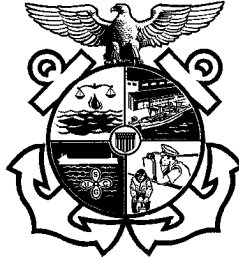


United States Coast Guard



**ALTERNATE COMPLIANCE PROGRAM
FREIGHT VESSEL
EXAMINATION BOOK**

Name of Vessel	
Official Number	ACP Class Society
Date Completed	Location
Vessel Built in Compliance with SOLAS: 60 74 74/78 N/A	
Exam Type <input type="checkbox"/> Annual <input type="checkbox"/> Reexamination	
Inspectors	
1. _____	3. _____
2. _____	4. _____

Total Time Spent Per Activity:

Regular Personnel (Active Duty)			
ACTIVITY TYPE	ACTIVITY	TRAINING	(PERS) MI

TOTAL ADMIN HOURS	TOTAL TRAVEL HOURS
-------------------	--------------------

Reserve Personnel			
ACTIVITY TYPE	ACTIVITY	TRAINING	(PERS) MI

TOTAL ADMIN HOURS	TOTAL TRAVEL HOURS
-------------------	--------------------

Auxiliary Resources	
TOTAL BOAT HOURS	TOTAL AIRCRAFT HOURS

Use of ACP Freight Vessel Examination Book:

This examination book is intended to be used as a job aid by Coast Guard marine inspectors during annual examinations and reexaminations of U.S. flagged vessels participating in the Alternate Compliance Program (ACP). This book contains an extensive list of possible examination items. It is not, however, the Coast Guard's intention to "inspect" all items listed. The marine inspector must verify that the vessel and its crew are in substantial compliance with international conventions and the requirements of the ACP class society's U.S. Supplement. The depth and scope of the examination must be determined by the marine inspector's observation of the vessel, its equipment, and its crew.

This document does not establish or change Federal laws or regulations. References given are only general guides. Refer to IMO publications, CFR's, the ACP class society's U.S. Supplement, NVIC's, or any locally produced cite guides for specific regulatory references. Although not all items in this book are applicable to all vessels, Section 1 should be filled out in its entirety at each examination and reexamination.

NOTE: *Guidance on how to examine ACP vessels can be found in MSM Volume II, Chapter 32: Alternate Compliance Program, and NVIC 2-95, Change 1. All MSM cites listed in this book refer to MSM Volume II unless otherwise indicated.*

Guide to Examinations:

- Annual examination and reexamination
- Annual examination only
- Expanded examination as required

These three stages are only a general guide. Each marine inspector should determine the depth of the examination necessary. A checked box should be a running record of what has been examined by the marine inspector. It does not imply that the entire system has been examined or that all or any items are in full compliance.

NOTE: *A reexamination normally includes an examination of the vessel's documents, certificates, and licenses, in addition to a "walk-through" of the vessel.*

Pre-inspection Items

- Review vessel computer (survey status) reports from the ACP class society.
- Review reports pertaining to conditions of class or statutory deficiencies
- Obtain copies of forms or certificates to be issued.

Post-inspection Items

- Issue forms/certificates to vessel.
- Update MSIS with international certificate data.
 - VFOD – MSDS
 - VFLD – MIDR
 - MIAR
- Initiate Report of Violation (ROV) if necessary

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Section 1: Administrative Items

IMO Applicability Dates:

Reference	Date
SOLAS 1960	26 MAY 65
SOLAS 1974	25 MAY 80
1978 Protocol to SOLAS 1974	01 MAY 81
1981 Amendments (II-1 & II-2)	01 SEP 84
1983 Amendments (III)	01 JUL 86
<i>Various additional amendments to SOLAS</i>	
MARPOL 73/78 Annex I	02 OCT 83
MARPOL 73/78 Annex II	06 APR 87
MARPOL 73/78 Annex III	01 JUL 92
MARPOL 73/78 Annex V	31 DEC 88
IBC Code	After 01 JUL 86
BCH Code	Prior to 01 JUL 86
COLREGS 1972	15 JUL 77
<i>Various additional amendments to COLREGS</i>	
Load Line 1966	21 JUL 68
STCW 1978	28 APR 84
1991 Amendments	01 DEC 92
1994 Amendments	01 JAN 96
1995 Amendments	01 FEB 97

Involved Parties & General Information:

Vessel's Representatives _____ _____
Phone Numbers

Owner—Listed on DOC (if applicable), or COFR
<input type="checkbox"/> No Change

Operator
<input type="checkbox"/> No Change

Vessel Information:

Classification Society	
ISM Issuer: Same as above? <input type="checkbox"/> Yes <input type="checkbox"/> No If not the same, which Recognized Organization? _____	
<i>NOTE: The period of validity for ISM documents should correspond to the following list. If they do NOT, ISM documents should be further investigated.</i>	
<input type="checkbox"/> 5 years = Full term (SMS and DOC)	<input type="checkbox"/> 12 months = Interim (DOC)
<input type="checkbox"/> 6 months = Interim (SMC)	<input type="checkbox"/> 5 months = Short term (SMC)
Date of Last Class Survey	
<input type="checkbox"/> Outstanding conditions of class or non-conformities	
Last Port of Call	Next Port of Call
Cargo	Current Operations
Call Sign	<input type="checkbox"/> No Change (VFID)
Gross Tons	<input type="checkbox"/> No Change (VFMD)
Built Date (use delivery date)	<input type="checkbox"/> No Change (VFCD)
Overall Length (in feet)	<input type="checkbox"/> No Change (VFMD)

