

**U.S. COAST GUARD
AUXILIARY**



**FACILITY INSPECTOR
(AUX-EU)**

**PERFORMANCE QUALIFICATION
STANDARD**

Instructions for Auxiliary Facility Inspector competency attainment

References:

- (a) Coast Guard Regulated Facility Compliance Program, COMDTINST M16600.10 (series)
- (b) U.S. Coast Guard Sector Organization Manual, COMDTINST M5401.6 (series)
- (c) Mandatory Use of the Training Management Tool, COMDTINST 5270.2 (series)
- (d) Marine Safety Manual Vol. I, COMDTINST M16000.6 (series)

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 satisfactorily.

Note: Auxiliarists do not have law enforcement authority. They cannot independently exercise Captain of the Port (COTP), Officer in Charge Marine Inspections (OCMI), Federal Maritime Security Coordinator (FMSC) or Federal On Scene Coordinator (FOSC) authority and may become personally liable for actions they take outside of prescribed directives. The Auxiliarist should not be placed in a position that exceed the scope of their training or authorization.

Auxiliarists are prohibited from entering confined spaces. Under no circumstances shall any Auxiliarist be allowed to do tasks requiring such entry.

The Auxiliarist must always be working with USCG personnel when completing Tasks in this PQS. Several Tasks are only available on CG servers and will need USCG personnel to demonstrate task along with references that are only on the CG server. Once qualified as a Facility Inspector all duties will be performed in conjunction with an Active-Duty member.

Note: Auxiliarist shall not review or handle SSI material, FSPs or other sensitive facility documents.

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 Marine Safety Insignia.

The following is a brief overview of how this PQS workbook works. On each task card you will find:

1. **Job:** The formal title of the competency.

Example: "Facility Inspector"

2. **Task:** Action to be performed on the job. A unit of behavior which has value for producing major accomplishments/output; has a definite beginning (stimulus); is made up of two or more steps; and results in a measurable output.

3. **Condition:** Specifies assistance, aids, or constraints the trainee will be given. It states the condition(s)/limit(s) under which the task will be performed.

4. **Standard:** Specifications of the levels of accuracy and quality necessary for success - that is, how well a trainee must carry out the desired performance to complete the task.

5. **References:** List of references applicable to the particular task.

6. **Steps:** Sequence of actions which collectively make up the task's completion.

All tasks and steps must be validated by a certified Verifying Officer (VO) as required in Reference (a) and outlined in Reference (b). Each VO must also complete the Record of Verifying Officers.

RECORD OF VERIFYING OFFICERS

Date	Title	Verifying Officer's Name	Initials

RECORD OF COMPLETION

Training Prerequisites	Date	Verifying Officer's Signature
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.		

Record of Task Completion		
Task Code	Task	Date Completed
ADMIN		
AUX-EU-AD01	Facility Compliance Program Overview	
AUX-EU-AD02	Port and Facility Familiarity	
AUX-EU-AD03	Pre-Inspection of Facility	
AUX-EU-AD04	Post Inspection Activities	
SAFETY		
AUX-EU-SA01	Designated Waterfront Facility Overview	
AUX-EU-SA02	Designated Waterfront Facility Inspection	
AUX-EU-SA03	Liquefied Gas Facility Overview	
AUX-EU-SA04	Liquefied Gas Facility Inspection	
AUX-EU-SA05	Regulated Bulk Liquid Facility Overview	
AUX-EU-SA06	Regulated Bulk Liquid Facility Inspection	
AUX-EU-SA07	MARPOL Reception Facility Overview	
AUX-EU-SA08	Certificate of Adequacy Inspection	
AUX-EU-SA09	Bulk Liquid Transfer Monitor	
SECURITY		
AUX-EU-SC01	Facility Security Overview	
AUX-EU-SC02	Facility Security Inspection	

Auxiliary Facility Inspector

Task: AUX-EU-AD01 Facility Compliance Program Overview

Condition: *At the unit*

Standard: *In accordance with current policies, procedures, and processes*

- References:**
- a. Coast Guard Regulated Facility Compliance Program, COMDTINST M16600.10 (series)
 - b. Coast Guard Marine Environmental Response and Preparedness Manual, COMDTINST M16000.14 (series)

	Steps	Date	Initials
.01	Discuss the legislation that impacts Coast Guard authority and jurisdiction over waterfront facilities		
.02	Discuss the types of waterfront facilities and regulations that apply to each		
.03	Discuss hazards Coast Guard facility inspectors may encounter on facility compliance activities		
.04	Discuss personal protective equipment (PPE) and safety equipment, and when it must be carried by Coast Guard facility inspectors		
.05	Ensure proper use of PPE and safety equipment carried by Coast Guard facility inspectors		
.06	Discuss proper response by Coast Guard personnel to releases/discharges or exposures on facility compliance activities		
.07	Discuss requirements for the Occupational Medical Surveillance and Evaluation Program (OMSEP) and related recordkeeping requirements		
.08	Discuss when a MISHAP report must be completed on facility compliance Activities		
.09	Discuss the required team composition for facility compliance activities		
.10	Identify facility compliance activity interval policy based on facility type		
.11	Discuss types of facility compliance activities		
.12	Discuss proper use of the CG-835F		
.13	Discuss corrective, enforcement, and investigative actions for facility compliance activities		
.14	Discuss requirements for entering facility compliance activity information in MISLE, and for closing MISLE activities		
.15	Discuss policy for administrative processing of manuals, alternatives, waivers, and exemptions		
.16	Discuss Government Initiated Unannounced Exercise (GIUE) policy requirements, Average Most Probable Discharge (AMPD) scenario development, team composition, and Marine Transportation Related (MTR) facility selection and frequency		

Verifying Officer Guidance:

Trainee is required to know and explain facility compliance program overview information. While most of this information can be found in Reference (a), that manual does point to other references. The trainee must demonstrate an understanding of the relevant information in Reference (a), these other references, and unit policy in order to obtain signoffs. No steps in this task may be deferred.

