

# **FSO-VE Workshop**

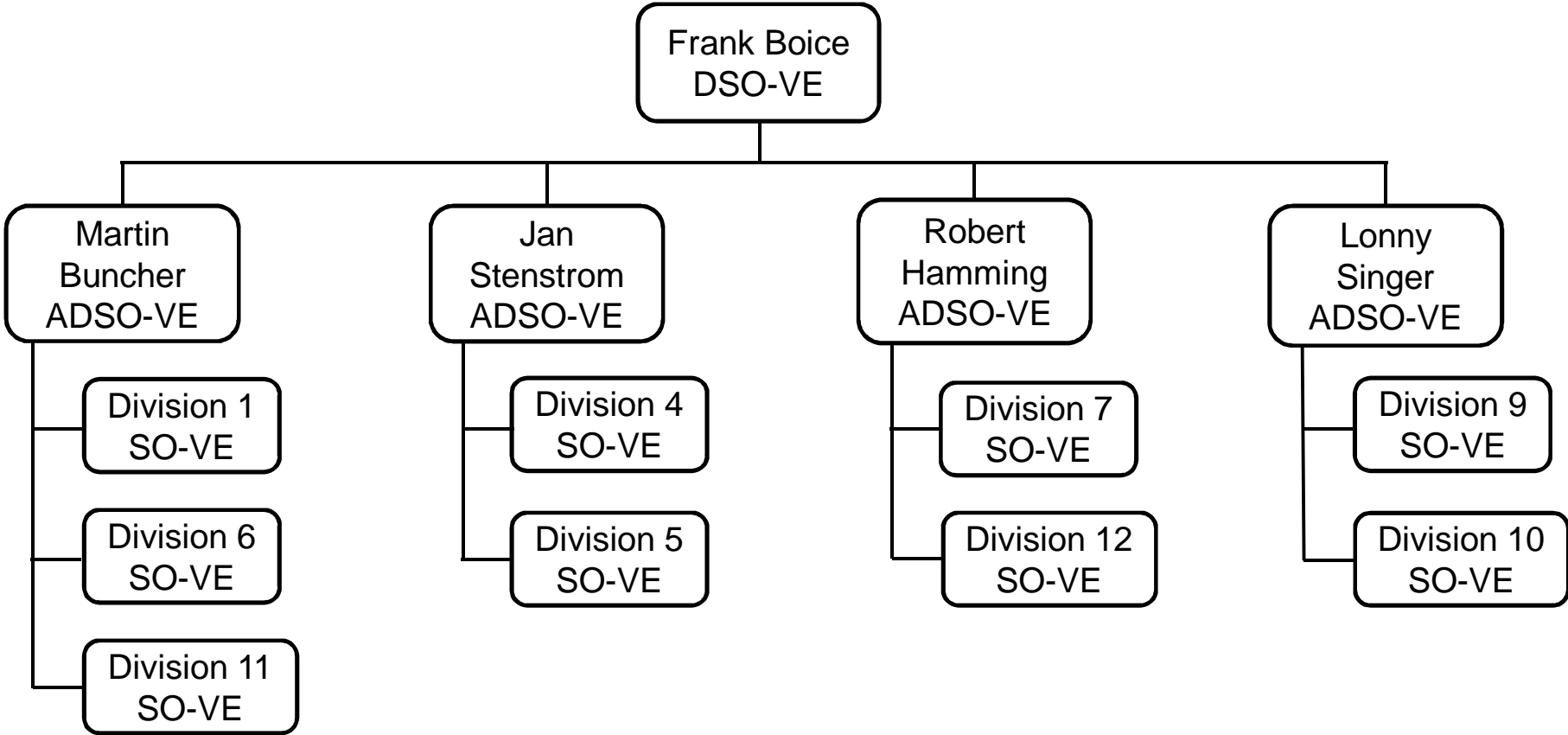
Presented By:  
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District 11 SR

