



Oil Companies International  
Marine Forum

A large, white OCIMF logo is centered on the page. It features the acronym 'OCIMF' in a serif font, surrounded by a stylized sun or wave symbol made of horizontal lines.

# SIRE Submitting Company Access

Quick Start Guide

Revision v2.18

February 2022





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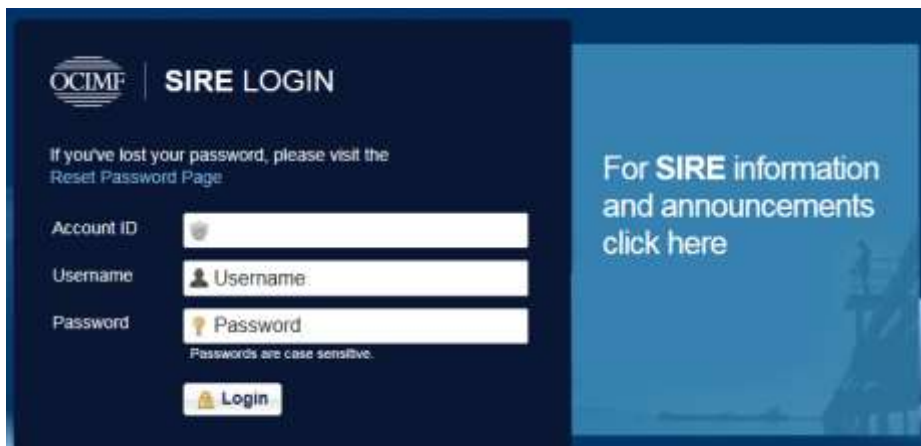
# 1 Getting started

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The Ship Inspection Report Programme (SIRE) system is a very large database of up-to-date information about tankers and barges.

This document is written as a 'How to' guide to enable users within Submitting Company organisations to use the SIRE user interface.

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



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

[siresupport@ocimf.org](mailto:siresupport@ocimf.org)

OCIMF Helpdesk +44 (0)20 3856 7880



## 2 Home Page

The Home page contains changes to watched Vessels, changes to inspections and recently viewed vessels.

The screenshot shows the OCIMF Home page interface. At the top, there is a navigation menu with links for 'SIRE', 'News', 'Inspection Programs', 'Incidents', 'Operations', and 'TMS'. On the right, there are utility links for 'Call Registrations', 'Home', '0 Users', '1 Message', and 'M-Tech Submitted'. A red status bar indicates 'Current Account Balance: \$3,300'.

The main content area is divided into three sections:

- Changes to Watched Vessels:** A table with columns: Ship Name, Operating Company, and Change Date. Rows include 'Crew Updated', 'Inspection Published', 'Inspection Published', 'Inspection Published', and 'Inspection Submitted' for the vessel 'Mountain Crest' operated by 'South Sea Shipping'.
- Changes to your Inspections:** A table with columns: Ship Name, Operating Company, Inspection Date, and Change Date. Rows include 'Inspection Booked', 'Inspection Submitted', 'Inspection Booked', 'Inspection Booked', and 'Inspection Published' for various vessels like 'Eum Barge', 'Langkai', 'GAS HNSC', and 'Speed Out'.
- Recently Viewed Vessels:** A table with columns: Ship Name and Operating Company. Rows list vessels such as 'Langkai', 'Mountain Crest', 'GAS HNSC', 'Indian Palace', 'Downtown Elms', 'Indian Carrier', 'Speed Out', 'JSA Marysue', 'SD TST 88E MAQ 2', and 'Luxon 4'.

### Changes to Watched Vessels

This feature lists any notable changes that have occurred to a vessel that is currently upon the Submitting Companies Vessel Watch List. The notable changes to a vessel recorded within this grid are:

- An Inspection is Booked
- An Inspection is Submitted
- An Inspection is Published
- A new Crew Matrix is Published
- An HVPQ is Published
- An Incident is Published



To view the details page for the vessel, click upon the blue arrow to the right side of the row.

Changes to Watched Vessels <span>29</span>					
	Ship Name	Operating Company		Change Date	
📅	Inspection Booked	ATLANTIC BREEZE	Maritime Management LLC	30 Nov 2015	➔
📅	Inspection Booked	Atlantic Galaxy	Pioneer Ship Management Services, LLC	30 Nov 2015	➔
📅	Inspection Booked	ATLANTIC HOPE	ANGLO EASTERN SHIPMANAGEMENT (SINGAPORE) PTE LTD	30 Nov 2015	➔
📅	Inspection Booked	Atlantic Crown	EXECUTIVE SHIP MANAGEMENT PTE	30 Nov 2015	➔
📅	Inspection Booked	ATLANTIC OLIVE	ANGLO EASTERN SHIPMANAGEMENT (SINGAPORE) PTE LTD	30 Nov 2015	➔

### Changes to your inspections

This area displays any changes to Vessel inspections commissioned by the Submitting Company. The following changes to Inspections will display when:

- An Inspection is Booked
- An Inspection is Submitted
- An Inspection is Purchased
- An Inspection is Published
- An Inspection Awaiting Comments

To view the Vessel, click upon the blue arrow to the right side of the row.

Changes to your Inspections <span>9</span>						
	Ship Name	Operating Company	Inspection Date	Change Date		
📅	Inspection Booked	ATLANTIC BREEZE	Maritime Management LLC	22 Dec 2015	30 Nov 2015	➔
📅	Inspection Booked	Atlantic Galaxy	Pioneer Ship Management Services, LLC	16 Dec 2015	30 Nov 2015	➔
📅	Inspection Booked	ATLANTIC HOPE	ANGLO EASTERN SHIPMANAGEMENT (SINGAPORE) PTE LTD	02 Dec 2015	30 Nov 2015	➔
📅	Inspection Booked	Atlantic Crown	EXECUTIVE SHIP MANAGEMENT PTE	03 Dec 2015	30 Nov 2015	➔
📅	Inspection Booked	ATLANTIC OLIVE	ANGLO EASTERN SHIPMANAGEMENT (SINGAPORE) PTE LTD	30 Nov 2015	30 Nov 2015	➔



## Recently Viewed Vessels

This area displays the ten most recently viewed vessels. To view the Vessel Details Page, click upon the blue arrow to the right side of the row.

Ship Name	Operating Company	
ATLANTIC EXPLORER	MOL TANKSHIP MANAGEMENT (Europe) LTD	➔
AEGEAN HARMONY	ARCADIA SHIPMANAGEMENT CO LTD	➔
RHONE	ABCmaritime	➔
Baltic Companion	TestOperatorOne	➔
Adriatic Wave	EXECUTIVE SHIP MANAGEMENT PTE	➔
Baltic Outlaw	TestOperatorOne	➔
Adriatic Sea	Tanker Pacific Management (Singapore) Pte. Ltd.	➔

## 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 updates and announcements regarding useful system updates.

Home > News

### News

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**SIRE Industry Relationships**  
21 Feb 2019

An update to the SIRE Inspector Conflict of Interest functionality has been released on **21 February 2019**. From this date, SIRE Inspector Conflict of Interests have been known as SIRE Industry Relationships. A warning message will now be displayed preventing an Inspector Booking from being assigned to an Inspector whom has an active Industry Relationship with a SIRE vessel operator. Full details of the updated functionality are available within the SIRE Submitting Member Quick Start Guide which can be downloaded from the Resources area of your SIRE account.

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**Release of North American BIQ5 v3 (Template 2207)**  
11 Feb 2019

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

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**Port State Control Inspection Repository**  
02 Jan 2019

The Port State Control (PSC) Repository was made available to SIRE Vessel Operators from the **02 January 2019** and provides vessel operators with a facility to upload PSC inspection reports and documents relating to follow up on deficiencies or detentions.

The PSC Repository is accessible through the SIRE platform and participation is on a voluntary basis, however, vessel operators are encouraged to upload Port State Control inspection reports and associated documents for their vessels as this will contribute to the efficiency of the vessel evaluator and clearance process.

Port State Control inspection information entered by vessel operators will be available to SIRE member organisations directly from their SIRE accounts, or via OCIMF WebServices.

Full details of the new functionality is available within your SIRE quick start guide, available from the Resources area of your SIRE account.



## 2.1 Confirmation of Details

Once a year we would like you to verify if your details are correct. This will ensure we have the most up to date information. You have the option to either 'Skip' or 'Confirm' the 'Verify your Details' page. There is a skip counter in the information panel at the top of the page that shows how many times the page has been skipped.

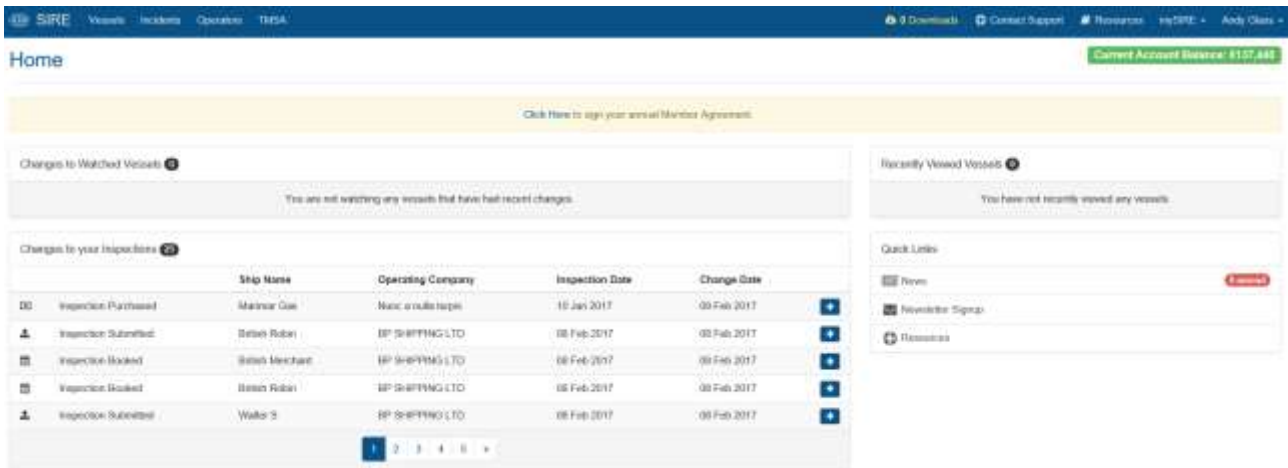
The screenshot shows the 'Verify your Details' form. At the top, there is a blue header with the text 'Verify your Details'. Below this, a light blue box contains instructions: 'Can you please verify your user details to ensure we have your most up to date information. This will only need to be done once a year. The skip counter will display until your details have been verified'. Below the instructions, it says 'You have skipped 3 times'. The form fields include: Title (Please select), First Name, Last Name, Email Address (with a dropdown for Login), Role Description (User is SIRE Administrator), User has Role?, Contact Details (Address Line 1-3, Post Code / Zip Code, County Or State, Country), Phone Number, Mobile Number, Fax Number, and Web Address. At the bottom, there are 'Skip' and 'Continue' buttons.

If the user is a SIRE Administrator, the system will also request the user verify that the Organisation Billing Details are correct.

The screenshot shows the 'Billing Details Confirmation' form. At the top, there is a yellow header with the text 'Billing Details Confirmation'. Below this, a light blue box contains instructions: 'Please confirm your organisations billing details below. As an organisation SIRE Administrator, you will be asked to confirm these details every 12 months'. Below the instructions, there is a link: 'Click here to sign your annual Member Agreement'. The form fields include: Billing Organisation Name, Country/State, Phone Number, Address Line 1, Post Code, Fax Number, Address Line 2, County (with a dropdown for 'Please select a Country'), and House Number. Below these fields, there is a section for 'Accounting Department Details' with fields for Contact Name, Phone Number, and Email Address. At the bottom, there is a section for 'Vat Details' with a field for Vat Number. At the bottom of the form, there are 'Skip' and 'Continue' buttons.

## 2.2 Terms and Conditions

Your Terms and Conditions need to be signed once a year. The banner will display at the top of the page when this is due. All Administrator users within the Submitting Company will be prompted to sign the Annual Terms and Conditions, until one Administrator from the account has signed the agreement.

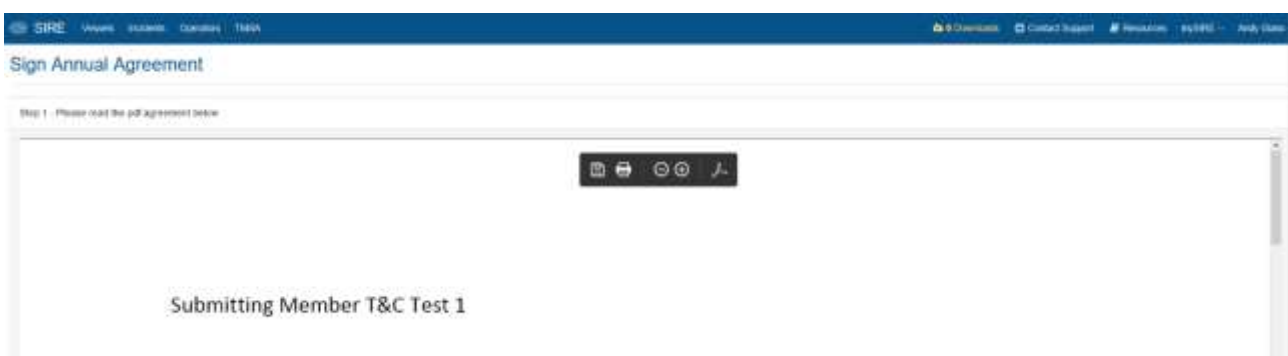


The screenshot shows the SIRE Home dashboard. At the top, there is a navigation bar with links for Home, Vessels, Incidents, Operations, and TRSA. A green banner at the top right indicates the current account balance is £107,840. A yellow notification bar in the center says "Click Here to sign your annual Member Agreement". Below this, there are sections for "Changes to Watched Vessels" (no changes), "Changes to your Inspections" (a table of inspection records), "Recently Viewed Vessels" (no vessels), and "Quick Links" (Home, Newsletter Sign-up, Resources).

	Ship Name	Operating Company	Inspection Date	Change Date
Inspection Purchased	Molinar Gas	Marc a.muller spain	19 Jan 2017	09 Feb 2017
Inspection Submitted	Belen Robin	RP SHIPPING LTD	08 Feb 2017	09 Feb 2017
Inspection Booked	Belen Merchant	RP SHIPPING LTD	08 Feb 2017	09 Feb 2017
Inspection Booked	Belen Robin	RP SHIPPING LTD	08 Feb 2017	09 Feb 2017
Inspection Submitted	Walker 3	RP SHIPPING LTD	08 Feb 2017	09 Feb 2017

When 'Click Here' is selected the Wizard is presented. The process is explained in five steps below:

1) Step 1 - Sign Annual Agreement. A PDF copy of the Agreement is displayed.



The screenshot shows the "Sign Annual Agreement" step in the SIRE wizard. The page title is "Sign Annual Agreement". Below the title, there is a message: "Step 1 - Please read the pdf agreement below". A large white area contains a PDF viewer with the text "Submitting Member T&C Test 1".

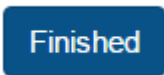


2) Step 2 - Sign Annual Agreement. Confirm your details and select the 'Agree' to Terms and Conditions button.

3) Step 3 - Sign Annual Agreement. A Confirmation page displays the signed document. The signed Terms and Conditions are then emailed to you. The email has a link to 'Confirm' that you have received them. When this is done the signing process is completed.

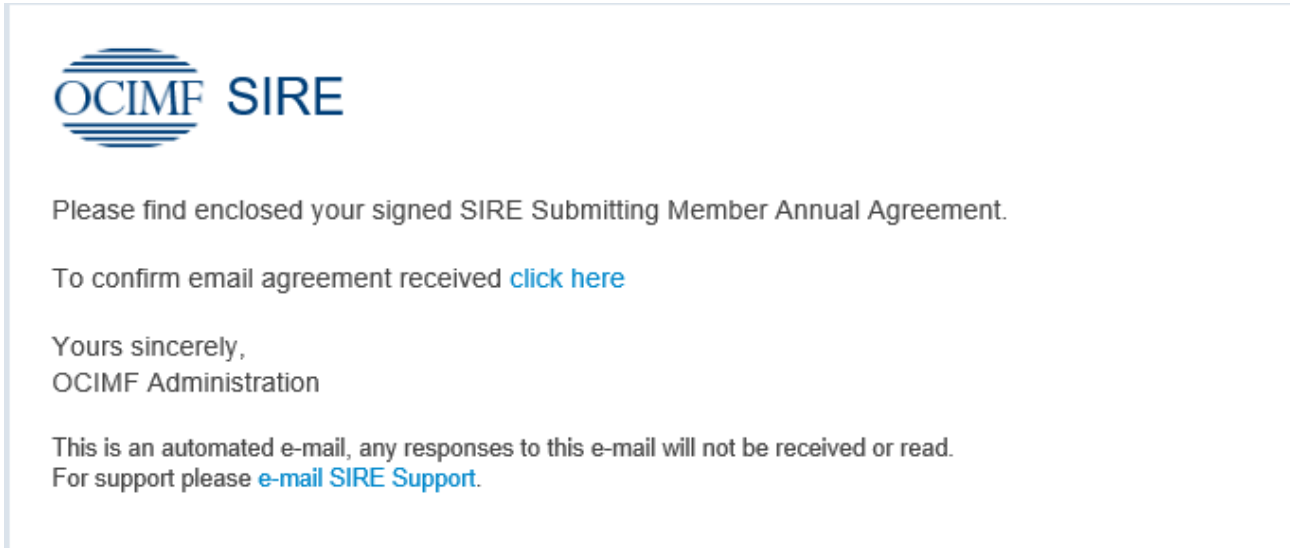


Click the 'Finish' button at the end of the page.



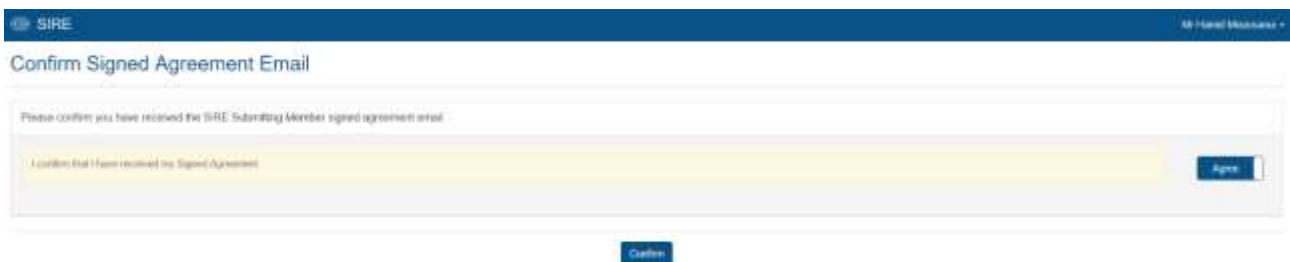


4) An Email is sent with the Terms and Conditions attached. Select the text 'click here' to view the 'Confirm Signed Agreement Email'.

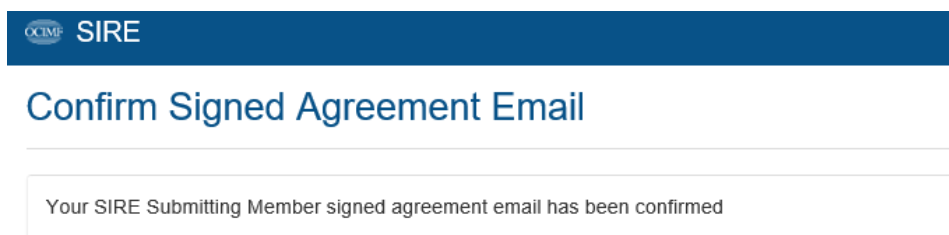


**Please Note:** until the Confirm Signed Agreement Email page has been Confirmed the Terms and Conditions Agreement will not display in the 'Signed Agreements' menu.

5) Confirm Signed Agreement Email. Select 'Agree' to having received your Signed Agreement and 'Confirm'.



A confirmation page shows that the agreement email has been confirmed.

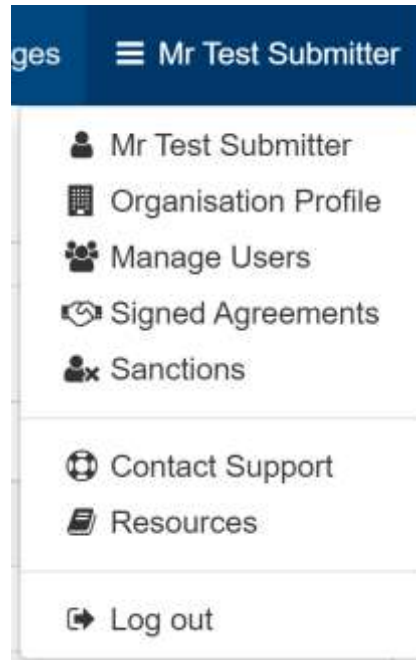


## 3 Administrative Functions

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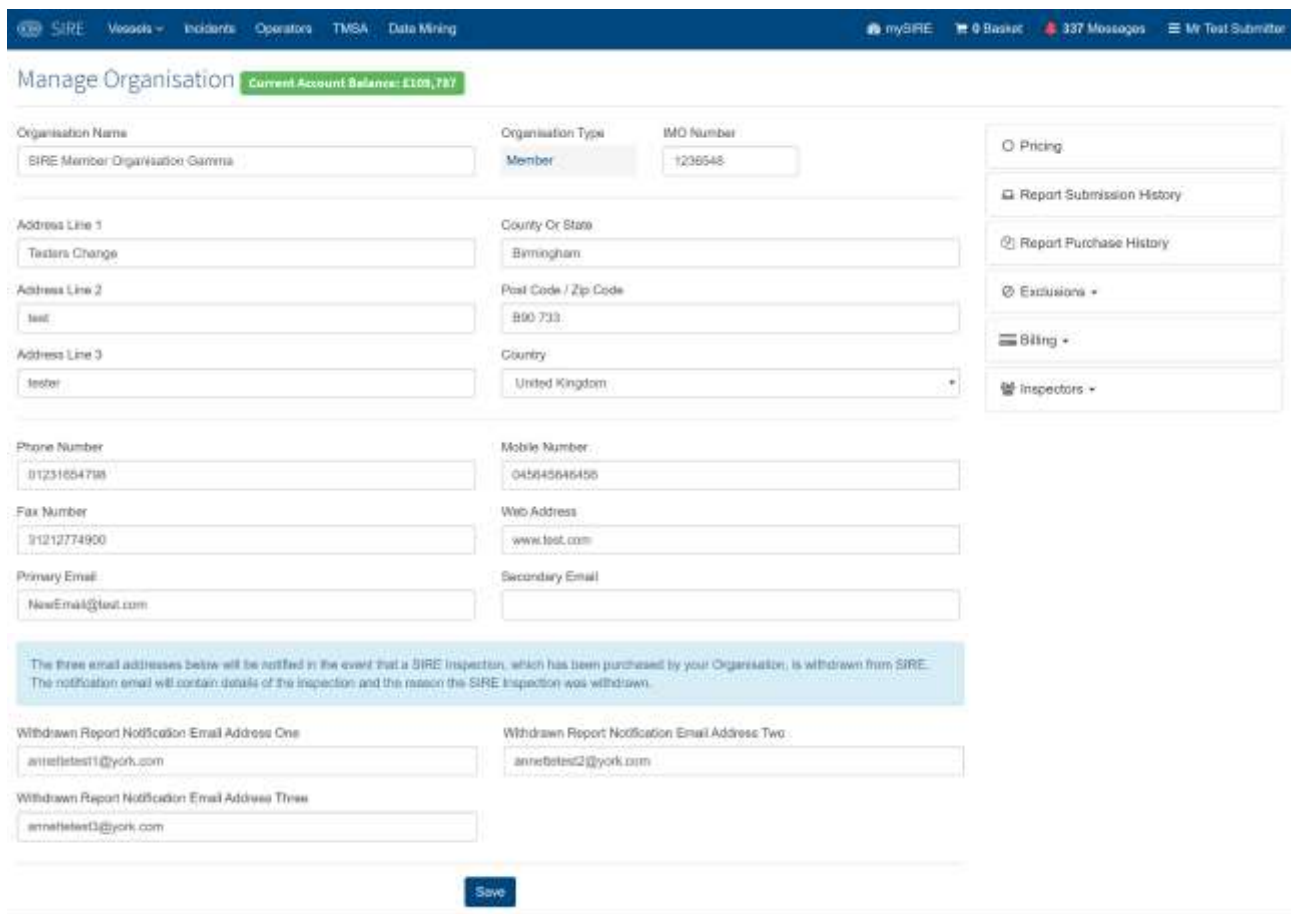
Selecting the user's name in the top right corner of the screen provides access to the account administrative dropdown with the following features:

- 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 and billing information
- Manage users: if provided with appropriate permissions, the user can manage the other users within the account including creating, editing and deleting users
- Signed Agreements: the user can view user level, and if provided with appropriate permissions within the account, organisational level agreements.
- Sanctions: the user can manage their own and, if provided with appropriate permissions, organisational level sanctions framework settings.
- Log out: ends the current session and returns the user to the SIRE Log in screen



### 3.1 Organisation Profile

Selecting Organisation Profile opens the Manage Organisation page. From here a user with the appropriate account permissions can perform the following functionality:



The screenshot displays the 'Manage Organisation' interface. At the top, a navigation bar includes 'SIRE' and various menu items. The main content area features a form with the following fields:

- Organisation Name:** SIRE Member Organisation Gamma
- Organisation Type:** Member
- IMO Number:** 1238548
- Address Line 1:** Testers Change
- Address Line 2:** test
- Address Line 3:** test
- County Or State:** Birmingham
- Post Code / Zip Code:** B90 733
- Country:** United Kingdom
- Phone Number:** 01231854788
- Mobile Number:** 0459458458
- Fax Number:** 01212774900
- Web Address:** www.test.com
- Primary Email:** NewEmail@test.com
- Secondary Email:** (empty)

A blue informational box states: "The three email addresses below will be notified in the event that a SIRE Inspection, which has been purchased by your Organisation, is withdrawn from SIRE. The notification email will contain details of the inspection and the reason the SIRE Inspection was withdrawn."

Below this box are three fields for 'Withdrawn Report Notification Email Address':

- Address One: annetest1@york.com
- Address Two: annetest2@york.com
- Address Three: annetest3@york.com

A 'Save' button is positioned at the bottom center of the form.

- **Manage Organisation:** provides the user with the ability to update key address and contact details for the organisation. The Current Balance is displayed at the top of the page. The organisation may set up to three email addresses that will be notified in the event that a purchased SIRE Inspection Report is withdrawn.
- **Exclusions:** The Exclusions functionality allows administrator users within the Submitting Company to create a list of Vessel Operators, individual vessels and Inspectors. SIRE will prevent entities which are present upon an exclusion list from having Inspections created.



[Exclusions -](#)

- [Vessel operator exclusion list](#)
- [Inspector exclusion list](#)
- [Vessel exclusion list](#)

SIRE Inspection bookings cannot be created for any vessel that is associated to a vessel operator within your exclusions list.

Manage Organisation / Operator Exclusion List

### Operator Exclusion List

[Add to Exclusion List](#)

Please Note: SIRE Inspection bookings cannot be created for any vessel that is associated to a vessel operator within your exclusions list. The vessel operator exclusion list can be used to prevent the booking of SIRE Inspections upon vessels within the fleet of the listed vessel operators.

Operator Exclusion List

Operator Name	Exclusion Reason	Created By	Created On
ABU MOUSSA SHARK	test	Mi Test Submitter	10 Feb 2019
ADUNIM TECHNOLOGIES		Mi Test Submitter	21 Jan 2019
CHEMFLUET		Mi Test Submitter	24 Jan 2019
MCS Tankship Management (Asia) Pte. Ltd			06 Jan 2019
SEALINK SON BHD		Mi Test Submitter	04 Feb 2019

Operators Removed From Exclusion List

Operator Name	Removed Reason	Removed By	Removed On
A new operator		Mi Test Submitter	24 Jan 2019
Accord Ship Management PVT Ltd		Mi Test Submitter	25 Jan 2019
South Sea Shipping		Mi Test Submitter	10 Feb 2019

There is a delete option to remove Operators from the Exclusion list. They are then listed in the lower grid.

Select 'Add to Exclusion list' button. Select 'Operator' and 'Exclusion Reason'.

Manage Organisation / Operator Exclusion List / Add to Operator Exclusion List

### Add to Operator Exclusion List

Operator

- Please Select -

Exclusion Reason

Inspector exclusion list page. Excluded Inspectors will not appear on the list of available inspectors for your organisation. This will remove their ability to submit a SIRE Inspection for your organisation.

You can add or delete Inspectors to exclude here.



Manage Organisation / Inspector Exclusion List

### Inspector Exclusion List

[Add to Exclusion List](#)

Please Note: Excluded inspectors will not appear on the list of available inspectors for your Organisation. Adding a SIRE Inspector to the Inspector exclusion list will automatically remove their ability to conduct a SIRE inspection for your organisation.

Inspector Exclusion List 1

Inspector Name	Exclusion Reason	Created By	Created On
Albinus Zarnis		Mr Test Submitter	04 Feb 2019

Inspectors Removed From Exclusion List 1

Inspector Name	Removed Reason	Removed By	Removed On
Armed Elmasu		Mr Test Submitter	25 Jan 2019

Vessel exclusion list page. SIRE Inspection bookings cannot be created by your organisation upon any vessel within the list.

