

Foreign Freight Vessel Industry Indoctrination Guide

Objective:

To provide guidance for Coast Guard Port State Control Examiners working toward attainment of the Foreign Freight Vessel Examiner (FFVE) competency on meeting the industry indoctrination requirement of the PQS established in ALCOAST 336/13.

Discussion:

The Foreign Freight Vessel Industry Indoctrination is designed to provide Coast Guard Port State Control Examiners with a foundational understanding of how this industry operates and conducts business. The experience also provides industry participants with an opportunity to meet and develop partnerships with the local Coast Guard inspectors and examiners that will be conducting inspections and examinations at their facilities or on their ships. Because of the diversity of the industry and the various types of freight vessel operations in different ports, this guide is divided into two sections: Foreign Freight Vessel Indoctrination and Freight Terminal Indoctrination. Certain ports may have a variety of freight facilities within their port (bulk, break bulk, Ro/Ro, container, etc.) and participation at multiple facilities is encouraged where possible. Completion of either of these sections will satisfy the requirement for industry-specific indoctrination. However, completion of both sections is also encouraged, if possible.

(Note: Ideally, the Foreign Freight Vessel Indoctrination will be completed underway. However, based on funding and other resource constraints, this may be completed while a freight vessel is moored and conducting cargo operations. This would need to be done in close coordination with the company to minimize the impact to cargo operations while meeting the industry indoctrination requirements.)

Feeder port Marine Inspection Training Officers (MITO) and non feeder port training officers (TO) are encouraged to build upon this guidance to develop any additional items that must be completed based on local industry practices and procedures.

A Mutual Training Agreement (MTAs) must be in place as outlined in Merchant Marine Indoctrination (MMI) Ship Rider Program (COMDTINST 16705.1) before Coast Guard personnel can conduct any industry indoctrination aboard a freight vessel. MTAs may also be used as necessary for industry indoctrination completed at a freight terminal. A list of current MTAs can be found in the Training Library of the CG-CVC-1 CG Portal site.

Action:

Individuals that conduct a ship ride or witness cargo transfer operations to fulfill their industry indoctrination must complete Section 1 of this guide. (*Individuals that completed a ship ride on a Freight Vessel as part of the Merchant Marine Indoctrination (MMI) Ship Rider Program (COMDTINST 16705.1) are not required to complete this section.*)

Individuals that conduct a terminal visit to fulfill their industry indoctrination must complete Section 2 of this guide.

Once one or both section(s) are completed, a copy of the completed section(s) shall be attached to the FFVE PQS workbook and retained by the apprentice.

Alternative indoctrination plans to those identified in this guide are permissible provided they meet the intent of ALCOAST 336/13. Such an alternative should be provided to COMDT (CG-CVC-2) at cgvc@uscg.mil. CG-CVC-2 will review the alternative proposal and provide a written response to the MITO/TO.

Encl: (1) Foreign Freight Vessel Industry Indoctrination Guide

Section 1: Freight Vessel Indoctrination

Prospective FFVEs shall complete this section when conducting a freight vessel ship ride or witnessing cargo operations in order to complete their industry specific indoctrination. A copy of this section shall be attached to the FFVE PQS workbook after completion.

The prospective FFVE shall complete each task identified in this section when conducting a freight vessel ship ride or witnessing cargo operations. Upon completion of each task, the prospective FFVE shall verify completion by initialing the “completed” box.

	Task	Completed
1.1	Meet with the Captain and Chief Mate and discuss their roles and responsibilities based on the cargo carried.	
1.2	Discuss the freight shipping industry to include scheduling, involved 3 rd parties (charterers, cargo representatives, etc.), loading, transits, and discharge operations.	
1.3	Discuss the procedures and systems the vessel uses to determine cargo tank selection, cargo stowage, cargo segregation, and cargo securing based on the cargo carried.	
1.4	Witness loading or unloading operations and discuss loading or unloading considerations to include coordination with shoreside facilities, the loading plan, transfer rates, communication and cargo loading/discharge monitoring.	
1.5	Prior to getting underway (if applicable), complete all shipboard familiarization requirements as described in the ship’s operating procedures manual, and participate/witness fire and/or emergency drills.	
1.6	While underway (if applicable), stand two watches with the ship’s crew, to include one watch on the bridge and one in the engine room.	
1.7	Observe an inbound or outbound transit from the bridge and engine room.	
1.8	Discuss procedures for monitoring cargo while in transit to include company-specific and/or international regulation requirements.	
1.9	Discuss the plans in place to respond to cargo-related emergencies while in transit.	
1.10	Review the ship’s cargo operations manual and become familiar with the cargo procedures and equipment.	
1.11	Discuss the ship’s Safety Management System (SMS), how is it utilized by the crew, and how it is linked to compliance and operations.	
1.12	Observe and discuss any company-specific survey procedures for cargo tanks/spaces and any maintenance procedures on cargo equipment.	

Section 2: Freight Terminal Operations Indoctrination

Prospective FFVEs shall complete this section when conducting a freight terminal visit in order to complete their industry specific indoctrination. A copy of this section shall be attached to the FFVE PQS workbook after completion.

The prospective FFVE shall complete each task identified in this section when conducting a freight terminal visit. Upon completion of each task, the prospective FFVE shall verify completion by initialing the “completed” box.

	Task	Completed
2.1	Meet the Marine Operations Manager or Superintendent and discuss his/her responsibilities.	
2.2	Discuss the types of ships and cargoes the terminal handles, vessel scheduling processes, and typical interactions with vessel managers.	
2.3	Discuss the jurisdiction and responsibilities of other federal and state government agencies.	
2.4	Discuss facility safety procedures and personal protective equipment requirements.	
2.5	Discuss and tour the terminal’s cargo storage area based on cargo type to include design, location, materials, monitoring, maintenance and operations.	
2.6	Discuss and tour the cargo transfer area equipment to include cargo transfer systems and procedures, communication systems, vessel mooring arrangements, and fire-fighting systems.	
2.7	Discuss the plans in place to respond to cargo-related emergencies while a vessel is moored.	
2.8	Discuss and witness (if available) ship receiving and mooring operations.	
2.9	Discuss the facility and vessel security interface.	
2.10	Discuss and witness cargo transfer operations, including facility and vessel preparation and the interaction between vessel and terminal personnel.	