
U.S. COAST GUARD



PORT STATE CONTROL EXAMINER (PSCE)

PORT STATE CONTROL EXAMINER PERFORMANCE AND QUALIFICATION STANDARD



Marine Inspection and Investigation School
Training Center Yorktown

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Port State Control Examiner Performance and Qualification Standard

Competency Code: PSCE

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 Port State Control Examiner (PSCE). 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 PSCE competency is the prerequisite for the 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 PSCE competency. With the exception the training prerequisites listed on page (I) and discussed below, 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

Port State Control 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 Course (501864); or		
2. MST A-School (only if completed after January 2010); or		
3. Marine Inspector Course (only if completed before March 2006); and		
4. Introduction to Confined Space Entry and Shipyard Competent Person for Marine Inspection/Port State Control (100028)		
B. Completion of this PQS Workbook		
C. Successful completion of final assessment under the observation of the Verifying Officer		
D. Successful completion of the final oral qualification board		
Qualification Board Members:		
E. Certification/Designation Letter submitted for approval		
F. Once Certification/Designation Letter is signed, enter competency and certification in TMT		
REMARKS:		

Port State Control Examiner PQS

Task Number	Task Description	Date Completed
PSCE-PE01	Schedule vessel examination in Marine Information for Safety and Law Enforcement (MISLE)	
PSCE-PE02	Coordinate examination with vessel's representative	
PSCE-PE03	Mitigate potential hazards encountered during an exam	
PSCE-DA01	Examine anchor(s) and chain	
PSCE-DA02	Examine hull for required markings	
PSCE-DA03	Examine material condition of hull	
PSCE-DA04	Examine access ladders and sideshell openings	
PSCE-DA05	Examine hull, anchors and anchor chain for compliance with the Non-Indigenous Aquatic Nuisance Species Act	
PSCE-DA06	Examine mooring system/equipment	
PSCE-SF01	Examine security procedures at vessel access point(s)	
PSCE-SF02	Verify security training and records	
PSCE-CD01	Examine Certificate of Registry	
PSCE-CD02	Examine Classification Society Certificate	
PSCE-CD03	Examine International Tonnage Certificate (ITC)	
PSCE-CD04	Examine International Load Line Certificate (ILLC)	
PSCE-CD05	Examine Cargo Ship Safety Construction Certificate (CSSCC)	
PSCE-CD06	Examine Cargo Ship Safety Equipment Certificate (CSSEC)	
PSCE-CD07	Examine Cargo Ship Safety Radio Certificate (CSSRC)	
PSCE-CD08	Examine Cargo Ship Safety Certificate (CSSC)	
PSCE-CD09	Examine copy of Document of Compliance (ISM-DOC)	
PSCE-CD10	Examine Safety Management Certificate (ISM-SMC)	
PSCE-CD11	Examine Minimum Safe Manning Document	
PSCE-CD12	Examine Crew Certificates of Competency and Proficiency IAW Safe Manning Document	
PSCE-CD13	Examine Medical Certificates	
PSCE-CD14	Examine Document of Compliance for Dangerous Goods	
PSCE-CD15	Examine Continuous Synopsis Record (CSR)	
PSCE-CD16	Examine International Ship Security Certificate (ISSC)	
PSCE-CD17	Examine International Oil Pollution Prevention Certificate (IOPP)	

Port State Control Examiner PQS

Task Number	Task Description	Date Completed
PSCE-CD18	Examine International Sewage Pollution Prevention Certificate (ISPP)	
PSCE-CD19	Examine International Air Pollution Prevention Certificate (IAPP)	
PSCE-CD20	Examine the Engine International Air Pollution Prevention (EIAPP) Certificate(s)	
PSCE-CD21	Verify compliance with the Vessel General Permit (VGP)	
PSCE-CD22	Examine muster lists and emergency instructions	
PSCE-CD23	Examine ballast water management documents	
PSCE-CD24	Examine Long-Range Identification & Tracking (LRIT) conformance test report	
PSCE-LM01	Examine Cargo Securing Manual	
PSCE-LM02	Examine Oil Record Book Part I (ORB)	
PSCE-LM03	Examine Shipboard Oil Pollution Emergency Plan (SOPEP)	
PSCE-LM04	Examine Non-Tank Vessel Response Plan (NTVRP)	
PSCE-LM05	Examine Garbage Management Plan	
PSCE-LM06	Examine Garbage Record Book	
PSCE-LM07	Examine training manuals	
PSCE-LM08	Examine liferaft maintenance records and service logs/reports	
PSCE-LM09	Examine fire detection system maintenance and service logs/reports	
PSCE-LM10	Examine Logbook entries	
PSCE-LM11	Examine fire fighting equipment maintenance and service logs/reports	
PSCE-LM12	Examine lifeboat maintenance records and service logs/reports	
PSCE-BN01	Examine charts and publications	
PSCE-BN02	Examine echo-sounding device	
PSCE-BN03	Examine electronic position fixing device	
PSCE-BN04	Examine bridge navigation/propulsion indicators	
PSCE-BN05	Examine records of emergency training and drills	
PSCE-BN06	Examine radar(s) and Automatic Radar Plotting Aid (ARPA)	
PSCE-BN07	Examine compasses	
PSCE-BN08	Witness operational test of steering gear	

Port State Control Examiner PQS

Task Number	Task Description	Date Completed
PSCE-BN09	Examine Voyage Data Recorder (VDR)	
PSCE-BN10	Examine Automatic Identification System (AIS)	
PSCE-BN11	Examine radiotelephone (VHF)	
PSCE-BN12	Examine Global Maritime Distress and Safety System (GMDSS) equipment	
PSCE-BN13	Examine Long-Range Identification & Tracking (LRIT) equipment	
PSCE-BN14	Examine daylight signaling lamp	
PSCE-BN15	Examine internal means of communication	
PSCE-GH01	Examine accommodations	
PSCE-GH02	Examine hospital space	
PSCE-GH03	Examine galley	
PSCE-GH04	Examine refrigerator and dry food stores	
PSCE-GH05	Examine sanitation areas	
PSCE-GH06	Examine vessel for general safety items	
PSCE-GH07	Examine means of escape	
PSCE-GH08	Avoid inadvertent entry into a confined space	
PSCE-LS01	Examine life jackets and stowage	
PSCE-LS02	Examine immersion suits and stowage (when applicable)	
PSCE-LS03	Examine line throwing appliance	
PSCE-LS04	Examine pyrotechnics	
PSCE-LS05	Examine quick-release life buoys	
PSCE-LS06	Examine lifeboat	
PSCE-LS07	Examine muster and embarkation stations	
PSCE-LS08	Examine inflatable liferafts and installations	
PSCE-LS09	Examine rescue boat	
PSCE-LS10	Examine boat davits (rescue & lifeboat)	
PSCE-LS11	Examine general emergency systems	
PSCE-FF01	Examine fire hose stations	
PSCE-FF02	Examine international shore connection	
PSCE-FF03	Examine fire-fighter's outfits	

Port State Control Examiner PQS

Task Number	Task Description	Date Completed
PSCE-FF04	Examine portable fire extinguishers	
PSCE-FF05	Examine Fire Control Plan	
PSCE-FF06	Examine areas for compliance with Structural Fire Protection (SFP) requirements	
PSCE-FF07	Examine fixed fire detection and alarm systems	
PSCE-FF08	Examine fire main system(s)	
PSCE-FF09	Examine the fixed pressure water-spraying and water mist fire extinguishing systems	
PSCE-FF10	Examine fixed high pressure CO2 system	
PSCE-FF11	Examine low pressure CO2 fixed fire fighting system	
PSCE-FF12	Examine fixed high-expansion foam fire extinguishing system	
PSCE-MI01	Examine steering gear assembly and operation	
PSCE-MI02	Examine arrangements for propulsion engine(s)	
PSCE-MI03	Examine main service generators and prime mover(s)	
PSCE-MI04	Examine emergency generator(s) and prime mover(s)	
PSCE-MI05	Examine machinery spaces	
PSCE-MI06	Examine transfer procedures (when applicable)	
PSCE-MI07	Examine bilge pumps installation, piping, and valves	
PSCE-ES01	Examine switchboards	
PSCE-ES02	Examine motor controllers	
PSCE-ES03	Examine controls and alarms for unattended machinery spaces (when applicable)	
PSCE-SW01	Examine general condition hull and structural members	
PSCE-SW02	Examine structural/watertight integrity of the deck/hull	
PSCE-SW03	Examine watertight doors and weathertight openings	
PSCE-PP01	Examine Oily Water Separator (OWS) and bilge monitor/alarm (OCM)	
PSCE-PP02	Examine Marine Sanitation Device (MSD)	
PSCE-TE01	Examine paint lockers	
PSCE-ED01	Evaluate fire drill	
PSCE-ED02	Evaluate abandon ship drill	
PSCE-FU01	Issue deficiency(s)	
PSCE-FU02	Issue control action(s)	

Port State Control Examiner PQS

Task Number	Task Description	Date Completed
PSCE-FU03	Verify deficiency corrections	
PSCE-FU04	Complete Maritime Information for Safety and Law Enforcement (MISLE) Activity	

Port State Control Examiner (PSCE)**Port State Control Examination****Pre-Exam (PE)**

Task: PSCE-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, 138 & 160
 2. Title 46, Code of Federal Regulations Part 2 Vessel Inspections
 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. MPS-PR-SEC-07 Preparing and Issuing Certificates & MISLE Data Entry Work Instruction

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	Verify status of user fees	46 CFR 2.10-1(a) 46 CFR 2.10-1(b)	
PE01.6	Enter title and point(s) of contact	MSM I/12.G.2.a	
PE01.7	Prepare folder and required documents	46 CFR 2.01-6 MPS-PR-SEC-04 MPS-PR-SEC-07	
PE01.8	Verify status of Certificate of Financial Responsibility (e-COFR)	33 CFR 138.15(a)(2)	
PE01.9	Generate new activity	MPS-PR-SEC-04 MSM I/12.G.2.a	
PE01.10	Verify submittal of Environmental Protection Agency (EPA) Notice of Intent (NOI)	CG-543 Policy Ltr 11-01	
PE01.11	Determine QUALSHIP 21 participation	MISLE Work Instruction	

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

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

Port State Control Examiner (PSCE)**Port State Control Examination****Pre-Exam (PE)**

Task: PSCE-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:

Port State Control Examiner (PSCE)**Port State Control Examination****Pre-Exam (PE)**

Task: PSCE-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:

Port State Control Examiner (PSCE)**Port State Control Examination****Dockside Assessment (DA)****Task:** PSCE-DA01 Examine anchor(s) and chain**Condition:** *While observing the vessel from dock or anchorage***Standard:** *In compliance with applicable policies, laws, regulations and standards*

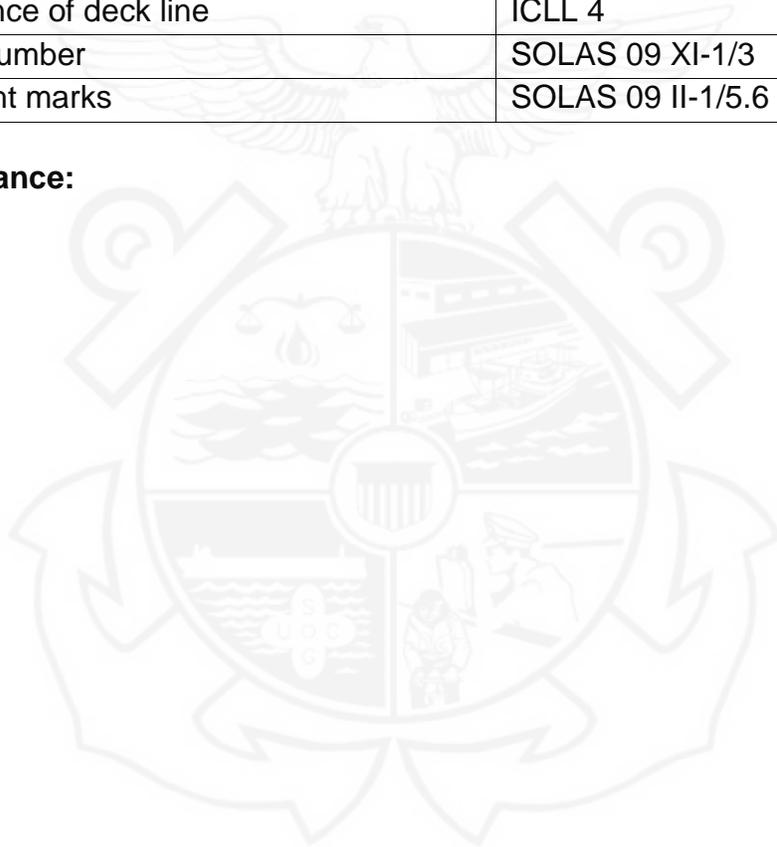
- References:**
1. Title 33, Code of Federal Regulations Part 160 Ports & Waterways Safety - General
 2. Inspection of Labour Conditions On Board Ship: Guide-lines for Procedure (ILO-147)
 3. Classification Society Rules

Steps		References	Initials
DA01.1	Verify condition of anchor(s)	33 CFR 160.111 ILO -147 3(g) Class Society Rules	
DA01.2	Verify condition of visible anchor chain	33 CFR 160.111 ILO -147 3(g) Class Society Rules	

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

Port State Control Examiner (PSCE)**Port State Control Examination****Dockside Assessment (DA)****Task:** PSCE-DA02 Examine hull for required markings**Condition:** *While observing the vessel from dock or anchorage***Standard:** *In compliance with applicable policies, laws, regulations and standards***References:** 1. International Convention on Load Lines (ICLL) 1966, as amended
2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
DA02.1	Verify Load Line is permanently marked	ICLL 5-9	
DA02.2	Verify presence of deck line	ICLL 4	
DA02.3	Verify IMO number	SOLAS 09 XI-1/3	
DA02.4	Verify draught marks	SOLAS 09 II-1/5.6	

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

Port State Control Examiner (PSCE)

Port State Control Examination

Dockside Assessment (DA)

Task: PSCE-DA03 Examine material condition of hull

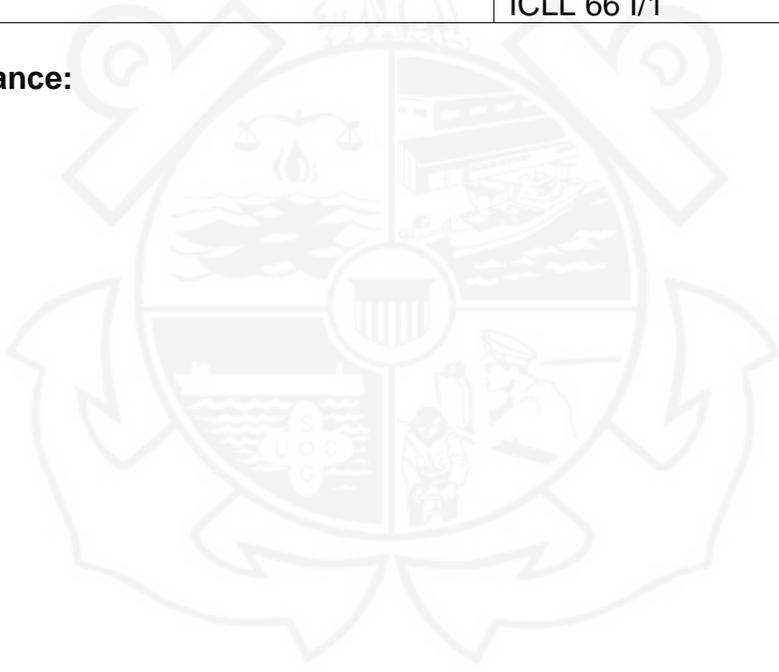
Condition: *While observing the vessel from dock or anchorage*

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

- References:**
1. Title 33, United States Code § 1321 Oil & Hazardous Substance Liability
 2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 3. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified
 4. International Convention on Load Lines (ICLL) 1966, as amended

Steps		References	Initials
DA03.1	Evaluate hull for signs of pollution/illegal discharge	33 USC 1321 MARPOL I/15	
DA03.2	Evaluate hull strength and integrity	SOLAS 09 II-1/3-1 ICLL 66 I/1	

Verifying Officer Guidance:



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

Port State Control Examiner (PSCE)**Port State Control Examination****Dockside Assessment (DA)**

Task: PSCE-DA04 Examine access ladders and sideshell openings

Condition: *While observing the vessel from dock or anchorage*

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

- References:**
1. Title 29, Code of Federal Regulations Part 1915 Occupational Safety & Health Standards for Shipyard Employment
 2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 3. International Convention on Load Lines (ICLL) 1966, as amended

Steps		References	Initials
DA04.1	Examine means of embarkation (gangway/ladders)	29 CFR 1915.74(a)(6) SOLAS 09 II-1/3-9 ICLL 25(4)	
DA04.2	Examine cargo ports and other similar openings	ICLL 21	
DA04.3	Examine sidescuttles (windows/skylights)	ICLL 23	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Dockside Assessment (DA)**

Task: PSCE-DA05 Examine hull, anchors and anchor chain for compliance with the Non-Indigenous Aquatic Nuisance Species Act

Condition: While observing the vessel from dock or anchorage

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

- References:**
1. Title 33, Code of Federal Regulations Part 151 Vessels Carrying Oil, NLS, Garbage, Municipal or Commercial Waste & Ballast Water
 2. International Convention on the Control of Harmful Anti-Fouling Systems on Ships (AFS), 2001
 3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
DA05.1	Verify hull/anchor is free of organisms and sediment	33 CFR 151.2050(e)(f) MSM II/D.1.G.1.t	
DA05.2	Evaluate condition of hull anti-fouling coating	AFS Convention MSM II/D.1.G.1.t	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)

Port State Control Examination

Dockside Assessment (DA)

Task: PSCE-DA06 Examine mooring system/equipment

Condition: While observing the vessel from dock or anchorage

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

References: 1. Title 33, Code of Federal Regulations Part 160 Ports & Waterways Safety

