



SMALL PASSENGER VESSEL K-BOAT CHECKLIST



In-Service • ♦ Reduced Annual Annual Expanded Annual COI

Vessel Name: VIN: MISLE Activity: Date:
Location: User Fee: Y N Inspector(s):
Vessel Rep: Owner/ Operator Phone: Email:
Build Date: Max PAX: O/N Accom: Hull: FRP Wood Alum Steel// Hi-Speed

Annual Focus Area

Certificates & Documents

- Certificate of Inspection (COI) 115.302 / CG001
Stability letter 170.210 / 01326
Merchant Mariner Credentials (MMCs) 15.515 / 01201
Drug & alcohol program (Swabs) 122.212 / 18299
Maintenance & service records 115.810 / 07199
Muster & emergency instructions 122.510 / 04108
Certificate of Documentation (COD) (>5 NT) or Commercial State Registration 67.313 / CG003
FCC Permit, Certs & Licenses 47-80.13 & .1001 / 01104

Logs & Manuals

- Vessel's Log (I, >65' w/49 O/N) 122.282 / 01305
EPIRB Test (>3nm) 122.728 / 11199
Drills (New mbrs & every 3 months) 122.520 / CG004
Maintenance of survival craft 122.702 / 11199
Waste/Garbage Mgmt Plan 121.702 / 14503
Crew/Pax list (O/C & ON/ports) 122.502 / 10127
Voyage plan (O/C or ON) 122.503 / 10127
Passenger count 122.504 / 10127
Safety orientation 122.506 / 10127

Bridge/Navigation Systems

- Internal comms & control systems 121.602 / 04116
Radar(s) (O/LC/GL/LBS/R >1nm) 121.404 / 10103
Magnetic compass (O/LC/GL/LBS) 121.402 / 10105
GPS(O) 121.410 / 10115
Radio telephone (>20m, PDV) 121.502 / 05103
Nav lights & dayshapes 33-83.20 / 10109
Sound signaling devices 33-83.33 / 10109
Nav pubs, charts 121.420 / 10111
Steering system controls 119.600 / 13199
Gauges at Helm: 119.530 / 08199
RPM (not Old T-L), Jacket Water Temp, Oil Press
Bilge high level alarms
Automatic bilge pump indicator
Distress signals 117.68 / 11116
Marked, W/T (O/C/LC - 6/6) (LBS/R - 3/3)

General Health & Safety

- Top decks marked max Pax 122.602 / 01310
Accommodations (Crew & Pax) 116.800 / 09198
Means of escape (Accom/E/R) 116.500 / 07120
Mess deck and galley spaces 121.220 / 09124
First aid kit 121.710 / 09112
Portable lights 120.430 / 04103
No unsafe conditions/practices exist 115.830 / 09298
Paint locker 118.400 / 07109

Structural Fire Protection

- Boundaries maintained 116.405 / 07101
General outfitting/arrangement NVIC 9-97 / 07101
Doors 116.435 / 07105
Balconies 116.439 / 07105
Draft stops 116.415 / 07115
Passageways/stairways clear 116.423 / 07101
Mattress approval 116.405 / 09116
Through-penetration fire stops NVIC 9-97 / 07103

Lifesaving Equipment

- EPIRB (O or >= 3NM GL) 117.64 / 05111
Life jackets 117.71 / 11118
Ring Life Buoys 117.70 / 11117
Liferaft & IBA 117.200 / 11108
Lifefloat & BA 117.200 / 11108
Rescue boat 117.210 / 11130
Launching appliance(s) 117.130 / 11112

Firefighting Systems

- Fire main & pump 118.300 / 07110
Fire stations 118.320 / 07110
Portable Fire Extinguishers 118.500 / 07110
Semi-portable firefighting 118.500 / 07110
Fire axe(s) (>65') 118.600 / 07110

SMALL PASSENGER VESSEL K-BOAT CHECKLIST

- ◆ Fixed fire extinguishing systems.....118.400 / 07109
- Fire & smoke detection systems.....177.410 / 07106

