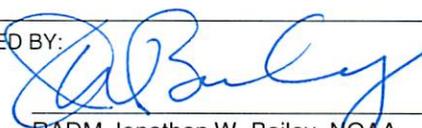


	OFFICE OF MARINE AND AVIATION OPERATIONS	PROCEDURE	VERSION
		0251-01	2.0
	AUTHORIZED BY:  RADM Jonathan W. Bailey, NOAA Office of Marine and Aviation Operations	EFFECTIVE DATE	June 14, 2012
		REVIEW DATE	June 14, 2015
		RESPONSIBLE POSITION	Chief SECD

FLEET INSPECTIONS

1. PURPOSE

- 1.1 This document establishes inspection procedures to be followed when inspecting all ships in the National Oceanic and Atmospheric Administration (NOAA) fleet including: Allocation, Scheduling, Inspection, Reporting, Readiness Determination, and Deficiency Tracking.
- 1.2 This version:
 - 1.2.1 Reassigns some responsibilities and notifications based on the current staffing configuration of of the Marine Operations Center (MOC). Sections 3.1.1, 3.8.3, 3.8.4, 3.9.3, 3.9.4, 3.9.5, 3.9.6, 3.10.3, 3.10.4, 3.13.1, 3.13.2, 3.14.1, 3.14.2, 3.14.3, 3.14.4, 3.15.1, 3.16.1, Attachment A.
 - 1.2.2 Includes the required periodicity and type of inspections. Section 3.3.2 – 3.3.5.
 - 1.2.3 Modifies the pre-inspection package components. Section 3.6.1.
 - 1.2.4 Modifies the Inspection debrief components. Section 3.7.4.

2. SCOPE

- 2.1 This applies to the Office of Marine and Aviation Operations (OMAO) Fleet Inspection Program (FIP), NOAA Fleet Council (FC), Fleet Working Group (FWG), Marine and Aviation Operations Centers (MAOC), MOC, Marine Operations Center – Atlantic/Pacific (MOC-A/P), and all ship Commands.

3. RESPONSIBILITIES AND PROCEDURES

3.1 Annual Maintenance Schedules

- 3.1.1 The MOC Marine Engineering Branch (MEB) shall provide the MOC liaison to the FWG with the schedule of dry-dock and alongside repair periods so the fleet inspection schedule will not conflict with major maintenance tasks scheduled for each ship.

3.2 Inspection Periods in the NOAA Fleet Allocation Plan

- 3.2.1 The FWG shall:
 - Develop the Fleet Allocation Plan (FAP) and submit to the FC.
 - Coordinate with the Fleet Inspection Team Leader (FITL) and MOC-A/P to identify in the FAP the continuous 2-week inspection period for each ship. Inspections will be scheduled to minimize impact on a ship's mission while allowing for repair or replacement of items identified during the

inspection. Program project requirements are to be integrated with maintenance and inspection schedules, and coordinated with FITL and MOC-A/P if conflicts arise.

- Submit subsequent drafts and final FAP to the FC for approval.

3.3 Fleet Inspection Scheduling

- 3.3.1 The fleet inspection schedule for each ship shall be incorporated into the FAP and be approved by the FC.
- 3.3.2 Ships with fewer than 50 category 1, 2, and 3 deficiencies identified on the fleet inspection will be scheduled for the next inspection in 15-18 months.
- 3.3.3 Ships with 50 or more category 1, 2, or 3 deficiencies identified on the fleet inspection will remain on or revert back to an annual inspection (9-15 months from the last date of inspection).
- 3.3.4 MOC-A/P Commanding Officers (MOC-A/P CO), Chief OMAO Safety and Environmental Compliance Division (SECD), and NOAA ship COs may request that a ship scheduled for an 18-month inspection cycle be inspected more frequently based on an analysis of risk. Such factors as a major accident/incident; significant change in the material condition of the ship; significant turn-over in ship's crew; and rate of progress in working off existing deficiencies will be considered as part of the risk analysis.
- 3.3.5 Fleet inspections shall be scheduled in such a way as to provide a segment of the inspection while the ship is underway for observing crew response to emergency drills and checking ship systems during operating conditions. Underway inspections are required at a minimum of once every 24 months for the NOAA ship fleet. Ships on an 18-month inspection cycle shall be inspected underway during every inspection.

