

Polar Performance and Qualification Standard

Polar Addendum (PA)

This Performance and Qualification Standard (PQS) workbook is an addendum to any Port State Control examination qualification (PSCE, FFVE, FTVE, FCTE or FGCE), which may require the examination of vessels transiting polar waters. 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 contained within this PQS workbook.

This PQS workbook contains the additional tasks and steps to complete a Port State Control examination on a foreign flagged vessel transiting polar waters. Those members who will be conducting examinations on vessels that transit polar waters are required to complete all tasks and steps in this PQS workbook.

The PA PQS addendum may be completed concurrently with the other vessel examination PQS or subsequent to receiving an examiner qualification. In either case a Certification Board must be satisfactorily completed prior to receiving the "Polar" notation on the respective Letter of Certification/ Designation.

Polar Addendum PQS

RECORD OF COMPLETION		
Training Prerequisites	Date	Training Coordinator's Signature
A. Completion of a Port State Control competency		
B. Completion of this PQS Workbook		
C. Successful completion of final assessment under the observation of the Verifying Officer		
D. Successful completion of the final oral qualification board		
Qualification Board Members:		
E. Certification/Designation Letter submitted for approval		
F. Once Certification/Designation Letter is signed, enter competency and certification in TMT		
REMARKS:		

Polar Addendum PQS

Task Number	Task Description	Date Completed
PA-CD01	Examine Polar Ship Certificate and Record of Equipment	
PA-CD02	Examine mariner credentials	
PA-CD03	Examine vessel's ability to retain oil/oily mixtures and/or noxious liquid substances (NLS) onboard	
PA-LM01	Examine Polar Water Operational Manual (PWOM)	
PA-LM02	Examine garbage documentation	
PA-BN01	Examine navigation equipment	
PA-BN02	Examine communications equipment	
PA-LS01	Examine escape routes and evacuation appliances	
PA-LS02	Examine survival equipment	
PA-FF01	Examine fire safety systems and appliances	
PA-MI01	Examine machinery installations	
PA-TE01	Examine ice removal equipment	

Polar (PA)

Port State Control Examination

Certificates and Documents (CD)

Port State Control Vessel

Task: PA-CD01 Examine Polar Ship Certificate and Record of Equipment

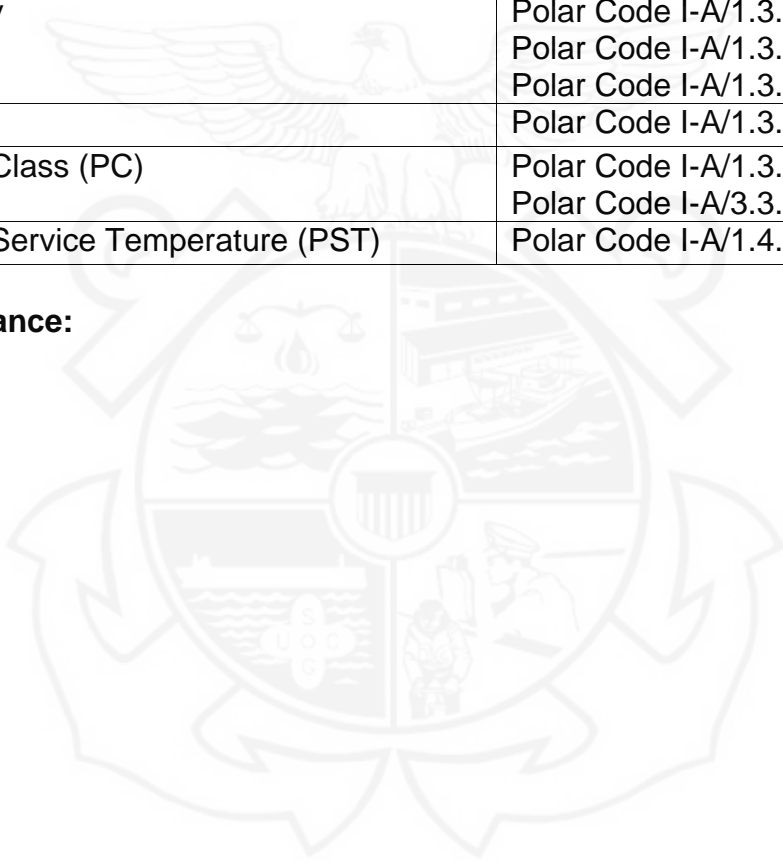
Condition: While validating certificates and documents

