

Auxiliary  
Port State Control  
Boarding Team Assistant  
(AUX-AEI)



Performance Qualification  
System (PQS) Workbook

## **Auxiliary Port State Control Boarding Team Assistant**

### **INTENT**

Upon successful completion of this personal qualification, a person will hold the minimum competencies to assist a qualified Port State Control Officer in conducting Port State Control boardings. Auxiliarists should not participate in boardings where members of the boarding team are armed, or where the vessel's cargo presents an elevated health or safety concerns (ex. Explosive loads, Liquified Hazardous Gases, carcinogenic cargoes, etc).

### **Marine Safety and Environmental Protection Training Guide**

#### **Auxiliary Port State Control Boarding Team Assistant**

#### **AUX-AEI**

This booklet is your personal on the job training (OJT) guide to qualification as an Auxiliary Port State Control Boarding Team Assistant. It is your responsibility to document completed unit training items. For OJT, a person already holding this qualification code (called a verifying officer/mentor) is to review your qualifications and/or 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/mentor must enter his or her name, rate/rank or Auxiliary qualification, 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.



## Auxiliary Port State Control Boarding Team Assistant

### References:

The following references will aid you in completing the majority of tasking in this manual:

- Marine Safety Manual Vol I, Ch. 2.
- Marine Safety Manual Vol. II, Ch. 19, 20, 21, 22, 23, 24 and 25.
- 33 CFR 151, 155, 156, 157, 159, 160 and 164.
- 46 CFR 30, 34, 35, 150, 151, 153 and 154
- International Convention for the Safety of Life at Sea (SOLAS).
- International Convention for the Prevention of Pollution from Ships (MARPOL).
- International Convention on Standards of Training, Certification and Watchkeeping (STCW).
- International Labor Organization (ILO).
- International Convention on Load Lines (ICLL).
- Foreign Freight Vessel Examination Book (CG-840 FV).
- Port State Control Monthly Message (G-MOC-4).
- 33 CFR 6, 101, 104, 120
- Navigation and Vessel Inspection Circular (NVIC) 04-03
- International Ship & Port Facility Security Code and SOLAS Amendments 2002
- Marine Safety Manual Volume VII, Port Security, COMDTINST M16000.12

**Auxiliary Port State Control Boarding Team Assistant**

| <i>Task No.</i>                              | <i>OJT Task</i>  | <i>Date Completed</i> | <i>Verifying Officer's Initials</i> |
|--|--|-----------------------|-------------------------------------|
| <b>PRE-BOARDING ACTIVITIES</b>               |  |                       |                                     |
| AEI1   | Describe types of boardings conducted and details of each.   | _____                 | _____                               |
| AEI2   | Identify vessels as high priority for boarding utilizing MISLE, AEI Monthly Message and/or PSC Boarding Matrix (MSM Vol. 2).           | _____                 | _____                               |
| AEI3   | Predetermine type of boarding to be conducted utilizing, MISLE, AEI Monthly Message and/or AEI Boarding Matrix.                        | _____                 | _____                               |
| AEI4   | Determine applicable SOLAS conventions prior to boarding (Foreign vessels only).   | _____                 | _____                               |
| AEI5   | Identify the type of cargo operations associated with the vessel.  | _____                 | _____                               |
| AEI6   | Describe the occupational safety and health equipment and precautions required to conduct each boarding and demonstrate equipment use. | _____                 | _____                               |
| <b>ASSIST IN THE EXAMINATION OF A VESSEL</b> |  |                       |                                     |
| AEI7   | Observe the following items as you approach the vessel:  |                       |                                     |
|  | a. Cargo being transferred/waiting for transfer  | _____                 | _____                               |
|  | b. General condition of vessel   | _____                 | _____                               |
|  | c. Warning signs & signals   | _____                 | _____                               |
|  | d. Suitability of gangway and moorings   | _____                 | _____                               |
|  | e. Cargo leakage/pollution   | _____                 | _____                               |
|  | f. Vessel draft & loadline   | _____                 | _____                               |
|  | g. Hull Damage   | _____                 | _____                               |
| AEI8   | Demonstrate familiarity with common shipboard terms  | _____                 | _____                               |
| AEI9   | Review and describe the purpose/applicability of the following Flag State/Class Society/Coast Guard issued Documents:                  |                       |                                     |
|  | a. Safety Equipment Certificate (SOLAS, MSM Vol. II)   | _____                 | _____                               |
|  | b. Safety Construction Certificate (SOLAS, MSM Vol. II)  | _____                 | _____                               |
|  | c. Safety Radiotelegraph Certificate (SOLAS, MSM Vol. II)  | _____                 | _____                               |
|  | d. Safety Radiotelephone Certificate (SOLAS, MSM Vol. II)  | _____                 | _____                               |
|  | e. International Loadline Certificate (46 CFR 42-47, MSM Vol. II)  | _____                 | _____                               |

