



U. S. Coast Guard Sector



Auxiliary Assistant K-Boat Inspector

Performance Qualification Standard

Auxiliary Assistant K-Boat Inspector PQS

Auxiliary Assistant K-Boat Examiner Performance Qualification Standard

Qualification Code: AUX-KI

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

The AUX-KI qualification is one of several “specific cargo / vessel related” Auxiliary Assistant commercial vessel examiner competencies. Those members who will be required to assist in conducting examinations on K-Boats shall complete this PQS workbook.

On a limited basis, PQS task items may be “deferred” by your unit commander to accurately address the type of vessels / cargo normally examined at your port. If a task is deferred, the reason for deferment must be clearly articulated in the space provided in this PQS workbook. Task items shall only be deferred if the particular task item requires a certain type of vessel, vessel system or cargo type that is not normally examined / encountered at the trainee’s port.

- If a PQS task item is deferred, you will not be authorized to examine / perform the function required by the deferred task item.
- You will still receive full AUX-KI qualification even if some items are deferred.
- Domestic Inspection Division Chiefs shall examine tasks of newly reported AUX-KI examiners to identify any deferred task items necessary for their port.
- **Auxiliarists are prohibited from entering confined spaces. Under no circumstances shall any Auxiliarist be allowed to do tasks requiring such entry.**

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.

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 FOOSC 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.

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, other than as described above, the qualification is considered local and will not be entered into AUXDATA and may not be used toward qualification for the M-Pro Pin.

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This Performance Qualification Standard (PQS) was developed by the Auxiliary Prevention Directorate, thru the Office of Auxiliary and Boating Safety, Commandant (CG-BSX) and approved by Office of Commercial Vessel Compliance, Commandant (CG-CVC-1).

Questions or Comments shall be submitted to the Office of Auxiliary and Boating Safety, Commandant (CG-BSX-12), via the Prevention Directorate, thru the requesting members COLM.

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PQS VERIFYING OFFICER SIGNATURE VERIFICATION LOG

RATE/R ANK	SIGNATURE/ PRINT NAME	EMPLID	INITIALS	UNIT

REMARKS:

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RECORD OF COMPLETION		
Training Prerequisites	Date	Training Coordinator's Signature
A. Completion of AUX-KI PQS Workbook.		
B. Completion of all of the below correspondence courses:		
1. Introduction to Marine Safety & Environmental Protection (IMSEP)		
2. ICS 100		
3. ICS 200		
4. ICS 210		
5. IS 700		
6. IS 800		
C. Favorable DO PSI if required by COTP/OCMI		
D. Completion of this PQS Workbook		
E. Successful completion of verification exam (for Verifying Officer's signature)		
F. Successful completion of oral qualification board.		
<u>Members Present for Board:</u>		
G. Designation Letter submitted for approval.		
REMARKS:		

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<u>Task Number</u>	<u>AUX-KI Master Tasks</u>	<u>Completed Date</u>	<u>Defer</u>
CD02	Review vessel documents, papers and decal on a SPV.		
CD04	Discuss scope of inspection with owner's representative.		
CD05	Obtain CG-2692 for reportable marine casualties.		
CD06	Examine gas-free certificate.		
CD08	Review any outstanding CG-835s and ask if other deficiencies exist.		
CD10	Review documentation to ensure FCC compliance per 47 CFR on a SPV/barge		
CD11	Examine station bill and emergency instructions on a SPV.		
CD12	Review Drug and Alcohol Program documentation per 46 CFR 16.		
CD13	Review training, lifesaving maintenance and bridge logbooks on a SPV.		
CD16	Examine annual firefighting and lifesaving equipment certificates.		
DD01	Ensure that the vessel's entire underwater body is clean for examination.		
DD03	Determine whether structural configuration match plans for an SPV.		
DD05	Examine steel hull for damage and defects.		
DD06	Examine aluminum hull for damage and defects.		
DD07	Examine fiberglass hull for damage and defects.		
DD08	Examine wood hull for damage and defects.		
DD10	Examine draft marks.		
DD12	Demonstrate Knowledge Loadline Requirement for small passenger vessels		
DD13	Examine drydock plugs for local wastage and proper fit.		
DD15	Examine sea chests and overboard discharges on a SPV.		
DD17	Examine propeller for damage on a SPV.		
DD19	Inspect tailshaft(s) and stern bearings on a SPV.		
DD21	Inspect the rudder installation on a SPV.		
DD24	Examine freeing ports and scuppers.		
DD26	Open sea valves for inspection on a SPV.		
DD31	Evaluate repair proposals and inspect completed repairs on a SPV.		
ED02	Observe emergency drills.		
ED04	Review logbook and ensure entries for tests and drills have been made on a SPV.		

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<u>Task Number</u>	<u>AUX-KI Master Tasks</u>	<u>Completed Date</u>	<u>Defer</u>
ED05	Review emergency checkoff list and instructions to passengers.		
EE04	Inspect EPIRB.		
EE05	Test and inspect the general alarm system		
EE08	Inspect pyrotechnics.		
ES01	Inspect switchboards.		
ES03	Inspect ship's service generators on a SPV.		
ES04	Inspect emergency generators.		
ES05	Inspect battery installation.		
ES08	Ensure lighting systems/fixtures are adequate and meet requirements.		
ES10	Ensure receptacle outlets are properly grounded.		
ES11	Inspect distribution panels.		
ES13	Inspect electrical cable installation.		
ES17	Test/inspect internal communication and control systems on a SPV.		
ES20	Inspect shore power connection.		
FF01	Determine amount, type, location of fire protection equipment required.		
FF04	Inspect CO ₂ systems on a SPV.		
FF07	Inspect Halon/alternative agent systems on a SPV.		
FF09	Inspect portable firefighting equipment.		
FF11	Inspect fire main and fire stations on a K-boat.		
FF14	Witness operational test of fire detection system on a SPV		
FF15	Examine fire doors and dampers.		
FF19	Inspect fire axes.		
FF20	Inspect condition of vent and duct leading from grill in galley.		
FF22	Examine fire control plan on a K-boat.		
FF24	Inspect accommodation areas for compliance with SFP requirements on a K-Boat		
FP02	Verify that required forms, placards and notices are posted on a SPV.		
GH02	Inspect berthing accommodations on a SPV.		
GH09	Inspect ladders, railways, and gangways on a SPV.		
GH11	Inspect heating and cooking equipment on a SPV.		
GT02	Examine ground tackle and related equipment on a SPV.		
LS03	Determine lifesaving equipment required on a SPV.		

