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# U.S. COAST GUARD



## UNINSPECTED TOW VESSEL EXAMINER (UTVE)

### UNINSPECTED TOW VESSEL EXAMINER PERFORMANCE AND QUALIFICATION STANDARD



Marine Inspection and Investigation School  
Training Center Yorktown

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## Uninspected Tow Vessel Examiner Performance and Qualification Standard

### Competency Code: UTVE

#### 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 5100.47

This Performance and Qualification Standard (PQS) workbook is your On the Job Training (OJT) performance checklist for certification as a Uninspected Tow Vessel Examiner (UTVE). It is your responsibility to document all completed unit training items and keep track of all examinations completed during this process by filling out the Domestic Vessel Examination Log located in appendix C of this workbook.

This qualification is not restricted to any particular rank or rate. Civilian GS employees are also eligible.

This PQS workbook cites SOLAS regulations from the 2009 Consolidated Edition (SOLAS 09). In some cases, the regulations in SOLAS 09 may not apply due to the keel laid date of the vessel. Marine Inspectors must pay close attention to the applicability dates of the SOLAS chapters and regulations when conducting exams to which SOLAS applies.

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: "Port State Control Examiner"*
2. **Job Accomplishment:** the main deliverable for the qualification.  
*Example: "Port State Control Examination"*
3. **Major Accomplishment:** the valuable products of a job or specialty which collectively make up the job accomplishment.  
*Example: "Lifesaving Equipment Examination"*
4. **Vessel types:** the specific type of vessels within the formal title of the qualification that the task is associated with.  
*Example: "Port State Control Vessel"*
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, i.e. how well a trainee must carry out the desired performance to complete the task.
8. **Steps:** the sequence of actions required to complete the task.

Ideally, all steps and tasks within the PQS workbook shall be required to be completed prior to obtaining the UTVE competency. With the exception the training prerequisites listed on page (I) and discussed below, the Sector Commander or designee may defer PQS items as authorized by references (a) and (d). If a task is deferred, the reason for deferment must be clearly articulated in both the PQS workbook and the certification letter for record keeping and accountability. Additionally, if a task is deferred that member is not authorized to conduct that specific task.

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 must enter their title, name and initials in the Record of Verifying Officer's section before making entries in your PQS workbook.

A Certification Board should only be completed after all 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 the Training Management Tool (TMT).**

**Appendices:**

- A. List of Additional References
- B. Glossary
- C. Domestic Vessel Examination Log

PQS VERIFYING OFFICER SIGNATURE VERIFICATION LOG

RATE/ RANK	SIGNATURE/ PRINT NAME	EMPLID	INITIALS	UNIT

**REMARKS:**

## Uninspected Tow Vessel Examiner PQS

<b>RECORD OF COMPLETION</b>		
<b>Training Prerequisites</b>	<b>Date</b>	<b>Training Coordinator's Signature</b>
A. Completion of the local Industry Towing Vessel Orientation and Indoctrination		
B. Completion of Industry Indoctrination Workbook		
C. Completion of this PQS Workbook		
D. Successful completion of three verification examinations with a designated Verifying Officer		
E. Successful completion of the final oral qualification board by the unit's Marine Inspector Qualification Board (MIQB)		
<b>Qualification Board Members:</b>		
F. Certification/Designation Letter submitted for approval		
G. Once Certification/Designation Letter is signed, enter competency and certification in TMT		
<b>REMARKS:</b>		

## Uninspected Tow Vessel Examiner PQS

<b>Task Number</b>	<b>Task Description</b>	<b>Date Completed</b>
UTVE-PE01	Research vessel details in MISLE (Marine Information for Safety and Law Enforcement) information system	
UTVE-PE02	Coordinate examination with vessel representative	
UTVE-PE03	Schedule vessel examination activity in MISLE (Marine Information for Safety and Law Enforcement) information system	
UTVE-DA01	Examine hull markings	
UTVE-CD01	Examine State Registration	
UTVE-CD02	Examine Certificate of Documentation	
UTVE-CD03	Examine Load Line Certificate	
UTVE-CD04	Examine Merchant Mariner Credentials (MMCs) & Transportation Worker Identification Credentials (TWICs)	
UTVE-CD05	Verify manning on domestic routes	
UTVE-CD06	Verify manning on foreign/international routes	
UTVE-CD07	Examine Federal Communication Commission (FCC) documents	
UTVE-CD08	Examine Drug and Alcohol Program	
UTVE-CD09	Examine Non-Tank Vessel Response Plan (NTVRP)	
UTVE-CD10	Examine ballast water management documents	
UTVE-LM01	Examine log(s) for towline for towing astern	
UTVE-LM02	Examine Radio Logs	
UTVE-LM03	Examine equipment maintenance documents/log(s)	
UTVE-LM04	Examine Garbage Log	
UTVE-LM05	Examine Waste Management Plan & Placard	
UTVE-LM06	Verify firefighting drills and instruction	
UTVE-SD01	Verify Vessel Security Plan (VSP)	
UTVE-SD02	Examine security records	
UTVE-SD03	Examine security equipment	
UTVE-SD04	Examine international security documents (when applicable)	
UTVE-SD05	Evaluate crew's knowledge of security plan	
UTVE-SD06	Examine Alternative Security Program (ASP)	
UTVE-BN01	Examine charts and publications	
UTVE-BN02	Examine radar(s)	

## Uninspected Tow Vessel Examiner PQS

<b>Task Number</b>	<b>Task Description</b>	<b>Date Completed</b>
UTVE-BN03	Examine searchlight	
UTVE-BN04	Examine compass/swing-meter	
UTVE-BN05	Examine the electronic position-fixing device (GPS)	
UTVE-BN06	Examine the echo depth-sounding device	
UTVE-BN07	Examine Automated Identification System (AIS)	
UTVE-BN08	Examine radiotelephone	
UTVE-BN09	Examine navigation lights and dayshapes	
UTVE-BN10	Examine sound signaling device(s)	
UTVE-LS01	Inspect Emergency Position Indicating Radio Beacon (EPIRB)	
UTVE-LS02	Examine ring life buoy	
UTVE-LS03	Examine life jackets	
UTVE-LS04	Examine work vest(s)	
UTVE-LS05	Examine immersion suits	
UTVE-FF01	Examine portable firefighting extinguishers	
UTVE-FF02	Examine semi-portable firefighting extinguishers	
UTVE-FF03	Examine high pressure CO2 systems	
UTVE-FF04	Examine clean agent fire suppression system	
UTVE-FF05	Examine fire detection system	
UTVE-FF06	Examine internal communications	
UTVE-FF07	Examine general alarm system	
UTVE-FF08	Examine backfire flame control on gasoline engine(s)	
UTVE-FF09	Examine bilge ventilation for gasoline engine(s)	
UTVE-FF10	Examine fuel shut off valves	
UTVE-FF11	Examine fuel systems	
UTVE-FF12	Examine portable fire pump and equipment	
UTVE-FF13	Examine fire main and fire pump	
UTVE-FF14	Examine fire stations	
UTVE-TT01	Examine terminal gear - towing astern	
UTVE-TT02	Examine towline and terminal gear - towing alongside & pushing ahead	



## Uninspected Tow Vessel Examiner PQS

<b>Task Number</b>	<b>Task Description</b>	<b>Date Completed</b>
UTVE-PP01	Examine transfer hose(s)/piping, fittings and containment	
UTVE-PP02	Examine oil transfer procedures and pollution placard	
UTVE-PP03	Examine Marine Sanitation Device (MSD)	
UTVE-PP04	Conduct MARPOL Annex VI Survey	
UTVE-FU01	Issue deficiencies	
UTVE-FU02	Complete MISLE Activity	
UTVE-FU03	Verify deficiency corrections	

**Uninspected Towing Vessel Examiner (UTVE)****UTV Examination****Pre-Exam (PE)****Uninspected Towing Vessel**

**Task:** UTVE-PE01 Research vessel details in MISLE (Marine Information for Safety and Law Enforcement) information system

**Condition:** *During preparation for examination*

**Standard:** *At a minimum, the trainee shall display a basic working knowledge of MISLE, Mission Management System (MMS) processes and procedures and ensures vessel particulars matches with the vessel information provided*

- References:**
1. Title 33, Code of Federal Regulations Part 138 Financial Responsibility for Water Pollution & OPA 90 Limits of Liability
  2. Title 46, Code of Federal Regulations Part 27 Uninspected Vessels - Towing Vessels
  3. COMDTINST M16000.6 Marine Safety Manual Volume I Administration & Management
  4. MPS-PR-SEC-04 Preparing for Inspections and Examinations

Steps		References	Initials
PE01.1	Locate vessel	MSM I/12.G.5	
PE01.2	Review vessel particulars	MPS-PR-SEC-04 MSM I/12.G.5	
PE01.3	Determine applicable examination regulation(s)	46 CFR 27	
PE01.4	Review deficiency history	MSM I/12.G.7 MPS-PR-SEC-04	
PE01.5	Review special notes	MPS-PR-SEC-04 MSM I/12.G.2	
PE01.6	Verify documents are current and that there are no overdue examination(s)	MPS-PR-SEC-04 MSM I/12.G.2	
PE01.7	Review previous inspection activity narrative(s)	MPS-PR-SEC-04 MSM I/12.G.2	
PE01.8	Verify Certificate of Financial Responsibility is valid (when applicable)	33 CFR 138.15 33 CFR 138.30	

**Verifying Officer Guidance:**

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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Pre-Exam (PE)**

**Uninspected Towing Vessel**

**Task:** UTVE-PE02 Coordinate examination with vessel representative

**Condition:** *During preparation for examination*

**Standard:** *At a minimum, the trainee shall display a basic working knowledge of Coast Guard's Mission Management System (MMS) processes and procedures*

- References:**
1. MPS-PR-SEC-01 Scheduling Domestic Vessel Inspections
  2. MPS-PR-SEC-04 Preparing for Inspections and Examinations

Steps		References	Initials
PE02.1	Identify vessel's representative	MPS-PR-SEC-01	
PE02.2	Determine location and time of examination	MPS-PR-SEC-01	
PE02.3	Articulate examination expectations to vessel's representative	MPS-PR-SEC-01	
PE02.4	Verify vessel's owner information with vessel's representative	MPS-PR-SEC-04	
PE02.5	Verify vessel's operator information with vessel's representative	MPS-PR-SEC-04	
PE02.6	Verify vessel's Classification Society information with vessel's representative (when applicable)	MPS-PR-SEC-04	

**Verifying Officer Guidance:**



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Pre-Exam (PE)**

**Uninspected Towing Vessel**

**Task:** UTVE-PE03 Schedule vessel examination activity in MISLE (Marine Information for Safety and Law Enforcement) information system

**Condition:** During preparation for examination

**Standard:** At a minimum, the trainee shall display a basic working knowledge of MISLE and Coast Guard's Mission Management System (MMS) processes and procedures

- References:**
1. COMDTINST M16000.6 Marine Safety Manual Volume I Administration & Management
  2. MPS-PR-SEC-04 Preparing for Inspections and Examinations
  3. MPS-PR-SEC-05 Conducting Domestic Vessel Inspections

Steps		References	Initials
PE03.1	Log-in into product section	MPS-PR-SEC-04 MSM I/12.F	
PE03.2	Locate vessel	MPS-PR-SEC-04 MSM I/12.G.5	
PE03.3	Generate new activity	MPS-PR-SEC-04 MSM I/12.G.2.a	
PE03.4	Assign examination type(s)	MPS-PR-SEC-04 MSM I/12.G.2.a	
PE03.5	Assign examination team	MPS-PR-SEC-05	
PE03.6	Enter title and point of contact(s)	MSM I/12.G.2.a MSM I/12.G.4	
PE03.7	Print Vessel Critical Profile (VCP)	MPS-PR-SEC-04 MSM I/12.G.2.a	
PE03.8	Prepare an examination folder	MPS-PR-SEC-04	

**Verifying Officer Guidance:**

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

**Uninspected Towing Vessel Examiner (UTVE)****UTV Examination****Dockside Assessment (DA)****Uninspected Towing Vessel****Task:** UTVE-DA01 Examine hull markings**Condition:** *While validating certificates and documents***Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 33, Code of Federal Regulations Part 173 Vessel Numbering and Casualty & Accident Reporting
  2. Title 46, Code of Federal Regulations Part 42 Load Lines - Domestic & Foreign Voyages by Sea
  3. Title 46, Code of Federal Regulations Part 67 Documentation of Vessels
  4. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
  5. IMO Resolution A.600(15) IMO Ship Identification Number Scheme

Steps		References	Initials
DA01.1	Verify official number	46 CFR 67.121	
DA01.2	Verify vessel's name	46 CFR 67.123	
DA01.3	Verify hailing port	46 CFR 67.123	
DA01.4	Verify IMO number (when applicable)	SOLAS 09 XI-1/3 IMO Res A.600(15)	
DA01.5	Verify Load Line (when applicable)	46 CFR 42.07-1 46 CFR 42.07-5 46 CFR 42.07-20 - 42.07-40	
DA01.6	Verify State number (when applicable)	33 CFR 173.15 33 CFR 173.27	

**Verifying Officer Guidance:** *At a minimum, the trainee shall display a basic working knowledge of both domestic and foreign certificate and document nomenclature, purpose and use of information.*

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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Certificates and Documents (CD)**

**Uninspected Towing Vessel**

**Task:** UTVE-CD01 Examine State Registration

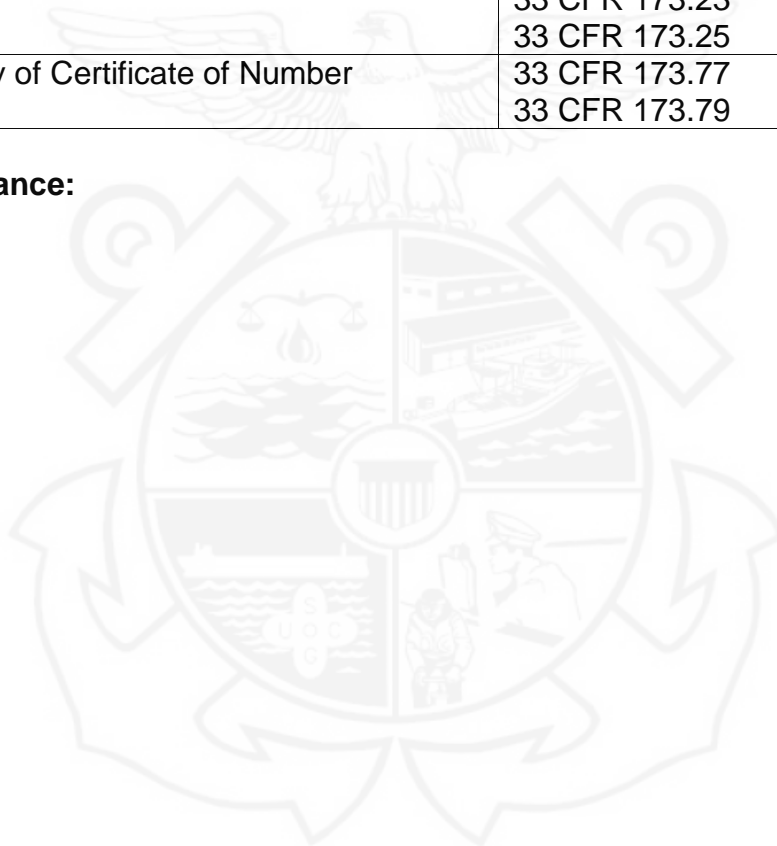
**Condition:** *While validating certificates and documents*

