OCIMF

Oil Companies International Marine Forum

SIRE Inspector Training and Accreditation Guidelines

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The OCIMF mission is to be the foremost authority on the safe and environmentally responsible operation of oil tankers, terminals and offshore support vessels, promoting continuous improvement in standards of design and operation.

The Oil Companies International Marine Forum (OCIMF)
Is a voluntary association of oil companies having an interest in the shipment and terminalling of crude oil and oil products. OCIMF is organised to represent its membership before, and consult with, the International Maritime Organization (IMO) and other government bodies on matters relating to the shipment and terminalling of crude oil and oil products, including marine pollution and safety.

REVISION AND APPROVAL

These guidelines are released and approved as follows:

Rev.	Nature of Changes	Author	Approved by	Date of Approval
Edition 5			Oliver Pointon	1st January 2014
Edition 5 Rev 1	Appendices 6,7 and 10 amended	Patrick McGroggan	Oliver Pointon	11th May 2017

Contents

SIRE Inspector Training and Accreditation Guidelines

General

Section 1

1.1 Applicability

The content of this general section shall apply to all Inspectors involved in the various inspection processes including, but not limited to;

- Oil, Gas & Chemical Tankers
- Barges

and as controlled by OCIMF through the Members within the General Purposes Committee. The content of this document does NOT cover the inspectors registered with the Offshore Vessel Inspection Database (OVID).

1.2 Objective

OCIMF's mission is to be the foremost authority on the safe and environmentally responsible operation of oil tankers, terminals and offshore support vessels, promoting continuous improvement in standards of design and operation.

The Ship Inspection and Reporting (SIRE) formats; including Oil, Chemical and Gas Tankers, and Barges and are recognised as practical examples of promoting such continuous improvement in both the design and operation of vessels used within the oil industry.

1.3 Ethics

The integrity of OCIMF and its Members remains paramount and the SIRE programme requires all participants to share, retain and promote such value. SIRE Inspectors are required to be Accredited prior to their involvement, to demonstrate their suitability to inspect and provide reports. Their on-going performance and positive conclusion at subsequent re-accreditation courses will ensure they are worthy of retaining such accreditation. A panel formed of members of the SIRE Focus Group, will be responsible for performance standards. This panel has the authority to issue disciplinary measures ranging from personal warnings through to removal of the accreditation where the performance of the Inspector warrants such control.

Inspectors who are accredited to the SIRE Programme must observe the highest standards of professional conduct at all times. They must be completely honest and impartial in their relationships with Vessel Operators' personnel, Masters, the vessels' crew with whom they come into contact and with other third parties who may be associated with inspected vessels. Inspections must be conducted with scrupulous regard to uphold the integrity of the SIRE Programme and inspection reports must be completely unbiased.

Accreditation is awarded by OCIMF and held by an Inspector on behalf of OCIMF. OCIMF reserves the right to review such accreditation when it is shown that an Inspector is not retaining the highest standards of professional conduct (see 2.6.5).

1.4 Eligibility to attain SIRE Inspector Accreditation

Persons employed with vessel operators and those having possible conflicts of interest that are generated due to the nature of work are not eligible to become SIRE accredited inspector. Contractors or consultants who are appointed by Vessel Operators on an occasional basis and whose vessels are subjected to inspections under the SIRE Programme, must declare such associations in the SIRE Ship Inspector Application Form and must not accept assignments to inspect these vessels. In this context, employment with a Vessel Operator refers to the employment with an independent vessel owner, operator or technical manager who is responsible for the manning and operation of one or more vessels, or with a commercial operator that raises conflicts of interest that are generated due to the nature of work.

OCIMF reserves the right to refuse the application of an applicant who declares a relationship with a vessel operator, where the nature of the relationship is likely to compromise the good-standing of the SIRE Programme.

1.5 Conflicts of Interests

An Inspector who undertakes any form of paid work (including for example acting as a Contractor or a Consultant) for a Vessel Operator whose vessels are subjected to SIRE inspections must not inspect such vessels. In such cases, the Inspector must:-

  i. declare to the Submitting Company that a conflict of interest situation exists
  ii. refuse all appointments to inspect any vessels operated by that company
  iii. declare the conflict of interest to the OCIMF Secretariat using the Inspector Profile page of the OCIMF Inspector website

An inspector who considers that a piece of work that he is about to undertake may present a conflict of interest should declare such potential conflict to OCIMF. An electronic 'Conflict of Interest' section within the inspectors profile page has been set up and any declaration must be made using this system.

The OCIMF Compliance Manager will determine whether such declared work constitutes a conflict of interest and advice the inspector accordingly. If the work is considered a Conflict of Interest, restrictions may be imposed upon the inspector. The Inspector has an obligation to advice OCIMF of any changes to the Conflict of Interest including when such work has been completed.

If the OCIMF Compliance Manager advises that a piece of work does constitute a Conflict of Interest, then the inspector must advise all the SIRE submitting members for whom he inspects that such Conflict Of Interest exists.

If, after being appointed to inspect a specific vessel, an Inspector becomes aware of circumstances whereby his ability to provide an impartial inspection report might be compromised, the Inspector must immediately inform the Submitting Company of the circumstances of the case. If such Inspector works for an inspection company that is contracted to the Submitting Company (i.e. the Submitting Company does not have a direct contract with the Inspector and therefore does not directly appoint the Inspector) then the Inspector must inform both the Submitting Company and the inspection company for whom he works regarding the conflict of interest.

If an Inspector is approached by any party to undertake a piece of work and is unsure as to whether it is a Conflict of Interest, then the Inspector is encouraged to make a Declaration and the OCIMF Compliance Manager will adjudicate as to whether such work constitutes a Conflict of Interest.

In the event that an Inspector who has not declared conflicts of interests is discovered to have any form of contractual relationships with one or more Vessel Operators, then the Inspector will be subject to the disciplinary procedures as set out in Para 2.6.

1.6 Working for Vessel Operators

Any Inspector who attains accreditation, who subsequently undertakes any form of paid work (including for example acting as a Contractor or a Consultant) with a Ship Operator or represents them in any form, should declare this as a conflict of interest, failure to do so will result in the inspector being subject to the disciplinary procedures as set out in Para 2.6.

1.7 Attempts to Influence the Outcome of Inspections

Approaches from any party that seeks to influence the conduct of the inspection or the Inspector's completion of the report by the offer of inducements must be firmly refused. Inducements might include offers of work, gifts or money.

Any offers of inducements must be reported to the Submitting Company and to the OCIMF Compliance Manager. The Compliance Manager will investigate any reports of Inspectors accepting such inducements and where necessary the Inspector will be subject to disciplinary procedures as set out in Para 2.6.

Inspectors will be obliged to immediately notify the Submitting Company of such approach in order to protect the integrity of the Inspector and permit the Submitting Company to take the appropriate action with the Vessel Operator. Failure to notify the Submitting Company will be seen as the Inspector condoning such approach.

1.8 OCIMF Standards for Inspector Qualification

The 2000 revisions to the SIRE Programme introduced formal Inspector qualifications in the form of certification, experience, knowledge and competencies. The purpose was to enhance the quality and consistency of inspections by Inspectors who had each undergone similar training and accreditation procedures. All new Inspectors conducting inspections under the SIRE Programme must meet defined qualifications and experience requirements as set out in Section 2.1.

1.9 Training and Accreditation Committee

A Training and Accreditation Committee is drawn from members of the SIRE Focus Group and is responsible for developing the training, examination and accreditation requirements under the Inspector Accreditation Programme. The Training and Accreditation Committee is also responsible for the selection of Auditors and for administering the SIRE Accreditation Appeals procedures.

1.10 Application Procedures – New Inspectors

1.10.1 Eligibility to become a SIRE Accredited Inspector

Companies that are eligible to participate in SIRE by submitting reports to SIRE are OCIMF Members and certain other Companies that are approved by OCIMF to participate in the SIRE Programme as a Submitting company. Collectively, these are "Submitting Companies". Only OCIMF Members are eligible to nominate an Applicant for Accreditation.

1.10.2 Initial Application from a prospective Inspector

All prospective Inspectors must, in the first instance, apply to an OCIMF Member to undertake the necessary training leading to Examination and Accreditation. An application form as detailed in Appendix 1, must be completed or an online application, as appropriate.

1.10.3 Application Process and Responsibilities of the Nominating OCIMF Member

The OCIMF Member must be satisfied that the Applicant, in addition to possessing the qualifications, knowledge, experience and physical fitness specified in Section 2.1 and appropriate to the Category of qualification that is sought, is a high calibre individual of integrity who can be predicted to fulfil the requirements of the inspection and represent the best interests of the OCIMF SIRE Programme. It is the responsibility of the nominating OCIMF Member to ensure that the documents provided by the applicant relating to qualifications and experience are checked and verified. **The nominating OCIMF Member must attest to the foregoing by signing a statement that forms part of the Application form as contained within Appendix 1 or by electronic signature if the application is submitted online.**

Applications should be sent to the Inspector Accreditation Administrator together with all the supporting documentation (hardcopy or electronic copies are acceptable). The application must be countersigned by the nominating member confirming the applicant meets the qualifications and experience criteria as set out in Section 2.

1.10.4 Treatment of Applications

OCIMF Members must ensure that all applications by prospective Inspectors are processed in an impartial and non-discriminatory manner.

1.10.5 Relationships Between Inspectors and Vessel Operators

OCIMF Members must further ensure that prospective Inspectors do not have relationships with Vessel Operators that may influence inspections or impact adversely on the reputation of SIRE. (See Section 1.5)

1.10.6   Nomination of the Applicant to OCIMF

When the application of a prospective Inspector is approved by the OCIMF Member, the OCIMF Member will nominate the Applicant to OCIMF who will co-ordinate further training and examination at a training course managed by OCIMF in the case of Category 1 Inspectors, or by the Regional Accreditation Committee in the case of Category 3 Inspectors.

This nomination will be in the form of the written Application Form completed by the Applicant and endorsed by the nominating Submitting Company as set out above, as a true and accurate application.

A flowchart describing the Accreditation procedures for new Inspectors is contained in Appendix 2.

1.11   Application Procedures - Approved Applicants

Once an application is approved, OCIMF will arrange for the Applicant to attend an approved SIRE Inspector Training Course and sit an Examination at an OCIMF designated examination centre.

1.12   Inspector Directory

Inspector details shall be maintained by the OCIMF Inspector Accreditation Administrator in the form of an Inspector Directory. The Inspector Directory will contain full details of each Inspector and list their qualifications, experience and other relevant information. Also included will be details of periodic refresher training and on-board auditing.

In the case of SIRE accredited Inspectors, this information will remain confidential to the OCIMF Secretariat and controlled under the Terms of the U.K. Data Protection Act. (1998), except that where the Inspector concerned, and the Submitting Company, by whom the Inspector is employed or contracted agrees, contact details may be made available to third party Submitting Companies, but only upon request.

In the case of Auditing Inspectors, however, their contact details are made available to all Submitting Companies.

1.13   Subscription

From the 1st January 2012 all Category 1 and 2 Inspectors, with the exception of OCIMF Accredited Auditing Inspectors, shall be liable to pay an annual subscription fee as determined by the OCIMF Director. This annual subscription fee will cover all costs associated with **routine** three yearly re-auditing and does not cover the cost of audits for new inspectors.

Where an Inspector fails an audit or requires to be re-audited following his accreditation lapsing for whatever reason, the Inspector will be liable for the costs of the re-audit as set out in Section 2.3.4 and 2.6.5.3 respectively.

This annual subscription fee, which will be published on the OCIMF website, will be payable on the 1st January each year, and must be paid by the due date of 31st March of that year. Failure to pay the annual subscription fee will result in accreditation being suspended. In the event that an Inspector who has valid accreditation does not pay the annual subscription by the due date, as specified above, will still be liable for the full annual subscription if paid after the 31st March of that year.

All payments must be made by Credit Card through the OCIMF SIRE website. OCIMF Members or Inspector Grouping companies may be invoiced for multiple subscriptions.

For new Inspectors who are accredited part way through the year, this subscription fee will be pro rata for the remainder of the year up to the 31st December.

In the event that an Inspector voluntarily relinquishes his accreditation, a refund of the subscription fee, on a pro rata basis, will be payable from the accreditation anniversary date to the date the Inspector's accreditation is suspended. No interest will be payable on any refund, and will be paid within 30 days of advising the OCIMF Inspector Accreditation Administrator in writing of the decision to relinquish their accreditation.

The annual subscription fee will be reviewed on an annual basis. From the 1st January 2014 this shall be extended to cover CAT3 inspectors, with the exception of OCIMF Accredited Auditing Inspectors, in the North American regional area.

SIRE Inspector Training and Accreditation Guidelines

Category 1 & 3 Inspectors

Section 2

2.1 Inspector Qualifications

2.1.1 Category 1 Inspectors

2.1.1.1 Certification

Category 1 Inspectors must hold, or have held:

- a Master's licence from a recognised flag State for vessels of 3,000 gross tonnage or more or

- a Chief Engineer Officer's licence from a recognised flag State for vessels powered by main propulsion of 3,000kW or more.

2.1.1.2 SIRE Accreditation

To inspect Category 1 vessels, Inspectors must hold valid accreditation under the OCIMF Ship Inspector Training and Accreditation Programme.

2.1.1.3 Work Experience: Category 1 Inspectors

- must have at least 60 months actual <u>sea</u> service* aboard tankers, of which not less than 24 months must have been as senior officer** on board a tanker, a maximum of 3 months of service as a senior officer can be made up using the equivalence table below.

- shall hold, or have held a Certificate of Advanced training appropriate to the type of vessel to be inspected or proof of satisfactory training under the STCW Convention/Code.

(*Note. Sea Service in this instance means actual accumulated time on board as sea service and not calendar years as a certificated officer.)

(**Note. Senior Officer is defined as:- Master, Chief Officer, Chief Engineer or 1st/2nd Engineer. A Gas/Cargo Engineer may also be considered as a Senior Officer at the Sponsoring Members discretion)

Equivalence Table

Vetting Superintendent	24 months
Salvage / Underwriters	18 months
Pilotage	18 months
Mooring/Loading Master	18 months
Ship Superintendent	18 months
Terminal Operator	18 months
Expeditor	18 months
Pilot & Loading Master	12 months
PSC Inspector	12 months
Other ship type (Engine only)	6 months sea service
DPO	No equivalency
Cargo Surveyor	No equivalency
Class Surveyor	No equivalency
Lecturer	No equivalency
Loss Control	No equivalency

2.1.1.4 Knowledge

Category 1 Inspectors must be able to demonstrate familiarity with, and knowledge of, International Regulations, Codes and Conventions and Industry Guidelines, Procedures and Standards appropriate to the type of vessels being inspected. Those must include, but not be limited to:

- Policies and Procedures required by ISM;

- IMO Safety of Life at Sea Convention (SOLAS 74);

- IMO International Convention for the Prevention of Pollution from Ships (MARPOL 73/78);

- IMO International Regulations for the Preventing Sea Collisions at Sea (COLREGS);

- IMO International Ship and Port Facility Security Code and SOLAS Amendments 2002;

- IMO Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk (IBC Code);

- IMO Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk (BCH Code);

- IMO Code for the Construction and Equipment of Ships Carrying Liquefied Gases in Bulk (IGC Code);

- IMO International Convention of Standards of training, Certification and Watchkeeping for Seafarers, 1978 as amended in 1995 (STCW Convention);

- ICS Tanker Safety Guide (Chemicals);

- ICS Tanker Safety Guide (Liquefied Gas);

- ICS Guide to Helicopter/Ship Operations;

- OCIMF/ICS/IAPH International Safety Guide for Oil Tankers and Terminals (ISGOTT);

- OCIMF/ICS Clean Seas Guide for Tankers;

- OCIMF/ICS Prevention of Oil Spillages Through Cargo Pumproom Sea Valves;

- OCIMF/ICS Ship to Ship Transfer Guide (Petroleum);

- OCIMF Recommendation for Oil Tanker Manifolds and Associated Equipment;

- OCIMF Mooring Equipment Guidelines;

- OCIMF Effective Mooring;

- USCG Regulations for Tankers (If applicable);

- OCIMF Guidelines for the Control of Drugs and Alcohol abroad Ship (1995);

2.1.1.5 Capabilities

Category 1 Inspectors must:

- be physically capable of conducting a full and complete inspection according to the requirements of the VIQ;

- be capable of communicating proficiently in written and spoken English;

- when inspecting Category 2 or 3 vessels, have been provided with training associated with the inspection of these vessels. Such training is to be conducted by the Submitting Company that sponsors the Inspector and in accordance with the OCIMF-agreed syllabus; and

- when inspecting Category 3 vessels, be capable of communicating proficiently in the spoken language of the vessels' personnel.

