SIRE 2.0 – Instructions for entering data into the Suggestions for Improvement Portal

Version 1.0

February 2023

Document Control

Doc Version	Date	Change
1.0	21 February 2023	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.

To facilitate the continual improvement of the SIRE 2.0 inspection process, a Suggestion for Improvement (SFI) portal has been developed to capture feedback directly from programme participants.

Benefits

Having access to the Suggestions for Improvement portal enables all participants within the SIRE 2.0 programme to provide feedback and Suggestion for Improvement against all aspects of the SIRE 2.0 programme in a standardised and auditable format.

Suggestion for Improvement are captured in an easy to analyse layout allowing OCIMF to quickly categorise and review feedback.

SIRE 2.0 Suggestion for Improvement (SFI) Portal

The SIRE 2.0 Suggestion for Improvement (SFI) Portal has been developed to allow participants within the SIRE 2.0 programme to provide feedback and suggestion for improvement against all aspects of the programme.

The SFI Portal can be activated for individual user groups within the SIRE programme, to provide feedback for an open-ended or time limited period upon the following categories:

- **SIRE 2.0 Questionnaire**
    - Question Text
    - Guidance Text
- **SIRE 2.0 Pre-Inspection Questionnaire**
    - Question Text
- **SIRE 2.0 Inspection Tablet**
    - Tablet settings
    - Tablet ergonomics
- **SIRE 2.0 Tablet Editor Software**
    - Layout of the Editor
    - Navigation around the Editor
    - Chapter and ROVIQ modes
    - Response tools and dropdown trees
- **SIRE 2.0 Inspection Report**
    - Format
    - Content
- **SIRE 2.0 Documentation and Publications**
    - SIRE 2.0 Programme Introduction and Guidance Document
        - The SIRE 2.0 Programme
        - The Vessel Inspection Questionnaire
        - Using the CVIQ and Inspection Editor application
        - Inspection requirements
        - Standard phrases used on SIRE 2.0
        - Glossary of terms used in SIRE 2.0
    - SIRE 2.0 Process Instructions
        - Completing the Pre-Inspection Questionnaire (PIQ)
        - Uploading photographs to the Photograph Repository
        - Uploading certificates to the Certificate Repository
        - Paper-Based Contingency Process.
        - Inspection Management Processes – Inspector
        - Inspection Management Processes – Vessel Operator
   - Inspection Management Processes – Submitting Company

- o Other SIRE 2.0 Publications and Support Material
  - ▪ Inspection Opening Meeting Checklist
  - ▪ Inspection Closing Meeting Checklist
  - ▪ Fact Sheets
  - ▪ Negative Observation Module Explanation
  - ▪ Universal Interpretations
  - ▪ Question Library Question Programming Attributes
  - ▪ FAQs
  - ▪ Webinars
  - ▪ SIRE 2.0 Training Videos

Where OCIMF publishes additional SIRE 2.0 related material, this will be added to the SFI Portal structure once it is available on the SIRE 2.0 webpage
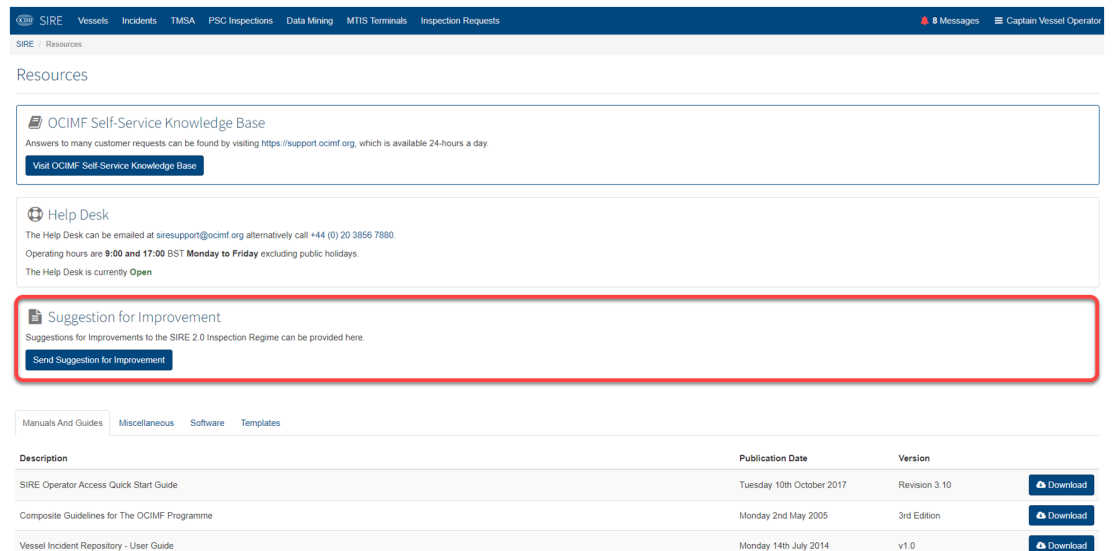
SIRE 2.0 SFI Portal Access

