

# MISLE Commercial Fishing Vessel Dockside Examination User Guide

Version 01-2012



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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.

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United States Coast Guard  
2100 Second Street, S.W. Stop-7581  
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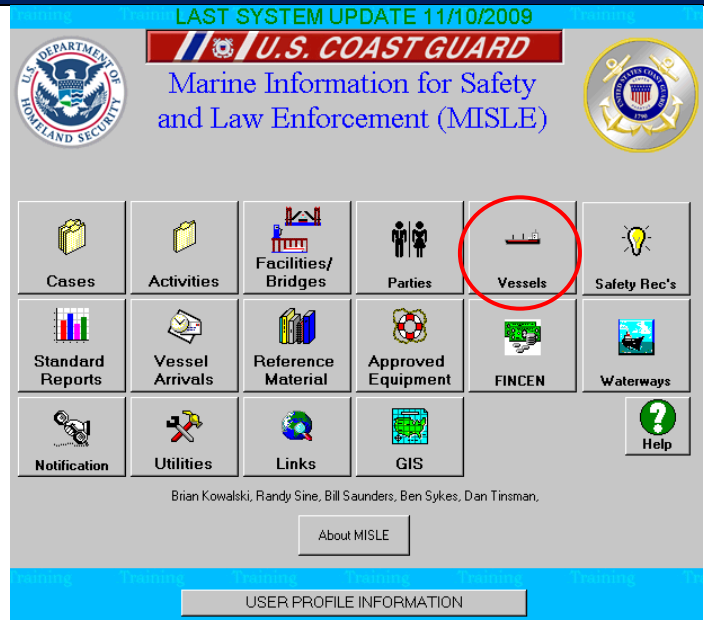
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# CONDUCTING A VESSEL SEARCH

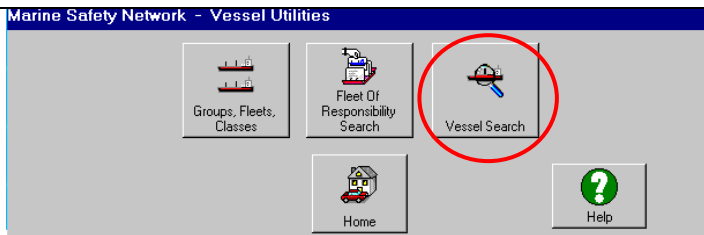


This is the **Main Menu** page. It allows you to access MISLE's product sets (*i.e.*- Cases, Activities, Facilities, Vessels, etc).

**STEP 1:**

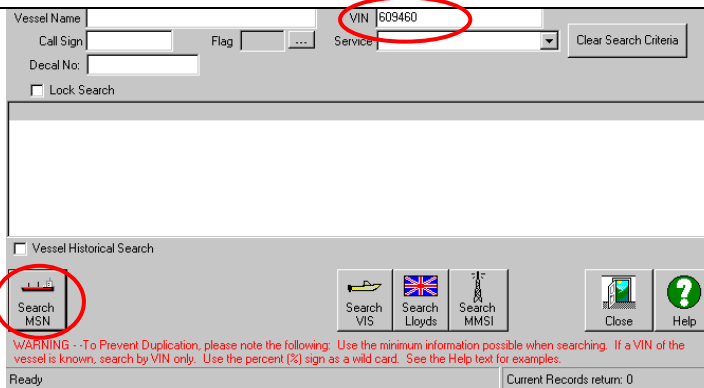
Click on the **Vessels** button.

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 locate 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 **Vessel Identification Number** 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)**

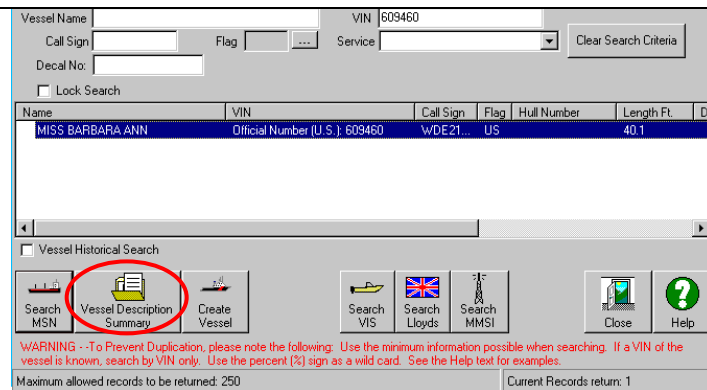
This will find a vessel that was entered with a different VIN format. The correct format for state registered vessels is: **FL1234AB** (no spaces between prefix, number and suffix). Other examples of searchable VIN's are:

- 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.**

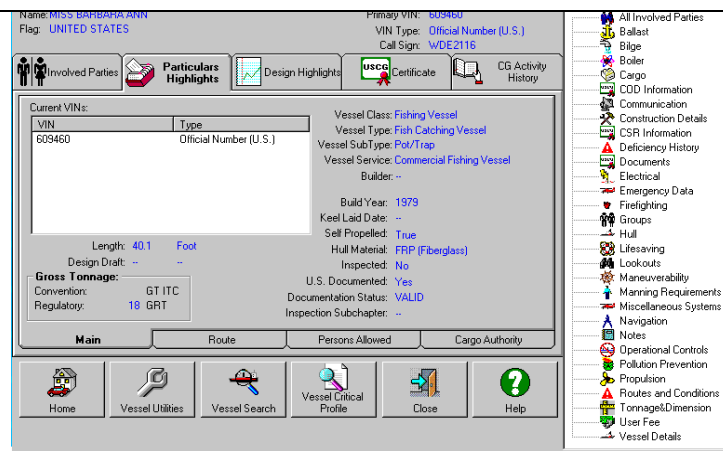


**STEP 4:**

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:**

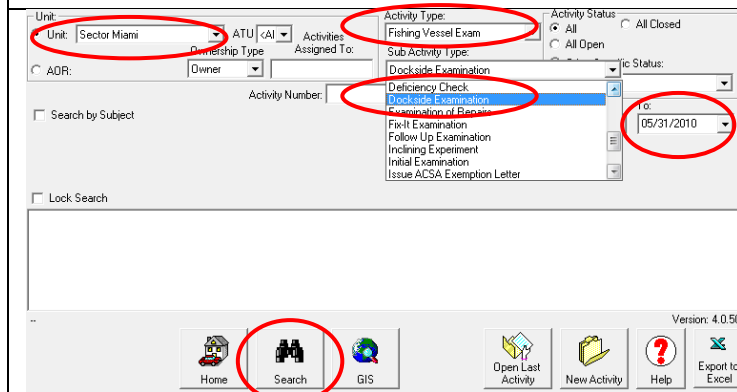
You should then arrive at the **Vessel Description Summary** screen. This screen gives you the ability to research and/or enter vessel specific information.

## 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.*

Unit: Sector Miami | ATU: <AJ> | Activities: Fishing Vessel Exam | Activity Status: All Closed

Ownership Type: Assigned To | Sub Activity Type: On-board Examination | Other Specific Status:

Activity Number:  Clear Search

Search by Subject  | Start Date From: 05/01/2010 To: 05/31/2010 | Prompt Date

Lock Search

Activi...	Status	Owner	Team Lead	Subject/Partu Name	VIN/FIN	Start Date	Prompt Date	Activity Ty
3741755	Open - Submitted for Re...	SEC Mi...	Hooper, ...	OUTLAW	643282	2010/05/11		Fishing Ve
3741763	Open - Submitted for Re...	SEC Mi...	Hooper, ...	MISS BARBARA ANN	609460	2010/05/12		Fishing Ve
3741767	Open - Submitted for Re...	SEC Mi...	Hooper, ...	MILLY MAR	FL-5165-FR	2010/05/12		Fishing Ve
3741771	Open - Submitted for Re...	SEC Mi...	Hooper, ...	THE PELICAN	FL-3363PG	2010/05/18		Fishing Ve
3741783	Open - Submitted for Re...	SEC Mi...	Hooper, ...	JIRI-B-YA	FL0836EJ	2010/05/17		Fishing Ve

Found 7 Records | Version: 4.0.50

Home Search GIS **Open Activity** Open Last Activity New Activity Help Export to Excel

## 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.

Activity Type: **Fishing Vessel Exam** | Activity Status: **Open - Submitted for Review**

Activity No: 3741763 | Status Date: 05/19/2010 | Originating Unit: SEC Miami

Activity Title/Description: AD- HOOPER- CFV Safety Exam | Activity Owner: SEC Miami

Activity Start Date/Time: 05/12/2010 08:02 | Prompt Date: | Controlling Unit: SEC Miami

Team Lead: Hooper, Matthew P. | Subject: **MISS BARBARA ANN** | ID: 609460

Case No: Not Attached to a Case | Transfer Activity

DHS SPOTREP | POC: Barbara Hewlett/ 305-743-5494 | Change Vessel | Change Status

Operational Controls | Class/Group Membership | Vessel Details | Parties | Documentation/Certificates | Special Notes | Activity Log | Team Members

Use of Force | Refer to Enforcement | Print Summary

Violations/Deficiencies	Findings:	Actions Taken:
Corrected: 0		--- Documents ---
Outstanding: 0		Fishing Vessel Decal
Unavailable: 0		
Total: 0		

Activity Finder | Save Changes | Home ?

## 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.

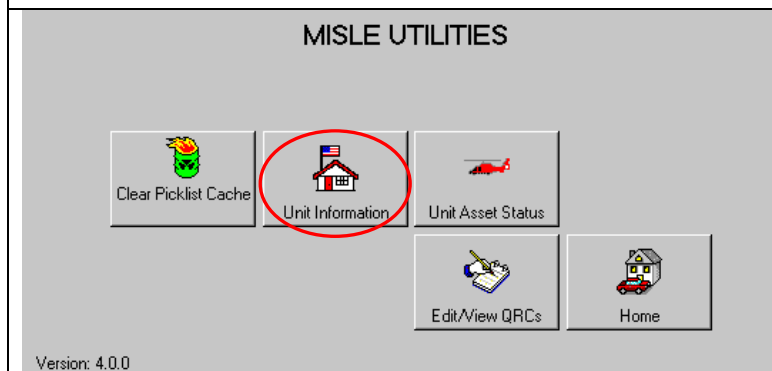
## CREATING AN AOR IN MISLE



### STEP 1:

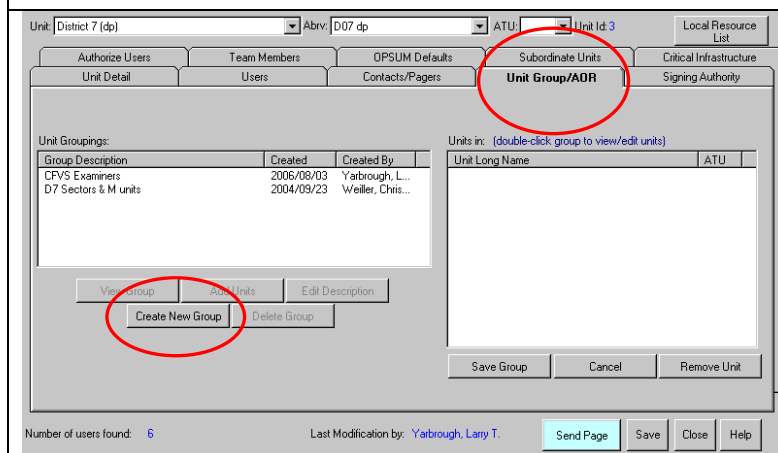
Area of Responsibility (AOR) is a MISLE tool that allows the search for Activities from multiple unit's simultaneously.

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.



Unit: District 7 (dp) | Abbrv: D07 dp | ATU: | Unit Id: 3 | Local Resource List

Authorize Users | Team Members | OPSUM Defaults | Subordinate Units | Critical Infrastructure

Unit Detail | Users | Contacts/Pagers | **Unit Group/ADR** | Signing Authority

Unit Groupings:

Group Description	Created	Created By
CFVS Examiners	2006/08/03	Yarbrough, L...
D7 Sectors & M units	2004/09/23	Weller, Chris...

Units in: (double-click group to view/edit units)

Unit Long Name | ATU

Description: [CFVS Exams]

[Save] [Cancel]

Save Group | Cancel | Remove Unit

Number of users found: 6 | Last Modification by: Yarbrough, Larry T. | Send Page | Save | Close | Help

**STEP 4:**

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

Unit: District 7 (dp) | Abbrv: D07 dp | ATU: | Unit Id: 3 | Local Resource List

Authorize Users | Team Members | OPSUM Defaults | Subordinate Units | Critical Infrastructure

Unit Detail | Users | Contacts/Pagers | **Unit Group/ADR** | Signing Authority

Unit Groupings:

Group Description	Created	Created By
CFVS Examiners	2006/08/03	Yarbrough, L...
CFVS Exams	2010/07/05	Yarbrough, L...
D7 Sectors & M units	2004/09/23	Weller, Chris...

Units in: (double-click group to view/edit units)

Unit Long Name | ATU

[View Group] [Add Units] [Edit Description]

[Create New Group] [Delete Group]

Save Group | Cancel | Remove Unit

Number of users found: 6 | Last Modification by: Yarbrough, Larry T. | Send Page | Save | Close | Help

**STEP 5:**

Select the **Unit Group/ADR** tab. Click on the **Add Units** button.

Unit: District 7 (dp) | Abbrv: D07 dp | ATU: | Unit Id: 3 | Local Resource List

Authorize Users | Team Members | OPSUM Defaults | Subordinate Units | Critical Infrastructure

Unit Detail | Users | Contacts/Pagers | **Unit Group/ADR** | Signing Authority

Add Units to Group

ATU: 7

- Sector Charleston
- Sector Jacksonville
- Sector Key West
- Sector Miami
- Sector San Juan
- Station Brunswick
- Station Charleston
- Station Cortez**
- Station Fort Lauderdale
- Station Fort Myers Beach
- Station Fort Pierce
- Station Georgetown
- Station Islamorada
- Station Key West
- Station Lake Worth Inlet

[Add] [Close]

Units in: CFVS Exams

Unit Long Name | ATU

Sector St Petersburg

Save Group | Cancel | Remove Unit

Number of users found: 6 | Last Modification by: Yarbrough, Larry T. | Send Page | Save | Close | Help

**STEP 6:**

Select the desired **Administrative Target Unit (ATU)** from the pull down list. Select the desired Units, and click on the **Add** button.

Unit: District 7 (dp) | Abbrv: D07 dp | ATU: | Unit Id: 3 | Local Resource List

Authorize Users | Team Members | OPSUM Defaults | Subordinate Units | Critical Infrastructure

Unit Detail | Users | Contacts/Pagers | **Unit Group/AOR** | Signing Authority

Add Units to Group

ATU: 7

Units in: CFVS Exams

Unit Long Name | ATU

Sector St Petersburg  
Station Cante  
Sector Charleston  
Sector Jacksonville  
Sector Key West  
Sector Miami  
Sector San Juan  
Station Brunswick  
Station Charleston  
Station Fort Lauderdale  
Station Fort Myers Beach  
Station Fort Pierce

Save Group | Cancel | Remove Unit

Number of users found: 6 | Last Modification by: Yarbrough, Lary T. | Send Page | Save | Close | Help

**STEP 7:**

Click on the **Save Group** button.

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

Unit: District 7 (dp) | Abbrv: D07 dp | ATU: | Unit Id: 3 | Local Resource List

Authorize Users | Team Members | OPSUM Defaults | Subordinate Units | Critical Infrastructure

Unit Detail | Users | Contacts/Pagers | **Unit Group/AOR** | Signing Authority

Unit Groupings:

Group Description	Created	Created By
CFVS Examiners	2006/08/03	Yarbrough, L...
CFVS Exams	2010/07/09	Yarbrough, L...
D7 Sectors & M units	2004/09/23	Weller, Chris...

Units in: (double-click group to view/edit units)

Unit Long Name | ATU

View Group | **Add Units** | Edit Description

Create New Group | Delete Group

Save Group | Cancel | Remove Unit

Number of users found: 6 | Last Modification by: Yarbrough, Lary T. | Send Page | Save | Close | Help

**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.

Unit: | Unit List | ATU: CAI | Activity Type: Fishing Vessel Exam | Activity Status: All | All Closed

Ownership Type: | Sub Activity Type: | Other Specific Status: |

Activity Number: | Clear Search | Start Date From: 06/01/2010 | To: 06/30/2010 | Promote Date

Search by Subject

Lock Search

Home | **Search** | GIS | Open Last Activity | New Activity | Help | Export to Excel

Version: 4.0.50

**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.

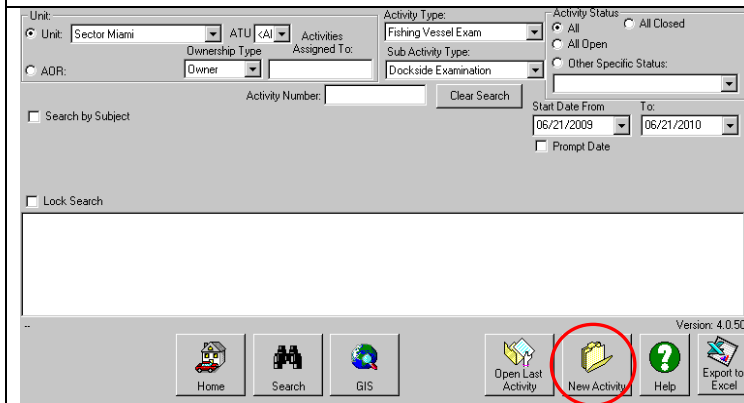
2.) The AOR you created can be used by anyone at the unit with MISLE & e-mail access. Your AOR, however, cannot be used by someone at another unit. They will be required to create their own.

