

# **Small Passenger Vessel Inspector Performance and Qualification Standard**

## **International Addendum (KII)**

This Performance and Qualification Standard (PQS) workbook is an addendum to the Small Passenger Vessel “K” Inspector (KI) PQS. It is your responsibility to document all completed unit training items and keep track of all inspections completed during this process by filling out the Inspection Log located in appendix C of the KI PQS workbook.

This PQS workbook contains the necessary tasks and steps to conduct an Inspection for Certification and drydock examination on a small passenger vessel that operates on international voyages. Those members who will be conducting inspections on K-boats that sail internationally are required to complete all tasks and steps in this PQS workbook.

The KII PQS addendum may be completed concurrently with the KI PQS or subsequent to receiving a KI qualification. In either case a Certification Board must be satisfactorily completed prior to receiving the “International” notation on the KI Letter of Certification/ Designation.

### **Additional References:**

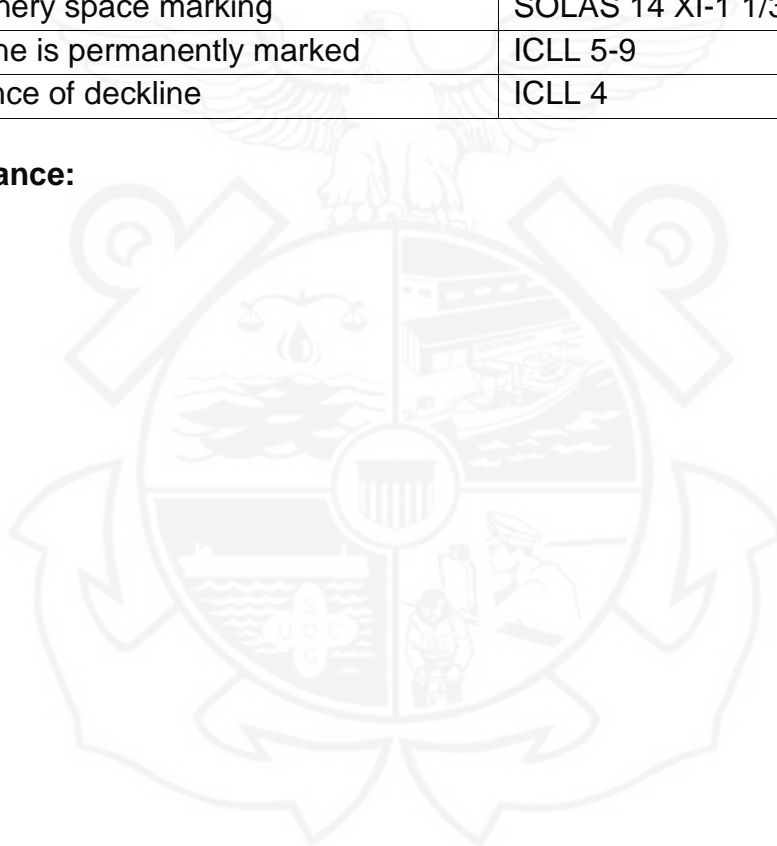
IMO SLS.14/Circ.87 SOLAS equivalent arrangements accepted under regulation I/5  
Statement by the Government of the United States – dated 15 November 1989

IMO SLS.14/Circ.155 SOLAS equivalent arrangements accepted under regulation I/5  
Statement by the Government of the United States – dated 17 September 1998

NVIC 11-93 CH-3 Applicability of Tonnage Systems to U.S. Flag Vessels

**K-Boat Inspector (KI)****Certificate of Inspection****Dockside Assessment (DA)****International****Task:** KII-DA01 Inspect hull for required markings (when applicable)**Condition:** *During inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards***References:** 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended  
2. International Convention on Load Lines (ICLL) 1966, as amended

Steps		References	Initials
DA01.1	Verify IMO hull marking	SOLAS 14 XI-1 1/3	
DA01.2	Verify machinery space marking	SOLAS 14 XI-1 1/3	
DA01.3	Verify load line is permanently marked	ICLL 5-9	
DA01.4	Verify presence of decline	ICLL 4	

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

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Certificates and Documents (CD)**

**International**

**Task:** KII-CD01 Review Passenger Ship Safety Certificate (when applicable)

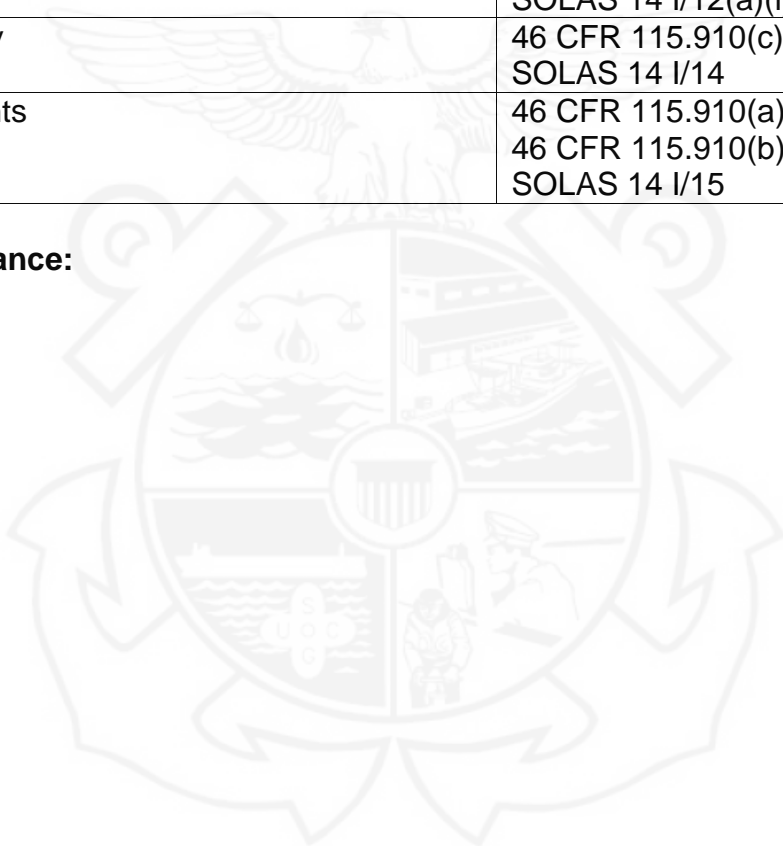
**Condition:** *While validating certificates and documents*

