MISLE Commercial Fishing Vessel Dockside Examination User Guide

Version 01-2012

Commandant
United States Coast Guard
2100 Second Street, S.W. Stop-7581
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Version 01-2012 of the **MISLE Commercial Fishing Vessel Dockside Examination User Guide** is validated for use by CFV Examiners only.

Questions or comments should be directed to:

Commandant
United States Coast Guard
2100 Second Street, S.W. Stop-7581
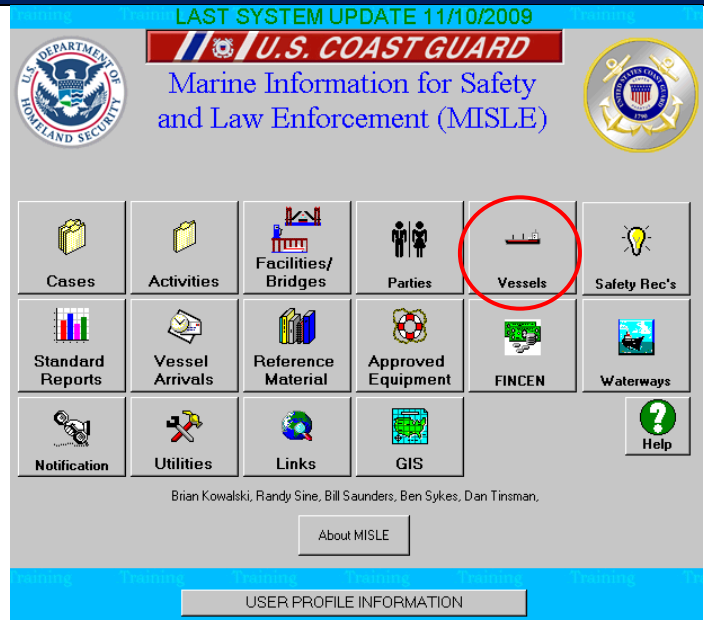Washington, DC 20593-0001
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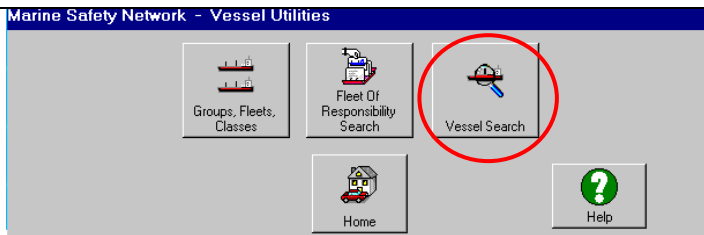
CONDUCTING A VESSEL SEARCH

This is the **Main Menu** page. It allows you to access MISLE's product sets (*i.e.- Cases, Activities, Facilities, Vessels, etc*).
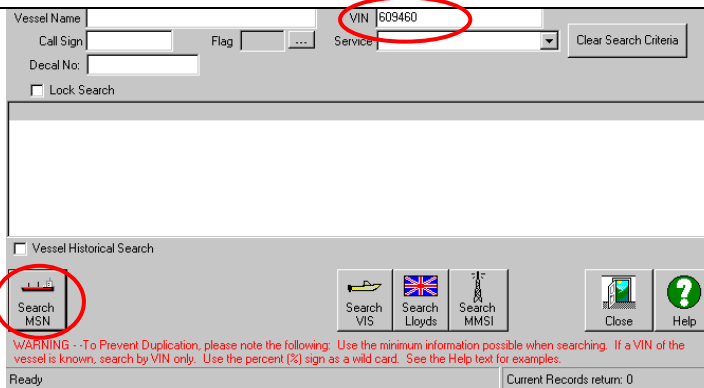
STEP 1:

Click on the **Vessels** button.

The first thing you need to do is find your vessel. The easiest way to do this is by searching using the Vessels Identification Number (**VIN**).

STEP 2:

Click on the **Vessel Search** button.

STEP 3:

Enter the vessel's **VIN or Vessel Name**. Click on the **Search MSN** button.
You can located a vessel in MISLE using:
- **VIN**
- **Vessel Name.**

*Searching by VIN is the preferred method.

Documented Vessels:
The USCG documentation number is assigned by the NVDC to a particular vessel and is an accurate/reliable VIN.

State Registered Vessels:
For state registered vessels, search using a *wild card* (%) between the state letters and the numbers followed by a *wild card* (%) and the remaining letters.
(i.e.-**FL%1234%AB%**)

Definitions:
VIN: *A **V**essel **I**dentification **N**umber is any of a variety of identification numbers assigned to the vessel by a national or international authority. Vessels in MISLE should have at least one VIN but may have more than one assigned. The type of number used to identify the vessel: Choose one of the following from the drop list:*
ABS Number - *The unique identification number assigned to the vessel by the American Bureau of Shipping.*
ADF&G Number - *The unique identification number assigned to the vessel by the Alaska Department of Fish and Game.*
Coast Guard Number - *This identification number can be assigned to the vessel by MISLE when no other VIN is available.*
GMDSS - *The unique identification number assigned to the vessel by the Global Maritime Distress and Safety System.*

HIN - *The Hull Identification Number is a hull number that complies with the requirements of the Boating Safety Act of 1972. A HIN is composed of a Manufacturer Identification Code (3 letters), a hull serial number (5 numbers) and the date of certification (4 alphanumeric characters). The HIN must be permanently affixed to the vessel in two places, one of which is usually on the transom.*
Hull Number - *The identification number assigned to the vessel's hull during construction by its manufacturer.*
IMO Number - *The unique identification number assigned to the vessel by the International Maritime Organization. Currently, IMO numbers are the same as Lloyds Register numbers.*
INMARSAT - *An INMARSAT call number used by the vessel.*
MMSI Number - *The Maritime Mobile Service Identifier number assigned to the vessel by the International Telecom. Union.*
Other - *Any identification number assigned to the vessel other than one listed in this drop list.*
State Number - *The unique identification number assigned to the vessel by the applicable U.S. state boating authority. State numbers must be displayed on the hull of the vessel.*
Call Sign - *The unique identifier of a radio station assigned by the International Telecommunications Union. (See Article 25 of the ITU Radio Regulations). These identifiers will consist of a maximum of 7 alphanumeric characters.*
Official Number (Foreign)- *The official registration number assigned to a foreign flag vessel by its flag state.*
Official Number (US) - *The documentation number assigned to a U.S. flag vessel by the National Vessel Documentation Center.*

STEP 3: (Continued)

This will find a vessel that was entered with a different VIN format. The correct format for state registered vessels is: **FL1234AB**
(no spaces between prefix, number and suffix). Other examples of searchable VIN's are:
-	Call Sign
-	Coast Guard Number
-	Hull Identification Number
-	Official Number
-	MMSI Number
NOTE: For definitions of each please refer to the definitions found on the left of the page.

If the vessel cannot be located in MISLE, see **CREATE A NEW VESSEL** section of this guide.

*Select the Edit/View Identification History button to see other VINs assigned to the vessel, update a VIN, or to see former VINs.
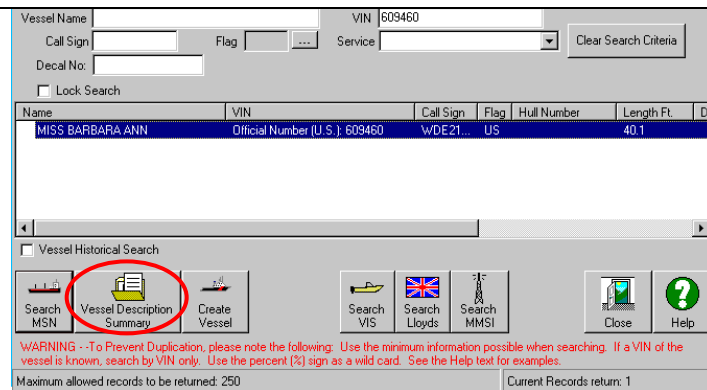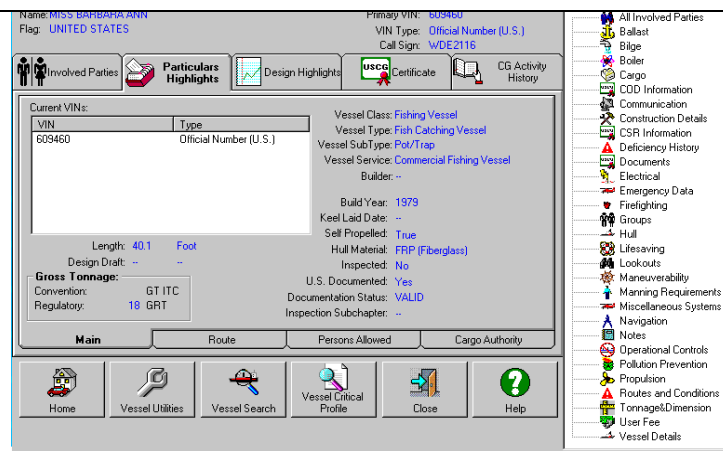

STEP 4:

For USCG documented vessels, enter the documentation number (VIN) without a prefix. Once a **VIN** is entered, click **Search MSN** to see the results.

*All documented vessels are in MISLE and can be located by their Official Number (VIN).

Select the vessel you want to use, and then click the **Vessel Description Summary** button.
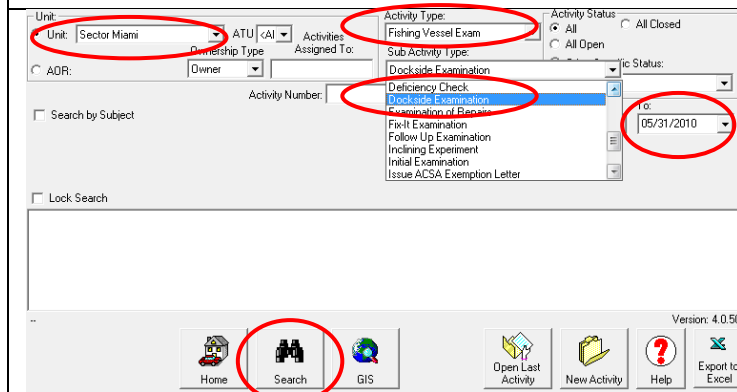

STEP 5:

You should then arrive at the **Vessel Description Summary** screen. This screen gives you the ability to research and/or enter vessel specific information.

CONDUCTING A MISLE ACTIVITY SEARCH

STEP 1:

Click on the Activities button.

STEP 2:

Select the **Unit** that conducted the activity.

Click on the **Activity Type** drop down menu and select "**Fishing Vessel Exam**."

In the **Sub-Activity Type**, select the most appropriate choice from the pick list. Leaving this field blank will result in a more general search.

Verify the date range then click on the **Search** button *(The Search radio button may be hidden by drop down menus).*

In this activity you can utilize several other features on the screen to narrow your results. You can search unit activities and cases using date ranges. If you do not select an Activity and Sub-Activity type you will receive all activities for that unit.

STEP 2: (Continued)

Once you get a list of Activities, you will need to review the pertinent information to determine which Activity you want to view.

In some cases you can double click on the Activity line to open the Activity. If that does not work you will need to click on the **Open Activity** button.

If you already know the Activity number you can open the case by entering this number in the **Activity Number** box and then by clicking on the **Open Activity** button.

STEP 3:

The **Activity Details** screen should open and if you select the **Summary** tab you can quickly scan for open deficiencies, valid documents/decals and open/past operational controls.

The **Activity Details** screen differs for different types of Activities. This is an example of a CFV Exam Activity.

CREATING AN AOR IN MISLE

STEP 1:

Area of Responsibility (AOR) is a MISLE tool that allows the search for Activities from multiple unit's simultaneously.

From the **MISLE Main Menu**, click on the **Utilities** button.
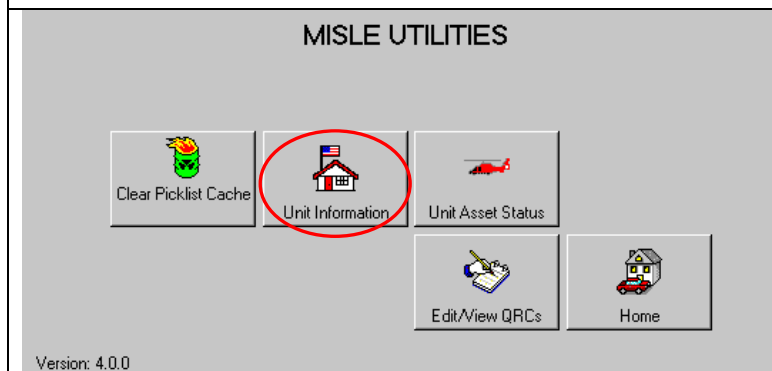
STEP 2:

Select the **Unit Information** button.
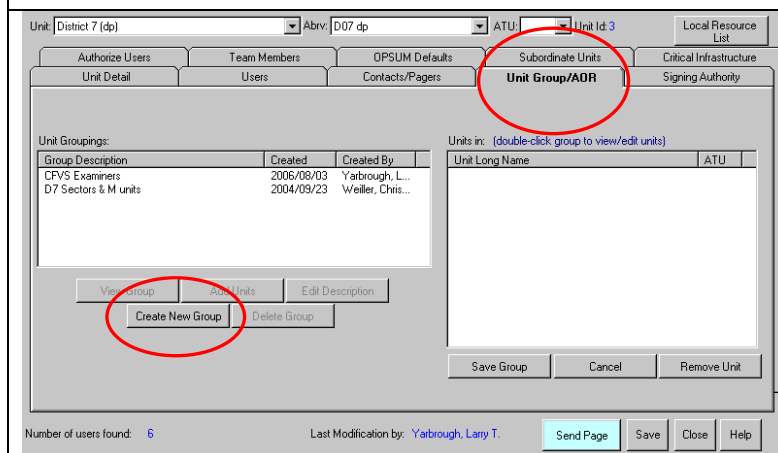
STEP 3:

Select the **Unit Group/AOR** tab.

