



U.S. COAST GUARD



**Homeland
Security**

CRUISE SHIP TERMINAL INSPECTION JOB AID

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

Guidance for completing the Cruise Ship Terminal Inspection Job Aid – Coast Guard facility inspectors shall complete the job aid by verifying the contents within are in line with the requirements as per **33 CFR 105**.

Administrative Items	Y	N	N/A
Schedule Inspection			
Review Files			
- Applicability of regulations			
- History of deficiencies			
- MISLE records			
- Changes since last exam			
Review/Verify			
- Waivers? (if applicable) 33 CFR 105.130			
- Equivalent Security Measures granted by COTP? 33 CFR 105.135			
Prepare Inspection Plan			
- Generate Facility Inspection Activity in MISLE; and select Sub-Activity type			
- Perform a risk assessment & review safe work practices for facility			
- Prior to departing for the Facility: Conduct safety brief & ready appropriate PPE			
Pre-Inspection Items	Y	N	N/A
Is the facility MTSA Regulated per 33 CFR 105?			
- Record date of last MTSA Compliance Exam Date:			
- If exam is due; may perform exam utilizing the MTSA Facility Compliance Guide found in the NVIC 03-03 CH. 2, Encl. 7 (Note: SSI when filled out)			
- If not due; may perform Security Spot check utilizing the Facility Security Spot Check Guide found in NVIC 03-03 CH. 2, Encl. 11 (Note: SSI when filled out)			
Is the facility a MARPOL Reception Facility per 33 CFR 158?			
- Record date of last MARPOL Exam; Date: _____			
- Record date of current COA: Date: _____			
- If applicable, may perform exam utilizing the MARPOL Reception Facility Inspection Job Aid			

Facility Record Keeping Requirements	33 CFR	Y	N	N/A
Facility Security Officer				
- Must keep records of required activities (listed below) for 2 years	105.225 (a)			
- If records are kept electronically they must be protected against unauthorized deletion, destruction or amendment	105.225 (b)			
Required Records/Activities				
- Training under 105.210 to include the date, duration, description of session, description of training and attendees	105.225 (b)(1)			
- Drills and Exercises – for each drill or exercise include the date, description of drill/exercise, list of participants, and any best practices or lessons learned which may improve the FSP	105.225 (b)(2)			
- Incidents and Breaches of Security – for each incident or breach of security include the date/time of occurrence, location within the facility, description of the incident/breach, to whom it was reported and description of the response	105.225 (b)(3)			
- Changes in MARSEC Levels – for each change, the date and time of notification received, and time of compliance with additional requirements	105.225 (b)(4)			
- Maintenance, calibration, and testing of security equipment – for each occurrence record the date and time and the specific security equipment involved	105.225 (b)(5)			
- Security threats – for each threat record the date and time of occurrence, how the threat was communicated, description, who received/identified the threat, to whom it was reported, and description of the response	105.225 (b)(6)			
- Declaration of Security (DoS) – copy of each single-visit DoS and a copy of each continuing DoS for at least 90 days after the end of its effective period	105.225 (b)(7)			
- Annual audit of the FSP – for each annual audit, a letter certified by the FSO stating the date the audit was completed	105.225 (b)(8)			
- Any record required by this part must be protected from unauthorized access or disclosure	105.225 (c)			
Facility Personnel with Security Duties				
- Personnel with security duties have a TWIC and have knowledge in all aspects of their security duties as required per 33 CFR part 105.210	105.210(a-n)			
Training Requirements for Screeners				
- Screening personnel demonstrate knowledge, understanding, and proficiency in the following as required in 33 CFR part 105.535	105.535 (a-g)			

Inspect Cruise Ship Terminal	33 CFR	Y	N	N/A
Additional Requirements Cruise Ship Terminals (verify)				
- Screen all persons, baggage, and personal effects for dangerous substances & devices IAW requirements of subpart E of this part	105.290(a)			

