



Oil Companies International Marine Forum

OVID Inspector Training and Accreditation Guidelines

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Vision

A global marine industry that causes no harm to people or the environment.

Mission

To lead the global marine industry in the promotion of safe and environmentally responsible transportation of crude oil, oil products, petrochemicals and gas, and to drive the same values in the management of related offshore marine operations.

We do this by developing best practices in the design, construction and safe operation of tankers, barges and offshore vessels and their interfaces with terminals and considering human factors in everything we do.

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The Oil Companies International Marine Forum (OCIMF)

The Oil Companies International Marine Forum (OCIMF) is a voluntary association of oil companies with an interest in the shipment and terminalling of crude oil, oil products, petrochemicals and gas.

To deliver its Vision of 'A global marine industry that causes no harm to people or the environment', OCIMF focuses exclusively on preventing harm to people and the environment by promoting best practice in the design, construction and operation of tankers, barges and offshore vessels and their interfaces with terminals inshore, onshore and offshore. It does so by providing an independent forum for bringing together its members and external stakeholders to leverage their expertise in the creation of publications, advocacy and programmes that enhance the safety and environmental performance of the marine industry.

Alongside an extensive publications' library, OCIMF provides a portfolio of tools and inspection programmes used by thousands of vessel owners, operators, managers and charterers worldwide to enhance the safety of their operations. This includes the Ship Inspection Report (SIRE) Programme, Offshore Vessel Inspection Database (OVID) and Tanker Management Self-Assessment (TMSA) programme.

Contents

1	General Section	
1.1	Applicability	6
1.2	Objective	6
1.3	Ethics	6
1.4	Eligibility to attain OVID Inspector Accreditation	6
1.5	Conflicts of Interest	7
1.6	Working for Vessel Operators	8
1.7	Attempts to Influence the Outcome of Inspections	8
1.8	OCIMF Standards for Inspector Qualification	8
1.9	Training and Accreditation Committee	8
1.10	Application Procedures – New Inspectors	8
1.10.1	Eligibility to become an OVID Accredited Inspector	8
1.10.2	Initial Application from a Prospective Inspector	8
1.10.3	Application Process and Responsibilities of the Nominating OCIMF Member	9
1.10.4	Treatment of Applications	9
1.10.5	Relationships Between Inspector and Vessel Operators	9
1.11	Application Procedures – Approved Applicants	9
1.12	Inspector Directory	9
2	OVID Inspectors	
2.1	OVID Inspector Qualifications	11
2.1.1	Minimum requirements	11
2.1.2	OVID Accreditation	11
2.1.3	Work Experience	11
2.1.4	Equivalency	12
2.1.5	Knowledge	13
2.1.6	Capabilities	13
2.1.7	Qualification Administration	13
2.2	Training Courses and Examinations	13
2.2.1	Training Course Development	13
2.2.2	Invigilation of Examinations	14
2.2.3	Training Course and Examination Location	14
2.2.4	Training – New Inspectors	14
2.2.4.1	Training Course	14
2.2.5	Training Course Curriculum	14
2.2.6	Written Examination	14

2.2.7	Content of the Examination	14
2.2.8	Frequency of Courses and Examinations	15
2.2.9	Unsuccessful Applicants	15
2.2.10	Fees	15
2.3	Monitoring of Inspectors	15
2.3.1	Attaining Accreditation	15
2.3.2	Certificates of Accreditation	16
2.3.3	New Inspectors – Monitoring of Reports	16
2.3.4	Existing Inspectors – Monitoring of Reports	16
2.4	Revalidation	16
2.4.1	Refresher Training	16
2.4.2	Revalidation of Accreditation	16
2.4.3	Regaining Accreditation	17
2.5	Withdrawal of Accreditation	17
2.5.1	Unacceptable Conduct during the course of an Inspection	18
2.5.2	Submission of Unsatisfactory Reports	19
2.5.3	Unacceptable Relationship with One or More Vessel Operator	19
2.5.4	Tabular Summary of Issues and Potential Recourse	20
2.5.4.1	Unacceptable Conduct during the course of an Inspection	20
2.5.4.2	Submission of Unsatisfactory Reports	20
2.5.4.3	Unacceptable Relationship with One or More Vessel Operator	20
2.5.5	Investigation Panel Hearings	20
2.5.6	Programs Governance Expert Group Disciplinary Committee	20
2.6	Appeals	24
2.6.1	The Appeals Process	24
2.6.2	Appeals to the OCIMF Programmes Committee	25
3	Appendices	26
3.1	Training Course Curriculum	28
3.2	Flowchart - New Inspector Accreditation	31

OVID Inspector Training and Accreditation Guidelines

General

Section

1

1.1 Applicability

The content of this general section is controlled by OCIMF through the members of the Programmes Committee and shall apply to all Inspectors involved in the various inspection processes relating to upstream activities including, but not limited to:

- Offshore vessels
- MODUs

1.2 Objective

OCIMF's mission is to lead the global marine industry in the promotion of safe and environmentally responsible transportation of crude oil, oil products, petrochemicals and gas, and to drive the same values in the management of related offshore marine operations.

This mission is realised through development of best practises in the design, construction and safe operation of tankers, barges and offshore vessels and their interfaces with terminals and considering human factors in everything it does. OVID Programme is an integral part of these initiatives.

1.3 Ethics

The integrity of OCIMF and its Members remains paramount and the OVID programme requires all participants to share, retain and promote such value. OVID Inspectors are required to be Accredited prior to their involvement, to demonstrate their suitability to inspect and provide reports. Their on-going performance and positive conclusion at subsequent re-accreditation courses will ensure they are worthy of retaining such accreditation. A panel formed of members of the Programmes Governance Expert Group, will be responsible for establishing and monitoring compliance with the performance standards. This panel has the authority to issue disciplinary measures ranging from personal warnings through to removal of the accreditation where the performance of the Inspector warrants such control.

Inspectors who are accredited to the OVID Programme must observe the highest standards of professional conduct at all times. They must be completely honest and impartial in their relationships with Vessel Operators' personnel, Masters, the vessels' crew with whom they come into contact and with other third parties who may be associated with inspected vessels. Inspections must be conducted with scrupulous regard to uphold the integrity of the OVID Programme and inspection reports must be completely unbiased.

Accreditation is awarded by OCIMF and held by an Inspector on behalf of OCIMF. OCIMF reserves the right to review such accreditation when it is shown that an Inspector is not retaining the highest standards of professional conduct (see 2.5.1).

All inspectors will be required to electronically 'sign' an annual Ethics declaration online within their profile page. Failure to sign this by the date declared on the website will result in their accreditation being suspended.

