

CHAPTER 3: DOCUMENTATION OF VESSEL INSPECTIONS

A. VESSEL INSPECTION REPORTS AND RECORDS

- 1. Standard Forms** Standard inspection record and report forms, whether manually typed or generated through the Marine Safety information System (MSIS), are developed according to the following criteria:
- a. They eliminate or reduce the collection and duplication of unnecessary information;
 - b. They provide uniform guides that may be modified to accommodate local conditions and needs for administration or for a particular inspection;
 - c. They are the primary media for transmitting information from the marine inspector to the Officer in Charge, Marine Inspection (OCMI), who is legally responsible for the certification of vessels; and
 - d. They serve as the permanent record of inspections and certifications.
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- 2. Use of Standard Forms** Due to the variety of vessel types and inspection requirements, each report cannot be construed as limiting or otherwise delineating the complete scope of an inspection. OCMI's are vested with the authority to modify the use of standard forms in order to provide the flexibility to "fit" the forms to local needs. In such modifications, the primary objective of reducing the paperwork load on both the inspectors and the clerical staff should be maintained. Practices that eliminate or reduce paperwork that are not prohibited by instructions governing the use of forms may be used.
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B. VESSEL INSPECTION DOCUMENTS

This chapter also provides guidance to standardize entries on inspection documents that are issued to and maintained on board commercial vessels. To avoid potential problems attributable to time lags in recording inspection status data, an MSIS case shall be opened at the start of every vessel inspection, rather than when the inspection is completed. This will assist vessel file users in determining if a required inspection is past due or has been undertaken in another OCMI zone. At the initial inspection for certification, the inspector should review all pertinent MSIS products to ensure that all appropriate and applicable information that should appear on the Certificate of Inspection (COI) and other documents is obtained for entry into MSIS. At each subsequent reinspection, drydock/hull exam or inspection for certification, the inspector should review the COI and other vessel documents to verify the accuracy of the information. In addition, prior to conducting an inspection for certification, the inspector should review the applicable Marine Inspection Preinspection Package (MIPIP). Inspectors should make every attempt to complete blank fields on the MIPIP to ensure that complete MSIS records are maintained on a vessel. At the OCMI's discretion, the inspector may provide the vessel with a copy of the MIPIP to assist the vessel operator in maintaining the vessel. The inspector should ensure that any changes that have occurred, such as change in owner or operator, propulsion, operating area, etc., are properly documented prior to the issuance of either an amended or new COI, or other documents.

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C. VESSEL INSPECTION DOCUMENTATION

1. General Discussion

The Importance of accurate and complete reports is stressed. They serve as public records of vessel inspections, and reflect upon the professionalism and efficiency of the inspector, the marine inspection program, and the Coast Guard as a whole. The provisions of this section should be followed in the preparation of the optional inspection booklets ("840 books"). The inspection books have been significantly revised from the original bulk-printed format. The old-840 books are no longer in print, however, the new versions, maintained by RTC Yorktown, are available for downloading from the internet at www.uscg.mil/rtc. Use of the new inspection booklets, while optional, is encouraged. Included in the revision are specific cites where applicable regulations can be found. This is a tremendous aid to both the marine inspector, and the vessel owner. The marine inspector can quickly access a specific regulation and use the opportunity during the inspection to more fully inform the vessel owner.

NOTE: While use of the inspection booklets is optional, a Marine Inspection Activity Report (MIAR) is required for all inspections. The MIAR should be verified by the attending inspector prior to being validated.

2. Use of Booklets

The booklets should be used as a job aid only, for the marine inspector. It may be used as a draft record of the items checked during the inspection when conducting each major vessel inspection as appropriate, for later transfer to MSIS or MSN. These booklets may also be used during any special vessel inspection that is extensive enough to warrant their use. Each booklet is set up in outline form to serve as memory joggers with the appropriate reference cite listed.

NOTE: The booklets were developed to be as complete as possible to cover all items that should be examined during a particular inspection; however, they may not encompass all facets of a particular vessel, and the inspector is cautioned against relying totally upon the items listed in a booklet in order to conduct a thorough inspection (see other chapters in this manual for further guidance in carrying out the various types of inspections).

The inspector should use the appropriate booklet(s) for each inspection. A MIPIP should be included with the booklet for each initial inspection for certification to ensure that all applicable vessel data has been entered into MSIS.

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3. Merchant Marine Inspection Requirement Form CG-835

This form is used to record all conditions aboard a vessel, its equipment, or its materials that do not conform to the requirements of statutes, regulations, or "good marine practice." See MSM II-A2 for additional guidance on the issuance of this form. Copies of all "835s" that are issued should be attached to the appropriate inspection booklet form.

- Outstanding Deficiencies Issued on Form CG-835

 - a. Outstanding Deficiencies Issued on Form CG-835 will also be entered as before in the MIAR. A numbered block in an inspection booklet should not be initialed if an item is unsatisfactory. In such cases, the deficiency should be described on the blank page opposite the item, with the date of the entry. If the deficiency is corrected prior to completion of inspection, the numbered block may then be initialed. If the item is not completed satisfactorily before completion of the inspection, and a requirement is issued on Form CG-835, this should likewise be noted on the page opposite the item.

- Partially Completed Items

 - b. Partially Completed Items should be noted, as in these examples from Form CG-840A:
 - (1) "A-2. (Date) All satisfactory except one closure dog missing for hatch cover to after void; see attached CG-835";
 - (2) "A-2. (Date) Unsatisfactory. See remarks on attached CG-835."

- Remarks

 - c. Remarks. Entries are to be made in the "Remarks" (including diary) section for each inspection visit to a vessel. Inspectors are encouraged to use a personal note book or working copy of the CG-840 booklet for recording daily remarks on inspections that span several days, weeks or even months. This will greatly assist the inspector in drafting the final narrative summary at the conclusion of the inspection. Personal notebooks are the property of the individual inspector and need not be retained, submitted for review, or included in the official record. Duplication in the diary of the check off blocks in the CG-840 booklet is unnecessary. For example, if an item is found satisfactory and the block is initialed by the inspector, mere repetition of that information in the diary is redundant. However if repairs or replacements were required to make the item satisfactory, then a brief note in the diary may be appropriate. Further, information which will assist subsequent inspectors in the conduct of their inspection should be included in the diary. For example, identification of which specific components were examined among a random sampling of a large group would aid subsequent inspectors in their selection of which components to target at the next inspection

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Below are some examples of entries:

1	“Visited vessel in company with (owner’s representative) on (Date) at (Place) to conduct drydock examination for credit. This is a standard single-skin tank barge, with 8 integral cargo tanks, a void space in the forward rake, and a box void aft as shown by sketch. There is one cylindrical 7500 gallon diesel fuel tank on deck. The barge is approved for the carriage of Grade B and lower products.”
2	“Examined all pressure/vacuum valves and flame screens after they were opened for inspection; all were found satisfactory with the exception of those noted on page (blank page number opposite the inspection item).”
3	“Examination of the vessel’s eight combination fire nozzles revealed they were in good condition and suitable for this type of vessel, which requires only the solid stream nozzle. However, as these nozzles (described on page 9) are not Coast Guard approved, the matter was referred to the OCMI. After I witnessed a test that indicated superior performance of these nozzles compared to the approved straight-bore, the OCMI permitted acceptance under special consideration provisions of 46 CFR 175.25-1.”
4	“All items listed on pages 4 through 7 were inspected and found satisfactory except as noted.”
5	“Visited vessel to inspect progress of construction of the hull and internal structural members. All work was proceeding satisfactorily in accordance with approved plans. Several areas in the port fuel tank were marked for pickup welding.”
6	“Witnessed a satisfactory 4 foot hydro on No. 2 P cargo tank, including examination of hull and deck area in way of tank. A final inspection of the vessel’s entire underwater body was made prior to launching and found satisfactory. Initial drydock examination completed.”
7	“Initial inspection for certification completed with four (4) outstanding deficiencies noted by attached CG-835s. Issued temporary Certificate of Inspection this date and recorded information in Bridge Record Card.”

