

United States Coast Guard



FOREIGN PASSENGER VESSEL PERIODIC CERTIFICATE OF COMPLIANCE EXAM PROCESS GUIDE

DIRECTIONS FOR USE

This booklet:

-Is designed to assist qualified Foreign Passenger Vessel Examiners (FPVE's) with completing Periodic examinations in a comprehensive manner while walking each deck from bow to stern.

-Contains an extensive list of items that may be examined during a Periodic exam. In particular, the examiner should pay specific attention to the following items:

- Crew training, proficiency and drills
- Muster list and emergency instructions
- All items contain in the SOLAS Training Manual

-The above list is intended to be a memory jogger and should not be construed as an exhaustive check list of examination procedures and questions.

-Does not establish or change Federal laws or regulations. Refer to IMO publications, CFR's, the FPV Tactics, techniques and procedures (TTP), the Port State Control Job Aid, NVIC's, mission management system (MMS) work instructions, and any locally produced guides for specific regulatory references.

Foreign Passenger Vessel Exam Policy:

Periodic examinations: Performed to ensure vessels are being operated in a safe manner. The focus should be on the performance of officers and crew, with specific attention paid to their training and knowledge of the ship's emergency procedures, firefighting, lifesaving systems, and performance during the drills. The FPVE should also conduct a general walk through of the vessel to ensure the absence of modifications and safety hazards as well as question crewmembers at random to ensure they know their responsibilities. FPVE's may vary the scope of the examination depending upon the material condition of the vessel, the maintenance of the vessel, and the professionalism and training of the crew.

Waste Streams: At least one waste stream should be targeted for a thorough and detailed examination. The stream selection will be based on the FPVE's discretion, taking into account the FPVE's impression about the condition of the various waste stream systems on board the vessel, weighing the need to examine all systems over a reasonable period of time, and maintaining randomness so that the operator has no advance knowledge of the waste stream that may be selected.

Drills: Drills shall be evaluated in accordance with the ship's established onboard training and instructions. Review the ships written procedures to determine what to expect in terms of crew duties and actions during the drill to include crowd control, crisis management scenario(s) and evacuation contingencies.

References:

- USCG Marine Safety Manual, Vol. II: Materiel Inspection, Section D: Port State Control, Chapter 7: Procedures Applicable to Foreign Passenger Vessels – COMDTINST 16000.7B
- Foreign Passenger Vessel Examiners Tactics, Techniques, and Procedures (TTP) - CGTTP 3-72.2
- NVIC 4-04 Environmental Inspection Checklist

Some items listed are not mandatory, but fall under the umbrella of "Management Policy". SMS documentation should address all the elements discussed in this standard. If any elements are not addressed there should be a rationale for its omission. If the areas listed are corporate policy as set out in the company's SMS documentation, then the vessel should be held accountable for the actions as required in 33 CFR 96 and SOLAS Chapter IX.

Vessel Name		IMO Number	
Classification Society		Flag State	
ISM Issuer:			
Outstanding conditions of class or non-conformities Y <input type="checkbox"/> N <input type="checkbox"/>			
Special Notes in MISLE Y <input type="checkbox"/> N <input type="checkbox"/>		Operational Controls Placed on Vessel Y <input type="checkbox"/> N <input type="checkbox"/>	
Call Sign		Length of Vessel	
Net Tons	Deadweight	Gross Tons	
Keel Laid Date	Delivery Date	Last Conversion Date	
Propulsion		Horsepower	
Steering Type		Number of shafts / Pods	
Emergency Contact Information			
Bilge Pump Number		Capacity	Units
Fire Pump Number		Capacity	Units
Lifeboats	Rescue Boats	Tenders	Life rafts
Life Raft Davits	MES	WTDs	Semi-WTD
Total Passengers	Total Crew		Total Onboard

