U.S. Department of Homeland Security

United States Coast Guard

U. S. Coast Guard Sector

Auxiliary Assistant Port State Control Examiner

(Formerly Port State Control Boarding Team Assistant)

Performance Qualification Standard

Revision Date: 05 August 2015

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Auxiliary Assistant Port State Control Examiner
Performance Qualification Standard

Qualification Code: AUX-PSCE

This workbook is your OJT guide towards qualification as an Auxiliary Assistant Port State Control Examiner. It is your responsibility to document completed unit training items. You should also keep track of all examinations completed by filling out the PSC Examination Log located at the end of this workbook.

The Auxiliary Assistant PSCE qualification is the foundation on which all other Auxiliary Assistant PSCO qualifications are based. All Auxiliary Assistant PSCOs are required to complete the tasks contained in this workbook. The only difference between the Auxiliary Assistant PSCE and the other five Auxiliar PSCO designations you may pursue concurrently is the absence of vessel or cargo specific PQS tasks.

The function of the Auxiliary Assistant PSCE is to accompany "specific cargo / vessel related" designated PSCOs, (i.e. tank vessel, freight vessel, etc.), and assist them by performing portions of an examination that are not specifically related to a vessel or cargo type.

As the Auxiliary Assistant PSCE PQS tasks are vessel neutral, if your command chooses to utilize the PSCE to complete the entire documentation review portion of a PSC exam, you should complete those "documentation" related PQS tasks in the PQS workbooks related to the specific vessel type the Auxiliary Assistant PSCE will be conducting the documentation review on.

A Verifying Officer shall observe your successful performance of each task and document such with date and initials 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.

Although authorized in other Auxiliary Assistant PSCO PQS workbooks, **none of the tasks contained in this workbook shall be deferred.**

Verifying Officers shall be experienced and qualified personnel who have demonstrated the ability to evaluate, instruct, and observe other personnel in the performance task criteria. Verifying Officers must be certified in the competencies for which they are to verify and must be command designated. Verifying Officers must enter their title, name, and initials in the Record of Verifying Officers section before making entries in your workbook.

Auxiliarists do not have law enforcement authority. They cannot independently exercise COTP, OCMI, FMSC or FOSC authority and may become personally liable for actions they take outside of prescribed directives. Do not allow an Auxiliarist to be placed in a position that will compromise the limitations on the member's authority.

- **Auxiliarists are prohibited from entering confined spaces. Under no circumstances shall any Auxiliarist be allowed to do tasks requiring such entry.**

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When you have completed all of the items required for this qualification, your COTP will issue a Letter of Designation. You must forward a copy of your Letter of Designation to your DIRAUX for entry into AUXDATA. Should any item be waived the qualification is considered local and will not be entered into AUXDATA and may not be used toward qualification for the Trident device.

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PQS VERIFYING OFFICER SIGNATURE VERIFICATION LOG

RATE/ RANK	SIGNATURE/ PRINT NAME	EMPLID	INITIALS	UNIT
REMARKS:				

RECORD OF COMPLETION

Training Prerequisites	Date	Training Coordinator's Signature
A. Completion of any of the following resident training courses:		
1. Port State Control Officer Course ***(Optional)***		
2. Marine Inspector Course (***Optional***)		
B. Completion of Correspondance Courses:		
1. Introduction to Marine Safety and Environmenatl Protection (IMSEP)		
2. ICS 100		
3. ICS 200		
4. ICS 210 ***or*** ICS 300		
5. IS 700		
6. IS 800		
C. Favorable DO PSI if required by COTP/OCMI		
D. Completion of PQS Workbook.		
E. Successful completion of verification exam **(for Verifying Officer's signature)**		
F. Successful completion of oral qualification board by PSCQB.		
PSCQB Members Present for Board:		
G. Designation Letter submitted for approval.		
REMARKS:		

References

Navigation and Vessel Inspection Circulars (NVIC)

- NVIC 06-03, Change-2 – Coast Guard Port State Control Targeting and Boarding Policy for Vessel Security and Safety
- NVIC 06-05 – Unified Interpretations of SOLAS Chapter II-2, The FSS Code, The FTP Code and Related Fire Test Procedures.
- NVIC 04-05 – Port State Control Guidelines for the Enforcement of Management for the Safe Operation of Ships (ISM Code)
- NVIC 07-04, chg-1 – Ballast Water Management for the Control of Aquatic Nuisance Species
- NVIC 02-03 – Carriage of Navigation Equipment by Ships on International Voyages
- NVIC 10-99 – Interpretations of SOLAS Chapter II-2
- NVIC 03-99 – Global Maritime Distress and Safety System (GMDSS) and Emergency Position Indicating Radiobeacon (EPIRB) Equipment Requirements for Commercial Vessels.
- NVIC 07-98 – The International Maritime Organization Standard Marine Communication Phrases
- NVIC 3-98 – Port State Control Guidelines for the Enforcement of the 1995 Amendments to the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1995 (STCW)
- NVIC 7-68 – Notes on Inspection and Repair of Steel Hulls

Policy Letters

- CG-3PCV Policy Letter 06-09 – Implementation of the International Convention For the Prevention of Pollution from Ships (MARPOL) 73/78; Annex I Revised
- G-PCV Policy Letter 06-05 – Regulatory Interpretation For Notice of Arrival Regulation
- G-PCV Policy Letter 06-01 – Guidance for the Enforcement of MARPOL Annex I During Port State Control Examinations
- G-MOC Policy Letter 05-02 – Guidelines for Interim Voluntary Implementation of Annex VI to the International Convention for the Prevention of Pollution from Ships (MARPOL) 73/78; Prevention of Air Pollution from Ships
- G-MOC Policy Letter 04-13 – Guidelines for the Inspection of Oily Water Monitor and Separator Systems Revision 1; dated 24 Mar 2005
- G-MOC Policy Letter 04-06 – Guidance for Ballast Water Regulations
- G-MOC Policy Letter 02-04 – Enforcement of STCW 95 During Port State Control Exams
- G-MOC Policy Letter 01-01 – Cargo Ship Fixed Fire-Extinguishing System SOLAS Exemptions

References (cont)

Marine Safety Manual (MSM)

- MSM Volume II, Sec D, Chapters 1 – 7
- MSM Volume I, Chapter 10 – Safety and Health Standards
- MSM Volume I, Appendix A-G to Chapter 10

Commandant Instructions

- COMDTINST 16711.12A – The Merchant Shipping (Minimum Standards) Convention, 1976 (ILO 147) and Port State Control (PSC)
- COMDTINST M5100.47, Ch. 11 – Safety and Environmental Health Manual

IMO Publications

- Procedures for Port State Control – Resolution A.787(19), as amended by resolution A.882(21)
- International Convention for the Safety of Life at Sea (SOLAS)
- International Convention for the Prevention of Pollution from Ships (MARPOL 73/78)
- International Convention on Standards of Training and Watchkeeping for Seafarers (STCW 95)
- International Convention on Load Lines, 1966
- International Safety Management Code (ISM Code)
- International Ship & Port Facility Security Code and SOLAS Amendments 2002 (ISPS Code)
- International Life-Saving Appliance Code (LSA Code)
- International Code for Fire Safety Systems (FSS Code)
- International Convention on Tonnage Measurement of Ships, 1969 (ITC)
- International Labor Office, Convention 147 (ILO 147)

U.S. Regulations

- 33 CFR 26, 104, 105, 138, 151, 155, 156, 159, 160, 164
- 46 CFR 1.03, 2, 148,
- 49 CFR 176

References (cont)

Other Sources

- Foreign Vessel Examination Books (CG-840s)
- 'Ship Knowledge – Covering Ship Design, Construction and Operation' by Klaas Van Dokkum – www.dokmar.com
- CG-3PCV-2 Monthly Port State Control Messages
- Special Interest Vessel Website - http://cgweb.comdt.uscg.mil/g-mo/moc/mochm.htm
- Port State Control Website on Homeport - http://homeport.uscg.mil/mycg/portal/ep/browse.do?channelId=-18371
- Port State Control Community on CG Central
- International Association of Classification Societies (IACS) website – www.iacs.org.uk
- IMO website - http://www.imo.org/home.asp

