

U.S. Department of  
Homeland Security

United States  
Coast Guard



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# D1SR/NR PPE Inspection Procedures

## CHAPTER 1. OVERVIEW

- A. **INTRODUCTION** This process guide constitutes the official D1SR/NR procedures governing the distribution, tracking and maintenance of PPE. The specific information contained herein is designed to supplement the overarching policy guidance contained in the Rescue and Survival Systems Manual, COMDTINST M10470.10 (series), Auxiliary Manual, COMDTINST M16790.1 (series) and the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series).
  
- B. **PURPOSE** This guide prescribes standardized procedures for the distribution, tracking and maintenance of PPE for Auxiliary members to follow. Proper exercise of these processes will result in better accountability, maintenance and equipment cost reduction.

## CHAPTER 2. PPE DISTRIBUTION

**A. REQUIREMENTS** Safety of personnel is the highest priority for all surface and air operations. The Order Issuing Authority (OIA) may add additional requirements for Auxiliarists using PPE under orders while operating in their Area of Responsibility (AOR).

**B. RESPONSIBILITIES:** At least one Auxiliarist recommended by the Flotilla Commander shall be designated in writing by the OIA as the Flotilla Safety officer within each Flotilla to manage PPE issuance, training, and maintenance.

\*\*\*NOTE\*\*\*The Safety officer can be the FSO-OP or any other Flotilla member having knowledge of the PPE program IAW Rescue and Survival Systems Manual.

**C. REQUESTING AND DELIVERY** Due to the heavy demand of PPE by a large number of flotillas and to ensure proper oversight, all PPE requests/deliveries will be coordinated through the SO-OP.

1. Requesting procedures SR:

- a. FSO-MA/OP/Safety officer (depending on duties established by flotilla) Sends request to the SO-OP.
- b. The SO-OP will send a consolidated Division PPE request via e-mail to the DSO-OP or ADSO-OP.
- c. The OTO will arrange deliveries of the PPE to the SO-OP, documented on form DD- 1149, Requisition and Invoice/Shipping Document (Appendix A).
- d. The SO-OP will distribute the PPE to each flotilla, documented on form DD-1149. For accountability purposes all forms should be retained by each.

2. Requesting procedures NR:

- a. FSO-MA/OP/Safety officer (depending on duties established by flotilla) Sends request to the SO-OP.
- b. The SO-OP will send a consolidated Division PPE request via e-mail to the Sector Auxiliary Liaison (AUXLO), info'ing the DSO-OP or ADSO-OP.
- c. The AUXLO will arrange deliveries of the PPE to the SO-OP, documented on form DD- 1149, Requisition and Invoice/Shipping Document (Appendix A).

- d. The SO-OP will distribute the PPE to each flotilla, documented on form DD-1149. For accountability purposes all forms should be retained by each.

**D. ISSUANCE** The Flotilla Safety officer or FSO-OP will issue the PPE to the member and document the issuance on form AF-538, Personal Clothing and Equipment Record (Appendix C). The Flotilla R&S Officer will fill out the AF-538 form clearly and legibly in block print or fill out the form electronically. This form will be used for each individual and will include the member's name, AUXID, and contact number. An example AF 538 can be found at the end of this document. **Using a single AF-538 for multiple members is not authorized.** Copies of the AF-538 shall be provided to the member at the time of issue and to the SO-OP. The original will be maintained by the Flotilla Safety officer or FSO-OP.

**NOTE**

Boat Crew Members who fail to maintain currency at the end of an operational season may be required to return the PPE issued to them. If they regain their currency, the SO-OP **may** reissue the equipment to the member. Members that desire to discontinue participation in the boat crew program must notify the FSO-OP Officer. All returned PPE shall be stored and the SO-OP shall be notified of the returned property for determination of issuance.

- E. **EXCESS “READY ISSUE” PPE** Flotillas are authorized to maintain a small amount of “ready issue” PPE on hand for issuance to trainees and for replacement stock, but, it must be tracked, Inspected and reported to the SO-OP.
- F. **PPE FOR AIR OPERATIONS** All PPE will be requested/issued through the AUXAIR order issuing authority (OIA), Air Station Cape Cod. All PPE will be maintained as per OIA policy.

