Uninspected Towing Vessel MISLE User Guide

Version 07.2-2010

Objective:

This guide prescribes the administrative requirements and responsibilities to ensure consistent MISLE data entry for Towing Vessel Examinations and/or for imposing an Operational Control.

Responsibilities:

This instruction applies to all USCG personnel entering data into or using MISLE for towing vessel examinations and/or imposing an operational control.

It is the unit's responsibility to ensure oversight for data accuracy. Every unit shall ensure that UTV Activities are reviewed for data accuracy and compliance with this guide. This review must be conducted by a person other than the one who made the data entry and shall be carried out prior to closing the Activity.

Background:

Marine Information for Safety and Law Enforcement (MISLE) is used by all field units, Districts, Areas and Headquarter offices as the primary data capture and information management tool for planning, scheduling, executing, monitoring and tracking all activities associated with towing vessels. It also serves as the primary system for sharing information to the Coast Guard Command Center for daily Commandant Briefings, which are expected to portray an accurate nationwide snapshot of all key prevention activities. It is imperative that all MISLE data entries are entered in a timely, accurate, and consistent manner to prevent an erroneous common operational picture for the Commandant and other levels of the Coast Guard.

Data collected and entered by you will make major differences as we move the UTV fleet to inspected vessels.

PROGRESSION OF PAPERWORK FOR A TOWING VESSEL EXAM

1. Prior to going on the examination the examiner should search MISLE and review the vessel history including the critical profile of the towing vessel being examined. This gives the examiner a chance to review past CG presence or interaction with the vessel. The examiner will also be able to see what information is missing in MISLE about the vessel and capture that information during the exam.

2. Take time and fill out the UTV Exam Form using all information available in MISLE. This will help to identify product sets missing in MISLE that you can capture during the exam and correct upon your return.

3. When you have completed the exam you should make every effort to enter the case within 72 hours of departing the vessel.

4. Once you have completed the Activity in MISLE the case shall be forwarded to your designated reviewing official for approval. This is a good practice and adds that layer of oversight review to ensure data integrity.

5. **Chiefs of Prevention at each Sector shall identify a person in a supervisory position to ensure the accuracy and completeness of each Activity.**

6. Finally the activity is closed.

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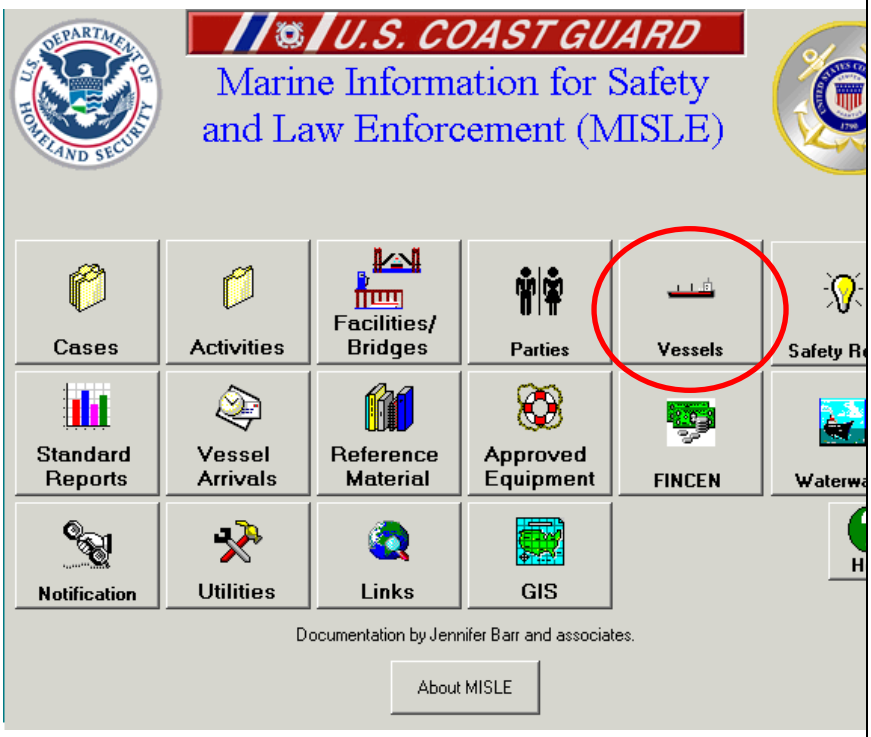
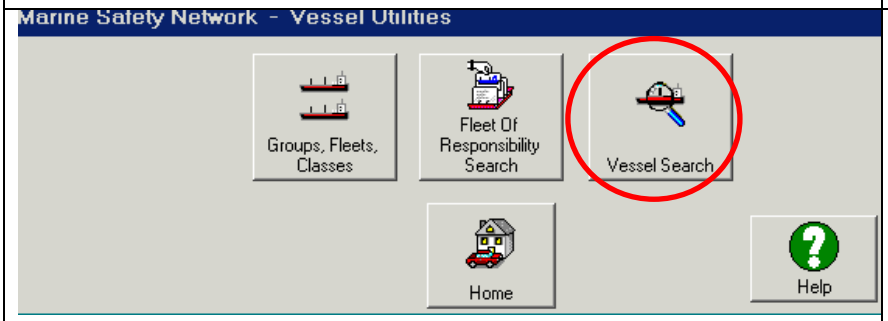
SEARCHING FOR A VESSEL



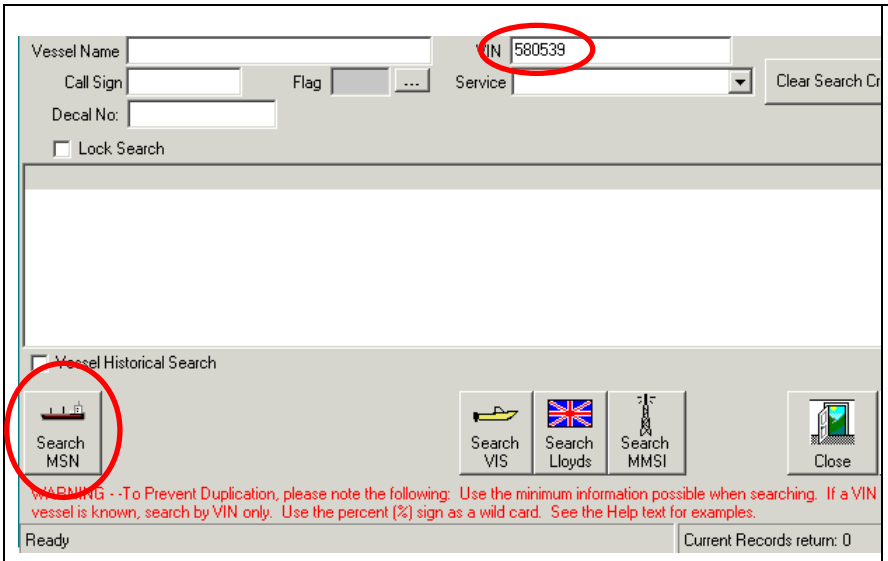
This is the Main Menu page. It allows you to access the various product sets in MISLE.

The first thing you need to do is find your towing vessel. The easiest way to do this is by searching the MISLE database using the Vessel Identification Number (VIN).

Click on the **Vessels** button



Click on the **Vessel Search** button



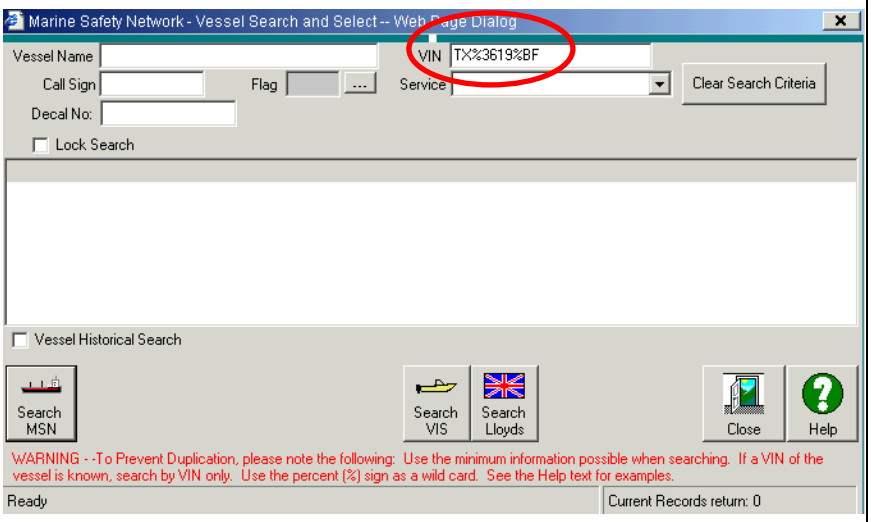
Enter the Official Number or Vessel Identification Number (VIN is normally a document number, state registration number or a CG number) in the field labeled **VIN.**

Click on **Search MSN**

You can also search using a vessel's name and call sign. If you use the name search you will likely receive multiple hits and have to search through other parameters to positively identify your vessel. If VIN and call sign are unknown try narrowing the search by selecting TOWING from the service drop down menu.

Note the Warning at the bottom of the screen.

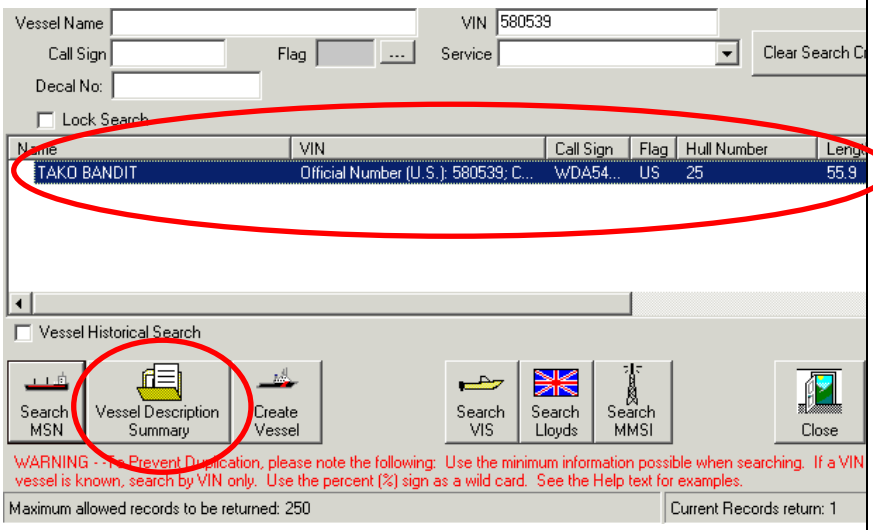
Note: The MISLE system uses the % as a wildcard. This can be used in any search field in MISLE.



For state registered vessels, search using each of these three combinations to ensure the vessel hasn't been already entered in MISLE using a different VIN format. An example of the most common formats used in entering vessels numbers are: **TX3619BF** (no spaces between prefix, number and suffix); TX-3619-BF (hyphen used: prefix-number-suffix); ME 6207 C (spaces used: prefix number suffix). If the vessel is not in MISLE, then enter it using the **no spaces format.**

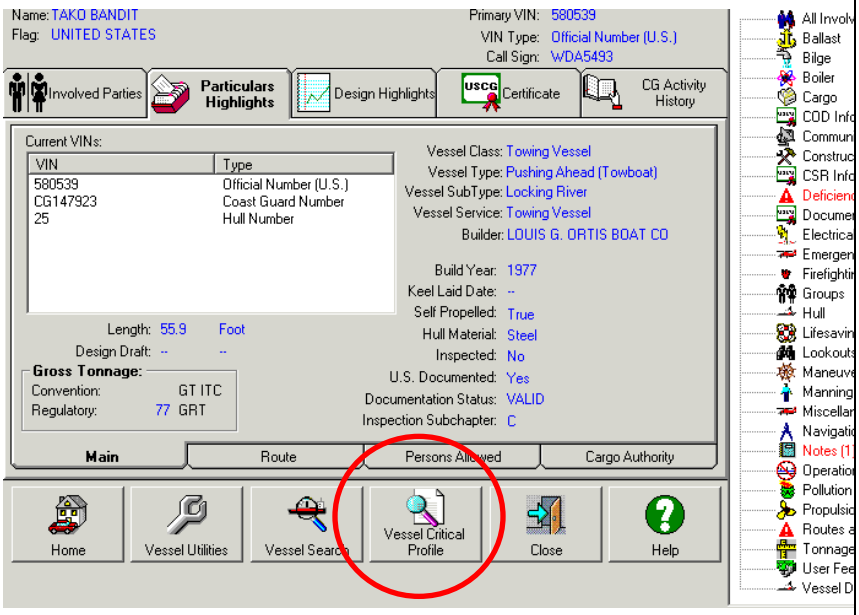
Another search option is to use the percentage sign (%) which is a wild card used in search. Example TX%3619%C. This wild card search will search all three options in one search.

Click **Search MSN**.



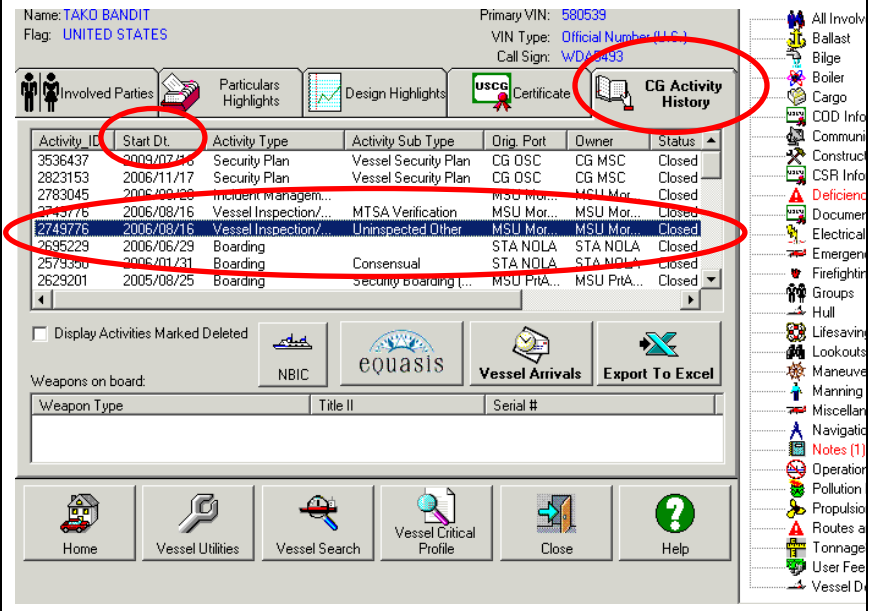
Your search results will highlight the vessel name and some other particulars. Confirm that this is the vessel you are looking for and then click on the **Vessel Description Summary** Button.

If a thorough search for a state registered vessel fails to find a record; refer to the section of this guide on **Creating a New Vessel**.



You should arrive at the Vessel Description Summary screen where you can begin to search or enter information.

One of the buttons on the bottom is the **Vessel Critical Profile**. You may want to print this to take with you on the examination. Other items to check may include: VSP/ASP Approval, COD status, last MTSA verification (if applicable), COFR & VRP (if applicable)

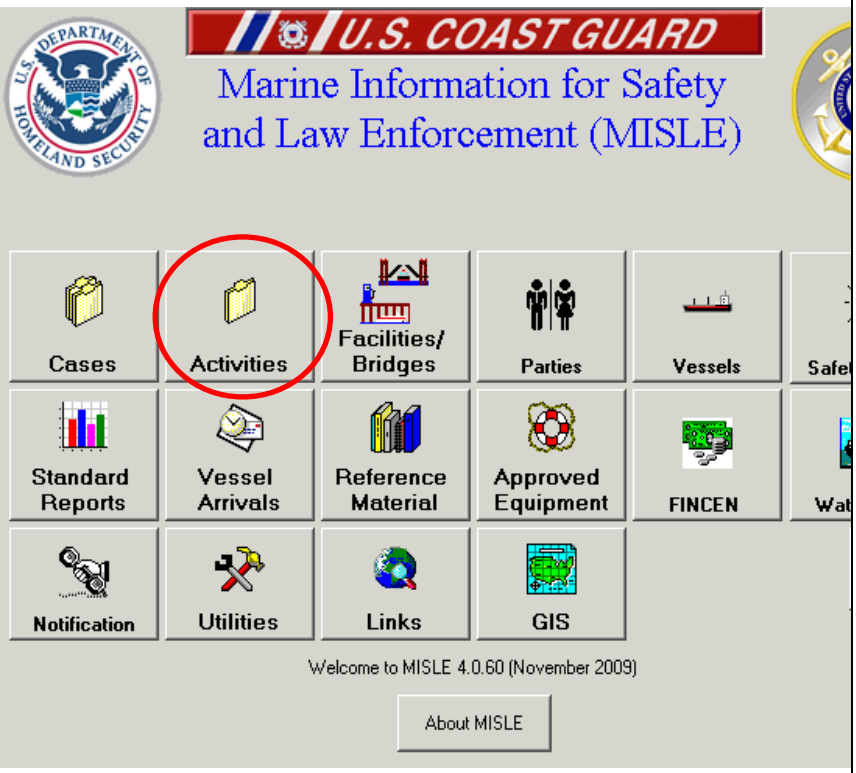


One of the tabs on the Vessel Description Summary page is the **CG Activity History**. Click this tab to provide you with a list of MISLE activities and CG contact for this vessel. Here you will be able to see if there is an existing or open Activity. Once you get a list of Activities you will need to review the information to determine which Activity is the one of interest.

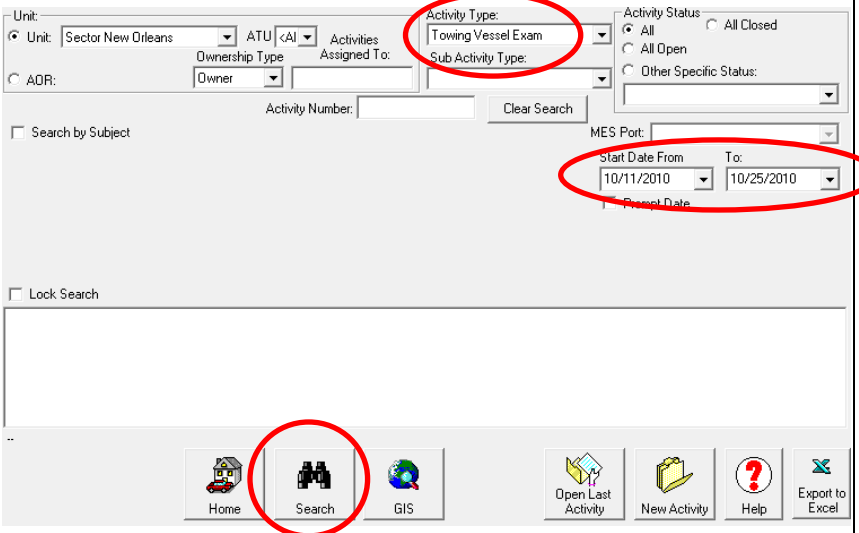
The order of appearance of these Activities can be changed by toggling the column title; in this case I toggled the **Start Date** to put the Activities in reverse sequential order.

In some cases you can double click on the Activity line to open the Activity

SEARCHING ACTIVITIES



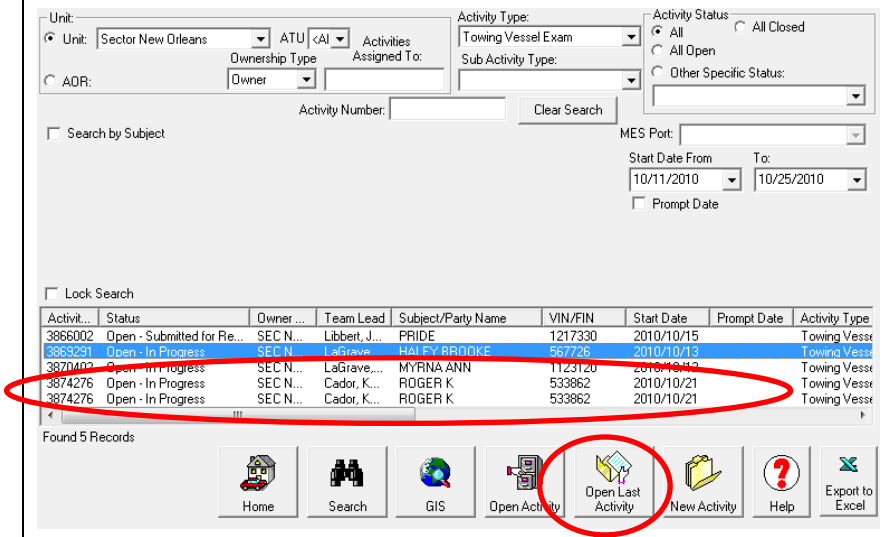
This is another way to find an existing or ongoing examination. Click on the **Activities** button



Select the Towing Vessel exam on the **Activity Type** drop down menu.

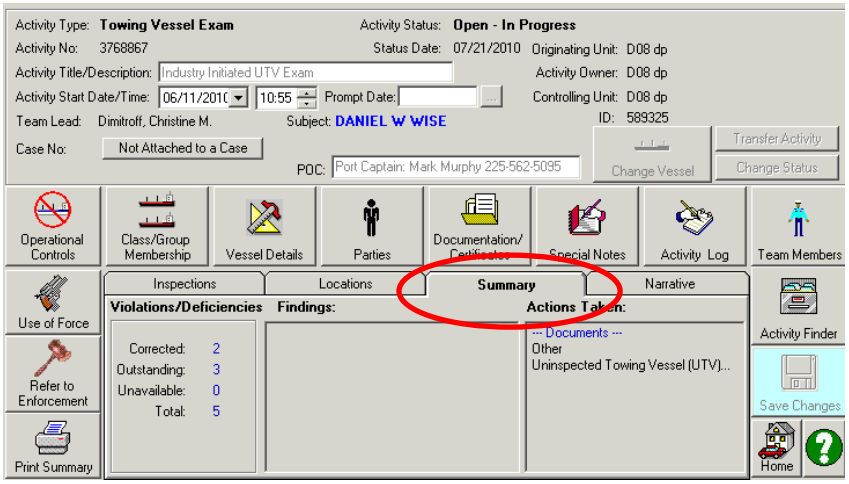
Verify the date range then click on the **Search** button

Or, if the Activity number is known; enter it in the Activity Number field and click **Search**.



Select the desired activity to highlight.

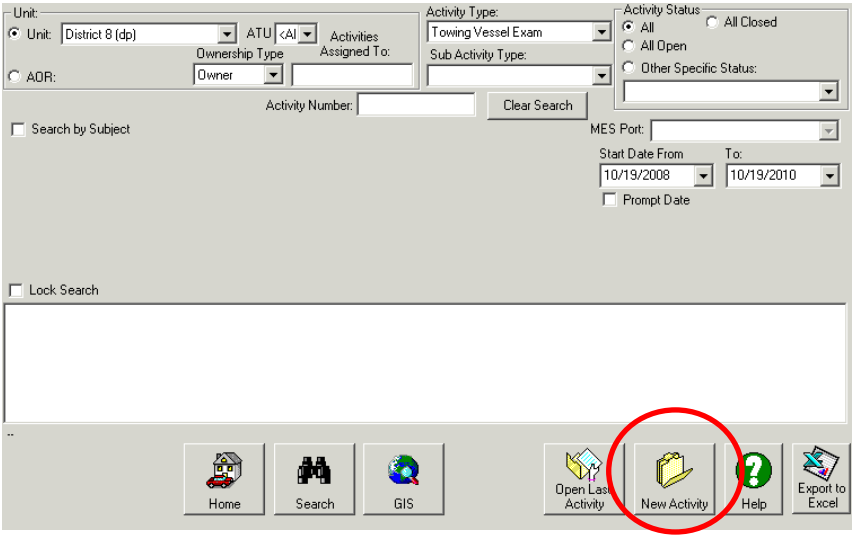
Select **Open Activity**.



Now the Activity details screen should open and if you select the **Summary** tab you can quickly scan for any open deficiencies, valid documents/decals and open/past operational controls.

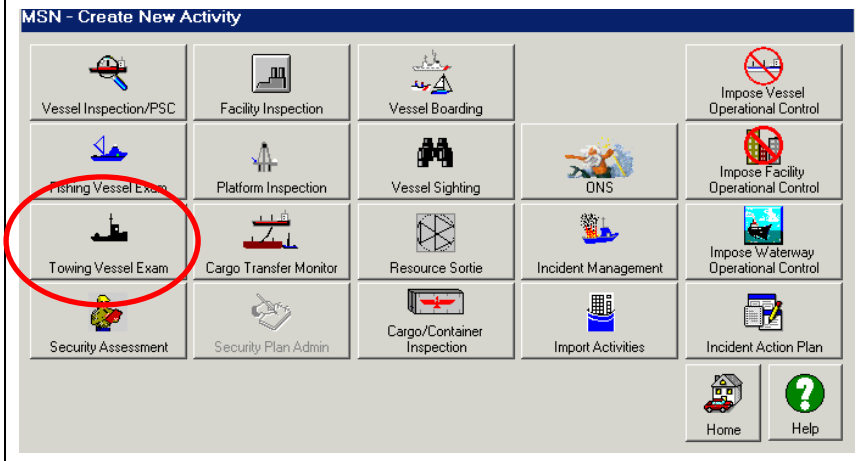
CREATING A NEW TOWING VESSEL ACTIVITY

From the MISLE Home Screen, Select the **Activities** button.

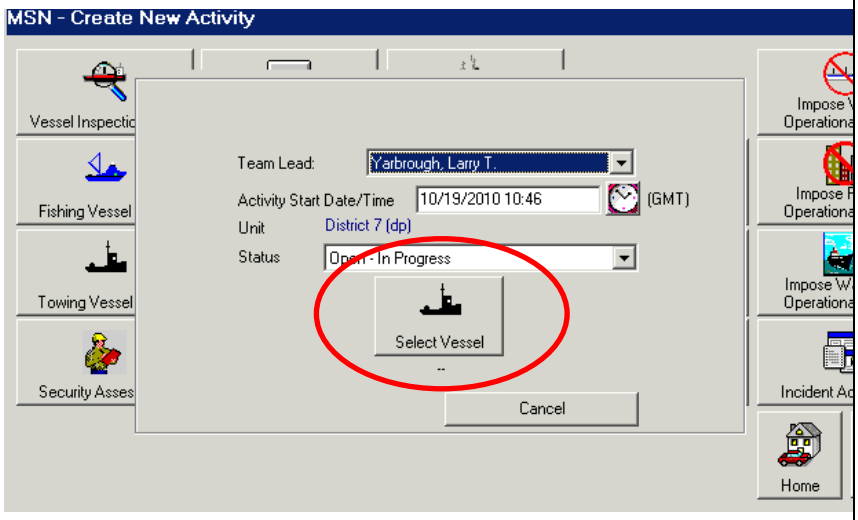


Click on the **New Activity** button.

Another Tutorial on creating a Vessel Activity is in MISLE NET. See **Document of Maritime Security Activates for Domestic Vessels (MSTA/ISPS) User Guide**.



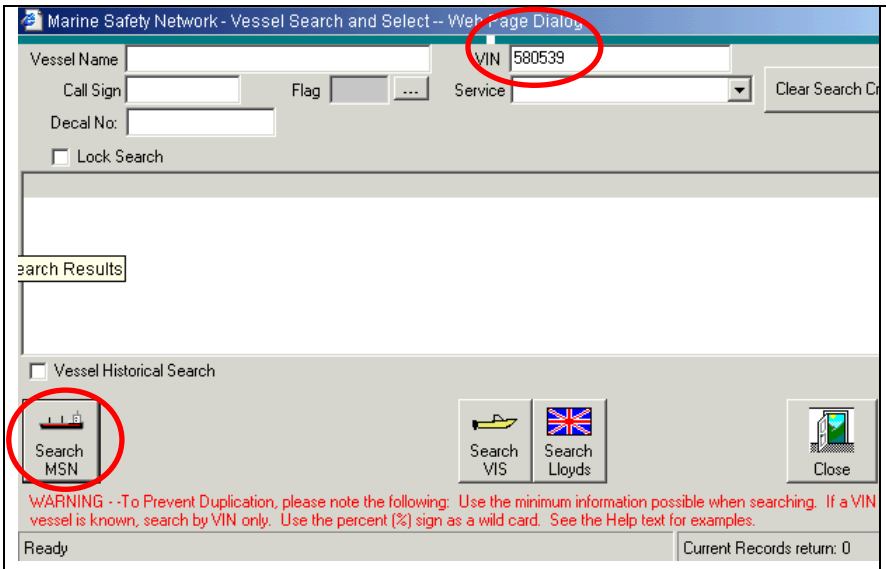
From the Create New Activity screen click on the **Towing Vessel Exam** button.



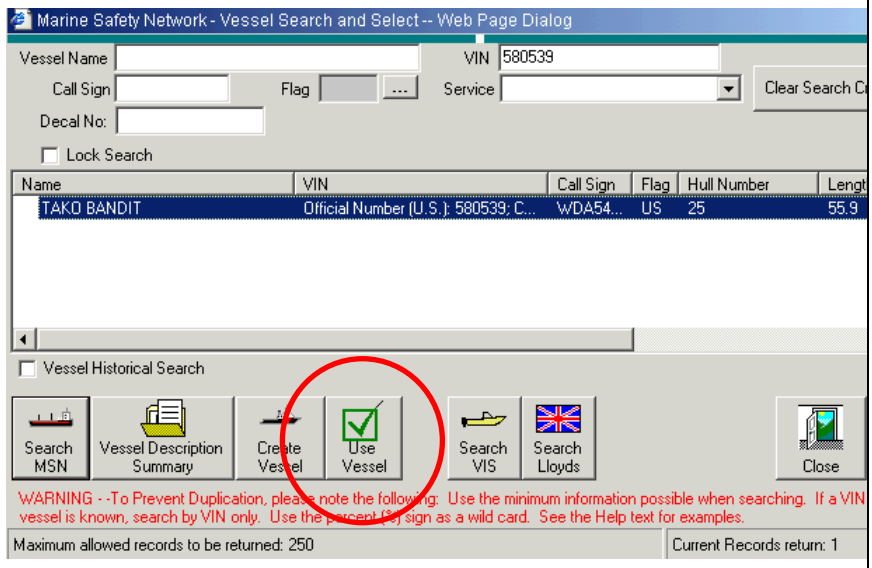
The Select Towing Vessel screen will open

Click the **Select Vessel** button

Search for the Vessel using the procedures listed in the SEARCHING FOR A VESSEL section of this guide.



For documented vessels, just enter the documentation number (VIN) with no prefix. Once a VIN is entered, click **Search MSN** to see the results.



When you search, MISLE may give you a list of vessels. Select your vessel by highlighting it with your cursor, then clicking on the **Use Vessel** button. After searching MISLE if you can't find the vessel you are looking for you will need to create the vessel and most likely the party or organization associated with the vessel. See the section on creating a new vessel and new party. **If you are looking for a documented vessel, it is in MISLE.**

Do not create a new documented vessel, as this will create a duplicate vessel in MISLE

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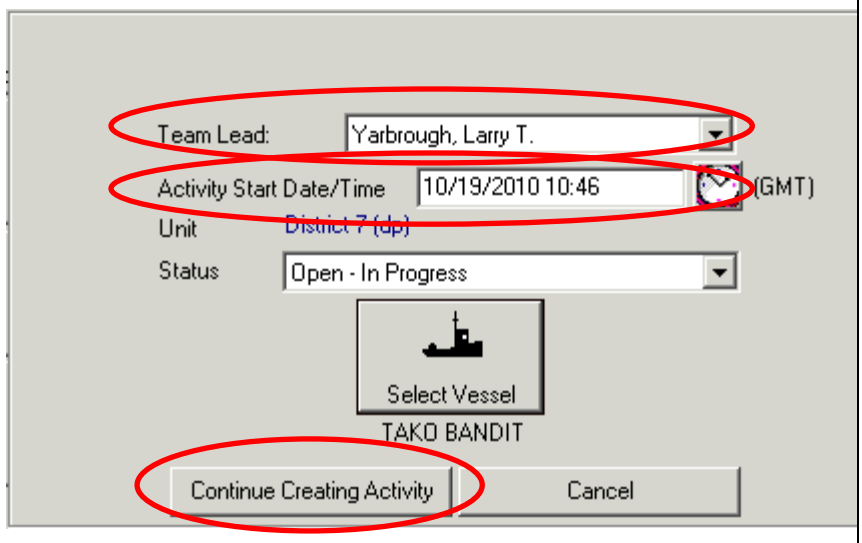
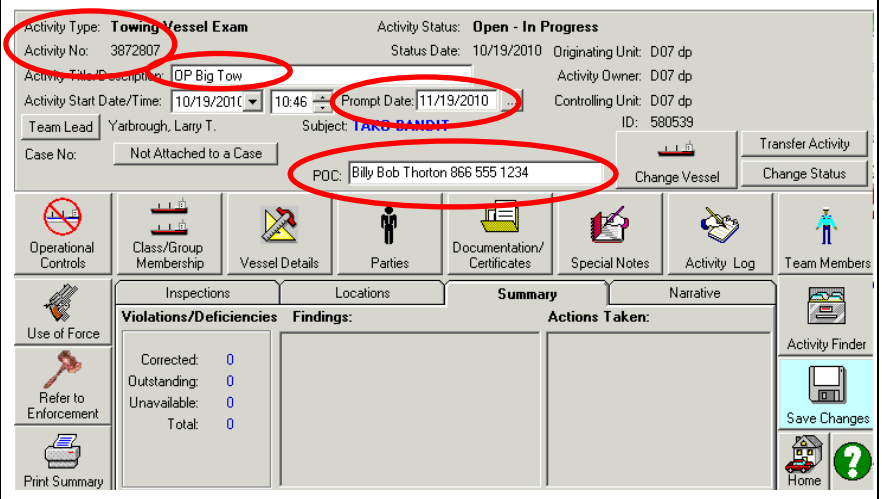


Team Lead: Should be the person leading the exam. If the person is not in the system they can be added. Team Lead can be any person on the unit MISLE account.

Activity Start Date/Time will default to date and time the activity is open and will need to be corrected with the actual Date/Time of the examination prior to closing the Activity.

Select **Continue Creating Activity**.



Main Activity Screen.

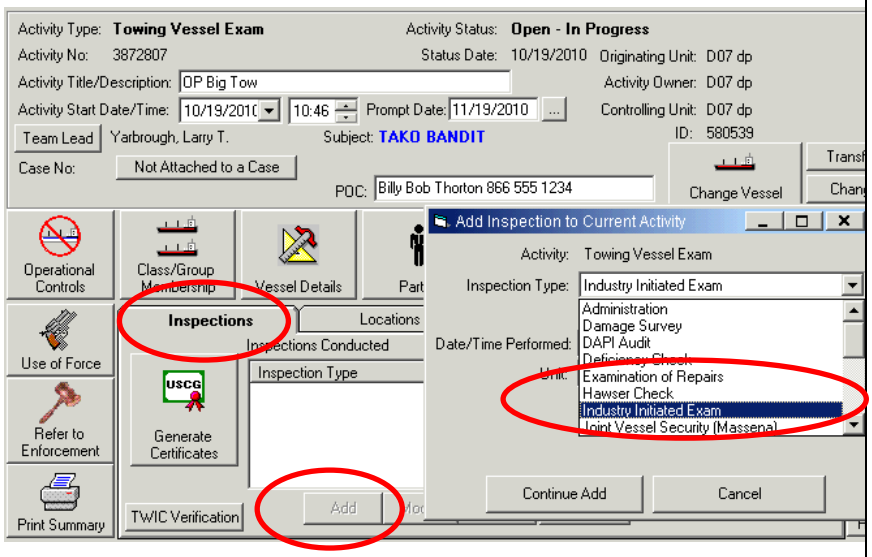
Note: MISLE has now assigned an Activity number so you can track this exam. **Write this activity number down**.

Activity Title Description: enter a brief description of the activity you are performing. The Activity may be searched by someone else in the future so use a title that conveys the essence of what you are doing. Examples; IIT/MTSA TUG TED, or DF FOLLOW UP TUG TED.

POC Box: Enter the point of contact for the vessel and a good contact phone number.

Prompt Date: Here you can enter the date you wish to re-visit the activity. 30 days is typical for a towing vessel. This works with the Activity Search function to find Activities you wish to revisit on a specified date.

DOCUMENTING A TOWING VESSEL EXAM



Select the **Inspections** tab and click on the **Add** button.

At the pop-up window you will select the **Inspection Type**:

A list of Inspection Types with definitions is provided below.

Multiple Inspection Types may be added to the same activity number.

DEFINITIONS OF TYPES OF INSPECTIONS

1. Administration – Self explanatory, something other than an actual Exam.

2. DAPI Audit – Audit of Company Drug and Alcohol plan. This is not vessel specific; it is an audit of a company.

3. Damage Survey – Examiner attends a vessel after an incident to observe damage. Documents damage in MISLE and vessel file.

4. Deficiency Check – A follow up examination to clear discrepancies found at a previous examination.

5. Examination of Repairs – No regulation to cover this activity.

6. Hawser Check – Examination of towline per 33 CFR part 164.74

7. Industry Initiated Exam - Conducted during Phase 1. Industry calls us and arranges for mutually acceptable time for a towing vessel exam.

8. Joint Vessel Security (Messina) - Examination conducted jointly with members of Transport Canada to verify vessel compliance with ISPS/MTSA

9. Load Line - Verify vessel is in compliance with requirements found in 46 CFR Subchapter E

10. MTSA Verification – Examination for compliance with MTSA

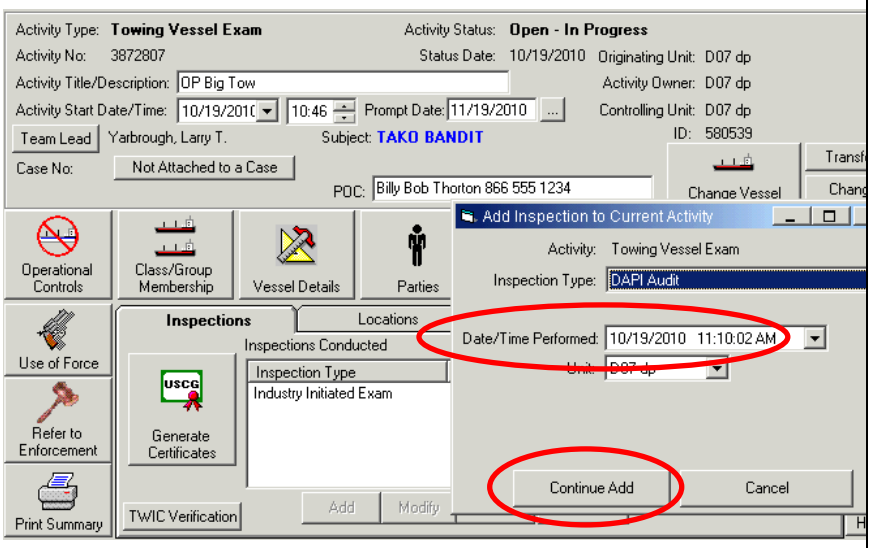
11. MTSA/ISPS Verification - Examination for compliance with MTSA/ISPS

12. Marine Casualty Follow Up - – An examination that is initiated as a result of a reportable marine casualty.

13. New Construction - Attending vessel at request of company during construction phase to check for compliance with applicable regulations.

