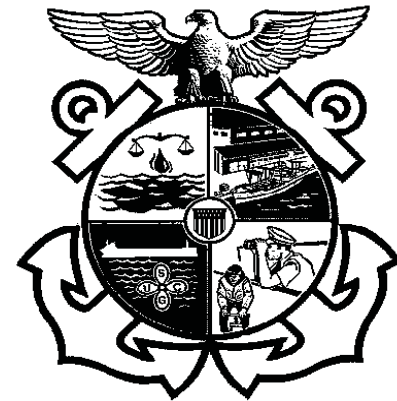


# ***United States Coast Guard***



## **FOREIGN FREIGHT VESSEL EXAMINER COMPETENCY CODE (FFVE)**

### **Training Aid**

### **Use of Foreign Freight Vessel Training Aid:**

This is a condensed version of the FFV Examiner Performance and Qualification Standard (PQS) workbook. This Training Aid is intended to be used by Coast Guard Port State Control Officer trainees during examinations of foreign flagged freight vessels subject to Port State Control. This Training Aid provides a quick reference for all the steps necessary to complete specific examination tasks listed in the FFVE Job Aid.

This PQS workbook cites SOLAS regulations from the 2014 Consolidated Edition (SOLAS 14). In some cases, the regulations in SOLAS 14 may not apply due to the keel laid date of the vessel. PSC personnel must pay close attention to the applicability dates of the SOLAS chapters and regulations when conducting PSC exams.

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## **Pre-Exam (PE)**

### **FFVE-PE01 - Schedule examination in Maritime Information for Safety and Law Enforcement (MISLE)**

.01 Determine authority and jurisdiction and applicable regulations	33 CFR 2 33 CFR 6
.02 Locate vessel in MISLE	MPS-PR-SEC-02 MSM I/12.F
.03 Verify documents are current in MISLE	MPS-PR-SEC-04 MSM I/12.G.5
.04 Review history (narratives, deficiencies & special notes)	MSM I/12.G.2.a MPS-PR-SEC-02 & 04 MISLE Work Instruction
.05 Enter title and point(s) of contact	MSM I/12.G.2.a
.06 Prepare folder and required documents	MPS-PR-SEC-04
.07 Verify status of Certificate of Financial Responsibility (e-COFR)	33 CFR 138.15(a)(2)
.08 Generate new activity	MPS-PR-SEC-04 MSM I/12.G.2.a
.09 Verify submittal of Environmental Protection Agency (EPA) Notice of Intent (NOI)	CG-543 Policy Ltr 11-01
.10 Determine QUALSHIP 21 participation	MISLE Work Instruction

### **FFVE-PE02 - Coordinate examination with vessel's representative**

.01 Verify vessel's representative	MPS-PR-SEC-02 MSM II/D.5.C.2
.02 Confirm vessel arrival time, destination, exam based on Advanced Notice of Arrival (ANOVA)	33 CFR 160.206 MPS-PR-SEC-02
.03 Articulate examination expectations	MPS-PR-SEC-02
.04 Verify owner/operator information	MPS-PR-SEC-04
.05 Verify Classification Society information	46 CFR 2.45 IMO Res A.739(18) MPS-PR-SEC-04
.06 Confirm MISLE targeting score with information attained from vessel representative	MSM II/D.4 MPS-PR-SEC-04
.07 Verify if Law Enforcement division has interest for Condition of Entry (COE)	MSM II/D.1.H.5 MPS-PR-SEC-04

### **FFVE-PE03 - Mitigate potential hazards encountered during an exam**

.01 Recognize potential hazards encountered during exam	NFPA 306
.02 Determine confined spaces	MSM I/10 App.A
.03 Determine if exam scope will require a Marine Chemist certification for space entry	29 CFR 1915, Part B MSM II/D.6.C.1.f
.04 Verify Marine Chemist has been scheduled for exam (when applicable)	MSM I/10 App. A
.05 Prepare necessary personal protective equipment for exam	MSM I/10 App. A Quattro Operator's Manual
.06 Review CG policy for when to leave a space due to hazardous condition	MSM I/10 App. A

### **FFVE-FU03 - Issue control action(s)**

.01 Determine control action	MSM II/D.2.C
.02 Conduct reports and notifications (when applicable)	MSM II/D.2.E
.03 Issue control action(s)	MPS-PR-SEC-06 CG-5437A/B
.04 Explain control action(s) to responsible parties/stakeholders	MPS-PR-SEC-06 CG-5437A/B

### **FFVE-FU04 - Verify deficiency corrections**

.01 Verify corrected deficiency	MSM II/D.1.G.3.f CG-5437A/B
.02 Clear deficiency in MISLE activity	MSM II/A.2.C.2.d MSM II/D.2.F MISLE Work Instruction
.03 Make required notifications	MSM II/D.2.E

### **FFVE-FU05 - Complete Maritime Information for Safety and Law Enforcement (MISLE) Activity**

.01 Update examination results issued on Form B	MSM I/12.H MISLE Work Instruction 3.b
.02 Update activity narrative and special notes (as necessary)	MSM I/12.H MISLE Work Instruction 3.c
.03 Update vessel details	MSM I/12.H
.04 Change activity status to "Open-- Submitted for Review"	MSM I/12.H MPS-PR-SEC-06