Click on the **Create New Group** button.

STEP 4:

Fill in a Name/Description for your Group in the **Description** box and click the **Save** button.

STEP 5:

Select the **Unit Group/AOR** tab.

Click on the **Add Units** button.

STEP 6:

Select the desired **Administrative Target Unit (ATU)** from the pull down list.

Select the desired Units, and click on the **Add** button.

STEP 7:

Click on the **Save Group** button.

Click on the **Save** and **Close** buttons.

STEP 8:

Adding a new Unit:

If new units are created in your AOR, open up your **AOR** in MISLE and use the **Add Units** tool to update.

STEP 9:

To search for Activities using the AOR function:

1.) From the **Activity** screen, select **AOR**, pick your AOR from the pull-down menu, **Activity Type**, set the date range and click on the **Search** button.
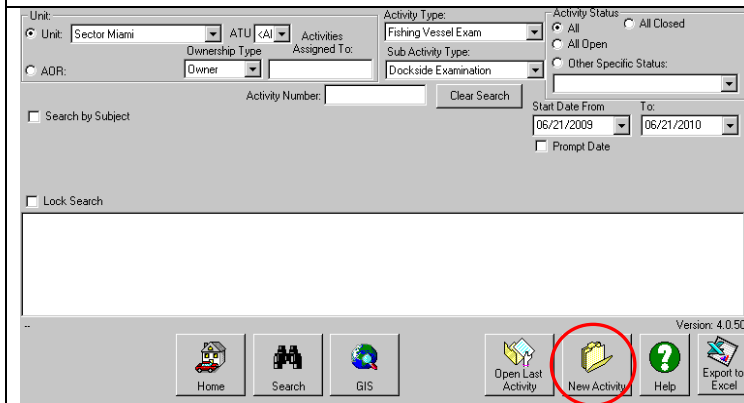
2.) The AOR you created can be used by anyone at the unit with MISLE & e-mail access. Your AOR, however, cannot be used by someone at another unit. They will be required to create their own.
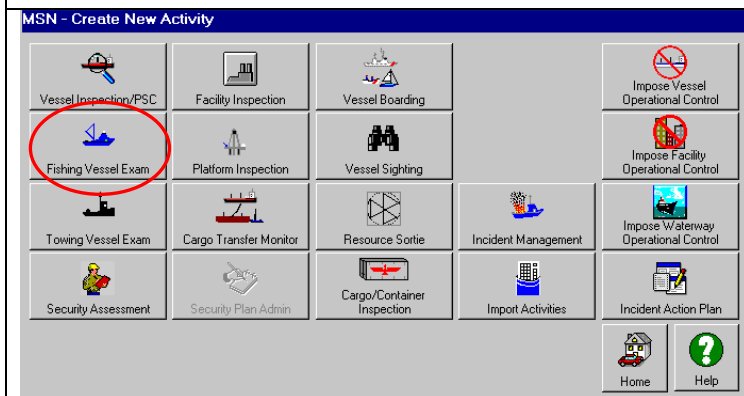
CREATING A NEW FISHING VESSEL ACTIVITY

STEP 1:

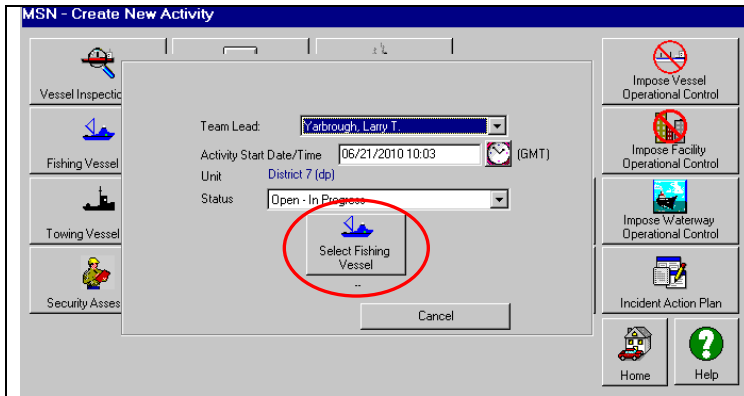From the **MISLE Main Menu** page, click on the **Activities** button.

STEP 2:

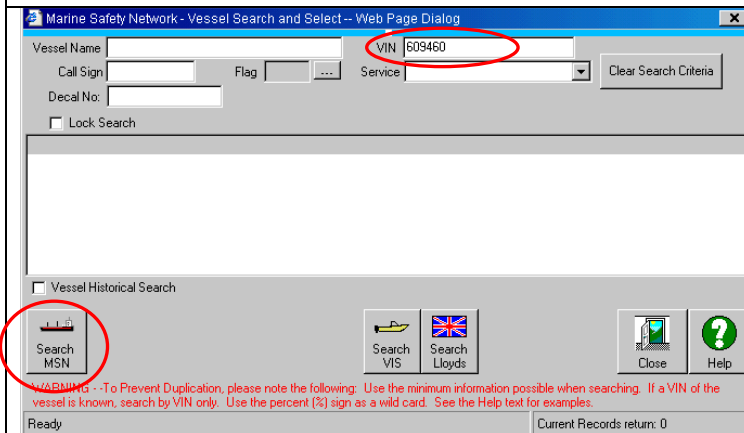Click on the **New Activity** button.

STEP 3:

At the **Create New Activity** screen click on the **Fishing Vessel Exam** button.

STEP 4:

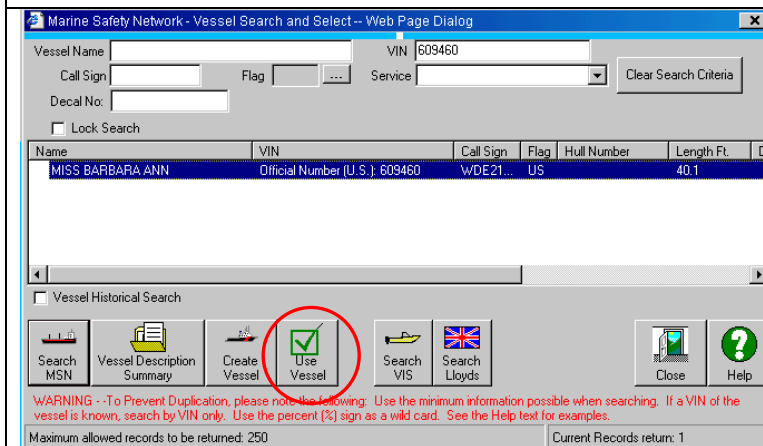The **Select Fishing Vessel** screen will open.

Click the **Select Fishing Vessel** button.

STEP 5:

NOTE: Refer to the section titled **VESSEL SEARCH/pg. 4**.

Enter the **VIN** to locate the correct vessel in the MISLE database. Click on the **Search MSN** button.

STEP 6:

MISLE will give you a list of one or more vessels. Highlight the desired vessel by clicking on it once, and then select it by clicking on the **Use Vessel** button. If after extensively searching MISLE you cannot find the vessel you are looking for you will need to **Create Vessel** and most likely **Add Party**.

NOTE: Refer to the section titled **CREATING A NEW VESSEL /pg. 54**.

STEP 7:

If you selected the **Use Vessel** button, you will be brought back to this screen where you will need to click on the **Continue Creating Activity** button.

STEP 8:

In the **Activity Title Description** enter a brief description of the activity you are performing.

MISLE has now assigned an Activity Number so you can track this exam. Write this number on the CFV Examination Form (CG-5587).

First list the status of who does the exam:
AD = *Active Duty CFV Examiner*
CIV = *Civilian CFV Examiner*
RS = *Reserve CFV Examiner*
AUX = *Auxiliary CFV Examiner*
TB = *Tribal CFV Examiner*
3P = *Third Party CFV Examiner*
This symbol is followed by the last name of the CFV Examiner. Include any information the examiner or unit finds useful.

Team Lead: This should be the person leading the exam. This has to be someone in the system that is at the same unit that originates the Activity.

NOTE: For more information, refer to MISLENET for a MISLE Tutorial on **Team Members**.

STEP 8: (continued)

Attaching an Activity to a Case:
Cases are "wrappers" that contain data related to an incident. Cases can include:
- **Activities**
- **Notifications**
- **Resources**
- **Historical information**
- **Incident Investigations**

All of which are related to the same event. If the Activity you are creating is related to other Activities, then they need to be associated using the MISLE Case functionality. All Fix-It Exams should be assigned to a Case containing the Boarding, and any other related Activities.

NOTE: For more information, refer to MISLENET for a MISLE Tutorial titled **Search, Create, and Transfer a Case**.

In the **POC** box enter the point of contact for the vessel and include good contact phone number.

Prompt Date: Here you can enter the date you wish to re-visit the activity (**30 days is typical for a fishing vessel**).

DOCUMENTING A FISHING VESSEL EXAM

STEP 1:

This is an opportunity to save your work. Click the **Save Changes** button.

During the creation of an Activity or record you may get a pop-up screen that suggests you Save Changes, with "Yes/ No/ Cancel" options. Select the "Yes" button.

Select the **Inspections** tab.

If TWIC Verification is applicable select the **TWIC Verification** radio button.

STEP 2:

TWIC Verification: Select the **Type of Transportation Worker**, enter the number of **Compliant**, enter the number of **Non-Compliant**, and include any **Remarks**.

Click on the **Save** and **Close** buttons.

STEP 3:

Select the **Inspections** tab and click on the **Add** button.

STEP 4:

At the pop-up window you will select the **Inspection Type** from the pull down menu. They are as follows:

Dockside Renewal Exam: To be selected when performing a CFV Dockside Exam for the renewal of a previously issued CFV Safety Decal (whether valid or expired at the time of the exam).

Initial Examination: To be selected when performing the first dockside examination for initial issuance of a CFV Safety Decal.

Follow Up Examination: To be selected when performing an examination (generally within 30 days since prior visit) to clear the deficiencies resulting from either an Initial Dockside Examination or Dockside Renewal Exam.

Fix-it Examination: To be selected when performing a Dockside Exam to clear at-sea boarding citations (4100F deficiencies), when conducting a post-termination exam, and/or when clearing citations listed in COTP Orders.

Safety Check: To be selected when some type of cursory interaction with a CFV has been performed (i.e.- checking of safety equipment that is apparent/visible from the dock, providing safety information to the CFV operator and/or crewmembers, etc.)

COC Fishing Vessel: Certificate of Compliance examination required by 46 CFR 28.890 and performed by a Classification Society.

Letter of Compliance – Fisheries: Inspection required by 46 CFR 105 for the carriage of petroleum products as a secondary cargo.

	STEP 4: (Continued) **ACSA Exam subtypes:** designed and used specifically for participants in the ACSA program. Ensure the proper Unit is selected and adjust the Date for actual exam date and time. Click on the **Continue Add** button.
	STEP 5: Verify the proper selection is now listed in the **Inspection Type** box. *More than one Inspection Type may be added to the same activity (i.e.- Initial Examination and Fix-It Examination). If more than 30 days pass prior to clearing deficiencies from a Dockside Renewal Exam or Initial Examination, then a new Fishing Vessel Activity needs to be opened in MISLE.*

ENTERING AN EXAM LOCATION

STEP 1:

At the Activity Detail screen select the **Location** tab.

Click on the **Add Geo Location** button.

STEP 2:

Enter a Lat/Long for the position of where the Dockside Exam was conducted. Also enter it a description of the location in the **Description/Notes** line.

Lat/Long is a required field. MISLE GIS allows the mapping of activities, but relies on properly filled out Lat/Long data fields.

Lat-Long: Latitude / Longitude can be retrieved by visiting:
www.satsig.net/maps/lat-long-finder.htm

Click on the **Save** button.

STEP 3:

You can also add a geographic location by selecting a waterway. This does not always work because not all waterways are in the database.

Entering a Lat/Long coordinate is the preferred method.