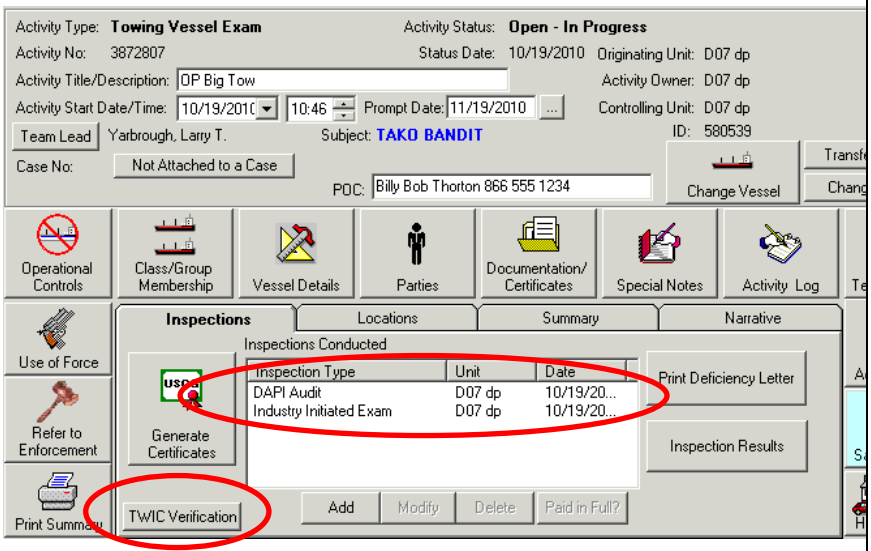
14. Risk Based Targeted - Conducted during Phase 2. COTP/OCMI prioritizes examinations--based on risk—vessels. All remaining towing vessels that failed to initiate/complete

satisfactorily an Industry Scheduled Exam. COTP/OCMI then boards the vessel and conducts a complete towing vessel exam at Coast Guard's convenience.
15. Security Plan Amendment Review ASP – Done at HQ**.**
16. Security Plan Amendment – Done at HQ
17. Review VSP – Done at HQ
18. Spot Check - Cursory check for compliance with applicable regulations



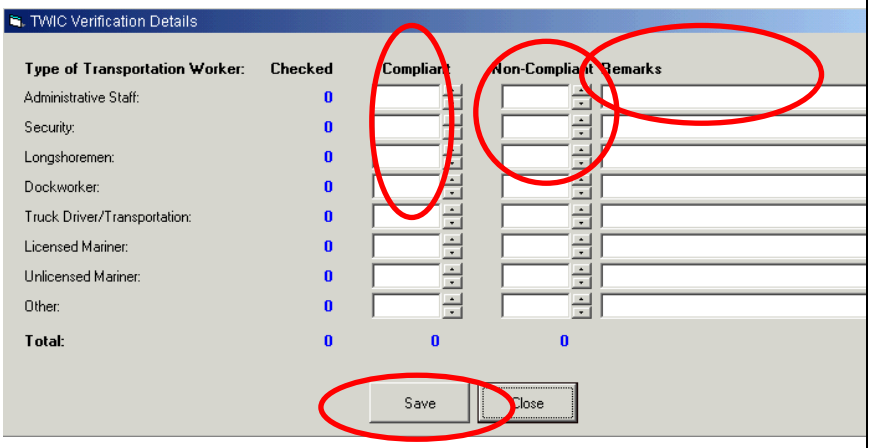
Check the Date/Time Performed, and correct as necessary to reflect the actual time of the Exam.

Select **Continue Add**:



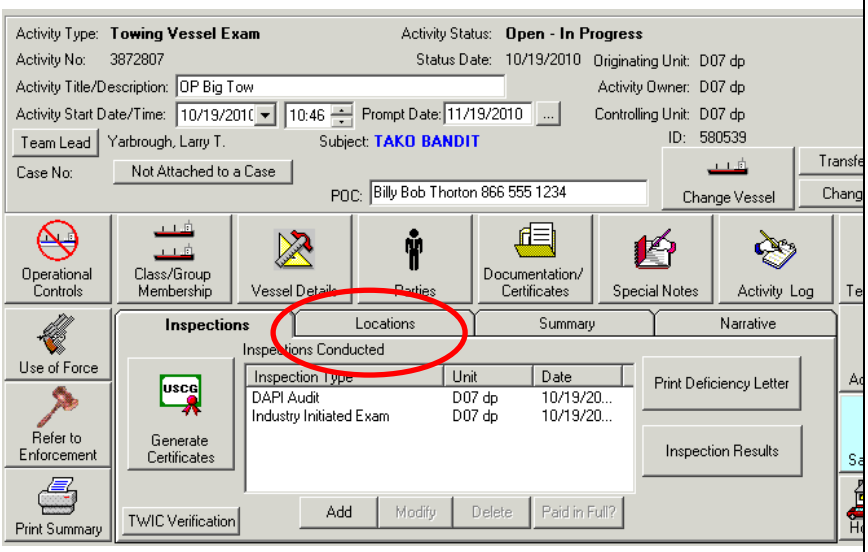
Verify your selection is now listed in the **Inspection Type** box.

Now is the time to add/update the TWIC information. Click the **TWIC Verification** radio button.

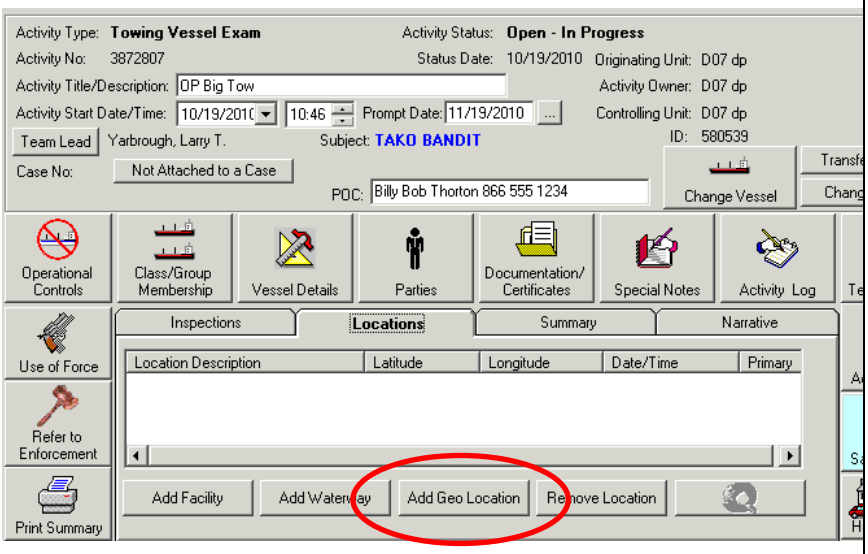


The TWIC Verification Details screen comes up. Here you will enter the number of personnel **Compliant** with TWIC Cards. There is also a column for **Non-Compliant** and a remarks section. Then click save and close. You must enter a value for non-compliant when entering compliant, even if the value is 0.

ENTERING A LOCATION



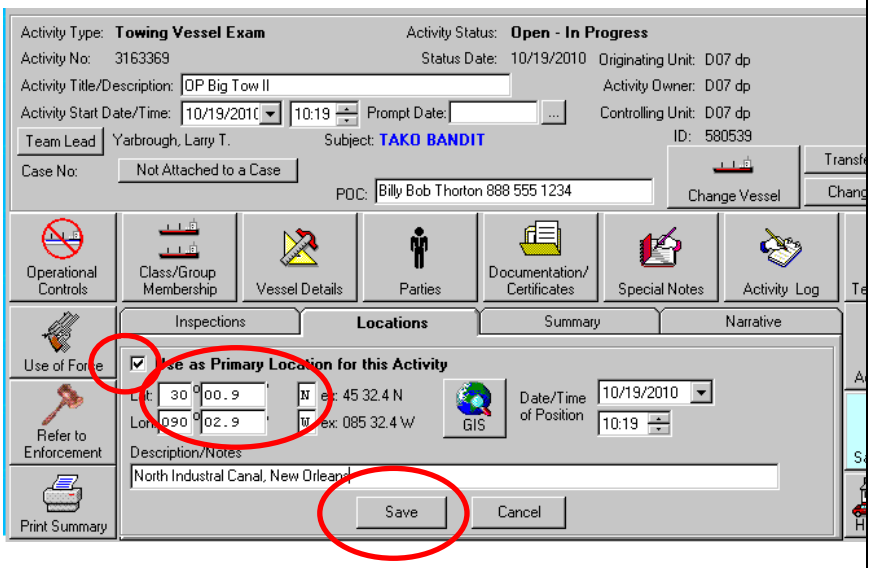
At the Activity Detail screen select the **Locations** tab.



Location can be added through Add Facility, Add Waterway, or Add Geo Location.

Preferably use GPS coordinates, alternatively use Facality or Waterway Locations with GPS coordinates. Try not to use Facilities or Waterways without Lat/Long.

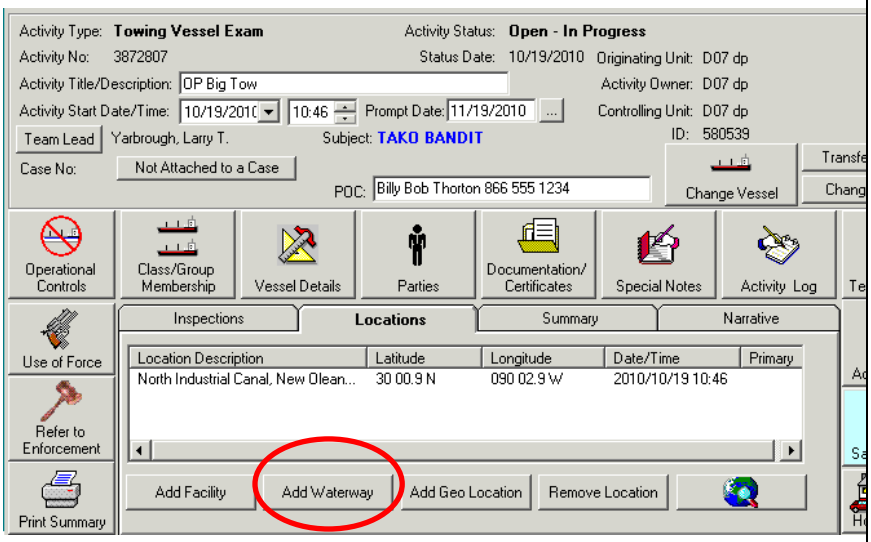
Select **Add Geo Location**



You should use a Lat and Long as the Primary Position for the Activity. Enter the location data; select **Use as Primary Location**, along with a description in the **Description/Notes**.

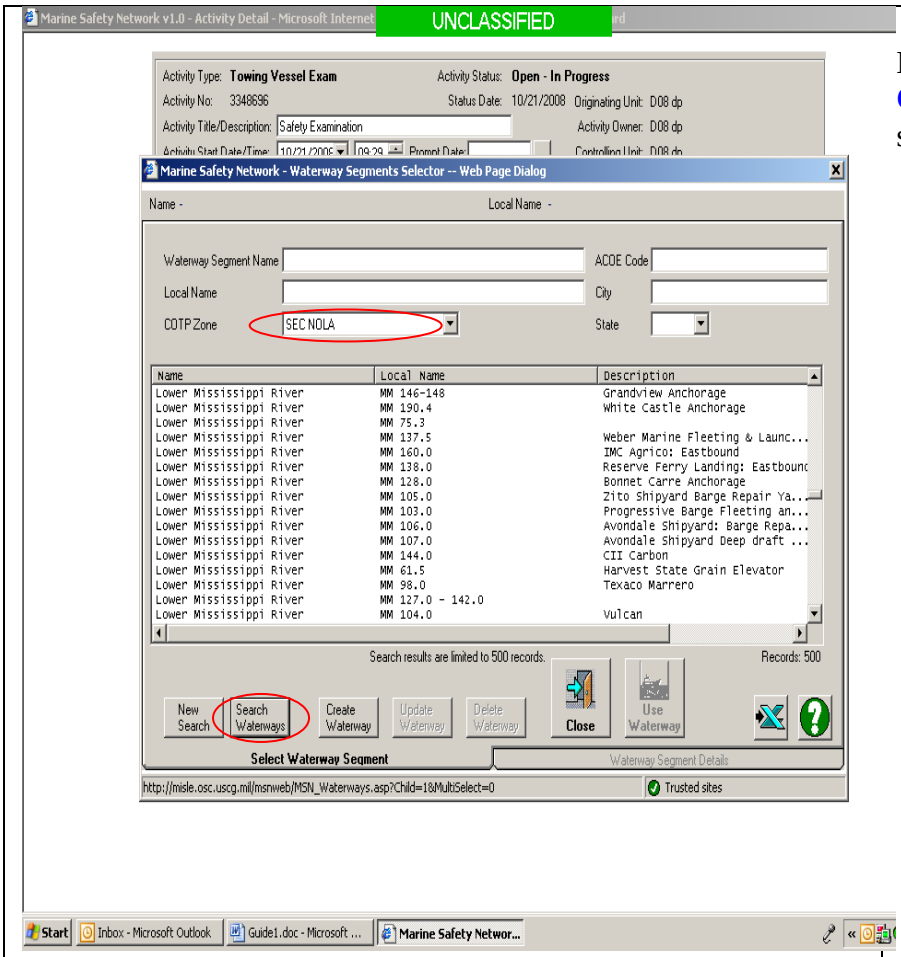
Click Save.

Lat/Long is **preferred**, as MISLE GIS will allow us to map our activity locations.

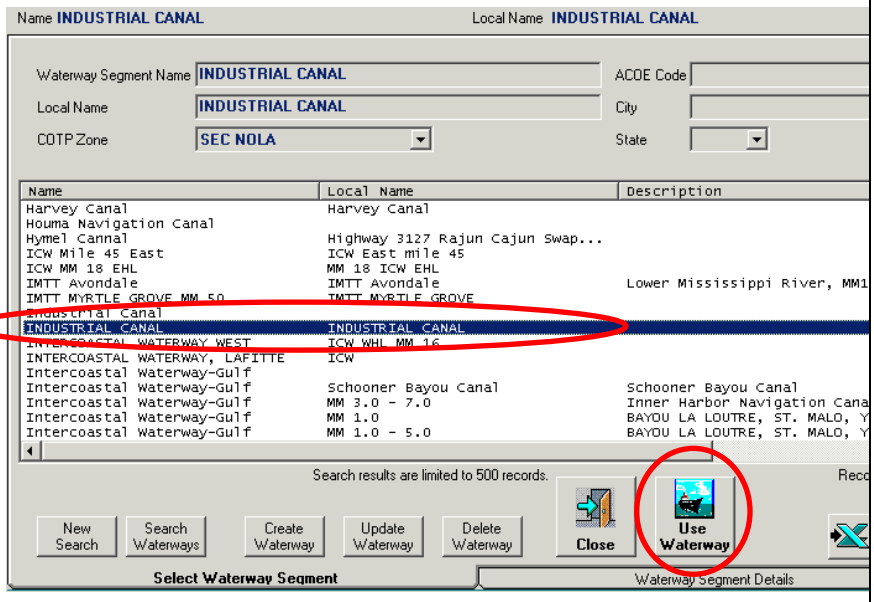


You can also add a geographic location by selecting a waterway. This does not always work because not all waterways are in the database, or may not contain the correct data. You can create a waterway which requires; the correct ACOE RIVERNAME, Lat/Long for both ends of the waterway, local name, city, state, COTP Zone, and waterway details, and risk factors. **Do not use a waterway that was not entered with complete accurate data**.
See the MISLE tutorials on **Waterway User Guide** and **Guidance for Initial Waterway Data Entry in MISLE.** : Waterways Segments Selection

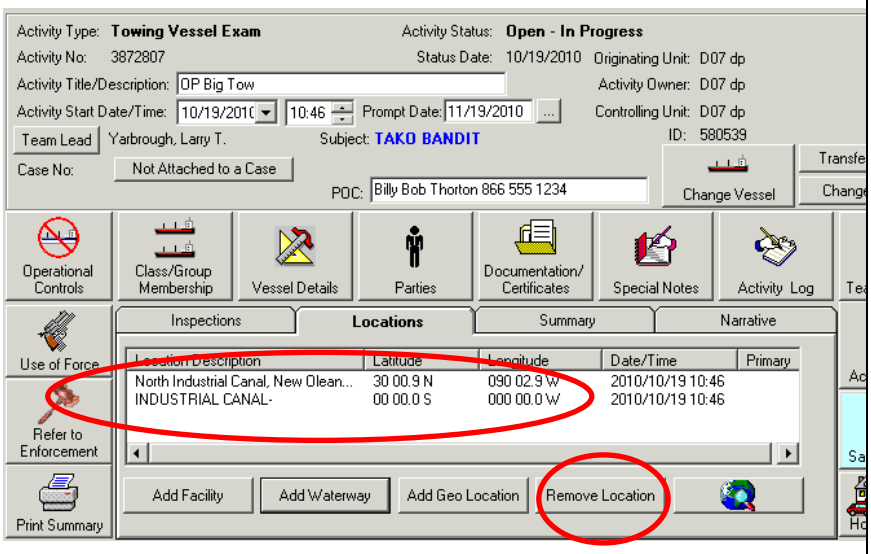
To add a waterway segment. Select **Add Waterway**



Enter the Port Code in the **COTP Zone** box and select **Search Waterway.**



If you find the location you are looking for highlight it and select **Use Waterway**.

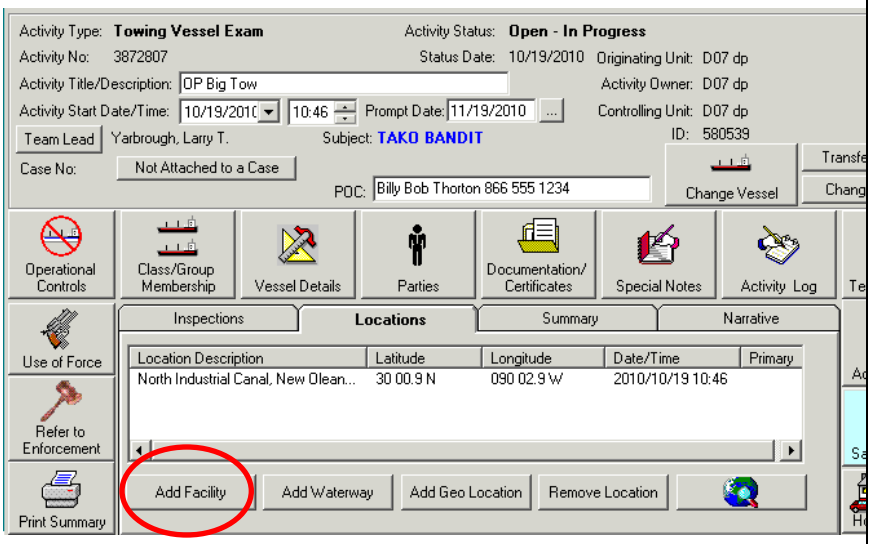


The waterway now appears in the location description box.

Note: This waterway does not have complete data, including ACOE and Lat/Long.

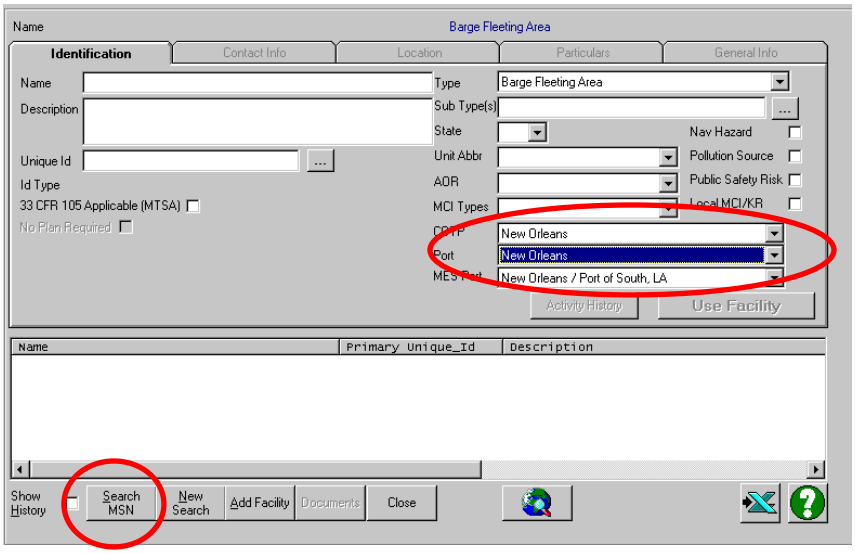
Because it is incomplete, Select **Remove Location**.

Use Geo Location.



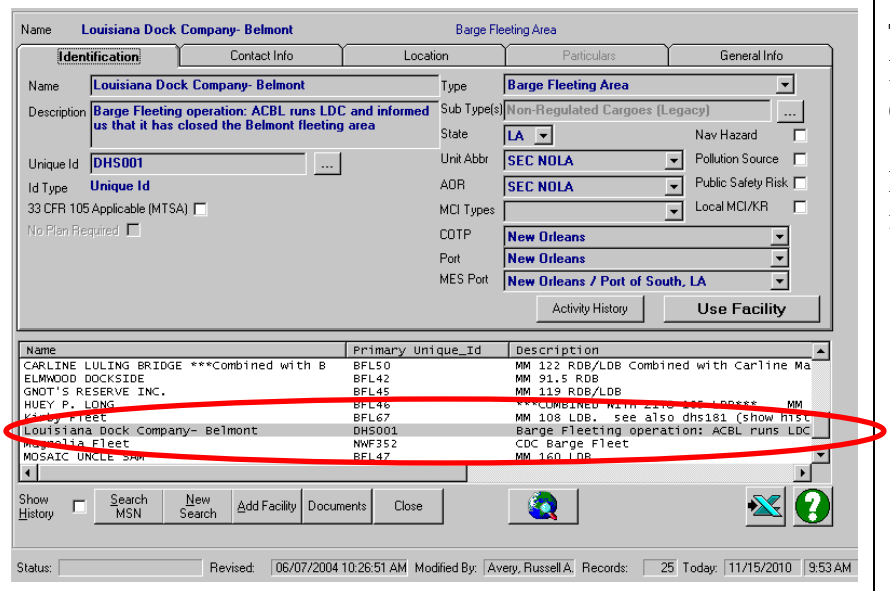
You can also add a geographic location by selecting **Add Facility**. This does not always work because not all Facilities are in the database, or may not contain the correct data.

More information of the Add Facility function is available in the MISLE **Facility User Guide**.



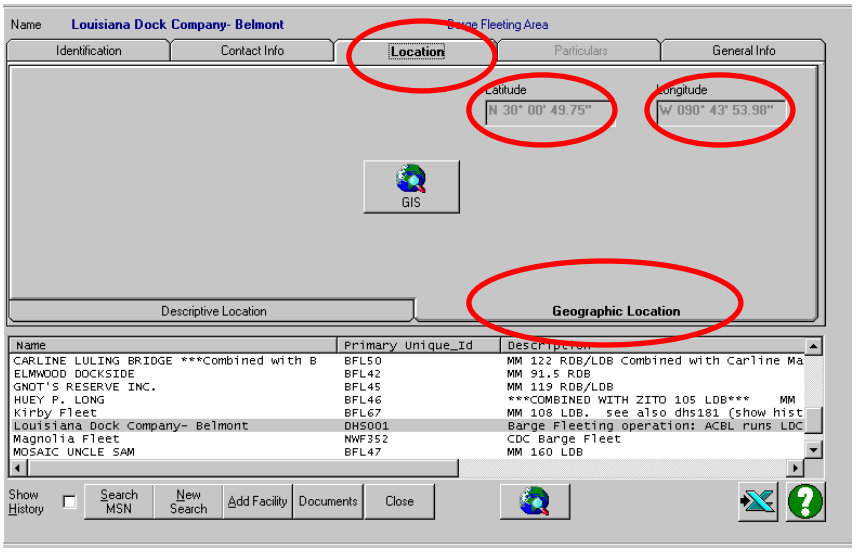
This will bring up a search screen for Facilities. Fill in your **COTP** and other fields as needed to narrow the search.

Select **Search MSN**.



This will bring up a list of Facilities. **Highlight** the desired Facility.

Note; the form is now filled in.

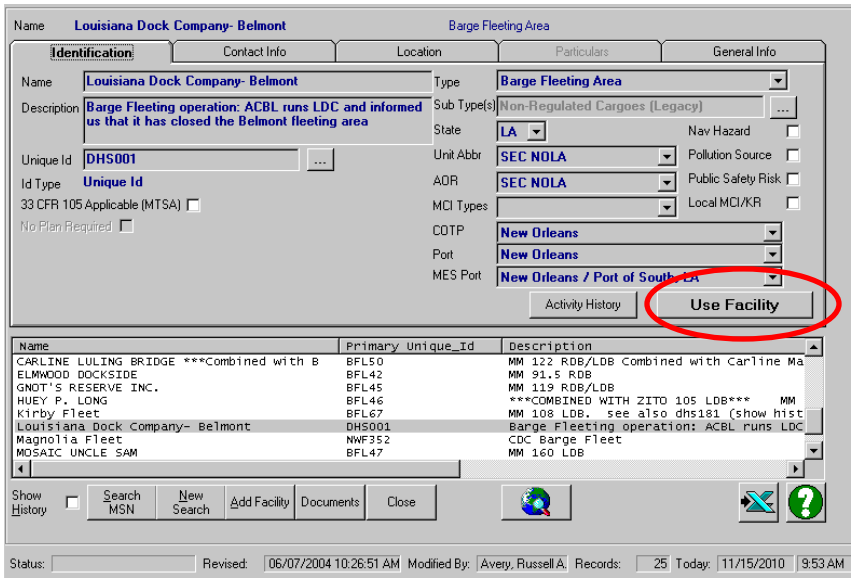


Select the **Location** tab.

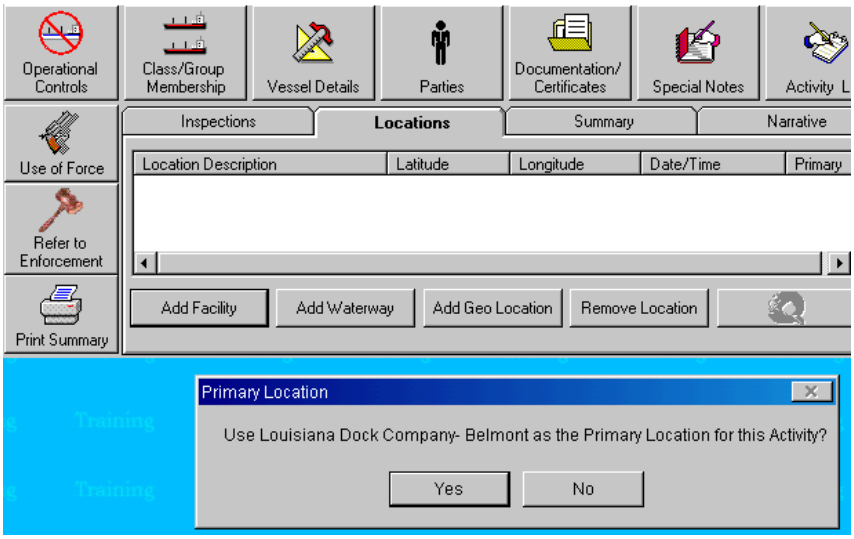
Select the **Geographic Location** Tab.

Check to verify that a Latitude and Longitude is registered for this location.

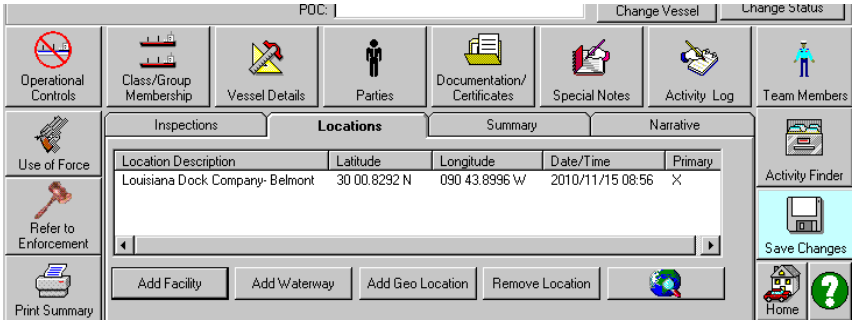
If Latitude and Longitude is not recorded, do not use this method for adding the Activity Location.



Select **Use Facility**.

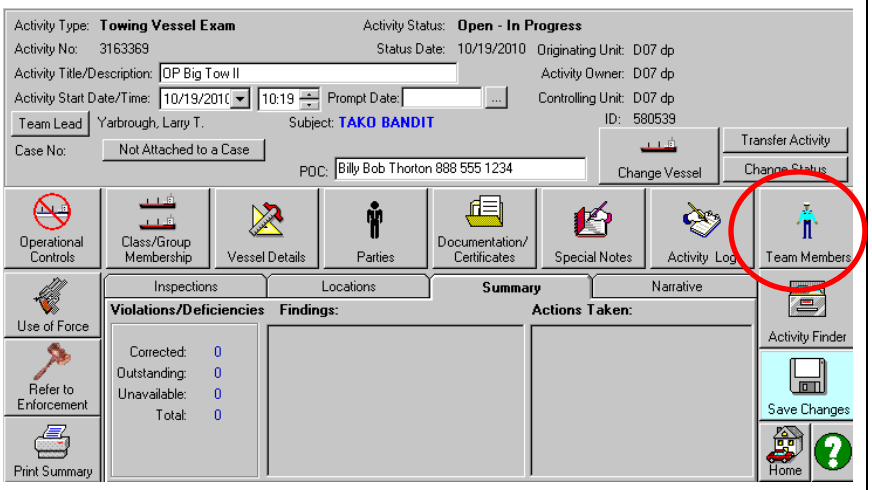


Select **Yes** to use this as the Primary Location for the Activity. If the Geo Location is you primary location, select **No**.

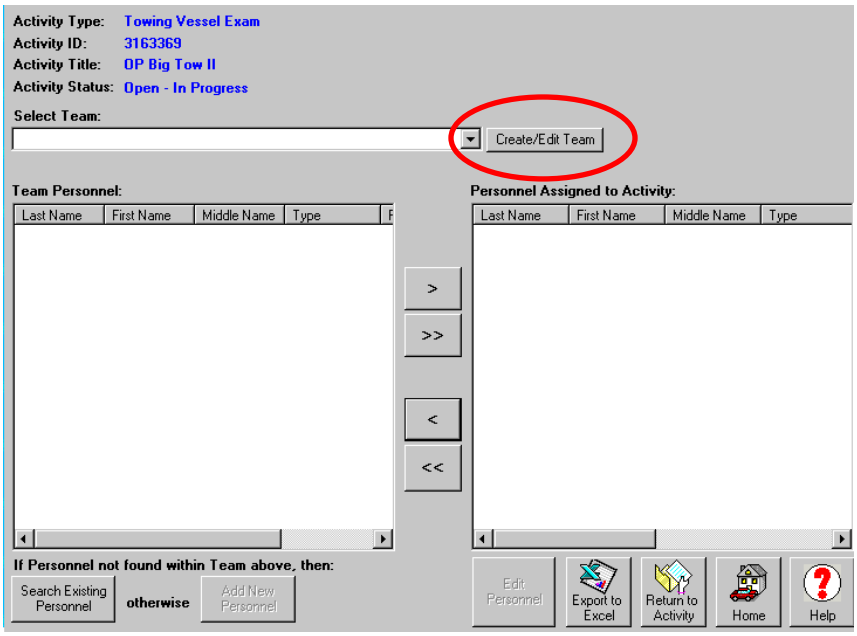


Location for an Activity can be added using the Add Facility, Add Waterway, or Add Geo Location function. Whichever method you chose should result in a description of the location, and Latitude and Longitude.

ADDING TEAM MEMBERS



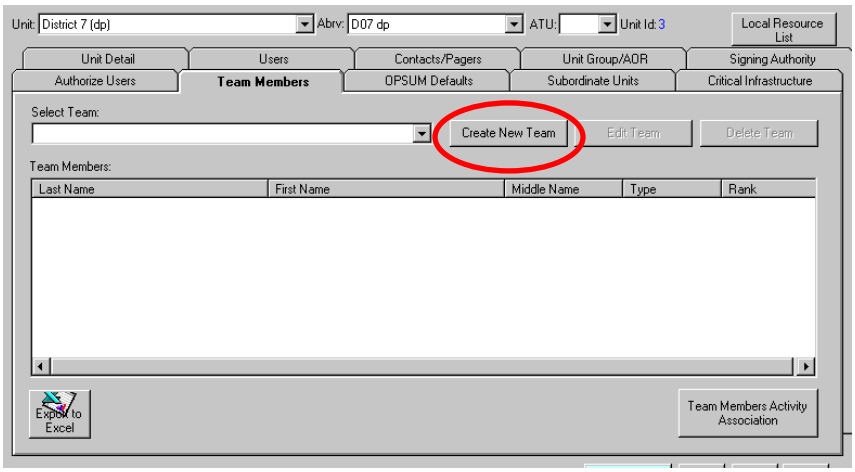
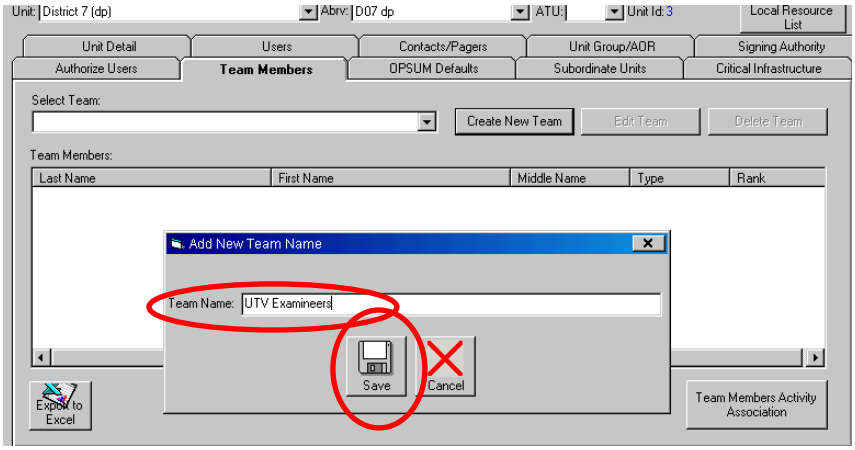
Select **Team Members**.

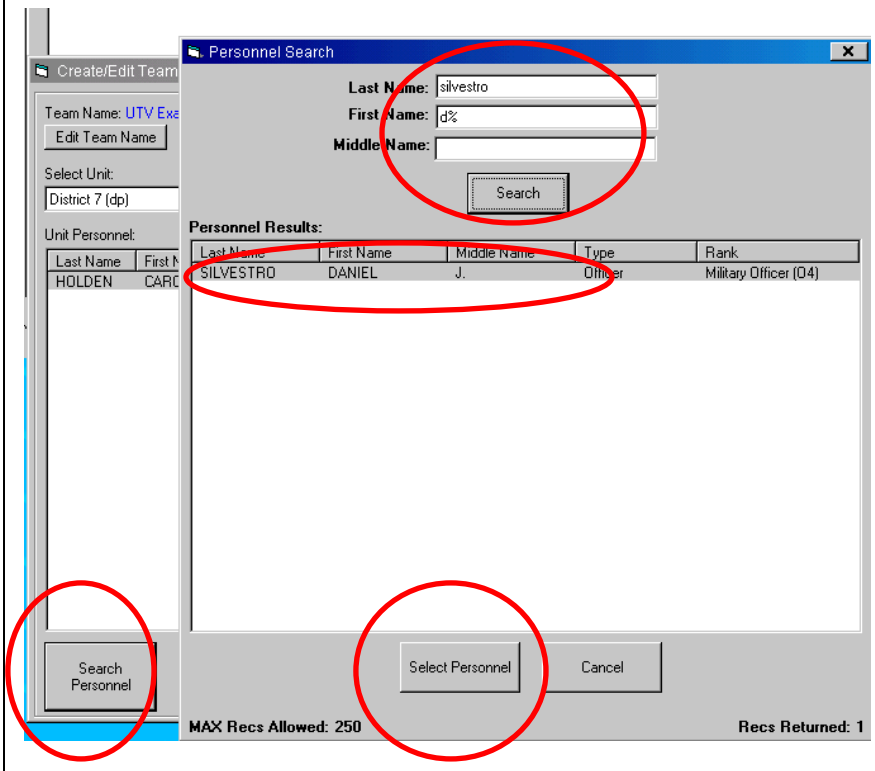


Select or create the team for this exam.

You can use a team previously created or you can create a new team.

Select **Create/Edit Team**.

	Select **Create New Team**.
	Name the team. **Save**.



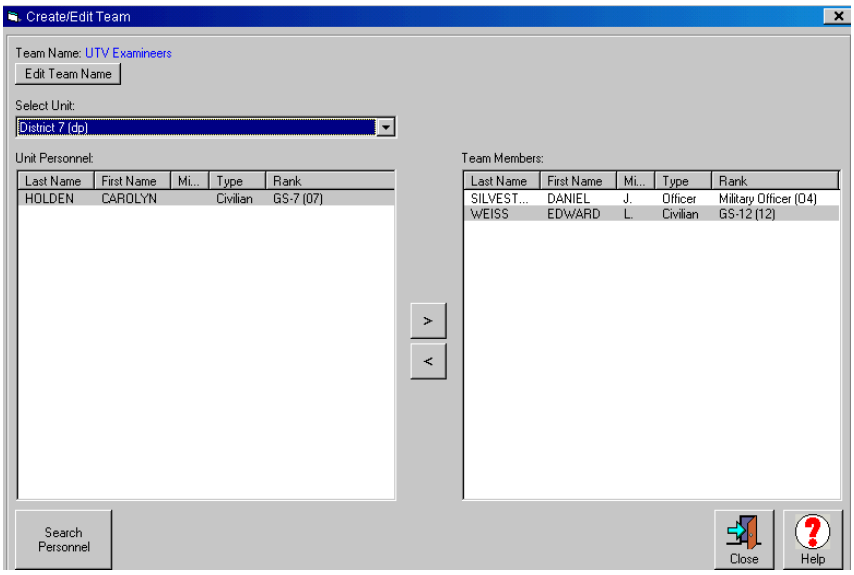
Select **Search Personnel**.