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

**References:** 1. Title 33, Code of Federal Regulations Part 173 Vessel Numbering and Casualty & Accident Reporting

Steps		References	Initials
CD01.1	Verify presence of Certificate Number	33 CFR 173.21 33 CFR 173.23 33 CFR 173.25	
CD01.2	Verify validity of Certificate of Number	33 CFR 173.77 33 CFR 173.79	

**Verifying Officer Guidance:**



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Certificates and Documents (CD)**

**Uninspected Towing Vessel**

**Task:** UTVE-CD02 Examine Certificate of Documentation

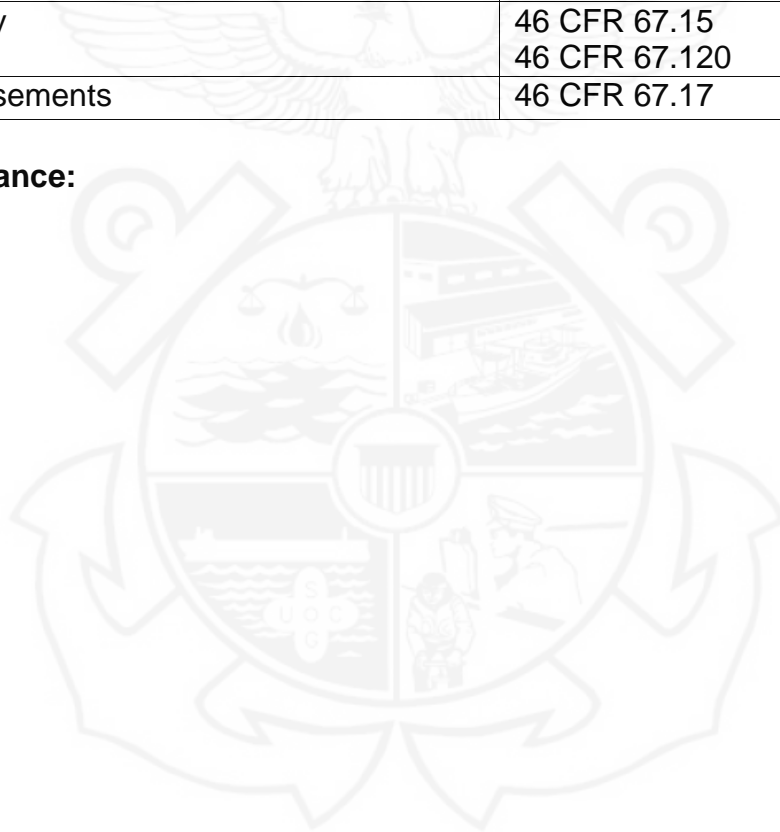
**Condition:** *While validating certificates and documents*

**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
CD02.1	Verify presence	46 CFR 67.1 46 CFR 67.7 46 CFR 67.313	
CD02.2	Verify validity	46 CFR 67.15 46 CFR 67.120	
CD02.3	Verify endorsements	46 CFR 67.17	

**Verifying Officer Guidance:**



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Certificates and Documents (CD)**

**Uninspected Towing Vessel**

**Task:** UTVE-CD03 Examine Load Line Certificate

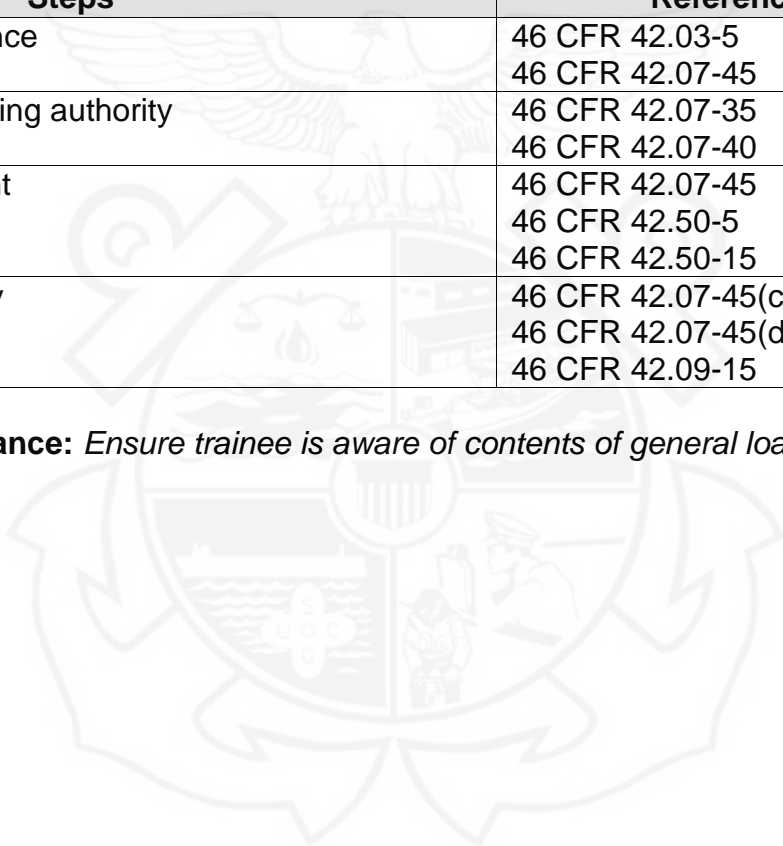
**Condition:** While validating certificates and documents

**Standard:** At a minimum, the trainee shall display a basic working knowledge of the equipment's nomenclature, function(s) and operation while completing all of the steps below

**References:** 1. Title 46, Code of Federal Regulations Part 42 Load Lines - Domestic & Foreign Voyages by Sea

Steps		References	Initials
CD03.1	Verify presence	46 CFR 42.03-5 46 CFR 42.07-45	
CD03.2	Verify assigning authority	46 CFR 42.07-35 46 CFR 42.07-40	
CD03.3	Verify content	46 CFR 42.07-45 46 CFR 42.50-5 46 CFR 42.50-15	
CD03.4	Verify validity	46 CFR 42.07-45(c) 46 CFR 42.07-45(d) 46 CFR 42.09-15	

**Verifying Officer Guidance:** Ensure trainee is aware of contents of general load line assignments in 46 CFR 42.09 -1.



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



**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Certificates and Documents (CD)**

**Uninspected Towing Vessel**

**Task:** UTVE-CD04 Examine Merchant Mariner Credentials (MMCs) & Transportation Worker Identification Credentials (TWICs)

**Condition:** While validating certificates and documents

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

- References:**
1. Title 33, Code of Federal Regulations Part 101 Maritime Security: General
  2. Title 46, Code of Federal Regulations Part 10 Merchant Mariner Credential
  3. Title 46, Code of Federal Regulations Part 12 Requirements for Rating Endorsements
  4. Title 46, Code of Federal Regulations Part 15 Manning Requirements
  5. NVIC 03-07 Guidance for the Implementation of the Transportation Worker Identification Credential (TWIC) Program in the Maritime Sector
  6. CG-543 Policy Letter 11-15 Processing of Merchant Mariner Credentials (MMC) for Mariners Not Requiring a TWIC

Steps		References	Initials
CD04.1	Verify presence	46 CFR 10.203(a) 46 CFR 10.203(c) 46 CFR 12.02-7	
CD04.2	Verify validity	46 CFR 10.201(b) 46 CFR 10.205 46 CFR 10.221	
CD04.3	Verify radar certificate/endorsement	46 CFR 15.815	
CD04.4	Examine TWICs (when applicable)	33 CFR 101.514 NVIC 03-07 CG-543 Policy Ltr 11-15	

**Verifying Officer Guidance:**

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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Certificates and Documents (CD)**

**Uninspected Towing Vessel**

**Task:** UTVE-CD05 Verify manning on domestic routes

**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 12 Requirements for Rating Endorsements
  2. Title 46, Code of Federal Regulations Part 15 Manning Requirements
  3. NVIC 04-01 Licensing and Manning for Officers of Towing Vessels

Steps		References	Initials
CD05.1	Verify deck officer requirements	46 CFR 15.610 46 CFR 15.805(a)(5) 46 CFR 15.810(d)	
CD05.2	Verify Pilotage requirements	46 CFR 15.812 46 CFR 15.610(b)	
CD05.3	Verify engineer officer requirements	46 CFR 15.820(b) 46 CFR 15.825 46 CFR 15.915	
CD05.4	Verify qualified rating & entry-level crew requirements	46 CFR 12.05-1 46 CFR 12.15-1 46 CFR 12.25-1	
CD05.5	Verify rest period requirements	46 CFR 15.710 NVIC 04-01	

**Verifying Officer Guidance:**

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

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**Uninspected Towing Vessel Examiner (UTVE)****UTV Examination****Certificates and Documents (CD)****Uninspected Towing Vessel****Task:** UTVE-CD06 Verify manning on foreign/international routes**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 11 Requirements for Officer Endorsements
  2. Title 46, Code of Federal Regulations Part 15 Manning Requirements
  3. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
  4. International Convention on Standards of Training, Certification & Watchkeeping (STCW) 1978, as amended
  5. IMO Resolution A.1047(27) Principles of Minimum Safe Manning

Steps		References	Initials
CD06.1	Examine Safe Manning Document (when applicable)	SOLAS 09 V/14.1 SOLAS 09 V/14.2 IMO Res A.1047(27)	
CD06.2	Verify deck officer requirements	46 CFR 15.805 46 CFR 15.810 46 CFR 15.1103(a)	
CD06.3	Verify engineering officer requirements	46 CFR 15.820 46 CFR 15.825 46 CFR 15.1103(a)	
CD06.4	Verify qualified rating requirements	46 CFR 15.840 46 CFR 15.1103(b) 46 CFR 15.1103(c)	
CD06.5	Verify STCW Endorsements (when applicable)	46 CFR 11.202 46 CFR 15.103(f)(2) 46 CFR 15.1103	
CD06.6	Verify rest period requirements	46 CFR 15.1109 46 CFR 15.1111 STCW VIII	

**Verifying Officer Guidance:** *If the vessel travels to and from Canadian ports note the NMC Announcement dated 1 November 2012: Compliance with Canadian Marine Personnel Regulations & Clarification of STCW Endorsements - DDE.*

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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Certificates and Documents (CD)**

**Uninspected Towing Vessel**

**Task:** UTVE-CD07 Examine Federal Communication Commission (FCC) documents

**Condition:** While validating certificates and documents

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

- References:**
1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations
  2. Title 47, Code of Federal Regulations Part 80 Stations in the Maritime Services

Steps		References	Initials
CD07.1	Verify documents	47 CFR 80.403	
CD07.2	Verify operator permit or license (when applicable)	47 CFR 80.163 47 CFR 80.161 33 CFR 164.72(a)(3)	
CD07.3	Verify Station License validity	47 CFR 80.13 47 CFR 80.25 47 CFR 80.401	
CD07.4	Verify Great Lakes Inspection requirements (when applicable)	47 CFR 80.953	
CD07.5	Verify Bridge-to-Bridge Act Safety Certificate	47 CFR 80.401	

**Verifying Officer Guidance:** When applicable, review inspection and certification of radio equipment if vessel is subject to Great Lakes Agreement.



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Certificates and Documents (CD)**

**Uninspected Towing Vessel**

**Task:** UTVE-CD08 Examine Drug and Alcohol Program

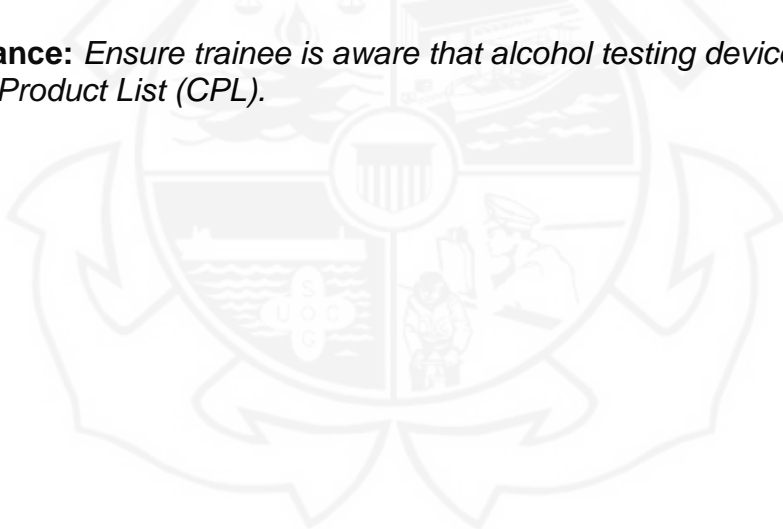
**Condition:** While validating certificates and documents

**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

Steps		References	Initials
CD08.1	Verify employer's policy is posted	46 CFR 16.401(a) 46 CFR 16.203(a)	
CD08.2	Verify community service hot-line telephone number is posted	46 CFR 16.401(a)	
CD08.3	Verify Emergency Assistance Program (EAP) training	46 CFR 16.401(b)	
CD08.4	Verify alcohol testing devices (when applicable)	46 CFR 4.06-15	
CD08.5	Verify crew training for specimens collections (when applicable)	46 CFR 4.06-20	

**Verifying Officer Guidance:** *Ensure trainee is aware that alcohol testing devices must be listed on the current Conforming Product List (CPL).*



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Certificates and Documents (CD)**

**Uninspected Towing Vessel**

**Task:** UTVE-CD09 Examine Non-Tank Vessel Response Plan (NTVRP)

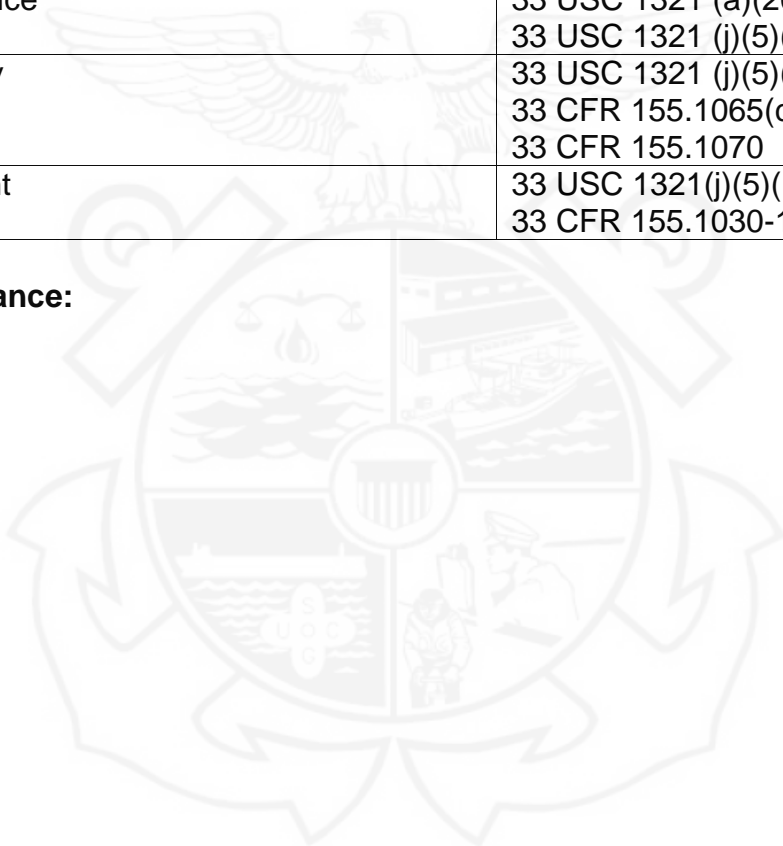
**Condition:** While validating logs and manuals

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

- References:**
1. Title 33, United States Code § 1321 Oil & Hazardous Substance Liability
  2. Title 33, Code of Federal Regulations Part 155 Oil or Hazardous Material Pollution Prevention Regulations for Vessels