You can add or delete vessels to exclude here.

Manage Organisation / Vessel Exclusion List

### Vessel Exclusion List

[Add to Exclusion List](#)

Please Note: SIRE inspection bookings cannot be created by your organisation upon any vessel within the Vessel exclusion list.

Vessels Removed From Exclusion List 0

You don't have any operators blacklisted.

Vessel Exclusion List 1

Vessel Name	Removed Reason	Removed By	Removed On
Mercury Traveller II	ghost	Mr Test Submitter	10 Feb 2019

- Billing: from here the user can update information regarding the Accounting Department of the organisation, including Billing addresses and VAT Details. The raise invoice button will automatically raise an invoice; the current account balance is also displayed.
- Billing: View Invoices. This page provides a list of Invoices Issued including the Gross Amount and Payment Status. A PDF of the Invoice can be selected to view.



### Invoices Issued

Invoices Issued

Search Text:  Before:

After:  Payment Status:

Clear

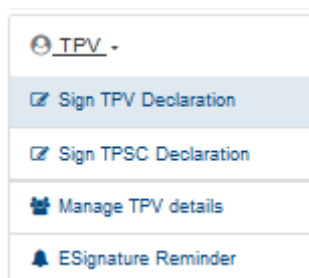
Date Issued	Identifier	Type	Gross Amount	Payment Status
25 May 2018	8E72134UA	Sire Audit	£14303.00	Outstanding
11 May 2018	8Q7578849	Sire Audit	£894.00	Outstanding
28 May 2018	8B48943AA	Sire Report Downloads	£125.00	Outstanding
30 May 2018	8B4248E3AF	Sire Audit	£55084.00	Outstanding
03 May 2018	8485AA	Sire Inspector Subscription	£8899.00	Outstanding

1 2

- Report Purchase History: from here the user can generate a .pdf report detailing the total number of reports requested by the organisation between two specified dates. The Report provides details of the Vessel Name, the Date purchased, the Report Name, which user requested the Report and the price paid.
- Manage Third Party Vetter Details: from here an Organisation that has requested to use Third Party Vettors can Sign their TPV Declaration, register new Third Party Vettors and administer their e-Signature.
- Manage Inspectors: from here the user can invite candidate Inspectors to register for SIRE accreditation, Pay Inspector Subscriptions and view audit logs of previous Inspector Subscription payments.

## 3.2 Third Party Vetter Registration

Organisations that have requested to use Third Party Vetting Contractors within in their Vessel Vetting processes can register their TPVs through the TPV dropdown.





The TPV dropdown provides access to the following functionality:

### 3.2.1 Create e-Signature

An e-Signature is a unique identifier that is generated by the SIRE system to confirm the credentials of the user administering Third Party Vetter functionality. The e-Signature must be generated prior to signing the TPV Declaration and Registering to use Third Party Veters.

To create an e-Signature, the user must select the Create e-Signature option. From the Create e-Signature page, the user can set a Reminder Question which can be used to retrieve their e-Signature. The e-Signature is generated upon acceptance of consent declarations. The system will then email the e-Signature to your designated email account, this should be retained for future reference.

The screenshot shows the 'Create E-Signature' page in the SIRE system. The page has a blue header with the SIRE logo and navigation links. The main content area is white and contains a form with the following fields: Name (John Smith), Email (j.smith@ocimf.com), Reminder Question, and Reminder Answer. Below the form are two checkboxes for consent: 'I accept that I will only use this E-Signature when I am legally entitled to bind my Organisation.' and 'I accept that I will not disclose this E-Signature to any other person.' The form has 'Cancel' and 'Submit' buttons at the bottom.

The e-Signature can be recovered at any time by answering your Reminder Question.

The screenshot shows the 'Recover E-Signature' page in the SIRE system. The page has a blue header with the SIRE logo and navigation links. The main content area is white and contains a form with the following fields: 'Please answer your security question: 10 x 10' and 'Your signature will be sent to the following e-mail address: j.smith@ocimf.com'. The form has 'Cancel' and 'Submit' buttons at the bottom.



### 3.2.2 Sign TPV Declaration

Prior to assigning a Third-Party Vetter to your Organisation the TPV Declaration must be signed using the e-Signature created above.

SIRE Programme Recipient Members – Conditions for Using Third Party Vetting Contractors

**ANNUAL DECLARATION 2015**

Dear Members,

You have earlier agreed and signed the conditions for the use of Third Party Vetting Contractors (TPVC) which confirmed your agreement to be bound by these terms.

These conditions have now been reviewed and amended to provide more clarity where necessary and the revised conditions are included below.

To confirm your understanding and agreement to these conditions we have introduced an annual declaration in 2014 which all SIRE Programme Recipient members have completed in 2014.

The Annual Declaration will have to be read and signed by the recipient member on an annual basis to ensure compliance. We shall be grateful if you would electronically sign using the 'Yes' button on the following page.

If you have any questions about these conditions then please contact: Stuart Butler - OCIMF Compliance Manager.

The deadline for making the declaration is 31st March 2015. Failure to complete the declaration will result in the ability to use TPVC being suspended from this date.

Conditions for Using Third Party Vetting Contractors


Name: Mr John Smith

Position: Test Position

E-Signature: AGCL, DCCL

Buttons: Cancel, Agree

### 3.2.3 Register for TPV

Once the TPV Declaration has been signed, the  **Manage TPV details** icon becomes available. Selecting this icon allows the user to assign Third Party Vetting Contractors to their Organisation.



SIRE Vessels Incidents Operators 15 Vets (1 List) 0 Downloads Contact Support Helpdesk MySIRE My Jobs (none)

Organisation - Manage Approved TPVs

### Manage TPV Contractors

**Currently Approved Veters**  
Please select any Third Party Vetting Contractors you no longer wish to use.

Contractor Name	Contact Name	Contact E-Mail	
Rightship	Harold Norman	john@rightsip.com	<input type="checkbox"/>
Acute Vetscan Ltd	William Acute	will@acutevetscan.com	<input type="checkbox"/>
The Crow Chemical Company	Lance Hunt	LZHunt@crow.com	<input type="checkbox"/>

**Veters Available for Approval**  
Please order your signatures below and submit any Third-Party Vetting Contractors you wish to begin using.

Contractor Name	Contact Name	Contact E-Mail	
Black TPV Test			<input type="checkbox"/>
Taxi Vetting Contractor	John Smith	asmith@taxi.com	<input type="checkbox"/>
Tanker Vetting Services Ltd	Andy Voloshin	ava@tankervets.com	<input type="checkbox"/>
DCS Nederland PV	Peter van der Burg	pv@dcsvetting.com	<input type="checkbox"/>
Atlantic Technical Management	Captain Ed Harkness	edh@atlantic.com	<input type="checkbox"/>
Shagwell Services Ltd	Captain Peter Collier	pkc@shagwell.com	<input type="checkbox"/>

TPV Contractors are selected by ticking the tick box on the right hand side of the records and then selecting Continue.

The TPV Declaration must be re-signed each time additional TPV Contractors are associated to your Organisation.

**Note:** The list of Third-Party Vetting Organisations held within SIRE is not an exclusive list. If you wish to use a new company please e-mail [siresupport@ocimf.org](mailto:siresupport@ocimf.org), giving their contact details. We will then issue instructions to your new Third-Party Vetting Contractor on how they can join the SIRE programme as a TPV Contractor. Once their application is submitted and approved, they will appear in the list of available TPV Contractors.



### 3.3 Manage Users

If provided with appropriate permissions within the account, the user can manage other users within the account including the creation, editing and deletion of users.

The SIRE Admin for an Organisation can assign Roles from the new Roles and Permissions Framework. Any role may be applied to any user.

Select 'Manage Users' from the top menu. Select 'User Roles Excel Export' button to view all Users and their assigned roles.

The roles have been split into two categories, Organisational Management and Inspection Processing:

#### Organisational Management Roles

Role ID	Role Name	Role Description
S-OS	Organisational Supervisor	Manage Organisation Details, Organisational Sanctions Preferences and Users
S-TPV	TPV Contractor Supervisor	Manage Third Party Vetting Contractors
S-OB	Organisational Billing	Manage Account Billing Details and Raise Invoice
S-IR	Inspector Registrations	Invite Inspector Candidates and Manage Inspectors
S-AS	Authorised Signatory	Can sign Organisational Level Agreements (T&Cs, TPVC Agreements)

#### Inspection Processing/Vetting Roles



Role ID	Role Name	Role Description
S-IC	Inspection Consumer	Purchase and Download Inspections
S-IM	Inspection Moderator	Withdraw Inspections
S-IP	Inspection Publisher	Create Bookings and Manage Resubmission of Inspections
S-IV	Inspection Validator	Validate Inspections
S-IRF	Inspection Report Feedback	Provide Inspection Feedback
S-ID	Incident Database	View SIRE Incident Repository
S-DM	Submitting Company Data Mining	Access OCIMF Data Mining
S-TMSA	TMSA Consumer (OCIMF Members only)	Access Member TMSA

Select 'Add User', the 'Add User' page displays with fields to enter the Users personal information and then the option for 'Quick Selection' of Roles. You still have the option to select the Roles individually.

When one of the roles is selected from 'Roles – Quick Selection' this will automatically select the Roles from the matrix below.

- Organisational Administrator – Selects all Roles
- Inspection Administrator – Selects Inspection Consumer and TMSA Consumer
- Assessor – Selects Inspection Consumer, Inspection Report Feedback, Incident Database, Submitting Company Data Mining and TMSA Consumer
- Ship Operations – Selects Inspection Consumer, Incident Database and TMSA Consumer



## ⌕ Add User for Roles UK

**Title**  
Please Select ▼

**First Name**

**Last Name**

**Email Address**

**Login**

**New Password**

**Confirm Password**

### Roles - Quick Selection

Selecting one of the following options will automatically assign the listed roles to the user

- Organisational Administrator** - Selects all Roles
- Inspection Administrator** - Selects Inspection Consumer and TMSA Consumer
- Assessor** - Selects Inspection Consumer, Inspection Report Feedback, Incident Database, Member Data Mining and TMSA Consumer
- Ship Operations** - Selects Inspection Consumer, Incident Database and TMSA Consumer

Hover over the Roles to view a description of what the Role is about. This is available on the 'Add User' and 'Edit User' pages.



Role Name	Role Description	User has Role?
Organisational Supervisor	Manage Organisation Details, Organisational Sanctions Preferences and Users	<input checked="" type="checkbox"/>
TPV Contractor Supervisor	Manage Third Party Vetting Contractors	<input checked="" type="checkbox"/>
Organisational Billing	Manage Account Billing Details	<input checked="" type="checkbox"/>
Inspector Registrations	Invite Inspector Candidates and Manage Inspectors	<input type="checkbox"/>
Authorised Signatory	Can Sign Organisational Level Agreements (T&Cs)	<input checked="" type="checkbox"/>
Inspection Consumer	Purchase and Download Inspections	<input checked="" type="checkbox"/>
Inspection Moderator	Withdraw Inspections	<input type="checkbox"/>
Inspection Publisher	Create Bookings and Manage Resubmission of Inspections	<input type="checkbox"/>
Inspection Validator	Validate Inspections [requires Inspection Consumer role]	<input type="checkbox"/>
Inspection Report Feedback	Provide Inspection Feedback [requires Inspection Consumer role]	<input checked="" type="checkbox"/>
Incident Database	View SIRE Incident Repository	<input checked="" type="checkbox"/>
Member Data Mining	Access OCIMF Data Mining	<input checked="" type="checkbox"/>
TMSA Consumer	Access Member TMSA	<input checked="" type="checkbox"/>

Send welcome e-mail?

Cancel

Save

The Organisational Supervisor role enables the user to edit the organisations address and contact details, set organisational level Sanctions preferences and add, edit and delete users within the organisation. The current balance of the organisation is displayed upon the home page for users with this role.

0 Downloads   Contact Support

- Organisational Administrator - Selects all roles
- Inspection Administrator** - Selects Inspection Consumer, Inspection Moderator, Inspection Publisher, Inspection Validator, Inspection Report Feedback, Incident Database, Member Data Mining and TMSA Consumer
- Assessor** - Selects Inspection Consumer, Inspection Report Feedback, Incident Database, Member Data Mining and TMSA Consumer
- Ship Operations** - Selects Inspection Consumer, Incident Database, Member Data Mining and TMSA Consumer

Role Name	Role Description	User has Role?
Organisational Supervisor	Manage Organisation Details, Organisational Sanctions Preferences and Users	<input type="checkbox"/>



When the Submitting Company logs on and selects their 'User Profile' they will be able to see the Roles assigned to them.

Your Profile

Last login: 21 January 2018 11:57

Title: Mr, First Name: Organisational, Last Name: Billing

Email Address: tool@y.com, Login: Billing1

Role Name	Role Description	User has Role?
Organisational Supervisor	Manage Organisation Details, Organisational Sections, Preferences and Users	<input type="checkbox"/> No
TPV/Contractor Supervisor	Manage Third Party Vetting Contractors	<input type="checkbox"/> No
Organisational Billing	Manage Account Billing Details	<input checked="" type="checkbox"/> Yes
Inspector Registrations	Invite Inspector Candidates and Manage Inspectors	<input type="checkbox"/> No
Authorised Signatory	Can Sign Organisational Level Agreements (T&C, TPVC Agreements)	<input type="checkbox"/> No
Inspection Consumer	Purchase and Download Inspections	<input type="checkbox"/> No



### 3.4 Manage Inspectors

The Inspectors dropdown provides access to functionality to invite both Category 1 (Tanker) and Category 3 (Barge) candidate Inspectors to join the users' Organisation, pay Inspector subscriptions and to view audit logs of previous Inspector Subscription payments.

The Inspector Registration process, for CAT-1 Inspectors is detailed in Figure 1, below. An invitation is sent to a candidate inspector who then completes the registration process using the SIRE Registration Portal. The application will then undergo initial review by the requesting SIRE Submitting Companies and then subsequently by OCIMF Administration.

At either review stage, further information may be requested from the prospective Inspector. If the OCIMF administration team are satisfied with the submission, the inspector will then be invited to attend relevant examinations. Upon successful completion of the relevant examinations and the SIRE Inspector Audit process, the Inspector gains full accreditation.

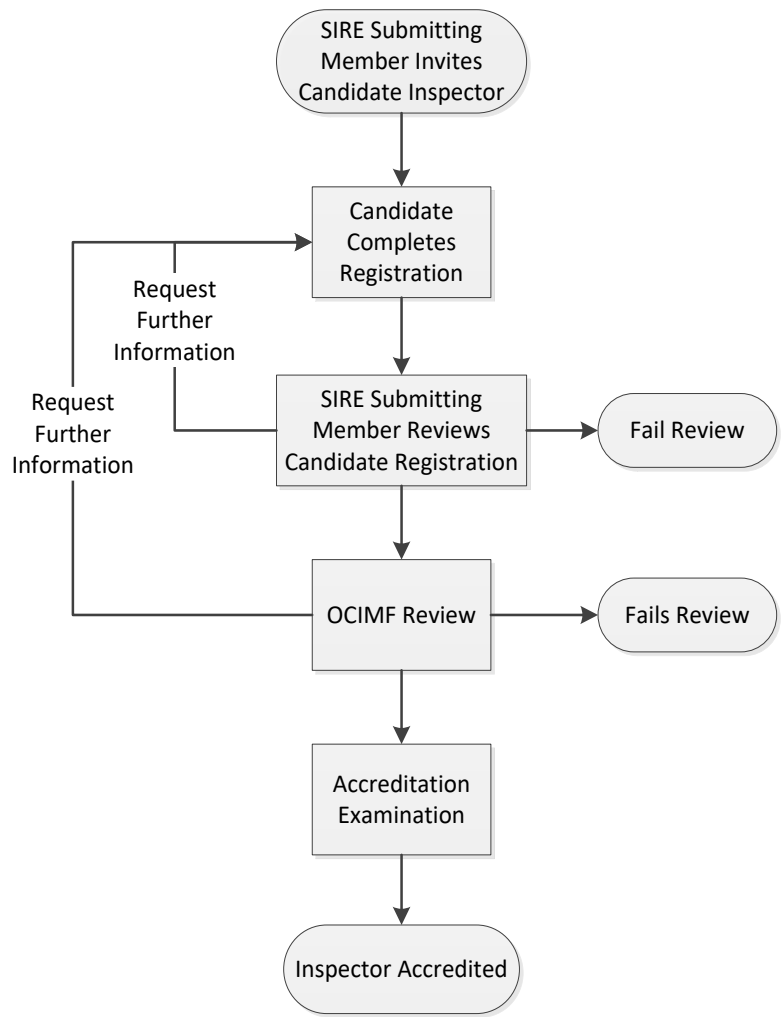


Figure 1: CAT-1 Inspector Registration Process



The Inspector Registration process, for CAT-3 Inspectors is detailed in Figure 2, below. For CAT-3 Inspector Registrations, the SIRE Submitting Company is responsible for selecting the desired regional CAT-3 Course. CAT-3 Inspector applications will also undergo an additional review step performed by the Chairman, or nominated deputy, of the regional OCIMF Barge Focus Group.

The current CAT-3 Regional areas are:

- North America
- South America
- Europe

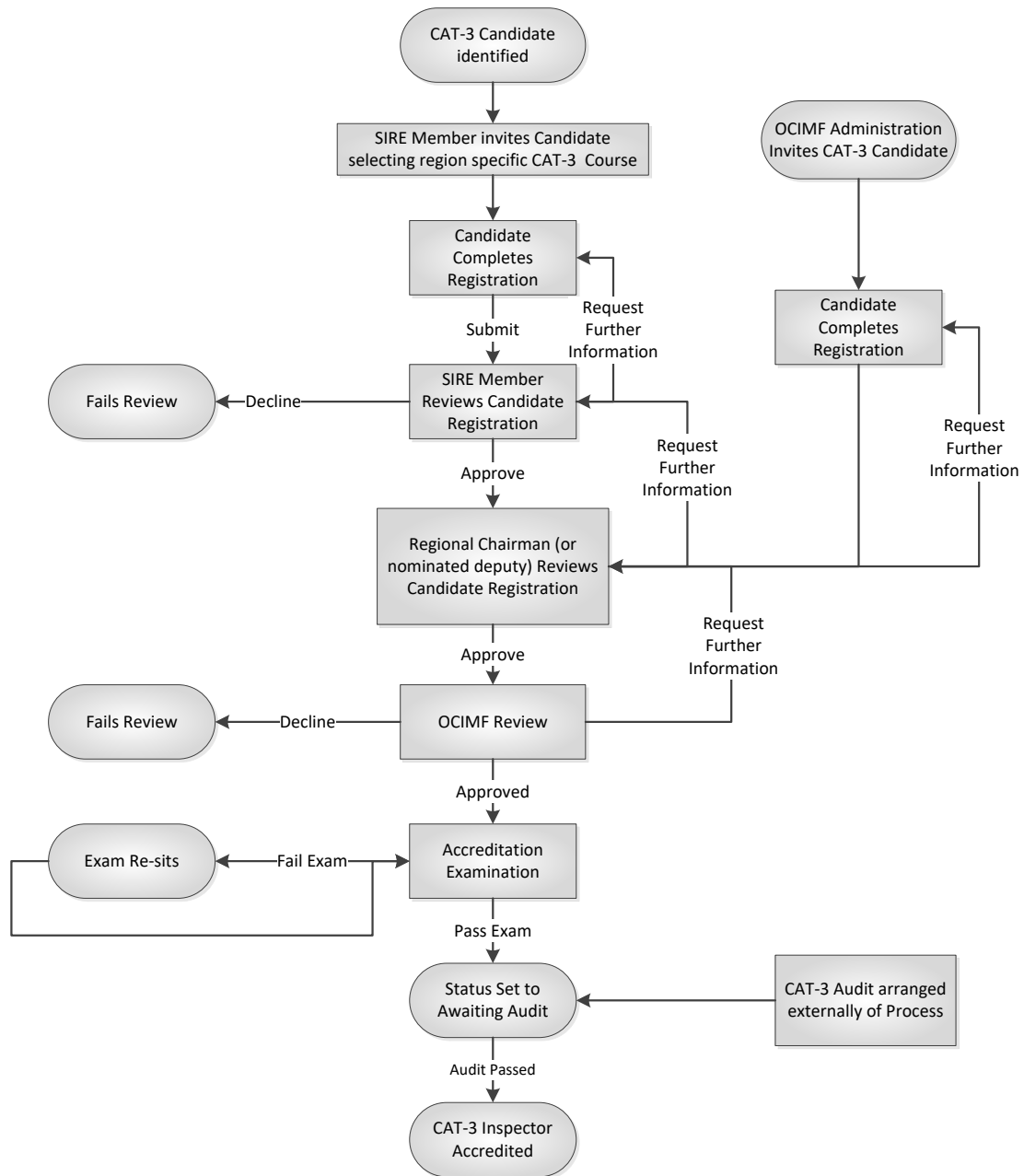


Figure 2: CAT-3 Inspector Registration Process



### 3.4.1 Invite Candidate

Candidate Inspectors are invited from upon the Inspector Registrations screen. The Submitting Company must select whether the Inspector is to be accredited as a Category 1 (Tanker) or Category 3 (Barge) Inspector.

The screenshot shows the 'Invite Candidate' page in the SIRE system. At the top, there is a navigation bar with 'SIRE' and 'Vessels', 'Incidents', 'Operators', 'TMSA'. Below this, the page title is 'Invite Candidate'. A light blue box contains instructions: 'This screen allows you to invite an individual to register as a SIRE Inspector candidate. The candidate will receive an e-mail asking them to complete a short registration process, after which their Profile will be available for review. At the next stage, you have three choices to offer: Accept and Sponsor the candidate's SIRE Registration (in which case it will be forwarded to OCIMF for review); Add the candidate to provide further information; Decline the candidate's submission (Make this self-declaratory the next time you log in to the system). Please note that all new CAT-1 SIRE Inspector candidates must hold and submit an ECSSD course certificate from the 1st June 2016. This course must be classroom based. This does not need to be the full 3-day course. To begin the process, complete the details below and click 'Send Invitation'.

Send Invitation to Candidate

Category

Please Select

Please Select...

Category 1

Category 3

Last Name

Email Address

Custom Email Address

Selecting Category 3 (Barges), will enable a further drop-down menu allowing the user to select the desired Course upon which they wish the Inspector to attend.

### 3.4.2 Accompanied Inspections – Approval by Sponsoring Member

When the Candidate Inspector completes the SIRE Registration Portal, they have an option to record any 'Accompanied Inspections' that they have undertaken prior to attending the SIRE New Inspector Course.

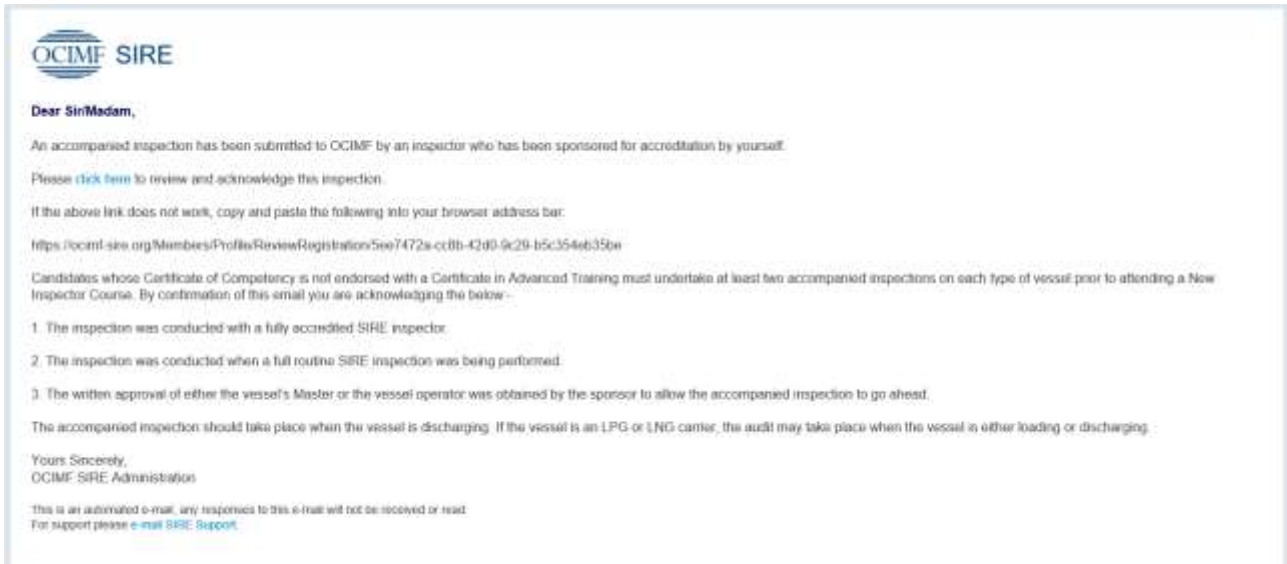
When the Candidate Inspector records the details of an Accompanied Inspection to their registration, an email will be triggered to the Sponsoring Member. The email requests that the Sponsoring Member acknowledges the following:

1. The Accompanied Inspection was conducted alongside a fully accredited SIRE Inspector
2. The Accompanied Inspection was conducted when a full routine SIRE Inspection was being performed

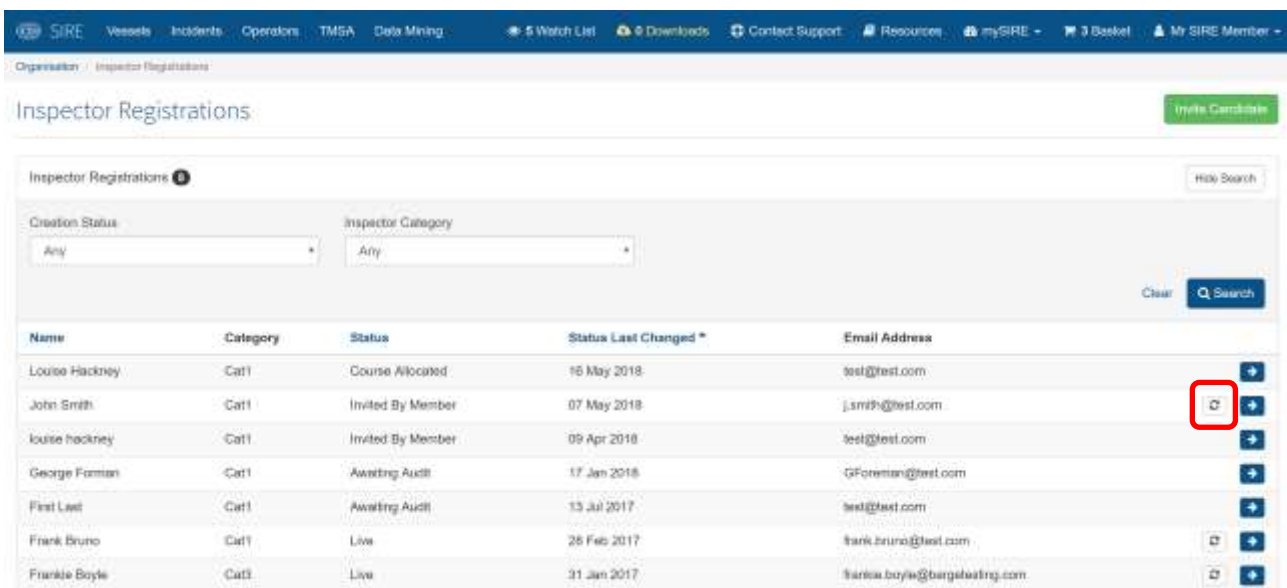


3. Written approval from either the vessel's Master or Vessel Operator was obtained by the Sponsoring Member to allow the accompanied inspection to take place

The email has a link that will open the SIRE log in page and then the 'Review Accompanied Inspections' page is displayed.



If the user does not validate the Accompanied Inspection immediately, any user who possesses the role of S-IR (SIRE – Inspection Registration) within the Submitting Company can access the page by selecting the 'Process Inspector' icon from within the Inspector Registrations page.





A list of all Accompanied Inspections will then be displayed.

To validate the Accompanied Inspection, tick the checkbox and click 'Approve'. The 'Validated' column will then update to show the date and who validated the Inspection.

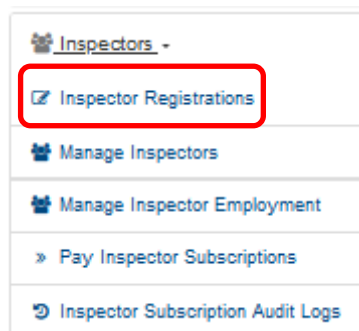
#### Review Accompanied Inspections for Mr Owen Smith

Vessel Name	Inspector	Inspection Date	Inspection Type	Validated
Testing Vessel 3	Testing Inspector	04 Sep 2017	Gas	On: 18/09/2017 By: [Deleted user]
Test Vessel 8	Tony Jones	04 Sep 2017	Oil	On: 18/09/2017 By: [Deleted user]
Testing Vessel	Test Inspector	03 Sep 2017	Chemical	On: 18/09/2017 By: [Deleted user]
Test Vessel_001	Tony Jones	11 Sep 2017	Chemical	On: 18/09/2017 By: Mr Test Submitter
Test Vessel 2	Tony Jones	01 Sep 2017	Gas	0
Testing Vessel 2	Testing Inspector	04 Sep 2017	Chemical	On: 18/09/2017 By: [Deleted user]

[Approve](#)

### 3.4.3 Inspector Registrations

The SIRE Inspector Registration and Inspector Subscriptions payments processes are administered through the 'Inspectors' dropdown, which is accessible from upon the Manage Organisation page.