Steps		References	Initials
DA06.1	Examine configuration of mooring lines arrangements	33 CFR 160.111	
DA06.2	Verify condition of mooring lines	33 CFR 160.111	

Verifying Officer Guidance:



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

Port State Control Examiner (PSCE)**Port State Control Examination****Security (Foreign) Examination (SF)**

Task: PSCE-SF01 Examine security procedures at vessel access point(s)

Condition: *While on deck walk*

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

References:

1. Title 33, Code of Federal Regulations Part 104 Maritime Security: Vessels
2. International Ship & Port Facility Security (ISPS) Code, 2012
3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
SF01.1	Verify all access points are monitored	33 CFR 104.265(a) ISPS A/7.2.2 MSM II/D.1.H.4.c	
SF01.2	Observe gangway watch control of embarkation of persons and effects	33 CFR 104.265(a) ISPS A/7.2.3 MSM II/D.1.H.4.a	
SF01.3	Verify security communications	33 CFR 104.245 ISPS A/7.2.7 MSM II/D.1.H.4.o	
SF01.4	Verify security level	33 CFR 104.240 ISPS A/7.1 MSM II/D.1.H.1	
SF01.5	Verify gangway watch is familiar with their responsibilities as per security plan	ISPS A/13.2 ISPS A/13.3 MSM II/D.1.H.4.g	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Security (Foreign) Examination (SF)****Task:** PSCE-SF02 Verify security training & records**Condition:** While validating logs and manuals**Standard:** In compliance with applicable policies, laws, regulations and standards

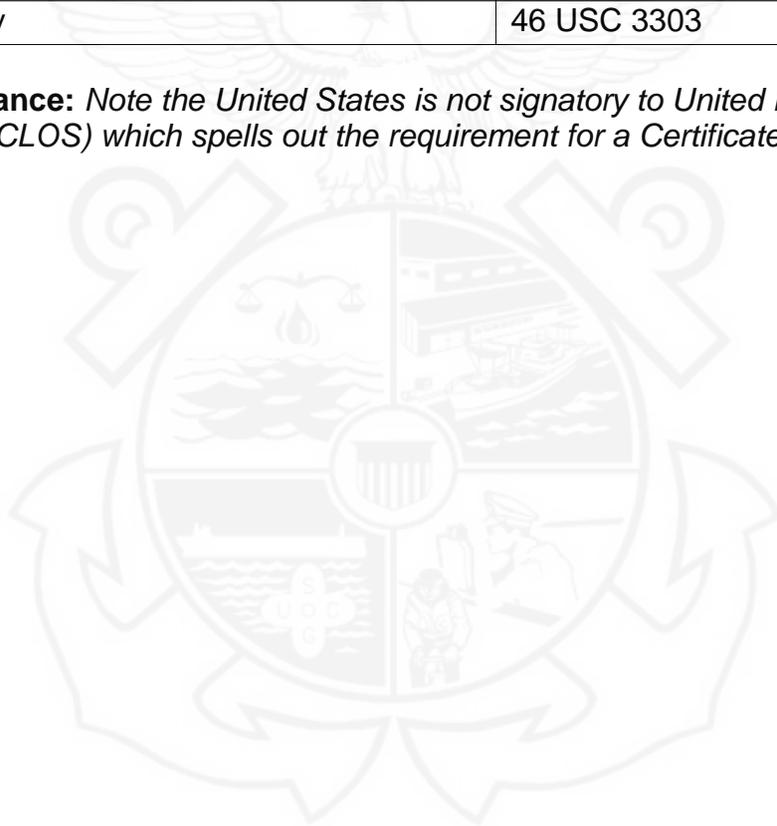
- References:**
1. Title 33, Code of Federal Regulations Part 104 Maritime Security: Vessels
 2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 3. International Ship & Port Facility Security (ISPS) Code, 2012
 4. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
SF02.1	Verify presence of trained and designated Ship Security Officer	33 CFR 104.215 & 104.220 SOLAS 09 XI-2/4.2 ISPS A/12.1 & 13.2	
SF02.2	Verify presence and approved and valid Ship Security Plan	33 CFR 104.400(c) ISPS A/9.1, 9.4 & 9.8 MSM II/D.1.H.4	
SF02.3	Examine security drill records	33 CFR 104.235(b)(2) ISPS A/10.1.1 & 13.4 MSM II/D.1.H.7.a	
SF02.4	Examine security exercise records	33 CFR 104.235(b)(2) ISPS A/10.1.1 & 13.5 MSM II/D.1.H.7.a	
SF02.5	Examine records of crew training	33 CFR 104.235(b)(1) ISPS A/13.3 MSM II/D.1.H.7.a	
SF02.6	Examine Declarations of Security	33 CFR 104.255 & 235(b)(7) ISPS A/5.2 & 5.7 MSM II/D.1.H.4.j	

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

Port State Control Examiner (PSCE)**Port State Control Examination****Certificates and Documents (CD)****Task:** PSCE-CD01 Examine Certificate of Registry**Condition:** *While validating certificates and documents***Standard:** *In compliance with applicable policies, laws, regulations and standards***References:** 1. Title 46, United States Code § 3303 Reciprocity for Foreign Vessels
2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
CD01.1	Verify presence	46 USC 3303 SOLAS 09 I/13	
CD01.2	Verify validity	46 USC 3303	

Verifying Officer Guidance: *Note the United States is not signatory to United Nations Convention on the Law of the Sea (UNCLOS) which spells out the requirement for a Certificate of Registry .***Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

Port State Control Examiner (PSCE)

Port State Control Examination

Certificates and Documents (CD)

Task: PSCE-CD02 Examine Classification Society Certificate

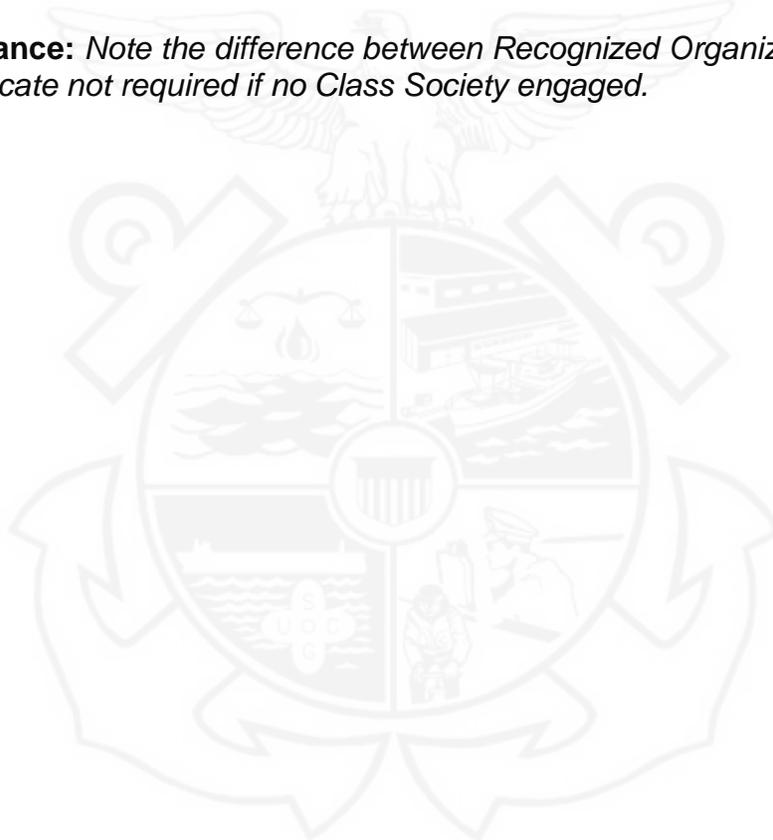
Condition: While validating certificates and documents

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

Steps		References	Initials
CD02.1	Verify presence	SOLAS 09 I/6(a)	
CD02.2	Verify validity	SOLAS 09 I/6(a)	

Verifying Officer Guidance: Note the difference between Recognized Organizations and Class Societies (IACS); Certificate not required if no Class Society engaged.



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

Port State Control Examiner (PSCE)**Port State Control Examination****Certificates and Documents (CD)**

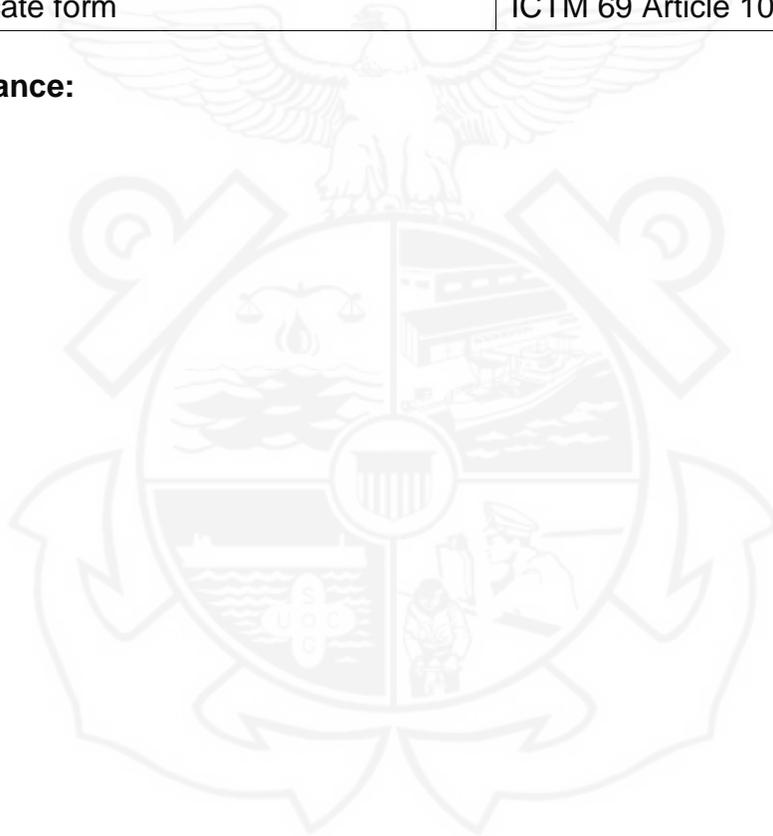
Task: PSCE-CD03 Examine International Tonnage Certificate (ITC)

Condition: *While validating certificates and documents*

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

References: 1. International Convention on Tonnage Measurement of Ships (ICTM), 1969

Steps		References	Initials
CD03.1	Verify presence	ICTM 69 Article 7	
CD03.2	Verify validity	ICTM 69 Article 9	
CD03.3	Verify certificate form	ICTM 69 Article 10	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Certificates and Documents (CD)**

Task: PSCE-CD04 Examine International Load Line Certificate (ILLC)

Condition: *While validating certificates and documents*

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

References: 1. International Convention on Load Lines (ICLL) 1966, as amended

Steps		References	Initials
CD04.1	Verify presence	ICLL Article 16	
CD04.2	Verify validity	ICLL Article 15 ICLL Article 19	
CD04.3	Verify certificate form	ICLL Article 18	
CD04.4	Confirm load line observed on hull (Task DA-02) matches certificate	ICLL Reg 9	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Certificates and Documents (CD)**

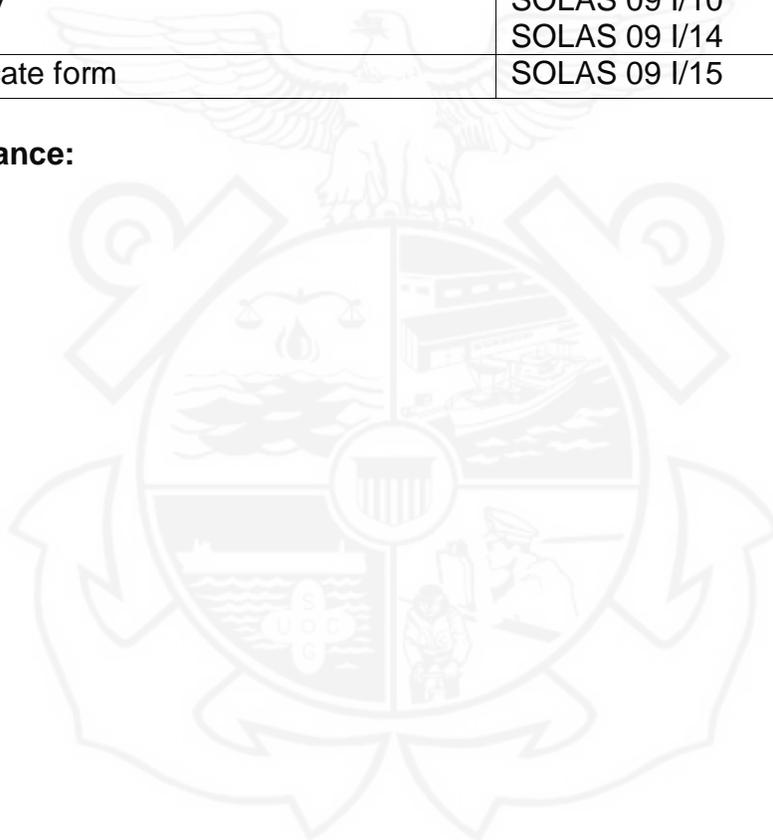
Task: PSCE-CD05 Examine Cargo Ship Safety Construction Certificate (CSSCC)

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

Steps		References	Initials
CD05.1	Verify presence	SOLAS 09 I/12(a)(ii) SOLAS 09 I/16	
CD05.2	Verify validity	SOLAS 09 I/10 SOLAS 09 I/14	
CD05.3	Verify certificate form	SOLAS 09 I/15	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Certificates and Documents (CD)**

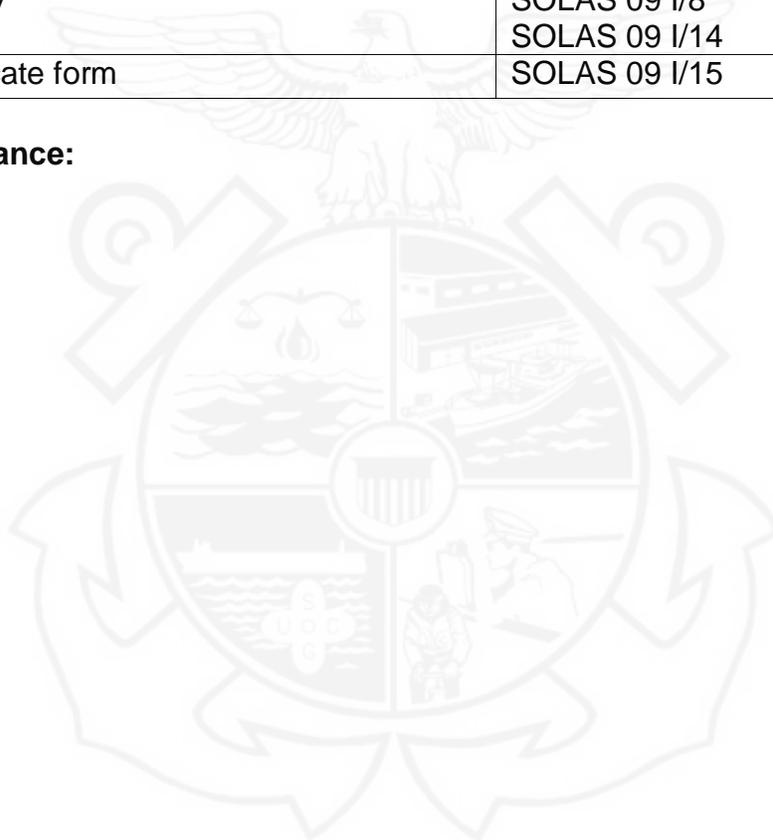
Task: PSCE-CD06 Examine Cargo Ship Safety Equipment Certificate (CSSEC)

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

Steps		References	Initials
CD06.1	Verify presence	SOLAS 09 I/12(a)(iii) SOLAS 09 I/16	
CD06.2	Verify validity	SOLAS 09 I/8 SOLAS 09 I/14	
CD06.3	Verify certificate form	SOLAS 09 I/15	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Certificates and Documents (CD)**

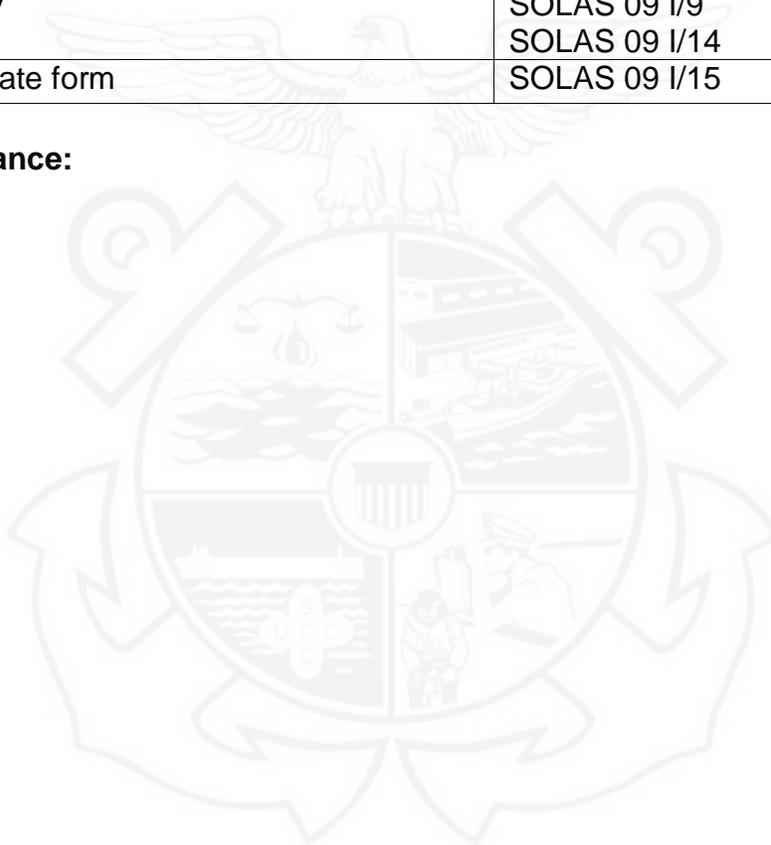
Task: PSCE-CD07 Examine Cargo Ship Safety Radio Certificate (CSSRC)

