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# U.S. COAST GUARD



## SMALL PASSENGER VESSEL INSPECTOR (KI)

### PERFORMANCE AND QUALIFICATION STANDARD



Marine Inspection and Investigation School  
Training Center Yorktown

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## Small Passenger Vessel Inspector Performance and Qualification Standard

### Competency Code: KI

#### References:

- (a) U.S. Coast Guard Sector Organization Manual, COMDTINST M5401.6 (series)
- (b) Marine Safety Manual, COMDTINST M16000 (series)
- (c) Performance, Training & Education Manual, COMDTINST M1500.10C
- (d) Safety and Environmental Health Manual, COMDTINST 5100.47A

This Performance and Qualification Standard (PQS) workbook is your On the Job Training (OJT) performance checklist for certification as a Small Passenger Vessel “K” (K-boat) Inspector. It is your responsibility to document all completed unit training items and keep track of all inspections completed during this process by filling out the Inspection Log located in appendix C in this workbook.

This qualification is intended for all Coast Guard Marine Inspectors (Active Duty Officers and Civilian GS Personnel).

This PQS workbook contains the necessary tasks and steps for a KI to conduct an Inspection for Certification and drydock examination. The KI qualification is one of eleven Marine Inspector competencies. Those members who will be conducting inspections on K-boats are required to complete all tasks and steps in this PQS workbook. Certain tasks associated with inspections on specialized K-boats (i.e. international, etc.) were intentionally separated from this baseline qualification in order to streamline the national certification process and limit the need to defer tasks. To qualify for an endorsement to inspect specialized K-boats you will be required to complete the specific tasks and steps associated with that particular type of K-boat, which are incorporated in the following addendum workbooks:

DCN: MPS-PQS-TCY-KII – International

The following is a brief overview of how this PQS workbook works. On each task card you will find:

1. **Job:** The formal title of the qualification.  
*Example: “Offshore Supply Vessel Inspector”*
2. **Job Accomplishment:** The main deliverable for the qualification.  
*Example: “Certificate of Inspection”*
3. **Major Accomplishment:** The valuable products of a job or specialty which collectively make up the job accomplishment.  
*Example: “Lifesaving Equipment Inspection”*
4. **Vessel types:** The specific type of vessels within the formal title of the qualification that the task is associated with.  
*Example: “Small Passenger Vessel (T)”*

5. **Task:** Action to be performed on the job. A unit of behavior which has value for producing major accomplishments/output; has a definite beginning (stimulus); is made up of two or more steps; and results in a measurable output.
6. **Condition:** Specifies assistance, aids, or constraints the trainee will be given. It states the condition(s)/limit(s) under which the task will be performed.
7. **Standard:** Specifications of the levels of accuracy and quality necessary for success - that is, how well a trainee must carry out the desired performance to complete the task.
8. **Steps:** Sequence of actions which collectively make up the task's completion.

All tasks and steps must be validated by a certified Verifying Officer (VO). The VO shall observe the successful performance of each task and document such with signatures in the specific task card. VOs shall be experienced and competent personnel who have demonstrated the ability to evaluate, instruct and observe other personnel in the performance task criteria. VOs must be certified and recent in the competencies for which they are to verify and must be designated in writing, by the command. VOs must enter their title, name and initials in the Record of Verifying Officer's section before making entries in your PQS workbook.

Ideally, all steps and tasks within the PQS workbook shall be required to be completed prior to obtaining the KI competency. With the exception of the training prerequisites listed on page (I), the Officer in Charge of Marine Inspection (OCMI) or designee may defer PQS items as authorized by references (a) and (d). The deferment of tasks should only be done when all reasonable attempts have been exhausted that would allow the apprentice the opportunity to demonstrate proficiency with a particular task. If a task is deferred, the reason for the deferment must be clearly articulated in both the PQS workbook and the certification letter for record keeping and accountability. The certification will be considered a "local certification" per reference (b) (MSM I/7.C.2.g) and limited to the cognizant OCMI's zone. Upon transfer of the inspector or OCMI, the certification will be rescinded until the deferred items have completed to the satisfaction of the new OCMI. **Division Chiefs shall examine all qualifications and prerequisites of newly reported Marine Inspectors to identify any deferred items necessary for their port.**

Prior to any prerequisite being deferred the individual's command must seek a waiver from the Office of Commercial Vessel Compliance (CG-CVC-1).

A Certification Board should only be completed after all the tasks and steps are signed by a VO. Upon satisfactory completion of the board, a Letter of Certification/Designation will be issued and the **Unit Training Coordinator should enter the certification in Training Management Tool (TMT).**

**Appendices:**

- A. List of additional references
- B. Glossary
- C. Inspection Log

PQS Verifying Officer Signature Verification Log

RATE/ RANK	SIGNATURE/ PRINT NAME	EMPLID	INITIALS	UNIT
REMARKS:				

Small Passenger Vessel Inspector (KI) PQS

<b>RECORD OF COMPLETION</b>		
<b>Training Prerequisites</b>	<b>Date</b>	<b>Training Coordinator's Signature</b>
A. Assign KI competency in TMT		
B. Completion of the following resident and on-line courses:		
1. Marine Inspector Course (501869); <i>and</i>		
2. Introduction to Confined Space Entry and Shipyard Competent Person for Marine Inspection/Port State Control (100028)		
C. Completion of this PQS Workbook		
D. Successful completion of final assessment under the observation of the Verifying Officer		
E. Successful completion of the final board by KICB		
<b>KICB Members Present for Board:</b>		
F. Certification/Designation Letter submitted for approval		
G. Once Certification/Designation Letter is signed make appropriate entries in TMT		
<b>REMARKS:</b>		

## Small Passenger Vessel Inspector (KI) PQS

<b>Task Number</b>	<b>Task Description</b>	<b>Date Completed</b>
KI-PI01	Research vessel details in MISLE (Marine Information for Safety and Law Enforcement) database	
KI-PI02	Coordinate inspection with vessel's representative	
KI-PI03	Mitigate potential hazards encountered during an inspection	
KI-DA01	Conduct initial vessel visual examination	
KI-SD01	Examine Vessel Security Plan (VSP/ASP)	
KI-SD02	Examine security records	
KI-SD03	Inspect security equipment	
KI-SD04	Evaluate crew's knowledge of security plan	
KI-CD01	Review Certificate of Inspection (COI)	
KI-CD02	Verify vessel's stability letter	
KI-CD03	Review Merchant Mariner Credentials (MMCs)	
KI-CD04	Verify compliance with drug and alcohol program	
KI-CD05	Examine maintenance and service records (liferafts & firefighting)	
KI-CD06	Verify compliance with the Vessel General Permit (VGP) (when applicable)	
KI-CD07	Examine muster lists and emergency instructions	
KI-CD08	Review Certificate of Documentation (COD) (When applicable)	
KI-CD09	Examine Federal Communications Commission Marine Radio Operator Permit (when applicable)	
KI-CD10	Review Federal Communications Commission Bridge-to-Bridge Certificate (when applicable)	
KI-CD11	Review Federal Communications Commission Station License (when applicable)	
KI-CD12	Review Federal Communications Commission Safety Radiotelephony Certificate (when applicable)	
KI-LM01	Review vessel's log	
KI-LM02	Examine Waste/Garbage Management Plan (when applicable)	
KI-BN01	Verify operations of internal communication and control systems	
KI-BN02	Inspect radar(s) (when applicable)	
KI-BN03	Inspect magnetic compass (when applicable)	
KI-BN04	Inspect electronic position-fixing device (satellite navigation (GPS) receiver) (when applicable)	
KI-BN05	Verify radio telephone equipment (when applicable)	



## Small Passenger Vessel Inspector (KI) PQS

<b>Task Number</b>	<b>Task Description</b>	<b>Date Completed</b>
KI-BN06	Inspect navigation and signaling lights, and dayshapes	
KI-BN07	Inspect sound signaling devices	
KI-BN08	Verify navigational publications and nautical charts	
KI-BN09	Inspect steering system controls at operating station	
KI-BN10	Inspect alarms and gauges at operating station	
KI-GH01	Inspect accommodations	
KI-GH02	Inspect means of escape from accommodation, machinery and other spaces	
KI-GH03	Inspect mess deck and galley spaces	
KI-GH04	Inspect paint locker(s) (when applicable)	
KI-LS01	Inspect Emergency Position Indicating Radio Beacon (EPIRB) (when applicable)	
KI-LS02	Inspect distress signals (when applicable)	
KI-LS03	Inspect life jackets	
KI-LS04	Inspect life buoys	
KI-LS05	Inspect inflatable liferaft & inflatable buoyant apparatus installations (when applicable)	
KI-LS06	Inspect lifefloat installations (when applicable)	
KI-LS07	Inspect rescue boat (when applicable)	
KI-LS08	Inspect launching appliance(s) (when applicable)	
KI-LS09	Inspect buoyant apparatus (when applicable)	
KI-FF01	Inspect fire main and pump (when applicable)	
KI-FF02	Inspect fire stations	
KI-FF03	Inspect portable fire extinguishers	
KI-FF04	Inspect semi-portable firefighting equipment (when applicable)	
KI-FF05	Inspect fire axe(s) (when applicable)	
KI-FF06	Inspect high pressure CO2 system(s) (when applicable)	
KI-FF07	Inspect pre-engineered fixed gas fire extinguishing systems (when applicable)	
KI-FF08	Inspect fire and smoke detection systems (when applicable)	
KI-FF09	Review approved Safety Plan (Fire-Control Plan)	
KI-FF10	Inspect areas for compliance with Structural Fire Protection (SFP) requirements	

## Small Passenger Vessel Inspector (KI) PQS

<b>Task Number</b>	<b>Task Description</b>	<b>Date Completed</b>
KI-MI01	Inspect steering gear	
KI-MI02	Inspect fuel oil service system	
KI-MI03	Inspect main propulsion system(s)	
KI-MI04	Inspect unfired pressure vessels (UPVs) (when applicable)	
KI-MI05	Examine potable water system (when applicable)	
KI-MI06	Inspect bilge system	
KI-MI07	Inspect (wet & dry) exhaust system(s)	
KI-MI08	Inspect auxiliary boiler(s) (when applicable)	
KI-ES01	Inspect switchboard(s)	
KI-ES02	Inspect main service generator(s) and prime mover(s)	
KI-ES03	Inspect lighting systems	
KI-ES04	Inspect battery installation	
KI-ES05	Inspect electrical cable and fixtures	
KI-ES06	Inspect distribution panel(s)	
KI-ES07	Inspect components installed in designated hazardous areas (when applicable)	
KI-ST01	Witness deadweight survey with or without inclining experiment	
KI-ST02	Verify drainage requirements	
KI-ST03	Verify subdivision (when applicable)	
KI-SW01	Inspect hatches and Class-1 watertight doors (when applicable)	
KI-SW02	Inspect Class 2 & 3 watertight doors (when applicable)	
KI-SW03	Inspect watertight bulkhead penetrations	
KI-SW04	Inspect hull structure	
KI-PP01	Inspect sewage system	
KI-PP02	Conduct garbage handling (MARPOL Annex V) survey (when applicable)	
KI-PP03	Conduct Vessel General Permit (VGP) compliance verification (when applicable)	
KI-TE01	Examine freeing ports and scuppers (when applicable)	
KI-TE02	Examine ground tackle, mooring lines and related equipment	
KI-TE03	Inspect port lights, dead covers and natural vent openings	

## Small Passenger Vessel Inspector (KI) PQS

<b>Task Number</b>	<b>Task Description</b>	<b>Date Completed</b>
KI-TE04	Inspect fuel tank venting	
KI-TE05	Inspect rails and guards	
KI-ED01	Evaluate Fire Drill	
KI-ED02	Evaluate Man Overboard Drill	
KI-ED03	Evaluate abandon ship drill	
KI-HI01	Inspect steel and aluminum hulls	
KI-HI02	Inspect tailshaft(s), stern bearing(s) and propeller(s)	
KI-HI03	Inspect the rudder installation	
KI-HI04	Inspect hull appendages	
KI-HI05	Inspect anchor chain(s)	
KI-HI06	Inspect sea valve(s)	
KI-HI07	Verify if vessel qualifies to participate in the USCG's underwater survey program (UWILD)	
KI-HI08	Inspect hull during an underwater survey	
KI-IS01	Verify confined spaces are safe for entry	
KI-IS02	Inspect internal structures	
KI-NT01	Verify nondestructive testing (NDT) using the liquid (dye) penetrant method	
KI-NT02	Verify suspected surface for satisfactory condition by nondestructive testing (NDT) using the magnetic particle method	
KI-NT03	Verify suspected surface for satisfactory condition by nondestructive testing (NDT) using the radiography (gamma rays or x-rays) method	
KI-NT04	Verify suspected surface(s) for satisfactory condition by nondestructive testing (NDT) using the ultrasonic method	
KI-NT05	Verify nondestructive testing (NDT) using the hydro-static method	
KI-NT06	Verify nondestructive testing (NDT) using the pneumatic (air test) method	
KI-WR01	Evaluate steel and aluminum structural repair proposals	
KI-WR02	Inspect aluminum fit-up	
KI-WR03	Inspect steel fit-up	
KI-WR04	Inspect welds for defects	
KI-WR05	Inspect back gouge (when applicable)	
KI-FU01	Issue deficiencies	

## Small Passenger Vessel Inspector (KI) PQS

<b>Task Number</b>	<b>Task Description</b>	<b>Date Completed</b>
KI-FU02	Issue/endorse vessel's certificates (when applicable)	
KI-FU03	Complete MISLE Activity	
KI-FU04	Verify deficiency corrections	
KI-FU05	Ensure completion of drydock examination	

**K-Boat Inspector (KI)****Certificate of Inspection****Pre-Inspection (PI)****Small Passenger Vessel (K)**

**Task:** KI-PI01 Research vessel details in MISLE (Marine Information for Safety and Law Enforcement) database

**Condition:** *During preparation for inspection*

**Standard:** *In accordance with current policies, procedures and processes*

**References:**

1. Title 46, United States Code § 3301 Vessels Subject to Inspection
2. Title 46, Code of Federal Regulations Part 114 SPV-K - General Provisions
3. COMDTINST M16000.6 Marine Safety Manual Volume I Administration & Management

Steps		References	Initials
PI01.1	Locate vessel	MSM I/12.G.5	
PI01.2	Verify documents are current	MSM I/12.G.2	
PI01.3	Review history (narratives, deficiencies & special notes)	MSM I/12.G.2 MSM I/12.G.7	
PI01.4	Verify user fees	MSM I/12.G.2	
PI01.5	Enter title and point(s) of contact	MSM I/12.G.2.a	
PI01.6	Generate new activity	MSM I/12.G.2.a	
PI01.7	Determine authority, jurisdiction and applicable regulations	46 USC 3301 46 CFR 114.110 46 CFR 114.112	

**Verifying Officer Guidance:**

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Pre-Inspection (PI)****Small Passenger Vessel (K)**

**Task:** KI-PI02 Coordinate inspection with vessel's representative

**Condition:** *During preparation for inspection*

**Standard:** *In accordance with current policies, procedures and processes*

**References:**

1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
2. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch-1
3. MPS-PR-SEC-01 Scheduling Domestic Vessel Inspections
4. MPS-PR-SEC-04 Preparing for Inspections and Examinations

Steps		References	Initials
PI02.1	Verify vessel's representative	MPS-PR-SEC-01	
PI02.2	Determine location and time of inspection	MPS-PR-SEC-01	
PI02.3	Discuss inspection expectations	46 CFR 115.800 MSM II/B.3.A	
PI02.4	Verify vessel's owner/operator information	MPS-PR-SEC-04	
PI02.5	Verify vessel's Classification Society information (when applicable)	MPS-PR-SEC-04	
PI02.6	Discuss outstanding conditions and/or CG-835s	MPS-PR-SEC-04	
PI02.7	Review planned repairs and alterations (when applicable)	46 CFR 115.700	

**Verifying Officer Guidance:** *The trainee shall also have a working knowledge of the Coast Guard's Mission Management System (MMS) processes and procedures as they relate to small passenger vessels.*

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)****All Inspections****Pre-Inspection (PI)****Small Passenger Vessel (K)**

**Task:** KI-PI03 Mitigate potential hazards encountered during an inspection

**Condition:** *During preparation for inspection*

**Standard:** *In accordance with current policies, procedures and processes*

- References:**
1. Title 29, Code of Federal Regulations Part 1915 Occupational Safety & Health Standards for Shipyard Employment
  2. COMDTINST M16000.6 Marine Safety Manual Volume I Administration & Management
  3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch-1
  4. NFPA 306 Standard for the Control of Gas Hazards on Vessels, 2009
  5. Gas Alert Quattro Gas Detector Operator's Manual

Steps		References	Initials
PI03.1	Recognize potential hazards encountered during inspection	NFPA 306 29 CFR 1915.4	
PI03.2	Determine confined spaces	MSM I/10 App.A	
PI03.3	Determine if exam scope will require a Marine Chemist certification for space entry	29 CFR 1915, Part B MSM II/A.5.H	
PI03.4	Verify Marine Chemist has been scheduled for exam (when applicable)	MSM I/10 App. A	
PI03.5	Prepare necessary personal protective equipment for exam	MSM I/10 App. A Quattro Operator's Manual	
PI03.6	Review CG policy for when to leave a space due to hazardous condition	MSM I/10 App. A	

**Verifying Officer Guidance:**

<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Dockside Assessment (DA)****Small Passenger Vessel (K)****Task:** KI-DA01 Conduct initial vessel visual examination**Condition:** *While observing the vessel from dock or anchorage (upon arrival)***Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 29, Code of Federal Regulations Part 1915 Occupational Safety & Health Standards for Shipyard Employment
  2. Title 33, Code of Federal Regulations Part 151 Vessels Carrying Oil, NLS, Garbage, Municipal or Commercial Waste & Ballast Water
  3. Title 33, Code of Federal Regulations Part 155 Oil or Hazardous Material Pollution Prevention Regulations for Vessels
  4. Title 46, Code of Federal Regulations Part 67 Documentation of Vessels
  5. Title 46, Code of Federal Regulations Part 121 SPV-K - Vessel Control & Miscellaneous Systems & Equipment
  6. Title 46, Code of Federal Regulations Part 122 SPV-K - Operations

Steps		References	Initials
DA01.1	Verify presence of anchor(s) (when visible)	46 CFR 121.300	
DA01.2	Verify draught (draft) marks	46 CFR 122.602	
DA01.3	Verify name and hailing port	46 CFR 122.602 46 CFR 67.123	
DA01.4	Evaluate hull for signs of pollution/illegal discharge	33 CFR 151.10 33 CFR 155.330 33 CFR 155.350	
DA01.5	Evaluate hull condition	46 CFR 115.802	
DA01.6	Examine means of embarkation (gangway/ladders)	29 CFR 1915.74(a)(6)	
DA01.7	Verify condition of mooring lines	46 CFR 121.300	

**Verifying Officer Guidance:****Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**



**K-Boat Inspector (KI)****Certificate of Inspection****Security (Domestic) Inspection (SD)****Small Passenger Vessel (K)****Task:** KI-SD01 Examine Vessel Security Plan (VSP/ASP)**Condition:** *During a Security Compliance Inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:**

1. Title 33, Code of Federal Regulations Part 104 Maritime Security - Vessels
2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
3. International Ship & Port Facility Security (ISPS) Code, 2012
4. NVIC 04-03 Guidance for Verification of Vessel Security Plans on Domestic Vessels

Steps		References	Initials
SD01.1	Verify presence of approval letter for plan type	33 CFR 104.120(a)(1) SOLAS 14 XI-2/4.2 ISPS Code A/9.1	
SD01.2	Verify plan is secured	33 CFR 104.400(c) ISPS Code A/9.7 NVIC 04-03	
SD01.3	Examine contents	33 CFR 104.400	
SD01.4	Verify amendment(s) (when applicable)	33 CFR 104.415(a)	
SD01.5	Verify implementation	33 CFR 104.400(a)	

**Verifying Officer Guidance:** *Trainee shall demonstrate a working knowledge of plan format, purpose and how to use the information contained therein to confirm active compliance with the procedures outlined in the plan.*

**Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Security (Domestic) Inspection (SD)****Small Passenger Vessel (K)****Task:** KI-SD02 Examine security records**Condition:** *During security compliance inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:**

1. Title 33, Code of Federal Regulations Part 104 Maritime Security - Vessels
2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
3. International Ship & Port Facility Security (ISPS) Code, 2012
4. NVIC 04-03 Guidance for Verification of Vessel Security Plans on Domestic Vessels

Steps		References	Initials
SD02.1	Verify record(s) of security training	33 CFR 104.235(b)(1) SOLAS 14 XI-2/4.2 ISPS Code A/10.1.1	
SD02.2	Verify presence of Declarations of Security (DoS)(when applicable)	33 CFR 104.235(b)(7) ISPS Code A/5.7 NVIC 04-03 Encl. 3 Section 10	
SD02.3	Verify record(s) of security drills	33 CFR 104.235(b)(2) ISPS Code A/10.1.1	
SD02.4	Verify annual exercise has been conducted	33 CFR 104.235(b)(2) ISPS Code A/10.1.1	
SD02.5	Verify record(s) of annual audit	33 CFR 104.235(b)(8) ISPS Code A/10.1.6	

**Verifying Officer Guidance:** *Trainee shall demonstrate a working knowledge of format, purpose and how to use the information contained therein to ensure active compliance.*

<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Security (Domestic) Inspection (SD)**

**Small Passenger Vessel (K)**

**Task:** KI-SD03 Inspect security equipment

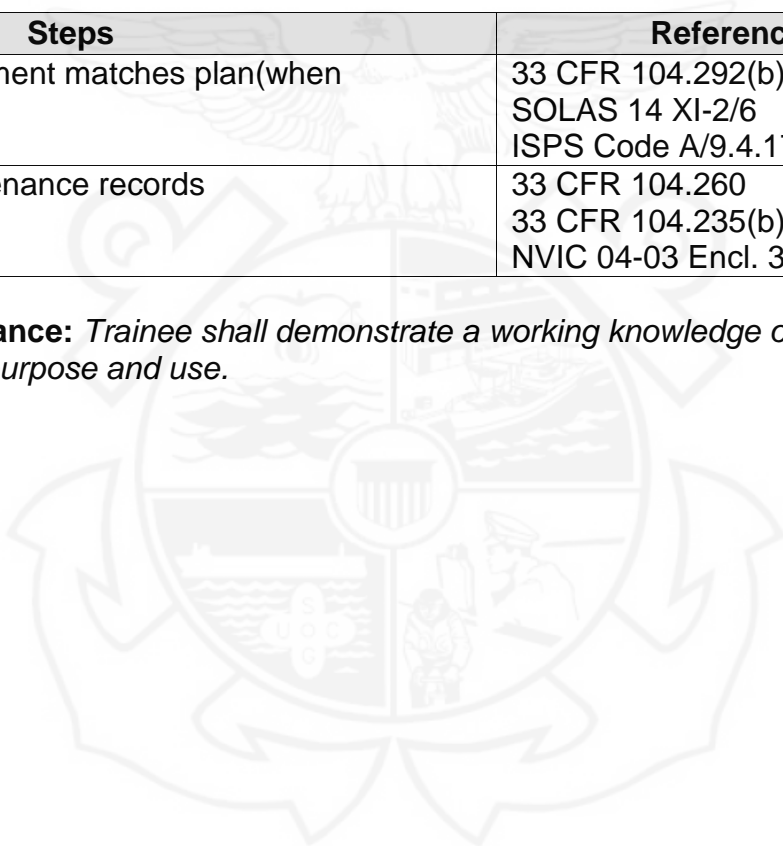
**Condition:** *During a security compliance inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 33, Code of Federal Regulations Part 104 Maritime Security - Vessels
  2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
  3. International Ship & Port Facility Security (ISPS) Code, 2012
  4. NVIC 04-03 Guidance for Verification of Vessel Security Plans on Domestic Vessels