1.4 Eligibility to attain OVID Inspector Accreditation

Persons employed with vessel operators and those having possible conflicts of interest that are generated due to the nature of work are not eligible to become OVID accredited inspector. In this context, employment with a Vessel Operator refers to the employment with an independent vessel owner, operator or technical manager who is responsible for the manning

and operation of one or more vessels, or with a commercial operator that raises conflicts of interest that are generated due to the nature of work.

OCIMF reserves the right to refuse the application of an applicant who declares a relationship with a vessel operator, where the nature of the relationship is likely to compromise the good standing of the OVID Programme.

1.5 Industry Relationships

An Inspector who undertakes any form of paid work (including for example acting as a Contractor or a Consultant) for a Vessel Operator whose vessels are subjected to OVID inspections must not inspect such vessels. In such cases, the Inspector must:

- i. declare to the Submitting Company that a conflict-of-interest situation exists
- ii. refuse all appointments to inspect any vessels operated by that company
- iii. declare the industry relationship to the OCIMF Secretariat using the Inspector Profile page of the OCIMF Inspector website

An inspector who considers that a piece of work that he/she is about to undertake may present a conflict of interest or is unsure as to whether it is a conflict of interest, should declare such potential conflict to OCIMF. An electronic 'Industry Relationship' section within the inspector's profile page has been set up and any declaration must be made using this system.

OCIMF Quality Assurance Team will determine whether the declared circumstances constitute a conflict of interest and guide the inspector accordingly. If the work is considered a Conflict of Interest, restrictions may be imposed upon the inspector. The Inspector must advise all the OVID submitting companies for whom he inspects that such Conflict of Interest exists. He also has an obligation to advise OCIMF of any changes to the Conflict of Interest including when such work has been completed.

If the OCIMF Quality Assurance Team or the OCIMF Training and Accreditation Manager advises that a piece of work does constitute a Conflict of Interest, then the inspector must advise all the OVID submitting members for whom he inspects that such Conflict of Interest exists.

If, after being appointed to inspect a specific vessel, an Inspector becomes aware of circumstances whereby his ability to provide an impartial inspection report might be compromised, the Inspector must immediately inform the Submitting Company of the circumstances of the case. If such Inspector works for an inspection company that is contracted to the Submitting Company (i.e. the Submitting Company does not have a direct contract with the Inspector and therefore does not directly appoint the Inspector) then the Inspector must inform both the Submitting Company and the inspection company for whom he works regarding the conflict of interest.

If an Inspector is approached by any party to undertake a piece of work and is unsure as to whether it is a Conflict of Interest, then the Inspector is encouraged to make a Declaration and the OCIMF Compliance Quality Assurance Team will adjudicate as to whether such work constitutes a Conflict of Interest.

Failure to declare a potential Conflict of Interest will result in the inspector being subject to the disciplinary procedures as set out in Para 2.5.5. In the event that an Inspector who has not declared an industry relationship is discovered to have any form of contractual relationships

with one or more Vessel Operators, then the Inspector will be subject to the disciplinary procedures as set out in Para 2.5.5

1.6 Working for Vessel Operators

Any Inspector who attains accreditation, who subsequently undertakes any form of paid work (including for example acting as a Contractor or a Consultant) with a Ship Operator or represents them in any form, should declare this as a conflict of interest, failure to do so will result in the inspector being subject to the disciplinary procedures as set out in Para 2.5.5.

1.7 Attempts to Influence the Outcome of Inspections

Approaches from any party that seeks to influence the conduct of the inspection or the Inspector's completion of the report by the offer of inducements must be firmly refused. Inducements may include offers of work, gifts or money.

Any offers of inducements must be reported to the Submitting Company and to the OCIMF Quality Assurance Manager. The Quality Assurance Manager will investigate any reports of Inspectors accepting such inducements and where necessary the Inspector will be subject to disciplinary procedures as set out in Para 2.6.

Failure to notify the Submitting Company and the Quality Assurance Manager will be seen as the Inspector condoning such approach and will be subject to disciplinary procedures as set out in Para 2.6 .

1.8 OCIMF Standards for Inspector Qualification

All new Inspectors conducting inspections under the OVID Programme must meet defined qualifications and experience requirements as set out in Section 2.1.

1.9 Training and Accreditation Committee

A Training and Accreditation Committee is drawn from members of the Programmes Governance Expert Group and is responsible for developing the training, examination and accreditation requirements under the Inspector Accreditation Programme. The Training and Accreditation Committee is responsible for administering the OVID Accreditation Appeals procedures.

1.10 Application Procedures – New Inspectors

1.10.1 Eligibility to become an OVID Accredited Inspector

Companies that are eligible to participate in OVID by submitting reports to OVID are OCIMF Members and certain other Companies that are approved by OCIMF to participate in the OVID Programme as a Submitting Company. Collectively, these are “Submitting Companies”. Only OCIMF Members are eligible to nominate an Applicant for Accreditation.

1.10.2 Initial Application from a prospective Inspector

All prospective Inspectors must, in the first instance, apply to an OCIMF Member to undertake the necessary training leading to Examination and Accreditation. All applications are submitted through an online process.

1.10.3 Application Process and Responsibilities of the Nominating OCIMF Member

The OCIMF Member must be satisfied that the Applicant, in addition to possessing the qualifications, knowledge, experience and physical fitness specified in Section 2.1, is a high calibre individual of integrity who can be expected to fulfil the requirements of the inspection and represent the best interests of the OCIMF OVID Programme. It is the responsibility of the nominating OCIMF Member to ensure that the documents provided by the applicant relating to qualifications and experience are checked and verified.

An invitation is sent to a candidate inspector who must then complete the registration process using the OVID Registration Portal. The application then undergoes review by the requesting member (if applicable) and then subsequently by OCIMF Administration.

At either stage OCIMF may ask for further information from either the prospective inspector or the submitting member. If the OCIMF administration team are satisfied with the submission, the inspector will then be invited to attend relevant courses and examinations. Upon successful completion of examinations, the inspector gains full accreditation. See Appendix 2 for flow diagram of the process.

1.10.4 Treatment of Applications

OCIMF Members must ensure that all applications by prospective Inspectors are processed in an impartial and non-discriminatory manner.

1.10.5 Relationships Between Inspectors and Vessel Operators

OCIMF Members must further ensure that prospective Inspectors do not have relationships with Vessel Operators that may influence inspections or impact adversely on the reputation of OVID. (See Section 1.5)

1.11 Application Procedures - Approved Applicants

Once an application is approved, OCIMF will arrange for the Applicant to attend an approved OVID Inspector Training Course and sit an Examination at an OCIMF designated examination centre.