Auxiliary Facility Inspector

Task: AUX-EU-AD02 Port and Facility Familiarity

Condition: *In advance of qualification*

Standard: *In accordance with current policies, procedures, and processes*

- References:**
- a. Local MMS/Standard Operating Procedures
 - b. OEM Manuals, 9700 and 9800 series
 - c. Marine Safety Manual, Vol VII, Port Security Compliance, COMDTINST M16000.12 (series), Chapter 6
 - d. Area Maritime Security Plan (AMSP) and Area Maritime Security (AMS) Assessment Development and Maintenance Process, COMDTINST 16601.28 (series)
 - e. Marine Transportation System Recovery Planning and Operations, COMDTINST 16000.28 (series)
 - f. U. S. Coast Guard Marine Environmental Response and Preparedness Manual, COMDTINST M16000.14 (series)

	Steps	Date	Initials
.01	Discuss the agencies, purposes, and roles of port organizations for your area of responsibility (AOR)		
.02	Discuss types of facility operations in your AOR and the industries they support (e.g., import/export, oil field, etc.)		
.03	Discuss port and facility interagency partners, committees, and coordination in your AOR		
.04	Locate , during a Harbor Patrol(s), all major port areas in your AOR		
.05	Discuss unregulated facilities in your AOR and the importance of facility inspectors remaining aware of operations at those facilities		
.06	Discuss other regulatory agencies that regulate Coast Guard regulated facilities within your AOR		
.06.1	Observe inspections by at least two other regulatory agencies on facilities regulated by the Coast Guard (e.g., EPA, OSHA, FERC, PHMSA, state agency acting on behalf of Federal agencies, etc.)		
	Agency:		
	Facility:		
	Agency:		
	Facility:		
.07	Discuss the purpose of MSRAM.		
.08	Discuss how and when the AMSP should be used by facility inspectors		
.09	Review the Maritime Transportation System (MTS) Recovery Plan for your AOR, with an emphasis on facility operations		
.09.1	Discuss how and when the MTS Recovery Plan should be used by facility inspectors		
.10	Review the Area Contingency Plan (ACP) for your AOR, with an emphasis on facility operations		
.10.1	Discuss how and when the ACP should be used by facility inspectors		
.11	Review the heavy weather plan/hurricane plan for your AOR, with an emphasis on facility operations		
.11.1	Discuss how the units heavy weather plan impacts facility operations in your AOR		

.12	Review and Discuss other applicable plans within your AOR (Military Outloads, Ice Operations, Nuclear, Mutual Aid)		
.13	Observe the following:		
.13.1	Port commission (or equivalent body) meeting		
.13.2	Area Committee meeting		
.13.3	Area Maritime Security Committee meeting		
.14	Observe port/facility operations, using Appendix C of this PQS as a guide		

Verifying Officer Guidance:

Trainee must be able to provide an overview of port and facility operations in the AOR. It will often be necessary to complete this task near the end of the qualification process to ensure the trainee has an understanding of the operations throughout the AOR and how they apply to the Coast Guard regulated facility compliance program.

Steps AUX-EU-AD02.01 and .03 may vary greatly from unit to unit. Agencies and organization under step .01 may include an independent, locally run, or state-run port authority or administration. With each the organization will vary and may include a port director, a board of directors, and a staff of varying size and responsibilities. The key items for a trainee to know are how the port organization impacts or is impacted by a Coast Guard facility compliance activity, and any key players within the port organization that they may encounter in their duties. For step .03, possible entities the trainee must be aware of may include Harbor Safety Committees, Port Coordination Committee, Harbor Policy, Local Emergency Planning Commission (LEPC), mutual aid organizations, and Oil Spill Removal Organizations. As there is no one reference that can point the relevant entities within the port, it is incumbent on the Verifying Office to ensure the trainee is aware of all relevant entities within the port.

Step AUX-EU-AD02.04 must encompass all major port areas in the units AOR, and when feasible all regulated facilities in the AOR. This may not be feasible when facilities are not accessible by road or are accessible by road but are so isolated that routine compliance or oversight activities do not require operations in the vicinity of those facilities. In such instances, step AUX-EU-AD02.04 may be signed off rather than deferred. **The intent of steps AUX-EU-AD02.07 through .12 is to review and be familiar with the purpose and content included in the plans, and not to read the plans in their entirety.** Steps AUX-EU-AD02.07, .08, and .09 may be signed off by the units Port Security Specialist (PSS)/Port Recovery Specialist (PRS), as appropriate, regardless of their status as a Verifying Officer. Steps AUX-EU-AD02.10, .11, and .12 may be signed off by Emergency Management Division personnel whose primary duties include updates and maintenance of the discussed plans regardless of their status as a Verifying Officer.

Step AUX-EU-AD02.14 may not be deferred.

It is recommended units implement the steps and sub-steps of this task into indoctrination procedures for newly reported facility compliance personnel, even if they already hold the Facility Inspector competency.

Auxiliary Facility Inspector

Task: AUX-EU-AD03 Pre-Inspection of Facility

Condition: *Prior to leaving the unit in preparation for inspection*

Standard: *In accordance with current policies, procedures, and processes*

- References:**
- a. Coast Guard Regulated Facility Compliance Program, COMDTINST M16600.10 (series)
 - b. Risk Management, COMDTINST 3500.3A (series)
 - c. Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
 - d. Marine Safety Manual Vols. I, VII, COMDTINST M16000 (series)
 - e. Navigation and Vessel Inspection Circular (NVIC) 03-03, Ch-3
 - f. CG-FAC Policy Letter No. 19-03
 - g. Facility Inspection Job Aides (various)

	Steps	Date	Initials
.01	Review MISLE and paper (if maintained) facility file		
.01.1	Review facility plans/manuals		
.01.2	Determine date, type, and scope of last facility compliance activity		
.01.3	Determine , as appropriate, date of next required tests, drills, exercises, etc.		
.01.4	Determine if the facility has any waivers, exemptions, alternatives, etc.		
.01.5	Determine if facility has any open deficiencies or Operational Controls		
.01.6	Determine if facility has open or ongoing activities		
.01.7	Identify history of non-compliance and potential areas of concern		
.02	Determine inspection plan		
.02.1	Determine proper type(s) and scope of facility compliance activities to Conduct		
.02.2	Determine team members and competencies		
.02.3	Evaluate safety concerns		
.02.4	Determine appropriate Personal Protective Equipment (PPE)		
.03	Determine risk level through risk assessment process, and make notifications and document in accordance with local procedures		
.04	Brief inspection team on safety concerns		

Verifying Officer Guidance:

Trainee is required to know, explain, and demonstrate pre-inspection procedures. Facility Compliance Activities may address all or pre-selected areas of the applicable safety and/or security regulations. No steps or sub steps in this task may be deferred.