Fill information on persons to add to the team.

Search.

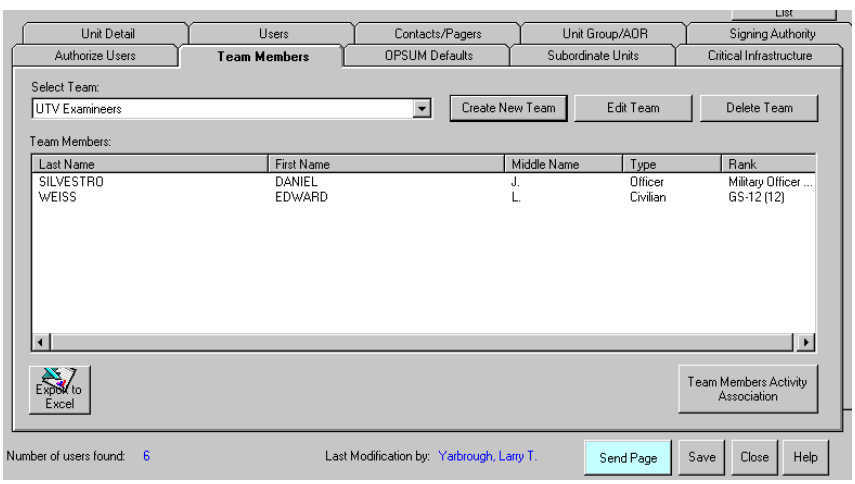
Highlight the correct person.

Use the **Select Personnel button**.



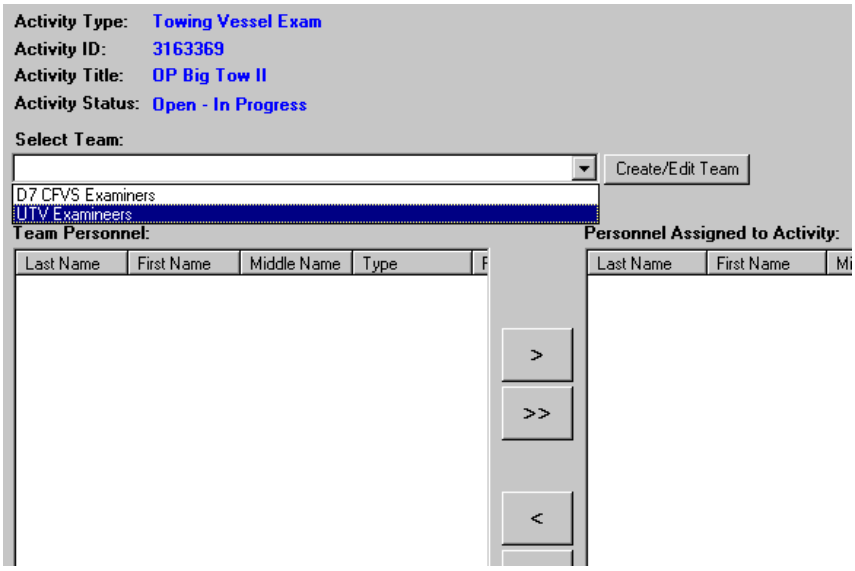
Continue this process until the team is complete.

Select **Close**.



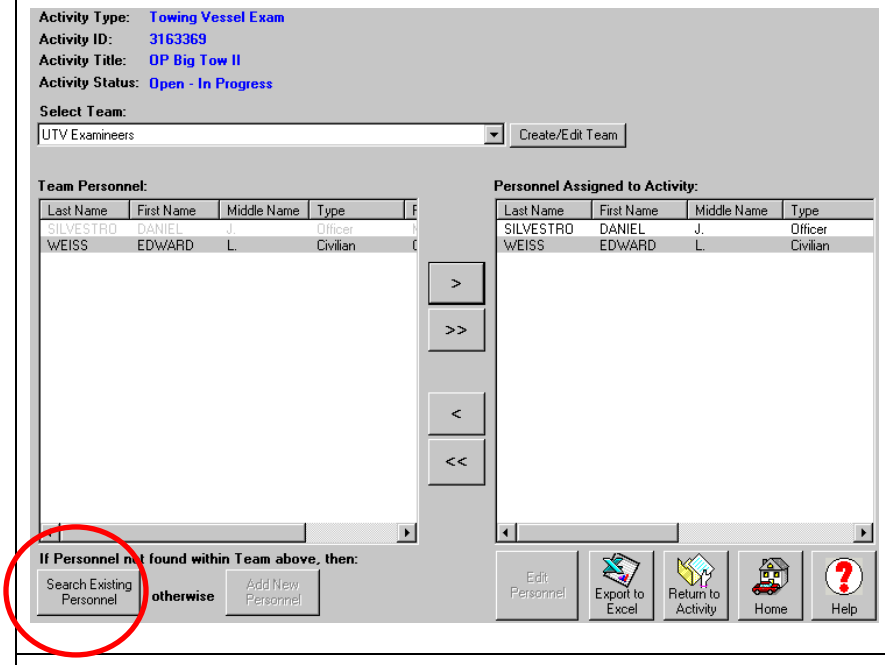
Save

Close



Select the desired team for the pull down list.

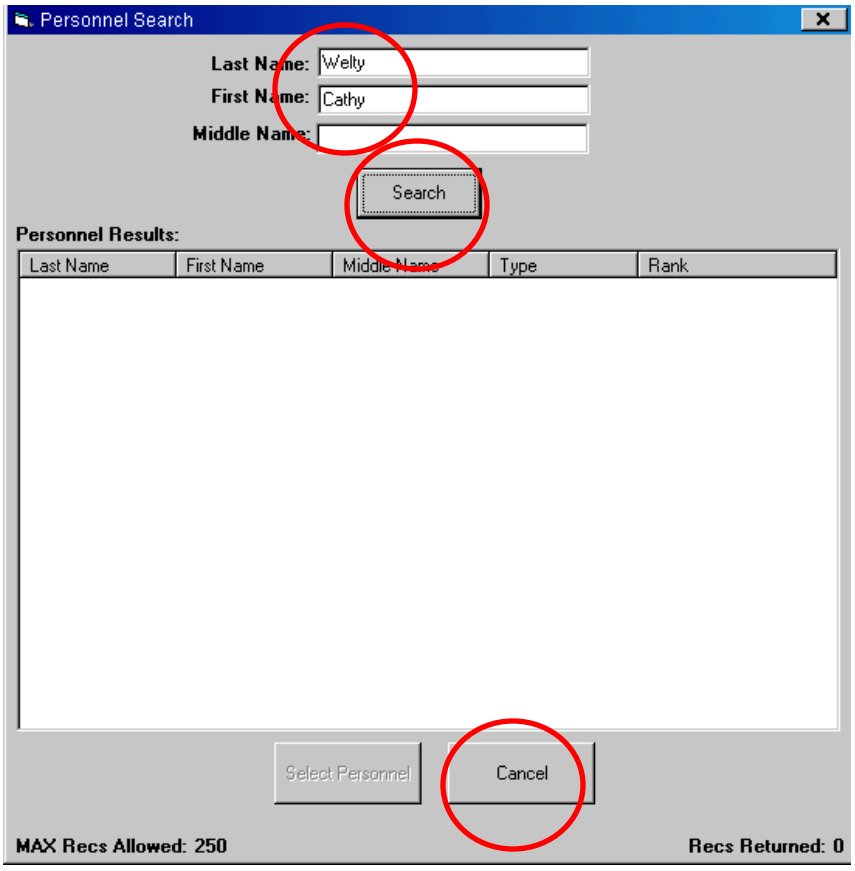
A unit can create as many different teams as needed.



Use the arrow buttons to select one or all until the Personnel Assigned to Activity reflects the persons involved.

If you need to add persons not in the team, select **Search Existing Personnel**.

Select **Return to Activity**.

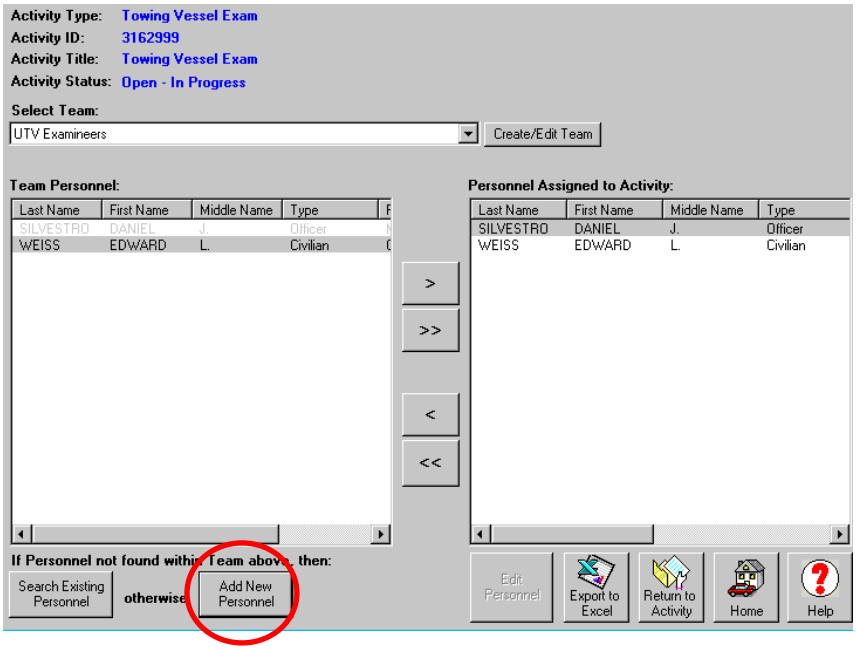


Fill in the name of the person you wish to add.

Select **Search**.

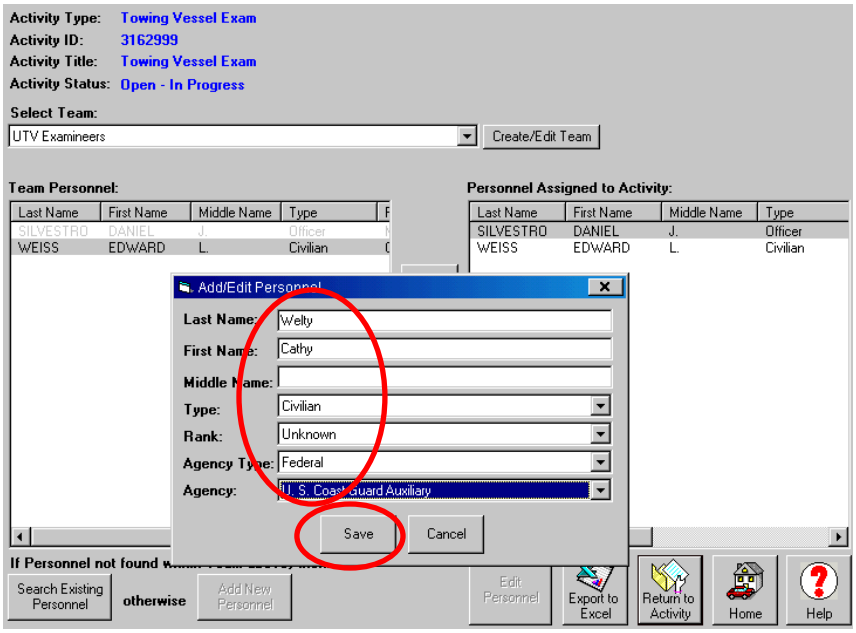
In this case you received a 'Rec Returned: 0'; the person is not in the data base.

Select **Cancel**.



The Add New Personal radio button is now active.

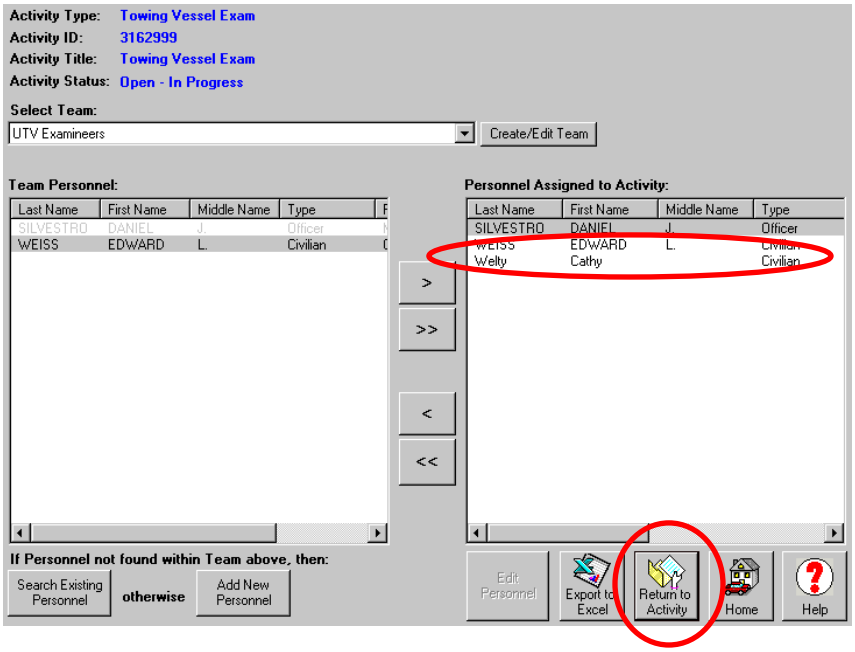
Select **Add New Personnel**.



Fill in the **Name** of the person you are adding.

From the pull down lists select **Type, Rank, Agency Type, and Agency**.

Select **Save**.

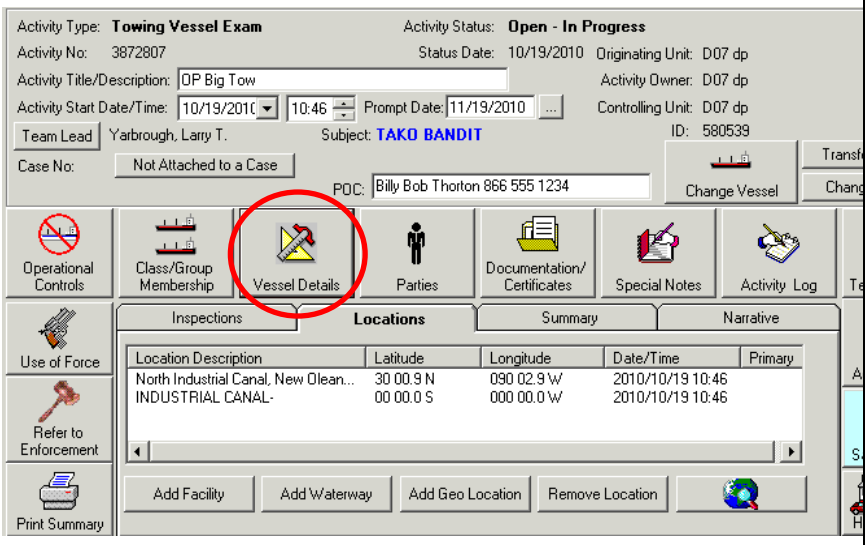


The Aux member that you added now appears on the list of Personnel Assigned to Activity.

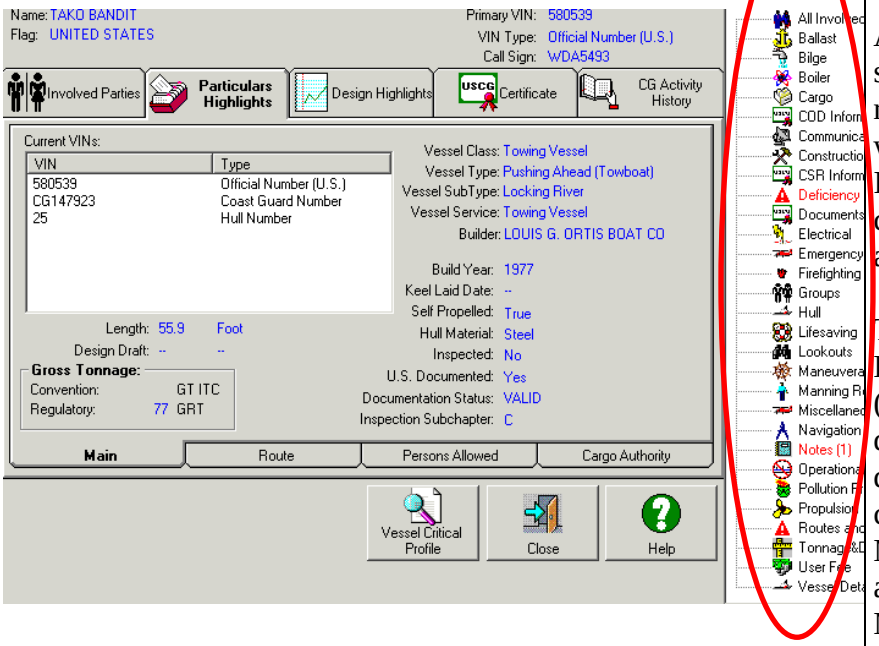
When all personnel have been added to the list, select **Return to Activity**.

More information of the Team Members function may be found in the MISLE Tutorials.

ENTERING VESSEL SPECIFICS



From the Towing Vessel Activity screen select the **Vessel Details** button in order to access the Vessel Description Summary screen.



At the vessel description summary screen on the right-hand side is a legend with 30 vessel product sets. In each one of these you can update vessel specifics as needed.

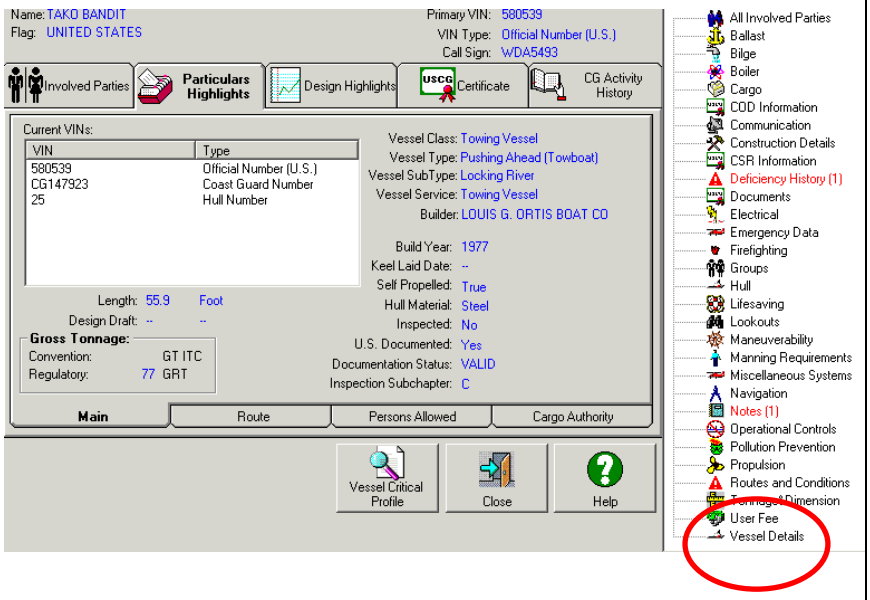
The cover for the UTV Examination Form 001 (6/09) has a list of all the data elements. All of these data elements shall be captured, verified in MISLE and if needed added or corrected in MISLE during the Exam entry.

As an example vessels hull color is different from what is in MISLE. You will need to update the Vessel Details.

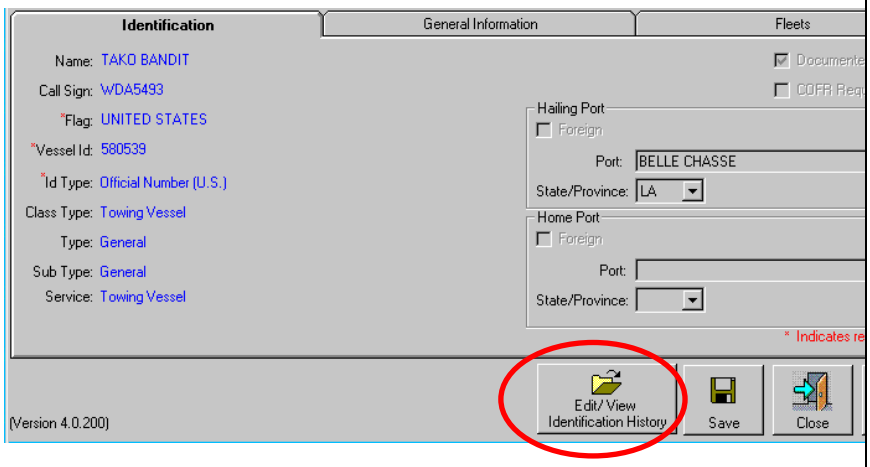
Additional data needed for each towing vessel as it applies;
EPIRB HexID, Lifesaving safety equipment, immersion suites, survival craft, MMSI number, location and number of fire hoses, location of fire pump, location and type of fire detection systems, capacity and type of fixed fire extinguishing system, location and type of fire extinguishers, Tank location, capacity and content.

The examiner should capture as much information as possible during the Safety Exam and enter new information or update existing information

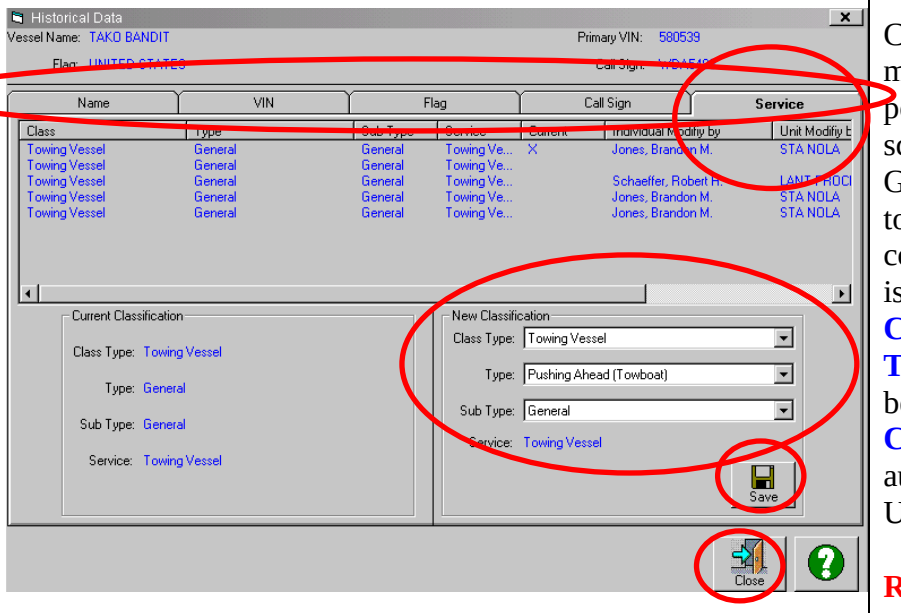
ENTERING VESSEL DETAILS



Select **Vessel Details**



Select **Edit/View Identification History**.

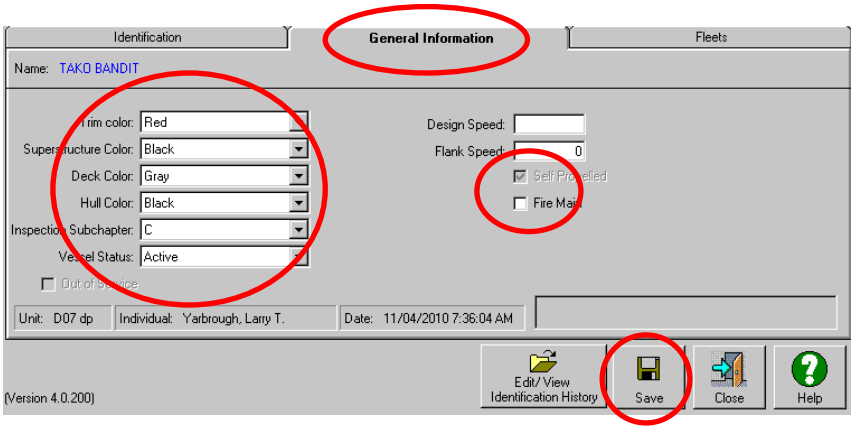


Correct as necessary as much information as possible in the Vessel Detail screen
Go through each Tab at look to see that the information is correct. All this information is important especially the **Class Type** through **Sub-Type**. These ultimately become search parameters. **Clicking** on the flag icon automatically fills in that the U.S. flagged.

Red asterisk's* indicate required fields.

Select **Save** after correcting each Tab.

Select **Close** after you have gone through all of the Tabs.



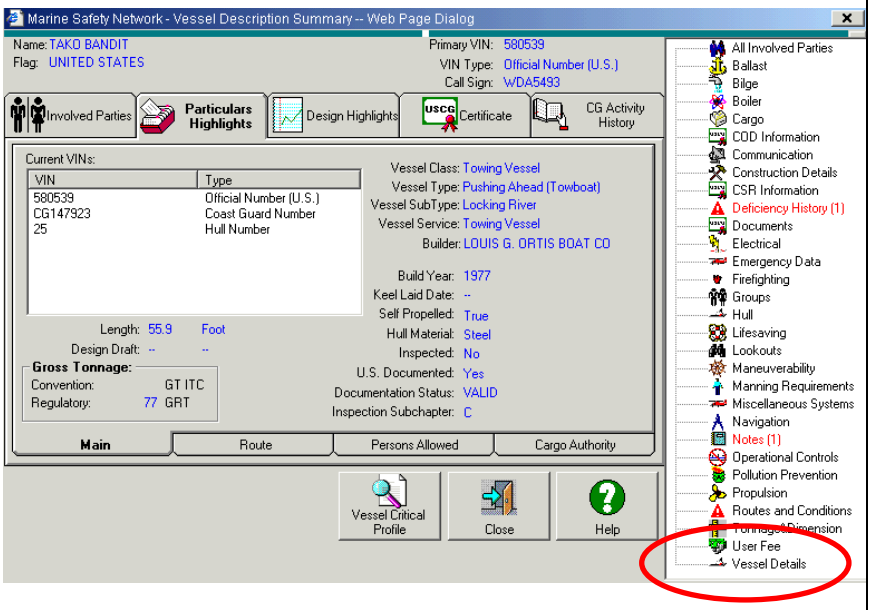
Click on the **General Information** tab.
You should completely fill out the vessel description section and the **Vessel Status** which should be Active.

The **Inspection Subchapter** should be: **C** and the **Self Propelled** box should be checked.

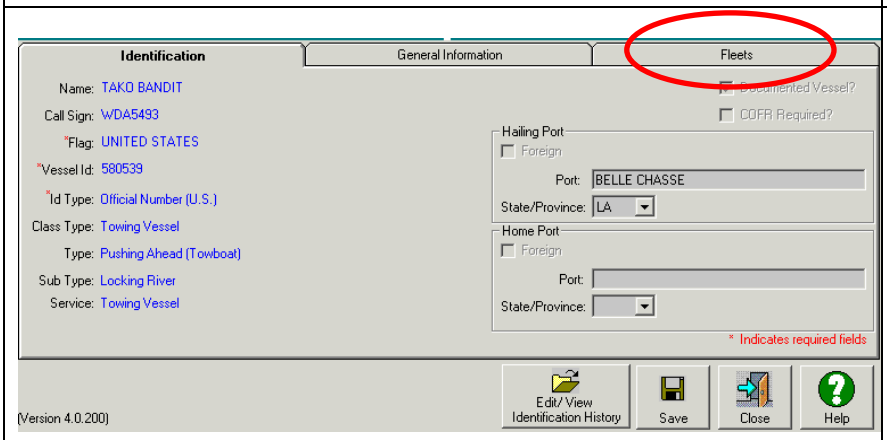
Leave Design Speed and Flank Speed blank unless known. **Fire Main**; click yes if vessel has a fire main.

Select **Save**.

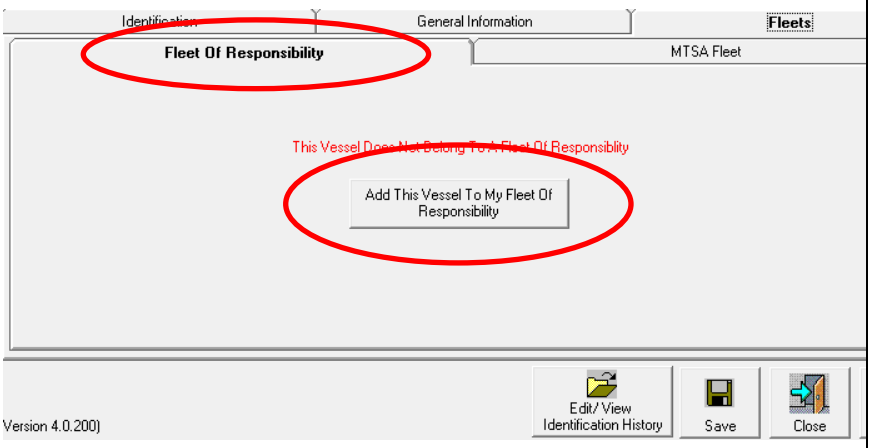
ASSIGNING FLEET OF RESPONSIBILITY



This function assigns each vessel to the Fleet of Responsibility of a Sector. From the vessel description summary page select **Vessel Details** on the right lower side.

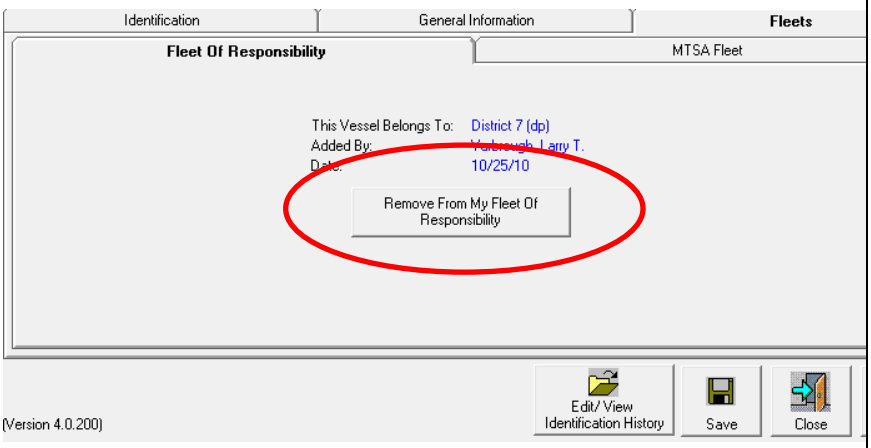


When the vessels detail page comes up select the **Fleets** tab.

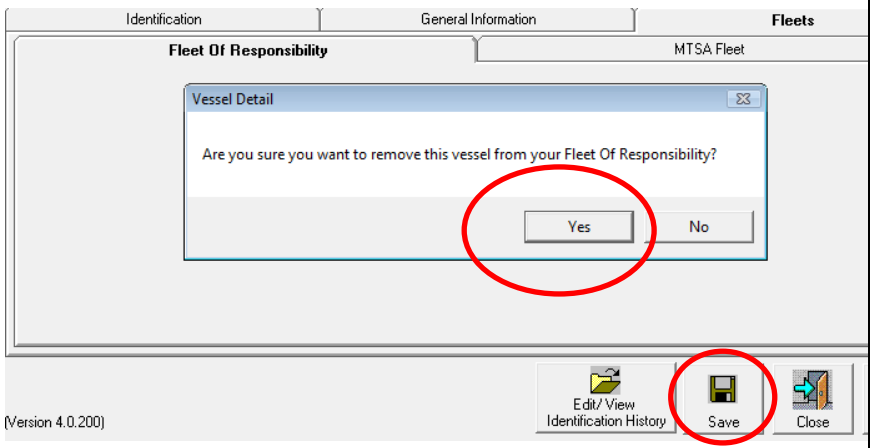


Select the **Fleet of Responsibility** tab. Select the **Add This Vessel to My Fleet of Responsibility** button. You have now assigned this vessel to your fleet of responsibility. This is different from your MTSA Fleet of responsibility but the procedure is the same.

If the vessel is assigned to another Sector's Fleet of Responsibility, and you need to add the Vessel to your Fleet of Responsibility due to a change in AOR; you must contact the other Sector and have them remove the vessel from their Fleet of Responsibility before you can add it to yours.



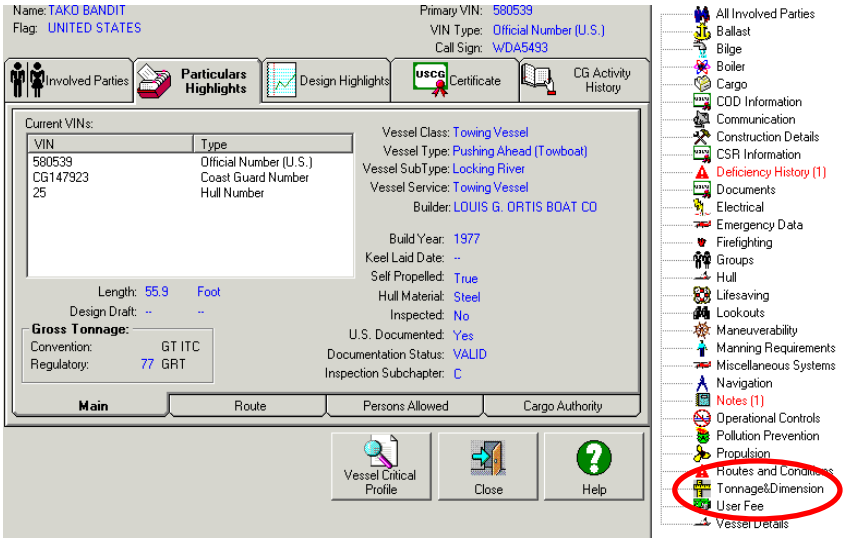
If you want to remove the vessel from your Fleet select the "**Remove From My Fleet Of Responsibility**" button.



If you want to remove the vessel from your fleet of responsibility click **Yes**.

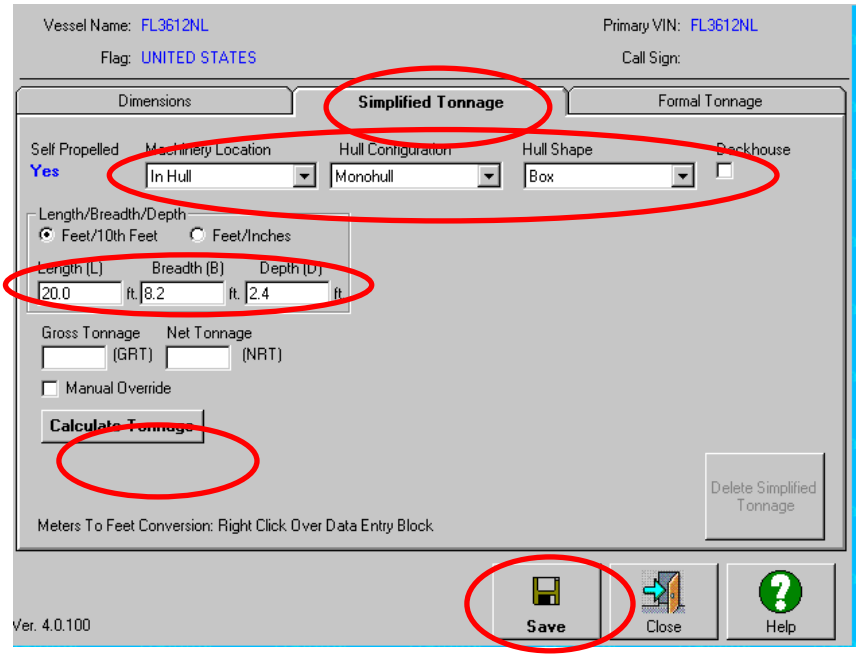
Select **Save**.

ENTERING VESSEL TONNAGE



Select **Tonnage & Dimensions** on the right side of the screen.

This will bring up the Vessel Dimensions page seen in the next screen.



For **Documented Vessels**

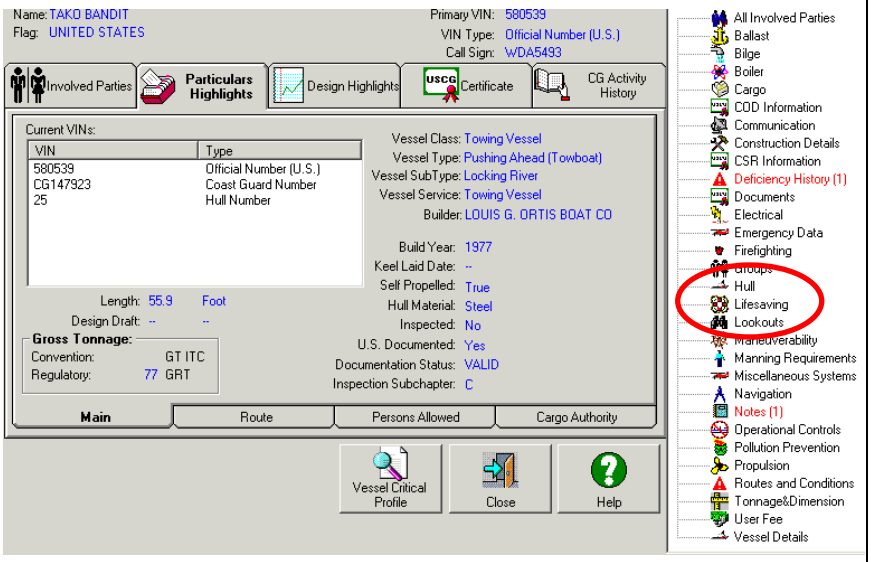
If you find a difference in Tonnage between the vessels COD and what is in MISLE, contact the Vessel Documentation Center.

For **State Registered Vessels**

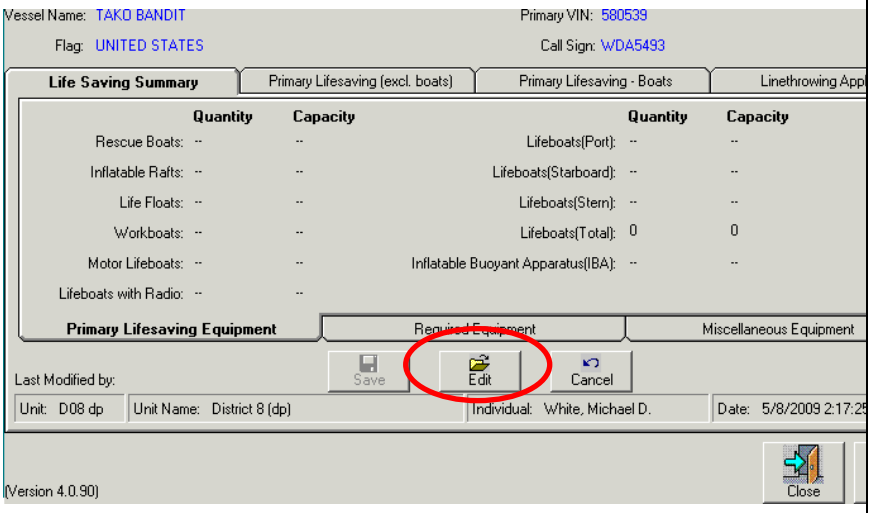
Under the simplified tonnage tab there are boxes to enter **Machinery Location, Hull Configuration, Hull Shape, Deckhouse, Length, Breath and Depth**. Enter the correct number, and select **Calculate Tonnage**.