1.12 Inspector Directory

Inspector details shall be maintained by the OCIMF Inspector Accreditation Administrator in the form of an Inspector Directory. The Inspector Directory will contain full details of each Inspector and list their qualifications, experience and other relevant information. Also included will be details of periodic refresher training.

In the case of OVID accredited Inspectors, this information will remain confidential to the OCIMF Secretariat and controlled under the Terms of the U.K. Data Protection Act. (1998), except that where the Inspector concerned, and the Submitting Company, by whom the Inspector is employed or contracted agrees, contact details may be made available to third party Submitting Companies, but only upon request.

OVID Inspector Training and Accreditation Guidelines

OVID Inspectors

Section 

2.1 OVID Inspector Qualifications

2.1.1 Minimum requirements

OVID Inspectors must either hold, or have held:

- a Master's licence from a recognised flag State, or
- a Chief Engineer Officer's licence from a recognised flag State, or

2.1.2 OVID Accreditation

To inspect OVID applicable vessels, Inspectors must hold valid accreditation under the OCIMF OVID Inspector Training and Accreditation Programme.

2.1.3 Work Experience

1. All candidates:

1. must have at least 48 months of overall sea service. This is actual time served on board as a certificated officer on offshore vessels or on ocean going vessels greater than 500gt.
2. must have at least 18 months of sea service either as a Master, Chief Officer, Chief Engineer or 1st/2nd Engineer. This is actual time served on board offshore vessels only.

2. Candidates with *less than* 48 months of overall sea service:

1. must be current employees of the nominating member company.
2. must have at least 36 months sea service on offshore vessels only. This is actual time served on board as a certificated officer.
3. must have at least 18 months of sea service as either a Master, Chief Officer, Chief Engineer or 1st/2nd Engineer on offshore vessels only.
4. must have undergone a structured and documented competence development training programme for upstream maritime assurance. This programme must be administered and delivered by the nominating OCIMF submitting member and must include:
 1. at least 1 accompanied inspection on each type of vessel for which the candidate is being nominated.
 2. a DP familiarisation course from an industry recognized institute.
 3. either in-house or formal MODU familiarisation training (if nominated to inspect MODUs).

3. Candidates *without* offshore sea service:

1. must be current employees of the nominating member company.
2. must have at least 48 months overall sea service. This is actual time served on board as a certificated officer on ocean going vessels greater than 500gt.
3. must have at least 18 months of sea service as either a Master, Chief Officer, Chief Engineer or 1st/2nd Engineer.
4. must have undergone a structured and documented competence development training programme for upstream maritime assurance. This

programme must be administered and delivered by the nominating OCIMF submitting member and must include:

1. at least 1 accompanied inspection on each type of vessel for which the candidate is being nominated.
2. a DP familiarisation course from an industry recognized institute.
3. either in-house or formal MODU familiarisation training (if nominated to inspect MODUs).

2.1.4 Equivalency

Of the sea service required under 2.1.3.1.2, 2.1.3.2.2, 2.1.3.2.3 and 2.1.3.3.3, a maximum of 6 months or pro-rata thereof, may comprise of experience gained as per the equivalence table below.

Equivalence Table	
Upstream Vetting or vessel quality assurance team staff of OCIMF Submitting Member Companies	12 months
OIM / Barge Master or Barge Engineer	18 months
DPO	18 months
Tow-Masters operating in offshore operational environment (e.g. Rig/Barge movers)	18 months
Mooring/loading master	18 months
Marine superintendent (managing offshore operations)	18 months
Maritime Authority Inspectors (e.g. Flag state, Port State Inspectors)	18 months

2.1.5 Knowledge

Inspectors must be able to demonstrate familiarity with, and knowledge of, International Regulations, Codes and Conventions and Industry Guidelines, Procedures and Standards appropriate to the type of vessels being inspected. Those must include, but not be limited to the following publications, as amended:

- Policies and Procedures required by ISM;
- IMO Safety of Life at Sea Convention (SOLAS 74);
- IMO International Convention for the Prevention of Pollution from Ships (MARPOL 73/78);
- IMO International Regulations for the Preventing Sea Collisions at Sea (COLREGS);
- IMO International Ship and Port Facility Security Code and SOLAS Amendments 2002;
- IMO International Convention of Standards of training, Certification and Watchkeeping for Seafarers, 1978 as amended in 1995 (STCW Convention);
- Code for the Construction and Equipment of Mobile Offshore Drilling Units (MODU Code);
- Code of Safety for Special Purpose Ships (2008 SPS Code);
- Guidelines for Offshore Marine Operations (GOMO)
- OCIMF Mooring Equipment Guidelines;
- OCIMF Effective Mooring;
- USCG Regulations for Offshore Vessels (If applicable);
- OCIMF Guidelines for the Control of Drugs and Alcohol aboard Ship (1995);

2.1.6 Capabilities

Inspectors must:

- be physically capable of conducting a full and complete inspection according to the requirements of the OVIQ;
- be capable of communicating proficiently in written and spoken English;

2.1.7 Qualification Administration

The Submitting Company will be responsible for establishing Inspectors Compliance with the requirements stated in section 2.1 , except that in the case of OVID Accreditation, such administration shall be undertaken by OCIMF.

2.2 Training Courses and Examinations

2.2.1 Training Course Development

The Programs Governance Expert Group is responsible for setting the curricula for all OVID training courses. The courses and examinations are conducted in accordance with the curricula that are set by the Programs Governance Expert Group and may from time to time be updated. OCIMF is responsible for arranging and conducting the courses and making available the necessary training expertise.

2.2.2 Invigilation of Examinations

A member of the OCIMF Secretariat will invigilate all examinations. In the case of exam resits, these are typically held at a Lloyds Register office close the candidates domicile and in these cases a member of the Lloyds Register staff shall invigilate the exams.

2.2.3 Training Course and Examination Location

Courses for OVID Accreditation are held, on an “as needed” basis, within the UK. However, in the event that a number of applicants located in the same region apply to attend a course, then other international locations will be considered. Members may nominate attendees to the course who may not meet the experience and qualification criteria as set out in 2.1.1. These attendees will be 'observers' and are not permitted to sit the examinations. The number of 'observers' per course is limited to a maximum of three (3) per course subject to availability of spaces on the course.

2.2.4 Training – New Inspectors

All new Applicants must attend a training course as specified in 2.2.

The duration of the course is three (3) days and comprises two parts i.e. a familiarisation part and an examination part.

