

MARINE SAFETY TRAINING GUIDE

HARBOR SAFETY OFFICER (EK)

REV: 12/94 (10/2000)

This booklet is one section of your On-the-Job Training (OJT) Manual and it serves two purposes. First, it lists and defines all the things that you should complete while participating in your unit's OJT program. You should note the dates on which you performed each of the items listed. Make these notations in the Date Performed column of this booklet. For OJT, a person already qualified in this area, called a verifying officer, is to observe you perform each of the items, and sign in the appropriate space provided in your booklet. It may be necessary to perform an item several times. The verifying officer will not give credit for any task that is not performed satisfactorily.

Second, this booklet lists and defines all of the things that you must do to demonstrate your ability to carry out the functions and responsibilities required of each marine safety task comprising each section. It represents your OJT guide to qualification in this area of marine safety work. All of the training that you are to receive in resident courses, correspondence courses, unit provided lesson plans and exercises, and OJT are listed here. Your responsibility for documenting completed resident training and unit training items is self-explanatory.

You should actively search for identical items that you have completed in other sections of your OJT Manual. In some cases your command may desire that these items be repeated for each section even though they are very similar, or even identical to items that you have completed in this or other sections. Repeating important tasks several times can provide valuable reinforcement. Your command will determine whether or not such reinforcement training is necessary or desirable for each of these redundant sections. Once again, you should discuss these items with your Training Officer/Coordinator, or other command designated representative.

When you satisfactorily complete all of the items required by your command for this section, your command will issue a letter of designation to you which will become a part of your permanent record. This letter states that you have satisfactorily completed all of the training requirements for this area of designation.

The requirements marked "*" are for officer personnel only. Those marked "***" are for team leaders only.

HARBOR SAFETY OFFICER (EK)

ENTRY LEVEL REQUIRED FOR ALL PERSONNEL

DATE COMPLETED

- A. Initial Indoctrination Course Series (IICS). _____
- B. Watchstander/Duty Officer Qualification. _____

EK-R: RESIDENT TRAINING REQUIREMENTS

- A. Active Duty:
 - 1. Complete MS401R Entry Level Port Operations Course (ELPOC). _____
OR
 - 2. Complete MS 400R Marine Safety Petty Officer Course (MSPOC), _____
OR
 - 3. Complete MS 422R Port Operations Department Course (PODC). _____

- B. Reserve:
 - 1. Complete MS 420R Port Securityman "A" Course, _____
OR
 - 2. Complete MS 421R Port Securityman Direct Entry Course (PSDE), _____
OR
 - 3. Complete MS 401R Entry Level Port Operations Course (ELPOC). _____
OR
 - 4. Complete MS 402R Marine Safety Officer Course (MSOC) or the former Port Safety and Security Officer Course (PSSO). _____

EK-1: CONDUCT PATROLS FOR HARBOR AND ZONE CONTROL

DATE PERFORMED VERIFYING OFFICER

- A. List and describe the types of patrols. (COMDTINST M16000.11 CHAP 1) _____

- B. Describe which type of patrol to use under specific port conditions based on unit and Commandant policy. (COMDTINST 16000.26) _____

- C. Select and conduct appropriate patrol. _____

- C. List equipment available for communications while _____

conducting patrols. (COMDTINST M16000.11 CHAP 1;
District OPLAN; local communications policies)

EK-1: CONDUCT PATROLS FOR HARBOR AND ZONE CONTROL (cont'd)

	<u>DATE</u>	<u>VERIFYING</u>
	<u>PERFORMED</u>	<u>OFFICER</u>
D. Describe which communications equipment is most appropriate and available to use for the circumstances of a given patrol.	_____	_____
E. List routine communications procedures to exercise while conducting patrols. (COMDTINST M16000.11 CHAP 1; District OPLAN; local unit policy)	_____	_____
F. Describe the occupational safety and health equipment and precautions required to conduct a patrol and demonstrate equipment use. (29 CFR 1910.120(q)(6); COMDTINST M16000.6 CHAP 10)	_____	_____
G. List sources and types of information available to determine vessel status. (MSIS; COMDTINST M16000.11 CHAP 1)	_____	_____
H. List sources and types of information available to determine facility status. (MSIS and local facility files including inspection and surveys (COMDTINST M16000.7 CHAP 22; 33 CFR 154.310)	_____	_____
I. List other areas or activities of interest in the port to observe during patrols. (COMDTINST M16000.11 CHAP 1; local patrol procedures)	_____	_____
J. Select vessel/facilities at areas of greatest interest to observe during a patrol (MSIS; COMDTINST M16000.11 CHAP 1; local patrol procedures)	_____	_____
L. Identify and locate specific high activity areas in the port. (contingency plans; facility surveys; COMDTINST M16000.11 CHAP 1; Port Authority info; harbor charts)	_____	_____
M. List the conditions for designation as a designated waterfront facility and state which parts of CFR and MSM apply. (33 CFR 126.15; COMDTINST M16000.11 CHAP 1)	_____	_____