The number of Inspector Registrations that are awaiting review by the Member Organisation is displayed adjacent to the Inspector Registrations button.

Selecting the Inspector Registrations option, displays a grid containing all Inspector Registrations that are currently in process within the SIRE System for your organisation.



From the grid the user can select to view the current status of any Registration in addition to processing those Registrations that require review.

Name	Status	Status Last Changed	Email Address
Barney Rubble	Member Initial Review	22 Oct 2015	test@test.com
Shan Deseed	OCIMF Initial Review	21 Oct 2015	test@test.com
Fred Flattstone	Invited By Member	21 Oct 2015	Fred@test.com
Regis Man	Awaiting Audit	21 Oct 2015	regis@test.com

Selecting the blue arrow to the right side of the row, allows the user to View the Registration record. The Registration record contains a summary of the Registration including:

- Registration Details
- Name and Contact Details of the Candidate Inspector
- Summary of Accreditation Information and Service History
- Details of any Accompanied Inspections
- Declaration

Selecting the 'Process Registration' icon displays the Process Inspection screen for the chosen candidate inspector.

About this Registration		
Date Invited	Date Registration Submitted	Initial Notes for Inspector
22 Oct 2015	22 Oct 2015	These are the notes that can be taken by the Candidate
Inspector Registration Status	Invitation Code	
Member Initial Review	3d25a013	



From the Process Registrations screen, the Member can review the submitted Registration form, download and assess any of the supporting documentation and finally approve, reject or request further information regarding the registration.

Decision Details

Do you approve the inspector registration?

Please Select  
Please Select  
Approved  
Ask For More Information  
Deleted

Back Download Declaration Make Decision

There are three options available to the Submitting Company when Processing a Candidate Registration:

**Approve:** Upon selecting 'Approve' the user is requested to agree to the declaration and select whether the New SIRE Inspector Course is to be paid for by the Inspector or the Organisation and to provide payment details if necessary.

Decision Details

Do you approve the inspector registration?

Approved

You have indicated you wish to Approve the registration. This means the registration will be progress to review by OCIMF. The applicant will not be sent an e-mail. Please agree to the declaration below before continuing.

Course payment by: Applicant E-Mail address of the paper: [Empty Field]

I have reviewed the supporting documents of this Member/Rubber Seal and confirm they meet all of the current guideline requirements to attend a SIRE New Inspector Course with a view to becoming a certified.

Back Download Declaration Make Decision

Upon Approval by the Submitting Company the Candidate Registration is forwarded to OCIMF Administration for final review.

**Ask for More Information:** Selecting this option emails the Candidate requesting further information regarding their registration application.

Decision Details

Do you approve the inspector registration?

Ask For More Information

You have indicated you wish to Ask for more information. The applicant will receive an automated e-mail asking them to re-submit their profile, with instructions on how to do so.

Comments / Notes for e-mail (will be seen by Inspector)

Please include additional details regarding your key concerns/notes

Back Download Declaration Make Decision



**Deleted:** Selecting 'Deleted' will end the registration process. Please Note that the applicant is not automatically notified of this decision.

Decision Details

Do you approve the Inspector registration?

Deleted

You have indicated you wish to Delete the charges. The application will be removed. The applicant will not be sent an email.

Reason For Deletion

This candidate is not to be processed further.

[Back](#) [Download Decision](#) [Make Decision](#)

### 3.4.4 Manage Inspectors

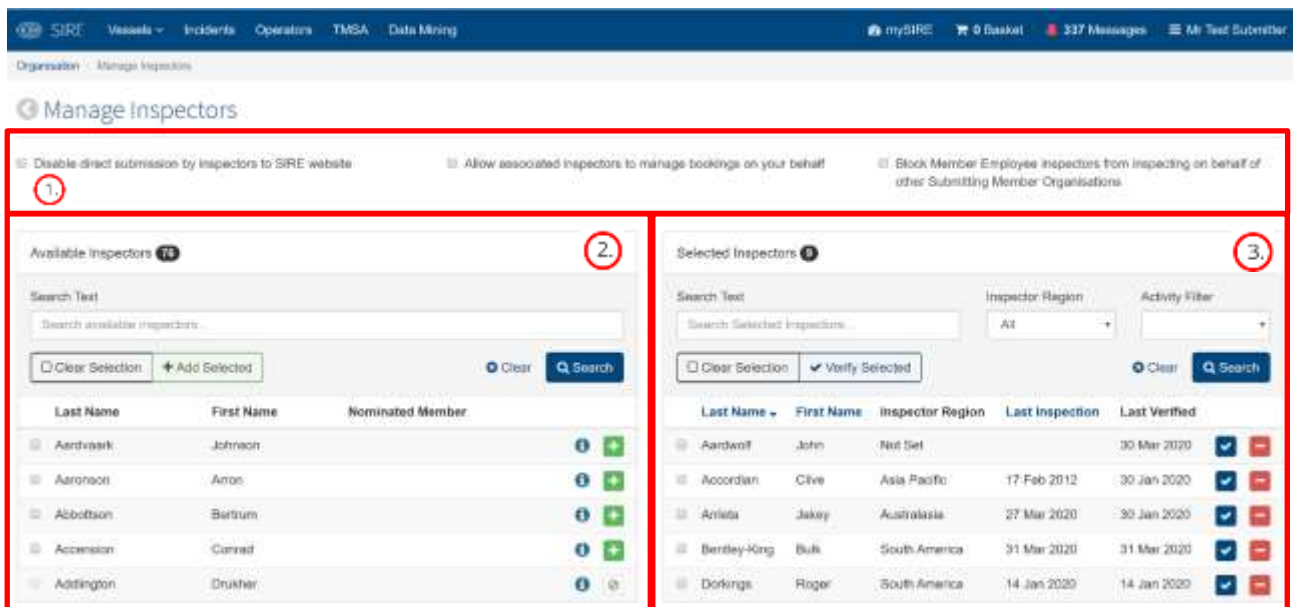
Selecting 'Manage Inspectors' launches the Manage Inspectors page.



From the Manage Inspectors page, the Submitting Company can associate accredited, active SIRE Inspectors to their Organisation. Inspector must be associated to the Submitting Company before they can be selected to perform and submit SIRE inspections on behalf of the Submitting Company.

The Manage Inspector page contains three sections:

1. Global Inspector Settings
2. Available Inspectors
3. Selected Inspectors





## Global Inspector Settings

The Global Inspector Settings allows the user to toggle the following settings:

- Disable direct submission by inspectors to the SIRE Website
  - Whilst the 'Disable direct submission' option is selected, SIRE Inspectors must export SIRE Inspections, in electronic format, from their Inspection Editor and forward the file to the Submitting Company for review and submission to SIRE.
- Allow associated inspector to manage bookings on your behalf
  - Whilst the 'Allow Inspectors to Manage Bookings' option is selected, SIRE Inspectors who hold a token to submit on behalf of the Submitting Company are granted authorisation to create, edit and cancel their own inspection bookings on behalf of the Submitting Company.
- Block Member Employee Inspectors from inspecting on behalf of other Submitting Company Organisations
  - Whilst the 'Block Submitting Vc Employee Inspectors' option is selected, SIRE Inspectors who have indicated that they are directly employed by the Submitting Company as either a Direct Company Employee or a Full-Time Contractor solely contracted to the Submitting Company, will be unable to undertake SIRE Inspections for any other Submitting Company.

## Available Inspectors

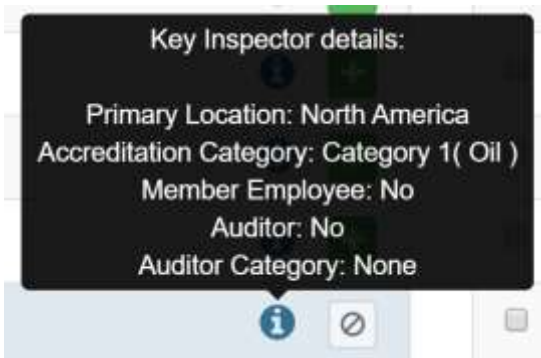
The Available Inspector grid displays a list of all SIRE Inspectors who are currently not assigned to the Submitting Company, in alphabetical order, including the SIRE Submitting Company organisation that nominated them to become a SIRE Inspector.

Available Inspectors **76**

Search Text  
Search available inspectors...

Clear Selection

Last Name	First Name	Nominated Member
<input type="checkbox"/> Aardvaark	Johnson	<input type="button" value="i"/> <input type="button" value="+"/>
<input type="checkbox"/> Aaronson	Arron	<input type="button" value="i"/> <input type="button" value="+"/>
<input type="checkbox"/> Abbotson	Bertrum	<input type="button" value="i"/> <input type="button" value="+"/>
<input type="checkbox"/> Accension	Conrad	<input type="button" value="i"/> <input type="button" value="+"/>
<input type="checkbox"/> Addlington	Drukher	<input type="button" value="i"/> <input type="button" value="x"/>



Hovering over the **i** symbol, brings up the Key Inspector Details panel, which displays information upon the Inspectors primary work location, their Inspector Category, the accreditations they hold and if they are a SIRE Auditor.

Inspector can be transferred from the 'Available Inspectors' grid to the 'Selected Inspectors' grid individually by selecting the **+** symbol, or as a group using the multi-selector tick boxes and then pressing 'Add Selected'.

Whilst a SIRE Inspector is listed within the 'Available Inspectors' grid they will not appear in the Inspection Booking available inspectors list, nor be able to submit an inspection on behalf of the Submitting Company from their Editor to SIRE.


### Selected Inspectors

The 'Selected Inspectors' grid displays a list of SIRE Inspectors who can currently perform and submit SIRE Inspections on behalf of the Submitting Company.

Selected Inspectors <b>9</b>					
Search Text		Inspector Region	Activity Filter		
<input type="text" value="Search Selected Inspectors..."/>		All	Active		
<input type="checkbox"/> Clear Selection	<input checked="" type="checkbox"/> Verify Selected	<input type="button" value="Clear"/>		<input type="button" value="Search"/>	
Last Name	First Name	Inspector Region	Last Inspection	Last Verified	
<input type="checkbox"/> Aardwolf	John	Not Set		30 Mar 2020	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Accordian	Clive	Asia Pacific	17 Feb 2012	30 Jan 2020	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Arrieta	Jakey	Australasia	27 Mar 2020	30 Jan 2020	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Bentley-King	Bulk	South America	31 Mar 2020	31 Mar 2020	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Dorkings	Roger	South America	14 Jan 2020	14 Jan 2020	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Inspector	SIRE	South America	07 Nov 2019	04 Mar 2020	<input checked="" type="checkbox"/> <input type="checkbox"/>

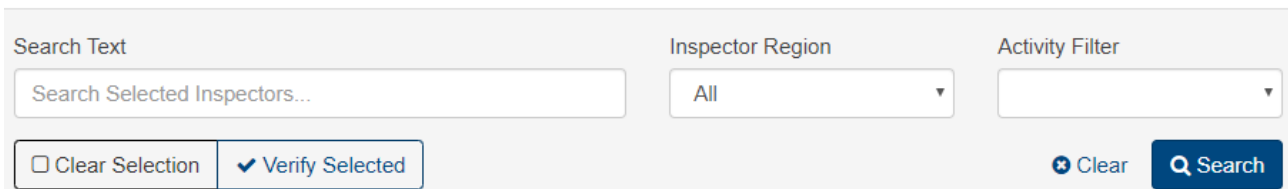


The 'Selected Inspectors' grid displays the following information:

- Last Name
  - The inspectors' surname
- First Name
  - The inspectors' forename
- Inspectors Region
  - The geographic region that the inspector has set as their primary work location within their profile
- Last Inspection
  - The date of the last SIRE inspection performed by the inspector for the Submitting Company
- Last Verified
  - The date of the last verification of the Inspector by the Submitting Company, Inspectors are verified upon each submission of a SIRE report on behalf of the Submitting Company or can be manually verified by pressing  the icon.

The following Search options are available to filter the list of Selected Inspectors

Selected Inspectors **9**



Search Text: Search Selected Inspectors...

Inspector Region: All

Activity Filter: [Dropdown]

Buttons: Clear Selection, Verify Selected, Clear, Search

- Text Search
  - Searches the Selected Inspectors list for matching string values
- Inspector Region
  - Returns all Inspector with a matching Primary Region
- Activity Filter
  - Can be set to either:
    - Active
    - Inactive



'Active' Inspectors are those with a last verified date within the last six months. An inspector is verified, and their Last Verified date set to the current date by any of the following actions:

- Submitting a SIRE Inspection on behalf of the Submitting Company
- Entering SIRE as a new inspector with the Submitting Company as their Sponsoring Member
- Being added to the Selected Inspectors list

Setting the Activity Filter to 'Inactive' will allow the Submitting Company to remove or verify all inactive inspectors.

Selected Inspectors **10**

Search Text      Inspector Region      Activity Filter

Search Selected Inspectors...      All      Inactive

Clear Selection                 

There are no Selected Inspectors to view.

### 3.4.5 Annual Verification of SIRE Inspectors

During November each year, Submitting Companies are required to confirm that they wish to retain any Inspectors on their Selected Inspector List that have not submitted an Inspection on their behalf for over six months.

The banner below is displayed to all users with the role 'S-IR Inspector Registrations' directing them to the Manage Inspectors page to review their Inactive Inspectors.



Any Inspectors that remain in an Inactive state on the 01<sup>st</sup> December will be removed from the Available Inspectors' list by automatic process.

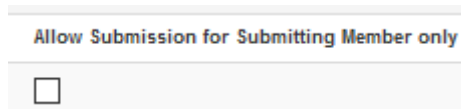



### 3.4.6 Manage Inspector Employment

Selecting 'Manage Inspector Employment' icon allows the Submitting Company to View Sire Inspectors that are verified as being employed by their company.

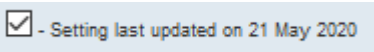


The Manage Inspector Employment Page allows the member to block the Inspector from submitting for other members. Inspectors can be blocked from submitting inspection for other members individually by selecting the checkbox in the 'Allow Submission for Submitting Member Only' for the Inspector.



Once the checkbox is selected the  button confirms the change to the grid.

Once the Allow Submission for Submitting Member Only checkbox has been selected a timestamp is added next to the checkbox to inform the member when the update was made.



If the Reset Selection button is selected, then the grid returns to the status of the inspectors when the update button was last selected.

Once an update to the Allow Submission for Submitting Member Only checkbox has been created then a message is sent to inform the other admin users within their member organisation. There is then a 72 hour period to change the submission block for other members. Once the 72 hour period has passed then the inspector can only submit for the one member organisation.

Name	Email	Employment Status	Region	State	Allow Submission for Submitting Member only
John	john@ocimf.com	Chief Executive Officer	Queensland	Queensland	<input type="checkbox"/>
John	john@ocimf.com	Chief Executive Officer	Queensland	Queensland	<input type="checkbox"/>
John	john@ocimf.com	Chief Executive Officer	Queensland	Queensland	<input checked="" type="checkbox"/> Setting last updated on 21 May 2020
John	john@ocimf.com	Chief Executive Officer	Queensland	Queensland	<input type="checkbox"/>



The fields available on the Employed Inspectors grid are:

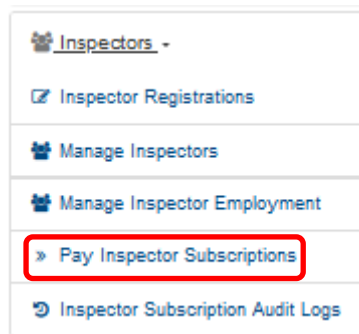
- Name – Split into First Name and Last Name
- Email Address
- Employment Status
- Inspector Region
- Home Country
- Home Port Location
- Inspector Category
- Last Inspection Submitted – last inspection submitted for member
- Allow Submission for Submitting Member Only
- View Inspector Profile

The Employed Inspectors Grid can be filter by the following fields:

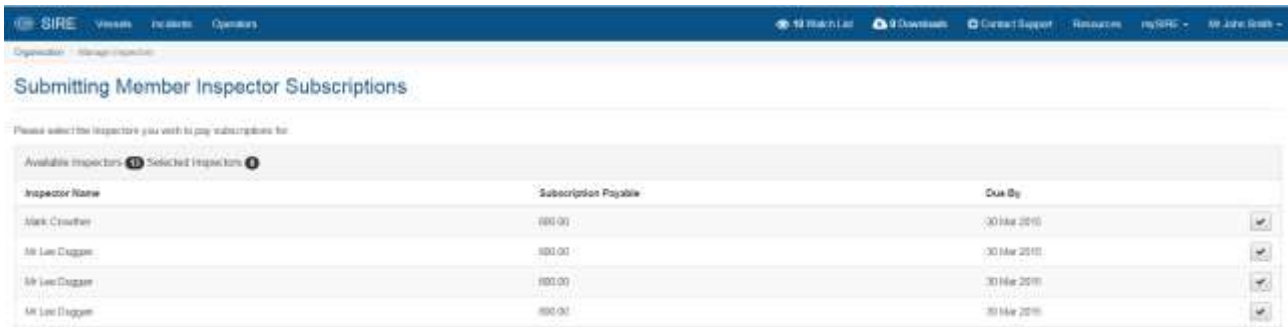
- Search – Free Text
- Region – Continent Work Region
- Inspector Category – Cat1/Cat3
- Allow Submission for Submitting Member Only – Yes/No

### 3.4.7 Pay Subscriptions

Selecting 'Pay Inspector Subscriptions' icon allows the Submitting Company to pay the SIRE Inspector Subscriptions on behalf of Inspectors associated to their organisation.



SIRE Inspector who have outstanding Subscription payments are displayed within the 'Submitting Company Inspector Subscriptions' grid.



Multiple inspectors can be selected by pressing using the

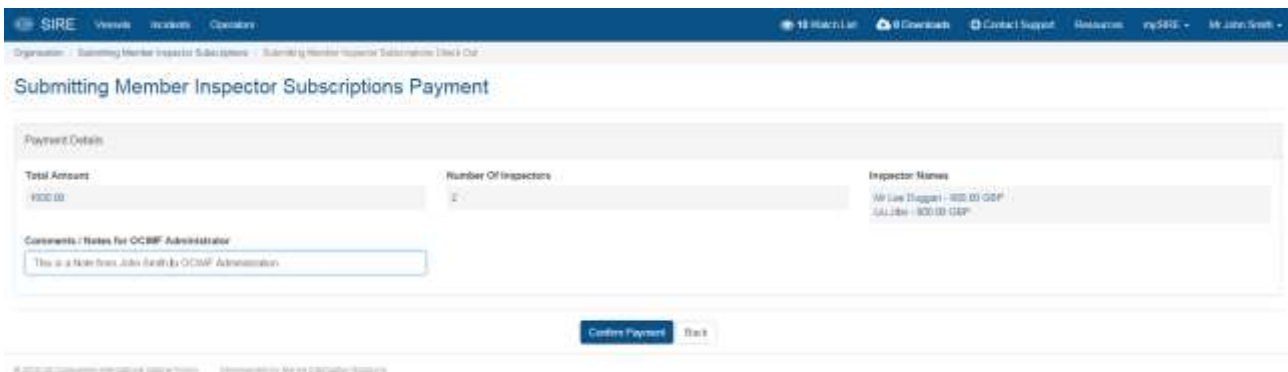


icon next to their names.

A summary of the total subscription fee for all selected Inspectors is displayed at the bottom of the screen.



Upon selecting 'Next', the Confirm Payments screen is displayed, upon which a Summary of the Payment Details is displayed, and the Submitting Company can add a Note for the attention of OCIMF Administration.



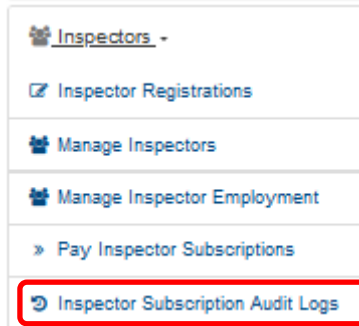
Selecting 'Confirm Payment' triggers a notification to be sent to OCIMF Administration to raise an Invoice for the selected Inspector Subscription payments.

The progress of the payment can then be tracked upon the 'Inspector Subscription Audit Logs' page



### 3.4.8 Inspector Subscription Audit Logs

The Inspector Subscription Payment Audit Log allows the Member Organisation to track Inspector Subscription payments.



The Inspection Subscription Payment Audit Log contains three tabs:

**Payment Requests:** This tab displays all payment requests and the current status of each request. Further details of the request can be displayed by selecting the blue arrow.

Organization Name	Request Date	Details	Status
Submitting Member Test Organisation	22 Oct 2015	2 Inspectors Total: 5000.00 GBP	New
Submitting Member Test Organisation	22 Oct 2015	2 Inspectors Total: 5000.00 GBP	Miss
Submitting Member Test Organisation	21 Oct 2015	1 Inspectors Total: 500.00 GBP	New
Submitting Member Test Organisation	21 Oct 2015	2 Inspectors Total: 300.00 GBP	Miss
Submitting Member Test Organisation	21 Oct 2015	2 Inspectors Total: 5000.00 GBP	Payment Received

Payment Requests can be filtered by the following options:

- Any
- New
- Invoice Issued
- Payments Received



**Inspections Paid For This Year:** This tab displays all Inspectors for whom subscriptions have been paid this year.

#### Inspector Subscription Payment Audit Logs

Payment Requests | **Inspectors Paid For This Year** | All Historic Subscription Payments

The grid below shows all Inspectors for whom subscriptions have been purchased this year.

SIRE Inspector Index  Hide Search

Category:  Search Text:

Account Number	Name *	CAT	Date Joined	Annual Payment	Calculation?	Due Date
20141	M PaidTest 18102013	3	18 Oct 2013	401.00	Manually Set	18 Jan 2014
10113	Zamal Abdel Muneem	1		100.00	Manually Set	
11312	Unguh Bani	1	31 Oct 2013	800.00	Automatic	30 Mar 2015


The display can be filtered using the Inspector Category

**All Historic Subscription Payments:** This tab displays all historic Inspector Subscription payments.





#### Inspector Subscription Payment Audit Logs

Payment Requests | **Inspectors Paid For This Year** | **All Historic Subscription Payments**

The grid below shows all historic Inspector Subscription payments.

SIRE Inspector Index  Hide Search

Search Text:

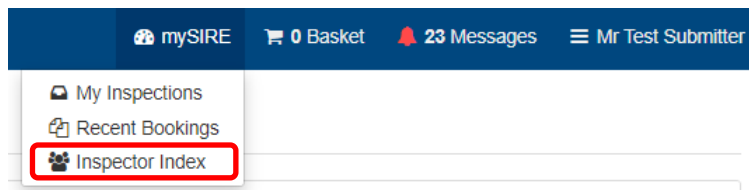
Name *	Subscription Type	Payment Date	Subscription Dates	Net Amount	VAT	Total Amount	Paid By
M PaidTest 18102013	North American Cat 3	18 Oct 2013	18 Oct 2013 - 31 Dec 2013	101.00	0.00	101.00	 Submitting Member Submitting Member Test Organisation
Zamal Abdel Muneem	Standard	21 Oct 2013	21 Oct 2013 - 31 Dec 2013	100.00	0.00	100.00	 Submitting Member Submitting Member Test Organisation
Jaww Anwarallaq	Standard	01 Feb 2013	01 Feb 2013 - 31 Dec 2013	600.00	0.00	600.00	 Submitting Member Submitting Member Test Organisation
Unguh Bani	Standard	18 Oct 2013	18 Oct 2013 - 31 Dec 2013	800.00	0.00	800.00	 Submitting Member Submitting Member Test Organisation

# 4 SIRE Inspector Index

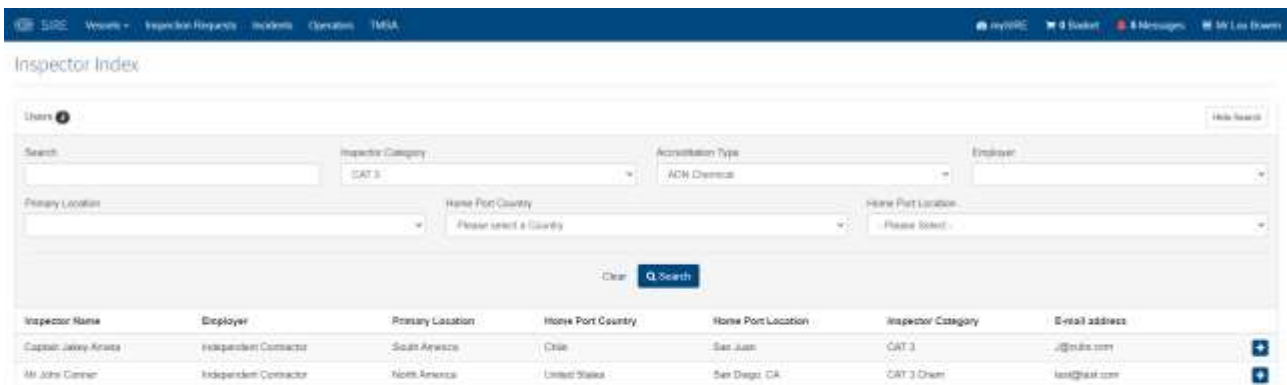
## 4.1 Inspector Index

The SIRE Inspector Index provides Submitting Companies with a searchable index of SIRE Inspectors.

The SIRE Inspector Index is accessed from the mySIRE menu within the top menu bar:



**Note:** Only those Inspectors who have explicitly agreed for their details to be shared by indicating 'Yes' to the question 'Contact Details Allowed to be Distributed' on their personal details, are included upon the Inspector Index.



The following search options are available to filter the list of inspectors:

- **Search:**
  - Free text search upon the Inspector Name field, includes partial text matches.
- **Inspector Category:**
  - Filters the inspector list by CAT1 / CAT3 / All
- **Accreditation Type:**



- Filters the inspector list to those inspectors who hold Oil / Chemical / Gas / ADN / BIQ Europe accreditation
- **Employer:**
  - Filters the Inspectors by their employer
- **Primary Location:**
  - Filters the list of inspectors by their self-declared primary geographic region of business
- **Home Port Country:**
  - Filters the list of inspectors by the country of their self-declared home port location
- **Home Port Location:**
  - Filters the list of inspectors by their self-declared home port location, ports are determined by the MTIS Ports/Terminals list.

Selecting the blue arrow upon the Inspector row will display the Inspector Details page.

## 4.2 Inspector Details

The SIRE Inspector Details page provides details of the Inspectors Sponsoring Members and the number of inspections that the inspector has performed in the last 18 months broken down by Inspection category and Submitting Company.

Sponsoring Member  
Inspector



SIRE Vessels Inspection Requests Incidents Operations TMSA mySIRE 3 Basket 4 Messages 50 Lou Bowen

Inspector Inspector Details

### Captain Lou Bowen

Full Name Captain Lou Bowen	Employer Independent Contractor	Primary Location Surge
Home Port Country United Kingdom	Home Port Location Plymouth	
E-mail Address lbow@lbow.com	Secondary e-mail Address	
Inspects For Equipex Steging SIRE Member Organisation Episkos Sponsoring Member A Testing Member 1	Inspector Category (CAT):	Accreditation Classical OW OW A/Ow Ops B/Q-Exempt
Initial Sponsoring Member Testing Member 1	Current Sponsoring Member Testing Member 1	Last Member who commissioned the outfit inspector

Number of inspections carried out in the previous 18 months:

Member	VIQ Inspections	BQ Inspections
Testing Member 1	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>

© 2021 UK Companies Administration Marine Forum. [Viewing history](#) [View information](#) [Settings](#)

## 5 Vessel Index

On selecting the 'Vessels' tab the Vessel Index page will be displayed. The Vessel Index page displays a list of all vessels currently active within the SIRE System.

The page has been updated to include the column OCIMF-ID for each vessel.

SIRE Vessels Incidents Operations TMSA Data Mining 33 Watch List 0 Downloads Contact Support Resources mySIRE 1 Basket 277 Messages 10 Test Subscribe

### Vessel Index

Vessels **21487** [View Search](#)

Filter:  Search Text:

Ship Name	Identifier	OCIMF ID	Flag	DWT	Operator	Last Inspection Date
101 CHANG SUNG	REG 0591-00034	A-105-002-026	Korea (South)	3300	Hansa Seabeta	12 Mar 2018
101 HYODOONG CHENG	WAO 9112381	A-105-036-032	Korea (South)	3330	HYODOONG SHIPPING CO LTD	20 Aug 2016
101 YOUNGJUN	VN 059-011101	A-108-006-106	Korea (South)	490		08 May 2015



## 5.1 Vessel Searches

The Vessels grid can be filtered to display only vessels with a Deadweight Tonnage of less than or greater than 5000 DWT. In addition, searches can be performed using the Vessel Name, IMO Number or VIN Number, searches using partial Vessel Names are permitted.