The Suggestion for Improvement (SFI) Portal can be accessed directly from a participant's SIRE account from the following locations:

- • SIRE Home page
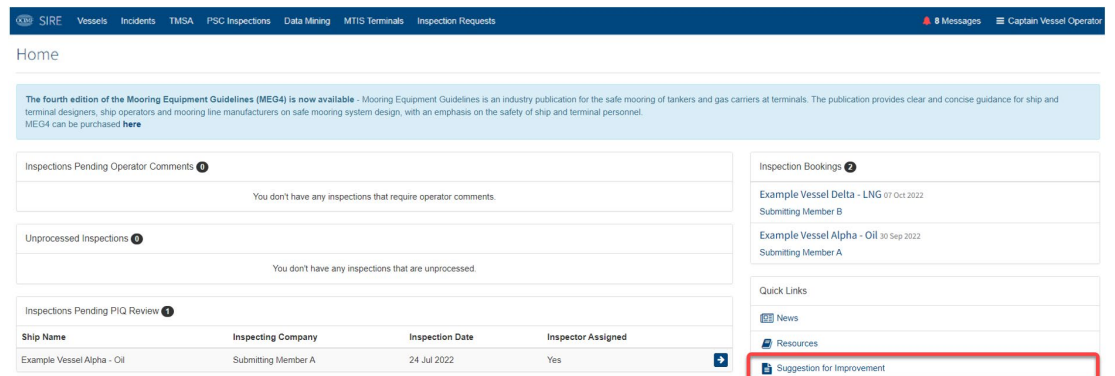
- • SIRE Resources page

Clicking upon the 'Suggestions for Improvement' link, from either the Home or Resources page, will open the Suggestions for Improvement page:
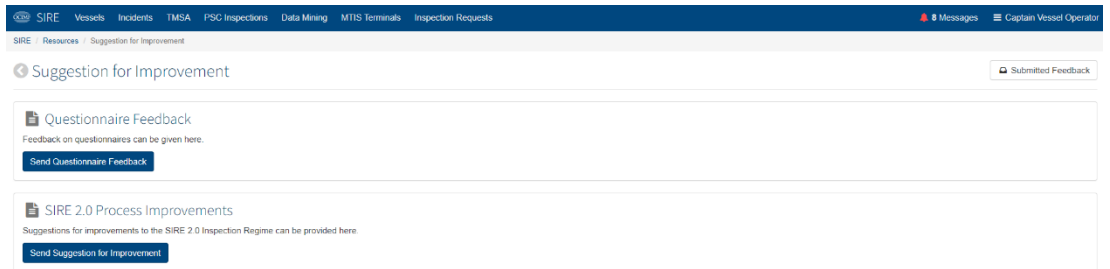
From the Suggestions for Improvement page the user can select if they wish to provide feedback against either of the following categories:

Questionnaires Feedback

Select [Send Questionnaire Feedback] to provide feedback against the following aspects of the SIRE 2.0 programme:

- SIRE 2.0 Question Set Library
- SIRE 2.0 Pre-Inspection Questionnaire

SIRE 2.0 Process Improvements

Select [Send Suggestion for Improvement] to provide feedback against the following aspects of the SIRE 2.0 programme:

- SIRE 2.0 Inspection Tablet
- SIRE 2.0 Tablet Editor Software
- SIRE 2.0 Inspection Report
- SIRE 2.0 Documentation and Publications
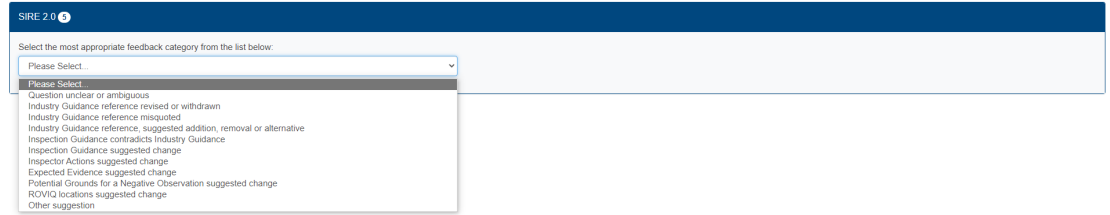
SIRE 2.0 SFI Portal – Questionnaire Feedback