Then click **Save**

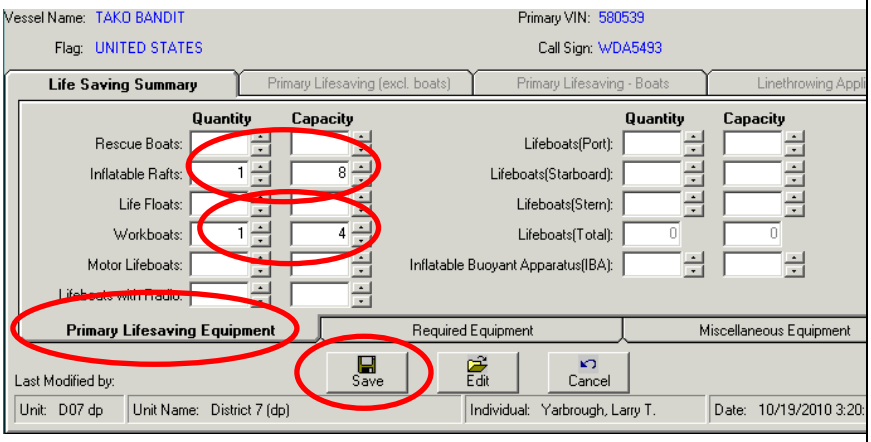
ENTERING LIFESAVING INFORMATION



Select **Lifesaving** from the right hand section of the screen.

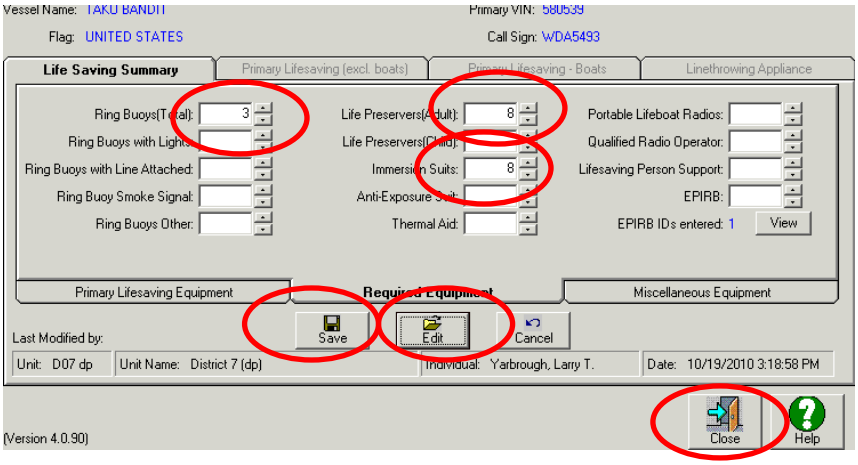


Select **Edit**.



On the **Primary Lifesaving Equipment** tab. Fill in the appropriate information in number of items and capacity.

Save.

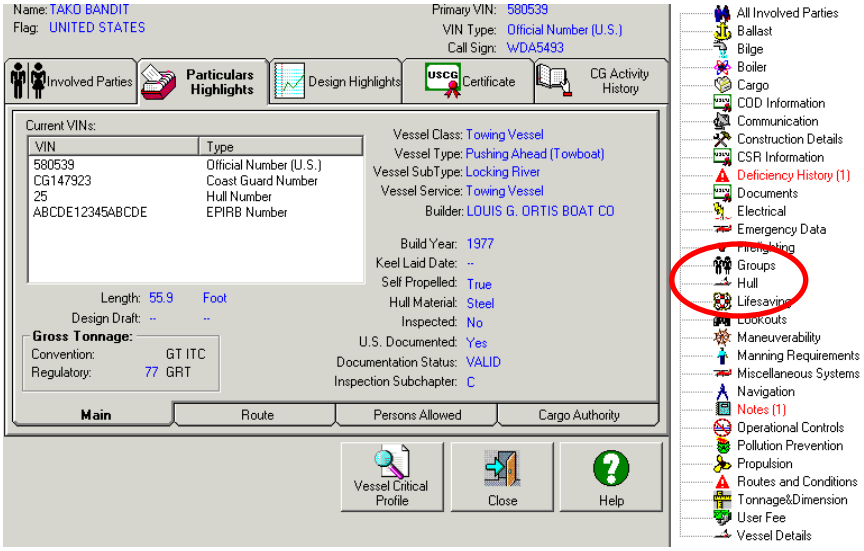


On the **Required Equipment** tab, select **Edit**. Then enter PFD, Ring Buoys, Immersion Suites, etc.

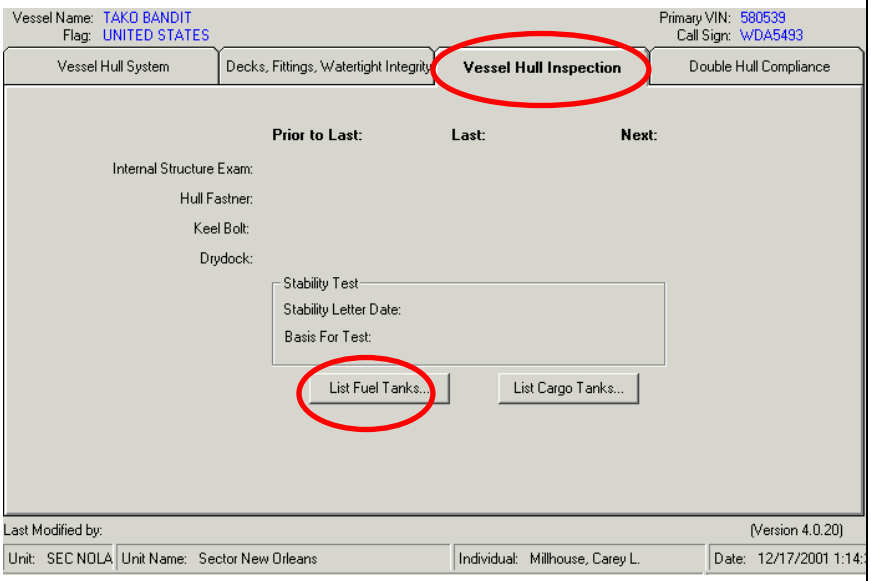
Save.

Close

ENTERING TANKAGE DETAILS

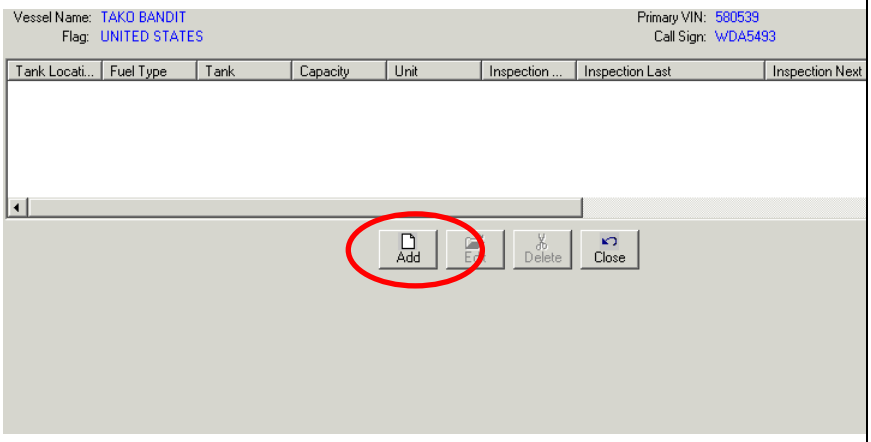


Select **Hull** from the right hand section of the screen.

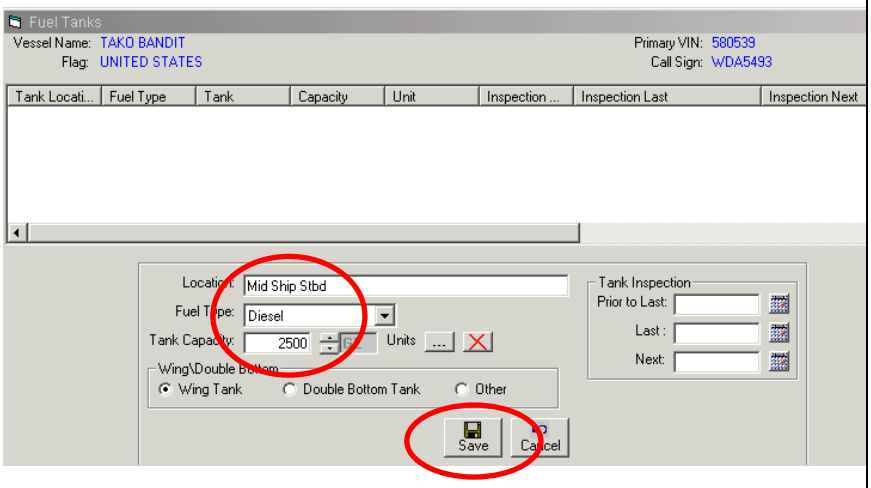


Select the **Vessel Hull Inspection** tab.

Select **List Fuel Tanks**.

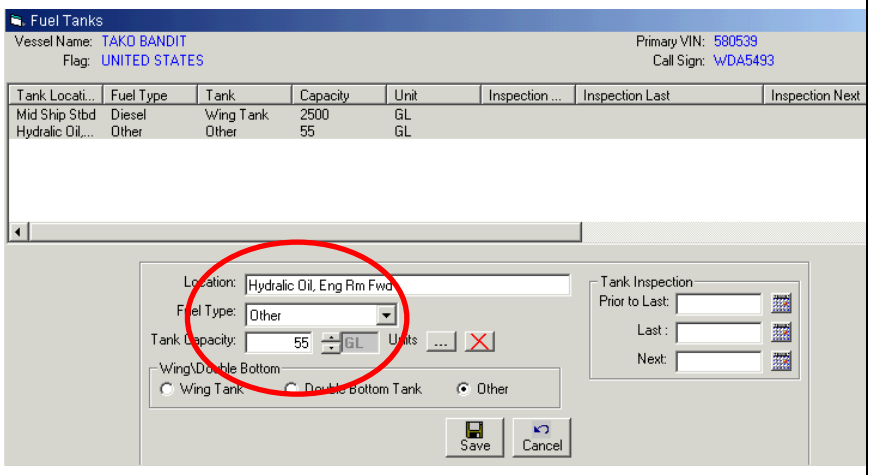


Select **Add**.



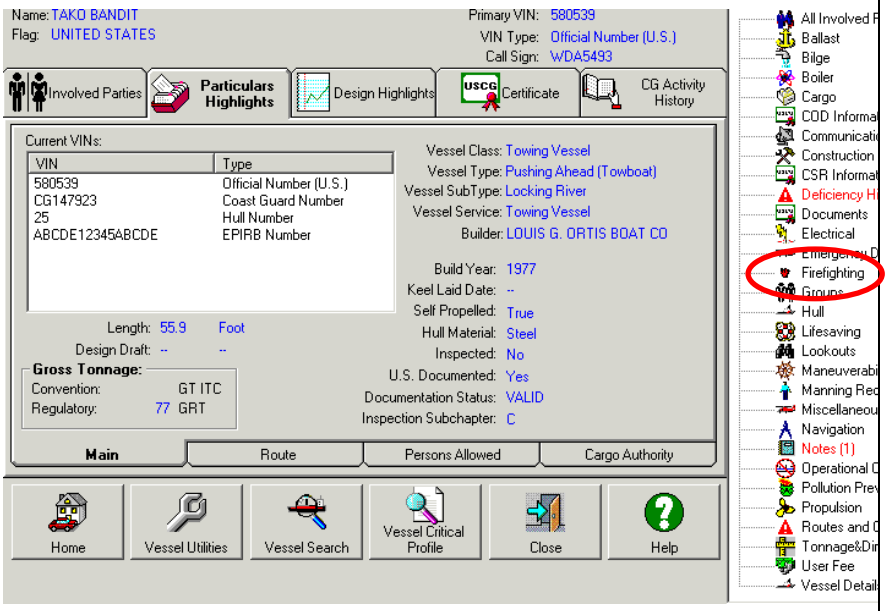
Fill in location, fuel type and capacity for each tank.

Select **Save** after entering the data on each tank.

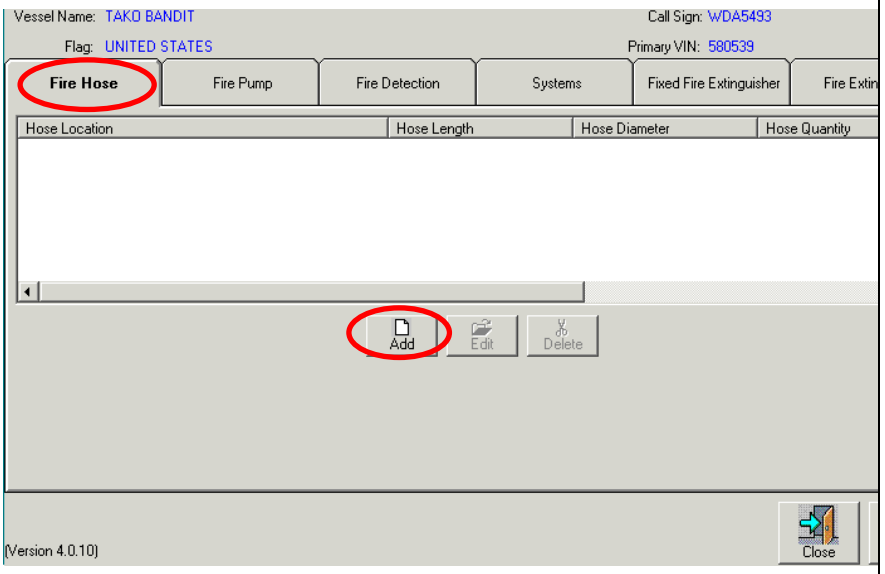


Continue to add all of the fuel, lube oil, and hydraulic oil tanks. Hydraulic oil is listed as other. Only list hydraulic oil if the capacity exceeds 50 gal.

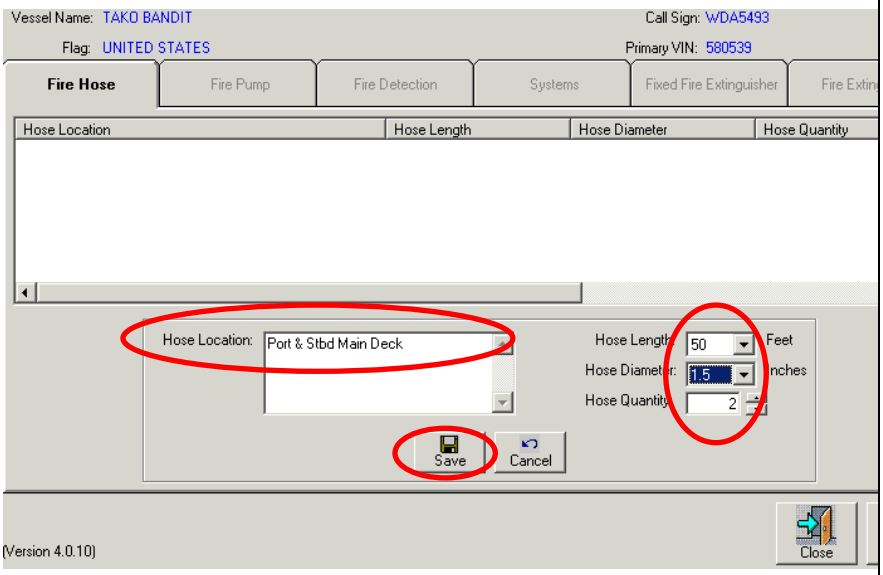
ENTERING FIREFIGHTING DATA



Select **Firefighting**.



Select **Fire Hose**.
Click **Add**.

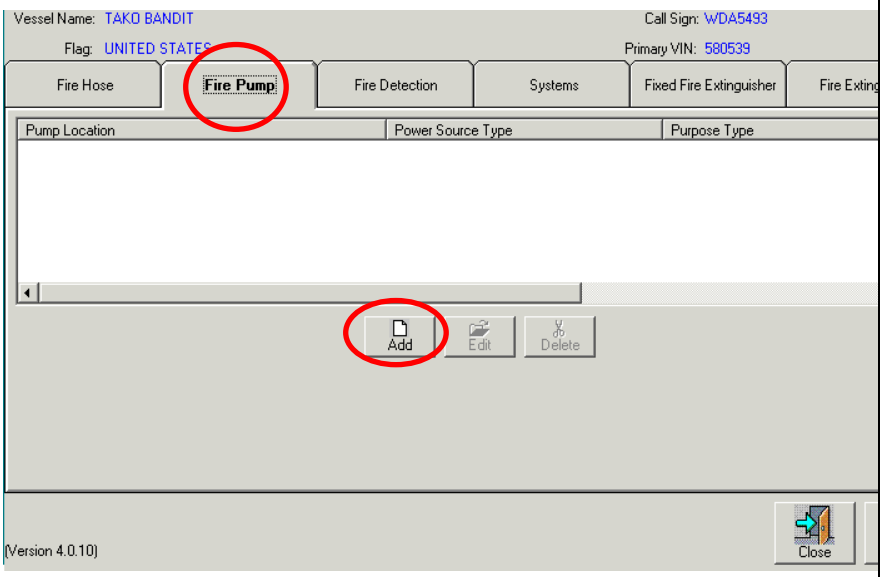


Fill in hose location(s).

Hose length, Hose Diameter and Number of Hoses.

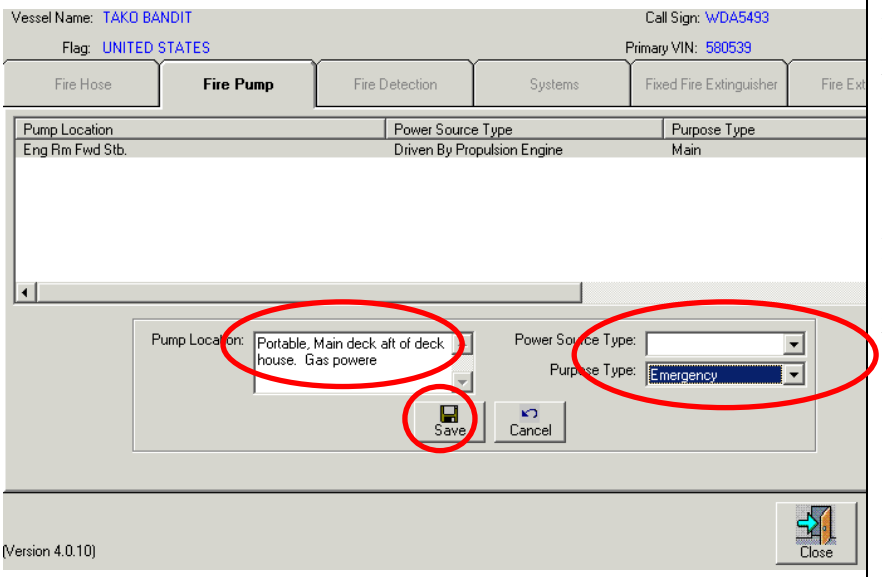
Repeat as necessary to document all fire hoses.

Save.



Select **Fire Pump**.

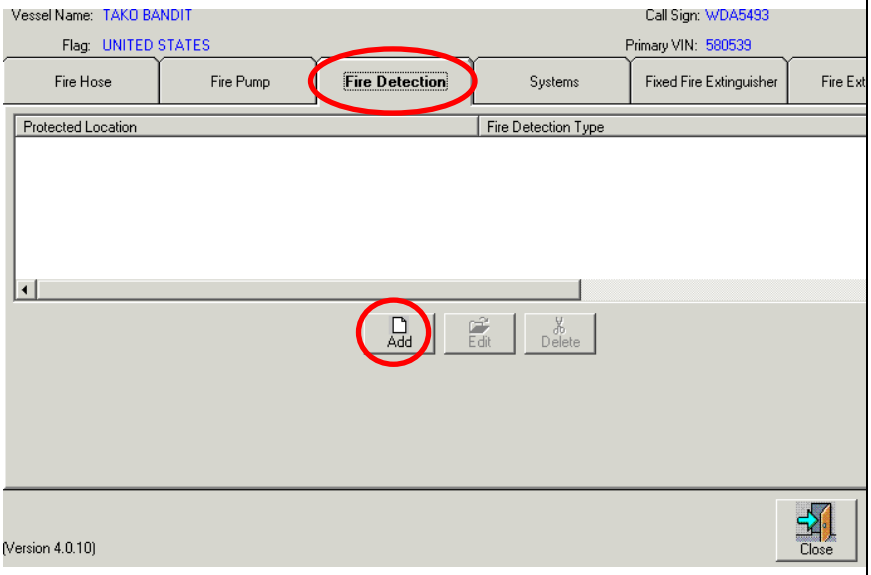
Select **Add**.



Fill in fire pump information. Including 'Power Source Type' and 'Purpose Type'

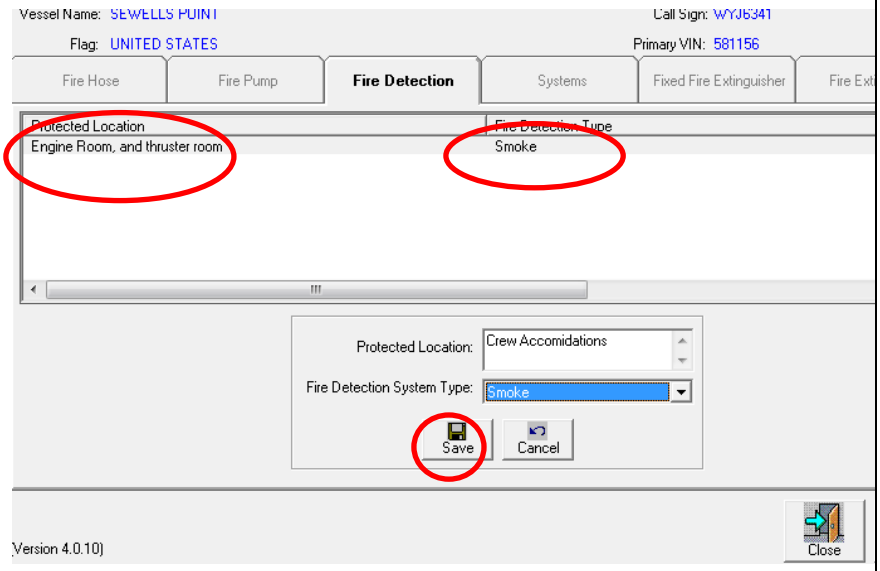
For portable pumps indicate 'portable and power source' in pump location.

Save.



Select **Fire Detection**.

Select **Add**.



Fill in each space covered by the Fire Detection system. And the kind of sensor used.

Only three categories of Fire Detection Sensor should be entered - **Temperature, Smoke or Flame.**

Save.

Fire Detection System Types

Flame Detectors – Optical type detectors that respond to ultraviolet or infrared light emitted from open flaming. Do not respond to heat or smoke. Not typically found on towing vessels.

Fusible Detectors– A type of heat detector which activates when a part of the detector melts and falls away. Must be replaced with a new detector after activation.

Ionization detector – One of two common type of smoke detectors. Uses a radioactive source to measure changes in current flow when smoke particles enter the sensing chamber.

Manual – Manual pull station

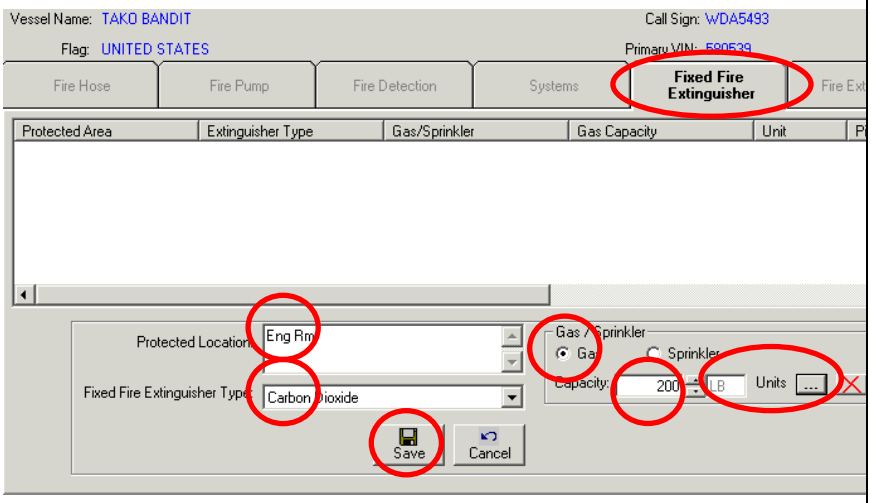
Photoelectric – The other type of common smoke detectors. Uses a light beam to sense the presence of smoke.

Rate of Rise – A type of heat detector that alarms if the temperature rise exceeds a preset rate. Self resetting.

Smoke – Common smoke detector

Smoke/CO2 – A mechanical smoke accumulator that is connected to a fixed CO2 extinguishing system discharge pipe

Temperature – A heat detector that alarms when the temperature of the element exceeds a fixed temperature. These detectors reset after activation and do not need to be replaced



Select **Fixed Fire Extinguisher** if the vessel has one.

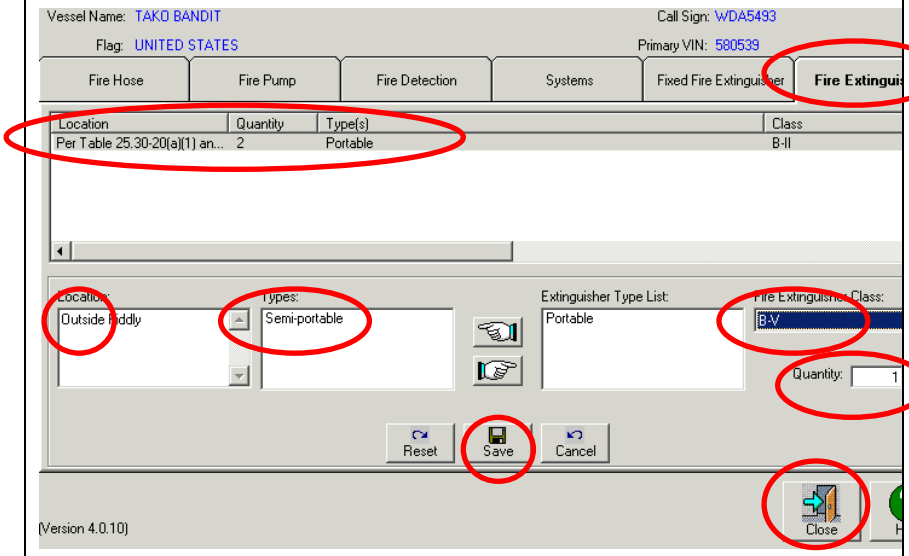
Fill in location.

Extinguishing agent.

Gass or Sprinkler.

Capacity, and units.

Save.



Select **Fire Extinguisher** tab.

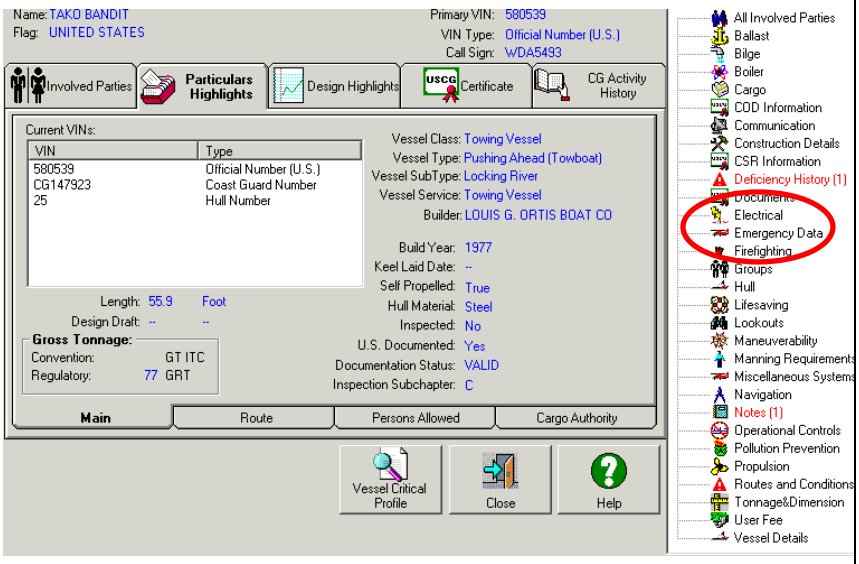
Select Add.

List all required extinguishers, do not include excess equipment carried at the option of the boat.

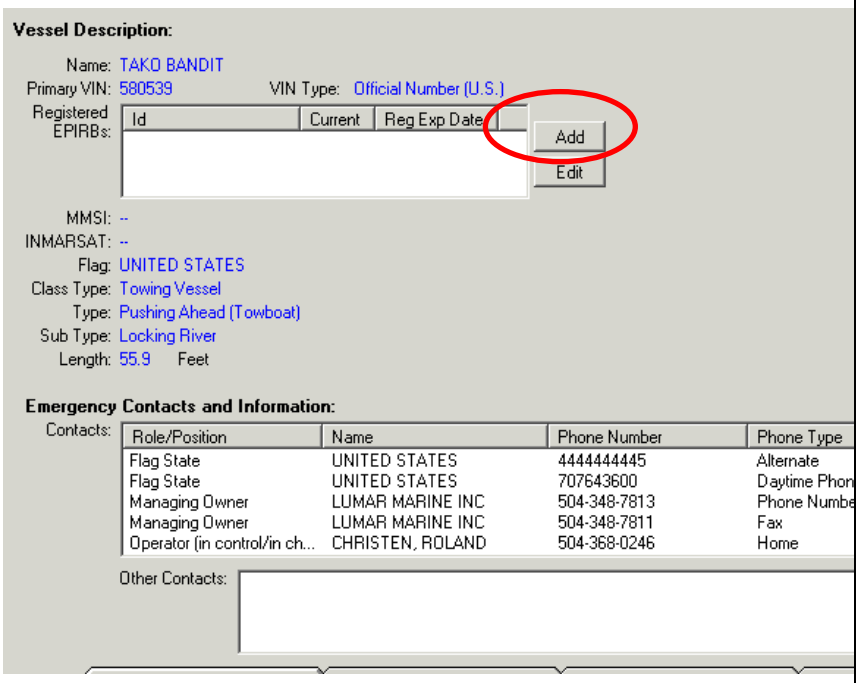
Select **Save**.

Selcet **Close**.

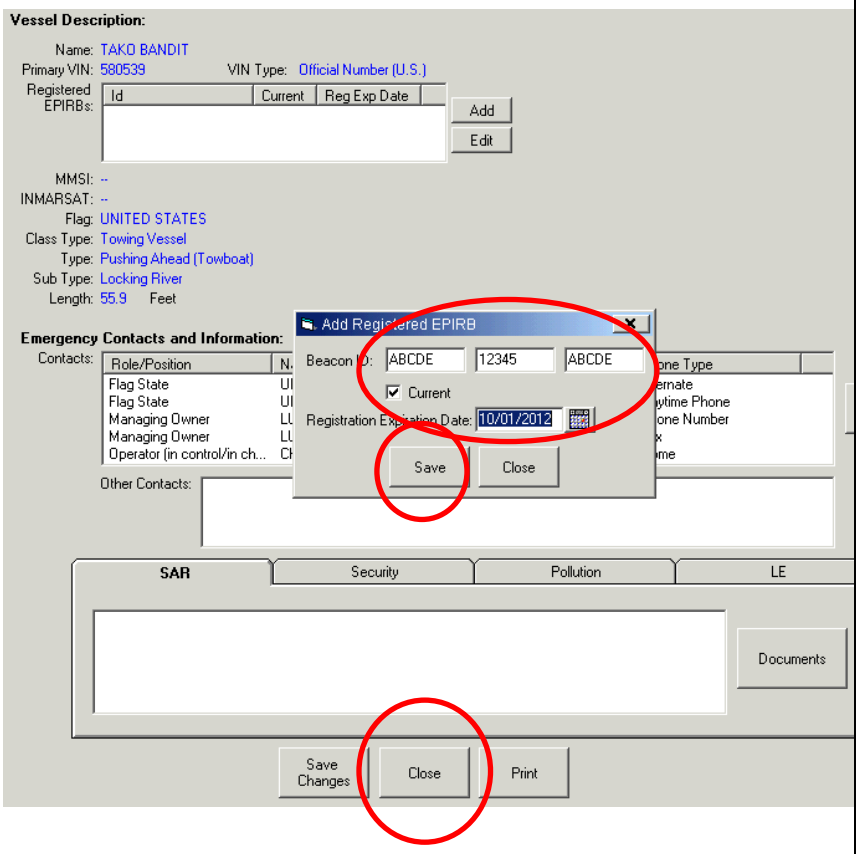
ENTERING EPIRB INFORMATION



Select **Emergency Data** from the right hand section of the screen.



Select **Add**.

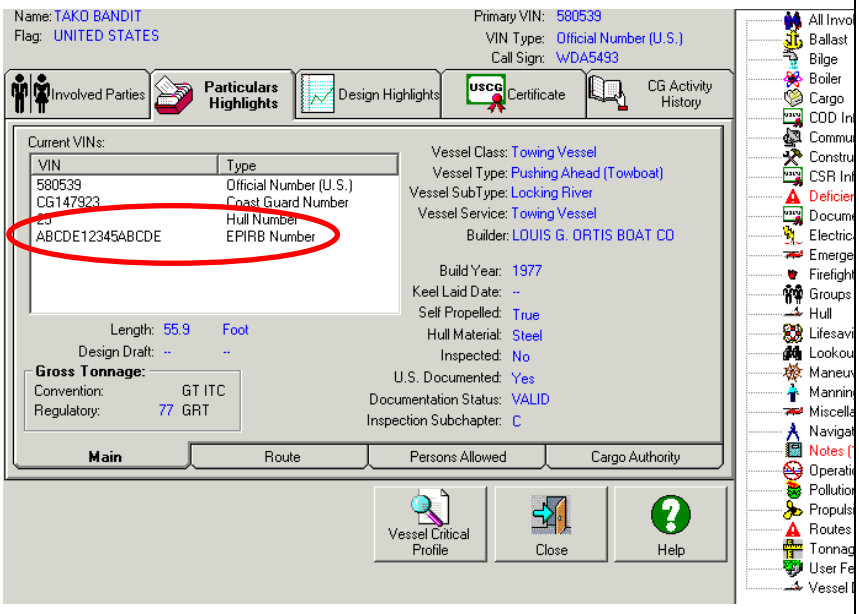


Enter the 15 character HexID of the EPIRB. (These will be numbers 0-9 and/or letters A to F.)

Enter the Registration Expiration Date from the NOAA sticker on the EPIRB.

Select **Save**.

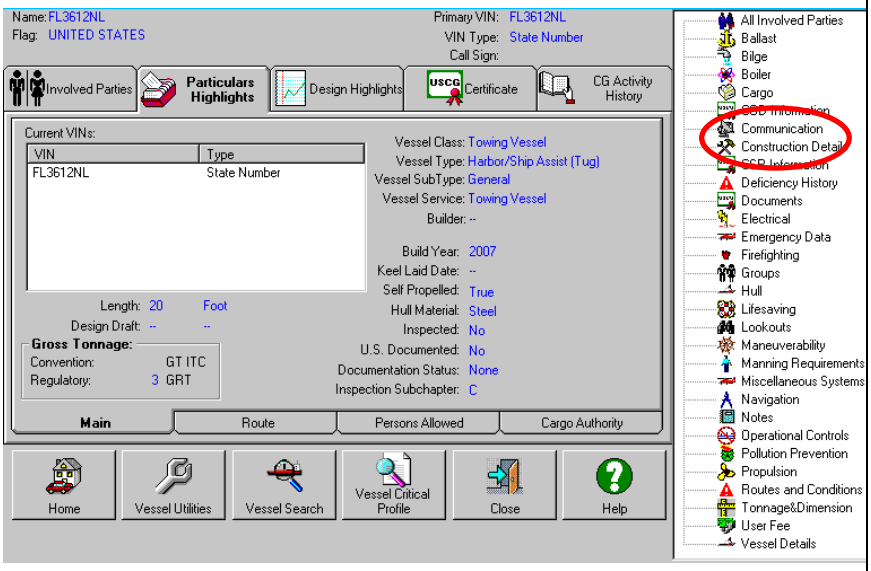
Select **Save Changes** and **Close**.



Note that the EPIRB information now displays on **the Vessel Description Summary** page.

This will be a major assistance to SAR Controllers if the EPIRB every activated.

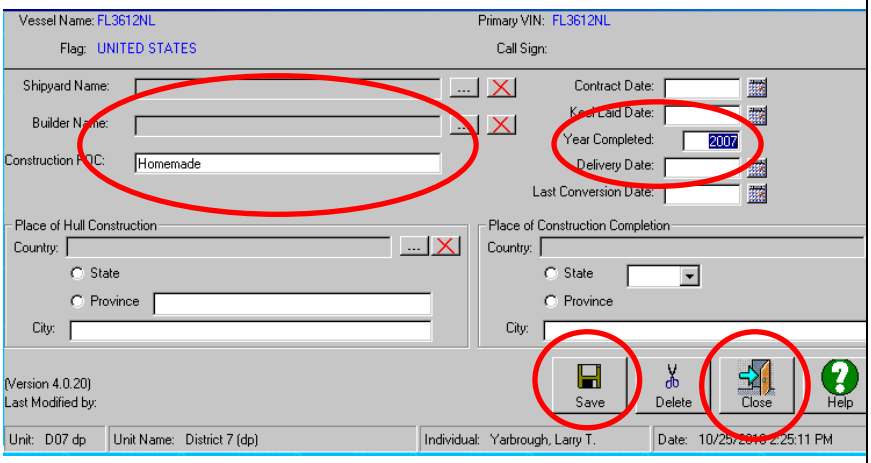
ENTERING CONSTRUCTION DETAILS



State Registered Vessels will need information entered.

This information may need some corrections if it is a Documented Vessel.

Select **Construction Details**.



Enter **Year Completed** from the VIS data.

