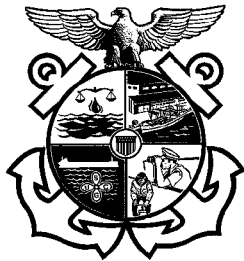


United States Coast Guard



**FOREIGN PASSENGER VESSEL  
QUARTERLY EXAMINATION BOOK**

<b>Name of Vessel</b>		<b>Flag</b>	
		No Change	
<b>IMO Number</b>		<b>Case Number</b>	
<b>Date Completed</b>	<b>Priority</b>	<b>Points</b>	
<b>Location</b>			
<b>Vessel Built in Compliance with SOLAS: 60 74 74/78 NA</b>			
<b>Exam Type</b>			
First Quarter	Second Quarter	Third Quarter	
<b>Senior Marine Inspectors / Port State Control Officers</b>			
1. _____		3. _____	
2. _____		4. _____	

CG-840 CV3  
Rev. 1/01

**Total Time Spent Per Activity:**

<b>Regular Personnel (Active Duty)</b>			
ACTIVITY TYPE	ACTIVITY	TRAINING	(PERS) MI

TOTAL ADMIN HOURS	TOTAL TRAVEL HOURS
-------------------	--------------------

<b>Reserve Personnel</b>			
ACTIVITY TYPE	ACTIVITY	TRAINING	(PERS) MI

TOTAL ADMIN HOURS	TOTAL TRAVEL HOURS
-------------------	--------------------

<b>Auxiliary Resources</b>	
TOTAL BOAT HOURS	TOTAL AIRCRAFT HOURS

## **Use of Foreign Passenger Vessel Quarterly Exam Book:**

This examination book is intended to be used as a job aid by Coast Guard senior marine inspectors/port state control officers during quarterly boardings of foreign-flagged passenger vessels. The Foreign Passenger Vessel Annual Examination Book may be used when conducting a quarterly examination if it is determined that the examination should be expanded due to one of the following conditions:

1. The vessel's certificates are clearly invalid;
2. Evidence that vessel logs, manuals, or other required documentation are not on board, not maintained, or falsely maintained;
3. Evidence from a general examination that serious hull deterioration, structural deterioration, or deficiencies may exist;
4. Evidence from a general examination that serious equipment deficiencies may exist;
5. Evidence of serious operational shortcomings (i.e., officers or crew not familiar with essential shipboard operations or equipment);
6. Involvement of the vessel in incidents due to failure to comply with operational requirements such as a spill or collision; or
7. Indications that key crew members may not be able to communicate with each other or with others persons on board.

This document does not establish or change Federal laws or regulations. References given are only general guides. Refer to IMO publications, CFR's, the Port State Control Job Aid, NVIC's, and any locally produced cite guides for specific regulatory references. Not all items in this book are applicable to all vessels.

**NOTE:** *Guidance on how to examine foreign passenger vessels can be found in MSM Volume II, Chapter D7: Procedures Applicable to Foreign Passenger Vessels.*

### **Pre-inspection Items**

- Review MSIS records.
  - PSVH
  - VFIP
- Obtain copies of forms to be issued.

### **Post-inspection Items**

- Issue letters/certificates to vessel.
  - Record of deficiencies
- Complete MSIS entries within 48 hours.
  - PSAR
  - MSDS
  - PSDR
  - VFLD
  - VFIP

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## Section 1: Administrative Items

### IMO Applicability Dates:

Reference	Date
SOLAS 1948	19 NOV 52
SOLAS 1960	26 MAY 65
SOLAS 1974	25 MAY 80
1978 Protocol to SOLAS 1974	01 MAY 81
1981 Amendments (II-1 & II-2)	01 SEP 84
1983 Amendments (III)	01 JUL 86
<i>Various additional amendments to SOLAS</i>	
MARPOL 73/78 Annex I	02 OCT 83
MARPOL 73/78 Annex II	06 APR 87
MARPOL 73/78 Annex III	01 JUL 92
MARPOL 73/78 Annex V	31 DEC 88
COLREGS 1972	15 JUL 77
<i>Various additional amendments to COLREGS</i>	
Load Line 1966	21 JUL 68
STCW 1978	28 APR 84
1991 Amendments	01 DEC 92
1994 Amendments	01 JAN 96
1995 Amendments	01 FEB 97

