


**PHILIPPINE FISHERIES DEVELOPMENT  
AUTHORITY**

**STANDARD OPERATIONAL  
INSTRUCTIONS MANUAL**


**ZFPC-SOI-04**



**ORIGINAL COPY**

	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY ZAMBOANGA FISH PORT COMPLEX</b>	Code	ZFPC-SOI-004
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		Effectivity:	October 21, 2019

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## 1. Port Maintenance and Refrigeration Division (PMRD)

PMRD is responsible for the operation and maintenance of its Ice Plants, Cold Storages and /Air Blast Freezer/ Contact Plate Freezers facilities.

The PMRD is a support unit of Zamboanga Fish Port Complex that is primary responsible for the repair and maintenance of its post-harvest facilities, equipment, machines and utilities. The said facilities are the Market Hall Building, Harbor, Landing Quay, Roads Ways, Waste Water Treatment Facility, Primary and Secondary Electrical System, Water System, Administration Building, Refrigeration Building and other structures.

## 2. Programs and Responsibilities

- Smooth operation of ZFPC's Refrigeration post-harvest facilities and its ancillary equipment.
- Continuous operation of port's facilities thru the implementation of total productive maintenance to reduce downtime and outages of machinery and equipment.
- Implement maintenance of the port's infrastructure, buildings, roadways, landing quay and harbor basins.
- Prepares engineering designs and cost estimates of port projects and work programs deemed necessary for port operations and maintenance activities in coordination with the Technical Services Department, Central Office.
- Continuous development of Preventive Maintenance and Housekeeping in order to sustain and manage refrigeration facilities, building and utilities for customer satisfaction

## 3. Housekeeping Program

### 3.1 Daily Routine

- a. Sweeping, scrubbing and mopping of floors, hallways, lobby and other areas that require cleaning, areas where a number of visitor stay shall be serviced continuously.
- b. Dusting of glass, furniture, inside window ledges, air vents
- c. Dusting of horizontal and vertical surfaces, cleaning of ashtrays and trash receptacles.
- d. General cleaning of the market and harbor facilities, refrigeration building and administration building
- e. Waste and garbage disposal; at designated materials recovery facility.

### 3.2 Weekly Periodic Operations

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- a. Washing, scrubbing, wax stripping, re-waxing and polishing of floors according to schedule
- b. Washing of inside windows, doors, frames and screen on schedules, and washing of outside portion of the window which can only be reached by Removal
- c. Removal of cobwebs and various marks on the walls.

### 3.3 Monthly Periodic Operations

- a. Thorough general cleaning of all areas including grass cutting
- b. Thorough general cleaning, sanitizing and disinfecting of washrooms, toilets, market and refrigeration areas.
- c. Light fixtures covered by gloves shall be removed, washed and replaced at least once every three months or as often as required for adequate cleanliness.

### 3.4 Miscellaneous Services (To be performed whenever required)

- a. Miscellaneous errands inside the premises or outside along the vicinity of the building
- b. Periodic ground maintenance works within the port premises
- c. Carrying or hauling of furniture and fixtures, supplies, records, etc.
- d. Reporting of all breakage and electrical malfunctions, plumbing, necessary repair works, etc.

## 4. Definition of Terms

For the purpose of this Manual, the terms and definitions in ISO9001:2008 applies. In addition, the following terms and definitions are applicable.

- 4.1 **Preventive Maintenance** – is maintenance that is regularly performed on a piece of equipment to lessen the likelihood of it failing. Preventive maintenance is performed while the equipment is still working, so that it does not break down unexpectedly.
- 4.2 **Repair** – the action of fixing or mending something.
- 4.3 **Stakeholders** – a person with an interest or concern in something.
- 4.4 **Heavy Equipment**–refers to heavy-duty vehicles, especially designed or executing construction tasks, most frequently ones involving earthwork operations.
- 4.5 **Roadway**–the land over which a road is built; the part of a road over which vehicles travel.

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- 4.6 **Pavement** - an outdoor floor or superficial surface covering.
- 4.7 **Drainage** - is the natural or artificial removal of a surface's water and sub-surface water from an area.
- 4.8 **Flooring**- is the general term for a permanent covering of a floor, or for the work of installing such a floor covering
- 4.9 **Structural** - relating to or forming part of the structure of a building or other item.
- 4.10 **Water facilities** – facilities involves pipes, fittings, meters etc.
- 4.11 **Electrical facilities**- involve wires, panels and breakers, bulbs, pipes, and meters.
- 4.12 **Mooring Post** – refers to any permanent structure to which a vessel may be secured.
- 4.13 **Rubber fender** – is a bumper used to absorb the kinetic energy of a boat or vessel or vessel against a quay wall or other vessel.
- 4.14 **Engineer III** – a personnel in-charge of the unit (Electrical, Mechanical and Civil) and responsible for the preparation of design, estimates, program of works and capital outlay project of the regional port.
- 4.15 **Shift Engineer/Shift Supervisor** – a person that manage the shift and all direct staff. Operates and maintains the operation of post-harvest the refrigeration facilities. Monitors and ensures that products are freeze and stored to the specified product temperature.
- 4.16 **Electrician**- personnel that performs electrical maintenance works which covers Electrical Primary and Secondary Lines, sub-station transformers and switchgears, electric motors, building power and lightings.
- 4.17 **Plant Mechanic** – personnel that performs mechanical maintenance works that include vehicles, refrigeration equipment and pumps

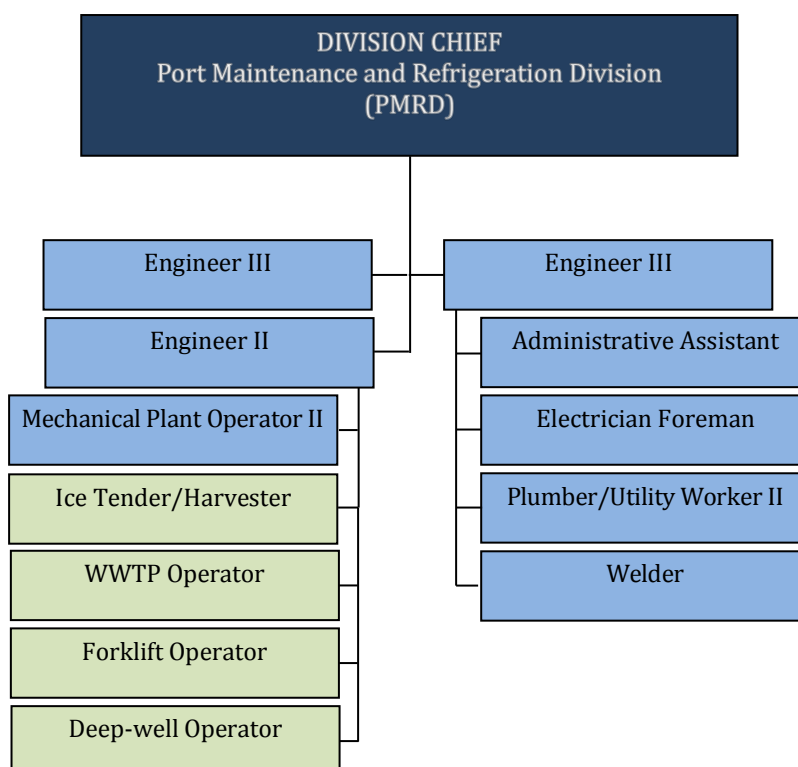
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4.18 **Utility Worker** – A unique plantilla position of PMRD who conducts and assists maintenance job of the port complex facilities, machinery and equipment.

4.19 **Utility Worker** – A unique plantilla position of PMRD who conducts and assists maintenance job of the port complex facilities, machinery and equipment.

4.20 **General Maintenance Staff** – a Job Order personnel hired by ZFPC who conducts and assists maintenance job of the port complex facilities, machinery and equipment.