Ship Name	IMO Number	Reg	VMS	Flag	DWT	Operator
ZNOZ	8914431			Panama	4996	WORLD TANKERS MANAGEMENT BVGA
ZUNYI TAY	8944831			China	4267	CHINA SHIPPING DEVELOPMENT CO

Selecting the blue arrow to the right side of the row opens the Vessel Details page.

## 6 Vessel Details

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

The OCIMF-ID displays on this page, alongside the Vessel Name and primary identifier.

**Vessel Details**

Vessel Particulars

Not yet published

View PDF

Order Core Matrix

Last updated: 08 Aug 2018

View PDF

View XML

View Audit History

Inspections

Report Name	Type	Name at Inspection	Operator at Inspection	Inspecting company	Insp. Date	Port	Operator	Disturb. Date	Cost
DCTI-1050-2015-0243	■	EuroBarge 002	Name: a rullu lupu	SEELI, INTERNATIONAL SHIPPING	15 Aug 2018	Name: a rullu lupu	Loading	15 Aug 2018	
DCGR-4640-1630-0337	✘	EuroBarge 002	Name: a rullu lupu	SEELI, INTERNATIONAL SHIPPING	08 Aug 2018	Name: a rullu lupu	Loading	08 Aug 2018	

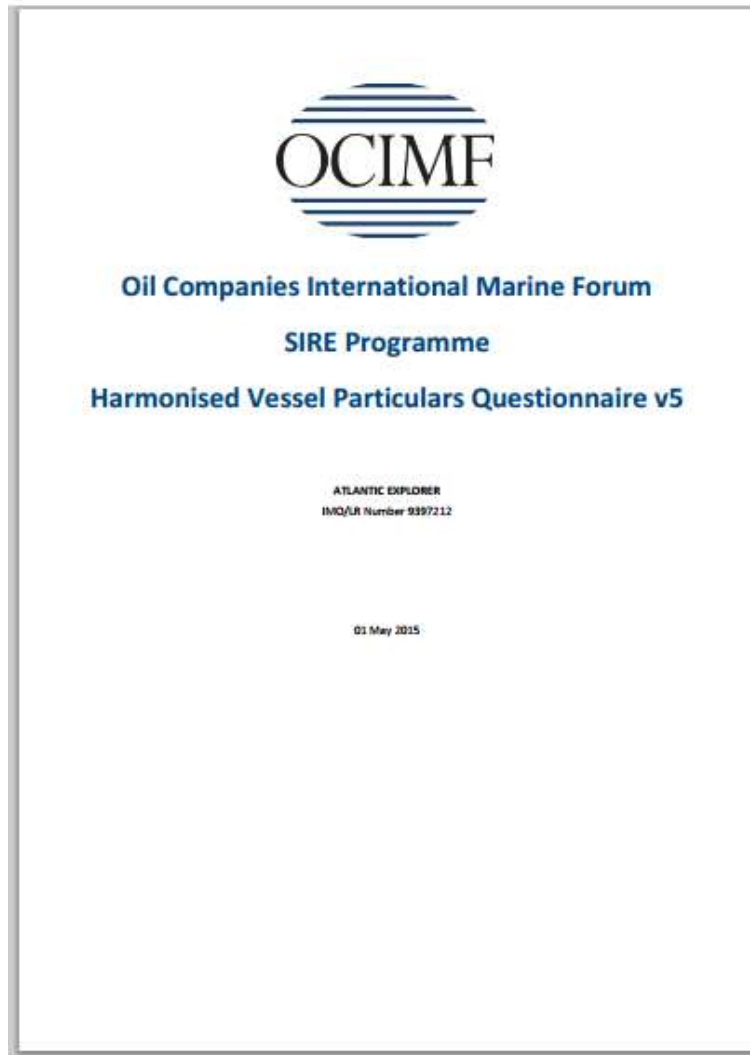


The following is a brief summary of each section of the vessel details page:

## 6.1 Vessel Particulars

The Vessel Particulars document can be viewed in .pdf format or added to the Downloads list for bulk download in .zip format

Vessel Particulars
Last edited: 01 May 2015
 View PDF
 Add to Downloads






The Particulars Documents can be saved for your own records. However, your attention is drawn to the Terms and Conditions that were signed by your company regarding copyright and distribution. If in doubt, please contact [sire@ocimf.org](mailto:sire@ocimf.org)





## 6.2 Vessel Crew Matrix

By selecting View PDF, the current crew matrix is displayed. In addition, the user can download the crew matrix in XML format for use within third party crew management tools and can also view an audit history of previous versions of the vessels crew matrix.

Online Crew Matrix
Last updated: 05 May 2015
 View PDF
 View XML
 View Audit History

## 6.3 Vessel Incidents

Incident information that has been recorded against a vessel can be accessed via the Incidents panel. The four items in this area provide a count of the number of incident 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	
For Vessel	1
Current operator	1
Previous operator	0
Fleet	4

## 6.4 Purchase of Inspections – send to Third Party Vetter

Vessel Inspection Reports can be purchased by selecting the desired Report from within the Inspection Grid. If the Organisation has been authorised and configured to use Third Party Vetter Contractors, the option to purchase and then forward the Report onwards to the TPV Contractor is available.

Report Name	Type	Name of Inspection	Operator of Inspection	Inspecting company	Insps. Date	Port	Operation	Details Date	Cost			
DCMV-0270-0488-4708	<input checked="" type="checkbox"/>	British Eagle	Miscellaneous topics, in multiple sections. Miscellaneous	Non BP / 3rd Party Test Commission	03 Nov 2016	cocker	Loading	03 Nov 2016	-	£5	<input type="checkbox"/>	<input type="checkbox"/>
DCMG-4072-0735-4708	<input checked="" type="checkbox"/>	British Eagle	Miscellaneous topics, in multiple sections. Miscellaneous	BP SHIPPING	02 Nov 2016	cocker	Loading	02 Nov 2016	£10	£5	<input type="checkbox"/>	<input type="checkbox"/>
DCXD-4945-0085-4178	<input checked="" type="checkbox"/>	British Eagle	Miscellaneous topics, in multiple sections. Miscellaneous	Non BP / 3rd Party Test Commission	27 Oct 2016	moriba	Loading	27 Oct 2016	-	£5	<input type="checkbox"/>	<input type="checkbox"/>
DCM-3562-5000-4770	<input checked="" type="checkbox"/>	British Eagle	Miscellaneous topics, in multiple sections. Miscellaneous	BP SHIPPING	24 Oct 2016	Chennai	Loading	24 Oct 2016	-	£5	<input type="checkbox"/>	<input type="checkbox"/>
DCMM-6682-1266-4721	<input checked="" type="checkbox"/>	BRITISH EAGLE	Miscellaneous topics	Stena ASA	29 Aug 2016	Miscellaneous topics	Loading	29 Aug 2016	£4000	£5	<input type="checkbox"/>	<input type="checkbox"/>
DCST-5854-0709-4808	<input checked="" type="checkbox"/>	British Eagle	Miscellaneous topics, in multiple sections. Miscellaneous	Non BP / 3rd Party Test Commission	18 Jul 2016	Harand Port	Loading	18 Jul 2016	-	£5	<input type="checkbox"/>	<input type="checkbox"/>
DCGC-0137-7257-4808	<input checked="" type="checkbox"/>	British Eagle	Miscellaneous topics, in multiple sections. Miscellaneous	Non BP / 3rd Party Test Commission	18 Jul 2016	Harand Port	Loading	18 Jul 2016	£4000	£5	<input type="checkbox"/>	<input type="checkbox"/>
BHOC-0311-0183-4843	<input checked="" type="checkbox"/>	British Eagle	Miscellaneous topics, in multiple sections. Miscellaneous	Non BP / 3rd Party Test Commission	27 May 2016	cocker	Loading	27 May 2016	£2000	£5	<input type="checkbox"/>	<input type="checkbox"/>
DCWV-2248-2767-4881	<input checked="" type="checkbox"/>	British eagle	Miscellaneous topics, in multiple sections. Miscellaneous	Non BP / 3rd Party Test Commission	18 Mar 2016	cocker	Loading	18 Mar 2016	£4000	£5	<input type="checkbox"/>	<input type="checkbox"/>

Select the envelope icon to open the 'Purchase Inspection' page.

Vessels / Vessel Details / Purchase Inspection

### Purchase Inspection

Please select third party vetting contractors to receive report **DCMM-6682-1266-4721**

Third Party Vettors	
Name	Email
Test TPV Contractor	
Rightship	test@example.com

The 'Purchase Inspection' page has two buttons, 'Purchase £50' and 'Purchase via Card Payment £50'. Select one or all the TPV's listed and select 'Purchase via Card Payment £50'.

If there is more than one TPV, select the checkbox for the TPV the report needs to be sent to and 'Send'. The page then updates the column 'Report Already Emailed' with a tick or a cross.



Home / View Details / Email Report to Third Party Vendors

## Email Report to Third Party Vendors

Please select which third party selling contractor should receive report S.A.I.-7794-2685-4943

### Third Party Vendors

Name	Email	Report Already Emailed
Test TPV Contractor		✓ Yes
RightShip	test@example.com	✗ No

Cancel Send



## PAYMENTS

### Invoice / Billing Details

These details identify the purchasing organisation and will be used for the purchase invoice.

Email Address

Address Line 1

Address Line 2

City

County / State

Post Code

Country **Afghanistan**

VAT **VAT will not be charged.**

### Mr Test Submitter

info@marineinfosys.com

### Order Items

DCMM-5682-1266-4721 **£50.00**

Total before VAT **£50.00**

VAT **£0.00**

Order Total **£50.00**

Make Payment

Back to Sire

### Cardholder Details

These details identify the registered cardholder and are used to authenticate the payment. They may be the same as the invoice/billing details.

- Use the same details as the invoice/billing details above
- Use different cardholder details

### Card Details

Card Type

Cardholder's Name     
Please enter your name as shown on card

Card Number

Security Code

Start Date

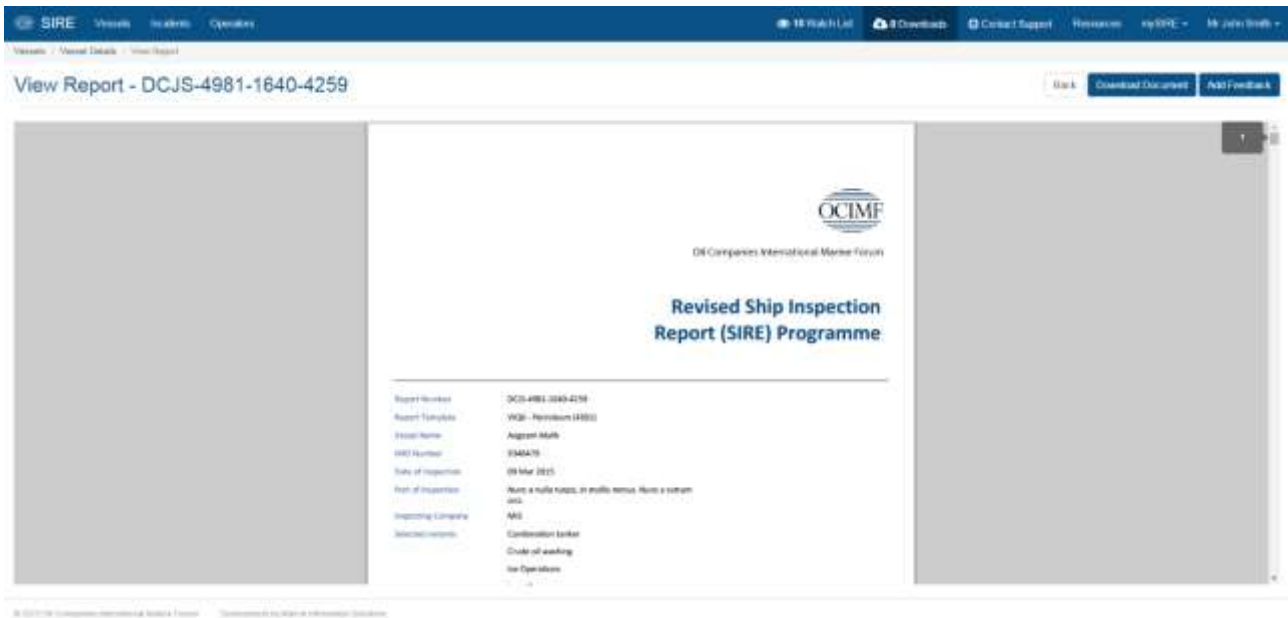
End Date

The OCIMF Payments page displays. Invoice/Billing Details can be amended. VAT is charged to EU customers only. Complete the card details and select to 'Make Payment'.



A confirmation message is displayed confirming that the Inspection Report has been sent to the Third-Party Vetting Contractors selected.

The Inspection Report is then available to be viewed in .pdf format



The SIRE report can be saved for your own records. However, your attention is drawn to the Terms and Conditions that were signed by your company regarding copyright and distribution. If in doubt, contact [sire@ocimf.org](mailto:sire@ocimf.org)



## 6.5 Purchase of Inspection – pay by Credit Card

Select the PDF icon or the Download icon alongside the Inspection to view the Purchase Inspection page. There are two buttons 'Purchase £40' and 'Purchase via Card Payment £40'. Select the button 'Purchase via Card Payment £40'.

Vessels / Vessel Details / Purchase Inspection

### Purchase Inspection

Please confirm purchase of report DCM-5682-1266-4721

[Cancel](#) [Purchase £40](#) [Purchase via Card Payment £40](#)

The OCIMF Payments page displays.



### Invoice / Billing Details

These details identify the purchasing organisation and will be used for the purchase invoice.

Email Address

Address Line 1

Address Line 2

City

County / State

Post Code

Country **Afghanistan**

VAT **VAT will not be charged.**

### Mr Test Submitter

info@marineinfosys.com

#### Order Items

DCMM-5682-1266-4721 **£50.00**

Total before VAT **£50.00**

VAT **£0.00**

**Order Total £50.00**

[Make Payment](#)

[Back to Sire](#)

### Cardholder Details

These details identify the registered cardholder and are used to authenticate the payment. They may be the same as the invoice/billing details.

- Use the same details as the invoice/billing details above
- Use different cardholder details

### Card Details

Card Type

Cardholder's Name

Please enter your name as shown on card

Card Number

Security Code

Start Date

End Date



The Inspection grid updates to indicate that the Report has been purchased and the Member can 'Email Report to a Third Party Vetter', 'View Report' or 'Add to My Downloads'.

Report Name	Type	Name of Inspection	Operator of Inspection	Inspecting company	Insp. Date	Port	Operation	Client's Date	Cost	Inspector's Rating
DCSW-6373-9489-4780	■	Stitch Edge	Name of milk traps, or milk meters. Name of tubers etc.	Iron BP (3rd Party) Test Commission	02 Nov 2019	cocker	Loading	02 Nov 2019	-	View   Print   Add
DCSW-4373-6736-4780	■	Stitch Edge	Name of milk traps, or milk meters. Name of tubers etc.	BP SHIPPING	02 Nov 2019	cocker	Loading	02 Nov 2019	-€11	View   Print   Add

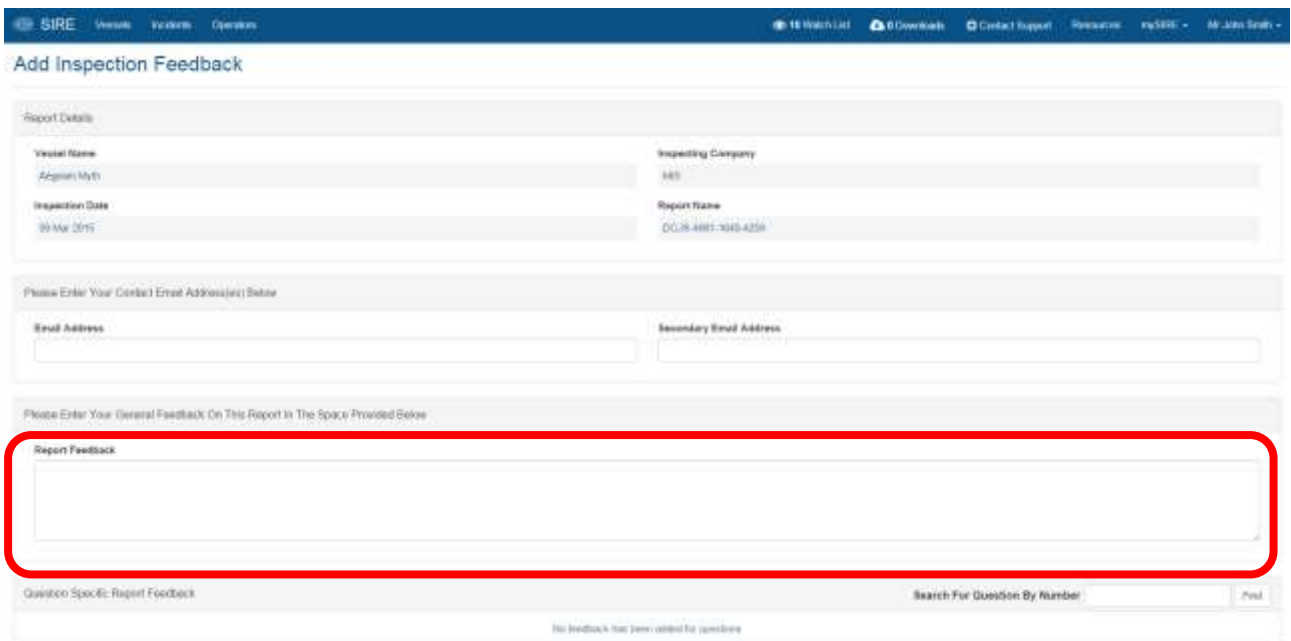


## 6.6 Adding Inspection Feedback

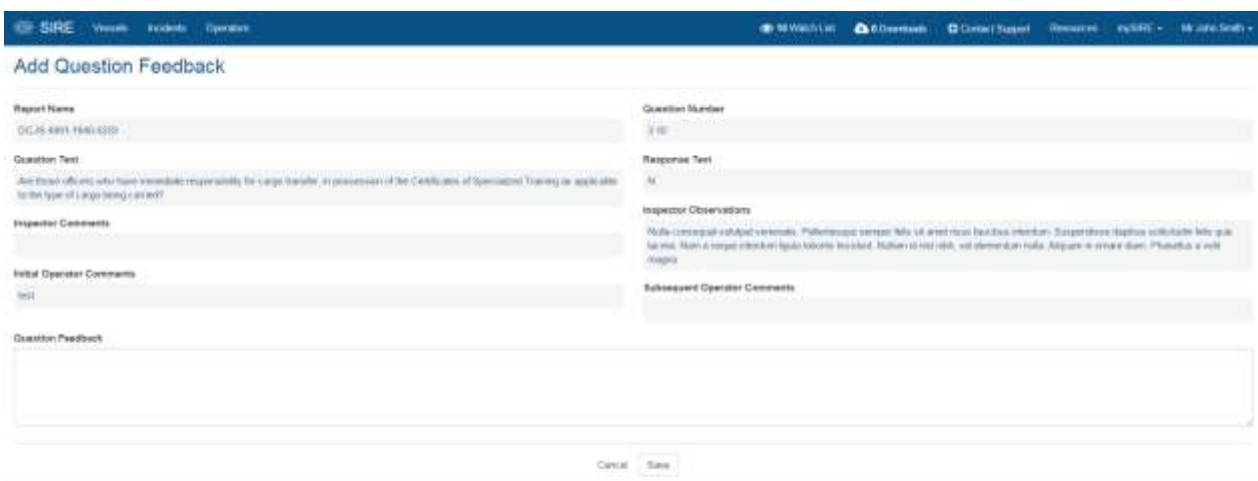
Inspection feedback can be added by selecting the 'Add Feedback' icon



Inspection Report Details are displayed upon the 'Add Inspection Feedback' page upon which General Report Feedback can be entered.

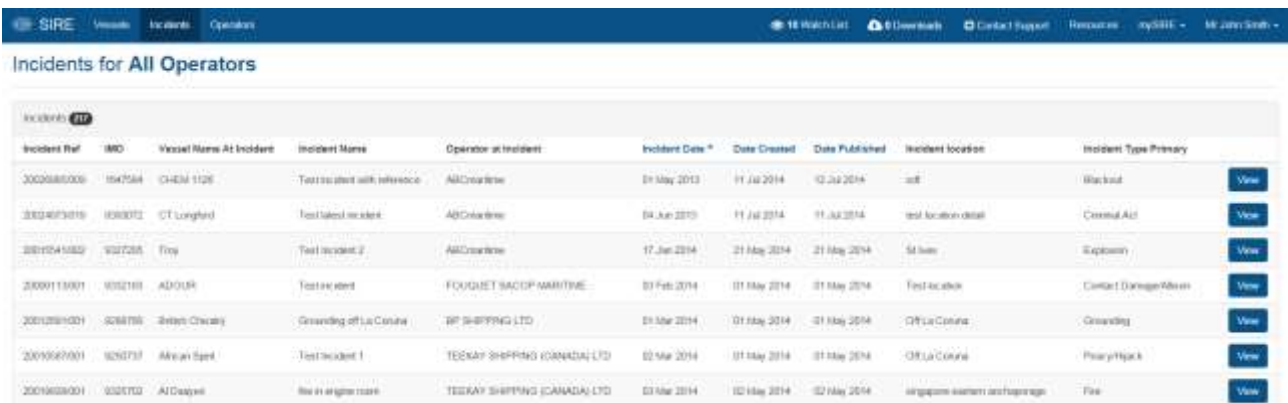


Feedback against specific questions can be provided by Searching for the Question by Number and selecting 'Add Question Feedback'



# 7 Incidents

By selecting the 'Incidents' tab from the top menu bar, a full list of all incident records currently held within the Vessel Incident Repository can be viewed.



Incident Ref	IMO	Vessel Name At Incident	Incident Name	Operator at Incident	Incident Date *	Date Created	Date Published	Incident Location	Incident Type Primary	View
300588000	154754	CHAM 1126	Test incident with reference	ABCCompany	01 May 2013	11 Jul 2014	12 Jul 2014	atl	Blackout	View
30024073019	100072	CT Longford	Test latest incident	ABCCompany	04 Jun 2013	11 Jul 2014	11 Jul 2014	atl location detail	Crash/Act	View
3010541552	932735	Troy	Test incident 2	ABCCompany	17 Jun 2014	21 May 2014	21 May 2014	St Leon	Explosion	View
2000113901	935210	ADORA	Test incident	FOUNDET SACOP-MARITIME	01 Feb 2014	01 May 2014	01 May 2014	Test location	Contact Damage/Misc	View
2010291021	92870	Belles Chenoix	Grounding of La Conche	BP SHIPPING LTD	01 Mar 2014	01 May 2014	01 May 2014	Off La Conche	Grounding	View
200562001	92973	Milan Ship	Test incident 1	TEENAY SHIPPING (CANADA) LTD	02 Mar 2014	01 May 2014	01 May 2014	Off La Conche	Pier/Wharf	View
200968001	932102	Al Dayan	Run in engine room	TEENAY SHIPPING (CANADA) LTD	03 Mar 2014	02 May 2014	02 May 2014	Alongside eastern anchorage	Fire	View

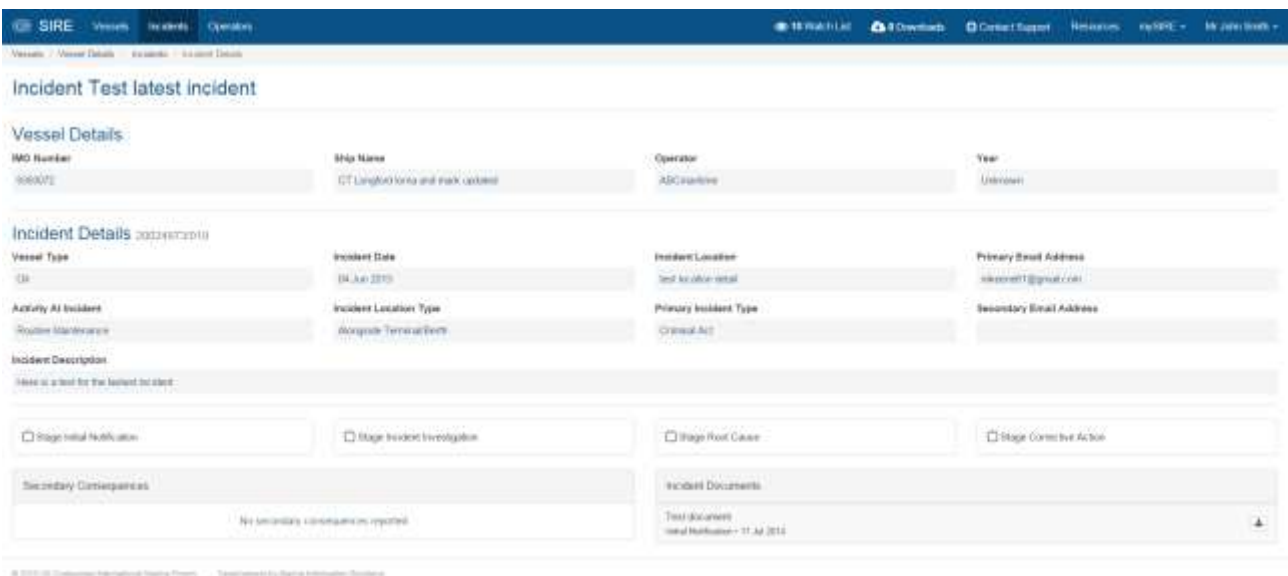
Selecting the 'View' icon opens a confirmation box asking the user to agree to not pass on information to any person outside of their Organisation.



Incident "Test latest incident" for the vessel CT Longford.

You agree that the information downloaded from the Vessel Incident Repository is confidential and will not be passed to any third party outside your organisation.

Upon agreeing to the terms, the selected incident record is displayed.



**Incident Test latest incident**

**Vessel Details**

IMO Number: 908072	Ship Name: CT Longford (vna and mark updated)	Operator: ABCCompany	Year: Unknown
--------------------	---	----------------------	---------------

**Incident Details 00024073019**

Vessel Type: 04	Incident Date: 04 Jun 2013	Incident Location: atl location detail	Primary Email Address: vikennett@gmail.com
Activity At Incident: Routine Maintenance	Incident Location Type: Alongside-Terminal/Berth	Primary Incident Type: Crash/Act	Secondary Email Address:

Incident Description: Here is a test for the latest incident.

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

Secondary Consequences: No secondary consequences reported.

Incident Documents: Test document (vna and mark) - 11 Jul 2014



## 8 Operators

By selecting the 'Operators' tab from the top menu bar, a full list of all Operators registered within the SIRE system can be viewed.

Organisation Name	Primary User Name	Office Number	Fax Number	Email Address
Aik Shipping & Trading Inc.	Best D. Chirakakis			
Alexis Shipping/Trans Co. Ltd.				
ADAMTHOS SHIPPING AGENCY INC.				
ADMARCOS SHIPMANAGEMENT CO LTD	Sopha Koukouris			
ADMARCOS SHIPMANAGEMENT LIMITED				
ADMINISTRADORA DE NAVES HAMBRODT	Humbert Shipmanagement			
ADVANCE SHIP MANAGEMENT PTE LTD	Tan Kan Sook			

Click the blue arrow to the right of the Operators records displays the Operator Details page.

Organization Name
ADMARCOS SHIPMANAGEMENT CO LTD

Address Line 1	Address Line 2	Address Line 3
8 DRAGATSIKOU STR	100 SYRATSIKOU	HELLEN

Post Code / Zip Code
100 74

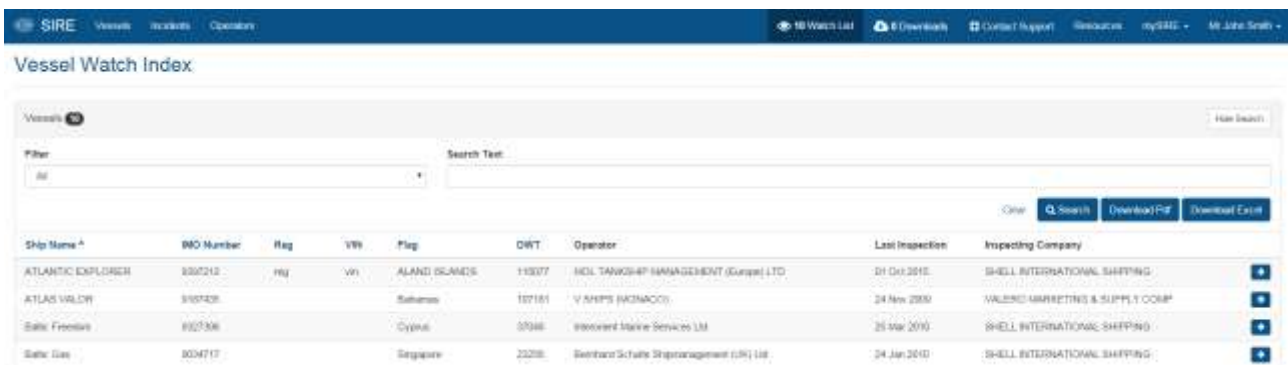
Country
Greece

## 9 Vessel Watch List

If one or more vessels have been added to the users Watch List, then the Watch List tab will be displayed upon the top menu bar.



Selecting the Watch List tab opens the Vessel Watch Index.