2.1.1.6 Qualification Administration

The Submitting Company will be responsible for establishing Inspectors Compliance with the above, except that in the case of SIRE Accreditation, such administration shall be undertaken by OCIMF.

2.1.2 Category 3 Inspectors

2.1.2.1 Certification

Category 3 Inspectors must hold, or have held:

- Certificate of competency for Officers in charge of a navigation watch or as Master of a ship of less than 500 gross tonnage issued by recognised flag state, or

- Certificate of Competency as Second Engineer issued by recognised flag state, or

- Nationally recognised Barge Master licence, or

- Nationally recognised barge Chief Engineers license, or

- Extensive day-to-day experience in barge operations or barge terminal management.

2.1.2.2 SIRE Accreditation

It is a preferred requirement that Inspectors who hold valid Accreditation under the OCIMF Ship Inspector Training and Accreditation Programme will undertake the inspection of Category 3 vessels. Specific requirements for the training, accreditation and administration of Category 3 Inspectors have been developed and implemented for North America and for South and Central America. Inspectors operating in North America and in South and Central America must possess full Accreditation. Details of the accreditation requirements are respectively contained in Appendix 6 and Appendix 7 to these Guidelines.

The work experience, knowledge and capabilities set out below for Category 3 Inspectors are applicable to the selection of Inspectors who will inspect Category 3 vessels in regions other than those who inspect Category 3 vessels in North America and in South and Central America.

2.1.2.3 Work Experience: Category 3 Inspectors

- Must have served at least two years on the vessels of the type to be inspected, (*Note. Served means in this instance actual accumulated time on board and not calendar years), or

- Have undertaken suitable training to meet the agreed inspecting requirements for Category 3 vessels.

Category 3 Inspectors with previous seagoing experience shall hold, or have held a Certificate of Advanced training appropriate to the type of vessel to be inspected or a certificate issued by a local authority of equivalent standard.

2.1.2.4 Knowledge

Category 3 Inspectors must be able to demonstrate familiarity with, and knowledge of, International Regulations, National regulations as appropriate, codes and Conventions and Industry Guidelines, Procedures and Standards appropriate to the type of vessels being inspected. This knowledge will be assessed by the Submitting Company at a local level and deemed to be acceptable.

2.1.2.5 Capabilities

Category 3 Inspectors must:

- be physically capable of conducting a full and complete inspection according to the requirement of the VIQ, and

- be capable of communicating proficiently in written and spoken English,

- have been provided with training associated with the SIRE Programme and the inspection of these vessels. Such training is to be conducted by the Submitting Company that sponsors the Inspector and in accordance with the OCIMF-agreed syllabus, and

- be capable of communicating proficiently in the spoken language of the vessels' personnel.

Category 3 Inspectors with previous seagoing experience shall hold or have held a Dangerous Cargo endorsement appropriate to the type of vessel to be inspected, or a certificate issued by a local authority of equivalent standard.

In the event that an Inspector who is accredited by one regional Accreditation system is required to inspect a vessel in another geographic region, the Submitting Company must ensure that the Inspector is suitably competent to inspect that type of vessel.

2.1.2.6 Qualification Administration

The Submitting Company will be responsible for establishing Inspectors compliance with the above.

2.2 Training Courses and Examinations

2.2.1 Training Course Development

The SIRE Focus Group is responsible for setting the curricula for all SIRE training courses. These courses and examinations are conducted in accordance with the curricula that are set by the Focus Group, and may from time to time be updated. OCIMF is responsible for arranging and conducting the courses, and making available the necessary training expertise.

In the case of new Inspectors, the training course concludes with a written examination. The Warsash Centre of Nautical Studies, Southampton, is responsible for assessing examination papers.

Should any candidate fail an examination, the OCIMF SIRE Training and Accreditation Manager may assess the examination paper. In such cases, additional fees will be payable.

2.2.2 Invigilation of Examinations

A member of the OCIMF Secretariat will invigilate all examinations. In the case of exam resits, these are typically held at a Lloyds Register office close the candidates domicile and in these cases a member of the Lloyds Register staff shall invigilate the exams.

2.2.3 Training Course and Examination Location

Courses for full SIRE Accreditation are held, on an "as needed" basis, within the UK. However, in the event that a number of applicants located in the same region apply to attend a course, then other international locations will be considered. Members may nominate attendees to the course who may not meet the experience and qualification criteria as set out in 2.1.1. These attendees will be 'observers' and are not permitted to sit the examinations. The number of 'observers' per course is limited to a maximum of three (3) per course subject to availability of spaces on the course.

2.2.4 Training – New Inspectors

All new Applicants must attend a training course as specified in 2.3

Effective 1 Sep 2008, the duration of the course is five (5) days and comprises two parts i.e. a familiarisation part and an examination part.

2.2.4.1 Training Course

The new Inspector will be introduced to the International and Industry structures, IMO, Vetting, OCIMF, SIRE, accessing the SIRE website and downloading SIRE reports, the conduct of an inspection and the use of the VIQ/ROVIQ and its questions and explanation of the features and use of the SIRE VIQ software.

For Chemicals and Gas Applicants, additional instruction will be provided addressing the

operation, Regulations and guidelines specific to these vessels.

2.2.5 Additional Training - Chemicals and Gas

New Inspectors who apply for Accreditation to inspect chemical tankers and/or gas carriers should already be knowledgeable in the operation of these vessels. Approved Applicants will receive additional training pertaining to the inspection of these vessels. The Chemical Tanker and Gas Carrier Examinations will, in addition to the General Examination, address the specific requirements of chemical tankers and/or gas carriers.

New Inspectors who have served on chemical tankers and/or gas carriers and who are in possession of a Certificate of Advanced training pertaining to either one, or both of these vessels can be nominated to apply for accreditation to inspect these vessels.

However, new Inspectors who have not served on gas carriers or chemical tankers, and who are considered by the Submitting Company nominating them to possess the necessary experience and qualifications relating to these vessels are also eligible to sit the Examinations. In such cases, applicants must be adequately trained and must have attended specific courses appropriate to these types of vessels. In cases where a new Inspector does not possess a Certificate of Advanced Training applicable to chemical tankers or gas carriers and is nominated to sit for the gas or chemicals examination, the Inspector must undertake at least two accompanied inspections on each type of vessel for which accreditation is sought **prior** to attending the Inspector training course. New Inspectors who **do** possess the Certificate of Advanced Training for chemical or gas vessels are not required to undertake additional accompanied inspections.

Existing Inspectors, who have not served on gas carriers or chemical tankers, may gain accreditation in either or both. In such cases, applicants must be adequately trained and must have attended specific courses appropriate to these types of vessels. An existing Inspector who does not possess a Certificate of Advanced Training applicable to chemical tankers or gas carriers and wishes to sit for the gas or chemicals examination, must undertake at least two accompanied inspections on each type of vessel for which accreditation is sought. Existing Inspectors who **do** possess the Certificate of Advanced Training for chemical or gas vessels are not required to undertake additional accompanied inspections. Existing Inspectors should contact the OCIMF Inspector Accreditation Administrator who will arrange sitting of the exam(s) at a convenient location.

2.2.6 Training Course Curricula

Details of a typical Full Accreditation training course curriculum are contained in Appendix 5.

2.2.7 Written Examination

All Inspectors who inspect under the SIRE Programme are required to pass a written General Examination. The written General Examination will be held immediately following completion of each training course and must be taken by all Applicants.

New Inspectors must, in addition to the written General Examination, undertake on-board training in the form of accompanied inspections and finally, successfully undertake an on-board Audit in the presence of a SIRE Accredited Auditing Inspector. These procedures are described in Section 2.3.

2.2.8 Content of the Examination

The objective of the General Examination is to test the Applicant's knowledge and abilities relating to:-

    i.   the conduct of an inspection as defined in the introductory sections of the VIQ;

    ii.   the Questions asked in the VIQ/ROVIQ;

    iii.   IMO Regulations/Industry Guidelines; and,

iv. making written comments to a series questions taken from the Vessel Inspection Questionnaire. Descriptions and photographs describing situations encountered during an inspection accompany these.

As the VIQ, in many instances, requires written comments, the General Examination will assess both the Applicant's technical knowledge and ability to write clear unambiguous English. This assessment will not, however, seek to test the Applicant's grammatical knowledge.

The General Examination will comprise two parts. The first part will be a multiple-choice paper based upon the Questions, and Inspector Guidance derived from the VIQ. The second will be a written paper that requires the Inspector to provide written responses.

2.2.9 Examination Structure – Part 2

In Part 2 of the examination, each question will address one or more issues that the Inspector must identify and report in the form of a written response. Marks will be awarded to determine that Inspectors attain the required level of competence. The SIRE Training and Accreditation Committee will decide as to the number of marks each question will carry

2.2.10 Frequency of Courses and Examinations

Examinations will be held as and when justified by a sufficient number of Applicants.

2.2.11 Unsuccessful Applicants

An Applicant who fails the written General Examination will be provided with up to three (3) further opportunities to re-sit the General Examination. The first re-sit may be made within three months of the first failed examination, and at a time and location convenient to the applicant determined by the SIRE Inspector Accreditation Administrator. A second attempt can be made within three months after the first re-sit, and a third attempt no later than three months after the second attempt. A third failure will result in the Applicant being permanently disqualified from inspecting under the SIRE Programme.

2.2.12 Fees

Course fees, travel, costs of accommodation and meals will be for the account of the Applicant.

Fees charged to the applicant will be dependent upon where the course and the General Examination are taken. Details of these can be obtained from the OCIMF Inspector Accreditation Administrator.

The initial course fee includes the costs of assessment of the General Examination paper and also, if applicable, the gas and/or chemical examination papers. In the event of failure in the General Examination, gas or chemical examination, further fees will be charged for each of the examination papers that are assessed. An Applicant who fails any of the examinations may request to have their examination papers reviewed and be provided with general guidance relating to the weaknesses that were revealed. A fee will be charged for each paper reviewed. This fee applies to the initial exam and subsequent re-sits if applicable.

2.3 On-Board Training and Audited Inspection

2.3.1 In-House On-Board Training

At least two accompanied inspections in the company of an Inspector (or Inspectors) already Accredited under the Programme **must** be undertaken before attendance at a course and examination. With effect from 1st January 2014, an additional two further accompanied inspections must be undertaken after successfully passing Part1 & Part2 of the Examinations.

As stated in Section 2.2.5 above, except where the new Inspector is in possession of a Certificate of Advanced Training pertaining to either one, or both of these vessels, new Inspectors who wish to be accredited for the inspection of chemical or gas tankers must also

undertake at least two accompanied inspections on each of these type of vessels prior to attending a course.

The purpose of the accompanied inspections is to introduce the new Inspector to the practical aspects of the SIRE Inspection System, to the actual conduct of the inspection and to the SIRE VIQ computer software.

An Inspector who is successful in the written examinations and has undergone this on-board training will be eligible to progress to the next stage of the Accreditation process.

2.3.2 Audited Inspection – Notification to OCIMF

The nominating Submitting Company is responsible for monitoring the progress of a new Inspector during the series of accompanied inspections.

When the nominating Submitting Company is satisfied that the new Inspector has reached a satisfactory level of proficiency, the nominating Submitting Company will notify OCIMF that the new Inspector is ready to undertake the final stage in the Accreditation process, which is an actual ship inspection in the company of an OCIMF Accredited Auditing Inspector.

2.3.3 Audited Inspection

2.3.3.1 Nominating Submitting Company's Responsibilities

After a new Inspector has successfully passed the written exams after attendance at a 'New Inspector' Course as specified in 2.2.7 and has completed sufficient in-house, accompanied inspections plus any other in-house training, the nominating Submitting Company must arrange for an inspection to be conducted by the new Inspector, on board a CAT 1 vessel, in the presence of an OCIMF Accredited Auditing Inspector. The auditor will be appointed by the OCIMF Inspector Accreditation Administrator.

To do this, the nominating Submitting Company must:

i.   nominate a vessel that is to be inspected by the new Inspector, If the nominated vessel is an oil or chemical tanker the audit must take place when the vessel is discharging, If the vessel is an LPG or LNG carrier, the audit may take place when the vessel is either loading or discharging,

ii.   inform the Operator of the vessel to be inspected, that the inspection is to be performed by a new Inspector and obtain the agreement of the Operator to permit the auditing inspection to be undertaken. Note: If the Operator does not agree, the audited inspection cannot take place,

iii. inform the OCIMF Inspector Accreditation Administrator as to the name of the new Inspector, the name of the OCIMF Accredited Auditing Inspector, the name of the vessel to be inspected and the date of the inspection,

iv.   Auditors must make best efforts to conduct audits when so requested. In the event that a request to conduct the Audited inspection is refused by an Auditor for any reason, and where an alternative arrangement is not offered by the Auditor, the entity who is attempting to arrange the Audit, (either the Inspector to be audited, or the Principals of the Inspector to be audited) must inform the OCIMF Inspector Accreditation Administrator of the fact. (See Sect 4.6)

Note: The OCIMF Accredited Auditing Inspector appointed to perform the audit may be an employee of the nominating Submitting Company, provided that the Inspector to be audited is not an employee of the same Submitting Company. The Auditor must not be an employee of the same third party inspection Company as the Inspector to be audited.

2.3.3.2 OCIMF Accredited Auditing Inspector's Responsibilities

General
Inspector audits that are conducted under the SIRE Inspector Accreditation Programme must be performed in accordance with the provisions of the separate OCIMF publication

"Guidelines for Auditing Inspectors" contained in Appendix 8.

Prior to commencement of the Audit, a detailed discussion between the OCIMF Accredited Auditing Inspector and the Inspector to be audited must address the order of the audit and the provisions of the SIRE Inspector Appraisal of Performance form. It is essential that the Inspector to be audited clearly understands how the audit will be conducted (refer Appendix 3 Flowchart) and how the Appraisal of Performance form (refer Appendix 4) will be used. The Inspector being audited must be informed prior to commencement of the audit that the Appraisal of Performance form provides a specific Comments section and that the Inspector being audited is free to write comments in that section relating to the conduct of the audit, or the compilation of the Appraisal of Performance form.

Conduct of the Inspection

The Auditor must:-

i. remind the Inspector being audited that the duration of the audited inspection should not exceed 8-10 hours;

ii. inform the Inspector being audited that the Auditor will not interfere in the conduct of the inspection except where the safety of the Inspector being audited, the Auditor or ship's staff is likely to be endangered;

iii. NOT engage in lengthy discussions with the ship's staff that may interfere with the inspection

iv. remind the Inspector being audited that the role of the Auditor is to monitor the performance of the Inspector being audited and to ensure that the inspection is conducted in compliance with these Accreditation guidelines.

Appraisal of Performance

During the entire period of the audit, the OCIMF Accredited Auditing Inspector will observe the Inspector being audited and, using the Inspector Appraisal of Performance form, evaluate the overall performance of the Inspector being audited, review the Vessel Inspection Questionnaire as completed by the Inspector being audited and complete the written appraisal relating to his or her performance.

Copies of the completed Appraisal of Performance form must be distributed as follows:

i. to the nominating Submitting Company, within seventy-two hours of completion of the Audit,

ii. to the SIRE Inspector Accreditation Administrator within seventy-two hours of completion of the audit by uploading the document onto the SIRE website for final approval.

iii. to the Inspector being audited at the time of the post inspection review meeting.

In view of the time that is necessary to complete the Vessel Inspection Questionnaire (VIQ) report after the inspection, it is possible that in many cases, the report cannot be reviewed by the Auditor until sometime after the inspection is finished. In such cases, the Auditor must request that a copy of the report is provided to the Auditor in order that the final review can be completed. The report must be provided to the Auditor not later than 72 hours after completion of the inspection. *In such cases, the result of the audit cannot be determined and conveyed to the Inspector being audited until such review is completed.* The Auditor must on receipt of the completed report transmit the result of the audit to the Inspector within 48hrs.

The Appraisal of Performance can be completed only after the inspection report has been reviewed. Immediately after review of the report, the Auditor will inform the Inspector audited, as to the result of the audit.

The completed Appraisal of Performance must contain a statement indicating whether the Inspector being audited has passed or failed the audit.

2.3.3.3   Overall Responsibility for the Inspection Report

The Inspector being audited is responsible for compiling and submitting the completed Vessel Inspection Questionnaire using the VIQ software belonging to the same Inspector.

2.3.3.4   Submission of the Completed VIQ

At the conclusion of the audit review, the completed VIQ will be transmitted by the Inspector being audited, to his or her Principals. In the event that the Inspector being audited has passed the Audit, the VIQ can be processed by the Principal and submitted to the tanker Operator and to SIRE.

