SIRE 2.0

Inspection Management Processes - Vessel Operator

Version 1.0

March 2023

Contents

Version History

Version Number	Description	Date
1.0	Initial Release	01 March 2023

SIRE 2.0 - Operators

Vessel Operators can request an Inspection upon Vessels in their fleet directly from within their SIRE account using the SIRE **Inspection Request** functionality.

The process flow below describes the steps required by an Operator to request an Inspection via the SIRE Inspection Request functionality:
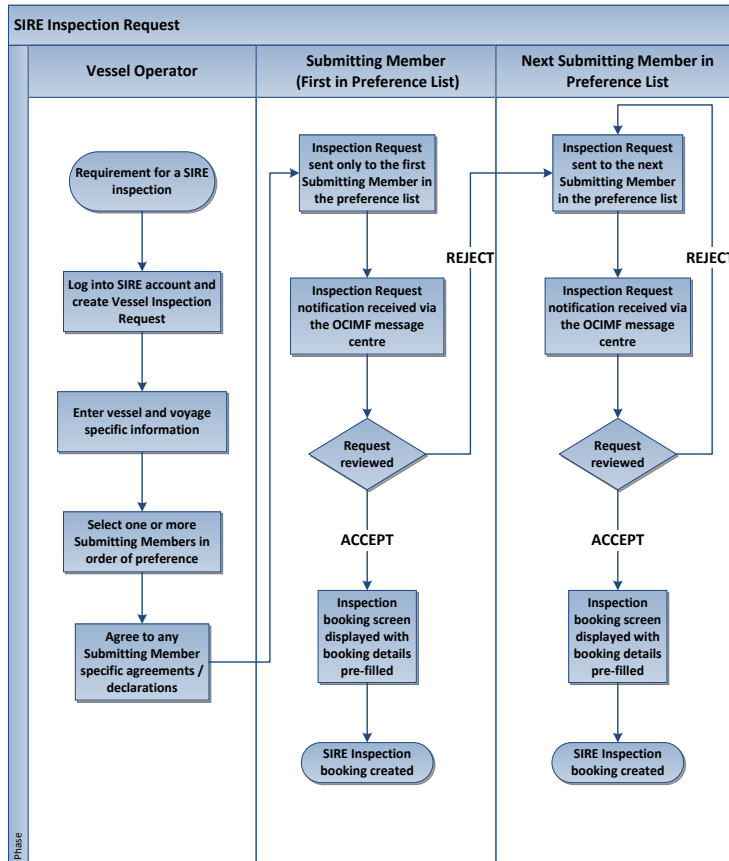
SIRE 2.0 Inspections require additional elements to be maintained for each vessel.

Vessel Index

The SIRE Vessel Index is central to the Inspection process and provides access to a list of Vessels stored within the SIRE database and the ability to access details relating to a Vessel and its current/previous activity. The SIRE 2.0 process depends on some essential elements described below.
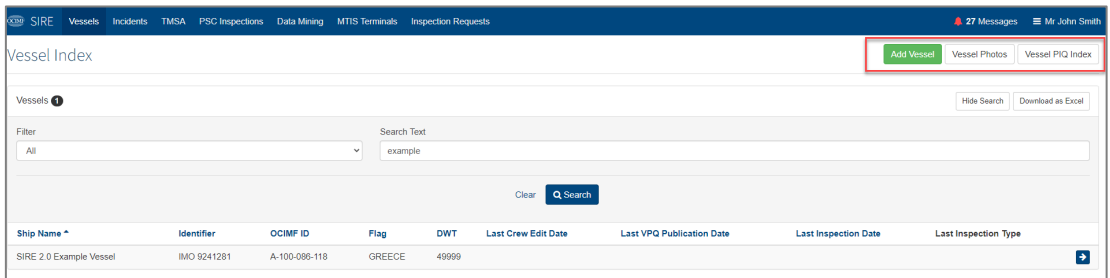
Add Vessel

Select 'Add Vessel' to create a new vessel in the SIRE system. A SIRE 2.0 Inspection requires the vessel to be a 'Tanker' and to have a photograph template associated. See **Photo Template**.

Vessel Photo Index

The Vessel Photo Index screen, shows at a glance a complete status of photographs relating to a Vessel and further details can be accessed using the blue arrow button, to display a list of photograph details stored against a Vessel. See section **Edit Vessel Photographs**.

The Vessel Photograph Index provides the following information for each vessel:

- **Photograph Dates** – the date taken for the most recent and oldest photograph for the vessel.
- **Number of Photographs** – total number of photographs uploaded for the vessel and the expected number for the selected template.
- **Status** – Red / Amber / Green rating for the vessel's photography

  ⚑ One or more vessel photograph locations does not have an entry.

  ⚑ All vessel photograph locations have an entry, however, at least one photograph has a date 'Last Validated On' over six months in the past.

  ⚑ All vessel photograph locations have an entry and all entries have been validated or have a Photograph Taken date within the last six months.

Vessel PIQ Index

SIRE 2.0 introduces the Pre-inspection Questionnaire and the Vessel PIQ Index screen displays an overview of the status of an existing PIQ stored within the system. The screen also shows details of any photographs and certificates that have been uploaded to the PIQ.

Vessel Details

The Vessel Details screen allows full access to all details associated with the vessel and can be accessed using the blue arrow icon on the Vessel Index Screen.

- **Vessel Particulars** – this is a living document that the Operator can update at any point within the lifetime of the vessel. This should be in a published state prior to an Inspection, this will be declared during the **PIQ Review**
- **Vessel Certificates-** a full list of certificates should be maintained by the Operator. A snapshot of these is taken during the **PIQ Review**.
- **Online Crew Matrix** – this is a living document and the Operator can update at any point within the lifetime of the Vessel. During the **PIQ Review** the Operator will confirm that this will be updated prior to the Inspection.
- **PCS Inspections** – this a record of any PCS inspections that have taken place for the Vessel.
- **Incidents** – this a record of any Incidents that have taken place involving the Vessel.
- **SIRE 2.0 Vessel Photographs** – this is a full list of photographs associated with the vessel see **Edit Vessel Photographs**. A snapshot of these is taken during the **PIQ Review**.
- **Vessel PIQ** – access to create or edit an existing PIQ see **Pre-inspection Questionnaire (PIQ)**
- **Inspections** – a list of existing Inspections for this Vessel. For SIRE 2.0 this will include a list of Inspections in all states following the PIQ declaration being signed.

Inspection Request

The Operator Inspection Request module is an integral part of the SIRE 2.0 process. An Inspection Request is created from the Vessel Details screen using the 'Create Inspection Request' button.

For the SIRE 2.0 phased implementation process, a screen will be displayed to allow the clear selection of the correct Inspection type, explaining the implications of each selection.

Select 'SIRE 2.0 Transition Inspection' to create the Inspection request and select OK on the confirmation message that is displayed.
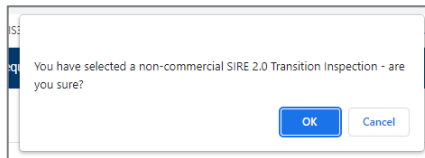
The New Inspection Request process is split into 5 sections:

1. Voyage
2. Vessel
3. Submitting Member Selection
4. Member Agreements
5. Submit Inspection Request

1. Voyage

Section 1. Voyage, is split into 3 sections:

Inspection Request Details

A new Type of Inspection called 'SIRE 2.0' is available to Operators within the Inspection Request Portal and allows the selection of a SIRE 2.0 Inspection by the Vessel Operator, which is the instigator of the new Inspection process.

Inspection Details

This section contains Location of the inspection, date range that the Vessel is at the Terminal, cargo on the Vessel, how long the Vessel is available for an Inspection and how the Inspector can get to the Vessel.

Agent Details

Agent Details can be entered as follows:

2. Vessel

Step 2. Vessel, is split into 2 sections:

Vessel Details

This section is prepopulated with information taken from the Vessel details screen within SIRE.

Invoice Company Details

All Invoice Company details can be entered as follows:

3.Submitting Company

The Submitting Company section allows the Operator to create a list of Submitting Companies that they would like to work with. The list can include up to 5 Submitting Companies and is in order of preference, with number 1 being the favourite.

Typing the name in the box will display a dropdown list of available Submitting Companies.   These will appear in the order that they are selected, but they can be deleted or moved using the icons against each one.

The invitations to complete the Inspection are distributed in the selected order and are available for a period of 72 hours only, when the request expires and the next invitation will be issued. If no Submitting Companies respond to the request, the request will be cancelled and a new request will need to be created.

4. Member Agreements

Submitting Companies have the option to create agreements for Vessel Operators to sign before they will work with them on an Inspection Booking. This section displays the declarations setup by the Submitting Companies, the declarations can be downloaded and agreed to upon this screen. All Agreements must be set to 'Agreed' if the Vessel Operator wishes to proceed with the Inspection Request.

5.Request Summary

The Request Summary section contains all the information entered in the previous 4 steps. Once 'Next' is selected the Inspection Request will be sent to the first Submitting Company in the list.

The Inspection Request will be accepted by one of the Submitting Companies or cancelled if none of them respond or want to accept.

The Operator will be notified if the Inspection has been accepted and a **SIRE 2.0 Pre-Inspection Declaration - Operator** is required. Whilst the request is active, the Operator should make sure that all vessel information is up to date.

