation of the provisions of this SOP and MC 03-14.
2. Shall create and issue orders of the Recreational Safety Inspector teams and Lifeguard Evaluators that will undertake beach resorts and vessel with pool facilities inspection and evaluate lifeguards within their areas of responsibility.
3. Shall determine the safe swimming area, boat lane, anchorage and docking area.
4. Shall determine the appropriate and sufficient numbers of Lifeguard in coordination with the coastal and beach owners for privately used coastal and beach resorts and in coordination with LDRRMO/LGU for coastal and beach resorts in public use.
5. Shall ensure completeness of lifeguards necessary gear and provisions such as floatation device (lifebuoy/Torpedo Buoy), VHF radio, First Aid kit and etc.
6. Shall conduct inspection on safety and security requirements of Coastal and Beach Resort and vessel with pool facilities.
7. Shall keep and maintain records of safety and security certificates and other related documents of beach resorts and vessels with pool facilities.
8. Shall issue EIAR, corresponding warning for the violation and ensure that all fines and penalties are complied. Such suspension under Chapter X (Fines and Penalties) of MC 03-14 shall case in effect until due fines are settled in close coordination with LGU-Registration, Licensing and Business Permit Office.

C. Deputy Chief of Coast Guard Staff for Maritime Safety Services, CG-8

1. Shall periodically review the existing MC's regulations, procedures and initiate reforms or amendments to keep abreast with the required standards.
2. Shall provide necessary assistance to CG Districts and Stations pertaining to proper implementation of this SOP.

D. Recreational Safety Enforcement Unit (RSEU)

1. Shall initiate audit on coastal and beach resorts, vessels with pool facilities and lifeguards periodically for the promotion of safety and security requirements.
2. Shall program appropriate guidelines and conduct of training through MSSTI to ensure systematic and safety inspection to be carried out.
3. Shall maintain record of compliant a non-compliant coastal and beach resorts, vessels with pool facilities and lifeguards for monitoring purposes.
4. Shall submit audit Report to Commandant, PCG (Attn: CG-8) thru CMSSC and copy furnished Commander, Coast Guard Districts.
5. Shall issue, evaluate and maintain records of PCG Lifeguard Certificate using the prescribe format as provided here in ANNEX C.

E. Maritime Safety Services Unit (MSSU)

1. Shall assist in the conduct of recreational safety inspection in their respective areas.
2. Shall keep records and monitor the compliant of coastal and beach resorts, vessels with pool facilities and lifeguards quarterly for the implementation of MC 03-14.
3. Shall receive inspection reports and forward to National Headquarters, PCG (Attn:CG-3/CG-8) and copy furnish CMSSC (Attn: MS-3/CRSEU)

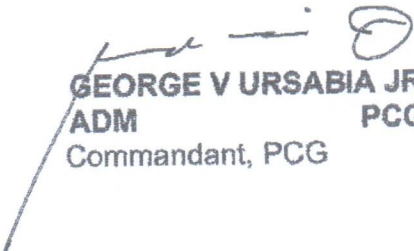
VII. RESCISSION

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

VIII. EFFECTIVITY

This SOP shall take upon approval.

Approved by:


GEORGE V URSABIA JR
ADM **PCG**
Commandant, PCG

ANNEXES:

- A- Enforcement Inspection Apprehension Report (Form A)
- B- Certificate of Orderly Inspection (Form B)
- C- Standard Lifeguard Certificate
- D- Inspection checklist (Form C)
- E- Warning Notice (Form D)
- F- Lifeguard ID

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Philippine Coast Guard
HEADQUARTERS MARITIME SAFETY SERVICES COMMAND
RECREATIONAL SAFETY ENFORCEMENT UNIT
 Cavite Buoy Base, Naval Base Heracleo Alano, Sangely Point
 Cavite City

BEACH RESORT SAFETY INSPECTION CHECKLIST

This checklist shall serve as guidelines to be followed by Recreational Safety Inspection Team in conducting Safety Enforcement Inspection.

This accomplished checklist should be attached to the file/records of the establishment. It is intended to help/inform others who may be assigned to carry out Coastal Beach Resort/Lifeguards Qualification (please refer to PCG Memorandum Circular 03-14 "Guidelines for Safety and Security Requirements of Coastal and Beach Resorts, and Vessel with Pool Facilities Including Qualification and Requirements of Lifeguards for the Promotion of Safety of Life At Sea") re-inspections following a violation or for future inspection. Please check the box of those items that have inspected.

PARTICULARS:
Date and time of Inspection:
Name of Beach Resort:
Place:
Name of Owner Operator:
Length of Beach Coastline:
DOT Accreditation:
Business License:
Mayor Permit:
Sanitary Permit:
BOF Permit:

❖ Mandated by RA 9993 Rule 3(e) 1.1 of the Implementing Rules and Regulation.