Inspect Cruise Ship Terminal (continued)	33 CFR	Y	N	N/A
- Check identification of all persons seeking to enter the facility IAW 101.514, 101.515 and 101.255 of this subchapter	105.290(b)			
- Designate holding, waiting, or embarkation areas within the facility to segregate screened personal and their effects from unscreened personnel and their effects	105.290(c)			
- Provide additional security personnel to designated holding, waiting, or embarkation areas within the facility's secure area	105.290(d)			
Requirements of a Terminal Screening Program (TSP)				
- Owner/operator of terminal must ensure a TSP is developed, added to the FSP and implemented	105.505(a)			
- Document all procedures employed to ensure persons, luggage and personal effects are screened prior to being allowed into a secure area or on the cruise ship	105.505(a)(1)			
- All procedures are written in English	105.505(a)(2)			
- All procedures are approved by the Coast Guard as part of the FSP	105.505(a)(3)			
- FSO must maintain the TSP in the same/similar location as the FSP per 105.400(d)	105.505(b)(1)			
- FSO must have an accessible, complete copy of the TSP at the cruise ship terminal	105.505(b)(2)			
- FSO must have a copy of the TSP available for inspection upon request by the Coast Guard	105.505(b)(3)			
- FSO must maintain the TSP as SSI and protect it IAW 49 CFR part 1520	105.505(b)(4)			
- FSO must make a copy of Prohibited Items List (PIL) publicly available	105.505(b)(5)			
- TSP must include a line diagram of the cruise ship terminal	105.505(c)(1)			
- Line diagram must include the physical boundaries of the terminal	105.505(c)(1)(i)			
- Line diagram must include the location(s) where all persons intending to board, and all personal effects and baggage are screened	105.505(c)(1)(ii)			
- Line diagram must include point(s) in the terminal beyond which no unscreened person may pass	105.505(c)(1)(iii)			
- TSP must include the owner/operator responsibilities regarding screening of persons, baggage, and personal effects	105.505(c)(2)			
- TSP must include the procedure to obtain and maintain the PIL	105.505(c)(3)			
- TSP must include procedures used to comply with the requirements regarding qualifications of screeners (105.530)	105.505(c)(4)			
- TSP must include procedures used to comply with the requirements regarding training of screeners (105.535)	105.505(c)(5)			
- TSP must include the number of screeners needed at each location to ensure adequate screening	105.505(c)(6)			

Inspect Cruise Ship Terminal (continued)	33 CFR	Y	N	N/A
- TSP must include description of equipment used to comply with 105.525 regarding the screening of individuals, their personal effects, and baggage to include increased MARSEC level requirements and procedures for use of that equipment	105.505(c)(7)			
- TSP must include the operation, calibration and maintenance of any and all screening equipment IAW 105.545	105.505(c)(8)			
- TSP must include the procedures used to comply with 105.550 regarding alternative screening methods and/or equipment	105.505(c)(9)			
- TSP must include procedures used when prohibited items are detected	105.505(c)(10)			
Cruise Ship Terminal Operator Responsibilities				
- TSP is developed and submitted to the COTP as part of the FSP	105.510(a)			
- Screening is conducted IAW an approved TSP	105.510(b)			
- Specific screening responsibilities are documented in a DoS IAW 104.255 & 105.245	105.510(c)			
- Procedures are established for reporting and handling prohibited items that are detected during the screening process	105.510(d)			
- All personal screening is conducted in a uniform, courteous, and efficient manner respecting personal rights	105.510(e)			
- When the MARSEC level is increased, additional security measures and employed IAW with the approved TSP	105.510(f)			
Prohibited Items List (PIL)				
- Obtain the PIL from the Coast Guard	105.515(a)			
- Provide a copy of the PIL for use by screening personnel	105.515(b)			
- The PIL must be present at each screening location during screening operations. The PIL must be included in the DoS	105.515(c)			
- Report the discovery or introduction of prohibited items as either a breach of security IAW 101.305(b) or if item is discovered during security screening then report to local law enforcement	105.515(d)			
Screening Operations for Passengers and Personal Effects				
- Must have at least one location to screen passengers and carry-on items prior to allowing personnel or items into secure areas of the terminal designated for screened persons and items	105.525(a)(1)			
- Screening locations must be adequately staffed and equipped to conduct screening operations IAW approved TSP	105.525(a)(2)			
- Facility personnel must check personnel identification prior to allowing a person to proceed to a screening location	105.525(a)(3)			

