



Oil Companies International
Marine Forum



OCIMF

The large OCIMF logo is centered on the page. It features the letters 'OCIMF' in a white, serif font, set against a background of horizontal white lines that form a stylized circle. The lines are of varying lengths, creating a sense of depth and movement.

SIRE Inspector Access

Quick Start Guide

Revision v1.11

19th October 2022





Contents

1. Introduction.....	3
2. Getting Started.....	4
3. Home Page.....	5
3.1. Inspections Bookings	6
3.2. Inspections Performed	6
3.3. Recently Viewed Vessels	7
3.4. Quick Links.....	7
4. Vessels.....	8
4.1. Vessel Index Page	8
4.2. Vessel Details	8
4.3. Vessel Particulars.....	9
4.4. Vessel Certificates.....	9
4.5. Downloads	11
5. Bookings.....	12
5.1. Operator Inspection Document.....	13
5.2. Remote Inspection Bookings.....	14
5.3. Claim an Inspection.....	15
6. Inspections	16
7. Inspector Profile.....	17
7.1. Manage Inspector Profile.....	17
7.2. Personal Details section.....	18
7.3. Manage Inspector Billing Details	18
7.4. Inspector Employment Status.....	19
7.5. Inspector Contact Address and Home Port	20
7.6. Change Password.....	17
7.7. Accreditation Details section	17
7.8. Accompanied Inspections section	18
8. Inspector Accreditation	19
9. Inspector Quality Assessments.....	20





9.1.	Good Report Feedback	20
9.2.	Report with minor Points of Improvement	20
9.3.	Report with incorrect information affecting Report quality	21
10.	Inspector Photo ID Upload	22
10.1.	Renewal Notification emails	22
10.2.	Photo ID due to renewal banner	23
10.3.	Upload Inspector Photo	23
10.4.	Photos reviewed by OCIMF	24
11.	Manage Inspector Billing Details	25
12.	Request new ID Card	26
13.	View Inspector Audit Contributions Payments	27
14.	Industry Relationships	28
15.	Report Feedback	29
16.	Audits and Payments	31
17.	Signed Agreements	35
17.1.	Signed Agreements	35
17.2.	Licence Agreements	36
18.	SIRE Sanctions Framework	37
18.1.	Notifications of a Sanction being applied	37
18.2.	Viewing current SIRE Sanctions	37
18.3.	Sanctioned Data Warning	38
18.4.	Opting into Receiving Sanctioned Data	38
18.5.	Updating Organisation Sanctions Status	39
19.	SIRE Message Centre	41
20.	Resources	43
21.	Remote Review of Vessel Certificates and Inspection Documents	44
21.1.	Temporary Guidelines for Conducting a Vessel Inspection during Covid-19	44
21.2.	Data Security	45
21.3.	Vessel Certificate and Inspection Document Repository Access	46
21.3.1.	View Vessel Certificates	46
21.3.2.	View Inspection Documents	48
22.	Contact Support	50





1. Introduction

The Ship Inspection Report Programme (SIRE) system is a very large database of up-to-date information about tankers and barges, developed and maintained by Marine Information Solutions.

The document is written as a 'How to' guide to enable the Inspector to use the SIRE user interface.

For further information on the use of SIRE please contact:

siresupport@ocimf.org

Helpdesk +44 (0)20 3856 7880

2. Getting Started

Inspectors access the SIRE application via the login page: <https://www.ocimf-sire.org>.

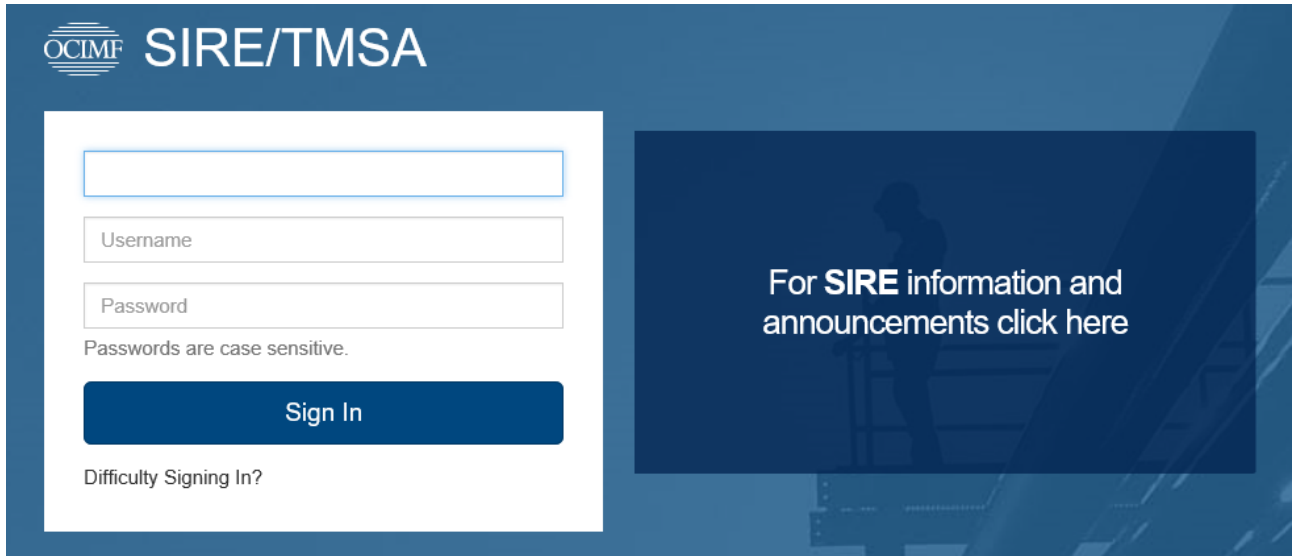


Figure 1 - SIRE Login page

3. Home Page

The Home page contains useful Inspector information including Inspection Bookings, Submitted Inspections and Recently Viewed Vessels.

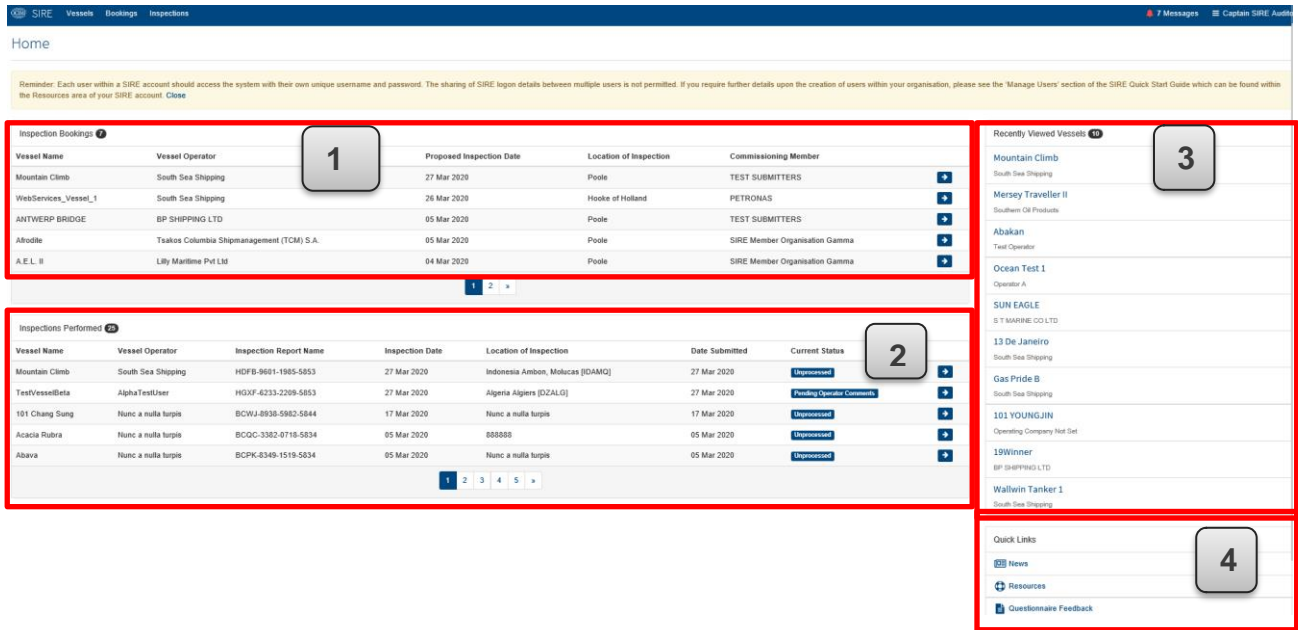


Figure 2 – SIRE Inspector Home page

From the Home page, the Inspector can quickly navigate to all other areas within SIRE, the Home page consists of the following panes:

1. Inspection Bookings
2. Inspections Performed
3. Recently Viewed Vessels
4. Quick Links



3.1. Inspections Bookings

The Inspection Bookings pane provides a list of all inspection bookings made by inspecting companies within SIRE assigned to the current user.

Inspection Bookings that have a status of Live are displayed within the Inspection Bookings grid. Inspections that have a Proposed Inspection Date over 60 days in the past are filtered from the grid.

Clicking upon the vessel's name will redirect to the vessel's details page. From the details page the operator can access further details about the booked inspection as per the screenshot below.

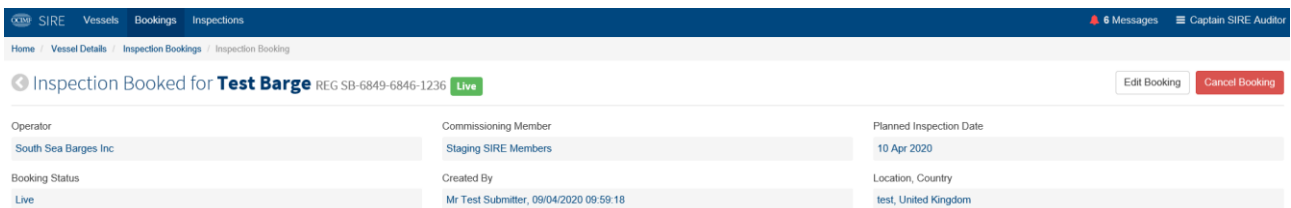


Figure 3 - Inspection Booking page

3.2. Inspections Performed

This pane lists the 25 most recent inspections that have been submitted by the SIRE Inspector.

These Inspections are yet to be processed by the submitting company, i.e. the inspector has submitted the inspection to SIRE, but the Submitting Company has not yet processed/validated the inspection and made it available to the ship operator for comments.

There is no action for the Inspector in respect to these inspections as the inspecting company must validate before comments can be entered.

3.3. Recently Viewed Vessels

This area lists the Inspectors 10 most recently viewed vessels. Selecting the record will re-direct to the selected records Vessel Details page where further information can be viewed.

Recently Viewed Vessels 10
Euro Barge OCIMF Test Vessel Operator
Mersey Traveller II Test Company
Achilles Operating Company Not Set

Figure 4 - Recently Viewed Vessels panel

3.4. Quick Links

The quick links panel provides access to help documents and other resources including programme software and documentation.




Quick Links
 News
 Resources
 Questionnaire Feedback

Figure 5 - Quick Links panel

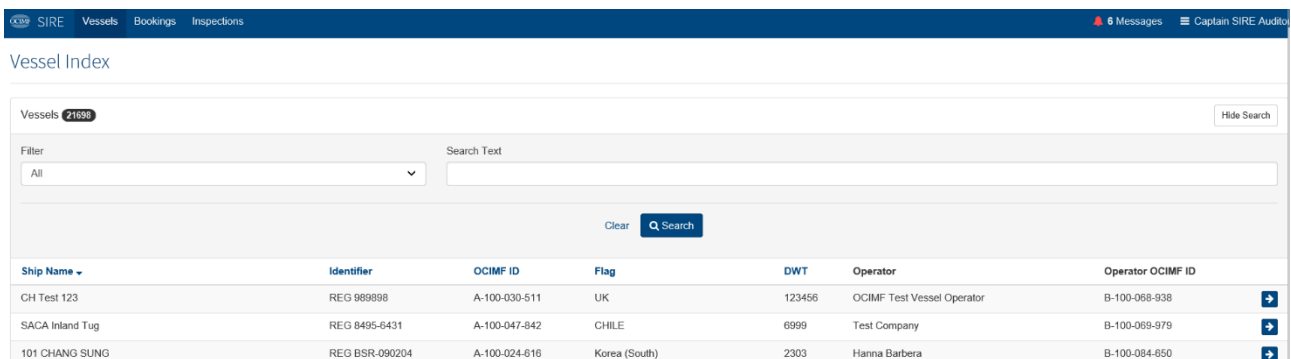
4. Vessels

4.1. Vessel Index Page

The Vessels tab will be displayed when the items noted below have been completed by the required date:

- 1) Annual Inspector Ethics Agreement has been signed
- 2) Annual Inspector Audit Contributions paid, if required

After selecting the 'Vessels' tab a list of all Vessels is displayed. Select a Vessel to view the 'Vessel Details' page.

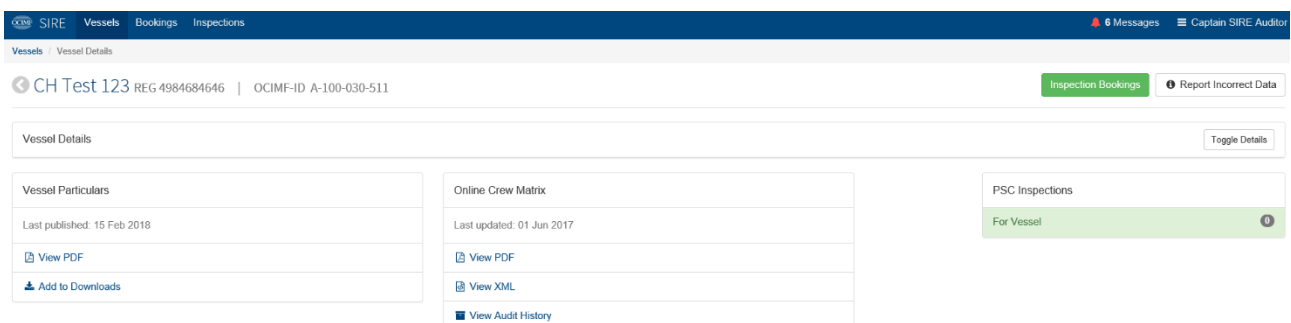


Ship Name	Identifier	OCIMF ID	Flag	DWT	Operator	Operator OCIMF ID
CH Test 123	REG 989898	A-100-030-511	UK	123456	OCIMF Test Vessel Operator	B-100-068-938
SACA Inland Tug	REG 8495-6431	A-100-047-842	CHILE	6999	Test Company	B-100-068-979
101 CHANG SUNG	REG BSR-090204	A-100-024-616	Korea (South)	2303	Hanna Barbera	B-100-084-850

Figure 6 - Vessels Index page

4.2. Vessel Details

The vessel details page provides access to view all information relating to a vessel.



Vessel Particulars	Online Crew Matrix	PSC Inspections
Last published: 15 Feb 2018	Last updated: 01 Jun 2017	For Vessel
View PDF	View PDF	
Add to Downloads	View XML	
	View Audit History	

Figure 7 - Vessel Details page


The following is a brief summary of each section of the vessel details page. Further details are provided in later sections.

4.3. Vessel Particulars

The SIRE Inspector can view vessel particulars.

Vessel Particulars

Last published: 24 Jun 2019

 [View PDF](#)


 [Add to Downloads](#)


Figure 8 - Vessel Particulars panel

4.4. Vessel Certificates

The Vessel Certificates grid will appear on the vessel details page for an Inspector if they have a live inspection. Once the inspection is published the grid will disappear.

Vessel Certificates

Last Updated: 25 June 2020

 [View](#)

By selecting View the Inspector can view any current certificates that are associated to the vessel. The vessel certificates page appears as follows:

Vessel Certificates for Big Blue

Certificate Type	Issue Date	Expiry Date	Last Annual	Last Intermediate	Date of Endorsement	Upload Date	
Document of Compliance (DOC)		07 Jul 2020				25/06/2020 12:40:34	Review
Safety Equipment Certificate, supplemented by Form E		02 Jul 2020				25/06/2020 12:39:57	Review

The grid will display the certificates, type, any dates enter, when the certificate was uploaded and the option to review the document. By selecting 'Review' the certificate will open within a new viewer.



Online Crew Matrix

Select 'View PDF' to view the Online Crew History for a Vessel. The Inspector can download the crew matrix in XML format and view previous Crew Matrix records by selecting 'View Audit History'




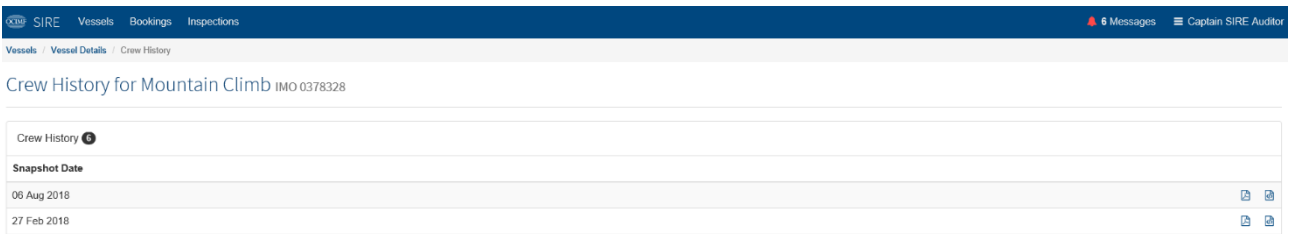
Online Crew Matrix
Last updated: 06 Apr 2020
 View PDF
 View XML
 View Audit History

Figure 9 - Online Crew Matrix panel

The Crew History screen will show the 10 most recent Crew Matrix snapshots.







Crew History for Mountain Climb IMO 0378328		
Crew History		
Snapshot Date		
06 Aug 2018		
27 Feb 2018		

Figure 10 - Crew History page



4.5. Downloads

The Downloads tab lists any Vessel Particulars that have been downloaded. From here the Reports can be viewed in PDF or XML format.