## CREATING A NEW FISHING VESSEL ACTIVITY



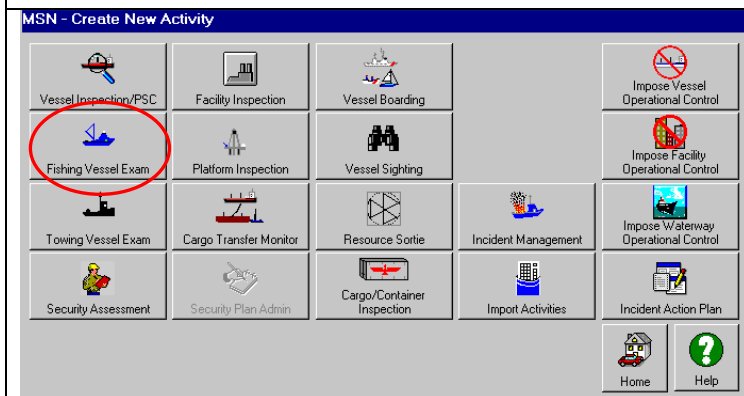
### STEP 1:

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



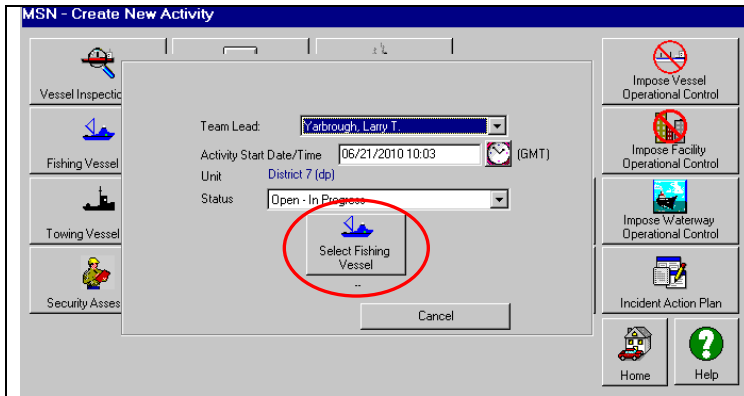
### STEP 2:

Click on the **New Activity** button.



### STEP 3:

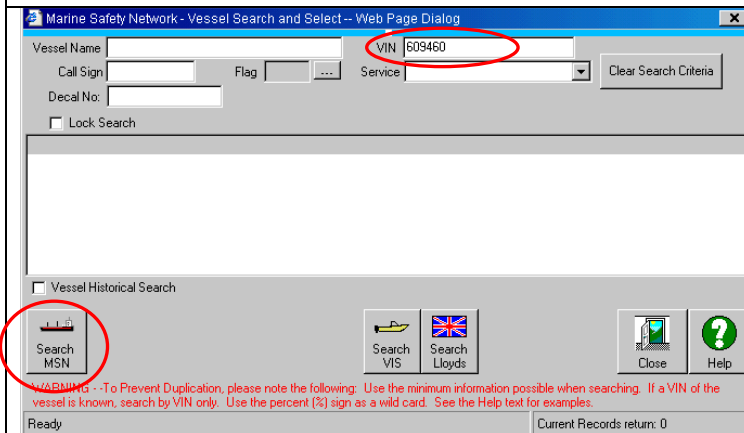
At the **Create New Activity** screen click on the **Fishing Vessel Exam** button.



**STEP 4:**

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

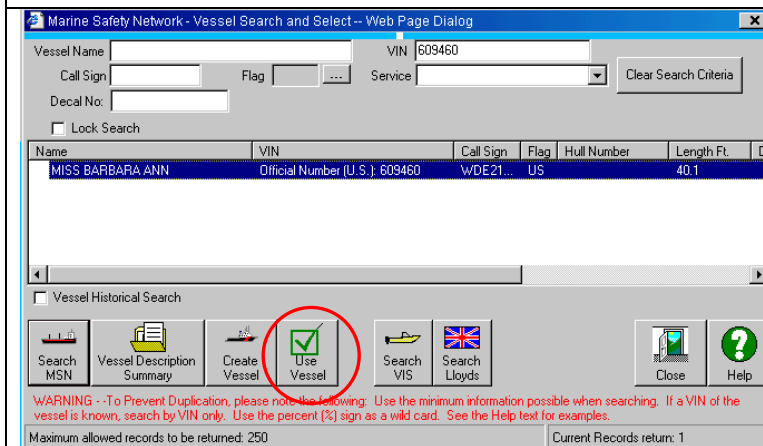
Click the **Select Fishing Vessel** button.



**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**.

Team Lead: Yarbrough, Larry T.  
 Activity Start Date/Time: 06/21/2010 10:03 (GMT)  
 Unit: District 7 (dp)  
 Status: Open - In Progress

Select Fishing Vessel  
 MISS BARBARA ANN

**Continue Creating Activity** Cancel

**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.

Activity Type: **Fishing Vessel Exam** Activity Status: **Open - In Progress**  
 Activity No: 3161147 Status Date: 06/21/2010 Originating Unit: D07 dp  
 Activity Title/Description: AD-Hooper DP Spring Fever Activity Owner: D07 dp  
 Activity Start Date/Time: 06/17/2010 09:00 Prompt Date:  
 Team Lead: Silvestro, Daniel J. Subject: MISS BARBARA ANN ID: 609460

Case No: Not Attached to a Case POC: Butch Hewlett 305 555 1234

Operational Controls Class/Group Membership Vessel Details Parties Documentation/Certificates Special Notes Activity Log Team Members

Inspections	Locations	Summary	Narrative
Violations/Deficiencies	Findings:	Actions Taken:	
Corrected: 0			
Outstanding: 0			
Unavailable: 0			
Total: 0			

Activity Finder Save Changes Home ?

**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**.

Activity Type: **Fishing Vessel Exam** Activity Status: **Open - In Progress**

Activity No: 3161147 Status Date: 06/21/2010 Originating Unit: D07 dp

Activity Title/Description: AD-Hooper OP Spring Fever Activity Owner: D07 dp

Activity Start Date/Time: 06/17/2010 09:00 Prompt Date:  Controlling Unit: D07 dp

Team Lead: Silvestro, Daniel J. Subject: **MISS BARBARA ANN** ID: 609460

Case No: **Not Attached to a Case**  **DHS SPOTREP**  **POC: Bulch Hewlett 305 555 1234**

Operational Controls Class/Group Membership Vessel Details Parties Documentation/Certificates Special Notes Activity Log Team Members

Use of Force Inspections Locations Summary Narrative

Violations/Deficiencies	Findings:	Actions Taken:
Corrected: 0		
Outstanding: 0		
Unavailable: 0		
Total: 0		

Activity Finder Save Changes Home ?

Refer to Enforcement Print Summary

**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

Activity Type: **Fishing Vessel Exam**      Activity Status: **Open - In Progress**  
 Activity No: 3161147      Status Date: 06/21/2010      Originating Unit: D07 dp  
 Activity Title/Description: AD-Hooper DP Spring Fever      Activity Owner: D07 dp  
 Activity Start Date/Time: 06/17/2010 09:00      Prompt Date:      Controlling Unit: D07 dp  
 Team Lead: Silvestro, Daniel J.      Subject: **MISS BARBARA ANN**      ID: 609460

Case No: Not Attached to a Case      POC: Butch Hewlett 305 555 1234      Change Vessel      Change Status

Operational Controls    Class/Group Membership    Vessel Details    Parties    Documentation/Certificates    Special Notes    Activity Log    Team Members

Inspections    Locations    Summary    Narrative

Use of Force    Inspections Conducted    Print Deficiency Letter    Activity Finder

Refer to Enforcement    Generate Certificates    Inspection Results    Save Changes

Print Summary    TWIC Verification    Add    Modify    Delete    Paid in Full?    Home    ?

### 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.

TWIC Verification Details

Type of Transportation Worker:	Checked	Compliant	Non-Compliant	Remarks
Administrative Staff:	0			
Security:	0			
Longshoremen:	0			
Dockworker:	0			
Truck Driver/Transportation:	0			
Licensed Mariner:	0			
Unlicensed Mariner:	0			
Other:	0			
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Save    Close

### 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.

Activity Type: **Fishing Vessel Exam**      Activity Status: **Open - In Progress**  
 Activity No: 3161147      Status Date: 06/21/2010      Originating Unit: D07 dp  
 Activity Title/Description: AD-Hooper DP Spring Fever      Activity Owner: D07 dp  
 Activity Start Date/Time: 06/17/2010 09:00      Prompt Date:      Controlling Unit: D07 dp  
 Team Lead: Silvestro, Daniel J.      Subject: **MISS BARBARA ANN**      ID: 609460

Case No: Not Attached to a Case      POC: Butch Hewlett 305 555 1234      Change Vessel      Change Status

Operational Controls    Class/Group Membership    Vessel Details    Parties    Documentation/Certificates    Special Notes    Activity Log    Team Members

Inspections    Locations    Summary    Narrative

Use of Force    Inspections Conducted    Print Deficiency Letter    Activity Finder

Refer to Enforcement    Generate Certificates    Inspection Results    Save Changes

Print Summary    TWIC Verification    Add    Modify    Delete    Paid in Full?    Home    ?

### STEP 3:

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

n: AD-Hooper OP Spring Fever Activity Owner: D07 dp  
 Date: 06/17/2011 09:00 Prompt Date: ... Controlling Unit: D07 dp  
 Daniel J. Add Inspection to Current Activity 609460  
 Attached to a C  
 SPOTREP  
 Date/Time Performed: [Red Circle]  
 Unit: Letter of Compliance - Fisheries  
 Safety Check - Foreign  
 Safety Check - U.S.  
 Uninspected Other  
 Continue Add [Red Circle] Cancel  
 Inspections  
 uscg  
 generate certificates  
 Inspection Result

**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

Activity Type: **Fishing Vessel Exam**      Activity Status: **Open - In Progress**  
 Activity No: 3161147      Status Date: 06/21/2010      Originating Unit: D07 dp  
 Activity Title/Description: AD-Hooper Op Spring Fever      Activity Owner: D07 dp  
 Activity Start Date/Time: 06/17/2010 09:00      Prompt Date:      Controlling Unit: D07 dp  
 Team Lead: Silvestro, Daniel J.      Subject: **MISS BARBARA ANN**      ID: 609460

Case No: Not Attached to a Case      POC: Butch Hewlett 305 555 1234      Transfer Activity  
 DHS SPOTREP

Operational Controls    Class/Group Membership    Vessel Details    Parties    Documentation/Certificates    Special Notes    Activity Log    Team Members

Use of Force    Inspections    **Locations**    Summary    Narrative    Activity Finder

Location Description	Latitude	Longitude	Date/Time	Primary

Refer to Enforcement    Save Changes    Home ?

Add Facility    Add Waterway    **Add Geo Location**    Remove Location

### STEP 1:

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

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

Activity Type: **Fishing Vessel Exam**      Activity Status: **Open - In Progress**  
 Activity No: 3161152      Status Date: 06/21/2010      Originating Unit: D07 dp  
 Activity Title/Description: AD - Hooper Op Spring Fever      Activity Owner: D07 dp  
 Activity Start Date/Time: 06/17/2010 09:00      Prompt Date:      Controlling Unit: D07 dp  
 Team Lead: Silvestro, Daniel J.      Subject: **MISS BARBARA ANN**      ID: 609460

Case No: Not Attached to a Case      POC: Butch Hewlett 305 555 1234      Transfer Activity  
 DHS SPOTREP

Operational Controls    Class/Group Membership    Vessel Details    Parties    Documentation/Certificates    Special Notes    Activity Log    Team Members

Use of Force    Inspections    **Locations**    Summary    Narrative    Activity Finder

Use as Primary Location for this Activity

Lat: 24 59.      N ex: 45 32.4 N      Date/Time of Position: 06/17/2010 09:39  
 Long: 081 01.      W ex: 085 32.4 W      GIS

Description/Notes: Keys Fisheries, Marathon FL

Save    Cancel

### STEP 2:

Enter a Lat/Long for the position of where the Dockside Exam was conducted. Also enter 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](http://www.satsig.net/maps/lat-long-finder.htm)*

Click on the **Save** button.

Activity Type: **Fishing Vessel Exam**      Activity Status: **Open - In Progress**  
 Activity No: 3161152      Status Date: 06/21/2010      Originating Unit: D07 dp  
 Activity Title/Description: AD - Hooper Op Spring Fever      Activity Owner: D07 dp  
 Activity Start Date/Time: 06/17/2010 09:00      Prompt Date:      Controlling Unit: D07 dp  
 Team Lead: Silvestro, Daniel J.      Subject: **MISS BARBARA ANN**      ID: 609460

Case No: Not Attached to a Case      POC: Butch Hewlett 305 555 1234      Transfer Activity  
 DHS SPOTREP

Operational Controls    Class/Group Membership    Vessel Details    Parties    Documentation/Certificates    Special Notes    Activity Log    Team Members

Use of Force    Inspections    **Locations**    Summary    Narrative    Activity Finder

Location Description	Latitude	Longitude	Date/Time	Primary
Keys Fisheries, Marathon FL	24 59.0 N	081 01.0 W	2010/06/17 09:39	X

Refer to Enforcement    Save Changes    Home ?

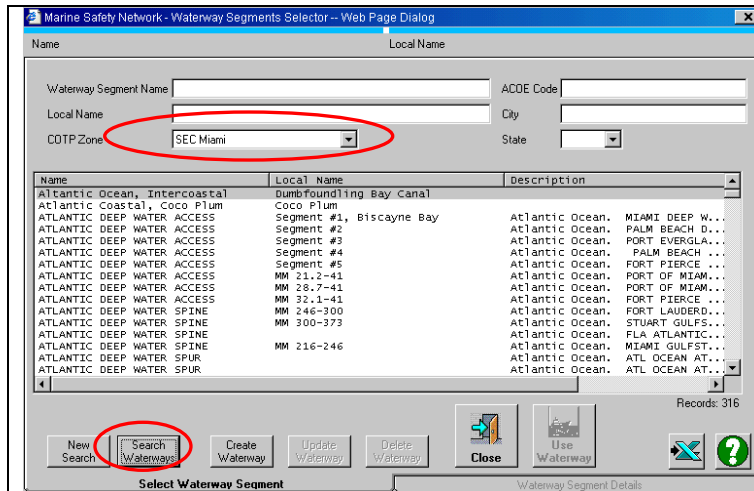
Add Facility    **Add Waterway**    Add Geo Location    Remove Location

### 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.

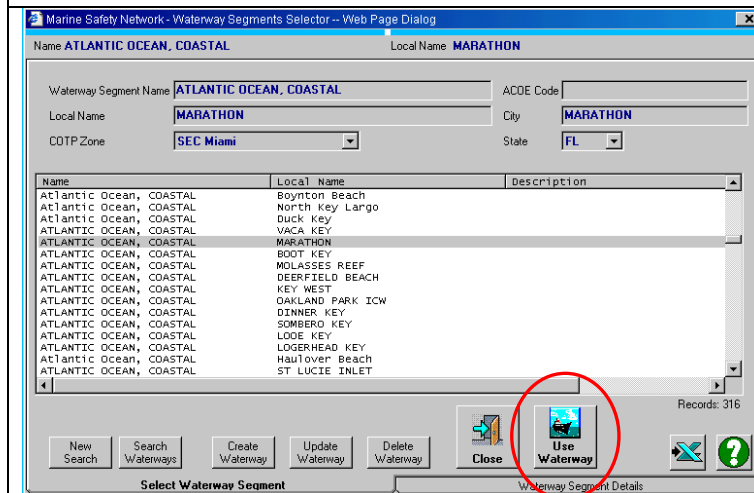
*\*Entering a Lat/Long coordinate is the preferred method.*

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



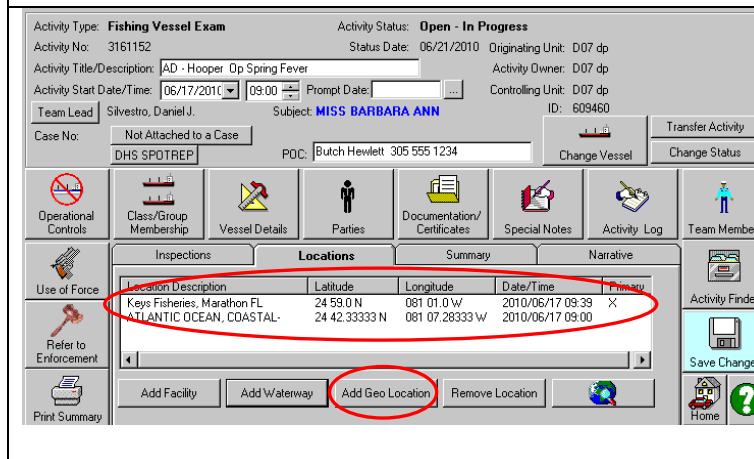
**STEP 4:**

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

Activity Type: **Fishing Vessel Exam**      Activity Status: **Open - In Progress**  
 Activity No: 2030713      Status Date: 01/21/2005      Originating Unit: D07 M  
 Activity Title/Description: ALUX - Wely Post Termination Exam      Activity Owner: D07 M  
 Activity Start Date/Time: 01/21/2005 11:47      Prompt Date: 02/21/2005      Controlling Unit: D07 M  
 Team Lead: Yarbrough, Larry T.      Subject: **KAYLA NICOLE**      ID: 626929

Case No: Not Attached to a Case      POC: Joe Smith 555 444 3322      Change Vessel      Transfer Activity      Change Status

Operational Controls    Class/Group Membership    **Vessel Details**    Parties    Documentation/Certificates    Special Notes    Activity Log    Team Members

Inspections    Locations    Summary    Narrative

Use of Force    Violations/Deficiencies    Findings    Actions Taken

Corrected: 0  
 Outstanding: 0  
 Unavailable: 0  
 Total: 0

Refer to Enforcement    Activity Finder    Save Changes    Home    ?

