## Version History

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Description</th>
<th>Date</th>
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<tr>
<td>1.0</td>
<td>Initial Release</td>
<td>01 March 2023</td>
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Inspection Requests

A Vessel Operator will create a SIRE 2.0 Inspection request in the SIRE system. They will select the Submitting Companies that they would like to accept. This can be up to 5 and the request will be sent to each Submitting Company in turn, in the order they are selected.

Inspection Request Status

A SIRE 2.0 Inspection Request is accepted from the Inspection Requests screen. Selecting the ‘Inspection Requests’ menu item will display four tabs of Inspection Requests by status.

Available
This tab will display any inspection requests that are available to be accepted by the Submitting Company. They will be available for 72 hours before being automatically passed to the next selected Submitting Company.

Accepted
When an Inspection Request has been accepted and allocated to an Inspector, the request will appear on the Accepted tab and the Inspection record is created.

Accepted (Not Assigned)
When an Inspection Request has been accepted, but has the Inspector status of ‘unallocated’, the request will appear on the Accepted (Not Assigned) tab and the Inspection record is created.

Declined
When an Inspection Request has been either manually or automatically declined by the Inspection Request process, the request will appear on the Declined tab.

Viewing Inspection Request

The SIRE 2.0 Inspection Request can be viewed by selecting the blue arrow against the appropriate inspection in the Information Request list.

The Inspection Request will open in a summary format with all the information that the Operator entered available for the Submitting Company to view.

At the bottom of the Request Summary screen is a section called ‘Inspection Type’. SIRE 2.0 should be selected from the dropdown list.
This will display the ‘SIRE 2.0 Inspection Review’ section. This section records the decision to ‘Accept’ or ‘Decline’ the SIRE 2.0 Inspection.

If the SIRE 2.0 Inspection is declined, then the SIRE 2.0 Inspection Request will be sent to the next Submitting Company on the Operators list.

Accepting the Inspection Request

Inspector Selection

When a SIRE 2.0 Inspection is accepted, the Inspector drop down list will only contain Inspectors that have been identified in the Inspector Index as being flagged as accredited for SIRE 2.0 Inspections plus ‘Unallocated’.

Inspectors must also be added to the Submitting Company ‘Selected Inspectors list’ on the ‘Manage Inspectors screen’. The ‘Manage Inspector screen’ is available via the ‘Manage Organisation screen’ in SIRE.

The Inspector Profile within the admin console contains a SIRE 2.0 flag, if the SIRE 2.0 flag is selected by OCIMF, then the Inspector can perform SIRE 2.0 Inspections.
6 Inspection Management Processes – Submitting Company – Version 1.0

Unallocated Inspector

The Submitting Company may accept the request, but choose to select ‘Unallocated’ in the Inspector selection.

Selecting ‘Accept’ will require confirmation to accept the Inspection.

The Inspection will move to the ‘Accepted (Not assigned) tab, where it can be allocated to an Inspector prior to the scheduled Inspection date, using the blue arrow icon.

Notifications will be sent as reminders prior to the scheduled Inspection date, reminding the Submitting Company that the Inspection should be allocated to an Inspector.

Allocating an Unallocated Inspection

When the Submitting Company is ready to allocate an Inspector, selecting the blue arrow will display the Inspection Request Summary Screen and an Inspector can be selected from the list.
Selecting ‘Continue’ will display the Compliance Check.

**Allocating an Inspector**

Where the Submitting Company can allocate an Inspector immediately, the correct Inspector should be selected from the dropdown list and select ‘Continue’. This will display the Compliance Check.

**SIRE 2.0 Compliance Report**

Selecting ‘SIRE 2.0 Compliance Report’ runs a set of compliance rules against all available Inspectors, to identify which ones are most suited to undertake the requested inspection.

The % pass rate for each Inspector is displayed and the details for each compliance rule can be viewed by selecting the arrow against an Inspector.

The coloured icons indicate the severity level attached to the compliance check.
The above information will also be displayed upon selecting ‘Continue’, when an Inspector has been selected from the Inspection Review screen.

The rules can be overridden and a reason must be selected from the drop down list for this decision. Upon selecting ‘Accept’ a dropdown list of reasons will be displayed and one should be selected before clicking ‘Accept’ again.

Accepting the Inspection Request using the ‘Accept’ button will display the Vessel Details screen.
The Inspection Type will now display as SIRE 2.0 and the Operator and selected Inspector will be notified.
**Reassigning an Inspection to an alternative Inspector**

The inspection can be reassigned to an alternative inspector until the physical phase of the inspection has started.