Steps		References	Initials
CD09.1	Verify presence	33 USC 1321 (a)(26) 33 USC 1321 (j)(5)(A)(ii)	
CD09.2	Verify validity	33 USC 1321 (j)(5)(I) & (F)(i) 33 CFR 155.1065(c) 33 CFR 155.1070	
CD09.3	Verify content	33 USC 1321(j)(5)(D) 33 CFR 155.1030-1045	

**Verifying Officer Guidance:**



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Certificates and Documents (CD)**

**Uninspected Towing Vessel**

**Task:** UTVE-CD10 Examine ballast water management documents

**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. NVIC 07-04 Change 1, Ballast Water Management for the Control of Aquatic Nuisance Species in the Waters of the United States
  3. CG-543 Policy Letter 11-01 Guidelines for CG Evaluations of Compliance with the EPA's Vessel General Permit

Steps		References	Initials
CD10.1	Verify management practices	33 CFR 151.1510 & .1512 33 CFR 151.2025 & .2035 CG-543 Policy Ltr 11-01	
CD10.2	Verify system's approval (when applicable)	33 CFR 151.2025(a)(1) 33 CFR 151.1510(a)(3) NVIC 07-04 Ch. 1	
CD10.3	Verify reporting compliance	33 CFR 151.2060 CG-543 Policy Ltr 11-01 NVIC 07-04 Ch. 1	
CD10.4	Verify maintenance records	33 CFR 151.2070 CG-543 Policy Ltr 11-01 NVIC 07-04 Ch. 1	

**Verifying Officer Guidance:**

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

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Logs and Manuals Examination (LM)**

**Uninspected Towing Vessel**

**Task:** UTVE-LM01 Examine log(s)for towline for towing astern

**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 164 Navigation Safety Regulations
  2. NVIC 05-92 Guidelines for Wire Rope Towing Hawsers

Steps		References	Initials
LM01.1	Verify initial minimum breaking strength	33 CFR 164.74(a)(3)(i) NVIC 05-92	
LM01.2	Verify towline's minimum breaking strength retest	33 CFR 164.74(3)(ii)	
LM01.3	Verify towline material condition inspections	33 CFR 164.74(3)(v)	

**Verifying Officer Guidance:**



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



**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Logs and Manuals Examination (LM)**

**Uninspected Towing Vessel**

**Task:** UTVE-LM02 Examine Radio Logs

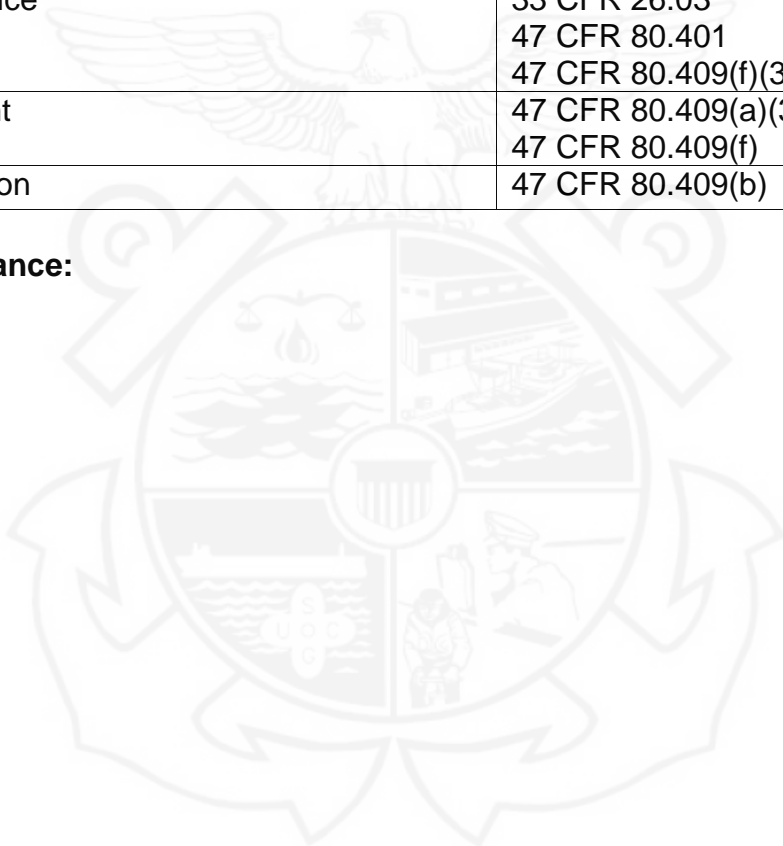
**Condition:** *While validating logs and manuals*

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

- References:**
1. Title 33, Code of Federal Regulations Part 26 Vessel Bridge-To-Bridge Radiotelephone Regulations
  2. Title 47, Code of Federal Regulations Part 80 Stations in the Maritime Services

Steps		References	Initials
LM02.1	Verify presence	33 CFR 26.03 47 CFR 80.401 47 CFR 80.409(f)(3)	
LM02.2	Verify content	47 CFR 80.409(a)(3) 47 CFR 80.409(f)	
LM02.3	Verify retention	47 CFR 80.409(b)	

**Verifying Officer Guidance:**



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Logs and Manuals Examination (LM)**

**Uninspected Towing Vessel**

**Task:** UTVE-LM03 Examine equipment maintenance documents/log(s)

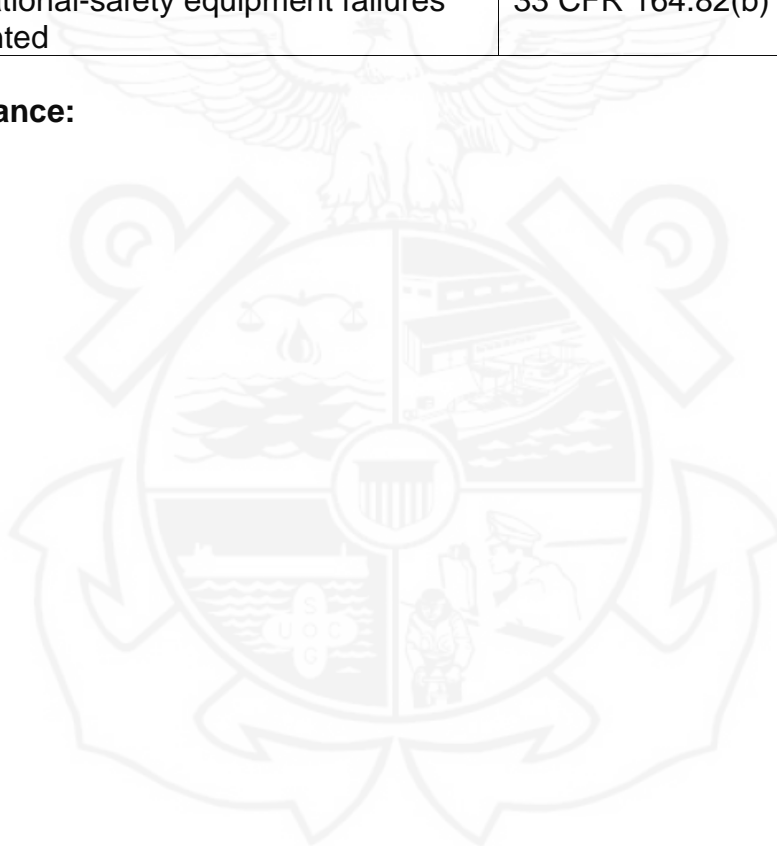
**Condition:** *While validating logs and manuals*

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

**References:** 1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations

Steps		References	Initials
LM03.1	Verify tests and inspections are documented	33 CFR 164.78(b) 33 CFR 164.80	
LM03.2	Verify navigational-safety equipment failures are documented	33 CFR 164.82(b)	

**Verifying Officer Guidance:**



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Logs and Manuals Examination (LM)**

**Uninspected Towing Vessel**

**Task:** UTVE-LM04 Examine Garbage Log

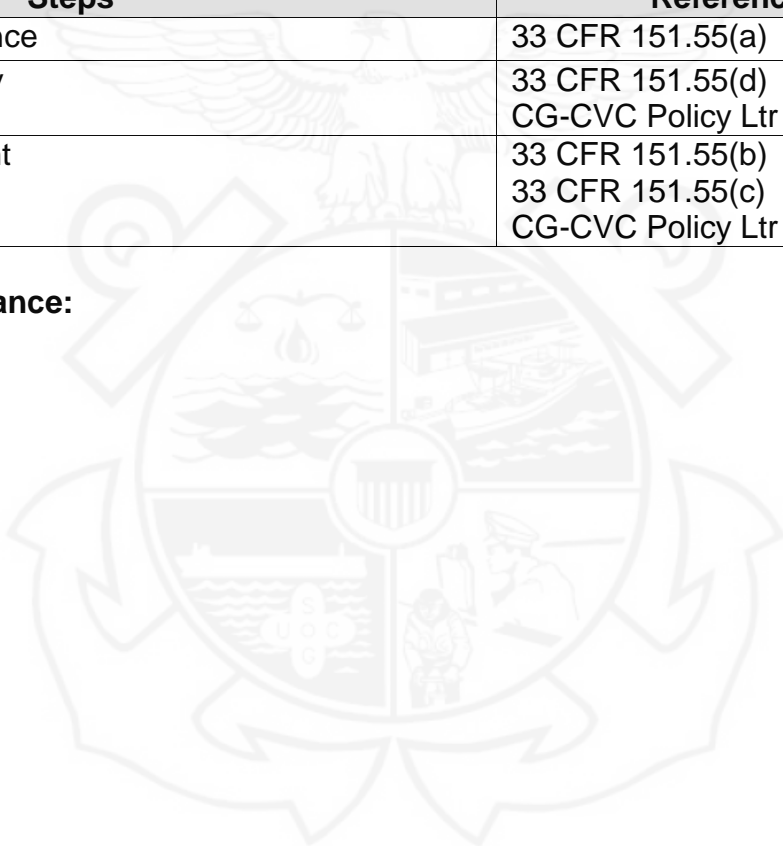
**Condition:** *While validating certificates and documents*

**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. CG-CVC Policy Letter 13-01 Interim Guidance for Revised MARPOL Annex V Implementation

Steps		References	Initials
LM04.1	Verify presence	33 CFR 151.55(a)	
LM04.2	Verify validity	33 CFR 151.55(d) CG-CVC Policy Ltr 13-01	
LM04.3	Verify content	33 CFR 151.55(b) 33 CFR 151.55(c) CG-CVC Policy Ltr 13-01	

**Verifying Officer Guidance:**



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Logs and Manuals Examination (LM)**

**Uninspected Towing Vessel**

**Task:** UTVE-LM05 Examine Waste Management Plan & Placard

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

**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. CG-CVC Policy Letter 13-01 Interim Guidance for Revised MARPOL Annex V Implementation

Steps		References	Initials
LM05.1	Verify presence	33 CFR 151.57(a)&(b) CG-CVC Policy Ltr 13-01	
LM05.2	Verify content	33 CFR 151.57(c)	
LM05.3	Verify garbage placard(s) posted	33 CFR 151.59	

**Verifying Officer Guidance:**



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Logs and Manuals Examination (LM)**

**Uninspected Towing Vessel**

**Task:** UTVE-LM06 Verify firefighting drills and instruction

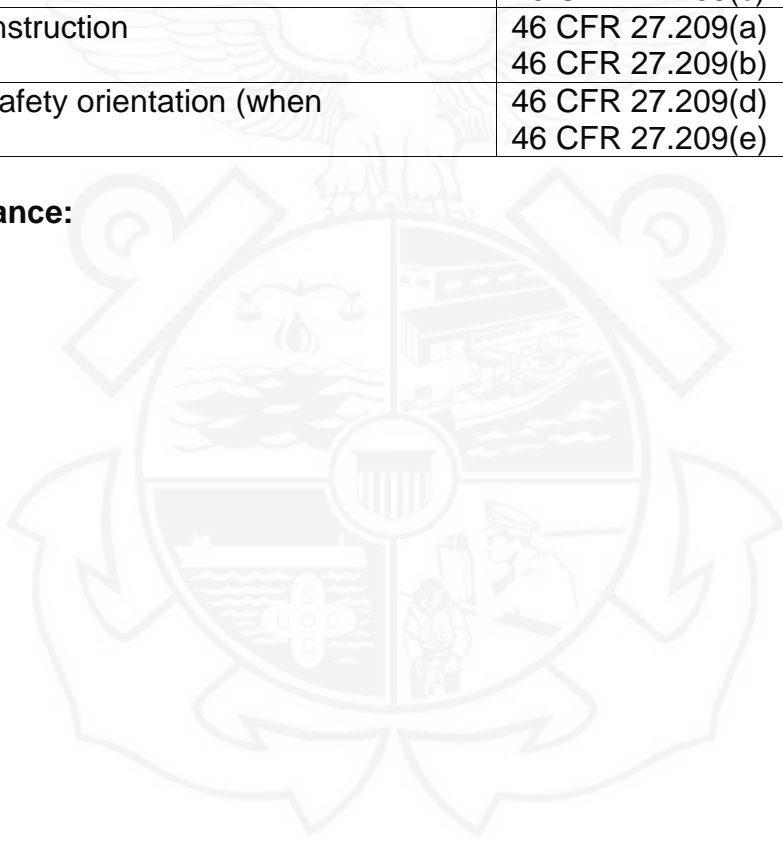
**Condition:** While validating logs and manuals

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

**References:** 1. Title 46, Code of Federal Regulations Part 27 Uninspected Vessels - Towing Vessels

Steps		References	Initials
LM06.1	Verify crew participation	46 CFR 27.209(a) 46 CFR 27.209(c)	
LM06.2	Verify crew instruction	46 CFR 27.209(a) 46 CFR 27.209(b)	
LM06.3	Verify crew safety orientation (when applicable)	46 CFR 27.209(d) 46 CFR 27.209(e)	

**Verifying Officer Guidance:**



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Bridge/Navigation Examination (BN)**

**Uninspected Towing Vessel**

**Task:** UTVE-BN01 Examine charts and publications

**Condition:** *During bridge/navigation examination*

**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 33, Code of Federal Regulations Part 161 Vessel Traffic Management
  3. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations
  4. CG-543 Policy Letter 10-05 Electronic Navigation Pubs onboard U.S. Vessels

Steps		References	Initials
BN01.1	Verify presence of current and corrected charts or maps	33 CFR 164.72(b)(1) CG-543 Policy Ltr 10-05	
BN01.2	Verify presence of a current and applicable U.S. Coast Guard Light List	33 CFR 164.72(b)(2)(i)(A) 33 CFR 164.72(b)(2)(ii)(A) CG-543 Policy Ltr 10-05	
BN01.3	Verify presence of applicable Notices to Mariners, Notices to Navigation or Local Notices to Mariners	33 CFR 164.72(b)(2)(i)(B) 33 CFR 164.72(b)(2)(ii)(B) CG-543 Policy Ltr 10-05	
BN01.4	Verify presence of current and applicable Tidal-Current Tables or River-Current Tables	33 CFR 164.72(b)(2)(i)(C) 33 CFR 164.72(b)(2)(ii)(C) CG-543 Policy Ltr 10-05	
BN01.5	Verify presence of current and applicable Tide Tables	33 CFR 164.72(b)(2)(ii)(D) CG-543 Policy Ltr 10-05	
BN01.6	Verify presence of current and applicable U.S. Coast Pilot	33 CFR 164.72(b)(2)(ii)(E) CG-543 Policy Ltr 10-05	
BN01.7	Verify presence of Inland Navigation Rules (when applicable)	33 CFR 88.05	
BN01.8	Verify presence of VTS rules (spell out) (when applicable)	33 CFR 161.4	