### CHAPTER 3. PERSONAL LOCATOR BEACON (PLB)

- A. **REQUIREMENTS** All Coxswain and Crewmembers will have a PLB (McMurdo or ACR Electronics) issued to them. (Pending waiver for 2015 for crew)
- B. **ACCOUNTABILITY** Each Coxswain and Crewmember issued a PLB will be included on a PLB Inventory List maintained by the Flotilla Safety officer or FSO-OP. Each Division SO-OP will be responsible for issuing and tracking each PLB in their division. Whenever the list is updated the Flotilla Safety officer or FSO-OP is to forward the list to DIRAUX with all changes in **BOLD/BLUE** type. DIRAUX will maintain the PLB Master List for all of D1SR/NR. The PLB Division/DIRAUX lists will contain the following information:
1. Unit
  2. Member #
  3. Name
  4. NOAA Serial#
  5. Unit Serial#
  6. Date Issued
  7. Battery Expiration
  8. NOAA Expiration

#### NOTE

If a Coxswain or Crewmember is no longer participating in the 014-SLIS Boat Crew Program, the PLB shall be returned to the SO-OP who will maintain the PLB for future issue. While the PLB is in storage it shall still be on the inventory but noted as "SPARE" in the name category.

- C. **RESPONSIBILITY** Each person issued a PLB shall be responsible to:
1. Thoroughly familiarize themselves with all applicable instructions in the McMurdo or ACR Electronics PLB owner's manual. PLB's require a **monthly** battery test be conducted and logged. If the test fails notify the SO-OP Officer.
  2. Provide any updated information to NOAA concerning change of emergency numbers and change of address. IAW the PLB MPC, you are required to re-register your PLB bi-annually. When this happens you must forward your new date of registration to the SO-OP, so the data can be forwarded to the OTO and the PLB spreadsheet updated accordingly.

3. Ensure the PLB is properly maintained, including battery replacement IAW manufacturers specifications. Battery replacement and any other expense related to the PLB is the responsibility of DIRAUX.
4. Battery life is 5 years. DIRAUX and SO-OP will track this. All battery replacement requests will be consolidated and sent to DIRAUX by the SO-OP.
5. Provide NOAA and SO-OP with any change in information which may influence the registration.
6. Return the PLB promptly to the SO-OP when requested.

**D. REGISTRATION** While property of the U.S. Coast Guard, these PLBs are being issued to individual auxiliary members and should be registered as such. The following information is for use when filling out the NOAA 406hz PLB form.

1. **Owner Information:** Should reflect member's personal information.
2. **General Usage Data:**
  - a. Usage: Non-Commercial
  - b. SpecificUsage: Other "U.S. Coast Guard Auxiliary 014-SLIS"
  - c. Type: Boat... Include Home port
3. **Emergency Contact Information:** This is very important and should be the 24-hour contact number for the Sector Command Center in your AOR or the USCG Station which the member conducts the majority of their patrols. The secondary number should be someone who will know your activities and itinerary.
4. **Online Registration:** If registering online, you will be requested to create a password; enter **DISR/NR#Aux** in this block. NOAA registration website:  
<https://beaconregistration.noaa.gov/rgdb/Dispatch?page=RegisterNewBeacon>

**E. ACTION** All Auxiliary Coxswains and Crewmembers issued a PLB must comply with this guide, and the applicable MPC card, to ensure the PLB is functioning properly and properly accounted for. The SO-OP will ensure a copy of this guide, and the PLB MPC, is provided to each coxswain receiving a PLB.

## CHAPTER 4. WEAR AND MAINTENANCE

- A. **WEAR** Auxiliary boat crews under orders must wear all required PPE with associated equipment based on the Rescue and Survival Systems Manual, COMDTINST M10470.10 (series).
1. The wearing of properly fitted PPE applies to all personnel onboard the Auxiliary facility, including trainees.
  2. **Only the OIA Commanding Officer may grant a waiver for wearing hypothermia protective equipment on a single mission basis only.** If a waiver is granted, the required PPE is still required to be onboard the facility, readily accessible and donned when conditions considered for granting the waiver are exceeded.
- B. **MAINTENANCE/ INSPECTIONS** Periodic maintenance is essential to promote longevity and ensure the rescue/survival equipment and systems function properly when needed. **Failure to comply with directed periodic maintenance for equipment or systems may result in injury or loss of life when those pieces of equipment/systems are used.**
1. Maintenance procedures:
    - a. The FSO-OP and or the Safety officer shall have the responsibility for coordinating and conducting periodic maintenance with assistance from the FSO-MA and the member.
      - (1) The intent of this program is for the FSO-OP, Safety officer or SO-OP to supervise the maintenance of PPE.
    - b. The FSO-OP and or the Safety officer will maintain the records in the Flotilla R&SS Binder to establish standards.
    - b. The FSO-OP and or the Safety officer will schedule all semi-annual maintenance for one meeting and for the boat crew personnel to perform the maintenance as a team.
    - d. All maintenance will be conducted as per the Maintenance Procedure Cards (MPC) for that particular piece of equipment and logged on a Rescue and Survival Systems/Equipment Maintenance Log (Appendix C-1).
      - (1) (MPC) for protective clothing/equipment shall be obtained through the SO-OP (provided by OIA).
    - e. Any PPE that fails, is found to be unserviceable, or misses a required periodic maintenance procedure must be removed from service. **Any PPE**