**Involved Parties & General Information:**

Owner's Agent
Individual
Phone Number

Charterer's Agent
Individual
Phone Number Same as Owner's Agent

Owner—Listed on DOC or COFR
No Change

Operator
No Change



## Section 2: Certificates and Documents

### International Certificates:

Name of Certificate	Issuing Agency	ID #	Port Issued/ Country	Issue Date	Exp. Date	Endors. Date
<b>Certificate of Registry</b> No Change						
<b>Classification Document</b> No Change						
<b>Certificate of Financial Responsibility (COFR)</b> No Change	USCG					
<b>Passenger Ship Safety (PSS)</b> No Change						
<b>International Load Line (ILL)</b> No Change						
<b>International Oil Pollution Prevention (IOPP)</b> No Change						



Name of Certificates	Issuing Agency	ID #	Port Issued/ Country	Issue Date	Exp. Date	Endors. Date
<b>International Tonnage (ITC)</b> No Change						
<b>Safety Management (SMC)</b> No Change						
<b>Document of Compliance (DOC)</b> No Change						

## Certificates and Documents:

- |                          |   |  |
|--------------------------|---|--|
| <input type="checkbox"/> | Safe Manning Document   | SOLAS 74/78 V/13<br>IMO Res.A.481(XII) |
|                          | <ul style="list-style-type: none"><li>Manning in accordance with document<br/><b>NOTE:</b> <i>If vessel does not have a Safe Manning Document or is not manned in accordance with Safe Manning Document, local Consulate must be contacted and the deficiency resolved prior to vessel's departure from port.</i></li><li>Review copy of crew list</li></ul>  |  |
| <input type="checkbox"/> | Lifeboatmen certificates  | SOLAS 74/78 III/10                     |
| <input type="checkbox"/> | Liferaft servicing certificate  | SOLAS 74/78 III/19.8                   |
| <input type="checkbox"/> | Fire extinguishing certificate  | SOLAS 74/78 II-2/6                     |
| <input type="checkbox"/> | SOLAS training manual   | SOLAS 74 III/51                        |
|                          | <ul style="list-style-type: none"><li>Contents</li><li>Availability to crew</li></ul>   |  |
| <input type="checkbox"/> | Exemptions to SOLAS certificates  | SOLAS 74/78 I/4                        |
| <input type="checkbox"/> | Muster lists and emergency instructions   | SOLAS 74 III/53<br>SOLAS 74 III/50     |
|                          | <ul style="list-style-type: none"><li>General emergency alarm signal</li><li>Process for ordering abandon ship</li><li>Duties assigned to crew members</li><li>Duties of crew in relation to passengers</li><li>Officers assigned to ensure lifesaving appliances are maintained in good condition and ready for immediate use</li><li>Substitutes for disabled key persons</li><li>Approved format</li></ul> |  |

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Logbook Entries:**

Drills/equipment inspections logged as required

Activity	Logged Weekly	Logged Monthly	Logged Quarterly	Other Logging Requirements
*Abandon Ship Drill		74 III/18.3.1		
*Fire Drill		74 III/18.3.1		
Passenger Abandon Ship Drill	74 III/25			
Passenger Fire Drill	74 III/25			
Instruction of Passengers in Use of Lifejackets & Emergency Actions				Within 24 hours of leaving port: 74 III/18.3.2
Emergency Steering Drill			74 V/19(d)	Or within 48 hours of entering US: 33 CFR 164.25(d)
Rescue Boat Drill			74 III/18.3.8	
Lifesaving Equipment Inspection		74 III/19.7		
Watertight Doors, Sidescuttles, etc. Drills and Inspection				When closed prior to sailing; and when opened or closed while underway SOLAS 74 II-1/25

\* *Items that must be conducted within 12 hours if 25% of crew did not participate in the previous month's drill exercises.*

Following tests must be conducted and logged 33 CFR 164.25 no more than 12 hours prior to entering / leaving port

- Steering gear and alarms
- Internal vessel control communications and vessel control alarms
- Emergency generator
- Storage batteries for emergency lighting / power systems in vessel control / propulsion machinery spaces
- Main propulsion machinery ahead and astern

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Section 3: Examination Items

