

UPV Check-off Sheet

UNINSPECTED PASSENGER VESSEL

Vessel Name: _____ POC: _____ Phone: _____

EXAMINER: _____ DATE: _____ Vessel Representative: _____

**** indicates a suggestion – not a requirement for the decal**

1	NUMBERING		SAT	UN-SAT	N/A
	Documented vessels: vessel name and hailing port on stern, minimum 4" lettering	46CFR 67.123			
	Documented vessels: vessel name on port & starboard bow, minimum 4" lettering	46CFR 67.123			
	Documented vessels: Official number permanently on interior structural part of hull, minimum 3" block-type Arabic numerals	33CFR 173.27 ABYC T-10.3			
	Not documented: State Numbers & validation sticker displayed	33CFR 173.35			

Examination notes: markings clearly visible, contrasting color to background

2 REGISTRATION/DOCUMENTATION Doc #: _____

Documented vessels; >5 net tons (about 25 ft.), documented for coastwise trade	46CFR 67.15			
Documented vessels: original documentation certificate on hoard. properly endorsed (e.g. coastwise trade, recreation) and valid	46CFR 67.7 & 163			
Not documented: original state numbering certificate on board	33CFR 173.21			

3 PERSONNEL - USCG LICENSE License Doc #: _____ Expir date: _____

Operator has proper USCG license (Operator UPV or Master license)	46CFR 15.605 & .905			
Original License in operator's possession on board the vessel	46CFR 26.20-1(a)			
Operator is licensed for waters navigated	46cfr 15.401			
** Aware of Sufficient number of operators for two watches (if voyage over 12 hours)	46USC 8104(b)			

Examination notes: License must be applicable for vessel operation and tonnage. Check for required items. Original license on board Match identification on license against ID (e.g. driver's license). number. - License should be signed ~ **Record DOB:** _____

4 HULL IDENTIFICATION NUMBER HIN: _____

If documented vessel, use the DOC # as HIN	33CFR 181.23 / ABYC T-10			
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5 NAVIGATION LIGHTS

Proper navigation lights	33CFR 84 / ABYC A-16.5.2			
All around anchor light	33CFR 84 / ABYC A-16.6.5			

6 ANCHOR & ANCHOR LINE

** Suitable for vessel with sufficient anchor line for area of operations	ABYC H-40.4			
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7 SOUND PRODUCING DEVICE

Whistle or Horn	33 CFR 86.23 / ABYC A-23.5			
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Examination notes: Athletic whistle not acceptable for vessels over 12 meters (39.4 ft)

8 RING LIFE BUOY Number of: _____

Throwable life ring required for vessels > 26 ft. at least 20 inch size.	46 CFR 25.25-5(d)			
Immediately available	46 CFR 25.25-9			
Buoyant 3/8" grab line	46 CFR 160.050			
CG Approval	46 CFR 160.050			
Type 1 reflective tape is NOT REQUIRED on the ring life buoy.	46 CFR 25.25-15			

Examination notes: Can be orange or white. Must be orange if vessel goes into Canada. Lifeline not required. Grab line should be equally spaced in 4 quadrants. Test beackets and grab line for durability. Vessel < 26 ft are required to carry aboard at least one Type IV throwable device, e.g. buoyant cushion. For vessels > 65 ft 3 are required

Vessel Name: _____ DATE: _____

9	BELL		SAT	UN-SAT	N/A
Required in addition to whistle or horn on vessels >65 ft.		33CFR 86.23 ABYC A-23.5 c			

Examination notes: < 65 ft. Can use equipment having the same sound characteristics in lieu of bell (e.g. electronic device)

10	PERSONAL FLOTATION DEVICES	Number of Adult: _____	Child: _____		
Type 1 CG approved PFD of suitable size for each person		46CFR 25.25-5(c)(f)			
Type I reflective material on each PFD		46CFR 25.25-15			
PFD device light (make sure batteries are current) Exp.Date:		46CFR 25.25-1			
Readily accessible ~ (only Type I PFDs in the locker)		46CFR 25.25-9			
In serviceable condition # Adult _____ # Child _____		46CFR 25.25-11			
USCG approval numbers visible		46CFR 25.25-7			