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LS05	Inspect life preservers on a SPV.		
LS07	Inspect ring buoys on a SPV.		
LS17	Inspect lifefloats and buoyant apparatus.		
LS19	Inspect inflatable liferaft installations on a SPV.		
LS20	Inspect rescue boat.		
LS21	Determine if vessel meets criteria for rescue platform in lieu of rescue boat.		
MI02	Examine steering gear on a SPV.		
MI05	Inspect fuel oil service and transfer system on a SPV.		
MI09	Inspect bilge pumps installation, piping, and valves on a K-boat.		
MI11	Examine potable water system.		
MI14	Observe operational tests of machinery on a SPV.		
MI17	Inspect the diesel installation and assembly on a SPV.		
MI25	Internally examine UPVs requiring internal examination.		
MI26	Externally examine UPVs.		
MI27	Witness Hydrostatic test of UPV.		
MI28	Ensure all UPVs are properly equipped with pressure relief valves.		
MI29	Witness pressure relief valve test.		
MI33	Conduct an examination of an auxiliary/heating boiler.		
MI40	Ensure insulation on steam piping provided to reduce personnel hazard.		
NS03	Ensure radars are operable on a K-boat.		
NS04	Inspect magnetic compass.		
NS05	Inspect magnetic compass on a SPV.		
NS09	Examine radio equipment and FCC or SOLAS documents on a SPV.		
NS11	Inspect navigation lights on a SPV.		
NS15	Inspect navigation publications on a SPV.		
NS19	Ensure Automatic Identification System (AIS) is installed and operating properly.		
NT01	Witness dye penetrant NDT in accordance with applicable standards.		
NT02	Witness magnetic particle NDT in accordance with applicable standards.		
NT03	Witness radiography NDT in accordance with applicable standards.		

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NT04	Witness ultrasonic NDT in accordance with applicable standards.		
PP05	Ensure that MSD requirements are met.		
PP10	Verify MARPOL V compliance on a SPV and/or barge.		
SD01	Verify that the Vessel Security Plan (VSP) is approved (onboard manned vessels).		
SD02	Verify that a Marine Safety Center (MSC) letter accompanies the approved security plan.		
SD03	Verify that an acknowledgment letter from the Marine Safety Center (MSC) accompanies a security plan that is under review, if applicable.		
SD04	Verify that a copy of an approved Alternate Security Program (ASP) is available for inspection, if applicable.		
SD05	Verify that the ASP includes a letter from the owner or operator certifying which ASP is in use and that the vessel is in compliance with that plan.		
SD06	Verify that the vessel's security assessment report and approved ASP is on site.		
SD07	Determine whether the ASP involves joint facility and vessels.		
SD10	Verify the International Ship Security Certificate (ISSC) was issued within the last 5 years for U.S. SOLAS Vessels.		
SD11	Examine waiver letter and verify that any conditions expressed in the letter are implemented, if applicable.		
SD12	Examine the waiver approval letter from G-MP for any equivalencies that may exist.		
SD13	Identify whether equivalencies are noted in the amendments to the security plan.		
SD14	For SOLAS vessels, review the vessel's Continuous Synopsis Record (CSR).		
SD15	Determine validity and accuracy of crew documents.		
SD16	Determine validity and accuracy of compliance documentation.		
SD17	Verify requirements for international voyages.		
SD18	Identify the Company Security Officer (CSO).		
SD19	Identify designated alternate security officers, if applicable.		
SD20	Determine the effectiveness of communications arrangements between the CSO and designated alternates.		
SD21	Identify the Vessel Security Officers (VSO).		
SD22	Confirm whether the VSO qualifications are consistent with requirements.		

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<u>Task Number</u>	<u>AUX-KI Master Tasks</u>	<u>Completed Date</u>	<u>Defer</u>
SD23	Observe interviews to determine competency of security personnel.		
SD24	Determine adequacy of security procedures by observing and testing.		
SD25	Verify that the vessel security organization is published.		
SD26	Identify what MARSEC directive has been issued for the port.		
SD27	Determine whether the vessel has received a copy of the current directive.		
SD28	Verify that the vessel has effective and adequate security measures for each MARSEC level and directive that is issued and has implemented such measures.		
SD29	Select a drill at random.		
SD30	Develop a scenario for the drill selected, if appropriate.		
SD31	Review the procedures contained in the vessel's security plan for handling scenario.		
SD32	Discuss the details of the drill with the VSO prior to beginning the drill.		
SD33	Review the drill log for the best practices and lessons learned from previous drills conducted.		
SD34	Critique the drill upon completion with the VSO.		
SD35	Determine whether security deficiencies exist with the approved VSP after the drill.		
SD36	Describe how VSP deficiencies are submitted to owner/operator.		
SD37	Verify vessel has conducted exercises and identify whether the vessel has proof of participation in the Area Maritime Security Exercise if applicable.		
SD38	Review security records for training, drills, exercises, security threats, and equipment maintenance.		
SD39	Determine whether security records are protected against unauthorized access and disclosure.		
SD40	Review internal and external communication records relating to ship security.		
SD43	Review internal audits.		
SD44	Review auditor's qualifications.		
SD45	Review security incident procedures.		
SD49	Determine whether the security sweep was in accordance with the company's security plan.		
SD50	Determine whether the sweep adhered to the locally issued		

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<u>Task Number</u>	<u>AUX-KI Master Tasks</u>	<u>Completed Date</u>	<u>Defer</u>
	MARSEC directives.		
SD51	Determine whether the vessel had implemented any alternatives documented in the security plan.		
SD52	Determine whether these alternatives are allowable by the regulations and provide an equivalent amount of security for the vessel.		
SD53	Determine whether the vessel is in noncompliance with their security plan.		
SD54	Assist in Advising the Captain of the Port of findings, if applicable.		
SD55	Observe Issuance of a CG-835 to suspend, restrict, or continue operations, if applicable.		
SD56	Review enforcement decision from Captain of the Port.		
SD57	Observe Advisement of master of enforcement actions.		
SD58	Complete MISLE case documentation.		
ST02	Examine stability letter.		
WI02	Inspect watertight doors on a SPV.		
WI05	Inspect watertight bulkhead penetrations on a SPV.		
WI07	Inspect hull and deck openings on a SPV.		
WI08	Inspect port light covers.		
WI10	Evaluate steel or aluminum hulls and all accessible spaces for damage.		
WI11	Evaluate FRP hulls and all accessible spaces for damage.		
WI12	Evaluate wood hulls and all accessible spaces for damage.		
WR06	Complete steps to approve Weld Procedure Specification (WPS) for engineering and cargo system construction or repair IAW Subchapter F of the Code of Federal Regulations.		
WR07	Complete steps to approve Weld Performance Qualifications (WPQ) for engineering and cargo system construction or repair IAW Subchapter F of the Code of Federal Regulations.		
WR08	Review approved Weld Procedure Specification (WPS) for engineering and cargo system construction or repair.		
WR09	Review approved Welder Performance Qualification (WPQ) for engineering and cargo system construction or repair.		
WR12	Demonstrate a working knowledge of acceptable standards of workmanship for construction and repair of Small Passenger Vessels.		

