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Marine Forum



OCIMF

The large OCIMF logo is centered on the page. It features the letters 'OCIMF' in a white, serif font, surrounded by a series of horizontal white lines that form a stylized sun or wave pattern, identical to the smaller logo in the top left corner.

SIRE Operator Access

Revision v3.26

27th June 2022





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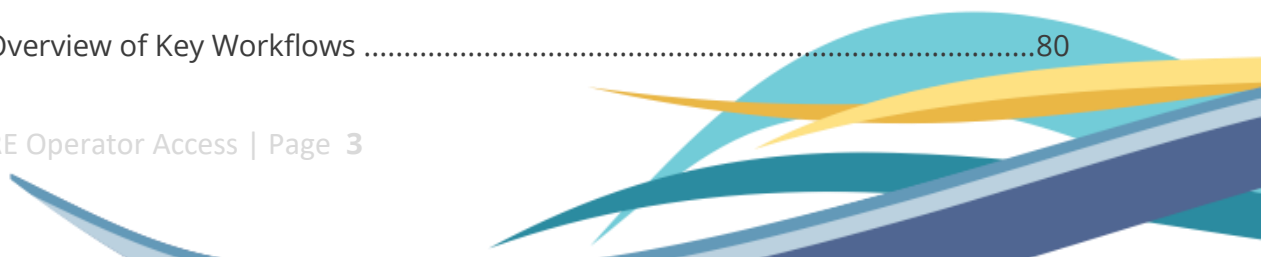


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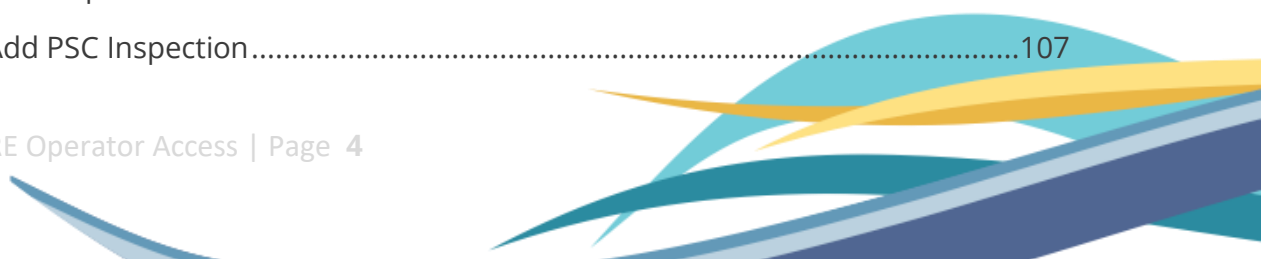


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For further information on use of the SIRE site please contact:

siresupport@ocimf.org

Helpdesk +44 (0)20 3856 7880



1 Getting started

To start using the new SIRE operator access login to <https://www.ocimf-sire.org>.

2 Home Page

The Home page contains any open task messages and actions as well as access to other useful pages.

The screenshot shows the SIRE Home page with a dark blue navigation bar at the top containing links for SIRE, Vessels, Incidents, TMSA, PSC Inspections, Data Mining, MTIS Terminals, and Inspection Requests. On the right of the bar, there are indicators for 562 Messages and the user's name, Captain Test Operator.

Below the navigation bar, the page title is "Home". There are two light blue announcement banners. The first states: "The 2019 TMSA Subscription Pricing has been finalised. Please click [here](#) for further details." The second states: "The fourth edition of the Mooring Equipment Guidelines (MEG4) is now available - Mooring Equipment Guidelines is an industry publication for the safe mooring of tankers and gas carriers at terminals. The publication provides clear and concise guidance for ship and terminal designers, ship operators and mooring line manufacturers on safe mooring system design, with an emphasis on the safety of ship and terminal personnel. MEG4 can be purchased [here](#)".

The main content area is divided into three sections:

- Inspections Pending Operator Comments (2)**: A table with columns for Ship Name, Inspecting Company, Inspection Date, and Auto-Publication Date. It lists two inspections for "Mountain Climb" by "TEST SUBMITTERS". Each row has a blue arrow button on the right.
- Unprocessed Inspections (3)**: A table with columns for Ship Name, Inspecting Company, and Inspection Date. It lists one inspection for "Test Vessel 2020" by "SHELL INTERNATIONAL SHIPPING".
- Inspection Bookings (27)**: A list of inspection bookings with columns for Ship Name, Inspecting Company, and Inspection Date. It lists "European Explorer" (SHELL INTERNATIONAL SHIPPING), "WebServices_Vessel_1" (PETRONAS), and "Dodge Ram" (PETRONAS).

2.1 Inspections Pending Operating Comments

This panel lists all the ship inspections for an operator’s fleet which are currently pending operator comments.

An ‘Auto-Publication Date’ column is set 14 days after the Member’s Submission date.

To provide comments for an inspection click on the blue arrow button to the right side of the row to start the report comments process. The comments entry process is explained later in this document.

2.2 Unprocessed Inspections

This area lists those inspections yet to be processed by the submitting company, i.e. the inspector has submitted the inspection to SIRE but the submitting member (inspecting



company) has not yet processed/validated the inspection and made it available to the ship operator for comments.

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

2.3 Inspection bookings

This area provides a list of all inspection bookings made by inspecting companies within SIRE for the operator's fleet. A ship operator should not consider this to be an exhaustive list of all pending inspections planned by inspecting companies, but rather those which have already been registered within SIRE. The inspecting company has no obligation within SIRE to provide a certain notice period of an inspection booking.

There is no action for the ship operator in relation to inspection bookings, however, clicking on the vessel's name will redirect to the vessel's details page. From the details page the operator can access further details about booked inspections as per the screenshot below.

The screenshot shows the SIRE system interface. The top navigation bar includes links for SIRE, Vessels, Incidents, TMSA, PSC Inspections, Data Mining, MTIS Terminals, and Inspection Requests. The user is logged in as Captain Test Operator with 662 messages. The breadcrumb trail is Home > Vessel Details > Inspection Bookings > Inspection Booking. The main heading is "Inspection Booked for Test Vessel 1 IMO 5637858" with a "Live" status indicator. Below this, there are three rows of details:

Operator South Sea Shipping	Commissioning Member Submitting Member A	Planned Inspection Date 04 Feb 2020
Booking Status Live	Created By Mr Alan Test, 10/02/2020 09:49:24	Location, Country 1, Afghanistan
Last Inspection Company TEST SUBMITTERS	Date 29 Oct 2019	Report Name BGHC-1702-4800-5723

2.4 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



The News feed provides useful system updates.

[Home](#) / [News](#)

News

SIRE Operator Data Mining

19 Feb 2019

From 19 February 2019, the SIRE Vessel Operator Data Mining application was relaunched with updated analytics which provide a greater emphasis on the qualitative aspects of the VIQ, rather than quantitative statistics. Full details of the new functionality are in the SIRE vessel operator quick start guide, available from the Resources area of your SIRE account.

Release of North American BIQ5 v3 (Template 2207)

11 Feb 2019

The North American Inland and Coastal Barge Focus Group (NAICBFG) have finalised the question set for the SIRE North American Barge Inspection Questionnaire (BIQ5) version 3. The new template, North American BIQ5 v3 (2207 v5.3.00), is currently available within the OCIMF Staging Environment and will be released to the OCIMF Production environment upon **13 May 2019**.

Extension of TMSA to non-OCIMF Member SIRE Recipients

14 Jan 2019

From 14 January 2019, access to TMSA reports has been extended to non-OCIMF members who are registered as SIRE recipients.

SIRE vessel operator organisations continue to have full control over who is able to view/download a published TMSA report. Vessel operators are able to choose whether to make a TMSA report available to:

- i) All SIRE recipient members, including both OCIMF members and non-OCIMF members,
- ii) OCIMF members only,
- iii) Selected companies only.

Full details of the new functionality are in the SIRE vessel operator quick start guide, available from the Resources area of your SIRE account.



3 Operator Comments

3.1 Operator comments managed directly within SIRE

The home page has a list of inspections that require operator comments.

There has been a corresponding change to the report cover sheet PDF which is issued to a ship operator at the point of validation by the inspecting company, i.e. the point at which an operator can start to provide operator comments.

3.2 SIRE Comments Grid

When a ship operator now logs into SIRE, they will see an area called 'Inspections Pending Operator Comments' on the home page. As previously described, any vessels that appear in this area will have inspections against them ready for Operator Comments.

The screenshot shows the SIRE home page with a navigation bar at the top. Below the navigation bar, there are several sections. The first section is 'Home'. The second section is a notification about the 2019 TMSA Subscription Pricing. The third section is a notification about the fourth edition of the Mooring Equipment Guidelines (MEG4). The fourth section is a table titled 'Inspections Pending Operator Comments' with 2 items. The table has columns for Ship Name, Inspecting Company, Inspection Date, and Auto-Publication Date. The first row shows 'Mountain Climb' inspected by 'TEST SUBMITTERS' on '14 Jan 2020' with an 'Auto-Publication Date' of '28 Jan 2020'. A blue arrow points to the right of the 'Inspection Date' column. To the right of the table is a section titled 'Inspection Bookings' with 28 items, showing 'Vessel 1A' on '06 Apr 2020' submitted by 'Submitting Member A'.

Ship Name	Inspecting Company	Inspection Date	Auto-Publication Date
Mountain Climb	TEST SUBMITTERS	14 Jan 2020	28 Jan 2020

Clicking on the blue arrow to the right of the inspection date takes the user to the comments area.



SIRE Vessels Incidents TMSA PSC Inspections Data Mining MTIS Terminals Inspection Requests 26 Messages Captain Test Operator

Step 1 - Inspection Details BCDT-8974-7832-5766

This report has now been published and made available to SIRE recipients on Fri 24 Jan 2020.

In the following pages you may enter your comments in response to each of the inspector's observations or advise of any follow up to the inspector's observations. Your comments will be saved as they are entered. After you have completed entering any additional comments they will be appended to the inspection report which will then be made available to SIRE recipients. To continue, please enter your name and email address in the spaces provided below.

Name	IMO	Report Status	Date of Inspection
Mountain Climb	0378328	Pending Operator Comments	18 Dec 2019
Flag	Reg Number	Tanker Operator	Date Report Sent to Operator
BENIN	Unknown	Nunc a nulla turpis	10 Jan 2020
DWT	USCG VIN Number	Method Report Sent	Probable Date of Receipt
12	Unknown	Manual	10 Jan 2020

Name

Email Address

Language

4 SIRE Organisation Manager

4.1 New Role – SIRE Organisation Manager

The new role 'SIRE Organisation Manager' enables the Operator to manage the Organisation details.

SIRE Operator Restrictions (BP Shipping)	This role locks down the vessel profile page to allow only crew matrix access - requested by BP Shipping	✘	Toggle Membership
SO Sire Organisation Manager	Allows the user to modify and validate organisation details.	✔	Toggle Membership

To check if you have been assigned this role, go to User Profile page, Roles grid.

Roles

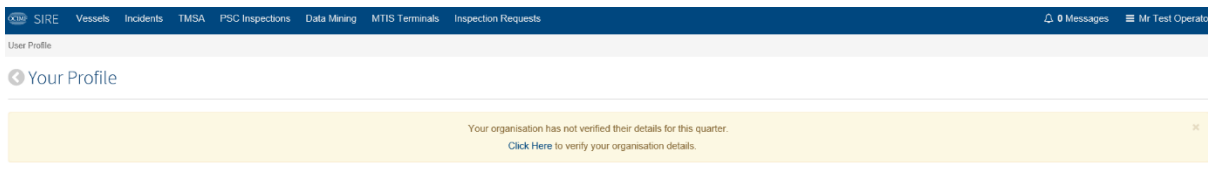
Role Description	User has Role?
User is SIRE Administrator	✔ Yes
User is Organisation Manager	✔ Yes
User Can Edit Inspection Comments	✔ Yes
User Can Manage TMSA	✔ Yes
User Can Manage Vessel Particulars	✔ Yes
User Can Manage Vessel Crew	✔ Yes



4.2 Quarterly Review

To ensure the correct data is in the OCIMF programmes, vessel operators with the role 'Organisation Manager' will do a quarterly review of Company details, Fleet and Users. The user has the option to 'Skip' or 'Confirm' on each page. The skip counter updates each time the pages are skipped.

A banner displays on the home page about the review, select 'Click Here'.



If you select to 'Skip' on any of the pages the details will not be saved and the banner will be displayed on the home page.

4.2.1 Verify Organisation Details page

The operator reviews Company Name, external company ID and contact address.

Please verify and confirm your organisation's details.
The skip counter will be displayed until your organisation details have been confirmed.
Your organisation has skipped 11 times.

Organisation Name Test Company	Organisation Type Operator	IMO Number 4851487
Address Line 1 Address 1	Country Or State Test Country	Post Code / Zip Code Test Post code
Address Line 2 Address 2	Country United States	
Address Line 3 Address 3		
Phone Number 12345678	Mobile Number	
Fax Number	Web Address	
Primary Email test@company.com	Secondary Email secondary@company.com	

I confirm the above details are correct

<https://qs-sire.ocimf.biz/Default.aspx>

4.2.2 Validate Organisation Users

The operator reviews list of Organisation Users.



Validate Organisation Users

Please verify and confirm your organisation's details.
If any details are incorrect, please skip and update the details on the relevant page.
The skip counter will be displayed until your organisation details have been confirmed.
Your organisation has skipped 12 times.

Users Hide Search

First Name Last Name Login Email Address

Clear Search

Login	Title	First Name	Last Name	Email	Last Login	Admin
24100162	Mr	Test	Operator	test@company.co.uk	03 April 2020 13:22	<input checked="" type="checkbox"/> Yes
GrahamTest	Dr	Graham	Test	test@test.com		<input checked="" type="checkbox"/> Yes

I confirm that the above users are within my organisation, and their details are correct.

Skip Continue

4.2.3 Validate Organisation Vessels

The operator confirms the vessel index.

Validate Organisation Vessels

Please verify and confirm your organisation's details.
If any details are incorrect, please skip and update the details on the relevant page.
The skip counter will be displayed until your organisation details have been confirmed.
Your organisation has skipped 12 times.

Vessels Hide Search Download as Excel

Filter Search Text

All

Clear Search

Ship Name	Identifier	OCIMF ID	Flag	DWT	Last Crew Edit Date	Last VPQ Publication Date	Last Inspection Date
SACA Inland Tug	REG 8495-6431	A-100-047-842	CHLE	6999		BPO5 - 04/04/2017	18 Aug 2017

I confirm that my organisation is the technical operator for all the above vessels, and their details are correct.

Skip Continue

4.2.4 Validate Organisation Documents of Compliance

On the Organisation Documents of Compliance page, the Operator can upload their DOC (if applicable). This page will not be reviewed, it can be used for a spot check.

Validate Organisation Document of Compliance

Please verify and confirm your organisation's details.
The skip counter will be displayed until your organisation details have been confirmed.
Your organisation has skipped 12 times.

Document of Compliance Add

Document Title	Uploaded On	Valid From	Valid To
Test 1	2020-04-06	2020-04-06	2020-10-06

I confirm that the relevant Document of Compliance is uploaded to OCIMF.
I confirm that my Organisation does not require a Document of Compliance.

Skip Complete

Click 'Add' to add a DOC. The 'Add Document of Compliance' page displays. Enter details and upload a file.



Add Document Of Compliance

Document Title

Test 1

Valid From

06/04/2020

Valid Until

06/10/2020

C:\OCIMF testing\Test File Browse...

Supported file types: pdf, jpeg, bmp, gif, png. Maximum file size 3MB

Add

Close

There is an option to confirm Documents of Compliance or confirm a Document of Compliance is not required.

4.2.5 Operator Review PDF

The Operator Review is then displayed on the 'Operator Review Confirmation' page as a PDF. The PDF can be downloaded.

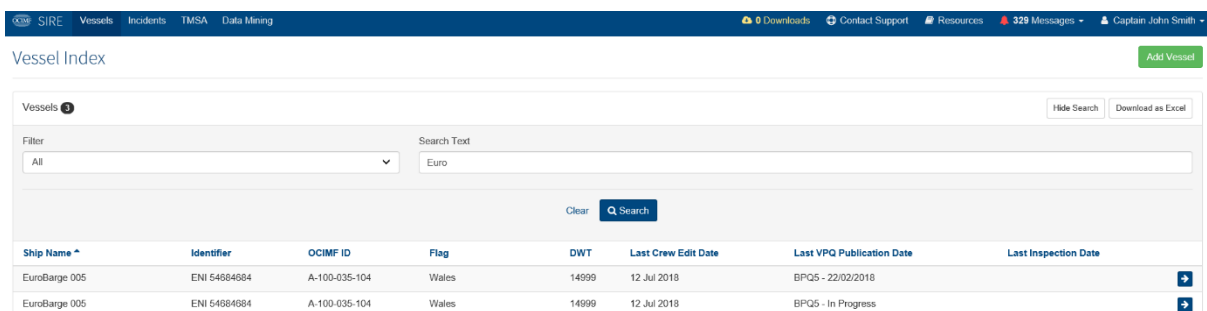
The screenshot shows a web interface for 'SIRE' with a user 'Captain John Smith'. The page title is 'Operator Review Confirmation'. A message states: 'Your SIRE Operator Review has now been completed. You may download a pdf of the details reviewed using the button below.' Below this is a preview of an 'Operator Review Report' PDF. The report is signed by 'Captain John Smith' on '13 Nov 2023'. It includes details for 'South Sea Shipping' with a V-Address of '185 ST. JAMES' and a V-Registration of '184296233 (SHIPPING) (PT) (SA) (NEWCA) (Treated As) (LL) (SA) (New South) (SA)'. At the bottom of the page, there is a 'Download Operator Review PDF' button.

5 Vessel – Add Vessel

5.1 Vessel Index

After selecting the 'Vessels' tab, the Vessel Index page displays.

NEW: All vessels are now assigned a unique reference called OCIMF-ID. This can be viewed on the Vessel Index page or Vessel Details page.



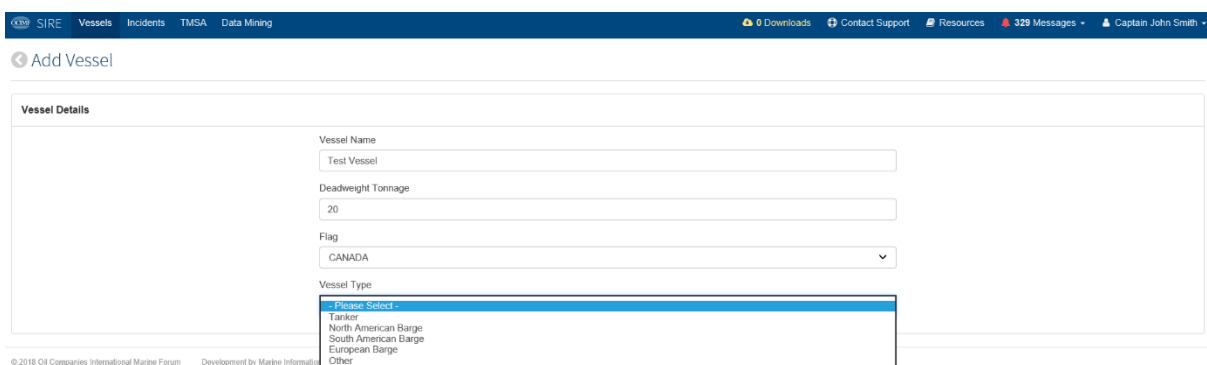
Ship Name *	Identifier	OCIMF ID	Flag	DWT	Last Crew Edit Date	Last VPQ Publication Date	Last Inspection Date
EuroBarge 005	ENI 54684684	A-100-035-104	Wales	14999	12 Jul 2018	BPO5 - 22/02/2016	
EuroBarge 005	ENI 54684684	A-100-035-104	Wales	14999	12 Jul 2018	BPO5 - In Progress	

5.2 Vessel Registration

Select to 'Add Vessel', the Add Vessel page displays. When a 'Vessel Type' is selected the Primary Identifiers and Additional Identifiers display.

Primary Identifiers are mandatory, Additional Identifiers are non-mandatory.

There is guidance text about the required format for each identifier.



Add Vessel

Vessel Details

Vessel Name:

Deadweight Tonnage:

Flag:

Vessel Type:

- Tanker
- North American Barge
- South American Barge
- European Barge
- Other

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5.2.1 Tanker

For Tankers, the Primary Identifier field displayed is IMO.

Add Vessel

Vessel Details

Vessel Name
Test Vessel

Deadweight Tonnage
20

Flag
AFGHANISTAN

Vessel Type
Tanker

Primary Identifiers

Primary Identifiers are mandatory. Please fill in all identifier(s).

IMO

The IMO Number is a unique seven digit identifier assigned to ocean going vessels by the International Maritime Organisation, in the format nnnnnnn, where n is a number (0-9) - please enter the numeric values only.

Back Next

5.2.2 North American Barge

For North American Barge, the Primary Identifier VIN and Additional Identifiers IMO are displayed.

Add Vessel

Flag
CANADA

Vessel Type
North American Barge

Primary Identifiers

Primary Identifiers are mandatory. Please fill in all identifier(s).

VIN

The USCG VIN is a unique Vessel Identification Number assigned by the US Coast Guard to all fuel carrying vessels operating within the United States. The USCG VIN are 6 to 8 characters long and may contain all digits, or begin with 1 or 2 letters (A-Z) followed by 6 or 7 digits. For example, CG123456 or 12345678. Please enter the full identifier.

Additional Identifiers

Additional Identifiers are optional. Please fill in any identifier(s) if they are available.

IMO

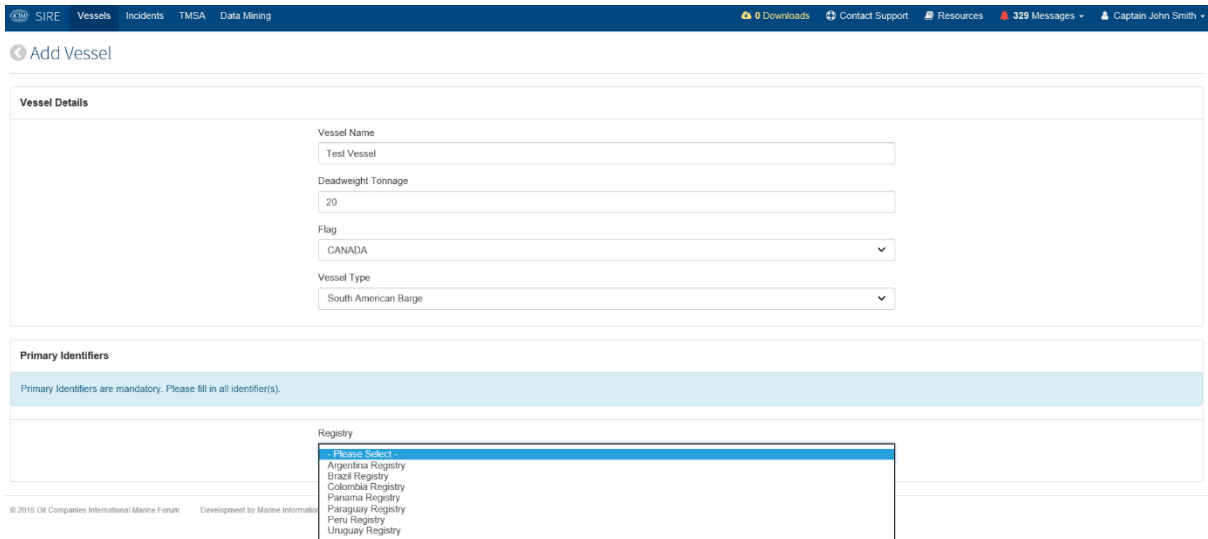
The IMO Number is a unique seven digit identifier assigned to ocean going vessels by the International Maritime Organisation, in the format nnnnnnn, where n is a number (0-9) - please enter the numeric values only.

Back Next

5.2.3 South American Barge

When South American barge is selected the Primary Identifier displays a 'Registry' dropdown list.

- Argentina Registry
- Brazil Registry
- Colombia Registry
- Panama Registry
- Paraguay Registry
- Peru Registry
- Uruguay Registry



The screenshot shows the 'Add Vessel' form in the SIRE system. The 'Vessel Details' section includes fields for Vessel Name (Test Vessel), Deadweight Tonnage (20), Flag (CANADA), and Vessel Type (South American Barge). The 'Primary Identifiers' section has a note: 'Primary Identifiers are mandatory. Please fill in all identifier(s)'. A 'Registry' dropdown menu is open, displaying a list of registries: Argentina Registry, Brazil Registry, Colombia Registry, Panama Registry, Paraguay Registry, Peru Registry, and Uruguay Registry.

On selecting one of the South American barges the Primary Identifiers update with the countries Registry field e.g. Argentina Registry, Argentina Registry field displays.



SIRE Vessels Incidents TMSA Data Mining 0 Downloads Contact Support Resources 329 Messages Captain John Smith

Vessel Type
South American Barge

Primary Identifiers
Primary Identifiers are mandatory. Please fill in all identifier(s).

Registry
Argentina Registry

Argentina Registry
631
Barges registered in Argentina are assigned an identifier between 1 and 9999. For example, 1234.

Additional Identifiers
Additional Identifiers are optional. Please fill in any identifier(s) if they are available.

IMO
9521115
The IMO Number is a unique seven digit identifier assigned to ocean going vessels by the International Maritime Organisation, in the format nnnnnn, where n is a number (0-9) - please enter the numeric values only.

Back Next

5.2.4 European Barge

SIRE Vessels Incidents TMSA Data Mining 0 Downloads Contact Support Resources 329 Messages Captain John Smith

Flag
CANADA

Vessel Type
European Barge

Primary Identifiers
Primary Identifiers are mandatory. Please fill in all identifier(s).

ENI
24147788
The European Number of Identification is a unique eight digit identifier assigned to vessels capable of navigating upon the inland waterways of Europe, in the format nnnnnnnn, where n is a number (0-9) - please enter the full numeric value.

Additional Identifiers
Additional Identifiers are optional. Please fill in any identifier(s) if they are available.

IMO
9652111
The IMO Number is a unique seven digit identifier assigned to ocean going vessels by the International Maritime Organisation, in the format nnnnnn, where n is a number (0-9) - please enter the numeric values only.

Back Next

When 'European Barge' is selected, Primary Identifier 'ENI' and Additional Identifier 'IMO' are displayed.



5.2.5 Other

On selecting 'Other' the Primary Identifiers Registered Number is mandatory.

Edit Vessel Test Vessel 25

Vessel Details

Vessel Name
Test Vessel 25

Deadweight Tonnage
10

Flag
CANADA

Vessel Type
Other

Primary Identifiers

Primary Identifiers are mandatory. Please fill in all identifier(s).

Registered Number
2451444
Please enter your local registry identifier in its specified format.

Back Next

When the details are saved, an OCIMF ID is generated for the vessel. This is displayed on the 'Vessel Details' page and on the Vessel index page.



6 Vessel – Adopt Vessel

When adding a vessel if the Identifier is for an existing vessel the 'Adopt Vessel' page displays.

If the vessel is assigned to an Operator the details will show and the Operator will not have the option to adopt the vessel.

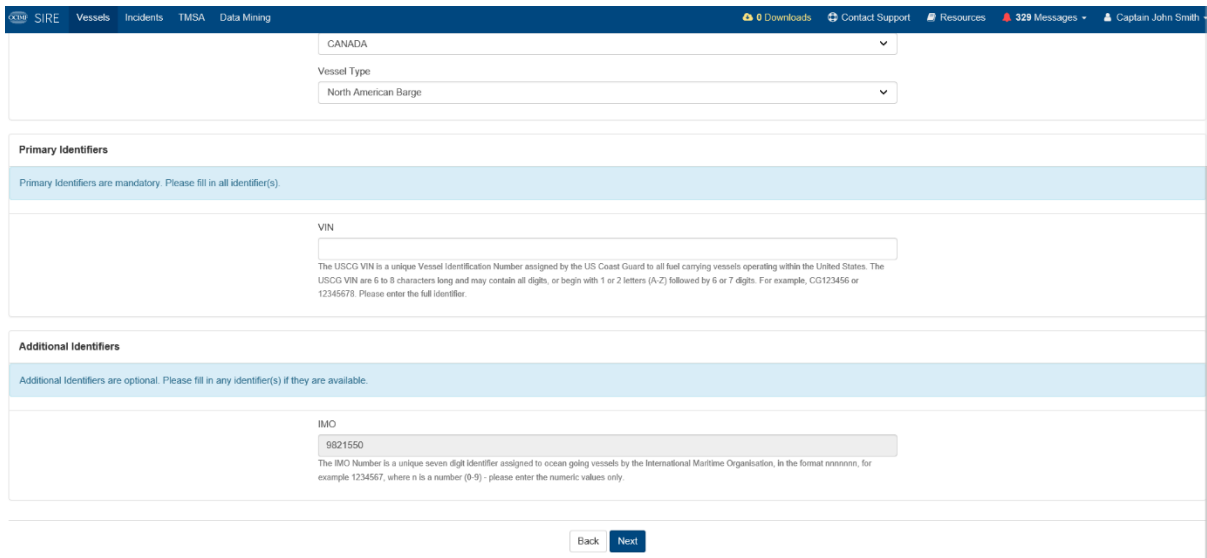
Ship Name	IMO	Reg	USCG VIN	ENI	Flag	Current Operator
EuroBarge 002	8842911	88842911	451422		GERMANY	South Sea Shipping

If the vessel is not assigned to the Operator the option to Adopt is available. Select the blue arrow. The vessel will be added to your fleet and display on the Vessel Index page.