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

References: 1. International Code for Ships Operating in Polar Waters (Polar Code), 2016

Steps		References	Initials
CD01.1	Verify presence	Polar Code I-A/1.3.1 Polar Code I-A/1.3.6	
CD01.2	Verify validity	Polar Code I-A/1.3.2 Polar Code I-A/1.3.4 Polar Code I-A/1.3.6	
CD01.3	Verify form	Polar Code I-A/1.3.5	
CD01.4	Verify Polar Class (PC)	Polar Code I-A/1.3.3 Polar Code I-A/3.3.2	
CD01.5	Verify Polar Service Temperature (PST)	Polar Code I-A/1.4.2	

Verifying Officer Guidance:



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

Polar (PA)

Port State Control Examination

Certificates and Documents (CD)

Port State Control Vessel

Task: PA-CD02 Examine mariner credentials

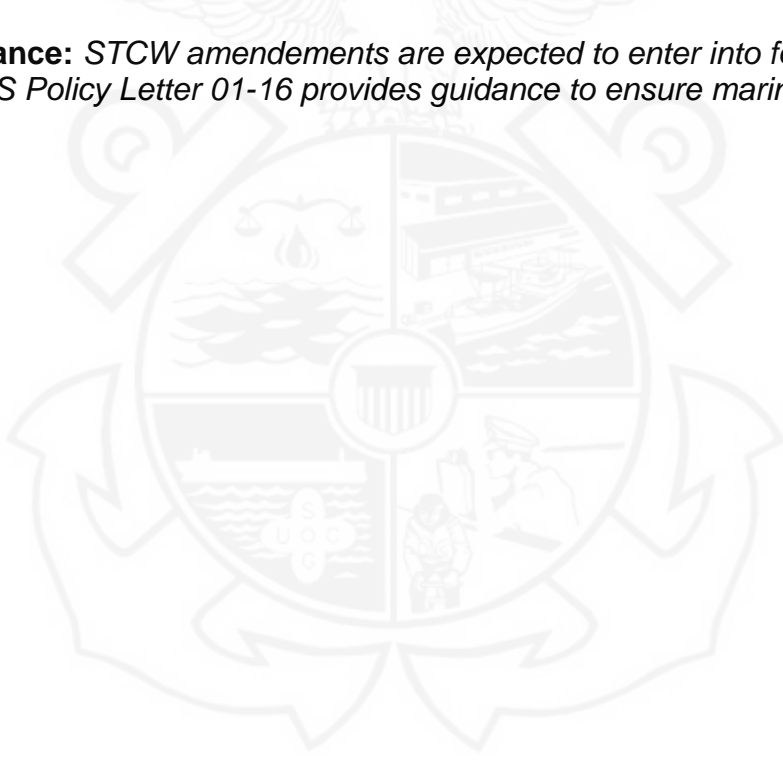
Condition: While validating certificates and documents

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

- References:**
1. International Code for Ships Operating in Polar Waters (Polar Code), 2016
 2. CG-OES Policy Letter 01-16 Guidelines for Training of Personnel on Ships Subject to the International Code for Ships Operating in Polar Waters (Polar Code)

Steps		References	Initials
CD02.1	Verify training for polar water operations	Polar Code I-A/12.3.1 CG-OES Policy Ltr 01-16	

Verifying Officer Guidance: *STCW amendments are expected to enter into force on 01 January 2018. As such, CG-OES Policy Letter 01-16 provides guidance to ensure mariners are sufficiently trained.*