D-Train

January 5, 2019

# 2019 District 11 SR VE Chain of Leadership



# 2019 VE Chain of Leadership

- “ All ADSO-VEs are
  - Very experienced Vessel Examiners
  - Experienced in researching diverse subjects and using all available sources
    - VE Manual
    - State Regulations
    - CFRs
    - Navigation Rules
- “ Working through your SO-VE, the ADSO-VEs are a great resource for use by the FSO-VE
  - If you need a definitive answer, do your own research
  - If still unsure, work your way up the Chain of VE Leadership
  - **DON'T GUESS**

# FSO-VE Workshop Organization

“ This workshop organization parallels the information under Programs on the Vessel Examination page of the District 11 SR web site (d11s.org) . all subjects herein are included on the web site

FSO-VE guidance scope

- Overview . Contains information pertaining to all aspects of the FSO-VE scope of responsibility
- Leadership Tasks . Interactions with the Flotilla VEs - People
- Management Tasks . FSO-VE management tasks - Things

District 11 SR explicit guidance associated the VSC program

“ Break in anytime with questions

Try to tie questions to current subject

Time at end for additional questions

# Workshop Agenda

## “ Overview

- Nominal Annual Calendar+
- Accomplishing VSCs
- Data Requirements & sources
- Data Display
- Job Aids

## “ Leadership tasks

- VE Qualification & Certification
  - Prospective-VEs
  - REYR-VEs
- Working with REYR-VEs
- Making Sense of VSC Numbers

## “ Management tasks

- 7038 Preparation & Submission
- Distribution of VSC stickers
- Awards
- Assignment to Duty
- How to want a VSC+
- VE Materials and Their Acquisition
- VE Chain of Leadership
- Communications

## “ VE Guidance

- AUX FAC Vessel Examinations

# DISTRICT 11 SR WEB SITE

“ Google search for D11S yields a d11s.org result . that is the District 11 SR web site

Open d11s.org

In the left side column click on Boating Safety Departments

In the % drop down+menu click on Vessel Examination

In the Programs box on the Vessel Examination web page look under FSO-VE Guidance

Select the subject you are researching by clicking on it

“ **EACH OF THE AGENDA SUBJECTS on the prior view graph HAS A DETAILED FSO-VE GUIDANCE PAPER**

http://www.d11s.org/modules/office.mod.php?office=DSO-VE

- Public Information
- District Organization
- Boating Safety Departments
  - Marine Safety
  - Navigation Systems
  - Public Education
  - Visitation Program
  - Vessel Examination
  - Job Aid Kit
  - VE Documentation
- Operations Departments
- Staff Departments
- Calendars/Reports/Plans
- Member Job Aids
- Member Involvement
- Breaking News!
- Send Feedback
- National Help Desk

**MEMBER ZONE**

Member ID:

Password:

**SEARCH NATIONAL SITE**

Enter Search Term(s):

**SECURITY LEVELS**



NO ACTIVE ALERTS

### About Vessel Examination

A Vessel Safety Check is a courtesy examination of your watercraft to verify the presence and condition of safety equipment required by State and the Federal regulations. The Vessel Examiner is a trained specialist and a member of the US Coast Guard Auxiliary. In addition to the examination, Vessel Examiners may make recommendations and discuss certain safety issues that will make you a safer boater.

Watercraft eligible for Vessel Safety Checks include almost any type of watercraft, especially including paddle craft. Vessel Safety Checks may be accomplished along side a dock, in a launch ramp waiting area, on a trailered vessel in a drive way, or anywhere else a trailered vessel is stored. The owner/operator is provided a copy of the Vessel Safety Check results. The Vessel Examiner does not have any Enforcement authority.

Links in this web page provide the opportunity for a vessel owner/operator to learn more about Vessel Safety Check subject matter, and to request a Vessel Safety Check.

The District Vessel Examination department oversees the Auxiliary's vessel examination program at the district level. As part of that responsibility, subject matter guidance is provided to assist FSO-VEs in District 11 SR in accomplishing their broad responsibilities. Use of the Vessel Examiner Chain of Leadership is encouraged.