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

- References:**
1. Title 46, Code of Federal Regulations Part 115 Inspection and Certification
  2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
CD01.1	Verify presence	46 CFR 115.910(a) SOLAS 14 I/12(a)(i)	
CD01.2	Verify validity	46 CFR 115.910(c) SOLAS 14 I/14	
CD01.3	Verify contents	46 CFR 115.910(a) 46 CFR 115.910(b) SOLAS 14 I/15	

**Verifying Officer Guidance:**



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

**K-Boat Inspector (KI)****Certificate of Inspection****Certificates and Documents (CD)****International**

**Task:** KII-CD02 Review Engine International Air Pollution Prevention (EIAPP) Certificate (when applicable)

**Condition:** *While validating certificates and documents*

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

- References:**
1. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified
  2. NOx Technical Code (NOx Code) 2008, 2009 ed.
  3. CG-543 Policy Letter 09-01 Guideline for Ensuring Compliance with Annex VI, MARPOL 73/78

Steps		References	Initials
CD02.1	Verify presence	MARPOL VI/13.1 MARPOL VI/13.8 NOx Code 2.1.1	
CD02.2	Verify engines identified and no changes have been made	MARPOL VI/13.1.1	
CD02.3	Verify Statement of Compliance (issued by Manufacturer) is accompanied by EPA issued EIAPP	CG-543 Policy Ltr 09-01 5.b	

**Verifying Officer Guidance:**

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

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Certificates and Documents (CD)****International**

**Task:** KII-CD03 Review International Air Pollution Prevention Certificate (IAPP) and Supplement Record of Construction and Equipment (when applicable)

**Condition:** While validating certificates and documents

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

- References:**
1. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified
  2. CG-CVC Policy Letter 12-04 Guidelines for Compliance and Enforcement of the Emission Control Areas Established within the U.S. Jurisdiction as Designated in MARPOL VI/14

Steps		References	Initials
CD03.1	Verify vessel particulars on IAPP and Record of Construction and Equipment	MARPOL VI/8	
CD03.2	Verify annual, intermediate, renewal, repair and extension endorsements and/or change in anniversary date	MARPOL VI/8 MARPOL VI/5	
CD03.3	Verify ozone depleting substances identified	MARPOL VI/12	
CD03.4	Verify Nitrogen Oxide emission sources identified	MARPOL VI/13	
CD03.5	Verify Sulphur Oxide (fuel oil) requirements identified	MARPOL VI/14 CG-CVC Policy Ltr 12-04	
CD03.6	Verify incinerator installation identified (when applicable)	MARPOL VI/16	
CD03.7	Verify validity of alternatives or equivalents	MARPOL VI/4 MARPOL VI/14.5	

**Verifying Officer Guidance:** CVC-approved Process Guide (01OCT14); Copy and paste or type to your web browser:

[https://cgportal2.uscg.mil/units/tracenyorktown/Marine\\_Inspections/Marine%20Inspector/Process%20Guides/IAPP%20Process%20Guide.pdf](https://cgportal2.uscg.mil/units/tracenyorktown/Marine_Inspections/Marine%20Inspector/Process%20Guides/IAPP%20Process%20Guide.pdf)

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

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Certificates and Documents (CD)****International**

**Task:** KII-CD04 Review International Anti-Fouling System (IAFS) certificate with Record of Anti-Fouling System (when applicable)

**Condition:** While validating certificates and documents

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

- References:**
1. International Convention on the Control of Harmful Anti-Fouling Systems on Ships (AFS), 2001
  2. IMO Resolution MEPC.195(61) 2010 Guidelines for Survey and Certification of Anti-Fouling Systems on Ships
  3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch-1

Steps		References	Initials
CD04.1	Verify vessel particulars	IMO Res MEPC.195(61) 4	
CD04.2	Verify COI has Anti-Fouling endorsement or, if not required, IAFS Certificates	MSM II/B.3.J	
CD04.3	Verify identification of applied Anti-Fouling System	AFS Article 3 AFS Annex 2 AFS Annex 3	
CD04.4	Verify vessel particulars on Record of Anti-Fouling Systems	IMO Res MEPC.195(61) 4.1 MSM II/B.3.J	
CD04.5	Verify Anti-Fouling Systems details provided	IMO Res MEPC.195(61) 4.2 & 5	
CD04.6	Verify that no change in Anti-Fouling System has occurred since issuance of IAFS Certificates	IMO Res MEPC.195(61) 5.2 MSM II/B.3.J	

**Verifying Officer Guidance:** Trainee shall know and understand the purpose, format, content and how to use the information contained on the certificate(s) especially with regards to issuance, periods of validity and proper endorsements (if required).

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

**K-Boat Inspector (KI)****Certificate of Inspection****Certificates and Documents (CD)****International**

**Task:** KII-CD05 Review International Energy Efficiency Certificate and Record of Construction (when applicable)

**Condition:** While validating certificates and documents

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

- References:**
1. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified
  2. CG-CVC Policy Letter 13-02 MARPOL Annex VI International Energy Efficiency (IEE) Certificate Implementation Guidance
  3. IMO Resolution MEPC.203(62) Inclusion of Regulations on Energy Efficiency for Ships in MARPOL Annex VI

Steps		References	Initials
CD05.1	Verify vessel particulars	IMO Res MEPC.203(62) Appendix VIII	
CD05.2	Verify Energy Efficiency Design Index requirements (when applicable)	CG-CVC Policy Ltr 13-02 7. IMO Res MEPC.203(62) 20.1	
CD05.3	Verify Ship Energy Efficiency Management Plan (SEEMP) is identified	CG-CVC Policy Ltr 13-02 7.b IMO Res MEPC.203(62) 22	
CD05.4	Verify Technical File requirements are met (when applicable)	IMO Res MEPC.203(62) 20.1	

**Verifying Officer Guidance:** Trainee shall know and understand the purpose, format, content and how to use the information contained on the certificate(s) especially with regards to issuance, periods of validity and proper endorsements (if required).

