
U.S. COAST GUARD



PORT STATE CONTROL EXAMINER (PSCE)

PORT STATE CONTROL EXAMINER PERFORMANCE AND QUALIFICATION STANDARD



Marine Inspection and Investigation School
Training Center Yorktown

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Port State Control Examiner Performance and Qualification Standard

Competency Code: PSCE

References:

- (a) U.S. Coast Guard Sector Organization Manual, COMDTINST M5401.6 (series)
- (b) Marine Safety Manual, COMDTINST M16000 (series)
- (c) Performance, Training & Education Manual, COMDTINST M1500.10 (series)
- (d) Safety and Environmental Health Manual, COMDTINST 5100.47 (series)

This Performance and Qualification Standard (PQS) workbook is your On the Job Training (OJT) performance checklist for certification as a Port State Control Examiner (PSCE). It is your responsibility to document all completed unit training items and keep track of all examinations completed during this process by filling out the Port State Control (PSC) Examination Log located in appendix C of this workbook.

This qualification is not restricted to any particular rank or rate. Civilian GS employees are also eligible.

The PSCE competency is the prerequisite for the five “specific cargo/vessel related” Port State Control Officer (PSCO) competencies.

This PQS workbook cites SOLAS regulations from the 2020 Consolidated Edition (74 SOLAS (20)). In some cases, the regulations in 74 SOLAS (20) may not apply due to the keel laid date of the vessel. PSC personnel must pay close attention to the applicability dates of the SOLAS chapters and regulations when conducting PSC exams.

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 qualification.
Example: “Port State Control Examiner”
2. **Job Accomplishment:** the main deliverable for the qualification.
Example: “Port State Control Examination”
3. **Major Accomplishment:** the valuable products of a job or specialty which collectively make up the job accomplishment.
Example: “Lifesaving Equipment Examination”
4. **Vessel types:** the specific type of vessels within the formal title of the qualification that the task is associated with.
Example: “Port State Control Vessel”
5. **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.

6. **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.
7. **Standard:** specifications of the levels of accuracy and quality necessary for success, i.e. how well a trainee must carry out the desired performance to complete the task.
8. **Steps:** the sequence of actions required to complete the task.

Ideally, all steps and tasks within the PQS workbook shall be required to be completed prior to obtaining the PSCE competency. With the exception the training prerequisites listed on page (I) and discussed below, the Sector Commander or designee may defer PQS items as authorized by references (a) and (d). If a task is deferred, the reason for deferment must be clearly articulated in both the PQS workbook and the certification letter for record keeping and accountability. Additionally, if a task is deferred that member is not authorized to conduct that specific task.

All tasks and steps must be validated by a certified Verifying Officer (VO). The VO shall observe the successful performance of each task and document such with signatures in the specific task card. VOs must enter their title, name and initials in the Record of Verifying Officer's section before making entries in your PQS workbook.

A Certification Board should only be completed after all tasks and steps are signed by a VO. Upon satisfactory completion of the board, a Letter of Certification/Designation will be issued and the **Unit Training Coordinator should enter the certification in the Training Management Tool (TMT).**

Appendices:

- A. Glossary
- B. Port State Control Examination Log

PQS VERIFYING OFFICER SIGNATURE VERIFICATION LOG

RATE/ RANK	SIGNATURE/ PRINT NAME	EMPLID	INITIALS	UNIT
REMARKS:				

Port State Control Examiner PQS

RECORD OF COMPLETION		
Training Prerequisites	Date	Training Coordinator's Signature
A. Completion of the following resident and on-line courses:		
1. MST A-School (only if completed after January 2010 or prior to September 2017); and		
2. Introduction to Confined Space Entry and Shipyard Competent Person for Marine Inspection/Port State Control (100028)		
B. Completion of Polar Code PQS Workbook		
C. Completion of this PQS Workbook		
D. Successful completion of final assessment under the observation of the Verifying Officer		
E. Successful completion of the final oral qualification board		
Qualification Board Members:		
F. Certification/Designation Letter submitted for approval		
G. Once Certification/Designation Letter is signed, enter competency and certification in TMT		
REMARKS:		

Port State Control Examiner PQS

Task Number	Task Description	Date Completed
PSCE-PE01	Schedule examination in Maritime Information for Safety and Law Enforcement (MISLE)	
PSCE-PE02	Coordinate examination with vessel's representative	
PSCE-PE03	Mitigate potential hazards encountered during an exam	
PSCE-DA01	Examine anchor(s) and chain	
PSCE-DA02	Examine hull for required markings	
PSCE-DA03	Examine material condition of hull	
PSCE-DA04	Examine access ladders and sideshell openings	
PSCE-DA05	Examine hull, anchors and anchor chain for biofouling & sediment	
PSCE-DA06	Examine mooring system/equipment	
PSCE-SF01	Examine security procedures at vessel access point(s)	
PSCE-SF02	Verify security training & records	
PSCE-CD01	Examine Certificate of Registry	
PSCE-CD02	Examine Classification Society Certificate	
PSCE-CD03	Examine International Tonnage Certificate (ITC)	
PSCE-CD04	Examine International Load Line Certificate (ILLC)	
PSCE-CD05	Examine Cargo Ship Safety Construction Certificate (CSSCC)	
PSCE-CD06	Examine Cargo Ship Safety Equipment Certificate (CSSEC) and Record of Equipment (Form-E)	
PSCE-CD07	Examine Cargo Ship Safety Radio Certificate (CSSRC) and Record of Equipment (Form-R)	
PSCE-CD08	Examine Cargo Ship Safety Certificate (CSSC) and Record of Equipment (Form-C)	
PSCE-CD09	Examine copy of Document of Compliance (ISM-DOC)	
PSCE-CD10	Examine Safety Management Certificate (ISM-SMC)	
PSCE-CD11	Examine Minimum Safe Manning Document	
PSCE-CD12	Examine Crew Certificates of Competency and Proficiency IAW Safe Manning Document	
PSCE-CD13	Examine Medical Certificates	
PSCE-CD14	Examine Continuous Synopsis Record (CSR)	
PSCE-CD15	Examine International Ship Security Certificate (ISSC)	
PSCE-CD16	Examine Ship Energy Efficiency Management Plan (SEEMP)	
PSCE-CD17	Examine International Air Pollution Prevention Certificate (IAPP) and Supplement	

Port State Control Examiner PQS

Task Number	Task Description	Date Completed
PSCE-CD18	Examine the Engine International Air Pollution Prevention (EIAPP) Certificate(s)	
PSCE-CD19	Verify compliance with the Vessel General Permit (VGP)	
PSCE-CD20	Examine ballast water management documents	
PSCE-CD21	Examine muster lists and emergency instructions	
PSCE-CD22	Examine Long-Range Identification & Tracking (LRIT) conformance test report	
PSCE-CD23	Examine International Oil Pollution Prevention Certificate (IOPP) and Record of Construction and Equipment (Form-A	
PSCE-CD24	Examine International Energy Efficiency Certificate (IEEC)	
PSCE-CD25	Examine Energy Efficiency Design Index (EEDI)	
PSCE-CD26	Examine International Anti-fouling System Certificate (IAFS)	
PSCE-LM01	Examine Oil Record Book Part I (ORB)	
PSCE-LM02	Examine Shipboard Oil Pollution Emergency Plan (SOPEP)	
PSCE-LM03	Examine Non-Tank Vessel Response Plan (NTVRP)	
PSCE-LM04	Verify transfer personnel, procedures, equipment and records	
PSCE-LM05	Examine Garbage Management Plan	
PSCE-LM06	Examine Garbage Record Book	
PSCE-LM07	Examine training manuals	
PSCE-LM08	Examine liferaft maintenance records and service logs/reports	
PSCE-LM09	Examine fire detection system maintenance and service logs/reports	
PSCE-LM10	Examine Logbook entries	
PSCE-LM11	Examine fire fighting equipment maintenance and service logs/reports	
PSCE-LM12	Examine lifeboat maintenance records and service logs/reports	
PSCE-BN01	Examine charts and publications	
PSCE-BN02	Examine echo-sounding device	
PSCE-BN03	Examine electronic position fixing device	
PSCE-BN04	Examine bridge navigation/propulsion indicators	
PSCE-BN05	Examine records of emergency training and drills	

Port State Control Examiner PQS

Task Number	Task Description	Date Completed
PSCE-BN06	Examine radar(s) and Automatic Radar Plotting Aid (ARPA)	
PSCE-BN07	Examine compasses	
PSCE-BN08	Witness operational test of steering gear	
PSCE-BN09	Examine Voyage Data Recorder (VDR)	
PSCE-BN10	Examine Automatic Identification System (AIS)	
PSCE-BN11	Examine radiotelephone (VHF)	
PSCE-BN12	Examine Global Maritime Distress and Safety System (GMDSS) equipment	
PSCE-BN13	Examine Long-Range Identification & Tracking (LRIT) equipment	
PSCE-BN14	Examine daylight signaling lamp	
PSCE-BN15	Examine internal means of communication	
PSCE-GH01	Avoid inadvertent entry into a confined space	
PSCE-GH02	Examine vessel for general safety items	
PSCE-GH03	Examine means of escape	
PSCE-GH04	Examine refrigerator and dry food stores	
PSCE-GH05	Examine sanitation areas	
PSCE-GH06	Examine hospital space	
PSCE-GH07	Examine galley	
PSCE-GH08	Examine accommodations	
PSCE-LS01	Examine life jackets	
PSCE-LS02	Examine immersion suits and stowage	
PSCE-LS03	Examine line throwing appliance	
PSCE-LS04	Examine distress flares	
PSCE-LS05	Examine quick-release life buoys	
PSCE-LS06	Examine life buoys	
PSCE-LS07	Examine lifeboat	
PSCE-LS08	Examine muster and embarkation stations	
PSCE-LS09	Examine inflatable liferafts and installations	
PSCE-LS10	Examine rescue boat	
PSCE-LS11	Examine survival craft launching appliances	

Port State Control Examiner PQS

Task Number	Task Description	Date Completed
PSCE-LS12	Examine general emergency systems	
PSCE-FF01	Examine Fire Control Plan	
PSCE-FF02	Examine international shore connection	
PSCE-FF03	Examine fire-fighter's outfits	
PSCE-FF04	Examine portable fire extinguishers	
PSCE-FF05	Examine fire hose stations	
PSCE-FF06	Examine areas for compliance with Structural Fire Protection (SFP) requirements	
PSCE-FF07	Examine fixed fire detection and alarm systems	
PSCE-FF08	Examine fire main system(s)	
PSCE-FF09	Examine the fixed pressure water-spraying and water mist fire extinguishing systems	
PSCE-FF10	Examine fixed high pressure CO2 system	
PSCE-FF11	Examine low pressure CO2 fixed fire fighting system	
PSCE-FF12	Examine fixed high-expansion foam fire extinguishing system	
PSCE-MI01	Examine steering gear assembly and operation	
PSCE-MI02	Examine arrangements for propulsion engine(s)	
PSCE-MI03	Examine main service generators and prime mover(s)	
PSCE-MI04	Examine emergency generator(s) and prime mover(s)	
PSCE-MI05	Examine machinery spaces	
PSCE-MI06	Examine transfer procedures	
PSCE-MI07	Examine bilge pumps installation, piping, and valves	
PSCE-MI08	Examine fuel systems	
PSCE-ES01	Examine switchboards	
PSCE-ES02	Examine motor controllers	
PSCE-ES03	Examine controls and alarms for unattended machinery spaces	
PSCE-SW01	Examine general condition of hull and structural members	
PSCE-SW02	Examine structural/watertight integrity of the deck/hull	
PSCE-SW03	Examine watertight doors and weathertight openings	
PSCE-PP01	Examine Oily Water Separator (OWS) and bilge monitor/alarm (OCM)	

Port State Control Examiner PQS

Task Number	Task Description	Date Completed
PSCE-PP02	Examine Marine Sanitation Device (MSD)	
PSCE-PP03	Examine incinerator	
PSCE-PP04	Examine standard discharge connection	
PSCE-TE01	Examine paint lockers	
PSCE-TE02	Examine storage of oxygen and acetylene cylinders	
PSCE-ED01	Evaluate fire drill	
PSCE-ED02	Evaluate abandon ship drill	
PSCE-FU01	Issue deficiencies	
PSCE-FU02	Issue control action(s)	
PSCE-FU03	Conduct deficiency check	
PSCE-FU04	Complete Maritime Information for Safety and Law Enforcement (MISLE) Activity	

Appendix A

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

Appendix A

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

DATE	LOCATION	VESSEL NAME	VESSEL TYPE	EXAM TYPE	LEAD EXAMINER

Appendix B

DATE	LOCATION	VESSEL NAME	VESSEL TYPE	EXAM TYPE	LEAD EXAMINER

Pre-Exam (PE)

Port State Control Vessel

Task: PSCE-PE01 Schedule examination in Maritime Information for Safety and Law Enforcement (MISLE)

Condition: During preparation for examination

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

- References:**
1. Title 33, Code of Federal Regulations Parts 2, 6 & 138
 2. Title 46, Code of Federal Regulations Part 2 Vessel Inspections
 3. CG-543 Policy Letter 11-01 Guidelines for CG Evaluations of Compliance with the EPA's Vessel General Permit
 4. COMDTINST M16000.6 Marine Safety Manual Volume I Administration & Management
 5. Mission Management System (MMS) Work Instruction - MISLE Data Entry Requirements for Foreign Vessels & Equasis
 6. CVC-PR-018(series), Targeting of Foreign Vessels for PSC Examination & IMO Resolution A.1138(31) Procedures for Port State Control, 2019

Steps		References	Initials
PE01.1	Determine authority and jurisdiction and applicable regulations	33 CFR 2 & 6 Res 1138(31)	
PE01.2	Locate vessel in MISLE	MSM I/12.F	
PE01.3	Verify documents are current in MISLE	MSM I/12.G.5	
PE01.4	Review history (narratives, deficiencies & special notes)	MSM I/12.G.2.a MISLE Work Instruction Equasis	
PE01.5	Verify status of user fees	46 CFR 2.10-1(a) & (b)	
PE01.6	Enter title and point(s) of contact	MSM I/12.G.2.a	
PE01.7	Prepare folder and required documents	46 CFR 2.01-6	
PE01.8	Verify status of Certificate of Financial Responsibility (e-COFR)	33 CFR 138.15(a)(2)	
PE01.9	Generate new activity	CVC-PR-018	
PE01.10	Verify submittal of Environmental Protection Agency (EPA) Notice of Intent (NOI)	CG-543 Policy Ltr 11-01	
PE01.11	Determine QUALSHIP 21 participation	MISLE Work Instruction	

Verifying Officer Guidance: Ensure trainee is using latest edition of the MISLE Data Entry Work Instruction and CVC-PR-018.

Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Pre-Exam (PE)

Port State Control Vessel

Task: PSCE-PE02 Coordinate examination with vessel's representative

Condition: *During preparation for examination*

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

- References:**
1. Title 33, Code of Federal Regulations Part 151 & 160
 2. Title 46, Code of Federal Regulations Part 2 Vessel Inspections
 3. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 4. Marine Safety: Port State Control, COMDTINST 16000.73
 5. CVC-PR-018(series), Targeting of Foreign Vessels for PSC Examination
 6. CG-PSA Policy Letter 01-18, Conditions of Entry (COE) Verification Policy on Vessels Arriving from Ports Not Maintaining Effective Anti-Terrorism Measures

Steps		References	Initials
PE02.1	Verify vessel's representative	MS-73/D.5.C.2	
PE02.2	Confirm vessel arrival time, destination, exam based on Advanced Notice of Arrival (ANOA)	33 CFR 160.206	
PE02.3	Articulate examination expectations	PSCE TTP, Ch.4	
PE02.4	Verify owner/operator information	PSCE TTP, Ch.4	
PE02.5	Verify Classification Society information	46 CFR 2.45 SOLAS 20 I/6	
PE02.6	Confirm MISLE targeting score with information attained from vessel representative	CVC-PR-018	
PE02.7	Determine conditions of entry (COE) verification applicability	CG-PSA Policy Ltr 01-18	
PE02.8	Verify National Ballast Water Information Clearinghouse report has been completed	33 CFR 151.2060	

Verifying Officer Guidance: *Trainee should demonstrate a firm understanding of ANOA procedures and shoreside vs. offshore examinations and boarding's IAW MSM II/D.1.*

Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Pre-Exam (PE)

Port State Control Vessel

Task: PSCE-PE03 Mitigate potential hazards encountered during an exam

Condition: *During preparation for examination*

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

- References:**
1. Title 29, Code of Federal Regulations Part 1915 Occupational Safety & Health Standards for Shipyard Employment
 2. COMDTINST M16000.6 Marine Safety Manual Volume I Administration & Management
 3. Marine Safety: Marine Inspection Administration, COMDTINST 16000.70
 4. NFPA 306 Standard for the Control of Gas Hazards on Vessels, 2009
 5. NFPA 350 Guide for safe Confined Space Entry and Work
 6. Gas Detector Operator's Manual

Steps		References	Initials
PE03.1	Recognize potential hazards encountered during exam	NFPA 306 NFPA 350	
PE03.2	Determine confined spaces	MSM I/10 App.A NFPA 350	
PE03.3	Determine if exam scope will require a Marine Chemist certification for space entry	29 CFR 1915, Part B MS-70/A.5.H	
PE03.4	Verify Marine Chemist has been scheduled for exam	MSM I/10 App. A	
PE03.5	Prepare necessary personal protective equipment for exam	MSM I/10 App. A MSM I/8.A.3. Operator's Manual	
PE03.6	Review CG policy for when to leave a space due to hazardous condition	MSM I/10 App. A	

Verifying Officer Guidance: *Trainee shall be aware that IAW CGMS 251438Z MAY 12 inspection bags or other gear shall be hoisted to/from vessel.*

Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Dockside Assessment (DA)

Port State Control Vessel

Task: PSCE-DA01 Examine anchor(s) and chain

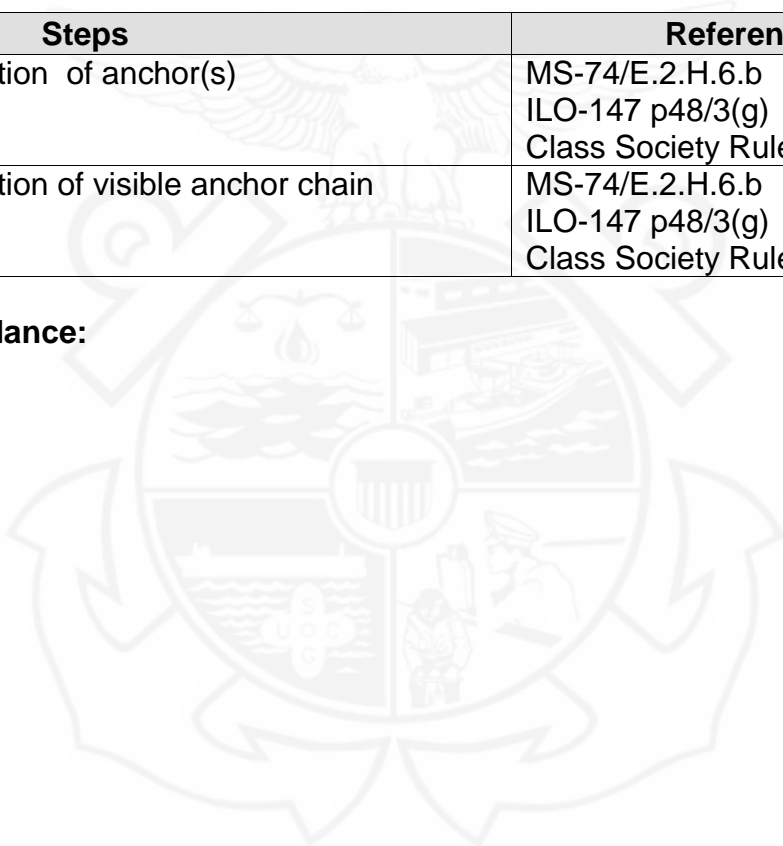
Condition: *While observing the vessel from dock or anchorage*

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

- References:**
1. Marine Safety: International Conventions, Treaties, Standards, and Regulations, COMDTINST 16000.74
 2. Inspection of Labour Conditions On Board Ship: Guide-lines for Procedure (ILO-147)
 3. Classification Society Rules

Steps		References	Initials
DA01.1	Verify condition of anchor(s)	MS-74/E.2.H.6.b ILO-147 p48/3(g) Class Society Rules	
DA01.2	Verify condition of visible anchor chain	MS-74/E.2.H.6.b ILO-147 p48/3(g) Class Society Rules	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Dockside Assessment (DA)

Port State Control Vessel

Task: PSCE-DA02 Examine hull for required markings

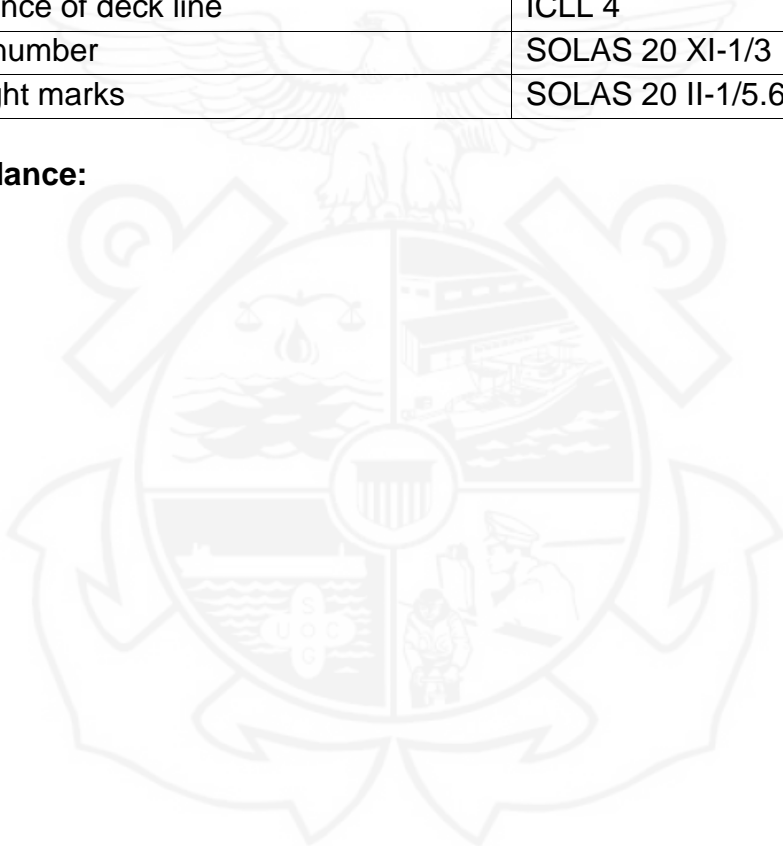
Condition: *While observing the vessel from dock or anchorage*

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

- References:**
1. International Convention on Load Lines (ICLL) 1966, as amended
 2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
DA02.1	Verify Load Line is permanently marked	ICLL 5-9	
DA02.2	Verify presence of deck line	ICLL 4	
DA02.3	Verify IMO number	SOLAS 20 XI-1/3	
DA02.4	Verify draught marks	SOLAS 20 II-1/5.6	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Dockside Assessment (DA)

Port State Control Vessel

Task: PSCE-DA03 Examine material condition of hull

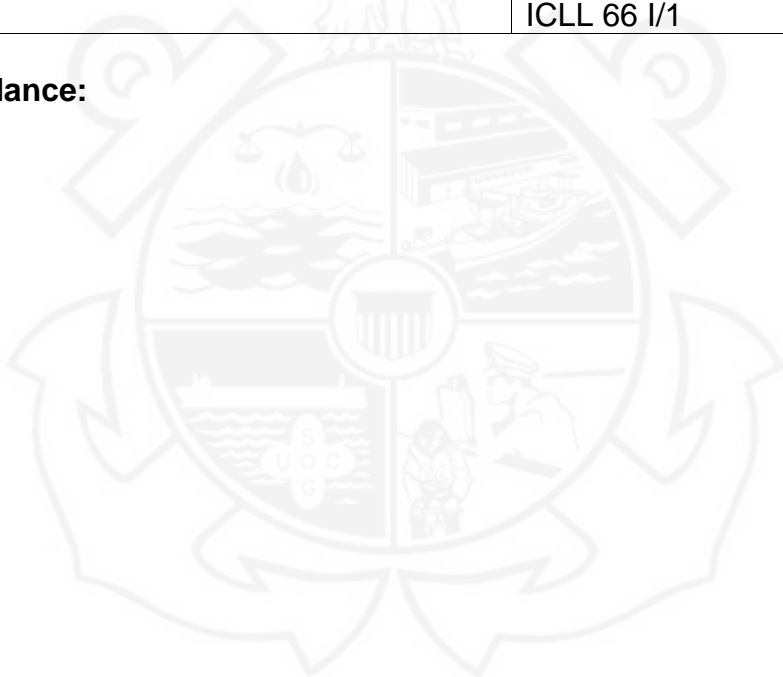
Condition: *While observing the vessel from dock or anchorage*

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

- References:**
1. Title 33, United States Code § 1321 Oil & Hazardous Substance Liability
 2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 3. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified
 4. International Convention on Load Lines (ICLL) 1966, as amended

Steps		References	Initials
DA03.1	Evaluate hull for signs of pollution/illegal discharge	33 USC 1321 MARPOL I/15	
DA03.2	Evaluate hull strength and integrity	SOLAS 20 II-1/3-1 ICLL 66 I/1	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Dockside Assessment (DA)

Port State Control Vessel

Task: PSCE-DA04 Examine access ladders and sideshell openings

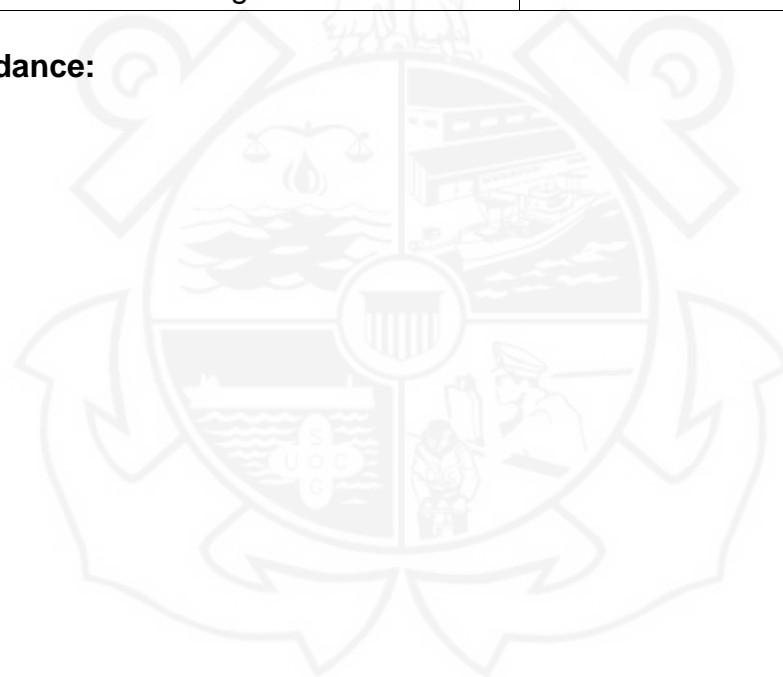
Condition: *While observing the vessel from dock or anchorage*