2.2.4.1 Training Course

The new Inspector will be introduced to the International and Industry structures, IMO, Vetting, OCIMF, OVID, accessing the OVID website and downloading OVID reports, the conduct of an inspection and the use of the OVIQ/ROOVIQ and its questions and explanation of the features and use of the OVIQ report editor software.

2.2.5 Training Course Curriculum

Details of a typical Full Accreditation training course curriculum are contained in Appendix 1.

2.2.6 Written Examination

All Inspectors who inspect under the OVID Programme are required to pass a written General Examination. The written General Examination will be held immediately following completion of each training course and must be taken by all Applicants.

2.2.7 Content of the Examination

The objective of the General Examination is to test the Applicant’s knowledge and abilities relating to: -

- i. the conduct of an inspection as defined in the introductory sections of the OVIQ;
- ii. the Questions asked in the OVIQ;
- iii. IMO Regulations/Industry Guidelines; and,
- iv. making written comments to a series of questions taken from the Offshore Vessel Inspection Questionnaire. Descriptions and photographs describing situations encountered during an inspection accompany these.

As the OVIQ, in many instances, requires written comments, the General Examination will assess both the Applicant’s technical knowledge and ability to write clear

unambiguous English. This assessment will not, however, seek to test the Applicant's grammatical knowledge.

The General Examination will comprise two parts. The first part will be a multiple-choice paper based upon the Questions and Inspector Guidance derived from the OVIQ. The second will be a written paper that requires the Inspector to provide written responses.

In Part 2 of the examination, each question will address one or more issues that the Inspector must identify and report in the form of a written response. Marks will be awarded to determine that Inspectors attain the required level of competence. The OVID Training and Accreditation Committee will decide as to the number of marks each question will carry.

2.2.8 Frequency of Courses and Examinations

Examinations will be held as and when justified by a sufficient number of Applicants.

2.2.9 Unsuccessful Applicants

An Applicant who fails the written General Examination will be provided with up to two (2) further opportunities to re-sit the General Examination (Three attempts in total). The first re-sit may be made within three months of the first failed examination, and at a time and location convenient to the applicant determined by the Inspector Accreditation Administrator. A second attempt can be made within three months after the first re-sit. After a total of three failures the Applicant will be permanently disqualified from inspecting under the OVID Programme.

2.2.10 Fees

Course fees, travel, costs of accommodation and meals will be for the account of the Applicant.

Fees charged to the applicant will be dependent upon where the course and the General Examination are taken. Course fees will be provided with course dates on the OVID website or these can be obtained from the OCIMF Inspector Accreditation Administrator.

The initial course fee includes the costs of assessment of the General Examination paper. In the event of failure in the General Examination, further fees will be charged for the examination papers to be assessed. An Applicant who fails the examinations may request to have their examination papers reviewed and be provided with general guidance relating to the weaknesses that were revealed. A fee will be charged for each paper reviewed. This fee applies to the initial exam and subsequent re-sits if applicable.

2.3 Monitoring of Inspectors

2.3.1 Attaining Accreditation

Successful completion of the written General Examination will result in the Inspector being issued with an OVID Inspector Certificate of Accreditation.

2.3.2 Certificates of Accreditation

The Certificates of Accreditation will comprise two documents. A full size (A4) Certificate will be provided and in addition, a credit card size laminated Certificate that will include a photograph of the Inspector, details as to the Inspector's name, ID Number, date of expiry, and a description of the type(s) of vessels that the Inspector is qualified to inspect.

The Inspector is required to carry the credit card size Certificate and produce this as proof of identity to the vessel's Master or his authorised deputy on each occasion the Inspector boards a vessel to conduct an inspection.

2.3.3 New Inspectors – Monitoring of Reports

It is the responsibility of the Submitting Company to ensure that all reports are completed in accordance with the instructions contained in the OVIQ prior to their submission to OVID. This is particularly important in the case of newly accredited Inspectors.

Reports submitted to OVID that are not in accordance with the stipulated requirements of the Composite Guidelines governing the OVID Programme will initiate procedures whereby the Submitting Company will be requested to bring to the attention of the Inspector concerned, details as to where the report is deficient. Such reports must then either be corrected or withdrawn.

Repeated failure to submit reports of the required standard may result in withdrawal of an Inspector's Accreditation.

2.3.4 Existing Inspectors – Monitoring of Reports

Reports from all Inspectors are subject to routine ad-hoc monitoring. The OCIMF Training and Accreditation Manager and OCIMF Quality Assurance Team are responsible to undertake this. The monitoring that is made addresses compliance with the requirements of the OVID Programme but does not address the accuracy of Inspector observations and other comments.

Reports submitted to OVID that are not in accordance with the stipulated requirements of the OVID Programme governance will initiate procedures whereby the Submitting Company will be requested to bring to the attention of the Inspector concerned, details as to where the report is deficient. Such reports must then either be corrected or withdrawn.

2.4 Revalidation

2.4.1 Refresher Training

All Inspectors are required to attend, at least once during each three-year accreditation cycle, a refresher-training seminar. Such seminars will be held at selected international locations and will address the introduction of new IMO legislation and such other relevant issues as may be decided by the Programs Governance Expert Group. The refresher training may culminate in a written examination; the Programs Governance Expert Group will decide whether this examination is required.

2.4.2 Revalidation of Accreditation

Revalidation of an Inspector's Accreditation will be ongoing. This will be dependent upon the following conditions being met:

- i. a minimum of four inspections each year must be conducted on board offshore vessels.

Inspectors who are direct employees of a submitting member as a Vetter, i.e. who are normally involved with the day-to-day administration of a vetting department, will only need to submit a minimum of two inspections each year. The Vetting Manager (or equivalent position) in the submitting member company will be responsible for notifying the OCIMF Accreditation Administrator by email to designate or withdraw Vetter status for that member's direct employees.

- ii. attendance has been made at a refresher course; and
- iii. the reports submitted have reached the required standard;

2.4.3 Regaining Accreditation

If an inspector fails to complete the minimum number of inspections in a calendar year, his accreditation will automatically be suspended on the 1st of January of the following year. If an inspector fails to attend a refresher course within the 3-year cycle, his accreditation will be automatically suspended on the date of the expiry of his accreditation.

Inspectors who have submitted three reports in the previous calendar year can regain accreditation by attending and successfully completing an inspector refresher course.

Inspectors who have submitted two or fewer (2,1,0) reports in the previous calendar year must be nominated by a submitting member to attend a three-day new inspector course and successfully pass the examinations for which re-accreditation is sought under the same procedures as applicable for an applicant inspector.

Inspectors who fail to be re-accredited within two years of the date their accreditation was temporarily withdrawn, but who wish to regain accreditation, must be nominated by a submitting member to attend a three-day new inspector's course and successfully pass the examinations for which re-accreditation is sought under the same procedures as a new inspector course.

