



SIRE 2.0 - Inspection Closing Meeting Checklist

Version 1.0

April 2022



SIRE 2.0 Closing Meeting – Checklist

(See attached notes)

Prior to the Closing Meeting

1. Confirm with Master if any supplementary information available

Master to advise if any supplementary information has become available concerning negative observations noted.

2. Verify and consider supplementary information

Inspector to verify and consider supplementary information provided.

3. Amend negative observations in Inspection Editor if necessary

Inspector to amend negative observations in the Inspection Editor, if considered justified by the supplementary information provided.

4. Finalise the Observation Declaration and print two copies

Inspector to finalise the Observation Declaration in the Inspection Editor and print two copies via the wireless printer. (See note below if no printer available or if the Inspector has been instructed not to leave a copy on board.)

During the Closing Meeting

5. Thank the Master and vessel staff for their cooperation

Inspector to open the meeting and thank the Master and vessel staff for their cooperation and assistance.

6. Present the Master with a copy of the Observation Declaration

Inspector to provide the Master with a copy of the Observation Declaration. (See note below if no printer available or if the Inspector has been instructed not to leave a copy on board.)

7. Review and explain the contents of the Observation Declaration

Inspector to review the Observation Declaration with meeting attendees and provide an explanation for any negative observations made.

8. Sign and exchange copies of the Observation Declaration

Inspector and Master to sign both copies of the Observation Declaration and keep one each for their records.

9. Close the meeting

Inspector to close the meeting.

SIRE 2.0 Closing Meeting - Notes

4. Finalise the Observation Declaration and print two copies, and

6. Present the Master with a copy of the Observation Declaration

Where a submitting company has instructed the Inspector not to leave a copy of the Observation Declaration on board, or the vessel does not have a wireless printer, the Inspector must review the content of the declaration with the Master in sufficient detail so that the Master can make notes for each observation recorded as follows:

- Negative observations
 - The question number.
 - The type of negative observation (hardware, process, human or photo comparison).
 - The nature of concern (NOC).
 - The subject of concern (SOC).
 - The essential details of the negative comment.
- Human observations that exceeded normal expectations:
 - The question number.
 - The essential details of the comment.

Screen shots of the tablet as a substitute for a printed copy of the Observation Declaration are not permitted.

Use of the checklist.

The closing meeting checklist is provided as an aid to assist both the inspector and vessel staff to gain a common understanding of the expectations for a SIRE 2.0 inspection closing meeting.

The inspector is not required to use the checklist and, if they do, they are not required to retain it for auditing purposes.



Our vision

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

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