

## **Vessel Examination Staff Officer (FSO-VE)**

Ref: Auxiliary VE Instructor Guide (CIM16796.4) **(ANSC# 2003)**

Vessel Examiner Student Material **(ANSC# 2000)**

Includes: Auxiliary VE Manual (CIM16796.2) **(ANSC# 2001)**

Auxiliary VE Study Guide (CIM16796.5) **(ANSC# 2002)**

CME Checklists 1995 (AUX-204) **(ANSC# 7012)**

CME Card & Instruction (CME Info System, CG-5232) **(ANSC# 7045)**

Personal Watercraft Craft Check Sheet (AUX-204A) **(ANSC# 7011)**

PFD Panda Award Card **(ANSC# 6048)**

Vessel Facility Check Off Form (CG-2736) **(ANSC# 7003)**

Auxiliary Web Site (<http://www.cgaux.org>)

### DUTIES

- a. Exercise staff responsibility and supervision over all matters pertaining to the flotilla's Vessel Safety Checks (CME) Program, the Marine Industry Program, and the inspection of facilities. Keep flotilla members informed of all developments in your area.
- b. Unless otherwise directed, you are to schedule qualified Auxiliarists schedule must include a specific time and place for the activity.
- c. Maintain close liaison with the SO-VE to implement the Vessel Safety Checks and Marine Dealer Visitation programs established for district-wide or division use.
- d. Coordinate and cooperate with the FSO-MT to encourage and increase the number of qualified Courtesy Examiners and Marine Industry Visitors.
- e. Maintain a close contact with flotilla vessel examiners and marine industry visitors to encourage increased activity and maintenance of uniformly high standards.
- f. Maintain current records of facility inspections, Vessel Safety Checks, dealer visits, decal distribution and for such other purposes as may be required to effectively discharge your responsibilities.
- g. In coordination with FSO-OP, develop and direct an organized program of early activity for securing 100% facility inspections prior to the district deadline date. Provide facility owners a copy of checklist at least 2 weeks in advance of inspections.
- h. Co-chair, with the FSO-MT required seminars for vessel examiners and Program Visitors. Utilize nationally approved guides. Establish a follow-up system to ensure that all examiners and Program Visitors attend the seminar, offering make-up seminars when necessary.
- i. Do the utmost to ensure the quality and integrity of all such safety checks, examinations, inspections and visits.
- j. Work with the FSO-PA to actively advertise the Vessel Safety Checks program to the public. Coordinate with FSO-PA to foster a close understanding of the programs among state and municipal boating officials for the purpose of stimulating greater public participation and increased safety check activity.

- k. Encourage continued qualification of new examiners and Program Visitors by assisting the FSO-MT in organizing and supervising periodic I. Maintain current records of facility inspections, safety checks, and marine industry visits. Ensure that all reports relating to Vessel Safety Checks, facility inspections and marine dealer visits are correctly completed and promptly forwarded.
- m. Report monthly to the VFC and the members on the progress and activities in the Vessel Safety Checks program, facility inspections and marine dealer visits.
- n. In cooperation with the FSO-IS, establish a follow-up system to ensure that no examiner loses qualification from failure to perform the minimum number of Vessel Safety Checks each year.
- o. Maintain a follow-up program on dealer visits to ensure that no Program Visitor loses qualification from a failure to perform the required number of visits each year.
- p. Issue Seals of Safety and Marine Dealer decals to flotilla examiners and visitors, and maintain accountability of all decals provided for the flotilla's use.
- q. Oversee and coordinate the Flotilla Marine Industry Visitation Program, assisting visitors to schedule visits without duplication, assigning areas to ensure that all dealers are covered and providing visitors with decals. Cooperate with the SO-VE and report all visits in the monthly VE reports.
- r. In connection with the FSO-MV ensure that all marine dealers in the schedule of all PE courses and Vessel Safety Checks stations with contact phone numbers. Ideally, the dealers would be furnished this information in the form of handouts for distribution to customers.
- s. Examiners should be assigned each weekend to specific marinas. Give particular emphasis on National Safe Boating Week and/or the early part of the boating season.
- t. The FSO-VE will report at each flotilla meeting which ramps were manned during the preceding month and which marinas were covered. The examining plan for the following month should be finalized.