MATERIAL INSPECTION		
TEAM ASSIGNMENTS	LOCATION & TEST EQUIPMENT	TASKS
Team 1- (Team Leader) (_____ Qualified <input type="checkbox"/> (_____ Qualified <input type="checkbox"/> Break-in <input type="checkbox"/>	<ul style="list-style-type: none"> Review of vessel documentation and certificates, manuals, crew licenses and endorsements, logs, potential vessel modifications, potential outstanding conditions of class CVSSA compliance Fire & abandon ship drills 	<ul style="list-style-type: none"> Documentation, Manuals, & Certificates; Vessel Security; and, Navigation Safety Verify use of the decision support system (DSS) on the bridge Conduct Waste Stream audit paperwork with Environmental Officer
Team 2 (_____ Qualified <input type="checkbox"/> (_____ Qualified <input type="checkbox"/> Break-in <input type="checkbox"/>	Midway and all above decks <ul style="list-style-type: none"> General walk through of all decks midway and above the bulkhead deck CVSSA compliance Fire & abandon ship drills 	<ul style="list-style-type: none"> Lifesaving, active & structural fire protection, ILO & High Risk Areas. Crew proficiency
Team 3 (_____ Qualified <input type="checkbox"/> (_____ Qualified <input type="checkbox"/> Break-in <input type="checkbox"/>	All decks above bulkhead deck to midway <ul style="list-style-type: none"> General walk through of all decks above the bulkhead deck to midway CVSSA compliance Fire & abandon ship drills 	<ul style="list-style-type: none"> Fire Protection; ILO & High Risk Areas; Crew proficiency
Team 4 (_____ Qualified <input type="checkbox"/> (_____ Qualified <input type="checkbox"/> Break-in <input type="checkbox"/>	Engine spaces and bulkhead deck and below <ul style="list-style-type: none"> General walk through of the machinery spaces CVSSA compliance Fire & abandon ship drills Waste stream audit 	<ul style="list-style-type: none"> Fire Protection, Machinery Equipment. Choose a waste stream & conduct waste stream audit Crew proficiency
<ul style="list-style-type: none"> Certificate of Compliance Critical profile for vessel printed Ship has onboard at least one crewmember with CVSSA crime scene training Profile checked for special notes and deficiencies Last activity reviewed for drill location / boats used, waste stream New MISLE Activity opened When was the vessel last in the United States _____ Date the ship was last Dry Docked: _____ Team members identified and assigned Safety brief conducted with examination team 		

Initial meeting questions for the master

- What time will debarkation be completed? _____
- What is the ships schedule / departure time? _____
- What time would be best to hold the drills? _____
- Do you conduct a brief before the drill? _____
- Is there anything that might interfere with the examination? (Bunkering, loading stores, etc.)
- Will Class be on board?
- Are there any other inspections scheduled today (Public Health, Agriculture, etc.)?
- Are there any outstanding conditions of Class? (If so, could we get a copy of the class report?)
- Are there any non-conformities (deficiencies) outstanding?
- Have there been any outbreaks of Norovirus or any other diseases?
- Is there an escort assigned to each examination team?
- Can you energize low location lighting prior to our examination?
- Are there any questions or concerns from the Captain or Officers?

Certificates

Document Name	Agency	Port Issued	Date Issued	Expiration Date	Last Endorsed
Certificate of Registry					
Classification Document					
International Tonnage Certificate (ITC)					
Passenger Ship Safety Certificate (PSSC)					
International Load Line Certificate					
Document of Compliance (DOC)(ISM)					
Safety Management Certificate (SMC)					
Safe Manning Certificate					
International Oil Pollution Prevention Certificate (IOPP)					
International Air Pollution Prevention Certificate (IAPP)					
Engine IAPP (EIAPP) (for each engine) & EIAPP Supplements					
International Ship Security Certificate (ISSC)					
Continuous Synopsis Record (CSR)					

Team one (bridge): Documents, waste stream audit, security and crew proficiency evaluation

Documents and waste stream audit

- Garbage Management Plan
- Certificate of Financial Responsibility (COFR)
- Bunker delivery notes / fuel samples onboard
- Lifesaving equipment maintenance record
- Training logs, drill records and SOLAS training manual
- Decision Support System (DSS) for emergency management
- Operations limitations manual
- Exemptions to SOLAS certificates
- Working language established and recorded
- Safety Management Systems (SMS)
- Fixed fire fighting certificates
- Life raft / Marine Evacuation System inspection reports
- Ballast water management plan and reports
- Licenses, endorsements and medical certificates
- Vessel / Coast Guard SAR Plan
- Shipboard Oil Pollution Plan (SOPEP)
- Non-Tank Vessel Response Plan Approval Letter
- Lifeboat / Tender Certificates
- Passenger Terminal Security Plan
- STCW mandatory training requirements, i.e. Crowd Control and Crisis Management training
- Environmental records in conjunction with selected waste stream audit

