

Foreign Tank Vessel Industry Indoctrination Guide

Objective:

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

Discussion:

The Foreign Tank 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 tank vessel operations in different ports, this guide is divided into two sections: Foreign Tank Vessel Indoctrination and Bulk Oil Terminal Indoctrination. Completion of either of these sections will satisfy the requirement for industry-specific indoctrination. However, completion of both sections is encouraged, if possible.

(Note: Ideally, the Foreign Tank Vessel Indoctrination will be completed underway. However, based on funding and other resource constraints, this may be completed while a tank 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 tank vessel. MTAs may also be used as necessary for industry indoctrination completed at a bulk oil 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 tank 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 FTVE PQS workbook and retained by the apprentice.

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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 cgevc@uscg.mil. CG-CVC-2 will review the alternative proposal and provide a written response to the MITO/TO.

Encl: (1) Foreign Tank Vessel Industry Indoctrination Guide

Section 1: Tank Vessel Indoctrination

Prospective FTVEs shall complete this section when conducting a tank 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 FTVE PQS workbook after completion.

The prospective FTVE shall complete each task identified in this section when conducting a tank vessel ship ride or witnessing cargo operations. Upon completion of each task, the prospective FTVE 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 related to oil cargoes.	
1.2	Discuss the bulk oil 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, pre-washing, and inerting requirements.	
1.4	Witness loading operations and discuss loading considerations to include transfer procedures and the loading plan, ship/shore connection procedures, transfer rates, filling limits, emergency shutdowns, 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 gauging, temperature and pressure measuring devices, and inerting.	
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 maintenance procedures on cargo equipment.	
1.13	Witness discharge operations and discuss discharge considerations to include cargo sampling, the discharge procedures and discharge plan, ship/shore connection procedures, transfer rates, start up, emergency shutdowns, and operating procedures for the cargo pumps.	

Section 2: Bulk Oil Terminal Operations Indoctrination

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

The prospective FTVE shall complete each task identified in this section when conducting a bulk oil terminal visit. Upon completion of each task, the prospective FTVE 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 shoreside storage tanks to include design, materials, monitoring and maintenance.	
2.6	Observe the terminal’s cargo-specific instrumentation, including product metering, pressure/temperature monitoring devices, cargo level sensors and other safety systems.	
2.7	Discuss and tour the marine transfer area equipment to include loading arms and/or hoses, emergency shutdown system, mooring winches, and fire-fighting systems.	
2.8	Discuss the plans in place to respond to cargo-related emergencies while a vessel is moored.	
2.9	Discuss and witness (if available) ship receiving and mooring operations.	
2.10	Discuss the facility and vessel security interface.	
2.11	Discuss and witness transfer arm or hose connection procedures and the inerting process (as applicable).	
2.12	Attend or discuss a pre-transfer meeting, discuss Person In Charge (PIC) qualifications and responsibilities, and review a declaration of inspection (DOI).	