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. International Convention on Load Lines (ICLL) 1966, as amended

Steps		References	Initials
DA04.1	Examine means of embarkation (gangway/ladders)	SOLAS 20 II-1/3-9 ICLL 25-1(2)	
DA04.2	Examine cargo ports and other similar openings	ICLL 21	
DA04.3	Examine side scuttles (windows/skylights)	ICLL 23	
DA04.4	Examine pilot transfer arrangements	SOLAS 20 V/23	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Dockside Assessment (DA)

Port State Control Vessel

Task: PSCE-DA05 Examine hull, anchors and anchor chain for biofouling & sediment

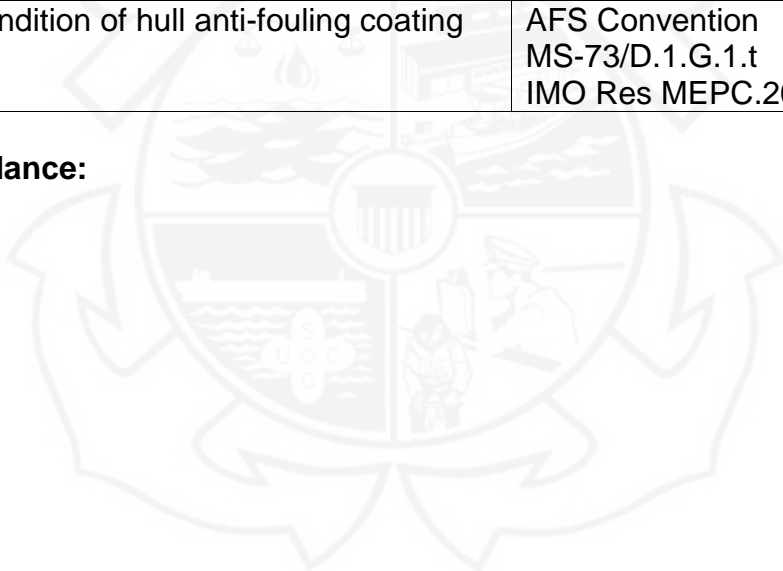
Condition: While observing the vessel from dock or anchorage

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

- References:**
1. Title 33, Code of Federal Regulations Part 151 Vessels Carrying Oil, NLS, Garbage, Municipal or Commercial Waste & Ballast Water
 2. International Convention on the Control of Harmful Anti-Fouling Systems on Ships (AFS), 2001
 3. IMO Resolution MEPC.207(62) 2011 Guidelines for the Control and Management of Ships' Biofouling
 4. to Minimize the Transfer of Invasive Aquatic Species
 5. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
DA05.1	Verify hull/anchor is free of organisms and sediment	33 CFR 151.2050(e)(f) MS-73/D.1.G.1.t	
DA05.2	Evaluate condition of hull anti-fouling coating	AFS Convention MS-73/D.1.G.1.t IMO Res MEPC.207(62)	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Dockside Assessment (DA)

Port State Control Vessel

Task: PSCE-DA06 Examine mooring system/equipment

Condition: *While observing the vessel from dock or anchorage*

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

- References:**
1. Marine Safety: International Conventions, Treaties, Standards, and Regulations, COMDTINST 16000.74
 2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
DA06.1	Examine configuration of mooring lines arrangements	MS-74/E.2.6.b SOLAS 20 II-1/3-8	
DA06.2	Verify condition of mooring lines	MS-74/E.2.6.b SOLAS 20 II-1/3-8	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Task: PSCE-SF01 Examine security procedures at vessel access point(s)

Condition: While on deck walk

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

- References:**
1. Title 33, Code of Federal Regulations Part 104 Maritime Security - Vessels
 2. International Ship & Port Facility Security (ISPS) Code, 2012
 3. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
SF01.1	Verify all access points are monitored	ISPS A/7.2.2 33 CFR 104.265(a) MS-73/D.1.H.4.c	
SF01.2	Observe gangway watch control of embarkation of persons and effects	33 CFR 104.265(a) ISPS A/7.2.3 MS-73/D.1.H.4.a	
SF01.3	Verify security communications	33 CFR 104.245 ISPS A/7.2.7 MS-73/D.1.H.4.o	
SF01.4	Verify security level	33 CFR 104.240 ISPS A/7.1 MS-73/D.1.H.1	
SF01.5	Verify gangway watch is familiar with their responsibilities as per security plan	ISPS A/13.2 ISPS A/13.3 MS-73/D.1.H.4.g	
SF01.6	Verify signage	33 CFR 104.265(f)(3)	

Verifying Officer Guidance:

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Task: PSCE-SF02 Verify security training & records

Condition: While validating logs and manuals

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

- References:**
1. Title 33, Code of Federal Regulations Part 104 Maritime Security - Vessels
 2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 3. International Ship & Port Facility Security (ISPS) Code, 2012
 4. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
SF02.1	Verify presence of trained and designated Ship Security Officer	ISPS A/12.1 & 13.2 SOLAS 20 XI-2/4.2 33 CFR 104.215 & 104.220	
SF02.2	Verify presence and approved and valid Ship Security Plan	33 CFR 104.400(c) ISPS A/9.1, 9.4 & 9.8 MS-73/D.1.H.4	
SF02.3	Examine security drill records	33 CFR 104.235(b)(2) ISPS A/10.1.1 & 13.4 MS-73/D.1.H.7.a	
SF02.4	Examine security exercise records	33 CFR 104.235(b)(2) ISPS A/10.1.1 & 13.5 MS-73/D.1.H.7.a	
SF02.5	Examine records of crew training	33 CFR 104.235(b)(1) ISPS A/13.3 MS-73/D.1.H.7.a	
SF02.6	Examine Declaration of Security	33 CFR 104.255 & 235(b)(7) ISPS A/5.2 & 5.7 MS-73/D.1.H.4.j	

Verifying Officer Guidance: Trainee shall understand that we only witness security drills when we have evidence that the vessel had failed to meet its periodic drill requirements.

Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Certificates and Documents (CD)

Port State Control Vessel

Task: PSCE-CD01 Examine Certificate of Registry

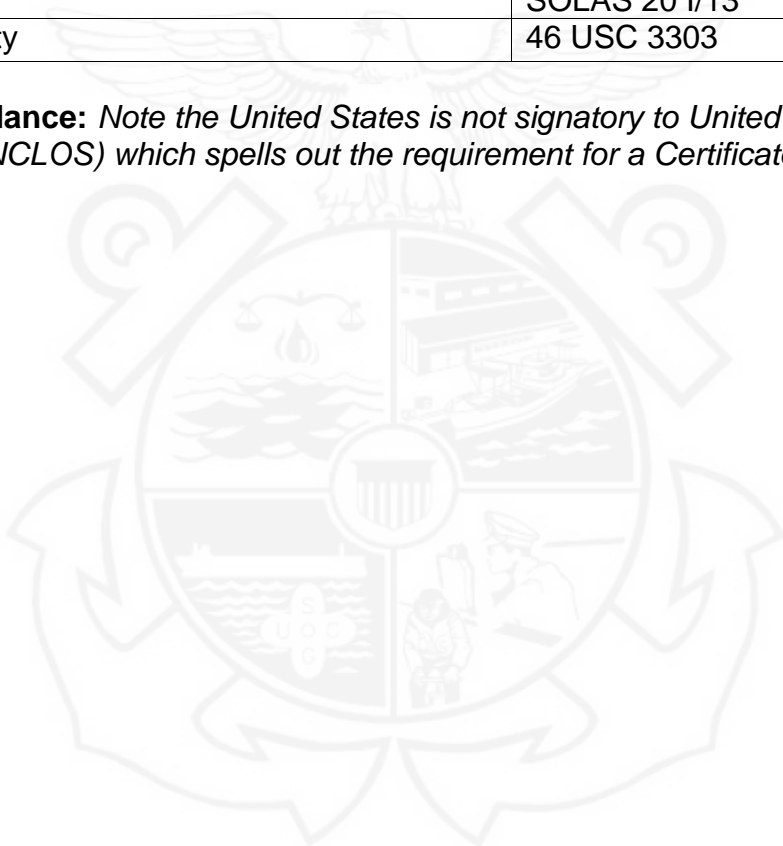
Condition: While validating certificates and documents

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

- References:**
1. Title 46, United States Code § 3303 Reciprocity for Foreign Vessels
 2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
CD01.1	Verify presence	46 USC 3303 SOLAS 20 I/13	
CD01.2	Verify validity	46 USC 3303	

Verifying Officer Guidance: Note the United States is not signatory to United Nations Convention on the Law of the Sea (UNCLOS) which spells out the requirement for a Certificate of Registry .



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Certificates and Documents (CD)

Port State Control Vessel

Task: PSCE-CD02 Examine Classification Society Certificate

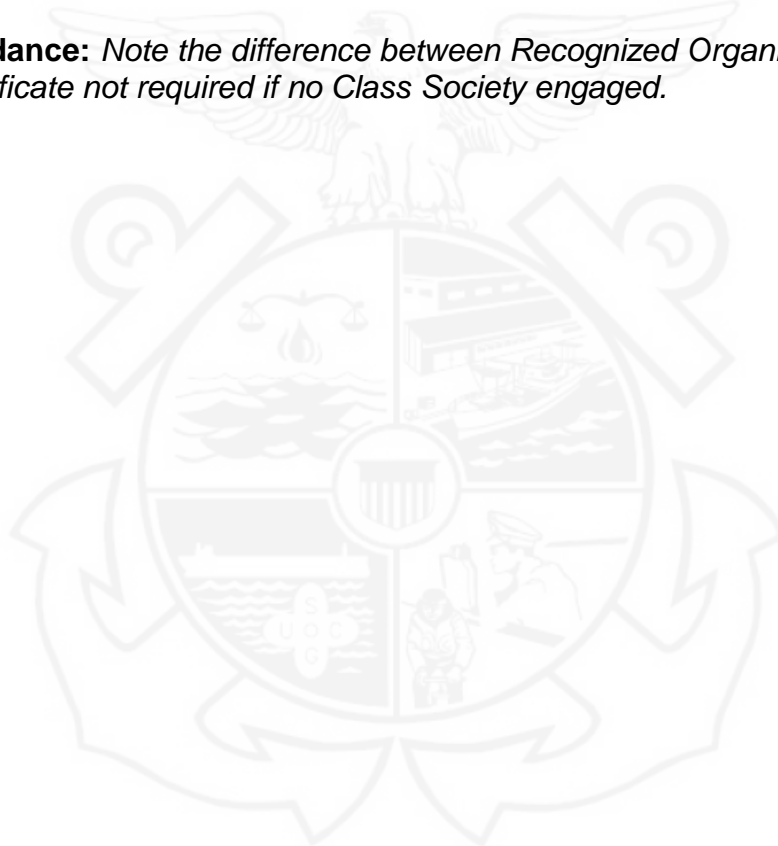
Condition: While validating certificates and documents

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
CD02.1	Verify presence	SOLAS 20 I/6(a)	
CD02.2	Verify validity	SOLAS 20 I/6(a)	

Verifying Officer Guidance: Note the difference between Recognized Organizations and Class Societies (IACS); Certificate not required if no Class Society engaged.



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Certificates and Documents (CD)

Port State Control Vessel

Task: PSCE-CD03 Examine International Tonnage Certificate (ITC)

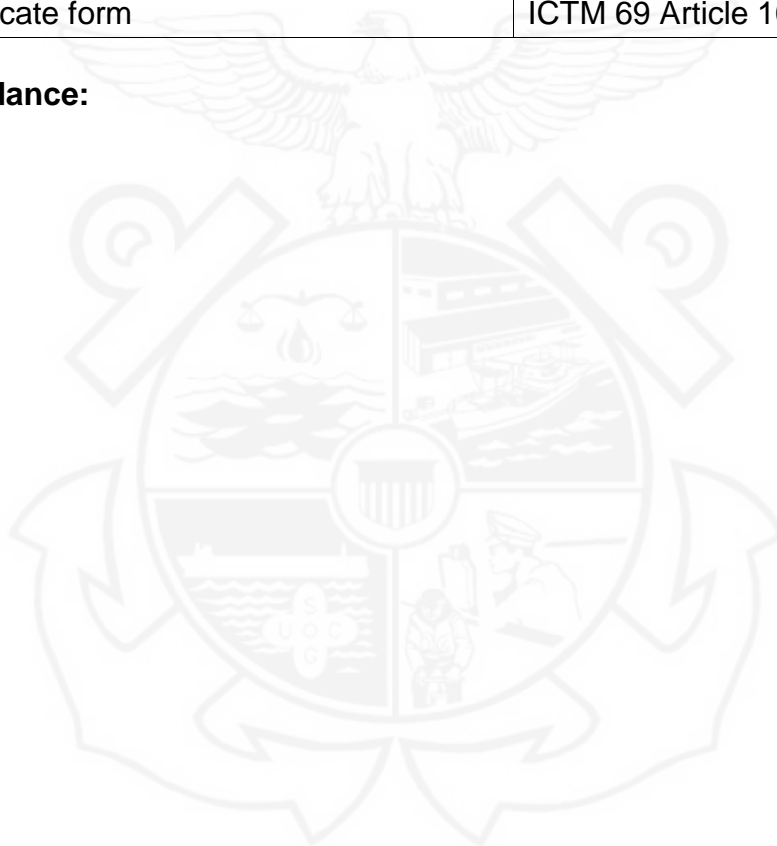
Condition: *While validating certificates and documents*

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

References: 1. International Convention on Tonnage Measurement of Ships (ICTM), 1969

Steps		References	Initials
CD03.1	Verify presence	ICTM 69 Article 7	
CD03.2	Verify validity	ICTM 69 Article 9	
CD03.3	Verify certificate form	ICTM 69 Article 10	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Task: PSCE-CD04 Examine International Load Line Certificate (ILLC)

Condition: While validating certificates and documents

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

References: 1. International Convention on Load Lines (ICLL) 1966, as amended

Steps		References	Initials
CD04.1	Verify presence	ICLL Article 16	
CD04.2	Verify validity	ICLL Article 15 ICLL Article 19	
CD04.3	Verify certificate form	ICLL Article 18	
CD04.4	Confirm load line observed on hull (Task DA-02) matches certificate	ICLL Reg 9	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Certificates and Documents (CD)

Port State Control Vessel

Task: PSCE-CD05 Examine Cargo Ship Safety Construction Certificate (CSSCC)

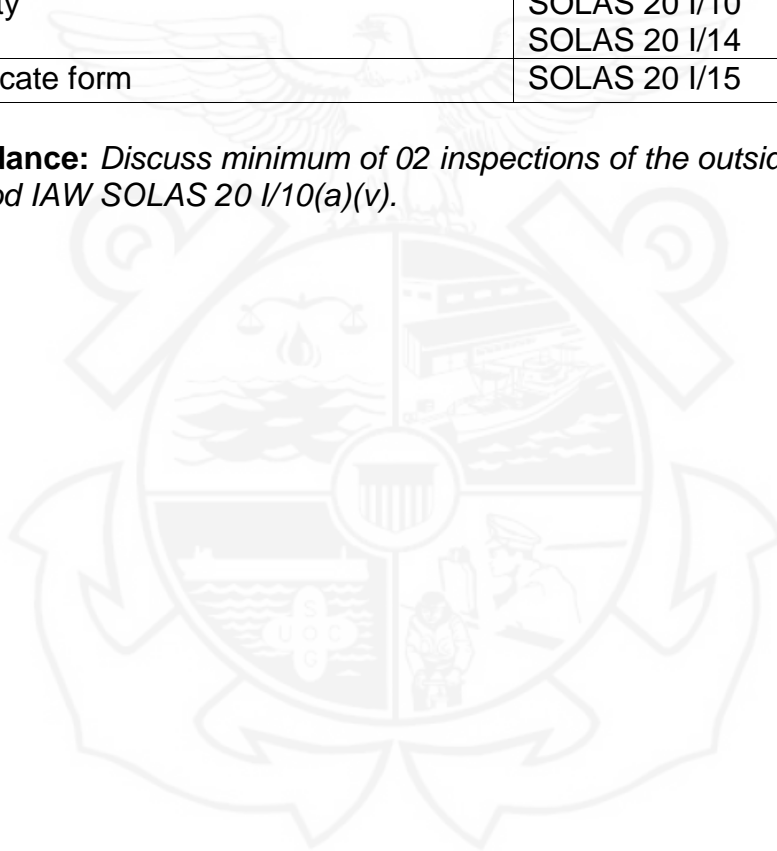
Condition: While validating certificates and documents

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
CD05.1	Verify presence	SOLAS 20 I/12(a)(ii) SOLAS 20 I/16	
CD05.2	Verify validity	SOLAS 20 I/10 SOLAS 20 I/14	
CD05.3	Verify certificate form	SOLAS 20 I/15	

Verifying Officer Guidance: Discuss minimum of 02 inspections of the outside of the ship's bottom during any 5 year period IAW SOLAS 20 I/10(a)(v).



Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Certificates and Documents (CD)

Port State Control Vessel

Task: PSCE-CD06 Examine Cargo Ship Safety Equipment Certificate (CSSEC) and Record of Equipment (Form-E)

Condition: While validating certificates and documents

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
CD06.1	Verify presence	SOLAS 20 I/12(a)(iii) SOLAS 20 I/16 SOLAS 20 I/12(a)(vi)	
CD06.2	Verify validity	SOLAS 20 I/8 SOLAS 20 I/14	
CD06.3	Verify form of certificate and Form-E	SOLAS 20 I/15	

Verifying Officer Guidance: Discuss with trainee required equipment and how this certificate relates to other portions of the PSC exam.

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Certificates and Documents (CD)

Port State Control Vessel

Task: PSCE-CD07 Examine Cargo Ship Safety Radio Certificate (CSSRC) and Record of Equipment (Form-R)

Condition: While validating certificates and documents

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
CD07.1	Verify presence	SOLAS 20 I/12(a)(iv) SOLAS 20 I/16 SOLAS 20 I/12(a)(vi)	
CD07.2	Verify validity	SOLAS 20 I/9 SOLAS 20 I/14	
CD07.3	Verify form of certificate and Form-R	SOLAS 20 I/15	

Verifying Officer Guidance: Trainee shall understand the required equipment and how this certificate relates to other portions of the PSC exam.

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Certificates and Documents (CD)

Port State Control Vessel

Task: PSCE-CD08 Examine Cargo Ship Safety Certificate (CSSC) and Record of Equipment (Form-C)

Condition: While validating certificates and documents

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
CD08.1	Verify presence	SOLAS 20 I/12(a)(v) SOLAS 20 I/16 SOLAS 20 I/12(a)(vi)	
CD08.2	Verify validity	SOLAS 20 I/8-10 SOLAS 20 I/14	
CD08.3	Verify form of certificate and Form-C	SOLAS 20 I/15	

Verifying Officer Guidance: Discuss with trainee required equipment and how this certificate relates to other portions of the PSC exam.

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Certificates and Documents (CD)

Port State Control Vessel

Task: PSCE-CD09 Examine copy of Document of Compliance (ISM-DOC)

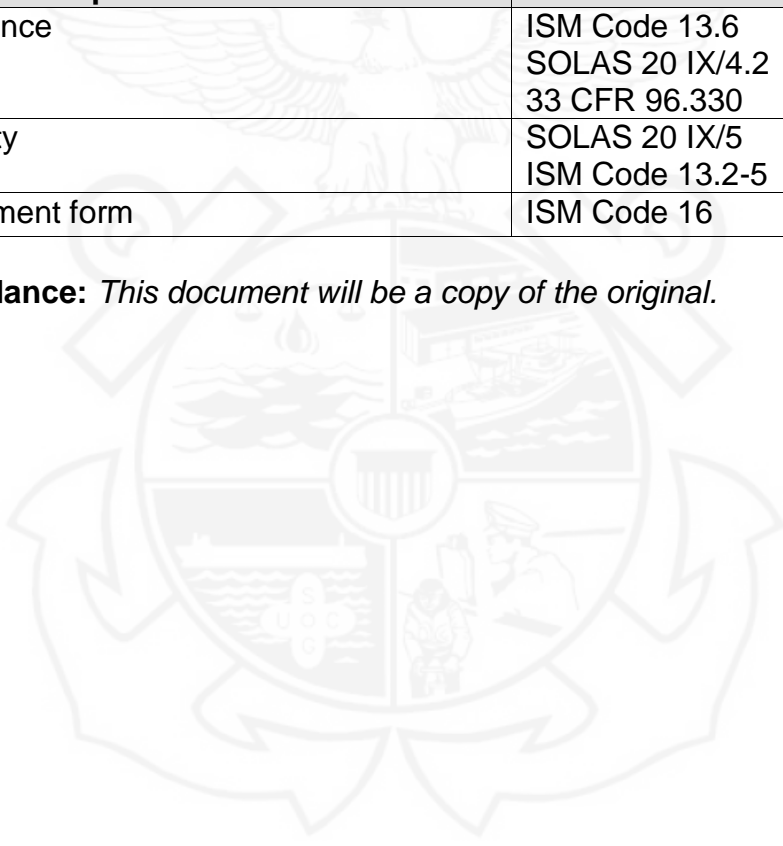
Condition: While validating certificates and documents

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

- References:**
1. Title 33, Code of Federal Regulations Part 96 Rules for the Safe Operation of Vessels & Safety Management Systems
 2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 3. International Safety Management Code (ISM Code)

Steps		References	Initials
CD09.1	Verify presence	ISM Code 13.6 SOLAS 20 IX/4.2 33 CFR 96.330	
CD09.2	Verify validity	SOLAS 20 IX/5 ISM Code 13.2-5	
CD09.3	Verify document form	ISM Code 16	

Verifying Officer Guidance: *This document will be a copy of the original.*



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Certificates and Documents (CD)

Port State Control Vessel

Task: PSCE-CD10 Examine Safety Management Certificate (ISM-SMC)

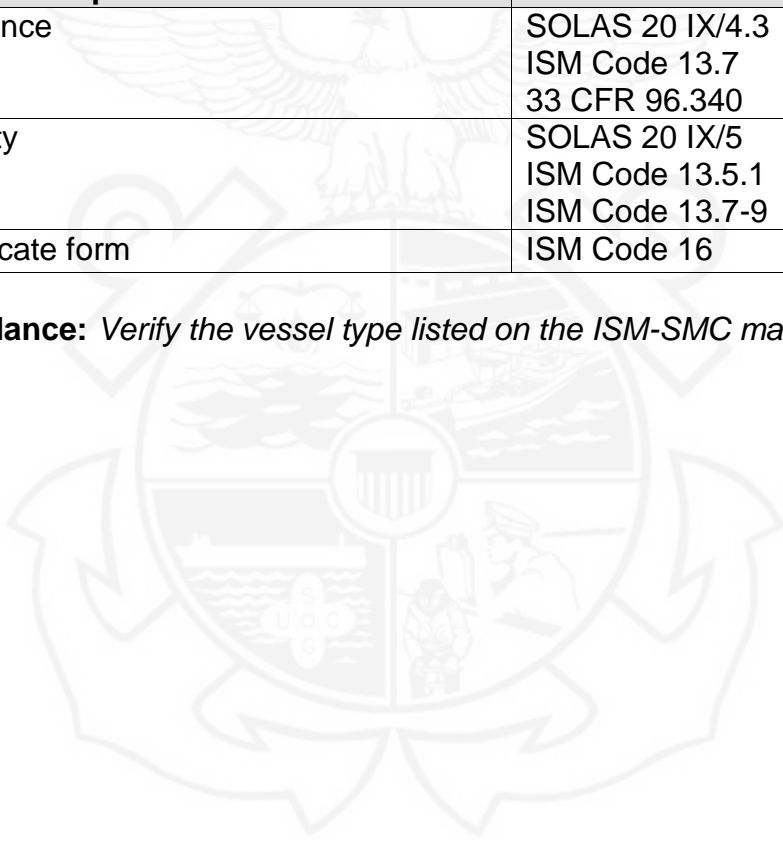
Condition: While validating certificates and documents

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

- References:**
1. Title 33, Code of Federal Regulations Part 96 Rules for the Safe Operation of Vessels & Safety Management Systems
 2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 3. International Safety Management Code (ISM Code)

Steps		References	Initials
CD10.1	Verify presence	SOLAS 20 IX/4.3 ISM Code 13.7 33 CFR 96.340	
CD10.2	Verify validity	SOLAS 20 IX/5 ISM Code 13.5.1 ISM Code 13.7-9	
CD10.3	Verify certificate form	ISM Code 16	

Verifying Officer Guidance: Verify the vessel type listed on the ISM-SMC matches the one listed on the ISM-DOC.



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Certificates and Documents (CD)

Port State Control Vessel

Task: PSCE-CD11 Examine Minimum Safe Manning Document

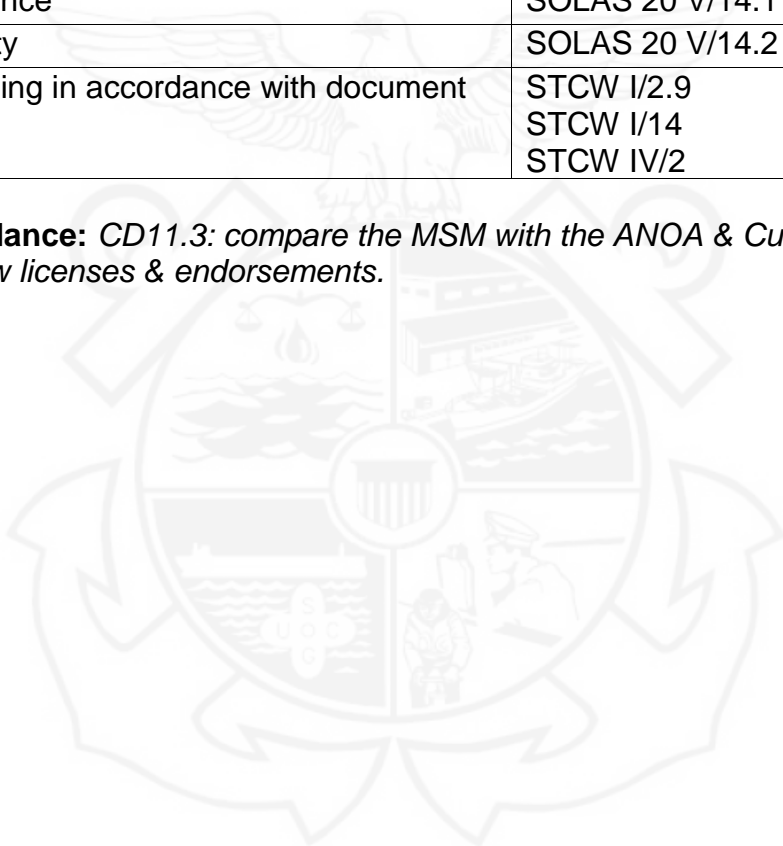
Condition: While validating certificates and documents

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

- References:**
1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 2. International Convention on Standards of Training, Certification & Watchkeeping (STCW) 1978, as amended

Steps		References	Initials
CD11.1	Verify presence	SOLAS 20 V/14.1	
CD11.2	Verify validity	SOLAS 20 V/14.2	
CD11.3	Verify manning in accordance with document	STCW I/2.9 STCW I/14 STCW IV/2	

Verifying Officer Guidance: CD11.3: compare the MSM with the ANOA & Customs crew list onboard the vessel and the crew licenses & endorsements.