SIRE Vessels Bookings Inspections **2 Downloads** Contact Support Resources Captain SIRE Inspector

Downloads

Please Note: A maximum of 20 of any combination of Vessel Inspections or Particulars Reports may be added to your 'My Downloads' basket at any one time. Reports that remain in the basket for more than 24 hours will be automatically removed

Report Download

Report Download File Formats

PDF

XML

[Download Reports](#)

Vessel Inspections **1** [Show Search](#)

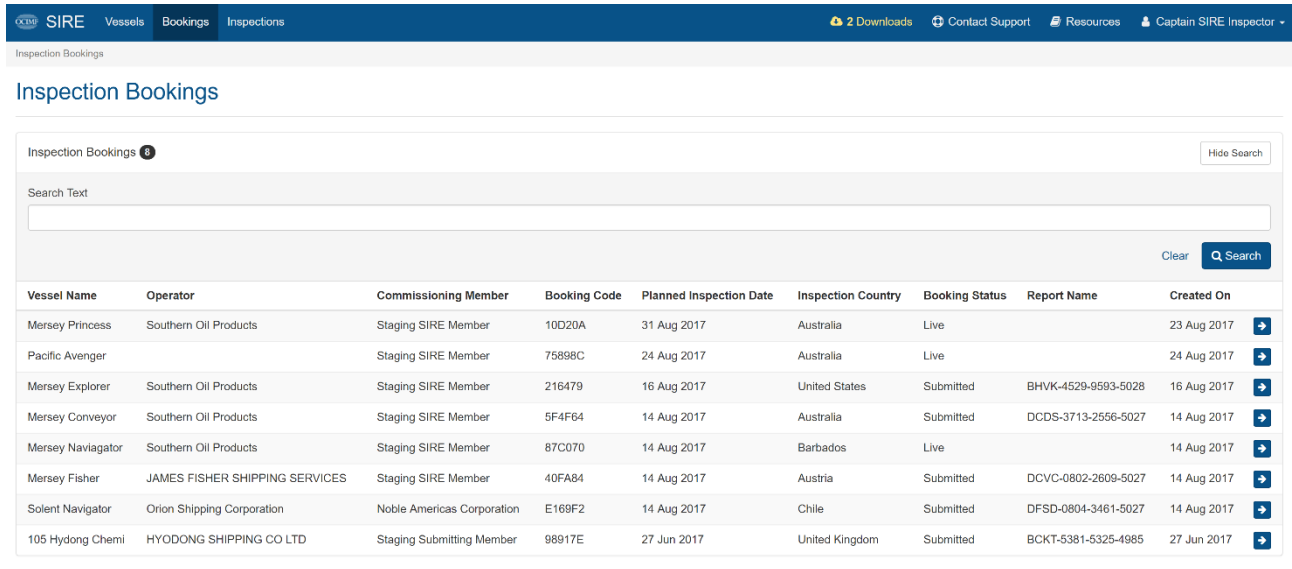
Name	Report	IMO	Reg	USCG VIN	ENI	Submitter	Operator	Inspection Date
Blue Whale Vessel	BCWG-9070-5236-4974	9754111				Marathon Oil Co	Nunc a nulla turpis	Wed 14 Jun 2017 →

Vessel Particulars **1** [Show Search](#)

Name	IMO	Reg	USCG VIN	ENI	Operator	Revision Date
Mersey Conveyor	6494904				Southern Oil Products	Mon 14 Aug 2017 →

5. Bookings

The Inspector can view a list of all Inspection Bookings. Selecting an Inspection will display further detail about the Inspection Booking and details of the Last Inspection.

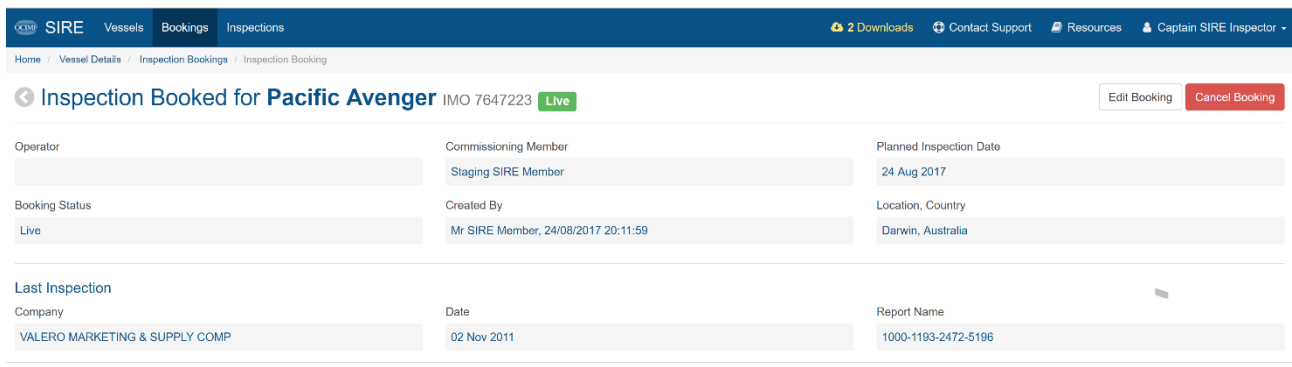


Vessel Name	Operator	Commissioning Member	Booking Code	Planned Inspection Date	Inspection Country	Booking Status	Report Name	Created On
Mersey Princess	Southern Oil Products	Staging SIRE Member	10D20A	31 Aug 2017	Australia	Live		23 Aug 2017
Pacific Avenger		Staging SIRE Member	75898C	24 Aug 2017	Australia	Live		24 Aug 2017
Mersey Explorer	Southern Oil Products	Staging SIRE Member	216479	16 Aug 2017	United States	Submitted	BHVK-4529-9593-5028	16 Aug 2017
Mersey Conveyor	Southern Oil Products	Staging SIRE Member	5F4F64	14 Aug 2017	Australia	Submitted	DCDS-3713-2556-5027	14 Aug 2017
Mersey Navigator	Southern Oil Products	Staging SIRE Member	87C070	14 Aug 2017	Barbados	Live		14 Aug 2017
Mersey Fisher	JAMES FISHER SHIPPING SERVICES	Staging SIRE Member	40FA84	14 Aug 2017	Austria	Submitted	DCVC-0802-2609-5027	14 Aug 2017
Solent Navigator	Orion Shipping Corporation	Noble Americas Corporation	E169F2	14 Aug 2017	Chile	Submitted	DFSD-0804-3461-5027	14 Aug 2017
105 Hydong Chemi	HYODONG SHIPPING CO LTD	Staging Submitting Member	98917E	27 Jun 2017	United Kingdom	Submitted	BCKT-5381-5325-4985	27 Jun 2017

© 2017 Oil Companies International Marine Forum Development by Marine Information Solutions

Figure 11 – Inspection Bookings page

Selecting the blue arrow, opens the Inspection Booking Details page.



Inspection Booked for Pacific Avenger IMO 7647223 Live			Edit Booking Cancel Booking
Operator	Commissioning Member	Planned Inspection Date	
	Staging SIRE Member	24 Aug 2017	
Booking Status	Created By	Location, Country	
Live	Mr SIRE Member, 24/08/2017 20:11:59	Darwin, Australia	
Last Inspection			
Company	Date	Report Name	
VALERO MARKETING & SUPPLY COMP	02 Nov 2011	1000-1193-2472-5196	

© 2017 Oil Companies International Marine Forum Development by Marine Information Solutions

Figure 12 - Inspection Booking page



If the SIRE Submitting Company has authorised its Inspectors to create and edit bookings, then the Booking Details can be amended by selecting 'Edit Booking'.

Vessel Details

Vessel	Operator Details	Last Inspection
Pacific Avenger (IMO 7647223)		VALERO MARKETING & SUPPLY COMP 02 Nov 2011 (1000-1193-2472-5196)

Booking Details

Submitting Member	Planned Inspection Date	Country
Staging Submitting Member	24/08/2017	Australia
Inspection Location	Inspector	
Darwin	Captain SIRE Inspector	

Cancel Save Booking

Figure 13 - Edit Inspection Booking page

The Inspector field is read only and cannot be amended for the Booking.

5.1. Operator Inspection Document

Upon the inspection booking page there is a document repository that the inspector is able to view for a live inspection that they have been commissioned for. The documents are associated to the vessel and the inspection, the documents are uploaded by the operator so that the inspector can review the documents before an inspection is carried out.

Inspection Booked for **boat** IMO 2431679 Live

Operator	Commissioning Member	Planned Inspection Date
South Sea Shipping	PETRONAS	15 Aug 2020
Booking Status	Created By	Location, Country
Live	Mr Taufiq Ben Sari, 14/08/2020 12:34:12	Plymouth, Albania

Edit Booking Cancel Booking View Inspection Documents

By selecting the 'View Inspection Documents' button the inspection documents page will open.

Inspection Documents for **boat**

General Information	Toggle Details
Certification and Documentation	Toggle Details
Crew Management	Toggle Details

The page has a series of collapsible grids that contain a list of documents



Inspection Documents for **boat**

General Information	
Document Name	Question Reference
Q1.21 Last PSC report	1.2, 1.3
Q1.24 and Q1.26 Class Certificate	
Q1.24 and Q1.26 Last Class Status Summary	

Selecting 'Review' will open the document.

5.2. Remote Inspection Bookings

Once an operator has submitted their inspection questions and signed the operator data declaration the operator data submission link will appear on the inspection booking details page.

Operator	Commissioning Member	Planned Inspection Date
South Sea Shipping	PETRONAS	15 Aug 2020
Booking Status	Created By	Location, Country
Live	Mr Taufiq Ben Sari, 14/08/2020 12:34:12	Plymouth, Albania

Selecting the View operator Data Submission link will open the operator data submission page.


The page displays any inspection documents that have been uploaded as well as any certificates associated to the vessel. They are all available to view via the 'Review' button

Category	View
General Information	View
Certification and Documentation	View
Crew Management	View
Navigation and Communications	View
Safety Management	View
Pollution Prevention	View
Maritime Security	View
Cargo and Ballast Systems - Petroleum	View
Mooring	View
Engine and Steering Compartments	View
General Appearance and Condition	View
Ice Operations	View

Certificate Type	Issue Date	Expiry Date	Last Annual	Last Intermediate	Date of Endorsement	Upload Date
Crew License Conversion (182) Certificate		01 Sep 2020				17/08/2020 10:25:54

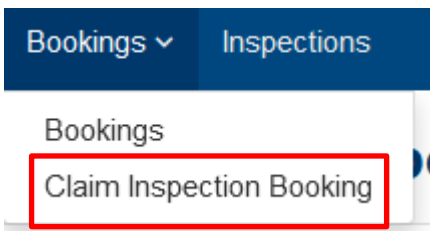
Operator Contact Details

Operator Contact Name	Operator Contact Email Address
Captain Jem Jem	
Operator Contact Mobile Number	Operator Contact Mobile Number
011 4443	0754300090

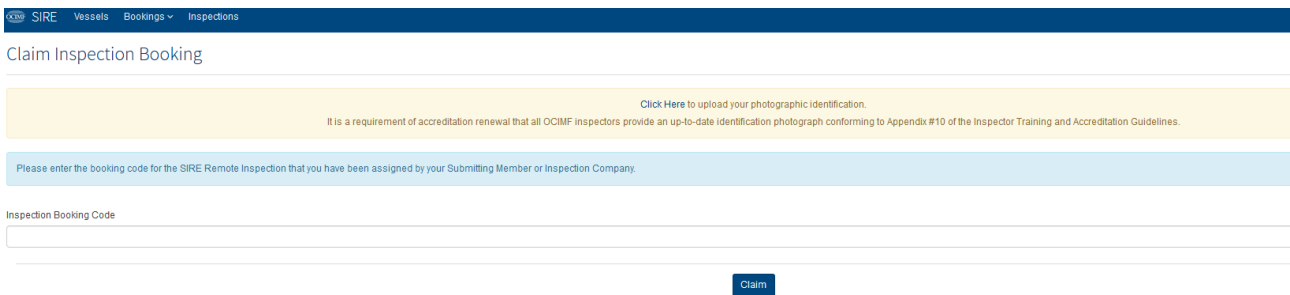
At the bottom of the operator data submission page is the option for the inspector to download the report submitted by the Operator . The Inspector can then import the report into the desktop editor and review the operator responses.

5.3. Claim an Inspection

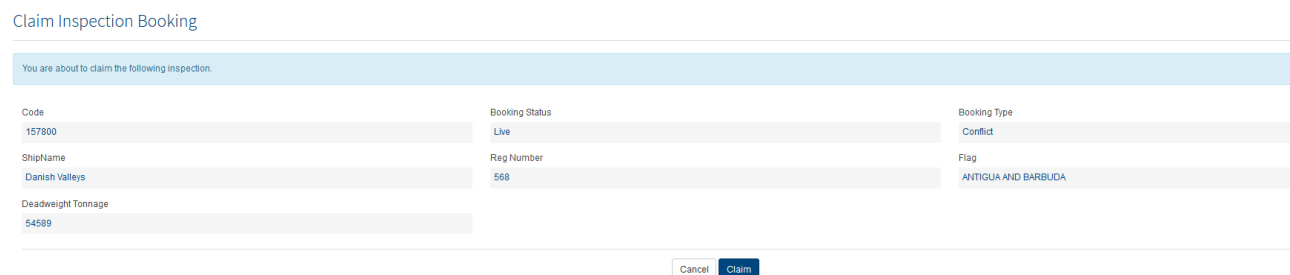
If an inspection is booked without an Inspector assigned, then the inspector can claim an inspection. This option is available via the Booking dropdown. Selecting claim a booking will open the claim a booking page.



Once on the claim a booking page the inspection can be claimed by entering the booking code.



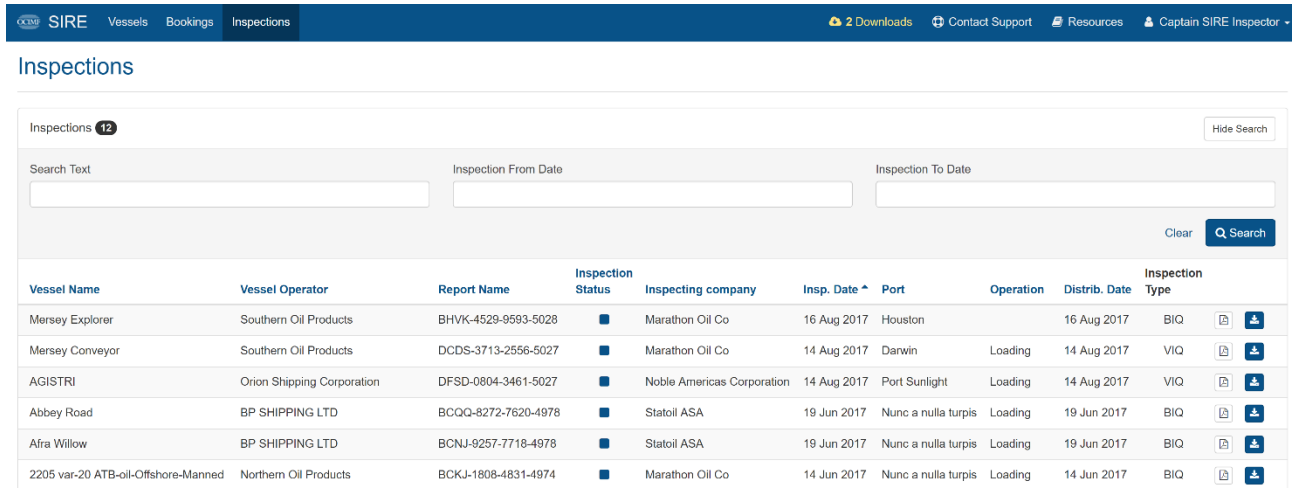
A summary of the booking will be displayed before the inspector agrees to claim the booking.



Once claimed, the inspector will be able to view any documentation that is uploaded by the operator for the claimed inspection.

6. Inspections

The Inspector can view a list of all their previous Inspections. If a PDF is available the PDF icon will display, you can select icons 'View Report' or 'Add to My Downloads'.



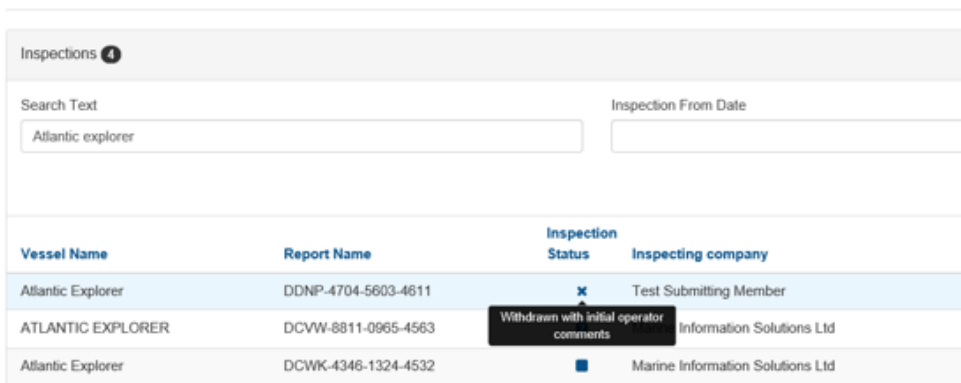
The screenshot shows the SIRE Inspections page. At the top, there is a navigation bar with 'SIRE' and 'Inspections' selected. Below the navigation bar, there is a search area with 'Search Text', 'Inspection From Date', and 'Inspection To Date' fields. A 'Search' button is located to the right of these fields. Below the search area is a table of inspection records. The table has the following columns: Vessel Name, Vessel Operator, Report Name, Inspection Status, Inspecting company, Insp. Date, Port, Operation, Distrib. Date, and Inspection Type. The table contains six rows of data.