Machinery & Aux Systems

Steering gear.....115.814 / 02105

- *Emergency steering unless duplicate controls/multi-screw propulsion*

Fuel oil service system.....119.435 / 13199

- ◆ *Shutoff valves (tank connection, ≤ 12" w/in space & shielded) & engine end of fuel line*
- Suitable metal marine type strainer*
- Nonmetallic flexible hoses and fittings*
- Double hose clamps, lengths permitted, approved standards*

Main propulsion system(s).....119.200 / 13101

- At least 2 means of stopping the engine*
- Protective covers/guards*
- System hull penetrations*
- Keel coolers w/shutoff valve (external)*
- Operational test*
- Gauges: Engine RPM (K), Jacket water temp, LO pressure*

Unfired pressure vessels (UPVs).....61.10-5 / 13199

- Data plate(s)*
- External (5 yrs)/Internal (5 yrs when accessible)*
- Pressure gauges/Relief device (2/5, <3yrs; <10%±Limit)*

Potable water system.....54.01-15 / 09130

- ◆ Bilge system.....119.520 / 13104

- Operational test* *Visual & audible alarm (>26')*
- Portable hand bilge (if required)*

Exhaust system (wet & dry).....119.425 / 13199

- Dry Exhaust pipes are suitably insulated*
- Wet Exhaust insulation or water jacketed prior to cooling; suitable strainer*

Auxiliary Boiler(s).....115.812 / 13199

Electrical Systems

Switchboard & distribution panel.....120.330 / 02108

- Dry, ventilated, enclosed, drip shield*

Main service generator/prime mover.....120.310 / 13102

- 2 sources of power for vital systems*
- ≥ 50 Volts, voltmeter & ammeter (AC)*
- Overcurrent device*
- Reverse Power Relay (parallel ops)*
- Protective Cover/Guards*

Lighting systems.....120.410 / 09203

- Guard/hi-strength material*
- Emergency lighting operational test*

Battery installation.....120.350 / 02108

- Properly installed/secured/located*
- Large installations in a room/box - Class I, Div I space*
- Ammeter connected in the charging circuit*

Electrical cable & fixtures.....120.340 / 02108

- Supports (≤24")* *No sharp radius or bends*

Hazardous area components.....120.530 / 02108

- Paint lockers* *Gasoline or fuels w/flashpoint of ≤ 110F*

Structural/Watertight Integrity

- ◆ Hatches & WT doors.....171.124 / 03107

Class 2 & 3: local/remote controls, alarms, time

Watertight bulkhead penetrations.....171.114 / 03199

Locations-high & inboard; watertight; no sluice valves

Hull structure.....116.300 / 02199

Damage, wastage & fractures *No unauthorized repairs*

Pollution Prevention

Sewage system.....33-159.57 / 14402

- Operation; Capacity; MSD approval*
- Instructions & warning placard posted*
- Overboard discharge valve is closed & secure*

Garbage handling.....121.702 / 01320

- Plan compliance* *Handling of plastics*
- Placards posted (>26')*

Oil pollution prevention.....33-155.450 / 14502

- Placard posted (>26')*
- *Bilges free of debris & excessive oil*.....115.830 / 07126

Vessel General Permit (VGP)....CG-543 PL 11-01 / 99103

Discharges & Log entries

Topside Equipment

- ◆ Freeing ports & scuppers.....171 Subpart H / 03112

No modifications; unobstructed

Ground tackle, mooring lines.....121.300 / 09228

Suitability; Operation; Condition

- ◆ Port lights & vent openings.....171.117 / 03106

- Covers - readily available & operational*
- Closing devices - proper fit & seal*

Fuel tank venting.....119.450 / 02107

- Condition and location* *Vent size*
- Flame screen(s)*

Rails & guards.....116.900 / 03103

- Heights & courses (39.5", 200lb point load, 50lb uniform load)*
- Storm rails; Guards for vehicles*

Security (International, >150 Passengers)

