



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

**Version 1.0**

February 2023



<b>Document Control</b>	<b>2</b>
<b>Project Background</b>	<b>3</b>
<b>Benefits</b>	<b>3</b>
<b>SIRE 2.0 Suggestion for Improvement (SFI) Portal</b>	<b>4</b>
<b>SIRE 2.0 SFI Portal Access</b>	<b>5</b>
Questionnaires Feedback	6
SIRE 2.0 Process Improvements	6
<b>SIRE 2.0 SFI Portal – Questionnaire Feedback</b>	<b>6</b>
Selecting a feedback category	7
Question Number	7
Entering Feedback	8
<b>SIRE 2.0 SFI Portal – Process Improvements</b>	<b>8</b>
Selecting a Suggestion for Improvement area	8
Entering Feedback	9
<b>SIRE 2.0 SFI Portal – Submitted Feedback</b>	<b>9</b>

## 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

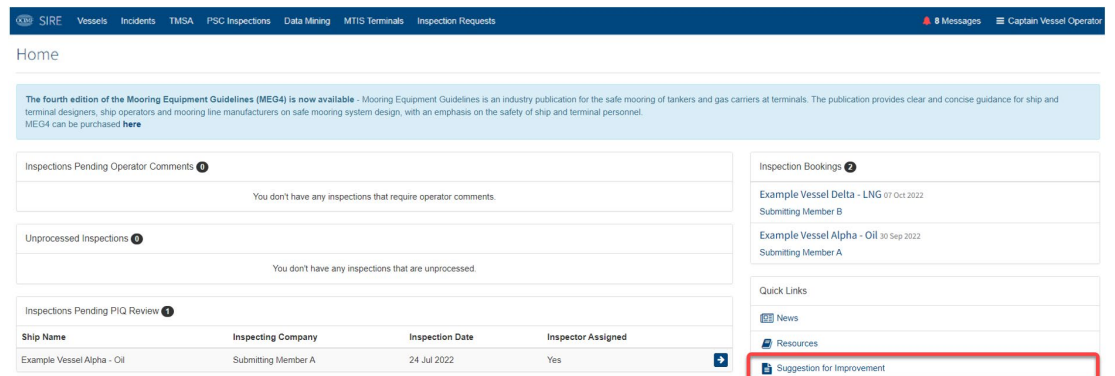
- Other SIRE 2.0 Publications and Support Material
  - Inspection Opening Meeting Checklist
  - Inspection Closing Meeting Checklist
  - Fact Sheets
  - Negative Observation Module Explanation
  - Universal Interpretations
  - Question Library Question Programming Attributes
  - FAQs
  - Webinars
  -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