**Verifying Officer Guidance:**

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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Bridge/Navigation Examination (BN)**

**Uninspected Towing Vessel**

**Task:** UTVE-BN02 Examine radar(s)

**Condition:** *During bridge/navigation examination*

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

**References:** 1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations

Steps		References	Initials
BN02.1	Verify presence	33 CFR 164.72(a)(1)	
BN02.2	Witness operational test	33 CFR 164.80(a)(2) 33 CFR 164.80(b)(1)	

**Verifying Officer Guidance:** *Identify safety precautions associated with the testing of radar equipment.*



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Bridge/Navigation Examination (BN)**

**Uninspected Towing Vessel**

**Task:** UTVE-BN03 Examine searchlight

**Condition:** *During bridge and navigation examination*

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

**References:** 1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations

Steps		References	Initials
BN03.1	Verify control from main steering station	33 CFR 164.72(a)(2)	
BN03.2	Verify Operation Manual on Board	33 CFR 164.72(a)(2)	

**Verifying Officer Guidance:**



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



**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Bridge/Navigation Examination (BN)**

**Uninspected Towing Vessel**

**Task:** UTVE-BN04 Examine compass/swing-meter

**Condition:** *During bridge and navigation examination*

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

**References:** 1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations

Steps		References	Initials
BN04.1	Verify illuminated	33 CFR 164.72(a)(4)(i) 33 CFR 164.72(a)(4)(ii)	
BN04.2	Verify readable from main steering station	33 CFR 164.72(a)(4)(i) 33 CFR 164.72(a)(4)(ii)	

**Verifying Officer Guidance:**



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Bridge/Navigation Examination (BN)**

**Uninspected Towing Vessel**

**Task:** UTVE-BN05 Examine the electronic position-fixing device (GPS)

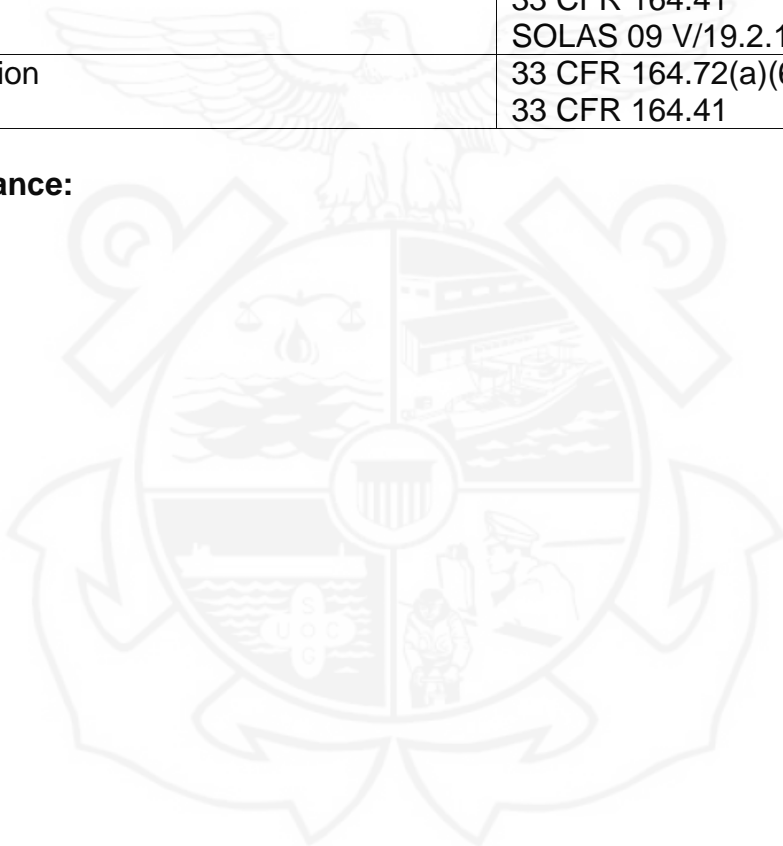
**Condition:** *During bridge and navigation examination*

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

- References:**
1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations
  2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
BN05.1	Verify presence	33 CFR 164.72(a)(6) 33 CFR 164.41 SOLAS 09 V/19.2.1.6	
BN05.2	Verify operation	33 CFR 164.72(a)(6) 33 CFR 164.41	

**Verifying Officer Guidance:**



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Bridge/Navigation Examination (BN)**

**Uninspected Towing Vessel**

**Task:** UTVE-BN06 Examine the echo depth-sounding device

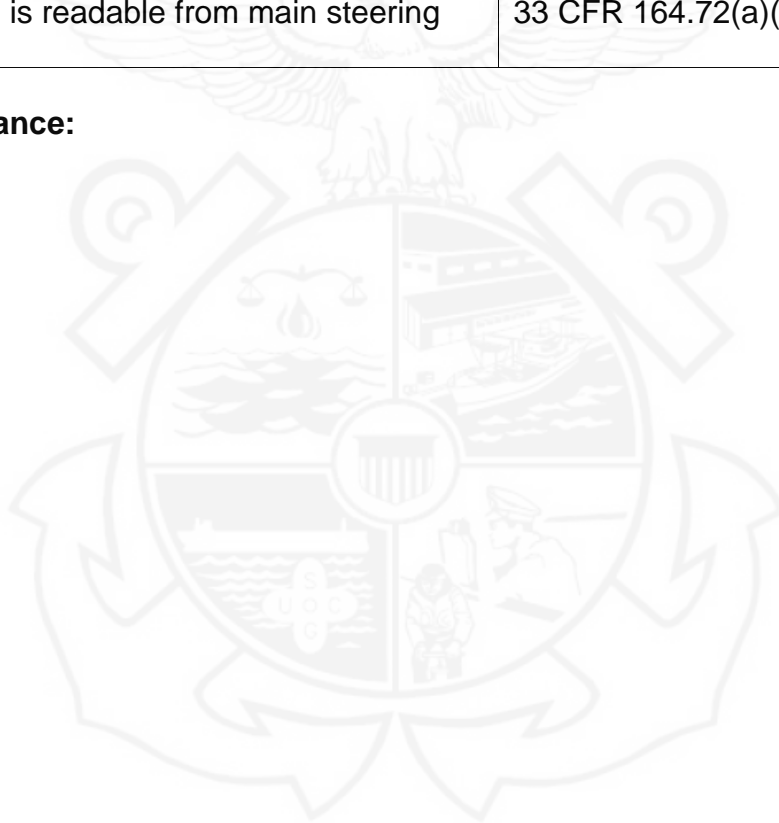
**Condition:** *During bridge/navigation examination*

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

- References:**
1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations
  2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
BN06.1	Verify presence	33 CFR 164.72(a)(5) SOLAS 09 V/19.2.2.1	
BN06.2	Verify device is readable from main steering station	33 CFR 164.72(a)(5)	

**Verifying Officer Guidance:**



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Bridge/Navigation Examination (BN)**

**Uninspected Towing Vessel**

**Task:** UTVE-BN07 Examine Automated Identification System (AIS)

**Condition:** *During bridge and navigation examination*

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

**References:** 1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations

Steps		References	Initials
BN07.1	Verify presence	33 CFR 164.46(a)(3)(ii)	
BN07.2	Verify operation	33 CFR 164.46(b)	

**Verifying Officer Guidance:**



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Bridge/Navigation Examination (BN)**

**Uninspected Towing Vessel**

**Task:** UTVE-BN08 Examine radiotelephone

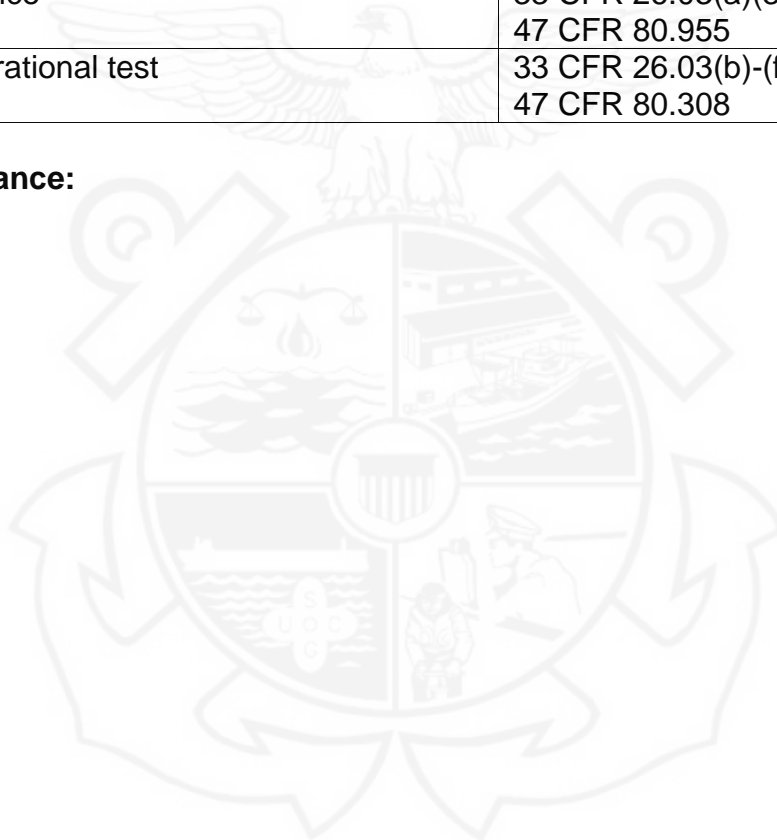
**Condition:** *During bridge/navigation examination*

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

- References:**
1. Title 33, Code of Federal Regulations Part 26 Vessel Bridge-To-Bridge Radiotelephone Regulations
  2. Title 47, Code of Federal Regulations Part 80 Stations in the Maritime Services

Steps		References	Initials
BN08.1	Verify presence	33 CFR 26.03(a)(3) 47 CFR 80.955	
BN08.2	Witness operational test	33 CFR 26.03(b)-(f) 47 CFR 80.308	

**Verifying Officer Guidance:**



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

**Uninspected Towing Vessel Examiner (UTVE)****UTV Examination****Bridge/Navigation Examination (BN)****Uninspected Towing Vessel**

**Task:** UTVE-BN09 Examine navigation lights and dayshapes

**Condition:** *During bridge and navigation examination*

**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. Title 33, Code of Federal Regulations Part 84 Inland Navigation Rules - Annex I: Positioning & Technical Details of Lights & Shapes
  3. Title 46, Code of Federal Regulations Part 25 Uninspected Vessels - Requirements
  4. American Bureau Yacht Counsel (ABYC) A-16 Electric Navigation Lights - July 2011

Steps		References	Initials
BN09.1	Verify certification	46 CFR 25.10-3 ABYC A-16 46 CFR 25.10-1	
BN09.2	Verify light configuration and operation without a tow	33 CFR 83.23(a) (Rule 23) 33 CFR 84.09 33 CFR 83.04	
BN09.3	Verify configuration and operation for towing astern	33 CFR 83.24(a) (Rule 24) 33 CFR 83.04	
BN09.4	Verify configuration and operation for pushing ahead or towing alongside	33 CFR 83.24(c) (Rule 24) 33 CFR 83.04	
BN09.5	Verify configuration and operation for towing under Western Rivers exceptions	33 CFR 83.24(i) (Rule 24) 33 CFR 83.04	

**Verifying Officer Guidance:**

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

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Bridge/Navigation Examination (BN)**

**Uninspected Towing Vessel**

**Task:** UTVE-BN10 Examine sound signaling device(s)

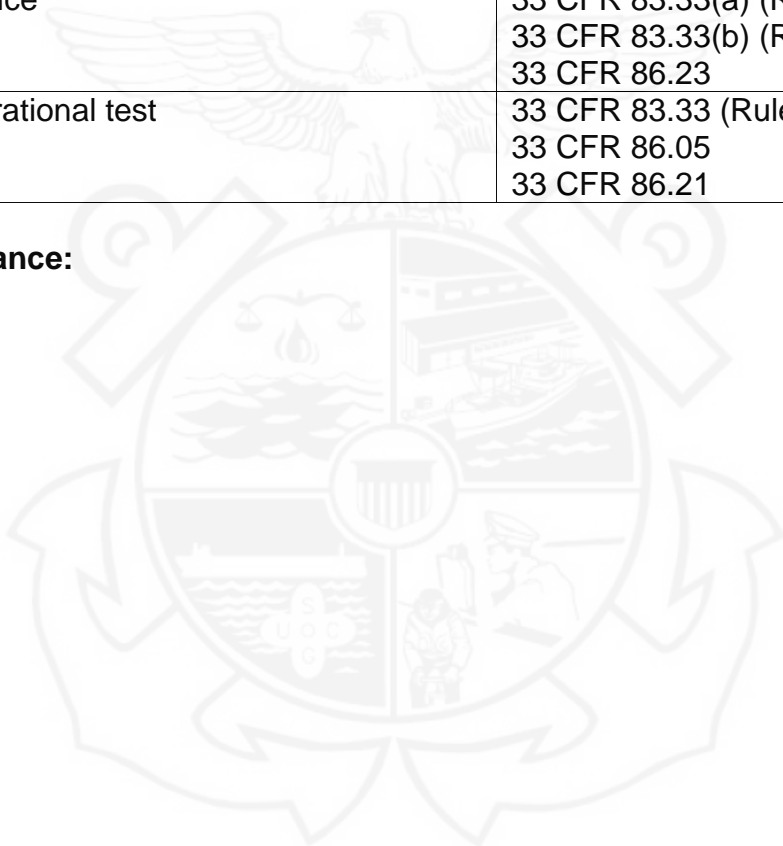
**Condition:** *During bridge and navigation examination*

**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. Title 33, Code of Federal Regulations Part 86 Inland Navigation Rules - Annex III: Technical Details of Sound Signal Appliances

Steps		References	Initials
BN10.1	Verify presence	33 CFR 83.33(a) (Rule 33) 33 CFR 83.33(b) (Rule 33) 33 CFR 86.23	
BN10.2	Witness operational test	33 CFR 83.33 (Rule 33) 33 CFR 86.05 33 CFR 86.21	

**Verifying Officer Guidance:**



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

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

**Uninspected Towing Vessel**

**Task:** UTVE-SD01 Verify Vessel Security Plan (VSP)

**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	33 CFR 104.120(a)(1) SOLAS 09 XI-2/4.2 ISPS Code A/9.1	
SD01.2	Verify plan is secured	33 CFR 104.400(c) & (d) ISPS Code A/9.7 NVIC 04-03	
SD01.3	Verify compliance with current Maritime Security (MARSEC) level	33 CFR 104.215(e)(9) 33 CFR 104.240 ISPS Code A/12	

**Verifying Officer Guidance:** *Reference 49 CFR 1520 for more information on the protection of Sensitive Security Information (SSI).*

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



**Uninspected Towing Vessel Examiner (UTVE)****UTV Examination****Security (Domestic) Inspection (SD)****Uninspected Towing Vessel****Task:** UTVE-SD02 Examine security records**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
SD02.1	Verify security training	33 CFR 104.235(b)(1) SOLAS 09 XI-2/4.2 ISPS Code A/10.1.1	
SD02.2	Verify drills and exercises	33 CFR 104.235(b)(2) ISPS Code A/10.1.1 NVIC 04-03	
SD02.3	Verify incidents and breaches of security (when applicable)	33 CFR 104.235(b)(3) ISPS Code A/10.1.2 & 10.1.3 NVIC 04-03	
SD02.4	Verify security threats (when applicable)	33 CFR 104.235(b)(6) ISPS Code A/10.1.2 NVIC 04-03	
SD02.5	Verify Declarations of Security (DoS)	33 CFR 104.235(b)(7) ISPS Code A/5 NVIC 04-03	
SD02.6	Verify annual audit of Vessel Security Plan	33 CFR 104.235(b)(8) ISPS Code A/10.1.8 NVIC 04-03	
SD02.7	Verify records are secure	33 CFR 104.235(c) ISPS Code A/10.3 & 10.4 NVIC 04-03	

