

# CRUISE SHIP QUARTERLY

NEWSLETTER OF THE USCG CRUISE SHIP NATIONAL CENTER OF EXPERTISE (CSNCOE)

Cruise Ship National Center of Expertise, 1800 Eller Drive, Suite 420, Ft. Lauderdale, FL 33316

csncoe@uscg.mil

## Current Events

What's new with the CSNCOE and the cruise industry?

**AFPVE COURSE** – The 2012 AFPVE courses will be held at the Renaissance Fort Lauderdale Cruise Port Hotel. The dates are as follows: January 9–14, March 5–10, and April 2–7. If you are interested, we encourage you to submit an ETR soon. The new Cruise Vessel Security and Safety Act guidelines will be discussed during the course.

**MISSION MANAGEMENT SYSTEM (MMS) UPDATE** – The FPVE Job Aid has been updated to include a CVSSA reminder during Foreign Passenger Vessel COC Exams. It is available, along with the associated COC Exam procedure (MPS-PR-CSNCOE-01(01)), on the CGPortal MMS collaboration page and CSNCOE CGPortal library (in the MMS forms folder).

We are nearly complete with the foreign passenger vessel (FPV)-COC exam work instruction. When completed, it will be available with the above MMS documents. This work instruction will include all the detail that was historically included in the collection of CG-840 booklets utilized for FPV COC exams. As with the job aid and procedure, it will be updated as needed. This document is designed to be used in the office as a training guide for apprentice FPVE's or as a refresher for qualified FPVE's prior to an exam; not as an onboard checklist during an exam. The job aid is the memory jogger to be used during the exam.

### INSIDE THIS ISSUE



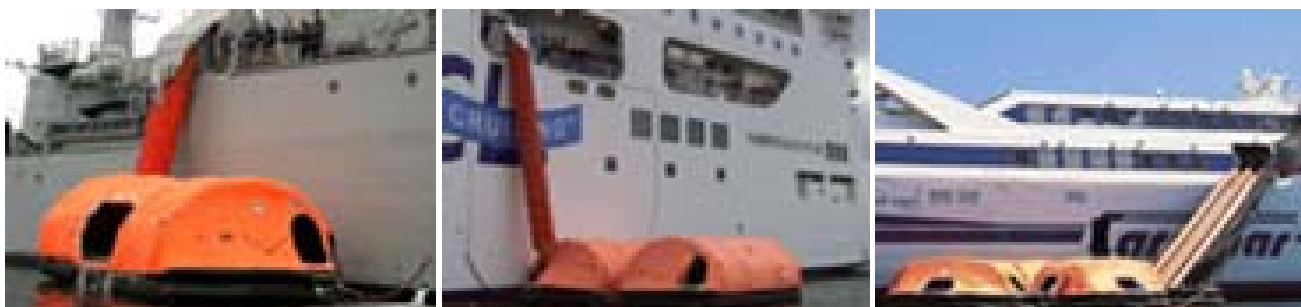
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We have also initiated, with the Marine Safety Center, an effort to complete an Initial Foreign Passenger Vessel COC Exam procedure, work instruction and job aid. Once the basic layout is established, we will be utilizing the expertise of ACTEUR and FEACT to develop and fine tune the contents of these documents.

**REGULATORY HORIZON** – MSC.293(87) will come into force on January 1, 2012. This circular amends the LSA Code in the testing and approval of life rafts. Specifically, “75 kg” will be replaced with “82.5 kg” in paragraphs 4.2.2.1, 4.2.3.3 and 4.3.3.3 of the code. This change does not apply to life rafts that were approved and in use onboard prior to January 1, 2012, provided they remain in serviceable condition. It only applies to new life rafts or replacements for unserviceable life rafts.

## Test Your FPVE Knowledge

Identify the system in the picture and what are the components? What is its purpose? How do you examine it? When? Go to the CSNCOE library for the answers



## Enforcement/Reminders & Technical Notes

These are issues that have been brought to our attention by cruise industry stakeholders and CG field offices. Items summarized here are those that are either of high priority or represent a trend that needs attention.