Steps		References	Initials
SD03.1	Verify equipment matches plan(when applicable)	33 CFR 104.292(b)(ii) SOLAS 14 XI-2/6 ISPS Code A/9.4.17	
SD03.2	Verify maintenance records	33 CFR 104.260 33 CFR 104.235(b)(5) NVIC 04-03 Encl. 3 Section 10	

**Verifying Officer Guidance:** *Trainee shall demonstrate a working knowledge of equipment's components, function, purpose and use.*



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Security (Domestic) Inspection (SD)****Small Passenger Vessel (K)**

**Task:** KI-SD04 Evaluate crew's knowledge of security plan

**Condition:** *During a Security Compliance Inspection*

**Standard:** *In compliance with applicable policies, laws, regulations, and standards*

**References:**

1. Title 33, Code of Federal Regulations Part 104 Maritime Security - Vessels
2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
3. International Ship & Port Facility Security (ISPS) Code
4. NVIC 04-03 Guidance for Verification of Vessel Security Plans on Domestic Vessels

Steps		References	Initials
SD04.1	Identify Company Security Officer (CSO)	33 CFR 104.200(b)(2) SOLAS 14 XI-2/4.2 ISPS Code A/11.1	
SD04.2	Identify Vessel Security Officer (VSO)	33 CFR 104.200(b)(2) ISPS Code A/12.1	
SD04.3	Evaluate VSO knowledge regarding his/her responsibilities	33 CFR 104.215(e) ISPS Code A/12.2 NVIC 04-03 Encl. 3 Section 9	
SD04.4	Evaluate crew's level of knowledge regarding their security responsibilities	33 CFR 104.220 ISPS Code A/13.3 NVIC 04-03 Encl. 3 Section 10	
SD04.5	Verify compliance with current Maritime Security (MARSEC) level	33 CFR 104.240 33 CFR 104.215(e)(9) ISPS Code A/12.2.9	

**Verifying Officer Guidance:** *The trainee shall also demonstrate good communication skills and questioning techniques.*

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Certificates and Documents (CD)**

**Small Passenger Vessel (K)**

**Task:** KI-CD01 Review Certificate of Inspection (COI)

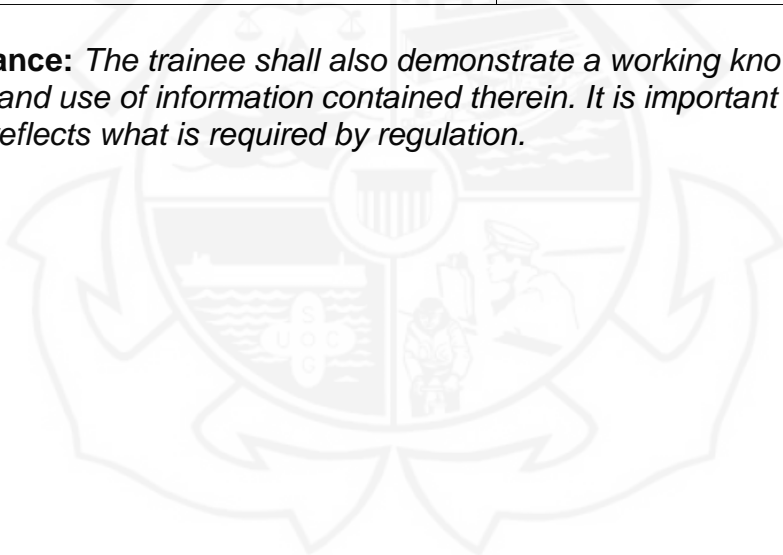
**Condition:** While validating certificates and documents

**Standard:** In compliance with applicable policies, laws, regulations and standards

- References:**
1. Title 46, Code of Federal Regulations Part 15 Manning Requirements
  2. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
  3. Title 46, Code of Federal Regulations Part 122 SPV-K - Operations
  4. COMDTINST M16000.8B Marine Safety Manual Volume III Marine Industry Personnel

Steps		References	Initials
CD01.1	Verify presence of original	46 CFR 115.302	
CD01.2	Verify amendments (when applicable)	46 CFR 115.120	
CD01.3	Verify manning	MSM III/B.2.C 46 CFR 15.501 46 CFR 122.304	
CD01.4	Verify certificate is endorsed	46 CFR 115.500(b)(1)(ii)	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of COI's nomenclature, purpose and use of information contained therein. It is important for the trainee to ensure COI accurately reflects what is required by regulation.*



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Certificates and Documents (CD)**

**Small Passenger Vessel (K)**

**Task:** KI-CD02 Verify vessel's stability letter

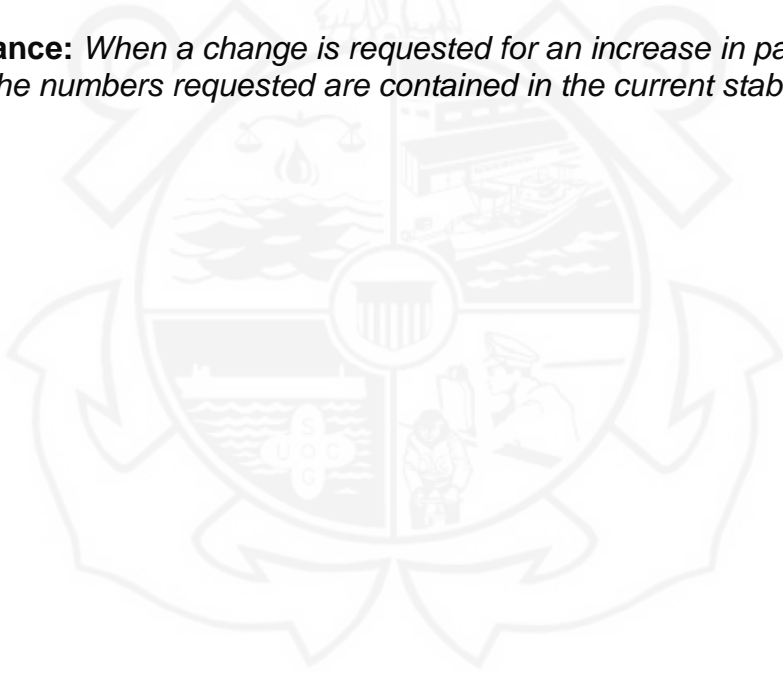
**Condition:** *While validating certificates and documents*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 116 SPV-K - Construction & Arrangement
  2. Title 46, Code of Federal Regulations Part 117 SPV-K - Lifesaving Equipment & Arrangements

Steps		References	Initials
CD02.1	Verify presence of stability documents	46 CFR 117.210 46 CFR 117.220 46 CFR 116.306	
CD02.2	Verify contents	46 CFR 117.230	

**Verifying Officer Guidance:** *When a change is requested for an increase in passengers or crew it is important to verify that the numbers requested are contained in the current stability letter.*



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Certificates and Documents (CD)****Small Passenger Vessel (K)****Task:** KI-CD03 Review Merchant Mariner Credentials (MMCs)**Condition:** *While validating certificates and documents***Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:**

1. Title 46, Code of Federal Regulations Part 10 Merchant Mariner Credential
2. Title 46, Code of Federal Regulations Part 15 Manning Requirements
3. Title 46, Code of Federal Regulations Part 122 SPV-K - Operations

Steps		References	Initials
CD03.1	Ensure MMCs meet COI manning requirements	46 CFR 15.515 46 CFR 10.205(g) 46 CFR 15.805(a)(4) & .810(b)(1)	
CD03.2	Verify presence of original MMCs	46 CFR 122.402	
CD03.3	Verify validity	46 CFR 10.205(a) 46 CFR 10.205(b)	
CD03.4	Verify Vessel Security Officer endorsement	46 CFR 15.1113	
CD03.5	Verify Transportation Worker Identification Credential (TWIC)	46 CFR 10.203(b)	

**Verifying Officer Guidance:** *Trainee shall demonstrate a working knowledge of mariner credentials, their purpose and how to use the information contained therein.*

**Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Certificates and Documents (CD)****Small Passenger Vessel (K)**

**Task:** KI-CD04 Verify compliance with drug and alcohol program

**Condition:** While validating certificates and documents

**Standard:** In compliance with applicable policies, laws, regulations and standards

**References:**

1. Title 46, Code of Federal Regulations Part 4 Marine Casualties & Investigations
2. Title 46, Code of Federal Regulations Part 16 Chemical Testing
3. Title 46, Code of Federal Regulations Part 122 SPV-K - Operations

Steps		References	Initials
CD04.1	Verify currency of Employee Assistance Program (EAP)	46 CFR 16.401	
CD04.2	Verify presence and currency of drug and alcohol testing equipment (when applicable)	46 CFR 122.212 46 CFR 122.210 46 CFR 4.06-15	
CD04.3	Verify training of designated testing crewmember (when applicable)	46 CFR 4.06-20(a)(3) 46 CFR 4.06-20(b)(2)	
CD04.4	Verify random chemical testing program for dangerous drugs	46 CFR 16.230	
CD04.5	Verify pre-employment testing program for dangerous drugs	46 CFR 16.210	
CD04.6	Verify means of post accident testing chemical testing for dangerous drugs	46 CFR 122.210 46 CFR 122.212 46 CFR 4.06-15	

**Verifying Officer Guidance:** Trainee shall demonstrate a working knowledge of the Coast Guard's Drug & Alcohol Program and its requirements and verify those crew members onboard during inspection who perform duties in accordance with 46 CFR 16.230(a) are subjected to random chemical

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**



**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Certificates and Documents (CD)**

**Small Passenger Vessel (K)**

**Task:** KI-CD05 Examine maintenance and service records (liferafts & firefighting)

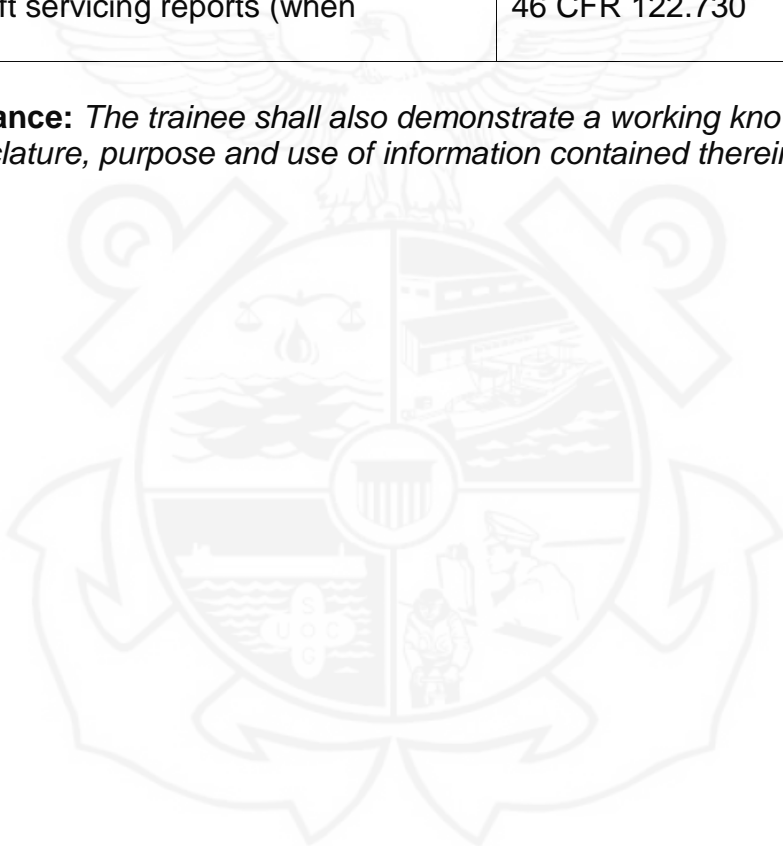
**Condition:** *While validating certificates and documents*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:** 1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification  
 2. Title 46, Code of Federal Regulations Part 122 SPV-K - Operations

Steps		References	Initials
CD05.1	Review fire fighting service reports	46 CFR 115.810	
CD05.2	Review liferaft servicing reports (when applicable)	46 CFR 122.730	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of third-party servicing report nomenclature, purpose and use of information contained therein.*



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Certificates and Documents (CD)****Small Passenger Vessel (K)**

**Task:** KI-CD06 Verify compliance with the Vessel General Permit (VGP) (when applicable)

**Condition:** While validating certificates and documents

**Standard:** In compliance with applicable policies, laws, regulations and standards

- References:**
1. EPA Vessel General Permit for Discharges Incidental to the Normal Operation of Vessels (VGP), 2013
  2. CG-543 Policy Letter 11-01 Guidelines for CG Evaluations of Compliance with the EPA's Vessel General Permit

Steps		References	Initials
CD06.1	Verify Notice of Intent (NOI) has been submitted	VGP 1.5.1.1 & 10 VGP Table 1 CG-543 Policy Ltr 11-01	
CD06.2	Verify compliance with ballast water record keeping requirements	VGP 4.3 CG-543 Policy Ltr 11-01	
CD06.3	Verify noncompliance & reportable quantity reports have been submitted	VGP 4.4.1 VGP 4.4.2 CG-543 Policy Ltr 11-01	

**Verifying Officer Guidance:** Trainee shall know and understand the purpose, format, content and how to use the information contained therein.

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Certificates and Documents (CD)****Small Passenger Vessel (K)**

**Task:** KI-CD07 Examine muster lists and emergency instructions

**Condition:** While validating certificates and documents

**Standard:** In compliance with applicable policies, laws, regulations and standards

**References:** 1. Title 46, Code of Federal Regulations Part 122 SPV-K - Operations

Steps		References	Initials
CD07.1	Verify muster lists and emergency instructions are available	46 CFR 122.510 46 CFR 122.512	
CD07.2	Verify muster lists and emergency instructions are posted	46 CFR 122.510	
CD07.3	Verify information on muster lists and emergency instructions	46 CFR 122.510 46 CFR 122.512	
CD07.4	Verify station bill (when applicable)	46 CFR 122.514	

**Verifying Officer Guidance:** Trainee shall know and understand the purpose, format, content and how to use the information contained therein.

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Certificates and Documents (CD)**

**Small Passenger Vessel (K)**

**Task:** KI-CD08 Review Certificate of Documentation (COD) (When applicable)

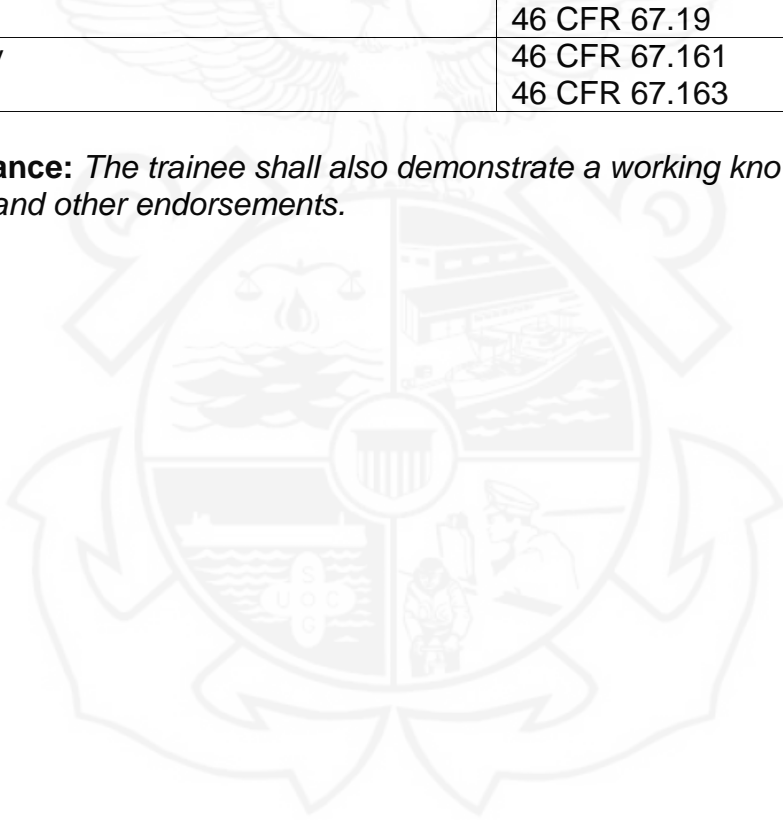
**Condition:** *While validating certificates and documents*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:** 1. Title 46, Code of Federal Regulations Part 67 Documentation of Vessels

Steps		References	Initials
CD08.1	Verify presence of original	46 CFR 67.313	
CD08.2	Verify contact information	46 CFR 67.321	
CD08.3	Verify endorsement(s) for current service(s)	46 CFR 67.17 46 CFR 67.19	
CD08.4	Verify validity	46 CFR 67.161 46 CFR 67.163	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of CODs for issuance requirements and other endorsements.*



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Certificates and Documents (CD)**

**Small Passenger Vessel (K)**

**Task:** KI-CD09 Examine Federal Communications Commission Marine Radio Operator Permit (when applicable)

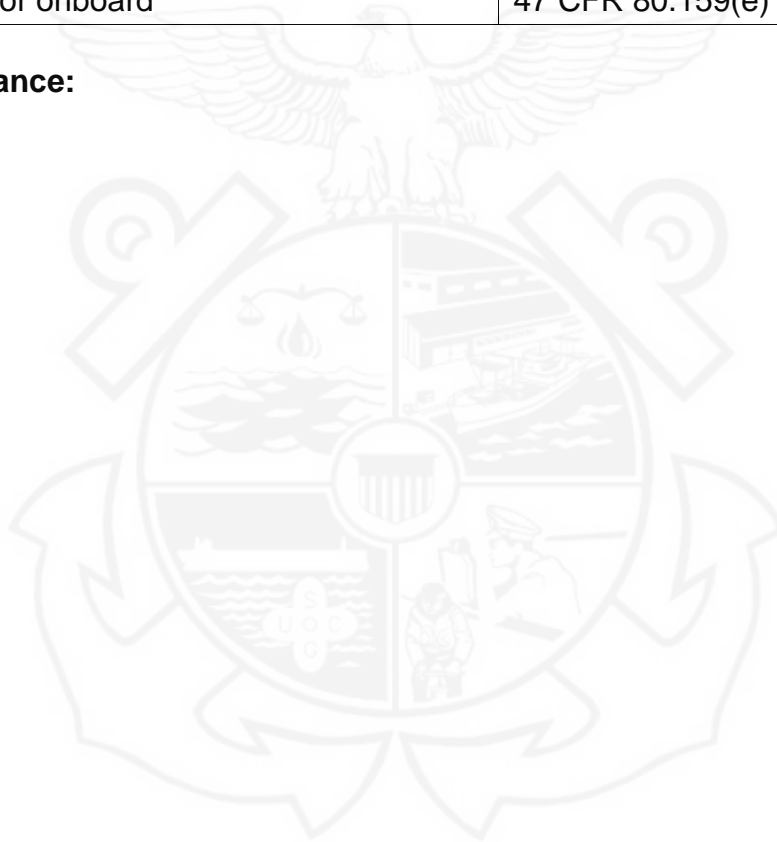
**Condition:** *While validating certificates and documents*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:** 1. Title 47, Code of Federal Regulations Part 80 Stations in the Maritime Services

Steps		References	Initials
CD09.1	Verify presence	47 CFR 80.159(e)	
CD09.2	Verify operator onboard	47 CFR 80.159(e)	

**Verifying Officer Guidance:**



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Certificates and Documents (CD)**

**Small Passenger Vessel (K)**

**Task:** KI-CD10 Review Federal Communications Commission Bridge-to-Bridge Certificate (when applicable)

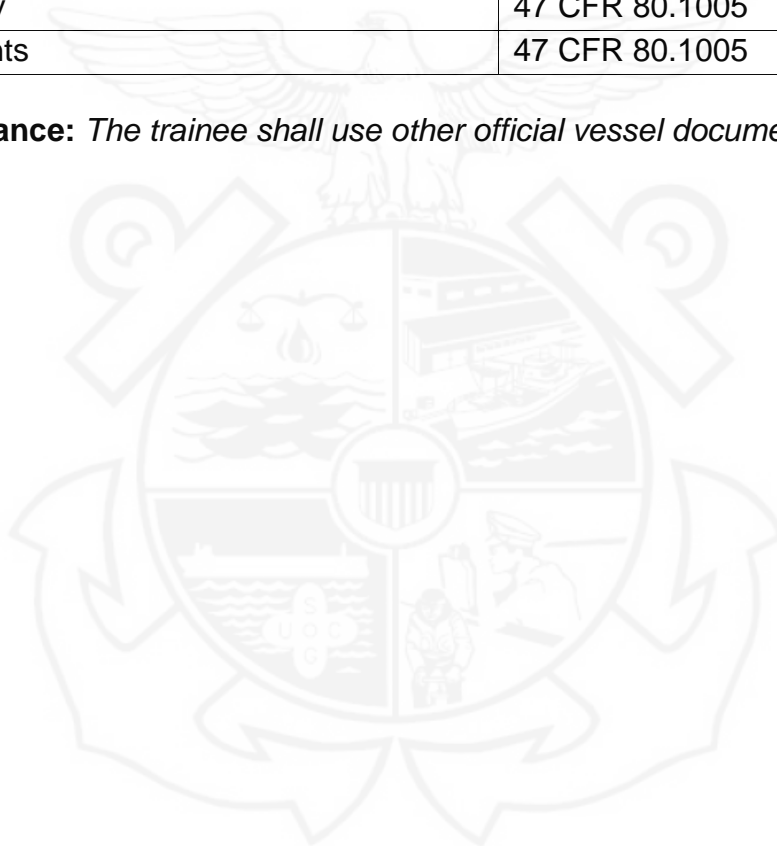
**Condition:** While validating certificates and documents

**Standard:** In compliance with applicable policies, laws, regulations and standards

**References:** 1. Title 47, Code of Federal Regulations Part 80 Stations in the Maritime Services

Steps		References	Initials
CD10.1	Verify presence	47 CFR 80.1001	
CD10.2	Verify validity	47 CFR 80.1005	
CD10.3	Verify contents	47 CFR 80.1005	

**Verifying Officer Guidance:** The trainee shall use other official vessel documents to support data on certificate.



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Certificates and Documents (CD)**

**Small Passenger Vessel (K)**

**Task:** KI-CD11 Review Federal Communications Commission Station License (when applicable)

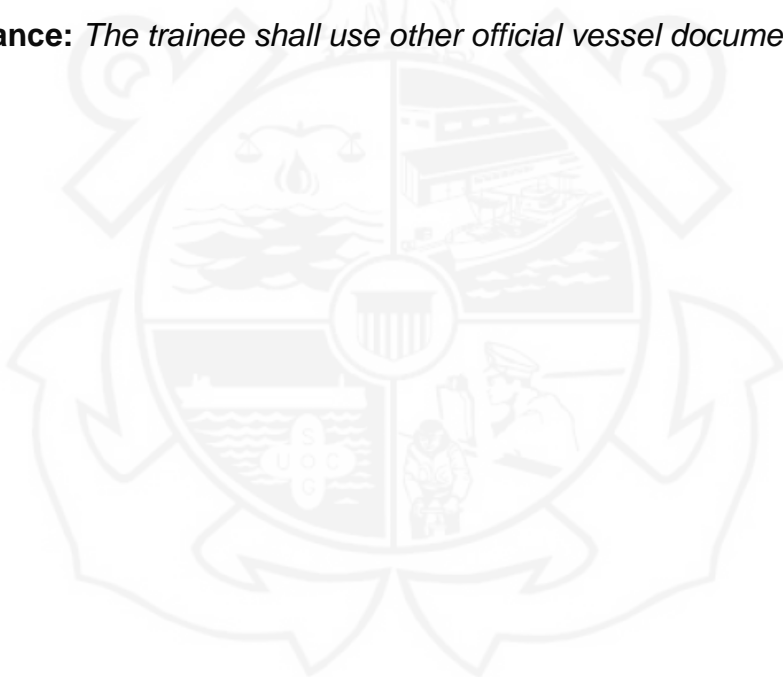
**Condition:** While validating certificates and documents

**Standard:** In compliance with applicable policies, laws, regulations and standards

**References:** 1. Title 47, Code of Federal Regulations Part 80 Stations in the Maritime Services

Steps		References	Initials
CD11.1	Verify presence	47 CFR 80.13	
CD11.2	Verify that other classes of equipment are authorized for operation	47 CFR 80.17	
CD11.3	Verify contents	47 CFR 80.99	
CD11.4	Verify validity	47 CFR 80.25	

**Verifying Officer Guidance:** *The trainee shall use other official vessel documents to support data on license.*



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Certificates and Documents (CD)****Small Passenger Vessel (K)**

**Task:** KI-CD12 Review Federal Communications Commission Safety Radiotelephony Certificate (when applicable)

**Condition:** While validating certificates and documents

**Standard:** In compliance with applicable policies, laws, regulations and standards

**References:** 1. Title 47, Code of Federal Regulations Part 80 Stations in the Maritime Services

Steps		References	Initials
CD12.1	Verify presence	47 CFR 80.59 (a)(2) 47 CFR 80.901 47 CFR 80.933	
CD12.2	Verify validity	47 CFR 80.59	
CD12.3	Verify contents	47 CFR 80.59	

**Verifying Officer Guidance:** Ensure that AMI has read applicable USCG FCC MOUs (1983-01, 1984-01). Ensure the AMI has read the FCC information bulletin "How to Conduct an Inspection of a Small Passenger Vessel."