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Certificates and Documents (CD)

Port State Control Vessel

Task: PSCE-CD12 Examine Crew Certificates of Competency and Proficiency IAW Safe Manning Document

Condition: While validating certificates and documents

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

References:

1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. International Convention on Standards of Training, Certification & Watchkeeping (STCW) 1978, as amended
3. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
CD12.1	Verify presence of original certificate(s)	STCW I/2.11	
CD12.2	Verify validity	STCW I/2.1-.2 STCW I/2.8 STCW I/10	
CD12.3	Verify certificate form	STCW I/2.3 STCW I/2.6 STCW I/2.10	
CD12.4	Verify Certificate of Proficiency	STCW VI/1.2	
CD12.5	Verify GMDSS operator certificate is valid	SOLAS 20 IV/16 STCW II/1.2.4 STCW IV/2.1	
CD12.6	Verify required number of Lifeboatmen	SOLAS 20 III/10 STCW VI/2 1.1-3	
CD12.7	Verify crew complies with rest period requirements	STCW VIII/I MS-73/D.1.G.1.j(1)©	

Verifying Officer Guidance: Compare certificate to competency endorsements and verify that the endorsement does not expire after the certificate IAW STCW I/2.8.4. Look for limitations for tonnage and KW, SSO, medical officer, GMDSS and ECDIS, etc.

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Certificates and Documents (CD)

Port State Control Vessel

Task: PSCE-CD13 Examine Medical Certificates

Condition: While validating certificates and documents

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

- References:**
1. International Convention on Standards of Training, Certification & Watchkeeping (STCW) 1978, as amended
 2. Inspection of Labour Conditions On Board Ship: Guide-lines for Procedure (ILO-147)
 3. COMDTINST 16711.12A The Merchant Shipping (Minimum Standards Convention, 1976 (ILO-147) & Port State Control (PSC)

Steps		References	Initials
CD13.1	Verify presence	STCW I/9.3 COMDTINST 16711.12A ILO-147 pp19-22	
CD13.2	Verify validity	STCW I/9.5	

Verifying Officer Guidance: Trainee shall know that ILO C.147 should only be applied to applicable vessels where STCW is not applicable.

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Certificates and Documents (CD)

Port State Control Vessel

Task: PSCE-CD14 Examine Continuous Synopsis Record (CSR)

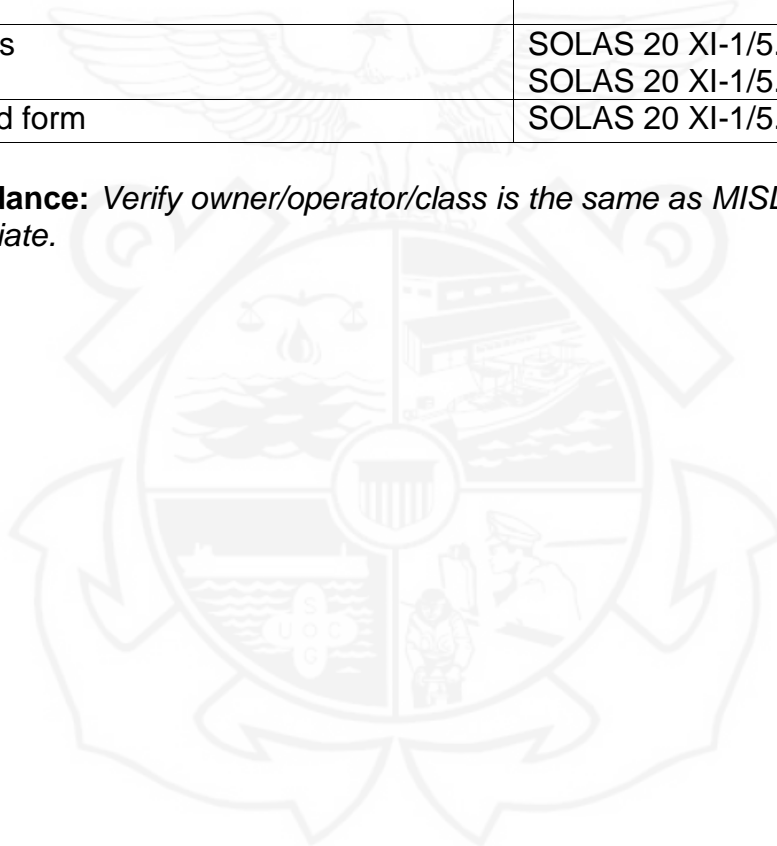
Condition: While validating certificates and documents

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
CD14.1	Verify presence of current record	SOLAS 20 XI-1/5.1 & .10	
CD14.2	Verify continuous history of all records from 1 July 2004	SOLAS 20 XI-1/5.2.2 & .6	
CD14.3	Verify details	SOLAS 20 XI-1/5.3 SOLAS 20 XI-1/5.4.1 - 4.3	
CD14.4	Verify record form	SOLAS 20 XI-1/5.5.1 & .2	

Verifying Officer Guidance: Verify owner/operator/class is the same as MISLE/NOA, update information as appropriate.



Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Certificates and Documents (CD)

Port State Control Vessel

Task: PSCE-CD15 Examine International Ship Security Certificate (ISSC)

Condition: While validating certificates and documents

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. International Ship & Port Facility Security (ISPS) Code, 2012

Steps		References	Initials
CD15.1	Verify presence	SOLAS 20 XI-2/4.2 ISPS Code A/19.2.1	
CD15.2	Verify validity	ISPS Code A/19.2.2 ISPS Code A/19.2.3 ISPS Code A/19.3	
CD15.3	Verify certificate form	ISPS Code A/19.2.4	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Certificates and Documents (CD)

Port State Control Vessel

Task: PSCE-CD16 Examine Ship Energy Efficiency Management Plan (SEEMP)

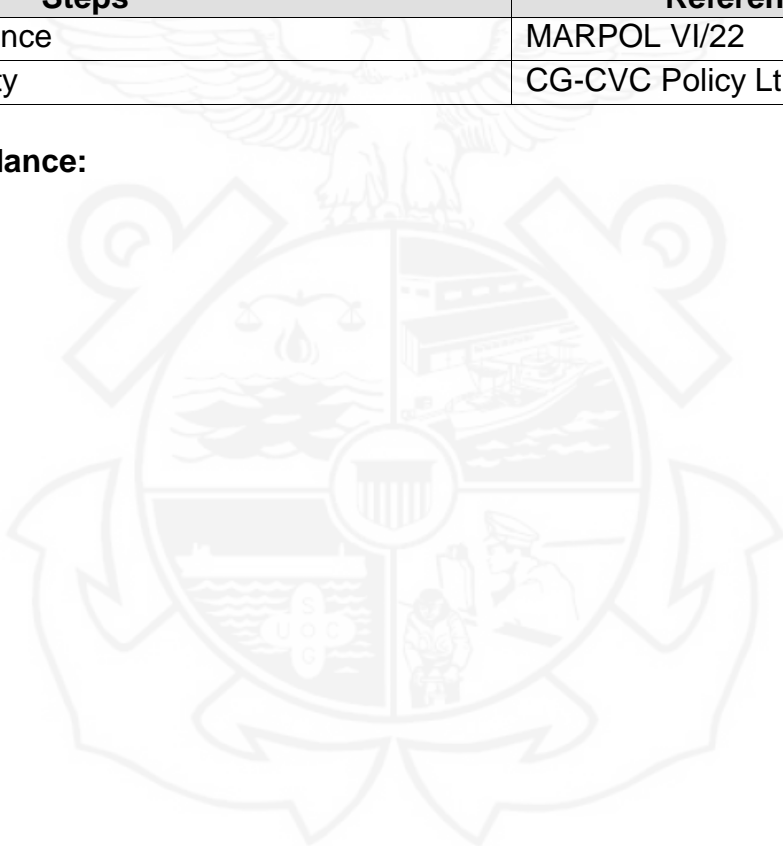
Condition: *While validating certificates and documents*

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

- References:**
1. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified
 2. CG-CVC Policy Letter 13-02 MARPOL Annex VI International Energy Efficiency (IEE) Certificate Implementation Guidance

Steps		References	Initials
CD16.1	Verify presence	MARPOL VI/22	
CD16.2	Verify validity	CG-CVC Policy Ltr 13-02	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Certificates and Documents (CD)

Port State Control Vessel

Task: PSCE-CD17 Examine International Air Pollution Prevention Certificate (IAPP) and Supplement

Condition: While validating certificates and documents

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

- References:**
1. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified
 2. CG-543 Policy Letter 09-01 Guideline for Ensuring Compliance with Annex VI, MARPOL 73/78
 3. CVC-WI-022, Implementation of Compliance/Enforcement Policy for MARPOL Annex VI
 4. Regulation 14, including IMO 2020 Sulfur Cap.

Steps		References	Initials
CD17.1	Verify presence	MARPOL VI/6 CG-543 Policy Ltr 09-01 CVC-WI-022	
CD17.2	Verify validity	MARPOL VI/9 CG-543 Policy Ltr 09-01 CVC-WI-022	
CD17.3	Verify certificate form	MARPOL VI/8 CVC-WI-022	

Verifying Officer Guidance:

Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Certificates and Documents (CD)

Port State Control Vessel

Task: PSCE-CD18 Examine the Engine International Air Pollution Prevention (EIAPP) Certificate(s)

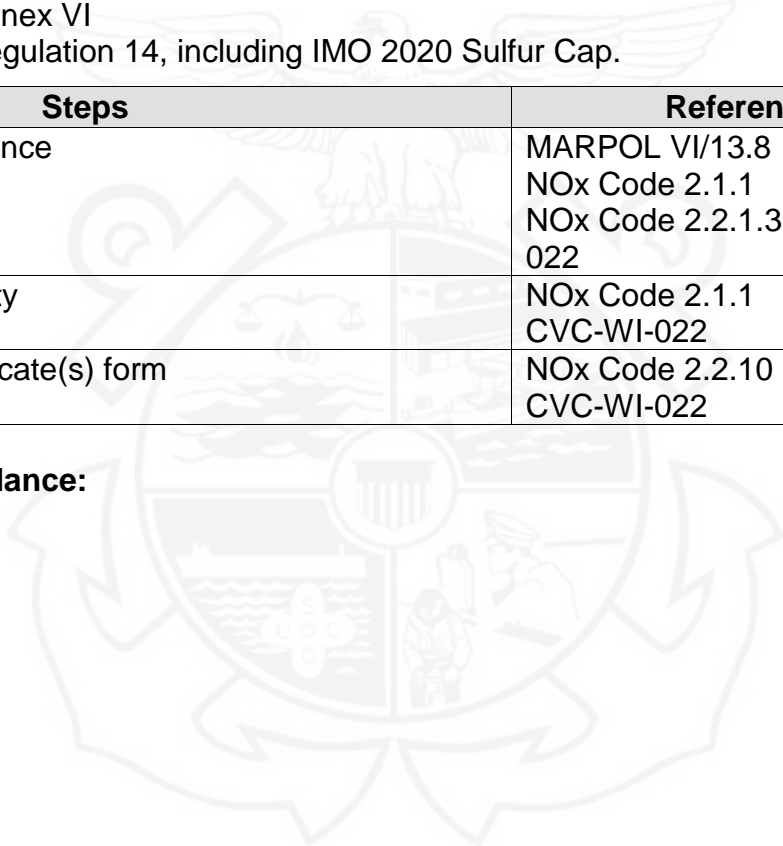
Condition: While validating certificates and documents

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

- References:**
1. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified
 2. NOx Technical Code (NOx Code) 2008, 2009 ed.
 3. CVC-WI-022, Implementation of Compliance/Enforcement Policy for MARPOL Annex VI
 4. Regulation 14, including IMO 2020 Sulfur Cap.

Steps		References	Initials
CD18.1	Verify presence	MARPOL VI/13.8 NOx Code 2.1.1 NOx Code 2.2.1.3 & CVC-WI-022	
CD18.2	Verify validity	NOx Code 2.1.1 CVC-WI-022	
CD18.3	Verify certificate(s) form	NOx Code 2.2.10 CVC-WI-022	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Certificates and Documents (CD)

Port State Control Vessel

Task: PSCE-CD19 Verify compliance with the Vessel General Permit (VGP)

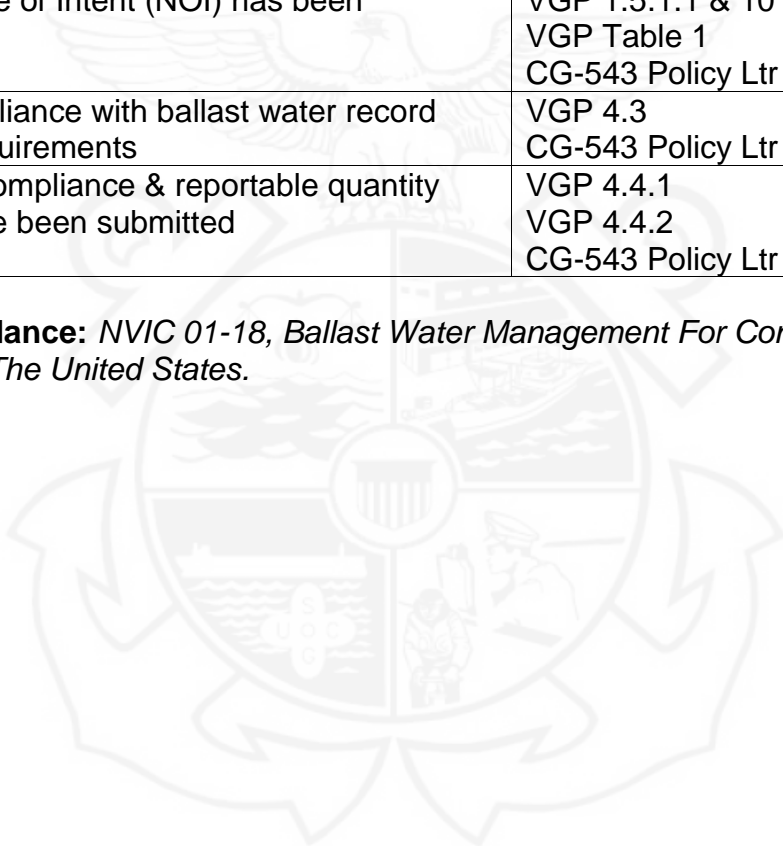
Condition: While validating certificates and documents

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

- References:**
1. Vessel General Permit 2008 & 2013
 2. CG-543 Policy Letter 11-01 Guidelines for CG Evaluations of Compliance with the EPA's Vessel General Permit

Steps		References	Initials
CD19.1	Verify Notice of Intent (NOI) has been submitted	VGP 1.5.1.1 & 10 VGP Table 1 CG-543 Policy Ltr 11-01	
CD19.2	Verify compliance with ballast water record keeping requirements	VGP 4.3 CG-543 Policy Ltr 11-01	
CD19.3	Verify noncompliance & reportable quantity reports have been submitted	VGP 4.4.1 VGP 4.4.2 CG-543 Policy Ltr 11-01	

Verifying Officer Guidance: *NVIC 01-18, Ballast Water Management For Control Of Non-Indigenous Species In Waters Of The United States.*



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Certificates and Documents (CD)

Port State Control Vessel

Task: PSCE-CD20 Examine ballast water management documents

Condition: While validating certificates and documents

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

- References:**
1. Title 33, Code of Federal Regulations Part 151 Vessels Carrying Oil, NLS, Garbage, Municipal or Commercial Waste & Ballast Water
 2. Title 46, Code of Federal Regulations Part 162 Equipment, Construction & Materials: Specifications & Approval - Engineering Equipment
 3. NVIC 01-18 Ballast Water Management For Control Of Non-Indigenous Species In Waters Of The United States

Steps		References	Initials
CD20.1	Verify compliance date	33 CFR 151.2035(b)	
CD20.2	Verify type approval certificate if fitted with USCG type approved BWMS	46 CFR 162.060-10	
CD20.3	Verify AMS Acceptance Letter, if fitted with accepted AMS BWMS	33 CFR 151.2025(a)(3)	
CD20.4	Verify Ballast Water Management Plan	33 CFR 151.2050(g), NVIC 01-18	
CD20.5	Verify National Ballast Information Clearinghouse (NBIC) report consistent with onboard records	33 CFR 151.2060 & 2070 NVIC 01-18	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Task: PSCE-CD21 Examine muster lists and emergency instructions

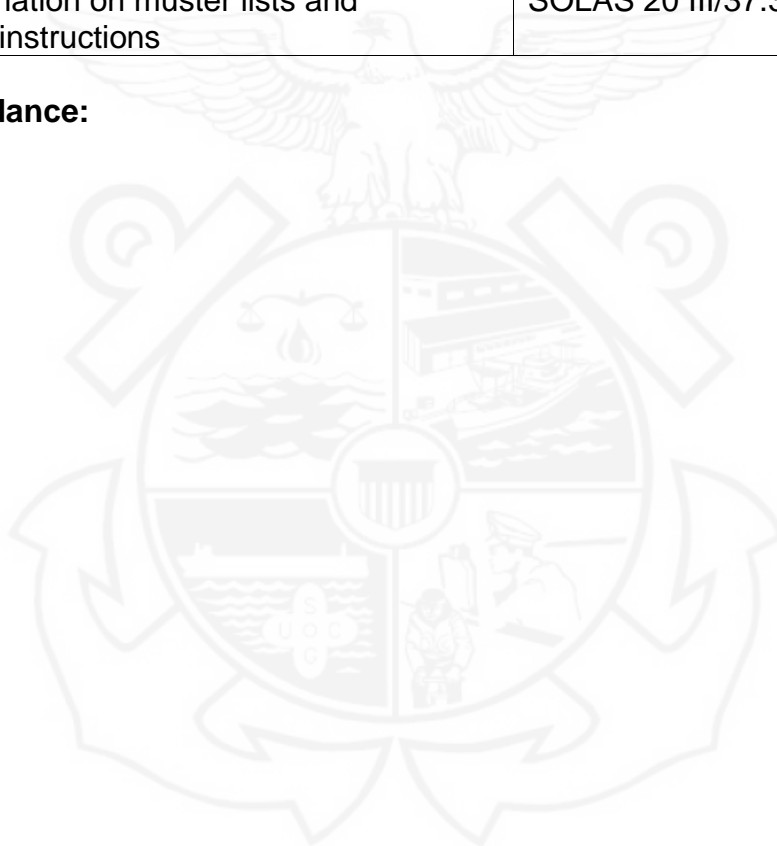
Condition: *During general health and safety examination*

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
CD21.1	Verify muster lists and emergency instructions are available/posted	SOLAS 20 III/8.2 & 8.3	
CD21.2	Verify information on muster lists and emergency instructions	SOLAS 20 III/37.3-6	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Certificates and Documents (CD)

Port State Control Vessel

Task: PSCE-CD22 Examine Long-Range Identification & Tracking (LRIT) conformance test report

Condition: *While validating logs and manuals*

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

- References:**
1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 2. IMO MSC.1/Circ. 1307 Guidance on the Survey & Certification of Compliance of Ships with the Requirement to Transmit LRIT Information

Steps		References	Initials
CD22.1	Verify presence	IMO MSC.1/Circ. 1307	
CD22.2	Verify validity	SOLAS 20 V/19-1.5 IMO MSC.1/Circ. 1307 NVIC 01-18	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Certificates and Documents (CD)

Port State Control Vessel

Task: PSCE-CD23 Examine International Oil Pollution Prevention Certificate (IOPP) and Record of Construction and Equipment (Form-A)

Condition: While validating certificates and documents

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

References:

1. Title 33, Code of Federal Regulations Part 151 Vessels Carrying Oil, NLS, Garbage, Municipal or Commercial Waste & Ballast Water
2. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified

Steps		References	Initials
CD23.1	Verify presence	33 CFR 151.19 MARPOL I/7 & 8	
CD23.2	Verify validity	MARPOL I/10	
CD23.3	Verify form of certificate and Form-A	MARPOL I/9	

Verifying Officer Guidance: Review information for OWS, incinerator and tanks and compare with ORB.

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Certificates and Documents (CD)

Port State Control Vessel

Task: PSCE-CD24 Examine International Energy Efficiency Certificate (IEEC)

Condition: *While validating certificates and documents*

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

- References:**
1. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified
 2. CG-CVC Policy Letter 13-02 MARPOL Annex VI International Energy Efficiency (IEE) Certificate Implementation Guidance

Steps		References	Initials
CD24.1	Verify presence	MARPOL VI/6 CG-CVC Policy Ltr 13-02	
CD24.2	Verify validity	MARPOL VI/8	
CD24.3	Verify form	MARPOL VI/9	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Certificates and Documents (CD)

Port State Control Vessel

Task: PSCE-CD25 Examine Energy Efficiency Design Index (EEDI)

Condition: *While validating certificates and documents*

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

- References:**
1. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified
 2. IMO Resolution MEPC.203(62) MARPOL Annex VI Amendments

Steps		References	Initials
CD25.1	Verify presence	MARPOL VI/20	
CD25.2	Verify validity	MARPOL VI/9	
CD25.3	Verify form	MARPOL VI/8	
CD25.4	Verify presence of Ship Energy Efficiency Management Plan (SEEMP)	MARPOL VI/22 IMO Res MEPC.203(62)	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Certificates and Documents (CD)

Port State Control Vessel

Task: PSCE-CD26 Examine International Anti-fouling System Certificate (IAFS)

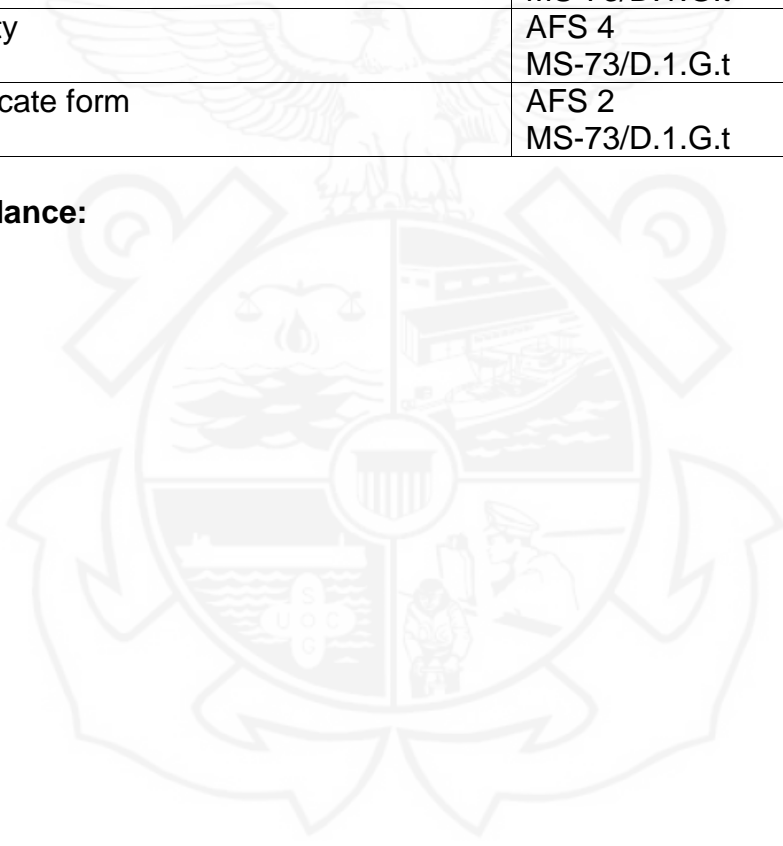
Condition: While validating certificates and documents

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

- References:**
1. Anti-Fouling Systems Convention (AFS)
 2. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
CD26.1	Verify presence	AFS 2 MS-73/D.1.G.t	
CD26.2	Verify validity	AFS 4 MS-73/D.1.G.t	
CD26.3	Verify certificate form	AFS 2 MS-73/D.1.G.t	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Task: PSCE-LM01 Examine Oil Record Book Part I (ORB)

Condition: While validating logs and manuals

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

- References:**
1. Title 33, Code of Federal Regulations Part 151 Vessels Carrying Oil, NLS, Garbage, Municipal or Commercial Waste & Ballast Water
 2. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified
 3. IMO MEPC.1/Circ. 736/Rev.2 Guidance for the Recording of Operations in the Oil Record Book P
 4. art I – Machinery Space Operations (All Ships)

Steps		References	Initials
LM01.1	Verify presence	MARPOL I/17.1 MARPOL I/17.6-.7 33 CFR 151.25	
LM01.2	Verify validity and proper entries	33 CFR 151.25 MARPOL I/17.2-.5 IMO MEPC.1/Circ.736/Rev.2	
LM01.3	Verify presence of completed ORBs	33 CFR 151.25 MARPOL I/17.6	

Verifying Officer Guidance: Refer to CG-INV Policy Letter 4-15, Guidance for Conducting Expanded MARPOL Investigations and Field Reference Guide (FOUO).

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Task: PSCE-LM02 Examine Shipboard Oil Pollution Emergency Plan (SOPEP)

Condition: While validating logs and manuals

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

References: 1. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified

Steps		References	Initials
LM02.1	Verify presence	MARPOL I/37.1	
LM02.2	Verify validity	MARPOL I/37.2 MARPOL I/37.3	

Verifying Officer Guidance: Focus primarily on verifying the approval from Flag State or classification society, the plan is written in the working language of the master and officers, and the list of authorities or persons to be contacted in the event of a pollution incident.