Details of the audited inspection process are included in the flow chart contained in Appendix 3 and the Appraisal of Performance report contained in Appendix 4.

2.3.3.5   Obligation to undertake the audit

New Inspectors who are successful in the general examination and, if applicable, the chemical and/or gas examinations must undertake the audit within six months from the date when they successfully sat the examination. New Inspectors who fail to undertake the audit within a six month period from the date of the examination, but subsequently apply to be audited must first attend a full five day course and successfully pass the examination(s) in order to be eligible for the audit. An Inspector who undertakes the audit within the six month period, but is unsuccessful may retake the audit after expiry of the six month window but no later than six months after the date of the initial audit.

2.3.4   Audited Inspection – Unsuccessful Applicants

An inspection report that is completed by an Inspector who fails the on-board audited inspection will be retained by the nominating Submitting Company and must not be submitted to SIRE.

In such cases, the OCIMF Inspector Accreditation Administrator and the tanker Operator must immediately be informed that the new or existing Inspector has failed the audit and that the report will not be submitted to SIRE.

The Applicant's VIQ software will be disabled by the OCIMF Inspector Accreditation Administrator and the Inspector must not conduct any further inspections under the SIRE Programme. The Applicant will be required to undertake further in-house training before being re-audited. A minimum period of one month must elapse between the failed audit and a subsequent re-audit. The SIRE Compliance Manager and the SIRE Inspector Accreditation Administrator must be advised that such in-house training has been completed.

In the case of a failed audit, the Applicant is permitted to utilise the same auditor who conducted the initial audit, or subsequent audit in the case of a second failed audit.

An Applicant who fails the on-board audited inspection three times will be permanently disqualified from further participation in the SIRE Programme.

An Inspector who has failed the audit and elects to retake the audit(s) will be invoiced by OCIMF for the actual costs for the audit or audits as appropriate. These costs will be in addition to the Annual subscription fee set out in Section 1.13.

2.3.5   Audited Inspection – Successful Applicants

Final Accreditation is dependent upon the OCIMF Accredited Auditing Inspector's written Appraisal of Performance attesting to the successful outcome of the on-board audited inspection. The OCIMF Accredited Auditing Inspector must be satisfied that the Inspector being audited:

i.   is knowledgeable as to the operation of the type of vessel being inspected,

ii.   fully understands the requirements of the SIRE VIQ inspection process,

iii. is familiar with the requirements of IMO Regulations and industry guidelines, and;

iv. possesses the necessary interpersonal skills to deal with the Master, Officers and ratings with courtesy and diplomacy.

The OCIMF Accredited Auditing Inspector will utilise the SIRE Inspector Appraisal of Performance form during the Audit to ensure that each Audit is scrupulously fair, objective and is standardised as far as is practical.

The written Appraisal of Performance document, once completed, will be reviewed by the OCIMF Training and Accreditation Manager or the OCIMF Compliance Manager. If the OCIMF Training and Accreditation Manager or the OCIMF Compliance Manager considers that the Auditor has been too lenient, then another audit of the Inspector will be required.

Requirements for OCIMF Accredited Auditing Inspectors are set out in the Section 2.4.

2.3.6 Payment of Auditors

OCIMF Accredited Auditors will invoice OCIMF directly for all reasonable costs involved in conducting audits either on Inspectors or other auditors. The Per Diem/Flat rate will be published each year and other costs involved in travel and accommodation etc are outlined in Appendix 9.

OCIMF will pay all invoices complete with supporting documentation as set out in Appendix 9 within 30 days of the date of receipt of the invoice.

2.4 OCIMF Accredited Auditing Inspectors

2.4.1 Eligibility

A Submitting Company that considers that an accredited Inspector possesses superior additional skills may nominate that Inspector to become an OCIMF Accredited Auditing Inspector. An Inspector who wishes to become an auditing Inspector should contact a Submitting Company in order to obtain endorsement and nomination. To ensure that candidates of the right calibre are selected, nominations must be accompanied by documents supporting the Inspector's application. The Training and Accreditation Committee will be responsible for the assessment of nominations and selection of the OCIMF Accredited Auditing Inspectors.

An OCIMF Accredited Auditing Inspector who wishes to be considered for appointment as an Auditing Inspector will him/herself; have held full accreditation as a SIRE Ship Inspector for a period of not less than three years.

The Training and Accreditation Committee will assess the application and advise the OCIMF Inspector Accreditation Administrator of their decisions as to whether Auditor Applicants are to be permitted to proceed to the next stage.

2.4.2 Qualifications

Inspectors wishing to qualify as OCIMF Accredited Auditing Inspectors will be generally acknowledged in the industry for their superior qualifications and inspecting expertise, as supported by the quality of the reports they submit and will possess well-developed interpersonal skills. Auditor applicants shall possess an ISM Lead Auditor Qualification.

An Inspector who desires to become an Auditing Inspector must attain at least 90% in Part 1 of the written examination and attain at least 80% in Part 2 of the written examination. Inspectors who fail to gain the required results at the initial examination may retake the examinations but will be liable for the costs of these examination retakes.

2.4.3 Examination

An accredited Inspector may be nominated by a Submitting Company to take the Auditor Examination to become an Auditor after a period of at least three years from the time of attaining full SIRE Accreditation.

In such cases, if the nomination is approved by the Training and Accreditation Committee, the candidate will undertake a written examination.

The Training and Accreditation Committee, drawn from at least three members of the SIRE Focus Group, will collectively assess each completed examination paper and reach a consensus as to the final result. The result of this assessment will be passed to the OCIMF Inspector Accreditation Administrator who will, in turn inform the Applicant.

2.4.4 Auditor Interview

A prospective Auditing Inspector whose examination paper has been positively assessed by the Training and Accreditation Committee will be invited to attend an interview with the same Committee. Representatives from at least three Submitting Companies must be present at such interview.

The SIRE Training and Accreditation Manager will provide the results of the interview to the applicant.

2.4.5 Additional Qualification – Chemicals and Gas

OCIMF Accredited Auditing Inspectors who audit new Inspectors during on-board audited inspections or who conduct periodic auditing of current Inspectors on either Chemical Tankers or Gas Carriers must themselves be experts in the respective trades and achieve the necessary pass mark in the additional Examinations for these types of vessels.

OCIMF Accredited Auditing Inspectors who possess the necessary experience and qualifications are eligible to gain the additional qualifications for either, or both of these types of vessels.

2.4.6 Retaining Auditor Status

To retain their Auditor status, Auditors must make best efforts to make themselves available to conduct audits when so requested.

In general, to retain Auditor accreditation, Auditors must conduct a minimum of 3 (three) audited inspections in any calendar year. In the case of new Auditors, the number of audited inspections conducted within the first year in which they gain Auditor status will be pro-rated from the date when Auditor status is gained.

It is recognised that an Auditor's business or other commitments may, from time to time, result in audit requests being declined. However an Auditor must make best efforts to cooperate by offering alternatives dates if an initial date is not convenient.

2.4.7 Withdrawal of Auditor Status.

An auditor who persistently fails to respond positively to requests for audits may, at the discretion of the SIRE Accreditation Committee, lose Auditor status.

An auditor who while conducting an audit acts in any way in an unsafe act or who acts unprofessionally, unethically against the spirit of SIRE will be subject to disciplinary action which may result in auditor status being either temporarily or permanently withdrawn.

2.5 Monitoring of Inspectors

2.5.1 Attaining Accreditation

Successful completion of the written General Examination, on-board familiarisation in the form of accompanied inspections and the audited on-board inspection will result in the Inspector being issued with a SIRE Inspector Certificate of Accreditation.

2.5.2 Certificates of Accreditation

The Certificates of Accreditation will comprise two documents. A full size (A4) Certificate will be provided and in addition, a credit card size laminated Certificate that will include a photograph of the Inspector, details as to the Inspector's name, ID Number, date of expiry, and a description of the type(s) of vessels that the Inspector is qualified to inspect.

The Inspector is required to carry the credit card size Certificate, and produce this as proof of identity to the vessel's Master or his authorised deputy on each occasion the Inspector boards a vessel to conduct an inspection.

2.5.3 New Inspectors – Monitoring of Reports

It is the responsibility of the Submitting Company to ensure that all reports are completed in accordance with the instructions contained in the VIQ prior to their submission to SIRE. This is particularly important in the case of newly accredited Inspectors.

Reports submitted to SIRE that are not in accordance with the stipulated requirements of the Composite Guidelines governing the SIRE Programme will initiate procedures whereby the Submitting Company will be requested to bring to the attention of the Inspector concerned, details as to where the report is deficient. Such reports must then either be corrected or withdrawn.

Repeated failure to submit reports of the required standard may result in withdrawal of an Inspector's Accreditation.

2.5.4 Existing Inspectors – Monitoring of Reports

Reports from all Inspectors are subject to routine ad-hoc monitoring. The OCIMF Programme Manager, the OCIMF Training and Accreditation Manager and OCIMF Compliance Manager are responsible to undertake this. The monitoring that is made addresses compliance with the requirements of the SIRE Programme, but does not address the accuracy of Inspector observations and other comments. A report as to the overall results of this monitoring will be included in the OCIMF Programme Manager's Bi-Annual Report.

Reports submitted to SIRE that are not in accordance with the stipulated requirements of the Composite Guidelines governing the SIRE Programme will initiate procedures whereby the Submitting Company will be requested to bring to the attention of the Inspector concerned, details as to where the report is deficient. Such reports must then either be corrected or withdrawn.

2.6 Periodic Auditing and Revalidation

2.6.1 On-Board Auditing

2.6.1.1 Inspectors to be Re-Audited

Periodic on-board auditing is required for all Inspectors as part of maintaining Accreditation.

2.6.1.2   **Period Between Auditing**

An OCIMF Accredited Auditing Inspector will audit each accredited Inspector during the course of an actual inspection at intervals of not less than two years and not more than three years. The periodic audited inspection must be conducted on a vessel appropriate to the inspection category for which the Inspector is seeking reaccreditation, i.e. an Inspector seeking to renew Cat 1 accreditation must be audited on board a Cat 1 vessel. The audited inspection must be conducted on oil or chemical tanker when the vessel is discharging, or if the vessel is an LPG or LNG carrier, the audit may take place when the vessel is either loading or discharging.

The costs of attendance of the OCIMF Accredited Auditing Inspector for a routine 3 yearly audit will be paid by OCIMF with effect from the 1st January 2012. (See section 1.13)

Each Accredited Inspector is responsible to coordinate the audited inspection with their Submitting Company Principals. The audit will be conducted in accordance with the procedures contained in Section 2.3.3.

The OCIMF Accredited Auditing Inspector will provide to the nominating Submitting Company and to OCIMF, a formal written Appraisal of Performance of the audited Inspector. A sample of the Appraisal of Performance form is contained in Appendix 4. A satisfactory appraisal will result in a revalidation of the Inspector's Certificate of Accreditation. An unsatisfactory appraisal will result in the immediate withdrawal of the Inspector's Certificate of Accreditation. An Inspector or Submitting Company who considers that the auditing process has been unfair may appeal against the decision. This appeal process is set out in Section 2.7.

Any un-expired period between the actual date of the audited inspection and the date of the three-year cycle period will be added to the new three-year period of accreditation validity

Once an Inspector has completed an audited inspection, the Inspector is prohibited from undertaking any further SIRE inspections until the Inspector has been formally advised by the Auditing Inspector that he/she has passed the auditing inspection.

In the event that the audit is failed, then the Inspector's accreditation will immediately be withdrawn, irrespective of there being any period remaining until the expiry of his accreditation.

2.6.1.3   **Appointment of Auditors**

The Inspector Accreditation Administrator will appoint the auditor for the periodic audit. If either the Auditor or the Inspector to be audited believes there is a conflict of Interest then a Conflict of Interest declaration must be made and the OCIMF Compliance Manager will determine whether the conflict is valid. If the conflict of Interest is considered valid then another auditor will be appointed

2.6.2   **Refresher Training**

All Inspectors are required to attend, at least once during each three-year accreditation cycle, a refresher-training seminar. Such seminars will be held at selected international locations and will address the introduction of new IMO legislation and such other relevant issues as may be decided by the SIRE Focus Group.

2.6.3   **Auditing of Auditors**

All Auditors are to be audited in the same manner, and within the same time frame as any other OCIMF Accredited Inspector. The auditor to conduct the audit will be appointed in the same manner as in 2.6.1.3 above.

An Auditor Inspector who requires an audit ("the Auditee") must follow designated procedures, as follows:

    i. Inform their Principal that an audit is required and gain permission for the audit to

take place.

ii. (Assuming that both the Submitting Company Principal and the Vessel Operator agree to permit the audit to take place), ascertain the name of the nominated vessel/port and approximate date when the audit is to take place

iii. Advise the OCIMF Inspector Accreditation Administrator that the services of an Auditing Inspector is required to perform the audit on the vessel/port/date.

iv. The Auditee will contact the nominated Auditor and obtain agreement from the Auditor for the audit to take place. In the event that the Auditor may not be available, the Auditor will so inform the OCIMF Inspector Accreditation Administrator. The Auditee will also contact the OCIMF Inspector Accreditation Administrator who will provide the name of an alternate Auditor.

v. The Auditor will, upon accepting the invitation to conduct the audit, provide to the OCIMF Inspector Accreditation Administrator, a pro-forma invoice listing the estimated costs of the audit. The Administrator will, in turn, review the invoice, provide approval to the Auditor for the audit to take place and confirm this to the Auditee.

vi. Liaison thereafter will be between the Auditor and Auditee.

vii. The audit shall be conducted using the Appraisal of Performance form that is contained in Appendix 4.

2.6.4 Revalidation of Accreditation

Revalidation of an Inspector's Accreditation will be ongoing. This will be dependent upon the following conditions being met:

i. a minimum of twelve inspections (or in the case of shore based vetting personnel, six) each year must be conducted on board Cat 1 or Cat 2 vessels. Category 1 Inspectors who may inspect Category 1 or Category 2 vessels may also inspect Category 3 vessels. In the event that an Inspector does not inspect at least either twelve, or six Category 1 vessels as required by this paragraph, if the Inspector has also inspected Category 3 vessels, these may count towards meeting the requirement on the basis of two Category 3 inspections shall count as one Category 1 inspection,

ii. attendance has been made at a refresher seminar,

iii. the reports submitted have reached the required standard; and

iv. at the specified intervals, the Inspector has passed the on-board inspection audit referred to in Section 2.6.1.2 above.

If an OCIMF Accredited Auditing Inspector is performing an audit of another Inspector, this audit will count towards the minimum requirements specified in this Section.

2.6.5 Withdrawal of Accreditation

Accreditation is awarded by OCIMF and held by an Inspector on behalf of OCIMF. OCIMF reserves the right to review such accreditation when it is shown that an Inspector is not retaining the highest standards of professional conduct.

The SIRE Focus Group under the direction of the General Purposes Committee is responsible for determining the standards of professional conduct to ensure the reputation and integrity of OCIMF is enhanced and retained.

It is possible in certain circumstances for an Inspector's Accreditation to be either temporarily or permanently withdrawn. These may include, but not be limited to:

2.6.5.1 Unacceptable Conduct during the course of an inspection

It is essential that the Inspector's conduct during the course of an inspection sets an

exemplary example to the Master, officers and crew. As a representative of the Submitting Company and OCIMF, the Inspector must at all times maintain a professional and cordial relationship with the Master, Officers and Ratings and must respect the authority of the Master.

The Inspector must fully respect the content of 1.3 Inspector Ethics.

If a complaint relating to an Inspector's conduct is submitted to a Submitting Company, the Submitting Company will investigate its validity. If a complaint is received by OCIMF, this will be passed to the Inspector's Submitting Company for further investigation.

In the event that a complaint is substantiated, the Submitting Company will take actions as appropriate to the circumstances.