Vessel Name	Vessel Operator	Report Name	Inspection Status	Inspecting company	Insp. Date	Port	Operation	Distrib. Date	Inspection Type
Mersey Explorer	Southern Oil Products	BHVK-4529-9593-5028	■	Marathon Oil Co	16 Aug 2017	Houston		16 Aug 2017	BIQ
Mersey Conveyor	Southern Oil Products	DCDS-3713-2556-5027	■	Marathon Oil Co	14 Aug 2017	Darwin	Loading	14 Aug 2017	VIQ
AGISTRI	Orion Shipping Corporation	DFSD-0804-3461-5027	■	Noble Americas Corporation	14 Aug 2017	Port Sunlight	Loading	14 Aug 2017	VIQ
Abbey Road	BP SHIPPING LTD	BCQQ-8272-7620-4978	■	Statoil ASA	19 Jun 2017	Nunc a nulla turpis	Loading	19 Jun 2017	BIQ
Afra Willow	BP SHIPPING LTD	BCNJ-9257-7718-4978	■	Statoil ASA	19 Jun 2017	Nunc a nulla turpis	Loading	19 Jun 2017	BIQ
2205 var-20 ATB-oil-Offshore-Manned	Northern Oil Products	BCKJ-1808-4831-4974	■	Marathon Oil Co	14 Jun 2017	Nunc a nulla turpis	Loading	14 Jun 2017	BIQ

Figure 14 - Inspections page

The 'Inspection Status' is displayed in a text box when you hover over the icon in the grid.

Inspections



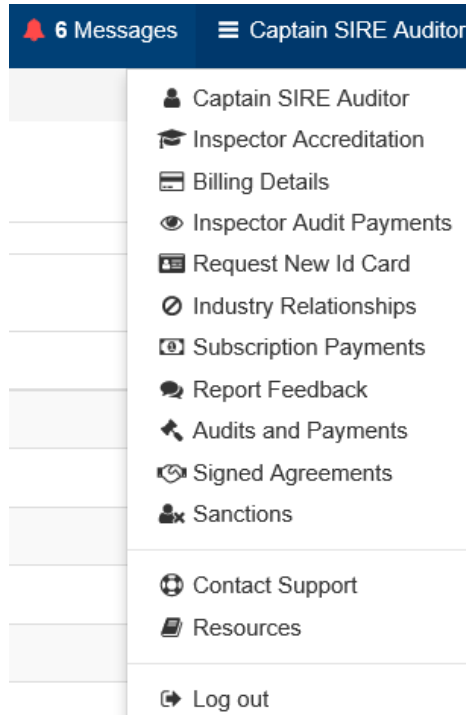
The screenshot shows a close-up of the 'Inspection Status' column in the table. A tooltip is displayed over the status icon, showing the text 'Withdrawn with initial operator comments'. The table has the following columns: Vessel Name, Report Name, Inspection Status, and Inspecting company. The table contains three rows of data.

Vessel Name	Report Name	Inspection Status	Inspecting company
Atlantic Explorer	DDNP-4704-5603-4611	✘	Test Submitting Member
ATLANTIC EXPLORER	DCVW-8811-0965-4563	Withdrawn with initial operator comments	Information Solutions Ltd
Atlantic Explorer	DCWK-4346-1324-4532	■	Marine Information Solutions Ltd

Figure 15 - Inspections page showing Inspection Status

7. Inspector Profile

The User Profile menu lists helpful functions for the SIRE Inspector.



7.1. Manage Inspector Profile

Clicking upon the Inspector Name field will open the Manage Inspector Profile page.

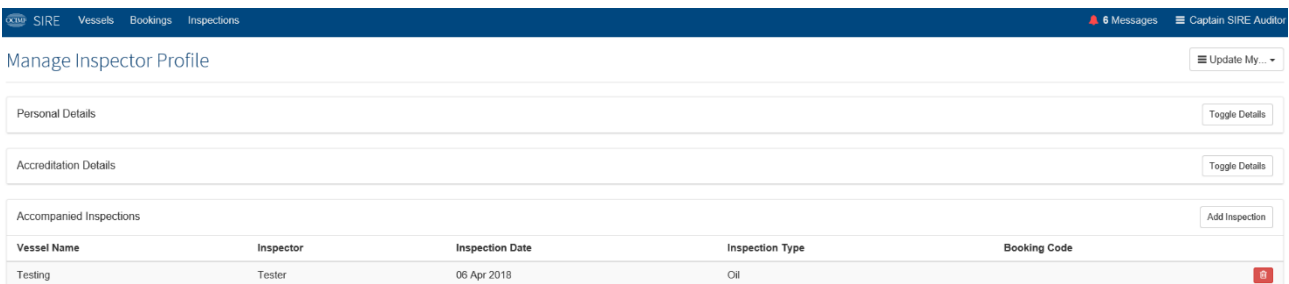


Figure 16 - Manage Inspector Profile page

Selecting the 'Toggle Details' icons will expand the individual sections.

7.2. Personal Details section

When the page is opened the contents of each section are hidden.

To view the information, select the 'Toggle Details' button

This section shows the Inspector's personal information including a Profile photo. The 'Billing Details Status' is also shown. Billing Details can be added by selecting the blue arrow button.

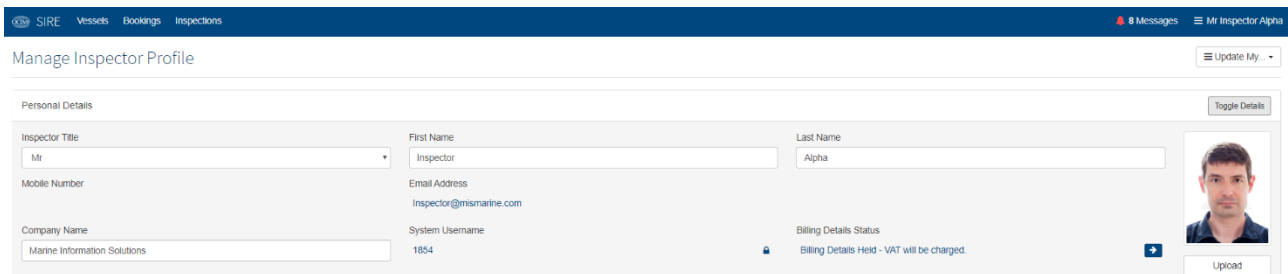


Figure 17 - Manage Inspector Profile – Personal Details

Upon the Personal Details pane, the inspector can update their Title and name, in addition to the Inspectors Company Name.

The inspectors Photographic ID image can be updated by selecting the 'Upload' icon beneath their image, full details are provided in Section 9.

7.3. Manage Inspector Billing Details

Inspector billing details can be viewed and edited by selecting the Billing Details option:

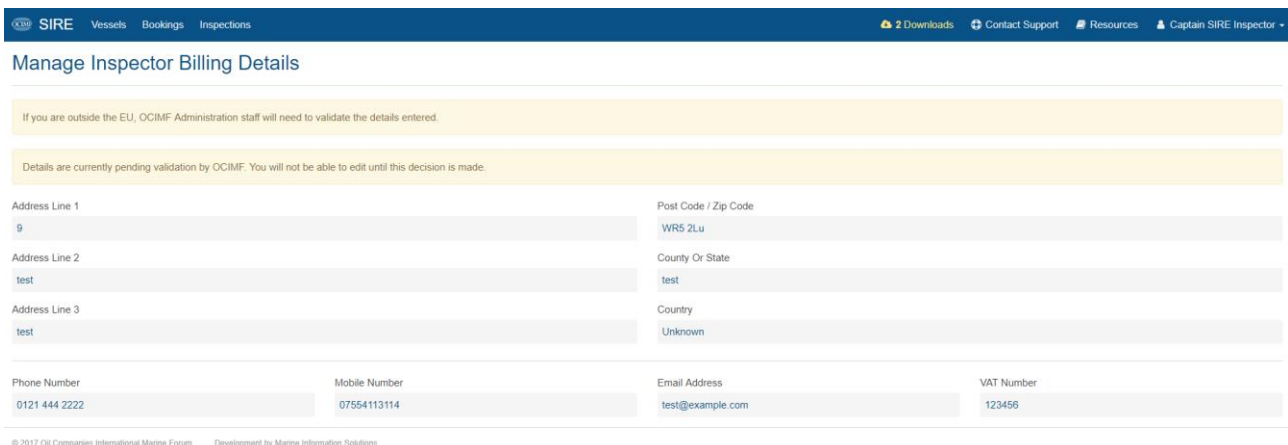


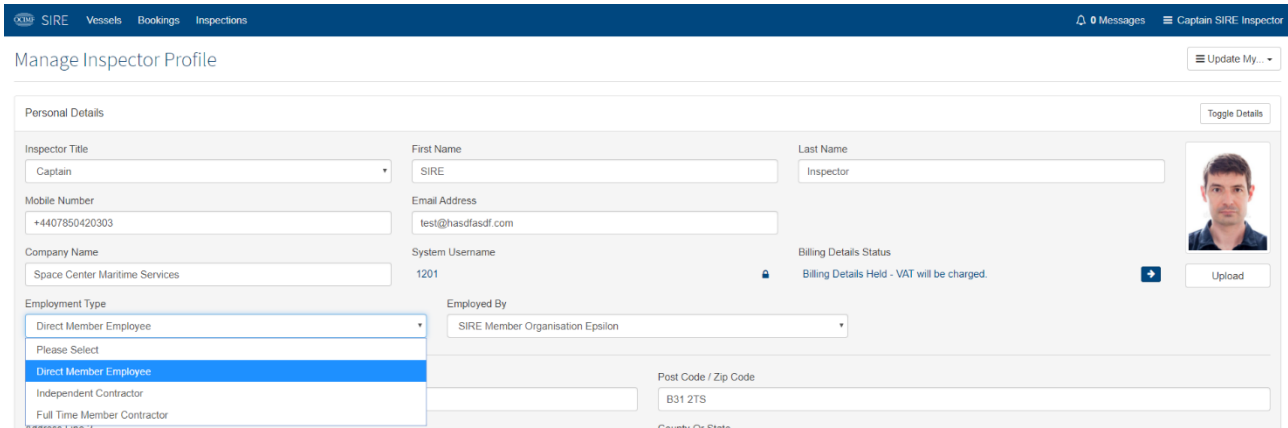
Figure 18 - Manage Inspector Billing Details page

Upon saving details for Inspectors with a Billing Address outside of the European Union, details will remain in a read-only format until verified by OCIMF Administration.

7.4. Inspector Employment Status

From November 2019, the SIRE Focus group has made it a mandatory requirement for all SIRE Inspectors to state their employment status with a SIRE Submitting Company or OCIMF Member.

Inspectors can enter and update their employment status from within their user profile.



An Inspectors Employment Status can be selected from the following categories:

- **Direct employee**
 - A SIRE Inspector who is a permanent employee of a SIRE Submitting Company or OCIMF Member organisation on a full or part time basis
- **Full time contractor**
 - A SIRE Inspector contracted to perform SIRE inspections and/or other associated tasks for a single SIRE Submitting Company or OCIMF Member organisation
- **Independent contractor**
 - A third-party or independent SIRE Inspector carrying out SIRE inspections for multiple SIRE Submitting Companies or Member organisations on a contracted basis

When selecting either 'Direct employee' or 'Full time contractor', the Inspector must also select their employer.

All submitted Employment statuses will be verified by OCIMF.



7.5. Inspector Contact Address and Home Port

Inspectors must provide business contact details for essential automated and manual communications with OCIMF and the Membership, contact details include a postal address, email address and telephone number.

Inspectors must also provide a Primary Location which identifies the geographic region of their standard inspection activities, this information assists OCIMF in the planning of Audited Inspections and Submitting Companies in the selection of Inspectors via the Submitting Companies Inspector Index.

The following Primary Locations are available:

- Africa
- Asia Pacific
- Australasia
- Europe
- Middle East and Indian Subcontinent
- North America
- South America

From May 2020, OCIMF Inspectors must provide a Home Port Country and Home Port Location. Inspectors must not select a Home Port Location that is not nearest to their current residence. This information can then be used by Submitting Companies to minimise international travel during the COVID-19 pandemic. Selection of a Home Port Location does not limit Inspectors to only inspecting in that area.

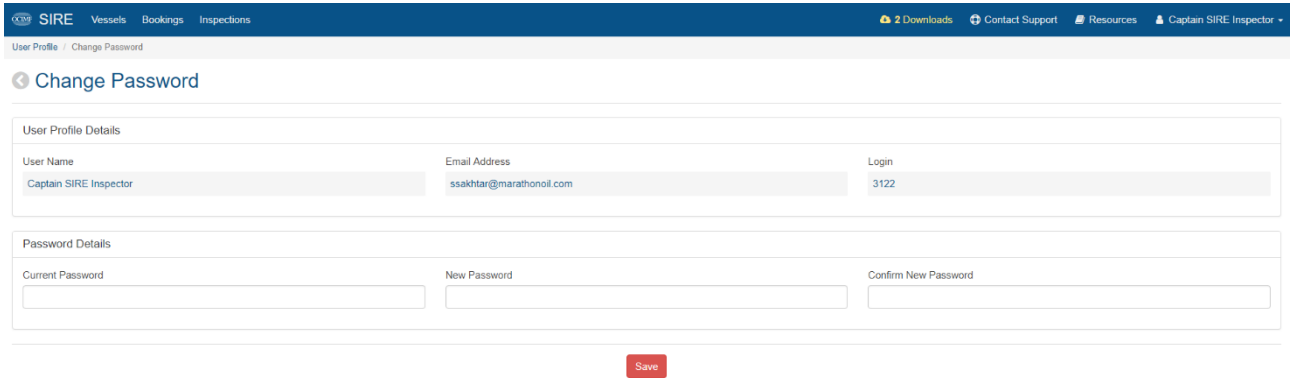
Address Line 1 My Address Line 1		Post Code / Zip Code B31 2TS	
Address Line 2 My Address Line 2		County Or State West Midlands	
Address Line 3 My Address Line 3		Country United Kingdom	
Primary Location Europe	Home Port Country United Kingdom	Home Port Location Milford Haven	
Phone Number +44 121 277 4900	Fax Number +44 121 277 4489	Web Address www.myinspectioncorp.com	
Home Phone Number +44 121 274 4977	Secondary Email Address secondary@inspector.com	Contact Details Allowed to be Distributed Yes	

SIRE Inspectors must explicitly agree for their contact information to be distributed to SIRE Submitting Companies by selecting 'Yes' from the 'Contact Details Allowed to be Distributed' dropdown.

Contact Details Allowed to be Distributed Yes
--

7.6. Change Password

The Inspector's password can be changed by selecting the lock icon alongside the 'Login' field. The Change Password screen is displayed.

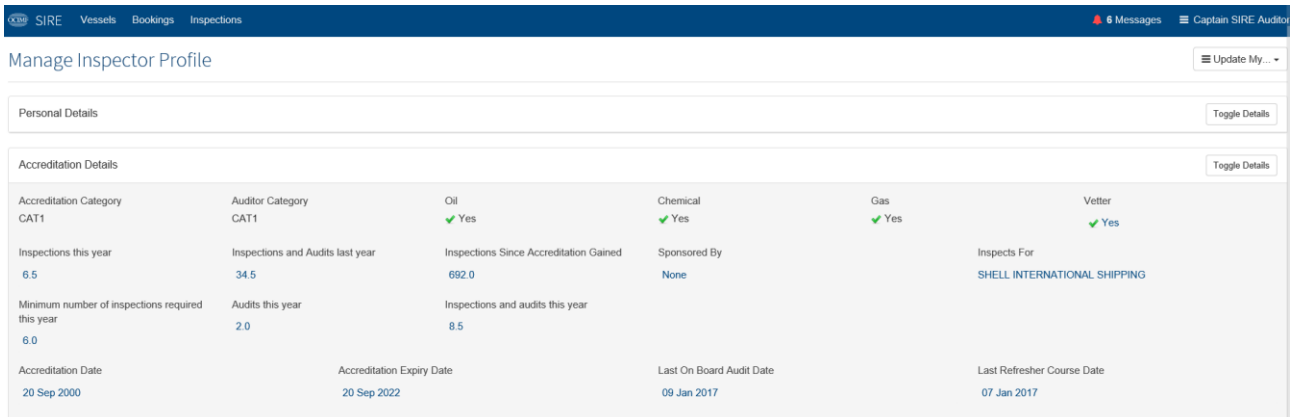


© 2017 Oil Companies International Marine Forum Development by Marine Information Solutions

Figure 19 - Change Password page

7.7. Accreditation Details section

The Accreditation Details section shows Accreditation and Inspection information.



Accreditation Category	Auditor Category	Oil	Chemical	Gas	Vetter
CAT1	CAT1	✓ Yes	✓ Yes	✓ Yes	✓ Yes
Inspections this year	Inspections and Audits last year	Inspections Since Accreditation Gained	Sponsored By	Inspects For	
6.5	34.5	692.0	None	SHELL INTERNATIONAL SHIPPING	
Minimum number of inspections required this year	Audits this year	Inspections and audits this year			
6.0	2.0	8.5			
Accreditation Date	Accreditation Expiry Date	Last On Board Audit Date	Last Refresher Course Date		
20 Sep 2000	20 Sep 2022	09 Jan 2017	07 Jan 2017		

Figure 20 - Manage Inspector Profile – Accreditation Details



7.8. Accompanied Inspections section

The Inspector can add Accompanied Inspections. They are listed in this section and can be deleted.