To add a waterway segment. Click on the **Add Waterway** button.
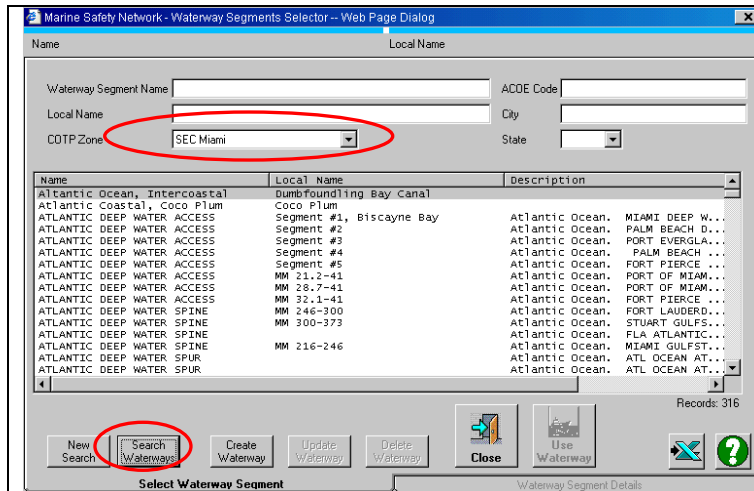
STEP 4:

Enter the Port Code in the **COTP Zone** box and click on the **Search Waterways** button.
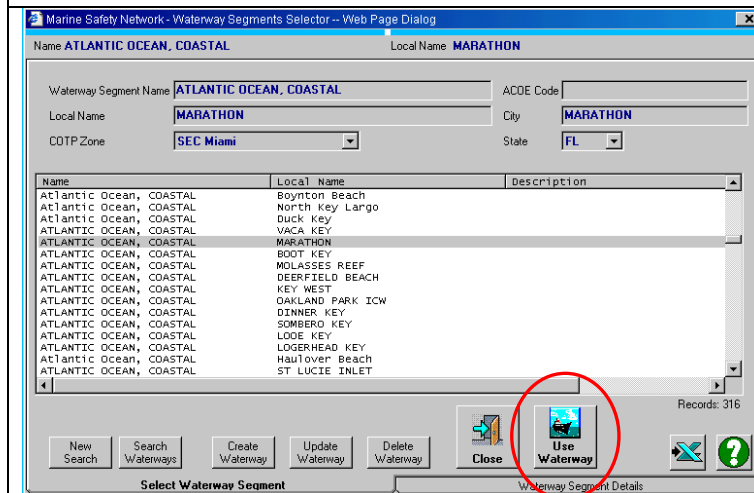
STEP 5:

If MISLE retrieves a location in the vicinity of where the Dockside Exam was conducted, click on the **Use Waterway** button.
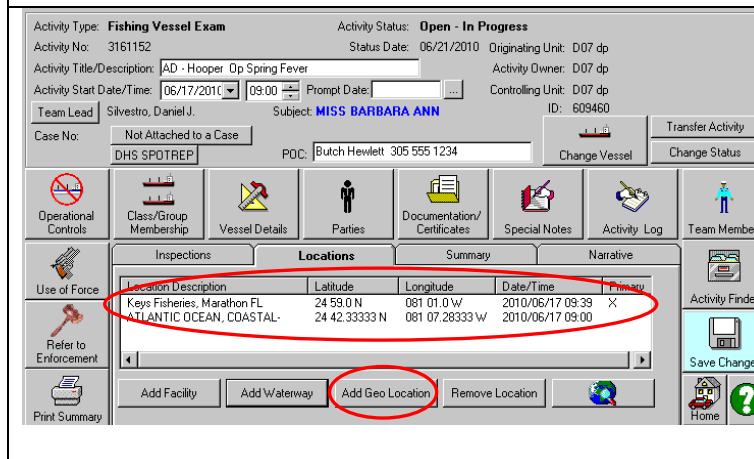
STEP 6:

Verify that the waterway now appears in the **Locations Description** box.

If a Latitude/Longitude does not appear in the **Locations** box then you must enter the location using the **Add Geo Location** function.

ENTERING/ EDITING A VESSEL'S SERVICE

STEP 1:

Examiners are to capture and update the specific **Vessel Classification/ Service Sub Type** of the Commercial Fishing Vessel they are examining. The Documentation Center (NVDC) often enters a CFV with a Service Sub type of "**General**." In order to sort and categorize, update the specific Service Sub Type of the vessel.

Click on the **Vessel Details** button.

STEP 2:

Select **Vessel Details**.

STEP 3:

Click on the **Edit/ View Identification History** button.

STEP 4:

Click on the **Service** tab.

Select the appropriate **Class Type.**

Select the appropriate **Type**.

Select the appropriate **Sub Type**.

Click on the **Save** button.
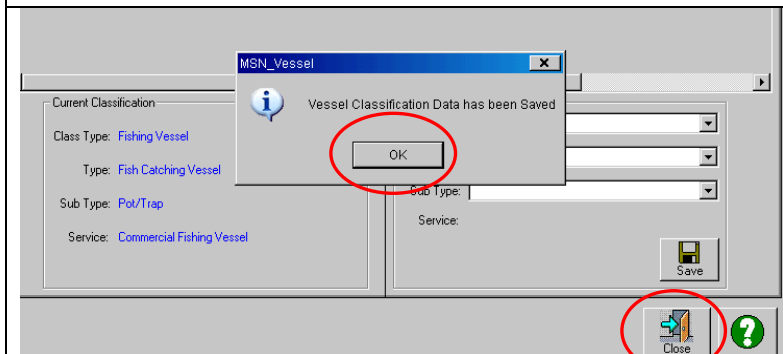
STEP 5:

A pop up will appear that sates: "*Vessel Classification Data has been Saved*." Click on the **OK** button.

Click on the **Close** button or continue to add data on this vessel (i.e.- add a MMSI number assigned to the CFV).
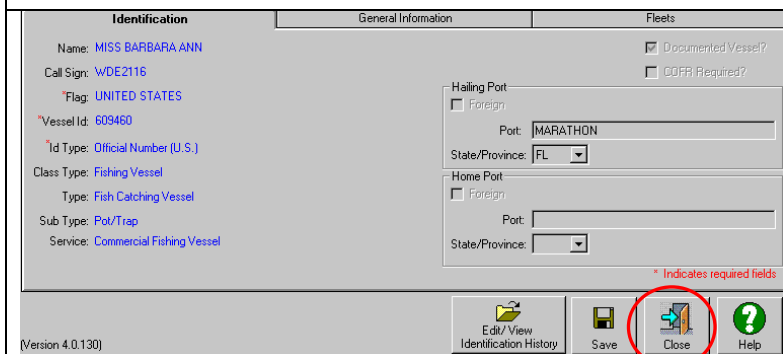
STEP 6:

Click on the **Close** button.

ENTERING A VESSEL'S MMSI

Name: MISS BARBARA ANN
Flag: UNITED STATES

Primary VIN: 609460
VIN Type: Official Number (U.S.)
Call Sign: WDE2116

Involved Parties | **Particulars Highlights** | Design Highlights | **USCG** Certificate | CG Activity History

Current VINs:

VIN	Type
609460	Official Number (U.S.)
AAAAA12345AAAAA	EPIRB Number

Vessel Class: Fishing Vessel
Vessel Type: Fish Catching Vessel
Vessel SubType: Pot/Trap
Vessel Service: Commercial Fishing Vessel
Builder: --

Build Year: 1979
Keel Laid Date: --
Self Propelled: True
Hull Material: FRP (Fiberglass)
Inspected: No
U.S. Documented: Yes
Documentation Status: VALID
Inspection Subchapter: --

Length: 40.1   Foot
Design Draft: --   --

Gross Tonnage:
Convention: GT ITC
Regulatory: 18   GRT

Main | Route | Persons Allowed | Cargo Authority

Home | Vessel Utilities | Vessel Search | Vessel Critical Profile | Close | Help

- All Involved Parties
- Ballast
- Bilge
- Boiler
- Cargo
- COD Information
- Communication
- Construction Details
- CSR Information
- Deficiency History (1)
- Documents
- Electrical
- Emergency Data
- Firefighting
- Groups
- Hull
- Lifesaving
- Lookouts
- Maneuverability
- Manning Requirements
- Miscellaneous Systems
- Navigation
- Notes
- Operational Controls (1)
- Pollution Prevention
- Propulsion
- Routes and Conditions
- Tonnage&Dimension
- User Fee
- *Vessel Details*

STEP 1:

Examiners are to capture and update the vessels Maritime Mobile Service Identity (MMSI).

Click on the **Vessel Details** icon.

MMSI Overview
Maritime Mobile Service Identities (MMSIs) are nine digit numbers used by maritime digital selective calling (DSC), automatic identification systems (AIS) and certain other equipment to uniquely identify a ship or a coast radio station.

In order to obtain an MMSI, commercial users, or those who travel outside the U.S. or Canada, must apply to the Federal Communications Commission for a ship station license or an amendment to a ship station license. All vessels required to carry a shipboard radio or which travel outside the U.S. are required to have an FCC ship station license.

Non-commercial users (e.g. recreational boaters) who stay in U.S. waters can obtain an MMSI through approved organizations such as BOAT US 1-800-563-1536, SEA TOW 1-800-4SEATOW, U.S. Power Squadron, and Shine Micro (primarily for AIS). Most of these organizations provide MMSIs at no charge even to nonmembers.

Obtaining MMSIs for DSC-equipped VHF Handhelds
VHF handhelds used in the United States should use the MMSI assigned to the ship to which the handheld is primarily associated, even if another radio on that ship uses the same MMSI.. VHF handhelds should not be used ashore absent FCC or NTIA authorization allowing such use.

*All ship MMSIs use the format $M_1I_2D_3X_4X_5X_6X_7X_8X_9$ where in the first three digits represent the Maritime Identification Digits (MID) and X is any figure from 0 to 9. (Hint: Ships transmitting with an MMSI not starting with the digits 201-775 are likely doing so improperly, and may be subject to FCC or USCG enforcement action.) US MIDs: The US has several MIDs assigned, however **366** is the most frequently assigned. The US MMSIs are: 338, 358, 359, 366, 367, 368, and 379.*

	STEP 2: Click on the **Edit/View Identification History** button.
	STEP 3: Select the **VIN** tab. Click on the **Add** button.
	STEP 4: Fill in the 9 digit **Id Number**. Select **MMSI Number** from pull down list.
	STEP 5: Click on the **Save** button.
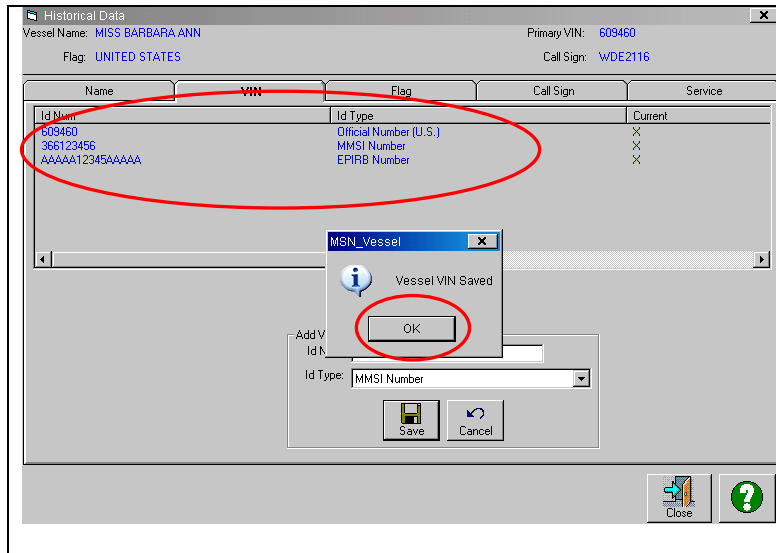
Historical Data	STEP 6:
Vessel Name: MISS BARBARA ANN Primary VIN: 609460	
Flag: UNITED STATES Call Sign: WDE2116	Note that the **MMSI Number** is now shown as one of the current **VIN**'s for this vessel.
Name VIN Flag Call Sign Service	
Id Num	Id Type	Current	
609460	Official Number (U.S.)	X	
366123456	MMSI Number	X	
AAAAA12345AAAAA	EPIRB Number	X	Select **OK**.
MSN_Vessel	
Vessel VIN Saved	Select **Close**.
OK	
Add V	Click on the **Close** button again to return to the vessels main screen.
Id N	
Id Type: MMSI Number	
Save Cancel	
Close	

ENTERING LIFESAVING INFORMATION

STEP 1:

Examiners are to capture basic lifesaving information for use by SAR planners in the event the vessel is involved in a casualty.

At the vessel description summary screen select the **Lifesaving** icon.

STEP 2:

Select the **Primary Lifesaving** tab and then click on the **Edit** button.

STEP 3:

Enter the appropriate **Life Raft**, **Lifeboat**, and/or **Life Float** information for the particular vessel being examined.

Click on the **Save** button.

STEP 4:

Click **OK** to save the entered information.
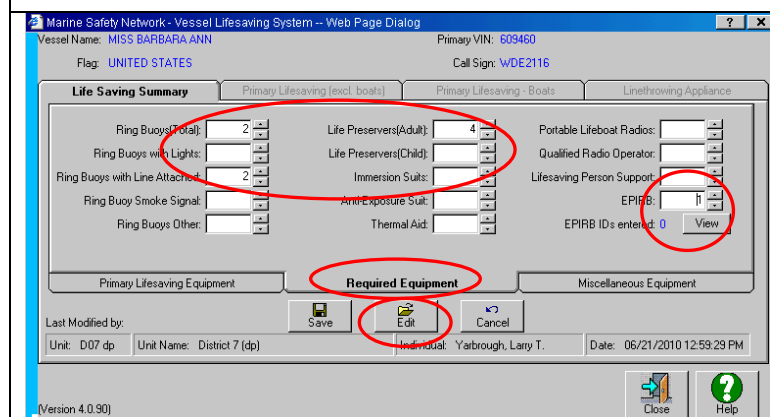
STEP 5:

Select the **Required Equipment** tab.