Ship Name	IMO	Reg	USCG VIN	ENI	Flag	Current Operator
DownTown Blues	8767850				France	None

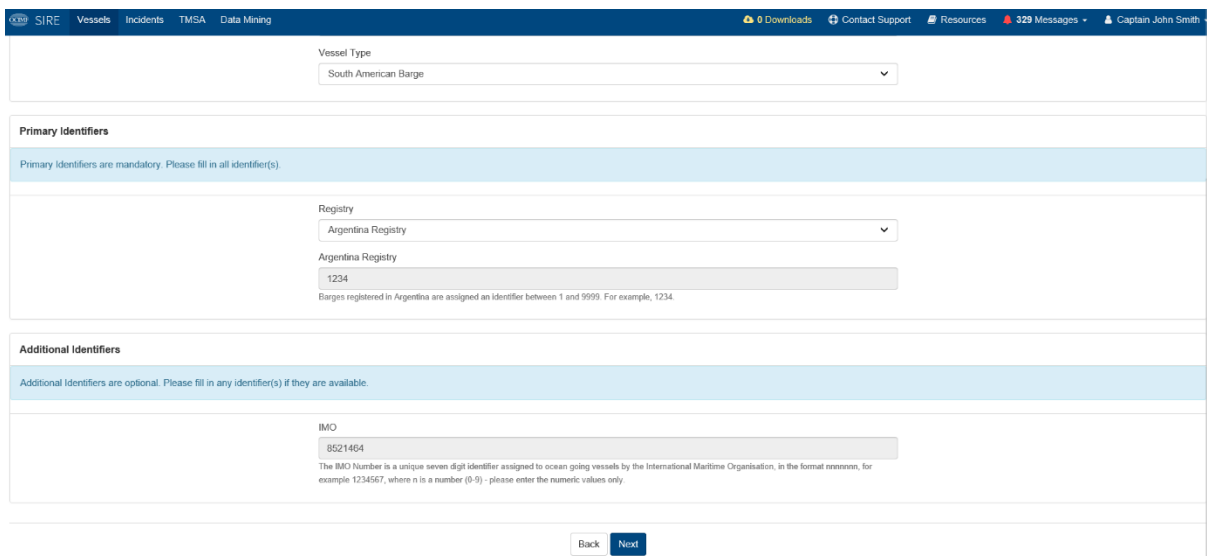
7 Vessel – Edit Vessel

When editing a vessel, Primary and Secondary Identifiers for the Vessel Type will be read only and cannot be edited. A different Vessel Type can be selected, and further identifiers can be added.



The screenshot shows the 'Edit Vessel' form in the SIRE system. At the top, the navigation bar includes 'SIRE', 'Vessels', 'Incidents', 'TMSA', and 'Data Mining'. The user is logged in as 'Captain John Smith'. The form is for a vessel registered in 'CANADA' and is currently a 'North American Barge'. Under the 'Primary Identifiers' section, the 'VIN' field is present and read-only, with a detailed explanation of what a USCG VIN is. The 'Additional Identifiers' section shows the 'IMO' field, which is also read-only and contains the value '9821550'. 'Back' and 'Next' buttons are located at the bottom of the form.

Example: This vessel South American Barge - Argentina Registry is being edited. The Argentina Registry and IMO are read only.



The screenshot shows the 'Edit Vessel' form for a 'South American Barge'. The 'Vessel Type' dropdown is set to 'South American Barge'. In the 'Primary Identifiers' section, the 'Registry' dropdown is set to 'Argentina Registry', and the 'Argentina Registry' field is read-only with the value '1234'. The 'Additional Identifiers' section shows the 'IMO' field, which is read-only and contains the value '8521464'. 'Back' and 'Next' buttons are at the bottom.

Select 'European Barge', the ENI field displays, and IMO field is read only.



8 Vessel Details

The vessel details page provides access to view and manage all information relating to a vessel. The OCIMF-ID is displayed alongside the vessel name and identifier.

The screenshot shows the OCIMF SIRE Vessel Details page for 'Test Vessel 25' (IMO 9821550, OCIMF-ID A-100-064-510). The page includes a navigation bar with 'SIRE', 'Vessels', 'Incidents', 'TMSA', and 'Data Mining'. The main content area is divided into three columns: 'Vessel Particulars' (with 'Not yet published', 'Create', 'View PDF', and 'Add to Downloads' options), 'Online Crew Matrix' (with 'Last updated', 'Create', 'View PDF', 'View XML', and 'View Audit History' options), and 'Incidents' (with 'New Incident' button and a list of incidents: 'For Vessel' (0), 'Current operator' (0), 'Previous operator' (0), and 'Fleet' (29)). Below these is an 'Inspections' section with a message: 'There are no inspections for this vessel. Inspections are only valid and displayed if they are less than 12 months old.' and an 'Inspection Bookings' button.

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

8.1 Vessel Particulars

The ship operator can create, view and edit their vessel particulars.

The summary shows the 'Vessel Particulars' section with the following details: 'Last published: 24 Jun 2019'. Below this are three action buttons: 'Edit', 'View PDF', and 'Add to Downloads'.



8.2 Vessel Certificates

The ship operator can upload, edit, and view history of the Vessel Certificates. If no certificates have been uploaded the vessel certificate grid is displayed as follows:

Vessel Certificates

Last Updated: <Never>

Upload

🕒 Vessel Certificates for Mondays test vessel

Certificates and Inspection Documents are uploaded voluntarily by Operators to the Certificates and Inspection Documents Repositories. These certificates and inspection documents will be used solely for the purposes of facilitating Remote Inspections under OCIMF programmes. Once uploaded, the Certificates and Inspection Documents will only be accessed by the Submitting Company and the Inspector that are involved in the inspection. OCIMF will maintain administrative access to the repositories and all certificates and documents contained in them. Certificates and Inspection Documents uploaded will not be shared with any third parties. By uploading certificates and inspection documents to the repositories, 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 either 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. **Files with any form of encryption or password protection will not be uploaded.**
2. All files uploaded will be encrypted and protected from download, copying and printing.
3. Uploads are limited to the following file types: .docx, .jpeg, .png, .pdf, .xlsx and to a file size of 10MB

Certificate Type	Issue Date	Expiry Date	Last Annual	Last Intermediate	Date of Endorsement	Upload Date	File Version	Process Status
Civil Liability Convention (1992) Certificate	01/11/2020	01/11/2021	02/11/2020	03/11/2020	05/01/2021	<input type="button" value="Choose file"/> PDF test file.pdf		<input type="button" value="Upload"/>

If certificates have already been uploaded, then the grid displays:

- Last Updated - When the Certificates were last updated
- Edit - Upload new certificates
- History of uploads – All versions of uploaded certificates

Vessel Certificates

Last Updated: 08 July 2020

Edit

History



8.3 Crew Matrix

The ship operator can create, view and edit their current crew matrix. In addition, the operator can download the crew matrix in XML for use in third party crew management tools and can also view an audit history of previous versions of their crew matrix.

Online Crew Matrix

Last Updated: 06/04/2020

 Edit

 View PDF

 View XML


 View Audit History

8.4 Incidents

The ship operator can create new incidents and view details of previously created incidents. The four items in this area provide a count of the number of incidents reports in the following categories:

- Incidents recorded for this vessel
- Incidents recorded for this vessel under the management of the current ship operator
- Incidents recorded for this vessel under the management of a previous ship operator
- Incidents recorded for the whole of the ship operator's fleet

Clicking on each numeric counter takes the user to a list of those specific incidents.

Incidents 	+New Incident
For Vessel	3
Current operator	3
Previous operator	0
Fleet	27



8.5 Removing a vessel from the fleet

If a ship operator is no longer providing technical management of a vessel (e.g. it has been sold, demolished or technical management has been transferred) the vessel should be released from the current ship operator's fleet by selecting the "Remove Vessel" icon at the top right of the page.

You can then select to either 'Detach' or 'Decommission' the Vessel.

- 1) Detach – If the vessel is being transferred to another SIRE Vessel Operator
- 2) Decommission – If the vessel is being decommissioned or scrapped, and is NOT being transferred to another SIRE Vessel Operator

The screenshot shows the SIRE Vessel Details page for the vessel 'Lois Ann Moran' (VIN 1220984). The page includes a navigation bar with 'SIRE', 'Vessels', 'Incidents', 'TMSA', and 'Data Mining'. The main content area displays the vessel's details in a table format:

Vessel Name	Internal Number	IMO Number	REG Number
Lois Ann Moran	A-100-015-046	9415777	
Deadweight Tonnage	Flag	USCG VIN Number	ENI Number
0	United States of America	1220984	

Below the table, there are two action buttons:

- Detach**: A yellow button with a document icon, intended for vessels being transferred to another SIRE Vessel Operator.
- Decommission**: A red button with a document icon, intended for vessels being decommissioned or scrapped, and NOT being transferred to another SIRE Vessel Operator.

8.6 Change key identifiers and particulars

To change the high level details, e.g. Vessel Name, DWT or Flag, select the "Edit" button. See chapter 6 'Vessel – Edit Vessel' for further details.

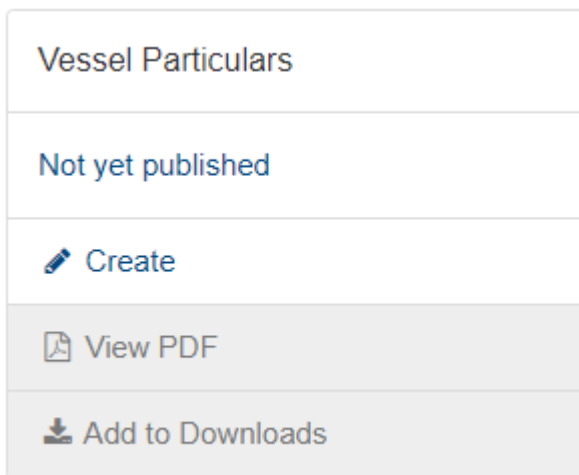
9 Vessel Particulars Tankers and Barges

Vessel Particulars can be created for Tankers and Barges.

Barge Particulars cover vessel types; North American Barges, South American Barges and European Barge or Tug.

Harmonised Vessel Particular Questionnaires (HVPQ) cover Tanker vessels.

Vessel Particulars functionality is on the left part of the Vessel Details page.



9.1 Creating a particulars document

Click the “Create” button to start editing particulars for the vessel. On initial creation of particulars for a vessel the user will be prompted for the type of particulars document to create. The primary choice is between the HVPQ document designed for tankers and the BPQ document designed for tugs and barges. There will be a HVPQ5 and HVPQ6 document (with variants for oil, chemical, LPG and LNG), and multiple BPQ documents for difference circumstances. If the latter document type is selected the user will then be asked to select the specific type of BPQ document required.



9.2 Creating HVPQ and HVPQ6 Particulars

HVPQ6 is being implemented in SIRE on 04 July 2022. Operators will then have six months from the launch of HVPQ6 to migrate from HVPQ5 to HVPQ6.

From the 09 January 2023, any remaining published HVPQ5 documents will be automatically migrated to the HVPQ6 format as a draft document.

Operators can upgrade Vessels with an existing HVPQ5 document to a draft HVPQ6. Once the vessel is upgraded it cannot be changed back to HVPQ5. Questions with a defined HVPQ mapping will be migrated.

When an Operator creates a new vessel there will be the option to either Create HVPQ5 or Create HVPQ6.

SIRE Vessels Incidents TMSA PSC Inspections Data Mining MTIS Terminals Inspection Requests 21 Messages Captain Test Operator

Vessels / Vessel Details / Create HVPQ Document

Create HVPQ Document

No HVPQ document exists for this Vessel. Choose from one of the options below.

Vessel Name	IMO Number	REG Number	USCG VIN Number
Test Vessel B	9569281		
ENI Number	Summer DWT	Flag	
	50	UNITED STATES	

Select the required HVPQ.

SIRE Vessels Incidents TMSA PSC Inspections Data Mining MTIS Terminals Inspection Requests 21 Messages Captain Test Operator

Vessels / Vessel Details / Create HVPQ5

Create HVPQ5 Document

No HVPQ5 document exists for this Vessel. Click the button below to create a HVPQ5 document. Once this has been done, you will be able to either edit the Document using the Online Editor, or check out the HVPQ5 XML and work offline using the Desktop Editor.

Vessel Name	IMO Number	REG Number	USCG VIN Number
Test Vessel B	9569281		
ENI Number	Summer DWT	Flag	
	50	UNITED STATES	

Variant
Chemical



The HVPQ5 details page then shows the option to Edit HVPQ Online or upgrade the vessel to HVPQ6.

SIRE Vessels Incidents TMSA PSC Inspections Data Mining MTIS Terminals Inspection Requests 21 Messages Captain Test Operator

Vessels / Vessel Details / HVPQ5 Details

HVPQ5 Details for Test Vessel B

Vessel Name Test Vessel B	IMO Number 9569281	REG Number	USCG VIN Number
ENI Number	Summer DWT 50	Flag UNITED STATES	
Last Edited 27 Jun 2022 09:22:57	Last Published		

Edit Online
Launch the online editor, allowing you to edit the HVPQ5 document online in real-time.

Upgrade to HVPQ6
Upgrade your HVPQ5 to a draft HVPQ6 document. Questions with a defined HVPQ6 mapping will be migrated.

Edit Offline
Download the desktop editor which can be used to edit HVPQ5 documents using desktop software (requires Adobe AIR).

Publish
Publish the current version of the HVPQ5 document.

Existing vessels with a HVPQ5 will have the option to Edit HVPQ Online or Upgrade to HVPQ6.

SIRE Vessels Incidents TMSA PSC Inspections Data Mining MTIS Terminals Inspection Requests 21 Messages Captain Test Operator

Vessels / Vessel Details / HVPQ5 Details

HVPQ5 Details for Test Vessel A

Vessel Name Test Vessel A	IMO Number 8735431	REG Number	USCG VIN Number
ENI Number	Summer DWT 500	Flag AUSTRALIA	
Last Edited 15 Mar 2022 15:30:51	Last Published 15 Mar 2022 15:31:32		

Edit Online
Launch the online editor, allowing you to edit the HVPQ5 document online in real-time.

Upgrade to HVPQ6
Upgrade your HVPQ5 to a draft HVPQ6 document. Questions with a defined HVPQ6 mapping will be migrated.

Edit Offline
Download the desktop editor which can be used to edit HVPQ5 documents using desktop software (requires Adobe AIR).

Publish
Publish the current version of the HVPQ5 document.



9.3 Creating Barge particulars

When creating particulars for a barge there are several options listed on the Particulars Version dropdown list.

North American Barge.

SIRE Vessels Incidents TMSA PSC Inspections Data Mining MTIS Terminals Inspection Requests 22 Messages Captain Test Operator

Vessels / Vessel Details / Create BPQ5

Create BPQ5 Document

No BPQ5 document exists for this Vessel. Click the button below to create a BPQ5 document. Once this has been done, you will be able to either edit the Document using the Online Editor, or check out the BPQ5 XML and work offline using the Desktop Editor.

Vessel Name: Test Barge A
IMO Number: _____
REG Number: _____
USCG VIN Number: 2412541

ENI Number: _____
Summer DWT: 50
Flag: UNITED STATES

Particulars Version

- USA Inland Barge Particulars Questionnaire
- USA Inland Barge Particulars Questionnaire**
- USA Inland Tug Particulars Questionnaire
- USA Offshore Barge Particulars Questionnaire
- USA Offshore Tug Particulars Questionnaire

South American Barge:

SIRE Vessels Incidents TMSA PSC Inspections Data Mining MTIS Terminals Inspection Requests 22 Messages Captain Test Operator

Vessels / Vessel Details / Create BPQ5

Create BPQ5 Document

No BPQ5 document exists for this Vessel. Click the button below to create a BPQ5 document. Once this has been done, you will be able to either edit the Document using the Online Editor, or check out the BPQ5 XML and work offline using the Desktop Editor.

Vessel Name: Test Barge B
IMO Number: _____
REG Number: 24154-88
USCG VIN Number: _____

ENI Number: _____
Summer DWT: 30
Flag: CANADA

Particulars Version

- South and Central America Inland DB Particulars Questionnaire
- South and Central America Inland DB Particulars Questionnaire**
- South and Central America Inland SP Barge Particulars Questionnaire
- South and Central America Inland Tug Particulars Questionnaire
- European Barge Particulars Questionnaire
- Barge Particulars Questionnaire, Rest of the World

European Barge or Tug

SIRE Vessels Incidents TMSA PSC Inspections Data Mining MTIS Terminals Inspection Requests 22 Messages Captain Test Operator

Vessels / Vessel Details / Create BPQ5

Create BPQ5 Document

No BPQ5 document exists for this Vessel. Click the button below to create a BPQ5 document. Once this has been done, you will be able to either edit the Document using the Online Editor, or check out the BPQ5 XML and work offline using the Desktop Editor.

Vessel Name: Test Barge C
IMO Number: _____
REG Number: _____
USCG VIN Number: _____

ENI Number: 32658748
Summer DWT: 35
Flag: UNITED STATES

Particulars Version

- European Barge Particulars Questionnaire
- European Barge Particulars Questionnaire**
- Barge Particulars Questionnaire, Rest of the World

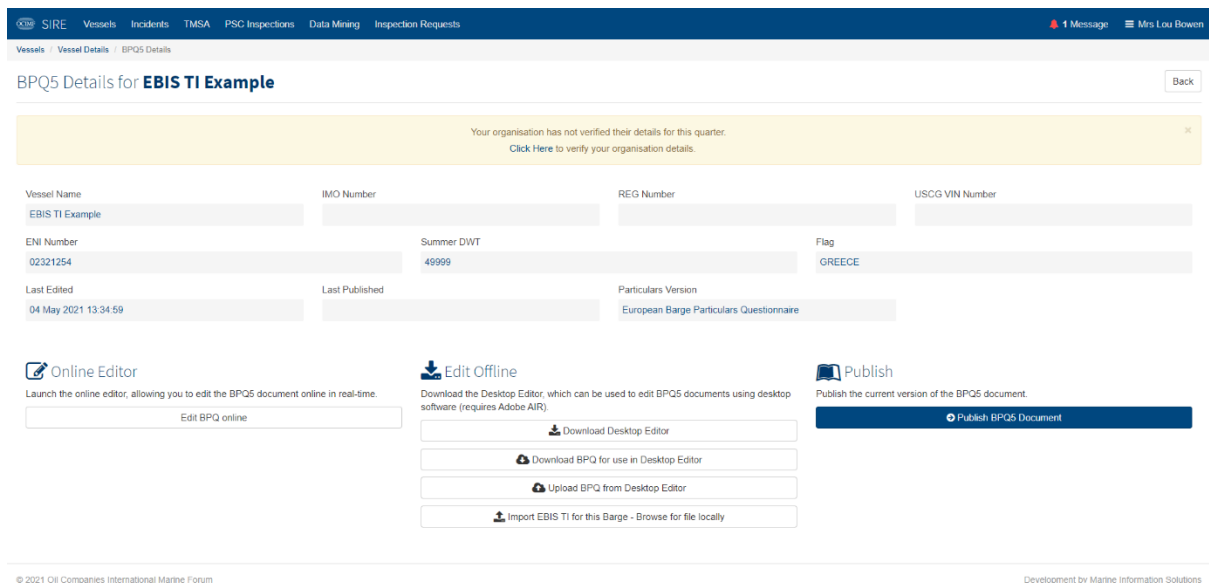
Cancel Create

9.3.1 Ebis data import

Technical operators of barges whom have entered fleets' technical information into the EBIS database using the EBIS v8 Technical Information questionnaire, can import the data directly into SIRE.

Upon selecting the European BPQ5 template, the option to import EBIS Technical Information becomes available.

Select 'Import EBIS TI for this Barge – Browse for file locally' from the bottom of the Particulars page, to import a TI document from your local machine. From the Upload EBIS TI page, select 'Browse' to select a file to upload. Select 'Upload' from the bottom of the page once the correct file has been selected. This will upload the EBIS data for the barge.



The screenshot displays the SIRE system interface for editing BPQ5 details. The top navigation bar includes 'SIRE', 'Vessels', 'Incidents', 'TMSA', 'PSC Inspections', 'Data Mining', and 'Inspection Requests'. The user is logged in as 'Mrs Lou Bowen' with 1 message. The page title is 'BPQ5 Details for EBIS TI Example'. A yellow warning banner states: 'Your organisation has not verified their details for this quarter. Click Here to verify your organisation details.' Below this, a form contains the following fields: Vessel Name (EBIS TI Example), IMO Number, REG Number, USCG VIN Number, ENI Number (02321254), Summer DWT (49999), Flag (GREECE), Last Edited (04 May 2021 13:34:59), Last Published, and Particulars Version (European Barge Particulars Questionnaire). At the bottom, there are three main sections: 'Online Editor' with a button 'Edit BPQ online', 'Edit Offline' with a sub-header 'Download the Desktop Editor, which can be used to edit BPQ5 documents using desktop software (requires Adobe AIR)' and buttons for 'Download Desktop Editor', 'Download BPQ for use in Desktop Editor', 'Upload BPQ from Desktop Editor', and 'Import EBIS TI for this Barge - Browse for file locally'; and 'Publish' with a button 'Publish BPQ5 Document'.

9.4 Editing a particulars document online

The SIRE system has a fully featured online particulars editor which requires no software to be installed. Click the "Edit Online" button to launch the online editor and start completing vessel particulars.

Any changes made to the particulars document are automatically saved, however, the document must be published before it is available to the SIRE members. Likewise,



following initial publication the ship operator can continue to make further modifications which will not be available to SIRE members until a subsequent publication.

9.4.1 Editing a particulars document offline

The SIRE system provides a fully featured offline particulars editor which can be downloaded and installed by the ship operator. This software allows collection of vessel particulars without an internet connection.

This area provides three features:

- Download the desktop editor for installation offline
- Download the current particulars document for editing within the offline editor
- Upload an updated particulars document edited using the offline editor

Once a particulars document has been uploaded it can be further modified using the SIRE online editor. As with the online editor modifications to particulars documents are not available to SIRE members until the document has been published.

9.4.2 HVPQ5 – updating Remote Inspections

Within the HVPQ5 Question 2.1.4, date information can be entered for 10 certificate types.

2.1.4. Certificate dates

	Date issued	Date expires	Last annual	Last intermediate	Date of endorsement
Safety equipment certificate	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘
Safety radio certificate	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘
Safety construction certificate	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘
Loadline certificate	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘
International Oil Pollution Prevention Certificate (IOPP)	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘
Safety management certificate (SMC)	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘
Document of compliance (DOC)	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘
International ship security certificate	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘
USCG letter of compliance	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘
USCG certificate of compliance	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘	01/10/2010 ✘



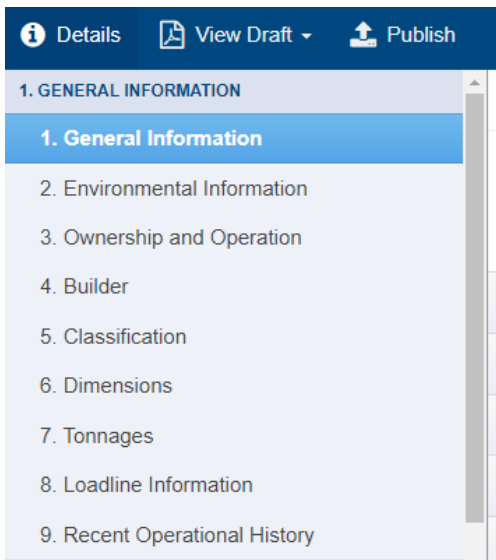
Within the HVPQ6 Question 2.1.5, date information can be entered for 23 certificate types.

2.1.5. Certificate dates

	Date Issued	Date Expires	Last Annual	Last Intermediate	Date of endorsement
Safety Equipment Certificate	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY
Safety Radio Certificate	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY
Safety Construction Certificate	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY
Loadline Certificate	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY
International Oil Pollution Prevention Certificate (IOPPC)	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY
International Ballast Water Management Certificate (BWMC)	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY
Safety Management Certificate (SMC)	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY
Document of Compliance (DOC)	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY
International Ship Security Certificate	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY
USCO Certificate of Compliance	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY
Minimum safe manning document	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY
Civil Liability Certificates	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY
Civil Liability Convention Certificate (1992) - Oil	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY
Civil Liability Convention 2001 (CLC) Certificate - Bunker	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY
Wreck removal Convention Certificate	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY
U.S. Certificate of Financial Responsibility - Expiry Date	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY
Vessel General Permit Issue date	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY
Certificate of Fitness (Expiry Dates) - Chemicals	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY
Certificate of Fitness (Expiry Dates) - Gas	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY
Noxious Liquids Certificate (Expiry Date)	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY
Date of issue of the Unattended Machinery Space (UMS) Certificate	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY
Date of issue of the International Tonnage Certificate	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY
Class Certificate	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY	DDMM/YYYY

9.5 Publishing a particulars document

Following any modification of a particulars document, whether this be using the online or the offline editor, the ship operator must publish the document before it is available to SIRE members.

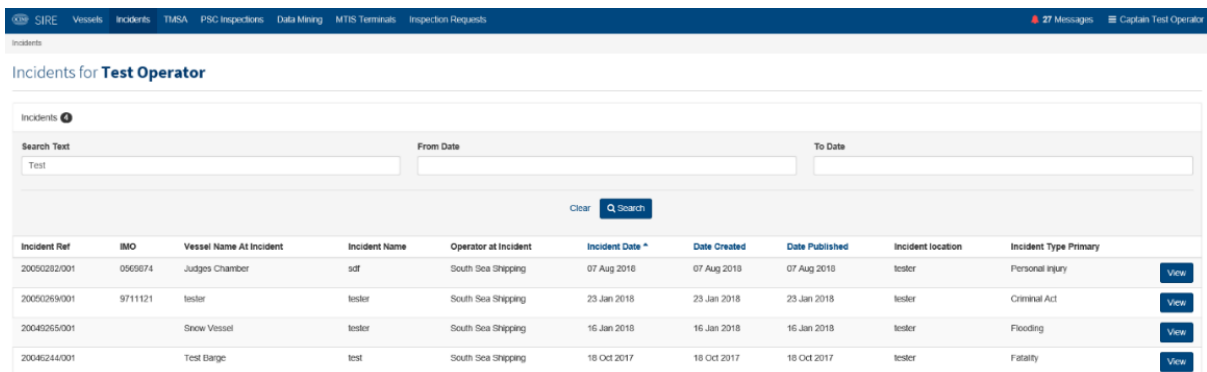


10 Incidents

Vessel incidents can be accessed one of two ways:

1. Click the “Incidents” tab at the top of the page to view all incidents registered for the ship operator’s fleet
2. For a specific vessel choose one of the incident counts as described in “Vessel Details” section above

The incident grid will be displayed as above.



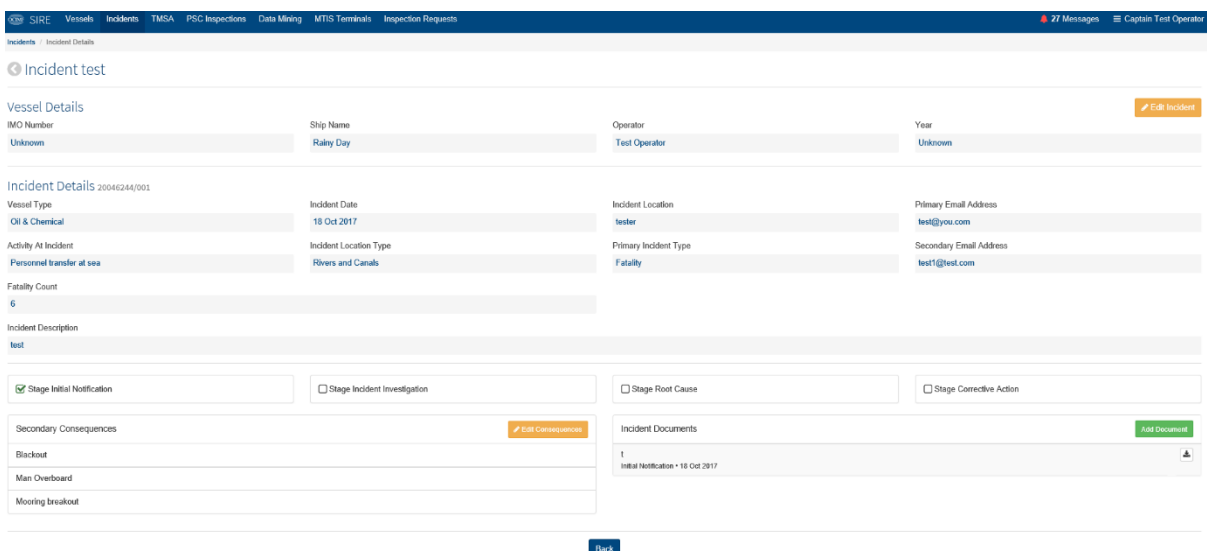
Incidents for **Test Operator**

Search Text: From Date: To Date:

Clear

Incident Ref	IMO	Vessel Name At Incident	Incident Name	Operator at Incident	Incident Date *	Date Created	Date Published	Incident location	Incident Type Primary	
20050282/001	0569674	Judges Chamber	sdf	South Sea Shipping	07 Aug 2016	07 Aug 2018	07 Aug 2018	tester	Personal injury	View
20050269/001	9711121	tester	tester	South Sea Shipping	23 Jan 2018	23 Jan 2018	23 Jan 2018	tester	Criminal Act	View
20049265/001		Snow Vessel	tester	South Sea Shipping	16 Jan 2018	16 Jan 2018	16 Jan 2018	tester	Flooding	View
20046244/001		Test Barge	test	South Sea Shipping	18 Oct 2017	18 Oct 2017	18 Oct 2017	tester	Fatality	View

Click the blue arrow to the right of the incident’s row to show the incident details page.



Incident test

Vessel Details [Edit Incident](#)

IMO Number	Ship Name	Operator	Year
Unknown	Rakry Day	Test Operator	Unknown

Incident Details 20046244/001

Vessel Type	Incident Date	Incident Location	Primary Email Address
Oil & Chemical	18 Oct 2017	tester	test@you.com
Activity At Incident	Incident Location Type	Primary Incident Type	Secondary Email Address
Personnel transfer at sea	Rivers and Canals	Fatality	test1@test.com

Fatality Count: 6

Incident Description: test

Stage Initial Notification
 Stage Incident Investigation
 Stage Root Cause
 Stage Corrective Action

Secondary Consequences [Edit Consequences](#)
 Incident Documents [Add Document](#)

Blackout
 Man Overboard
 Mooring breakout

1 Initial Notification - 18 Oct 2017

[Back](#)

Within this incident area the ship operator can perform the following functions:

- Create a new incident
- Edit the incident information page



- Edit the secondary consequences
- Add documents





11 Vessel Certificates

The vessel certificate repository is available through the vessel details page as described in the “Vessel Details” section above.