Operator Inputs

There are three areas the Operator must input data for a SIRE 2.0 Inspection. This data is required before a SIRE 2.0 inspection can take place. This information is stored at the Vessel level and is viewable from the Vessel Details screen. The sections are as follows:

- **Vessel PIQ**
- **SIRE 2.0 Vessel Photograph**
- **Vessel Certificates**
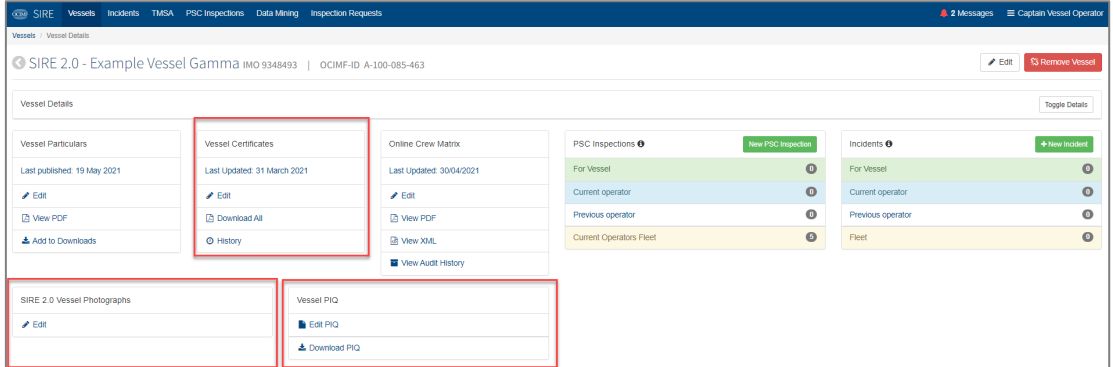
Once these areas have been completed and an Inspection Booking has been created the PIQ declaration will be signed to confirm that the Operator is submitting current and accurate information. The signing of the Inspection declaration will trigger the creation of the Compiled Vessel Inspection Questionnaire (CVIQ).

Pre-inspection Questionnaire (PIQ)

The Pre-Inspection Questionnaire consists of a set of questions, the responses to which will provide additional information to the Inspector whilst undertaking a SIRE 2.0 inspection and trigger the inclusion of certain conditional SIRE 2.0 questions. The responses to the Pre-inspection Questionnaire are electronically captured within SIRE and are then made available to the Inspection Compiler.

A Vessel's Pre-Inspection Questionnaire is a living document and the Operator can update the PIQ at any point within the lifetime of the Vessel. After an Inspection Request is approved by a Submitting Company, the Vessel Operator will be required to declare that the current PIQ is up to date and accurate, along with reviewing all Vessel photography and certification associated with the Vessel.
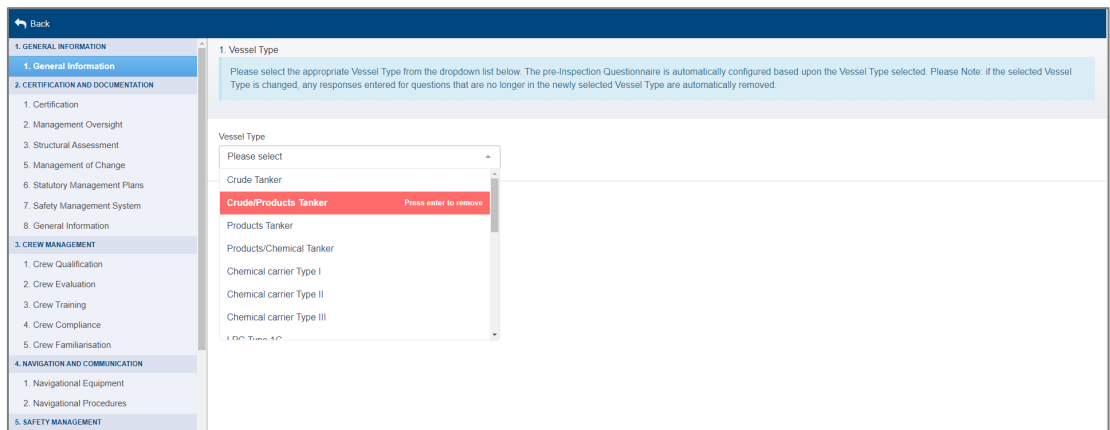
The SIRE 2.0 Inspection Declaration creates a snapshot of the data included within the PIQ at the time of generation and is then included within the SIRE 2.0 Inspection and associated audit trails.

Vessel PIQ Questionnaire

This is an additional questionnaire used to gather dynamic information about vessel operational history and additional static data, to permit the question-set compiler to assign appropriate questions to each bespoke inspection questionnaire. Some information gathered through the PIQ is inserted in the Inspection Editor and the final report as information for an inspector and report recipient respectively. The PIQ is not intended to be given to programme recipients as a standalone document.

The first question in the PIQ is the selection of appropriate Vessel Type. The pre-Inspection Questionnaire is automatically configured based upon the Vessel Type selected. If the selected Vessel Type is changed, any responses entered for questions that are no longer in the newly selected Vessel Type are automatically removed.

The responses to a PIQ questionnaire can have two affects upon the SIRE 2.0 Question Set:
- Conditional Question Triggers
- Core / Rotational Question Updates

Conditional Question Triggers

The response provided by the Operator to certain questions within the PIQ, will be the trigger for the inclusion of specific Conditional questions within the SIRE 2.0 Inspection.

For example, PIQ Q3.15:
PIQ Q3.15 - Has a comprehensive mooring audit in accordance with TMSA 6A.4.3 been conducted by a member of the shore staff during the preceding twelve months? (include all locations audited)

Within the PIQ editor, the Vessel Operator will identify the operations that were subject to the audit in addition to the dates over which the audit took place.   The dates entered and the operations declared will be inserted into the SIRE 2.0 Question Editor alongside conditional Question 3.15, for verification by the Inspector during the SIRE 2.0 Inspection.

Core/Rotational Question Updates

In addition to triggering the inclusion of Conditional questions within the SIRE 2.0 Inspection via the Inspection Compiler, PIQ questions can also capture information intended to assist the Inspector in responding to a SIRE 2.0 Core or Rotational Question.

Information provided within the PIQ will be inserted directly into the Inspection Editor on the 'Operator-Supplied Content' tab of the appropriate question, to allow verification whilst the Inspection takes place.

Some information will also be inserted directly into the final inspection report under the section 'Unvalidated PIQ data'. Details of how the PIQ information is provided is detailed in: *SIRE 2.0 Question Library Question Programming Attributes* which is available on the SIRE 2.0 webpage

Unvalidated PIQ Responses

2. Certification and Documentation

3. Structural Assessment

3001	What is the required frequency of inspection for cargo tanks?	
Required frequency of inspection for cargo tanks?		**30 months**
What is the date of the oldest inspection report for all cargo and slop tanks in the current sequence of tank inspections?		**08 July 2021**
3002	What is the required frequency of inspection for ballast tanks?	

The accuracy of the PIQ information provided for insertion in the final inspection report is the sole responsibility of the vessel operator and, once submitted by acknowledging all operator declarations and triggering the generation of the CVIQ, cannot be corrected.

SIRE 2.0 Vessel Photographs

The SIRE 2.0 Inspection Report will include a set of standardised Vessel photographs which have been verified by the Inspector during the Vessel Inspection.

A standard set of up to 36 or 42 photographs are required for each Vessel. Prior to the Inspection taking place the Vessel Operator will select from a list of pre-defined ship type photo templates that determine the location of each photograph that must be included.

To ensure consistency across all vessel types, the standard photograph set has been devised with a core set of photographs where the majority will be applicable to all vessel types, followed by a small selection of vessel type specific photograph locations.

Core photograph set

1   Bow area from dead ahead.
2   Hull forward end starboard side.
3   Hull forward end port side.
4   Hull aft end starboard side.
5   Hull aft end port side.
6   Transom from right astern.
7   Forecastle port side looking towards fairleads.
8   Forecastle starboard side looking towards fairleads.
9   Port or starboard windlass.
10   Forward main deck showing condition of deck (and external framing).
11   Forward main deck showing condition of pipe-rack.
12   One mooring winch showing brake setting arrangement.
13   One hose crane overall view.
14   One hose crane showing hoisting winch, stowed wire, and limit switches.
15   Starboard manifold looking from aft to forward.
16   Starboard manifold looking forward to aft.
17   Aft main deck showing condition of deck (and external framing).
18   Aft main deck showing condition of pipe rack.
19   Poop deck looking from midships to starboard including fairleads.
20   Aft emergency towing equipment storage arrangement.

21   Aft emergency towing equipment deployment system.
22   Lifeboat and davit.
23   The emergency generator or accumulator batteries.
24   Engine room general view showing top of main engine.
25   One generator engine.
26   The oil filtering equipment (Oily Water Separator - OWS).
27   The incinerator.
28   One boiler from the front.
29   One boiler from the top showing control equipment.
30   Purifier room general view.
31   Main engine side showing local control station.
32   Steering gear room general view showing access.
33   Main steering gear.

Crude / product / chemical tankers / OBO
40   IG system pressure/vacuum-breaking (P/V) device.
41   IG system first non-return device (deck seal or double block and bleed arrangement).
42   One main cargo pump and, if in pump room, including bilges.

LPG pressurised.
50   A cargo tank liquid dome including load and discharge valve.
51   Electric motors for deepwell pumps.
52   Compressor / motor room internal view.

LPG refrigerated.
60   A cargo tank liquid dome including load and discharge valve.
61   Electric motors for deepwell pumps.
62   Compressor room internal view.

LNG Membrane type.
70   A cargo tank liquid dome including load and discharge valve.
71   A cargo tank vapour dome including cargo system relief valves.
72   Compressor house internal view.

LNG Moss type.
80   A cargo tank liquid dome including load and discharge valve.
81   General view of one moss sphere.
82   Compressor house internal view.

Shuttle tanker.
90   Bow mooring arrangement from forward looking aft showing chain stopper.
91   Bow mooring arrangement from aft looking forward showing winch.
92   General view of hose connection area.
93   Hose coupling arrangement.
94   General view forward bow thruster room.
95   Forward bow thruster room showing one azimuth thruster.

Vessel Photographs can be uploaded at any time and are reviewed and declared as representative by the Vessel Operator during the Inspection Declaration stage. The Vessel photographs are then made available to the Vessel Inspector at the appropriate time within the SIRE 2.0 Inspection tablet editor from where they can be verified as representative of the Vessel whilst conducting the Inspection itself.