**FACILITATING MARINE CASUALTY REPORTS** – Many cruise lines operate different ships simultaneously across different OCMI zones. So, different procedures for industry requirements like marine casualty reporting, becomes noticeable. Some of these differences have been noted to us. As such, we reviewed the Homeport pages for the busiest cruise ship ports and found that most, not all, have some form of easily recognizable guidance to the industry for reporting marine casualties. In those cases, the ability to quickly discern the available information and guidance was easier in some compared to others. To facilitate marine casualty reporting, we encourage you to review your Homeport page to ensure the maritime industry (cruise lines, for the purposes of this recommendation) can quickly and intuitively find out how your OCMI wants marine casualties reported and CG-2692 forms delivered. Of the pages we visited the one that appeared to be the most direct and informative was that of Sector Miami; providing contact numbers (specifically identifying a 24 hour line), a fax number, and even an investigations-specific email address.

**CRUISE SHIP VESSEL SAFETY & SECURITY ACT (CVSSA)** – CG-543 Policy Letter 11-10, dated July 27, 2011, provides guidance on the crime prevention, detection, evidence preservation, and reporting provision of the Act; a copy is available at the CSNCOE CGPortal library or at <http://homeport.uscg.mil/USvsIs>. The policy includes a model course that is meant to serve as a baseline for cruise lines to compare against when determining whether they have at least one person on board that is properly trained in the relevant topics (the interim CVSSA training requirement). The advance notice of arrival (ANOA) form update noted in the policy has been completed. The ANOA form now includes a checkbox for the submitter to note that "at least 1 crewmember on board is qualified to meet 46 U.S.C. Secs 3507, 3508".

**CVSSA TACTICS, TECHNIQUES, AND PROCEDURES (TTP)** – We distributed CSNCOE field notice 3-2011 in July to provide initial TTP on the implementation of CG-543 policy letter 11-09. The information provided in this notice, as well as further explanation and "how-to" guidance, is being incorporated into the FPV COC exam work instruction noted in the "MMS UPDATE" section of this newsletter. Until this is finalized, below is a CVSSA-specific excerpt from the "under development" work instruction for you to review prior to carrying out a FPV COC exam. These steps should be incorporated into your exam preparation and processes. As a reminder, these should be checked during the next FPV COC exam (annual or periodic).

### **Pre-exam planning**

- When the exam is scheduled:
  - Visit the cruise lines internet website to verify there is a link to the cruise line crime statistics data (<http://www.uscg.mil/hq/cg2/cgis/CruiseLine.asp>). If no link is available, contact the company office and work towards a solution. This check is not part of the COC exam and any deficiencies in this area may not be reflected on a PSC Form B.
  - Verify that the company's security guide is publicized on the internet website.
- Check the e-NOA (<http://www.nvmc.uscg.gov/VesselDetails.aspx>) to verify that at least one crew member is qualified to meet the Cruise Vessel Safety and Security Act (46 U.S.C. Sec 3508). If this is not affirmatively noted on the ANOA, contact the cruise line to verify.
- In the pre exam email, indicate the need to have the Ship's Security Officer and Medical Officer available during the exam to review CVSSA compliance and credentialing requirements. In turn-around ports both of these individuals will be busy; the Medical Officer may be busy with passengers. Because these positions have not historically been involved with COC exams process, this early coordination is vitally important.

### **Opening meeting (reference the pre-exam email sent at least a week prior to the exam)**

- Arrange with the Security Officer to either accompany Team 2 or meet with the Team during the exam to verify

CVSSA compliance requirements.

- Coordinate Team 3's visit to the ship's medical facilities to meet with the Medical Officer and verify CVSSA requirements including credentialing compliance.

### Team 2 Walkthrough

- During the spot check of passenger cabins, verify that:
  - Embassy and consulate contact and location information is available in each cabin.
  - Cabin doors are fitted with security latches and time sensitive keys (only on vessels with keel laid date on or after 27Jul2010).
- Verify that a Criminal Activity Prevention and Response Guide (also known as "Security Guide") is available to all passengers. This may be available in the passenger cabins but will typically be found in the vicinity of "Guest Services". It should, at a minimum, describe the medical and security personnel provided on board the vessel, 24 hour contact instructions for those ship personnel, and jurisdictional authority/law enforcement processes that are applicable for certain crimes that may occur on board the vessel.
- Preferably with the ship's Security Officer:
  - Verify there is a procedure in place to make video records available to law enforcement officials regarding crime investigations.
  - Check the availability of a log book to document crimes. The log book can be written or electronic. If it is maintained in a centralized location with the company and not onboard the vessel, verify that there is a procedure in place to ensure the records can be made available upon request to law enforcement personnel that are onboard the vessel to investigate a crime.
  - Verify a policy and/or procedure is in place to limit crew access to passenger staterooms.
    - This will likely be part of the ship's Safety Management System.
    - Cabin doors on many modern ships are already fitted with time sensitive card key locks. In these cases, expect to see a hierarchy of key-card access levels and how those access levels are assigned. Over-ride authority is a must in order for the ship's crew to meet the search-and-rescue expectations of SOLAS III/Reg 3.3.1.8 for passengers trapped in their staterooms. Ensure a policy/practice is in place to both enable and limit over-ride authority.

