
U.S. COAST GUARD



FOREIGN FREIGHT VESSEL EXAMINER (FFVE)

PORT STATE CONTROL OFFICER PERFORMANCE AND QUALIFICATION STANDARD



Marine Inspection and Investigation School
Training Center Yorktown

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Foreign Freight Vessel Examiner Performance and Qualification Standard

Competency Code: FFVE

References:

- (a) U.S. Coast Guard Sector Organization Manual, COMDTINST M5401.6 (series)
- (b) Marine Safety Manual, COMDTINST M16000 (series)
- (c) Performance, Training & Education Manual, COMDTINST M1500.10C
- (d) Safety and Environmental Health Manual, COMDTINST 5100.47

This Performance and Qualification Standard (PQS) workbook is your On the Job Training (OJT) performance checklist for certification as a Foreign Freight Vessel Examiner (FFVE). It is your responsibility to document all completed unit training items and keep track of all examinations completed during this process by filling out the Port State Control (PSC) Examination Log located in appendix C of this workbook.

This qualification is not restricted to any particular rank or rate. Civilian GS employees are also eligible.

The FFVE competency is one of five “specific cargo/vessel related” Port State Control Officer (PSCO) competencies.

This PQS workbook cites SOLAS regulations from the 2009 Consolidated Edition (SOLAS 09). In some cases, the regulations in SOLAS 09 may not apply due to the keel laid date of the vessel. PSC personnel must pay close attention to the applicability dates of the SOLAS chapters and regulations when conducting PSC exams.

The following is a brief overview of how this PQS workbook works. On each task card you will find:

1. **Job:** the formal title of the qualification.
Example: “Port State Control Examiner”
2. **Job Accomplishment:** the main deliverable for the qualification.
Example: “Port State Control Examination”
3. **Major Accomplishment:** the valuable products of a job or specialty which collectively make up the job accomplishment.
Example: “Lifesaving Equipment Examination”
4. **Vessel types:** the specific type of vessels within the formal title of the qualification that the task is associated with.
Example: “Port State Control Vessel”
5. **Task:** action to be performed on the job. A unit of behavior which has value for producing major accomplishments/output; has a definite beginning (stimulus); is made up of two or more steps; and results in a measurable output.

6. **Condition:** specifies assistance, aids or constraints the trainee will be given. It states the condition(s)/limit(s) under which the task will be performed.
7. **Standard:** specifications of the levels of accuracy and quality necessary for success, i.e. how well a trainee must carry out the desired performance to complete the task.
8. **Steps:** the sequence of actions required to complete the task.

Ideally, all steps and tasks within the PQS workbook shall be required to be completed prior to obtaining the FFVE competency. With the exception the training prerequisites listed on page (I), the Sector Commander or designee may defer PQS items as authorized by references (a) and (d). If a task is deferred, the reason for deferment must be clearly articulated in both the PQS workbook and the certification letter for record keeping and accountability. Additionally, if a task is deferred that member is not authorized to conduct that specific task.

All tasks and steps must be validated by a certified Verifying Officer (VO). The VO shall observe the successful performance of each task and document such with signatures in the specific task card. VOs must enter their title, name and initials in the Record of Verifying Officer's section before making entries in your PQS workbook.

A Certification Board should only be completed after all tasks and steps are signed by a VO. Upon satisfactory completion of the board, a Letter of Certification/Designation will be issued and the **Unit Training Coordinator should enter the certification in the Training Management Tool (TMT).**

Appendices:

- A. List of Additional References
- B. Glossary
- C. Port State Control Examination Log

Foreign Freight Vessel Examiner PQS

| RECORD OF COMPLETION | | |
|---|-------------|---|
| Training Prerequisites | Date | Training Coordinator's Signature |
| A. Completion of the following resident and on-line courses: | | |
| 1. Port State Control Officer Course (501864); or | | |
| 2. MST A-School (only if completed after January 2010); or | | |
| 3. Marine Inspector Course (only if completed before March 2006). | | |
| B. Completion of Port State Control Examiner (PSCE) competency | | |
| C. Completion of this PQS Workbook | | |
| D. Completion of Freight Vessel Indoctrination (Encl. 1) | | |
| E. Successful completion of final assessment under the observation of the Verifying Officer | | |
| F. Successful completion of the final oral qualification board | | |
| Qualification Board Members: | | |
| | | |
| G. Certification/Designation Letter submitted for approval | | |
| H. Once Certification/Designation Letter is signed, enter competency and certification in TMT | | |
| REMARKS: | | |
| | | |

Foreign Freight Vessel Examiner PQS

| Task Number | Task Description | Date Completed |
|--------------------|---|-----------------------|
| FFVE-PE01 | Schedule examination in Maritime Information for Safety and Law Enforcement (MISLE) | |
| FFVE-PE02 | Coordinate examination with vessel's representative | |
| FFVE-PE03 | Mitigate potential hazards encountered during an exam | |
| FFVE-CD01 | Verify participation in Enhanced Survey program | |
| FFVE-CD02 | Examine crew training documentation (hazardous materials/dangerous goods) | |
| FFVE-CD03 | Examine Dangerous Cargo Manifest (DCM) | |
| FFVE-CD04 | Examine Document of Compliance for the Carriage of Dangerous Goods | |
| FFVE-CD05 | Examine Document of Authorization (DoA) (when applicable) | |
| FFVE-LM01 | Examine ship's stability and grain loading booklet (when applicable) | |
| FFVE-LM02 | Examine the bulk cargo loading, unloading & stowage booklet (Loading Manual) | |
| FFVE-LM03 | Examine Cargo Securing Manual | |
| FFVE-CS01 | Examine Loading Instrument and Loading Instrument User Manual | |
| FFVE-CS02 | Confirm additional special requirements for carrying dangerous goods | |
| FFVE-CS03 | Examine cargo ventilation system | |
| FFVE-CS04 | Examine intermodal containers (spot check) | |
| FFVE-CS05 | Verify compliance with Cargo Securing Manual (spot check) | |
| FFVE-CS06 | Examine solid bulk cargo carriage requirements | |
| FFVE-FF01 | Examine fixed fire detection and fire alarm systems | |
| FFVE-FF02 | Examine fixed fire extinguishing systems | |
| FFVE-FF03 | Examine portable fire extinguishers | |
| FFVE-SW01 | Examine high stress and high impact areas | |
| FFVE-FU01 | Verify International Safety Management (ISM) compliance | |
| FFVE-FU02 | Issue deficiency(s) | |
| FFVE-FU03 | Issue control action(s) | |
| FFVE-FU04 | Verify deficiency corrections | |
| FFVE-FU05 | Complete Maritime Information for Safety and Law Enforcement (MISLE) Activity | |

Foreign Freight Vessel Examiner (FFVE)**Port State Control Examination****Pre-Exam (PE)****Foreign Freight Vessel**

Task: FFVE-PE01 Schedule examination in Maritime Information for Safety and Law Enforcement (MISLE)

Condition: During preparation for examination

Standard: In compliance with applicable policies, laws, regulations and standards