**Reassigning an Inspection**

A booked Inspection can be reassigned to a different Inspector from the ‘Accepted’ tab of the Inspection Requests screen.

Selecting the blue arrow for an Inspection that has not been commenced, will display the ‘Request Summary’ screen.

Scrolling to the bottom of the ‘Request Summary’ page, displays the Inspector Details section showing the ‘Reassign Inspector’ dropdown list.

Selecting an alternative Inspector from the dropdown list will display the ‘Cancel’ and ‘Reassign’ buttons.

Clicking ‘Cancel’ will ignore any selection and leave the Inspection assigned to the previous Inspector.

Selecting ‘Reassign’ will run the Inspector compliance checks on the new Inspector selected and display the results.

When the results have been reviewed, selecting ‘Accept’ will assign the alternative inspector to the inspection. If any compliance rules require a reason to continue, one should be selected from the dropdown list and select ‘Update Inspector’ to continue.
Unallocating an Inspection

An allocated inspection may also be unallocated from an Inspector before it is submitted by the Tablet Editor.

A booked Inspection can be set to ‘unallocated’ from the ‘Accepted’ tab of the Inspection Requests screen. Selecting the blue arrow for an Inspection that has not been commenced, will display the ‘Request Summary’ screen.

Scrolling to the bottom of the ‘Request Summary’ page, displays the Inspector Details section showing the ‘Reassign Inspector’ dropdown list.

Selecting ‘unallocated’ from the list will unassign the current Inspector from the inspection and remove access.

Selecting ‘Accept’ will display a message to confirm this is the correct action and selecting ‘Update Inspector’ will confirm the action.

The inspection will now appear back on the ‘Accepted (Not Assigned)’ tab of the Inspection Request screen.
Remote Wipe of a reassigned Inspection on a Tablet device

An Inspection can only be reassigned to an alternative inspector prior to being commenced, when the Inspection status is ‘Created’, ‘CVIQ generated’ or ‘CVIQ Downloaded’. If an Online Submission has been started, the Inspection cannot be reassigned to an alternative inspector.

If the Inspection has been downloaded to a Tablet Device, this will be remote wiped when the Tablet Editor connects to the server.

Email notifications will be sent to all parties, notifying them that the Inspection has been reassigned.

- Original Inspector
- Alternative Inspector
- Vessel Operator
- Submitting Company

The Submitting Company should make sure that the Inspector has received the message and does not embark on an unnecessary journey.
Cancel Inspection

Inspection Cancellation

When a SIRE 2.0 Inspection has the status ‘Created’, ‘CVIQ Generated’ or ‘CVIQ Downloaded’, the booking can be cancelled.

From the ‘mySIRE’ menu item, select ‘SIRE 2.0 Inspections’.

Selecting the ‘Cancel Inspection’ button will display the cancellation Inspection screen.

A cancellation reason should be selected from the dropdown list, to explain the reason for the cancellation.

A note can be entered in the ‘Additional Information’ text box for further explanation.

Selecting the ‘Confirm’ button will cancel the Inspection.

Selecting the ‘Reject’ button will return to the previous page and the status of the Inspection is unchanged.
When a booked Inspection is cancelled, email notifications are sent to the Vessel Operator and assigned Inspector.

The Submitting Company should make sure that the Inspector has received the message and does not embark on an unnecessary journey.
Paper Based Contingency Inspections

A SIRE 2.0 Inspection is primarily completed in the SIRE 2.0 Tablet application. Where unforeseen issues arise that prevent the use of the tablet application during the Inspection, the Inspector will have a number of options available to complete the Inspection.

**Tablet Inspection** – A full tablet inspection means that the Inspection is only available and completed on the tablet device through to submission. No alternative Inspection process is undertaken.

**Full paper-based Inspection** – A full paper-based contingency inspection can be completed where a tablet device is prohibited, or the tablet device is not in working order. The Online Editor will be used to electronically record the Inspection. This will be recorded as a ‘Contingency’ Inspection and the report name will be suffixed by (C) where it appears.

**Terminated Inspection** – If a Full Tablet inspection is interrupted, the inspection may be ‘Terminated’ and submitted with the information that has been collected prior to that point. This inspection will be recorded as ‘Incomplete’ and the report name will be suffixed by (I) where it appears.