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

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Certificates and Documents (CD)****International**

**Task:** KII-CD06 Review International Oil Pollution Prevention Certificate (IOPP) (when applicable)

**Condition:** While validating certificates and documents

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

- References:**
1. Title 33, Code of Federal Regulations Part 151 Vessels Carrying Oil, NLS, Garbage, Municipal or Commercial Waste & Ballast Water
  2. Title 33, Code of Federal Regulations Part 158 Reception Facilities for Oil, NLS & Garbage
  3. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified

Steps		References	Initials
CD06.1	Verify vessel particulars	MARPOL I/9	
CD06.2	Verify vessel type is accurate	MARPOL I/2.1-.4 MARPOL I/9	
CD06.3	Verify annual, intermediate, extension renewal, or change in anniversary date	33 CFR 151.17-.19 MARPOL I/6	
CD06.4	Verify record of construction and equipment	33 CFR 151.19 MARPOL I/9	
CD06.5	Verify control requirements for machinery bilge and fuel oil tanks identified	MARPOL I/14 MARPOL I/16	
CD06.6	Verify retention and disposal requirements for oily bilge water holding tanks	MARPOL I/12	
CD06.7	Verify standard discharge connection requirement	33 CFR 158.250 MARPOL I/13	

**Verifying Officer Guidance:** CVC-approved Process Guide (01Jul13); Copy and paste or type to your web browser:

[https://cgportal2.uscg.mil/units/tracenyorktown/Marine\\_Inspections/Marine%20Inspector/Process%20Guides/IOPP%20Process%20Guide.pdf](https://cgportal2.uscg.mil/units/tracenyorktown/Marine_Inspections/Marine%20Inspector/Process%20Guides/IOPP%20Process%20Guide.pdf) IOPP not required if vessel owner has an approved request to use the MARPOL Interim Scheme, see NVIC 11-93 Ch-3.

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



**K-Boat Inspector (KI)****Certificate of Inspection****Certificates and Documents (CD)****International**

**Task:** KII-CD07 Review Statement of Voluntary Compliance, MARPOL Annex IV (Sewage) (when applicable)

**Condition:** While validating certificates and documents

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

**References:**

1. Title 33, Code of Federal Regulations Part 159 Marine Sanitation Devices
2. NVIC 01-09 Voluntary Compliance with International Sewage Regulations in Annex IV to MARPOL 73/78
3. IMO Resolution MEPC.227(64) 2012 Guidelines on Implementation of Effluent Standards and Performance Tests for Sewage Treatment Plants

Steps		References	Initials
CD07.1	Verify vessel particulars	NVIC 01-09	
CD07.2	Verify compliance type	33 CFR 159.53 & .55 NVIC 01-09 IMO Res MEPC.227(64)	
CD07.3	Verify discharge rate (draft & speed chart) identified	NVIC 01-09	
CD07.4	Verify endorsements (extension or renewal)	NVIC 01-09	

**Verifying Officer Guidance:**

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

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Certificates and Documents (CD)****International****Task:** KII-CD08 Verify credentials**Condition:** *While validating certificates and documents***Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 10 Merchant Mariner Credential
  2. Title 46, Code of Federal Regulations Part 11 Requirements for Officer Endorsements
  3. Title 46, Code of Federal Regulations Part 15 Manning Requirements
  4. Title 47, Code of Federal Regulations Part 80 Stations in the Maritime Services
  5. G-MOC Policy Letter 04-02 Global Maritime Distress & Safety System (GMDSS) Operator Requirements
  6. International Convention on Standards of Training, Certification & Watchkeeping (STCW) 1978, as amended

Steps		References	Initials
CD08.1	Verify STCW endorsements	46 CFR 10.109(d) 46 CFR 11.202 STCW I/2.6	
CD08.2	Verify Vessel Security Officer endorsement	46 CFR 15.1113	
CD08.3	Verify Transportation Worker Identification Credential (TWIC)	46 CFR 10.203(b) CG-543 Policy Ltr 11-15	
CD08.4	Verify GMDSS endorsements	47 CFR 80.159(d) 47 CFR 80.1073 G-MOC Policy Ltr 04-02	

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

**K-Boat Inspector (KI)****Certificate of Inspection****Certificates and Documents (CD)****International**

**Task:** KII-CD09 Examine International Load Line Certificate (ILLC) (when applicable)

**Condition:** While validating certificates and documents

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

- References:**
1. Title 46, Code of Federal Regulations Part 42 Load Lines - Domestic & Foreign Voyages by Sea
  2. Title 46, Code of Federal Regulations Part 114 General Provisions
  3. International Convention on Load Lines (ICLL) 1966, as amended
  4. CG-5212 Load Line Policy Notes (Rev. 22Sep2008)

Steps		References	Initials
CD09.1	Verify presence	46 CFR 114.122 ICLL Article 16	
CD09.2	Verify validity	46 CFR 42.07-45 ICLL Article 15 ICLL Article 19	
CD09.3	Verify certificate form	ICLL Article 18	
CD09.4	Confirm load line observed on hull (Task TII-DA01) matches certificate	46 CFR 42.07-5 ICLL I/9	
CD09.5	Verify logbook entries are completed	46 CFR 42.07-20	
CD09.6	Verify Record of Conditions of Assignment (Form LL.11) is present and validates issued Load Line (when applicable)	CG-5212 Policy Notes 5.c	

**Verifying Officer Guidance:** Trainee shall know and understand the purpose, format, content and how to use the information contained therein. Form LL.11 is found with certificates issued by IACS Classification Societies.

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

**K-Boat Inspector (KI)****Certificate of Inspection****Certificates and Documents (CD)****International**

**Task:** KII-CD10 Examine copy of Document of Compliance (ISM-DOC) (when applicable)

**Condition:** While validating certificates and documents

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

- References:**
1. Title 33, Code of Federal Regulations Part 96 Rules for the Safe Operation of Vessels & Safety Management Systems
  2. Title 46, Code of Federal Regulations Part 114 General Provisions
  3. Title 46, Code of Federal Regulations Part 115 Inspection and Certification
  4. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
  5. International Safety Management (ISM) Code, 2014
  6. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch-1

Steps		References	Initials
CD10.1	Verify presence	46 CFR 115.925 33 CFR 96.330 SOLAS 14 IX/4.2	
CD10.2	Verify validity	46 CFR 115.925 SOLAS 14 IX/5 ISM Code 13.2-5	
CD10.3	Verify document form	ISM Code 16	
CD10.4	Verify alternate compliance arrangements	46 CFR 114.540 MSM II/E.3.C.5	

**Verifying Officer Guidance:** Trainee shall know and understand the purpose, format, content and how to use the information contained therein.