VSP/ASP.....33-104.120 / 16103

Secured

Amendment(s)

Security records.....33-104.235 / 16107

- Records of Training/Drills*
- Declarations of Security (DoS)*
- Annual exercise/Audit*

Security equipment.....33-104.292 / 16107

- Equipment matches plan*
- Maintenance records*

- ◆ Crew's security knowledge.....33-104.200 / 16106

CSO/VSO

VSO knowledge of responsibilities

Crew's knowledge of their responsibilities

Compliance with MARSEC

SMALL PASSENGER VESSEL K-BOAT CHECKLIST

• **Human Factors & Safety Culture/Drills**

These questions are a sample of potential questions that a marine inspection can use to determine the efficacy of a safety culture aboard a vessel. Crews that are unable to provide satisfactory answers may be considered for a flag state detention.

-Does the vessel create voyage plans?

Who creates/monitors/verifies them and what are the criteria?

-How often is lifesaving equipment checked by the crew (rafts, lifejackets, provisions, instructions, etc.)?

-What is the process of reporting/discarding/replacing faulty lifesaving system parts?

-How do you track preventative maintenance?

-What are your procedures if you receive an alarm?

-How often is the bilge system tested?

-What is the process for ordering CG approved equipment such as lifejackets or flares?

• -What is the process for making vessel alterations?

-Does the vessel anchor? Describe the process.

- What procedures and watches are followed for overnight voyages?

• -Do you know the limits of your stability letter/route?

-What is your response to any injuries onboard?

-What is your response to marine casualties?

-What is your response to loss of steering/propulsion?

-Do you have procedures for charging non-permanent lithium-ion batteries?

- What are the crew members' responsibilities for responding to an emergency?

- What are the crew members' responsibilities for the safe operation of the vessel?

Emergency Drills General

-How do you check the weather prior to getting underway?

• -What are your procedures if you suspect inclement weather while you are underway?

-How does the crew conduct crowd control during an emergency?

-How are crew members selected/ how is the crew rotation determined?

-What training is required for crew members and how often are emergency drills conducted for crew members on each vessel?

-How do you perform/evaluate/track your drills?

-What are the responsibilities for each crew member during emergency situations?

-How often are your emergency systems (emergency lighting, emergency alarms, public address system, etc.) operated and inspected for proper function?

-Did the drill follow the emergency instructions and/or placards posted?

• -How does the crew communicate with passengers (non-English speakers, alternative communication devices)?

Fire Drill.....122.524 / 04109

-Did crew member sound alarm?

-Did crew member attempt initial action?

-Verify effective comms with master/crew/pax.

-Did the Master turn the vessel into the wind, slow down, etc, and make announcements to crew/pax and make the call to local CG or good sam vessels?

-Verify crew's familiarity with use of equipment

-Did crew effectively fight fire with fire extinguishers, close off ventilation closures, secure power and fuel?

-Did the crew understand the agent(s) used?

-Did the crew know how to operate and deploy the Fixed Fire Extinguishing System and/or fire pump?

-How often do you charge a fire hose during drills?

Man Overboard Drill.....115.808 / CG004

-Witness launching and use of rescue boat

-Verify readiness and condition of rescue platform

-Verify effective comms with master/crew/pax.

-Did the crew throw 'Oscar' overboard?

-Did the crew call out "man overboard," vessel side and point to the victim?

-Did crew throw aid or other flotsam overboard?

-Was the waterlight attached to the ring life buoy and was it deployed immediately?

-Did the Master return on reciprocal?

-Did Master sound danger signal, mark position, course and speed, announce situation to crew/pax and simulate comms to CG/good Samaritan vessels?

-Did the Master approach the victim with a plan and was he successful?

-Did the crewmembers properly don PFDs, take control of the situation and direct passengers as appropriate?

-When alongside, did crewmembers have a plan for retrieving the victim?

-Verify ability to recover a helpless person

-When the victim was recovered, did the crew complete basic first aid that included the ABCs?