Selecting the [Send Questionnaire Feedback] link will open the Questionnaire Feedback portal, allowing the user to select the Questionnaire Category, Questionnaire Type and Questionnaire:
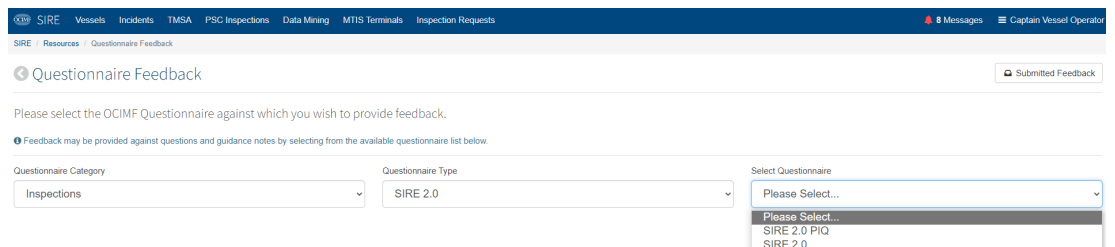
Selecting a feedback category

The user must first select the feedback category that best describes the feedback being provided:
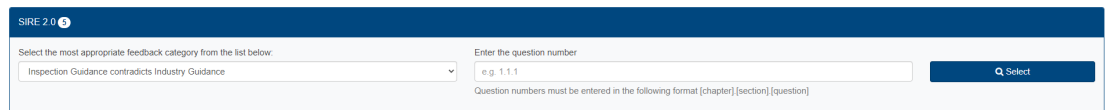

The feedback categories are specific to the Questionnaire selected, for the SIRE 2.0 Question Set Library the following categories are available:

- Question unclear or ambiguous.
- Industry Guidance reference revised or withdrawn.
- Industry Guidance reference misquoted.
- Industry Guidance reference, suggested addition, removal, or alternative.
- Inspection Guidance contradicts Industry Guidance.
- Inspection Guidance suggested change.
- Expected Evidence suggested change.
- Potential Grounds for a Negative Observation suggested change.
- ROVIQ locations suggested change.
- Other suggestion.

Feedback should be provided for a single category at a time only.

Question Number

The question number must be entered in the format [Chapter].[Section].[Question] e.g. 2.1.1

Once the question number is entered, press the   [🔍 Select]   icon to enter feedback.

Entering Feedback

The Question text will be displayed for the selected Question, Question Guidance can be viewed by following the link to the OCIMF Website, feedback can then be provided via the 'Feedback' text box at the bottom of the page:

To submit the feedback for OCIMF review, select the [Send Feedback] icon.

SIRE 2.0 SFI Portal – Process Improvements

Selecting the [Send Suggestion for Improvement] link will open the SIRE 2.0 Process Improvements portal, allowing the user to select the SIRE 2.0 area against which they which they wish to provide a suggestion for improvement:


Selecting a Suggestion for Improvement area

The Suggestion for Improvement portal will initially provide the following areas against which a suggestion may be supplied, the available sub-areas are dependent upon the area selected:

- SIRE 2.0 Inspection Tablet
- SIRE 2.0 Tablet Editor Software
- SIRE 2.0 Tools and Repositories
- SIRE 2.0 Inspection Report
- SIRE 2.0 Documentation and Publications