## 5. ORGANIZATIONAL CHART



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## **6. PMRD PORT MAINTENANCE ACTIVITIES**

### **6.1 Preventive Maintenance**

- 6.1.1 PMRD prepares Master List of all Facilities, Machines and Equipment
- 6.1.2 Plans Preventive Maintenance Schedule (Weekly, Monthly, yearly as required).
- 6.1.3 If needs minor repair, i.e. built tightening, greasing, break adjustment, lubrication, etc., PMRD staff conducts repair

### **6.2 Emergency Breakdown and Repair**

- 6.2.1 PMRD staff conducts inspection, determine extent of damaged, and submit incident report.
- 6.2.2 PMRD verifies AFSD availability of materials, if available proceed to in-house repair.
- 6.2.3 If Outsource Mode of Implementation, PMRD prepares Purchase Request, Pre-Inspection and Certification and submit for procurement process.
- 6.2.4 OPM evaluates and approved outsource request and endorse to AFSD.
- 6.2.5 AFSD allocates budget and process the documents from RFQ to Purchase Order Notice to Outsource Provider.
- 6.2.6 Outsource conducts repair, test run and commissioning
- 6.2.7 If repair passes reliability test, PMRD issues Certificate of Acceptance and recommends for payment.
- 6.2.8 AFSD process payment of outsource provider.
- 6.2.9 PMRD Process file document for record.

### **6.3 Capital Outlay**

- 6.3.1 PMRD identifies projects, prepares detailed engineering, plans, itemized cost, breakdown, cost derivation and program of works to determine budget.
- 6.3.2 PMRD endorses to OPM for PFDA Annual Strategic Planning.
- 6.3.3 Upon approval of COB of the year, and the project amount is within the authority of the Regional Fish Port, documents will be forwarded to Regional BAC for bidding process and procurement.
- 6.3.4 Winning Contractor undertakes construction in accordance to plans and specifications.
- 6.3.5 PMRD monitors construction, evaluate accomplishment and recommend progress billing.
- 6.3.6 Upon completion, PMRD conducts final inspection and issue certificate of acceptance.
- 6.3.7 Process file document for record.
- 6.3.8 If the project amount is beyond the authority of Regional Fish Port, ZFPC will endorse all documents to TSD for their review and responsible to implement the project up to acceptance.
- 6.3.9 TSD hands -over the project to Regional Fish Port



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#### **6.4 Application for Power/Water Connection**

- 6.4.1 Client submits application letter for power/water connection.
- 6.4.2 OIC/Port Manager endorse application for power/water connection to PMRD for evaluation.
- 6.4.3 PMRD requires Client to submit plans for evaluation.
- 6.4.4 If no corrections, PMRD prepares and assess total load and issue Electrical/Water Connection Permit to client for processing of advance deposit and connection.
- 6.4.5 Upon approval of OPM, PMRD evaluates As-Built- Plan and conduct final inspection of client's installation
- 6.4.6 PMRD Engineer requires client to provide brand new power meter or water meter.
- 6.4.7 PMRD staff proceeds with the installation/connection of power/water connection.
- 6.4.8 Upon completion of the task, PMRD staff informs the client and turn-over the completed task for record purposes

#### **6.5 Power /Water Meter Reading**

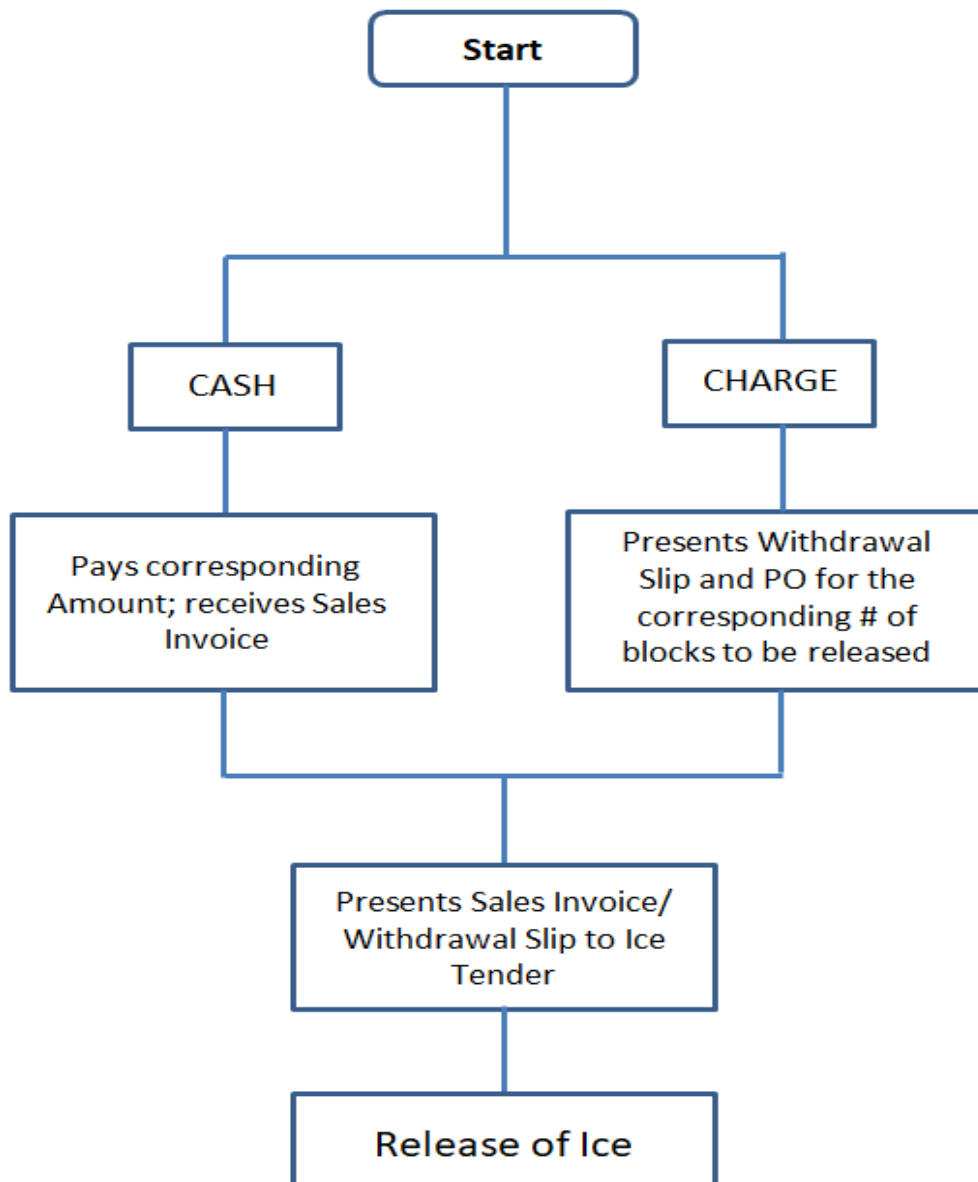
- 6.5.1 PMRD conducts actual reading of clients' meter and ZFPC facilities every 26<sup>th</sup> of the month.
- 6.5.2 Consolidate readings and submit Power/Water Consumption Report to AFSD.
- 6.5.3 Process file document for record.