The screenshot shows the 'Manage Inspector Profile' page in the SIRE system. The page has a dark blue header with navigation links for 'SIRE', 'Vessels', 'Bookings', and 'Inspections'. On the right side of the header, there are notifications for '8 Messages' and the user's role 'Captain SIRE Auditor'. Below the header, the page title 'Manage Inspector Profile' is displayed with an 'Update My...' button. The main content area is divided into three sections: 'Personal Details' with a 'Toggle Details' button, 'Accreditation Details' with a 'Toggle Details' button, and 'Accompanied Inspections' with an 'Add Inspection' button. The 'Accompanied Inspections' section contains a table with the following data:

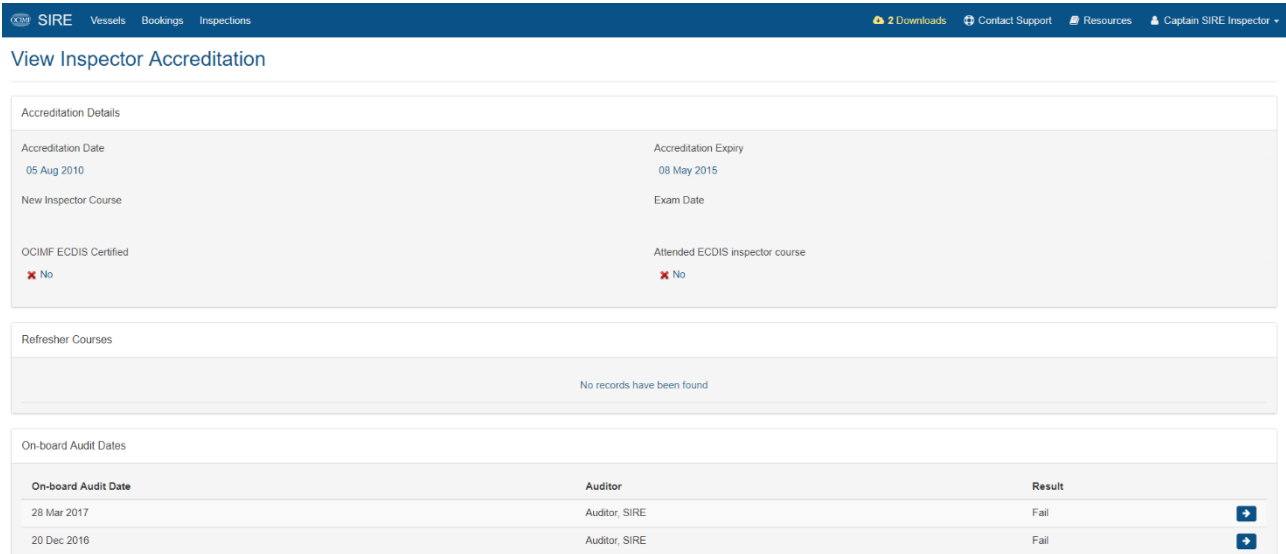
Vessel Name	Inspector	Inspection Date	Inspection Type	Booking Code
Testing	Tester	06 Apr 2018	Oil	

Figure 21 - Manage Inspector Profile - Accompanied Inspections

8. Inspector Accreditation

The Inspector Accreditation page shows the Accreditation Details, Refresher Courses and On-board Audit Dates.

Select the blue arrow button to view documents attached to the Audit.



View Inspector Accreditation

Accreditation Details

Accreditation Date 05 Aug 2010	Accreditation Expiry 08 May 2015
New Inspector Course	Exam Date
OCIMF ECDIS Certified ✘ No	Attended ECDIS inspector course ✘ No

Refresher Courses

No records have been found

On-board Audit Dates



On-board Audit Date	Auditor	Result
28 Mar 2017	Auditor, SIRE	Fail 
20 Dec 2016	Auditor, SIRE	Fail 

Figure 22 - Inspector Accreditation

9. Inspector Quality Assessments

The Quality Assessor Report Feedback Page displays a grid with all the Inspection Reports that have been reviewed by a Quality Assessor. Report Name, Vessel and Inspection Date are included within the grid. The status of the Feedback is shown via the feedback category column, this column displays green for Good Report feedback, amber for Report with minor Points of Improvement and Red for Submitting Report with incorrect information affecting Report quality.

Quality Assessor Report Feedback

Inspector Name	Vessel Name	Inspection Date	Inspecting Company	Report Name	Date Feedback Submitted	Feedback Category
SIRE Auditor	Affines Sky	06 Aug 2021	PETRONAS	HCBJ-8491-4210-0202	01 Jan 0001	Green
SIRE Auditor	Walwin Tanker 1	06 Jan 2021	SHELL INTERNATIONAL SHIPPING	HCUV-0317-4892-4059	11 Aug 2021	Green
SIRE Auditor	Abadan	25 Sep 2019	Submitting Member A	HCWN-2299-8950-5993	11 Aug 2021	Red
SIRE Auditor	AEGEAN WAVE	09 Jun 2020	Marine Information Solutions Ltd	HCJN 0311 3153 5917	11 Aug 2021	Amber
SIRE Auditor	Argen Blue	25 Oct 2019	SHELL INTERNATIONAL SHIPPING	HCTH-2247-9072-5719	18 Aug 2021	Green
SIRE Auditor	Atlantic Titan	02 Jul 2020	Marine Information Solutions Ltd	QWVU 6820 3375-1935	17 Aug 2021	Red
SIRE Auditor	Ocean Dreams	09 Jun 2020	Submitting Member A	HCRB-9514 0540-5917	17 Aug 2021	Green
SIRE Auditor	ATLANTIC HOPE	30 Jun 2020	Marine Information Solutions Ltd	HCJN-8176-1373-5935	17 Aug 2021	Amber
SIRE Auditor	Mountain Climb	09 Jun 2020	Submitting Member A	HCWL-8188-0234-5916	17 Aug 2021	Red
SIRE Auditor	Ace Bergaya	21 Nov 2019	Submitting Member A	HCKR-8656-4974-5743	09 Sep 2021	Green
SIRE Auditor	ADRIATIC WAVE	10 Jun 2020	Marine Information Solutions Ltd	HCKF-2445-2725-5917	10 Sep 2021	Green
SIRE Auditor	LA FORGE	11 Jan 2021	Submitting Member A	Q7SM-0383-7479-6103	13 Sep 2021	Green

9.1. Good Report Feedback

The Quality Assessor Report Feedback Inspection Details page displays all the information about the report, the feedback status and any comments left by the Quality Assessor.

Quality Assessor Report Feedback Inspection Details - QXWK-1562-0165-5931

Report Details	
Date Feedback Submitted	Vessel Name
13 Sep 2021	Dawn/Town Blues
Inspecting Company	Inspection Date
PETRONAS	25 Jun 2020
Inspector Name	Report Name
Bulk Bentley King	QXWK 1562 0165 5931
Feedback Category	
Green Good Report	

[Back](#)
[Download Inspection](#)

9.2. Report with minor Points of Improvement

The Quality Assessor Report Feedback Inspection Details page displays all the information about the report, the feedback status and any comments left by the Quality Assessor. For a report that has minor points of improvement a Points of Improvement Grid will display the category and points of improvement left by the Quality Assessor.



Quality Assessor Report Feedback Inspection Details - HCJN-0311-3153-5917

Report Details	
Date Feedback Submitted 11 Aug 2021	Vessel Name AEGEAN WAVE
Inspecting Company Marine Information Solutions Ltd	Inspection Date 08 Jun 2020
Inspector Name SIRE Auditor	Report Name HCJN-0311-3153-5917
Comments test3	Acknowledged ✓
Inspector Comments test gtd	Feedback Category Report with minor Points of Improvement

Points of Improvement	Category
test	Repeating Question in Response

[Back](#) [Download Inspection](#)

9.3. Report with incorrect information affecting Report quality

The Quality Assessor Report Feedback Inspection Details page displays all the information about the report, the feedback status and any comments left by the Quality Assessor. For a report that has incorrect information the report will use the main Report feedback functionality to proceed with corrections to the report.

Quality Assessor Report Feedback Inspection Details - HFTG-5703-3111-5954

Report Details	
Date Feedback Submitted 01 Aug 2021	Vessel Name Mountain Climb
Inspecting Company Submitting Member A	Inspection Date 22 Jul 2020
Inspector Name Bull Borley-King	Report Name HFTG-5703-3111-5954
Feedback Category Report with incorrect information affecting Report quality	

[Back](#) [Download Inspection](#)





10. Inspector Photo ID Upload

10.1. Renewal Notification emails

When Accreditation is due a new Photo ID must be uploaded. The photos must comply with the guidelines in Appendix #10 of the SIRE Inspector Training and Accreditation Guidelines.

The Renewal Notification emails sent out to OCIMF Inspectors, when a new Auditor is assigned and at 180 days and 90 days prior to expiry, have been updated with text explaining that 'Photographic Identification Renewal' is required.

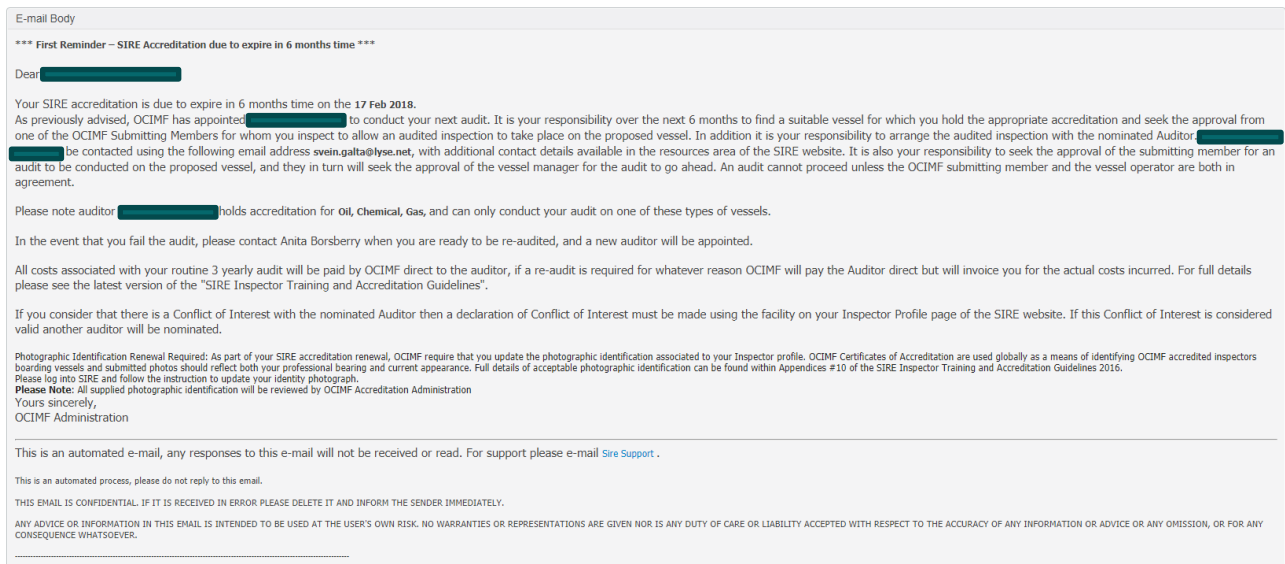


Figure 23: SIRE 180 Day Renewal Reminder

10.2. Photo ID due to renewal banner

When the Photo ID is due for renewal a warning banner displays on all screens. Select the link to view the 'Upload Photo' screen.

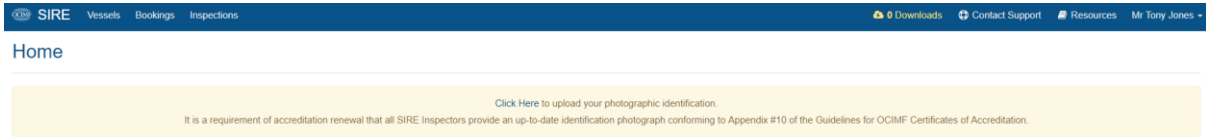


Figure 24: Upload Photographic ID Banner

10.3. Upload Inspector Photo

Selecting either the link upon the banner or the Upload button upon the Inspector Profile page will open the Upload Photo page.

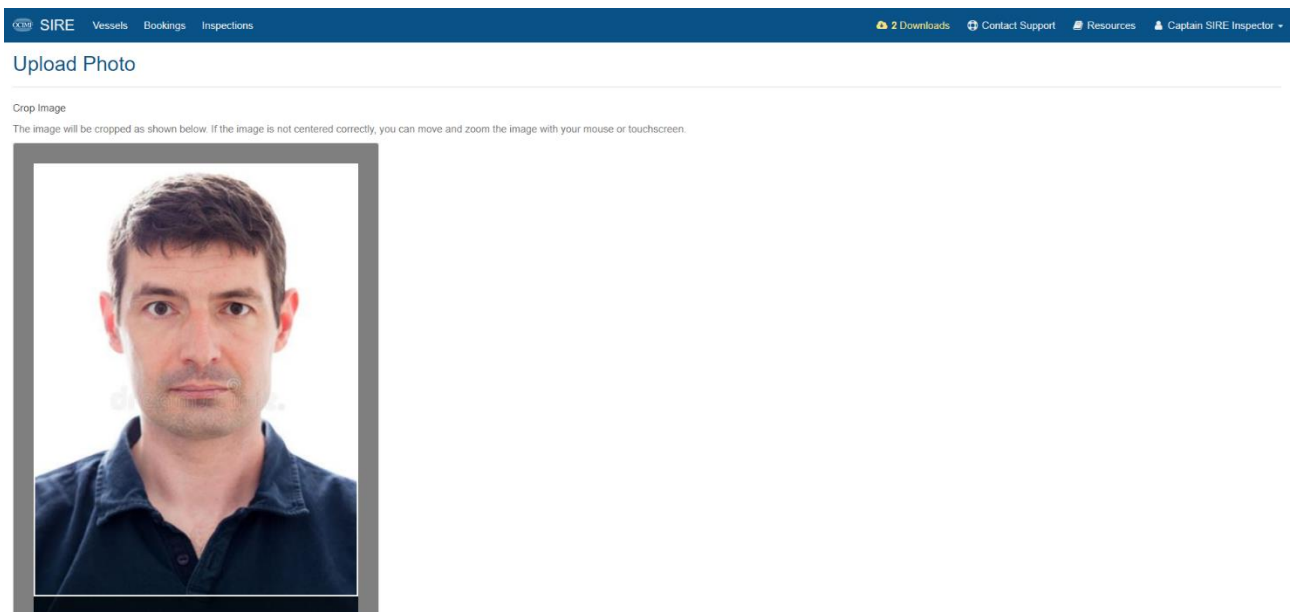


Figure 25: Upload Inspector Photo ID page

Uploaded photos can be cropped and re-centred prior to submission to OCIMF for review.



10.4. Photos reviewed by OCIMF

OCIMF will review the photos that must comply with the guidelines in Appendix #10 of the SIRE Inspector Training and Accreditation Guidelines.

The photo will either be Approved or Rejected. If a photo is rejected the warning banner will display again at the top of the page until a new photo is uploaded.



Dear Captain Jack Aalen,

OCIMF have reviewed the photographic identification that was uploaded upon 05/06/2017 12:14:58.

The uploaded Photo ID complies with Appendices #10 of the OCIMF Inspector Training and Accreditation Guidelines and your user profile has been updated accordingly.

Kind Regards,
OCIMF

This is an automated e-mail, any responses to this e-mail will not be received or read.
For support please [e-mail Support](#).

Figure 26: Photographic ID Approval email notification



Dear Mrs Testcat3 12,

OCIMF have reviewed the photographic identification that was uploaded upon 2017-04-10 16:27:26.

The uploaded Photo ID **did not** comply with Appendices #10 of the OCIMF Inspector Training and Accreditation Guidelines and so has been rejected.

The reason for rejection was: "Important reasons".

Please update your accreditation renewal photographic ID, ensuring that the supplied Photo ID meets the rules set out within Appendices #10 of the OCIMF Inspector Training and Accreditation Guidelines.

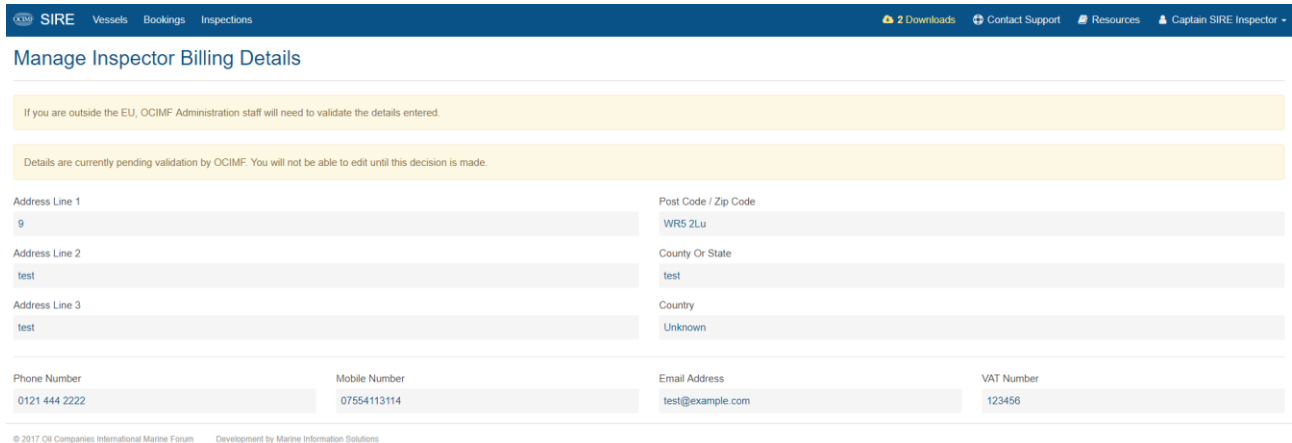
Kind Regards,
OCIMF

This is an automated e-mail, any responses to this e-mail will not be received or read.
For support please [e-mail Support](#).

Figure 27: Photographic ID Rejection email notification

11. Manage Inspector Billing Details

The Inspector can add Billing Details on the Manage Inspector Billing Details page.



SIRE Vessels Bookings Inspections Downloads Contact Support Resources Captain SIRE Inspector

Manage Inspector Billing Details

If you are outside the EU, OCIMF Administration staff will need to validate the details entered.

Details are currently pending validation by OCIMF. You will not be able to edit until this decision is made.

Address Line 1	9	Post Code / Zip Code	WR5 2Lu
Address Line 2	test	County Or State	test
Address Line 3	test	Country	Unknown
Phone Number	0121 444 2222	Mobile Number	07554113114
Email Address	test@example.com	VAT Number	123456

© 2017 Oil Companies International Marine Forum Development by Marine Information Solutions

Figure 28 - Manage Inspector Billing Details page



12. Request new ID Card

A new ID Card can be re-ordered by selecting 'Request New ID Card' from the Organisation Profile screen. The request will be sent to the OCIMF Administration team.

The Inspector should check all address details are up to date and provide a reason as to why a new card is required.