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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

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

**Uninspected Towing Vessel**

**Task:** UTVE-SD03 Examine security equipment

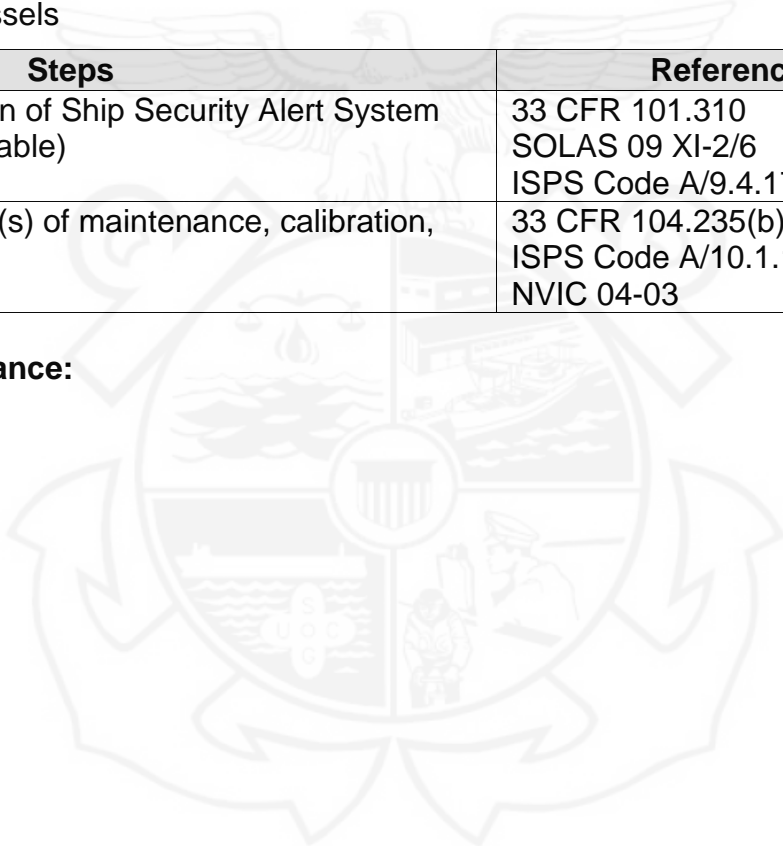
**Condition:** *During a Security Compliance Inspection*

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

- References:**
1. Title 33, Code of Federal Regulations Part 101 Maritime Security - General
  2. Title 33, Code of Federal Regulations Part 104 Maritime Security - Vessels
  3. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
  4. International Ship & Port Facility Security (ISPS) Code, 2012
  5. NVIC 04-03 Guidance for Verification of Vessel Security Plans on Domestic Vessels

Steps		References	Initials
SD03.1	Verify location of Ship Security Alert System (when applicable)	33 CFR 101.310 SOLAS 09 XI-2/6 ISPS Code A/9.4.17	
SD03.2	Verify record(s) of maintenance, calibration, and testing	33 CFR 104.235(b)(5) ISPS Code A/10.1.10 NVIC 04-03	

**Verifying Officer Guidance:**



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

**Uninspected Towing Vessel Examiner (UTVE)****UTV Examination****Security (Domestic) Inspection (SD)****Uninspected Towing Vessel**

**Task:** UTVE-SD04 Examine international security documents (when applicable)

**Condition:** *During a Security Compliance Examination*

**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. International Convention on Standards of Training, Certification & Watchkeeping (STCW) 1978, as amended
  5. NVIC 04-03 Guidance for Verification of Vessel Security Plans on Domestic Vessels
  6. CG-CVC Policy Letter 12-06 STCW Endorsement(s) as Vessel Personnel with Designated Security Duties and for Security-Awareness

Steps		References	Initials
SD04.1	Verify validity of International Ship Security Certificate (ISSC)	33 CFR 104.297(b) SOLAS 09 XI-2/4.2 ISPS Code A/19.2 & 19.3	
SD04.2	Verify presence of Continuous Synopsis Record (CSR)	33 CFR 104.297(a) SOLAS 09 XI-1/5.4.1 NVIC 04-03	
SD04.3	Verify Vessel Security Officer (VSO) holds STCW endorsement	33 CFR 104.215(c) 46 CFR 15.1113 STCW VI/5	
SD04.4	Verify personnel with designated security duties hold a valid endorsement	STCW VI/6 CG-CVC Policy Ltr 12-06	

**Verifying Officer Guidance:**

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

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

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

**Uninspected Towing Vessel**

**Task:** UTVE-SD05 Evaluate crew's knowledge of security plan

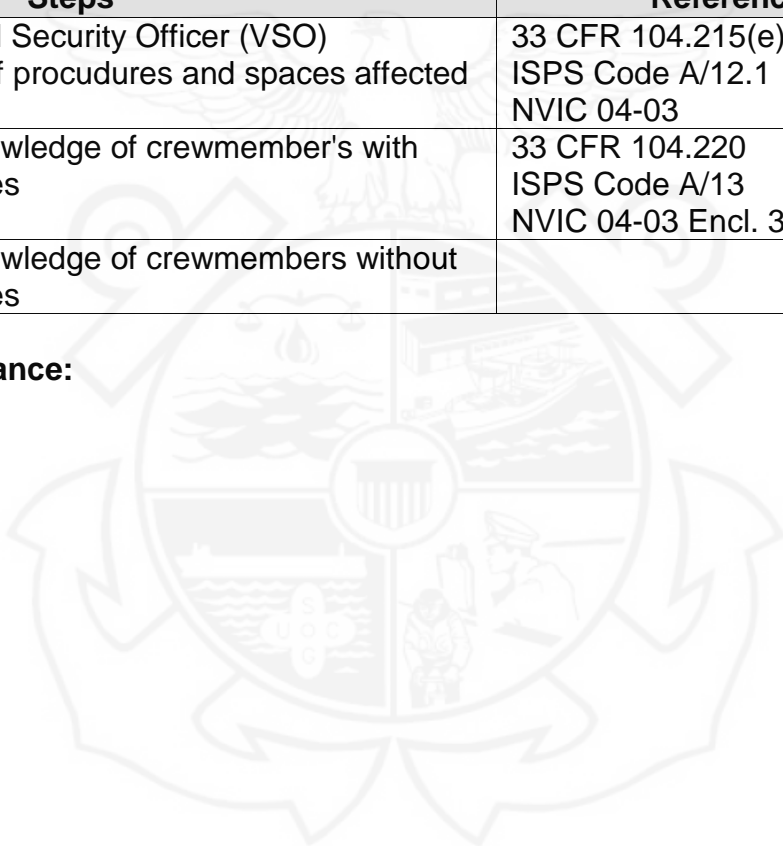
**Condition:** *During a Security Compliance Inspection*

**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 Ship & Port Facility Security (ISPS) Code, 2012
  3. NVIC 04-03 Guidance for Verification of Vessel Security Plans on Domestic Vessels

Steps		References	Initials
SD05.1	Verify Vessel Security Officer (VSO) knowledge of procedures and spaces affected by plan	33 CFR 104.215(e) ISPS Code A/12.1 NVIC 04-03	
SD05.2	Evaluate knowledge of crewmember's with security duties	33 CFR 104.220 ISPS Code A/13 NVIC 04-03 Encl. 3 Section 10	
SD05.3	Evaluate knowledge of crewmembers without security duties		

**Verifying Officer Guidance:**



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

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

**Uninspected Towing Vessel**

**Task:** UTVE-SD06 Examine Alternative Security Program (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 101 Maritime Security - General
  2. Title 33, Code of Federal Regulations Part 104 Maritime Security - Vessels
  3. NVIC 04-03 Guidance for Verification of Vessel Security Plans on Domestic Vessels
  4. CG-543 Policy Letter 11-04 Compliance Verification of Alternative Security Programs for MTSA Regulated Vessels & Facilities

Steps		References	Initials
SD06.1	Verify presence of approved ASP and security assessment	33 CFR 101.120(b)(3) 33 CFR 104.120(a)(3) CG-543 Policy Ltr 11-04	
SD06.2	Verify presence of company implementation letter	33 CFR 101.120(b)(3) 33 CFR 104.120(a)(3) CG-543 Policy Ltr 11-04	
SD06.3	Verify ASP implemented	33 CFR 101.120(b)(3) 33 CFR 104.120(a)(3) CG-543 Policy Ltr 11-04	
SD06.4	Verify operator is in good standing with ASP sponsoring organization	CG-543 Policy Ltr 11-04 NVIC 04-03	

**Verifying Officer Guidance:**

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

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Lifesaving Equipment Examination (LS)**

**Uninspected Towing Vessel**

**Task:** UTVE-LS01 Inspect Emergency Position Indicating Radio Beacon (EPIRB)

**Condition:** *During lifesaving equipment examination*

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

- References:**
1. Title 46, Code of Federal Regulations Part 25 Uninspected Vessels - Requirements
  2. Title 47, Code of Federal Regulations Part 80 Stations in the Maritime Services

Steps		References	Initials
LS01.1	Verify type	46 CFR 25.26-20(a) 46 CFR 25.26-20(b)	
LS01.2	Verify stowage	46 CFR 25.26-20(a) 46 CFR 25.26-20(b)	
LS01.3	Verify hydro-static release expiration (when applicable)	46 CFR 25.26-20(a) 46 CFR 25.26-20(b)	
LS01.4	Verify monthly tests	46 CFR 25.26-50(a) 46 CFR 25.26-50(b)	
LS01.5	Verify battery expiration date	46 CFR 25.26-50(c)	
LS01.6	Verify National Oceanic Atmospheric Administration (NOAA) registration	47 CFR 80.1061(e) 47 CFR 80.1061(f)	

**Verifying Officer Guidance:** *Ensure trainee is aware of excess carriage regulations and servicing requirements for EPIRBS carried within life rafts.*

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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Lifesaving Equipment Examination (LS)**

**Uninspected Towing Vessel**

**Task:** UTVE-LS02 Examine ring life buoy

**Condition:** *During lifesaving equipment examination*

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

- References:**
1. Title 46, Code of Federal Regulations Part 25 Uninspected Vessels - Requirements
  2. Title 46, Code of Federal Regulations Part 160 Equipment, Construction & Materials: Specifications & Approval - Lifesaving Equipment

Steps		References	Initials
LS02.1	Verify type approval	46 CFR 25.25-5(d)	
LS02.2	Verify condition	46 CFR 25.25-11	
LS02.3	Verify stowage	46 CFR 25.25-9(b)	
LS02.4	Verify markings	46 CFR 25.25-7 46 CFR 160.050-6	

**Verifying Officer Guidance:**



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Lifesaving Equipment Examination (LS)**

**Uninspected Towing Vessel**

**Task:** UTVE-LS03 Examine life jackets

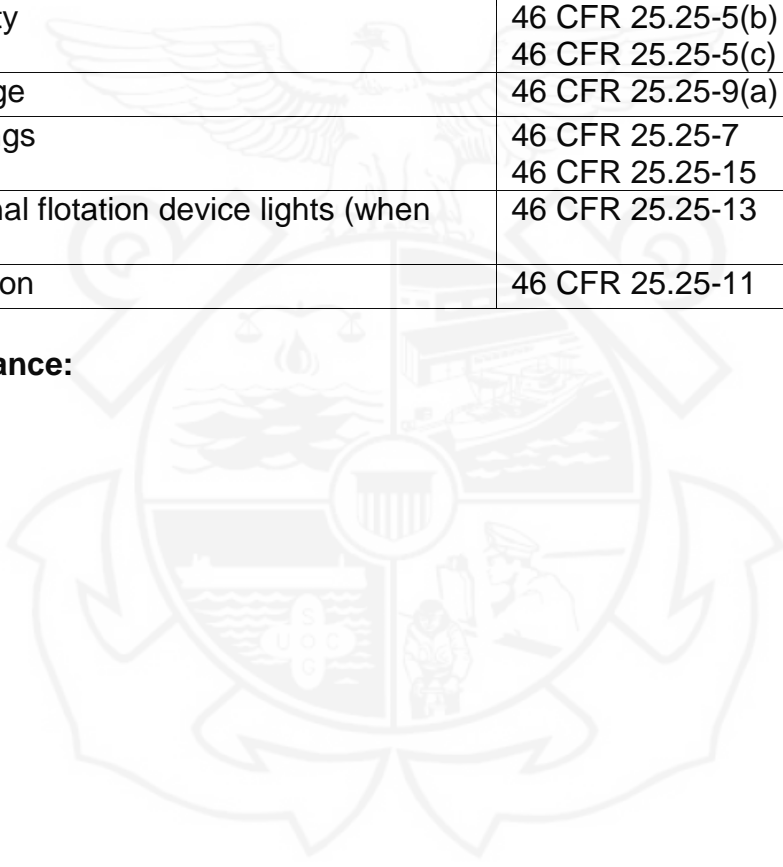
**Condition:** *During lifesaving equipment examination*

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

**References:** 1. Title 46, Code of Federal Regulations Part 25 Uninspected Vessels - Requirements

Steps		References	Initials
LS03.1	Verify type approval	46 CFR 25.25-5	
LS03.2	Verify quantity	46 CFR 25.25-5(b) 46 CFR 25.25-5(c)	
LS03.3	Verify stowage	46 CFR 25.25-9(a)	
LS03.4	Verify markings	46 CFR 25.25-7 46 CFR 25.25-15	
LS03.5	Verify personal flotation device lights (when applicable)	46 CFR 25.25-13	
LS03.6	Verify condition	46 CFR 25.25-11	

**Verifying Officer Guidance:**



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



**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Lifesaving Equipment Examination (LS)**

**Uninspected Towing Vessel**

**Task:** UTVE-LS04 Examine work vest(s)

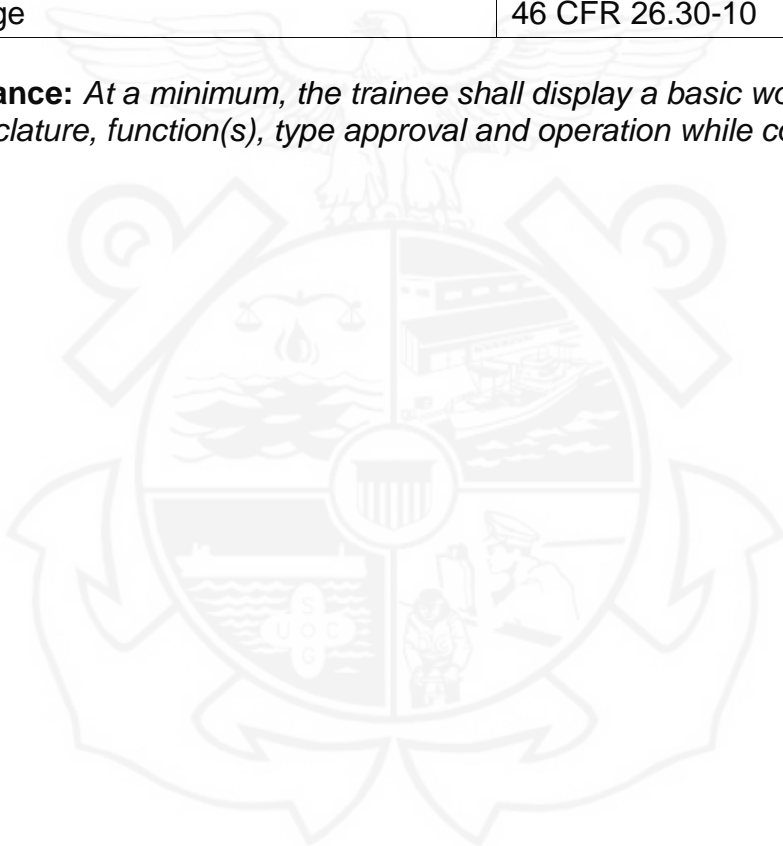
**Condition:** *During lifesaving equipment examination*

