

## Vessel Facility VSC Procedures

The procedures contained herein shall be followed when accomplishing all Vessel Facility Vessel Safety Checks (VSCs). Questions and any potential situation specific deviations shall be referred up the VE chain of leadership for resolution before completing a Vessel Facility VSC.

Vessel Facility VSCs should only be accomplished by experienced VEs. The necessary experience can be evaluated in terms of multiple recent VSCs accomplished on similar sized and equipped vessels. In addition to standard VSC requirements, there is mandatory additional equipment carried on board Vessel Facilities that requires examination, photographic requirements, and specific procedures associated with submission of the Vessel Facility VSC paperwork. VEs performing Vessel Facility VSCs need prior knowledge of these additional examination and submission requirements. It is recommended that any VE preparing to accomplish a VSC on board a Vessel Facility have previously assisted an experienced VE with Vessel Facility VSC experience on at least one Vessel Facility VSC.

Satisfactory completion of a Vessel Facility VSC, as described below, is required for all vessels being offered for service as a Vessel Facility. In addition to the ANSC Form 7012 VSC Form (hereafter 7012) (usually provided by the VE), the VE will complete the VE Sections of the applicable following form:

- ANSC 7003 (Rev 06-11) . VESSEL FACILITY INSPECTION AND OFFER FOR USE FORM . used with the examination of all non-PWC Vessel Facilities (hereinafter 7003)
- ANSC 7008 ((Rev 06-11) . PWC FACILITY INSPECTION AND OFFER FOR USE FORM . used with the examination of all PWC Vessel Facilities (hereinafter 7008)

### Vessel Facility VSC Procedures

- 1) The offeror of the Vessel Facility is responsible for completing the below designated sections of the applicable 7003 or 7008 form as specified below, before the VE arrives on-site to accomplish the VSC. The offeror must also assemble all required attachments to the applicable form. The VE should confirm these completed forms and attachments will be available for VE inspection upon the VE's arrival on site.
  - a. 7003
    - 1) Offeror . Sections I, II, III, and VII.
    - 2) VE . Sections IV and VI.
  - b. 7008
    - 1) Offeror . Sections I, II, III, and VIII.
    - 2) VE . Sections IV, VI, and VII.
- 2) Upon the VE's arrival on-site, and before commencing the VSC, the VE shall verify that the appropriate Vessel Facility Offer form has been properly

completed, that it correctly describes the vessel to be examined, and is properly signed.

- 3) The VE shall complete a 7012 and have it signed as per normal VSC requirements for each Vessel Facility VSC accomplished. The vessel may pass the standard VSC requirements associated with the 7012, and not pass the Vessel Facility inspection embodied in the 7003/7008 forms.
- 4) The VE shall complete Section VI (or VI and VII if a PWC) of the applicable 7003 or 7008.
  - a. The VE shall ensure that the identifying information on the vessel, the identifying information of the State Registration/USCG Certificate of Documentation (as applicable), and the applicable 7003/7008 are in precise agreement.
  - b. In general, 7003 Section VI (or 7008 Section VI and VII) are mandatory. There are some exceptions to the mandatory requirement, and these are discussed in Attachments 1 and 2.
  - c. In instances where the VE has a question about the appropriateness/ applicability of an item, and that item is not discussed in Attachments 1 or 2 (as appropriate), the VE must seek guidance up the VE chain of leadership before making an exception.
- 5) After completion of the 7003 Section VI requirements (or the 7008 Section VI and VII requirements) the VE shall take the following actions:
  - a. The vessel meets all requirements of the Facility Inspection form Sections noted above . Fill in and sign Section IV on the applicable form. Obtain the offeror's signature on the accompanying 7012. Do NOT apply a VSC sticker.
  - b. The vessel does not meet the requirements of the Facility Inspection form Sections noted above . Do NOT sign the form in Section IV. (The offeror must rectify the Section VI deficiencies, and then arrange for a re-exam. The re-exam will be conducted using a new set of Vessel Facility VSC and 7012 forms.)
  - c. The vessel meets normal VSC requirements, but not Vessel Facility requirements . Apply a current year VSC sticker.
- 6) The VE shall take four digital photographs of the Vessel Facility; bow, stern, port side, and starboard side.
  - a. The vessel shall not have any USCG AUXFAC identification on it when the photographs are taken; i.e., it shall be in "civilian garb".
  - b. State registered vessel . at least one of the photographs must clearly portray the properly applied state registration numbers.
  - c. USCG Documented vessel . at least one of the photographs must clearly show the vessel name and hailing port.
  - d. State registered and USCG Documented vessel . This occurs ONLY in states that require state registration for USCG Documented vessels. The required photographs must include all state required and USCG Documented external