- References:**
1. Title 33, Code of Federal Regulations Parts 2 & 6
 2. Title 33, Code of Federal Regulations Part 138 Financial Responsibility for Water Pollution & OPA 90 Limits of Liability
 3. CG-543 Policy Letter 11-01 Guidelines for CG Evaluations of Compliance with the EPA's Vessel General Permit
 4. COMDTINST M16000.6 Marine Safety Manual Volume I Administration & Management
 5. MPS-PR-SEC-02 Scheduling Foreign Vessel Examinations & MPS-PR-SEC-04 Preparing for Inspections and Examinations
 6. Mission Management System (MMS) Work Instruction - MISLE Data Entry Requirements for Foreign Vessels

| Steps | | References | Initials |
|---------|--|--|----------|
| PE01.1 | Determine authority and jurisdiction and applicable regulations | 33 CFR 2 33 CFR 6 | |
| PE01.2 | Locate vessel in MISLE | MPS-PR-SEC-02 MSM I/12.F | |
| PE01.3 | Verify documents are current in MISLE | MPS-PR-SEC-04 MSM I/12.G.5 | |
| PE01.4 | Review history (narratives, deficiencies & special notes) | MSM I/12.G.2.a MPS-PR-SEC-02 & 04 MISLE Work Instruction | |
| PE01.5 | Enter title and point(s) of contact | MSM I/12.G.2.a | |
| PE01.6 | Prepare folder and required documents | MPS-PR-SEC-04 | |
| PE01.7 | Verify status of Certificate of Financial Responsibility (e-COFR) | 33 CFR 138.15(a)(2) | |
| PE01.8 | Generate new activity | MPS-PR-SEC-04 MSM I/12.G.2.a | |
| PE01.9 | Verify submittal of Environmental Protection Agency (EPA) Notice of Intent (NOI) | CG-543 Policy Ltr 11-01 | |
| PE01.10 | Determine QUALSHIP 21 participation | MISLE Work Instruction | |

Verifying Officer Guidance: Ensure trainee is using latest edition of the MISLE Data Entry Work Instruction.

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|---|----------------|
| Inspector's Name: (Last, First, Initial) | EMPLID: |
| Verifying Officer's Signature: | Date: |

Foreign Freight Vessel Examiner (FFVE)**Port State Control Examination****Pre-Exam (PE)****Foreign Freight Vessel**

Task: FFVE-PE02 Coordinate examination with vessel's representative

Condition: During preparation for examination

Standard: In compliance with applicable policies, laws, regulations and standards

- References:**
1. Title 33, Code of Federal Regulations Part 160 Ports & Waterways Safety - General
 2. Title 46, Code of Federal Regulations Part 2 Vessel Inspections
 3. IMO Resolution A.739(18) Guidelines for the Authorization of Organizations Acting on Behalf of the Administration
 4. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1
 5. MPS-PR-SEC-02 Scheduling Foreign Vessel Examinations
 6. MPS-PR-SEC-04 Preparing for Inspections and Examinations

| Steps | | References | Initials |
|--------|---|---|----------|
| PE02.1 | Verify vessel's representative | MPS-PR-SEC-02 MSM II/D.5.C.2 | |
| PE02.2 | Confirm vessel arrival time, destination, exam based on Advanced Notice of Arrival (ANOA) | 33 CFR 160.206 MPS-PR-SEC-02 | |
| PE02.3 | Articulate examination expectations | MPS-PR-SEC-02 | |
| PE02.4 | Verify owner/operator information | MPS-PR-SEC-04 | |
| PE02.5 | Verify Classification Society information | 46 CFR 2.45 IMO Res A.739(18) MPS-PR-SEC-04 | |
| PE02.6 | Confirm MISLE targeting score with information attained from vessel representative | MSM II/D.4 MPS-PR-SEC-04 | |
| PE02.7 | Verify if Law Enforcement division has interest for Condition of Entry (COE) | MSM II/D.1.H.5 MPS-PR-SEC-04 | |

Verifying Officer Guidance: Trainee should demonstrate a firm understanding of ANOA procedures and shoreside vs. offshore examinations and boarding's IAW MSM II/D.1.

| | |
|---|----------------|
| Inspector's Name: (Last, First, Initial) | EMPLID: |
| Verifying Officer's Signature: | Date: |

Foreign Freight Vessel Examiner (FFVE)**Port State Control Examination****Pre-Exam (PE)****Foreign Freight Vessel**

Task: FFVE-PE03 Mitigate potential hazards encountered during an exam

Condition: *During preparation for examination*

Standard: *In accordance with current policies, procedures and processes*

- References:**
1. Title 29, Code of Federal Regulations Part 1915 Occupational Safety & Health Standards for Shipyard Employment
 2. COMDTINST M16000.6 Marine Safety Manual Volume I Administration & Management
 3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1
 4. NFPA 306 Standard for the Control of Gas Hazards on Vessels
 5. Gas Alert Quattro Gas Detector Operator's Manual

| Steps | | References | Initials |
|--------|---|--|----------|
| PE03.1 | Recognize potential hazards encountered during exam | NFPA 306 | |
| PE03.2 | Determine confined spaces | MSM I/10 App.A | |
| PE03.3 | Determine if exam scope will require a Marine Chemist certification for space entry | 29 CFR 1915, Part B MSM II/D.6.C.1.f | |
| PE03.4 | Verify Marine Chemist has been scheduled for exam (when applicable) | MSM I/10 App. A | |
| PE03.5 | Prepare necessary personal protective equipment for exam | MSM I/10 App. A Quattro Operator's Manual | |
| PE03.6 | Review CG policy for when to leave a space due to hazardous condition | MSM I/10 App. A | |

Verifying Officer Guidance:

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Foreign Freight Vessel Examiner (FFVE)**Port State Control Examination****Certificates and Documents (CD)****Foreign Freight Vessel**

Task: FFVE-CD01 Verify participation in Enhanced Survey program

Condition: *While validating certificates and documents*

Standard: *In compliance with applicable policies, laws, regulations and standards*

References:

1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. IMO Resolution A.744(18) Guidelines on the Enhanced Programme of Inspections During Surveys of Bulk Carriers and Oil Tankers

| Steps | | References | Initials |
|--------|---|---|----------|
| CD01.1 | Verify written language(s) | SOLAS 09 XI-1/2 IMO Res A.744(18)/6 | |
| CD01.2 | Verify presence of supporting documents | IMO Res A.744(18)/6 | |
| CD01.3 | Verify survey schedule | IMO Res A.744(18)/2 IMO Res A.744(18)/3 IMO Res A.744(18)/4 | |

Verifying Officer Guidance:

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Foreign Freight Vessel Examiner (FFVE)**Port State Control Examination****Certificates and Documents (CD)****Foreign Freight Vessel**

Task: FFVE-CD02 Examine crew training documentation (hazardous materials/dangerous goods)

Condition: While validating certificates and documents

Standard: In compliance with applicable policies, laws, regulations and standards