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

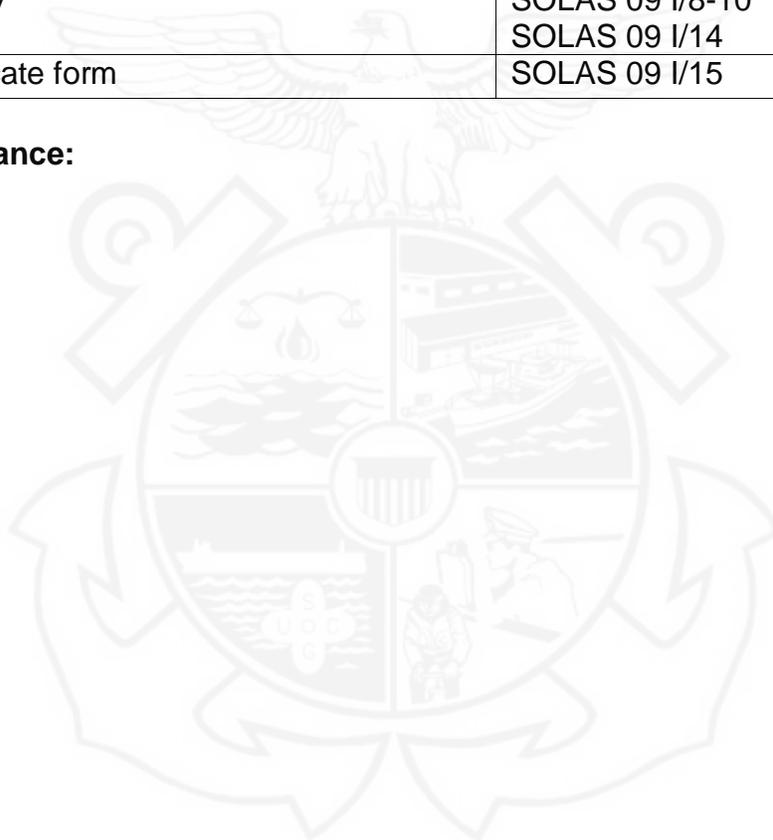
Steps		References	Initials
CD07.1	Verify presence	SOLAS 09 I/12(a)(iv) SOLAS 09 I/16	
CD07.2	Verify validity	SOLAS 09 I/9 SOLAS 09 I/14	
CD07.3	Verify certificate form	SOLAS 09 I/15	

Verifying Officer Guidance:

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

Port State Control Examiner (PSCE)**Port State Control Examination****Certificates and Documents (CD)****Task:** PSCE-CD08 Examine Cargo Ship Safety Certificate (CSSC)**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

Steps		References	Initials
CD08.1	Verify presence	SOLAS 09 I/12(a)(v) SOLAS 09 I/16	
CD08.2	Verify validity	SOLAS 09 I/8-10 SOLAS 09 I/14	
CD08.3	Verify certificate form	SOLAS 09 I/15	

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

Port State Control Examiner (PSCE)**Port State Control Examination****Certificates and Documents (CD)**

Task: PSCE-CD09 Examine copy of Document of Compliance (ISM-DOC)

Condition: While validating certificates and documents

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

- References:**
1. Title 33, Code of Federal Regulations Part 96 Rules for the Safe Operation of Vessels & Safety Management Systems
 2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 3. International Safety Management Code (ISM Code)

Steps		References	Initials
CD09.1	Verify presence	33 CFR 96.330 SOLAS 09 IX/4.2 ISM Code 13.6	
CD09.2	Verify validity	SOLAS 09 IX/5 ISM Code 13.2-5	
CD09.3	Verify document form	ISM Code 16	

Verifying Officer Guidance: *This document will be a copy of the original.*

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Certificates and Documents (CD)**

Task: PSCE-CD10 Examine Safety Management Certificate (ISM-SMC)

Condition: *While validating certificates and documents*

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

- References:**
1. Title 33, Code of Federal Regulations Part 96 Rules for the Safe Operation of Vessels & Safety Management Systems
 2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 3. International Safety Management Code (ISM Code)

Steps		References	Initials
CD10.1	Verify presence	SOLAS 09 IX/4.3 ISM Code 13.7 33 CFR 96.340	
CD10.2	Verify validity	SOLAS 09 IX/5 ISM Code 13.5.1 ISM Code 13.7-9	
CD10.3	Verify certificate form	ISM Code 16	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Certificates and Documents (CD)****Task:** PSCE-CD11 Examine Minimum Safe Manning Document**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 Convention on Standards of Training, Certification & Watchkeeping (STCW) 1978, as amended

Steps		References	Initials
CD11.1	Verify presence	SOLAS 09 V/14.1	
CD11.2	Verify validity	SOLAS 09 V/14.2	
CD11.3	Verify manning in accordance with document	STCW I/2.9 STCW I/14 STCW IV/2	

Verifying Officer Guidance: *CD11.3: compare the MSM with the ANOA & Customs crew list onboard the vessel and the crew licenses & endorsements.***Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

Port State Control Examiner (PSCE)**Port State Control Examination****Certificates and Documents (CD)**

Task: PSCE-CD12 Examine Crew Certificates of Competency and Proficiency IAW Safe Manning Document

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 Convention on Standards of Training, Certification & Watchkeeping (STCW) 1978, as amended

Steps		References	Initials
CD12.1	Verify presence of original document(s)	STCW I/2.11	
CD12.2	Verify validity	STCW I/2.1-.2 STCW I/2.8 STCW I/10	
CD12.3	Verify document form	STCW I/2.3 STCW I/2.6 STCW I/2.10	
CD12.4	Verify Certificate of Proficiency	STCW VI/1	
CD12.5	Verify GMDSS operator certificate is valid	SOLAS 09 IV/16 STCW II/1.2.4 STCW IV/2.1	
CD12.6	Verify required number of Lifeboatmen	SOLAS 09 III/10 STCW VI/2 1.1-3	
CD12.7	Verify crew complies with rest period requirements	STCW VIII/I MSM II/D.1.G.1.j(1)(c)	

Verifying Officer Guidance: Compare license to endorsements, look for limitations on tonnage and KW, SSO and medical officer, and ECDIS.

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

Port State Control Examiner (PSCE)**Port State Control Examination****Certificates and Documents (CD)****Task:** PSCE-CD13 Examine Medical Certificates**Condition:** *While validating certificates and documents***Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. International Convention on Standards of Training, Certification & Watchkeeping (STCW) 1978, as amended
 2. COMDTINST 16711.12A The Merchand Shipping (Minimum Standards Convention, 1976 (ILO-147) & Port State Control (PSC)
 3. Inspection of Labour Conditions On Board Ship: Guide-lines for Procedure (ILO-147)

Steps		References	Initials
CD13.1	Verify presence	STCW I/9.3 COMDTINST 16711.12A ILO pp. 19-22	
CD13.2	Verify validity	STCW I/9.5	

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

Port State Control Examiner (PSCE)**Port State Control Examination****Certificates and Documents (CD)**

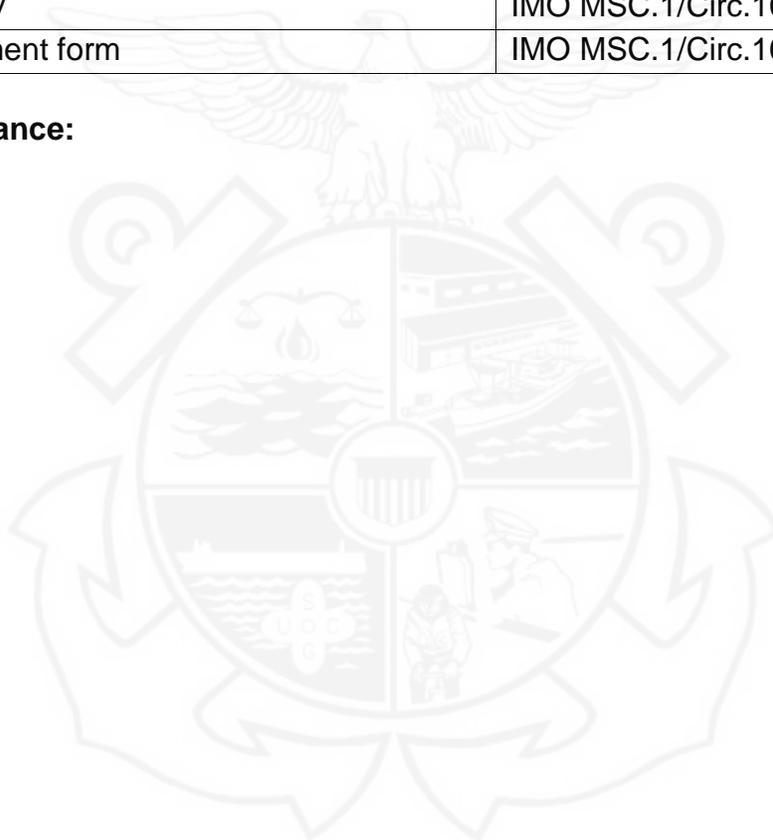
Task: PSCE-CD14 Examine Document of Compliance for Dangerous Goods

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. 1027 Carriage of Dangerous Goods

Steps		References	Initials
CD14.1	Verify presence	SOLAS 09 II-2/19.4	
CD14.2	Verify validity	IMO MSC.1/Circ.1027	
CD14.3	Verify document form	IMO MSC.1/Circ.1027	

Verifying Officer Guidance:

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

Port State Control Examiner (PSCE)**Port State Control Examination****Certificates and Documents (CD)****Task:** PSCE-CD15 Examine Continuous Synopsis Record (CSR)**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

Steps		References	Initials
CD15.1	Verify presence of current record	SOLAS 09 XI-1/5.1 SOLAS 09 XI-1/5.10	
CD15.2	Verify presence of all records from 1 July 2004	SOLAS 09 XI-1/5.2.2 SOLAS 09 XI-1/5.6	
CD15.3	Verify validity	SOLAS 09 XI-1/5.3 SOLAS 09 XI-1/5.4.1-4.3	
CD15.4	Verify record form	SOLAS 09 XI-1/5.5.1 SOLAS 09 XI-1/5.5.2	

Verifying Officer Guidance: Verify owner/operator/class is the same as MISLE/NOA, update information as appropriate.

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

Port State Control Examiner (PSCE)**Port State Control Examination****Certificates and Documents (CD)**

Task: PSCE-CD16 Examine International Ship Security Certificate (ISSC)

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 Ship & Port Facility Security (ISPS) Code, 2012

Steps		References	Initials
CD16.1	Verify presence	SOLAS 09 XI-2/4.2 ISPS Code A/19.2.1	
CD16.2	Verify validity	ISPS Code A/19.2.2 ISPS Code A/19.2.3 ISPS Code A/19.3	
CD16.3	Verify certificate form	ISPS Code A/19.2.4	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)

Port State Control Examination

Certificates and Documents (CD)

Task: PSCE-CD17 Examine International Oil Pollution Prevention Certificate (IOPP)

Condition: While validating certificates and documents

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

- References:**
1. Title 33, Code of Federal Regulations Part 151 Vessels Carrying Oil, NLS, Garbage, Municipal or Commercial Waste & Ballast Water
 2. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified

Steps		References	Initials
CD17.1	Verify presence	33 CFR 151.19 MARPOL I/7 & 8	
CD17.2	Verify validity	MARPOL I/10	
CD17.3	Verify certificate form	MARPOL I/9	

Verifying Officer Guidance:



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

Port State Control Examiner (PSCE)**Port State Control Examination****Certificates and Documents (CD)**

Task: PSCE-CD18 Examine International Sewage Pollution Prevention Certificate (ISPP)

Condition: While validating certificates and documents

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

- References:**
1. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified
 2. NVIC 01-09 Voluntary Compliance with International Sewage Regulations in Annex IV to MARPOL 73/78

Steps		References	Initials
CD18.1	Verify presence	MARPOL IV/5 NVIC 01-09 Encl. 3	
CD18.2	Verify validity	MARPOL IV/8	
CD18.3	Verify certificate form	MARPOL IV/7	

Verifying Officer Guidance: U.S. is not signatory to Annex IV.

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Certificates and Documents (CD)**

Task: PSCE-CD19 Examine International Air Pollution Prevention Certificate (IAPP)

Condition: *While validating certificates and documents*

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

- References:**
1. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified
 2. CG-543 Policy Letter 09-01 Guideline for Ensuring Compliance with Annex VI, MARPOL 73/78
 3. CG-CVC Policy Letter 12-04 Guidelines for Compliance and Enforcement of the Emission Control Areas Established within the U.S. Jurisdiction as Designated in MARPOL VI/14

Steps		References	Initials
CD19.1	Verify presence	MARPOL VI/6 CG-543 Policy Ltr 09-01 CG-CVC Policy Ltr 12-04	
CD19.2	Verify validity	MARPOL VI/9 CG-543 Policy Ltr 09-01 CG-CVC Policy Ltr 12-04	
CD19.3	Verify certificate form	MARPOL VI/8 CG-543 Policy Ltr 09-01 CG-CVC Policy Ltr 12-04	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Certificates and Documents (CD)**

Task: PSCE-CD20 Examine the Engine International Air Pollution Prevention (EIAPP) Certificate(s)

Condition: While validating certificates and documents

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

- References:**
1. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified
 2. NOx Technical Code (NOx Code) 2008, 2009 ed.

Steps		References	Initials
CD20.1	Verify presence	MARPOL VI/13.8 NOx Code 2.1.1 NOx Code 2.2.1.3	
CD20.2	Verify validity	NOx Code 2.1.1	
CD20.3	Verify certificate(s) form	NOx Code 2.2.10	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Certificates and Documents (CD)**

Task: PSCE-CD21 Verify compliance with the Vessel General Permit (VGP)

Condition: While validating certificates and documents

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

References:

1. Vessel General Permit 2008 & 2013
2. CG-543 Policy Letter 11-01 Guidelines for CG Evaluations of Compliance with the EPA's Vessel General Permit

Steps		References	Initials
CD21.1	Verify Notice of Intent (NOI) has been submitted	VGP 1.5.1.1 & 10 VGP Table 1 CG-543 Policy Ltr 11-01	
CD21.2	Verify compliance with ballast water record keeping requirements	VGP 4.3 CG-543 Policy Ltr 11-01	
CD21.3	Verify noncompliance & reportable quantity reports have been submitted	VGP 4.4.1 VGP 4.4.2 CG-543 Policy Ltr 11-01	

Verifying Officer Guidance: Note CGMS R 071909Z JUL 14 Subj: Port State Control Information for August 2014 for guidance on 2013 VGP compliance exams.

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Certificates and Documents (CD)**

Task: PSCE-CD22 Examine muster lists and emergency instructions

Condition: *During general health and safety 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
CD22.1	Verify muster lists and emergency instructions are available	SOLAS 09 III/8.2	
CD22.2	Verify muster lists and emergency instructions are posted	SOLAS 09 III/8.3	
CD22.3	Verify information on muster lists and emergency instructions	SOLAS 09 III/37.3-6	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Certificates and Documents (CD)****Task:** PSCE-CD23 Examine ballast water management documents**Condition:** *While validating certificates and documents***Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 33, Code of Federal Regulations Part 151 Vessels Carrying Oil, NLS, Garbage, Municipal or Commercial Waste & Ballast Water
 2. International Convention on the Control of Harmful Anti-Fouling Systems on Ships (AFS), 2001
 3. NVIC 07-04 Ballast Water Management for the Control of Aquatic Nuisance Species in the Waters of the United States
 4. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
CD23.1	Verify Coast Guard approved Ballast Water Management System	33 CFR 151.2025(a)(1)	
CD23.2	Verify validity of AFS certificate	AFS MSM II/D.1.G.1.t	
CD23.3	Verify Ballast Water Management Plan	33 CFR 151.2050(g) NVIC 07-04 Ch. 1	

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

Port State Control Examiner (PSCE)**Port State Control Examination****Certificates and Documents (CD)**

Task: PSCE-CD24 Examine Long-Range Identification & Tracking (LRIT) conformance test report

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. 1307 Guidance on the Survey & Certification of Compliance of Ships with the Requirement to Transmit LRIT Information

Steps		References	Initials
CD24.1	Verify persence	IMO MSC.1/Circ. 1307	
CD24.2	Verify validity	SOLAS 09 V/19-1.5 IMO MSC.1/Circ. 1307	

Verifying Officer Guidance:

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

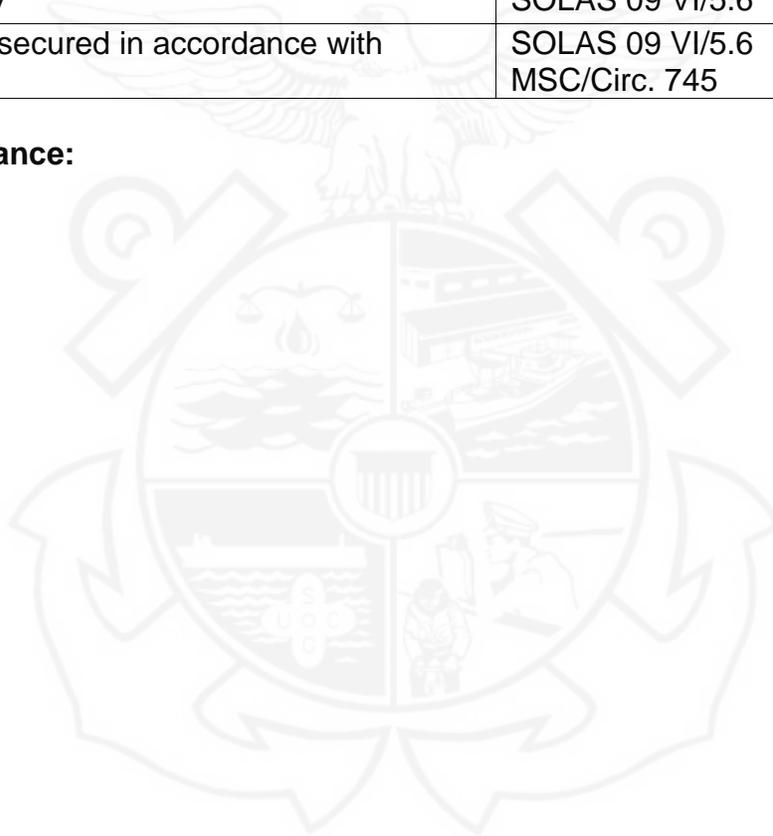
EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Logs and Manuals Examination (LM)****Task:** PSCE-LM01 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/Circ. 745 Guidelines for the Preparation of the Cargo Securing Manual