Request ID Card

Please ensure your details are up to date
Before submitting a request for a new ID card, please check that your contact details are correct.
This is required for successful receipt of your new ID card.
For any enquiries relating to inspectors' ID cards or accreditation certificates, please contact IDCARDS@OCIMF.ORG

Address Line 1	17712 Glenn Knoll Ave999	Post Code / Zip Code	70817665
Address Line 2	blank222013f	County Or State	L.A.
Address Line 3	Baton RougeTestDup035	Country	United States
Phone Number	00 44 1591 620 7416	Fax Number	12 2345
		Web Address	www.rightship.com

Reason for new ID card
My current card has been misplaced

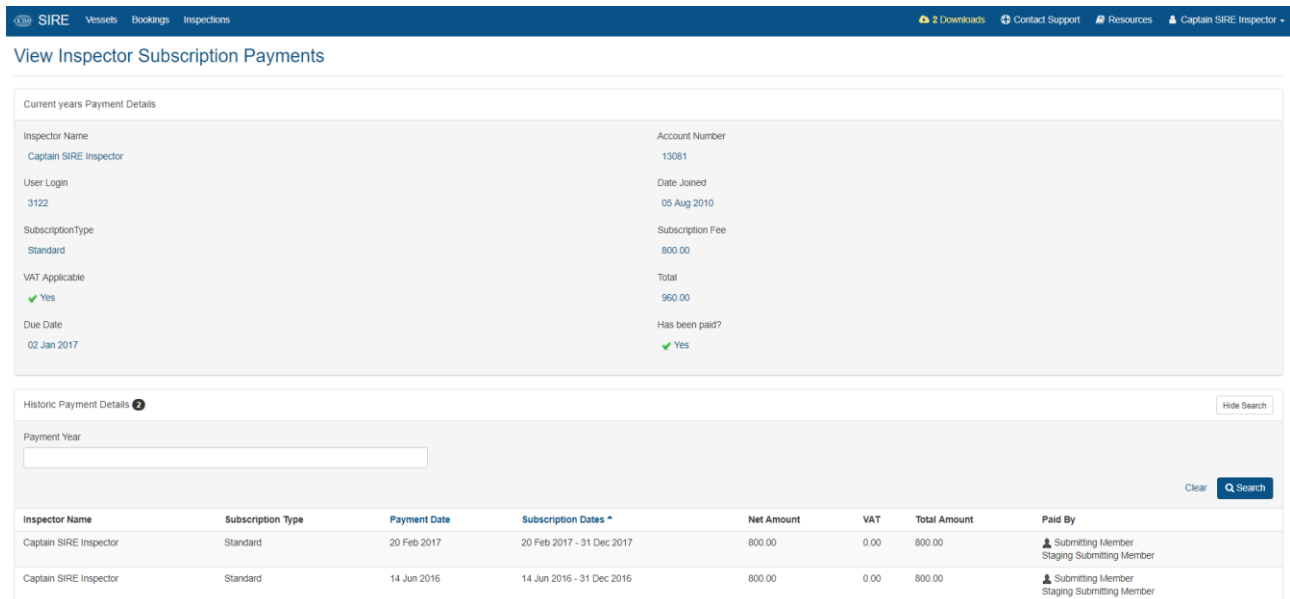
Comments
Test

I confirm the above details are correct

Figure 29 - Request ID card page

13. View Inspector Audit Contributions Payments

The Inspector can view the current years Contribution Details and any Historic Payment Details. Payment can be made by selecting the 'Make Payment' button.



The screenshot shows the SIRE system interface with the following elements:

- Navigation Bar:** SIRE | Vessels | Bookings | Inspections | 2 Downloads | Contact Support | Resources | Captain SIRE Inspector
- Page Title:** View Inspector Subscription Payments
- Current years Payment Details:**

Inspector Name	Account Number
Captain SIRE Inspector	13061
User Login	Date Joined
3122	05 Aug 2010
SubscriptionType	Subscription Fee
Standard	800.00
VAT Applicable	Total
✓ Yes	960.00
Due Date	Has been paid?
02 Jan 2017	✓ Yes
- Historic Payment Details:**

Payment Year:

Clear

Inspector Name	Subscription Type	Payment Date	Subscription Dates *	Net Amount	VAT	Total Amount	Paid By
Captain SIRE Inspector	Standard	20 Feb 2017	20 Feb 2017 - 31 Dec 2017	800.00	0.00	800.00	Submitting Member Staging Submitting Member
Captain SIRE Inspector	Standard	14 Jun 2016	14 Jun 2016 - 31 Dec 2016	800.00	0.00	800.00	Submitting Member Staging Submitting Member

Figure 30 - View Inspector Subscription Payments

14. Industry Relationships

The Inspector can view any 'Industry Relationships' on this page. An Industry Relationship can be added by selecting '+ New Industry Relationships'.

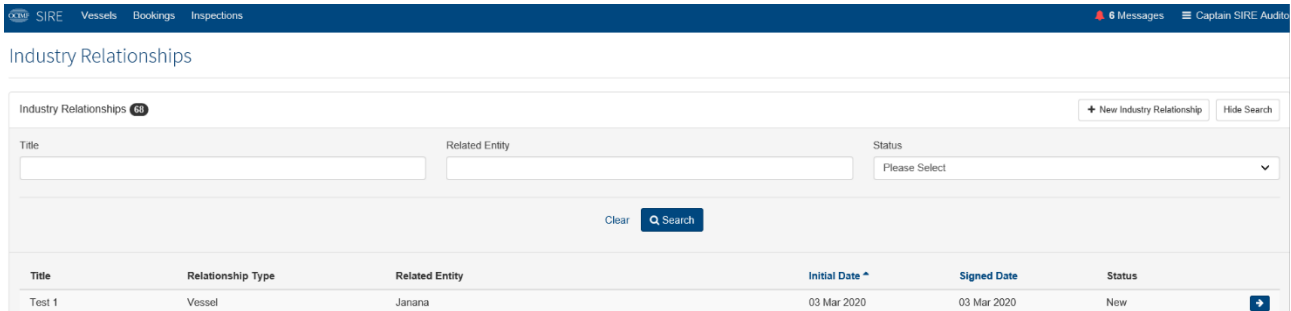


Figure 31 – Industry Relationships page

Enter the details in the 'Disclosure of Possible Industry Relationships' section.

Select the Industry Relationship Title, Type of Industry Relationship, brief description of Relationship and expected duration.

The Inspector must 'Agree' to the declaration text by ticking the checkbox and then 'Save and Submit' the Industry Relationship.

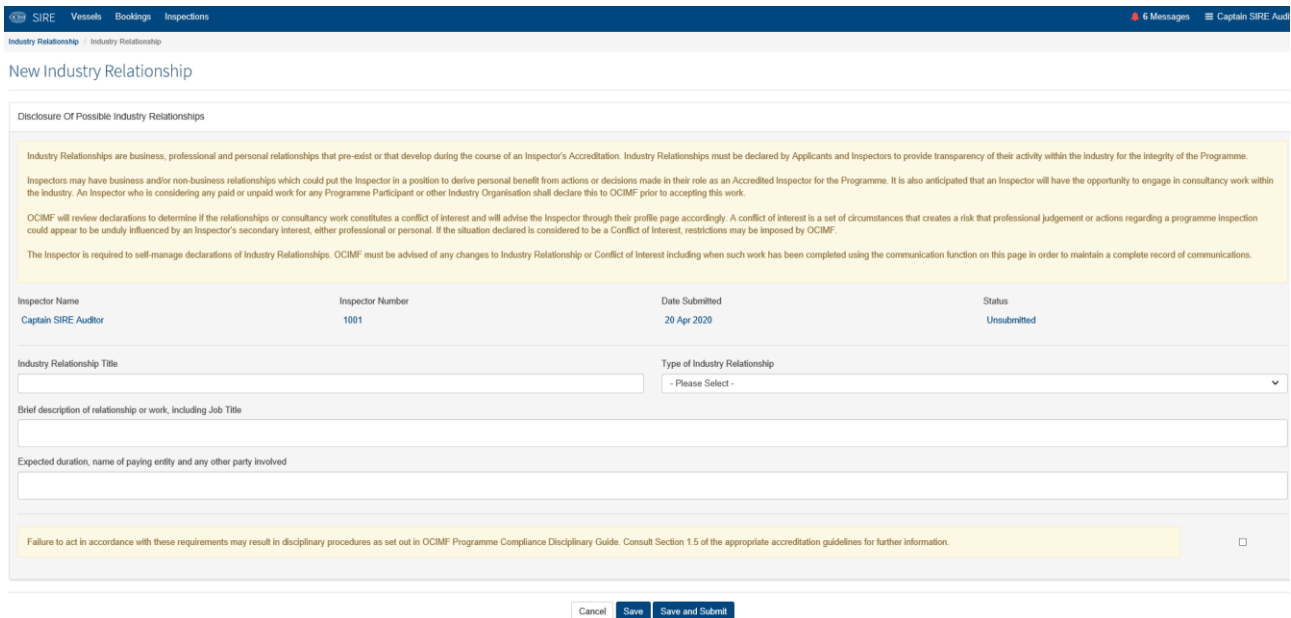
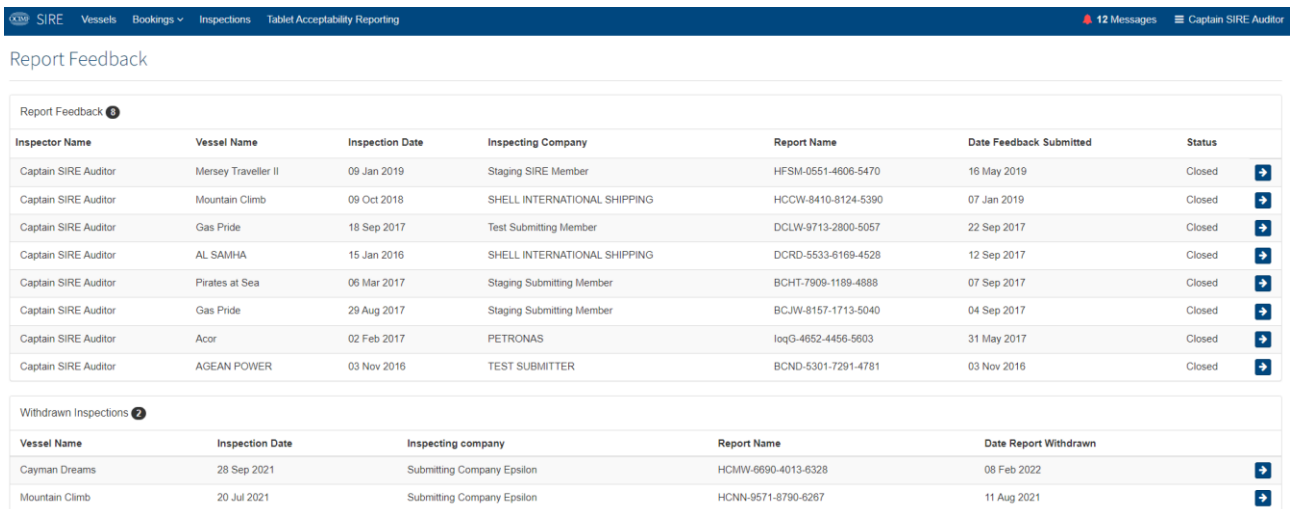


Figure 32 - New Industry Relationship page

15. Report Feedback

The Inspector can view a list of Report Feedback that has been submitted by Inspecting Companies upon SIRE Inspection Reports undertaken by the currently logged on Inspector. Individual Report Feedback records can be accessed by selecting the blue arrow.

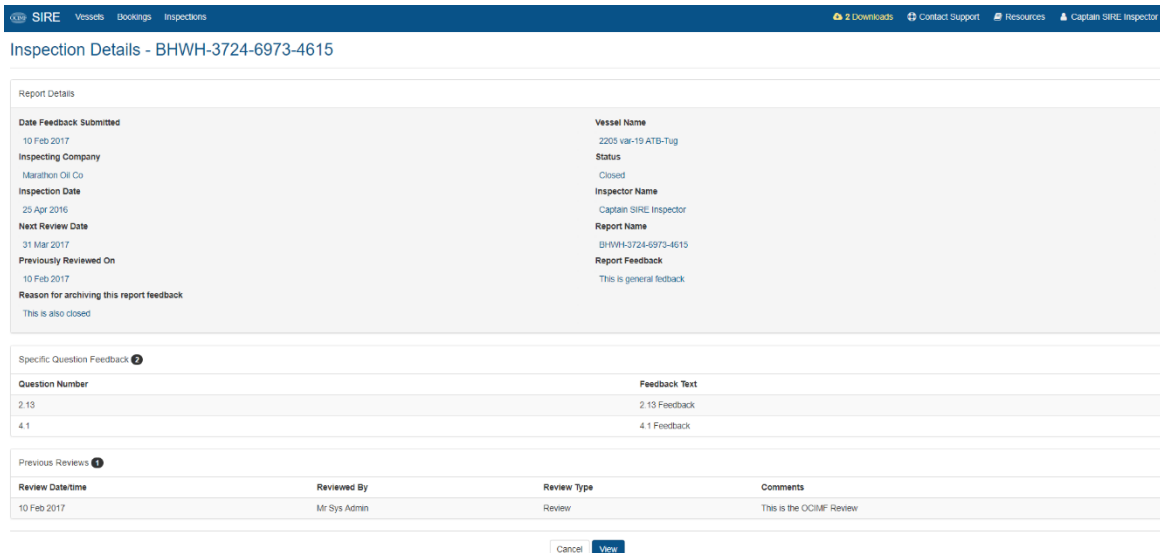


Inspector Name	Vessel Name	Inspection Date	Inspecting Company	Report Name	Date Feedback Submitted	Status
Captain SIRE Auditor	Mersey Traveller II	09 Jan 2019	Staging SIRE Member	HFSM-0551-4606-5470	16 May 2019	Closed →
Captain SIRE Auditor	Mountain Climb	09 Oct 2018	SHELL INTERNATIONAL SHIPPING	HCCW-8410-8124-5390	07 Jan 2019	Closed →
Captain SIRE Auditor	Gas Pride	18 Sep 2017	Test Submitting Member	DCLW-9713-2800-5057	22 Sep 2017	Closed →
Captain SIRE Auditor	AL SAMHA	15 Jan 2016	SHELL INTERNATIONAL SHIPPING	DCRD-5533-6169-4528	12 Sep 2017	Closed →
Captain SIRE Auditor	Pirates at Sea	06 Mar 2017	Staging Submitting Member	BCHT-7909-1189-4888	07 Sep 2017	Closed →
Captain SIRE Auditor	Gas Pride	29 Aug 2017	Staging Submitting Member	BCJW-8157-1713-5040	04 Sep 2017	Closed →
Captain SIRE Auditor	Acor	02 Feb 2017	PETRONAS	loqG-4652-4456-5603	31 May 2017	Closed →
Captain SIRE Auditor	AGEAN POWER	03 Nov 2016	TEST SUBMITTER	BCND-5301-7291-4781	03 Nov 2016	Closed →

Vessel Name	Inspection Date	Inspecting company	Report Name	Date Report Withdrawn
Cayman Dreams	28 Sep 2021	Submitting Company Epsilon	HCMW-6690-4013-6328	08 Feb 2022 →
Mountain Climb	20 Jul 2021	Submitting Company Epsilon	HCNN-9571-8790-6267	11 Aug 2021 →

Figure 33 - Report Feedback page

The Inspection Details page shows Report Details, Specific Question Feedback and Previous Reviews. The Report can then be viewed by selecting 'View'.



Date Feedback Submitted	Vessel Name
10 Feb 2017	Z205 var-19 ATB-Tug
Inspecting Company	Status
Marathon Oil Co	Closed
Inspection Date	Inspector Name
20 Apr 2016	Captain SIRE Inspector
Next Review Date	Report Name
31 Mar 2017	BHWH-3724-6973-4615
Previously Reviewed On	Report Feedback
10 Feb 2017	This is general feedback
Reason for archiving this report feedback This is also closed	

Question Number	Feedback Text
2.13	2.13 Feedback
4.1	4.1 Feedback

Review Date/Time	Reviewed By	Review Type	Comments
10 Feb 2017	Mr Sys Admin	Review	This is the OCIMF Review

Figure 34 - Inspection Details page



The Withdrawn Inspections grid lists all reports Withdrawn by the Submitting Company. Select the blue arrow to view more information.

Vessel Name	Inspection Date	Inspecting company	Report Name	Date Report Withdrawn
Cayman Dreams	28 Sep 2021	Submitting Company Epsilon	HCMW-6690-4013-6328	08 Feb 2022
Mountain Climb	20 Jul 2021	Submitting Company Epsilon	HCMW-9571-8790-6267	11 Aug 2021
Euro Barge 19052021	19 May 2021	Submitting Company Epsilon	BLSF-0381-3051-6214	09 Feb 2022

The Withdrawn Report Details page displays the Inspection Details including the reason provided by the Submitting Company as to why the report was Withdrawn.

Report Details

Report Name HCMW-6690-4013-6328	Vessel Name Cayman Dreams
Inspecting Company Submitting Company Epsilon	Inspector Name Captain SIRE Auditor
Inspection Date 28 Sep 2021	Withdrawal Reason Inaccurate Report
Date Report Withdrawn 08 Feb 2022	Additional Comments Wrong variant selected

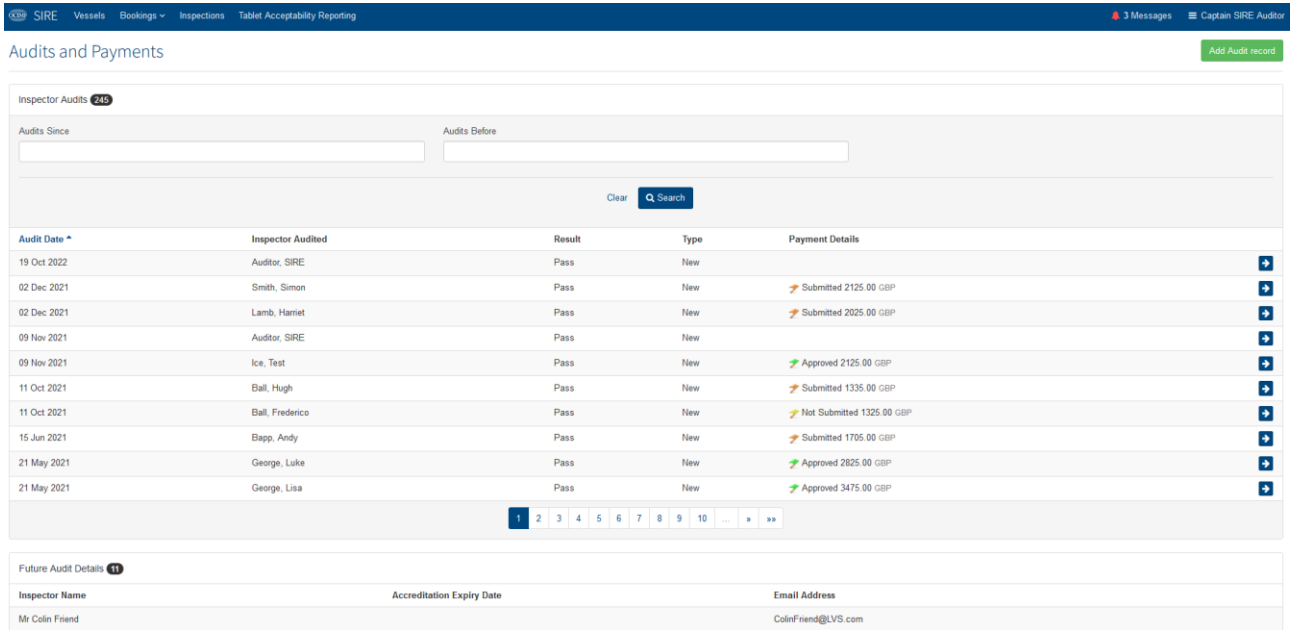
Back

Figure 35 – Withdrawn Report Details page

16. Audits and Payments

If the currently logged on Inspector is a SIRE Auditor, the Auditor can view a grid of Historic and Future Audits that have been assigned to the Auditor.