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CD02	Review vessel documents listed in MISLE, papers and decal on a small passenger vessel.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
CD04	Discuss scope of inspection with owner's representative. Decide on general sequence of inspection.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
CD05	Obtain CG-2692 for reportable marine casualties/ structural failure report.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
CD06	Examine gas-free certificate issued by an NFPA-certified marine chemist for hot work and/or confined space entry. <ul style="list-style-type: none"> • Information on the gas-free certificate meet the requirements of NFPA Standard 306 and Coast Guard confined space entry/benzene exposure policy • Gas-free certificate been maintained by a designated competent person and records kept as required by OSHA regulations • Marine chemist certified by NFPA • Review benzene and confined space entry policies • OSHA Competent Person log up to date • Meters used by OSHA Competent 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

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<u>Task Number</u>	<u>Task</u>	<u>Date Completed</u>	<u>Verifying Officer</u>	<u>Comp</u>	<u>Defer</u>	<u>Comments about Deferment</u>
	Person are calibrated					
CD08	Review any MSIS inspection notes and outstanding deficiencies (CG-835s). Ask owner's representative if any other deficiencies exist.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
CD10	Review documentation to ensure FCC compliance per 47 CFR on a SPV/barge: <ul style="list-style-type: none"> • FCC Station License • FCC Safety Certificate • FCC Operations Permit • FCC Marine Radio Operator Permit 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
CD11	Examine station bill and emergency instructions SPV.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
CD12	Review Drug and Alcohol Program documentation per 46 CFR 16: <ul style="list-style-type: none"> • Employee Assistance Program • Annual Program Audits • Records • Types of chemical testing conducted 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
CD13	Review training, lifesaving maintenance and bridge logbooks on a SPV.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____

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<u>Task Number</u>	<u>Task</u>	<u>Date Completed</u>	<u>Verifying Officer</u>	<u>Comp</u>	<u>Defer</u>	<u>Comments about Deferment</u>
CD16	Examine annual firefighting and lifesaving equipment certificates.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
DD01	Ensure that the vessel's entire underwater body is clean and exposed for examination (areas in way of blocking excluded).	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
DD03	Determine whether structural configurations match approved plans for a small passenger vessel.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
DD05	Examine steel hull for damage and defects.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
DD06	Examine aluminum hull for damage and defects.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
DD07	Examine fiberglass hull for damage and defects.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
DD08	Examine wood hull for damage and defects.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

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						_____ _____ _____
DD10	Examine draft marks (placement of marks consistent with stability letter and properly scribed).	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
DD12	Demonstrate Knowledge Loadline Requirement for small passenger vessels.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
DD13	Examine drydock plugs for local wastage and fit.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
DD15	Examine sea chests and overboard discharges on a small passenger vessel.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
DD17	Examine propeller for damage on a small passenger vessel.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
DD19	Inspect tailshaft(s) and stern bearings on a small passenger vessel.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____

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<u>Task Number</u>	<u>Task</u>	<u>Date Completed</u>	<u>Verifying Officer</u>	<u>Comp</u>	<u>Defer</u>	<u>Comments about Deferment</u>
	<ul style="list-style-type: none"> • Examine visible portions of shaft • Determine bearing wear 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
DD21	Inspect the rudder installation on a small passenger vessel. <ul style="list-style-type: none"> • Examine rudder post, rudder stock for deterioration and fractures • Examine rudder carrier for deterioration and fractures 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
DD24	Examine freeing ports and scuppers.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
DD26	Open sea valves for inspection on a small passenger vessel. <ul style="list-style-type: none"> • Stem, gate, and guides in good condition • Disassemble valves and examine condition of valve bodies, fastenings, packing glands, and spool pieces 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
DD31	Evaluate repair proposals and inspect completed repairs on a small passenger vessel. <ul style="list-style-type: none"> • Sketch and bill of materials • Materials and welding details same as original • Inserts properly made • Fit up and joint preparation 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____

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<u>Task Number</u>	<u>Task</u>	<u>Date Completed</u>	<u>Verifying Officer</u>	<u>Comp</u>	<u>Defer</u>	<u>Comments about Deferment</u>
	<ul style="list-style-type: none"> • Back gouging • Weld sequencing • Visual inspection of completed repair • Pressure test repairs (hose, air, hydro) 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
ED02	Observe emergency drills. <ul style="list-style-type: none"> • Maximum participation by crew accomplished • During fire drills, fire pump(s) started and fire hose(s) lead out • All alarm bells function properly • Escapes are clear and unobstructed • Crew competent to handle emergency situations 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____
ED04	Review logbook and ensure entries for tests and drills have been made on a SPV.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
ED05	Review emergency checkoff list and instructions to passengers.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
EE04	Inspect EPIRB. <ul style="list-style-type: none"> • Right type • Operative • Stowed properly • Tested as frequently and in manner required by regulations 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____

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	<ul style="list-style-type: none"> Battery still within date 					_____
EE05	Test and inspect the general alarm system. <ul style="list-style-type: none"> Contact makers located in accordance with applicable regulations General alarm bells located in accordance with applicable regulations Sound levels produced meet the minimum criteria required by regulations (is it loud enough) Any of the alarm bells inoperative Visual signals installed in areas of high ambient noise level Contact makers and general alarm bells marked in accordance with regulations 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____
EE08	Inspect pyrotechnics. <ul style="list-style-type: none"> Proper type equipment provided for vessel being inspected Equipment provided within time limits for service life Equipment properly stowed Persons in charge of lifeboats knowledgeable in use of equipment 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____
ES01	Inspect switchboards. <ul style="list-style-type: none"> Nonconductive mat on deck in front of board Nonconductive rails on board face Nonconductive rails at the rear and sides 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____