Click on the **Edit** button.

Enter the required Life Preserver (PFD) and/or Immersion Suit information for the vessel.

Enter the number of EPIRB's aboard. Then select **View**.
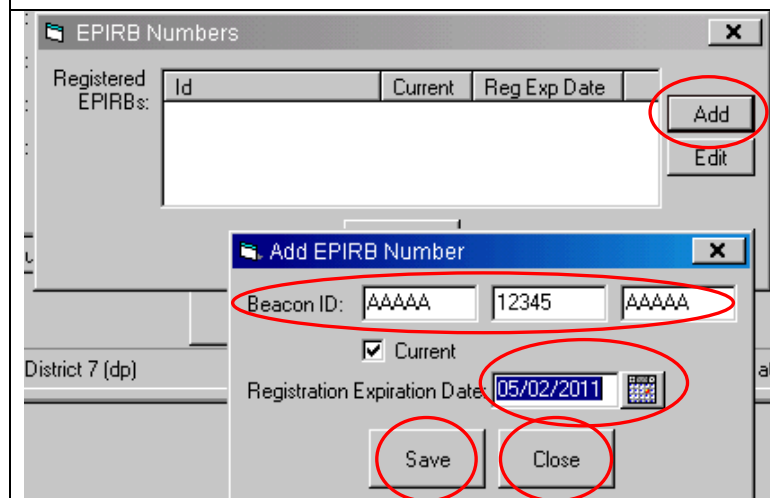
STEP 6:

Click on the **Add** button.

Enter the EPIRB **Beacon ID** in groups of 5 characters. (The EPIRB Beacon ID is a unique Hex ID number that is located on the base of the EPIRB).

Enter the **Registration Expiration Date** which is located on the NOAA EPIRB registration sticker.

Click on the **Save** and then on the **Close** button.

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ENTERING SPECIAL NOTES

STEP 1:

From an open Activity, click on the **Special Note** button.

Use this to enter additional information on Lifesaving Equipment.

STEP 2:

Click on the **Add a Note** button.

STEP 3:

Verify the **Note Status** says **Current** and the **Rev. Date** is the current date.

Enter the **Retention Date**. This is equivalent to the expiration date.

In the **Description** block enter all pertinent information related to the special note including requirements or special conditions.

Description items may include:

Lifesaving Equipment Information: fill in all applicable fields.

EPIRB Beacon ID: enter the 15 digit code located on a label attached to the EPIRB.

STEP 3: (Continued)

EPIRB Battery expiration date:
enter the date the EPIRB's battery expires (also located on a label attached to the EPIRB).

EPIRB Hydrostatic Release expiration date: enter the date the EPIRB's hydrostatic release expires (This is only applicable for CAT- I EPIRB's).

NOAA Registration expiration date: enter the date the NOAA registration for the EPIRB expires. This is located on the NOAA registration sticker which should be attached to the EPIRB in its designated location.

Life Raft Re-pack date: enter the date the life raft is due to be repacked by an USCG authorized facility.

Life Raft Hydrostatic Release expiration date: enter the date the life raft's hydrostatic release expires.

Click on the **Save and Close** button.

STEP 4:

Special Notes can also be used for classes and groups of vessels. You can check for this by selecting **Group Notes**.

Click on the **Close** button.

ENTERING A FISHING VESSEL'S ROUTE

STEP 1:

Click on the **Vessel Details** button in order to access the **Activity Detail** screen.

STEP 2:

Select the **Route and Conditions** icon on the right side of the screen.

STEP 3:

Click on the **Edit** button and enter the route for which the CFVS Decal was issued in the **Route Permitted and Conditions of Operation** box.

The **Route Type** and **Stability Route** pick list does not apply to Commercial Fishing Vessel Safety (CFVS) criteria and should generally be left blank.
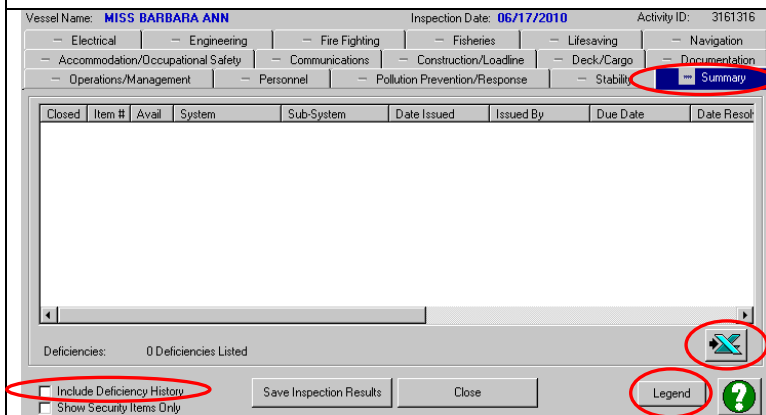
Click on the **Save** button.

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ENTERING FISHING VESSEL DEFICIENCIES
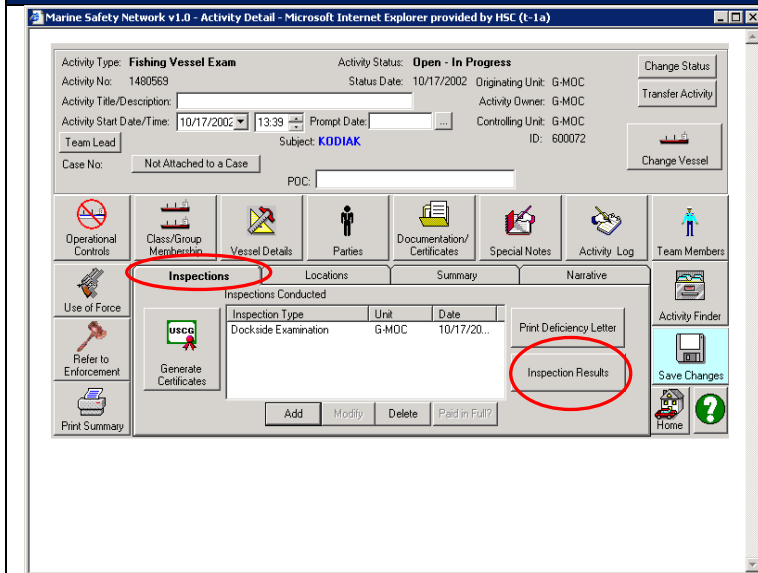
STEP 4:

Select the **Inspection** tab and then click on the **Inspection Results** button.
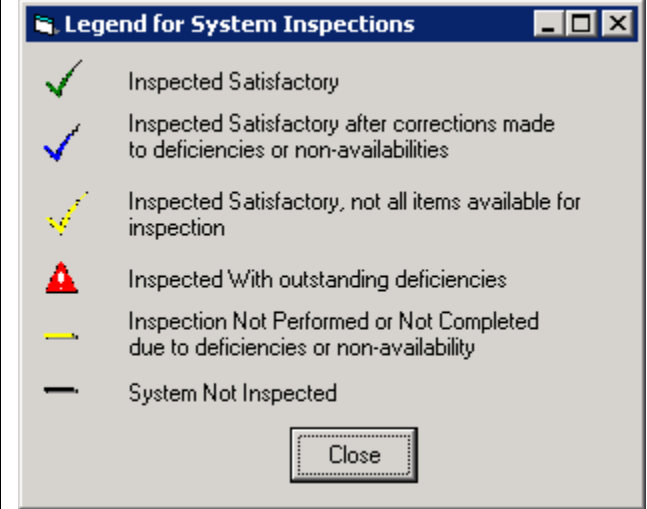
STEP 5:

Clicking the **Summary** tab will include all open deficiencies. You can include a list of all previous deficiencies by clicking in the **Include Deficiency History** box.

Clicking the **Excel Icon** will format all deficiencies in an easy to review spreadsheet format.

Click on the **Legend** button.

STEP 6:

This is the legend for Inspection Results. It allows you to quickly identify the vessel's systems status related to the inspection (exam) and deficiencies found.

Click on the **Close** button.

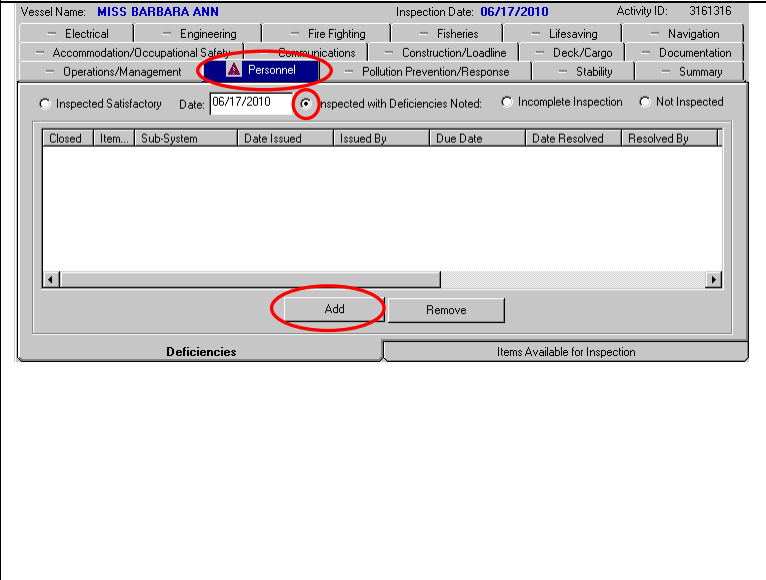When the **Inspection Results** screen opens you will have four options from which to choose after you click on a **Section** Tab. If you are entering deficiencies, **Inspected with Deficiencies Noted** is the only choice you should make.

Inspected Satisfactory: Select this button if you have inspected all the items in the area with no deficiencies. A checkmark will appear in the tab indicating that section was inspected without deficiency. You are also given the opportunity to change the date if it is different than the original inspection date.

Inspected with Deficiencies Noted: Select this button if you will be entering deficiencies. A red triangle will appear in the tab indicating deficiencies exist. You are also given the opportunity to change the date if it is different than the original inspection date.

Inspection Incomplete: Select this button if you were not able to complete all the items normally inspected. A long dash will appear in the tab if the inspection was not completed.

Not Inspected: Select this button if you did not have the opportunity to check any items in this section.

STEP 7:

Select the **Personnel** tab.

Click on the **Inspected with Deficiencies** button.
Notice the red triangle appears indicating a deficiency in this section.

Click on the **Add** button.

*Refer to the **CG-5587 MISLE INSPECTION RESULTS SUPPLEMENT** section for help locating which tab to use for a specific deficiency.

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EXAMPLE:
In this example, we identified the Master as not being a U.S. citizen. While this is not something you will likely run across at the dock, it does allow the use of the whole process.

- The appropriate **System** is **Personnel**.
- The appropriate **Sub-System** is **Manning Qualifications**.
- The appropriate **Component** is **Citizenship Requirement**.

The **Failure** box should only be checked if you conducted an operational test/check of the unit/device and it failed to function properly (i.e.- EPIRB, High Water Alarm, etc).

The **Condition** code is "*Missing*" and the **Cause** code is "*Unknown*", so leave blank.

In the **Detail** block you should write a short narrative that succinctly describes the problem along with any guidance you may have offered.

The **Due Date** selected should rarely exceed **30 days** from the time of inspection. Serious deficiencies that create especially hazardous conditions and deficiencies that meet termination criteria should be identified by selecting "*Prior to departure from port*". **All deficiencies must be documented** including those identified and corrected on the spot. In these cases, you should enter the deficiency and select the **Resolved/Corrected** box. In this instance, "*Corrected on the spot*" should also be documented in the **Detail** block.

STEP 8:

Generally, this is as far as you need to go in the data entry process. Click on the **Check Spelling** button. After the spelling has been checked, select **OK**.

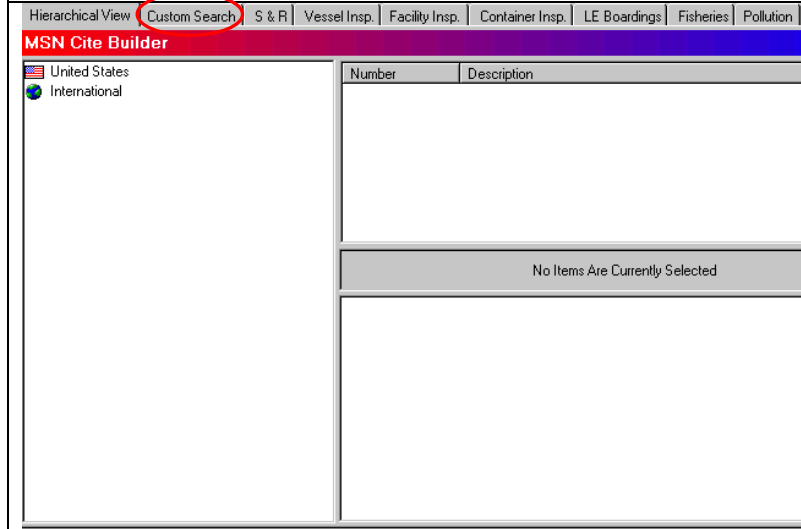Click on the **Save and Close** button.