Urgent inspection requests

Submitting companies who urgently need to use an inspector who has only submitted three inspections in the previous calendar year may request a temporary exception for that inspection. The submitting company must submit supporting documentation to the OCIMF Programmes Director for approval of this exception. The inspector will still need to attend a refresher training course to maintain accreditation

2.5 Withdrawal of Accreditation

Accreditation is awarded by OCIMF and held by an Inspector on behalf of OCIMF. OCIMF reserves the right to review such accreditation when it is shown that an Inspector is not retaining the highest standards of professional conduct.

The Programs Governance Expert Group under the direction of the Programmes Committee is responsible for determining the standards of professional conduct to ensure the reputation and integrity of OCIMF is enhanced and retained.

It is possible in certain circumstances for an Inspector's Accreditation to be either temporarily or permanently withdrawn. A Disciplinary Committee formed of 3 members of the Programs Governance Expert Group may be formed to decide such matters. These may include, but not be limited to:

2.5.1 Unacceptable Conduct during the course of an inspection

It is essential that the Inspector's conduct during the course of an inspection sets an exemplary example to the Master, officers and crew. As a representative of the Submitting Company and OCIMF, the Inspector must at all times maintain a professional and cordial relationship with the Master, Officers and Ratings and must respect the authority of the Master.

The Inspector must fully respect the content of the Inspector Code of Ethics and section 1.3 Inspector Ethics and the requirement to declare Industry Relationships.

If a complaint relating to an Inspector's conduct is submitted to a Submitting Company, the Submitting Company will investigate its validity and advise OCIMF Quality Assurance. If a complaint is received by OCIMF, this will be passed to the Inspector's Submitting Company for further investigation.

In the event that a complaint is substantiated, the Submitting Company will advise OCIMF Quality Assurance and take actions as appropriate to the circumstances.

The Submitting Company may:

- i. Determine that the complaint is without foundation, and so inform the complainant, and, if the complaint was made through OCIMF, to the complainant via the OCIMF Training and Accreditation Manager or the OCIMF Quality Assurance Manager.
- ii. Verbally caution the Inspector concerned and advise the OCIMF Training and Accreditation Manager or the OCIMF Quality Assurance Manager as to the circumstances.
- iii. Serve the Inspector with a formal written caution that further substantiated complaints could be grounds for terminating the Inspector's OVID Accreditation. In the event that further complaints are received and are substantiated, the Submitting Company will bring these to the attention of the OCIMF Training and Accreditation Manager or the OCIMF Quality Assurance Manager who will convene a meeting of the Programs Governance Expert Group Disciplinary Committee to determine the appropriate actions.
- iv. If the complaint is substantiated and is sufficiently serious to so warrant, notify the Inspector that the Submitting Company will no longer utilise his or her services and immediately withdraw the Inspector's name from the List of Inspectors controlled by the Submitting Company and appearing on the Website. If the Inspector is utilised by other Submitting Companies, such notification may not affect the ability of the Inspector to inspect for other Submitting Companies, if, in the opinion of the Submitting Company, the incident is specific to the interests of the Submitting Company itself. However, the OCIMF Training and Accreditation Manager or OCIMF Quality Assurance Manager should inform other Submitting Companies of the disciplinary action that has been taken.
- v. If the nature of the complaint is sufficiently serious to warrant possible permanent withdrawal of the Inspector's OVID Inspector Accreditation, the Submitting Company will instruct the OCIMF Training and Accreditation Manager or OCIMF Quality Assurance Manager to carry out an investigation and convene a meeting of the Programs Governance

Expert Group Disciplinary Committee to review the case and determine the appropriate action.

When determining the appropriate actions, the Submitting Company must take into account the good reputation of OCIMF and of the OVID Programme and ensure that whatever course of action is taken, this will maintain the standing of OCIMF, the OVID Programme and the quality of reports that are submitted.

2.5.2 Submission of Unsatisfactory Reports

It is the responsibility of the Submitting Company to ensure that unsatisfactory reports are not submitted to OVID. However, in the event that this may occur, it is important that such reports are either corrected or withdrawn.

On receipt of a complaint at OCIMF (either direct or via the feedback system) as to the quality of a report, the Submitting Company will, at the request of the OCIMF Training and Accreditation Manager or OCIMF Quality Assurance Manager, investigate the validity of the complaint. In the event that the complaint is justified, the Submitting Company shall take immediate action in consultation with the Inspector concerned to ensure that the report is either brought up to the required standard or withdrawn and advise the OCIMF Training and Accreditation Manager or OCIMF Quality Assurance Manager.

The Inspector must ensure the complete accuracy of the observations and content of the report.

An Inspector whose report or reports are proven to be sub-standard must be advised formally, in writing, by the Submitting Company as to their shortcomings and given the opportunity to improve. The submission of four substandard reports in a 12-month period from the date of the first substandard report will result in permanent withdrawal of Accreditation.

2.5.3 Unacceptable Relationship with One or More Vessel Operator

Inspectors employed as Independent Contractors shall not be direct employees of an Operator or any subsidiary, parent organisations or other entity having Assets registered within the relevant OCIMF Programme.

Where an Inspector undertakes work on behalf of any Submitting Company without declaring an Industry Relationship that could be perceived by any party to have influence on Programme activity, OCIMF Quality Assurance shall open an Inquiry to determine the potential influence in accordance with the procedures of this document.

Where an Inspector undertakes work with any Programme Participant without making the necessary declaration of the Industry Relationship Accreditation shall be temporarily withdrawn by OCIMF. OCIMF Quality Assurance shall open an Inquiry to determine the scope of the work and potential influence in accordance with the procedures of this document.

Where an Inspector is employed by any entity having assets registered within an OCIMF Programme under entity name or any associated parent, subsidiary or joint venture as specified in the below non-comprehensive list of examples:

- Full time employment
- Any designation as a permanent employee
- Part time employment consisting of more than 80 hours work in any successive 2-month period or 500 hours work in any 12-month period, verified by time sheets signed by the entity.

- Any employment requiring the individual to represent the entity to any industry forum,

The Inspector’s Accreditations shall be temporarily suspended by the Secretariat upon notice provided or confirmed external discovery until the employment is verified as terminated. The Inspector may appeal the Temporary Suspensions as per the process laid out in Section 12 of this document.

Inspector failure to self-report employment with a operator is grounds for permanent withdrawal of Accreditation under Para 2.5.5. of this document.