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## 7. PROCESS AND PROCEDURE FLOW CHART

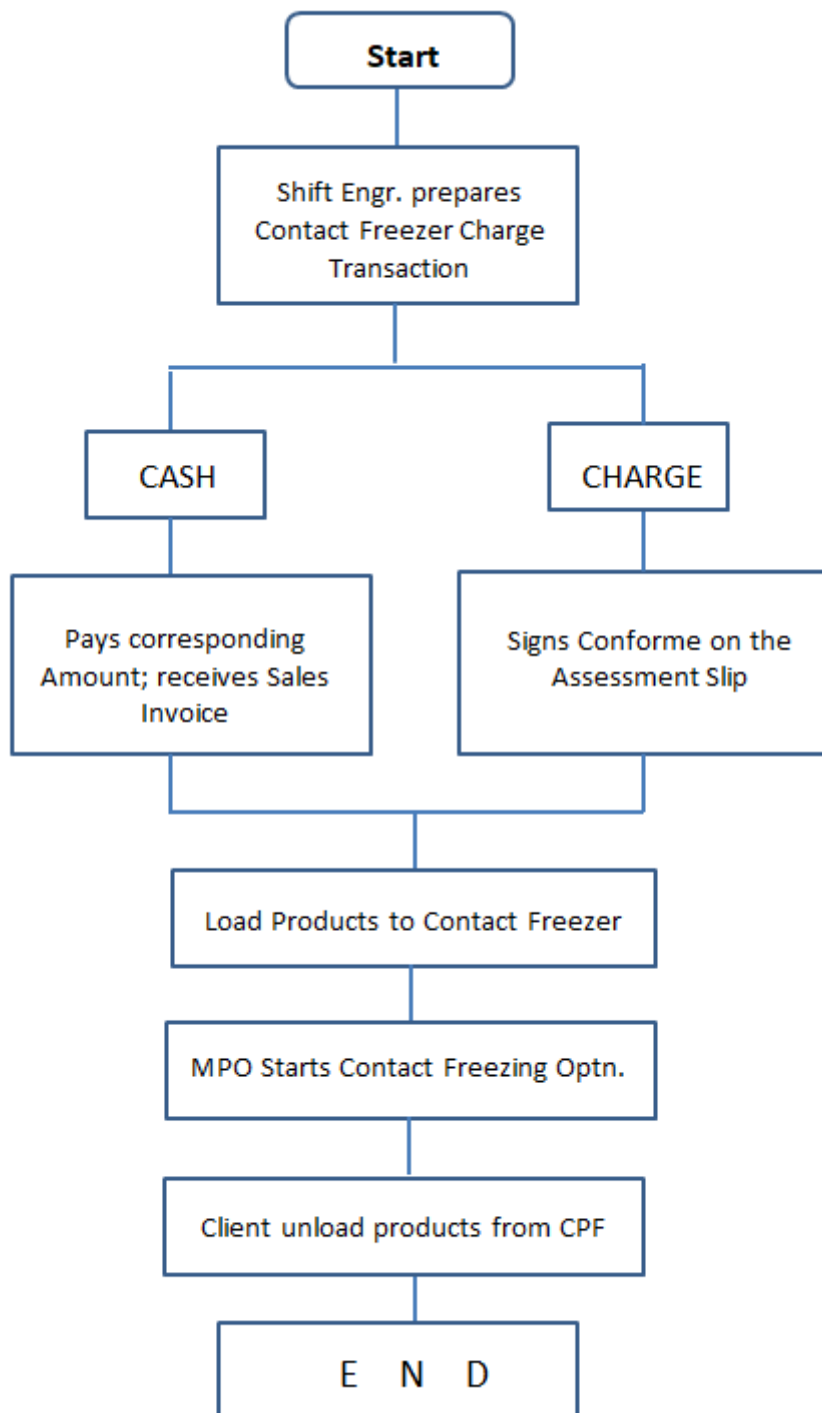
### SALE OF ICE

I



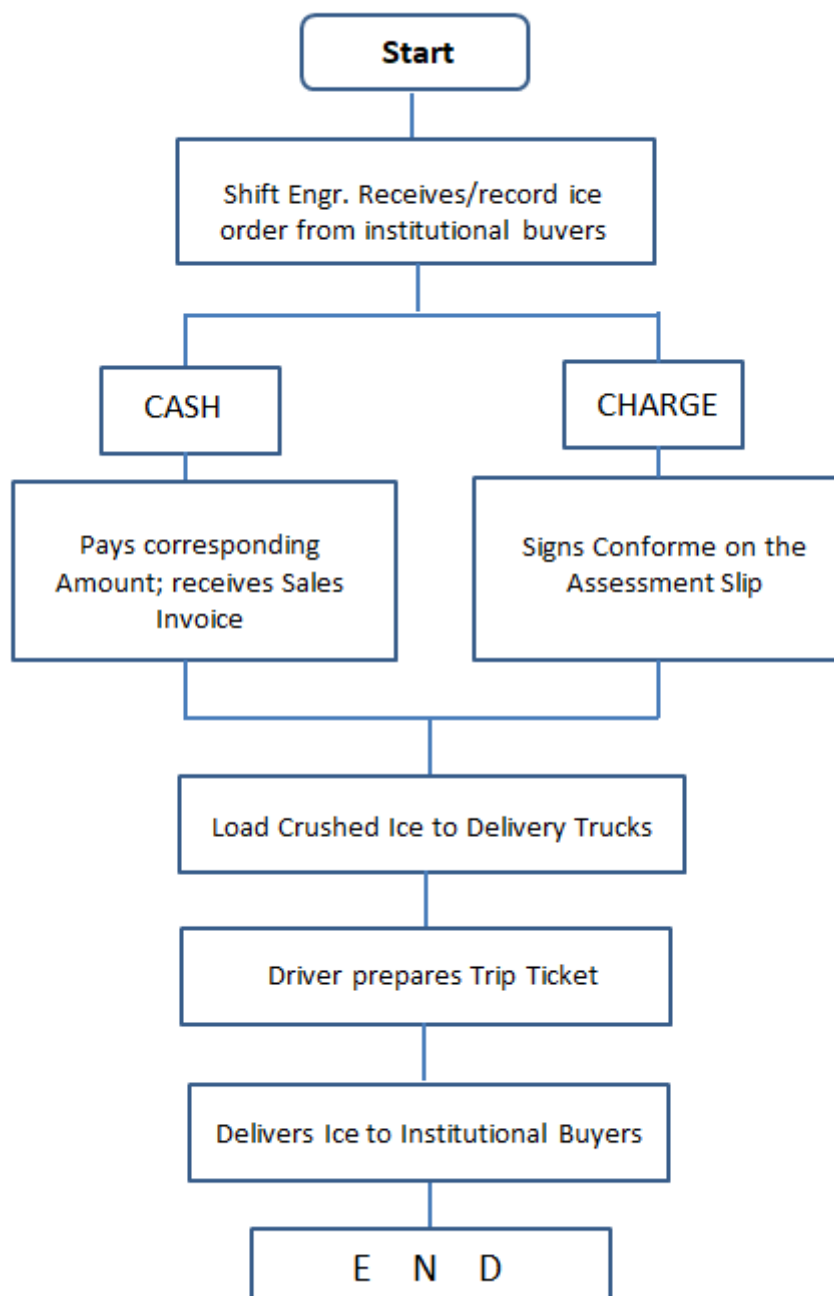
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### CONTACT FREZER USAGE



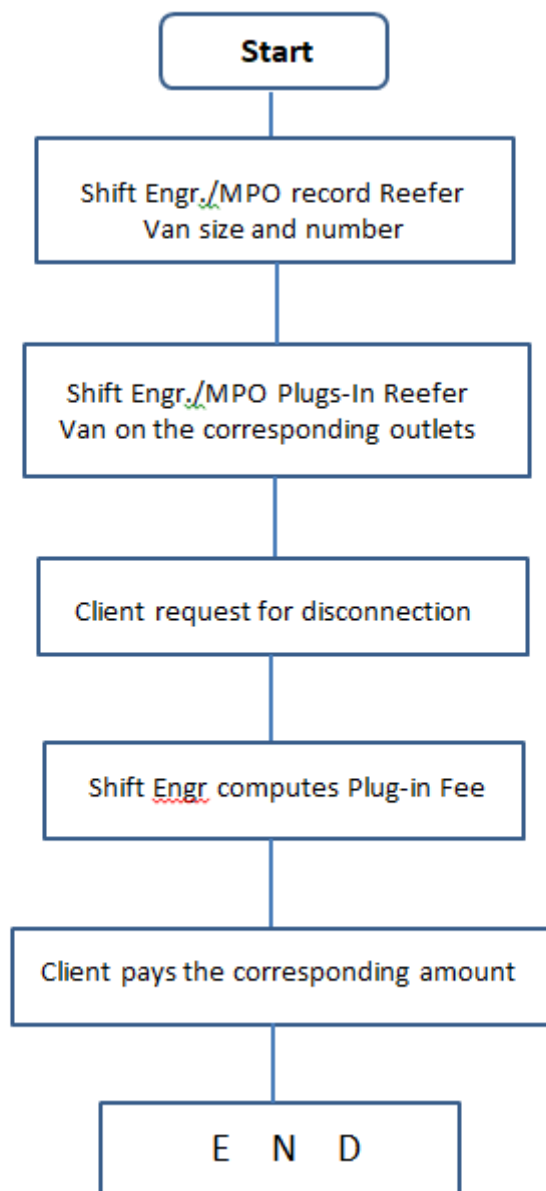
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### ICE DELIVERY



