

Subject: ICOC Exam Procedures Work Instruction and Job Aid

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

Ref: (a) Procedures for Completing an ICOC Exam MPS-WI-CSNCOEA-24 (01)  
(b) Foreign Passenger Vessel ICOC Exam Job Aid

1. The Work Instruction for completing an initial Certificate of Compliance (COC) exam, MPS-WI-CSNCOEA-24(01) and the associated Foreign Passenger Vessel ICOC Exam Job Aid MPS-FM-CSNCOE-03, 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 initial 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. The job aid can be found in the MMS Forms 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 initial COC 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.
3. **Note:** The Procedures for Completing an ICOC Exam MPS-WI-CSNCOEA-24 (01) work instruction is different from the Annual Periodic COC Exam Procedures MPS-WI-CSNCOEA-17 (01) which was uploaded 1 June 2012.

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