Auxiliary Facility Inspector

Task: AUX-EU-AD04 Post Inspection Activities

Condition: Upon Completion of the Inspection

Standard: In compliance with applicable policies, laws, regulations, and standards

- References:**
- a. Coast Guard Regulated Facility Compliance Program, COMDTINST M16600.10 (series)
 - b. Marine Safety Manual Vol. V, COMDTINST M16000.10 (series)
 - c. Notice of Violation User's Guide, COMDTINST M5582.1 (series)
 - d. Civil Penalty Procedures and Administration, COMDTINST M16200.3 (series)
 - e. Civil Penalty Enforcement (CPE) Tactics, Techniques, and Procedures (TTP), CGTTP 3- 72.7
 - f. Captain of the Port Orders Tactics, Techniques, and Procedures (TTP), CGTTP 3- 71.3
 - g. MISLE Policy User Guides (Current Edition)

	Steps	Date	Initials
.01	Prepare a Form CG-835F for a facility compliance activity with no deficiencies		
.02	Prepare a Form CG-835F for a facility compliance activity with deficiencies		
.02.1	Determine proper corrective actions		
.02.2	Determine appropriate due dates for deficiencies		
.03	Communicate inspection results and requirements from a Form CG-835F to a facility representative for a facility compliance activity with deficiencies.		
.04	Determine recommended enforcement action		
.05	Brief Captain of the Port of findings and recommend enforcement action(s)		
.06	Prepare a Captain of the Port Order restricting facility operations		
.07	Observe owner/operator being advised of the control measures imposed against their facility		
.08	Observe entering facility inspection activity in MISLE for the following:		
.08.1	Facility compliance activity without deficiencies		
.08.2	Facility compliance activity with deficiencies		
.08.3	Operational control on a facility		
.08.4	Enforcement activity on a facility		
.08.5	Clear a deficiency in a MISLE activity		
.09	Observe updating facility information within MISLE		

Verifying Officer Guidance:

Trainee must clearly articulate findings to the Captain of the Port (COTP) and prove in depth knowledge, understanding, and fully grasp the impact and legality of each enforcement / control measure. MISLE activity documentation must be properly entered into MISLE and reviewed by the Verifying Officer. No steps or sub steps in this task may be deferred. Completion of AUX-EU-AD04.06 (COTP Order) and AUX-EU-AD04.08.3 may be based on a training scenario. When based on a training scenario, the trainee must actually draft the COTP Order and properly enter an Operational Control in MISLE Train.

Auxiliary Facility Inspector

Task: AUX-EU-SA01 Designated Waterfront Facility Overview

Condition: *While demonstrating knowledge of applicable regulations and polices*

Standard: *In accordance with current policies, procedures, and processes*

- References:**
- a. 33 CFR part 126: Handling of Dangerous Cargo at Waterfront Facilities
 - b. 49 CFR parts 171-180: Hazardous Materials Regulations
 - c. Coast Guard Regulated Facility Compliance Program, COMDTINST M16600.10 (series)

Steps		Date	Initials
.01	Discuss applicability of 33 CFR 126 and the requirements a facility must meet		
.01.1	Designated waterfront facility		
.01.2	Facility of particular hazard		
.02	Discuss exclusions to applicability of 33 CFR 126		
.03	Discuss factors in determining the extent of the regulated portion of a facility regulated under 33 CFR 126		
.04	Discuss what Incorporated by Reference is, and the edition of the consensus standards that can be used		
.05	Discuss what a General Permit is		
.06	Discuss the requirements to maintain a General Permit		
.07	Discuss when and how the COTP may suspend the General Permit		
.08	Discuss when a Designated Dangerous Cargo Permit must be obtained		
.09	Discuss requirements for waivers and alternatives issued under 33 CFR 126		

Verifying Officer Guidance:

Trainee must articulate the requirements in this task. As this task is knowledge based, and a facility inspector must be able to determine if existing or new operations within their AOR are applicable to 33 CFR 126, no steps or sub steps in this task may be deferred.

Auxiliary Facility Inspector

Task: AUX-EU-SA02 Designated Waterfront Facility Inspection

Condition: *While conducting an inspection*

Standard: *In accordance with current policies, procedures, and processes*

- References:**
- 33 CFR part 126: Handling of Dangerous Cargo at Waterfront Facilities
 - 49 CFR parts 171-180: Hazardous Materials Regulations
 - Coast Guard Regulated Facility Compliance Program, COMDTINST M16600.10 (series)
 - Designated Waterfront Facility Job Aid

	Steps	Date	Initials
.01	Discuss procedures and scope of the facility compliance activity with the facility representative		
.02	Determine changes to facility operations since the last Coast Guard facility compliance activity		
.03	Review facility documentation, waivers, and alternatives issued to the facility		
.04	Inspect a Designated Waterfront Facility for compliance with Reference (a) in accordance with the requirements outlined in Reference (d)		
.05	Inspect a Facility of Particular Hazard for compliance with Reference (a) in accordance with the requirements outlined in Reference (d)		
.06	Verify packaged hazardous material on the facility complies with the requirements of Reference (b)		
.07	Verify proper segregation of HAZMAT on the facility		
.08	Discuss requirements for hot work and hot work permits under Reference (a)		
.09	Discuss examples of noncompliance and the appropriate actions to take		

Verifying Officer Guidance:

Trainee must complete the actions outlined in each step. In order to obtain a sign off for steps AUX-EU-SA02.04 and .05, the trainee must demonstrate proficiency in conducting a full compliance inspection on a facility regulated under 33 CFR 126, in accordance with Reference (d). It will take the majority of trainees' multiple inspections before they demonstrate the requisite level of proficiency in conducting an inspection. Steps in this task must not be simulated. If a facility regulated under 33 CFR 126 is not available for inspection, the entirety of this task should be deferred. If a Facility of Particular Hazard is not available for inspection, task AUX-EU-SA02.05 must be deferred.