Ship Name <sup>A</sup>	IMO Number	Flag	VV	Flag	DWT	Operator	Last Inspection	Inspecting Company
ATLANTIC EXPLORER	830212	HQ	vn	ALAND ISLANDS	19307	NOL TANKSHIP MANAGEMENT (Europe) LTD	01 Oct 2015	SHELL INTERNATIONAL SHIPPING
ATLAS VALDY	810735			Solomon	107161	V ANPS (NOVAO)	24 Nov 2015	WALBERG MARKETING & SUPPLY CORP
Sale Freedom	802736			Cyprus	37946	Woodward Marine Services Ltd	25 Mar 2010	SHELL INTERNATIONAL SHIPPING
Sale Gas	804717			Singapore	22281	Seaboard Schulte Shipmanagement (US) LLC	24 Jan 2010	SHELL INTERNATIONAL SHIPPING

From here, users can download a list of vessels that is currently held upon their Watch List in both Excel and .pdf formats.

Selecting the blue arrow to the right of the row opens the Vessel Details page for the desired vessel.



# 10 Downloads

Selecting the Downloads icon provides access to the Downloads page.

Vessel Watch Index

Ship Name <sup>A</sup>	IMO Number	Flag	VIN	Flag	DWT	Operator	Last Inspection	Inspecting Company
ATLANTIC EXPLORER	830212	Flag	vin	ALAND ISLANDS	113377	NEL TANKSHIP MANAGEMENT (Europe) LTD	21 Oct 2015	SHELL INTERNATIONAL SHIPPING
ATLAS VALOR	8107435			Bahamas	107161	V ANPS (MONACO)	24 Nov 2010	VALERO MARKETING & SUPPLY COOP
Saleh Freedom	8327386			Cyprus	37346	Woodward Marine Services Ltd	25 Mar 2010	SHELL INTERNATIONAL SHIPPING
Saleh Sea	804717			Singapore	22238	Seaboard Shields Shipmanagement (SR) Ltd	24 Jan 2010	SHELL INTERNATIONAL SHIPPING

From the Downloads page the user can download both Vessel Inspections and Particulars in both .pdf and .xml formats.

**Please Note:** Documents will automatically be removed from the Documents Download area if not downloaded within 24 hours.

Downloads

Please note: A maximum of 25 binary combinations of Vessel Inspections or Particulars Reports may be added to your 'My Downloads' basket at any one time. Reports not removed in the basket for more than 24 hours will be automatically removed.

Report Download

Report Download File Formats

PDF

XML

[Download Reports](#)

Vessel Inspections

Name	Report	IMO	Flag	USCG VIN	SW	SubVIN	Operator	Inspection Date
314 Canal Union	8115-6740-3190-0002		9111			PETROMAS	Marc-Alexis Leduc	Mon 12 Jun 2016

Vessel Particulars

No data for particulars in your download list.

# 11 Inspection Booking

Vessel Inspections are booked by selecting the desired Vessel from the Vessel Index.

From upon the Vessel Details page, select the Inspection Bookings button.



The Inspection Bookings page is then displayed, upon which, new a Vessel Inspection Booking can be created by selecting 'Create Booking'

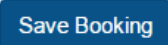




The Create Booking screen is then displayed. To create an Inspection booking the Planned Inspection Date, the Inspection Location and Country are entered along with the desired SIRE Inspector.

The available SIRE Inspector list can be filtered to display those inspectors that match the Inspection Country and Inspection Location by selecting the relevant tick box following by the 'Refresh Inspectors' icon.

If you are unable to find an Inspector in the Inspector dropdown list you can check if they have been excluded on the Organisation Profile page, Exclusions menu, (see section 3.1 Exclusions for further details).

Upon selecting the  icon, the user is re-directed to the Inspection Booking page for the desired vessel, the booking is displayed within a 'Booking Status' of Live.

If the vessel selected is on the vessel operator exclusion list a message will display on the page 'Unable to create booking', go to section 3.1 Exclusions for further details. Operators can be removed from the list if required.



If the Inspector selected has an industry relationship with the operator when they are selected a message displays explaining 'The selected inspector has industry relationships with South Sea Shipping'.

Booking for Mountain Climb

The inspector that you have selected is in conflict with a previous inspection and another booking. Please check and re-select if necessary. If you proceed to save, you must justify the reason for this conflict in the box provided.

Vessel Details

Vessel Mountain Climb (IMO 9378320)	Operator Details South Sea Shipping	LMI Inspection TEST SUBMITTERS 01 Feb 2016 (BCDM-038-3043-6481)
--	--	---

Booking Details

Submitting Member: SHELL INTERNATIONAL SHIPPING  
Planned Inspection Date: 19/02/2016  
Country: Afghanistan

Inspection Location:  Inspector: Auditor - 9282  
The selected inspector has industry relationships with South Sea Shipping.

Conflict Reason:

You must enter a reason for the conflict.

If the Inspector selected has outstanding Report Feedback from Quality Assessors then they will not be selectable for an inspection. The following error will appear:

Booking Details

Submitting Company:   
Submitting Member A:   
Planned Inspection Date: 14/02/2021  
Country: Bangladesh

Inspection Type: UGZ Previews  
Inspection Location:  Inspector: Auditor - 9282  
The selected inspector has outstanding Report Feedback actions open their profile and cannot accept new bookings, please contact the inspector.

Selecting the blue arrow icon opens the Inspection Booking Record from which the record can be edited or cancelled if desired.

SIRE Vessels Incidents Operators 18 Watch List Downloads Contact Support Resources mySIRE My User Profile

Home Vessel Details Inspection Bookings

### Inspection Bookings for Aegean Dignity IMO 9290338 Cancel Booking

Company/Member	Inspector Name	Booking Code	Planned Inspection Date	Inspection Country	Booking Status	Report Name	Created On
Submitting Member Test Organisation	Mr Lee Duggan	SIFAT4	02 Oct 2016	United Kingdom	Live		02 Oct 2016 <span>+</span>

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**SIRE** Views Incidents Operators 18 Watch List 1 Downloads Contact Support Resources mySIRE My John Smith

Home View Details Inspection Bookings Inspection Booking

### Inspection Booked for Aegean Dignity IMO 9290335 22/10/2015 View

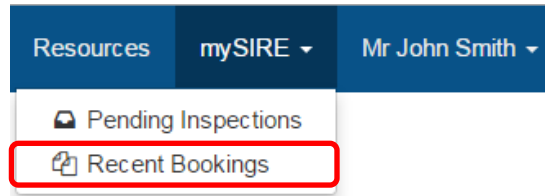
[Back](#) [Edit Booking](#) [Cancel Booking](#)

<b>Operator</b> ARCADIA SHIPMANAGEMENT CO LTD	<b>Commissioning Member</b> Submitting Member Test Organization	<b>Planned Inspection Date</b> 22-Oct-2015
<b>Booking Status</b> LAT	<b>Created By</b> Mr John Smith 22/10/2015 14:27:51	<b>Location, Country</b> Southampton, United Kingdom
<b>Last Inspection</b> None - a submission is still in review. Next date: 01 Oct 2016 (ISDP: 625-625-024)		

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## 11.1 Recent Bookings

The 'Recent Bookings' page can be accessed by selecting the mySIRE dropdown.



The Recent Bookings page displays all Inspection Bookings that have been created by the Submitting Company within the last three months.

The screenshot shows the 'Recent Bookings' page in the SIRE system. At the top, there is a search bar with the text 'Search Text' and a 'Search' button. Below the search bar is a table with the following columns: Vessel Name, Operator, Inspector, Created On, Inspection Date, Inspection Country, Booking Code, Booking Status, and Report Name. The table contains 10 rows of data. At the bottom of the table, there is a pagination control showing '1' of 4 pages.

Vessel Name	Operator	Inspector	Created On	Inspection Date	Inspection Country	Booking Code	Booking Status	Report Name
Flinders Loyalty	EXMAR SHIPMANAGEMENT NV	Gilfo Polaris	22 Oct 2015	04 Nov 2015	Belgium	88776	Live	Not Assigned
Gaussen Baltic	HARTMANN SCHIFFARTS GMBH & CO	Jacob Kosterker	22 Oct 2015	24 Nov 2015	Guadeloupe	10054C	Live	Not Assigned
Aparimasa II	CAPITAL SHIP MANAGEMENT CORP	Phg Tai Von	22 Oct 2015	31 Oct 2015	Panama	55AF32	Live	Not Assigned
Argon Digital	ARCADIA SHIPMANAGEMENT CO.LTD	Mr Lee Duggan	22 Oct 2015	22 Oct 2015	United Kingdom	89FA16	Live	Not Assigned
Baiko Green	BGSN CO., LTD	Marc Larrea	21 Oct 2015	27 Nov 2015	Malawi	883CB	Canceled	Not Assigned
INDIAN POINT	FD TANKERS S.p.A	David Stockfield	21 Oct 2015	24 Nov 2015	Antarctica	8CE7A5	Live	Not Assigned
ZOUZOU	NAVOG SHIPMANAGEMENT PTE.LTD	Cees Barge	21 Oct 2015	07 Nov 2015	Austria	110C3F	Live	Not Assigned
Eschlage 001	Dobson Fleet Management Ltd	Mr Tony Jones	20 Oct 2015	21 Oct 2015	Aruba	85AED7	Live	Not Assigned
AGEL 8HT		Mr Tony Jones	19 Oct 2015	19 Oct 2015	Venezuela	8E8AE1	Submitted	8763-476-778-4452
1180 OWY	Dobson Fleet Management Ltd	Mr Tony Jones	18 Oct 2015	19 Oct 2015	Yemen	F88D67	Submitted	80884-475-707-4452

Bookings details can be displayed by selecting the



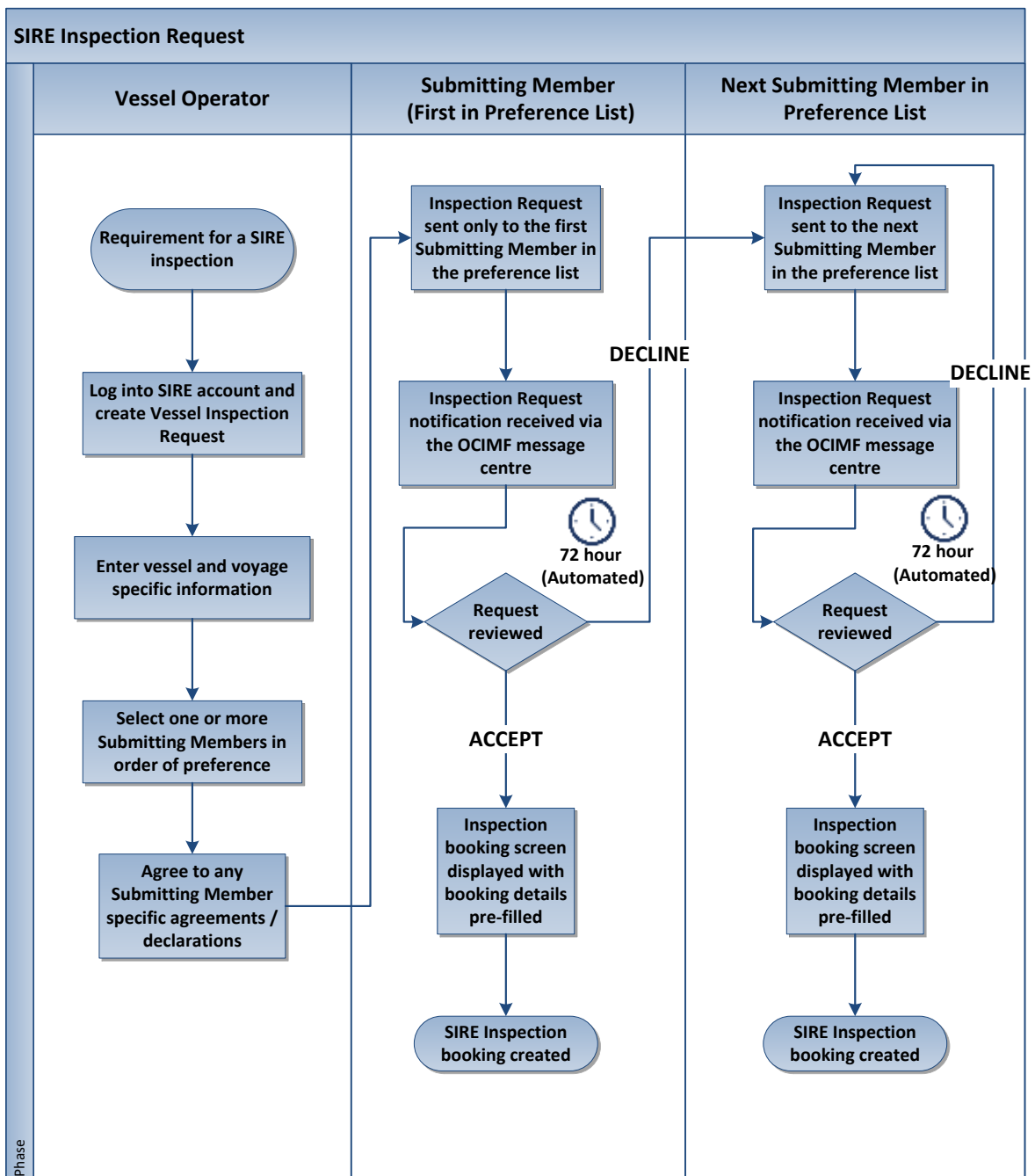
icon.



## 12 SIRE 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 Companies 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 Companies by preventing Operators from mailing a request to multiple Submitting Companies simultaneously.

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

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

To access the new SIRE Inspection Request functionality and be notified of incoming SIRE Inspection Requests a user must be assigned the 'SIRE – Submitting Company – Manage Inspection Requests' role.

## 12.1 Submitting Company Specific Declarations

In addition to the standard information provided by Vessel Operators within the Inspection Request, individual Submitting Company can request Vessel Operators agree to bespoke agreements or declarations, such as affirming that the vessel operator is familiar with specific anti-corruption legislation or has downloaded and agreed to a Member specific Code of Conduct.

The Submitting Company Specific Declarations will be presented to the Vessel Operator if they have selected the individual Submitting Companies within their preference list.

Submitting Companies can add Submitting Company Specific Declarations via the 'Submitting Company Specific Declarations' menu:

The screenshot displays the 'Manage Organisation' interface for 'Submitting Member A'. The form includes the following fields:

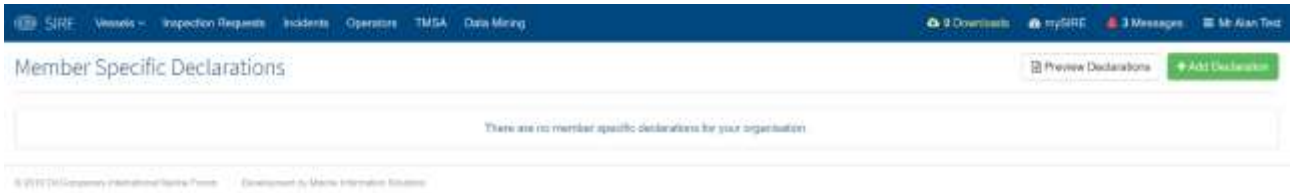
- Organisation Name: Submitting Member A
- Organisation Type: Member
- IMO Number: 123040
- Address Line 1: Fishes Update 1
- Address Line 2: 1000
- Address Line 3: Chicago 1
- Phone Number: 01331054798
- County Or State: West Midlands
- Post Code / Zip Code: ABC123
- Country: United Kingdom

The right-hand sidebar menu contains the following items:

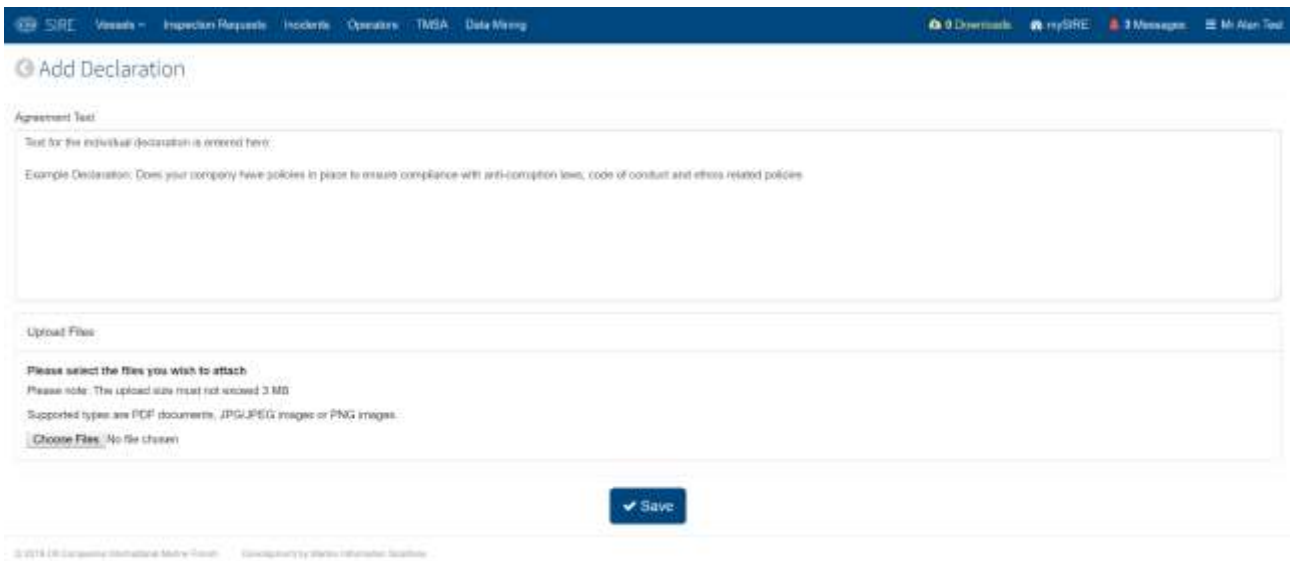
- Pricing
- Report Submission History
- Report Purchase History
- Exclude -
- SIRE Inspection Requests** (highlighted with a red box)
- Member Specific Declarations
- Inspection Request Policy
- Email Configuration
- Inspection Request Payment Configuration



Select 'Add Declaration' to set up a Declaration.

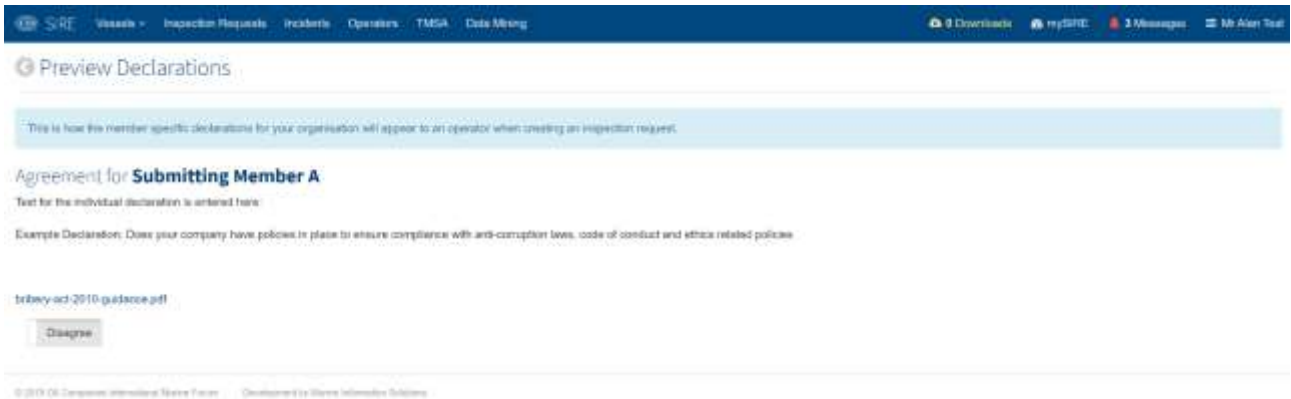


The Agreement/Declaration text can be entered, and associated files uploaded if required.



A preview of the declaration, as will be seen by the Vessel Operators, can be viewed by selecting the 'Preview Declarations' icon:

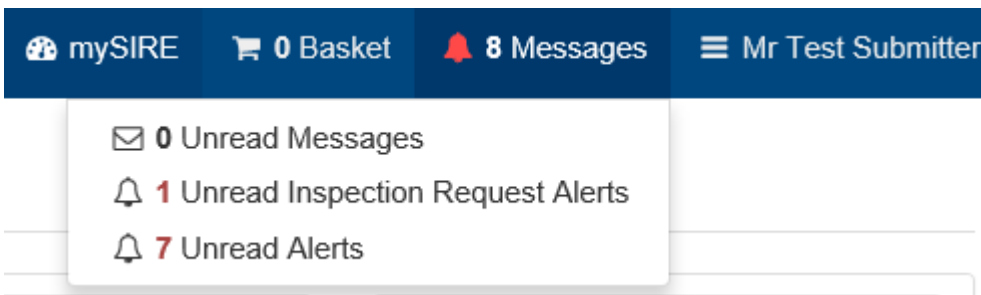




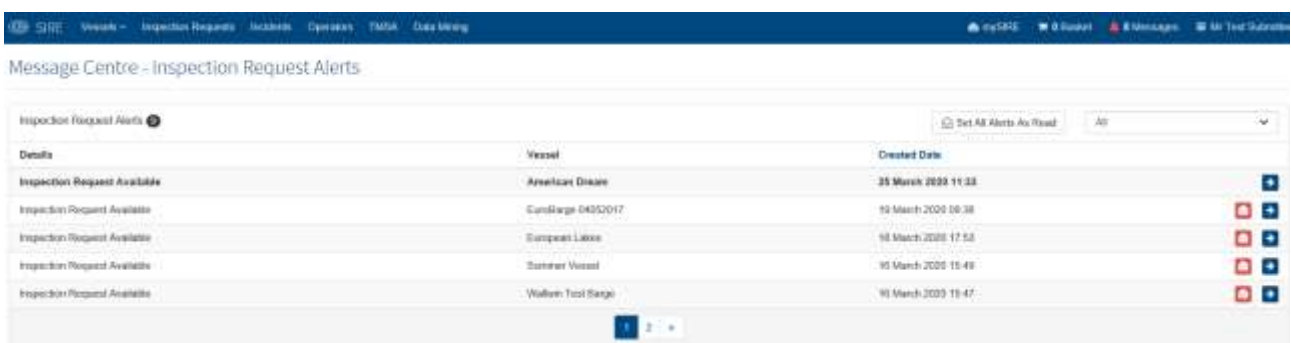
## 12.2 Inspection Request Notification Configuration

Users within the Submitting Member account that have been assigned the 'SIRE – Submitting Member – Manage Inspection Requests' role have the option to be notified of incoming requests via the SIRE Messaging Centre.

These can be viewed by selecting 'Inspection Request Alerts' from the Message Centre menu.



Selecting the 'Inspection Request Alert' will direct to the Request Summary page for the Vessel.



Users can opt in or opt out of receiving SIRE Inspection Request notifications from within the User email preferences section of their Profile page:



Home

## Your Profile

### Stay in Touch: CDTR Update

The CDTR 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.

### Update email preferences

Your Message Centre has updated some of the emails you would normally receive. They are now called 'Messages' and are all direct to SIRE. These emails include messages related to inspections and changes to restricted access. You can choose to opt-in or receiving these emails as below.

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 details. These emails include OCIMF general communications about new templates or production system maintenance.

I want to receive supervisory communication alert emails.

You can choose to receive an email alert when SIRE Inspection Request is offered to your organisation.

I want to receive SIRE Inspection Request emails.



## 12.3 Inspection Request Email Configuration

The Email Configuration allows the Submitting Company to specify 5 email address' that will be notified of incoming Inspection Requests. The Email Configuration page is available via the Inspection Requests Menu on the Manage Organisation Page.

The screenshot shows the 'Manage Organisation' page with a sidebar menu. The 'Email Configuration' option is highlighted with a red box. The main content area contains form fields for Organisation Name, Organisation Type, and Address Lines 1-3, along with a dropdown for Country.

Each of the supplied email addresses can be configured to receive notifications of an Inspection Type. Select the Inspection Type required from the list.

The screenshot shows the 'Email Configuration' page. The 'Email 1 Types' dropdown menu is open, displaying a list of inspection types: BIQ Rest of world, BIQ Europe, BIQ North America v2.0, BIQ South and Central America v2.0, BIQ North America v3.0, VIGT Petroleum, VIGT Chemical, VIGT LPG, and VIGT LNG. The 'Save' button is visible at the bottom.

The Inspection Type then displays alongside the Email Address. Click the cross to remove the Inspection Type.

The screenshot shows the 'Email Configuration' page with the 'Email 1 Types' dropdown menu closed. The selected type, 'BIQ Rest of world', is now displayed next to the email address field. The 'Save' button is visible at the bottom.



## 12.4 Inspection Request Email

The Inspection Request Email content has been updated to advise that the SIRE Inspection Request must be accepted or declined within 72 hours of receipt.

Requests that are not accepted will move to the next Member in the queue or expire.

Dear Submitting Member A,

South Sea Shipping has published a SIRE Inspection Request for their vessel Cloudy Day (ENI 35646464)

Requested Inspection Type: **BIQS - International**

Requested Inspection Date: **03 Apr 2020**

Requested Country: **Benin**

Requested Port: **Miami**

If you would like to accept or reject this Inspection Request, please login to SIRE and go to the Inspection Request area.

**Please Note:** SIRE Inspection Requests must be accepted within 72-hours of receipt. Requests that are not accepted or declined within 72-hours will be automatically declined and made available to the next Submitting Member within the queue specified by the Vessel Operators.

**This Inspection Request will expire at 05 Apr 2020 13:41 GMT**

Yours Sincerely,  
OCIMF

## 12.5 Inspection Request Policy Configuration

The Inspection Request Policy allows the Submitting Company to define a list of Operators that the member will be allowed to receive inspection requests from. The Inspection Request Policy page is available via the Inspection Request Menu:

The screenshot shows the 'Manage Organisation' page in the SIRE system. The page is divided into several sections. On the left, there are input fields for 'Organisation Name' (containing 'Submitting member A'), 'Address Line 1', 'Address Line 2', and 'Address Line 3'. In the middle, there are fields for 'Operation Type' (set to 'Member'), 'M/I Number', 'Country/State' (set to 'Egypt'), 'Post Code / Zip Code', 'AWCIQS', 'Country' (set to 'United Kingdom'), and 'United Region'. On the right, there is a sidebar menu with the following items: 'Report Submission History', 'Report Purchase History', 'Extensions', 'Inspection Requests', 'Inspection Specific Configurations', 'Inspection Request Policy' (highlighted with a red box), and 'Email Configuration'. The top navigation bar includes 'SIRE', 'Vessels', 'Inspection Requests', 'Incidents', 'Operators', 'Tasks', and 'Data Menu'. The top right corner shows '9 Downloads', '10/100%', '44 Messages', and '16 New Items'.

The Current Policy can be changed to allow either All Operators to send the Submitting Company Inspection Requests or for only a list defined by the Submitting Company to send inspection requests. This is selected via the current policy dropdown:



## Edit Inspection Request Policy

The Inspection Request Policy determines which SIRE Vessel Operators can forward Inspection Requests to the SIRE Member Organisation. Two policies are available:

- Any Operator - your organisation can receive Inspection Requests from any SIRE Vessel Operator
- Selected Operators Only - your organisation will only receive Inspection Requests from selected SIRE Vessel Operator

Current Policy

Allow Inspection Requests from any Operator

Back

Save

If the **'Allow Inspection Requests from selected Operators only'** is selected, then a grid will appear to define the selected Operators list.

## Edit Inspection Request Policy

The Inspection Request Policy determines which SIRE Vessel Operators can forward Inspection Requests to the SIRE Member Organisation. Two policies are available:

- Any Operator - your organisation can receive Inspection Requests from any SIRE Vessel Operator
- Selected Operators Only - your organisation will only receive Inspection Requests from selected SIRE Vessel Operator

Current Policy

Allow Inspection Requests from selected Operators only

Back

Save

Available Operators **1/26**

Operator Name

Clear

Search

Operator Name

A new operator

+


Selected Operators **0**

Operator Name

Clear

Search

No operators found

The Edit Inspection Request Policy page allows the Submitting Member to move Operators into a selected Operators list by using the  icon on the Available Operators grid.

An Operator can also be removed from the Selected Operators grid via the  icon.

## Edit Inspection Request Policy

The Inspection Request Policy determines which SIRE Vessel Operators can forward Inspection Requests to the SIRE Member Organisation. Two policies are available:

- Any Operator - your organisation can receive Inspection Requests from any SIRE Vessel Operator
- Selected Operators Only - your organisation will only receive Inspection Requests from selected SIRE Vessel Operator

Current Policy

Allow inspection Requests from selected Operators only

Back

Save

Available Operators **1**

Operator Name

Test

Clear

Search

Operator Name

OCIMF Test Vessel Operator

+

Selected Operators **1**

Operator Name

Clear

Search

Operator Name

A new operator

-



Whilst '**Allow Inspection Requests from selected Operators only**' is set, only those vessel operators which are present within the 'Selected Operators' list will be able to select the Submitting Members as a recipient of an Inspection Request.