Steps		References	Initials
LM01.1	Verify presence	SOLAS 09 VI/5.6	
LM01.2	Verify validity	SOLAS 09 VI/5.6	
LM01.3	Verify cargo secured in accordance with manual	SOLAS 09 VI/5.6 MSC/Circ. 745	

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

Port State Control Examiner (PSCE)**Port State Control Examination****Logs and Manuals Examination (LM)****Task:** PSCE-LM02 Examine Oil Record Book Part I (ORB)**Condition:** *While validating logs and manuals***Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 33, Code of Federal Regulations Part 151 Vessels Carrying Oil, NLS, Garbage, Municipal or Commercial Waste & Ballast Water
 2. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified
 3. IMO MEPC.1/Circ.736/Rev.2 Guidance for the Recording of Operations in the Oil Record Book Part I – Machinery Space Operations (All Ships)

Steps		References	Initials
LM02.1	Verify presence	33 CFR 151.25 MARPOL I/17.1 MARPOL I/17.6-.7	
LM02.2	Verify validity and proper entries	33 CFR 151.25 MARPOL I/17.2-.5 IMO MEPC.1/Circ.736/Rev.2	
LM02.3	Verify presence of completed ORBs	33 CFR 151.25 MARPOL I/17.6	

Verifying Officer Guidance: *Note false entry indicators (white out, write over), compare week to week soundings, verify OWS throughput, bunker delivery notes and sludge receipts. Utilize G-PCV Policy Letter 06-01 Guidance for the Enforcement of MARPOL Annex I During Port State Control Examinations as an additional reference.*

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

Port State Control Examiner (PSCE)**Port State Control Examination****Logs and Manuals Examination (LM)**

Task: PSCE-LM03 Examine Shipboard Oil Pollution Emergency Plan (SOPEP)

Condition: *While validating logs and manuals*

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

- References:**
1. Title 33, Code of Federal Regulations Part 151 Vessels Carrying Oil, NLS, Garbage, Municipal or Commercial Waste & Ballast Water
 2. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified

Steps		References	Initials
LM03.1	Verify presence	33 CFR 151.26 MARPOL I/37.1	
LM03.2	Verify validity	MARPOL I/37.2 MARPOL I/37.3	

Verifying Officer Guidance: *Focus primarily on verifying the approval from flag State or classification society and a list of authorities or persons to be contacted in the event of a pollution incident.*

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Logs and Manuals Examination (LM)**

Task: PSCE-LM04 Examine Non-Tank Vessel Response Plan (NTVRP)

Condition: While validating logs and manuals

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

References:

1. Title 33, United States Code § 1321 Oil & Hazardous Substance Liability
2. Title 33, Code of Federal Regulations Part 155 Oil or Hazardous Material Pollution Prevention Regulations for Vessels

Steps		References	Initials
LM04.1	Verify presence	33 USC 1321(a)(26) 33 USC 1321(j)(5)(A)(ii)	
LM04.2	Verify validity	33 USC 1321(j)(5)(I)&(F)(i) 33 CFR 155.1065(c) 33 CFR 155.1070	
LM04.3	Verify contents	33 USC 1321(j)(5)(D) 33 CFR 155.1030-1045	

Verifying Officer Guidance: Ensure that the COTP Zone the vessel is in is listed on the approval letter.

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Logs and Manuals Examination (LM)****Task:** PSCE-LM05 Examine Garbage Management Plan**Condition:** *While validating logs and manuals***Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 33, Code of Federal Regulations Part 151 Vessels Carrying Oil, NLS, Garbage, Municipal or Commercial Waste & Ballast Water
 2. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified
 3. IMO Guidelines for the Implementation of Annex V of MARPOL, 2006 (Guidelines)

Steps		References	Initials
LM05.1	Verify presence	33 CFR 151.57 MARPOL V/9.2	
LM05.2	Verify validity	MARPOL V/9.2	
LM05.3	Verify content	MARPOL V/9.2 IMO Guidelines - Appendix 3	

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

Port State Control Examiner (PSCE)

Port State Control Examination

Logs and Manuals Examination (LM)

Task: PSCE-LM06 Examine Garbage Record Book

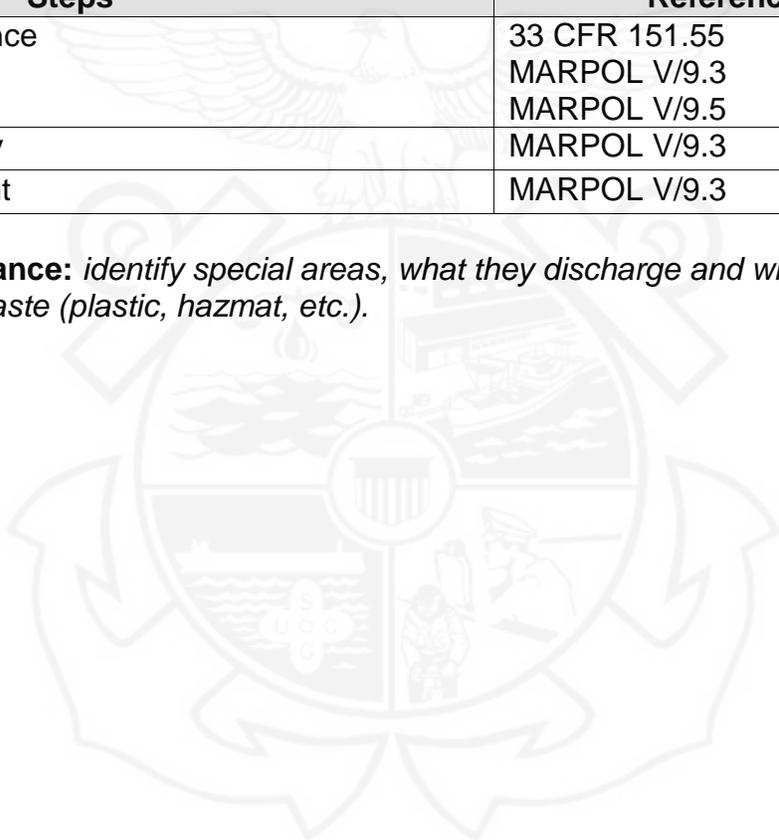
Condition: While validating logs and manuals

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

- References:**
1. Title 33, Code of Federal Regulations Part 151 Vessels Carrying Oil, NLS, Garbage, Municipal or Commercial Waste & Ballast Water
 2. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified

Steps		References	Initials
LM06.1	Verify presence	33 CFR 151.55 MARPOL V/9.3 MARPOL V/9.5	
LM06.2	Verify validity	MARPOL V/9.3	
LM06.3	Verify content	MARPOL V/9.3	

Verifying Officer Guidance: *identify special areas, what they discharge and where. Note how they are disposing of their waste (plastic, hazmat, etc.).*



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

Port State Control Examiner (PSCE)**Port State Control Examination****Logs and Manuals Examination (LM)****Task:** PSCE-LM07 Examine training manuals**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

Steps		References	Initials
LM07.1	Verify presence of training manual for firefighting	SOLAS 09 II-2/15.2.3.1	
LM07.2	Verify contents of firefighting training manual	SOLAS 09 II-2/15.2.3.2 SOLAS 09 II-2/15.2.3.3 SOLAS 09 II-2/15.2.3.4	
LM07.3	Verify presence of training manual for lifesaving	SOLAS 09 III/35.2	
LM07.4	Verify contents of lifesaving training manual	SOLAS 09 III/35.3 SOLAS 09 III/35.4 SOLAS 09 III/35.5	

Verifying Officer Guidance: *Ensure the manuals have vessel specific information and reflects equipment on board.*

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

Port State Control Examiner (PSCE)**Port State Control Examination****Logs and Manuals Examination (LM)**

Task: PSCE-LM08 Examine liferaft maintenance records and service logs/reports

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

Steps		References	Initials
LM08.1	Examine log for inspections and maintenance	SOLAS 09 III/36.7 SOLAS 09 III/20.6 & .7	
LM08.2	Examine annual reports	SOLAS 09 III/20.8	
LM08.3	Verify periodic examination of launching appliances and on-load release gear (when applicable)	SOLAS 09 III/20.11	
LM08.4	Verify maintenance of falls (when applicable)	SOLAS 09 III/20.4	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Logs and Manuals Examination (LM)**

Task: PSCE-LM09 Examine fire detection system maintenance and service logs/reports

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. 1432 Guidelines for the Maintenance and Inspection of Fire Protection Systems & Appliances

Steps		References	Initials
LM09.1	Examine record of inspection, maintenance and servicing	SOLAS 09 II-2/14.2.2.1 IMO MSC.1/Circ. 1432	
LM09.2	Verify maintenance plan is onboard and applicable	SOLAS 09 II-2/14.2.2.2	
LM09.3	Verify maintenance plan includes system	SOLAS 09 II-2/14.2.2.3	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Logs and Manuals Examination (LM)****Task:** PSCE-LM10 Examine Logbook entries**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. Inspection of Labour Conditions On Board Ship: Guide-lines for Procedure (ILO-147)

Steps		References	Initials
LM10.1	Verify pre-arrival/departure checks (when applicable)	33 CFR 164.25 SOLAS 09 V/26	
LM10.2	Verify fire and lifesaving training/drills	SOLAS 09 III/19.5	
LM10.3	Verify EPIRB test(s)	SOLAS 09 IV/15.9	
LM10.4	Verify sanitary inspections	ILO -147 p39/35	
LM10.5	Verify marine casualties	SOLAS 09 I/11(c)	

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

Port State Control Examiner (PSCE)**Port State Control Examination****Logs and Manuals Examination (LM)**

Task: PSCE-LM11 Examine fire fighting equipment maintenance and service logs/reports

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. 1432 Guidelines for the Maintenance and Inspection of Fire Protection Systems & Appliances

Steps		References	Initials
LM11.1	Examine record of inspection, maintenance and servicing IAW manufacturer's instruction	SOLAS 09 II-2/14.2.2.1 IMO MSC.1/Circ. 1432	
LM11.2	Verify presence of maintenance plan	SOLAS 09 II-2/14.2.2.2	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Logs and Manuals Examination (LM)**

Task: PSCE-LM12 Examine lifeboat maintenance records and service logs/reports

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. Life-Saving Appliances (LSA) Code, 2010
3. SOLAS Amendments 2010 and 2011

Steps		References	Initials
LM12.1	Examine record of inspection and maintenance	SOLAS 09 III/36.7	
LM12.2	Verify weekly inspection and test	SOLAS 09 III/20.6 SOLAS 09 III/19.3.3.3 SOLAS 09 III/19.3.3.4	
LM12.3	Verify monthly inspection	SOLAS 09 III/20.7	
LM12.4	Verify annual inspection and tests of launching appliance(s) and on-load release gear(s)	SOLAS 09 III/20.11	
LM12.5	Verify periodic overhaul and tests of launching appliance(s), fall(s), winch(s) and release gear(s) (when applicable)	SOLAS 09 III/20.4.11.1.3 SOLAS 09 III/20.4.11.2	
LM12.6	Verify release hook meets IMO revised regulations	SOLAS 10-11 III/1.5 LSA Code 4.4.7.6.4	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Bridge/Navigation Examination (BN)****Task:** PSCE-BN01 Examine charts and publications**Condition:** *During bridge/navigation examination***Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 33, Code of Federal Regulations Part 88 Inland Navigation Rules - Annex V: Pilot Rules
 2. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations
 3. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 4. International Regulations for Preventing Collisions at Sea (COLREG), 1972, as amended
 5. IMO Resolution A.601(15) Provision and Display of Manoeuvring Information On Board Ships

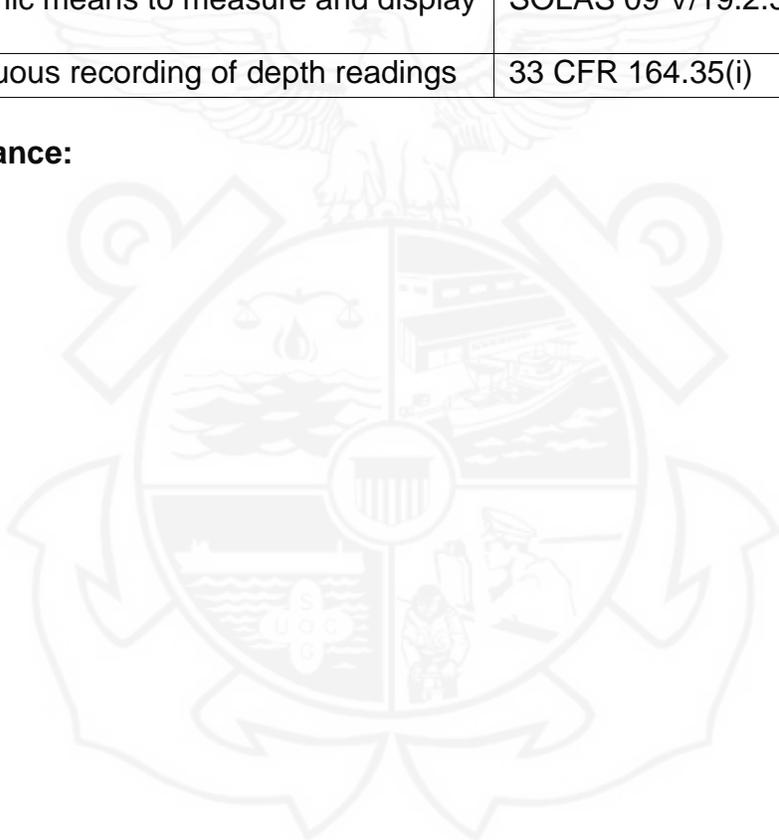
Steps		References	Initials
BN01.1	Verify presence of current, applicable and corrected charts and/or Electronic Chart Display & Information System (ECDIS)	33 CFR 164.33 SOLAS 09 V/19.2.1.4 SOLAS 09 V/27	
BN01.2	Verify presence of current and applicable Tide Tables	33 CFR 164.33 SOLAS 09 V/27	
BN01.3	Verify presence of current and applicable Coast Guard Light List	33 CFR 164.33	
BN01.4	Verify presence of current and applicable Tidal Current Tables	33 CFR 164.33 SOLAS 09 V/27	
BN01.5	Verify presence of Inland Navigation Rules	33 CFR 88.05	
BN01.6	Verify presence of COLREGs	COLREG A/1	
BN01.7	Verify presence of current and applicable U.S. Coast Pilot	33 CFR 164.33 SOLAS 09 V/27	
BN01.8	Verify presence of International Code of Signals	SOLAS 09 V/21.1	
BN01.9	Verify presence and content of maneuvering fact sheet	33 CFR 164.35(g) IMO Res A.601(15) SOLAS 09 II-1/28.3	
BN01.10	Verify presence of International Aeronautical and Maritime Search and Rescue (IAMSAR) manual	SOLAS 09 V/21.2	

Verifying Officer Guidance:

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

Port State Control Examiner (PSCE)**Port State Control Examination****Bridge/Navigation Examination (BN)****Task:** PSCE-BN02 Examine echo-sounding device**Condition:** *During bridge/navigation examination***Standard:** *In compliance with applicable policies, laws, regulations and standards***References:** 1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations
2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

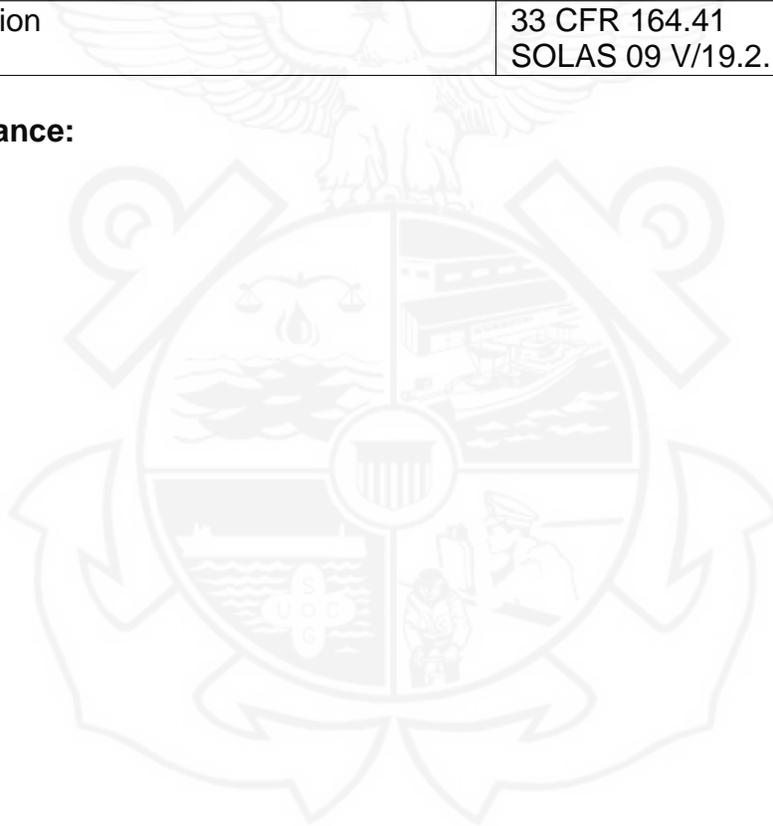
Steps		References	Initials
BN02.1	Verify presence of echo-sounding device or other electronic means to measure and display water depth	33 CFR 164.35(h) SOLAS 09 V/19.2.3.1	
BN02.2	Verify continuous recording of depth readings	33 CFR 164.35(i)	