- References:**
1. Title 49, Code of Federal Regulations Part 172 Hazardous Materials Regulations - Hazardous Materials Table, Special Provisions, Communications, Emergency Response Information, Training Requirements & Security Plans
 2. Title 49, Code of Federal Regulations Part 176 Carriage by Vessel
 3. International Convention on Standards of Training, Certification & Watchkeeping (STCW) 1978, as amended

| Steps | | References | Initials |
|--------|--|--|----------|
| CD02.1 | Review training documentation | 49 CFR 172.704(d) 49 CFR 176.13(c) STCW A-II/2 | |
| CD02.2 | Verify recurrent training is conducted | 49 CFR 172.704(c)(2) | |

Verifying Officer Guidance: *STCW Table A-II/2 lists specific competence requirements for cargo handling, stowage and the carriage of dangerous goods (including IMDG and IMSBC Code). This is part of a mariner's certification under STCW and may not include independent documentation. Their license is proof that they meet the STCW requirements for training related to the carriage of dangerous goods. The training and documentation requirements in 49 CFR still apply.*

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Foreign Freight Vessel Examiner (FFVE)**Port State Control Examination****Certificates and Documents (CD)****Foreign Freight Vessel**

Task: FFVE-CD03 Examine Dangerous Cargo Manifest (DCM)

Condition: *While validating certificates and documents*

Standard: *In compliance with applicable policies, laws, regulations and standards*

References: 1. Title 49, Code of Federal Regulations Part 176 Carriage by Vessel
2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

| Steps | | References | Initials |
|--------|--------------------------------|--------------------------------------|----------|
| CD03.1 | Verify location | 49 CFR 176.30(a) | |
| CD03.2 | Verify content | 49 CFR 176.30(a) SOLAS 09 VII/7-2 | |
| CD03.3 | Verify DCM information | 49 CFR 176.30(b) | |
| CD03.4 | Verify DCM is signed | 49 CFR 176.30(c) | |
| CD03.5 | Verify DCM copies are retained | 49 CFR 176.30(e) | |

Verifying Officer Guidance: *Trainee shall demonstrate an understanding of container stowage terminology (bays or cells, rows, tiers, slots, etc.).*

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Foreign Freight Vessel Examiner (FFVE)**Port State Control Examination****Certificates and Documents (CD)****Foreign Freight Vessel**

Task: FFVE-CD04 Examine Document of Compliance for the Carriage of Dangerous Goods

Condition: While validating certificates and documents

Standard: In compliance with applicable policies, laws, regulations and standards

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. IMO MSC.1/Circ. 1266 Carriage of Dangerous Goods

| Steps | | References | Initials |
|--------|---------------------------------------|--|----------|
| CD04.1 | Verify validity | SOLAS 09 II-2/19.4 IMO MSC.1/Circ. 1266 | |
| CD04.2 | Verify cargoes classes are authorized | SOLAS 09 II-2/19.4 IMO MSC.1/Circ. 1266 | |

Verifying Officer Guidance: *The Document of Compliance is issued to vessels carrying dangerous goods in bulk and/or packaged form. It is different than the Document of Compliance issued under the ISM Code. They do not require annual surveys and after the initial verification, surveys are carried out in conjunction with the Cargo Ship Safety Construction Certificate.*

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Foreign Freight Vessel Examiner (FFVE)**Port State Control Examination****Certificates and Documents (CD)****Foreign Freight Vessel**

Task: FFVE-CD05 Examine Document of Authorization (DoA) (when applicable)

Condition: While validating certificates and documents

Standard: In compliance with applicable policies, laws, regulations and standards

References:

1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. International Code for the Safe Carriage of Grain in Bulk (Grain Code), 1991
3. NVIC 05-94 Requirements for Vessels Carrying Bulk Grain Cargo

| Steps | | References | Initials |
|--------|---|---|----------|
| CD05.1 | Verify presence and approval | SOLAS 09 VI/9 Grain Code A 3.1 Grain Code A 3.4 | |
| CD05.2 | Verify written language(s) | Grain Code A 3.3 | |
| CD05.3 | Verify incorporation into Grain Loading Manual | Grain Code A 3.2 NVIC 05-94 | |
| CD05.4 | Verify Flag exemption and approval or National Cargo Bureau approval for full load capability without DoA | Grain Code A 3.5 NVIC 05-94 | |
| CD05.5 | Verify Flag approval for partial load capability without a DoA | Grain Code A 9.6 | |

Verifying Officer Guidance: *The DoA is evidence that the ship is capable of complying with Grain Code requirements. A ship without a DoA shall not load grain until the master demonstrates to the Administration or the Contracting Government that the ship meets all the requirements of the Grain Code. A ship without a DoA has two options under Part A 3.5. Under Part A 9 a ship without a DoA may not carry a partial load without performing the required calculations.*

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Foreign Freight Vessel Examiner (FFVE)

Port State Control Examination

Logs and Manuals Examination (LM)

Foreign Freight Vessel

Task: FFVE-LM01 Examine ship's stability and grain loading booklet (when applicable)

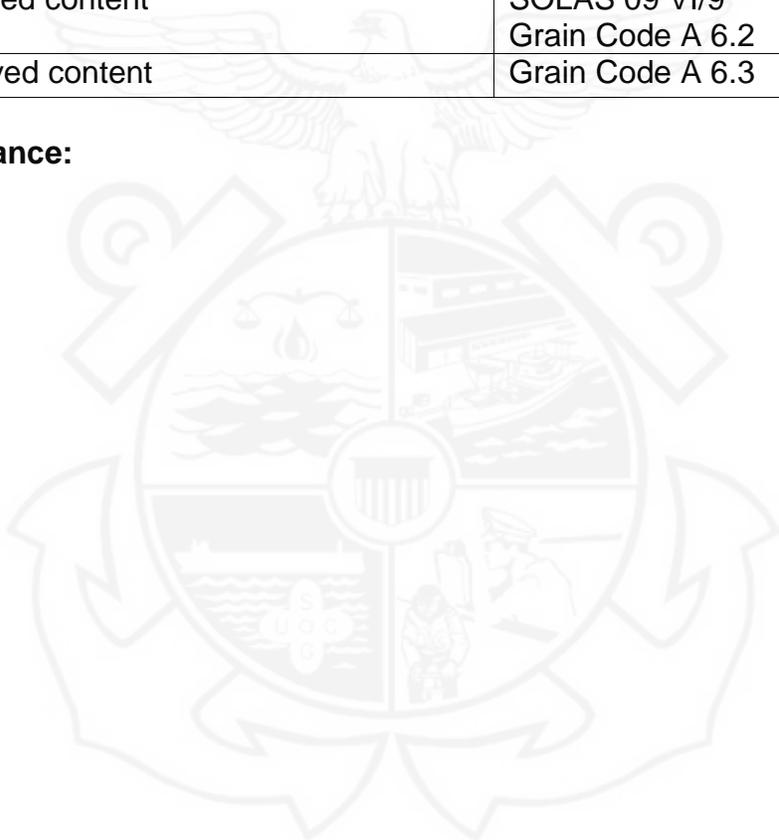
Condition: While validating logs and manuals