Print Summary

### 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.

Name: **KAYLA NICOLE**      Primary VIN: 626929  
 Flag: **UNITED STATES**      VIN Type: Official Number (U.S.)  
 Call Sign:

Involved Parties    Particulars Highlights    Design Highlights    Certificate    CG Activity History

Current VINs:

VIN	Type
626929	Official Number (U.S.)
8132639	IMO Number
F-12	Hull Number

Vessel Class: Fishing Vessel  
 Vessel Type: Fish Catching Vessel  
 Vessel Sub Type: General  
 Vessel Service: Commercial Fishing Vessel  
 Builder: ST AUGUSTINE TRAWLER INC

Build Year: 1980  
 Keel Laid Date: --  
 Self Propelled: True  
 Hull Material: FRP (Fiberglass)  
 Inspected: No  
 U.S. Documented: Yes  
 Documentation Status: VALID  
 Inspection Subchapter: --

Length: 67.6 Foot  
 Design Draft: --  
**Gross Tonnage:**  
 Convention: GT ITC  
 Regulatory: 119 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
- Firefighting
- Groups
- Hull
- Lifesaving
- Lookouts
- Maneuverability
- Manning Requirements
- Miscellaneous Systems
- Navigation
- Notes
- Operational Controls
- Pollution Prevention
- Propulsion
- Routes and Conditions
- Tonnage/Dimension
- Uses Exp
- Vessel Details**

### STEP 2:

Select **Vessel Details**.

**Identification**      General Information      Fleets

Name: **KAYLA NICOLE**       Documented Vessel?  
 Call Sign:       COFR Required?  
 Flag: **UNITED STATES**  
 \* Vessel Id: 626929  
 \* Id Type: Official Number (U.S.)  
 Class Type: Fishing Vessel  
     Type: Fish Catching Vessel  
     Sub Type: General  
     Service: Commercial Fishing Vessel

Hailing Port:  
 Foreign  
 Port: FT MYERS, BEACH, FL  
 State/Province: [Dropdown]

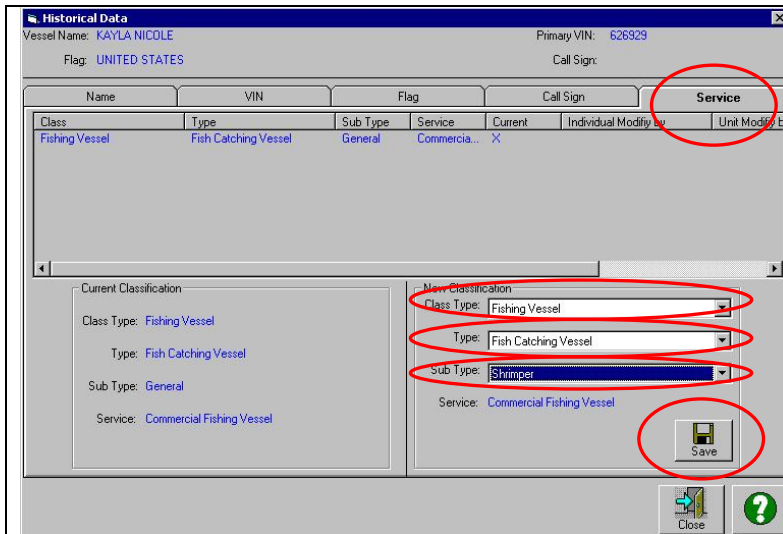
Home Port:  
 Foreign  
 Port:  
 State/Province: [Dropdown]

\* Indicates required fields

(Version 3.1.1)    **Edit/View Identification History**    Save    Close    Help

### STEP 3:

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



**STEP 4:**

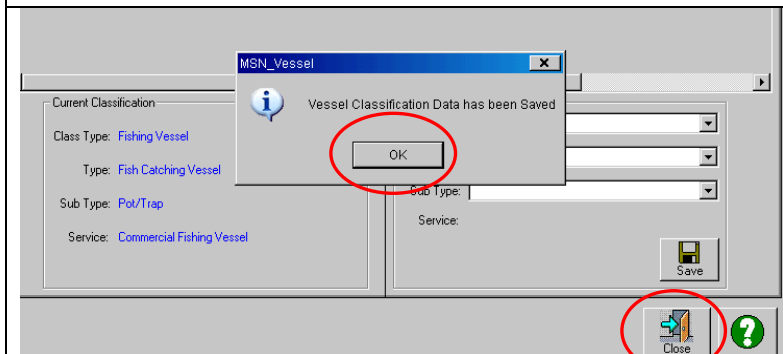
Click on the **Service** tab.

Select the appropriate **Class Type**.

Select the appropriate **Type**.

Select the appropriate **Sub Type**.

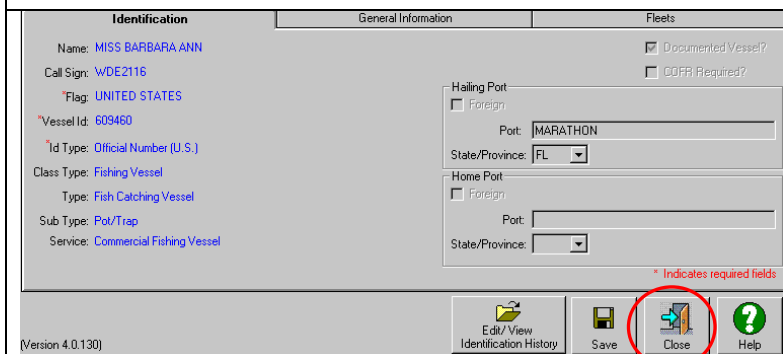
Click on the **Save** button.



**STEP 5:**

A pop up will appear that states: "**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 | Certificate | CG Activity History

Current VINs:

VIN	Type
609460	Official Number (U.S.)
AAAAA12345AAAA	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

Length: 40.1 Foot  
Design Draft: --

Gross Tonnage: 18 GRT  
Convention: GT ITC  
Regulatory: 18 GRT

U.S. Documented: Yes  
Documentation Status: VALID  
Inspection Subchapter: --

Main | Route | Persons Allowed | Cargo Authority

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

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.

The screenshot shows the 'Identification' tab of a software interface. It contains various fields for vessel information such as Name (MISS BARBARA ANN), Call Sign (WDE2116), Flag (UNITED STATES), and Vessel Id (609460). There are also sections for Hailing Port and Home Port. At the bottom, a toolbar contains several icons, with the 'Edit/View Identification History' icon circled in red.

**STEP 2:**

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

The screenshot shows the 'Historical Data' window. It displays a table with columns: Name, VIN, Flag, Call Sign, and Service. The 'VIN' column header is circled in red. Below the table, there are 'Add' and 'Edit' buttons, with the 'Add' button circled in red.

**STEP 3:**

Select the **VIN** tab.

Click on the **Add** button.

The screenshot shows the 'Add VIN' dialog box. It has two main input fields: 'Id Num' with the value '366123456' and 'Id Type' with a dropdown menu set to 'MMSI Number'. Both the input fields and the dropdown menu are circled in red.

**STEP 4:**

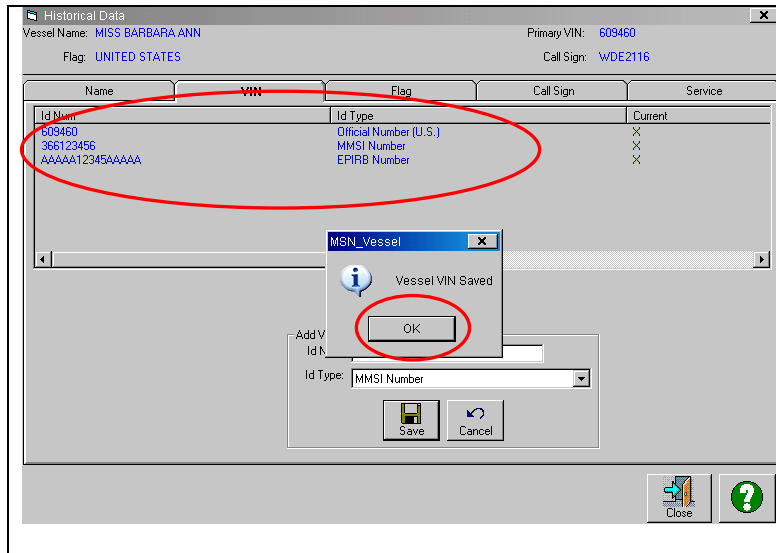
Fill in the 9 digit **Id Number**.

Select **MMSI Number** from pull down list.

The screenshot shows the 'Add VIN' dialog box with the 'Id Num' field containing '366123456' and the 'Id Type' dropdown set to 'MMSI Number'. The 'Save' button is circled in red.

**STEP 5:**

Click on the **Save** button.



**STEP 6:**

Note that the **MMSI Number** is now shown as one of the current **VIN**'s for this vessel.

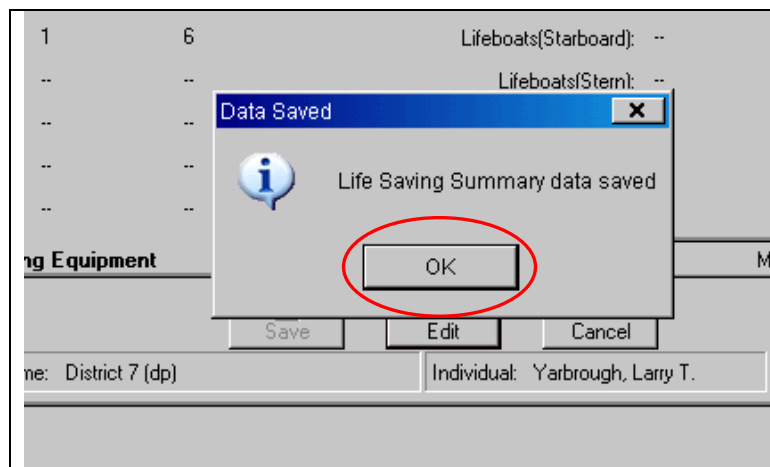
Select **OK**.

Select **Close**.

Click on the **Close** button again to return to the vessels main screen.

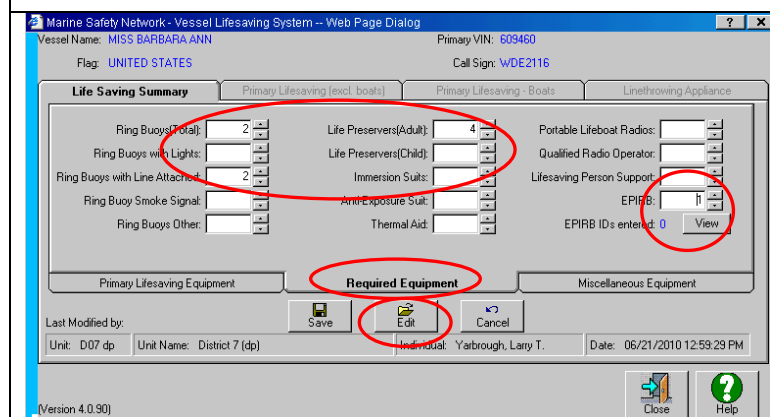






**STEP 4:**

Click **OK** to save the entered information.



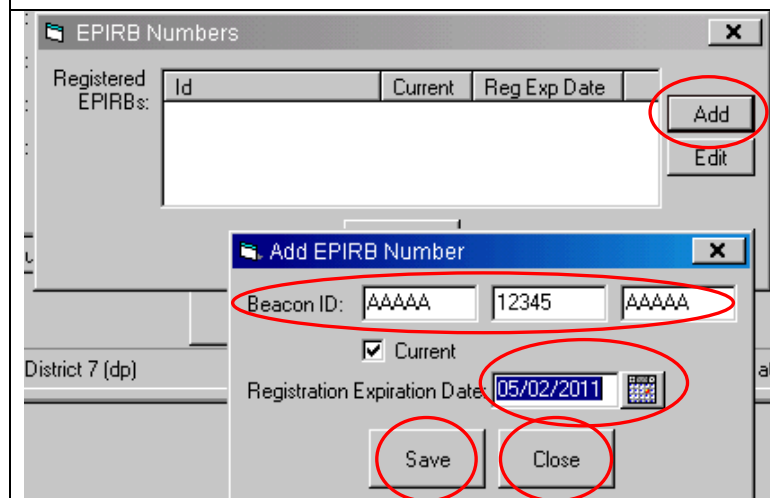
**STEP 5:**

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.

## ENTERING SPECIAL NOTES

Activity Type: **Fishing Vessel Exam**      Activity Status: **Open - Pending**  
 Activity No: 3161152      Status Date: 06/22/2010      Originating Unit: D07 dp  
 Activity Title/Description: AD - Hooper Op Spring Fever      Activity Owner: D07 dp  
 Activity Start Date/Time: 06/17/2010 09:00      Prompt Date:      Controlling Unit: D07 dp  
 Team Lead: Silvestro, Daniel J.      Subject: **MISS BARBARA ANN**      ID: 609460  
 Case No: Not Attached to a Case      POC: Butch Hewlett 305 555 1234

Buttons: Change Vessel, Transfer Activity, Change Status

Navigation: Operational Controls, Class/Group Membership, Vessel Details, Parties, Documentation/Certificates, **Special Notes** (circled), Activity Log, Team Members

Summary: Inspections, Locations, **Summary**, Narrative

Violations/Deficiencies: Corrected: 0, Outstanding: 0, Unavailable: 0, Total: 0

Findings: (Empty)

Actions Taken: --- Documents ---, Fishing Vessel Decal

Buttons: Use of Force, Refer to Enforcement, Print Summary, Activity Finder, Save Changes, Home, Help

### STEP 1:

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

Use this to enter additional information on Lifesaving Equipment.

Vessel Name: **MISS BARBARA ANN**      Add a Note (circled)      Group Notes      Close      Help

Radio buttons:  Current Notes Only     Show All Notes      Notes Specific to This Vessel

Table: No Records

### STEP 2:

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

Vessel Name: **MISS BARBARA ANN**      Add a Note      Group Notes      Close      Help

Dialog: **Vessel Notes Edit**

Name: MISS BARBARA ANN      Originating Unit: District 7 (dp)

Rev. Date: 07/06/2010 (circled)      Note Status: Current (circled)      Retention Date: 07/06/2012 (circled)

Description: EPIRB Beacon ID: AAAAA 12345 AAAAA  
 EPIRB Battery expiration date: 12/2015  
 EPIRB Hydrostatic Release expiration date: 05/02/2011  
 Life Raft Re-pack date: 04/30/2011  
 Life Raft Hydrostatic Release expiration date: 04/30/2012

Buttons: Close, Save and Close

URL: http://misletrainweb.osc.uscg.mil/misntrain/MSN\_Vessel\_Notes.asp?Vessel\_ID=173639&Activit

### 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.

Orig. Unit	Rev. Date	Initials	Description	Status	Retention Dt
D07 dp	2010-06-23 10:15:32	Yarbroug, Larry T.	D7 ltr dtd 20 June 2010 granted exemption from 46 CFR 28.115 requirement to carry a lifebouy. Vessel is not required to carry a lifebouy while within 50 feet of shore. Expires is good for one year and expires on 6/20/2011.	Current	2011-06-23 10:15:32

**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

Activity Type: **Fishing Vessel Exam**      Activity Status: **Open - In Progress**  
 Activity No: 3161152      Status Date: 06/21/2010      Originating Unit: D07 dp  
 Activity Title/Description: AD - Hooper Op Spring Fever      Activity Owner: D07 dp  
 Activity Start Date/Time: 06/17/2010 09:00      Prompt Date:      Controlling Unit: D07 dp  
 Team Lead: Silvestro, Daniel J.      Subject: **MISS BARBARA ANN**      ID: 609460  
 Case No: Not Attached to a Case      POC: Butch Hewlett 305 555 1234      Change Vessel      Transfer Activity  
 DHS SPOTREP      Change Status

Operational Controls    Class/Group Membership    **Vessel Details**    Parties    Documentation/Certificates    Special Notes    Activity Log    Team Members

Use of Force    Inspections    Locations    Summary    Narrative    Activity Finder

Refer to Enforcement    Violations/Deficiencies    Findings    Actions Taken    Save Changes

Print Summary    Corrected: 0    Outstanding: 0    Unavailable: 0    Total: 0    Home    ?