Verifying Officer Guidance:

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

Port State Control Examiner (PSCE)**Port State Control Examination****Bridge/Navigation Examination (BN)****Task:** PSCE-BN03 Examine electronic position fixing device**Condition:** *During bridge/navigation examination***Standard:** *In compliance with applicable policies, laws, regulations and standards***References:** 1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations
2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
BN03.1	Verify presence	33 CFR 164.41 SOLAS 09 V/19.2.1.6	
BN03.2	Verify operation	33 CFR 164.41 SOLAS 09 V/19.2.1.6	

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

Port State Control Examiner (PSCE)**Port State Control Examination****Bridge/Navigation Examination (BN)**

Task: PSCE-BN04 Examine bridge navigation/propulsion indicators

Condition: *During bridge/navigation examination*

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

References:

1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations
2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
3. SOLAS Amendments 2008 and 2009

Steps		References	Initials
BN04.1	Verify operation of illuminated rudder angle indicators at centerline and bridge wing conning positions	33 CFR 164.35(f) SOLAS 09 V/19.2.5.4	
BN04.2	Verify visibility of RPM indicator from centerline conning position	33 CFR 164.35(l) SOLAS 09 V/19.2.5.4 SOLAS 09 II-1/31	
BN04.3	Verify visibility of propeller pitch from centerline conning position	33 CFR 164.35(m) SOLAS 09 V/19.2.5.4 SOLAS 09 II-1/31	
BN04.4	Verify visibility of lateral thrust direction and force from centerline conning position	33 CFR 164.35(n) SOLAS 09 V/19.2.5.4	
BN04.5	Verify presence of speed and distance indicators	33 CFR 164.35(j) SOLAS 09 V/19.2.3.4 SOLAS 09 V/19.2.9.2	
BN04.6	Verify cargo ventilation indicators are consistent with vessel operations	SOLAS 09 II-2/20.3.1.3	
BN04.7	Verify presence of bridge navigational watch alarm system (BNWAS)	SOLAS 08-09 V/19.2.2.3	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Bridge/Navigation Examination (BN)**

Task: PSCE-BN05 Examine records of emergency training and drills

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

Steps		References	Initials
BN05.1	Verify crew members participated in abandonment drill and fire drills	SOLAS 09 III/19.3.2 SOLAS 09 III/19.5 SOLAS 09 II-2/15	
BN05.2	Verify drill includes operating davits used for launching liferafts (when applicable)	SOLAS 09 III/19.3.3.1.7	
BN05.3	Verify different lifeboat(s) are used for each drill	SOLAS 09 III/19.3.2	
BN05.4	Verify lifeboats and rescue boats are launched and operated as required	SOLAS 09 III/19.3.3 SOLAS 09 III/19.3.6	
BN05.5	Examine training records for davit-launched liferaft	SOLAS 09 III/19.4.3	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Bridge/Navigation Examination (BN)**

Task: PSCE-BN06 Examine radar(s) and Automatic Radar Plotting Aid (ARPA)

Condition: *During bridge/navigation examination*

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

References: 1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations
2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
BN06.1	Verify required radar(s)	33 CFR 164.35(a) & 37 SOLAS 09 V/19.2.3.2 SOLAS 09 V/19.2.7.1	
BN06.2	Witness operational test of radar(s)	SOLAS 09 V/19.2.3.2 SOLAS 09 V/19.2.7.1	
BN06.3	Verify independent operation of radar(s)	33 CFR 164.37(a)	
BN06.4	Witness operational test of ARPA	33 CFR 164.38(b) 33 CFR Appendix A to 164.38 SOLAS 09 V/19.2.8.1	

Verifying Officer Guidance: *Should specify cargo ops permitting.*

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Bridge/Navigation Examination (BN)****Task:** PSCE-BN07 Examine compasses**Condition:** *During bridge/navigation examination***Standard:** *In compliance with applicable policies, laws, regulations and standards***References:** 1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations
2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
BN07.1	Verify presence of illuminated magnetic compass	33 CFR 164.35(b) SOLAS 09 V/19.2.1.1	
BN07.2	Verify presence of gyrocompass and illuminated gyrocompass repeater(s)	33 CFR 164.35(d) & (e) SOLAS 09 V/19.2.5.1 SOLAS 09 V/19.2.5.2	
BN07.3	Verify presence of spare magnetic compass	SOLAS 09 V/19.2.2.1	

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

Port State Control Examiner (PSCE)**Port State Control Examination****Bridge/Navigation Examination (BN)****Task:** PSCE-BN08 Witness operational test of steering gear**Condition:** *During bridge/navigation examination***Standard:** *In compliance with applicable policies, laws, regulations and standards*

References:

1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations
2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
BN08.1	Witness operational test of steering gear controls	SOLAS 09 II-1/29.7 & .8 MSM II/D.1.G.1.s	
BN08.2	Verify rudder angle indicator is accurate and consistent with local indicator	SOLAS 09 II-1/29.11.1 MSM II/D.1.G.1.d(9)	
BN08.3	Verify operation of loss of power alarm	SOLAS 09 II-1/29.8.4	
BN08.4	Verify content of steering gear instructions	33 CFR 164.35(k) SOLAS 09 V/26.3.1	

Verifying Officer Guidance: *Note error messages, look for evidence of tampering on the entire system.*

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

Port State Control Examiner (PSCE)**Port State Control Examination****Bridge/Navigation Examination (BN)****Task:** PSCE-BN09 Examine Voyage Data Recorder (VDR)**Condition:** *During bridge/navigation 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.861(20) Performance Standards for Shipborne Voyage Data Recorders (VDRs)
 3. IMO Resolution MSC.214(81) Adoption of Amendments to the Performance Standards for
 4. Shipborne Voyage Data Recorder (VDRs) & Performance Standards for Shipborne Simplified Voyage Data Recorders (S-VDRs)

Steps		References	Initials
BN09.1	Verify presence of VDR or simplified VDR (S-VDR)	SOLAS 09 V/20 IMO Res A.861(20) IMO Res MSC.214(81)	
BN09.2	Examine VDR Certificate of Compliance	SOLAS 09 V/18.8	

Verifying Officer Guidance: *Examiner should visually examine the VDR and note any troubleshooting indicators (lights, codes, etc.).*

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

Port State Control Examiner (PSCE)**Port State Control Examination****Bridge/Navigation Examination (BN)**

Task: PSCE-BN10 Examine Automatic Identification System (AIS)

Condition: *During bridge/navigation examination*

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

References:

1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations
2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
3. IMO Resolution A.917(22) Guidelines for the Onboard Operational Use of Shipborne Automatic Identification Systems (AIS)

Steps		References	Initials
BN10.1	Verify presence	33 CFR 164.46 SOLAS 09 V/19.2.4	
BN10.2	Witness operation	SOLAS 09 V/19.2.4.7 IMO Res A.917(22)	

Verifying Officer Guidance: *Note call sign/vessel name, presence of pilot plug.*



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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Bridge/Navigation Examination (BN)****Task:** PSCE-BN11 Examine radiotelephone (VHF)**Condition:** *During bridge/navigation examination***Standard:** *In compliance with applicable policies, laws, regulations and standards*

References:

1. Title 33, Code of Federal Regulations Part 26 Vessel Bridge-To-Bridge Radiotelephone Regulations
2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
BN11.1	Verify radio installation	33 CFR 26.03 SOLAS 09 IV/7.1	
BN11.2	Verify digital selective calling (DSC) capability	SOLAS 09 IV/7.2	
BN11.3	Witness operation	MSM II/D.1.G.1.d(5)	
BN11.4	Verify adequate independent illumination	SOLAS 09 IV/6.2.4	
BN11.5	Verify radio is clearly marked with call sign, ship station identity and other codes as applicable	SOLAS 09 IV/6.2.5	
BN11.6	Verify operation of lifeboat radios	SOLAS 09 III/6.2.1	

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

Port State Control Examiner (PSCE)**Port State Control Examination****Bridge/Navigation Examination (BN)**

Task: PSCE-BN12 Examine Global Maritime Distress and Safety System (GMDSS) equipment

Condition: During bridge/navigation 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.694(17) General Requirements for Shipborne Radio Equipment Forming Part of the Global Maritime Distress & Safety System (GMDSS) & for Electronic Navigational Aids
 3. IMO Resolution A.701(17) Carriage of INMARSAT Enhanced Group Call SafetyNET Receivers Under the Global Maritime Distress & Safety System (GMDSS)
 4. IMO Resolution MSC.247(83) Adoption of Amendments to Performance Standards for Survival Craft Radar Transponders for Use in Search & Rescue Operations (Res.A.802(19))

Steps		References	Initials
BN12.1	Verify appropriate equipment for assigned sea area(s)	SOLAS 09 IV/8-11 IMO Res A.694(17)	
BN12.2	Examine radio records	SOLAS 09 IV/17	
BN12.3	Verify emergency source of power	SOLAS 09 IV/13	
BN12.4	Verify stowage of 9GHz Search and Rescue Radar Transponder(s) (SART)	SOLAS 09 IV/7.1.3 SOLAS 09 III/6.2.2 IMO Res MSC.247(83)	
BN12.5	Verify operation of NAVTEX	SOLAS 09 IV/7.1.4	
BN12.6	Verify operation of INMARSAT ship earth station	SOLAS 09 IV/7.1.5 IMO Res A.701(17)	
BN12.7	Verify installation of 406MHz EPIRB	SOLAS 09 IV/7.1.6	
BN12.8	Verify presence of Volume III of the International Aeronautical & Maritime Search & Rescue (IAMSAR) Manual	SOLAS 09 V/21.2	

Verifying Officer Guidance:

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

Port State Control Examiner (PSCE)**Port State Control Examination****Bridge/Navigation Examination (BN)**

Task: PSCE-BN13 Examine Long-Range Identification & Tracking (LRIT) equipment

Condition: *During bridge/navigation examination*

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

- References:**
1. Title 33, Code of Federal Regulations Part 169 Ship Reporting Systems
 2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 3. IMO Resolution MSC.263(84) Revised Performance Standards & Functional Requirements for the Long-Range Identification & Tracking of Ships
 4. IMO MSC.1/Circ. 1307 Guidance on the Survey & Certification of Compliance of Ships with the Requirement to Transmit LRIT Information
 5. CG-543 Guidance: Long Range Identification and Tracking of Ships 01JUL2010

Steps		References	Initials
BN13.1	Verify presence	SOLAS 09 V/19-1 CG-543 Guidance	
BN13.2	Verify operation	33 CFR 169.210 SOLAS 09 V/19-1.5 IMO Res MSC.263(84) & IMO MSC.1/Circ. 1307	

Verifying Officer Guidance:

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

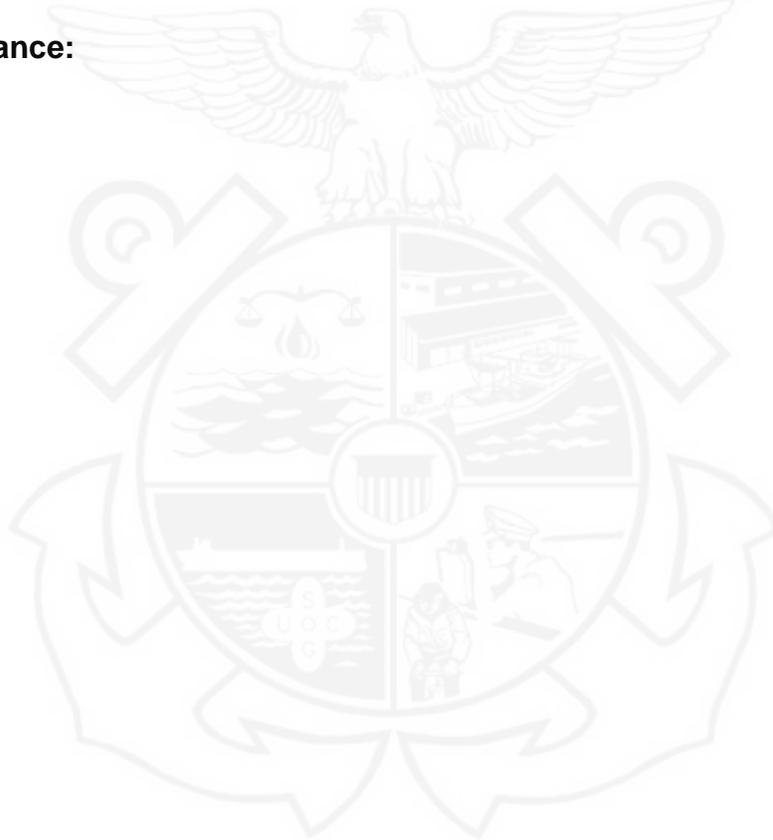
EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Bridge/Navigation Examination (BN)****Task:** PSCE-BN14 Examine daylight signaling lamp**Condition:** *During bridge/navigation 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
BN14.1	Verify operation	SOLAS 09 V/19.2.2.2	
BN14.2	Verify independent source of power	SOLAS 09 V/19.2.2.2	

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

Port State Control Examiner (PSCE)**Port State Control Examination****Bridge/Navigation Examination (BN)**

Task: PSCE-BN15 Examine internal means of communication

Condition: *During bridge/navigation examination*

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

References: 1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations
2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
BN15.1	Verify means of communication with control room	SOLAS 09 II-1/37	
BN15.2	Verify means of communication with steering gear compartment	33 CFR 164.35(o) SOLAS 09 II-1/29.10	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****General Health & Safety Examination (GH)****Task:** PSCE-GH01 Examine accommodations**Condition:** During general health and safety examination**Standard:** In compliance with applicable policies, laws, regulations and standards

References:

1. Inspection of Labour Conditions On Board Ship: Guide-lines for Procedure (ILO-147)
2. COMDTINST 16711.12A The Merchant Shipping (Minimum Standards Convention, 1976 (ILO-147) & Port State Control (PSC)

Steps		References	Initials
GH01.1	Verify berth arrangement and size	ILO-147 p33/1-3 & 13 ILO-147 p34/12 COMDTINST 16711.12A 7(1)(d)	
GH01.2	Verify means of escape	SOLAS 09 13.3.3.1	
GH01.3	Verify adequate lighting and ventilation	ILO-147 p33/4-6 COMDTINST 16711.12A 7(1)(d)	
GH01.4	Verify housekeeping practices	ILO-147 p38/33 COMDTINST 16711.12A 7(1)(d)	

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

Port State Control Examiner (PSCE)**Port State Control Examination****General Health & Safety Examination (GH)****Task:** PSCE-GH02 Examine hospital space**Condition:** *During general health and safety examination***Standard:** *In compliance with applicable policies, laws, regulations and standards*

References:

1. Inspection of Labour Conditions On Board Ship: Guide-lines for Procedure (ILO-147)
2. COMDTINST 16711.12A The Merchant Shipping (Minimum Standards Convention, 1976 (ILO-147) & Port State Control (PSC)

Steps		References	Initials
GH02.1	Verify presence of a designated space	ILO-147 p38/27 COMDTINST 16711.12A 7(1)(e)	
GH02.2	Verify space not used for stowage or berthing	ILO-147 p38/31 COMDTINST 16711.12A 7(1)(e)	
GH02.3	Verify exclusive use of a water closet	ILO-147 p38/30 COMDTINST 16711.12A 7(1)(e)	
GH02.4	Verify approved medicine chest	ILO-147 p38/26 COMDTINST 16711.12A 7(1)(e)	

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

Port State Control Examiner (PSCE)**Port State Control Examination****General Health & Safety Examination (GH)****Task:** PSCE-GH03 Examine galley**Condition:** *During general health and safety examination***Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Inspection of Labour Conditions On Board Ship: Guide-lines for Procedure (ILO-147)
 2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 3. COMDTINST 16711.12A The Merchant Shipping (Minimum Standards Convention, 1976 (ILO-147) & Port State Control (PSC)

Steps		References	Initials
GH03.1	Verify sanitary conditions	ILO-147 p31/1(b) COMDTINST 16711.12A 7(1)(f)	
GH03.2	Verify adequately equipped to prepare food	ILO-147 p30/3 ILO-147 p35/14 COMDTINST 16711.12A 7(1)(f)	
GH03.3	Verify mess-room provided for crew	ILO-147 p35/14 COMDTINST 16711.12A 7(1)(f)	
GH03.4	Verify condition of vents and ducts	SOLAS 09 II-2/9.7.5.2	
GH03.5	Verify installation of fixed fire-extinguishing means within ducts	SOLAS 09 II-2/9.7.5.2.4	
GH03.6	Verify deep-fat cooking equipment requirements	SOLAS 09 II-2/10.6.4	
GH03.7	Verify hot and cold water	ILO -147 p37/21(c)	

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

Port State Control Examiner (PSCE)**Port State Control Examination****General Health & Safety Examination (GH)****Task:** PSCE-GH04 Examine refrigerator and dry food stores**Condition:** *During general health and safety examination***Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Inspection of Labour Conditions On Board Ship: Guide-lines for Procedure (ILO-147)
 2. COMDTINST 16711.12A The Merchant Shipping (Minimum Standards Convention, 1976 (ILO-147) & Port State Control (PSC)

Steps		References	Initials
GH04.1	Verify adequate food for size of crew & intended voyage	ILO-147 p30/2 COMDTINST 16711.12A 7(1)(f)	
GH04.2	Verify free of insects and/or rodents	ILO-147 p39/1(b) COMDTINST 16711.12A 7(1)(f)	
GH04.3	Verify operation of emergency escape alarm/device	ILO-147 p31/1(c)	

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

Port State Control Examiner (PSCE)**Port State Control Examination****General Health & Safety Examination (GH)****Task:** PSCE-GH05 Examine sanitation areas**Condition:** During general health and safety examination**Standard:** In compliance with applicable policies, laws, regulations and standards

References:

1. Inspection of Labour Conditions On Board Ship: Guide-lines for Procedure (ILO-147)
2. COMDTINST 16711.12A The Merchant Shipping (Minimum Standards Convention, 1976 (ILO-147) & Port State Control (PSC)

Steps		References	Initials
GH05.1	Verify quantity of showers and toilets	ILO-147 p36/18-20 COMDTINST 16711.12A 7(1)(d)	
GH05.2	Verify operation of toilets	ILO-147 p37/21(f) COMDTINST 16711.12A 7(1)(d)	
GH05.3	Verify hot and cold running water	ILO-147 p37/21(c) COMDTINST 16711.12A 7(1)(d)	
GH05.4	Verify lighting, heating and ventilation	ILO-147 p37/21(b)	
GH05.5	Assess for unsanitary or hazardous conditions	ILO-147 p44/3(a) COMDTINST 16711.12A 7(1)(d)	

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

Port State Control Examiner (PSCE)**Port State Control Examination****General Health & Safety Examination (GH)****Task:** PSCE-GH06 Examine vessel for general safety items**Condition:** During general health and safety examination**Standard:** In compliance with applicable policies, laws, regulations and standards

- References:**
1. Inspection of Labour Conditions On Board Ship: Guide-lines for Procedure (ILO-147)
 2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 3. COMDTINST 16711.12A The Merchant Shipping (Minimum Standards Convention, 1976 (ILO-147) & Port State Control (PSC)

Steps		References	Initials
GH06.1	Verify safe access to all spaces	ILO-147 p45/3(b) COMDTINST 16711.12A 7(1)©	
GH06.2	Verify spaces adequately lit	ILO-147 p44/3(a) COMDTINST 16711.12A 7(1)©	
GH06.3	Verify no electrical hazards	ILO-147 p44/3(a) COMDTINST 16711.12A 7(1)© SOLAS 09 II-1/45	
GH06.4	Verify warning notices posted as necessary	ILO-147 p44/3(a) COMDTINST 16711.12A 7(1)(c)	

Verifying Officer Guidance: Note conflicts of safety vs. security.