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<u>Task Number</u>	<u>Task</u>	<u>Date Completed</u>	<u>Verifying Officer</u>	<u>Comp</u>	<u>Defer</u>	<u>Comments about Deferment</u>
	<ul style="list-style-type: none"> • Dripshield on the board's top • Ground detection indicators working with no grounds indicated • Meters calibrated and working • Synchronizing controls working. • Identification for controls and meters • Area is dry and clean • Working space is provided in accordance with regulations • Overcurrent protection properly labeled 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____ _____
ES03	Inspect ship's service generators on a small passenger vessel. <ul style="list-style-type: none"> • Generator size and arrangement adequate • Operational tests satisfactory • Guards installed around rotating or live machinery • Discoloration from overheating apparent • Filters on air intakes working to keep internals free from dust and dirt • Windings oily or dirty • Odd bearing noises present • Nameplates properly in place 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____ _____
ES04	Inspect emergency generator. <ul style="list-style-type: none"> • Means of starting is provided • The following alarms/shutdowns are 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____

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	<p>operable:</p> <ul style="list-style-type: none"> • Low lube oil pressure • High cooling water temperature • Overspeed • Fixed firefighting system shutdown • The generator auto-start circuit functions and the generator can power its full-rated load within 20 seconds and accept the final emergency load within 45 seconds of loss of the normal power supply • Emergency Generator is tested under load. • Independent fuel supply is provided, with remote shut-off valve installed and properly marked 					<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
ES05	<p>Inspect emergency batteries.</p> <ul style="list-style-type: none"> • Size of installation and required ventilation • Battery box is properly lined • Batteries are secure in the trays • Adequate space provided over the cells • A means of charging is provided • Conductor overcurrent protection is provided • Ventilation/charger interlocked 			<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
ES08	<p>Ensure lighting systems and fixtures are adequate and meet regulations.</p> <ul style="list-style-type: none"> • Passageways and public areas 			<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

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<u>Task Number</u>	<u>Task</u>	<u>Date Completed</u>	<u>Verifying Officer</u>	<u>Comp</u>	<u>Defer</u>	<u>Comments about Deferment</u>
	<ul style="list-style-type: none"> • Machinery spaces • Passenger and crew spaces • Berth lights • Exit lights • Pilot ladders • Navigation • Signaling lights • Lifeboat and liferaft embarkation stations 					<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
ES10	Ensure receptacle outlets have grounding poles and are properly grounded.	<hr/>	<hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
ES11	Inspect distribution panels. <ul style="list-style-type: none"> • Circuit directory provided • Amperage ratings of the protective devices in accordance with required circuit directory • Panelboard blanks installed, where necessary 	<hr/>	<hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

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ES13	Inspect electrical cable installation and determine: <ul style="list-style-type: none"> • Vertical and horizontal supports properly spaced • Radius of the bends exceed CFR specifications • Portable cables used for unauthorized purposes • Acceptable materials used • Hazardous conditions exist (jury rigs, dead end cables, splices, etc.) 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____
ES17	Test internal communication and control systems on a small passenger vessel and ensure the public address system works properly.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
ES20	Inspect shore power connection on a small passenger vessel. <ul style="list-style-type: none"> • Means to disconnect • Watertight construction 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
FF01	Determine amount, type and location of fire protection equipment required. <ul style="list-style-type: none"> • By the vessel's Certificate of Inspection • By the respective regulations 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
FF04	Inspect fixed CO2 systems on a small passenger vessel. <ul style="list-style-type: none"> • Obtain servicing reports 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____

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	<ul style="list-style-type: none"> • Bottles underweight • Flexible loops serviced and tested • Diffuser heads clear • Hydrostatic test required by regulations • Pre-engineered systems comply with 46 CFR 181.420 • Instructions posted 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
FF07	Inspect Halon/alternative agent systems on a small passenger vessel. <ul style="list-style-type: none"> • Coast Guard approved • Markings and notices correct and properly posted • Controls functioning • Closure for protected spaces provided • Quantity sufficient • Vent and engine shutdowns functioning 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
FF09	Inspect portable firefighting equipment. <ul style="list-style-type: none"> • Fire extinguishers approved • Each unit serviceable • Adequate spare charges provided • Correct type and amount on hand • Distributed per fire control plan • Markings correct • Servicing properly logged 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
FF11	Inspect fire main and fire stations on a K-boat.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/>

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	<ul style="list-style-type: none"> • Correct number of fire pump(s) provided • Fire hoses meet acceptable standards • Requirements for hose length and size complied with • Fire pump(s) capable of providing adequate pressure • Valves at fire stations operable • Acceptable nozzle provided • Markings correct 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____
FF14	Witness operational test of fire detection system on a SPV <ul style="list-style-type: none"> • System serviceable • All sensors free of obstructions and functioning • Alarms and indicators functioning correctly • Required instructions and diagrams provided • Markings correct 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____
FF15	Inspect and ensure proper operation of fire doors and dampers. <ul style="list-style-type: none"> • Test controls: local/remote • Remote shutdowns for machinery spaces and quarters ventilation systems • Markings correct • Fusible links 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____

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FF19	Inspect fire axes. <ul style="list-style-type: none"> • Correct number provided • Marked properly • Distributed adequately 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
FF20	Inspect condition of vents and ducts leading from grill in galley for fire hazard.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
FF22	Examine fire control plan on a K-boat.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
FF24	Inspect accommodation areas for compliance with SFP requirements on a K-Boat <ul style="list-style-type: none"> • Machinery spaces • Main pantry • Hazardous locations/classified areas • Storerooms 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____
FP02	Verify that the required forms, placards, and notices are posted on a small passenger vessel. <ul style="list-style-type: none"> • Pollution/MARPOL: <ul style="list-style-type: none"> ○ Placard ○ Waste management plan • Coast Guard forms: <ul style="list-style-type: none"> ○ CG-841: Certificate of Inspection 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____

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	<ul style="list-style-type: none"> ○ CG-3372: Oil Pollution ● Passenger notices ● SOLAS certificates ● Markings: conspicuous and legible 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
GH02	Inspect berthing accommodations on a small passenger vessel. <ul style="list-style-type: none"> ● Space for passengers ● Toilet facilities ● Bunk arrangements ● Means of escape ● Separation from machinery and fuel tank spaces ● Ventilation ● Emergency egress ● Each bunk counts as one seat in passenger count determination 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____
GH09	Inspect ladders, rails and gangways on a small passenger vessel. <ul style="list-style-type: none"> ● Efficient” rails provided on decks and bridges of proper height and configuration ● Storm rails provided where persons would have normal access 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____
GH11	Inspect heating and cooking equipment on a small passenger vessel. <ul style="list-style-type: none"> ● Electrical installations are per approved plan review ● Electrical loads are within overcurrent 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____