Photo Template

To be able to record photographs against a Vessel, a 'Photo Template' setting is required in the 'Edit Vessel' details screen.

For vessels that existed within SIRE prior to the launch of SIRE 2.0, the option to set the SIRE 2.0 Vessel Photograph Template will be presented to the user the first time the SIRE 2.0 Vessel Photograph repository is launched.

If the incorrect Vessel Photograph Template has been selected, the template can be updated via the 'Edit Vessel' Details page.

Selecting the 'edit' icon opens the 'Edit Vessel' page, from where the Photograph Template can be updated.

If a vessels Photograph Template is changed, any previously uploaded photographs that are part of the Core photograph set are retained, however, any previously uploaded photographs for vessel type specific locations are automatically removed.

Edit Vessel Photographs

To access the Vessel Photograph Repository, users must have been assigned the 'SIRE – Operator User Can Manage Vessel Photographs' role. To edit Vessel Photographs, select 'Edit' from within the 'SIRE 2.0 Vessel Photographs' grid.

The SIRE 2.0 Vessel Photographs page displays the list of photograph locations that are applicable to the vessel based upon the Photograph Template selected; the list can be filtered to only display

those locations that still require a photograph to be uploaded by using the 'Uploaded' filter.
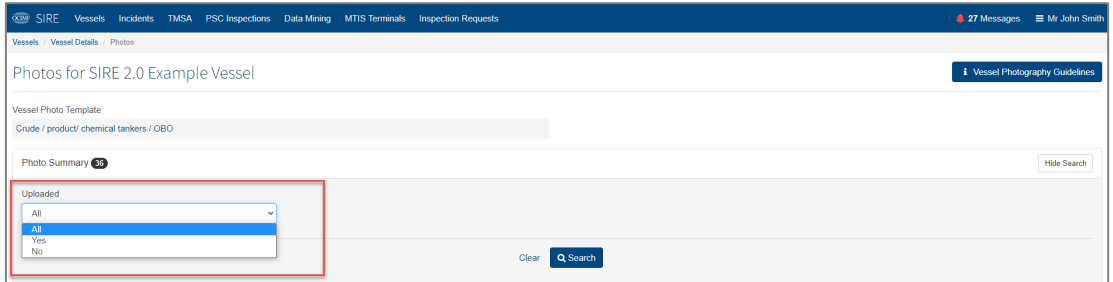
For each Photograph location within the Vessel Photograph grid, the following information is displayed:

- **Photo Location** – identifier for the photograph location within the Vessel Photograph List.
- **Photo Description** – textual description of the Photograph location.
- **Uploaded** – Yes / No.
- **Last Updated** – date the photograph was uploaded to SIRE.
- **Last Validated On** – date the photograph was last reviewed and validated by the vessel operator.

Uploading New Photographs

Selecting the 'Edit' icon against a location from the list will display an already uploaded photograph for editing or validation, or if no photograph has been uploaded then the View Image screen will appear.

To add a new photograph, select 'Choose File' and search for an image. Use the 'Photo Taken On' field to specify the date that the image was taken and select 'Upload'.
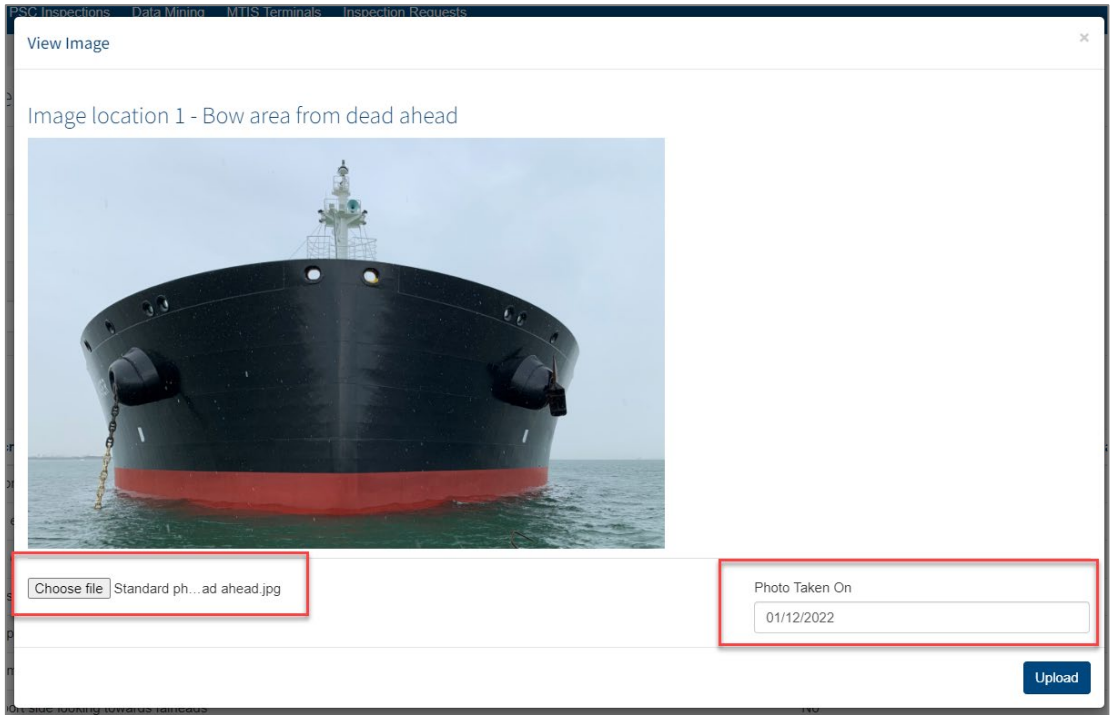
A timestamp will be included along with the photo uploaded date when selecting the Upload button and the user will be returned to the Photos screen.
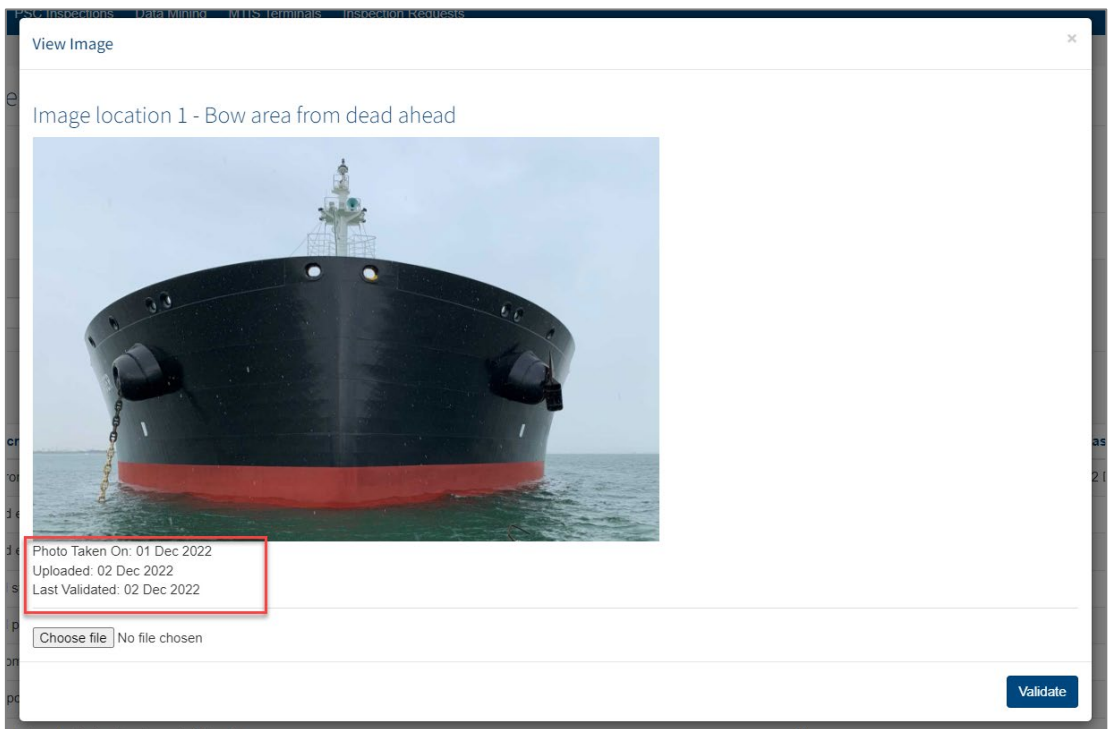
Selecting the information icon, opens a comparison pane displaying the currently uploaded photograph and the ideal example image.
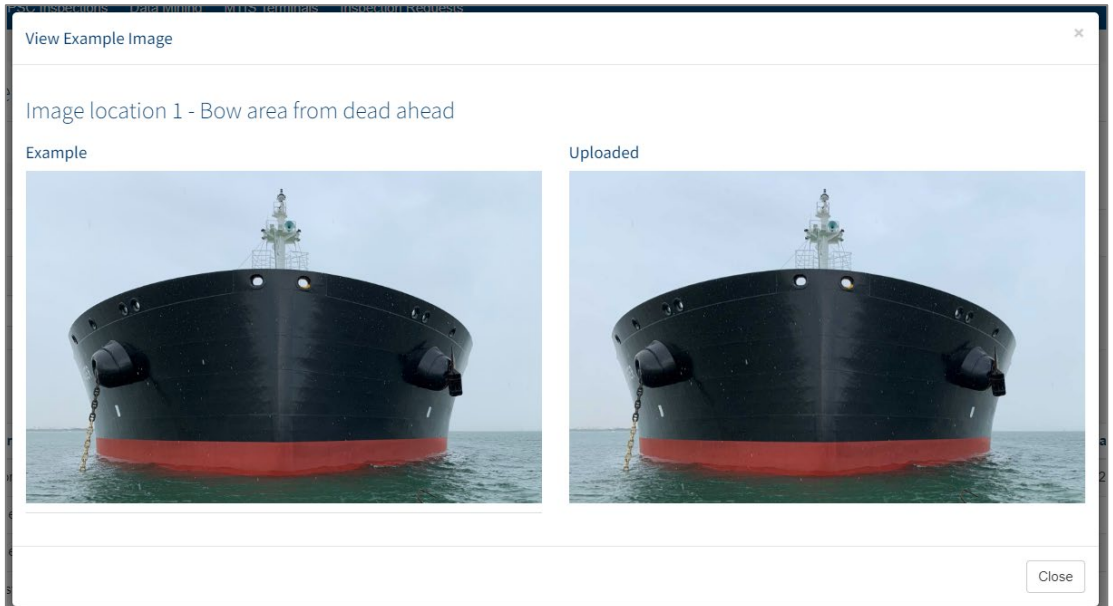
Validate Photograph

The 'View Image' screen is accessed by selecting the edit icon against a location in the list and will display the current photograph and the validation option if a photograph has been uploaded for that location previously.