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

Polar (PA)**Port State Control Examination****Certificates and Documents (CD)****Port State Control Vessel**

Task: PA-CD03 Examine vessel's ability to retain oil/oily mixtures and/or noxious liquid substances (NLS) onboard

Condition: During machinery equipment examination

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

References: 1. International Code for Ships Operating in Polar Waters (Polar Code), 2016

Steps		References	Initials
CD03.1	Verify entries in Oil Record Books, manuals and SOPEP/SMPEP	Polar Code II-A/1.1.4 Polar Code II-A/2.1.2	
CD03.2	Verify International Pollution Prevention Certificate for the Carriage of NLS in Bulk or Certificate of Fitness is endorsed for polar waters	Polar Code II-A/2.1.3	

Verifying Officer Guidance: Trainee should be aware that the endorsement (CD03.2) is only required for Category A & B ships constructed after 1 January 2017.

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

EMPLID:

Verifying Officer's Signature:

Date:

Polar (PA)**Port State Control Examination****Logs and Manuals Examination (LM)****Port State Control Vessel**

Task: PA-LM01 Examine Polar Water Operational Manual (PWOM)

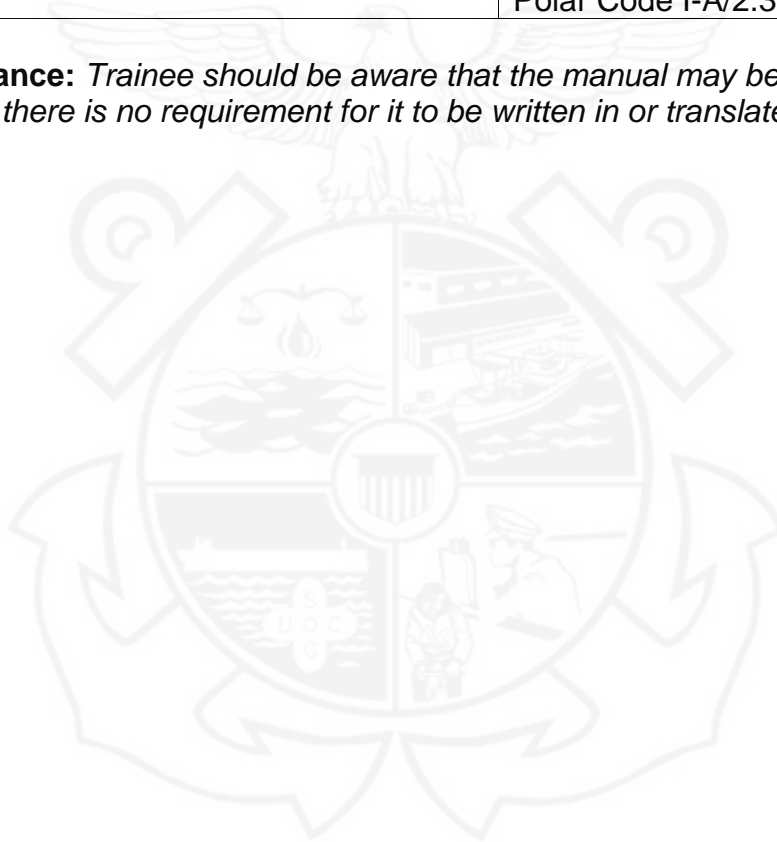
Condition: *While validating logs and manuals*

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

References: 1. International Code for Ships Operating in Polar Waters (Polar Code), 2016

Steps		References	Initials
LM01.1	Verify presence	Polar Code I-A/2.3.1	
LM01.2	Verify content	Polar Code I-A/2.2 Polar Code I-A/2.3	

Verifying Officer Guidance: *Trainee should be aware that the manual may be written in the working language of the ship as there is no requirement for it to be written in or translated into English.*



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

EMPLID:

Verifying Officer's Signature:

Date:

Polar (PA)

Port State Control Examination

Logs and Manuals Examination (LM)

Port State Control Vessel

Task: PA-LM02 Examine garbage documentation

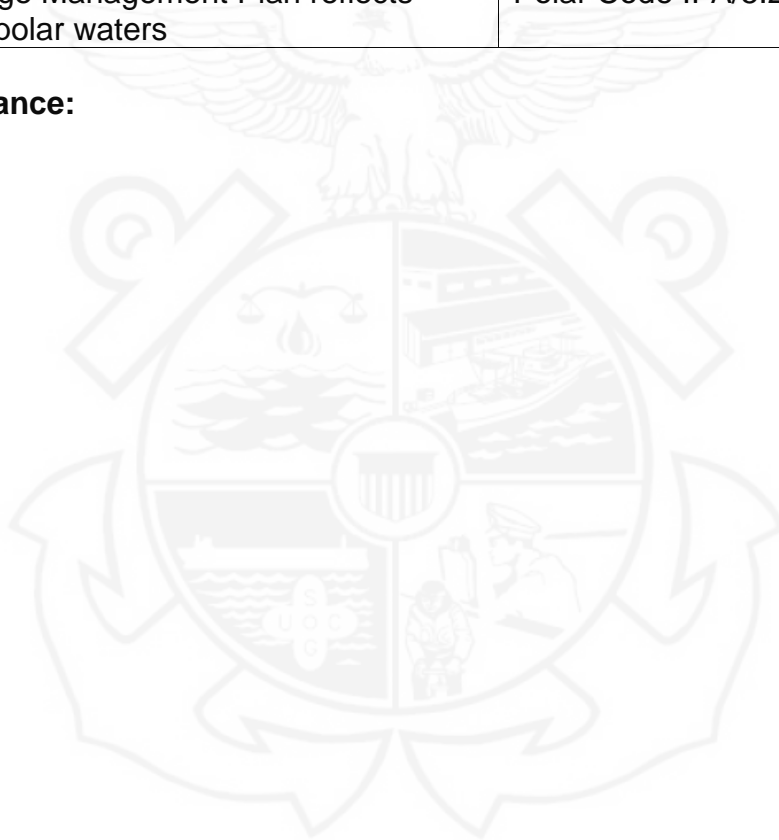
Condition: While validating logs and manuals

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

References: 1. International Code for Ships Operating in Polar Waters (Polar Code), 2016

Steps		References	Initials
LM02.1	Verify Garbage Record Book reflects operation in polar waters	Polar Code II-A/5.2.3	
LM02.2	Verify Garbage Management Plan reflects operation in polar waters	Polar Code II-A/5.2.3	

Verifying Officer Guidance:



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

Polar (PA)**Port State Control Examination****Bridge/Navigation Examination (BN)****Port State Control Vessel****Task:** PA-BN01 Examine navigation equipment**Condition:** *During bridge/navigation examination***Standard:** *In compliance with applicable policies, laws, regulations and standards***References:** 1. International Code for Ships Operating in Polar Waters (Polar Code), 2016

Steps		References	Initials
BN01.1	Verify secondary echo-sounding device	Polar Code I-A/9.3.2.1.1	
BN01.2	Verify means to prevent accumulation of ice on antennas	Polar Code I-A/9.3.2.1.3	
BN01.3	Verify bridge wings enclosed	Polar Code I-A/9.3.2.1.4.2	
BN01.4	Verify two non-magnetic means to determine and display heading	Polar Code I-A/9.3.2.2.1	
BN01.5	Verify GNSS compass or equivalent	Polar Code I-A/9.3.2.2.2	
BN01.6	Verify search lights	Polar Code I-A/9.3.3.1	
BN01.7	Verify flashing red light	Polar Code I-A/9.3.3.2	

