



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Office of Marine and Aviation Operations
NOAA Small Boat Program
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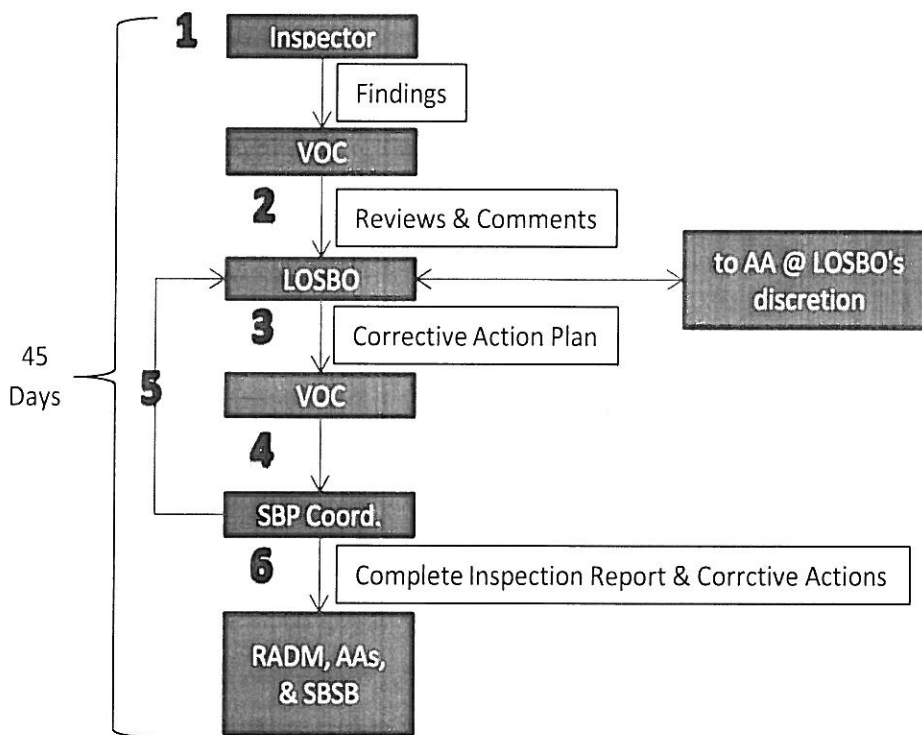
April 5, 2011

MEMORANDUM FOR: NOAA Line Office Small Boat Officers and Vessel Operation Coordinators

FROM: *Michael G. Levine* LCDR/NOAA
LCDR Michael G. Levine
Executive Officer, NOAA Small Boat Program

SUBJECT: Annual Inspection Report Routing

The NOAA Small Boat Safety Board has approved a revised routing chain for all annual inspection reports of Class III and SRVs (and those Class II boats which are inspected by the Small Boat Program). The routing chain is shown below:



Within 45 days of an inspection the following will be done:

1. The Inspector generates a draft summary of findings and discusses it with the Vessel Operations Coordinator (VOC). This is generally done on-site after the inspection is completed.
2. The VOC reviews and comments on the draft summary and forwards it to his/her Line Office Small Boat Officer (LOSBO).



3. The LOSBO and VOC develop a Corrective Action Plan. This plan could be as simple as a list of actions to be taken or already taken to address the given deficiencies. The LOSBO at his/her discretion may ask for Input from their Line Office's Assistant Administrator (AA).
4. The VOC submits the Corrective Action Plan to the Small Boat Program Coordinator (or designee which generally is the SBP Inspection Coordinator).
5. The SBP Coordinator can continue discussion with the LOSBO and VOC if there are any questions to resolve further.
6. If satisfied, the SBP Coordinator writes up a final inspection report including corrective action taken and/or planned. This is then submitted to the Director, OMAO for signature and dissemination to AAs and the Small Boat Safety Board.

This was done to improve the response time between inspection, reporting to the Director, OMAO, and back to the inspected unit. This process allows responses from the inspected unit to be included in the final report with details on what deficiencies were corrected, are going to be corrected, and a time frame for corrections.

This process supersedes section 12.04.g and 12.04.h in the NOAA Small Boat Standards and Procedures Manual (SBSPM), 2nd Edition and is effective as of the date of this memo. These changes will be incorporated in the SBSPM, 3rd edition.

Any questions can be directed to the SBP Inspection Coordinator, Mr. Darel McCormick at darel.s.mccormick@noaa.gov or (206) 553-7916.