EK-1: CONDUCT PATROLS FOR HARBOR AND ZONE CONTROL (cont'd)

	DATE <u>PERFORMED</u>	VERIFYING <u>OFFICER</u>
N. Identify and locate inspected (designated, LNG, bulk liquid) waterfront facilities in the port. (local facility files; local contingency plan)	_____	_____
N. Identify and locate environmentally sensitive areas in the port. (local contingency plans; local indoctrination procedures)	_____	_____
O. Identify locations of chronic or potential sources of pollution in the port. (COMDTINST M16000.11 CHAP 1; local contingency plans; unit policy)	_____	_____
P. List possible hazards to patrol craft or vehicles. (vessel or vehicle operating qualification manuals)	_____	_____
Q. Identify specific hazards to patrol craft or vehicles in the port during patrols. (local port info; harbor charts; road maps)	_____	_____
R. Describe the types of limited access areas and state which parts of CFR and MSM apply. (COMDTINST M16000.11 CHAP 1; 33 CFR 6, 165)	_____	_____
S. Demonstrate enforcement of the limits and terms of any limited access area during a patrol using COMDTINST M16000.11 CHAP 1, requirements of any specific limited access area. (33 CFR 6, 165)	_____	_____
U. Identify the limits of channels in the port. (navigational charts)	_____	_____
V. List which parts of the CFR and MSM apply to designated anchorage areas. (33 CFR 109-110; COMDTINST M16000.11 CHAP 1)	_____	_____
W. Identify the limits of any designated anchorage areas in the port. (33 CFR 110; local harbor charts)	_____	_____

EK-1: CONDUCT PATROLS FOR HARBOR AND ZONE CONTROL (cont'd)

DATE VERIFYING
PERFORMED OFFICER

- | | | |
|--|--------------|--------------|
| <p>X. Demonstrate enforcement of the limits and terms of any designated anchorages during a patrol. (COMDTINST M16000.11 CHAP 1; CFR 109.15)</p> | <p>_____</p> | <p>_____</p> |
| <p>Y. Determine if any changes have occurred since previous reports of port situations or harbor conditions. (COMDTINST M16000.11 CHAP 1; logs/reports of previous patrols)</p> | <p>_____</p> | <p>_____</p> |
| <p>Z. Determine the status of continuing situations or conditions since previous reports of port harbor conditions. (COMDTINST M16000.11 CHAP 1; logs/reports of previous patrols)</p> | <p>_____</p> | <p>_____</p> |
| <p>AA. Observe presence of any obstructions to navigation within the port.</p> | <p>_____</p> | <p>_____</p> |
| <p>AB. Observe any bunkering/lightering ops within the harbor.</p> | <p>_____</p> | <p>_____</p> |
| <p>AC. Identify any barge fleeting area(s) within the port.</p> | <p>_____</p> | <p>_____</p> |
| <p>AD. Draft a harbor patrol report. (local unit policy)</p> | <p>_____</p> | <p>_____</p> |
| <p>AE. Prepare MSIS Product Set to document harbor patrol hours. (COMDTINST M16000.6 CHAP 12)</p> | <p>_____</p> | <p>_____</p> |
| <p>AF. Review the local vesselboarding and facility inspection forms. (local unit policy; Bulk Liquid Facility Inspection Booklet CG 5562A)</p> | <p>_____</p> | <p>_____</p> |
| <p>AG. Review a marine event permit. (COMDTINST M16000.11 CHAP 1)</p> | <p>_____</p> | <p>_____</p> |