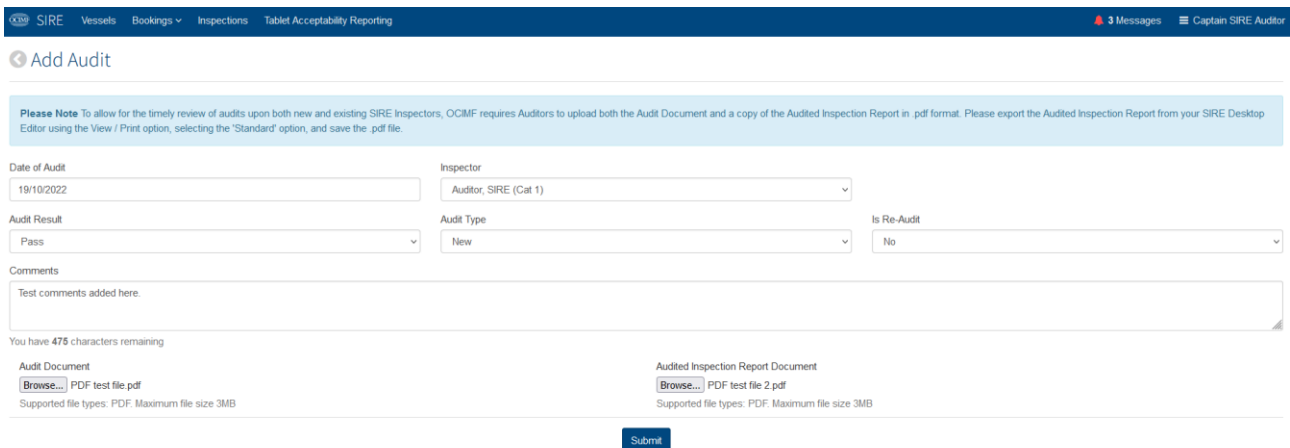
To view the individual Audit records, select the blue arrow.



Audit Date	Inspector Audited	Result	Type	Payment Details
19 Oct 2022	Auditor, SIRE	Pass	New	
02 Dec 2021	Smith, Simon	Pass	New	Submitted 2125.00 GBP
02 Dec 2021	Lamb, Harriet	Pass	New	Submitted 2025.00 GBP
09 Nov 2021	Auditor, SIRE	Pass	New	
09 Nov 2021	Ice, Test	Pass	New	Approved 2125.00 GBP
11 Oct 2021	Ball, Hugh	Pass	New	Submitted 1335.00 GBP
11 Oct 2021	Ball, Frederico	Pass	New	Not Submitted 1325.00 GBP
15 Jun 2021	Bapp, Andy	Pass	New	Submitted 1705.00 GBP
21 May 2021	George, Luke	Pass	New	Approved 2825.00 GBP
21 May 2021	George, Lisa	Pass	New	Approved 3475.00 GBP

Figure 36 - Audits and Payments page

Select Add Audit record to create a new Audit. Enter audit details on the Add Audit page.



Please Note To allow for the timely review of audits upon both new and existing SIRE Inspectors, OCIMF requires Auditors to upload both the Audit Document and a copy of the Audited Inspection Report in .pdf format. Please export the Audited Inspection Report from your SIRE Desktop Editor using the View / Print option, selecting the 'Standard' option, and save the .pdf file.

Date of Audit: 19/10/2022
 Inspector: Auditor, SIRE (Cat 1)
 Audit Result: Pass
 Audit Type: New
 Is Re-Audit: No

Comments: Test comments added here.

Audit Document: PDF test file.pdf
 Audited Inspection Report Document: PDF test file 2.pdf

Supported file types: PDF. Maximum file size 3MB

Figure 37 - Add Audit page



Once the Audit Record has been created, the View Audit page provides the Inspector with an overview of the Audit.

View Audit SIRE Auditor - 19 Oct 2022

Audit Details

Date of Audit	Inspector	Auditor
19 Oct 2022	SIRE Auditor	SIRE Auditor
Audit Result	Audit Type	Is Re-Audit
Pass	New	No

Comments
Test comments added here

Audit Document

Download Document File Name
PDF test file.pdf

Audited Inspection Report Document

Download Document Inspector Audited Report File Name
PDF test file 2.pdf

Payment Request(s)

There is currently no payment request for this audit

[Add Payment Request](#)

There are no Historic Payment Requests

Figure 38 – View Audit page

Select to Add Payment Request, the Audit Payment Request page displays. Here you can enter all expenses in the currency that the expense was incurred. If the currency does not match the receipt, there will be a delay to payment.

Click Save when expenses details have been entered.

Audit Payment Request

Inspector: SIRE Auditor, Audit Date: 19 Oct 2022, Audit Result: Pass, Audit Type: New

Please Note: All expenses must be entered into SIRE in the currency that the expense was incurred. Expenses that are submitted in a currency that does not match that displayed upon the accompanying receipt will delay payment.

Currency conversions, VAT, and totals will be automatically calculated whenever a payment request is saved.

Auditor Expense Cost Breakdown	Cost	Currency	VAT Applicable?
Combined Airfare Cost	3500.00	British Pound	Yes
Combined Accommodation / Hotel Cost	1450.00	British Pound	Yes
Hire / Rental Car Cost (fuel, tolls, parking, etc.)	580.00	British Pound	Yes
Combined Taxi Cost	95.00	British Pound	Yes
Personal Car Costs (fuel, tolls, parking, etc.)	115.00	British Pound	Yes
Combined Train Cost		British Pound	No
Combined Meal Cost	220.00	British Pound	Yes
Agency, Port Pass, Launch Costs	0	British Pound	No
Communications Fee (set at £25)	25	British Pound	No
Bank Fee	0	British Pound	No
Miscellaneous (must be defined in Invoice)	0	British Pound	No
Audit Fee	CAT1 - Near Home Audit - £1300.00		No
Waiting Days	0	British Pound	No

Waiting Days (Entered in 0.25 day intervals) 0

Description
Description text is added here.

[Save](#)

Figure 39 – Audit Payment Request page

To add Receipts and Invoices to the Payment Request select the 'Add File' button displayed at the top of the page.

At least one invoice is required before submitting the request to OCIMF.

Figure 40 – Audit Payment Request page with Add File

The Add File to Payment Request page displays. Add the invoice or receipt in PDF format and Submit.

Figure 41 – Add file to Payment Request page

The invoice or receipt is then populated at the top of the Audit Payment Request page. Extra invoices or receipts can be added or deleted as required.

When the relevant information is ready to send, scroll to the bottom of the page and click Submit.

Figure 42 – Audit Payment Request page with Submit button



Once the Audit Payment Request has been submitted to OCIMF, the page is displayed in a read only format.

The Audits and Payments page shows the Audit Payment Details as Submitted.

The screenshot shows the 'Audits and Payments' page with a search filter for 'Inspector Audits' set to 245. The table below shows one record with a 'Submitted' payment status.

Audit Date	Inspector Audited	Result	Type	Payment Details
19 Oct 2022	Auditor, SIRE	Pass	New	Submitted 7265.00 GBP

Figure 43 – Audits and Payments page

When OCIMF have reviewed the Audit Payment Request and Approved, the Payment Details status will update to Approved.

The screenshot shows the 'Audits and Payments' page with the same search filter. The table below shows the payment status updated to 'Approved'.

Audit Date	Inspector Audited	Result	Type	Payment Details
19 Oct 2022	Auditor, SIRE	Pass	New	Approved 7265.00 GBP

Figure 44 – Audit and Payments page

If the Audit Payment Request has been rejected by OCIMF, the Payment Details status for the Audit will show as Rejected.

The screenshot shows the 'Audits and Payments' page with the search filter set to 245. The table below shows three records, with the most recent one marked as 'Rejected'.

Audit Date	Inspector Audited	Result	Type	Payment Details
19 Oct 2022	Auditor, SIRE	Pass	New	Approved 7265.00 GBP
02 Dec 2021	Smith, Simon	Pass	New	Submitted 2125.00 GBP
02 Dec 2021	Lamb, Harriet	Pass	New	Rejected 2025.00 GBP

Figure 45 – Audits and Payments page

17. Signed Agreements

Copies of all agreement types, such as the End User License Agreement and the annual SIRE Inspector Ethics Declaration, will appear within the 'Signed Agreements' tab once signed.



Figure 46: SIRE Signed Agreements page

Selecting the blue arrow will display either the desired Signed Agreement type of License Agreement.

17.1. Signed Agreements

Selecting the Signed Agreement will display the Signed Agreement Details page.

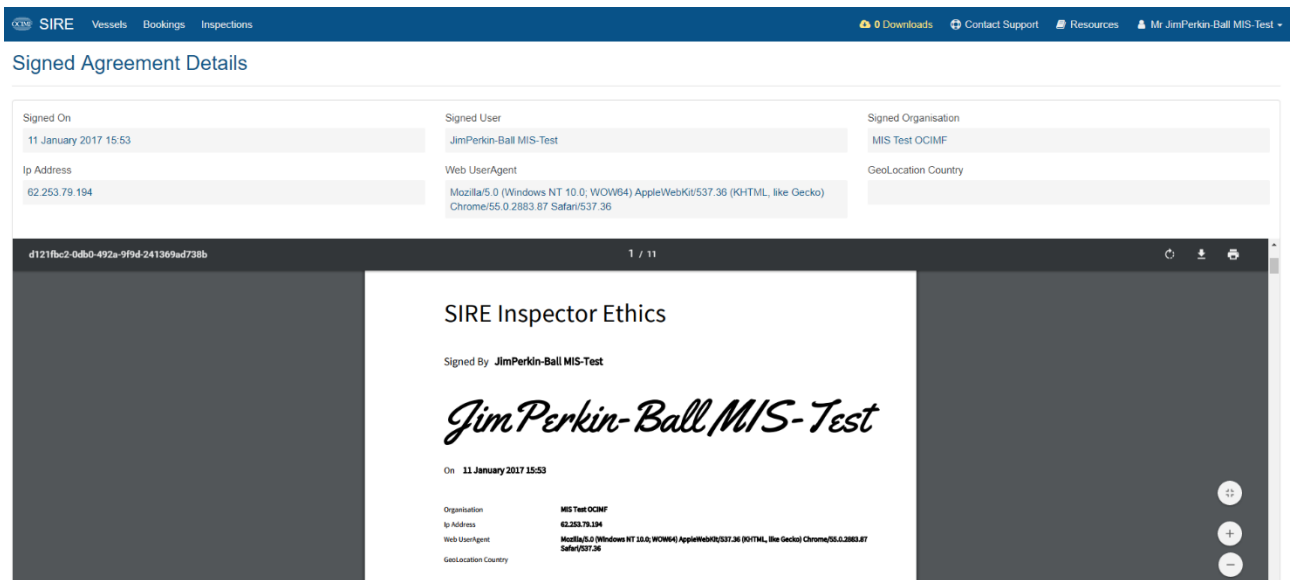


Figure 47: Signed Agreement Details

17.2. Licence Agreements

Selecting the desired blue arrow within the Licence Agreement grid displays the selected Licence Agreement.

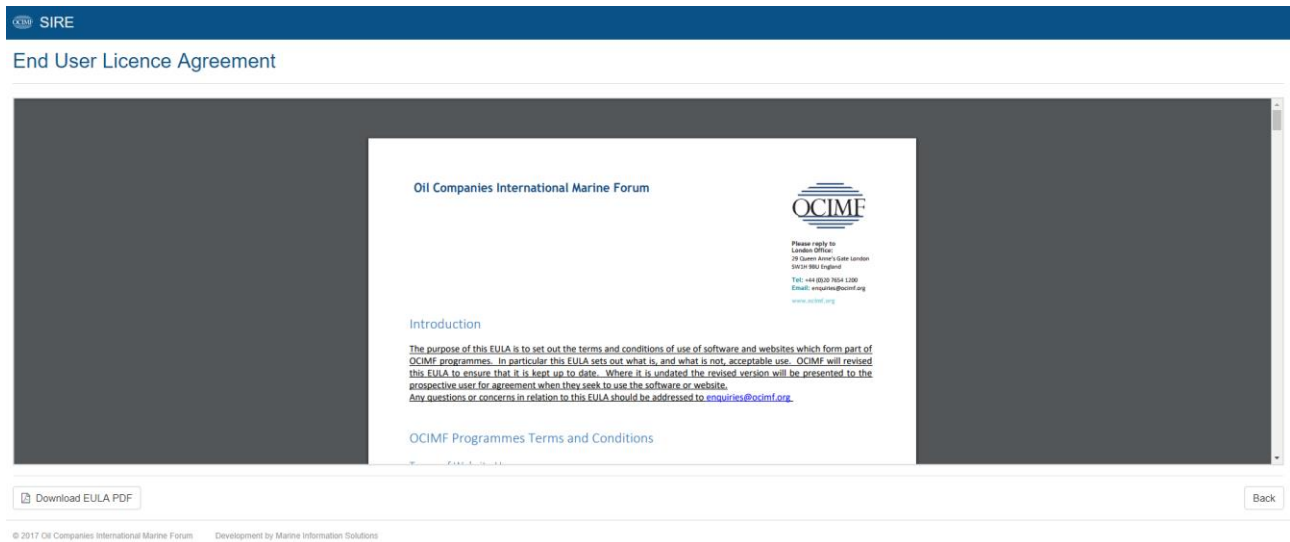


Figure 48: License Agreement Details

18. SIRE Sanctions Framework

SIRE has been updated to allow OCIMF to specify that specific entities may be subject to International Sanctions Legislation. The SIRE Sanctions Framework has been created to ensure that all users of the SIRE Programme can continue to use the Programme, whilst complying to all necessary legislation that may be applicable to themselves with respect to the Sanctioned Operator.

The SIRE Sanctions Framework ensures that user groups that interact with these entities, such as SIRE Inspectors are not inadvertently exposed.

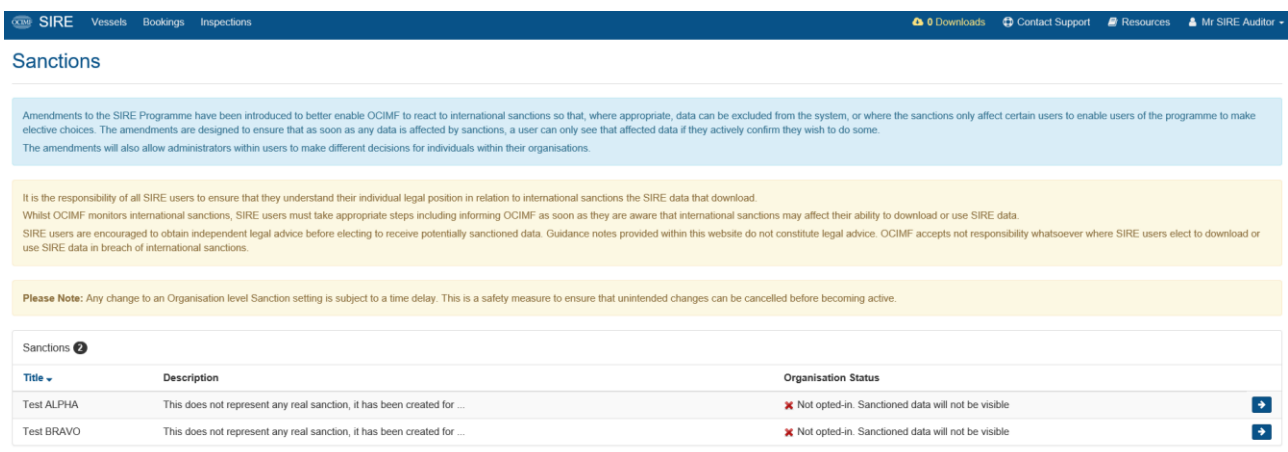
The SIRE Sanctions Framework prevents SIRE Inspectors from being booked to perform a SIRE Inspection unless they themselves have expressly 'Opted-In'.

18.1. Notifications of a Sanction being applied

All SIRE Inspectors will receive an email notification about a Sanction being applied.

18.2. Viewing current SIRE Sanctions

Selecting the 'Sanctions' menu displays a list of all Sanctions that are currently active within SIRE. The current 'Opt-In' status for the Organisation is displayed.



The screenshot shows the SIRE application interface. At the top, there is a navigation bar with 'SIRE' and menu items: 'Vessels', 'Bookings', 'Inspections'. On the right side of the navigation bar, there are links for 'Downloads', 'Contact Support', 'Resources', and 'Mr SIRE Auditor'. Below the navigation bar, the page title is 'Sanctions'. There are three informational banners: a blue one about amendments to the SIRE Programme, a yellow one about the responsibility of users to understand international sanctions, and another yellow one with a 'Please Note' about organisation level sanction settings. Below these banners is a table titled 'Sanctions' with a dropdown arrow next to the title. The table has three columns: 'Title', 'Description', and 'Organisation Status'. It contains two rows of test data.