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Task: PSCE-LM03 Examine Non-Tank Vessel Response Plan (NTVRP)

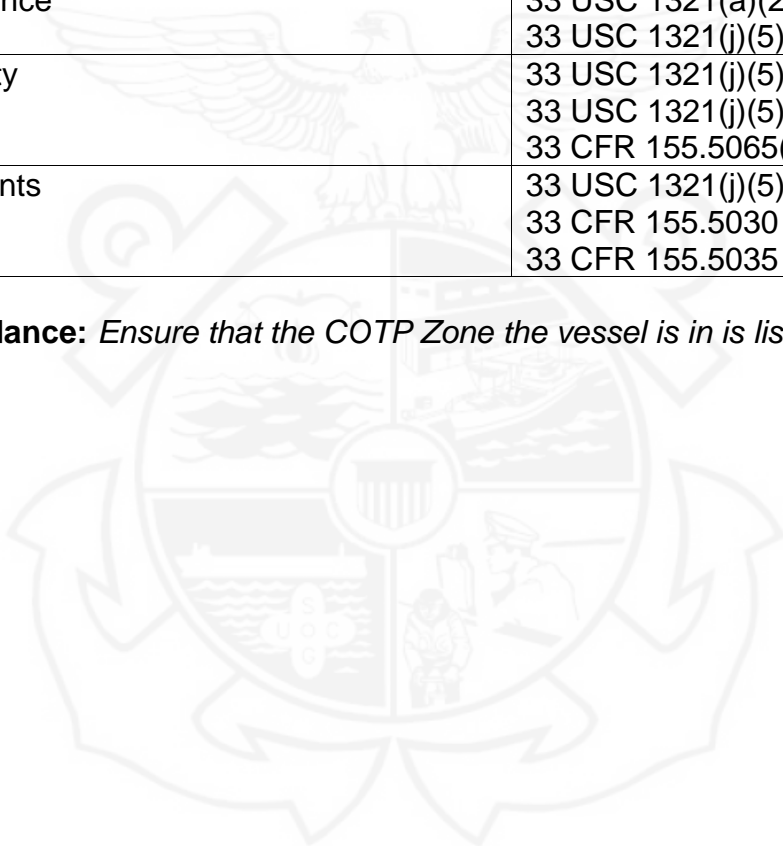
Condition: While validating logs and manuals

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

- References:**
- Title 33, United States Code § 1321 Oil & Hazardous Substance Liability
 - Title 33, Code of Federal Regulations Part 155 Oil or Hazardous Material Pollution Prevention Regulations for Vessels

Steps		References	Initials
LM03.1	Verify presence	33 USC 1321(a)(26) 33 USC 1321(j)(5)(A)(ii)	
LM03.2	Verify validity	33 USC 1321(j)(5)(I) 33 USC 1321(j)(5)(F)(i) 33 CFR 155.5065(c)	
LM03.3	Verify contents	33 USC 1321(j)(5)(D) 33 CFR 155.5030 33 CFR 155.5035	

Verifying Officer Guidance: *Ensure that the COTP Zone the vessel is in is listed on the approval letter.*



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Task: PSCE-LM04 Verify transfer personnel, procedures, equipment and records

Condition: While validating logs and manuals

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

- References:**
1. Title 33, Code of Federal Regulations Part 155 Oil or Hazardous Material Pollution Prevention Regulations for Vessels
 2. Title 33, Code of Federal Regulations Part 156 Oil & Hazardous Material Transfer Operations

Steps		References	Initials
LM04.1	Verify designation of Person in Charge (PIC)	33 CFR 155.700 33 CFR 155.710(e)(4)	
LM04.2	Verify Declaration of Inspection (DOI)	33 CFR 156.150	
LM04.3	Verify Declarations of Inspection (DOI) retained onboard	33 CFR 156.150(f)	
LM04.4	Verify bunker line annual hydrostatic test	33 CFR 156.170(f)(3)	
LM04.5	Verify presence of transfer procedures	33 CFR 155.720	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Task: PSCE-LM05 Examine Garbage Management Plan

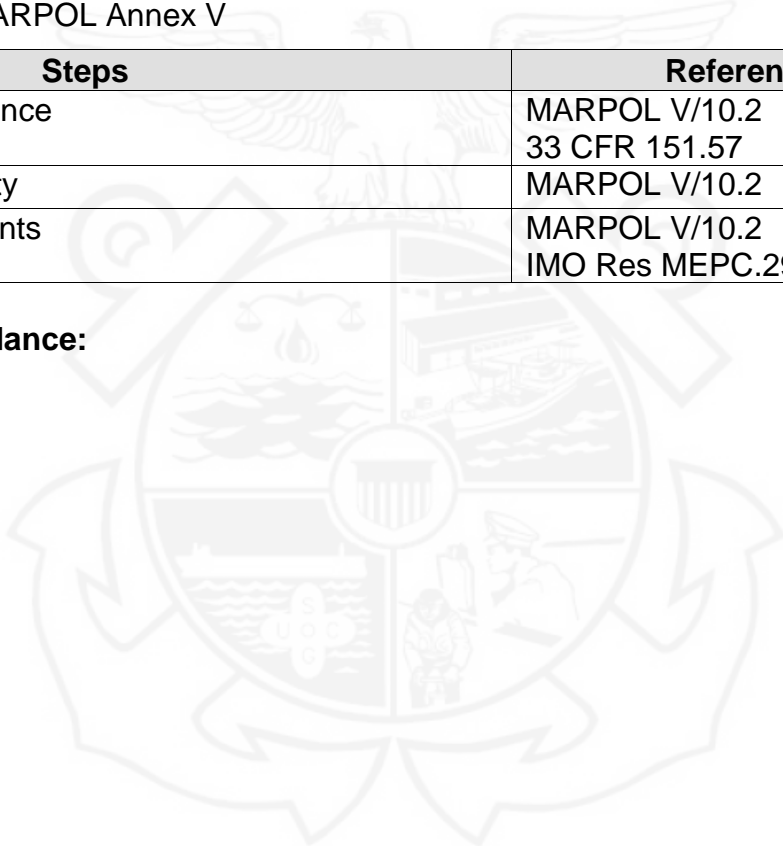
Condition: While validating logs and manuals

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

- References:**
1. Title 33, Code of Federal Regulations Part 151 Vessels Carrying Oil, NLS, Garbage, Municipal or Commercial Waste & Ballast Water
 2. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified
 3. IMO Resolution MEPC.295(71), 2017 Guidelines for the Implementation of MARPOL Annex V

Steps		References	Initials
LM05.1	Verify presence	MARPOL V/10.2 33 CFR 151.57	
LM05.2	Verify validity	MARPOL V/10.2	
LM05.3	Verify contents	MARPOL V/10.2 IMO Res MEPC.295(71)	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Task: PSCE-LM06 Examine Garbage Record Book

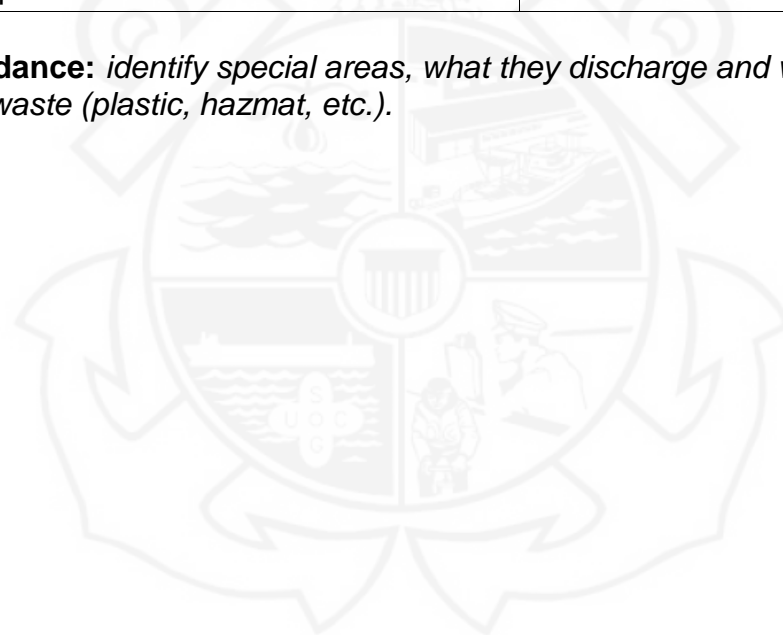
Condition: While validating logs and manuals

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

- References:**
1. Title 33, Code of Federal Regulations Part 151 Vessels Carrying Oil, NLS, Garbage, Municipal or Commercial Waste & Ballast Water
 2. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified

Steps		References	Initials
LM06.1	Verify presence	MARPOL V/10.3 33 CFR 151.55	
LM06.2	Verify validity	MARPOL V/10.3	
LM06.3	Verify contents	MARPOL V/10.3	
LM06.4	Verify receipts	MARPOL V/10.3	

Verifying Officer Guidance: *identify special areas, what they discharge and where. Note how they are disposing of their waste (plastic, hazmat, etc.).*



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Task: PSCE-LM07 Examine training manuals

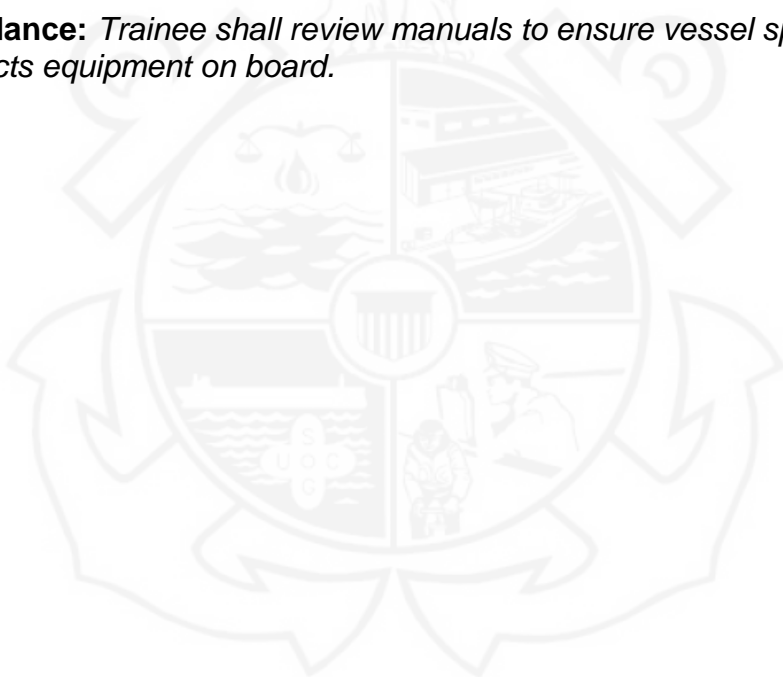
Condition: While validating logs and manuals

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
LM07.1	Verify presence of training manual for firefighting	SOLAS 20 II-2/15.2.3.1	
LM07.2	Verify contents of firefighting training manual	SOLAS 20 II-2/15.2.3.2 - . 4	
LM07.3	Verify presence of training manual for lifesaving	SOLAS 20 III/35.2	
LM07.4	Verify contents of lifesaving training manual	SOLAS 20 III/35.3, .4 & .5	

Verifying Officer Guidance: *Trainee shall review manuals to ensure vessel specific information is correct and that it reflects equipment on board.*



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Task: PSCE-LM08 Examine liferaft maintenance records and service logs/reports

Condition: While validating logs and manuals

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. MSC.1/Circ.1206/Rev.1, Measures to prevent accidents with lifeboats

Steps		References	Initials
LM08.1	Examine log for inspections and maintenance	SOLAS 20 III/36.7 SOLAS 20 III/20.6 & .7	
LM08.2	Examine annual reports	SOLAS 20 III/20.8.1	
LM08.3	Verify periodic examination of launching appliances and on-load release gear	SOLAS 20 III/20.11 MSC.1/Circ.1206	
LM08.4	Verify maintenance of falls	SOLAS 20 III/20.4	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Logs and Manuals Examination (LM)

Port State Control Vessel

Task: PSCE-LM09 Examine fire detection system maintenance and service logs/reports

Condition: *While validating logs and manuals*

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

- References:**
1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 2. IMO MSC.1/Circ. 1432 Revised Guidelines for the Maintenance and Inspection of Fire Protection Systems & Appliances
 3. MSC.1/Circ.1516, Amendments to the Revised Guidelines for the Maintenance and Inspection of Fire Protection Systems and Appliances (MSC.1/Circ. 1432)

Steps		References	Initials
LM09.1	Examine record of inspection, maintenance and servicing	SOLAS 20 II-2/14.2.2.1 IMO MSC.1/Circ. 1432 MSC.1/Circ. 1516	
LM09.2	Verify maintenance plan is present and applicable	SOLAS 20 II-2/14.2.2.2	
LM09.3	Verify maintenance plan includes system	SOLAS 20 II-2/14.2.2.3	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Logs and Manuals Examination (LM)

Port State Control Vessel

Task: PSCE-LM10 Examine Logbook entries

Condition: While validating logs and manuals

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

References:

1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations
2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
3. Inspection of Labour Conditions On Board Ship: Guide-lines for Procedure (ILO-147)

Steps		References	Initials
LM10.1	Verify pre-arrival/departure checks	33 CFR 164.25 SOLAS 20 V/26	
LM10.2	Verify records of drills and training	SOLAS 20 III/19.5	
LM10.3	Verify records of navigational activities and daily reporting	SOLAS 20 V/28	
LM10.4	Verify sanitary inspections are logged	ILO-147 p39/35	
LM10.5	Verify EPIRB test(s)	SOLAS 20 IV/15.9	
LM10.6	Verify marine casualty entries	SOLAS 20 I/11(c)	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Logs and Manuals Examination (LM)

Port State Control Vessel

Task: PSCE-LM11 Examine fire fighting equipment maintenance and service logs/reports

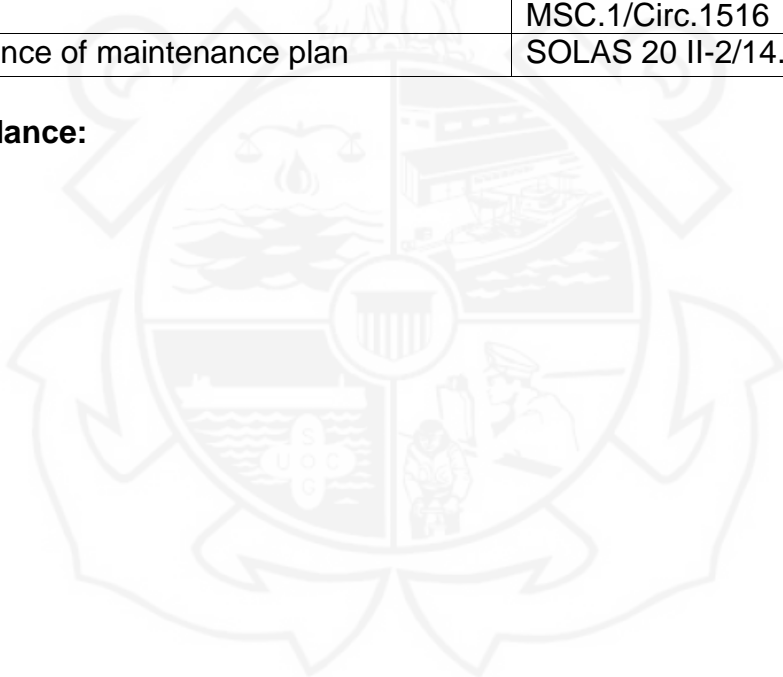
Condition: While validating logs and manuals

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

- References:**
1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 2. IMO MSC.1/Circ. 1432 Revised Guidelines for the Maintenance and Inspection of Fire Protection Systems & Appliances
 3. MSC.1/Circ.1516, Amendments to the Revised Guidelines for the Maintenance and Inspection of Fire Protection Systems and Appliances (MSC.1/Circ. 1432)

Steps		References	Initials
LM11.1	Examine record of inspection, maintenance and servicing IAW manufacturer's instructions	SOLAS 20 II-2/14.2.2.1 IMO MSC.1/Circ. 1432 MSC.1/Circ.1516	
LM11.2	Verify presence of maintenance plan	SOLAS 20 II-2/14.2.2.2	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Logs and Manuals Examination (LM)

Port State Control Vessel

Task: PSCE-LM12 Examine lifeboat maintenance records and service logs/reports

Condition: While validating logs and manuals

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

- References:**
1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 2. Life-Saving Appliances (LSA) Code
 3. MSC.1/Circ.1206/Rev.1, Measures to prevent accidents with lifeboats.
 4. MSC.1/Circ.1392, Guidelines for evaluation and replacement of lifeboat release and retrieval systems.

Steps		References	Initials
LM12.1	Examine record of inspection and maintenance	SOLAS 20 III/36.7	
LM12.2	Verify weekly inspection and test	SOLAS 20 III/20.6	
LM12.3	Verify monthly inspection	SOLAS 20 III/20.7	
LM12.4	Verify annual inspection and tests of launching appliance(s) and on-load release gear(s)	SOLAS 20 III/20.11 MSC.1/Circ.1206	
LM12.5	Verify periodic overhaul and tests of launching appliance(s), fall(s), winch(s) and release gear(s) (when applicable)	SOLAS 20 III/20.11.1.3 & .2 MSC.1/Circ.1206	
LM12.6	Verify release hook meets IMO regulations	SOLAS 20 III/1.5 LSA Code 4.4.7.6.4 MSC.1/Circ.1392	
LM12.7	Verify each lifeboat launched and maneuvered quarterly	SOLAS 20 III/19.3.4.3	

Verifying Officer Guidance:

Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Task: PSCE-BN01 Examine charts and publications

Condition: During bridge/navigation examination

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

- References:**
1. Title 33, Code of Federal Regulations Part 88 Inland Navigation Rules - Annex V: Pilot Rules
 2. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations
 3. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 4. International Regulations for Preventing Collisions at Sea (COLREG), 1972, as amended
 5. IMO Resolution A.601(15) Provision and Display of Manoeuvring Information On Board Ships

Steps		References	Initials
BN01.1	Verify presence of current, applicable and corrected charts and/or Electronic Chart Display & Information System (ECDIS)	33 CFR 164.33 SOLAS 20 V/19.2.1.4 SOLAS 20 V/27	
BN01.2	Verify presence of current and applicable Tide Tables	33 CFR 164.33 SOLAS 20 V/27	
BN01.3	Verify presence of current and applicable Coast Guard Light List	33 CFR 164.33	
BN01.4	Verify presence of current and applicable Tidal Current Tables	33 CFR 164.33 SOLAS 20 V/27	
BN01.5	Verify presence of Inland Navigation Rules	33 CFR 83.01(g)	
BN01.6	Verify presence of COLREGs	COLREG A/1	
BN01.7	Verify presence of current and applicable U.S. Coast Pilot	33 CFR 164.33 SOLAS 20 V/27	
BN01.8	Verify presence of International Code of Signals	SOLAS 20 V/21.1	
BN01.9	Verify presence and contents of maneuvering fact sheet	33 CFR 164.35(g) IMO Res A.601(15) SOLAS 20 II-1/28.3	
BN01.10	Verify presence of International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual, Vol. III	SOLAS 20 V/21.2	

Verifying Officer Guidance: *Trainees shall be aware that 33 CFR 164 applicability is only when a vessel is operating in the navigable waters of the United States which in 33 CFR Part 2 is defined as within 12 nautical miles. Additionally, back up arrangements per 74 SOLAS (20) V/19.*

Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Task: PSCE-BN02 Examine echo-sounding device

Condition: *During bridge/navigation examination*

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

- References:**
1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations
 2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
BN02.1	Verify presence of echo-sounding device or other electronic means	33 CFR 164.35(h) SOLAS 20 V/19.2.3.1	
BN02.2	Verify continuous recording of depth readings	33 CFR 164.35(i)	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Task: PSCE-BN03 Examine electronic position fixing device

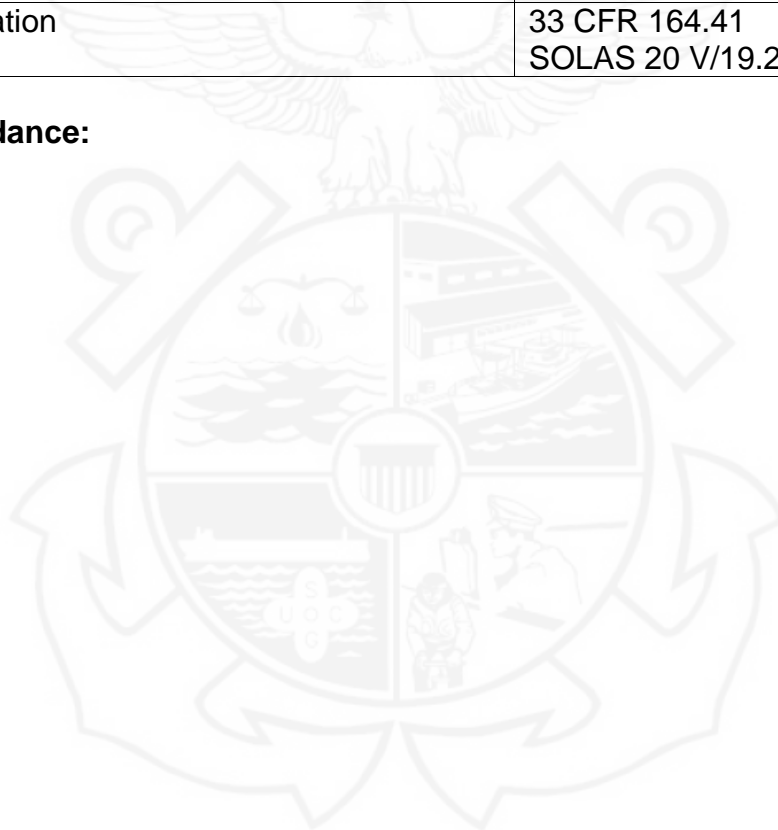
Condition: *During bridge/navigation examination*

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

References: 1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations
2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
BN03.1	Verify presence	33 CFR 164.41 SOLAS 20 V/19.2.1.6	
BN03.2	Verify operation	33 CFR 164.41 SOLAS 20 V/19.2.1.6	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Task: PSCE-BN04 Examine bridge navigation/propulsion indicators

Condition: *During bridge/navigation examination*

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

- References:**
1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations
 2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
BN04.1	Verify operation of illuminated rudder angle indicators at conning positions	33 CFR 164.35(f) SOLAS 20 V/19.2.5.4	
BN04.2	Verify visibility of RPM indicator from centerline conning position	33 CFR 164.35(l) SOLAS 20 V/19.2.5.4 SOLAS 20 II-1/31	
BN04.3	Verify visibility of propeller pitch from centerline conning position	33 CFR 164.35(m) SOLAS 20 V/19.2.5.4 SOLAS 20 II-1/31	
BN04.4	Verify visibility of lateral thrust direction and force from centerline conning position	33 CFR 164.35(n) SOLAS 20 V/19.2.5.4	
BN04.5	Verify presence of speed and distance indicators	33 CFR 164.35(j) SOLAS 20 V/19.2.3.4 SOLAS 20 V/19.2.9.2	
BN04.6	Verify presence of bridge navigational watch alarm system (BNWAS)	SOLAS 20 V/19.2.23	

Verifying Officer Guidance:

Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Task: PSCE-BN05 Examine records of emergency training and drills

Condition: While validating logs and manuals

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

References:

1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. MSC.1/Circ.1206/Rev.1, Measures to prevent accidents with lifeboats
3. Resolution A.1050(27), Revised Recommendations for entering enclosed spaces aboard ships

Steps		References	Initials
BN05.1	Verify crew members participated in abandon ship and fire drills	SOLAS 20 III/19.3.2 SOLAS 20 III/19.5 SOLAS 20 II-2/15	
BN05.2	Verify drill includes operating davits used for launching liferafts	SOLAS 20 III/19.3.4.1.7	
BN05.3	Verify different lifeboat(s) were used for each drill	SOLAS 20 III/19.3.4.2	
BN05.4	Verify lifeboats and rescue boats were launched and operated	SOLAS 20 III/19.3.4.3 & .6 MSC.1/Circ.1206	
BN05.5	Examine training records for davit-launched liferaft	SOLAS 20 III/19.4.3	
BN05.6	Verify records of enclosed space entry and rescue drills	SOLAS 20 III/19.3.3 & .6 A.1050(27)	

Verifying Officer Guidance:

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Task: PSCE-BN06 Examine radar(s) and Automatic Radar Plotting Aid (ARPA)

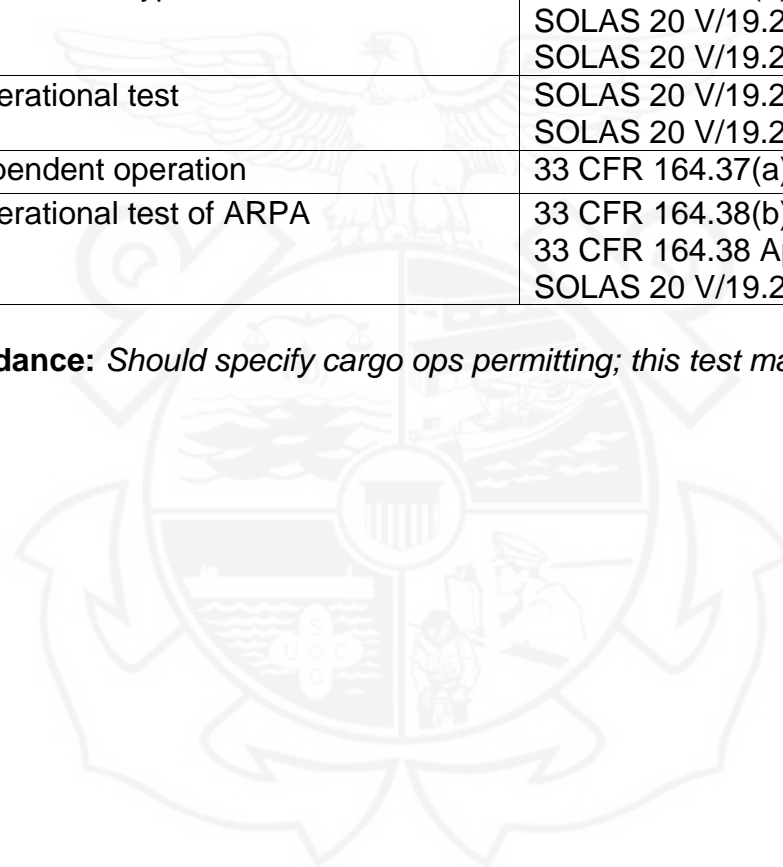
Condition: *During bridge/navigation examination*

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

References: 1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations
2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
BN06.1	Verify presence and type	33 CFR 164.35(a) & 37 SOLAS 20 V/19.2.3.2 SOLAS 20 V/19.2.7.1	
BN06.2	Witness operational test	SOLAS 20 V/19.2.3.2 SOLAS 20 V/19.2.7.1	
BN06.3	Verify independent operation	33 CFR 164.37(a)	
BN06.4	Witness operational test of ARPA	33 CFR 164.38(b) 33 CFR 164.38 Appendix A SOLAS 20 V/19.2.8.1	