Auxiliary Facility Inspector

Task: AUX-EU-SA03 Liquefied Gas Facility Overview

Condition: *While demonstrating knowledge of applicable regulations and polices*

Standard: *In accordance with current policies, procedures, and processes*

- References:**
- a. 33 CFR 127: Waterfront Facilities Handling Liquefied Natural Gas and Liquefied Hazardous Gas
 - b. Coast Guard Regulated Facility Compliance Program, COMDTINST M16600.10 (series)
 - c. Navigation and Vessel Inspection Circular (NVIC) 01-2011
 - d. CG-OES Policy Letter 01-15
 - e. CG-OES Policy Letter 02-15
 - f. CG-OES Policy Letter 01-17

	Steps	Date	Initials
.01	Discuss applicability of 33 CFR 127 and the requirements a facility must meet		
.01.1	Liquefied Natural Gas (LNG)		
.01.2	Liquefied Hazardous Gas (LHG)		
.01.3	Small scale facilities, to include handling LNG or LHG from trucks and rail cars		
.02	Discuss the Marine Transfer Area for:		
.02.1	Liquefied Natural Gas		
.02.2	Liquefied Hazardous Gas		
.03	Discuss the difference between a “new” facility and an “existing” facility		
.04	Discuss the requirements for an inactive facility		
.05	Discuss what Incorporated by Reference is, and the edition of the consensus standards that can be used		
.06	Discuss the purpose and requirements for a facility to submit a Letter of Intent		
.07	Discuss the Waterways Suitability Assessment and Letter or Recommendation Process		
.08	Discuss when the COTP may suspend transfer operations and the appeal Process		
.09	Discuss the requirements for an alternative to be issued for a facility regulated under 33 CFR 127		
.10	Discuss the requirements for Operations Manuals and Emergency Manuals		
.11	Review an Operations Manual for compliance with 33 CFR 127		
.11.1	Communicate deficiencies identified with Operations Manual to owner/operator		
.11.2	Prepare Operations Manual for return to facility after satisfactory review		
.12	Review an Emergency Manual for compliance with 33 CFR 127		
.12.1	Communicate deficiencies identified with Emergency Manual to owner/operator		
.12.2	Prepare Emergency Manual for return to facility after satisfactory review		
.13	Review and process Operations Manual and Emergency Manual amendments		

Verifying Officer Guidance:

Trainee must articulate the requirements in this task. As most of the requirements in this task are knowledge based, and a facility inspector must be able to determine if existing or new operations within their AOR are applicable to 33 CFR 127, the only steps in this task that may be deferred are AUX-EU-SA03.11 and .12. For units with facilities regulated under 33 CFR 127, steps AUX-EU-SA03.11 and .12 may be accomplished by reviewing manuals in use by active LNG or LHG facilities as though they are new manual submissions.

Auxiliary Facility Inspector

Task: AUX-EU-SA04 Liquefied Gas Facility Inspection

Condition: *While conducting an inspection*

Standard: *In accordance with current policies, procedures, and processes*

- References:**
- a. 33 CFR part 127: Waterfront Facilities Handling Liquefied Natural Gas and Liquefied Hazardous Gas
 - b. Coast Guard Regulated Facility Compliance Program, COMDTINST M16600.10 (series)
 - c. Facility Handling Liquefied Natural Gas Job Aid
 - d. Facility Handling Liquefied Hazardous Gas Job Aid

	Steps	Date	Initials
.01	Discuss procedures and scope of the facility compliance activity with the facility representative		
.02	Determine changes to facility operations since the last Coast Guard facility compliance activity		
.03	Review facility documentation and alternatives issued to the facility		
.04	Inspect a Liquefied Natural Gas Facility for compliance with 33 CFR 127 Subpart B in accordance with the requirements outlined in Reference (c)		
.05	Inspect a Liquefied Hazardous Gas Facility for compliance with 33 CFR 127 Subpart C in accordance with the requirements outlined in Reference (d)		
.06	Discuss requirements for hot work and hot work permits under 33 CFR 127		
.07	Discuss examples of noncompliance and the appropriate actions to take		

Verifying Officer Guidance:

Trainee must complete the actions outlined in each step. In order to obtain a sign off for steps AUX-EU-SA04.04 or .05, the trainee must demonstrate proficiency in conducting a full inspection on a LNG or LHG facility, as appropriate, regulated under 33 CFR 127, in accordance with Reference (c) or (d). It will take the majority of trainees multiple inspections before they demonstrate the requisite level of proficiency in conducting an inspection. Steps in this task must not be simulated. If LNG and LHG facilities regulated under 33 CFR 127 are not available for inspection, the entirety of this task should be deferred. If either a LNG or LHG facility regulated under 33 CFR 127 is not available, step AUX-EU-SA04.04 or .05, as appropriate, should be deferred.

Auxiliary Facility Inspector

Task: AUX-EU-SA05 Regulated Bulk Liquid Facility Overview

Condition: *While demonstrating knowledge of applicable regulations and policies*

Standard: *In accordance with current policies, procedures, and processes*

- References:**
- a. 33 CFR part 154: Facilities Transferring Oil or Hazardous Material in Bulk
 - b. 33 CFR part 156: Oil and Hazardous Material Transfer Operations
 - c. Coast Guard Regulated Facility Compliance Program, COMDTINST M16600.10 (series)
 - d. Regulated Mobile Facilities, COMDTINST M16600.9 (series)
 - e. U. S. Coast Guard Marine Environmental Response and Preparedness Manual, COMDTINST M16000.14 (series)
 - f. Navigation and Vessel Inspection Circular (NVIC) 06-17

Steps		Date	Initials
.01	Discuss applicability of 33 CFR 154 and the requirements a facility must meet		
.01.1	Oil		
.01.2	Hazardous material		
.01.3	Mobile facilities		
.01.4	Department of Defense and other public facilities		
.01.5	Floating structures		
.02	Discuss what the term “capable of transfer” means, and how it applies to the requirements of 33 CFR 154		
.03	Discuss the Marine Transfer Area		
.04	Discuss the term “caretaker status” and the requirements a facility must meet to go into caretaker status		
.05	Discuss the policy regarding Coast Guard oversight of mobile facilities as outlined in Reference (d)		
.06	Discuss what Incorporated by Reference is, and the edition of the consensus standards that can be used		
.07	Discuss the requirements for an alternative to be issued to a facility regulated under 33 CFR 154		
.08	Discuss the requirements for an exemption to be issued to a facility regulated under 33 CFR 154		
.09	Discuss the purpose and requirements for a facility to submit a Letter of Intent		
.10	Discuss the requirements for an Operations Manual and Facility Response Plan		
.11	Review an Operations Manual for compliance with 33 CFR 154		
.11.1	Communicate deficiencies identified with Operations Manual to owner/operator		
.11.2	Prepare Operations Manual for return to facility after satisfactory review		
.12	Review a Facility Response Plan for compliance with 33 CFR 154		
.12.1	Communicate deficiencies identified with Facility Response Plan to owner/operator		
.12.2	Prepare and route Facility Response Plan approval letter after satisfactory review, and process Facility Response Plan for return to facility		