If the Operator feels that that current image is still representative, by using the 'Validate' button the image can be re-validated instead of uploading a new image. Once the Validate button has been selected a timestamp will be added to the 'Last Validated On' field.
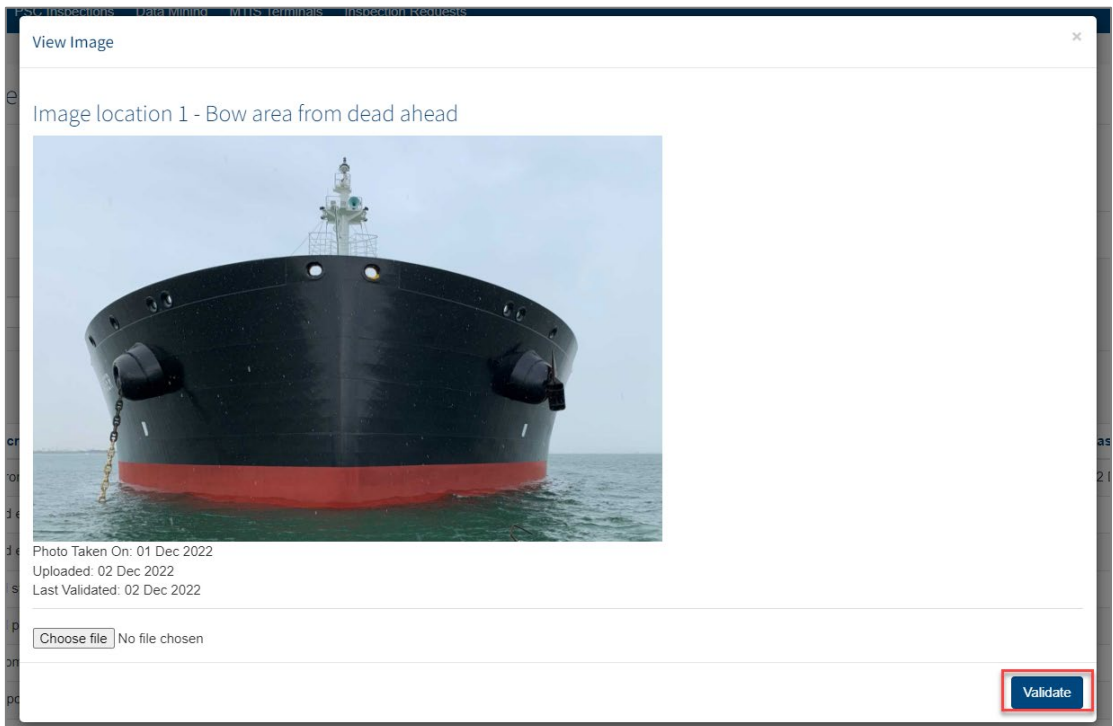
Deleting a Vessel Photograph

If a vessel photograph has been uploaded in error, the photograph may be deleted by selecting the delete icon.

Uploaded	Last Updated	Last Validated On	
Yes	02 Dec 2022	02 Dec 2022	i ✏ ⊗

The user must confirm the action before the photograph is deleted from SIRE.

PSC Inspections   Data Mining   MTIS Terminals   Inspection Requests

Delete Photograph   ✕

Delete the photograph associated to location 1 - Bow area from dead ahead?

Back   Delete Photograph

Photograph Unavailable

If a photograph is not available for any location, a reason must be provided.

i   ✏   ⊗

If no photograph is uploaded for a location, selecting the cross icon opens the 'Photograph Unavailable' menu, from which the reason can be selected from either:
- Photograph was not available
- Equipment not fitted

PSC Inspections   Data Mining   MTIS Terminals   Inspection Requests

Photograph Unavailable   ✕

Confirm the reason a photograph has not been uploaded?

○ Photograph was not available
○ Equipment not fitted

Back   Confirm Not Available

Upon selecting 'Confirm Not Available' the photograph unavailable reason is then carried through to the Inspectors tablet for verification during the SIRE 2.0 Inspection.

Following confirmation that the photograph is unavailable, the reason will be displayed in the date columns and the item will be counted as complete in the declaration.

Photo Location ▲	Photo Description	Uploaded	Last Updated	Last Validated On	
1	Bow area from dead ahead	Yes	02 Dec 2022	02 Dec 2022	i ✏ ⊗
2	Hull forward end starboard side	No	Photograph was not available	Photograph was not available	i ✏ ⊗
3	Hull forward end port side	No	Equipment not fitted	Equipment not fitted	i ✏ ⊗
4	Hull aft end starboard side	No			i ✏ ⊗

Within the final Inspection Report, the absence of an Operator supplied photograph will be documented and the Inspector will have the option to comment and/or supply a photograph if appropriate.

11.1.30.   Was photograph no.30, purifier room general view, representative of the condition as seen onboard at the time of the inspection and, if so, was it free of any areas for concern?

Operator uploaded photos

Photograph was not available

Photograph   **Photo not representative.**
lorem ipsum dolor sit amet consectetuer adipiscing elit sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat lorem ipsum dolor sit amet consectetuer adipiscing elit sed.

Photograph supplied: Area/item shown not representative of the overall condition
lorem ipsum dolor sit amet consectetuer adipiscing elit sed.
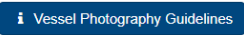
Selecting the delete icon will remove this reason and a confirmation message will be displayed, before selecting 'Delete Reason' and the reason is removed.

Delete Reason

Delete reason associated to location 2 - Hull forward end starboard side?

Back   Delete Reason

SIRE 2.0 Vessel Standard Photography Set Guidance

Selecting the [ⓘ Vessel Photography Guidelines] icon displays the guidelines for acceptable vessel photography along with example photographs for each of the locations.

Vessel Certificates

The Vessel Certificate Repository provides the Vessel Operator the ability to upload a specific set of certificates to the system at any time. The number and type of certificates is specific to the Vessel type, however, there are a standard list of general certificates for all Vessel types.

Mandatory Certificates are uploaded by Operators to the Certificates Repository for each Vessel and are packaged and available within the VIP Editor.

Once uploaded, the Certificates will only be accessed by the Inspector that is involved in the Inspection.

Uploading Certificates

To upload a certificate to the repository, select 'Upload' against Vessel Certificates from the Vessel Details screen.
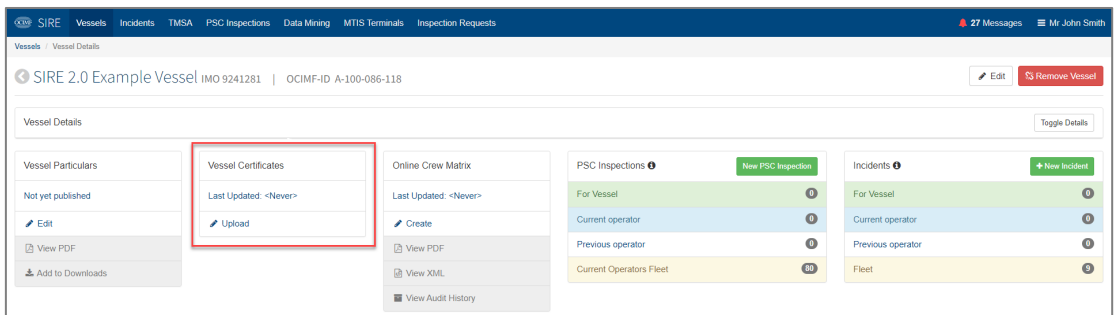
This will display Vessel Certificates Repository screen.
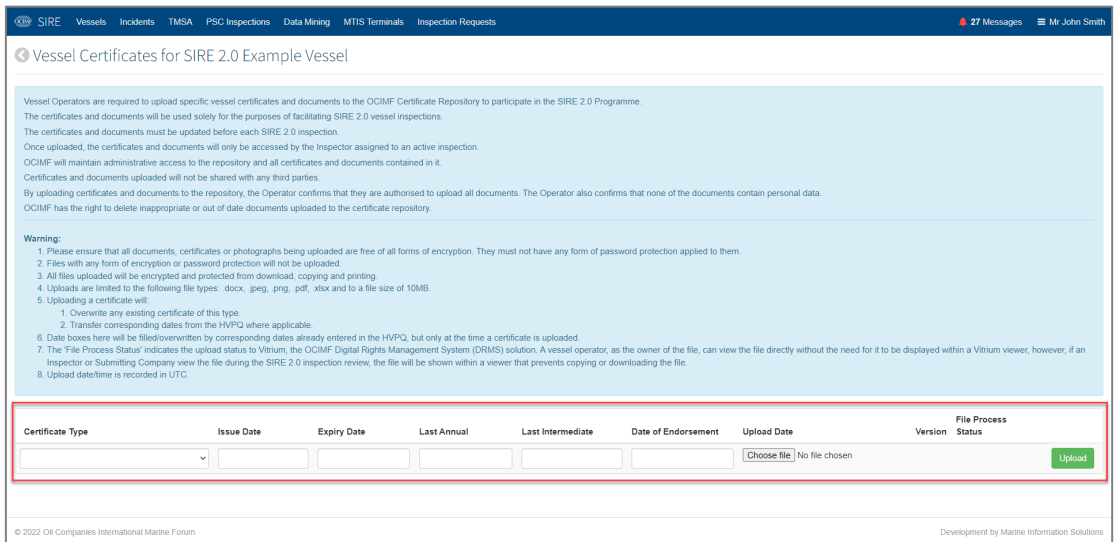
To upload a new certificate, select the 'Certificate Type', any relevant dates and choose a copy of the appropriate document using the 'Choose File' button, before selecting 'Upload'.