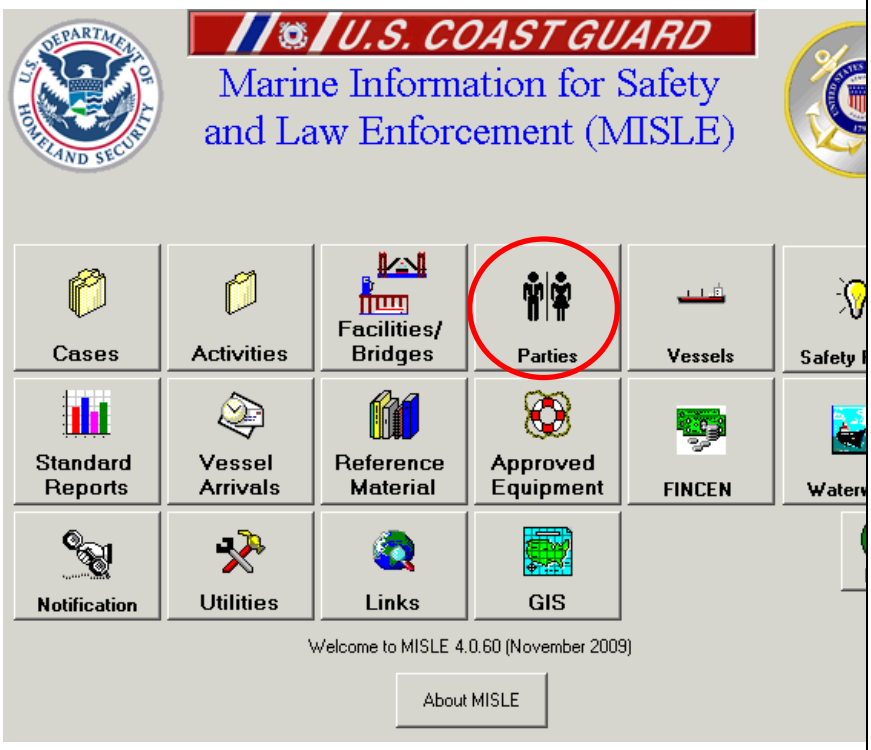
If **Builder** is known, select and enter, if Homemade enter that in **Construction POC**.

Complete any of the other data fields that you have seen documentation to support.

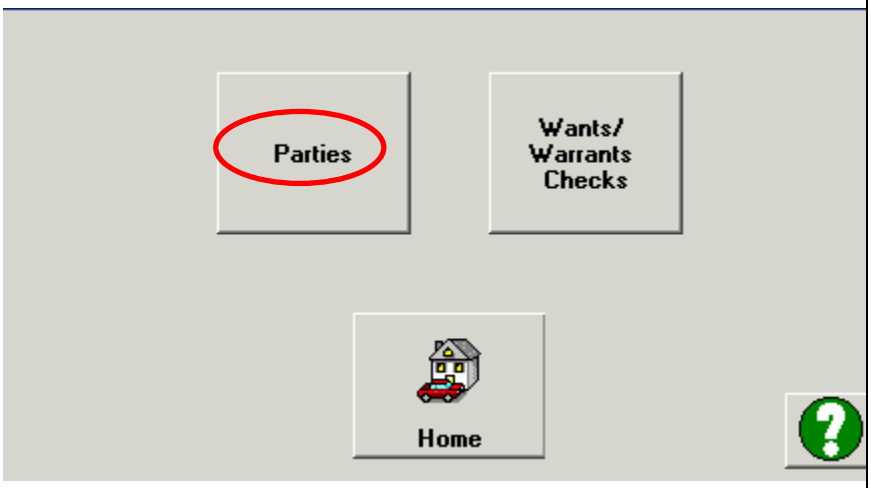
Select **Save**.

Select **Close**.

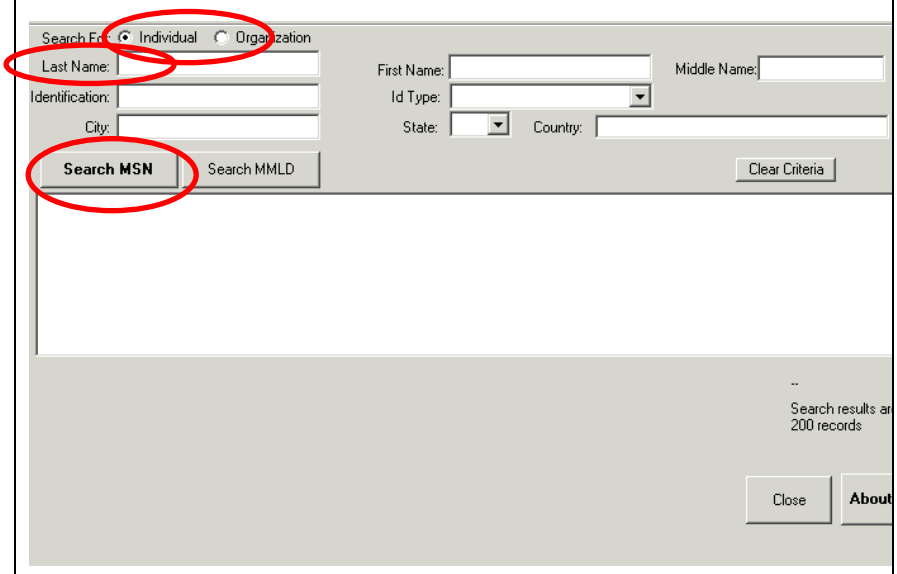
CREATING A VESSEL ORGANIZATION



From the Main Menu screen select **Parties**.



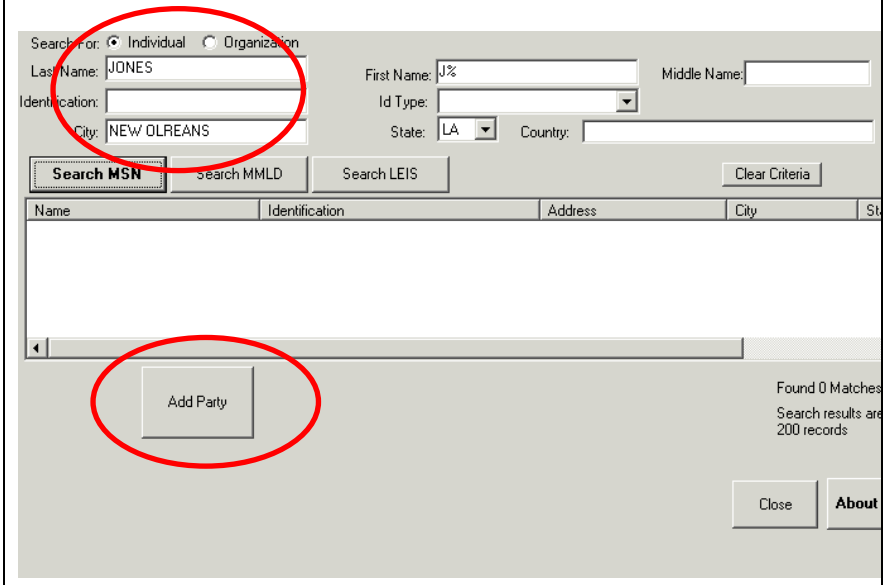
Again, select **Parties**.



Select I**ndividual** or **Organization**.

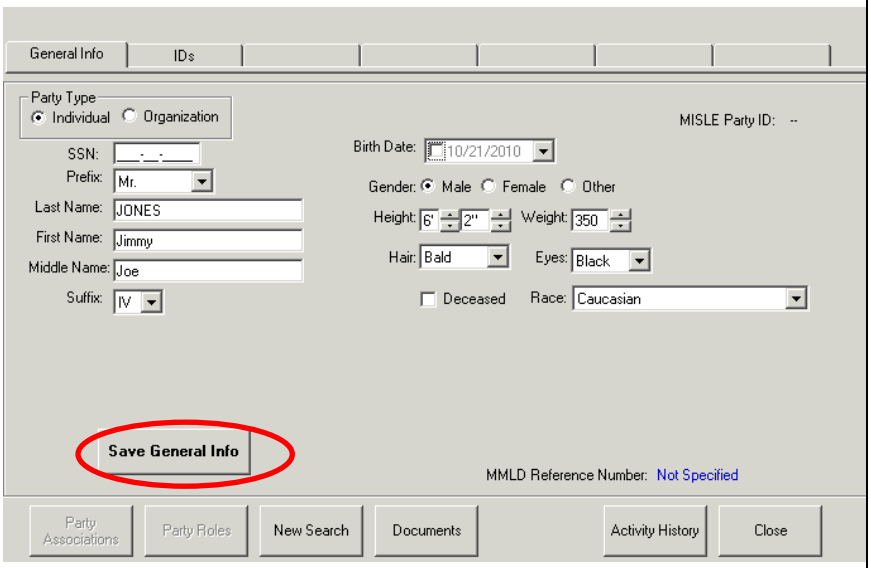
Enter the person or organizations full name if possible. The % sign can be used for wildcard searches. You should then enter any other pertinent information such as State, city

Click on **Search MSN**



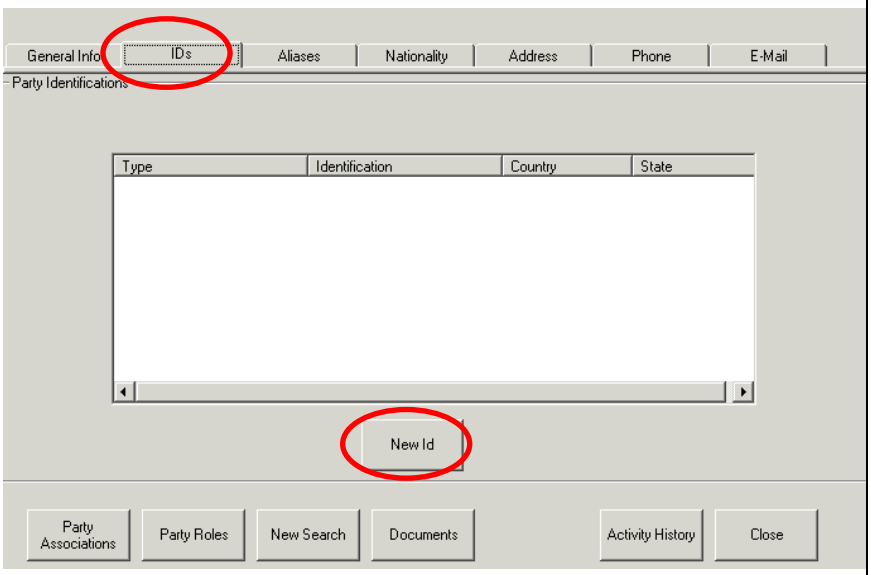
Depending on the type of search and information used you may get a perfect match or many matches. Examiners should make sure that the party/organization is not in the system before adding them. This is a time consuming task but necessary to prevent multiple entries.

Once you have verified that the person or organization is not in the database click on **Add Party**.



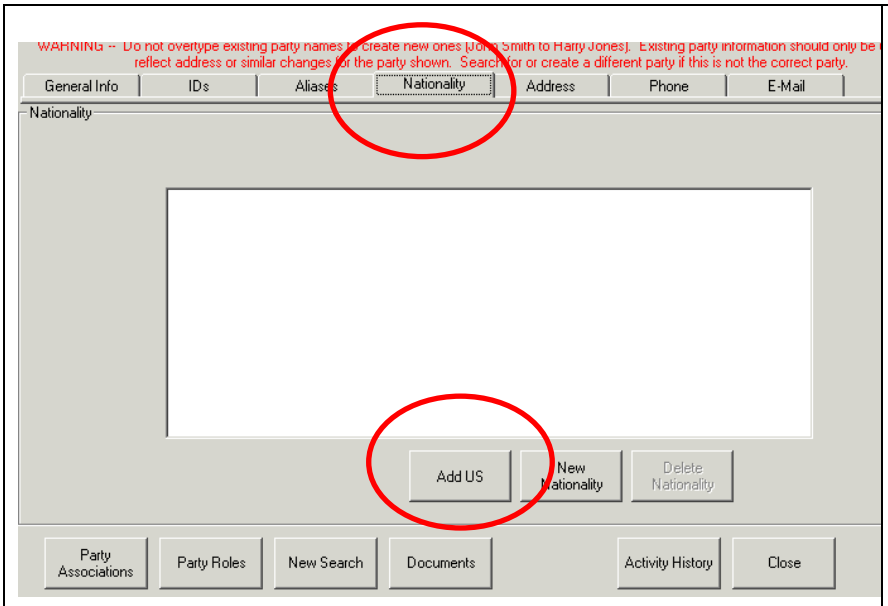
Fill in as much information as you can on the individual or Organization.

Click on **Save General Info**.

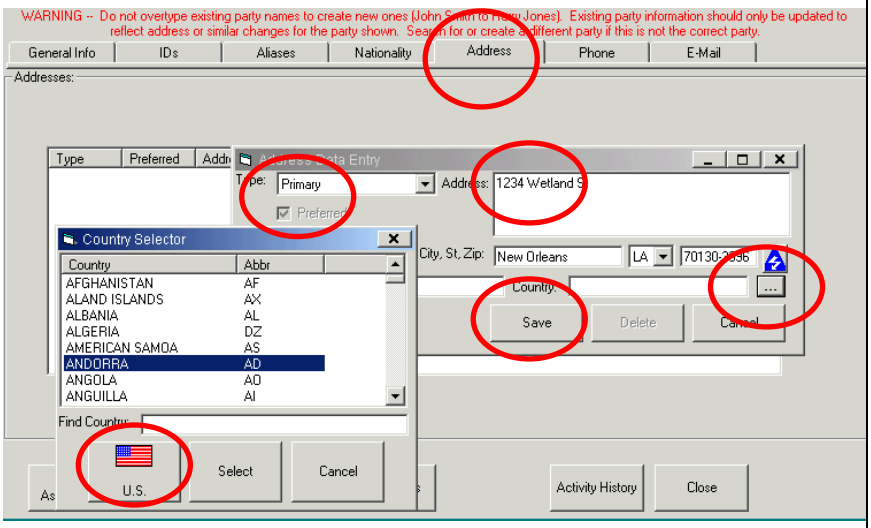


Select the **ID** tab. This is where you enter detailed ID information such as Driver License number, MMD number, Passport, Visa number, TWIC Card, etc.

You can enter as many ID types as needed.



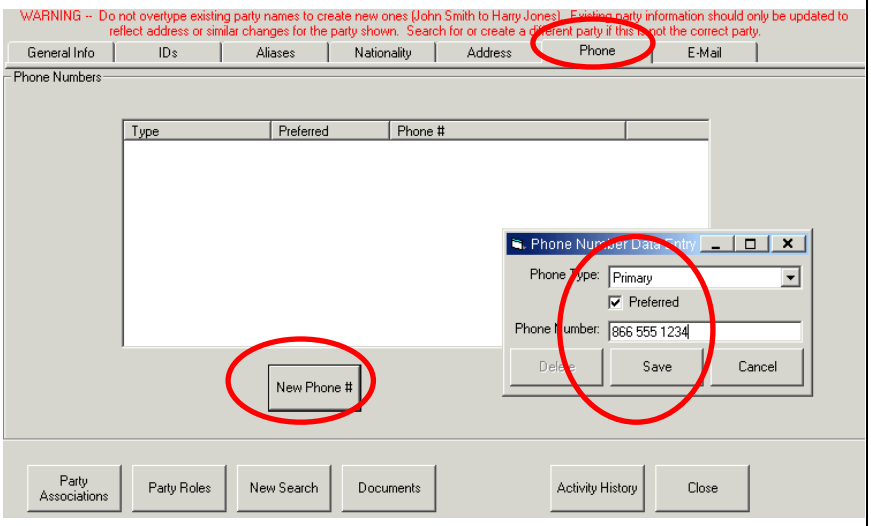
Click on the **Nationality** tab. If it is U.S. click on **Add US**. If it is other than U.S. then click on **New Nationality** and select the correct nationality.



Select the **Address** tab. Select **New**. Using the **Type** pick list select the best choices to describe the persons contact info and relationship to the vessel.

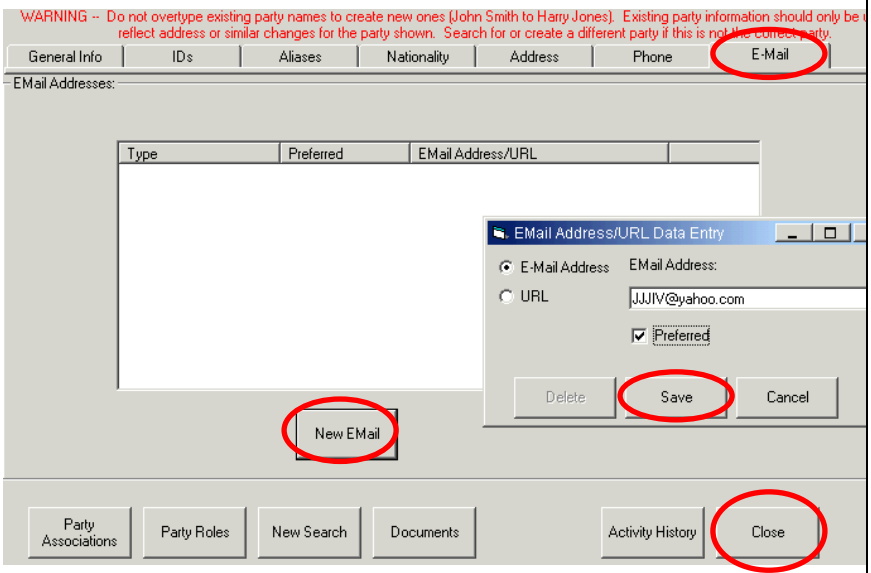
Fill in the address. Select the **Country Selector**. Then select **U.S.** or the appropriate country.

Click on **Save**.



Select the **Phone** tab. Using the pick list enter as many contact phone numbers as the party is willing to provide. Keeping in mind we may need to contact the vessel after hours.

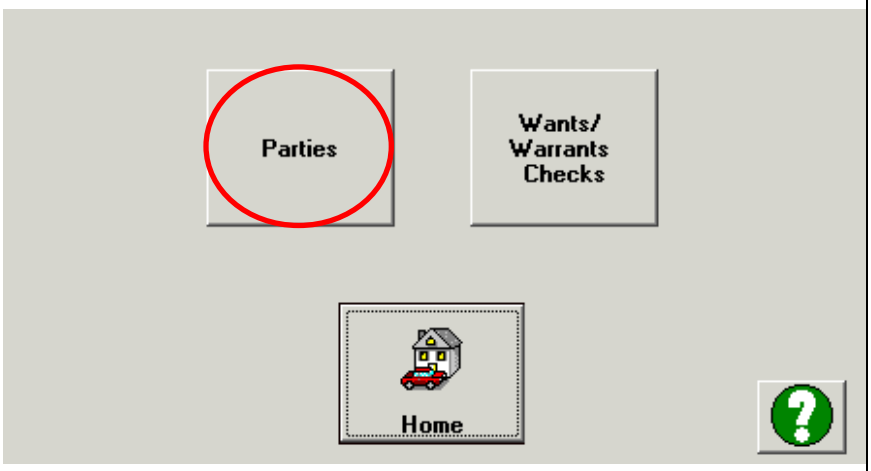
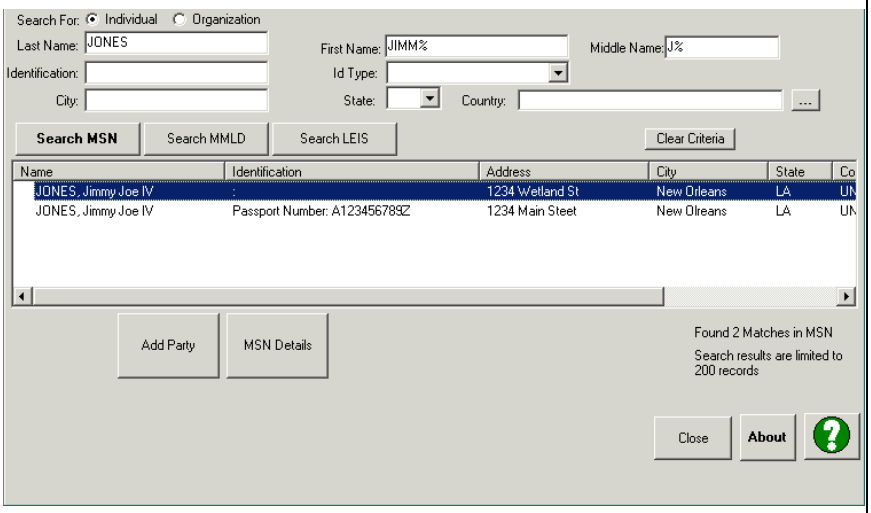
Click on **Save**.



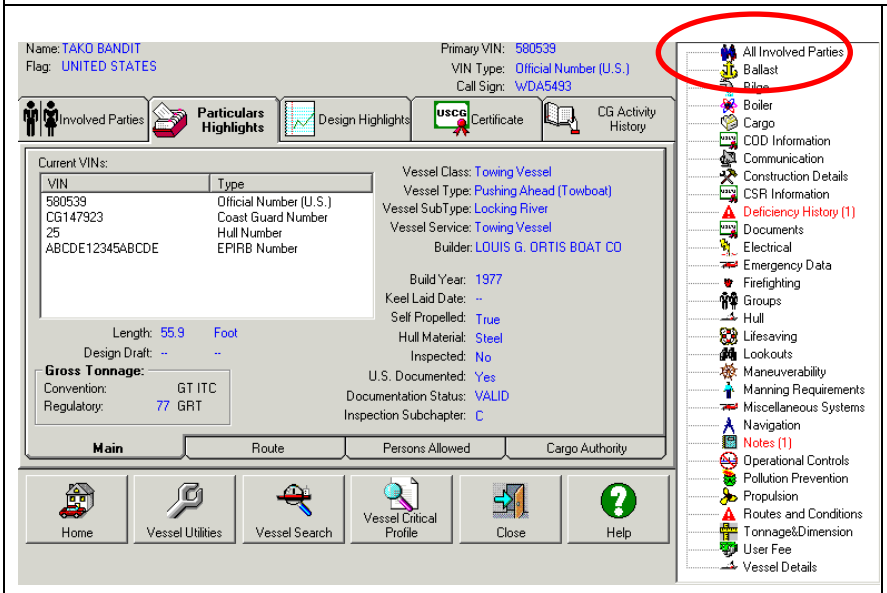
Click on the Email tab. You can also add a contacts email address or web page.

Click on **New Email** and select **URL or E-mail Address**. Enter the address and click on **Save**.

Close.

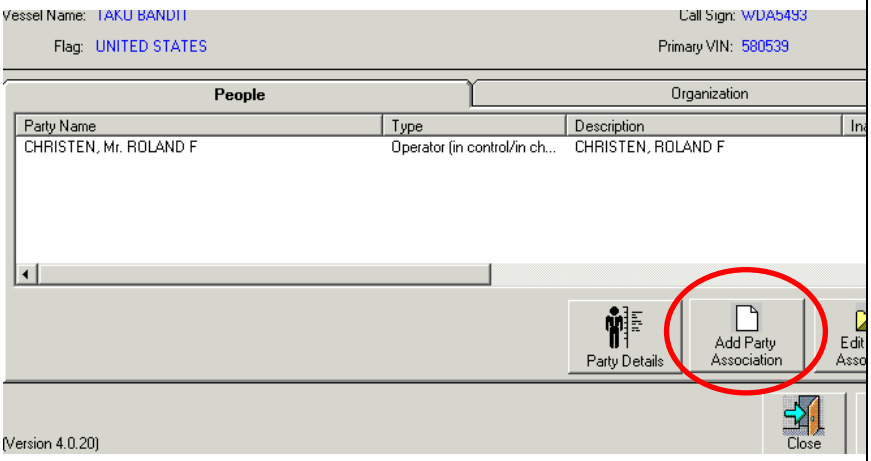
	Select **Parties** again.
	Do a search MSN and confirm the party data you entered.

ADDING A PARTY ASSOCIATION

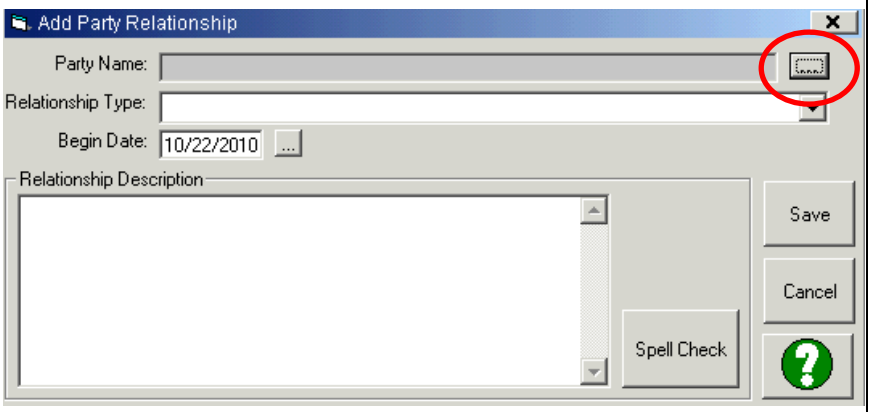


When creating a new vessel or party you should consider entering the party information first, especially if you know the person/organization is not in the system. Once that is done you have to associate the person or organization with the vessel. If you enter a corporation and two contacts you will need to do three party associations.

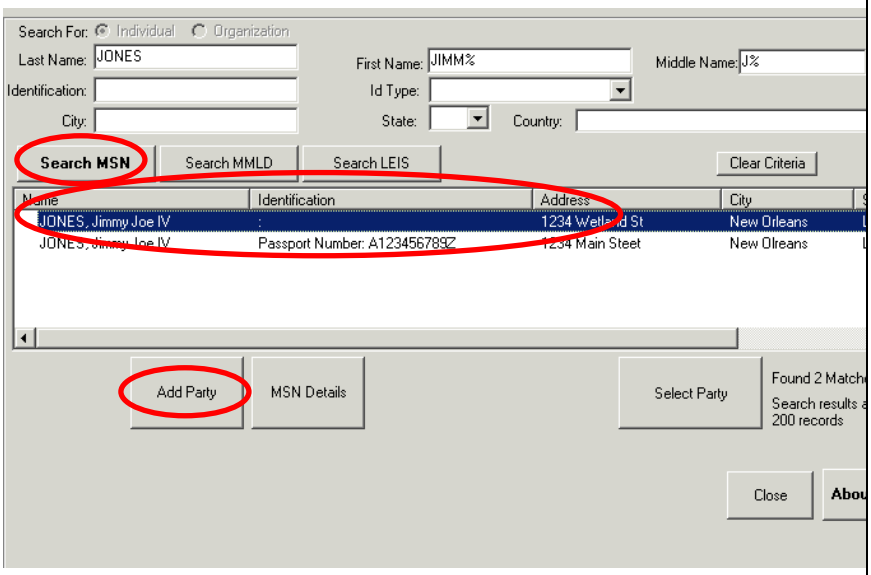
From the Vessel Description Summary screen select **All Involved Parties**.



Click on **Add Party Association**.

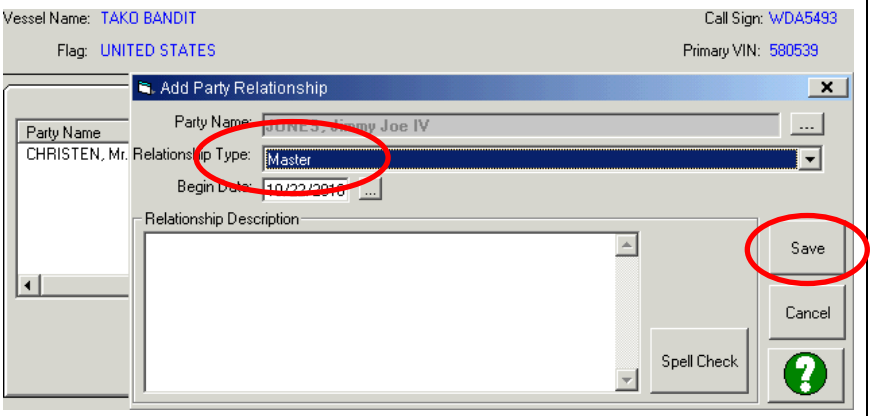


Click on the box at the end of the Party Name box.



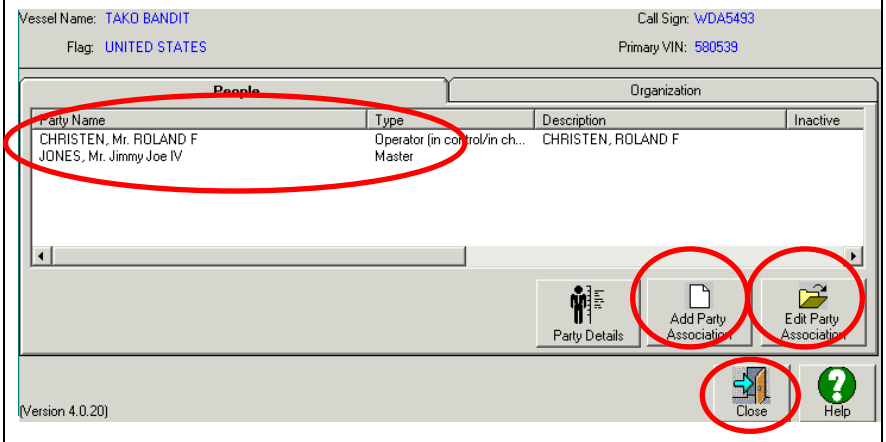
Enter the party or organizations name and any other pertinent information in the search box and select **Search MSN**.

Highlight the party's name in the results box and click on **Select Party**.



Using the pick list choose the relationship that most closely matches the person's association to the vessel. You can also use the **Relationship Description** to better describe the relationship.

Click on **Save**.

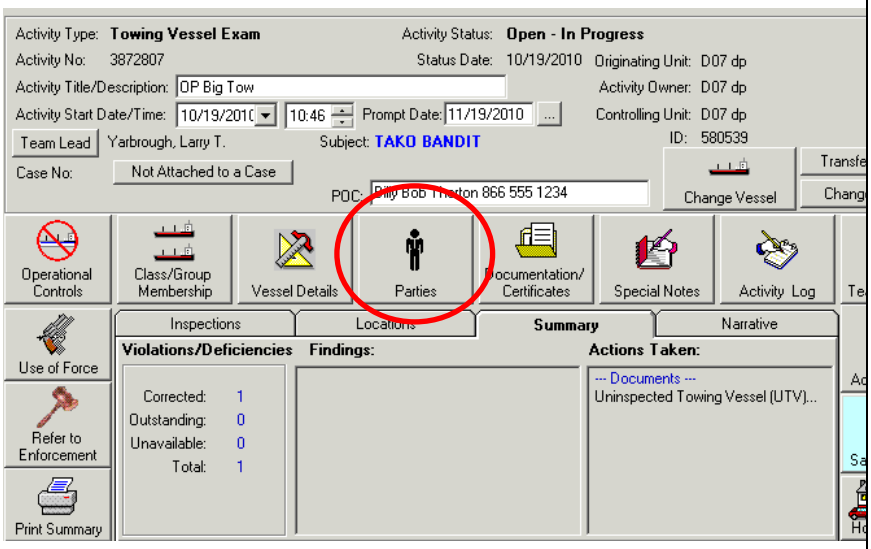


The party's name is now associated with the vessel. You can now edit the party's information using the **Edit Party Association** button.

If you have already created a corporation and two people you can remain on this screen and finish the association by clicking on **Add Party Association**.

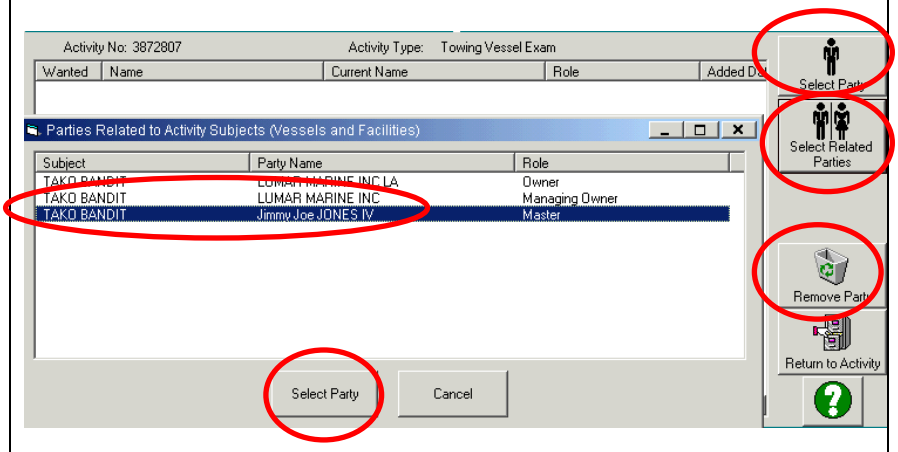
Click **Close** to return to the Vessel Description Summary screen.

ADDING A PARTY TO AN ACTIVITY DETAIL



Once all Individuals and organizations have been linked to the vessel you can additionally link specific individuals to the activity. If the operator was the contact for the examination he/she can be attached to the case for future reference.

From the Activity Screen select **Parties**.

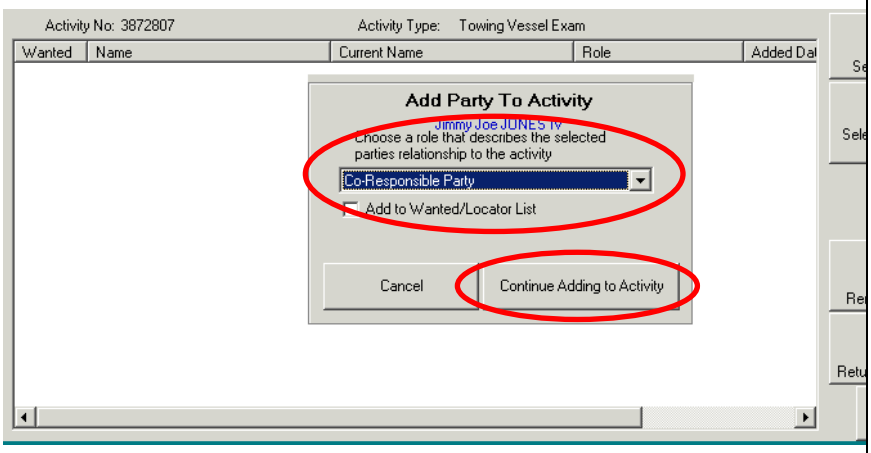


Click on **Select Related Parties**.

If an individual or organization is not already in the database you could choose **Select Party**. This would bring up the search party screen and you would follow the same procedure to search and add a party as is discussed in the section on Adding a Party.

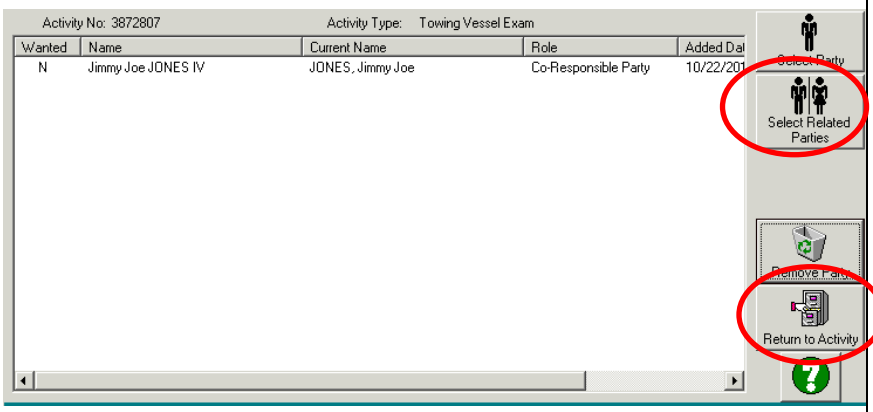
Remove a Party is self-explanatory.

Highlight the party and click on **Select Party**.



From the pick list choose the role that best describes the party's relationship to the activity.

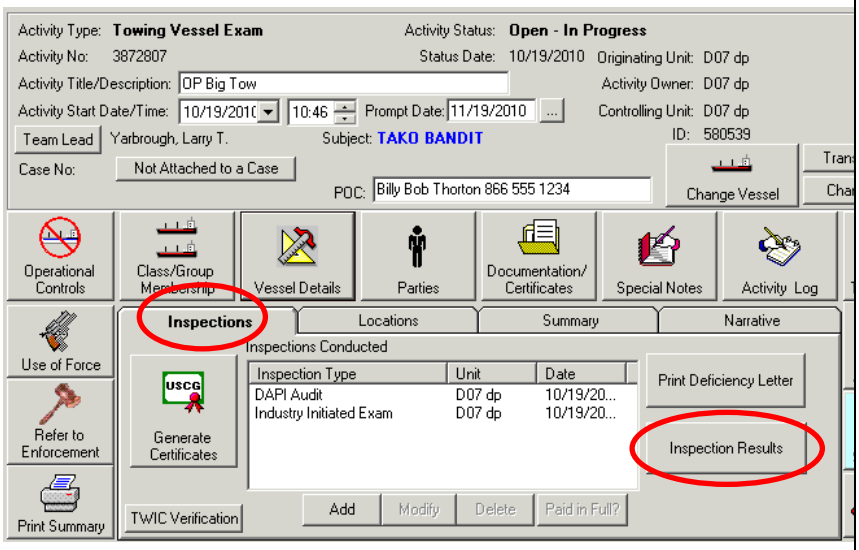
Select **Continue Adding to Activity**.



You can continue to add parties to the Activity from this screen by clicking on **Selecting Related Parties**.

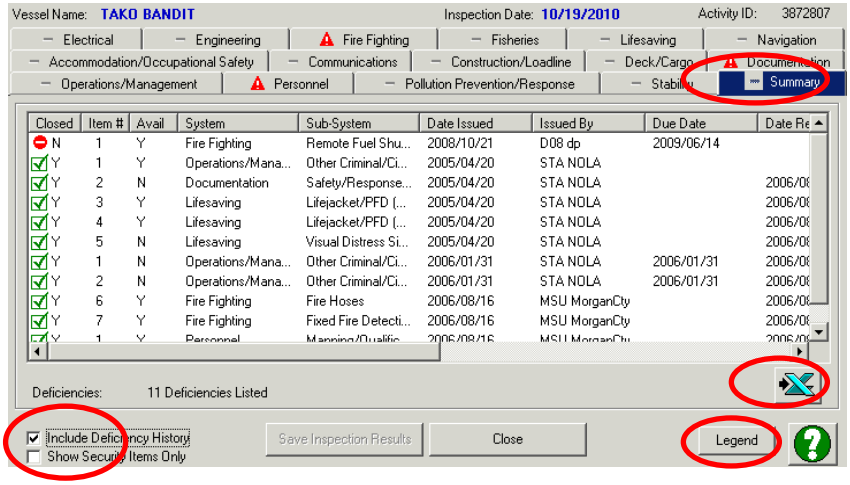
When you are finished click on **Return to Activity**.

ENTERING VESSEL DEFICIENCIES



Select the **Inspection** tab and then select **Inspection Results**.

See the section of this guide on Definitions of Types of Inspections to add or change the type of Inspections this Activity covers.