Also included in this web site are specific instructions for the proper completion of Vessel Examinations for Auxiliary Operational Facility vessels.



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(As of 01 Jul 2018 11:1:46 PDT)

**CALENDAR**  
14 Dec test event

**MISSION STATEMENT**  
To minimize the loss of life, personal injury, property damage and environmental impact while maximizing the safe use and enjoyment of U.S. waterways by recreational boaters, through a process of "prevention through education, outreach and volunteer compliance".

### Programs

- [Aux Facility Vessel Examination Procedures](#)
- [FSO-VE Guidance](#)
  - Overview of responsibilities
    - [Annual Calendar](#)
    - [Accomplish Vessel Safety Checks](#)
    - [Data Requirements & Sources](#)
    - [Data Display](#)
    - [Job Aids](#)
  - Leadership Tasks
    - [Prospective VE Qualification & Certification](#)
    - [REYR-VR Re-Qualification & Re-Certification](#)
    - [Working with REYR VE's](#)
    - [Mentored VSC Data](#)
  - Management Tasks
    - [Form 7038 Preparation & Submission](#)
    - [VSC Year Sticker Distribution](#)
    - [Awards](#)
    - [Assignment To Duty Notification](#)
    - [Managing "I Want A VSC" notifications](#)
    - [VE Materials and Their Acquisition](#)
    - [Communications](#)
    - [Reporting](#)

# Overview . Nominal %Annual Calendar+

“ There are multiple tasks each FSO-VE needs to undertake

Next two view graphs illustrate the variety, scope, and potential timing of FSO-VE tasks

Task timing - includes monthly, quarterly, first part of the year, late in the year, etc.

Task scope - often depends on the number of VEs and the number of VSCs accomplished annually

Each FSO-VE needs to tailor task requirements to Flotilla requirements

The %Annual Calendar+ may not include all tasks that the FSO-VE will need to undertake . be alert



**TABLE 1 - SHEET 1**

**OUTLINE OF RECOMMENDED FSO-VE ACTIVITIES EACH CALENDAR YEAR (JAN THROUGH JUNE)**

Activity Type	January	February	March	April	May	June
<b>Leadership</b>	<b>LEAD BY EXAMPLE - Accomplish your VSCs, actively encourage all qualified VEs to accomplish VSCs</b>					
	Promulgate new technical information, unusual situation information, and reminders to all qualified VEs			Promulgate new technical information, unusual situation information, and reminders to all qualified VEs		
<b>Reporting</b>	FSO-VE Report On Prior Month's Activities; < 10 <sup>th</sup>	FSO-VE Report On Prior Month's Activities; < 10 <sup>th</sup>	FSO-VE Report On Prior Month's Activities; < 10 <sup>th</sup>	FSO-VE Report On Prior Month's Activities; < 10 <sup>th</sup>	FSO-VE Report On Prior Month's Activities; < 10 <sup>th</sup>	FSO-VE Report On Prior Month's Activities; < 10 <sup>th</sup>
<b>Growing The VE Population</b>	Schedule Mentored VSCs for Prospective VEs and re-qualifying REYR VEs			Schedule Mentored VSCs for Prospective VEs and re-qualifying REYR VEs		
	Qualify prospective VEs that have previously passed the on-line VE Test			Qualify prospective VEs that have previously passed the on-line VE Test		
<b>VE Management</b>	Distribute VSC stickers and materials to Qualified VEs			Distribute VSC stickers and materials to Qualified VEs		
	Verify Qualification Status for Active VEs		Resolve issues adversely affecting qualification status/prior year VSC count for individual VEs		Verify Qualification Status for Active VEs	
	Obtain list of REYR VEs		Talk with all REYR VEs, determine individual plans, schedule workshop training (as necessary) and re-qualification Mentored VSCs where appropriate			
	Seek out and schedule VSC group events; e.g., launch ramps- Coordinate with FSO-PA	Seek out and schedule VSC group events; e.g., launch ramps- Coordinate with FSO-PA	Seek out and schedule VSC group events; e.g., launch ramps- Coordinate with FSO-PA	Seek out and schedule VSC group events; e.g., launch ramps- Coordinate with FSO-PA	Seek out and schedule VSC group events; e.g., launch ramps- Coordinate with FSO-PA	Seek out and schedule VSC group events; e.g., launch ramps- Coordinate with FSO-PA
						Track VSC count progress for all currently qualified VEs; work with VEs that have not yet completed 5 VSC in the current year

