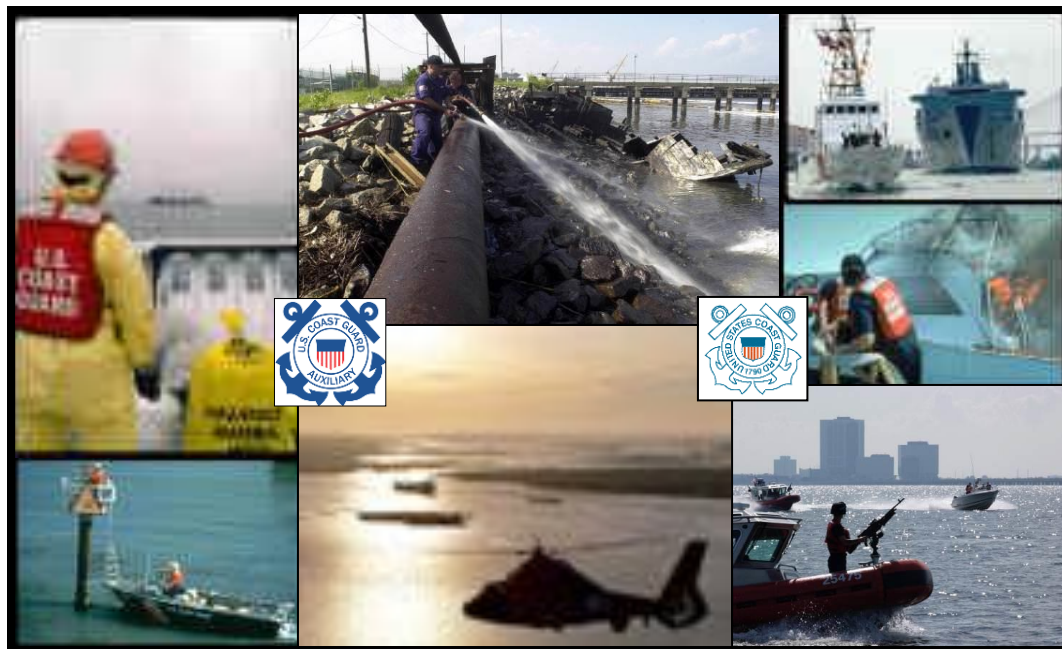




# U. S. Coast Guard Sector



## Auxiliary Assistant Facility Inspector Performance Qualification Standard

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## **Sector Training Guide**

### **Auxiliary Assistant Facilities Inspector Performance Qualification Standard**

#### **Qualification Code: AUX-EU**

This booklet is one section of your personal on the job training (OJT) manual. It is your OJT guide to qualification as an Auxiliary Assistant Facility Inspector. It is your responsibility to document completed unit training items.

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 Sector command designated. Verifying Officers must enter their title, name, and initials in the Record of Verifying Officers section before making entries in your workbook.

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 satisfactory.

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

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

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<b>RECORD OF VERIFYING OFFICERS</b>			
<b>Date</b>	<b>Title</b>	<b>Verifying Officer's Name</b>	<b>Initials</b>

<b>RECORD OF MAJOR TASKS COMPLETED</b>		
<b>Task Number</b>	<b>Major Tasks</b>	<b>Date Completed</b>
1.0	Pre-Inspection of Facility	
2.0	Designated Waterfront Facility/Facility of Particular Hazard	
3.0	Liquefied Natural Gas/Liquefied Hazardous Gas Facility	
4.0	Facilities Transferring Oil or Hazardous Material in Bulk	
5.0	MARPOL Reception Facilities	
6.0	Facility Security Operations	
7.0	Maritime Security Level	
8.0	Drills and Exercises	
9.0	Passenger and Ferry Facility Security Requirements	
10.0	Cruise Ship Terminal Security Requirements	
11.0	Dangerous Cargo Facility Requirements	
12.0	Barge Fleeting Facility Requirements	
13.0	Maritime Security-Related Enforcement/Control and Compliance Measures	
14.0	Post Inspection Activities	