EK-2: ADMINISTER A PERMIT PROGRAM FOR HARBOR AND ZONE CONTROL

**DATE VERIFYING
PERFORMED OFFICER**

- | | | |
|--|--------------|--------------|
| <p>A. List all types of permits which are issued by the Captain of the Port. (COMDTINST M16000.11 CHAP 1; 33 CFR 126.27; 33 CFR 126.17-25; 49 CFR 176.100; 49 CFR 176.415; 33 CFR 126.15(c); 49 CFR 176.54; 33 CFR 109-110; 49 CFR 176.65; 33 CFR 164.55; 33 CFR 154.107; 33 CFR 155.120-130; 33 CFR 156.107; 33 CFR 125; COMDTINST M16000.12; 33 CFR 160.7)</p> | <p>_____</p> | <p>_____</p> |
| <p>B. Describe conditions for and the process of issuing, reissuing, or revoking a COTP permit. (COMDTINST M16000.11 CHAP 1; 33 CFR 126.27; 33 CFR 126.17-25; 49 CFR 176.100; 49 CFR 176.415; 33 CFR 126.15(c); 49 CFR 176.54; 33 CFR 109-110; 49 CFR 176.65; 33 CFR 164.55; 33 CFR 154.107; 33 CFR 155.120-130; 33 CFR 156.107; 33 CFR 125;33 CFR 160.7)</p> | <p>_____</p> | <p>_____</p> |
| <p>B. Compare conditions for issuing or reissuing a permit, with the permit application and identify any problems or deficiencies. (COMDTINST M16000.11 CHAP 1; 33 CFR 126.27; 33 CFR 126.17-25; 49 CFR 176.100; 49 CFR 176.415; 33 CFR 126.15(c); 49 CFR 176.54; 33 CFR 109-110; 49 CFR 176.65; 33 CFR 164.55; 33 CFR 154.107; 33 CFR 155.120-130; 33 CFR 156.107; 33 CFR 125; 33 CFR 160.7; unit policy)</p> | <p>_____</p> | <p>_____</p> |
| <p>D. Discuss safety circumstances and resultant effects of issuing, reissuing, or revoking permits.</p> | <p>_____</p> | <p>_____</p> |
| <p>E. Demonstrate the process of issuing, reissuing, or revoking\ COTP permits. (COMDTINST M16000.11 CHAP 1; 33 CFR 126.27; 33 CFR 126.17-25; 49 CFR 176.100; 49 CFR 176.415; 33 CFR 126.15(c); 49 CFR 176.54; 33 CFR 109-110; 49 CFR 176.65; 33 CFR 164.55; 33 CFR 154.107; 33 CFR 155.120-130; 33 CFR 156.107; 33 CFR 125; COMDTINST M16000.12; 33 CFR 160.7; unit policy)</p> | <p>_____</p> | <p>_____</p> |
| <p>F. List and describe types of permits issued by other agencies for waterfront or port activities.</p> | <p>_____</p> | <p>_____</p> |

EK-3: ISSUE AND ENFORCE COTP ORDERS FOR HARBOR AND ZONE CONTROL

- A. Describe a COTP order and state which parts of the CFR, MSM apply. (33 CFR 160;COMDTINST M16000.11 CHAP 1) _____
- B. Describe what circumstances might present the need for a COTP order in the port. (33 CFR 160; COMDTINST M16000.11 CHAP 1; unit policy) _____
- C. Determine, given certain circumstances, if a COTP order is needed. (33 CFR 160; COMDTINST M16000.11 CHAP 1) _____
- * D. Demonstrate the process for issuing a COTP order when needed. (33 CFR 160; COMDTINST M16000.11 CHAP 1; unit policy) _____
- E. Describe the means of enforcing a COTP order. (33 CFR 160; COMDTINST M16000.11 CHAP 1; unit policy) _____
- F. Identify circumstances of noncompliance with a COTP order and state necessary follow up action. (33 CFR 160; COMDTINST M16000.11 CHAP 1; unit policy) _____

EK-4: WASTE RECEPTION FACILITIES

- A. Describe the permit required, application, inspection and maintenance of Facility Certification. (33 CFR 158) _____