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**



**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Logs and Manuals Inspection (LM)**

**Small Passenger Vessel (K)**

**Task:** KI-LM01 Review vessel's log

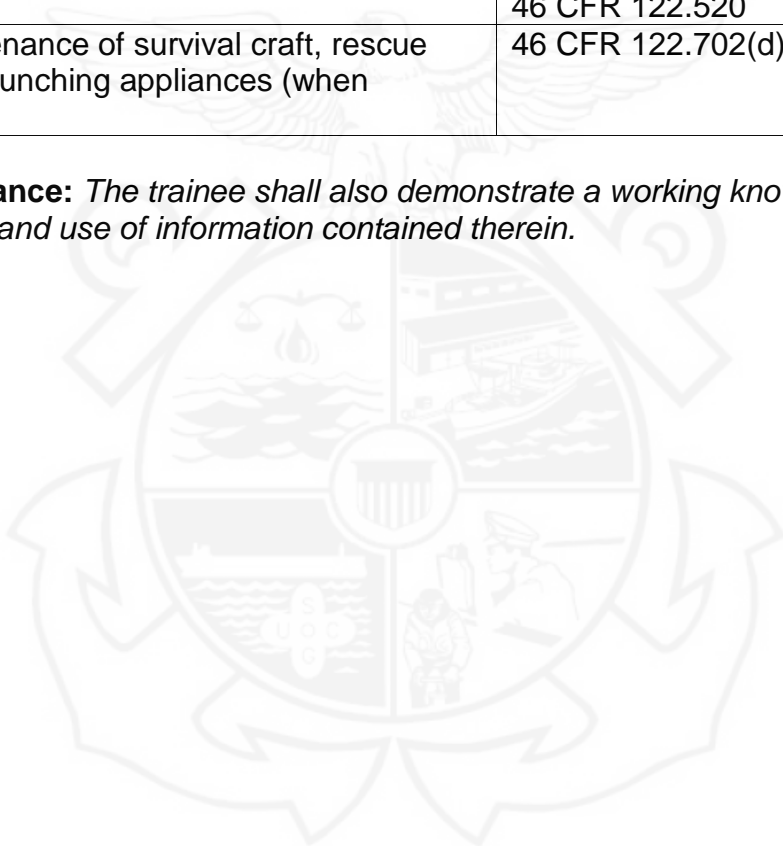
**Condition:** While validating logs and manuals

**Standard:** In compliance with applicable policies, laws, regulations and standards

**References:** 1. Title 46, Code of Federal Regulations Part 122 SPV-K - Operations

Steps		References	Initials
LM01.1	Verify EPIRB tests (when applicable)	46 CFR 122.728	
LM01.2	Verify drills	46 CFR 122.524 46 CFR 122.520	
LM01.3	Verify maintenance of survival craft, rescue boats, and launching appliances (when applicable)	46 CFR 122.702(d)	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of vessel log nomenclature, purpose and use of information contained therein.*



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Logs and Manuals Inspection (LM)****Small Passenger Vessel (K)****Task:** KI-LM02 Examine Waste/Garbage Management Plan (when applicable)**Condition:** *While validating logs and manuals***Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 33, Code of Federal Regulations Part 151 Vessels Carrying Oil, NLS, Garbage, Municipal or Commercial Waste & Ballast Water
  2. Title 46, Code of Federal Regulations Part 121 SPV-K - Vessel Control & Miscellaneous Systems & Equipment
  3. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified
  4. IMO Guidelines for the Implementation of Annex V of MARPOL, 2006 (Guidelines)

Steps		References	Initials
LM02.1	Verify validity	33 CFR 151.57 MARPOL V/9.2 46 CFR 121.702	
LM02.2	Verify contents	MARPOL V/9.2 IMO Guidelines - Appendix 3	

**Verifying Officer Guidance:** *Trainee shall demonstrate a working knowledge of plan format, purpose and how to use the information contained therein in order to verify active compliance.*

**Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Bridge/Navigation Inspection (BN)****Small Passenger Vessel (K)**

**Task:** KI-BN01 Verify operations of internal communication and control systems

**Condition:** *During bridge and navigation inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:** 1. Title 46, Code of Federal Regulations Part 121 SPV-K - Vessel Control & Miscellaneous Systems & Equipment

Steps		References	Initials
BN01.1	Witness means of communication from operating station to propulsion machinery space (when applicable)	46 CFR 121.602	
BN01.2	Witness operation of Public Address System	46 CFR 121.610	
BN01.3	Verify two independent means of controlling each propulsion engine (when applicable)	46 CFR 121.620	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of the equipment's nomenclature, function and operation.*

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Bridge/Navigation Inspection (BN)**

**Small Passenger Vessel (K)**

**Task:** KI-BN02 Inspect radar(s) (when applicable)

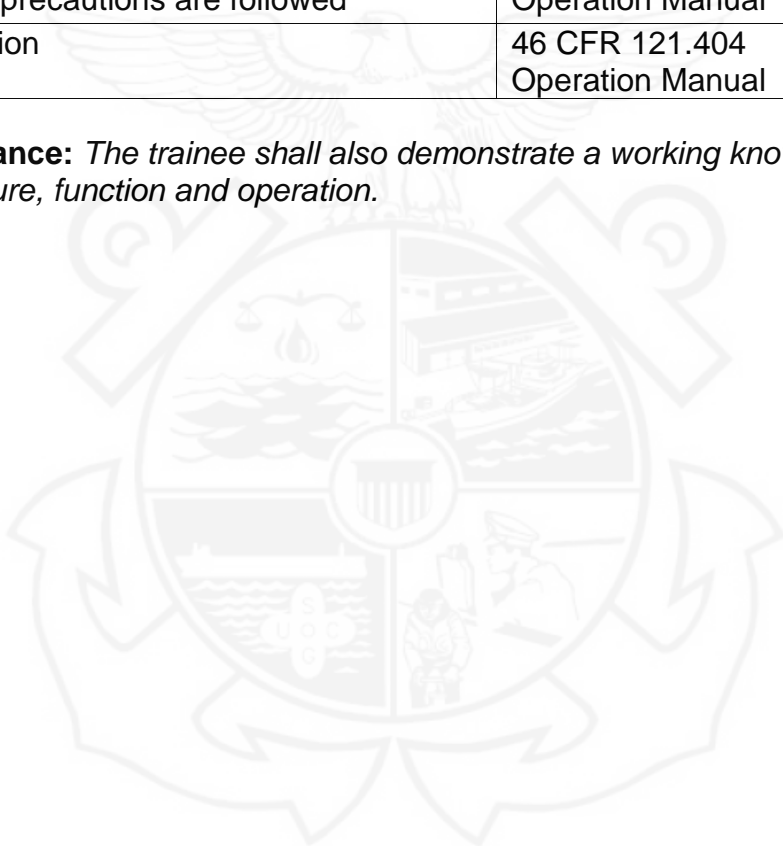
**Condition:** *During bridge and navigation inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 121 SPV-K - Vessel Control & Micellaneous Systems & Equipment
  2. Manufacturer's Operation Manual

Steps		References	Initials
BN02.1	Verify safety precautions are followed	Operation Manual	
BN02.2	Verify operation	46 CFR 121.404 Operation Manual	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of the equipment's nomenclature, function and operation.*



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Bridge/Navigation Inspection (BN)****Small Passenger Vessel (K)****Task:** KI-BN03 Inspect magnetic compass (when applicable)**Condition:** *During bridge and navigation inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards***References:** 1. Title 46, Code of Federal Regulations Part 121 SPV-K - Vessel Control & Miscellaneous Systems & Equipment

Steps		References	Initials
BN03.1	Verify illumination (when applicable)	46 CFR 121.402(c)	
BN03.2	Verify mounting location	46 CFR 121.402(a)	
BN03.3	Verify operation	46 CFR 121.402(a)	

**Verifying Officer Guidance:** *Trainee shall demonstrate proficiency in applicability of "old" and "new" subchapter T regulations, specifically 46 CFR 184.20 (Old T). The trainee shall also demonstrate a working knowledge of the equipment's nomenclature, function and operation.*

**Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Bridge/Navigation Inspection (BN)**

**Small Passenger Vessel (K)**

**Task:** KI-BN04 Inspect electronic position-fixing device (satellite navigation (GPS) receiver) (when applicable)

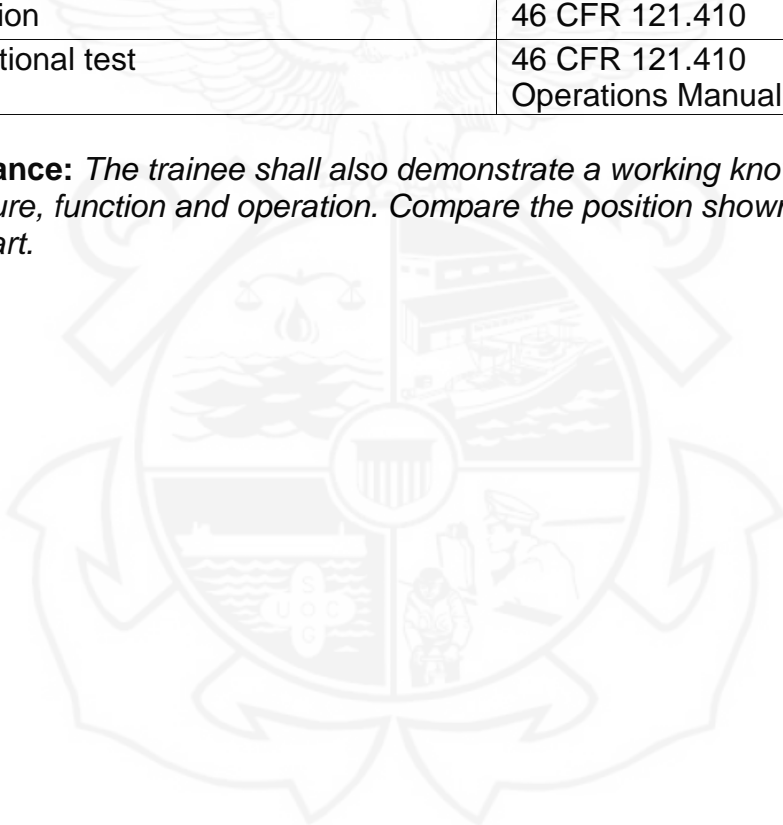
**Condition:** *During bridge and navigation inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 121 SPV-K - Vessel Control & Miscellaneous Systems & Equipment
  2. Manufacturer's Operation Manual

Steps		References	Initials
BN04.1	Verify operation	46 CFR 121.410	
BN04.2	Witness functional test	46 CFR 121.410 Operations Manual	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of the equipment's nomenclature, function and operation. Compare the position shown on GPS to position on the vessel's local chart.*



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Bridge/Navigation Inspection (BN)**

**Small Passenger Vessel (K)**

**Task:** KI-BN05 Verify radio telephone equipment (when applicable)

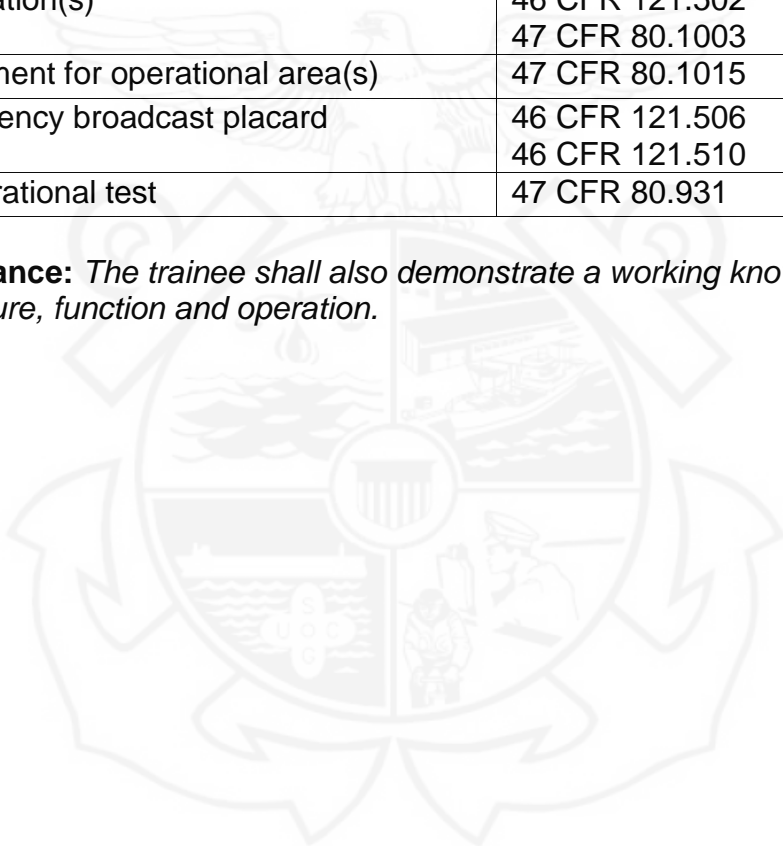
**Condition:** During bridge and navigation inspection

**Standard:** In compliance with applicable policies, laws, regulations and standards

- References:**
1. Title 46, Code of Federal Regulations Part 121 SPV-K - Vessel Control & Micellaneous Systems & Equipment
  2. Title 47, Code of Federal Regulations Part 80 Stations in the Maritime Services

Steps		References	Initials
BN05.1	Verify installation(s)	46 CFR 121.502 47 CFR 80.1003	
BN05.2	Verify equipment for operational area(s)	47 CFR 80.1015	
BN05.3	Verify emergency broadcast placard	46 CFR 121.506 46 CFR 121.510	
BN05.4	Witness operational test	47 CFR 80.931	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of the equipment's nomenclature, function and operation.*



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Bridge/Navigation Inspection (BN)****Small Passenger Vessel (K)**

**Task:** KI-BN06 Inspect navigation and signaling lights, and dayshapes

**Condition:** *During bridge and navigation inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:**

1. Title 33, Code of Federal Regulations Part 81 72 COLREGS: Implementing Rules
2. Title 33, Code of Federal Regulations Part 83 Inland Navigation Rules - Rules
3. Title 46, Code of Federal Regulations Part 120 SPV-K - Electrical Installation
4. International Regulations for Preventing Collisions at Sea (COLREG), 1972, as amended

Steps		References	Initials
BN06.1	Verify operation of navigation and anchor lights	33 CFR 83.20(b) COLREG Rule 20 46 CFR 120.420	
BN06.2	Inspect dayshapes (when applicable)	33 CFR 83.20(d) COLREG Rule 20 33 CFR 84.11	
BN06.3	Review Certificate of Alternate Compliance (when applicable)	33 CFR 81.9	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of the equipment's nomenclature, function and operation.*

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**



**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Bridge/Navigation Inspection (BN)**

**Small Passenger Vessel (K)**

**Task:** KI-BN07 Inspect sound signaling devices

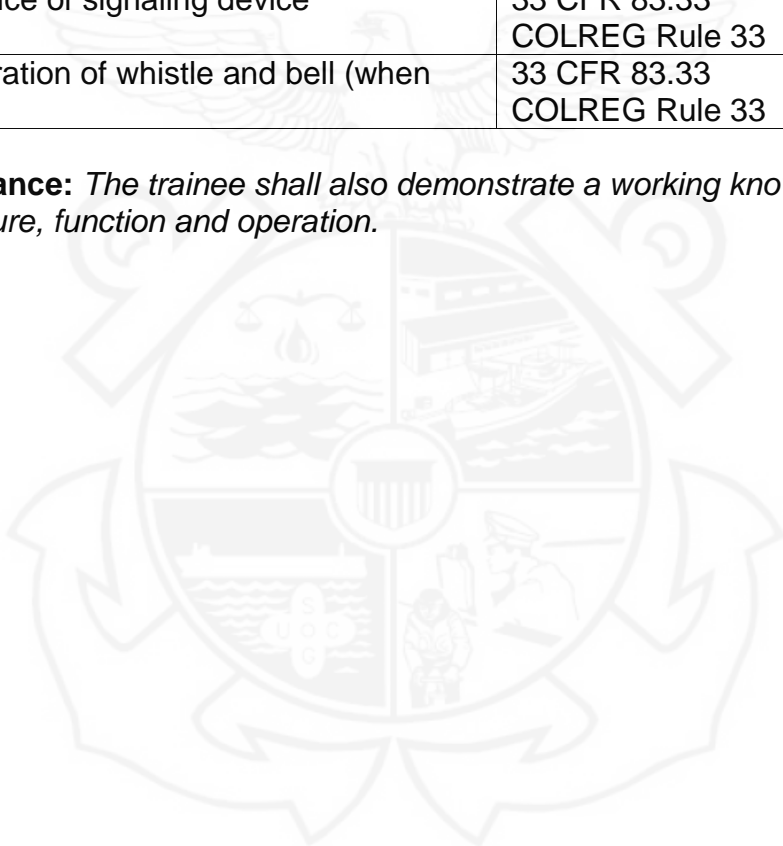
**Condition:** *During bridge and navigation inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:** 1. Title 33, Code of Federal Regulations Part 83 Inland Navigation Rules - Rules  
 2. International Regulations for Preventing Collisions at Sea (COLREG), 1972, as amended

Steps		References	Initials
BN07.1	Verify presence of signaling device	33 CFR 83.33 COLREG Rule 33	
BN07.2	Witness operation of whistle and bell (when applicable)	33 CFR 83.33 COLREG Rule 33	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of the equipment's nomenclature, function and operation.*



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Bridge/Navigation Inspection (BN)****Small Passenger Vessel (K)**

**Task:** KI-BN08 Verify navigational publications and nautical charts

**Condition:** During bridge and navigation inspection

**Standard:** In compliance with applicable policies, laws, regulations and standards

**References:**

1. Title 33, Code of Federal Regulations Part 88 Inland Navigation Rules - Annex V: Pilot Rules
2. Title 46, Code of Federal Regulations Part 121 SPV-K - Vessel Control & Miscellaneous Systems & Equipment
3. International Regulations for Preventing Collisions at Sea (COLREG), 1972, as amended

Steps		References	Initials
BN08.1	Verify presence of current and applicable charts	46 CFR 121.420	
BN08.2	Verify presence of current and applicable Tide Tables	46 CFR 121.420	
BN08.3	Verify presence of current and applicable River Current publication or Current tables (when applicable)	46 CFR 121.420	
BN08.4	Verify presence of current and applicable Coast Guard Light List	46 CFR 121.420	
BN08.5	Verify presence of current and applicable U.S. Coast Pilot	46 CFR 121.420	
BN08.6	Verify presence of COLREGs (when applicable)	COLREG A/1	
BN08.7	Verify presence of Inland Navigation Rules (when applicable)	33 CFR 88.05	

**Verifying Officer Guidance:** NOTE: CG-543 Policy Letter 10-05 Electronic Navigation Pubs onboard U.S. Vessels addresses 33 CFR and SOLAS, not subchapter K.

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Bridge/Navigation Inspection (BN)****Small Passenger Vessel (K)****Task:** KI-BN09 Inspect steering system controls at operating station**Condition:** *During bridge/navigation inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards***References:** 1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification  
2. Title 46, Code of Federal Regulations Part 119 SPV-K - Machinery Installation

Steps		References	Initials
BN09.1	Verify operation and control	46 CFR 119.610(a) 46 CFR 119.610(b) & (c) 46 CFR 115.814	
BN09.2	Witness operation of rudder angle indicator (when applicable)	46 CFR 119.610(e)(2)	
BN09.3	Verify steering gear transfer instructions are posted (when applicable)	46 CFR 119.610(g)(2)	
BN09.4	Verify visual means to indicate operation of power unit(s)(when applicable)	46 CFR 119.610(g)(1)	

**Verifying Officer Guidance:****Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Bridge/Navigation Inspection (BN)**

**Small Passenger Vessel (K)**

**Task:** KI-BN10 Inspect alarms and gauges at operating station

**Condition:** *During bridge/navigation inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:** 1. Title 46, Code of Federal Regulations Part 119 SPV-K - Machinery Installation

Steps		References	Initials
BN10.1	Verify bilge high level alarms	46 CFR 119.530(a) 46 CFR 119.530(b)	
BN10.2	Verify automatic bilge pump indicator	46 CFR 119.530(c)	
BN10.3	Verify flammable vapor detection system (when applicable)	46 CFR 119.480(a) 46 CFR 119.480(d)	
BN10.4	Verify propulsion engine gauges	46 CFR 119.410(b)	
BN10.5	Inspect audible or visual alarm for exhaust cooling system (when applicable)	46 CFR 119.425(b)(5)	

**Verifying Officer Guidance:**



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****General Health & Safety Inspection (GH)****Small Passenger Vessel (K)****Task:** KI-GH01 Inspect accommodations**Condition:** *During general health and safety inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:**

1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
2. Title 46, Code of Federal Regulations Part 116 SPV-K - Construction & Arrangement
3. Title 46, Code of Federal Regulations Part 120 SPV-K - Electrical Installation

Steps		References	Initials
GH01.1	Verify location	46 CFR 116.800	
GH01.2	Verify number of berths	46 CFR 116.710 46 CFR 116.810	
GH01.3	Verify spaces are of appropriate size	46 CFR 116.800 46 CFR 116.810	
GH01.4	Verify accessibility to escape routes	46 CFR 116.500 46 CFR 116.810(c)	
GH01.5	Verify ventilation	46 CFR 116.600(c)	
GH01.6	Verify sanitary condition	46 CFR 115.818	
GH01.7	Verify general alarm is adequate (when applicable)	46 CFR 120.550	

**Verifying Officer Guidance:****Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**General Health & Safety Inspection (GH)**

**Small Passenger Vessel (K)**

**Task:** KI-GH02 Inspect means of escape from accommodation, machinery and other spaces

**Condition:** *During general health and safety inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 116 SPV-K - Construction & Arrangement
  2. Title 46, Code of Federal Regulations Part 120 SPV-K - Electrical Installation
  3. Title 46, Code of Federal Regulations Part 122 SPV-K - Operations

Steps		References	Initials
GH02.1	Verify means of escape	46 CFR 116.500	
GH02.2	Verify routes are accessible	46 CFR 116.500	
GH02.3	Verify emergency lighting	46 CFR 120.432	
GH02.4	Verify markings	46 CFR 122.606	

**Verifying Officer Guidance:**



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****General Health & Safety Inspection (GH)****Small Passenger Vessel (K)****Task:** KI-GH03 Inspect mess deck and galley spaces**Condition:** *During general health and safety inspection***Standard:** *In compliance with applicable policies, laws, regulations, and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
  2. Title 46, Code of Federal Regulations Part 116 SPV-K - Construction & Arrangement
  3. Title 46, Code of Federal Regulations Part 121 SPV-K - Vessel Control & Miscellaneous Systems & Equipment
  4. American Boat and Yacht Council (ABYC) A-3 Galley Stoves, 1993
  5. NFPA 302 Pleasure and Commercial Motor Craft, 1994