Team one (bridge): Documents, waste stream audit, security and crew proficiency evaluation

Security

- Access points (Manned and monitored)
- Ship Security Officer records
- Security communications
- Ship Security Officer (Duties, knowledge)
- Crewmember with security responsibilities, i.e. Do they know who the Ship Security officer is and what their responsibilities are as it pertains to security on the ship
- Screening procedures (Observed practices, equipment)
- Access Cards (How are they controlled?)
- Approved Ships Security Plan
- Restricted areas (Locked, means of control)
- Signage (Restricted areas, MARSEC level)

Potential Crew Proficiency Evaluation Questions for the Bridge Team

- What incident codes do you respond to?
- What would you do in the event of a man-overboard?
- What is your muster station?
- What is your assigned lifeboat/liferaft?
- What is the procedure for crash stop (azipods)

Team one (bridge): Team drill assignments

Fire drill: *Bridge*

- Communications between bridge and emergency teams.
- Were Fire Control plans available and used?
- Was a log being kept?
- Were messages sent?
- Was there an assigned GMDSS Operator and did he/she have other duties?

Passenger evacuation: *Bridge.*

- Were orders given for each step of evacuation?
- Was loss of muster area by fire considered (if applicable)?
- Was positive control kept even after abandon ship order given?

Abandon ship: *Inboard side lifeboats / tenders*

- Check boat equipment, question boat crews.
- Witness operation of boat engines and operation of rudders.
- Question of life raft davit crew for competency (if applicable)
- Question MES crew for competency (if applicable)
- Was there positive control of the deck?

Team two (midway and all above decks): evaluate crew proficiency, training and emergency instructions

Fire detection and suppression systems:

- How do you test the heat detectors? How often are they tested?
- How do you test the smoke detectors? How often are they tested?
- How does the water suppression system on board work? Is it a wet system, dry system, high fog?
- How are the section valve tested? By who? How often are they tested?
- Does the ship keep maintenance documentation on the testing and repairing of fire detection and suppression equipment?
- How often are manual call points tested?
- What do you do if a series (more than 2) of smoke detectors aren't working properly?
- Is there any indication on the alarm panel on the bridge which tells you there is an issue with fire or smoke detectors?

General walk through:

- Does the vessel have photo luminescent tape for low location lighting? If so, how often is it tested?
- How often are fire screen doors tested?
- How does the ship address issues with fire screen doors, i.e. not closing properly, closing too fast or too slow?
- What's the procedure for cleaning the galley areas, i.e. floors, food prep areas, grease traps and areas that collected a lot of grease? How is it documented?
- Is there non-combustible furniture in the cabins or other accommodation spaces? If so, where are the approval certificates for them?
- Can balcony partitions be removed in the event of an emergency? How?
- Can cabins be accessed in the event of emergency if locked from the inside? How?
- What is the procedure for accessing a passenger's cabin in the event of an emergency?
- How is the embassy information communicated to the passengers? The crew?
- Are there fireworks used on board the vessel? If so, is there a flag state approval for that?

Team two (midway and all above decks): Team drill assignments

Fire drill: *Forward and upper boundaries, and medical teams*

- Were fire boundaries fwd and above of the affected area set?
- Was equipment for cooling boundaries laid out and used?
- Were fire screen doors throughout area closed?
- Adjacent spaces in the affected area evacuated and marked?
- Was the power secured in the affected areas? Ventilation?
- PA heard throughout area, even after power secured?
- Were medical teams available?
- Did medical teams have necessary equipment available, and did they utilize the appropriate route of egress?

Passenger evacuation: *Forward Stairway and muster stations.*

- Are stairway guides in place?
- Are they properly identified?
- Are muster stations clearly marked?
- Are life jackets available along evacuation route?
- Is someone in charge of muster area? Second PIC assigned?

Abandon ship: *Inboard side lifeboats / tenders*

- Check boat equipment, question boat crews.
- Witness operation of boat engines and operation of rudders.
- Question of life raft davit crew for competency (if applicable)
- Question MES crew for competency (if applicable)
- Was there positive control of the deck?

