



# **SIRE 2.0 - Inspection Opening Meeting Checklist**

**Version 1.0**

April 2022



# SIRE 2.0 Opening Meeting – Checklist

(See attached notes)

## 1. Introductions

Inspector (and Quality Assessor) to introduce themselves to meeting attendees.

## 2. Scope and Format of Inspection

Inspector to describe the scope of the inspection and what vessel staff should expect.

Inspector to advise whether inspection to be on tablet, partial paper basis or full paper basis.

## 3. The SIRE 2.0 Tablet and Camera

Inspector to introduce the tablet, including the camera, and confirm any restrictions on use.

Note restrictions:

## 4. Personal Protective Equipment (PPE)

Inspector to advise PPE they will be wearing. Master to advise any additional PPE required by vessel procedures.

Note additional PPE:

## 5. Order of Inspection

Inspector and Master to agree order of inspection and accompanying officers for each inspection area.

Note agreed order:

## 6. Equipment to be Tested or Demonstrated

Inspector to advise items of equipment or machinery to be tested or demonstrated during inspection as required by the CVIQ.

Note equipment or machinery:

## 7. Permits Required for the Inspection

Inspector and Master to agree potentially enclosed or hazardous areas to be inspected and permits required.

Note permits required:

## 8. Defect List

Master to provide Inspector with Defect List.

Note open defects:

## 9. Stop Work Authority (SWA)

Inspector and Master to agree reciprocal SWA for inspection related activities.

## 10. Recording Negative Observations

Inspector to advise procedures for recording negative observations.

## 11. Planning the Closing Meeting

Master to advise if wireless printer available on board. Inspector and Master to agree attendees for the Closing Meeting.

## SIRE 2.0 Opening Meeting – Notes

### 1. Introductions

The Inspector, and if applicable the Quality Assessor, should introduce themselves to meeting attendees and present their OCIMF SIRE accreditation identification cards if requested.

The Master, officers, superintendents and any other office staff present should also introduce themselves.

It should be agreed that only the inspector will conduct the inspection and that only vessel staff will provide the Inspector with responses and evidence. Others may observe but should not interfere with the inspection or the opening or closing meetings.

### 2. Scope and Format of Inspection

The Inspector should:

- Describe the scope of the inspection.
- Explain that vessel staff should be prepared to discuss their normal work where it relates to the questions assigned to the CVIQ.
- Advise the Master whether the inspection will be conducted as a tablet-based inspection, a partial paper-based inspection or a full paper-based inspection.

### 3. The SIRE 2.0 Tablet and Camera

The Inspector should:

- Offer the Master the opportunity to inspect the tablet and review the applicable certificates/letters.
- Advise the Master of any restrictions on the use of the tablet or camera imposed by port or terminal regulations.
- Advise the Master whether the camera is activated or deactivated for the inspection.

The Master should:

- Advise the Inspector of any documented restrictions in the vessel's SMS on the use of:
  - The tablet outside the accommodation.
  - The camera at any time during the inspection.

Any restrictions on the use of the tablet and camera should be noted.

### 4. Personal Protective Equipment (PPE)

The Inspector should advise the Master of the PPE they will be wearing outside the accommodation.

The Master should advise any additional PPE required by vessel procedures. The vessel should provide any such additional PPE if inspector does not have it. Additional PPE requirements should be noted.

The Inspector should wear PPE appropriate for the conditions encountered at all times during the inspection. (OCIMF recommends, as a minimum, a safety helmet, fire retardant overalls or long-sleeved clothing, safety shoes, gloves, hearing protection, eye protection, and a personal gas monitor.)

### 5. Order of Inspection

The Inspector should:

- Propose the order of inspection.
- Identify the expected officers and ratings relevant to the questions assigned to the CVIQ.

The Master should advise:

- Any planned vessel operations that need to be considered.
- Any anticipated need to pause the inspection.
- The identity of the accompanying officer for each area of the inspection.
- Any additional officers or crew that will be needed to support the accompanying officer.

The order of the inspection and crew members to be involved should be agreed to meet the needs of the vessel and the inspector and noted.

## **6. Equipment to be Tested or Demonstrated**

The Inspector should advise the Master of the items of equipment or machinery required to be tested or demonstrated during the inspection.

The Master should advise of any port/terminal restrictions on the required tests and arrange any necessary permissions.

The Inspector and Master should agree the vessel personnel designated to perform these tests and demonstrations.

During inspection pre-work, the Inspector should identify those items of equipment or machinery required to be tested or demonstrated during the inspection as stipulated in the CVIQ. These items should be noted prior to the Opening Meeting.

## **7. Permits Required for the Inspection**

The Inspector should advise the Master of all potentially enclosed or hazardous spaces that may be entered during the inspection.

The Master should:

- Introduce the inspector to the sections of the SMS that identify enclosed or hazardous spaces onboard and the required entry procedures for each.
- Ensure that enclosed space entry permits are prepared as required for the inspection in accordance with company procedures.

During inspection pre-work, the Inspector should identify all potentially enclosed or hazardous spaces that may be entered during the inspection as stipulated in the CVIQ. These items should be noted prior to the Opening Meeting.

## **8. Defect List**

The Master should provide the Inspector with a list of all open defects entered in the vessel's defect reporting system as required by core Question 2.4.1. All defects existing aboard the vessel at the time of the inspection, except sudden failures on the day of the inspection, should be included in this list.

## **9. Stop Work Authority (SWA)**

The Inspector and Master should agree that both vessel staff and the Inspector will have and respect SWA for inspection related activities.

## **10. Recording Negative Observations**

The Inspector should advise the Master that:

- Any negative observations will be pointed out to the accompanying officer and recorded in the Inspection Editor at the time of finding.
- Any corrective action taken to rectify a negative observation will be recorded as an additional remark within the supporting negative comment.
- The addition or removal of negative observations is tracked in the Inspection Editor. Errors will be corrected where warranted, but no negotiation will be undertaken.

## **11. Planning the Closing Meeting**

The Inspector should advise the Master that:

- A wireless printer will be required to print the Observation Declaration prior to the Closing Meeting.
- If no wireless printer is available the content of the Observation Declaration will be dictated to the Master, and that screen shots of the tablet are not permitted.

The Master should advise:

- If a wireless printer is available and has been tested.
- Who will be attending the Closing Meeting on behalf of the vessel and vessel operator.

### **Use of the checklist.**

The opening 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 opening meeting.

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



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