

PROCEDURES FOR CONDUCTING FORMAL ADMINISTRATIVE INSPECTION IN
MSTSPAC USNS CARGO AND SPECIAL CARGO SHIPS

1. Inspection Procedures for Cargo and Special Project Ships

a. The formal administrative inspection will be held in two phases. Normally, one day will be allowed for each phase; however, in the event of tight schedules both phases may be conducted on the same day.

(1) Phase I. This phase will be conducted the first day (provided two days are allowed) as follows:

(a) The Chief Inspector and designated departmental inspectors will board at about 0830.

(b) Each inspector will pair off with the cognizant head of the department being inspected and conduct his inspection as required by reference (b).

(c) The Chief Inspector or his assistant will conduct a general tour of the route proposed by the Master for the Senior Member's Inspection (Phase II).

(d) The departmental inspectors will report their findings to the Chief Inspector or his assistant prior to 1530 of the first day. This will complete Phase I.

(2) Phase II. This phase will be conducted on the second day, provided operational commitments permit, as follows: (NOTE: In the event operational commitments prohibit, Phase II will be conducted during the afternoon of the first day.)

(a) COMSTSPAC or his designated representative will normally arrive aboard at 0900 to conduct personnel inspection and upper and lower deck inspection.

(b) Personnel inspection will commence immediately after the introduction of ship's department heads has been completed. Personnel inspection of the civilian marine personnel will be conducted by mustering the officers and crew on deck; however, the Senior Member of the inspection party, at his discretion, may conduct personnel inspection of civilian marine personnel at their respective stations or quarters. The Master will be notified by the Chief Inspector when such changes are directed.

29 July 1968

1. When crew members are inspected on station or in their assigned quarters, it is expected that the high standards of personal appearance will be maintained.

2. All members must be at their assigned quarters or stations with the exception of those personnel actually on watch.

(c) Civilian marine personnel will be inspected for proper uniforms, insignia, cleanliness and appearance as prescribed by CMPI 594. Normally, blue uniforms will be worn by officers and crew members required to have them. All other crew members shall wear the specific uniform prescribed by CMPI 594 for their particular rating.

(d) Upon completion of personnel inspection, civilian personnel will be dismissed and will stand-by their assigned spaces for the general inspection of the ship.

(e) The upper and lower deck inspection or general inspection of the ship will commence immediately after completion of the personnel inspection.

(f) COMSTSPAC and the main inspection party will be conducted along a pre-determined route by the Master to take in the following areas:

1. Bridge and weather decks.
2. Life floats, boats, and falls.
3. Staterooms and toilet facilities.
4. Crew quarters and toilet facilities.
5. Freeze and chill boxes.
6. Storerooms and shops.
7. Main propulsion and auxiliary machinery spaces.
8. Steering engine room.
9. Cargo spaces.
10. Galleys, pantries, and messing spaces.
11. Ship's offices.

(g) Masters shall ensure that in preparing for the above inspection all topside stowage boxes, file cabinets, desk drawers, galley drawers, messing space stowage areas, and galley wares are opened and displayed for inspection.

(h) The acting master-at-arms shall clear the way for the main inspection party and shall open doors and hatches as may be required during the course of the inspection. The ship shall provide three hand flashlights and swatches of clean cloth or toweling for use by the main inspection party.

(i) During the course of the detailed inspection, the cognizant department heads shall be available in their respective parts of the ship to accompany the senior inspecting officer and the ship's master in order to answer questions relative to their departments. Department heads will be excused by the Chief Inspector when their presence is no longer required. The ship's officers shall then return to assist inspectors in their own departmental office or station whenever their presence may be required.

(j) Upon completion of the general inspection COMSTSPAC and/or the Chief Inspector may desire to confer with the Master in the privacy of the master's cabin should this be necessary. COMSTSPAC (if he conducts the inspection) will depart after the conference. Otherwise, COMSTSPAC will normally depart immediately after the general inspection.

2. Critique. A critique will be held as directed by the Chief Inspector. The Chief Inspector will depart immediately after completion of the critique. He shall be accompanied to the gangway by the ship's master.

3. Inspection Reports. The final report of the inspection will be made by the Chief Inspector, MSTSPAC, or by COMSTSPAC subordinate commanders having administrative control of the ship inspected. The report will point out any substandard conditions which indicate inefficiency in administration and failure to comply with established policies. Corrective action will be taken as directed by reference (a).

4. Coordination with Essential Operations. The inspections will be conducted to minimize interference with essential work or scheduled operations such as discharging, loading, repairs, or fueling.

5. Follow-up Inspection

a. In the event "UNSATISFACTORY" conditions are found during the formal administrative inspection, a reinspection will be held and the Master shall take immediate action as may be appropriate to prevent the recurrence of such unsatisfactory conditions.

b. Cognizant MSTSPAC staff officers will make reinspections, and report corrective action taken to the Chief Inspector.