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# U.S. COAST GUARD



## FOREIGN TANK VESSEL EXAMINER (FTVE)

### PORT STATE CONTROL OFFICER PERFORMANCE AND QUALIFICATION STANDARD



Marine Inspection and Investigation School  
Training Center Yorktown

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## Foreign Tank Vessel Examiner Performance and Qualification Standard

### Competency Code: FTVE

#### References:

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

This Performance and Qualification Standard (PQS) workbook is your On the Job Training (OJT) performance checklist for certification as a Foreign Tank Vessel Examiner (FTVE). 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 FTVE competency is one of five “specific cargo/vessel related” Port State Control Officer (PSCO) competencies.

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

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

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

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

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

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

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

**Appendices:**

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



## Foreign Tank Vessel Examiner PQS

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

## Foreign Tank Vessel Examiner PQS

<b>Task Number</b>	<b>Task Description</b>	<b>Date Completed</b>
FTVE-PE01	Schedule examination in Maritime Information for Safety and Law Enforcement (MISLE )	
FTVE-PE02	Coordinate examination with vessel's representative	
FTVE-PE03	Conduct meeting with vessel's representative to discuss scope of the examination	
FTVE-PE04	Mitigate potential hazards encountered during an exam	
FTVE-CD01	Examine International Oil Prevention Certificate Form B (IOPP)	
FTVE-CD02	Examine Tank Vessel Response Plan (TVRP)	
FTVE-LM01	Examine Oil Record Book (Part II)	
FTVE-LM02	Examine cargo and ballast system instructional manual	
FTVE-LM03	Examine Dedicated Clean Ballast Tank Operations Manual	
FTVE-LM04	Examine Inert Gas Manual(s)	
FTVE-LS01	Examine lifeboats	
FTVE-FF01	Examine fixed fire-extinguishing system(s) for Cargo Pump Rooms	
FTVE-FF02	Examine fixed deck foam system	
FTVE-FF03	Examine additional personal fire fighting equipment	
FTVE-CS01	Examine cargo tank venting arrangements	
FTVE-CS02	Examine cargo pump room	
FTVE-CS03	Examine designated observation area (when applicable)	
FTVE-CS04	Examine liquid cargo transfer systems	
FTVE-CS05	Examine Vapor Control System (VCS)	
FTVE-CS06	Examine tank liquid high level and overflow protection	
FTVE-CS07	Examine fixed/portable vapour detection instruments	
FTVE-CS08	Examine Inert Gas System (IGS)	
FTVE-CS09	Examine operational tests of Inert Gas System (IGS) audible and visual alarms and shutdowns	
FTVE-CS10	Examine oil discharge monitoring and control system (ODME) (when applicable)	
FTVE-ES01	Examine components installed in designated hazardous locations	
FTVE-PP01	Examine containment on deck	
FTVE-TE01	Examine access to bow and emergency towing arrangements	

## Foreign Tank Vessel Examiner PQS

<b>Task Number</b>	<b>Task Description</b>	<b>Date Completed</b>
FTVE-FU01	Verify International Safety Management (ISM) compliance	
FTVE-FU02	Issue deficiency(s)	
FTVE-FU03	Issue control action(s)	
FTVE-FU04	Verify deficiency corrections	
FTVE-FU05	Endorse certificates	
FTVE-FU06	Complete Maritime Information for Safety and Law Enforcement (MISLE) Activity	

**Foreign Tank Vessel Examiner (FTVE)****Certificate of Compliance****Pre-Exam (PE)****Foreign Tank Vessel**

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

**Condition:** *During preparation for examination*

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

- References:**
1. Title 33, Code of Federal Regulations Part 138 Financial Responsibility for Water Pollution & OPA 90 Limits of Liability
  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 & COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1
  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	Locate vessel in MISLE	MPS-PR-SEC-02 MSM I/12.F	
PE01.2	Verify documents are current in MISLE	MPS-PR-SEC-04 MSM I/12.G.5	
PE01.3	Review history (narratives, deficiencies & special notes)	MSM I/12.G.2.a MPS-PR-SEC-02 & 04 MISLE Work Instruction	
PE01.4	Verify status of user fees	46 CFR 2.10-1(a) 46 CFR 2.10-1(b)	
PE01.5	Enter title and point(s) of contact	MSM I/12.G.2.a	
PE01.6	Prepare folder and required documents	46 CFR 2.01-6 MPS-PR-SEC-04 MPS-PR-SEC-07	
PE01.7	Verify status of Certificate of Financial Responsibility (e-COFR)	33 CFR 138.15(a)(2)	
PE01.8	Generate new activity	MPS-PR-SEC-04 MSM I/12.G.2.a	
PE01.9	Verify submittal of Environmental Protection Agency (EPA) Notice of Intent (NOI)	CG-543 Policy Ltr 11-01	
PE01.10	Determine QUALSHIP 21 participation	MISLE Work Instruction	
PE01.11	Determine if cargo operations are permitted prior to COC exam	MSM II/D 6.C.1.d(2)	

(Task FTVE-PE01 continued on next page)

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

**Verifying Officer Guidance:**



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

**Foreign Tank Vessel Examiner (FTVE)****Certificate of Compliance****Pre-Exam (PE)****Foreign Tank Vessel**

**Task:** FTVE-PE02 Coordinate examination with vessel's representative

**Condition:** During initial introduction and discussion with vessel master

**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. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1
  4. MPS-PR-SEC-02 Scheduling Foreign Vessel Examinations
  5. MPS-PR-SEC-04 Preparing for Inspections and Examinations
  6. IMO Resolution A.739(18) Guidelines for the Authorization of Organizations Acting on Behalf of the Administration

Steps		References	Initials
PE02.1	Identify vessel's representative	MPS-PR-SEC-02 MSM II/D.5.C.2	
PE02.2	Confirm vessel arrival time, destination, exam with 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 targeting score information attained from representative with MISLE data	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:** *When determining the potential impact of cargo pump shutdowns identify the direction of cargo flow (load/discharge/both). Always assess the risks associated with any cargo system tests. Respect all cargos as hazardous and limit exposure risk.*

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

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**Foreign Tank Vessel Examiner (FTVE)****Certificate of Compliance****Pre-Exam (PE)****Foreign Tank Vessel**

**Task:** FTVE-PE03 Conduct meeting with vessel's representative to discuss scope of the examination

**Condition:** *During preparation for examination*

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

- References:**
1. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1
  2. MPS-PR-SEC-04 Preparing for Inspections and Examinations

Steps		References	Initials
PE03.1	Review outstanding Conditions of Class	MPS-PR-SEC-04	
PE03.2	Discuss examination procedures and expectations	MSM II/B.8	
PE03.3	Review any ongoing operations that could affect examination and equipment availability with Master	MPS-PR-SEC-04	
PE03.4	Coordinate actual testing procedures	MSM II/D.6.C.4 MSM II/D.6.C.6.f(1)(e) MPS-PR-SEC-04	