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	protection specs i.e. no breakers open when all equipment is turned on.					_____ _____
GT02	Verify that ground tackle and related equipment is in satisfactory condition on a small passenger vessel. <ul style="list-style-type: none"> • Anchors • Chain or line 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____
LS03	Determine amount and type of lifesaving equipment required on a small passenger vessel. <ul style="list-style-type: none"> • Certificate of Inspection • CFRs 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
LS05	Inspect life preservers on a SPV. <ul style="list-style-type: none"> • Properly equipped with lights, whistles and reflective tape • Approved for intended service • Sufficient serviceable units aboard and properly stowed • Properly marked 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____
LS07	Inspect ring buoys on a SPV. <ul style="list-style-type: none"> • Approved for intended service • Properly colored and marked • Correctly equipped with waterlights and line • Serviceable • Sufficient number of ring buoys aboard 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____

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LS17	Inspect lifefloats and buoyant apparatus. <ul style="list-style-type: none"> • Stowed in accordance with applicable regulations, using proper method of securing and float free link • Water lights and reflective tape are installed as required • Body of unit in good condition, life ropes and netting in serviceable condition • Marked in accordance with applicable regulations • Required equipment provided 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____
LS19	Inspect inflatable liferaft installations on a SPV. <ul style="list-style-type: none"> • Serviced annually • Last servicing date at approved facility • Properly secured in the cradle designed for them • Hydrostatic releases serviced • Operating instructions posted at embarkation station 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____

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LS20	Inspect rescue boat. <ul style="list-style-type: none"> • Maintained in serviceable condition • Stowed in proper location as indicated on safety equipment plan. • Can be readily launched either by hand or by davit • Rescue boat is on “approved” list • Release mechanism is in service and in good condition • Required equipment in boat 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____
LS21	Determine if vessel meets criteria for use of rescue platforms in lieu of a rescue boat.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
MI02	Examine steering gear on a small passenger vessel. <ul style="list-style-type: none"> • Operational tests • Hydraulic leaks • Cable condition • Leakage through rudder post • Provision for emergency steering provided unless vessel can demonstrate steering and mooring activity by engines alone (twin screw) 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____
MI05	Inspect fuel oil service and transfer system on a small passenger vessel.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____

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	<ul style="list-style-type: none"> • Determine condition of piping and manifolds • Ensure no excessive fuel oil leakage exists • Test remote operated fuel oil system valves • Determine condition of fuel oil tank vent lines and flame screens 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____
MI09	Inspect bilge pumps installation, piping, and valves on a K-boat. <ul style="list-style-type: none"> • System capable of pumping from any watertight compartment • Standing water drain to suction pipes • Bilge manifold has independent bilge suction control and is properly marked • Suction strainers are installed 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____
MI11	Examine potable water system. <ul style="list-style-type: none"> • Dedicated tanks; treated or coated • Tanks ventilated with insect screens installed • Water pump(s) and pressurization system operable • Pressure tank installation 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____
MI14	Determine what prime mover operational	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

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	<p>tests are required; witness tests and state if results are satisfactory on a small passenger vessel.</p> <ul style="list-style-type: none"> • Low lube oil shutdowns and alarms • High coolant temperature alarm 					
MI17	<p>Inspect the diesel installation and assembly on a SPV, paying particular attention to the following:</p> <ul style="list-style-type: none"> • Fuel and lube oil fittings (checking for leakage) • Instrumentation • Guards over rotating machinery • Exhaust system: <ul style="list-style-type: none"> ○ Leaks ○ Lagging ○ Water cooling system • Starting system • Air intakes 			<input type="checkbox"/>	<input type="checkbox"/>	
MI25	<p>Internally examine unfired pressure vessels requiring internal examination.</p> <ul style="list-style-type: none"> • Check for corrosion, scale, pitting, cracks and erosion • Examine welded connections internally 			<input type="checkbox"/>	<input type="checkbox"/>	
MI26	<p>Externally examine unfired pressure vessels.</p> <ul style="list-style-type: none"> • Pressure gauge • Evidence of structural damage • Data plate legible 			<input type="checkbox"/>	<input type="checkbox"/>	

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	<ul style="list-style-type: none"> • Foundations structurally sound • Attachments secure 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
MI27	Witness Hydrostatic test of unfired pressure vessel. <ul style="list-style-type: none"> • Determine when hydrostatic test required • Determine MAWP • Observe pressure test 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____
MI28	Ensure all unfired pressure vessels are properly equipped with pressure relief valves.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
MI29	Witness pressure relief valve test. <ul style="list-style-type: none"> • MAWP not exceeded • Valve seats tightly • Spring set within range • Correct valve type • Hand lifting device 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____
MI33	Conduct an examination of an auxiliary/heating boiler. <ul style="list-style-type: none"> • Furnace (distortion) • Combustion chamber (crown sheet, wrapper sheet, back sheets (distortion)) • Boiler shell and heads • Stay bolts • Boiler saddles and foundations 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____

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	<ul style="list-style-type: none"> • Plating in way of mountings (wastage due to leaking valves and fittings) • Cracks in the plating due to flexing of the heads or leakage • Wastage around manhole gaskets • Note heat number and condition of fusible plugs • Waterside tubes (Pitting - determine general depth and tube type) • Waterside internal surface conditions (scaling, pitting, corrosion, erosion) • Mountings opened/removed • Safety valve operation • Witness hydrostatic test 					<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
MI40	Ensure insulation is provided to reduce personnel hazard.			<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/>
NS03	Ensure radars are operable on a K-boat. <ul style="list-style-type: none"> • Correct number and type of radars aboard • Crewmembers are knowledgeable in operation of equipment 			<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
NS04	Inspect magnetic compass. <ul style="list-style-type: none"> • Valid deviation table, if applicable • Check for structural changes & installation of new electrical equipment that could affect the compass. • Proper illumination, if applicable 			<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>

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	<ul style="list-style-type: none"> • Visible from helm position • Liquid level sufficient 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
NS05	Inspect magnetic compass on a SPV. <ul style="list-style-type: none"> • Proper illumination, if applicable • Visible from helm position • Liquid level sufficient 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
NS09	Examine radio equipment and FCC or SOLAS documents on a SPV. <ul style="list-style-type: none"> • Ensure equipment is operable – conduct radio check • Ensure FCC/SOLAS documents are aboard and valid 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
NS11	Inspect navigation, signal lights and day shapes on a small passenger vessel. <ul style="list-style-type: none"> • Lights properly functioning • Correctly placed in accordance with applicable regulations • Proper lights installed for vessel’s length, use & propulsion • Lights properly positioned to show correct arcs of visibility • All lights are operable and showing proper intensities/colors • Proper number of ball, cone, diamond day shapes onboard • If dive vessel, ALPHA flag onboard (rigid) • Adequate bridge visibility 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