<b>Legend</b>	Activities listed for individual months (contained in one worksheet cell), should be performed each month listed.
	Activities listed over two or more months should be performed during the period listed, and as many times as necessary.

**TABLE 1 - SHEET 2**

**OUTLINE OF RECOMMENDED FSO-VE ACTIVITIES EACH CALENDAR YEAR (JUL THROUGH DEC)**

July	August	September	October	November	December	Activity Type	
<b>LEAD BY EXAMPLE - Accomplish your VSCs, actively encourage all qualified VEs to accomplish VSCs</b>							
Promulgate new technical information, unusual situation information, and reminders to all qualified VEs			Promulgate new technical information, unusual situation information, and reminders to all qualified VEs			<b>Leadership</b>	
FSO-VE Report On Prior Month's Activities; < 10 <sup>th</sup>	FSO-VE Report On Prior Month's Activities; < 10 <sup>th</sup>	FSO-VE Report On Prior Month's Activities; < 10 <sup>th</sup>	FSO-VE Report On Prior Month's Activities; < 10 <sup>th</sup>	FSO-VE Report On Prior Month's Activities; < 10 <sup>th</sup>	FSO-VE Report On Prior Month's Activities; < 10 <sup>th</sup>	<b>Reporting</b>	
Schedule Mentored VSCs for Prospective VEs and re-qualifying REYR VEs						<b>Growing The VE Population</b>	
Audit "TRAINEE" VSCs and track certification/re-certification process for TRAINEES							
Seek and train new prospective VEs; VE Workshops, on-line VE Test, Mentored VSCs				Seek and train new prospective VEs; VE Workshops, on-line VE Test			
				Order VSC Materials for use by the following year's VEs; AUX Distribution Center and CA Dept Boating & Waterways			<b>VE Management</b>
Seek out and schedule VSC group events; e.g., launch ramps- Coordinate with FSO-PA	Seek out and schedule VSC group events; e.g., launch ramps as opportunities present themselves and/or to help Vest needing VSCXs for the year to get the required 5 VSCs						
Track VSC count progress for all currently qualified VEs; work with VEs that have not yet completed 5 VSC in the current year	Track VSC count progress for all currently qualified VEs; work with VEs that have not yet completed 5 VSC in the current year	Track VSC count progress for all currently qualified VEs; work with VEs that have not yet completed 5 VSC in the current year	Track VSC count progress for all currently qualified VEs; work with VEs that have not yet completed 5 VSC in the current year	Track VSC count progress for all currently qualified VEs; work with VEs that have not yet completed 5 VSC in the current year	Track VSC count progress for all currently qualified VEs; work with VEs that have not yet completed 5 VSC in the current year		

# Overview . Accomplishing VSCs

## “ Factors

Number of VEs available in the Flotilla, and their activity levels

Potential VSC locations; close by, need to drive some distance, etc.

- Number of accessible boat launch ramps
- Marina locations and sizes
- Yacht Club locations, relationships, and sizes
- Commercial boat rental activities; numbers, sizes and locations

Ability to organize planned group activity field trips+

Time of year

## “ FSO-VE responsibilities

VEs must be currently certified and properly outfitted.

When acting as a group, all VEs should be in the same uniform

## “ FSO-VE responsibilities (cont.)

Working knowledge of local harbors, marinas, and launch ramps. Call on facility managers and become familiar with their local restrictions concerning VSC operations

Call on Marina and Yacht Club officials to develop VSC relationships

Group activities at launch ramps, Yacht Clubs, Marinas, etc.