**Verifying Officer Guidance:**

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

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**Foreign Tank Vessel Examiner (FTVE)**

**Certificate of Compliance**

**Pre-Exam (PE)**

**Foreign Tank Vessel**

**Task:** FTVE-PE04 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
PE04.1	Recognize potential hazards encountered during an exam	NFPA 306	
PE04.2	Determine confined spaces	MSM I/10 App.A	
PE04.3	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	
PE04.4	Verify Marine Chemist has been scheduled for the exam (when applicable)	MSM I/10 App. A	
PE04.5	Prepare necessary personal protective equipment for exam	MSM I/10 App. A MSM I/8.A.3 Quattro Operator's Manual	
PE04.6	Review CG policy for when to leave a space due to hazardous condition	MSM I/10 App. A	

**Verifying Officer Guidance:**

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

**Foreign Tank Vessel Examiner (FTVE)**

**Certificate of Compliance**

**Certificates and Documents (CD)**

**Foreign Tank Vessel**

**Task:** FTVE-CD01 Examine International Oil Prevention Certificate Form B (IOPP)

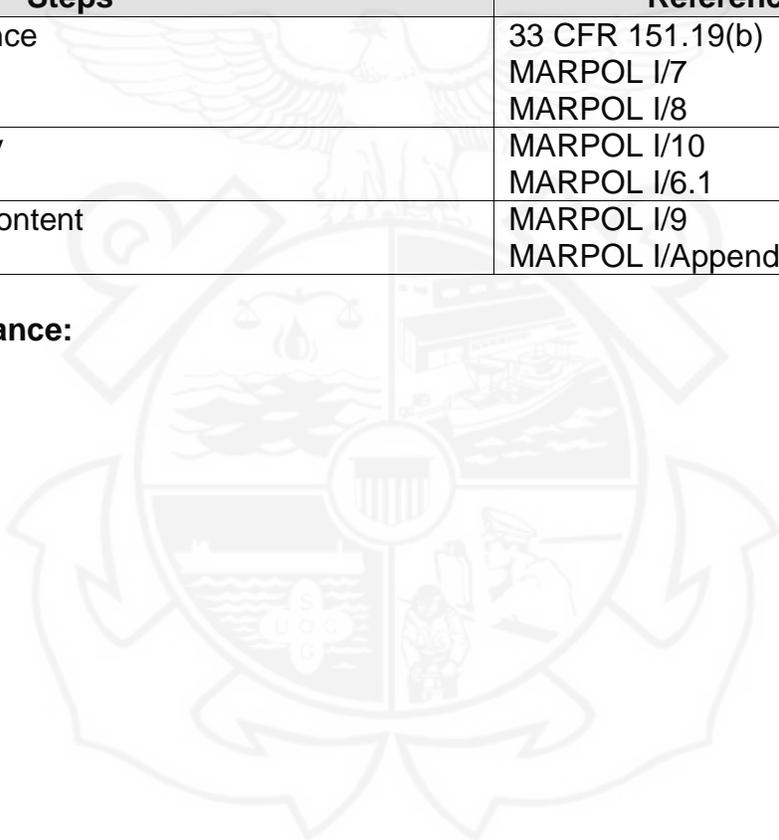
**Condition:** *While validating certificates and documents*

**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
CD01.1	Verify presence	33 CFR 151.19(b) MARPOL I/7 MARPOL I/8	
CD01.2	Verify validity	MARPOL I/10 MARPOL I/6.1	
CD01.3	Verify form/content	MARPOL I/9 MARPOL I/Appendix II	

**Verifying Officer Guidance:**



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

**Foreign Tank Vessel Examiner (FTVE)**

**Certificate of Compliance**

**Certificates and Documents (CD)**

**Foreign Tank Vessel**

**Task:** FTVE-CD02 Examine Tank Vessel Response Plan (TVRP)

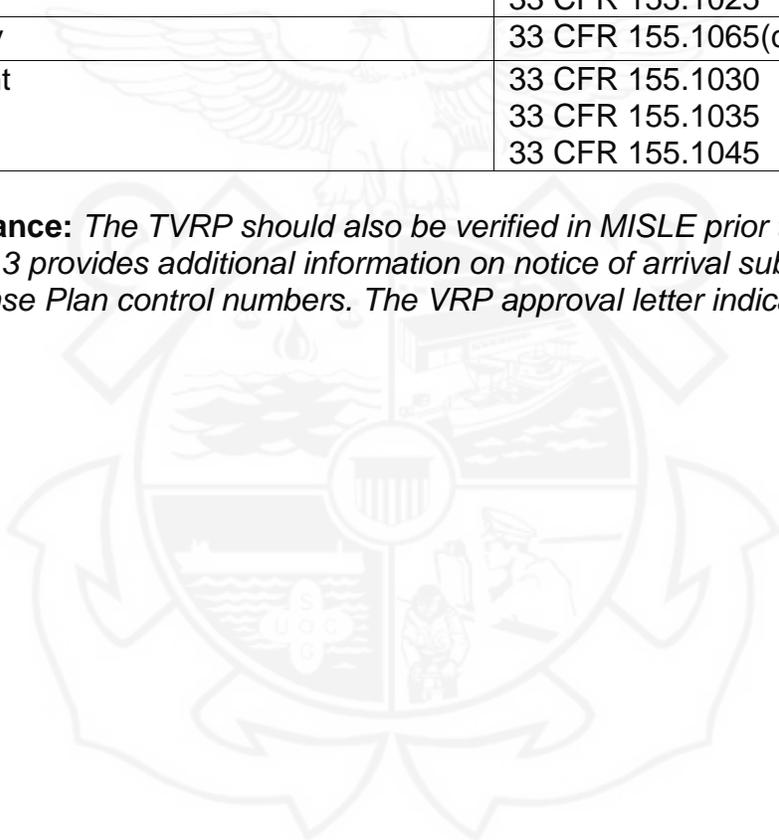
**Condition:** *While validating logs and manuals*

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

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

Steps		References	Initials
CD02.1	Verify presence	33 CFR 155.1015 33 CFR 155.1025	
CD02.2	Verify validity	33 CFR 155.1065(c)	
CD02.3	Verify content	33 CFR 155.1030 33 CFR 155.1035 33 CFR 155.1045	

**Verifying Officer Guidance:** *The TVRP should also be verified in MISLE prior to the vessel examination. MSIB 38-13 provides additional information on notice of arrival submission requirements for Tank Vessel Response Plan control numbers. The VRP approval letter indicates the content*



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

**Foreign Tank Vessel Examiner (FTVE)****Certificate of Compliance****Logs and Manuals Examination (LM)****Foreign Tank Vessel****Task:** FTVE-LM01 Examine Oil Record Book (Part II)**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
LM01.1	Verify presence	33 CFR 151.25 MARPOL I/36.1	
LM01.2	Verify validity and content	MARPOL I/36.2-36.6	
LM01.3	Verify presence of completed books	MARPOL I/36.7	
LM01.4	Verify form	MARPOL I/36.1 MARPOL I/Appendix III	