2.5.4 Tabular Summary of Issues and Potential Recourse

Where more than one potential recourse is listed then any single option could be implemented i.e. within “Unacceptable Conduct” there could be a case of Bribery which could result in immediate and permanent withdrawal of Accreditation.

Issue	Potential Recourse
2.5.4.1 Unacceptable Conduct during the course of an inspection	<ul style="list-style-type: none"> • Verbal caution by Submitting Member • Written caution by Submitting Member • Temporary withdrawal of Accreditation • Permanent withdrawal of Accreditation
2.5.4.2 Submission of unsatisfactory reports	<ul style="list-style-type: none"> • Submitting Member to review or withdraw the report • Written caution, issued by Submitting Member, to seek improvement • Monitoring of future reports by a Submitting Member • Permanent withdrawal of Accreditation
2.5.4.3 Unacceptable relationship with one of more vessel Operator	<ul style="list-style-type: none"> • Permanent withdrawal of Accreditation

2.5.5 Investigation Panel Hearings

Investigations into any of the above-listed situations may be initiated by either the OCIMF Offshore Adviser, Training and Accreditation Manager or the Quality Assurance in order to determine the facts associated with a particular case and whether there is sufficient evidence to convene the Programs Governance Expert Group Disciplinary Committee to consider the facts.

2.5.6 Programs Governance Expert Group Disciplinary Committee

2.5.6.1 When an Inquiry of Inspector activities reaches a conclusion, OCIMF Quality Assurance will develop an anonymised briefing of the Inquiry Report to be shared with the Members governing the Inspection Programme as:

- An awareness briefing.
- A request for volunteers required to assemble a committee.

2.5.6.2 Upon the determination to assemble a Disciplinary Committee all relevant Community of Practice Members without association to the matter will be notified by OCIMF Quality Assurance with a request for three volunteers.

- a) The Request must contain the commercial association of the individual or organization facing allegations.
- b) Community of Practice Member organizations shall decline participation where there has been any relationship with the parties to answer allegations within the previous 12 month period from the initiation of an Inquiry.

Where it is not possible to assemble three volunteers without association to the inspector the Programmes Director or General Counsel will provide instruction.

- 2.5.6.3 OCIMF Quality Assurance shall coordinate a time and location for the convenience of the Disciplinary Hearing.
 - a) The preferred notice will be for 3 weeks.
 - b) The minimum notice required shall be 10 working days.
- 2.5.6.4 OCIMF Quality Assurance shall forward to all Disciplinary Committee members all evidence relating to unsafe acts, breaches of the Programme rules; industry best practice; relevant Member policies or procedures, and all responses from the parties answering to allegations.
- 2.5.6.5 Members of the Disciplinary Committee shall treat all communications and documentation as business confidential and shall not distribute or discuss the impending hearing outside of the Disciplinary Committee.
- 2.5.6.6 The selected Disciplinary Committee shall meet independently to discuss the Inquiry in advance of the formal hearing. This meeting may be in person or by tele/video conference.
 - a) The Disciplinary Committee shall select a chair that will draft and deliver any written documentation or responses.
 - b) Clarification or further information may be requested from OCIMF Quality Assurance.
 - c) Clarification or further information may be requested from the concerned parties through OCIMF Quality Assurance.
 - d) Additional instruction relevant to the Inquiry may be passed to OCIMF Quality Assurance.
- 2.5.6.7 Inspector Disciplinary and Appeal Hearings
- 2.5.6.8 The Disciplinary / Appeals Committee will set the location for the hearing. The majority of the hearings will take place at the OCIMF offices in London unless circumstances warrant otherwise.
- 2.5.6.9 The Disciplinary / Appeals Committee shall act independently and without bias when reviewing the evidence. The Disciplinary / Appeals Committee hearing is not intended to be an adversarial process, but rather an investigative process driven by the disciplinary committee of three in discussion with the Inspector under investigation. The three committee members are responsible to maintain their own notes or records in accordance to their company policies.
- 2.5.6.10 OCIMF Quality Assurance's role is not to act as a prosecutor during the hearing but to outline the allegations and assist the Disciplinary / Appeals Committee with evidence presented to the Inquiry, if requested.
- 2.5.6.11 The Disciplinary / Appeals Committee has the authority to:
 - a) Instruct OCIMF to Permanently withdraw OCIMF Accreditation
 - b) Instruct OCIMF to Temporarily withdraw OCIMF Accreditation for a specific period of time
 - c) Require Inspectors Mandatory attendance to Accreditation Training

- d) Require Inspectors Mandatory attendance to Accreditation Refresher Training
 - e) Require Inspectors Mandatory Audited Inspection
 - f) Require Inspectors Mandatory Accompanied Inspection(s)
 - g) Instruct OCIMF to issue a warning letter or reprimand
 - h) Any combination of b-c-d-e-f-g.
 - i) Enforce other measures to affect OCIMF Programmes and inspectors as deemed appropriate by the Disciplinary / Appeals Committee.
 - j) Dismiss the case.
- 2.5.6.12 The Inspector answering to allegations has the right to attend the hearing in person or participate by the use of telephone conference and/or video call to present their case.
- a) Where an Inspector attends in person a separate room will be provided for their use and the use of any professional adviser for the duration of the hearing.
 - b) All costs associated with attendance to a hearing are for the account of the party answering allegations.
 - c) Where an Inspector declines to attend in person or by telephone conference the Committee will continue their process and the inspector agrees to accept the results without redress. Where an inspector attendance is impaired by unforeseeable circumstances the inspector may appeal results as per Section 12 of this document.
 - d) When an Inspector declares their intention to withdraw from a Programme during any part of the inquiry process all OCIMF Accreditation shall be permanently withdrawn from all OCIMF Programmes without a hearing.
- 2.5.6.13 If the Inspector has any additional evidence that they wish to be considered by a Committee it should be submitted a minimum of 2 working days before the scheduled hearing date.
- Should the information provided at this late date be of sufficient volume to be beyond the ability of the panel to adequately review prior to the hearing the proceedings shall be cancelled. The Inspector's Accreditation shall be temporarily suspended with immediate effect until a new hearing date can be scheduled.
- 2.5.6.14 The Inspector may be accompanied at the hearing by one professional adviser in addition to a translator if required.
- a) The inspector's accompanying representative shall not present evidence or be permitted to address members of the Disciplinary / Appeals Committee or Secretariat.
 - b) Notification of the inspector's representative attendance shall be made a minimum of ten working days before the scheduled hearing date or as soon as practical.
- 2.5.6.15 Where OCIMF determines, any committee volunteer requests, or when an entity chooses to be accompanied by counsel OCIMF shall provide the Disciplinary Committee with counsel to advise on procedural matters, interview process, interpretation of responses and committee output. OCIMF shall bear the cost of retaining counsel.
- 2.5.6.16 Whenever OCIMF provides counsel for proceedings an independent court reporter shall be retained at OCIMF expense to document the proceedings using necessary recording and media. Additionally, OCIMF may use the services of a court reporter for any other proceeding as it determines appropriate.

