

Subject: ICOC Exam Procedures Work Instruction and Process Guide

For: US Coast Guard Foreign Passenger Vessel Examiners/OCMI Reps

Ref: (a) Procedures for Completing an ICOC Exam MPS-WI-CSNCOEA-24 (01)

(b) Foreign Passenger Vessel ICOC Exam Process Guide

1. The Work Instruction for completing an initial Certificate of Compliance (COC) exam, MPS-WI-CSNCOEA-24 and the associated Foreign Passenger Vessel ICOC Exam Process Guide MPS-FM-CSNCOE-03, has been uploaded onto the CGPortal in the CSNCOE collaboration website under References & Sample Documents. Find the document by opening MMS Work Instructions folder. The process guide can be found in the MMS Forms folder. The document outlines and describes the steps needed to prepare, conduct, and complete an initial COC exam on a foreign passenger vessel.

2. The steps provided in this work instruction incorporate much of the information previously included in the Foreign Passenger Vessel Exam CG-840 booklets, with added detail and best practices along with more detailed step-by-step guides for various tests. It has been designed for use as a study guide for both apprentice and experienced Foreign Passenger Vessel Examiners (FPVE) alike. It can be used to review all steps that are the responsibility of a particular team or for an individual system prior to departing for an initial COC exam. The document is intended for use and review in the office, not as a checklist during an annual or periodic Exam. The FPVE Process Guide is the tool designed for quick reference to be used during an exam.

3. **Note:** The Procedures for Completing an ICOC Exam MPS-WI-CSNCOEA-24 work instruction is different from the Foreign Passenger Vessel Examiners Tactics, Techniques, and Procedures (CGTTP 3-72.2).

If you have any questions regarding initial COC exams, please contact us at our general mail box at [CSNCOE@uscg.mil](mailto:CSNCOE@uscg.mil), and we will have the appropriate representative reach out to you.