Team three (midway and all decks to bulkhead deck): Evaluate crew proficiency, training and emergency instructions

Fire detection and suppression systems:

- How do you test the heat detectors? How often are they tested?
- How do you test the smoke detectors? How often are they tested?
- How does the water suppression system on board work? Is it a wet system, dry system, high fog?
- How are the section valve tested? By who? How often are they tested?
- Does the ship keep maintenance documentation on the testing and repairing of fire detection and suppression equipment?
- How often are manual call points tested?
- What do you do if a series (more than 2) of smoke detectors aren't working properly?
- Is there any indication on the alarm panel on the bridge which tells you there is an issue with fire or smoke detectors?
- Is the vessel equipped with a drencher system? If so, where is it located and how does it work?

General walk through:

- Does the vessel have photo luminescent tape for low location lighting? If so, how often is it tested?
- How often are fire screen doors tested?
- How does the ship address issues with fire screen doors, i.e. not closing properly, closing too fast or too slow?
- How often are the laundry spaces checked and clean? Is there documentation for that?
- What's the procedure for cleaning the galley areas, i.e. floors, food prep areas, grease traps and areas that collected a lot of grease? How is it documented?
- Is there non-combustible furniture in the cabins or other accommodation spaces? If so, where are the approval certificates for them?
- How often are the laundry spaces checked and clean? Is there documentation for that?

Team three (midway and all decks to bulkhead deck): evaluate crew proficiency, training and emergency instructions

General walk through (cont'd):

- What's the procedure for cleaning the galley areas, i.e. floors, food prep areas, grease traps and areas that collected a lot of grease? How is it documented?
- Is there non-combustible furniture in the cabins or other accommodation spaces? If so, where are the approval certificates for them?
- Can balcony partitions be removed in the event of an emergency? How?
- Can cabins be accessed in the event of emergency if locked from the inside? How?
- What is the procedure for accessing a passenger's cabin in the event of an emergency?
- How is the embassy information communicated to the passengers? The crew?
- Are the materials in the theater area made of low spread flame material? Is there documentation to confirm that?
- Are there fireworks used on board the vessel? If so, is there a flag state approval for that?
- Is there a silver collection system in the photo lab area?

Hospital space:

- How often are the drugs checked for expiration?
- Who has access to the controlled drugs?
- How many evidence collection kits are kept on board? Where are they kept? Who has access to them?
- Where are the anti-retroviral medications kept? How many doses are kept on board? What is the procedure to replenish the medication if expired or runs out?
- How many people have received sexual assault training? Proof of the training, i.e. certificates?
- How does the ship provide a sexual assault victim with a secure phone and a computer with internet access?
- What's the procedure for discarding with medical waste?

Team three (midway and all decks to bulkhead deck): Team drill assignments

Fire drill: *Aft and below boundaries and staging area*

- Were fire boundaries aft and below of the affected area set?
- Was equipment for cooling boundaries laid out and used?
- Were fire screen doors throughout area closed?
- Adjacent spaces in the affected area evacuated and marked?
- Was the power secured in the affected areas? Ventilation?
- PA heard throughout area, even after power secured?
- Staging area had proper command and control and in located in safe area?

Passenger evacuation: *Aft stairway and muster stations.*

- Are stairway guides in place and properly identified?
- Are muster stations clearly marked?
- Are life jackets available along evacuation route?
- Is someone in charge of muster area? Second PIC assigned?

Abandon ship: *Outboard side lifeboats / tenders*

- Check boat equipment, question boat crews.
- Boats are turned out and lowered to deck without incident.
- Witness operation of boat engines and operation of rudders.
- Was there positive control of the deck?
- Witness disconnect of boat hooks.
- Witness deployment and retrieval of fast rescue boats.
- Witness deployment of life raft (if applicable)
- Question MES crew for competency (if applicable)

Team four (bulkhead deck and below): Evaluate crew proficiency, training and emergency instructions

Engineering:

- What are the procedures in the event of a fire in one of the machinery spaces?
- How can you activate the fixed extinguishing systems in the machinery spaces?
- What are the procedures in the event of a flooding event?
- Where can you go to find what doors and/or valves to close for a space affected by flooding?
- From how many places can WTDs be closed from? Which doors must be closed underway? Is there any flag state approvals to leave them open?
- Where are the semi-watertight doors located?
- What are the procedures if a major fuel leak is discovered?
- Where are all transfers entries logged?
- Who can order the activation of the CO2 system?
- Who can activate the local application fire suppression system?
- Do you use any PPE for your job? If so what is it and when do you use it?
- Show me the nearest fire extinguisher or fire hose station.
- Does the ship have a fixed foam system?
- What would you do if someone sustained severe burns?
- What would you use a water extinguisher on?
- What would you use a dry powder extinguisher on?
- What would you use a foam extinguisher on?
- What would you use a CO2 extinguisher on?
- How many fire pumps does the ship have? Which one is on the emergency switchboard?
- Who would you call in the event of a fire and what is the number?
- Who would you call in the event of a pollution incident and what is the number?
- Who would you call in the event of a medical emergency and what is the number?