Verifying Officer Guidance: *Should specify cargo ops permitting; this test may not be practical.*



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Task: PSCE-BN07 Examine compasses

Condition: *During bridge/navigation examination*

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

References: 1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations
2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
BN07.1	Verify presence of illuminated magnetic compass	33 CFR 164.35(b) SOLAS 20 V/19.2.1.1	
BN07.2	Verify presence of gyrocompass and illuminated repeater(s)	33 CFR 164.35(d) & (e) SOLAS 20 V/19.2.5.1 - .3	
BN07.3	Verify presence of spare magnetic compass	SOLAS 20 V/19.2.2.1	
BN07.4	Verify presence of deviation table	33 CFR 164.35(c)	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Task: PSCE-BN08 Witness operational test of steering gear

Condition: *During bridge/navigation examination*

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

- References:**
1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations
 2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 3. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
BN08.1	Witness operational test of steering gear controls	SOLAS 20 II-1/29.7 & .8 MS-73/D.1.G.1.s	
BN08.2	Verify rudder angle indicator is accurate and consistent with local indicator	SOLAS 20 II-1/29.11.1 MS-73/D.1.G.1.d(9)	
BN08.3	Verify operation of loss of power alarm	SOLAS 20 II-1/29.8.4	
BN08.4	Verify contents of steering gear instructions	33 CFR 164.35(k) SOLAS 20 V/26.3.1	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Task: PSCE-BN09 Examine Voyage Data Recorder (VDR)

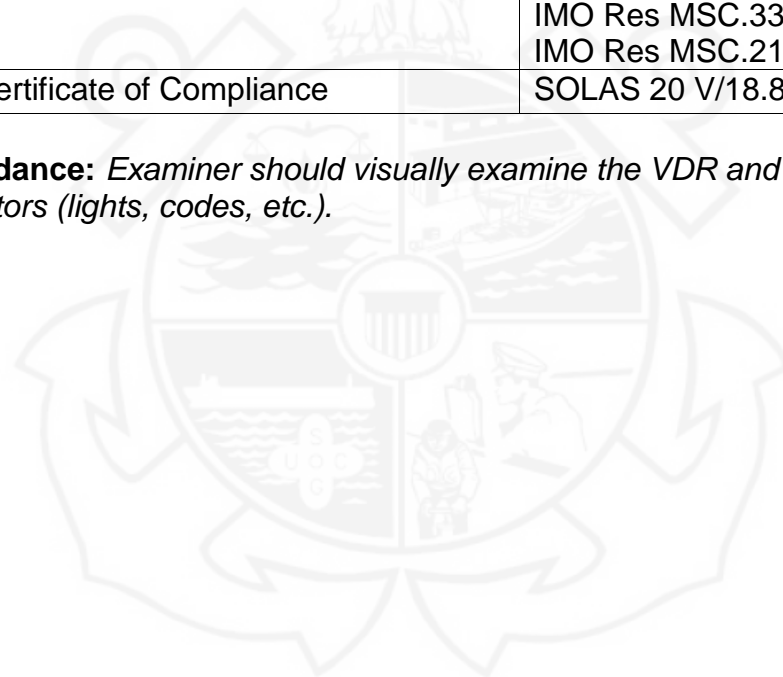
Condition: *During bridge/navigation examination*

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

- References:**
1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 2. IMO Resolution MSC.333(90) Adoption of Revised Performance Standards for Shipborne Voyage Data Recorders (VDRs)
 3. IMO Resolution MSC.214(81) Adoption of Amendments to the Performance Standards for
 4. Shipborne Voyage Data Recorded (VDRs) & Performance Standards for Shipborne Simplified Voyage Data Recorders (S-VDRs)

Steps		References	Initials
BN09.1	Verify presence of VDR or simplified VDR (S-VDR)	SOLAS 20 V/20 IMO Res MSC.333(90) IMO Res MSC.214(81)	
BN09.2	Examine Certificate of Compliance	SOLAS 20 V/18.8	

Verifying Officer Guidance: *Examiner should visually examine the VDR and note any troubleshooting indicators (lights, codes, etc.).*



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Task: PSCE-BN10 Examine Automatic Identification System (AIS)

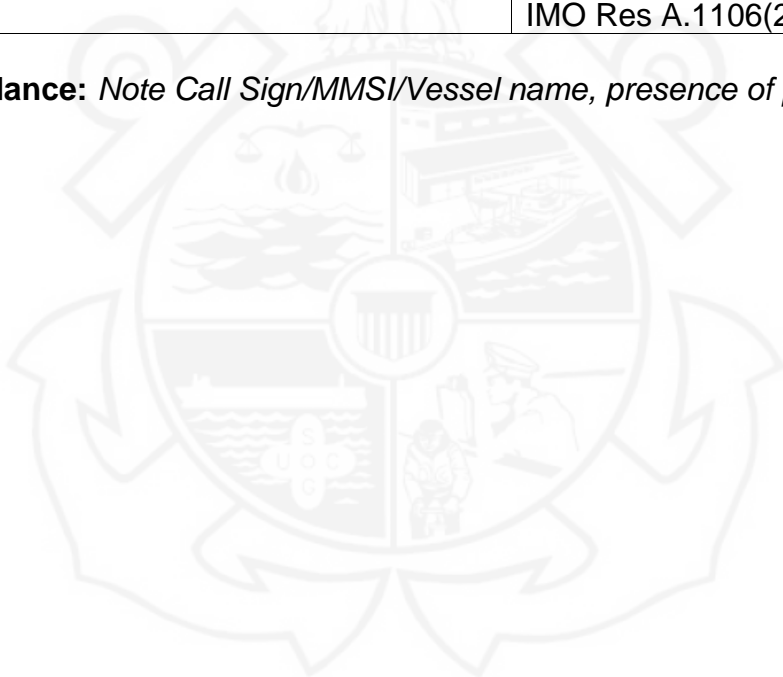
Condition: *During bridge/navigation examination*

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

- References:**
1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations
 2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 3. IMO Resolution A.1106(29) Revised Guidelines for the Onboard Operational use of
 4. Shipborne Automatic Identification Systems (AIS)

Steps		References	Initials
BN10.1	Verify presence	33 CFR 164.46 SOLAS 20 V/19.2.4	
BN10.2	Witness operation	SOLAS 20 V/19.2.4.7 IMO Res A.1106(29)	

Verifying Officer Guidance: *Note Call Sign/MMSI/Vessel name, presence of pilot plug.*



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Task: PSCE-BN11 Examine radiotelephone (VHF)

Condition: *During bridge/navigation examination*

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

- References:**
1. Title 33, Code of Federal Regulations Part 26 Vessel Bridge-To-Bridge Radiotelephone Regulations
 2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 3. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
BN11.1	Verify installation	33 CFR 26.03 SOLAS 20 IV/7.1	
BN11.2	Verify digital selective calling (DSC) capability	SOLAS 20 IV/7.1.2	
BN11.3	Witness operation	MS-73/D.1.G.1.d(5)	
BN11.4	Verify adequate independent illumination	SOLAS 20 IV/6.2.4	
BN11.5	Verify radio is clearly marked with call sign, ship station identity and other codes as applicable	SOLAS 20 IV/6.2.5	
BN11.6	Witness operation of lifeboat radios	SOLAS 20 III/6.2.1	

Verifying Officer Guidance:

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Bridge/Navigation Examination (BN)

Port State Control Vessel

Task: PSCE-BN12 Examine Global Maritime Distress and Safety System (GMDSS) equipment

Condition: During bridge/navigation examination

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

- References:**
1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 2. IMO Resolution A.694(17) General Requirements for Shipborne Radio Equipment Forming Part of the Global Maritime Distress & Safety System (GMDSS) & for Electronic Navigational Aids
 3. IMO Resolution A.701(17) Carriage of INMARSAT Enhanced Group Call Safety NET Receivers Under the Global Maritime Distress & Safety System (GMDSS)
 4. IMO Resolution MSC.247(83) Adoption of Amendments to Performance Standards for Survival Craft Radar Transponders for Use in Search & Rescue Operations (Res.A.802(19))

Steps		References	Initials
BN12.1	Verify appropriate equipment for assigned sea area(s)	SOLAS 20 IV/8-11 IMO Res A.694(17)	
BN12.2	Examine radio records	SOLAS 20 IV/17	
BN12.3	Verify emergency source of power	SOLAS 20 IV/13	
BN12.4	Verify stowage of Search and Rescue Transponder(s) (SART)	SOLAS 20 IV/7.1.3 SOLAS 20 III/6.2.2 IMO Res MSC.247(83)	
BN12.5	Verify operation of NAVTEX	SOLAS 20 IV/7.1.4	
BN12.6	Verify operation of INMARSAT ship earth station	SOLAS 20 IV/7.1.5 IMO Res A.701(17)	
BN12.7	Verify installation of 406MHz EPIRB	SOLAS 20 IV/7.1.6	

Verifying Officer Guidance:

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Task: PSCE-BN13 Examine Long-Range Identification & Tracking (LRIT) equipment

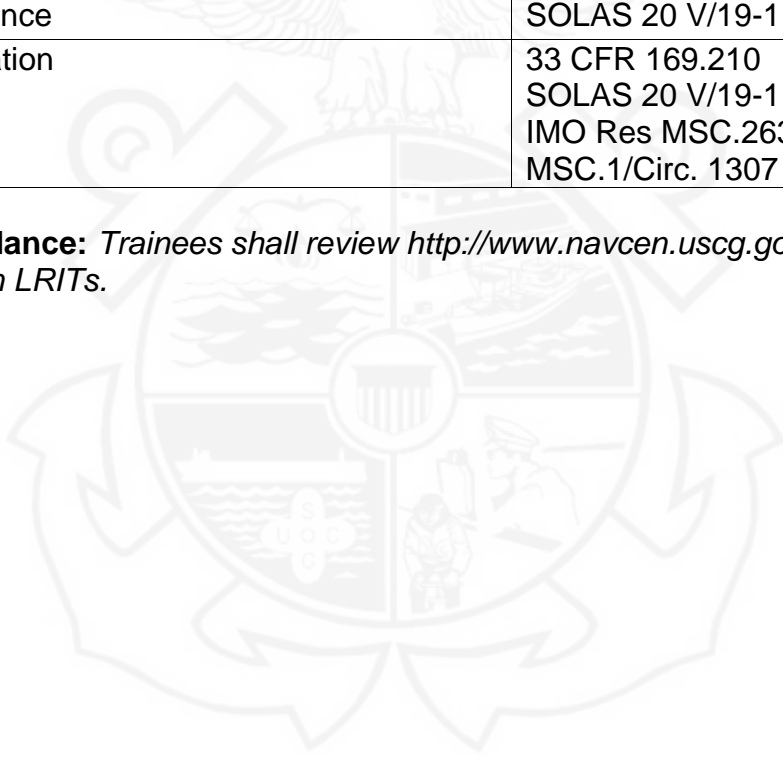
Condition: *During bridge/navigation examination*

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

- References:**
1. Title 33, Code of Federal Regulations Part 169 Ship Reporting Systems
 2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 3. IMO Resolution MSC.263(84) Revised Performance Standards & Functional Requirements for the Long-Range Identification & Tracking of Ships
 4. IMO MSC.1/Circ. 1307 Guidance on the Survey & Certification of Compliance of Ships with the Requirement to Transmit LRIT Information

Steps		References	Initials
BN13.1	Verify presence	SOLAS 20 V/19-1 .4.1	
BN13.2	Verify operation	33 CFR 169.210 SOLAS 20 V/19-1 .5 IMO Res MSC.263(84) & IMO MSC.1/Circ. 1307	

Verifying Officer Guidance: *Trainees shall review <http://www.navcen.uscg.gov/?pageName=IritMain> for more information on LRITs.*



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Task: PSCE-BN14 Examine daylight signaling lamp

Condition: *During bridge/navigation examination*

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
BN14.1	Witness operation	SOLAS 20 V/19.2.2.2	
BN14.2	Verify independent source of power	SOLAS 20 V/19.2.2.2	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Task: PSCE-BN15 Examine internal means of communication

Condition: *During bridge/navigation examination*

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

References: 1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations
2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
BN15.1	Witness communication with control room	SOLAS 20 II-1/37	
BN15.2	Witness communication with steering gear compartment	33 CFR 164.35(o) SOLAS 20 II-1/29.10	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

General Health & Safety Examination (GH)

Port State Control Vessel

Task: PSCE-GH01 Avoid inadvertent entry into a confined space

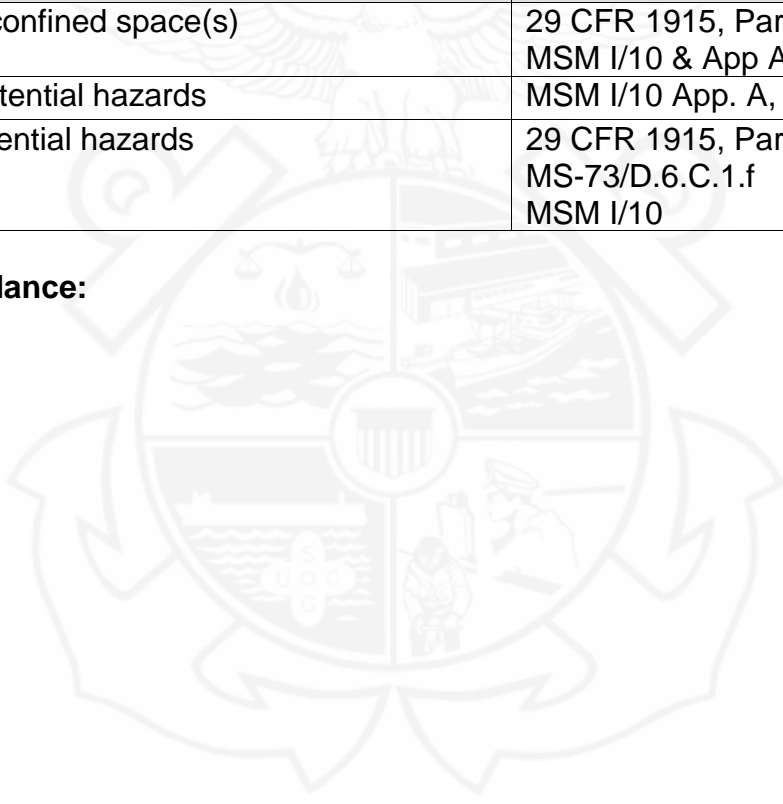
Condition: Given a background knowledge of confined space entry, during an exam

Standard: In accordance with current policies, procedures and processes

- References:**
1. Title 29, Code of Federal Regulations Part 1915 Occupational Safety & Health Standards for Shipyard Employment
 2. COMDTINST M16000.6 Marine Safety Manual Volume I Administration & Management
 3. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
GH01.1	Determine confined space(s)	29 CFR 1915, Part B MSM I/10 & App A	
GH01.2	Evaluate potential hazards	MSM I/10 App. A, C & G	
GH01.3	Mitigate potential hazards	29 CFR 1915, Part B MS-73/D.6.C.1.f MSM I/10	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

General Health & Safety Examination (GH)

Port State Control Vessel

Task: PSCE-GH02 Examine vessel for general safety items

Condition: During general health and safety examination

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

- References:**
1. Inspection of Labour Conditions On Board Ship: Guide-lines for Procedure (ILO-147)
 2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 3. COMDTINST 16711.12A The Merchant Shipping (Minimum Standards Convention, 1976 (ILO-147) & Port State Control (PSC)

Steps		References	Initials
GH02.1	Verify safe access to all spaces	ILO-147 p45/3(b) COMDTINST 16711.12A 7(1)(c)	
GH02.2	Verify spaces adequately lit	ILO-147 p44/3(a) COMDTINST 16711.12A 7(1)(c)	
GH02.3	Verify no electrical hazards	ILO-147 p44/3(a) COMDTINST 16711.12A 7(1)(c) SOLAS 20 II-1/45	
GH02.4	Verify warning notices posted as necessary	ILO-147 p44/3(a) COMDTINST 16711.12A 7(1)(c)	

Verifying Officer Guidance: Note conflicts of safety vs. security.

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

General Health & Safety Examination (GH)

Port State Control Vessel

Task: PSCE-GH03 Examine means of escape

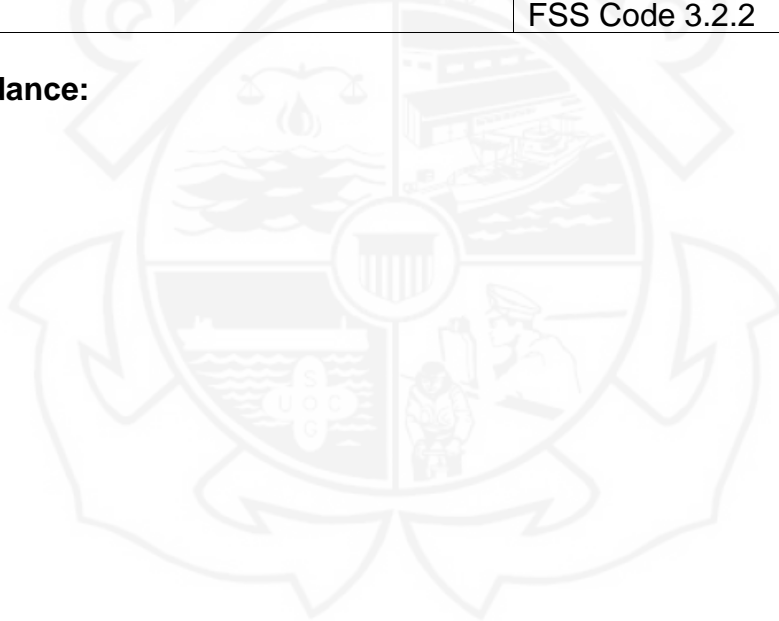
Condition: *During general health and safety examination*

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. International Code for Fire Safety Systems (FSS Code)

Steps		References	Initials
GH03.1	Verify means of escape and confirm access	SOLAS 20 II-2/13.1 SOLAS 20 II-2/13.3.3	
GH03.2	Verify presence of emergency lighting	SOLAS 20 II-1/43.2.2	
GH03.3	Verify route(s) is marked and illuminated	SOLAS 20 II-2/13.3	
GH03.4	Verify machinery space escape ladders	SOLAS 20 II-2/13.4.2	
GH03.5	Verify Emergency Escape Breathing Device (EEBDs) location and condition	SOLAS 20 II-2/13.3.4 SOLAS 20 II-2/13.4.3 FSS Code 3.2.2	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

General Health & Safety Examination (GH)

Port State Control Vessel

Task: PSCE-GH04 Examine refrigerator and dry food stores

Condition: During general health and safety examination

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

- References:**
1. Inspection of Labour Conditions On Board Ship: Guide-lines for Procedure (ILO-147)
 2. COMDTINST 16711.12A The Merchant Shipping (Minimum Standards Convention, 1976 (ILO-147) & Port State Control (PSC)

Steps		References	Initials
GH04.1	Verify adequate food for size of crew & intended voyage	ILO-147 p30/2 COMDTINST 16711.12A 7(1)(f)	
GH04.2	Verify free of insects and/or rodents	ILO-147 p39/1(b) COMDTINST 16711.12A 7(1)(f)	
GH04.3	Verify operation of emergency escape alarm/device (refrigerators)	ILO-147 p31/1(c)	

Verifying Officer Guidance:

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

General Health & Safety Examination (GH)

Port State Control Vessel

Task: PSCE-GH05 Examine sanitation areas

Condition: *During general health and safety examination*

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

- References:**
1. Inspection of Labour Conditions On Board Ship: Guide-lines for Procedure (ILO-147)
 2. COMDTINST 16711.12A The Merchant Shipping (Minimum Standards Convention, 1976 (ILO-147) & Port State Control (PSC)

Steps		References	Initials
GH05.1	Verify quantity of showers and toilets	ILO-147 p36/18-20 COMDTINST 16711.12A 7(1)(d)	
GH05.2	Verify operation of toilets	ILO-147 p37/21(f) COMDTINST 16711.12A 7(1)(d)	
GH05.3	Verify hot and cold running water	ILO-147 p37/21(c) COMDTINST 16711.12A 7(1)(d)	
GH05.4	Verify lighting, heating and ventilation	ILO-147 p37/21(b)	
GH05.5	Assess for unsanitary or hazardous conditions	ILO-147 p44/3(a) COMDTINST 16711.12A 7(1)(d)	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

General Health & Safety Examination (GH)

Port State Control Vessel

Task: PSCE-GH06 Examine hospital space

Condition: *During general health and safety examination*

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

- References:**
1. Inspection of Labour Conditions On Board Ship: Guide-lines for Procedure (ILO-147)
 2. COMDTINST 16711.12A The Merchant Shipping (Minimum Standards Convention, 1976 (ILO-147) & Port State Control (PSC)

Steps		References	Initials
GH06.1	Verify presence of a designated space	ILO-147 p38/27 COMDTINST 16711.12A 7(1)(e)	
GH06.2	Verify space not used for stowage or berthing	ILO-147 p38/31 COMDTINST 16711.12A 7(1)(e)	
GH06.3	Verify exclusive use of a water closet	ILO-147 p38/30 COMDTINST 16711.12A 7(1)(e)	
GH06.4	Verify approved medicine chest	ILO-147 p38/26 COMDTINST 16711.12A 7(1)(e)	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

General Health & Safety Examination (GH)

Port State Control Vessel

Task: PSCE-GH07 Examine galley

Condition: *During general health and safety examination*

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

- References:**
1. Inspection of Labour Conditions On Board Ship: Guide-lines for Procedure (ILO-147)
 2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 3. COMDTINST 16711.12A The Merchant Shipping (Minimum Standards Convention, 1976 (ILO-147) & Port State Control (PSC)

Steps		References	Initials
GH07.1	Verify sanitary conditions	ILO-147 p31/1(b) COMDTINST 16711.12A 7(1)(f)	
GH07.2	Verify adequately equipped to prepare food	ILO-147 p30/3 ILO-147 p35/14 COMDTINST 16711.12A 7(1)(f)	
GH07.3	Verify mess-room provided for crew	ILO-147 p35/14 COMDTINST 16711.12A 7(1)(f)	
GH07.4	Verify condition of vents and ducts	SOLAS 20 II-2/9.7.5.2	
GH07.5	Verify installation of fixed fire-extinguishing means within ducts	SOLAS 20 II-2/9.7.5.2.4	
GH07.6	Verify deep-fat cooking equipment requirements	SOLAS 20 II-2/10.6.4	
GH07.7	Verify hot and cold water	ILO-147 p37/21(c)	

Verifying Officer Guidance:

Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

General Health & Safety Examination (GH)

Port State Control Vessel

Task: PSCE-GH08 Examine accommodations

Condition: *During general health and safety examination*

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

- References:**
1. Inspection of Labour Conditions On Board Ship: Guide-lines for Procedure (ILO-147)
 2. COMDTINST 16711.12A The Merchant Shipping (Minimum Standards Convention, 1976 (ILO-147) & Port State Control (PSC)

Steps		References	Initials
GH08.1	Verify berth arrangement and size	ILO-147 p33/1-3 & 13 ILO-147 p34/12 COMDTINST 16711.12A 7(1)(d)	
GH08.2	Verify means of escape	SOLAS 20 II-2/13.3.3.1	
GH08.3	Verify adequate lighting and ventilation	ILO-147 p33/4-6 COMDTINST 16711.12A 7(1)(d)	
GH08.4	Verify housekeeping practices	ILO-147 p38/33 COMDTINST 16711.12A 7(1)(d)	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Lifesaving Equipment Examination (LS)

Port State Control Vessel

Task: PSCE-LS01 Examine life jackets

Condition: *During lifesaving equipment examination*

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

- References:**
1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 2. Lifesaving Appliances including LSA Code
 3. IMO Resolution A.658(16) Use and Fitting of Retro-Reflective Materials on Life-Saving Appliances

Steps		References	Initials
LS01.1	Verify quantity	SOLAS 20 III/7.2.1.1 & .2	
LS01.2	Verify approvals	LSA Code 2.2.1 & .2	
LS01.3	Verify light	SOLAS 20 III/32.2.2 & .3 LSA Code 2.2.3	
LS01.4	Verify whistle	LSA Code 2.2.1.14	
LS01.5	Verify retro-reflective tape	IMO Res A.658(16)	
LS01.6	Verify stowage	SOLAS 20 III/7.2.2	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Lifesaving Equipment Examination (LS)

Port State Control Vessel

Task: PSCE-LS02 Examine immersion suits and stowage

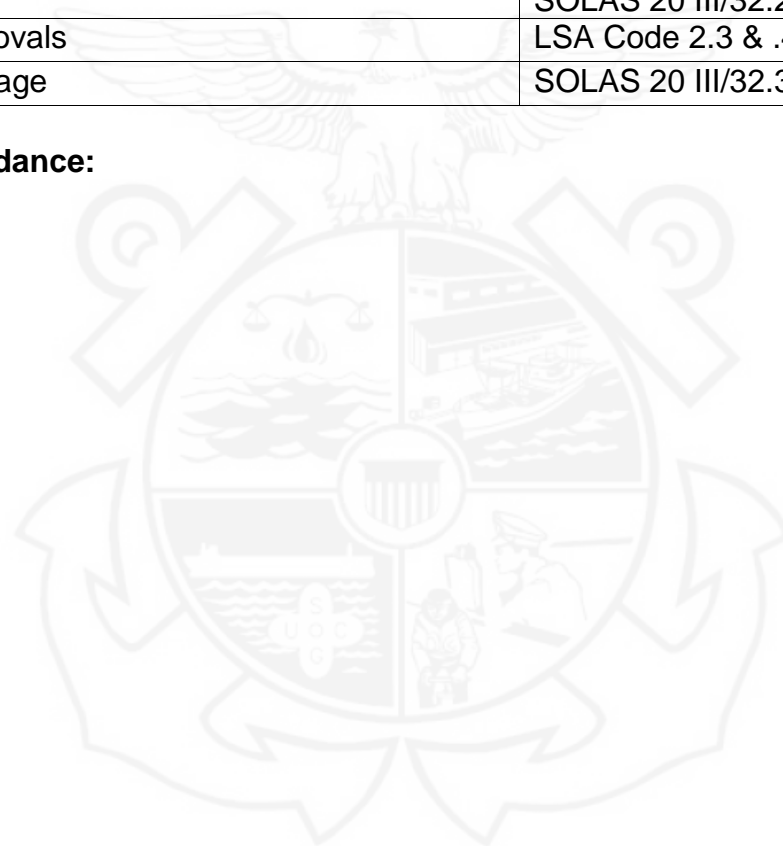
Condition: *During lifesaving equipment examination*

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. Lifesaving Appliances including LSA Code