3.4 Notification of Postponement or Rescheduling Inspection

- 3.4.1 If due to unexpected circumstances the ship cannot perform the fleet inspection in accordance with the fleet allocation plan, the ship's CO shall contact their respective MOC-A/P Operations Branch (MOC-A/P OPS) with the reasons for needing to change the date, and a proposed alternate date.
- 3.4.2 The respective MOC-A/P OPS shall then coordinate the date change directly with the FITL if the date:
- Can be changed without affecting the continuous 2-week inport period requirement
 - Still meets the requirements for an inspection as described in section 3.3
 - Does not impact other ship inspections per the latest Fleet Inspection Schedule
- 3.4.3 If these conditions cannot be met, the respective MOC-A/P CO shall coordinate the date change and/or changes to the inspection scope with the Chief SECD.

3.5 Detailed Sailing Schedule

- 3.5.1 The ship CO shall incorporate the required continuous 2-week fleet inspection period into the ship's detailed sailing schedule in accordance with the approved FAP.

3.6 Pre-Inspection Package

- 3.6.1. The FITL shall provide the ship CO with a pre-inspection package no later than one (1) month prior to the Fleet Inspection Team's (FIT) arrival. The pre-inspection package shall consist of:
- Inspection Notification/Announcement Letter
 - Customized Inspection Criteria References (ICRs) for the ship
 - Intellex Summary Report (containing all open action items)

3.7 Inspections

- 3.7.1 Inspections shall be conducted during the beginning of the 2-week inspection period.
- 3.7.2 The first week of the continuous 2-week inspection period shall be reserved to conduct the inspection and the second week shall be reserved to correct deficiencies prior to sailing and develop a Corrective Action Plan (CAP) for outstanding deficiencies.
- 3.7.3 Fleet inspections shall begin with a pre-brief which will:
- Discuss sequence of events and revise timelines
 - Identify crew members necessary for fleet inspection
 - Identify concurrent work or scheduling conflicts
 - Review known deficiencies and inoperative equipment
- 3.7.4 Fleet inspections shall conclude with a debrief which will:
- Review deficiencies, location of each deficiency, and/or explanation if needed
 - Provide updates to deficiency status
 - Assign responsibility for each deficiency

3.8 Summary of Findings Report

- 3.8.1 To provide maximum time to correct Category 1 deficiencies, the FITL shall advise the ship CO and MOC-A/P CO immediately upon identifying any Category 1 deficiency.
- 3.8.2 The FITL shall furnish informal inspection notes describing deficiencies to the ship CO during the fleet inspection debrief.
- 3.8.3 Within 2-3 business days of the debrief, the FITL shall submit a "Summary of Findings Report" incorporating a list of all deficiencies, updates, and changes from the debrief. The "Summary of Findings Report" shall be e-mailed to the ship CO, MOC-A/P Chief OPS, Chief SECD, STEM, port engineer, and MOC-A/P CO.
- 3.8.4 Within 2-3 business days of the debrief, STEM shall submit a preliminary draft CAP populated with all deficiencies identified in the "Summary of Findings Report" incorporating a list of deficiencies, updates, and changes from the debrief. The draft CAP will contain a header identifying this version as, "*PRELIMINARY POST INSPECTION DRAFT CAP – not yet entered into Intelix for tracking.*" The preliminary draft CAP will be e-mailed to the ship CO, MOC-A/P Chief OPS, Chief SECD, STEM, port engineer, and MOC-A/P CO

3.9 Corrective Action Plan

- 3.9.1 All Category 1 deficiencies require initiation of immediate corrective action with the ship returning to port when at sea or delaying sailing until corrected when in port.
- 3.9.2 The ship, in collaboration with MOC-A/P, shall correct all Category 2 deficiencies at the earliest possible time, ideally prior to the next scheduled departure date.
- 3.9.3 At the end of the fleet inspection period, the ship CO shall finalize the draft CAP that was obtained from STEM to address the noted Category 1, 2, and 3 deficiencies in the "Summary of Findings Report" (see Attachment A). The CAP should be sent to the respective MOC-A/P CO with a copy to FITL, no more than 21 calendar days after the debrief.
- 3.9.4 For each unresolved Category 1, 2, or 3 deficiency, the ship CO shall initially assign (for every item in the CAP) a target date, a description of the corrective action, an estimate of time required to correct, a