.13	Review and process Operations Manual and Facility Response Plan Amendments		
.14	Advise GIUE team on MTR facility specific AMPD requirements, facility history, FRP status and amendments, and identify FRP notification and response procedures during a GIUE		
.15	Witness a GIUE, or pollution response exercise/drill, led by the Incident Management Division		

Verifying Officer Guidance:

Trainee must articulate the requirements in this task. As most of the requirements in this task are knowledge based, and a facility inspector must be able to determine if existing or new operations within their AOR are applicable to 33 CFR 154, the only steps in this task that may be deferred are AUX-EU-SA05.11 and .12. Steps AUX-EU-SA05.11 and .12 may be accomplished by reviewing manuals in use by active facilities regulated under 33 CFR 154 as though they are new manual submissions. Prior to receiving signoffs for review of manuals or plans, a trainee must demonstrate the minimum knowledge, skills, and ability necessary to conduct a review of manuals and plans independently. Typically, the first few reviews will be with a more experienced Facility Inspectors before the trainee conducts a review on their own to demonstrate this proficiency.

Auxiliary Facility Inspector

Task: AUX-EU-SA06 Regulated Bulk Liquid Facility Inspection

Condition: *While conducting an inspection*

Standard: *In accordance with current policies, procedures, and processes*

- References:**
- a. 33 CFR part 154: Facilities Transferring Oil or Hazardous Material in Bulk
 - b. 33 CFR part 156: Oil and Hazardous Material Transfer Operations
 - c. Coast Guard Regulated Facility Compliance Program, COMDTINST M16600.10 (series)
 - d. Regulated Mobile Facilities, COMDTINST M16600.9 (series)
 - e. U. S. Coast Guard Marine Environmental Response and Preparedness Manual, COMDTINST M16000.14 (series)
 - f. Navigation and Vessel Inspection Circular (NVIC) 06-17
 - g. Fixed Bulk Liquid Facility Inspection Job Aid
 - h. Mobile Bulk Liquid Facility Inspection Job Aid
 - i. Vapor Control System Appendix to Fixed Bulk Liquid Facility Job Aid

	Steps	Date	Initials
.01	Discuss procedures and scope of the facility compliance activity with the facility representative		
.02	Determine changes to facility operations since the last Coast Guard facility compliance activity		
.03	Review facility documentation, alternatives, and exemptions issued to the Facility		
.04	Inspect a bulk oil facility for compliance with 33 CFR 154 in accordance with the requirements outlined in Reference (g)		
.05	Inspect a bulk liquid hazardous material facility for compliance with 33 CFR 154 in accordance with the requirements outlined in Reference (g)		
.06	Inspect a mobile facility for compliance with 33 CFR 154 in accordance with the requirements outlined in Reference (h)		
.07	Discuss the requirements for hot work and hot work notifications under 33 CFR 154		
.08	Verify the requirements for Vapor Control Systems (VCS) are met in accordance with the requirements outlined in reference (i)		
.09	Discuss examples of noncompliance and discuss the appropriate actions to take		

Verifying Officer Guidance:

Trainee must complete the actions outlined in each step. In order to obtain a sign off for steps AUX-EU-SA06.04, the trainee must demonstrate proficiency in conducting a full inspection on a facility regulated under 33 CFR 154 that has a Facility Response Plan, in accordance with Reference (g). It will take the majority of trainees multiple inspections before they demonstrate the requisite level of proficiency in conducting an inspection.

Demonstrating proficiency in conducting a full inspection on a facility regulated under 33 CFR 154 with a Facility Response Plan may also be used to satisfy step AUX-EU-SA06.05. Steps in this task must not be simulated.

Step AUX-EU-SA06.06 may be deferred only when no mobile facilities are available for inspection. If a facility with a VCS is not available for inspection, AUX-EU-SA06.08 must be deferred.

Auxiliary Facility Inspector

Task: AUX-EU-SA07 MARPOL Reception Facilities Overview

Condition: While demonstrating knowledge of applicable regulations and policies

Standard: In accordance with current policies, procedures, and processes

- References:**
- 33 CFR part 158: Reception Facilities for Oil, Noxious Liquid Substances, and Garbage
 - Coast Guard Regulated Facility Compliance Program, COMDTINST M16600.10 (series)
 - Port Reception Facility manuals, COMDTINST M16450 (series)
 - Navigation and Vessel Inspection Circular (NVIC) 03-06, Enclosure (6)
 - Navigation and Vessel Inspection Circular (NVIC) 04-87, Ch-1

	Steps	Date	Initials
.01	Discuss applicability of 33 CFR 158		
.02	Discuss the difference between a Port and Terminal under 33 CFR 158		
.03	Discuss the roles and responsibilities of the port/terminal, ship, agent, and third-party providers as they relate to Port Reception Facilities		
.04	Discuss the requirements of, and which ports and terminals must provide reception facilities for:		
.04.1	Oily mixtures		
.04.2	Noxious Liquid Substances		
.04.3	Garbage		
.04.4	Exhaust Gas Cleaning Residue and Ozone Depleting Substances		
.05	Discuss which ports and terminals must have a Certificate of Adequacy		
.06	Discuss the application procedures for a Certificate of Adequacy		
.07	Discuss the requirements for waivers and alternatives to be issued to a facility regulated under 33 CFR 158		
.08	Discuss the requirements for issuance of a Certificate of Adequacy		
.09	Discuss when a Certificate of Adequacy must be updated		
.10	Discuss the possible sources (from vessel, agent, flag state, IMO, etc.) of reports of inadequacy of a reception facility, and actions to take upon receipt of a report of inadequacy		
.11	Discuss examples of inadequacies for each waste type and possible enforcement actions		
.12	Discuss the International Maritime Organization's (IMO) Global Integrated Shipping Information System (GISIS) and the significance of the reports of alleged inadequacies		
.13	Discuss the procedures to take upon receipt of a report of inadequacy of a reception facility		
.14	Discuss the importance of verifying Port Reception Facility information in CGMix is correct		
.15	Discuss other agencies and their involvement in the Port Reception Facility/Certificate of Adequacy program		
.15.1	Environmental Protection Agency		
.15.2	Animal and Plant Health Inspection Service		