The Submitting Company may:

i. Determine that the complaint is without foundation, and so inform the complainant, and, if the complaint was made through OCIMF, to the complainant via the OCIMF Training and Accreditation Manager or the OCIMF Compliance Manager.

ii. Verbally caution the Inspector concerned and advise the OCIMF Training and Accreditation Manager or the OCIMF Compliance Manager as to the circumstances.

iii. Serve the Inspector with a formal written caution that further substantiated complaints could be grounds for terminating the Inspector's SIRE Accreditation. In the event that further complaints are received and are substantiated, the Submitting Company will bring these to the attention of the OCIMF Training and Accreditation Manager or the OCIMF Compliance Manager who will convene a meeting of the SIRE Focus Group Disciplinary Committee to determine the appropriate actions.

iv. If the complaint is substantiated and is sufficiently serious to so warrant, notify the Inspector that the Submitting Company will no longer utilise his or her services and immediately withdraw the Inspector's name from the List of Inspectors controlled by the Submitting Company and appearing on the Website. If the Inspector is utilised by other Submitting Companies, such notification may not affect the ability of the Inspector to inspect for other Submitting Companies, if, in the opinion of the Submitting Company, the incident is specific to the interests of the Submitting Company itself. However the OCIMF Training and Accreditation Manager or OCIMF Compliance Manager should inform other Submitting Companies of the disciplinary action that has been taken.

v. If the nature of the complaint is sufficiently serious to warrant possible permanent withdrawal of the Inspector's SIRE Inspector Accreditation, the Submitting Company will instruct the OCIMF Training and Accreditation Manager or OCIMF Compliance Manager to convene a meeting of the SIRE Focus Group Disciplinary Committee to review the case and determine the appropriate action.

When determining the appropriate actions, the Submitting Company must take into account the good reputation of OCIMF and of the SIRE Programme and ensure that whatever course of action is taken, this will maintain the standing of OCIMF, the SIRE Programme and the quality of reports that are submitted.

2.6.5.2 Submission of Unsatisfactory Reports

It is the responsibility of the Submitting Company to ensure that unsatisfactory reports are not submitted to SIRE. However, in the event that this may occur, it is important that such reports are either corrected or withdrawn.

On receipt of a complaint at OCIMF as to the quality of a report, the Submitting Company will, at the request of the OCIMF Training and Accreditation Manager or OCIMF Compliance Manager, investigate the validity of the complaint. In the event that the complaint is justified, the Submitting Company shall take immediate action in consultation with the Inspector concerned to ensure that the report is either brought up to the required standard or withdrawn, and advise the OCIMF Training and Accreditation Manager or OCIMF Compliance Manager.

The Inspector must ensure the complete accuracy of the observations and content of the report.

An Inspector whose report or reports are proven to be sub-standard must be advised formally, in writing, by the Submitting Company as to their shortcomings and given the opportunity to improve. The submission of four substandard reports in a 12 month period from the date of the first substandard report will result in permanent withdrawal of Accreditation.

2.6.5.3 Failure to Submit a Specific Number of Reports

To maintain Accreditation, a minimum number of reports must be submitted to SIRE each year. Where an Inspector does not submit a designated number of reports, this will result in temporary withdrawal of Accreditation.

The minimum number of inspections to be conducted each year, (1st Jan – 31st Dec) is twelve. However, where the Inspector is employed by a Submitting Company and is normally involved with the day-to-day administration of a vetting department (a 'Vetter'), a minimum of six inspections during the same period will be required. The Vetting Manager or equivalent position within a submitting member will be responsible for nominating 'Vetter' status(See also Para 2.6.4).

In the event of illness or other exceptional circumstances, an Inspector may, at the discretion of the SIRE Focus Group, be permitted to undertake less than the above-required inspections and retain accreditation. If the illness or exceptional circumstance exceeds two years, the Inspector must attend a refresher course and be re-audited in order to regain accreditation.

An Inspector who fails to undertake the minimum number of inspections during the course of any year will, on the 31st December of the same year, have the accreditation temporarily withdrawn. In such cases, an Inspector who, within two years of the date from which the temporary withdrawal commenced, wishes to regain accreditation, may do so by:

i. Attending a Inspector Refresher course, and

ii. Being re-audited by a SIRE Accredited Auditor Inspector within 6 months of attending a refresher course.

An Inspector who fails to be re-accredited within two years of the date when his accreditation was temporarily withdrawn, but wishes to regain accreditation, must attend a five day new Inspector's course, successfully pass the examinations for which re-accreditation is sought, and be audited under the same procedures as applicable for a new Inspector.

An Inspector who elects to be re- audited in the two year window as specified above will be invoiced by OCIMF for the actual costs for the re-audit (or audits) as appropriate. These costs will be in addition to the Annual subscription fee set out in Section 1.13.

2.6.5.4 Failing an Auditing Review

An Inspector who fails the audited inspection within the period of accreditation will have the Accreditation temporarily withdrawn. In such cases, the audited Inspector may appeal and will be given the opportunity to be re-audited, but cannot inspect under the SIRE Programme until such time as the audit is successfully conducted. The appeal procedures are set out in Section 2.7. If the appeal is unsuccessful, or not made within 30 days, then the accreditation will be permanently withdrawn.

In the case of a failed audit, the Applicant is permitted to utilise the same auditor who conducted the initial audit, or subsequent audit in the case of a second failed audit. A period of one month must elapse before any reaudit can be carried out. The inspector has a period of 12 months in which to undertake any subsequent reaudits. If after 12 months a successful audit has not been achieved the inspector will be withdrawn from the SIRE programme An Applicant who fails the on-board audited inspection three times will be permanently disqualified from further participation in the SIRE Programme.

An Inspector who has failed the audit and elects to retake the audit will be invoiced by OCIMF for the actual costs for the audit or audits as appropriate. These costs will be in addition to the Annual subscription fee set out in Section 1.13.

2.6.5.5 Failure to Attend a Refresher Course

An Inspector who fails to attend any Refresher Course during the relevant period will have the Accreditation temporarily withdrawn. Failure to attend the next course provided by OCIMF will result in permanent withdrawal of accreditation.

2.6.5.6 Failure to Undertake a Periodic Audit

An Inspector who fails to be audited within the three-year period, i.e. during the 12 month period between the second and third year, will have the Accreditation withdrawn. An Inspector can regain his accreditation within two years following the process set out in 2.6.5.3.

2.6.5.7 Unacceptable Relationship with One or More Vessel Operator

An Inspector who undertakes any form of paid work (including for example acting as a Contractor or a Consultant) for a Vessel Operator will be subject to the disciplinary procedures as set out in Para 2.6. (See Section 1.5).

2.6.5.8 Submission of Two Reports of the Same Vessel by the Same Inspector

An Inspector who attempts to submit a second report on the same vessel within 30 days of the first report will have the second report withdrawn and the Submitting Company notified. Software developed by OCIMF will identify the Inspector and alert the system of this inappropriate behaviour by the Inspector.

This action by OCIMF will also preclude the opportunity of an Inspector submitting one report to two or more Submitting Companies.

Where an Inspector is seen to act in the manner stated above then his accreditation will be temporarily withdrawn until an investigation panel determines future actions.

2.6.5.9 Tabular Summary of Issues and Potential Recourse

Where more than one potential recourse is listed then any single option could be implemented i.e. within "Unacceptable Conduct" there could be a case of Bribery which could result in immediate and permanent withdrawal of Accreditation.

Issue	Potential Recourse
2.6.5.1 Unacceptable Conduct	• Verbal caution by Submitting Member • Written caution by Submitting Member • Temporary withdrawal of Accreditation • Permanent withdrawal of Accreditation
2.6.5.2 Unsatisfactory reports	• Submitting Member to review or withdraw the report • Written caution, issued by Submitting Member, to seek improvement • Monitoring of future reports by a Submitting Member • Permanent withdrawal of Accreditation
2.6.5.3 Failure to provide the required number of reports	• Temporary withdrawal of Accreditation • Permanent withdrawal of Accreditation
2.6.5.4 Failure of Audit	• Temporary withdrawal of Accreditation

	• Appeal by Inspector
	• Permanent withdrawal of Accreditation
2.6.5.5 Failure to attend a Refresher course	• Temporary withdrawal of Accreditation
	• Permanent withdrawal of Accreditation
2.6.5.6 Failure to undertake a Periodic Audit	• Permanent withdrawal of Accreditation
2.6.5.7 Unacceptable relationship with an Operator	• Permanent withdrawal of Accreditation
2.6.5.8 Submission of 2 reports on the same vessel	• Temporary withdrawal of Accreditation
	• Submitting Member notified
	• Investigation Panel
	• Permanent withdrawal of Accreditation

2.6.6 Investigation Panel Hearings

Investigations into any of the above-listed situations may be initiated by the OCIMF Compliance Manager in order to determine the facts associated with a particular case and whether there is sufficient evidence to convene the SIRE Focus Group Disciplinary Committee to consider the facts.

2.6.7 SIRE Focus Group Disciplinary Committee

A Committee of at least 3 representatives of the SIRE Focus Group will be formed. This Committee will review the evidence in order to reach a decision as to what action should be taken. The Inspector concerned has the right to attend the hearing and present details of the alleged infringement. The Inspector may attend the hearing and be accompanied at the hearing by a representative and must submit any evidence that is intend to be considered at the hearing a minimum of two weeks before the hearing date. If the Inspector is unable to attend the hearing, the Inspector may participate in the hearing by the use of conference telephone call. The Committee has the authority to permanently disqualify an Inspector, to disqualify an Inspector for a specific period of time, to issue a warning letter of reprimand, or to make a decision to dismiss the case.

If an Inspector requests an appeal, the sanctions imposed upon the Inspector shall remain in force until the appeal has taken place and a final decision reached. All costs associated with the attendance at the hearing will be for the Inspectors account. The location and date of the hearing will be determined by the OCIMF secretariat

2.7   Appeals

2.7.1 The Appeals Process

Assessments or actions made by the SIRE Focus Group Disciplinary Committee that an Inspector considers to be unfair may be appealed. These may be:

i.   initial accreditation examination assessment,*

ii.   the conduct of the auditing processes,

iii.   unsatisfactory conduct,

iv.   unsatisfactory reports submitted to SIRE,

v.   loss of accreditation due to unacceptable relationship with one or more Vessel Operator, or

vi.   loss of accreditation due to conflicts of interest situations.

If an Applicant is dissatisfied, either with a decision as to the assessment of their General Examination or Gas or Chemical examination papers, or in consequence of an audited on-board inspection that results in them either failing to gain Accreditation, or, in the case of existing Inspectors, losing Accreditation, the first recourse will be to the nominating Submitting Company.

* A new Inspector who fails any of the SIRE Inspector examinations may have the paper, or papers assessed by OCIMF. (See 2.2.11) If, after such assessment the new Inspector feels that the assessment is unfair, the appeals procedures set out in this section may be commenced.

2.7.2   Appeals to the OCIMF General Purposes Committee

An Inspector who loses accreditation, either permanently, or for a specific period of time, and considers that the decision was wrong, can appeal the original decision to the OCIMF General Purposes Committee. This committee holds ultimate responsibility for SIRE. The Inspector is entitled to appeal only once.

In such cases, the Inspector must formally advise OCIMF within 14 days of being informed that accreditation has been suspended, with a statement that appeals the original decision and provide grounds for the appeal including any new evidence not considered at the original hearing.

The Director will determine whether there are reasonable grounds for the appeal to proceed. The Inspector will be advised within 28 days of the Inspector requesting an appeal, whether the appeal will proceed.

An Appeals Committee comprising three members drawn from the General Purposes Committee shall be convened by OCIMF to review a case if approved by the Director.

OCIMF will arrange a GPC Appeals Panel at the next scheduled GPC meeting. The GPC meets at six monthly intervals at various locations globally.

The Inspector may attend in person at this meeting and to bring forward new evidence that might not have been considered at the original hearing. Any new evidence that is to be considered must be submitted to the Director a minimum of 14 days before the proposed date of the appeal. Instead of attendance in person facilities will be made available to attend the hearing by conference call if required.

Details of the appeal are to be provided to OCIMF by the nominating Submitting Company together with supporting reasons why the nominating Submitting Company considers that the decision was wrong.

The Appeals Committee will have the authority to review the decision and either:

    i.   reverse the decision,

    ii.   affirm the decision,

    iii.   either reduce or increase the sanction imposed upon the Inspector or

    iv.   provide the Applicant or Inspector with a further opportunity to gain Accreditation, either by retaking the General Examination, or performing a further audited on-board inspection, as the case may be.

The decision of the General Purposes Appeal Committee is final.

SIRE Inspector Training and Accreditation Guidelines

Appendices

Section **3**

Appendices

Appendix 1: Application Form – New Inspector

OCIMF

Oil Companies International Marine Forum

Revised Ship Inspection Report (SIRE) Programme

SIRE SHIP INSPECTOR APPLICATION FORM

Attach 2 passport size photographs here using paper clip

The 2004 Revisions to the SIRE Inspector Training and Accreditation Procedures (24th Sep 2004) introduce three separate categories of ship Inspectors. These categories control the types of vessels that can be inspected. Prospective applicants should establish the appropriate category of accreditation by reading the criteria that is set out in Section 1.1 of these Procedures prior to completing this Application.

Personal Details:

Family Name:		Title:	
Given Name:		Date of Birth:	

Employer Details:
(**Not** the OCIMF Member who is supporting your application, unless you are a direct employee of that Member)

Name of Employer:		Address:	
Position in Company:			
Telephone:			
Fax:		Zip/Post Code:	
Email:		Country:	

OCIMF Member Supporting Application:	

Inspector Category For which Accreditation is Sought:

Category 1*   Oil and Chemical Tankers and Gas Carriers plus vessels listed under Cat 2 and Cat 3.

Category 2*   Small Oil Tankers of less than 5,000 tonnes dwt and Chemical tankers and Gas Carriers of less than 500 tons gross tonnage plus vessels listed under Cat 3.

Category 3*   Barges, together with tugs that are associated with the movement of barges, and also vessels that are used for the carriage of packaged cargoes.

*A Category 1 Inspector is qualified to inspect all categories of vessels under the SIRE Programme. A Category 2 Inspector

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is qualified to inspect Category 2 and Category 3 vessels. A Category 3 Inspector is qualified to inspect Category 3 vessels only.

(Please refer to the 'Ship Inspector Training and Accreditation Procedures' for a detailed description of the necessary qualifications required for each Inspector Category)

Please tick the appropriate box(es)

Category 1		*Category 2*		*Category 3*	

Application No.:
(Internal use only)

Qualifications:

Licence Grade:		Highest Rank Served:				
Issuing Authority:		Service on Specific Vessels:		Tanker	yrs	rank
Licence Number:				Gas	yrs	rank
				Chemical	yrs	rank
				Combi	yrs	rank

Additional Accreditation requested: (**For Cat 1 and Cat 2 Inspector applicants only**. To gain accreditation for the inspection of chemical tankers or gas carriers, you must hold, or have held a dangerous cargo endorsement appropriate to the type of vessel to be inspected or proof of satisfactory training under STCW.)	Chemical		Gas	

UK Data Protection Act 1998:

The information submitted by you on this Application Form will be entered and stored on and retrieved from an electronic Inspector Directory database controlled by us and may also be retained by us in paper form. It will also be used to process your application for accreditation as a SIRE Inspector and for carrying out the necessary training and examination for such accreditation. This may include transferring the information outside the European Economic Area under terms of confidentiality to third party contractors providing such training and examination services. By signing and submitting this Application Form you are expressly consenting to these uses and these transfers of your information.

Conflicts of Interest:

The undersigned agrees and declares that if a conflict of interest arises from an appointment to inspect a specific vessel, the appointment will be refused and the commissioning OCIMF Member will be informed of the reasons why.

If the Inspector, after being appointed to inspect a specific vessel, becomes aware of circumstances whereby his/her ability to provide an impartial inspection report might be compromised, the Inspector must immediately contact the OCIMF Member who commissioned the inspection and advise that Member of the circumstances of the case.

This will include, but not be limited to, the discovery of associations with the vessel's Operators or offers from any other party relating to gifts or money in order to influence the Inspector's responses or comments in a SIRE Vessel Inspection Report.

Employees of Ship Operators are not eligible to become SIRE Accredited Inspectors. An accredited Inspector who attains accreditation, either as an employee of a Submitting Company, or as an employee of an independent inspecting company, or as a self-employed Inspector who subsequently becomes an employee of a Ship Operator will lose accreditation. In the event that an Applicant is a consultant to a Ship Operator whose ships are subjected to inspections under the SIRE Programme or other circumstances relating to the SIRE Programme, the Applicant must declare such association and must not accept instructions from a Submitting Company to inspect such vessels.
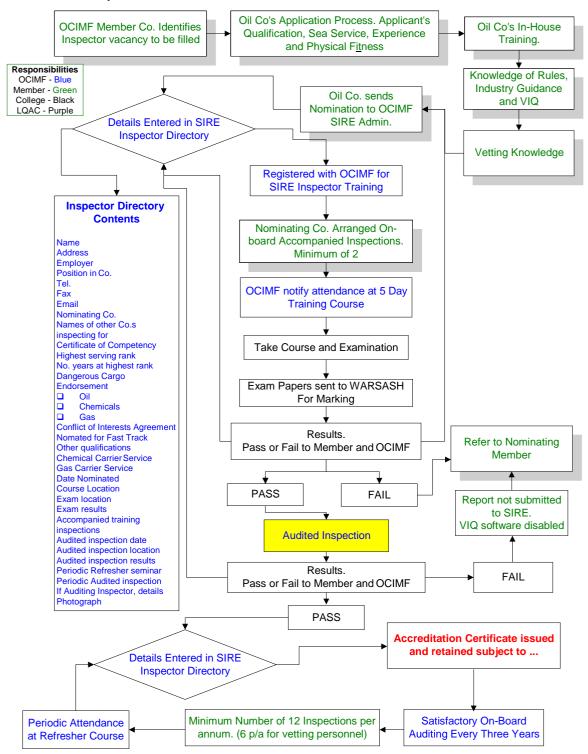
I declare that the information provided in this Application is true and I agree to the terms contained herein.

