

Method of Adoption of the SIP For Sample Company 46 CFR 8.530 (a) (5)

The following is a summary of how the company plans to integrate the applicable subpart regulations into the SIP:

The Company SIP Agent will develop the CAP and VAP with guidance from the Coast Guard SIP Advisor for OCMI approval. The plans will be developed to satisfy the requirements of 46 CFR 8.530 Plan Development and Approval.

When the CAP and VAP(s) have been approved by the cognizant OCMI, the company may begin training and operating under the plans.

This evaluation phase will comply with 46 CFR 8.535 Training and operational evaluation requirements and includes the following:

- (a) The company will provide the designated SIP support personnel with training as required by the CAP.
- (b) The vessel must operate and be examined under the VAP for a period of at least 3 months.
- (c) During the operational periods, (or any additional operational periods under a revised CAP or VAP as may be required by the cognizant OCMI) the Coast Guard SIP Advisor will conduct an ongoing evaluation of the vessel's operation, the training records, and the ability of all designated persons to perform their assigned functions under the VAP. The Coast Guard SIP Advisor will report periodically to the cognizant OCMI and the Company SIP Agent on the vessel's performance, and make recommendations, if needed.

Upon successful completion of the training and evaluation phase, in accordance with 46 CFR 8.540 Enrollment in SIP, the Coast Guard SIP Advisor will recommend to the OCMI that the company or vessel be enrolled in the SIP. If the OCMI concurs with the recommendation, he or she will issue an enrollment letter and endorse the vessel's COI. Subsequent inspections covered under this subpart will be conducted in accordance with the approved VAP.

Corrective action process summary: The Action plan will include several forms

- ISV form to define what gets inspected and when
- Detailed exam checklist to conduct individual inspections and record results
- Correction report form to do the following:
 - Record discrepancies
 - Set correction time line for the following:
 - Action to be taken per the ICR
 - Follow up

All SIP Support personnel involved in the examinations will be trained in the proper examination and recording process and are empowered to initiate corrective action.

The following will summarize the company's system used to initiate corrective action under SIP.

- Inspection Schedule and Verification (ISV) Forms.
 - This document is vessel specific and list the items to be inspected and the intervals for their inspection, and on which is recorded the completion of required examinations and tests conducted by designated company employees.
- Examination Checklist (EC)
 - The form approved in the VAP, to be used by company employees to record the periodic examinations required by the VAP.

- Correction Report (CR)
 - This document sets out specific vessel deficiencies and is used to record their correction by the company. Correction Reports will identify a specific deficiency, the date it was identified, the corrective measure taken, the repair date, and the source or vendor

- Inspection Criteria References (ICR)
 - The individual pages in the VAP that list each item on the vessel required by regulation to be periodically inspected. ICRs indicate every possible system/subsystem on a vessel, required by regulation, which must be periodically inspected. The ICR provides specific reference to the relevant CFR and explains the criteria or performance standard. The ICR also outlines the corrective action to be taken when a deficiency is noted during periodic inspections.