Steps		References	Initials
LS02.1	Verify quantity	SOLAS 20 III/7.3 SOLAS 20 III/32.2 & .3	
LS02.2	Verify approvals	LSA Code 2.3 & .4	
LS02.3	Verify stowage	SOLAS 20 III/32.3.4	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Lifesaving Equipment Examination (LS)

Port State Control Vessel

Task: PSCE-LS03 Examine line throwing appliance

Condition: *During lifesaving equipment examination*

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. Lifesaving Appliances including LSA Code

Steps		References	Initials
LS03.1	Verify quantity	SOLAS 20 III/18 LSA Code 7.1.1.2 & .3	
LS03.2	Verify instructions or diagrams	LSA Code 7.1.1.4	
LS03.3	Verify condition/expiration of pyrotechnics	LSA Code Part 1/9.1 LSA Code Part 1/4.5.6	
LS03.4	Verify stowage	LSA Code 7.1.2	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Lifesaving Equipment Examination (LS)

Port State Control Vessel

Task: PSCE-LS04 Examine distress flares

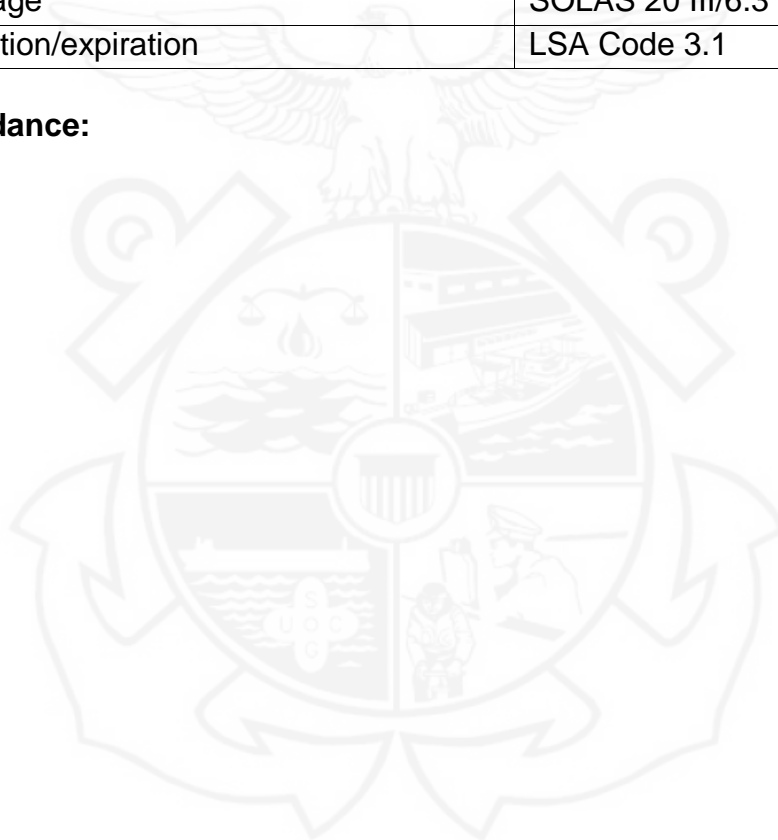
Condition: *During lifesaving equipment examination*

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. Lifesaving Appliances including LSA Code

Steps		References	Initials
LS04.1	Verify quantity	SOLAS 20 III/6.3	
LS04.2	Verify stowage	SOLAS 20 III/6.3	
LS04.3	Verify condition/expiration	LSA Code 3.1	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Task: PSCE-LS05 Examine quick-release life buoys

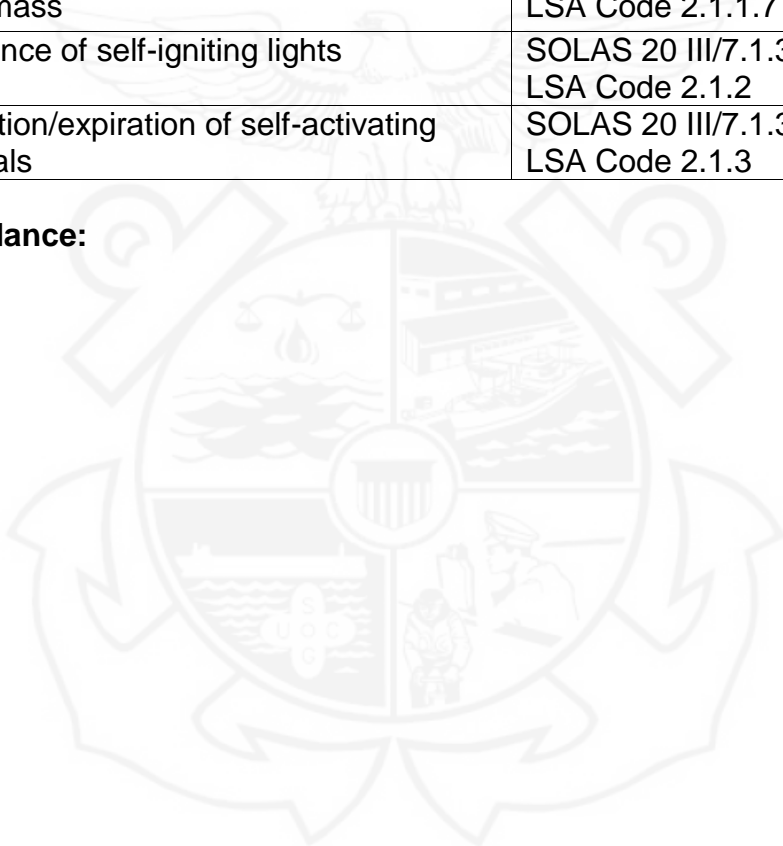
Condition: *During lifesaving equipment examination*

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. Lifesaving Appliances including LSA Code

Steps		References	Initials
LS05.1	Verify number and location	SOLAS 20 III/7.1.3	
LS05.2	Verify size/mass	LSA Code 2.1.1.7	
LS05.3	Verify presence of self-igniting lights	SOLAS 20 III/7.1.3 LSA Code 2.1.2	
LS05.4	Verify condition/expiration of self-activating smoke signals	SOLAS 20 III/7.1.3 LSA Code 2.1.3	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Lifesaving Equipment Examination (LS)

Port State Control Vessel

Task: PSCE-LS06 Examine life buoys

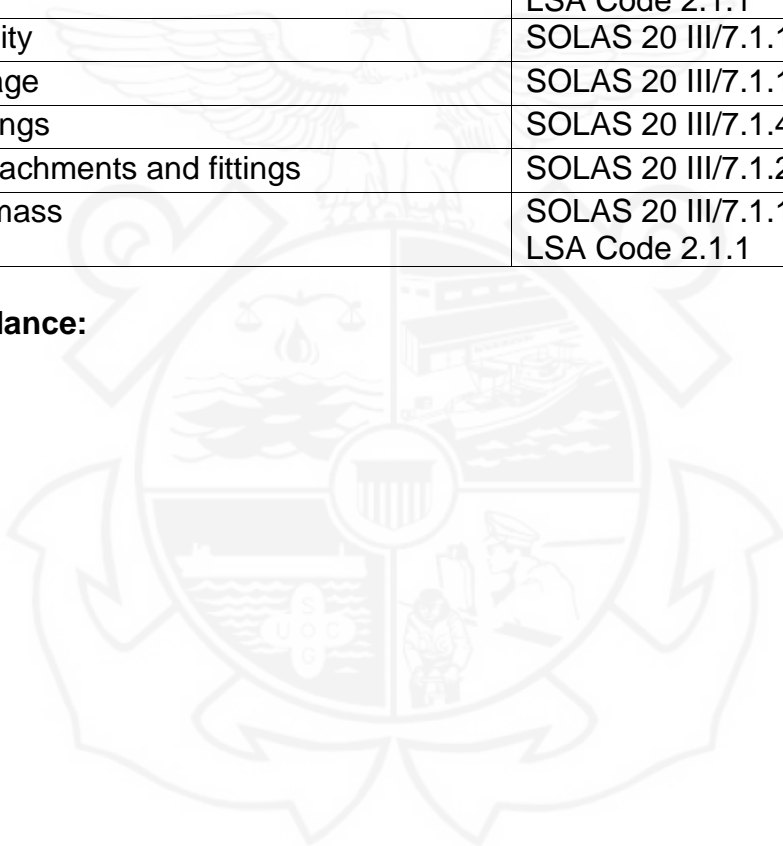
Condition: *During lifesaving equipment examination*

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. Lifesaving Appliances including LSA Code

Steps		References	Initials
LS06.1	Verify type approval	SOLAS 20 III/4 LSA Code 2.1.1	
LS06.2	Verify quantity	SOLAS 20 III/7.1.1.1	
LS06.3	Verify stowage	SOLAS 20 III/7.1.1.1	
LS06.4	Verify markings	SOLAS 20 III/7.1.4	
LS06.5	Examine attachments and fittings	SOLAS 20 III/7.1.2 & .3	
LS06.6	Verify size/mass	SOLAS 20 III/7.1.1 LSA Code 2.1.1	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Lifesaving Equipment Examination (LS)

Port State Control Vessel

Task: PSCE-LS07 Examine lifeboat

Condition: *During lifesaving equipment inspection*

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

- References:**
1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 2. Lifesaving Appliances including LSA Code
 3. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
LS07.1	Verify required number	SOLAS 20 III/31.1 & .2	
LS07.2	Verify stowage	SOLAS 20 III/11.1 SOLAS 20 III/13 & 14 SOLAS 20 III/20.10	
LS07.3	Verify markings	LSA Code 4.4.9 LSA Code 4.4.1.2	
LS07.4	Verify condition	SOLAS 20 III/20.2 MS-73/D.1.G.1.o(5)	
LS07.5	Verify presence of required equipment	LSA Code 4.4.8 LSA Code 4.4.4.7.5 MS-73/D.1.G.1.o(5)	
LS07.6	Examine release gear(s)	SOLAS 20 III/16.4 LSA Code 4.4.7.6	
LS07.7	Verify instructions inside for release gear	SOLAS 20 III/9	
LS07.8	Witness operational test of engine	SOLAS 20 III/19.3.4.1.6 SOLAS 20 III/20.6.2 LSA Code 4.4.6.5	
LS07.9	Witness operational test of steering	LSA Code 4.4.7.2	

Verifying Officer Guidance:

Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Lifesaving Equipment Examination (LS)

Port State Control Vessel

Task: PSCE-LS08 Examine muster and embarkation stations

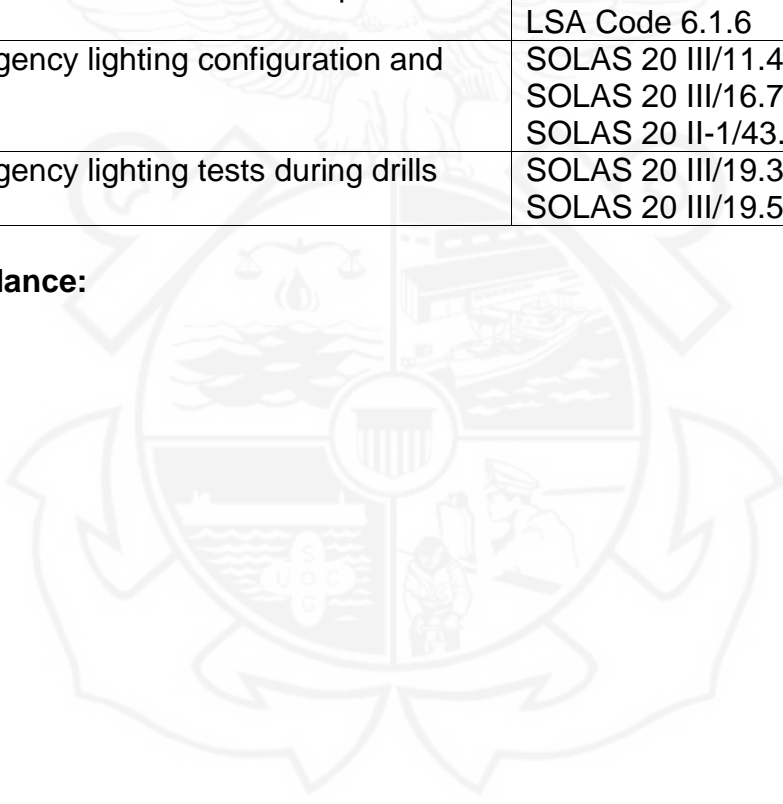
Condition: *During lifesaving equipment inspection*

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. Lifesaving Appliances including LSA Code

Steps		References	Initials
LS08.1	Examine arrangements	SOLAS 20 III/11.2 , 3 & .6 SOLAS 20 III/9	
LS08.2	Verify embarkation ladders meet requirements	SOLAS 20 III/11.7 LSA Code 6.1.6	
LS08.3	Verify emergency lighting configuration and operation	SOLAS 20 III/11.4 SOLAS 20 III/16.7 SOLAS 20 II-1/43.2.1	
LS08.4	Verify emergency lighting tests during drills	SOLAS 20 III/19.3.4.9 SOLAS 20 III/19.5	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Lifesaving Equipment Examination (LS)

Port State Control Vessel

Task: PSCE-LS09 Examine inflatable liferafts and installations

Condition: *During lifesaving equipment inspection*

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

- References:**
1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 2. Lifesaving Appliances including LSA Code
 3. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
LS09.1	Verify type approval	SOLAS 20 III/4	
LS09.2	Verify liferaft capacity requirements	SOLAS 20 III/31.2 LSA Code 4.2	
LS09.3	Verify stowage	SOLAS 20 III/13.4.1-4.4 SOLAS 20 III/13.5-.6 SOLAS 20 III/20.10	
LS09.4	Evaluate launching arrangements	SOLAS 20 III/12 & 16	
LS09.5	Verify markings	LSA Code 4.2.6.3	
LS09.6	Verify condition	SOLAS 20 III/20.2 MS-73/D.1.G.1.o(5)	
LS09.7	Verify annual service dates	SOLAS 20 III/20.8.1	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Lifesaving Equipment Examination (LS)

Port State Control Vessel

Task: PSCE-LS10 Examine rescue boat

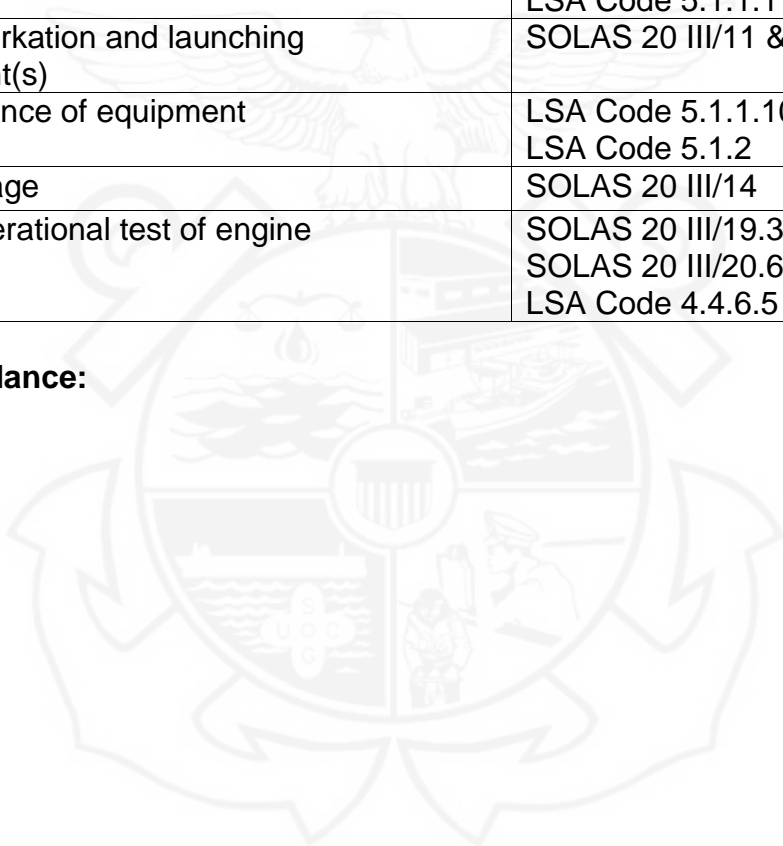
Condition: *During lifesaving equipment examination*

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. Lifesaving Appliances including LSA Code

Steps		References	Initials
LS10.1	Verify required number	SOLAS 20 III/31.2 LSA Code 5.1.1.1	
LS10.2	Verify embarkation and launching arrangement(s)	SOLAS 20 III/11 & 17	
LS10.3	Verify presence of equipment	LSA Code 5.1.1.10 & 11 LSA Code 5.1.2	
LS10.4	Verify stowage	SOLAS 20 III/14	
LS10.5	Witness operational test of engine	SOLAS 20 III/19.3.3.6 SOLAS 20 III/20.6.2 LSA Code 4.4.6.5	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Task: PSCE-LS11 Examine survival craft launching appliances

Condition: During lifesaving equipment examination

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

- References:**
1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 2. Lifesaving Appliances including LSA Code
 3. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
LS11.1	Examine condition of davit(s) and associated components	SOLAS 20 III/20.2 & .4 LSA Code Chapter 8	
LS11.2	Witness functional test of davit limit switch	LSA Code 6.1.2.7	
LS11.3	Witness operational test	MS-73/D.1.G.1.r(1)(b)	
LS11.4	Verify falls renewed at an interval of not more than 5 years	SOLAS 20 III/20.4	

Verifying Officer Guidance: Note IMO MSC.1/Circ. 1205 Guidelines for Developing Operation and Maintenance Manuals for Lifeboat Systems and IMO MSC.1/Circ. 1206/Rev.1 Measures to Prevent Accidents with Lifeboats for additional reference.



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Lifesaving Equipment Examination (LS)

Port State Control Vessel

Task: PSCE-LS12 Examine general emergency systems

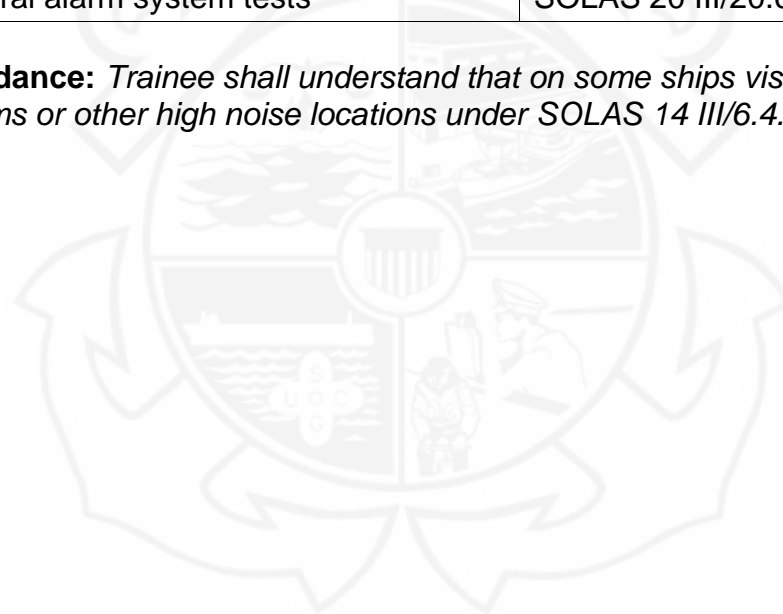
Condition: During lifesaving equipment examination

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. Lifesaving Appliances including LSA Code

Steps		References	Initials
LS12.1	Verify alarm activation points	SOLAS 20 III/6.4.2 LSA Code 7.2.1.1	
LS12.2	Witness operational test of audible general alarm signals	SOLAS 20 III/6.4.2 & .3 LSA Code 7.2.1.2 & .3	
LS12.3	Verify connection to emergency power source	SOLAS 20 II-1/43.2.4	
LS12.4	Verify public address system is audible	SOLAS 20 III/6.4.2 LSA Code 7.2.2	
LS12.5	Verify general alarm system tests	SOLAS 20 III/20.6.4	

Verifying Officer Guidance: Trainee shall understand that on some ships visual indicators may be installed in engine rooms or other high noise locations under SOLAS 14 III/6.4.2 "other suitable means of communication".



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Firefighting Systems Examination (FF)

Port State Control Vessel

Task: PSCE-FF01 Examine Fire Control Plan

Condition: *While on deck walk*

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

- References:**
1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 2. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
FF01.1	Verify currency of plan(s) or booklets	SOLAS 20 II-2/15.2.4.1	
FF01.2	Verify plan or booklet is in required languages	SOLAS 20 II-2/15.2.4.1	
FF01.3	Verify content of plan(s) or booklet	SOLAS 20 II-2/15.2.4.1 MS-73/D.1.G.1.o(6)	
FF01.4	Verify stowage of duplicate set of plan(s)	SOLAS 20 II-2/15.2.4.2	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Firefighting Systems Examination (FF)

Port State Control Vessel

Task: PSCE-FF02 Examine international shore connection

Condition: *While on deck walk*

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

- References:**
1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 2. International Code for Fire Safety Systems (FSS Code)
 3. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
FF02.1	Verify presence	SOLAS 20 II-2/10.2.1.7	
FF02.2	Verify storage location consistent with Fire Control Plan	SOLAS 20 II-2/15.2.4.1	
FF02.3	Verify presence of flange, bolts, washers and gasket	FSS Code 2.2.2 MS-73/D.1.G.1.o.(6)(c)	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Firefighting Systems Examination (FF)

Port State Control Vessel

Task: PSCE-FF03 Examine fire-fighter's outfits

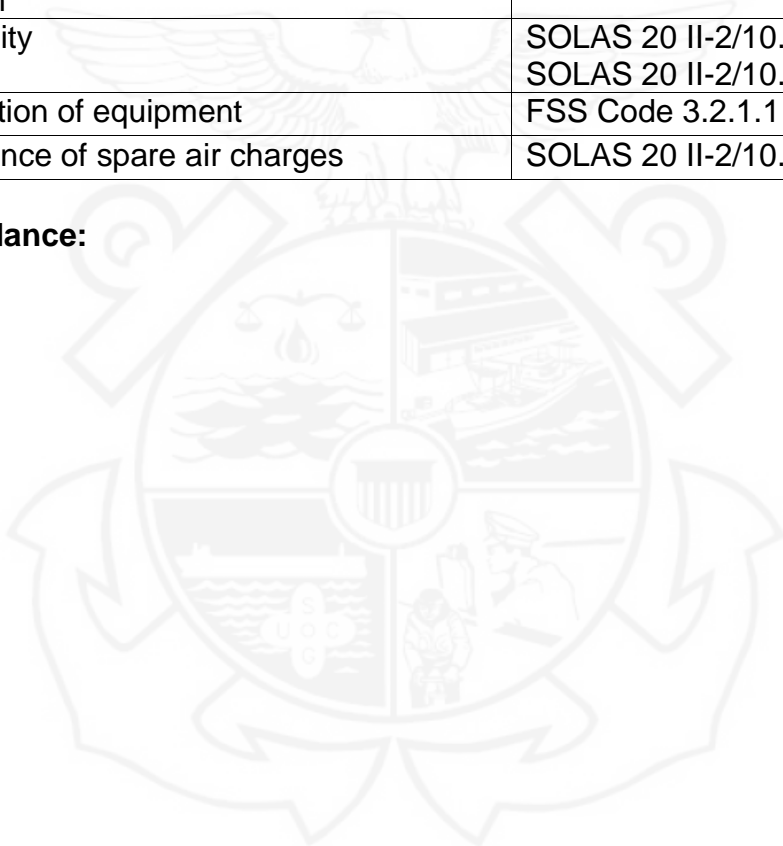
Condition: *During firefighting equipment examination*

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. International Code for Fire Safety Systems (FSS Code)

Steps		References	Initials
FF03.1	Verify storage location consistent with Fire Control Plan	SOLAS 20 II-2/15.2.4.1	
FF03.2	Verify quantity	SOLAS 20 II-2/10.10.2.1 SOLAS 20 II-2/10.2.4	
FF03.3	Verify condition of equipment	FSS Code 3.2.1.1	
FF03.4	Verify presence of spare air charges	SOLAS 20 II-2/10.10.2.5	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Firefighting Systems Examination (FF)

Port State Control Vessel

Task: PSCE-FF04 Examine portable fire extinguishers

Condition: *During firefighting equipment examination*

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

- References:**
1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 2. International Code for Fire Safety Systems (FSS Code)
 3. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
FF04.1	Verify locations consistent with Fire Control Plan	SOLAS 20 II-2/15.2.4.1 MS-73/D.1.G.1.o(6)(a)	
FF04.2	Verify stowage	SOLAS 20 II-2/10.3.2.2 & .4	
FF04.3	Verify condition of extinguishers	SOLAS 20 II-2/14.2.1.2 FSS Code 4.2 MS-73/D.1.G.1.o(6)(e)	
FF04.4	Verify presence of spare air charges	SOLAS 20 II-2/10.3.3	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Firefighting Systems Examination (FF)

Port State Control Vessel

Task: PSCE-FF05 Examine fire hose stations

Condition: *While on deck walk*

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
FF05.1	Verify type, length and condition of hose	SOLAS 20 II-2/10.2.3.1.2 SOLAS 20 II-2/10.3.1.2 SOLAS 20 II-2/14.2.1.2	
FF05.2	Verify type and condition of nozzle	SOLAS 20 II-2/10.2.3.3 SOLAS 20 II-2/10.2.3.1.2	
FF05.3	Verify operational condition of hydrant valve	SOLAS 20 II-2/14.2.1.4.2 MS-73/D.1.G.1.o.(6)(c)	
FF05.4	Verify location(s) consistent with Fire Control Plan	SOLAS 20 II-2/15.2.4.1 SOLAS 20 II-2/10.2.3.2.1 SOLAS 20 II-2/10.2.1.5.1	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Firefighting Systems Examination (FF)

Port State Control Vessel

Task: PSCE-FF06 Examine areas for compliance with Structural Fire Protection (SFP) requirements

Condition: During general health and safety examination

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
FF06.1	Verify SFP boundaries with fire control plan	SOLAS 20 II-2/9.2.3 SOLAS 20 II-2/15.2.4.1 MS-73/D.1.G.1.o(6)(e)[3]	
FF06.2	Ensure no unapproved SFP modifications	SOLAS 20 II-2/14.2.1.1.1 SOLAS 20 II-2/5.3	
FF06.3	Evaluate fire door operation	SOLAS 20 II-2/9.2.3.4.1 SOLAS 20 II-2/14.2.1.1 MS-73/D.1.G.1.o(6)(e)[1]	
FF06.4	Verify electric cable/pipe penetrations are compatible with fire control boundaries	SOLAS 20 II-2/9.3	
FF06.5	Witness operational tests of ventilation systems controls	SOLAS 20 II-2/5.2 SOLAS 20 II-2/14.2.2.3.5 MS-73/D.1.G.1.o(6)(e)[2]	

Verifying Officer Guidance: Note unauthorized hold backs on self closing doors.

Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Firefighting Systems Examination (FF)

Port State Control Vessel

Task: PSCE-FF07 Examine fixed fire detection and alarm systems

Condition: During firefighting equipment examination

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

References:

1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. International Code for Fire Safety Systems (FSS Code)
3. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
FF07.1	Witness operation	SOLAS 20 II-2/7.4 & .5 SOLAS 20 II-2/14.2.1.1.2 MS-73/D.1.G.1.o(6)(a)	
FF07.2	Verify power sources	FSS Code 9.2.2	
FF07.3	Witness operation of audible/visual signals at control panel &/or indicating units	FSS Code 9.2.5.1	
FF07.4	Witness operation of manually operated call points	SOLAS 20 II-2/7.7 SOLAS 20 II-2/14.2.1.1.2	
FF07.5	Verify periodic testing	SOLAS 20 II-2/7.3.2 SOLAS 20 II-2/14.2.2.3.2 FSS Code 9.2.5.2	

Verifying Officer Guidance: Test alarms IAW manufacturer's instructions.

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Firefighting Systems Examination (FF)

Port State Control Vessel

Task: PSCE-FF08 Examine fire main system(s)

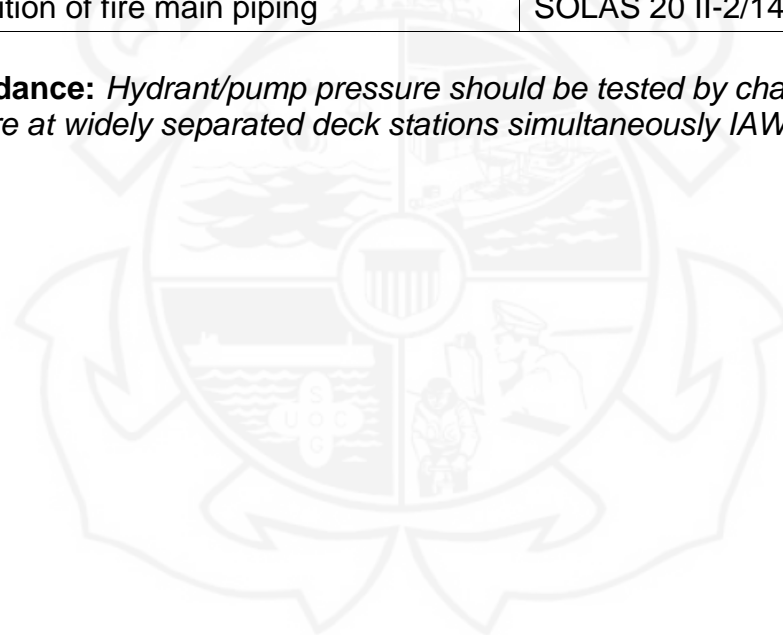
Condition: *During firefighting equipment examination*

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
FF08.1	Verify number of pumps	SOLAS 20 II-2/10.2.2.2	
FF08.2	Verify location(s)	SOLAS 20 II-2/10.2.2.3.2.1	
FF08.3	Verify remote start operation	SOLAS 20 II-2/10.2.1.2.2.2	
FF08.4	Verify operation of emergency fire pump	SOLAS 20 II-2/10.2.2.3.2 SOLAS 20 II-2/14.2.1.2	
FF08.5	Verify pressure	SOLAS 20 II-2/10.2.1.6	
FF08.6	Verify relief valve installation	SOLAS 20 II-2/10.2.1.4.3	
FF08.7	Verify condition of fire main piping	SOLAS 20 II-2/14.2.1.2	

Verifying Officer Guidance: *Hydrant/pump pressure should be tested by charging the system and witnessing the pressure at widely separated deck stations simultaneously IAW MS-73/D.1.G.1.o(6)(a).*



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Firefighting Systems Examination (FF)

Port State Control Vessel

Task: PSCE-FF09 Examine fixed pressure water-spraying and water mist fire extinguishing systems

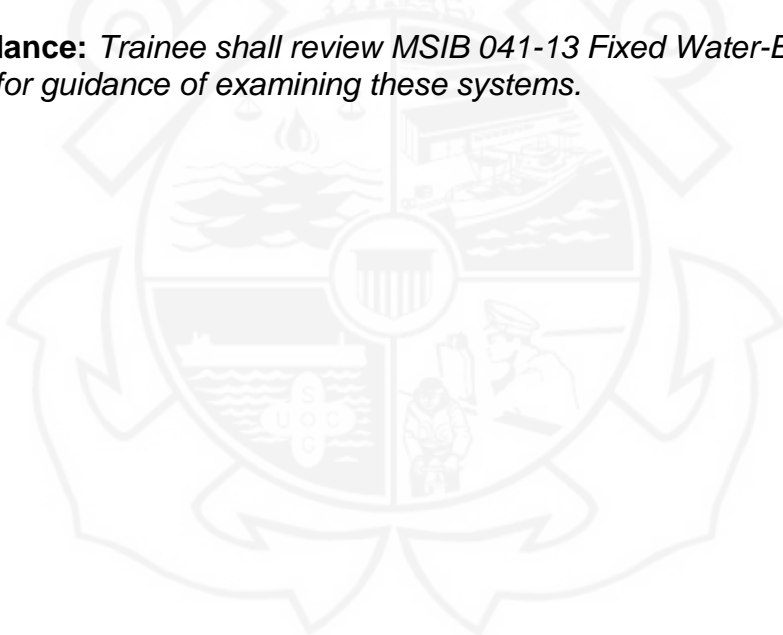
Condition: *During firefighting equipment examination*

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

- References:**
1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 2. International Code for Fire Safety Systems (FSS Code)
 3. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
FF09.1	Verify system is arranged as indicated on fire control and/or general arrangement plan(s)	SOLAS 20 II-2/10.4.1.1.3 SOLAS 20 II-2/10.4.4 MS-73/D.1.G.1.o(6)(a)	
FF09.2	Verify sprinkler pump arrangement for automatic activation	SOLAS 20 II-2/14.2.1.2 FSS Code 8.2.3.3	

Verifying Officer Guidance: *Trainee shall review MSIB 041-13 Fixed Water-Based Local Application Fire-Fighting Systems for guidance of examining these systems.*



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Firefighting Systems Examination (FF)

Port State Control Vessel

Task: PSCE-FF10 Examine fixed high pressure CO2 system

Condition: *During firefighting equipment inspection*

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

- References:**
1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 2. International Code for Fire Safety Systems (FSS Code)
 3. IMO MSC.1/Circ. 1318 Guidelines for the Maintenance and Inspection of Fixed Carbon Dioxide Fire-Extinguishing Systems
 4. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
FF10.1	Verify system is arranged as indicated in fire control and/or general arrangement plan	SOLAS 20 II-2/10.4.1.1.1 MS-73/D.1.G.1.o(6)(a)	
FF10.2	Verify control valves are arranged and marked	FSS Code 5.2.1.3.1 FSS Code 5.2.2.2	
FF10.3	Verify operating instructions at control stations	FSS Code 5.2.1.3.3	
FF10.4	Verify closures for protected space openings	SOLAS 20 II-2/10.4.2	
FF10.5	Verify storage room arrangements	SOLAS 20 II-2/10.4.3	
FF10.6	Verify condition/serviceability	SOLAS 20 II-2/14.1 IMO MSC.1/Circ. 1318	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Firefighting Systems Examination (FF)

Port State Control Vessel

Task: PSCE-FF11 Examine low pressure CO2 fixed fire fighting system

Condition: *During firefighting equipment examination*

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

- References:**
1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 2. International Code for Fire Safety Systems (FSS Code), 2015
 3. IMO MSC.1/Circ. 1318 Guidelines for the Maintenance and Inspection of Fixed Carbon Dioxide Fire-Extinguishing Systems
 4. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
FF11.1	Verify system is arranged as indicated in fire control and/or general arrangement plan(s)	SOLAS 20 II-2/10.4.1.1.1 MS-73/D.1.G.1.o(6)(a)	
FF11.2	Verify control valves are arranged and marked	FSS Code 5.2.1.3.1 FSS Code 5.2.2.2	
FF11.3	Verify operating instructions at control stations	FSS Code 5.2.1.3.3	
FF11.4	Verify closures for protected space openings	SOLAS 20 II-2/10.4.2	
FF11.5	Verify storage room arrangements	SOLAS 20 II-2/10.4.3 FSS Code 5.2.2.4.1	
FF11.6	Verify condition/serviceability	SOLAS 20 II-2/14.1 IMO MSC.1/Circ. 1318	
FF11.7	Verify alarms and indicators	FSS Code 5.2.2.4.3. .11 &.12	
FF11.8	Verify safety relief valves	FSS Code 5.2.2.4.3, .4 & .10	

Verifying Officer Guidance:

Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Firefighting Systems Examination (FF)

Port State Control Vessel

Task: PSCE-FF12 Examine fixed high-expansion foam fire extinguishing system

Condition: During firefighting equipment examination

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

- References:**
1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 2. International Code for Fire Safety Systems (FSS Code)
 3. IMO MSC/Circ. 670 Guidelines for the Performance & Testing Criteria & Surveys of High-Expansion Foam Concentrates for Fixed Fire-Extinguishing Systems
 4. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
FF12.1	Verify system is arranged as indicated in the fire control and/or general arrangement plan(s)	SOLAS 20 II-2/10.4.1.1.2 MS-73/D.1.G.1.o(6)(a) FSS Code 3.1 & 4.1	
FF12.2	Verify quantity and performance of foam concentrates	FSS Code 3.1 & 4.1 IMO MSC/Circ. 670	

Verifying Officer Guidance: FF07.2: Verify the foam has been tested IAW IMO MSC/Circ.670 by reviewing the foam inspection report.

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Machinery Equipment Examination (MI)

Port State Control Vessel

Task: PSCE-MI01 Examine steering gear assembly and operation

Condition: During machinery equipment examination

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

References:

1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations
2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
3. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
MI01.1	Examine condition of system	SOLAS 20 II-1/29.1-.3	
MI01.2	Verify suitable arrangements and access to machinery	SOLAS 20 II-1/29.13	
MI01.3	Verify content of steering gear instructions	SOLAS 20 V/26.3.1 33 CFR 164.35(k)	
MI01.4	Witness functional system tests	SOLAS 20 II-1/29.3.2 SOLAS 20 II-1/29.11.1-2	
MI01.5	Witness operational test of controls	SOLAS 20 II-1/29.5.2 SOLAS 20 II-1/29.6.1.2 MS-73/D.1.G.1.s(1)-(10)	
MI01.6	Verify hydraulic power operated arrangements and alarms	SOLAS 20 II-1/29.12	
MI01.7	Verify automatic start after power failure	SOLAS 20 II-1/29.5.1	

Verifying Officer Guidance:

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Machinery Equipment Examination (MI)

Port State Control Vessel

Task: PSCE-MI02 Examine arrangements for propulsion engine(s)

Condition: During machinery equipment examination

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

References:

1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. IMO MSC/Circ. 834 Guidelines for Engine-Room Layout, Design & Arrangement
3. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
MI02.1	Examine condition of components	SOLAS 20 II-1/26.1	
MI02.2	Verify installation of machinery covers and guards	SOLAS 20 II-1/26.1 SOLAS 20 II-2/4.2.2.6.1 IMO MSC/Circ. 834	
MI02.3	Verify high pressure fuel lines are double jacketed	SOLAS 20 II-2/4.2.2.5.2	
MI02.4	Verify no leaks of flammable liquids	SOLAS 20 II-2/4.1.1	
MI02.5	Verify engineers alarm is installed and operational	SOLAS 20 II-1/38	
MI02.6	Verify emergency stopping device is installed	SOLAS 20 II-1/31.2.3	
MI02.7	Verify operation of remote fuel shutoff valves	SOLAS 20 II-2/4.2.2.3.4 MS-73/D.G.1.c.6	

Verifying Officer Guidance: Ensure trainee knows the main components of a slow speed diesel engine.

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Machinery Equipment Examination (MI)

Port State Control Vessel

Task: PSCE-MI03 Examine main service generators and prime mover(s)

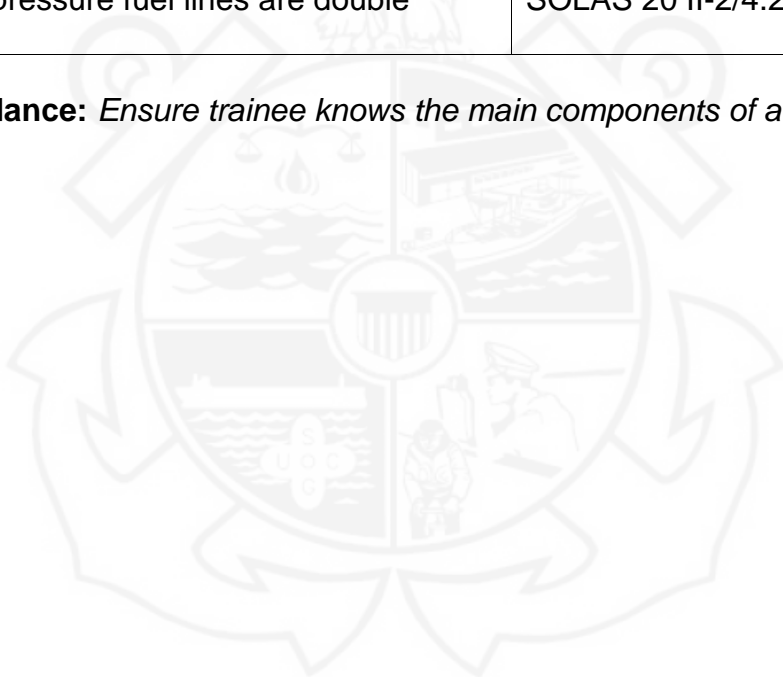
Condition: *During machinery equipment examination*

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. IMO MSC/Circ. 834 Guidelines for Engine-Room Layout, Design & Arrangement

Steps		References	Initials
MI03.1	Examine condition of components	SOLAS 20 II-1/26.1	
MI03.2	Verify installation of machinery covers and guards	SOLAS 20 II-2/4.2.2.6.1 IMO MSC/Circ. 834	
MI03.3	Verify required prime mover detectors/gauges	SOLAS 20 II-1.47.2	
MI03.4	Verify no leaks of flammable liquids	SOLAS 20 II-2/4.1.1	
MI03.5	Verify high pressure fuel lines are double jacketed	SOLAS 20 II-2/4.2.2.5.2	

Verifying Officer Guidance: *Ensure trainee knows the main components of a generator and prime mover.*



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Machinery Equipment Examination (MI)

Port State Control Vessel

Task: PSCE-MI04 Examine emergency generator(s) and prime mover(s)

Condition: *During machinery equipment examination*

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

- References:**
1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 2. IMO MSC/Circ. 834 Guidelines for Engine-Room Layout, Design & Arrangement
 3. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
MI04.1	Examine condition of components	SOLAS 20 II-1/26.1 SOLAS 20 II-1/44.3	
MI04.2	Verify installation of machinery covers and guards	IMO MSC/Circ. 834	
MI04.3	Verify independent fuel supply	SOLAS 20 II-1/43.3.1.1	
MI04.4	Verify operation of remote fuel shutoff valve	SOLAS 20 II-2/4.2.2.3.4 MS-73/D.G.1.c.6	
MI04.5	Verify operation of auto-start function	SOLAS 20 II-1/43.3.2 SOLAS 20 II-1/44.4.1 & .2	
MI04.6	Witness operation of starting arrangements	SOLAS 20 II-1/44.2	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Machinery Equipment Examination (MI)

Port State Control Vessel

Task: PSCE-MI05 Examine machinery spaces

Condition: *During machinery equipment examination*

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

- References:**
1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 2. IMO Resolution A.1119(30) Procedures for Port State Control
 3. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
MI05.1	Evaluate condition of machinery and related equipment	MS-73/D.1.G.1.c(2) IMO Res A. 1119(30) Appendix 6/3.2	
MI05.2	Evaluate fire risk in spaces/bilges and means to control leaks of flammable liquids	SOLAS 20 II-2/4.1.2 MS-73/D.1.G.1.o(6)(d) MS-73/D.1.G.1.p(6)	
MI05.3	Evaluate monitoring of bilge wells for protection against flooding	SOLAS 20 II-1/48.1 SOLAS 20 II-1/31.3	
MI05.4	Ensure personnel hazards are mitigated (rotating equipment, hot surfaces, railings, etc.)	SOLAS 20 II-1/26.1 SOLAS 20 II-2/4.2.2.6	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Machinery Equipment Examination (MI)

Port State Control Vessel

Task: PSCE-MI06 Examine transfer procedures

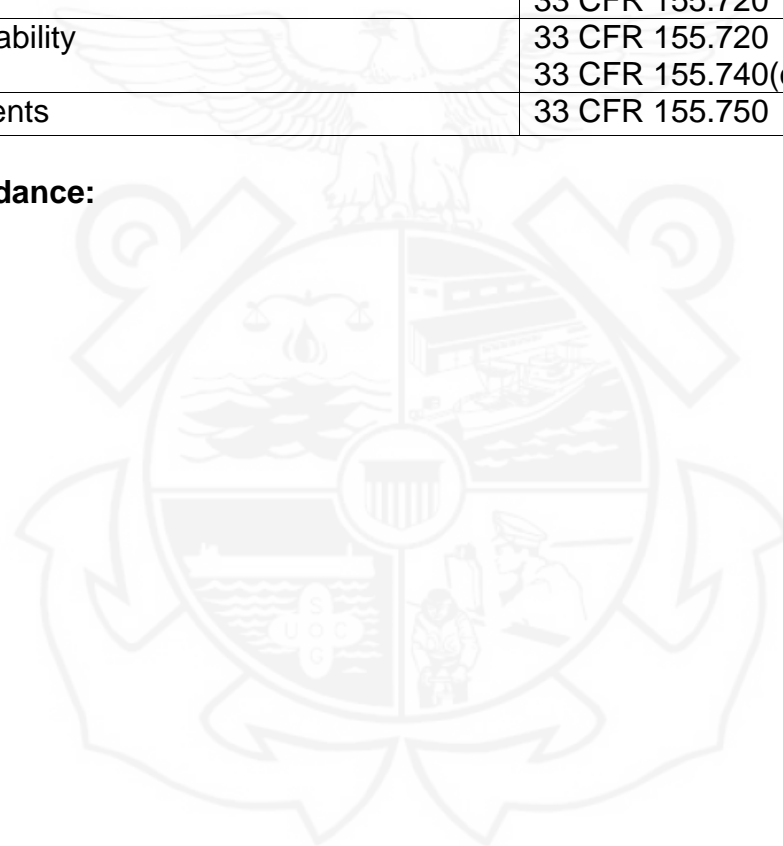
Condition: *During machinery equipment examination*

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

References: 1. Title 33, Code of Federal Regulations Part 155 Oil or Hazardous Material Pollution Prevention Regulations for Vessels

Steps		References	Initials
MI06.1	Determine applicability	33 CFR 155.100 33 CFR 155.720	
MI06.2	Verify availability	33 CFR 155.720 33 CFR 155.740(c)	
MI06.3	Verify contents	33 CFR 155.750	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Machinery Equipment Examination (MI)

Port State Control Vessel

Task: PSCE-MI07 Examine bilge pumps installation, piping and valves

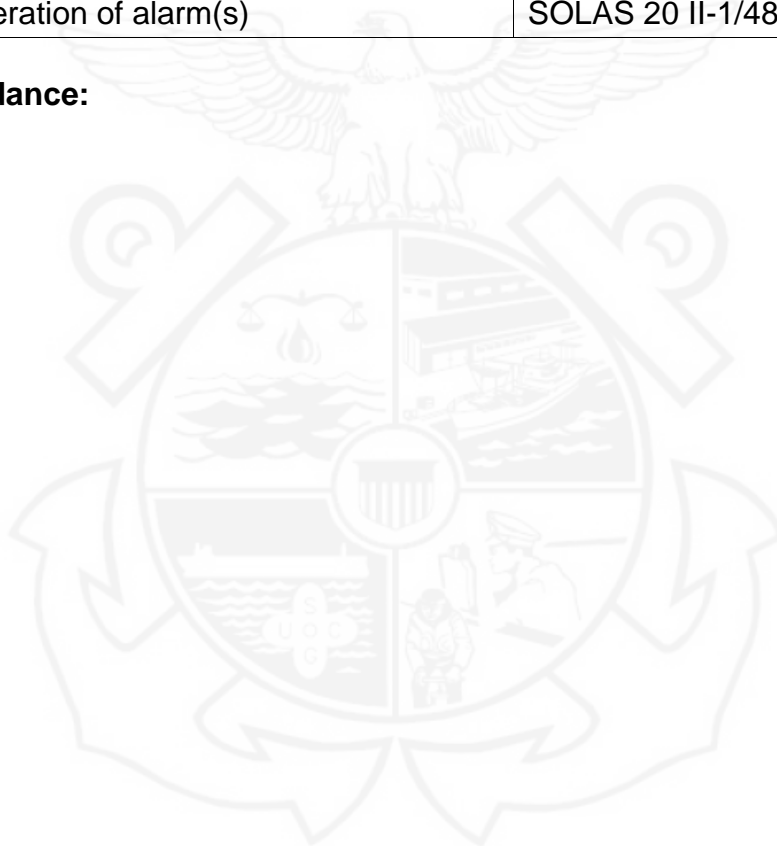
Condition: *During machinery equipment examination*

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
MI07.1	Examine bilge system components	SOLAS 20 II-1/35-1.2	
MI07.2	Verify valve indicators	SOLAS 20 II-1/35-1.3.12	
MI07.3	Witness operation of alarm(s)	SOLAS 20 II-1/48-2	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Machinery Equipment Examination (MI)

Port State Control Vessel

Task: PSCE-MI08 Examine fuel systems

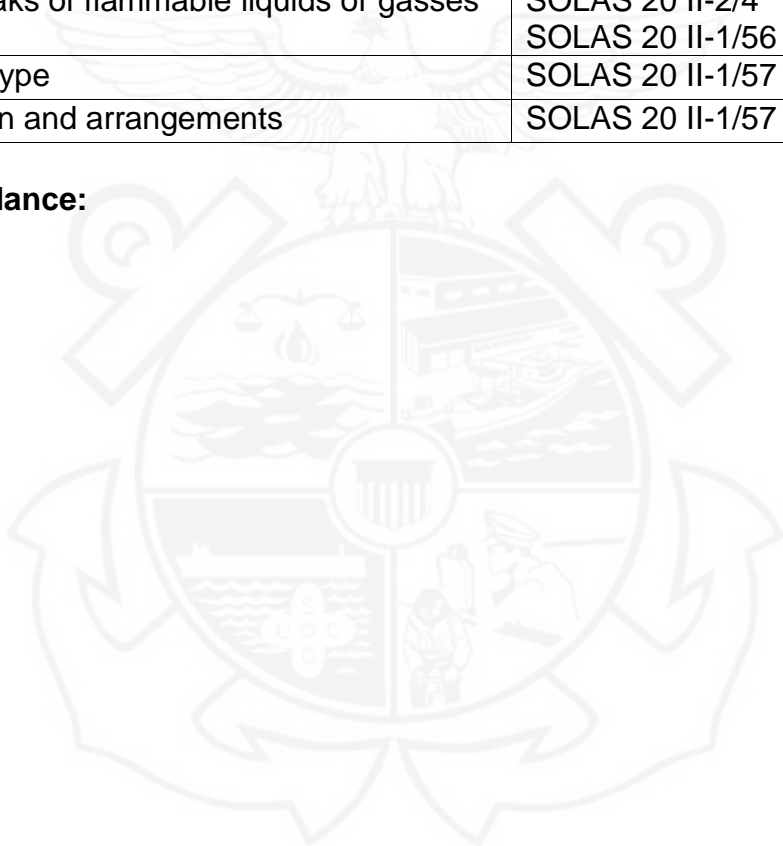
Condition: *During machinery equipment examination*

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
MI08.1	Verify fuel type(s)/endorsement	SOLAS 20 II-2/4 SOLAS 20 II-1/56 & 57	
MI08.2	Verify no leaks of flammable liquids or gasses	SOLAS 20 II-2/4 SOLAS 20 II-1/56 & 57	
MI08.3	Verify tank type	SOLAS 20 II-1/57	
MI08.4	Verify design and arrangements	SOLAS 20 II-1/57	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Electrical Systems Examination (ES)

Port State Control Vessel

Task: PSCE-ES01 Examine switchboards**Condition:** *During electrical systems examination***Standard:** *In compliance with applicable policies, laws, regulations and standards***References:** 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
ES01.1	Verify protection of openings and accesses	SOLAS 20 II-1/40.1.3 SOLAS 20 II-1/45.2	
ES01.2	Verify non-conductive mats or gratings	SOLAS 20 II-1/45.2	
ES01.3	Examine condition of equipment for electrical hazards	SOLAS 20 II-1/40	
ES01.4	Verify circuit directory	SOLAS 20 II-1/45.6.2	

Verifying Officer Guidance: *Note the International Electrotechnical Commission (IEC) 61111 Live Working - Electrical Insulated Matting and IEC 60092 Electrical Installation in Ships for further reference.*

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Task: PSCE-ES02 Examine motor controllers

Condition: *During electrical systems examination*

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
ES02.1	Verify condition	SOLAS 20 II-1/40	
ES02.2	Verify markings	SOLAS 20 II-1/45.6.2	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Task: PSCE-ES03 Examine controls and alarms for unattended machinery spaces

Condition: *During machinery equipment examination*

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
ES03.1	Verify administration approved documentation	SOLAS 20 II-1/46.3	
ES03.2	Verify fire detection system alarms	SOLAS 20 II-2/7.4.1.1 SOLAS 20 II-1/47.1	
ES03.3	Verify engineers' alarm is operational	SOLAS 20 II-1/51.1.2	
ES03.4	Verify alarm system is continuously powered	SOLAS 20 II-1/51.2.1	
ES03.5	Verify alarms can not be inhibited	SOLAS 20 II-1/51.3.1	
ES03.6	Verify serious machinery malfunction initiates automatic shutdown(s)	SOLAS 20 II-1/52	
ES03.7	Verify presence of Oil Mist Detection system	SOLAS 20 II-1/47.2	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Structural/Watertight Integrity Examination (SW)