- marking requirements; markings may be displayed across multiple photographs.
- 7) When the above requirements have been fulfilled, and the offered vessel meets all 7003 or 7008 requirements, the VE should leave the VSC site with the following:
    - a. The completed 7003 or 7008 form package, including any required attachments
    - b. The completed 7012
    - c. The required four photographs
  - 8) Post VSC requirements
    - a. The VE shall report the 7012 results as described below:
      - 1) Vessel meets the requirements on the applicable 7003 or 7008 form . enter the exam information on line three of Section II on the ANSC Form 7038.
      - 2) Vessel meets the requirements on the 7012 but does not meet the requirements on the applicable 7003 or 7008 . enter the exam information as a pass on line 1 of Section II on the 7038.
      - 3) Vessel does not meet the requirements on either form . enter the exam information as a fail on line 1 of Section II on the 7038.
      - 4) Submit the completed 7038 per normal procedures.
    - b. The VE shall submit the applicable 7003 or 7008 form package as described below. This submission should occur within three days after completion of the Vessel Facility VSC.
      - 1) Scan 7003 or 7008 package, as applicable, into a single .pdf file. (Do NOT include the associated 7012 and 7038 in the .pdf file.)
        - a) The .pdf file name must include the vessel identification; CF or USCG Documentation numbers.
        - b) If a VE has difficulty scanning the documents and making the necessary .pdf file, the VE should seek assistance from the FSO-VE or other Auxiliarist who may be of assistance.
      - 2) Email the .pdf file and the photographs to the OTO.
        - a) Use email address [D11-SMB-D11AUX-South@uscg.mil](mailto:D11-SMB-D11AUX-South@uscg.mil)
        - b) Mark the Subject Line . - Vessel Facility Offer For Use . add vessel identity (State Reg No. or COD No.)
        - c) Include any appropriate explanatory notes in the body of the email.
        - d) Attach the .pdf file and the four photograph files.
        - e) Send the email

Prepared by District 11 South DSO-VE July 30, 2018.  
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**Attachment 1 - NON-PWC AUX FAC VSC GUIDANCE FOR SELECTED ANSC 7003 (Rev 06-11) ITEMS (page 2)**

All Section VI items are mandatory, except as discussed in the following table. The VE must seek guidance from the VE chain of leadership before deviating from the information herein. Use normal VSC requirements and practices for items associated with recreational vessel VSCs unless otherwise specified below. Some items that are ~~recommended~~ items, as part of a normal VSC, are mandatory AUX FAC items. Items in the following table have Vessel Facility requirements and include some normal VSC items that have special Vessel Facility requirements.

<b>NON-PWC AUX FAC VSC GUIDANCE FOR SELECTED ITEMS</b>		
ANSC Form 7003 Item		VE Guidance
Number	Description	
1	Certificate of Compliance	If not found mark as N/A. If vessel is home built+advise FSO-VE before certifying vessel.
2	CG Capacity Plate	Originally required if length is less than 20q If not found mark as N/A.
8	Loud Hailer	Need not be powered; e.g., a megaphone.
13	Searchlight	May be hand held and battery powered.
14	Sound Producing Device	Horn or whistle; fog signals, maneuvering, danger signals. 110 db / audible at ½ mile. Smart Phone App acceptable.
17	RPM Table	Means of measuring speed; checked, signed, and dated within the last year. GPS alone is NOT sufficient.
18	Navigation Rules	Verify Record of Changes page corresponds with <a href="https://www.navcen.uscg.gov/pdf/navRules/CG_NRHB_20151130_Corrigendum.pdf">https://www.navcen.uscg.gov/pdf/navRules/CG_NRHB_20151130_Corrigendum.pdf</a> , or most current update from this web site is printed and onboard.
25	Tide Tables	Paper copy or two independent electronic sources.
26	Compass	Permanently mounted, Adequate size for vessel.
27	Deviation Table	Checked, signed and dates within the last year.
28	Light List	Printed copy of the segment of the USCG Light List that covers the AOR.
29	Navigation Plotting Instruments	Dividers or other measuring means, ability to lay out intended track on chart.
30	Search Pattern Plotting Guide	Coxswain SAR Guide Booklet downloadable from <a href="http://www.d11s.org/documents/OPFAC/SAR_Guide.pdf">http://www.d11s.org/documents/OPFAC/SAR_Guide.pdf</a>
31	Charts for Operating Area	Paper charts are required. Electronic charts may be used with paper back up onboard.
32	Adequate Fenders	Suitable size and numbers for towing vessels; serviceable condition
33	Alternate Propulsion	Required if length is ≤ 18q N/A if length is >18q
Continued on next page.		