Team four (bulkhead deck and below): Team drill assignments

Fire drill: *On scene, and fire party organization.*

- Was there positive control of the team by the leader?
- Was the equipment kept clear of the fire doors and fire parties?
- Was smoke control a factor?
- Were hoses properly laid out and handled?
- Was the power secured in the affected areas? Ventilation?
- PA heard throughout area, even after power secured?
- Firefighter's outfits properly donned and include all gear?

Passenger evacuation: *Amidships stairway and muster stations.*

- Are stairway guides in place?
- Are they proper identified?
- Are muster stations clearly marked?
- Are life jackets available along evacuation route?
- Is someone in charge of muster area? Second PIC assigned?

Abandon ship: *Outboard side and outboard lifeboats / tenders.*

- Check boat equipment, question boat crews.
- Boats are turned out and lowered to deck without incident.
- Witness operation of boat engines and operation of rudders.
- Was there positive control of the deck?
- Witness disconnect of boat hooks.
- Witness deployment and retrieval of fast rescue boats.
- Witness deployment of life raft (if applicable)
- Question MES crew for competency (if applicable)

All teams: evaluating crew proficiency, training and emergency instructions specific to abandonment drills

Muster and emergency instruction:

At a time when the passengers are required to gather at their assigned Muster Stations, evaluate the Muster Station Leaders and vice leaders with using some of the following questions:

- How would you communicate with someone who does not speak English?
- How would you direct them to head fwd/aft?
- How would you direct to the other side of the ship?
- How would you direct passengers to go up or down a deck?
- What are other ways you could communicate with non-English speaking individuals?
- How do I put on my lifejacket? (Use of demonstration) (Direct individual to illustrated directions).
- How do you account for all your personnel? Who's missing (passenger)?
- Who's missing? (Crew) (Verify any missing crew members were accounted for after drill) What happens if the equipment you use is missing, broken or unavailable?
- What's the contingency? Who do you report your accountability to?

Life boats and liferafts:

Along with the usual operational testing of the life boat, ask some of the following questions to the primary and secondary life boat crews:

- Can you show me how to operate the emergency steering?
- Can you show me how to operate the emergency bilge pump?
- Can you show me how to operate the radio?
- How does a hydrostatic release work? Walk me through the steps to take for emergency release, if the hydrostatic release fails.
- How many flares and what's the type of each?
- Where is the sea anchor and how would you use it. (raft)
- How much food and water per each person?
- How would you marshal life rafts? Where do you tie them off?
- How many life rafts can be marshaled at a time?

All teams: evaluating crew proficiency, training and emergency instructions specific to abandonment drills

If there is a Marine Evacuation System (MES) on board:

Ensure members are exercising all procedures up until the point immediately preceding deployment (compare to posted instructions) and ask them to demonstrate:

- What is the first thing you will do when arriving at your station?
- Who accounts for your team members? (What is the contingency?) Is there any equipment to prepare?

Staircase guides and hallway attendant:

Staircase guides must be able to give clear, re-assuring orders. Evaluate this while questioning the crew member.

- Do they have and can they control the flow of passengers?
- I am an 80 year old man/woman and I want to go back to my cabin to retrieve medication. Can I? What's the protocol? (Note the response and compare it to other staircase guides' responses)
- I am a 5 year old boy/girl and I can't find my parents. What do you do? (Note the response and compare it to other staircase guides' responses)
- I am a drunken passenger and refuse to follow direction. What do you do? (Note the response and compare it to other staircase guides' responses)
- What is the general emergency alarm?
- What is the abandon ship alarm?
- If this staircase is unavailable, where is the nearest emergency exit?
- What is the policy on elevator use?
- How do you evacuate someone in a wheelchair?
- Who accounts for your team members? (What is the contingency)?
- Where is my muster station? (Choose one before asking the crew member).