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Additional Items to be Recorded

d. Additional Items to be Recorded.

Spaces Not Entered

(1) Spaces Not Entered. An entry should be made in the hull book and diary regarding spaces that were inaccessible during an inspection for certification or reinspection. The drydock book should also have a similar entry. A pre-inspection check of previous inspection books and/or MSIS data should indicate which spaces, if any, have not been entered in the recent history of the vessel. Arrangements should be made to facilitate inspection of those spaces that are due for examination to ensure the structural integrity of the vessel. A review of inspection books and MSIS data should be capable of producing a "running inventory" of spaces entered/not entered throughout a vessel's history.

Extensive Repairs/Alterations

(2) Extensive Repairs/Alterations. These should be briefly described on the page opposite the applicable numbered block and referred to in the "Remarks" section. A copy of shipyard specifications may be attached to the inspection report in lieu of writing a detailed description of the repair or alteration in the diary (e.g., "A-i. Extensive bottom and side shell plating required replacement due to general wastage. See Remarks and attached specifications.").

Record of Inspection Page

e. Record of Inspection Page. This page should include the name of the vessel representative who accompanied the inspector during the inspection and the telephone number where that individual can be reached. The inspector must indicate whether the vessel "is" or "is not" fit for the route intended. If the vessel is not considered fit for service, then the CID should be notified as soon as possible. The inspector should print his/her name on this page and then sign where indicated.

Documenting Inspection Hours

f. Documenting Inspection Hours. It is vital that the total number of hours spent in conducting each vessel inspection be accounted for and accurately entered into MSIS. Inspection hours are not limited to just the actual time spent on a vessel. Work and other inspection or administrative-related functions that are connected to a vessel inspection include activities performed in the office and at locations other than a shipyard or facility where the vessel is located. The specific guidance for categorization of inspection man hours (e.g., travel, administration, inspection-related functions are: plan review; all hull inspection) is contained in the MSIS transaction guide series volume 4, Marine Inspection. Examples of associated travel time, including layovers at airports; meetings with vessel representatives; factory inspections of equipment for a specific vessel; etc. Examples of administrative-related functions for an inspection are: preparing and filing inspection reports, including writing diary entries; filing travel claims; etc.

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Record of
Unsatisfactory
Conditions or
Deficiencies
Identified

- g. Record of Unsatisfactory Conditions or Deficiencies Identified. As marine inspection program managers, representatives of the various Headquarters Divisions are often called upon by legislators and others in and out of government to produce records which show the “value added” by the marine inspection program. Some of those familiar with the program have mistakenly interpreted the fact that since very few “deficiencies” are noted in MSIS, then we are not finding anything wrong on the vessels we inspect. We have hastened to explain that the MSIS records show only those deficiencies which remain outstanding after the conclusion of an inspection, a number which ideally should be “zero.” Nonetheless, we must document and present a more complete picture of the marine inspector’s role in detecting vessel safety deficiencies. There are several benefits to this process. First is the ability to measure and monitor areas that are problematic and should become the focus of policy, procedures, or regulation. Second is the need to focus training for inspectors on vessels and/or systems with high deficiency rates. Finally, this information enables us to evaluate the effectiveness of the owners/operators, classification societies and other flag administrations in carrying out their maritime safety responsibilities.
- (1) The process of recording deficiencies detected during the course of an inspection has always been conducted informally by marine inspectors through personal records, notes, or in some cases, a formal work list which is provided to the owner’s representative. By standardizing this existing process, we can make productive use of this valuable, and previously lost, information.
 - (2) Accordingly, in addition to the information noted in the inspection diary inspectors shall complete a comprehensive listing of deficiencies identified during the course of an inspection. This listing will include all deficiencies noted by the inspector, including those corrected on the spot, those corrected prior to completion of the inspection, and those outstanding at the completion of the inspection. The sample form in this manual (Figure 3-1, Coast Guard Record of Deficiencies Identified) is a suggested method by which inspectors may record deficiencies noted throughout the course of an inspection. If preferred, inspectors may utilize the diary section of the CG-840 booklet, or a local form to list their deficiencies in place of the sample form provided. If used, the sample deficiency form shall be attached to the CG-840 booklet at the conclusion of the inspection and retained locally. This record keeping requirement applies to both U.S. flag vessel inspections and foreign flag vessel examinations performed by marine inspectors (i.e., TVEs, CVEs, LOCs). This requirement does not apply to port safety activities at this time.

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- (3) At the conclusion of the inspection the inspector shall classify the items on the deficiency list by MSIS code, using the MSIS data entry matrix form provided in this manual (Figure A3-2, Vessel Inspection / Examination Deficiency Summary). Instructions for completing the form are indicated on the form itself. The individual deficiencies can then be totaled by code. MSIS is currently being updated to accommodate the entry of this information. In the interim, until the MSIS change is completed the information shall be recorded on the matrix form and a completed copy of same shall be forwarded to Commandant (G-MOC-2) each month via rapid draft letter or fax to (202) 267-4394. When the change is on line, direct input into MSIS will eliminate the need to forward paper copies. Only the totals by category need to be entered into MSIS.

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Figure A3-2

Vessel Inspection / Examination Deficiency Summary										
Name:		VIN:			MSIS Case#:					
Vessel Type:		Flag:			Class Society:					
Inspection Type:				Date Completed:						
Deficiency Summary										
			Priority							
System		Code	1	2	<p>All deficiencies identified, whether corrected or uncorrected prior to the completion of the inspection, should be included in the totals on this sheet. Each deficiency listed on Figure A3-1 will be assigned the appropriate code and priority (See priority assignment guidance below.) Enter the prioritized totals from Figure A3-1 in the appropriate block at left.</p> <hr/> <p>Priority 1: Those items which must be corrected prior to allowing the vessel to sail.</p> <p>Priority 2: Those items which must be corrected, but the required correction may be deferred (i.e., does not prohibit the vessel from sailing).</p>					
Ballast		BS								
Bilge		BI								
Boiler, Aux		BA								
Boiler, Main		BM								
Cargo		CS								
Deck Machinery		DM								
Docs, Lics, Pmts		DL								
Dry Cargo		DC								
Electrical		ES								
Fire Fighting		FF								
Fuel		FL								
General Safety		GS								
Habitation		HA								
Hull		HU								
Internal Combustion Engine		IC								
Lifesaving		LS								
Miscellaneous		MI								
Navigation		NS								
Propulsion		PP								
Steering		SS								
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Waste Reception	WR			
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4. **Completion and Legal Status of the MIAR** The MIAR, just like the inspection booklet, forms a part of the inspector's primary work product. The MIAR should contain all of the required information pertaining to the inspection. Together with the inspection booklet, they form the official record of the inspection, as well as the legal record. Information entered in the inspection diary should not duplicate information contained elsewhere in the MIAR.
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D. PERFORMANCE OF AUTOMATED MACHINERY AND EQUIPMENT

Regulations for automation are contained in 46 CFR 62. Upon completion of underway tests of initial installations, a letter reporting the performance of the vessel's automated machinery and equipment shall be submitted to Commandant (G-MOC) in accordance with COMDTINST 16711.1 (series). See chapter 6 of this volume and NVICs 1-69, 7-73, and 6-84 for additional information concerning automated main and auxiliary machinery.

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E. U.S. PUBLIC HEALTH SERVICE (PHS) INSPECTION RECORDS

The PHS promulgates official certificates for sanitary inspections of commercial vessels. These certificates may be kept in the pilothouse document frames installed on ocean and coastwise vessels for the Vessel Inspection Record Card, Form CG-2832, provided they do not obstruct the card.

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F. LOCALLY MAINTAINED RECORDS

1. **Measurement of Furnaces, Form CG-836** Form CG-836 should be completed when deemed necessary by the OCMI when an inspection is performed on a firetube boiler. The completed report should be retained in the vessel's file.
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2. **Renewals of Fusible Plugs** When fusible plugs are renewed at other than the inspection for certification and no marine inspector is in attendance, the Chief Engineer shall submit a written report to the OCMI. The OCMI shall ensure that the report is complete and consistent with the information requirements of 46 CFR 2.20-40(c) and 52.01-50(k). These reports should be included in the vessel's inspection records.
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G. MARINE SAFETY INFORMATION SYSTEM (MSIS)

1. Purpose The purpose of MSIS is two-fold: to build safety performance histories of vessels, marine facilities, involved parties, and hazardous cargoes; and, using these histories in analysis of safety degradation patterns and equipment failures, to focus and redirect marine safety activities and resources.