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

**K-Boat Inspector (KI)****Certificate of Inspection****Certificates and Documents (CD)****International****Task:** KII-CD11 Examine Safety Management Certificate (ISM-SMC)(when applicable)**Condition:** *While validating certificates and documents***Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 33, Code of Federal Regulations Part 96 Rules for the Safe Operation of Vessels & Safety Management Systems
  2. Title 46, Code of Federal Regulations Part 114 General Provisions
  3. Title 46, Code of Federal Regulations Part 115 Inspection and Certification
  4. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
  5. International Safety Management (ISM) Code, 2014
  6. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch-1

Steps		References	Initials
CD11.1	Verify presence	46 CFR 115.925 33 CFR 96.340 SOLAS 14 IX/4.3	
CD11.2	Verify validity	46 CFR 115.925 SOLAS 14 IX/5 ISM Code 13.5.1	
CD11.3	Verify certificate form	ISM Code 16	
CD11.4	Verify alternate compliance arrangements	46 CFR 114.540 MSM II/E.3.C.5	

**Verifying Officer Guidance:** *Trainee shall know and understand the purpose, format, content and how to use the information contained therein. It is very important to verify that the crew is familiar with the SMS and are implementing it.*

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

**K-Boat Inspector (KI)****Certificate of Inspection****Certificates and Documents (CD)****International**

**Task:** KII-CD12 Examine International Ship Security Certificate (ISSC) & Continuous Synopsis Record (CSR)

**Condition:** While validating certificates and documents

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

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

Steps		References	Initials
CD12.1	Verify vessel particulars	SOLAS 14 XI-1/5.5.2 ISPS Code A/19.2.4	
CD12.2	Verify Company name and address match International Safety Management documents	SOLAS 14 XI-1/5.3	
CD12.3	Verify ISSC verification type with date	ISPS Code A/19	
CD12.4	Verify ISSC endorsement (Intermediate or additional)	ISPS Code A/19.1.1	
CD12.5	Verify additional ISSC verifications, extensions, renewals or expiry advancements are completed	ISPS Code A/19.1.1 ISPS Code A/19.3.4	
CD12.6	Verify CSR is present and valid	SOLAS 14 XI-1/5.1 SOLAS 14 XI-1/5.3 SOLAS 14 XI-1/5.4.1-5.4.3	
CD12.7	Verify CSR information matches ISSC	SOLAS 14 XI-1/5.3	

**Verifying Officer Guidance:** Trainee shall know and understand the purpose, format, content and how to use the information contained therein.

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

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Certificates and Documents (CD)**

**International**

**Task:** KII-CD13 Examine Certificate of Documentation (COD) (when applicable)

**Condition:** While validating certificates and documents

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

**References:** 1. Title 46, Code of Federal Regulations Part 67 Documentation of Vessels

Steps		References	Initials
CD13.1	Verify Registry endorsement	46 CFR 67.17 46 CFR 67.19	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of CODs for issuance requirements, periods of validity and other endorsements.*



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

**K-Boat Inspector (KI)****Certificate of Inspection****Certificates and Documents (CD)****International****Task:** KII-CD14 Examine Tonnage Certificate**Condition:** *While validating certificates and documents***Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:**

1. Title 46, Code of Federal Regulations Part 69 Measurement of Vessels
2. International Convention on Tonnage Measurement of Ships (ICTM), 1969
3. NVIC 11-93 Ch-3 Applicability of Tonnage Measurement Systems to U.S. Flag Vessels

Steps		References	Initials
CD14.1	Verify presence	46 CFR 69.69	
CD14.2	Verify validity	46 CFR 69.69	
CD14.3	Verify correct measurement system	46 CFR 69.11 NVIC 11-93	
CD14.4	Verify vessel particulars remain valid	46 CFR 69.55 46 CFR 69.105 ICTM Article 3	

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



**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Logs and Manuals Inspection (LM)**

**International**

**Task:** KII-LM01 Examine official logbook

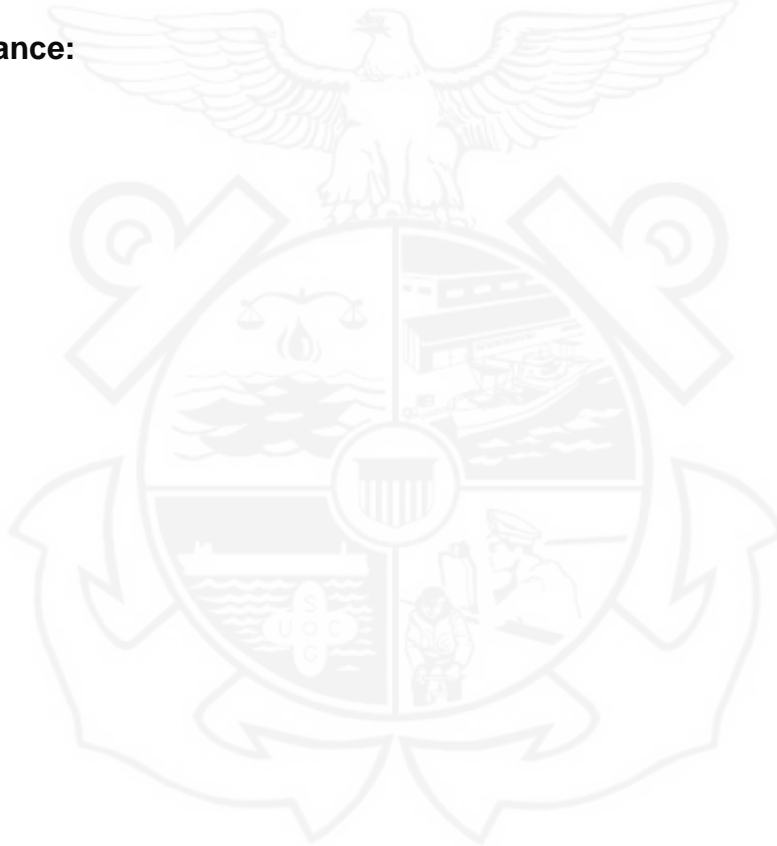
**Condition:** While validating logs and manuals