Standard: In compliance with applicable policies, laws, regulations and standards

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. International Code for the Safe Carriage of Grain in Bulk (Grain Code), 1991

| Steps | | References | Initials |
|--------|-------------------------|-----------------------------------|----------|
| LM01.1 | Verify accepted content | SOLAS 09 VI/9 Grain Code A 6.2 | |
| LM01.2 | Verify approved content | Grain Code A 6.3 | |

Verifying Officer Guidance:



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|---|----------------|
| Inspector's Name: (Last, First, Initial) | EMPLID: |
| Verifying Officer's Signature: | Date: |

Foreign Freight Vessel Examiner (FFVE)**Port State Control Examination****Logs and Manuals Examination (LM)****Foreign Freight Vessel**

Task: FFVE-LM02 Examine the bulk cargo loading, unloading & stowage booklet (Loading Manual)

Condition: While validating logs and manuals

Standard: In compliance with applicable policies, laws, regulations and standards

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. IMO MSC.1/Circ. 1117 Guidance for Checking the Structure of Bulk Carriers

| Steps | | References | Initials |
|--------|--|---|----------|
| LM02.1 | Verify written language(s) | SOLAS 09 VI/7.2 | |
| LM02.2 | Verify content | SOLAS 09 VI/7.2 SOLAS 09 XII/8 IMO MSC.1/Circ. 1117 | |
| LM02.3 | Verify loading and/or unloading plan agreement with terminal | SOLAS 09 VI/7.3 SOLAS 09 VI/7.6 | |

Verifying Officer Guidance:

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Foreign Freight Vessel Examiner (FFVE)**Port State Control Examination****Logs and Manuals Examination (LM)****Foreign Freight Vessel****Task:** FFVE-LM03 Examine Cargo Securing Manual**Condition:** While validating logs and manuals**Standard:** In compliance with applicable policies, laws, regulations and standards**References:** 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. IMO MSC.1/Circ. 1353 Revised Guidelines for the Preparation of the Cargo Securing Manual

| Steps | | References | Initials |
|--------|--|---|----------|
| LM03.1 | Verify approval | SOLAS 09 VI/5.6 SOLAS 09 VII/5 | |
| LM03.2 | Verify format | SOLAS 09 VI/5.6 SOLAS 09 VII/5 IMO MSC.1/Circ. 1353 | |
| LM03.3 | Verify working language(s) | SOLAS 09 VI/5.6 SOLAS 09 VII/5 IMO MSC.1/Circ. 1353 | |
| LM03.4 | Verify securing procedures for current cargo | SOLAS 09 VI/5.6 SOLAS 09 VII/5 IMO MSC.1/Circ. 1353 | |

Verifying Officer Guidance: *This task is applicable to all cargoes, other than solid and liquid bulk cargoes. MSC/Circ.1353 supercedes the circular referred to in SOLAS 09 and amends the Cargo Stowage & Securing (CSS) Code. In the case of one time carriage of special cargoes(i.e. heavy lift vessels, break-bulk vessels, etc.) the vessel must have approval from their Administration or recognized organization. For example a Cargo Securing Manual that is amended or one specifically for that special cargo.*

Inspector's Name: (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

Foreign Freight Vessel Examiner (FFVE)**Port State Control Examination****Cargo Systems Examination (CS)****Foreign Freight Vessel**

Task: FFVE-CS01 Examine Loading Instrument and Loading Instrument User Manual

Condition: *During cargo systems examination*

Standard: *In compliance with applicable policies, laws, regulations and standards*

References:

1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. IMO MSC.1/Circ. 1108 Guidelines for Assessing the Longitudinal Strength of Bulk Carriers During Loading, Unloading & Ballast Water Exchange

| Steps | | References | Initials |
|--------|----------------------------|---|----------|
| CS01.1 | Verify content | SOLAS 09 XII/11 IMO MSC.1/Circ. 1108 | |
| CS01.2 | Verify written language(s) | IMO MSC.1/Circ. 1108 | |
| CS01.2 | Verify operation | SOLAS 09 XII/11 IMO MSC.1/Circ. 1108 | |

Verifying Officer Guidance:

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Foreign Freight Vessel Examiner (FFVE)**Port State Control Examination****Cargo Systems Examination (CS)****Foreign Freight Vessel**

Task: FFVE-CS02 Confirm additional special requirements for carrying dangerous goods

Condition: During cargo systems examination

Standard: In compliance with applicable policies, laws, regulations and standards

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

| Steps | | References | Initials |
|--------|---|----------------------|----------|
| CS02.1 | Verify location of water supplies | SOLAS 09 II-2/19.3.1 | |
| CS02.2 | Verify installation of proper electrical components for enclosed cargo spaces | SOLAS 09 II-2/19.3.2 | |
| CS02.3 | Verify power and natural ventilation in enclosed cargo spaces | SOLAS 09 II-2/19.3.4 | |
| CS02.4 | Verify bilge pumping arrangements | SOLAS 09 II-2/19.3.5 | |
| CS02.5 | Verify presence of chemical protection suits and related equipment | SOLAS 09 II-2/19.3.6 | |
| CS02.6 | Confirm additional portable dry powder extinguishers | SOLAS 09 II-2/19.3.7 | |
| CS02.7 | Verify insulation of machinery space boundaries | SOLAS 09 II-2/19.3.8 | |

Verifying Officer Guidance: Trainee shall demonstrate understanding and familiarity with using the application tables in SOLAS 09 II-2, Tables 19.1, 19.2 and 19.3.

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Foreign Freight Vessel Examiner (FFVE)**Port State Control Examination****Cargo Systems Examination (CS)****Foreign Freight Vessel - RO-RO****Task:** FFVE-CS03 Examine cargo ventilation system**Condition:** *During cargo systems examination***Standard:** *In compliance with applicable policies, laws, regulations and standards***References:** 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

| Steps | | References | Initials |
|--------|--|--------------------------|----------|
| CS03.1 | Verify separation from other systems/ducts and are capable of being sealed | SOLAS 09 II-2/20.3.1.2.2 | |
| CS03.2 | Verify construction of ducts/dampers in common horizontal zone | SOLAS 09 II-2/20.3.1.4.2 | |
| CS03.3 | Verify location of system controls | SOLAS 09 II-2/20.3.1.2.2 | |
| CS03.4 | Verify means for rapid shutdown | SOLAS 09 II-2/20.3.1.4.1 | |
| CS03.5 | Verify presence and operation of combustible gas detecting instruments | SOLAS 09 II-2/20.3.1.2.2 | |
| CS03.6 | Verify operation of loss of ventilation indicator | SOLAS 09 II-2/20.3.1.3 | |

Verifying Officer Guidance:**Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

Foreign Freight Vessel Examiner (FFVE)**Port State Control Examination****Cargo Systems Examination (CS)****Foreign Freight Vessel**

Task: FFVE-CS04 Examine intermodal containers (spot check)

Condition: During cargo systems examination

Standard: In compliance with applicable policies, laws, regulations and standards