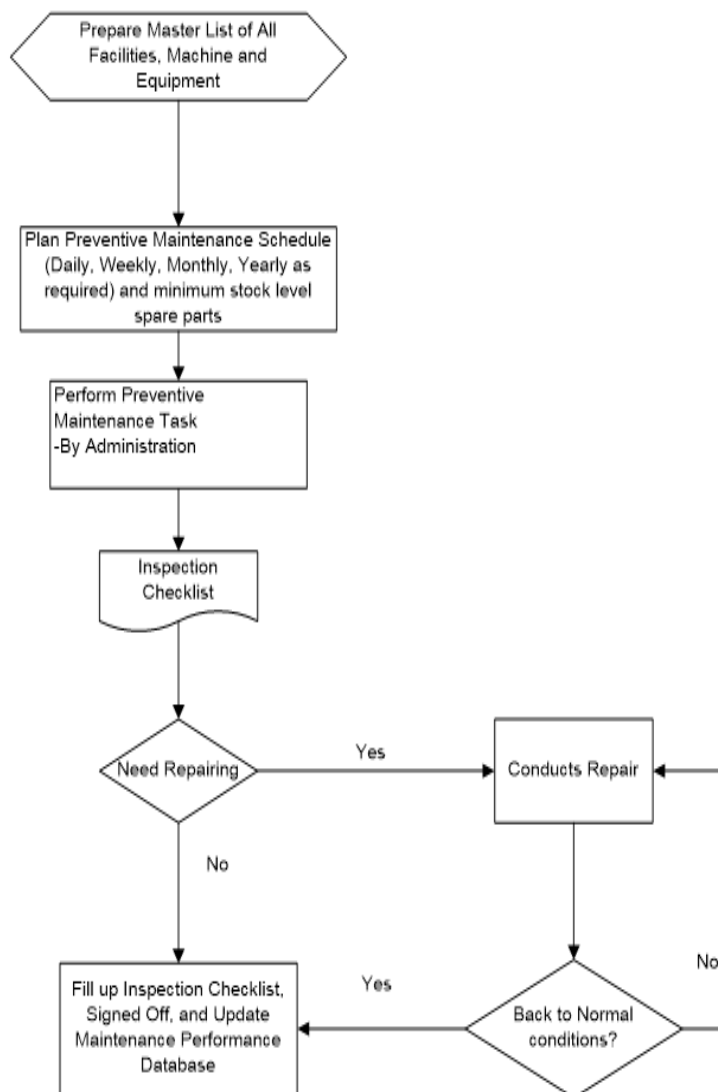
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### REEFER VAN PLUG-IN REQUEST



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### PREVENTIVE MAINTENANCE FLOW CHART