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

**References:** 1. Title 46, Code of Federal Regulations Part 122 Operations

Steps		References	Initials
LM01.1	Verify presence	46 CFR 122.280(a)	
LM01.2	Verify entries	46 CFR 122.280(b)	

**Verifying Officer Guidance:**



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

**K-Boat Inspector (KI)****Certificate of Inspection****Logs and Manuals Inspection (LM)****International****Task:** KII-LM02 Examine Maintenance Records**Condition:** *While validating logs and manuals***Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:**

1. Title 46, Code of Federal Regulations Part 122 Operations
2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
LM02.1	Verify shore based maintenance report for EPIRB	SOLAS 14 IV/15	
LM02.2	Verify maintenance and inspections of survival craft	46 CFR 122.722 46 CFR 122.724 & .726 SOLAS 14 III/20.7	
LM02.3	Verify annual test reports for VHF-DSC, AIS, LRIT & SSAS	SOLAS 14 IV/17	

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

**K-Boat Inspector (KI)****Certificate of Inspection****Logs and Manuals Inspection (LM)****International**

**Task:** KII-LM03 Examine Shipboard Oil Pollution Emergency Plan (SOPEP) (when applicable)

**Condition:** *While validating logs and manuals*

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

- References:**
1. Title 33, Code of Federal Regulations Part 151 Vessels Carrying Oil, NLS, Garbage, Municipal or Commercial Waste & Ballast Water
  2. Title 46, Code of Federal Regulations Part 121 Vessel Control and Miscellaneous System and Equipment
  3. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified

Steps		References	Initials
LM03.1	Verify applicability	46 CFR 121.702 33 CFR 151.09 MARPOL I/2	
LM03.2	Verify approval	33 CFR 151.27 MARPOL I/37.1	
LM03.3	Verify annual review	33 CFR 151.28(a) 33 CFR 151.28(d)	
LM03.4	Verify plan organization	33 CFR 151.26(b)(8)	

**Verifying Officer Guidance:**

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

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Logs and Manuals Inspection (LM)****International**

**Task:** KII-LM04 Examine oil and hazardous liquid transfer procedures (when applicable)

**Condition:** While validating logs and manuals

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

**References:**

1. Title 33, Code of Federal Regulations Part 155 Oil or Hazardous Material Pollution Prevention Regulations for Vessels
2. Title 46, Code of Federal Regulations Part 121 Vessel Control and Miscellaneous System and Equipment

Steps		References	Initials
LM04.1	Verify presence	46 CFR 121.702 33 CFR 155.720	
LM04.2	Verify Person in Charge is identified	33 CFR 155.750(a)(4)	
LM04.3	Verify contents	33 CFR 155.750	

**Verifying Officer Guidance:** Trainee shall demonstrate a working knowledge of plan's format, purpose and how to use the information contained therein in order to verify active compliance.

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

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Logs and Manuals Inspection (LM)****International****Task:** KII-LM05 Examine vessel's training log**Condition:** *While validating logs and manuals***Standard:** *In compliance with applicable policies, laws, regulations and standards***References:** 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
LM05.1	Verify presence	SOLAS 14 III/35	
LM05.2	Verify contents	SOLAS 14 III/35	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of vessel log nomenclature, purpose and use of information contained therein.*

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

**K-Boat Inspector (KI)****Certificate of Inspection****Logs and Manuals Inspection (LM)****International****Task:** KII-LM06 Examine Oil Record Book (ORB) (when applicable)**Condition:** *While validating logs and manuals***Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 33, Code of Federal Regulations Part 151 Vessels Carrying Oil, NLS, Garbage, Municipal or Commercial Waste & Ballast Water
  2. Title 46, Code of Federal Regulations Part 121 Vessel Control and Miscellaneous System and Equipment
  3. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified
  4. IMO Resolution MEPC.187(59) Amendments to the Annex of the Protocol of 1978 Relating to the International Convention for the Prevention of Pollution from Ships, 1973
  5. CG-CVC Letter, 16711 Serial #756 dated August 21, 2013 - Continued Use of 2007 Oil Record Book, CG-4602A (Rev. 01-07)

Steps		References	Initials
LM06.1	Verify edition	33 CFR 151.25(b) IMO Res MEPC.187(59) CG-CVC Letter	
LM06.2	Verify required signatures	33 CFR 151.25(h)	
LM06.3	Verify required entries	46 CFR 121.702 33 CFR 151.25(h) MARPOL I/Appendix III	
LM06.4	Compare overboard discharge rate entries with filtering equipment data plate or supplement to IOPP certificate	MARPOL I/7 MARPOL I/Appendix III	

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

**K-Boat Inspector (KI)****Certificate of Inspection****Security (Domestic) Inspection (SD)****International****Task:** KII-SD01 Examine Vessel Security Plan (VSP/ASP)**Condition:** *During a Security Compliance Inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:**

1. Title 33, Code of Federal Regulations Part 104 Maritime Security - Vessels
2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
3. International Ship & Port Facility Security (ISPS) Code, 2012
4. NVIC 04-03 Guidance for Verification of Vessel Security Plans on Domestic Vessels

Steps		References	Initials
SD01.1	Verify presence of approval letter for plan type	33 CFR 104.120(a)(1) SOLAS 14 XI-2/4.2 ISPS Code A/9.1	
SD01.2	Verify plan is secured	33 CFR 104.400(c) ISPS Code A/9.7 NVIC 04-03	
SD01.3	Examine contents	33 CFR 104.400	
SD01.4	Verify amendment(s) (when applicable)	33 CFR 104.415(a)	
SD01.5	Verify implementation	33 CFR 104.400(a)	

**Verifying Officer Guidance:** *Trainee shall demonstrate a working knowledge of plan format, purpose and how to use the information contained therein to confirm active compliance with the procedures outlined in the plan.*

