

OSV Industry Familiarization

A. Introduction

Working with the companies and vessels in the offshore industry will help Marine Inspectors better understand the Offshore Industry and in turn help them be better decision-makers and regulators. This indoctrination program includes requirements for inspectors to spend time working both aboard OSV(s) and ashore with a company learning shore side operations. It is incumbent upon the inspector to maximize opportunities and ensure the time allotted is highly productive. NOTE: If the Merchant Marine Indoctrination (MMI) Ship Rider Program, COMDTINST 16705.1 was already completed while on board an OSV, it is not necessary to complete OSV Industry familiarization.

All operations begin with shore side management. Inspectors will familiarize themselves with the day-to-day operations by working with knowledgeable company representative(s) who can explain the various aspects of the Offshore industry's business, operations, safety management systems, traffic management, and personnel decisions. For those units that do not have OSV company offices within their AOR, the shore side portion of the below checklist can be completed while working on an OSV. Inspectors should try to gain an understanding of shore side operations through discussion with masters, chief engineer and other crew/company personnel as are available.

The vessel's operational portion of the below checklist is intended to be completed while conducting a ship ride on an OSV and should ideally be completed during a 2-3 day ship ride when possible.

Inspector Responsibilities

It is the inspector's responsibility to:

- **Be professional and respectful.**

- **Make gaining knowledge and experience the top priority. Ask questions and explore in detail the subject matter outlined in the checklist.**

- **Use the checklist as a reference and ensure that all tasks have been completed. The inspector may verify and sign off all tasks once completed.**

B. Shore Side Management

SHORE SIDE MANAGEMENT		
<input checked="" type="checkbox"/>	Task	Verified
	Introduce yourself to senior management, thank them for hosting you and discuss why you are working with them and what you hope to achieve.	
	Meet the Operations Manager or equivalent for an overview of company operations including their typical areas of operation.	

NOTES: _____

<input checked="" type="checkbox"/>	Task	Verified
	Discuss any company Quality certifications held, (i.e. ISO 9001, ISO 14001, etc). If applicable, review the company's Safety Management System (ISM Code). Meet the Designate Person Ashore (DPA) and review how the functional requirements of the ISM code are met.	
	Review how the company manages vessel maintenance.	
	If applicable, discuss the company's auditing program (internal, external, third party).	
	If applicable, review reporting procedures for non-conformities and corrective actions and discuss their strategy for improvement. .	
	Review procedures for incident reporting, accident investigations, near miss reporting, and root cause analysis.	
PORT CAPTAIN		
<input checked="" type="checkbox"/>	Task	Verified
	Meet with a Port Captain or equivalent and discuss his/her responsibilities. Discuss the types and number of vessels currently owned and/or operated. Do any vessels operate on international voyages, are any subject to SOLAS/MARPOL?	
	Review crewing procedures, typical crew make up, watch schedules, etc.	
	Review hull and deck planned maintenance records, discuss maintenance oversight processes including how maintenance is deferred.	
	Discuss logistics related to bunkering and cargo operations.	
PORT ENGINEER		
<input checked="" type="checkbox"/>	Task	Verified
	Meet with a Port Engineer or equivalent and discuss his/her responsibilities.	
	Review engineering planned maintenance records, discuss maintenance oversight processes including how maintenance is deferred.	
	Review types of propulsion systems installed on company vessels including main engines, generators and steering (conventional, z-drive, Voith Schneider). Discuss pros and cons of each system.	
	Review drydocking, UWILD and shipyard schedules and discuss planning cycle and critical inspection requirements (tail shaft, sea valves, thickness gauging, etc). .	
	Review fuel transfer procedures, DOIs, and PIC qualifications (this may also be done on board a vessel).	
	Review procedures for waste management and environmental programs.	
TRAFFIC MANAGEMENT		
<input checked="" type="checkbox"/>	Task	Verified
	Review dispatch procedures and vessel scheduling.	

NOTES: _____

	Discuss fleet communication and vessel tracking capabilities (i.e. LRIT, AIS, etc.).	
VESSEL PERSONNEL		
<input checked="" type="checkbox"/>	Task	Verified
	Discuss mariner credentialing and processes to ensure vessels are properly manned. <ul style="list-style-type: none"> • Merchant Mariner Credentials • Standards of Training, Certification and Watchkeeping • Transportation Worker Identification Credential 	
	Review the company's drug and alcohol policies and testing procedures.	
	Discuss entry level training & continuation training programs and how training records are tracked and managed.	