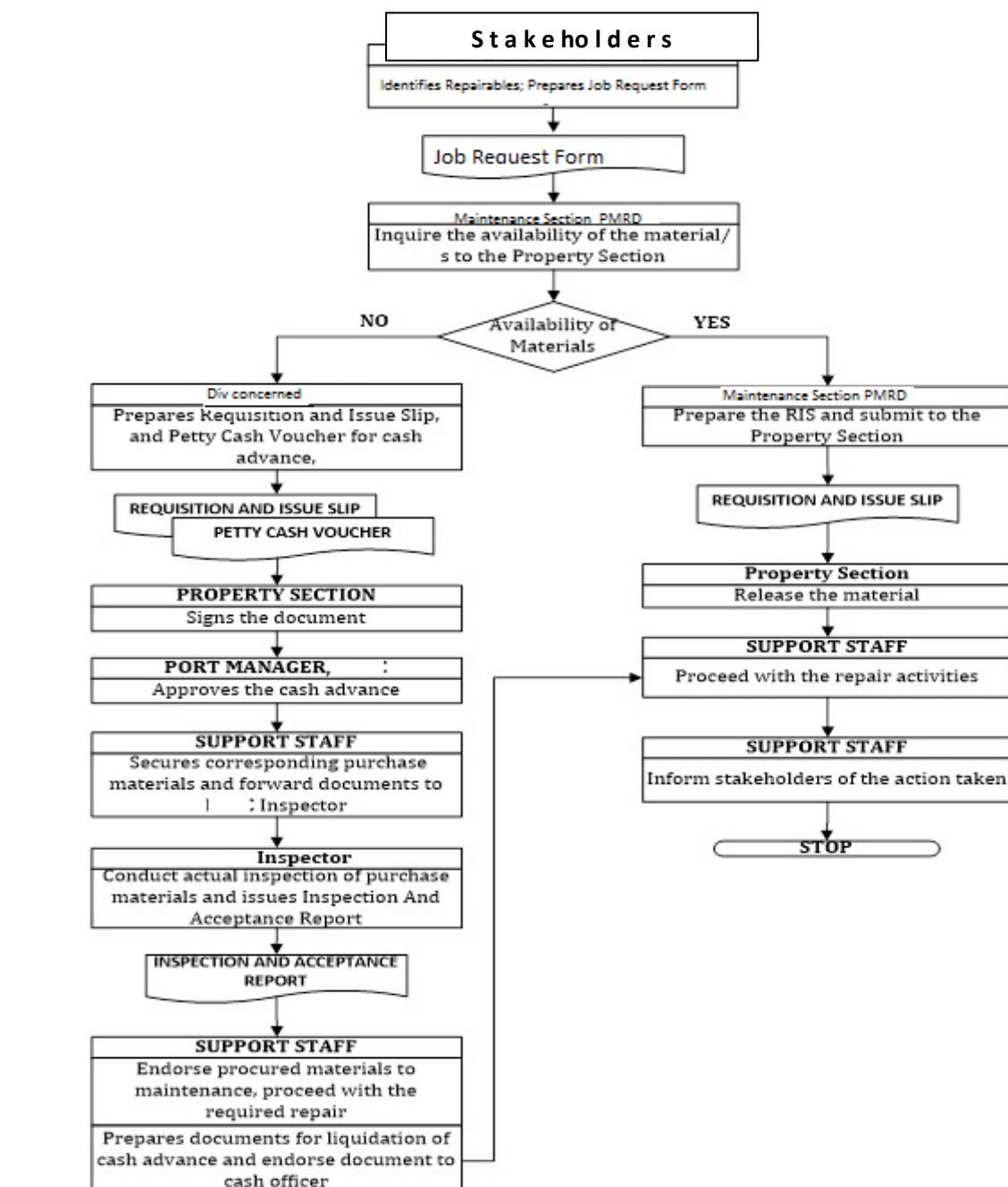


**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
ZAMBOANGA FISH PORT COMPLEX**

**STANDARD OPERATIONAL INSTRUCTIONS MANUAL  
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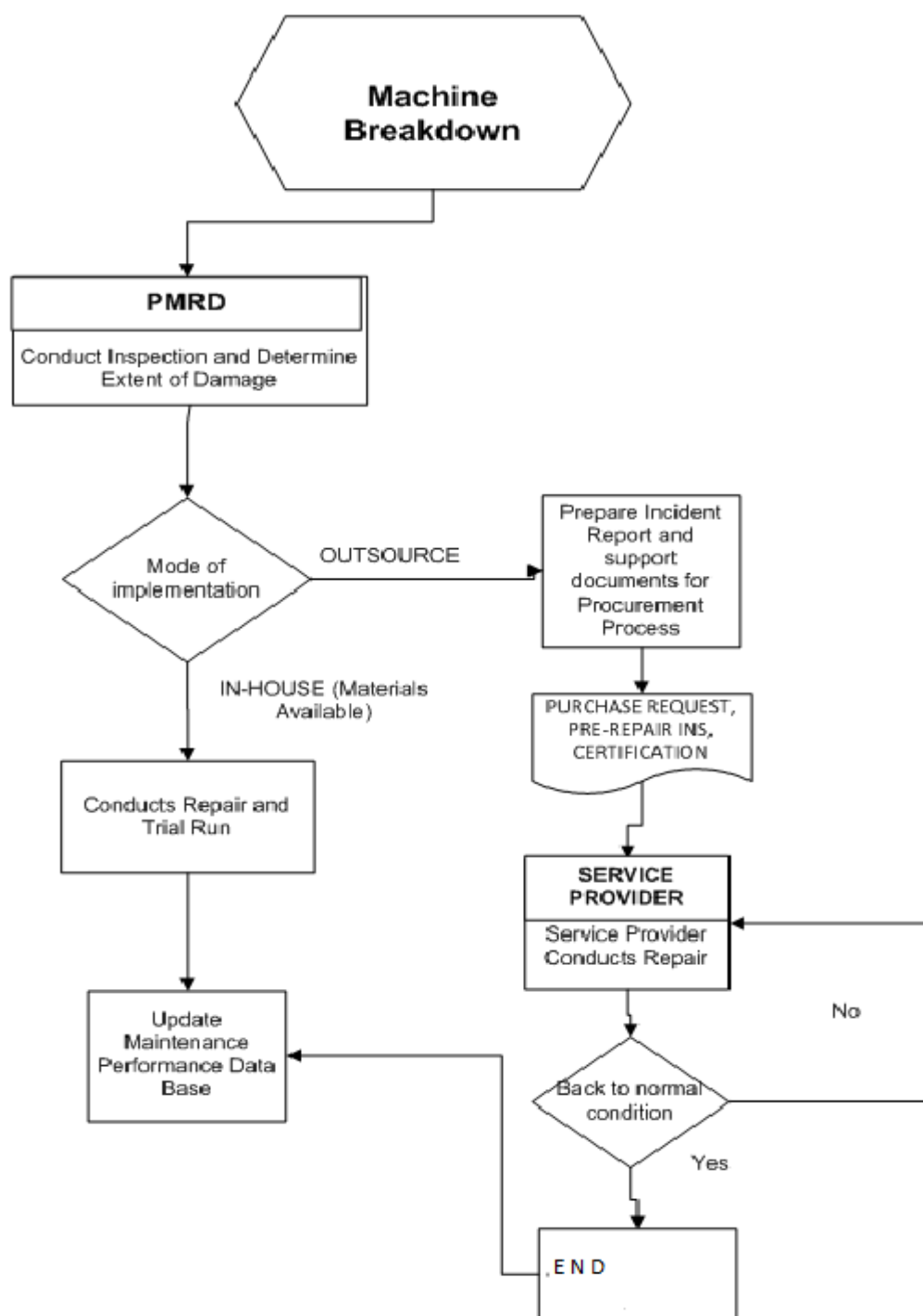
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**MOOE**




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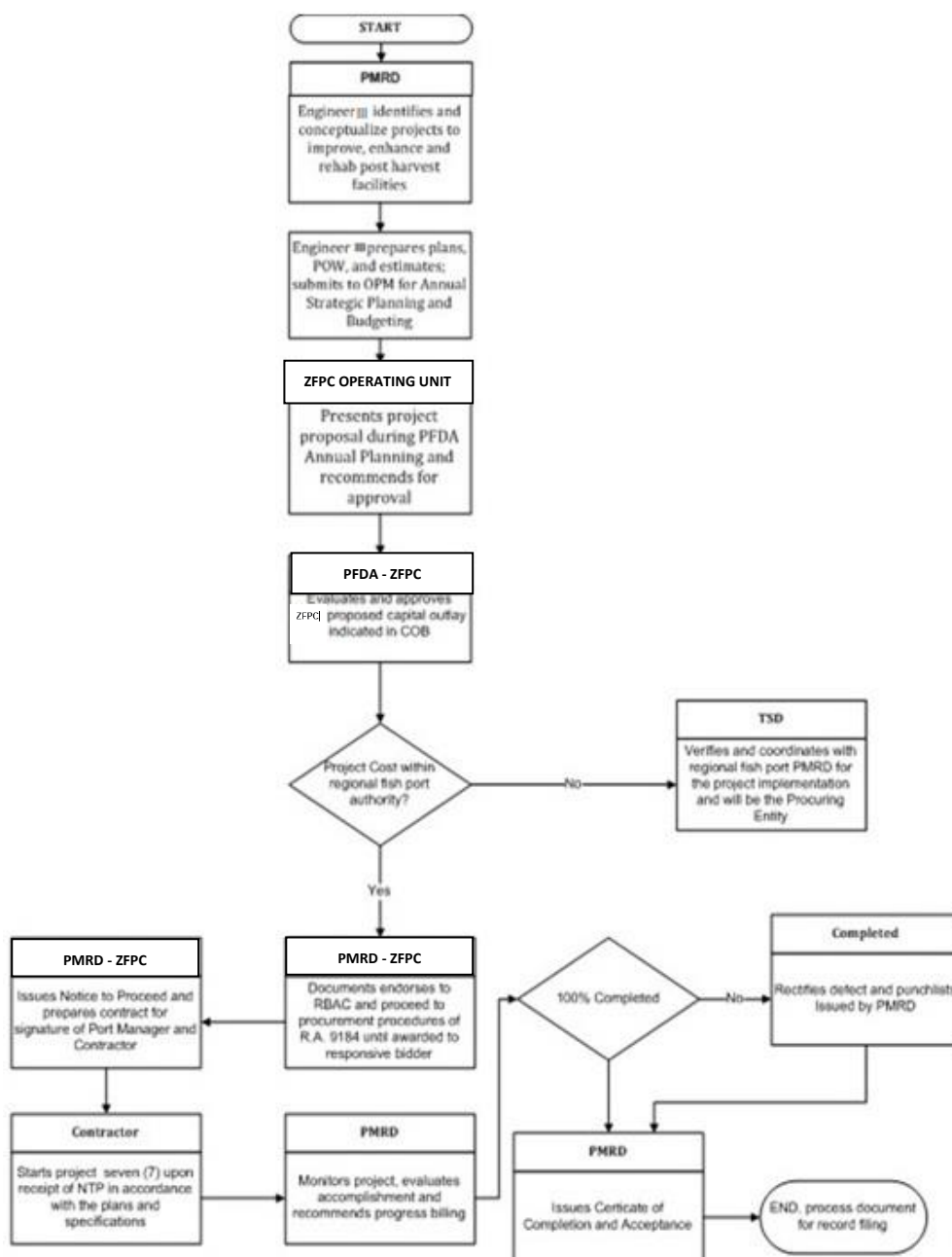
### EMERGENCY/BREAKDOWN REPAIR FLOW CHART