**removed from service due to missing required maintenance procedures can/will only be placed back in service after it has been inspected, built-up, and placed back into service IAW applicable MPC's.** The FSO-OP and or the Safety officer shall coordinate with SO-OP the return/disposal of all unserviceable gear.

#### **NOTE**

Some of the PPE such as socks, gloves, balaclava, thermal layers, require little to no maintenance beyond periodic visual confirmation that it is still present and serviceable. The major systems such as the dry suit, anti-exposure coveralls, PLB, survival-vest and PFD require more detailed inspection and maintenance. These frequencies are outlined in the MPC cards.

- f. PPE found to be unserviceable due to failure under use, neglect, abuse, improper procedure or deliberate action must be immediately reported to the OTO. The OTO will determine if a summary report will need to be required to explain the actions which rendered the PPE unserviceable. Reissuance of PPE is not guaranteed if it is determined a member was willfully negligent in their duty to properly wear and maintain the PPE.

**C. REPORTS** The purpose of the reports are to keep the FC, SO-OP and DSO-OP current regarding the condition of the PPE and that it has been properly maintained and all deficiencies have been identified.

1. The FSO-OP and or the Safety officer shall report semi-annually, to the FC the status of the Rescue and Survival Systems (R&SS) equipment issued out to boat crew personnel and that required inspections and maintenance procedures have been performed. Recommend coordinating reports with the semi-annual inspection intervals chosen by each Flotilla. The FC shall ensure these reports are forwarded to the SO-OP. An example of the report can be found in Appendix G-1.
2. The SO-OP will then submit a consolidated Division report to DSO-OP

**D. PROPERTY** As per the Rescue and Survival Systems Manual, COMDTINST M10470.10 (series), Issued PPE remains the property of the government and the U.S. Coast Guard. **Issued Property is not personal property.**

1. Flotillas are discouraged from maintaining excessively large inventories of unissued PPE; this practice is considered wasteful and unacceptable. Any excess must be tracked, inspected and reported to the SO-OP.
  - a. The SO-OP may assign identified excess PPE if needed within his/her division to those certified/and waiting for PPE.

- b. Excess new PPE, beyond a reasonable “Ready Issue” stock, shall be returned to DIRAUX for re-issue.



# APPENDIX C Personal Clothing and Equipment Record

PERSONAL CLOTHING AND EQUIPMENT RECORD																
Use ink for all "signature" entries. Use of "Balance on Hand" column is MAJCOM option. Use ink/typewriter for remaining entries.		AUTHORIZED ALLOWANCE		W !!! ...	ISSUE DATE					TURN-IN DATE				O ... ...		
					1	2	3	4	S	1	2	4	S			
SIN AN:ARTICLE (Noun)		ASC	QNTY													
1																
2																
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9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
21. OPTIONAL				<b>FSO-OP or Safety officer Sign</b>												
22. RATED FSC AFSC																
23. ORGANIZATION																
24. GRADE		26. SSAN													26. DUTY TEL	
27. NAME (L-8SI, F(SI, Middle Initial))																
				SIG OF INJIVOUAL		SIG OF SLP REP		PAGE		OF						

1-20 Equipment that has been assigned

Date of change or assignment of new



# APPENDIX C Personal Clothing and Equipment Record

PERSONAL CLOTHING AND EQUIPMENT RECORD														
Use ink for all "signature" entries. Use of "Balance on Hand" column is MAJCOM option. Use ink typewriter for remaining entries.		AUTHORIZED ALLOWANCE		W III 200	ISSUE DATE					TURN-IN DATE				O J 20
					1	2	3	4	S	1	2	4	S	
SIN AN:ARTICLE (Noun)		ASC	QNTY											
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16														
17														
18														
19														
20														
21. OPTIONAL														
22. RATED FSC AFSC														
23. ORGANIZATION														
24. GRADE		25. SSAN		26. DUTY TEL										
27. NAME (L-851, First, Middle, InJtiJl)														
					SIG OF INJIVOIAL					SIG OF SLP REP				PAGE OF