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

Port State Control Examiner (PSCE)**Port State Control Examination****General Health & Safety Examination (GH)****Task:** PSCE-GH07 Examine means of escape**Condition:** *During general health and safety 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 Code for Fire Safety Systems (FSS Code), 2007

Steps		References	Initials
GH07.1	Verify means of escape and confirm accessibility	SOLAS 09 II-2/13.1 SOLAS 09 II-2/13.3.3	
GH07.2	Verify emergency lighting arrangements	SOLAS 09 II-1/43.2.2	
GH07.3	Verify escape route is marked and illuminated	SOLAS 09 II-2/13.3	
GH07.4	Verify arrangement of machinery space escape ladders	SOLAS 09 II-2/13.4.2	
GH07.5	Verify Emergency Escape Breathing Devices (EEBDs) in escape routes	SOLAS 09 II-2/13.3.4 SOLAS 09 II-2/13.4.3 FSS Code 3.2.2	
GH07.6	Verify EEBDs are in serviceable condition	SOLAS 09 II-2/13.4.3.3 FSS Code 3.2.2	

Verifying Officer Guidance:

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

Port State Control Examiner (PSCE)**Port State Control Examination****General Health & Safety Examination (GH)**

Task: PSCE-GH08 Avoid inadvertent entry into a confined space

Condition: Given a background knowledge of confined space entry, during an exam

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

Steps		References	Initials
GH08.1	Determine confined space(s)	29 CFR 1915, Part B MSM I/10 MSM I/10 App. A	
GH08.2	Evaluate potential hazards	MSM I/10 App. A, C & G	
GH08.3	Mitigate potential hazards	29 CFR 1915, Part B MSM II/D.6.C.1.f MSM I/10	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Lifesaving Equipment (LS)****Task:** PSCE-LS01 Examine life jackets and stowage**Condition:** *During lifesaving 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
2. Lifesaving Appliances including LSA Code, 2010

Steps		References	Initials
LS01.1	Verify quantity	SOLAS 09 III/7.2.1.1 SOLAS 09 III/7.2.1.2	
LS01.2	Verify approvals	LSA Code 2.2.1 LSA Code 2.2.2	
LS01.3	Verify light	SOLAS 09 III/32.2.2 SOLAS 09 III/32.2.3 LSA Code 2.2.3	
LS01.4	Verify stowage	SOLAS 09 III/7.2.2	

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

Port State Control Examiner (PSCE)**Port State Control Examination****Lifesaving Equipment (LS)**

Task: PSCE-LS02 Examine immersion suits and stowage (when applicable)

Condition: *During lifesaving 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
2. Lifesaving Appliances including LSA Code, 2010

Steps		References	Initials
LS02.1	Verify quantity	SOLAS 09 III/7.3 SOLAS 09 III/32.2 & .3	
LS02.2	Verify approvals	LSA Code 2.3 LSA Code 2.4	
LS02.3	Verify stowage	SOLAS 09 III/32.3.4	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

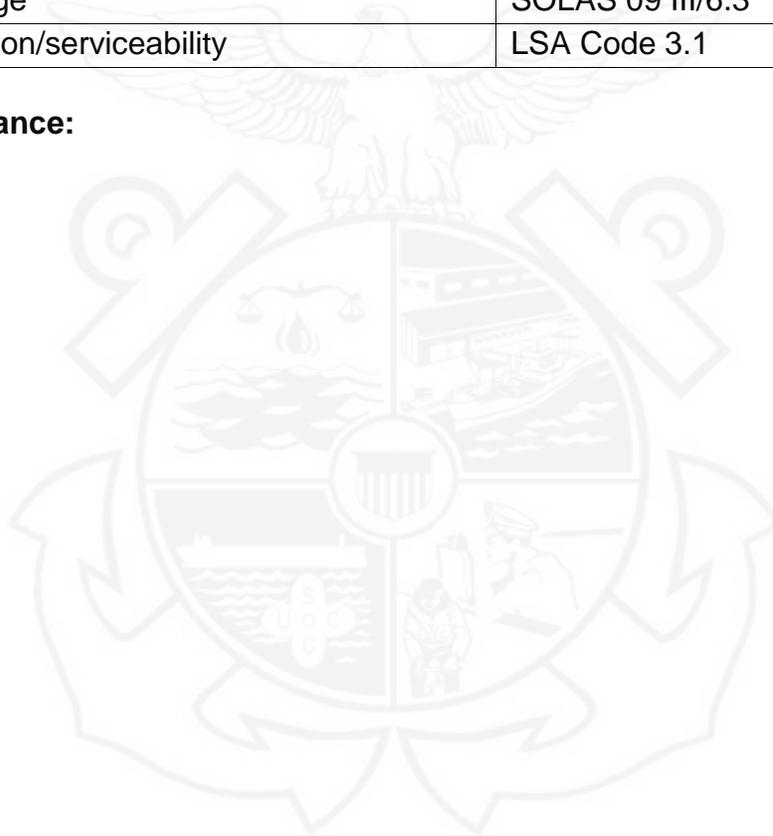
Port State Control Examiner (PSCE)**Port State Control Examination****Lifesaving Equipment (LS)****Task:** PSCE-LS03 Examine line throwing appliance**Condition:** *During lifesaving equipment examination***Standard:** *In compliance with applicable policies, laws, regulations and standards***References:** 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. Lifesaving Appliances including LSA Code, 2010

Steps		References	Initials
LS03.1	Verify presence	SOLAS 09 III/18 LSA Code 7.1.1.2 LSA Code 7.1.1.3	
LS03.2	Examine instructions or diagrams illustrating use	LSA Code 7.1.1.4	
LS03.3	Verify age of pyrotechnics	LSA Code Part 1/9.1 LSA Code Part 1/4.5.6	
LS03.4	Verify stowage	LSA Code 7.1.2	

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

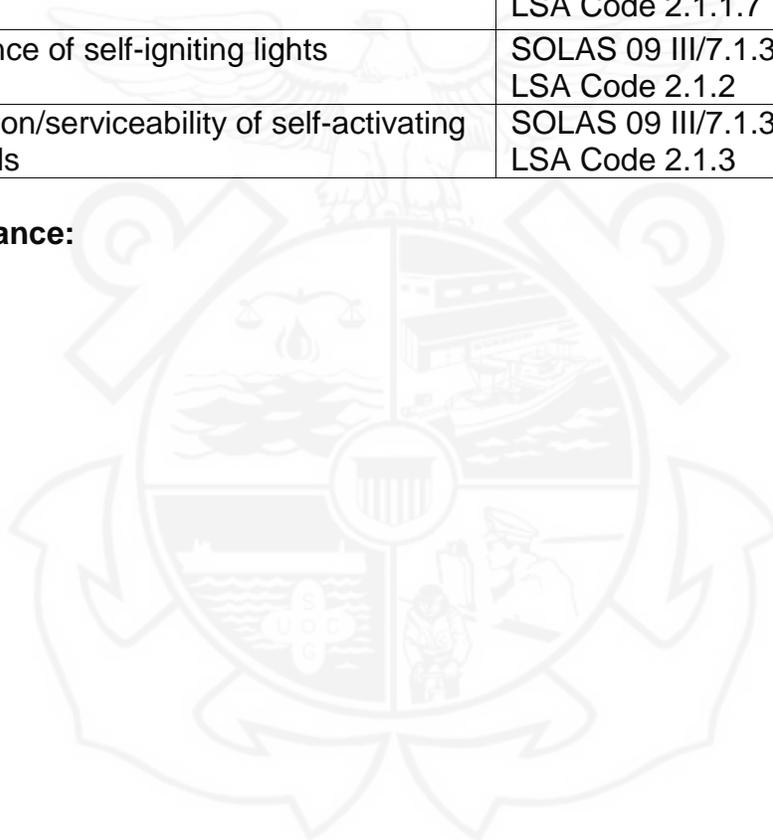
Port State Control Examiner (PSCE)**Port State Control Examination****Lifesaving Equipment (LS)****Task:** PSCE-LS04 Examine pyrotechnics**Condition:** *During lifesaving equipment examination***Standard:** *In compliance with applicable policies, laws, regulations and standards***References:** 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. Lifesaving Appliances including LSA Code, 2010

Steps		References	Initials
LS04.1	Verify number	SOLAS 09 III/6.3	
LS04.2	Verify stowage	SOLAS 09 III/6.3	
LS04.3	Verify condition/serviceability	LSA Code 3.1	

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

Port State Control Examiner (PSCE)**Port State Control Examination****Lifesaving Equipment (LS)****Task:** PSCE-LS05 Examine quick-release life buoys**Condition:** *During lifesaving 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
2. Lifesaving Appliances including LSA Code, 2010

Steps		References	Initials
LS05.1	Verify number and location	SOLAS 09 III/7.1.3	
LS05.2	Verify size	LSA Code 2.1.1.7	
LS05.3	Verify presence of self-igniting lights	SOLAS 09 III/7.1.3 LSA Code 2.1.2	
LS05.4	Verify condition/serviceability of self-activating smoke signals	SOLAS 09 III/7.1.3 LSA Code 2.1.3	

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

Port State Control Examiner (PSCE)**Port State Control Examination****Lifesaving Equipment (LS)****Task:** PSCE-LS06 Examine lifeboat**Condition:** *During lifesaving equipment inspection***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. Lifesaving Appliances including LSA Code, 2010
3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
LS06.1	Verify required number	SOLAS 09 III/31.1 SOLAS 09 III/31.2	
LS06.2	Verify stowage arrangements	SOLAS 09 III/11.1 SOLAS 09 III/13 & 14 SOLAS 09 III/20.10	
LS06.3	Verify markings	LSA Code 4.4.9 LSA Code 4.4.1.2	
LS06.4	Verify condition	SOLAS 09 III/20.2 MSM II/D.1.G.1.o(5)	
LS06.5	Verify presence of required equipment	LSA Code 4.4.8 LSA Code 4.4.4.7.5 MSM II/D.1.G.1.o(5)	
LS06.6	Examine release gear(s)	SOLAS 09 III/16.4 LSA Code 4.7.6	
LS06.7	Verify instructions inside for release gear	SOLAS 09 III/9	
LS06.8	Witness operational test of engine	SOLAS 09 III/19.3.3.1.6 SOLAS 09 III/20.6.2 LSA Code 4.4.6.5	
LS06.9	Witness operational test of rudder	LSA Code 4.4.7.2	

Verifying Officer Guidance:

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

Port State Control Examiner (PSCE)**Port State Control Examination****Lifesaving Equipment (LS)****Task:** PSCE-LS07 Examine muster and embarkation stations**Condition:** *During lifesaving equipment inspection***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. Lifesaving Appliances including LSA Code, 2010

Steps		References	Initials
LS07.1	Examine arrangements	SOLAS 09 III/11.2 & .3 SOLAS 09 III/11.6 SOLAS 09 III/9	
LS07.2	Verify embarkation ladders meet requirements	SOLAS 09 III/11.7 LSA Code 6.1.6	
LS07.3	Verify emergency lighting configuration and operation	SOLAS 09 III/11.4 SOLAS 09 III/16.7 SOLAS 09 II-1/43.2.1	
LS07.4	Verify performance of emergency lighting tests	SOLAS 09 III/19.3.3.9 SOLAS 09 III/19.5	

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

Port State Control Examiner (PSCE)**Port State Control Examination****Lifesaving Equipment (LS)****Task:** PSCE-LS08 Examine inflatable liferafts and installations**Condition:** *During lifesaving equipment inspection***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. Lifesaving Appliances including LSA Code, 2010
3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
LS08.1	Verify type approval	SOLAS 09 III/4	
LS08.2	Verify liferaft capacity requirements	SOLAS 09 III/31.2 LSA Code 4.2	
LS08.3	Verify stowage	SOLAS 09 III/13.4.1-4.4 SOLAS 09 III/13.5-.6 SOLAS 09 III/20.10	
LS08.4	Evaluate launching arrangements	SOLAS 09 III/12 SOLAS 09 III/16	
LS08.5	Verify markings	LSA Code 4.2.6.3	
LS08.6	Verify condition	SOLAS 09 III/20.2 MSM II/D.1.G.1.o(5)	
LS08.7	Verify annual service dates	SOLAS 09 III/20.8.1	

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

Port State Control Examiner (PSCE)**Port State Control Examination****Lifesaving Equipment (LS)****Task:** PSCE-LS09 Examine rescue boat**Condition:** *During lifesaving 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
2. Lifesaving Appliances including LSA Code, 2010

Steps		References	Initials
LS09.1	Verify required number	SOLAS 09 III/31.2 LSA Code 5.1.1.1	
LS09.2	Verify embarkation and launching arrangement(s)	SOLAS 09 III/17 SOLAS 09 III/11	
LS09.3	Verify presence of equipment	LSA Code 5..1.1.10 LSA Code 5..1.1.11 LSA Code 5.1.2	
LS09.4	Verify stowage	SOLAS 09 III/14	
LS09.5	Witness operational test of engine	SOLAS 09 III/19.3.3.6 SOLAS 09 III/20.6.2 LSA Code 4.4.6.5	

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

Port State Control Examiner (PSCE)**Port State Control Examination****Lifesaving Equipment (LS)****Task:** PSCE-LS10 Examine boat davits (rescue & Lifeboat)**Condition:** During lifesaving 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
2. Lifesaving Appliances including LSA Code, 2010
3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
LS10.1	Examine condition of davit(s) and associated components	SOLAS 09 III/20.2 & .4 LSA Code Chapter 8	
LS10.2	Witness functional test of davit limit switch	LSA Code 6.1.2.7	
LS10.3	Witness operational test of falls	MSM II/D.1.G.1.r(1)(b)	
LS10.4	Verify falls renewed at an interval of not more than 5 years	SOLAS 09 III/20.4	

Verifying Officer Guidance: Note IMO MSC.1/Circ. 1205 Guidelines for Developing Operation and Maintenance Manuals for Lifeboat Systems and IMO MSC.1/Circ. 1206/Rev.1 Measures to Prevent Accidents with Lifeboats for additional reference.