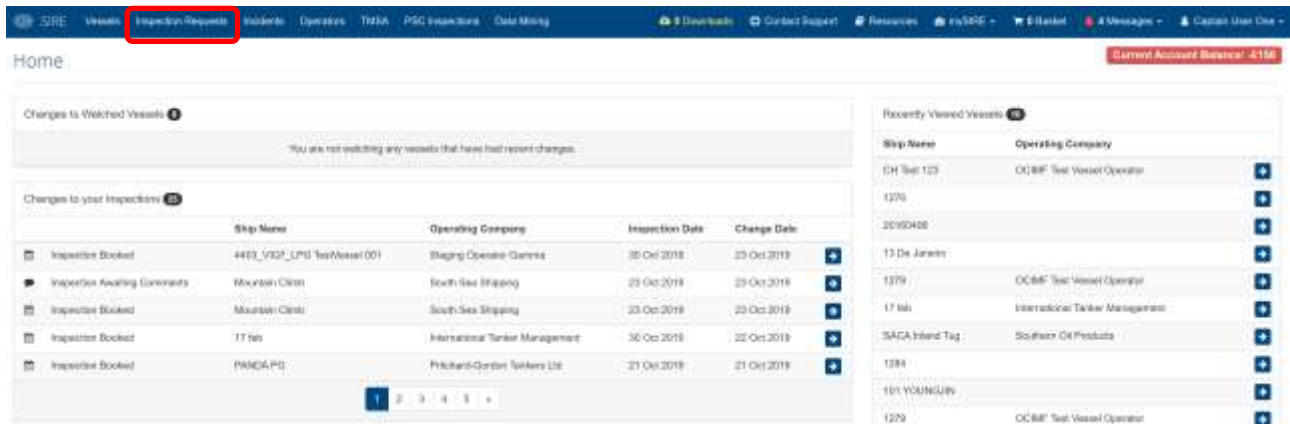
## 12.6 Inspection Request Payment Configuration

The 'Inspection Request Payment Configuration' page enables the Submitting member to request the vessel Operator raises a Purchase Order before processing an Inspection Request.



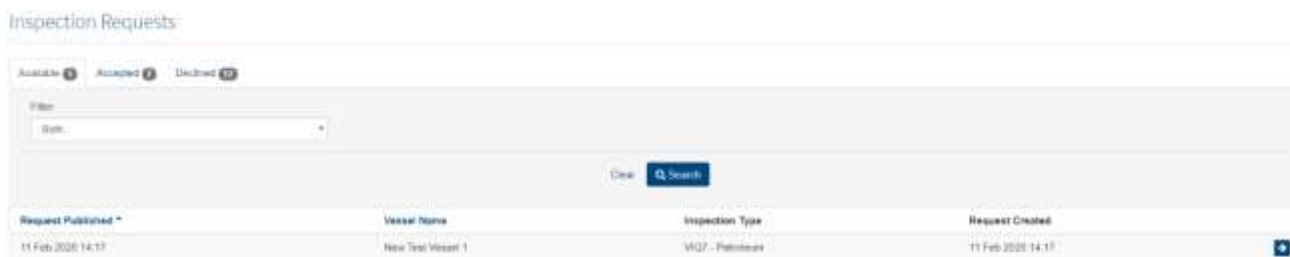
## 12.7 Accessing Inspection Requests:

SIRE Inspection Requests can be accessed via the Inspections Request link upon the top navigation bar.



Inspection Status	Ship Name	Operating Company	Inspection Date	Change Date
Inspection Booked	4403_V32F_LPG TestVessel 001	Shipping Operator Gamma	30 Oct 2019	23 Oct 2019
Inspection Awaiting Comments	Mountain Climber	South Sea Shipping	29 Oct 2019	29 Oct 2019
Inspection Booked	Mountain Climber	South Sea Shipping	23 Oct 2019	23 Oct 2019
Inspection Booked	TT Job	International Tanker Management	30 Oct 2019	22 Oct 2019
Inspection Booked	PANAMA PD	Richard Gordon Tankers Ltd	21 Oct 2019	21 Oct 2019

Selecting the Inspection Request tab will display the Members Inspection Request page:



Request Published	Vessel Name	Inspection Type	Request Created
11 Feb 2020 14:17	New Test Vessel 1	VQ7 - Petroleum	11 Feb 2020 14:17

Inspection Requests that have been received by the Submitting Member are

- **Available** – inspection requests that can be claimed and carried out by the member
- **Accepted** – inspection requests have been claimed by the member
- **Declined** – inspection requests have been declined by the member or the timeframe to claim them has passed.

From each of the tabs there is a link to the Inspection Request Summary Page created by the Vessel Operator.

The Inspection Request Summary page displays the details provided by the Vessel Operator when requesting the SIRE Inspection:



SIRE - Vessels - Inspection Requests - Incidents - Operations - THSA - Data Mining | 0 Downloads | mySIRE | 1 Basket | 99 Messages | My Test Submission

### Request Summary for **New Test Vessel 1**

#### Inspection Request Details

Type of Inspection Request VOT - Pollution	Date Request Created 17 Feb 2020	Contact Name Captain Test Operator
Email Address oper@newtestvessel.com	Mobile Number 0494664	Landline Number 0123456

#### Inspection Details

Country of Inspection Japan	Port of Inspection Yokohama	Estimated Arrival Date 18 Feb 2020	Estimated Local Time of Berthing (if known)
Estimated Departure Date 21 Feb 2020	Operation D	Cargo 0	Means of Access E
Length of Time at Berth (hours) 4.00	Will the inspector require boat/aircraft transportation at any time during this inspection? <input checked="" type="checkbox"/> Yes		
Any Other Additional Specific Inspection Requirements Getty notes added here			

#### Agent Details

Name

Email Address	Office Telephone	Mobile Telephone	Fax
---------------	------------------	------------------	-----

#### Vessel Details

Vessel Name  
New Test Vessel 1

Vessel Identifier Type ABT	Vessel Identifier 1234567	LED Inspection Date 05 April 2019
Type of Vessel Tanker	Type of Hull	Date Vessel Delivered

[View Details](#)

#### Invoice Company Details

Company Name  
South Sea Shipping

Phone 0123456	Email info@southseashipping.com	
Address Line 1 101 road	Address Line 2 Building	City Line 301
State Queensland	Postcode 4168	Country Australia

Any other Additional Specific Invoicing requirements

Purchase Order Reference  
PO 442

The options available at the bottom of the inspection summary page depends on how the user arrived at the inspection summary page.

If the summary page was accessed from the available page, then the summary can be accepted or declined at the bottom of the page.

Once accepted the user will be forwarded to the inspection booking page. The information provided by the operator will be used to prepopulate the booking. The commissioning member can still edit any of the booking details.



If the booking is declined, the inspection summary will move to the Declined tab. The next member will then be notified of the opportunity to accept or decline the booking.

If the summary page was accessed from the accepted page, then the booking can be accessed at the bottom of the page.



If the summary page was accessed from the declined page, then there will be no options available at the bottom of the page.

All the summary pages have an option to view the vessel details page, this is available via the

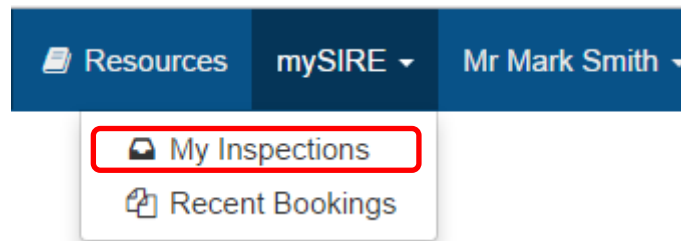


## 12.8 Inspection Request Timeout

Inspection Requests will remain available to the Submitting Member for a period of 72-hours before being automatically declined by the system. If further Submitting Members have been selected by the vessel operator, then the request is made available to each subsequent Submitting Member in turn. If no further Submitting Members have been selected, then the request is cancelled, and the vessel operator notified.

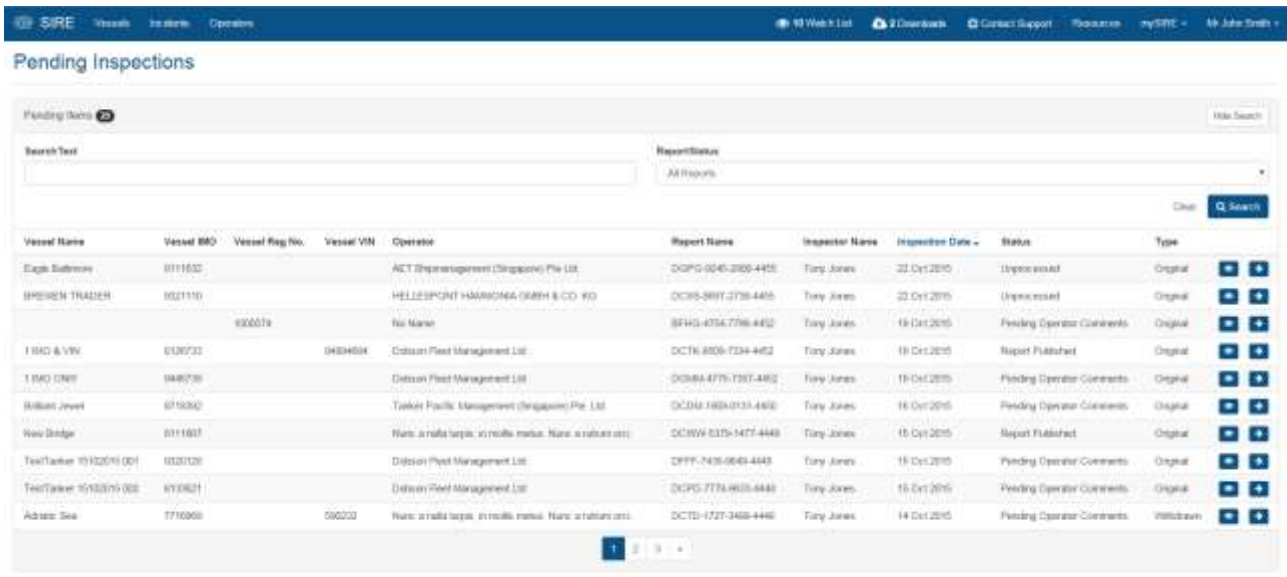
# 13 Process Inspections

The Process Inspections page can be accessed by selecting the mySIRE dropdown, and selecting the 'My Inspections' option:




SIRE Inspections that have been submitted and are awaiting validation, can be viewed using the My Inspections screen. Inspections are displayed in descending Inspection Date order and can be filtered based upon their current status.

- All Reports
- Unprocessed
- Pending Operator Comments
- Inspector Amended
- Report Published



Vessel Name	Vessel IMO	Vessel Reg No.	Vessel VN	Operator	Report Name	Inspector Name	Inspection Date	Status	Type
Eagle Bulkore	8111632			ACT Shipmanagement (Singapore) Pte Ltd	DCPG-9045-2805-4455	Tony Jones	22 Oct 2015	Unprocessed	Original
BREVEN TRADER	8021110	820079		HELLESPOINT MARITIME (SMITH & CO.) PTE LTD	DCPS-3897-2738-4455	Tony Jones	22 Oct 2015	Unprocessed	Original
				No Name	DFHG-4756-7788-4452	Tony Jones	19 Oct 2015	Pending Operator Comments	Original
T BAO & VW	8100733		8400404	Dalson Fleet Management Ltd	DCFK-8808-7334-4452	Tony Jones	19 Oct 2015	Report Published	Original
T BAO DNY	8480738			Dalson Fleet Management Ltd	DCBA-4775-7367-4452	Tony Jones	19 Oct 2015	Pending Operator Comments	Original
Bilbat Jewel	8210302			Tanker Pacific Management (Singapore) Pte Ltd	DCDU-1824-8133-4452	Tony Jones	18 Oct 2015	Pending Operator Comments	Original
New Bridge	8111807			Nare: a ralla lappa: it nolla maku. Nare: a ralla m:	DCNW-8379-5477-4448	Tony Jones	15 Oct 2015	Report Published	Original
Tank/Tanker 1512015 001	8202728			Dalson Fleet Management Ltd	DPFF-7438-6643-4448	Tony Jones	15 Oct 2015	Pending Operator Comments	Original
Tank/Tanker 1512015 002	8100821			Dalson Fleet Management Ltd	DCPS-7778-6635-4448	Tony Jones	15 Oct 2015	Pending Operator Comments	Original
Adrian Sea	7716988	090202		Nare: a ralla lappa: it nolla maku. Nare: a ralla m:	DCFD-1727-3488-4448	Tony Jones	14 Oct 2015	Pending Operator Comments	Withdrawn

Inspection Details can be viewed by selecting the icon,  and can be processed by selecting the Blue Arrow.



## 13.1 Inspection Details

The Inspection Details screen displays information relating to the Vessel and the Inspection.

The screenshot shows the 'Inspection Details' screen in the SIRE system. The page title is 'Inspection Details' and the breadcrumb is 'Pending Task > Inspection Details'. The main content area is a form with the following fields:

Inspection Details:	
Vessel Name	Vessel IMO
Eagle Bulwark	9111632
Vessel Reg No.	Vessel VRI
Vessel Flag	Vessel DWT
Singapore	38400
Report Number	Report Type
DDPD-IGAS-260-4426	WGS - LNG Tanker
Date of Inspection	Tanker Operator
22 Dec 2018	ACT Shipmanagement (Singapore) Pte Ltd
Method Report Sent	Date Report Sent to Operator
Probable Date of Receipt	Submitter
Resubmission Allowed	Standing Member Test Organisation
No	Report Status
	Original

At the bottom of the form is a 'Back' button.

## 13.2 Process Inspection

The Process Inspection screen is split into two sections, the top half of the screen contains Inspection Details with the buttons 'View Report' and 'View Cover Sheet'. The Distribution Details section allows the user to enter the details of the email addresses to which the Report is to be sent.

The screenshot shows the 'Process Inspection' screen in the SIRE system. The page title is 'Process Inspection for "FOCUS GLORY"'. The main content area is a form with the following fields:

Inspection Details:				
Vessel Name	Vessel IMO	Vessel Reg No.	Vessel USCO VRI	ISM Number
FOCUS GLORY			326881	
Vessel Flag	Vessel DWT	Report Number	Report Type	
Malaysia	68	SMR_496-2018-4714	IGIS - IISA v2.0	
Date of Inspection	Tanker Operator	Method Report Sent	Date Report Sent to Operator	
17 Aug 2018	ORCUTE SHIPPING (SM) BHD			
Probable Date of Receipt	Submitter	Resubmission Allowed	Report Status	
	CONCOFFILIPINE MARINE	No	Original	

At the bottom of the form are two buttons: 'View Report' and 'View Cover Sheet'.

The 'Distribution Details' section contains the following options:

- Notify me on report publication
- Distribute to operator via email
- Always CC Operator Emails To Reply To Address?

Reply To:



The Distribution Details section allows the user to enter the details of the email addresses to which the Report is to be sent.

The screenshot shows a web form for email distribution. It has several sections: 'To' with a text input for 'Operator email addresses'; 'CC' with a text input for 'email address'; 'Email Content' with a text area containing a preview of an email body starting with 'Dear Sir/Madam, Please find enclosed inspection report...'; 'Submitting Member's Email Content' with a text area; 'Report Specific Email Content' with a text area; and a 'Send' button. Below the form is a disclaimer and a checkbox for 'I agree to the Terms & Conditions'. At the bottom right, there are 'Back' and 'Process Inspection' buttons.

When 'Distribute to operator via email' is selected, selecting the 'Process Inspection' button will trigger an email to the Vessel Operator containing the Report Cover Sheet.

Upon Processing of the Inspection, the Inspection Details page is updated to include the probable date of Receipt.

### 13.2.1 Operator Data Submission

When processing an inspection, the option to review the operator uploaded certificates and inspection documents will be available via the process inspection page.

The screenshot shows a 'Process Inspection for Alava' page. It features a table with the following data:

Inspection Details				
Vessel Name	Vessel ID	Vessel Reg No	Vessel ID/ID No	I/O Number
Alava	800823			
Vessel Flag	Vessel DWT	Report Status	Report Type	
NL	3000	ACIP-024-023-040	INT - Petroleum	
Date of Inspection	Tonnage Operator	Method Report Sent	Date Report Sent to Operator	
17 Jul 2019	Test Operator			
Probable Date of Receipt	Summary	Recommendation Allowed	Report Status	
	PETROBRAS	No	Open	

At the bottom of the page, there are four buttons: 'View Report', 'View Vessel Certificates', 'View Inspection Documents', and 'View Cover Sheet'.

Selecting View Vessel Certificates will open the certificate repository page and selecting View inspection documents will open the inspection documents repository page. Upon these pages will be the option to review the documentation.

## 13.3 Withdraw Report

The commissioning organisation can withdraw a SIRE Inspection report from SIRE by selecting the **Withdraw Report** button.

Only users with the 'SIRE-IM SIRE Inspection Moderator' role can withdraw a report from the system. When a report is selected the Withdraw Report page provides guidance detailing Unacceptable and Acceptable Reasons from withdrawing a report.

A withdrawn SIRE inspection can no longer be purchased.



### 13.3.1 Select Withdrawal Reason

When an Acceptable Reason is confirmed for Withdrawing the report, the reason is then selected from the Withdrawal Reason dropdown list and additional information can be provided in the text field:

- Inaccurate Report
- Conflict of Interest
- Interruption
- Conflicted Report
- Covering Inspection
- Sanctions

Acceptable Reasons

- **INACCURATE REPORT**: The submitted report's accuracy may have been called in question (e.g., omission of safety-critical and/or critical quantities were not followed during the inspection).
- **CONFLICT OF INTEREST**: Inspection was carried out under circumstances that could be perceived as a conflict of interest affecting the work involved.
- **INTERRUPTION**: The inspection was interrupted by safety-related control of the vessel to address a safety issue to the inspection's duration, why Withdraw.
- **CONFLICTED REPORT**: Inspective report (other jurisdiction) represents the jurisdiction's authority, inspection status or assessment status as decided by the relevant authorities according to applicable procedures and within the competence of the report.
- **COVERING INSPECTION**: The inspection was carried out under all types of the previous inspection responsibilities, under the scope of the previous inspection.
- **SANCTIONS**: In the area subject to sanctions concerning and the withdrawal of a report, any other, listed in the applicable document related to controls that may affect the Issuing Company's (the vessel owner's) activities.

Withdrawal Reason

Additional Information

Writing report selected

Withdraw Confirm

Select Confirm on the Confirm Withdrawal popup to Withdraw the report.

Confirm Withdrawal

Please confirm you wish to Withdraw this inspection?

Confirm Cancel

The Inspection Details page is updated to show the report status is Withdrawn.

Report Status Confirmation: The report has been withdrawn.

Inspection Name	ISSUE DESC	Inspection Flag No	ISSUE DESC VSN	ISS NUMBER
Checked Onboard	780000			
Inspection Flag	Withdraw	Report Number	Report Type	
CAYMAN ISLANDS	IS	OCIMF-7800-413-4100	WIP - Penetration	
Date of Inspection	Vessel Operator	Withdrawal Report Date	Date Report Date or Operator	
29 Nov 2021	South Sea Shipping	None	29 Nov 2021	
Probable Date of Renewal	Inspector	Inspection Allowed	Report Status	
26 Nov 2021	Submitting Company Captain	No	Withdrawn	
Withdrawal Reason	Additional Information			
Inaccurate Report	Writing report selected			

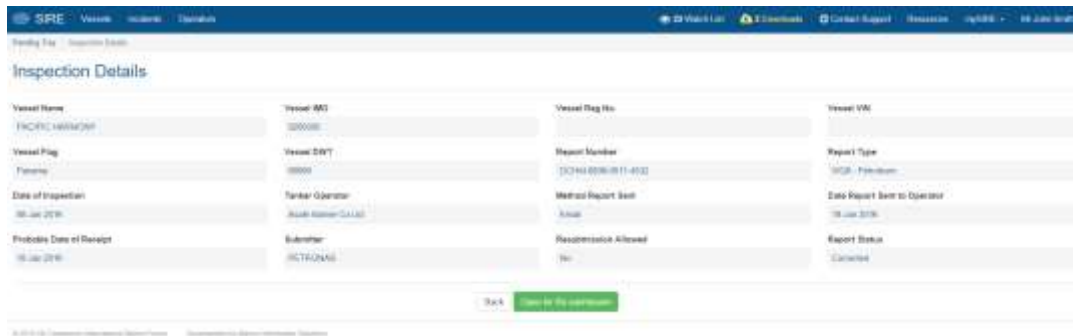
View Check Other Withdraw Report Back



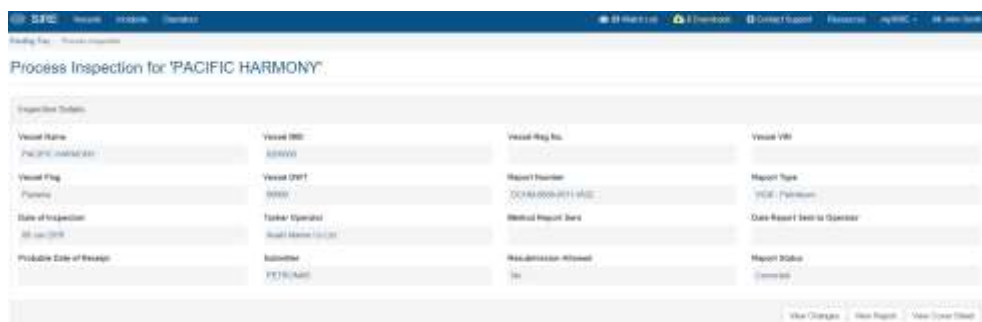
## 13.4 Opening for Re-Submission

Once an Inspection has been 'Processed', it is no longer possible for an Inspector to re-submit the Inspection to the SIRE system. If the Submitting Company wishes the Inspector to re-submit a 'Processed' inspection, for example, to correct an error within the report, they must select the 'Open for Re-Submission' icon.

The 'Open for Re-Submission' icon can be found upon the Inspection Details page.



The 'View Changes' icon is on the 'Process Inspection' screen. The Inspection Changes Comparison screen will then be displayed.



The questions that have been amended are listed showing the Current Version and Re-Submission.

Change ID	Change Type	Question Text	Current Version	Re-Submission
1.6	Response	Questionmark	20.0	20.1
1.8	Comments	Questionmark	01.01	Previous Questionmark was entered incorrectly
1.9	Response	Can't find vessel name defined	08 Jun 2018	08 Jun 2018
1.7	Comments	Can't find vessel name defined	08/06/18	Amended 08/06/18
1.10	Response	Incorrect question in the text of the inspection	1/0/00	Substantive
1.15	Comments	Vessel's scheduled at the time of the inspection	01.01	1.0/00/00 vessel's operator
1.1.6	Response	What is the vessel's registration as recorded in the IOPP Certificate, Part B, Question 1.1.1?	0	0
1.10	Response	What was the date of the last assessment as indicated on the distributed list?	01 Jul 2017	01 Jul 2017
1.10	Response	What was the date of the last assessment that was entered for submission to the SIRE system?	01 Jul 2017	01 Jul 2017



## 14 Tanker Management Self-Assessment

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From the **01 February 2017**, the existing Tanker Management Self-Assessment (TMSA) application ([www.ocimf-tmsa.org](http://www.ocimf-tmsa.org)) will no longer be used to update an Operators TMSA document. All Technical Vessel Operators will be required to link their existing TMSA accounts to their SIRE accounts. From that point onwards all functionality required to create, manage and publish an Operators TMSA document will be available from within the SIRE application only.

TMSA (Tanker Management Self-Assessment) is a new module within the SIRE Database whose key behaviours for Members are:

- View current and historical TMSA Documents for Vessel Operators
- Request access to TMSA Documents via a work-flow mechanism

From **10 April 2017** the third edition of TMSA (TMSA3) will go live. Until **31 December 2017** Operators will have the option to choose whether to continue using TMSA2 or to start using TMSA3. As with TMSA2, only a single published document can be created at any one time, i.e. only either a TMSA2 or TMSA3 can be published.

The Oil Companies International Marine Forum (OCIMF) has launched the third edition of its Tanker Management and Self-Assessment (TMSA) programme and book.

The main changes in TMSA3 are:

- Removed the option to mark KPIs as not applicable
- Revised Element 6 and 6A – Cargo, Ballast, Tank Cleaning, Bunkering, Mooring and Anchoring Operations, with additional DPIs and best practice guidance
- Revised Element 10 – Environmental and Energy Management
- Added a new element: Element 13 – Maritime Security
- Promoted continuous improvement – 25 KPIs have been moved from a higher to a lower level (4 to 3, 3 to 2 etc) and 85 New KPIs have been introduced. There are 19 more KPIs than TMSA2. There are 266 KPIs in TMSA3



**PLEASE NOTE:**

1) The functionality detailed within this section will be available within the SIRE Members user interface from **01 February 2017**.

2) TMSA3 will be available from **10 April 2017**.

2) TMSA will be available to SIRE Submitting Company who are 'OCIMF Members' only. This is set by OCIMF Admin personnel.

### 14.1 Requesting Access to an Operator's TMSA Document

The Member's current TMSA status can be viewed from the TMSA > Homepage:

The screenshot shows the TMSA interface with a search filter for 'TMSA Details for Operators'. The table below lists operators and their TMSA status.

