



CSNCOE Work Instruction

CSNCOE Exam Attendance

Objective:

COMDTINST 16000.73, Marine Safety: Port State Control, indicates that in some instances, a National Center of Expertise member may participate in an exam. This document clarifies the circumstances when the CSNCOE may attend Certificate of Compliance (COC) exams on foreign passenger vessels.

Definitions:

1. *FPV Level 1 Unit.* Prevention unit with COC average greater than or equal to 8 combined annual and periodic exams per calendar year. The units currently categorized as FPV Level 1 include Sector Boston, Sector Honolulu, Sector Juneau, Sector Los Angeles/Long Beach, Sector Miami, Sector New York, Sector Puget Sound, Sector San Juan, Marine Safety Unit Texas City, & Marine Safety Detachment Port Canaveral.
2. *FPV Level 2 Unit.* Prevention unit with COC exam average of greater than or equal to 4 combined annual and periodic exams, and less than 8 exams per calendar year. The units currently categorized as FPV Level 2 include Sector Anchorage, Sector Buffalo, Sector New Orleans, Sector San Diego, Sector St. Petersburg, Marine Safety Detachment Belfast, & Marine Safety Detachment St. Thomas.
3. *FPV Level 3 Unit.* Prevention unit with COC exam average of less than 4 combined annual and periodic exams per calendar year. All other Activities, Sectors, Marine Safety Units, & Marine Safety Detachments that receive an application for FPV COC examination are categorized as FPV Level 3.

Responsibilities:

1. CSNCOE is responsible for tracking and analyzing COC exam trend data to ensure proper unit categorization for appropriate field unit support.
2. Field units should be aware of their FPV Level to better understand CSNCOE availability to assist in conducting COC exams on foreign passenger vessels.
3. CSNCOE will submit an annual report to CG-CVC with a summary of all instances where CSNCOE supported the field unit during COC exam attendance.
4. The OCMI is responsible for completing all administrative and follow-up actions associated with the COC exam in accordance with current CVC policy.

Procedures:

1. The exam team for COC exam on a foreign passenger vessel includes 3 certified Foreign Passenger Vessel Examiners (FPVEs).
2. As available, CSNCOE is willing to support the OCMI during all initial, annual, and periodic COC exams.
3. CSNCOE will prioritize COC exam support based on a unit's FPV Level with FPV Level 3 units receiving the highest priority. Priority then falls to FPV Level 2, and finally with FPV Level 1 units.



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4. All units, regardless of FPV Level, that do not have enough available certified, current FPVEs for a scheduled COC exam may request attendance from CSNCOE.
5. Although the primary purpose of CSNCOE attendance is to assist as a PSCO during the COC exam, the unit may also request on-site training from the attending CSNCOE FPVE.
6. Upon receipt of an application for FPV COC examination, the OCMI should reach out to the CSNCOE as early as possible to coordinate attendance. All instances of CSNCOE attendance for COC exams should be requested and documented by a CSNCOE Request and Authorization memo signed by the OCMI. CSNCOE will provide the template memo to the OCMI prior to attending any COC exam.
7. In cases where CSNCOE attendance is required to complete a COC exam, the CSNCOE may accept In-Kind Transportation, Travel, and Subsistence from the operator. CSNCOE members must comply with procedures outlined in Acceptance of In-Kind Transportation, Travel and Subsistence Procedure, CVC-PR-015(1).