Port State Control Vessel

Task: PSCE-SW01 Examine general condition of hull and structural members

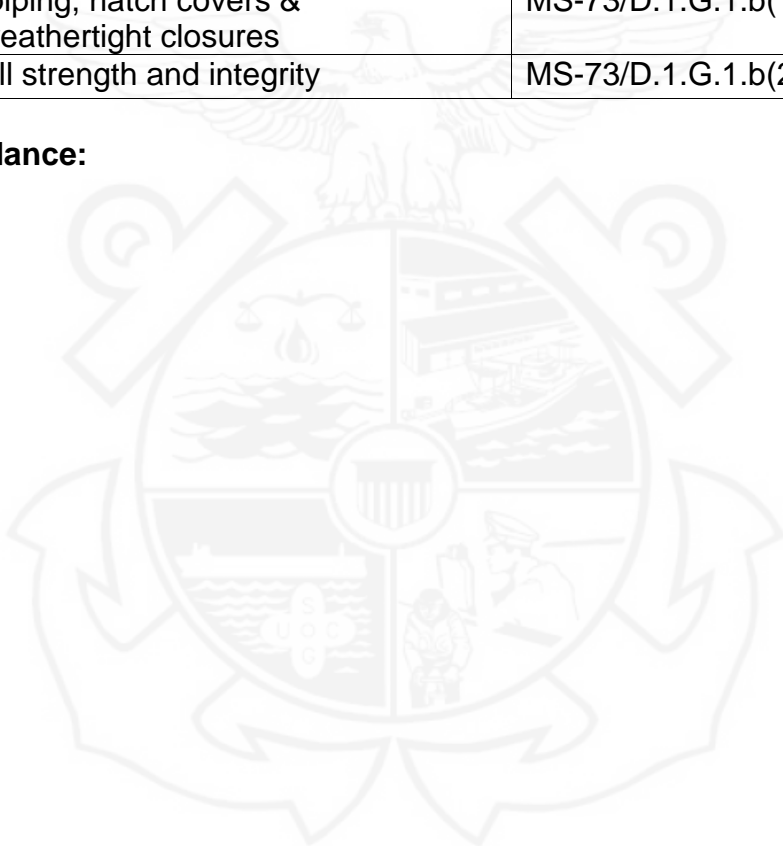
Condition: *During structural/watertight integrity examination*

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

- References:**
1. International Convention on Load Lines (ICLL) 1966, as amended
 2. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
SW01.1.	Examine condition of ladder ways, guardrails, fire mains, piping, hatch covers & watertight/weathertight closures	ICLL 1/12-25 MS-73/D.1.G.1.b(1)	
SW01.2	Evaluate hull strength and integrity	MS-73/D.1.G.1.b(2)	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Structural/Watertight Integrity Examination (SW)

Port State Control Vessel

Task: PSCE-SW02 Examine structural/watertight integrity of the deck/hull

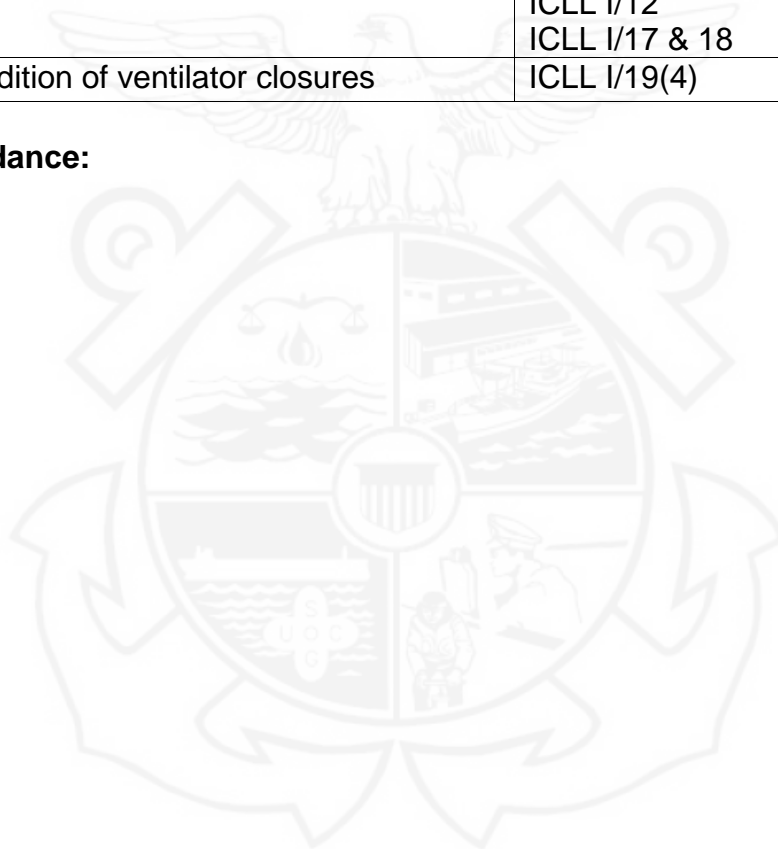
Condition: *During general health and safety examination*

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. International Convention on Load Lines (ICLL) 1966, as amended

Steps		References	Initials
SW02.1	Assess condition of components	SOLAS 20 II-I/13-1.1 ICLL I/12 ICLL I/17 & 18	
SW02.2	Assess condition of ventilator closures	ICLL I/19(4)	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Structural/Watertight Integrity Examination (SW)

Port State Control Vessel

Task: PSCE-SW03 Examine watertight doors and weathertight openings

Condition: *During structural/watertight integrity examination*

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. International Convention on Load Lines (ICLL) 1966, as amended

Steps		References	Initials
SW03.1	Ensure all external openings are watertight	SOLAS 20 II-1/15-1 SOLAS 20 II-1/16-1	
SW03.2	Verify down-flooding openings have weathertight closings	ICLL I/19(4) ICLL I/20	
SW03.3	Evaluate condition of weathertight door(s) and hatches	ICLL I/12(1) ICLL I/16 ICLL I/17 & 18	
SW03.4	Verify operation of local/remote controls, alarms and indicators for power watertight door(s)	SOLAS 20 II-I/13-1.2	
SW03.5	Verify operation of local/remote indicators and signage for access doors and hatch covers	SOLAS 20 II-I/13-1.3	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Task: PSCE-PP01 Examine Oily Water Separator (OWS) and bilge monitor/alarm (OCM)

Condition: During pollution prevention examination

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

- References:**
1. Title 33, Code of Federal Regulations Part 155 Oil or Hazardous Material Pollution Prevention Regulations for Vessels
 2. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified
 3. IMO Resolution MEPC.107(49) Revised Guidelines & Specifications for Pollution Prevention Equipment for Machinery Space Bilges of Ships
 4. G-PCV Policy Letter 06-01 Guidance for the Enforcement of MARPOL Annex I During Port State Control Examinations
 5. G-MOC Policy Letter 04-13, Rev. 1 Guidelines for the Inspection of Oily Water Monitor and Separator Systems
 6. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
PP01.1	Verify type of oily water separator and bilge monitor/alarm (MEPC.107(49) or MEPC.60(33))	MARPOL I/14 G-PCV Policy Ltr 06-01 MS-73/D.1.G.1.p(1)	
PP01.2	Witness operational test of oil filtering equipment	33 CFR 155.380 MARPOL I/14.6 & .7 MS-73/D.1.G.1.p(1) & (3)	
PP01.3	Review records	G-MOC Policy Ltr 04-13	
PP01.4	Verify OCM is sealed	MS-73/D.1.G.1.p(3) MEPC.107(49)	
PP01.5	Verify OCM is calibrated	MS-73/D.1.G.1.p(3) G-MOC Policy Ltr 04-13 IMO MEPC.107(49)	
PP01.6	Verify bilge alarm activation (MEPC.107(49))	MS-73/D.1.G.1.p(3) G-PCV Policy Ltr 06-01 IMO MEPC.107(49)	
PP01.7	Verify no dilution of processed oily water sample in line to OCM	MS-73/D.1.G.1.p(3) G-PCV Policy Ltr 06-01	
PP01.8	Verify presence of consumables IAW manufacturer's instructions	MS-73/D.1.G.1.p(3)	
PP01.9	Verify OCM stops effluent from being discharged	MS-73/D.1.G.1.p(3)	

Verifying Officer Guidance:

Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Pollution Prevention Examination (PP)

Port State Control Vessel

Task: PSCE-PP02 Examine Marine Sanitation Device (MSD)

Condition: *During pollution prevention examination*

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

- References:**
1. Title 33, Code of Federal Regulations Part 159 Marine Sanitation Devices
 2. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified
 3. NVIC 01-09 Voluntary Compliance with International Sewage Regulations in Annex IV to MARPOL 73/78
 4. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
PP02.1	Verify type approval	33 CFR 159.7 MARPOL IV/9 NVIC 01-09	
PP02.2	Verify labeling	33 CFR 159.55 & .59	
PP02.3	Assess condition/operability	MS-73/D.1.G.1.p(5)	

Verifying Officer Guidance: *Trainee shall know that the US is not signatory to MARPOL IV. Note the applicability of type approval; where the vessel can discharge (position of sea valve), tank level and treatment medium.*

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Pollution Prevention Examination (PP)

Port State Control Vessel

Task: PSCE-PP03 Examine incinerator

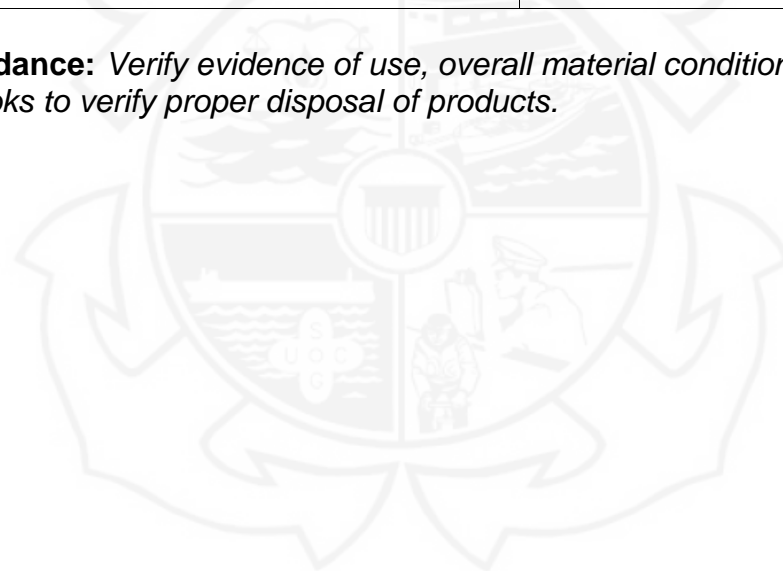
Condition: *During pollution prevention examination*

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

- References:**
1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 2. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified
 3. IMO Resolution MEPC.76(40) Standard Specification for Shipboard Incinerators

Steps		References	Initials
PP03.1	Verify approval	MARPOL Annex VI/16.6.1 IMO Res MEPC.76(40)	
PP03.2	Verify presence of manufacturer's operating manual	MARPOL Annex VI/16.7	
PP03.3	Verify operating personnel training	MARPOL Annex VI/16.8	
PP03.4	Verify operation of fixed local fire extinguishing system	SOLAS 20 II-2/10.5.6.3.3	

Verifying Officer Guidance: *Verify evidence of use, overall material condition and spot check oil/garbage record books to verify proper disposal of products.*



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Pollution Prevention Examination (PP)

Port State Control Vessel

Task: PSCE-PP04 Examine standard discharge connection

Condition: *While on deck walk*

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

- References:**
1. Title 33, Code of Federal Regulations Part 155 Oil or Hazardous Material Pollution Prevention Regulations for Vessels
 2. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified

Steps		References	Initials
PP04.1	Verify presence	33 CFR 155.430 MARPOL I/13	
PP04.2	Verify condition	33 CFR 155.430	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

Topside Equipment Examination (TE)

Port State Control Vessel

Task: PSCE-TE01 Examine paint lockers

Condition: *During general health and safety examination*

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

- References:**
1. Title 46, Code of Federal Regulations Part 147 Hazardous Ships' Stores
 2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
TE01.1	Evaluate stowage of flammable and hazardous material	46 CFR 147.45	
TE01.2	Verify fire protection equipment provided for space	46 CFR 147.65 SOLAS 20 II-2/10.6.3	
TE01.3	Verify intrinsically safe electrical installations	SOLAS 20 II-1/45.5.4 SOLAS 20 II-1/45.10	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Task: PSCE-TE02 Examine storage of oxygen and acetylene cylinders

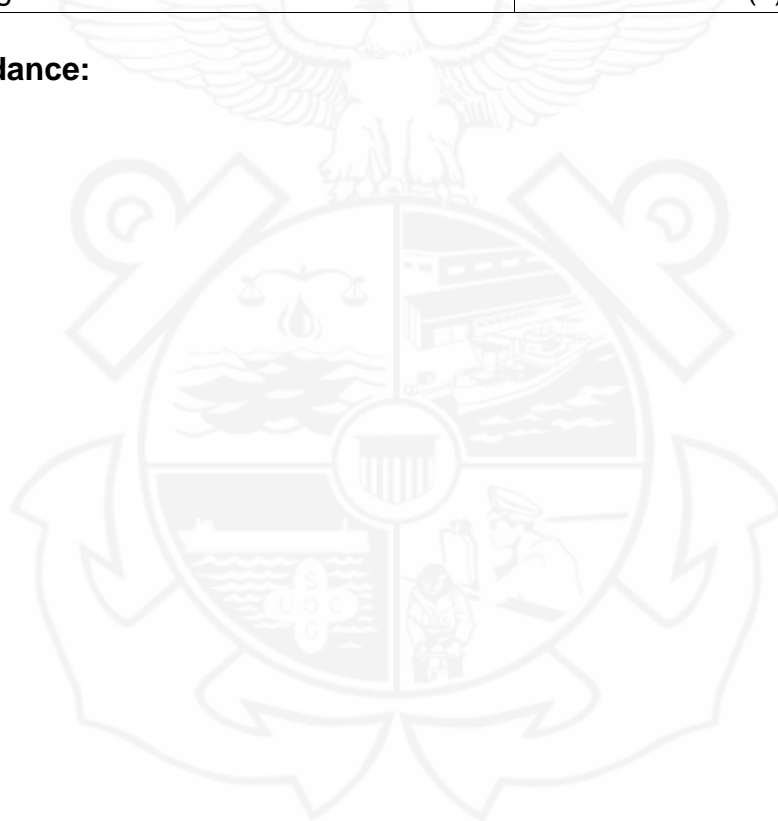
Condition: *While on deck walk*

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

References: 1. Title 46, Code of Federal Regulations Part 147 Hazardous Ships' Stores

Steps		References	Initials
TE02.1	Verify bottles are secured	46 CFR 147.60(b)(1)	
TE02.2	Verify bottles are capped when not in use	46 CFR 147.60(b)	
TE02.3	Verify storage location and ventilation	46 CFR 147.60(b)(2) & (3)	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Emergency Drill (ED)

Port State Control Vessel

Task: PSCE-ED01 Evaluate fire drill

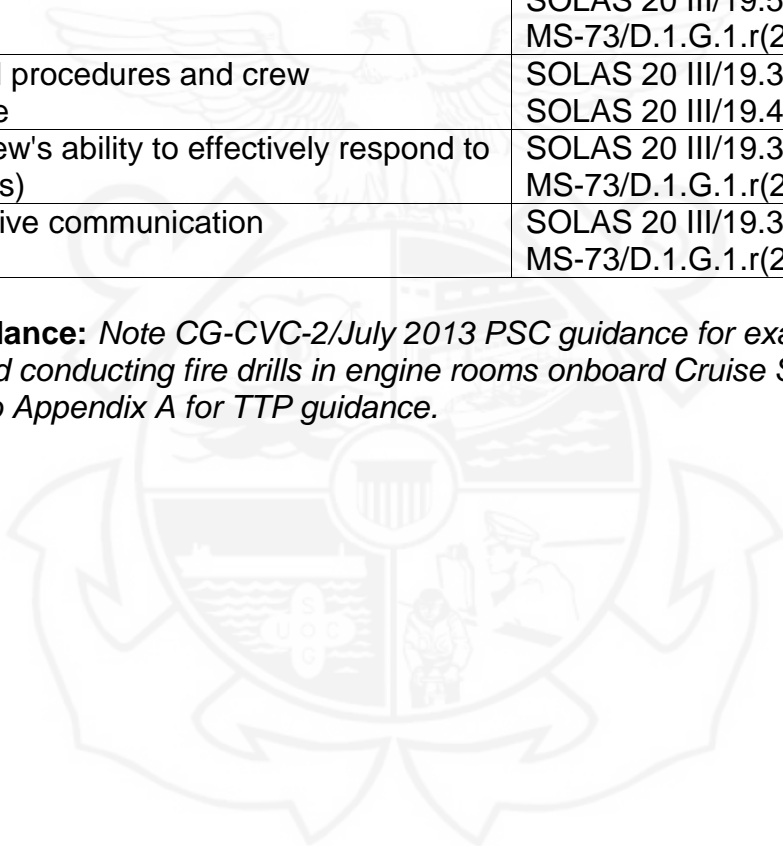
Condition: While witnessing emergency drills

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

References: 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
ED01.1	Verify drill performed and crew participated	SOLAS 20 III/19.3.2 SOLAS 20 III/19.5 MS-73/D.1.G.1.r(2)	
ED01.2	Witness drill procedures and crew performance	SOLAS 20 III/19.3.4.2 SOLAS 20 III/19.4.2.4	
ED01.3	Evaluate crew's ability to effectively respond to emergency(s)	SOLAS 20 III/19.3.4.2.1 MS-73/D.1.G.1.r(2)	
ED01.4	Verify effective communication	SOLAS 20 III/19.3.4.2.4 MS-73/D.1.G.1.r(2)	

Verifying Officer Guidance: Note CG-CVC-2/July 2013 PSC guidance for examination of fixed CO2 firefighting systems and conducting fire drills in engine rooms onboard Cruise Ships during scheduled examinations. Refer to Appendix A for TTP guidance.



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Emergency Drill (ED)

Port State Control Vessel

Task: PSCE-ED02 Evaluate abandon ship drill

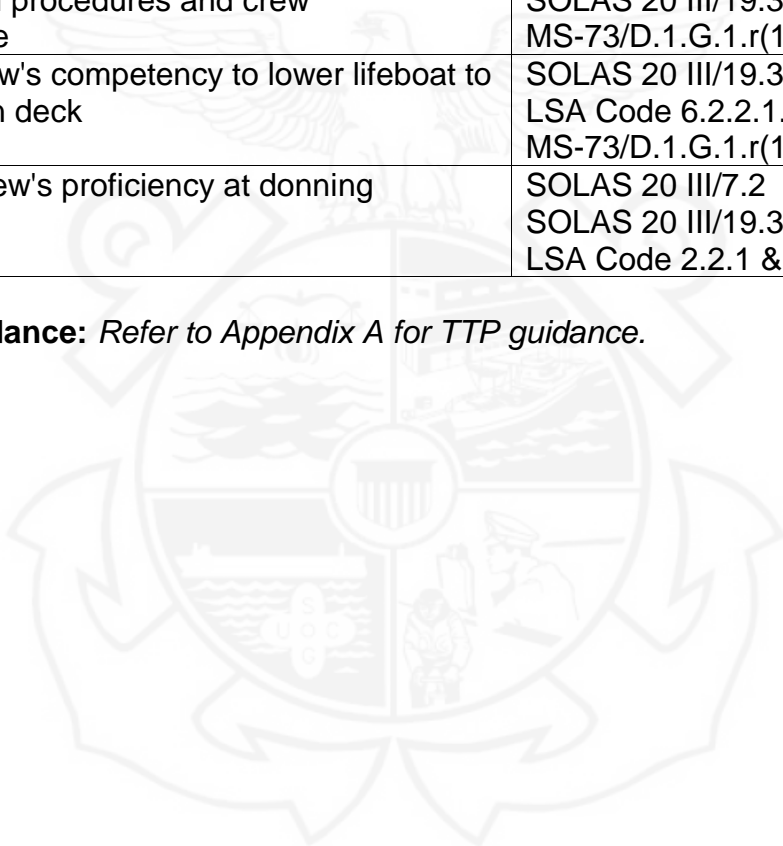
Condition: *While witnessing emergency drills*

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

- References:**
1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
 2. Lifesaving Appliances including LSA Code
 3. Marine Safety: Port State Control, COMDTINST 16000.73

Steps		References	Initials
ED02.1	Witness drill procedures and crew performance	SOLAS 20 III/19.3.3.1 MS-73/D.1.G.1.r(1)	
ED02.2	Witness crew's competency to lower lifeboat to embarkation deck	SOLAS 20 III/19.3.3.2 LSA Code 6.2.2.1.1-3 MS-73/D.1.G.1.r(1)(b)	
ED02.3	Evaluate crew's proficiency at donning lifejackets	SOLAS 20 III/7.2 SOLAS 20 III/19.3.3.1.4 LSA Code 2.2.1 & 2.2.2	

Verifying Officer Guidance: *Refer to Appendix A for TTP guidance.*



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Follow Up Actions (FU)

Port State Control Vessel

Task: PSCE-FU01 Issue deficiencies

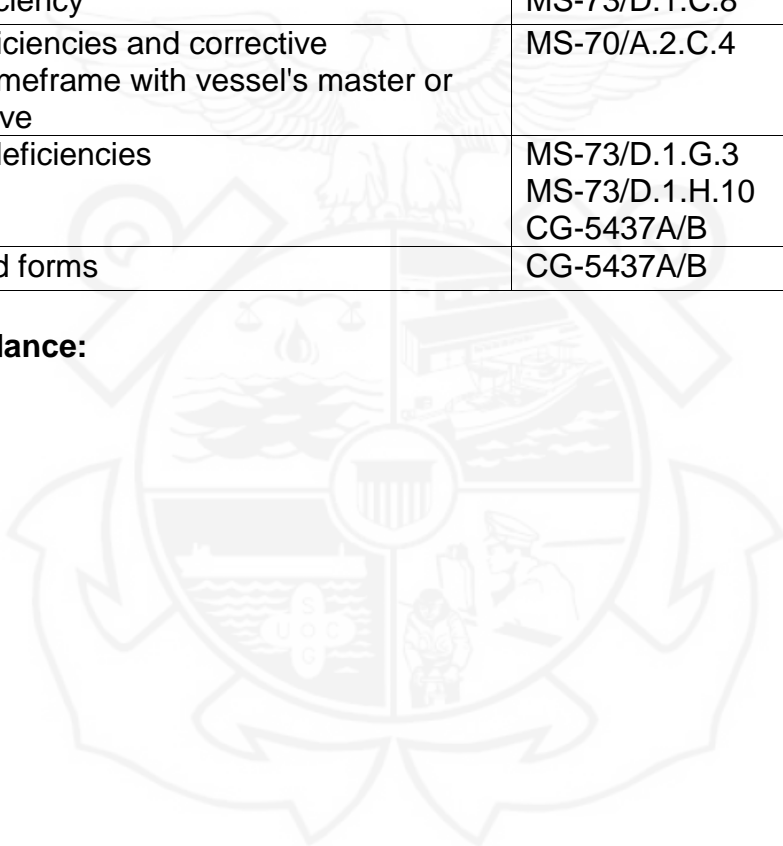
Condition: Upon completion of the examination

Standard: In accordance with current policies, procedures and processes

- References:**
1. Marine Safety: Marine Inspection Administration, COMDTINST 16000.70
 2. Marine Safety: Port State Control, COMDTINST 16000.73
 3. Forms CG-5437A/B USCG Port State Control Report of Inspection

Steps		References	Initials
FU01.1	Identify deficiency	MS-73/D.1.C.8	
FU01.2	Discuss deficiencies and corrective measures/timeframe with vessel's master or representative	MS-70/A.2.C.4	
FU01.3	Document deficiencies	MS-73/D.1.G.3 MS-73/D.1.H.10 CG-5437A/B	
FU01.4	Issue signed forms	CG-5437A/B	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Follow Up Actions (FU)

Port State Control Vessel

Task: PSCE-FU02 Issue control action(s)

Condition: Upon discovery of substantial non-compliance

Standard: In accordance with current policies, procedures and processes

References: 1. Marine Safety: Port State Control, COMDTINST 16000.73
2. Forms CG-5437A/B USCG Port State Control Report of Inspection

Steps		References	Initials
FU02.1	Determine control action(s)	MS-73/D.2.C	
FU02.2	Conduct reports and notifications (when applicable)	MS-73/D.2.E	
FU02.3	Issue control action(s)	CG-5437A/B	
FU02.4	Explain control action(s) to responsible parties/stakeholders	CG-5437A/B	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Follow Up Actions (FU)

Port State Control Vessel

Task: PSCE-FU03 Conduct deficiency check

Condition: *During follow-up portion of exam*

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

- References:**
1. Marine Safety: Marine Inspection Administration, COMDTINST 16000.70
 2. Marine Safety: Port State Control, COMDTINST 16000.73
 3. Forms CG-5437A/B USCG Port State Control Report of Inspection
 4. Mission Management System (MMS) Work Instruction - MISLE Data Entry Requirements for Foreign Vessels
 5. MISLE User Guide

Steps		References	Initials
FU03.1	Determine an appropriate verification method for identified deficiencies	MS-73/D.1.G.3.f CG-5437A/B	
FU03.2	Verify corrections meet appropriate regulations/convention	MS-70/A.2.C.4.a	
FU03.3	Clear deficiencies in MISLE activity	MS-70/A.2.C.2.d MISLE User Guide MISLE Work Instruction	
FU03.4	Remove control action(s)	MISLE User Guide	

Verifying Officer Guidance:



Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

Follow Up Actions (FU)

Port State Control Vessel

Task: PSCE-FU04 Complete Maritime Information for Safety and Law Enforcement (MISLE) Activity

Condition: During follow-up portion of the examination

Standard: In accordance with current policies, procedures and processes

- References:**
1. COMDTINST M16000.6 Marine Safety Manual Volume I Administration & Management
 2. Marine Safety: Marine Inspection Administration, COMDTINST 16000.70

Steps		References	Initials
FU04.1	Open existing activity in MISLE	MSM I/12.G.2.a MISLE User Guide	
FU04.2	Update examination results	MSM I/12.H.1 MS-70/A.2.C.2.d MISLE User Guide	
FU04.3	Update activity narrative and special notes	MSM I/12.H.1 MISLE User Guide	
FU04.4	Update vessel details	MSM I/12.H.1 MISLE User Guide	
FU04.5	Change activity status to "Open--Submitted for Review"	MSM I/12.H.1 MISLE User Guide	

Verifying Officer Guidance: *Ensure trainee knows the importance of updating MISLE in a timely manner and how it may affect other Coast Guard units.*

Inspector's Name: (Last, First, Initial)	EMPLID:
Verifying Officer's Signature:	Date:

**Performance Qualification Standard and Job Aid Change
Recommendation Form**

From: _____ Date: _____

PQS/Job Aid Title:

Section(s) Affected:

Remark(s)/Comment(s):

Reference(s):

Signature: _____

Submit to MarineSafetyPQS@uscg.mil by clicking the button