### STEP 1:

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

Name: **MISS BARBARA ANN**      Primary VIN: 609460  
 Flag: **UNITED STATES**      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.)
366123456	MMSI Number
AAAAA12345AAAAA	EPIRB Number

Vessel Class: Fishing Vessel  
 Vessel Type: Fish Catching Vessel  
 Vessel Sub Type: 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

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
- Preparation
- Routes and Conditions**
- Tonnage Certification
- User Fee
- Vessel Details

### STEP 2:

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

Vessel Name: **MISS BARBARA ANN**      Primary VIN: 609460  
 Flag: **UNITED STATES**      Call Sign: WDE2116

Route Type:      Route Enrollment Date: 06/17/2010

Stability Route:      ?

Route Permitted and Conditions of Operation

CFVS Decal issued for Coastal Waters not more than 20 nm from shore, with up to 4 POB.

Save    Edit    Delete    Close    Help

(Version 4.0.10)

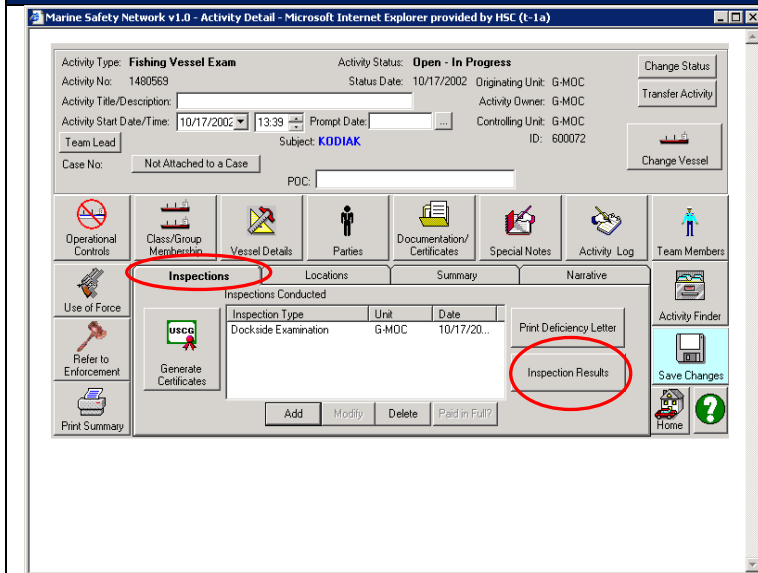
### STEP 3:

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.

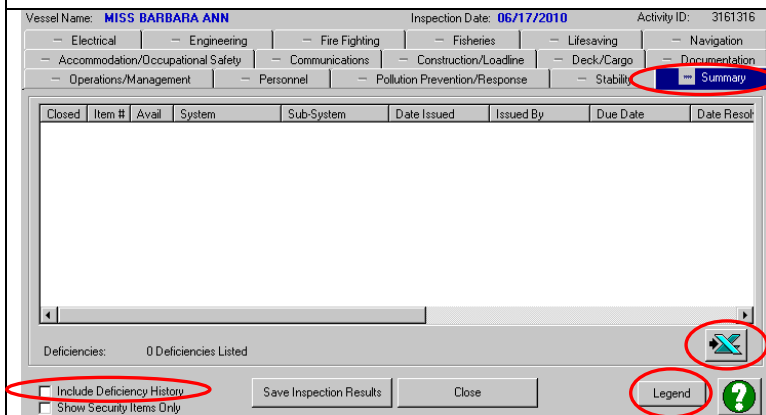
Click on the **Save** button.

## ENTERING FISHING VESSEL DEFICIENCIES



### STEP 4:

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

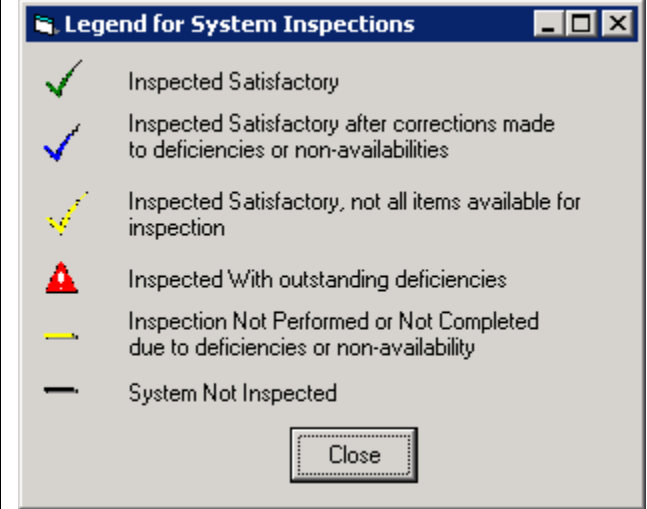






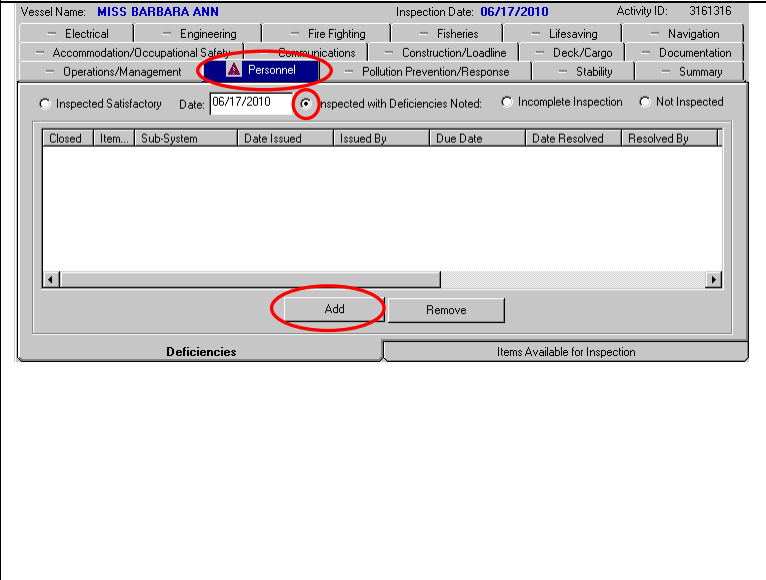


### STEP 5:

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.

 <p><b>Legend for System Inspections</b></p> <ul style="list-style-type: none"> <li> Inspected Satisfactory</li> <li> Inspected Satisfactory after corrections made to deficiencies or non-availabilities</li> <li> Inspected Satisfactory, not all items available for inspection</li> <li> Inspected With outstanding deficiencies</li> <li> Inspection Not Performed or Not Completed due to deficiencies or non-availability</li> <li> System Not Inspected</li> </ul> <p style="text-align: center;"><input type="button" value="Close"/></p>	<p><b>STEP 6:</b></p> <p>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.</p> <p>Click on the <b>Close</b> button.</p>																
<p>When the <b>Inspection Results</b> screen opens you will have four options from which to choose after you click on a <b>Section</b> Tab. If you are entering deficiencies, <b>Inspected with Deficiencies Noted</b> is the only choice you should make.</p> <p><b>Inspected Satisfactory:</b> 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.</p> <p><b>Inspected with Deficiencies Noted:</b> 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.</p> <p><b>Inspection Incomplete:</b> 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.</p> <p><b>Not Inspected:</b> Select this button if you did not have the opportunity to check any items in this section.</p>																	
 <p>Vessel Name: <b>MISS BARBARA ANN</b> Inspection Date: <b>06/17/2010</b> Activity ID: 3161316</p> <p>Electrical   Engineering   Fire Fighting   Fisheries   Lifesaving   Navigation    Accommodation/Occupational Safety   Communications   Construction/Loadline   Deck/Cargo   Documentation    Operations/Management   <b>Personnel</b>   Pollution Prevention/Response   Stability   Summary</p> <p><input type="radio"/> Inspected Satisfactory Date: 06/17/2010 <input checked="" type="radio"/> Inspected with Deficiencies Noted <input type="radio"/> Incomplete Inspection <input type="radio"/> Not Inspected</p> <table border="1"> <thead> <tr> <th>Closed</th> <th>Item...</th> <th>Sub-System</th> <th>Date Issued</th> <th>Issued By</th> <th>Due Date</th> <th>Date Resolved</th> <th>Resolved By</th> </tr> </thead> <tbody> <tr> <td colspan="8" style="height: 100px;"> </td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Add"/> <input type="button" value="Remove"/></p> <p>Deficiencies   Items Available for Inspection</p>	Closed	Item...	Sub-System	Date Issued	Issued By	Due Date	Date Resolved	Resolved By									<p><b>STEP 7:</b></p> <p>Select the <b>Personnel</b> tab.</p> <p>Click on the <b>Inspected with Deficiencies</b> button.</p> <p><i>*Notice the red triangle appears indicating a deficiency in this section.</i></p> <p>Click on the <b>Add</b> button.</p> <p>*Refer to the <b>CG-5587 MISLE INSPECTION RESULTS SUPPLEMENT</b> section for help locating which tab to use for a specific deficiency.</p>
Closed	Item...	Sub-System	Date Issued	Issued By	Due Date	Date Resolved	Resolved By										

**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.

The screenshot shows a data entry form with the following fields and values:

- Item #: 1
- Date Issued: 06/17/2010
- System: Personnel
- Sub-System: Manning/Qualifications
- Component: Citizenship Requirements
- Failure:
- Condition: Missing
- Cause: (blank)
- Details: Master not a US citizen.
- Requirement/Resolution: Due Date: 08/02/2010 and/or Prior to departure from port
- Resolved/Corrected:
- Buttons: Check Spelling, Save and Close, Cancel

**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.

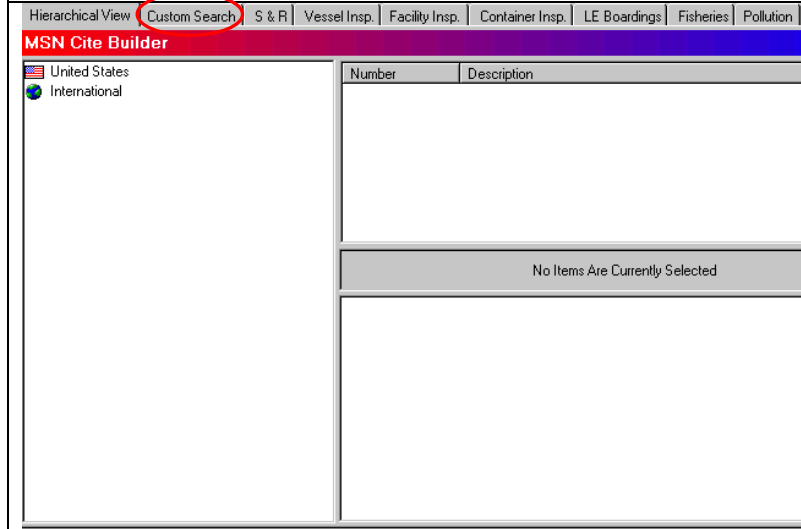


**STEP 8:** (Continued)

You can also attach the regulatory cite to the deficiency. You can skip this step if you are confident you have the right cite.

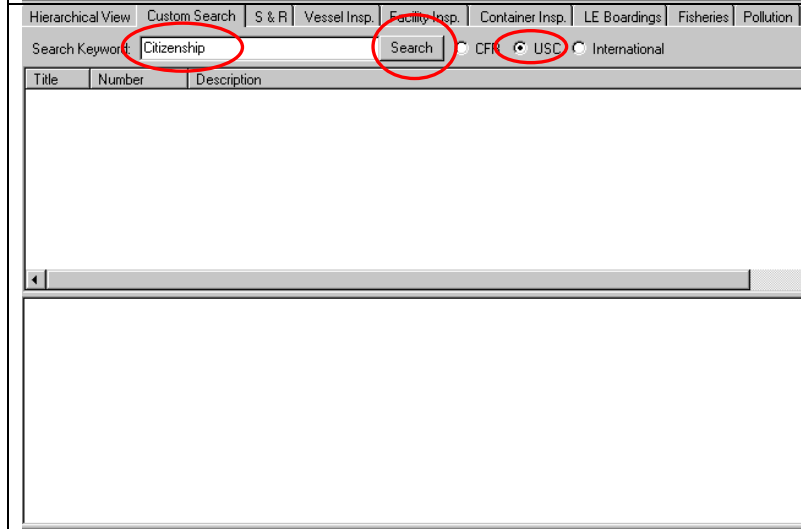
To verify the appropriate regulatory cite with a deficiency, refer to the **CG-5587 MISLE INSPECTION RESULTS SUPPLEMENT** section.

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.

Hierarchical View Custom Search S & R Vessel Insp. Facility Insp. Container Insp. LE Boardings Fisheries Pollution

Search Keyword: Citizenship Search CFR USC International

Title	Number	Description
08	§ 1453	Cancellation of certificates issued by Attorney General, the Commissioner or a Deputy Commissioner; action not
08	§ 1457	Publication and distribution of citizenship textbooks; use of naturalization fees.
08	§ 1615	Requirements relating to provision of benefits based on citizenship, alienage, or immigration status under the Na
10	§ 6019	Citizenship of officers of vessels.
46	§ 7102	Citizenship.
46	§ 7304	Citizenship notation on merchant mariners' documents.
46	§ 8103	Failure to comply with the citizenship requirements for vessel personnel.
46	§ 31306	Declaration of citizenship.
18	§ 1015	Naturalization, citizenship or alien registry.
18	§ 1423	Misuse of evidence of citizenship or naturalization.
18	§ 1425	Department of citizenship and naturalization.

USC Regulation: 46USC§ 8103  
 Description: Failure to comply with the citizenship requirements for vessel personnel.  
 Web URL: <http://www4.law.cornell.edu/uscode/46/8103.html>  
 Enforcement Cite: 46 USC 8103  
 Enforcement Description:  
 Max Penalty: \$650.00  
 Max Penalty Per: Violation  
 Issuing Authority: 46 USC 8103(f)

**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.**

Cornell University Law School

LI / Legal Information Institute

U.S. Code  
 main page faq index search

Ask A Lawyer Online  
 Get an Answer ASAP!

Donations cover only 20% of our costs.

Ads by Google

Disability Laws & Help

TITLE 46 > Subtitle II > Part F > CHAPTER 81 > § 8103

§ 8103. Citizenship and Navy Reserve requirements

(a) Except as otherwise provided in this title, only a citizen of the United States may serve as master, chief engineer, radio officer, or officer in charge of a deck watch or engineering watch on a documented vessel.

(b)

(1) Except as otherwise provided in this section, on a documented vessel—

(A) each unlicensed seaman must be—

(i) a citizen of the United States;

**STEP 12:**

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

New View Select Help Exit

Hierarchical View Custom Search S & R Vessel Insp. Facility Insp. Container Insp. LE Boardings Fisheries Pollution

Search Keyword: Citizenship Search CFR USC International

Title	Number	Description
08	§ 1453	Cancellation of certificates issued by Attorney General, the Commissioner or a Deputy Commissioner; action not
08	§ 1457	Publication and distribution of citizenship textbooks; use of naturalization fees.
08	§ 1615	Requirements relating to provision of benefits based on citizenship, alienage, or immigration status under t
10	§ 6019	Citizenship of officers of vessels.
46	§ 7102	Citizenship.
46	§ 7304	Citizenship notation on merchant mariners' documents.
46	§ 8103	Failure to comply with the citizenship requirements for vessel personnel.
46	§ 31306	Declaration of citizenship.
18	§ 1015	Naturalization, citizenship or alien registry.
18	§ 1423	Misuse of evidence of citizenship or naturalization.
18	§ 1425	Department of citizenship and naturalization.

USC Regulation: 46USC§ 8103  
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 Web URL: <http://www4.law.cornell.edu/uscode/46/8103.html>  
 Enforcement Cite: 46 USC 8103  
 Enforcement Description:  
 Max Penalty: \$650.00  
 Max Penalty Per: Violation  
 Issuing Authority: 46 USC 8103(f)

**STEP 13:**

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

Item # 1 Date Issued 06/17/2010

Description/Location

\* System Personnel  Not Available for Inspection  Find Cite

\* Sub-System Manning/Qualifications  Voluntary Exam Recommendation Cite: 46USCS 8103  X

\* Component Citizenship Requirements  Grounds for Detention  Security Violation

Failure

Condition: Missing

Cause:

Details: Master not a US citizen.