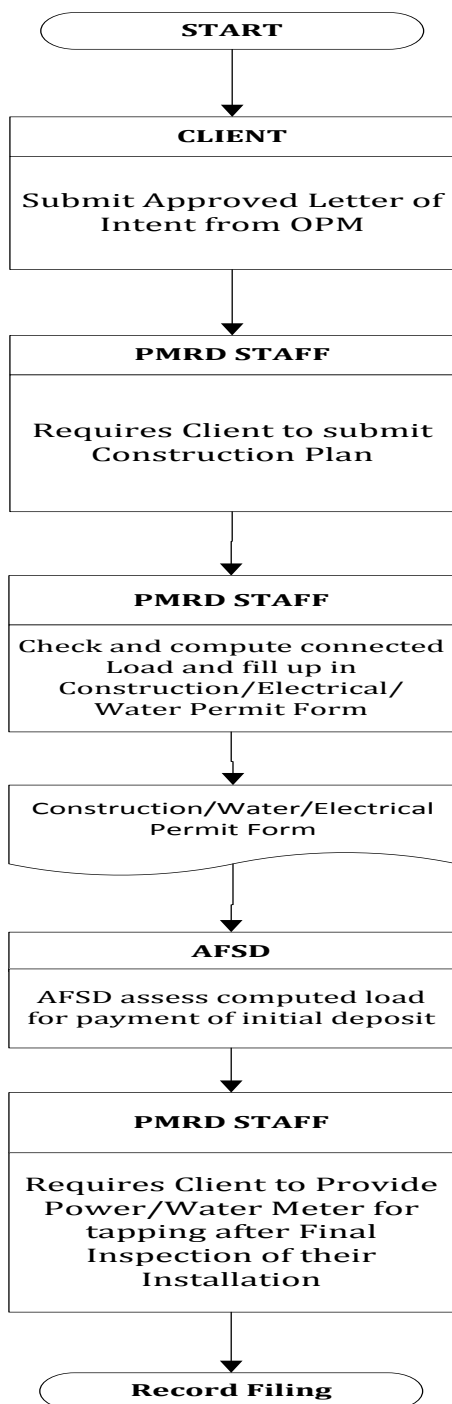
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### CAPITAL OUTLAY PROJECTS FLOW CHART



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## APPLICATION FOR POWER/WATER UTILITIES AND MODIFICATION





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ZAMBOANGA FISH PORT COMPLEX**

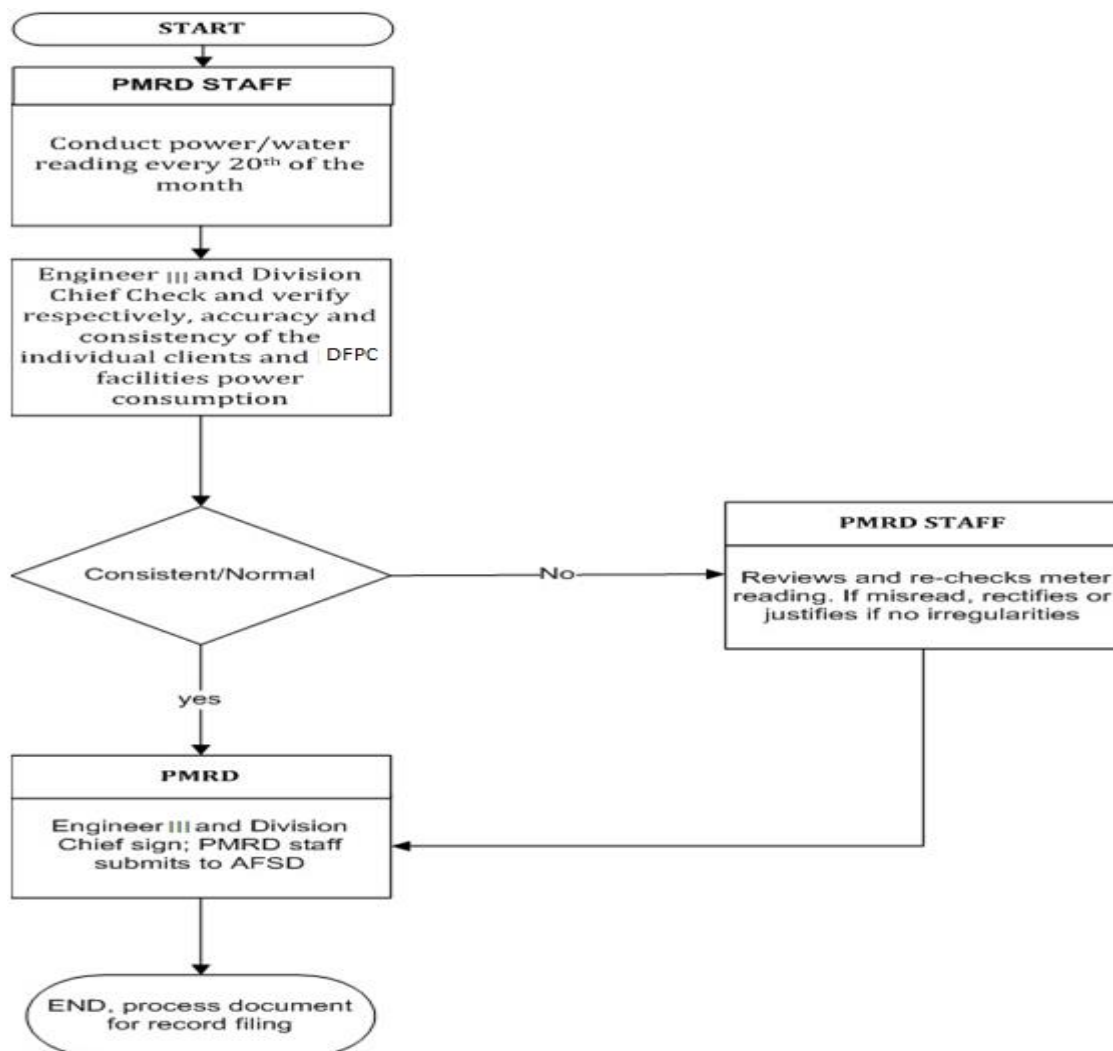
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**ACKNOWLEDGED BY:**

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### Electrical Meter Reading Report

ZFPC-SOI-04-F-002

Period Covered: \_\_\_\_\_

NAME OF CLIENTS	Present Reading	Previous Reading	Multiplier	Power Consumption	Remarks	Final Consumption
<b>PMRD CLIENTS</b>						
<b>HMOD CLIENTS</b>						
<i>A. Stall Owner</i>						
<i>B. Market Hall</i>						-
<i>C. Coastal</i>				-		
<i>D. Commercial</i>						
<i>E. Government</i>				-		
<i>F. Staff House</i>						
<i>G. Others</i>						
				<b>TOTAL MONTHLY CONSUMPTION</b>		

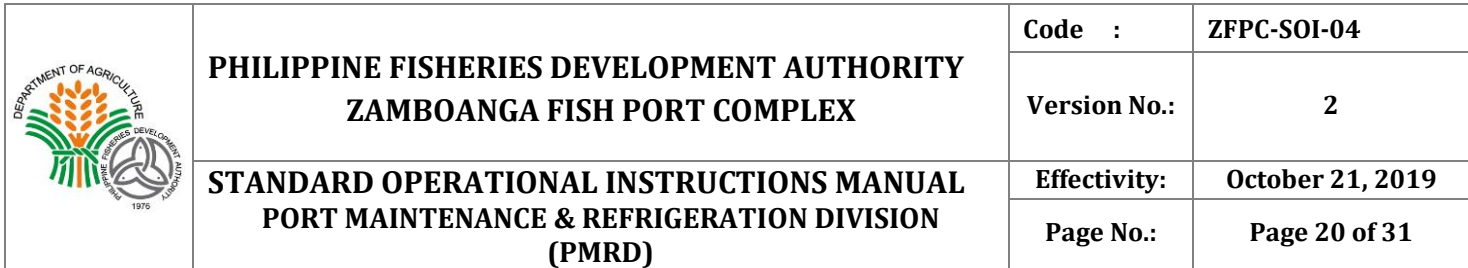
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**ZFPC-SOI-04-F-003**

## Water Meter Reading Report

Period Covered: \_\_\_\_\_

NAME OF CLIENTS	Present Reading	Previous Reading	Power Consumption	Remarks	Final Consumption
<b>PMRD CLIENTS</b>					
<b>HMOD CLIENTS</b>					
<i>A. Stall Owner</i>					
<i>B. Market Hall</i>					-
<i>C. Coastal</i>			-		
<i>D. Commercial</i>					
<i>E. Government</i>			-		
<i>F. Staff House</i>					
<i>G. Others</i>					
			<b>TOTAL MONTHLY CONSUMPTION</b>		