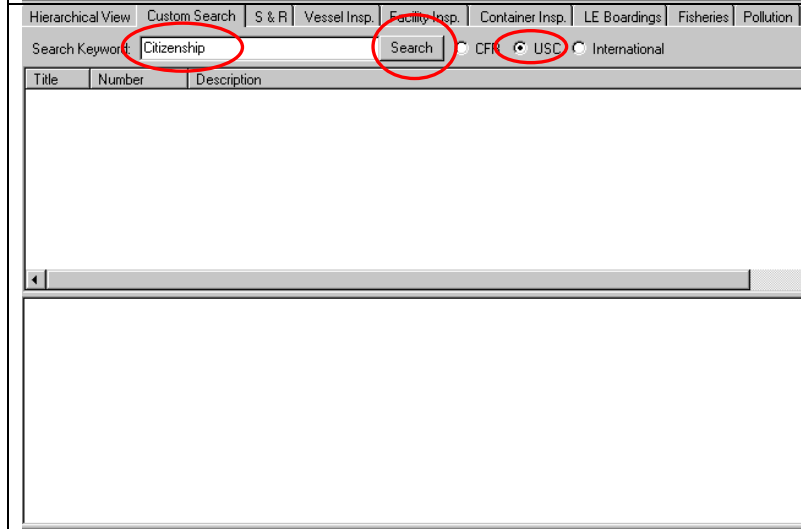|	STEP 8: (Continued)
	You can also attach the regulatory cite to the deficiency. You can skip this step if you are confident you have the right cite.
	To verify the appropriate regulatory cite with a deficiency, refer to the **CG-5587 MISLE INSPECTION RESULTS SUPPLEMENT** section.
	Click on the **Find Cite** button.
	STEP 9:
	Select the **Custom Search** tab.
	STEP 10:
	Enter the word "*Citizenship*" in the **Search Keyword** box and click the **USC** button.
	Click on the **Search** button.

STEP 11:

Highlight the appropriate cite and double click on it. In this case it is 46 USC 8103.

The bottom half of the screen will provide you a link to a law library where you can find the law text.

Double click on the internet URL.

STEP 12:

Once you have verified the proper cite close the box and return to the cite search screen.

STEP 13:

Click on the **Select** icon to attach the cite for a deficiency.

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STEP 14:

Note **46 USC 8103** is now placed in the upper right hand corner and is available for future use.

If you click on the **Red X** on the right-side of the screen, it will delete the connection between this cite and the deficiency.

Click on the **Save and Close** button.

ENTERING EXAMINATION NARRATIVES

Activity Type: **Fishing Vessel Exam** Activity Status: **Open - In Progress**	**STEP 1:**
Activity No: 3161152 Status Date: 06/21/2010 Originating Unit: D07 dp	

STEP 1:

From the Activity Detail screen click on the **Narrative** tab. Enter the CFVS Exam narrative in the **Narrative Box**. The templates below can be maintained in a word document to cut and paste into this box.

These templates are guidance and may not fit every scenario. They are indicative of the relevant information that is important to relay/capture. The CFV Examiner is the person best qualified to determine what information is most relevant.

*Follow-up Examination narratives have not been provided. The examiner should add comments to the original narrative; these comments should describe the activity performed as well as the date. In most cases the follow up narrative will be clearing deficiencies or providing additional guidance.

The following is an example of what a template narrative entry should look like after inserting the relevant information in place of the **BOLD** text:

On 4 July, 2010/ Mr. Matt Hooper/ USCG Auxiliary Examiner conducted a Voluntary Dockside Commercial Fishing Vessel Safety Examination for this 40 foot long FRP hull vessel operating with not more than 04 POB on Coastal Waters not more than 20 Nautical Miles offshore. The vessel is rigged for Pot & Trap and targets Stone Crab & Lobster. The vessel was found to be in compliance with currently applicable laws and regulations. Issued CFVS Decal 12-11111.

Examination – Decal Issued:

On **Date of Exam/ Examiner Name/ Examiner Title** conducted a Voluntary Dockside Commercial Fishing Vessel Safety Examination for this **Length** foot long **Hull Material** hull vessel operating with not more than **Number of** POB on **Inland Waters or Coastal Waters not more than 3, 12, 20 or 50 Nautical Miles offshore or more than 50 Nautical Miles offshore**. The vessel is rigged as a **CFV Service** (**Type of fishing rig)** and targets **Species**. The vessel was found to be in compliance with currently applicable laws and regulations. Issued CFVS Decal **XX**(year) -**decal number**.

Examination with Deficiencies/ No Decal Issued:

On **Date of Exam/ Examiner Name/ Examiner Title** conducted a Voluntary Dockside Commercial Fishing Vessel Safety Examination for this **Length** foot long **Hull Material** hull vessel operating with not more than **Number of** POB on **Inland Waters or Coastal Waters not more than 3, 12, 20 or 50 Nautical Miles offshore or more than 50 Nautical Miles offshore**. The vessel is rigged as a CFV Service **(Type of fishing rig)** and targets **Species**. Vessel issued **Number** of work list items to be completed within 30 days. No CFVS Decal issued.

ENTERING CFV SAFETY DECAL INFORMATION

	STEP 1: From the Activity Detail screen click on the **Documentation/ Certificates** button.
	STEP 2: Select **Fishing Vessel Decal** from the pull-down menu. Click on the **Add Document** button. Other document options include: • **COC/Fish** • **LOC/Fish** • **Part 105 Compliance Letter** • **Exemption Certificate**
	STEP 3: Scan the CG-5587 "*Examiners' Copy*" for the CFVS Exam you are entering in MISLE. Name the document so it is easily identifiable and save it as a PDF file somewhere on your workstation where it is readily accessible. Click on the **New Document** button.
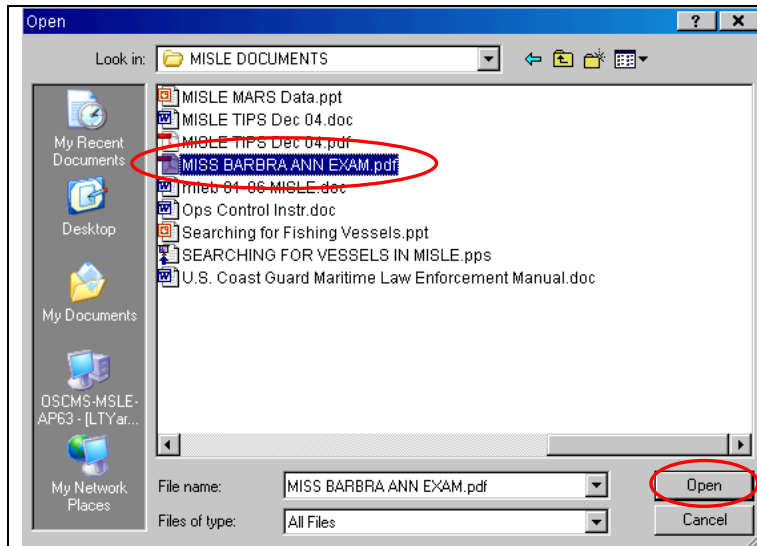
	STEP 4: Find the CG-5587 file for this exam that you scanned and click on the **Open** button.
	STEP 5: Select "**Fishing Vessel Decal**" from the pull down menu. Click the **Add Document** button.
	STEP 6: Enter the CFVS Decal Number (XX-12345) in the **Certificate Number** box. Select the appropriate **Status** from the pull-down menu. In almost every case this will be "**VALID**". Enter the **Issue Date** and the **Expiration Date**. This should be **2-years** from the date the CFVS Decal was issued. Enter your "***Port Code***" in the **Issued by Port** box.

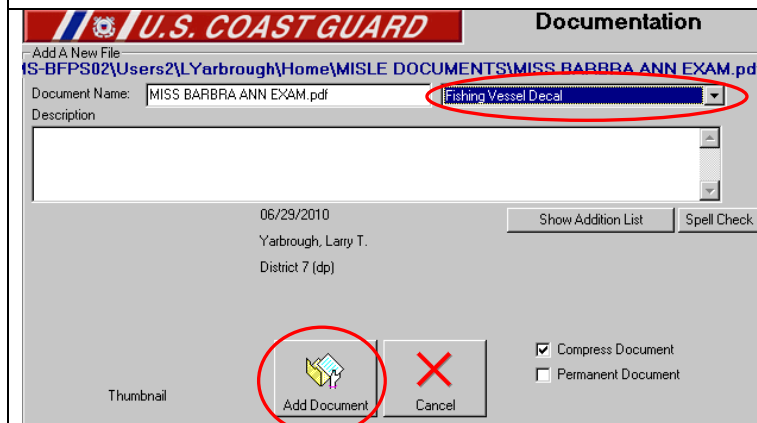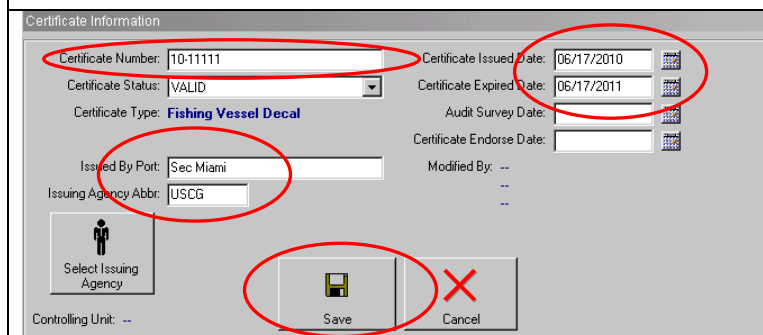|	
Certificate Information Certificate Number: 10-11111 Certificate Status: VALID Certificate Type: **Fishing Vessel Decal** Issued By Port: Sec Miami Issuing Agency Abbr: USCG Select Issuing Agency Controlling Unit: -- Certificate Issued Date: 06/17/2010 Certificate Expired Date: 06/17/2011 Audit Survey Date: Certificate Endorse Date: Modified By: -- Save Cancel	**STEP 6:** (Continued) Then enter "**USCG**" in the **Issuing Agency Abbr** box. If the CFVS Decal was issued by an authorized Third-Party Organization, click on the **Select Issuing Agency** button and make the most appropriate selection. Click on the **Save** button before exiting.
U.S. COAST GUARD — **Documentation** Activity: 3161152 Fishing Vessel Exam 06/17/2010 MISS BARBARA ANN Modify Description View List Associations Certificate Name: MISS BARBRA ANN EXAM.pdf Type: Fishing Vessel Decal Status: VALID Description: Scan Document Remove Document Add Document Open Document Close Home Found 1 Matches in MSN Version 4.0.140	**STEP 7:** Click on the **Close** button.

REMOVING/ ADDING A VESSEL FROM AN ACTIVITY

	STEP 1: The vessel subject of an Activity can be changed without having to recreate the whole Activity. Click on the **Change Vessel** button.
	STEP 2: Acknowledge the Warning and verify that it is an action you intend to take. Click on the **Yes** button to continue.
	STEP 3: From the **Vessel Search** screen, perform a normal vessel search by filling in the **VIN**. Select **Search MSN.** Highlight the correct vessel and click on the **Use Vessel** button.

STEP 4:

The **Fishing Vessel Exam Activity** is now attached to the new vessel, and no longer associated with the previous vessel. Verify this by checking that the correct **Vessel Name** is attached as the **Subject**.

CHANGING AN ACTIVITY'S STATUS

STEP 1:

It is very important to change the Activity status at the end of the exam.

Click on the **Change Status** button.

STEP 2:

When you open the pull-down menu you will have many choices. These are the most common that apply to Fishing Vessel Exam Activities:

Closed - Approved Inspection: To be selected when a CFV Examination is complete with no outstanding deficiencies and a CFVS Decal was issued. The selection is only to be used by an Approving Authority (i.e.- CFV District Coordinator).

Closed- Failed Inspection: To be selected when a CFV Examination is complete but deficiencies were issued and vessel did not qualify for a decal within 30 days. After 30 days the Activity should be closed. If the vessel requests action after the Activity is closed a new Activity should be opened.

Open in Progress: To be selected when the Activity status is pending resolution of issues. This is normally the 30 days between the examination and Activity closure.

Open – Submitted for Review: To be selected when the CFVS Examination is complete with no outstanding deficiencies and a CFVS Decal was issued. To be selected when awaiting review by the Approving Authority.

STEP 2: (Continued)

Click on the **Change Status** button.

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TRANSFERRING OWNERSHIP AND CONTROL

STEP 1:

When you are not the Approving Authority, you will need to transfer your Exam Activity to the Unit that will Approve it.

*Be aware that once you transfer the activity you lose control and will not be able to make any further changes to this Activity.

Click on the **Transfer Activity** button.

STEP 2:

Select **Control and Ownership**.

Select the appropriate **Receiving Unit** from the pull-down menu.