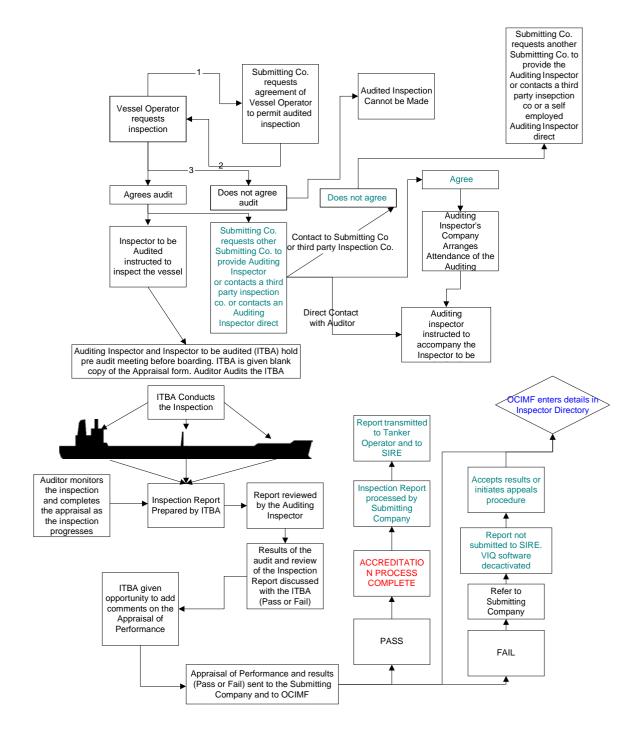**Signature:** _____ **Date:** _____

Please return original completed SIRE Ship Inspector Application Form to OCIMF:

Sire Inspector Accreditation Administrator:
29 Queen Anne's Gate
London, SW1H 9BU
UK

Appendix 2: New Inspector Accreditation Flowchart

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OCIMF Member Co. Identifies          Oil Co's Application Process. Applicant's          Oil Co's In-House
Inspector vacancy to be filled   →   Qualification, Sea Service, Experience      →     Training.
                                     and Physical Fitness
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Responsibilities
OCIMF - Blue
Member - Green
College - Black
LQAC - Purple

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                                      Oil Co. sends                      Knowledge of Rules,
Details Entered in SIRE               Nomination to OCIMF                 Industry Guidance
Inspector Directory                   SIRE Admin.                        and VIQ