Requirement/Resolution

\* Due Date: 08/02/2010 and/or Prior to departure from port

Resolved/Corrected

Check Spelling Save and Close Cancel \* Required

**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: <b>Fishing Vessel Exam</b>		Activity Status: <b>Open - In Progress</b>	
Activity No: 3161152	Status Date: 06/21/2010	Originating Unit: D07 dp	Activity Owner: D07 dp
Activity Title/Description: AD - Hooper Dp Spring Fever		Activity Start Date/Time: 06/17/2010 09:00	
Team Lead: Silvestro, Daniel J.		Subject: <b>MISS BARBARA ANN</b>	
Case No: Not Attached to a Case		ID: 609460	
DHS SPOTREP		POC: Butch Hewlett 305 555 1234	
<input type="button" value="Change Vessel"/> <input type="button" value="Change Status"/>		<input type="button" value="Transfer Activity"/>	
<input type="button" value="Operational Controls"/>	<input type="button" value="Class/Group Membership"/>	<input type="button" value="Vessel Details"/>	<input type="button" value="Parties"/>
<input type="button" value="Documentation/Certificates"/>	<input type="button" value="Special Notes"/>	<input type="button" value="Activity Log"/>	<input type="button" value="Team Members"/>
<input type="button" value="Inspections"/>	<input type="button" value="Locations"/>	<input type="button" value="Summary"/>	<input style="border: 2px solid red;" type="button" value="Narrative"/>
<input type="button" value="Use of Force"/>	<input type="button" value="Activity Finder"/>		<input type="button" value="Save Changes"/>
<input type="button" value="Refer to Enforcement"/>	<input type="button" value="Home"/>		<input type="button" value="Help"/>
<input type="button" value="Print Summary"/>	<input type="button" value="Spell Check"/>		

### 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

Activity Type: **Fishing Vessel Exam**      Activity Status: **Open - In Progress**

Activity No: 3161152      Status Date: 06/21/2010      Originating Unit: D07 dp

Activity Title/Description: AD - Hooper Dp Spring Fever      Activity Owner: D07 dp

Activity Start Date/Time: 06/17/2010 09:00      Prompt Date:      Controlling Unit: D07 dp

Team Lead: Silvestro, Daniel J.      Subject: **MISS BARBARA ANN**      ID: 609460

Case No: Not Attached to a Case      POC: Butch Hewlett 305 555 1234

Operational Controls    Class/Group Membership    Vessel Details    Parties    **Documentation/Certificates**    Special Notes    Activity Log    Team Members

Inspections    Locations    Summary    **Narrative**

Mr. Matt Hooper 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 and Trap and targets Stone Crab and Lobster. The vessel was found to be in compliance with currently applicable laws and regulations.  
Issued CFVS Decal 10-11111

Print Summary      Spell Check      Home      ?

### STEP 1:

From the Activity Detail screen click on the **Documentation/Certificates** button.

**U.S. COAST GUARD**      **Documentation**

Activity: 3161152 Fishing Vessel Exam 06/17/2010  
MISS BARBARA ANN

Fishing Vessel Decal

Modify Description    View List    Associations    Certificate

Name	Type	Status	Description
Found 0 Matches in MSN			

Scan Document    Remove Document    **Add Document**    Open Document    Close    Home    ?

Version 4.0.140

### 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**

**U.S. COAST GUARD**      **Documentation**

Activity: 3161152 Fishing Vessel Exam 06/17/2010  
MISS BARBARA ANN

**Add Document**

New Document    Search Stored Documents

No Electronic Copy Available

Cancel

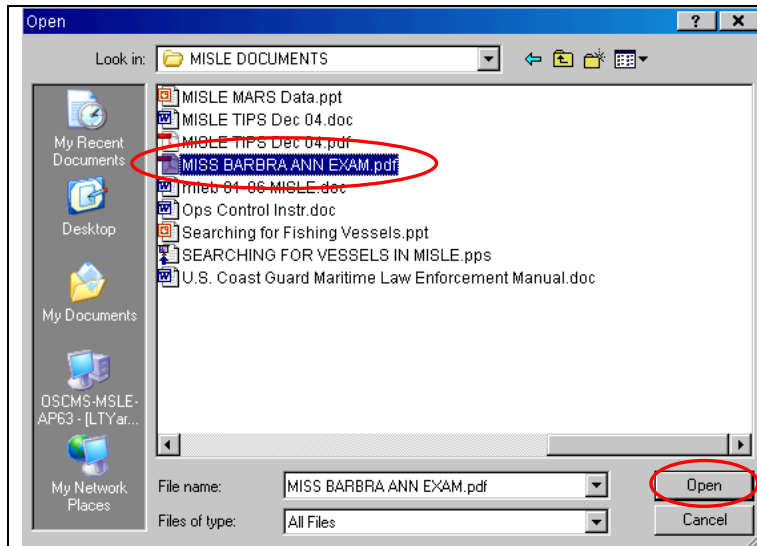
Scan Document    Remove Document    **Add Document**    Open Document    Close    Home    ?

Found 0 Matches in MSN      Version 4.0.140

### STEP 3:

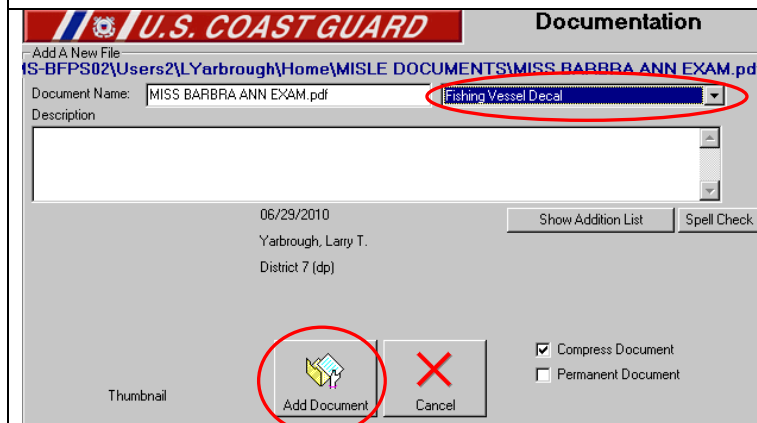
Scan the CG-5587 "**Examiners' Copy**" for the CFVS Exam you are entering in MISLE. Name the document so it is easily identifiable and save it as a PDF file somewhere on your workstation where it is readily accessible.

Click on the **New Document** button.



**STEP 4:**

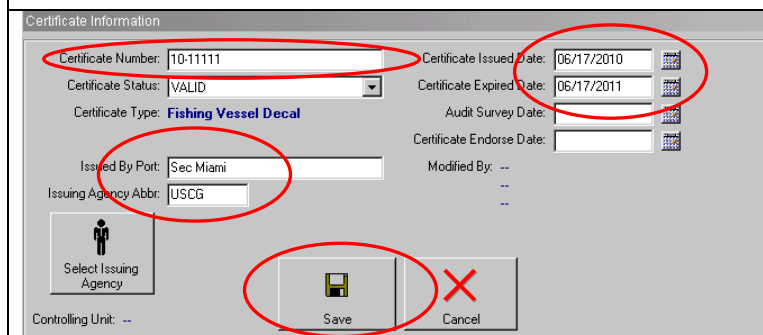
Find the CG-5587 file for this exam that you scanned and click on the **Open** button.



**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 Issued Date: 06/17/2010
Certificate Status: VALID	Certificate Expired Date: 06/17/2011
Certificate Type: Fishing Vessel Decal	Audit Survey Date:
Issued By Port: Sec Miami	Certificate Endorse Date:
Issuing Agency Abbr: USCG	Modified By: --

Controlling Unit: --

Select Issuing Agency

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	Type	Status	Description
MISS BARBRA ANN EXAM.pdf	Fishing Vessel Decal	VALID	

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

Activity Type: **Fishing Vessel Exam**      Activity Status: **Open - In Progress**  
 Activity No: 3161147      Status Date: 06/21/2010      Originating Unit: D07 dp  
 Activity Title/Description: AD Hooper OP Spring Fever      Activity Owner: D07 dp  
 Activity Start Date/Time: 06/17/2010 09:00      Prompt Date:      Controlling Unit: D07 dp  
 Team Lead: Silvestro, Daniel J.      Subject: **MISS BARBARA ANN**      ID: 609460  
 Case No.: Not Attached to a Case      POC: Butch Hewlett 305 555 1234  
 Buttons: Transfer Activity, Change Vessel, Change Status

Operational Controls, Class/Group Membership, Vessel Details, Parties, Documentation/Certificates, Special Notes, Activity Log, Team Members

Inspections, Locations, Summary, Narrative

Violations/Deficiencies: Corrected: 0, Outstanding: 0, Unavailable: 0, Total: 0

Actions Taken:

Activity Finder, Save Changes, Home

### STEP 1:

The vessel subject of an Activity can be changed without having to recreate the whole Activity.

Click on the **Change Vessel** button.

**Activity To Subject Association**

Warning! Changing the subject will result in previously entered Operational Controls, Special Notes, Deficiencies, etc To be attached to the new subject. Continue?

Buttons: Yes, No

### STEP 2:

Acknowledge the Warning and verify that it is an action you intend to take.

Click on the **Yes** button to continue.

Marine Safety Network - Vessel Search and Select - Web Page Dialog

Vessel Name:      VIN: **626929**      Call Sign:      Flag:      Service:      Clear Search Criteria  
 Decal No:      Lock Search:

Name	VIN	Call Sign	Flag	Hull Number	Length Ft.
KAYLA NICOLE	Official Number [U.S.] 626929; I...		US	F-12	67.6
KAYLA NICOLE	State Number: 609929		US		68.0

Buttons: Search MSN, Vessel Description Summary, Create Vessel, **Use Vessel**, Search VIS, Search Lloyds, Close, Help

WARNING - To Prevent Duplication, please note the following: 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. See the Help text for examples.

Maximum allowed records to be returned: 250      Current Records return: 2

http://misletrainweb.osc.uscg.mil/misntrain/MSN\_Vessel\_Search.asp?Child=1&M... Trusted sites

### 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.



Activity Type: <b>Fishing Vessel Exam</b>		Activity Status: <b>Open - In Progress</b>	
Activity No: 3161147		Status Date: 06/21/2010	
Activity Title/Description: AD-Hooper DP Spring Fever		Originating Unit: D07 dp	
Activity Start Date/Time: 06/17/2010 09:00		Activity Owner: D07 dp	
Team Lead: Silvestro, Daniel J.		Controlling Unit: D07 dp	
Case No: Not Attached to a Case		ID: 626929	
DHS SPOTREP		POC: Butch Hewlett 305 555 1234	
Operational Controls		Transfer Activity	
Class/Group Membership		Change Vessel	
Vessel Details		Change Status	
Parties			
Documentation/Certificates			
Special Notes			
Activity Log			
Team Members			
Inspections		Locations	
Violations/Deficiencies		Summary	
Findings:		Narrative	
Actions Taken:		Activity Finder	
Corrected: 0		Save Changes	
Outstanding: 0		Home	
Unavailable: 0			
Total: 0			
Use of Force			
Refer to Enforcement			
Print Summary			

**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

Activity Type: **Fishing Vessel Exam** Activity Status: **Open - Pending**  
 Activity No: 3161152 Status Date: 06/21/2010 Originating Unit: D07 dp  
 Activity Title/Description: AD - Hooper Op Spring Fever Activity Owner: D07 dp  
 Activity Start Date/Time: 06/17/2010 09:00 Prompt Date: Controlling Unit: D07 dp  
 Team Lead: Silvestro, Daniel J. Subject: **MISS BARBARA ANN** ID: 603460  
 Case No: Not Attached to a Case POC: Butch Hewlett 305 555 1234  
 Change Vessel **Change Status** Transfer Activity

Operational Controls Class/Group Membership Vessel Details Parties Documentation/Certificates Special Notes Activity Log Team Members

Use of Force Inspections Locations Summary **Narrative** Activity Finder  
 Refer to Enforcement Mr. Matt Hooper 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 and Trap and targets Stone Crab and Lobster. The vessel was found to be in compliance with currently applicable laws and regulations. Issued CFVS Decal 10-11111  
 Save Changes  
 Print Summary Spell Check Home ?

### STEP 1:

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

Click on the **Change Status** button.

Activity Type: **Fishing Vessel Exam** Activity Status: **Open - In Progress**  
 Activity No: 3161152 Status Date: 06/21/2010 Change Activity Status: **Open - Submitted for Review**  
 Activity Title/Description: AD - Hooper Op Spring Fever as of: 06/21/2010  
 Activity Start Date/Time: 06/17/2010 09:00 Prompt Date: **Change Status** Cancel  
 Team Lead: Silvestro, Daniel J. Subject: **MISS BARBARA ANN**  
 Case No: Not Attached to a Case POC: Butch Hewlett 305 555 1234

Operational Controls Class/Group Membership Vessel Details Parties Documentation/Certificates Special Notes Activity Log Team Members

Use of Force Inspections Locations Summary **Narrative** Activity Finder  
 Refer to Enforcement Mr. Matt Hooper 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 and Trap and targets Stone Crab and Lobster. The vessel was found to be in compliance with currently applicable laws and regulations. Issued CFVS Decal 10-11111  
 Save Changes  
 Print Summary Spell Check Home ?

### 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.

Activity Type: **Fishing Vessel Exam**      Activity Status: **Open - In**      Change Activity Status: **Open - Submitted for Review**

Activity No: 3161152      Status Date: 06/21/2011      as of: 06/21/2010

Activity Title/Description: AD - Hooper Op Spring Fever

Activity Start Date/Time: 06/17/2011 09:00      Prompt Date:

Team Lead: Silvestro, Daniel J.      Subject: **MISS BARBARA ANN**

Case No: Not Attached to a Case      **Change Status**      Cancel

DHS SPOTREP      PDC: Butch Hewlett 305 555 1234

Operational Controls    Class/Group Membership    Vessel Details    Parties    Documentation/Certificates    Special Notes    Activity Log    Team Members

Use of Force    Inspections    Locations    Summary    **Narrative**    Activity Finder

Refer to Enforcement    Mr. Matt Hooper conducted a Voluntary Dockside Commercial Fishing Vessel Safety Examination for this 40 foot long FRIP 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 and Trap and targets Stone Crab and Lobster. The vessel was found to be in compliance with currently applicable laws and regulations. Issued CFVS Decal 10-11111

Print Summary    Spell Check    Save Changes    Home    ?

## **STEP 2:** (Continued)

Click on the **Change Status** button.

# TRANSFERRING OWNERSHIP AND CONTROL

Activity Type: **Fishing Vessel Exam** Activity Status: **Open - Pending**

Activity No: 3161152 Status Date: 06/21/2010 Originating Unit: D07 dp

Activity Title/Description: AD - Hooper Op Spring Fever Activity Owner: D07 dp

Activity Start Date/Time: 06/17/2011 09:00 Prompt Date: Controlling Unit: D07 dp

Team Lead: Silvestro, Daniel J. Subject: **MISS BARBARA ANN** ID: 609460

Case No: Not Attached to a Case POC: Butch Hewlett 305 555 1234

Buttons: Change Vessel Change Status **Transfer Activity**

Operational Controls Class/Group Membership Vessel Details Parties Documentation/Certificates Special Notes Activity Log Team Members

Use of Force Inspections Locations Summary **Narrative** Activity Finder

Refer to Enforcement Save Changes

Print Summary Spell Check Home ?

**Narrative:** Mr. Matt Hooper 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 and Trap and targets Stone Crab and Lobster. The vessel was found to be in compliance with currently applicable laws and regulations. Issued CPVS Decal 10-11111

## 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.

Activity Type: **Fishing Vessel Exam** Activity Status: **Open - Pending**

Activity No: 3161152 Status Date: 06/21/2010

Activity Title/Description: AD - Hooper Op Spring Fever

Activity Start Date/Time: 06/17/2011 09:00 Prompt Date: Receiving Unit: **SEC Miami**

Team Lead: Silvestro, Daniel J. Subject: **MISS BARBARA ANN** Reason for Transfer: **Approval**

Case No: Not Attached to a Case POC: Butch Hewlett 305 555 1234

Buttons: Transfer Cancel

Operational Controls Class/Group Membership Vessel Details Parties Documentation/Certificates Special Notes Activity Log Team Members

Use of Force Inspections Locations Summary **Narrative** Activity Finder

Refer to Enforcement Save Changes

Print Summary Spell Check Home ?

**Narrative:** Mr. Matt Hooper 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 and Trap and targets Stone Crab and Lobster. The vessel was found to be in compliance with currently applicable laws and regulations. Issued CPVS Decal 10-11111

## 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

Activity Type: **Fishing Vessel Exam**      Activity Status: **Open - Pending**  
 Activity No: 3161152      Status Date: 06/22/2010      Originating Unit: D07 dp  
 Activity Title/Description: AD - Hooper Op Spring Fever      Activity Owner: D07 dp  
 Activity Start Date/Time: 06/17/2010 09:00      Prompt Date:      Controlling Unit: D07 dp  
 Team Lead: Silvestro, Daniel J.      Subject: **MISS BARBARA ANN**      ID: 609460

Case No: Not Attached to a Case      POC: Butch Hewlett 305 555 1234      Change Vessel      Transfer Activity  
 DHS SPOTREP

Operational Controls      Class/Group Membership      Vessel Details      Parties      Documentation/Certificates      Special Notes      Activity Log      Team Members

**Inspections**      Locations      Summary      Narrative

Inspections Conducted

Inspection Type	Unit	Date
Initial Examination	SEC Miami	06/17/20...

Print Deficiency Letter      Activity Finder  
 Generate Certificates      Inspection Results      Save Changes  
 TWIC Verification      Add      Modify      Delete      Paid in Full?      Home      ?