Title	Description	Organisation Status
Test ALPHA	This does not represent any real sanction, it has been created for ...	✘ Not opted-in. Sanctioned data will not be visible
Test BRAVO	This does not represent any real sanction, it has been created for ...	✘ Not opted-in. Sanctioned data will not be visible

Figure 49 – Sanctions page

18.3. Sanctioned Data Warning

When a SIRE Inspector user attempts to view Sanctioned Data relating to an entity which is currently under a Sanction to which they have not 'Opted-In' to receiving, the following warning is displayed:

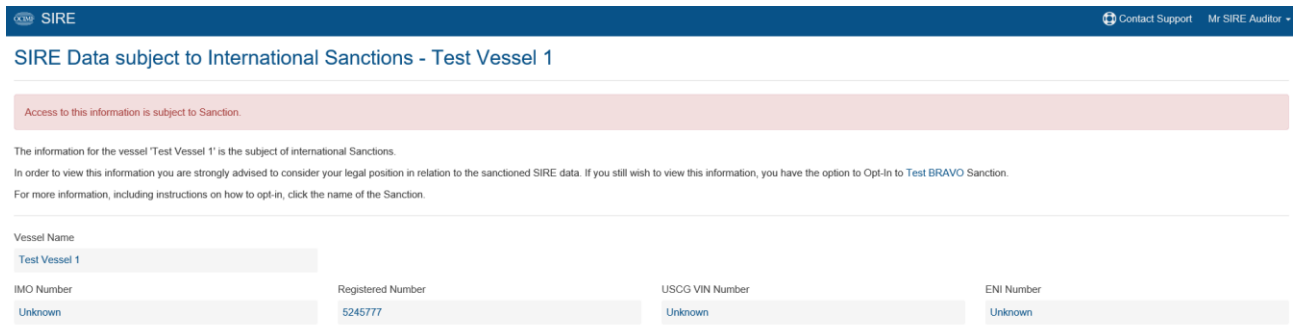


Figure 50 – SIRE Data Subject to Sanctions

To view the desired information, the SIRE Inspector must 'Opt-in' to the Sanction. Select the Sanction name in highlighted text.

18.4. Opting into Receiving Sanctioned Data

Within a SIRE Inspector Organisation, users can only view/download Sanctioned Data if the Organisation Level has elected to 'Opt-In' as shown below:

	'Opt-in' to Viewing Sanctioned Data	
Organisation Level	Yes	No
Can Download/View Sanctioned Data?	Yes	No

Figure 51 – Diagram to show 'Opt-in' to Viewing Sanctioned Data

The default behaviour, for a newly added Sanctioned SIRE Vessel Operator is that the Inspector Organisation must 'Opt-In' to view/download the data.



SIRE Vessels Bookings Inspections Downloads Contact Support Resources Mr SIRE Auditor

Sanctions

Amendments to the SIRE Programme have been introduced to better enable OCIMF to react to international sanctions so that, where appropriate, data can be excluded from the system, or where the sanctions only affect certain users to enable users of the programme to make elective choices. The amendments are designed to ensure that as soon as any data is affected by sanctions, a user can only see that affected data if they actively confirm they wish to do so. The amendments will also allow administrators within users to make different decisions for individuals within their organisations.

It is the responsibility of all SIRE users to ensure that they understand their individual legal position in relation to international sanctions the SIRE data that download. Whilst OCIMF monitors international sanctions, SIRE users must take appropriate steps including informing OCIMF as soon as they are aware that international sanctions may affect their ability to download or use SIRE data. SIRE users are encouraged to obtain independent legal advice before electing to receive potentially sanctioned data. Guidance notes provided within this website do not constitute legal advice. OCIMF accepts not responsibility whatsoever where SIRE users elect to download or use SIRE data in breach of international sanctions.

Please Note: Any change to an Organisation level Sanction setting is subject to a time delay. This is a safety measure to ensure that unintended changes can be cancelled before becoming active.

Title	Description	Organisation Status
Test ALPHA	This does not represent any real sanction, it has been created for ...	✘ Not opted-in. Sanctioned data will not be visible
Test BRAVO	This does not represent any real sanction, it has been created for ...	✘ Not opted-in. Sanctioned data will not be visible

Figure 52 – Sanctions page

18.5. Updating Organisation Sanctions Status

Select the blue arrow button adjacent to the desired Sanction from upon the Sanctions page to launch the Sanction Details page.

SIRE Vessels Bookings Inspections Downloads Contact Support Resources Mr SIRE Auditor

Sanction Details - Test BRAVO - Organisation View

You are currently Opted Out.
To Opt In, click the "Alter setting" button at the bottom of the page.

Description
This does not represent any real sanction, it has been created for a demo.

Organisation Audit

Event	Date	Requested By
Opt-In Cancelled	21 Aug 2017 08:53:28	SIRE Auditor
Opt-In Requested	21 Aug 2017 08:51:26	SIRE Auditor

Alter setting

Figure 53 – Sanctions Details page

Selecting the **Organisation setting** button, followed by the **Alter setting** button, displays the Sanction 'Opt-in' page.

SIRE Vessels Bookings Inspections Downloads Contact Support Resources Mr SIRE Auditor

Opt Organisation In to sanctioned data

You are currently Opted Out.
Clicking the Opt-In button at the bottom of the page will start the Opt In process. This will take 1 hours to take effect.

Sanction
Test BRAVO

Description
This does not represent any real sanction, it has been created for a demo.

Back Opt-In

Figure 54 – Opt Organization In to sanctioned data page



To prevent an accidental change to the status of an Organisations Sanctions Status, a delay timer counts down before any change is implemented.

SIRE Vessels Bookings Inspections Downloads Contact Support Resources Mr SIRE Auditor

Sanctions

Amendments to the SIRE Programme have been introduced to better enable OCIMF to react to international sanctions so that, where appropriate, data can be excluded from the system, or where the sanctions only affect certain users to enable users of the programme to make elective choices. The amendments are designed to ensure that as soon as any data is affected by sanctions, a user can only see that affected data if they actively confirm they wish to do so. The amendments will also allow administrators within users to make different decisions for individuals within their organisations.

It is the responsibility of all SIRE users to ensure that they understand their individual legal position in relation to international sanctions the SIRE data that download. Whilst OCIMF monitors international sanctions, SIRE users must take appropriate steps including informing OCIMF as soon as they are aware that international sanctions may affect their ability to download or use SIRE data. SIRE users are encouraged to obtain independent legal advice before electing to receive potentially sanctioned data. Guidance notes provided within this website do not constitute legal advice. OCIMF accepts not responsibility whatsoever where SIRE users elect to download or use SIRE data in breach of international sanctions.

Please Note: Any change to an Organisation level Sanction setting is subject to a time delay. This is a safety measure to ensure that unintended changes can be cancelled before becoming active.

Title	Description	Organisation Status
Test ALPHA	This does not represent any real sanction, it has been created for ...	✖ Not opted-in. Sanctioned data will not be visible
Test BRAVO	This does not represent any real sanction, it has been created for ...	Ⓜ Opt-In pending. Sanctioned data will become visible at 23 Aug 2017 11:47:56 (0 hours, 59 mins)

Figure 55 – Sanctions page

19. SIRE Message Centre

All emails will now display as messages in the Message Centre in the SIRE UI. You will continue to be sent emails.

You have the option to switch off emails and only receive messages. Your 'User email preferences' can be changed on the User Profile page. Select 'Update My...' and then 'Message Preferences'.



Figure 56 – Manage Inspector Profile page

The 'Message Preferences' page displays.

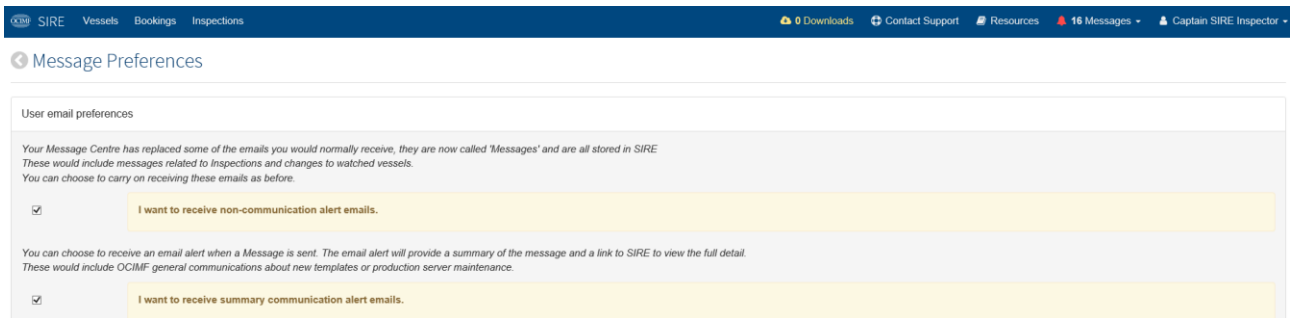


Figure 57 – Message Preferences

The Message Centre can be accessed from the Toolbar in the SIRE UI. There is an Alert symbol and the number of Unread messages is displayed.

Messages show in bold when they are 'Unread' and change to non-bold when they are 'Read'.

Messages Centre - Messages

Communication Messages are sent by OCIMF and include OCIMF general communications about new templates or production server maintenance.

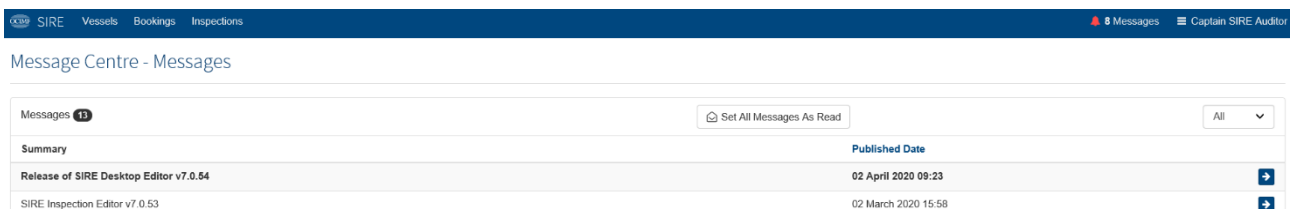


Figure 58 – Message Centre – Messages page



The message displays with attachments. When it has been opened it will then show as 'Read' in the Messages grid.

To change a message to 'Unread', select 'Set Message As Unread'.



Figure 59 – Communication Message Details page

Messages can be filtered to show 'All', 'Unread' and 'Archived'.



Figure 60 – Message Centre – Message filters

Message Centre – Alerts

Inspection Alerts display on the Message Centre, Alerts page. These can be for 'Inspection Submitted' and 'Inspection Booking Created'.

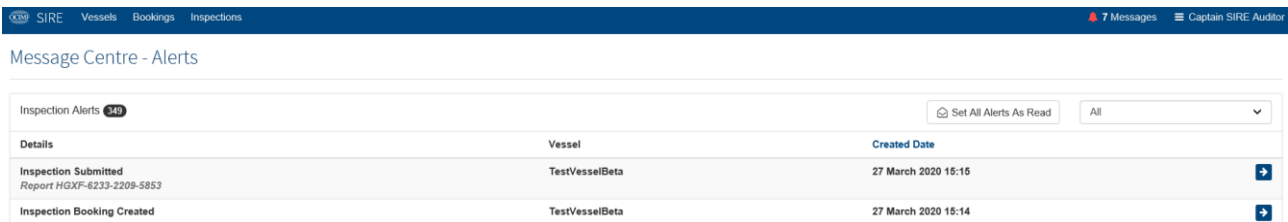
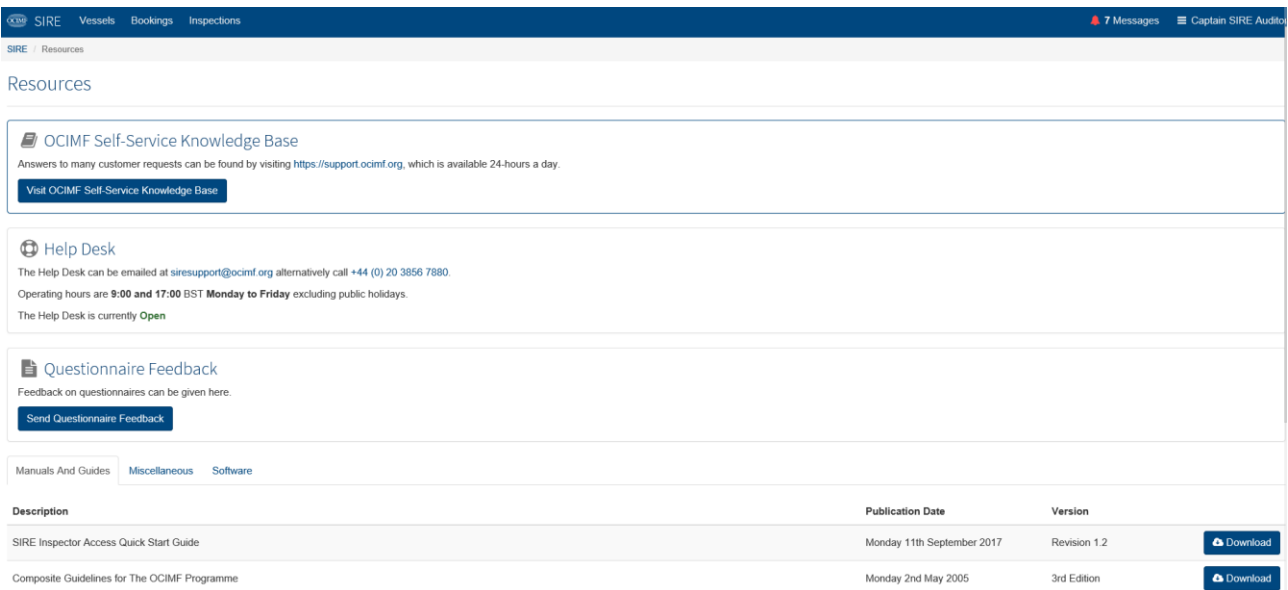


Figure 61 – Message Centre – Alerts

20. Resources

The SIRE Resources tab contains links to the OCIMF Self Service Knowledge Base, Help Desk and Questionnaire Feedback.

There is also downloadable content, such as user guidance and the latest release of the SIRE Desktop Editor.



The screenshot shows the SIRE Resources page with a navigation bar at the top containing 'SIRE', 'Vessels', 'Bookings', and 'Inspections'. The main content area is titled 'Resources' and contains three sections:

- OCIMF Self-Service Knowledge Base:** Includes a link to visit the knowledge base and a note that answers to many customer requests can be found by visiting <https://support.ocimf.org>.
- Help Desk:** Provides contact information for the help desk, including an email address (siresupport@ocimf.org) and a phone number (+44 (0) 20 3856 7880). It also lists operating hours (9:00 to 17:00 BST Monday to Friday) and the current status (Open).
- Questionnaire Feedback:** Includes a link to send questionnaire feedback.

Below these sections are tabs for 'Manuals And Guides', 'Miscellaneous', and 'Software'. A table lists downloadable documents:

Description	Publication Date	Version	
SIRE Inspector Access Quick Start Guide	Monday 11th September 2017	Revision 1.2	Download
Composite Guidelines for The OCIMF Programme	Monday 2nd May 2005	3rd Edition	Download

Figure 62 – Resources page

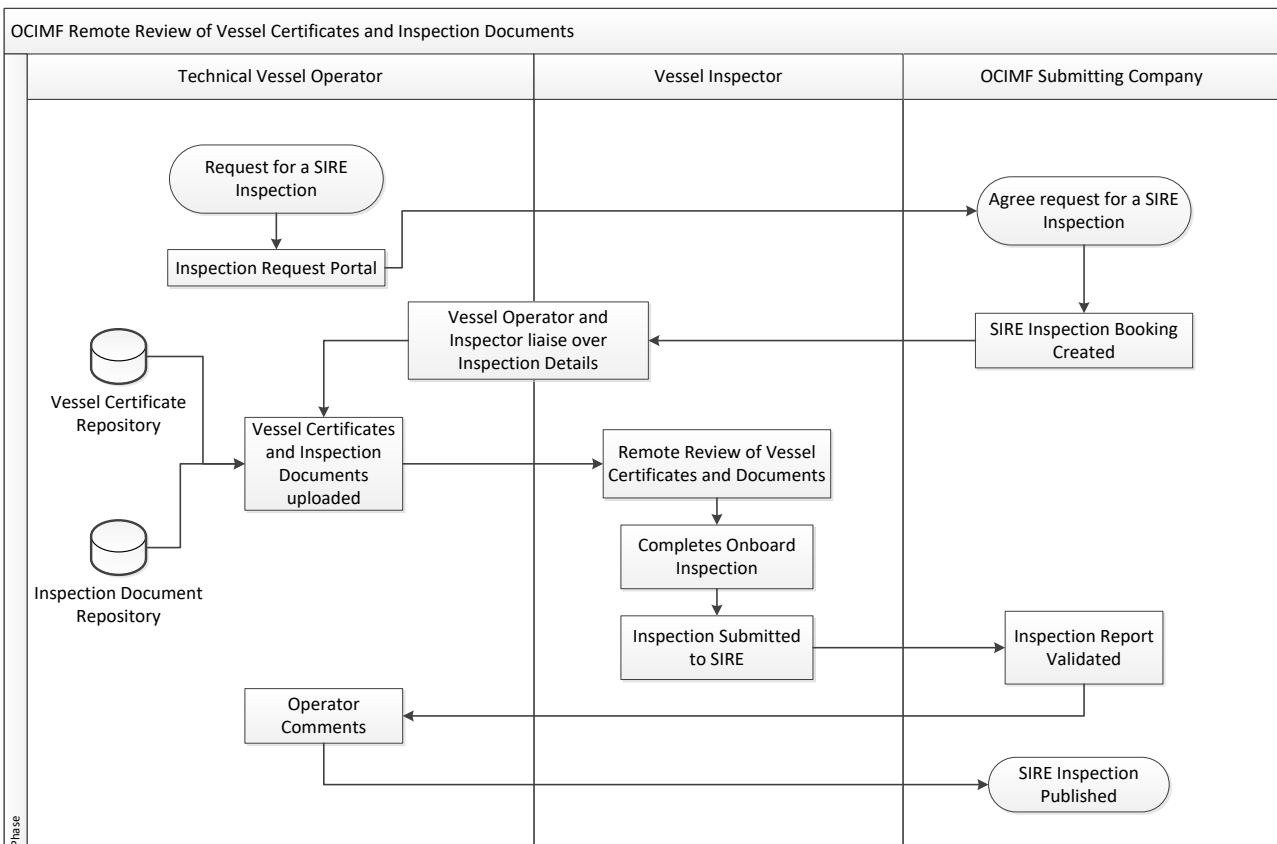
21. Remote Review of Vessel Certificates and Inspection Documents

OCIMF, INTERTANKO and CDI issued guidelines (*Temporary Guidelines for Conducting a Vessel Inspection during Covid-19 ver1 08-June-2020*) to provide a common set of industry procedures to help facilitate CDI-Marine or OCIMF Programme inspections during the Covid-19 situation.