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

**References:** 1. Title 46, Code of Federal Regulations Part 26 Uninspected Vessels - Operations

Steps		References	Initials
LS04.1	Verify type approval	46 CFR 26.30-1	
LS04.2	Verify use of work vests	46 CFR 26.30-5	
LS04.3	Verify stowage	46 CFR 26.30-10	

**Verifying Officer Guidance:** *At a minimum, the trainee shall display a basic working knowledge of the equipment's nomenclature, function(s), type approval and operation while completing all of the steps.*



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Lifesaving Equipment Examination (LS)**

**Uninspected Towing Vessel**

**Task:** UTVE-LS05 Examine immersion suits

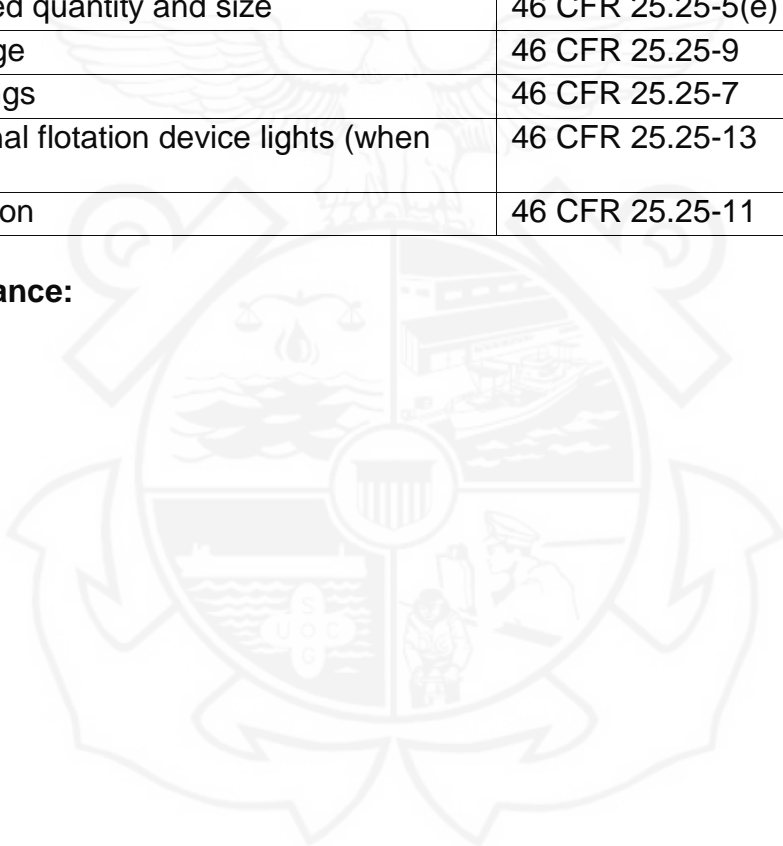
**Condition:** *During lifesaving equipment examination*

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

**References:** 1. Title 46, Code of Federal Regulations Part 25 Uninspected Vessels - Requirements

Steps		References	Initials
LS05.1	Verify type approval	46 CFR 25.25-5(e)	
LS05.2	Verify required quantity and size	46 CFR 25.25-5(e)	
LS05.3	Verify stowage	46 CFR 25.25-9	
LS05.4	Verify markings	46 CFR 25.25-7	
LS05.5	Verify personal flotation device lights (when applicable)	46 CFR 25.25-13	
LS05.6	Verify condition	46 CFR 25.25-11	

**Verifying Officer Guidance:**



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

**Uninspected Towing Vessel Examiner (UTVE)****UTV Examination****Firefighting Systems Examination (FF)****Uninspected Towing Vessel**

**Task:** UTVE-FF01 Examine portable firefighting extinguishers

**Condition:** During firefighting equipment examination

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

- References:**
1. Title 46, Code of Federal Regulations Part 25 Uninspected Vessels - Requirements
  2. Title 46, Code of Federal Regulations Part 27 Uninspected Vessels - Towing Vessels
  3. Title 46, Code of Federal Regulations Part 162 Equipment, Construction & Materials: Specifications & Approval - Engineering Equipment
  4. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
  5. NFPA 10 Standard for Portable Fire Extinguishers

Steps		References	Initials
FF01.1	Verify amount	46 CFR 27.303 & .305 46 CFR 25.30-20 SOLAS 09 II-2/10.3.2	
FF01.2	Verify type approval	46 CFR 25.30-5(b) 46 CFR 25.30-10(d) 46 CFR 162.028-4	
FF01.3	Verify servicing	46 CFR 27.100(d) 46 CFR 25.30-10 NFPA 10 Chap 7&8 & SOLAS 09 II-2/14.2.2	
FF01.4	Verify stowage	46 CFR 162.028-3 SOLAS 09 II-2/10.3.4	

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

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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Firefighting Systems Examination (FF)**

**Uninspected Towing Vessel**

**Task:** UTVE-FF02 Examine semi-portable firefighting extinguishers

**Condition:** During firefighting equipment examination

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

- References:**
1. Title 46, Code of Federal Regulations Part 25 Uninspected Vessels - Requirements
  2. Title 46, Code of Federal Regulations Part 27 Uninspected Vessels - Towing Vessels
  3. Title 46, Code of Federal Regulations Part 162 Equipment, Construction & Materials: Specifications & Approval - Engineering Equipment
  4. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
  5. NFPA 10 Standard for Portable Fire Extinguishers

Steps		References	Initials
FF02.1	Verify amount	46 CFR 27.303 & .305 46 CFR 25.30-10 & .30-20 SOLAS 09 II-2/10.3.2	
FF02.2	Verify type approval	46 CFR 25.30-5(b) 46 CFR 25.30-10(d) 46 CFR 162.039-4	
FF02.3	Verify servicing	46 CFR 27.100(d) 46 CFR 25.30-10 NFPA 10 Chap 7&8 & SOLAS 09 II-2/14.2.2	
FF02.4	Verify stowage	46 CFR 25.30-20(c)(3)(4) NFPA 10 Chap 6 SOLAS 09 II/10.3.2	

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

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

**Uninspected Towing Vessel Examiner (UTVE)****UTV Examination****Firefighting Systems Examination (FF)****Uninspected Towing Vessel****Task:** UTVE-FF03 Examine high pressure CO2 systems**Condition:** During firefighting equipment examination**Standard:** In compliance with applicable policies, laws, regulations and standards

- References:**
1. Title 46, Code of Federal Regulations Part 25 Uninspected Vessels - Requirements
  2. Title 46, Code of Federal Regulations Part 27 Uninspected Vessels - Towing Vessels
  3. Title 46, Code of Federal Regulations Part 76 Passenger Vessels - Fire Protection Equipment
  4. Title 46, Code of Federal Regulations Part 78 Passenger Vessels - Operations
  5. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended
  6. NFPA 12 Standards for Fixed Fire Suppression Systems

Steps		References	Initials
FF03.1	Verify arrangement	46 CFR 27.303 & .305 46 CFR 76.15 SOLAS 09 II-2/10.4 & 10.5	
FF03.2	Verify condition of components	46 CFR 27.101 46 CFR 76.15 SOLAS 09 II-2/14.2.1.2	
FF03.3	Verify stowage	46 CFR 27.101 46 CFR 76.15 SOLAS 09 II-2/10.4	
FF03.4	Verify servicing	46 CFR 25.30-15 NFPA 12 SOLAS 09 II-2/10	
FF03.5	Verify markings/instructions are posted	46 CFR 27.101 & 76.15 46 CFR 76.15 46 CFR 78.47-9 & 47-11	

**Verifying Officer Guidance:** *The trainee shall also demonstrate a working knowledge of the particular system's nomenclature, function(s), characteristics of the extinguishing agent, type approval, and equipment operation.*

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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Firefighting Systems Examination (FF)**

**Uninspected Towing Vessel**

**Task:** UTVE-FF04 Examine clean agent fire suppression system

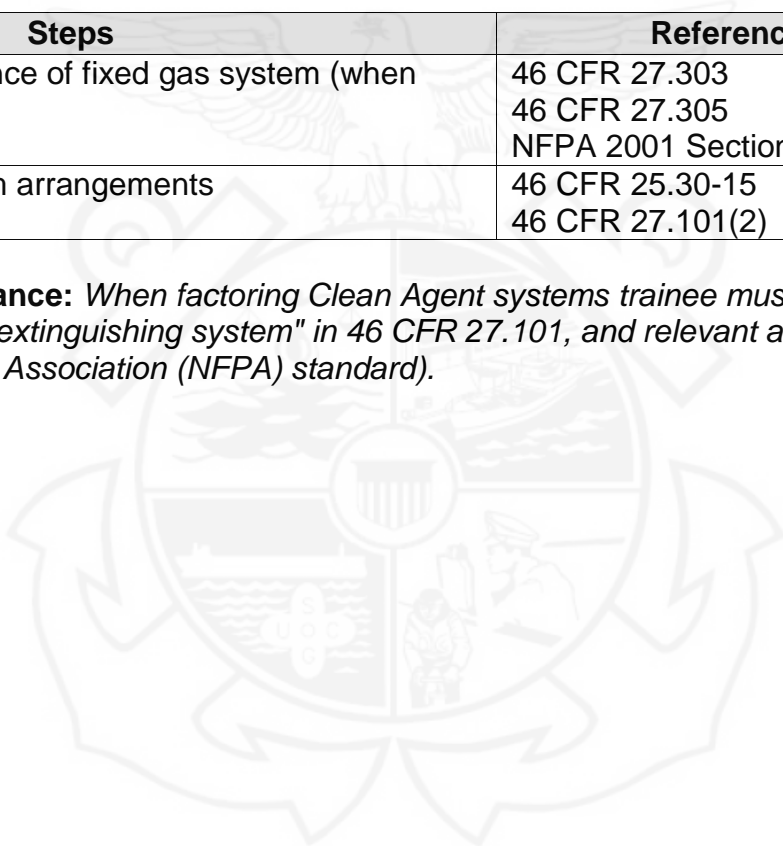
**Condition:** During firefighting equipment examination

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

- References:**
1. Title 46, Code of Federal Regulations Part 25 Uninspected Vessels - Requirements
  2. Title 46, Code of Federal Regulations Part 27 Uninspected Vessels - Towing Vessels
  3. NFPA 2001 Standard on Clean Agent Fire Extinguishing System

Steps		References	Initials
FF04.1	Verify presence of fixed gas system (when applicable)	46 CFR 27.303 46 CFR 27.305 NFPA 2001 Section 1.5	
FF04.2	Verify system arrangements	46 CFR 25.30-15 46 CFR 27.101(2)	

**Verifying Officer Guidance:** When factoring Clean Agent systems trainee must be made aware of definition of "Fixed Fire extinguishing system" in 46 CFR 27.101, and relevant applicability (e.g. National Fire Protection Association (NFPA) standard).



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Firefighting Systems Examination (FF)**

**Uninspected Towing Vessel**

**Task:** UTVE-FF05 Examine fire detection system

**Condition:** During firefighting equipment examination

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

- References:**
1. Title 46, Code of Federal Regulations Part 27 Uninspected Vessels - Towing Vessels
  2. Title 46, Code of Federal Regulations Part 161 Equipment, Construction & Materials: Specifications & Approval - Electrical Equipment
  3. CG-543 Policy Letter 10-06 Carriage of Lifesaving & Firefighting Equipment On Board Uninspected Towing Vessels in Excess of Subchapter C Requirements
  4. Underwriter Laboratory (UL) Standards 38, 268, 521 & 864

Steps		References	Initials
FF05.1	Verify presence	46 CFR 27.203	
FF05.2	Verify type approval	46 CFR 27.203(a) 46 CFR 161.002	
FF05.3	Verify system is maintained IAW manufacturers specifications	46 CFR 27.203(b) CG-543 Policy Ltr 10-06 UL Standards 38, 268, 521 & 864	
FF05.4	Verify location of control panel	46 CFR 27.203(c)	
FF05.5	Verify markings/instructions are posted	46 CFR 27.203(d)(5)	
FF05.6	Verify system power sources	46 CFR 27.203(e)	
FF05.7	Verify system certified by professional engineer or recognized classification society	46 CFR 27.203(g)	

**Verifying Officer Guidance:**

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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Firefighting Systems Examination (FF)**

**Uninspected Towing Vessel**

**Task:** UTVE-FF06 Examine internal communications

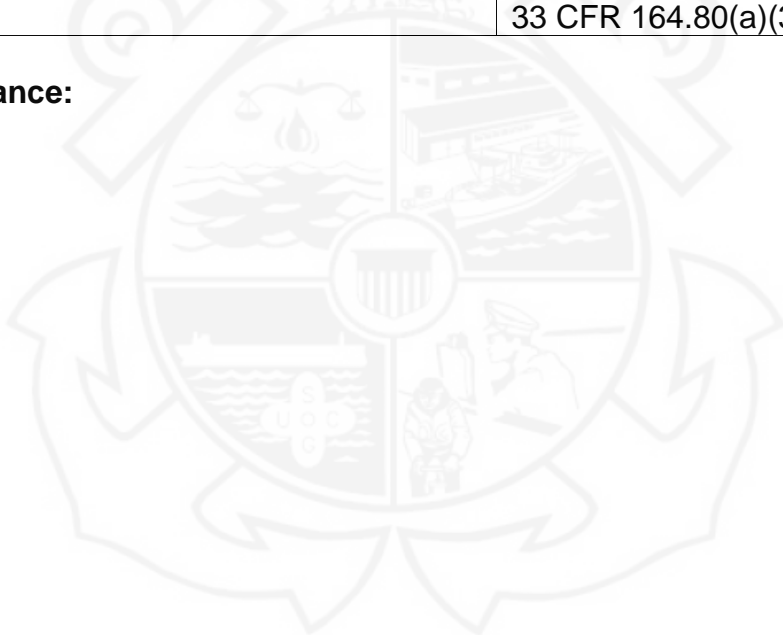
**Condition:** During firefighting equipment examination

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

- References:**
1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations
  2. Title 46, Code of Federal Regulations Part 27 Uninspected Vessels - Towing Vessels

Steps		References	Initials
FF06.1	Verify presence of required equipment	46 CFR 27.205(b) 46 CFR 27.205(c)	
FF06.2	Verify operation of portable radios	46 CFR 27.205(a) 33 CFR 164.80(a)(3)	
FF06.3	Verify independent power supply	46 CFR 27.205(a)	
FF06.4	Verify operation of sound powered phones	46 CFR 27.205(a) 33 CFR 164.80(a)(3)	

**Verifying Officer Guidance:**



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



**Uninspected Towing Vessel Examiner (UTVE)****UTV Examination****Firefighting Systems Examination (FF)****Uninspected Towing Vessel****Task:** UTVE-FF07 Examine general alarm system**Condition:** *During firefighting equipment examination***Standard:** *In compliance with applicable policies, laws, regulations and standards***References:** 1. Title 46, Code of Federal Regulations Part 27 Uninspected Vessels - Towing Vessels