Abandon Ship Drill.....115.808 / 04110

-Verify all lifejackets are correctly donned

-Witness means of launching survival craft

-Did the Master simulate broadcasting a mayday on the VHF radio and provide the vessel position, number of persons onboard and type of distress?

-Did the crew have a plan on how to deploy and marshal the vessel's primary lifesaving devices?

-Did the Master simulate activating the EPIRB?

SMALL PASSENGER VESSEL K-BOAT CHECKLIST

International

PSSC	SOLAS I/12 / 01103
EIAPP (Diesel >130kW).....	MARPOL VI/13.1 / 01125
IAPP & Supplement (>400 ITC).....	MARPOL VI/8 / 01124
IAFS w/Record	AFS Article 3 / 01131
IEEC (>400 ITC)...MEPC.203(62),CVC PL 13-02 /	01138
IOPP (>400 ITC).....	MARPOL I/9 / 01117
SOVC MARPOL IV (>400 ITC).....	33-159.53 / 01119
Credentials.....	STCW I/2.6 / 01299
<i>STCW/VSO/GMDSS endorsements</i>	<i>TWIC</i>
ILLC (>150 ITC or ≥79').....	175.122 / 01108
ISM-DOC.....	SOLAS IX/4.2 / 01106
ISM-SMC.....	SOLAS IX/4.3 / 01107
ISSC & CSR.....	SOLAS 14 XI-1/5.5.2 / 01122
Tonnage Certificate.....	69.69 / 01132
Garbage Placards, Plans, & Records	
<i>Placard (>12m length).....</i>	<i>MARPOL 10.1.1 / 14502</i>
<i>Management Plan (≥15 POB).....</i>	<i>MARPOL 10.2 / 14503</i>
<i>Record Book (≥15 POB).....</i>	<i>MARPOL 10.3 / 01320</i>
Official logbook.....	122.280 / 01305
Maintenance Records.....	SOLAS IV/15 / 11199
<i>Survival craft.....</i>	<i>SOLAS III/20.7 / 05116</i>
<i>Test reports for VHF-DSC, AIS, LRIT & SSAS..</i>	<i>SOLAS IV / 17</i>
SOPEP (>400 ITC).....	184.702 / 01314
Transfer Procedures (≥250 bbls).....	184.702 / 14105
Vessel's training log.....	SOLAS III/35 / 01305
Oil Record Book (>400 ITC).....	33-151.25(b) / 01315
Voyage data recorder.....	SOLAS V/20 / 10114
AIS.....	SOLAS V/19.2.4 / 10113
Bridge navigation equipment.....	SOLAS V/19.2 / 10105-7
<i>Spare magnetic compass</i>	
<i>Pelorus or compass bearing device</i>	
<i>Electronic plotting aide</i>	
<i>Speed & distance measuring device</i>	
Immersion suit.....	199.70 / 11119
Outfits/equipment.....	SOLAS II-2/10.10.2 / 07111
Fire Control Plan.....	SOLAS II-2/15.3 / 07122
Int'l Shore Connection.....	SOLAS II-2/10.2.1.7 / 07118
Communication equipment (Sea Area)	
NAVTEX.....	47-80.1101 / 05110
Portable VHF(s).....	47-80.1095 / 05109
AIS-SART.....	SOLAS III/6.2.1 / 11123
GMDSS radio equipment.....	47-80.1095 / 05118
LRIT.....	33-169.205 / 10137
<i>Conformance test report</i>	
Depth sounder.....	SOLAS V/19.2.3.1 / 10117

Wood Addendum

• Survival craft.....	117.200 / 11101/4/8/27
• Bilge & high-water alarms.....	119.530 / 13104
Subdivision & damage stability.....	116.100 / 02199
<i>Collision bulkhead</i>	<i>Subdivision</i>
Wood hull.....	115.610 / 02199
Wood hull fasteners.....	NVIC 7-95 / 02199
Internal inspection of wood hull.....	115.610 / 02199
Repair(s).....	115.610 / 02199

Submit any change requests to CG-CVC@uscg.mil.