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

**K-Boat Inspector (KI)****Certificate of Inspection****Security (Domestic) Inspection (SD)****International****Task:** KII-SD02 Examine security records**Condition:** *During security compliance inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:**

1. Title 33, Code of Federal Regulations Part 104 Maritime Security - Vessels
2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
3. International Ship & Port Facility Security (ISPS) Code, 2012
4. NVIC 04-03 Guidance for Verification of Vessel Security Plans on Domestic Vessels

Steps		References	Initials
SD02.1	Verify record(s) of security training	33 CFR 104.235(b)(1) SOLAS 14 XI-2/4.2 ISPS Code A/10.1.1	
SD02.2	Verify presence of Declarations of Security (DoS)(when applicable)	33 CFR 104.235(b)(7) ISPS Code A/5.7 NVIC 04-03 Encl. 3 Section 10	
SD02.3	Verify record(s) of security drills	33 CFR 104.235(b)(2) ISPS Code A/10.1.1	
SD02.4	Verify annual exercise has been conducted	33 CFR 104.235(b)(2) ISPS Code A/10.1.1	
SD02.5	Verify record(s) of annual audit	33 CFR 104.235(b)(8) ISPS Code A/10.1.6	

**Verifying Officer Guidance:** *Trainee shall demonstrate a working knowledge of format, purpose and how to use the information contained therein to ensure active compliance.*

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



**K-Boat Inspector (KI)****Certificate of Inspection****Security (Domestic) Inspection (SD)****International****Task:** KII-SD03 Inspect security equipment**Condition:** *During a security compliance inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:**

1. Title 33, Code of Federal Regulations Part 104 Maritime Security - Vessels
2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
3. International Ship & Port Facility Security (ISPS) Code, 2012
4. NVIC 04-03 Guidance for Verification of Vessel Security Plans on Domestic Vessels

Steps		References	Initials
SD03.1	Verify equipment matches plan(when applicable)	33 CFR 104.292(b)(ii) SOLAS 14 XI-2/6 ISPS Code A/9.4.17	
SD03.2	Verify maintenance records	33 CFR 104.260 33 CFR 104.235(b)(5) NVIC 04-03 Encl. 3 Section 10	

**Verifying Officer Guidance:** *Trainee shall demonstrate a working knowledge of equipment's components, function, purpose and use.*

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

**K-Boat Inspector (KI)****Certificate of Inspection****Security (Domestic) Inspection (SD)****International****Task:** KII-SD04 Evaluate crew's knowledge of security plan**Condition:** *During a Security Compliance Inspection***Standard:** *In compliance with applicable policies, laws, regulations, and standards*

**References:**

1. Title 33, Code of Federal Regulations Part 104 Maritime Security - Vessels
2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
3. International Ship & Port Facility Security (ISPS) Code
4. NVIC 04-03 Guidance for Verification of Vessel Security Plan on Domestic Vessels

Steps		References	Initials
SD04.1	Identify Company Security Officer (CSO)	33 CFR 104.200(b)(2) SOLAS 14 Reg XI-2/4.2 ISPS Code A/11.1	
SD04.2	Identify Vessel Security Officer (VSO)	33 CFR 104.200(b)(2) ISPS Code A/12.1	
SD04.3	Evaluate VSO knowledge regarding his/her responsibilities	33 CFR 104.215(e) ISPS Code A/12.2 NVIC 04-03 Encl. 3 Section 9	
SD04.4	Evaluate crew's level of knowledge regarding their security responsibilities	33 CFR 104.220 ISPS Code A/13.3 NVIC 04-03 Encl. 3 Section 10	
SD04.5	Verify compliance with current Maritime Security (MARSEC) level	33 CFR 104.240 33 CFR 104.215(e)(9) ISPS Code A/12.2.9	

**Verifying Officer Guidance:** *The trainee shall also demonstrate good communication skills and questioning techniques.*

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

**K-Boat Inspector (KI)****Certificate of Inspection****Bridge/Navigation Inspection (BN)****International****Task:** KII-BN01 Inspect voyage data recorder (when applicable)**Condition:** *During bridge/navigation inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards***References:** 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
BN01.1	Verify presence	SOLAS 14 V/20	
BN01.2	Verify installation	SOLAS 14 V/20	

**Verifying Officer Guidance:** *Exemption letters for this equipment may be issued by the administration (CG-CVC).*


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

**K-Boat Inspector (KI)****Certificate of Inspection****Bridge/Navigation Inspection (BN)****International****Task:** KII-BN02 Inspect automatic identification system (AIS) (when applicable)**Condition:** *During bridge inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards***References:** 1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations

Steps		References	Initials
BN02.1	Verify presence	33 CFR 164.43(a)	
BN02.2	Verify operational	33 CFR 164.43(a)	

**Verifying Officer Guidance:** *Inspectors should be aware of exemptions that may be granted in accordance with 33 CFR 164.46(h), based on vessel's route and service.*

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

**K-Boat Inspector (KI)****Certificate of Inspection****Bridge/Navigation Inspection (BN)****International****Task:** KII-BN03 Inspect bridge navigation equipment (when applicable)**Condition:** *During bridge inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards***References:** 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
BN03.1	Verify spare magnetic compass	SOLAS 14 V/19.2.2.1	
BN03.2	Verify pelorus or compass bearing device	SOLAS 14 V/19.2.1.2	
BN03.3	Verify means of correcting heading & bearing to true at all times	SOLAS 14 V/19.2.1.3	
BN03.4	Verify electronic plotting aide	SOLAS 14 V/19.2.3.3	
BN03.5	Verify speed & distance measuring device	SOLAS 14 V/19.2.3.4	

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

**K-Boat Inspector (KI)****Certificate of Inspection****Bridge/Navigation Inspection (BN)****International****Task:** KII-BN04 Inspect communication equipment (when applicable)**Condition:** *During bridge/navigation inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 47, Code of Federal Regulations Part 80 Stations in the Maritime Services
  2. Title 47, Code of Federal Regulations Part 80 Subpart W Global Maritime Distress and Safety System (GMDSS)
  3. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
BN04.1	Verify operation of NAVTEX	47 CFR 80.1101(c) SOLAS 14 IV/7.1.4	
BN04.2	Verify operation of portable VHF(s)	47 CFR 80.1095 SOLAS 14 III/6.2.1	
BN04.3	Verify radar transponders	47 CFR 80.1095 SOLAS 14 III/6.2.2	
BN04.4	Verify GMDSS radio equipment installation is appropriate for the Sea Area in which the vessel operates	46 CFR Part 80 Subpart W	