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

Polar (PA)**Port State Control Examination****Bridge/Navigation Examination (BN)****Port State Control Vessel****Task:** PA-BN02 Examine communications equipment**Condition:** *During bridge/navigation examination***Standard:** *In compliance with applicable policies, laws, regulations and standards***References:** 1. International Code for Ships Operating in Polar Waters (Polar Code), 2016

Steps		References	Initials
BN02.1	Verify sound signaling system	Polar Code I-A/10.3.1.2	
BN02.2	Verify two-way voice and data communication with a Telemedical Assistance Service (TMAS)	Polar Code I-A/10.3.1.4	
BN02.3	Verify rescue boats and lifeboats fitted with equipment for transmitting ship to shore, location, and transmitting & receiving on-scene communications	Polar Code I-A/10.3.2.1	
BN02.4	Verify all other survival craft fitted with equipment for transmitting location and on-scene communications	Polar Code I-A/10.3.2.2	
BN02.5	Verify procedures for ensuring survival craft communications equipment is available for operation during maximum expected time of rescue	Polar Code I-A/10.3.2.3	

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

Polar (PA)**Port State Control Examination****Lifesaving Equipment Examination (LS)****Port State Control Vessel**

Task: PA-LS01 Examine escape routes and evacuation appliances

Condition: *During lifesaving equipment examination*

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

References: 1. International Code for Ships Operating in Polar Waters (Polar Code), 2016

Steps		References	Initials
LS01.1	Verify means to remove or prevent ice and snow accretion from escape routes, muster stations, embarkation areas, survival craft, launching appliances and access to survival craft	Polar Code I-A/8.3.1.1	
LS01.2	Verify escape routes and embarkation arrangements do not hinder persons wearing polar clothing	Polar Code I-A/8.3.1.2 Polar Code I-A/8.3.1.3	
LS01.3	Verify means of evacuating persons when operating in ice-covered waters	Polar Code I-A/8.3.2.1	

Verifying Officer Guidance:

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

EMPLID:

Verifying Officer's Signature:

Date:

Polar (PA)**Port State Control Examination****Lifesaving Equipment Examination (LS)****Port State Control Vessel****Task:** PA-LS02 Examine survival equipment**Condition:** *During lifesaving equipment examination***Standard:** *In compliance with applicable policies, laws, regulations and standards***References:** 1. International Code for Ships Operating in Polar Waters (Polar Code), 2016

Steps		References	Initials
LS02.1	Verify immersion suits	Polar Code I-A/8.3.3.1	
LS02.2	Verify searchlights installed on lifeboats	Polar Code I-A/8.3.3.2	
LS02.3	Verify lifeboats partially or totally enclosed	Polar Code I-A/8.3.3.3.1	
LS02.4	Verify personal and group survival equipment	Polar Code I-A/8.3.3.3.2	
LS02.5	Verify ice/land abandonment equipment	Polar Code I-A/8.3.3.3.3	
LS02.6	Verify emergency rations	Polar Code I-A/8.3.3.4	

Verifying Officer Guidance: *Trainee should be aware that searchlights are only required on ships intended to operate in extended periods of darkness.*

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

Polar (PA)**Port State Control Examination****Firefighting Systems Examination (FF)****Port State Control Vessel**

Task: PA-FF01 Examine fire safety systems and appliances

Condition: During firefighting equipment examination

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

References: 1. International Code for Ships Operating in Polar Waters (Polar Code), 2016

Steps		References	Initials
FF01.1	Verify isolating and pressure/vacuum valves are protected from ice accretion and remain accessible at all times	Polar Code I-A/7.3.1.1	
FF01.2	Verify all two-way portable radio equipment is operable at the PST	Polar Code I-A/7.3.1.2	
FF01.3	Verify equipment and machinery controls are arranged to avoid freezing, snow accumulation and ice accretion	Polar Code I-A/7.3.2	
FF01.4	Verify firefighter's outfits are stored in warm locations	Polar Code I-A/7.3.2.3	
FF01.5	Verify portable and semi-portable extinguishers in locations subject to freezing are capable of operation under the PST	Polar Code I-A/7.3.3.1	