- Target 1 / month Jan through Mar or Apr
- 2 / month Apr or May through Labor Day.

Collaborate with other Flotilla FSO-VEs to increase the number of VEs available for group activities

Seek out commercial vessel rental activities.

- A successful VSC program has many mutual benefits .
- Specialized training is available from the VE Chain of Leadership . highly recommended.

# Overview . Data Requirements & Sources

- “ FSO-VEs require multiple types of data on a routine basis; e.g., VSCs accomplished, list and number of current VEs, etc.
- “ Sources
  - Accurate list of currently qualified VEs . use AUX Directory
  - All other data . use AUXINFO
- “ AUXDATA (usually only the FSO-IS has access)
  - Feeds both AUX Directory (within 6 hours) and AUXINFO (every Sunday)
  - VSC numbers data feed to AUXINFO is usually accurate
- “ The related FSO-VE guidance provides access details

# Overview . Data Display

- “ The FSO-VE requires routine display of three types of information
  - Verification of current VE certifications . Aux Directory
    - Individuals
    - Flotilla level
  - Recorded VSCs accomplished . AUXINFO
    - There are several filters involved in obtaining the specific information desired
  - List of REYR-VEs . AUXINFO
- “ The related FSO-VE guidance provides step-by-step access details for each category of data, including filter settings
  - Use the FSO-VE Guidance, and practice access . its not hard
- “ The FSO-IS can also assist in using AUXINFO

# Overview . Job Aids

“ This listing provides resources for use by individual VEs and FSO-VEs

Contains links to many commonly used documents

Contains links to special subjects that may occasionally apply to a VSC task; e.g.,

- Working with commercial vessel rental companies
- Paddle Craft VSC considerations
- ~~Heat Sheets~~; Fire Extinguishers, Navigation Lights, Kaya Discrepancies, et al

# Leadership . VE Qual & Cert

- ” Key to success . select mentors who
  - Are experienced with a solid working knowledge of proper procedures
  - Can teach and lead
  - Not every well qualified VE makes a good mentor
- ” FSO-VEs should make opportunities to work with all Flotilla VEs
- ” Oh, by the way+
  - Not every long time qualified VE is a good VE
  - Some qualified VEs really need Continuing Education+
  - Don't be hesitant to arrange group reviews, take 5 or 10 minutes at a Flotilla meeting to refresh VE knowledge, etc.

# Leadership . VE Qual & Cert . Prospective-VEs

“ Finding new VEs is the most important FSO-VE leadership task

“ Where to look?

Advertise at Flotilla Meetings and as part of Flotilla communications

Work with the FSO-HR to get early notification of potential new members

- Be a new member mentor
- Make opportunities to talk about becoming a VE
- Have a training program in mind

Recruit boaters . emphasize the satisfactions of being a member of USCG Aux

- Once hooked on the Aux, then recruit for VE

“ FSO-VE guidance contains

Discussion of subject matter training

- Study materials
- Classroom

How to access the VE on-line test

- Open book
- 50 rotating questions (90% to pass)

Instructions for accomplishing mentored VSCs

- What are they, how many
- Required paperwork

The certification process

- Required paperwork submission
- Recognition of actual certification accomplishment



# Leadership . VE Re-Qual & Re-Cert REYR-VEs

## “ Potential easy source of additional VEs

Almost every Flotilla has at least one REYR-VE

When a REYR-VE expresses a desire for re-certification

- Develop a re-certification plan; education review, target number of mentored VSCs, schedule, etc.
- Lead the REYR-VE through the re-certification process as quickly as possible

## “ Considerations

Use an experienced and knowledgeable VE as the mentor

Include the identified REYR-VE in all VE events . %one of the gang+

## “ FSO-VE guidance contains recommended and mandatory steps to reach re-certification; tailor to the REYR-VE\$ situation

