SIRE 2.0 – Instructions for Uploading Certificates to the Certificate Repository

Version 1.0

April 2022

Document Control

Doc Version	Date	Change
1.0	29 April 2022	Initial release

Project Background

OCIMF established the Ship Inspection report (SIRE) Programme in 1993 and it has developed and grown in scope since then. In 2022 the programme was renamed SIRE 2.0 after a complete revision of the inspection process. This included requiring the vessel operator to upload certificates applicable to the inspection process, including the Class Survey Status Report (CSSR), from a defined list. The certificates are made available to the assigned inspector through the inspection software prior to boarding and during the inspection.

Benefits

Having access to the vessel's certificates via the inspection software allows the inspector to:

- Prior to boarding:
    - Review the CSSR and identify any conditions of class and/or significant memoranda and copy the details into the observation tool in advance.
    - Verify that dates and data declared within the HVPQ and PIQ are accurate.
- During the inspection, verify that:
    - Any defective structure, machinery or equipment identified through the issue of a condition of class, memoranda or short-term certificate had been entered in the defect reporting system to allow follow up and later close-out.
    - The onboard system for the tracking of statutory and classification certificates was being maintained up to date by random sampling and review of no more than five certificates.
    - The outcome from any recent class surveys had been registered in the CSSR.

In this way, time spent reviewing certificates on board will be minimised allowing the inspection to focus on the identified risks.

SIRE 2.0 Vessel Operator Input

SIRE Vessel Operators provide key data into the SIRE 2.0 Inspection process.

Vessel Operator supplied data must be entered before a SIRE 2.0 Inspection can take place, and the Vessel Operator must declare that all entered information is accurate and is up to date.

Each of the four Vessel Operator supplied data entry areas are 'living repositories' of information that the Vessel Operator can update at any time, a snapshot of the data is taken for use within the SIRE 2.0 Inspection at the point the Vessel Operator makes their pre-inspection declaration.

The four areas are:

- Vessel Certificate Repository
- Vessel Particulars (HVPQ)
- Vessel Pre-Inspection Questionnaire (PIQ)
- Vessel Photograph Repository

SIRE 2.0 Vessel Certificates

Vessel Operators are required to upload specific vessel certificates and documents to the OCIMF Vessel Certificate Repository to participate within the SIRE 2.0 Programme, the certificates and documents are used solely for the purpose of facilitating SIRE 2.0 vessel inspections.

The following certificates must be uploaded to the SIRE 2.0 Vessel Certificate Repository:

- Safety Equipment Certificate
- Safety Equipment Certificate Record of Equipment (Form E)
- Safety Radio Certificate
- Safety Radio Certificate Record of Equipment (Form R)
- Safety Construction Certificate
- Load Line Certificate
- International Oil Pollution Prevention Certificate (IOPPC)
- IOPPC Record of Construction and Equipment (Form A or B)
- International Ballast Water Management Certificate (IBWMC)
- IBWMC Statement of Voluntary Compliance
- International Air Pollution Prevention Certificate (IAPPC)
- IAPPC Record of Construction and Equipment
- Safety Management Certificate (SMC)
- Document of Compliance (DOC)
- International Ship Security Certificate (ISSC)
- USCG Certificate of Compliance (COC)
- Minimum Safe Manning Document
- Civil Liability Convention 1992 (CLC) Certificate - Oil
- Civil Liability Convention 2001 (CLC) Certificate - Bunker
- USCG Certificate of Financial Responsibility (COFR)
- Certificate of Fitness (Chemicals)
- Certificate of Fitness (Gas)
- Noxious Liquid Substances (NLS) Certificate
- Certificate of Registry
- Continuous Synopsis Record (CSR)
- P&I Club Certificate of Entry
- Maritime Labour Certificate (MLC)
- Class Survey Status Report (CSSR)
- Condition Assessment Programme (CAP) Certificate
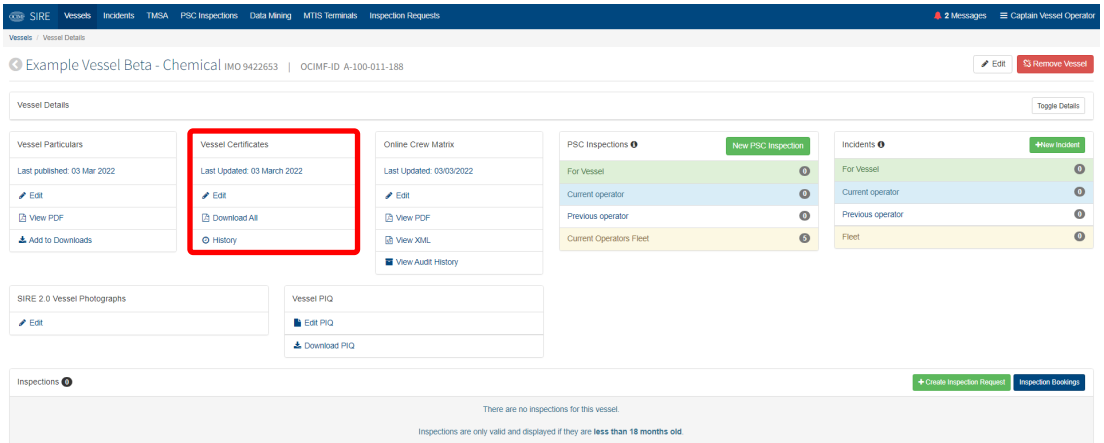- USCG Vessel Response Plan (VRP) Approval Letter

Vessel Certificate Criteria

When preparing certificates for upload to the SIRE 2.0 Vessel Certificate Repository please ensure that they adhere to the following criteria:

- **Acceptable file types:** .pdf, .docx, .jpeg, .png and .xlsx

- **Acceptable file size:** to a maximum of 10Mb

- **Unencrypted:** files with any form of encryption or password protection will not be uploaded.

Accessing the Vessel Certificate Repository

Each vessel within the vessel operators' fleet has its own Vessel Certificate Repository, which is accessed from the vessel details page:

The Vessel Certificates pane provides access to the following functionality:

- ✏️ Upload – if no certificates have been uploaded for a vessel, the option to create a new repository will be available

- ✏️ Edit – once a repository has been created, the edit option is available

- 📄 Download All – downloads the most recent version for all uploaded certifcates to a .zip file

- 🕐 History – opens the Vessel Certificate Repository audit log

Uploading a Vessel Certificate

Selecting 'Upload' or 'Edit' from the Vessel Certificate pane will open the Vessel Certificates page.

The Vessel Certificates page enables the operator to maintain a record of certificates that are associated to the vessel for the purpose of facilitating a SIRE 2.0 Inspection.

To upload a certificate to the repository, select the desired Certificate Type from the dropdown.

Certificate dates that have been entered within HVPQ Question Q2.1.4 (Certificate dates) are automatically displayed.

If a date is identified as incorrect, it should be corrected within the vessel's HVPQ record.

Browse to the file and select 'Upload', the certificate record will be added to the grid and can be viewed by selecting the 'Download' icon.

Updating a Vessel Certificate

To update a certificate, the user must upload a new certificate of the same type, the grid will then increment the version number.

Vessel Certificate History

The Certificate History page displays all versions for each Certificates that has been uploaded to the vessel's repository.

The upload date and version number are displayed to indicate when the certificate was uploaded, certificates can be downloaded via the Download icon.

Download All Vessel Certificates

Selecting the 'Download All' icon from the Vessel Certificates pane, allows for the download of all certificates in a single action.

SIRE automatically generates a .zip file containing the most recent version of each uploaded certificate.

OCIMF