                                      Registered with OCIMF for          Vetting Knowledge
                                      SIRE Inspector Training
```

Inspector Directory Contents

Name
Address
Employer
Position in Co.
Tel.
Fax
Email
Nominating Co.
Names of other Co.s
inspecting for
Certificate of Competency
Highest serving rank
No. years at highest rank
Dangerous Cargo
Endorsement
❑   Oil
❑   Chemicals
❑   Gas
Conflict of Interests Agreement
Nomated for Fast Track
Other qualifications
Chemical Carrier Service
Gas Carrier Service
Date Nominated
Course Location
Exam location
Exam results
Accompanied training
inspections
Audited inspection date
Audited inspection location
Audited inspection results
Periodic Refresher seminar
Periodic Audited inspection
If Auditing Inspector, details
Photograph

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                                      Nominating Co. Arranged On-
                                      board Accompanied Inspections.
                                      Minimum of 2

                                      OCIMF notify attendance at 5 Day
                                      Training Course

                                      Take Course and Examination

                                      Exam Papers sent to WARSASH
                                      For Marking

                                      Results.                            Refer to Nominating
                                      Pass or Fail to Member and OCIMF    Member

              PASS          FAIL                                         Report not submitted
                                                                         to SIRE.
              Audited Inspection                                         VIQ software disabled

                                      Results.                            FAIL
                                      Pass or Fail to Member and OCIMF

                                      PASS

                                                                         Accreditation Certificate issued
              Details Entered in SIRE                                    and retained subject to ...
              Inspector Directory

Periodic Attendance       Minimum Number of 12 Inspections per    Satisfactory On-Board
at Refresher Course   ←   annum. (6 p/a for vetting personnel)  ← Auditing Every Three Years
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Appendix 3: On-board Auditing of Inspectors Flowchart

Appendix 4: Appraisal of Performance CONFIDENTIAL

OCIMF

SIRE Inspector Training And Accreditation Programme

AUDITED INSPECTION

Appraisal of Performance (Revised 1st August 2011)

Name of Inspector being audited		Name of Auditing Inspector	
		Name of previous Auditor (If any)	
Nominating OCIMF Member		Affiliation of Auditor to Nominating Member	
Affiliation of the Inspector being Audited to the Nominating OCIMF Member			
Name of Vessel inspected		Name of Tanker Operator	
Port of Inspection		Date of Inspection	
Audited Inspector is…	…a new Inspector / an Existing Inspector (delete that which is not applicable)		

In Section 1, the performance of the audited Inspector must be assessed using "Yes/No" responses.
In Sections 2-5, the performance must be rated using the following rating scale.

Qualities demonstrated were exceptional	**10**
Qualities demonstrated were well above average	**9**
Qualities demonstrated were above average	**8**
Qualities demonstrated were average	**7**
Qualities demonstrated were satisfactory	**6**
Qualities demonstrated were unsatisfactory	**<6**

Important. Where the competence to be appraised is coloured red, an unsatisfactory rating in any single category will result in the overall appraisal of performance to be judged as unsatisfactory.

See Appraisal Scoring

1. MINIMUM STANDARDS

1.1	Was the Inspector aware that the outcome of the audit would determine whether he/she was to attain/maintain SIRE accredited Inspector status?	YES/NO
1.2	Did the Inspector advise the agent or the Master of the vessel to be inspected of his attendance prior to boarding?	YES/NO
1.3	Did the Inspector coordinate his attendance with the Auditing Inspector adequately?	YES/NO
1.4	Was the Inspector attired in an appropriate manner?	YES/NO
1.5	Did the Inspector demonstrate familiarity with the VIQ software?	YES/NO
1.6	Did the Inspector demonstrate an understanding as to how reports were submitted?	YES/NO

2. GENERAL PERFORMANCE

2.1	Did the Inspector understand the purposes of the SIRE Programme?	
2.2	Did the Inspector demonstrate a satisfactory understanding of the introductory Chapter of the VIQ?	
2.3	If the Inspector was not an existing Inspector, did he/she demonstrate that he/she had performed sufficient accompanied inspections prior to this audited inspection?	
2.4	Was the Inspector in possession of a ROVIQ or VIQ and did the Inspector indicate to the Master the preferred order of the inspection? (Do not penalise the Inspector if the order of the inspection was changed to meet the vessel's requirements)	
2.5	Did the Inspector conduct the inspection in a structured format? (The inspection should be conducted without the need to re-check areas or items that may have been overlooked during the initial walk-round.)	
2.6	Did the Inspector demonstrate familiarity with IMO regulations and Industry guidelines?	
2.7	Was the Inspector capable of conducting the inspection within the guidance time of 8-10 hours? (Do not penalise the Inspector if the inspection was extended to meet the vessel's operational requirements or if the inspection was conducted in more than one session)	
2.8	Did the Inspector inspect all areas of the ship that were available him/her. (Do not penalise the Inspector if areas are not available due to ISPS requirements, it is not expected that each individual cabin be inspected.)	

		SUB TOTAL	0

3. PERSONAL ATTRIBUTES

3.1	Was the Inspector receptive to your role as an Auditor?	
3.2	Did the Inspector strive to develop and maintain a cordial professional relationship with the Master and vessel's staff?	
3.3	Was the Inspector tactful in making requests and resolving misunderstandings?	
3.4	Was the Inspector alert to observe any unsafe conditions or operations that were being carried out?	
3.5	Was the Inspector clear and unambiguous in his/her questions to the vessel's staff?	
3.6	Did the Inspector ask questions in a way that elicited a meaningful response and avoid providing answers to his own questions?	
3.7	Was the Inspector able to write observations and comments clearly and concisely in English?	
	SUB TOTAL	0

4. INSPECTION PERFORMANCE

4.1	Did the Inspector carry, and use the appropriate safety apparel and equipment at all times whilst on board and in the terminal?	
4.2	Did the Inspector demonstrate satisfactory concern to his/her personal safety throughout the inspection?	
4.3	Did the Inspector satisfactorily discuss the order of the inspection with the Master/Senior officers prior to commencement?	
4.4	Did the Inspector demonstrate a satisfactory understanding of the issues associated with Chapter 1 of the VIQ?	
4.5	Did the Inspector demonstrate satisfactory awareness of the issues associated with Chapter 2 of the VIQ?	
4.6	Did the Inspector demonstrate satisfactory awareness of the issues associated with Chapter 3 of the VIQ?	
4.7	Did the Inspector demonstrate satisfactory awareness of the issues associated with Chapter 4 of the VIQ?	
4.8	Did the Inspector demonstrate satisfactory awareness of the issues associated with Chapter 5 of the VIQ?	

4.9	Did the Inspector demonstrate satisfactory awareness of the issues associated with Chapter 6 of the VIQ?	
4.10	Did the Inspector demonstrate satisfactory awareness of the issues associated with Chapter 7 of the VIQ?	
4.11	Did the Inspector demonstrate satisfactory awareness of the issues associated with Chapter 8 of the VIQ?	
4.12	Did the Inspector demonstrate satisfactory awareness of the issues associated with Chapter 9 of the VIQ?	
4.13	Did the Inspector demonstrate satisfactory awareness of the issues associated with Chapter 10 of the VIQ?	
4.14	Did the Inspector demonstrate satisfactory awareness of the issues associated with Chapter 11 of the VIQ?	
4.15	Did the Inspector demonstrate satisfactory awareness of the issues associated with Chapter 12 of the VIQ?	
4.16	Did the Inspector demonstrate satisfactory awareness of the issues associated with Chapter 13 of the VIQ?	
	SUB TOTAL	**0**

5. DEBRIEFING & PREPARATION OF THE INSPECTION REPORT

5.1	Did the Inspector conduct the debriefing with tact and diplomacy?	
5.2	Was the Inspector able to quickly transfer his/her observations from the Pocket ROVIQ to either their notebook computer/printer or a paper list of observations?	
5.3	Was the list of observations presented to the master in a clear manner and was the discussion conducted objectively? (Some Members do not permit the Inspector to present a written list of observations. If this is the case all observations made must be discussed with the Master or his designated alternative)	
5.4	Was the Master offered the opportunity to make comments relating to the observations?	
5.5	Was the compilation of the report satisfactory?	
5.6	Did the completed inspection report properly reflect the condition of the vessel inspected and the standards of operations that were observed?	
	SUB TOTAL	**0**

APPRAISAL SCORING:

SECTION 2	
SECTION 3	
SECTION 4	
SECTION 5	
TOTAL SCORE	

ASSESSING THE COMPETENCIES

Divide the Total Score from Sections 2 through 5, by the number of competencies actually assessed
to obtain an Average Score. This is used to obtain the Overall Rating assessment from the table below.

Sections 2-5 of the Appraisal address 37 competencies. If all 37 competencies cannot be assessed due to factors beyond the control the Auditing Inspector, then the Overall Rating must be determined by dividing the Total Score by the number of competencies actually assessed.
For Example: If the Total Score was 272 and the total number of competencies actually assessed was 32, the Average Score would be 8.5. The corresponding rating for this score is "Above Average."

The appraisal rating is determined as follows:

AVERAGE SCORE	OVERALL RATING ASSESSMENT
10	Exceptional
9 – 9.9	Well above average
8 – 8.9	Above average
7 – 7.9	Average
6 – 6.9	Satisfactory
Less than 6	Unsatisfactory

FAILING CATEGORIES

Notwithstanding the overall score attained, **if an Inspector is judged to be unsatisfactory in any single category that is coloured red, in any of the 5 sections of the Audit, this must result in the overall appraisal of performance being rated as unsatisfactory.**

An audit however must not be abandoned if a candidate scores an unsatisfactory mark in any of these categories. It is important that the candidate is made aware as to his or her overall performance and can take appropriate measures in any areas that require improvement.

COMPETENCIES THAT CANNOT BE EVALUATED

In all cases where one or more competencies cannot be evaluated, then the Auditing Inspector must clearly state the reason(s) for not being able to evaluate the competency in the Appraisal Summary. Lack of time, by and of itself, will not be accepted as a reason for failing to evaluate competencies.

APPRAISAL SUMMARY

In the event that the performance of the Inspector was judged to be unsatisfactory in any of the above categories, the reason(s) should be explained in the space(s) below. If any of the Minimum Standards criteria in Section 1 were not met, the corrective action the Inspector agrees to implement must be stated in the final section Audited Inspectors Comments.

CATEGORY NO.	REASONS WHY AN "UNSATISTACTORY" RATING WAS AWARDED

OVERALL APPRAISAL OF PERFORMANCE

Using the results obtained from the appraisal tables above, the overall performance of the Inspector was assessed by me to be:-

Exceptional Quality **Well Above Average**

Above average **Average**

Satisfactory **Unsatisfactory**

(Circle the response as appropriate)

My judgement in making this appraisal was based upon the following factors. (Auditor to indicate the time taken to complete the inspection).

AUDITED INSPECTOR'S COMMENTS

The audited Inspector is free to make comment relating to the audit in the space provided below. The audited Inspector must comment on corrective action where Minimum Standards in Section1 were not met.

Signature of the Inspector being audited:

Signature of the Auditing Inspector:

Date this Appraisal was completed:

Appraisal of Performance to be distributed as follows:

ORIGINAL: Audited Inspector's Nominating Co.

1st copy: OCIMF

2nd copy: Audited Inspector

For OCIMF Use only:

Appendix 5: Training Course Curriculum

Typical Schedule for the 5-day course for Cat 1 and Cat 2 Inspectors

(All training by OCIMF Representatives except where otherwise stated)

DAY 1		
0845-0900	Coffee and registration	
1. 0900-0915	WELCOME TO THE COURSE • Safety and domestic information • Self-introduction of participants • Welcome address	OCIMF Member
2. 0915-1000	TEST A short test relating to SOLAS, MARPOL, STCW and your knowledge of the SIRE VIQ	
3. 1000-1015	OVERVIEW AND SCHEDULE FOR THE COURSE • What is OCIMF? • Inspector Accreditation • Ship Quality/Risk Management? • Inspection reports – the heart of SIRE • Meeting the requirements of SIRE • Inspector Ethics • Practical inspecting – the inspection walk-round • What will you achieve?	
4. 1015-1030	WHAT IS OCIMF AND WHAT IS SIRE? • The OCIMF Mission • What OCIMF does • What is SIRE? • Who are the SIRE Participants? • How do the Participants contribute to SIRE?	
1030-1050	Coffee	
5. 1050-1115	ATTAINING AND MAINTAINING INSPECTOR ACCREDITATION • Importance of the Inspector's contribution • Qualifications and qualities • Inspector ethics – conflicts of interests • The Accompanied training Inspections for new Inspectors	

	• The Examination • Initial and periodic on-board auditing • Ad-hoc review of incoming reports • The requirement for a minimum number of inspections per year • Attendance at refresher courses	
6. 1115-1130	SHIP QUALITY – THE CHAIN OF RESPONSIBILITY • IMO • Flag State • Port State • Classification Societies • Ship Operators • Industry Policing (The SIRE Programme)	
7. 1130-1200	RISK MANAGEMENT How SIRE Programme participants assess the risk: • The SIRE inspection report • Additional considerations – external information casualty reports, terminal feedback etc. • How is the vetting decision reached?	
8. 1200-1215	PRINCIPLES OF THE SIRE PROGRAMME • Origins of SIRE • SIRE Principles • Sharing reports • What report users need • The uniform inspection report • The inspection report	
9. 1215-1300	THE SIRE REPORT EDITOR SOFTWARE Demonstration of the SIRE VIQ Report Editor programme showing • Selection of the vessel variants • Compiling reports • Entering Inspector responses • The Yes, No, Not Seen and Not Applicable Options • Mandatory requirements for comments • Differences between "Observations" and "Other Comments" • Using the Sub-Questions • Using the Additional Comments Box	

1300-1400	Lunch	
10. 1400-1500	ACCESS AND USE OF THE OCIMF-SIRE WEBSITE BY INSPECTORS • The OCIMF-SIRE Website • Registration (OCIMF Inspecting Co. Name) • Downloading and opening the software • Exporting a completed report to the Internet site • Transmitting a completed report to a Principal • Accessing VPQs • Viewing Operator comments that relate to your reports	
1500-1520	Coffee	
11. 1520-1550	THE UNIFORM INSPECTION PROCEDURE Companies submitting inspection reports to SIRE are committed to provide VIQs containing all the info required by all other submitting members. • How is this achieved? • Inspecting using a standard procedure • The Inspector Manual (ROVIQ) • VIQ Guidance notes • Using the ROVIQ during the inspection	
12. 1550-1700	PUTTING ON THE VETTER'S HAT • A vetting exercise using a SIRE report and other information to determine the suitability of a nominated vessel.	
*Oil Record Book Exercise homework		
DAY 2		
13. 0900-1000	GOOD AND BAD REPORTS • A review of some real reports submitted to SIRE	
14. 1000-1030	SIRE INSPECTOR ACCREDITATION - THE AUDITED INSPECTION Discussion relating to the conduct of the on-board audit. • Preparation for the audit • Planning • On-board activities • Relationship between the Auditor and Auditee	

		• Audit close-out	
1030-1050	Coffee		
15. 1050-1120	THE INSPECTION ▢ Using the SIRE Inspector Manual ▢ The inspection work-flow ▢ Making responses in the report • Dos and don'ts in responses – summaries and conclusions ▢ Before/during boarding ▢ Certification and Documentation		
16. 1120-1200	THE INSPECTION • Wheelhouse and Navigation • Communications		
17. 1200-1230	THE INSPECTION • External Areas		
18. 1230-1300	THE INSPECTION • Maindeck and Foc'sle general walk round • Dangers • Inert gas • Condition of pipes		
1300-1400	Lunch		
19. 1400-1500	THE INSPECTION (CONTINUED) • Maindeck and Foc'sle (continued) • Venting and secondary venting • COW • Tank condition		
1500-1520	Coffee		
20. 1520-1620	THE INSPECTION • Mooring		
21. 1620-1700	THE INSPECTION • Pump-room • Cargo Operations and Cargo Control Room		
DAY 3			
22. 0900-1030	INSPECTION OF CHEMICAL TANKERS • Chemical Hazards • Regulatory Requirements • Location of Cargo Tanks & Damage Stability • Cargo Equipment (pumprooms; piping & hoses; venting; gauging)		

	• Safety & Protective Equipment • Sample Lockers • Inhibitors • P & A Manual • MARPOL Annex II (pollution categories, pre-wash, discharges to sea) • Cargo Record Book • SMPEP • Certification	
1030-1050	Coffee	
23. 1050-1230	INSPECTION OF CHEMICAL TANKERS • Chemical Segregation • Cargo Planning • Cargo Handling • Tank cleaning & Cleaning Standards • Care of Stainless Steel • Chemical Blood Tests	
1230-1330	Lunch	
24. 1330-1500	INSPECTION OF GAS TANKERS • Gas Hazards • Gas Principles • Regulatory Requirements • Location of Cargo Tanks & Damage Stability • Cargo Containment Systems • Cargo Handling Equipment (Reliquefaction, Piping, Safety Relief) • Safety & Protective Equipment • Certification	
1500-1520	Coffee	
25. 1520-1700	INSPECTION OF GAS TANKERS • Gassing Up • Loading, • Cargo Custody • Discharge • Gas Freeing • Hydrate Control	
DAY 4		
26. 0900-1030	THE INSPECTION • Engine Room	
1030-1050	Coffee	

27. 1050-1200	THE INSPECTION • Accommodation – Internal • STS Operations • Debriefing with the Master	
28. 1200-1300	THE MOCK EXAMINATION • This session familiarises Inspectors with Part 2 of the Exam using a series of photos and descriptions of situations that may be encountered during an inspection. The purpose of this exercise is to familiarise attendees with the exam concept.	
1300-1400	Lunch	
29. 1400-1500	THE MOCK EXAMINATION • Continuation of the mock examination	
1500-1520	Coffee	
30. 1520-1700	THE TANKER OPERATOR'S PERSPECTIVE • Tanker Operators are often faced with dealing with Inspector observations that are either not descriptive of the true situation, inaccurate or even plain wrong! An operator's representative will provide case studies.	Invited representative from a Tanker Operator
DAY 5		
*31. 0900-1030	OIL RECORD BOOKS • Issues associated with the ORBs • A review of the Oil Record Book exercise	
1030-1050	Coffee	
32. 1050-1130	COURSE SUMMARY • Recap of Inspector's role, • Conduct • SIRE Inspector Accreditation, • The SIRE Programme • Making a difference • The examination format and schedule recap	
1130-1230	Lunch	
33. 1230-1430	GENERAL EXAMINATION	
1430-1445	Coffee	
34. 1445-1645	GAS CARRIER EXAMINATION (IF APPLICABLE) CHEMICAL TANKER EXAMINATION (IF	

	APPLICABLE)	

Examination Schedule

2 hours	General examination
1 hour	Chemical Exam
1 hour	Gas Carrier Exam

Appendix 6: Training and Accreditation Programme for Category 3 Inspector who inspect Category 3 Vessels in North America

Definition

North America is defined as the United States of America and Canada

SIRE Accreditation

In the case of Inspectors who inspect Category 3 vessels in North America, it is a mandatory requirement for such Inspectors to have undertaken the training, accreditation, auditing and revalidation processes listed in this
Appendix and to hold a valid Accreditation under the OCIMF Ship Inspector Training and Accreditation for the Inspection of Category 3 vessels. A Regional Accreditation Committee will be responsible for operating the Category 3 Scheme in South and Central America under the control of the SIRE Focus Group.

Certification

Category 3 Inspectors must hold, or have held:
- Certificate of competency for Officers in charge of navigation watch or as Master of a ship of less than 500 gross tonnage issued by recognized flag state, or
- Certificate of Competency as Second Engineer issued by recognised flag state, or
- Nationally recognised Barge Master license, or
- Nationally recognised barge Chief Engineers license, or
- Extensive day to day experience in barge operations or barge terminal management.

Work Experience Category 3 Inspectors

Category 3 Inspectors who inspect Category 3 vessels in North America Region:
- -Must have served at least two years on the vessels of the type to be inspected, served means in this instance actual accumulated time on board and not calendar years.
- or
- - Have undertaken suitable training to meet the agreed inspecting requirements for Category 3 vessels.

Knowledge

Category 3 Inspectors must be able to demonstrate familiarity with, and knowledge of:
- the type of the equipment he/she is going to inspect.
- International Regulations, National Regulations as appropriate, Codes Conventions, and Industry Guidelines, Procedures and Standards appropriate to the type of vessels being inspected. This knowledge will be assessed by the OCIMF Report Submitting Company at a local level and deemed to be acceptable prior to a prospective Inspector being nominated to undertake the Accreditation training processes.

Capabilities

Category 3 Inspectors in North America Region must:
- Be capable of communicating proficiently in written and spoken ENGLISH.
- Be capable of understanding technical English.
- Have been provided with training associated with the SIRE Programme and the inspection of Category 3 vessels. Such training is to be conducted by the NAICBFG on behalf of the Submitting Company that sponsors the Inspector and in accordance with the OCIMF agreed syllabus and
- Be capable of communicating proficiently in ENGLISH and the spoken language of the vessels personnel.

Training and Examinations

Training shall consist of three (3) days of classroom instruction, which will conclude with a written examination in ENGLISH.

Training topics shall include:
- Familiarisation with the SIRE Programme,
- Use of the SIRE Report Editor,
- SIRE report preparation and submission,
- Review of OCIMF policies relating to Inspector accreditation, including Inspector ethics, and conflicts of interest,
- Specific issues associated with the inspection walk around-SIRE questions, Inspector guidelines and HSSE issues.
- Recording of observations and other comments.
- Specific vessel equipment, systems, and structural condition, and
- An owner's perspective regarding Sire reports

The written exam will consist of two parts. Part One will consist of twenty-five multiple choice questions relating BIQ questions and associated Inspector guidance and introductory chapter of the OCIMF BIQ. Part Two will consist of five to eight essay questions that use photographs and descriptions of situations to which the Inspector must record narrative observations. To pass the exam, the candidate must correctly answer at least 20 out of the 25 questions in Part One of the examination, and attain a score of at least 70% in responses to Part Two.

Where the applicant does not successfully complete the exam requirements one resit will be offered. This single opportunity for unsuccessful applicants to resit shall be completed by the applicant within 6 months after the date of the training course examination. Testing location and venue for a resit will be at the discretion of the NAICBFG Chairman and Vice Chairman.

On-board training for new Inspectors:

- At least 2 (two) accompanied inspections in the company of an Inspector already Accredited under the Programme must be undertaken either before or after attendance at a course and examination.