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

**Foreign Tank Vessel Examiner (FTVE)**

**Certificate of Compliance**

**Logs and Manuals Examination (LM)**

**Foreign Tank Vessel**

**Task:** FTVE-LM02 Examine cargo and ballast system instructional manual

**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 157 Rules for the Protection of the Marine Environment Relating to Tank Vessels Carrying Oil in Bulk

Steps		References	Initials
LM02.1	Verify presence of instruction manual	33 CFR 157.23(a)	
LM02.2	Verify format and content of instruction manual	33 CFR 157.23(b)	

**Verifying Officer Guidance:**



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

**Foreign Tank Vessel Examiner (FTVE)**

**Certificate of Compliance**

**Logs and Manuals Examination (LM)**

**Foreign Tank Vessel**

**Task:** FTVE-LM03 Examine Dedicated Clean Ballast Tank Operations Manual

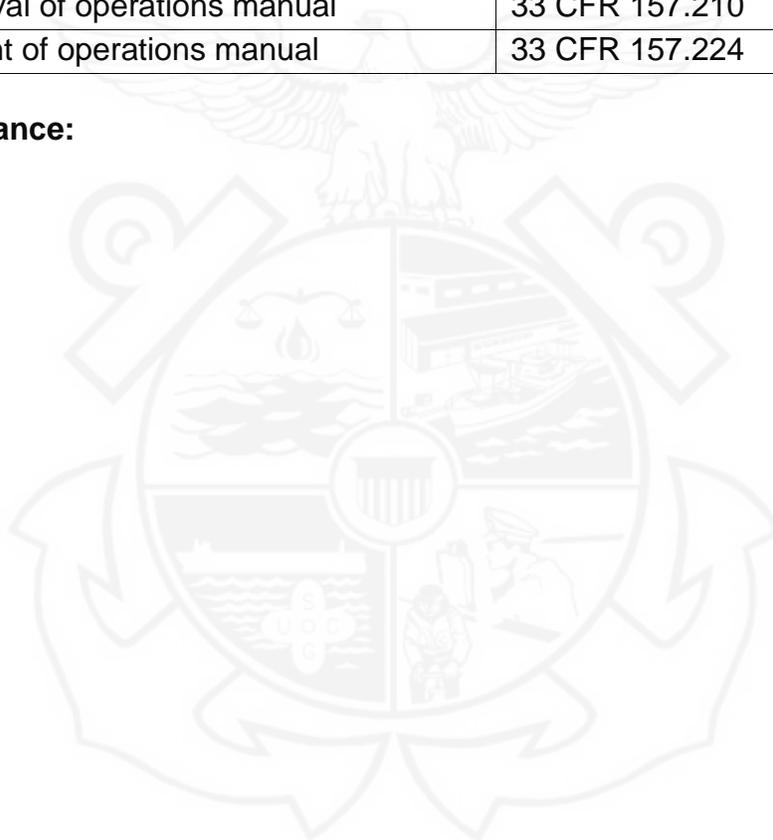
**Condition:** *While validating logs and manuals*

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

**References:** 1. Title 33, Code of Federal Regulations Part 157 Rules for the Protection of the Marine Environment Relating to Tank Vessels Carrying Oil in Bulk

Steps		References	Initials
LM03.1	Verify presence of operations manual	33 CFR 157.216	
LM03.2	Verify approval of operations manual	33 CFR 157.210	
LM03.3	Verify content of operations manual	33 CFR 157.224	

**Verifying Officer Guidance:**



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

**Foreign Tank Vessel Examiner (FTVE)**

**Certificate of Compliance**

**Logs and Manuals Examination (LM)**

**Foreign Tank Vessel**

**Task:** FTVE-LM04 Examine Inert Gas Manual(s)

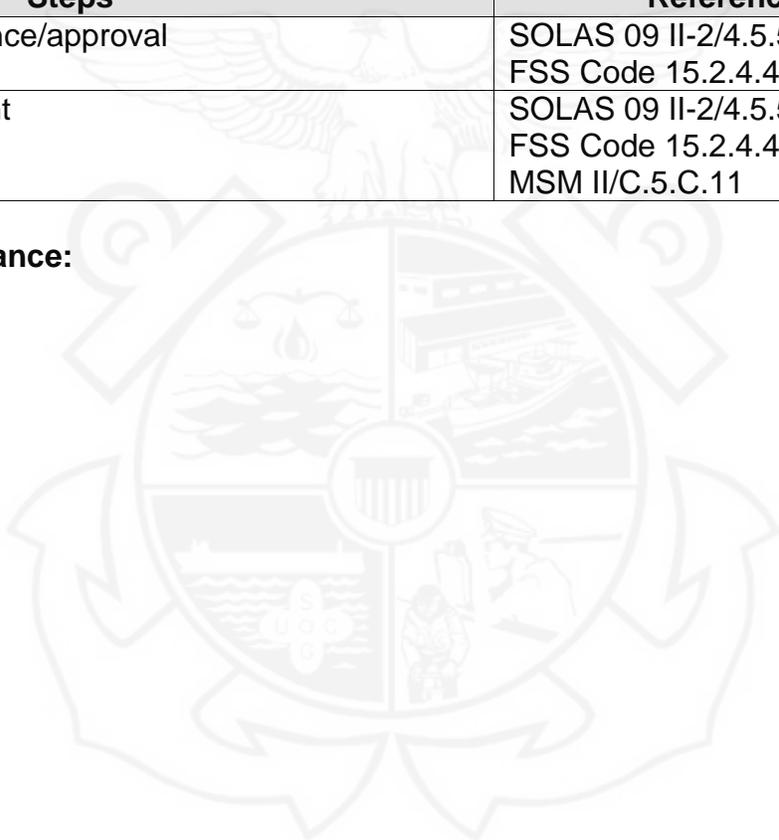
**Condition:** *While validating logs and manuals*

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

- References:**
1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
  2. International Code for Fire Safety Systems (FSS Code), 2007
  3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
LM04.1	Verify presence/approval	SOLAS 09 II-2/4.5.5.1.1 FSS Code 15.2.4.4	
LM04.2	Verify content	SOLAS 09 II-2/4.5.5.1.1 FSS Code 15.2.4.4 MSM II/C.5.C.11	

**Verifying Officer Guidance:**



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

**Foreign Tank Vessel Examiner (FTVE)**

**Certificate of Compliance**

**Lifesaving Equipment Examination (LS)**

**Foreign Tank Vessel**

**Task:** FTVE-LS01 Examine lifeboats

**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 equipped with a fire protection system	SOLAS 09 III/31.1.7 LSA Code 4.9	
LS01.2	Examine material condition of fire protection system piping*	LSA Code Part 2/6.16.8	

**Verifying Officer Guidance:** *\*Trainee should understand that step LS01.2 is a visual exam and the reference provides details on the standards these systems are designed to meet.*