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

Port State Control Examiner (PSCE)**Port State Control Examination****Lifesaving Equipment (LS)****Task:** PSCE-LS11 Examine general emergency systems**Condition:** *During lifesaving 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
2. Lifesaving Appliances including LSA Code, 2010

Steps		References	Initials
LS11.1	Verify alarm activation points	SOLAS 09 III/6.4.2 LSA Code 7.2.1.1	
LS11.2	Verify operational test of audible and visual general alarm signals	SOLAS 09 III/6.4.2 & .3 LSA Code 7.2.1.2 & .3	
LS11.3	Verify connection to emergency power source	SOLAS09 II-1/43.2.4	
LS11.4	Verify public address system is audible	SOLAS 09 III/6.4.2 LSA Code 7.2.2	
LS11.5	Verify general alarm system tests	SOLAS 09 III/20.6.4	

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

Port State Control Officer (PSCO)**Port State Control Examination****Firefighting Systems Examination (FF)****Task:** PSCE-FF01 Examine fire hose stations**Condition:** *While on deck walk***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. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
FF01.1	Verify type, length and condition of hose	SOLAS 09 II-2/10.2.3.1.1 SOLAS 09 II-2/10.3.1.2 SOLAS 09 II-2/14.2.1.2	
FF01.2	Verify type and condition of nozzle	SOLAS 09 II-2/10.2.3.3 SOLAS 09 II-2/10.2.3.1.2	
FF01.3	Verify operational condition of hydrant valve	SOLAS 09 II-2/14.2.1.2 MSM II/D.1.G.1.o.(6)(c)	
FF01.4	Verify operation of hydrant relief valves	SOLAS 09 II-2/10.2.1.4.2	
FF01.5	Verify location(s) consistent with Fire Control Plan	SOLAS 09 II-2/15.2.4.1 SOLAS 09 II-2/10.2.3.2.1 SOLAS 09 II-2/10.2.1.5.1	

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

Port State Control Examiner (PSCE)

Port State Control Examination

Firefighting Systems Examination (FF)

Task: PSCE-FF02 Examine international shore connection

Condition: *While on deck walk*

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 Fire Safety Systems (FSS Code), 2007
 3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
FF02.1	Verify storage location consistent with Fire Control Plan	SOLAS 09 II-2/15.2.4.1	
FF02.2	Verify presence of flange, bolts, washers and gasket	FSS Code 2.2.2 MSM II/D.1.G.1.o.(6)(c)	

Verifying Officer Guidance:



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

Port State Control Officer (PSCO)**Port State Control Examination****Firefighting Systems Examination (FF)****Task:** PSCE-FF03 Examine fire-fighter's outfits**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
2. International Code for Fire Safety Systems (FSS Code), 2007

Steps		References	Initials
FF03.1	Verify storage location consistent with Fire Control Plan	SOLAS 09 II-2/15.2.4.1	
FF03.2	Verify quantity	SOLAS 09 II-2/10.10.2.1 SOLAS 09 II-2/10.2.4	
FF03.3	Verify condition of personal equipment	FSS Code 3.2.1.1	
FF03.4	Verify condition of breathing apparatus	FSS Code 3.2.1.2	
FF03.5	Verify condition of lifeline	FSS Code 3.2.1.3	
FF03.6	Verify presence of spare charges	SOLAS 09 II-2/10.2.5	

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

Port State Control Examiner (PSCE)**Port State Control Examination****Firefighting Systems Examination (FF)****Task:** PSCE-FF04 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
2. International Code for Fire Safety Systems (FSS Code), 2007
3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
FF04.1	Verify locations consistent with Fire Control Plan	SOLAS 09 II-2/15.2.4.1 MSM II/D.1.G.1.o(6)(a)	
FF04.2	Verify stowage	SOLAS 09 II-2/10.3.2.4 SOLAS 09 II-2/10.3.2.2	
FF04.3	Verify condition of extinguishers	SOLAS 09 II-2/14.2.1.2 FSS Code 4.2 MSM II/D.1.G.1.o(6)(e)	
FF04.4	Verify presence of spare charges	SOLAS 09 II-2/10.3.3	

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

Port State Control Examiner (PSCE)**Port State Control Examination****Firefighting Systems Examination (FF)****Task:** PSCE-FF05 Examine Fire Control Plan**Condition:** *While on deck walk***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. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
FF05.1	Verify currency of plan(s) or booklets	SOLAS 09 II-2/15.2.4.1	
FF05.2	Verify plan or booklet is in required languages	SOLAS 09 II-2/15.2.4.1	
FF05.3	Verify content of plan(s) or booklet	SOLAS 09 II-2/15.2.4.1 MSM II/D.1.G.1.o(6)	
FF05.4	Verify stowage of duplicate set of plan(s)	SOLAS 09 II-2/14.2.4.2	

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

Port State Control Examiner (PSCE)**Port State Control Examination****Firefighting Systems Examination (FF)**

Task: PSCE-FF06 Examine areas for compliance with Structural Fire Protection (SFP) requirements

Condition: During general health and safety 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. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
FF06.1	Verify SFP boundaries with fire control plan	SOLAS 09 II-2/9.2.3 SOLAS 09 II-2/15.2.4.1 MSM II/D.1.G.1.o(6)(e)[3]	
FF06.2	Ensure no unapproved SFP modifications	SOLAS 09 II-2/14.2.1.1.1 SOLAS 09 II-2/5.3	
FF06.3	Evaluate fire door operation	SOLAS 09 II-2/9.2.3.4.1 SOLAS 09 II-2/14.2.1.1 MSM II/D.1.G.1.o(6)(e)[1]	
FF06.4	Verify electric cable/pipe penetrations are compatible with fire control boundaries	SOLAS 09 II-2/9.3	
FF06.5	Verify operational tests of ventilation systems controls	SOLAS 09 II-2/5.2 SOLAS 09 II-2/14.2.2.3.5 MSM II/D.1.G.1.o(6)(e)[2]	

Verifying Officer Guidance: Note unauthorized hold backs on self closing doors.

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

Port State Control Examiner (PSCE)**Port State Control Examination****Firefighting Systems Examination (FF)****Task:** PSCE-FF07 Examine fixed fire detection and 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
2. International Code for Fire Safety Systems (FSS Code), 2007
3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
FF07.1	Verify operation	SOLAS 09 II-2/7.4 & .5 SOLAS 09 II-2/14.2.1.1.2 MSM II/D.1.G.1.o(6)(a)	
FF07.2	Verify power sources	FSS Code 9.2.2	
FF07.3	Verify operation of alarms	FSS Code 9.2.5.1	
FF07.4	Verify operation of manually operated call points	SOLAS 09 II-2/7.7 SOLAS 09 II-2/14.2.1.1.2	
FF07.5	Verify periodic testing	SOLAS 09 II-2/7.3.2 SOLAS 09 II-2/14.2.2.3.2	

Verifying Officer Guidance: Test alarms IAW manufacturer's instructions.**Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

Port State Control Examiner (PSCE)**Port State Control Examination****Firefighting Systems Examination (FF)****Task:** PSCE-FF08 Examine fire main system(s)**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
FF08.1	Verify number of pumps	SOLAS 09 II-2/10.2.2.2	
FF08.2	Verify location(s)	SOLAS 09 II-2/10.2.2.3.2.1	
FF08.3	Verify remote start operation	SOLAS 09 II-2/10.2.1.2.2.2	
FF08.4	Verify pressure	SOLAS 09 II-2/10.2.1.6	
FF08.5	Verify relief valve installation	SOLAS 09 II-2/10.2.1.4.2	
FF08.6	Verify fire station arrangements	SOLAS 09 II-2/10.2.3	
FF08.7	Verify condition of fire main piping	SOLAS 09 II-2/14.2.1.2	
FF08.8	Verify operation of emergency fire pump	SOLAS 09 II-2/10.2.2.3.2 SOLAS 09 II-2/14.2.1.2	

Verifying Officer Guidance: Hydrant/pump pressure should be tested by charging the system and witnessing the pressure at widely separated deck stations simultaneously IAW MSM II/D.1.G.1.o(6)(a).

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

Port State Control Examiner (PSCE)**Port State Control Examination****Firefighting Systems Examination (FF)**

Task: PSCE-FF09 Examine the fixed pressure water-spraying and water mist 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
2. International Code for Fire Safety Systems (FSS Code), 2007
3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
FF09.1	Verify the fixed system is arranged as indicated on fire control and/or general arrangement plan(s)	SOLAS 09 II-2/10.4.1.1.3 SOLAS 09 II-2/10.4.4 MSM II/D.1.G.1.o(6)(a)	
FF09.2	Verify sprinkler pump arrangement for automatic activation	SOLAS 09 II-2/14.2.1.2 FSS Code 7.2.1.3	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Firefighting Systems Examination (FF)****Task:** PSCE-FF10 Examine fixed high pressure CO2 system**Condition:** During firefighting equipment inspection**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 Fire Safety Systems (FSS Code), 2007
 3. IMO MSC.1/Circ. 1318 Guidelines for the Maintenance and Inspection of Fixed Carbon Dioxide Fire-Extinguishing Systems
 4. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
FF10.1	Verify system is arranged as indicated in fire control and/or general arrangement plan	SOLAS 09 II-2/10.4.1.1.1 MSM II/D.1.G.1.o(6)(a)	
FF10.2	Verify control valves are arranged and marked	FSS Code 5.2.1.3.1 FSS Code 5.2.2.2	
FF10.3	Verify operating instructions at control stations	FSS Code 5.2.1.3.3	
FF10.4	Verify closures for protected space openings	SOLAS 09 II-2/10.4.2	
FF10.5	Verify storage room arrangements	SOLAS 09 II-2/10.4.3	
FF10.6	Evaluate testing and inspection procedures	IMO MSC.1/Circ. 1318	

Verifying Officer Guidance:

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

Port State Control Examiner (PSCE)**Port State Control Examination****Firefighting Systems Examination (FF)**

Task: PSCE-FF11 Examine low pressure CO2 fixed fire fighting system

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
 2. International Code for Fire Safety Systems (FSS Code), 2007
 3. IMO MSC.1/Circ. 1318 Guidelines for the Maintenance and Inspection of Fixed Carbon Dioxide Fire-Extinguishing Systems
 4. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
FF11.1	Verify system is arranged as indicated in fire control and/or general arrangement plan(s)	SOLAS 09 II-2/10.4.1.1.1 MSM II/D.1.G.1.o(6)(a)	
FF11.2	Verify control valves are arranged and marked	FSS Code 5.2.1.3.1 FSS Code 5.2.2.2	
FF11.3	Verify operating instructions at control stations	FSS Code 5.2.1.3.3	
FF11.4	Verify closures for protected space openings	SOLAS 09 II-2/10.4.2	
FF11.5	Verify storage room arrangements	SOLAS 09 II-2/10.4.3	
FF11.6	Evaluate testing and inspection procedures	IMO MSC.1/Circ. 1318	

Verifying Officer Guidance:

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

Port State Control Examiner (PSCE)**Port State Control Examination****Firefighting Systems Examination (FF)**

Task: PSCE-FF12 Examine fixed high-expansion foam fire extinguishing system

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
 2. International Code for Fire Safety Systems (FSS Code), 2007
 3. IMO MSC/Circ. 670 Guidelines for the Performance & Testing Criteria & Surveys of High-Expansion Foam Concentrates for Fixed Fire-Extinguishing Systems
 4. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
FF12.1	Verify system is arranged as indicated in the fire control and/or general arrangement plan(s)	SOLAS 09 II-2/10.4.1.1.2 MSM II/D.1.G.1.o(6)(a) FSS Code 6.2.2.2	
FF12.2	Verify quantity and performance of foam concentrates	FSS Code 6.2.2.1 IMO MSC /Circ. 670	

Verifying Officer Guidance: FF07.2: Verify the foam has been tested IAW IMO MSC/Circ.670 by reviewing the foam inspection report.

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Machinery Equipment Examination (MI)****Task:** PSCE-MI01 Examine steering gear assembly and operation**Condition:** *During machinery equipment examination***Standard:** *In compliance with applicable policies, laws, regulations and standards*

References:

1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations
2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
MI01.1	Examine condition of system	SOLAS 09 II-1/29.1-.3	
MI01.2	Witness operational test of controls	SOLAS 09 II-1/29.5.2 SOLAS 09 II-1/29.6.1.2	
MI01.3	Verify hydraulic power operated arrangements and alarms	SOLAS 09 II-1/29.12	
MI01.4	Verify content of steering gear instructions	SOLAS 09 V/26.3.1 33 CFR 164.35(k)	
MI01.5	Verify automatic start after power failure	SOLAS 09 II-1/29.5.1	
MI01.6	Verify nonslip arrangements of compartment	SOLAS 09 II-1/29.13	
MI01.7	Witness functional system tests	SOLAS 09 II-1/29.3.2 SOLAS 09 II-1/29.11.1-2 MSM II/D.1.G.1.s(1)-(10)	

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

Port State Control Examiner (PSCE)**Port State Control Examination****Machinery Equipment Examination (MI)****Task:** PSCE-MI02 Examine arrangements for propulsion engine(s)**Condition:** *During machinery 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
2. IMO MSC/Circ. 834 Guidelines for Engine-Room Layout, Design & Arrangement

Steps		References	Initials
MI02.1	Examine condition of components	SOLAS 09 II-1/26.1	
MI02.2	Verify installation of machinery covers and guards	SOLAS 09 II-1/26.1 SOLAS 09 II-2/4.2.2.6.1 IMO MSC/Circ. 834	
MI02.3	Verify high pressure fuel lines are double jacketed	SOLAS 09 II-2/4.2.2.5.2	
MI02.4	Verify no leaks of flammable liquids	SOLAS 09 II-2/4.1.1	
MI02.5	Verify engineers alarm is installed and operational	SOLAS 09 II-1/38	
MI02.6	Verify emergency stopping device is installed	SOLAS 09 II-1/31.2.3	

Verifying Officer Guidance: *Ensure trainee knows the main components of a slow speed diesel engine.***Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

Port State Control Examiner (PSCE)**Port State Control Examination****Machinery Equipment Examination (MI)**

Task: PSCE-MI03 Examine main service generators and prime mover(s)

Condition: *During machinery 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
2. IMO MSC/Circ. 834 Guidelines for Engine-Room Layout, Design & Arrangement

Steps		References	Initials
MI03.1	Examine condition of components	SOLAS 09 II-1/26.1	
MI03.2	Verify installation of machinery covers and guards	SOLAS 09 II-2/4.2.2.6.1 IMO MSC/Circ. 834	
MI03.3	Verify required prime mover detectors/gauges	SOLAS 09 II-1.47.2	
MI03.4	Verify no excess leaks of flammable liquids	SOLAS 09 II-2/4.1.1	
MI03.5	Verify high pressure fuel lines are double jacketed	SOLAS 09 II-2/4.2.2.5.2	

Verifying Officer Guidance: *Ensure trainee knows the main components of a generator and prime mover.*

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Machinery Equipment Examination (MI)**

Task: PSCE-MI04 Examine emergency generator(s) and prime mover(s)

Condition: *During machinery 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
2. IMO MSC/Circ. 834 Guidelines for Engine-Room Layout, Design & Arrangement
3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
MI04.1	Examine condition of components	SOLAS 09 II-1/26.1 SOLAS 09 II-1/44.3	
MI04.2	Verify installation of machinery covers and guards	IMO MSC/Circ. 834	
MI04.3	Verify two starting resources	SOLAS 09 II-1/44.2	
MI04.4	Verify operation of auto-start function	SOLAS 09 II-1/43.3.2 SOLAS 09 II-1/44.4	
MI04.5	Verify operation of remote fuel shutoff valve	SOLAS 09 II-2/4.2.2.3.4 MSM II/D.G.1.c.6	
MI04.6	Verify independent fuel supply	SOLAS 09 II-1/43.3.1	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Machinery Equipment Examination (MI)****Task:** PSCE-MI05 Examine machinery spaces**Condition:** *During machinery 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
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
MI05.1	Evaluate condition of machinery and related equipment	MSM II/D.1.G.1.c(2) IMO Res A.1052(27) Appendix 6/3.2	
MI05.2	Evaluate fire risk in spaces/bilges and means to control leaks of flammable liquids	MSM II/D.1.G.1.o(6)(d) MSM II/D.1.G.1.p(6) SOLAS 09 II-2/4.1.2	
MI05.3	Evaluate monitoring of bilge wells for protection against flooding	SOLAS 09 II-1/48.1 SOLAS 09 II-1/31.3	
MI05.4	Ensure personnel hazards are mitigated (rotating equipment, hot surfaces, railings, etc.)	SOLAS 09 II-1/26.1 SOLAS 09 II-2/4.2.2.6	

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

Port State Control Examiner (PSCE)

Port State Control Examination

Machinery Equipment Examination (MI)

Task: PSCE-MI06 Examine transfer procedures (when applicable)

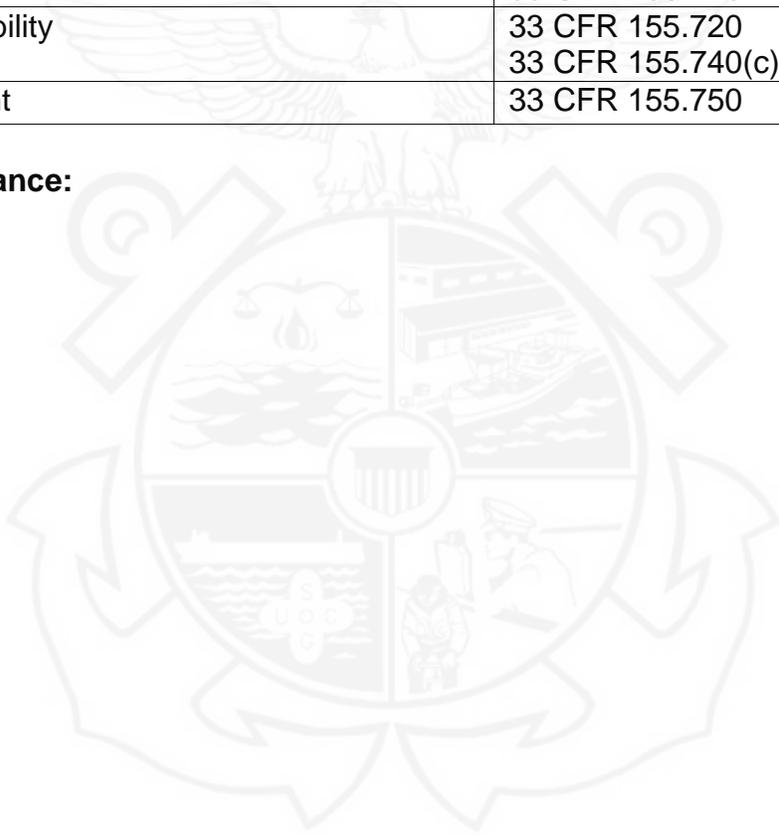
Condition: *During machinery equipment examination*

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

References: 1. Title 33, Code of Federal Regulations Part 155 Oil or Hazardous Material Pollution Prevention Regulations for Vessels

Steps		References	Initials
MI06.1	Determine applicability	33 CFR 155.100 33 CFR 155.720	
MI06.2	Verify availability	33 CFR 155.720 33 CFR 155.740(c)	
MI06.3	Verify content	33 CFR 155.750	

Verifying Officer Guidance:



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

Port State Control Examiner (PSCE)**Port State Control Examination****Machinery Equipment Examination (MI)**