Select the appropriate **Reason for Transfer** from the pull-down menu.

Click on the **Transfer** button.

DOCUMENTING FOLLOW UP EXAMINATIONS

STEP 1:

Anytime you return to a vessel within 30 days of the **Initial Examination** or **Dockside Renewal Exam** you should go to the **Activity Detail** screen and open the original activity using the search function or by entering the activity number.

Once the Activity is located and opened, select the **Inspection** tab and click on the **Add** button.

STEP 2:

From the pick list select **"Follow Up Examination"** and verify the date of the examination is correct.

Click on the **Continue Add** button.

STEP 3:

The **Follow Up Examination** should now be visible in the **Inspections Conducted** box. You will also need to update the narrative section to document your activity. Open **Inspection Results** and update as appropriate.

NOTE: Refer to the **ENTERING VESSEL DEFICIENCIES/pg 30** and **ENTERING EXAMINATION NARRATIVES/pg 36** for further guidance.

CREATING A VESSEL PARTY OR ORGANIZATION

STEP 1:

From the **Main Menu** screen, click on the **Parties** button.

STEP 2:

Click on the **Parties** button.

*Compare any other pertinent information such as address, Social Security number, birth date, ID type, etc. When available, enter this information in the **Identification** box and connect it by choosing the appropriate ID in the **ID Type** pick list.
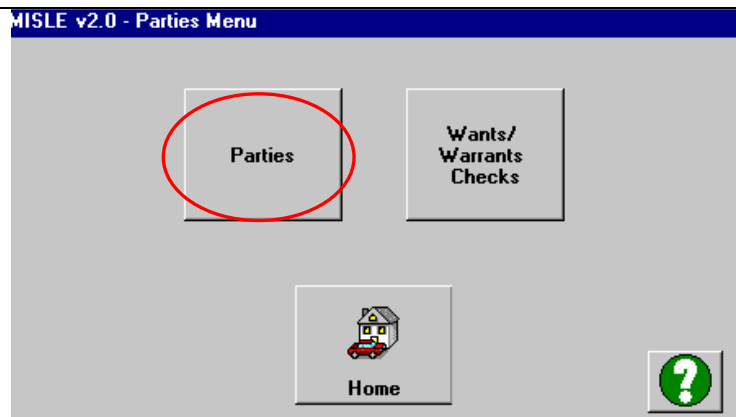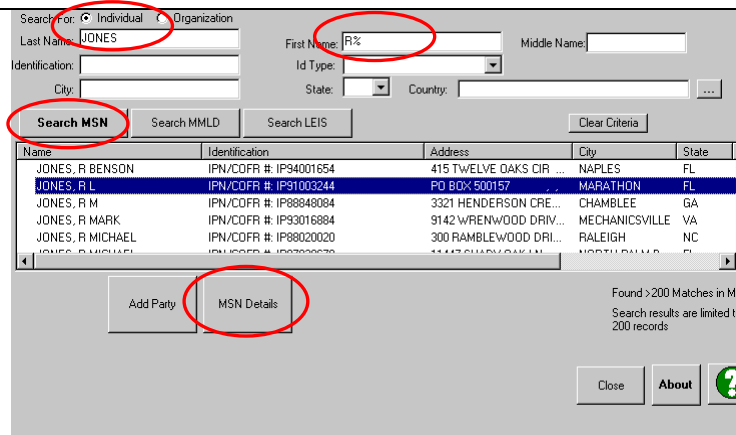
STEP 3:

Select either **Individual** or **Organization**. Enter the person or organization's full name if possible (*the % sign can be used for wildcard searches*).

Names may be entered many ways depending on the information available when the record was created (i.e.- Robert may be entered as Robert, Rob, R., or Bob).

Click on the **Search MSN** button.

STEP 3: (Continued)

Depending on the information you entered you may get a match or you could get several hundred names if you only entered the last name. CFV Examiners need to make sure the person/organization is not in the system. This is a time consuming task but necessary to prevent multiple entries. The same holds true for vessel info.

STEP 4:

Once you are confident that the person or organization is not in the MISLE database, then click on the **Add Party** button.

STEP 5:

Select **Individual** or **Organization**.

Fill out as much information as possible about the person/organization.

Click on the **Save General Info** button.

STEP 6:

Click on the **Nationality** tab.

If the party/organization is of U.S. origin, then click on the **Add US** button.

If other than U.S. then click on the **New Nationality** button and select the correct nationality.

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STEP 7:

Select the **Address** tab, and click on the **New Address** button. Using the **Type** pick list, select the best choice to describe the person/organization's address type.

Shortcut: Fill in the ZIP code and then select the box with the blue triangle. This will search of cities associated with this ZIP code. Select the correct city and let the computer fill in the City and State.

Enter the pertinent address information (including their country) and click on the **Save** button.

Click on the **Close** button.

STEP 8 :

Select the **Phone** tab. Using the pick list enter as many contact phone numbers as the party is willing to provide.

*Keep in mind these numbers may be needed to contact the vessel after hours, or obtain information to help during a SAR case.

Click on the **Save** button.

Click on the **Close** button.

ADDING A PARTY ASSOCIATION

STEP 1:

When creating a new vessel or party you should consider entering the party information first, especially if you know the person/organization is not in the system. Once that is done you have to associate the person or organization with the vessel. For example, you enter a corporation and two people you will need to complete three party associations.

Go to **Vessels**, **Vessel Search**, and select the correct vessel. From the Vessel Description Summary screen select **All Involved Parties**.

STEP 2:

Click on the **Add Party Association** button.

STEP 3:

Click on the box at the end of the **Party Name** box.

	STEP 4: Enter the party or organization's name and any other pertinent information in the search box. Click on the **Search MSN** button.
	STEP 5: Highlight the party's name in the results box and click on **Select Party** button.
	STEP 6: Using the pick list choose the relationship that most closely matches the person's connection to the vessel. You can also use the **Relationship Description** to better describe the relationship. Click on the **Save** button.

Vessel Name: MISS BARBARA ANN   Call Sign: WDE2116

Flag: UNITED STATES   Primary VIN: 609460

People		Organization	
Party Name	Type	Description	Inactive
COLLINS, JOHN P	Managing Owner	MSIS Legacy: OWNER-MNG	X
COLLINS, JOHN P,	Owner	MSIS Legacy: OWNER	
HEWLETT, GLENN	Operator (managing)	MSIS Legacy: OPERATOR	
HEWLETT, GLENN H JR.	Managing Owner	MSIS Legacy: OWNER-MNG	
JONES, Robert James Jr.	Co-Owner		

Party Details   Add Party Association   Edit Party Association

Close   Help

(Version 4.0.20)

STEP 7:

The party's name is now associated with the vessel. You can now edit the party's information using the **Edit Party Association** button.

Click on the **Close** button to return to the **Vessel Description Summary** screen.

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ADDING A PARTY TO AN ACTIVITY DETAIL

STEP 1:

Once all individuals and organizations have been attached to the vessel you can also attach specific individuals to the activity. If the operator was the contact for the examination he/she can be attached to the case for future reference.

From an open Activity, click on the **Parties** button.

STEP 2:

Click on the **Select Related Parties** button.

If an individual or organization is not already in the database you could choose **Select Party**. This would bring up the search party screen and you would follow the same procedure to search and add a party as is discussed in the section on Adding a Party. The **Remove a Party** feature is self-explanatory.

STEP 3:

Highlight the party and click on the **Select Party** button.

(screenshot of Add Party To Activity dialog with "Continue Adding to Activity" button circled)	**STEP 4:** From the pull-down menu, choose the role that best describes the party's relationship to the activity. Click on the **Continue Adding to Activity** button.
(screenshot of Activity screen showing GLENN HEWLETT added as Operator, with Select Related Parties and Return to Activity buttons circled)	**STEP 5:** You can continue to add parties to the Activity from this screen by clicking on the **Selecting Related Parties** button. When you are finished click on the **Return to Activity** button.

CREATING A NEW VESSEL IN MISLE

*To prevent duplication, use the minimum information possible when searching. If a VIN of the vessel is known, search by VIN only. Use the percent (%) sign as a wild card.

NOTE: ONCE A VESSEL HAS BEEN CREATED IN MISLE IT CANNOT BE DELETED.

STEP 1:

*Remember that Documented vessels already exist in MISLE.

The Vessel Documentation Center (NVDC) enters the basic information for Documented vessels. Do not re-create a vessel file in MISLE for a Documented vessel.

State Registered vessels may be in the Vessel Identification System (VIS) or posses a valid MMSI. Search those data bases for reference data to aid in creating the vessel in MISLE.

Once you have exhausted every search method to find a vessel in the MISLE database, you can begin the process of creating a new vessel file.

Click on the **Create Vessel** button.

The red asterisk* items are required fields.

STEP 2:

Enter as much information as possible in the **Vessel Detail** screen. All of this information is important especially the vessel's:

- **Class Type**
- **Type**
- **Sub-Type**

*Service is an automatically generated field.

Clicking on the **Flag** icon automatically creates the vessel as U.S. flagged.

STEP 3:

Click on the **General Information** tab.

You should completely fill out the vessel description sections. The **Vessel Status** from the drop down menu should be "**Active**". **Self Propelled** box should be checked.

Click on the **Create Vessel** button.

The remainder of the information should be filled in if the information is available.

STEP 4:

A **Vessel Created** box will pop-up. Select **OK**.

At this time you can edit/view the details or you can click on the **Save** button and close it out.

STEP 5:

You should then return to the **Vessel Search** and enter the vessel's numbers in the **VIN** box.

Click on the **Search MSN** button.

The vessel should appear highlighted in the window.

Click on the **Vessel Description Summary** button to get to the **Vessel Description Summary** screen.

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	STEP 6: Select the **Tonnage & Dimension** icon.
	STEP 7: Click on the **Simplified Tonnage** tab. Enter the vessels **Length (L)** in feet. Click on the **Save** button and then click on the **Close** button.
	STEP 8: A **Vessel Tonnage Saved** pop-up box will appear. Click on the **OK** button.
	STEP 9: Click on the **Hull** icon.

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STEP 10:

Enter as much information as possible in this screen. Of particular importance are:
- **Hull Material**
- **Design Type**
- **Hull Color**
- **Construction Type**
- **Drainage Type**

When complete, click on the **Save** and the **Close** buttons.

STEP 11:

Click on the **Construction Details** icon.

*Often the only information available is the **Year Completed** from your **VIS** search on the vessel.*

STEP 11:

Enter as much information as possible on this screen. The **Keel Laid Date** and the **Place of Hull Construction** are of significant importance.

When you are done click on the **Save** and **Close** buttons.

A **Construction Detail Saved** pop-up will appear. Click on the **OK** button.

ENTERING GROUP OR CLASS NOTES

	STEP 1: The ability to enter a group or class notes is a powerful management tool. As you review this feature you will see how units have used it to enhance their vessel management capability. CG-543 uses this feature to track vessels granted citizenship waivers and several units are using it to track their fishing vessel exams. From the **Main Menu** click on the **Vessels** button.
	STEP 2: Click on the **Groups, Fleet, Classes** button.
	STEP 3: The **Vessel Group Administration** screen lists all groups in MISLE. You can review a specific group by highlighting it and selecting **Group Notes**. You can view all the vessels assigned in a specific group by selecting **Vessels in Group**. To create a new group, click on the **Create New Group** button.
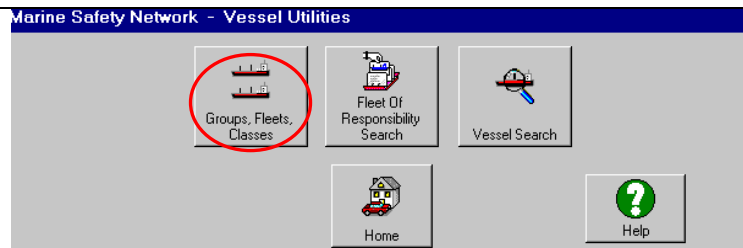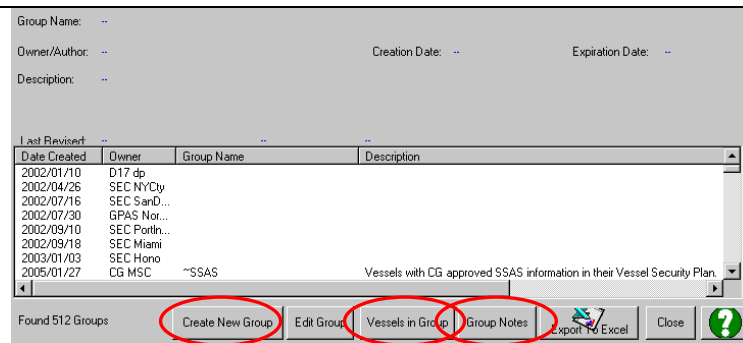
	STEP 4: Enter a descriptive name in the **Group Name** box. Enter the **Creation Date** and an **Expiration Date** if applicable. In the **Description** box enter the special note pertaining to the group or class of vessels.
	STEP 5: Click on the **Save** button.
	STEP 6: The **Vessels in Group** screen will now appear and you can begin selecting vessels to add to the group. Click on the **Select Vessels to Add** button.
	STEP 7: You will now complete a standard search for the vessel using the **VIN** or other applicable information. Click on the **Search MSN** button.