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NS15	Inspect navigation publications and charts on a small passenger vessel. <ul style="list-style-type: none"> • Charts cover area of operation and are of appropriate scale • Coast Pilot, Light List, Tide Tables, Tidal Current Tables or excerpts • Currently correctly/current editions • Rules of the Road (> 12 meters) • Vessel has up-to-date notice to mariners 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____
NS19	Ensure Automatic Identification System (AIS) is installed and operating properly. <ul style="list-style-type: none"> • Self-propelled vessels > 65', commercial service, on international route • SOLAS passenger vessels > 150 GT • SOLAS tankers, any GT • SOLAS other vessels > 300 GT • Certain vessels operating in areas with VTS • Receives and transmits proper info to vessels and shore facilities 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____
NT01	Witness dye penetrant NDT in accordance with applicable standards. <ul style="list-style-type: none"> • Approve NDT method for specific applications. • Determine acceptability of technician's qualification. • Evaluate results. 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____

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NT02	Witness magnetic particle NDT in accordance with applicable standards. <ul style="list-style-type: none"> • Approve NDT method for specific applications. • Determine acceptability of technician's qualification. • Evaluate results. 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____
NT03	Witness radiography NDT in accordance with applicable standards. <ul style="list-style-type: none"> • Approve NDT method for specific applications. • Determine acceptability of technician's qualification. • Evaluate results. 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____
NT04	Witness ultrasonic NDT in accordance with applicable standards. <ul style="list-style-type: none"> • Approve NDT method for specific applications. • Determine acceptability of technician's qualification. • Evaluate results. 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____
PP05	Insure that MSD requirements are met, if installed. <ul style="list-style-type: none"> • Proper type installed • Device approved for use aboard inspected vessels • Adequate capacity • System is piped and wired in 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____

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	<p>accordance with Subchapters F and J</p> <ul style="list-style-type: none"> • Manufacturer’s instructions available • Required instructions and warning placard posted 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
PP10	<p>Verify MARPOL V compliance on a small passenger vessel and/or barge.</p> <ul style="list-style-type: none"> • Check waste management plan • Plastics retained or incinerated • Placards posted 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD01	<p>Verify that the Vessel Security Plan (VSP) is approved (onboard manned vessels).</p>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD02	<p>Verify that a Marine Safety Center (MSC) letter accompanies the approved security plan.</p>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD03	<p>Verify that an acknowledgment letter from the Marine Safety Center (MSC) accompanies a security plan that is under review, if applicable.</p>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD04	<p>Verify that a copy of an approved Alternate Security Program (ASP) is available for inspection, if applicable.</p>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____

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SD05	Verify that the ASP includes a letter from the owner or operator certifying which ASP is in use and that the vessel is in compliance with that plan.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD06	Verify that the vessel's security assessment report and approved ASP is on site.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD07	Determine whether the ASP involves joint facility and vessels.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD10	Verify the International Ship Security Certificate (ISSC) was issued within the last 5 years for U.S. SOLAS Vessels.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD11	Examine waiver letter and verify that any conditions expressed in the letter are implemented, if applicable.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD12	Examine the waiver approval letter from G-MP for any equivalencies that may exist.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD13	Identify whether equivalencies are noted in	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____

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	the amendments to the security plan.					_____ _____ _____
SD14	For SOLAS vessels, review the vessel's Continuous Synopsis Record (CSR).	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD15	Determine validity and accuracy of crew documents.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD16	Determine validity and accuracy of compliance documentation.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD17	Verify requirements for international voyages.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD18	Identify the Company Security Officer (CSO).	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD19	Identify designated alternate security officers, if applicable.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____

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SD20	Determine the effectiveness of communications arrangements between the CSO and designated alternates.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
SD21	Identify the Vessel Security Officers (VSO).	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____

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SD22	Confirm whether the VSO qualifications are consistent with requirements. Interview VSO to evaluate level of expertise in and knowledge of: <ul style="list-style-type: none"> • Security administration and organization of the company's vessel(s) • Vessel, facility, and port operations relevant to that industry • Vessel and facility security measures, including the meaning and the consequential requirements of the different Maritime Security (MARSEC) levels • Emergency preparedness and response and contingency planning • Security equipment and systems and their operational limitations • Methods of conducting audits, inspection and control and monitoring techniques • Techniques for security training and education, including security measures and procedures • Relevant international conventions, codes, and recommendations • Relevant government legislation and regulations • Responsibilities and functions of other security organizations • Methodology of Vessel Security Assessment 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

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Task
Number

Task

Date
Completed

Verifying
Officer

Comp

Defer

Comments about
Deferment

- Methods of vessel security surveys and inspections
- Instruction techniques for security training and education, including security measures and procedures
- Handling sensitive security information and security related communications
- Knowledge of current security threats and patterns
- Recognition and detection of dangerous substances and devices
- Recognition of characteristics and behavioral patterns of persons who are likely to threaten security
- Techniques used to circumvent security measures
- Methods of physical screening and non-intrusive inspections
- Security drills and exercises, including drills and exercises with facilities
- Assessment of security drills and exercises
- Vessel layout
- VSP and related procedures, including scenario-based response training
- Crowd management and control techniques
- Operations of security equipment and systems
- Testing and calibration of security equipment and systems, and their maintenance while at sea

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<u>Task Number</u>	<u>Task</u>	<u>Date Completed</u>	<u>Verifying Officer</u>	<u>Comp</u>	<u>Defer</u>	<u>Comments about Deferment</u>
	<p>Security Plan (VSP)</p> <ul style="list-style-type: none"> • Methods of physical screening of persons, personal effects, baggage, cargo, and vessel stores • The meaning and the consequential requirements of the different Maritime Security (MARSEC) levels. <ul style="list-style-type: none"> ○ Access control duties for elevated MARSEC levels ○ Restricted area duties for elevated MARSEC levels ○ Cargo handling duties for elevated MARSEC levels ○ Vessel stores and bunkering duties for elevated MARSEC levels • For all other vessel personnel, including contractors, verify knowledge of: <ul style="list-style-type: none"> ○ Relevant provisions of the VSP ○ The meaning and the consequential requirements of the different MARSEC levels, including emergency procedures and contingency plans ○ Recognition and detection of dangerous substances and devices. ○ Recognition of characteristics and behavioral patterns of persons who are likely to threaten security ○ Techniques used to circumvent security measures 					<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