AUXILIARY ASSISTANT PORT STATE CONTROL EXAMINER

Task Number	*Task*	*Date Completed*	*Verifying Officer*
PSCG	**PORT STATE CONTROL OVERVIEW / GENERAL**		
PSCG1	Describe the purpose/ goal of the USCG Port State Control program. o Read International Maritime Organization (IMO) resolution A.787 (19), as amended by resolution A.882 (21) "Procedures for Port State Control". o Describe difference between U.S. domestic vessel Inspections and Port State Control (PSC) Examinations.	_____	_____
PSCG2	Describe the purpose of IMO Resolutions and Circulars.	_____	_____
PSCG3	Define the Coast Guard's authority to board foreign vessels and conduct PSC exams. o State where the U.S. Coast Guard has jurisdiction to conduct Port State Control Exams.	_____	_____
PSCG4	Describe the diplomatic relationships, international implications and economic factors that are evident during a PSC examination. o Articulate in general the impact / trickle down consequences of delaying a vessel.	_____	_____
PSCG5	Define a sub-standard vessel and give examples of detainable items under each of the IMO conventions.	_____	_____
PSCG6	Explain the general content and structure with international conventions. o International Convention for the Prevention of Pollution from Ships (MARPOL) o Guidelines for the Implementation of Annex V of MARPOL 73/78	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	(IMO Pub I656E) o Safety of Life at Sea (SOLAS)		
PSCG6 (Cont.)	o International Ship & Port Facility Code (ISPS Code) o International Safety Management Code (ISM Code) o International Life-Saving Appliance Code (LSA Code) o International Code for Fire Safety Systems (FSS Code) o International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) o International Convention on Load Lines , 1966 (ICLL) o International Labor Office, Convention 147 (ILO 147) o International Convention on Tonnage Measurement of Ships, 1969 (ITC) o International Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk (IBC Code) o U.S. Regulations, U.S. Code	_____	_____
PSCG7	Define Coast Guard resources and be able to locate PSC policy and program guidance. o Marine Safety Manual o Navigation & Vessel Inspection Circular (NVIC) - purpose o Policy letters o PSC Monthly Message o PSC Homeport o PSC CG Central Page	_____	_____
PSCG8	Describe the role of a vessel agent.	_____	_____
PSCG9	Describe the role of a Recognized Organization (RO).	_____	_____

AUXILIARY ASSISTANT PORT STATE CONTROL EXAMINER

Task Number	*Task*	*Date Completed*	*Verifying Officer*
PSCG10	Describe the role of a Recognized Security Organization (RSO).	_____	_____
PSCG11	Define the role and members of the International Association of Classification Societies (IACS) (http://www.iacs.org.uk/)	_____	_____
PSCG12	Explain the requirements for a classification society or its agent to "review, examine, survey or certify the construction, repair, or alteration of a vessel in the U.S. (http://cgweb.comdt.uscg.mil/g-ms/mse/section413.htm) o State the US regulations that provide classification societies their authorization to do this.	_____	_____
PSCG13	List safety and health hazards PSCOs may encounter on the job including their sources. o State the health effects of those hazards	_____	_____
PSCG14	State the required personnel protective equipment (PPE) needed to complete a PSC exam. (COMDTINST M5100.47, Ch. 11) o PPE required for at sea examinations. (cold water / warm water) o Define when emergency escape breathing apparatus's (EEBA) are required.	_____	_____
PSCG15	**Enroll in** and state the requirements of the Occupational Medical Surveillance and Evaluation Program (OMSEP) and identify the unit program coordinator.	_____	_____
PSCG16	Demonstrate understanding of the Quality Shipping in the 21st Century (Qualship 21) Program. o Demonstrate how to determine if a vessel is in the Qualship 21 program in MISLE.	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	○ Vessel incentives. ○ Eligibility criteria. ○ Disenrollment criteria. ○ USCG HQ reporting requirements. ○ Current eligible flag States. ○ Targeting differences.		
PSCG17	State the goal of the CG High Interest Vessel program	_____	_____
PSCG18	Demonstrate understanding of the Special Interest Vessel (SIV) Program. ○ List the non-entrant countries ○ List the restricted countries ○ Define a non-entrant vessel ○ Define a restricted vessel ○ Port entry procedures for SIV vessels ○ List the Controlled Ports ○ Draft MAREP Message - state requirements. ○ Additional Notice of Arrival (NOA) requirements for vessels under 300 GT ○ SIV Desk number and purpose ○ MSM Vol VIII ○ Maritime Operational Threat Response Plan (MOTR) ○ Shipping agent guidelines	_____	_____
PSCG19	Locate the CG confined space entry policy and state the entry requirements. ○ COMDTINST M5100.47, CH. 11 NOTE: Auxiliarys are PROHIBITED from entering confined spaces.	_____	_____
PSCG20	List the three distinct characteristics of a "confined space".	_____	_____
PSCG21	Describe locations on a vessel that are considered a confined space.	_____	_____
PSCG22	Define the term "entry" as it pertains to a confined space.	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
PSCG23	Define the role of a certified Marine Chemist.	_____	_____
PSCG24	Examine and explain the required information on a Marine Chemist Certificate. o Listing of the 3 previous cargoes carried within the confined space o Tests performed and levels found within each confined space. o Oxygen content, % of Lower Explosive Limit (LEL), and air concentration of any toxics identified during the inspection. o Standard Safety Designation for each specified confined space. o Date and time survey completed. o Frequency and type of additional tests and inspections of space required. o Any conditions for consulting or recalling the Marine Chemist. o Any protective equipment and devices or other precautions required (i.e. fire watch, ventilation) o Specific location of vessel. o Two signatures (one for Marine Chemist and one for the person from the vessel accepting responsibility for the certificate.	_____	_____
PSCG25	Describe the conditions that must be met in order for the Marine Chemist certificate to remain valid.	_____	_____
PSCG26	Define the role of a Competent Person. o State whether a Competent Person can authorize INITIAL entry into a confined space.	_____	_____
PSCG27	Define the role of a Certified Industrial Hygienist. o State whether a Competent Person can authorize INITIAL entry into a	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	confined space.		
PSCG28	Define the role and limitations of a Coast Guard designated Competent Person as it pertains to confined spaces. o When a CG designated Competent Person would be used. o Who authorizes the use of CG designated Competent Person. o In general what training requirements a CG designated Competent Person must complete.	_____	_____
PSCG29	List the criteria for the following confined space standard safety designations. o Safe for workers o Not safe for workers o Enter with restrictions o Safe for hot work o Not safe for hot work o Safe for limited hot work	_____	_____
PSCG30	Define the term hot work.	_____	_____
PSCG31	State the additional PPE required for CG personnel when entering a confined space.	_____	_____
PSCG32	Locate CG Ethics Policy and determine relevance to PSC program. o Accepting gifts o Eating lunch o Accepting beverages	_____	_____
PSCG33	Determine applicability of SOLAS regulations as they pertain to individual vessel's keel laid date. o Determine applicability by chapter. o Describe what an "All Ships" cite is.	_____	_____
PSCG34	Identify all regulatory documents issued under SOLAS authority citing the general category of standards each document addresses, i.e. Cargo Ship Safety Equipment	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	Cert, Cargo Ship Safety Construction, etc.		
PSCG35	Determine applicability of MARPOL regulations / annexes as they pertain to individual vessels.	_____	_____
PSCG36	Identify all regulatory documents issued under MARPOL authority citing the general category of standards each document addresses, i.e. IOPP, Form B, etc.	_____	_____
PSCG37	Describe in general the primary purpose a vessel is assigned a load lines.	_____	_____
PSCG38	Describe in general the various types items regulated under the ICLL 66. For example: o Load Line Mark o Freeing Ports o Hatchways, doorways o Free Boards o Etc.	_____	_____
PSCG39	State the applicability of STCW 95.	_____	_____
PSCG40	State the methods by which flag administrations issue STCW 95 endorsements.	_____	_____
PSCG41	State the difference between international tonnage and regulatory tonnage.	_____	_____
PSCG42	State the difference between gross tonnage (GT), net tonnage (NT) and deadweight tonnage.	_____	_____
PSCG43	Determine applicability of ILO 147.	_____	_____
PSCG44	Locate and explain the USCG policy associated with ILO 147 and PSC.	_____	_____
PSCG45	Define other U.S. government agencies the USCG works with to address ILO 147 deficiencies.	_____	_____