### **FFVE-CS06 - Examine solid bulk cargo carriage requirements**

.01 Determine IMSBC code applicability	IMSBC Code Appendix 1
.02 If not authorized under IMSBC Code, determine valid non-hazardous cargo authorization or hazardous cargo approval	IMSBC Code 1.3
.03 Verify shipping documentation and cargo information	SOLAS 14 VI/2 & VII/7-2 IMSBC Code 4.2 CG-CVC Policy Ltr 13-03/Encl. 1/5
.04 Verify specific requirements outlined in shipping schedule	SOLAS 14 VII/7-1 IMSBC Code 1.2
.05 Verify presence of emergency response and medical first aid information for cargo(s)	SOLAS 14 VII/7-1 CG-CVC Policy Ltr 13-03/6.f
.06 Verify presence of personal protective equipment	SOLAS 14 II-2/19.3.6
.07 Verify presence of monitoring equipment for cargo(s)	SOLAS 14 VI/3 IMSBC Code Appendix 1
.08 Verify ventilation requirements for cargo spaces	SOLAS 14 II-2/19.3.4

### **Follow Up Actions (FU)**

#### **FFVE-FU01 - Verify International Safety Management (ISM) compliance**

.01 Verify clear grounds exist to initiate expanded exam	IMO Res A.1052(17) 2.4 MSM II/D.1.G.2
.02 Verify crew familiarity with vessel's Safety Management System (SMS)	ISM Code 6.1
.03 Verify company responsibilities and authority are clearly defined	ISM Code 3
.04 Verify record keeping compliance	ISM Code 11
.05 Verify maintenance requirements	ISM Code 10
.06 Verify SMS training requirement	ISM Code 6.3 ISM Code 6.4
.07 Review audit documentation and follow-up actions	ISM Code 1.4.6 ISM Code 9.2

#### **FFVE-FU02 - Issue deficiency(s)**

.01 Identify deficiency	MSM II/D.1.C.8
.02 Discuss deficiencies and corrective measures/timeframe with vessel's master or representative	MSM II/D.2.C MPS-PR-SEC-06
.03 Document deficiencies	MSM II/D.1.G.3 MSM II/D.1.H.10 CG-5437A/B CG-5437A/B
.04 Sign forms (examiner & vessel's representative)	
.05 Issue document(s)	MPS-PR-SEC-06 CG-5437A/B

### **Certificates and Documents (CD)**

#### **FFVE-CD01 - Verify participation in Enhanced Survey program**

.01 Verify written language(s)	SOLAS 14 XI-1/2 ESP Code 6.1.1
.02 Verify presence of supporting documents	ESP Code 6.1.1 ESP Code 6.1.2
.03 Verify survey schedule	ESP Code 2 ESP Code 3 ESP Code 4

#### **FFVE-CD02 - Examine crew training documentation (hazardous materials/dangerous goods)**

.01 Review training documentation	49 CFR 172.704(d) 49 CFR 176.13(c) STCW A-II/2
.02 Verify recurrent training is conducted	49 CFR 172.704(c)(2)

#### **FFVE-CD03 - Examine Dangerous Cargo Manifest (DCM)**

.01 Verify location	49 CFR 176.30(a)
.02 Verify contents	49 CFR 176.30(a) SOLAS 14 VII/7-2
.03 Verify hazardous material information	49 CFR 176.30(b)
.04 Verify signed	49 CFR 176.30(c)
.05 Verify copies are retained	49 CFR 176.30(e)

#### **FFVE-CD04 - Examine Document of Compliance for the Carriage of Dangerous Goods**

.01 Verify validity	SOLAS 14 II-2/19.4 IMO MSC.1/Circ. 1266
.02 Verify cargoes classes are authorized	SOLAS 14 II-2/19.4 IMO MSC.1/Circ. 1266

#### **FFVE-CD05 - Examine Document of Authorization (DoA) for the Carriage of Grain**

.01 Verify presence and approval	SOLAS 14 VI/9 Grain Code A 3.1 Grain Code A 3.4
.02 Verify written language(s)	Grain Code A 3.3
.03 Verify incorporation into Grain Loading Manual	Grain Code A 3.2 NVIC 05-94
.04 Verify Flag exemption and approval or National Cargo Bureau approval for full load capability without DoA	Grain Code A 3.5 NVIC 05-94
.05 Verify Flag approval for partial load capability without DoA	Grain Code A 9.6

### **Logs and Manuals Examination (LM)**

#### **FFVE-LM01 - Examine ship's stability and grain loading booklet**

.01 Verify accepted content	SOLAS 14 VI/9 Grain Code A 6.2
.02 Verify approved content	Grain Code A 6.3

**FFVE-LM02 - Examine the bulk cargo loading, unloading & stowage booklet (Loading Manual)**

.01	Verify written language(s)	SOLAS 14 VI/7.2
.02	Verify contents	SOLAS 14 VI/7.2 SOLAS 14 XII/8 IMO MSC.1/Circ. 1117
.03	Verify loading and/or unloading plan agreement with terminal	SOLAS 14 VI/7.3 SOLAS 14 VI/7.6