If followed, these Guidelines will minimise the time an Inspector needs to spend onboard a vessel, while ensuring the vessel’s crew, the Operator and the Inspector are prepared.

21.1. Temporary Guidelines for Conducting a Vessel Inspection during Covid-19

To minimise the time spent by the inspector onboard, the review of documentation should be undertaken remotely utilising the Inspection Documentation and Vessel Certification Repositories, following the workflow below:





21.2. Data Security

A Digital Rights Management (DRM) platform has been deployed to provide a high level of data protection and security for all documents and photographs uploaded by the vessel operator.

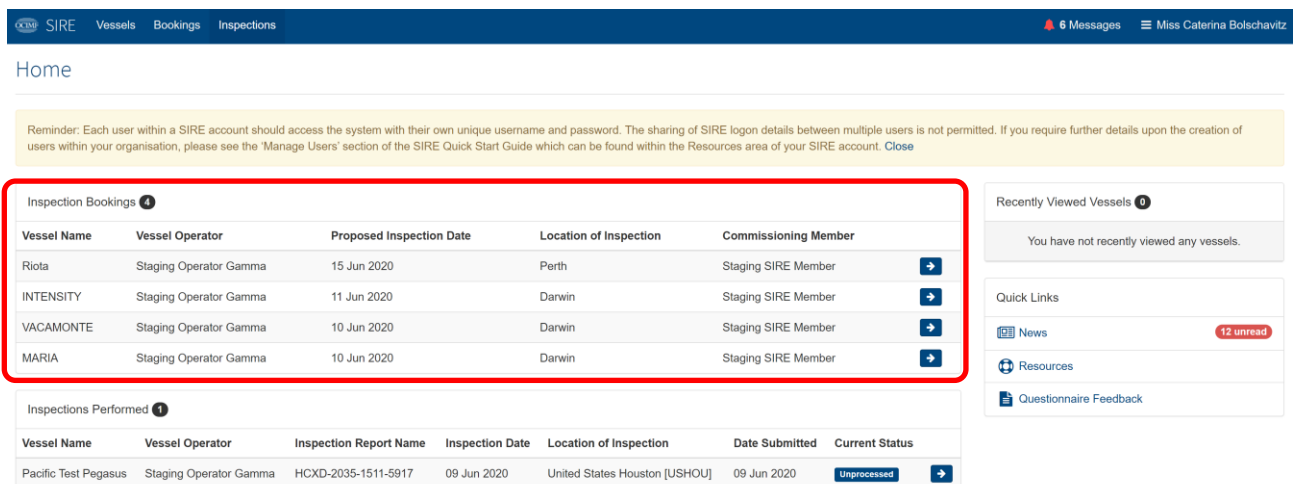
All Vessel Certification and Inspection documents uploaded by the vessel operator are stored upon an independent and secure DRM server. The DRM server validates each access to the repository by assessing whether the viewer has current rights to view the document. If validated, the DRM server will allow the user to view the document online. It will not be possible to copy, print or download any document.

Once the inspection report has been published, access to the documents are withdrawn from the inspector and the submitting company.

The vessel operator will continue to maintain access to the document repository for their vessels.

21.3. Vessel Certificate and Inspection Document Repository Access

Inspectors can only access the Vessel Certificates and Inspection Documents for inspection bookings that they are the named Inspector within SIRE, i.e. the inspection is visible within the Inspections Bookings pane of their SIRE Homepage. Access to the Vessel Certificates and Inspection Documents is only available between the inspection booking code being issued to the publication of the Inspection report.



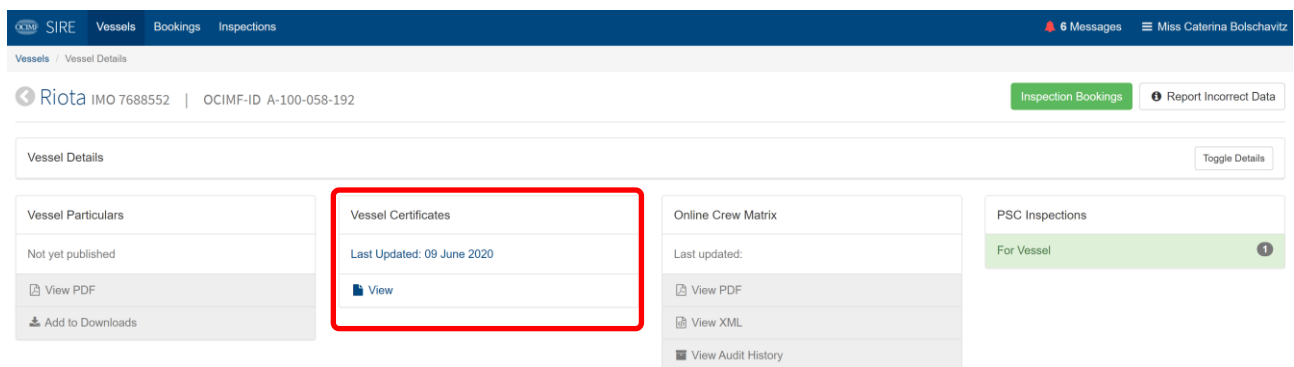
The screenshot shows the SIRE Home page with a navigation bar at the top containing 'SIRE', 'Vessels', 'Bookings', and 'Inspections'. A user profile for 'Miss Caterina Bolschavitz' is visible in the top right. Below the navigation bar is a 'Home' heading and a reminder message. The main content area features a table titled 'Inspection Bookings' with 4 items, which is highlighted with a red box. To the right of this table are sections for 'Inspections Performed', 'Recently Viewed Vessels', and 'Quick Links'.

Vessel Name	Vessel Operator	Proposed Inspection Date	Location of Inspection	Commissioning Member
Riota	Staging Operator Gamma	15 Jun 2020	Perth	Staging SIRE Member
INTENSITY	Staging Operator Gamma	11 Jun 2020	Darwin	Staging SIRE Member
VACAMONTE	Staging Operator Gamma	10 Jun 2020	Darwin	Staging SIRE Member
MARIA	Staging Operator Gamma	10 Jun 2020	Darwin	Staging SIRE Member

Figure 63 – Home page

21.3.1. View Vessel Certificates

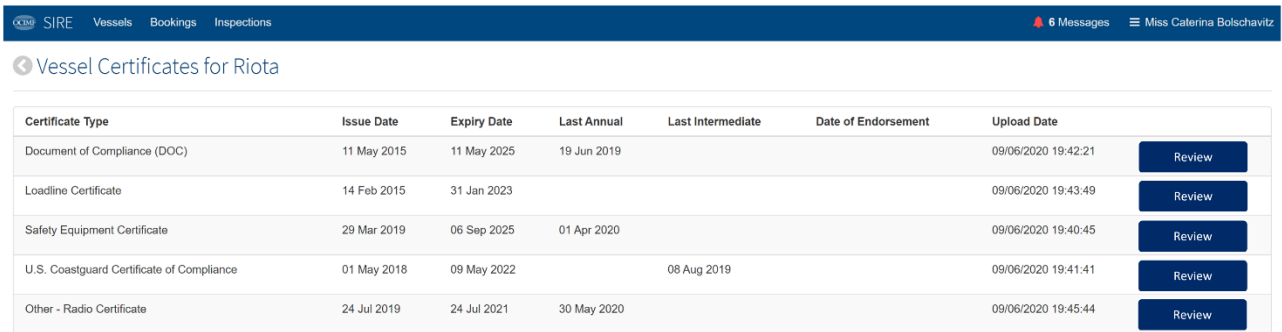
Vessel Certificates uploaded by the Vessel Operator are access by selecting the 'View' icon, within the Vessel Certificates section of the Vessel Details page.



The screenshot shows the SIRE Vessel Details page for 'Riota' (IMO 7688552, OCIMF-ID A-100-058-192). The page has a navigation bar and a 'Vessel Details' section. The 'Vessel Certificates' section is highlighted with a red box and shows 'Last Updated: 09 June 2020' and a 'View' button. Other sections include 'Vessel Particulars', 'Online Crew Matrix', and 'PSC Inspections'.

Figure 64 – Vessel Details page

Selecting 'View' opens the Vessel Certificates page



The screenshot shows the 'Vessel Certificates for Riota' page. It features a table with columns for Certificate Type, Issue Date, Expiry Date, Last Annual, Last Intermediate, Date of Endorsement, and Upload Date. Each row includes a 'Review' button.

Certificate Type	Issue Date	Expiry Date	Last Annual	Last Intermediate	Date of Endorsement	Upload Date	
Document of Compliance (DOC)	11 May 2015	11 May 2025	19 Jun 2019			09/06/2020 19:42:21	Review
Loadline Certificate	14 Feb 2015	31 Jan 2023				09/06/2020 19:43:49	Review
Safety Equipment Certificate	29 Mar 2019	06 Sep 2025	01 Apr 2020			09/06/2020 19:40:45	Review
U.S. Coastguard Certificate of Compliance	01 May 2018	09 May 2022		08 Aug 2019		09/06/2020 19:41:41	Review
Other - Radio Certificate	24 Jul 2019	24 Jul 2021	30 May 2020			09/06/2020 19:45:44	Review

Figure 65 – Vessel Certificates page

The Vessel Certificates page displays a grid of all Vessel Certificates uploaded by the Vessel Operator, selecting the 'Review' button will open the Certificate in a secure viewer.



Figure 66 – Vessel Certificate

21.3.2. View Inspection Documents

Inspection Documents uploaded by the Vessel Operator are accessed by selecting the 'View Inspection Documents' icon upon the Inspection Booking page, documents uploaded to the Inspection Documents repository are specific to that Inspection only.

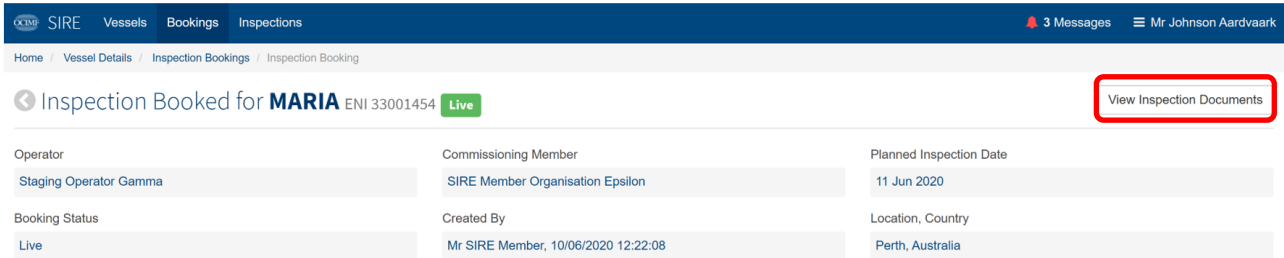


Figure 67 – Inspection Booking page

The Inspection Document repository is divided into sections to accommodate documents relating to areas of the vessel.

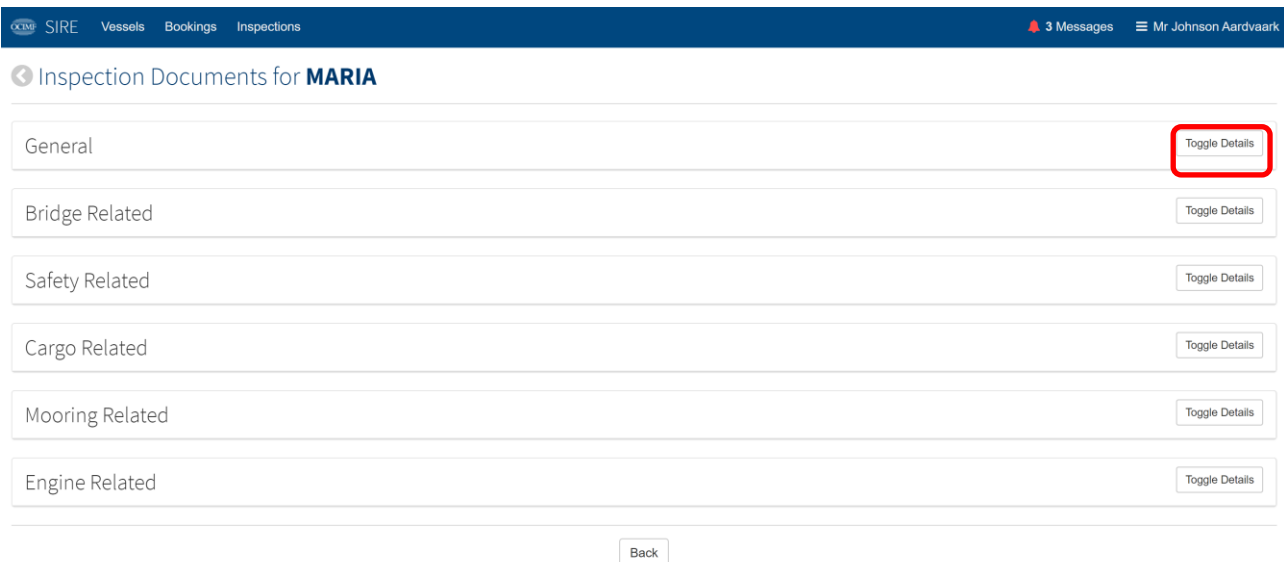


Figure 68 – Inspection Documents page



Selecting 'Toggle Details' will expand the area to display the list of associated documents, each document includes one or more Questions References entered by the Vessel Operator which links the document to the specific question within the Questionnaire.

SIRE Vessels Bookings Inspections 3 Messages Mr Johnson Aardvaark

Inspection Documents for **MARIA**

General Toggle Details

Document Name	Question Reference	
Copy of P&I Club Certificate	2.1	Review
Copy of type approval for ECDIS fitted on board		No document uploaded.
Copy Condition evaluation report and survey report attached (showing steel repairs done, etc) from last dry dock		No document uploaded.
CLC for bunker oil pollution		No document uploaded.
Copy CAP certificate if applicable		No document uploaded.

Figure 69 – Inspection Documents page

22. Contact Support

Select 'Contact Support' from the User Profile menu, an additional popup screen will open at the bottom of the page.

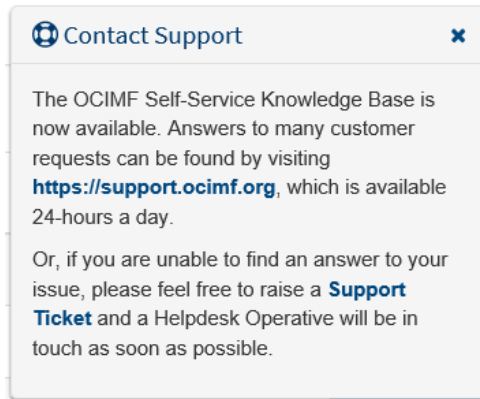


Figure 70 – Contact Support

If you are unable to find an answer to your query from the OCIMF Self Service Knowledge Base, select to raise a 'Support Ticket' and complete the description of the problem.

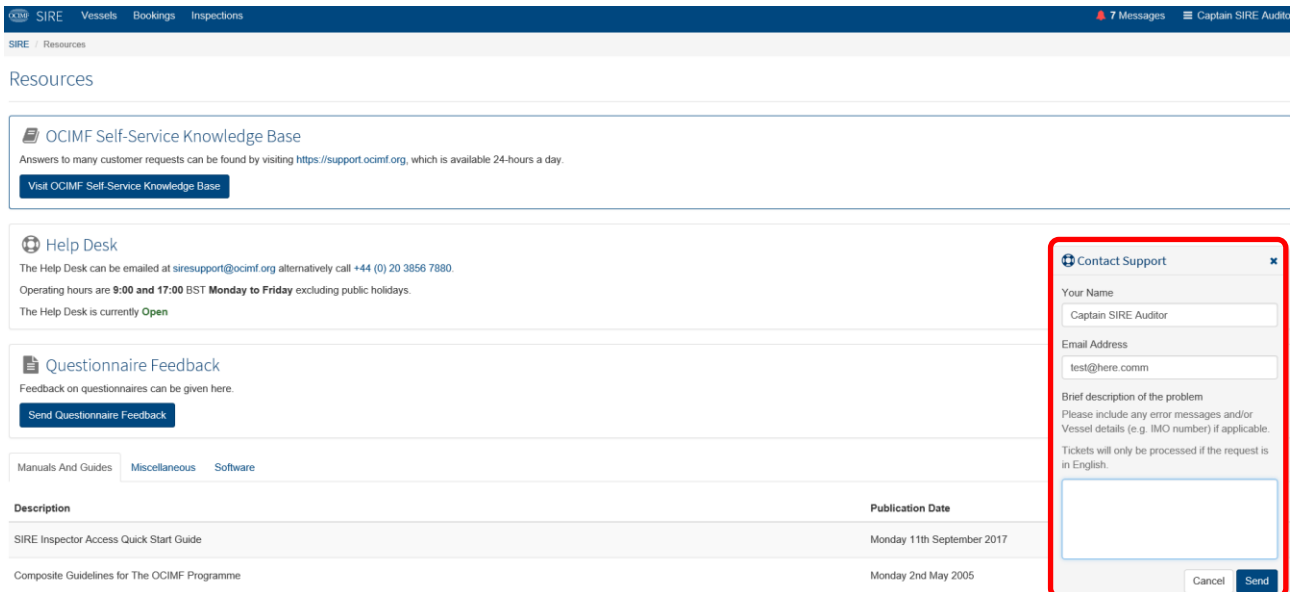


Figure 71 – Resources page

END OF DOCUMENT