#### **Vessel Security and Terminal Security Measures:**

*NOTE: Guidance on vessel / terminal security measures is detailed in NVIC 3-96.*

- Security guards
- Baggage screening procedures
- Passenger and crew safety / security measures
- Terminal physical security measures
- Procedures for loading ship provisions

#### **General Walk-through of Vessel Spaces:**

- Spaces examined to ensure no modifications have taken place, and for the existence of safety hazards
  - Engineroom
  - Machinery spaces
  - Galley
  - Accommodation spaces
- Watertight doors
  - Local control by hand No. \_\_\_\_\_
  - Local control by power No. \_\_\_\_\_
  - Remote control by hand No. \_\_\_\_\_
  - Remote control by power No. \_\_\_\_\_
  - Total installed \_\_\_\_\_
- Fire doors
- Portable fire extinguishers
- Fire stations
- Sprinkler stations

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Stairway enclosures**  
**NOTE:** *As of 1 OCT 97, types of spaces with direct access to stairway enclosures are restricted to the following spaces:*

SOLAS 74/78 II-1/41-2.4.4

- Public spaces
- Corridors
- Public toilets
- Special category spaces
- Other stairways
- Open deck spaces

**NOTE:** *Vessels that have spaces other than those listed bordering stairway enclosures must meet the following restrictions:*

- Such spaces are prohibited from storing combustible or flammable materials that may elevate fire risk (e.g., cleaning fluids, paints, and other hazardous chemical products).
- Doors separating such spaces from the stairway enclosures should be kept closed and in good working order.

Record below any spaces, other than the permitted spaces listed above, with direct access to an enclosed stairway:

Notes: \_\_\_\_\_

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## Section 5: Appendices

### **Recommended Port State Control Procedures:**

The following flowcharts contain information gleaned from the Marine Safety Manual Volume II, Chapter D2. The senior marine inspector/port state control officer should be familiar with this chapter as well as the information pertaining to Port State Control examinations contained in MSM Volume II, Chapters D1—Foreign Vessel Exams (General), D7—Foreign Vessel Exams (Passenger), and D4—Targeting of Foreign Vessel Boardings.

Considering the seriousness of the deficiencies, the OCMI or COTP must determine the appropriate control action to impose on these vessels to ensure the safety of the vessel, the port, and the environment. The degree of control imposed, as well as the authority used to exercise control, must be consistent with the nature of the deficiencies.

The following definitions and terms of reference are used in the MSM to describe key elements of Port State Control enforcement:

**Clear Grounds.** Evidence that the vessel, its equipment, or crew do not correspond substantially to the requirements of the relevant conventions or that the master or crew members are not familiar with essential shipboard procedures relating to the safety of vessels or the prevention of pollution.

**Control.** Control is the process of imposing a port state's or flag state's authority over a vessel to ensure that its structure, equipment, operation and crew meet applicable standards. The process is affected by any verbal or written directives from the OCMI/COTPs or their representatives, which require action or compliance by the vessel.

**Detention.** Detention is a control action that restricts a vessel's right of free movement. The imposition of a restriction on the movement of a vessel constitutes a detention regardless of whether or not a delay from a vessel's normal or expected itinerary occurs. Detentions may be carried out under the authority of the applicable international convention, the Ports and Waterways Safety Act (PWSA) or a Customs hold.

**Intervention.** An intervention is a control action taken by a port state, which interposes the port state's authority over a foreign flag vessel in order to cause the vessel to be brought into compliance with an applicable international convention. Interventions are undertaken by a port state when a vessel's flag state has not, can not, or will not exercise its obligations under an international convention to which it is a party. This may include requesting appropriate information, requiring the immediate or future rectification of deficiencies, detaining the vessel, or allowing the vessel to proceed to another port for repairs.



**Nonconforming Vessel.** Any vessel failing to comply with one or more applicable requirements of U.S. law or international conventions is a nonconforming vessel. A nonconforming vessel is not necessarily a substandard vessel unless the discrepancies endanger the vessel, persons on board, or present an unreasonable risk to the marine environment.