2. MSIS Design Overview MSIS is designed as an integrated system for providing information to support the operation, management, and decision making functions of the Marine Safety activities. MSIS merges information from field activities into a common information base which can be shared by all users, and which builds performance histories.

3. Files The MSIS data base is composed of master and activity files. All files are interrelated and support one another. The master files are continually updated with real-time marine safety operational data obtained as submitted by field units. Activity files are product sets or groupings of activity related products. Products are automated reports, forms, schedulers, and logs.

- a. Vessel File (VF). The Vessel File is the master file which presents the core of all vessel-related MSIS activity. This file maintains a current history for each vessel in MSIS including its Coast Guard involvement, safety performance history, associated involved parties, and information on vessel particulars and systems. Information on each vessel in the Vessel File is automatically updated through MSIS activity reporting. The data captured is automatically mapped to other products, providing vessel information, decision support, and information necessary for MSIS to generate vessel logs, reports, and forms. The MSIS Transaction Guide for Vessel File (VF) should be consulted for particular entry, update, and retrieval details.

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- b. Marine Inspection (MI). The Marine Inspection file is the activity file product set and is the principal tool for field units to manage and report commercial vessel inspections within the Marine Inspection (MI) program. It is designed to capture and report all data relevant to periodic and special inspections of vessels and facilities as specified by the Marine Safety Program. The MSIS Transaction Guide for Marine Inspection (MI) should be consulted for particular entry, update, and retrieval details.

4. **Dis-continuation of Certain MSIS Information**

Commandant (G-MOC) has determined that the information required in certain MSIS data fields need no longer be captured and recorded in MSIS. The data fields for these discontinued entries will be removed from MSIS at the earliest possible opportunity. Effective with this manual change:

- a. "Q" numbers and serial numbers for vessel equipment, excepting pressure vessels and boilers, need not be entered.
- b. Winch and windlass data need not be entered.
- c. The number of on hand fire extinguishers and spares need not be entered. (However, careful attention should be paid to ensure that the required number of extinguishers is correctly entered.)
- d. MIDRs need no longer specify location, type, cause, or "Q" number.
- e. Additional product set entries as indicated in Figure 3-3 (MSIS Entries No Longer Required) need not be recorded.

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FIGURE 3-3: MSIS ENTRIES NO LONGER REQUIRED

(Listed By Product Set)

VFCD: PRIS HULL NUMBER

VFDD: SPECIAL DESIGN FEATURES (ALL)

VFMD:

- DESIGN WATER LINE
- DESIGN DRAFT
- TPI-DESIGN DRAFT
- MIDSHIP SECTION MOD
- MTI-DESIGN DRAFT
- STILL WATER BEND MOM

(All other entries in this set shall be in U.S. measurements)

VFOD: MINIMUM CREW

VFSL: OMIT ALL EXCEPT STABILITY DOC ENTRY

VFBD:

- MAIN PROPULSION BOILERS PRESSURE SPHT SET & TEMP
(DES entry is retained)
- SET & TEMP FOR AUXILIARY BOILERS
- Q-NUMBERS AND MODEL NUMBERS FOR SAFETY VALVES SPECIFICATIONS
- MAIN STEAM PIPING INITIAL WALL THICKNESS

(All entries in this set shall be in U.S. measurements in thousands, no decimals allowed)

VFCS:

- OIL OUTFLOW CRITERIA
- TRANSFER CONTROL CLASS
- TANK SPACE LENGTH
- CTR TANK BRDTH
- WING TANK BREDTH
- CL BLKHD
- CARGO TANK SPECIFICATIONS (ALL)

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FIGURE 3-3: MSIS ENTRIES NO LONGER REQUIRED – Continued

VFDM: WINDLASS/WINCH DATA (ALL)

VFED: MODEL

VFFF:

- PLAN NUMBER
- HOSE DETAIL (LINED OR UNLINED ONLY)
- CARGO TANK HEATER TYPE

VFPF: ON HAND (ALL)

VFHD:

- RUDDER TYPE
- FLANK RUDDER (Y/N)

VFLS:

- DAVIT AND WINCH SERIAL NUMBERS
- L/B-L/F-BA: Q NUMBERS AND SERIAL/LOT
- PORTABLE LIFEBOAT RADIO LOCATION
- LINE THROWING APPLIANCE DATA

VFMS: (ALL)

VFND:

- DESCRIPTION OF COMMS FOR BRIDGE TO-(ALL)
- EQUIPMENT ID MODEL AND SERIAL NUMBERS

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FIGURE 3-3: MSIS ENTRIES NO LONGER REQUIRED – Continued

VFPP:

- AUTOMATION-MODEL OF BASIC SYSTEM
- PROPELLERS-CONSTRUCTION
- CLUTCH SYSTEM-(ALL)
- REDUCTION GEAR-(ALL)
- MAIN PROPULSION TURBINE MACHINERY-MODEL
- MAIN PROPULSION ELECTRIC MACHINERY-MODEL
- RECIPROCATING MACHINERY-MODEL
- AUX PROPULSION-MODEL

VFSD:

- HP
- MODEL
- NUM OF CYLINDERS
- NUM OF RAMS
- TURN RATE IND?
- RUDDER ANGLE MANUFACTURER AND MODEL

MIDR: Entry of location, type, cause and Q-number is no longer required

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H. CERTIFICATE OF INSPECTION (COI), STANDARD MSIS FORM

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- 1. COI Entries—** Information entered in the MSIS Vessel File Operating Details (VFOD) comprises a majority of page one of a COI. VFOD is where the OCMI specifies manning, route, number of passengers permitted, as well as details regarding the carriage of passengers and cargo. VFOD is divided into three sections used to collect information which will appear on the COI. The first section is used to specify the route of the vessel (using the Route Code), number of passengers permitted and minimum crew required. For passenger vessels authorized multiple routes with varying crew and passenger restrictions, the summary section should contain the crew and passenger requirements for the most restrictive of the routes authorized (e.g., if authorized 149 passengers on a "Coastwise" route and 99 passengers on an "Oceans" route, specify the Oceans route requirements). The second section of VFOD specifies the manning requirements for the vessel. As above, if the vessel is authorized multiple routes, the manning requirement for the most restrictive route shall be entered. The third section of VFOD is used to specify the details regarding the vessel's route, manning, cargo and passenger carriage and any other conditions of operation. Within this section, the OCMI may specify manning and passenger carriage restrictions for vessels authorized multiple routes. Consult the applicable MSIS Transaction Guides for specific details concerning other MSIS products to be used for making entries.
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2. Amplifying Guidance on Particular Portions of the

Passengers—
General

- a. Except for ferryboats, the OCMI is responsible for determining the number of passengers that a vessel can accommodate and can carry with prudence and safety. The OCMI should not permit the number of passengers allowed to exceed that permitted by law or regulation. The number should be based upon specific criteria including, but not limited to, the vessel's intended operating area, lifesaving equipment carried, stability, deck area and or rail space. See chapter 10 of this volume concerning the number of passengers permitted to be carried aboard an excursion vessel.

Maximum Number
on Ferry Vessels

46 U.S.C. 3501 provides an exception for stating on the COI of a ferry vessel the number of passengers permitted to be carried on the vessel. The maximum number of passengers permitted on a ferry will appear on the COI as "FERRY" when "FERRY" is entered as the Vessel Use Code in the Vessel File Design product (VFDD).

NOTE: When stability is a factor in limiting the maximum number of persons that can be carried with safety on any ferry vessel, the total number of persons permitted aboard should be stated in the stability letter.