A mandatory set of certificates is required for each vessel. Where certificate details have been entered into the HVPQ for the vessel, when the certificate type is selected, the entered dates will be displayed. Any inaccuracies should be dealt with in the HVPQ and new certificates uploaded if required.
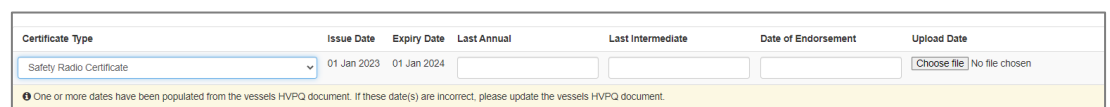
All users have the ability to download Certificates, however, only those users with the 'SIRE Operator – Manage Vessel Certification' role will have the ability to upload new Certificates.

Certificate Type	Issue Date	Expiry Date	Last Annual	Last Intermediate	Date of Endorsement	Upload Date	Version	File Process Status	
Safety Radio Certificate	05 Dec 2022	06 Dec 2023				05/12/2022 13:16:40	2	⟳	Download
						Choose file No file chosen			Upload

Only one Certificate Type can be active at one time, uploading a second certificate of the same type will move the current certificate to the Historic Vessel Certificates grid and increment the version number.

Vessel Certificates

Last Updated: 05 December 2022

✏ Edit

🗎 Download All

🕑 History

SIRE   Vessels   Incidents   TMSA   PSC Inspections   Data Mining   MTIS Terminals   Inspection Requests   🔔 27 Messages   ☰ Mr John Smith

◁ Historical Vessel Certificates for SIRE 2.0 Example Vessel

Certificate Type	Issue Date	Expiry Date	Last Annual	Last Intermediate	Date of Endorsement	Upload Date	Version	File Process Status	
Safety Radio Certificate	05 Dec 2022	06 Dec 2023				05/12/2022 13:16:40	2	⟳	Download
Safety Radio Certificate	06 Dec 2021	06 Dec 2022				05/12/2022 13:12:12	1	⟳	Download

The uploaded documents are protected from download, copying and printing. The documents should not be encrypted/protected prior to uploading, Only file types of docx, .jpeg, .png, .pdf, .xlsx can be uploaded having a maximum size of 10MB.

Any existing Certificates can be viewed using the 'Edit' button.

SIRE   Vessels   Incidents   TMSA   PSC Inspections   Data Mining   Inspection Requests   🔔 0 Messages   ☰ Captain Vessel Operator

◁ Vessel Certificates for SIRE 2.0 - Example Vessel Gamma

Vessel Operators are required to upload specific vessel certificates and documents to the OCIMF Certificate Repository to participate in the SIRE 2.0 Programme.
The certificates and documents will be used solely for the purposes of facilitating SIRE 2.0 vessel inspections.
The certificates and documents must be updated before each SIRE 2.0 inspection.
Once uploaded, the certificates and documents will only be accessed by the Inspector assigned to an active inspection.
OCIMF will maintain administrative access to the repository and all certificates and documents contained in it.
Certificates and documents uploaded will not be shared with any third parties.
By uploading certificates and documents to the repository, the Operator confirms that they are authorised to upload all documents. The Operator also confirms that none of the documents contain personal data.
OCIMF has the right to delete inappropriate or out of date documents uploaded to the certificate repository.

Warning:
1. Please ensure that all documents, certificates or photographs being uploaded are free of all forms of encryption. They must not have any form of password protection applied to them.
2. Files with any form of encryption or password protection will not be uploaded.
3. All files uploaded will be encrypted and protected from download, copying and printing.
4. Uploads are limited to the following file types: .docx, .jpeg, .png, .pdf, .xlsx and to a file size of 10MB.
5. Uploading a certificate will:
   1. Overwrite any existing certificate of this type.
   2. Transfer corresponding dates from the HVPQ where applicable.
6. Date boxes here will be filled/overwritten by corresponding dates already entered in the HVPQ, but only at the time a certificate is uploaded.
7. The 'File Process Status' indicates the upload status to Vitrium, the OCIMF Digital Rights Management System (DRMS) solution. A vessel operator, as the owner of the file, can view the file directly without the need for it to be displayed within a Vitrium viewer, however, if an Inspector or Submitting Company view the file during the SIRE 2.0 inspection review, the file will be shown within a viewer that prevents copying or downloading the file.
8. Upload date/time is recorded in UTC.

Certificate Type	Issue Date	Expiry Date	Last Annual	Last Intermediate	Date of Endorsement	Upload Date	Version	File Process Status	
Safety Construction Certificate	03 Apr 2017				06 Apr 2019	28/09/2020 09:52:40	1	✔	Download
Load Line Certificate	15 Mar 2021	08 Jul 2021	16 Mar 2021	17 Mar 2021		31/03/2021 09:18:58	1	⟳	Download
IBWMC Statement of Voluntary Compliance	11 May 2020					28/09/2020 10:48:21	1	✔	Download
Safety Management Certificate (SMC)	06 Apr 2019	06 Sep 2022				28/09/2020 09:48:36	1	✔	Download
Document of Compliance (DOC)	29 Mar 2018	06 Apr 2022	30 Apr 2019			28/09/2020 09:51:45	1	✔	Download
Minimum Safe Manning Document	06 Apr 2019	17 Sep 2029				28/09/2020 12:16:28	2	✔	Download
						Choose file No file chosen			Upload

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A set of all current Certificates can be downloaded from the vessel details screen to a zip file.
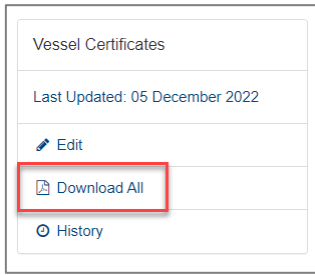
Certificates can be provided at any time, however, at the point of completing the Pre-inspection Questionnaire, the Vessel Operator will be required to declare that the set of Certificates stored against the vessel is current and valid.

When a certificate has expired for a vessel, a message centre alert will be sent to inform the Operator that the certificate has expired.

The alert can be viewed by clicking on 'messages' in the top right hand corner of the screen and viewing the 'Vessel Certificate Expiry Alerts' section of the displayed screen.
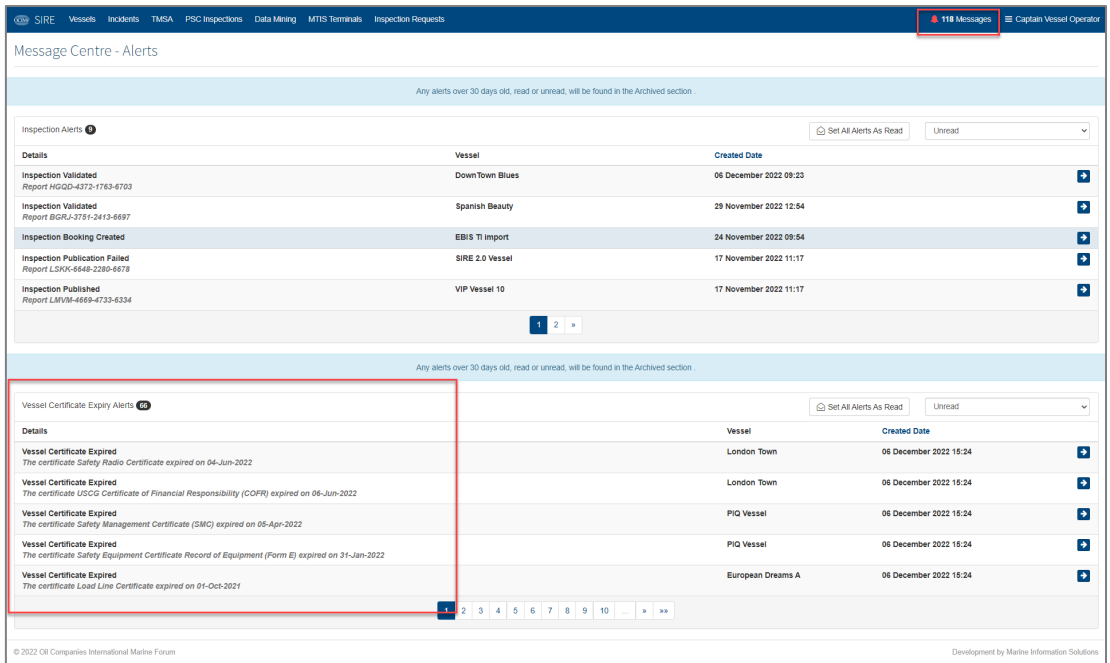

Selecting the blue arrow icon will display the 'Vessel Details' screen for the selected vessel.

Cancel Inspection

Inspection Cancellation - Submitting Company

When a SIRE 2.0 Inspection has the status 'Created', 'CVIQ Generated' or 'CVIQ Downloaded', the Submitting Company can cancel the booking. When a booked Inspection is cancelled, email notifications are sent to the Vessel Operator and assigned Inspector to inform them that this has taken place.

Inspection Request Cancellation - Operator

If a vessel operator has requested an inspection but has received no confirmed booking, they may need to withdraw a request as the vessel may have changed itinerary or business need.

The Vessel Operator can withdraw an Inspection Request when the request has not been accepted.