STEP 8:

Select the appropriate vessel and click on the **Use Vessel** button.
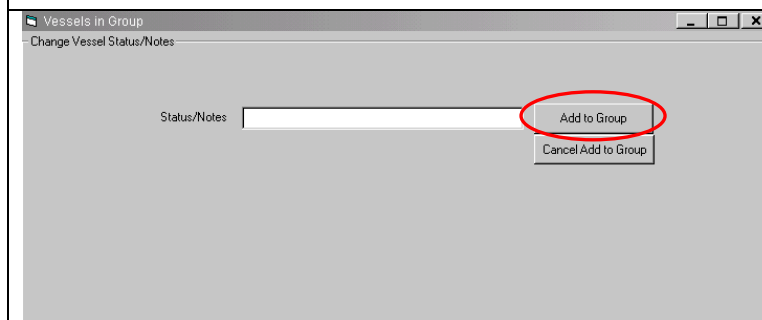
STEP 9:

Click on the **Add to Group** button.
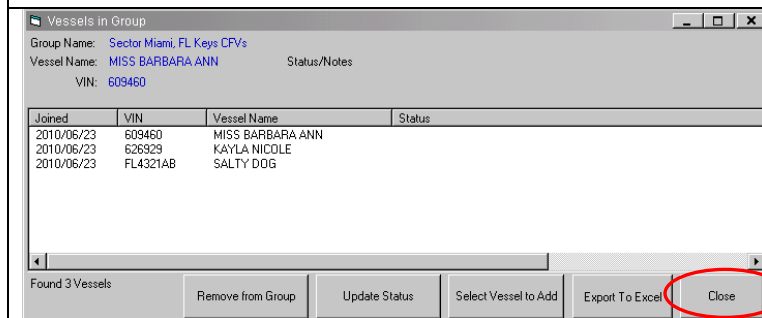
STEP 10:

The vessel has now been added to the group. From this screen you can continue to add vessels, edit specific vessels, remove vessels from the group and create an Excel spreadsheet.

Click on the **Close** button.
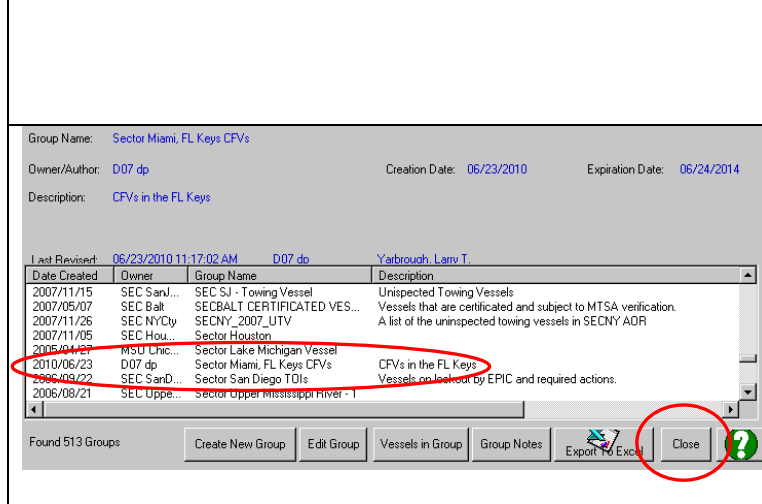
STEP 11:

You are now returned to the **Vessel Group Administration** screen where the group note is displayed along with the creation and expiration date if applicable.

Click on the **Close** button.

ENTERING OPERATIONAL CONTROLS

	STEP 1: Starting at an open Activity Screen, select **Operational Control** at the **Vessel Detail** screen.
	STEP 2: Select **Add New Control**
	STEP 3: Enter the **Date & Time** the control was imposed from the drop down menu. Using the pick list enter the: • **Category Type** • **Reason** • **Control Type** Enter the **Name of the Authorizing Official.** Click on the **Save** button. A **Save Successful** pop-up will appear. Click on the **OK** button.

	STEP 4: Click on the **Add Restriction** button.
	STEP 5: Using the pick list enter the type of **Requirement/ Restriction**. In the description block enter a brief description of the problem and the criteria required to rescind the operational control. Click on the **Submit** button.
	STEP 6: Click on the **Close** button.

STEP 7:

Click on the **Open Control** button.

STEP 8:

This action places the operational control on the Activity Detail screen and it can be viewed by clicking on the **Summary** tab.

REMOVING AN OPERATIONAL CONTROL

	STEP 1: Click on the **Operational Controls** button.
	STEP 2: Select the **Operational Control** and click on the **Open Control** button.
	STEP 3: The **Active Operational Control** detail screen should open. Click on **Remove OP Control** button.

STEP 4:

In the pop-up window enter the date and time the operational control was rescinded.

Click on the **Submit** button.

STEP 5:

Verify the correct information in the both **Date Imposed** and **Date Removed** fields is entered.

Click on the **Close** button.

MARKING A VESSEL "OUT OF SERVICE"

STEP 1:

Examiners are to capture and update the **Status** of a vessel. A vessel's **Status** may change if the vessel is taken **Out of Service** due to a Marine Casualty, an extended dry-dock period, or if undergoing a time consuming retro-fit/repair. This must be documented properly in MISLE for the purpose of accountability and accurate record-keeping. Once a vessel is taken **Out of Service**, it may be brought back into **Active/In-Service** status once it is ready to actively engage in fishing.

Click on the **Vessel Details** button.

STEP 2:

Select **Vessel Details**.

	STEP 3: Click on the **Edit/ View Identification History** button.
  Vessel Status Definitions: *Abandoned:* the owner, operator and crew (if applicable) have deserted the vessel and do not intend to return. *Active:* the vessel is being operated or is available for immediate operation. *Destroyed:* the vessel has broken up as a result of an accident/casualty or an attack. *Inactive:* the vessel is not active for a reason other than those available in this list. *Laid Up:* the vessel is not in active service/is out of commission for fitting out, awaiting better markets, needing work for classification, etc. *Scrapped:* the vessel has been broken up intentionally, usually so the pieces can be recycled. *Stolen:* the vessel was physically taken by a third party by larceny, robbery, or theft. *Sunk-Not Recoverable:* the vessel has sunk under conditions that make recovery impossible. *Unknown:* the status of the vessel is unknown by the Coast Guard.	**STEP 4:** Click on the **Vessel Status** box. Select the appropriate reason why the vessel is being marked **Out of Service**. Refer to the **Vessel Status Definitions** on the left side of this page for explanations of each status type. Select the appropriate **Vessel Status** type from the pull-down menu. Click on the **Save** button.
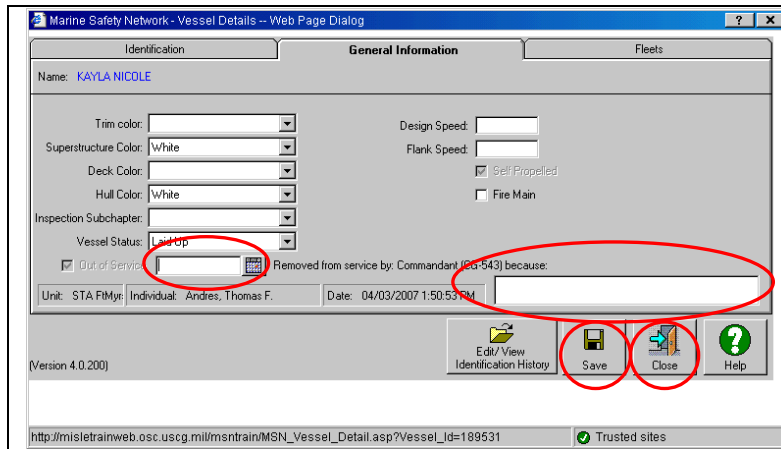
STEP 5:

A pop up will appear that states: "*Vessel Data has been Saved*." Click on the **OK** button.

Mark the appropriate date for when the vessel was removed from service. In the box to the right of where the date was added, enter a description as to why the **Vessel Status** has changed and include an explanation as to if and when the vessel will return to **Active/In-Service** status.

Click on the **Save** and **Close** buttons.
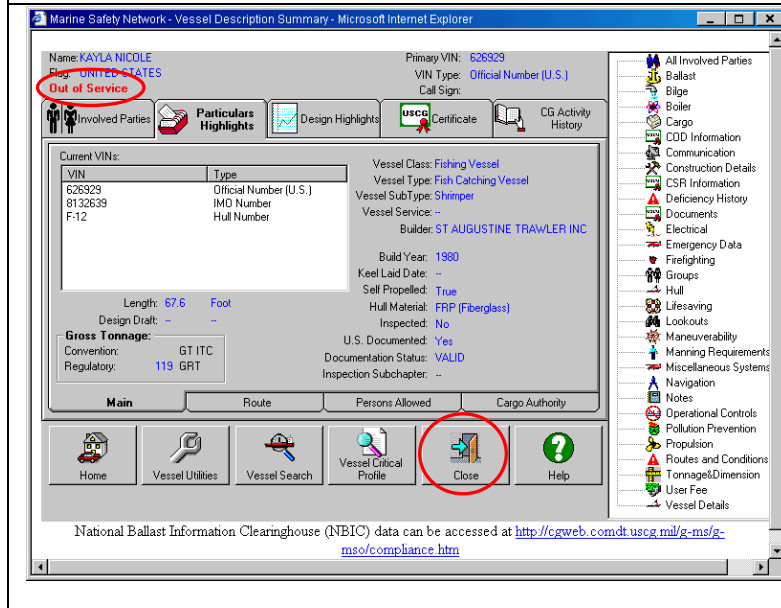
STEP 6:

Verify that the vessel has been marked **Out of Service** at the top of the **Vessel Description Summary** screen.

Click on the **Close** button.

CG-5587 MISLE INSPECTION RESULTS SUPPLEMENT					
CG-5587 Regulatory Component	**MISLE Component** WORK-FLOW				
Safety Requirement	**Inspection Results Tab**	**System**	**Sub-system**	**Component**	**Regulatory Cite(s)**
Bridge & Documents Section					
Reg/Docs/Markings	Documentation	Documentation	Certificates/Docs	Select applicable component from field	33 CFR 173/ 46 CFR 67
FCC Ship Station License	Documentation	Documentation	Certificates/Docs	FCC SSL	47 CFR 80.405
Injury Placard (*All Vessels*)	Documentation	Documentation	Markings/Placards	Injury Placard	46 CFR 28.165
Oil Pollution Placard (*Vessels 26 ft or greater*)	Documentation	Documentation	Markings/Placards	Oil Pollution Placard	33 CFR 155.450
MARPOL Garbage Placard	Documentation	Documentation	Markings/Placards	Garbage Placard	33 CFR 151.59
Waste Management Plan (*Ocean Going Vessels 40ft or greater*)	Documentation	Documentation	Logs/Records	Garbage Recordkeeping	33 CFR 151.57
Garbage Log (*Ocean Going Vessels 400 Gross Tons or greater*)	Documentation	Documentation	Logs/Records	Garbage Recordkeeping	33 CFR 151.55
Load Line Certificate (*Fish Tenders or Fish Processors*)	Documentation	Documentation	Certificates/Docs	Coastwise Load Line Certificate	46 USC Chapter 51
Licensing/Manning (*Master/Mate/ Chief Eng. On Vessels 200 Gross Tons or greater*)	Personnel	Personnel	Certs/Docs/License	Select applicable component from field	46 USC 8304
Citizenship (*Master & crew requirements met*)	Personnel	Personnel	Manning/Quals	Citizenship Requirements	46 USC 8103
Inland Nav Rules on Board (*Inland Waters Only; Vessels 39.4 ft or greater*)	Navigation	Navigation	Piloting/Steering	Inland Navigation Rules	46 CFR 28.225/ 33 CFR 88.05
Dayshapes (*Two black cones, apex to apex, per Rule 3 (d), dayshapes & fishing lights are not required if fishing gear does not restrict maneuverability*)	Navigation	Navigation	Collision/ Grounding Avoidance	Dayshapes	33 USC 1602/ 33 USC 2020/ 72 COLREGS
Navigation Lights	Navigation	Navigation	Collision/ Grounding Avoidance	Navigation Lights	33 USC 1602/ 33 USC 2020/ 72 COLREGS
Sound Producing Devices	Communications	Communications	Audible Communications	Select applicable component from field	33 USC 1602/ 33 USC 2020/ 72 COLREGS