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

**Foreign Tank Vessel Examiner (FTVE)****Certificate of Compliance****Firefighting Systems Examination (FF)****Foreign Tank Vessel**

**Task:** FTVE-FF01 Examine fixed fire-extinguishing system(s) for Cargo Pump Rooms

**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
FF01.1	Verify type of agent and coverage	SOLAS 09 II-2/10.9.1	
FF01.2	Verify CO2 system compliance (when applicable)	SOLAS 09 II-2/10.9.1.1 FSS Code 5.2.2	
FF01.3	Verify foam system compliance (when applicable)	SOLAS 09 II-2/10.9.1.2 FSS Code 6	
FF01.4	Verify water spraying system compliance (when applicable)	SOLAS 09 II-2/10.9.1.3 FSS Code 7	

**Verifying Officer Guidance:**

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

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**Foreign Tank Vessel Examiner (FTVE)****Certificate of Compliance****Firefighting Systems Examination (FF)****Foreign Tank Vessel****Task:** FTVE-FF02 Examine fixed deck foam 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. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1
  4. IMO MSC.1/Circ. 582/Corr.1 Guidelines for the Performance & Testing Criteria and Surveys of Low-Expansion Foam Concentrates for Fixed Fire-Extinguishing Systems
  5. Manufacturer's Design, Installation, Operation & Maintenance (DIOM) Manual

Steps		References	Initials
FF02.1	Verify presence	SOLAS 09 II-2/10.8 FSS Code 14.2.1.1	
FF02.2	Verify operation of fire main isolation valves	FSS Code 14.2.3.4	
FF02.3	Witness operational test of applicators and monitors	FSS Code 14.2.2.2.1 - 2.2.2.3 FSS Code 14.2.3.2.2	
FF02.4	Verify location of main operation station	FSS Code 14.2.3.1	
FF02.5	Verify foam type (polar/non-polar) is compatible with cargoes	MSM II/D.6.B.3	
FF02.6	Verify foam analysis report	FSS Code 14.2.2.1.2 IMO MSC.1/Circ. 582/Corr.1	

**Verifying Officer Guidance:** *Trainee should be aware that no foam is to be discharged during system tests. NVIC 11-82 Deck Foam Systems for Polar Solvents provides amplifying information regarding the technical aspects of polar foam systems.*

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

**Foreign Tank Vessel Examiner (FTVE)****Certificate of Compliance****Firefighting Systems Examination (FF)****Foreign Tank Vessel**

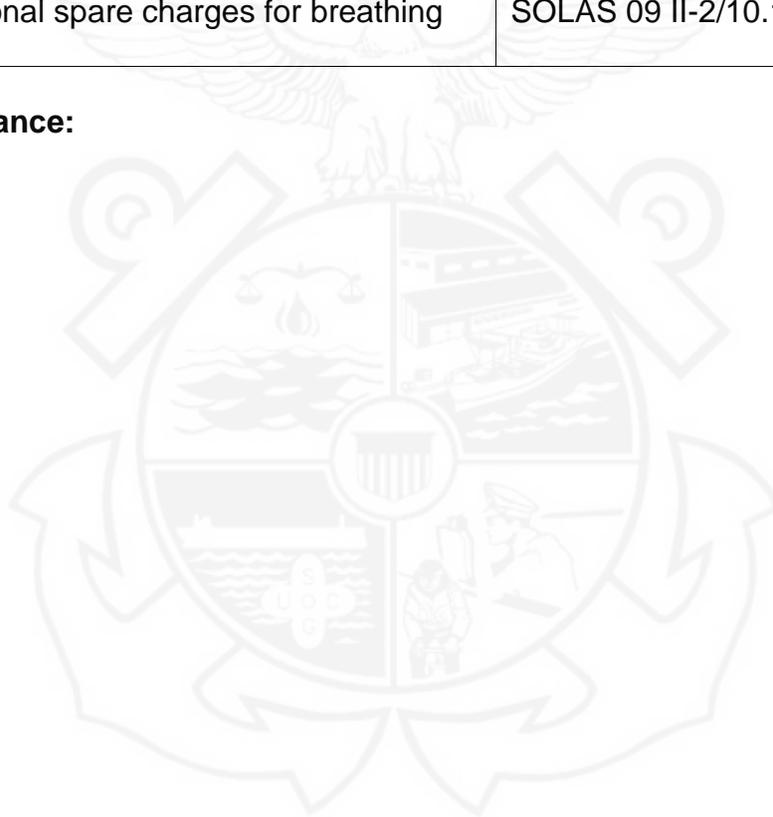
**Task:** FTVE-FF03 Examine additional personal fire fighting equipment

**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 additional fire fighting outfits	SOLAS 09 II-2/10.10.2.3 FSS Code 3 2.1	
FF03.2	Verify additional spare charges for breathing apparatus	SOLAS 09 II-2/10.10.2.5	

**Verifying Officer Guidance:**

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

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**Foreign Tank Vessel Examiner (FTVE)****Certificate of Compliance****Cargo Systems Examination (CS)****Foreign Tank Vessel****Task:** FTVE-CS01 Examine cargo tank venting arrangements**Condition:** *During cargo environmental control 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
3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection

Steps		References	Initials
CS01.1	Verify material condition	SOLAS 09 II-2/4.5.3	
CS01.2	Verify condition of flame screens and arresters	SOLAS 09 II-2/4.5.3.3 MSM II/D.6.B.4 MSM II/F.3.F.17	
CS01.3	Verify operation of permanently attached closures (when applicable)	ICLL I/20	
CS01.4	Verify height of tank venting system	SOLAS 09 II-2/4.5.3.4 SOLAS 09 II-2/11.6.2.1	
CS01.5	Verify horizontal distance from air intakes and openings	SOLAS 09 II-2/4.5.3.4.1 SOLAS 09 II-2/11.6.2.2	
CS01.6	Verify operation of visual indicators (when applicable)	SOLAS 09 II-2/4.5.3.2.2 SOLAS 09 II-2/11.6.3.3	
CS01.7	Verify presence of blank flanges (when applicable)	SOLAS 09 II-2/4.5.3.5	
CS01.8	Verify operation of pressure/vacuum valves	SOLAS 09 II-2/11.6.1	
CS01.9	Verify operation of vapor line pressure sensors and alarms	SOLAS 09 II-2/11.6.3.2	

**Verifying Officer Guidance:** *Maintenance of the pressure vacuum valves is not directly addressed in the regulations. The vessel's Safety Management System should address the inspection intervals and routine maintenance which is developed from the manufacturer's recommendations.*

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

**Foreign Tank Vessel Examiner (FTVE)****Certificate of Compliance****Cargo Systems Examination (CS)****Foreign Tank Vessel****Task:** FTVE-CS02 Examine cargo pump room**Condition:** *During cargo systems examination***Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:**

1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. COMDTINST M16000.6 Marine Safety Manual Volume I Administration & Management

