

VE TIPS

VE Activity Report (ANSC 7038)

As the old adage goes: "the job is not over until the paperwork is done", and this is true for vessel safety checks (VSC). The timely and accurate submission of the VE Activity Form (ANSC-7038) is the last step in ensuing you get credit for your effort.

The 7038 form was updated in late 2011 to include a separate breakout for paddle craft VSC which were previously reported along with "private boats". In addition to private boats and paddle craft, facility inspections are also reported on the 7038.

Since detailed instructions are contained on the back of the form, I will not go through every one of them. However, there are some areas I would like to provide additional clarification:

1. When completing Section II - Exam/Visit Information, the fields for number of safety checks "Given", "Passed", "High Focus", "1st Time" and "Hours" must contain a number for each examination type reported. If zero, indicate zero; **no blanks**.
2. It is encouraged that activity reporting be done after each mission. However, multiple missions may be combined on one report and submitted at least monthly. When trainee(s) are involved, a separate form must be submitted for each training mission unless the same trainee(s) participated on multiple days.
3. All entries into the AUXDATA system require a mission date, location, and start time. Since the ANSC-7038 form has no specific box for that information, it must be provided in Section III - Remarks. If the inspections/missions occur over a number of days, enter the date, location and start time of the last mission.
4. While multiple trainees may be included in a single ANSC-7038, it is recommended that a separate report be submitted for each Trainee. Be sure to indicate in the Remarks Section the number of inspections "Given", "Passed", "High Focus", and "1st Time" that the trainee is to be credited. Remember, each inspection may only be credited to one trainee. The Supervising (Lead) Examiner gets credit for all inspections completed.
5. Vessel or PWC Facility inspections are reported on the 7038 form. Only inspections that pass are reported on the Vessel Facility Inspection line. If a facility inspection fails to meet requirements, report the failed inspection as a regular VSC to receive credit for the inspection.
6. As a reminder, Any VE performing supervised vessel safety checks (VSC), whether in conjunction with Initial Qualification or Requalification, must perform the supervised VSC on power vessels only, **no paddle crafts**. Therefore, any trainee examinations reported on paddle craft will not count towards qualification or requalification.
7. There is a 60-Day rule in effect, meaning all VSC Activity Reports must be submitted no later than 60-days from the last VSC reported on the form. Failure to do so will result in credit not given.

The Vessel Examiner should retain a copy of the ANSC-7038 along with the individual inspection forms (7012/7012A). Reports should be kept until the end of the following year. Thus, a VSC conducted in 2011, should be retained until December 31, 2012.