Proceedings transcribed by the independent court reporter will be provided to the inspector at no cost.

2.5.6.17 The Disciplinary / Appeals Committee Chair shall manage the hearing which will follow the following order.

- a) Introductions
- b) Review of Allegations
 - i) To be individually presented by OCIMF
 - ii) Response and discussion with the attending inspector
 - iii) Question and Answer period as appropriate to address all concerns of Disciplinary Committee members
- c) Additional background
 - i) Disciplinary Committee members are permitted to query attending inspector and Secretariat members present to their satisfaction
- d) Deliberations of Disciplinary / Appeals Committee
 - i) Attending Inspector and Secretariat members to withdraw.
 - ii) The Committee shall deliberate until they reach a majority decision which shall be presented.
- e) Presentation of Disciplinary / Appeals Committee deliberations
 - i) Secretariat members recalled and presented with committee findings. OCIMF is responsible to advise the Committee of similar previous cases and outcomes to ensure consistent outcomes avoiding excessively lenient or harsh actions.
- f) Reconvene
 - i) Attending Inspector recalled and the selected committee chair to present Disciplinary / Appeals Committee findings
 - ii) Attending Inspector clarification period as necessary
- g) Closing Comments
 - i) Direction issued to Attending Inspector as necessary by the committee.
- h) OCIMF issuance of formal notice of Disciplinary / Appeals Committee findings
 - i) Formal notice contents are to be agreed upon with the sitting committee members and Secretariat as necessary to reflect the outcome of deliberations.
 - ii) Formal notice to be issued by letter or electronic document with positive delivery confirmation within ten working days.

2.5.6.18 Requirements for Immediate Action.

2.5.6.19 Where a compliance concern is discovered which OCIMF Quality Assurance considers requiring immediate action, OCIMF Quality Assurance shall obtain the support of the Programmes Director or General Counsel to take immediate action pending the completion of the Inquiry / Disciplinary Committee hearing process.

2.5.6.20 Inspector Action, Follow Up and Close Out.

2.5.6.21 OCIMF Quality Assurance shall produce a summary paragraph of the disciplinary hearing including lessons learned or points for improvement if any noted

- a) Letter distribution shall be: File/Director/General Counsel.
- 2.5.6.22 OCIMF Quality Assurance shall instruct in writing, the appropriate Accreditation Administrator to act upon Disciplinary Committee imposed sanctions.
- 2.5.6.23 Where appropriate or as directed by the Disciplinary Committee, or Chair of the appropriate Community of Practice, Member companies associated with the inspector are to be informed in writing of the hearing results by OCIMF Quality Assurance.
- 2.5.6.24 When the Inspector holds Accreditation in more than one OCIMF Inspection Programme the actions specified by any Disciplinary Committee will be presented to the Chair and Vice Chair of the Community of Practices of other Programmes. The Chair and Vice Chair will discuss the action and instruct the OCIMF to apply the same action within the other Programme or not. When a Disciplinary Committee dismisses a case there will be no communication.
- 2.5.6.25 Documents resulting from the hearing, including the formal notice shall be compiled into an electronic format by OCIMF Quality Assurance. Compiled documents and communications shall be saved with a unique identifier and stored in a secure location. When a Disciplinary Committee dismisses a case document will be destroyed after issuing a formal notice exonerating the Inspector.
- 2.5.6.26 Disciplinary Committee members may retain documentation for their records subject to their own organisational document retention management plan. Regardless of the outcome all documents are to remain business confidential and are not to be transferred to any party without a relevant need.

2.6 Appeals

2.6.1 The Appeals Process

2.6.1.1 Where an Applicant is dissatisfied with Secretariat assessment of sea time or work experience that individual must consult with the Nominating Member. Only the Nominating Member can appeal to OCIMF on behalf of the Applicant.

Where an Applicant or Inspector is dissatisfied with the results of any examination element or Audited Inspection Appraisal of Performance, that individual must consult with the Nominating Member to receive written (email) permission from the Member to proceed with an appeal to OCIMF.

When the Member declines to provide an endorsement of an appeal that Member's decision shall be considered final.

When the Member endorses an Inspector or Applicant appeal the matter will be heard by a three-member panel from the relevant Expert as specified in Section 2.5.6 of this document.

In these cases of appeal, this panel's decision shall be considered final.

2.6.1.2 Actions by OCIMF or a Disciplinary Committee not addressed in Section 2.6.1.1 may be appealed to the Member Governing Committee. In the interim period Sanctions imposed by OCIMF or a Disciplinary Committee shall remain in place.

2.6.2 Appeals to the OCIMF Programmes Committee

An Inspector who loses Accreditation, either permanently, or for a specific period of time, and considers that the decision was wrong, can appeal the original decision to the Governing Committee that holds ultimate responsibility for the Inspection Programme. The Inspector is entitled to appeal a decision only once.

In such cases, the Inspector must formally advise OCIMF within 14 days of being informed that Accreditation has been suspended, with a statement that appeals the original decision and provides grounds for the appeal including any new evidence not considered at the original hearing.

The Director is responsible to determine whether there are reasonable grounds for the appeal to proceed. The Inspector will be advised if the appeal will proceed within 28 days of their request.

An Appeals Committee comprising three members drawn from the Governing Committee shall be convened by OCIMF to review a case if approved by the Director.

OCIMF will arrange the Appeals Committee at the next scheduled meeting of the Governing Committee. Governing Committees meet at six monthly intervals at various locations globally.

The format of the appeal proceedings shall follow Section 9 of this document.

The Appeals Committee will have the authority to review the decision and either:

- i. reverse the decision,
- ii. affirm the decision,
- iii. either reduce or increase the sanction imposed upon the Inspector
- iv. provide the Applicant or Inspector with a further opportunity to retain or gain Accreditation, either by applying as a new Applicant, attendance to in-house training, retaking the General Examination, completion of Accompanied Inspections, performing a further Audited Inspection, or other measures the panel deems appropriate as the case may be.

Decisions made by Governing Committees are final and will be accepted to affect all OCIMF Inspection Programmes for which an Inspector holds Accreditation.