When an Inspection is displayed on the 'In Definition' tab, the Inspection Request can be deleted

by selecting the delete icon.
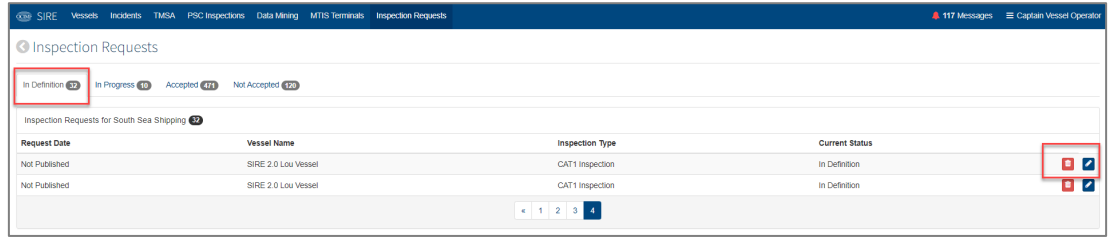
When the Inspection is displayed on the 'In Progress' tab, the Inspection Request can be deleted by selecting the delete icon.
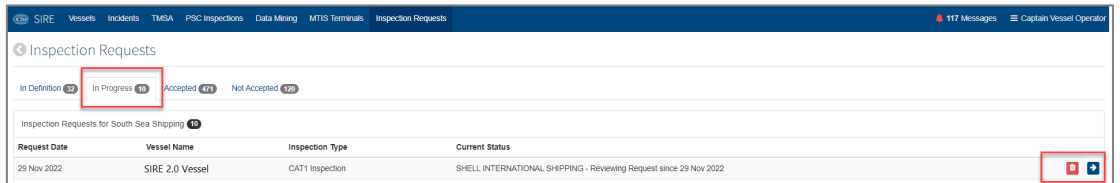
Inspection Booking Cancellation – Operator

Once an inspection request has been accepted by a submitting company, the inspection is considered to have been booked.

A booked inspection can be cancelled by selecting an Inspection from the 'Accepted' tab by clicking the blue arrow.
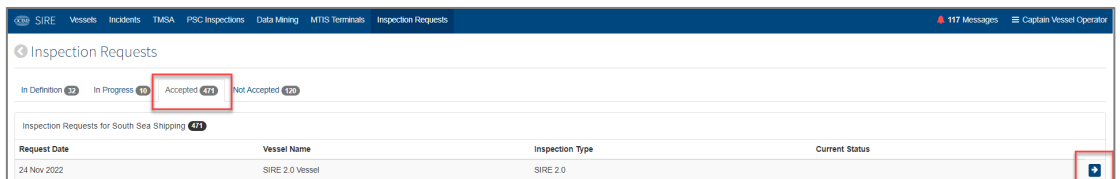
The 'Inspection Request' page displays with the option to 'Cancel Inspection'.
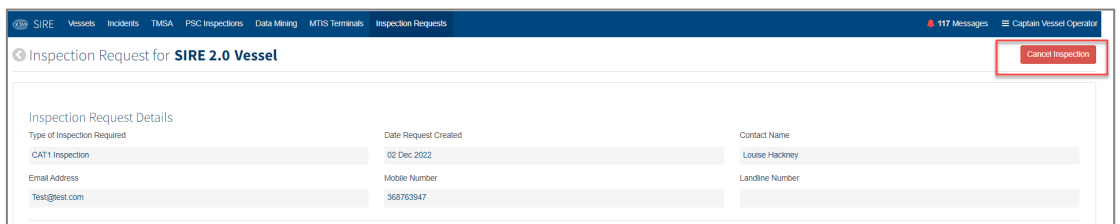
Selecting 'Cancel Inspection' will display the Cancellation Inspection screen.
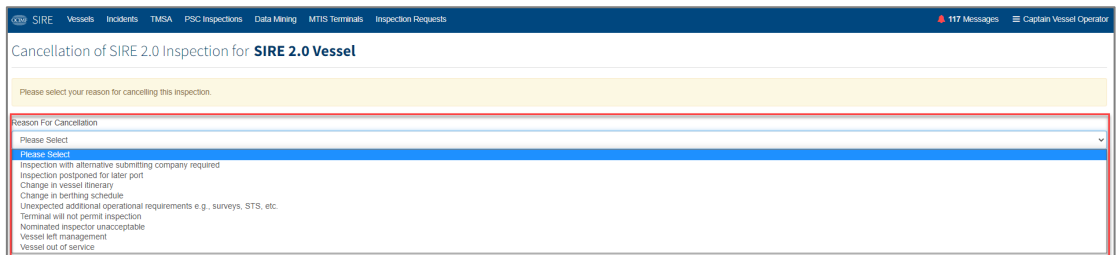
A cancellation reason should be selected from the dropdown list and any additional non-mandatory information can be entered to support the cancellation reason.

Selecting 'Reject' will return to the list of Inspections and the Inspection is not cancelled. Selecting 'Confirm' will cancel the SIRE 2.0 Inspection.

The Inspection status will now display as 'Cancelled' where it appears in SIRE.

SIRE 2.0 Pre-Inspection Declaration - Operator

Once a SIRE 2.0 Inspection Request has been accepted and the SIRE 2.0 booking is live, it will be visible from the 'Vessel Details' screen.

PIQ Review

The SIRE 2.0 Inspection requires the signing of the PIQ Declaration to generate the CVIQ unique question set.

Selecting the PIQ Review icon will open the Pre-Inspection Questionnaire Review screen. The Operator should review the information that will be used to compile the question set and sent to the Inspector. The Operator should confirm that the following information is complete and representative of the current condition of the vessel.

- Pre-Inspection Questionnaire.
- Vessel Photography.
- Vessel Certificates.
- HVPQ
- Crew Matrix

Here confirmation of the following is required;

- The PIQ is completed with the required information – see Vessel PIQ Questionnaire
- The required Vessel Photography is uploaded and representative of the condition of the Vessel – see SIRE 2.0 Vessel Photographs
- Evidence of Mandatory Vessel Certification is uploaded with all certifications in date - Vessel Certificates
- The Crew Matrix will be updated before the Inspection takes place.

Selecting the 'Update' buttons against each area, allows the review of the currently uploaded information.

When all areas have been reviewed, placing a tick against each area and selecting 'Sign Declaration' completes the Inspection Request process. In addition, the HVPQ is also used to create questions based on conditionality and will be part of the sign declaration process.

When the Inspection is viewed on the 'Inspection Requests' screen, the 'Inspection Type' of 'SIRE 2.0' will be displayed and the 'PIQ Review' button is removed.

Pending PIQ Review Grid

The Operator's home page will display a list of any 'Inspections Pending PIQ Review' for easy access and review.

Inspections Pending PIQ Review 26				
Ship Name	**Inspecting Company**	**Inspection Date**	**Inspector Assigned**	
SIRE 2.0 Vessel	SHELL INTERNATIONAL SHIPPING	17 Nov 2022	Unallocated	→

« 1 2 3 4 5 **6**

Selecting the blue arrow will display the PIQ Review screen for the selected vessel.

Once the Declaration has been signed, the CVIQ will be sent to the assigned Inspector's Tablet Device.

Operator Comments

Following the processing of the Inspection by the Submitting Company, the draft Inspection report will be received by the Operator for comments. In SIRE 2.0 Operator comments follow a more structured approach rather than the previous open text approach.

Operators can comment on negative observations in addition to providing a text based comment to the overall inspection. There could be multiple negative observations for each response and they can be raised against the four response options:

- Hardware
- Process
- Human factors
- Photograph validation

SIRE 2.0 requests that operators break their comments into four responses to cover:

- Immediate cause
- Root cause
- Corrective action
- Preventative action

Entering Operator Comments

The submitted Inspection will appear on the Home screen in the 'Inspections Pending Operator Comments' grid.

Selecting the blue arrow icon against the Inspection will display the Operator Comments screen.
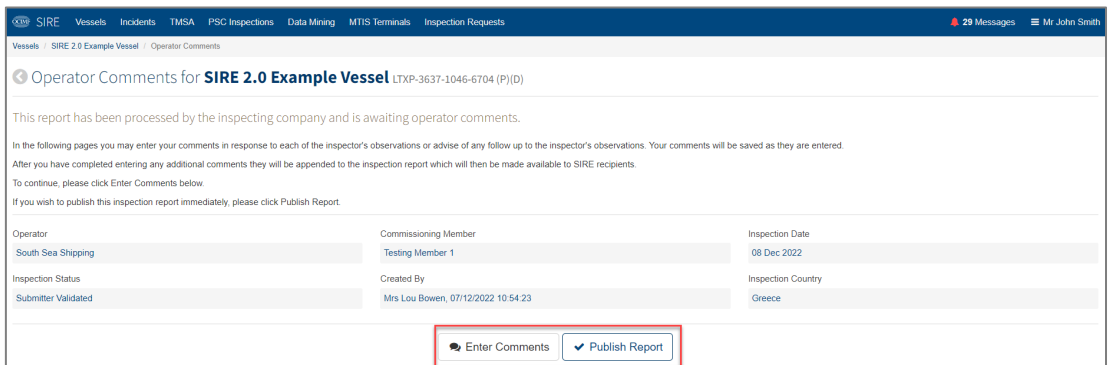
Selecting 'Enter Comments' displays the Edit Operator Comments screen. The editor will display any negative observations that consist of three components - SOC, NOC and Negative comments that were raised during the Inspection.

The left hand side of the screen will display an accordion view of Chapters and associated questions. Against each question, a number will display to indicate the number of negative observations raised for that question.