Inspect Cruise Ship Terminal (continued)	33 CFR	Y	N	N/A
- All screened passengers and their carry-on items must remain in secure areas of the terminal until boarding. Persons who leave must be rescreened.	105.525(a)(4)			
- Crew, visitors, vendors & other persons who are not passengers and their personal effects must be screened at a checkpoint designated by the TSP	105.525(b)			
- Cruise ship terminal must have one location designated for the screening of checked baggage	105.525(c)(1)			
- Screening personnel may only accept baggage from a person with valid passenger ticket or	105.525(c)(2)(i)			
- Screening personnel may only accept baggage from a person with joining instructions or	105.525(c)(2)(ii)			
- Screening personnel may only accept baggage from a person with work orders or	105.525(c)(2)(iii)			
- Screening personnel may only accept baggage from a person with authorization from the terminal/vessel owner/operator to handle baggage	105.525(c)(2)(iv)			
- Screening personnel may only accept baggage in designated areas approved in the TSP and manned by terminal screening personnel	105.525(c)(3)			
- Screening and security personnel must constantly control the checked baggage, in a secure area, from the time it is accepted at the terminal until it's aboard the cruise ship	105.525(c)(4)			
- Unaccompanied baggage may only be accepted if the VSO provided prior written approval for the baggage	105.525(d)(1)			
- If unaccompanied baggage is accepted by facility personnel, they must handle such baggage IAW paragraph (c) of this section	105.525(d)(2)			
Qualifications of Screeners at cruise ship terminal				
- Must have education & experience that the FSO has determined to be sufficient to perform the duties of the position	105.530(a)			
- Must be capable of using all screening methods and equipment needed to perform the duties of the position	105.530(b)			
Training requirements of screeners at cruise ship terminal				
- Must demonstrate the knowledge, understanding, and proficiency in historic and current threats against the cruise ship industry	105.535(a)			
- Must demonstrate the knowledge, understanding, and proficiency in relevant portions of the TSP and FSP	105.535(b)			
- Must demonstrate the knowledge, understanding, and proficiency on the purpose and contents of the cruise ship terminal PIL	105.535(c)			
- Must demonstrate the knowledge, understanding, and proficiency on screening methods and equipment used at the terminal	105.535(d)			
- Must demonstrate the knowledge, understanding, and proficiency in terminal specific response procedures when a dangerous substance or device is detected	105.535(e)			

Inspect Cruise Ship Terminal (continued)	33 CFR	Y	N	N/A
- Must demonstrate the knowledge, understanding, and proficiency for additional screening requirements at increased MARSEC levels	105.535(f)			
- Must demonstrate the knowledge, understanding, and proficiency on any additional topics specified in the facility's TSP	105.535(g)			
Screener participation in drills and exercises				
- Screening personnel must participate in all drills and exercises required under 105.220	105.540			
Screening Equipment				
- Verify that metal detection devices are operated, calibrated, and maintained IAW manufacturer's instructions	105.545(a)(2)			
- Verify x-ray systems used for the inspection of personal effects meet the standards for cabinet x-ray system	105.545(b)(1)			
- Verify x-ray systems training for screeners includes training in radiation safety and efficient use of x-ray systems	105.545(b)(2)			
- Verify that x-ray systems meet the imaging requirements found in 49 CFR 1544.211	105.545(b)(3)			
- Verify that x-ray systems are operated, calibrated, and maintained IAW manufacturer's instructions	105.545(b)(4)			
- Verify that x-ray systems comply w/any defect notice or modification order issued by the FDA	105.545(b)(5)			
- Verify signage to notify individuals that items are being screened by x-ray and verify signs advise them to remove all x-ray, scientific, and high speed film from their personal effects and baggage before screening	105.545(b)(6)(i)			
- Verify signage to advise individuals they may request screening of photographic equipment & film be done w/out exposure to x-ray systems	105.545(b)(6)(ii)			
- Verify signage to advise individuals to remove all photographic equipment from their personal effects before screening if the x-ray system exposes any personal effects or baggage to more than milliroentgen during the screening	105.545(b)(6)(iii)			
- Verify that explosive detection systems used to screen baggage and personal effects is used IAW paragraph (b)(6) of this section	105.545(c)(1)			
- Verify that explosive detection systems are operated, calibrated, and maintained IAW manufacturer's instructions	105.545(c)(2)			
Alternative screening				
- Alternative methods and equipment must be described in detail in an approved TSP	105.550			

Document Inspection Results	Y	N	N/A
Verify no obvious occupational safety issues exist.			
Complete Inspection Report			
Review the report with facility representative			
Explain inspection results/discrepancies			
Discuss possible enforcement options (if necessary)			
Obtain signatures of representative			

Post Inspection Items	Y	N	N/A
Complete all required MISLE entries (as per unit policy)			
Initiate enforcement actions (if necessary)			
Complete the physical information survey			
Schedule follow-up inspection (if necessary)			
Update Facility File			

Cruise Ship Terminal – Inspection Summary

Comments:

<p>CG form 835F shall be used to issue deficiencies observed during examinations on the facility and vessel by the appropriately qualified representative of the COTP.</p>
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