

# Auxiliary Assistant Facilities Inspector (AUX-EU)



## Performance Qualification System (PQS) Workbook

## **USCG Auxiliary Assistant Facilities Inspector PQS (AUX-EU)**

### **INTENT**

Upon successful completion of this personal qualification, a person will hold the minimum competencies to complete a routine Facility Inspection under supervision. This qualification does not qualify a person to lead a facility inspection team. Auxiliarists do not have law enforcement authority and may act only within the scope of their authority. They cannot independently exercise COTP, OCMI, or FOSC authority. They may become personally liable for actions they take outside of prescribed directives. Do not allow an Assistant Facility Inspector to be placed in a position that will compromise the limits on his or her Auxiliary authority.

### **Marine Safety and Environmental Protection Training Guide**

#### **Assistant Facility Inspector**

#### **(AUX-EU)**

This booklet is your personal on the job training (OJT) guide to qualification as an Assistant Facility Inspector. It is your responsibility to document completed unit training items. For OJT, a person already holding this qualification code (called a verifying officer/mentor) is to review your qualifications and/or observe you perform each task and sign 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.

Multiple verifying officers may make entries in your manual. Every verifying officer/mentor must enter his or her name, rate/rank or Auxiliary qualification, signature, and initials in the Record of Verifying Officers section. When you have completed all of the items required by your command for this qualification, your command will issue a letter of designation.



## **USCG Auxiliary Assistant Facilities Inspector PQS (AUX-EU)**

- COMDTINST M16450.29
- COMDTINST M16450.31
- The Marine Safety Manual Vol II, COMDTINST M16000 (series)
- Waterfront Facility Compliance Booklet, CG-5562A
- 33 CFR 6, 101, 105, 125, 126, 127, 128
- Navigation and Vessel Inspection Circular (NVIC) 3-03
- International Ship & Port Facility Security Code and SOLAS Amendments 2002
- Marine Safety Manual Volume VII, Port Security, COMDTINST M16000.12

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<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
<b>CONDUCT PRE-INSPECTION OF FACILITY</b>			
AEU1	Identify and describe various types of waterfront facilities. State, which regulations apply to the facility to be inspected:		
	a. Designated Waterfront Facility (CFR 126)	_____	_____
	b. Facility of Particular Hazard (33 CFR 126)	_____	_____
	c. Liquefied Natural Gas Facility (33 CFR 127)	_____	_____
	d. Liquefied Hazardous Gas Facility (33 CFR 127)	_____	_____
	e. Facilities Transferring Oil or HAZMAT in Bulk (33 CFR 154 & 156)	_____	_____
	f. Waste Reception Facility (33 CFR 158)	_____	_____
AEU2	Conduct pre-inspection review of facility (MSM Vol II Ch 34-D)	_____	_____
AEU3	Identify areas of concern and history of non-compliance (MSM Vol II Ch 34-D)	_____	_____
AEU4	Prepare inspection plan (Unit Policy)	_____	_____
AEU5	Describe the occupational safety equipment and precautions required to conduct a facility inspection	_____	_____
<b>INSPECT DESIGNATED WATERFRONT FACILITY</b>			
AEU6	Participate in a pre-inspection interview with the facility manager	_____	_____
AEU7	Evaluate a Waterfront Facility by inspecting the facility and equipment for compliance with the following as applicable:		
	a. Fire Extinguishing Equipment 33 CFR 126.15(a)(1); MSM VII CH 34	_____	_____
	b. Marking of Fire Appliance Locations 33 CFR 126.15(a)(2)	_____	_____
	c. Warning signs 33CFR126.15(a)(3)	_____	_____
	d. Lighting 33 CFR 126.15(a)(4)	_____	_____
	e. International Shore Connections 33CFR126.15(a)(5)	_____	_____
	f. Access to the Facility 33CFR126.15(a)(6)	_____	_____