**Partial paper-based Inspection** – A partial paper-based inspection can be completed where the Tablet device is not permitted in all areas required for the Inspection. Paper copies of the External questions can be downloaded using the contingency process and the partially completed tablet inspection can be uploaded to the online editor for completion. This will be recorded as a ‘Partial’ Inspection and the report name will be suffixed by (P) where it appears.

Instigating the Contingency Process

The contingency process is triggered from within SIRE. This will be triggered by the Inspector when they are prevented from carrying out a full tablet-based inspection.

Outside of the SIRE system, the Inspector will contact the Submitting Company and request permission to complete a paper-based or partial inspection. Upon this agreement being obtained, the Inspector may instigate the Contingency process and record the agreed decision against the inspection, by selecting from the dropdown list.
Contingency Report changes

The final inspection report will include the appropriate information to identify whether the report was a Contingency or Incomplete Inspection.

Inspection Report Name

The Inspection report name will be suffixed to indicate if it was not completed as a standard tablet based inspection.

(C) Contingency - Full Paper-based Inspection
(P) Contingency - Partial Paper-based Inspection
(I) Incomplete Inspection
(D) Disabled Camera

This suffix will appear in the SIRE User Interface and on the front cover of the Final Inspection Report, wherever the report name appears.

Where more than one suffix is applicable, both are displayed. For example, where a Partial paper-based Inspection had a disabled camera, this will display as Report Name (P) (D).

A Full Paper-based contingency submission will be shown in the SIRE User Interface with a (C) after the report name. The report itself will be complete and submitted, but will not contain any
A Partial Paper-based contingency submission will include any information that had been completed on the Tablet Editor, which may include photographs and it will be complete and submitted. This report will display a (P) after the report name in the SIRE User Interface to denote that it is a Partial Submission.

An Incomplete Inspection will have a ‘Termination Reason’ displayed in the ‘Vessel and Operation Particulars’ section of the final report.

Where questions were unanswered before termination occurred, a ‘Not Answerable’ – ‘Inspection Terminated before completion – not seen’ response and a comment of ‘Inspection Terminated date and time’ will be shown against each unanswered question.

The report will display an (I) after the report name in the SIRE User Interface to denote that it is an Incomplete Terminated Inspection.
Submitted Inspections

Following the submission of the Inspection by the Inspector to the Submitting Company, the Inspection will display in the ‘mySIRE’ menu, under SIRE 2.0 Inspections.

A list of Inspections will be displayed and selecting the blue arrow icon will display the Inspection details screen.

The Inspection list can be filtered by Inspection Status.

Processing a SIRE 2.0 Inspection

The Submitting Company will be able to view a submitted Draft Inspection Report and process the Inspection for Operator comment, by completing the distribution fields and selecting ‘Process Inspection’.

The status of the Inspection will change to ‘Submitter Validated’ and can be viewed using the blue arrow icon.
The Draft Inspection Report will now be sent to the Operator for ‘Operator Comments’
**Inspection Resubmission**

The resubmission process allows a Submitting Company to identify that a change is required in the Draft Inspection Report and for the Inspector to be notified and make the change. The changes are made using the Online Editor and will only allow amendment to specific questions, selected by the Submitting Company.

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**SIRE 2.0 Inspection List Screen**

A draft inspection report can be selected for Resubmission from the SIRE 2.0 Inspection List screen with a status of ‘Submitted’ or ‘Submitter validated’.

Following the review of a submitted Draft Inspection Report, a Submitting Company can mark the inspection for resubmission by selecting the blue arrow on the SIRE 2.0 Inspections list screen.

Selecting the blue arrow icon against the correct draft Inspection Report name will display details of the draft inspection report. Here the draft inspection report can be reviewed and where found to be free of inspector generated errors, released to the vessel operator for their comments or, where there are inspector generated errors present, either opened for resubmission or withdrawn.

Draft Inspection reports with a status of ‘Submitted’ will be available for resubmission multiple times before the status is updated to ‘Submitter Validated’ and the draft Inspection report is sent...
Selecting ‘Process Inspection’ will release the draft inspection report for operator comment and publication or, automatic publication after 14 calendar days.

Selecting ‘Open for Resubmission’ will display the ‘Request Resubmission’ screen.

**Open Inspection for Resubmission**

From the Inspection Details screen, selecting the ‘Open for Resubmission’ button will display the details of the submitted CVIQ and provide the ability to inform the Inspector of the changes that should be considered and the reasons why.