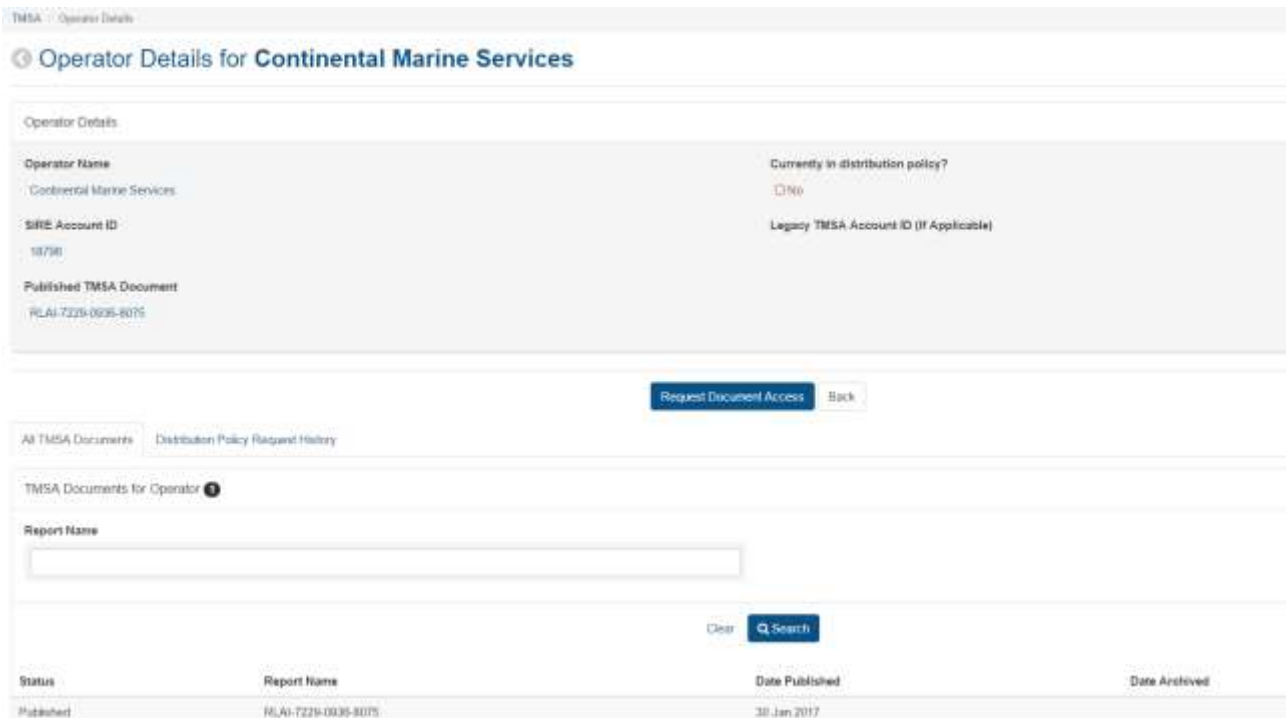
Operator Name	SIRE Account ID	Legacy TMSA ID	Currently has access?	Archived Reports	Current Published Report Name	Current Published Report Type
CONSOLIDATED MARINE MANAGEMENT	11827		<input type="checkbox"/> No	0 Archived Reports		
CONSORT BUNKERS PTE LTD	18648		<input type="checkbox"/> No	0 Archived Reports		
CONSULORES DE NAVIGACION S.A	16294		<input type="checkbox"/> No	0 Archived Reports		
CONTINENTAL MARINE SERVICES	18507		<input type="checkbox"/> No	0 Archived Reports		
Continental Marine Services	18790		<input checked="" type="checkbox"/> Yes	2 Archived Reports	VVCI-7402-EDF1-300E	TMSA v2 (0001)
CORAL SHIPPING CORP	18448		<input type="checkbox"/> No	0 Archived Reports		

A list of TMSA Operators are displayed, together with:

- Whether or not the Member is currently in the Operator's Distribution Policy (no differentiation is made between whether the Operator has stated visible to all / visible to only some)
- The number of archived reports for the Operator



- A download icon to view the Operator’s currently published TMSA document, if available. (Note: a report is available if both (1) it exists and (2) the Member is in the current distribution policy. If either of these is false, then ‘not available’ is shown.)
- A download icon to the TMSA XML for each report



Clicking the ‘Request Document Access’ button redirects to the Request Document Access page:



On this page, the Member can submit their Access Request, together with an optional request message they may wish to send to the operator. Once the request has been submitted, the user is redirected back to the Operator Details page. Once an Access Request has been made



and is pending, another request cannot be created – a message is shown explaining a request is currently pending:

TMSA Operator Details

### Operator Details for Continental Marine Services

**Please note** a request has been made to this Operator for Document Access, which is still pending.

Operator Details

<b>Operator Name</b> Continental Marine Services	<b>Currently in distribution policy?</b> <input type="checkbox"/> No
<b>SIRE Account ID</b> 18796	<b>Legacy TMSA Account ID (if Applicable)</b>
<b>Published TMSA Document</b> RLAI-7229-0936-8075	

[Back](#)

[All TMSA Documents](#) | [Distribution Policy Request History](#)

TMSA Documents for Operator **1**

**Report Name**

[Clear](#) [Search](#)

### Other features of the Operator Details Page

The Operator Details page also displays information on the Operator’s TMSA Documents, and the Member’s Distribution Policy Request History with that Operator:

- ‘All TMSA Documents’ tab - this tab contains a list of all TMSA Documents for the chosen Operator. A PDF download link will be available for any Reports for which either:

- The Member was in the distribution policy at the time of archiving (for Archived reports)



- The Member is in the current distribution policy (for the Published Report)

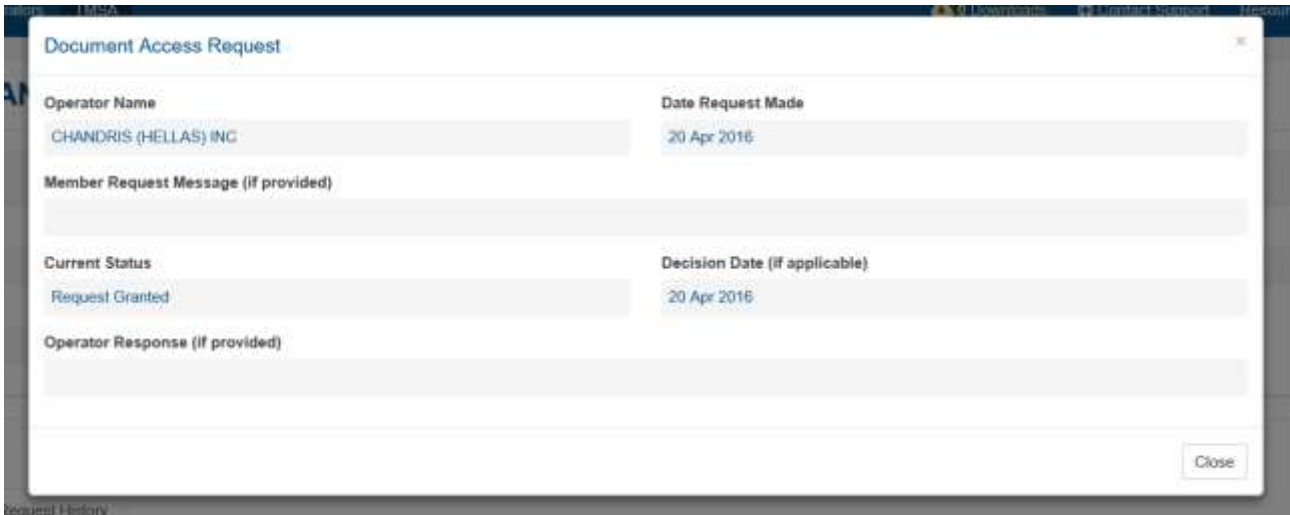
For example, in the screen capture below, the Member is not in the current distribution policy when the two most recent documents were created, Published and Archived. Access is enabled for the 3 Archived documents showing the TMSA PDF and TMSA XML icons:

Status	Report Name	Date Published	Date Archived
Published	VMS-5403-7024-8402	25-Jan-2017	
Archived	ENYX-0445-4907-1030	25-Jan-2017	25-Jan-2017
Archived	XDC-5017-3869-1300	25-Jan-2017	25-Jan-2017
Archived	TOBR-0287-6785-9048	25-Jan-2017	25-Jan-2017
Archived	TPD-4907-0180-8016	25-Jan-2017	25-Jan-2017

Distribution Policy Request History tab - this tab shows a list of all historic (and, if applicable, pending) distribution policy requests. For each request, clicking on the magnifier will show details of the request. The request view will differ between those for which no decision has been made, and those for which a decision has been made (additional fields will be shown):

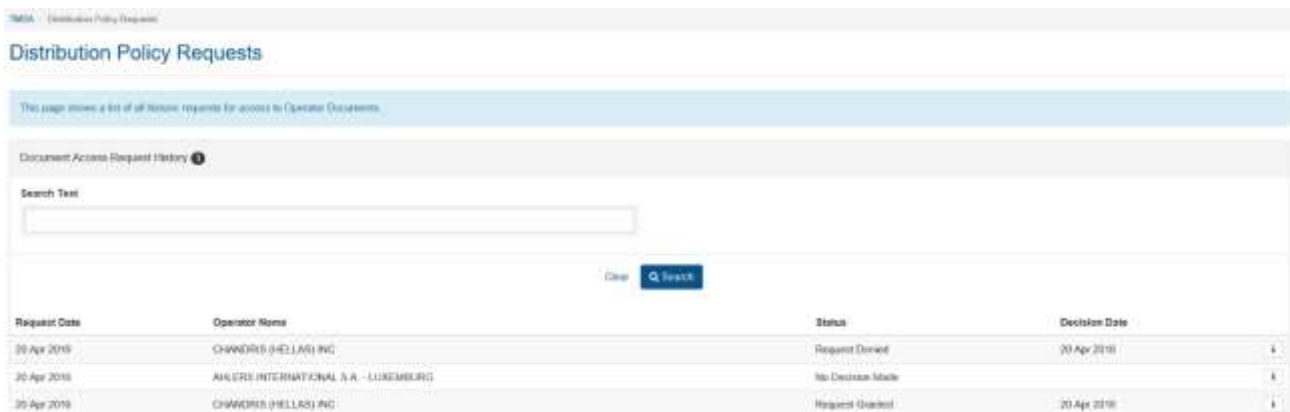
Request Date	Operator Name	Status	Decision Date
31 Apr 2016	CHANDROS (HELLAS) INC	Request Denied	25 Apr 2016
20 Apr 2016	CHANDROS (HELLAS) INC	Request Granted	20 Apr 2016

Select the 'i' icon to view the Document Access Request information:



## 14.2 Viewing Distribution Policy Requests

A list of all historic access requests made by the Member across all Operators are available from the TMSA Actions menu > Distribution Policy Requests:



The page shows a list of all historic requests for access to Operator Documents.

Document Access Request History ⓘ

Search Text:

Clear

Request Date	Operator Name	Status	Decision Date
20 Apr 2016	CHANDRIS (HELLAS) INC	Request Denied	20 Apr 2016
20 Apr 2016	ANKERS INTERNATIONAL S.A - LUXEMBURG	No Decision Made	
20 Apr 2016	CHANDRIS (HELLAS) INC	Request Granted	20 Apr 2016

Select the 'i' icon to view the 'Document Access Request' information page (this is the same screen that is accessed through the 'Distribution Policy Request History' tab):



Document Access Request

Operator Name	CHANDRIS (HELLAS) INC	Date Request Made	20 Apr 2016
Member Request Message (if provided)			
Current Status	Request Denied	Decision Date (if applicable)	20 Apr 2016
Operator Response (if provided)			

Close

### 14.3 Viewing Operators Publication History

The page at TMSA Actions menu > Publication History shows a list of all Reports that have been published by Operators for which the Member was in the Distribution policy at the time of Publication.

TMSA Publication History

#### Publication History

This page shows a history of all reports that have been published to Member C.  
This list will include both currently published reports, and those that have since been archived.  
**Please Note** Your list only be an entry in the publication log if Member C was in the operators distribution policy at the time of publication.

Publication History

Report Name:  Operator:

Clear Search

Publication Date	Operator Name	Report Name	Report Type	Current Status	Currently Allowed Access?
30 Jan 2017	Osborn Fleet Management Ltd	OCOT-7296-2507-0647	TMSA v2 (5001)	Archived (Archived on 30 Jan 2017)	Yes
30 Jan 2017	Continental Marine Services	VVD-7403-0341-3898	TMSA v2 (5001)	Published	Yes

Back

For each of these Reports, a download link to the report is shown. Please 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.



## 14.4 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 at TMSA Actions menu > 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 a Member, these notifications will include:

- Notifications related to requests for access made to Operators
- Optionally notifications of all published TMSA documents, with download links

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

Email Address #1	Email Address #2
<input type="text" value="maxwell.harper@coninternational.com"/>	<input type="text" value="david.campbell@conocophillips.com"/>
Email Address #3	Email Address #4
<input type="text"/>	<input type="text"/>
Email Address #5	
<input type="text"/>	

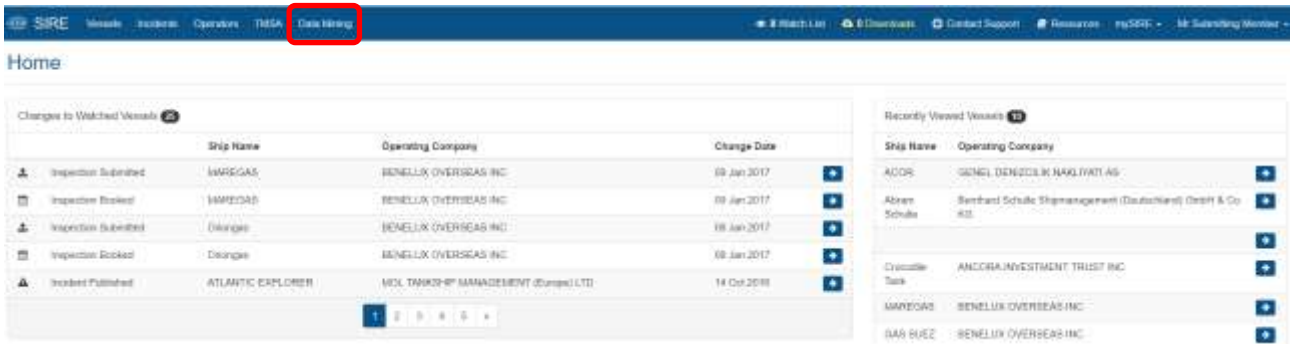
Send details of each Publication?

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

These notifications include responses from Operators related to requests for access, and optionally, whether or not TMSA Publication notifications should be received (by default, this is set to 'Yes').

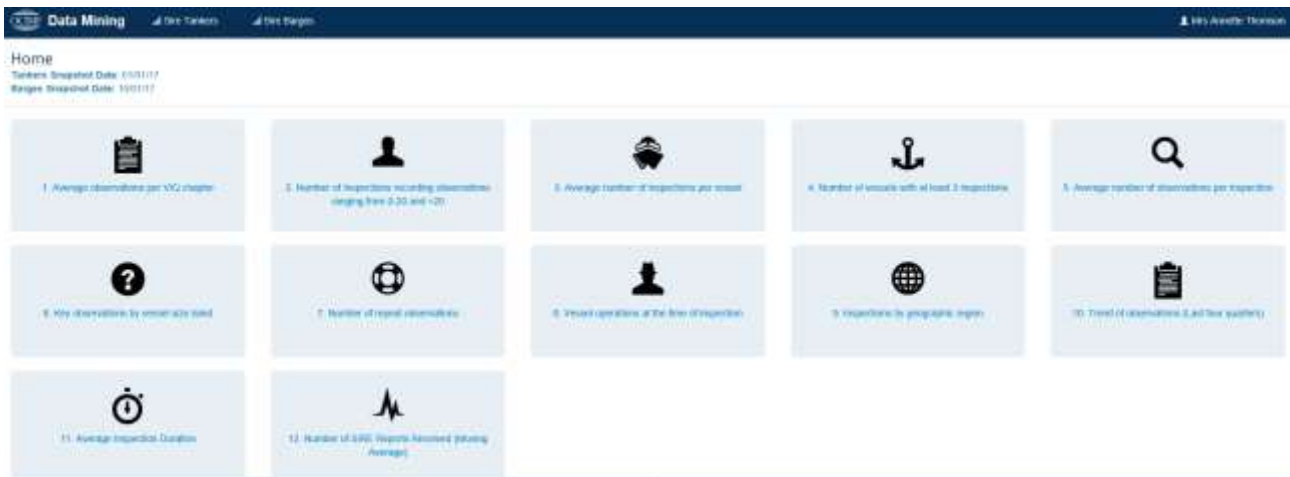
# 15 Data Mining

If the SIRE Submitting Company has been approved to access the OCIMF Data Mining application, this can be launched directly from within SIRE, by selecting the Data Mining icon.



The Data Mining application provides a selection of snapshot reports for SIRE Tankers and SIRE Barges. Each report has Report Guidance and the report can be viewed in PDF or PowerPoint.

There are also filters to amend the data presented for each report.





## 16 SIRE Sanctions Framework

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SIRE Vessel Operator Organisations wishing to join the SIRE Programme may be subject to International Sanctions Legislation. The SIRE Sanctions Framework has been created to ensure that all users of the SIRE Programme can continue to use the Programme, whilst complying to all necessary legislation that may be applicable to themselves, with respect to a Sanctioned Operator.

The SIRE Sanctions Framework enables Member Organisations and individual users to 'Opt-in' to viewing 'Sanctioned Data', with the default position being that organisations and users will not be exposed. Sanctioned Data is defined as all Vessel Inspection Questionnaires (VIQ and BIQ), Vessel Particular Questionnaires (VPQ), Crew Information, Vessel Incident Records and Tanker Management Self-Assessment (TMSA) reports, relating to the Sanctioned Organisation.

Users of SIRE WebServices must also expressly 'Opt-in' to receive Sanctioned Data via WebServices.

In addition to preventing SIRE Member users from inadvertently being exposed to Sanctioned Data, the SIRE Sanctions Framework ensures that other user groups, such as SIRE Inspectors and SIRE Third Party Vetting Contractor Organisations, are not exposed.

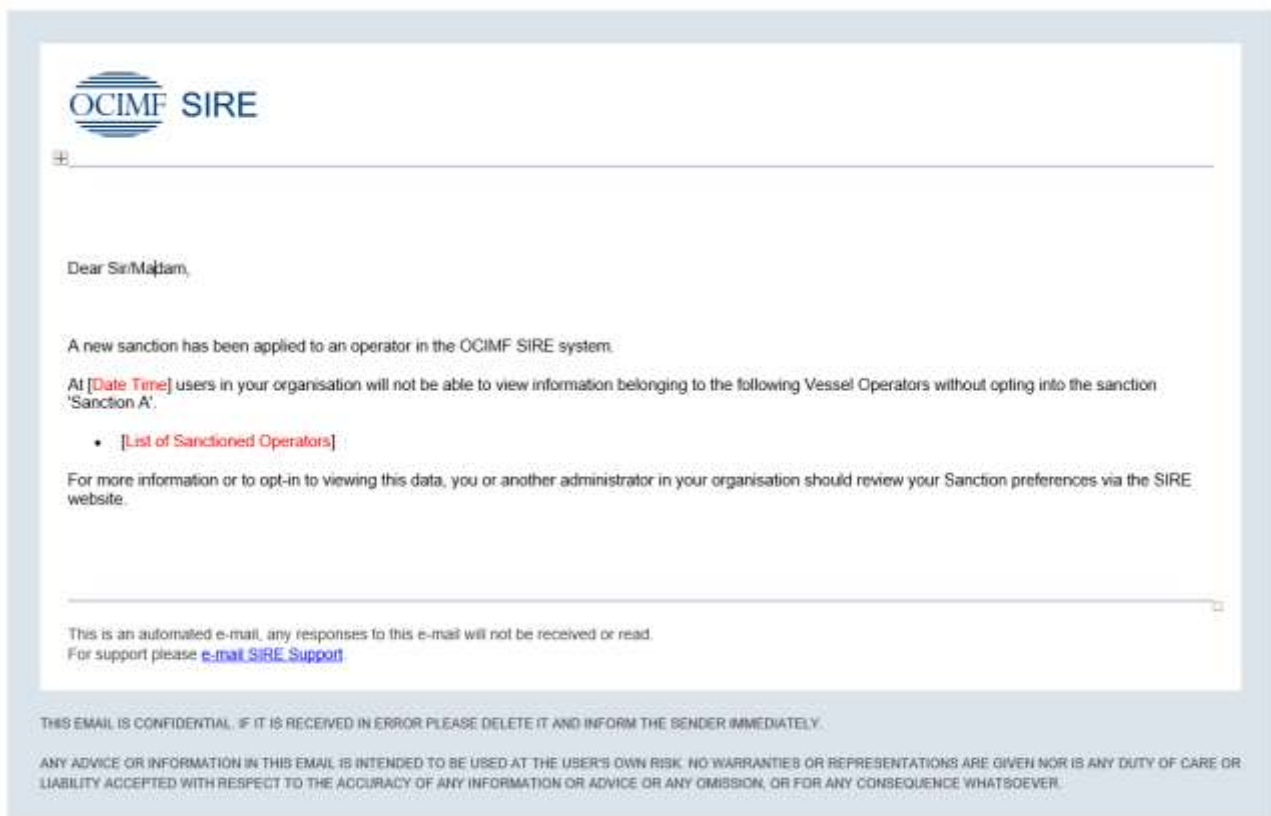
The SIRE Sanctions Framework prevents SIRE Inspectors from being booked to perform a SIRE Inspection upon a Sanctioned vessel, unless they themselves have expressly 'Opted-In'. Likewise, SIRE Inspection Reports that have been created for a Sanctioned Organisation cannot be forwarded to a SIRE Third Party Vetting Contractor Organisation, unless the TPVC has Opted-In to accepting Sanctioned Data.



## 16.1 Notification of a Sanction being applied

Upon a SIRE Vessel Operator organisation being placed under Sanction by the OCIMF Administration, the following email notification will be issued to all SIRE Administrator users, within SIRE Member accounts.

The email informs the Administrators that a new Sanction has been created and which entities within SIRE are now considered to be under this Sanction.



## 16.2 Viewing current SIRE Sanctions

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





## 16.3 Sanctioned Data Warning

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

The screenshot shows the SIRE interface with a warning banner at the top. The banner text reads: "Access to this information is subject to Sanction". Below the banner, there is a message: "The information for the vessel 'Solent Navigator' is the subject of international Sanctions. In order to view this information you are strongly advised to consider your legal position in relation to the sanctioned SIRE data. If you still wish to view this information, you have the option to Opt-in to 'Test BRAPC Sanction'. For more information, including instructions on how to opt-in, click the name of the Sanction." Below this message, there are input fields for Vessel Name (Solent Navigator), IMO Number (888628), Registered Number (Unknown), UNCLAS VMS Number (Unknown), and CTE Number (Unknown). At the bottom, it says "RTTC 401 - Universities for Legal Research" and "© 2017 OCIMF (Company International Marine Centre) - Development by Marine Information Systems".

To view the desired information, both the SIRE Member organisation and the individual user must 'Opt-in' to the Sanction.

## 16.4 Sanctioned Data Warning following Opt-in

Once both the SIRE Member organisation and the SIRE Member user have opted-in to viewing Sanctioned data, the following warning banner is displayed upon of all screens that provide access to Sanctioned data.

The screenshot shows the SIRE interface for the vessel 'Mersey Conveyor' (IMO 6484904). A warning banner is displayed at the top, stating: "The data contained on this page may be subject to sanctions by one or more countries or regions. - Test 4/17/18. You have previously opted-in to viewing this data." Below the banner, there are sections for Vessel Details, Vessel Particulars, Onsite Crew Matrix, and Incidents. At the bottom, there is a table of Inspections. The table has columns: Report Name, Type, Name at Inspection, Operator at Inspection, Inspecting company, Insp. Date, Port, Operation, Distrib. Date, and Cost. The first row shows: Report Name: ICC25-1712-2016-5207, Type: Mersey Conveyor, Name at Inspection: Southern Oil Products, Operator at Inspection: Marathon Oil Co, Insp. Date: 14 Aug 2017, Port: Darwin, Operation: Loading, Distrib. Date: 14 Aug 2017, Cost: £4035E.



## 16.5 Opting into Receiving Sanctioned Data

Within a SIRE Member Organisation, users can only view/download Sanctioned Data if both the user and their parent SIRE Member organisation has elected to 'Opt-In' as shown below:

Organisation Level	'Opt-in' to Viewing Sanctioned Data			
	Yes		No	
Individual Level	Yes	No	n/a	n/a
Can Download/View Sanctioned Data?	<b>Yes</b>	<b>No</b>	<b>No</b>	<b>No</b>

The default behaviour, for a newly added Sanctioned SIRE Vessel Operator, is that both the SIRE Member organisation and the individual user must 'Opt-In' to view/download the data.

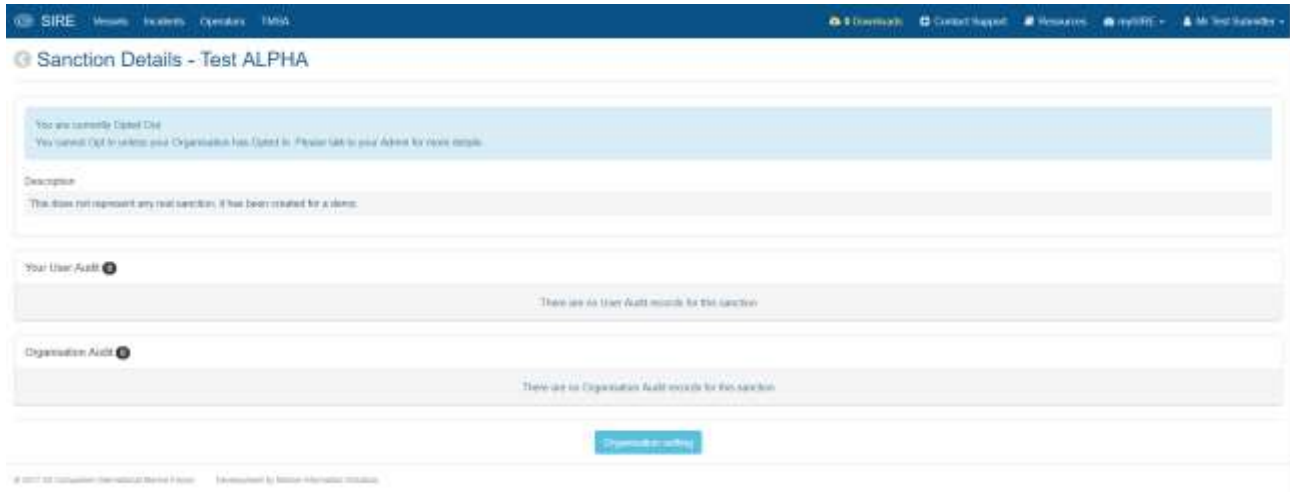
The screenshot shows the 'Sanctions' page in the SIRE system. It includes a navigation bar at the top with links for 'SIRE', 'Vessels', 'Incidents', 'Operators', and 'TWAs'. Below the navigation bar, there are utility links for 'My Alerts List', 'Downloads', 'Contact Support', 'Resources', 'mySIRE', and 'My SIRE Member'. The main content area is titled 'Sanctions' and contains several informational paragraphs and a table.


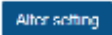
The table 'Sanctions' has the following data:

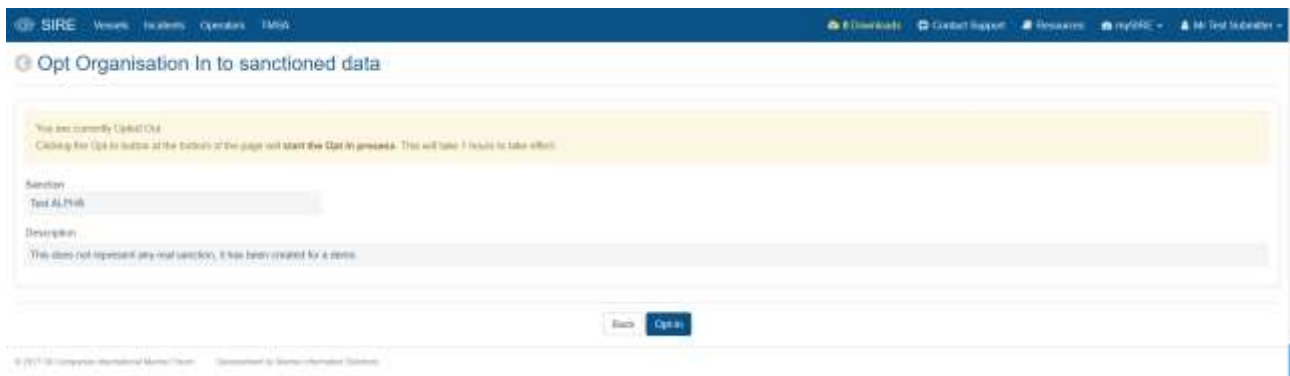
Title	Description	Organisation Status	Year Status
Test ALPHA	This does not represent any real sanction, it has been created for...	<input checked="" type="checkbox"/> Opt-in - Sanctioned data will be visible	<input checked="" type="checkbox"/> Opt-in - Sanctioned data will be visible
Test BROWN	This does not represent any real sanction, it has been created for...	<input type="checkbox"/> Not opted-in - Sanctioned data will not be visible	<input type="checkbox"/> Not opted-in - Sanctioned data will not be visible

## 16.5.1 Updating Organisation Sanctions Status

Select the  icon adjacent to the desired Sanction, on the Sanctions page, to launch the Sanction Details page.



Selecting the  button, followed by the  button, displays the Sanction 'Opt-In' page.



To prevent an accidental change to the status of an organisations Sanctions Status, a delay timer must complete a count down, before any change is implemented.





Any change to the status of a Sanctions status triggers the following email to all SIRE Administrators within the Member organisation:

A screenshot of an automated email notification from OCIMF SIRE. The email is enclosed in a light blue border. At the top left is the OCIMF SIRE logo. The main body of the email is white and contains the following text: a salutation 'Dear Sir/Madam,', a redacted line, a line stating '[User Name] has begun a change in the status of sanction [Sanction Name], this change will take effect from [Date Time].', a line stating 'After this time, users in your organisation [Organisation Name] [WILL / will NOT] be able to see sanctioned data.', and a line stating 'If this is in error you or another administrator in your organisation should cancel this process immediately via the SIRE website.'. Below this is a horizontal line, followed by a disclaimer: '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.' At the bottom of the email body, there are two lines of small text: 'THIS EMAIL IS CONFIDENTIAL. IF IT IS RECEIVED IN ERROR PLEASE DELETE IT AND INFORM THE SENDER IMMEDIATELY.' and '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.'

OCIMF SIRE

---

Dear Sir/Madam,

[User Name] has begun a change in the status of sanction [Sanction Name], this change will take effect from [Date Time].

After this time, users in your organisation [Organisation Name] [WILL / will NOT] be able to see sanctioned data.

If this is in error you or another administrator in your organisation should cancel this process **immediately** via the SIRE website.

---

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.

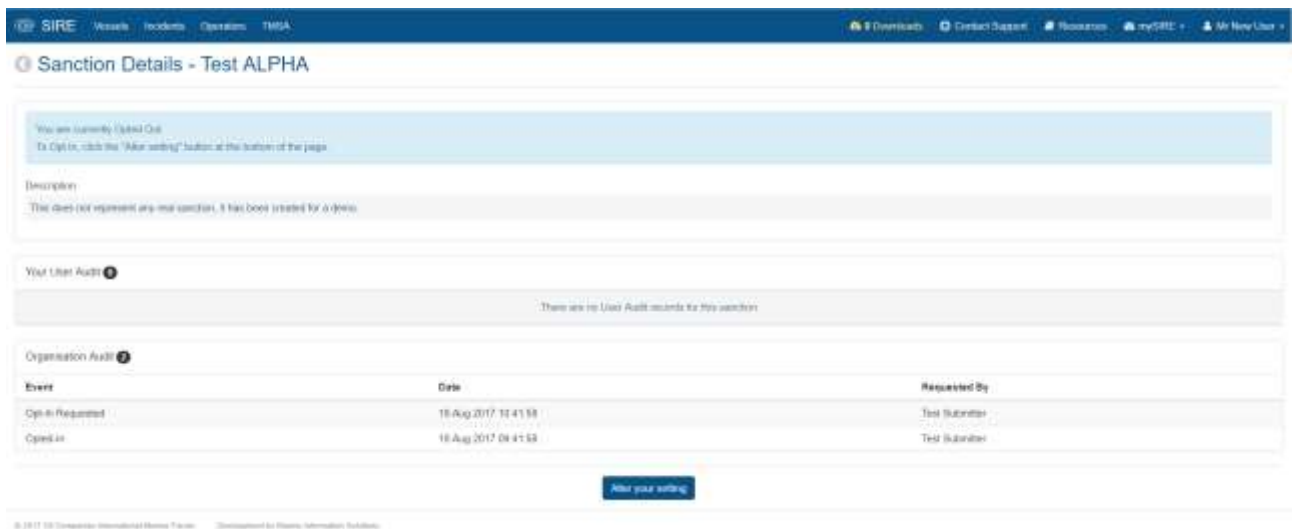
## 16.5.2 Updating User Sanctions Status

For a user to view Sanctioned data, both the SIRE Member Organisation and the individual user must have Opted-In to viewing the information.