### 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.

Activity Type: **Fishing Vessel Exam**      Activity Status: **Open - Pending**  
 Activity No: 3161152      Status Date: 06/22/2010      Originating Unit: D07 dp  
 Activity Title/Description: AD - Hooper Op Spring Fever      Activity Owner: D07 dp  
 Activity Start Date/Time: 06/17/2010 09:00      Prompt Date:      Controlling Unit: D07 dp  
 Team Lead: Silvestro, Daniel J.      Subject: **MISS BARBARA ANN**      ID: 609460

Case No: Not Attached to a Case      POC: Butch Hewlett 305 555 1234      Change Vessel      Transfer Activity  
 DHS SPOTREP

Operational Controls      Class/Group Membership      Vessel Details      Parties      Documentation/Certificates      Special Notes      Activity Log      Team Members

**Inspections**      Locations      Summary      Narrative

Inspections Conducted

**Add Inspection to Current Activity**

Activity: Fishing Vessel Exam  
 Inspection Type: **Follow Up Examination**  
 Date/Time Performed: 06/22/2010 07:03:08 AM  
 Unit: D07 dp

Continue Add      Cancel

Print Deficiency Letter      Activity Finder  
 Generate Certificates      Inspection Results      Save Changes  
 TWIC Verification      Add      Modify      Delete      Paid in Full?      Home      ?

### 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.

Activity Type: **Fishing Vessel Exam**      Activity Status: **Open - Pending**  
 Activity No: 3161152      Status Date: 06/22/2010      Originating Unit: D07 dp  
 Activity Title/Description: AD - Hooper Op Spring Fever      Activity Owner: D07 dp  
 Activity Start Date/Time: 06/17/2010 09:00      Prompt Date:      Controlling Unit: D07 dp  
 Team Lead: Silvestro, Daniel J.      Subject: **MISS BARBARA ANN**      ID: 609460

Case No: Not Attached to a Case      POC: Butch Hewlett 305 555 1234      Change Vessel      Transfer Activity  
 DHS SPOTREP

Operational Controls      Class/Group Membership      Vessel Details      Parties      Documentation/Certificates      Special Notes      Activity Log      Team Members

**Inspections**      Locations      Summary      Narrative

Inspections Conducted

Inspection Type	Unit	Date
Follow Up Examination	D07 dp	06/22/20...
Initial Examination	SEC Miami	06/17/20...

Print Deficiency Letter      Activity Finder  
 Generate Certificates      Inspection Results      Save Changes  
 TWIC Verification      Add      Modify      Delete      Paid in Full?      Home      ?

### 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.

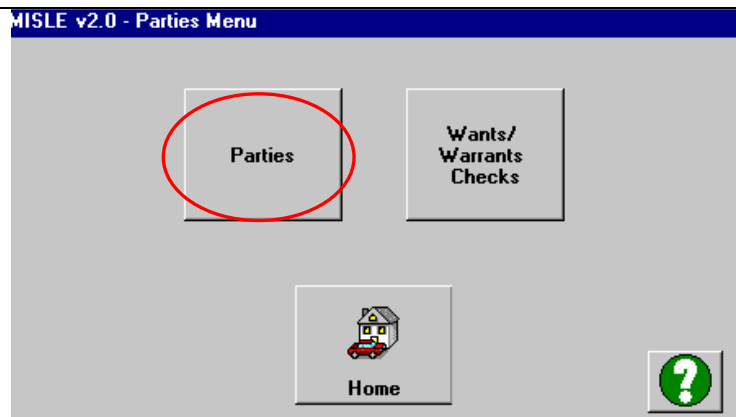
**NOTE:** Refer to the **ENTERING VESSEL DEFICIENCIES/pg 30** and **ENTERING EXAMINATION NARRATIVES/pg 36** for further guidance.

## CREATING A VESSEL PARTY OR ORGANIZATION



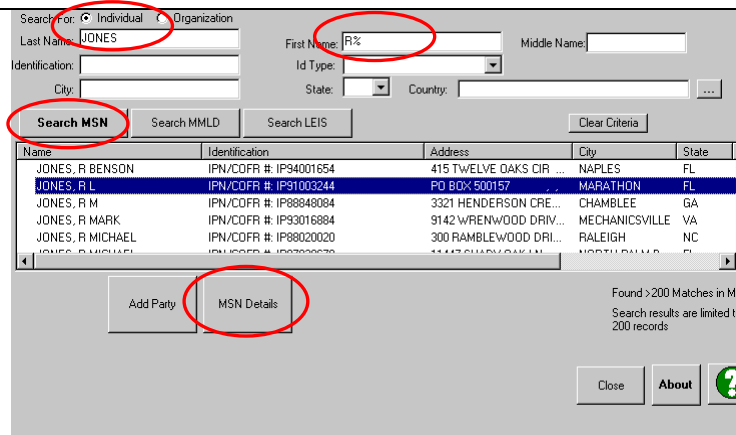
### STEP 1:

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



### STEP 2:

Click on the **Parties** button.



### 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.

\*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:** (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.*

Search For:  Individual  Organization

Last Name: JONES First Name: R% Middle Name: Identification: Id Type: City: State: Country: Search MSN Search MMLD Search LEIS Clear Criteria

Name	Identification	Address	City	State
JONES, R BENSON	IPN/COFR #: IP94001654	415 TWELVE OAKS CIR ...	NAPLES	FL
JONES, R L	IPN/COFR #: IP91003244	PO BOX 500157	MARATHON	FL
JONES, R M	IPN/COFR #: IP88949084	3321 HENDERSON CRE...	CHAMBLEE	GA
JONES, R MARK	IPN/COFR #: IP93016884	9142 WRENWOOD DRIV...	MECHANICSVILLE	VA
JONES, R MICHAEL	IPN/COFR #: IP88020020	300 RAMBLEWOOD DRIL...	RALEIGH	NC

Found >200 Matches in MSN Search results are limited to 200 records

Close About ?

**STEP 4:**

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

Party Type:  Individual  Organization MISLE Party ID: --

SSN: Birth Date: 09/30/1946

Prefix: Mr. Gender:  Male  Female  Other

Last Name: JONES Height: 4' 10" Weight: 210

First Name: Robert Hair: Bald Eyes: Multi

Middle Name: Jethro Deceased: Race: Caucasian

Suffix: III MMLD Reference Number: Not Specified

Save General Info

Party Associations Party Roles New Search Documents Activity History Close

**STEP 5:**

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

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

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

General Info | IDs | Aliases | **Nationality** | Address | Phone | E-Mail

Nationality

Add US New Nationality Delete Nationality

Party Associations Party Roles New Search Documents Activity History Close

**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.

General Info | IDs | Aliases | Nationality | **Address** | Phone | E-Mail

Addresses:

Type	Preferred	Address	City	State	Zip	Province	Country
Home/Primary Residence	<input checked="" type="checkbox"/>	1234 Red Herring Drive	Marathon	FL	12345		United States

Address Data Entry

Type: Home/Primary Residence | Address: 1234 Red Herring Drive

Preferred

City, St, Zip: Marathon | FL | 12345

Province: | Country: United States

Save | Delete | Cancel

New Address

Party Associations | Party Roles | New Search | Documents | Activity History | Close

**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.

General Info | IDs | Aliases | Nationality | **Address** | Phone | E-Mail

Phone Numbers

Type	Preferred	Phone #
------	-----------	---------

Phone Number Data Entry

Phone Type: Mobile

Preferred

Phone Number: 305.555.1234

Delete | Save | Cancel

New Phone #

Party Associations | Party Roles | New Search | Documents | Activity History | Close

**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

Name: MISS BARBARA ANN Primary VIN: 609460  
 Flag: UNITED STATES VIN Type: Official Number (U.S.)  
 Call Sign: WDE2116

Involved Parties Particulars Highlights Design Highlights usca 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

Length: 40.1 Foot  
 Design Draft: --

Gross Tonnage: 18 GRT  
 Convention: GT ITC  
 Regulatory: 18 GRT

U.S. Documented: Yes  
 Documentation Status: VALID  
 Inspection Subchapter: --

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
- Documents
- Electrical
- Emergency Data
- Firefighting
- Groups
- Hull
- Lifesaving
- Lookouts
- Maneuverability
- Manning Requirements
- Miscellaneous Systems
- Navigation
- Notes
- Operational Controls
- Pollution Prevention
- Propulsion
- Routes and Conditions
- Tonnage&Dimension
- User Fee
- Vessel Details

## 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**.

Marine Safety Network - Party to Vessel Association -- Web Page Dialog

Vessel Name: MISS BARBARA ANN Call Sign: WDE2116  
 Flag: UNITED STATES Primary VIN: 609460

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	

Party Details Add Party Association Edit Party Association

(Version 4.0.20) Close Help

## STEP 2:

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

Marine Safety Network - Party to Vessel Association -- Web Page Dialog

Vessel Name: MISS BARBARA ANN Call Sign: WDE2116  
 Flag: UNITED STATES Primary VIN: 609460

Add Party Relationship

Party Name:  Inactive X

Relationship Type:

Begin Date: 06/22/2010

Relationship Description:

Save Cancel Spell Check Edit Party Association

(Version 4.0.20) Close Help

## STEP 3:

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

Search For:  Individual  Organization

Last Name: JONES First Name: ROBERT Middle Name: J%

Identification: Id Type: State: Country:

City:

**Search MSN** Search MMLD Search LEIS Clear Criteria

Name	Identification	Address	City	State	Co
Found 0 Matches in MSN Search results are limited to 200 records					

Add Party Close About ?

**STEP 4:**

Enter the party or organization's name and any other pertinent information in the search box.

Click on the **Search MSN** button.

Search For:  Individual  Organization

Last Name: JONES First Name: ROBERT Middle Name: J%

Identification: Id Type: State: Country:

City:

Search MSN Search MMLD Search LEIS Clear Criteria

Name	Identification	Address	City	State	Co
JONES, ROBERT J		80 SPINNAKER	HALIFAX	CA	
JONES, ROBERT J	Drivers License: 180002408	19 STONEHURST CIRCLE	CENTEREACH	NY	UN
JONES, Robert James Jr.	Drivers License: 1334 450 666 AZ	1234 Red Herring Drive	Marathon	FL	UN

Add Party MSN Details **Select Party** Found 3 Matches in MSN  
Search results are limited to 200 records

Close About ?

**STEP 5:**

Highlight the party's name in the results box and click on **Select Party** button.

Vessel Name: MISS BARBARA ANN Call Sign: WDE2116  
Flag: UNITED STATES Primary VIN: 609460

Add Party Relationship

Party Name: JONES, Robert James Jr.

Relationship Type: **Co-Owner**

Begin Date: 06/22/2010

Relationship Description:

Save Cancel Spell Check ?

**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		

(Version 4.0.20)

Party Details Add Party Association Edit Party Association Close Help

**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.

## ADDING A PARTY TO AN ACTIVITY DETAIL

Activity Type: **Fishing Vessel Exam**      Activity Status: **Open - Pending**  
 Activity No: 3161152      Status Date: 06/22/2010      Originating Unit: D07 dp  
 Activity Title/Description: AD - Hooper Op Spring Fever      Activity Owner: D07 dp  
 Activity Start Date/Time: 06/17/2010 09:00      Prompt Date:      Controlling Unit: D07 dp  
 Team Lead: Silvestro, Daniel J.      Subject: **MISS BARBARA ANN**      ID: 603460  
 Case No: Not Attached to a Case      POC: Butch Hewlett 305 555 1234      Change Vessel      Transfer Activity  
 DHS SPOTREP      Change Status

Operational Controls      Class/Group Membership      Vessel Details      **Parties**      Documentation/Certificates      Special Notes      Activity Log      Team Members

Use of Force      Inspections      Locations      **Summary**      Narrative      Activity Finder  
 Refer to Enforcement      Violations/Deficiencies      Findings      Actions Taken:      Save Changes  
 Print Summary      Corrected: 0      Outstanding: 0      Unavailable: 0      Total: 0      -- Documents --      Fishing Vessel Decal      Home      ?

### 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.

Activity No: 3161152      Activity Type: Fishing Vessel Exam

Wanted	Name	Current Name	Role	Added Date

Select Party      **Select Related Parties**      Remove Party      Return to Activity      ?

### 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.

Parties Related to Activity Subjects (Vessels and Facilities)

Subject	Party Name	Role
MISS BARBARA ANN	COLLINS, JOHN P	Owner
MISS BARBARA ANN	GLENN H HEWLETT JR.	Managing Owner
MISS BARBARA ANN	GLENN HEWLETT	Operator (managing)
MISS BARBARA ANN	Robert James JONES Jr.	Co-Owner

Select Party      Cancel

### STEP 3:

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

Wanted	Name	Current Name	Role	Added Date
--------	------	--------------	------	------------

Activity No: 3161152      Activity Type: Fishing Vessel Exam

**Add Party To Activity**  
GLENN HEWLETT  
Choose a role that describes the selected parties relationship to the activity.  
Operator  
 Add to Wanted/Locator List  
Cancel      Continue Adding to Activity

Select Party  
Select Related Parties  
Remove Party  
Return to Activity  
?

**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.

Wanted	Name	Current Name	Role	Added Date
N	GLENN HEWLETT	HEWLETT, GLENN	Operator	06/22/201

Activity No: 3161152      Activity Type: Fishing Vessel Exam

Select Party  
Select Related Parties  
Remove Party  
Return to Activity  
?

**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

Vessel Name: \_\_\_\_\_ VIN: FL%4321%AB

Call Sign: \_\_\_\_\_ Flag: \_\_\_\_\_ Service: \_\_\_\_\_ Clear Search Criteria

Decal No: \_\_\_\_\_

Lock Search

Name	VIN	Call Sign	Flag	Hull Number	Length Ft.	D

Vessel Historical Search

Search MSN   **Create Vessel**   Search VIS   Search Lloyds   Search MMSI   Close   Help

WARNING - To Prevent Duplication, please note the following: 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. See the Help text for examples.

Maximum allowed records to be returned: 250   Current Records return: 0

***\*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 possess 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.

**Identification**   General Information   Fleets

Name: SALTY DOG    Documented Vessel?

Call Sign: \_\_\_\_\_    COFF Required?

Flag: UNITED STATES    Unknown   Home Port: Foreign

Vessel Id: FL4321AB   Port: FL Pierce

Id Type: State Number   State/Province: FL

Class Type: Fishing Vessel   Home Port: Foreign

Type: Fish Catching Vessel   Port: FL Pierce

Sub Type: Band Rigg'd   State/Province: FL

Service: Commercial Fishing Vessel

\* Indicates required fields

Version 4.0.130   Create Vessel   Close   Help

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.

Version 4.0.130

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

### **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.

Version 4.0.130

### **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.

Name	VIN	Call Sign	Flag	Hull Number	Length Ft.	D
SALTY DOG	State Number: FL4321AB		US			

Maximum allowed records to be returned: 250 Current Records return: 1

### **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.

Name: SALTY DOG Primary VIN: FL4321AB  
 Flag: UNITED STATES VIN Type: State Number  
 Call Sign:

Involved Parties Particulars Highlights Design Highlights usca Certificate CG Activity History

Current VINs:

VIN	Type
FL4321AB	State Number

Vessel Class: Fishing Vessel  
 Vessel Type: Fish Catching Vessel  
 Vessel Sub Type: Bandt Rigged  
 Vessel Service: Commercial Fishing Vessel  
 Builder: --

Delivery Date: --  
 Keel Laid Date: --  
 Self Propelled: True  
 Hull Material: --  
 Inspected: No

U.S. Documented: No  
 Documentation Status: None  
 Inspection Subchapter: C

Length: --  
 Design Draft: --

Gross Tonnage: --  
 Convention: GT ITC  
 Regulatory: 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
- Documents
- Electrical
- Emergency Data
- Firefighting
- Groups
- Hull
- Lifesaving
- Lookouts
- Maneuverability
- Manning Requirements
- Miscellaneous Systems
- Navigation
- Notes
- Operational Controls
- Pollution Prevention
- Propulsion
- Routes and Conditions
- Tonnage&Dimension
- User Fee
- Vessel Details

**STEP 6:**

Select the **Tonnage & Dimension** icon.

Vessel Name: SALTY DOG Primary VIN: FL4321AB  
 Flag: UNITED STATES Call Sign:

Dimensions **Simplified Tonnage** Formal Tonnage

Self Propelled Machinery Location Hull Configuration Hull Shape Deckhouse  
 Yes

Length/Breadth/Depth  
 Feet/10th Feet  Feet/Inches

Length (L) Breadth (B) Depth (D)  
 40.1 ft. ft. ft.

Gross Tonnage (GRT) Net Tonnage (NRT)

Manual Override

Calculate Tonnage

Delete Simplified Tonnage

Meters To Feet Conversion: Right Click Over Data Entry Block

Ver. 4.0.100 Save Close Help

**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.

Vessel Tonnage Saved

Vessel Dimension and Tonnage Information has been saved.

OK

**STEP 8:**

A **Vessel Tonnage Saved** pop-up box will appear.

Click on the **OK** button.

Name: SALTY DOG Primary VIN: FL4321AB  
 Flag: UNITED STATES VIN Type: State Number  
 Call Sign:

Involved Parties Particulars Highlights Design Highlights usca Certificate CG Activity History

Current VINs:

VIN	Type
FL4321AB	State Number

Vessel Class: Fishing Vessel  
 Vessel Type: Fish Catching Vessel  
 Vessel Sub Type: Bandt Rigged  
 Vessel Service: Commercial Fishing Vessel  
 Builder: --

Delivery Date: --  
 Keel Laid Date: --  
 Self Propelled: True  
 Hull Material: --  
 Inspected: No

U.S. Documented: No  
 Documentation Status: None  
 Inspection Subchapter: C

Length: 40.1 Foot  
 Design Draft: --

Gross Tonnage: --  
 Convention: GT ITC  
 Regulatory: 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
- Documents
- Electrical
- Emergency Data
- Firefighting
- Groups
- Hull
- Lifesaving
- Lookouts
- Maneuverability
- Manning Requirements
- Miscellaneous Systems
- Navigation
- Notes
- Operational Controls
- Pollution Prevention
- Propulsion
- Routes and Conditions
- Tonnage&Dimension
- User Fee
- Vessel Details

**STEP 9:**

Click on the **Hull** icon.