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	g. Security measures, Guards. 33 CFR 126.15(a)(7)	_____	_____
	h. Coast Guard Personnel 33CFR126.15(a)(8)	_____	_____
	i. Material Handling Equipment 33 CFR 126.15(a)(9), MSM Vol II CH 34	_____	_____
	j. Smoking 33 CFR 126.15(a)(10)	_____	_____
	k. Rubbish & Waste Materials 33 CFR 126.15(a)(11); MSM VII CH 34	_____	_____
	l. Adequacy of equipment, materials and standards 33CFR126.15(a)(12)	_____	_____
	m. Arrangement of Cargo, Freight, or Material 33 CFR 126.15(b)(1), MSM Vol II CH 34	_____	_____
	n. Portable Fire Extinguishers 33 CFR 126.15(b)(2)	_____	_____
	o. Electrical Wiring (33 CFR 126.15(b)(3)	_____	_____
	p. Heating equipment & Open Fires. 33 CFR 126.15(b)(4), MSM Vol II CH 34)	_____	_____
	q. Maintenance Stores & Supplies 33 CFR 126.15(b)(5)	_____	_____
	r. Terminal Yards 33 CFR 126.15(c)(1)	_____	_____
	s. Containers 33 CFR 126.15(c)(2)	_____	_____
	t. Inspect Warning Alarms 33 CFR 126.16(b), MSM Vol II CH 34	_____	_____
	u. Welding or Hot Work 33 CFR 126.30	_____	_____
AEU8	Document examples of noncompliance	_____	_____
<b>FACILITIES TRANSFERRING OIL OR HAZARDOUS MATERIAL IN BULK</b>			
AEU9	Verify Facility Documents:		
	a. COTP approved alternatives to the regulations 33 CFR 154.107 & 156.107	_____	_____
	b. Written exemptions approved by COMDT 33 CFR 154.108 & 156.110	_____	_____
	c. Letter of Intent 33 CFR 154.110 & 154.740	_____	_____

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	d. Operations Manual 33 CFR 154.300 thru 154.325	_____	_____
	e. Transfer Hose Records 33 CFR 154.300(f)	_____	_____
AEU10	Evaluate a facility Transferring Oil or Hazardous Material in Bulk. Inspect the facility and equipment for compliance with the following:		
	a. Transfer Hose: Design & Markings 33 CFR 154.500	_____	_____
	b. Transfer Hose Tests & Conditions 33 CFR 154.170	_____	_____
	c. Loading Arms Design & Markings 33 CFR 154.510	_____	_____
	d. Loading arms Tests & Conditions 33 CFR 156.170	_____	_____
	e. Transfer Pipe System 33 CFR 156.170	_____	_____
	f. Transfer System Relief Valves & Pressure 33 CFR 156.170	_____	_____
	g. Emergency Shutdown, Remotely Operated Valves, Tank Level Alarms 33 CFR 156.170 & 154.550	_____	_____
	h. Closure Devices 33 CFR 154.520	_____	_____
	i. Monitoring Devices 33 CFR 154.525	_____	_____
	j. Small Discharge Containment 33 CFR 154.530	_____	_____
	k. Small Discharge Removal. 33 CFR 154.540	_____	_____
	l. Discharge Containment Equipment 33 CFR 154.545	_____	_____
	m. Emergency Shutdown 33 CFR 154.550	_____	_____
	n. Communications 33 CFR 154.560	_____	_____
	o. Lighting 33 CFR 154.570	_____	_____
	p. Vapor Control Systems & Testing 33 CFR 154.804 & 156.170	_____	_____
	q. PIC Designation/Qualification 33 CFR 154.710, 154.730, 154.740(b)	_____	_____
	r. Access for Emergency Equipment 33 CFR 154.735(a)	_____	_____
	s. Hazardous Stores & Supplies 33 CFR 154.535(b)(c)	_____	_____
	t. Spark Arresters 33 CFR 154.735(k)	_____	_____
	u. Welding Hot Work 33 CFR 154.735 (l)	_____	_____

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	v. Heating Equipment 33 CFR 154.735(m)	_____	_____
	w. Automotive Equipment with ICE 33 CFR 154.735(m)	_____	_____
	x. Fires & Fire Lamps 33 CFR 154.735(o)	_____	_____
	y. Electrical Wiring & Equipment 33 CFR 154.735(p), (q), (r)	_____	_____
	z. Tank Cleaning/Gas Freeing Operations 33 CFR 154.735(t)	_____	_____
	aa. Security Guards or Equivalent Controls 33 CFR 154.735(t)	_____	_____
	bb. Warning Signs 33 CFR 154.735 (v)	_____	_____
AEU11	Document examples of noncompliance and determine appropriate corrective action.	_____	_____
AEU12	Conduct a field review of an Oil Spill Response Plan.		
	a. Operating Restrictions 33 CFR 154.1025(m)	_____	_____
	b. Qualified Individual & Alternate 33 CFR 154.1026	_____	_____
	c. Ensure Availability of Response Resources 33 CFR 154.1028	_____	_____
	d. Discharge Scenarios 33 CFR 154.1029 & 154.1035	_____	_____
	e. Sensitive Areas Identified 33 CFR 154.1035	_____	_____
	f. Response Resources Identified 33 CFR 154.1045	_____	_____
	g. Training 33 CFR 154.1050	_____	_____
	h. Drills 33 CFR 154.1055	_____	_____
	i. Inspection/Maintenance of Non-OSRO Resources 33 CFR 154.1057	_____	_____
	j. Plan Approved by COTP 33 CFR 154.1060	_____	_____
	k. Annual Review by Owner/Operator 33 CFR 154.1065	_____	_____
<b>LIQUIFIED NATURAL GAS (LNG) FACILITY – (OPTIONAL SECTION)</b>			
AEU13	Verify Facility Documents:		
	a. Letter of Intent 33 CFR 127.007	_____	_____
	b. COTP approved alternatives to the regulations 33 CFR 127.011	_____	_____
	c. Operations Manual 33 CFR 127.019 & 127.305	_____	_____