Steps		References	Initials
CS02.1	Verify Marine Chemist Certificate prior to entry	MSM I/10 App. A	
CS02.2	Verify operation of ventilation	SOLAS 09 II-2/4.5.4.1	
CS02.3	Verify lighting/ventilation interlock	SOLAS 09 II-2/4.5.10.1.2	
CS02.4	Verify operation of hydrocarbon gas monitoring system	SOLAS 09 II-2/4.5.10.1.3	
CS02.5	Verify operation of bilge monitoring devices	SOLAS 09 II-2/4.5.10.1.4	
CS02.6	Verify electrical equipment	SOLAS 09 II-1/45.11	
CS02.7	Verify fixed fire extinguishing system	SOLAS 09 II-2/10.9.1 SOLAS 09 II-2/10.9.2	

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

**Foreign Tank Vessel Examiner (FTVE)**

**Certificate of Compliance**

**Cargo Systems Examination (CS)**

**Foreign Tank Vessel**

**Task:** FTVE-CS03 Examine designated observation area (when applicable)

**Condition:** *During cargo systems examination*

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

**References:** 1. Title 33, Code of Federal Regulations Part 157 Rules for the Protection of the Marine Environment Relating to Tank Vessels Carrying Oil in Bulk

Steps		References	Initials
CS03.1	Verify location	33 CFR 157.13 33 CFR 157.13(a)	
CS03.2	Verify means to stop discharge of effluent	33 CFR 157.13(b)(1)	
CS03.3	Verify communications	33 CFR 157.13(b)(2)	

**Verifying Officer Guidance:**



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

**Foreign Tank Vessel Examiner (FTVE)****Certificate of Compliance****Cargo Systems Examination (CS)****Foreign Tank Vessel****Task:** FTVE-CS04 Examine liquid cargo transfer systems**Condition:** *During cargo systems 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. Title 33, Code of Federal Regulations Part 156 Oil & Hazardous Material Transfer Operations

Steps		References	Initials
CS04.1	Examine condition of piping and hose(s)	33 CFR 155.800	
CS04.2	Verify operation of cargo pump remote shutdown devices	33 CFR 156.170(c)(5)	
CS04.3	Verify hoses are marked	33 CFR 155.800 33 CFR 154.500(e) 33 CFR 154.500(f)	
CS04.4	Verify hose and hose assembly	33 CFR 155.800 33 CFR 154.500 (a)-(d)	
CS04.5	Verify transfer equipment tests and inspections	33 CFR 156.170(c)(1)	

**Verifying Officer Guidance:** *Trainee should use the vessel's transfer procedures to assist with this examination (see PSCE-MI06).*

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

**Foreign Tank Vessel Examiner (FTVE)****Certificate of Compliance****Cargo Systems Examination (CS)****Foreign Tank Vessel****Task:** FTVE-CS05 Examine Vapor Control System (VCS)**Condition:** *During cargo systems examination***Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:**

1. Title 46, Code of Federal Regulations Part 39 Tank Vessels - Vapor Control Systems
2. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
CS05.1	Examine drain lines	46 CFR 39.20-1(a)(4)	
CS05.2	Verify electrically bonded	46 CFR 39.20-1(a)(5)	
CS05.3	Verify system can be Isolated from Inert Gas System	46 CFR 39.20-1(a)(6)	
CS05.4	Verify presence of isolation valve and indicator	46 CFR 39.20-1(c)	
CS05.5	Verify markings on vapor piping	46 CFR 39.20-1(d)	
CS05.6	Verify presence of flange stud	46 CFR 39.20-1(e)	
CS05.7	Verify closed gauging system (when applicable)	46 CFR 39.20-3(a)	
CS05.8	Verify pressure indicator for main vapor collection line	46 CFR 39.20-13(a)	
CS05.9	Verify operation of pressure alarms	46 CFR 39.20-13(b)	
CS05.10	Examine approval letter (when applicable)	46 CFR 39.10-13(c) MSM II/D.6.B.2	

**Verifying Officer Guidance:** *The Vapor Collection System approval letter and/or manual should also indicate the vessel's transfer procedures have been reviewed to include a description of the VCS on the vessel outlined in 33 CFR 155.750(d).*

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

**Foreign Tank Vessel Examiner (FTVE)**

**Certificate of Compliance**

**Cargo Systems Examination (CS)**

**Foreign Tank Vessel**

**Task:** FTVE-CS06 Examine tank liquid high level and overfill protection

**Condition:** *During cargo systems examination*

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

- References:**
1. Title 46, Code of Federal Regulations Part 39 Tank Vessels - Vapor Control Systems
  2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
CS06.1	Verify overfill alarms	46 CFR 39.20-7(a) SOLAS 09 II-2/11.6.3.1	
CS06.2	Verify high level alarm settings	46 CFR 39.20-7(c)(1)	
CS06.3	Witness operational test of audible and visual alarm indicators	46 CFR 39.20-7(c)(3) 46 CFR 39.20-7(d)(2)	
CS06.4	Verify high level alarm markings	46 CFR 39.20-7(c)(2)	
CS07.5	Verify tank overfill alarm markings	46 CFR 39.20-7(d)(3)	

**Verifying Officer Guidance:**



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

**Foreign Tank Vessel Examiner (FTVE)****Certificate of Compliance****Cargo Systems Examination (CS)****Foreign Tank Vessel**

**Task:** FTVE-CS07 Examine fixed/portable vapour detection instruments

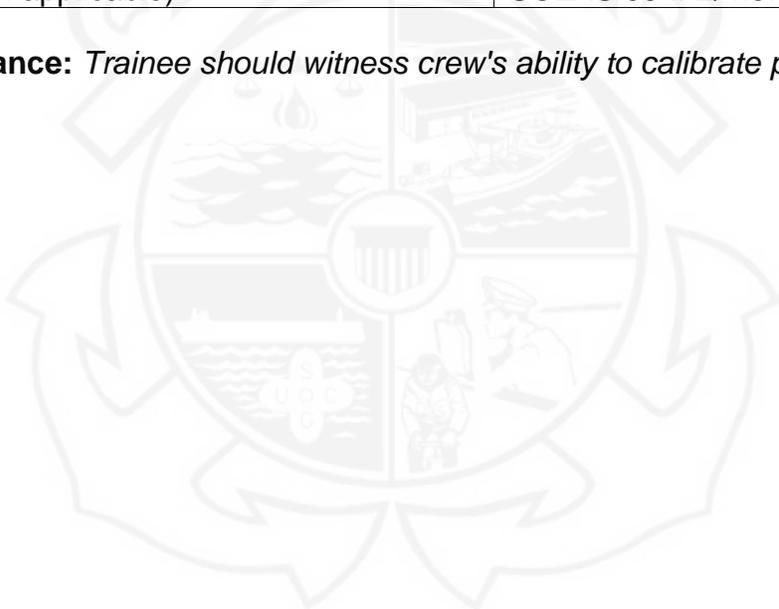
**Condition:** *During cargo systems examination*

