

U.S. Department of
Homeland Security

United States
Coast Guard



Commanding Officer
United States Coast Guard
Marine Safety Center
www.uscg.mil/hq/msc

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16715
May 5, 2003

Dear Small Passenger Vessel Owner/Builder/Naval Architect:

Your local Coast Guard Marine Safety Office has asked you to submit vessel construction details and drawings to the Marine Safety Center for review. I would like to take this opportunity to explain what the Marine Safety Center is and where it fits into your vessel's certification process. Additionally, I will provide you with guidance to streamline the submission process for plans, calculations, and other necessary information to our office.

The Marine Safety Center is staffed with 50 military and civilian naval architects, marine engineers, electrical engineers, and chemical engineers. We assist Marine Safety Offices (MSOs) by reviewing construction and modification plans for certificated passenger and freight vessels, ensuring these vessels meet the minimum standards for hull construction, stability, and engineering systems set forth in the Code of Federal Regulations.

After you submit an application for inspection to your local Marine Safety Office, the MSO will provide you with this letter and a checklist identifying which plans the Marine Safety Center will review. Each item on this checklist is a plan review activity performed by our office and refers to a specific Plan Review Guidance sheet. These Plan Review Guidance sheets are posted on our website which is listed in the header above.

Please review the guidance for the corresponding activities to ensure that you submit a complete package with all of the required plans, calculations, and material information. We cannot review your submission until you have submitted all the required information listed in the Plan Review Guidance. The Plan Review Guidance sheets for structure and stability reviews are written for T-boats only. The machinery and electrical Plan Review Guidance sheets cover requirements for all passenger/cargo vessels, but have been separated into T-boat specific items and those items applicable to other vessels.

On the checklist, the MSO will indicate whether they will review all plans first, or if you should send the indicated plans directly to our office. If the MSO chooses to review all plans first, you must send the plans and supporting information to their office; they will forward the appropriate plans to our office upon completion of their review. If they direct you to submit plans/calculations directly to our office, please use the mailing address on the checklist.

When submitting plans and supporting information, please include a cover letter listing the plans submitted, which vessel(s)/activities you are submitting the plans for, and your contact information so that we can call or write you. Additionally, please submit everything in triplicate so that we may keep a copy and return a copy to you and the local Marine Safety Office.

Once we receive your complete submittal, your vessel will be assigned a project number and the plans and calculations will be separated and reviewed by various branches of engineers. For most small passenger vessels, the three branches that will review your plans are the Small

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Passenger Vessel (Hull) Branch, Machinery Branch, and Electrical Branch. Please note that even though more than one staff engineer may review your vessel's plans, your vessel will have a single project number; please refer to that number in all communications with our office. Our goal is to respond to all submittals within 30 days of receipt and we have agreed to respond within 15 days if the plans and calculations have been reviewed and stamped by a registered Professional Engineer.

As part of our dedication to customer service, the following contact information is provided should you have questions during the plan review process. All of the information included with this letter is also available on our website along with additional guidance for submitters. If you have a general question, you may e-mail us at contactmsc@msc.uscg.mil. If you have a specific question about your vessel, please contact:

<u>Branch Chief:</u>	<u>Responsible for:</u>	<u>Phone:</u>
Small Passenger Vessel	Structures, Stability, General Arrangements	202-366-6481
Machinery	Mechanical Systems, Tanks	202-366-6440
Electrical	Electrical Systems	202-366-6440

I look forward to working with you and the local Marine Safety Office.

Sincerely,



T. G. SLIWINSKI

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