### Team 3 Walkthrough

- During the spot check of crew cabins, verify that cabin doors are fitted with security latches and time sensitive keys (only on vessels with keel laid date on or after 27Jul2010).
- Verify that embassy and consulate contact and location information is maintained in a location that is readily accessible to crew members. It is not necessary for this information to be in the crew cabins. You may find it posted in crew areas or maintained in a personnel office.
- At the medical facility, preferably with the ship's Medical Officer:
  - Ask whether equipment and materials are maintained on board for performing a sexual assault medical exam. Evidence collection kits will generally be sealed.
  - Ask whether an adequate supply of in-date anti-retroviral medications is maintained.  
**Note** there is no minimum amount required for the above. The amounts onboard may vary from ship to ship but a company's methodology for determining the amounts may be found in the SMS. If in doubt, ask the medical staff. Most often, the available supply will be based on the history of cases, passenger/crew capacity, length of voyage, and/or itinerary.
  - Ask if the medical staff complies with the required credentialing and experience. Specifically, you may want to ask:
    - Have they received training in conducting forensic sexual assault examinations?
    - Does each of the medical staff hold a current physician's or registered nurses' license with either a) at least 3 years of post-graduate or post registration clinical practice in general and emergency medicine or; b) with board certification in emergency medicine, family practice medicine, or internal medicine?

- Does the medical staff meet American College of Emergency Physicians guidelines for treating and caring for victims of sexual assault?
- How does the company verify that its medical staff is properly trained? The credentialing process between companies may vary and some may utilize a certificate to document training completion.
- Ask if there a procedure is in place outlining how to: prepare the patient, provide to the patient, and maintain written documentation of the findings of such examination that is signed by the patient.
  - Note that PSCO's are not permitted to view actual documentation reports and should not ask. Instead, query the medical staff about their policy and procedures for documenting these exams.
- Verify there is a policy in place to assure the confidentiality of patient medical exam information.
- Check the ship's policy for confidentiality of sexual assault examination and ensure patient records may not be released without the prior knowledge and approval in writing of the patient.
- Verify that sexual assault patients have free and immediate access to various law enforcement and hotline services via private telephone and computer terminals that provide for the confidentiality of the patient.
  - The hotline must be either the National Sexual Assault Hotline or other equivalent service, as determined by the company.
  - You may choose to ask how the confidentiality is maintained.

### Closing meeting

- Provide a reasonable time period to correct any deficiency that is not correctible on the spot. Document all areas of non-compliance on the PSC Form B (even those corrected prior to your departure from the ship).

### Post exam actions (annual or periodic exams)

- MISLE narrative entry: Add a specific line item noting that "the vessel was checked for compliance with the CVSSA and" either "no discrepancies were noted" or "the following discrepancies were noted:"
- MISLE inspection results should be entered using the following categories:
  - System "Operations Management"; Sub-System "Security"; Component "Security Measures - Access Control". In the details section for each entry, first type in the acronym CVSSA and then enter details of deficiency.  
**Note** a MISLE enhancement is in the works to provide a CVSSA specific Component drop-down choice for "CVSSA". We will notify you when this is available.

Additional features of the CVSSA will come into force in January 27, 2012: peepholes in cabin doors to provide a clear view of the corridor outside and 42" rail heights on external decks. Though not required, if an OCMI chooses to gauge the onboard level of compliance with these requirements, we ask that you copy the CSNCOE with any associated notes or observations to [csncoe@uscg.mil](mailto:csncoe@uscg.mil). The CSNCOE is evaluating interim compliance levels for these areas and can provide a specific job aid for this purpose upon request. The point of contact is Mr. James Garzon, [James.garzon@uscg.mil](mailto:James.garzon@uscg.mil) or by phone 954-767-8248.

## Cruise Line Contacts

A cruise industry contact list is available on CGPortal to Coast Guard only in the Cruise Ship National Center of Expertise library: <https://cgportal.uscg.mil/lotus/mydoc?uri=dm:05474c0041326bc887429f65065cc513&verb=view>

# Cruise Ship Construction Book

Below is accurate as of September 5, 2011. It is updated frequently and is available, with more detailed information, at the CSNCOE CG Portal site. Some dates are estimates and most first ports are not yet known.