Vessel Certificates
Last Updated: 08 July 2020
Edit
History

11.1 Uploading a Certificate

Selecting Edit from the Vessel Certificates Grid on the Vessel Details screen opens the Certificate upload page.

This area allows the operator to maintain a record of certificates that are associated to the vessel.

Selecting Edit on the Vessel Certificates grid will open the Vessel certificates page. This page will display all the latest uploaded certificates, the version of certificate and any dates associated to the certificate.

⊙ Vessel Certificates for Test Vessel

Warning:

- 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. Files with any form of encryption or password protection will not be uploaded.
- All files uploaded will be encrypted and protected from download, copying and printing.
- Uploads are limited to the following file types: .docx, .jpeg, .png, .pdf, .xlsx and to a file size of 10MB

Certificate Type	Issue Date	Expiry Date	Last Annual	Last Intermediate	Date of Endorsement	Upload Date	Version	File Process Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Browse..."/> No file selected		<input type="button" value="Upload"/>

The Certificate Types that can be uploaded to the repository are as follows:

- Civil Liability Convention (1992) certificate
- Safety Equipment Certificate – supplemented by Form E
- U.S. Coastguard Certificate of Compliance
- Noxious Liquid Substances (NLS) Certificate
- U.S. Coastguard Certificate of Documentation
- IOPP Certificate – supplemented by Form A or B
- Document of Compliance – (DOC)
- Safety Construction Certificate





U.S. Coastguard Letter of Compliance
Certificate of Fitness for the Carriage of Chemicals or Gas
Safety Radio Certificate – supplemented by Form R
Maritime Labour Convention (2006)
Certificate of Registry
Continuous Synopsis Record
Ballast Water Management Certificate
Statement of Compliance supplement
Safety Management Certificate
U.S. Coastguard Certificate of Inspection
International Ship Security Certificate
Towing Safety Management System (TTMS) Certificate
Minimum Safe Manning Document
Loadline Certificate
Other

The options displayed when adding a certificate to the repository are as follows:

- Certificate Type – dropdown list matching options available in the particulars
- Issue Date – optional date entry
- Expiry Date – optional date entry
- Last Annual – optional date entry
- Last Intermediate – optional date entry
- Date of Endorsement – optional date entry
- Upload Date – Timestamp created when document is uploaded
- Version – increments given by how many documents of the same name have been uploaded
- File Process Status – Displays as a tick once the document has been encrypted

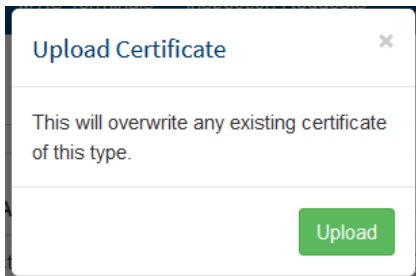
Upon selecting ‘Upload’ the grid is automatically updated to display the next revision of the certificate.

The screenshot shows the OCIMF SIRE interface. At the top, there is a navigation bar with links for SIRE, Vessels, Incidents, TMSA, PSC Inspections, Data Mining, MTIS Terminals, and Inspection Requests. The main heading is "Vessel Certificates for Test Vessel #001". Below this is a table with the following columns: Certificate Type, Issue Date, Expiry Date, Last Annual, Last Intermediate, Date of Endorsement, Upload Date, and Version. The table contains one row for a "Safety Equipment Certificate" with the following values: Issue Date: 01 Jan 2020, Expiry Date: 01 Jan 2021, Last Annual: 01 Feb 2020, Last Intermediate: 12 Feb 2020, Date of Endorsement: 17 Jan 2020, Upload Date: 30/04/2020 13:18:50, and Version: 2. To the right of the table is a "Download" button. Below the table is an upload form with a dropdown menu for Certificate Type, and input fields for Issue Date, Expiry Date, Last Annual, Last Intermediate, and Date of Endorsement. There is a "Browse..." button for file selection, which currently shows "No file selected.", and an "Upload" button.

Certificate Type	Issue Date	Expiry Date	Last Annual	Last Intermediate	Date of Endorsement	Upload Date	Version
Safety Equipment Certificate	01 Jan 2020	01 Jan 2021	01 Feb 2020	12 Feb 2020	17 Jan 2020	30/04/2020 13:18:50	2

11.1.1.1 Update a Certificate

To update a certificate, the user must upload a new certificate of the same type, the grid will then increment the version number in the version column. When adding a certificate to the grid a warning message is shown to state the certificate will be overwritten if that type already exists within the grid.




11.1.1.2 'Other' Certificates

If the Operator needs to upload a certificate that is not on the predetermined dropdown list then they can use the 'Other' option. When selected the 'other' option has the same options as a predefined certificate, with the added option of a free text Description. The description will become the certificate type once the certificate has been uploaded.

Certificate Type	Issue Date	Expiry Date	Last Annual	Last Intermediate	Date of Endorsement	Upload Date	Version	File Process Status
Safety Equipment Certificate	01 Jan 2020	01 Jan 2021	28 Apr 2020	15 Jun 2020	11 Jun 2020	13/08/2020 13:43:25	1	Download
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Browse No file selected		Upload
Description <input type="text"/>								

11.1.2.1 Deleting Certificates

The option to delete a certificate is available for 'Other' Certificates, this is due to versioning being unavailable. To remove an 'other' document from the certificate

repository select the Delete button , once confirmed the certificate will be removed.

11.1.2.2 Edit Certificate

The option to Edit the certificate will be available for the 'Other' type certificates. Once Edit is selected a new page will open that allows the operator to edit the description.

🔍 Edit Certificate

Vessel	Type	Description
Test Vessel	Other	Certificate description 1.0



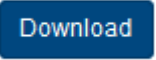
11.2 Certificate History

The Certificate History page displays all versions of certificates that have been uploaded.

Historical Vessel Certificates for WebServices_Vessel_1

Certificate Type	Issue Date	Expiry Date	Last Annual	Last Intermediate	Date of Endorsement	Upload Date	Version	File Process Status	
Document of Compliance (DOC)						23/07/2020 08:48:28	1	✓	Download
Loadline Certificate						23/07/2020 09:57:19	1	✓	Download
Other - urabitor vehicula nibh faucibus tortor pulvinar non malesuada est fermentum. Mauris interdum arcu la		03 Jun 2021				02/06/2020 09:49:05	1	✓	Delete Edit Download
Safety Construction Certificate		19 May 2021				22/05/2020 09:25:34	1	✓	Download
Safety Equipment Certificate		02 Jul 2020				15/06/2020 13:59:35	3	✓	Download
Safety Equipment Certificate		29 May 2022				26/05/2020 09:13:56	2	✓	Download
Safety Equipment Certificate		23 May 2021				22/05/2020 09:24:38	1	✓	Download
Safety Radio Certificate		05 Aug 2020				23/07/2020 08:49:13	1	✓	Download
U.S. Coastguard Certificate of Compliance		28 Apr 2021				22/05/2020 09:25:00	1	✓	Download

The version column will display the number of that certificate upload. A timestamp will be displayed to show when the document was uploaded. All certificates can be viewed

via the Download button  .



12 Crew Matrices

Depending upon the vessel type selected, there are two types of Crew Matrix that can be displayed. All vessels will have the standard 'Online Crew Matrix' automatically applied unless they have a vessel type of 'European Barge' then an 'EBIS Online Crew Matrix' will be applied.

The online crew matrix area is accessible through the vessel details page as described in the "Vessel Details" section above.

Online Crew Matrix	EBIS Online Crew Matrix
Last Updated: 06/04/2020	Last Updated: 17/06/2021
Edit	Edit
View PDF	View PDF
View XML	View XML
View Audit History	View Audit History
	External Admin

This area allows the operator to create and manage the crew record for their vessels. Selecting the "edit" button from the screenshot above (or the "create" button on first use of the crew matrix for a vessel) shows the crew matrix details page for the vessel.

If an External Crew Administrator has been assigned to manage the vessel crew, 'External Admin' will be displayed and clicking will display the Manage User screen.

12.1 Online Crew Matrix

The crew matrix screen separates officer and engineer crew on to two tabs as shown on the screenshot below. When viewing details of either officer or engineer crew the individual crew members are listed and an "Add new officer" or "Add new engineer" button is shown accordingly.





Vessels / Vessel Details / Crew Matrix

Crew Matrix for **Barnes Bridge** IMO 8108731

[View PDF](#) [Guidelines for Completion](#)

Officers **Engineers**

[+ Add New Officer](#)

Rank	Nationality	Certificate		
Master	Latvian Alien	Class 1		
Chief Officer	Ukrainian	Class 1		
2nd Officer	Ukrainian	OOW		
3rd Officer	Latvian	OOW		

General Comments

[Back](#) [Save](#)

From this page the operator can:

- Add new officer and crew records using the 'Add new.....' buttons
- Edit existing officer and crew records using the pencil icon
- View a PDF of the completed crew matrix document using the 'View PDF' button
- View guidelines for appropriate completion of the crew matrix using the 'Guidelines for Completion' button
- Delete a crew member using the dustbin icon

12.1.1 Edit Online Crew Matrix

Information regarding the crew member can be added using the 'Add new....' button or amended using the pencil icon.

Each crew record will display the same editable fields, except 'Rank' which is dependent upon whether you are accessing an 'Officer' or 'Engineer' crew member. In which case, the associated ranks will be displayed.

Time spent fields will be automatically updated based on the date the crew record was created and don't need to be updated manually.



Rank
Chief Officer

Nationality
Australian

Certificate of competency
Class 1

Issuing country
Australia

Administration acceptance
Yes

Tanker certification
Oil, Chemical and Gas

Specialised tanker training
Advanced

Radio qualification
Yes

Years with operator
26.7

Years in rank
3.7

Years on this type of tanker (i.e. oil, chemical or gas)
13.7

Years as watchkeeping officer
13.7

Years on all types of tanker
26.7

Date joined this vessel
01/08/2017

English proficiency
Good

Cancel Save

12.2 EBIS Online Crew Matrix

For each EBIS Crew Member information relating to their qualifications, rank and onboard status are displayed in the crew list.

OCIMF SIRE

Vessels / EBIS Crew Matrix

EBIS Crew Matrix for **EBIS F4** ENI 54712549

View PDF Guidelines for Completion

+ Add New Officer

Officers	Initials	Rank	ADN Certificate	Rhine Certificate (km to km)	Onboard
	AMR	Able Boatman	Chemical and Gas		<input checked="" type="checkbox"/> Onboard
		Apprentice	Chemical and Gas		<input checked="" type="checkbox"/> Onboard
		Boatman	Normal Chemical and Gas	23 to 59	<input checked="" type="checkbox"/> Onboard
	LMB	Boatmaster	Normal and Chemical	23 to 59	<input checked="" type="checkbox"/> Onboard
		Engineer	Normal and Chemical		<input checked="" type="checkbox"/> Onboard
	AK	Helmsman	Normal Chemical and Gas	56 to 99	<input checked="" type="checkbox"/> Onboard
	Test	Boatmaster	N (Normal)	12 to 17	<input type="checkbox"/> Off-board
	AK	Helmsman	C (Chemical)		<input type="checkbox"/> Off-board

Vessel's daily operation period
Red B

General Comments
|

Back Save

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- Add new officer and crew records using the 'Add new Officer' button
- Edit existing officer and crew records using the pencil icon
- View a PDF of the completed crew matrix document using the 'View PDF' button
- View guidelines for appropriate completion of the crew matrix using the 'Guidelines for Completion' button
- Delete a crew member using the dustbin icon
- Onboard – tick box to identify if the crew member is currently on or off board. Selecting the 'Onboard' tick box can quickly update the status of the crew member to 'onboard' or 'offboard' in the crew record.
- Select the Vessel's daily operation period
- Add General Comments

12.2.1 Edit EBIS Online Crew Matrix

Information regarding the crew member can be added using the 'Add new Officer' button or amended using the pencil icon.

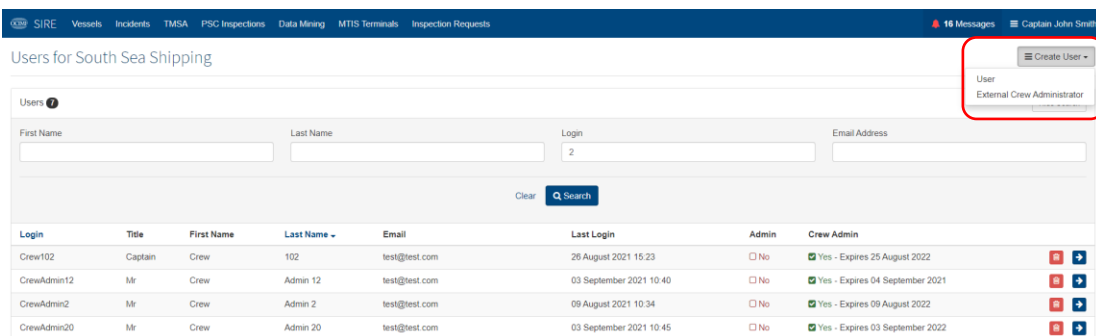
The screenshot displays a web form for editing crew member information. The fields are as follows:

- Crew Initials: LMB
- Crew Rotation: 14/14
- Status: Onboard
- Rank: Boatmaster
- Sailing time with barge-operator (Years): 1.00
- Sailing time in Rank (Years): 1.00
- Sailing time on tanker barges (Years): 1.00
- Sailing time on this type of barge (Years): 1.00
- Experience on this tanker barge (Years): 1.00
- ADN certificate: N (Normal)
- Navigation certificate: Yes
- Rhine Certificate (km to km): 23 to 59
- Radar certificate: Yes
- VHF certificate: Yes
- LNG Statement: Yes
- Languages (Hold Ctrl to select multiple languages): Dutch, English, French, German

At the bottom of the form, there are three buttons: Cancel, Save, and Transfer.

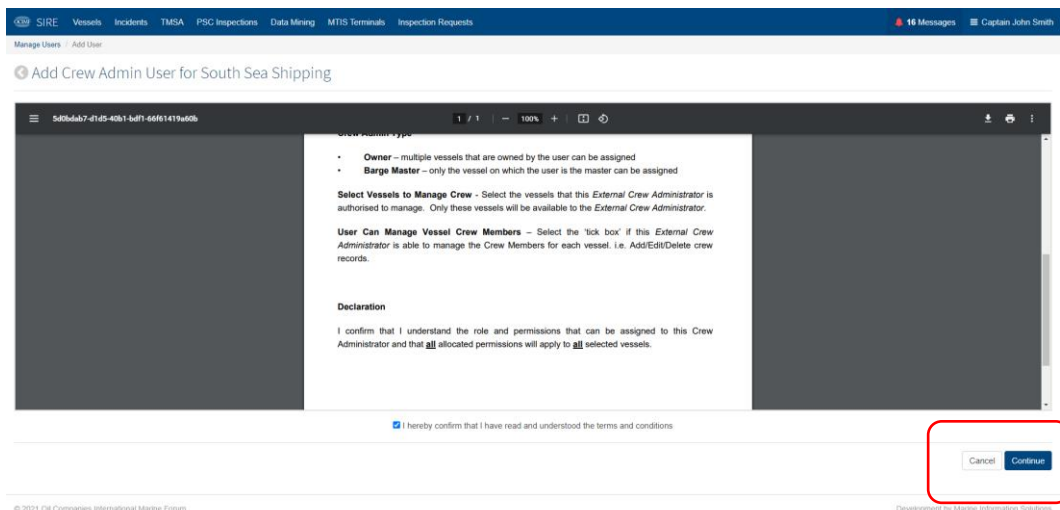
Each crew record will display the same editable fields. 'Time spent' fields will be automatically updated based on the date the crew record was created and don't need to be updated manually.

An 'External Crew Administrator' can be added to the SIRE system from the 'Manage User' screen, using the 'Create User' dropdown item. This is only displayed if the Operators fleet includes at least one European Barge. If the Operators fleet does not include a European Barge, the existing functionality of 'Add User' will remain.

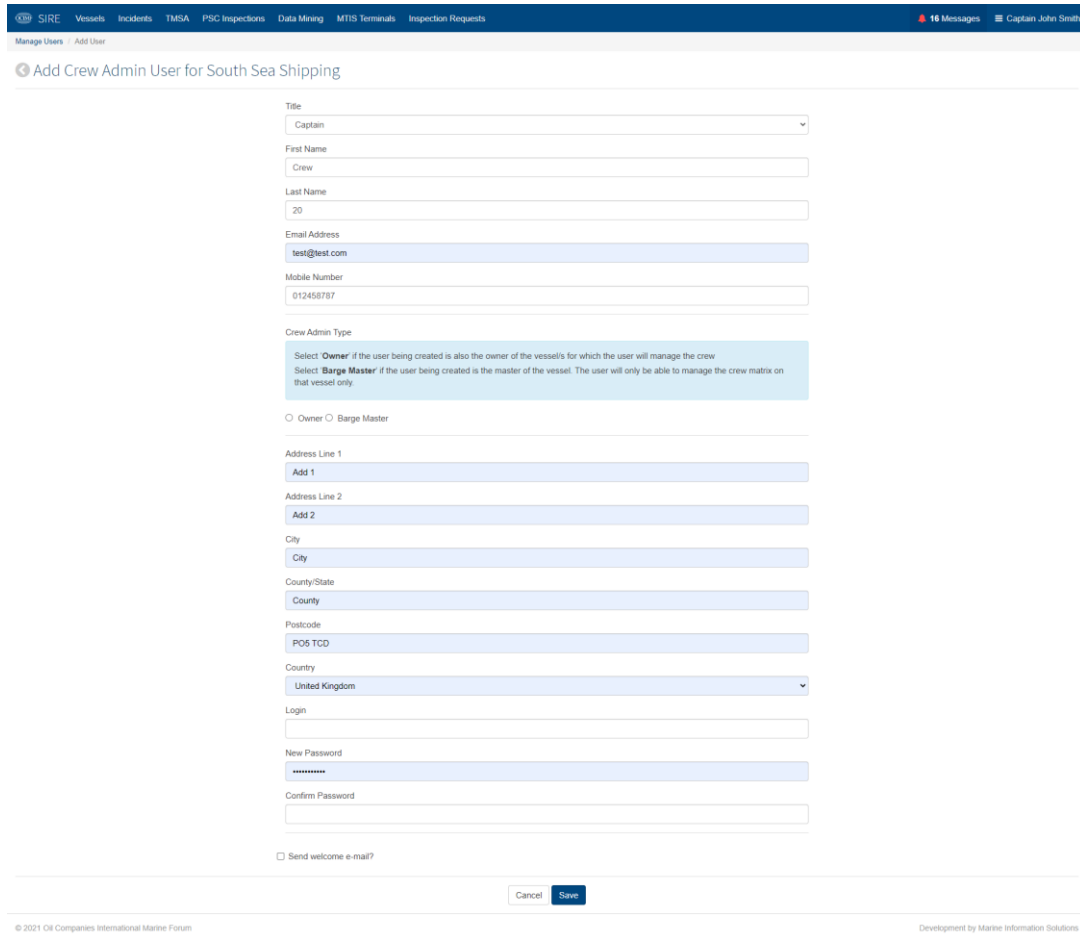


Select 'External Crew Administrator' and a signed agreement screen will be displayed where the Operator will agree to allocating this role to the selected user and the responsibilities involved, by ticking they agree to the terms and conditions displayed.

When the agreement is saved, the front sheet will display information relating to the individuals involved and dates.



Select 'Continue' or select 'Cancel' to return to the 'Manage User' screen.

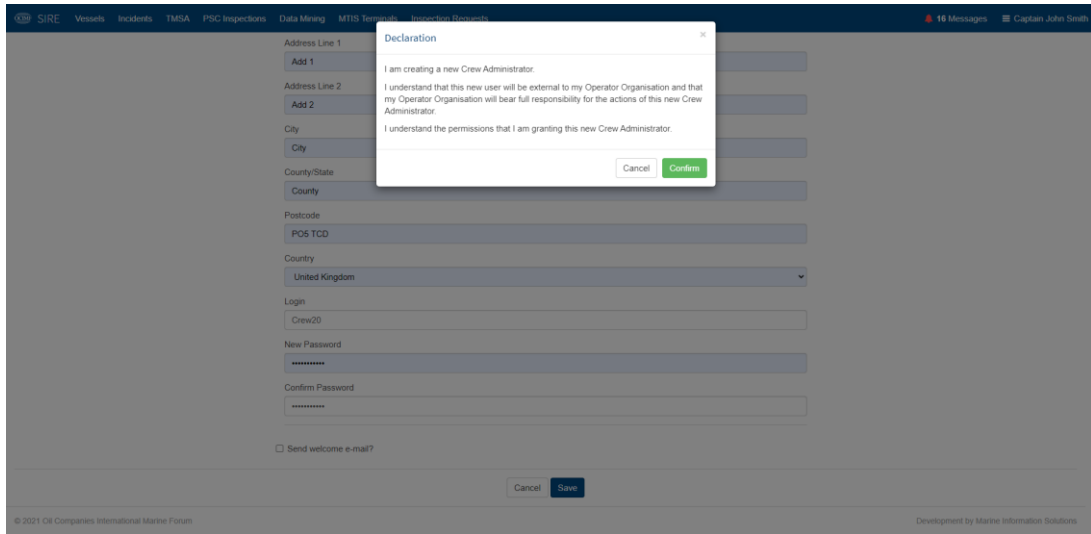


Enter all mandatory address fields and select a 'Crew Admin Type' of either,

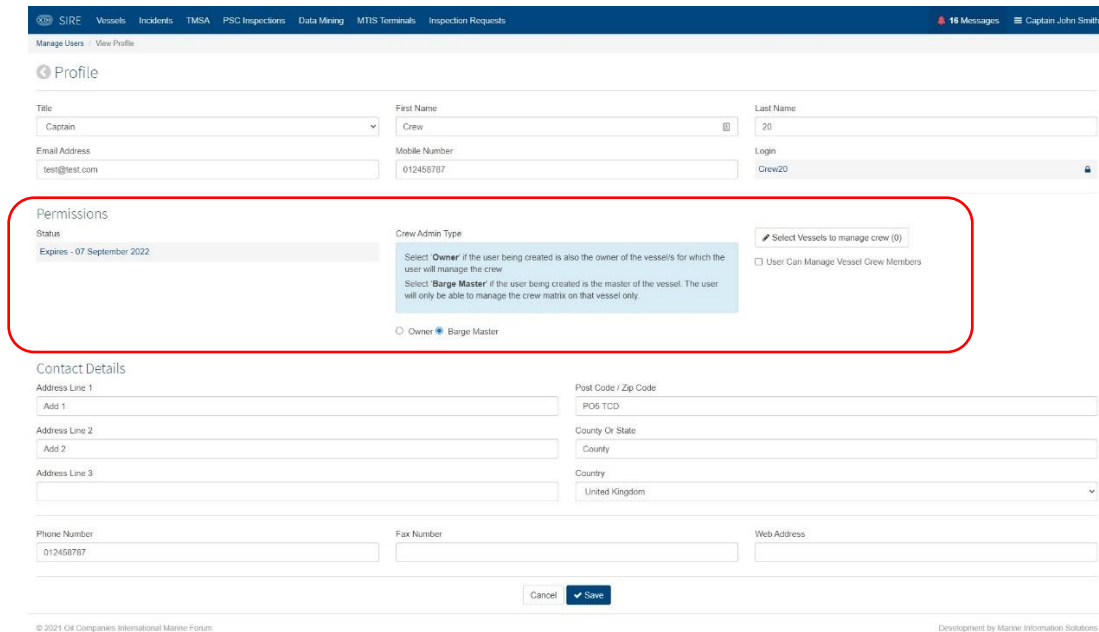
- **Owner** – can be allocated to multiple vessels that are owned by the user
- **Barge Master** – can only be assigned to one vessel on which the user is the master

Select 'Send welcome email' to notify the user of their credentials or distribute the information outside of the system.

Upon selecting 'Save' a Declaration popup will be displayed to confirm that the Operator understands the permissions that they are about to provide to the External Crew Administrator. Select 'Confirm' to continue or 'Cancel' to return to the new user screen.




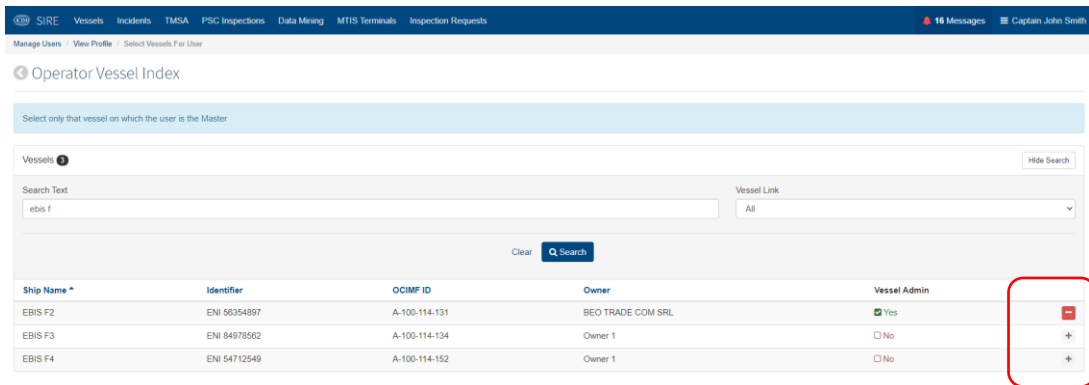
The User Profile screen will be displayed, showing the data that has been provided so far, as well as the Expiry date for the user.






'Select Vessels to manage crew' button to assign vessels from the fleet so that the user can manage crew records onboard. Only European Barges will be displayed in the list.



Using the 'plus' and 'minus' icons against a vessel, select if the user should have access to each vessel. A grey plus icon  indicates that the vessel does not have an EBIS crew document or for a Barge Master, the maximum number of vessels has been allocated.

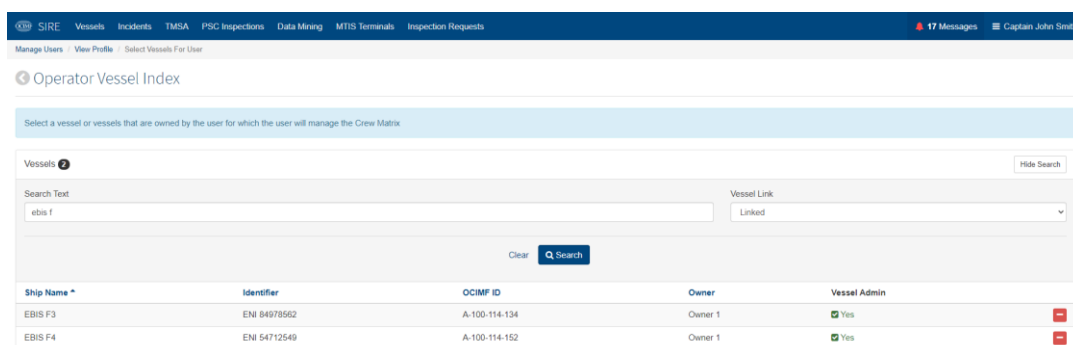


The screenshot shows the 'Operator Vessel Index' page. At the top, there is a navigation bar with 'SIRE' and various menu items. Below the navigation bar, there is a search section with 'Search Text' (containing 'ebis f') and 'Vessel Link' (set to 'All'). A table lists three vessels:



Ship Name *	Identifier	OCIMF ID	Owner	Vessel Admin	
EBIS F2	ENI 56354897	A-100-114-131	BEO TRADE COM SRL	<input checked="" type="checkbox"/> Yes	
EBIS F3	ENI 84978562	A-100-114-134	Owner 1	<input type="checkbox"/> No	
EBIS F4	ENI 54712549	A-100-114-152	Owner 1	<input type="checkbox"/> No	

When a selection has been made, the list can be filtered using the 'Vessel Link' filter to show the list of vessels that have been selected. Select the grey back icon at the top of the screen to return to the User Profile page.

If a vessel changes ownership, any permissions assigned by the previous Ship Operator will be removed from the user and the process must start again with the new Ship Operator.



The screenshot shows the 'Operator Vessel Index' page with the 'Vessel Link' filter set to 'Linked'. The table lists two vessels:

Ship Name *	Identifier	OCIMF ID	Owner	Vessel Admin	
EBIS F3	ENI 84978562	A-100-114-134	Owner 1	<input checked="" type="checkbox"/> Yes	
EBIS F4	ENI 54712549	A-100-114-152	Owner 1	<input checked="" type="checkbox"/> Yes	

If the 'Crew Admin Type' of 'Barge Master' is selected, where more than one vessel has been previously assigned, a message will be displayed to inform the Operator that too many vessels are selected for the 'Crew Admin Type'. The number of vessels should be reduced to 1 before making this selection.



Crew Admin Type

Select **Owner** if the user being created is also the owner of the vessel/s for which the user will manage the crew
Select **Barge Master** if the user being created is the master of the vessel. The user will only be able to manage the crew matrix on that vessel only.

Owner Barge Master

Only 1 vessel can be selected for Barge Master

Select Vessels to manage crew (3)

User Can Manage Vessel Crew Members

When an External Crew Administrator is allocated to a vessel a new icon 'External Admin' will display on the Crew Matrix grid on the Vessel Details screen. Selecting 'External Admin' will display the 'Manage User' screen.

EBIS Online Crew Matrix
Last Updated: 10/05/2021
Edit
View PDF
View XML
View Audit History
External Admin

The default 'External Crew Administration' role provides the following permissions for the Crew Matrix.

- On/Off board indicator
- View Crew Matrix PDF
- Guidelines for Completion
- Vessel's daily operation period
- General comments
- Back and Save



OCIMF SIRE Vessels Incidents TMSA PSC Inspections Data Mining MTIS Terminals Inspection Requests 17 Messages Captain John Smith

Manage Users View Profile

Profile

Last login: 07 September 2021 11:30

Title: Captain First Name: Crew Last Name: 20
Email Address: test@test.com Mobile Number: 012458787 Login: Crew20

Permissions

Status: Expires - 07 September 2022

Crew Admin Type: Select Vessels to manage crew (2) User Can Manage Vessel Crew Members

Select **Owner** if the user being created is also the owner of the vessels for which the user will manage the crew
Select **Barge Master** if the user being created is the master of the vessel. The user will only be able to manage the crew matrix on that vessel only.