.15.3	Customs and Boarder Protection		
.15.4	National Marine Fisheries Service		
.16	Discuss considerations for different Annex V wastes:		
.16.1	Domestic waste		
.16.2	APHIS regulated waste		
.16.3	Food waste		
.16.4	Medical waste		
.16.5	Cargo residue		
.17	Discuss the scope of Initial/Renewal COA Inspections, and interim COA verification examination/spot check		

Verifying Officer Guidance:

Trainee must articulate the requirements of this task. As the requirements of this task are knowledge based, and a facility inspector must be able to determine if existing or new operations within their AOR are applicable to 33 CFR 158, no steps in this task may be deferred

Auxiliary Facility Inspector

Task: AUX-EU-SA08 Certificate of Adequacy Inspection

Condition: *While conducting an inspection*

Standard: *In accordance with current policies, procedures, and processes*

- References:**
- a. 33 CFR part 158: Reception Facilities for Oil, Noxious Liquid Substances, and Garbage
 - b. Coast Guard Regulated Facility Compliance Program, COMDTINST M16600.10 (series)
 - c. Navigation and Vessel Inspection Circular (NVIC) 03-06, Enclosure (6)
 - d. Navigation and Vessel Inspection Circular (NVIC) 04-87, Ch-1
 - e. MARPOL Reception Facility Inspection / Investigation Job Aid

	Steps	Date	Initials
.01	Discuss procedures and scope of the facility compliance activity with the facility representative		
.02	Determine changes to facility operations since the last Coast Guard facility compliance activity		
.03	Review facility applications, supporting documentation, waivers and alternatives, and certificate issued to the facility		
.04	Inspect a port or terminal applicable to Subpart B of Reference (a) for compliance in accordance with the requirements outlined in Reference (e)		
.05	Inspect a port or terminal applicable to Subpart C of Reference (a) for compliance in accordance with the requirements outlined in Reference (e)		
.06	Inspect a port or terminal applicable to Subpart D of Reference (a) for compliance in accordance with the requirements outlined in Reference (e)		
.07	Determine required consultations with the Environmental Protection Agency (EPA) and Animal and Plant Health Inspection Service (APHIS) for reception facilities		
.08	Assist in creating a new Certificate of Adequacy in MISLE and upload signed COA, Applications and any other relevant documentation into MISLE		
.09	Assist in updating the Port Facility MARPOL workflow in the MISLE facility file		
.10	Discuss examples of noncompliance/inadequacies and appropriate actions to Take		

Verifying Officer Guidance:

Trainee must complete the actions outlined in each step. In order to obtain sign offs for steps AUX-EU-SA08.04, .05, or .06, the trainee must demonstrate proficiency in conducting a full inspection on an oil, NLS, or garbage reception facility, as appropriate, that requires a Certificate of Adequacy in accordance with Reference (e). The trainee may receive multiple signoffs based on a single inspection if the facility holds a COA for oil, NLS, and/or garbage. It will take the majority of trainees multiple inspections before they demonstrate the requisite level of proficiency in conducting an inspection. Completion of an AUX-EU-SA08.07, .08, and .09 may be based on a training scenario. When based on a training scenario, the trainee must actually draft the consultation letters, and create a new Certificate of Adequacy and update the facility file information in MISLE Train.

Auxiliary Facility Inspector

Task: AUX-EU-SA09 Bulk Liquid Transfer Monitor

Condition: *While conducting transfer monitor*

Standard: *In accordance with current policies, procedures, and processes*

- References:**
- a. 33 CFR part 127: Waterfront Facilities Handling Liquefied Natural Gas and Liquefied Hazardous Gas
 - b. 33 CFR part 154: Facilities Transferring Oil or Hazardous Material in Bulk
 - c. 33 CFR part 156: Oil and Hazardous Material Transfer Operations
 - d. Regulated Bulk Liquid Transfer Monitors, COMDTINST M16455.11 (series)
 - e. Pollution Prevention Compliance Report, Form CG-5562B

	Steps	Date	Initials
.01	Discuss requirements for transfer		
.01.1	Liquefied Gas facilities regulated under 33 CFR 127		
.01.2	Bulk liquid facilities regulated under 33 CFR 154		
.02	Discuss transfer monitor performance goals		
.03	Discuss paperwork to be issued at the conclusion of a transfer monitor and when each type may be used		
.04	Discuss operational shutdowns and suspension orders, and the appropriate time to use each		
.05	Determine facilities to target to conduct transfer monitors on based on risk matrix or AOR knowledge		
.06	Discuss safety hazards and concerns during transfer monitor operations		
.07	Observe completion of a Declaration of Inspection at the beginning of transfer Operations		
.08	Verify compliance with regulations while conducting a regulated bulk liquid transfer monitor on a facility regulated under 33 CFR 127 or 33 CFR 154		
.09	Issue the appropriate paperwork at the conclusion of a transfer monitor		
.10	Discuss examples of noncompliance and discuss the appropriate actions to Take		

Verifying Officer Guidance:

Trainee must articulate or perform the requirements in this task. In order to obtain a sign off for step AUX-EU-SA09.08, the trainee must demonstrate proficiency in conducting a transfer monitor. It will take the majority of trainees multiple transfer monitors before they demonstrate the requisite level of proficiency in conducting a transfer monitor. Steps in this task must not be simulated and may not be deferred.

Auxiliary Facility Inspector

Task: AUX-EU-SC01 Facility Security Overview

Condition: *During preparation for inspection*

Standard: *In accordance with current policies, procedures, and processes*

- References:**
- a. 33 CFR parts 101-106: Maritime Security
 - b. 33 CFR part 6: Protection and Security of Vessels, Harbors, and Waterfront Facilities
 - c. 33 CFR part 160: Ports and Waterways Safety: General
 - d. 33 CFR part 165: Regulated Navigation Areas & Limited Access Areas
 - e. 49 CFR part 1520: Protection of Sensitive Security Information
 - f. Marine Safety Manual, Vol VII, Port Security Compliance, COMDTINST M16000.12 (series)
 - g. Coast Guard Transportation Worker Identification Credential (TWIC) Verification and Enforcement Guide, COMDTINST M16601.1 (series)
 - h. Notice of Violation User's Guide, COMDTINST M5582.1 (series)
 - i. Civil Penalty Procedures and Administration, COMDTINST 16200.3 (series)
 - j. Navigation and Vessel Inspection Circular (NVIC) 03-07(series)
 - k. Navigation and Vessel Inspection Circular (NVIC) 03-03(series)
 - l. CG-FAC Policy Letter 19-01
 - m. Policy Advisory Council (PAC) Documents
 - n. MARSEC Directives
 - o. USCG Informational Bulletin on TWIC Enforcement
 - p. Alternative Security Program (ASP) Waterfront Facility Job Aid