ITEMS THAT SHOULD BE INSPECTED	YES	NO	REMARKS
A. : Entrance			
1. Information help desk and registration with staff on duty			
2. Orientation on safety rules/reminders and logbook signed by guest			
3. Safety Rules/reminders are posted in visible areas			
4. Emergency numbers posted			
5. Security Guard with logbook for guest registration			
B : Area			
1. Lifeguard Station w/ Handheld Radio			

2. Duty Lifeguard (1 every 20 meters)			
3. First Aider Station w/ Handheld Radio (For every 20 meters)			
4. Duty First Aider/Nurse or trained Emergency Technician (EMT)			
5. Buoys (1 for every 10 meters)			
6. Swimming area			
7. Swimming area for children and weak swimmers			
8. Designated loading & unloading area			
9. Sufficient & visible signs in Strategic areas			
10. Radio/Communication room			
11. Warning Signage's and Flag Signals			
12. Fire Fighting Equipment			
13. Chemical Storage/Handling			
C : Lifeguard document/equipment			
1. Lifeguard Certificate			
2. Elevated Lifeguard look-out chair (Platform height of 4 ft. 6 in. above deck and seat height of 6 ft. above deck)			
3. Mega Phone/PA System			
4. Binoculars			
5. Rescue Floating Device (Ratio should be 1 set per 1 lifeguard) torpedo buoy, life ring, improvise floating device (must be inspected by PCG)			
6. Handheld Radio			
7. Whistle			
D : Radio Room			
1. VHF Radio with Base			
2. Telephone or Cellular phone			
3. Emergency Phone Numbers (PCG, DOH-EMT, PRC, MDRRMO Etc.)			
4. On-call Physician Number			
5. Updated Weather Bulletin			
6. Emergency Plan (Search procedures evac/Route Plan, Communication Flow Chart for Contingency Plan)			
7. Duty Detail			
8. Incident Logbook			
E : Medical Equipment			
1. First Aid Kit			
2. Water Quality/Water Sampling result from DOH/MDRRMC			
3. Stretchers/Spine Board			
4. Neck Support			
5. Bandages			
6. Emergency Medicine			
7. Emergency Oxygen Kit			

EVALUATORS:

(Signature over Printed Name)

(Signature over Printed Name)

(Signature over Printed Name)

(Signature over Printed Name)

Team Leader
(Signature over Printed Name)

Concur:

Owner/Operator
(Signature over Printed Name)

Manager
(Signature over Printed Name)



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

ENFORCEMENT INSPECTION APPREHENSION REPORT (EIAR)

Name of Beach Resort: _____

Owner/Operator: _____

Business Address: _____

Date of Inspection: _____

Place of Inspection: _____

Signature: _____

Deficiency	Remarks
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PCG Unit: _____ Name and Signature: _____ **(RSI Inspector)**

Telephone/ CP Nr: _____

Telefax: _____



Philippine Coast Guard
HEADQUARTERS MARITIME SAFETY SERVICES COMMAND
RECREATIONAL SAFETY ENFORCEMENT UNIT
Cavite Buoy Base, Naval Base Heracleo Alano, Sangley Point
Cavite City

DATE

CERTIFICATE OF ORDERLY INSPECTION (COI)

THIS IS TO CERTIFY THAT the Recreational Safety Inspector (RSI) team of

_____ with office address at _____
(Coast Guard Station/ Sub-Station)

Contact Nr. _____ Inspected my resort at _____
(Location/ Port)
on _____
(Date)

The RSI team is composed of:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

That the inspection was conducted in an orderly manner and without use of force or intimidation upon our persons or property;

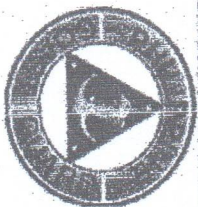
That after the conduct of inspection, the team left the beach resort without taking any property that is not subject of an authorized seizure and without the proper receipt;

That this statement is being made freely and voluntarily; and

That before I sign this certificate, the contents hereof were all made clear to me.

(Name of Resort)

(Name and Signature of the Owner)



PCG LIFEGUARD CERTIFICATE

This certificate is issued to

Lifeguard Certificate No: RSEU-0220-001

Mr. Juan A Dela Cruz

For having successfully completed the Lifeguard Training Course and assessed as Qualified Lifeguard in compliance with the prescribed requirement stipulated under PCG Memorandum Circular No. 03-14 "Guidelines for Safety and Security Requirements of Coastal and Beach Resorts and Vessels with Pool Facilities including Qualification and Requirements of Lifeguards for the Promotion of Safety of Life at Sea" which conducted on 17 - 21 March 2020.

Date Issued: 21 March 2020

Expiry Date: 21 March 2022

Place Issued: HMSSC

CDR MICHAEL B ANDAG PCG
Commander, Recreational Safety Enforcement Unit

RADNI EDUARDO D FABRICANTE PCG
Commander, Maritime Safety Services Command



Philippine Coast Guard
HEADQUARTERS MARITIME SAFETY SERVICES COMMAND
 Recreational Safety Enforcement Unit
 Cavite Buoy Base, Naval Base Heracleo Alano, Sangely Point
 Cavite City

VESSEL WITH POOL FACILITIES INSPECTION CHECKLIST

This checklist shall serve as guidelines to be followed by Recreational Safety Inspection Team in conducting Recreational Safety Enforcement Inspection.