- References:**
1. Title 49, Code of Federal Regulations Part 172 Hazardous Materials Regulations - Hazardous Materials Table, Special Provisions, Communications, Emergency Response Information, Training Requirements & Security Plans
 2. Title 49, Code of Federal Regulations Part 176 Carriage by Vessel
 3. International Maritime Dangerous Goods (IMDG) Code
 4. IMO CSC.1/Circ. 138/Rev. 1 Revised Recommendations on Harmonized Interpretation & Implementation of the International Convention for Safe Containers

| Steps | | References | Initials |
|--------|---|------------------------------------|----------|
| CS04.1 | Verify hazardous materials are stowed IAW stowage plan and dangerous goods manifest | SOLAS 09 VII/4.5 49 CFR 176.30 | |
| CS04.2 | Verify structural integrity | IMO CSC.1/Circ.138/Rev.1 | |
| CS04.3 | Verify no cargo leakage | 49 CFR 176.50 IMDG 4.2.1.9.6.3 | |
| CS04.4 | Verify dangerous goods placards are posted | 49 CFR 172.500 IMDG 5.3.1.1.4.1 | |
| CS04.5 | Verify no smoking signage | 49 CFR 176.60 | |

Verifying Officer Guidance: 49 CFR 171.22 discusses the authorization and conditions for the use of international standards and regulations (including the IMDG Code). Also, if container-related deficiencies exist beyond the basic understanding of the Port State Control team, follow any local policy on damaged or leaking containers which should include contacting a qualified Container Inspector for assistance.

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|---|----------------|
| Inspector's Name: (Last, First, Initial) | EMPLID: |
| Verifying Officer's Signature: | Date: |

Foreign Freight Vessel Examiner (FFVE)**Port State Control Examination****Cargo Systems Examination (CS)****Foreign Freight Vessel**

Task: FFVE-CS05 Verify compliance with Cargo Securing Manual (spot check)

Condition: *During cargo systems examination*

Standard: *In compliance with applicable policies, laws, regulations and standards*

References:

1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. IMO MSC.1/Circ. 1353 Revised Guidelines for the Preparation of the Cargo Securing Manual
3. International Code of Safe Practice for Cargo Stowage and Securing (CSS), 1991
4. Cargo Securing Manual

| Steps | | References | Initials |
|--------|---|---|----------|
| CS05.1 | Verify adequate amount of approved securing equipment | SOLAS 09 VII/5 IMO MSC.1/Circ. 1353 | |
| CS05.2 | Verify cargo is secured IAW manual | SOLAS 09 VII/5 CSS Code 1.7 Cargo Securing Manual | |
| CS05.3 | Verify equipment strength and maintainance | CSS Code 1.7 | |
| CS05.4 | Verify stowage and securing declaration for road vehicles | CSS Code 2.9.2 | |

Verifying Officer Guidance: *The Cargo Securing Manual should take into account the guidelines provided in the Cargo Stowage & Securing (CSS) Code, which includes IMO MSC.1/Circ. 1353. The information in the vessel's Cargo Securing Manual will provide the basis for verifying compliance.*

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Foreign Freight Vessel Examiner (FFVE)**Port State Control Examination****Cargo Systems Examination (CS)****Foreign Freight Vessel**

Task: FFVE-CS06 Examine solid bulk cargo carriage requirements

Condition: During cargo systems examination

Standard: In compliance with applicable policies, laws, regulations and standards

References:

1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. International Maritime Solid Bulk Cargoes (IMSBC) Code, 2013
3. CG-CVC Policy Letter 13-03 International Maritime Solid Bulk Cargoes Code - Port State Control Guidance

| Steps | | References | Initials |
|--------|---|--|----------|
| CS06.1 | Determine IMSBC code applicability | IMSBC Code Appendix 1 | |
| CS06.2 | If not authorized under IMSBC Code, determine valid non-hazardous cargo authorization or hazardous cargo approval | IMSBC Code 1.3 | |
| CS06.3 | Verify shipping documentation and cargo information | SOLAS 09 VI/2 & VII/7-2 IMSBC Code 4.2 CG-CVC Policy Ltr 13-03/Encl. 1/5 | |
| CS06.4 | Verify specific requirements outlined in shipping schedule | SOLAS 09 VII/7-1 IMSBC Code 1.2 | |
| CS06.5 | Verify presence of emergency response and medical first aid information for cargo(s) | SOLAS 09 VII/7-1 CG-CVC Policy Ltr 13-03/6.f | |
| CS06.6 | Verify presence of personal protective equipment | SOLAS 09 II-2/19.3.6 | |
| CS06.7 | Verify presence of monitoring equipment for cargo(s) | SOLAS 09 VI/3 IMSBC Code Appendix 1 | |
| CS06.8 | Verify ventilation requirements for cargo spaces | SOLAS 09 II-2/19.3.4 | |

Verifying Officer Guidance: CG-CVC Policy Letter 13-03 contains additional background information and enforcement guidance. As per the policy letter, "If a vessel has a loading certificate issued by the NCB or other competent authority (for loaded vessels arriving in the U.S.), the scope of the cargo compliance portion of the PSC exam may be reduced." Note: If the vessel is carrying dangerous cargoes in bulk, it is required to have a Document of Compliance as described in SOLAS 09/19.4 and MSC/Circ.1027.

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| Inspector's Name: (Last, First, Initial) | EMPLID: |
| Verifying Officer's Signature: | Date: |

Foreign Freight Vessel Examiner (FFVE)

Port State Control Examination

Firefighting Systems Examination (FF)

Foreign Freight Vessel - RO-RO

Task: FFVE-FF01 Examine fixed fire detection and fire alarm systems

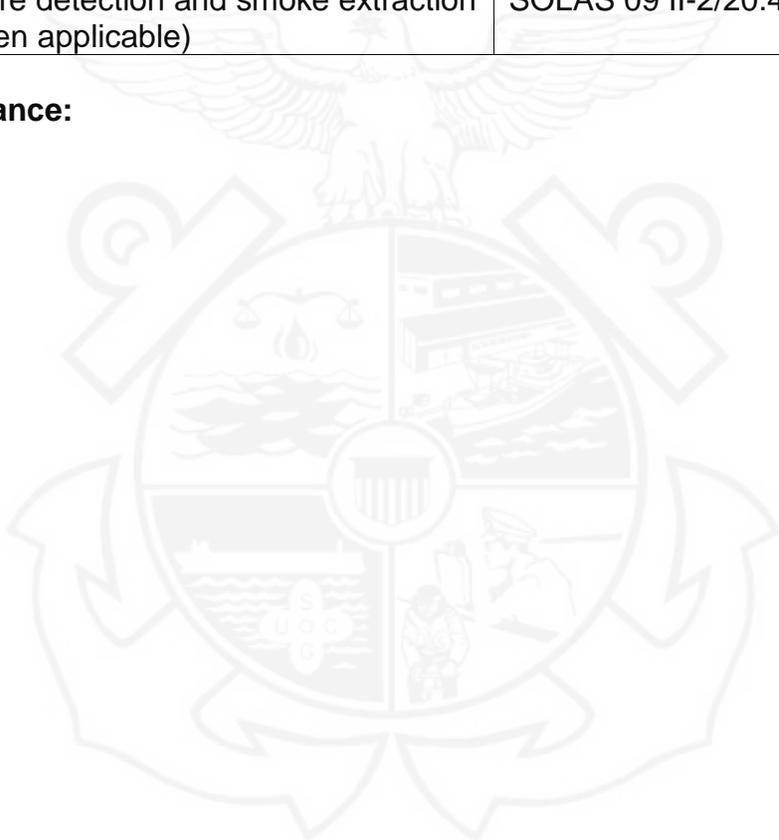
Condition: *During firefighting equipment examination*