**Substandard Vessel.** In general, a vessel is regarded as substandard if the hull, machinery, or equipment, such as lifesaving, firefighting and pollution prevention, are substantially below the standards required by U.S. laws or international conventions, owing to:

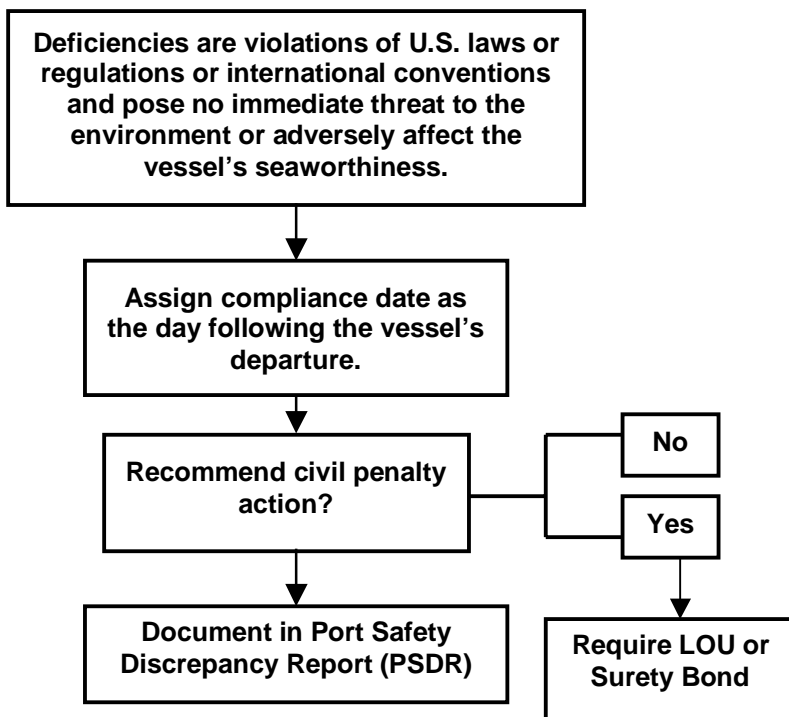
- The absence of required principal equipment or arrangement;
- Gross noncompliance of equipment or arrangement with required specifications;
- Substantial deterioration of the vessel structure or its essential equipment;
- Noncompliance with applicable operational and/or manning standards; or
- Clear lack of appropriate certification, or demonstrated lack of competence on the part of the crew.

If these evident factors as a whole or individually endanger the vessel, persons on board, or present an unreasonable risk to the marine environment, the vessel should be regarded as a substandard vessel.

**Valid Certificates.** A certificate that has been issued directly by a contracting government or party to a convention, or on the behalf of the government or party by a recognized organization, and contains accurate and effective dates, meets the provisions of the relevant convention, and corresponds to the particulars of the vessel and its equipment.

**Requiring Corrective Measures Prior to Return to U.S.**

**(NO DETENTION)**

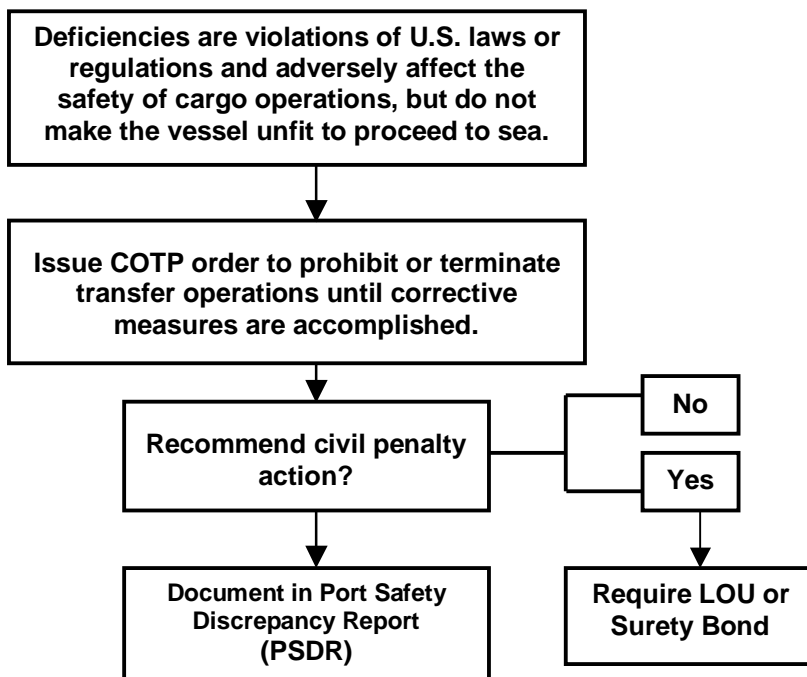


Examples include the following:

- Charts or nautical publications not currently corrected.
- Portable hoses have not been tested but appear in good condition.
- Actual location of safety equipment deviates from the vessel safety plan.
- Electrical fixtures in paint locker not appropriately certified for safe usage in hazardous location. (Operational controls, such as disconnecting the electrical power source or removing flammables from the space, may satisfactorily remove risk to vessel.)

**Requiring Corrective Measures Prior to Cargo, Bunkering or Lightering Operations**

**(NO DETENTION)**

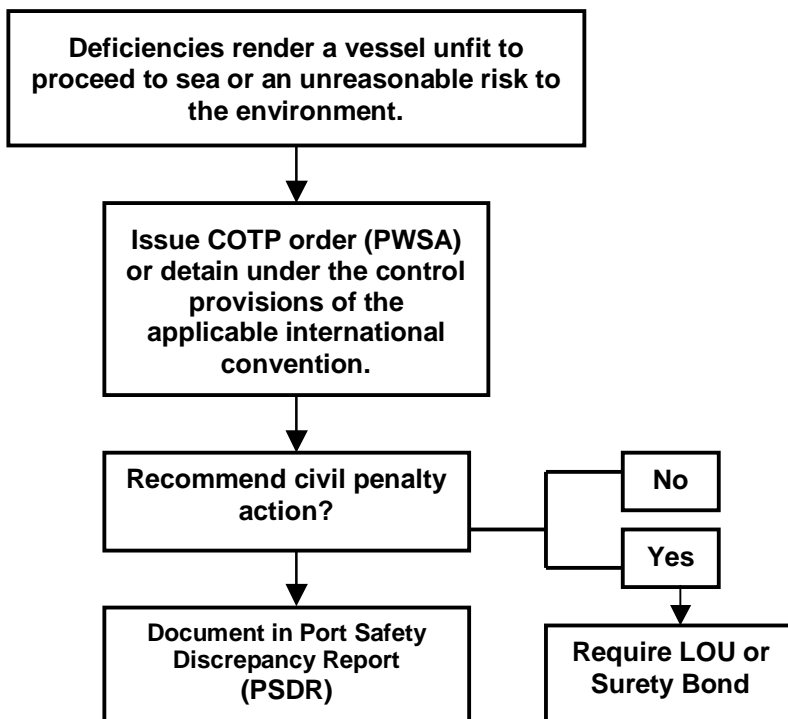


Examples include the following:

- Oil transfer procedures incomplete.
- Information on properties and hazards of cargoes not on board.
- High and low level alarms inoperative.

## Requiring Corrective Measures Prior to Departure

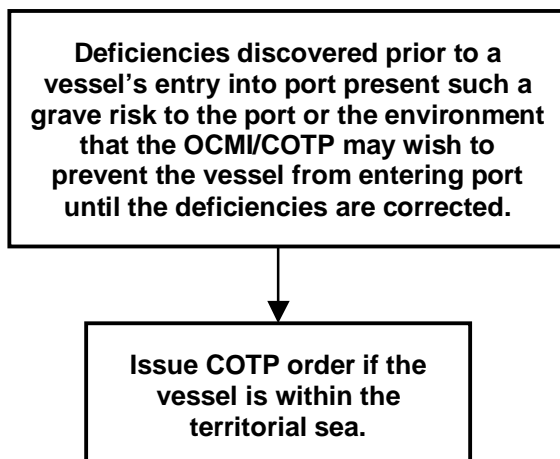
### (DETENTION)



Examples include the following:

- Excessive wastage, corrosion, pitting, holes, or damage to the hull, cargo hatches, fire main, or other vital system.
- Inoperable emergency fire pump or emergency generator.
- Inability to lower lifeboats.
- Inoperable lifeboat motors (i.e., will not start).
- Crew incompetent to carry out duties (e.g., fire or boat drills, cargo transfer, stability calculations, etc.).
- Licenses invalid.
- Safe Manning Document not on board.

