



U. S. Coast Guard Sector



Auxiliary Assistant Hull Inspector

Performance Qualification Standard

Sector Training Guide

Auxiliary Assistant Hull Inspector Performance Qualification Standard

Qualification Code: AUX-HI

This booklet is one section of your personal on the job training (OJT) manual. It is your OJT guide to qualification as an Auxiliary Assistant Hull Inspector. It is your responsibility to document completed unit training items.

The AUX-HI qualification is one of several “specific cargo / vessel related” Auxiliary Assistant commercial vessel examiner competencies. Those members who will be required to assist in inspecting hulls shall complete this PQS workbook.

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 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-HI qualification even if some items are deferred.
- Domestic Inspection Division Chiefs shall examine tasks of newly reported AUX-HI examiners 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.**

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 Sector command designated. Verifying Officers must enter their title, name, and initials in the Record of Verifying Officers section before making entries in your workbook.

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.

Auxiliarists do not have law enforcement authority. They cannot independently exercise COTP, OCMI, FMSC or FOSC 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 the qualification is considered local and will not be entered into AUXDATA and may not be used toward qualification for the Trident device.

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RECORD OF COMPLETION			
Training Prerequisites		Date	Verifying Officer's Signature
A. Completion of resident training course (<i>Optional</i>):			
1. Marine Inspector Course			
B. Completion of correspondence courses:			
1. Introduction to Marine Safety and Environmental Protection (IMSEP)			
2. ICS 100			
3. ICS 200			
4. ICS 210 <i>or</i> ICS 300			
5. IS 700			
6. IS 800			
C. Favorable DO PSI if required by COTP			
D. Completion of PQS Workbook.			
E. Successful completion of unit level oral board.			
F. Designation Letter submitted for approval.			
G. Once Designation Letter is signed, enter certification in TMT			
RECORD OF VERIFYING OFFICERS			
Date	Title	Verifying Officer's Name	Initials

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<u>Task Number</u>	<u>AUX-HI Master Tasks</u>	<u>Completed Date</u>	<u>Defer</u>
CD01	Review vessel documents and papers; state if each is valid or expired.		
CD04	Discuss scope of inspection with owner's representative.		
CD05	Obtain CG-2692 for reportable marine casualties.		
CD06	Examine gas-free certificate.		
CD08	Review any outstanding CG-835s and ask if other deficiencies exist.		
CD09	Review documentation to ensure FCC compliance per 47 CFR.		
CD12	Review Drug and Alcohol Program documentation per 46 CFR 16.		
CD14	Examine the Certificate of Financial Responsibility		
CD15	Examine the Dangerous Cargo Manifest as required by 49 CFR 176.		
CD16	Examine annual firefighting and lifesaving equipment certificates.		
CS01	Verify cargo aboard is transported in approved cargo systems.		
CS06	Inspect dry bulk cargo system.		
CS07	Inspect break bulk cargo system.		
CS08	Inspect container systems.		
DD10	Examine draft marks.		
DD11	Examine load line.		
DD24	Examine freeing ports and scuppers.		
ED01	Observe fire and boat drills.		
ED03	Review logbook and ensure entries for tests and drills have been made.		
EE01	Inspect fireman's outfit(s).		
EE02	Examine required refrigeration masks.		
EE03	Inspect international shore connection.		
EE04	Inspect EPIRB.		
EE05	Test and inspect the general alarm system		
EE07	Inspect line throwing equipment.		
EE08	Inspect pyrotechnics.		
ES08	Ensure lighting systems/fixtures are adequate and meet requirements.		
ES10	Ensure receptacle outlets are properly grounded.		
ES11	Inspect distribution panels.		

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<u>Task Number</u>	<u>AUX-HI Master Tasks</u>	<u>Completed Date</u>	<u>Defer</u>
ES13	Inspect electrical cable installation.		
ES15	Test power operated watertight doors from local/remote control units.		
ES16	Test/inspect internal communication and control systems.		
ES18	Inspect components installed in designated hazardous locations.		
ES21	Inspect the general alarm system emergency batteries.		
ES22	Perform operational test of remote ventilation shutdowns.		
FF01	Determine amount, type, location of fire protection equipment required.		
FF02	Inspect high pressure CO ₂ systems.		
FF03	Inspect low pressure CO ₂ systems.		
FF06	Inspect Halon/alternative agent systems.		
FF08	Inspect semi-portable firefighting equipment.		
FF09	Inspect portable firefighting equipment.		
FF10	Inspect fire main and fire stations.		
FF13	Witness operational test of fire detection system.		
FF15	Examine fire doors and dampers.		
FF17	Inspect and operationally test sprinkler system.		
FF18	Review fire control and hazardous location plans.		
FF19	Inspect fire axes.		
FF20	Inspect condition of vent and duct leading from grill in galley.		
FF21	Examine fire control plan.		
FF23	Inspect accommodation areas for compliance with SFP requirements.		
FP01	Verify that required forms, placards and notices are posted.		
FP04	Verify that the International Safety Management Code Safety Management system is properly implemented aboard the vessel.		
GH01	Inspect berthing accommodations.		
GH03	Inspect berthing accommodations for compliance with ILO 147.		
GH04	Inspect mess deck spaces.		
GH05	Inspect hospital spaces.		
GH06	Inspect areas where washers and dryers are installed.		
GH07	Inspect paint lockers.		
GH08	Inspect ladders, railways, and gangways.		