Republic of the Philippines  
Philippine Fisheries Development Authority  
ZAMBOANGA FISH PORT COMPLEX  
Sangali, Zamboanga City

## PURCHASE REQUEST


**Fund Cluster: ZFPC-Fund**[illegible]

### **Purpose:**

**Requested by:**

**Approved by:**

**Signature**  
**Printed Name**  
**Designation**

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### Pre-Repair Inspection Request Slip

Republic of the Philippines  
Philippine Fisheries Development Authority  
ZAMBOANGA FISH PORT COMPLEX  
Sangali, Zamboanga City

ZFPC-SOI-04-F-005

#### PRE-REPAIR INSPECTION REQUEST SLIP

DATE:

Requesting Unit: **PMRD**

Description of Property:

Type: \_\_\_\_\_

Brand/Model: \_\_\_\_\_

Serial No: \_\_\_\_\_

Property No: \_\_\_\_\_

Acquisition Date: \_\_\_\_\_

Acquisition Cost: \_\_\_\_\_

Date of Last Repair: \_\_\_\_\_

Nature of Last Repair: \_\_\_\_\_

Estimated Amount of Repair: \_\_\_\_\_

Defects:

Nature of Repair Required: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parts to be Replaced: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested by:

Approved by:

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
signature over printed name

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Designation

Philippine Fisheries Development Authority  
Zamboanga Fish Port Complex

DATE: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prepared by:

\_\_\_\_\_

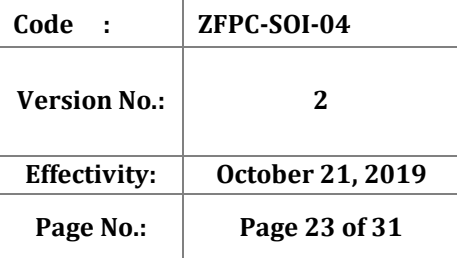


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**PETTY CASH VOUCHER**

**ZFPC-SOI-04-F-006**

<b>PETTY CASH VOUCHER</b> <b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b>		<b>NO:</b> _____ <b>DATE:</b> _____	
Payee/Office: _____ Address: _____		<b>RESPONSIBILITY CENTER CODE:</b> _____	
<b>I. To be filled up upon request</b>		<b>II. To be filled up upon liquidation</b>	
<b>Particulars</b>	<b>Amount</b>		
<b>Payment for</b>          		<b>Total Amount Granted</b>	
		<b>Amount/s Paid per invoice/OR No./s</b>	
		<b>Amount Refunded (Reimbursed)</b> _____	
<b>A) Requested by:</b>     <b>Approved by:</b>   		<b>C)</b>  <div style="display: flex; align-items: center;"> <input type="checkbox"/> <b>Received Refund</b> </div> <div style="display: flex; align-items: center;"> <input type="checkbox"/> <b>Reimbursement Paid</b> </div> <div style="display: flex; align-items: center;"> <div style="border-bottom: 1px solid black; width: 100px; margin-right: 5px;"></div> <b>Disbursing Officer</b> </div>	
<b>B) Paid by:</b>   <b>Cash Received by:</b>    <b>Date:</b> _____		<b>D)</b> <div style="display: flex; align-items: center;"> <input type="checkbox"/> <b>Liquidation Submitted</b> </div> <div style="display: flex; align-items: center;"> <input type="checkbox"/> <b>Reimbursement Received by:</b>   <div style="border-bottom: 1px solid black; width: 100px; margin-right: 5px;"></div> </div> <b>Date:</b> _____	



**ZFPC-SOI-04-F-007**

### A. MACHINE/EQUIPMENT DESCRIPTION:

### C. REPAIR HISTORY

[illegible]

	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	Code :	ZFPC-SOI-04
		Version No.:	2
	<b>STANDARD OPERATIONAL INSTRUCTIONS MANUAL</b> <b>PORT MAINTENANCE &amp; REFRIGERATION DIVISION</b> <b>(PMRD)</b>	Effectivity:	October 21, 2019
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### Daily Compressor Log Sheet

Philippine Fisheries Development Authority  
ZAMBOANGA FISH PORT COMPLEX  
Sangali, Zamboanga City

**ZFPC-SOI-04-F-008**

### RECIPROCATING COMPRESSOR DATA

Comp. no. \_\_\_\_\_

Date: \_\_\_\_\_

Time	Low Stage		Low Stage		Lubricating Oil			Comp. Motor		NH3 Receiver		Contact Freezer					
	Suction	Discharge	Suction	Discharge	Kg/cm <sup>2</sup>	°C	Level	Load	Ampere	Pressure	Level	1	2	3	4	5	ABF
0100H																	
0200H																	
0300H																	
0400H																	
0500H																	
0600H																	
0700H																	
0800H																	
0900H																	
1000H																	
1100H																	
1200H																	
1300H																	
1400H																	
1500H																	
1600H																	
1700H																	
1800H																	
1900H																	
2000H																	
2100H																	
2200H																	
2300H																	
2400H																	

Shift Engr \_\_\_\_\_

Shift Engr \_\_\_\_\_

Shift Engr \_\_\_\_\_

MPO \_\_\_\_\_

MPO \_\_\_\_\_

MPO \_\_\_\_\_

0000H-0800H

0800H-1600H

1600H-2400H

	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY ZAMBOANGA FISH PORT COMPLEX</b>	<b>Code :</b>	<b>ZFPC-SOI-04</b>
		<b>Version No.:</b>	<b>2</b>
	<b>STANDARD OPERATIONAL INSTRUCTIONS MANUAL PORT MAINTENANCE &amp; REFRIGERATION DIVISION (PMRD)</b>	<b>Effectivity:</b>	<b>October 21, 2019</b>
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Philippine Fisheries Development Authority  
ZAMBOANGA FISH PORT COMPLEX  
Sangali, Zamboanga City

**ZFPC-SOI-04-F-009**

### TEMPERATURE DATA

Comp. no. \_\_\_\_\_

Date: \_\_\_\_\_

Time	TEMPERATURE, °C																		
	IM#2	IS	CH/R	C/S#1	C/S#2	C/S#3	C/C/S#1	C/C/S#2	C/C/S#3	C/C/S#4	C/C/S#5	C/C/S#6	CPF#1	CPF#2	CPF#3	CPF#4	CPF#5	CPF#6	ABF
0100H																			
0200H																			
0300H																			
0400H																			
0500H																			
0600H																			
0700H																			
0800H																			
0900H																			
1000H																			
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1600H																			
1700H																			
1800H																			
1900H																			
2000H																			
2100H																			
2200H																			
2300H																			
2400H																			

Shift Engr \_\_\_\_\_  
MPO \_\_\_\_\_

Shift Engr \_\_\_\_\_  
MPO \_\_\_\_\_

Shift Engr \_\_\_\_\_  
MPO \_\_\_\_\_

0000H-0800H

0800H-1600H

1600H-  
2400H



**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
ZAMBOANGA FISH PORT COMPLEX**

**STANDARD OPERATIONAL INSTRUCTIONS MANUAL  
PORT MAINTENANCE & REFRIGERATION DIVISION  
(PMRD)**

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**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY**

**ZAMBOANGA FISH PORT COMPLEX**

Brgy. Sangali, Zamboanga City

**ICE PRODUCTION AND SALES REPORT**

**ZFPC-SOI-04-F-010**

DATE: \_\_\_\_\_

ICE MAKING NO.2					MELTAGE/NC LOCATOR				
NO	TIME	A	TIME	B	NO	ROW A		ROW B	
						M	NC	M	NC
1					1				
2					2				
3					3				
4					4				
5					5				
6					6				
7					7				
8					8				
9					9				
10					10				
11					11				
12					12				
13					13				
14					14				
15					15				
16					16				
17					17				
18					18				
19					19				
20					20				
21					21				
22					22				
23					23				