## APPENDIX A: Rescue & Survival Systems/Equipment Maintenance Log

ITEM: TYPEIII PFD MODEL: MUSTANG S/N: CLA1234 IN-SERVICE DATE: 6/1/14

Inspection Date	Inspection Type	Signature	Inspection Facility	Remarks
6/1/14	W M Q S A P O <b>MX</b>	<i>FSO-OP OR FSO-MA SIGN</i>	DIV 01-16	Build-up Complete. Placed into service IAW MPC# KB0065.0 dtd 9/15/14
5/28/15	W M Q <b>S</b> A P O MX	<i>FSO-OP OR FSO-MA SIGN</i>	DIV 01-16	Conducted Inspection IAW MPC#KB0065.0
6/1/16	W M Q S A P O <b>MX</b>	<i>FSO-OP OR FSO-MA SIGN</i>	DIV 01-16	Missed Semi-Annual. taken OOS.
6/3/16	W M Q S A P O <b>MX</b>	<i>FSO-OP OR FSO-MA SIGN</i>	DIV 01-16	Completed Build-up inspection, placed back in service IAW MPC# KB0065.0
6/1/17	W M Q <b>S</b> A P O MX	<i>FSO-OP OR FSO-MA SIGN</i>	DIV 01-16	Conducted Inspection IAW MPC#KB0065.0
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			

Missed Semi-Annual Inspection, take gear out of service (OOS), re-inspect, place back in service.

- W- Weekly, not used
- M- Monthly, for PLB test
- Q- Quarterly, not used
- S- Semi-Annual, used for everything except PLB
- A-Annual, Not used except for Type V's
- P- Post-Use, Not used
- O- Optional, not used
- MX- Adminastrative



## APPENDIX A: Rescue & Survival Systems/Equipment Maintenance Log

ITEM: \_\_\_\_\_ MODEL: \_\_\_\_\_ S/N: \_\_\_\_\_ IN-SERVICE DATE: \_\_\_\_\_

Inspection Date	Inspection Type	Signature	Inspection Facility	Remarks
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			
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	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			

U.S. COAST GUARD  
MAINTENANCE PROCEDURE CARD

RESCUE AND ASSISTANCE  
RSS583023.0  
REV'D: 03/07/13

Mustanasizlna chart

Size	Chest	Weight
XS	30" -34"	99 -154lbs.
S	34"-38"	99 -154lbs.
M	38" -42"	132 -198lbs.
L	42"-46"	176 -242 lbs.
XL	46" -50"	198 • 276 lbs.
XXL	50" -54"	242 • 309 lbs.
XXXL	54" -58"	275 - 352lbs.

Stears szlna chart

Size	Chest
XS	32" -34"
S	36" -38"
M	40" -42"
L	44" -46"
XL	48" -50"
2XL	60" -52"
3XL	54" -56"

LSC Rain gear sizing charts

Jacket	Chest (in.)	Pant	Waist (In.)	Inseam
S	36-38	S	30-32	29
M	40-42	M	34-36	30
L	44-46	L	38-40	31
XL	48-50	XL	42-44	32
XX	50-52	XX	44-46	33

Temperate/Wet Weather Boots  
(Suorboot II)

MEN'S SIZES	IBM	WOMEN'S SIZES	BF
5	N.R.W.XW	4	N.R.W.XW
5.5	N.R.W.XW	4.5	N.R.W.XW
6	H.R.W.XW	5	H.R.W.XW
6.5	N.R.W.XW	5.5	N.R.W.XW
7	N.R.W.XW	6	N.R.W.XW
7.5	N.R.W.XW	6.5	N.R.W.XW
8	N.R.W.XW	7	N.R.W.XW
8.5	N.R.W.XW	7.5	N.R.W.XW
9	N.R.W.XW	8	N.R.W.XW
9.5	N.R.W.XW	8.5	H.R.W.XW
10	N.R.W.XW	9	N.R.W.XW
10.5	N.R.W.XW	9.5	N.R.W.XW
11	N.R.W.XW	10	N.R.W.XW
11.5	N.R.W.XW	10.5	N.R.W.XW
12	N.R.W.XW	11	N.R.W.XW
12.5	N.R.W.XW	11.5	H.R.W.XW
13	N.R.W.XW	12	H.R.W.XW
13.5	N.R.W.XW	12.5	N.R.W.XW
U.S.	R.W.		
15	N.R.W.XW		
15.5	H.R.W.XW		
16	H.R.W.XW		
16.5	N.R.W.XW		

Temperate/Wet Weather Boots  
(Belleville 880ST)