Persons on Board
Other Than the
Minimum Operating
Crew
"Other Required
Crew"

- b. This policy is intended to give uniform guidance on how the manning data should be entered in MSIS for persons other than the minimum required crew.
 - (1) "Other required crew" consists of maintenance persons which have been required by the OCMI due to the special design or operation of a vessel. The number required should be listed with a specific description in the space provided.

"Other Persons In
Crew"

- (2) "Other persons in crew" are licensed and documented crew employed on board to operate and maintain the vessel in addition to the minimum crew set by regulatory requirements. This designation includes persons in the stewards' department, additional licensed or documented crew which the owner wishes to carry to perform maintenance while underway, and hotel staff.

"Persons In
Addition To Crew"

- (3) These are individuals in addition to the crew on an inspected vessel which is not required to be inspected as a passenger vessel. This term includes persons on board a vessel who are not employed in the business of the vessel. These persons are not required to hold a merchant mariner's document. Reference is made to 46 U.S.C. 3304 concerning the number of individuals in addition to the crew permitted on vessels other than passenger carrying vessels.

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Industrial Personnel and Scientific Personnel

(4) Industrial personnel are defined in 46 CFR 90.10-15 and scientific personnel are defined in 46 CFR 188.10-71. These personnel are distinct from "passengers," "other required crew," "other persons in crew," and "persons in addition to crew." However, the number of such personnel employed aboard a vessel affects its structural fire protection requirements. If an industrial vessel of 300 Gross Tons or more is carrying over 12 industrial personnel, or an oceanographic research vessel is carrying over 16 scientific personnel, the respective vessels must be inspected for compliance with applicable structural fire protection regulations. Therefore, the number of authorized industrial and scientific personnel shall be identified, and their duties specifically described, on the COI through the MSIS VFOD "free form" blocks. Artificially inflating the "other persons in crew" and/or "persons in addition to crew" categories to avoid compliance with structural fire protection regulations or passenger vessel regulations is not permitted.

Reduced Crews

c. When reduced crews are authorized for less than 24-hour operation, the OCMI shall enter an endorsement under "Route Permitted and Conditions of Operation." Multiple endorsements may be made on a vessel's COI when necessary to address changes in conditions or employment. For additional information, consult volume III of this manual.

Small Passenger Vessels

d. Detailed policy guidance on manning is provided in MSM Volume III, Chapter 19. See MSM II A3.H.3.a regarding allowable reductions in the carriage of child size life preservers when extended size devices are carried on board.

Automation

e. When a reduced manning level has been approved by OCMI on the basis of an installation of automated control or monitoring systems, appropriate COI endorsements will be required IAW 46 CFR 62.50 and MSM III Chapters 21 and 23.

Route Permitted and Conditions of Operation

f. This is the narrative portion in which the major route designation is stated, i.e., oceans coastwise; Great Lakes; lakes, bays and sounds; or rivers.

NOTE: The route code entered does not map into the narrative portion.

Limitations imposed or extensions granted on routes based upon stability criteria, unique construction or operating characteristics of the vessel, operating areas, etc., should be described by bodies of water, geographic points, distances from shore or geographic points, duration of voyage, daylight operation only, etc. Further conditions of operation, where applicable, would include manning endorsements and any other special endorsements deemed necessary by the OCMI.

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Barges

g. Barges

- (1) Financial Responsibility. Prior to the Oil Pollution Act of 1990, the financial responsibility requirements of the Federal Water Pollution Control Act (FWPCA), as amended, provided for a reduction in the liability limits on "Inland Oil Barges," for the removal of oil discharged into U.S. waters. For this purpose, inland oil barges were defined as non-self-propelled vessels carrying oil in bulk as cargo and certificated to operate only in the inland waters of the United States. The Oil Pollution Act of 1990 removes these limits of liability. Therefore, for financial responsibility/liability purposes, no distinction between inland oil barges and other oil barges need be made on Certificates of Inspection.

NOTE: This reminder replaces previous text (superseded by the passage of the Oil Pollution Act of 1990) regarding reduced financial responsibility for inland oil barges. Routes should continue to be limited for other reasons such as design and class limitations.

Permissive Crewing (2)

Where an owner/operator voluntarily elects to crew a barge not otherwise required to be crewed, the vessel's Route Permitted and Conditions of Operation section of the COI shall be endorsed: "The vessel may carry (##) persons as maintenance persons with no duties connected with the navigation of the vessel." On seagoing barges over 100 GT, the endorsement should include the statement: "All maintenance persons must possess a merchant mariners document, and a minimum of 75 percent of those persons aboard must be U.S. citizens." This endorsement may be further modified to limit the route on which personnel may be aboard based upon load line, lifesaving equipment, or other relevant factors.

Watchstanders

- (3) An endorsement for a watchstander on tank barges need not be made as he/she is to be included in the crew requirements.

Carriage of Vehicles

- (4) Endorsements for the carriage of vehicles on tank barges may be stated as "Permitted to carry vehicles - total weight 8,000 kg per unit; axle load 2,500 kg per axle. Vehicles may not be operated."

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- 3. COI Entries - Attachments** Attachments to the Certificate of Inspection are issued when there is more information required for a particular vessel than will fit onto the first page. This includes additional endorsements (see paragraph 3.H.4 below) and information on vessel particulars such as cargo authority and/or loading restrictions for tank vessels/barges, lifesaving and fire fighting equipment, machinery inspection status, stability letter, and pressure vessels. The following provides information on some of the more frequently used and/or critical detail products. This is by no means an all encompassing list; all MSIS Vessel File and Marine Inspection Products should be reviewed and MSIS Transaction Guides utilized to ensure that each vessel has applicable information entered.

Lifesaving Details

a. Lifesaving Details.

- (1) The number of persons for which lifesaving equipment is to be provided should normally be the same as the total persons carried; however, for ferry vessels, this figure should be the same as the number of life preservers required. Only the minimum number of items required by regulations are to be listed; excess equipment shall not be listed.
- (2) NVIC 14-92 deals with use and carriage of lifejackets (life preservers) with height/weight limits which are lower than the traditional 41 kg (90 lb) for adults. Lifejackets with other, lower height/weight limits marked on them may be used to meet mandatory carriage requirements for persons as the label indicates. Adjustments to carriage requirements for life preservers may be made on the Certificate of Inspection (COI) according to NVIC 14-92. When lifejackets on board have a lower limit of 1.45 m (57 in) or less, only 5% additional child-size devices must be carried on vessels with no limitation on adult or child passengers on its COI. Carriage of a mixture of lifejacket models/styles with lower size limits should not be accepted as the basis for reducing child-size lifejacket carriage requirements.

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Children and COI Endorsements

- (3) Children and COI Endorsements. If no child-size lifejackets are carried on board, the vessel's COI must be endorsed:
 - (a) "For the carriage of ADULTS ONLY"; or
 - (b) "For the carriage of persons taller than XX m or weighing over WW kg. Replacement lifejackets must have an approval for all persons over XX m/WW kg or a smaller lower limit."

NOTE: When the paragraph (b) endorsement is used, the height/weight limits (XXX m/WW kg) are 1.45 m/34kg (57 in/75 lb) for the life preservers listed in enclosure (2) of NVIC 14-92. For life preservers with lower limits below 1.45 m (57 in), the height/weight limits must be taken from their label. A zero ("0") will be entered for the number of child's lifejackets in the Lifesaving Details section of the COI.

- (4) The total number of persons that can be accommodated shall be according to the nameplates on the items. The capacity of the rescue boat need not be included. A lifeboat suitable for rescue purposes shall be listed as a lifeboat.
- (5) This data should reflect the number of items that are actually carried to meet the minimum total capacity (number of persons) required by regulation. The total capacity of the required items shall be listed.

b. Cargo Authority.