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<u>Task Number</u>	<u>AUX-HI Master Tasks</u>	<u>Completed Date</u>	<u>Defer</u>
GH10	Inspect heating and cooking equipment.		
GT01	Verify ground tackle and related equipment is in satisfactory condition.		
GT04	Inspect mooring system/equipment.		
LS01	Determine amount/type of lifesaving equipment required.		
LS04	Inspect life preservers.		
LS06	Inspect ring buoys.		
LS08	Inspect immersion suits.		
LS09	Inspect lifeboat equipment (or survival capsule).		
LS10	Inspect lifeboat (or survival capsule) for hull structure and fittings.		
LS11	Witness lifeboat weight test.		
LS12	Witness davit launched raft weight test.		
LS13	Inspect and test lifeboat winches and associated equipment.		
LS14	Witness lifeboat operation.		
LS15	Inspect embarkation aids.		
LS16	Inspect davit structure.		
LS18	Inspect inflatable liferaft installations.		
LS20	Inspect rescue boat.		
MI01	Determine condition of the components of the steering gear assembly.		
MI07	Inspect bilge piping, and valves in non-machinery spaces.		
MI11	Examine potable water system.		
NS01	Ensure radars are operable.		
NS04	Inspect magnetic compass.		
NS06	Inspect required depth sounding/recording equipment.		
NS07	Ensure radio direction-finding equipment and electronic position fixing devices are provided and operable.		
NS08	Examine radio equipment and FCC or SOLAS documents.		
NS10	Inspect navigation and signal lights.		
NS13	Inspect signaling devices.		
NS14	Inspect navigation publications.		
NS16	Ensure required navigational equipment is on board.		
NS17	Ensure required maneuvering characteristics are complete.		
NS18	Ensure required pre-arrival and departure tests are logged.		
NS19	Ensure Automatic Identification System (AIS) is installed and operating properly.		

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<u>Task Number</u>	<u>AUX-HI Master Tasks</u>	<u>Completed Date</u>	<u>Defer</u>
NS20	Ensure Voyage Data Recorder is installed and operating properly.		
NS21	Ensure Electronic Chart Display and Information System (ECDIS) is operating properly if installed.		
NS22	Verify compliance with bridge resource management policy and procedures.		
NT01	Witness dye penetrant NDT in accordance with applicable standards.		
NT02	Witness magnetic particle NDT in accordance with applicable standards.		
NT03	Witness radiography NDT in accordance with applicable standards.		
NT04	Witness ultrasonic NDT in accordance with applicable standards.		
PP01	Inspect pollution prevention equipment and documentation non tank vessel.		
PP05	Ensure that MSD requirements are met.		
PP07	Conduct an IOPP boarding and survey, and verify that required equipment is on board and in proper working order on a non-tank vessel.		
PP09	Verify MARPOL V compliance.		
SD01	Verify that the Vessel Security Plan (VSP) is approved (onboard manned vessels).		
SD02	Verify that a Marine Safety Center (MSC) letter accompanies the approved security plan.		
SD03	Verify that an acknowledgment letter from the Marine Safety Center (MSC) accompanies a security plan that is under review, if applicable.		
SD04	Verify that a copy of an approved Alternate Security Program (ASP) is available for inspection, if applicable.		
SD05	Verify that the ASP includes a letter from the owner or operator certifying which ASP is in use and that the vessel is in compliance with that plan.		
SD06	Verify that the vessel's security assessment report and approved ASP is on site.		
SD10	Verify the International Ship Security Certificate (ISSC) was issued within the last 5 years for U.S. SOLAS Vessels.		
SD11	Examine waiver letter and verify that any conditions expressed in the letter are implemented, if applicable.		
SD12	Examine the waiver approval letter from G-MP for any equivalencies that may exist.		

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<u>Task Number</u>	<u>AUX-HI Master Tasks</u>	<u>Completed Date</u>	<u>Defer</u>
SD13	Identify whether equivalencies are noted in the amendments to the security plan.		
SD14	For SOLAS vessels, review the vessel's Continuous Synopsis Record (CSR).		
SD15	Determine validity and accuracy of crew documents.		
SD16	Determine validity and accuracy of compliance documentation.		
SD17	Verify requirements for international voyages.		
SD18	Identify the Company Security Officer (CSO).		
SD19	Identify designated alternate security officers, if applicable.		
SD20	Determine the effectiveness of communications arrangements between the CSO and designated alternates.		
SD21	Identify the Vessel Security Officers (VSO).		
SD22	Confirm whether the VSO qualifications are consistent with requirements.		
SD23	Conduct interviews to determine competency of security personnel.		
SD24	Determine adequacy of security procedures by observing and testing.		
SD25	Verify that the vessel security organization is published.		
SD26	Identify what MARSEC directive has been issued for the port.		
SD27	Determine whether the vessel has received a copy of the current directive.		
SD28	Verify that the vessel has effective and adequate security measures for each MARSEC level and directive that is issued and has implemented such measures.		
SD29	Select a drill at random.		
SD30	Develop a scenario for the drill selected, if appropriate.		
SD31	Review the procedures contained in the vessel's security plan for handling scenario.		
SD32	Discuss the details of the drill with the VSO prior to beginning the drill.		
SD33	Review the drill log for the best practices and lessons learned from previous drills conducted.		
SD34	Critique the drill upon completion with the VSO.		
SD35	Determine whether security deficiencies exist with the approved VSP after the drill.		
SD36	Submit VSP deficiencies in writing to owner/operator.		
SD37	Verify vessel has conducted exercises and identify whether the vessel has proof of participation in the Area Maritime		