Navigation Safety Requirements	Navigation	Navigation	Select applicable Sub-system from field	Select applicable component from field	33 CFR 164
Lifesaving Section					
Visual Distress Signals	Lifesaving	Lifesaving	Visual Distress Signals (general)	Select applicable component from field	46 CFR 28.145
Immersion Suits	Lifesaving	Lifesaving	Immersion Suits	Select applicable component from field	46 CFR 28.110/ 46 CFR28.135/ 46 CFR 28.140
PFD's	Lifesaving	Lifesaving	Lifejacket/PFD (select applicable type)	Select applicable component from field	46 CFR 28.110/ 46 CFR28.135/ 46 CFR 28.140
Ring Life Buoys	Lifesaving	Lifesaving	Lifebuoys	Select applicable component from field	46 CFR 28.110/ 46 CFR28.135/ 46 CFR 28.140
Survival Craft	Lifesaving	Lifesaving	Select applicable System from field	Select applicable component from field	46 CFR 28.120/ 46 CFR 28.125/ 46 CFR 28.130/ 46 CFR 28.140
Emergency Position Indicating Radio Beacon *(EPIRB)*	Communications	Communications	Radio Communications	EPIRB	46 CFR 28.150/ 46 CFR 25.26/ 46 CFR 28.135/ 47 CFR 80/ 46 CFR 28.140
Engine Room/ Miscellaneous					
Fire Extinguishing Equipment	Fire Fighting	Fire Fighting	Select applicable Sub-system from field	Select applicable component from field	46 CFR 28.155/ 46 CFR 28.160/ 46 CFR 25.30
Unobstructed Escape Routes	Accommodation/ Occupational Safety	Accommodation/ Occupational Safety	Occupational Safety	Tripping/ Falling Hazard	46 CFR 28.140
Flame Arrestor *(gas power)*	Engineering	Engineering	Gasoline Engine (propulsion)	Backfire Flame Control	46 CFR 25.35
Ventilation *(gas power)*	Engineering	Engineering	Gasoline Engine (propulsion)	Ventilation	46 CFR 25.40
Marine Sanitation Device	Pollution Prevention/ Response	Pollution Prevention/ Response	Prevention Equipment	Select applicable component from field	33 CFR 159.7
Non-Oceangoing Vessels Are Able To: *(retain oily mix on board & discharge to a facility)*	Operation/ Management	Operation/ Management	Bilge/ Bilge System Management	Control of Oily Mixtures	33 CFR 155.330
Additional Requirements for Documented Vessels					
Lifesaving Section					
First Aid/ CPR	Operation/ Management	Operation/ Management	Lifesaving	Op Readiness/ Maintenance/ Inspection	46 CFR 28.210
Navigation Publications	Operation/ Management	Operation/ Management	Navigation Safety	Carriage of Charts & Publications	46 CFR 26.03-4/ 46 CFR 28.225
Crew Contracts *(Vessels 20 Gross Tons or greater)*	Personnel	Personnel	Certs/Docs/License	Fishing Agreement	46 USC 10601

Magnetic Compass/ Compass Deviation Table	Navigation	Navigation	Piloting/Steering	Select applicable component from field	46 CFR 28.230
Anchors & Radar Reflectors	Navigation	Navigation	Collision/ Grounding Avoidance	Radar Reflector	46 CFR 28.235
Communications Equipment	Communications	Communications	Radio Communications	Select applicable component from field	46 CFR 28.245/ 47 CFR 80/ 33 CFR 26.03/ 46 CFR 28.375
Electronic Position Fixing Device *(Vessels 79 ft or greater)*	Navigation	Navigation	Electronic Positioning	Select applicable component from field	46 CFR 28.260
General Alarm System	Communications	Communications	Alarm/Indicators	General Alarm	46 CFR 28.240
High Water Alarms *(Vessels 39 ft or greater)*	Communications	Communications	Alarm/Indicators	High Water Alarm	46 CFR 28.250
Emergency Instructions *(must be posted on vessels with 4 POB or more)*	Operation/ Management	Operation/ Management	Drill/Instructions	Select applicable component from field	46 CFR 28.265
Instructions, Drills, & Safety Orientation	Operation/ Management	Operation/ Management	Drill/Instructions	Select applicable component from field	46 CFR 28.270
SOPEP *(Vessels > 400 Gross Tons traveling over International Waters)*	Documentation	Documentation	Safety/Response Plans/Programs	Vessel Response Plan	33 CFR 155.1030
Drug Testing Program *(Credentialed Crew on vessels > 200 Gross Tons)*	Operation/ Management	Operation/ Management	Drug & Alcohol Testing	Select applicable component from field	46 CFR 16
Alcohol Testing	Operation/ Management	Operation/ Management	Drug & Alcohol Testing	Select applicable component from field	46 CFR 4.06-15
Fireman's Outfit *(> 49 POB)*	Fire Fighting	Fire Fighting	Fireman's Outfit	Select applicable component from field	46 CFR 28.205
SCBA's *(required only if vessel equipped with ammonia refrigerant)*	Fire Fighting	Fire Fighting	Self Contained Breathing Apparatus	Select applicable component from field	46 CFR 28.205
Engine Room Section					
Guards for Exposed Hazards	Accommodation/ Occupational Safety	Accommodation/ Occupational Safety	Occupational Safety	Guards for Exposed Hazards	46 CFR 28.215
Bilge Pump, Piping, & Dewatering System	Engineering	Engineering	Bilge Water Management System	Select applicable component from field	46 CFR 28.255
Miscellaneous Section					
GMDSS *(Vessels 300 Gross Tons or greater)*	Communications	Communications	Radio Communications	Select applicable component from field	47 CFR Subchapter W

DSC *(For any vessel with a DSC-capable radio, verify the MMSI is properly programmed)*	Communications	Communications	Automatic Identification System	VHF-FM Transceiver (DSC capable)	No Cite to Reference
AIS *(Fish Tenders & Fish Processor 65 ft or greater operating within a VTS or on an international voyage)*	Communications	Communications	Automatic Identification System	Select applicable component from field	33 CFR 161.12/ 33 CFR 164.62
Safe Boarding Ladder *(Vessels with more than 4 feet of freeboard)*	Lifesaving	Lifesaving	Embarkation Appliances/ Stations	Accessibility	50 CFR 600.730
Vessel Constructed Or Had a Major Conversion After 15 Sep 91 & Carry More Than 16 POB	Refer to Supplement 2	Refer to Supplement 2	Refer to Supplement 2	Refer to Supplement 2	Not Applicable
Vessel 79 ft or greater Not Required Load Lines & Constructed Or Had a Major Conversion/Alteration to Fishing/ Processing Equip After 15 Sep 91	Refer to Supplement 2	Refer to Supplement 2	Refer to Supplement 2	Refer to Supplement 2	Not Applicable
Vessel Has Capacity to Carry 10,500 gallons (250 BBL) or more of Oil or Hazardous Materials	Refer to Supplement 2, Part E	Refer to Supplement 2, Part E	Refer to Supplement 2, Part E	Refer to Supplement 2, Part E	Not Applicable
STCW Requirements *(Fish Processors more than 200 Gross Tons)*	Personnel	Personnel	Certs/Docs/License	STCW Endorsement	No Cite to Reference

CG-5587 MISLE Activity Reference Guide (Supplement 1)					
Requirements Based on Tonnage and Area of Operation Vessels > 100 Gross Tons					
Vessels 100-299 GT: Fixed Containment or portable 5 gal. container	Pollution Prevention/ Response	Pollution Prevention/ Response	Prevention Equipment	Fixed Containment	33 CFR 155.320
Vessels 100-399 GT: Fixed System to discharge slops	Pollution Prevention/ Response	Pollution Prevention/ Response	Prevention Equipment	Oily Residue (Sludge/Slop Tank)	33 CFR 155.420
Vessels 100-399 GT: Pump, stop & stop valve at each outlet	Pollution Prevention/ Response	Pollution Prevention/ Response	Prevention Equipment	Oily Mixture Discharge Fixed Piping System	33 CFR 155.420
Vessels > 300 GT: Valid COFR on board	Documentation	Documentation	Certificates/ Docs	Certificate of Financial Responsibility	33 CFR 138.65
Vessels > 300 GT: No Oil carried in a tank fwd of collision bulkhead	Operations/ Management	Operations/ Management	Pollution	Control Discharge of Oil	33 CFR 155.470
Vessels > 400 GT Oceangoing: Able to discharge at a facility	Pollution Prevention/ Response	Pollution Prevention/ Response	Prevention Equipment	Standard Discharge Connection	33 CFR 155.350

Vessels > 400 GT Oceangoing: Able to retain all slops	Pollution Prevention/ Response	Pollution Prevention/ Response	Prevention Equipment	Select applicable component from field	33 CFR 155.350
Vessels > 400 GT: Valid IOPP Certificate	Documentation	Documentation	Certificates/ Docs	IOPP Certificate	33 CFR 151.19
Vessels > 400 GT: Oil Record Book	Documentation	Documentation	Logs/ Records	Oil Record Book	33 CFR 151.25
Vessels > 400 GT Oceangoing: Ballast water not carried in fuel tanks	Pollution Prevention/ Response	Pollution Prevention/ Response	Prevention Equipment	Select applicable component from field	33 CFR 155.360
Vessels > 400 GT Oceangoing: Ballast water carried in fuel tanks	Pollution Prevention/ Response	Pollution Prevention/ Response	Prevention Equipment	Select applicable component from field	33 CFR 155.370
Vessels > 400 GT Oceangoing: Standard Discharge Connection	Pollution Prevention/ Response	Pollution Prevention/ Response	Prevention Equipment	Standard Discharge Connection	33 CFR 155.430
Vessels > 400 GT: No Oil carried in tank forward of collision bulkhead	Operations/ Management	Operations/ Management	Pollution	Control Discharge of Oil	33 CFR 155.470

CG-5587 MISLE Activity Reference Guide (Supplement 2)				
Vessel Constructed or Had Major Conversion After 15 Sep 91 & With More Than 16 POB				
Radar & Depth Sounder: *At operating station*	Navigation	Navigation	Collision/ Grounding Avoidance	Select applicable component from field	46 CFR 28.400
Fire Fighting Equipment	Fire Fighting	Fire Fighting	Select applicable component from field	Select applicable component from field	46 CFR 28.315/ 46 CFR 28.320/ 46 CFR 28.325
General Structural Fire Protection	Fire Fighting	Fire Fighting	Structural Fire Protection- General	Select applicable component from field	46 CFR 28.380/ 46 CFR 28.385
Ventilation: For spaces containing gasoline	Fire Fighting	Fire Fighting	Ventilation Systems	Select applicable component from field	46 CFR 28.340
Electrical Standards IAW the Regs.	Electrical	Electrical	Select applicable component from field	Select applicable component from field	46 CFR 28.345-28.375
Means of Escape	Accommodations / Occupational Safety	Accommodations / Occupational Safety	Occupational Safety	Tripping/ Falling Hazard	46 CFR 28.390
Embarkation Stations	Lifesaving	Lifesaving	Embarkation Appliances/ Station	Select applicable component from field	46 CFR 28.395
Fuel Systems	Engineering	Engineering	Fuel Oil Service System	Select applicable component from field	46 CFR 28.335
Hydraulic Equipment	Deck/Cargo	Deck/Cargo	Fishing	General	46 CFR 28.405
Survival Craft Launch Opening	Lifesaving	Lifesaving	Launching Appliances	Gate/ Opening for Manual Launch	46 CFR 28.310

Deck, Rails, Lifelines, Storm Rails, & Hand Grabs	Accommodations / Occupational Safety	Accommodations / Occupational Safety	Occupational Safety	Select applicable component from field	46 CFR 28.410

CG-5587 MISLE Activity Reference Guide (Supplement 2, Part E)					
Vessel 79 ft or More Not Required Load Lines, Constructed or Had a Major Conversion or Alteration to Fishing/Processing Equipment After 15 Sep 91					
Stability Instructions *(IAW 46 CFR 28.500)*	Documentation	Documentation	Certificates/ Docs	Stability Letter	46 CFR 28.530
Watertight/ Weathertight Integrity	Stability	Stability	Select either Watertight/ Weathertight Integrity	Select applicable component from field	46 CFR 28.560
Oil Transfer Procedures for Vessels with Capacity to Carry More Than 10,500 Gallons (250 BBL) of Oil or Hazardous Materials					
Person in Charge Designated: *(Documented IAW 33 CFR 155.715)*	Personnel	Personnel	Manning/ Qualifications	Person in Charge of Transfer	33 CFR 155.700
Person in Charge Qualified	Personnel	Personnel	Manning/ Qualifications	Person in Charge of Transfer	33 CFR 155.710
Current Procedures	Documentation	Documentation	Manuals/ Policy Documentation	Transfer Procedures	33 CFR 155.720
Transfer Procedures to or from vessel & tank-to-tank w/l vessel	Documentation	Documentation	Manuals/ Policy Documentation	Transfer Procedures	33 CFR 155.740
Contents of Oil Transfer Procedures	Documentation	Documentation	Manuals/ Policy Documentation	Transfer Procedures	33 CFR 155.750
Communications	Operations/ Management	Operations/ Management	Cargo Transfer/ Lightering	Transfer Procedures	33 CFR 155.785
Deck Lighting	Operations/ Management	Operations/ Management	Cargo Transfer/ Lightering	Transfer Procedures	33 CFR 155.790
Transfer Hose: *(Complies with 154.500)*	Operations/ Management	Operations/ Management	Cargo Transfer/ Lightering	Transfer Procedures	33 CFR 155.800
Closure Devices	Operations/ Management	Operations/ Management	Cargo Transfer/ Lightering	Transfer Procedures	33 CFR 155.805
Records	Operations/ Management	Operations/ Management	Cargo Transfer/ Lightering	Transfer Procedures	33 CFR 155.820