- (1) Carriage Of Oil. For each U.S. tankship and integrated tug/tank barge unit of 20,000 or more deadweight tons permitted to carry "oil" (46 U.S.C. 2101(20)), the cargo authority is listed on its COI to specify the type of cargo authorized, the applicable subchapter, the loading constraints - structural, and the loading constraints - stability. The proper authorization endorsement is determined from the applicable regulations in 33 CFR 157 and 46 CFR 32.53. Cargo grade restrictions are entered under "Highest Grade." The value for "Capacity" shall be that of all integral cargo tanks, and the "Units" shall be in barrels. If Subchapter O cargo is carried, then the appropriate Part shall be indicated. Data regarding "Loading Constraints" will be provided by Commandant (G-MSC) and is to be entered as appropriate. Special cargo restrictions and/or exemptions, such as those found in 46 CFR 36.01-5 and 46 CFR 38.01-5 shall be listed by endorsement under "Route Permitted and Conditions of Operation." The following are samples of appropriate wording for "Authorization" entries:
 - (a) "Crude oil and flammable or combustible liquids";

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- (b) "Products and flammable or combustible liquids other than crude oil";
- (c) "Products and combustible liquids";
- (d) "Crude oil, products, and flammable or combustible liquids"; or
- (e) "Flammable liquids other than oil."

(2) MARPOL ANNEX II/Noxious Liquid Substances (NLS). MSC has been reviewing the cargo tank arrangements on tank vessels subject to the regulations which implemented MARPOL ANNEX II in Subchapter O of both Titles 33 and 46. The end product of MSC review is a comprehensive List of Authorized Cargoes (LAC), including those to which 46 CFR 153.900(a)(2), and 33 CFR Parts 151.33(a) and 151.35(a) & (b) apply, which provides characteristics and requirements for each tank grouping based upon plan review. Due to the LACs length and complexity, it presently cannot be entered directly into existing MSIS products. For this reason, until a more permanent means of providing COI endorsements for MARPOL ANNEX II cargoes is instituted in MSIS, the MSC stamped LAC must become the subject of an endorsement to the COI in accordance with the following procedures:

- (a) Tank Arrangements. A vessel's cargo tank arrangements should be examined at the inspection for certification to verify the information used by MSC in determining cargo carrying authority for each cargo tank or group of cargo tanks. Any discrepancies between the inspector's findings and the LAC should be reported to MSC so that the LAC can be updated.
- (b) Vessel File Cargo/Ballast Details (VFCS). Information in the VFCS product for each tank group should be verified or entered as necessary. The description paragraph for each reference group of tanks may be used to identify tanks which do not fit in the "Tank Location(s)" slot.
- (c) Vessel File Cargo Authority (VFCA). Enter the following text in the "Authorization" line:

➔ See "Cargo Authority" Located In "Conditions of Carriage."

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- (d) Vessel File Cargo List (VFCL). Delete the existing cargo list, if necessary, and enter the Chem Code "123." This entry is linked to standard text that reads:

→ See "Cargo Authority" Located In "Conditions of Carriage."

- (e) Vessel File Conditions of Carriage (VFCC). The following statement should appear at the beginning of the COI "Conditions Of Carriage" section:

"Per 46 CFR 150.130, The Person In Charge Of The Barge (Vessel) Is Responsible For Ensuring That The Compatibility Requirements Of 46 CFR 150 Are Met."

- (f) Once all the tank groups' characteristics and requirements have been verified by an inspector as matching those shown on a tank vessel's LAC, the following text from the MSC's plan approval letter should be entered in VFCC under another "Cargo Authority" heading:

"Only Those Cargoes Named In The Vessel's List Of Authorized Cargoes Bearing Marine Safety Center Approved Stamp Dated (date) May Be Carried, And Then Only In The Tanks Indicated."

- (3) Inland Tank Barges. The following statement should appear at the beginning of the COI of an inland tank barge under "Conditions of Carriage (VFCC)":

"Per 46 CFR 150.130, The Person In Charge Of The Barge (Vessel) Is Responsible For Ensuring That The Compatibility Requirements of 46 CFR 150 Are Met. Cargoes Must Be Checked For Compatibility Using The Figures, Tables, And Appendices Of 46 CFR 150 In Conjunction With The Reactive Group Numbers From The 'React Grp' Column Listed Above The 'Specific Dangerous (i.e., Hazardous) Cargo Authority' Section."

NOTE: These endorsements replace the old ones that began with "Cargoes which when mixed with each other....", which was superceded when the cargo compatibility regulations of 46 CFR 150 were implemented in 1980.

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- (4) Vessels Not In Compliance With MARPOL Annex II. A self-propelled vessel or oceangoing non-self-propelled vessel, certificated under Subchapter D and which is not in compliance with the Annex II regulations, should have a COI endorsement that excludes the carriage of NLS cargoes, e.g., "Vessel may not carry cargoes that are designated as NLS in Table 30.25-1 of 46 CFR 30.25, 33 CFR 151.47 and 33 CFR 151.49." The standard cargo authority entered under Vessel File Cargo Authority (VFCA) for the COI of these vessels is only by grade(s) of flammable or combustible liquids and does not distinguish NLS cargoes. See section D.10.c, chapter 10, of this volume for additional guidance.
- c. Additional Marine Inspection Details. Hull examination dates/intervals should be entered in as an attachment to the COI. Other vessel particulars and systems such as fixed fire fighting systems, steering gear, and machinery can be entered into MSIS by referring to the MSIS Transaction Guide (VF).

4. COI Entries - Additional Endorsements

Military Sealift Command Vessels

- a. The following entries should be made for Military Sealift Command vessels that are certificated:
 - (1) For vessel service, enter PUBLIC VESSEL only if the following conditions are met:
 - (a) Vessel is Navy owned and operated by a Military Sealift Command civilian crew; or
 - (b) Vessel is demise chartered by the Military Sealift Command and is operated by its own civilian crew.

Vessels which are time chartered by the Military Sealift Command, or are either Navy owned or demise chartered and operated by a contract operator, are not considered public vessels. The class of vessel is as appropriate.
 - (2) Under "Route Permitted and Conditions of Operation," insert the following endorsement:

"Naval Vessel, In Service, Civilian Manned. This Vessel Has Been Inspected And Certificated In Accordance With The Standards Applicable To Military Sealift Command Vessels."

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NOTE: The term "in service" refers to Military Sealift Command vessels that are manned by civilian crews, as opposed to those manned by naval crews and termed "in commission."

- (3) "Persons in Addition To The Crew" should reflect the number of persons carried on board a vessel who are connected with the business of the vessel but not properly classed as crew or passengers. Such persons include military liaison staff on transports or fleet support vessels, technicians and scientists on oceanographic research vessels, military guards on certain cargo vessels, etc. Such personnel should be reflected in the total persons allowed.
- b. Seasonal Restrictions. COI statements of seasonal restrictions should be as descriptive as possible, showing limitations on vessel routes, the scope of passenger carrying authorizations, and the like. Seasonal limitations are intended to ensure the overall seaworthiness of the vessel and the safety of the passengers carried under differing operational conditions, without completely halting the operation of the vessel during any specific period of time.
- c. Manning Requirements For Vessels Towing Inspected Passenger Barges. These should be indicated on the COI issued to the barge (see volume III of this manual).
- d. Endorsements For Special Cargoes. The endorsements required by 46 CFR 36.01-5 and 38.01-5 should be made as indicated.
- e. Endorsements Listing Cargo Names And Relief Valve Calculations. See 46 CFR 154.17. Such endorsements should also be made for liquefied gas cargoes regulated solely under 46 CFR Subchapter D.

5. Crew Requirements

Maintenance
Persons

- a. Maintenance Persons. Maintenance persons may be listed in one of the available slots for required manning under VFOD. A specific departmental affiliation may be included, e.g., engine maintenance person. The qualifications of a position, as appropriate, may be further specified under "Route Permitted and Conditions of Operation," e.g., deck maintenance person (any deck rating), engine maintenance person (junior engineer, electrician, deck engine mechanic), or maintenance person (any deck or engine rating). Whenever a maintenance person is listed without departmental affiliation, it is left to the master's discretion to determine where and how to use that person. This action:

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- (1) Allows the master and chief engineer a degree of latitude in determining the ship's internal organization; and
- (3) Minimizes the possibility of direct Coast Guard involvement in labor-management contractual matters.

NOTE: See MSM Volume III for additional guidance.

