
Facility Inspector



Performance Qualification System (PQS) Workbook

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Marine Safety Training Guide

Facility Inspector

Qualification Code (FI)

This booklet is one section of your personal on the job training (OJT) manual. It is your on-the-job guide to qualification as a Facility Inspector. It is your responsibility to document completed unit training items. For OJT, a person already holding this qualification code (called a verifying officer) is to observe you perform each task and sign in the appropriate space provided in this booklet. It may be necessary to perform a task several times. The verifying officer will not give credit for any task that is not performed satisfactorily.

Multiple verifying officers may make entries in your manual. Every verifying officer must enter his or her name, rate/rank, signature, and initials in the Record of Verifying Officers section.

When you have completed all of the items required by your command for this qualification, your command will issue a letter of designation. Your personnel department will enter the appropriate code in your permanent record, to be reflected in your Personal Data Extract (PDE).

Facility Inspector:

	Date Completed	Verifying Officer:
A. Completion of resident training courses (attach copy of completion certificates):		
1. Entry Level Port Operations Course (ELPOC)	_____	_____
<i>Or</i>		
Marine Science Technician "A" School (MST "A")	_____	_____
B. Completion of Marine Safety Initial Indoctrination Course.	_____	_____
C. Completion of PQS Workbook.	_____	_____
D. Oral board (unit level) – FI.	_____	_____
E. Completed package with documentation submitted to Training Officer/Coordinator for review.	_____	_____

All qualification requirements have been satisfactorily completed.

Training Officer/Coordinator Date

Conduct Pre-Inspection of Facility

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
FI-1	Identify and describe various types of waterfront facilities. State which regulations apply to the facility to be inspected:		
	a. Designated Waterfront Facility (33 CFR 126)	_____	_____
	b. Facility of Particular Hazard (33 CFR 126)	_____	_____
	c. Liquefied Natural Gas Facility (33 CFR 127)	_____	_____
	d. Liquefied Hazardous Gas Facility (33 CFR 127)	_____	_____
	e. Facilities Transferring Oil or Hazardous Material in Bulk (33 CFR 154 & 156)	_____	_____
	f. Waste Reception Facility (33 CFR 158)	_____	_____
FI-2	Conduct pre-inspection review of facility (MSM Vol II Ch 34-D)	_____	_____
FI-3	Identify areas of concern and history of non-compliance (MSM Vol II Ch 34-D)	_____	_____
FI-4	Prepare inspection plan (Unit Policy)	_____	_____
FI-5	Describe the occupational safety equipment and precautions required to conduct a facility inspection (Unit Safety Plan)	_____	_____

Inspect Designated Waterfront Facility

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
F1-6	Introduce team/discuss inspection procedures with facility manager	_____	_____
FI-7	Describe conditions for designation as a Designated Waterfront Facility. Inspect the facility and equipment for compliance.		
	a. Guards. (33 CFR 126.15(a))	_____	_____
	b. Smoking (33 CFR 126.15(b))	_____	_____
	c. Welding or Hot Work (33 CFR 126.15(c))	_____	_____
	d. Trucks & Other Motor Vehicles (33 CFR 126.15(d))	_____	_____
	e. Pier Automotive Equipment (33 CFR 126.15(a), MSM Vol II CH 34)	_____	_____
	f. Rubbish & Waste Materials (33 CFR 126.15(f); MSM VII CH 34)	_____	_____
	g. Maintenance Stores & Supplies (33 CFR 126.15(g))	_____	_____
	h. Electrical Wiring (33 CFR 126.15(h))	_____	_____
	i. Heating equipment & Open Fires. (33 CFR 126.15(i), MSM Vol II CH 34)	_____	_____
	j. Fire Extinguishing Equipment (33 CFR 126.15(j); MSM VII CH 34)	_____	_____
	k. Marking of Fire Appliance Locations (33 CFR 126.15(k))	_____	_____
	l. Lighting (33 CFR 126.15(l))	_____	_____
	m. Arrangement of Cargo, Freight, Merchandise or Material (33 CFR 126.15(m), MSM Vol II CH 34)	_____	_____
FI-8	Describe examples of noncompliance	_____	_____