Ship Name	Operator	Delivery	Gross Tonnage	First Port
Costa Fascinosa	Costa	1-Mar-12	114,500	tbd
Riviera	Oceania Cruises	11-Apr-12	66,000	Miami
Disney Fantasy	Disney	1-Apr-12	122,000	tbd
AidaMar	AIDA Cruises	3-May-12	71,000	tbd
Carnival Breeze	Carnival	1-Jun-12	130,000	tbd
Celebrity Reflection	Celebrity	1-Nov-12	126,000	tbd
Unnamed	AIDA Cruises	1-May-13	71,000	tbd
Project Breakaway	Norwegian Cruise Lines	Spring 2013	143,500	tbd
Europa2	Hapag-Lloyd	Spring 2013	39,500	tbd
Royal Princess	Princess	Spring 2013	141,000	tbd
Utopia	Utopia Residences	1-Jan-14	105,000	tbd
Project Breakaway	Norwegian Cruise Lines	Spring 2014	143,500	tbd
Unnamed	Princess	Spring 2014	139,000	tbd
Project Sunshine	RCCL	Fall 2014	158,000	tbd
Unnamed	Costa	1-Oct-14	132,500	tbd
Unnamed	AIDA Cruises	1-Mar-15	125,000	tbd
Unnamed	P&O Cruises	1-Mar-15	141,000	tbd
Unnamed	AIDA Cruises	1-Mar-16	125,000	tbd
Unnamed	Pearl Seas	tbd	8,700	tbd
MSC Divina	MSC	tbd	140,000	tbd

## Nationwide FPV Exam Workload

The below data is current as of Sep 5, 2011. Each CG unit listed either conducts annual/periodic foreign passenger vessel exams, has cruise ship arrivals, or both. This chart summarizes the actual number of Foreign Passenger Vessel Examiners (FPVE) present and FPV exam workload on a port-by-port basis and notes the minimum number of qualified FPVE's needed at each port. Our goal is that each unit has the requisite number of FPVE's listed on the bottom row and that each of those FPVE's has attended the AFPVE course. If these figures do not accurately reflect the capability at your office, please let us know as soon as possible.

	ACTEUR	FEACT	MSD American Samoa	MSD Belfast	MSD Ketchikan	MSD Kodiak	MSD Massena	MSD Port Canaveral	MSD Saipan	MSD ST Thomas	MSD Unalaska	MSU Portland	MSU Texas City	MSU Valdez	SEC Anchorage	SEC Baltimore	SEC Boston	SEC Buffalo	SEC Charleston	SEC Delaware Bay	SEC Guam	SEC Hampton Roads	SEC Honolulu	SEC Jacksonville	SEC Juneau	SEC Key West	SEC LA/LB	SEC Miami	SEC Mobile	SEC New Orleans	SEC New York	SEC Northern New England	SEC San Diego	SEC San Francisco	SEC San Juan	SEC Seattle	SEC Southeast New England	SEC ST Petersburg
# qualified FPVE	3	3	0	2	1	1	0	4	2	3	1	4	3	0	4	3	5	2	5	0	4	5	6	3	2	1	9	11	3	5	14	2	1	4	6	6	1	4
# attended AFPVEC	2	3	0	2	1	1	0	4	2	3	1	0	3	0	3	3	4	2	3	0	2	3	5	3	2	1	8	9	3	3	10	2	1	3	6	4	1	4
Average # of exams	12	1	2	3	1	0	0	14	2	20	1	0	6	0	2	1	7	10	1	1	4	0	9	2	19	0	9	59	2	4	16	1	6	2	16	3	0	6
min # FPVE's	4	4	4	4	1	1	1	4	4	8	1	1	4	1	4	1	4	4	4	4	4	1	4	4	8	1	4	11	4	4	8	4	4	8	4	4	1	4