Radio Officers

- b. Radio Officers. When the requirement for a Radio Officer is solely to reinforce the Federal Communications Commission's authority, asterisk should be entered in the slot for "Radio Officer" under VFOD, with the following endorsement made under "Route Permitted and Conditions of Operation":

"If Required By the Federal Communications Commission."

Liquefied Gas Carriers

- c. Liquefied Gas Carriers. The COI for a liquefied gas vessel should clearly state that the cargo officer and cargo systems engineer are non-watchstanders. A notation should be made under "Routes Permitted and Conditions of Operation" that "The chief mate shall be designated the cargo officer and be non-watchstanding" and "The (first or second) assistant engineer shall be designated the cargo systems engineer and be non-watchstanding." The latter designation should be made by the OCMI.

Certificated Engineering Personnel

- d. Certificated Engineering Personnel. These should not be required on the COI's of river and other vessels exempted from this by 46 U.S.C. 8701 and 8702.

Statement of Minimum Complement

- e. Statement of Minimum Complement. By law, the COI must state the minimum complement of licensed and certificated personnel necessary for the safe operation of the vessel; this requirement should be strictly complied with.

Radar Observer Endorsements

- f. Radar Observer Endorsements. These are not considered necessary or desirable, except on certificates for hydrofoils or air cushion vehicles (see Volume III of this manual). The regulatory requirements are considered sufficient without other special notations.

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I. TEMPORARY CERTIFICATE OF INSPECTION, FORM CG-854

This form, authorized by 46 U.S.C. 3309, provides evidence of the satisfactory completion of an inspection for certification. It has all the force and effect of a permanent certificate and permits operation of a vessel pending receipt of the permanent COI generated by MSIS. The temporary certificate is intended for use when the immediate issuance of a COI is not possible at the completion of an inspection; however, when the permanent COI can be issued in time to meet the vessel's needs, a temporary certificate should not be issued. It is not the Commandant's intention that a COI be withheld pending correction of minor deficiencies after a temporary certificate has been issued. Under no circumstances should this form be issued to a vessel that does not qualify for a COI. One copy of the temporary COI should be given to the vessel's master and the original retained in the OCMI's vessel file.

FORM CANCELLATION: Form CG-2801A, List of Merchant Vessels Under Construction or Conversion. Vessel owner/operators are no longer required to submit Form CG-2801A, List of Merchant Vessels Under Construction or Conversion. The Form had been used to record Coast Guard inspection resources expended upon new construction of inspected vessels, uncertificated Military Sealift Command vessels, or vessel conversions. It includes information concerning involvement by the American Bureau of Shipping under the Memorandum of Understanding dated 27 April 1982. This information historically has been used on an infrequent basis by Headquarters personnel, thus obviating the need for monthly submissions.

However, despite the infrequent use, the inspection manhours reported on the subject form are still very important as this information represents a significant expenditure of Marine Inspection (MI) program resources at many ports, particularly for new construction or conversion cases that may last for several months or years. The manhours are eventually used by Headquarters to substantiate both the billet structure in the MI program and future budget requests for resource allocations.

Therefore, each OCMI shall account for and maintain these MI resource expenditures at the local level. Upon certification, all manhours expended since the initial inspection began, including plan review manhours expended by the unit, shall be entered by inspection type into the case file in MSIS. All of the manhours should not be attributed to "initial certification." If the vessel is not certificated, for whatever reason, the manhours expended shall be entered into the MSIS case before the case is closed to file, thereby enabling this information to be retrieved for reporting purposes. The importance of accurate, complete and timely MSIS data entry cannot be overemphasized, even for those cases in which a vessel is not certificated and the MSIS case is closed.

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J. AMENDING THE COI

Amendments to COIs should be made through the MSIS system. In cases where amendments involving last drydock dates or other changes will require a reissuance and reprinting of a vessel's COI, handwritten reinspection entries on the COI will be lost when the COI is reissued. To alleviate the loss of these entries on a reissued COI, an amendment should be made to the COI in MSIS whenever a reinspection is conducted. This will ensure that reinspections are recorded when COIs are reissued for any reason.

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K. APPLICATION FOR WAIVER AND WAIVER ORDER, FORM CG-2633

This form shall be completed and submitted as required by 46 CFR 2.45 and as indicated on the form itself. Copies of waivers issued shall be forwarded to Commandant (G-MOC), as required by the subject matter. When the waiver is referred to the Commandant for action, the OCMI should submit a forwarding letter explaining the circumstances of the case.

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L. PERMIT TO PROCEED TO ANOTHER PORT FOR REPAIRS, FORM CG-948

→ See MSM Volume II, Section C, Chapter 4 (MSM II-C4).

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M. PERMIT TO CARRY EXCURSION PARTY, FORM CG-949

1. Purpose

Form CG-949 should be used by the OCMI to allow a vessel to engage in a temporary excursion operation not permitted by its COI. This occurs when a passenger vessel is permitted to carry extra passengers or to operate on an extended route, or when a cargo or miscellaneous vessel is permitted to carry recreation parties on a 1-day basis. The permit should be issued for a limited period of time only, and should be considered a temporary supplement to the COI. The word "temporary" is stressed; an Excursion Permit should not be used as a device to circumvent normal inspection requirements.

2. Distribution

Form CG-949 should be executed in triplicate. The original copy should be issued directly to the master, operator, owner, or agent of the vessel; one copy forwarded to Commandant (G-MOC) via the appropriate district commander (m); and one copy retained by the OCMI. Additional copies may be obtained by the master, operator, owner, or agent of the vessel upon written request to the OCMI.

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N. SOLAS CERTIFICATES

1. Passenger

Ship Safety Certificate (PSSC), Form CG-968 The number of small passenger vessels which have been certificated with international routes has steadily increased. When certificated for an international route, these vessels, in addition to the COI, require a PSSC issued in accordance with SOLAS 74/83. See MSM II-E2.I regarding small passenger vessels subject to SOLAS.

Notification of Approval for SOLAS PSSC, Form CG-969A

a. Notification of Approval for SOLAS PSSC, Form CG-969A. Upon satisfactory completion of the initial inspection for certification for a vessel desiring an international route, the OCMI should submit Form CG-969A to Commandant (G-MOC); it is normally accompanied by Federal Communications Commission (FCC) Form 806. Except for primary lifesaving equipment, only equipment required by SOLAS should be entered on the form.

SOLAS Exemption Certificate, Form CG-967

b. SOLAS Exemption Certificate, Form CG-967. Exemptions granted by the OCMI in accordance with Regulations II-1/1(c), II-2/1(e) and III/3(a) of SOLAS 74/83 should be listed on the reverse side of Form CG-969A. This information should be included at the time of the initial inspection for issuance of a PSSC. The Exemption Certificate is issued in conjunction with the PSSC or a Cargo Ship Safety Equipment Certificate (Form CG-3347).

Issuance of PSSC and Exemption Certificates

c. Issuance of PSSC and Exemption Certificates.
 (1) Initial Issue. Commandant (G-MOC) issues the initial PSSC and Exemption Certificates based upon the information provided on Form CG-969A. The originals of the certificates, with copies, are forwarded to the certificating OCMI for distribution. The following statement shall be entered in the upper right section of the PSSC:

“The below mentioned survey showed that this ship complied with the requirements of the below regulations or equivalent provisions accepted by the Government of the United States of America and substituted, therefore, in accordance with Regulation I/5 and reported in IMO SLS.14/CIRC.87 of 15 November 1989 (copy attached).”

A copy of IMO SLS.14/CIRC.87 shall be attached to the PSSC. Vessels receiving safety certificates under this arrangement shall be issued one year Certificates of Inspection (COI) to correspond with the PSSC. These vessels shall have drydock examinations at least once every 12 months. The international route authorized must be specified on the COI. If applicable, the vessel shall have the appropriate Load Line Certificate. Compliance with, or exemption from, SOLAS radiotelegraphy and radiotelephony requirements must be verified by the Federal Communications Commission (FCC). Copies of PSSCs issued under this arrangement shall be forwarded to Commandant (G-MOC).