ICE STORAGE				
BEG. INVENTORY	ICE HARVEST	ICE SOLD	DEAD CAN	END INVENTORY

MINUTE/RECOMMENDATION TO THE NEXT SHIFT


*SHIFT ENGR. ON DUTY:  
1ST SHIFT (0000H-0800H)*

MINUTE/RECOMMENDATION TO THE NEXT SHIFT


*SHIFT ENGR. ON DUTY:  
2ND SHIFT (0800H-1600H)*

MINUTE/RECOMMENDATION TO THE NEXT SHIFT


*SHIFT ENGR. ON DUTY:  
3RD SHIFT (1600H-2400H)*

**PERSONNEL ON DUTY**

1ST SHIFT (0000H-0800H)

ICE HARVESTER \_\_\_\_\_

ICE TENDER \_\_\_\_\_

2ND SHIFT (0800H-1600H)

ICE HARVESTER \_\_\_\_\_

ICE TENDER \_\_\_\_\_

3RD SHIFT (1600H-2400H)

ICE HARVESTER \_\_\_\_\_

ICE TENDER \_\_\_\_\_

REVIEWED BY:

**ROBERTO L. FERNANDEZ**  
CHIEF, PMRD

NOTED BY:

**IGNACIO M. YAO, CPA, MAPA**  
OFFICER-IN-CHARGE, ZFPC



**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
ZAMBOANGA FISH PORT COMPLEX**


**STANDARD OPERATIONAL INSTRUCTIONS MANUAL  
PORT MAINTENANCE & REFRIGERATION DIVISION  
(PMRD)**

Code : ZFPC-SOI-04

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		<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b> Brgy. Sangali, Zamboanga City				<b>ZFPC-SOI-04-F-011</b>		
		<b>DAILY REFRIGERATION OPERATION REPORT</b>						
<b>DATE</b> <b>SHIFT</b>						CONTROL NO. SHEET NO.		
ICE INVENTORY		WHOLE	BREAKAGES	TOTAL		DAILY ICE SALES		
BEG. INVENTORY						CLIENTS	SSI NO.	NO. OF BLOCKS
ICE HARVESTED								
TOTAL								
ICE SOLD								
END INVENTORY								
<b>CAN GRID LOCATOR</b>								
I.M. NO. 2			MELTAGE/NO CAN					
NO	A	B	NO	A		B		
				M	NC	M	NC	
1			1					
2			2					
3			3					
4			4					
5			5					
6			6					
7			7					
8			8					
9			9					
10			10					
11			11					
12			12					
13			13					
14			14					
15			15					
16			16					
17			17					
18			18					
19			19					
20			20					
21			21					
22			22					
23			23					
<b>FACILITIES USAGE</b>								
CLIENT/S	FACILITY		ASSESSMENT NO					
			TOTAL					
SHIFT ENGINEER ON DUTY								
_____ SIGNATURE								

	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY ZAMBOANGA FISH PORT COMPLEX</b>	<b>Code :</b>	<b>ZFPC-SOI-04</b>
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	<b>STANDARD OPERATIONAL INSTRUCTIONS MANUAL PORT MAINTENANCE &amp; REFRIGERATION DIVISION (PMRD)</b>	<b>Effectivity:</b>	<b>October 21, 2019</b>
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<p><b>STRENGTH</b></p> <ol style="list-style-type: none"> <li>1. Experienced and skilled manpower</li> <li>2. Availability of vital support facilities such as water and wastewater treatment plant facility, shipyard and docking facility</li> </ol>	<p><b>WEAKNESSES</b></p> <ol style="list-style-type: none"> <li>1. Non-compliant to food safety and no quality assurance system in place.</li> <li>2. Outdated and aging equipment and machineries.</li> <li>3. Existing gen-set has limited capacity and cannot be able to start ice making compressor in case of power failure.</li> <li>4. Inappropriate organizational structure</li> <li>5. Lack of funds for improvement and enhancement programs</li> <li>6. Inadequate supply of fresh water</li> </ol>
<p><b>SWOT</b></p>	
<p><b>OPPORTUNITIES</b></p> <ol style="list-style-type: none"> <li>1. Lesser occurrence of power failure.</li> <li>2. High demand for quality ice from institutional buyers and port users and processing plants.</li> <li>3. Processors/Clients interested to conduct business if structures and facilities are GMP and HACCP compliant.</li> </ol>	<p><b>THREATS</b></p> <ol style="list-style-type: none"> <li>1. Unstable fuel and power costs.</li> <li>2. Increase presence of private fish ports and competitors equipped with post-harvest refrigeration facilities for fishery products.</li> <li>3. Unavailability of some spare parts for old model machineries and equipment.</li> <li>4. High fuel price and power rate</li> </ol>

	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY ZAMBOANGA FISH PORT COMPLEX</b>	<b>Code :</b>	<b>ZFPC-SOI-04</b>
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## PMRD SWOT

### SWOT MATCHING:

#### 1. STRENGTH: OPPORTUNITY STRATEGY

- 1.1. ZFPC-PMRD shall establish additional ice making plant with a 35MT capacity.
- 1.2 Upgrade water quality of the port to meet Philippine National Water and International standards.
- 1.3 ZFPC-PMRD shall acquire brand new ice delivery vans.

#### 2 WEAKNESS: OPPORTUNITY STRATEGY

- 2.2 Upgrading of existing refrigeration facilities
- 2.3 Comply with food safety standards, i.e. GMP, SSOP, HACCP, EU
- 2.2 Re-organization of PMRD plantilla position and hire competent personnel.
- 2.3 Lease Ice Plant facilities to third party.

#### 3 STRENGTH: THREAT STRATEGY

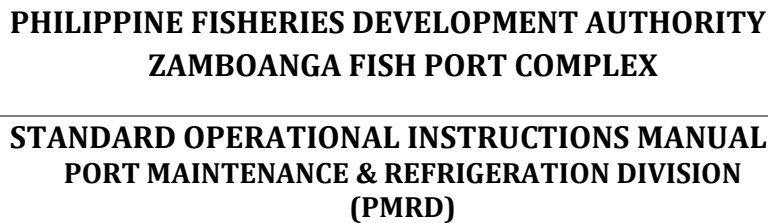
- 3.2 ZFPC-PMRD shall adopt water and power conservation measures;
- 3.3 Implement Total Productive Maintenance to keep zero breakdown of post-harvest facilities to ensure safe and economical operations.
- 3.4 ZFPC-PMRD shall undertake technical studies for the upgrading of its contact freezers, Air blast freezers and cold storage facilities.

#### 4 WEAKNESSES: THREAT STRATEGY

- 4.2 Hiring of highly competent personnel for PMRD plantilla positions.
- 4.3 Upgrading of refrigeration equipment and machineries.
- 4.4 Procurement of refrigeration spare parts and components.







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DEPT: ZFCP

PROCESS PROJECT: PMRD

DATE: \_\_\_\_\_  
Prepared by: \_\_\_\_\_  
Approved by: \_\_\_\_\_

## RISK TREATMENT PLAN

RISK DESCRIPTIONS	CONTROL EFFECTIVENESS	RISK TREATMENT			MONITOR & REVIEW	IMPLEMENTATION STATUS
		TREATMENT ACTION	RESPONSIBILITY	IMPLEMENTATION DATE		
Exposure of personnel and client health due to ammonia leak	Very high	PPE's, SCABA, Gas Mask, OSH Training	Division Chief Maintenance Personnel Mechanical Plant Operator and Engineers	Effective immediately	Everyday	Daily
Loss of income due to increase downtime of machineries/equipment due to deteriorating equipment	Very high	Adequate support of maintenance from top management	Division Chief Maintenance Personnel Mechanical Plant Operator and Engineers	Effective immediately	Monthly	On going