This accomplished checklist should be attached to the file/records of the establishment. It is intended to help/inform others who may be assigned to carry out vessels with pool facilities re-inspections following a violation or for future inspection. Please check the box of those items that have inspected.

PARTICULARS:			
DATE /TIME OF INSPECTION:		PLACE:	
NAME OF VESSEL:		TYPE:	OFFICIAL NUMBER:
NAME OF OWNER OPERATOR:		BUSINESS ADDRESS:	
LOA (IN METERS):	BREADTH (IN METERS):	DEPTH (IN METERS):	DRAFT (IN METERS):
GROSS TONNAGE:		NET TONNAGE:	DEAD WEIGHT:
MAKE/TYPE ENGINE:		HORSE POWER:	SPEED (CRUISING/MAXIMUM):
NO. OF DECK:	NO. OF MAST:	NO. OF OFFICERS AND CREW:	NO. OF PASSENGER:
BUILD AT:	DATE:	MATERIALS:	
LICENSE:		DATE OF LAST DRYDOCKING:	

ITEMS THAT SHOULD BE INSPECTED	YES	NO	REMARKS
VESSEL WITH POOL FACILITY:			
1. Pool area must be fitted with General Alarm System			
2. Pool area must have appropriate lighting system			
a. Nr 1 & 2 should be maintained in good working condition			
b. Nr 1 & 2 should maintained with an appropriate log test			
3. Water Temperature Control System if fitted should be in good working condition.			
4. Appropriate Ventilating Systems if necessary.			
a. Nr 3 & 4 should be maintained in good working condition			
5. Gutters and railings appropriately spread along the length of the pool			
a. Gutter over the entire pool or an expedient hand grab rail			
b. Stairs appropriately spaced along the length and according to size and purpose of the pool			
6. Slides and diving board should be accordance to the size and specific purpose of the pool.			
7. Pool operation hours should be posted and logged			
8. Buoy lines to mark off and segregate shallow section of the pool			
9. Entrance and exits to pool area provided with locking device to secure the area			
10. Lifeguard Station should be 180° visible to the guard at all times			
11. Walking surfaces such as decks, steps, ladders etc. will be constructed of or treated to render a non-skid			
a. Keep free from obstruction			

12. Exit sign shall be illuminated and visible from all areas of the pool			
13. Depth marker must be a minimum of 4 inches high, placed permanently above waterline			
14. Markers must be installed inside and outside of the pool on the vertical and horizontal planes and have FT (feet) and IN (inches) spelled out			
15. Pool chemicals shall be stored in a safe, secure area and handled in accordance with the pool guidelines and manufacturer's instructions			
16. Should maintain water quality and record of the last treatment			
17. "Material Data Sheets" should be permanently mounted in the chemical storage area			
18. The following safety equipment shall be available and within ready access of the Lifeguard stations at all times:			
a. Minimum of four (4) reaching poles (with a minimum of 12 feet in length)			
b. Shepherd's crook			
c. Soft ring buoys should be replaced with 18 inches life saving ring with sufficient rope attached to reach all parts of the pool			
d. First Aid Kit completely stocked and accessible to treat pool emergencies			
e. Spine board with head restraints, three (3) straps and neck support should be provided			
19. Rules, Regulations and Procedures for the use of swimming pool shall be permanently mounted in the swimming pool area near the entrance			
20. Shall provide the services of a sufficient number of lifeguards duly trained by PRC or the WLSAP and accredited by the PCG			

EVALUATORS:

<hr style="border: none; border-top: 1px solid black;"/> (Signature over Printed Name)	<hr style="border: none; border-top: 1px solid black;"/> (Signature over Printed Name)
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<hr style="border: none; border-top: 1px solid black;"/> TEAM LEADER (Signature over Printed Name)	

Concur:

<hr style="border: none; border-top: 1px solid black;"/> Owner/Operator (Signature over Printed Name)	<hr style="border: none; border-top: 1px solid black;"/> Manager (Signature over Printed Name)
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**PAMBANSANG PUNONGHIMPILAN TANODBAYBAYIN NG PILIPINAS
(HEADQUARTERS PHILIPPINE COAST GUARD)
139 25th Street, Port Area
1018 Manila**

WARNING NOTICE

Date

Beach Owner
Address
Telephone number
E-mail

Dear _____:

(Insert beach resort name)

The Philippine Coast Guard Recreational Safety Inspector (RSI) team has carried out inspection to the abovementioned resort at _____ on _____.

The Beach Resort closure order due to the following deficiencies:

1. _____
2. _____
3. _____
4. _____
5. _____

Enclosed herewith a copy of Enforcement Inspection Apprehension Report (EIAR) of which might be useful for your reference.

For further inquiries, please contact Coast Guard Station/ Sub Station at _____
(Contact Number)

Very truly yours,

(Signature above Printed Name)