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- (2) Subsequent Issue. The OCMI is authorized to reissue subsequent recurring SOLAS PSSC's and Exemption Certificates. If any changes to the exemptions originally granted by the OCMI have been made, they must be submitted to Commandant (G-MOC) for approval, in which case the certificates will be treated as an initial issue. Copies of reissued certificates should be forwarded to Commandant (G-MOC).

2. SOLAS Cargo Ship Safety Certificates

- a. Introduction. Cargo vessels and tankships of 500 and more gross tons that engage in international voyages are subject to SOLAS and are required to have the following SOLAS certificates as applicable:
 - (1) Cargo Ship Safety Construction Certificate, CG-4359 (Rev. 2-80).
 - (a) Supplement to the Cargo Ship Safety Construction Certificate, CG-4359-A (Rev. 2-81).
 - (2) Cargo Ship Safety Equipment Certificate, CG-3347 (Rev. 06-93).
 - (a) Supplement to the Cargo Ship Safety Equipment Certificate, CG-3347A (Rev. 2-81).
 - (b) Attachment to the Cargo Ship Safety Equipment Certificate, CG-3347B (Rev. 06-93).
- b. Cargo Ship Safety Construction Certificate (SAFCON). This certificate may be issued, at the owner's option, by either the Coast Guard or the American Bureau of Shipping on behalf of the Coast Guard. This certificate should be issued at the completion of a vessel's drydock exam with a period of validity of five years from the date of issue. When issued by the ABS, the ABS should provide the supplement and endorse the certificate as necessary. When issued by the Coast Guard, the distribution should be the same as for the vessel's COI.
- c. Cargo Ship Safety Equipment Certificate (SEC). The SEC should be issued by the Coast Guard at the completion of a vessel's inspection for certification to expire when the COI expires. Except for primary lifesaving equipment, equipment required by SOLAS and actually on board should be noted by numbers of items present on the SEC form; equipment required by SOLAS but not on board should be noted by a zero. SOLAS certificates are not to contain asterisks or notes indicating requirements or shortages. The Exemption Certificate noted above is necessary to reflect equipment omissions or authorized shortages.

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- d. Attachments. Attachments to the SEC and the SAFCON are forms generated by the International Maritime Organization (IMO) for issuance to cargo ships, including tankships, to indicate the completion of either unscheduled or mandatory annual surveys. Since SOLAS 74 became binding, the IMO has generated two attachments for the SEC and one for the SAFCON.
 - (1) An attachment for each certificate was developed for the 1978 SOLAS Protocol. A provision in that Protocol allowed the use of endorsements in lieu of the attachments. The Coast Guard chose to use such endorsements and not issue the attachments. For surveys relating to the 1978 SOLAS Protocol, the following endorsement is to be typed or stamped on the reverse of a SEC or SAFCON issued by the the Coast Guard:

"In implementation of Regulation 6(B), Chapter I of the Protocol of 1978 Relating to the International Convention for the Safety of Life at Sea, 1974, the Government of the United States of America has instituted mandatory annual surveys."

Mandatory Annual Survey

Place Date

U.S. Coast Guard

NOTE: The SAFCON should have space for three mandatory annual surveys.

- (2) A second attachment to the SEC (noted in N.2.a.(2)(b) above) was developed to show compliance with the 1983 SOLAS Amendments. This attachment is issued by the Coast Guard at the time the SEC is issued, is considered to be a part of the SEC, and has an expiration date the same as the SEC. Paragraph II of the SEC is to be left blank with an asterisk to refer to this attachment.
- e. Supplements. The supplements to the SEC and SAFCON certificates, listed in paragraph N.2.a.(1) and (2) above, are to be issued to tankships of 10,000 or more GT or 20,000 or more DWT, and to those 10 years and more of age. The supplement is considered to be a part of the relevant certificate to which it refers, and their dates of expiration should coincide.

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O. CONTROL VERIFICATION EXAMINATIONS, FORM CG-4504

Upon satisfactory completion of an examination, the OCMI may issue Form CG-4504 to vessels of countries that are parties to the SOLAS Convention, which carry passengers (persons in addition to the crew) from U.S. ports, and to vessels of countries with which the United States has reciprocal inspection agreements (MSM II Section D concerning examination of foreign vessels). This form should be distributed in the same manner as the COI for U.S. flag vessels.

1. MSIS Entries for Initial or Annual Examinations

These examinations are to be recorded in MSIS as follows:

- a. Schedule these examinations in Marine Inspection Scheduler Function as a Certificate of Compliance (Code "COC") inspection.
- b. Record completion of the examination in Marine Inspection Activity Report. For the initial examination, enter a remark in comment section indicating this fact.
- c. Record deficiencies in Marine Inspection Deficiency Report (MIDR) so that deficiencies can be tracked/recalled by other ports for vessels that call on more than one port. Outstanding deficiencies, and any deficiencies corrected during the inspection that may have affected the seaworthiness of the vessel, or are of an unusual or complex nature that may indicate a problem with a system or item on other vessels, should be entered into MIDR as soon as possible. Entering deficiencies corrected during the inspection utilizes the safety performance tracking capability afforded by MSIS. Deficiency notification letters generated automatically by MSIS may be forwarded to the vessel operator at the discretion of the OCMI.
- d. Update Marine Inspection Status Details to record revised validity dates.

2. MSIS Entries for Quarterly Re-Examinations

These examinations are to be recorded as follows:

- a. Schedule these examinations in Marine Inspection Scheduler Function as "OTHER."
- b. Record completion of the examination in Marine Inspection Activity Report, indicating the time spent conducting the examination under inspection type "COC."
- c. Record discrepancies in Marine Inspection Deficiency Report.

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P. IMO CERTIFICATES OF FITNESS (COF)

Regulations have been published for the carriage of hazardous liquid cargoes by self-propelled vessels (46 CFR 153) and for the carriage of bulk liquefied gases by self-propelled vessels (46 CFR 154). These regulations implement the IMO Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk (BCH) (Resolution MSC.9(53)) and the IMO Code for the Construction and Equipment of Ships Carrying Liquefied Gases in Bulk (Resolution A.328(IX)), respectively. For ships built after 1 July 1986, two additional IMO Codes were developed and made mandatory under SOLAS. These are the International Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk (ICB) (Resolution MSC 4(48)) and the International Code for the Construction and Equipment of Ships Carrying Liquefied Gases in Bulk (Resolution MSC 5(48)). Each of these codes provides for the issuance of COF's to vessels that comply with the standards of these codes.

- 1. Considerations for Application** There are some liquefied gas ships that, due to their early date of construction, are not subject to the IMO Gas Code (Resolution A.328(IX)). IMO Resolution A.329(IX), adopted 12 November 1975, provides that gas ships delivered after 31 October 1976, but prior to implementation of the IMO Gas Code, shall be reviewed in accordance with the provisions of the code to a reasonable and practical extent. Moreover, it was recommended that these vessels be issued an IMO Gas Code COF, with endorsements listing the specific provisions of the Gas Code with which they do not comply. See chapter 26 of this volume concerning the carriage of hazardous materials and chapter 28 concerning the carriage of bulk liquefied gases.

2. Issuance

COF for The Carriage of Liquefied Gases In Bulk, Form CG-5148

- a. COF for The Carriage of Liquefied Gases In Bulk, Form CG-5148.
- (1) Upon request from the master, owner, or agent of a vessel that complies with the Gas Code, the OCMI should issue a COF for a period not to exceed 2 years, dated to expire with the vessel's COI and SOLAS Cargo Ship Safety Equipment Certificate. It should be endorsed to indicate compliance with the International Gas Carrier Code (Resolution MSC 5(48)) if the vessel complies with that Code.
 - (2) For a vessel not subject to the Gas Code, Annex 4A of the certificate should be used to list those areas of the IMO Gas Code with which the vessel does not comply, and it should be attached to the COF.

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COF for the Carriage of Dangerous Chemicals in Bulk, Form CG-5148A

- b. COF for the Carriage of Dangerous Chemicals in Bulk, Form CG-5148A. Upon request from the master, owner, or agent of a tank vessel that complies with the IMO Chemical Code, the OCMI should issue Form CG-5148A. The certificate should be issued for a period of 2 years, dated to expire with the vessel's COI and SOLAS Cargo Ship Safety Equipment Certificate. The COF should be endorsed to indicate compliance with either the BCH or the IBC, whichever applies.