Life Floats: (not required) # of: _____ Capacity: _____

11	FIRE EXTINGUISHERS	Number of B1: _____	B2: _____	Fixed system: _____	insp date: _____
USCG approved portable extinguishers		46CFR 25.30-5(5) ABYC A-4.6.1			
USCG approved or CERTIFIED for marine use		ABYC A-4.7.1			
Manufacturer name plate attached giving specifications		46CFR 26.30-10(d)			
Minimum number of portable extinguishers With no fixed system in engine spaces: > 26 ft, less than 40 ft ... at least 2 B-1 portable extinguishers > 40 ft, less than 65 ft ... at least 3 B-1 portable extinguishers		46CFR 25.30- 20(a)(1)&b)(1) TABLES ABYC A-4.6.3			
Pressure gauge or indicating device		46CFR 25.30-10(h)			
Proper bracket for B-II extinguishers		46CFR162.028-3(g)			

Examination notes: If mfg date before 1/1/65 and not fitted with gauge, must be weighed every 6 months. Frangible disk intact and not damaged or leaking (46CFR 25.30-10(g)) **Record Number of each Type: Adult:** _____ **Child:** _____

12	VISUAL DISTRESS SIGNALS				
Readily Accessible		33CFR 175.120			
Date Current Record Expir. date:		33CFR 175.125			
CG Approval		33CFR 175.128			

Examination notes: 3 day and 3 night or 3 day/night combination / ** should be in a weatherproof case

13	CG CAPACITY PLATE				
Visible plate for monohull power vessels < 20 ft.		33CFR 84 / ABYC A-16.5.2			

Examination notes: This plate must be marked with the number of persons capacity in whole numbers of persons and in pounds, the maximum weight capacity in pounds, and the maximum horsepower for that boat or the words "This Boat Not Rated for Propulsion by motor".

14	CERTIFICATE OF COMPLIANCE LABEL				
Required for monohull power vessels < 20 ft.		ABYC H-40.4			

Examination notes: This label is affixed by the boat's manufacturer and should contain the following statement: "This Boat Complies with U.S. Coast Guard Safety Standards in Effect on the Date of Certification".

15	VENTILATION - Gasoline Engine				
Gasoline fuel tanks must be properly ventilated & grounded		33 CFR 86.23 / ABYC A-23.5			
Blower warning label		33 CFR 86.23 / ABYC A-23.5			
Exhaust blower must work if vessel was built after July 1980 Lines must be in lower 1/3 of compartment above bilge water		33 CFR 86.23 / ABYC A-23.5			

Examination notes: Each fuel tank and engine compartment vented with 2 vents fitted with cowls: 1 exhaust, 1 Intake. Check for holes, leaks. Check direction of exhaust discharge/ See 33CFR 183.520 & 175.201 for venting fuel tanks. Ensure flame screens on vents are properly fitted and not painted over or gummed over. Vent screens required.

Vessel Name: _____ DATE: _____

16	BACKFIRE FLAME ARRESTER - Gasoline Engine	SAT	UN-SAT	N/A
	For Gasoline engines; properly installed and clean	46 CFR 25.35-1		

Examination notes: CG no longer approves backfire flame arrestors, however, CG approval numbers 162.015 or 162.042 can be continued in use if in good condition & serviceable

17	FUEL SYSTEM			
	Fuel pump & Filters not leaking	33CFR 183.524 ABYC H-24.14.4		
	Fuel shut-off valve has manual means to operate	33CFR 183.528 ABYC H-24.8.4		
	Fuel lines made of metal or "USCG Type A1" hose	33CFR 183.528		
	If gasoline tanks: Fuel tank grounded properly	33CFR 183.572 ABYC H-24.15		

Examination notes: Fuel line should be marine approved, not plastic hoses (ABYC H-24.14.2). Check for holes, leaks. Metal fuel hoses can be made of copper, nickel or copper nickel. Fuel lines should be marine approved, not plastic hoses. Check for holes, leaks. Check direction of exhaust discharge. See 33CFR 183.520 and 33 CFR 175.201 for venting fuel tanks. Ensure flame screens on vents are properly fitted and not painted over or gummed over. Vent screens required.

18	ALTERNATE PROPULSION			
	** Vessels under 16 ft. require alternate propulsion (oar or paddle)			

19	ELECTRICAL SYSTEMS			
	** Approved Marine Alternators			
	Pos Battery terminals protected or covered	33CFR 183.420 & .445 ABYC E-10.7.7		

Inspection notes: Check shore power connection for evidence of loose or defective connection. Check wiring and insulation for frayed wires, missing insulation, frayed insulation, loose wires, etc. Battery should be trayed/protected (secured/Constrained)

20	DEWATERING DEVICE			
	** Ensure pump(s) work			
	Ensure manual bailer aboard & Bilge Slop Retention (auto-off)			

Examination notes: Must be able to shut off automatic float switch on the bilge pump