Verifying Officer Guidance:

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

Polar (PA)**Port State Control Examination****Machinery Equipment Examination (MI)****Port State Control Vessel****Task:** PA-MI01 Examine machinery installations**Condition:** *During machinery equipment examination***Standard:** *In compliance with applicable policies, laws, regulations and standards***References:** 1. International Code for Ships Operating in Polar Waters (Polar Code), 2016

Steps		References	Initials
MI01.1	Verify protection against ice accretion and/or snow accumulation	Polar Code I-A/6.3.1.1	
MI01.2	Verify viscosity of working liquids	Polar Code I-A/6.3.1.1 Polar Code I-A/6.3.1.2 Polar Code I-A/5.3.2.1	
MI01.3	Verify seawater systems prevent ingestion of ice	Polar Code I-A/6.3.1.3	
MI01.4	Verify means to ensure air intake for essential machinery is maintained within manufacturer's criteria	Polar Code I-A/6.3.2.2	

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

Polar (PA)

Port State Control Examination

Topside Equipment Examination (TE)

Port State Control Vessel

Task: PA-TE01 Examine ice removal equipment

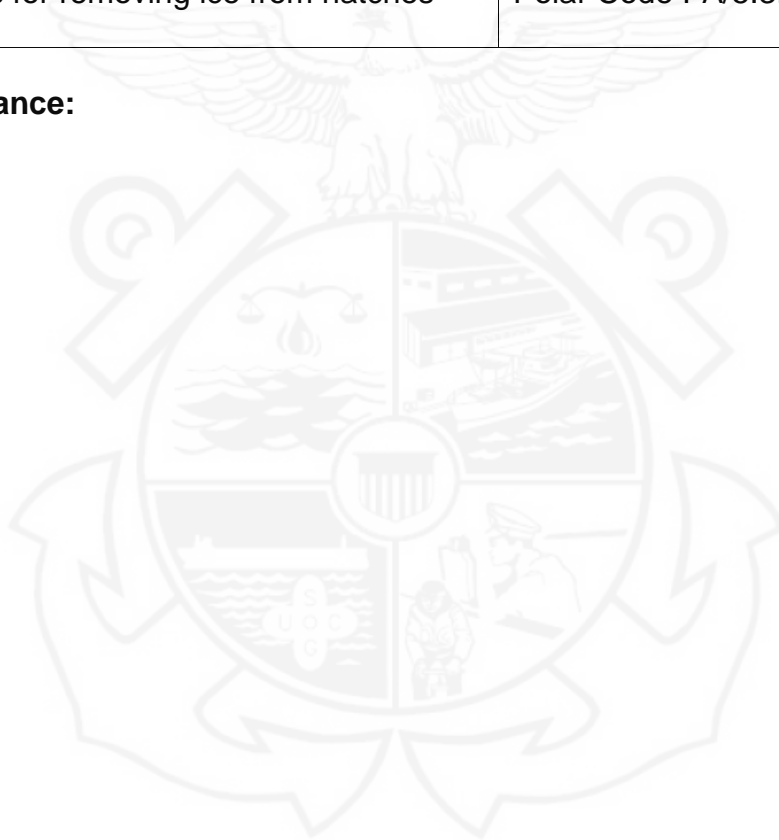
Condition: *During topside equipment and ground tackle inspection*

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

References: 1. International Code for Ships Operating in Polar Waters (Polar Code), 2016

Steps		References	Initials
TE01.1	Verify means for removing ice from bulwarks, rails and erections	Polar Code I-A/4.3.1.2	
TE01.2	Verify means for removing ice from hatches and doors	Polar Code I-A/5.3.1	

Verifying Officer Guidance:



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

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**Performance Qualification Standard and Job Aid Change
Recommendation Form**

From: _____ Date: _____

PQS/CG-840 Title:

Section(s) Affected:

Remark(s)/Comment(s):

Reference(s):

Signature: _____

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