Steps		References	Initials
GH03.1	Inspect sanitary conditions	46 CFR 115.818	
GH03.2	Verify cooking fuel restrictions	46 CFR 121.202	
GH03.3	Verify cooking equipment requirements	46 CFR 121.220 ABYC A-3 NFPA 302	
GH03.4	Verify LPG and LNG cooking systems	46 CFR 121.240	
GH03.5	Verify condition of vents and ducts	46 CFR 116.600(d)	
GH03.6	Verify structural fire protection surrounding cooking and heating appliances	46 CFR 116.410(c)(1)	

**Verifying Officer Guidance:****Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****General Health & Safety Inspection (GH)****Small Passenger Vessel (K)****Task:** KI-GH04 Inspect paint locker(s) (when applicable)**Condition:** *During general health and safety inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 116 SPV-K - Construction & Arrangement
  2. Title 46, Code of Federal Regulations Part 118 SPV-K - Fire Protection Equipment
  3. Title 46, Code of Federal Regulations Part 120 SPV-K - Electrical Installation

Steps		References	Initials
GH04.1	Verify fire protection equipment	46 CFR 118.400(a)(7)	
GH04.2	Inspect space construction material	46 CFR 116.405(d)	
GH04.3	Verify electrical installations (when applicable)	46 CFR 120.530(b) 46 CFR 120.530(c)	
GH04.4	Inspect means to secure ventilation	46 CFR 116.600(b)	

**Verifying Officer Guidance:****Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**



**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Lifesaving Equipment Inspection (LS)**

**Small Passenger Vessel (K)**

**Task:** KI-LS01 Inspect Emergency Position Indicating Radio Beacon (EPIRB) (when applicable)

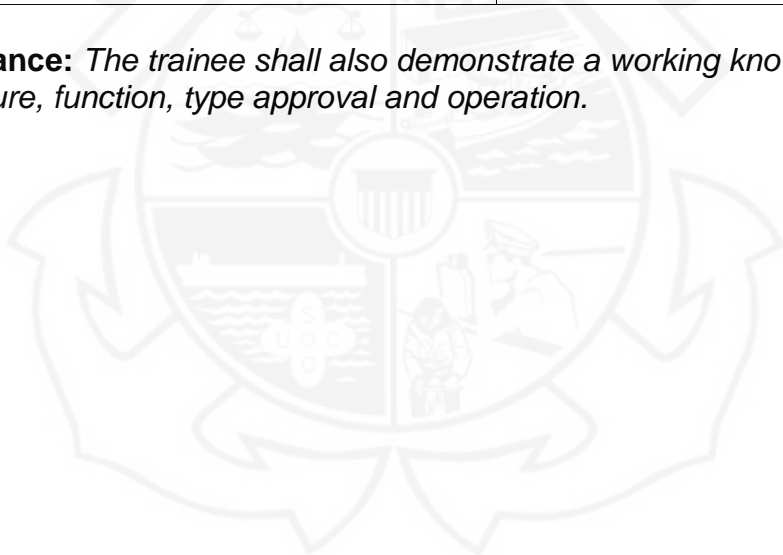
**Condition:** *During lifesaving equipment inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 117 SPV-K - Lifesaving Equipment & Arrangements
  2. Title 46, Code of Federal Regulations Part 122 SPV-K - Operations
  3. Title 47, Code of Federal Regulations Part 80 Stations in the Maritime Services

Steps		References	Initials
LS01.1	Verify registration	46 CFR 117.64 47 CFR 80.1061(e) 47 CFR 80.1061(f)	
LS01.2	Verify stowage	46 CFR 117.64	
LS01.3	Verify hydro-static release expiration date	46 CFR 122.740	
LS01.4	Verify battery date	46 CFR 122.728(b)	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of the equipment's nomenclature, function, type approval and operation.*



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Lifesaving Equipment Inspection (LS)****Small Passenger Vessel (K)****Task:** KI-LS02 Inspect distress signals (when applicable)**Condition:** *During lifesaving equipment inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 160 Equipment, Construction & Materials: Specifications & Approval - Lifesaving Equipment
  2. Title 46, Code of Federal Regulations Part 117 SPV-K - Lifesaving Equipment & Arrangements
  3. Title 46, Code of Federal Regulations Part 122 SPV-K - Operations

Steps		References	Initials
LS02.1	Verify type approval	46 CFR 117.68	
LS02.2	Verify quantity in accordance with vessel's route	46 CFR 117.68	
LS02.3	Verify expiration date	46 CFR 117.68 46 CFR 160.037-5 & 160.036-6 46 CFR 160.021-5	
LS02.4	Verify stowage and marking	46 CFR 117.68(e) 46 CFR 122.614	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of the equipment's nomenclature, function, type approval and operation.*

**Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Lifesaving Equipment Inspection (LS)**

**Small Passenger Vessel (K)**

**Task:** KI-LS03 Inspect life jackets

**Condition:** *During lifesaving equipment inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 160 Equipment, Construction & Materials: Specifications & Approval - Lifesaving Equipment
  2. Title 46, Code of Federal Regulations Part 117 SPV-K - Lifesaving Equipment & Arrangements
  3. Title 46, Code of Federal Regulations Part 122 SPV-K - Operations

Steps		References	Initials
LS03.1	Verify type approval	46 CFR 117.71(c) 46 CFR 117.25(a)	
LS03.2	Verify quantity	46 CFR 117.71(a) 46 CFR 117.71(b)	
LS03.3	Verify stowage	46 CFR 117.78	
LS03.4	Verify markings	46 CFR 122.604(b)	
LS03.5	Verify lights (when applicable)	46 CFR 117.75	
LS03.6	Verify location and information for donning instructions	46 CFR 122.516	
LS03.7	Inspect condition and suitability	46 CFR 160.002 46 CFR 160.005 46 CFR 160.055	
LS03.8	Verify stowage of Personal Floatation Devices carried in addition to lifejackets (when applicable)	46 CFR 117.72	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of the equipment's nomenclature, function, and type approval.*

<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Lifesaving Equipment Inspection (LS)**

**Small Passenger Vessel (K)**

**Task:** KI-LS04 Inspect life buoys

**Condition:** *During lifesaving equipment inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 160 Equipment, Construction & Materials: Specifications & Approval - Lifesaving Equipment
  2. Title 46, Code of Federal Regulations Part 117 SPV-K - Lifesaving Equipment & Arrangements
  3. Title 46, Code of Federal Regulations Part 122 SPV-K - Operations

Steps		References	Initials
LS04.1	Verify type approval	46 CFR 117.70(b)(1) 46 CFR 160.050	
LS04.2	Verify quantity	46 CFR 117.70(a)	
LS04.3	Verify stowage	46 CFR 180.70(b)	
LS04.4	Verify size	46 CFR 117.70(a)	
LS04.5	Inspect lifeline	46 CFR 117.70(c)	
LS04.6	Inspect waterlight (when applicable)	46 CFR 117.70(d)	
LS04.7	Verify markings	46 CFR 122.604 46 CFR 117.70(b) 46 CFR 160.050-3(b) & .050-6	
LS04.8	Inspect condition and suitability	46 CFR 117.70 46 CFR 160.050	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of the equipment's nomenclature, function, and type approval.*

<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Lifesaving Equipment Inspection (LS)****Small Passenger Vessel (K)**

**Task:** KI-LS05 Inspect inflatable liferaft & inflatable buoyant apparatus installations (when applicable)

**Condition:** *During lifesaving equipment inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 160 Equipment, Construction & Materials: Specifications & Approval - Lifesaving Equipment
  2. Title 46, Code of Federal Regulations Part 117 SPV-K - Lifesaving Equipment & Arrangements
  3. Title 46, Code of Federal Regulations Part 122 SPV-K - Operations

Steps		References	Initials
LS05.1	Verify type approval	46 CFR 117.200(a)(1)	
LS05.2	Verify quantity	46 CFR 117.200(c) Table	
LS05.3	Verify stowage	46 CFR 117.130	
LS05.4	Verify markings	46 CFR 160.151-33	
LS05.5	Verify annual service dates	46 CFR 122.730(a)	
LS05.6	Verify emergency instructions are posted	46 CFR 122.518	
LS05.7	Inspect embarkation ladder (when applicable)	46 CFR 122.150	
LS05.8	Verify servicing/expiration of hydrostatic release	46 CFR 122.740	
LS05.9	Verify hydrostatic release installation	46 CFR 122.740	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of the equipment's nomenclature, function, type approval and operation.*

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Lifesaving Equipment Inspection (LS)****Small Passenger Vessel (K)**

**Task:** KI-LS06 Inspect lifefloat installations (when applicable)

**Condition:** *During lifesaving equipment inspection*

**Standard:** *In compliance with applicable policies, laws, regulations, and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 160 Equipment, Construction & Materials: Specifications & Approval - Lifesaving Equipment
  2. Title 46, Code of Federal Regulations Part 117 SPV-K - Lifesaving Equipment & Arrangements
  3. Title 46, Code of Federal Regulations Part 122 SPV-K - Operations

Steps		References	Initials
LS06.1	Verify type approval	46 CFR 117.200(a)(2)	
LS06.2	Verify quantity	46 CFR 117.200(c) Table	
LS06.3	Verify stowage	46 CFR 117.137	
LS06.4	Verify markings	46 CFR 122.604(a) 46 CFR 160.010-8	
LS06.5	Inspect embarkation ladder (when applicable)	46 CFR 117.150	
LS06.6	Verify required equipment	46 CFR 117.175(d) 46 CFR 117.175(f)	
LS06.7	Verify emergency instructions are posted	46 CFR 122.512(a)(1)(ix)	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of the equipment's nomenclature, function, type approval and operation.*

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Lifesaving Equipment Inspection (LS)****Small Passenger Vessel (K)****Task:** KI-LS07 Inspect rescue boat (when applicable)**Condition:** *During lifesaving equipment inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 160 Equipment, Construction & Materials: Specifications & Approval - Lifesaving Equipment
  2. Title 46, Code of Federal Regulations Part 117 SPV-K - Lifesaving Equipment & Arrangements
  3. Title 46, Code of Federal Regulations Part 122 SPV-K - Operations

Steps		References	Initials
LS07.1	Verify type approval	46 CFR 117.210 46 CFR 160.056	
LS07.2	Verify stowage	46 CFR 122.700	
LS07.3	Verify markings	46 CFR 122.604(i)	
LS07.4	Verify equipment	46 CFR 160.056-3(b)	
LS07.5	Verify condition	46 CFR 122.700	
LS07.6	Inspect embarkation ladder (when applicable)	46 CFR 117.150(b)	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of the equipment's nomenclature, function and type approval.*

**Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Lifesaving Equipment Inspection (LS)**

**Small Passenger Vessel (K)**

**Task:** KI-LS08 Inspect launching appliance(s) (when applicable)

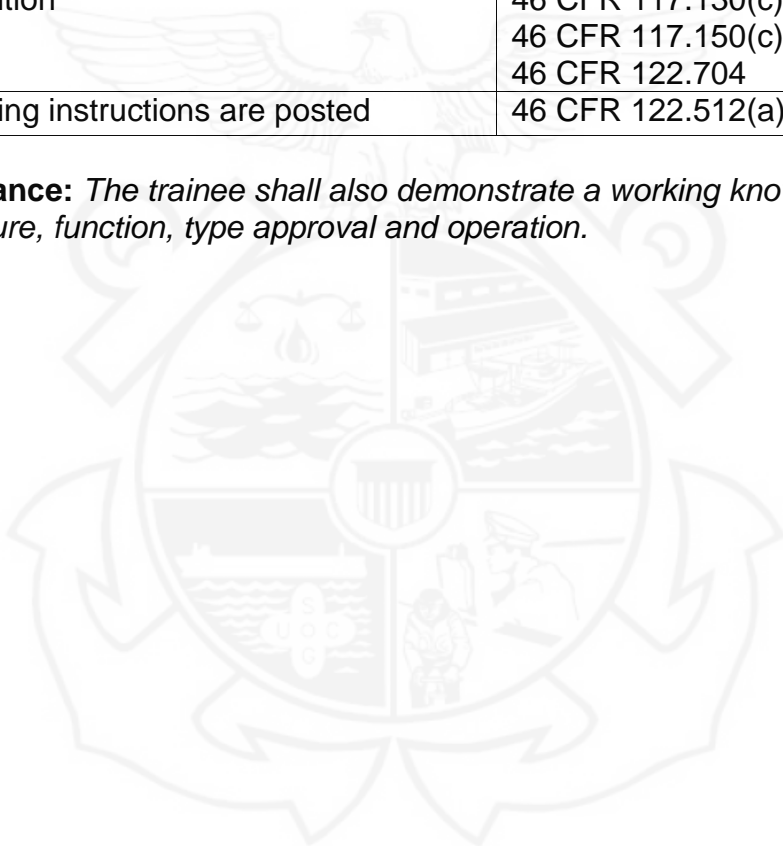
**Condition:** *During lifesaving equipment inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 117 SPV-K - Lifesaving Equipment & Arrangements
  2. Title 46, Code of Federal Regulations Part 122 SPV-K - Operations

Steps		References	Initials
LS08.1	Inspect condition	46 CFR 117.130(c) 46 CFR 117.150(c) 46 CFR 122.704	
LS08.2	Verify operating instructions are posted	46 CFR 122.512(a)(1)(ix)	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of the equipment's nomenclature, function, type approval and operation.*



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>



**K-Boat Inspector (KI)****Certificate of Inspection****Lifesaving Equipment Inspection (LS)****Small Passenger Vessel (K)****Task:** KI-LS09 Inspect buoyant apparatus (when applicable)**Condition:** *During lifesaving equipment inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 160 Equipment, Construction & Materials: Specifications & Approval - Lifesaving Equipment
  2. Title 46, Code of Federal Regulations Part 117 SPV-K - Lifesaving Equipment & Arrangements
  3. Title 46, Code of Federal Regulations Part 122 SPV-K - Operations

Steps		References	Initials
LS09.1	Verify type approval	46 CFR 117.15(b) 46 CFR 117.200(a)(4) 46 CFR 160.010	
LS09.2	Verify quantity	46 CFR 117.15(b) 46 CFR 117.200(a)(4) 46 CFR 117.200(c) Table	
LS09.3	Verify stowage	46 CFR 117.137	
LS09.4	Verify markings	46 CFR 122.604(a)	
LS09.5	Inspect embarkation ladder (when applicable)	46 CFR 117.150	
LS09.6	Verify required equipment	46 CFR 117.175(e) 46 CFR 117.175(f)	
LS09.7	Verify emergency instructions are posted	46 CFR 122.512(a)(1)(ix)	

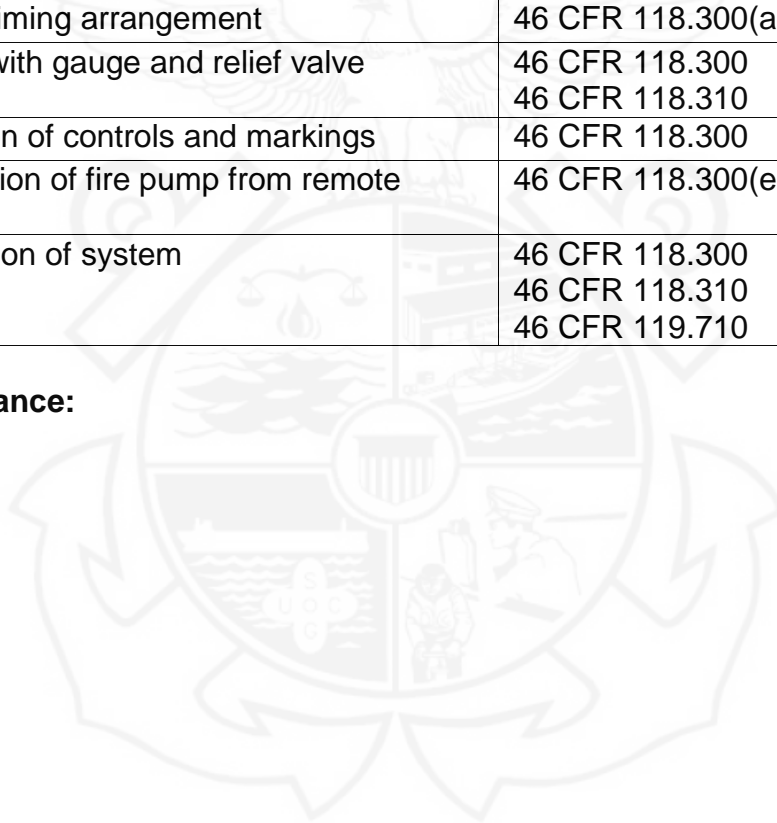
**Verifying Officer Guidance:****Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Firefighting System Inspection (FF)****Small Passenger Vessel (K)****Task:** KI-FF01 Inspect fire main and pump (when applicable)**Condition:** *During firefighting equipment inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:**

1. Title 46, Code of Federal Regulations Part 118 SPV-K - Fire Protection Equipment
2. Title 46, Code of Federal Regulations Part 119 SPV-K - Machinery Installation

Steps		References	Initials
FF01.1	Verify capable of providing adequate pressure	46 CFR 118.300(b) & (c)	
FF01.2	Verify self priming arrangement	46 CFR 118.300(a)	
FF01.3	Verify fitted with gauge and relief valve	46 CFR 118.300 46 CFR 118.310	
FF01.4	Verify location of controls and markings	46 CFR 118.300	
FF01.5	Verify operation of fire pump from remote control(s)	46 CFR 118.300(e)	
FF01.6	Verify condition of system	46 CFR 118.300 46 CFR 118.310 46 CFR 119.710	

**Verifying Officer Guidance:****Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Firefighting System Inspection (FF)**

**Small Passenger Vessel (K)**

**Task:** KI-FF02 Inspect fire stations

**Condition:** *During firefighting equipment inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:** 1. Title 46, Code of Federal Regulations Part 118 SPV-K - Fire Protection Equipment

Steps		References	Initials
FF02.1	Verify number of hydrants	46 CFR 118.310(a)	
FF02.2	Verify hoses meet required length, size, markings and quantity	46 CFR 118.310(a) 46 CFR 118.320(b) 46 CFR 118.320(c)	
FF02.3	Verify operation of valves at fire stations	46 CFR 118.310(a)	

**Verifying Officer Guidance:**



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Firefighting System Inspection (FF)****Small Passenger Vessel (K)****Task:** KI-FF03 Inspect portable fire extinguishers**Condition:** *During firefighting equipment inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:**

1. Title 46, Code of Federal Regulations Part 147 Hazardous Ships' Stores
2. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
3. Title 46, Code of Federal Regulations Part 118 SPV-K - Fire Protection Equipment
4. NFPA 10 Standard for Portable Fire Extinguishers, 2014

Steps		References	Initials
FF03.1	Verify location and stowage	46 CFR 118.500 46 CFR 118.520	
FF03.2	Verify servicing compliance	46 CFR 115.810 NFPA 10 Chapters 4, 7 & 8	
FF03.3	Examine condition of cylinder(s) and hose(s)	NFPA 10 Chapter 7 46 CFR 115.810 46 CFR 147.65	
FF03.4	Verify presence of required type and quantity	46 CFR 118.500	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of equipment's nomenclature, function and operation.*

**Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Firefighting System Inspection (FF)****Small Passenger Vessel (K)**

**Task:** KI-FF04 Inspect semi-portable firefighting equipment (when applicable)

**Condition:** During firefighting equipment inspection

**Standard:** In compliance with applicable policies, laws, regulations and standards

- References:**
1. Title 46, Code of Federal Regulations Part 147 Hazardous Ships' Stores
  2. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
  3. Title 46, Code of Federal Regulations Part 118 SPV-K - Fire Protection Equipment
  4. NFPA 10 Standard for Portable Fire Extinguishers, 2014

Steps		References	Initials
FF04.1	Verify location and stowage	46 CFR 118.500 46 CFR 118.520	
FF04.2	Verify servicing compliance	46 CFR 115.810 NFPA 10 Chapters 4, 7 & 8	
FF04.3	Examine condition of cylinder(s) and hose(s)	NFPA 10 Chapter 7 46 CFR 115.810 46 CFR 147.65	
FF04.4	Verify type and quantity of extinguishers	46 CFR 118.500(c)	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of equipment's nomenclature, function and operation.*

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Firefighting System Inspection (FF)**

**Small Passenger Vessel (K)**

**Task:** KI-FF05 Inspect fire axe(s) (when applicable)

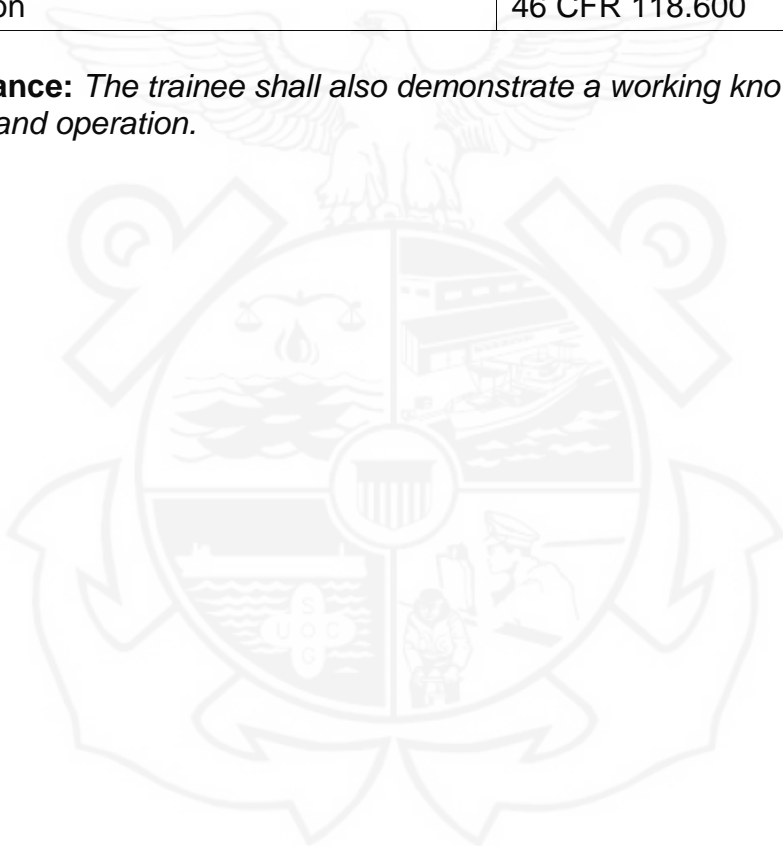
**Condition:** *During firefighting equipment inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:** 1. Title 46, Code of Federal Regulations Part 118 SPV-K - Fire Protection Equipment

Steps		References	Initials
FF05.1	Verify presence	46 CFR 118.600	
FF05.2	Verify location	46 CFR 118.600	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of equipment's nomenclature, function and operation.*



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Firefighting System Inspection (FF)****Small Passenger Vessel (K)**

**Task:** KI-FF06 Inspect high pressure CO2 system(s) (when applicable)

**Condition:** *During firefighting equipment inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:**

1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
2. Title 46, Code of Federal Regulations Part 118 SPV-K - Fire Protection Equipment
3. Title 46, Code of Federal Regulations Part 122 SPV-K - Operations
4. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch-1

Steps		References	Initials
FF06.1	Ensure safety precautions are implemented prior to servicing system	MSM II/C.2.I.5	
FF06.2	Verify servicing compliance	46 CFR 115.810(b)(2)	
FF06.3	Verify odorizing unit (when applicable)	46 CFR 118.410(f)(8)	
FF06.4	Inspect stowage of cylinders	46 CFR 118.410(c)	
FF06.5	Inspect condition of system components	46 CFR 118.410	
FF06.6	Verify piping and nozzles are clear	46 CFR 115.810(b)(2)	
FF06.7	Witness operational test of time delays, alarms and shutdowns	46 CFR 115.810(b)(2)	
FF06.8	Verify markings and warning signs are posted	46 CFR 122.612	
FF06.9	Verify operating instructions are posted	46 CFR 122.612	

**Verifying Officer Guidance:**

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Firefighting System Inspection (FF)****Small Passenger Vessel (K)**