### Requiring Corrective Measures Prior to Entry



Examples include the following:

- Leaking tanks.
- Carrying dangerous cargoes with expired documents.
- Carrying incompatible cargoes.
- Invalid ISM certificates.
- COFR not on board.

**Detention Information:**

*NOTE: Complete prior to recommendation.*

Verify owner (from DOC or COFR), operator, and mailing address.

Verify owner's agent.

Verify last and future drydock dates and locations.

If dual classed, who will respond? \_\_\_\_\_

Which agency issued the documents that have major problems?

What is the date of the last survey conducted for those items that have problems?

What are the vessel's plans to deal with the problems?

What is the crew's attitude toward the problems?

Is the detention ISM related? If so, include ISM certification information in the Detention Report to G-MOC-4.

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_









**Deficiency Summary Worksheet:**

Name of Vessel

VIN

Deficiency	MSIS Code	Req't. Issued / Date Completed

Deficiencies identified should be listed with MSIS codes. At completion of inspection/examination, any outstanding deficiencies shall be entered in MIDR or PSDR as appropriate. All deficiencies found (outstanding and completed) shall be entered in the Deficiency Summary. Worklist items, which serve only as memory joggers to complete inspection/examination (e.g., test emergency fire pump), should not be coded as deficiencies.

**MSIS Codes for Deficiencies:**

<b>BS</b>	Ballast	<b>DC</b>	Dry Cargo	<b>IC</b>	I/C Engine
<b>BI</b>	Bilge	<b>ES</b>	Electrical	<b>LS</b>	Lifesaving
<b>BA</b>	Boiler, Aux.	<b>FF</b>	Firefighting	<b>MI</b>	Miscellaneous
<b>BM</b>	Boiler, Main	<b>FL</b>	Fuel	<b>NS</b>	Navigation
<b>CS</b>	Cargo	<b>GS</b>	General Safety	<b>PP</b>	Propulsion
<b>DM</b>	Deck Machinery	<b>HA</b>	Habitation	<b>SS</b>	Steering
<b>DL</b>	Doc., Lics., Pmts.	<b>HU</b>	Hull		

## Conversions:

<b>Distance and Energy</b>					
Kilowatts (kW)	X	1.341	=	Horsepower (hp)	
Feet (ft)	X	3.281	=	Meters (m)	
Long Ton (LT)	X	.98421	=	Metric Ton (t)	
<b>Liquid</b> (NOTE: Values are approximate.)					
Liquid	bb/LT	m <sup>3</sup> /t	bb/m <sup>3</sup>	bb/t	
Freshwater	6.40	1.00	6.29	6.29	
Saltwater	6.24	.975	6.13	5.98	
Heavy Oil	6.77	1.06	6.66	7.06	
DFM	6.60	1.19	7.48	8.91	
Lube Oil	7.66	1.20	7.54	9.05	
<b>Weight</b>					
1 Long Ton	= 2240 lbs	1 Metric Ton	= 2204 lbs		
1 Short Ton	= 2000 lbs	1 Cubic Foot	= 7.48 gal		
1 Barrel (oil)	= 5.61 ft = 42 gal = 6.29 m <sup>3</sup>	1 psi	= .06895 Bar = 2.3106 ft of water		
<b>Temperature: Fahrenheit = Celsius</b> ( $^{\circ}\text{F} = 9/5\ ^{\circ}\text{C} + 32$ and $^{\circ}\text{C} = 5/9 (^{\circ}\text{F} - 32)$ )					
0	= -17.8	80	= 26.7	200	= 93.3
32	= 0	90	= 32.2	250	= 121.1
40	= 4.4	100	= 37.8	300	= 148.9
50	= 10.0	110	= 43.3	400	= 204.4
60	= 15.6	120	= 48.9	500	= 260
70	= 21.1	150	= 65.6	1000	= 537.8
<b>Pressure: Bars = Pounds per square inch</b>					
1 Bar	= 14.5 psi	5 Bars	= 72.5 psi	9 Bars	= 130.5 psi
2 bars	= 29.0 psi	6 Bars	= 87.0 psi	10 Bars	= 145.0 psi
3 Bars	= 43.5 psi	7 Bars	= 101.5 psi		
4 Bars	= 58.0 psi	8 Bars	= 116.0 psi		