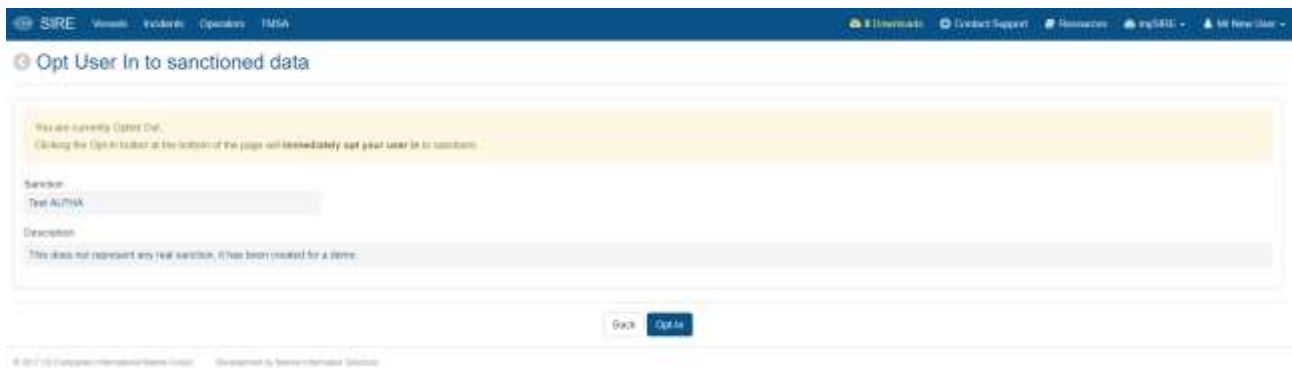
If the users parent organisation has 'Opted-in' to the Sanction, then the ability to 'Opt-in' on an individual user basis becomes available:



Select the  icon adjacent to the desired Sanction, on the Sanctions page to launch the Sanction Details page:



Selecting the  button, displays the Sanction User 'Opt-In' page.



**Please Note:** Any change to the Sanctions status for a user, takes immediate effect.



## 16.6 Opting into Receiving Sanctioned Data via WebServices

With the potential to download large volumes of Inspection Reports, SIRE Member organisations that connect to SIRE via OCIMF WebServices must also provide an explicit 'Opt-In' to receive data relating to Sanctioned Vessel Operators over WebServices.

For a SIRE Member organisation to download Sanctioned data via WebServices, they must have Opted In to receive Sanctioned Data at an Organisation level:

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

Selecting the [WebServices setting](#) button, opens the Sanctions – WebServices Summary page:

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

From the WebServices Summary page, a SIRE Administrator can control access to Sanctioned Data by selecting the desired blue arrow from within the Sanctions grid.

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

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

Organisation Audit  
There are no Organisation Audit records for this sanction.

[Web setting](#)



Selecting **Alter setting** opens the WebServices Opt-in page:

**Opt Organisation In to sanctioned data**

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

Sanction
Test ALPHA

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

[Back](#) [Opt In](#)

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Opting-in to receiving Sanctioned data via OCIMF WebServices triggers the activation timer, the opt-in can be cancelled at any point before the timer reaches zero to prevent Sanctioned data becoming visible over OCIMF WebServices.

**SIRE** Mr Test Subscriber

**Sanctions - WebServices Summary**

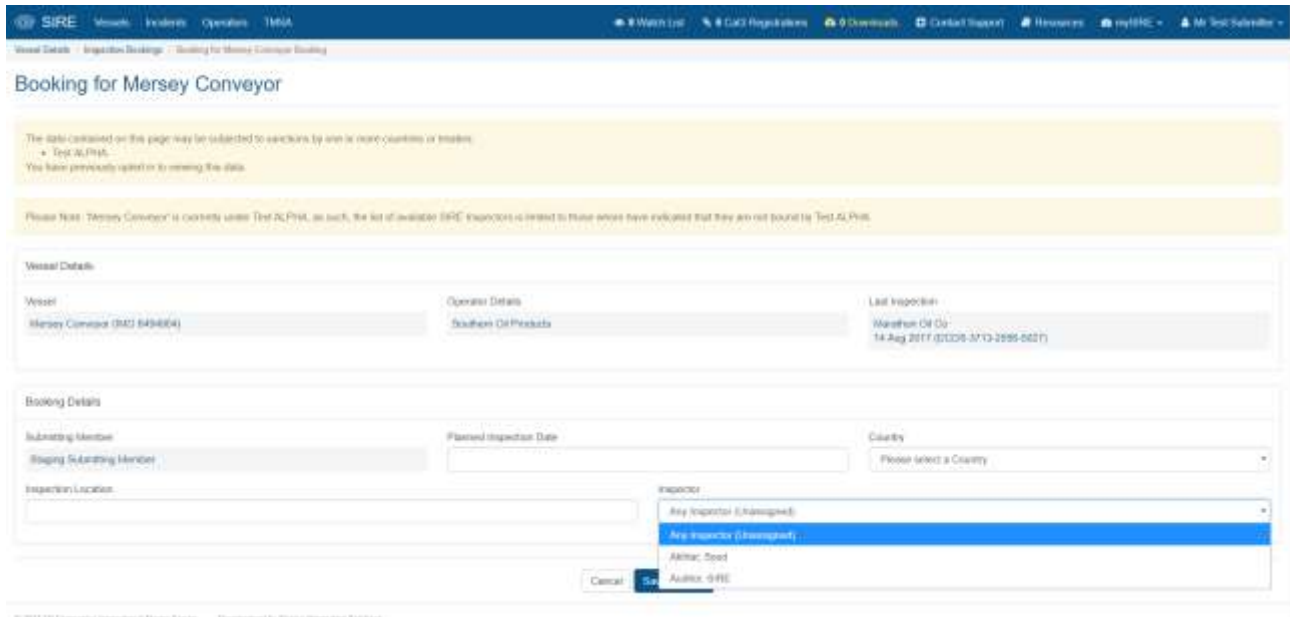
Sanctions 2

Title	Description	Status
Test ALPHA	This does not represent any real sanction, it has been created for	Opt In pending. WebService Sanctioned data will become visible at 18-Aug-2017 13:06:52 (0 hours, 59 mins)
Test BETA	This does not represent any real sanction, it has been created for	Not opted-in. WebService Sanctioned data will not be visible

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## 16.7 Inspection Booking upon Sanctioned Vessels

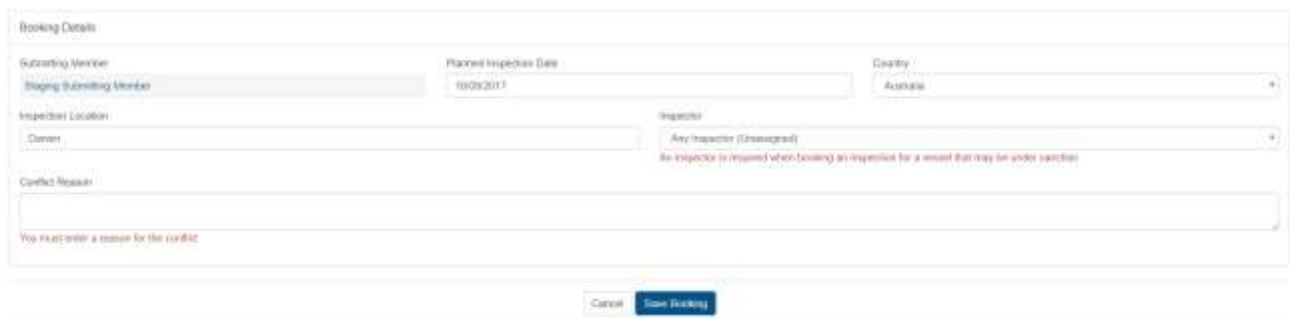
SIRE Inspectors must be protected from accidentally becoming in violation of International Sanctions legislation that could potentially apply. The SIRE Sanctions Framework prevents SIRE Inspectors from being booked to perform a SIRE Inspection, unless they themselves have expressly 'Opted-In'.



The screenshot shows the 'Booking for Mersey Conveyor' page. At the top, there are navigation links for 'SIRE', 'Members', 'Incidents', 'Operations', and 'TMSA'. Below this, there are utility icons for 'Watch List', 'CAS Registrations', 'Downloads', 'Contact Support', 'Invoices', 'mySIRE', and 'My Test Schedule'. The main heading is 'Booking for Mersey Conveyor'. A yellow warning box states: 'The data contained on this page may be subjected to sanctions by one or more countries or markets. Test ALPPL. You have previously opted in to viewing this data.' Below this, a note says: 'Please Note: "Mersey Conveyor" is currently under Test ALPPL, so such, the list of available SIRE Inspectors is limited to those who have indicated that they are not bound by Test ALPPL.' The form is divided into 'Vessel Details' and 'Booking Details'. 'Vessel Details' includes 'Vessel: Mersey Conveyor (IMO 8498894)', 'Operator Details: Southern Oil Products', and 'Last Inspector: Wafiqul Ol Di (14 Aug 2017 (UTC-07:30-2095-007))'. 'Booking Details' includes 'Submitting Member: Shipping Submitting Member', 'Planned Inspection Date', 'Country: Please select a Country', and 'Inspection Location'. The 'Inspector' dropdown menu is open, showing options: 'Any Inspector (Unassigned)', 'Any Inspector (Unassigned)', 'Alicia: SIRE', and 'Audita: SIRE'. The 'Alicia: SIRE' option is highlighted. There are 'Cancel' and 'Save' buttons at the bottom of the form.

From the Create Inspection Booking page, the 'Inspector' drop-down will only contain Inspectors whom themselves have explicitly 'opted-in' to viewing Sanctioned Data.

Inspection Bookings that are created for vessels that are under Sanction, require a named inspector to be nominated.



The screenshot shows the 'Booking Details' form. It includes 'Submitting Member: Shipping Submitting Member', 'Planned Inspection Date: 10/09/2017', and 'Country: Australia'. The 'Inspection Location' is 'Canton'. The 'Inspector' dropdown menu is open, showing options: 'Any Inspector (Unassigned)' and 'No Inspector is required when booking an inspection for a vessel that may be under sanction'. The 'No Inspector is required...' option is highlighted. There is a 'Conflict Reason' field with the text: 'We must enter a reason for the conflict'. At the bottom, there are 'Cancel' and 'Save Booking' buttons.



## 16.8 Forwarding Sanctioned Information to a Third-Party Vetting Contractor (TPVCs)

Before a SIRE Inspection relating to Sanctioned vessel can be forwarded to a Third-Party Vetting Contractor, the TPVC organisation must Opt-In to receiving data relating to the Sanction.

If the SIRE Inspection Report being forwarded belongs to a Vessel that is currently under Sanction, a warning banner will be displayed:

The screenshot shows the SIRE interface for sending reports to third-party vetting contractors. A yellow warning banner at the top states: "The data contained on this page may be subjected to sanctions by one or more countries or entities. Test ALPHAB. You have previously opted in to receiving this data." Below this, a red-bordered box contains the text: "You can only forward inspections to TPV Organisations which have Opted-in to viewing the Sanctioned Data." Another blue-bordered box says: "Please select which third party vetting contractors should receive report DCDS-IT13-2088-6037." The main table, also red-bordered, lists the following TPVCs:

Name	Email	Report Already Emailed
Avanti-Waitema Ltd	vetting@avantiwaitema.com	No
Rightship	test@example.com	Yes
Test TPV Contractor		No

At the bottom of the table are "Cancel" and "Send" buttons.

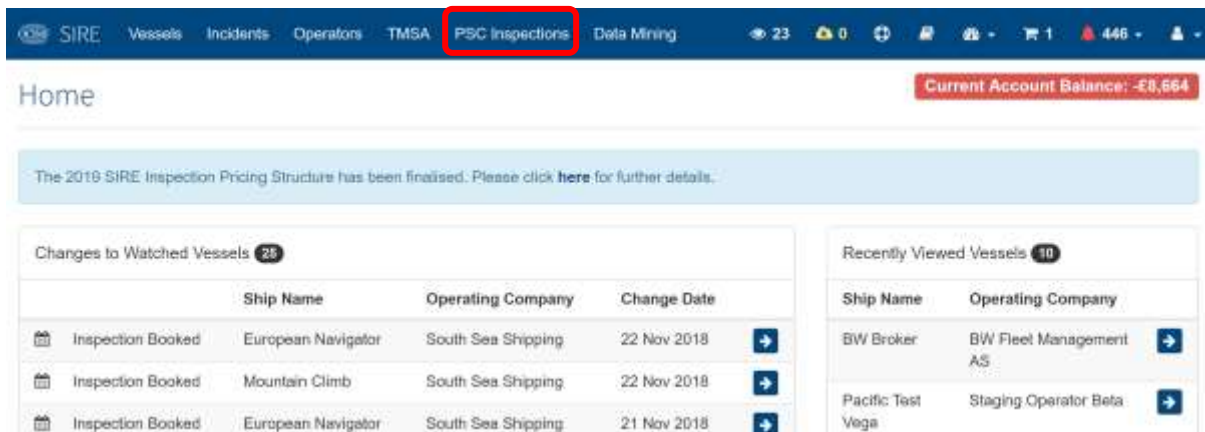
# 17 Port State Control

From early 2019, the SIRE Vessel Operators will be able to record details of Port State Control (PSC) Inspections directly within their SIRE account, the SIRE Members user interface has been updated to allow Member users to view this information:

- SIRE Members – PSC Inspection tab
- SIRE Members – PSC Summary screen
- SIRE Member – Vessel Details page

## 17.1 PSC Inspection Tab

A tab will be displayed on the top navigation bar for PSC Inspections.



The screenshot shows the SIRE user interface with the 'PSC Inspections' tab highlighted in the navigation bar. The page displays a 'Home' header, a notification about 2018 SIRE inspection pricing, and two tables: 'Changes to Watched Vessels' and 'Recently Viewed Vessels'.

Ship Name	Operating Company	Change Date	
Inspection Booked	European Navigator	South Sea Shipping	22 Nov 2018
Inspection Booked	Mountain Climb	South Sea Shipping	22 Nov 2018
Inspection Booked	European Navigator	South Sea Shipping	21 Nov 2018

Ship Name	Operating Company
BW Broker	BW Fleet Management AS
Pacific Test Vega	Staging Operator Beta


Selecting the 'PSC Inspection' tab will display the PSC Inspection Summary screen



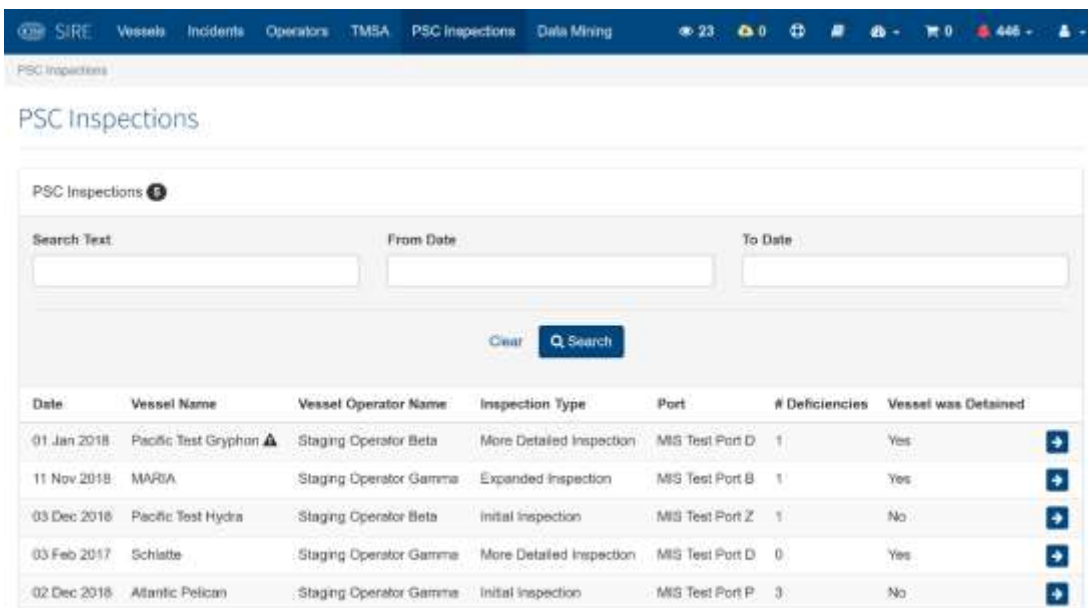
## 17.2 PSC Inspections Summary


All PSC Inspections entered by SIRE Vessel Operators will be displayed in a grid, the grid will allow searches against Vessel Name, and PSC Inspection Date

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
- Vessel Name – An  alert symbol will be displayed if the vessel name has changed since the PSC inspection was carried out.
- Vessel Operator Name
- Inspection Type
- Inspection Port
- Number of Deficiencies
- Was the vessel detained
- Link through to View PSC Inspection Record

You can select a PSC Inspection via the arrow buttons to go to the PSC Inspection Details page.



Date	Vessel Name	Vessel Operator Name	Inspection Type	Port	# Deficiencies	Vessel was Detained
01 Jan 2018	Pacific Test Gryphon 	Staging Operator Beta	More Detailed Inspection	MIS Test Port D	1	Yes
11 Nov 2018	MARVA	Staging Operator Gamma	Expanded Inspection	MIS Test Port B	1	Yes
03 Dec 2018	Pacific Test Hydra	Staging Operator Beta	Initial Inspection	MIS Test Port Z	1	No
03 Feb 2017	Schlatte	Staging Operator Gamma	More Detailed Inspection	MIS Test Port D	0	Yes
02 Dec 2018	Atlantic Pelican	Staging Operator Gamma	Initial Inspection	MIS Test Port P	3	No



## 17.3 PSC Inspection Details

The PSC Inspection details page shows you all the information that has been added by the operator for a PSC Inspection on one of their vessels.

The information available includes:

- Vessel Detained – high level alert box to display if PSC inspection led to vessel detention or not.
- Vessel Details at time of inspection
  - Vessel Name
  - Flag
  - DOC/ISM Number
  - Operator Name
- PSC Inspection Details
  - Inspection Type
  - Authority
  - Vessel was Detained
  - Date of initial PSCO Visit
  - Date of Final PSCO Visit
  - Port
  - Terminal
  - Operation
- Deficiencies
  - Area
  - Defective Item
  - Nature of Defect
  - Detention
- Operator Comments
  - Date
  - Title
  - Added By
  - View Comment Button
- Documents
  - Date
  - Title
  - Category
  - Added By
  - Download button

Documents are available to download, and Comments are available to view via the Documents and comments grid. All the other information is available in the read only grid format.



There is a button at the bottom of the page that will take the user to the vessel details page

SIRE | Home | Account | Operator | PSC Inspections | Vessel List | Dashboard | Contact Support | Resources | My PSC | Messages | My PSC | Member

PSC Inspection for **Pacific Test Gryphon** (IMO 9412210) | OCIMF ID: A-100-064-544 Vessel was Detained

Please [click here](#) to verify all inspections associated with this registration

Vessel Details At Time Of Inspection Toggle Details

**PSC Inspection Details**

Inspection Type	Deficiency	Vessel was Detained?
Initial Inspection	Plan Mail	Yes (2 Defs)
Date of Initial PSC Visit	Date of Final PSC Visit	
03 Dec 2016		
Port	Terminal	Operator
Mil Test Port 0	Terminal Alpha	Domestic

**Deficiencies**

Code	Defective Item	Nature of Defect	Detention
05 - Alarms	070 - Closing underwater alarm	Damaged	Yes
03 - Water/Waterlog condition	250 - Machinery space openings	Invalid	No

**Operator Comments & Documents**

Date	Title	Category	Added By
03 Dec 2016	Plan	Form B	Frankie Filizovic

[Go to Vessel](#)



## 17.4 SIRE Member Vessel Details Page

The Vessel Details page shows the number of PSC Inspections available. The grid displays the number of PSC Inspections available for the following fields:

- Vessel
- Current Operator
- Previous Operator
- Fleet

These fields can be selected and will open a new page of the PSC Inspections summary grid with the selected field applied as a filter.

The screenshot shows the SIRE Member Vessel Details page for the vessel 'Maria II' (EM 33861404). The page features a navigation bar at the top with 'SIRE' and various menu items. Below the navigation bar, the vessel name and OCIMF ID are displayed. A yellow banner indicates that there are no PSC inspections associated with the vessel. The main content area is divided into four columns: 'Vessel Particulars', 'Onsite Check Matrix', 'Incidents', and 'PSC Inspections'. The 'PSC Inspections' column shows a table with columns for 'By Vessel', 'Current operator', 'Previous operator', and 'Current Operator Fleet'. The 'Inspections' section at the bottom shows 'There are no inspections for this vessel' and a 'Refresh Inspections' button.

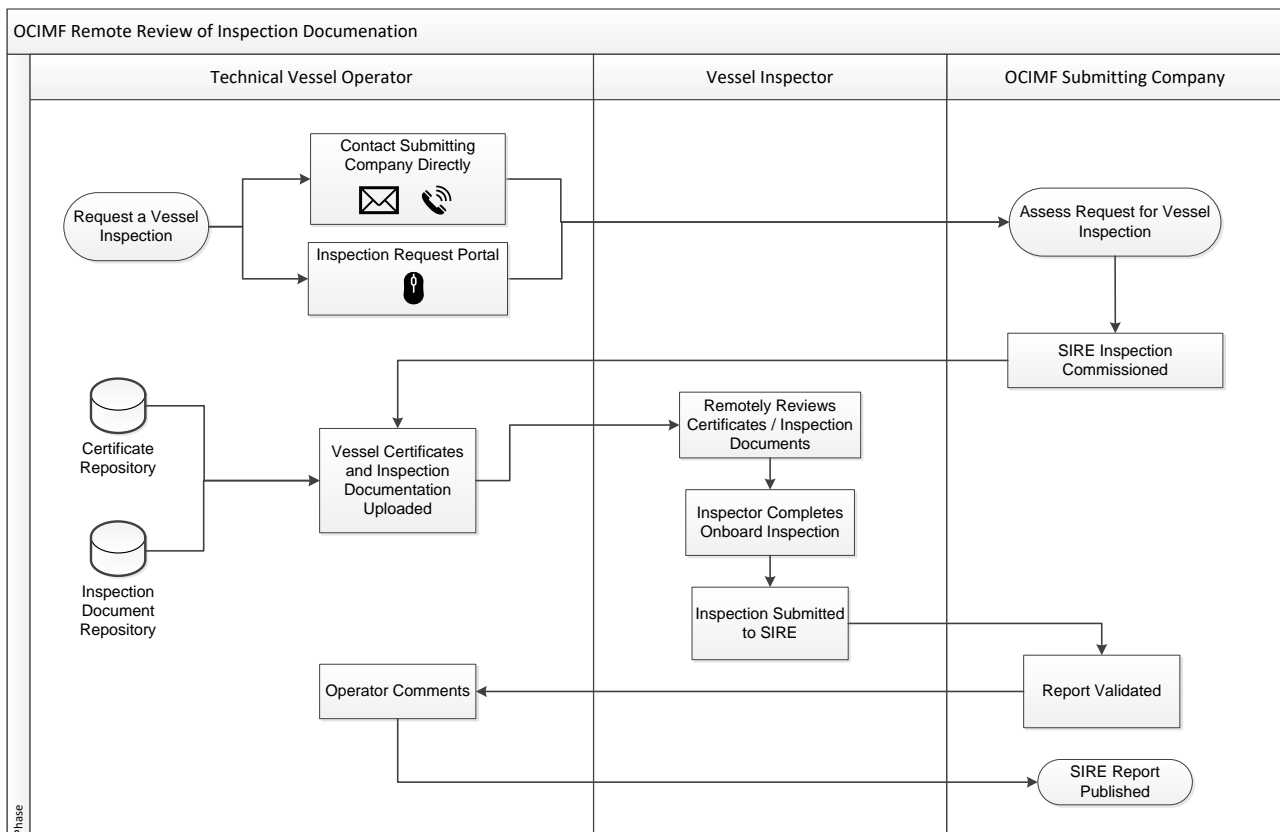


# 18 Remote Review of Inspection Documentation

OCIMF, INTERTANKO and CDI issued guidelines (*Temporary Guidelines for Conducting a Vessel Inspection during Covid-19 ver1 08-June-2020*) to provide a common set of industry procedures to help facilitate CDI-Marine or OCIMF Programme inspections during the Covid-19 situation. If followed, they will minimise the time an Inspector needs to spend onboard a vessel, while ensuring the vessel's crew, the Operator and the Inspector are prepared.

## 18.1 Temporary Guidelines for Conducting a Vessel Inspection during Covid-19

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





## 18.2 Data Security

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

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

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

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

## 18.3 SIRE Inspection Booking

To enable the Remote Review of Inspection Documentation, the SIRE Inspection Booking must specify the Type of Inspection being booked, the Inspection Type is set via the SIRE Inspection Bookings page.

The screenshot shows the 'Booking for Test Vessel' page in the SIRE system. The page is divided into two main sections: 'Vessel Details' and 'Booking Details'. In the 'Vessel Details' section, the vessel is identified as 'Test Vessel (RES 6496487)', the operator is 'South Sea Shipping', and the last inspector is 'O'. A note below this section states: 'The inspector list includes all SIRE inspectors that have been authorized to perform inspections on behalf of Submitting Company Entities. The list can be filtered to show only those inspectors whose Home Country or Home Port match the Inspection Location.' The 'Booking Details' section contains several fields: 'Submitting Member' and 'Submitting Company Entity' (both empty), 'Planned Inspection Date' set to '26/09/2026', 'County' set to 'United Kingdom', 'Inspection Location' set to 'Preston', and 'Inspector' set to 'Aurion SIRE'. The 'Inspection Type' dropdown menu is highlighted with a red box and currently displays 'VIGT Petroleum'. At the bottom of the form, there are three buttons: 'Cancel', 'Refresh Inspectors', and 'Save Booking'.



## 18.4 Inspection Report validated

When an Inspection Report has been validated and submitted in the OCIMF SVIQ editor, the Submitting Member will be able to 'View Inspection Documents' uploaded by the Vessel Operator. The documents uploaded to the Inspection Documents repository are specific to that Inspection only.

The screenshot shows the SIRE interface for 'Inspection Booked for Test Vessel 15' (IMO 8542171). The status is 'Submitted'. A red box highlights the 'View Inspection Documents' button in the top right corner. Below the header, there are three columns of information: Operator (South Sea Shipping), Commissioning Member (Submitting Company Equinox), Planned Inspection Date (22 Jan 2020), Booking Status (Submitted), Created By (M Test Submitter\_20090205 12:18:55), and Location, Country (Fretz, United Kingdom).

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

The screenshot shows the 'Inspection Documents for Test Vessel 15' page. It features a list of document categories: General, Bridge Related, Safety Related, Cargo Related, Mooring Related, and Engine Related. Each category has a 'Toggle Details' button. The 'General' button is highlighted with a red box. A 'Back' button is located at the bottom center of the page.

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

The screenshot shows the 'Inspection Documents for Test Vessel 15' page with the 'General' section expanded. It displays a table with columns for 'Document Name' and 'Question Reference'. The table contains the following entries:

Document Name	Question Reference
Balast Water management certificate	<a href="#">View</a>
CLC for bunker oil pollution	<a href="#">View</a>
CLC for cargo oil pollution	<a href="#">View</a>
Copies of navigation officers COAS (non-specific) training records	No document uploaded
Copy CAP certificate if applicable	No document uploaded



## 18.5 Inspection Report Published

When the SIRE Inspection report has been Published, the Inspection Documents are no longer available to be viewed on the 'Inspection Booking' page for the vessel.

The screenshot shows the SIRE system interface. At the top, there is a navigation bar with 'SIRE' and 'Vessel' menus, and a user profile for 'hySIRE'. Below the navigation bar, there are tabs for 'Vessel Details', 'Inspection Bookings', and 'Inspection Booking'. The main content area displays 'Inspection Booked for Test Vessel 15' with a 'Submitted' status. The details are organized into three columns:

Operator	Commissioning Member	Planned Inspection Date
South Sea Shipping	Submitting Company (Speaker)	22 Jan 2020
Booking Status	Created By	Location, Country
Submitted	Mr Test Subscriber: 22/06/2020 12:11:58	Perth, United Kingdom



# 19 Contact Support

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

The screenshot shows the SIRE system interface. At the top, there is a navigation bar with 'SIRE' and 'Vessels' tabs. A 'Contact Support' icon is highlighted in the top right. The main content area is divided into two sections: 'Changes to Watched Vessels' and 'Changes to your Inspections'. Both sections contain tables with columns for 'Ship Name', 'Operating Company', and 'Change Date'. A 'Contact Support' popup form is overlaid on the right side of the screen. The form has the following fields: 'Your Name' (with 'Mr John Smith' entered), 'Email Address' (with 'john.smith@maritime.com' entered), and a 'Brief description of the problem' text area. The text area contains the following text: 'Please include any error messages and/or Vessel details (e.g. IMO number) if applicable. Tickets will only be processed if the request is in English.' Below the text area, there is a 'Send' button and a 'Cancel' button. The bottom of the page shows a copyright notice: '© 2015 Oil Companies International Marine Forum. Development by Marine Connected Systems.'

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](http://www.ocimf.org) or email [enquiries@ocimf.org](mailto:enquiries@ocimf.org)

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