

VESSEL EXAM STANDARD OPERATING PROCEEDURE FLOTILLA 054-05-09 SMITHFIELD

1. Each VE should review procedures each year prior to new boating season to refresh and update themselves to any changes.
2. Check with FSO-VE for new forms and stickers for new year.
3. Each VE should perform as many exams as possible to promote boater safety and maintain qualification (5).
 - A. When performing VE mention boater safety class.
 - B. Bring up PWC and Paddle craft.
 - C. Hand out brochures if available.
4. Any VE that cannot perform an exam should contact FSO-VE ASAP so the exam may be reassigned.
5. Facility exams should be performed as quickly as possible.
 - A. After inspection, form should be filled out online (PDF).
 - B. 1(one) copy emailed to FSO-VE lsbott@verizon.net.
 - C. 2(two) copies should be printed. Both copies to be returned to Facility owner to be signed and initialed by VE and owner.
 - D. 1(one) copy to Facility owner.
 - E. 1(one) copy to FSO-IS F-59.
 - F. FSO-IS F-59 will forward to proper channel so information will be entered into database.
6. Following completion of exams Eform 7038 should be completed as soon as possible.
 - A. 1 copy emailed to FSO-VE lsbott@verizon.net.
 - B. 1 copy emailed to FSO-IS seachele00@gmail.com
 - C. 1 copy kept by VE.