Once the area and sub-area have been selected the Feedback category dropdown will become available, with Feedback Categories specific to the area and sub-area selected.
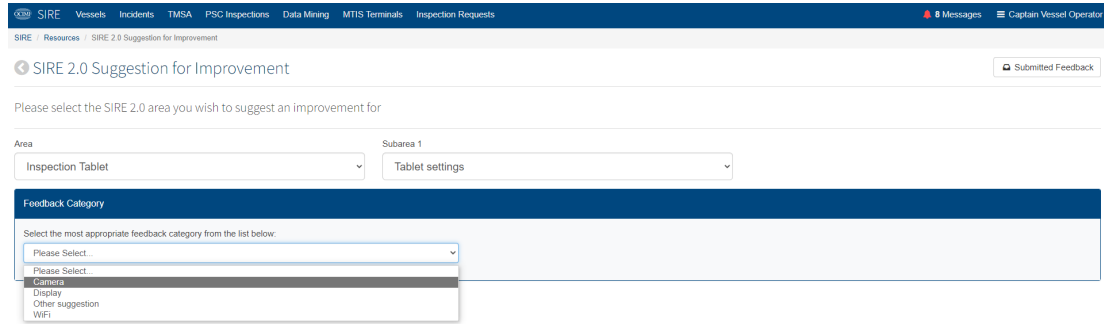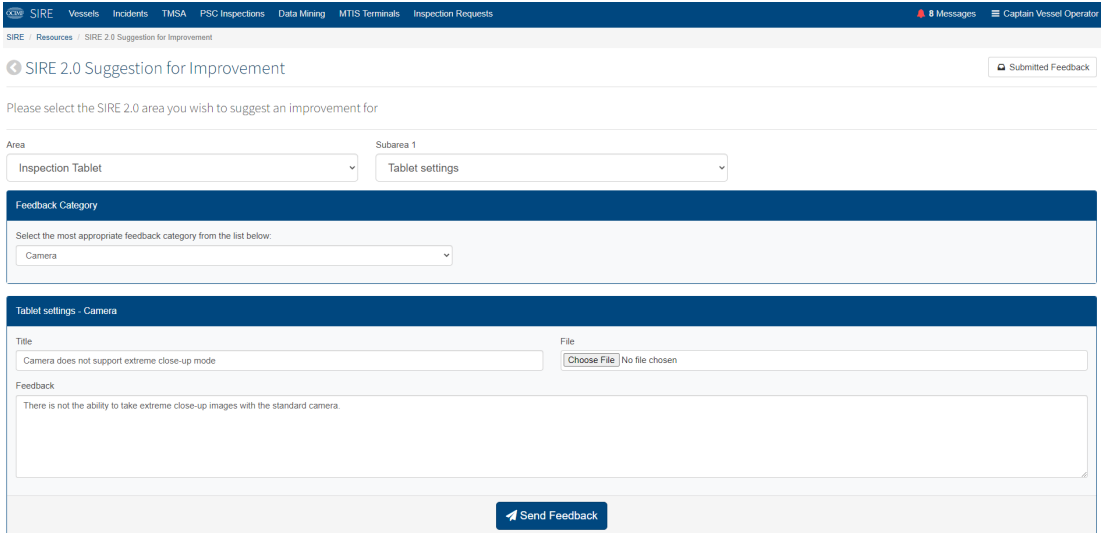
Entering Feedback

Once the Area, Sub-area(s) and Feedback Category have been selected, a Feedback Title, and Feedback text can be entered.

The ability to upload file to support a Feedback entry is available, availability determined on a per area basis by OCIMF.

To submit the feedback to OCIMF for review, select the [Send Feedback] icon.

SIRE 2.0 SFI Portal – Submitted Feedback

Users may review submitted feedback by selecting the [Submitted Feedback] icon, from upon the Suggestions for Improvement portal page.
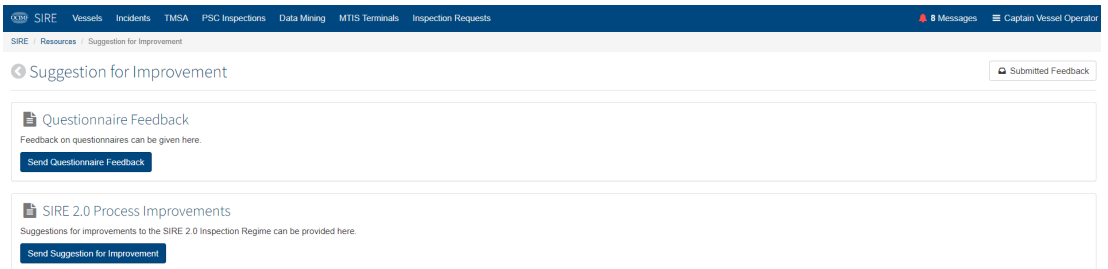
The Submitted Feedback page displays grids of all Questionnaire Feedback and any Suggestions for Improvement that have been submitted.

All feedback submitted via the Suggestions for Improvement feedback portal will be reviewed by OCIMF, following review, the Status displayed upon the Submitted Feedback grid will update to 'Reviewed'.

Selecting the blue arrow will display the details of the individual feedback items:

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