<b>RECORD OF COMPLETION</b>		
<b>Training Prerequisites</b>	<b>Date</b>	<b>Verifying Officer's Signature</b>
A. Completion of resident training course: (Optional)		
1. Facilities Inspections Course		
B. Completion of correspondence courses:		
1. Introduction to Marine Safety and Environmental Protection (IMSEP)		
2. ICS 100		
3. ICS 200		
4. ICS 210 <i>or</i> ICS 300		
5. IS 700		
6. IS 800		
C. Favorable DO PSI if required by COTP/OCMI		
D. Completion of PQS Workbook.		
E. Successful completion of unit level oral board.		
F. Designation Letter submitted for approval.		

All qualification requirements have been satisfactory completed by \_\_\_\_\_.

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## References

The following references will aid you in completing the majority of tasking in this PQS.

- American National Standards Institute (ANSI)
- American Society for Testing and Materials (ASTM) F-1121 1987 Edition
- International Ship and Port Facility Security Code (ISPS) Code 2003 Edition, I116E
- Maritime Transportation Security Act of 2002 (Public Law 107-295)
- National Fire Protection Association (NFPA) 51B, 1994 Edition
- National Fire Protection Association (NFPA) 307, 1995 Edition
- National Fire Protection Association (NFPA) 13, 1996 Edition
- National Fire Protection Association (NFPA) 14, 1996 Edition
- National Fire Protection Association (NFPA) 30, 1996 Edition
- National Fire Protection Association (NFPA) 10, 1998 Edition
- National Fire Protection Association (NFPA) 70, 1996 Edition
- Safety of Life at Seas (SOLAS) Amendments 2002
- Security and Accountability for Every Port Act of 2006 (Safe Port Act of 2006), Sections 102, 103, and 113
- Title 33 Code of Federal Regulations, Parts 105, 126, 127, 128,150, 154, 156, and 158
- Title 46 Code of Federal Regulations, Subpart D (140-155)
- Title 49 Code of Federal Regulations, Parts 171-179
- Transportation Worker Identification Credential (TWIC) Implementation in the Maritime Sector; Hazardous Materials Endorsement for a Commercial Drivers License, 72 FR 3492
- U. S. Coast Guard Commandant (CG-81) Memo 5400 of 2 May 04 (Sector Organizational Construct)
- U. S. Coast Guard Implementation of MTSA Regulations for Facilities, Navigation and Vessel Inspection Circular (NVIC) 03-03, CH-1
- U. S. Coast Guard Marine Safety Manual Vol. I, Administration and Management, COMDTINST M16000.6 (series)
- U. S. Coast Guard Marine Safety Manual Vol. II, COMDTINST M16000.7 (series)
- U. S. Coast Guard Marine Safety Manual, Vol. VI, Ports and Waterways Activities, COMDTINST M16000.11 (series)
- U. S. Coast Guard Marine Safety Manual, Vol. VII, Port Security, COMDTINST M16000.12 (series)
- U. S. Coast Guard Navigation and Vessel Inspection Circular (NVIC) 03-07: Guidance for the Implementation of the Transportation Worker Identification Credential in the Maritime Sector
- U. S. Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
- U. S. Coast Guard Standards Program for Marine Safety, Security and Environmental Protection Programs, COMDTINST 5420.32 (series)



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## Auxiliary Assistant Facility Inspector