Vessel Description:

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Container Vessel | <input type="checkbox"/> Bulk Carrier |
| <input type="checkbox"/> Vehicle Carrier | <input type="checkbox"/> Other |

Section 2: Certificates and Documents

International Certificates:

Name of Certificate	Issuing Agency	ID #	Port Issued/ Country	Issue Date	Exp. Date	Endors. Date
Certificate of Documentation <input type="checkbox"/> No Change	USCG					
Classification Document <input type="checkbox"/> No Change						
Certificate of Financial Responsibility (COFR) <input type="checkbox"/> No Change	USCG					
Safety Construction (SLC) <input type="checkbox"/> No Change						
Safety Equipment (SLE) <input type="checkbox"/> No Change						
Safety Radio (SLT) <input type="checkbox"/> No Change						

Name of Certificates	Issuing Agency	ID #	Port Issued/ Country	Issue Date	Exp. Date	Endors. Date
International Load Line (ILL) <input type="checkbox"/> No Change						
International Oil Pollution Prevention (IOPP) <input type="checkbox"/> No Change						
International Tonnage (ITC) <input type="checkbox"/> No Change						
Safety Management (SMC) <input type="checkbox"/> No Change						
Document of Compliance (DOC) <input type="checkbox"/> No Change						

Manning:

- Officers' licenses current STCW 95 I/2
STCW 95 I/10
STCW 95 VI/1
STCW 95 VI/2

- Rest periods STCW 95 VIII/1
 - Review watch schedules

Logs and Manuals:

- Lifesaving equipment maintenance record SOLAS 74/78 III/19
 - Periodic checks as required
 - Visual inspection of survival craft / rescue boat and launching appliances
 - Operation of lifeboat / rescue boat engines
 - Lifesaving appliances, including lifeboat equipment examined

- Emergency training and drills SOLAS 74/78 III/18
 - Onboard training in use of lifesaving equipment (all crew members)
 - SOLAS training manual
 - Logbook records SOLAS 74/78 III/18.5
 - Weekly and lifeboat drills SOLAS 74/78 III/25

- Bridge log STCW 95 I/14
 - Pre-arrival tests conducted 33 CFR 164.25
 - Casualties (navigation equipment and steering gear failures reported) 33 CFR 164.53
 - Steering gear drills
 - Emergency steering drills

- Exemptions to SOLAS certificates SOLAS 74/78 I/4

Pollution Prevention Records:

- Current pollution prevention records
 - Person-in-charge 33 CFR 155.700
 - Transfer equipment tests and inspections 33 CFR 156.170
 - Declaration of Inspection 33 CFR 156.150

Notes: _____

- ◇ Oil record book (Part 1) (spot-check)
 - Each operation signed by person-in-charge
 - Each complete page signed by master
 - Book maintained for 3 years
 MARPOL Ax. I/20
33 CFR 151.25

- ◇ Shipboard oil pollution emergency plan
 - Approved by flag state / class society
 - Contact numbers correct
 - Immediate Actions List
 MARPOL Ax. I/26.1
33 CFR 151.26

- ◇ Vessel response plan
(vessels carrying oil as secondary cargo)
 - 33 CFR 155.1045
 - 33 CFR 155.1030

- ◇ Oil transfer procedures
 - 33 CFR 155.720
 - Posted / available in crew's language
 - List of products carried by vessel
 - Description of transfer system including a line diagram of piping
 - Number of persons required on duty
 - Duties by title of each person
 - Means of communication
 - Procedures to top off tanks
 - Procedures to report oil discharges

Cargo Records:

- Packaged hazardous materials
 - Dangerous Cargo Manifest
 - SOLAS 74/78 VII/5
 - 49 CFR 176.30
 - 49 CFR 176.100
 - Division 1.1 or 1.2 explosives (check for required permit for designated dangerous cargo)
 - Training records (check records of crew members considered to be hazmat employees)
 - 49 CFR 172.700-704
 - 49 CFR 176.13
 - 49 CFR 107.601
 - DOT hazmat registration

- Bulk solid hazmat
 - Special permit on board (unlisted cargoes only)
 - 46 CFR 148.01-7
 - Shipping papers
 - 46 CFR 148.02-1
 - DCM on board
 - 46 CFR 148.02-3
 - Cargo inspections carried out and logged
 - 46 CFR 148.03-7

Notes: _____

Section 3: General Examination Items

Navigation Safety:

- | | | |
|--------------------------|--|---|
| <input type="checkbox"/> | Charts and publications for US waters/
intended voyage | 33 CFR 164.33 |
| | <ul style="list-style-type: none">• Current and corrected charts• US Coast Pilot• Sailing directions• Coast Guard Light List• Tide tables• Tidal current tables• International Rules of the Road• Inland Rules of the Road• International Code of Signals• Plotting equipment | 33 CFR 164.35 |
| <input type="checkbox"/> | Operationally test radar(s) and ARPA | 33 CFR 164.35
33 CFR 164.37
33 CFR 164.38 |
| | <ul style="list-style-type: none">• 2 required if over 10,000 GT• Operate independently• ARPA acquires targets | |
| <input type="checkbox"/> | Compasses | 33 CFR 164.35 |
| | <ul style="list-style-type: none">• Illuminated gyrocompass with repeater at stand• Illuminated magnetic compass• Current deviation table | |
| <input type="checkbox"/> | Test electronic depth sounding device and
recorder | 33 CFR 164.35 |
| | <ul style="list-style-type: none">• Accurate readout• Test all transducers• Continuous recorder (chart) | |
| <input type="checkbox"/> | Electronic position fixing device | 33 CFR 164.41 |
| | <ul style="list-style-type: none">• Location accurate | |

Notes: _____

- Indicators 33 CFR 164.35
 - Illuminated rudder angle indicator
 - Centerline RPM indicator
 - Propeller pitch (CPP systems)
 - Speed and distance indicators 33 CFR 164.40
 - Lateral thrusters

- Communications SOLAS 74/78 IV/6.3
33 CFR 26.03
 - VHF radio

- Steering gear instructions 33 CFR 164.35
 - Instructions
 - Emergency instructions
 - Block diagram

- Maneuvering facts sheet with warning statement 33 CFR 164.35

- Radiotelephone (VHF-FM) 33 CFR 26.03 & 26.04

- EPIRB (406 MHz) SOLAS 74/78 IV/7.1.6
 - Float-free amount
 - Battery date current
 - Hydrostatic release

- GMDSS SOLAS 74/78 IV/8
SOLAS 74/78 IV/9
SOLAS 74/78 IV/10
SOLAS 74/78 IV/11
 - Additional radio equipment for area of operation

- Operationally test bridge steering SOLAS 74/78 II/1-29
 - Test power/control pumps independently
 - Test follow-up and non-follow-up controls
 - Rudder angle indicator accurate
 - Activate loss of power alarm

- GMDSS lifeboat radios (VHF) SOLAS 74/78 III/6.2
 - 3 if over 500 GT
 - Operable condition

Notes: _____

- ◇ 9 GHz radar transponder (SART)
 - Vessels > 300 GT and < 500 require 1
 - Vessels > 500 GT require 2
 - Stowed so to be rapidly placed in survival craft, or stowed in survival craft
- ◇ NAVTEX
- ◇ Radio installation
 - Marked with call sign

SOLAS 74/78 III/6.2
NVIC 9-93

SOLAS 74/78 IV/7.1.4

SOLAS 74/78 IV/6.2

General Health and Safety

- Accident Prevention and Occupational Health
 - Rails, guards, protective clothing and equipment, warning signs posted in crew work areas
- Crew accommodations
 - Habitable conditions
 - Adequate lighting and ventilation
 - Free of cargo and stores
 - Individual berths
- Hospital space
 - Designated for ships ≥ 500 GT with 15 or more crew on voyage of more than 3 days
 - Not used for stowage or berthing
 - Properly operating toilet
- Galley
 - Sanitary conditions
 - Adequately equipped to prepare food
 - Mess hall provided for crew
- Muster lists and emergency instructions
 - Available for each person
 - Posted in conspicuous places
 - Shows crew member duties

46 CFR 92.20
MSM Ch. 13.C

46 CFR 92.20-15
MSM Ch. 13.C

MSM Ch. 6.P.8
MSM Ch. 13.C

SOLAS 74/78 III/8

SOLAS 74/78 III/53

Notes: _____

Structural Integrity

NOTE: Request records of Outstanding Conditions of Class. (Form or format may vary depending on class society.) Conditions of Class may identify structural defects, wastage, etc. Conditions may also identify ships overdue for drydocking, repair or other required service.

- Hull structure ICLL 66 Reg. 1
 - Frame pulling away
 - Fractures in corners
 - Holes in main decks
 - Leaks / patching on ballast tanks
 - Bulkheads / decks warped
 - Excessive wastage

- Side shell, accessible structural members, decks, cargo hatches and superstructure ICLL 66 Reg. 1
 - Fractures, corrosion, wastage, pitting or damage to the extent that it may impair ship's seaworthiness
 - Excessive doublers, postage stamp inserts, cement boxes or soft patches
 - Welding burn marks or other evidence of recent repair work
 - Load line marked in accordance with certificates ICLL 66 Regs. 4 - 9
 - Hailing port
 - Name
 - Railings

- Hatch covers ICLL 66 Regs. 13 - 16
 - Holes in covers
 - Frames pulling away
 - Gaskets / compression bar
 - Coaming
 - Hydraulics systems
 - Wastage / coatings