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<u>Task Number</u>	<u>AUX-HI Master Tasks</u>	<u>Completed Date</u>	<u>Defer</u>
	Security Exercise if applicable.		
SD38	Review security records for training, drills, exercises, security threats, and equipment maintenance.		
SD39	Determine whether security records are protected against unauthorized access and disclosure.		
SD40	Review internal and external communication records relating to ship security.		
SD41	Review maintenance, calibration, and testing of security equipment including Ship Security Alert System.		
SD42	Review Declarations of Security (DOS), if applicable.		
SD43	Review internal audits.		
SD44	Review auditor's qualifications.		
SD45	Review security incident procedures.		
SD46	Determine the adequacy of procedures for requesting and handling a Declaration of Security.		
SD47	Observe the vessel's operation to ensure compliance with a Declaration of Security.		
SD48	Verify that the Declaration of Security has not exceeded the required time periods.		
SD49	Determine whether the security sweep was in accordance with the company's security plan.		
SD50	Determine whether the sweep adhered to the locally issued MARSEC directives.		
SD51	Determine whether the vessel had implemented any alternatives documented in the security plan.		
SD52	Determine whether these alternatives are allowable by the regulations and provide an equivalent amount of security for the vessel.		
SD53	Determine whether the vessel is in noncompliance with their security plan.		
SD54	Assist in Advising the Captain of the Port of findings, if applicable.		
SD55	Observe Issuance of a CG-835 to suspend, restrict, or continue operations, if applicable.		
SD56	Review enforcement decision from Captain of the Port.		
SD57	Observe Advisement of master of enforcement actions.		
SD58	Complete MISLE case documentation.		
ST01	Examine stability letter and book.		
WI01	Inspect watertight doors.		
WI03	Test power-operated watertight doors from local/remote control units.		

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<u>Task Number</u>	<u>AUX-HI Master Tasks</u>	<u>Completed Date</u>	<u>Defer</u>
WI04	Inspect watertight bulkhead penetrations.		
WI06	Inspect remote-operated valves and controls.		
WI08	Inspect port light covers.		
WR01	Evaluate welding repair proposal.		
WR02	Complete initial visual inspection of weld repair.		
WR03	Complete intermediate visual inspection of weld repair.		
WR04	Complete final visual inspection of weld repair.		
WR05	Witness pressure testing of welded repairs.		

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<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>
CD01	Review vessel documents listed in MISLE and papers, and state if each is valid or expired.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
CD04	Discuss scope of inspection with owner's representative. Decide on general sequence of inspection.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
CD05	Obtain CG-2692 for reportable marine casualties/ structural failure report.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
CD06	<p>Examine gas-free certificate issued by an NFPA-certified marine chemist for hot work and/or confined space entry.</p> <ul style="list-style-type: none"> • Information on the gas-free certificate meet the requirements of NFPA Standard 306 and Coast Guard confined space entry/benzene exposure policy • Gas-free certificate been maintained by a designated competent person and records kept as required by OSHA regulations • Marine chemist certified by NFPA • Review benzene and confined space entry policies • OSHA Competent Person log up to date • Meters used by OSHA Competent 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

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<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>
	Person are calibrated					
CD08	Review any MSIS inspection notes and outstanding deficiencies (CG-835s). Ask owner's representative if any other deficiencies exist.			<input type="checkbox"/>	<input type="checkbox"/>	
CD09	Review documentation to ensure FCC compliance per 47 CFR: <ul style="list-style-type: none"> • FCC Station License • FCC Safety Certificate • FCC Operations Permit • FCC Marine Radio Operator Permit 			<input type="checkbox"/>	<input type="checkbox"/>	
CD12	Review Drug and Alcohol Program documentation per 46 CFR 16: <ul style="list-style-type: none"> • Employee Assistance Program • Annual Program Audits • Records • Types of chemical testing conducted 			<input type="checkbox"/>	<input type="checkbox"/>	
CD14	Examine the Certificate of Financial Responsibility.			<input type="checkbox"/>	<input type="checkbox"/>	
CD15	Examine the Dangerous Cargo Manifest as required by 49 CFR 176.			<input type="checkbox"/>	<input type="checkbox"/>	

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<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>
CD16	Examine annual firefighting and lifesaving equipment certificates.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
CS01	Verify cargo aboard is being transported in approved cargo systems: <ul style="list-style-type: none"> • Containers being carried on container vessels or a freight vessel with a cargo securing manual that allows containers • Tankships carrying bulk solids have a load line certificate that allows such carriage 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____
CS06	Inspect dry bulk cargo system.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
CS07	Inspect break bulk cargo system. <ul style="list-style-type: none"> • Approved cargo plans aboard • Valid cargo gear certificates aboard • Cargo gear examined in absence of cargo gear certificate • Vessel loading manual available • Hatch covers • Condition of ladders • Electrical fixtures and wiring • Fire detection system in hatches • Fire safety and personnel hazards • Power-operated industrial trucks 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____

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<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"> on fire safety plan • Location(s) marked in accordance with applicable regulations • Steps been taken to thwart pilfering and do they deny legitimate access to equipment • Communications system to the bridge necessary 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
EE02	Examine required refrigeration masks.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
EE03	Ensure the international shore connection meets 46 CFR Subchapter Q and SOLAS requirements.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
EE04	Inspect EPIRB. <ul style="list-style-type: none"> • Right type • Operative • Stowed properly • Tested as frequently and in manner required by regulations • Battery still within date 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
EE05	Test and inspect the general alarm system. <ul style="list-style-type: none"> • Contact makers located in accordance with applicable regulations • General alarm bells located in 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