<u>Task Number</u>	<u>AUX-EU Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
<b>1.0 Pre-Inspection of Facility</b>			
1.1	<b>Identify and describe</b> the various types of waterfront facilities. <b>State</b> which regulations apply to the following inspected facilities: <ul style="list-style-type: none"> <li>• Designated Waterfront Facility</li> <li>• Facility of Particular Hazard</li> <li>• Liquefied Natural Gas Facility</li> <li>• Liquefied Hazardous Gas Facility</li> <li>• Facilities Transferring Oil or Hazardous Material in Bulk</li> <li>• Waste Reception Facility</li> <li>• Passenger and Ferry Terminals</li> <li>• Cruise Ship Terminals</li> </ul>	_____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____
1.2	<b>Conduct</b> pre-inspection review of facility: <ul style="list-style-type: none"> <li>• <b>Review</b> and <b>print out</b> Marine Information for Safety and Law Enforcement (MISLE) records.</li> <li>• <b>Print out</b> appropriate job aid(s).</li> <li>• <b>Determine</b> the date of the last inspection.</li> <li>• <b>Determine</b> the date of any required tests or inspections.</li> <li>• <b>Conduct</b> pre-inspection review of the facility file.</li> <li>• <b>Identify</b> areas of concern and history of non-compliance.</li> <li>• <b>Review</b> facility's Operations Manual.</li> <li>• <b>Review</b> facility's Response Plan.</li> <li>• <b>Review</b> facility's Security Plan.</li> <li>• <b>Review</b> Alternate Security Plan if applicable.</li> </ul>	_____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____
1.3	<b>Review</b> local results of the Maritime Security Risk Analysis Model (MSRAM) to understand facility security concerns and to prioritize facility security items.	_____ _____	_____ _____
1.4	<b>Prepare</b> inspection plan with team.	_____	_____

## Auxiliary Assistant Facility Inspector

<u>Task Number</u>	<u>AUX-EU Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
1.5	<b>Describe</b> the occupational safety equipment and precautions required to conduct a facility inspection per Unit Safety Plan.	_____	_____
1.6	<b>Describe</b> the primary authorities for Marine Safety and Security in accordance with Marine Safety Manual to include the Safe Port Act of 2006.	_____	_____
1.7	<b>Describe</b> the difference between a facility security spot check and a facility compliance exam.	_____	_____
<b>2.0</b>	<b>Designated Waterfront Facility/ Facility of Particular Hazard</b>		
2.1	<b>Participate in Discussing</b> inspection procedures with facility manager.	_____	_____
2.2	<b>Review</b> & discuss the following permits as required by 33CFR126.17-21 & 27: <ul style="list-style-type: none"> <li>• Permits for handling Designated Dangerous Cargo</li> <li>• Permitted Transactions</li> <li>• General Permits for handling Dangerous Cargo</li> </ul>	_____	_____
2.3	<b>Verify</b> requirements for training, certification and recordkeeping per 49 CFR Part 172 Subpart H and 49CFR171.22 (g) (2).	_____	_____
2.4	<b>Record</b> Facility's DOT Registration Number.	_____	_____
2.5	<b>Assist in Conducting</b> an inspection of a Designated Waterfront/Facility of Particular Hazard for compliance with 33 CFR 126. <ul style="list-style-type: none"> <li>• Guards</li> <li>• Smoking</li> <li>• Welding or Hot Work</li> <li>• Trucks and Other Motor Vehicles</li> <li>• Pier Automotive Equipment</li> <li>• Rubbish &amp; Waste Materials</li> </ul>	_____	_____

## Auxiliary Assistant Facility Inspector

<u>Task Number</u>	<u>AUX-EU Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
	<ul style="list-style-type: none"> <li>• Maintenance Stores &amp; Supplies</li> <li>• Electrical Wiring</li> <li>• Heating Equipment &amp; open Fires</li> <li>• Fire Extinguishing Equipment</li> <li>• Marking of Fire Appliance Locations</li> <li>• Lighting</li> <li>• Arrangement of Cargo, Freight, Merchandise or Material</li> <li>• Inspect Warning Alarms (FOPH)</li> </ul>	_____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____
2.6	<b>Describe</b> the conditions for designating a “Facility of Particular Hazard.”	_____	_____
2.7	<b>Describe</b> examples of noncompliance.	_____	_____
<b>3.0</b>	<b>Liquefied Natural Gas/ Liquefied Hazardous Gas Facility</b>		
3.1	<b>Describe</b> the conditions for designation as a Liquefied Natural Gas (LNG)/Liquefied Hazardous Gas (LHG) Facility.	_____	_____
3.2	<b>Verify</b> the following facility documents: <ul style="list-style-type: none"> <li>• Letter of Intent</li> <li>• Written COTP approved alternatives to the regulations</li> <li>• Operations Manual</li> <li>• Emergency Manual</li> <li>• Declaration of Inspection (DOI)</li> <li>• Test records</li> <li>• Training records</li> <li>• Hot Work Permit</li> </ul>	_____	_____
3.3	<b>Assist in Conducting</b> an inspection of an LNG or LHG facility in compliance with 33 CFR 127- Subpart B: <ul style="list-style-type: none"> <li>• Piers and Wharves</li> <li>• Layout &amp; spacing of Marine Transfer Area for LNG</li> <li>• Electrical Poser Systems</li> </ul>	_____ _____ _____	_____ _____ _____