# Leadership . Working With REYR-VEs

- “ Extract a list of REYR-VEs (see Data Display guidance)
- “ Contact each REYR-VE
  - Learn why they are REYR
  - Ascertain interest in becoming re-certified
  - When it is clear the member will never attempt re-certification ask if they would send DIRAUX an email requesting their VE status be dropped from AUXDATA
- “ For REYR-VEs who do express a re-certification interest
  - Develop a re-certification plan
    - Attend a VE Workshop
    - Read the VE Manual
    - OJT
  - Assign a mentor
  - Announce at a Flotilla meeting that the member is working to become re-certified
  - Ask the FC to publicly give the member an %atta boy+or %atta girl+ (as appropriate)

# Leadership . Making Sense of VSC Numbers

“ Why is this required and when?

FSO-ISs do make data entry mistakes  
VEs occasionally believe they submitted a 7038, but it never was recorded

A task for the last third of each year

“ Three potential issues

VEs very seldom check their own numbers in AUXINFO

Some VEs need a prod to get their annual minimum number of VSCs accomplished (or at least reported)

Strange % of Trainee+VSCs appear in AUXINFO

“ Verify veracity of VSC numbers with individual VEs

Determine each VEs recorded VSC numbers

Provide the individual VEs the opportunity to affirm the recorded numbers are correct

When apparent discrepancies are noted facilitate a discussion between the involved VE and the FSO-IS

- Help the VE understand how to identify possible data entry issues
- Provide a copy of the missing or improperly recorded 7038(s)

# Leadership . Making Sense of VSC Numbers

“ VEs who have not met annual minimums

Talk with each of them

Affirm the VSC count recorded in AUXINFO is correct

Work out a plan to assist the VE in achieving annual minimums

Follow up!

“ Strange %Trainee+VSCs

Recorded %Trainee+VSCs for known prospective-VEs and REYR-VEs working towards re-certification should make sense

Look for, and resolve, %Trainee+VSCs credited to:

- Any member not known to be working on becoming certified/re-certified
- Previously certified VEs
- Finding these situations is NOT uncommon

# Management . 7038 Preparation & Submission

“ Every VE should be familiar with how to submit a 7038

Guidance is provided . in detail . in the related FSO-VE guidance

Help VEs become familiar with filling out and submitting 7038s

“ Apparent issues with electronic submissions

E-form 7038s saved to a home computer may not consistently transmit properly

For all electronic submissions add the submitters email address after the FSO-IS email address; separate with a comma

Ask the FSO-IS for confirmation of receipt

“ When reporting %Trainee+VSCs, a note about mentored exams is mandatory in the Remarks section

“ Best practices

Add VSC locations, identification data, and pass/fail information in the Remarks section

Don't save up+accomplished VSCs over time, and then combine a bunch of them on one 7038

- Almost guaranteed inaccuracies

Fill in the accomplishment date for the VSCs being reported in the %Date Submitted+. assumes timely submission

# Management . Distribution of VSC Year Stickers

## “ National level policy

Based on

- Flotillas \$ prior year VSC count (+10%)
- Divisions \$ number of VEs (5 X No. of VEs in the Division)

Division level allocation is an  
% Emergency Supply+

Sent out in late December each  
year

- Flotillas . sent to current year FC
- Division . sent to current year DCDR
- FSO-VEs and SO-VEs must hunt them down

## “ Re-order criteria

Additional stickers may be ordered

- **When the number of passed VSCs is  $\geq 50\%$  of allocation** . no exceptions, must be initiated by the FSO-VE
- Email order up the VE Chain of Leadership FSO-VE to SO-VE to ADSO-VE to DSO-VE
- DSO-VE will submit order to National
- Don't wait until you are out of stock!