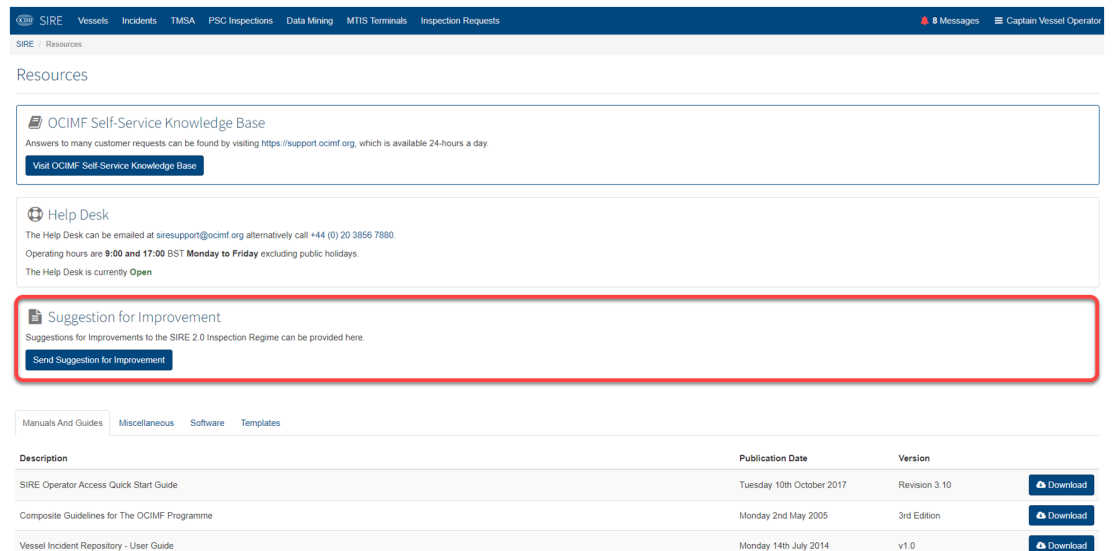
## SIRE 2.0 SFI Portal Access

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

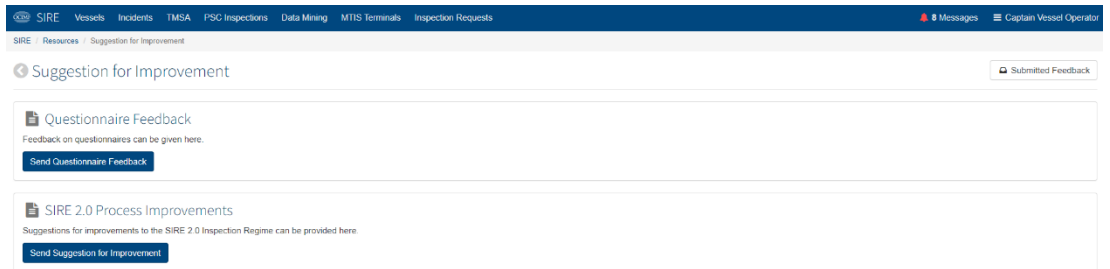
- SIRE Home page



- 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

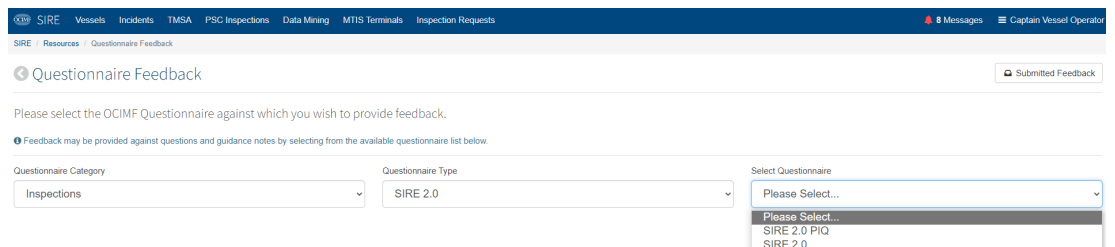
### SIRE 2.0 Process Improvements

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

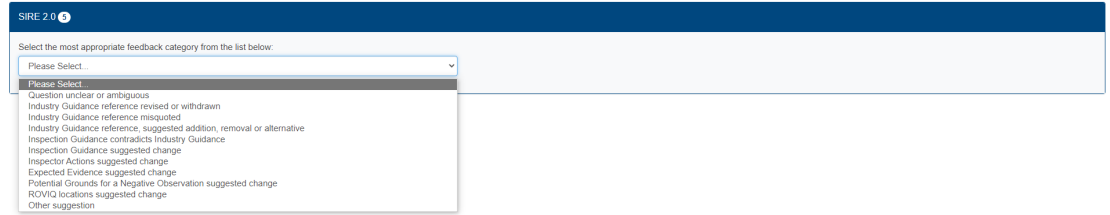
## SIRE 2.0 SFI Portal – Questionnaire Feedback

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 screenshot shows a dropdown menu titled "SIRE 2.0" with the instruction "Select the most appropriate feedback category from the list below." The dropdown is open, showing a list of categories: "Please Select...", "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", "Inspector Actions suggested change", "Expected Evidence suggested change", "Potential Grounds for a Negative Observation suggested change", "ROVIQ locations suggested change", and "Other suggestion".