Owner Barge Master

Contact Details

Address Line 1: Add 1 Post Code / Zip Code: POS TCD
Address Line 2: Add 2 Country Or State: County
Address Line 3: Country: United Kingdom

Phone Number: 012458787 Fax Number: Web Address:

Cancel Save

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If editing of crew members is required by the user, tick 'User can manage vessel crew members' and additional fields will be displayed for the Crew Matrix.

- Add new officer
- Edit and Delete

Upon selecting this tick box, an additional Declaration will be displayed to confirm that the Operator understands the permissions that will be allocated.

test@test.com

Permissions

Status: Expires - 07 September 2022

Crew Admin Type: Select Vessels to manage crew (3) User Can Manage Vessel Crew Members

Select **Barge Master** if the user being created is the master of the vessel. The user will only be able to manage the crew matrix on that vessel only.

Owner Barge Master
Only 1 vessel can be selected for Barge Master

Contact Details

Address Line 1: Add 1 Post Code / Zip Code: POS TCD
Address Line 2: Add 2 Country Or State: County
Address Line 3: Country: United Kingdom

Phone Number: 012458787 Fax Number: Web Address:

Cancel Save

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Declaration

Selecting this tick box will give the Crew Administrator permission to Add/Amend and Delete crew records.
Please confirm

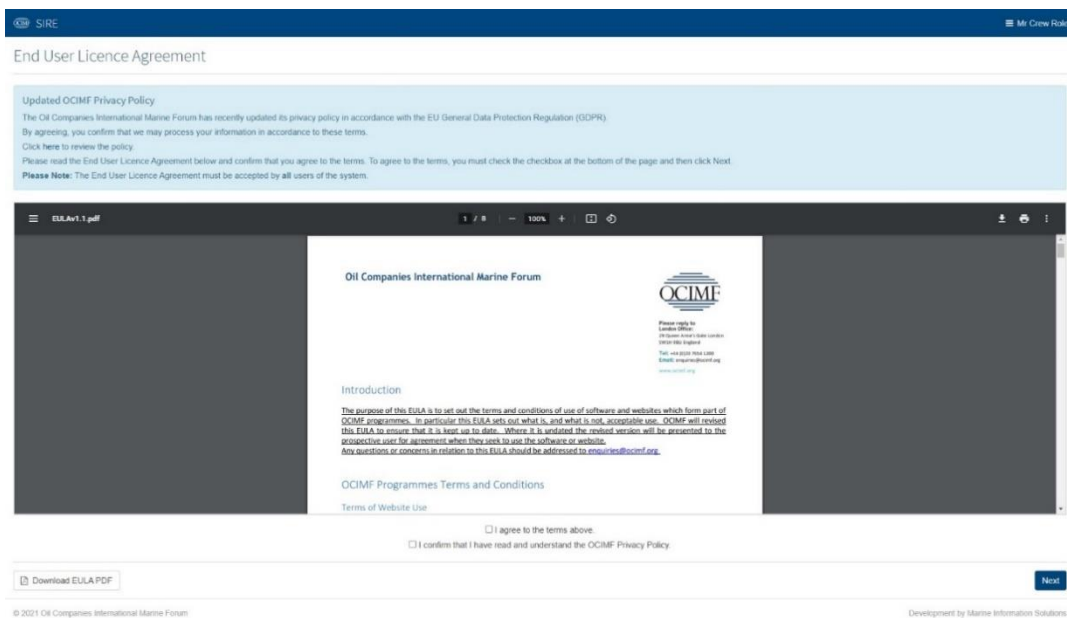
Confirm Cancel



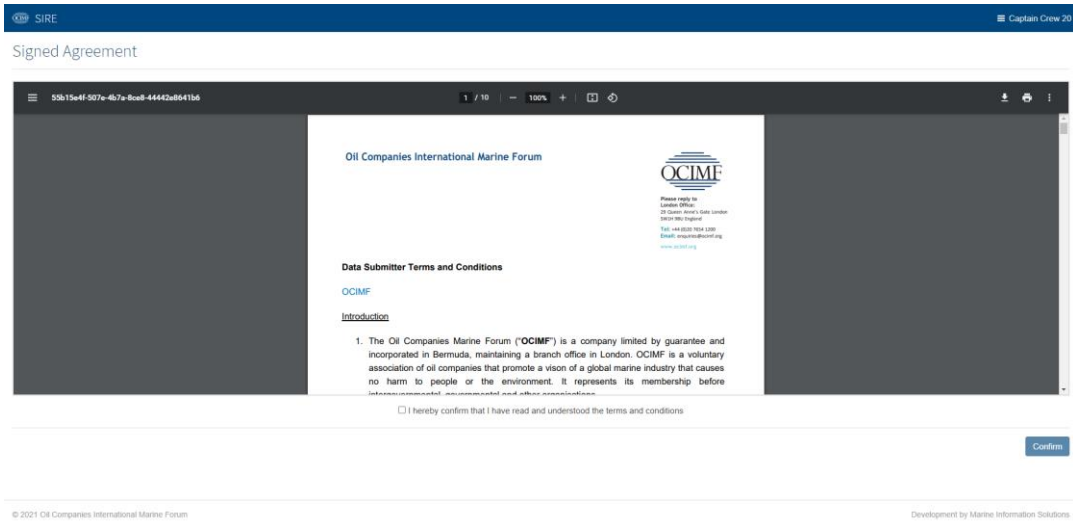
Select 'Confirm' to accept the permission allocation and 'Save' to save the user record.

12.2.2 External Crew Administrator

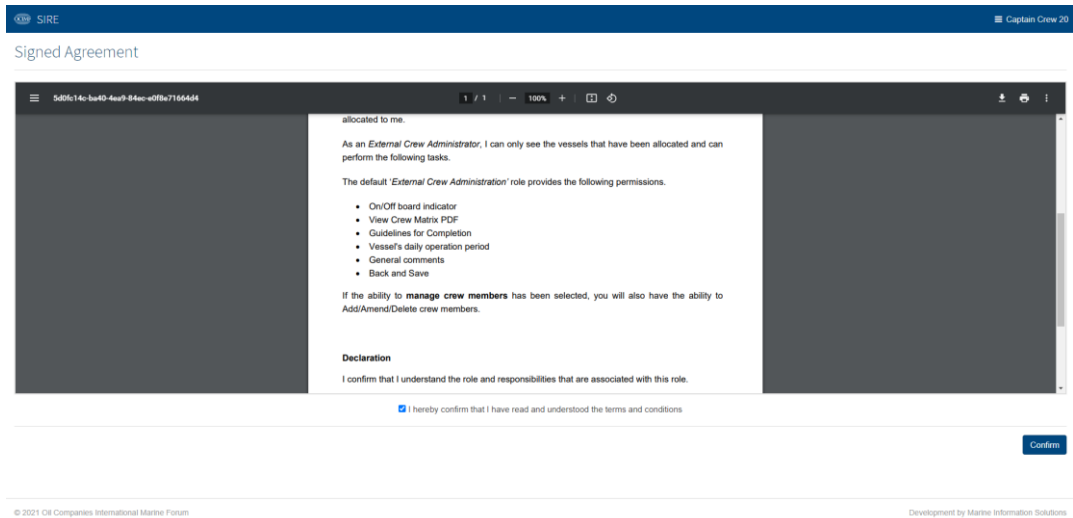
Upon first login, the External Crew Administrator will be asked to sign the SIRE EULA, Data Submitter Agreement, followed by the External Crew Administration Role Signed Agreements.



Tick agreement of the terms displayed and select 'Next'. The Data Submitter Terms and Conditions will be displayed.



Tick agreement of the terms displayed and select 'Next' to move to the Crew Administrator Terms and Conditions.



Tick agreement of the Terms displayed and select 'Confirm' to accept.

Upon completion of the signed agreements and successful login, the External Crew Administrator will be taken to the Vessel Index screen. This screen will only display the vessels that have been allocated by the Operator. If no vessels have been allocated, this list will be blank.

Vessel Index

Vessels 2 Hide Search

Filter: All Search Text

Clear Q Search

Ship Name *	Identifier	OCIMF ID	Owner	Last Crew Edit Date	Last VPG Publication Date	Last Inspection Date	Last Inspection Type
EBIS F3	ENI 84978562	A-100-114-134	Owner 1	25 Aug 2021	BPG5 - 27/11/2020	06 Nov 2020	EBIS 9
EBIS F4	ENI 54712549	A-100-114-152	Owner 1	25 Aug 2021	BPG5 - 09/06/2021	16 Dec 2020	EBIS 9

Selecting the blue arrow icon against a vessel will display the Crew Matrix with the selected access permissions for the user.

The default External Crew Administrator permissions allow the updating of 'On/Offboard' indicator, 'Vessel's daily operation period' and 'General Comments' only.

Vessels / EBIS Crew Matrix

EBIS Crew Matrix for **EBIS F4** ENI 54712549 View PDF Guidelines for Completion

Officers	Initials	Rank	ADN Certificate	Rhine Certificate (km to km)	Onboard
	AMB	Able Boatman	Chemical and Gas		<input checked="" type="checkbox"/> - Onboard
		Apprentice	Chemical and Gas		<input checked="" type="checkbox"/> - Onboard
		Boatman	Normal Chemical and Gas	23 to 59	<input checked="" type="checkbox"/> - Onboard
	LMB	Boatmaster	Normal and Chemical	23 to 59	<input checked="" type="checkbox"/> - Onboard
		Engineer	Normal and Chemical		<input checked="" type="checkbox"/> - Onboard
	AK	Helmsman	Normal Chemical and Gas	56 to 99	<input checked="" type="checkbox"/> - Onboard
	Test	Boatmaster	N (Normal)	12 to 17	<input type="checkbox"/> - Onboard
	AK	Helmsman	C (Chemical)		<input type="checkbox"/> - Onboard

Vessel's daily operation period:

General Comments:

Back Save

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If the additional 'User Can Manage Vessel Crew Members' permission has been allocated, the additional fields for Add/Edit/Delete crew members will be displayed.



OCIMF SIRE

Vessels | EBIS Crew Matrix

EBIS Crew Matrix for **EBIS F4** ENI 54712549 View PDF Guidelines for Completion

Officers				
Initials	Rank	ADN Certificate	Rhine Certificate (km to km)	Onboard
AMG	Abie Boatman	Chemical and Gas		<input checked="" type="checkbox"/> Onboard
	Apprentice	Chemical and Gas		<input checked="" type="checkbox"/> Onboard
	Boatman	Normal Chemical and Gas	23 to 59	<input checked="" type="checkbox"/> Onboard
LMB	Boatmaster	Normal and Chemical	23 to 59	<input checked="" type="checkbox"/> Onboard
	Engineer	Normal and Chemical		<input checked="" type="checkbox"/> Onboard
AK	Helmsman	Normal Chemical and Gas	56 to 99	<input checked="" type="checkbox"/> Onboard
Test	Boatmaster	N (Normal)	12 to 17	<input type="checkbox"/> Offboard
AK	Helmsman	C (Chemical)		<input type="checkbox"/> Offboard

Vessel's daily operation period
Red B

General Comments

Back Save

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Access to 'Guidelines for Completion' and 'View PDF' are available to all and if the External Crew Administrator downloads a copy of the Crew Matrix, their details will be watermarked across the page, so that it is visible that it was not the Operator that generated the download.

Crew Qualifications - EBIS F4

Vessel ENI	54712549
OCIMF id	A-100-114-152
Vessel name	EBIS F4
Vessel flag	PORTUGAL
Operator	South Sea Shipping
ADN Type	NO without flame arrestors (Normal Open)
Length Overall	90.00
Vessel's daily operation period	Red B
Printed	26 Aug 2021
Last updated by operator	25 Aug 2021

Mr Crew Role - 26 Aug 2021 10:57:03

DISCLAIMER

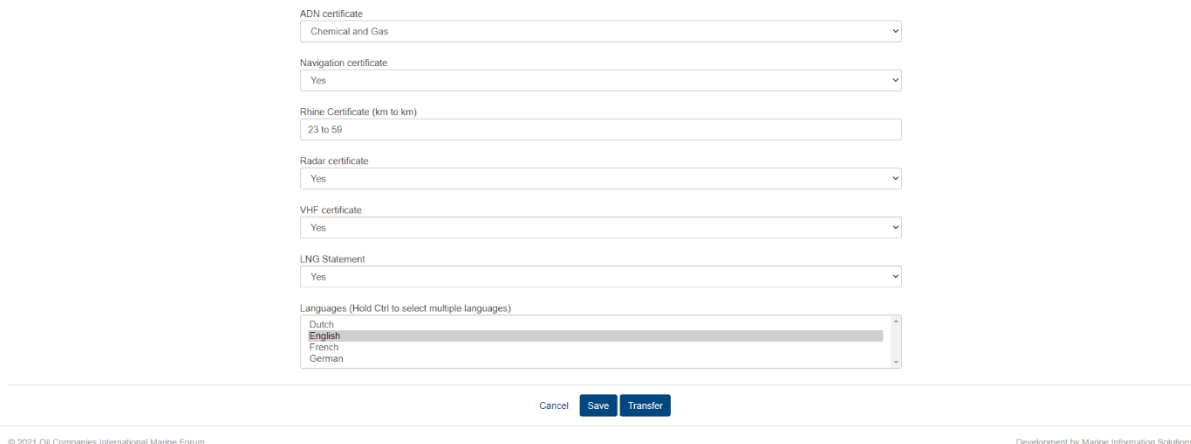
OCIMF DOES NOT WARRANT OPERATOR IDENTITY AND IS NOT RESPONSIBLE FOR THE CHOICE OF SHIPS INSPECTED, THE INSPECTORS CHOSEN, THE PERFORMANCE OF THE INSPECTIONS OR THE CONTENT OF THE REPORTS, OPERATOR COMMENTS AND/OR VESSEL PARTICULAR QUESTIONNAIRE OR CREW MATRIX RESPONSES DISTRIBUTED UNDER THE REVISED PROGRAMME. OCIMF IS INVOLVED ONLY IN THE RECEIPT, ORGANISATION AND DISTRIBUTION OF THE FOREGOING PROGRAMME OUTPUT. OCIMF DOES NOT REVIEW OR EVALUATE SUCH OUTPUT AND EXPRESSES NO OPINION CONCERNING ITS ACCURACY. WHILE OCIMF MAKES EVERY EFFORT TO ENSURE THAT SIRE CREW MATRIX ARE RECEIVED, ORGANISED AND DISTRIBUTED IN ACCORDANCE WITH THE SIRE COMPOSITE GUIDELINES, OCIMF ACCEPTS NO LIABILITY FOR FAILURE TO DO SO.



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12.2.3 Transfer EBIS Crew between Vessels

Selecting the edit icon against a Crew Member in the Crew List, displays the crew record as shown above. The ability to transfer a crew member between vessels is available to the Operator or an External Crew Administrator with more than one vessel and the ability to manage vessel crew members.



ADN certificate
Chemical and Gas

Navigation certificate
Yes

Rhine Certificate (km to km)
23 to 59

Radar certificate
Yes

VHF certificate
Yes

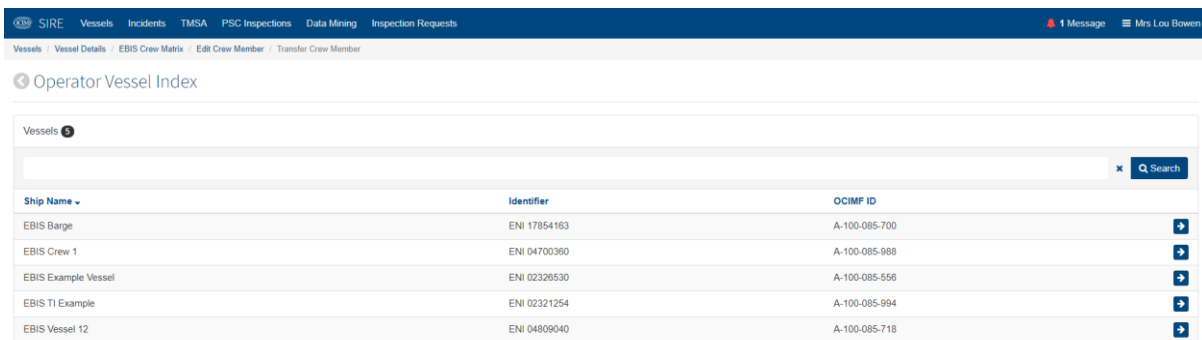
LNG Statement
Yes

Languages (Hold Ctrl to select multiple languages)
Dutch
English
French
German

Cancel Save Transfer

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Selecting the 'Transfer' button will display a list of operators' vessels that are available. Only one vessel may be selected from the list using the blue arrow and the entire crew record will be moved to the selected vessel.



Ship Name	Identifier	OCIMF ID
EBIS Barge	ENI 17854163	A-100-085-700
EBIS Crew 1	ENI 04700360	A-100-085-988
EBIS Example Vessel	ENI 02326530	A-100-085-556
EBIS TI Example	ENI 02321254	A-100-085-994
EBIS Vessel 12	ENI 04809040	A-100-085-718

If transferring the crew member to the new vessel with an 'onboard' status will exceed the maximum numbers onboard (7), a message is displayed to inform the operator that they need to change the board status to 'offboard' and amend the crew record against the new vessel. Select the back button to return to the crew record to make the necessary adjustments.

Operator Vessel Index

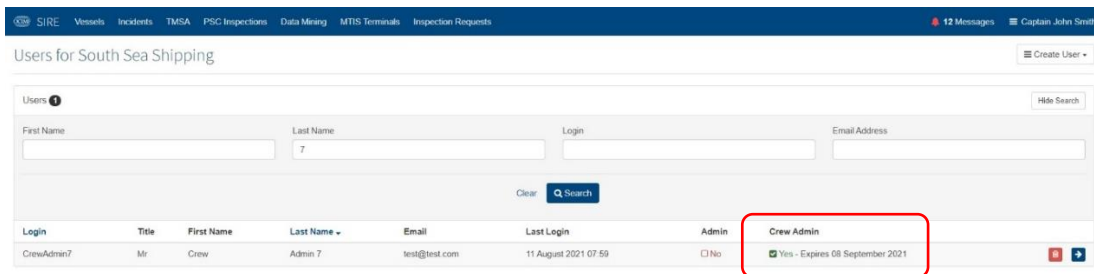
Transferring this crew member to the chosen vessel will exceed the maximum number of crew onboard. Please either amend the Crew Document for that vessel first, or select 'offboard' for this crew member and amend the Crew Document after the transfer has completed.

Vessels **5**

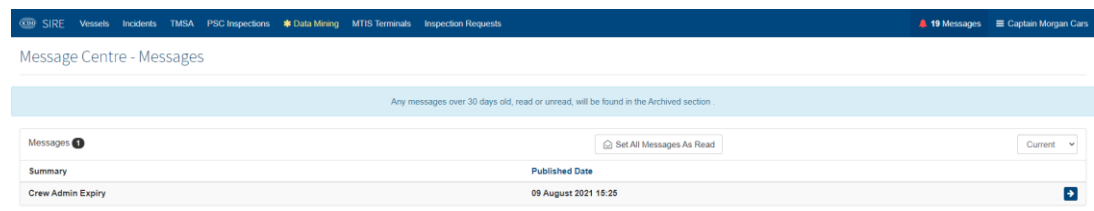
If this limit is not exceeded, the 'Edit Crew Record' screen will be displayed for the details to be checked, particularly 'Sailing time on this barge' and 'Experience on this tanker barge'. All dates will continue to accrue as they do now. Selecting Save will display the crew record against the new vessel.

12.2.4 External Crew Administrator Role Expiry

When an External Crew Administrator is created, an automatic expiry date for the user will be applied that lasts for 12 months. The expiry date for the user will be displayed on the 'Manage User' list screen. Even if no vessels have been associated with the External Crew Administrator user or if they are removed during the 12 month period, the user will remain in the system until deletion or expiry. If no vessels are associated, the user will not be able to see any vessels when they login.



The Operator will be notified 30 days before the user's expiry date. This notification will go to any user with 'Organisation Manager' or 'Sire Administrator' permission and will be issued through the Message Centre within SIRE.





OCIMF SIRE Vessels Incidents TMSA PSC Inspections Data Mining MTIS Terminals Inspection Requests 18

Message Centre / Communication Message Details

Communication Message Details

Set Message As Unread

Crew Admin Expiry 09 Aug 2021 15:25

Crew admin users that require renewal
Please review the below crew admin users as they are due to expire

Full Name	Expires
Mr Crew Admin 7	08 September 2021

The Operator will be able to renew the user in the system by checking the existing user details and selecting the 'Save and Renew' button on the User Profile.

OCIMF SIRE Vessels Incidents TMSA PSC Inspections Data Mining MTIS Terminals Inspection Requests 17 Messages Captain John Smith

Message Users View Profile

Profile

Last login: 07 September 2021 11:49

Title: Captain First Name: Crew Last Name: 20
Email Address: test@test.com Mobile Number: 012458787 Login: Crew20

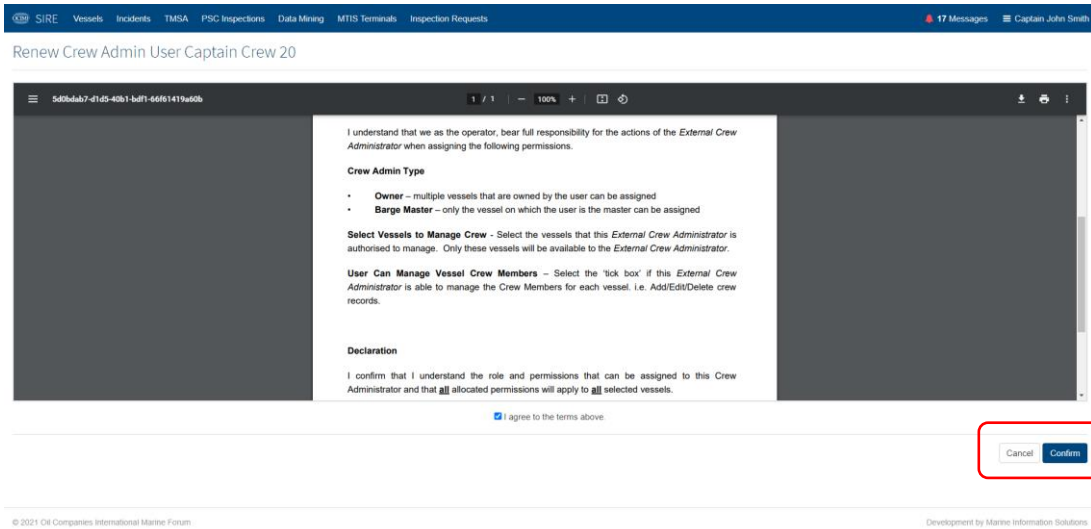
Permissions
Status: Expired - Crew Admin Type: Select Owner if the user being created is also the owner of the vessels for which the user will manage the crew. Select Barge Master if the user being created is the master of the vessel. The user will only be able to manage the crew matrix on that vessel only. Select Vessels to manage crew (1): User Can Manage Vessel Crew Members

Contact Details
Address Line 1: Add 1 Post Code / Zip Code: POS TCD
Address Line 2: Add 2 Country Or State: Country
Address Line 3: Country: United Kingdom
Phone Number: 012458787 Fax Number: Web Address:

Buttons: Cancel Save Save and Renew

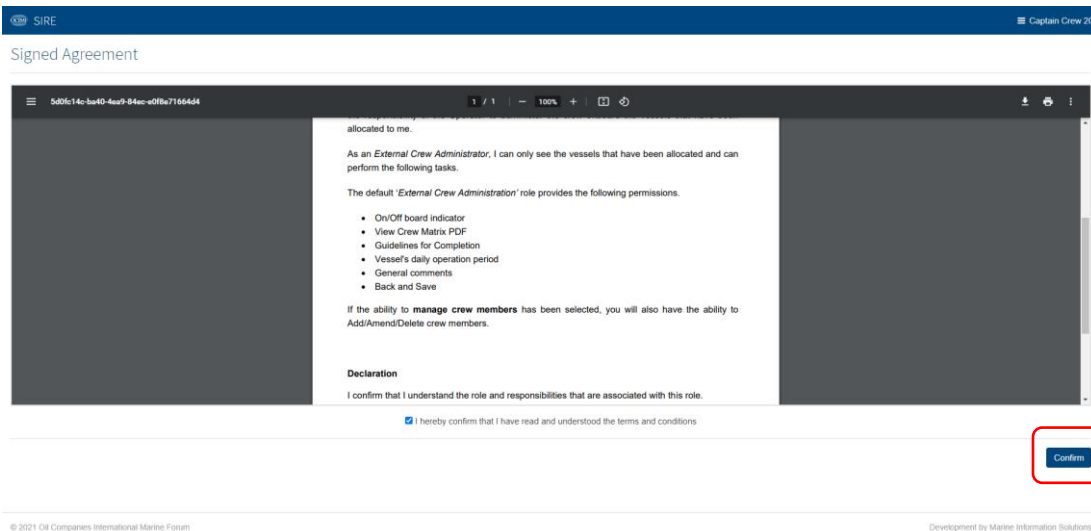
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Upon saving the user details, a new signed agreement will be displayed for the Operator and upon signing, the user will be extended in the system for 12 months from the current date.



Tick agreement of the Terms displayed and select 'Confirm' to accept.

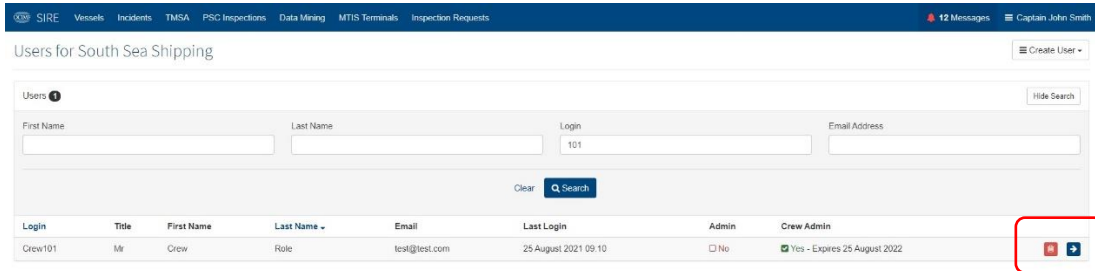
When the External Crew Administrator user logs in for the first time following the renewal, they will also be asked to sign a new agreement before accessing their allocated vessels again.



Tick agreement of the Terms displayed and select 'Confirm' to accept.



The user will be suspended automatically if not renewed after 3 months and will be removed from any search lists. The user can be deleted by the Operator at any time using the delete icon on the 'Manage User' screen.



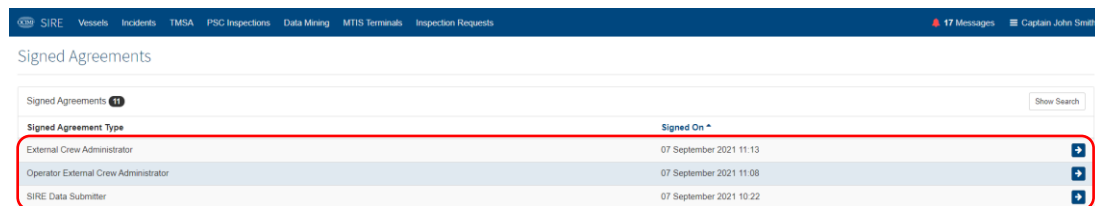
12.2.5 Signed Agreements

There are several signed agreements created during the creation of an External Crew Administrator.

- SIRE Operator External Crew Administrator Agreement
- SIRE External Crew Administrator Agreement
- Signed SIRE Data Submitter Annual Agreement

Email notifications will be sent for each signed agreement with a link to confirm that the agreement has been received and understood.

All users can view copies of their completed Signed Agreements from the SIRE Menu, by clicking their name on the toolbar.



After signature, these signed agreements will display a front cover which will detail who the agreement has been signed by and when it will expire.


SIRE Vessels Incidents TMSA PSC Inspections Data Mining MTIS Terminals Inspection Requests 17 Messages Captain John Smith

Signed Agreement Details

Signed On 07 September 2021 11:08	Signed User John Smith	Signed Organisation South Sea Shipping
Ip Address 94.198.185.234	Web UserAgent Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/93.0.4577.63 Safari/537.36	GeoLocation Country GB

Operator External Crew Administrator

Signed By **John Smith**



On **07 September 2021 11:08**
Expires **07 September 2022 11:08**

Organisation	South Sea Shipping
External Crew Administrator	Crew 20
Ip Address	94.198.185.234
Web UserAgent	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/93.0.4577.63 Safari/537.36
GeoLocation Country	GB

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SIRE Captain Crew 20

Signed Agreement Details

Signed On 07 September 2021 11:13	Signed User Crew 20	Signed Organisation South Sea Shipping
Ip Address 94.198.185.234	Web UserAgent Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/93.0.4577.63 Safari/537.36	GeoLocation Country GB

External Crew Administrator

Signed By **Crew 20**



On **07 September 2021 11:13**
Expires **07 September 2022 11:08**

Organisation	South Sea Shipping
Ip Address	94.198.185.234
Web UserAgent	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/93.0.4577.63 Safari/537.36
GeoLocation Country	GB

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12.2.6 Email Notifications

Notification of a new Crew Member

When an External Crew Administrator creates a new Crew Member record, an email notification will be sent to the Primary email address registered for the Operator Organisation for information.

The email will contain the following information.