Inspect Facility of Particular Hazard

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
F1-9	Introduce team/discuss inspection procedures with facility manager	_____	_____
FI-10	Describe conditions for designation as a Facility of Particular Hazard. Inspect the facility and equipment for compliance.		
	a. Guards. (33 CFR 126.15(a))	_____	_____
	b. Smoking (33 CFR 126.15(b))	_____	_____
	c. Welding or Hot Work (33 CFR 126.15(c))	_____	_____
	d. Trucks & Other Motor Vehicles (33 CFR 126.15(d))	_____	_____
	e. Pier Automotive Equipment (33 CFR 126.15(a))	_____	_____
	f. Rubbish & Waste Materials (33 CFR 126.15(f))	_____	_____
	g. Maintenance Stores & Supplies (33 CFR 126.15(g))	_____	_____
	h. Electrical Wiring (33 CFR 126.15(h))	_____	_____
	i. Heating equipment & Open Fires. (33 CFR 126.15(i))	_____	_____
	j. Fire Extinguishing Equipment (33 CFR 126.15(j))	_____	_____
	k. Marking of Fire Appliance Locations (33 CFR 126.15(k))	_____	_____
	l. Lighting (33 CFR 126.15(l))	_____	_____
	m. Arrangement of Cargo, Freight, Merchandise or Material (33 CFR 126.15(m))	_____	_____
	n. Inspect Warning Alarms (33 CFR 126.16(b), MSM Vol II CH 34)	_____	_____
FI-11	Describe examples of noncompliance	_____	_____

**Inspect Liquefied Natural Gas (LNG) Facility
(33 CFR 127 Subpart B)**

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
FI-12	Introduce team/discuss inspection procedures with facility manager	_____	_____
FI-13	Verify Facility Documents:		
	a. Letter of Intent (33 CFR 127.007)	_____	_____
	b. Written COTP approved alternatives to the regulations (33 CFR 127.011)	_____	_____
	c. Operations Manual (33 CFR 127.019 & 127.305)	_____	_____
	d. Declaration of Inspection (33 CFR 127.317)	_____	_____
	e. Test Records (33 CFR 127.409)	_____	_____
	f.. Training Records (33 CFR 127.503)	_____	_____
FI-14	Describe conditions for designation as a LNG Facility. Inspect the facility and equipment for compliance.		
	a. Inspect piers & wharves/layout & spacing of marine transfer area (33 CFR 127.101, 33 CFR 127.103, 33 CFR 127.105)	_____	_____
	b. Electrical Power Systems (33 CFR 127.107)	_____	_____
	c. Lighting Systems (33 CFR 127.109)	_____	_____
	d. Communications Systems (33 CFR 127.111)	_____	_____
	e. Warning Signs (33 CFR 127.113)	_____	_____
	f. Sensing & Alarm Systems (33 CFR 127.201)	_____	_____
	g. Portable Gas Detectors (33 CFR 127.203)	_____	_____
	h. Emergency Shutdown (33 CFR 127.205)	_____	_____
	i. Warning Alarms (33 CFR 127.207)	_____	_____
	j. Person in Charge Shoreside Qualifications/Certification (33 CFR 127.301)	_____	_____

Inspect Liquefied Natural Gas (LNG) Facility (cont'd)
(33 CFR 127 Subpart B)

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
	k. Motor Vehicles (33 CFR 127.311)	_____	_____
	l. Bulk Storage (33 CFR 127.201)	_____	_____
	m. Fire Equipment (33 CFR 127.601)	_____	_____
	n. Portable Fire Extinguishers (33 CFR 127.603)	_____	_____
	o. Emergency Outfits (33 CFR 127.605)	_____	_____
	p. Fire Main Systems (33 CFR 127.607)	_____	_____
	q. Dry Chemical Systems (33 CFR 127.609)	_____	_____
	r. International Shore Connection (33 CFR 127.611)	_____	_____
	s. Hotwork (33 CFR 127.617)	_____	_____
	t. Security on Existing Facilities (33 CFR 127.701)	_____	_____
	u. Access to the Marine Transfer Area for LNG (33 CFR 127.703)	_____	_____
	v. Security Systems (33 CFR 127.705)	_____	_____
	w. Security Personnel (33 CFR 127.707)	_____	_____
	x. Protective Enclosures (33 CFR 127.709)	_____	_____
	y. Security Patrol Communications (33 CFR 127.711)	_____	_____
FI-15	Describe examples of noncompliance	_____	_____