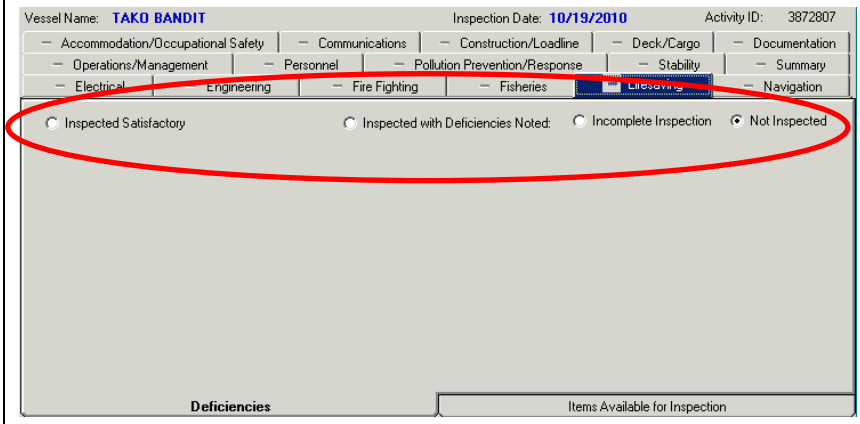
Clicking the **Summary** tab will include all open deficiencies. You can include a list of all previous deficiencies by clicking in the **Include Deficiency History** box.

Clicking the **Excel Icon** will format all deficiencies in an easy to review spreadsheet format.

Click on **Legend**

This is the legend for inspection results. It allows you to quickly identify the vessels system status related to the inspection and deficiencies.

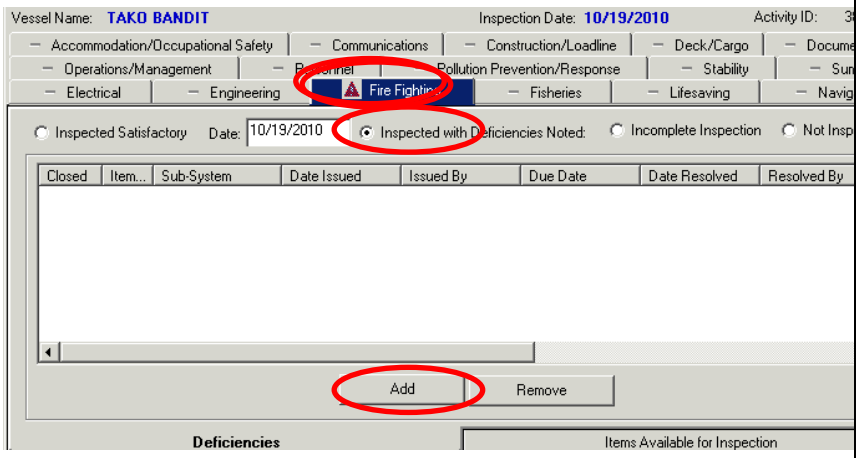
Select **Close**.

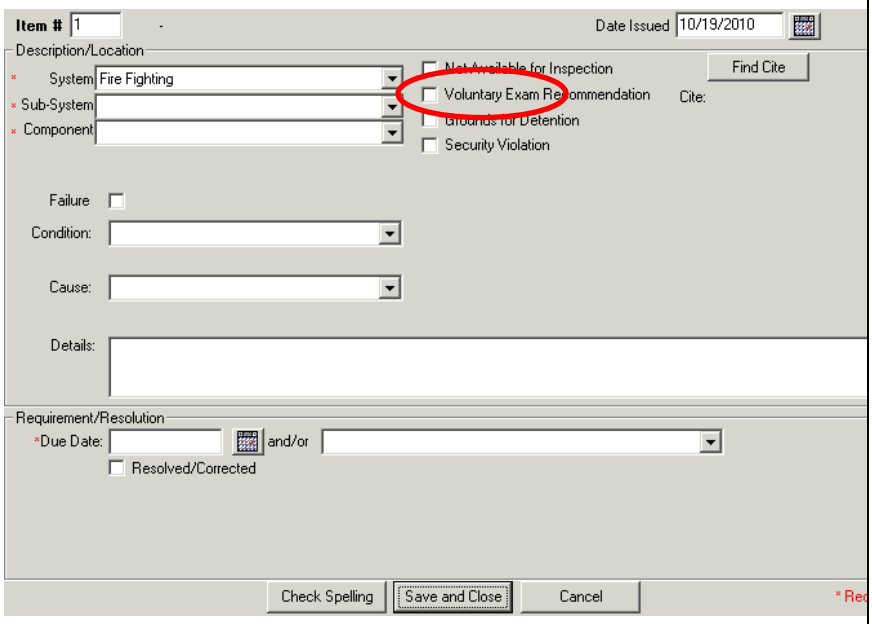


When the Inspection results screen opens you will have four choices. If you are entering deficiencies, the "Inspected with Deficiencies Noted" is the only choice you should make. The remainder is optional and should in general not be completed unless you have the time.

Inspected Satisfactory: Select this button if you have inspected all the items in the section with no deficiencies. A checkmark will appear in the tab indicating that section was inspected without deficiency. You are also given the opportunity to change the date should it be different from the original inspection date.

Inspected with Deficiencies Noted: Select this button if you will be entering deficiencies. A red triangle

	will appear in the tab indicating deficiencies exist. You can change the date if it is different from the original inspection date. **Inspection Incomplete**: Select this button if you were not able to complete all the items normally inspected. A long dash will appear in the tab if the inspection was incomplete **Not Inspected**: Select this button if you did not have the opportunity to check any items in this section.
	Select the **Firefighting** tab. Click on the **Inspected with Deficiencies** button. Notice the red triangle appears indicating a deficiency in this section. Select the **ADD** button. This will bring up the page to enter the deficiency.



The Deficiency detail screen opens and you can begin entering deficiency information. In some cases the pick list will have the exact choice you want and in many other cases it will not. Where it is not clear make the best selection you can in regard to the appropriate category. Every effort must be made to fill out this page completely and correctly.

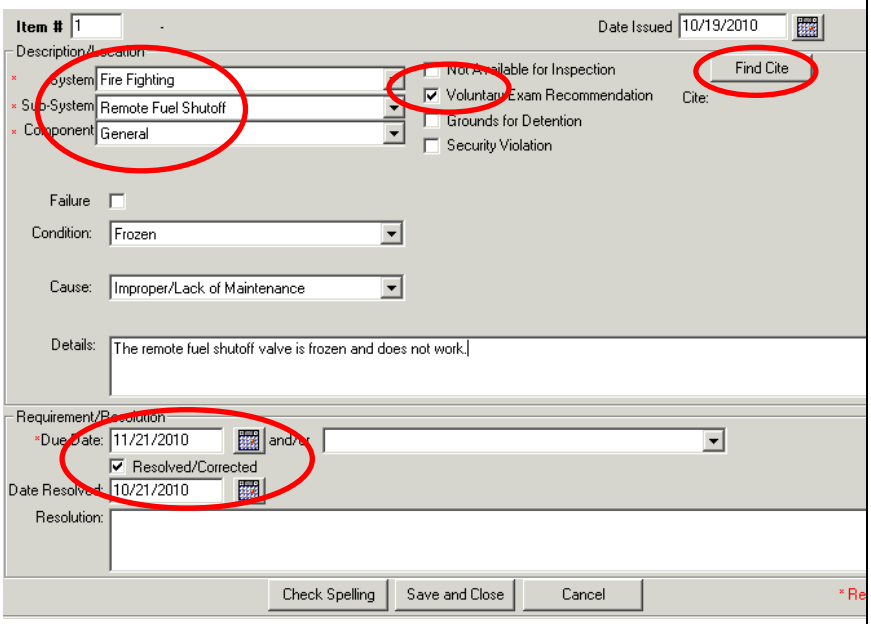
See the **Vessel Systems/Sub-System/Component List** in the MISLE NET.

In this example, we identified the Remote Fuel Shutoff as being inoperable. This allows us to work through the whole process.

The appropriate **System** is Fire Fighting. The **Subsystem** is Remote Fuel Shutoff and the **Component** selected is general. The **Not available for Inspection** box is not applicable. You should check the **Voluntary Exam Recommendation** box. The **Grounds for Detention** box is not applicable

Note: If the deficiency is from a MTSA exam, it will not be a Voluntary Exam Recommendation.

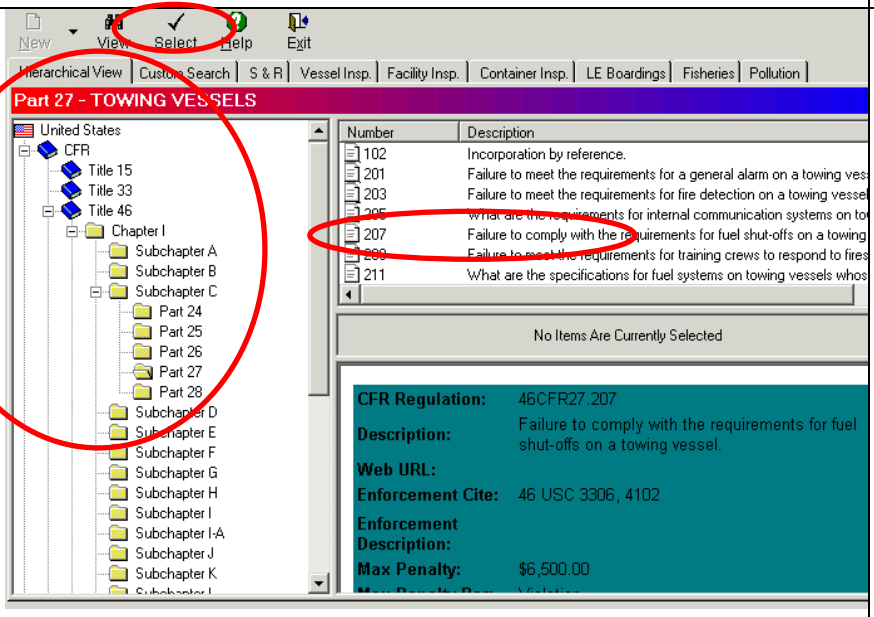
The **Condition** code is "Frozen" and the **Cause** is "Improper Maintenance". In the **Detail** block you should write a short narrative that succinctly describes the problem along with any guidance you may have offered. The **Due Date** selected should rarely exceed 30 days from the time of inspection. Serious deficiencies such as Lifesaving, leaking shaft packing and deficiencies that meet COTP hold criteria should be identified as immediate and prior to "Departure from Port". All deficiencies must be documented including those identified and corrected on the spot. In these cases, you should enter the deficiency and select the **Resolved/Corrected** box. Correction on the spot should also be documented in the **Detail** block.



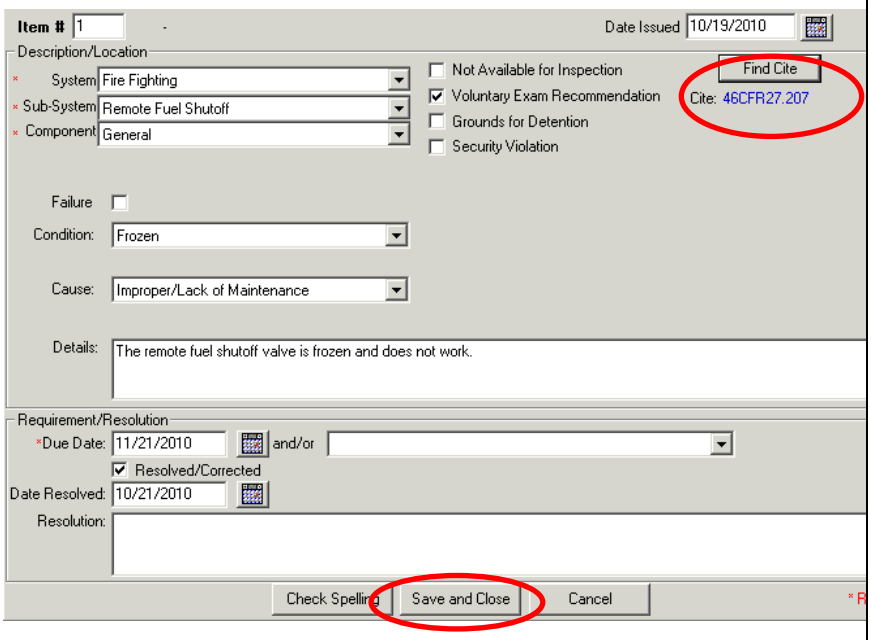
Generally, this is as far as you would go and you would click on **Save and Close**.

You can also attach the regulatory cite to the deficiency.

Select **Find Cite**.



Double click on **United States.** Double click on **CFR**. Double click on **Title 46**. Double click on **Chapter 1** Double click on **Sub Chapter C**. Double click on **Part 27** and finally select on **207**. At the top of the page the **Select** Icon will be active, select that button.

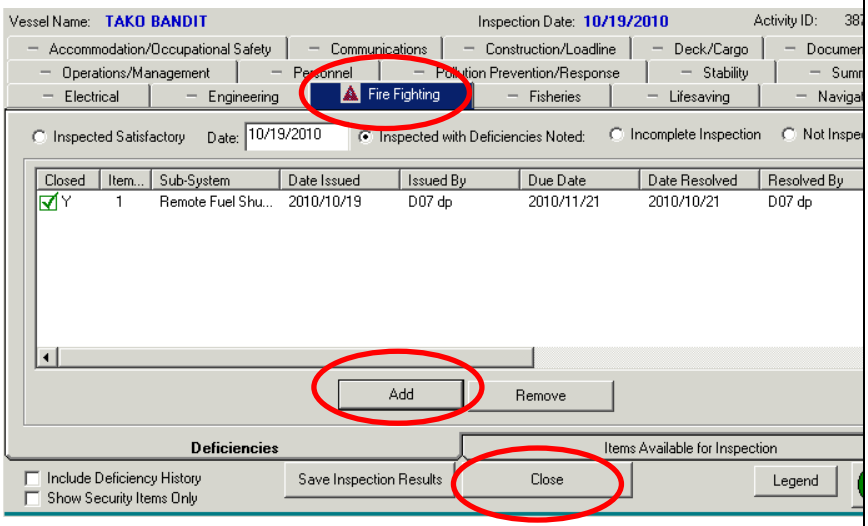


This will bring you back to the deficiency page and place the cite 46CFR27.207 on the appropriate box. Click save and close,

Note **46CFR27.207** is now placed in the upper right hand corner and is available for future use such as a violations case

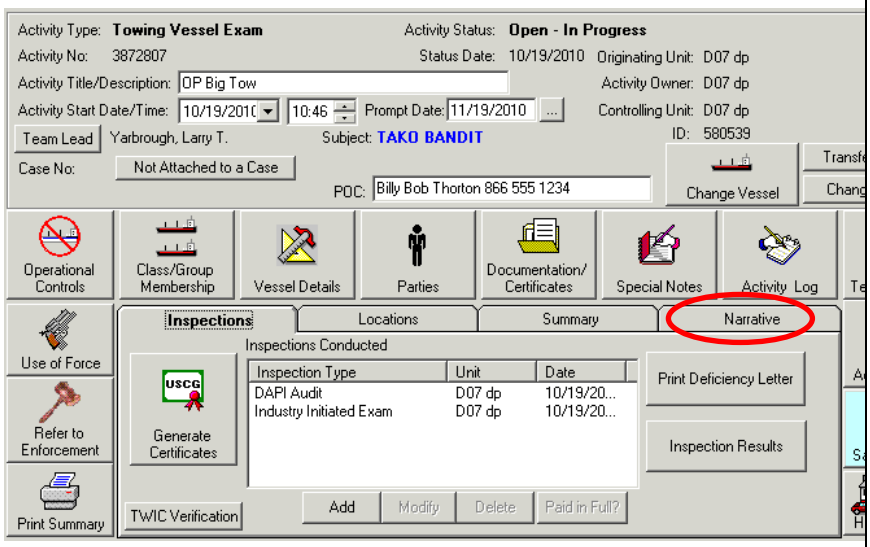
If you click on the **Red X** to the right it will delete the connection between this cite and the deficiency.

Save and Close.



If you have more deficiencies then click **Add** and go through the process again. If you are done. Click the save inspection results. Then click the **Close** button.

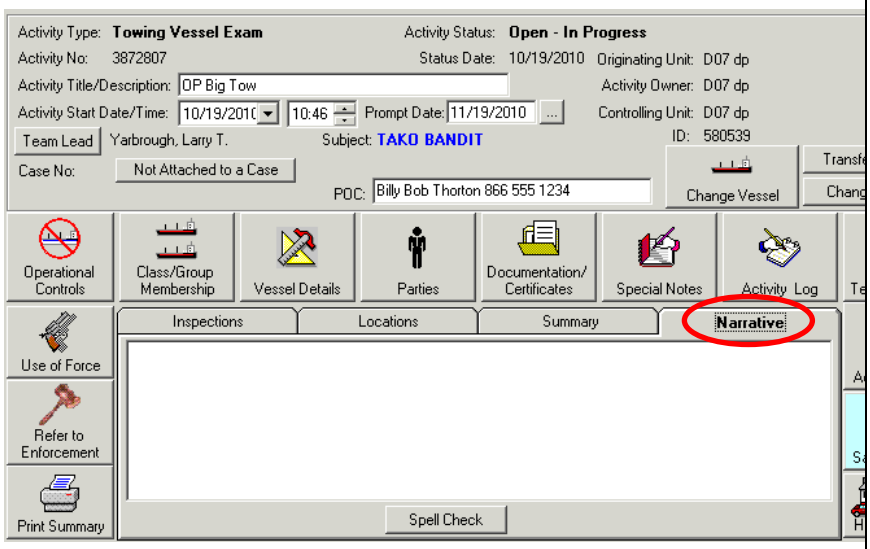
ENTERING EXAMINATION NARRATIVES



From the Activity Detail screen click on **Narrative**.

Sample narratives are provided in the next section of this guide.

You can develop your own note templates in Word and then copy and paste.



The Narrative box opens and you can now enter your **Narrative**.

The examiner is the person best qualified to determine what information is most relevant in a narrative.

Narratives capture the progression of an examination. This includes anything out of the ordinary or information that cannot be captured anywhere else in MISLE.

Examples of Narratives are provided below.

EXAMPLES OF EXAM NARRATIVES

06AUG10: ENS Brian Dochtermann boarded subject vessel to conduct a UTV Examination IAW with UTV Form 001 at Baton Rouge LMR MM 225 (Kirby Fleet). The following items were examined:

- Bridge and Documentation
- Navigation Safety Equipment
- Lifesavings
- Pollution Prevention
- Fire Fighting, Protection, and Suppression Equipment
- Towline and Terminal Gear inspection
- MTSA Verification
- Hazardous Conditions
- Professional Engineer Fire Detection Certificate

Recommendation: Ensure red flashing light in lower level of engine room flash at closer intervals.

The subject vessel examination revealed no outstanding deficiencies and was issued a UTV Examination Decal. Inspection complete.

//S//ENS B. Dockermann//

14-OCT-2010: Sector Lower Mississippi River conducted an Industry Initiated Exam and MTSA Verification with vessel's representative at MM 690 LMR, MS. The USCG Un-Inspected Towing Vessel Examination Booklet was used as a guide. (04) Deficiencies issued. (04) Deficiencies cleared. (00) Deficiencies remain outstanding. An Un-Inspected Towing Vessel Decal has been issued. Examination complete.

This inspection was conducted in accordance with applicable US laws, regulations, and the policies set forth in the Marine Safety Manual, current instructions, directives, and notices. U.S. Coast Guard Requirements for Uninspected Towing Vessels booklet, Ch-1, dated March 2009, inspection booklet was used as a guide.

Insp Type: Industry Initiated Deficiency Check
Vsl Type: M/V BARBARA LYNN, 290618 is a 48.9 foot, steel hull, towing vessel inspected under Sub Ch C.
Preparation: The original UTV Exam was conducted on 6/15/2010 resulting in (8) deficiencies. Based on conducting def. check in excess of 90 days from initial exam a full UTV exam was required.

Comments: 10/19/2010: Onboard the M/V BARBARA LYNN in company with vessel representative Mr. Walter Douglas Stokes, IPN/COFR - IP95019091 , Columbus, MS, to conduct an industry initiated deficiency check. Discussed scope of inspection, MST2 Register, MST1 Dorin in attendance.

Examined vessel and applicable items on U.S. Coast Guard UTV Exam Form 001 (6/09) and found all items satisfactory with the following exceptions. Vessel did not have the proper magnetic compass on-board, operator did not have his restricted radio operator's permit, and vessel has not installed the required general alarm.

UTV Safety Inspection decal was not issued.

Completed inspection. Re-issued (3) deficiencies, cleared (5) deficiencies, and (3) deficiencies remain outstanding.

s// MST1 Russell A. Dorin
MST2 Register

ANDREW FOSS O.N. 650273
07OCT10 - Attended vsl at Seattle, WA to conduct an Initial Industry Initiated Exam and MTSA Verification per the Coast Guard Towing Vessel Bridging Program. In attendance for the owner was vsl rep Jim Peschel, and vsl crew.

Vsl is a 106ft x 298gt / 372gt itc Uninspected Commercial Towing Vsl harbor assist svc on inland route with a total crew of 4.

Examined vsl using UTV form 001 (6/09). Vsl was found in compliance w/current applicable laws and regulations. Conducted sat operational testing of vsl installed fire pump, machinery space fire alarm and general alarm.

Vessel was found in compliance with MTSA and utilized ASP, approved by MSC. Crew was knowledgeable. Reviewed communication, restricted areas, monitoring, training, and procedures.

00 def's issued, 00 def's cleared, 00 def's remain outstanding.

UTV safety decal was issued. Exam complete.

01 Oct 2010: Conducted Industry Initiated Exam. Issued 10 deficiencies, cleared one, nine remain outstanding.

On board vessel with vessel rep to conduct an Industry Initiated Exam. Inspected all vessel documents sat. Reviewed vessel logs and manuals. Conducted satisfactory drug and alcohol program audit. Inspected vessel for structural integrity. Conducted MTSA compliance inspection. Inspected navigation and safety systems, inspected for general health and safety, all lifesaving, pollution prevention. Vessel has a letter from the Coast Guard waiving the requirement for fixed or semi-portable fire suppression equipment because vessel is used solely for harbor assist. Also vessel has no EPIRB due to it never going outside of 3 miles from shore because it serves solely for harbor assist. Inspection continues.

R E Dubon, CWO2, USCG

04 October, 2010, CWO Dubon, Mr. Jim Hinde on board vessel with vessel rep to conduct the rest of the Industry Initiated Exam. Completed inspection of all firefighting, engine room and towline and terminal gear and complete exam. Nine deficiencies pend as per the inspection tab. Inspection complete.

R E Dubon, CWO2, USCG

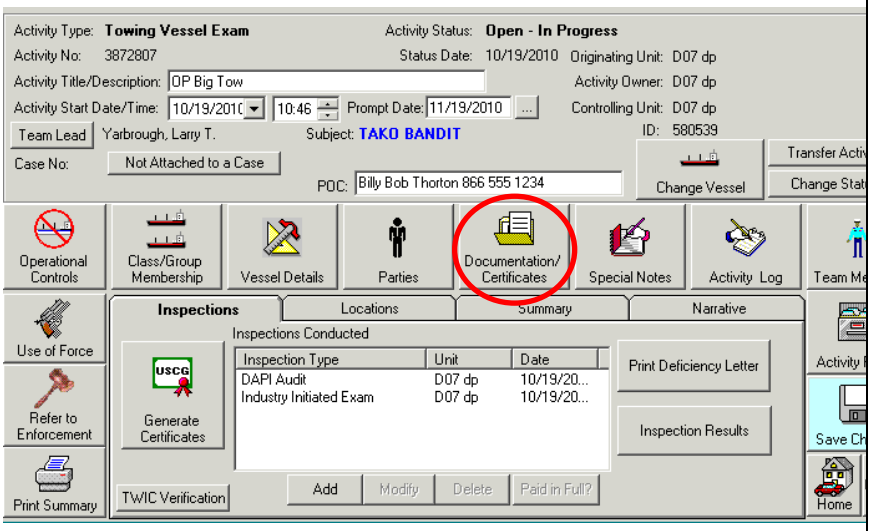
Insp Type: Industry Initiated Exam/MTSA
Vsl Type: 99 ft, 160 GRT, steel monohull, oceans route, UTV
Preparation: A review of the MISLE indicated (0) outstanding inspections deficiencies and (0) relevant inspection notes.
08MAR10: Attended vsl moored at pier-21 and met with vls rep Jimmy Pontin to discuss scope of exam.
Commenced UTV exam to include inspection of documents, bridge, nav safety, lifesaving, pollution prevention, firefighting protection and suppression, towline and terminal gear equipment IAW UTV Form 001. Issued (08) Work list items, cleared (00), (08) remain.
Commenced MTSA examination to include documentation, communications and physical security measures. Issued (03) CG-835s, cleared (00), (03) remain.
LT D. Trent, MST2 R. Strathern.

12MAR10: attended vsl as before to witness completion of outstanding deficiencies. Cleared (09) items and rescinded (02), (00) remain outstanding.
In my opinion this vessel is in substantial compliance with all applicable regulations at this time. Issued UTV decal.

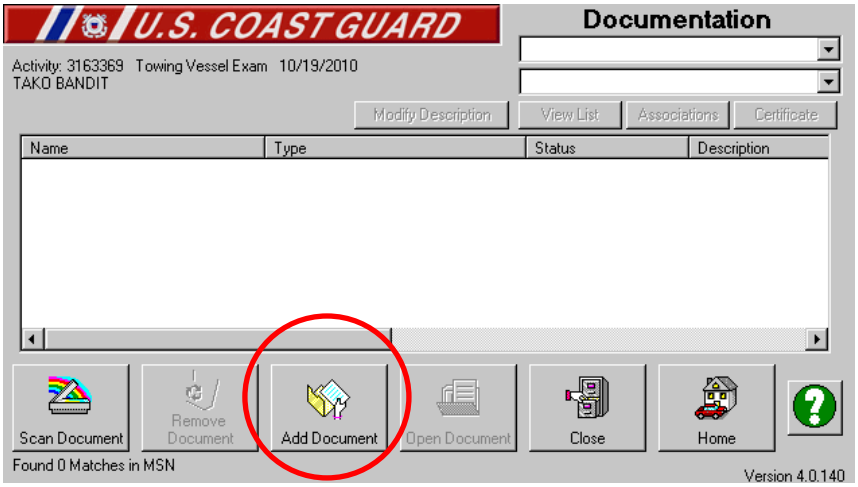
LT D. Trent

This inspection was conducted in accordance with applicable laws, regulations and policies set forth in the Marine Safety Manual, NVIC 04-03, current instructions, directives and notices. UTV Form 001 and NVIC 04-03 encl 7 were referenced as a job-aid.

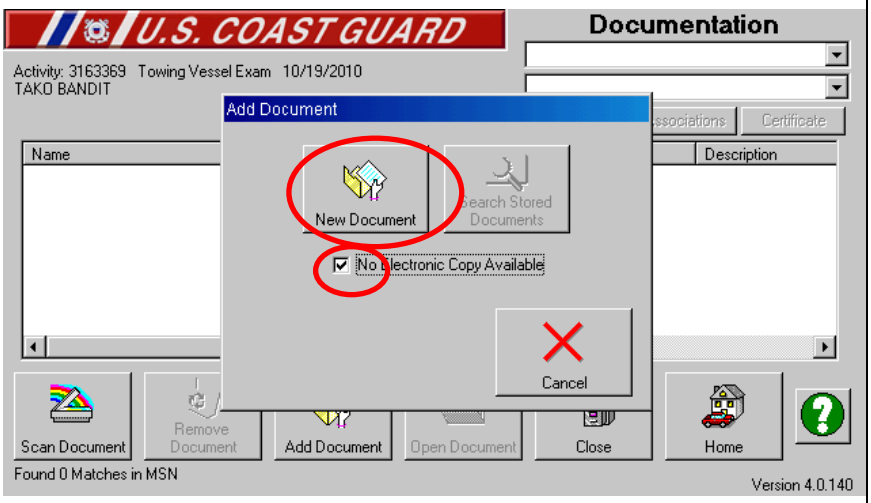
ENTERING VESSEL DECAL INFORMATION



From the Activity Detail screen Select the **Documentation/Certificates**.

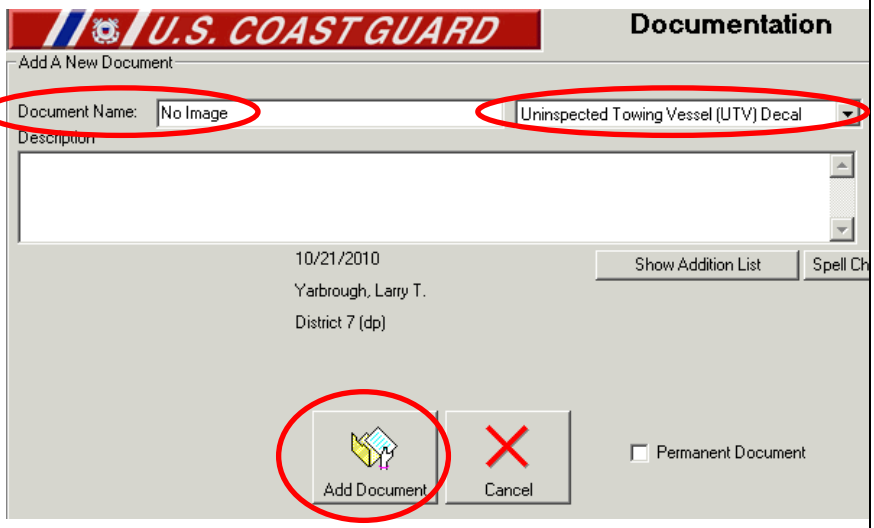


Click the **Add Document** button.



Check the **"No Electronic Copy Available"** box.

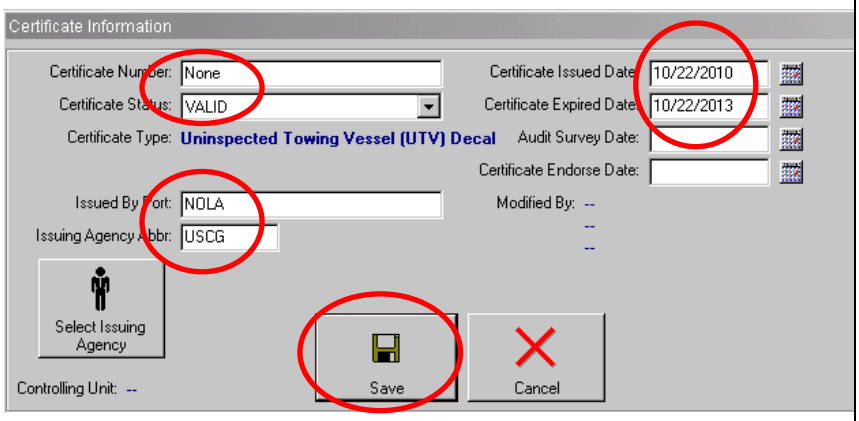
Then click on the **New Document** Button.



Select **Uninspected Towing Vessel (UTV) Decal** in the pull down menu.

Document Name; change to a short descriptive name easy to spot in a list. Example; UTV Decal.

Click the **Add Document** button.



Certificate Number. The new decals do not have a number, enter none in this space

Select the appropriate **Status**. In almost every case this will be "Valid".

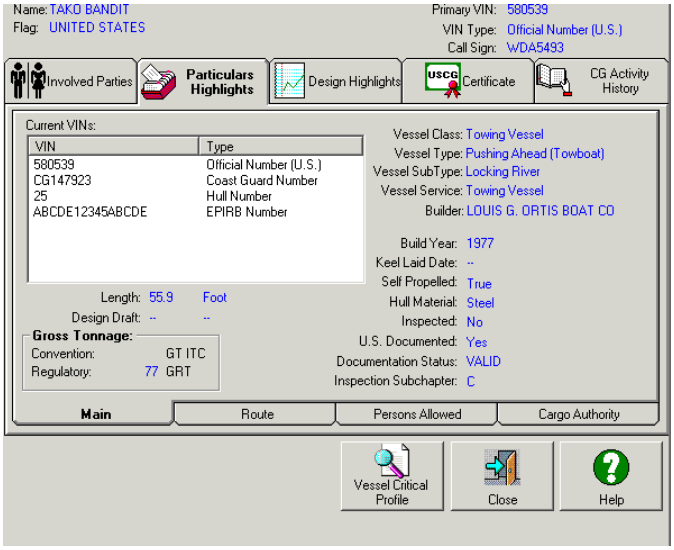
Enter the **Issue Date** and the **Expiration Date**. This should be 3 years from the date of issue.

Enter your "**Port Code**" in the **Issued by Port** box.

Enter "**USCG**" in the **Issuing Agency** box.

Click on **Save** and then **Close**.

ATTACHING PHOTOGRAPHS

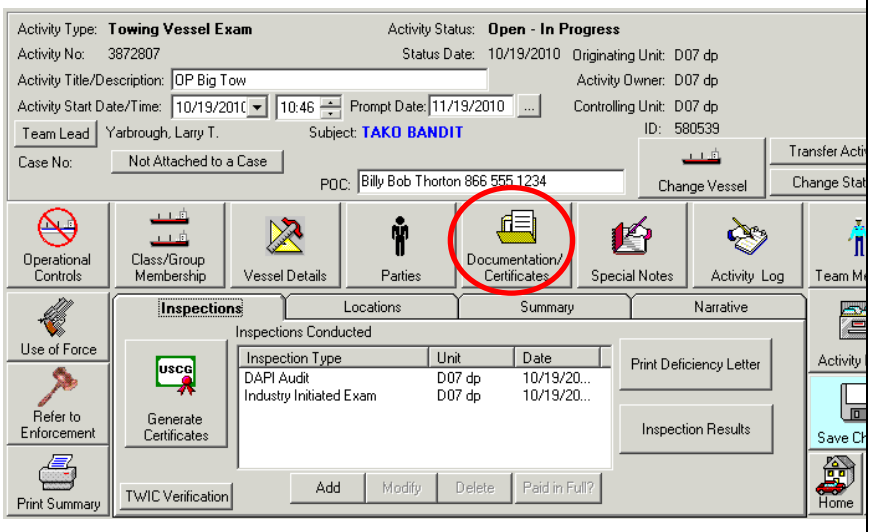


Attaching photographs to a MISLE record is very similar to attaching a Decal.

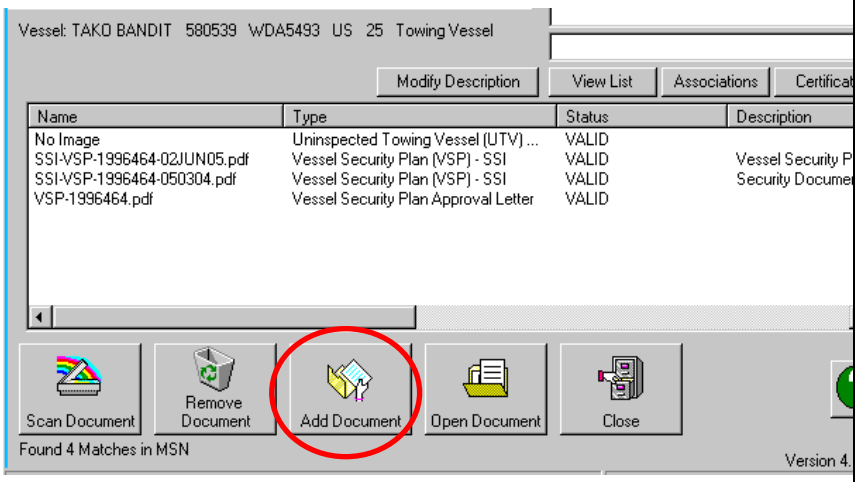
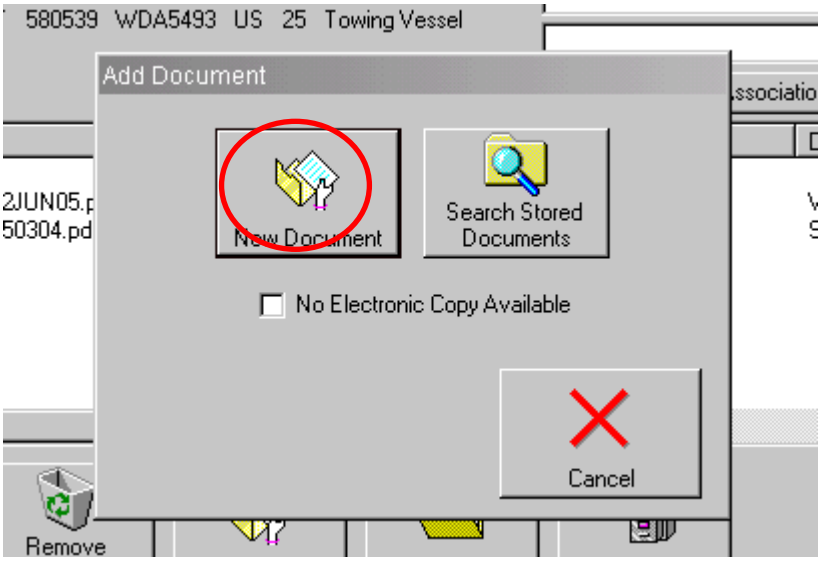
First send yourself the picture as a JPG, and save it with a title that will be descriptive to others. Example; PHOTOTUGTED.JPG, or MV TACO BANDIT.JPG

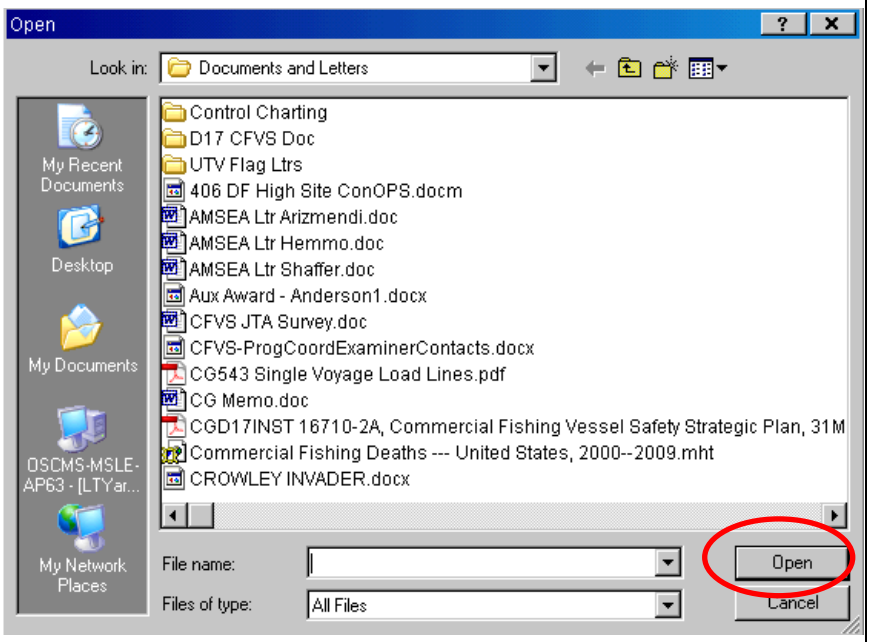
If the photo is an identification photo showing the vessel profile, and general appearance then attach to the Vessel Description Summary Page.