AUXILIARY ASSISTANT PORT STATE CONTROL EXAMINER

Task Number	*Task*	*Date Completed*	*Verifying Officer*
PSCG46	Locate CG policy and explain purpose and applicability of CG Ballast Water Management program.	_____	_____
PSCG47	Describe the difference between a vessel owner, operator, charterer and bareboat charterer.	_____	_____
PSCG48	Describe the difference between a Security Examination (ISPS) and a Security Boarding.	_____	_____
PSCG49	Describe the general difference between the High Interest Vessel (HIV) and ISPS matrices.	_____	_____
PSCG50	Describe a Non-Convention vessel security compliance examination.	_____	_____
PSCG51	Describe the Enhanced Seaway Inspection program and state whether or not an Enhanced Seaway Inspection counts for a safety examination.	_____	_____
PSCG52	Locate CG policy for enforcement of ISM code and verify the objectives and key elements of the ISM code are being followed. o Master familiar with Safety Management System (SMS) o SMS Manuals in language understood by crew o Written procedures kept on board vessel o Essential or critical equipment identified o Procedures for reporting non-conformities o Company has designated person for point of contact for vessel o Documented maintenance system o Crew familiar with SMS issues and internal audit procedures o External audits conducted	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	o SMS reviews conducted by Master.		
PSCG53	Describe the procedures and articulate when to expand the scope of the PSC exam to include further examination of the vessel's Safety Management System. o Define "non-conformity" o Define "major non-conformity" o Define "objective evidence" o Define "observation"	_____	_____
PSCG54	Describe what a Classification Society "Class" Document is. o When needed.	_____	_____
PSCG55	Describe in general the reason a ship conducts ballast operations.	_____	_____
PSCG56	Describe in general common problems that can occur to a vessel that has been or is being loaded / unloaded improperly. o Excessive sagging o Excessive hogging	_____	_____
NOA	**NOTICE OF ARRIVAL / VESSEL ARRIVAL PROCESS**		
NOA1	Demonstrate proficiency in using the Vessel Arrival function in MISLE.	_____	_____
NOA2	Demonstrate proficiency in using the Ship Arrival Notification System (SANS).	_____	_____
NOA3	Demonstrate an understanding of the Notice of Arrival (NOA) requirements. o State which U.S. regulation covers the NOA requirement.	_____	_____
NOA4	o State the applicability for the NOA requirement. o Define the NOA submission time requirement for a vessel on a voyage of over 96 hrs. o Define the NOA submission time	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*

requirement for a vessel on a voyage of over 24 hrs but less than 96 hrs.
- Define the NOA submission time requirement for a vessel on a voyage less than 24 hrs.
- Define "port or place of destination" and provide examples.
- State the common exemptions to the NOA requirement - i.e. supply vessel on Outer Continental Shelf (OCS), vessels operating within a single Captain of the Port (COTP) zone, etc.
- Define when an "update" to an NOA is required.
- State the information required to be submitted on a NOA.
- State the methods a vessel may submit a NOA.
- State where the NOA is required to be submitted.
- Describe the "notice of hazardous condition" reporting requirement.

Locate and demonstrate an understanding of the CG NOA Enforcement Policy.
- Define "materially incomplete" as it pertains to the NOA Enforcement Policy dated October 13, 2006.
- Define "materially inaccurate" as it pertains to the NOA Enforcement Policy dated October 13, 2006.
- Identify what constitutes "major information" on a NOA as per NOA Enforcement Policy dated October 13, 2006
- Identify what constitutes "minor information" on a NOA as per NOA Enforcement Policy dated October 13, 2006
- Describe the enforcement actions to take for the following situations:
  - Vessel submitted a complete & accurate NOA, but failed to make the submission within the applicable time frame in