**Resubmission Request Details**

A resubmission Inspection will only have access to the information contained in the submitted CVIQ. This will not include any voice memo’s, or photographs that were not selected for inclusion in the submitted CVIQ. Only questions selected for resubmission will be editable, the remainder of the CVIQ responses will be read only.

**Inspector Instructions**

The Submitting Company should provide the Inspector with an overview of the changes required in the ‘Inspector Instructions’ field.
Question Specific Feedback

The Submitting Company can select each question or observation response that requires attention and provide the reason for the change. Only these question or observation responses are editable in the Online Editor by the Inspector.

A list of the selected questions and reasons for change is created and can be edited and deleted if a mistake is made. The screen will also display details of the Inspection and allow a general message to the Inspector to be added which is displayed in the email notification.

A list of specific questions can be selected for review, by searching for the question number and selecting ‘Find’.

The ‘Add Question Response Feedback’ screen will display the CVIQ ‘Question Number’ and ‘Question Text’ for the selected question.

The ‘Response’ dropdown list will display all Hardware, Process and Human responses submitted for that question. Using the dropdown list, the relevant response should be selected.
Any existing responses for the selected question number are available to be selected for resubmission. Upon selection of a Response Type, any associated Negative observations or Positive Human Observations are displayed as read only in the panel below, with any Inspector comments that have been submitted. Only the selected response type is editable for the question in the Online Editor.

When an observation response is selected, the associated Subject Of Concern and Nature Of Concern will be displayed along with any Inspector Comments to fully identify the response that should be editable in the resubmission. Using the ‘Question Feedback’ text box, the exact change can be described and considered by the Inspector.

When ‘Question Feedback’ has been completed, selecting ‘Save’ will return the user to the ‘Request Resubmission’ screen where the information will be displayed in a list for each CVIQ question that has been selected. Selecting ‘Back’ will delete the feedback and return to the ‘Request Resubmission’ screen where the data will not be visible.

Using the blue arrow icon will return the user to edit the feedback for the associated question. Selecting the red dustbin icon will delete the feedback for the associated question.
Notification to OCIMF QA

Corrected CVIQ responses can only be resubmitted by the Inspector who submitted the original CVIQ on completion of the physical phase of the inspection.

If the resubmission is to be returned to an OCIMF QA instead, selecting the tick box will send the request to QA instead of the original Inspector. This should only be the case when the original Inspector is no longer available as an active SIRE 2.0 Inspector.

A full explanation of why this option has been selected should be detailed in the ‘Inspector Instructions’ text box before resubmission.

Requesting a Resubmission

When all feedback has been entered, selecting the ‘Request’ button at the bottom of the screen, will submit the resubmission request to the Inspector. Selecting back will save all entered data, but not send the information to the Inspector.

The Inspection list will now display the Inspection with a status of ‘Resubmission’. The resubmission request is no longer editable and selecting the blue arrow will only display the details of the Inspection.

Resubmission Notifications

The Inspector who submitted the completed CVIQ for the inspection will receive an email which will detail all the information that has been requested for review and potential change by the Submitting Company.
The Submitting Company will be notified when the Resubmission has been completed and the amended draft inspection report is available for review.

Review Resubmission

Once the amended CVIQ has been resubmitted by the Inspector, the Submitting Company will be able to view the amended draft inspection report.

From the SIRE 2.0 Inspections list screen the Inspection will display with a status of ‘Submitted’ and a type of ‘Corrected’. This type will be updated from ‘Original’ before any resubmission was submitted, or ‘Corrected’ if a previous resubmission process has taken place.

Selecting the blue arrow icon will display the details of the Inspection and the resubmission amendments can be reviewed by selecting the ‘View Changes’ button.

Selecting ‘View Changes’ will display the ‘Changes in inspection’ screen, which will document any
changes that were made between the resubmitted CVIQ and the Original or previously resubmitted CVIQ, when a resubmission has been completed multiple times.

For each question that has been amended, all resubmitted responses will be grouped together. Where multiple observations or negative observations are amended for a particular response type, these will be divided by a darker line.

If required, the full question text can be viewed by hovering over the Question number.

When all amendments have been reviewed, selecting the back button will return to the Inspection details screen.

From here the Submitting Company can view the full draft report by selecting 'View Report'.

If the Submitting Company are satisfied with the changes, they can process the draft report or send it back for further resubmission, using the buttons at the bottom of the screen.