NON-PWC AUX FAC VSC GUIDANCE FOR SELECTED ITEMS (Con't)		
ANSC Form 7003 Item		VE Guidance
Number	Description	
34	Anchor & Anchor Line	Suitable for operating area and vessel size. Polypropylene line is NOT acceptable. Extra anchor suitable for either stern anchor or primary vessel anchor. Rode appropriate to operating area required for both anchors.
35	Extra Anchor and Anchor Line	
41	Depth Sounder, Lead Line, or Sounding Pole	In addition to GPS and Chart Plotter.
42	Bilge Pump or Other Dewatering Device	Mandatory on AUX FAC. In addition to installed electric bilge pumps.
43	Fire Extinguishers	Use normal VSC procedures for verifying serviceability and quantity. All MUST be mounted and easily accessible.
44	Extra Fire Extinguisher	
47	PFDs	Boat crew brings own properly equipped PFDs. Type IV Throwable device required onboard. Type V PFDs must be Mustang Survival MD-3183 v34 with Maintenance Procedure Card MPC KB0143.0.
48	PFDs . 2 additional	Recommend at least 4 Type I, II, or III, including two Adult and two Child or Youth. Verify lights/whistles operate if attached.
49	Inland VDS	Required to have at least minimum number of serviceable, USCG approved VDS onboard for Coastal Waters. Required to have serviceable VDS acceptable for use in all other waters. Day orange distress flag must have black ball and black square in center.
52	Spare Navigation Light Bulbs	If the vessel's navigation lights use a removable incandescent or LED bulb in the socket, bulb holder or receptacle, spare bulbs must be carried. If the vessel has sealed LED navigation light fixtures that do not allow for bulb replacement, then spare bulbs are not required. Vessel Examiners may check item #52 <del>N/A</del> and write <del>LED</del> after the word <del>bulbs</del> .
54	Tools for Emergency Repairs	Tools for repair of vessel mechanical systems, and a damage control kit containing tools and equipment to control flooding; both kits appropriate for vessel.
56	Communications Capability	Two Marine VHF radios required; at least one mounted to vessel. If mounted VHF is DSC capable, MMSI must be incorporated. Mobile VHF MMSI, if incorporated, must agree with MMSI in mounted DSC capable VHF.

<b>NON-PWC AUX FAC VSC GUIDANCE FOR SELECTED ITEMS (Con't)</b>		
ANSC Form 7003 Item		VE Guidance
Number	Description	
57	Satisfactory Radio Check	Stand off and use hand held to verify operability of all radios
63	State Requirements	State rule book (VE provide if not onboard), Carbon Monoxide sticker set (CA)
68	Additional Items	None known

**Attachment 2 - PWC AUX FAC VSC GUIDANCE FOR SELECTED ANSC 7008 (Rev 06-11) ITEMS (page 2)**

All Section VI and VII items are mandatory, except as discussed in the following table. The VE must seek guidance from the VE chain of leadership before deviating from the information herein. Use normal VSC requirements and practices for items associated with recreational vessel VSCs unless otherwise specified below.

<b>PWC AUX FAC VSC GUIDANCE FOR SELECTED ITEMS</b>		
ANSC Form 7008 Item		VE Guidance
Number	Description	
VI - 14	Certificate of Compliance	If not found mark as N/A.
VII - 3	Satisfactory Radio Check	Attempt to use available radio to verify operability of Item 2 hand held radio. If no responding radio is found, leave blank and enter a note on the form.
VII - 23	PWC Tool Kit	Socket wrenches of appropriate size, spare hose clamps, screw drivers, flashlight as a minimum