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	33CFR160.212. o Vessel failed to submit a NOA or submitted a materially inaccurate or materially incomplete NOA. o Vessel submitted a NOA with missing or incorrect "major information". o Vessel submitted a NOA with missing or incorrect "minor information".		
NOA5	Demonstrate proficiency in using the EQUASIS database.	_____	_____
RBT	**RISK BASED TARGETING**		
RBT1	Explain the PSC and ISPS targeting philosophy. o Demonstrate proficiency in using the manual PSC Safety and Environmental Protection Compliance Targeting Matrix. o Demonstrate proficiency in using the manual ISPS / MTSA Security Compliance Targeting Matrix. o Define Priority I, II and NPV Vessels o Explain downgrade clauses o ISPS I, II, III vessels o Demonstrate proficiency in using MISLE automatic vessel targeting function. o Explain where a PSCO would find the required information in order to fill the PSC and ISPS matrices.	_____	_____
RBT2	Assist in determining priorities of PSC examination to be conducted.	_____	_____
RBT3	Describe how proper location for examination based on vessel priority is determined.	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
RBT4	Demonstrate proficiency with scheduling a PSC examination in MISLE. o State the policy for creating a vessel examination in MISLE.	_____	_____
RBT5	Describe the random examination process.	_____	_____
RBT6	Describe in general what the following ratios are and locate where they can be found. o flag State detention ratio o Control Action Ratio (CAR)	_____	_____
GE	**GENERAL PSC EXAMINATION (ALL VESSEL TYPES)**		
	MISC		
GE0.1	Assist in Developing examination plan. o Describe the personnel make-up of a PSC examination team (# of personnel, qualifications) o Demonstrate ability to determine all relevant safety concerns (i.e. poorly maintained gangway, icy pilot ladder, boarding with poor lighting, boarding at anchorage with poor weather, etc...) and allocate PSCO team resources prior to boarding to ensure team safety.	_____	_____
GE0.2	Describe in general when a PSCO would expand the scope of an examination and locate CG guidance for doing so.	_____	_____
	Facility Security Interface		
GE1.1	Verify via observation physical measures (fences, barriers, etc.) to prevent unauthorized access to vessel and facility.	_____	_____
GE1.2	Verify via observation access to facility is monitored.	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
GE1.3	Verify facility gate guard performs required tasks. o Checked IDs o Inquires for valid reason to access facility	_____	_____
GE1.4	Verify facility signs are conspicuously posted that describe security measures in effect (i.e., Maritime Security (MARSEC) Level, search procedures).	_____	_____
GE1.5	Verify proper supervision of cargo and ship stores to ensure unauthorized access. o Facility Supervision o Vessel Supervision	_____	_____
	Visible Areas of Hull		
GE2.1	Examine anchor. o Anchor(s) present o Verify materiel condition of visible anchor chain (if visible)	_____	_____
GE2.2	Examine area surrounding vessel and vessel's hull for traces of pollution/illegal discharges. o Describe who to notify in the pollution is discovered in the water.	_____	_____
GE2.3	Examine hull for proper markings. o Draft marks o Describe the line requirements and describe the various load line markings. o Describe the acceptance of a load line being submerged while the vessel is in port. o IMO number visible o Vessel name on stern	_____	_____
GE2.4	Examine materiel condition of hull. o Absence of fractures, corrosion, wastage, pitting or damage to the extent that it may impair vessels	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	seaworthiness. Explain common locations the above conditions are typically found. o No improper repairs or unapproved appendages o Read NVIC 7-68 for general steel hull repair information. o Verify for hoses, piping, or any other devices that could be used for overboard discharges		
GE2.5	Examine vulnerability of areas of hull that could be used for unlawful entry/access to vessel.	_____	_____
GE2.6	Examine access ladders, gangways, ramps, doors, side scuttles, windows, mooring lines, pier side bollards/cleats, anchor chains, cranes, hoisting gear for materiel condition.	_____	_____
GE2.7	Examine hull fouling and Ballast Water Management (BWM) plan implementation. o Organisms and sediment removed from anchors, anchor chains, and haws pipes o Clean hull at waterline (no algae, barnacles, etc.)	_____	_____
	Security Procedures at Vessel Access Point		
GE3.1	Verify proper gangway watch and ensure all access points to vessel are monitored: o Shipboard personnel attentive to security matters and active in efforts to enforce and enhance security of ship o Knowledgeable about vessel security	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	o Measures are in place to prevent weapons, dangerous substances and devices intended for use against people, ship, or ports are prevented from going onboard o Control embarkation of people and effects		
GE3.2	Verify proper security measures being followed by gangway security watch. o Records name in the visitor log. o Checks visitors IDs o Measures in place to identify visitors while onboard o System to ensure accountability of personnel onboard ship	_____	_____
GE3.3	Verify that security communications are readily available.	_____	_____
GE3.4	Determine vessel security level.	_____	_____
	Conduct Meeting with Vessel Master or Designated Representative		
GE4.1	Observe Explaination of purpose of USCG presence onboard vessel to Master or designated representative. o Type of examination o Confirm last CG exam	_____	_____
GE4.2	Observe Description of scope of exam to Master. o Minimum items to examine: o Documents o Lifesaving appliances o Firefighting appliances o Pollution Prevention o Security o Navigation safety equipment o Structural assessment / watertight integrity of vessel o ILO 147 issues	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	○ Witness operational tests of the following equipment: ○ Emergency generator (no load) ○ Main and emergency fire pumps ○ Steering gear ○ Oil Water Separator (OWS) and content meter ○ Fire detection equipment (spot check) ○ Assess compliance with the ISM code. ○ Fire and Abandon Ship Drills		
GE4.3	Assist in Determining if any special circumstances in regards to: ○ Cargo operations ○ Dry-docking ○ ISM nonconformities ○ Classification Society (Class) Surveys ○ Bunkering ○ Repairs	_____	_____
GE4.4	Assist in Determining if there are any outstanding conditions of class or nonconformities.	_____	_____
GE4.5	Observe Determination of schedule of events for the exam and communication to the Master.	_____	_____
GE4.6	Examine the following records during the Ship Security Officer (SSO) interview and describe what to look for. ○ Declaration Of Security (DOS) history ○ Security drills and exercises ○ Security incidents and security breaches ○ Changes to ship security levels ○ Security communications ○ Formal training completion certificate for SSO ○ Security equipment calibration ○ Verify records are protected against	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	unauthorized access.		
GE4.7	Observe determination of competency of the Ship Security Officer by asking a sampling of questions as recommended in the Foreign Freight Vessel 840 book.	_____	_____
GE4.8	Observe Verification of competency of a crewmember with security responsibilities by asking a sampling questions as recommended in the Foreign Freight Vessel 840 book.	_____	_____
	Examination of Documentation, Manuals, Certificates and Licenses		
GE5.1	Examine vessel's certificates & documents and explain required endorsements, what international convention it is issued under, period of validity and the significance of each. Note: This list only includes those that are common to ALL vessel types. o Certificate of Registry o Class Certificate o International Tonnage Certificate o Cargo Ship Safety Equipment Certificate (CSSES) o Cargo Ship Safety Construction Certificate (CSSCC) o Cargo Ship Safety Radio Certificate (CSSRC) o Document of Compliance (DOC) (ISM related) o Safety Management Certificate (SMC) o Safe Manning Certificate o Load Line Certificate o Load Line Exemptions o Shipboard Marine Pollution, Emergency Plan (SOPEP) o Vessel Response Plan (VRP) o Certificate of Financial Responsibility (COFR) o International Oil Pollution	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	Prevention Certificate (IOPP) o International Ship Security Certificate (ISSC) o Continuous Synopsis Record (CSR) o Foam Analysis Report o Fixed Fire Fighting Certificates o Life Saving Certificates		
GE5.2	Verify Ship Security Plan onboard & protected against unauthorized access. o Describe when a PSCO would examine the SSP and which sections are considered confidential.	_____	_____
GE5.3	Examine Garbage Management Plan and ensure compliance with MARPOL Annex V. o Management plan in language of crew o Designated person responsible for carrying out plan	_____	_____
GE5.4	Examine Garbage Record Book. o In English, French, or Spanish o Each page signed by Master o Maintained for 2 years o Last entry for incineration or discharge including date and time, type of garbage, and estimated amount of incineration/discharge o Garbage receipts o Latitude/Longitude o Special Area Discharge Requirements	_____	_____
GE5.5	Examine SMS manual(s)/ documentation. o Includes safety & environmental policy. o Includes instructions/procedures for meeting international and flag State requirements. o Includes plans / instructions for key shipboard operations. o Addresses responsibilities,	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	authority and effective communications onboard & with shore management. o Identifies designated person. o Includes procedures for reporting accidents and non-conformities. o Addresses preparations & response to emergency situations. o Includes maintenance program & procedures. o Provides procedures for internal audits and management review.		
GE5.6	Examine Oil Record Book (Part A). o Master's signature for each page o Officer-in-charge of the listed operation required for each entry o Maintained for 3 years o Entries for compliance o Recorded OWS run time and discharge quantities (cubic meters) match the capability of the OWS as listed in OWS manufacturer's manual and/or listed on the IOPP Certificate o Check entries for wrong codes, dates that are not in order, and missing pages o Look for repetitive entries which may indicate falsification of ORB activities o Look for waste oil, sludge, bilge, and other tank levels noted from inspection that vary significantly from last entries o Verify ORB indicates how the ship disposed of above liquids o Look for recorded quantities of oily bilge water pumped to holding tanks or processed by OWS directly from bilge wells that do not compare with observed conditions within machinery space or as listed on IOPP.	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
