

Subject: Annual/Periodic COC Exam Procedures Work Instruction

For: US Coast Guard Foreign Passenger Vessel Examiners/OCMI Reps

Ref: Annual Periodic COC Exam Procedures MPS-WI-CSNCOEA-17 (01)

1. The Work Instruction for conducting annual and periodic Certificate of Compliance (COC) exams, MPS-WI-CSNCOEA-17(01), has been uploaded onto the Cruise Ship National Center of Expertise collaboration page. The document outlines and describes the steps needed to prepare, conduct, and complete an annual or periodic COC exam on a foreign passenger vessel. It can be found at the following link: [CSNCOE Collaboration Page](#). Find the document by opening MMS Work Instructions folder.

2. The steps provided in this work instruction incorporate much of the information previously included in the Foreign Passenger Vessel Exam CG-840 booklets, with added detail and best practices along with more detailed step-by-step guides for various tests. It has been designed for use as a study guide for both apprentice and experienced Foreign Passenger Vessel Examiners (FPVE) alike. It can be used to review all steps that are the responsibility of a particular team or for an individual system prior to departing for an annual or periodic exam. The document is intended for use and review in the office, not as a checklist during an annual or periodic Exam. The FPVE Job Aid, also located in the "MMS Work Instruction" folder, is the tool designed for quick reference to be used during an exam.

The CVE exam process subject matter expert at the CSNCOE is LT Mike Metz. He may be reached by email at Michael.w.metz@uscg.mil or by phone, 954-767-2140 xt 1071005. Alternatively, any CSNCOE member can be reached through csncoe@uscg.mil. Thank you!