## Auxiliary Assistant Facility Inspector

<u>Task Number</u>	<u>AUX-EU Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
	<ul style="list-style-type: none"> <li>• Lighting Systems</li> <li>• Communications Systems</li> <li>• Warning Signs</li> <li>• Sensing &amp; Alarm Systems</li> <li>• Portable Gas Detectors</li> <li>• Emergency Shutdown</li> <li>• Warning Alarms</li> <li>• Person-in-charge (PIC) Shore-side Qualifications/Certification</li> <li>• Motor Vehicles</li> <li>• International Shore Connection</li> <li>• Smoking</li> <li>• Hot Work</li> <li>• Security: (Access to Marine Transfer Area for LNG, Systems &amp; personnel, Protective enclosures)</li> <li>• Communications</li> </ul>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
3.4	<b>Describe</b> examples of non-compliance.	_____	_____
3.5	<b>Assist in Conducting</b> an inspection of an LHG or LHG facility in compliance with 33 CFR 127- Subpart C:		
	<ul style="list-style-type: none"> <li>• Piping Systems</li> <li>• Transfer Hoses &amp; Loading Arms</li> <li>• Piers and Wharves</li> <li>• Layout &amp; Spacing of Marine Transfer Area for LHG</li> <li>• Electrical Systems</li> <li>• Lighting Systems</li> <li>• Communications Systems</li> <li>• Warning Signs</li> <li>• Gas Detection</li> <li>• Emergency Shutdown</li> <li>• Warning Alarms</li> <li>• Respiratory Protection</li> <li>• Person-in-charge of Transfers for the Facility</li> <li>• Motor Vehicles</li> <li>• Storage of Hazardous Materials</li> <li>• Access to Marine Transfer Area for LHG</li> </ul>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

## Auxiliary Assistant Facility Inspector

<u>Task Number</u>	<u>AUX-EU Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
	<ul style="list-style-type: none"> <li>• Maintenance: (Inspections, Repairs, Tests, Records)</li> <li>• Fire Fighting Equipment: (Extinguishers, Water Systems, Equipment)</li> <li>• International Shore Connection</li> <li>• Fire Protection: (Smoking, Hot Work, Other sources of ignition).</li> </ul>	_____	_____
3.6	<b>Describe</b> examples of non-compliance.	_____	_____
<b>4.0</b>	<b>Facilities Transferring Oil or Hazardous Material in Bulk</b>		
4.1	<b>Participate in Discussion of</b> inspection procedures with facility manager.	_____	_____
4.2	<b>Verify</b> the following facility documents: <ul style="list-style-type: none"> <li>• Written COTP approved alternatives to the regulations</li> <li>• Written exemptions approved by COMDT</li> <li>• Letter of Intent</li> <li>• Operations Manual</li> <li>• Transfer Hose Records</li> <li>• Facility Response Plan</li> <li>• Training Records</li> <li>• Declaration of Inspection</li> <li>• Drills and Exercises</li> </ul>	_____	_____
4.3	<b>Describe</b> conditions for designation as Facility Transferring Oil or Hazardous Material in Bulk.	_____	_____
4.4	<b>Assist in Conducting</b> an inspection of a Facility Transferring Oil or Hazardous Material in Bulk for compliance with 33 CFR 154- Subparts C,D & E; and 33CFR154- subpart A. <ul style="list-style-type: none"> <li>• Hose Assemblies</li> <li>• Loading Arms</li> <li>• Closure Devices</li> <li>• Monitoring Devices</li> </ul>	_____	_____