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|                 | f. Certificate of Financial Responsibility (33 CFR 133-135)                                  | _____                 | _____                               |
|                 | g. International Tonnage Certificate   | _____                 | _____                               |
|                 | h. Safety Management Certificate   | _____                 | _____                               |
|                 | i. Document of Compliance  | _____                 | _____                               |
|                 | j. Vessel Boarding Report (CG-5437)  | _____                 | _____                               |
|                 | k. Dangerous Cargo Manifest (49 CFR 176.30)  | _____                 | _____                               |
|                 | l. Certificate of Inspection (U.S. Vessels only – MSM Vol. II)                               | _____                 | _____                               |
|                 | m. Tank Vessel Examination Letter (MSM Vol II Ch 27-F-29)                                    | _____                 | _____                               |
|                 | n. Vessel Officer's Licenses (MSM Vol III, Ch 1)   | _____                 | _____                               |
|                 | o. Vessel Crew List (COMDTINST M16000.6)   | _____                 | _____                               |
|                 | p. Certificate of Registry (COMDTINST M16000.6)  | _____                 | _____                               |
|                 | q. Certificate of Compliance (46 CFR 153.900, MSM Vol  | _____                 | _____                               |
| AEI10           | Review and describe the purpose/applicability of the following Manning Certificates:         |                       |                                     |
|                 | a. Safe Manning Document (SOLAS 74/78, IMO Res.A.481)  | _____                 | _____                               |
|                 | b. Officer's Certificates (STCW 95)  | _____                 | _____                               |
|                 | c. Crew Documents (STCW 95, ILO 147 Art II)  | _____                 | _____                               |
| AEI11           | Review and describe the purpose/applicability of the following Logs and Manuals:             |                       |                                     |
|                 | a. Lifesaving Equipment Maintenance Record (SOLAS 74/78 III/19)                              | _____                 | _____                               |
|                 | b. SOLAS Training Manual (SOLAS 74/78 III/18/51)   | _____                 | _____                               |
|                 | c. Bridge Log (33 CFR 164.25, STCW 95 I/14)  | _____                 | _____                               |
| AEI12           | Review and describe the purpose/applicability of the following Pollution Prevention records: |                       |                                     |
|                 | a. Oil Record Book (Part 1) (MARPOL 73/78, 33 CFR 151.25)                                    | _____                 | _____                               |
|                 | b. Shipboard Oil Pollution Emergency Plan (SOPEP) (MARPOL 73/78, 33 CFR 151.26)              | _____                 | _____                               |
|                 | c. Vessel Response Plan (33 CFR 155.1030, 155.1045)  | _____                 | _____                               |

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|-----------------|---|-----------------------|-------------------------------------|
|                 | d. Oil Transfer Procedures (33 CFR 155.720)   | _____                 | _____                               |
|                 | e. International Oil Pollution Prevention Certificate or Certificate of Equivalency (NVIC 8-83, 33 CFR 151.19/21) | _____                 | _____                               |
| AEI13           | Review and describe the purpose/applicability of the following Cargo Records:                                     |                       |                                     |
|                 | a. Dangerous Cargo Manifest (DCM) (SOLAS 74/78 VII/5, 49 CFR 176.30)  | _____                 | _____                               |
|                 | b. Training Records (49 CFR 172.700-704)  | _____                 | _____                               |
|                 | c. Special Permits (46 CFR 148.01-7)  | _____                 | _____                               |
| AEI14           | Conduct Navigation Safety Examination and determine if equipment is required and operable.                        |                       |                                     |
|                 | a. Charts and Publications (33 CFR 164.33, NVIC 9-83)   | _____                 | _____                               |
|                 | b. Radar (33 CFR 164.35(a), 46 CFR 96.25)   | _____                 | _____                               |
|                 | c. Magnetic Steering Compass (33 CFR 164.35(b), 46 CFR 96.17)   | _____                 | _____                               |
|                 | d. Compass Deviation Table (33 CFR 164.35(c))   | _____                 | _____                               |
|                 | e. Gyrocompass (33 CFR 164.35(d), 46 CFR 96.17)   | _____                 | _____                               |
|                 | f. Gyro Repeater (33 CFR 164.35(e))   | _____                 | _____                               |
|                 | g. Illuminated Rudder Angle Indicator (33 CFR 164.35(f))  | _____                 | _____                               |
|                 | h. Maneuvering Fact Sheet (33 CFR 164.35(g))  | _____                 | _____                               |
|                 | i. Depth Sounder (33 CFR 164.35(h))   | _____                 | _____                               |
|                 | j. Depth Recorder (33 CFR 164.35(I))  | _____                 | _____                               |
|                 | k. Relative Motion Plotting Equipment (33 CFR 164.35(j))  | _____                 | _____                               |
|                 | l. Steering Gear Change-over Diagram (33 CFR 164.35(k))   | _____                 | _____                               |
|                 | m. RPM Indicators (33 CFR 164.35(l))  | _____                 | _____                               |
|                 | n. Labeled Automatic Radar Plotting Aid (ARPA) (33 CFR 164.38)  | _____                 | _____                               |
|                 | o. Electronic Position Fixing Device (33 CFR 164.41)  | _____                 | _____                               |