GE5.7	Examine the Shipboard Oil Pollution Emergency Plan (SOPEP). o Approval from flag state or classification society o Written in English and working language of crew o Procedures for reporting oil pollution incidents o Updated list of authorities or persons to be contacted in the event of an oil pollution incident o Action to be taken immediately by persons on board to reduce or control discharge of oil following an incident o Procedures and POC on the ship for coordinating shipboard action with national and local authorities in combating pollution	_____	_____
GE5.8	Examine Vessel Response Plan (VRP). o Verify USCG approval letter o Verify accuracy of local response contacts	_____	_____
GE5.9	Verify vessel properly manned. o In accordance with safe manning document o Crew list matches Notice of Arrival (NOA) o Crewmembers are at least minimum age (16 years), Officers (18 years)	_____	_____
GE5.10	Verify crew licenses, documents and endorsements are valid, original and current. o State who onboard is required to have a license o Describe common indicators of fraudulent documents and the available resources to verify validity. o Describe actions to take in the event a fraudulent document is discovered.	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	○ Licenses correspond to flag State of vessel.		
GE5.11	Compare licenses and endorsements to crew list and safe manning document.	_____	_____
GE5.12	Verify navigation watch officer STCW certificates have endorsement for radar and GMDSS.	_____	_____
GE5.13	Verify crew has complied with rest period requirements IAW STCW 95.	_____	_____
GE5.14	Verify medical certificates indicate crewmembers are medically fit for duty.	_____	_____
GE5.15	Verify HAZMAT employees have received training within the past 3 years as per 49 CFR.	_____	_____
GE5.16	Verify that crewmembers who have designated safety or pollution prevention duties in the operation of the ship have received appropriate elements of basic safety training: ○ personal survival tech ○ fire prevention/basic firefighting ○ elementary first aid ○ personal safety & social responsibilities	_____	_____
GE5.17	Determine if ballast water exchange was required. ○ Applicable to vessels that have entered U.S. water after operating beyond the EEZ.	_____	_____
GE5.18	Examine ballast water management plan. ○ Vessel specific ○ Allows those responsible for the plan's implementation to	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	understand and follow the BWM strategy for the vessel o Crew trained on the application of the BWM and sediment management procedures		
GE5.19	Examine BWM Records. o Retained onboard for 2 years o Records for all voyages to U.S. ports or places where the vessel anchored or moored	_____	_____
GE5.20	Examine BWM Report. o Review report for content and accuracy o Consistent with report submitted to National Ballast Information Clearinghouse (NBIC)	_____	_____
	Deck Walk		
GE6.1	Examine material condition of the anchor, windlass and associated components. o Foundations o Drive units o Guards o Covers for moving parts o Brake pads (look for wear) o Deck fittings o Electrical (wiring) or hydraulic piping	_____	_____
GE6.2	Examine material condition of the mooring winches/capstans and associated components. o Foundations o Cables/hooks o Boom o Brake o Electrical (wiring) or hydraulic piping	_____	_____
GE6.3	Examine material condition of mooring lines.	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
GE6.4	Examine vulnerability of deck area that can be used for unlawful access/entry to vessel.	_____	_____
GE6.5	Examine rails and bulwarks. o Materiel condition o Rails and bulwarks 39.5 in (1m)	_____	_____
GE6.6	Read NVIC 7-68 (Notes on Inspections and Repairs of Steel Hulls) in order to demonstrate familiarity with acceptable standards for repair and to understand common structural failure problem areas a PSCO should be familiar with.	_____	_____
GE6.7	Examine structural integrity of the hull, and assess severity to the extent that it may impair ship's seaworthiness. o Fractures o Corrosion o Excessive wastage o Pitting o Excessive doublers o Postage stamp inserts o Cement boxes o Soft patches o Welding burn marks or other evidence of recent repair work o Frame pulling away o Fractures in corners (ref IMO circ/bulkers) o Holes in main decks o Leaks/patching on ballast tanks o Bulkheads/decks warped	_____	_____
GE6.8	Examine material condition of the hatch cover parts. o Covers o Frames pulling away o Gaskets/compression bar o Combing o Hydraulics systems o Wastage/coatings	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
GE6.9	Examine watertight/ weather tight openings. o Watertight doors, gaskets, dogs o Other openings (means of securing) o Vents, air pipes, and closing appliances	_____	_____
GE6.10	Verify duplicate Fire Control Plans are permanently stored in prominently marked weather tight enclosures outside the deckhouse. o Permanently stored o Demonstrate general understanding of IMO graphical symbols for fire control plans (for vessels constructed both pre and post 1 Jan 2004)	_____	_____
GE6.11	Examine pilot ladder. o In good condition and secure o Material condition of deck padeyes o Pilot ladder appears to be of sufficient length	_____	_____
GE6.12	Examine lifeboats/rescue boat. o Required number/type as required in Safety Equipment Certificate o Open, Closed, Stern launched o Hull integrity o Engine operation o Rudder operations o Propulsion for forward/aft operation. (Can be conducted while boat is in cradle.) o Required equipment o Material condition of releasing gear o Release gear is common to all boats o Proper lifeboat markings	_____	_____
GE6.13	Examine davit systems. o Structure and foundation o Roller tracks o Lubrication (evidence of use) o Falls; end for end/renew o No obstructions to lowering o Limit switches are present and	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	operable o Manropes		
GE6.14	Examine embarkation area: o No obstructions o Launching instructions are easily seen under emergency lighting conditions o Embarkation emergency lighting o Embarkation ladder is in good condition and securely mounted (deck padeyes)	_____	_____
GE6.15	Examine life rafts. o Required number o Float free arrangement (hydrostatic release/weak link) o Properly stowed for manual release o Annual servicing (hydrostatic release and inflatable life raft. 17 months, if Admimistrion approved) o Bow/stern station (>100 M); lashed down on deck or in marked location o Launching instructions are easily seen under emergency lighting conditions o Proper life raft container markings o Required Number	_____	_____
GE6.16	Examine lifebuoys. o Condition (reflective tape/delamination/grab lines). o Proper number as per safety equipment certificate o 50% with water lights o Vessel name and port clearly marked in block letters o Required number	_____	_____
GE6.17	Examine life jackets—watchstanders and crew. o Condition o Stowage o Retro-reflective material	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	○ Light ○ Whistles ○ Number of life jackets/readily available		
GE6.18	Examine fire hose stations. ○ Condition of hose and nozzle ○ Spanner wrench present if necessary ○ Location is consistent to fire control plan ○ Valve operation ○ Operating condition/ready for immediate use	_____	_____
GE6.19	Verify presence of international shore connection and accessories (bolts, washers, and gaskets).	_____	_____
GE6.20	Examine Firemen's outfits. ○ Located in 2 lockers ○ Two outfits ○ Helmets, boots, gloves ○ Lamp ○ Axe ○ Breathing apparatus ○ Air bottles charged - spares or means to recharge bottles ○ Lifeline	_____	_____
GE6.21	Examine fire extinguishers. ○ Condition ○ Location consistent to fire control plan ○ Material condition of mounting bracket ○ Inspection date consistent to manufacturers instructions ○ Operating condition/ready for immediate use	_____	_____
GE6.22	Examine high pressure CO2 fixed firefighting system. ○ Current servicing as required by the Administration	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	○ Material condition ○ Presence of system instructions posted ○ Systems instructions/placards are easily understood by crew ○ Knowledge of crew in system operations ○ Operating condition/ready for immediate use ○ Ensure cylinder storage space is properly ventilated. ○ Verify cylinders are stored off the deck. ○ Examine condition of flex hoses and diffuser heads. ○ Verify cylinder storage space door opens outward.		
GE6.23	Examine low pressure CO2 fixed firefighting system. ○ Current servicing as required by the Administration ○ Material condition ○ Presence of system instructions posted ○ Systems instructions/placards are easily understood by crew ○ Knowledge of crew in system operations ○ Operating condition/ready for immediate use ○ Verify cylinder storage space is properly ventilated. ○ Verify adequate tank volume. ○ Ensure refrigeration system is operational. ○ Verify insulation intact. ○ Verify cylinder storage space door opens outward.	_____	_____
GE6.24	Examine Fixed Foam firefighting system. ○ Current servicing as required by the Administration ○ Material condition ○ Presence of system instructions	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	posted o Systems instructions/placards are easily understood by crew o Knowledge of crew in system operations o Operating condition/ready for immediate use o Verify analysis tests have been conducted according to Administration standards. (Vessels built after 1 Jul 2002) - Verify cylinder storage space door opens outwardly.		
GE6.25	Examine paint/ flammable liquid locker. o Protected by an appropriate fire extinguishing arrangement o Electrical installations are explosion proof o Proper ventilation is present o Contents of locker are properly stored	_____	_____
GE6.26	Examine pollution prevention equipment and arrangements. o Verify containment around vents and manifolds are free of debris, standing water, or product o Verify containment is structurally sound o Verify containment is adequate capacity o Verify drain plug is secured by mechanical means	_____	_____
GE6.27	Examine standard discharge connection. o Meets IMO/CFR sizing standards (i.e., 6 bolts) o Evidence of use is consistent with Oil Record Book	_____	_____
GE6.28	Verify that equipment listed in SOPEP locker is consistent with SOPEP.	_____	_____