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<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"> accordance with applicable regulations • Sound levels produced meet the minimum criteria required by regulations (is it loud enough) • Any of the alarm bells inoperative • Visual signals installed in areas of high ambient noise level • Contact makers and general alarm bells marked in accordance with regulations 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____
EE07	Inspect line-throwing equipment. <ul style="list-style-type: none"> • Required equipment provided • Equipment on board approved • Required drills with line throwing equipment conducted and logged in accordance with applicable regulations • 4 projectiles (not expired) • 4 lines (not expired) • Equipment provided within time limits for service life 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____
EE08	Inspect pyrotechnics. <ul style="list-style-type: none"> • Proper type equipment provided for vessel being inspected • Equipment provided within time limits for service life • Equipment properly stowed • Persons in charge of lifeboats knowledgeable in use of equipment 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____
ES08	Ensure lighting systems and fixtures are	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

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	adequate and meet regulations. <ul style="list-style-type: none"> • Passageways and public areas • Machinery spaces • Passenger and crew spaces • Berth lights • Exit lights • Pilot ladders • Navigation • Signaling lights • Lifeboat and liferaft embarkation stations 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____ _____
ES10	Ensure receptacle outlets have grounding poles and are properly grounded.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
ES11	Inspect distribution panels. <ul style="list-style-type: none"> • Circuit directory provided • Amperage ratings of the protective devices in accordance with required circuit directory • Panelboard blanks installed, where necessary 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____

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<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>
ES13	Inspect electrical cable installation and determine: <ul style="list-style-type: none"> • Vertical and horizontal supports properly spaced • Radius of the bends exceed CFR specifications • Portable cables used for unauthorized purposes • Acceptable materials used • Hazardous conditions exist (jury rigs, dead end cables, splices, etc.) 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____
ES15	Test power-operated watertight doors from local and remote control units.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
ES16	Test internal communication and control systems and ensure the following systems work properly. <ul style="list-style-type: none"> • General alarms (bells and contractors) • Sound powered phones to all required stations • Engine order telegraph and wrong direction alarm • Public address system • Engineer's assistance needed alarm • Engineer's call system • Fire detection/fire alarm system • Refrigerated space alarm system 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____

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<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>
ES18	Inspect components installed in designated hazardous locations and ensure explosion proof installation. <ul style="list-style-type: none"> • Fuel purifier rooms • Paint locker • Cargo area • Pumprooms 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
ES21	Inspect the general alarm system emergency batteries.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
ES22	Inspect ventilation systems and perform operational test of alarms and remote ventilation shutdowns.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
FF01	Determine amount, type and location of fire protection equipment required. <ul style="list-style-type: none"> • By the vessel's Certificate of Inspection • By the respective regulations 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
FF02	Inspect fixed high pressure CO2 system. <ul style="list-style-type: none"> • Test sirens and time delays • Obtain servicing reports • Bottles underweight • Flexible loops serviced and tested • Diffuser heads clear • Access to CO2 room free of obstruction • Hydrostatic test required by regulations • Instructions posted 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____

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FF08	Inspect semi-portable fire fighting equipment. <ul style="list-style-type: none"> • Installation approved • System serviceable • Instructions posted • Correct type and amount on hand • Markings correct 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____
FF09	Inspect portable firefighting equipment. <ul style="list-style-type: none"> • Fire extinguishers approved • Each unit serviceable • Adequate spare charges provided • Correct type and amount on hand • Distributed per fire control plan • Markings correct • Servicing properly logged 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____

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<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"> • Required instructions and diagrams provided • Markings correct 					_____
FF15	Inspect and ensure proper operation of fire doors and dampers. <ul style="list-style-type: none"> • Test controls: local/remote • Remote shutdowns for machinery spaces and quarters ventilation systems • Markings correct • Fusible links 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
FF17	Inspect and operationally test sprinkler system.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
FF18	Review fire control and hazardous location plans. <ul style="list-style-type: none"> • Complies with regulations • Correctly reflects the vessel as found • Indicated markings and positioning of fire extinguishing equipment correct • In required locations 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
FF19	Inspect fire axes. <ul style="list-style-type: none"> • Correct number provided • Marked properly • Distributed adequately 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

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FF20	Inspect condition of vents and ducts leading from grill in galley for fire hazard.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
FF21	Examine fire control plan and/or general arrangement plan to verify structural fire protection required on the vessel under inspection.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
FF23	Determine that appropriate Class A boundaries separate accommodation and control spaces from the following: <ul style="list-style-type: none"> • Machinery spaces • Main pantry • Hazardous locations/classified areas • Storerooms 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____
FP01	Verify that the required forms, placards, and notices are posted. <ul style="list-style-type: none"> • Pollution/MARPOL: <ul style="list-style-type: none"> ○ Placard ○ Waste management plan • Coast Guard forms: <ul style="list-style-type: none"> ○ CG-809: Station bills, drills ○ CG-811: Lifesaving signals and instructions ○ CG-841: Certificate of Inspection ○ CG-848: Station Bill ○ CG-2832: Vessel Inspection Record 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____

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	<ul style="list-style-type: none"> ○ CG-3372: Oil Pollution • Passenger notices • Plans posted: <ul style="list-style-type: none"> ○ General arrangement ○ Fire control plan • Rules and regulations for class of vessel • SOLAS certificates • Markings: conspicuous and legible 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
FP04	Verify that the International Safety Management Code Safety Management system is properly implemented aboard the vessel. <ul style="list-style-type: none"> • Designated Person Ashore • Maintenance program for vital equipment • Safety and Environmental Policy • Record keeping • Master's Review and Authority • Clearly defined company responsibilities and authority 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
GH01	Inspect berthing accommodations. <ul style="list-style-type: none"> • Spaces provided of size required by regulations • Appropriate number of berths provided • Proper seating available for passengers • Lockers of proper size provided for each berth • Screens provided for ventilation ports on non-air conditioned vessels 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