OVID Inspector Training and Accreditation Guidelines

Appendices

Section **3**

Appendices

- 1 Training Course Curriculum**
- 2 Flowchart - New Inspector Registration**

Appendix 1 – Training Course Curriculum



OVID NEW INSPECTOR COURSE

COURSE CURRICULUM

DAY 1		
1. 0900-0915	WELCOME <ul style="list-style-type: none"> • Safety and domestic information • Self-introduction of participants • Opening Address 	
2. 0915-1000	TEST <ul style="list-style-type: none"> • A short test relating to SOLAS/MARPOL and offshore related regulations / industry guidance. 	
3. 1000-1015	SCHEDULE AND COURSE OUTLINE <ul style="list-style-type: none"> • What is OCIMF? • Inspector Accreditation • Inspection reports – the heart of OVID • Meeting the requirements of OVID • Inspector Ethics • Practical inspecting – the inspection walk-round • What will you achieve? 	
4. 1015-1030	WHAT IS OCIMF AND WHAT IS OVID? <ul style="list-style-type: none"> • The OCIMF Mission • What OCIMF does • What is OVID? • Why do we need OVID • Who are the OVID Participants? • How do the Participants contribute to OVID 	
1030-1050	<i>Coffee</i>	
5. 1050-1115	ATTAINING AND MAINTAINING INSPECTOR ACCREDITATION <ul style="list-style-type: none"> • Importance of the Inspector's contribution • Qualifications and qualities • Inspector ethics – conflicts of interests • The Accompanied training Inspections for new inspectors • The Examination • Initial and periodic on-board auditing • Ad-hoc review of incoming reports • The requirement for a minimum number of inspections per year • Attendance at refresher courses 	
6. 1115-1130	SHIP QUALITY – THE CHAIN OF RESPONSIBILITY <ul style="list-style-type: none"> • IMO • Flag State • Port State • Classification Societies • Ship Operators • Industry Policing (The OVID Programme) 	

7. 1130-1200	RISK MANAGEMENT <ul style="list-style-type: none"> • <i>Why vetting is done?</i> • <i>Automated vetting</i> 	
8. 1200-1215	PRINCIPLES OF THE OVID PROGRAMME <ul style="list-style-type: none"> • <i>Origins of OVID</i> • <i>OVID Principles</i> • <i>Sharing reports</i> • <i>What report users need</i> • <i>The uniform inspection report</i> • <i>The inspection report</i> 	
9. 1215-1300	ACCESS AND USE OF THE OCIMF-OVID WEBSITE BY INSPECTORS <ul style="list-style-type: none"> • <i>The computer requirements</i> • <i>Accessing the OCIMF-OVID Website</i> • <i>Downloading and opening the software</i> • <i>Registration (OCIMF Inspecting Co. Name)</i> • <i>Exporting a completed report to the Internet site</i> • <i>Transmitting a completed report to a Principal</i> • <i>Accessing VPQs</i> • <i>Viewing Operator comments that relate to your reports</i> 	
1300-1400	Lunch	
10. 1400-1500	THE OVID REPORT EDITOR SOFTWARE <ul style="list-style-type: none"> • <i>Demonstration of the OVID VIQ Report Editor programme showing</i> • <i>Selection of the vessel variants</i> • <i>Compiling reports</i> • <i>Entering inspector responses</i> • <i>The Yes, No, Not Seen and Not Applicable Options</i> • <i>Mandatory requirements for comments</i> • <i>Differences between "Observations" and "Other Comments"</i> • <i>Using the Additional Comments Box</i> 	
1500-1520	Coffee	
11. 1520-1550	THE UNIFORM INSPECTION PROCEDURE <ul style="list-style-type: none"> • <i>How is this achieved?</i> • <i>Inspecting using a standard procedure</i> • <i>The Inspector Manual (ROVIQ)</i> • <i>OVIQ Guidance notes</i> • <i>Using the ROVIQ during the inspection</i> 	
12. 1550-1700	Review of some OVID reports. <ul style="list-style-type: none"> • <i>A vetting exercise using an OVID report and other information to determine the suitability of a nominated vessel.</i> 	

DAY 2		
13. 0900-1000	ANALYSIS OF SOME REPORTS SUBMITTED TO OVID <ul style="list-style-type: none"> • <i>A review of inspectors' observations contained in some real reports</i> 	
14. 1000-1030	THE INSPECTION <ul style="list-style-type: none"> • <i>Using the OVID Inspector Manual</i> • <i>The inspection work-flow</i> • <i>Making responses in the report</i> • <i>Dos and don'ts in responses – summaries and conclusions</i> • <i>Before/during boarding</i> • <i>Certification and Documentation</i> 	
1030-1050	Coffee	
15. 1050-1200	THE INSPECTION <ul style="list-style-type: none"> • <i>Wheelhouse and Navigation</i> 	

OVID Inspector Training and Accreditation Guidelines

	<ul style="list-style-type: none"> • <i>DP Systems</i> • <i>Communications</i> 	
1200-1300	Lunch	
16. 1300-1520	THE INSPECTION <ul style="list-style-type: none"> • <i>External Areas</i> • <i>Lifeboats</i> • <i>Liferafts etc.</i> 	
1500-1520	Coffee	
18. 1520-1620	THE INSPECTION <ul style="list-style-type: none"> • <i>Working areas</i> • <i>Anchor handling area</i> • <i>Supply decks- rigging etc.</i> • <i>Seismic arrays</i> • <i>etc.</i> 	
19. 1620-1700	THE INSPECTION <ul style="list-style-type: none"> • <i>Mooring - conventional mooring equipment, winches, windlasses etc.</i> 	
DAY 3		
20. 0900-1000	THE INSPECTION <ul style="list-style-type: none"> • <i>Engine Room</i> 	
21. 1000-1040	THE INSPECTION <ul style="list-style-type: none"> • <i>Accommodation – Internal</i> • <i>Debriefing with the Master</i> 	
1040-1100	Coffee	
22. 1100-1140	INTRODUCTION TO OVID REPORT WRITING	
23. 1140-1245	THE MOCK EXAMINATION <ul style="list-style-type: none"> • <i>This session familiarises Inspectors with Part 2 of the Exam using a series of photos and descriptions of situations that may be encountered during an inspection. The purpose of this exercise is to familiarise attendees with the exam concept.</i> 	
1245-1345	Lunch	
24. 1345-1430	COURSE SUMMARY <ul style="list-style-type: none"> • <i>Recap of Inspector's role</i> • <i>Ethics</i> • <i>Conduct</i> • <i>OVID Inspector Accreditation,</i> • <i>The OVID Programme</i> • <i>The examination format and schedule recap</i> 	
1430-1445	Coffee	
25. 1445-1645	GENERAL EXAMINATION	

END OF COURSE AND EXAMINATION

Appendix 2 – New Inspector Accreditation.