Select **Documents**.

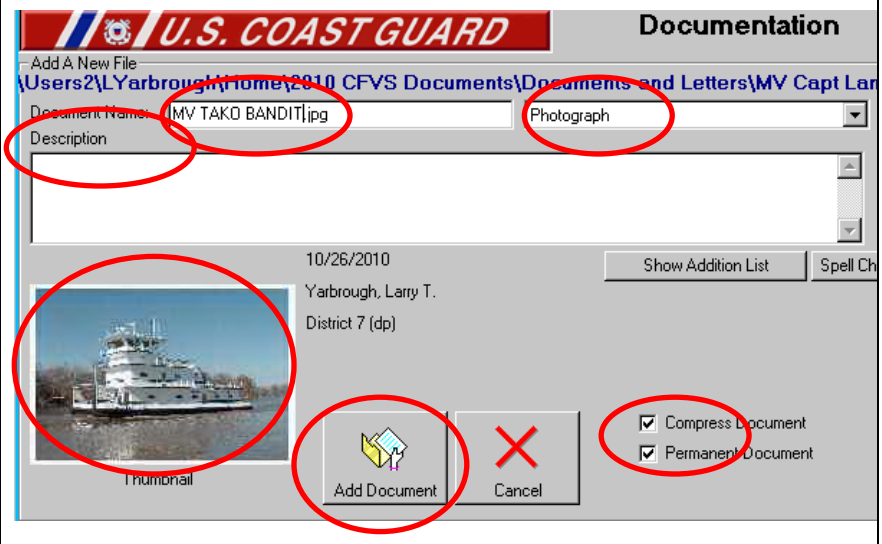


If the photograph is to document a deficiency or condition observed during a UTV Exam then select **Documents/Certificates** from the Activity page.

	Select **Add Document.**
	Select **New Document**.



Find your photograph, highlight it, and **Open**.



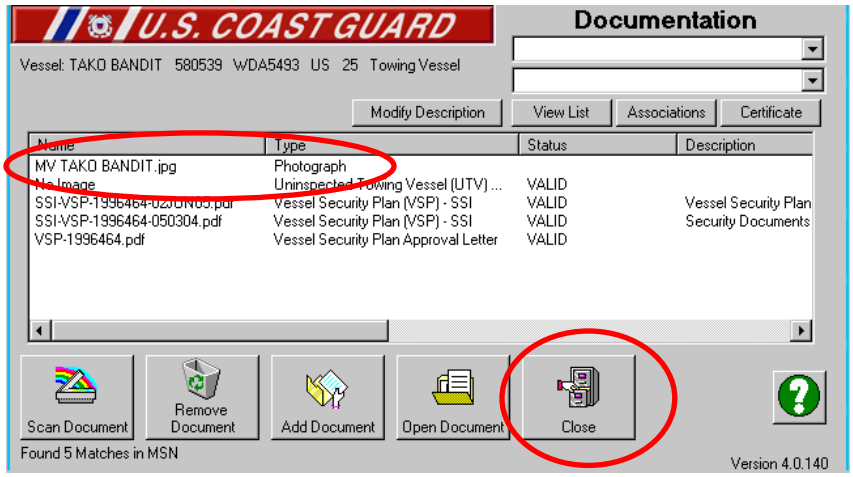
The **Document Name** and a **Thumbnail** should now be filled in. Make any necessary changes to the **Document Name**.

From the pull down list select **Photograph**.

Fill in **Description** as necessary, and **Spell Check**.

Check **Compress Document** and **Permanent Document** (do not select Permanent Document if this is to illustrate a deficiency or other temporary condition).

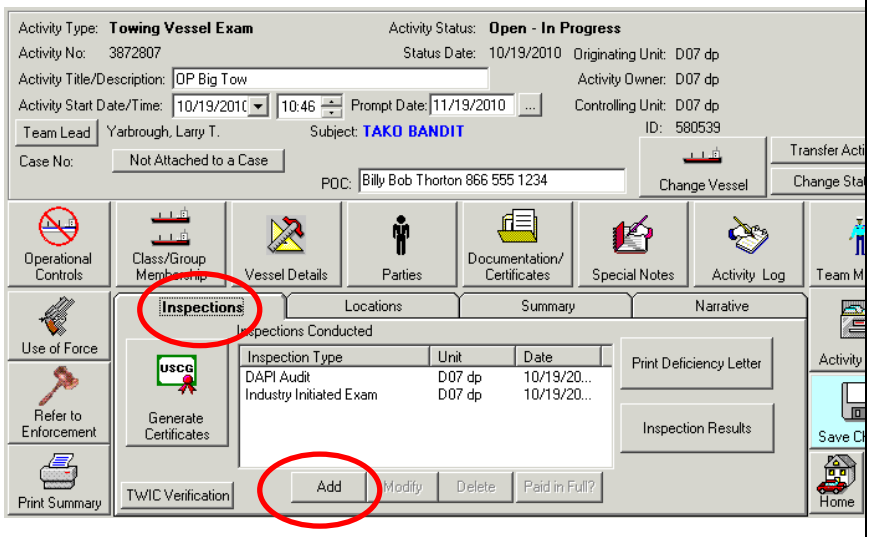
Select **Add Document**



The photograph should now be on the Documentation list.

Close.

DOCUMENTING FOLLOW-UP EXAMINATIONS

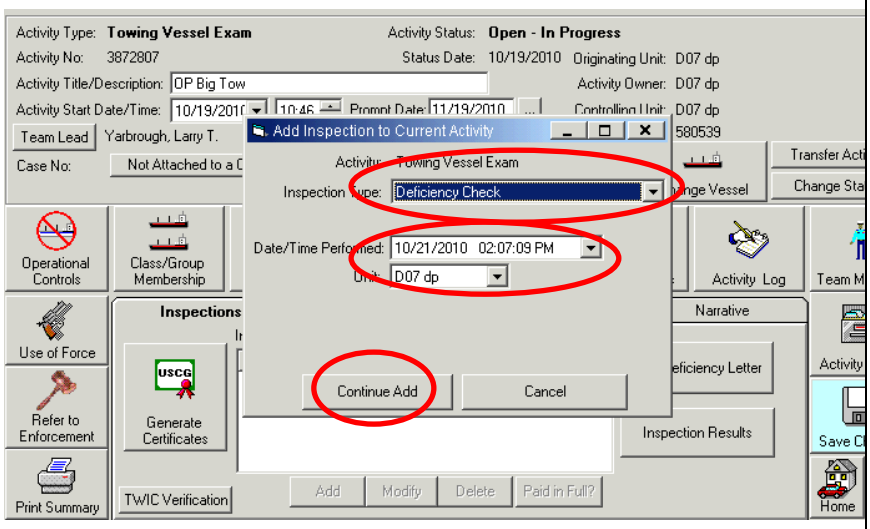


Anytime you return to a vessel within 30 days of the initial examination or re-examination you should go to the Activity Detail screen and open the original activity using the search function or by entering the activity number.

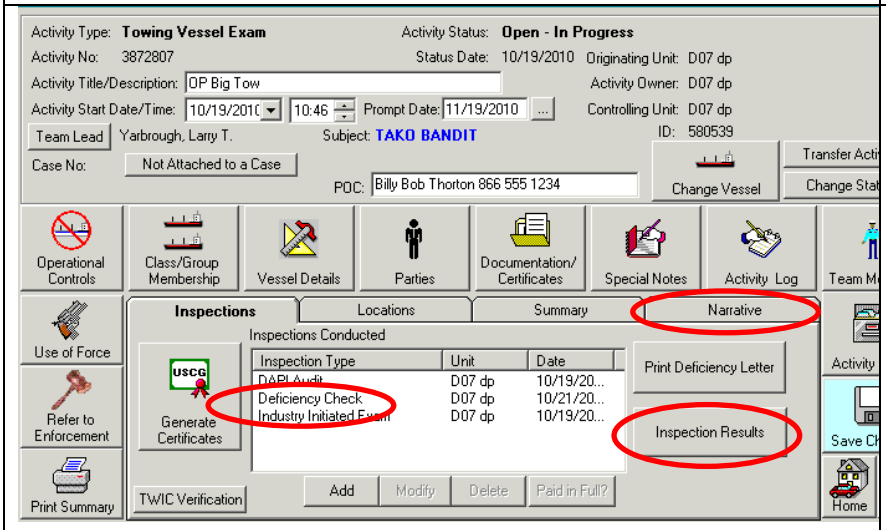
Note: An exam may remain open for up to 90 days while an issue is appealed to headquarters.

Select the **Inspection** tab and click on **Add**.

If the Follow-up Examination is being done by a unit other than the original examining unit or more than 30 days have elapsed, create a new Activity.



From the pick list select **Deficiency Check** and verify the date of the Deficiency Check is correct. Then select **Continue Add**.

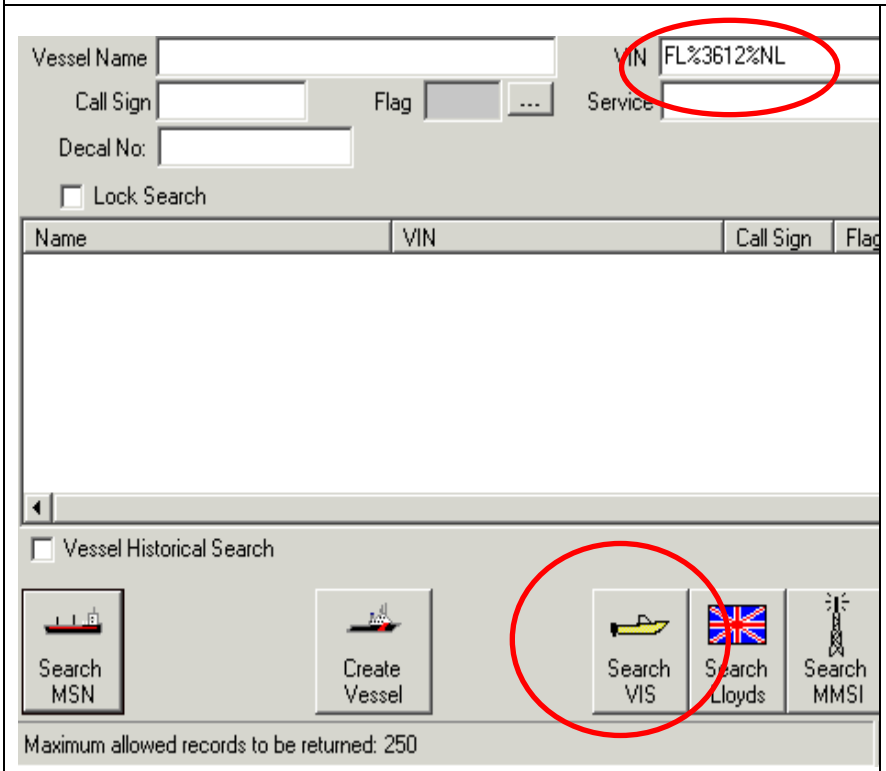


The follow-up examination should now be visible in the **Inspection Conducted** box.

Next update the Inspection Results.

You also need to update the narrative section to document your activity.

CREATING A NEW VESSEL

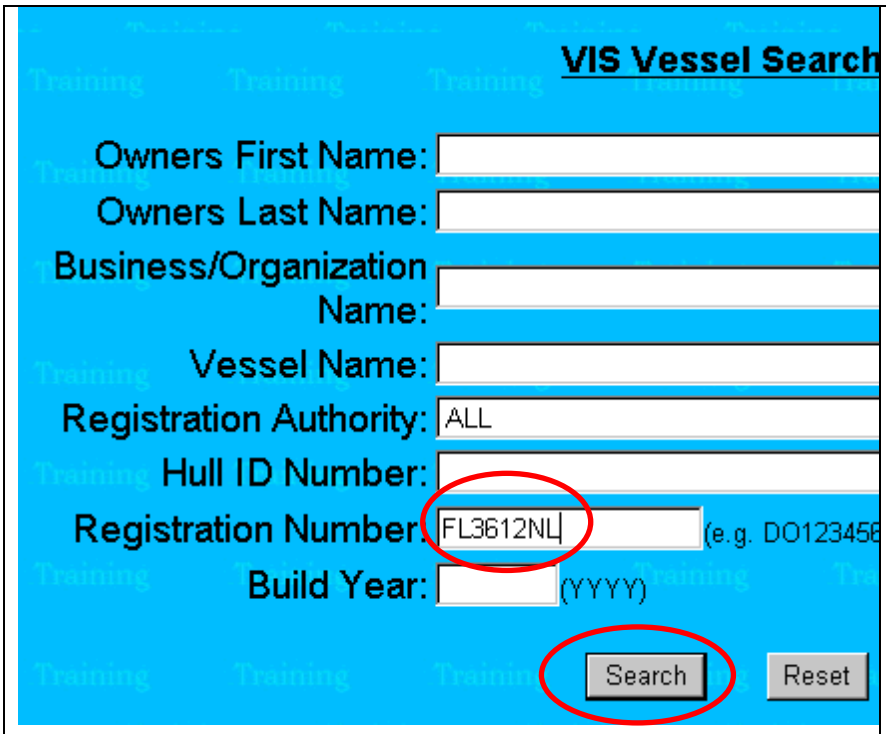


Once you have exhausted every search criteria to find your vessel in the database you can begin the process of creating a new vessel file.

Remember that a Documented vessel already exists in MISLE. The Vessel Documentation Center would have already entered the vessel's basic information. **Do not re-enter a documented vessel**

Obtain the Official Registration data from the Vessel Information System (VIS). Click on **Search VIS.**

Select **VIS Search.**

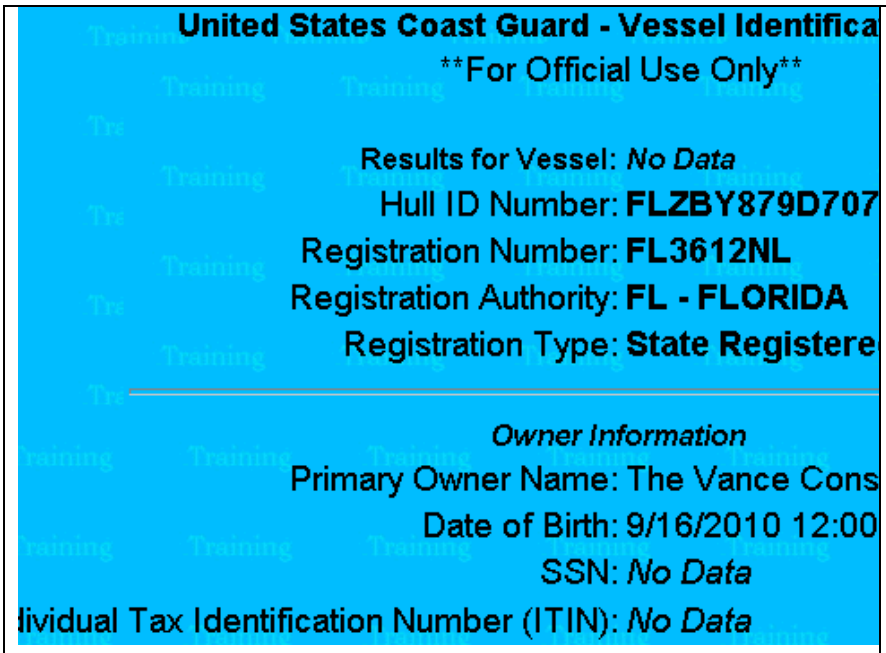


Fill in the State Registration Number. Select **Search**

Wild Card Characters:

Wildcard characters are automatically added to vessel name searches. However, if you wish to further refine your search you may use two wildcard characters. The underscore '_' character replaces a single character. Example: J_pan searches for Japan, Jbpan, Jcpan and so on. The percent '%' character can be used to replace any combination of characters. Example: Ja% would return both Japan and Jacksonville

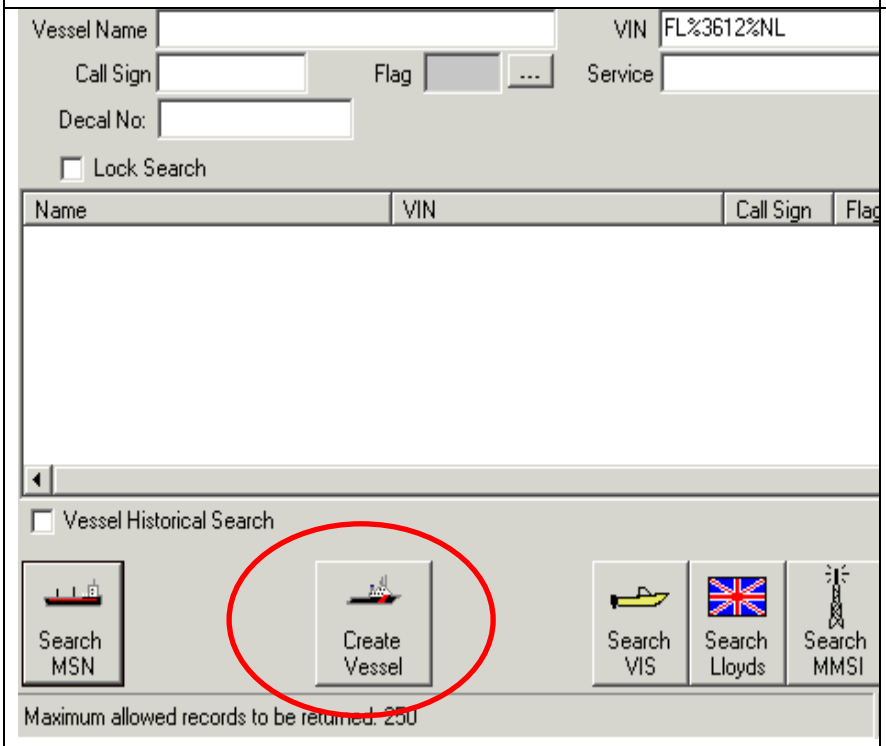
Select **Details**.



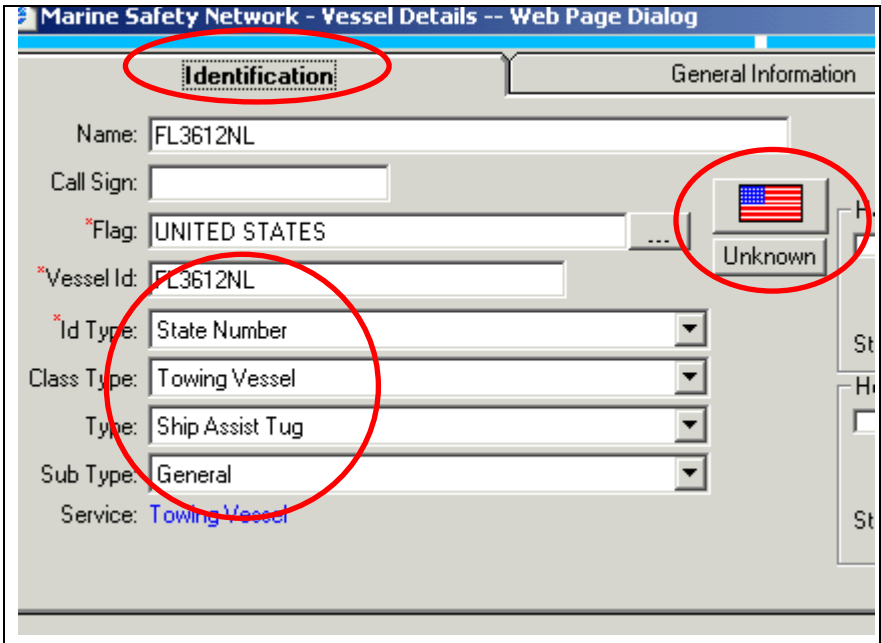
Copy or print the Registration Information of the vessel. This will provide the Owner Information, vessel length, and other information.

Hint – A printer friendly version is available by scrolling to the bottom and selecting "**Printer Friendly Version**"

Close VIS.



Click On **Create Vessel**.

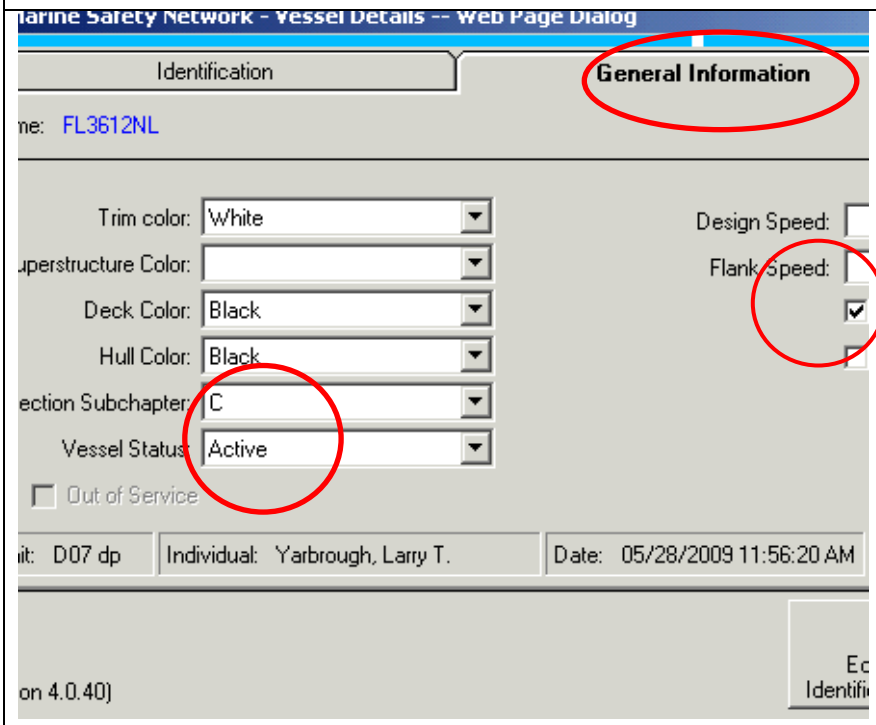


Enter as much information as possible in the Vessel Detail screen. **Enter Identification.** All this information is important especially the **Class Type** through **Sub-Type**. These ultimately become search parameters.

If the vessel does not have a name; use the State Registration (no spaces).

Clicking on the flag icon automatically fills in that the U.S. flagged.

The **red** asterisk* items are required fields.

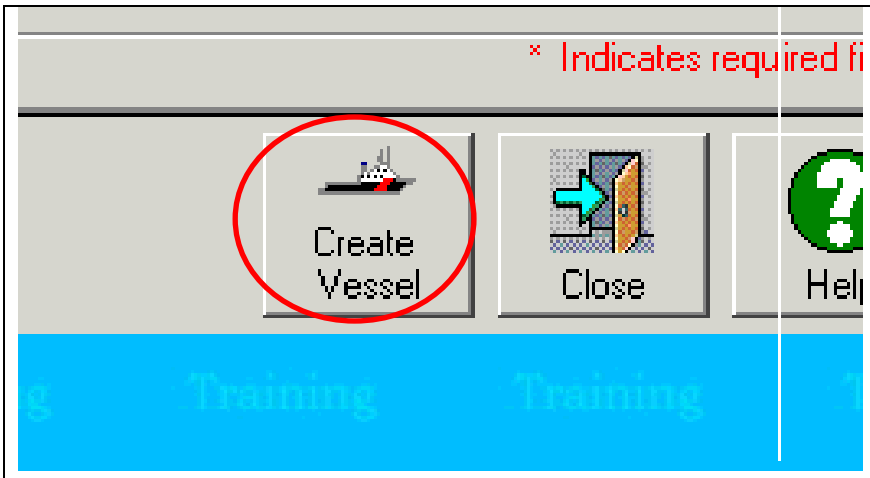


Click on the **General Information** tab.

You should completely fill out the vessel description section and the **Vessel Status** which should be Active.

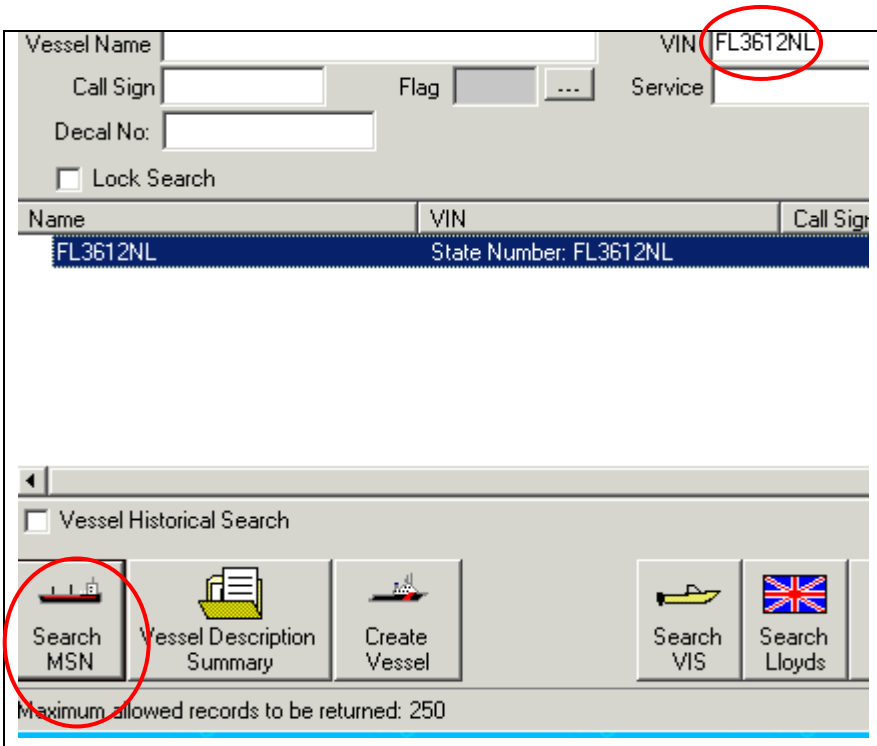
The **Inspection Subchapter** should be: **"C"** and the **Self Propelled** box should be checked.

Unless you have specific documented data, leave the speed fields blank.

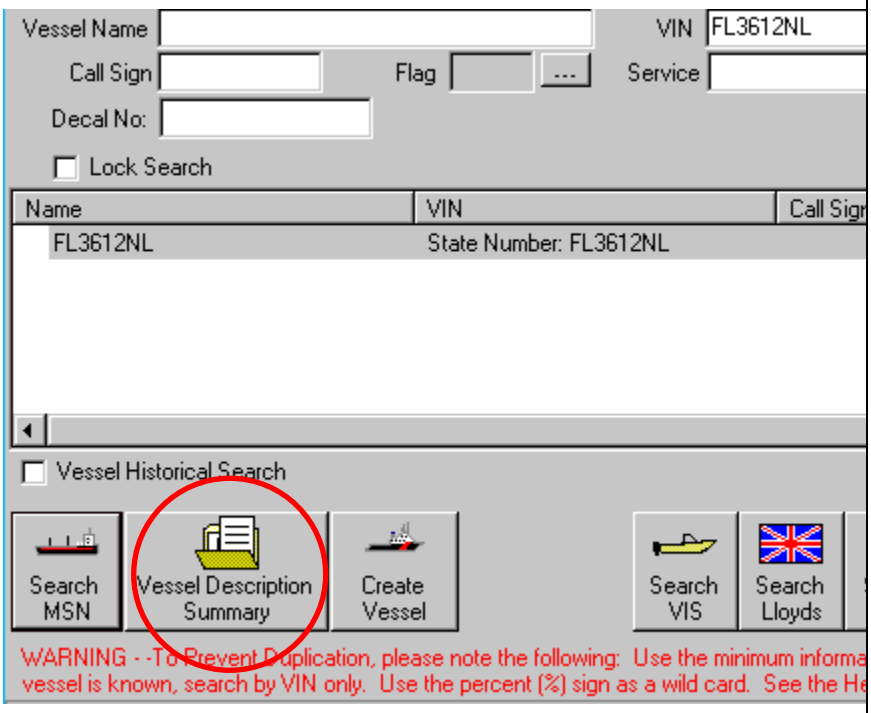


Select **Create Vessel**.

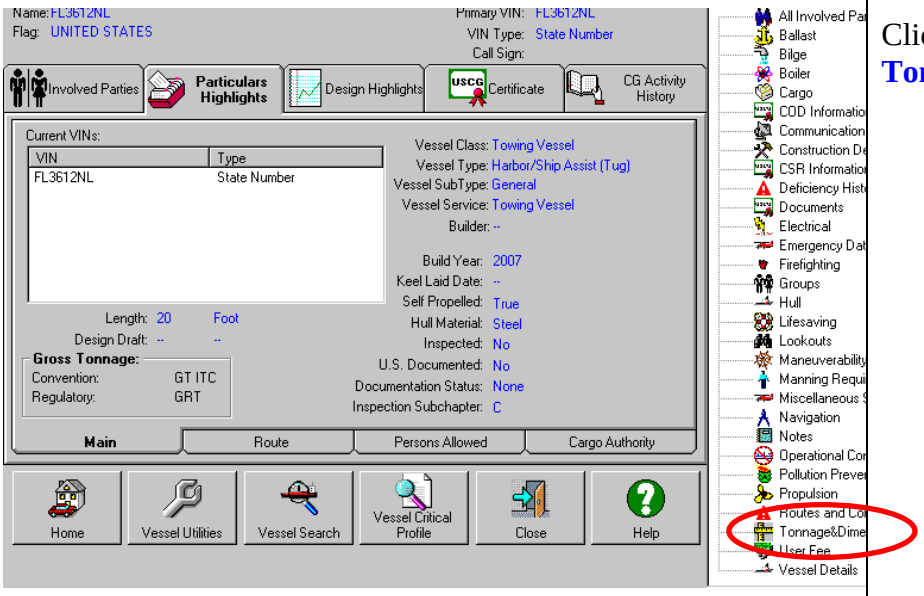
At this time you can edit/view the details or you can click on **Save** and close it out.



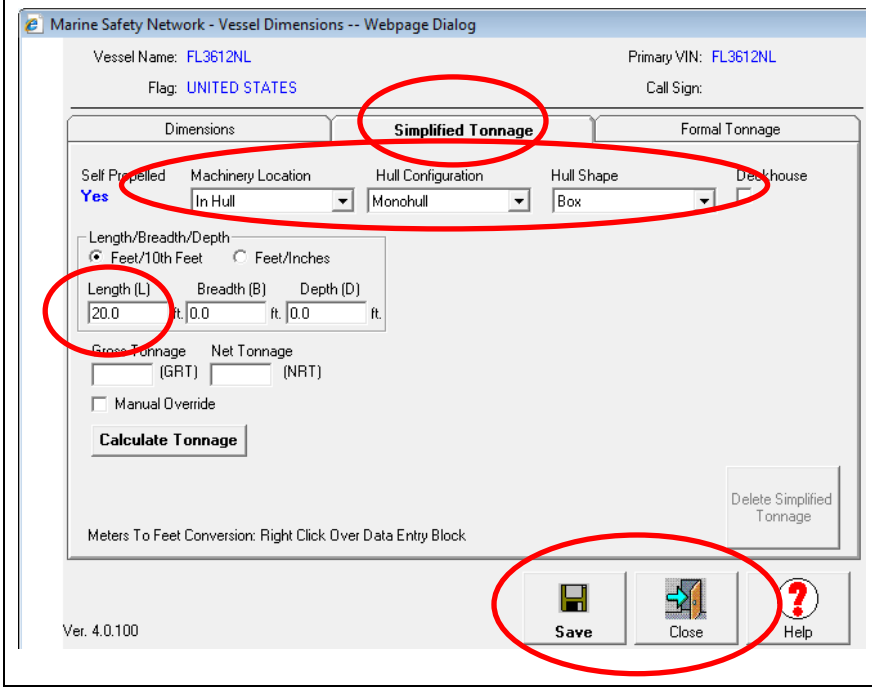
Return to the Vessel Search and Select screen. Fill in the VIN. Now select Search MSN. The vessel you created should now appear highlighted in the window.



Click on the **Vessel Description Summary** box to get to the Vessel Description Summary screen

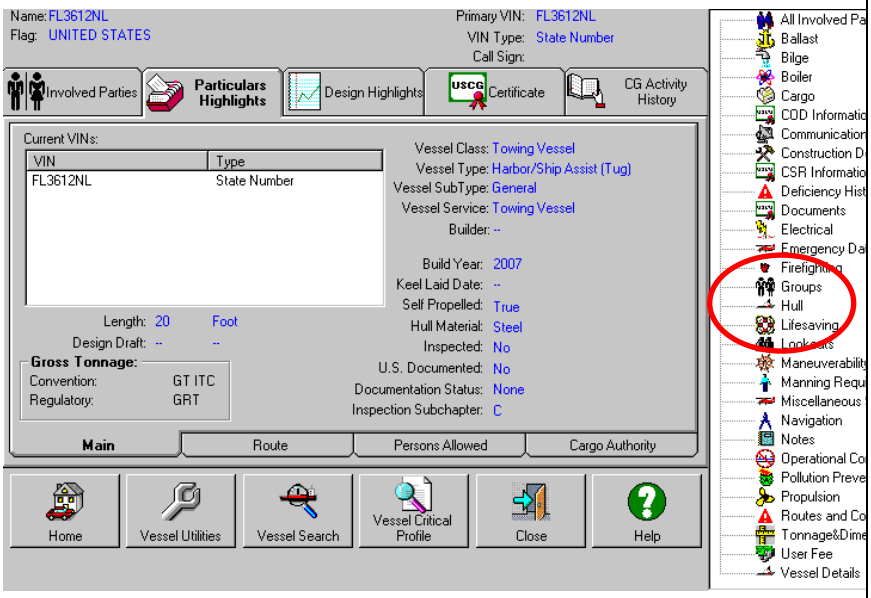


Click on **Tonnage/Dimension**

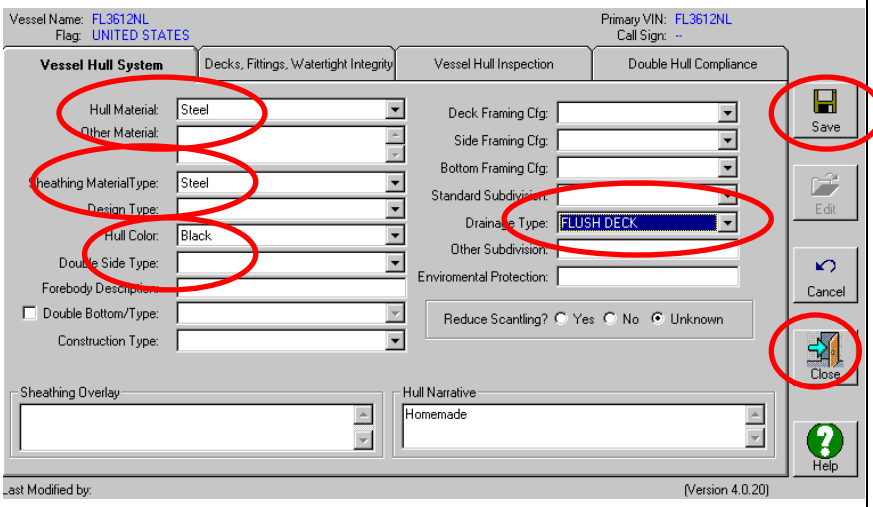


Click on the **Simplified Tonnage** tab. Enter the vessels length in feet, select Machinery Location, Hull Configuration and Hull Shape.

Click on **Save** and then **Close.**



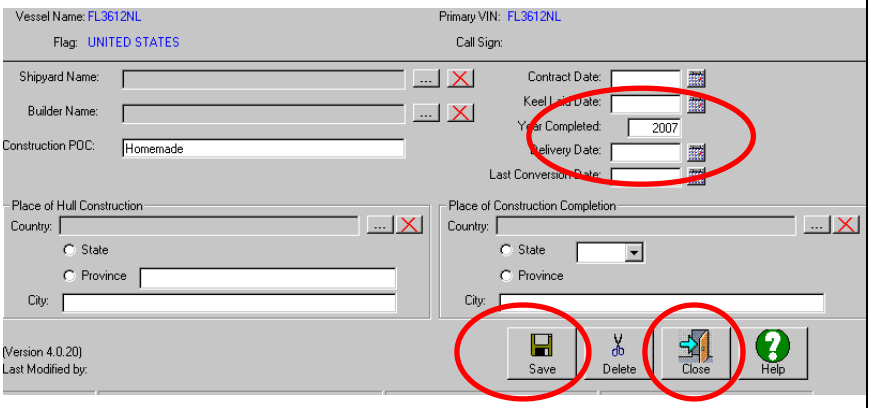
Click on **Hull Systems**.



Enter as much information as possible in this screen.

Hull material, design type, construction type, sheathing material, and drainage type are of particular importance.

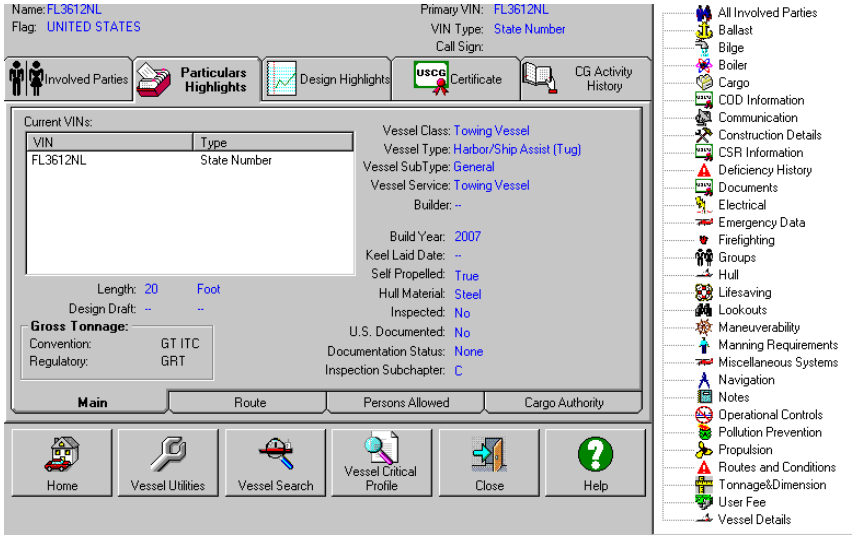
Save and **Close**



Click on **Construction**.