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	<ul style="list-style-type: none"> • Mechanical ventilation/air-conditioning systems operating properly • Adequate number of toilets and washrooms provided for number of persons in crew specified on certificate of inspection, kept in good repair and in a sanitary condition • Lights provided for each berth • Hot water heating piping within the space properly lagged • Electrical hazards • Two means of escape provided from each berthing space and other areas where personnel would normally be employed 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
GH03	Inspect berthing accommodations for compliance with ILO 147. <ul style="list-style-type: none"> • Protection against weather and sea • Minimal steam supply and exhaust piping • Sufficient drainage • Adequate ventilation • Heating system, Adequate lighting • Sleeping quarters located above the load line • Required floor area per person • No direct openings to cargo, machinery, galley, or storeroom • Clear headroom • Number of persons per room meets 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

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	<ul style="list-style-type: none"> requirements • Each crew member has own berth • Berths arranged, constructed, and sized properly • Rooms outfitted with table or desk, mirror, small cabinet, book rack, coat hooks, and locker 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
GH04	Inspect mess deck spaces. <ul style="list-style-type: none"> • Reasonable sanitation standards are evident • No excessive grease buildup has accumulated in the grill area and in the grill vent • Chill boxes are operable and reasonably clean • Escape latches or alarm systems on the chill boxes are functioning properly 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
GH05	Inspect hospital spaces. <ul style="list-style-type: none"> • Hospital space adequate in size to accommodate the portion of crew required by regulation or each crewmember has own stateroom. • Required equipment is available for use (stretcher, blankets, etc.) • Space has head, washing and bathing facilities • Space provided as hospital/treatment room is dedicated to that purpose; no PAX's or other persons in the crew are berthed there 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

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GH06	Inspect areas where washers and dryers are installed. <ul style="list-style-type: none"> • Dryer unit is properly vented and no fire hazard due to lint buildup exists • “Jury-rigged wiring” systems for units are employed • Units securely mounted 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____
GH07	Inspect paint lockers. <ul style="list-style-type: none"> • Required fire protection equipment provided in accordance with applicable regulations and vessel’s approved fire safety plan • Space(s) designated constructed of or wholly lined with metal • Space(s) well vented and means provided to secure ventilation if necessary 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____
GH08	Inspect ladders, rails and gangways. <ul style="list-style-type: none"> • An approved pilot ladder provided and maintained in good repair • Accommodation ladder of sufficient size provided to be used when distance from sea level to vessel’s deck is more than 30 feet • “Rails” are provided on accommodation ladders, when used 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____
GH10	Inspect heating and cooking equipment. <ul style="list-style-type: none"> • Thermal cutouts for electric space 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____

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	<ul style="list-style-type: none"> heaters • Grab rails for electric ranges • LPG/CNG installed in accordance with regulations 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
GT01	Verify that ground tackle and related equipment is in satisfactory condition. <ul style="list-style-type: none"> • Anchors • Chain • Winch and foundations • Anchor chain stoppers • Anchor handling davits 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____
GT04	Inspect mooring system and equipment. <ul style="list-style-type: none"> • Structurally sound bitts, cleats, fairleads and winches • Adequately sized and serviceable mooring lines and wires 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
LS01	Determine amount and type of lifesaving equipment required. <ul style="list-style-type: none"> • Certificate of Inspection • CFRs • SOLAS 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
LS04	Inspect life preservers. <ul style="list-style-type: none"> • Properly equipped with lights, whistles and reflective tape • Approved for intended service • Sufficient serviceable units aboard and properly stowed 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____

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	<ul style="list-style-type: none"> • Properly marked 					_____
LS06	Inspect ring buoys. <ul style="list-style-type: none"> • Approved for intended service • Properly colored and marked • Correctly equipped with waterlights and line • Serviceable • Sufficient number of ring buoys aboard 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____
LS08	Inspect immersion suits. <ul style="list-style-type: none"> • Equipped as required • Physically serviceable • Sufficient number of units aboard and properly stowed 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
LS09	Inspect lifeboat equipment (or survival capsule). <ul style="list-style-type: none"> • Correct equipment and quantity on board • Equipment properly colored and marked • Equipment serviceable • Sufficient water and provisions are on board, within date limitations and still serviceable • Fuel for motorboat changed within proper time limit 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____
LS10	Inspect lifeboat (or survival capsule) for hull structure and fittings.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____

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LS11	Witness lifeboat weight test. <ul style="list-style-type: none"> • Weight required • Verify correct weight used • Winch brake functions properly • Davits function properly • Releasing gear functions properly 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____
LS12	Witness davit launched raft weight test. <ul style="list-style-type: none"> • Weight required • Verify correct weight used • Winch brake functions properly • Davits function properly • Releasing gear functions properly 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____
LS13	Inspect and test lifeboat winches and associated equipment. <ul style="list-style-type: none"> • Properly working winches • Properly wired strip heaters used • Properly working limit switches • Properly connected emergency disconnect switch • Check condition of falls and note dates renewed/end-for ended 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____
LS14	Witness lifeboat operation. <ul style="list-style-type: none"> • Engine starts without starting aid • Engine propels boat ahead and astern efficiently • Hand propelling gear propels boat 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____

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	ahead and astern • Waterspray system functions properly • Lifeboat arranged properly					_____
LS15	Inspect embarkation aids. • Jacob's ladder provided is correct length, secured, and serviceable • Lighting provided and functions on emergency power	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
LS16	Inspect davit structure. • Evidence of cracks or deterioration • Effect of defects on structure • Proper repairs and proof test required	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
LS18	Inspect inflatable liferaft installations. • Serviced annually • Last servicing date at approved facility • Properly secured in the cradle designed for them • Hydrostatic releases serviced • Alternative means of securing meets criteria promulgated in NVIC 4-86 • Suspension test • Davit weight test • Operating instructions posted at embarkation station	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
LS20	Inspect rescue boat.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