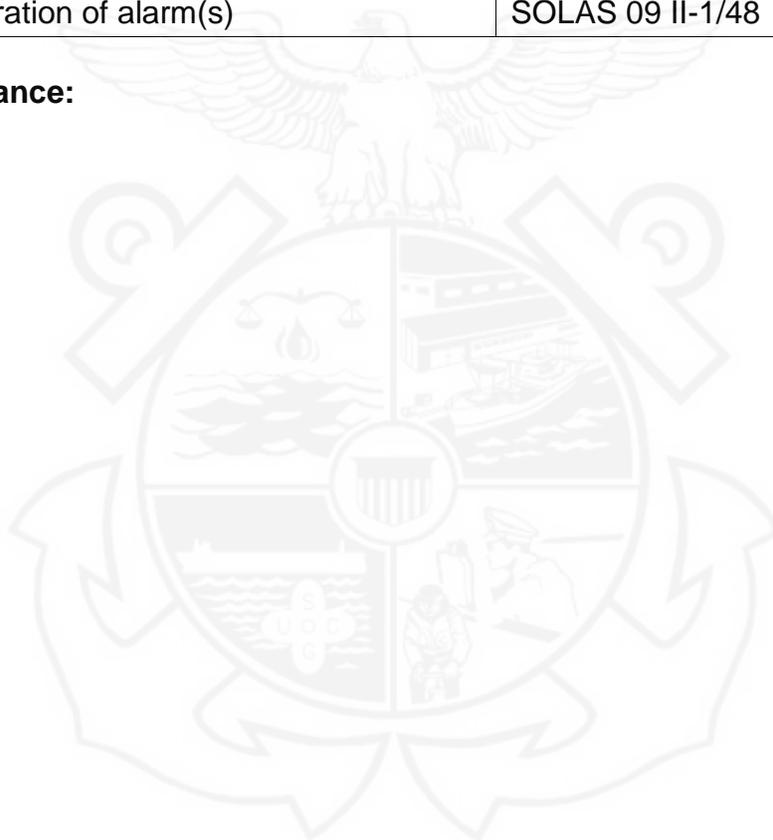
Task: PSCE-MI07 Examine bilge pumps installation, piping, and valves

Condition: *During machinery 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
MI07.1	Examine bilge system components	SOLAS 09 II-1/35-1.2	
MI07.2	Verify valve indicators	SOLAS 09 II-1/35-1.3.12	
MI07.3	Witness operation of alarm(s)	SOLAS 09 II-1/48	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Electrical Systems Examination (ES)****Task:** PSCE-ES01 Examine switchboards**Condition:** *During electrical 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
ES01.1	Verify protection of openings and accesses	SOLAS 09 II-1/40.1.3 SOLAS 09 II-1/45.2	
ES01.2	Verify non-conductive mats or gratings	SOLAS 09 II-1/45.2	
ES01.3	Verify condition of meters, controls, and gauges	SOLAS 09 II-1/40	
ES01.4	Verify circuit directory	SOLAS 09 II-1/45.6.2	

Verifying Officer Guidance: *Note the International Electrotechnical Commission (IEC) 61111 Live Working - Electrical Insulated Matting and IEC 60092 Electrical Installation in Ships for further reference.*

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

Port State Control Examiner (PSCE)

Port State Control Examination

Electrical Systems Examination (ES)

Task: PSCE-ES02 Examine motor controllers

Condition: *During electrical 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
ES02.1	Verify condition	SOLAS 09 II-1/40	
ES02.2	Verify markings	SOLAS 09 II-1/45.6.2	

Verifying Officer Guidance:



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

Port State Control Examiner (PSCE)**Port State Control Examination****Electrical Systems Examination (ES)**

Task: PSCE- ES03 Examine controls and alarms for unattended machinery spaces (when applicable)

Condition: *During machinery 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
ES03.1	Verify administration approved documentation	SOLAS 09 II-1/46.3	
ES03.2	Verify fire detection system alarms	SOLAS 09 II-2/7.4.1.1 SOLAS 09 II-1/47.1	
ES03.3	Verify engineers' alarm is operational	SOLAS 09 ii-1/51.1.2	
ES03.4	Verify alarm system fail to safety principle	SOLAS 09 II-1/51.1.4	
ES03.5	Verify alarm system is continuously powered	SOLAS 09 II-1/51.2.1	
ES03.6	Verify alarms can not be inhibited	SOLAS 09 II-1/51.3.1	
ES03.7	Verify serious machinery malfunction initiates automatic shutdown(s)	SOLAS 09 II-1/52	
ES03.8	Verify presence of Oil Mist Detection system	SOLAS 09 II-1/47.2	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Structural/Watertight Integrity Examination (SW)**

Task: PSCE-SW01 Examine general condition hull and structural members

Condition: *During structural/watertight integrity examination*

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

References: 1. International Convention on Load Lines (ICLL) 1966, as amended
2. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
SW01.1.	Examine condition of ladder ways, guardrails, fire mains, piping, hatch covers & watertight/weathertight closures	ICLL 66/12-25 MSM II/D.1.G.1.b(1)	
SW01.2	Evaluate hull strength and integrity	ICLL 66/11 MSM II/D.1.G.1.b(2)	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Structural/Watertight Integrity Examination (SW)**

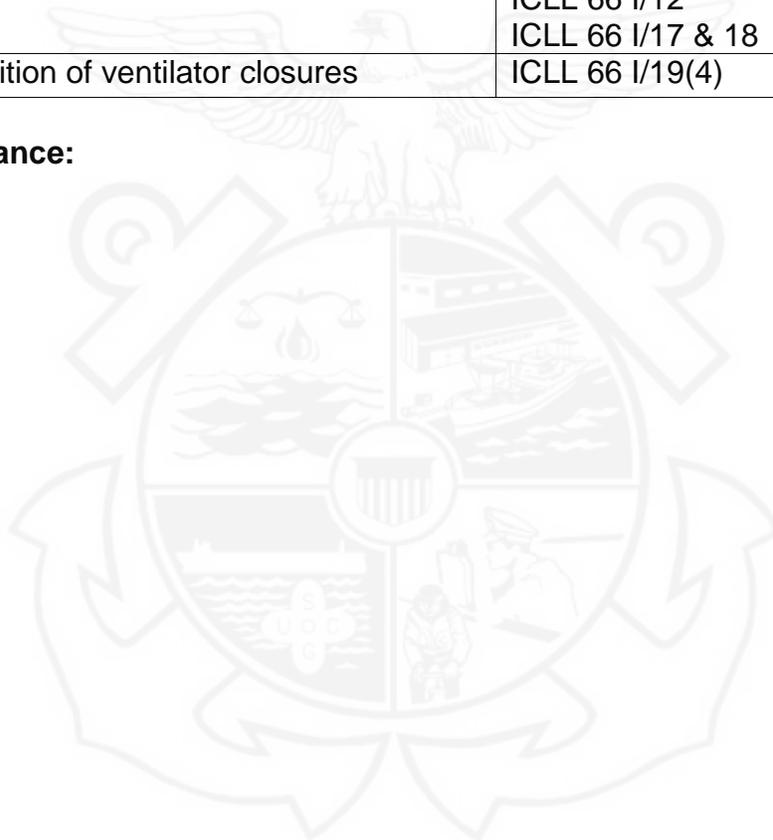
Task: PSCE-SW02 Examine structural/watertight integrity of the deck/hull

Condition: *During general health and safety examination*

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. International Convention on Load Lines (ICLL) 1966, as amended

Steps		References	Initials
SW02.1	Assess condition of components	SOLAS 09 II-I/13-1.1 ICLL 66 I/12 ICLL 66 I/17 & 18	
SW02.2	Assess condition of ventilator closures	ICLL 66 I/19(4)	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Structural/Watertight Integrity Examination (SW)**

Task: PSCE-SW03 Examine watertight doors and weathertight openings

Condition: *During structural/watertight integrity 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 Convention on Load Lines (ICLL) 1966, as amended

Steps		References	Initials
SW03.1	Ensure all penetrations are watertight	SOLAS 09 II-1/15-1	
SW03.2	Verify down-flooding openings have watertight closings	ICLL 66 1/19 ICLL 66 1/20	
SW03.3	Evaluate condition of watertight door(s) and hatches	ICLL 66 1/22	
SW03.4	Verify operation of local/remote controls and alarm indicators for power watertight door(s) (when applicable)	SOLAS 09 II-1/13-1.2 SOLAS 09 II-1/13-1.3	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

Port State Control Examiner (PSCE)**Port State Control Examination****Pollution Prevention Examination (PP)**

Task: PSCE-PP01 Examine Oily Water Separator (OWS) and bilge monitor/alarm (OCM)

Condition: During pollution prevention examination

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

- References:**
1. Title 33, Code of Federal Regulations Part 155 Oil or Hazardous Material Pollution Prevention Regulations for Vessels
 2. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified
 3. IMO MEPC
 4. G-PCV Policy Letter 06-01 Guidance for the Enforcement of MARPOL Annex I During Port State Control Examinations
 5. G-MOC Policy Letter 04-13, Rev. 1 Guidelines for the Inspection of Oily Water Monitor and Separator Systems
 6. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
PP01.1	Verify type of oily water separator and bilge monitor/alarm (MEPC.107(49) or MEPC.60(33))	MARPOL I/14 G-PCV Policy Ltr 06-01 MSM II/D.1.G.1.p(1)	
PP01.2	Witness operational test of oil filtering equipment	33 CFR 155.380 MARPOL I/14.6 & .7 MSM II/D.1.G.1.p(3)	
PP01.3	Review records	MSM II/D.1.G.1.p(1) G-MOC Policy Ltr 04-13	
PP01.4	Verify OCM is sealed	MSM II/D.1.G.1.p(3) MEPC.107(49)	
PP01.5	Verify OCM is calibrated	MSM II/D.1.G.1.p(3) G-MOC Policy Ltr 04-13 MEPC .107(49)	
PP01.6	Verify bilge alarm activation (MEPC.107(49))	MSM II/D.1.G.1.p(3) G-PCV Policy Ltr 06-01 IMO MEPC.107(49)	
PP01.7	Verify no dilution of processed oily water sample in line to OCM	MSM II/D.1.G.1.p(3) G-PCV Policy Ltr 06-01	
PP01.8	Verify presence of consumables IAW manufacturer's instructions	MSM II/D.1.G.1.p(3)	
PP01.9	Verify OCM activates overboard discharge valve	MSM II/D.1.G.1.p(3)	

(Task PSCE-PP01 continued on next page)

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

Verifying Officer Guidance: *Ensure necessary steps are taken to prevent oil discharge during operational tests. During OWS equipment examination look for system modifications, crew familiarity with equipment and discuss common ways systems can be by-passed. Verify equipment on board is reflected on IOPP.*



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

Port State Control Examiner (PSCE)**Port State Control Examination****Pollution Prevention Examination (PP)****Task:** PSCE-PP02 Examine Marine Sanitation Device (MSD)**Condition:** *During pollution prevention examination***Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 33, Code of Federal Regulations Part 159 Marine Sanitation Devices
 2. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified
 3. NVIC 01-09 Voluntary Compliance with International Sewage Regulations in Annex IV to MARPOL 73/78
 4. MSM II/D.1.G.1.p(3)

Steps		References	Initials
PP02.1	Verify type approval	33 CFR 159.7 MARPOL IV/9 NVIC 01-09	
PP02.2	Verify labeling	33 CFR 159.55 33 CFR 159.59	
PP02.3	Assess condition/operability	MSM II/D.1.G.1.p(5)	

Verifying Officer Guidance: *Note the applicability of type approval; where the vessel can discharge (position of sea valve), tank level and treatment medium.*

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

Port State Control Examiner (PSCE)**Port State Control Examination****Topside Equipment Examination (TE)****Task:** PSCE-TE01 Examine paint lockers**Condition:** *During general health and safety examination***Standard:** *In compliance with applicable policies, laws, regulations and standards***References:** 1. Title 46, Code of Federal Regulations, Chapter 147 Hazardous Ships' Stores
2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
TE01.1	Evaluate stowage of flammable and hazardous material	46 CFR 147.45	
TE01.2	Verify fire protection equipment provided for space	46 CFR 147.65 SOLAS 09 II-2/10.6.3	
TE01.3	Verify intrinsically safe electrical installations	SOLAS 09 II-2/45.5.4 SOLAS 09 II-2/45.10	

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

Port State Control Examiner (PSCE)**Port State Control Examination****Emergency Drill (ED)****Task:** PSCE-ED01 Evaluate fire drill**Condition:** While conducting emergency drills**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. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
ED01.1	Verify drill performed and crew participated	SOLAS 09 III/19.3.2 SOLAS 09 III/19.5 MSM II/D.1.G.1.r(2)	
ED01.2	Witness drill procedures and crew performance	SOLAS 09 III/19.3.4.2.3 SOLAS 09 III/19.3.4.2.3 SOLAS 09 III/19.4.2.4	
ED01.3	Evaluate crew's ability to effectively respond to emergency(s)	SOLAS 09 III/19.3.4.2.1 MSM II/D.1.G.1.r(2)	
ED01.4	Verify effective communication	SOLAS 09 III/19.3.4.2.4 MSM II/D.1.G.1.r(2)	
ED01.5	Witness drill debrief	SOLAS 09 II-2/15.2.2.3	

Verifying Officer Guidance: Note CG-CVC-2/July 2013 PSC guidance for examination of fixed CO2 firefighting systems and conducting fire drills in engine rooms onboard Cruise Ships during scheduled examinations. Refer to Appendix A for TTP guidance.

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

Port State Control Examiner (PSCE)**Port State Control Examination****Emergency Drill (ED)****Task:** PSCE-ED02 Evaluate abandon ship drill**Condition:** While witnessing emergency drills**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. Lifesaving Appliances including LSA Code, 2010
3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
ED02.1	Witness drill procedures and crew performance	SOLAS 09 III/19.3.3.1-.9 SOLAS 09 III/19.3.3.1.2 MSM II/D.1.G.1.r(1)	
ED02.2	Witness crew's competency to deploy and launch lifeboats	SOLAS 09 III/19.3.3.2 LSA Code 6.2.2.1.1-3 MSM II/D.1.G.1.r(1)	
ED02.3	Evaluate crew's proficiency at donning lifejackets	SOLAS 09 III/7.2 SOLAS 09 III/19.3.3.4 LSA Code 2.2.1 & 2.2.2	
ED02.4	Witness drill debrief	SOLAS 09 III/19.3	

Verifying Officer Guidance: Refer to Appendix A for TTP guidance.**Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

Port State Control Officer (PSCE)**Port State Control Examination****Follow Up Actions (FU)****Task:** PSCE-FU01 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
FU01.1	Identify deficiency	MSM II/D.1.C.8	
FU01.2	Discuss deficiencies and corrective measures/timeframe with vessel's master or representative	MSM II/D.2.C MPS-PR-SEC-06	
FU01.3	Document deficiencies	MSM II/D.1.G.3 MSM II/D.1.H.10 CG-5437A/B	
FU01.4	Sign forms (examiner & vessel's representative)	CG-5437A/B	
FU01.5	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:**

Port State Control Officer (PSCE)

Port State Control Examination

Follow Up Actions (FU)

Task: PSCE-FU02 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
FU02.1	Determine control action	MSM II/D.2.C	
FU02.2	Conduct reports and notifications (when applicable)	MSM II/D.2.E	
FU02.3	Issue control action(s)	MPS-PR-SEC-06 CG-5437A/B	
FU02.4	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:

Port State Control Officer (PSCE)

Port State Control Examination

Follow Up Actions (FU)

Task: PSCE-FU03 Verify deficiency corrections

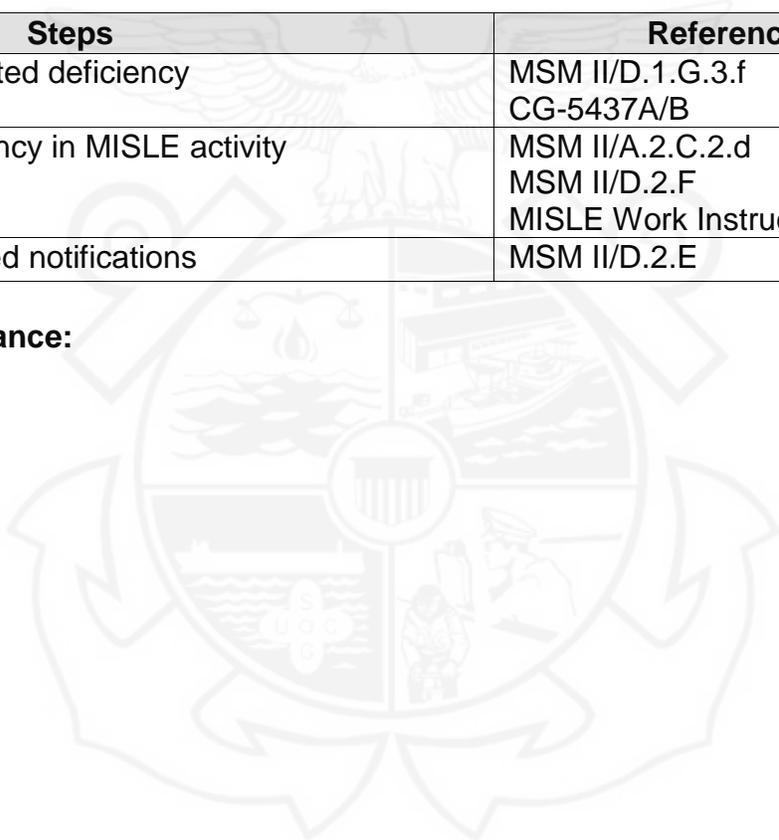
Condition: *During follow-up portion of exam*

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
FU03.1	Verify corrected deficiency	MSM II/D.1.G.3.f CG-5437A/B	
FU03.2	Clear deficiency in MISLE activity	MSM II/A.2.C.2.d MSM II/D.2.F MISLE Work Instruction	
FU03.3	Make required notifications	MSM II/D.2.E	

Verifying Officer Guidance:



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

Port State Control Examiner (PSCE)**Port State Control Examination****Follow Up Actions (FU)**

Task: PSCE-FU04 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
FU04.1	Update examination results issued on Form B	MSM I/12.H MISLE Work Instruction 3.b	
FU04.2	Update activity narrative and special notes (as necessary)	MSM I/12.H MISLE Work Instruction 3.c	
FU04.3	Update vessel details	MSM I/12.H	
FU04.4	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:

Section(s) Affected:

Remark(s)/Comment(s):

Reference(s):

Signature: _____

Submit to MIPQS840@uscg.mil by clicking the button