cost estimate (if possible), any amplifying comments (identify outside source, need for coordination with the American Bureau of Shipping, etc.), and the responsible branch/division if outside assistance is required, e.g., Chief MEB/EEB, or Chief SECD. All deficiencies shall be corrected prior to the next fleet inspection. For each deficiency, only one person/entity shall be listed as the overall responsible party, regardless of required coordination between departments, organizations, and contractors. The responsible entity is required to provide updates on behalf of any and all groups involved with the deficiency, including communication between the groups in the interest of resolving the deficiency. Changes to the primary responsible entity will only be authorized by the MOC-A/P CO, and the new responsible entity shall be consulted prior to reassignment (if outside the chain of command) and notified of the change.

- 3.9.5 The CAP shall be reviewed and approved by the MOC-A/P CO in consultation with the ship CO, FITL, STEM, and the Chief MEB/EEB, prior to forwarding to MOC.Fleet.Inspection@noaa.gov. This version of the CAP shall be identified in the header as, "MOC-A/P-CO APPROVED CAP." The approved CAP shall be submitted no more than 35 calendar days after the debrief.
- 3.9.6 The CAP deficiency items shall be entered into the Safety Management Database, Intelex, by STEM upon receipt of the final version approved by MOC-A/P CO and transmitted via MOC.Fleet.Inspection@noaa.gov for tracking of outstanding deficiency items.

3.10 Ship Readiness

- 3.10.1 If a Category 1 deficiency is discovered, whether by a fleet inspection or a Technical Assistance Visit (TAV) (see 3.13), the respective MOC-A/P CO shall oversee the deficiency correction process and make sail/no sail determinations.
- 3.10.2 Based on the recommendation of the ship CO, the respective MOC-A/P CO shall decide whether the ship is ready to sail or must remain in port until any remaining deficiencies have been properly addressed.
- 3.10.3 The respective MOC-A/P CO shall submit a memorandum to the Director MOC describing the conditional readiness of the ship and justifying a "sail" decision by the end of the fleet inspection period. The justification must address the identified Category 1 deficiencies, how they are being addressed, and the ability of the ship to operate safely and appropriately pending resolution of the deficiencies.
- 3.10.4 The Director MOC shall submit a memorandum to the Director MAOC describing the conditional readiness of the ship and justifying a "sail" decision by the end of the fleet inspection period. The justification must address the identified Category 1 deficiencies, how they are being addressed, and the ability of the ship to operate safely and appropriately pending resolution of the deficiencies.

3.11 Submission of the Annual Inspection Report

- 3.11.1 The Chief SECD shall submit the Annual Inspection Report, via the Deputy Director OMAO to the Director OMAO no later than 50 calendar days after the debrief.

3.12 Annual Inspection Report Approval

- 3.12.1 The Director OMAO shall approve the final annual inspection report no more than 60 calendar days after the debrief. The annual inspection report shall include a listing of all deficiencies found during the fleet inspection and an approved CAP for each remaining outstanding deficiency. The approved final report shall be addressed to the Director MAOC.

3.13 Technical Assistance Visit

- 3.13.1 By request, the FIT may provide additional assistance outside the regular fleet inspection cycle where ship readiness is a concern by scheduling a TAV. Within two (2) business days of the debrief, the FITL shall submit a "TAV Summary of Findings Report" incorporating a list of all deficiencies, updates, and changes from the debrief. The "TAV Summary of Findings Report" shall be e-mailed to the ship CO,

MOC-A/P Chief OPS, Chief SECD, STEM, port engineer, and MOC-A/P CO. This report is not in conjunction with a fleet inspection; therefore, a letter from the Director OMAO will not be issued.

- 3.13.2 Within two (2) business days of the debrief, STEM shall submit a preliminary draft TAV CAP populated with all deficiencies identified in the "Summary of Findings Report" incorporating a list of deficiencies, updates, and changes from the debrief. The draft TAV CAP shall contain a header identifying this version as, "*PRELIMINARY POST INSPECTION DRAFT TAV CAP – not yet entered into Intelex for tracking.*" The preliminary draft TAV CAP shall be e-mailed to the ship CO, MOC-A/P Chief OPS, Chief SECD, STEM, port engineer, and MOC-A/P CO.