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	<ul style="list-style-type: none"> • Maintained in serviceable condition • Stowed in proper location as indicated on safety equipment plan. • Can be readily launched either by hand or by davit • Rescue boat is on “approved” list • Release mechanism is in service and in good condition • Required equipment in boat 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____
MI01	Determine condition of the following components of the steering gear assembly: <ul style="list-style-type: none"> • Insides of motor controller and switch gear boxes • Mounting bolts for all equipment (vibration) attachments, links and pins • Freedom of movement and absence of any friction noises on motors and pumps • Cleanliness of space (absence of fire/personnel hazards) • Evidence of saltwater leakage through rudder post packing or vent ducts 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____
MI07	Inspect bilge piping, and valves in non-machinery spaces. <ul style="list-style-type: none"> • Cargo hold rose boxes • Void spaces • Fore and aft peaks 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
MI11	Examine potable water system.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

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	<ul style="list-style-type: none"> • Dedicated tanks; treated or coated • Tanks ventilated with insect screens installed • Water pump(s) and pressurization system operable • Pressure tank installation 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
NS01	<ul style="list-style-type: none"> • Ensure radars are operable. • ARPA operational • Correct number and type of radars aboard • If 2 required, radars are functionally independent (2 antennas) • At least one must be 9 GHz (SOLAS) • EPA, APA, or ARPA properly labeled (if req'd)? • ARPA equipped vessels need devices to indicate speed and distance • Crewmembers are knowledgeable in operation of equipment 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____
NS04	Inspect magnetic compass. <ul style="list-style-type: none"> • Valid deviation table, if applicable • Check for structural changes & installation of new electrical equipment that could affect the compass. • Proper illumination, if applicable • Visible from helm position • Liquid level sufficient 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____
NS06	Ensure required depth sounding/recording	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

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	equipment is operable. <ul style="list-style-type: none"> • Headings on repeaters match throughout vessel • Illuminated gyrocompass or repeater visible at helm • Repeater located at emergency steering station, if applicable • Means for taking bearings provided, if applicable 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____
NS07	Ensure radio direction-finding equipment and electronic position fixing devices are provided and operable. <ul style="list-style-type: none"> • If LORAN in use charts with LORAN lines available 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____
NS08	Ensure radio equipment and FCC or SOLAS documents are aboard and valid. <ul style="list-style-type: none"> • Ensure equipment is operable – conduct radio check • Ensure FCC/SOLAS documents are aboard and valid 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____
NS10	Inspect navigation, signal lights and day shapes. <ul style="list-style-type: none"> • Lights properly functioning • Properly functioning navigation light indicator panel • Proper lights installed for vessel's length, use & propulsion • Lights properly positioned to show 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____

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	<ul style="list-style-type: none"> • International Code of Signals (SOLAS) • Rules of the Road (> 12 meters) • Up-to-date Notice to Mariners 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
NS16	Ensure the following navigational equipment is on board. <ul style="list-style-type: none"> • International signal flags • Whistle • Proper fog signal devices • Properly located fog gong 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
NS17	Ensure required maneuvering characteristics are complete and pertain to vessel in question. <ul style="list-style-type: none"> • Turning circle diagram at full and half/slow speeds • Time and distance to stop at full and half/slow speeds • Table of shaft revolutions/speed • Controllable pitch prop/thruster info • Maneuvering information for normal load and ballast conditions • Warning statement 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____
NS18	Ensure that tests required to be conducted prior to getting underway and entering port were logged in accordance with applicable regulations.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
NS19	Ensure Automatic Identification System (AIS) is installed and operating properly.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____

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	<ul style="list-style-type: none"> • Self-propelled vessels > 65', commercial service, on international route • SOLAS passenger vessels > 150 GT • SOLAS tankers, any GT • SOLAS other vessels > 300 GT • Certain vessels operating in areas with VTS • Receives and transmits proper info to vessels and shore facilities 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
NS20	Ensure Voyage Data Recorder is installed and operating properly. <ul style="list-style-type: none"> • SOLAS passenger vessels • SOLAS ro-ro passenger vessels • SOLAS vessels, other than passenger vessels, > 3,000 GT, constructed on or after 1 July 2002 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
NS21	Ensure Electronic Chart Display and Information System (ECDIS) is operating properly if installed. <ul style="list-style-type: none"> • Suitable back-up means (i.e. charts) • Ensure proper scale of detail is available for area of operation (zoom in until required navigational details are shown) 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
NS22	Verify compliance with bridge resource management policy and procedures. <ul style="list-style-type: none"> • Number of qualified individuals on watch. 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

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	<ul style="list-style-type: none"> • Duties of watch personnel clear. • Duties to ensure watch personnel are not fatigue. • Equipment used to perform duties. • Action required to remove distractions and non-essential equipment on the bridge. 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
NT01	Witness dye penetrant NDT in accordance with applicable standards. <ul style="list-style-type: none"> • Approve NDT method for specific applications. • Determine acceptability of technician's qualification. • Evaluate results. 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
NT02	Witness magnetic particle NDT in accordance with applicable standards. <ul style="list-style-type: none"> • Approve NDT method for specific applications. • Determine acceptability of technician's qualification. • Evaluate results. 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
NT03	Witness radiography NDT in accordance with applicable standards. <ul style="list-style-type: none"> • Approve NDT method for specific applications. • Determine acceptability of technician's qualification. • Evaluate results. 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