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|-----------------|---|-----------------------|-------------------------------------|
|                 | p. EPIRB (406 MHz) (SOLAS 74/78 IV/7.1.6)   | _____                 | _____                               |
|                 | q. GMDSS Lifeboat Radios (VHF) (SOLAS 74/78 III/6.2)  | _____                 | _____                               |
|                 | r. 9 GHz Radar Transponders (SART) (SOLAS 74/78 III/6.2, NVIC 9-93)   | _____                 | _____                               |
|                 | s. Navigation Safety Equipment Tested and Logged (33 CFR 164.25)  | _____                 | _____                               |
| AEI15           | Conduct Pollution Prevention Examination and determine if equipment is required and operable.                           |                       |                                     |
|                 | a. Vessel waste disposal procedures (MARPOL73/78 V, 33 CFR 151.63-77)   | _____                 | _____                               |
|                 | b. Oily water separator (33 CFR 155.380, MSM Vol II Ch 31-D-11)   | _____                 | _____                               |
|                 | c. Continuous monitor (33 CFR 155.380, MSM Vol II Ch 31-D-11) NVIC 9-93)  | _____                 | _____                               |
|                 | d. Discharge alarm system (33 CFR 155.380, MSM Vol II Ch 31-D-11)   | _____                 | _____                               |
|                 | e. Placard (33 CFR 155.450, MSM Vol II Ch 31-D-13)  | _____                 | _____                               |
|                 | f. Proper type of approved marine sanitation device (MSD) installed (MSM Vol II Ch 18-K)                                | _____                 | _____                               |
|                 | g. Cargo tank hatches, ullage openings, sounding ports, tank cleaning openings (46 CFR 35.30-10)                        | _____                 | _____                               |
|                 | h. Prohibited oil spaces (33 CFR 155.470, MSM Vol II Ch 31)   | _____                 | _____                               |
|                 | i. Emergency towing arrangements  | _____                 | _____                               |
|                 | j. Ballast tank examinations  | _____                 | _____                               |
| AEI16           | Conduct monitor of cargo or fuel transfer operations.   |                       |                                     |
|                 | a. Declaration of inspection 33 CFR 156.150, MSM Vol II Ch 31)  | _____                 | _____                               |
|                 | b. Adequate communication between persons-in-charge (33 CFR 156.120(q), 33 CFR 155.785, MSM Vol II Ch 3133 CFR 154.560) | _____                 | _____                               |
|                 | c. Vessel transfer procedures being followed (33 CFR 155.750, 33 CFR 156.120)   | _____                 | _____                               |