**Verifying Officer Guidance:** *The FCC may grant an exemption under 47 CFR 80.1071 for the GMDSS equipment listed above.*

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

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Bridge/Navigation Inspection (BN)**

**International**

**Task:** KII-BN05 Inspect long range identification and tracking (LRIT) (when applicable)

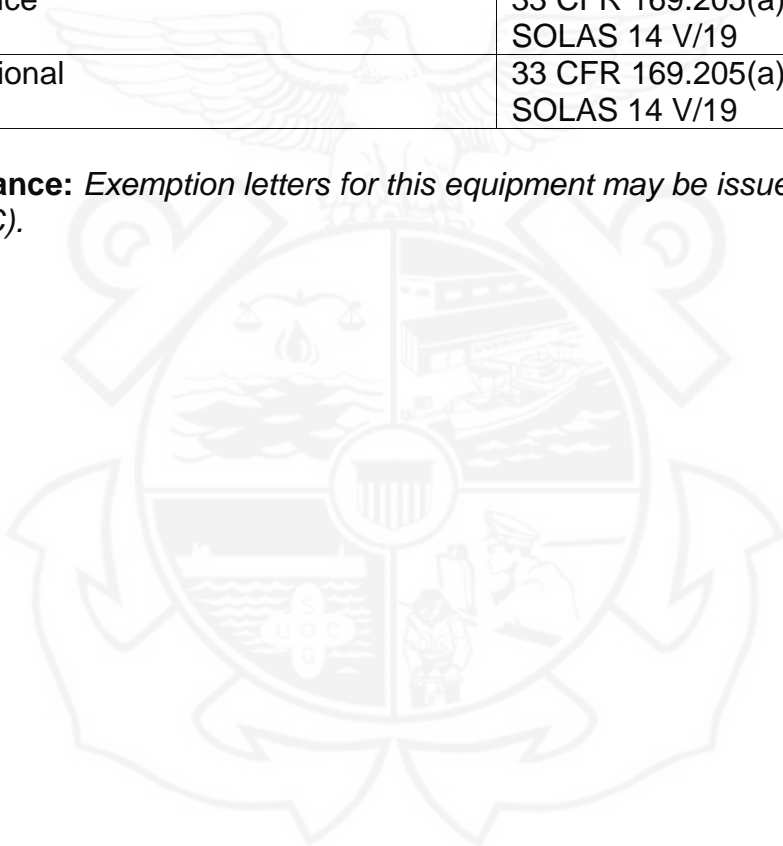
**Condition:** *During bridge/navigation inspection*

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

- References:**
1. Title 33, Code of Federal Regulations Part 169 Ship Reporting Systems
  2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
BN05.1	Verify presence	33 CFR 169.205(a) SOLAS 14 V/19	
BN05.2	Verify operational	33 CFR 169.205(a) SOLAS 14 V/19	

**Verifying Officer Guidance:** *Exemption letters for this equipment may be issued by the administration (CG-CVC).*



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

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Bridge/Navigation Inspection (BN)**

**International**

**Task:** KII-BN06 Inspect depth sounding equipment (when applicable)

**Condition:** During bridge and navigation inspection

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

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

Steps		References	Initials
BN06.1	Verify operational	SOLAS 14 V/19.2.3.1	

**Verifying Officer Guidance:** Trainee shall demonstrate a working knowledge of equipment's components, function, purpose and operation.



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



**K-Boat Inspector (KI)****Certificate of Inspection****Bridge/Navigation Inspection (BN)****International**

**Task:** KII-BN07 Inspect Global Maritime Distress and Safety System (GMDSS) equipment

**Condition:** During bridge and navigation inspection

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

- References:**
1. Title 47, Code of Federal Regulations Part 80 Stations in the Maritime Services
  2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
  3. NVIC 03-99 GMDSS and EPIRB Equipment Requirements for Commercial Vessels
  4. Manufacturer's Operation Manual

Steps		References	Initials
BN07.1	Verify Station ID numbers on applicable equipment	47 CFR 80.1083 SOLAS 14 IV/6.2.5	
BN07.2	Review logs for tests and notations	47 CFR 80.1075 SOLAS 14 IV/17	
BN07.3	Verify equipment for operation areas	47 CFR 80.1083-.1095 SOLAS 14 IV/6.1 NVIC 03-99	
BN07.4	Verify operation of VHF Digital Selective Calling (DSC) radio	47 CFR 80.1085(a)(1) SOLAS 14 IV/7.1.1	
BN07.5	Verify emergency source of power is provided	47 CFR 80.1099(b) SOLAS 14 IV/13.2	
BN07.6	Verify presence of manuals, tools, spare parts and test equipment (when applicable)	47 CFR 80.1105 SOLAS 14 IV/15 Operations Manual	
BN07.7	Verify compliance with maintenance method(s)	47 CFR 80.1105(c) SOLAS 14 IV/15.6 NVIC 03-99	

**Verifying Officer Guidance:** Trainee shall demonstrate a working knowledge of equipment's components, function, purpose and operation.

