SIRE 2.0 Phased Transition Guidance

Version 1.0

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Contents

Overview

Since its launch in 1993, OCIMF's SIRE tanker inspection programme has become central to supporting safety and best practice in the marine industry. With approximately 165,000 SIRE reports downloaded since inception, it has provided industry with a reliable tool for assessing vessel safety and quality. OCIMF has been working with its membership and industry partners to develop the software, tools, processes and procedures that underpin the new digitalised inspection regime, SIRE 2.0, to ensure the inspection regime keeps up with industry change.

The new programme will be rolled out in four stages to allow for comprehensive testing and interrogation of the system, with a review of 'critical success factors' to be confirmed by the OCIMF membership before moving to the next stage. The organisation has also assured programme users that they will be given ample warning before each stage is progressed.

Phase 1: SIRE 2.0 internal testing – a one-month user acceptance testing involving the OCIMF Secretariat and participants who have previously been involved in SIRE 2.0 trial inspections. The goal is to rigorously test the full end-to-end reporting process.

Phase 2: Beta test of full end-to-end process – a two-month testing period with optional participation from invited parties, with a goal to test the end-to-end process without assistance from OCIMF.

Phase 3: Unlimited beta test of full end-to-end process – a four-month transition period allowing participation for all programme users. The goal is to allow all submitting companies, vessel operators and programme recipients to use and familiarise themselves with the SIRE 2.0 system before full launch.

Phase 4: SIRE VIQ7 withdrawn – SIRE 2.0 launches and replaces the existing SIRE system as the commercial tanker inspection programme.

Timeline

Launch Day (LD) is the first day of phase 1 and will be confirmed in due course.

Phase 1:   LD until LD + 1 month or until three inspections completed.

Phase 2:   Completion of phase 1 until LD + 3 months.

Phase 3:   Completion of phase 2 until LD + 7 months.

Phase 4:   Completion of phase 3 onwards.

Geographic area

Phase 1:   Restricted to same locations as the SIRE 2.0 trial inspection programme.

Phase 2:   Restricted to locations where inspectors nominated by phase 1 and 2 submitting companies are located.

Phase 3:   Global.

Phase 4:   Global.

Participants

Phase 1:   **By invitation only** - SIRE 2.0 Trial Inspection Programme:

- Vessel operators and inspectors, who have participated in at least one completed trial inspection.
- Submitting companies involved in the trial inspection programme that were able to conduct an inspection within the limited geographical areas of the trial.

Phase 2:   **By invitation only** - As per phase 1 with additional:

- Inspectors nominated by phase 1 and 2 submitting companies.
- Vessel operators inducted into the trial inspection programme but where no inspection was completed.
- Submitting companies involved in the trial inspection programme that were **not** able to conduct an inspection within the limited geographical areas of the trial.
- Recipients associated with phase 1 and 2 submitting companies.

Phase 3:   All existing SIRE participants – voluntary basis.

Phase 4:   All existing SIRE participants – SIRE 2.0 live and SIRE/VIQ7 closed

Access to SIRE 2.0 accounts

Phase 1 and 2:

- Vessel operator   LD – 21 days
- Submitting company   LD – 14 days
- Inspectors   LD – 7 days

Phase 3

- Vessel operator   LD + 2 months
- Submitting company   LD + 2 months
- Inspectors   LD + 2 months
- Recipients   LD + 3 months

Report publication

- Phase 1 – no anonymisation, publication or release.
- Phase 2 – anonymised reports released to invited recipient companies.
- Phase 3 – general release of anonymised reports to existing SIRE report recipients.
- Phase 4 – SIRE 2.0 reports live

SIRE 2.0 Inspection Report Format and Transition Report Anonymisation Process

Objectives

Phase 1 and 2

- Test the production SIRE 2.0 software end to end to ensure that the following processes can be conducted using only the automated SIRE 2.0 systems:
  - Inspection request, request acceptance and inspection booking.
  - Inspector assignment and, if necessary, reassignment.

- o   Automated inspection notifications.
- o   Vessel operator interfaces (certificates, photographs, PIQ, crew matrix, HVPQ and operator declarations).
- o   CVIQ generation and transfer to assigned inspector's tablet.
- o   CVIQ completion, validation and submission using inspection tablet.
- o   Submitting company review and release of draft inspection report.
- o   CVIQ resubmission, where necessary.
- o   Operator comment submission process.
- o   Report publishing process (limited internal and invited recipients).
- Identify any software issues that would prevent moving to next phase.
- Verify that user guidance documents provide adequate information to assist programme participants in completing actions required of them.
- Identify any inaccuracies in user guidance documents that would prevent moving to next phases.
- Verify that the production inspection tablet, mobile device management (MDM) software and inspection editor application perform as expected.
- Test the SIRE 2.0 transition feedback process to ensure that SIRE participants can provide feedback against a specific inspection automatically.
- Evaluate the effectiveness of OCIMF and its SIRE 2.0 related contractors to respond to arising issues.

Phase 3

As for phases 1 and 2, plus:

- Test the production SIRE 2.0 software end to end to ensure that the following processes can be conducted using only the automated SIRE 2.0 systems:
    - o   Inspector reassignment.
    - o   Booked inspection cancellation by submitting company.
    - o   Booked inspection cancellation by vessel operator.
    - o   Vessel operator interfaces (certificates, photographs, PIQ, crew matrix, HVPQ).
    - o   CVIQ resubmission.
    - o   Contingency inspections – full and partial.
    - o   Camera disabled remotely.
    - o   Camera disabled by editor.
    - o   Draft and published report withdrawal process.
    - o   Report (anonymised) publication process.
- Gather feedback on positive aspects of SIRE 2.0 as well as opportunities for improvement.
- Verify the effectiveness of OCIMF and its SIRE 2.0 related contractors' responses to arising issues.