## Auxiliary Assistant Facility Inspector

<u>Task Number</u>	<u>AUX-EU Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
	<ul style="list-style-type: none"> <li>• Small Discharge Containment</li> <li>• Discharge Removal</li> <li>• Discharge Containment Equipment</li> <li>• Emergency Shutdown</li> <li>• Communications</li> <li>• Lighting</li> <li>• Person-in-charge (PIC) Designation/Qualification</li> <li>• Safety Requirements</li> <li>• Compliance with Operations Manual</li> <li>• Vapor Control Systems</li> <li>• Transfer Equipment Tests &amp; Inspections (Hint see part 156)</li> </ul>	_____	_____
4.5	<p><b>Conduct</b> review of Facility Response Plan in compliance with 33CFR154-Subpart F:</p> <ul style="list-style-type: none"> <li>• Operating Restrictions</li> <li>• Qualified Individual &amp; Alternate</li> <li>• Ensure Availability of Response Resources</li> <li>• Discharge Scenarios</li> <li>• Sensitive Area Identified</li> <li>• Response Resources Identified</li> <li>• Training</li> <li>• Drills</li> <li>• Inspection/Maintenance of non-OSRO Resources</li> <li>• Plan Approved by COTP</li> <li>• Annual Review by Owner/Operator</li> </ul>	_____	_____
4.6	<b>Describe</b> examples of noncompliance.	_____	_____
<b>5.0</b>	<b>MARPOL Reception Facilities</b>		
5.1	<b>Participate in Discussion of</b> inspection procedures with facility manager.	_____	_____
5.2	<p><b>Describe</b> which terminal or port must have a Certificate of Adequacy (COA) for the following Reception Facilities: (33CFR158.110 &amp; 158.135)</p> <ul style="list-style-type: none"> <li>• Oil</li> </ul>	_____	_____

## Auxiliary Assistant Facility Inspector

<u>Task Number</u>	<u>AUX-EU Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
	<ul style="list-style-type: none"> <li>• Noxious Liquid Substance (NLS)</li> <li>• Garbage</li> </ul>	_____	_____
5.3	<b>Reassess</b> reception requirements and capabilities.	_____	_____
5.4	<b>Assist in Conducting</b> an inspection of a MARPOL Reception Facility for compliance with 33 CFR 158, utilizing the MARPOL Job Aid.	_____	_____
5.5	<b>Verify</b> following facility documents: <ul style="list-style-type: none"> <li>• Certificate of Adequacy (C)OA</li> <li>• Hazardous Waste Manifests (where applicable)</li> <li>• Declaration of Inspection (DOI)</li> </ul>	_____	_____
5.6	<b>Describe</b> examples of noncompliance.	_____	_____
<b>6.0</b>	<b>Facility Security Operations</b>		
6.1	<b>Describe</b> the purpose, requirements, and use of a Declaration of Security (DOS).	_____	_____
6.2	<b>Determine</b> the adequacy of procedures for requesting and handling a Declaration of Security.	_____	_____
6.3	<b>Describe</b> procedures to escort all visitors, contractors, vendors, and other non-facility employees.	_____	_____
6.4	<b>Describe</b> adequate security measures for unescorted individuals.	_____	_____
6.5	<b>Describe</b> minimum access control requirements used for personal identification and acceptable issuing authorities.	_____	_____
6.6	<b>Describe</b> the purpose of the Transportation Worker Identification Credential (TWIC).	_____	_____
6.7	<b>Describe</b> procedures to verify TWIC authenticity by visual and/or biometric reader.	_____	_____