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	d. Declaration of Inspection 33 CFR 127.317	_____	_____
	e. Test Records 33 CFR 127.409	_____	_____
	f. Training Records 33 CFR 127.503	_____	_____
AEU14	Evaluate LNG facility for compliance with the following:		
	a. Piers & wharves/layout & spacing of marine transfer area 33 CFR 127.101, 33 CFR 127.103, 33 CFR 127.105	_____	_____
	b. Electrical Power Systems 33 CFR 127.107	_____	_____
	c. Lighting Systems 33 CFR 127.109	_____	_____
	d. Communications Systems 33 CFR 127.111	_____	_____
	e. Warning Signs 33 CFR 127.113	_____	_____
	f. Sensing & Alarm Systems 33 CFR 127.201	_____	_____
	g. Portable Gas Detectors 33 CFR 127.203	_____	_____
	h. Emergency Shutdown 33 CFR 127.205	_____	_____
	i. Warning Alarms 33 CFR 127.207	_____	_____
	j. Person in Charge Certification 33 CFR 127.301	_____	_____
	k. Motor Vehicles 33 CFR 127.311	_____	_____
	l. Bulk Storage 33 CFR 127.201	_____	_____
	m. Fire Equipment 33 CFR 127.601	_____	_____
	n. Portable Fire Extinguishers 33 CFR 127.603	_____	_____
	o. Emergency Outfits 33 CFR 127.605	_____	_____
	p. Fire Main Systems 33 CFR 127.607	_____	_____
	q. Dry Chemical Systems 33 CFR 127.609	_____	_____
	r. International Shore Connection 33 CFR 127.611	_____	_____
	s. Hotwork 33 CFR 127.617	_____	_____
	t. Security on Existing Facilities 33 CFR 127.701	_____	_____
	u. Access to the Marine Transfer Area for LNG 33 CFR 127.703	_____	_____

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	v. Security Systems 33 CFR 127.705	_____	_____
	w. Security Personnel 33 CFR 127.707	_____	_____
	x. Protective Enclosures 33 CFR 127.709	_____	_____
	y. Security Patrol Communications 33 CFR 127.711	_____	_____
AEU15	Describe examples of noncompliance	_____	_____
<b>INSPECT LIQUIFIED HAZARDOUS GAS (LHG) FACILITY (OPTIONAL SECTION)</b>			
AEU16	Verify Facility Documents:		
	a. Letter of Intent 33 CFR 127.007	_____	_____
	b. COTP approved alternatives to the regulations 33 CFR 127.017	_____	_____
	c. Operations Manual 33 CFR 127.019 & 127.1305	_____	_____
	d. Declaration of Inspection 33 CFR 127.1317(e)	_____	_____
	e. Test Records 33 CFR 127.1407	_____	_____
	f. Training Records 33 CFR 127.1302	_____	_____
AEU17	Evaluate a LHG facility and equipment for compliance with the following:		
	a. Piping Systems 33 CFR 127.1101	_____	_____
	b. Transfer Hoses & Loading Arms 33 CFR 127.1102	_____	_____
	c. Piers & Wharves 33 CFR 127.1103	_____	_____
	d. Layout & Spacing of Marine Transfer Area for LHG 33 CFR 127.1105	_____	_____
	e. Electrical Systems (33 CFR 127.1107)	_____	_____
	f. Lighting Systems 33 CFR 127.1109	_____	_____
	g. Communications Systems 33 CFR 127.1111	_____	_____
	h. Warning Signs 33 CFR 127.1113	_____	_____
	i. Gas Detection 33 CFR 127.1203	_____	_____

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j.	Emergency Shutdown 33 CFR 127.1205	_____	_____
k.	Warning Alarms 33 CFR 127.1207	_____	_____
l.	Respiratory Protection 33 CFR 127.1209	_____	_____
m.	Person in Charge of Transfers for the Facility 33 CFR 127.1301	_____	_____
n.	Gas Detection 33 CFR 127.1203	_____	_____
o.	Emergency Shutdown 33 CFR 127.1205	_____	_____
p.	Motor Vehicles 33 CFR 127.1311	_____	_____
q.	Storage of Hazardous Materials 33 CFR 127.1313	_____	_____
r.	Access to Marine Transfer Areas for LHG 33 CFR 127.1325	_____	_____
s.	Maintenance 33 CFR 127.1401 thru 127.1409	_____	_____
t.	Firefighting Equipment 33 CFR 127.1501 thru 127.1511	_____	_____
u.	Fire Protection 33 CFR 127.1601 thru 127.1603	_____	_____
AEU18	Document examples of noncompliance.	_____	_____
<b>MARPOL Reception Facilities (Optional section)</b>			
AEU19	Determine which terminals or ports must have Oil, NLS, and Garbage Reception Facilities 33 CFR 158.110 & 158.133.	_____	_____
AEU20	Determine which terminals or ports must have a Certificate of Adequacy (COA) for Oil, NLS, and Garbage 33 CFR 158.110 & 158.135	_____	_____
AEU21	Inspect facility & equipment for compliance with the following:		
a.	Determine if a COA is valid (COMDTINST M16450)	_____	_____
b.	Verify names, person in charge, address & phone numbers of reception facilities (COMDTINST M16450.27)	_____	_____
c.	Verify the reception facility's estimated daily average capacity as stated on the COA 33 CFR 158.220, 158.320, & 158.420.	_____	_____