Conditions of participation

By voluntary participation in the phased implementation of SIRE 2.0, it is an expectation that:

- No commercial use will be made of an inspection report generated during any phase of the SIRE 2.0 transition unless:
    - o   OCIMF provides written notice to all participants that phase 3 SIRE 2.0 transition inspections may be used for commercial purposes, **and**

- o The submitting company and vessel operator both agree that a phase 3 SIRE 2.0 transition inspection may be used commercially before the proposed inspection takes place, **and**
- o The inspector assigned to a phase 3 SIRE 2.0 transition inspection where the inspection report will be used for commercial purposes has been advised.
- Pre-anonymised draft reports and any other material generated during the inspection process will remain confidential between OCIMF, the vessel operator, the inspector, and the submitting company.
- Feedback will be provided to OCIMF through the system provided.
- No negative feedback relating to SIRE 2.0 is shared within the industry unless the same feedback has been provided to OCIMF with a grace period of 10 days to permit OCIMF to respond.
- The costs for a phase 1 or 2 inspection will be borne by the submitting company commissioning an inspection.
- The costs for a phase 3 inspection will be for negotiation between each submitting company and vessel operator.

Recommendations

Common to all SIRE participants

The phase 3 inspection process and inspection reports should be used to:

- Verify the effectiveness of internal SIRE 2.0 policies and procedures.
- Update internal SIRE 2.0 internal policies and procedures where required.
- Familiarise and train staff in their respective roles in the SIRE 2.0 Programme.

Submitting company

- The following documents, available on the [SIRE 2.0](#) webpage, should be reviewed, and internal policies and procedures should be developed to manage all aspects of SIRE 2.0 Programme activities:
  - o SIRE 2.0 Conditions of Participation and Policies and Procedures.
  - o SIRE VIQ7 / SIRE 2.0 processes gap analysis
- Phase 3 booking and billing policies and procedures should be developed and published one month before phase 3 commences.
- Transition SIRE 2.0 inspections should be booked and undertaken to verify the effectiveness of internal inspection management policies and procedures and submitting companies should consider:
  - o Conducting SIRE 2.0 transition inspections equivalent to 1.5% of their 2020 submitted inspection reports.
  - o At least 75% of their tokened inspectors have completed at least one inspection by the end of phase 3 (under any submitting company's token – this information will be available through a valid submitting company SIRE user account).
- Transition phase inspections should be planned to allow adequate time for the inspector to complete the pre-inspection work. Recognising the purpose of the phased transition, inspectors should not normally be assigned later than four days before an inspection is scheduled.

Vessel operator

- The following documents, available on the SIRE 2.0 webpage, should be reviewed and, internal policies and procedures should be developed to manage all aspects of SIRE 2.0 Programme activities:
    - SIRE 2.0 Conditions of Participation and Policies and Procedures.
    - SIRE VIQ7 / SIRE 2.0 processes gap analysis
- Vessel operators should consider undertaking one transition inspection for each 10 vessels under management.
- Wherever possible, a Superintendent should attend prior to and during a transition SIRE 2.0 inspection.
- SIRE 2.0 inspections should not normally be requested with less than one week's notice.
- All pre-inspection work should be completed not later than four days before the scheduled inspection.

Inspector

- They should keep all tokened companies updated with their SIRE 2.0 activity.

Programme recipient

- Internal policies and procedures should be developed for evaluating SIRE 2.0 inspection reports provided as PDF documents and/or through web services (where this service is available to a recipient).
- Should 'consume' all phase 3 reports and use these to validate their inspection report evaluation policies and procedures.

Quality control of transition inspections

OCIMF Quality Assessors will review every transition SIRE 2.0 report to verify its quality. Feedback will be provided to the appropriate participants where significant weaknesses are identified.

Where common weaknesses or misinterpretation of the SIRE 2.0 processes are identified, the FAQ system will be used to highlight this for the wider benefit of programme participants.

Transition inspection feedback process

OCIMF invites all SIRE transition inspection participants to provide feedback through the following links:

SIRE 2.0 Transition Feedback - Report Recipient
SIRE 2.0 Transition Feedback - Inspector
SIRE 2.0 Transition Feedback - Submitting Company
SIRE 2.0 Transition Feedback - Vessel Operator

The feedback will be validated by the provision of the following identifying data:

- The feedback provider's SIRE username.
- The last four digits of the 16-digit alpha-numeric inspection report name.

Without the requested validation information, feedback may be discounted.

SIRE 2.0 technical accuracy feedback

Where an error or opportunity for improvement is identified within SIRE 2.0 Question Library guidance documents which does not require immediate technical support or clarification, feedback should be provided using the SIRE 2.0 Suggestion for Improvement (SFI) Portal which can be accessed through an active SIRE user account.

SIRE 2.0 - Instructions for entering data into the Suggestions for Improvement portal

Technical support

In the first instance, the guidance documents provided on the OCIMF SIRE 2.0 webpage should be consulted.

In the second instance, refer to the Transition FAQs provided on the OCIMF SIRE 2.0 webpage.

If further assistance is required, direct enquiries as follows:

- Software support (not tablet related): siresupport@ocimf.org.
- Process support (issues relating to the SIRE 2.0 processes): sire2.0@ocimf.org.

Requests for assistance will be addressed during UK office hours – Mon–Fri 08:00 to 17:00

The inspection tablet support desk contact details will be communicated to inspectors separately.

OCIMF

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