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

**References:** 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended  
2. International Code for Fire Safety Systems (FSS Code), 2007

Steps		References	Initials
CS07.1	Verify operation of flammable vapour device	SOLAS 09 II-2/4.5.7.1 FSS Code 15.2.4.2.4	
CS07.2	Verify operation of oxygen content device	SOLAS 09 II-2/4.5.7.2.1 FSS Code 15.2.4.2.4	
CS07.3	Verify means to calibrate fixed and portable instruments	SOLAS 09 II-2/4.5.7.1 FSS Code 15.2.4.2.5	
CS07.4	Verify operation of fixed gas sampling line system (when applicable)	SOLAS 09 II-2/4.5.7.2.2 SOLAS 09 II-2/4.5.7.2.3	

**Verifying Officer Guidance:** *Trainee should witness crew's ability to calibrate potable O2 sensor.*



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

**Foreign Tank Vessel Examiner (FTVE)****Certificate of Compliance****Cargo Systems Examination (CS)****Foreign Tank Vessel****Task:** FTVE-CS08 Examine Inert Gas System (IGS)**Condition:** During cargo systems examination**Standard:** In compliance with applicable policies, laws, regulations and standards

**References:**

1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. International Code for Fire Safety Systems (FSS Code), 2007
3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection

Steps		References	Initials
CS08.1	Verify presence	SOLAS 09 II-2/4.5.5.1.1 SOLAS 09 II-2/4.5.5.1.2 SOLAS 09 II-2/4.5.5.2	
CS08.2	Determine type installed	SOLAS 09 II-2/4.5.5.3.2 FSS Code 15.2.2.1.1	
CS08.3	Verify volume of inert gas being delivered	SOLAS 09 II-2/4.5.5.3.2 FSS Code 15.2.2.1.2	
CS08.4	Verify oxygen content of inert gas in IGS supply main	SOLAS 09 II-2/4.5.5.3.2 FSS Code 15.2.2.1.3 FSS Code 15.2.4.2.5	
CS08.5	Verify oxygen content of inert gas forward of non-return devices	FSS Code 15.2.4.2.1.1 FSS Code 15.2.4.3.1.5 FSS Code 15.2.3.1.6	
CS08.6	Verify arrangements within gas-safe zone (i.e. scrubbers, blowers)	FSS Code 15.2.2.2 FSS Code 15.2.2.3	
CS08.7	Verify arrangement of pressure/vacuum breaking device	SOLAS 09 II-2/11.6.3.4	
CS08.8	Verify arrangement of water seal on deck (when applicable)	FSS Code 15.2.3.1.4.1 & .2 FSS Code 15.2.2.4	
CS08.9	Verify arrangement of non-return valve on deck	FSS Code 15.2.3.1.4.1 & .2 FSS Code 15.2.3.1.4.3	
CS08.10	Verify ability to connect inert gas main to an external supply of inert gas	FSS Code 15.2.3.2.6	
CS08.11	Verify double block and bleed arrangement (when applicable)	MSM II/C.5.C.6.b(4)	

**Verifying Officer Guidance:** Check MSDS prior to testing the atmosphere of any tanks with portable atmospheric analyzers. If the water seal on deck is a dry-type it must have MSC approval letter. See MSM II/D.6.C.6.f(3)(d) for guidance on witnessing the random sampling of cargo tanks

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

**Foreign Tank Vessel Examiner (FTVE)****Certificate of Compliance****Cargo Systems Examination (CS)****Foreign Tank Vessel**

**Task:** FTVE-CS09 Witness tests of Inert Gas System (IGS) audible and visual alarms and shutdowns (spot check)

**Condition:** During cargo systems examination

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

**References:**

1. Title 46, Code of Federal Regulations Part 32 Tank Vessels - Special Equipment, Machinery & Hull Requirements
2. International Code for Fire Safety Systems (FSS Code), 2007
3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection

Steps		References	Initials
CS09.1	Witness test for low water pressure or low water flow to flue gas scrubber alarm	FSS Code 15.2.4.3.1.1 FSS Code 15.2.3.1.5.1	
CS09.2	Witness test of high water level in flue gas scrubber alarm	FSS Code 15.2.4.3.1.2 FSS Code 15.2.3.1.5.1	
CS09.3	Witness high temperature alarm shutdown	FSS Code 15.2.3.1.5.1 FSS Code 15.2.4.1 & .2.4.3.1.3 MSM II/C.5.F.3(4)	
CS09.4	Witness IGS blower failure alarm and automatic shutdown of main or regulating valve	FSS Code 15.2.4.3.1.4 FSS Code 15.2.3.1.5.2 MSM II/C.5.F.3(6)	
CS09.5	Witness test of high oxygen content alarm in IGS main	FSS Code 15.2.4.2.1.2 FSS Code 15.2.4.3.3 & .2.4.3.1.5 MSM II/C.5.F.3(1)	
CS09.6	Witness test for failure of power to auto controlled system for gas regulating valve and indicating devices alarms	FSS Code 15.2.4.3.1.6 FSS Code 15.2.4.3.3 MSM II/C.5.F.3(7)	
CS09.7	Witness test for low water alarm for water seal	46 CFR 32.53-10(b)(1) FSS Code 15.2.4.3.1.7 MSM II/C.5.F.3(3)	
CS09.8	Witness test for low gas pressure in IG main forward of all non-return devices alarm	FSS Code 15.2.4.3.1.8 FSS Code 15.2.4.3.3 & .4 MSM II/C.5.F.3(2)	
CS09.9	Witness test for high gas pressure in IG main forward of all non-return devices alarm(s)	FSS Code 15.2.4.3.1.9 FSS Code 15.2.4.2.1.1 MSM II/C.5.F.3(5)	
CS09.10	Verify inert gas generator system alarms	FSS Code 15.2.4.3.2	

**Verifying Officer Guidance:**

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

**Foreign Tank Vessel Examiner (FTVE)**

**Certificate of Compliance**

**Cargo Systems Examination (CS)**

**Foreign Tank Vessel**

**Task:** FTVE-CS10 Examine oil discharge monitoring and control system (ODME) (when applicable)

**Condition:** *During cargo systems examination*

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

- References:**
1. Title 33, Code of Federal Regulations Part 157 Rules for the Protection of the Marine Environment Relating to Tank Vessels Carrying Oil in Bulk
  2. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified
  3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
CS10.1	Verify approval	33 CFR 157.12(a) & 157.12(b) MARPOL I/31.1 MSM II/E.1.D.5	
CS10.2	Verify operation of recording device	33 CFR 157.12d(a)(4)(viii)(C) MARPOL I/31.2	
CS10.3	Verify approved operation manual	33 CFR 157.12g(c) MARPOL I/31.4	
CS10.4	Verify recording device records	33 CFR 157.12d(h)	