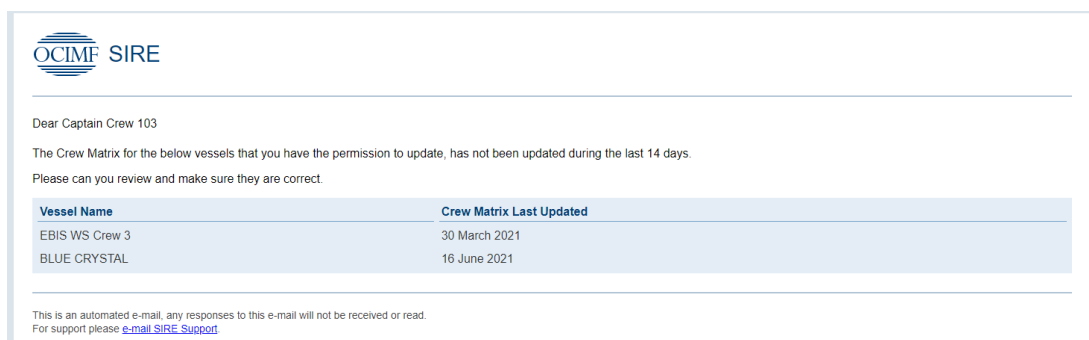
- The Vessel the crew member was added to
- Who added the crew member?
- The identification of the crew member from the 'Initials' field of the crew record



Notification that Crew data has not been updated in the last 14 days

When crew data for a vessel has not been updated by the 15th day, a notification will be sent to the Barge Master or Owner to prompt them to update with any changes.

The email will list all vessels that need to be reviewed and the date of the last review for each one.





13 Vessel Inspection Documentation Repository

Once an Inspection Booking has been created by a SIRE Submitting Company, vessel operators are able to upload documentation for Remote Review by the assigned Vessel Inspector. When a vessel has an active SIRE inspection booking the 'Upload Inspection Documents' button will be active from upon the Inspection Bookings page.

The screenshot shows the SIRE system interface. At the top, there is a navigation bar with links for SIRE, Vessels, Incidents, TMSA, PSC Inspections, Data Mining, MTIS Terminals, and Inspection Requests. The user is logged in as Mr. John Smith with 84 messages. The main content area shows an inspection booking for 'Remote Inspections' with IMO 9965875 and a 'Live' status. Two buttons are highlighted with red boxes: 'View Operator Data Submission' and 'Upload Inspection Documents'. The booking details are as follows:

Operator	Commissioning Member	Planned Inspection Date
South Sea Shipping	PETRONAS	05 Feb 2021
Booking Status	Created By	Location, Country
Live	Mr Taufiq Ben Sari, 02/02/2021 08:57:52	Poole, United Kingdom
Booking Code	8ECB02	
Conflict Reason	test	

13.1 Upload Inspection Documents

To facilitate the Remote Review of documents, Vessel Operators must upload documents to allow them to be reviewed by the Inspector in advance of the physical inspection. Certificates and documents that are variable and specific to the inspection must be uploaded each time that an inspection is commissioned.

Once an Inspection has been commissioned and a booking code issued, the Operator will be able to upload the required documents, certificates, and photos. This will be accomplished by using the Inspection Documents Repository.

The top of the page shows guidance notes about the Remote Inspection process.



Upload Documents for Remote Inspections

Certificates and Inspection Documents are uploaded voluntarily by Operators to the Certificates and Inspection Documents Repositories. These certificates and inspection documents will be used solely for the purposes of facilitating Remote Inspections under OCIMF programmes.
Once uploaded, the Certificates and Inspection Documents will only be accessed by the Submitting Company and the Inspector that are involved in the inspection. OCIMF will maintain administrative access to the repositories and all certificates and documents contained in them.
Certificates and Inspection Documents uploaded will not be shared with any third parties.
By uploading certificates and inspection documents to the repositories, 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 either repository.

Please complete the Question Reference as a comma separated list of question numbers. For example 1.1, 1.2, 1.3
Please edit one row at a time and ensure that you Save each row once any amendments are complete.

- 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.
Files with any form of encryption or password protection will not be uploaded.
 2. All files uploaded will be encrypted and protected from download, copying and printing.
 3. Uploads are limited to the following file types: .docx, .jpeg, .png, .pdf, .xlsx and to a file size of 10MB

Document Name	Question Reference	File Process Status			
Q2.30 - Copy of latest Class Certificate	1.21	✓	Review	Update	Delete
Q2.31 - Inspector to record basis above submitted Class Certificate	2.31	✓	Review	Update	Delete
Q2.38 - Copy of USCG 835 deficiencies report if any	2.38	✓	Review	Update	Delete
Q2.41 - Copy of USCG approval for carriage of USCG Sub-chapter O and/or D cargoes	2.41	✓	Review	Update	Delete
Q2.45 and Q2.54 - Class latest survey status report			Choose file No file chosen	Save	

The document list will be presented to the Operator structured in three columns with a row for each of the documents required to be uploaded as follows:

Document Name	Question Reference	File Process Status			
Q2.16 Copy of vessel sailing hour record book (ships log) for the last voyage			Choose File No file chosen	Save	
Q2.20 Document or certificate of P&I Insurance			Choose File No file chosen	Save	
Q2.21 Copy of latest Class Certificate			Choose File No file chosen	Save	
Q2.22 and Q2.23 Last Special Survey Document			Choose File No file chosen	Save	
Q2.38 and Q2.34 Class latest survey status report			Choose File No file chosen	Save	

The Inspection Document Repository is divided into sections to accommodate different document types. Operators can upload any number of documents and, for each upload will be required to specify the question number from the inspection questionnaire to which the document relates.

13.2 View Operator Data Submission

The Online Editor can be accessed from the Operator Data Submission for Remote Inspections page by selecting the 'Online Editor' button.

Operator Data Submission for Remote Inspections

Online Editor

This Operator Data Submission is for a remote inspection on the vessel **Remote Inspections** commissioned by **PETRONAS**.
The Operator Data Submission for this inspection must be completed at least two (02) days before the scheduled date of the inspection **05 Feb 2021**.
You have answered **0** questions in the Operator Data Submission for this inspection.
If the certificate list below is incomplete, it may be completed from the subject vessel's 'Vessel Details' page.
If the Inspection Documents list below is incomplete, it may be completed from the subject inspections 'Inspection Booking' page.

This directs to the following site:

<https://editor.ocimf.org/>



The banner features the OCIMF logo and 'Oil Companies International Marine Forum' text in the top left corner. The main title 'Inspection Questionnaire Online Editors' is centered in large white font. Below the title, a paragraph explains that the online editor is a tool for vessel inspectors. At the bottom, there are two blue buttons: 'Access SIRE VIQ Online' and 'Access OVID OVIQ Online'.

When the Operator Data Submission for Remote Inspections is signed, an acknowledgement email will be sent to the Operator.

I confirm that the information listed on this page is accurate and complete to the best of my knowledge.



Dear Mr John Smith,

Submitting Company Epsilon commissioned a VIQ7 - Petroleum Remote inspection on the vessel Wallwin Tanker 1 on 01 Feb 2021.

The SIRE Inspector has been notified that the Vessel Operator Data Submission Declaration has been made.

Yours Sincerely,
OCIMF

The Editor has been modified to include a PDF Download version of the Remote Inspection template for a commissioned Inspection on the Vessel.

Wallwin Tanker 1
IMO 4544171



Edit



Submit



Remove



Download Template

Name

[QPFV-0073-6709-6122](#)

If a non-remote inspection booking type is entered an error message displays:

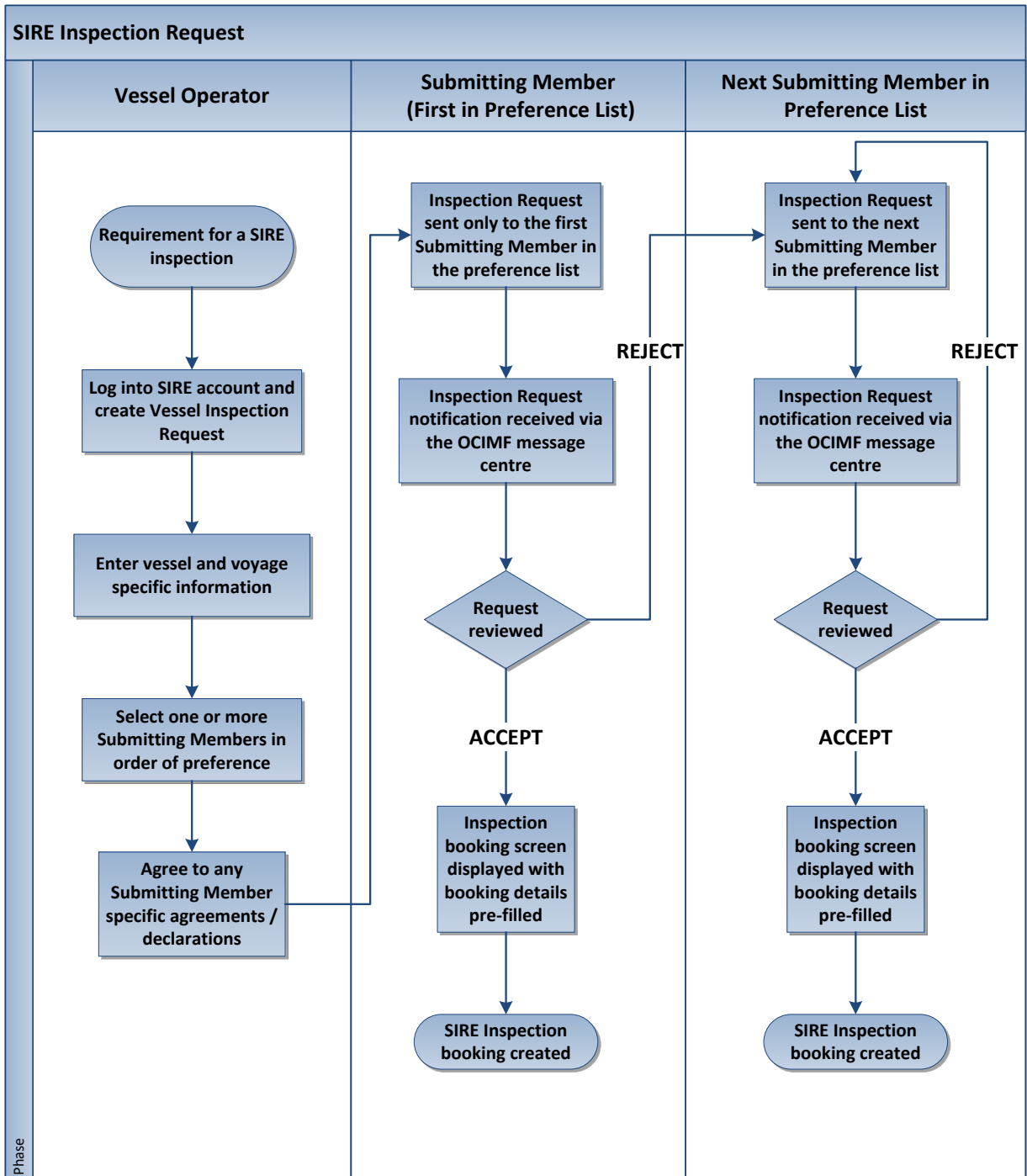
An error has occurred, please contact technical support with the following information: The booking code is not valid

Error Ticket: 1118341

14 Inspection Requests

SIRE Vessel Operators can now 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 a SIRE Vessel Operator to request an Inspection via the SIRE Inspection Request functionality:



The SIRE Inspection Request functionality has been developed to enable Vessel Operators to provide Submitting Members with all necessary information to initiate a SIRE Inspection booking in a standardised and consistent format.

SIRE Inspection Request affords efficiency savings for Vessel Operators through automating data capture and providing a standardised request format in a centralised location, and for Submitting Members by preventing Operators from mailing a request to multiple Submitting Members simultaneously.



Operators select up to five SIRE Submitting Members who will sequentially receive the request until an inspection booking is created or the request has been rejected by all Members.

Once submitted, the Inspection Request requires a SIRE Submitting Member to accept the request and proceed with the creation of a standard SIRE Inspection booking.

14.1 Initiating a SIRE Inspection Request

From the SIRE Vessel Details page, a Vessel Operator can request an inspection be performed upon a vessel within [+ Create Inspection Request](#) their fleet by selecting the icon.

The screenshot shows the 'Vessel Details' page for 'Ocean Test 1' (IMO 1112458, OCIMF-ID A-100-064-633). It features several panels: 'Vessel Particulars', 'Online Crew Matrix', 'Incidents', and 'PSC Inspections'. A '+ Create Inspection Request' button is visible in the Incidents panel. Below these panels is an 'Inspections' table with the following data:

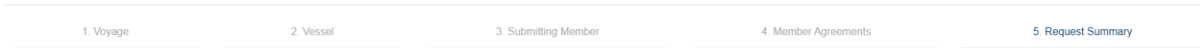
Report Name	Type	Name at inspection	Operator at inspection	Inspecting company	Insp. Date	Port	Operation	Distrib. Date	Inspection Booking
BCXW-6665-5875-5760	■	Ocean Test 1	esse, dolor blanditllis ipsam	Submitting Member C	11 Dec 2019	Nam incididunt quam ea	Deballasting	11 Dec 2019	[Icons]
HCOT-7840-3945-5730	▲	OceanTest 1	Operator A	Submitting Member B	06 Nov 2019	Argentina Ypf Puerto La Plata [ARLPG]	Loading	06 Nov 2019	[Icons]

Once selected the inspection request wizard will open, guiding the vessel operator through the five-stage process.



Stage 1: Voyage

When the required fields are completed click 'Next' to move to the next step. To move back to a previous step, select the step number.



The first step within the SIRE Inspection Request wizard, captures information relating to the inspection type and details of the location that the inspection is requested to take place:

Selecting a Port of Inspection:

The Port of Inspection may be selected directly from the dropdown list of ports. The list of ports will filter to display only those that contain the entered text.

If the required port is not available within the list, pressing 'Enter' will add the entered free text.

Inspection Details



Stage 2: Vessel

Stage 2 displays a review of the Vessel Details:

OCIMF SIRE Vessels Incidents TMSA PSC Inspections Data Mining Inspection Requests 0 Downloads 2 Messages Captain Oliver Test

← New Inspection Request for **Ocean Test 5**

1. Voyage **2. Vessel** 3. Submitting Member 4. Member Agreements 5. Request Summary

Vessel Details

Vessel Name
Ocean Test 5

Vessel Identifier Type Vessel Identifier Last Inspection Date
ENI 00123332 No inspection found

Type of Vessel Type of Hull Date Vessel Delivered
European Barge

The Invoice Company Details can be entered for the organisation that will be paying for the Inspection. The details are pre-filled with the Invoice Billing Details that the vessel operator has registered, however, can be edited if required.

Purchase Order Reference is mandatory if the Submitting Members selected at step 3 require this information.

At step 3 when the Submitting Member is selected a validation message will indicate if this fields needs to be completed, the Operator will return to step 2 to update this field.

Invoice Company Details

Company Name
South Sea Shipping

Phone Email

Address Line 1 Address Line 2 City
151 roads9 testering Line 301

State Postcode Country
Durban DT105TR33 Somalia

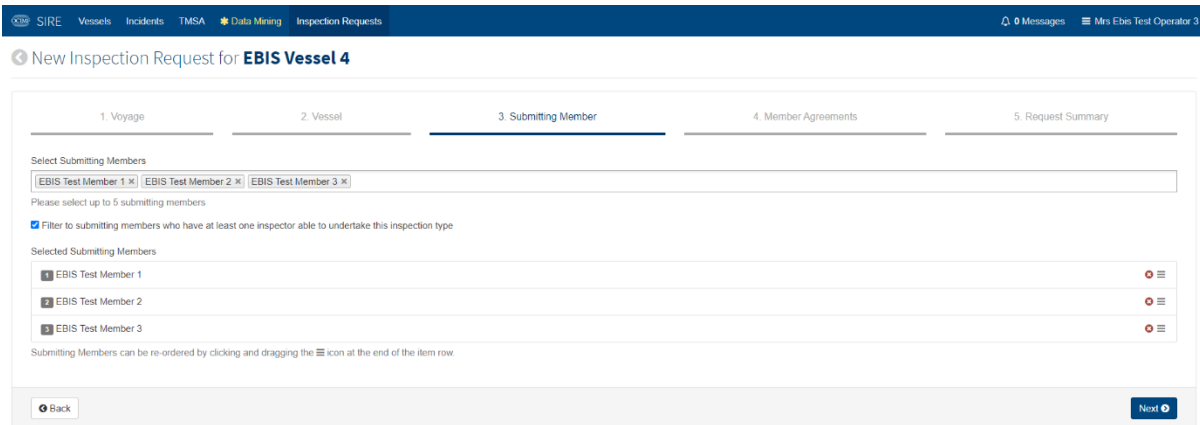
Any other Additional Specific Invoicing requirements

Purchase Order Reference
PO: 1234

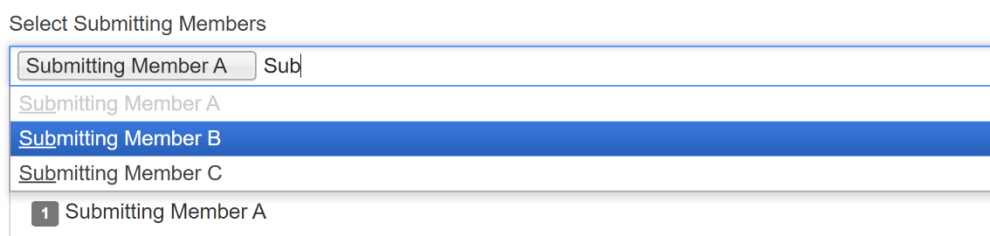
Back Next


Stage 3: Submitting Member

Stage 3 allows the vessel operator to pre-select Submitting Members that they wish to be contacted to commission the inspection. This list will be filtered by default to display only those Submitting Companies who have at least one inspector able to undertake the inspection type requested. This tick box can be removed to display a full list of available Submitting Companies.

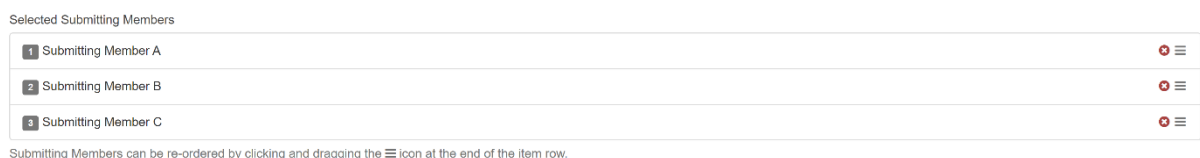


The Submitting members can be selected via a dropdown which appears when the Select Submitting Member field is clicked. Alternatively, if the user starts typing in the select submitting member field then it will filter the member list accordingly.



Submitting Members can be re-ordered by clicking and dragging the  icon at the end of the item row.

The selected Submitting Members then appear in the list.



The Members can be removed from the list by selecting the cross icon.



The Submitting Members' order within the list can also be changed by dragging and dropping the member in the new position.

To drag and drop a member the three-line icon must be used.

If the Submitting Member requires a Purchase Order reference a validation message will display when 'Next' is clicked. Go back to step 2 to enter the Purchase Order reference.

1. Voyage 2. Vessel 3. Submitting Member 4. Member Agreements

Please Fix Validation Errors:

- One or more of the selected Members require a Purchase Order Reference before submitting an Inspection Request. Please return to Step 2 - Vessel and provide one in the Purchase Order Reference field.

Stage 4: Member Agreements

If any of the selected Submitting Member organisations require the vessel operator to agree to a declaration or agreement before the inspection request can be submitted, these can be reviewed within the Member Agreements page.

In order to agree to the declaration, the user can click on the slider to change disagree to agree. The documents can be opened and read by selecting the pdf links above the agreement slider.

Agreement for **Submitting Member B**

Member B - Operator Compliance Declaration

In order to do business with Member B, you must read and agree to the terms within this Declaration

[Operator Ethics Agreement.pdf](#)

Stage 5: Request Summary

Stage 5 displays a summary of all the information entered over the previous 4 steps.



SIRE Vessels Incidents TMSA PSC Inspections MTS Terminals Inspection Requests 0 Downloads 2 Messages Captain John Smith

New Inspection Request for Big Blue

1. Voyage 2. Vessel 3. Submitting Member 4. Member Agreements 5. Request Summary

Inspection Request Details

Type of Inspection Required	Date Request Created	Contact Name
4401	15 Jan 2020	Captain John Smith
Email Address	Mobile Number	Landline Number
test@example.com	0545 978 9708	00549 7895456

Inspection Details

Country of Inspection	Port of Inspection	Estimated Arrival Date
Belgium	Ajaccio	23 Jan 2020
Estimated Local Time of Berthing (if known)	Estimated Departure Date	Operation
10:15	28 Jan 2020	STS discharging
Cargo	Means of Access	Length of Time at Berth (hours)
Petroleum	Gangway	48:00

Will the inspector require boat/launch transportation at any time during this inspection?
 No

Selecting 'Next' will submit the Inspection Request to the first Submitting Member upon the order list.

14.2 Tracking Inspection Requests

A summary of all submitted SIRE Inspection Requests is available by selecting the 'Inspection Requests' tab from the top menu bar:

SIRE Vessels Incidents TMSA PSC Inspections Data Mining **Inspection Requests** 0 Downloads 2 Messages Captain Oliver Test

Inspection Requests



In Definition 3 In Progress 6 Accepted 1 Not Accepted 4

Inspection Requests for Operator A 6

Request Date	Vessel Name	Inspection Type	Current Status
21 Nov 2019	Ocean Test 5	VIQ7 - Petroleum	Submitting Member A - Reviewing Request since 21 Nov 2019
21 Nov 2019	Ocean Test 2	VIQ7 - Petroleum	Submitting Member A - Reviewing Request since 21 Nov 2019
21 Nov 2019	My New Boat	BIQ5 - USA v2.0	Submitting Member A - Reviewing Request since 21 Nov 2019
19 Nov 2019	My New Boat	BIQ5 - Europe	Submitting Member D - Reviewing Request since 19 Nov 2019
15 Nov 2019	Ocean Test 5	VIQ7 - Petroleum	Submitting Member A - Rejected Request on 19 Nov 2019 Submitting Member B - Reviewing Request since 19 Nov 2019
08 Nov 2019	Ocean Test 3	BIQ5 - International	Submitting Member C - Reviewing Request since 08 Nov 2019

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The Inspection Requests page contains the following four tabs:

- In Definition** – Inspection requests that are currently being created are displayed within the 'In Definition' tab -  selecting the Edit Request () icon will re-open the in definition Inspection Request. An Inspection Request can be deleted via the Delete () icon
- In Progress** – Inspection requests that have been proposed to a Submitting Member and are under review will be listed within the 'In Progress' tab, requests



that have been rejected by one or more Members will include the dates of rejection in the Current Status column.

- **Accepted** – Inspection requests that have been accepted by a Submitting Member are listed within the 'Accepted' tab.
- **Not Accepted** – Any Inspection request that has been rejected by all Submitting Members are listed in the 'Not Accepted' tab.

If the 'Estimated Departure Date' for any Inspection Request that is 'In Definition' or 'In Progress' passes, the request will automatically move to the 'Not Accepted' tab and the operator will be notified.





14.3 Inspection Request Notifications:

SIRE Vessel Operators will be notified via the OCIMF Messaging Centre when Inspection Requests are Rejected and Accepted by Submitting Member organisations.



Message Centre - Messages

Summary	Published Date	
Inspection Request Rejected	21 November 2019 10:15	→
Inspection Request Accepted	21 November 2019 10:08	→
Inspection Request Rejected	19 November 2019 16:40	→
Inspection Request Accepted	19 November 2019 16:40	→

Inspection Request Accepted

19 Nov 2019 16:40

Dear Operator A,

Submitting Member C has accepted your Inspection Request for vessel Ocean Test 3.

Yours Sincerely,
OCIMF

This is an automated e-mail, any responses to this e-mail will not be received or read.
For support please e-mail SIRE Support.

THIS EMAIL IS CONFIDENTIAL. IF IT IS RECEIVED IN ERROR PLEASE DELETE IT AND INFORM THE SENDER IMMEDIATELY.
ANY ADVICE OR INFORMATION IN THIS EMAIL IS INTENDED TO BE USED AT THE USER'S OWN RISK. NO WARRANTIES OR REPRESENTATIONS ARE GIVEN NOR IS ANY DUTY OF CARE OR LIABILITY ACCEPTED WITH RESPECT TO THE ACCURACY OF ANY INFORMATION OR ADVICE OR ANY OMISSION, OR FOR ANY CONSEQUENCE WHATSOEVER.

Inspection Request Declined

11 Feb 2020 10:19

Dear South Sea Shipping,

Your Inspection Request for vessel Blank Demonstrator 12 has been cancelled.
All chosen members have declined the request.

Yours Sincerely,
OCIMF

This is an automated e-mail, any responses to this e-mail will not be received or read.
For support please e-mail SIRE Support.

THIS EMAIL IS CONFIDENTIAL. IF IT IS RECEIVED IN ERROR PLEASE DELETE IT AND INFORM THE SENDER IMMEDIATELY.
ANY ADVICE OR INFORMATION IN THIS EMAIL IS INTENDED TO BE USED AT THE USER'S OWN RISK. NO WARRANTIES OR REPRESENTATIONS ARE GIVEN NOR IS ANY DUTY OF CARE OR LIABILITY ACCEPTED WITH RESPECT TO THE ACCURACY OF ANY INFORMATION OR ADVICE OR ANY OMISSION, OR FOR ANY CONSEQUENCE WHATSOEVER.



14.4 Email Configuration

The Organisation Profile page includes an Email Configuration menu option where up to 5 email addresses can be added.

The email addresses entered within the configuration page and the email address specified as the contact within the Inspection Request will receive notifications when Inspection Requests are Accepted and Declined.

Inspection Requests ▾

Email Configuration

Email Configuration

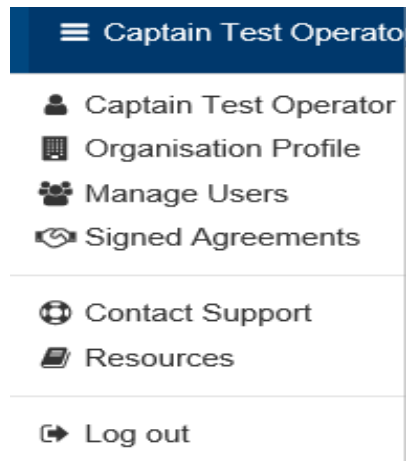
This screen allows you to configure which email addresses within your organisation will receive notifications upon the progress of SIRE Inspection Requests issued to OCIMF Member organisations.

Email Address 1	<input type="text" value="test1@example.com"/>	Email Address 2	<input type="text" value="test2@example.com"/>
Email Address 3	<input type="text" value="test3@example.com"/>	Email Address 4	<input type="text" value="test4@example.com"/>
Email Address 5	<input type="text" value="test5@example.com"/>		

[Back](#) [Save](#)

15 Administrative Functions

Selecting the user's name in the top right corner of the page provides an administrative dropdown with the following features:



- User profile: provides the ability for the user to manage their own profile and settings including address, email and password
- Organisation profile: if provided with appropriate permissions within the account the user can manage the organisation profile and settings including address
- Manage users: if provided with appropriate permissions within the account the user can manage the other users in the account including creating, editing and deleting users
- Signed Agreements: Signed Agreements, Licence Agreements and Operator Review Agreements can be viewed here

15.1 User Profile

Selecting the user name from the dropdown menu provides the ability for the user to manage their own profile and settings including address, email and passwords.

Dependent upon which roles are allocated to the user, the list of roles will be editable or read only.

GDPR Email preferences can also be updated, by selecting whether to receive emails from the SIRE system.



SIRE Vessels Incidents TMSA PSC Inspections Data Mining Inspection Requests 1 Message Captain Operat

User Profile

Your Profile

Last login: 28 September 2021 12:55

Stay in Touch: GDPR Update
The OCIMF Privacy Policy can be reviewed here.
By using SIRE you will receive system generated email notifications to the email address specified within your profile relating to the business process you are engaged in.

User email preferences

Your Message Centre has replaced some of the emails you would normally receive, they are now called 'Messages' and are all stored in SIRE. These would include messages related to inspections and changes to watched vessels. You can choose to carry on receiving these emails as before.

I want to receive non-communication alert emails.

You can choose to receive an email alert when a Message is sent. The email alert will provide a summary of the message and a link to SIRE to view the full detail. These would include OCIMF general communications about new templates or production server maintenance.

I want to receive summary communication alert emails.

Title: Mrs | First Name: | Last Name: |
Email Address: test@test.com | Mobile Number: 0124589 | Login: |

Role Description	User has Role?
User is SIRE Administrator	<input checked="" type="checkbox"/>
User is Organisation Manager	<input checked="" type="checkbox"/>
User Can Edit Inspection Comments	<input checked="" type="checkbox"/>
User Can Manage TMSA	<input checked="" type="checkbox"/>
User Can View TMSA	<input checked="" type="checkbox"/>
User Can Manage Vessel Particulars	<input checked="" type="checkbox"/>
User Can Manage Vessel Crew	<input checked="" type="checkbox"/>
User Can Manage PSC Inspections	<input checked="" type="checkbox"/>
User Can Manage Remote Inspections	<input checked="" type="checkbox"/>

Contact Details

Address Line 1: Add 1 | Post Code / Zip Code: PO5 TCD
Address Line 2: Add 2 | County Or State: | County: |
Address Line 3: | Country: United Kingdom

Phone Number: 012199665544 | Fax Number: | Web Address: web.com

Cancel Save

15.2 Organisation Profile

If provided with appropriate permissions within the account the user can manage the organisation profile and settings including address.

Selecting 'Organisation Profile' from the dropdown menu will display the 'Manage Organisation' screen. This will allow access to the following areas.



15.2.1 Inspection Requests – Email Configuration

This screen allows the Operator to configure which email addresses within their organisation will receive notifications upon the progress of SIRE Inspection Requests issued to OCIMF Member organisations. Up to 5 email addresses can be entered.

15.2.2 Vessel Photos – Notification Configuration

This screen allows the Operator to configure which users within their organisation will receive notifications upon the expiry of vessel photographs. Up to 3 users can be selected from the Organisation user dropdown list.

15.2.3 API Access Request

This screen allows the Operator to request Web Services Authentication Access.

The access created can only be used by the requesting Operator for client-side software developments of their own creation.

All fields are mandatory unless stated otherwise and once the request has been made the coloured banner at the top of the screen will display the current status of the request.

The Vessel Operator Terms and Conditions will be displayed and the Operator should tick that they confirm the acceptance of these Terms and Conditions and select the 'Agree' button to continue with the request.

A Read Only copy of the application will display on screen and a message informing the Operator that a copy has been sent to their email address will be displayed.