In this example, the updated response for 5.7.1 is still not clear enough, so a resubmission will be requested again.
When these changes are reviewed by the Submitting Company, they will be separated by date and the previous resubmitted value will be shown against the change.

When all the changes required have been updated, the draft inspection report can be released to the vessel operator for comment by using the ‘Process Inspection’ button.

The Inspection details screen will be displayed, where the changes screen and the draft Inspection Report can be viewed. The draft Inspection report may also be opened for resubmission again or withdrawn.

The draft Inspection report may be opened for resubmission at any point before the vessel Operator has finished adding comments and released the draft inspection report for publication to the SIRE database.

**Resubmission following Operator comments**

If the Vessel Operator would like to raise any potential amendments with the Submitting Company prior to inspection report publication, this should be done outside of the system and the Submitting Company will have the ability to open the draft Inspection report for resubmission before the vessel Operator releases the draft inspection report for publication in the SIRE database.
If the draft inspection report is opened for resubmission at this stage, the Vessel Operator comments already entered will be saved and access to the Operator Comments will be removed until the Submitting Company releases the draft inspection report to the vessel operator again.

When the draft inspection report is released for Operator Comments again, the previously entered vessel operator comments will be visible and additional comments can be entered prior to the draft inspection report being released for publication in the SIRE database.

Once the Inspection report has been published, it can no longer be corrected and if found to contain significant errors can only be withdrawn.

If this off system communication falls outside of the 14 day automatic publication, the Inspection report will be automatically published with whatever information has been entered following the status update to ‘Submitter validated’. The 14 day period will begin again if the Inspection is set to ‘Resubmission’. The Inspection will be published upon the completion of Operator Comments.

Once the CVIQ has been resubmitted by the Inspector, a notification will be sent to the Submitting Company. The submitted report will now show as ‘Corrected’.

Selecting the blue arrow against the Inspection from the ‘SIRE 2.0 Inspections’ screen, will display the inspection details.

Selecting ‘View Changes’ will display a list of all the changes that have been made during the resubmission.
Withdrawing an Inspection Report

Where an Inspection report is purchased and a Recipient Company reviews the report and finds it unacceptable, the Recipient Company should feedback to OCIMF. OCIMF will then inform the Submitting Company who can ‘Withdraw’ the report if they agree with the findings, or they can address any quality issues that have been raised. No further resubmission activity can take place following publication of the Inspection report.

A draft inspection report, and later an Inspection report, can be withdrawn at any time. Selecting the Inspection, from the Inspection list screen will display the Inspection details screen.

From the SIRE 2.0 Inspection list screen, selecting the blue arrow will allow the Submitting Company to ‘Withdraw’ the inspection either before or after Publication.

Published Inspection

Submitted/Submitter Validated

If the Inspection is to be Withdrawn before publication, the ‘Withdraw’ button can be selected from the bottom of the Inspection Details screen.
This will display the 'Withdraw Report' screen, where the Submitting Company should select a 'Withdrawal Reason' and supply any 'Additional Information', before selecting the 'Withdraw' button.

Where an Inspection has been Published, selecting the blue arrow from the SIRE 2.0 Inspection list will display the Inspection details screen and the ability to 'View Report' or 'Withdraw'.

Selecting 'Withdraw' will display the 'Withdraw Report' screen, where the Submitting Company must select a 'Withdrawal Reason' and supply any 'Additional Information', before selecting the 'Withdraw' button.

A confirmation dialogue box will be displayed and selecting 'Confirm' will set the Inspection status to 'Withdrawn' on the Inspection List screen.

A Withdrawn Inspection will display in the Vessel Inspection list as 'Withdrawn'.

Audience History

An audit trail of an Inspection is available to the submitting company against the Inspection on the Vessel Details screen.

Selecting the ‘i’ icon will display the status changes made to the inspection.
Auto Publishing of an Inspection

A SIRE 2.0 draft Inspection report will be auto published 14 days after status is set to Submitter Validated. Auto publish will publish any Vessel Operator Comments that have been entered already and publish the full inspection report.

If the vessel Operator and Submitter are in discussion off system about a change they require to the draft inspection report, this will not affect the 14 days timing.

Where a draft Inspection report is sent to 'Resubmission' after the status is 'Submitter Validated' the 14 day clock will be restarted once the report is released to the vessel operator for their comments.
Our vision
A global marine industry that causes no harm to people or the environment