**Inspect Liquefied Hazardous Gas (LHG) Facility
(33 CFR 127 Subpart C)**

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
FI-16	Introduce team/discuss inspection procedures with facility manager	_____	_____
FI-17	Verify Facility Documents:		
	a. Letter of Intent (33 CFR 127.007)	_____	_____
	b. Written COTP approved alternatives to the regulations (33 CFR 127.017)	_____	_____
	c. Operations Manual (33 CFR 127.019 & 127.1305)	_____	_____
	d. Declaration of Inspection (33 CFR 127.1317(e))	_____	_____
	e. Test Records (33 CFR 127.1407)	_____	_____
	f.. Training Records (33 CFR 127.1302)	_____	_____
FI-18	Describe conditions for designation as a LHG Facility. Inspect the facility and equipment for compliance.		
	a. Piping Systems (33 CFR 127.1101)	_____	_____
	b. Transfer Hoses & Loading Arms (33 CFR 127.1102)	_____	_____
	c. Piers & Wharves (33 CFR 127.1103)	_____	_____
	d. Layout & Spacing of Marine Transfer Area for LHG (33 CFR 127.1105)	_____	_____
	e. Electrical Systems (33 CFR 127.1107)	_____	_____
	f. Lighting Systems (33 CFR 127.1109)	_____	_____
	g. Communications Systems (33 CFR 127.1111)	_____	_____
	h. Warning Signs (33 CFR 127.1113)	_____	_____
	i. Gas Detection (33 CFR 127.1203)	_____	_____
	j. Emergency Shutdown (33 CFR 127.1205)	_____	_____

Inspect Liquefied Hazardous Gas (LHG) Facility (cont'd)
(33 CFR 127 Subpart CB)

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
	k. Warning Alarms (33 CFR 127.1207)	_____	_____
	l. Respiratory Protection (33 CFR 127.1209)	_____	_____
	m. Person in Charge of Transfers for the Facility (33 CFR 127.1301)	_____	_____
	n. Gas Detection (33 CFR 127.1203)	_____	_____
	o. Emergency Shutdown (33 CFR 127.1205)	_____	_____
	p. Motor Vehicles (33 CFR 127.1311)	_____	_____
	q. Storage of Hazardous Materials (33 CFR 127.1313)	_____	_____
	r. Access to Marine Transfer Areas for LHG (33 CFR 127.1325)	_____	_____
	s. Maintenance (33 CFR 127.1401 thru 127.1409)	_____	_____
	t. Firefighting Equipment (33 CFR 127.1501 thru 127.1511)	_____	_____
	u. Fire Protection (33 CFR 127.1601 thru 127.1603)	_____	_____
FI-19	Describe examples of noncompliance	_____	_____

Facilities Transferring Oil or Hazardous Material in Bulk

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
F1-20	Introduce team/discuss inspection procedures with facility manager	_____	_____
FI-21	Verify Facility Documents:		
	a. Written COTP approved alternatives to the regulations (33 CFR 154.107 & 156.107)	_____	_____
	b. Written exemptions approved by COMDT (33 CFR 154.108 & 156.110)	_____	_____
	c. Letter of Intent (33 CFR 154.110 & 154.740)	_____	_____
	d. Operations Manual (33 CFR 154.300 thru 154.325)	_____	_____
	e. Transfer Hose Records (33 CFR 154.300(f))	_____	_____
FI-22	Describe conditions for designation as Facility Transferring Oil or Hazardous Material in Bulk. Inspect the facility and equipment for compliance.		
	a. Transfer Hose: Design & Markings (33 CFR 154.500)	_____	_____
	b. Transfer Hose Tests & Conditions (33 CFR 154.170)	_____	_____
	c. Loading Arms Design & Markings (33 CFR 154.510)	_____	_____
	d. Loading arms Tests & Conditions (33 CFR 156.170)	_____	_____
	e. Transfer Pipe System (33 CFR 156.170)	_____	_____
	f. Transfer System Relief Valves & Pressure Valves (33 CFR 156.170)	_____	_____
	g. Emergency Shutdown, Remotely Operated Valves, Tank Level Alarms (33 CFR 156.170 & 154.550)	_____	_____
	h. Closure Devices (33 CFR 154.520)	_____	_____
	i. Monitoring Devices (33 CFR 154.525)	_____	_____
	j. Small Discharge Containment (33 CFR 154.530)	_____	_____