**FFVE-LM03 - Examine Cargo Securing Manual**

.01	Verify approval	SOLAS 14 VI/5.6 SOLAS 14 VII/5
.02	Verify format	SOLAS 14 VI/5.6 SOLAS 14 VII/5 IMO MSC.1/Circ. 1353
.03	Verify working language(s)	SOLAS 14 VII/5 IMO MSC.1/Circ. 1353
.04	Verify securing procedures for current cargo	SOLAS 14 VI/5.6 SOLAS 14 VII/5 IMO MSC.1/Circ. 1353

**Firefighting Systems Examination (FF)**

**FFVE-FF01 - Examine fixed fire detection and fire alarm systems (when applicable)**

.01	Verify operation	SOLAS 14 II-2/20.4.1 SOLAS 14 II-2/20.4.3
.02	Verify smoke extraction system(s) (when applicable)	SOLAS 14 II-2/20.4.2

**FFVE-FF02 - Examine space sealing capabilities with fixed fire extinguishing systems installed**

.01	Verify approved system for spaces capable of being sealed	SOLAS 14 II-2/20.6.1.1
.02	Verify approved fixed pressure water-spraying system for spaces not capable of being sealed	SOLAS 14 II-2/20.6.1.2

**FFVE-FF03 - Examine portable fire extinguishers**

.01	Verify location	SOLAS 14 II-2/20.6.2.1
.02	Verify additional appliances	SOLAS 14 II-2/20.6.2.2

**Structural/Watertight Integrity Examination (SW)**

**FFVE-SW01 - Examine high stress and high impact areas**

.01	Review survey reports on file	SOLAS 14 XI-1/2 ESP Code 6
.02	Examine hull maintenance and general state on deck	IMO MSC.1/Circ. 1117/11
.03	Examine areas of high stress and bending moments	IMO MSC.1/Circ. 1117/12
.04	Examine areas where fracturing, cracks, distortion or excessive wastage commonly occur (including visible cargo hold internals)	IMO MSC.1/Circ. 1117/13 IMO MSC.1/Circ. 1117/14

**Cargo Systems Examination (CS)**

**FFVE-CS01 - Examine Loading Instrument and Loading Instrument User Manual**

.01	Verify contents	SOLAS 14 XII/11 IMO MSC.1/Circ. 1108
.02	Verify written language(s)	IMO MSC.1/Circ. 1108
.03	Verify operation	SOLAS 14 XII/11 IMO MSC.1/Circ. 1108

**FFVE-CS02 - Confirm additional special requirements for carrying dangerous goods**

.01	Verify water supply location	SOLAS 14 II-2/19.3.1
.02	Verify installation of electrical components	SOLAS 14 II-2/19.3.2
.03	Verify power and natural ventilation	SOLAS 14 II-2/19.3.4
.04	Verify bilge pumping arrangements	SOLAS 14 II-2/19.3.5
.05	Verify presence of protective suits and related equipment	SOLAS 14 II-2/19.3.6
.06	Verify presence of additional portable extinguishers	SOLAS 14 II-2/19.3.7
.07	Verify insulation of machinery space boundaries	SOLAS 14 II-2/19.3.8

**FFVE-CS03 - Examine cargo ventilation system**

.01	Verify separation from other systems/ducts and sealing capabilities	SOLAS 14 II-2/20.3.1.2.2
.02	Verify ducts/dampers construction	SOLAS 14 II-2/20.3.1.4.2
.03	Verify location of system controls	SOLAS 14 II-2/20.3.1.2.2
.04	Verify means for rapid shutdown	SOLAS 14 II-2/20.3.1.4.1
.05	Verify presence and operation of combustible gas detecting instruments	SOLAS 14 II-2/20.3.1.2.2
.06	Verify operation of loss of ventilation indicator	SOLAS 14 II-2/20.3.1.3

**FFVE-CS04 - Examine intermodal containers (spot check)**

.01	Verify hazardous materials are stowed IAW stowage plan and dangerous goods manifest	SOLAS 14 VII/4 & 5 49 CFR 176.30
.02	Verify structural integrity	IMO CSC.1/Circ.138/Rev.1
.03	Verify no cargo leakage	49 CFR 176.50 IMDG 4.2.1.9.6.3
.04	Verify dangerous goods placards are posted	49 CFR 172.500 IMDG 5.3.1.1.4.1
.05	Verify no smoking signage	49 CFR 176.60

**FFVE-CS05 - Verify compliance with Cargo Securing Manual (spot check)**

.01	Verify adequate amount of approved securing equipment	SOLAS 14 VII/5 IMO MSC.1/Circ. 1353
.02	Verify cargo is secured IAW manual	SOLAS 14 VII/5 CSS Code 1.7 Cargo Securing Manual CSS Code 1.7
.03	Verify equipment strength and maintenance	CSS Code 1.7
.04	Verify stowage and securing declaration for road vehicles	CSS Code 2.9.2