**Task:** KI-FF07 Inspect pre-engineered fixed gas fire extinguishing systems (when applicable)

**Condition:** During firefighting equipment inspection

**Standard:** In compliance with applicable policies, laws, regulations and standards

**References:**

1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
2. Title 46, Code of Federal Regulations Part 118 SPV-K - Fire Protection Equipment
3. Manufacturer's Instructions

Steps		References	Initials
FF07.1	Determine if approved	46 CFR 118.420(a)(1)	
FF07.2	Verify presence of manual actuation from outside of space	46 CFR 118.420(a)(2)	
FF07.3	Verify presence of automatic actuator (heat detector)	46 CFR 118.420(a)(2)	
FF07.4	Witness system automatically shuts down power ventilation (when applicable)	46 CFR 118.420(a)(3)	
FF07.5	Witness system automatically shuts down engines (when applicable)	46 CFR 118.420(a)(3)	
FF07.6	Verify system is installed per manufacturer's instructions	46 CFR 118.420(a)(4) Manufacturer's Instructions	
FF07.7	Witness operation of indicating light	46 CFR 118.420(b)(1)	
FF07.8	Witness audible alarm	46 CFR 118.420(b)(2)	
FF07.9	Witness means to reset automatically shut down systems	46 CFR 118.420(b)(3)	
FF07.10	Verify servicing compliance	46 CFR 115.810(b)(2)	

**Verifying Officer Guidance:**

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**



**K-Boat Inspector (KI)****Certificate of Inspection****Firefighting System Inspection (FF)****Small Passenger Vessel (K)**

**Task:** KI-FF08 Inspect fire and smoke detection systems (when applicable)

**Condition:** During firefighting equipment inspection

**Standard:** In compliance with applicable policies, laws, regulations and standards

- References:**
1. Title 46, Code of Federal Regulations Part 76 Passenger Vessels - Fire Protection Equipment
  2. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
  3. Title 46, Code of Federal Regulations Part 116 SPV-K - Construction & Arrangement
  4. Title 46, Code of Federal Regulations Part 118 SPV-K - Fire Protection Equipment

Steps		References	Initials
FF08.1	Determine appropriate spaces are equipped	46 CFR 118.400(c),(e) & (f) 46 CFR 118.450 46 CFR 116.410(C)(3)	
FF08.2	Witness system test	46 CFR 115.810(a)(7)	
FF08.3	Verify operation of control unit's visual and audible alarms (when applicable)	46 CFR 118.400	
FF08.4	Verify zoning (when applicable)	46 CFR 118.400(c) 46 CFR 76.27-5	
FF08.5	Verify location and spacing of detectors	46 CFR 118.400(c) 46 CFR 76.27-10	
FF08.6	Verify independent module smoke detection system(s) (when applicable)	46 CFR 118.400(e) 46 CFR 118.450	

**Verifying Officer Guidance:** *The trainee shall show a working knowledge of fire detection systems and the test, maintenance and approval requirements.*

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Firefighting (FF)**

**Small Passenger Vessel (K)**

**Task:** KI-FF09 Review approved Safety Plan (Fire-Control Plan)

**Condition:** *During initial construction/modification*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:** 1. Title 46, Code of Federal Regulations Part 116 SPV-K - Construction & Arrangement

Steps		References	Initials
FF09.1	Verify location and approval	46 CFR 116.530	
FF09.2	Verify equipment installation to approved plan	46 CFR 116.530	
FF09.3	Verify plan contains all applicable information	46 CFR 116.530	

**Verifying Officer Guidance:**



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Firefighting (FF)**

**Small Passenger Vessel (K)**

**Task:** KI-FF10 Inspect areas for compliance with Structural Fire Protection (SFP) requirements

**Condition:** *During inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 116 SPV-K - Construction & Arrangement
  2. Title 46, Code of Federal Regulations Part 76 Passenger Vessels - Fire Protection Equipment
  3. NVIC 09-97 Ch-1 Guide to Structural Fire Protection

Steps		References	Initials
FF10.1	Confirm installation in accordance with approved Fire Safety Plan	46 CFR 116.202(b)2 & 3 46 CFR 116.530 NVIC 09-97 Ch-1	
FF10.2	Verify boundaries are maintained	46 CFR 116.415 46 CFR 72.05-10	
FF10.3	Verify general arrangement & outfitting	46 CFR 116.405	
FF10.4	Verify Fire resistant furnishings	46 CFR 116.423 46 CFR 76.05-55	
FF10.5	Inspect ceilings, linings, trim, interior finish & decorations	46 CFR 116.422 46 CFR 76.05-15	
FF10.6	Insect doors	46 CFR 116.435 46 CFR 76.05-25	
FF10.7	Inspect balconies & atriums	46 CFR 116.439 46 CFR 116.440	

**Verifying Officer Guidance:** *Trainee shall demonstrate an understanding of the applicability as it relates to structural fire protection (see 46 CFR 116.400).*

<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Machinery Equipment Inspection (MI)****Small Passenger Vessel (K)****Task:** KI-MI01 Inspect steering gear**Condition:** *During machinery equipment inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
  2. Title 46, Code of Federal Regulations Part 119 SPV-K - Machinery Installation
  3. Title 46, Code of Federal Regulations Part 121 SPV-K - Vessel Control & Miscellaneous Systems & Equipment
  4. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch-1

Steps		References	Initials
MI01.1	Inspect electrical, mechanical, and hydraulic connections and linkages of main and auxiliary (emergency) systems	46 CFR 115.814 46 CFR 119.610 MSM II/C.4.B	
MI01.2	Verify operation of communications between bridge and emergency steering station(s)(when applicable)	46 CFR 121.602(b)	
MI01.3	Witness operational test of systems, in all modes of operation from emergency steering station(s)(when applicable)	46 CFR 119.610(b) 46 CFR 119.610(c) 46 CFR 119.620	
MI01.4	Verify accuracy of rudder angle indicator (when applicable)	46 CFR 119.610(f)(2)	
MI01.5	Verify steering control transfer procedures	46 CFR 119.610(g)(2)	
MI01.6	Witness operational test of auxiliary (emergency) steering arrangement (when applicable)	46 CFR 119.620(a) 46 CFR 119.620(b)	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of equipment's nomenclature, function and safe operation.*

<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Machinery Equipment Inspection (MI)**

**Small Passenger Vessel (K)**

**Task:** KI-MI02 Inspect fuel oil service system

**Condition:** *During machinery equipment inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 119 SPV-K - Machinery Installation
  2. American Boat and Yacht Council (ABYC) H-25 Portable Gasoline Fuel Systems for Flammable Liquids, 1994

Steps		References	Initials
MI02.1	Verify installation, arrangement and condition of piping, manifolds and filters	46 CFR 119.455	
MI02.2	Inspect portable fuel system (when applicable)	46 CFR 119.458 ABYC H-25	
MI02.3	Witness tests of remote shutdown(s)	46 CFR 119.455(b)(4)	
MI02.4	Inspect nonmetallic flexible hoses and fittings	46 CFR 119.720(e)	

**Verifying Officer Guidance:**



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Machinery Equipment Inspection (MI)****Small Passenger Vessel (K)****Task:** KI-MI03 Inspect main propulsion system(s)**Condition:** *During machinery equipment inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
  2. Title 46, Code of Federal Regulations Part 116 SPV-K - Construction & Arrangement
  3. Title 46, Code of Federal Regulations Part 119 SPV-K - Machinery Installation
  4. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch-1

Steps		References	Initials
MI03.1	Inspect condition, installation and arrangements of system components	46 CFR 119.310 46 CFR 115.804 MSM II/B.1.F	
MI03.2	Inspect foundations for structural integrity	46 CFR 115.402(c)(1)	
MI03.3	Verify installation of protective covers or guards	46 CFR 116.960	
MI03.4	Inspect system's hull penetrations for structural integrity	46 CFR 119.420	
MI03.5	Witness operational test of main propulsion machinery	46 CFR 115.804(a)	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of equipment's nomenclature, function and safe operation.*

**Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Machinery Equipment Inspection (MI)****Small Passenger Vessel (K)**

**Task:** KI-MI04 Inspect unfired pressure vessels (UPVs) (when applicable)

**Condition:** During machinery equipment inspection

**Standard:** In compliance with applicable policies, laws, regulations and standards

**References:**

1. Title 46, Code of Federal Regulations Part 54 Pressure Vessels
2. Title 46, Code of Federal Regulations Part 61 Marine Engineering - Periodic Tests & Inspections
3. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
4. Title 46, Code of Federal Regulations Part 119 SPV-K - Machinery Installation
5. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch-1

Steps		References	Initials
MI04.1	Verify data plate(s) are legible	46 CFR 54.10-20	
MI04.2	Determine if UPV is exempt from inspection	46 CFR 119.330 46 CFR 54.01-15	
MI04.3	Verify external exam, internal exam and/or hydrostatic test needs	46 CFR 115.812 46 CFR 61.10-5(b) 46 CFR 61.10-5(d) & (e)	
MI04.4	Inspect externally	46 CFR 61.10-5(b)(1)	
MI04.5	Inspect internally (when accessible)	46 CFR 61.10-5(b)(2) 46 CFR 54.01-35 MSM II/B.1.O.4.a	
MI04.6	Witness hydrostatic test (when applicable)	46 CFR 61.10-5(d) 46 CFR 61.10-5(e)(4) MSM II/B.1.O.4.b	
MI04.7	Verify installation and operation of pressure gauges	46 CFR 54.15-5(f)	
MI04.8	Verify installation and operation of pressure-relieving devices	46 CFR 54.15-5 46 CFR 61.10-5(i) 46 CFR 54.15-10(a) & (g)	

**Verifying Officer Guidance:** The trainee shall also demonstrate a working knowledge of equipment's nomenclature, function and safe operation.

<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Machinery Equipment Inspection (MI)****Small Passenger Vessel (K)****Task:** KI-MI05 Examine potable water system (when applicable)**Condition:** *During machinery equipment inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:**

1. Title 21, Code of Federal Regulations Part 1250 Interstate Conveyance Sanitation
2. Title 46, Code of Federal Regulations Part 54 Pressure Vessels
3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch-1

Steps		References	Initials
MI05.1	Verify tank vents are fitted with insect screens	21 CFR 1250.82(c) MSM II/A.C.2.a	
MI05.2	Verify operation of water pump(s) and pressurization system	21 CFR 1250.84(a) 46 CFR 54.01-15(a)	
MI05.3	Verify pressurization system is fitted with safety relief valve(s)	46 CFR 54.01-15(a)	
MI05.4	Verify installation and arrangement of piping and valves	21 CFR 1250.82	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of equipment's nomenclature, function and operation.*

**Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**



**K-Boat Inspector (KI)****Certificate of Inspection****Machinery Equipment Inspection (MI)****Small Passenger Vessel (K)****Task:** KI-MI06 Inspect bilge system**Condition:** *During machinery equipment inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 33, Code of Federal Regulations Part 155 Oil or Hazardous Material Pollution Prevention Regulations for Vessels
  2. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
  3. Title 46, Code of Federal Regulations Part 119 SPV-K - Machinery Installation

Steps		References	Initials
MI06.1	Verify location and operation of pump(s)	46 CFR 115.804(h) 46 CFR 119.520	
MI06.2	Inspect manifolds, valves and piping (when applicable)	46 CFR 119.510	
MI06.3	Verify bilge system pumping capabilities	46 CFR 119.520(a)	
MI06.4	Verify bilge suction(s) are fitted with strainer(s)	46 CFR 119.510(b)	
MI06.5	Verify pollution placard is posted (when applicable)	33 CFR 155.450	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of equipment's nomenclature, function and operation.*

**Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Machinery Equipment Inspection (MI)****Small Passenger Vessel (K)****Task:** KI-MI07 Inspect (wet & dry) exhaust system(s)**Condition:** *During machinery equipment inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
  2. Title 46, Code of Federal Regulations Part 116 SPV-K - Construction & Arrangement
  3. Title 46, Code of Federal Regulations Part 119 SPV-K - Machinery Installation

Steps		References	Initials
MI07.1	Inspect condition	46 CFR 115.804(c) 46 CFR 119.430	
MI07.2	Inspect insulation (when applicable)	46 CFR 116.405(b) 46 CFR 116.970 46 CFR 119.430(a)	
MI07.3	Inspect installation	46 CFR 119.425 46 CFR 119.430	

**Verifying Officer Guidance:****Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Machinery Equipment Inspection (MI)****Small Passenger Vessel (K)****Task:** KI-MI08 Inspect auxiliary boiler(s) (when applicable)**Condition:** During machinery equipment inspection**Standard:** In compliance with applicable policies, laws, regulations and standards

- References:**
1. Title 46, Code of Federal Regulations Part 54 Pressure Vessels
  2. Title 46, Code of Federal Regulations Part 61 Marine Engineering - Periodic Tests & Inspections
  3. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification

Steps		References	Initials
MI08.1	Verify maximum allowable working pressure (MAWP)	46 CFR 54.10-20	
MI08.2	Inspect internal (when applicable)	46 CFR 115.812(b) 46 CFR 61.05-10 Table	
MI08.3	Inspect mounts	46 CFR 61.05-15(a)-(d) 46 CFR 61.05-10 Table	
MI08.4	Inspect columns, gauge glasses and gauge cocks	46 CFR 61.05-15(e)	
MI08.5	Inspect steam gauge	46 CFR 61.05-15(f) 46 CFR 61.05-10 Table	
MI08.6	Inspect safety valves	46 CFR 115.704 46 CFR 61.05-10 Table & .05-20 46 CFR 54.15-10	

**Verifying Officer Guidance:** Trainees should be aware that additional guidance on the above steps can be found on the water tube propulsion boiler PQS cards.

<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Electrical Systems Inspection (ES)**

**Small Passenger Vessel (K)**

**Task:** KI-ES01 Inspect switchboard(s)

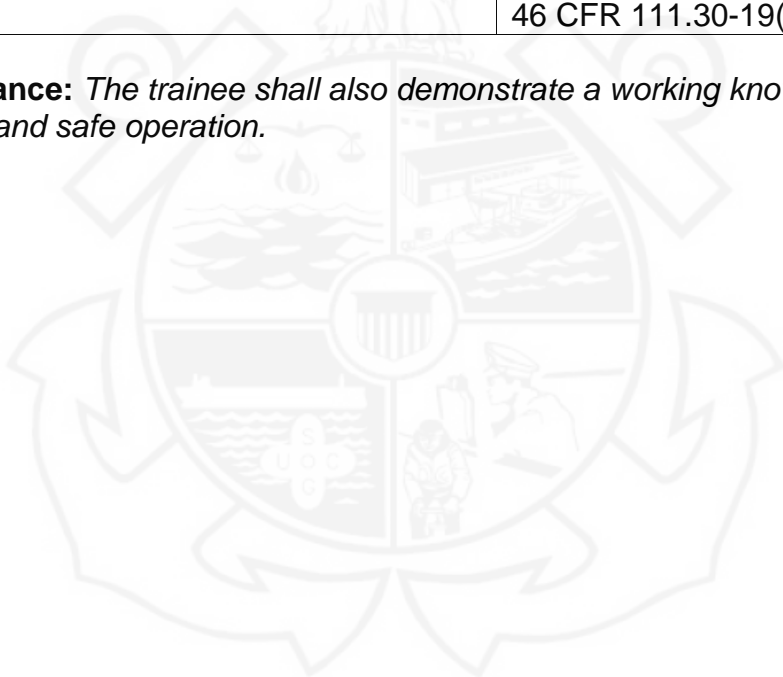
**Condition:** *During machinery equipment inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 111 Electric Systems General Requirements
  2. Title 46, Code of Federal Regulations Part 120 SPV-K - Electrical Installation

Steps		References	Initials
ES01.1	Verify location, condition and installation	46 CFR 120.330(a) - (e) 46 CFR 120.330(i)	
ES01.2	Verify non-conductive handrail and matting or grating on deck	46 CFR 120.330(f)	
ES01.3	Verify sized correctly	46 CFR 120.330(j) 46 CFR 111.30-19(a)	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of equipment's nomenclature, function and safe operation.*



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Electrical Systems Inspection (ES)****Small Passenger Vessel (K)**

**Task:** KI-ES02 Inspect main service generator(s) and prime mover(s)

**Condition:** *During machinery equipment inspection while engine(s) is/are running*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 116 SPV-K - Construction & Arrangement
  2. Title 46, Code of Federal Regulations Part 120 SPV-K - Electrical Installation

Steps		References	Initials
ES02.1	Verify power source(s) requirements	46 CFR 120.310	
ES02.2	Examine condition of generator(s) and prime mover(s)' components	46 CFR 120.320	
ES02.3	Verify installation of protective covers or guards	46 CFR 116.960	
ES02.4	Verify generator(s) nameplates are attached	46 CFR 120.320(d)	
ES02.5	Verify required gauges (when applicable)	46 CFR 120.320(c)	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of equipment's nomenclature, function and safe operation.*

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Electrical Systems Inspection (ES)**

**Small Passenger Vessel (K)**

**Task:** KI-ES03 Inspect lighting systems

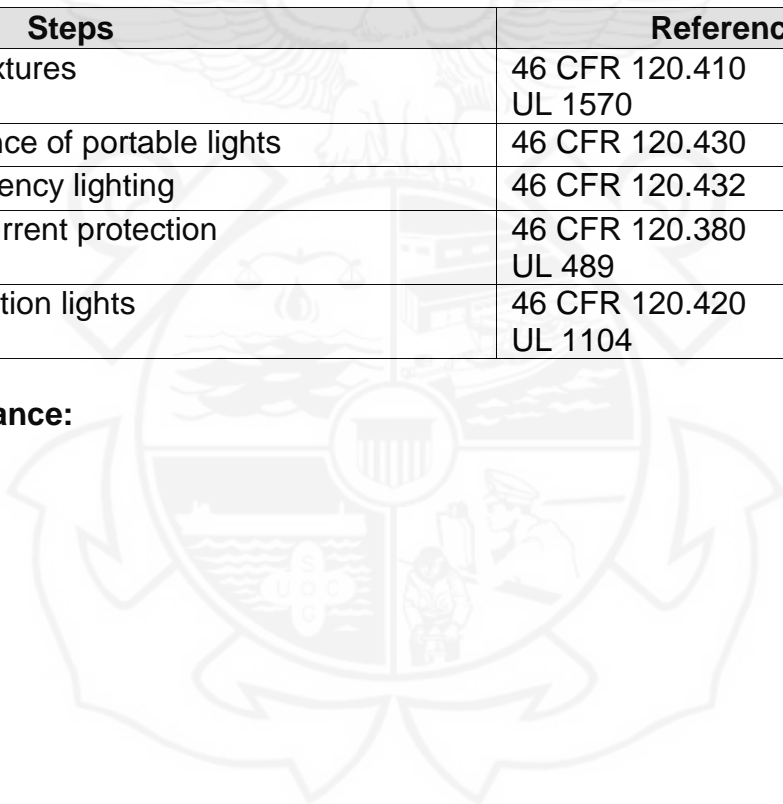
**Condition:** *During electrical systems inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 120 SPV-K - Electrical Installation
  2. Underwriters Laboratories Inc. (UL) 489 Molded-Case Circuit Breakers and Circuit Breaker Enclosures, 1995
  3. Underwriters Laboratories Inc. (UL) 1104 Standard for Safety for Marine Navigation Lights
  4. Underwriters Laboratories Inc. (UL) 1570 Fluorescent Lighting Fixtures, 1995

Steps		References	Initials
ES03.1	Verify light fixtures	46 CFR 120.410 UL 1570	
ES03.2	Verify presence of portable lights	46 CFR 120.430	
ES03.3	Verify emergency lighting	46 CFR 120.432	
ES03.4	Verify overcurrent protection	46 CFR 120.380 UL 489	
ES03.5	Verify navigation lights	46 CFR 120.420 UL 1104	

**Verifying Officer Guidance:**



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Electrical Systems Inspection (ES)****Small Passenger Vessel (K)****Task:** KI-ES04 Inspect battery installation**Condition:** *During machinery equipment inspection***Standard:** *In compliance with applicable policies, laws, regulations, and standards*

**References:**

1. Title 46, Code of Federal Regulations Part 111 Electric Systems General Requirements
2. Title 46, Code of Federal Regulations Part 120 SPV-K - Electrical Installation

Steps		References	Initials
ES04.1	Determine battery category	46 CFR 120.352	
ES04.2	Verify ventilation	46 CFR 120.354 46 CFR 111.15-10	
ES04.3	Verify properly installed and secured	46 CFR 120.350(b) 46 CFR 120.354	
ES04.4	Verify space for maintenance and removal	46 CFR 120.350(c)	
ES04.5	Verify ammeter connected in the charging circuit (when applicable)	46 CFR 120.350(f)	
ES04.6	Verify proper ventilation of charger (when applicable)	46 CFR 120.350(a)	
ES04.7	Verify connections	46 CFR 120.350(d)	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of equipment's nomenclature, function and safe operation.*

**Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Electrical Systems Inspection (ES)****Small Passenger Vessel (K)****Task:** KI-ES05 Inspect electrical cable and fixtures**Condition:** *During machinery equipment inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 111 Electric Systems General Requirements
  2. Title 46, Code of Federal Regulations Part 120 SPV-K - Electrical Installation

Steps		References	Initials
ES05.1	Verify supports for vertical and horizontal installations	46 CFR 120.340(b)(4)	
ES05.2	Verify radius of bends	46 CFR 120.340(b)(5)	
ES05.3	Verify no hazardous conditions exist	46 CFR 120.200-220 46 CFR 120.530 46 CFR 111.105	
ES05.4	Verify condition of outlets	46 CFR 120.220(c)	
ES05.5	Verify connection types	46 CFR 120.340(g)	
ES05.6	Inspect cable size and condition	46 CFR 120.340(d)	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of equipment's nomenclature, function and safe operation.*

**Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**



**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Electrical Systems Inspection (ES)**

**Small Passenger Vessel (K)**

**Task:** KI-ES06 Inspect distribution panel(s)

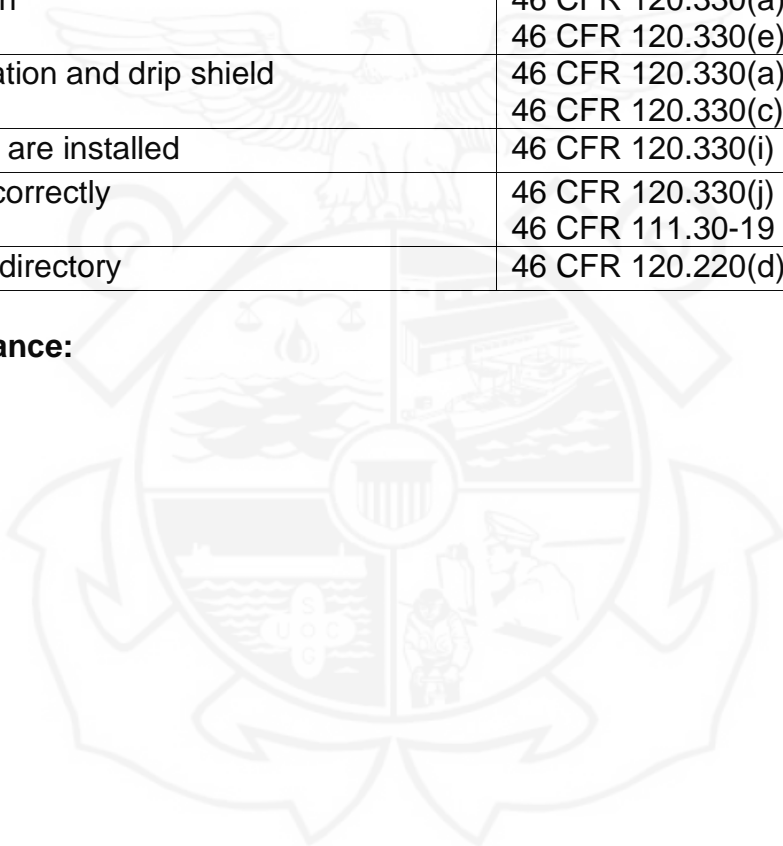
**Condition:** *During machinery equipment inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 111 Electric Systems General Requirements
  2. Title 46, Code of Federal Regulations Part 183 SPV-T - Electrical Installation