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SD24	Determine adequacy of security procedures by observing and testing: <ul style="list-style-type: none">• Internal and External Communication system and procedures<ul style="list-style-type: none">○ VSO must have means to effectively notify vessel personnel of changes in security conditions on board the vessel○ Communications systems and procedures must allow effective and continuous communication between vessel security personnel, facilities interfacing with the vessel, vessels interfacing with the vessel, and national or local authorities with security responsibilities○ Communication systems and procedures must enable vessel personnel to notify, in a timely manner, shore side authorities or other vessels of a security threat or incident on board○ Communications operations must be consistent with VSP• Interfacing with facilities and other vessels<ul style="list-style-type: none">○ Vessel owner/operator must ensure that there are measures for interfacing with facilities and other vessels at all MARSEC levels○ For each U.S. flag vessel that calls on foreign ports or facilities, the	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

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	vessel owner or operator must ensure procedures for interfacing with those ports and facilities are established					
	<ul style="list-style-type: none"> • Security systems and equipment maintenance <ul style="list-style-type: none"> ○ Security systems and equipment must be in good working order and inspected, tested, calibrated and maintained according to manufacturer's recommendation ○ Results of testing shall be recorded and any deficiencies shall be promptly corrected ○ VSP must include procedures for identifying and responding to security system and equipment failures or malfunctions • Access control measures <ul style="list-style-type: none"> ○ Measures to deter the unauthorized introduction of dangerous substances and devices, including any device intended to damage or destroy persons, vessels, facilities, or ports ○ Measures to secure dangerous substances and devices that are authorized by the owner or operator to be on board ○ Measures to control access to the vessel ○ Specified locations providing means of access to the vessel where 					

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	access restrictions or prohibitions are applied for each MARSEC level					_____
	○ Identification of the types of restriction or prohibition to be applied and the means of enforcing them					_____
	○ Means of identification required to allow individuals to access the vessel and remain on the vessel without challenge					_____
	○ Identification system established for checking the identification of vessel personnel or other persons seeking access to the vessel					_____
	○ VSP must establish the frequency of application of any security measures for access control, particularly if these security measures are applied on a random or occasional basis					_____
	○ Access control measures are specified for each change in MARSEC level					_____
	● Restricted Area procedures					_____
	○ Restricted areas designated to:					_____
	❖ Prevent or deter unauthorized access					_____
	❖ Protect persons authorized to be on board					_____
	❖ Protect the vessel					_____
	❖ Protect sensitive security areas within the vessel					_____

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	<ul style="list-style-type: none"> ❖ Protect security and surveillance equipment and systems ❖ Protect cargo and vessel stores from tampering ❖ Secure areas protected ❖ Properly marked ❖ Control measures adequate ❖ Do not conflict with safety measures 					
	<ul style="list-style-type: none"> • Cargo Handling procedures must: <ul style="list-style-type: none"> ○ Deter tampering ○ Prevent cargo that is not meant for carriage from being accepted and stored on board the vessel ○ Identify cargo that is approved for loading onto the vessel ○ Include inventory control procedures at access points to the vessel ○ For regular/repeated operations with same shipper, coordinate security measures with the shipper or other responsible party in accordance with an established agreement and procedures • Vessel store and Bunkering procedures implemented to: <ul style="list-style-type: none"> ○ Check vessel stores for package integrity ○ Prevent vessel stores from being accepted without inspection ○ Deter tampering 					

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	<ul style="list-style-type: none">○ Prevent vessel stores and bunkers from being accepted unless ordered○ Ensure all standing agreements for routine operations valid● Security measures for continuously monitoring:<ul style="list-style-type: none">○ Vessel○ Restricted areas on board the vessel○ Area surrounding the vessel○ Measures must be specified in approved VSP and may include combination of:<ul style="list-style-type: none">❖ Lighting❖ Watchkeepers❖ Security guards❖ Deck watches❖ Waterborne patrols❖ Automatic intrusion-detection devices❖ Surveillance equipment○ Following must be considered when establishing the appropriate level and location of lighting:<ul style="list-style-type: none">❖ Vessel personnel should be able to detect activities on and around the vessel, on both the shore side and the waterside❖ Coverage should facilitate personnel identification at access points❖ Coverage may be provided through coordination with the port or facility					<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

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	<ul style="list-style-type: none"> ❖ Lighting effects, such as glare, and its impact on safety, navigation, and other security activities ○ Test intrusion alarms ○ Evaluate emergency search procedures • Security incident procedures <ul style="list-style-type: none"> ❖ For each MARSEC level, must be able to respond to security threats or breaches of security and maintain critical vessel and vessel-to-facility interface operations, to include: <ul style="list-style-type: none"> ❖ Prohibiting entry into affected area ❖ Denying access to the vessel, except to those responding to the emergency ❖ Implementing MARSEC level 3 security measures throughout the vessel <ul style="list-style-type: none"> ❖ Stopping cargo-handling operations ❖ Notifying shoreside authorities or other vessels of the emergency ○ Evacuating the vessel in case of security threats or breaches of security ○ Reporting security incidents ○ Briefing all vessel personnel on possible threats and the need for 					<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

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	<ul style="list-style-type: none"> ○ vigilance, soliciting their assistance in reporting suspicious persons, objects, or activities ○ Securing non-critical operations in order to focus response on critical operations ○ Procedures can be witnessed during drill ● Public Access Facility mooring procedures ● Ensure security measures do not interfere with safety equipment, escape routes, and standards 					<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

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SD25	Verify that the vessel security organization is published.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD26	Identify what MARSEC directive has been issued for the port.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD27	Determine whether the vessel has received a copy of the current directive.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD28	Verify that the vessel has effective and adequate security measures for each MARSEC level and directive that is issued and has implemented such measures in accordance with time requirements for: <ul style="list-style-type: none"> • Access Control • Restricted Areas • Cargo Handling • Delivery of Vessel Stores and Bunkers • Recurring and Non-recurring deliveries 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____
SD29	Select a drill at random. <ul style="list-style-type: none"> • Selection and location as directed by Master/VSO 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____

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SD30	Develop a scenario for the drill selected, if appropriate.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD31	Review the procedures contained in the vessel's security plan for handling scenario.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD32	Discuss the details of the drill with the VSO prior to beginning the drill. <ul style="list-style-type: none"> • Drill tests individual elements of security plan • Drill tests response to security incident in accordance with plan 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____
SD33	Review the drill log for the best practices and lessons learned from previous drills conducted. <ul style="list-style-type: none"> • Ensure drills are conducted every 3 months 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
SD34	Critique the drill upon completion with the VSO.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD35	Determine whether security deficiencies exist with the approved VSP after the drill.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____

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SD36	Describe how VSP deficiencies are submitted to owner/operator.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
SD37	Verify vessel has conducted exercises and identify whether the vessel has proof of participation in the Area Maritime Security Exercise if applicable. <ul style="list-style-type: none"> • Must be conducted at least once each calendar year, with no more than 18 months between exercises 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