	Steps	Date	Initials
.01	Discuss the applicability of 33 CFR part 105 to waterfront facilities		
.02	Discuss applicability of Maritime Transportation Security Act (MTSA) to facilities that are not required to comply with 33 CFR 105		
.03	Discuss Public Access Area (PAA) and requirements for security measures for access control		
.04	Discuss Public Access Facilities (PAF) and requirements for PAF's		
.05	Discuss the differences between PAA's and PAF's		
.06	Discuss the purpose, process, and requirements for a facility to be exempted from certain parts of 33 CFR part 105		
.07	Discuss the purpose, process, and requirements for a facility to be granted a waiver from any requirement in 33 CFR part 105		
.08	Discuss the difference between an exemption and a waiver		
.09	Discuss the purpose, process, and requirements for a facility to be authorized to operate under an equivalent security measure for any requirement of 33 CFR parts 104, 105 or 106		
.10	Discuss the difference between a Facility Security Plan (FSP) and Alternative Security Program (ASP), and the approval authorities for each		
.11	Discuss procedures to follow upon receipt of a FSP, including making proper notification of receipt to submitter		
.12	Prepare and route FSP approval letter after satisfactory review of FSP by Active Duty or Reserve members.		

.13	Discuss the purpose, requirements, and use of a Declaration of Security (DoS)		
.14	Discuss the adequacy of procedures for requesting and handling a Declaration of Security		
.15	Discuss the purpose of the Transportation Worker Identification Credential (TWIC)		
.15.1	Verify TWIC authenticity by visual and biometric reader		
.15.2	Discuss the required actions by an owner/operator upon discovering a possible invalid/fraudulent TWIC card		
.15.3	Discuss the Coast Guard investigation procedures following a discovery of a suspected invalid/fraudulent TWIC		
.16	Discuss Maritime Security (MARSEC) levels and requirements at each MARSEC level		
.17	Discuss MARSEC directive(s) that have been issued for the port		
.18	Discuss procedures to escort all visitors, contractors, vendors, and other non-facility employees		
.19.1	Discuss adequate security measures for unescorted individuals		
.19.2	Discuss minimum access control requirements used for personal identification and acceptable issuing authorities		
.20	Discuss the control and compliance measures a COTP may impose for facilities not in compliance with Reference (a)		
.21	Discuss the four levels of enforcement governing the rules and regulations in Reference (a)		

Verifying Officer Guidance:

Trainee must prove in depth knowledge, understanding, and fully grasp the impact and legality of each reference while considering all operational elements, including the risk of a Transportation Security Incident (TSI), significant non-maritime transportation related areas, and those facilities with periods of variable risk. Trainee should also understand the meaning and the consequential requirements of the different MARSEC Levels and procedures as outlined in facility layout, operations and response management requirements, equipment testing, and other required documentation. This includes the meaning and the consequential requirements of the different MARSEC Levels as they apply to applicable security and emergency procedures, communications, and contingency plans.

Trainee is required to know and explain the appropriate steps to take after finding incidents of noncompliance. This includes the use of references and local unit policy to suggest appropriate levels of enforcement.

Auxiliary Facility Inspector

Task: AUX-EU-SC02 Facility Security Inspection

Condition: *During preparation for inspection*

Standard: *In accordance with current policies, procedures, and processes*

- References:**
- a. 33 CFR part 101: Maritime Security: General
 - b. 33 CFR part 105: Maritime Security: Facilities
 - c. 49 CFR part 1520: Protection of Sensitive Security Information
 - d. Marine Safety Manual, Vol VII, Port Security Compliance, COMDTINST M16000.12 (series)
 - e. Coast Guard Transportation Worker Identification Credential (TWIC) and Enforcement Guide, COMDTINST M16601.1
 - f. Breach of Security and Suspicious Activity Investigation for Maritime Transportation Security Act (MTSA) Regulated Facilities and Vessels, COMDTINST M16610.30 (series)
 - g. Navigation and Vessel Inspection Circular (NVIC) 03-03(series)
 - h. Navigation and Vessel Inspection Circular (NVIC) 03-07(series)
 - i. CG-5P Policy Letter No. 08-16
 - j. Policy Advisory Council (PAC) Documents
 - k. Alternative Security program (ASP) Waterfront Facility Job Aid
 - l. Public Access Facility Job Aid
 - m. Passenger and Ferry Terminal Inspection Job Aid
 - n. Cruise Ship Terminal Inspection Job Aid
 - o. Designated Waterfront Facility Job Aid

	Steps	Date	Initials
.01	Discuss procedures and scope of the facility compliance activity with the facility representative		
.02	Determine changes to facility operations since the last Coast Guard facility compliance activity		
.03	Review facility documentation, exemptions, and waivers issued to the facility		
.04	Inspect a MTSA regulated facility for compliance with 33 CFR 105 utilizing the MTSA Facility Compliance Guide in Enclosure 7 of Reference (g)		
.05	Inspect a MTSA regulated public access facility for compliance with 33 CFR 105 utilizing References (g) and (l)		
.06	Inspect a MTSA regulated passenger or ferry facility for compliance with 33 CFR 105 utilizing Enclosure 7 of References (g) and (m)		
.07	Inspect a MTSA regulated cruise ship terminal for compliance with 33 CFR 105 utilizing the MTSA Facility Compliance Guide in Enclosure 7 of Reference (g) and Reference (n)		
.08	Inspect a MTSA regulated certain dangerous cargo facility for compliance with 33 CFR 105 utilizing the MTSA Facility Compliance Guide in Enclosure 7 of Reference (g) and Reference (o)		
.09	Inspect a MTSA regulated barge fleeting facility for compliance with 33 CFR 105 utilizing the MTSA Facility Compliance Guide in Enclosure 7 of Reference (g)		
.10	Witness satisfactory performance of a security drill utilizing the MTSA Facility Compliance Guide found in Enclosure 7 of Reference (g)		

.10.1	Critique the drill upon completion with the Facility Security Officer (FSO)		
.11	Witness satisfactory performance of a security exercise utilizing the MTSA Facility Compliance Guide found in Enclosure 7 of Reference (g)		
.12	Discuss procedures to follow for a report of Suspicious Activity		
.13	Discuss procedures to follow for a report of a Breach of Security		
.14	Discuss procedures to follow for a Transportation Security Incident		
.15	Discuss examples of noncompliance and discuss the appropriate actions to take		

Verifying Officer Guidance:

Trainee must prove in depth knowledge, understanding, and fully grasp the impact and legality of each reference. Trainee must be able to:

Cite and explain the requirements for passenger and ferry facilities and must understand security procedure changes as outlined in 33 CFR 105 at all MARSEC levels. This includes the screening of all persons, baggage, vehicles, and personal effects for dangerous substances and devices in accordance with the references.