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| d.              | Person-in-charge present with transfer procedures (33 CFR 156.120(t))  | _____                 | _____                               |
| e.              | Product on transfer procedures product list (33 CFR 156.120(w))  | _____                 | _____                               |
| f.              | All persons required for transfer operations on duty (33 CFR 156.120(u))   | _____                 | _____                               |
| g.              | Red flag, red light and warning sign (attending tank vessel, 46 CFR 35.30-1)   | _____                 | _____                               |
| h.              | Discharge containment (33 CFR 156.120(n), 33 CFR 155.310, and .320, 33 CFR 154.530)  | _____                 | _____                               |
| i.              | Moorings secure (33 CFR 156.120(a))  | _____                 | _____                               |
| j.              | Proper connections or shutoff nozzle (33 CFR 156.120(g))   | _____                 | _____                               |
| k.              | Overboard discharge and sea suction secured if connected to oil transfer system (33 CFR 156.120(h))  | _____                 | _____                               |
| l.              | Discharge clean up equipment accessible (33 CFR 156.120(k), 33 CFR 154.545)  | _____                 | _____                               |
| m.              | Lighting appropriate and shielded (33 CFR 156.120(y), 33 CFR 154.570, 33 CFR 155.790)  | _____                 | _____                               |
| n.              | Flame screens intact (46 CFR 35.30-10)   | _____                 | _____                               |
| o.              | Deck scuppers plugged (46 CFR 35.35-15(c) MSM Vol II Ch 31)  | _____                 | _____                               |
| p.              | Hose length/condition adequate (33 CFR 156.120)  | _____                 | _____                               |
| q.              | Emergency shutdown operable (33 CFR 156.120 & 155.780)   | _____                 | _____                               |
| r.              | Bilges free of hazardous accumulations of oil (COMDTINST M16000)   | _____                 | _____                               |
| AEI17           | Describe and verify entries for the Oil record book checking records for machinery space bilges, fuel oil & cargo tank transfers, and pump room monitors (33CFR 155.370, & 151.25, NVIC 8-83, COMDTINST M16450.26) | _____                 | _____                               |

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**MARITIME SECURITY INSPECTIONS**

AEI18 Determine the validity and accuracy of the vessel's documentation in accordance with 33 CFR 104.240, 33CFR104.130, 33CFR104.135, ISPS Part A Sect. 9.1, the approved Vessel Security Plan, and applicable Coast Guard directives.

a. Verify that the Vessel Security Plan (VSP) is approved.

Onboard manned vessels

b. Verify that a Marine Safety Center (MSC) letter accompanies the approved security plan.

c. Verify that an acknowledgment letter from the Marine Safety Center (MSC) accompanies a security plan that is under review, if applicable.

d. Verify that a copy of an approved Alternate Security Program (ASP) is available for inspection, if applicable.

e. Verify that the ASP includes a letter from the owner or operator certifying which ASP is in use and that the vessel is in compliance with that plan.

f. Verify that the vessel's security assessment report and approved ASP is on site.

g. Determine whether the ASP involves joint facility and vessels.

h. Coordinate with the owner or operator to ensure the availability of the VSP/ASP for unmanned vessels.

i. Verify that the approved VSP or ASP for unmanned vessels is maintained in a secure location, not onboard.

j. Verify the International Ship Security Certificate (ISSC) was issued within the last 5 years for U.S. SOLAS Vessels.

k. Examine waiver letter and verify that any conditions expressed in the letter are implemented, if applicable.

l. Examine the approval letter for any equivalencies that may exist.

Approval letter from Waiver G-MP

m. Identify whether equivalencies are noted in the amendments to the security plan.

n. For SOLAS vessels, review the vessel's Continuous Synopsis Record (CSR).

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Complete and consistent with all other available information

AEI19 Verify that security records are being kept in accordance with 33 CFR 104.235, ISPS Part A 10.1, the approved Vessel Security Plan, and applicable Coast Guard directives.

a. Review security records for training, drills, exercises, security threats, and equipment maintenance.

For training, date of each session, duration of session, a description of the training, and a list of attendees

For each drill or exercise, date held, description of drill or exercise, list of participants; and any best practices or lessons learned

For changes in Maritime Security (MARSEC) Levels, date and time of notification received, and time of compliance with additional requirements

For security threats, date and time of occurrence, how the threat was communicated, who received or identified the threat, description of threat, to whom it was reported, and description of the response

b. Determine whether security records are protected against unauthorized access and disclosure.

c. Review internal and external communication records relating to ship security.

d. Review maintenance, calibration, and testing of security equipment including Ship Security Alert System.

Testing completed IAW manufacturer's recommendations

Working properly, effectively functions in accordance with the VSP

For each occurrence of maintenance, calibration, and testing, the date and time, and the specific security equipment involved

Record of Ship Security Alert (SSA) tests

e. Review Declarations of Security, if applicable.

Manned vessels must keep on board copy of the last 10 DoSs and copy of each continuing DoS for at least 90 days after the end of its effective period

f. Review internal audits.

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Annual audit of VSP

Letter certified by the CSO or VSO stating the date the audit was completed

g. Review auditor's qualifications.

h. Review security incident procedures.

For security incidents, the date and time of occurrence, location within the port, location within the vessel, description of incident or breaches, to whom it was reported, and description of the response

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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**Record of Vessels Boarded/Types:**

| <i>Date:</i> | <i>Vessel Name/Vessel Type (i.e. freight ship):</i> | <i>Initials:</i> | <i>Exam Type</i> |
|--------------|---|------------------|------------------|
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