AUXILIARY ASSISTANT PORT STATE CONTROL EXAMINER

Task Number	*Task*	*Date Completed*	*Verifying Officer*
GE6.29	Verify security arrangements in compliance with ISPS code. (General MARSEC / Security Level 1). o Provide examples of common restricted areas onboard the vessel. o Restricted areas monitored/ measures in place to prevent unauthorized access o Securing of restricted areas does not compromise safety o Measures are in place to prevent unauthorized access to vessel	_____	_____
GE6.30	Verify garbage properly collected or disposed. o Garbage is separated by type (plastic, food, paper, other, etc.) in accordance with plan o Garbage placard posted	_____	_____
GE6.31	Examine material condition of railing (wasted, broken stanchions/courses).	_____	_____
GE6.32	Examine material condition of ladders (wasted, broken rungs).	_____	_____
GE6.33	Examine cargo/ballast tank vents. o Operation of closing device o Material condition	_____	_____
GE6.34	Examine cargo ventilation systems. o Equipment is operational o Remote controls are located outside the space	_____	_____
GE6.35	Check for exposed/damaged electrical wiring/ fixtures throughout vessel.	_____	_____
GE6.36	Examine ramps/watertight doors. o Watertight integrity o Seals o Locking arrangements o Controls/warning alarms	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
GE6.37	Examine flammable and combustible gas/liquid stores stowage. o Adequate/appropriate	_____	_____
	Machinery Examination		
GE7.1	Examine current pollution prevention records. o Documentation of person in charge o Equipment tests and inspections o Declaration of Inspection	_____	_____
GE7.2	Examine oil transfer procedures. o Posted/available in crew's language o List of products carried by vessel o Description of transfer system including a line diagram of piping o Number of persons required on duty o Duties by title of each person o Means of communication o Procedures to top off tanks o Procedures to report oil discharges	_____	_____
GE7.3	Examine fire doors. o Materiel condition / proper material o Machinery space and stair towers o Doors not tied or blocked open o Installed closure devices are working	_____	_____
GE7.4	Verify operation of smoke/heat detection alarm systems (random check).	_____	_____
GE7.5	Examine and witness operation of fire main system. o Operation of emergency fire pump. o Describe action to take if vessel is in a de-ballasted / light condition and pump cannot take suction. o Adequate pressure (two hose streams, forward/aft main and emergency) o Required number/ location of fire	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	pumps o Operation of main fire pumps o Material condition of fire main under pressure on deck o Pumps, hydrants, piping, hoses, and nozzles in good condition and available for immediate use o No excessive leaks from the fire pump		
GE7.6	Explain the A, B & C structural fire protection class divisions and where onboard a vessel these divisions are required.	_____	_____
GE7.7	Examine structural fire protection installations. o Missing/ improper installations in bulkhead penetrations o Changes to original construction (category A, B, C class divisions) o Operation of ventilation dampers	_____	_____
GE7.8	Verify Oil Discharge Pollution placard posted.	_____	_____
GE7.9	Examine and explain the purpose of an incinerator. o Evidence of use (clinkers) o Safety of burner assembly o Electrical controls o MARPOL V placard posted o Verify approved by USCG or Administration o Note the use and quantities of sludge incineration in the ORB o Question crew on how much waste oil/sludge the incinerator burns. If all waste oil is burned, verify/ compare the capacity of incinerator against ship's daily production of sludge	_____	_____
GE7.10	Examine areas containing oil or HAZMAT. o Fuel oil and bulk lubricating oil	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	discharge containment o Prohibited oil spaces		
GE7.11	Examine Oily Water Separator equipment built to MEPC.107(49) IAW G-PCV Policy Letter 06-01 o Conduct review of 15 parts per million (ppm) bilge monitoring/alarm records o Verify oily water monitoring/bilge alarm equipment designed to store data for up to 18 months & able to display or print a protocol o Verify recorded items: date, time, alarm status, and operating status of the 15 ppm separator o Compare above entries against existing ORB entries for nonconformities o Verify 15-ppm monitor/bilge alarm sealed o Verify 15-ppm oily water monitors or bilge alarms have been calibrated. (To be completed only by an authorized equipment testing company) o Manufacturer's calibration certificates cannot be older than five years.	_____	_____
GE7.12	Examine Oily Water Separator equipment built to MEPC.60(33) IAW G-PCV Policy Letter 06-01 o Identify crewmembers responsible for the operation of the OWS based on the Safety Management System or by asking the Chief Engineer o During the operational test, observe and determine the crew's competency with the equipment and associated piping o Consult the manufacturer's operations manual for operating the OWS and OCM and follow any relevant procedures provided	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	○ Witness operational test for at least 15-20 minutes ○ Verify fluid entering the OWS for processing comes directly from the bilge holding tank or rose box and is not diluted by open sea or fresh water connections ○ Verify no dilution of the processed oily water sample line to the OCM. The OCM outlet fluid should be visible ○ If the vessel uses a source tank to supply oily water to the OWS, verify the source tank level drops proportionately in comparison to the capacity of the OWS for the period of time the equipment was run ○ Verify the OWS effluent is visibly clean ○ Verify that reasonable quantities of consumable filter elements, coalescing media, recording paper, etc., if applicable ○ Verify that OWS manufacturer's recommended spare parts onboard ○ Examine OWS for signs of unapproved modifications bypasses, etc.		
GE7.13	State when vessels are required to have an Oil Content Monitor and exam the equipment. ○ Examine OCM for indications of tampering (simple electrical modifications and adjustments of the electronic components) ○ Witness operational test of the unit (usually at the same time as the OWS) ○ Verify OCM activates an alarm and closes the overboard discharge valve and directs the discharge back to a tank or the bilge when the content exceeds 15 ppm ○ Visually verify oily sample via	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	sample valve for nonpresence of oil o Verify sample analyzed by the OCM is the OWS output by tracing the sample line to the OWS output o Verify system has no means to dilute the source sampling entering the OCM o Verify OCM fresh water flush valve, if provided, is closed when OCM is sampling		
GE7.14	Examine marine sanitation device (MSD). o Describe the difference between types I, II, and III. o Nameplate, CG approval # o Material condition o MARPOL Placard o Required, sufficient numbers of chemical onboard.	_____	_____
GE7.15	Examine main and auxiliary machinery spaces. o General housekeeping o Fire hazards, shock, and electrical hazards o Personnel hazards (moving parts not protected, hot surfaces, etc.) o Leaking fuel oil piping or fittings o Sea chests, sea valves/spool pieces in good condition o Tank tops and bilges free of oil o Watertight doors o Witness test of local/remote control o Verify emergency bilge suction valve is operable.	_____	_____
GE7.16	Examine steering gear machinery. o No excessive hydraulic leaks o Minimal play present in hydraulic-ram/linkage. o Adequate lubrication o Proper linkage (presence of cotter pin, washers, locknuts, etc) o Containment/ raised deck o Presence of block diagram	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	○ Presence of gyrocompass repeater/mounting unit -verify reading with bridge gyro ○ Verify rudder angle indicator consistent with bridge ○ Operation of communication system between bridge and steering room		
GE7.17	Witness operational test of auxiliary steering ○ Crew knowledge to properly align system ○ Instructions posted for emergency steering changeover procedures ○ 60 sec operations (from 15 to 15 degrees)	_____	_____
GE7.18	Witness operational test of main steering (Followup/Nonfollowup modes) ○ 28-second operation (from 30-35 degrees) ○ Systems operate independently ○ Unusual motor noise/vibrations/leaks ○ Loss of power alarm/low level alarm ○ Presence of filled reserve hydraulic oil tank	_____	_____
GE7.19	Examine main ship engines. ○ High pressure fuel delivery lines for leaks and improper repairs ○ Cooling lines for leaks and improper repairs ○ High pressure lines are double jacketed ○ Guards in place around rotating machinery. ○ Lagging is securely in place and not oil soaked ○ No excessive leaks or improper repairs ○ Engineers alarm ○ Emergency stopping device ○ Communications between bridge	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	and machinery space		
GE7.20	Examine main ship service generators. o High pressure fuel delivery lines for leaks and improper repairs o Cooling lines for leaks and improper repairs o High pressure lines are double jacketed o Guards in place around rotating machinery. o Lagging is securely in place and not oil soaked o No excessive leaks or improper repairs o No excessive engine hunting/surging (rpm variance)	_____	_____
GE7.21	Examine emergency ship service generators. o Located above the uppermost continuous deck and outside the machinery casing o High pressure fuel delivery lines not leaking or improperly repaired o Cooling lines have no leaks or improper repairs o High pressure lines are double jacketed o Guards in place around rotating machinery o Lagging is securely in place and not oil soaked o Excessive leaks or improper repairs o Excessive engine hunting/surging (rpm variance) and/ or governor malfunction. o Emergency generator is self-contained o Set up to automatically energize o Documented periodic tests under load o Shock, fire, and electrical hazards o Witness operation of emergency generator (no load required) o Emergency generator has	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	independent fuel supply o Fuel tanks over 500 liter have emergency shutoff valve outside the space o Adequate voltage/frequency (60 Hz) supplied to the electrical switchboard o Nonconductive mat in front of switchboard o Operation of ground detection system o Review Engineering Logs – spot check for record of malfunctioning machinery o Two independent sources of starting		
	Bridge Examination		
GE8.1	Verify charts and publications for U.S. waters/ intended voyage are updated and correct for area of operation. o Describe policy concerning accepting foreign charts. o Current and corrected charts and correct scale o Describe what additional provisions are required if vessel is equipped with ECDIS. o U.S. Coast Pilot o Sailing Directions o Coast Guard Light List o Tide Tables o Tidal Current Tables o International Rules of the Road (COLREGS) o Inland Rules of the Road o International Code of Signals o IAMSAR Manual o Plotting Equipment	_____	_____
GE8.2	Verify operation of electronic depth sounding device and recorder. o Accurate readout (compare to charted depth)	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	o Continuous recorder (chart or electronic)		
GE8.3	Verify operation of electronic position fixing device. o Compare to actual location (lat / long)	_____	_____
GE8.4	Examine bridge indicators. o Operation of illuminated rudder angle indicator (centerline and bridge wing) o Following indicators are visible from centerline conning position: o Rpm indicator o Propeller pitch (CPP systems) o Speed and distance indicators o Lateral thrusters	_____	_____
GE8.5	Examine training logs and drill records. o Onboard training in use of lifesaving equipment (all crew members) o Logbook records (weekly lifeboat engine tests/quarterly lifeboat release)	_____	_____
GE8.6	Examine bridge log. o Pre-arrival tests conducted (33 CFR 164) o Casualties (navigation equipment and steering gear failures reported) o Steering gear tests o Emergency steering tests	_____	_____
GE8.7	Verify operational condition of radar(s) and ARPA. o Required number of radars on bridge o Number of radars to number of radar antennas o Witness crew energize radars	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	○ Compare radar picture with surrounding objects ○ Compare radar heading to gyro heading ○ ARPA meets IMO performance standards ○ Witness crew acquires contact with ARPA ○ Witness ARPA track contact ○ Verify independent operation of radars		
GE8.8	Examine compasses. ○ Illuminated gyrocompass repeater is visible from center conning position ○ Verify randomly all gyrocompass repeaters are consistent ○ Verify illuminated magnetic compass is visible from center conning position ○ Verify deviation table is current	_____	_____