Mens (R.W)
3 - R.W
4 - R.W
5 - R.W
6 - R.W
6.5 - R.W
7 - R.W
7.5 - R.W
8 - R.W
8.5 - R.W
9 - R.W
9.5 - R.W
10 - R.W
10.5 - R.W
11 - R.W
11.5 - R.W
12 - R.W
13 - R.W
14 - R.W
16 - W

Boat Shoes

Mens (R.W)	Womens (M)
5.5 M.W	5 M.W
6 M.W	5.5 M.W
6.5 M	6 M.W
7 M.W	6.5 M
9 M.W	9 M.W
9.5 M.W	9.5 M.W
10 M.W	10 M.W
10.5 M.W	
11 M.W	
11.5 M.W	
12 M.W	
13 M.W	
14 M	
15 M	

SOHAH Helmet

HAT SIZE	HELMET SIZE
0-7	SMALL
7+	MED/LG

SIZING CHARTS

Figure 3







# Rescue & Survival System Inspection

## COMDTINST M10470.10G

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The policies in this Manual apply to all Active Duty, Reserve, Auxiliary Facilities under orders, scheduled mission personnel, scheduled passengers, and unscheduled passengers embarked on Coast Guard and non-Coast Guard vessels, and shoreside personnel. Additionally, this Manual applies to operations conducted on or near the water where there is uncontrolled risk of entering the water.

DOCUMENT INFORMATION		
DOCUMENT	#	DATE*
Rescue and Survival Systems Manual	COMDTINST M10470.10G	Sept. 2014
Standard Issue Personal Protective Equipment (PPE) Inspection	KB0026.0	07/31/13
406 Personal Locator Beacons (PML) Insp/Accept	KB0040.0	09/30/14
Cold Weather Personal Protection Equipment (PPE) Insp/Accept	KB0045.0	08/15/13
Boat Crew Survival Vest Insp/Accept	KB0048.0	08/31/14
Type I, II, or III Personal Flotation Device (PPE) Insp/Accept	KB0065.0	03/15/15
Survival Equipment Inspection	KB0107.0	09/15/14
* Division SO-OP are required to check with local stations for the latest revisions to all of the noted documents and pass revised documents to all R&S inspectors with in their Division.		

US Coast Guard Auxiliary District 1 SR/NR Inspection Procedure law COMDTINST M10470.10g			
EQUIPMENT TYPE	INSPECTION DOC.	INSP. PERIOD	PARAGRAPH
Flotation Type 3 PFD	KB0065.0	SEMI ANNUAL	Step 2. A
Attach Equipment Requirements	KB0065.0		Step 1. B
Inspection Attached Equipment	KB0065.0		Step 2. B
Cleaning PFD	KB0065.0		Step 2. C
Flotation Float Coat	KB0065.0	SEMI ANNUAL	Step 2. A
Attach Equipment Requirements	KB0065.0		Step 1. B
Inspection Attached Equipment	KB0065.0		Step 2. B
Cleaning PFD	KB0065.0		Step 2. C
Cold Weather PPE	KB0045.0	By Local CG Sta.	R&S Technician
Boat Crew Survival Vest	KB0048.0	SEMI ANNUAL	Step 2. A
Equipment Location	KB0048.0		Step 2. B
Equipment Attachment	KB0048.0		Step 1. B.2
Member # Location	KB0048.0		Step 1. A.1

US Coast Guard Auxiliary District 1 South  
 Inspection Procedure IAW COMDTINST M10470.10g

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EQUIPMENT TYPE	INSPECTION DOC.	INSP. PERIOD	PARAGRAPH
Boat Crew Survival Vest Equipment		SEMI ANNUAL	
Signal Mirror	KB0107.0		Step F
Strobe Light	KB0107.0		Step B
Signal Whistle	KB0107.0		Step A
Survival Knife	KB0107.0		Step G
Personal Marker Light (PML)	KB0107.0		Step C
Personal Locator Beacon (PLB)	KB0107.0		Step G
Personal Locator Beacon (PLB)	KB0040.0	SEMI ANNUAL	
Personal Locator Beacon (PLB) Velcro Attachment	KB0040.0	Initial Service	Step 1. C Fig. 1, 2
Personal Locator Beacon (PLB) Battery Replacement	KB0040.0	5 YEARS	Step 4. Fig 6, to 10
Personal Locator Beacon (PLB) Testing	KB0040.0	MONTHLY	Step 2. Fig 4, 5

Required Document:

Rescue & Survival Systems/Equipment Maintenance Record  
 Lot Number & Sub Assembly Serial Number

Appendix A-1  
 Appendix A-2

Personal Clothing and Equipment Record

Appendix C-1