Steps		References	Initials
FF07.1	Verify activation of general alarm	46 CFR 27.201(a)(1)	
FF07.2	Verify audible location(s)	46 CFR 27.201(a)(2)	
FF07.3	Verify red-flashing lights and signage (when applicable)	46 CFR 27.201(a)(3) 46 CFR 27.301(b)(4)	
FF07.4	Verify public address system activation location (when applicable)	46 CFR 27.201(b)(3)	
FF07.5	Verify public address system audible location(s) (when applicable)	46 CFR 27.201(b)(1)	
FF07.6	Verify testing requirements	46 CFR 27.201(a)(4) 46 CFR 27.201(b)(2)	

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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Firefighting Systems Examination (FF)**

**Uninspected Towing Vessel**

**Task:** UTVE-FF08 Examine backfire flame control on gasoline engine(s)

**Condition:** *During firefighting equipment examination*

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

**References:** 1. Title 46, Code of Federal Regulations Part 25 Uninspected Vessels - Requirements

Steps		References	Initials
FF08.1	Verify presence	46 CFR 25.35-1(a) 46 CFR 25.35-1(b)	
FF08.2	Verify required approval numbers	46 CFR 25.35-1(c)	

**Verifying Officer Guidance:**



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Firefighting Systems Examination (FF)**

**Uninspected Towing Vessel**

**Task:** UTVE-FF09 Examine bilge ventilation for gasoline engine(s)

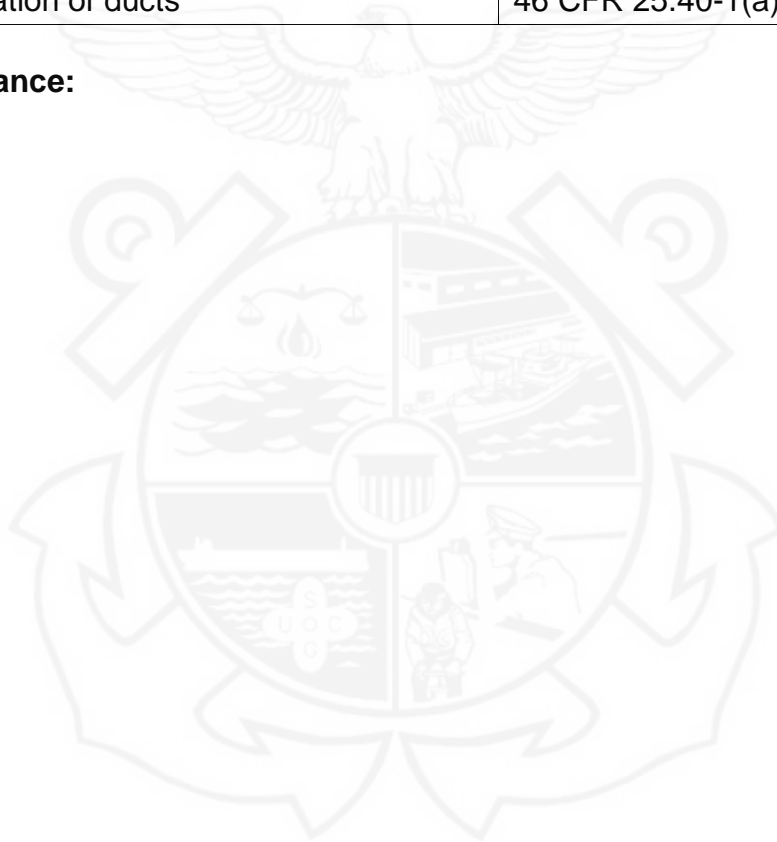
**Condition:** *During firefighting equipment examination*

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

**References:** 1. Title 46, Code of Federal Regulations Part 25 Uninspected Vessels - Requirements

Steps		References	Initials
FF09.1	Verify presence of ventilator ducts	46 CFR 25.40-1(a)	
FF09.2	Verify installation of ducts	46 CFR 25.40-1(a)	

**Verifying Officer Guidance:**



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Firefighting Systems Examination (FF)**

**Uninspected Towing Vessel**

**Task:** UTVE-FF10 Examine fuel shut off valves

**Condition:** During firefighting equipment examination

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

**References:** 1. Title 46, Code of Federal Regulations Part 27 Uninspected Vessels - Towing Vessels

Steps		References	Initials
FF10.1	Verify installation	46 CFR 27.207	
FF10.2	Verify remote operation	46 CFR 27.207	
FF10.3	Verify markings/instructions are posted	46 CFR 27.207	

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



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Firefighting Systems Examination (FF)**

**Uninspected Towing Vessel**

**Task:** UTVE-FF11 Examine fuel systems

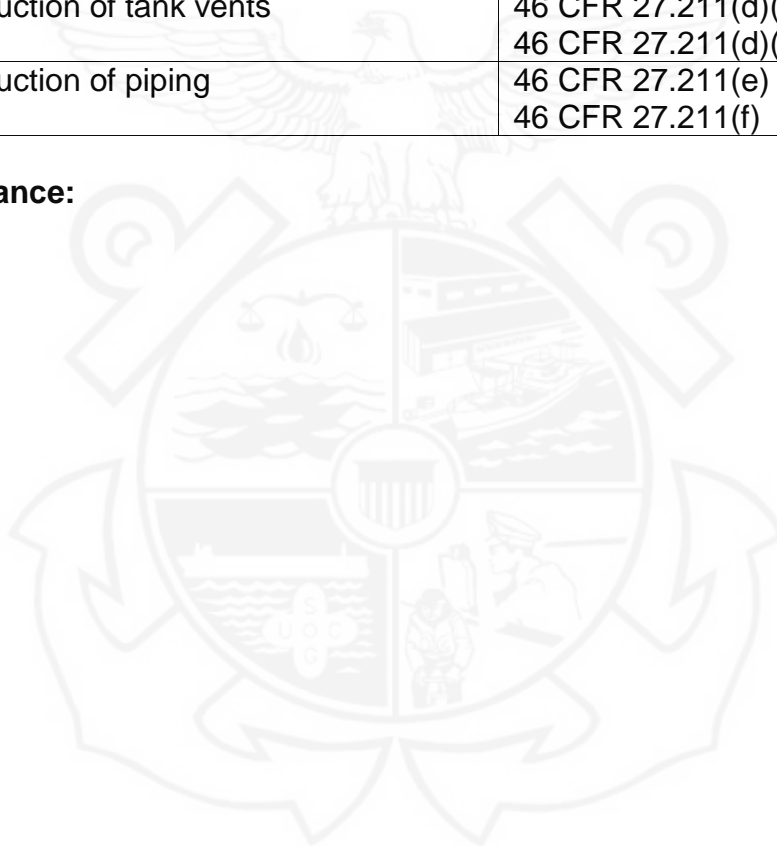
**Condition:** *During firefighting equipment examination*

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

**References:** 1. Title 46, Code of Federal Regulations Part 27 Uninspected Vessels - Towing Vessels

Steps		References	Initials
FF11.1	Verify arrangements	46 CFR 27.211	
FF11.2	Verify construction of tank vents	46 CFR 27.211(d)(2)(i) 46 CFR 27.211(d)(2)(ii)	
FF11.3	Verify construction of piping	46 CFR 27.211(e) 46 CFR 27.211(f)	

**Verifying Officer Guidance:**



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Firefighting Systems Examination (FF)**

**Uninspected Towing Vessel**

**Task:** UTVE-FF12 Examine portable fire pump and equipment

**Condition:** *During firefighting equipment examination*

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

**References:** 1. Title 46, Code of Federal Regulations Part 27 Uninspected Vessels - Towing Vessels

Steps		References	Initials
FF12.1	Verify arrangement	46 CFR 27.301(e)	
FF12.2	Verify pressure and flow rate	46 CFR 27.301(e)(1)	
FF12.3	Verify type and length of fire hose	46 CFR 27.301(e)(2)	
FF12.4	Verify nozzle	46 CFR 27.301(e)(3)	
FF12.5	Verify storage	46 CFR 27.301(f)	

**Verifying Officer Guidance:**



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Firefighting Systems Examination (FF)**

**Uninspected Towing Vessel**

**Task:** UTVE-FF13 Examine fire main and fire pump

**Condition:** *During firefighting equipment examination*

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

- References:**
1. Title 46, Code of Federal Regulations Part 27 Uninspected Vessels - Towing Vessels
  2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
FF13.1	Verify arrangement	46 CFR 27.301 SOLAS 09 II-2/10.2.2.2	
FF13.2	Verify pressure	46 CFR 27.301(a)(1) SOLAS 09 II-2/10.2.1.6.2	
FF13.3	Verify flow rate	46 CFR 27.301(a)(1) SOLAS 09 II-2/10.2.2.4.2	
FF13.4	Verify control locations	46 CFR 27.301(a)(2) SOLAS 09 II-2/10.2.1.2.2	
FF13.5	Verify local and remote control location(s)	46 CFR 27.302(a)(2)	
FF13.6	Verify number and location of fire hydrants	46 CFR 27.301(c) SOLAS 09 II-2/10.2.1.5	
FF13.7	Verify condition of fire main piping, pump and valves	46 CFR 27.100(d) 46 CFR 27.301 SOLAS 09 II-2/10.2.1.1	

**Verifying Officer Guidance:**

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

**EMPLID:**

**Verifying Officer's Signature:**

**Date:**

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Firefighting Systems Examination (FF)**

**Uninspected Towing Vessel**

**Task:** UTVE-FF14 Examine fire stations

**Condition:** *During firefighting equipment examination*

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

- References:**
1. Title 46, Code of Federal Regulations Part 27 Uninspected Vessels - Towing Vessels
  2. International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended

Steps		References	Initials
FF14.1	Verify attached fire hose at each station	46 CFR 27.301(c)	
FF14.2	Verify hoses length, size and construction	46 CFR 27.301(d) SOLAS 09 II-2/10.2.3	
FF14.3	Verify hose is fitted with nozzle	46 CFR 27.301(d) SOLAS 09 II-2/10.2.3.3	

**Verifying Officer Guidance:**



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



**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Towline & Terminal Gear Equipment (TT)**

**Uninspected Towing Vessel**

**Task:** UTVE-TT01 Examine terminal gear - towing astern

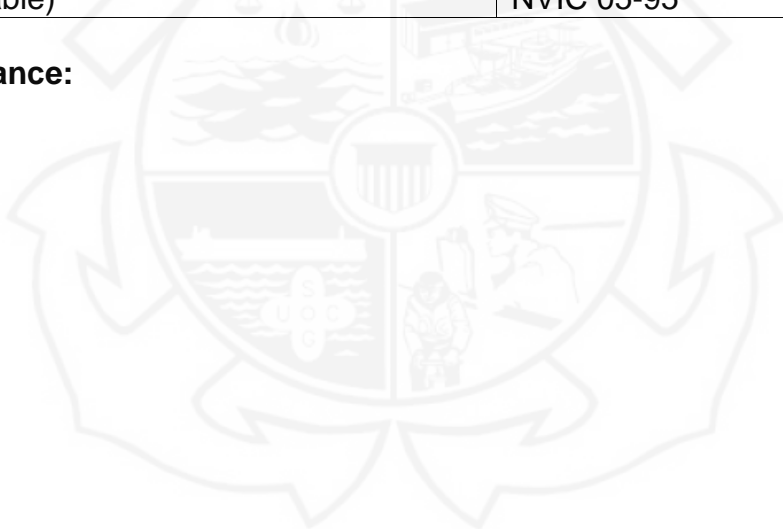
**Condition:** *During terminal gear examination*

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

- References:**
1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations
  2. NVIC 05-92 Guidelines for Wire Rope Towing Hawsers

Steps		References	Initials
TT01.1	Verify appropriate strength	33 CFR 164.74(b)(1) NVIC 05-95	
TT01.2	Verify connections are secured	33 CFR 164.74(b)(2)	
TT01.3	Verify fairleads are fitted/available	33 CFR 164.74(b)(3)	
TT01.4	Verify method for releasing towline	33 CFR 164.74(b)(4)	
TT01.5	Verify presence of chafing gear	33 CFR 164.74(b)(5) NVIC 05-95	
TT01.6	Verify winch is fitted with brake and towline spooling gear (when applicable)	33 CFR 164.74(b)(6) 33 CFR 164.74(b)(7) NVIC 05-95	

**Verifying Officer Guidance:**



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Towline & Terminal Gear Equipment (TT)**

**Uninspected Towing Vessel**

**Task:** UTVE-TT02 Examine towline and terminal gear - towing alongside & pushing ahead

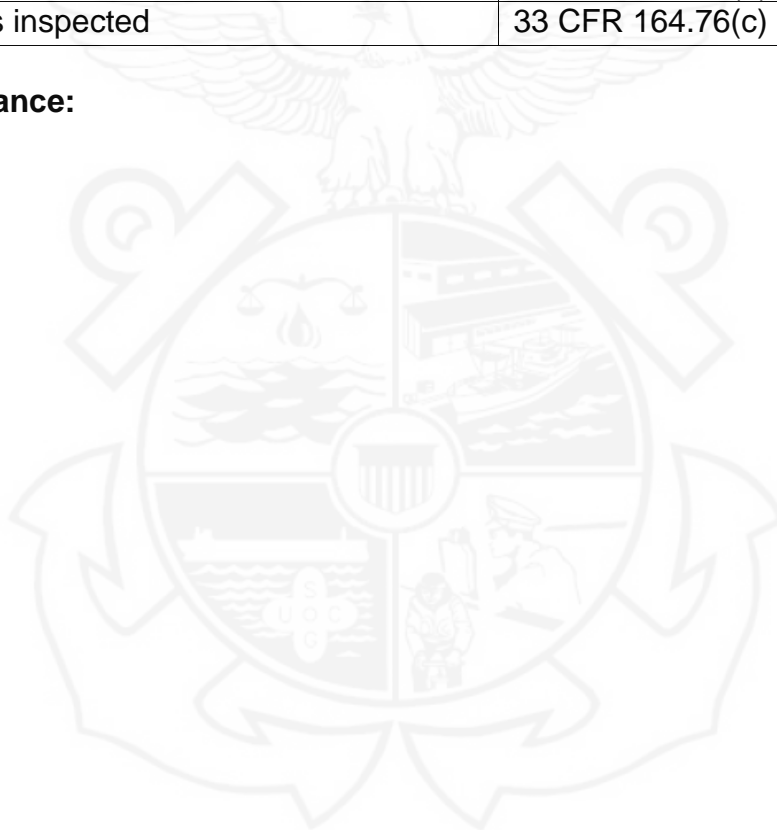
**Condition:** *During terminal gear examination*

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

**References:** 1. Title 33, Code of Federal Regulations Part 164 Navigation Safety Regulations

Steps		References	Initials
TT02.1	Verify gear is appropriate for horsepower and tow arrangement	33 CFR 164.76(a) 33 CFR 164.76(b)	
TT02.2	Verify gear is inspected	33 CFR 164.76(c) & (d)	

**Verifying Officer Guidance:**



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Pollution Prevention Examination (PP)**

**Uninspected Towing Vessel**

**Task:** UTVE-PP01 Examine transfer hose(s)/piping, fittings and containment

**Condition:** *During pollution prevention examination*

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

- References:**
1. Title 33, Code of Federal Regulations Part 154 Facilities Transferring Oil or Hazardous Materials in Bulk
  2. Title 33, Code of Federal Regulations Part 155 Oil or Hazardous Material Pollution Prevention Regulations for Vessels