- Watertight/weathertight openings
 - Watertight doors, gaskets, dogs ICLL 66 Reg. 12
 - Other openings (means of securing) ICLL 66 Regs. 13 - 18
 - Vents, air pipes and closing appliances ICLL 66 Regs. 19 & 20

Notes: _____

Ground Tackle:

◇ Anchor and windlass (spot-check)

- Foundations
- Drive units
- Guards
- Covers for moving parts
- Brake pads
- Deck fittings
- Electrical (wiring) or hydraulic piping

◇ Mooring winches / capstans

- Foundations
- Cables / hooks
- Boom
- Brake
- Electrical (wiring) or hydraulic piping
- Ladders / rails

Cargo Operations:

Cargo securing manual

SOLAS 74/78 VI/5.6
SOLAS 74/78 VII/6.6

Packaged hazmat

- Hazmat containers stowed in accordance with stowage plan and DCM
- Unsafe / damaged containers
- Leaking / damaged packages
- Placarding
- "No Smoking" signs posted

SOLAS 74/78 VII/6
49 CFR 176.30
49 CFR 176.50
SOLAS 74/78 VII/4
49 CFR 172.50
49 CFR 176.60

Bulk solid hazmat

- Stowage conditions observed
- Special additional requirements
- Additional requirements of special permit

46 CFR 148.03-11
46 CFR 148.04
46 CFR 148.01-11

Notes: _____

- Cargo ventilation systems SOLAS 74/78 II-2/53
 - Continuously running
 - Remote controls outside space
 - Indicators on bridge
- Hazardous wiring SOLAS 74/78 II-2/53
 - Lights and fixtures
 - Wiring
- Ramps / watertight doors ICLL 66 Reg. 21
 - Watertight integrity
 - Seals
 - Locking arrangements
 - Controls / warning alarms

Lifesaving Equipment:

- Lifeboats / rescue boats
 - Required number SOLAS 74/78 III/26
 - Hull integrity and fittings SOLAS 74/78 III/19.2
 - Engine starts within 5 minutes
 - Test engine at drill

NOTE: Do NOT test free fall lifeboat engine.

<u>Stbd Lifeboat</u>	<u>Port Lifeboat</u>	<u>Lifeboats</u>
Engine equipped	Engine equipped	Wooden
Engine tested	Engine tested	Fiberglass
Lifeboat lowered	Lifeboat lowered	Steel
		Covered
<input type="checkbox"/> Free fall lifeboat with rescue boat		

- Davit system SOLAS 74/78 III/19.2
SOLAS 74/78 III/48
 - Structure and foundation
 - Roller tracks
 - Lubrication (evidence of use)
 - Falls; end for end / renew (2.5 / 5 years)
 - No obstructions to lowering

Notes: _____

- Embarkation area
 - No obstructions
 - Embarkation ladder
 - Launching instructions
 - Emergency lighting

- Liferafts
 - Required number
 - Stowage
 - Float-free arrangement
 - Hydrostatic release / weak link
 - Annual servicing (hydrostatic release and inflatable liferaft)
 - Maximum 17 months
 - Launching instructions posted
 - Bow / stern station
 - Lashed down on deck or in marked location
 - Lifejackets available

- Lifebuoys (spot-check)
 - Condition
 - Bridge location
 - Quick release system
 - Smoke and light float
 - Deck location
 - 50% with waterlights
 - Retro-reflective tape

- Lifejackets—watchstanders and crew (spot-check)
 - Condition
 - Stowage
 - Retro-reflective material
 - Light
 - Whistles

- Line-throwing appliances (spot-check)
 - 4 charges

- Pyrotechnics (spot-check)
 - 12 distress flares

Notes: _____

- Immersion suits and thermal protective aids (spot-check) SOLAS 74/78 III/27.3
 - Condition SOLAS 74/78 III/19.2
 - Retro-reflective material SOLAS 74/78 III/30.2.7

Fire Protection:

- Fire control plan SOLAS 74/78 II-2/20
 - Permanently exhibited
 - Language of flag state
 - Copy permanently stored in weathertight container outside deckhouse

- Portable fire extinguishers (spot-check) SOLAS 74/78 II-2/6.5
 - Good condition / available for immediate use
 - Located on stations
 - Serviced at periodic intervals

- International shore connection SOLAS 74/78 II-2/19

- Means of escape from accommodation, machinery, and other spaces
 - Two required (some exceptions) SOLAS 74/78 II-2/45
 - Dead end corridors

- Fire doors (spot-check) SOLAS 74/78 II-2/46
SOLAS 74/78 II-2/47
 - Machinery space and stair towers
 - Not tied or blocked open
 - Installed closure devices working

- Fire detection systems (spot-check)
 - Smoke / fire alarms SOLAS 74/78 II-2/13
 - Remote pull stations SOLAS 74/78 II-2/11.8
 - Smoke / flame / heat detectors and sensors SOLAS 74/78 II-2/53

Notes: _____

- ◇ Test operation of fire main system
 - Required number of fire pumps SOLAS 74/78 II-2/4
 - Location of pumps
 - Pumps, hydrants, piping, hoses, and nozzles in good condition and available for immediate use SOLAS 74/78 II-2/21