When a question is selected, the right hand side of the screen will display either a list of negative observations for the selected question, or if only one observation has been recorded for the question, the edit operator comments screen will be displayed in full.
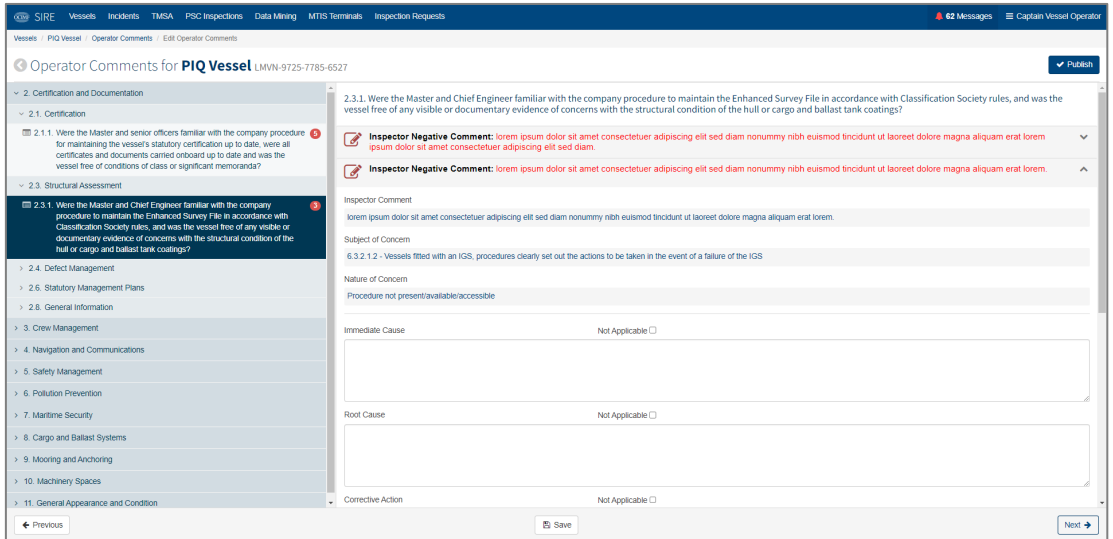
Where multiple negative observations have been recorded, using the arrows will expand and close the full details for each negative observation.
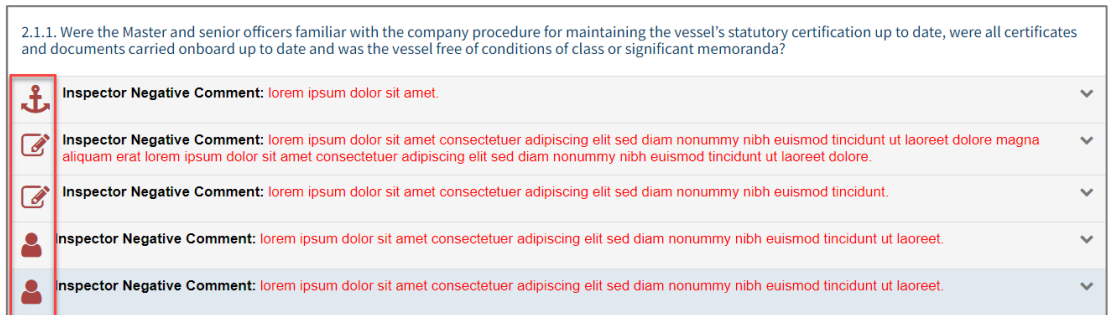
Icons indicate the type of response relating to the Inspector comment.
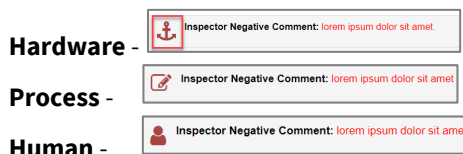
Hardware –

Process –

Human –

For each negative observation the Operator is required to provide comments on the root cause of the observation.

The structure of comments provided differs slightly for human factors negative observations compared to hardware, process and photograph validation which are all free text fields.
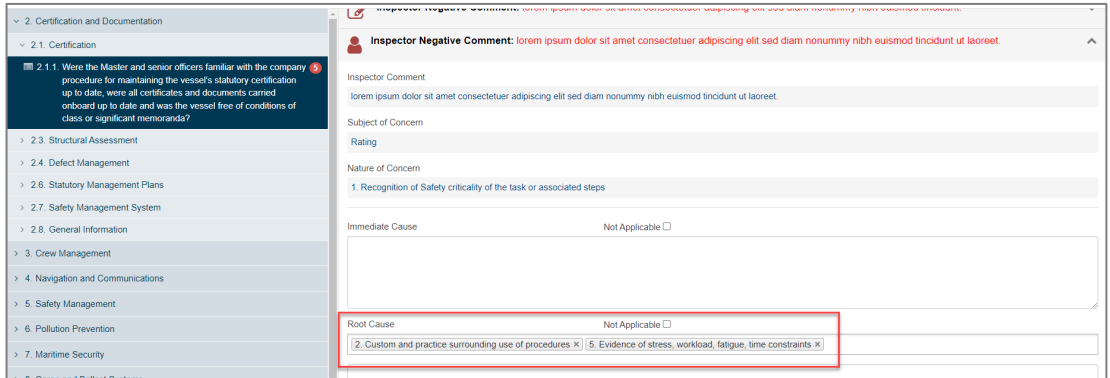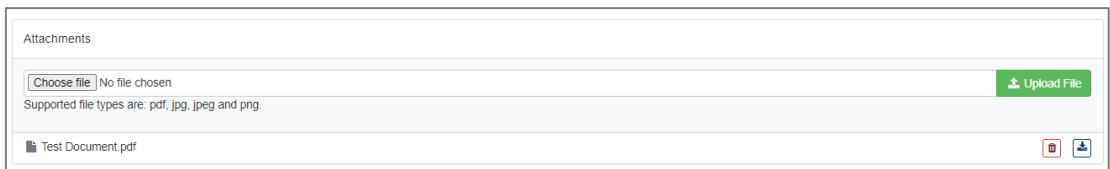
The Human Factors negative observations root cause should be explicitly categorised using a multiselect drop down list rather than free text.

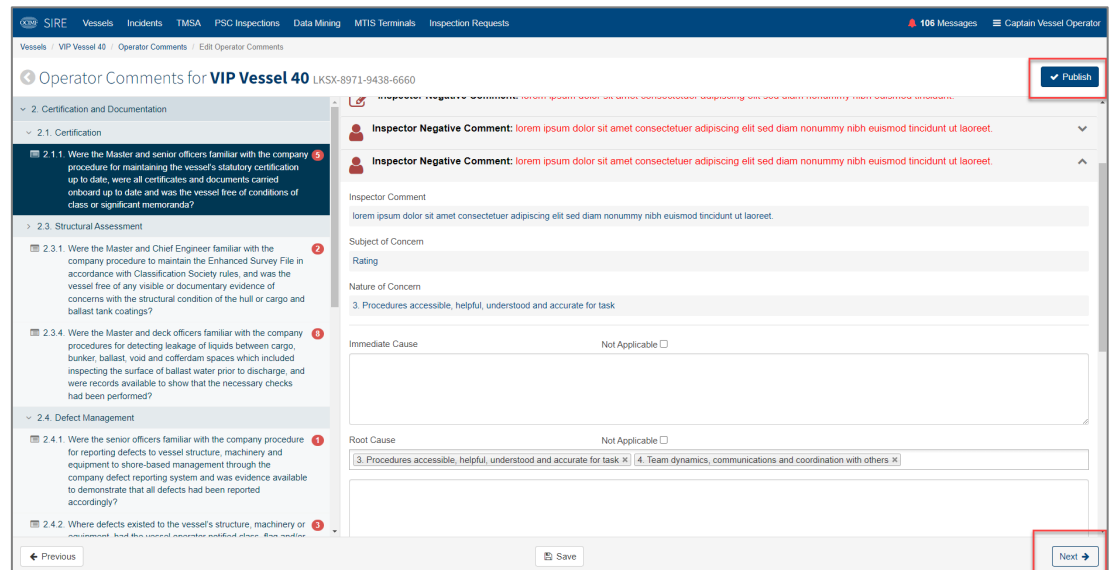For each negative observation, supporting documents can be uploaded and managed in the attachments section.
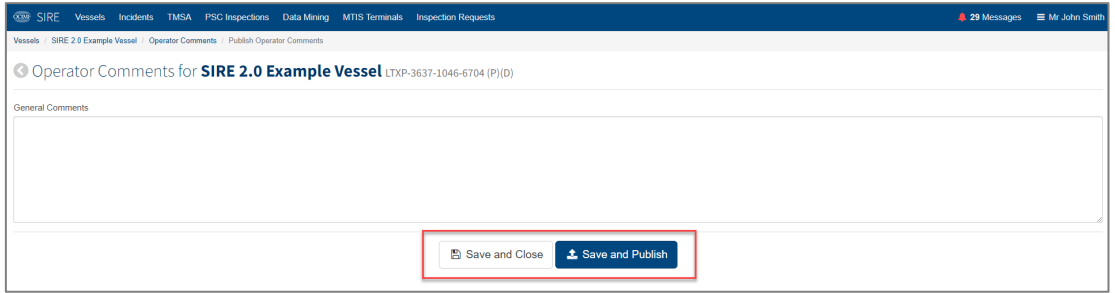

The Operator can move through the Operator comments using the 'Next' and 'Previous' buttons.

When comments have been applied to all negative observations, they can be published by selecting the 'Publish' button.


This will display the Publish Operator Comments screen, where a 'General Comment' can be added if required.

Selecting 'Save and Close' will save the entered information but not publish the comments. This can be done at a later point either as described above or from the Operator Comments screen.