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PP05	Insure that MSD requirements are met, if installed. <ul style="list-style-type: none"> • Proper type installed • Device approved for use aboard inspected vessels • Adequate capacity • System is piped and wired in accordance with Subchapters F and J • Manufacturer’s instructions available • Required instructions and warning placard posted 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
PP07	<ul style="list-style-type: none"> • Conduct an IOPP boarding and survey, and verify that required equipment is on board and in proper working order on a non-tank vessel • Standard Discharge Connection • Means of retention and disposal of oily residues • Equipment for control of oil discharge from machinery and fuel tank spaces • Shipboard oil/marine pollution emergency plan 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
PP09	Verify MARPOL V compliance. <ul style="list-style-type: none"> • Check waste management plan • Plastics retained or incinerated • Placards posted 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
SD01	Verify that the Vessel Security Plan (VSP) is approved (onboard manned vessels).	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

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SD02	Verify that a Marine Safety Center (MSC) letter accompanies the approved security plan.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
SD03	Verify that an acknowledgment letter from the Marine Safety Center (MSC) accompanies a security plan that is under review, if applicable.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
SD04	Verify that a copy of an approved Alternate Security Program (ASP) is available for inspection, if applicable.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
SD05	Verify that the ASP includes a letter from the owner or operator certifying which ASP is in use and that the vessel is in compliance with that plan.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
SD06	Verify that the vessel's security assessment report and approved ASP is on site.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
SD10	Verify the International Ship Security Certificate (ISSC) was issued within the last 5 years for U.S. SOLAS Vessels.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____

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SD11	Examine waiver letter and verify that any conditions expressed in the letter are implemented, if applicable.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD12	Examine the waiver approval letter from G-MP for any equivalencies that may exist.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD13	Identify whether equivalencies are noted in the amendments to the security plan.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD14	For SOLAS vessels, review the vessel's Continuous Synopsis Record (CSR).	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD15	Determine validity and accuracy of crew documents.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD16	Determine validity and accuracy of compliance documentation.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____

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SD17	Verify requirements for international voyages.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD18	Identify the Company Security Officer (CSO).	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD19	Identify designated alternate security officers, if applicable.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD20	Determine the effectiveness of communications arrangements between the CSO and designated alternates.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD21	Identify the Vessel Security Officers (VSO).	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD22	Confirm whether the VSO qualifications are consistent with requirements. Interview VSO to evaluate level of expertise in and knowledge of: <ul style="list-style-type: none"> • Security administration and organization of the company's vessel(s) 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____

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	routes, and standards					
SD25	Verify that the vessel security organization is published.			<input type="checkbox"/>	<input type="checkbox"/>	
SD26	Identify what MARSEC directive has been issued for the port.			<input type="checkbox"/>	<input type="checkbox"/>	
SD27	Determine whether the vessel has received a copy of the current directive.			<input type="checkbox"/>	<input type="checkbox"/>	
SD28	Verify that the vessel has effective and adequate security measures for each MARSEC level and directive that is issued and has implemented such measures in accordance with time requirements for: <ul style="list-style-type: none"> • Access Control • Restricted Areas • Cargo Handling • Delivery of Vessel Stores and Bunkers • Recurring and Non-recurring deliveries 			<input type="checkbox"/>	<input type="checkbox"/>	
SD29	Select a drill at random. <ul style="list-style-type: none"> • Selection and location as directed by Master/VSO 			<input type="checkbox"/>	<input type="checkbox"/>	

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SD30	Develop a scenario for the drill selected, if appropriate.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD31	Review the procedures contained in the vessel's security plan for handling scenario.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD32	Discuss the details of the drill with the VSO prior to beginning the drill. <ul style="list-style-type: none"> • Drill tests individual elements of security plan • Drill tests response to security incident in accordance with plan 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
SD33	Review the drill log for the best practices and lessons learned from previous drills conducted. <ul style="list-style-type: none"> • Ensure drills are conducted every 3 months 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
SD34	Critique the drill upon completion with the VSO.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD35	Determine whether security deficiencies	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

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	exist with the approved VSP after the drill.					_____ _____ _____
SD36	Submit VSP deficiencies in writing to owner/operator.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD37	Verify vessel has conducted exercises and identify whether the vessel has proof of participation in the Area Maritime Security Exercise if applicable. <ul style="list-style-type: none"> • Must be conducted at least once each calendar year, with no more than 18 months between exercises 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____
SD38	Review security records for training, drills, exercises, security threats, and equipment maintenance. <ul style="list-style-type: none"> • For training, date of each session, duration of session, a description of the training, and a list of attendees • For each drill or exercise, date held, description of drill or exercise, list of participants; and any best practices or lessons learned • For changes in MARSEC levels, date and time of notification received, and 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____ _____

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	time of compliance with additional requirements • For security threats, date and time of occurrence, how the threat was communicated, who received or identified the threat, description of threat, to whom it was reported, and description of the response	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____
SD39	Determine whether security records are protected against unauthorized access and disclosure.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
SD40	Review internal and external communication records relating to ship security.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
SD41	Review maintenance, calibration, and testing of security equipment including Ship Security Alert System. • Testing completed IAW manufacturer’s recommendations • Working properly, effectively functions in accordance with the VSP • For each occurrence of maintenance, calibration, and testing, the date and time, and the specific security equipment involved • Record of Ship Security Alert (SSA) tests	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____ _____

