



U.S. COAST GUARD



Homeland Security

ALTERNATIVE SECURITY PROGRAM (ASP) WATERFRONT FACILITY JOB AID

Facility:	FIN:
MISLE Activity #:	Date:
Unit:	COTP Permit #:
FSO:	FSO Phone Number:
USCG Facility Inspector:	USCG Facility Inspector:
USCG Facility Inspector:	USCG Facility Inspector:

Guidance for completing the Alternative Security Program Waterfront Facility Job Aid – Coast Guard Facility Inspectors shall complete the job aid as per the **Owner/Operator’s ASP**. **Note: all ASPs are approved at USCG Headquarters; any discrepancies will be addressed with a letter from the COTP to CG-FAC. COTPs are responsible for ensuring facility specific information is provided by the facility owner/operator and is accurate (Example: Facility Security Officer’s contact information, facility map, secure and restricted areas, etc.). Any issues with facility specific information are addressed by the COTP.**

Administrative Items	Y	N	N/A
Schedule Inspection			
Review Files			
- Policy Letters (CG-543 11-04) & (CG-5P 01-16) found in the Policy Letter Registry			
- Applicability of regulations			
- History of deficiencies			
- MISLE records			
- Changes since last exam			
Review/Verify			
- Waivers? (if applicable) 33 CFR 105.130			
- Alternative Compliance Methods granted by COTP? 33 CFR 105.125			
Prepare Inspection Plan			
- Generate Facility Inspection Activity in MISLE; and select Sub-Activity type (See CG-FAC PL 19-02 for MISLE Guidance)			
- Perform a risk assessment & review safe work practices for facility			
- Prior to departing for the Facility: Conduct safety brief & ready appropriate PPE			
Administrative Items on Location	Y	N	N/A
Required Documentation			
- Record date of last ASP Compliance Exam Date: _____			
- Compare CG approved copy of ASP (accessible on Homeport) to facility ASP. Look for unapproved changes/additions.			
- Verify copy of letter to COTP stating which facilities are participating in the ASP and that they are in compliance.			
- Owners/Operators shall provide to the Coast Guard upon request, any information related to implementation of an approved ASP.			
Verify the following for an Alternative Security Program:			
- ASP implemented in its entirety			
- ASP contains a copy of the site-specific FSA report			
- Verify – ASP contains a copy of the Facility Vulnerability and Security Measures Summary (Form CG-6025) submitted to the cognizant COTP.			

Inspect ASP Waterfront Facility *	ASP	Y	N	N/A
Verify the facility has implemented all requirements in the ASP for:				
- Owner/Operator				
- FSO				
- Facility personnel with security duties				
- Security training for all other facility personnel				
- Drill and exercise requirements				
- Facility recordkeeping requirements				
- MARSEC level coordination and implementation				
- Communications				
- Procedures for interfacing with vessels				
- Declaration of security				
- Security systems and equipment maintenance				
- Security measures for access control				
- Security measures for restricted areas				
- Security measures for handling cargo				
- Security measures for delivery of a vessel stores and bunkers				
- Security measures for monitoring				
- Security incident procedures				
- Amendments and annual audits				

*ASPs are an alternative way to comply with MTSA when **fully** implemented. Inspectors should use the ASP instead of the CFR when determining whether or not a facility/vessel is in compliance. Based on the FSA report & CG-6025, an inspector can determine that all identified risks have been mitigated. Because security risks vary from facility to facility, additional security measures may be implemented. These additional measures must be approved by the cognizant COTP.