Select 'Save and Publish' to publish immediately. This will queue the Inspection report for publication.
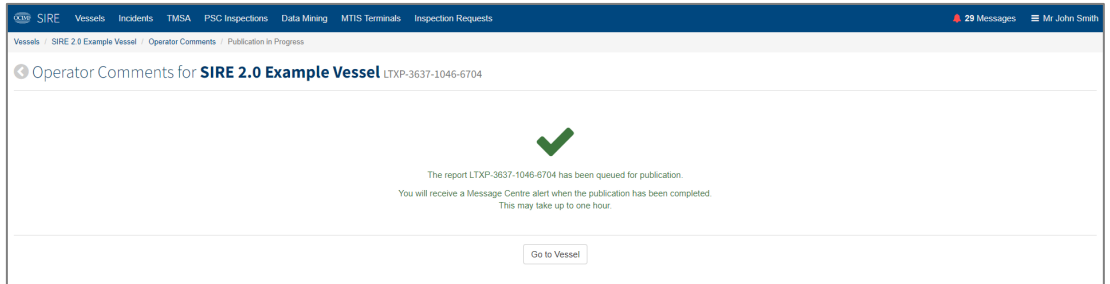
A message centre alert will notify when the Inspection report has been published.
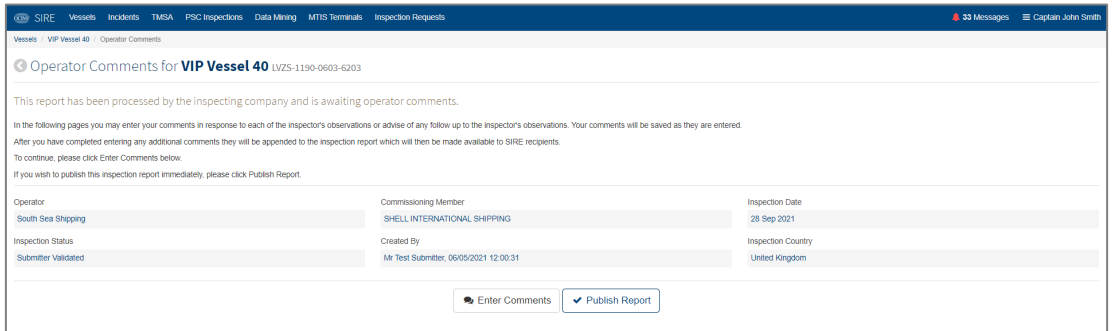
Once the Inspection report is published, the 'Inspection Booking' status will be updated and any subsequent comments can be added using the speech bubble icon against the Inspection.
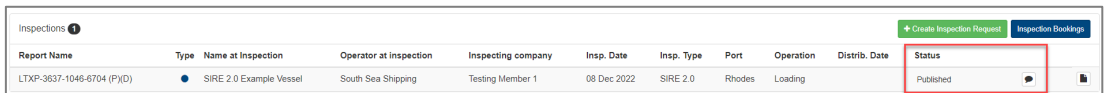
Select 'Enter Comments' to add new responses. Select 'Publish Changes' to republish the comments.
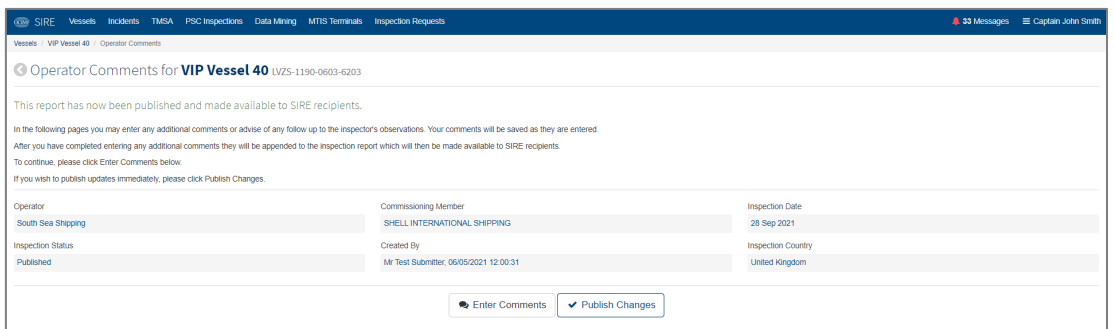
The published Inspection document will include the Operator comments shown against each appropriate question.

Process	Procedure missing, inadequate or inaccurate.
	4B.1.2 - Machinery space resource management: Procedure completeness/validity/version not following best practice.
	Operator Comments
	Unpublished
	Immediate Cause
	During the inspection the dipping points of lube oil sump tank (starboard) and waste oil tank found with their caps jammed. The spring activating the self-closing device was damaged enabling the free movement of the self-closing device.
	Root Cause
	Both tanks level was less than 20% of their volume, thus the replacement of damaged springs was not prioritized to be completed prior the inspection. As witnessed during the inspection, all caps were properly secured and sounding pipes were not inhibited.
	Corrective Action
	Damaged springs were replaced, and the self-closing activation of the subject sounding pipes was restored.
	Preventative Action
	All self-closing devices on sounding pipes in engine room tested and confirmed that they are in good working condition. Responsible personnel were advised to prioritize the maintenance of safety devices and ensure that are operating properly at all times.

And any General comments that were entered at the time of publication.

Operator General Comments

08 October 2021 by Captain John Smith
comments

08 October 2021 by Captain John Smith
Please publish my operator comments

08 October 2021 by Captain John Smith
comments

08 October 2021 by Captain John Smith
Please publish my operator comments

Inspection Resubmission

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 again, the Vessel Operator comments already entered will be saved, but then the Inspection will be marked as a 'resubmission' 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.

If a published inspection report is found to be inaccurate, it can no longer be opened for resubmission and correction, the only option is for the report to be withdrawn. This includes inaccurate information provided by the vessel operator through the PIQ.

If this off system communication falls outside of the 14 day automatic publication, the Inspection 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.

Publishing an Inspection

When Operator Comments are complete, selecting 'Publish' will display a confirmation message to check that the Operator wants to publish the Inspection.
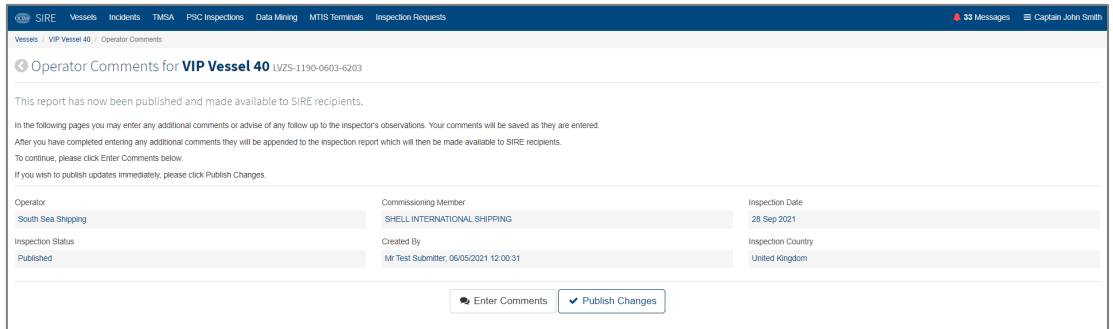
Select 'Save and Publish' will confirm the action and a message will be displayed to confirm that the Inspection is queued for publication.
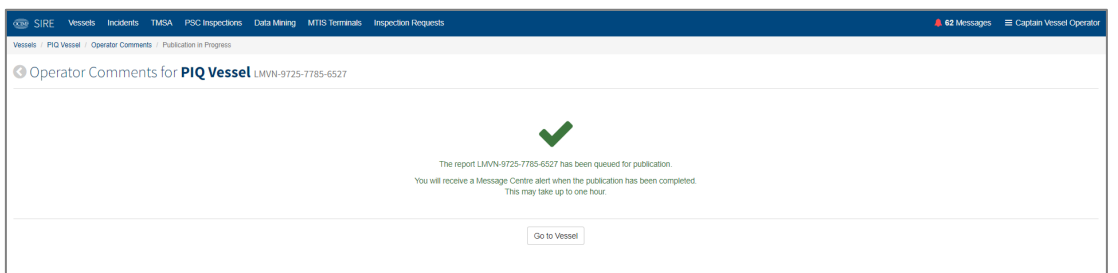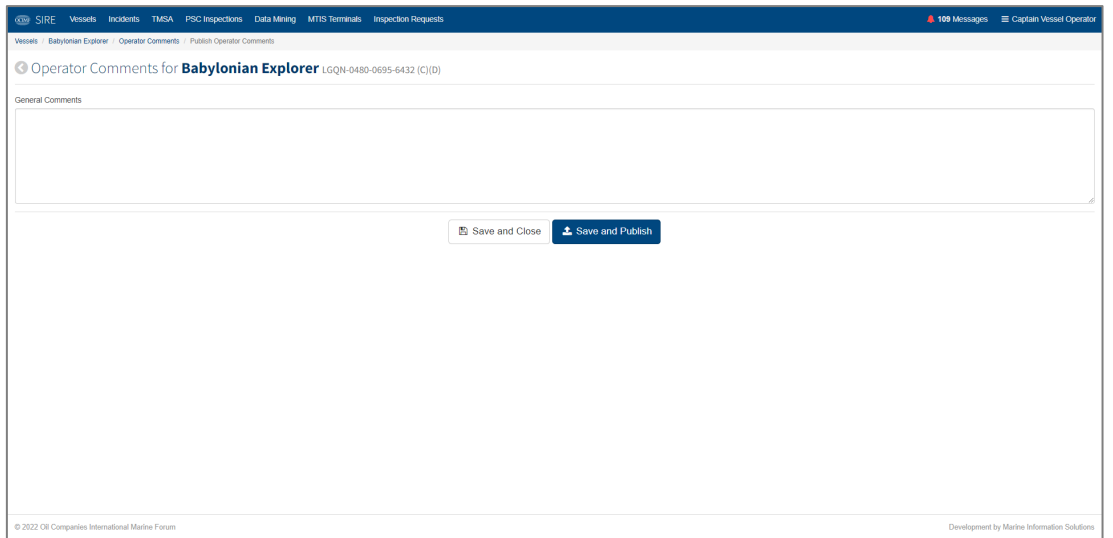
OCIMF

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