



# U. S. Coast Guard Sector



## Auxiliary Assistant Foreign Passenger Vessel Examiner

# Performance Qualification Standard

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## **Auxiliary Assistant Foreign Passenger Vessel Examiner Performance Qualification Standard**

### **Qualification Code: AUX-FPVE**

This workbook is your OJT guide towards qualification as an Auxiliary Assistant Foreign Passenger Vessel Examiner. It is your responsibility to document completed unit training items. You should also keep track of all examinations completed by filling out the Port State Control (PSC) Examination Log located at the end of this workbook.

The AUX-FPVE qualification is one of several “specific cargo / vessel related” Auxiliary Assistant Port State Control Officer competencies. Those members who will be required to assist with PSC examinations on foreign passenger vessels shall complete this PQS workbook.

All Auxiliary Assistant PSCOs are required to complete all tasks contained in the Auxiliary Assistant Port State Control Examiner (AUX-PSCE) workbook in addition to the tasks contained in this workbook before earning the AUX-FPVE qualification. If you have not already completed the AUX-PSCE PQS tasks, you can complete the AUX-PSCE workbook concurrently with this one. Upon successful completion of all the AUX-FPVE qualification requirements, you will earn both the AUX-PSCE and the AUX-FPVE qualification designations (competencies).

On a limited basis, PQS task items may be “deferred” by your unit commander to accurately address the type of vessels / cargo normally examined at your port. If a task is deferred, the reason for deferment must be clearly articulated in the space provided in this PQS workbook. Task items shall only be deferred if the particular task item requires a certain type of vessel, vessel system or cargo type that is not normally examined / encountered at the AUX-PSCO trainee’s port.

- If a PQS task item is deferred, you will not be authorized to examine / perform the function required by the deferred task item.
- You will still receive full AUX-FPVE qualification even if some items are deferred.
- PSC Division Chiefs shall examine tasks of newly reported AUX-PSCOs to identify any deferred task items necessary for their port.
- **Auxiliarists are prohibited from entering confined spaces. Under no circumstances shall any Auxiliarist be allowed to do tasks requiring such entry.**

A Verifying Officer shall observe your successful performance of each task and document such with date and initials in the appropriate space provided in this booklet. It may be necessary to perform a task several times. The Verifying Officer will not give credit for any task that is not performed satisfactorily.

Verifying Officers shall be experienced and qualified personnel who have demonstrated the ability to evaluate, instruct, and observe other personnel in the performance task criteria. Verifying Officers must be certified in the competencies for which they are to verify and must be command designated. Verifying Officers must enter their title, name, and initials in the Record of Verifying Officers section before making entries in your workbook.

*Auxiliarists do not have law enforcement authority. They cannot independently exercise COTP, OCMI, FMSC or FOCS authority and may become personally liable for actions they take outside of prescribed directives. Do not allow an Auxiliarist to be placed in a position that will*

*compromise the limitations on the member's authority.*

When you have completed all of the items required for this qualification, your COTP will issue a Letter of Designation and your Active Duty Unit Training Coordinator will record and certify the your qualification in Training Management Tool (TMT). You must forward a copy of your Letter of Designation to your DIRAUX for entry into AUXDATA. Should any item be waived, other than as described above, the qualification is considered local and will not be entered into AUXDATA and may not be used toward qualification for the Trident device.

**PQS VERIFYING OFFICER SIGNATURE VERIFICATION LOG**

RATE/ RANK	SIGNATURE/ PRINT NAME	EMPLID	INITIALS	UNIT

REMARKS:

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## RECORD OF COMPLETION

Training Prerequisites	Date	Training Coordinator's Signature
A. Completion of any of the following resident training courses <i>(recommended, not required):</i>		
1. Port State Control Officer Course <i>or</i>		
2. Marine Inspector Course (only if completed before March 2006)		
B. Completion of AUX-PSCE PQS Workbook.		
C. Completion of all of the below correspondence courses:		
1. Introduction to Marine Safety & Environmental Protection (IMSEP)		
2. ICS 100		
3. ICS 200		
4. ICS 210 <i>or</i> ICS 300		
5. IS 700		
6. IS 800		
D. Favorable DO PSI		
C. Completion of this PQS Workbook		
D. Successful completion of verification exam ( <b>for Verifying Officer's signature</b> )		
E. Successful completion of oral qualification board by PSCQB.		
<b><u>PSCQB Members Present for Board:</u></b>		
F. Designation Letter submitted for approval.		
G. Once Designation Letter is signed, enter qualification and certification in TMT.		
REMARKS:		