21	GALLEY / HEATING SYSTEMS			
	Approved cooking, heating and lighting systems	46CFR 25.45 & ABYC A-3, A-7		

22	STATE REQUIREMENTS			
	** Meets any additional State Requirements (document any deficiencies)			

23	MARINE SANITATION DEVICE			
	Certified marine sanitation device: Circle the TYPE: I II III	33CFR 159.7		

Examination notes: Locking the head door is only applicable to Type I or II. ~ Ensure overboard shut off valve is closed & locked
Could have overboard discharge mascerator with keyed switch & key removed

24	MARPOL TRASH PLACARD & Plan			
	Required on vessels >26 ft. - Pollution placard posted	33CFR 151.59(d)		

Examination notes: If vessel is > 39.4 ft. needs a written Trash Disposal Plan

25	OIL POLLUTION PLACARD			
	Required on vessels >26 ft. - Prohibited discharge Warning	33CFR 155.450		

Examination notes: Is vessel operator practicing proper retention of bilge slops?

26	NAVIGATION RULES			
	Vessels ≥ 12 meters (39.4 ft.) must have a copy of the COLREGS aboard	33CFR 88.05		
	Vessels ≥ 20 meters (65 ft.) must have Bridge to Bridge Comms (ch 13)	33CFR 26.03		

Vessel Name: _____ DATE: _____

27	COMMUNICATINS		SAT	UN-SAT	N/A
Vessels > 65 ft. must have VHF-FM Radio with Ch 22A	33CFR 26.03(a)(1)				
Vessels > 65 ft. FCC ship/Station license: & all TX gear: (EPIRB-Radar etc)	47CFR 80.13 & .25				
Vessels > 65 ft. Valid Radio Operator Permit	47CFR 80.163				

28	EPIRB	Hex #: _____	Expir date: _____			
** An EPIRB is not required for UPV's (if aboard, it must be registered)	46CFR 25.26-10					

29	DRUG TESTING PROGRAM	Name of DER: _____	Phone: _____			
Is vessel or Company enrolled in a Randon Drug Program & filed a USCG MIS Report	46CFR 16.230(b) & .5					
Pre-Employment Drug tests or waiver conducted on all crewmembers in safety sensitive positions	46CFR 16.10					
Background Check done for all crew hired after 8/1/01	49CFR 40.25					
Drug test records kept on file for 1, 3 or 5 years of durations	46CFR 16.260					
EAP Education & Training done for all crew & Company Policy in place. The Crew is aware of available Help Lines	46CFR 16.401					
Method to meet the 2 hr Alcohol testing for a SMI (kits aboard)	46CFR 4.06					
Aware of regulations against operating a vessel while intoxicated	33CFR 95					

Examination notes: Record the Name of MRO: _____ & Phone: _____

30	EMERGENCY PROCEDURES				
Emergency Check-off list posted in conspicuous location(s)	46CFR 26.03(a) & (b)				
Passenger Counts taken and kept aboard or ashore	46USC 3502				
Aware of Accident and Casualty & SMI reporting regs.	33CFR 173.59 & 46CFR 4.05				

Examination notes: Emergency Check-off list could be in a notebook provided it is shown to passengers during Safety Lecture

31	EMERGENCY INSTRUCTIONS				
Safety Orientation given (public announcemnts/ instruction placard(s))	46CFR 26.031(a)				

Examination notes: Prior to getting underway, the operator shall ensure that suitable public announcements, instructive placards or both are provided in a manner which affords all passengers the opportunity to become acquainted with: Stowage Locations of life preservers/ Proper method of donning and adjusting life preservers/ The type & location of all lifesaving devices carried aboard/ The location and contents of the Emergency Check-off List.

32	CHARTS AND NAUTICAL PUBLICATIONS				
Paper- Up-to-date Charts of the operating area aboard	46CFR 26.03-4				
Current copy of Coast Pilot & Light List aboard (can be electronic)	46CFR 26.03-4				
Latest copy of Local Notice to Mariners aboard (can be electronic)	46CFR 26.03-4				
Current copy of Tide & Current Tables (can be electronic)	46CFR 26.03-4				

Examination notes: All but the chart can be in electronic form

33	OVERALL VESSEL CONDITIONS				
General condition of the Vessel - Check for any visible hull damage					
NO Oil or debris in the Bilge, Hand Rails secure					

Examination notes: Check hand rails, have Operator operate sea cocks and check engine mounting bolts & look for broken rubber engine mounts & check Engine hoses and check for leaks.

Decal Awarded: YES NO

Is this a FOLLOW-UP Exam? YES NO

Additional Comments: YES - Date of Previous Exam: _____