SO-VEs often work within the Division to make temporary shortages go away

# Management . Awards

## “ Individual Vessel Examiners

### VE/RBSVP Service award



- 60+ VSCs in a calendar year
- May be awarded for a combination of other RBS activities
- Automatically generated when the minimum is reached as documented in AUXDATA

### Century Club award (National Certificate)

- 100+ VSCs in a calendar year
- Automatic, but shows up about one year late

### Auxiliary Recreational Boating Safety Insignia

- Requires 120 points per year in two consecutive calendar years
- One VSC = one point
- May be combined with points from PV activities
- Automatically generated when requirement is reached as documented in AUXDATA
- Prestigious, and a big deal - <110 in all of District 11 SR



## “ Flotilla awards involving VSC activity

Both involve

- Flotilla submitting an application
- District selecting the best application for forwarding

### Flotilla of the Year . BOAT US

- VSCs accomplished divided by number of Flotilla members is one of six criteria

### Best Flotilla in Vessel Safety Check and Marine Dealer Visits . Marine Retailers Association

- Six criteria, four involving VSCs accomplished and number of VEs in the Flotilla

## “ FSO-VE responsibilities

Planning and assistance to help individual VEs attain the individual VE awards

Be aware, having a VE end the year with 118 VSCs is an awful feeling!

Be prepared to respond to the FCS request for data to fulfill the requirements of the Flotilla Award applications

# Management . Assignment To Duty

- “ Required for VSC work in this District  
Covers both liability considerations and keeping leadership chain informed
- “ Individual VEs send an email to the Flotilla FSO-VE  
If VE is the FSO-VE, email to the FC
- “ For group activities the organizer may send an email covering the group of VEs  
Insure the above described leadership chain is on the addressee list  
The individual VE is responsible for ensuring they have an Assignment To Duty submitted by someone for each activity
- “ Email subject . Assignment To Duty Notification
- “ Email body content
  - Name
  - ID Number
  - Flotilla Number
  - What activity (e.g., VSCs, boating safety discussions)
  - Where (e.g., Lake Mead, Ventura Harbor)
  - Date (MM/DD/YR)
  - Start time (departure from home)
  - Finish time (return home)
  - Uniform (e.g., ODUs, VE polo shirt)
  - USCG Orders Yes/No (almost always No for VSCs)
- “ Do not expect a response /acknowledgement . Not Required



# Management . %oWant a VSC+

“ Requested by individual boaters on the National USCG AUX web site

%System+selects the five closest VEs (as the crow flies), their FSO-VEs and SO-VE(s), and sends an email to all (VEs are %To+addressees)

The VE taking the task should make the appointment and send a %Reply To All+email affirming the appointment

If no %Reply To All+email is received, the FSO-VE(s) involved should call the boater to check that an appointment has been made / a VSC has been accomplished

- If a VE has responded, thank the boater for his interest
  - ✓ Delete the email from your in box
- If no VE has responded, go ahead and facilitate an appointment; any VE can do the task (even the FSO-VE!)
  - ✓ Then, delete the original email from your in box

“ Follow up by VE leadership is very important!

# Management . VE Materials & Their Acquisition

“ The FSO-VE must maintain an inventory of selected handouts and forms

Most can be obtained from the Auxiliary National Supply Center

- Two forms, six pamphlets, and four stickers/placards . minimum recommended
- All can be ordered through the Flotilla FSO-MA using the appropriate ordering form

Some must be ordered from a State Boating & Waterways office (or equivalent)

- On-line, free . FSO-VE probably required to establish an account (easily done)