Steps		References	Initials
ES06.1	Verify location	46 CFR 120.330(a) 46 CFR 120.330(e)	
ES06.2	Verify installation and drip shield	46 CFR 120.330(a) 46 CFR 120.330(c)	
ES06.3	Verify blanks are installed	46 CFR 120.330(i)	
ES06.4	Verify sized correctly	46 CFR 120.330(j) 46 CFR 111.30-19	
ES06.5	Verify circuit directory	46 CFR 120.220(d)	

**Verifying Officer Guidance:**



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Electrical Systems Inspection (ES)**

**Small Passenger Vessel (K)**

**Task:** KI-ES07 Inspect components installed in designated hazardous areas (when applicable)

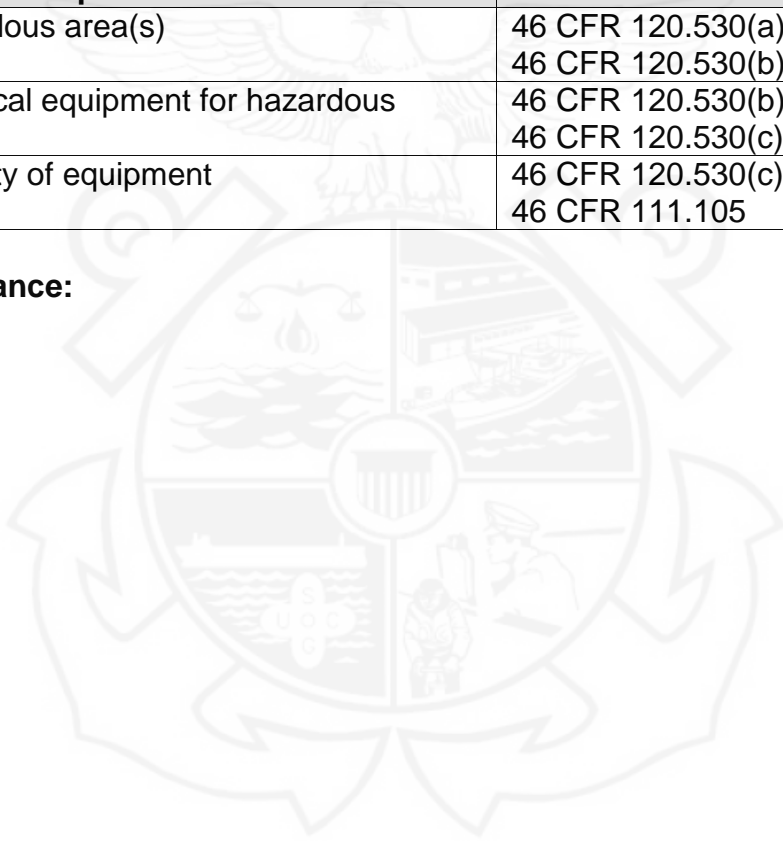
**Condition:** *During machinery equipment inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 111 Electric Systems General Requirements
  2. Title 46, Code of Federal Regulations Part 120 SPV-K - Electrical Installation

Steps		References	Initials
ES07.1	Verify hazardous area(s)	46 CFR 120.530(a) 46 CFR 120.530(b)	
ES07.2	Verify electrical equipment for hazardous area(s)	46 CFR 120.530(b) 46 CFR 120.530(c)	
ES07.3	Verify integrity of equipment	46 CFR 120.530(c) 46 CFR 111.105	

**Verifying Officer Guidance:**



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Stability (ST)****Small Passenger Vessel (K)**

**Task:** KI-ST01 Witness deadweight survey with or without inclining experiment

**Condition:** During a deadweight survey with or without an inclining experiment

**Standard:** In compliance with applicable policies, laws, regulations and standards

- References:**
1. Title 46, Code of Federal Regulations Part 170 Stability Requirements for All Inspected Vessels
  2. Title 46, Code of Federal Regulations Part 114 SPV-K - General Provisions
  3. ASTM F1321 Standard Guide for Conducting a Stability Test (Lightweight Survey and Inclining Experiment) to Determine the Light Ship Displacement and Centers of Gravity of a Vessel, 2014
  4. Approved Stability Test Procedures (Issued by MSC)

Steps		References	Initials
ST01.1	Determine applicability	46 CFR 170.001 46 CFR 170.070 46 CFR 170.075	
ST01.2	Verify intended service (Exposed, Paritally Protected, Protected)	46 CFR 114.400	
ST01.3	Review approved stability test procedure and MSC approval letter	46 CFR 170.185	
ST01.4	Discuss acceptable deviations from requirements of procedure (contact MSC)	46 CFR 170.190	
ST01.5	Assess General Condition of the vessel (configuration refelcts as-built plans, tankage, mooring arrangement, environment, specific gravity with hydrometer)	ASTM F1321 6.1	
ST01.6	Verify test weights are certified and current (inclining only)	ASTM F1321 6.5.2.1	
ST01.7	Witness survey of items to be added, removed and/or relocated	ASTM F1321 6.5 Test Procedures	
ST01.8	Witness pendulum reading	ASTM F1321 8.1.3.6	
ST01.9	Witness freeboard measurements and resulting calculation/linear plot	ASTM F1321 8.1.2	
ST01.10	Witness weight movement and resulting weight moment plot, verify appropriate scale and straight line (inclining only)	ASTM F1321 8.1.3	

**Verifying Officer Guidance:** *The trainee shall demonstrate a working knowledge of stability test requirements. Trainee should contact MSC Small Vessel Branch to obtain the most recent version of the "Stability Test Checklist for Witnessing Inspectors". The trainee should demonstrate*

<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Stability (ST)****Small Passenger Vessel (K)****Task:** KI-ST02 Verify drainage requirements**Condition:** *During inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:**

1. Title 46, Code of Federal Regulations Part 116 SPV-K - Construction & Arrangement
2. Title 46, Code of Federal Regulations Part 178 SPV-T - Intact Stability & Seaworthiness

Steps		References	Initials
ST02.1	Determine vessel type	46 CFR 116.1110 46 CFR 116.1120	
ST02.2	Verify requirements for cockpit deck vessels (when applicable)	46 CFR 116.1120 46 CFR 178.420 46 CFR 178.450	
ST02.3	Verify requirements for well deck vessels (when applicable)	46 CFR 116.1120 46 CFR 178.430 46 CFR 178.450	
ST02.4	Verify requirements for open boats (when applicable)	46 CFR 116.1120 46 CFR 178.440	
ST02.5	Verify requirements for flush deck vessels (when applicable)	46 CFR 116.1120 46 CFR 178.410	

**Verifying Officer Guidance:****Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Stability (ST)**

**Small Passenger Vessel (K)**

**Task:** KI-ST03 Verify subdivision (when applicable)

**Condition:** *During inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 116 SPV-K - Construction & Arrangement
  2. Title 46, Code of Federal Regulations Part 171 Subdivision & Stability - Vessels Carrying Passengers

Steps		References	Initials
ST03.1	Determine applicability	46 CFR 171.060(b)	
ST03.2	Verify location and watertight integrity of collision bulkhead	46 CFR 171.085(h) 46 CFR 171.085(J)	
ST03.3	Verify location and watertight integrity of watertight bulkheads	46 CFR 116.1160 46 CFR 171.070	
ST03.4	Verify subdivision in accordance with approved plans	46 CFR 171.070	

**Verifying Officer Guidance:**



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Structural/Watertight Integrity Inspection (SW)****Small Passenger Vessel (K)**

**Task:** KI-SW01 Inspect hatches and Class-1 watertight doors (when applicable)

**Condition:** During structural/watertight integrity inspection

**Standard:** In compliance with applicable policies, laws, regulations and standards

- References:**
1. Title 46, Code of Federal Regulations Part 170 Stability Requirements for All Inspected Vessels
  2. Title 46, Code of Federal Regulations Part 174 Subdivision & Stability - Specific Vessel Types
  3. Title 46, Code of Federal Regulations Part 122 SPV-K - Operations
  4. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch-1

Steps		References	Initials
SW01.1	Verify condition of knife edges	46 CFR 174.210	
SW01.2	Verify condition of gasket material	MSM II/B.1.E.5	
SW01.3	Verify watertight integrity between gasket and knife edge	46 CFR 174.210 46 CFR 170.270 MSM II/B.1.E.5	
SW01.4	Verify condition and operation of hinges and dogging devices	46 CFR 170.270	
SW01.5	Verify operation of Class-1 door's quick-acting closing device	46 CFR 174.210	
SW01.6	Verify operation of indicator lights at the control station	46 CFR 174.210	
SW01.7	Verify markings	46 CFR 122.610	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of the equipment's nomenclature, function, type approval and operation.*

<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Structural/Watertight Integrity Inspection (SW)****Small Passenger Vessel (K)**

**Task:** KI-SW02 Inspect Class 2 & 3 watertight doors (when applicable)

**Condition:** During structural/watertight integrity inspection

**Standard:** In compliance with applicable policies, laws, regulations and standards

- References:**
1. Title 46, Code of Federal Regulations Part 170 Stability Requirements for All Inspected Vessels
  2. Title 46, Code of Federal Regulations Part 179 SPV-T - Subdivision, Damage Stability & Watertight Integrity
  3. Title 46, Code of Federal Regulations Part 185 SPV-T - Operations
  4. ASTM F1196 Standard Specification for Sliding Watertight Door Assemblies, 2008
  5. ASTM F1197 Standard Specification for Sliding Watertight Door Control Systems, 2007

Steps		References	Initials
SW02.1	Verify operation of local controls	46 CFR 170.270(c)(2) ASTM F1197/7.1	
SW02.2	Verify operation of remote controls	ASTM F1197/7.1	
SW02.3	Verify condition of replaceable interface between door and frame assembly	46 CFR 170.270(c)(1) ASTM F1196/6.3	
SW02.4	Verify operation of alarms	ASTM F1197/11.5	
SW02.5	Verify closing times are in compliance	ASTM F1197/11.2 ASTM F1197/11.4	
SW02.6	Verify markings	46 CFR 122.610 ASTM F1196/11.1 ASTM F1196/S4	
SW02.7	Verify watertight integrity	ASTM F1196/S1	
SW02.8	Verify operation of doors under reserve power	46 CFR 170.270(c)(3) ASTM F1197/S3	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of the equipment's nomenclature, function, type approval and operation.*

<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Structural/Watertight Integrity Inspection (SW)****Small Passenger Vessel (K)****Task:** KI-SW03 Inspect watertight bulkhead penetrations**Condition:** *During structural/watertight integrity inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:**

1. Title 46, Code of Federal Regulations Part 171 Subdivision & Stability - Vessels Carrying Passengers
2. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch-1

Steps		References	Initials
SW03.1	Verify locations	46 CFR 171.114	
SW03.2	Verify watertight	46 CFR 171.114 MSM II/B.1.B.5	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of nomenclature, function, type approval and operation.*

**Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**



**K-Boat Inspector (KI)**

**Certificate of Inspection**

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

**Small Passenger Vessel (K)**

**Task:** KI-SW04 Inspect hull structure

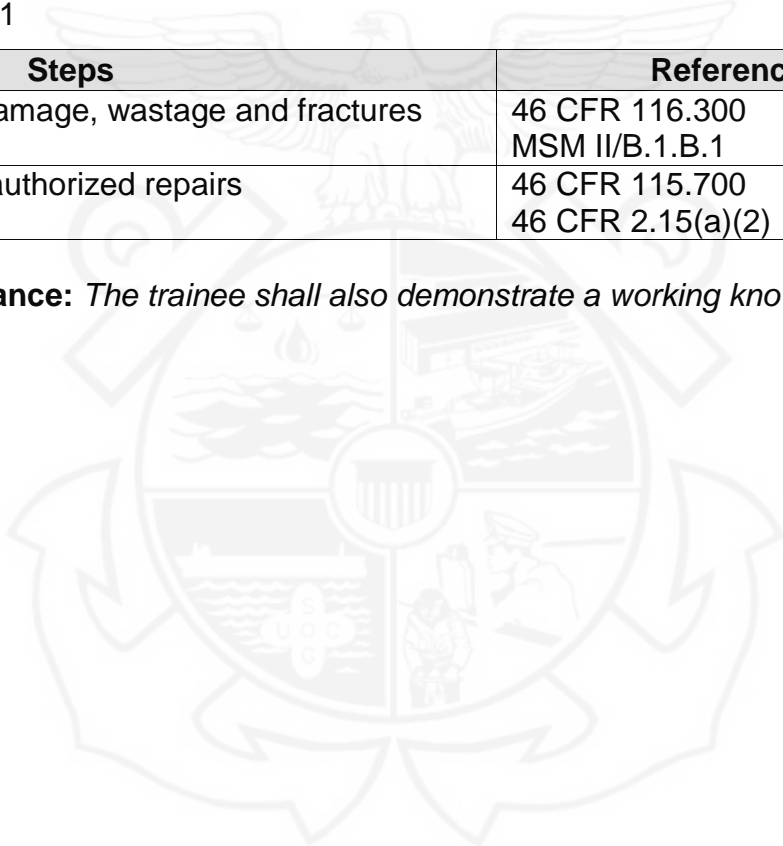
**Condition:** During structural/watertight integrity inspection

**Standard:** In compliance with applicable policies, laws, regulations, and standards

- References:**
1. Title 46, Code of Federal Regulations Part 2 Vessel Inspections
  2. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
  3. Title 46, Code of Federal Regulations Part 116 SPV-K - Construction & Arrangement
  4. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch-1

Steps		References	Initials
SW04.1	Inspect for damage, wastage and fractures	46 CFR 116.300 MSM II/B.1.B.1	
SW04.2	Verify no unauthorized repairs	46 CFR 115.700 46 CFR 2.15(a)(2)	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of vessel scantling nomenclature.*



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Pollution Prevention Inspection (PP)****Small Passenger Vessel (K)****Task:** KI-PP01 Inspect sewage system**Condition:** During pollution prevention inspection**Standard:** In compliance with applicable policies, laws, regulations and standards

**References:**

1. Title 33, Code of Federal Regulations Part 159 Marine Sanitation Devices
2. Title 46, Code of Federal Regulations Part 184 SPV-T - Vessel Control & Miscellaneous Systems & Equipment
3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch-1

Steps		References	Initials
PP01.1	Verify presence of manufacturer's instructions	33 CFR 159.57	
PP01.2	Verify operation	33 CFR 159.57 46 CFR 121.704	
PP01.3	Verify capacity	33 CFR 159.57(b)(8)	
PP01.4	Verify piping and wiring	33 CFR 159.97	
PP01.5	Verify Marine Sanitation Device (MSD) approval	33 CFR 159.7 MSM II/B.6.F.4	
PP01.6	Verify instructions and warning placard posted	33 CFR 159.59	
PP01.7	Verify overboard discharge valve is closed and secure (when applicable)	33 CFR 159.7(b) 33 CFR 159.7(c)	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of the equipment's nomenclature, function, type approval and operation. USCG White Paper <http://www.uscg.mil/hq/cg5/cg5213/docs/capacity.pdf>*

**Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Pollution Prevention Inspection (PP)****Small Passenger Vessel (K)**

**Task:** KI-PP02 Conduct garbage handling (MARPOL Annex V) survey (when applicable)

**Condition:** *During pollution prevention inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 33, Code of Federal Regulations Part 151 Vessels Carrying Oil, NLS, Garbage, Municipal or Commercial Waste & Ballast Water
  2. Title 46, Code of Federal Regulations Part 121 SPV-K - Vessel Control & Micellaneous Systems & Equipment
  3. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified

Steps		References	Initials
PP02.1	Review plan compliance	46 CFR 121.702 33 CFR 151.51 & .57 MARPOL V/9.2	
PP02.2	Verify handling of plastics	33 CFR 151.55 MARPOL V/9.3(b)	
PP02.3	Verify placards posted	33 CFR 151.59 MARPOL V/9.1(a)	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of MARPOL Annex V applicability and requirements.*

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Pollution Prevention Inspection (PP)****Small Passenger Vessel (K)**

**Task:** KI-PP03 Conduct Vessel General Permit (VGP) compliance verification (when applicable)

**Condition:** During pollution prevention inspection

**Standard:** In compliance with applicable policies, laws, regulations and standards

- References:**
1. EPA Vessel General Permit for Discharges Incidental to the Normal Operation of Vessels (VGP), 2013
  2. CG-543 Policy Letter 11-01 Guidelines for CG Evaluations of Compliance with the EPA's Vessel General Permit
  3. Federal Water Pollution Control Act (FWPCA)

Steps		References	Initials
PP03.1	Verify Notice of Intent (NOI) (when applicable)	CG-543 Policy Ltr 11-01 FWPCA Section 402 VGP 1.5.1.1	
PP03.2	Review General Permit	CG-543 Policy Ltr 11-01	
PP03.3	Verify discharges are in compliance with VGP	VGP 2.2.3.2 VGP 4.3	
PP03.4	Verify log entries	VGP 4.1.1.1 VGP 4.2	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of VGP applicability and requirements.*

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Topside Equipment Inspection (TE)**

**Small Passenger Vessel (K)**

**Task:** KI-TE01 Examine freeing ports and scuppers (when applicable)

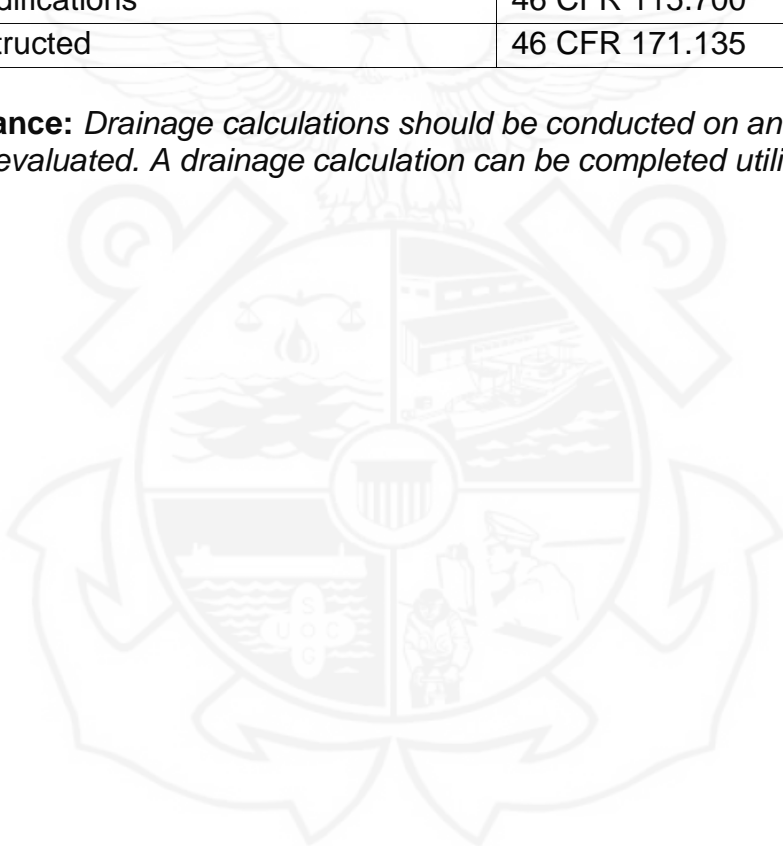
**Condition:** *During topside equipment and ground tackle inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
  2. Title 46, Code of Federal Regulations Part 171 Subdivision & Stability - Vessels Carrying Passengers

Steps		References	Initials
TE01.1	Verify no modifications	46 CFR 115.700	
TE01.2	Verify unobstructed	46 CFR 171.135	

**Verifying Officer Guidance:** *Drainage calculations should be conducted on an active vessel so that actual drainage can be evaluated. A drainage calculation can be completed utilizing vessel plans.*



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Topside Equipment Inspection (TE)****Small Passenger Vessel (K)**

**Task:** KI-TE02 Examine ground tackle, mooring lines and related equipment

**Condition:** *During topside equipment and ground tackle inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:** 1. Title 46, Code of Federal Regulations Part 121 SPV-K - Vessel Control & Miscellaneous Systems & Equipment

Steps		References	Initials
TE02.1	Determine size of anchor(s) required	46 CFR 121.300	
TE02.2	Verify operation of capstan (when applicable)	46 CFR 121.300	
TE02.3	Examine condition of anchoring equipment	46 CFR 121.300	
TE02.4	Verify ability to safely anchor	46 CFR 121.300	
TE02.5	Verify condition of bits, cleats, fairleads and winches	46 CFR 121.300	
TE02.6	Verify mooring lines/wires sizes and condition	46 CFR 121.300	

**Verifying Officer Guidance:** *Trainee may use the following references as guidance (not all inclusive): ABS, West Marine [www.westmarine.com](http://www.westmarine.com)/west advisor, Chapman's Piloting and Seamanship, etc. when determining proper anchor sizes.*

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Topside Equipment Inspection (TE)**

**Small Passenger Vessel (K)**

**Task:** KI-TE03 Inspect port lights, dead covers and natural vent openings

**Condition:** *During topside equipment and ground tackle inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:** 1. Title 46, Code of Federal Regulations Part 119 SPV-K - Machinery Installation  
 2. Title 46, Code of Federal Regulations Part 171 Subdivision & Stability - Vessels Carrying Passengers

Steps		References	Initials
TE03.1	Verify covers are readily available and operational	46 CFR 119.465(h)	
TE03.2	Inspect closing devices for proper fit and seal	46 CFR 119.465(h)	
TE03.3	Inspect port lights and dead covers for proper fit and seal	46 CFR 171.116 46 CFR 171.117	

**Verifying Officer Guidance:**



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Topside Equipment Inspection (TE)****Small Passenger Vessel (K)****Task:** KI-TE04 Inspect fuel tank venting**Condition:** *During topside equipment and ground tackle inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:**

1. Title 46, Code of Federal Regulations Part 119 SPV-K - Machinery Installation
2. American Boat and Yacht Council (ABYC) H-24 Gasoline Fuel Systems, 1993
3. American Boat and Yacht Council (ABYC) H-33 Diesel Fuel Systems, 1989

Steps		References	Initials
TE04.1	Verify condition and location	46 CFR 119.450(d) 46 CFR 119.450(f) ABYC H-33 & H-24	
TE04.2	Verify installation and condition of flame screen(s)	46 CFR 119.450(e)	
TE04.3	Verify installation of vent piping	46 CFR 119.450(h)	
TE04.4	Verify vent size	46 CFR 119.450(b) 46 CFR 119.450(c)	
TE04.5	Verify condition of flexible vent pipe sections	46 CFR 119.450(g)	

**Verifying Officer Guidance:****Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**



**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Topside Equipment Inspection (TE)**

**Small Passenger Vessel (K)**

**Task:** KI-TE05 Inspect rails and guards

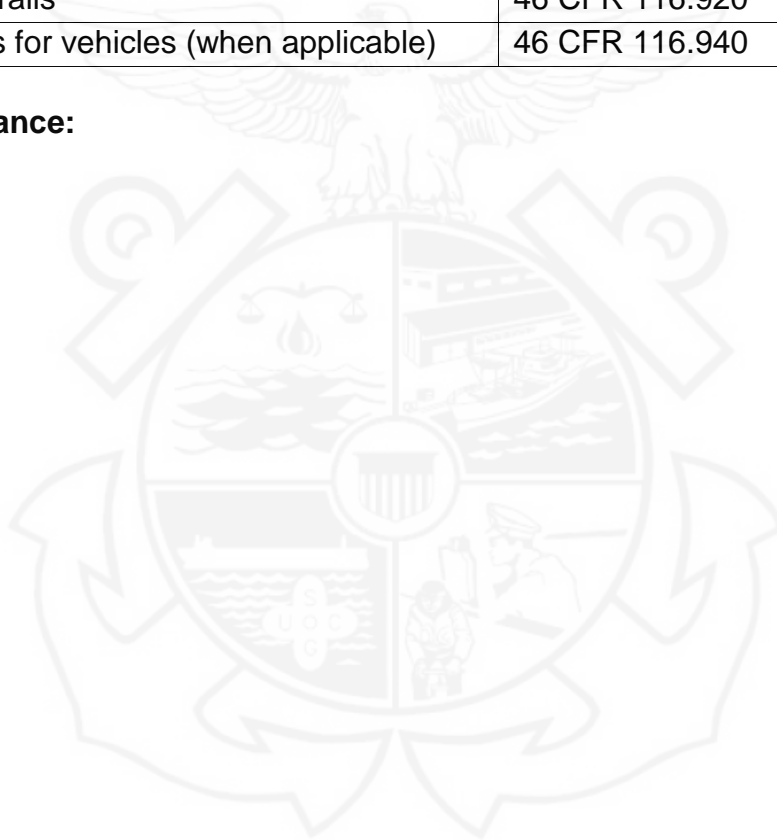
**Condition:** *During topside equipment and ground tackle inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:** 1. Title 46, Code of Federal Regulations Part 116 SPV-K - Construction & Arrangement