A copy of the Terms and Conditions have been sent to your email address.
Please read and confirm that you agree to these terms before your request can be processed.

The email contains a link to confirm that a copy of the Terms and Conditions Agreement has been received.





Selecting the link will display the confirmation screen in SIRE. The Operator should tick the confirmation statement and select the 'Confirm' button to continue.

OCIMF Captain John Smith

Confirm Signed Agreement Email

Please confirm you have received the Online API Access Terms and Conditions signed agreement email

I confirm that I have received my Signed Agreement

Confirm

Confirm Signed Agreement Email

Your Online API Access Terms and Conditions signed agreement email has been confirmed

The Operator can return to the SIRE system, by selecting 'Leave administration area' from the menu displayed by clicking their name.

The API Request screen will now display a message to say that the request has been sent to OCIMF for review.

This request is currently **Waiting for OCIMF Review**
If accepted, this request will be sent to the Helpdesk to process.

As the request moves through the process the current status will be displayed in the coloured banner at the top of the screen, accompanied by email notifications when action is required.

When the request has been accepted, an email notification will be sent to the applicant containing the token information and the coloured banner will display green.

Processing of this API Request is Complete
The API Request was Accepted and the token has been created. Any further changes should be made through the Helpdesk.

When a token has expired an email notification will be sent to the Operator and the information bar at the top of the screen will display red informing the Operator that the token has expired.

Processing of this API Request is Complete and the issued token has now expired



15.2.4 Billing – Update Billing Details

This screen displays billing and accounting information for the Organisation.

15.3 Manage Users

The 'Manage Users' screen will display a list of existing users and provide the ability to add a new user or External Crew Administrator (see section 12.2.1 Edit EBIS Online Crew Matrix).

Select 'Create User' to add a new user to the organisation or the blue arrow icon to edit an existing user.

Users can be deleted from the organisation using the delete icon.

15.4 Signed Agreements

The 'Signed Agreements' screen will display a list of existing signed agreements that have been created within the system for the organisation. Selecting the blue arrow icon will display the full signed agreement.



16 TMSA

16.1 Introduction

All functionality required to create, manage and publish an Operators TMSA document is available from within the SIRE application only.

Key Behaviours for a ship operator include:

- Complete a managerial self-assessment questionnaire (TMSA Document)
- Maintain a historical archive of TMSA Documents
- Share Document(s) with OCIMF Members, controlled via a request work-flow mechanism
- View Analytics / BI Reports on TMSA Documents

TMSA access is controlled by Operators with the SIRE Admin role. The User Profile page will show if you have access to TMSA, the role 'User Can Manage TMSA' will be 'Yes', if you have access.

16.1.1 TMSA3

As a tool for driving up safety standards, the TMSA has rapidly gained international credibility and acceptance and today, some 90% of operators use the programme, including the oil majors.

16.1.1.1 TMSA Document Contents

The TMSA Document is comprised of a series of Elements, which in turn are composed of 1 or more KPIs (effectively questions).

The whole of the TMSA document is optional; an author can complete any part of the document in any order and publish at any point in time. The TMSA concept is based upon continuous improvement processes, e.g. it is encouraging the author to improve over time and release ever better TMSA documents to the OCIMF members.

The TMSA question is referred to as a Key Performance Indicator (KPI).

All KPIs have associated Best Practice Guidance (BPG) in the same way as other OCIMF applications have guidance to assist the author. Every KPI has a simple Yes/No response and an optional comments memo.



Every element is broken down into 4 stages. KPIs in stage 1 are easier to answer yes than KPIs in stage 4. All the KPIs over the 4 stages point in the same direction but have different strengths of meaning, e.g.

- Example stage 1 KPI: "Management commitment is clearly defined in documentation that includes mission and vision statements, policies and procedures."

- Example stage 4 KPI: "All vessel and shore personnel demonstrate their commitment to safety and environmental excellence."

The theory is over time an author will be able to answer more stage 4 KPIs yes and this provides the continuous improvement angle.

16.1.1.2 TMSA Document Processing

When a TMSA document is created it receives a unique report number that can be tracked. The vessel operator completes the document to whatever stage they wish and then publishes it. They may only have one published document at any one time.

At the point of publication, appropriate members are notified via email.

The operator can no longer edit that document and must start a new one.

When the operator starts a new document, they can choose to clone their current existing document or start from scratch. This new document is a separate entity and receives a new unique report number. This is because a recipient will score a document and need to see the improvement over time. For this reason, the published document must remain static. In order to publish a document, the operator must first archive their current published document

16.1.1.3 Distribution Policy

TMSA Reports can now be made available to Recipient Members selected in the 'Distribution Policy'.

If your Distribution Policy previously had the option 'Visible to All' this will now show as 'Visible to OCIMF Members'.

When you select 'Visible to All' your Distribution Policy will include OCIMF Members and non-OCIMF Members.

Operators elect whether Documents can be viewed by:



1. Visible to OCIMF Members – this list shows OCIMF Members only
2. Visible to Only Certain Members – selected OCIMF Members and non-OCIMF Members
3. Visible to All – this list includes OCIMF Members and non-OCIMF Members

At any time, the current rules are known as the current Distribution Policy and apply to the currently published Document (if any).

At the point of publication, all members added in the Email Configuration page are notified of the newly released Document.

At the point of archiving a Document, a 'snapshot' of the Distribution Policy is taken.

Members can only see a Document if they were in the distribution policy at the time of Archiving.

16.2 Overview of Key Workflows

16.2.1 Changing the Distribution Policy

The Distribution Policy for TMSA Reports can be changed by an Operator in a number of ways:

- Clicking add / remove within the Distribution Policy page;
- Changing the policy between 'Visible to all' and 'Visible to certain members' within the Distribution Policy page;
- Processing a pending request.

As soon as the Distribution Policy is changed, all Members who are included (either explicitly or implicitly) in the current Distribution Policy will have access to the Current Published Document.

If a new Member is added to the TMSA system after a Report has been published, they will be able to access all historic TMSA Reports that were available to all Members.

Note that if a Member is removed from the distribution policy of an Operator whilst a Published Report is available, that Report will be removed from the Publication Log of the Member.



There are security mechanisms in place to ensure Report access is secure and restricted only to those who have been given permission.

Key events related to Distribution Policy changes are logged to the Operator Audit Log:

- Whenever access is changed between 'Visible to all' and 'Visible only to certain members', an entry is logged.
- Whenever access is explicitly granted to (or removed from) a Member, an entry is logged.



16.3 Workflow Behaviour - Create Subscription

Log onto SIRE and select TMSA from the top menu. The Subscription period runs for 12 months from January to January the following year.

Ship operators in the UK will be charged VAT at UK standard rate. Ship operators in the EU and outside the EU will have their VAT Exemption validated by an OCIMF Administrator when they save their billing details.

VAT will be charged at UK Standard Rate until a decision is made by the OCIMF Administrator.

The ship operator has the option to request a time extension to use TMSA for 72 hours. If payment is not made after the extension period has expired the account will be suspended.

When Billing Details have been completed the 'Make Payment' button will be available on the 'View Subscription' page.



If your Company has an IMO Number, this is entered in the 'Company IMO Details' section'. If your Company does not have an IMO Number, select the checkbox confirming this and select 'Make Payment'.

Billing/Invoicing Details [Edit Billing Details](#)

Address
Line 1
Line 2
Line 3
State1
ZIP0

Country
Angola

VAT Status
You will be charged VAT at UK standard rate on subscriptions

Company IMO Details

As part of the TMSA billing process, SIRE Vessel Operators must verify the Company IMO number that is held within the SIRE database, shown below:

4851487

If your company does **not** hold an IMO Number under the IMO Company Numbering Scheme, please tick here to proceed:

[Make Payment](#)

When the Payment has been made the 'View Subscription' page will show the 'Subscription Details' Start Date and End Date.

TMSA View Subscription

Operator TMSA Subscription for **Test Company**

Your subscription is valid until 31 Dec 2020

Subscription Details			
Start Date	End Date	Cost	Payment Status
01 Jan 2020	01 Jan 2021	£ 90.00	Payment Made

Billing/Invoicing Details [Edit Billing Details](#)

Address
Line 1
Line 2
Line 3
State1
ZIP0

Country
Angola

VAT Status
You will be charged VAT at UK standard rate on subscriptions

[Back](#)



16.4 Creating a new TMSA Document

When the TMSA account is set up for the Operator the TMSA Home page will look as below:

TMSA for **OCIMF Test Vessel Operator** OCIMF-ID B-100-068-938

Operator Name: OCIMF Test Vessel Operator # Archived Documents: 59

OCIMF are pleased to announce the publication of "Tanker Management and Self-Assessment – A Best Practice Guide", 3rd Edition 2017. From the 19 April 2017 SIRE Vessel Operators may publish TMSA documents in the updated TMSA3 format. Please see the "TMSA FAQs" and "TMSA Fast Facts" documents within the Resources area for further details of the changes that have been introduced. Please visit www.vthertbyseamanship.com/tanker-management-and-self-assessment-3-tmsa3.html to purchase a paper copy of the "Tanker Management and Self-Assessment – A Best Practice Guide", 3rd Edition 2017.

Current Published Document **APUN-1665-8548-5126**
Published On **21 Dec 2018**
Document Type **TMSA v3 (5002)**
[Archive Published TMSA Document](#)

Current Document In Progress
There is no document currently in definition.
[Create TMSA Document](#)

All TMSA Documents **Current Access**

All TMSA Documents **0**

All TMSA Documents and Current Access tabs display at the bottom of the page.

All TMSA Documents **Current Access**

All TMSA Documents **0**

Document Status: All Documents

Status	Report Name	Document Type	% Complete	Publication Date	Archive Date	
Published	APUN-1665-8548-5126	TMSA v3 (5002)	29.70	21 Dec 2018		
Archived	INXA-4180-6542-7167	TMSA v3 (5002)	18.05	27 Nov 2018	21 Dec 2018	
Archived	WRKT-9362-8521-1024	TMSA v3 (5002)	18.80	04 Jul 2018	27 Nov 2018	
Archived	RPQI-3232-5088-0994	TMSA v3 (5002)	18.42	14 Mar 2018	04 Jul 2018	
Archived	BFRB-6853-6349-7982	TMSA v3 (5002)	15.04	15 Feb 2018	14 Mar 2018	

1 2 3 4 5 6 7 8 9 10 ... >>

Clicking upon the 'Create TMSA Document' icon will open the 'Create TMSA Document' page.

[Create TMSA Document](#)

TMSA / Create Document

Create TMSA for **OCIMF Test Vessel Operator**

Do you wish to clone the most recent Published Report?

Please select
Yes
No

TMSA v3 (5002)

Creation Notes (for internal use only)

Vessel Operators can create a TMSA3(5002) template document. There is an option to select Yes or No to clone the most recent Published Report.

Clicking the 'Create TMSA Document' button will generate a new TMSA document.



The TMSA Document Editor will then open.

16.5 Cloning from the most recent published TMSA document

The ship operator may choose to create a new TMSA document by cloning from the most recent published one. If a previously archived document exists when the 'Create TMSA Document' button is clicked, the user is redirected to the TMSA Document Creation page. The user is prompted if they wish to clone from the most recent published document.

The Cloned Document will be the same Document Type as the most recent Published Report. If the ship operator selects 'Yes' to 'Clone', the most recent Published Report is shown in the grid. Select the 'Clone TMSA' icon.



SIRE Vessels Incidents TMSA PSC Inspections Data Mining MTIS Terminals Inspection Requests 0 Messages Captain Tom Jones

TMSA > Create Document

Create TMSA for **OCIMF Test Vessel Operator**

This screen enables you to clone the most recent Published Report. The current distribution policy will be copied to the new document.

Do you wish to clone the most recent Published Report

Yes

Please select the Organisation whose last Published Report should be cloned

Operator Name	Report Available	Report Name	Publication Date	Percentage Complete	
OCIMF Test Vessel Operator	Yes - Report Available	EOMF-4985-6064-5205	07 Apr 2020	0.00	Clone Document

The ship operator can select 'No' at this point and will be returned to the TMSA Document Editor.

16.6 Using the TMSA Document Editor

The ship operator is automatically redirected into the Document Editor when first creating a document, but for all future editing sessions the Document Editor can be accessed by clicking the 'Edit TMSA Document' button on the ship operator's homepage at TMSA > Home:

TMSA

TMSA for **Continental Marine Services**

[TMSA Actions](#)

Operator Name: Continental Marine Services # Archived Documents: 4

Current Published Document

There is no currently published TMSA document.

Current Document in Progress **GKDJ-6605-7135-3338**

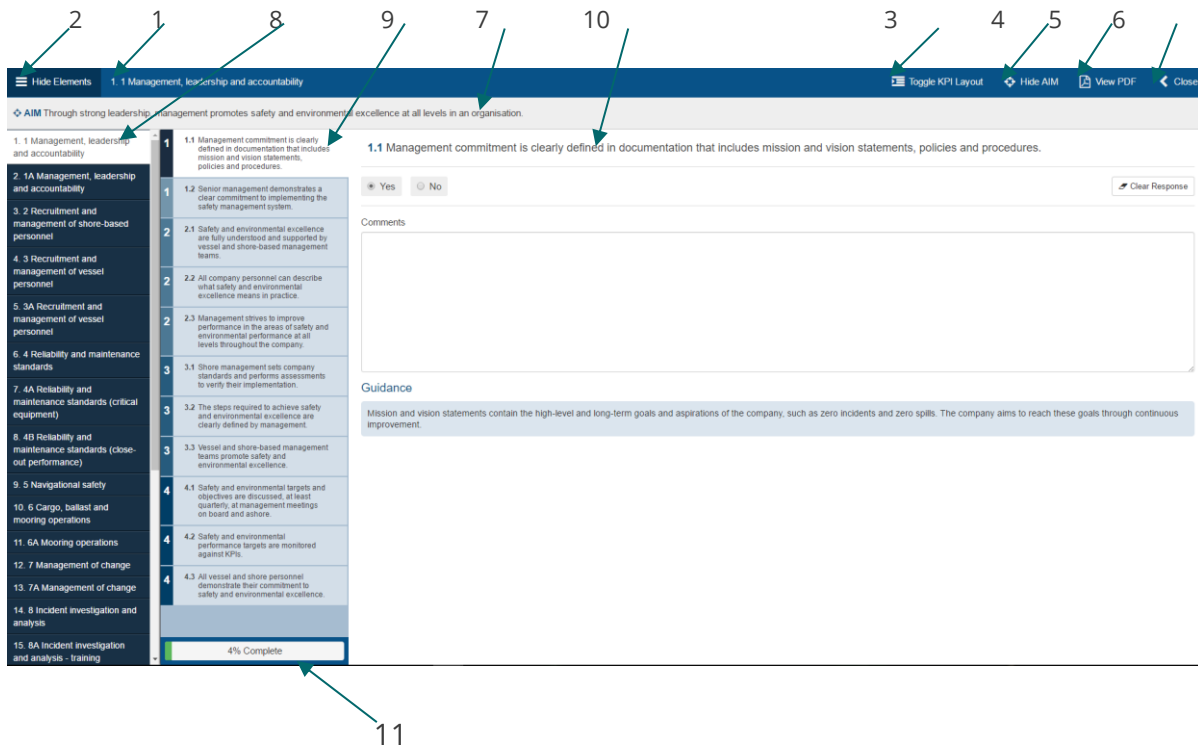
Last Edited On **23 Jan 2017**

Document Type **TMSA v3 (5002)**

[Publish TMSA Document](#)

[Edit TMSA Document](#)

The main Document Editor page consists of the following features:



1. Title bar displaying currently edited element.
2. 'Show/Hide Elements' button to control visibility of Elements list (see 8).
3. 'Toggle KPI layout' to change layout of KPI's to show in Stages 1 to 4.
4. 'Show/Hide Aim' to control visibility of AIM bar (see 7).
5. 'View PDF' button to view / download a PDF rendition of the currently edited document.
6. 'Close' Editor button closes the Document Editor and returns to the ship operator's TMSA homepage.
7. AIM bar displays the aim of the current Element.
8. Elements list displays list of Elements in the TMSA document.
9. KPI list displays KPIs in the current/all stages for the current document Element.
10. Question area displays current question text, response and comments areas and any guidance for the current question. The 'Clear Response' button allows the user to quickly completely clear the response for the current KPI.



11. Percentage complete bar, when hovered over also displays completion information on each Stage within an Element. An Element may also be clicked on the popup to navigate to that specific Element.

The TMSA document is automatically saved at the following points:

- Whilst navigating between KPIs
- When exiting the Editor

16.7 Publishing a TMSA Document

When a ship operator wishes to publish their current in-definition document they should do the following on the TMSA > Home page, after first archiving the current published document if necessary.

The screenshot shows the TMSA Home page for a Test Operator. It includes a header with the operator name and a navigation menu. The main content area is divided into two sections: 'Current Published Document' and 'Current Document In Progress'. The 'Current Published Document' section shows a document titled 'CANL-4151-5529-5717' published on 19 Jul 2019, with a button to 'Archive Published TMSA Document'. The 'Current Document In Progress' section shows a document icon and a message 'There is no document currently in definition', with a button to 'Create TMSA Document'. Below these sections is a search bar and a table of documents.

Status	Report Name	Document Type	% Complete	Publication Date	Archive Date
Published	CANL-4151-5529-5717	TMSA v3 (5002)	59.40	19 Jul 2019	

Click the 'Publish TMSA Document' button, which will then redirect to the 'Publish Document' page:



TMSA / Publish Document

Publish TMSA for **Test Operator**

Report Name XIJ-5644-0121-3461	Percentage Complete %
Current Distribution Policy Visible To Only Certain Members	Members to be notified of Publication

Are you sure you wish to publish this Report?
Yes

Publication Notes (for internal use only)
|

Back Publish TMSA Document

This page displays key data on the document and its distribution, including a list of all members in the current distribution policy. At this stage you are also asked to confirm that you wish to publish the document and you may also enter any publication notes to be stored against the document. Click the 'Publish TMSA Document' button to complete the Publication process and be redirected back to the ship operator homepage. An e-mail will be sent to all Members included in the current Distribution Policy with details of the newly published document and a download link, provided the Member has indicated they wish to receive notification of published reports and has supplied the relevant email addresses.

Once publication is complete, the TMSA document cannot be re-edited.

16.8 Archiving a TMSA Document


If a ship operator wishes to publish a current in-definition TMSA document, they must first archive their current published document if applicable. To do this, they must do the following on the TMSA > Home page:

TMSA

TMSA for **Test Operator** OCIMF-ID B-100-064-825 TMSA Actions

Operator Name Test Operator	# Archived Documents 170
--------------------------------	-----------------------------

OCIMF are pleased to announce the publication of "Tanker Management and Self-Assessment – A Best Practice Guide", 3rd Edition 2017. From the 10 April 2017 SIRE Vessel Operators may publish TMSA documents in the updated TMSA3 format. Please see the "TMSA FAQs" and "TMSA Fast Facts" documents within the Resources area for further details of the changes that have been introduced.
Please visit www.witherbyseamanship.com/tanker-management-and-self-assessment-3-tmsa3.html to purchase a paper copy of the "Tanker Management and Self-Assessment – A Best Practice Guide", 3rd Edition 2017.

<p>Current Published Document XIJ-5644-0121-3461 Published On 07 Apr 2020 Document Type TMSA v3 (5002) Archive Published TMSA Document</p>	<p>Current Document In Progress</p> <p> There is no document currently in definition</p> <p>Create TMSA Document</p>
--	---

Click the 'Archive Published Document' button, which will then redirect to the Archive Document page:



TMSA | Archive Document

Archive TMSA for **Test Operator**

Report Name	Percentage Complete	Publication Date
XILJ-5644-0121-3461	%	07 Apr 2020

Are you sure you wish to archive this Report?

Yes

Archive Notes (for internal use only)

Back Archive TMSA Document

At this stage you are asked to confirm that you wish to archive the document and you may also enter any archive notes to be stored against the document. Click the 'Archive TMSA Document' button to complete the Archive process and be redirected back to the Operator homepage.

The newly archived Report will be available in the list of all TMSA Documents on the Operator's Home page, and its PDF can still be downloaded.

All TMSA Documents Current Access

All TMSA Documents **171**

Document Status

All Documents Search Clear

Status	Report Name	Document Type	% Complete	Publication Date	Archive Date	
Archived	XILJ-5644-0121-3461	TMSA v3 (5002)	0.00	07 Apr 2020	07 Apr 2020	
Archived	CANL-4151-5529-5717	TMSA v3 (5002)	59.40	10 Jul 2019	07 Apr 2020	

16.9 Creating a Document Distribution Policy

The Operator's current Distribution Policy page can be accessed by selecting from the TMSA Actions dropdown list > Distribution Policy page. The page allows the user to select via a dropdown list whether the distribution policy should be:

1. Visible to OCIMF Member Companies only
2. Visible to only certain Members / OCIMF Non Members – displays OCIMF Members and OCIMF Non Member companies from the 'Organisation Name' grid
3. Visible to all – visible to all OCIMF Members and non-OCIMF Member companies

To allow a specific member access to the TMSA document, the user should click the green plus button 'Add Member to Policy', similarly clicking the red minus button



'Remove Member from Policy' will do the opposite. To view the Member Request History, select the 'Pending Requests' button.

16.10 Dealing with Member Requests for TMSA Document Access

If a Member has specifically requested access to an Operator's TMSA document, the Operator should receive an email notification and a link titled 'TMSA Notification – 'Member' has requested access to your publications' is shown alongside details of when the request was sent.

Clicking the 'Process Pending Request' link in the email will take the user to the TMSA log in page. After logging in, the TMSA tab at the top of the page will show the number of Document Access requests made.

TMSA / Member Request History

Member Request History for **PETRONAS**

Document Access Request History **1**

Request Date	Operator Name	Member Name	Status	Decision Date
30 Jan 2017	A. P. Moller - Maersk A/S (Maersk Tankers)	PETRONAS	Request Granted	30 Jan 2017

Back

TMSA / Process Access Request

Process Request for **TEST SUBMITTERS**

Request Date
07 Apr 2020

Member Request Message (if provided)
test

Do you wish to allow access?
Yes

Response Notes (optional - will be seen by Member)

Back Make Decision

Details of the Member making the request, and their request message are displayed. The user should select whether they wish to allow access from the Yes/No dropdown list, and optionally include any Response notes which will be seen by the Member. When the 'Make Decision' button is clicked the Operator Distribution Policy will be updated accordingly, notification email(s) are sent to the Member, and the user is redirected back to the Distribution Policy page. If the decision was taken to grant access, the Member will now be able to view a PDF rendition of the Operator's current TMSA document (if any), and will be notified of all future publications.



On the Distribution Policy page, the user will notice that the Request History value has been updated for the Member in question:

Members Meeting Your Criteria **1**

Pending Access Request? In Distribution Policy? Member Type?

Search Text

Organisation Name	Total Requests
TEST SUBMITTERS	1

When the 'Pending Request(s)' button is clicked the user will be redirected to the Member Request History page which lists all historic access requests and the decision that was made:

SIRE Vessels Incidents TMSA PSC Inspections Data Mining MTIS Terminals Inspection Requests 27 Messages Captain Test Operator

TMSA Member Request History

Member Request History for TEST SUBMITTERS

Document Access Request History **1**

Request Date	Operator Name	Member Name	Status	Decision Date
07 Apr 2020	Test Operator	TEST SUBMITTERS	Request Granted	07 Apr 2020

SIRE Vessels Incidents TMSA PSC Inspections Data Mining MTIS Terminals Inspection Requests 27 Messages Captain Test Operator

TMSA Process Access Request

Process Request for TEST SUBMITTERS

Request Date
07 Apr 2020

Member Request Message (if provided)
test

Do you wish to allow access?

Response Notes (optional - will be seen by Member)

16.11 Viewing Document Analytics

An Operator may view Document Analytics for any of their documents from the TMSA > Home page by clicking on the 'View Analytics' icon for the document in question:

Status	Report Name	Document Type	% Complete	Publication Date	Archive Date
Published	GGJL-6168-3782-9339	TMSA v2 (5001)	35.92	30 Jan 2017	

This will take the user to the 'Document Analytics' page which shows summary information and key analytics for the document in question. The analytics shown are all focused on a per-element / stage basis, as shown below:

TMSA > View Analytics

Analytics for Report **UXBC-4551-9607-6391**

Report Status: Archived | Last Updated: 03 May 2019 | Date Published (if applicable): 03 May 2019 | Date Archived (if applicable): 25 Jun 2019

Completion | Cumulative Performance | Raw Performance

Completion - This indicator shows which stages for each Element have been completed irrespective of whether the answer was "Yes" or "No". Green stages are 100% complete, orange stages show their proportional completeness.

Element	Stage 1	Stage 2	Stage 3	Stage 4
Management, Leadership and Accountability	100%	100%	100%	100%
Developing and Maintaining a SMS	100%	100%	100%	100%
Recruitment and Management of Shore-based Personnel	100%	100%	100%	100%
Recruitment and Management of Vessel Personnel	100%	100%	100%	100%
Wellbeing of Vessel Personnel	100%	100%	100%	100%
Vessel Reliability and Maintenance	100%	100%	100%	100%
Vessel Reliability and Maintenance (Critical Equipment)	100%	100%	100%	100%
Navigational Safety	100%	100%	100%	100%
Cargo, Ballast, Tank Cleaning and Bunkering Operations	100%	100%	100%	100%
Mooring and Anchoring Operations	100%	100%	100%	75%

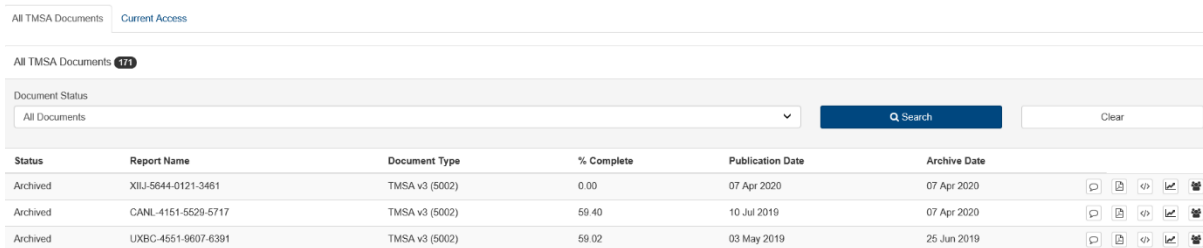
Three views are provided:

- Completion** – This indicator shows which stages for each Element have been completed irrespective of whether the answer was “Yes” or “No”. Green stages are 100% complete, orange stages show their proportional completeness.
- Cumulative Performance** - This indicator shows which stages for each Element have been answered “Yes”. As the name “cumulative” indicates, in order to include the results of a stage all preceding stages in the same Element must also be fully answered “Yes”. For example “Yes” answers in the fourth stage of an Element will not be included if the third stage of the same Element are not fully answered “Yes”.

- **Raw Performance** - This indicator shows which stages for each Element have been answered “Yes”. Unlike the “cumulative” indicator, “raw” performance includes any “Yes” answer from each stage, irrespective of any other stage in the same Element.

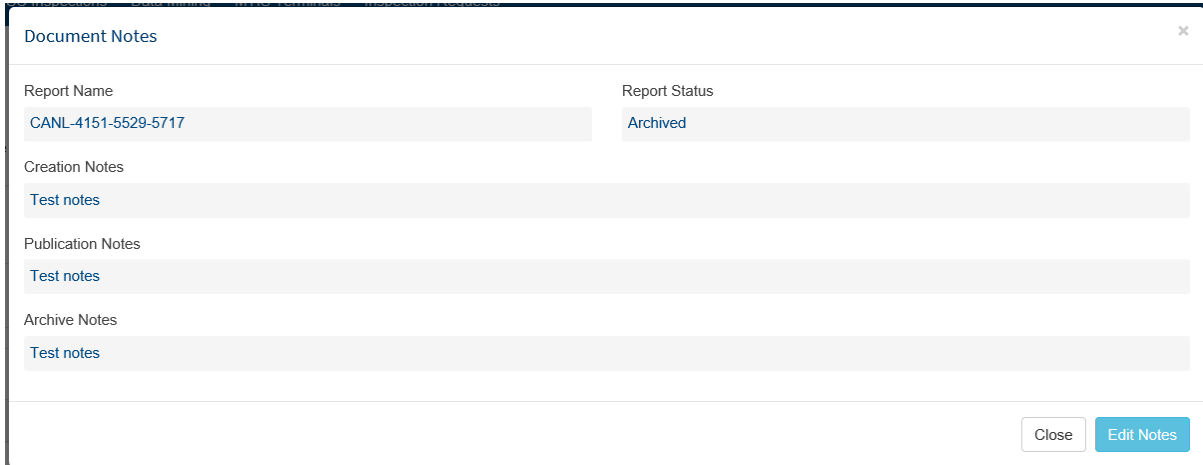
16.12 Viewing / Editing Notes

An Operator may view notes on any of their documents from the TMSA > Home page by clicking on the ‘View Notes’ icon for the document in question:



Status	Report Name	Document Type	% Complete	Publication Date	Archive Date	
Archived	XILJ-5644-0121-3481	TMSA v3 (5002)	0.00	07 Apr 2020	07 Apr 2020	
Archived	CANL-4151-5529-5717	TMSA v3 (5002)	59.40	10 Jul 2019	07 Apr 2020	
Archived	LXBC-4551-9607-6391	TMSA v3 (5002)	59.02	03 May 2019	25 Jun 2019	

This pops up a window showing the notes captured against the relevant Document:



Document Notes [Close]

Report Name: CANL-4151-5529-5717

Report Status: Archived

Creation Notes: Test notes

Publication Notes: Test notes

Archive Notes: Test notes

[Close] [Edit Notes]

There are 3 kinds of notes – Creation, Publication and Archive, which are captured at the point of performing the relevant action.

The pop-up window only shows the notes that have been captured thus far – so for a Published document, only Creation and Publication notes would be shown, and so on.

Operators will be able to edit the available notes fields via the ‘Edit Notes’ button.



Notes are entirely optional, are internal only and are not used in any work-flow processes.