Steps		References	Initials
PP01.1	Verify hose minimum design burst pressure	33 CFR 154.500(a)	
PP01.2	Verify hose maximum allowable working pressure (MAWP)	33 CFR 154.500(b)	
PP01.3	Verify nonmetallic hoses are suitable for product transferred	33 CFR 154.500(c)	
PP01.4	Verify hose assembly	33 CFR 154.500(d) 33 CFR 155.800	
PP01.5	Verify hose markings	33 CFR 154.500(e) 33 CFR 154.500(f) 33 CFR 154.500(g)	
PP01.6	Verify back pressure shutoff nozzle (when applicable)	33 CFR 154.500(h)	
PP01.7	Verify means for blanking off disconnected hose(s)	33 CFR 155.805	
PP01.8	Verify fixed piping system arrangements	33 CFR 155.410 33 CFR 155.420 33 CFR 155.430	
PP01.9	Verify containment capacity (when applicable)	33 CFR 155.320(a) 33 CFR 155.320(b)	
PP01.10	Verify tests and inspection records	33 CFR 155.820(b)	

**Verifying Officer Guidance:** .

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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Pollution Prevention Examination (PP)**

**Uninspected Towing Vessel**

**Task:** UTVE-PP02 Examine oil transfer procedures and pollution placard

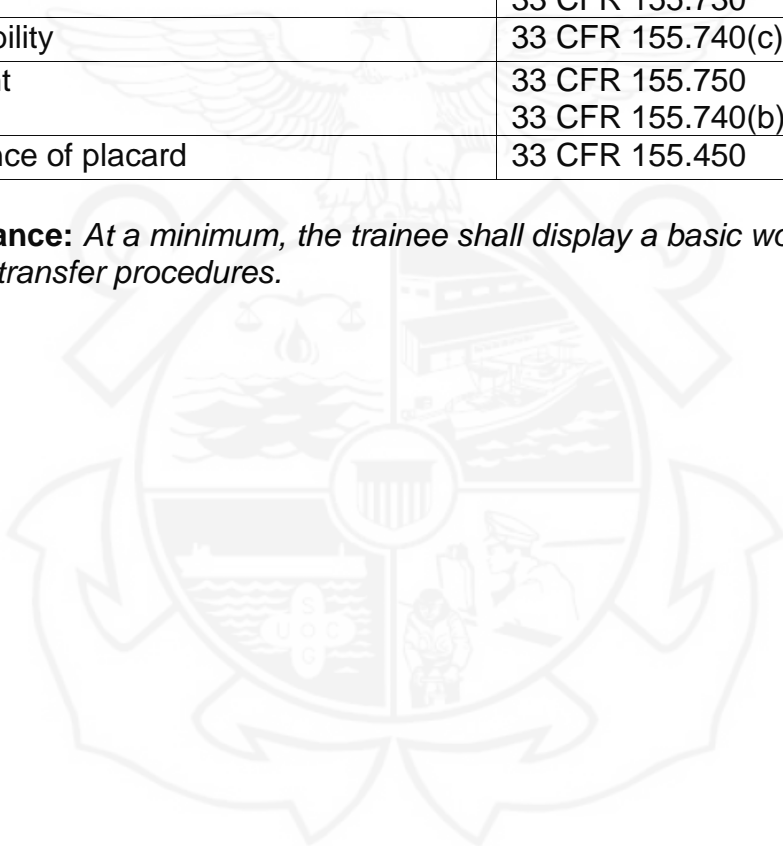
**Condition:** *During pollution prevention examination*

**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

Steps		References	Initials
PP02.1	Verify procedures	33 CFR 155.720 33 CFR 155.730	
PP02.2	Verify availability	33 CFR 155.740(c)	
PP02.3	Verify content	33 CFR 155.750 33 CFR 155.740(b)	
PP02.5	Verify presence of placard	33 CFR 155.450	

**Verifying Officer Guidance:** *At a minimum, the trainee shall display a basic working knowledge of the requirements for oil transfer procedures.*



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Pollution Prevention Examination (PP)**

**Uninspected Towing Vessel**

**Task:** UTVE-PP03 Examine Marine Sanitation Device (MSD)

**Condition:** *During pollution prevention examination*

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

**References:** 1. Title 33, Code of Federal Regulations Part 159 Marine Sanitation Devices

Steps		References	Initials
PP03.1	Verify type	33 CFR 159.7(a)(1) 33 CFR 159.7(a)(2)	
PP03.2	Verify certification label (when applicable)	33 CFR 159.7(a)(1) 33 CFR 159.7(a)(2) 33 CFR 159.5	
PP03.3	Verify Type III MSD securing device	33 CFR 159.7(c)	
PP03.4	Verify Type I & II MSD's indicators	33 CFR 159.65	
PP03.5	Verify placard	33 CFR 159.59	

**Verifying Officer Guidance:**



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

**Uninspected Towing Vessel Examiner (UTVE)****UTV Examination****Pollution Prevention Examination (PP)****Uninspected Towing Vessel****Task:** UTVE-PP04 Conduct MARPOL Annex VI Survey**Condition:** *During pollution prevention examination***Standard:** *In compliance with applicable policies, laws, regulations and standards*

- References:**
1. Title 40, Code of Federal Regulations Part 94 Control of Emissions from Marine Compression-Ignition Engines
  2. Title 40, Code of Federal Regulations Part 1042 Control of Emissions from New and In-Use Marine Compression-Ignition Engines & Vessels
  3. Title 40, Code of Federal Regulations Part 1043 Control of NOx, SOx & PM Emissions from Marine Engines & Vessels Subject to the MARPOL Protocol
  4. International Convention for the Prevention of Pollution from Ships (MARPOL) 1973, as modified
  5. CG-543 Policy Letter 09-01 Guideline for Ensuring Compliance with Annex VI, MARPOL 73/78

Steps		References	Initials
PP04.1	Review Certificates	40 CFR 1043.30(c) MARPOL VI/13.8 NOx Code 2.2.1	
PP04.2	Verify compliance with EPA Engine Regulations	MARPOL VI/3 40 CFR 94 40 CFR 1042	
PP04.3	Verify compliance with NOx and SOx	MARPOL VI/13 MARPOL VI/14 CG-543 Policy Ltr 09-01	

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

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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Follow Up Actions (FU)**

**Uninspected Towing Vessel**

**Task:** UTVE-FU01 Issue deficiencies

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

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

- References:**
1. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1
  2. MPS-PR-SEC-05 Conducting Domestic Vessel Inspections

Steps		References	Initials
FU01.1	Identify deficiency's reference cite	MSM II/A.2.C.4.b MPS-PR-SEC-05	
FU01.2	Discuss deficiencies and corrective measures/timeframe with vessel's master or representative	MSM II/A.2.C.2 MPS-PR-SEC-05	

**Verifying Officer Guidance:**



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

**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Follow Up Actions (FU)**

**Uninspected Towing Vessel**

**Task:** UTVE-FU02 Complete MISLE Activity

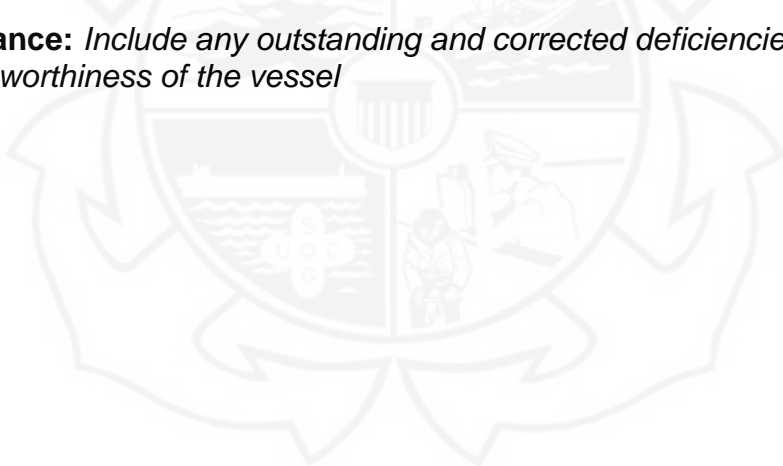
**Condition:** *During follow-up portion of the exam*

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

- 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. MPS-PR-SEC-05 Conducting Domestic Vessel Inspections

Steps		References	Initials
FU02.1	Open existing activity in MISLE	MSM I/12.G.2.a MPS-PR-SEC-05	
FU02.2	Update examination results	MSM I/12.H.1 MSM II/A.2.C.2.d	
FU02.3	Update activity narrative	MSM I/12.H.1	
FU02.4	Update vessel details	MSM I/12.H.1	
FU02.5	Change activity status to "Open - Submitted for Review"	MSM I/12.H.1 MPS-PR-SEC-05	

**Verifying Officer Guidance:** *Include any outstanding and corrected deficiencies that may have directly affected the seaworthiness of the vessel*



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



**Uninspected Towing Vessel Examiner (UTVE)**

**UTV Examination**

**Follow Up Actions (FU)**

**Uninspected Towing Vessel**

**Task:** UTVE-FU03 Verify deficiency corrections

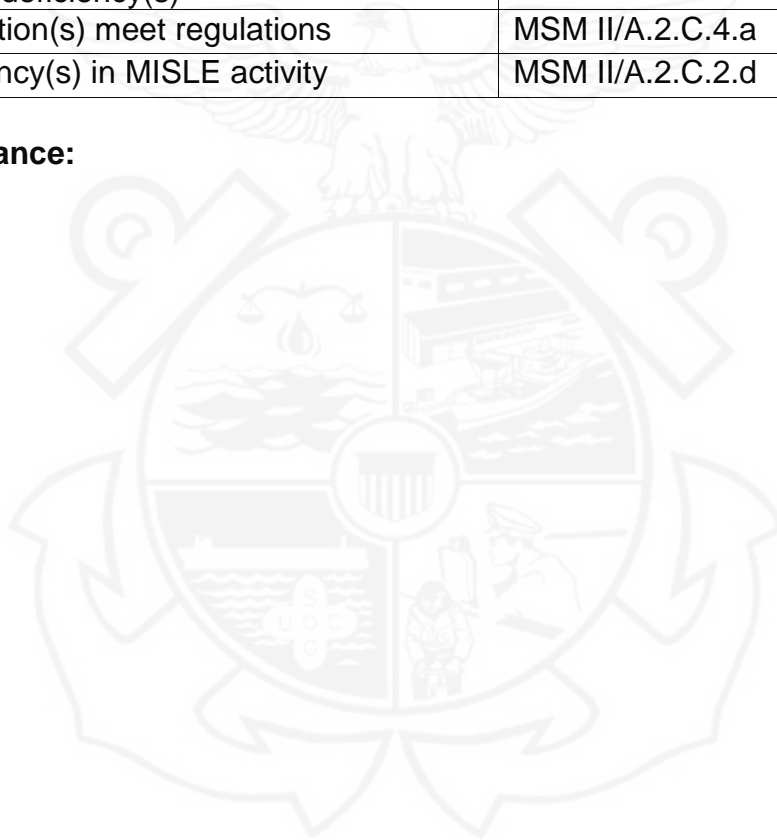
**Condition:** *During follow-up visit*

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

**References:** 1. COMDTINST M16000.7B Marine Safety Manual Volume II Material Inspection Ch.1

Steps		References	Initials
FU03.1	Determine an appropriate verification method for identified deficiency(s)	MSM II/A.2.C.4	
FU03.2	Verify correction(s) meet regulations	MSM II/A.2.C.4.a	
FU03.3	Clear deficiency(s) in MISLE activity	MSM II/A.2.C.2.d	

**Verifying Officer Guidance:**



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

## Appendix A

**List of Additional References:**

Inspection of Labour Conditions On Board Ships: Guide-Lines for Procedure

International Convention for the Prevention of Pollution from Ships, 1973; MARPOL Cons. Ed. 2006

International Convention on Load lines, Cons. Ed. 2005

International Safety Management Code and Guidelines on Implementation of the ISM Code, 2010 Ed.

IMO Resolution A.788(19) – Guidelines on Implementation of the International Safety Management (ISM) Code by Administrations

IMO Resolution MEPC.76(40) – Standard Specification for Shipboard Incinerators

IMO Resolution MEPC.107(49) – Revised Guidelines and Specifications for Pollution Prevention Equipment for Machinery Space Bilges of Ships

IMO Resolution MEPC.227(64) – 2012 Guidelines on Implementation of Effluent Standards and Performance Tests for Sewage Treatment Plants

IMO Resolution MSC.163(78) – Performance Standards for Shipborne Simplified Voyage Data Recorders

IMO Resolution MSC.200(80) – Adoption of Amendments to the Revised Recommendation on Testing of Life-Saving Appliances

IMO Resolution MSC.201(81) – Adoption of Amendments to the International Convention for the Safety of Life at Sea, 1974, as Amended – Lifesaving Appliances and Arrangements

IMO MSC/Circ.1120 – Unified Interpretations of SOLAS Chapter II-2, the FSS Code, the FTP Code and Related Fire Test Procedures

IMO MSC/Circ.1156 – Guidance on the Access of Public Authorities, Emergency Response Services and Pilots On Board Ships to Which SOLAS Chapter XI-2 and the ISPS Code Apply

IMO MSC.1/Circ.1206/Rev.1 – Measures to prevent accidents with lifeboats

46 United States Code, Section 3303 – Reciprocity for Foreign Vessels

46 United States Code, Section 3505 – Prevention of Departure

46 United States Code, Section 701 – Port Security

33 Code of Federal Regulations, Subchapter O, Subparts C & D – Ballast Water Management for Control of Non-indigenous Species in Waters of the United States

Marine Safety Manual, Volume II, Section D, Chapter 7 – Procedures Applicable to Foreign Passenger Vessels

Navigation and Vessel Inspection Circular (NVIC) 06-03, Change 2 – Coast Guard Port State Control Targeting and Boarding Policy for Vessel Security and Safety

Navigation and Vessel Inspection Circular (NVIC) 07-04, Change 1 – Ballast Water Management for the Control of Aquatic Nuisance Species in the Waters of the United States

## Appendix A

Navigation and Vessel Inspection Circular (NVIC) 01-05, Change 1 – Interim Guidance for the Development and Review of Response Plans for Nontank Vessels

Navigation and Vessel Inspection Circular (NVIC) 04-05 – Port State Control Guidelines for the Enforcement of Management for the Safe Operation of Ships (ISM Code)

Navigation and Vessel Inspection Circular (NVIC) 06-05 – Unified Interpretations of SOLAS Chapter II-2, the FSS Code, the FTP Code and Related Fire Test Procedures

G-MOC Policy Letter 02-05 – Navigation Safety Equipment Testing Required Under 33 CFR 164.25 for Cruise Ships

G-MOC Policy Letter 04-13 – Guidelines for the Inspection of Oily Water Monitor and Separator Systems Revision 1, dtd 24MAR2005

G-PCV Policy Letter 06-01 – Guidance for the Enforcement of MARPOL Annex I During Port State Control Examinations

G-PCV Policy Letter 06-08 – Enforcement Actions for U.S. and Foreign Flagged Passenger Ships on International Voyages Having Survival Craft Not Fit For Service

Marine Safety Center Plan Review Guidance SOLAS-25 – Room-In-Room Construction

Coast Guard Tactics, Techniques and Procedures (TTP) 3-72.2 – Foreign Passenger Vessel Examiners

Memorandum of Understanding between the Department of Health and Human Services and the Department of Homeland Security (DHS)

## 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

Appendix C

<b>DATE</b>	<b>LOCATION</b>	<b>VESSEL NAME</b>	<b>VESSEL TYPE</b>	<b>EXAM TYPE</b>	<b>LEAD EXAMINER</b>

Appendix C

DATE	LOCATION	VESSEL NAME	VESSEL TYPE	EXAM TYPE	LEAD EXAMINER

Appendix C

DATE	LOCATION	VESSEL NAME	VESSEL TYPE	EXAM TYPE	LEAD EXAMINER









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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: \_\_\_\_\_

Submit to [MIPQS840@uscg.mil](mailto:MIPQS840@uscg.mil) by clicking the button