Vessel Name: SALTY DOG  
Flag: UNITED STATES  
Primary VIN: FL4321AB  
Call Sign: --

**Vessel Hull System** | Decks, Fittings, Watertight Integrity | Vessel Hull Inspection | Double Hull Compliance

Hull Material: FRP (Fiberglass)  
Other Material: --  
Sheathing Material Type: FRP  
Design Type: SINGLE HULL  
Hull Color: Blue  
Double Side Type: --  
Forebody Description: --  
 Double Bottom/Type: --  
Construction Type: --

Deck Framing Cfg: --  
Side Framing Cfg: --  
Bottom Framing Cfg: --  
Standard Subdivision: --  
Drainage Type: WELL DECK  
Other Subdivision: --  
Environmental Protection: --

Reduce Scantling?  Yes  No  Unknown

Buttons: Save, Edit, Cancel, Close, Help

Last Modified by: (Version 4.0.20)  
Unit: D07 dp | Unit Name: District 7 (dp) | Individual: Yarbrough, Larry T. | Date: 06/22/2010 12:48:37 PM

**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.

Name: SALTY DOG  
Flag: UNITED STATES  
Primary VIN: FL4321AB  
VIN Type: State Number  
Call Sign: --

Icons: Involved Parties, Particulars Highlights, Design Highlights, Certificate, DG Activity History

Current VINs:  
VIN: FL4321AB | Type: State Number

Vessel Class: Fishing Vessel  
Vessel Type: Fish Catching Vessel  
Vessel Sub Type: Bandit Rigged  
Vessel Service: Commercial Fishing Vessel  
Builder: --

Length: 40.1 Foot  
Design Draft: --  
Gross Tonnage: GT ITC, GRT  
Convention: --  
Regulatory: --

U.S. Documented: No  
Documentation Status: None  
Inspected: No  
Inspection Subchapter: C

Buttons: Home, Vessel Utilities, Vessel Search, Vessel Critical Profile, Close, Help

Left Menu: All Involved Parties, Ballast, Bilge, Boiler, Cargo, CDD Information, Communication, Construction Details (circled), LSH Information, Deficiency History, Documents, Electrical, Emergency Data, Firefighting, Groups, Hull, Lifesaving, Lookouts, Maneuverability, Manning Requirements, Miscellaneous Systems, Navigation, Notes, Operational Controls, Pollution Prevention, Propulsion, Routes and Conditions, Tonnage/Dimension, User Fees, Vessel Details

**STEP 11:**

Click on the **Construction Details** icon.

Vessel Name: SALTY DOG  
Flag: UNITED STATES  
Primary VIN: FL4321AB  
Call Sign: --

Shipyard Name: --  
Builder Name: --  
Construction POC: --

Contract Date: --  
Keel Laid Date: --  
Year Completed: 1998 (circled)  
Delivery Date: --  
Last Conversion Date: --

Place of Hull Construction:  
Country: --  
State: WY  
City: --

Place of Construction Completion:  
Country: --  
State: WY  
City: --

Buttons: Save, Delete, Close, Help

Version 4.0.20  
Last Modified by:

**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.

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

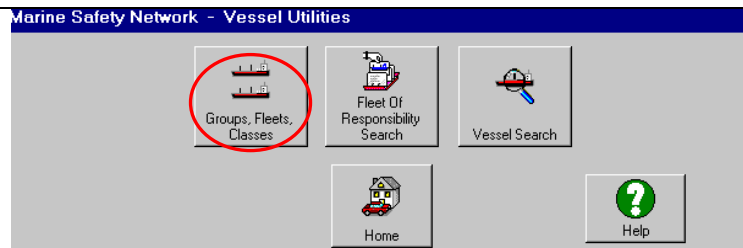
## ENTERING GROUP OR CLASS NOTES



### STEP 1:

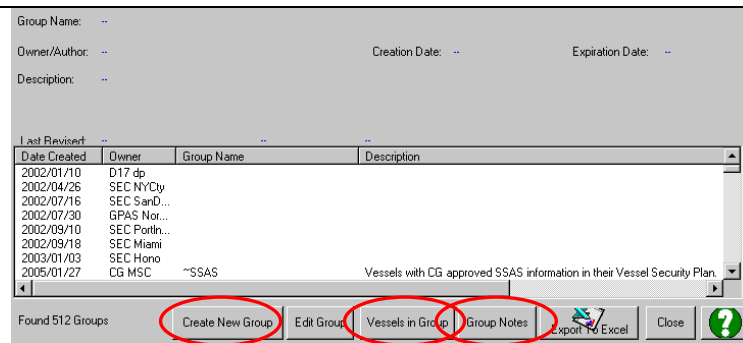
The ability to enter a group or class notes is a powerful management tool. As you review this feature you will see how units have used it to enhance their vessel management capability. CG-543 uses this feature to track vessels granted citizenship waivers and several units are using it to track their 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.

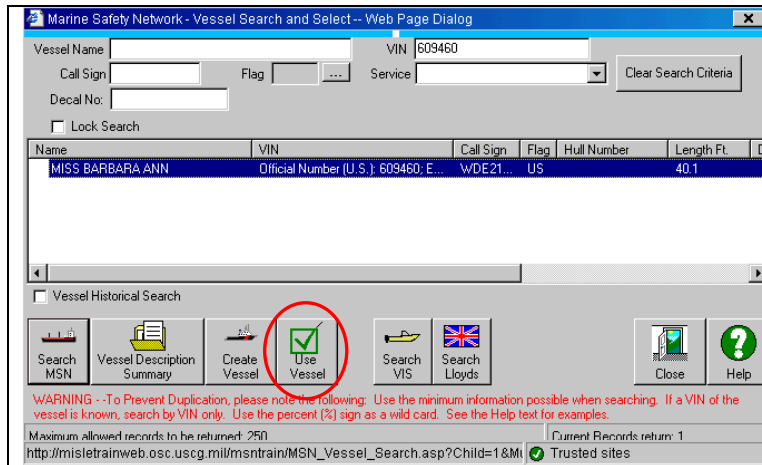
WARNING - To Prevent Duplication, please note the following: Use the minimum information possible when searching. If a VIN of the vessel is known, search by VIN only. Use the percent (%) sign as a wild card. See the Help text for examples.

Ready Current Records return: 0  
[http://misletrainweb.osc.uscg.mil/msntrain/MSN\\_Vessel\\_Search.asp?Child=1&M](http://misletrainweb.osc.uscg.mil/msntrain/MSN_Vessel_Search.asp?Child=1&M) Trusted sites

**STEP 7:**

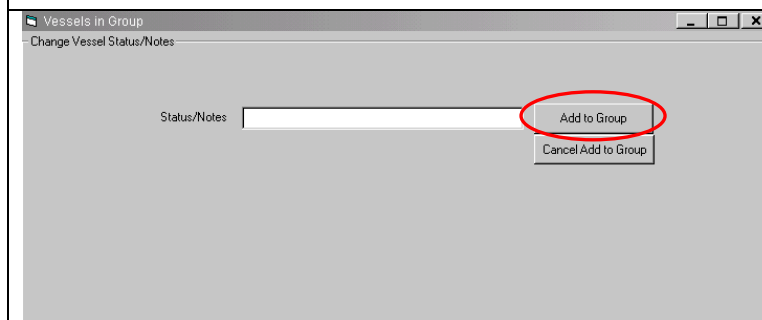
You will now complete a standard search for the vessel using the **VIN** or other applicable information.

Click on the **Search MSN** button.



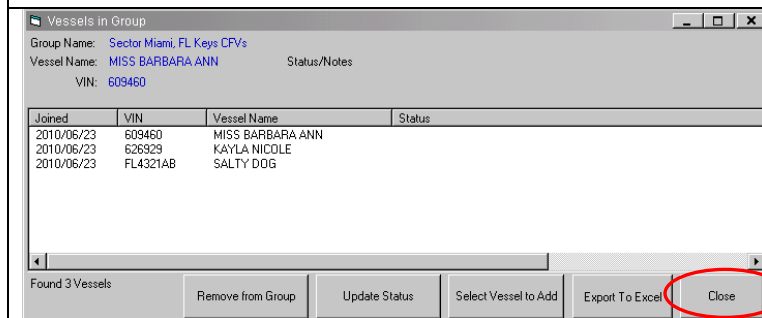
**STEP 8:**

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



**STEP 9:**

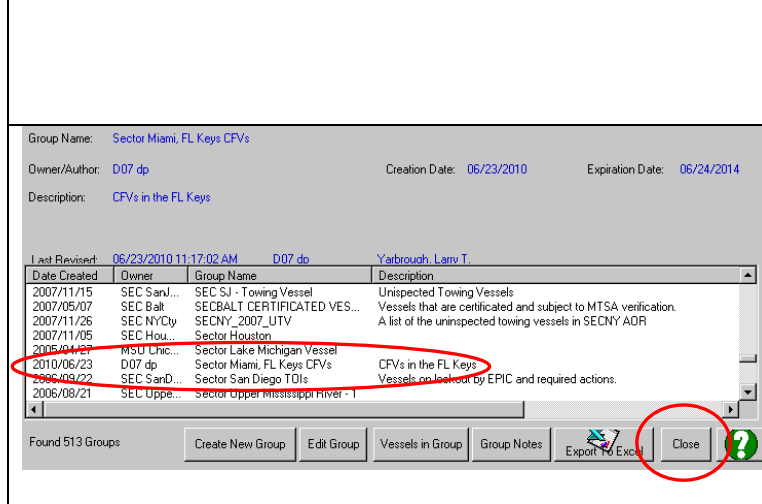
Click on the **Add to Group** button.



**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

Activity Type: **Fishing Vessel Exam**      Activity Status: **Open - In Progress**  
 Activity No: 3161227      Status Date: 06/23/2010      Originating Unit: D07 dp  
 Activity Title/Description: AD Hooper      Activity Owner: D07 dp  
 Activity Start Date/Time: 06/23/2010 12:25      Prompt Date:      Controlling Unit: D07 dp  
 Team Lead: Yarbrough, Larry T.      Subject: **SALTY DOG**      ID: FL4321AB  
 Case No: Not Attached to a Case      POC: I. M. Sally (305) 595 1234      Transfer Activity  
 DHS SPOTREP      Change Vessel      Change Status

**Operational Controls**      Class/Group Membership      Vessel Details      Parties      Documentation/Certificates      Special Notes      Activity Log      Team Members

Use of Force      Inspections      Locations      Summary      Narrative      Activity Finder  
 Refer to Enforcement      Violations/Deficiencies      Findings      Actions Taken      Save Changes  
 Print Summary      Corrected: 0      Outstanding: 0      Unavailable: 0      Total: 0      Home

### STEP 1:

Starting at an open Activity Screen, select **Operational Control** at the **Vessel Detail** screen.

Current Name: **SALTY DOG**      Activity: **3161227**  
 Name at time of Activity: **SALTY DOG**

DP ID	Initiated Date	Initiated Port	Control Type	Date Removed	Port Removed

Show All Controls For Vessel      Version: 4.0.20

**Add New Control**      Open Control      Close      ?

### STEP 2:

Select **Add New Control**

MSN - Operational Control Detail      Date Imposed: **06/23/2010 16:34**      Port Imposed: **D07 dp**      Activity: **3161227**  
 Date Removed: --      Port Removed: --  
 Remove DP Control      Modify Date Imposed

\* **Category Type:** Safety  
 \* **Reason:** Identified Hazardous/Unsafe Condition  
 \* **Control Type:** COTP Order (Restriction of Operations)

Planned?      **Name of Authorizing Official:** Capt H. Yeaton  
 Recommend Denial of Entry (ISM/ISPS)      **Agency Jurisdiction:** US Coast Guard

Requirement/Restriction	Description

Delete Restriction      Add Restriction      **Save**      Close      \*Required

### 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.

Date Imposed: 06/23/2010 16:34 Port Imposed: D07 dp Activity: 3161227  
 Date Removed: -- Port Removed: --  
 Remove OP Control Modify Date Imposed

\* Category Type: Safety  
 \* Reason: Identified Hazardous/Unsafe Condition  
 \* Control Type: COTP Order (Restriction of Operations)

Planned?  Name of Authorizing Official: Capt H. Yeaton  
 Recommend Denial of Entry (ISM/ISPS)  Agency Jurisdiction: US Coast Guard

Requirement/Restriction	Description

Delete Restriction Add Restriction Update Close \* Required

**STEP 4:**

Click on the **Add Restriction** button.

MSN Operational Control Detail  
 Date Imposed: 06/23/2010 16:34 Port Imposed: D07 dp Activity: 3161227  
 Date Removed: -- Port Removed: --  
 Remove OP Control Modify Date Imposed

\* Category Type: Requirement/Restriction  
 \* Reason: Vessel Movement Limitation  
 \* Control Type: Description  
 FV SALTY DOG is not to depart the Port of Key West FL prior to battery replacement, replacement of Hydrostatic release, service and NOAA registration EPIRB.

Planned?  Submit  
 Recommend Denial of Entry (ISM/ISPS)  Cancel

Requirement/Restriction	Description

Delete Restriction Add Restriction Update Close \* Required

**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.

MSN Operational Control Detail  
 Date Imposed: 06/23/2010 16:34 Port Imposed: D07 dp Activity: 3161227  
 Date Removed: -- Port Removed: --  
 Remove OP Control Modify Date Imposed

\* Category Type: Safety  
 \* Reason: Identified Hazardous/Unsafe Condition  
 \* Control Type: COTP Order (Restriction of Operations)

Planned?  Name of Authorizing Official: Capt H. Yeaton  
 Recommend Denial of Entry (ISM/ISPS)  Agency Jurisdiction: US Coast Guard

Requirement/Restriction	Description
Vessel Movement Limitation	FV SALTY DOG is not to depart the Port of Key West FL prior to battery replacement, re...

Delete Restriction Add Restriction Update Close \* Required

**STEP 6:**

Click on the **Close** button.

Current Name: **SALTY DOG** Activity: **3161227**  
 Name at time of Activity: **SALTY DOG**

DP ID	Initiated Date	Initiated Port	Control Type	Date Removed	Port Removed
141578	2010/06/23 16:34 Z	D07 dp	COTP Order (Restriction of Op...		

Show All Controls For Vessel

Add New Control **Open Control** Close

Version: 4.0.20

**STEP 7:**

Click on the **Open Control** button.

Activity Type: **Fishing Vessel Exam** Activity Status: **Open - In Progress**  
 Activity No: 3161227 Status Date: 06/23/2010 Originating Unit: D07 dp  
 Activity Title/Description: AD Hooper Activity Owner: D07 dp  
 Activity Start Date/Time: 06/23/2010 12:25 Prompt Date: ... Controlling Unit: D07 dp  
 Team Lead: Yarbrough, Larry T. Subject: **SALTY DOG** ID: FL4321AB  
 Case No: Not Attached to a Case POC: I. M. Sally (305) 555 1234

Operational Controls Class/Group Membership Vessel Details Parties Documentation/Certificates Special Notes Activity Log Team Members

Use of Force Inspections Locations **Summary** Narrative

Violations/Deficiencies Findings: **Actions Taken:**  
 Operational Control - Open (1)

Corrected: 0  
 Outstanding: 0  
 Unavailable: 0  
 Total: 0

Print Summary Activity Finder Save Changes Home

**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

Activity Type: **Fishing Vessel Exam**      Activity Status: **Open - In Progress**

Activity No: 3161227      Status Date: 06/23/2010      Originating Unit: D07 dp

Activity Title/Description: AD Hooper      Activity Owner: D07 dp

Activity Start Date/Time: 06/23/2010 12:25      Prompt Date:      Controlling Unit: D07 dp

Team Lead: Yarbrough, Larry T.      Subject: **SALTY DOG**      ID: FL4321AB

Case No: Not Attached to a Case      POC: I. M. Sally (305) 555 1234      Transfer Activity

**Operational Controls**      Class/Group Membership      Vessel Details      Parties      Documentation/Certificates      Special Notes      Activity Log      Team Members

Use of Force      Inspections      Locations      Summary      Narrative      Activity Finder

Refer to Enforcement      Violations/Deficiencies      Findings      Actions Taken: Operational Control - Open (1)      Save Changes

Print Summary      Corrected: 0      Outstanding: 0      Unavailable: 0      Total: 0      Home ?

### STEP 1:

Click on the **Operational Controls** button.

Current Name: **SALTY DOG**      Activity: 3161227

Name at time of Activity: **SALTY DOG**

OP ID	Initiated Date	Initiated Port	Control Type	Date Removed	Port Removed
141578	2010/06/23 16:34 Z	D07 dp	COTP Order (Restriction of Op...		

Show All Controls For Vessel      Version: 4.0.20

Add New Control      **Open Control**      Close      ?