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## AUXILIARY ASSISTANT FOREIGN PASSENGER VESSEL EXAMINER (AUX-FPVE) PQS

**On Board Demonstrations:** In order to demonstrate proficiency in Control Verification Examination (CVE) skills, the AUX-PSCO trainee shall demonstrate skills to a PQS verifying officer during an actual control verification examination. Given the rarity of Initial Control Verification examinations (ICVE), the trainee is not expected to demonstrate the skills during an ICVE. However, the trainee should take advantage of any ICVE opportunity available to demonstrate AUX-CVE examination skills. All trainees and verifying officers should note that the Annual Control Verification Examination (ACVE) is the expected venue for the practical demonstration of AUX-CVE examination skills.

**References:** The following references are mandatory reading materials for this qualification. The trainee must certify that they have read each of these references as part of the qualification process.

- |                                 |                                                                                                                                     |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| a) Title 46, USC 3505           | Prevention of Departure                                                                                                             |
| b) NVIC 1-93 (or Replacement)   | Control Verification Examinations (CVEs) of Foreign Passenger Vessels                                                               |
| c) NVIC 4-95                    | Fire Safety Standards for Foreign Passenger Vessels Constructed before 1 October 1994                                               |
| d) NVIC 16-91                   | Special Fire Protection Systems for Atriums                                                                                         |
| e) NVIC 3-79                    | Lifeboat Capacity on Foreign Flag Passenger Vessels                                                                                 |
| f) NVIC 6-91                    | Fire Drills and Onboard Training                                                                                                    |
| g) NVIC 04-04                   | Environmental Inspection Checklist; Addendum for Foreign Passenger Vessel Inspection Book, CG-840                                   |
| h) PCV (MOC) Policy Letter 2-05 | Navigation Safety Equipment Testing Required under 33 CFR 164.25 for Cruise Ships                                                   |
| i) PCV (MOC) Policy Letter 5-03 | Operator Requirements for Foreign Flag Cruise Ships using Lifeboats as Tenders                                                      |
| j) PCV (MOC) Policy Letter 6-08 | Enforcement Actions for U.S. and Foreign Flagged Passenger Ships on International Voyages Having Survival Craft not Fit for Service |

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## AUXILIARY ASSISTANT FOREIGN PASSENGER VESSEL EXAMINER (FPVE) PQS

<u>Task Number</u>	<u>Task</u>	<u>Date Completed</u>	<u>Verifying Officer</u>	<u>Comp</u>	<u>Defer</u>	<u>Comments about Deferment</u>
<b><u>PV</u></b>	<b><u>PASSENGER VESSEL</u></b>					
PV1	Complete all AUX-PSCE task items.  *This task can not be deferred.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
PV2	Describe the authority for conducting control verification examination (CVE) on foreign flag passenger vessels.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
PV3	Define the applicability for the USCG CVE program. <ul style="list-style-type: none"> <li>○ To which vessels does the CVE program apply?</li> <li>○ What do we do for foreign passenger vessels whose flag Administration is not signatory to SOLAS?</li> <li>○ Define when an initial control verification examination (ICVE) is required and the ICVE process.</li> </ul>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____
PV4	Define common terms associated with conducting a foreign passenger vessel examination. <ul style="list-style-type: none"> <li>○ A-0</li> <li>○ A-15</li> <li>○ A-60</li> </ul>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____

## AUXILIARY ASSISTANT FOREIGN PASSENGER VESSEL EXAMINER (FPVE) PQS

<u>Task Number</u>	<u>Task</u>	<u>Date Completed</u>	<u>Verifying Officer</u>	<u>Comp</u>	<u>Defer</u>	<u>Comments about Deferment</u>
	○ A-Class Boundary					_____
	○ Addressable smoke detector					_____
	○ Atrium					_____
	○ B-0					_____
	○ B-15					_____
	○ Bulkhead Deck					_____
	○ C Class					_____
	○ Certificate of Compliance (& period of validity)					_____
	○ Concept Review					_____
	○ Control Stations					_____
	○ Control Verification Examination					_____
	○ Corridors					_____
	○ Direct Access to Stairways					_____
	○ Draft Stops					_____
	○ Evacuation Stations					_____
	○ Fire Patrol					_____
	○ Fire Safety Systems (FSS) Code					_____
	○ International Voyage					_____
	○ Life-Saving Appliance Code					_____
	○ Low Location Lighting					_____
	○ Machinery Spaces of Category A					_____
	○ Main Vertical Zone					_____
	○ Marine Evacuation System (MES)					_____
	○ Means of Escape					_____
	○ Non-Combustible					_____
	○ Passenger					_____
	○ Passenger Muster					_____
	○ Passenger Ship					_____
	○ Retroactive Fire Safety Amendments					_____