Steps		References	Initials
TE05.1	Verify rail heights and courses	46 CFR 116.900	
TE05.2	Verify storm rails	46 CFR 116.920	
TE05.3	Verify guards for vehicles (when applicable)	46 CFR 116.940	

**Verifying Officer Guidance:**



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Emergency Drills (ED)****Small Passenger Vessel (K)****Task:** KI-ED01 Evaluate Fire Drill**Condition:** While conducting emergency drills**Standard:** In compliance with applicable policies, laws, regulations and standards

**References:**

1. Title 46, Code of Federal Regulations Part 176 SPV-T - Inspection & Certification
2. Title 46, Code of Federal Regulations Part 185 SPV-T - Operations
3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch-1

Steps		References	Initials
ED01.1	Witness fire drill	46 CFR 122.524 46 CFR 176.810(d) MSM II/B.2.D.3	
ED01.2	Verify crew's ability to organize	46 CFR 122.524(b)(2)	
ED01.3	Verify crew's familiarity with their duties	46 CFR 122.524(b)(2)	
ED01.4	Verify crew's familiarity with use of equipment	46 CFR 122.524(b)(3)	
ED01.5	Verify method of summoning passengers to muster or embarkation stations	46 CFR 122.524(b)(2)	
ED01.6	Verify effective communication with master	46 CFR 122.524(b)(2)	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of proper use of emergency equipment, acceptable crew performance criteria and importance of conducting a pre/post-brief with vessel's master and the crew.*

**Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Emergency Drills (ED)****Small Passenger Vessel (K)****Task:** KI-ED02 Evaluate Man Overboard Drill**Condition:** While conducting emergency drills**Standard:** In compliance with applicable policies, laws, regulations, and standards

**References:**

1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
2. Title 46, Code of Federal Regulations Part 117 SPV-K - Lifesaving Equipment & Arrangements
3. Title 46, Code of Federal Regulations Part 122 SPV-K - Operations

Steps		References	Initials
ED02.1	Verify ability to recover a helpless person	46 CFR 115.808(g) 46 CFR 122.520	
ED02.2	Verify crew's ability to organize	46 CFR 122.520	
ED02.3	Verify crew's familiarity with their duties	46 CFR 117.210 46 CFR 122.520	
ED02.4	Witness launching of rescue boat (when applicable)	46 CFR 122.520	
ED02.5	Evaluate crew's proficiency in handling and maneuvering the rescue boat in the water (when applicable)	46 CFR 117.210 46 CFR 122.520	
ED02.6	Evaluate crew's proficiency in handling and maneuvering the vessel in the water (when applicable)	46 CFR 117.210 46 CFR 122.520	
ED02.7	Verify operational readiness and condition of rescue platform (when applicable)	46 CFR 122.700	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of proper use of emergency equipment, acceptable crew performance criteria and importance of conducting a pre/post-brief with vessel's master and the crew.*

<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Emergency Drills (ED)****Small Passenger Vessel (K)****Task:** KI-ED03 Evaluate abandon ship drill**Condition:** While conducting emergency drills**Standard:** In compliance with applicable policies, laws, regulations and standards**References:** 1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification  
2. Title 46, Code of Federal Regulations Part 122 SPV-K - Operations

Steps		References	Initials
ED03.1	Witness drill	46 CFR 115.808(g) 46 CFR 122.520	
ED03.2	Verify means or summoning crew and passengers	46 CFR 122.520(b)(1) 46 CFR 122.520(b)(2)	
ED03.3	Verify crew's familiarity with assigned duties	46 CFR 122.520(a)	
ED03.4	Verify all lifejackets are correctly donned	46 CFR 122.520(b)(3)	
ED03.5	Witness means of launching survival craft (when applicable)	46 CFR 122.520(b)(4) 46 CFR 122.520(b)(5)	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of proper use of emergency equipment, acceptable crew performance criteria and importance of conducting a pre/post-brief with vessel's master and the crew.*

**Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

**K-Boat Inspector (KI)****Drydock Examination****Hull Inspection (HI)****Small Passenger Vessel (K)****Task:** KI-HI01 Inspect steel and aluminum hulls**Condition:** During drydock Inspection**Standard:** In compliance with applicable policies, laws, regulations and standards

- References:**
1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
  2. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch-1
  3. ABS Rules for Building and Classing Steel Vessels, 1995 Part 7 Survey After Construction
  4. NVIC 07-68 Notes on Inspection and Repair of Steel Hulls
  5. NVIC 11-80 Structural Plan Review Guidelines for Aluminum Small Passenger Vessels

Steps		References	Initials
HI01.1	Examine for wastage, defect(s) and damage	46 CFR 115.802 46 CFR 115.610	
HI01.2	Examine critical areas (stringer plate, sheer plate, etc.)	46 CFR 115.802(a)(1) NVIC 07-68 Section IV(B) NVIC 11-80	
HI01.3	Examine seachests and overboard discharges for wastage, defect(s) and damage	46 CFR 115.802(a)(2) NVIC 07-68 Section II(A)	
HI01.4	Verify condition of drydock (bottom) plugs (when applicable)	46 CFR 176.802(a)(7) NVIC 07-68 Section II(A) MSM II/B.3.B	
HI01.5	Verify wastage/corrosion is within limits	NVIC 07-68 Section III(C) ABS 7-A-4/27	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of vessel construction and repair nomenclature including scantlings/structural members.*

<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Drydock Examination****Hull Inspection (HI)****Small Passenger Vessel (K)**

**Task:** KI-HI02 Inspect tailshaft(s), stern bearing(s) and propeller(s)

**Condition:** During drydock inspection, giving consideration to the number of separate propulsion shaft(s), the materials of fabrication and the type of bearing lubrication used

**Standard:** In compliance with applicable policies, laws, regulations and standards

**References:**

1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
2. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch-1
3. Manufacturer's Specifications

Steps		References	Initials
HI02.1	Determine if tailshaft(s) needs to be drawn	46 CFR 115.670 MSM II/B.3.D.3	
HI02.2	Verify bearing clearance and inboard seal assembly	46 CFR 115.670 Manufacturer's Specifications	
HI02.3	Visually examine entire shaft (when applicable)	46 CFR 115.670	
HI02.4	Witness satisfactory non-destructive testing (NDT) of the shaft's taper section and keyway (when applicable)	46 CFR 115.670	
HI02.5	Witness satisfactory NDT of propeller coupling bolts and flange radius (when applicable)	46 CFR 115.670	
HI02.6	Verify condition and wear down of strut bearing(s) (when applicable)	46 CFR 115.670 MSM II/B.3.D.10	
HI02.7	Inspect condition of propeller	46 CFR 115.610(a)	

**Verifying Officer Guidance:** The trainee shall also demonstrate a working knowledge of equipment's nomenclature and examination procedures.

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)****Drydock Examination****Hull Inspection (HI)****Small Passenger Vessel (K)****Task:** KI-HI03 Inspect the rudder installation**Condition:** During drydock inspection**Standard:** In compliance with applicable policies, laws, regulations and standards

**References:**

1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
2. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch-1
3. Manufacturer's Specifications

Steps		References	Initials
HI03.1	Verify type of assembly installed	46 CFR 115.814 MSM II/B.3.E.2	
HI03.2	Examine rudder assembly for deterioration and defects	46 CFR 115.610(a)	
HI03.3	Verify rudder bearing clearance(s) are within limits	Manufacturer's Specifications	
HI03.4	Verify condition of pintle(s), gudgeon(s), bushing(s), pintle nut(s) and locking device(s)	MSM II/B.3.E.2	
HI03.5	Verify condition of pintle by nondestructive test (NDT) (when applicable)	MSM II/B.3.E.2	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of rudder nomenclature and examination procedures.*

**Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

**K-Boat Inspector (KI)**

**Drydock Examination**

**Hull Inspection (HI)**

**Small Passenger Vessel (K)**

**Task:** KI-HI04 Inspect hull appendages

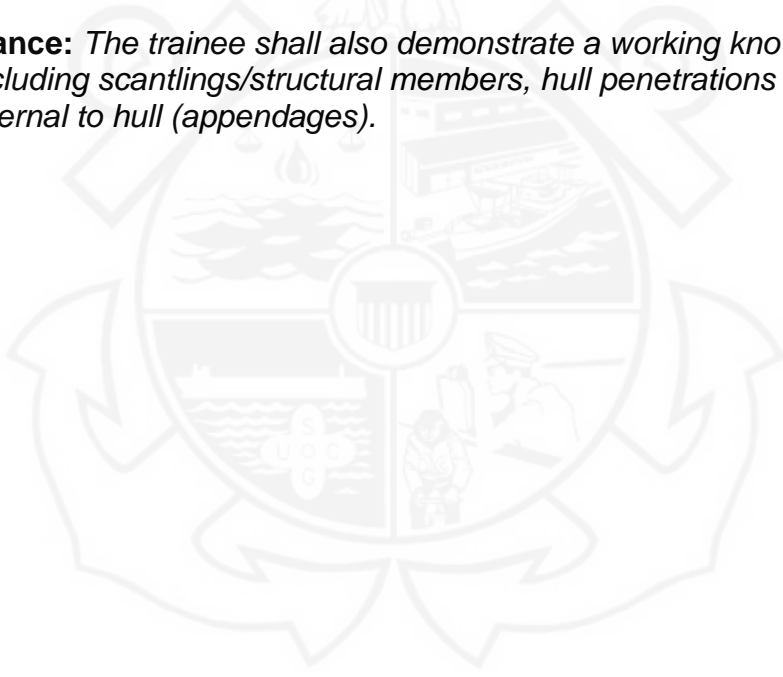
**Condition:** During drydock inspection

**Standard:** In compliance with applicable policies, laws, regulations and standards

- References:**
1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
  2. Title 46, Code of Federal Regulations Part 119 SPV-K - Machinery Installation

Steps		References	Initials
HI04.1	Examine condition and structural integrity of bilge keel (when applicable)	46 CFR 115.610(a)	
HI04.2	Examine condition of keel coolers (when applicable)	46 CFR 115.610(a) 46 CFR 119.422	
HI04.3	Examine condition of transducers and other similar appendages (when applicable)	46 CFR 115.610(a)	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of equipment/ vessel nomenclature including scantlings/structural members, hull penetrations (valves) and major system components external to hull (appendages).*



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>



**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Hull Inspection (HI)**

**Small Passenger Vessel (K)**

**Task:** KI-HI05 Inspect anchor chain(s)

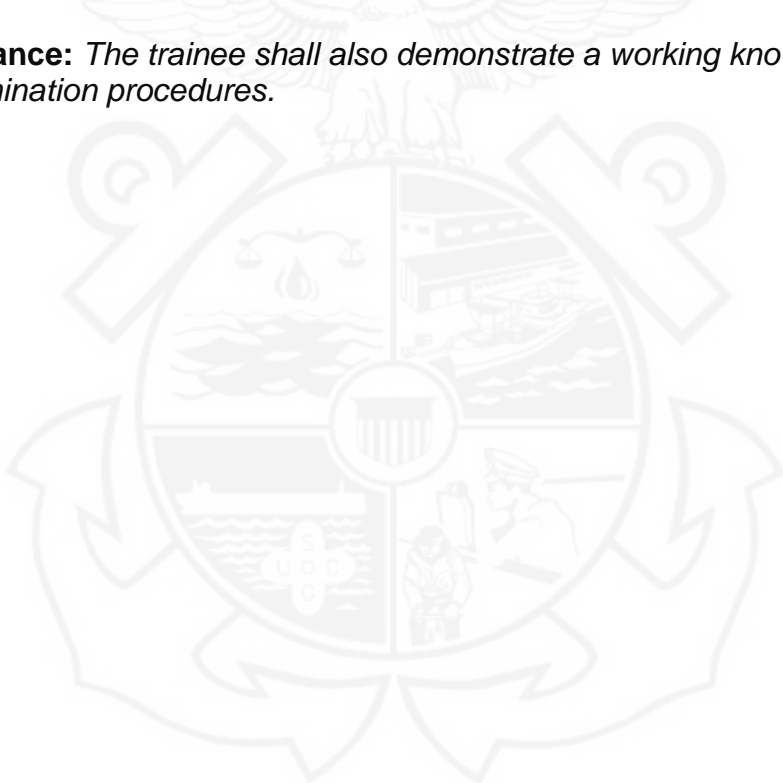
**Condition:** *During drydock inspection*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:** 1. Title 46, Code of Federal Regulations Part 121 SPV-K - Vessel Control & Miscellaneous Systems & Equipment

Steps		References	Initials
HI05.1	Examine length of chain for satisfactory condition	46 CFR 121.300	
HI05.2	Examine chain locker for satisfactory condition	46 CFR 121.300	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of equipment nomenclature and examination procedures.*



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)**

**Drydock Examination**

**Hull Inspection (HI)**

**Small Passenger Vessel (K)**

**Task:** KI-HI06 Inspect sea valve(s)

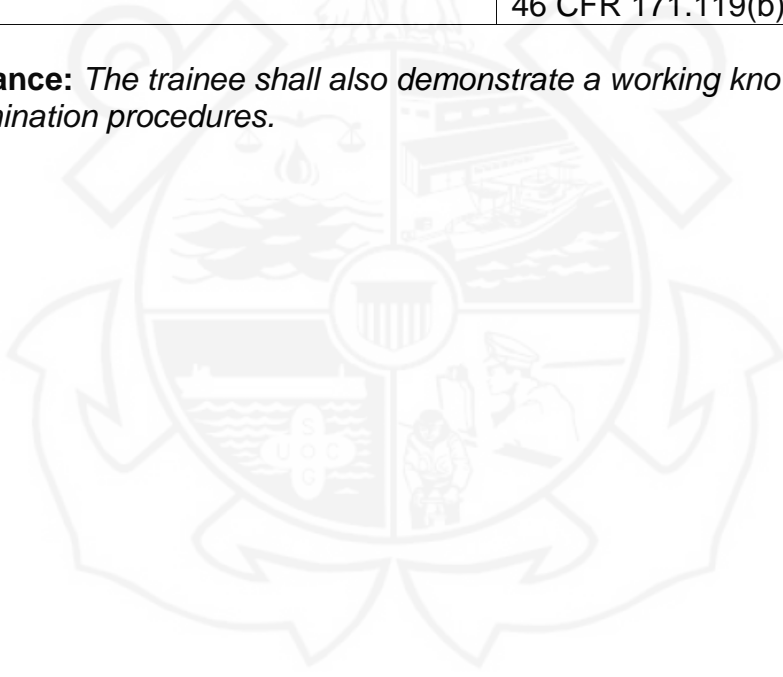
**Condition:** During drydock inspection

**Standard:** In compliance with applicable policies, laws, regulations and standards

- References:**
1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
  2. Title 46, Code of Federal Regulations Part 171 Subdivision & Stability - Vessels Carrying Passengers

Steps		References	Initials
HI06.1	Verify quantity and type	46 CFR 115.610 46 CFR 171.119(b),(c) & (d)	
HI06.2	Verify that all sea valves are identified and are opened for examination	46 CFR 115.610 46 CFR 171.119(b),(c) & (d)	
HI06.3	Examine external and internal components	46 CFR 115.610 46 CFR 171.119(b),(c) & (d)	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of equipment nomenclature and examination procedures.*



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Hull Inspection (HI)****Small Passenger Vessel (K)**

**Task:** KI-HI07 Verify if vessel qualifies to participate in the USCG's underwater survey program (UWILD)

**Condition:** Given a request to participate in underwater inspection in lieu of drydocking (UWILD) program

**Standard:** In compliance with applicable policies, laws, regulations and standards

**References:**

1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
2. NVIC 01-89 Underwater Survey Guidance
3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch-1

Steps		References	Initials
HI07.1	Review application	46 CFR 115.630 NVIC 01-89 MSM II/B.3-22	
HI07.2	Inspect condition of hull and protection system	NVIC 01-89 Encl.1/1.a 46 CFR 115.615(a)(3)	
HI07.3	Verify reference points	NVIC 01-89 Encl.1/1.b	
HI07.4	Verify hinged gratings are installed on sea chest(s)	NVIC 01-89 Encl.1/1.c	
HI07.5	Verify means for taking shaft-bearing and rudder-bearing clearances	MSM II/B.3-29	
HI07.6	Review hull gauging report	NVIC 01-89 Encl.1/1.a	
HI07.7	Review reference video	NVIC 01-89 Encl.1/1.d MSM II/B.3-23	
HI07.8	Forward application with OCMI's recommendation	MSM II/B.8.C.18.f	

**Verifying Officer Guidance:**

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Hull Inspection (HI)****Small Passenger Vessel (K)**

**Task:** KI-HI08 Inspect hull during an underwater survey

**Condition:** *During underwater inspection in lieu of drydocking (UWILD) on vessels enrolled in the program*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
  2. Title 46, Code of Federal Regulations Part 197 Marine Occupational Safety & Health Standards
  3. NVIC 01-89 Underwater Survey Guidance
  4. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch-1

Steps		References	Initials
HI08.1	Confirm vessel's approved application for underwater inspection in lieu of drydocking (UWILD) examination	46 CFR 115.615 NVIC 01-89 Encl.1/2.a	
HI08.2	Verify procedures to be followed in carrying out the underwater survey are adequate	46 CFR 115.615 46 CFR 197.202	
HI08.3	Verify suitability of location where the underwater survey will be accomplished	46 CFR 115.615 NVIC 01-89 Encl.1/5.c	
HI08.4	Review reference plans and video showing the external details of the hull	NVIC 01-89 Encl.1/2.a(12)	
HI08.5	Meet with the vessel's representative and diving supervisor to discuss the details of the survey	NVIC 01-89 Encl.1/4	
HI08.6	Verify that vessel's representative submitted a signed letter stating the overall condition of the vessel	NVIC 01-89 Encl.1/2.a(7)	
HI08.7	Verify qualification of divers, type of diving equipment and their nondestructive testing (NDT) and damage repair capabilities	46 CFR 197.202 NVIC 01-89 Encl.1/5.f	
HI08.8	Verify that all areas of the hull have been cleaned to allow for a meaningful examination	NVIC 01-89 Encl.1/5.g	
HI08.9	Witness underwater survey from a video monitor	46 CFR 197.202 NVIC 01-89 Encl.1/5.i	

**Verifying Officer Guidance:**

<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Internal Structural Examination (IS)****Small Passenger Vessel (K)**

**Task:** KI-IS01 Verify confined spaces are safe for entry

**Condition:** Prior to entry of any confined spaces during drydock inspection or examining repair work

**Standard:** In compliance with applicable policies, laws, regulations and standards

**References:**

1. Title 29, Code of Federal Regulations Part 1915 Occupational Safety & Health Standards for Shipyard Employment
2. COMDTINST M5100.47A Safety and Environmental Health Manual
3. NFPA 306 Standard for the Control of Gas Hazards on Vessels, 2009

Steps		References	Initials
IS01.1	Review Marine Chemist certificate	29 CFR 1915.12(f) CIM 5100.47A/6.G.9.c NFPA 306/4.3	
IS01.2	Verify competent person has maintained Marine Chemist Certificate	29 CFR 1915.15 CIM 5100.47A/6.G.9.c(3) NFPA 306/4.6.2	
IS01.3	Verify no changes to vessel's condition	29 CFR 1915.15(b)	
IS01.4	Verify forced ventilation is provided (when applicable)	29 CFR 1915.13(b)(3)	
IS01.5	Verify condition of space access point	29 CFR 1915.76	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of the USCG's confined space entry program, PPE requirements and safe working practices.*

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Internal Structural Examination (IS)****Small Passenger Vessel (K)****Task:** KI-IS02 Inspect internal structures**Condition:** *During drydock inspection***Standard:** *In compliance with applicable policies, laws, regulations and standards*

**References:**

1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
2. NVIC 07-68 Notes on Inspection and Repair of Steel Hulls
3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch-1

Steps		References	Initials
IS02.1	Examine internal structures	46 CFR 115.610(b) 46 CFR 115.802	
IS02.2	Examine coamings, closures and other fittings	46 CFR 115.802 MSM II/B.3.B	
IS02.3	Verify wastage discovered is within acceptable limits	NVIC 07-68 Section III(C)	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of vessel nomenclature including scantlings/structural members and examination procedures.*

**Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Nondestructive Testing Inspection (NT)****Small Passenger Vessel (K)**

**Task:** KI-NT01 Verify nondestructive testing (NDT) using the liquid (dye) penetrant method

**Condition:** During inspection or after completion of a weld repair (if necessary)

**Standard:** In compliance with applicable policies, laws, regulations and standards

- References:**
1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
  2. NVIC 07-68 Notes on Inspection and Repair of Steel Hulls
  3. ABS Rules for Building and Classing Steel Vessels, 1995 Part 2 Materials and Welding
  4. ABS Nondestructive Inspection of Hull Welds (NDT Guide), 2014

Steps		References	Initials
NT01.1	Verify individual's knowledge of, and ability to use, penetrant in accordance with the penetrant's instructions.	46 CFR 115.700(d) NVIC 07-68 9(V)(A) ABS 2-4-1/5.17 & NDT Guide 4/1	
NT01.2	Witness application	ABS NDT Guide 4/5.1	
NT01.3	Witness removal of excess penetrant after dwell time	ABS NDT Guide 4/5.1	
NT01.4	Witness application of developer	ABS NDT Guide 4/5.1	
NT01.5	Evaluate the test results or technician's report	ABS NDT Guide 4/5.1	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of dye penetrant testing method and procedures. ABS Rules for Building and Classing Aluminum vessels; 30.5.8 highlights a brief description on the dye penetrant inspection process. Use ABS NDT guide*

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Nondestructive Testing Inspection (NT)****Small Passenger Vessel (K)**

**Task:** KI-NT02 Verify suspected surface for satisfactory condition by nondestructive testing (NDT) using the magnetic particle method

**Condition:** During inspection or after completion of a weld repair (if necessary)

**Standard:** In compliance with applicable policies, laws, regulations and standards

- References:**
1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
  2. NVIC 07-68 Notes on Inspection and Repair of Steel Hulls
  3. ABS Rules for Building and Classing Steel Vessels, 1995 Part 2 Materials and Welding
  4. ABS Nondestructive Inspection of Hull Welds (NDT Guide), 2014

Steps		References	Initials
NT02.1	Verify individual's knowledge of, ability to calibrate and use equipment in accordance with equipment's instructions	46 CFR 115.700(d) NVIC 07-68 9(V)(A) ABS 2-4-1/5.17	
NT02.2	Verify magnetic field strength	ABS NDT Guide 5/5.7.2	
NT02.3	Witness application of visible magnetic particles	ABS NDT Guide 5/5.3	
NT02.4	Witness technician examine/interpret readings	ABS NDT Guide 5/5	
NT02.5	Evaluate test results or review technician's report	ABS NDT Guide 5/5	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of magnetic particle testing method and procedures.*

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**



**K-Boat Inspector (KI)****Certificate of Inspection****Nondestructive Testing Inspection (NT)****Small Passenger Vessel (K)**

**Task:** KI-NT03 Verify suspected surface for satisfactory condition by nondestructive testing (NDT) using the radiography (gamma rays or x-rays) method

**Condition:** During inspection or after completion of a weld repair (if necessary)

**Standard:** In compliance with applicable policies, laws, regulations and standards

- References:**
1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
  2. NVIC 07-68 Notes on Inspection and Repair of Steel Hulls
  3. ABS Rules for Building and Classing Steel Vessels, 1995 Part 2 Materials and Welding
  4. ABS Nondestructive Inspection of Hull Welds (NDT Guide), 2014

Steps		References	Initials
NT03.1	Verify individual's knowledge of and ability to use radiography equipment	46 CFR 115.700(d) NVIC 07-68 9(V)(A) ABS 2-4-1/5.17	
NT03.2	Verify technique	ABS NDT Guide 2/5	
NT03.3	Witness technician examine/interpret readings	ABS NDT Guide 2/5.15	
NT03.4	Review technician's report	ABS NDT Guide 2/9	

**Verifying Officer Guidance:** Trainee should know that ABS Rules for Building and Classing Aluminum Vessels; 30.5.8 highlights a brief description on the radiographic inspection process. Use ABS NDT Guide for detailed steps.