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SD38	Review security records for training, drills, exercises, security threats, and equipment maintenance. <ul style="list-style-type: none"> <li data-bbox="300 472 762 557">• For training, date of each session, duration of session, a description of the training, and a list of attendees <li data-bbox="300 565 762 675">• For each drill or exercise, date held, description of drill or exercise, list of participants; and any best practices or lessons learned <li data-bbox="300 683 762 797">• For changes in MARSEC levels, date and time of notification received, and time of compliance with additional requirements <li data-bbox="300 805 762 992">• For security threats, date and time of occurrence, how the threat was communicated, who received or identified the threat, description of threat, to whom it was reported, and description of the response 	_____	_____	☐	☐	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
SD39	Determine whether security records are protected against unauthorized access and disclosure.	_____	_____	☐	☐	_____ _____ _____
SD40	Review internal and external communication records relating to ship security.	_____	_____	☐	☐	_____ _____ _____

Revision Date: 20 November 2024

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SD43	Review internal audits. <ul style="list-style-type: none"> • Annual audit of VSP • Letter certified by the CSO or VSO stating the date the audit was completed 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD44	Review auditor’s qualifications.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD45	Review security incident procedures. <ul style="list-style-type: none"> • For security incidents, the date and time of occurrence, location within the port, location within the vessel, description of incident or breaches, to whom it was reported, and description of the response 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____
SD49	Determine whether the security sweep was in accordance with the company’s security plan.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD50	Determine whether the sweep adhered to the locally issued MARSEC directives.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
SD51	Determine whether the vessel had implemented any alternatives documented in the security plan.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____

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SD52	Determine whether these alternatives are allowable by the regulations and provide an equivalent amount of security for the vessel.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
SD53	Determine whether the vessel is in noncompliance with their security plan.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
SD54	Observe Advisement of the Captain of the Port of findings, if applicable.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
SD55	Observe Issuance of a CG-835 to suspend, restrict, or continue operations, if applicable.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
SD56	Review enforcement decision from COTP.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
SD57	Observe Advisement of master of enforcement actions.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____

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SD58	Complete MISLE case documentation.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
ST02	Examine stability letter.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
WI02	Inspect watertight doors on a SPV. <ul style="list-style-type: none"> • Knife edges intact and in good repair; no excessive paint buildup • Gasket material installed in channel is in good condition and not painted • Knife edges and channel meet as designed when door closed • Hinges and hinge bolts in good condition; no sagging of door due to rounded out hinges or worn hinge bolts • Dogs are all operable; grease fittings still usable • Dogging wedges not excessively worn and fit up satisfactory • Quick-closing gear operable and adequate closure achieved • Any port lights installed in watertight doors use wire mesh reinforced glass • Dogging wrench provided in vicinity of watertight door(s) 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

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WI05	Inspect watertight bulkhead penetrations on a small passenger vessel. <ul style="list-style-type: none"> • Penetrations properly sealed to maintain watertight integrity through use of devices such as stuffing tubes 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
WI07	Inspect hull and deck openings on a small passenger vessel. <ul style="list-style-type: none"> • Dogs, gaskets and knife edges are maintained as previously described for watertight doors, on any hull or deck openings 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
WI08	Inspect port light covers. <ul style="list-style-type: none"> • Port lights at the main deck level have a cover installed • Dogs free on each shutter • Shutters restricted in their movement from stowed-to-closed position 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
WI10	Evaluate steel or aluminum hulls and all accessible spaces for damage. <ul style="list-style-type: none"> • Wastage • Fractures • Upsets of shell plate • Deformed framing or stiffeners • Evaluate proposed repairs • Unauthorized/improper repairs or modifications 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____
WI11	Evaluate fiberglass hulls and all accessible	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

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	spaces for damage. <ul style="list-style-type: none"> • Loose or wasted fasteners • Mechanical damage • Blistering • Delaminations • Evaluate proposed repairs • Unauthorized/improper repairs or modifications 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____
WI12	Evaluate wood hulls and all accessible spaces for damage. <ul style="list-style-type: none"> • Loose or wasted fasteners/keel boats • Mechanical damage • Marine borer damage • Loose caulking/sprung planks • Evaluate proposed repairs • Rot/lack of ventilation in closed spaces • Unauthorized/improper repairs or modifications 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____
WR06	Complete steps to approve Weld Procedure Specification (WPS) for engineering and cargo system construction or repair IAW Subchapter F of the Code of Federal Regulations. <ul style="list-style-type: none"> • Witness WPS test coupon fit for welding • Review coupon test results • Draft WPS approval 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____

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<u>Task Number</u>	<u>Task</u>	<u>Date Completed</u>	<u>Verifying Officer</u>	<u>Comp</u>	<u>Defer</u>	<u>Comments about Deferment</u>
WR07	Complete steps to approve Welder Performance Qualification (WPQ) for engineering and cargo system construction or repair IAW Subchapter F of the Code of Federal Regulations. <ul style="list-style-type: none"> • Witness WPS test coupon fit for welding • Review coupon test results • Draft WPS approval 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____
WR08	Review approved Weld Procedure Specification (WPS) for engineering and cargo system construction or repair. <ul style="list-style-type: none"> • Determine suitability of WPS for application • Determine suitability of third party WPS acceptance 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____
WR09	Review approved Welder Performance Qualification (WPQ) for engineering and cargo system construction or repair. <ul style="list-style-type: none"> • Determine suitability of WPS for application • Determine suitability of third party WPS acceptance 	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____
WR12	Demonstrate a working knowledge of acceptable standards of workmanship for construction and repair of Small Passenger	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____

Auxiliary Assistant K-Boat Inspector

Task
Number

Task

Date
Completed

Verifying
Officer

Comp

Defer

Comments about
Deferment

Vessels.

- Explain why Subchapter T and K are not mentioned in 46 CFR 2.75-70
- Demonstrate knowledge of acceptable standards or good marine practice

Auxiliary Assistant K-Boat Inspector PQS

DATE	LOCATION	VESSEL NAME	VESSEL CLASS	INSPECTION TYPE	LEAD INSPECTOR

Revision Date: 20 November 2024

SAMPLE LETTER OF DESIGNATION

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 K-BOAT EXAMINER

Ref: Auxiliary Assistant K-Boat Examiner Performance Qualification Standard Workbook

1. Congratulations! You have completed all requirements necessary to perform the duties of an Auxiliary Assistant K-Boat Examiner. You are authorized to carry out the responsibilities of an Auxiliary Assistant K-Boat 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 K-Boat Examiner's Qualification Code "AUX-KI".

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