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SD42	Review Declarations of Security (DOS), if applicable. <ul style="list-style-type: none"> • Manned vessels must keep on board copy of the last 10 DOS and copy of each continuing DOS for at least 90 days after the end of its effective period 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
SD43	Review internal audits. <ul style="list-style-type: none"> • Annual audit of VSP • Letter certified by the CSO or VSO stating the date the audit was completed 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD44	Review auditor’s qualifications.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD45	Review security incident procedures. <ul style="list-style-type: none"> • For security incidents, the date and time of occurrence, location within the port, location within the vessel, description of incident or breaches, to whom it was reported, and description of the response 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
SD46	Determine the adequacy of procedures for requesting and handling a Declaration of Security. <ul style="list-style-type: none"> • Required for cruise ships or manned Certain Dangerous Cargo (CDC) bulk • vessels and any interfacing vessels or 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____

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	facilities <ul style="list-style-type: none"> • Not required for unmanned vessels • Valid for MARSEC level and effective time period • Must have last ten or continuing DOS reviewed at interval consistent with MARSEC level • Signed 					<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
SD47	Observe the vessel's operation to ensure compliance with a Declaration of Security.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
SD48	Verify that the Declaration of Security has not exceeded the required time periods. <ul style="list-style-type: none"> • Maintained for 90 days • For continuing DOS, the FSP/ASP must ensure that the DOS is valid for a specific MARSEC level: <ul style="list-style-type: none"> ○ Effective period at MARSEC 1 does not exceed 90 days ○ Effective period at MARSEC 2 does not exceed 30 days 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
SD49	Determine whether the security sweep was in accordance with the company's security plan.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
SD50	Determine whether the sweep adhered to the	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>

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	locally issued MARSEC directives.					_____ _____ _____
SD51	Determine whether the vessel had implemented any alternatives documented in the security plan.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD52	Determine whether these alternatives are allowable by the regulations and provide an equivalent amount of security for the vessel.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD53	Determine whether the vessel is in noncompliance with their security plan.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD54	Assist in Advising the Captain of the Port of findings, if applicable.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD55	Observe Issuance of a CG-835 to suspend, restrict, or continue operations, if applicable.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD56	Review enforcement decision from COTP.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____

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SD57	Observe Advisement of master of enforcement actions.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
SD58	Complete MISLE case documentation.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
ST01	Examine stability letter and book.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
WI01	Inspect watertight doors. <ul style="list-style-type: none"> • Knife edges intact and in good repair; no excessive paint buildup • Gasket material installed in channel is in good condition and not painted • Knife edges and channel meet as designed when door closed • Hinges and hinge bolts in good condition; no sagging of door due to rounded out hinges or worn hinge bolts • Dogs are all operable; grease fittings still usable • Dogging wedges not excessively worn 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

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	<ul style="list-style-type: none"> and fit up satisfactory • Quick-closing gear operable and adequate closure achieved • Any port lights installed in watertight doors use wire mesh reinforced glass • Dogging wrench provided in vicinity of watertight door(s) 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
WI03	Test power-operated watertight doors from local and remote control units.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
WI04	Inspect watertight bulkhead penetrations. <ul style="list-style-type: none"> • Penetrations properly sealed to maintain watertight integrity through use of devices such as stuffing tubes • Sealant used, if stuffing tubes are employed, is non-flammable product designed for such use and is approved 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
WI06	Inspect remote-operated valves and controls. <ul style="list-style-type: none"> • Each valve identified as to function either by tag affixed to handle or by independent means • Each valve adequately lubricated and freely operated • Reach rods and other manual remote control mechanisms function properly • Each power-operated valve can be operated from control stations 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

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	<ul style="list-style-type: none"> An adequate means of control is provided to secure valves on fuel and lube oil lines to prevent pollution incident 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/>
WI08	Inspect port light covers. <ul style="list-style-type: none"> Port lights at the main deck level have a cover installed Dogs free on each shutter Shutters restricted in their movement from stowed-to-closed position 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/>
WR01	Evaluate welding repair proposal. <ul style="list-style-type: none"> Plan or sketch submitted with bill of materials Configuration of repair acceptable Material specification same as existing or equivalent Method of joining acceptable 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/>
WR02	Complete initial visual inspection of weld repair. <ul style="list-style-type: none"> Examine fit up in accordance with approved weld procedures Examine joint preparation in accordance with approved weld procedures Verify materials (base, filler, gas) in accordance with approved weld procedures Verify proper preheat temperature/time in accordance with approved weld 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

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	<ul style="list-style-type: none"> procedures • Evaluate weather conditions • Check welding equipment in accordance with approved weld procedures 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
WR03	Complete intermediate visual inspection of weld repair. <ul style="list-style-type: none"> • Check back gouging for full penetration weld • Check proper cleaning between weld passes • Check interpass temperatures in accordance with approved procedures • Verify that proper weld sequencing is followed • Evaluate weather conditions 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
WR04	Complete final visual inspection of weld repair. <ul style="list-style-type: none"> • Perform dry search to ensure welding complete and followed weld details • Perform surface inspection of welds for defects • Verify proper postheat temperature/time in accordance with approved weld procedures 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
WR05	Witness pressure testing of welded repairs. <ul style="list-style-type: none"> • Witness hose testing • Witness air testing 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>

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	<ul style="list-style-type: none">Witness hydrostatic testing					<hr/>

SAMPLE LETTER OF DESIGNATION

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 HULL INSPECTOR

Ref: Auxiliary Assistant Hull Inspector Performance Qualification Standard Workbook

1. Congratulations! You have completed all requirements necessary to perform the duties of an Auxiliary Assistant Hull Inspector. You are authorized to carry out the responsibilities of an Auxiliary Assistant Hull Inspector 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 Hull Inspector's Qualification Code "AUX-HI".

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