Facilities Transferring Oil or Hazardous Material in Bulk (cont'd)

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
	k. Small Discharge Removal. (33 CFR 154.540)	_____	_____
	l. Discharge Containment Equipment (33 CFR 154.545)	_____	_____
	m. Emergency Shutdown (33 CFR 154.550)	_____	_____
	n. Communications (33 CFR 154.560)	_____	_____
	o. Lighting (33 CFR 154.570)	_____	_____
	p. Vapor Control Systems & Testing (33 CFR 154.804 & 156.170)	_____	_____
	q. PIC Designation/Qualification (33 CFR 154.710, 154.730, 154.740(b))	_____	_____
	r. Access for Emergency Equipment (33 CFR 154.735(a))	_____	_____
	s. Hazardous Stores & Supplies (33 CFR 154.535(b)(c))	_____	_____
	t. Spark Arresters (33 CFR 154.735(k))	_____	_____
	u. Welding Hot Work (33 CFR 154.735 (l))	_____	_____
	v. Heating Equipment (33 CFR 154.735(m))	_____	_____
	w. Automotive Equipment with ICE (33 CFR 154.735(m))	_____	_____
	x. Fires & Fire Lamps (33 CFR 154.735(o))	_____	_____
	y. Electrical Wiring & Equipment (33 CFR 154.735(p), (q), (r))	_____	_____
	z. Tank Cleaning/Gas Freeing Operations (33 CFR 154.735(t))	_____	_____
	aa. Security Guards or Equivalent Controls (33 CFR 154.735(t))	_____	_____
	bb. Warning Signs (33 CFR 154.735 (v))	_____	_____
FI-23	Describe examples of noncompliance	_____	_____

Facilities Transferring Oil or Hazardous Material in Bulk (cont'd)

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
FI-24	Conduct a field Review of an Oil Spill Response Plan.		
	a. Operating Restrictions (33 CFR 154.1025(m))	_____	_____
	b. Qualified Individual & Alternate (33 CFR 154.1026)	_____	_____
	c. Ensure Availability of Response Resources (33 CFR 154.1028)	_____	_____
	d. Discharge Scenarios (33 CFR 154.1029 & 154.1035)	_____	_____
	e. Sensitive Areas Identified (33 CFR 154.1035)	_____	_____
	f. Response Resources Identified (33 CFR 154.1045)	_____	_____
	g. Training (33 CFR 154.1050)	_____	_____
	h. Drills (33 CFR 154.1055)	_____	_____
	i. Inspection/Maintenance of Non-OSRO Resources (33 CFR 154.1057)	_____	_____
	j. Plan Approved by COTP (33 CFR 154.1060)	_____	_____
	k. Annual Review by Owner/Operator (33 CFR 154.1065)	_____	_____
FI-25	Describe examples of noncompliance	_____	_____

Marpol Reception Facilities

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
FI-26	Introduce team/discuss inspection procedures with facility manager	_____	_____
FI-27	Describe which terminal or port must have Oil, NLS, & Garbage Reception Facilities (33 CFR 158.110 & 158.133)	_____	_____
FI-28	Describe which terminal or port must have a Certificate of Adequacy for Oil, NLS, & Garbage (33 CFR 158.110 & 158.135)	_____	_____
FI-29	Inspect facility & equipment for compliance		
	a. Determine if a COA is valid (COMDTINST M16450)	_____	_____
	b. Verify names, person in charge, address & phone numbers of reception facilities (COMDTINST M16450.27)	_____	_____
	c. Verify the reception facility's estimated daily average capacity as stated on the COA (33 CFR 158.220, 158.320, & 158.420)	_____	_____

Follow up Actions

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
FI-30	Identify compliance/non compliance & take follow up action		
	a. Suspend unsafe transfer operation (unit policy)	_____	_____
	b. State follow up action if there are no deficiencies (unit policy)	_____	_____
	c. Identify deficiencies and describe follow up action for each (unit policy)	_____	_____
	d. Provide facility operator the results of inspection, explain deficiencies	_____	_____
	e. Complete the applicable "PS" product sets in MSIS	_____	_____
	f. Prepare a Letter of Warning		
	g. Prepare a Letter of Violation		
	h. Complete the applicable "MS" product sets in MSIS		