**Verifying Officer Guidance:** *Trainee should know that step 3 is spot check.*

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

**Foreign Tank Vessel Examiner (FTVE)**

**Certificate of Compliance**

**Electrical Systems Examination (ES)**

**Foreign Tank Vessel**

**Task:** FTVE-ES01 Examine components installed in designated hazardous locations

**Condition:** *During electrical systems examination*

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

- References:**
1. Title 46, Code of Federal Regulations Part 111 Electric Systems General Requirements
  2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
  3. IEEE Std 45-1998 Recommended Practice for Electric Installations on Shipboard

Steps		References	Initials
ES01.1	Identify hazardous location(s)	46 CFR 111.105-1 IEEE Std 45/33.2	
ES01.2	Verify design and conditions of fixtures are appropriate	SOLAS 09 II-1/45.5.4 SOLAS 09 II-1/45.11	

**Verifying Officer Guidance:**



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

**Foreign Tank Vessel Examiner (FTVE)****Certificate of Compliance****Pollution Prevention Examination (PP)****Foreign Tank Vessel****Task:** FTVE-PP01 Examine containment on deck**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. Title 33, Code of Federal Regulations Part 156 Oil & Hazardous Material Transfer Operations

Steps		References	Initials
PP01.1	Verify adequate containment	33 CFR 155.310(a) 33 CFR 156.120(n)	
PP01.2	Verify adequate peripheral cargo deck coamings	33 CFR 155.310(c)(4) 33 CFR 156.120(n)	
PP01.3	Verify means of drainage	33 CFR 155.310(a)(2) 33 CFR 156.120(o)	
PP01.4	Verify mechanical means of closing drain(s) or scupper(s)	33 CFR 155.310(a)(3) 33 CFR 156.120(o)	

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

**Foreign Tank Vessel Examiner (FTVE)****Certificate of Compliance****Topside Equipment Examination (TE)****Foreign Tank Vessel**

**Task:** FTVE-TE01 Examine access to bow and emergency towing arrangements

**Condition:** While on deck walk

**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 Safety of Life at Sea (SOLAS) 1974, as amended
3. NVIC 08-89 Recommendations Concerning Emergency Towing of Tankers

Steps		References	Initials
TE01.1	Verify safe access	SOLAS 09 II-1/3-3.2	
TE01.2	Verify towing arrangements	SOLAS 09 II-1/3-4.1 33 CFR 155.235 NVIC 08-89	
TE01.3	Verify emergency towing arrangements	SOLAS 09 II-1/3-4.2 33 CFR 155.235	
TE01.4	Verify design is approved by the Administration	SOLAS 09 II-1/3-4.2.2 SOLAS 09 II-1/3-4.3 33 CFR 155.235	

**Verifying Officer Guidance:** *Per IMO Resolution MSC.35(63), all emergency towing arrangements should be clearly marked to facilitate safe and effective use even in darkness and poor visibility. Many of these arrangements are equipped with lighted buoys that can be checked to verify t*

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

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**Foreign Tank Vessel Examiner (FTVE)****Certificate of Compliance****Follow Up Actions (FU)****Foreign Tank Vessel**

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

**Condition:** Upon identification of a systemic failure

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

**References:**

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

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

**Verifying Officer Guidance:**

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

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**Foreign Tank Vessel Examiner (FTVE)****Certificate of Compliance****Follow Up Actions (FU)****Foreign Tank Vessel****Task:** FTVE-FU02 Issue deficiency(s)**Condition:** Upon completion of examination**Standard:** In accordance with current policies, procedures and processes

**References:**

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

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

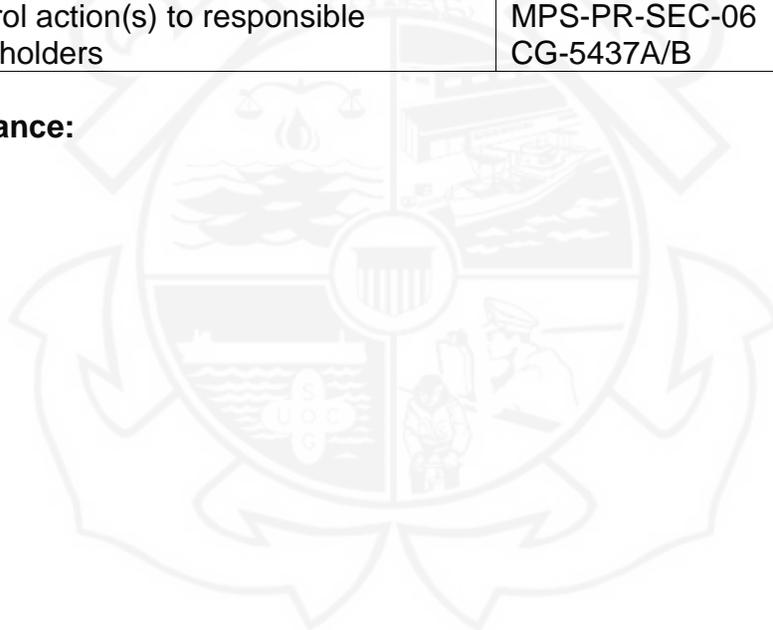
**Verifying Officer Guidance:****Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

**Foreign Tank Vessel Examiner (FTVE)****Certificate of Compliance****Follow Up Actions (FU)****Foreign Tank Vessel****Task:** FTVE-FU03 Issue control action(s)**Condition:** Upon discovery of substantial non-compliance**Standard:** In accordance with current policies, procedures and processes

**References:**

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

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

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

**Foreign Tank Vessel Examiner (FTVE)**

**Certificate of Compliance**

**Follow Up Actions (FU)**

**Foreign Tank Vessel**

**Task:** FTVE-FU04 Verify deficiency corrections

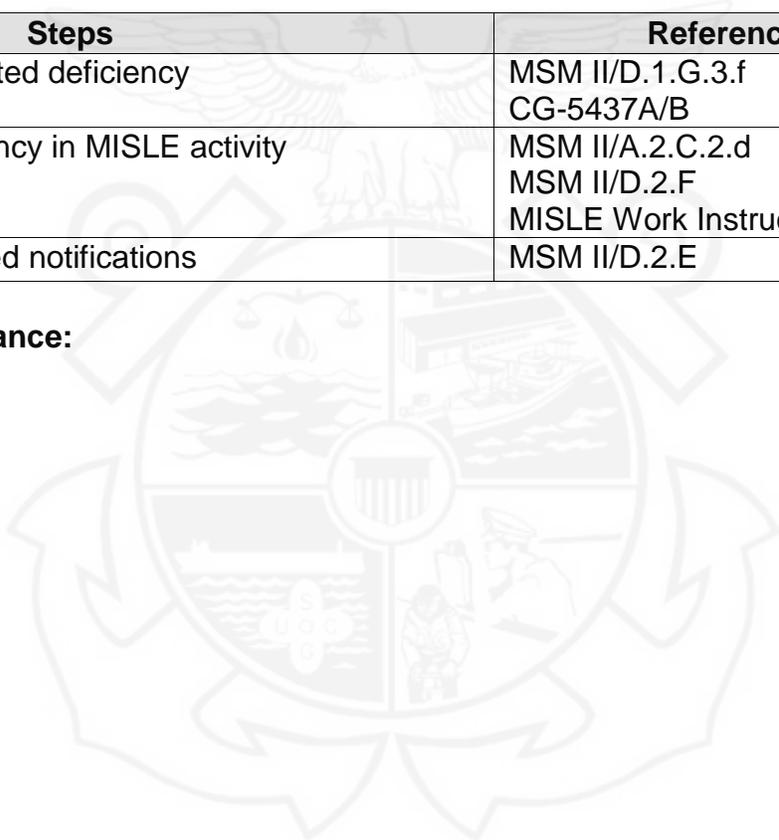
**Condition:** *During follow-up portion of exam*