GE8.9	Examine Voyage Data Recorder (VDR) / Simplified - Voyage Data Recorder (S-VDR). ○ Verify any exemptions from flag ○ Verify crew knowledge of unit operation ○ Retrievable unit (may be float-free) ○ Approval number ○ Installation IAW IMO Resolution A.861(20) ○ Arrival testing (by approved service) ○ Location of protective capsule ○ Microphone location ○ Alarms (audible / visual) ○ Power source	_____	_____
GE8.10	Examine Automatic Identification System (AIS). ○ Verify the locations of the AIS Pilot Plug (near the pilot conning station and a 3 prong, 120 volt, AC	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	outlet) o Explain what information should be displayed the Navigation Status and Target Data Screen to ensure equipment is operational.		
GE8.11	Examine steering gear instructions. o Emergency procedures o Block diagram	_____	_____
GE8.12	Examine maneuvering facts sheet with warning statement.	_____	_____
GE8.13	Examine radiotelephone (VHF-FM) o Verify proper operation o Examine for safe installation o Examine for call sign marking	_____	_____
GE8.14	Examine EPIRB (406 MHz). o Float free mount o Battery date current o Hydrostatic release	_____	_____
GE8.15	Examine GMDSS. o Verify safety radio certification is valid & GMDSS compliant for the sea area the ship is operating in. o Review radio log o Verify MSI messages being received o Verify MMSI display on DSC radios match ship's documents o Additional radio equipment for area of operation	_____	_____
GE8.16	Examine GMDSS lifeboat radios (VHF). o Verify 3 if over 500 GT o Verify in operable condition	_____	_____
GE8.17	Examine 9 GHz radar transponder (SART). o State requirement for vessels > 300 GT and < 500 o State requirement for vessels > 500 GT	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	○ Ensure stowed so to be rapidly placed in survival craft, or stowed in survival craft		
GE8.18	Examine emergency source of power (radio). ○ Independent of ship's power system ○ One- or six-hour time duration ○ Examine battery system ○ Examine battery charger ○ Verify battery room properly ventilated.	_____	_____
GE8.19	Examine NAVTEX ○ Operational ○ Review printouts from recent days	_____	_____
GE8.20	Examine lifejackets—watchstanders and crew ○ Examine condition ○ Verify proper stowage ○ Verify retro-reflective material ○ Examine lights for operation ○ Examine whistles	_____	_____
GE8.21	Examine line throwing appliances. ○ Charges not expired ○ State how many charges are required.	_____	_____
GE8.22	Examine Pyrotechnics ○ Properly stored ○ Expiration date ○ State how many distress flares are required.	_____	_____
GE8.23	Examine daytime signaling lamp.	_____	_____
GE8.24	Examine quick-release life buoy with self-activating smoke signal. ○ Release mechanism appears functional (do not actually release the life buoy)	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	o Proper type of life buoy (weight)		
GE8.25	Examine immersion suits and thermal protective aids. o Examine condition o Examine retro-reflective material o State how many required and what type of vessels this requirement is applicable to. o Verify immersion suits are readily accessible o Appearant that it can be unpacked and donned in 2 min o Verify immersion suits are located at remote work or watch stations	_____	_____
	General Health and Safety		
GE9.1	Examine crew accommodations. o Verify habitable conditions o Ensure adequate lighting and ventilation o Verify space to be free of cargo and stores o Exam individual berths	_____	_____
GE9.2	Examine hospital space o Ensure designation for ships >500 GT with 15 or more crew on voyage of more than 3 days o Verify that it is not used for stowage or berthing o Ensure properly operating toilet o Has head, washing and bathing facilities	_____	_____
GE9.3	Examine the galley. o Sanitary conditions o Hot and cold running water o Adequately equipped to prepare food o Mess hall is provided for crew o Verify fire protection requirements o Examine heating and cooking	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	equipment		
GE9.4	Examine refrigerator and dry food stores spaces. o Adequate amount of food for # of crew / length of voyage. (estimate) o Verify free of insects and rodents	_____	_____
GE9.5	Examine sanitation areas. o Verify toilets are working (1 per each 8 crew) o Verify showers operate (1 per each 8 crew) o Verify wash basins operate (hot / cold water) o Verify lighted/ heated/ ventilated o Verify reasonably clean	_____	_____
GE9.6	Examine vessel for general safety items. o Ensure safe access to all spaces o Observe that spaces are adequately lighted o Observe for no electrical hazards o Observe for warning notices posted as necessary	_____	_____
GE9.7	Examine muster lists and emergency instructions. o Available for each person o Posted in conspicuous places o Written in a language understood by the crew o Shows crew member duties	_____	_____
GE9.8	Observe means of escape from accommodation, machinery, and other spaces. o Verify if two required (some exceptions) o Inspect for dead end / blocked corridors	_____	_____
GE9.9	Verify presence of SOLAS training manual in required location onboard vessel.	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	Drills		
GE10.1	Evaluate fire drill. o Coordinate with the Master and/or ship's safety officer to determine best time and location in which to hold drill considering locations where ship is most likely to experience a fire, where most recent drills have been held, and while minimizing disruptions to cargo operations. o Utilize available resources (such as smoke-generating machine) to make drill as realistic as possible. o Review PSCO's expectations with the Master and/or ship's safety officer in regards to actions crew needs to demonstrate (such as charging fire hoses or not) while emphasizing importance of personnel safety during the drill o Have the Master initiate drill or, as an alternative, notify crewmember of simulated fire and observe him/her make notifications. o Ensure ship's fire alarm/general alarm is sounded and is audible in appropriate locations. o Ensure crew musters promptly at appropriate location(s). (all personnel must be accounted for) o Ensure adequate communications are established between control station (normally Master-on-bridge) and fire party (normally Chief Mate). o Ensure firefighter's outfits have been properly donned by appropriate crewmembers and that the outfit includes proper gear o Ensure that crew utilizes proper firefighting methods to attack simulated fire o Ensure all crewmembers are able to	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	effectively communicate with each other. o Witness proper closing of all automatically closing fire doors. o Conclude drill and debrief fire party, Master and ship's safety officer with PSCO's observations on areas to improve/address.		
GE10.2	Evaluate abandon ship/lifeboat drill. o Conduct meeting with vessel's master to outline expectations for drill. o Coordinate Coast Guard PSC team duties to ensure that all areas of the lifeboat lowering operation are witnessed by a team member. o Commence drill - have master sound abandon ship alarm. o Ensure all crewmembers muster at appropriate abandon ship stations. o Ensure muster is taken and all crewmembers are properly accounted for. o Ensure that all crewmembers are properly dressed for abandoning ship and are wearing lifejackets. o Ensure that all crewmembers have provided additional survival gear and have completed duties per ship's muster list and emergency instructions. o Spot-check crewmembers' knowledge of survival techniques and equipment through question and answer discussion o Assess abandon ship drill portion including crew's performance, crew's ability to effectively communicate, and crew's knowledge. o Ensure that the crew can prepare lifeboat for lowering within 5 minutes by not more than 2 crewmembers. o Witness lowering of boat from	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	stowed position to the embarkation deck. o Assess performance of drill to this point to determine if lifeboat will be lowered to water. o Do not require crew to actually be in the lifeboat during lowering. However, this decision is up to the Master of the vessel. o Examine lowering of lifeboat from embarkation deck level to the water. o Witness release of lifeboat release gear. o Witness crew's performance with lifeboat in water. o Witness retrieval of lifeboat. o Witness stowage for sea of lifeboat. o Once lifeboat has been stowed, assess lifeboat drill including operation of launching appliance, crew's ability to effectively communicate, and requirement to have lifeboat launched within 10 minutes.		
ENF	**PSC ENFORCEMENT / CONTROL ACTIONS**		
ENF1	Define Clear Grounds.	_____	_____
ENF2	Define Major Control Action.	_____	_____
ENF3	Describe the Ports and Waterways Safety Act (PWSA) and how it pertains to foreign vessels.	_____	_____
ENF4	Describe the Magnuson Act and how it pertains to foreign vessels.	_____	_____
ENF5	Locate and articulate the SOLAS regulation that provides for control authority.	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
ENF6	Locate and articulate the MARPOL regulation that provides for control authority.	_____	_____
ENF7	Locate and articulate the ICLL regulation that provides for control authority.	_____	_____
ENF8	Locate and articulate the STCW 95 regulation that provides for control authority.	_____	_____
ENF9	State the circumstances in which the Coast Guard may exercise control of a vessel to assess crew competency IAW STCW 95 and CG Policy.	_____	_____
ENF10	State the enforcement actions available when a vessel's crew does not meet the requirements of STCW 95.	_____	_____
ENF11	Locate and articulate the ISPS and MTSA regulations that provides for control authority.	_____	_____
ENF12	Define the ILO 147 control authority and the associated USCG control action policy.	_____	_____
ENF13	Articulate applicable enforcement actions to be taken in support of the CG Ballast Water program	_____	_____
ENF14	State the enforcement actions available when a vessel's safety management system does not meet the requirements of the ISM code. o Locate the primary CG Policy document for CG ISM enforcement.	_____	_____
ENF15	Explain the differences between international and domestic enforcement authorities relevant to the control actions that are available to the Sector Commander. o IMO Detention	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	o COTP Order o Letter of Deviation o Request for Customs Clearance Hold		
ENF16	Define the purpose of a Letter of Undertaking.	_____	_____
ENF17	Define the purpose of a Surety Bond.	_____	_____
ENF18	Demonstrate ability to articulate a violation of U.S. law/ regulation & state enforcement actions available. o Class I & II Civil Penalty o Notice of Violation o Letter of Warning	_____	_____
ENF19	Describe what to do when evidence of criminal violations are apparent during a PSC exam.	_____	_____
ENF20	Provide examples when a vessel would be denied entry into or expelled from a U.S. port.	_____	_____
ENF21	Describe the difference between the terms "intervention" and "detention".	_____	_____
ENF22	Describe when a PSCO would recommend cargo operations be suspended.	_____	_____
DOC	**REPORTING / DOCUMENTATION**		
DOC1	Demonstrate proficiency in documenting the results of a PSC examination in MISLE. o Locate CG policy for entering PSC exams in MISLE. o Enter MISLE Inspection Activity for a PSC exam o State the timeline requirements for entering information into MISLE o Enter an Operational Control in	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	MISLE. o Enter MISLE casework to document a Notice of Violation, Civil Penalty, and Letter of Deviation. o State what documentation should be scanned into MISLE as part of every PSC examination.		
DOC2	Describe in general what the Freedom of Information Act is and how it relates / why it is important as to what is entered into MISLE, specifically the narrative.	_____	_____
DOC3	Describe purpose and properly complete a CG-5437 (Form A/B) and obtain supervisor's signature. o Complete Form A / B to document an IMO detention. o Articulate when and why a "supervisor's signature" is required on the Form B and what will happen if the Form B is submitted without the signature. o State the policy on documenting violations of U.S. regulations on a Form B.	_____	_____
DOC4	Describe how a Draft a deficiency IAW current PSC program policy. o Locate program guidance for writing deficiencies. o Describe how a PSC deficiency is different from a domestic vessel inspection requirement (CG-835). o Articulate the 2 part structure of a properly written deficiency. o Articulate the difference between the Code 17 and Code 30 on the Form B. o Enter deficiency (s) in MISLE.	_____	_____
DOC5	Describe the reporting requirements resulting from a detention, expulsion from port or denial into port.	_____	_____