## Auxiliary Assistant Facility Inspector

<u>Task Number</u>	<u>AUX-EU Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
6.8	<b>List</b> the required actions by an owner/operator upon discovering a possible invalid/fraudulent TWIC card.	_____	_____
6.9	<b>Describe</b> the Coast Guard investigation procedures following discovery of a suspected invalid/fraudulent TWIC card.	_____	_____
6.10	<b>Examine</b> the following documents used to verify approval of a Facility Security Plan (FSP): <ul style="list-style-type: none"> <li>• COTP letter accompanies approved security plan and dated within the last five years.</li> <li>• CG Vulnerability and Security Measures Summary (CG-6025).</li> <li>• Letter of Authorization from COTP (if applicable).</li> <li>• Copy of approved Alternate Security Program (ASP) if applicable and available. <b>Review</b> letter from owner/operator certifying the ASP used and the facility is in full compliance with the program.</li> </ul>	_____	_____
6.11	<b>Assist in Reviewing</b> a Facility Security Plan.	_____	_____
6.12	<b>Record</b> the Facility Security Officer (FSO) contact information.	_____	_____
6.13	<b>Confirm</b> the FSO's qualifications meet security requirements.	_____	_____
6.14	<b>Review</b> security records for training, drills, exercises, security threats, and equipment maintenance.	_____	_____
6.15	<b>Determine</b> whether security records are protected against unauthorized access and disclosure.	_____	_____
6.16	<b>Review</b> maintenance, calibration, and testing of security equipment.	_____	_____
6.17	<b>Review</b> security records for training, drills, exercises, security threats, and equipment maintenance.	_____	_____

## Auxiliary Assistant Facility Inspector

<u>Task Number</u>	<u>AUX-EU Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
6.18	<b>Verify</b> proper security interface between the facility and a vessel moored thereto.	_____	_____
6.19	<b>Examine</b> required Declaration of Securities and <b>observe</b> the facility's and interfacing vessel's operations to ensure compliance with Declaration of Security.	_____	_____
6.20	<b>Verify</b> security personnel's ability to monitor the surrounding areas: <ul style="list-style-type: none"> <li>• Facility approaches via land and water</li> <li>• Restricted areas within the facility</li> <li>• Vessels at facility and areas surrounding vessel</li> </ul>	_____	_____
6.21	<b>Verify</b> adequacy of facility security measures and procedures by observing and testing.	_____	_____
6.22	<b>Conduct</b> interviews to determine competency of facility security personnel.	_____	_____
6.23	<b>Review</b> security incident procedures.	_____	_____
6.24	<b>Review</b> internal audits.	_____	_____
6.25	<b>Review</b> auditor's qualifications.	_____	_____
<b>7.0</b>	<b>Maritime Security Levels</b>		
7.1	<b>Identify</b> what Maritime Security (MARSEC) directive has been issued for the port.	_____	_____
7.2	<b>Determine</b> whether the facility has received a copy of the current directive.	_____	_____
7.3	<b>Review</b> facility's procedures for implementing MARSEC security measures within 12 hours.	_____	_____
7.4	<b>Verify</b> that the facility has effective and adequate performance-based security measures for each MARSEC level and Directive that is issued.	_____	_____

## Auxiliary Assistant Facility Inspector

<u>Task Number</u>	<u>AUX-EU Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
<b>8.0</b>	<b>Drills and Exercises</b>		
8.1	<b>Witness</b> satisfactory performance of a security drill.	_____	_____
8.2	<b>Witness</b> satisfactory performance of a security exercise.	_____	_____
8.3	<b>Review</b> the drill log for the best practices and lessons learned from previous drills conducted. <b>Ensure</b> drills are conducted every 3 months.	_____	_____
8.4	<b>Assist in Critiquing</b> the drill upon completion with the FSO. <b>Verify</b> that the FSP/ASP directs the FSO to identify related security deficiencies during drills and exercises.	_____	_____
8.5	<b>Assist in Submitting</b> FSP deficiencies in writing to owner/operator.	_____	_____
<b>9.0</b>	<b>Passenger and Ferry Facility Security Requirements</b>		
9.1	<b>Verify</b> areas are established to segregate unchecked persons and effects from checked persons and effects except in designated public access areas.	_____	_____
9.2	<b>Verify</b> security personnel are screening vehicles as outlined in the FSP.	_____	_____
9.3	<b>Verify</b> baggage is screened in accordance with security plan and applicable MARSEC directives.	_____	_____
9.4	<b>Verify</b> that security personnel secure access to restricted areas.	_____	_____
9.5	<b>Verify</b> there are sufficient security personnel to monitor all persons within the area.	_____	_____