- ◇ Structural fire protection (spot-check) SOLAS 74/78 II-2/42
 - Bulkheads
 - Insulation
 - Ventilation
 - Penetrations

- ◇ Fixed fire extinguishing systems: cargo, machinery, and other spaces SOLAS 74/78 II-2/21
 - Tanks, cylinders, piping, controls, alarms, and release mechanisms in good condition and available for immediate use

Type of system: (circle appropriate type)			
Low Pressure CO ₂	High Pressure CO ₂	Halon	Foam

Pollution Prevention: (spot-check at reexaminations)

- Pollution placard posted 33 CFR 155.450
- MARPOL V placard posted 33 CFR 151.59
MARPOL Ax. V/9
- Garbage
 - Shipboard garbage properly disposed MARPOL Ax. V/3
 - Incinerator 33 CFR 151.63
 - Evidence of use (clinkers)
 - Safety of burner assembly
 - Electrical controls
 - Garbage Management Plan MARPOL Ax. V/9

Notes: _____

- ☐ Oil and hazmat
 - Fuel oil and bulk lubricating oil discharge containment 33 CFR 155.320
 - Prohibited oil spaces 33 CFR 155.470
- ☐ Oily-water separating equipment, bilge alarm, and bilge monitor MARPOL Ax. I/16
33 CFR 155.380
 - Alarm, recorder
 - Standard Discharge Connection 33 CFR 155.430
- ☐ Marine sanitation device
 - Type (I, II, or III) 33 CFR 159.7
 - Nameplate 33 CFR 159.55
 - Placard 33 CFR 159.59

Machinery Spaces:

- ☐ Main and auxiliary machinery installations
 - General housekeeping SOLAS 74/78 I/11(a)
 - Fire hazards
 - Shock and electrical hazards SOLAS 74/78 II-1/45.1
 - Personnel hazards (moving parts not protected, hot surfaces, etc.) SOLAS 74/78 II-1/26
 - Leaking fuel oil piping or fittings
 - Sea chests, sea valves / spool pieces in good condition
 - Tank tops and bilges free of oil SOLAS 74/78 II-2/15
 - Watertight doors SOLAS 74/78 II-1/23
 - Hand / power operation
 - Local / remote control
 - Alarm
- ☐ Steering gear machinery SOLAS 74/78 II-1/29
 - Linkages
 - Hydraulic leaks
 - Ram guides
 - Lubrication

Notes: _____

- ◇ Operationally test main and auxiliary steering gear SOLAS 74/78 II-1/29.15 through 29.20
 - 28-second operation
 - Systems operate independently
 - Unusual vibrations / leaks
 - Ram hunting
 - Limit switches
 - Communications with bridge
 - Steering gear instructions (block diagram)

- ◇ Main ship service generators SOLAS 74/78 II-1/41

NOTE: *Two independent sources of power required.*

 - F/O piping
 - Cooling lines
 - Controls

- ◇ Emergency generator room SOLAS 74/78 II-1/43
 - Test operation of prime mover
 - Personnel safety
 - Ventilation adequate
 - Electrical switchboard
 - Grounds

- ◇ Bilge pumps SOLAS 74/78 II-1/21
 - Two required

Notes: _____

Section 4: Drills

◇ Fire Drill:

Initial notifications

Familiarity with duties

Space isolation

General alarms / signals

Familiarity with equipment

Smoke control

Crew response

Fire pumps started

Communications w/ bridge

Properly dressed / equipped

Two jets of water

Language understood by crew

Fire doors and dampers

(SOLAS 74/78 III/18.3; MSM Vol. II/22.C.7.i; NVIC 6-91)

Location: _____

Time on Scene: _____

Notes: _____



Abandon Ship Drill:

General alarms / signals	Familiarity with duties	Boat operation
Muster lists	Provide equipment	Egress procedures
Muster of crew	Familiarity with equipment	Davit-launched liferaft drill
Crew response	Lower lifeboat	Communication w/ bridge
Language understood by crew	Brake operation	Lighting
Lifejackets	Engine start	

(SOLAS 74/78 III/18.3; MSM Vol. II/22.C.7.h)

Location: _____ Time to Water: _____

Notes: _____

Section 5: Expanded Examination Items

Manuals and Instructions:

- Check for presence of the following documents
 - Instructions for maintenance and operation of all installations / equipment for fighting and containing a fire SOLAS 74/78 II-2/20
 - Training manual for lifesaving appliances SOLAS 74/78 III/18.2
SOLAS 74/78 III/51
 - Instructions for onboard maintenance of lifesaving appliances SOLAS 74/78 III/19.3
SOLAS 74/78 III/52
 - Stability booklet, associated stability plans and information SOLAS 74/78 II-1/22
ICLL 66 Reg. 10
- Cargo gear certificate
- Grain loading manual SOLAS 74/78 VI/9.1
 - Bulk vessel (stability and grain manuals often combined)
- Human Factors STCW Code
 - Determine if the appropriate crew members are able to understand the information given in manuals, instructions, etc., relevant to the safe condition of the ship and its equipment, and that they are aware of the requirements for maintenance, periodical testing, training, drills, and recording of logbook entries.