### STEP 2:

Select the **Operational Control** and click on the **Open Control** button.

Date Imposed: 06/23/2010 16:34      Port Imposed: D07 dp      Activity: 3161227

Date Removed: --      Port Removed: --

**Remove OP Control**      Modify Date Imposed

\* **Category Type:** Safety

\* **Reason:** Identified Hazardous/Unsafe Condition

\* **Control Type:** COTP Order (Restriction of Operations)

Planned?       Name of Authorizing Official: Capt H. Yeaton

Recommend Denial of Entry (ISM/ISPS)       Agency Jurisdiction: US Coast Guard

Requirement/Restriction	Description
Vessel Movement Limitation	FV SALTY DOG is not to depart the Port of Key West FL prior to battery replacement, re...

Delete Restriction      Add Restriction      Update      Close      \* Required

### STEP 3:

The **Active Operational Control** detail screen should open.

Click on **Remove OP Control** button.



MSN Operational Control Detail

Date Removed: 06/23/2010 17:10 (GMT) Submit

Activity: 3161227

Port Removed: [ ] Cancel Modify Date Imposed

\* Category Type: Safety

\* Reason: Identified Hazardous/Unsafe Condition

\* Control Type: COTP Order (Restriction of Operations)

Planned?  Name of Authorizing Official: Capt H. Yeaton

Recommend Denial of Entry (ISM/ISPS)  Agency Jurisdiction: US Coast Guard

Requirement/Restriction	Description
Vessel Movement Limitation	FV SALTY DOG is not to depart the Port of Key West FL prior to battery replacement, re...

Delete Restriction Add Restriction Update Close \* Required

**STEP 4:**

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

Click on the **Submit** button.

MSN Operational Control Detail

Date Imposed: 06/23/2010 16:34 Port Imposed: D07 dp

Date Removed: 06/23/2010 17:10 Port Removed: D07 dp

Activity: 3161227

\* Category Type: Safety

\* Reason: Identified Hazardous/Unsafe Condition

\* Control Type: COTP Order (Restriction of Operations)

Planned?  Name of Authorizing Official: Capt H. Yeaton

Recommend Denial of Entry (ISM/ISPS)  Agency Jurisdiction: US Coast Guard

Requirement/Restriction	Description
Vessel Movement Limitation	FV SALTY DOG is not to depart the Port of Key West FL prior to battery replacement, re...

Delete Restriction Add Restriction Update Close \* Required

**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"

Activity Type: **Fishing Vessel Exam**      Activity Status: **Open - In Progress**

Activity No: 2030713      Status Date: 01/21/2005      Originating Unit: D07 M

Activity Title/Description: ALUX - Wely Post Termination Exam      Activity Owner: D07 M

Activity Start Date/Time: 01/21/2005 11:47      Prompt Date: 02/21/2005      Controlling Unit: D07 M

Team Lead: Yarbrough, Larry T.      Subject: **KAYLA NICOLE**      ID: 626929

Case No: Not Attached to a Case      POC: Joe Smith 555 444 3322

Buttons: Operational Controls, Class/Group Membership, **Vessel Details** (circled), Parties, Documentation/Certificates, Special Notes, Activity Log, Team Members

Summary Table:

Violations/Deficiencies	Findings	Actions Taken
Corrected: 0		
Outstanding: 0		
Unavailable: 0		
<b>Total: 0</b>		

### 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.

Name: KAYLA NICOLE      Primary VIN: 626929

Flag: UNITED STATES      VIN Type: Official Number (U.S.)

Buttons: Involved Parties, Particulars Highlights, Design Highlights, uscc Certificate, CG Activity History

Current VINs:

VIN	Type
626929	Official Number (U.S.)
8132639	IMO Number
F-12	Hull Number

Vessel Class: Fishing Vessel  
 Vessel Type: Fish Catching Vessel  
 Vessel SubType: General  
 Vessel Service: Commercial Fishing Vessel  
 Builder: ST AUGUSTINE TRAWLER INC

Build Year: 1980  
 Keel Laid Date: --  
 Self Propelled: True  
 Hull Material: FRP (Fiberglass)  
 Inspected: No  
 U.S. Documented: Yes  
 Documentation Status: VALID  
 Inspection Subchapter: --

Length: 67.5 Foot  
 Design Draft: --  
**Gross Tonnage:** 119 GRT  
 Convention: GT ITC  
 Regulatory: 119 GRT

Buttons: Home, Vessel Utilities, Vessel Search, **Vessel Critical Profile** (circled), Close, Help

Right Panel: All Involved Parties, Ballast, Bilge, Boiler, Cargo, CDD Information, Communication, Construction Details, CSR Information, **Deficiency History (1)**, Documents, Electrical, Firefighting, Groups, Hull, Lifesaving, Lookouts, Maneuverability, Manning Requirements, Miscellaneous Systems, Navigation, Notes, Operational Controls, Pollution Prevention, Propulsion, Routes and Conditions, Tonnage&Dimension, **Vessel Exam** (circled), Vessel Details

### STEP 2:

Select **Vessel Details**.

**Identification** | General Information | Fleets

Name: KAYLA NICOLE  Documented Vessel?  
 COFRF Required?

Call Sign: \*Flag: UNITED STATES

\* Vessel Id: 626329

\* Id Type: Official Number (U.S.)

Class Type: Fishing Vessel  
 Type: Fish Catching Vessel  
 Sub Type: General  
 Service: Commercial Fishing Vessel

Hailing Port:  
 Foreign  
 Port: FT MYERS, BEACH, FL  
 State/Province: [v]  
 Home Port:  
 Foreign  
 Port: [v]  
 State/Province: [v]

\* Indicates required fields

(Version 3.1.1)

**Edit/View Identification History** Save Close Help

**STEP 3:**

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

Marine Safety Network - Vessel Details - Web Page Dialog

**Identification** | General Information | Fleets

Name: KAYLA NICOLE

Trim color: [v] Design Speed: [v]  
 Superstructure Color: White Flank Speed: [v]  
 Deck Color: [v]  Self Propelled  
 Hull Color: White  Fire Main  
 Inspection Subchapter: [v]

Vessel Status: [v]  
 Out of Service  
 Unit: STA FMYR [v] Date: 04/03/2007 1:50:53 PM

Abandoned  
 Active  
 Destroyed  
 Inactive  
 Laid Up  
 Scrapped  
 Stolen  
 Sunk-Not Recoverable

(Version 4.0.200)

**Save** Edit/View Identification History Close Help

http://msisetrainweb.osc.uscg.mil/msrtrain/MSN\_Vessel\_Detail.asp?Vessel\_Id=189531 Trusted sites

**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.

**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.

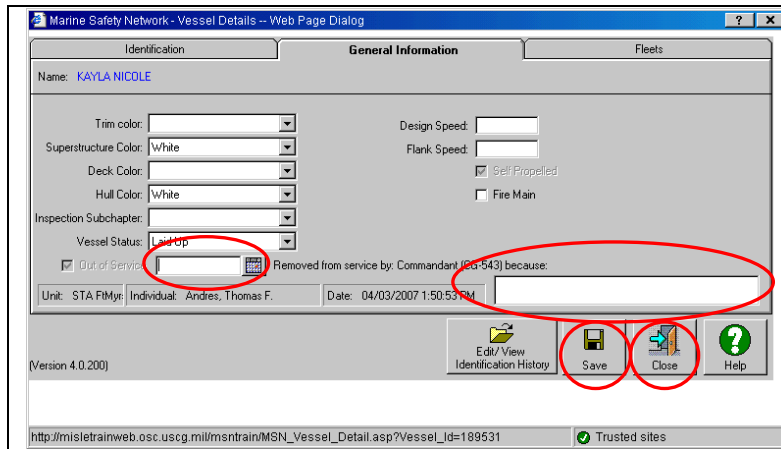
**Stolen:** the vessel was physically taken by a third party by larceny, robbery, or theft.

**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.

Select the appropriate **Vessel Status** type from the pull-down menu.

Click on the **Save** button.

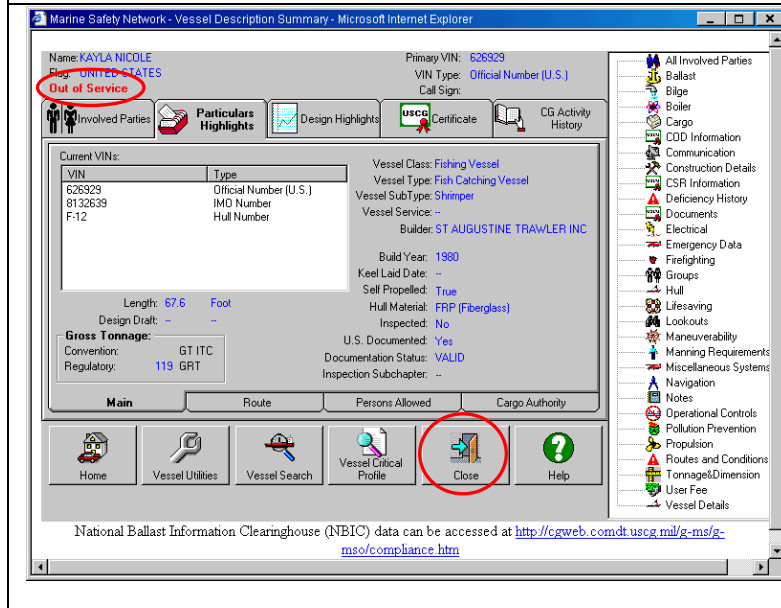


**STEP 5:**

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.

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

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

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

<b>DSC</b> (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
<b>AIS</b> (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
<b>Safe Boarding Ladder</b> (Vessels with more than 4 feet of freeboard)	Lifesaving	Lifesaving	Embarkation Appliances/ Stations	Accessibility	50 CFR 600.730
<b>Vessel Constructed Or Had a Major Conversion After 15 Sep 91 &amp; Carry More Than 16 POB</b>	Refer to Supplement 2	Refer to Supplement 2	Refer to Supplement 2	Refer to Supplement 2	Not Applicable
<b>Vessel 79 ft or greater Not Required Load Lines &amp; Constructed Or Had a Major Conversion/Alteration to Fishing/ Processing Equip After 15 Sep 91</b>	Refer to Supplement 2	Refer to Supplement 2	Refer to Supplement 2	Refer to Supplement 2	Not Applicable
<b>Vessel Has Capacity to Carry 10,500 gallons (250 BBL) or more of Oil or Hazardous Materials</b>	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
<b>STCW Requirements</b> (Fish Processors more than 200 Gross Tons)	Personnel	Personnel	Certs/Docs/License	STCW Endorsement	No Cite to Reference
<b>CG-5587 MISLE Activity Reference Guide (Supplement 1)</b>					
<b>Requirements Based on Tonnage and Area of Operation Vessels &gt; 100 Gross Tons</b>					
<b>Vessels 100-299 GT: Fixed Containment or portable 5 gal. container</b>	Pollution Prevention/ Response	Pollution Prevention/ Response	Prevention Equipment	Fixed Containment	33 CFR 155.320
<b>Vessels 100-399 GT: Fixed System to discharge slops</b>	Pollution Prevention/ Response	Pollution Prevention/ Response	Prevention Equipment	Oily Residue (Sludge/Slop Tank)	33 CFR 155.420
<b>Vessels 100-399 GT: Pump, stop &amp; stop valve at each outlet</b>	Pollution Prevention/ Response	Pollution Prevention/ Response	Prevention Equipment	Oily Mixture Discharge Fixed Piping System	33 CFR 155.420
<b>Vessels &gt; 300 GT: Valid COFR on board</b>	Documentation	Documentation	Certificates/ Docs	Certificate of Financial Responsibility	33 CFR 138.65
<b>Vessels &gt; 300 GT: No Oil carried in a tank fwd of collision bulkhead</b>	Operations/ Management	Operations/ Management	Pollution	Control Discharge of Oil	33 CFR 155.470
<b>Vessels &gt; 400 GT Oceangoing: Able to discharge at a facility</b>	Pollution Prevention/ Response	Pollution Prevention/ Response	Prevention Equipment	Standard Discharge Connection	33 CFR 155.350



<b>Vessels &gt; 400 GT Oceangoing: Able to retain all slops</b>	Pollution Prevention/ Response	Pollution Prevention/ Response	Prevention Equipment	Select applicable component from field	33 CFR 155.350
<b>Vessels &gt; 400 GT: Valid IOPP Certificate</b>	Documentation	Documentation	Certificates/ Docs	IOPP Certificate	33 CFR 151.19
<b>Vessels &gt; 400 GT: Oil Record Book</b>	Documentation	Documentation	Logs/ Records	Oil Record Book	33 CFR 151.25
<b>Vessels &gt; 400 GT Oceangoing: Ballast water not carried in fuel tanks</b>	Pollution Prevention/ Response	Pollution Prevention/ Response	Prevention Equipment	Select applicable component from field	33 CFR 155.360
<b>Vessels &gt; 400 GT Oceangoing: Ballast water carried in fuel tanks</b>	Pollution Prevention/ Response	Pollution Prevention/ Response	Prevention Equipment	Select applicable component from field	33 CFR 155.370
<b>Vessels &gt; 400 GT Oceangoing: Standard Discharge Connection</b>	Pollution Prevention/ Response	Pollution Prevention/ Response	Prevention Equipment	Standard Discharge Connection	33 CFR 155.430
<b>Vessels &gt; 400 GT: No Oil carried in tank forward of collision bulkhead</b>	Operations/ Management	Operations/ Management	Pollution	Control Discharge of Oil	33 CFR 155.470
<b>CG-5587 MISLE Activity Reference Guide (Supplement 2)</b>					
<b>Vessel Constructed or Had Major Conversion After 15 Sep 91 &amp; With More Than 16 POB</b>					
<b>Radar &amp; Depth Sounder: <i>At operating station</i></b>	Navigation	Navigation	Collision/ Grounding Avoidance	Select applicable component from field	46 CFR 28.400
<b>Fire Fighting Equipment</b>	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
<b>General Structural Fire Protection</b>	Fire Fighting	Fire Fighting	Structural Fire Protection- General	Select applicable component from field	46 CFR 28.380/ 46 CFR 28.385
<b>Ventilation: For spaces containing gasoline</b>	Fire Fighting	Fire Fighting	Ventilation Systems	Select applicable component from field	46 CFR 28.340
<b>Electrical Standards IAW the Regs.</b>	Electrical	Electrical	Select applicable component from field	Select applicable component from field	46 CFR 28.345- 28.375
<b>Means of Escape</b>	Accommodations / Occupational Safety	Accommodations / Occupational Safety	Occupational Safety	Tripping/ Falling Hazard	46 CFR 28.390
<b>Embarkation Stations</b>	Lifesaving	Lifesaving	Embarkation Appliances/ Station	Select applicable component from field	46 CFR 28.395
<b>Fuel Systems</b>	Engineering	Engineering	Fuel Oil Service System	Select applicable component from field	46 CFR 28.335
<b>Hydraulic Equipment</b>	Deck/Cargo	Deck/Cargo	Fishing	General	46 CFR 28.405
<b>Survival Craft Launch Opening</b>	Lifesaving	Lifesaving	Launching Appliances	Gate/ Opening for Manual Launch	46 CFR 28.310

<b>Deck, Rails, Lifelines, Storm Rails, &amp; Hand Grabs</b>	Accommodations / Occupational Safety	Accommodations / Occupational Safety	Occupational Safety	Select applicable component from field	46 CFR 28.410
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**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**

<b>Stability Instructions</b> <i>(IAW 46 CFR 28.500)</i>	Documentation	Documentation	Certificates/ Docs	Stability Letter	46 CFR 28.530
<b>Watertight/ Weathertight Integrity</b>	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**

<b>Person in Charge Designated:</b> <i>(Documented IAW 33 CFR 155.715)</i>	Personnel	Personnel	Manning/ Qualifications	Person in Charge of Transfer	33 CFR 155.700
<b>Person in Charge Qualified</b>	Personnel	Personnel	Manning/ Qualifications	Person in Charge of Transfer	33 CFR 155.710
<b>Current Procedures</b>	Documentation	Documentation	Manuals/ Policy Documentation	Transfer Procedures	33 CFR 155.720
<b>Transfer Procedures to or from vessel &amp; tank-to-tank w/ vessel</b>	Documentation	Documentation	Manuals/ Policy Documentation	Transfer Procedures	33 CFR 155.740
<b>Contents of Oil Transfer Procedures</b>	Documentation	Documentation	Manuals/ Policy Documentation	Transfer Procedures	33 CFR 155.750
<b>Communications</b>	Operations/ Management	Operations/ Management	Cargo Transfer/ Lightering	Transfer Procedures	33 CFR 155.785
<b>Deck Lighting</b>	Operations/ Management	Operations/ Management	Cargo Transfer/ Lightering	Transfer Procedures	33 CFR 155.790
<b>Transfer Hose:</b> <i>(Complies with 154.500)</i>	Operations/ Management	Operations/ Management	Cargo Transfer/ Lightering	Transfer Procedures	33 CFR 155.800
<b>Closure Devices</b>	Operations/ Management	Operations/ Management	Cargo Transfer/ Lightering	Transfer Procedures	33 CFR 155.805
<b>Records</b>	Operations/ Management	Operations/ Management	Cargo Transfer/ Lightering	Transfer Procedures	33 CFR 155.820