16.13 Viewing the Current Distribution Policy

The Operators current Distribution Policy can be viewed on the 'Current Member Access' tab at TMSA > Home:

All TMSA Documents | Current Member Access

Access Mode: Visible To Only Certain Members | # Members allowed to view TMSA: Restricted to 6 Submitting Member(s)

Members allowed to view TMSA 6

Search Text: Clear Search

Organisation Name
ADIMA-OPCO
AEGEAN SHIPPING MANAGEMENT SA
Agility Logistics Solutions Ltd
ATLANTIC LNG COMPANY OF TRINIDAD AND TOBAGO
BASF AKTIENGESELLSCHAFT
BIG LNG SERVICES LLC

16.14 Viewing Archived Distribution Policies

An Operator TMSA may view the distribution policy for any of their archived documents from the TMSA > Home page by clicking on the 'View Archived Distribution Policy' icon for the document in question:

All TMSA Documents | Current Member Access

All TMSA Documents 27

Document Status: All Documents

Clear Search

Status	Report Name	% Complete	Publication Date	Archive Date
Draft	CCGY-7508-4686-4203	0.00		
Published	XXMO-7496-1745-8641	0.00	18 Apr 2016	
Archived	BCYI-7472-7594-4414	0.00	18 Apr 2016	18 Apr 2016
Archived	FEJN-7372-3267-9665	0.00	18 Apr 2016	18 Apr 2016

A popup window is then displayed showing the snapshot of the Distribution Policy that was taken at the point of publication:



TMSA / Archived Distribution Policy

Archived Distribution Policy for BCYI-7472-7594-4414

Date Archived
18 Apr 2016

Access Mode
Visible To Only Certain Members

Members allowed to view TMSA
Restricted to 2 Recipient Member(s)

Members allowed to view TMSA ⓘ

Search Text

Clear

Organisation Name

CONOCOPHILLIPS MARINE	▼
Test Submitting Member	▼

The window will indicate that either:

1. All Members were allowed to view the Report
2. An explicitly selected list of members was allowed to view the Report

The Distribution Policy will continue to be applied for this Report in terms of the Members that are allowed to see it. So:

- If the Operator had selected 'Visible to all', then all Members – including Members created after the Report was archived – will be able to view the PDF Rendition of the Report.
- If the Operator had selected 'Visible to Only Certain Members', then only those Members explicitly included in the list will be able to view the PDF Rendition of the Report

16.15 Viewing the Operator Audit Log

The Operator's Audit Log page can be accessed from the TMSA Actions dropdown list > Operator Audit Log:





TMSA / Operator Audit Log

Operator Audit Log

TMSA Event History **954**

Event: Search Text: From Date: To Date: Clear Search

Date	Event Type	Description	Performed By
30 Jan 2017	Document Archived	Report 'GG.JL-6168-3782-9339' has been archived.	Sally Page
30 Jan 2017	Document - Published	Report 'GG.JL-6168-3782-9339' has been published.	Sally Page
30 Jan 2017	Document - Created New	New blank report 'GG.JL-6168-3782-9339' created.	Sally Page
30 Jan 2017	Distribution Policy - Mode Changed	Distribution policy changed from 'Visible To Only Certain Members' to 'Visible To Only Certain Members'.	Sally Page

This page shows a log of all TMSA activity events that have occurred for the Operator.

16.16 Configuring Notification Email Addresses

A user with appropriate permissions can specify up to 5 e-mail addresses that are used for notifications related to TMSA Activity from the TMSA Actions dropdown list > E-mail Configuration:

TMSA / Email Configuration

Email Configuration

This screen allows you to configure which e-mail recipient(s) within your Organisation will receive notifications related to TMSA. As an Operator, these notifications will be limited to requests for access from Members.

Please enter up to 5 e-mail addresses to receive TMSA notifications

Email Address #1: Email Address #2:

Email Address #3: Email Address #4:

Email Address #5:

Back Save Changes

As an Operator, these notifications are limited to requests for access from Members.



17 Operator Data Mining

The SIRE Data Mining applications available to both the SIRE Members and the SIRE Operator user groups have historically provided anonymised key industry trends, with Members able to view global information and Operators limited to a subset of data bespoke to their fleet.

In December 2018 the SIRE Focus Group reported to OCIMF it felt that the statistics being provided by the SIRE Data Mining applications were driving undesired behaviour from vessel operators, with the use of raw observation counts per inspection being used as a KPI.

To combat this behaviour, OCIMF requested that the SIRE Data Mining applications be updated to no longer provide data that could be used within Observation Counting KPIs.

Operator Data Mining is available for Operators within SIRE. To access this the Operator Data Mining Terms and Conditions must be signed.



The document can be viewed as a pdf, select 'Download as pdf' button. Select to 'Agree' and 'Next' to Agree to the terms.


Operator Data Mining Terms and Conditions

Please read the agreement below and confirm that you agree to the terms.
To agree to the terms, you must toggle the Disagree/Agree switch at the bottom of the page and then click Next.

SIRE Vessel Operator Data Mining Terms and Conditions - MAY 2017.pdf

1 / 1

Oil Companies International Marine Forum



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25 Cannon Street, 10th Floor
London EC4A 3DF, United Kingdom
Tel: +44 (0)20 7496 1000
Email: enquiry@ocimf.org
www.ocimf.org

SIRE Vessel Operator Terms and Conditions for the use of Data Mining

Subject to the Vessel Operator agreeing to these Terms & Conditions and OCIMF's End User Licence Agreement for programs (EULA, available for agreement within the Vessel Operators' SIRE account), the Vessel Operator will also have access to the OCIMF data mining tool.

Vessel Operators using the OCIMF Data Mining tool must comply with the following:-

1. The data mining tool will only be accessible via a Vessel Operator's SIRE account
2. The Vessel Operator shall not share nor provide their SIRE log in details supplied by OCIMF to any third parties.
3. Vessel Operators shall maintain strict control over their SIRE log in details.
4. Vessel Operators may only use the data received from OCIMF's data mining tool services for their own internal purposes.
5. The data received from OCIMF's data mining tool shall not be shared with any third parties nor submitted in any way into any external systems.
6. The data received from OCIMF's data mining tool may not be used for any commercial purpose.

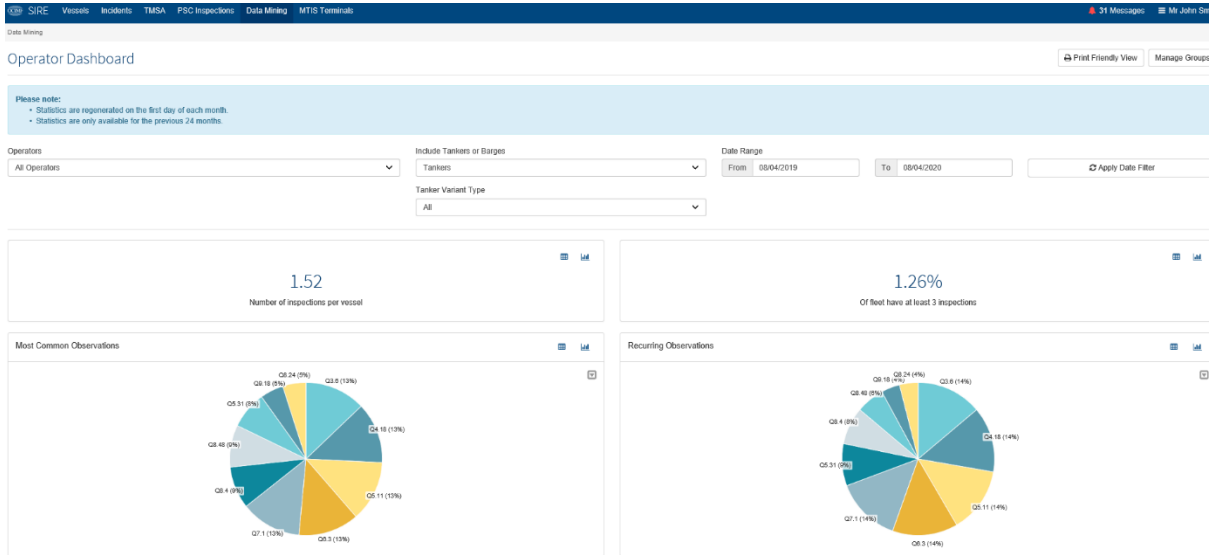
I agree to the terms above. Disagree

[Download as PDF](#) [Next](#)

The Data viewed will be restricted to the contents of the Operator's technical manager fleet.

In addition to analysis of an operator's own data, comparison will be provided with:

- The whole industry/database
- One or more custom groups to which an operator can choose to belong

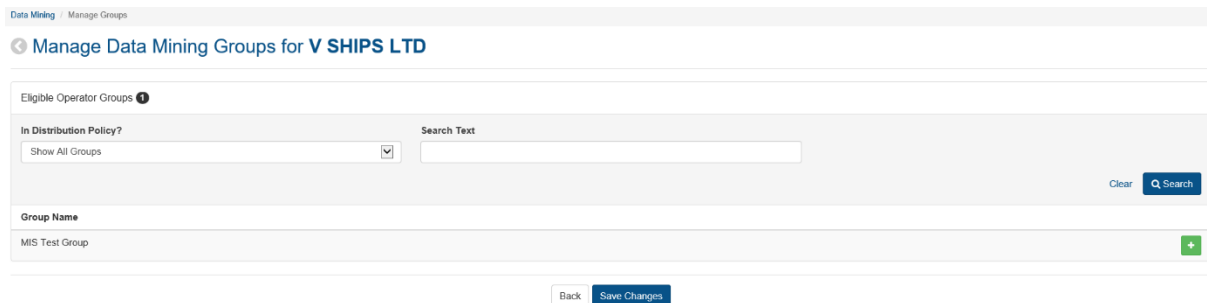


17.1 Operator Groups

There are multiple groups that the operator can optionally elect to be part of. A third-party group administrator will anonymously manage allowable group membership.

Operators can elect to join any group where their operator IMO number has been included in the full potential membership upload file provided by the third-party administrator.

Select the 'Manage Groups' button from the top right of the screen. Here you can select to be in an Operators distribution Policy and view their data.



Select the Plus button alongside the Operator to 'Activate group membership'.





Data Mining / Manage Groups

Manage Data Mining Groups for V SHIPS LTD

Eligible Operator Groups 1

In Distribution Policy? Show All Groups Search Text

Clear

Group Name
MIS Test Group <input type="button" value="-"/>

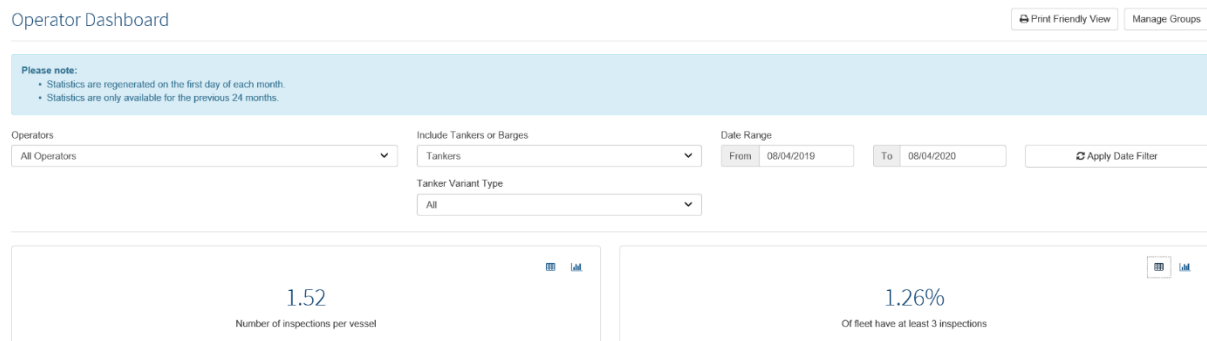
To 'Deactivate group membership' select the minus button.

Click 'Save Changes' when any amendments have been made to the Distribution Policy.

17.2 Explanation of Charts

Charts are displayed in panels. For each Chart you can find further details by selecting the icons in the top right corner of the panel.

- Select the grid icon to 'View data'.
- Select the graph icon to 'View comparison' of data.

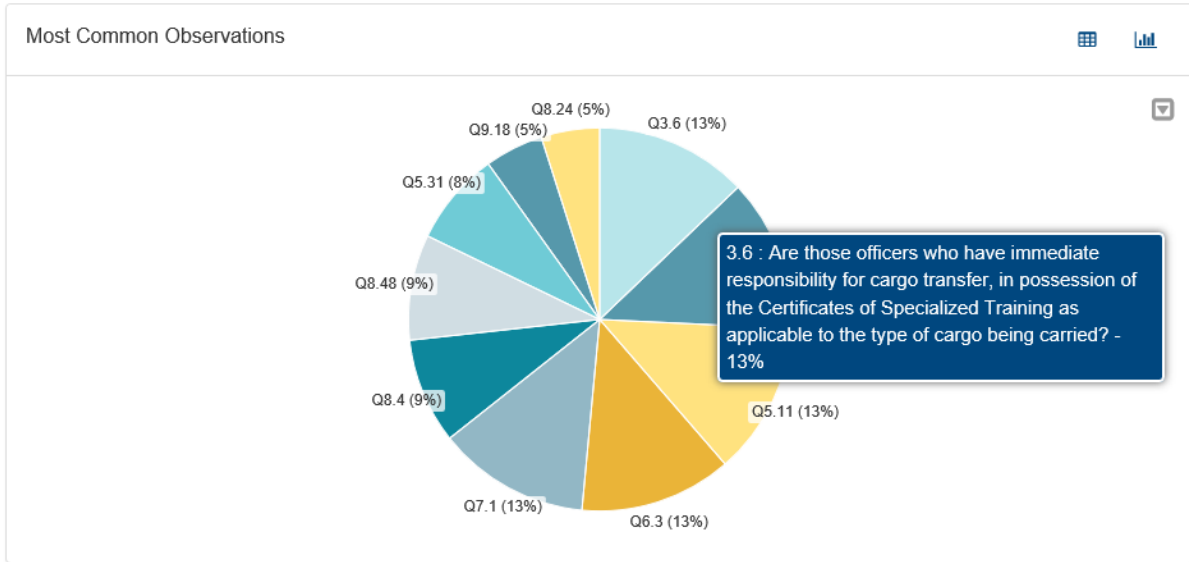


1) Number of inspections per vessel within the fleet

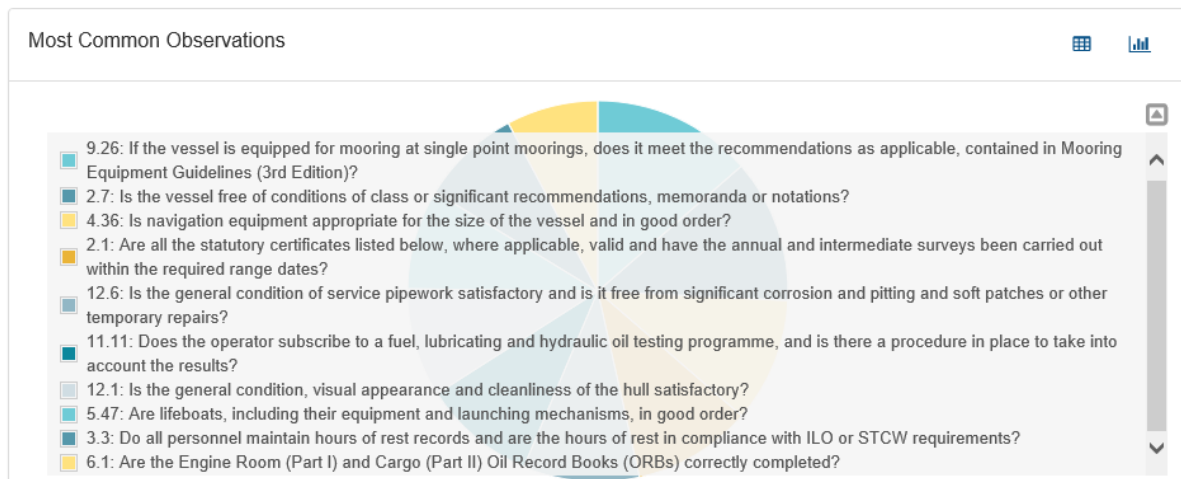
2) Percentage of the fleet that has greater than three inspections

17.2.1 Most Common Observations

The top 10 Most Common Observations are displayed in a Pie Chart. Select a section of the chart to view the Observation it refers to.

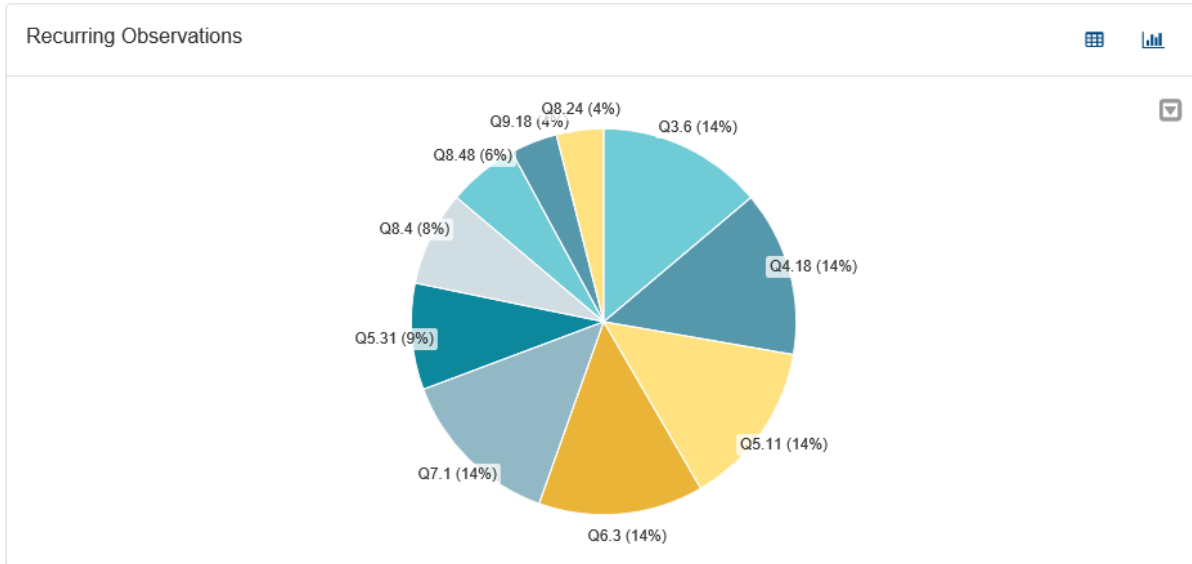


Select the grey arrow icon to 'View Legend'.



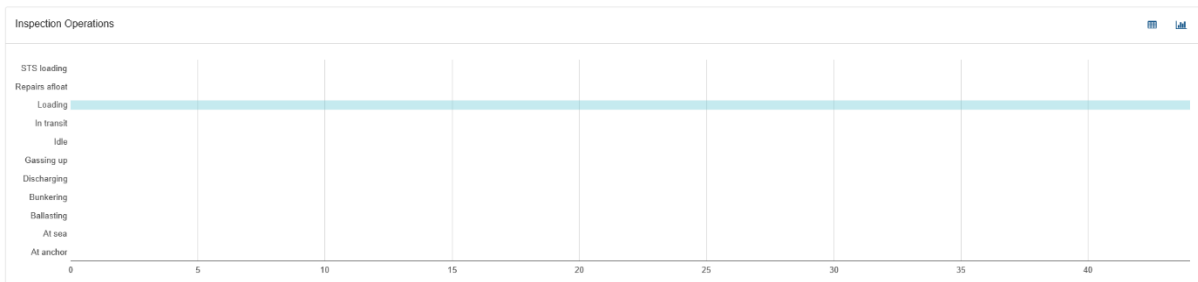
17.2.2 Recurring Observations

The top 10 Most Common Recurring Observations are displayed in a Pie Chart. Select a section of the chart to view the Observation it refers to.



17.2.3 Inspection Operations

The distribution of 'operation at time of inspection' are displayed in the Inspection Operations graph.



17.3 Filters

The Filter options are at the top of the page. A Date Range 'From and 'To' can be entered.

A specific Operator can be selected or 'All Operators'. Click 'Apply Filter' to apply the changes.



Data Mining

Operator Dashboard

[Print Friendly View](#) [Manage Groups](#)

Please note:

- Statistics are regenerated on the first day of each month.
- Statistics are only available for the previous 24 months.

Operators

My Organisation [South Sea Shipping]

Include Tankers or Barges

Tankers

Date Range

From 19/02/2018

To 19/02/2019

[Apply Date Filter](#)

Tanker Variant Type

- All
- All
- Oil
- Chemical
- LPG
- LNG

1.85
Number of inspections per vessel

0%
Of fleet have > 3 inspections



18 SIRE Message Centre

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

You have the option to switch off emails and only receive messages. Your 'User email preferences' can be changed on your User Profile page.

The screenshot shows the 'Your Profile' page in the SIRE UI. At the top, there is a navigation bar with 'SIRE' and various menu items. Below the navigation bar, the page title is 'Your Profile'. The main content area includes a 'Last login' timestamp, a 'Stay in Touch: GDPR Update' section with a link to the OCIMF Privacy Policy, and a 'User email preferences' section. The 'User email preferences' section contains two toggle switches, both of which are checked. The first toggle is labeled 'I want to receive non-communication alert emails.' and the second is labeled 'I want to receive summary communication alert emails.'

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.

There are two types of messages:

The screenshot shows the SIRE toolbar. On the left, there is a notification icon with '27 Messages' next to it. On the right, there is a user profile icon labeled 'Captain Test Operator'. Below the toolbar, a dropdown menu is open, showing '0 Unread Messages' and '15 Unread Alerts'.

18.1 Messages Centre - Messages

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

The screenshot shows the 'Message Centre - Messages' page in the SIRE UI. At the top, there is a navigation bar with 'SIRE' and various menu items. Below the navigation bar, the page title is 'Message Centre - Messages'. The main content area includes a 'Messages' header with a 'Set All Messages As Read' button and a dropdown menu set to 'All'. Below the header, there is a table with two columns: 'Summary' and 'Published Date'. The table contains two rows of messages.

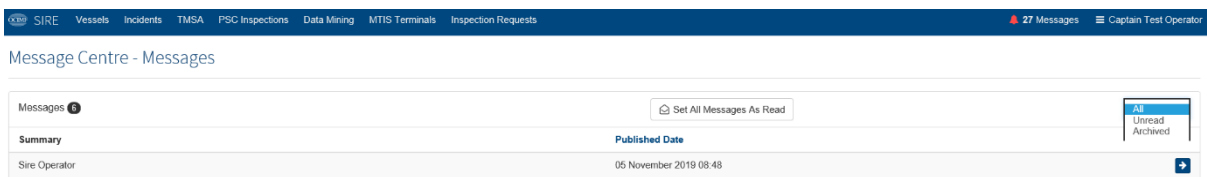
Summary	Published Date
Sire Operator	05 November 2019 08:48
Test of account id removal	15 February 2019 14:05



The message displays with attachments. When it has been opened it will then show as 'Read' in the Messages grid. To keep the messages showing as 'Unread', select 'Set Message As Unread'.



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

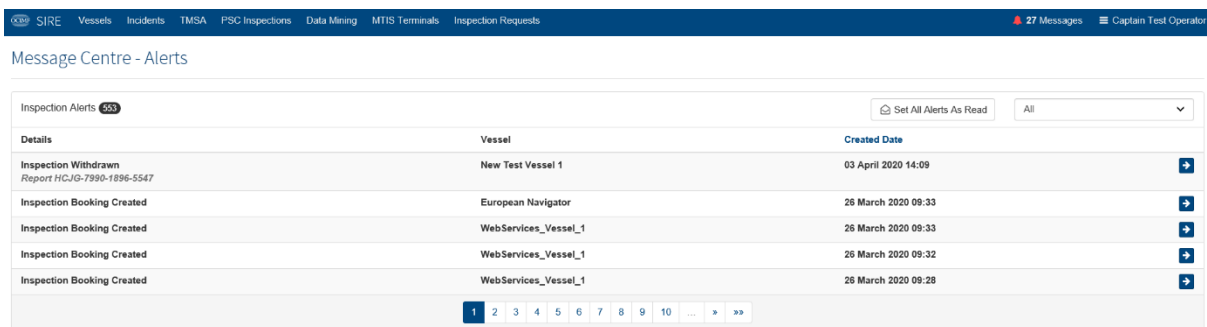


18.2 Message Centre – Alerts

Operators will receive message alerts related to Inspection Workflows.

They could receive an alert for one of the following steps:

- Booking created
- Inspection submitted
- Inspection validated (potentially limited to only the operator to receive this alert)
- Inspection published (with or without operator comments)
- Subsequent comments added
- Inspection amended (Resubmission)
- Inspection withdrawn





19 Port State Control Inspections

SIRE Vessel Operators can record details of Port State Control (PSC) inspections directly within their SIRE account via the following screens:

- Vessel Operator PSC Inspections Summary screen – vessel operators with the correct privileges can review PSC Inspections entered for their fleet.
- Vessel Operator ‘Add PSC Inspection’ screen – a data capture screen enables operators to enter high level details of a PSC Inspection.
- Vessel Operator ‘View/Edit PSC Inspection’ screen – a data capture screen enables operators to view / edit deficiencies plus add comments and attachments to the PSC Inspection record.
- Vessel Details updates – the Vessel Details page has been updated to include a summary of PSC Inspections entered for the vessel.

Access to all functionality related to PSC, i.e. to add, edit or view a record is controlled by a new SIRE Vessel Operator role.

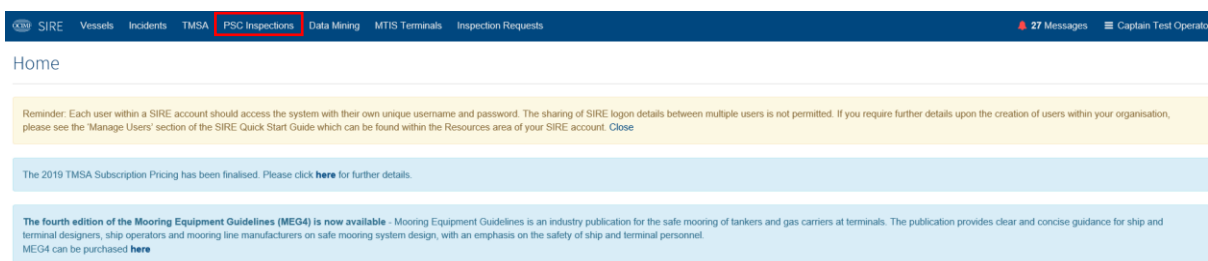
19.1 SIRE Vessel Operator – PSC Inspection Role

To access the new PSC functionality, users must either:

- be an administrator within the SIRE Vessel Operator account or;
- hold the ‘User Can Manage PSC Inspections’ role.

19.2 PSC Inspections screen

If the currently logged on users possesses the ‘User Can Manage PSC Inspections’ role, then a new tab will be displayed on the top navigation bar.





Clicking upon the tab will display the PSC Inspection summary screen. The PSC Inspection screen will display a grid of recorded PSC Inspections with the following column headers:

- PSC Inspection Date
- Current Vessel Name
- Vessel Name at Inspection
- Inspection Type
- Authority
- Inspection Port
- Number of Deficiencies
- Vessel was Detained
- PSC Inspection Status
- Link through to View PSC Inspection Record

The grid is searchable by vessel name and date range.

Date	Vessel Name	Vessel Name at Inspection	Inspection Type	Authority	Port	# Deficiencies	Vessel was Detained	Status
15 Jan 2020	Ocean Dreams	Ocean Dreams	More Detailed Inspection	AMSA	Port St Mary	0	No	Published

Selecting the 'Add PSC Inspection' button launches the 'Add PSC Inspection' screen.

19.3 Add PSC Inspection

A PSC Inspection must be associated to a SIRE Vessel record, if accessing the 'Add PSC Inspection' screen from the 'PSC Inspection Summary Screen' a dropdown will be displayed listing the Operators current fleet:

The PSC inspection Repository is an addition to the SIRE database to provide a convenient way for ship operators to disseminate details of PSC inspections on board their vessels.

Ship operators are invited to, on a voluntary basis, upload details of PSC inspections that have occurred on board their vessels. Ship operators upload these documents at their own risk in the full knowledge that any OCIMF member, SIRE recipient member, members of registered port state entities who participate in the SIRE system can view download, save or print any or all of these documents.

Vessel Details

Vessel
Blank Demonstrator 12
- Please select -
American Dream
BAHIA TRES



Selecting the desired vessel will display the vessel details for review:

There is another path to the 'Add PSC Inspection' page directly from the Vessel Details page which will pre-populate the PSC Record with the vessel details. See the section on the SIRE Vessel Details Page updates for further information.

Vessel Details

Vessel
Blank Demonstrator 12

Vessel Name
Blank Demonstrator 12

Identifier
REG 55666544

Flag
ALAND ISLANDS

Classification Society

DWT
100

OCIMF ID
A-100-014-254

Please confirm your vessel details are correct before proceeding. If not, please cancel and either edit vessel details or update the HVPQ.

Cancel Confirm

The user must confirm the details are correct before proceeding, returning to the Vessel Details page or HVPQ to update details if required.

Selecting 'Confirm' will allow entry of the PSC Inspection Details:

PSC Inspection Details

Inspection Type
Initial Inspection

Authority
AMSA

Vessel was Detained?
No

Date of Initial PSCO visit
06/04/2020

Date of Final PSCO visit
08/04/2020

Port
1

Terminal
Test Terminal

Operation
Loading

Cancel Confirm

The following information is captured upon the PSC Inspection Details page.

- Type of inspection – [dropdown]
 - Initial Inspection
 - More Detailed Inspection
 - Expanded Inspection
- Authority – [dropdown]
 - List of PSC Authorities
- Vessel was Detained? – [Dropdown]
 - Yes



- No
- Number of Days Detained – [integer] – This is a conditional field and will only display which a Yes response to the Vessel was detained dropdown.
- Date of initial PSCO visit – [date picker]
- Date of final PSCO visit – [date picker]
- Port – [dropdown]
 - List of Ports derived from MTIS Port list
- Terminal – [Free Text]
- Operation – [Dropdown]
 - VIQ Operations list

19.4 Disclaimer

A disclaimer is displayed that the Vessel Operator must agree to in order to create the PSC Inspection record. The disclaimer states that the submission of PSC Inspection information is purely voluntary, and that upload of information and documentation is entirely at the Operators own risk.