EK-5: ESTABLISH AND ENFORCE LIMITED ACCESS AREAS

- | | <u>DATE PERFORMED</u> | <u>VERIFYING OFFICER</u> |
|---|-----------------------|--------------------------|
| A. List the three primary types of limited access areas, when and why they are generally used and who can establish them. (33 CFR 6, 165; COMDTINST M16000.11 CHAP 1; COMDTINST M16000.12 CHAP 2) | _____ | _____ |
| C. Discuss circumstances which might present a need for a limited access area in the port. (33 CFR 6, 165; COMDTINST M16000.11 CHAP 1; COMDTINST M16000.12 CHAP 2) | _____ | _____ |
| D. Determine the appropriate type of limited access area based on the circumstances and need. (33 CFR 6, 165, | | |

COMDTINST M16000.11 CHAP 1; COMDTINST
M16000.12 CHAP 2; unit policy)

EK-5: ESTABLISH AND ENFORCE LIMITED ACCESS AREAS (cont'd)

	<u>DATE</u> <u>PERFORMED</u>	<u>VERIFYING</u> <u>OFFICER</u>
E. Describe the process of establishing a limited access area. (33 CFR 6, 165; COMDTINST M16000.11 CHAP 1; unit policy; COMDTINST M16704.2 series)	_____	_____
F. Describe the means of enforcing a limited access area. (33 CFR 6, 165; COMDTINST M16000.11 CHAP 1; COMDTINST M16000.12 CHAP 2; unit policy)	_____	_____
G. Identify the limits and terms of any limited access areas in the port. (33 CFR 6, 165; COMDTINST M16000.12 CHAP 2; local unit info)	_____	_____
H. Demonstrate enforcement of the limits and terms of any limited access areas in the port. (COMDTINST M16000.12 CHAP 2; 33 CFR 6, 165; unit policy)	_____	_____
I. Describe possible circumstances of noncompliance with the requirements of a limited access area.(unit policy)	_____	_____
J. Describe follow-up action for noncompliance with requirements of a limited access area. (COMDTINST M16000.12 CHAP 2; 33 CFR 165; unit policy)	_____	_____
K. Demonstrate or describe the process of disestablishing or cancelling a limited access area. (33 CFR 165; unitpolicy)	_____	_____
L. State appropriate occupational safety and health requirements for enforcing a limited access area. (unit policy, COMDTINST M16000.6 CHAP 10)	_____	_____
M. Draft & review safety/security zone and regulated navigation area documents. (COMDTINST M16000.11 CHAP 1; COMDTINST M16704.2 series)	_____	_____

*** EK-6: IMPLEMENT & SUPERVISE A HARBOR SURVEILLANCE PROGRAM (COMDTINST M16000.11 CHAP 1)**

DATE PERFORMED VERIFYING OFFICER

EK-Q: QUALIFICATION REQUIREMENTS

SATISFACTORILY COMPLETE THE FOLLOWING:

DATE COMPLETED

ENTRY LEVEL REQUIRED FOR ALL PERSONNEL

EK-R: RESIDENT TRAINING REQUIREMENTS

EK-1: CONDUCT PATROLS

EK-2: ADMINISTER PERMIT PROGRAM (OPTIONAL)

EK-3: ISSUE AND ENFORCE COTP ORDERS

EK-4: INSPECT WASTE RECEPTION FACILITY

EK-5: ESTABLISH AND ENFORCE LIMITED ACCESS AREAS

EK-6: IMPLEMENT & SUPERVISE A HARBOR SURVEILLANCE PROGRAM.

QUALIFICATION BOARD OR EXAMINATION ADMINISTERED BY TRAINING BOARD (Command Option)

PASS/FAIL

ALL QUALIFICATION REQUIREMENTS HAVE BEEN SATISFACTORILY COMPLETED

TRAINING OFFICER/COORDINATOR DATE

QUALIFICATION TRACKING SHEET
Harbor Safety Officer

PERSONAL DATA:

Name: _____ Rate: _____

QUALIFICATION DATA:

Security Clearance - Date obtained: _____ (if required)

REVIEW VERIFICATION:

Supervisor - Initial Review: Date: _____

Training Officer - Secondary Review: Date: _____

Chief, Port Operations - Approval: Date: _____

QUALIFICATION CODE (EK): Date assigned: _____

RESERVE SPECIFIC DATA:

CGRU: _____

Gaining Command (MOB Site): _____

Command assigned for augmentation: _____