## AUXILIARY ASSISTANT FOREIGN PASSENGER VESSEL EXAMINER (FPVE) PQS

<u>Task Number</u>	<u>Task</u>	<u>Date Completed</u>	<u>Verifying Officer</u>	<u>Comp</u>	<u>Defer</u>	<u>Comments about Deferment</u>
	<ul style="list-style-type: none"> <li>○ Smoke Extraction System</li> <li>○ Space Categorization</li> <li>○ Staff Captain</li> <li>○ Stairways</li> <li>○ Structural Fire Protection</li> <li>○ Transitional Power</li> </ul>					<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
PV5	Describe when an initial control verification examination (ICVE) is required.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
PV6	Describe the key ICVE process steps.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
PV7	Describe the range of activities beyond Port State Control associated with the ICVE, i.e. describe the things the USCG typically does for an ICVE that is generally never done during a PSC exam.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
PV8	Describe in general the scope of an Annual CVE (ACVE).	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
PV9	Describe the frequency and general scope of a periodic CVE (PCVE). <ul style="list-style-type: none"> <li>○ Describe when a PCVE is required.</li> </ul>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>









## AUXILIARY ASSISTANT FOREIGN PASSENGER VESSEL EXAMINER (FPVE) PQS

<u>Task Number</u>	<u>Task</u>	<u>Date Completed</u>	<u>Verifying Officer</u>	<u>Comp</u>	<u>Defer</u>	<u>Comments about Deferment</u>
PV15 (Cont.)	<ul style="list-style-type: none"> <li>○ Automatic start of emergency generator</li> <li>○ Load Test of emergency generator at ICVE</li> <li>○ Spot check emergency lights during ACVE and PCVE</li> <li>○ Demonstrate examination/testing skills at an actual ICVE or ACVE, as appropriate for the above items</li> </ul>					<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
PV16	<p>Describe examination and testing requirements for fire and watertight doors.</p> <ul style="list-style-type: none"> <li>○ Need for automatic closing doors, hazards associated with doors, understanding normal operations, and remote operation/indicators</li> <li>○ Local and remote operations of significant sample of fire and watertight doors at ICVE. Check door operations against bridge indicator panel.</li> <li>○ Scope of test for fire and watertight doors at AVCE, observe bridge indicator panel</li> <li>○ Normal operation of fire and watertight doors during walk-through at PCVE</li> <li>○ Demonstrate examination/testing skills at an actual ICVE or ACVE, as appropriate for the above items.</li> </ul>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

## AUXILIARY ASSISTANT FOREIGN PASSENGER VESSEL EXAMINER (FPVE) PQS

<u>Task Number</u>	<u>Task</u>	<u>Date Completed</u>	<u>Verifying Officer</u>	<u>Comp</u>	<u>Defer</u>	<u>Comments about Deferment</u>
PV17	Describe examination and testing requirements for engineering systems. <ul style="list-style-type: none"> <li>○ Walk through engineering spaces, observe normal operations of machinery</li> <li>○ Understand more rigorous steering requirements for passenger vessels; examine steering and test at ICVE and ACVE</li> <li>○ Demonstrate examination/testing skills at an actual ICVE or ACVE, as appropriate for the above items.</li> </ul>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____ _____
PV18	Describe examination requirements for subdivision and stability. <ul style="list-style-type: none"> <li>○ Stability information available</li> <li>○ Counter Flooding/Cross-flooding Systems</li> </ul>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____
PV19	Describe examination and testing requirements for pollution prevention. <ul style="list-style-type: none"> <li>○ Requirements for pollution prevention systems on passenger ships, special systems designed to deal with special needs of passenger vessel</li> <li>○ Pollution prevention for passenger ships operating in Alaskan waters</li> <li>○ NVIC 04-04</li> <li>○ PCV Policy Letter 06-01</li> </ul>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____ _____