Task Number	*Task*	*Date Completed*	*Verifying Officer*
	○ Time requirements ○ Who is the report sent to? ○ How is it documented and where		
DOC6	Describe the PSC examination records required to be maintained at the unit and how long they are to be maintained.	_____	_____
	APPEAL PROCESS		
APP1	Describe the appeal process for IMO Reportable Detentions (46 CFR 1.03).	_____	_____
APP2	Define/ describe the appeal process for actions taken under 33 CFR 160.7.	_____	_____

AUX-PSC EXAMINATION LOG

DATE	VSL NAME	VSL TYPE	CARGO	EXAM TYPE	LOCATION	LEAD PSCO

AUX-PSC EXAMINATION LOG

NOTES

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AUX-PSC EXAMINATION LOG

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U.S. Department of Homeland Security

United States Coast Guard

Command's Name

Street Address
City, State Zip Code
Staff Symbol:
Phone:
Email:

1601
DATE

MEMORANDUM

From: I. M. Frank, CAPT
Unit's Name

Reply to
Attn of:

To: M. O. Ore, USCG Auxiliary

Subj: DESIGNATION AS AUXILIARY ASSISTANT PORT STATE CONTROL EXAMINER

Ref: Auxiliary Assistant Port State Control Examiner Performance Qualification Standard Workbook

1. Congratulations! You have completed all requirements necessary to perform the duties of an Auxiliary Assistant Port State Control Examiner. You are authorized to carry out the responsibilities of an Auxiliary Assistant Port State Control Examiner within the scope of your qualifications. This is a significant milestone in your professional development and I commend your accomplishments.

2. This Letter of Designation should be retained as part of your personal Training Record and you will be assigned the Auxiliary Assistant Port State Control Examiner Qualification Code "AUX-PSCE".