Standard: *In compliance with applicable policies, laws, regulations and standards*

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

| Steps | | References | Initials |
|--------|--|--|----------|
| FF01.1 | Verify operation of fixed fire detection and alarm system | SOLAS 09 II-2/20.4.1 SOLAS 09 II-2/20.4.3 | |
| FF01.2 | Verify fixed fire detection and smoke extraction systems (when applicable) | SOLAS 09 II-2/20.4.2 | |

Verifying Officer Guidance:



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| Inspector's Name: (Last, First, Initial) | EMPLID: |
| Verifying Officer's Signature: | Date: |

Foreign Freight Vessel Examiner (FFVE)

Port State Control Examination

Firefighting Systems Examination (FF)

Foreign Freight Vessel - RO-RO

Task: FFVE-FF02 Examine fixed fire extinguishing systems

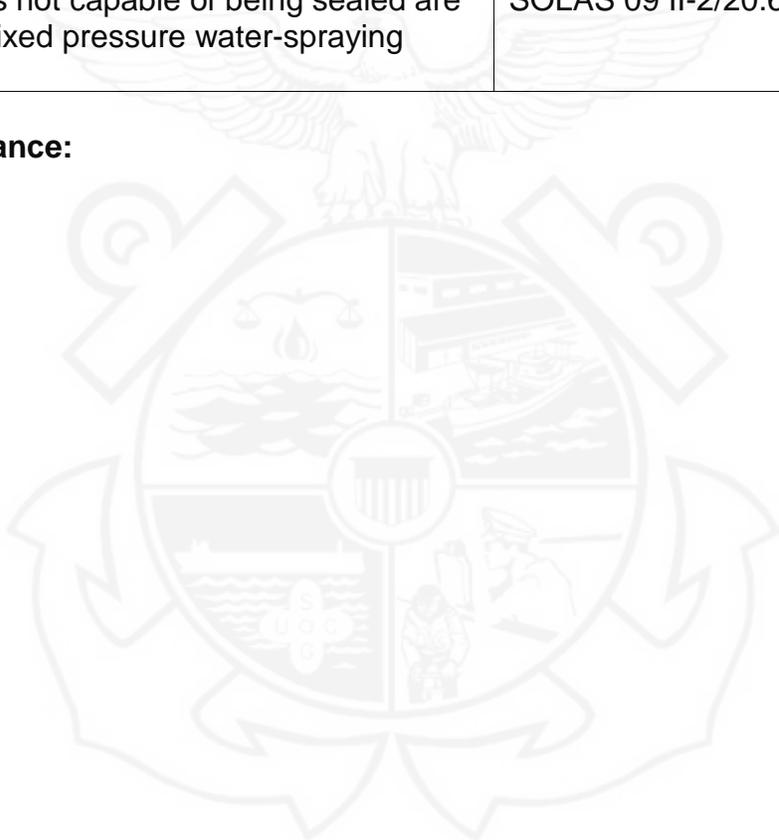
Condition: *During firefighting equipment examination*

Standard: *In compliance with applicable policies, laws, regulations and standards*

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

| Steps | | References | Initials |
|--------|--|------------------------|----------|
| FF02.1 | Verify spaces that are capable of being sealed are fitted with approved system | SOLAS 09 II-2/20.6.1.1 | |
| FF02.2 | Verify spaces not capable of being sealed are fitted with a fixed pressure water-spraying system | SOLAS 09 II-2/20.6.1.2 | |

Verifying Officer Guidance:



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| Inspector's Name: (Last, First, Initial) | EMPLID: |
| Verifying Officer's Signature: | Date: |

Foreign Freight Vessel Examiner (FFVE)

Port State Control Examination

Firefighting Systems Examination (FF)

Foreign Freight Vessel - RO-RO

Task: FFVE-FF03 Examine portable fire extinguishers

Condition: During firefighting equipment examination

Standard: In compliance with applicable policies, laws, regulations and standards

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

| Steps | | References | Initials |
|--------|------------------------------|------------------------|----------|
| FF03.1 | Verify location | SOLAS 09 II-2/20.6.2.1 | |
| FF03.2 | Verify additional appliances | SOLAS 09 II-2/20.6.2.2 | |

Verifying Officer Guidance:



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|---|----------------|
| Inspector's Name: (Last, First, Initial) | EMPLID: |
| Verifying Officer's Signature: | Date: |

Foreign Freight Vessel Examiner (FFVE)**Port State Control Examination****Structural/Watertight Integrity Examination (SW)****Foreign Freight Vessel**

Task: FFVE-SW01 Examine high stress and high impact areas

Condition: *During Examination*

Standard: *In compliance with applicable policies, laws, regulations and standards*

References:

1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. IMO Resolution A.744(18) Guidelines on the Enhanced Programme of Inspections During Surveys of Bulk Carriers and Oil Tankers
3. IMO MSC.1/Circ. 1117 Guidance for Checking the Structure of Bulk Carriers

| Steps | | References | Initials |
|--------|---|--|----------|
| SW01.1 | Review survey reports on file and identify possible suspect areas | SOLAS 09 XI-1/2 IMO Res A.744(18)/6 | |
| SW01.2 | Examine hull maintenance and general state on deck | IMO MSC.1/Circ. 1117/11 | |
| SW01.3 | Examine areas of high stress and bending moments | IMO MSC.1/Circ. 1117/12 | |
| SW01.4 | Examine areas where fracturing, cracks, distortion or excessive wastage commonly occur (including visible cargo hold internals) | IMO MSC.1/Circ. 1117/13 IMO MSC.1/Circ. 1117/14 | |

Verifying Officer Guidance: *Trainee should be familiar with common nomenclature of cargo holds and ship structure. Understand the difference between structural failures and structural damage in accordance with Marine Safety Manual, Volume II. Where damage is noted, check the same area on the opposite side of the space or vessel for transference damage.*

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Foreign Freight Vessel Examiner (FFVE)**Port State Control Examination****Follow Up Actions (FU)****Foreign Freight Vessel**

Task: FFVE-FU01 Verify International Safety Management (ISM) compliance

Condition: During follow-up portion of the examination

Standard: In compliance with applicable policies, laws, regulations and standards

References:

1. International Safety Management (ISM) Code
2. IMO Resolution A.1052(27) Procedures for Port State Control, 2011
3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

| Steps | | References | Initials |
|--------|--|--|----------|
| FU01.1 | Verify clear grounds exist to initiate expanded exam | IMO Res A.1052(17) 2.4 MSM II/D.1.G.2 | |
| FU01.2 | Verify crew familiarity with vessel's Safety Management System (SMS) | ISM Code 6.1 | |
| FU01.3 | Verify company responsibilities and authority are clearly defined | ISM Code 3 | |
| FU01.4 | Verify record keeping compliance | ISM Code 11 | |
| FU01.5 | Verify maintenance requirements | ISM Code 10 | |
| FU01.6 | Verify SMS training requirement | ISM Code 6.3 ISM Code 6.4 | |
| FU01.7 | Review audit documentation and follow-up actions | ISM Code 1.4.6 ISM Code 9.2 | |

Verifying Officer Guidance: Trainee shall demonstrate a familiarity with the procedures in NVIC 04-05 and the ISM code as they relate to MODUs. Trainee also needs to have an understanding of BSEE's requirements for SEMS. Trainee should also refer to CD04 for guidance.