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Nondestructive Testing Inspection (NT)****Small Passenger Vessel (K)**

**Task:** KI-NT04 Verify suspected surface(s) for satisfactory condition by nondestructive testing (NDT) using the ultrasonic method

**Condition:** During inspection or after completion of a weld repair (if necessary)

**Standard:** In compliance with applicable policies, laws, regulations and standards

- References:**
1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
  2. NVIC 07-68 Notes on Inspection and Repair of Steel Hulls
  3. ABS Rules for Building and Classing Steel Vessels, 1995 Part 2 Materials and Welding
  4. ABS Nondestructive Inspection of Hull Welds (NDT Guide), 2014

Steps		References	Initials
NT04.1	Verify technician's qualification and certification	46 CFR 115.700(d) NVIC 07-68 9(V)(A) ABS 2-4-1/5.17	
NT04.2	Witness technician calibrate equipment	ABS NDT Guide 3/3.5	
NT04.3	Witness technician examine/interpret readings	ABS NDT Guide 3/11	
NT04.4	Evaluate test results or review technician's report	ABS NDT Guide 3/13	

**Verifying Officer Guidance:** Trainee shall demonstrate a working knowledge of ultrasonic testing methods and procedures (may vary depending on the manufacturer). Trainee shall demonstrate knowledge of Type 1, 2 and 3 NDT certifications. ABS Rules for Building and Classing Aluminum

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Nondestructive Testing Inspection (NT)****Small Passenger Vessel (K)**

**Task:** KI-NT05 Verify nondestructive testing (NDT) using the hydro-static method

**Condition:** After completion of construction, repair or during routine inspection (if necessary)

**Standard:** In compliance with applicable policies, laws, regulations and standards

**References:** 1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification  
2. ABS Rules for Building and Classing Steel Vessels, 1995 Part 3 Hull Construction and Equipment

Steps		References	Initials
NT05.1	Verify test pressure	46 CFR 115.700(b) ABS 3-7-1/5.5	
NT05.2	Verify test pressure is attained and maintained	ABS 3-7-1/5.5	
NT05.3	Examine joints, connections and high stress areas	ABS 3-7-1/5.5	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of hydro-static testing method and procedures.*

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Nondestructive Testing Inspection (NT)****Small Passenger Vessel (K)**

**Task:** KI-NT06 Verify nondestructive testing (NDT) using the pneumatic (air test) method

**Condition:** After completion of construction, repair or during routine inspection

**Standard:** In compliance with applicable policies, laws, regulations and standards

**References:** 1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification  
2. ABS Rules for Building and Classing Steel Vessels, 1995 Part 3 Hull Construction and Equipment

Steps		References	Initials
NT06.1	Verify test pressure	46 CFR 115.700(d) ABS 3-7-1/5.7	
NT06.2	Ensure test pressure is attained and maintained	ABS 3-7-1/5.7	
NT06.3	Examine joints, connections and high stress areas	ABS 3-7-1/5.7	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of pneumatic testing method and procedures.*

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Welding Repair Inspection (WR)****Small Passenger Vessel (K)**

**Task:** KI-WR01 Evaluate steel and aluminum structural repair proposals

**Condition:** *During examination of repair work*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 2 Vessel Inspections
  2. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
  3. Title 46, Code of Federal Regulations Part 116 SPV-K - Construction & Arrangement
  4. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch-1
  5. NVIC 07-68 Notes on Inspection and Repair of Steel Hulls
  6. ABS Rules for Building and Classing Steel Vessels, 1995 Part 7 Survey After Construction

Steps		References	Initials
WR01.1	Evaluate extent of damage and/or wastage/corrosion	46 CFR 115.700(d) & 177.300 NVIC 07-68 IV ABS Rules 2-4-1/5.19	
WR01.2	Review repair proposal	46 CFR 2.01-15(a)(2) 46 CFR 115.700(d) NVIC 07-68 IV	
WR01.3	Verify repair materials	46 CFR 115.700(d) NVIC 07-68 V	
WR01.4	Verify welding procedures (when applicable)	46 CFR 115.700(d)	
WR01.5	Evaluate alternative repair methods for equivalency	46 CFR 116.340 MSM II/A.5.A	
WR01.6	Verify welder's proficiency	46 CFR 115.700(d)	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of acceptable structural repair, processes and procedures.*

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)****Certificate of Inspection****Welding Repair Inspection (WR)****Small Passenger Vessel (K)****Task:** KI-WR02 Inspect aluminum fit-up**Condition:** *During initial examination of repair work***Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 116 SPV-K - Construction & Arrangement
  2. NVIC 07-68 Notes on Inspection and Repair of Steel Hulls
  3. NVIC 11-80 Structural Plan Review Guidelines for Aluminum Small Passenger Vessels
  4. ABS Rules for Building and Classing Aluminum Vessels, 1975

Steps		References	Initials
WR02.1	Examine material and fitted with approved joint detail	46 CFR 116.300(b) NVIC 07-68 V & NVIC 11-80 ABS 30.1	
WR02.2	Verify materials (base, filler, gas)	ABS 30.1	
WR02.3	Verify welding processes	ABS 30.1.3	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of structural repair, processes and procedures. Trainee should also consider use of American Welding Society D3.5-93 during fit up.*

**Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

**K-Boat Inspector (KI)****Drydock Examination****Welding Repair Inspection (WR)****Small Passenger Vessel (K)****Task:** KI-WR03 Inspect steel fit-up**Condition:** During initial examination of steel repair work**Standard:** In compliance with applicable policies, laws, regulations and standards

- References:**
1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
  2. Title 46, Code of Federal Regulations Part 116 SPV-K - Construction & Arrangement
  3. NVIC 07-68 Notes on Inspection and Repair of Steel Hulls
  4. ABS Rules for Building and Classing Steel Vessels, 1995 Part 2 Materials and Welding

Steps		References	Initials
WR03.1	Examine material and fitted with approved joint detail	46 CFR 116.300(b) NVIC 07-68 V ABS 2-4-1/3	
WR03.2	Verify materials (base, filler, gas)	46 CFR 115.700(b) ABS 2-1-1/1.1	
WR03.3	Verify welding processes	46 CFR 176.700(b)	

**Verifying Officer Guidance:** Trainee should consider American Welding Society D3.5-93 during hull fit up processes.

Inspector's Name: (Last, First, Initial)

EMPLID:

Verifying Officer's Signature:

Date:

**K-Boat Inspector (KI)****Certificate of Inspection****Welding Repair Inspection (WR)****Small Passenger Vessel (K)****Task:** KI-WR04 Inspect welds for defects**Condition:** *During final visual examination of steel and aluminum repair work***Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 116 SPV-K - Construction & Arrangement
  2. NVIC 07-68 Notes on Inspection and Repair of Steel Hulls
  3. ABS Rules for Building and Classing Steel Vessels, 1995 Part 2 Materials and Welding
  4. ABS Rules for Building and Classing Aluminum Vessels, 1975

Steps		References	Initials
WR04.1	Examine welds for uniformity and reinforcement	46 CFR 116.300(b) ABS 2-4-1/5.15.1 ABS 30.5.8 (Aluminum)	
WR04.2	Examine welds for porosity, overlap and slag inclusion	NVIC 07-68 V(H) ABS 2-4-1/5.15.1 ABS 30.5.8 (Aluminum)	
WR04.3	Examine adjacent base metal for injurious arc strikes, spatter and sharp or deep undercut	NVIC 07-68 V(H) ABS 2-4-1/5.15.1 ABS 30.5.10 (Aluminum)	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of structural repair, processes and procedures.*

**Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**



**K-Boat Inspector (KI)****Certificate of Inspection****Welding Repair Inspection (WR)****Small Passenger Vessel (K)**

**Task:** KI-WR05 Inspect back gouge (when applicable)

**Condition:** *During intermediate examination of full penetration weld on steel and aluminum repair work*

**Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 46, Code of Federal Regulations Part 116 SPV-K - Construction & Arrangement
  2. NVIC 07-68 Notes on Inspection and Repair of Steel Hulls
  3. ABS Rules for Building and Classing Steel Vessels, 1995 Part 2 Materials and Welding
  4. ABS Rules for Building and Classing Aluminum Vessels, 1975

Steps		References	Initials
WR05.1	Examine welds for defects (discontinuity)	46 CFR 116.300(b) NVIC 07-68 V(G)(2) ABS 2-4-1/5.9	
WR05.2	Verify proper weld sequencing	NVIC 07-68 V(F) ABS 2-4-1/5.3 ABS 30.5.5 (Aluminum)	
WR05.3	Verify joints are cleaned between interpasses	NVIC 07-68 V(E) ABS 2-4-1/3.5 ABS 30.3.3 (Aluminum)	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of structural repair, processes and procedures.*

**Inspector's Name:** (Last, First, Initial)

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Follow Up Actions (FU)**

**Small Passenger Vessel (K)**

**Task:** KI-FU01 Issue deficiencies

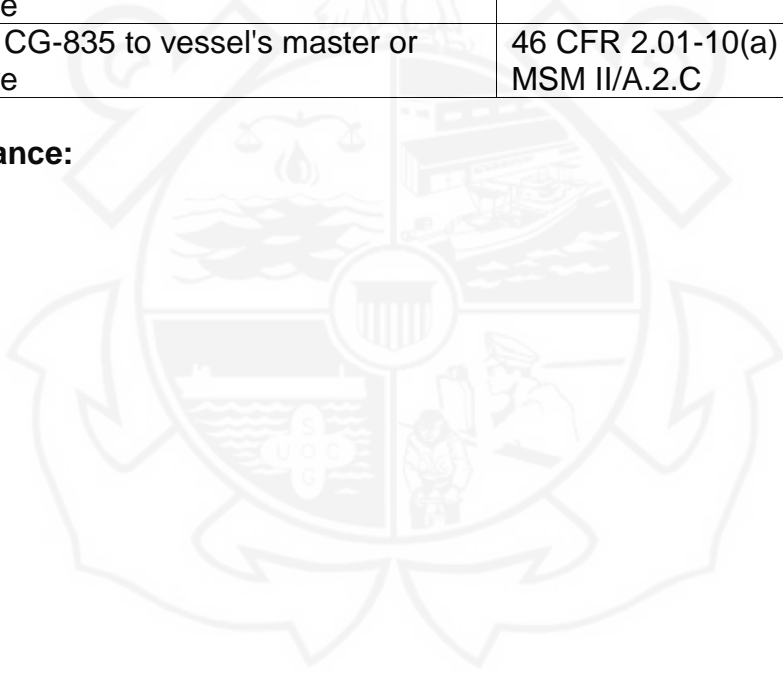
**Condition:** Upon completion of inspection, with deficiencies found

**Standard:** In accordance with current policies, procedures and processes

- References:**
1. Title 46, United States Code § 3313 Compliance with Certificate of Inspection
  2. Title 46, Code of Federal Regulations Part 2 Vessel Inspections
  3. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch-1

Steps		References	Initials
FU01.1	Determine deficiency's reference cite	46 USC 3313(b) MSM II/A.2.C.4.b	
FU01.2	Discuss deficiencies and corrective measures/timeframe with vessel's master or representative	MSM II/A.2.C.2	
FU01.3	Issue signed CG-835 to vessel's master or representative	46 CFR 2.01-10(a) MSM II/A.2.C	

**Verifying Officer Guidance:**



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Follow Up Actions (FU)**

**Small Passenger Vessel (K)**

**Task:** KI-FU02 Issue/endorse vessel's certificates (when applicable)

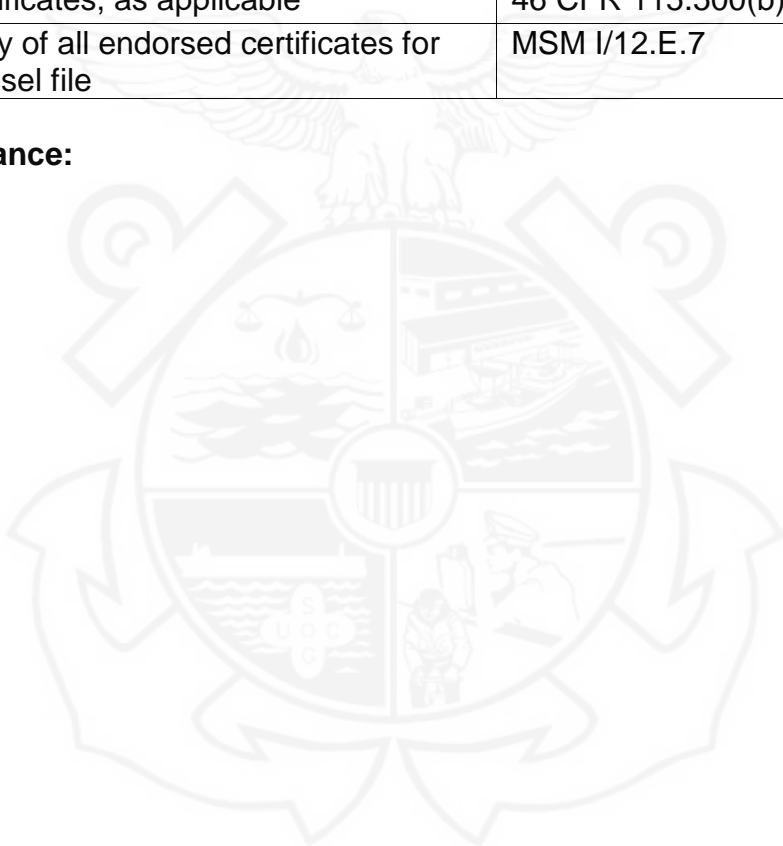
**Condition:** Upon completion of the inspection

**Standard:** In accordance with current policies, procedures and processes

**References:** 1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification  
 2. COMDTINST M16000.6 Marine Safety Manual Volume I Administration & Management

Steps		References	Initials
FU02.1	Endorse certificates, as applicable	46 CFR 115.500(b)(1)(ii)	
FU02.2	Obtain a copy of all endorsed certificates for the unit's vessel file	MSM I/12.E.7	

**Verifying Officer Guidance:**



<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Follow Up Actions (FU)****Small Passenger Vessel (K)****Task:** KI-FU03 Complete MISLE Activity**Condition:** *During follow-up portion of the exam***Standard:** *In accordance with current policies, procedures and processes*

- References:**
1. COMDTINST M16000.6 Marine Safety Manual Volume I Administration & Management
  2. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch-1
  3. Mission Management System (MMS) Work Instruction - Documenting Deficiencies in MISLE for U.S. Vessels

Steps		References	Initials
FU03.1	Open existing activity in MISLE	MSM I/12.G.2.a	
FU03.2	Update inspection results	MSM I/12.H.1 MSM II/A.2.C.2.d MMS Work Instruction	
FU03.3	Update activity narrative	MSM I/12.H.1	
FU03.4	Update vessel details	MSM I/12.H.1	
FU03.5	Amend Certificate of Inspection (when applicable)	MSM I/12.H.1	
FU03.6	Print new or amended Certificate of Inspection and Deficiency Letter (when applicable)	MSM II/A.2.C.6.b	
FU03.7	Change activity status to "Open - Submitted for Review"	MSM I/12.H.1	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of MISLE and the Coast Guard's Mission Management System (MMS) processes and procedures.*

**Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

**K-Boat Inspector (KI)**

**Certificate of Inspection**

**Follow Up Actions (FU)**

**Small Passenger Vessel (K)**

**Task:** KI-FU04 Verify deficiency corrections

**Condition:** *During follow-up visit*

**Standard:** *In accordance with current policies, procedures and processes*

- References:**
1. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch-1
  2. Mission Management System (MMS) Work Instruction - Documenting Deficiencies in MISLE for U.S. Vessels

Steps		References	Initials
FU04.1	Determine an appropriate verification method for the identified deficiency(s)	MSM II/A.2.C.4	
FU04.2	Verify correction(s) meet appropriate regulations	MSM II/A.2.C.4.a	
FU04.3	Clear deficiency(s) in MISLE activity	MSM II/A.2.C.2.d MMS Work Instruction	

**Verifying Officer Guidance:**

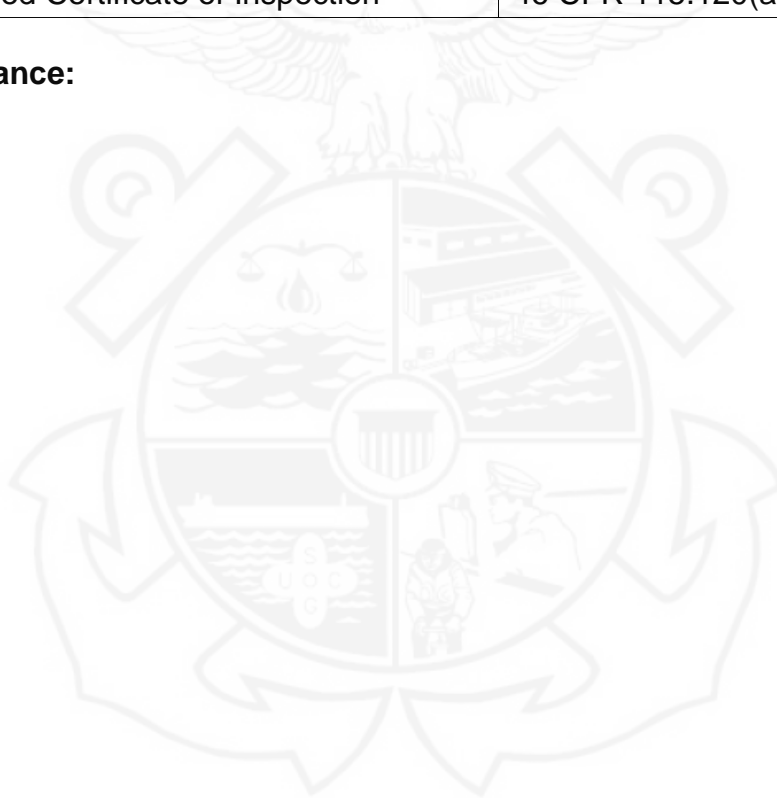


<b>Inspector's Name:</b> (Last, First, Initial)	<b>EMPLID:</b>
<b>Verifying Officer's Signature:</b>	<b>Date:</b>

**K-Boat Inspector (KI)****Certificate of Inspection****Follow Up Actions (FU)****Small Passenger Vessel (K)****Task:** KI-FU05 Ensure completion of drydock examination**Condition:** *During drydock examination***Standard:** *In accordance with current policies, procedures and processes***References:**

1. Title 46, Code of Federal Regulations Part 115 SPV-K - Inspection & Certification
2. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch-1

Steps		References	Initials
FU05.1	Verify completions of all repairs	MSM II/A.2.C	
FU05.2	Issue amended Certificate of Inspection	46 CFR 115.120(a)	

**Verifying Officer Guidance:****Inspector's Name:** (Last, First, Initial)**EMPLID:****Verifying Officer's Signature:****Date:**

Appendix A

**List of Additional References:**

**American Bureau of Shipping (ABS), ABS Plaza, 16855 North chase Drive Houston TX 77060**

Rules for Building and Classing Steel Vessels Under 61 Meters (200 Ft) in Length (1983)

Rules for Building and Classing Steel Vessels (1995)

Rules for Building and Classing Aluminum Vessels (1975)

Rules for Building and Classing Mobile Offshore Drilling Units (1994)

Rules for Building and Classing Mobile Offshore Drilling Units (1994)

**American National Standards Institute (ANSI), 11 West 42nd St., New York, NY 10036**

B 31.1-1986, Code for Pressure Piping, Power Piping

Z 26.1-1977 (including 1980 Supplement), Safety Code for Safety Glazing Materials for Glazing Motor Vehicles Operating on Land Highways

**American Society of Mechanical Engineers (ASME) International, Three Park Avenue, New York, NY 10016-5990**

Boiler and Pressure Vessel Code Section I, Power Boilers, July 1989 with 1989 addenda

**American Society for Testing and Materials (ASTM), 100 Barr Harbor Drive, West Conshohocken, PA 19428-2959**

ASTM D 93-97, Standard Test Methods for Flash Point by Pensky-Martens Closed Cup Tester

**American Yacht and Boat Council, Inc. (AYBC), 3069 Solomon's Island Rd., Edgewater, MD 21037-1416**

A-3-1993, Galley Stoves

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Appendix A

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UL 1570-1995, Fluorescent Lighting Fixtures  
UL 1571-1995, Incandescent Lighting Fixtures  
UL 1572-1995, High Intensity Discharge Lighting Fixtures  
UL 1573-1995, Stage and Studio Lighting Units  
UL 1574-1995, Track Lighting Systems



## Appendix B

**Glossary:** The following terms are used in this workbook and should be reviewed in order to better understand its contents:

**Advise:** to counsel or recommend

**Assign:** to give responsibility, to place under the control of a task

**Amend (Modify):** to make minor changes in/to

**Brief:** to give information or final precise instructions

**Change:** to make different in some particular way

**Check:** to inspect for satisfactory condition, accuracy, safety or performance

**Compare:** to examine (two or more objects, ideas, people, etc.) in order to note similarities and/or differences

**Communicate:** to convey knowledge of or information about: make known

**Confirm:** to validate, establish the truth, accuracy or genuineness of something

**Create:** to cause to happen; bring about; arrange, as by intention or design

**Discuss:** to verbally present a topic in detail for examination or consideration

**Determine:** to settle or decide by choice of alternatives or possibilities. “Decide” refers to arriving at a conclusion and to pronounce that decision. “Determine” is to settle or decide by choice of alternatives or possibilities and to fix precisely.

**Endorse:** to approve, support or sustain; to sign one’s name on a document or other instrument

**Ensure:** to make certain, to guarantee

**Enter:** to make a record of; record or register

**Evaluate:** to determine the significance or worth of, usually by careful appraisal and study

**Examine:** to look at or consider a thing carefully and in detail in order to discover something about it

**Identify:** to determine critical or necessary conditions or other factors; to determine the specific model of an item; to ascertain the origin, nature or definitive characteristics of; to recognize or establish as being a particular person or thing

**Inspect:** to examine officially; to look carefully at or over; view closely and critically

**Issue:** to serve legally binding federal documentation, notices or declarations to an individual, business or other distinctive entity

## Appendix B

**Locate:** to determine or set the position of; to find

**Make:** to create or cause to happen

**Modify** (Amend): to make minor changes in/to

**Observe** (Witness): to watch carefully

**Obtain:** to gain or attain

**Open:** to set in action, begin, start or commence

**Prepare:** plan, gather and assemble information to produce a document (i.e. COI); to put together, to combine elements and produce a product, to make ready

**Provide:** to supply or make available

**Review:** to go over for the purpose of determining correctness or currency; to examine a document or process for accuracy in content and/or format and report errors or updates to the author or controlling authority

**Schedule:** to appoint, assign, or designate for a fixed time

**Update:** to bring up to date or make current

**Validate:** to substantiate accuracy or truth of by comparison or investigation

**Verify:** to confirm or establish the accuracy or truth of something

**Witness** (Observe): to watch carefully















**Performance Qualification Standard and Job Aid Change  
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