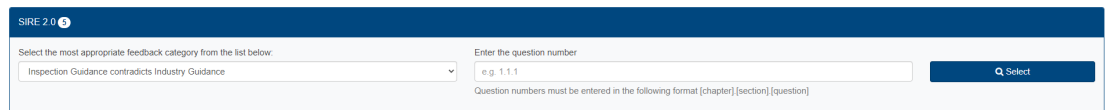
The feedback categories are specific to the Questionnaire selected, for the SIRE 2.0 Question Set Library the following categories are available:

- 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



The screenshot shows a form titled "SIRE 2.0" with the instruction "Select the most appropriate feedback category from the list below." The dropdown menu is open, showing the selected category "Inspection Guidance contradicts Industry Guidance". To the right, there is a text input field labeled "Enter the question number" with the example "e.g. 1.1.1" and a "Q Select" button. Below the input field, there is a note: "Question numbers must be entered in the following format [chapter].[section].[question]".

Once the question number is entered, press the  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:

Please select the OCIMF Questionnaire against which you wish to provide feedback.

Feedback may be provided against questions and guidance notes by selecting from the available questionnaire list below.

Questionnaire Category: Inspections | Questionnaire Type: SIRE 2.0 | Select Questionnaire: SIRE 2.0

Select the most appropriate feedback category from the list below:

Question unclear or ambiguous | Enter the question number: 5.7.1

5.7.1. Had all onboard incidents been reported and investigated in accordance with company procedures, and was an incident investigation report or a summarised lessons learned bulletin available for each incident at or above a defined threshold?

Guidance: The SIRE 2.0 Question Set Library Guidance is available from the OCIMF Website - <https://www.ocimf.org/programmes/sire-2-0>


Title: SIRE 2.0 - 5.7.1 Feedback | Feedback for: Guidance Text

Feedback: [Text area]

Send Feedback

To submit the feedback for OCIMF review, select the  icon.

## SIRE 2.0 SFI Portal – Process Improvements

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

Please select the SIRE 2.0 area you wish to suggest an improvement for

Area: Please Select...

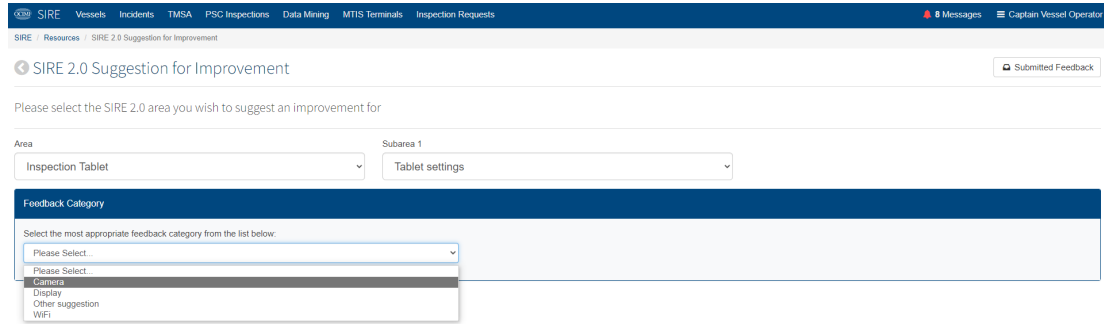
### Selecting a Suggestion for Improvement area

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.