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| Inspector's Name: (Last, First, Initial) | EMPLID: |
| Verifying Officer's Signature: | Date: |

Foreign Freight Vessel Examiner (FFVE)**Port State Control Examination****Follow Up Actions (FU)****Foreign Freight Vessel****Task:** FFVE-FU02 Issue deficiency(s)**Condition:** Upon completion of the examination**Standard:** In accordance with current policies, procedures and processes

References:

1. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1
2. MPS-PR-SEC-06 Conducting Foreign Vessel Examinations
3. Forms CG-5437A/B USCG Port State Control Report of Inspection

| Steps | | References | Initials |
|--------|---|---|----------|
| FU02.1 | Identify deficiency | MSM II/D.1.C.8 | |
| FU02.2 | Discuss deficiencies and corrective measures/timeframe with vessel's master or representative | MSM II/D.2.C MPS-PR-SEC-06 | |
| FU02.3 | Document deficiencies | MSM II/D.1.G.3 MSM II/D.1.H.10 CG-5437A/B | |
| FU02.4 | Sign forms (examiner & vessel's representative) | CG-5437A/B | |
| FU02.5 | Issue document(s) | MPS-PR-SEC-06 CG-5437A/B | |

Verifying Officer Guidance:**Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

Foreign Freight Vessel Examiner (FFVE)**Port State Control Examination****Follow Up Actions (FU)****Foreign Freight Vessel****Task:** FFVE-FU03 Issue control action(s)**Condition:** Upon discovery of substantial non-compliance**Standard:** In accordance with current policies, procedures and processes

- References:**
1. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1
 2. MPS-PR-SEC-06 Conducting Foreign Vessel Examinations
 3. Forms CG-5437A/B USCG Port State Control Report of Inspection

| Steps | | References | Initials |
|--------|---|-----------------------------|----------|
| FU03.1 | Determine control action | MSM II/D.2.C | |
| FU03.2 | Conduct reports and notifications (when applicable) | MSM II/D.2.E | |
| FU03.3 | Issue control action(s) | MPS-PR-SEC-06 CG-5437A/B | |
| FU03.4 | Explain control action(s) to responsible parties/stakeholders | MPS-PR-SEC-06 CG-5437A/B | |

Verifying Officer Guidance:**Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

Foreign Freight Vessel Examiner (FFVE)

Port State Control Examination

Follow Up Actions (FU)

Foreign Freight Vessel

Task: FFVE-FU04 Verify deficiency corrections

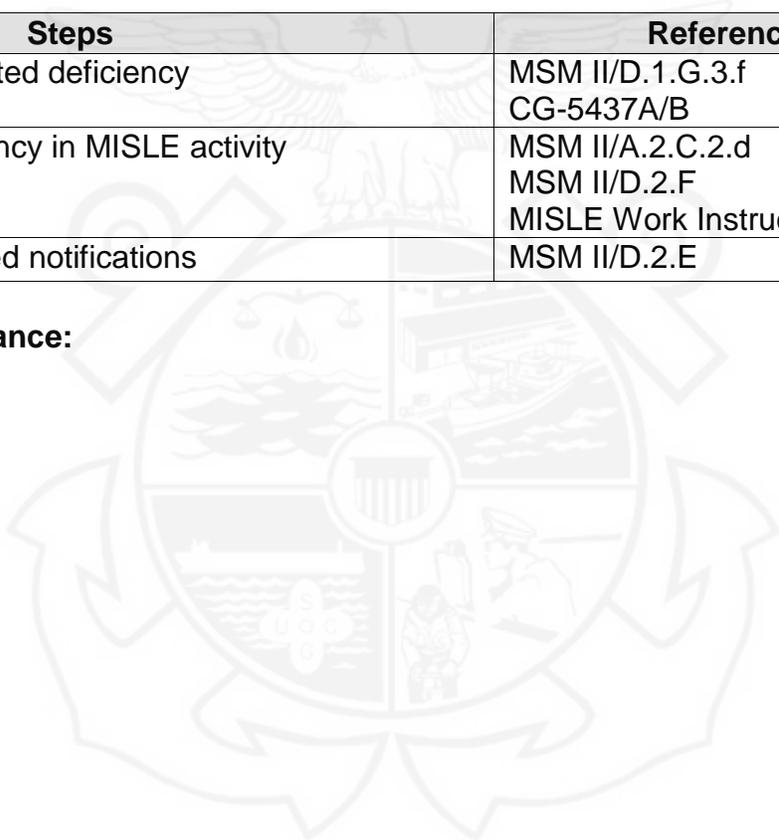
Condition: *During follow-up portion of exam*

Standard: *In accordance with current policies, procedures and processes*

- References:**
1. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1
 2. Forms CG-5437A/B USCG Port State Control Report of Inspection
 3. Mission Management System (MMS) Work Instruction - MISLE Data Entry Requirements for Foreign Vessels

| Steps | | References | Initials |
|--------|------------------------------------|--|----------|
| FU04.1 | Verify corrected deficiency | MSM II/D.1.G.3.f CG-5437A/B | |
| FU04.2 | Clear deficiency in MISLE activity | MSM II/A.2.C.2.d MSM II/D.2.F MISLE Work Instruction | |
| FU04.3 | Make required notifications | MSM II/D.2.E | |

Verifying Officer Guidance:



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|---|----------------|
| Inspector's Name: (Last, First, Initial) | EMPLID: |
| Verifying Officer's Signature: | Date: |

Foreign Freight Vessel Examiner (FFVE)**Port State Control Examination****Follow Up Actions (FU)****Foreign Freight Vessel**

Task: FFVE-FU05 Complete Maritime Information for Safety and Law Enforcement (MISLE) Activity

Condition: During follow-up portion of the examination

Standard: In accordance with current policies, procedures and processes

References:

1. COMDTINST M16000.6 Marine Safety Manual Volume I Administration & Management
2. MPS-PR-SEC-06 Conducting Foreign Vessel Examinations
3. Mission Management System (MMS) Work Instruction - MISLE Data Entry Requirements for Foreign Vessels

| Steps | | References | Initials |
|--------|--|--|----------|
| FU05.1 | Update examination results issued on Form B | MSM I/12.H MISLE Work Instruction 3.b | |
| FU05.2 | Update activity narrative and special notes (as necessary) | MSM I/12.H MISLE Work Instruction 3.c | |
| FU05.3 | Update vessel details | MSM I/12.H | |
| FU05.4 | Change activity status to "Open--Submitted for Review" | MSM I/12.H MPS-PR-SEC-06 | |

Verifying Officer Guidance: Ensure trainee knows the importance of updating MISLE in a timely manner and how it may affect other Coast Guard units.