## Auxiliary Assistant Facility Inspector

<u>Task Number</u>	<u>AUX-EU Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
<b>10.0</b>	<b>Cruise Ship Terminal Security Requirements</b>		
10.1	<b>Verify</b> procedures to screen all persons, baggage, and personal effects for dangerous substances and devices.	_____	_____
10.2	<b>Verify</b> procedures for checking personnel identification.	_____	_____
10.3	<b>Inspect</b> designated holding, waiting or embarkation areas to segregate screened person and effects.	_____	_____
10.4	<b>Verify</b> procedures to provide additional security personnel to designated holding areas and deny passenger access to restricted areas.	_____	_____
<b>11.0</b>	<b>Dangerous Cargo Facility Requirements</b>		
11.1	<b>Verify</b> security personnel are implementing appropriate security measures to escort visitors, contractors, vendors, and other persons not employed at a facility.	_____	_____
11.2	<b>Verify</b> security personnel are implementing appropriate security measures to control parking, and loading and unloading of vehicles within the facility.	_____	_____
11.3	<b>Verify</b> the process security personnel use to record and report their presence at key points during their patrol of the facility.	_____	_____
11.4	<b>Verify</b> procedures to search key areas prior to vessel arrival.	_____	_____
11.5	<b>Inspect</b> alternate or independent power source.	_____	_____
<b>12.0</b>	<b>Barge Fleeting Facility Requirements</b>		
12.1	<b>Verify</b> designated restricted areas within the facility.	_____	_____

## Auxiliary Assistant Facility Inspector

<u>Task Number</u>	<u>AUX-EU Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
12.2	<b>Verify</b> list of current vessels and cargoes in the designated restricted area.	_____	_____
12.3	<b>Verify</b> that there is at least one towing vessel is available to service the fleeting facility for every 100 barges within the facility.	_____	_____
<b>13.0</b>	<b>Maritime Security-Related Enforcement/Control and Compliance Measures</b>		
13.1	<b>Explain</b> the control and compliance measures a COTP may impose for facilities not in compliance with 33CFR, Chapter I, Subchapter H.	_____	_____
13.2	<b>Explain</b> the four levels of enforcement governing the rules and regulations in 33 CFR, Chapter I, Subchapter H.	_____	_____
13.3	<b>Demonstrate</b> proficiency of procedures to follow for Security Breach and Transportation Security Incident.	_____	_____
13.4	<b>Demonstrate</b> proficiency of procedures to follow for Transportation Security Incident.	_____	_____
<b>14.0</b>	<b>Post Inspection Activities</b>		
14.1	<b>Assist in Briefing</b> Captain of the Port (COTP) of findings.	_____	_____
14.2	<b>Receive</b> enforcement decision from COTP: <ul style="list-style-type: none"> <li>• COTP Order</li> <li>• Restriction on facility access</li> <li>• Conditions on operations</li> <li>• Suspension or restriction of operations</li> <li>• Lesser administrative and corrective measures</li> <li>• Suspension or revocation of security plan approval</li> <li>• Issuance of civil penalty</li> </ul>	_____	_____

## Auxiliary Assistant Facility Inspector

<u>Task Number</u>	<u>AUX-EU Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
14.3	<b>Observe Advisement</b> of owner/operator of the control measures imposed against their facility.	_____	_____
14.4	<b>Complete</b> MISLE case documentation for: <ul style="list-style-type: none"><li>• Facility without discrepancies</li><li>• Facility with discrepancies</li><li>• Operational control on a facility</li><li>• Enforcement activity on a facility</li></ul>	_____	_____







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U.S. Department of  
Homeland Security

United States  
Coast Guard



## SAMPLE LETTER OF DESIGNATION

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 FACILITY INSPECTOR

Ref: Auxiliary Assistant Facility Inspector Performance Qualification Standard Workbook

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

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