As with SIRE Incident reporting, Operators will have the option to publish the PSC Inspection record immediately or for the record to remain in a 'Draft' status for 24 hours after initial creation.

Once published a PSC Inspection record may only be added to, it will not be possible to edit or delete a record. PSC Inspection details may only be edited or deleted during the initial 24 hours, whilst the record is in a 'Draft' status.

19.5 View PSC Inspection Details

The View PSC Inspection details screen summarises the Vessel Details at the time of inspection, along with the PSC Inspection Details.





SIRE Vessels Incidents TMSA PSC Inspections Data Mining MTIS Terminals Inspection Requests 27 Messages Captain Test Operator

PSC Inspections Vessel Details / View PSC Inspection

PSC Inspection for **Blank Demonstrator 12** REG 55666544 | OCIMF ID A-100-014-254 Vessel was not Detained

This is a Draft PSC Inspection
This Inspection will be Published on 09 April 2020 08:38:05

Vessel Details At Time Of Inspection Toggle Details

PSC Inspection Details

Inspection Type	Authority	Vessel was Detained?
Initial Inspection	AMSA	No
Date of Initial PSCCO Visit	Date of Final PSCCO Visit	
06 Apr 2020	06 Apr 2020	
Port	Terminal	Operation
1	Test Terminal	Loading

Deficiencies 0 Add Deficiency

No deficiencies for this inspection.

Operator Comments & Documents 0 Add Document Add Comment

You don't have any Comments or Documents.

Back to Vessel Edit Inspection Publish Now

The user can add Inspection Deficiencies within the 24hour draft period or until published. Comments/Documents can be added to the PSC Inspection at any time.

19.6 Add Deficiency

PSC Inspection Deficiencies are added to the PSC Inspection record by selecting 'Add Deficiency'. Users will be able to select the 'Area of Deficiency' from a dropdown, which in turn will determine the options available for the 'Defective Item' dropdown.

The 'Area of Deficiency' and 'Defective Item' lists match the published of deficiency codes Paris MoU.

SIRE Vessels Incidents TMSA PSC Inspections Data Mining MTIS Terminals Inspection Requests 27 Messages Captain Test Operator

PSC Inspections PSC Inspection / Add Deficiency

Add Deficiency

Deficiency Details

Area of Deficiency
02 - Structural condition
Defective Item
2104 - Information on the AA-max ratio (Roro/pass only)
Nature of Defect
Inoperative
Detention
Yes

Cancel Save



The 'Nature of the Defect' and if the Deficiency led to the detention of the vessel are the other fields required when adding a deficiency.

As deficiencies are added, they will be displayed within the Deficiencies grid upon the 'View Inspection Details' page- If the PSC Inspection is in 'Draft' status then the deficiency can be deleted if required.

Area	Defective Item	Nature of Defect	Ground for Detention
181 - Minimum requirements to work on a ship	18103 - Medical fitness	Not as Required	No
02 - Structural condition	2108 - Electric equipment in general	Lack of Familiarity	No
05 - Radio communication	5111 - Satellite EPIRB 406MHz / 1.6 GHz	Damaged	No
091 - Working and Living Conditions - Living conditions	9102 - Dirty, parasites	Not as Required	No

Once the PSC Inspection record is published, deficiencies cannot be amended.

19.7 Add Document

Document Title
Test Document 1

Category
Supporting Document

Document Attachment
C:\OCIMF testing\Test File

Supported file types: Word, pdf, jpeg, bmp, gif, png. Maximum file size 3MB

Documents can be added from the Operator Comments and Documents grid upon the 'View Inspection Details' page.

Documents can be categorised as either:

- Form B
- Inspection Report
- Supporting Documentation

As Documents are added, they will be displayed upon the 'View Inspection Details' page – If the PSC Inspection is in 'Draft' status then documents can be deleted if required.

Date	Title	Category	Added By
08 Apr 2020	Test Document 1	Supporting Document	Test Operator



19.8 Add Comment

The Comments entry screen allows entry of a Comment Title and a textual comment.

PSC Inspections / PSC Inspection / Add Comment

Add Comment

Comment Title

Test Comment

Comments

Notes added

Back Save Comment

As Comments are added, they will be displayed upon the 'View Inspection Details' page – If the PSC Inspection is in 'Draft' status then Comments can be edited or deleted if required.

19.9 SIRE Vessel Details page

The SIRE Operator Vessel Details page contains a display of the number of PSC Inspections that have been recorded for the Vessel, broken down by the number recorded for the current and any previous operators.

SIRE Vessels Incidents TMSA PSC Inspections Data Mining MTIS Terminals Inspection Requests 27 Messages Captain Test Operator

Vessels / Vessel Details

Test Vessel 1 IMO 5637858 | OCIMF-ID A-100-014-569 Edit Remove Vessel

Vessel Details Toggle Details

Vessel Particulars

Not yet published

Create

View PDF

Add to Downloads

Online Crew Matrix

Last Updated: <Never>

Create

View PDF

View XML

View Audit History

PSC Inspections New PSC Inspection

For Vessel	3
Current operator	3
Previous operator	0
Current Operators Fleet	32

Incidents New Incident

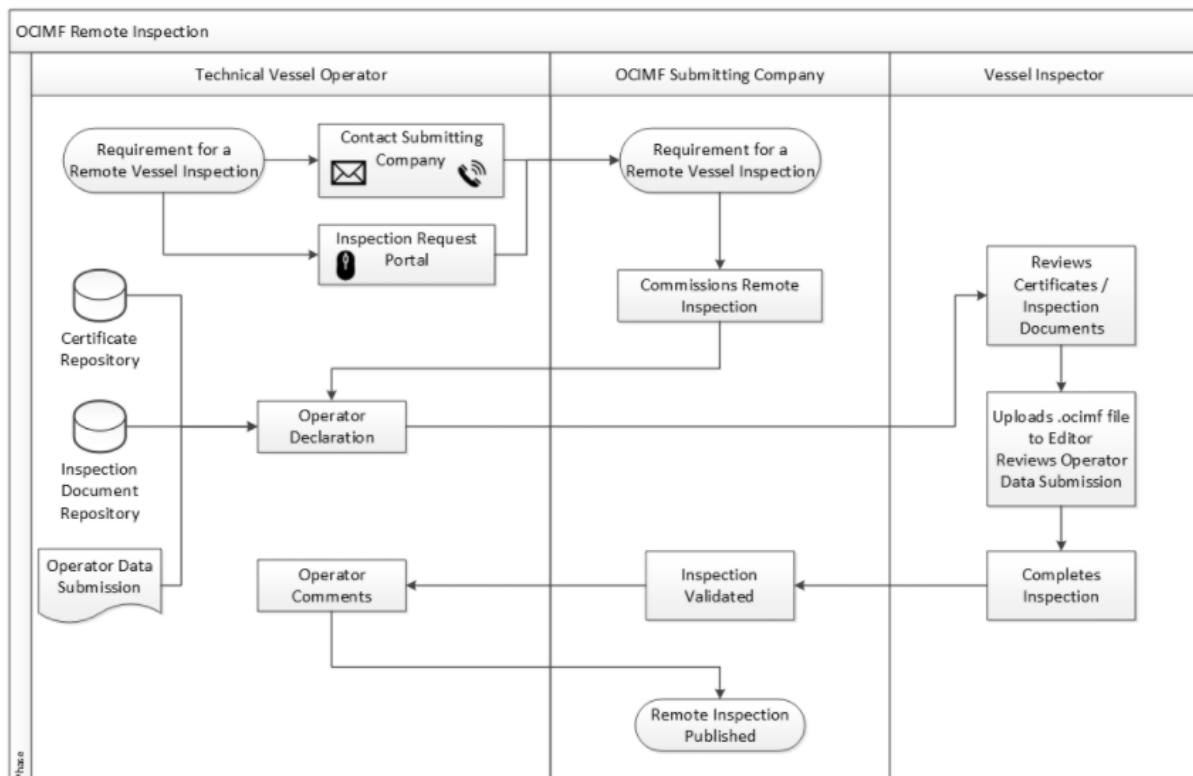
For Vessel	0
Current operator	0
Previous operator	0
Fleet	27

The user can create a new PSC Inspection record directly from the Vessel Details Page.

20 Remote Inspections

20.1 Remote Inspections Workflow

The Remote Inspection functionality allows an inspector to carry out an inspection without the need to go onboard the vessel. Once a remote inspection is booked the Operator must provide documentation to the Inspector. This includes the use of the Inspection Documentation and Vessel Certification Repositories. The Operator also provides responses to the Inspection questions for the Inspector to review, shown in the flowchart below by the Operator Data Submission box. The workflow for the remote inspection process is outlined below:




20.2 Inspection Booking

Once a remote inspection has been booked by the Submitting Member, the Vessel Operator will receive a system-generated email confirming details of the inspection and this email will include a booking code. The booking code is required for the Operator Data Submission Stage. Upon a remote inspection being booked the following options become available to the operator:

- Inspection Document Repository



- Operator Data Submission



Dear Captain Oliver Test

A booking for a remote inspection on the vessel Mississippi Mudlark has been created by Submitting Member A.

Please [click here](#) or use the Mobile Remote Inspection Editor to complete the Operator Data Submission for this vessel inspection.

The booking code to be entered when creating the Operator Data Submission is ABF21F.

The Operator Data Submission for this vessel must be completed at the latest by 19 Jun 2020.

Regards,
OCIMF

The Inspection Document Repository and Certificate Repository will become available to the Inspector commissioned to carry out the inspection as soon as a booking is created. Documents uploaded to the repositories by the operator will be available to the Inspector shortly after the documents are uploaded. The inspection and certificate documentation will remain available to the inspector until the inspection report is published.

20.3 Certificate Repository

Details about how to upload certificates to the certificate repository are available in the chapter on [Uploading a Certificate](#)

20.4 Inspection Document Repository

Details about how to upload an inspection to the Inspection Document Repository are available in the chapter on [Upload Inspection Documents](#).

20.5 Operator Data Submission

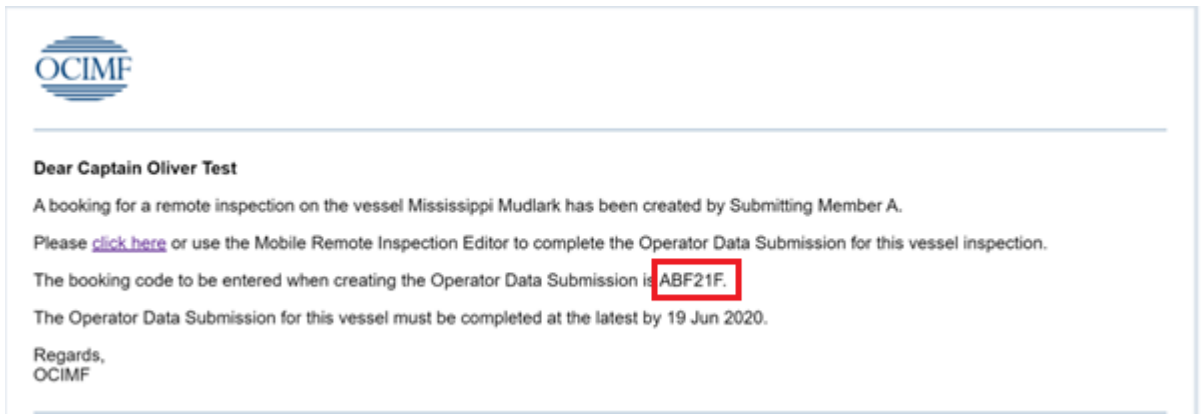
The Operator provides answers to the inspection questions for the Inspector to review. To view the question set the Operator can use the Online Inspection Editor using the same login details as their Sire account. The Online Vessel Operator Data Submission Editor can be accessed via the following link:

- <https://editor.ocimf.org/sviq-editor8/>

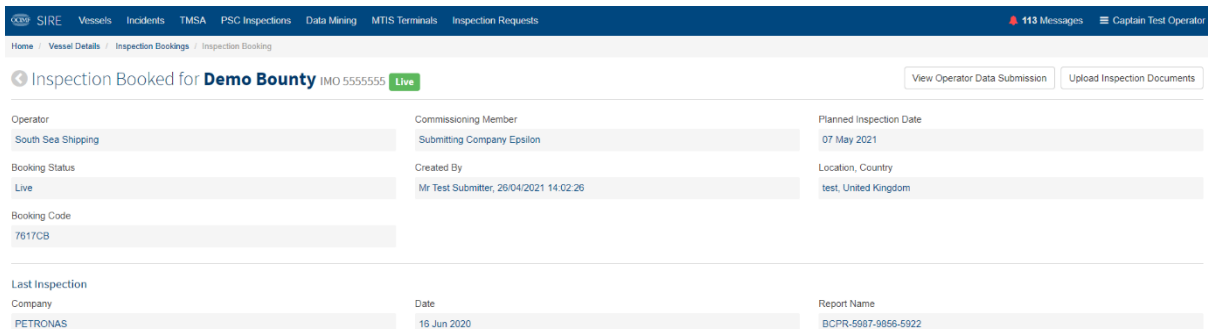
20.5.1 Inspection Booking Code

To access the question set for the remote inspection within the online editor the Operator will require the inspection booking code. The booking code can be found in 2 locations:

- Email received upon Remote Inspection Booking being created



- Inspection Booking Page within Sire.

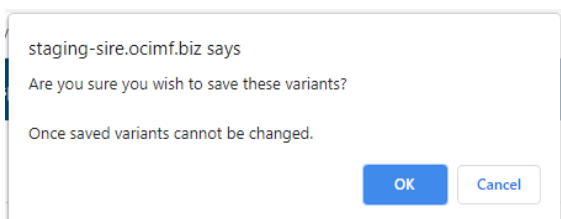


20.5.2 View Operator Data Submission – Variants

On the Operator Data Submission page, select Variants applicable from the Inspection Variants grid and Save Variants.

Inspection Variants can be saved without selecting any Variants.

When Variants have been saved they cannot be changed. An error message explains this when Save Variant is selected.





Select the Online Editor button and log on to access the Remote Inspection report.

If the Variants have not been selected an error occurs when trying to create the inspection document in the Online Editor. Return to the Operator Data Submission page and Save Variants.

VIQ Remote Inspection.

The screenshot shows the 'Operator Data Submission for Demo Bounty' page. At the top, there is a navigation bar with 'SIRE' and various menu items. Below the navigation bar, there is a header for 'Operator Data Submission for Demo Bounty' and an 'Online Editor' button. A yellow information box contains text about the remote inspection on the vessel 'Demo Bounty' and the submission deadline of 07 May 2021. Below this, the 'Inspection Variants' section is visible, with a 'Toggle Details' button. A blue instruction box states: 'Please select the variants applicable for the inspection and then click "Update Variants". Once saved, these variants cannot be changed.' The 'Variant type' section has a checked 'Combination tanker' option. The 'Variant' section has a checked 'Crude oil washing' option. At the bottom of the variant selection area, there are 'Clear Selection' and 'Save Variants' buttons.

BIQ Remote Inspection.

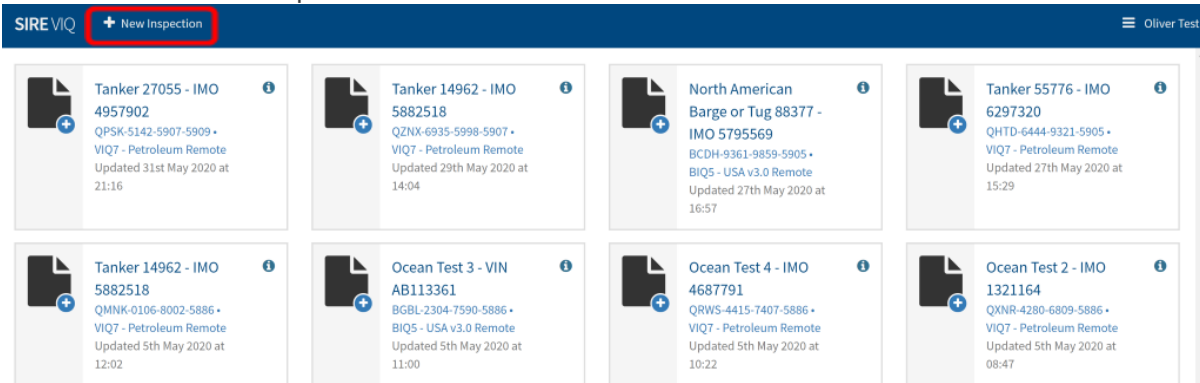
The screenshot shows the 'Operator Data Submission for Demo Barge' page. It follows the same layout as the VIQ page. The yellow information box mentions the vessel 'Demo Barge' and the same submission deadline. The 'Inspection Variants' section has a 'Toggle Details' button. The blue instruction box is identical. The 'BIQ Propulsion' section has a checked 'Non Powered' option. The 'BIQ Purpose' section has a checked 'Chemical' option. The 'BIQ Trading Waters' section has a checked 'Inland' option. The 'BIQ Crew' section has a checked 'Manned' option. At the bottom, there are 'Clear Selection' and 'Save Variants' buttons.

20.5.3 Online Inspection Editor Process

The following steps go through how to enter and submit the Operator responses to the Inspection Questions:

1. Open Online editor by using the following link <https://editor.ocimf.org/sviq-editor8/>
2. Log into the Online Vessel Operator Data Submission Editor using your Sire account number, username and password.

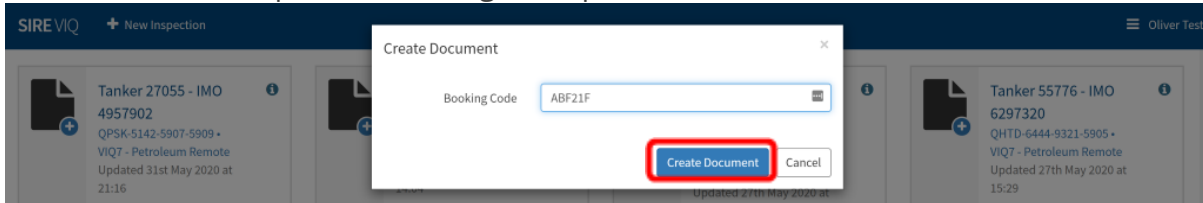
3. Select New Inspection



The screenshot shows the SIRE VIQ interface with a grid of inspection cards. The top navigation bar includes 'SIRE VIQ' and a '+ New Inspection' button, which is highlighted with a red box. The grid contains eight cards, each representing an inspection with details such as vessel name, IMO number, and update date.

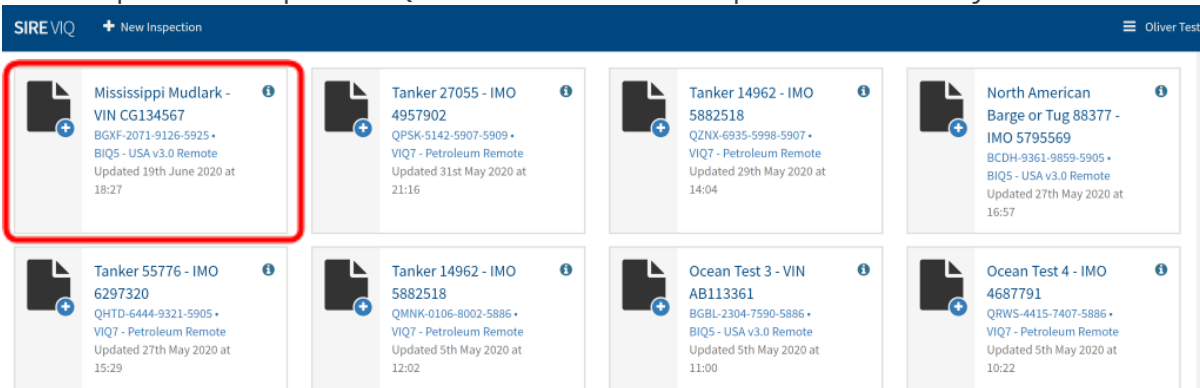
Vessel Name	IMO Number	Update Date
Tanker 27055 - IMO 4957902	4957902	31st May 2020 at 21:16
Tanker 14962 - IMO 5882518	5882518	29th May 2020 at 14:04
North American Barge or Tug 88377 - IMO 5795569	5795569	27th May 2020 at 16:57
Tanker 55776 - IMO 6297320	6297320	27th May 2020 at 15:29
Tanker 14962 - IMO 5882518	5882518	5th May 2020 at 12:02
Ocean Test 3 - VIN AB113361	AB113361	5th May 2020 at 11:00
Ocean Test 4 - IMO 4687791	4687791	5th May 2020 at 10:22
Ocean Test 2 - IMO 1321164	1321164	5th May 2020 at 08:47

4. Enter the Inspection Booking Code provided and select 'Create Document'



The screenshot shows the SIRE VIQ interface with a 'Create Document' dialog box open. The 'Booking Code' field contains 'ABF21F'. The 'Create Document' button is highlighted with a red box.

5. Questions from the commissioned Inspection Questionnaire requiring Vessel Operator Data Submission are downloaded to the Editor. Selecting the Report, opens the Inspection Questionnaire to allow Operator Data entry



The screenshot shows the SIRE VIQ interface with a grid of inspection cards. The card for 'Mississippi Mudlark - VIN CG134567' is highlighted with a red box.

Vessel Name	VIN	Update Date
Mississippi Mudlark - VIN CG134567	CG134567	19th June 2020 at 18:27
Tanker 27055 - IMO 4957902	4957902	31st May 2020 at 21:16
Tanker 14962 - IMO 5882518	5882518	29th May 2020 at 14:04
North American Barge or Tug 88377 - IMO 5795569	5795569	27th May 2020 at 16:57
Tanker 55776 - IMO 6297320	6297320	27th May 2020 at 15:29
Tanker 14962 - IMO 5882518	5882518	5th May 2020 at 12:02
Ocean Test 3 - VIN AB113361	AB113361	5th May 2020 at 11:00
Ocean Test 4 - IMO 4687791	4687791	5th May 2020 at 10:22



- All questions requiring operator entry are listed within the left-hand pane, selecting individual questions will open the question and response pane.

The screenshot shows the OCIMF questionnaire interface for Mississippi Mudlark • VIN CG134567. The left-hand pane lists sections and their progress: 1. GENERAL PARTICULARS (0/2), 2. CERTIFICATION AND DOCUMENTATION (0/1), 4. NAVIGATION AND COMMUNICATIONS (0/3), 5. SAFETY MANAGEMENT (0/1), 6. POLLUTION PREVENTION (0/1), 8. CARGO HANDLING (0/1), 10. TOWING AND PUSHING VESSELS (0/1). The right-hand pane displays question 4.26: "Is an operational automatic gyro pilot provided?".

7. Respond to questions

6.18. Are receipts maintained for each disposal of garbage?

Yes No Not Seen Not Applicable

Comments

VESSEL OPERATOR ENTERED TEXT
Receipts are provided and uploaded to the Inspection Document Repository

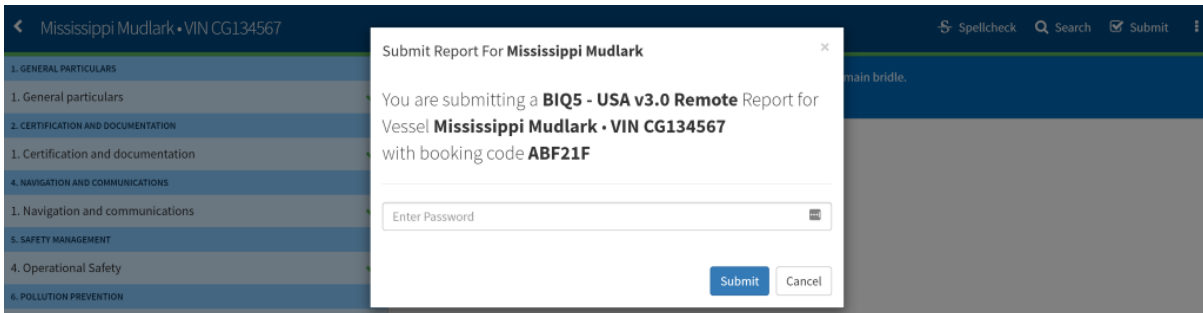
Certificates may not always be provided where vessels are trading inland. However records should indicate the dates when disposals occurred, and of the quantity and nature of the garbage disposed.

- Upon completion of all questions, select 'Submit' to submit the questionnaire

The screenshot shows the OCIMF questionnaire interface for Mississippi Mudlark • VIN CG134567. The left-hand pane shows all sections completed with green checkmarks. The right-hand pane displays question 10.21: "If a spare pennant is provided, is it at least the same grade and size of the main bridle." with the answer "Yes". The 'Submit' button in the top right corner is highlighted with a red box.



9. Enter your password at the prompt to submit. Submitting the question set confirms that the questionnaire is complete. The inspection can only be submitted once.



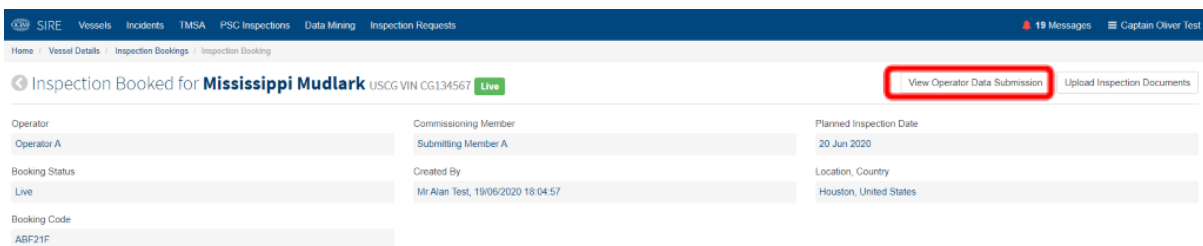
20.5.4 Operator Declaration

Once the operator has completed and submitted their responses to the “operator data-submission questions” the operator will be required to submit a declaration attesting that the information they have provided is true and accurate.

Upon submission of the Operator Declaration, the vessel inspector is notified that all necessary information has been uploaded and is available for review.

The process to sign the Operator declaration is as follows:

1. Navigate to the Inspection Booking page, and select ‘View Operator Data Submission’





2. Verify that all necessary Vessel Certificates and Inspection Documents has been uploaded and that the Operator Data Submission is complete by selecting the confirmation tick-box, followed by selecting 'Submit Declaration'

SIRE Vessels Incidents TMSA PSC Inspections Data Mining Inspection Requests 19 Messages Captain Oliver Test

Operator Data Submission for **Mississippi Mudlark**

This Operator Data Submission is for a remote inspection on the vessel **Mississippi Mudlark** commissioned by **Submitting Member A**.
The Operator Data Submission for this inspection must be completed at least two (02) days before the scheduled date of the inspection **20 Jun 2020**.
You have answered **10** questions in the Operator Data Submission for this inspection.
If the certificate list below is incomplete, it may be completed from the subject vessel's 'Vessel Details' page.
If the Inspection Documents list below is incomplete, it may be completed from the subject inspections 'Inspection Booking' page.

Inspection Documents

Barges Toggle Details

Certificate Type	Issue Date	Expiry Date	Last Annual	Last Intermediate	Date of Endorsement	Upload Date	Version	File Process Status
Document of Compliance (DOC)		30 Jun 2020				24/06/2020 12:57:23	1	<input checked="" type="checkbox"/> Download
Safety Construction Certificate	01 May 2019	06 Sep 2022				19/06/2020 17:48:49	1	<input checked="" type="checkbox"/> Download
Safety Radio Certificate	06 Apr 2018	06 Sep 2025	30 Apr 2020			19/06/2020 17:49:34	1	<input checked="" type="checkbox"/> Download
U.S. Coastguard Certificate of Compliance	29 Mar 2019	06 Apr 2022			06 Apr 2019	19/06/2020 17:02:17	1	<input checked="" type="checkbox"/> Download

I confirm that the information listed on this page is accurate and complete to the best of my knowledge.

Cancel Submit Declaration

3. An automated email notification will be issued to the Vessel Inspector, example below.

Dear Mr Johnson Aardvaark

You have previously been commissioned by **Submitting Member A** to carry out a **BIQ5 - USA v3.0 Remote** inspection on the vessel **Mississippi Mudlark** on **20 Jun 2020**.
The vessel Operator has now submitted the required information pertaining to this remote inspection.
Please [click here](#) to review the information submitted by the vessel Operator.
You may also access this information via the relevant inspection booking page on the SIRE website.

Regards,
OCIMF SIRE Administration



21 Contact Support

By selecting 'Contact Support' icon from the top menu an additional popup screen will open at the bottom of the screen. Complete the required fields and Send. A support ticket will be raised directly to the OCIMF SIRE Support Helpdesk.

Home

Reminder: Each user within a SIRE account should access the system with their own unique username and password. The sharing of SIRE login details between multiple users is not permitted. If you require further details upon the creation of users within your organisation, please see the 'Manage Users' section of the SIRE Quick Start Guide which can be found within the Resources area of your SIRE account. [Close](#)

The 2019 TMSA Subscription Pricing has been finalised. Please click [here](#) for further details.

The fourth edition of the Mooring Equipment Guidelines (MEG4) is now available - Mooring Equipment Guidelines is an industry publication for the safe mooring of tankers and gas carriers at terminals. The publication provides clear and concise guidance for ship and terminal designers, ship operators and mooring line manufacturers on safe mooring system design, with an emphasis on the safety of ship and terminal personnel. MEG4 can be purchased [here](#)

Inspections Pending Operator Comments 0
You don't have any inspections that require operator comments.

Inspection Bookings 0
You don't have any active inspection bookings.

Unprocessed Inspections 0
You don't have any inspections that are unprocessed.

Quick Links

- News
- Resources
- Questionnaire Feedback
- Contact Support

The OCIMF Self-Service Knowledge Base is now available. Answers to many customer requests can be found by visiting <https://support.ocimf.org>, which is available 24-hours a day.

Or, if you are unable to find an answer to your issue, please feel free to raise a **Support Ticket** and a Helpdesk Operative will be in touch as soon as possible.

Please provide as much information as possible including the task that you are attempting to perform, the Vessel details and any error information that is displayed.

END OF DOCUMENT

For more information, visit www.ocimf.org or email enquiries@ocimf.org

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