## CSNCOE Contact Information

CDR Buddy Reams	CSNCOE Detachment Chief	<a href="mailto:wilford.r.reams@uscg.mil">wilford.r.reams@uscg.mil</a>	(954) 767-6141
LCDR Dan Brehm	National Technical Advisor	<a href="mailto:daniel.l.brehm@uscg.mil">daniel.l.brehm@uscg.mil</a>	(954) 767-8021
Mr. Brad Schoenwald	Senior Marine Inspector/Lead Instructor	<a href="mailto:brad.a.schoenwald@uscg.mil">brad.a.schoenwald@uscg.mil</a>	(954) 767-6159
Mr. Scott Elphison	Senior Marine Inspector/Lead Instructor	<a href="mailto:scott.j.elphison@uscg.mil">scott.j.elphison@uscg.mil</a>	(954) 767-4833
LTJG Mike Metz	Marine Inspector/Instructor	<a href="mailto:michael.w.metz@uscg.mil">michael.w.metz@uscg.mil</a>	(954) 767-6397
Mr. Jim Garzon	Marine Inspector/Instructor	<a href="mailto:james.garzon@uscg.mil">james.garzon@uscg.mil</a>	(954) 767-8248
Mr. Dan Biernat	Marine Inspector/Instructor	<a href="mailto:Dan.j.biernat@uscg.mil">Dan.j.biernat@uscg.mil</a>	(954) 767-8241
Mr. Jason M. Yets	Marine Inspector/Instructor	<a href="mailto:jason.m.yets@uscg.mil">jason.m.yets@uscg.mil</a>	(954) 767-6086
General Email contact		<a href="mailto:csncoe@uscg.mil">csncoe@uscg.mil</a>	

## Subject Matter Experts

ADA Access	Mr. Elphison	MISLE oversight	Mr. Yets
Active fire protection	Mr. Garzon	Bridge Resource Management	Mr. Biernat
AFPVE course administration	Mr. Garzon	Plan review	Mr. Elphison
Cruise line industry & organization	LTJG Metz	Pre and post exam processes	LTJG Metz
Emergency power	LCDR Brehm	Cruise Vessel Security Safety Act	Mr. Garzon
FPV exam drills	Mr. Yets	Structural Fire Protection	Mr. Schoenwald
FPV exam process	LTJG Metz	Ship design & construction	Mr. Schoenwald
FPVE job aid	Mr. Elphison	Machinery Systems	Mr. Elphison
FPVE PQS	Mr. Schoenwald	STCW	Mr. Schoenwald
IMO	CDR Reams	Mass Rescue Operations	Mr. Yets
ISM/SMS	Mr. Biernat	Podded Propulsion Systems	Mr. Elphison
Lifesaving	Mr. Yets	Environmental	Mr. Biernat

## Industry Service Managers

Aida Cruises	Mr. Elphison	MSC Cruises	Mr. Biernat	V-Ships	Mr. Yets
Carnival Cruise Lines	Mr. Biernat	Norwegian Cruise Lines	Mr. Schoenwald	Windstar Cruises	Mr. Elphison
Carnival UK	Mr. Elphison	NYK Cruise Lines	Mr. Schoenwald	American Bureau of Shipping	Mr. Biernat
Celebration Cruise Holdings	Mr. Elphison	Pearl Seas Cruises	Mr. Yets	Bureau Veritas	Mr. Biernat
Costa Cruises	Mr. Yets	Prestige Cruise Holdings	Mr. Elphison	China Classification Society	Mr. Yets
Cruise West	Mr. Elphison	Princess Cruises	Mr. Elphison	Det Norske Veritas	Mr. Elphison
Crystal Cruises	Mr. Schoenwald	Residensea	Mr. Biernat	Germanischer Lloyd	Mr. Garzon
Cunard Line	Mr. Garzon	Royal Caribbean Int'l	Mr. Garzon	Korean Register of Shipping	Mr. Elphison
Disney Cruise Line	Mr. Garzon	Seabourn Cruise Line	Mr. Garzon	Lloyds Register	Mr. Schoenwald
Fred Olsen Cruise Lines	Mr. Schoenwald	SeaDream Yacht Club	Mr. Garzon	NKK	Mr. Schoenwald
Hapag-Lloyd	Mr. Garzon	Silversea Cruises	Mr. Garzon	RINA	Mr. Yets
Holland America Line	Mr. Yets	Utopia Residences	Mr. Elphison	Russian M.R. of Shipping	Mr. Elphison

## USCG Field Office Service Managers

MSD Port Canaveral	Mr. Elphison
MSD St Thomas	Mr. Schoenwald
Sector Juneau	LTJG Metz
Sector Miami	LCDR Brehm
Sector New York	Mr. Garzon
Sector San Juan	Mr. Schoenwald
Sector LA/LB	Mr. Garzon
Sector Honolulu	Mr. Yets
Activities Europe	Mr. Elphison