- One out of Two accompanied inspections should be carried out in a self-propelled barge or tug.
- The purpose of the accompanied inspections is to introduce the new Inspector to the practical aspects of the SIRE Inspection System, to the actual conduct of the inspection and to the SIRE BIQ computer software.
- An Inspector who is successful in the written examinations and has undergone this on board training will be eligible to progress to the next stage of the Accreditation process.

Auditors

Auditors will be selected by OCIMF Members that operate in North America and must attend and successfully pass an interview with the NAICBFG. Preferred candidates are Category 1 Inspectors who have barge-inspection experience. Auditors who are selected will be eligible to audit Inspectors only within the North American region.

North America region Cat 3 Auditors must perform two (2) Cat 3 inspections annually to retain their North America region CAT3 auditor credentials.

Audits

- All Inspectors shall undergo an initial audit after the successfully completion of the examination within six months of the date of examination.
- Appraisal of performance of the audited inspection will be according to Appendix 3.

- All new Inspectors must pass the examination, successfully undertake the accompanied inspections and thereafter pass an audit PRIOR to undertaking inspections.
- All Inspectors shall be re-audited every three years.
- All Inspectors shall attend a refresher course every three years.
- Audits shall only be carried out on:
  o Self-propelled barges DW > 600tn
  o Tug Boats in oil/chemical/gas trade (Push Boat or Tow Boat)

Failing an Audit

- An existing inspector who fails the audited inspection within the period of accreditation will have the Accreditation temporarily withdrawn by OCIMF.
- In the case of a failed initial audit, the applicant inspector is permitted to utilise the same auditor who conducted the initial audit, or subsequent audit in the case of a second failed audit.
- A period of one month must elapse before any reaudit can be carried out.
- The inspector has a period of 6 months in which to undertake any subsequent reaudits.
- If after 6 months a successful audit has not been achieved the inspector will be withdrawn from the SIRE programme.
- Any inspector who fails the on-board audited inspection two times will be permanently disqualified from further participation in the OCIMF Programmes.
- An Inspector who has failed the audit and elects to retake the audit will be invoiced by OCIMF for the actual costs for the audit or audits as appropriate.

Revalidation of Accreditation

- A minimum of twelve inspection reports must be submitted to SIRE (in the case of shore based vetting personnel, six inspection reports must be submitted to SIRE)
- An Auditing Inspector will receive credit for one inspection towards the minimum when performing an audit of another Inspector.
- Attendance has been made at a refresher training course during the three-year accreditation cycle.
- Reports submitted to SIRE must be of an acceptable standard.
- The Inspector has passed the on-board Inspector audit during the three-year accreditation cycle. An OCIMF Accredited Auditing Inspector will audit each accredited Inspector during the course of an actual inspection at intervals of not less than two years and not more than three years.

Qualification Administration

- The Submitting Company will be responsible for establishing the Inspector's compliance with the above listed qualifications requirements. Sire Accreditation administration shall be controlled and undertaken by the NAICBFG who are responsible for all aspects associated with training, accreditation and auditing.

Reporting/Communications with OCIMF/SIRE

- The Chairman of the NAICBFG shall be responsible to inform the OCIMF SIRE Accreditation Administrator of activities relating to course attendees, results of exams, initial and periodic audits, etc. The OCIMF SIRE Accreditation Administrator shall be responsible to enter such details in the Master SIRE Inspector database and to retain records to indicate the number of reports that are submitted by individual Inspectors.

Appendix 7: Training and Accreditation Programme for Category 3 Inspector who inspect Category 3 Vessels in South and Central America

SIRE Accreditation

In the case of Inspectors who inspect Category 3 vessels in South & Central America, it is a mandatory requirement for such Inspectors to have undertaken the training, accreditation, auditing and revalidation processes listed in this Appendix and to hold a valid Accreditation under the OCIMF Ship Inspector Training and Accreditation for the Inspection of Category 3 vessels. A Regional Accreditation Committee will be responsible for operating the Category 3 Scheme in South and Central America under the control of the SIRE Focus Group.

Certification

Category 3 Inspectors must hold, or have held:

- Certificate of competency for Officers in charge of navigation watch or as Master of a ship of less than 500 gross tonnage issued by recognized flag state, or
- Certificate of Competency as Second Engineer issued by recognised flag state, or
- Nationally recognised Barge Master license, or
- Nationally recognised barge Chief Engineers license, or
- Extensive day to day experience in barge operations or barge terminal management.

Work Experience Category 3 Inspectors

Category 3 Inspectors who inspect Category 3 vessels in South & Central America Region:

- -Must have served at least two years on the vessels of the type to be inspected, served means in this instance actual accumulated time on board and not calendar years.
- or
- - Have undertaken suitable training to meet the agreed inspecting requirements for Category 3 vessels.

Knowledge

Category 3 Inspectors must be able to demonstrate familiarity with, and knowledge of:

- the type of the equipment he/she is going to inspect.
- International Regulations, National Regulations as appropriate, Codes Conventions, and Industry Guidelines, Procedures and Standards appropriate to the type of vessels being inspected. This knowledge will be assessed by the OCIMF Report Submitting Company at a local level and deemed to be acceptable prior to a prospective Inspector being nominated to undertake the Accreditation training processes.

Capabilities

Category 3 Inspectors in South & Central America Region must:

- Be capable of communicating proficiently in written and spoken ENGLISH.
- Be capable of understanding technical English.
- Have been provided with training associated with the SIRE Programme and the inspection of Category 3 vessels. Such training is to be conducted by the SCAICBFG on behalf of the Submitting Company that sponsors the Inspector and in accordance with the OCIMF agreed syllabus and
- Be capable of communicating proficiently in ENGLISH and the spoken language of the vessels personnel.

Training and Examinations

Training shall consist of three (3) days of classroom instruction, which will conclude with a written examination in ENGLISH.

Training topics shall include:
- Familiarisation with the SIRE Programme,
- Use of the SIRE Report Editor,
- SIRE report preparation and submission,
- Review of OCIMF policies relating to Inspector accreditation, including Inspector ethics, and conflicts of interest,
- Specific issues associated with the inspection walk around-SIRE questions, Inspector guidelines and HSSE issues.
- Recording of observations and other comments.
- Specific vessel equipment, systems, and structural condition, and
- An owner's perspective regarding Sire reports

The written exam will consist of two parts. Part One will consist of twenty-five multiple choice questions relating BIQ questions and associated Inspector guidance and introductory chapter of the OCIMF BIQ. Part Two will consist of five to eight essay questions that use photographs and descriptions of situations to which the Inspector must record narrative observations. To pass the exam, the candidate must correctly answer at least 20 out of the 25 questions in Part One of the examination, and attain a score of at least 70% in responses to Part Two.

Where the applicant does not successfully complete the exam requirements one resit will be offered. This single opportunity for unsuccessful applicants to resit shall be completed by the applicant within 6 months after the date of the training course examination. Testing location and venue for a resit will be at the discretion of the SCAICBFG Chairman and Vice Chairman.

On-board training for new Inspectors:

- At least 2 (two) accompanied inspections in the company of an Inspector already Accredited under the Programme must be undertaken either before or after attendance at a course and examination.
- One out of Two accompanied inspections should be carried out in a self-propelled barge or tug.
- The purpose of the accompanied inspections is to introduce the new Inspector to the practical aspects of the SIRE Inspection System, to the actual conduct of the inspection and to the SIRE BIQ computer software.
- An Inspector who is successful in the written examinations and has undergone this on board training will be eligible to progress to the next stage of the Accreditation process.

Auditors

Auditors will be selected by OCIMF Members that operate in South & Central America and must attend and successfully pass an interview with the SCAICBFG. Preferred candidates are Category 1 Inspectors who have barge-inspection experience. Auditors who are selected will be eligible to audit Inspectors only within the South & Central American region.

South & Central America region Cat 3 Auditors must perform two (2) Cat 3 inspections annually to retain their South & Central America region CAT3 auditor credentials.

Audits

- All Inspectors shall undergo an initial audit after the successfully completion of the examination within six months of the date of examination.
- Appraisal of performance of the audited inspection will be according to Appendix 3.
- All new Inspectors must pass the examination, successfully undertake the accompanied inspections and thereafter pass an audit PRIOR to undertaking inspections.
- All Inspectors shall be re-audited every three years.
- All Inspectors shall attend a refresher course every three years.
- Audits shall only be carried out on:

- o Self-propelled barges DW > 600tn
- o Tug Boats in oil/chemical/gas trade (Push Boat or Tow Boat)

Failing an Audit

- An existing inspector who fails the audited inspection within the period of accreditation will have the Accreditation temporarily withdrawn by OCIMF.
- In the case of a failed initial audit, the applicant inspector is permitted to utilise the same auditor who conducted the initial audit, or subsequent audit in the case of a second failed audit.
- A period of one month must elapse before any reaudit can be carried out.
- The inspector has a period of 6 months in which to undertake any subsequent reaudits.
- If after 6 months a successful audit has not been achieved the inspector will be withdrawn from the SIRE programme.
- Any inspector who fails the on-board audited inspection two times will be permanently disqualified from further participation in the OCIMF Programmes.
- An Inspector who has failed the audit and elects to retake the audit will be invoiced by OCIMF for the actual costs for the audit or audits as appropriate.

Revalidation of Accreditation

- A minimum of twelve inspection reports must be submitted to SIRE (in the case of shore based vetting personnel, six inspection reports must be submitted to SIRE)
- An Auditing Inspector will receive credit for one inspection towards the minimum when performing an audit of another Inspector.
- Attendance has been made at a refresher training course during the three-year accreditation cycle.
- Reports submitted to SIRE must be of an acceptable standard.
- The Inspector has passed the on-board Inspector audit during the three-year accreditation cycle. An OCIMF Accredited Auditing Inspector will audit each accredited Inspector during the course of an actual inspection at intervals of not less than two years and not more than three years.

Qualification Administration

- The Submitting Company will be responsible for establishing the Inspector's compliance with the above listed qualifications requirements. Sire Accreditation administration shall be controlled and undertaken by the SCAICBFG who are responsible for all aspects associated with training, accreditation and auditing.

Reporting/Communications with OCIMF/SIRE

- The Chairman of the SCAICBFG shall be responsible to inform the OCIMF SIRE Accreditation Administrator of activities relating to course attendees, results of exams, initial and periodic audits, etc. The OCIMF SIRE Accreditation Administrator shall be responsible to enter such details in the Master SIRE Inspector database and to retain records to indicate the number of reports that are submitted by individual Inspectors.

Appendix 8: Guidelines for Auditing Inspectors

OCIMF

Oil Companies International Marine Forum

Guidelines for SIRE Auditing Inspectors

1st Edition Rev 1
1st August 2016

The OCIMF mission is to be the foremost authority on the safe and environmentally responsible operation of oil tankers, terminals and offshore support vessels, promoting continuous improvement in standards of design and operation.

Contents

1 General Information

1.1 Guidance to Auditing Inspectors

This Guidance Manual is provided to OCIMF Accredited Auditing inspectors (auditors) and is to be used when auditing other ship inspectors as part of the SIRE Ship Inspector Training and Accreditation Programme.

It is to be used solely by ship inspectors who are Accredited under the OCIMF Ship Inspection Report (SIRE) Programme and who are qualified under the Ship Inspector Training and Accreditation Procedures to act as OCIMF Accredited Auditing inspectors.

This Manual is the property of OCIMF and must not be copied or distributed to any parties. It must be returned to OCIMF if, for whatever reason an Auditing Inspector ceases to be accredited to the OCIMF SIRE Programme.

The Guidance is intended to assist in the uniform application of the requirements contained in the Inspector Training and Accreditation Procedures Manual and the Appraisal of Performance Form by all OCIMF Accredited Auditing inspectors when conducting audits of new applicants and existing inspectors.

1.2 The Role of the Auditing Inspector

The auditorperforms one of the most important roles in the SIRE Ship Inspector Training and Accreditation Programme and has three key functions: -

i. To accompany and audit newly qualified inspectors to assess their abilities to satisfactorily conduct ship inspections to meet the requirements of the SIRE Programme, and

ii. To periodically audit OCIMF accredited existing inspectors to ensure that these inspectors continue to conduct inspections and compile and submit reports that meet the required standards of the SIRE Programme.

iii. To periodically audit existing OCIMF accredited Auditing inspectors to ensure that these inspectors continue to conduct inspections and compile and submit reports that meet the required standards of the SIRE Programme

Collectively, the three categories of inspectors listed above are referred to in these Guidelines as the Inspector to be Audited. ("ITBA")

OCIMF's commitment to continually improve the SIRE Programme rests ultimately upon the quality of the reports that are provided by the inspectors themselves. The best opportunity to determine whether new or existing inspectors meet the required standards of the SIRE Programme is during the course of an actual inspection.

An auditor has the responsibility to ensure that OCIMF's standards are met and that inspectors are of the required calibre. This demanding role requires both a high level of technical knowledge and considerable tact and diplomacy.

1.3 The Inspector Audit System

The system used to audit new and existing inspectors under the SIRE Ship Inspector Training and Accreditation Programme uses an Appraisal of Performance form with a scoring system from which the determination as to whether an Inspector passes or fails the audit is made.

This Appraisal form must be used on every occasion that an audit is conducted. A copy of the Audited Inspection Appraisal of Performance is contained in Appendix 3 to these Guidelines.

1.4 Confidentiality and Behaviours

All matters relating to the auditing of inspectors are to be treated in strict confidence between the OCIMF Accredited Auditing Inspector, the ITBA, the Submitting Member nominating the Inspector being audited and the OCIMF Inspector Accreditation Administrator. The auditor must conduct the audit in a professional and unbiased way and produce a factual report on the ITBA's performance without any prejudice.

1.5 Safety

At all times before, during and after the audit, the safety of the auditor and the ITBA is of primary importance. The procedures as set out in the Vessel Inspection Questionnaire and (if applicable) as required by the OCIMF Accredited Auditing Inspector's own Principals, must be adhered to at all times and without exception. If, during the course of the audited inspection, an ITBA engages in, or is about to engage in an unsafe act, the auditor must draw attention to it and attempt to prevent the ITBA from continuing that act.

2 Procedures

2.1 Arranging the Audit

An auditor will be appointed by the OCIMF Secretariat. A new inspector will be appointed an auditor immediately after he has successfully passed the examinations following the New Inspector Course, however the audit cannot take place until the requisite number of accompanied inspections have been carried out. An existing inspector will be appointed an auditor on the second Anniversary of their accreditation date. If either the auditor or the ITBA considers that a Conflict of Interest exists between the two parties, then this must be declared using the online Conflict of Interest system on the SIRE website. This Conflict of Interest will be reviewed by the OCIMF Secretariat and if a conflict is deemed to exist then a different auditor will be appointed.

Neither the auditor nor the ITBA can refuse either party unless a Conflict of Interest exists. A different auditor can be appointed by the OCIMF secretariat if necessary due to unavailability or other reasons, but these will be assessed on a case by case basis.

2.1.1 List of OCIMF Accredited Auditing Inspectors

A list of OCIMF Accredited Auditing inspectors will be maintained by the OCIMF Secretariat and distributed among all of the OCIMF Members who submit reports to SIRE ("Submitting Members") and will be posted on the OCIMF SIRE Website.

This list provides:

- The name of the auditor
- The regional location of the auditor and,
- The contact details of the auditor.

2.1.2 Inspection logistics and arrangements

The OCIMF Member who the ITBA is inspecting for must arrange for a suitable vessel and obtain the permission of the vessel operator for the audit to go ahead. It is a matter between the auditor and the ITBA as to the port of the inspection, the agent's contact details, schedule etc.

2.2 Audit Plan and Accompanied Inspections.

New inspectors must complete an 'Audit Plan' as set out in Appendix 1, and in this audit plan must list the accompanied inspections that have been conducted both prior to attendance at the New Inspector course, and those after the course. The ITBA is to send the audit plan to the auditor at least 7 days prior to the audit.

The auditor is to review this plan, and ensure the minimum number of accompanied inspections have been undertaken. If, in the opinion of the auditor, he considers the Audit Plan not satisfactory, he should instruct the ITBA to rework the document.

2.3 The Pre-Audit Meeting

Discussion between the auditor and the ITBA must be made prior to the commencement of the Audit and before boarding the vessel to be inspected. This meeting must address: -

i. for New inspectors a further review of the audit plan,

ii. how the inspection is to be conducted,

iii. the format of the audit procedure,

iv. use of the Appraisal of Performance form,

v. the post audit review meeting, and

vi. the facility of the ITBA to add comments on the Appraisal of Performance form relating to any part of the Audit, or upon comments that are recorded on the Appraisal of Performance by the auditor

vii. the contact details of the Submitting Member nominating the ITBA.

The auditor should explain to the ITBA his role in the audit process, and that he may intervene at any stage of the inspection. However, the auditor should make it clear to the ITBA that if he does intervene that this does not necessarily mean that the audit has been failed and that the inspection should continue.

2.4 Conducting the Audit

The conduct of the auditor must, at all times be beyond reproach and the Audit must be conducted in a professional manner.
The ITBA will conduct the inspection under the supervision of the auditor. The auditor can at any time intervene with the inspection, ask additional questions, inspect other areas of the vessel as he thinks fit to ensure that a complete inspection of the vessel occurs. The auditor should allow ample time for the ITBA to ask the appropriate questions before intervening and asking additional questions. This 'Supervised Inspection' should not result in more observations being raised than if the inspection was undertaken by an individual inspector. It is envisaged that for an audit of an experienced inspector that results in a pass, then the auditor would only need minimal intervention. Where it is clear to the auditor that the ITBA has missed a defect that will result in an observation, it is left to the auditor's discretion as to when this omitted defect is brought to the attention of ship's staff.

On completion of the inspection a 'close out' meeting with the vessel's Master must be held and the ITBA should lead this meeting under the supervision of the auditor.

Prior to the 'close out' meeting the ITBA should prepare a draft list of observations and discuss this list with the auditor. At this point the auditor may instruct the ITBA to add or remove any observations he noted and intends to include in the final report.

The closing meeting will then be convened and the ITBA will lead discussions under the supervision of the auditor. It is the responsibility of the ITBA to provide any requested justification for an observation initiated by ITBA and the responsibility of the auditor to do likewise with any observation the ITBA was instructed to add. During the course of the closing meeting the auditor will carefully listen to any further evidence or counter view expressed in relation to each of the observations raised and will determine which, if any, will be removed or amended before preparing a final list. If the Submitting Member permits, a written list of those observations to be included in the report will be drawn up and signed by the auditor and handed to the Master who will be invited to sign it. If no written list is produced, there must be a clear verbal understanding between the auditor and Master of the observations intended for inclusion in the report.

2.5   The Audit Review Meeting

A review of the Audit must be made at a meeting between the auditor and the ITBA after the inspection is completed. This review should under normal circumstances be made once they have departed the vessel, but under exceptional circumstances this can be held on board the vessel if the Master of the vessel has no objections.

At this meeting the auditor may give an initial decision as to whether the audit has been passed subject to satisfactory completion of the report, or whether the audit is a 'Fail'.

2.6   Completion of the Report

On completion of the inspection the ITBA must complete the inspection report using the SIRE Report Editor Software. The ITBA must, unless there are exceptional circumstances, transmit the completed ship inspection report to the auditor within 48 hours of leaving the vessel. If for any reason this 48-hour deadline cannot be achieved, the ITBA must advise the auditor the reason why and when the report can be expected to be completed. The report must be transmitted to the auditor using the '.ocimf' file type to enable the auditor to 'adopt' the file into their version of the report editor.