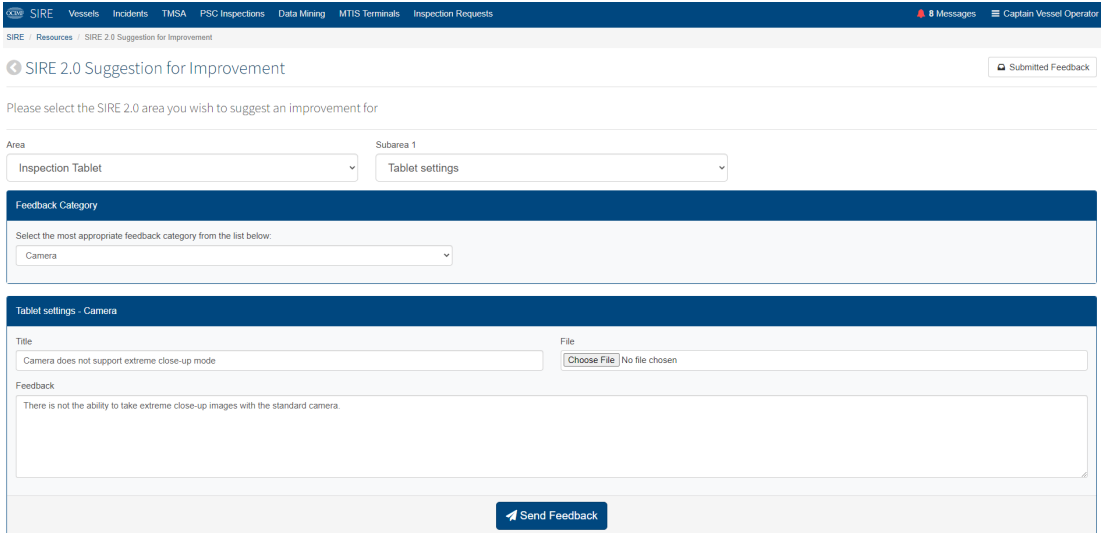




### Entering Feedback


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

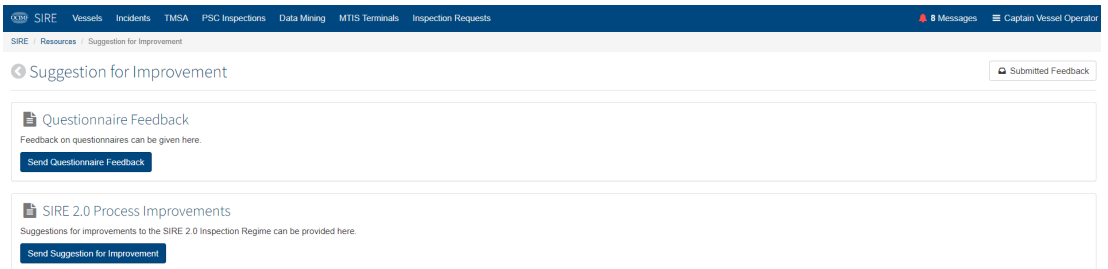
The ability to upload file to support a Feedback entry is available, availability determined on a per area basis by OCIMF.



To submit the feedback to OCIMF for review, select the  icon.

### SIRE 2.0 SFI Portal – Submitted Feedback

Users may review submitted feedback by selecting the  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.

Template	Question Number	Feedback	Status	Date submitted
SIRE 2.0 - SIRE 2.0	2.1.1	This is feedback being provided for SIRE 2.0 Question 2.1.1	Not Reviewed	19 Oct 22
SIRE 2.0 PIQ - SIRE 2.0 PIQ	3.3.1	PIQ Feedback	Reviewed	25 Jul 22
SIRE 2.0 - SIRE 2.0	3.3.1	etst	Not Reviewed	25 Jul 22
SIRE 2.0 - SIRE 2.0	5.7.1	SIRE 2.0 Question Feedback	Not Reviewed	25 Jul 22
SIRE 2.0 PIQ - SIRE 2.0 PIQ	3.3.1	PIQ Feedback Q3.3.1 -	Not Reviewed	25 Jul 22

Area	Feedback	Status	Date submitted
Tablet settings	There is not the ability to take extreme close-up images with the standard camera.	Not Reviewed	20 Oct 22
Tablet settings	The standard display on the tablet is too dark to allow for easy reading	Not Reviewed	20 Oct 22

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:

Area	Status
Tablet settings	Not Reviewed
Submitted On	Feedback Type
20 Oct 22	Camera
Title	Attached File
Camera does not support extreme close-up mode	No File Attached
Feedback	
There is not the ability to take extreme close-up images with the standard camera.	



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