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

**K-Boat Inspector (KI)****Certificate of Inspection****Lifesaving Equipment Inspection (LS)****International****Task:** KII-LS01 Inspect immersion suits (when applicable)**Condition:** *During lifesaving equipment inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 160 Equipment, Construction & Materials: Specifications & Approval - Lifesaving Equipment
  2. Title 46, Code of Federal Regulations Part 117 Lifesaving Equipment and Arrangements
  3. Title 46, Code of Federal Regulations Part 199 Lifesaving Appliances & Arrangements
  4. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
  5. NVIC 01-08 Shipboard Inspection and Testing of Immersion Suits

Steps		References	Initials
LS01.1	Verify type approval	46 CFR 117.10 46 CFR 199.70(c) SOLAS 14 III/4	
LS01.2	Verify quantity and size presence	46 CFR 199.70(c)	
LS01.3	Verify stowage	46 CFR 199.70(c)(2)	
LS01.4	Verify markings	46 CFR 199.70(c)(3)	
LS01.5	Verify attachments & fittings	46 CFR 199.70(c)(4)	
LS01.6	Inspect condition and suitability	46 CFR 160.006-2 NVIC 01-08	

**Verifying Officer Guidance:** *It is important that trainees know what components are required for proper servicing/maintenance of immersion suits (i.e. wax, soft bristle brush, lubricant recommended by the manufacturer, adhesive, etc.).*

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

**K-Boat Inspector (KI)****Certificate of Inspection****Firefighting (FF)****International****Task:** KII-FF01 Inspect emergency outfits and equipment**Condition:** During firefighting equipment inspection**Standard:** In compliance with applicable policies, laws, regulations and standards**References:** 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
FF01.1	Verify number of outfits (as applicable)	SOLAS 14 II-2/10.10.2	
FF01.2	Verify spare charges for breathing apparatus (when applicable)	SOLAS 14 II-2/10.10.2.5	
FF01.3	Verify means for recharging breathing air cylinders (when applicable)	SOLAS 14 II-2/10.10.2.6	
FF01.4	Verify stowage location (when applicable)	SOLAS 14 II-2/10.10.3	
FF01.5	Verify markings	SOLAS 14 II-2/10.10.3.1	

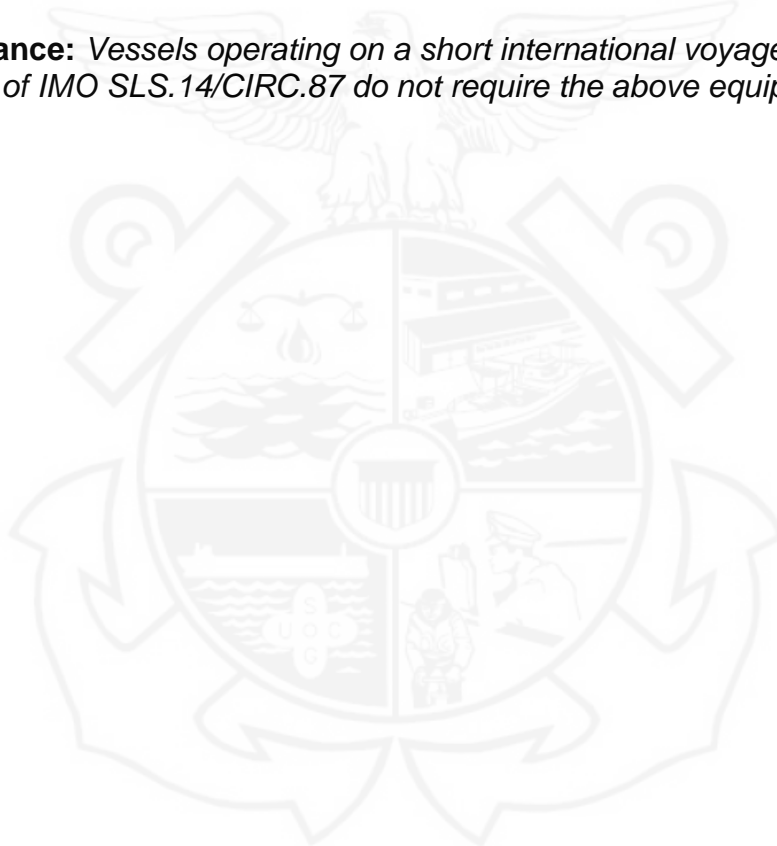
**Verifying Officer Guidance:** *Vessels operating on a short international voyage of 20 miles or less under the requirements of IMO SLS.14/CIRC.87 do not require the above equipment.*

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

**K-Boat Inspector (KI)****Certificate of Inspection****Firefighting (FF)****International****Task:** KII-FF02 Inspect fire control plan**Condition:** *During firefighting equipment inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards***References:** 1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
FF02.1	Verify contents	SOLAS 14 II-2/15.3	
FF02.2	Verify location	SOLAS 14 II-2/15.3	

**Verifying Officer Guidance:** *Vessels operating on a short international voyage of 20 miles or less under the requirements of IMO SLS.14/CIRC.87 do not require the above equipment.*

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

**K-Boat Inspector (KI)****Certificate of Inspection****Firefighting (FF)****International**

**Task:** KII-FF03 Inspect International Shore Connection (when applicable)

**Condition:** During firefighting equipment inspection

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

**References:**

1. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
2. International Code for Fire Safety Systems (FSS Code), 2007
3. IMO Resolution A.952(23) Graphical Symbols for Shipboard Fire Control Plans
4. Approved Safety Plan (Fire Control Plan)

Steps		References	Initials
FF03.1	Confirm location with Safety Plan (Fire Control Plan)	Fire Control Plan	
FF03.2	Verify gaskets and bolts are with the connection	SOLAS 14 II-2/10.2.1.7 FSS Code 2.2	
FF03.3	Verify markings	IMO Res A.952(23) Fire Control Plan	

**Verifying Officer Guidance:** Trainee shall demonstrate a working knowledge of equipment's components and function(s). Vessels operating on a short international voyage of 20 miles or less under the requirements of IMO SLS.14/CIRC.87 do not require the above equipment.

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

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Follow Up Action (FU)****International****Task:** KII-FU01 Issue/endorse vessel's certificates (when applicable)**Condition:** Upon completion of the inspection**Standard:** In accordance with current policies, procedures and processes

- References:**
1. Title 46, Code of Federal Regulations Part 114 General Provisions
  2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
  3. COMDTINST M16000.6 Marine Safety Manual Volume I Administration & Management
  4. IMO Resolution A.1076(28) Amendments to the Survey Guidelines Under the Harmonized System of Survey and Certification (HSSC), 2011

Steps		References	Initials
FU01.1	Issue/endorse certificates, as applicable	46 CFR 114.120 SOLAS 14 I/14(i)(ii) IMO Res A.1076(28)	
FU02.2	Obtain a copy of all endorsed certificates for the unit's vessel file	MSM I/12.E.7	

**Verifying Officer Guidance:** *If available, CVC-approved Process Guides must be used when preparing certificates/documents.*

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