Cite and explain the Terminal Screening Program (TSP) and associated requirements for cruise ship terminals and must verify security procedures as outlined in the FSP/ASP at all MARSEC levels. This includes the screening of all persons, baggage, and personal effects for dangerous substances and devices in accordance with the requirements.

Cite and explain security measures relating to barge fleeting facilities can be implemented as outlined in the required FSP/ASP at all MARSEC Levels.

Cite and explain the requirements for drills and exercises and discuss the types of operations of the facility, facility personnel changes, type of vessels the facility is serving, and other relevant circumstances. This includes vessels moored at a facility during drills and facilities that have been out-of-service due to seasonal suspension of operations.

Trainee is required to know and explain the appropriate steps to take after finding incidents of noncompliance. This includes the use of references and local unit policy to suggest appropriate levels of enforcement.

If facilities are not available for inspection to satisfy steps AUX-EU-SC02.05 through .09, the step(s) should be deferred.

APPENDIX A - GLOSSARY

Glossary: The following terms are used in this workbook and should be reviewed in order to better understand its contents:

Advise: to counsel or recommend

Assign: to give responsibility, to place under the control of a task

Amend (Modify): to make minor changes in/to

Brief: to give information or final precise instructions

Change: to make different in some particular way

Check: to inspect for satisfactory condition, accuracy, safety, or performance

Compare: to examine (two or more objects, ideas, people, etc.) in order to note similarities and/or differences

Communicate: to convey knowledge of or information about: make known

Confirm: to validate, establish the truth, accuracy, or genuineness of something

Create: to cause to happen; bring about; arrange, as by intention or design

Discuss: to verbally present a topic in detail for examination or consideration

Determine: to settle or decide by choice of alternatives or possibilities. "Decide" refers to arriving at a conclusion and to pronounce that decision. "Determine" is to settle or decide by choice of alternatives or possibilities and to fix precisely.

Endorse: to approve, support or sustain; to sign one's name on a document or other instrument

Ensure: to make certain, to guarantee

Enter: to make a record of; record or register

Evaluate: to determine the significance or worth of, usually by careful appraisal and study

Examine: to look at or consider a thing carefully and in detail in order to discover something about it

Identify: to determine critical or necessary conditions or other factors; to determine the specific model of an item; to ascertain the origin, nature, or definitive characteristics of; to recognize or establish as being a particular person or thing

Inspect: to examine officially; to look carefully at or over; view closely and critically

Issue: to serve legally binding federal documentation, notices, or declarations to an individual, business, or other distinctive entity

Locate: to determine or set the position of; to find

Make: to create or cause to happen

Modify: (Amend): to make minor changes in/to

Observe (Witness): to watch carefully

Obtain: to gain or attain

Open: to set in action, begin, start, or commence

Prepare: plan, gather and assemble information to produce a document (i.e., COI); to put together, to combine elements and produce a product, to make ready

Provide: to supply or make available

Review: to go over for the purpose of determining correctness or currency; to examine a document or process for accuracy in content and/or format and report errors or updates to the author or controlling authority

Schedule: to appoint, assign, or designate for a fixed time

Update: to bring up to date or make current

Validate: to substantiate accuracy or truth of by comparison or investigation

Verify: to confirm or establish the accuracy or truth of something

Witness (Observe): to watch carefully

APPENDIX B – INSPECTION LOG

RECORD OF FACILITIES COMPLIANCE ACTIVITIES					
Date	Location	Facility's Name	Facility Type	Facility Compliance Activity Type	Lead Inspector

APPENDIX C - PORT/FACILITY INDOCTRINATION

Objective:

To provide direction for Coast Guard members working to obtain the Facility Inspector competency an understanding of facility operations, and to maximize their experience and meet the expectations of the program.

Actions:

It is expected that trainees will spend at least a day with a facility or facilities to understand their operations. If this is not possible, the Prevention Department Head may authorize a shorter time period. While the below list is provided as a guide, trainees must not focus only on these items which could result in missed learning opportunities. Trainees must coordinate with their respective VO's to develop a list of Performance Items applicable to the facility type they will spend time with, and trainees must only complete those items that are available at the facility. Visitation with additional facilities is not expected in order to complete all items on this list but is permitted if desired or deemed appropriate/necessary by the Verifying Officer and/or Unit Training Board.

Before going to facility:

Review Facility Security Plan
Review Facility Operations Manual
Review Facility Response Plan or Emergency Manual
Review facility files (MISLE and paper, if maintained)

At the facility:

With facility personnel, discuss:
Facility organization/structure
Duties and responsibilities of facility personnel
Coordination with vessel agents for vessel arrival, and other involvement with vessel agents
What routine meetings occur at the facility for safety or overall operations/management?
How do/can Coast Guard and other Agency actions impact the facility operations?
How does/can Coast Guard and other Agency actions impact the supply chain?
Identify other operational components of the facility (stow plans, tank gauging, access control systems, remotely operated valves, automated cranes, etc.), and discuss cyber security measures with the facility
Lifting equipment and other safety tests conducted by the facility
Identify other regulatory agency requirements on the facility (OSHA, EPA, PHMSA, FERC, state, etc.) and the jurisdiction of those agencies
For emergency procedures, identify:
Facility actions in the event of a fire
Facility actions in the event of an oil spill
Oil spill response equipment the facility maintains, or has available through contract
Coordination between the facility and local/port fire, police, and emergency planning commissions
Facility hurricane/inclement weather plans

Sample Letter of Designation

Command's Name

Street Address
City, State Zip Code
Staff Symbol:
Phone:
Email:

1601
DATE

U.S. Department of
Homeland Security

United States
Coast Guard



MEMORANDUM

From: I. M. Frank, CAPT
Unit's Name

Reply to
Attn of:

To: M. O. Ore, USCG Auxiliary

Subj: DESIGNATION AS AUXILIARY FACILITY INSPECTOR

Ref: Auxiliary Facility Inspector Performance Qualification Standard Workbook

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