### Maritime Security Inspections



## USCG Auxiliary Assistant Facilities Inspector PQS (AUX-EU)

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
	<p>b. Conduct interviews to determine competency of security personnel regarding:</p> <ul style="list-style-type: none"> <li>• responsibilities</li> <li>• Current security threats and patterns</li> <li>• Testing, calibration, operation, and maintenance of security and communication equipment and systems</li> <li>• Crowd management and control techniques</li> <li>• Security related communications</li> <li>• Methods of physical screening of persons</li> <li>• Knowledge of emergency procedures and contingency plans</li> <li>• Techniques used to circumvent security systems</li> <li>• Recognition of characteristics and behavioral patterns of persons who are likely to threaten security</li> <li>• Recognition and detection of dangerous substances and devices</li> <li>• Inspection, control, and monitoring techniques</li> <li>• The meaning and the consequential requirements of the different MARSEC levels</li> <li>• Restricted area duties for elevated MARSEC levels</li> <li>• Access control duties for elevated MARSEC levels</li> <li>• Cargo Handling duties for elevated MARSEC levels</li> <li>• Delivery of stores, bunkers, and industrial supplies</li> <li>• Security training for other facility personnel and their knowledge of: <ul style="list-style-type: none"> <li>• Recognition and detection of dangerous substances and devices</li> <li>• The meaning and the consequential requirements of the different MARSEC levels</li> <li>• Recognition of characteristics and behavioral patterns of persons who are likely to threaten security</li> <li>• Techniques used to circumvent security systems</li> </ul> </li> </ul>	_____	_____
AEU24	<p>Determine the adequacy of the facility's security level in relation to the issued MARSEC directive in accordance with 33 CFR 105, the approved Facility Security Plan, and applicable Coast Guard directives.</p> <p>a. Identify what MARSEC directive has been issued for the port.</p> <p>b. Determine whether the facility has received a copy of the current directive.</p>	_____	_____
AEU25	<p>Verify that drills and exercises are done in accordance with 33 CFR 101.105, 33 CFR 105.220, the approved Facility Security Plan, and applicable Coast Guard directives.</p>	_____	_____

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	Determine when the last exercise was conducted. <ul style="list-style-type: none"> <li>• Must be conducted at least once each calendar year, with no more than 18 months between exercises.</li> </ul>	_____	_____
AEU26	Verify that security records are being kept in accordance with 33 CFR 105.235, 105.215, the approved Facility Security Plan, and applicable directives.		
	a. Review security records for training, drills, exercises, Security Threats and equipment maintenance. Must be maintained for two years unless otherwise specified.	_____	_____
	b. Determine whether security records are protected against unauthorized access and disclosure.	_____	_____
	c. Review maintenance, calibration, and testing of security equipment. <ul style="list-style-type: none"> <li>• Date/Time and equipment involved</li> </ul>	_____	_____
	d. Review Declarations of Security, if applicable. <ul style="list-style-type: none"> <li>• Copy of each single-visit and each continuing for at least last 90 days after the end of its effective period</li> </ul>	_____	_____
	e. Review internal audits. <ul style="list-style-type: none"> <li>• Letter certified by FSO stating date audit completed</li> </ul>	_____	_____
	f. Review auditor's qualifications.	_____	_____
	g. Review security incident procedures.	_____	_____
AEU27	Verify the adequacy of Declaration of Security (DoS) in accordance with 33 CFR 105.245, the approved Facility Security Plan, and applicable Coast Guard directives.		
	a. Verify that the Declaration of Security has not exceeded the required time periods. <ul style="list-style-type: none"> <li>• Maintained for 90 days</li> <li>• For continuing DOS, the FSP/ASP must ensure that the DOS is valid for a specific MARSEC Level:                             <ul style="list-style-type: none"> <li>Effective period at MARSEC 1 does not exceed 90 days</li> <li>Effective period at MARSEC 2 does not exceed 30 days</li> </ul> </li> </ul>	_____	_____