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

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

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

**Verifying Officer Guidance:**



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

**Foreign Tank Vessel Examiner (FTVE)**

**Certificate of Compliance**

**Follow Up Actions (FU)**

**Foreign Tank Vessel**

**Task:** FTVE-FU05 Endorse certificates

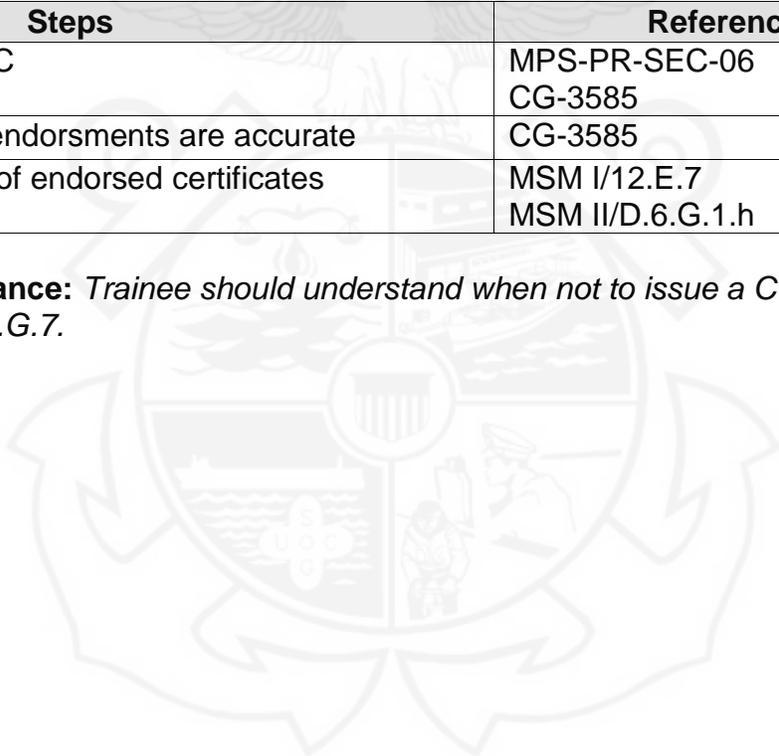
**Condition:** Upon completion of examination

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

- References:**
1. COMDTINST M16000.6 Marine Safety Manual Volume I Administration & Management
  2. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1
  3. MPS-PR-SEC-06 Conducting Foreign Vessel Examinations
  4. Form CG-3585 Certificate of Compliance (COC)
  5. Forms CG-5437A/B USCG Port State Control Report of Inspection

Steps		References	Initials
FU05.1	Endorse COC	MPS-PR-SEC-06 CG-3585	
FU05.2	Verify COC endorsements are accurate	CG-3585	
FU05.3	Obtain copy of endorsed certificates	MSM I/12.E.7 MSM II/D.6.G.1.h	

**Verifying Officer Guidance:** Trainee should understand when not to issue a COC IAW MSM II/D.6.G.2 & MSM II/D.6.G.7.



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

**Foreign Tank Vessel Examiner (FTVE)**

**Certificate of Compliance**

**Follow Up Actions (FU)**

**Foreign Tank Vessel**

**Task:** FTVE-FU06 Complete Maritime Information for Safety and Law Enforcement (MISLE) Activity

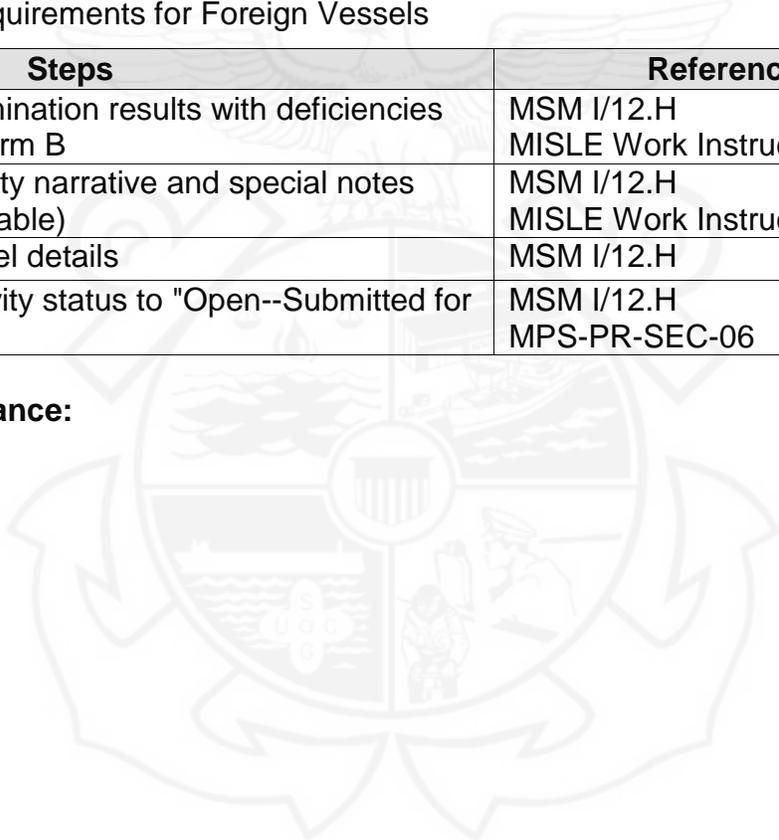
**Condition:** During follow-up portion of the examination

**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
FU06.1	Update examination results with deficiencies issued on Form B	MSM I/12.H MISLE Work Instruction 3.b	
FU06.2	Update activity narrative and special notes (when applicable)	MSM I/12.H MISLE Work Instruction 3.c	
FU06.3	Update vessel details	MSM I/12.H	
FU06.4	Change activity status to "Open--Submitted for Review"	MSM I/12.H MPS-PR-SEC-06	

**Verifying Officer Guidance:**



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

## 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













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

From: \_\_\_\_\_ Date: \_\_\_\_\_

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Section(s) Affected:


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