3.14 Technical Assistance Visit Response

- 3.14.1 At the end of the TAV, the ship CO shall prepare the final CAP to address the noted Category 1 and 2 deficiencies in the "Summary of Findings Report." The CAP shall be sent to the respective MOC-A/P CO, with a copy to the FITL using the format described on the "Summary of Findings Report", no more than 21 calendar days after the debrief.
- 3.14.2 For each unresolved Category 1 or 2 deficiency, the ship CO shall initially assign, for every item in the CAP, a target date, a description of the corrective action, an estimate of time required to correct, a cost estimate (if possible), any amplifying comments (identify outside source, need for coordination with the American Bureau of Shipping, etc.), and the responsible branch/division if outside assistance is required, e.g., Chief MEB/EEB or Chief SECD.
- 3.14.3 The CAP shall be reviewed and approved by the MOC-A/P CO in consultation with the ship CO, FITL, STEM, and the Chief MEB/EEB prior to forwarding to MOC.Fleet.Inspection@noaa.gov. This version of the CAP shall be identified in the header as, "*MOC-A/P-CO APPROVED TAV CAP.*" The approved CAP shall be submitted no more than 35 calendar days after the debrief.
- 3.14.4 The CAP deficiency items shall be entered into the Safety Management Database, Intelex, by STEM upon receipt of the final version approved by MOC-A/P CO and transmitted via MOC.Fleet.Inspection@noaa.gov for tracking of outstanding deficiency items.

3.15 Deficiency Tracking

- 3.15.1 No more than 15 business days after receipt of the "*MOC-A/P CO APPROVED CAP*" or "*MOC-A/P CO APPROVED TAV CAP*" all Category 1, 2, and 3 deficiencies shall be entered into the Safety Management database, Intelex, by STEM.
- 3.15.2 The status of all Category 1, 2, and 3 deficiencies shall be updated in Intelex as the deficiencies are corrected or the CAP is updated.

3.16 Deficiency Follow-up

- 3.16.1 The ship CO shall submit the updated CAP monthly via e-mail attachment to the applicable MOC-A/P Chief OPS and MOC-A/P CO. The update shall denote all closed items, describe how they were corrected ensuring to address all of the deficiency's concerns, and describe any variances from the approved CAP. The respective MOC-A/P CO is responsible for ensuring the CAPs are consolidated and forwarded monthly to MOC.Fleet.Inspection@noaa.gov.
- 3.16.2 At the target due date, and periodically thereafter, the party responsible for open deficiencies will receive Intelex e-mail reminders that the item is still open. When a reminder is received, the ship CO shall update the applicable item in the CAP for which they are responsible. Other responsible parties, excluding the ship CO, shall update the applicable item in the CAP by preparing an e-mail addressed to MOC.Fleet.Inspection@noaa.gov, and stating the updated status of the deficiency, the date it was corrected, or a new estimated target date for completion.

3.17 **Final Inspection Reports**

3.17.1 All final inspection reports shall be entered in "Category 0200 – Audits and Inspections" of the Document Management System. The report of each ship shall be filed under the ship's name.

3.18 **Official Record**

3.18.1 The SECD shall maintain the official record of all final inspection reports.

4. **RECORDS AND REPORTS**

Inspection Reports

5. **REFERENCES**

OMAO Policy 0250, Category 0200 - Inspections

6. **DEFINITIONS**

Category 1 Deficiency	Any failure or absence of vital equipment or systems essential to the safety of the ship or its personnel. Such a condition requires initiation of immediate corrective action with the ship returning to port when at sea or delaying sailing until corrected when in port.
Category 2 Deficiency	Any significant reduction in the ship's ability to combat fire or flooding, provide adequate lifesaving and emergency equipment, or provide a safe and sanitary working and living environment.
Category 3 Deficiency	Any failure to comply with established policies, directives, instructions, or standard marine practices.
Inspection and Safety Recommendation	Any recommendation addressing suggested marine industry best practices, proposed new regulatory rulemaking, and identification of potential risk. Recommendations will be included in the official inspection report.
FC Terms of Reference	Provides direction to the FC on the Purpose, Executive Secretariat, Membership, Roles and Responsibilities, and Decision Making Process.
Fleet Inspection Team	Personnel and contractors from OMAO responsible for visiting ships in order to conduct inspections.
Fleet Working Group	Responsible for developing the FAP for submission to the FC, and coordinating with the FIT and MAOC to identify the 2-week inspection period of the FAP.
NOAA Fleet Council	Final authority within NOAA on all matters regarding fleet allocations and the FC Terms of Reference.
Technical Assistance Visit	A 2-day Fleet Inspection, focusing on Category 1 and 2 deficiencies and casualty control drills, which is initiated by request.