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Appendix A

List of Additional References:

Inspection of Labour Conditions On Board Ships: Guide-Lines for Procedure

International Convention for the Prevention of Pollution from Ships, 1973; MARPOL Cons. Ed. 2006

International Convention on Load lines, Cons. Ed. 2005

International Safety Management Code and Guidelines on Implementation of the ISM Code, 2010 Ed.

IMO Resolution A.788(19) – Guidelines on Implementation of the International Safety Management (ISM) Code by Administrations

IMO Resolution MEPC.76(40) – Standard Specification for Shipboard Incinerators

IMO Resolution MEPC.107(49) – Revised Guidelines and Specifications for Pollution Prevention Equipment for Machinery Space Bilges of Ships

IMO Resolution MEPC.227(64) – 2012 Guidelines on Implementation of Effluent Standards and Performance Tests for Sewage Treatment Plants

IMO Resolution MSC.163(78) – Performance Standards for Shipborne Simplified Voyage Data Recorders

IMO Resolution MSC.200(80) – Adoption of Amendments to the Revised Recommendation on Testing of Life-Saving Appliances

IMO Resolution MSC.201(81) – Adoption of Amendments to the International Convention for the Safety of Life at Sea, 1974, as Amended – Lifesaving Appliances and Arrangements

IMO MSC/Circ.1120 – Unified Interpretations of SOLAS Chapter II-2, the FSS Code, the FTP Code and Related Fire Test Procedures

IMO MSC/Circ.1156 – Guidance on the Access of Public Authorities, Emergency Response Services and Pilots On Board Ships to Which SOLAS Chapter XI-2 and the ISPS Code Apply

IMO MSC.1/Circ.1206/Rev.1 – Measures to prevent accidents with lifeboats

46 United States Code, Section 3303 – Reciprocity for Foreign Vessels

46 United States Code, Section 3505 – Prevention of Departure

46 United States Code, Section 701 – Port Security

33 Code of Federal Regulations, Subchapter O, Subparts C & D – Ballast Water Management for Control of Non-indigenous Species in Waters of the United States

Marine Safety Manual, Volume II, Section D, Chapter 7 – Procedures Applicable to Foreign Passenger Vessels

Navigation and Vessel Inspection Circular (NVIC) 06-03, Change 2 – Coast Guard Port State Control Targeting and Boarding Policy for Vessel Security and Safety

Navigation and Vessel Inspection Circular (NVIC) 07-04, Change 1 – Ballast Water Management for the Control of Aquatic Nuisance Species in the Waters of the United States

Appendix A

Navigation and Vessel Inspection Circular (NVIC) 01-05, Change 1 – Interim Guidance for the Development and Review of Response Plans for Nontank Vessels

Navigation and Vessel Inspection Circular (NVIC) 04-05 – Port State Control Guidelines for the Enforcement of Management for the Safe Operation of Ships (ISM Code)

Navigation and Vessel Inspection Circular (NVIC) 06-05 – Unified Interpretations of SOLAS Chapter II-2, the FSS Code, the FTP Code and Related Fire Test Procedures

G-MOC Policy Letter 02-05 – Navigation Safety Equipment Testing Required Under 33 CFR 164.25 for Cruise Ships

G-MOC Policy Letter 04-13 – Guidelines for the Inspection of Oily Water Monitor and Separator Systems Revision 1, dtd 24MAR2005

G-PCV Policy Letter 06-01 – Guidance for the Enforcement of MARPOL Annex I During Port State Control Examinations

G-PCV Policy Letter 06-08 – Enforcement Actions for U.S. and Foreign Flagged Passenger Ships on International Voyages Having Survival Craft Not Fit For Service

Marine Safety Center Plan Review Guidance SOLAS-25 – Room-In-Room Construction

Coast Guard Tactics, Techniques and Procedures (TTP) 3-72.2 – Foreign Passenger Vessel Examiners

Memorandum of Understanding between the Department of Health and Human Services and the Department of Homeland Security (DHS)

Appendix B

Glossary: The following terms are used in this workbook and should be reviewed in order to better understand its contents:

Advise: to counsel or recommend

Assign: to give responsibility, to place under the control of a task

Amend (Modify): to make minor changes in/to

Brief: to give information or final precise instructions

Change: to make different in some particular way

Check: to inspect for satisfactory condition, accuracy, safety or performance

Compare: to examine (two or more objects, ideas, people, etc.) in order to note similarities and/or differences

Communicate: to convey knowledge of or information about: make known

Confirm: to validate, establish the truth, accuracy or genuineness of something

Create: to cause to happen; bring about; arrange, as by intention or design

Discuss: to verbally present a topic in detail for examination or consideration

Determine: to settle or decide by choice of alternatives or possibilities. "Decide" refers to arriving at a conclusion and to pronounce that decision. "Determine" is to settle or decide by choice of alternatives or possibilities and to fix precisely

Endorse: to approve, support or sustain; to sign one's name on a document or other instrument

Ensure: to make certain, to guarantee

Enter: to make a record of; record or register

Evaluate: to determine the significance or worth of, usually by careful appraisal and study

Examine: to look at or consider a thing carefully and in detail in order to discover something about it

Identify: to determine critical or necessary conditions or other factors; to determine the specific model of an item; to ascertain the origin, nature or definitive characteristics of; to recognize or establish as being a particular person or thing

Inspect: to examine officially; to look carefully at or over; view closely and critically

Issue: to serve legally binding federal documentation, notices or declarations to an individual, business or other distinctive entity

Appendix B

Locate: to determine or set the position of; to find

Make: to create or cause to happen

Modify (Amend): to make minor changes in/to

Observe (Witness): to watch carefully

Obtain: to gain or attain

Open: to set in action, begin, start or commence

Prepare: plan, gather and assemble information to produce a document (i.e. COI); to put together, to combine elements and produce a product, to make ready

Provide: to supply or make available

Review: to go over for the purpose of determining correctness or currency; to examine a document or process for accuracy in content and/or format and report errors or updates to the author or controlling authority

Schedule: to appoint, assign, or designate for a fixed time

Update: to bring up to date or make current

Validate: to substantiate accuracy or truth of by comparison or investigation

Verify: to confirm or establish the accuracy or truth of something

Witness (Observe): to watch carefully

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**Performance Qualification Standard and Job Aid Change
Recommendation Form**

From: _____ Date: _____

PQS/CG-840 Title:

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Section(s) Affected:

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Remark(s)/Comment(s):

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Reference(s):

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Signature: _____

Submit to MIPQS840@uscg.mil by clicking the button