C. Vessel Operations

Company Name:	Location:
Examiner Name:	Date:
Vessel Name:	Official #:
Year Built:	Call

Dimensions		Main Engines	
Length overall		Horsepower	
Breadth (molded)		Service speed	
Maximum draft		Type of steering gear	
Minimum freeboard		Bow thruster (BHP)	
Gross tonnage		Stern thrusters (BHP)	

<input checked="" type="checkbox"/>	Task	Verified
	Conduct OSV ship ride and complete the following tasks.	
	Review type/s of cargo/s transported (liquid mud, methanol, dry bulk, fuel, etc). Discuss general cargo operations including facilities, locations, equipment and procedures used.	
	Request to review the vessel's Operations Manual and Safety Management System (if applicable). Pay particular attention to procedures related to watch standing, maintenance, and specific vessel operations (cargo, bunkering, anchoring, towing, lifting)	

NOTES: _____

☑	Task	Verified
	Learn about the different job titles of the crew, their main duties and responsibilities, licenses and documents they may hold (endorsements, routes, and tonnage restrictions), and during your time on board become familiar with various crew members and understand their maritime backgrounds and experiences. Also get a general sense of living & working on an OSV.	
	Review the vessel's physical characteristics, including length, breadth, draft, and highest fixed point of vessel. Discuss any unique vessel design features and understand how those features benefit specific vessel operations.	
	Discuss the vessel's Dynamic Positioning (DP) capability. Type of DP system 1, 2 or 3. Discuss risks and limitations and company imposed safeguards (if any) related to the installed DP system. Witness DP operations.	
	Discuss anchor, mooring and towing operations and understand company required training and applicable safety hazards. Examine associated equipment; ground tackle, lines, wires, winches, shackles, anchoring gear, terminal gear, etc. When possible, assist as directed and learn how the equipment is used, maintained, and stowed.	
	Discuss the main engine or propulsion system with the engineers and tour the engine room and machinery spaces noting equipment specific parameters and manufacturers. Number of mains, generators, type of control system, automation, horsepower/KW.	
	Examine the steering system; identify type, number of rudders, steering locations, and back-up systems.	
	Review the OSV's stability letter or book. Depending on the type of OSV (anchor handler, Lift boat) these stability letters or books can be quite extensive. Discuss stability limitations (if any) with crew. Examine watertight doors/hatches and compare to stability information. .	
	Discuss bridge navigation/communications with crew. Identify each piece of equipment and request the crew to demonstrate its use , if possible.	
	Review company procedures related to navigation watches. Under the direction of a Licensed Navigation Officer, stand at least one watch in the wheelhouse observe watch navigation procedures.	
	Discuss shipboard maintenance procedures, review individual crew responsibilities and recordkeeping; for deck equipment, watertight integrity, engineering, lifesaving and firefighting. If applicable, discuss hot work and welding procedures.	
	Review company procedures related to engineering watches. Under the direction of an engineer, stand at least one engineering watch, discuss vessel's vital systems and observe engineering rounds. Discuss typical operations, common pressure/temp readings, associated parameters, hazards and safety concerns	
	Under the direction of a mate or deckhand, stand at least one watch on the deck during a specific vessel operation (cargo, towing, anchoring, mooring)	
	Review the Vessel Security Plan and discuss associated responsibilities with various crew members.	
	Review company response procedures related to incidents that may occur and procedures in place to respond to them, such as equipment failures, oil spills, crew injuries, person overboard, abandon ship, collisions, allisions and groundings.	

NOTES: _____

☑	Task	Verified
	Learn about training and drills that the vessel and crew conduct to prepare for incidents.	
	Learn about reporting requirements in the event of an incident.	
	Locate fire detection and response equipment and ask company personnel to explain how they are used.	
	Ask crew how they store flammable materials.	
	Locate and learn about oil discharge containment and response equipment, such as spill kits.	
	Locate the written copy of the vessel's fuel-transfer procedures and discuss the responsibilities of the crew when transferring fuel.	
	Discuss with crew the procedures for the disposal of garbage, sewage, oily bilges, oily waste, and paint. Ask to see the Marine Sanitation Device (MSD) and oily-water separator, if applicable.	
	If applicable, discuss with crew how fuel transfer hoses and other equipment are tested and examine and ask to see the records of the tests and inspections, as well as the oil placard.	

Company Name _____

Company Rep _____

Rep Signature _____

NOTES: _____