## AUXILIARY ASSISTANT FOREIGN PASSENGER VESSEL EXAMINER (FPVE) PQS

<u>Task Number</u>	<u>Task</u>	<u>Date Completed</u>	<u>Verifying Officer</u>	<u>Comp</u>	<u>Defer</u>	<u>Comments about Deferment</u>
PV19 (Cont.)	<ul style="list-style-type: none"> <li>○ Demonstrate examination/testing skills at an actual ICVE or ACVE, as appropriate for the above items.</li> </ul>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
PV20	Describe examination requirements for navigation safety and communications. <ul style="list-style-type: none"> <li>○ Special requirements for passenger ships</li> <li>○ Demonstrate examination skills at an actual ICVE or ACVE, as appropriate for the above items.</li> </ul>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____
PV21	Describe examination requirements for training and drills. <ul style="list-style-type: none"> <li>○ Fire drill</li> <li>○ Abandon ship drill</li> <li>○ NVIC 6-91</li> <li>○ Communication skills and competence</li> <li>○ Describe action if crew fails drill after 1<sup>st</sup> attempt.</li> <li>○ Observe passenger muster (if available for observation), crowd control, instructions, training for passengers</li> <li>○ Spot check training manual/records</li> <li>○ Demonstrate examination/testing skills at an actual ICVE or ACVE, as appropriate for the above items.</li> </ul>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____

## AUXILIARY ASSISTANT FOREIGN PASSENGER VESSEL EXAMINER (FPVE) PQS

<u>Task Number</u>	<u>Task</u>	<u>Date Completed</u>	<u>Verifying Officer</u>	<u>Comp</u>	<u>Defer</u>	<u>Comments about Deferment</u>
PV22	Describe examination requirements for housekeeping. <ul style="list-style-type: none"> <li>○ Improper storage in stair towers and spaces not suited for stowage of flammables</li> <li>○ Temporary or fixed impediments to means of escape</li> <li>○ Items adding to fire load</li> <li>○ Demonstrate examination/testing skills at an actual ICVE or ACVE, as appropriate for the above items.</li> </ul>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____
PV23	Describe common conditions for expanding the scope of a passenger vessel examination.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
PV24	Describe potential control actions that can be used on a foreign passenger vessel. <ul style="list-style-type: none"> <li>○ Describe when a PSCO would not issue / renew or remove a COC.</li> <li>○ IMO reportable detention – provide common examples of detainable items found on passenger vessels.</li> <li>○ Major Control Action</li> <li>○ Other actions under PWSA authority</li> </ul>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____

## AUXILIARY ASSISTANT FOREIGN PASSENGER VESSEL EXAMINER (FPVE) PQS

<u>Task Number</u>	<u>Task</u>	<u>Date Completed</u>	<u>Verifying Officer</u>	<u>Comp</u>	<u>Defer</u>	<u>Comments about Deferment</u>
PV25	Describe Follow-up Actions after a foreign passenger vessel examination. <ul style="list-style-type: none"> <li>○ Issue/Endorse Certificate of Compliance for a foreign passenger vessel.</li> <li>○ MISLE casework</li> <li>○ Demonstrate examination/testing skills at an actual ICVE or ACVE, as appropriate</li> </ul>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____

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U.S. Department of  
Homeland Security

United States  
Coast Guard



Command's Name

Street Address  
City, State Zip Code  
Staff Symbol:  
Phone:  
Email:

1601  
DATE

## MEMORANDUM

From: I. M. Frank, CAPT  
Unit's Name

Reply to  
Attn of:

To: M. O. Ore, USCG Auxiliary

Subj: DESIGNATION AS AUXILIARY ASSISTANT FOREIGN PASSENGER VESSEL  
EXAMINER

Ref: Auxiliary Assistant Foreign Passenger Vessel Examiner Performance Qualification  
Standard Workbook

1. Congratulations! You have completed all requirements necessary to perform the duties of an Auxiliary Assistant Foreign Passenger Vessel Examiner. You are authorized to carry out the responsibilities of an Auxiliary Assistant Foreign Passenger Vessel Examiner within the scope of your qualifications. This is a significant milestone in your professional development and I commend your accomplishments.

2. This Letter of Designation should be retained as part of your personal Training Record and you will be assigned the Auxiliary Assistant Foreign Passenger Vessel Examiner Qualification Code "AUX-FPVE".

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