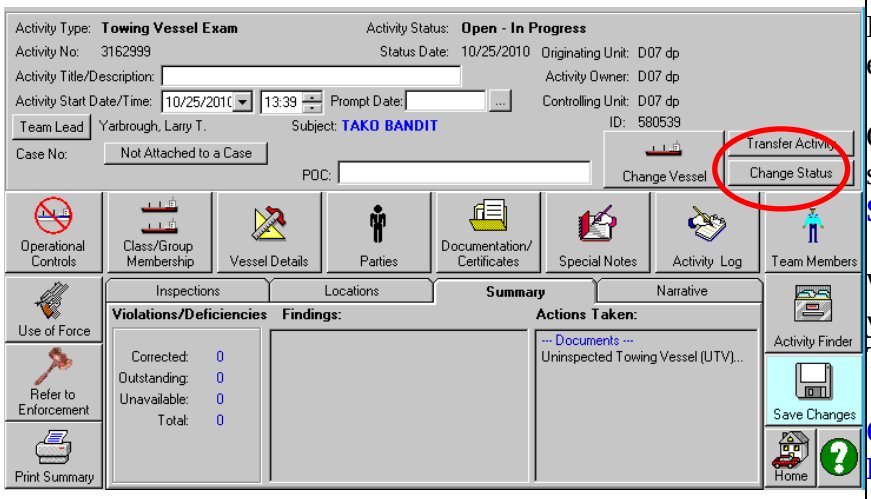
Fill in the Year Completed and as much other data as possible.
Use the **Year Completed** date from the VIS data.

Save and **Close**.



Continue filling in as much information on the vessel as possible, including Owner and Operator.

ENTERING ACTIVITY CHANGE OF STATUS

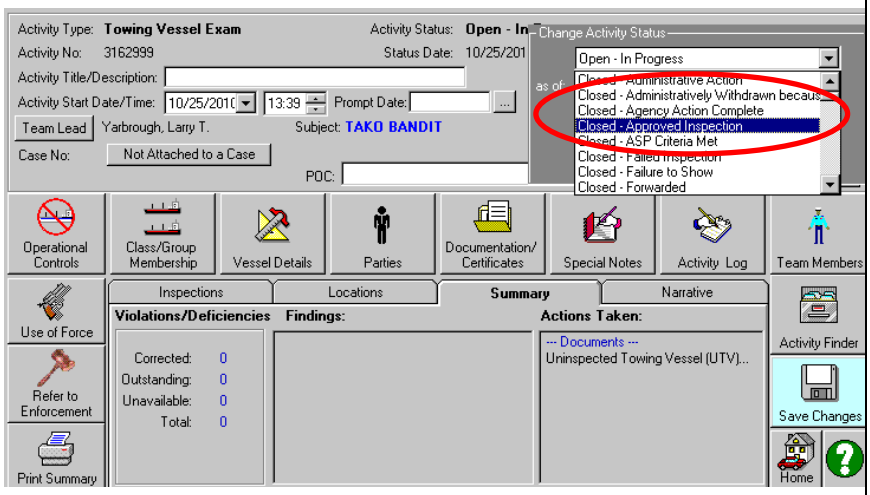


Now you have completed entering the Activity.

Go to the Activity Detail screen and click on **Change Status**

When you open the pick list you will have many choices. These are the most common:

Open Submitted for Review: Examination complete, activity forward to reviewing authority.



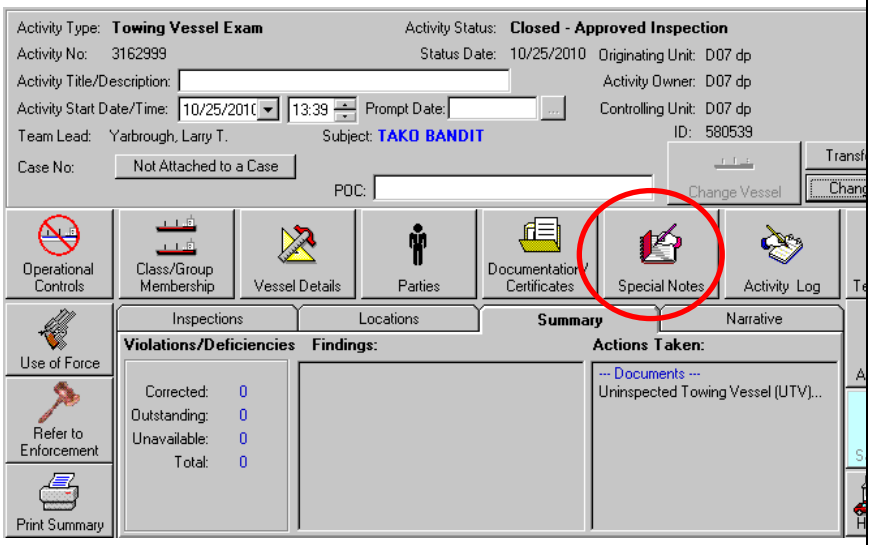
Closed - Approved Inspection: Examination complete, no outstanding deficiencies and ***decal issued***.

Closed- Failed Inspection: Inspection complete, deficiencies issued and vessel did not qualify for a decal within 30 days. After 30 days the case should be closed. If the vessel requests action after the activity is closed a new activity should be opened.

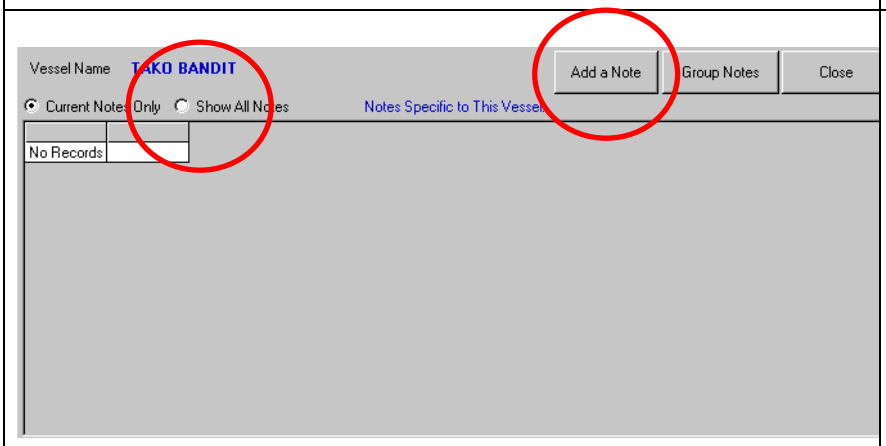
Open in Progress: Case status pending resolution of issues. This is normally the 30 days between the examination and case closure.

	Closed–Administrative Action: Vessel examination process has been interrupted and the exam will not be completed. The reason should be documented in the narrative. This action should be rarely used.

ENTERING SPECIAL NOTES

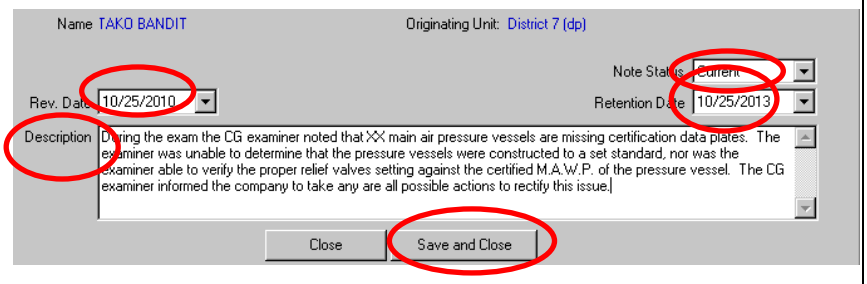


Click on the **Special Note** button.



Click on **Add a Note**

You can see all previous notes entered on this vessel by selecting the **Show All Notes** Radio button.



Verify **Note Status** is current and the **Rev Date** is the Activity date.

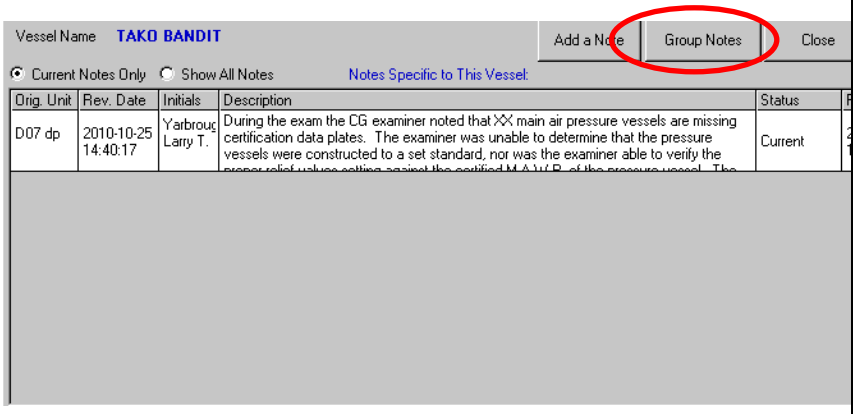
Enter the **Retention Date**. This is equivalent to the expiration date. Normally three years to coincide with the expiration of the exam.

In the **Description** block enter all pertinent information related to the special note including requirements or special conditions.

See the sample notes at the end of this section. You can develop your own note templates in Word and then copy and paste.

Select **Save and Close**.

Continue this process to add additional notes.



Special Notes can also be used for classes and groups of vessels. You can check for this by selecting **Group Notes**.

SAMPLE SPECIAL NOTES

MTSA verification.

The UTV XXX is consistently used as a fleeeting/lock-assist/horbor assist vessel and although it has a VSP plan, is technically exempt from MTSA requirements in 33 CFR 104.105-11. MTSA verfification was conducted since subject vessel has VSP.

The UTV XXX showed proof of Fire Detectiona System Certification Documentation by a Professional engineer.

P/V Missing Certification Plates

During the exam the CG examiner noted that xx main air pressure vessels are missing certification data plates. The examiner was unable to determine that the pressure vessel was constructed to a set standard, nor was the examiner able to verify the proper relief valves setting against the certified M.A.W.P of the pressure vessel. The CG examiner informed the company representative of this potential safety hazard and strongly encouraged the company to take any and all possible actions to rectify this issue.

P/V Internal Inspection

Recommend the company conduct internal examination of all pressure vessels

P/V no relief valve

XX (main air) (clutch air) pressure vessels missing pressure relief valve. (Install) / (Provide Proof of Installation) prior to placing pressure vessel into service.

P/V relief valve set higher than the pressure vessel M.A.W.P

XX (main air) (clutch air) pressure relief valves set higher than the XXX M.A.W.P as designated on pressure vessel certification plate. XX pressure relief valves set at XXX PSI (Repair / Replace) pressure relief valve to set PSI at or under M.A.W.P

Emergency Fuel shut off valve not in proper location

(Port / Starboard) (Main engine / Generator), emergency fuel shut off valve location not IAW 46 CFR 27.207. Relocate emergency fuel shut off valve to the satisfaction of CG Examiner.

P/V no certification plates

A potential safety hazard exists due to XX (main air) (clutch air) air pressure vessels missing certification data plates. The CG examiner was unable to determine that the pressure vessels were constructed to a set standard, nor was the examiner able to properly verify the pressure relief valves setting against the certified M.A.W.P of the pressure vessel. It is strongly recommended that the company take any and all possible actions to rectify this issue. During the exam the CG examiner noted that xx main air pressure vessels are missing certification data plates. The examiner was unable to determine if the pressure vessels were constructed to a set standard, nor was the examiner able to verify the proper relief valves setting against the certified M.A.W.P of the pressure vessel. The CG examiner informed the company representative of this potential safety hazard and strongly encouraged the company to take any and all possible actions to rectify this issue.

CEMS Implementation.

The UTV XXX exibited a fully functional Crew Endurance Managemnt System (CEMS), as outlined in enclosure (1) to NVIC 02-08. The vessel has: (1) established a Crew Endurance Workgroup, (2) Has an analysis of the Curent Situation and identified the Risk factors, (3) Developed a Crew Endurance Plan (CEP), (4) Implementied the CEP, and (5) Evaluation the results.

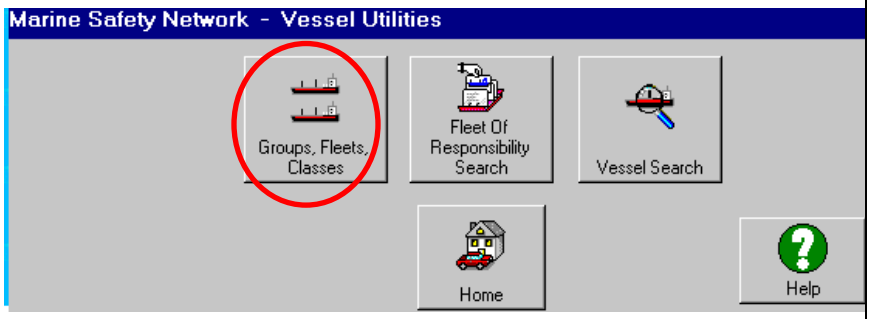
Safety Management System

The UTV XXX exibited a Safey Management System / enrolment and implementation of the AWO Responsible Carrier Program (RCP) / non SMS Safety Program in place.

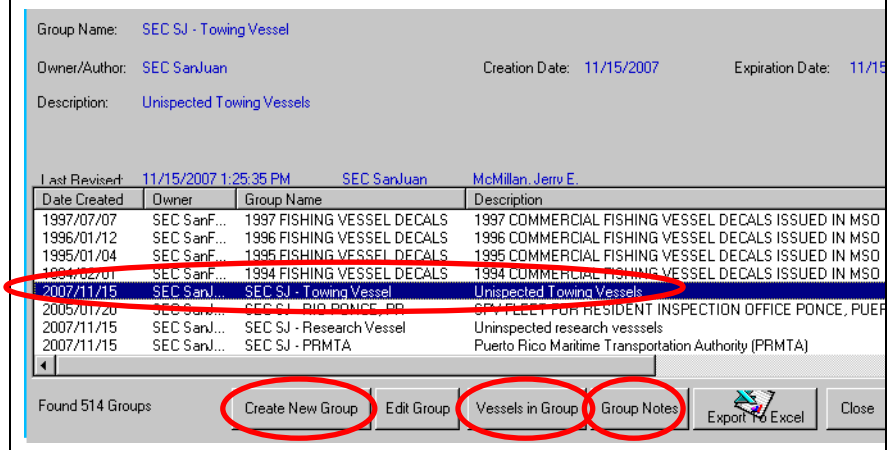
ENTERING GROUP OR CLASS NOTES

The ability to enter a group or class notes is a powerful management tool. As you review this feature you will see how units have used it to enhance their vessel management capability.

From the main menu select the **Vessels** button.



Select **Groups, Fleet, Classes**

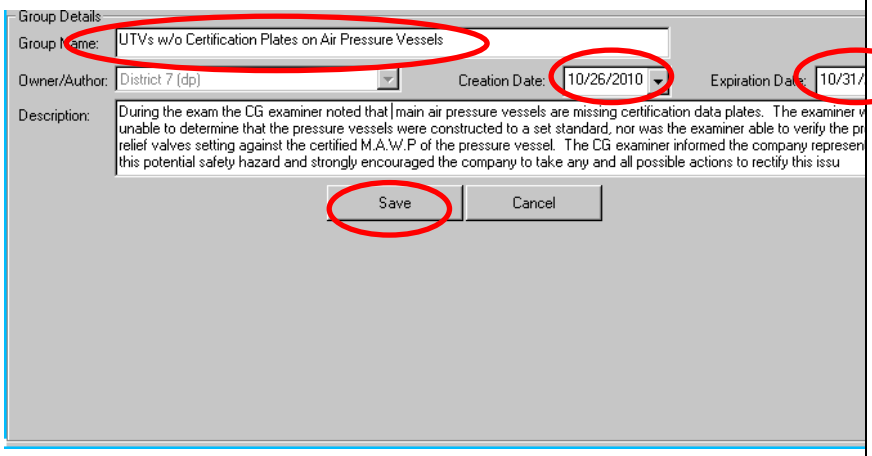


The Vessel Group Administration screen lists all groups in MISLE.

You can review a specific group by highlighting it and selecting **Group Notes**.

You can view all the vessels assigned in a specific group by selecting **Vessels in Group**.

To create a new group select **Create New Group**.

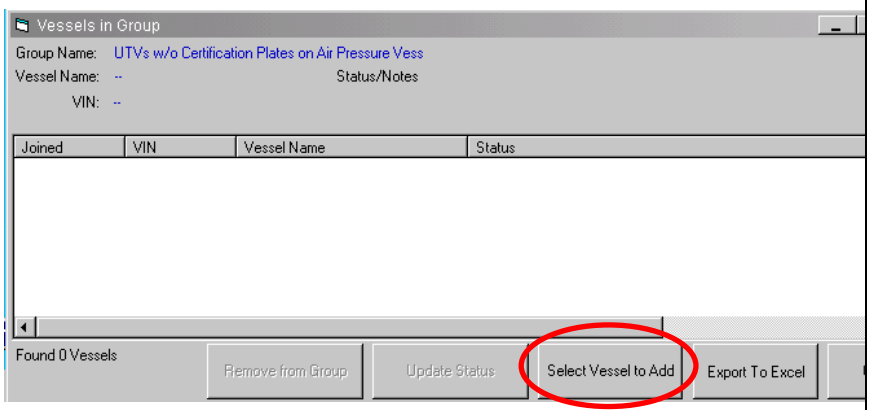


Enter a descriptive name in the **Group Name** box.

Enter the **Creation Date** and an **Expiration Date** if applicable.

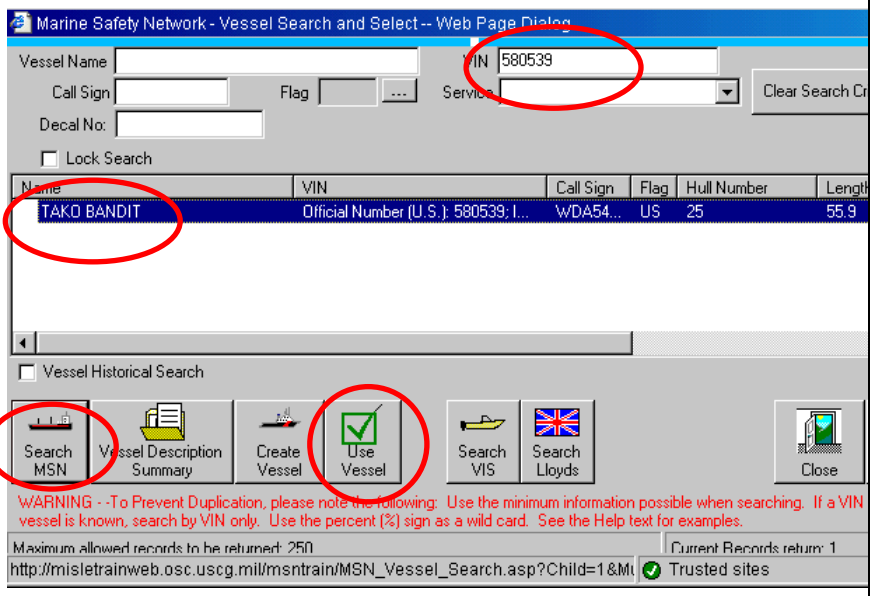
In the **Description** box enter the special note pertaining to the group or class of vessels.

Click **Save and Close**.



You will now complete a standard search for the vessel using the VIN or other applicable information.

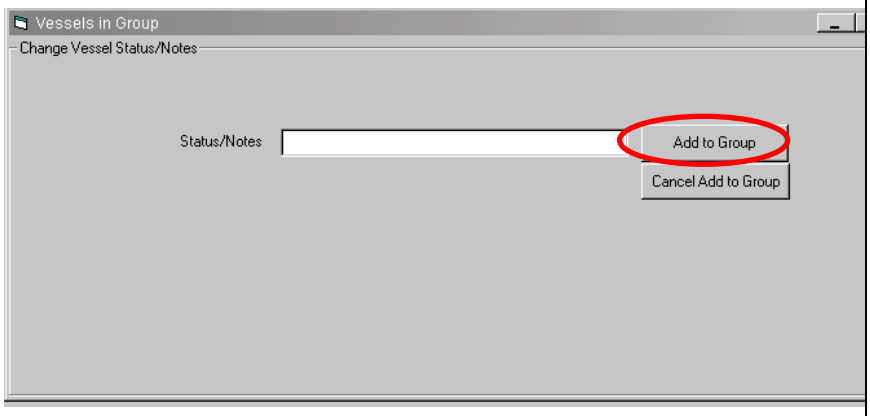
Select **Vessels to Add.**



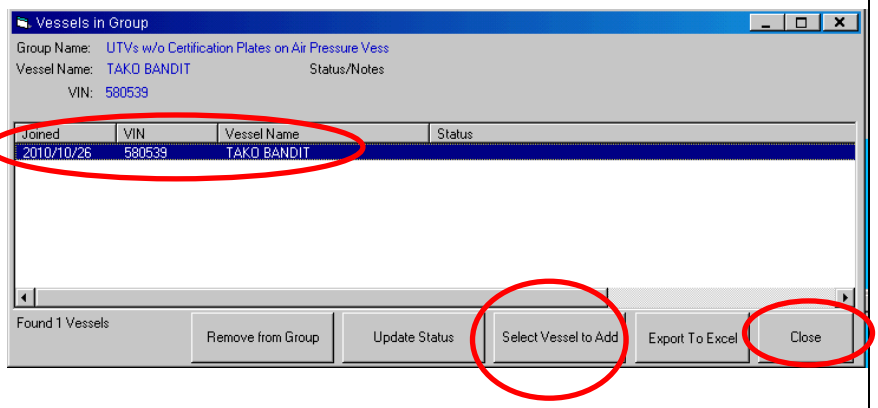
Do a standard search for using VIN.

Search MSN.

Click on the appropriate vessel and select **Use Vessel**.



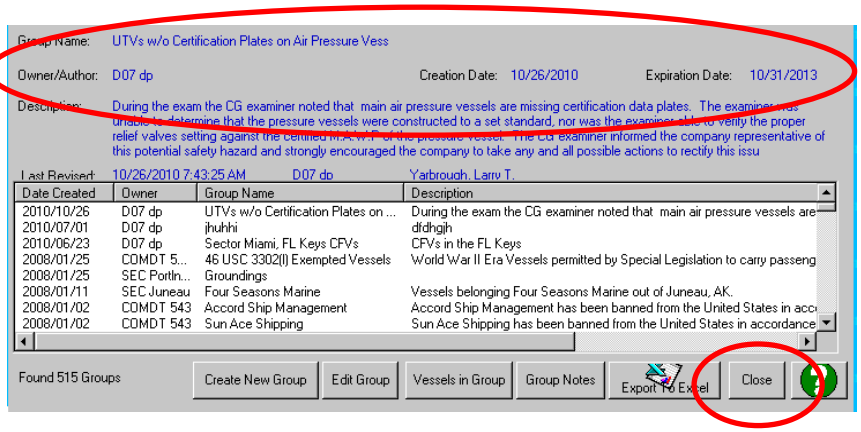
Select **Add to Group**.



The vessel has now been added to the group.

From this screen you can continue to add vessels, edit specific vessels, remove vessels from the group and create an Excel spreadsheet of all the groups.

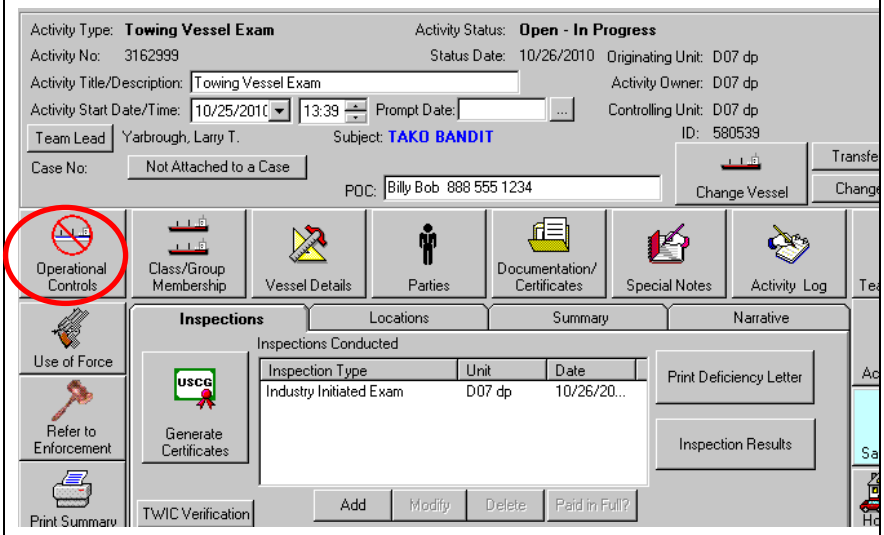
Select **Close** when you have added all the vessels to this group. You can always go back and add or remove a vessel from the group.



You are now returned to the Vessel Group Administration screen where the group note is displayed along with the creation and expiration date if applicable.

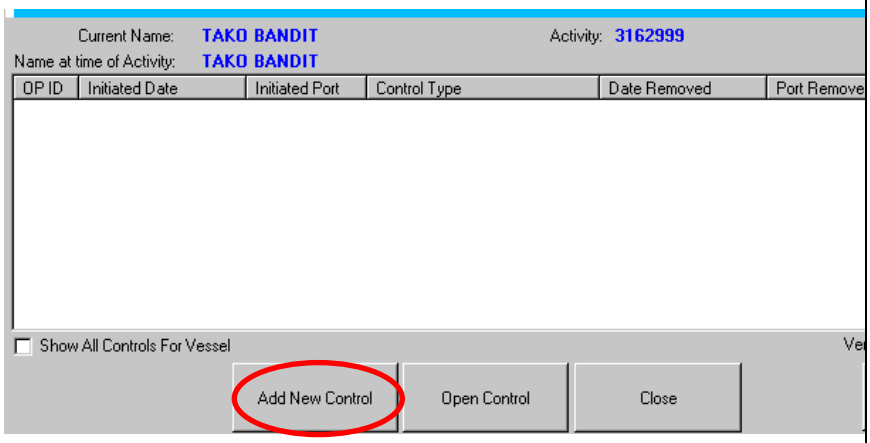
Select **Close**.

ENTERING OPERATIONAL CONTROLS

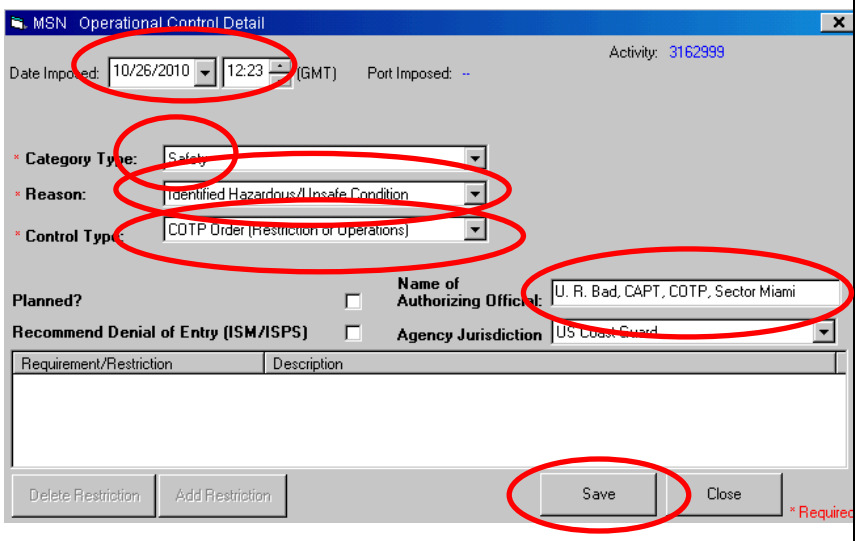


Select **Operational Control** at the Activity Detail screen

Note: Operational Controls are to be entered or removed in MISLE within 4 hours of the event.



Select **Add New Control**



Enter the **date & time** the control was effective

Using the pick list enter the: **Category Type** (Safety, Security, Environmental Protections)

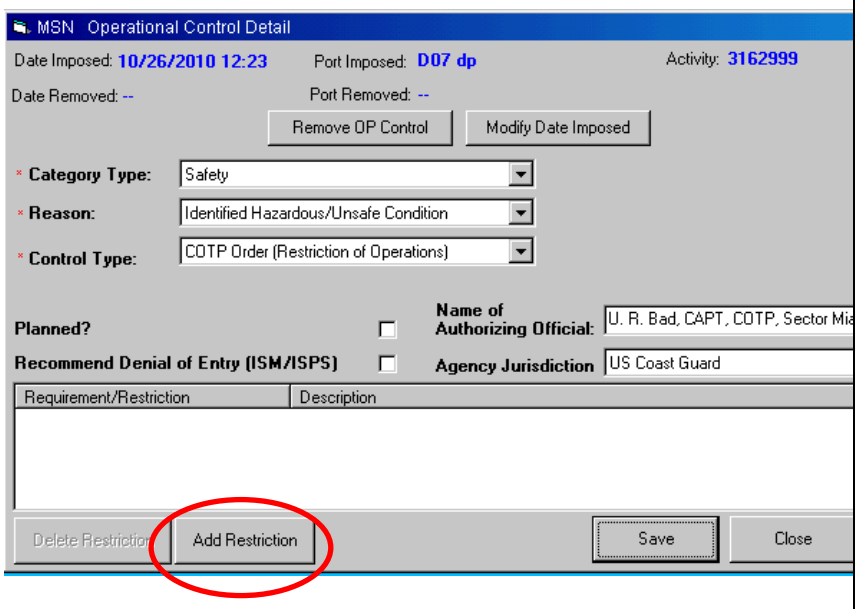
Reason

Type of control

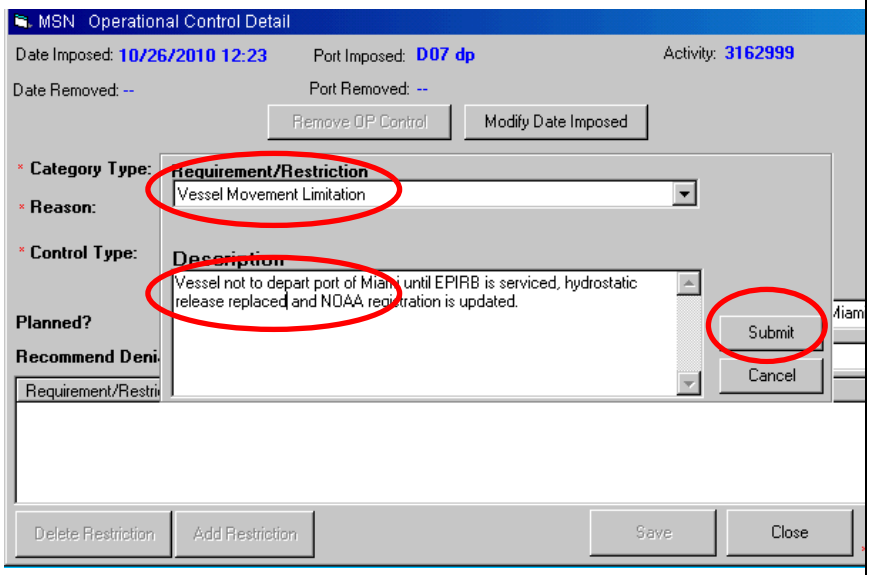
Authorizing Official

Agency (US Coast Guard)

Click on **Save**



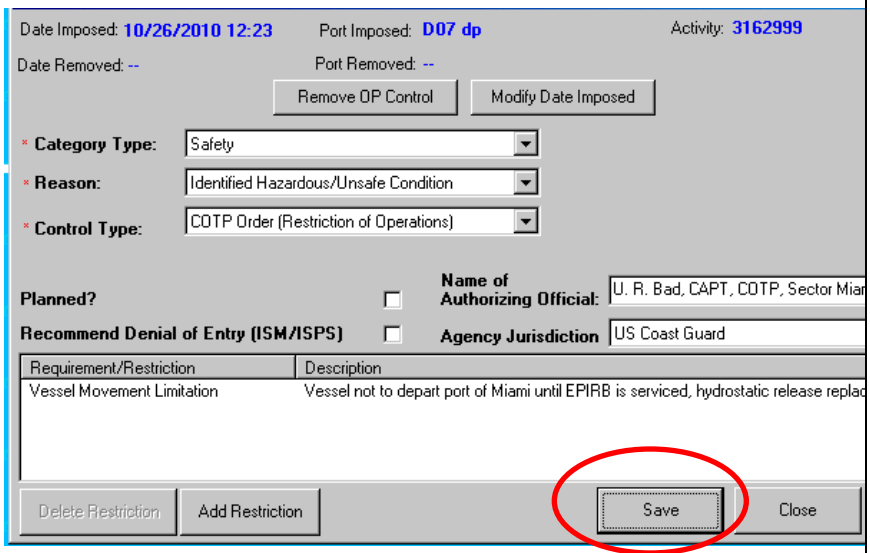
Click on **Add Restriction**



Using the pick list enter the type of **Requirement/Restriction**

In the description block enter a brief description of the problem and the criteria required to lift the operational control.

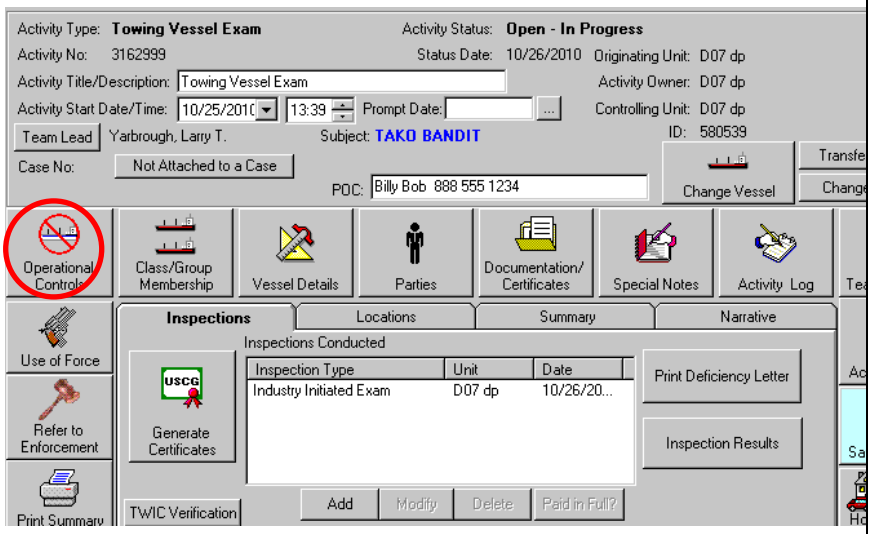
Click on **Submit**



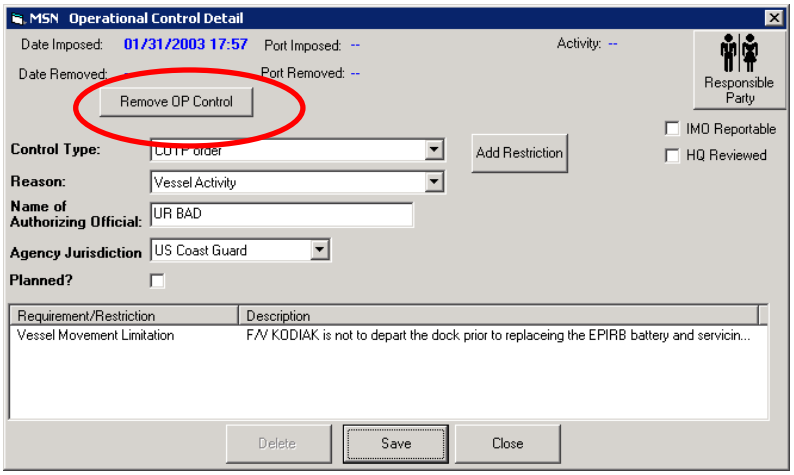
Click on **Save**.

This action places the operational control on the Activity detail screen and can be viewed by clicking on the **Summary** tab.

REMOVEING OPERATIONAL CONTROL



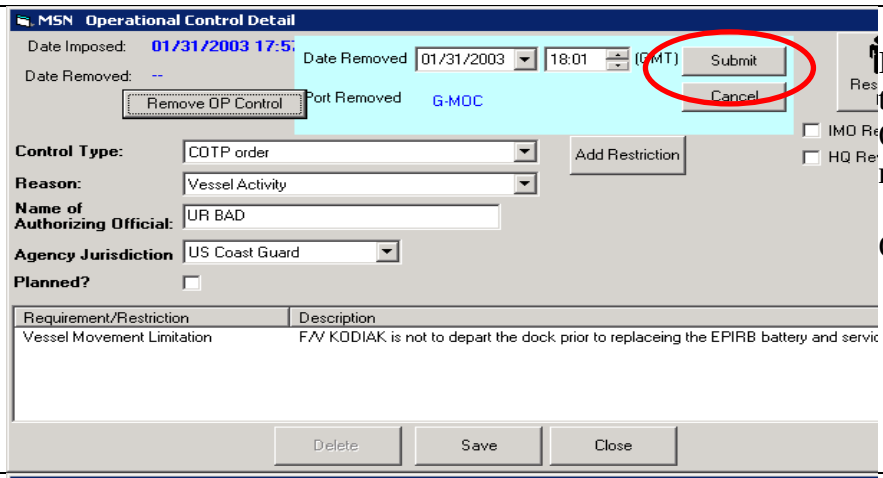
From the Vessel Details page, click on **Operational Controls.**



The active operational control detail screen should open.

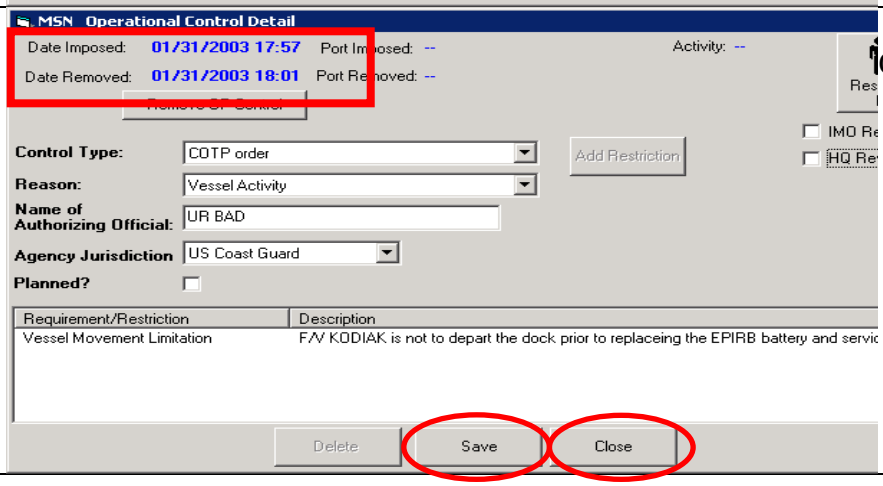
Click on **Remove OP Control**.

Note: Operational Controls can only be removed by the unit that imposed the Operational Control.



In the pop up window enter the date and time the Operational Control was rescinded.

Click on **Submit**.



Click on **Save and Close**.