

U.S. Department
of Transportation

United States
Coast Guard



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16711
13 August 1997

From: Commander, Eighth Coast Guard District
To: Distribution

Subj: MSO PITTSBURGH'S COOPERATIVE TOWING VESSEL EXAMINATION
PROGRAM PHASE II QUALITY VERIFICATION CHECKLIST

1. Enclosure (1) is forwarded for your information.

G. A. Tetreau
G. A. TETREAU
By direction

Encl: (1) CO, MSO Pittsburth ltr 16711 of 13 June 1997

Dist: All Eighth District MSOs and MSU



United States
Coast Guard

16710
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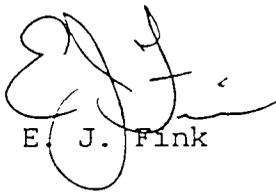
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From: Commanding Officer, Marine Safety Office Pittsburgh
To: Commander, Eighth Coast Guard District (m)

Subj: MSO PITTSBURGH'S COOPERATIVE TOWING VESSEL EXAMINATION PROGRAM PHASE II QUALITY VERIFICATION CHECKLIST

REF: (A) CCGD8INST 16710.1

1. Enclosure (1) is forwarded for your information, review, dissemination to other D8 MSOs.
2. Reference (a) provides guidelines for Phase II quality company exams. In an effort to streamline audit procedures and ensure consistency, we have incorporated elements of the Streamline Inspection Program (SIP) and AWO's Responsible Carrier Program (RCP), enclosure (1).
3. Furthermore, we conduct the audit using methodology developed by the Carnegie Mellon University and American Society for Quality Control. Essentially, this means that the company requesting the audit must show written policies and procedures for every element in the audit. In addition, we interview members of the crew to determine if the policies are practiced/known by the crew.
4. MSO Pittsburgh's Quality Audit Procedures are as follows:
 1. Perform MSO joint examination with owner representative and captain/pilot.
 2. Conduct the Quality Audit.
 3. Perform second examination with another vessel. This examination is conducted by the owner's designated "inspector." This individual is trained by MSO personnel during this examination. All subsequent vessel examinations are conducted by this person who assures full compliance. The Quality Audit interviews are conducted at this time.
 4. Consequently, of all the boats in the fleet, the one inspected by the MSO carries the white decal while the others carry the yellow decal.
5. When the company's inspector performs a vessel examination, and the vessel passes, that person mails the last page of the boarding form to the MSO.



E. J. Fink

Encl: (1) MSO Pittsburgh Phase II Quality Audit Checklist

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MSO PITTSBURGH

COOPERATIVE TOWING VESSEL EXAMINATION PROGRAM PHASE II QUALITY AUDIT

A. VESSEL OPERATING PROCEDURES

1. Company-wide operating procedures
2. Specific vessel operating procedures
3. Fuel transfer procedures
4. Vessel maintenance procedures
5. Vessel inspection procedures
6. Cargo transfer/handling procedures

B. SAFETY POLICIES & PROCEDURES

1. Company safety policy
2. Set of specific safety rules
3. Procedures for Personal Protection Equipment
4. Safety training plan
5. Documented safety training

C. ENVIRONMENTAL POLICIES & PROCEDURES

1. Company environmental policy
2. Garbage disposal procedures
3. Waste oil disposal procedures
4. Hazardous waste disposal procedures
5. MSD proper use and maintenance procedures

D. EMERGENCY OPERATIONS PROCEDURES

1. Marine casualty reporting procedures
2. Response procedures for:
 - personnel injuries
 - oil/Hazmat spill
 - vessel damage

E. INTERNAL AUDIT & REVIEW PROCEDURES

1. Examination of accidents/casualties
2. Dissemination of lessons learned
3. Procedures to correct incidents

F. PERSONNEL POLICIES

1. Drug & Alcohol Program
2. New employee orientation/training
3. Documented training records