Safety Management System (SMS):

NOTE: Requirements and guidance for inspecting vessel Safety Management Systems are detailed in SOLAS 74/78, Chapter IX and NVIC 4-98.

- Documentation (may be in the form of a Safety Management Manual)
 - Controlled documents
 - Quality policy
 - Master of vessel familiar with SMS
 - Language understood by crew
 - Documentation identifies:
 - Written procedures kept on board vessel
 - Essential or critical equipment identified (or a separate manual containing this information)
 - Procedures for reporting non-conformities
 - Company's designated person(s) (name or title, and address)

Notes: _____

○ Company's training program conducted in accordance with STCW

NOTE: Documented procedures established to ensure new personnel and personnel transferred to new assignments are given proper familiarization with their duties.

- Proper documentation
- Training conducted before crew is assigned shipboard duties
- Essential instructions are documented and provided before sailing

○ Crew familiar with SMS issues

- Ship's officers
 - Documented procedures
 - Preventative procedures for essential equipment
 - Reporting requirements for non-conformities and able to identify typical scenarios that may result in a documented non-conformity
- Master and chief engineer familiar with internal audit procedures (e.g., know how many audits required per year and have participated in at least one) in addition to requirement's for ship's officers

○ Documented maintenance system

- Documented in writing and computerized versions
- Readily available and in language understood by those who use them
- Procedures are followed
- Records maintained

○ Vessel-specific procedures are documented in writing and address the following areas:

NOTE: Not mandatory that they follow the exact format listed below.

- Preventative maintenance
- Navigation
- Bunkering operations
- Emergency preparedness
- Pollution prevention
- Technical procedures
- Communications

Notes: _____

- Audits
 - Internal audits conducted as specified by SMS
NOTE: Do NOT examine internal audit records.
 - External audit results reviewed
 - Status of open non-conformities relevant to deficiencies leading to detention
 - Status of implementation of corrective and preventative measure
- SMS review conducted by Master in accordance with procedures in SMS
 - Non-conformities identified
 - Report of non-conformity prepared and sent in accordance with procedures established by SMS

Navigation Safety:

- Test navigation equipment listed in Section 3 to the extent necessary to determine if equipment is operating properly.
- Human Factors (spot-check): determine if deck officers are familiar with the following items:

STCW Table A-II
NVIC 3-98

- Operation of bridge control and navigational equipment
- Use of nautical publications and charts
- Ship maneuvering characteristics
- Lifesaving signals
- Bridge procedures, instructions, manuals, etc.
- Changing steering from automatic to manual and vice versa
- Preparations for arrival and departure
- Communications with engineroom
- Use of VHF
- Raising the alarm
- Abandon ship drill and fire drill

Notes: _____

- Lights, shapes, and sound signals 72 COLREGS
 - Navigation lights
 - Sound signals
 - Distress signals
- Radio log SOLAS 74/78 IV/17
- Radio operation SOLAS 74/78 IV/7
 - Transmit on 2182 MHz and Ch. 6, 13, 16, 70
- INMARSAT communications SOLAS 74/78 IV/7.1.5

Cargo Operations:

- Hazmat
 - Emergency Response Information 49 CFR 172.600
 - Packages properly marked and labeled 49 CFR 172.300-450
 - All labeled and placarded cargoes listed on DCM 49 CFR 176.30
 - Proper stowage and segregation 49 CFR 176, Subparts C & D
- Human Factors: determine if personnel are familiar with the following items: STCW Table A-II/III
 - Hazardous material regulations 49 CFR 176.57
 - Special requirements (e.g., loading, segregation, firefighting equipment, etc.) for particular cargoes
 - Dangers posed by the cargo
 - Measures to be taken for cargo emergencies

Notes: _____

Lifesaving Equipment:

- Liferafts/liferrafts/rescue boats
 - Ensure effective operation of winches, davits, falls, sheaves, etc. (Lower at least one lifeboat to the water.) SOLAS 74/78 III/19
 - Test lifeboat and rescue boat flemming gear and/or engines
 - Verify presence/condition of lifeboat equipment SOLAS 74/78 III/41
 - Retro-reflective tape
 - Lighting SOLAS 74/78 III/11.4
- Emergency communication equipment
 - 2-way VHF radiotelephone apparatus SOLAS 74/78 III/6.2
 - Radar transponders
 - Survival craft EPIRBs
 - Onboard communication and alarm system SOLAS 74/78 III/6.4
- Line-throwing appliance SOLAS 74/78 III/17.49
 - Specifications and equipment
- Pilot ladders and hoists in good condition SOLAS 74/78 V/17
- Distress signals SOLAS 74/78 III/6.3
 - 12 red rocket parachute flares

Notes: _____

Fire Protection:

- Structural fire protection SOLAS 74/78 II-2/42, 43, 44, 46, 47 49, & 50
 - Bulkheads and decks meet applicable fire integrity requirements
 - Openings (e.g., doors, ductwork, electrical wires, piping, etc.) constructed so that they do not destroy fire resistance of bulkheads
 - Manual and automatic fire doors examined / tested
- Fire detection, fire alarm, and automatic sprinkler systems fitted where required and operating properly SOLAS 74/78 II-2/52
- Ventilation systems SOLAS 74/78 II-2/48
 - Main inlets and outlets of all ventilation spaces can be closed from outside ventilated space
 - Power ventilation capable of being shutdown from outside ventilated space
- Fire pumps SOLAS 74/78 II-2/4
 - Fire main activated; water pressure satisfactory (energize forward-most and highest hydrants)
- Paint lockers and flammable liquid lockers protected by an appropriate fire extinguishing arrangement SOLAS 74/78 II-2/18.7
- Special arrangements in machinery spaces SOLAS 74/78 II-2/11
 - Machinery space ventilating fans can be shut down from outside spaces
 - All openings capable of being closed from outside machinery spaces
 - Machinery driving forced / induced draft fans, oil fuel transfer pumps, and other fuel pumps fitted with remote shutdowns located outside space concerned

Notes: _____

- Firemen's outfits (spot-check) SOLAS 74/78 II-2/17.3
 - Two lockers
 - Two outfits
 - Protective clothing
 - Helmet, boots, and gloves
 - Lamp
 - Ax
 - Breathing apparatus and lifeline

- Fixed fire extinguishing arrangements in cargo spaces for vessels ≥ 2000 GT SOLAS 74/78 II-2/53.1
 - Vessels with ro-ro spaces SOLAS 74/78 II-2/53.2
 - Fixed fire detection and alarm system (vessels built after 01 FEB 92)
 - Fixed fire extinguishing system
 - Portable fire extinguishers and additional fire equipment
 - Ventilation system requirements
 - Explosion-proof fixtures

 - Vessels with cargo holds intended for carrying motor vehicles with fuel in their tanks SOLAS 74/78 II-2/53.3
 - Fixed fire detection and alarm system (vessels built after 01 FEB 92)
 - Fixed fire extinguishing system
 - Portable fire extinguishers and additional fire equipment
 - Ventilation system requirements
 - Explosion-proof fixtures

 - Vessels carrying dangerous goods in packaged or solid bulk form SOLAS 74/78 II-2/54
SOLAS 74/78 VIII/1-6
 - Special requirements (see Tables 54.1, 54.2, and 54.3 of II-2/54.2.3 for specific requirements)
 - Document of Compliance (flag state)

Notes: _____

Pollution Prevention:

- Equipment
 - Test automatic stopping device required for discharge MARPOL Ax. I/6
 - Segregation of oil fuel and water ballast systems MARPOL Ax. I/14
 - Oily residue tank (discharge arrangements, homogenizers, incinerators, etc.) MARPOL Ax. I/17
 - Witness operational test of emergency shutdown 33 CFR 155.780
- Human Factors
 - Oil and oily mixtures STCW Table A-III
MARPOL Ax. I
 - Responsible officer familiar with handling of sludge and bilge water
 - Quantity of residues generated
 - Capacity of holding tanks
 - Capacity of oil water separator
 - Note any inadequacies in reception facilities used; advise master to report these to flag state
 - Garbage MARPOL Ax. V
 - Note any inadequacies in reception facilities used; advise master to report these to flag state
 - Crew familiar with Annex V requirements

Machinery Spaces:

- Communication between navigating bridge and machinery space SOLAS 74/78 II-1/37
 - Two means, one of which must be an engine order telegraph
 - Tested
- Emergency source of electrical power SOLAS 74/78 II-1/43
SOLAS 74/78 II-1/44
 - Location
 - Generator and/or batteries tested under load
 - Emergency lighting

Notes: _____

- Main engine / vital auxiliaries (spot-check) SOLAS 74/78 II-1/27
 - F/O pumps / piping
 - S/W pumps / piping
 - J/W pumps / piping
 - L/O pumps / piping
 - Piston cooling pumps / piping
 - Air compressors / receivers
 - Fuel / oil purifiers
 - H/O heaters / transfer pump

- Steering gear alarms SOLAS 74/78 II-1/29
 - Low hydraulic oil
 - Loss of power
 - Loss of phrase
 - Overload

- Human Factors: determine if personnel are familiar with the operation of the following items STCW Table A-III
 - Emergency generator:
 - Actions necessary before engine can be started
 - Different methods by which generator may be started
 - Stand-by generator engine:
 - Methods to start engine automatically or manually
 - Blackout procedures
 - Load-sharing system
 - Steering gear:
 - Action needed to bring main and auxiliary into operation
 - Changing steering from automatic to manual and vice versa
 - Bilge pumps:
 - Starting procedures for main and emergency bilge pump
 - Appropriate valves to operate
 - Fire pumps:
 - Starting procedures for main and emergency fire pumps
 - Appropriate valves to operate

Notes: _____

Section 6: Appendices

Recommended ACP Vessel Deficiency Procedures:

Step	Action																
1	Identify deficiency.																
2	Inform vessel representative.																
3	Record on the <i>Deficiency Summary Worksheet</i> (next page).																
4	If deficiency is corrected prior to end of exam, go to Step 7.																
5	<p>If deficiency is unable to be corrected prior to end of exam, follow guidance in the tables below.</p> <p>TABLE 1: Minor deficiency discovered by Coast Guard marine inspector*</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 10%;">Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Notify ACP class surveyor-in-charge.</td> </tr> <tr> <td style="text-align: center;">2</td> <td>If ACP class surveyor issues an OSR, go to Step 7.</td> </tr> <tr> <td style="text-align: center;">3</td> <td>If ACP class surveyor is not available, issue CG-835 to vessel with copy sent to ACP class surveyor-in-charge. Go to Step 6.</td> </tr> </tbody> </table> <p>TABLE 2: Major deficiency that poses a direct and immediate threat to vessel's crew, safety of navigation, or marine environment*</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 10%;">Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Notify ACP class surveyor-in-charge of deficiency.</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Ascertain proposed corrective action.</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Detain vessel if so determined by OCMI under SOLAS I/19 or MARPOL Article 5.</td> </tr> </tbody> </table> <p>* NOTE: Deficiencies shall indicate the item must be completed to the satisfaction of either the OCMI or ACP class society. The OCMI may deny or revoke the COI for noncompliance with the terms and/or conditions of the deficiencies.</p>	Step	Action	1	Notify ACP class surveyor-in-charge.	2	If ACP class surveyor issues an OSR, go to Step 7.	3	If ACP class surveyor is not available, issue CG-835 to vessel with copy sent to ACP class surveyor-in-charge. Go to Step 6.	Step	Action	1	Notify ACP class surveyor-in-charge of deficiency.	2	Ascertain proposed corrective action.	3	Detain vessel if so determined by OCMI under SOLAS I/19 or MARPOL Article 5.
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2	Ascertain proposed corrective action.																
3	Detain vessel if so determined by OCMI under SOLAS I/19 or MARPOL Article 5.																
6	Enter CG-835 data in MIDR.																
7	Enter deficiency data in MSDS.																
8	Initiate Report of Violation (ROV) if necessary.																

Deficiency Summary Worksheet:

Name of Vessel

VIN

Deficiency	MSIS Code	Req't. Issued / Date Completed

Deficiencies identified should be listed with MSIS codes. At completion of inspection/examination, any outstanding deficiencies shall be entered in MIDR or PSDR as appropriate. All deficiencies found (outstanding and completed) shall be entered in the Deficiency Summary. Worklist items, which serve only as memory joggers to complete inspection/examination (e.g., test emergency fire pump), should not be coded as deficiencies.

MSIS Codes for Deficiencies:

BS	Ballast	DC	Dry Cargo	IC	I/C Engine
BI	Bilge	ES	Electrical	LS	Lifesaving
BA	Boiler, Aux.	FF	Firefighting	MI	Miscellaneous
BM	Boiler, Main	FL	Fuel	NS	Navigation
CS	Cargo	GS	General Safety	PP	Propulsion
DM	Deck Machinery	HA	Habitation	SS	Steering
DL	Doc., Lics., Pmts.	HU	Hull		

Conversions:

Distance and Energy							
Kilowatts (kW)	X	1.341	=	Horsepower (hp)			
Feet (ft)	X	3.281	=	Meters (m)			
Long Ton (LT)	X	.98421	=	Metric Ton (t)			
Liquid (<i>NOTE: Values are approximate.</i>)							
Liquid	bbbl/LT	m ³ /t	bbbl/m ³	bbbl/t			
Freshwater	6.40	1.00	6.29	6.29			
Saltwater	6.24	.975	6.13	5.98			
Heavy Oil	6.77	1.06	6.66	7.06			
DFM	6.60	1.19	7.48	8.91			
Lube Oil	7.66	1.20	7.54	9.05			
Weight							
1 Long Ton	=	2240 lbs	1 Metric Ton	= 2204 lbs			
1 Short Ton	=	2000 lbs	1 Cubic Foot	= 7.48 gal			
1 Barrel (oil)	=	5.61 ft = 42 gal = 6.29 m ³	1 psi	= .06895 Bar = 2.3106 ft of water			
Temperature: Fahrenheit = Celsius ($^{\circ}\text{F} = 9/5\text{ }^{\circ}\text{C} + 32$ and $^{\circ}\text{C} = 5/9 (\text{ }^{\circ}\text{F} - 32)$)							
0	=	-17.8	80	= 26.7	200	=	93.3
32	=	0	90	= 32.2	250	=	121.1
40	=	4.4	100	= 37.8	300	=	148.9
50	=	10.0	110	= 43.3	400	=	204.4
60	=	15.6	120	= 48.9	500	=	260
70	=	21.1	150	= 65.6	1000	=	537.8
Pressure: Bars = Pounds per square inch							
1 Bar	=	14.5 psi	5 Bars	= 72.5 psi	9 Bars	=	130.5 psi
2 bars	=	29.0 psi	6 Bars	= 87.0 psi	10 Bars	=	145.0 psi
3 Bars	=	43.5 psi	7 Bars	= 101.5 psi			
4 Bars	=	58.0 psi	8 Bars	= 116.0 psi			