7. NOTES

Effect on Other Documents: Rescinds and incorporates OMAO Bulletin 2012-01 (Fleet Inspections), and OMAO Bulletin 2012-03 (Underway Fleet Inspections).

Distribution: OMAO FIT, NOAA FC, FWG, MAOC, MOC, MOC-A/P, NOAA ships

Document History:

<u>Version</u>	<u>Effective Date</u>	<u>Brief Description of Changes</u>
2.0	5/30/12	<ul style="list-style-type: none"> a. Based on MOC reconfiguration, reassigned some responsibilities and notifications in §§ 3.1.1, 3.8.3, 3.8.4, 3.9.3, 3.9.4, 3.9.5, 3.9.6, 3.10.3, 3.10.4, 3.13.1, 3.13.2, 3.14.1, 3.14.2, 3.14.3, 3.14.4, 3.15.1, 3.16.1, Attachment A. b. Added required periodicity and type of inspections in §§ 3.3.2 – 3.3.5. c. Modified pre-inspection package in § 3.6.1. d. Modified the inspection debrief in § 3.7.4.
1.0	6/2/10	Initial Document

Corrective Action Plan Checklist for Ship Commanding Officer

- Obtain the preliminary Corrective Action Plan template (MS Excel spreadsheet file) from the STEM.** Data entered will be directly off the deficiency list provided in the *Summary of Findings* report.
- Perform initial review of the Corrective Action Plan template.**
 - Confirm all Category 1, 2, and 3 deficiencies are included from *Summary of Findings* report.
 - Identify all deficiencies charged to entities off the ship (i.e., *Marine Engineering Branch, Marine Operations Center, Electronics Engineering Branch, Safety and Environmental Compliance Division, etc.*)
- For ship assigned deficiencies, ensure each item has all data fields completed to include:**
 - Target date for completion
 - Description of the corrective action
 - Estimate of time required to correct
 - A cost estimate (if possible)
 - Responsible person
 - Amplifying comments if needed to explain the situation (i.e., identify outside source needed for assistance, need to coordinate with ABS, etc.)
- Final check, ensure all fields are filled in. Corrective action descriptions are clear. Ensure there are no blank fields with regard to corrective action descriptions.**
- Send via e-mail to the respective MOC-A/P CO (cc: respective MOC-A/P Operations Officer, and FITL) requesting review and MOC-A/P CO approval of plan.**

Corrective Action Plan Completion Checklist for Marine Operations Center

- As directed by the respective MOC-A/P CO, subordinate performs review and summarizes for CO approval.**
 - Respond to all MOC-A/P related deficiencies by providing the following minimum information in the spreadsheet.
 - Target date for completion
 - Description of the corrective action
 - Estimate of time required to correct
 - A cost estimate
 - Responsible person
 - Amplifying comments if needed to explain the situation (i.e., identify outside source needed for assistance, need to coordinate with ABS, etc.)
 - Contact the Fleet Inspection Team Leader if unclear or require further clarification. Minimum information (listed above) in the corrective action plan is still required.
 - For deficiencies assigned to outside branches or divisions, make contact to consult with decision making authority representatives of those branches/divisions and obtain comprehensive feedback detailing corrective action. Minimum feedback must provide data for all data fields identified. Ensure these corrective actions requiring external resources (augmentees, money, work packages) are highlighted.
 - Review the entire plan and highlight unresolved deficiencies that require MOC-A/P CO consideration prior to blanket MOC-A/P CO approval.
 - Develop initial recommendations for resolution to unresolved deficiencies.
 - Obtain feedback/final decisions from the MOC-A/P CO indicating approval conditions, and update the Corrective Action Plan (MS Excel file) as necessary. *Note: MOC-A/P CO approval indicates agreement on all proposed corrective actions to include time, cost, target dates, and identification of how external resources (augmentees, funds, work packages) will be provided.*
 - Save the Corrective Action Plan with a filename to clearly indicate respective MOC-A/P CO approval and send to MOC.Fleet.Inspection@noaa.gov.