3. Certificate Entries

Many of the entries on Forms CG-5148 and CG-5148A require data developed during the technical review process. The MSC will tabulate the data required for the certificate as it is developed and forward it to the cognizant OCMI. This will avoid lengthy file searches when the vessel is ready to be certificated.

4. Copies Required and Distribution

Forms CG-5148 and CG-5148A should be prepared with sufficient copies for the following distribution:

- (a) Original: Issued to the master, owner, or agent of the vessel, to be maintained on board the vessel;
- (b) 2 Copies: To Commandant (G-MOC), via District (m);
- (c) 1 Copy: Issuing OCMI's file copy;
- (d) 1 Copy: To Marine Safety Center for vessel file; and
- (e) 1 Copy: To owner or agent of the vessel (if requested).

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Q. VESSEL INSPECTION RECORD CARD, FORM CG-2832

Form CG-2832, in addition to the MSIS Pre-Inspection Package (MSPIP), provides the inspector with ready information as to the inspection status of a specific vessel when it is boarded for various inspections. Recent inspection information from a previous port, that may not yet be entered into MSIS, should be recorded on this form. The use of this form in no way diminishes the discretion of the OCMI regarding types or frequency of inspections. Rather, it is a tool with which the OCMI can better determine the need for further inspections. This form shall be carried on ocean and coastwise cargo vessels (including tank vessels) of 500 or more GT, and ocean and coastwise passenger vessels of any gross tons (except those inspected under 46 CFR, Subchapter T). It shall be posted in the pilothouse in a suitably installed frame.

1. Entries

At the conclusion of each inspection, the inspector should enter the type of inspection conducted, pertinent remarks, drills conducted, port of inspection, his/her signature, and date. Each inspector who boards a vessel should examine this record to learn what inspections have been made, to verify the correctness of the inspection status in MSIS, and to determine whether any further inspections are necessary. Entries should be made in ink and in accordance with the instructions printed on the form and the policy below.

Initial Entries

- a. **Initial Entries.** Upon completion of the inspection for certification, the form should be filled out by the inspector and posted in the installed pilothouse frame. When a vessel is permitted to proceed to another port before inspection is completed, the initial inspector should enter "Began" and the type of inspection and date (e.g., "Began Biennial Inspection"). When a subsequent inspector has completed the inspection, that inspector should enter on a new line "Completed" and the type of inspection (e.g., "Completed Biennial Inspection"). When another type of inspection, such as a drydock examination or a lifeboat weight test, is performed during the course of the inspection for certification, only the entry "Annual Inspection" or "Biennial Inspection" should be made.

Subsequent Inspections

- b. **Subsequent Inspections.** At the completion of each reinspection, an entry should be made on a new line under "Type of Inspection." When two or more distinct inspections are conducted at the same time, all should be entered on the same line if possible. In the case of continuing inspections involving more than one port, only those parts of the inspections that are completed at a port should be entered on the same line. Individual visits made during the course of an inspection should not be entered.

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- Remarks
 - c. Remarks. Here, information that will aid subsequent inspectors should be entered. For example, when inspections incidental to repairs are made, a brief entry should be made indicating the nature of the repairs or alterations. If all tanks or cargo holds are not entered and inspected during a biennial inspection, those tanks or holds that were should be listed; for drydock examinations, sea valves that were opened and inspected should be indicated. In addition, when a vessel is permitted to sail with outstanding deficiencies after any type of inspection, an entry should be made to inform subsequent inspectors.

- Drills
 - d. Drills. Both columns should be checked for every entry, even when the type of inspection is defined as including one or both drills. When a fire or boat drill is held independent of another inspection, the inspector should enter "Drills" in the first column and appropriate notations in the other columns.

- Port, Signature, and Date
 - e. Port, Signature, and Date. These should be entered upon completion of the inspection. Only the inspector making the entry should sign the card, even when two or more inspectors participate in the total inspection.

- Transferred Information
 - f. Transferred Information. If lifeboat weight tests are not conducted at the time that a new Form CG-2832 is posted, the date of the last weight test and the port where the test was witnessed should be transferred to the new card. Likewise, when remarks on the old card concerning cargo tanks, cargo holds, or sea valves have not changed, the information should be transferred. This information should be the first entry on the new card and should be signed by the inspector.

- Additional Cards Required
 - g. Additional Cards Required. To reflect all inspections of the vessel, it may be necessary to keep extra blank Vessel Inspection Record Cards on board the vessel.

2. Disposition of Outdated Cards After the inspection for certification, the previous Vessel Inspection Record Card(s) may be destroyed or placed in the OCMI's file.

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R. MOBILE OFFSHORE DRILLING UNIT (MODU) SAFETY CERTIFICATE, FORM CG-5334

The OCMI issues this form to MODU's that comply with the applicable provisions of IMO Resolution A.414 (XI) (known as the "MODU Code"), adopted on 15 November 1979, upon request by unit operators. Distribution should be the same as for a COI. Except for primary lifesaving equipment, only that equipment required by the IMO MODU Code and actually aboard should be entered in paragraph 3 of the form (e.g., 2 lifeboats for 80 persons, 4 inflatable life rafts for 80 persons, 84 life jackets, and 8 life buoys). Exemptions granted in accordance with section 1.4 of the Code should be listed in paragraph 4 of the form. If additional space is needed to complete these paragraphs, the reverse of the form may be used.

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S. TRACKING ITEMS OF SPECIAL NOTE AND SPECIAL DESIGN FEATURES IN MSIS

One of the primary advantages of MSIS is that it provides the OCMI with the ability to call up a particular vessel, whether U.S. or foreign flag, and obtain a readout of the inspection history of that vessel.

1. Special Inspection Notes (MISN) When conditions are discovered during an inspection that should be highlighted for scrutiny at later inspections, a MISN should be filed. The MISN is assigned a "Retain Until" date, thereby limiting the length of time that the MISN can be kept on file.

2. Vessel File Design Details (VFDD) Based upon the plan review of a vessel, the Marine Safety Center (MSC) may advise the OCMI of special design features on a vessel that require an entry into MSIS under VFDD. Conditions of particular note on a vessel must be made a permanent part of the vessel's MSIS inspection file by entering as Special Design Feature under VFDD at initial or subsequent inspections, as appropriate. For vessels that travel to, and are inspected by, different zones, the Special Design Features will alert the OCMI to the particular conditions that must receive specific attention by the inspector at each inspection.

Special Design Features

a. Special Design Features. Technological advances in the design, construction and outfitting of vessels frequently outdate specific requirements in existing regulations. For example, new types of insulating and fire-resistant materials enable designers to outfit and furnish vessels, particularly passenger vessels, such that the fire load is reduced to as low as 1 lb/sq ft (Per NVIC 6-80, it has been the philosophy of the Coast Guard to design the structural fire protection regulations for shipboard spaces based upon a fire load of 10 lb/sq ft, except for spaces containing fire-resistant furnishings). For this reason, Commandant (G-MSE) and (G-MOC) have granted equivalencies where new technology has produced equipment or systems that were not considered at the time applicable regulations were written, but which meet the intent of the regulations. These equivalencies usually require the owner or operator of the vessel to maintain certain conditions on board the vessel (such as a fire load of 1 lb/sq ft cited in the example above). Special Design Features in a MSIS will alert the inspector to these special conditions.

Structural Deficiencies

b. Structural Deficiencies. Reviews of Form CG-2752, Report of Structural Failure, Collision Damage or Fire Damage to Inspected Vessel, and other casualty studies have revealed that a particular vessel, or a particular class of vessels, may experience initial or recurring structural failures due to either poor design or repair techniques. When these conditions are found, Commandant should be notified of these conditions (MSM II-A5 concerning structural failure reports), and they should also be made a permanent part of the vessel's inspection record under VFDD. Structural deficiencies that are identified as a class problem by Commandant will be noted by Commandant (G-MOC) for all vessels within that class.