Occasionally from your local Sector Headquarters

- Only known pamphlet involves Sector LA-LB

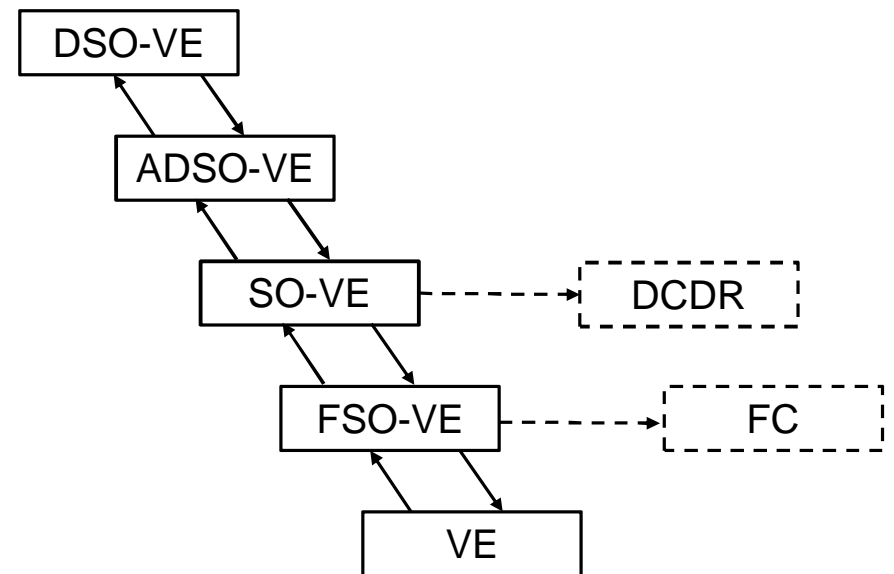
“ Think about how many VEs you are supplying, and how often each item is used; e.g.,

Fed Regs booklet, 7012 . every non-paddle craft VSC

MARPOL, Pollution placard . 26~~g~~ and don~~q~~ have one now

# Management . VE Community Communications

- “ Methods of record communication
  - Email
  - Vessel Examination web page
  - News & Notices+. often new safety related items
- “ Check your emails daily
- “ Try not to hold up retransmission (up or down the VE chain of Leadership) more than a day



# Management - Reporting

## “ Monthly FSO Reports

Verify due date with VFC; often <10<sup>th</sup> of each month

### Content

- Fine grain detail
- Accomplishments through the end of the reporting period
- See list of potential items in FSO-VE Reporting guidance

### Objective

- Keep Flotilla management informed of progress

**PLEASE – Be a Superstar - submit all reports on time**

## “ Reports to SO-VE

Verify due date with SO-VE

### Content

- Higher level plans to increase Flotilla VSC accomplishments
- Summary accomplishment details
- Commercial boat rental company plans
- Name of any Flotilla member who has just recently earned the RBS Device; when/where awarded.

### Objective

- Show the power of the Flotilla's good work

# VE Guidance . AUX FAC Vessel Examinations

- “ This is the sole guidance on the Vessel Examination web page that:
  - Is applicable to every VE conducting an Aux Facility VSC
  - Contains a **mandatory** procedure (as required by the OTO)
- “ FSO-VEs should influence which VEs accomplish Aux Facility VSCs
  - Often larger vessels
  - Multiple additional requirements ~~over~~ and above+a normal VSC . experience really helps
- “ Guidance contains:
  - Paperwork and photo processing and submission procedures involving the VE
  - Detailed guidance for all ~~over~~ and above+requirements
  - Recently promulgated inflatable PFD requirements

# VE Guidance . AUX FAC Vessel Examinations

## ” Considerations

Be very exacting in all facets of the Aux Facility VSC

- Read, understand, and precisely follow the instructions for completion of the 7003 or 7008 (as appropriate)
- Ensure all associated paperwork is included in the 7003/7008 package
  - ✓ e.g., Corporate Resolution (for Corporate owned vessels)
- Both normal VSC requirements and ~~over~~ <sup>over and above</sup> items have been verified proper
- The next time a QE is onboard, the VEs work will be double checked

Using a VE team makes a lot of sense

- Lead is an experienced VE who has accomplished Aux Facility VSCs previously
- Often the assistant has not done an Aux Facility VSC previously
- Assistant is submitted as a ~~Trainee~~ <sup>Trainee</sup> on the 7038 to get hours credit; not a mentored exam

Carry the Aux Facility VSC guidance paper when doing the exam

Any questions that require additional guidance . use your phone