The auditor must review the completed report, and determine whether the report accurately reflects condition of the vessel at the time of inspection (See Flow Chart in Appendix 2).

In the event of a 'Pass', the auditor may make comments/suggest changes to the report. The auditor will then export the report back to the ITBA. On completion of the review the auditor will authorise the ITBA to submit the report to the SIRE database (See 2.8 below).

In the event of a 'fail', the ITBA will complete the report and export it to the auditor, who will then edit the report and submit the report to the SIRE database.

2.7 Results of the Audit

On completion of the inspection and a review of the report, the auditor will determine whether the audit results in a 'Pass or a 'Fail'. The auditor will advise the ITBA as soon as practical as to the result of the audit. The auditor may at this time give feedback as to the ITBA performance or may wait until the Audit Appraisal document is completed. Feedback must be given in both cases of a 'Pass' or a 'Fail'. In the case of a 'Pass' any areas for further improvement, and in the case of a 'Fail', clearly identify why a 'Fail' was awarded.

The completed Appraisal of Performance document must be provided to: -

i. The ITBA immediately on completion of the interview and after the ITBA has made any written comments relating to the audit on the Appraisal of Performance.

ii. The Submitting Member nominating the ITBA by email as soon as possible after completion of the audit.

iii. Uploaded onto the OCIMF SIRE website as soon as possible after completion of the audit.

The decision as to whether a new inspector or existing inspector passes the audit rests with the auditor and this decision must be made known to the ITBA after the report has been reviewed. However, as per section 3.4 below, the audit will be reviewed by the OCIMF Secretariat.

As discussed in Section 2.3 (iv) above, a section in the Appraisal of Performance is provided for comments by the ITBA. The ITBA must be advised at the start of the audit that opportunity to pass written comment upon any aspect of the audit forms part of the Appraisal of Performance and is available if necessary.

2.8 Transmission of the Report

In the event of a 'Pass' the auditor will review the report and ensure appropriate changes are made and then authorise the ITBA to submit the report. In the event of a 'Fail' the auditor will complete the report and then upload it to OCIMF. The auditor should ensure the report is uploaded in a timeframe and in a method commensurate with the submitting member's requirements. The report editor will automatically allow the auditor to submit the report, even if that auditor does not hold the 'Token' for that member. Both the auditor and the ITBA will be credited with an inspection on their profile pages on the SIRE website if the audit is a 'Pass'. In the event of a 'Fail' only the auditor will be credited with an inspection.

2.9 Payment

Payment for the services of the auditor is to be made direct from the OCIMF secretariat, subject to the conditions set out in Appendix 9 of the 'Ship Inspector Training and Accreditation Guidelines'.

3   The Appraisal of Performance

3.1   Form of the Appraisal Form

The OCIMF Audited Inspection Appraisal of Performance form has been developed to provide an objective assessment as to the competence of either New inspectors or Existing inspectors during the course of an actual inspection.

1. It comprises five sections that address:
2. Minimum Standards
3. General Performance
4. Personal Attributes
5. Inspection performance
6. Debriefing and preparation of the inspection report

Each of these sections contain a number of questions that assess the competency of the ITBA.

On the Appraisal Form many of the competencies are coloured red. The ITBA must attain a minimum rating of "Satisfactory" for each of these competencies in order to pass the audit. An ITBA who scores an unsatisfactory rating for any one of these competencies will fail the entire audit, regardless of the total points attained. Notwithstanding an ITBA being rated as unsatisfactory in any single category, the audit must not be terminated as it is essential to provide a full appraisal as to the overall performance of the ITBA and to ensure a completed report is available for upload.

3.2   Competency Rating

The Appraisal of Performance uses a rating system that scores the ITBA on a scale with 10 points being awarded for demonstration of exceptional qualities, through to 0 points awarded for demonstration of unsatisfactory qualities. The rating system as laid out in the 'Appraisal of Performance' must be adhered to.

Each of the competencies listed must be scored in accordance with this rating and at the end of the audit, the total results calculated in accordance with the rating as listed on the Appraisal of Performance. A minimum of 60% must be attained in order to gain a satisfactory score.

If a score indicating only 'Satisfactory' performance (6.0-6.9) is achieved for any question, the auditor must state the reasons in the 'Appraisal Summary' section of the 'Appraisal of Performance' document.

In the event that the performance of the inspector was judged to be unsatisfactory in any of the categories and a 'fail' recorded, the reason(s) should be explained by the auditor and also be recorded on the appraisal form.

3.3   Overall Appraisal of Performance

The auditor shall, after the completion of the inspection and a review of the completed report, determine an overall rating for the ITBA based on the guidance as laid out in the 'Appraisal of Performance' document. The auditor must also describe in writing on the 'Appraisal of Performance' form the reason the rating was achieved.

3.4   Audit Review

On competition of the audit, the 'Appraisal of Performance' document must be uploaded onto the OCIMF SIRE website by the auditor. The OCIMF Training and Accreditation Manager or the OCIMF Compliance Manager will review the completed document and will update the ITBA profile page and arrange for new documents to be sent out.

All audit reports must be reviewed by either the OCIMF Training and Accreditation Manager or the OCIMF Compliance Manager. After the review the OCIMF Training and Accreditation Manager or the OCIMF Compliance Manager can reverse the audit result, from a 'Fail into a 'Pass' or a 'Pass' into a 'Fail'. In the event that an audit result is changed to a 'Fail' then another audit will be necessary. A reasonable time shall be given to the inspector to arrange a new audit to be conducted.

In this situation either the OCIMF Training and accreditation Manager or the OCIMF Compliance Manager will advise the auditor as to why this action has been taken.

---END OF DOCUMENT---

Annex 1.

TRAINING RECORD and AUDIT PLAN
For ____
NEW SIRE INSPECTORS

Inspector Name: ………………………………………….

INDEX

Introduction

The SIRE Accreditation process requires candidate inspectors to complete a training module comprising a series of accompanied inspections, written examinations and an on board audit. This Training Record & Audit Plan for New SIRE inspectors will document all training & preparatory activities from initial sponsorship from an OCIMF Member to through to final SIRE Accreditation. It is the responsibility of the candidate inspector to keep these records up-to-date and complete at all times. The training record has sections for the candidate to record the accompanied inspections with SIRE inspector's comments, written examination results and preparations for audit. The on board audit requires the candidate to perform a SIRE inspection whilst their performance is monitored and assessed by an OCIMF SIRE auditor. The audit process brings together all elements of the training and demands a high standard of technical knowledge combined with an ability to manage and drive a structured inspection within a reasonable time frame. This process is a cornerstone of the robust training required to become a SIRE inspector and can only take place with the consent and participation of all stakeholders. Statistically, a significantly higher percentage of new inspectors stumble at this final hurdle and the SIRE Focus Group have changed the procedure to try and ensure candidates are better prepared. Increased minimum numbers of accompanied inspections, more detailed audit planning requirements and this formal record of training activities form part of the enhancements to the new SIRE inspector training program.

Guidance Notes for New SIRE Inspector Candidates

SIRE New inspector candidates are now required to perform a minimum of four accompanied inspections, at least two each either side of attending the new SIRE inspector training course. It should be stressed these are the minimum number and exclude additional accompanied inspections stipulated in the current SIRE Accreditation Guidelines for candidates who lack formal qualifications and/or experience on specific types of vessel. Candidates must objectively assess their own readiness for audit and take additional accompanied inspections as necessary. The step up from accompanying an inspector in an observer capacity to taking full responsibility for managing an inspection is a considerable one. To bridge this gap, the trainee inspector will be required to demonstrate sufficient effort and forethought has been invested into their audit preparations. It is accepted there are limitations imposed on the trainee inspector when strictly adhering to an observer role. The trainee may not have the opportunity to sight or discuss all information provided to the SIRE inspector; the trainee may consider asking different questions or asking questions in a different way when they are in charge of managing an inspection. However, the trainee is afforded the opportunity to witness an entire inspection and is expected to compile a report based on the information they were able to collect and their own observations. Where the observer role results in gaps in information, it is acceptable for the trainee to answer the question as "Not Seen" without need to explain the reason. Candidates must, however, briefly indicate in "Other Inspector Comments" the positive verification they would have sought in determining how to answer the question had they controlled the inspection.

On completion of the accompanied inspections, candidates are required to prepare an Audit Plan and complete the Audit Checklist. The Audit Plan must contain at least the following mandatory elements and must demonstrate a satisfactory level of preparation and structure to enable an inspection to be managed to the required standard: -

- A master list indicating all documentation the inspector will require to review during the inspection. The list should either be transmitted to the vessel in advance of the inspection or presented to the Master at the opening meeting.

- A working copy of the documentation list complete with any notes or prompts and spaces for the inspector to record information extracted from the document under review. It may be beneficial to organise the working copy according to the shipboard personnel expected to be in attendance at the time of review.

- A template request for information to be presented to ship staff at the opening meeting. This should identify any date related or other information the inspector requires to be supplied by vessel staff.

- A master list of equipment the inspector plans to routinely request for demonstration or test during an inspection. The inspector should indicate by tick box which items he intends to witness on the inspection being performed, but is encouraged to vary the equipment targeted at each inspection to avoid being predictable.

- Provide a systematic means of ensuring all mandatory comments are addressed during the physical inspection. This may take the form of a narrative list of information required or a list of VIQ questions for ease of cross-reference. During the course of the inspection the inspector should tick off these items when the information has been obtained. The ITBA is separately required to use and frequently reference the ROVIQ or equivalent throughout the inspection.

The nominated SIRE auditor will review the Training Record & Audit Plan for New SIRE inspectors and the completed SIRE reports from accompanied inspections as part of the preliminary exchange between the ITBA and his assigned auditor. Incomplete records or planning which is deemed sub-standard will be rejected. The SIRE auditor will not coach or provide specific amendments but will simply provide general feedback such as "records incomplete", "plan lacked detail", "SIRE report substandard", etc. The candidate must address the deficiency before proceeding further with accreditation and this may involve the inspector seeking further accompanied inspections. The ITBA can proceed with making audit arrangements only when the auditor has indicated approval for the training records and audit planning.

Guidance Notes to SIRE Auditing Inspectors

SIRE Auditing inspectors have a crucial role in ensuring that on a 3 yearly cycle the competency of inspectors is assessed. Their other role is the auditing of new candidates to become SIRE inspectors and to assess whether they have all the necessary skills to conduct a full and proper inspection of a ship.

Audits should be conducted according to the 'auditor Guidelines' and using the audit assessment form as contained in the 'Sire Inspector Training and Accreditation Procedures'. It should be recognised that this will be first time that an individual has conducted an inspection and will naturally be nervous and will not be as knowledgeable or experienced as an existing inspector who may have conducted hundreds of inspections. This should be taken into account during this audit.

Records of Accompanied Inspections and Exam Results

List below the accompanied inspections prior to attendance at the New Inspector Course.

Ship's Name	Date of Insp.	IMO Number	Type (oil, Chems etc.)	DWT	Age of vessel	Inspector	Inspector Discipline (Deck or Eng)

Date of Initial Exams

Oil (Part 1) :   /20   (Pass Mark 17/20)

Oil (Part 2)   %   (Pass Mark 70%)

Chemical   %   (PassMark 70%)

Gas   %   (PassMark 70%)

Date of Resit (if Applicable)

Oil (Part 1)   /20   (Pass Mark 17/20)

Oil (Part 2)   % (Pass Mark 70%)

Chemical   % (Pass Mark) 70%)

Gas   % (Pass Mark 70%)

Record of Accompanied Inspections after SIRE New Inspector Course

List below the accompanied inspections after attendance at the New Inspector Course.

Ship's Name	Date of Insp.	IMO Number	Type (oil, Chems etc.)	DWT	Age of vessel	Inspector	Inspector Discipline (Deck or Eng)

Audit Checklist

☐ Knowledge gaps, identified during written examination and accompanied inspections, have been corrected.

☐ The Audit Plan has been submitted to the nominated auditor and the auditor has confirmed acceptance of the plan and consent to proceed with audit arrangements.

☐ The vessel identified for audit has a suitable port stay and ship operator agreement for audit has been confirmed.

☐ The auditor has confirmed availability to attend on the indicated dates and will thereafter be kept regularly updated on the inspection schedule.

☐ The vessel agent has been notified of attendance well in advance and provided with ISPS details for Inspector and auditor.

☐ The inspector has obtained preliminary information on the vessel (VPQ downloaded and reviewed; Crew Matrix downloaded and reviewed; Equasis PSC website checked).

☐ The inspector will use, and regularly refer to, a structured format for the inspection (ROVIQ or its equivalent) and will cover all accessible areas of the vessel seeking positive verification to answer all questions in the VIQ.

☐ Appropriate PPE for the inspection (minimum coveralls, eye protection, safety helmet, safety shoes, hearing protection, high visibility vest) used.

☐ Pre-inspection meeting with the auditor agreed.

☐ Training Records and Audit Plan completed to date and presented to auditor.

☐ Discuss audit expectations and any concerns with the auditor in the pre-audit meeting.

☐ Post inspection, agree the time scale for provision of the inspection report to the auditor (maximum 48 hours) and the '.ocimf' file must be exported to the auditor

☐ Review the auditor feedback and make any necessary and agreed changes to the report.

Audit Preparation

Details of vessel.

Details of vessel selected for audit.
In the box please supply name of vessel, type of vessel, age, IMO Number. Also give brief details of vessel characteristics, expected variant options to be used. Also give details of any other relevant information obtained from various websites, Equasis, USCG, Paris MOU, Tokyo MOU etc.

Inspection Schedule

The inspection proposes to follow the sequence laid out below subject to approval of ships staff at the opening meeting. This schedule can be amended to suit vessel operational requirements if required.

Inspector to complete the target times below prior to meeting the auditor. Actual times to be monitored during the inspection to verify time management is on target. The inspector must be capable of completing the inspection within the SIRE recommended guidance time of **8 to 10 hours.** If the inspection is suspended for any reason (crew meal times, operational requirements, etc.) the times of suspension & resumption and reason should be recorded and entered into the SIRE report.

ACTIVITY	TARGET TIME		ACTUAL TIME	
Opening Meeting	Hr	Min	Hr	Min
Documentation Review	Hr	Min	Hr	Min
Wheelhouse – Navigation & Radio	Hr	Min	Hr	Min
External Accommodation & Poop Deck	Hr	Min	Hr	Min
Cargo Deck Area	Hr	Min	Hr	Min
Pumproom	Hr	Min	Hr	Min
Cargo Control Room	Hr	Min	Hr	Min
Engine Room	Hr	Min	Hr	Min
Galley, Messrooms & Stores	Hr	Min	Hr	Min
Prepare observation list & Closing Meeting	Hr	Min	Hr	Min
TOTALS	Hr	Min	Hr	Min

Audit Plan

MANDATORY ELEMENTS

The candidate inspector must prepare an audit plan and send it to the appointed auditor as soon as is practical after the vessel has been nominated together with this completed form, containing the following: -

- A master list indicating all documentation the inspector will require to review during the inspection. The list should either be transmitted to the vessel in advance of the inspection or presented to the Master at the opening meeting so they can make the necessary preparations for the on board review.

- A working copy of the documentation list, complete with any notes or prompts and spaces the inspector needs to record information extracted from the document under review. It may be beneficial to organise the working copy according to the shipboard personnel expected to be in attendance at the time of review.

- A template request for information to be presented to ship staff at the opening meeting. This will identify any date related or other information the inspector requires to be supplied by vessel staff.

- A master list of equipment the inspector plans to routinely request for demonstration or test during an inspection. The inspector should indicate by tick box which items he intends to witness on the inspection being performed, but is encouraged to vary the equipment targeted at each inspection to avoid being predictable.

- Provide a systematic means of ensuring all mandatory comments are addressed during the physical inspection. This may take the form of a narrative list of information required or a list of VIQ questions for ease of cross-reference. During the course of the inspection the inspector should tick off these items when the information has been obtained. The ITBA is separately required to use and frequently reference the ROVIQ or equivalent throughout the inspection.

Master List for Equipment Tests/Demonstrations

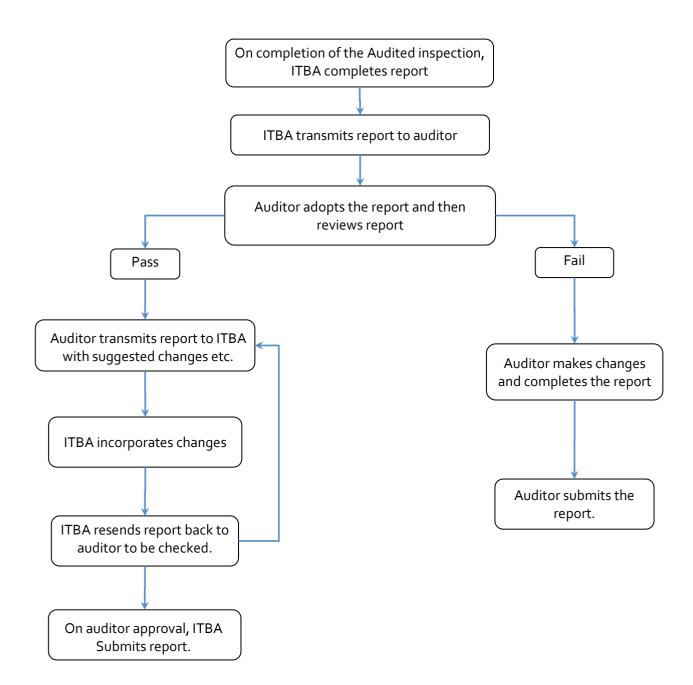The inspector intends to request a demonstration or test of the following equipment during the inspection, subject to vessel operation. Indicate equipment planned for test/demonstration.

List in the box below, the equipment that you expect to test during the inspection.

Any Other aspects of the Inspection.

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Include anything else pertinent to the inspection. i.e. Shuttle tanker, Ice class notations, STS etc.

Annex 2
Flow Chart for Report Submission

On completion of the Audited inspection, ITBA completes report

↓

ITBA transmits report to auditor

↓

Auditor adopts the report and then reviews report

Pass ← | → Fail

Pass branch:

Auditor transmits report to ITBA with suggested changes etc.

↓

ITBA incorporates changes

↓

ITBA resends report back to auditor to be checked.

↓

On auditor approval, ITBA Submits report.

Fail branch:

Auditor makes changes and completes the report

↓

Auditor submits the report.

Appendix 9: Payment and Travel Policy for SIRE Accredited Auditors

OCIMF Payment and Travel Policy for SIRE Accredited Auditors

Introduction

This OCIMF Payment and Travel Policy have been endorsed by the Director of OCIMF to deliver business value and facilitate the achievement of best practices with respect to travel expense management. This policy applies to OCIMF Accredited Auditors conducting audits and the Auditor should use the most cost effective travel method.

Flat Rate Payments

OCIMF will pay a Flat payment as set by the Director on the 1st January each year. The Flat rate payment will be set according to distance from the Auditors domicile to the port of inspection. Two flat rate payment distances will apply:-

- Less than 100 miles from Auditors domicile (Near Home Audit)
- Greater than 100 miles from Auditors domicile (Far Away Audit)

Air Travel

As a general principle, air travel must be at best value/lowest cost subject to business purpose, security, safety and effectiveness of the individual. As a matter of sound business practice, OCIMF seeks to tightly control its costs. For travel, this means control of both the business need to take an air journey and also the category of travel that is undertaken.

Class of Travel

In general, the lowest logical (non-stop) economy fare is to be used for air travel where the total elapsed air journey time is 4 hours or less. For all air travel, Auditors are encouraged to consider the use of restricted fares, one-stop flights and Saturday night stays (where practical). Any flight of total duration of more than 4 hours duration must be approved by either the OCIMF Training and Accreditation Manager or the OCIMF Compliance manager. Business Class flights are not to be used unless approved by either the OCIMF Training and Accreditation Manager or the OCIMF Compliance Manager.

Accommodation

In general, Auditors are to use standard, single-room accommodations at hotels/motels of 3 or 4 star rating that are reasonably convenient to the place where business is being transacted. Auditors are responsible for cancelling reservations in time to avoid a "no-show" charge, either by notifying the relevant travel agency or directly with the hotel/motel.

Car Rentals

The use of mid-sized or intermediate cars is acceptable; however the Auditor should use his judgment whether the use of a Hire car is the most cost effective mode of transport.

Use of Own Car

An Auditor may use their own car and claim back the mileage at a rate of 42 pence per mile. However the Auditor should make a judgment as to the use of their own car as against use of a hire car and should use the most cost effective method.

Rail Travel

Rail travel for one and a half hour or less will be at standard class, for travel over one and a half hours first class may be used, however Auditors should use best endeavours to make use of the cheapest available fare.

Taxis and Limousine

Where public transport or car rental is not appropriate or available, Auditors should make a judgment as to the adequacy of taxis as compared to private limousine service. While cost containment must be a primary concern, unfamiliarity with language or security concerns at one destination point can influence the decision.

Communication Costs

An Auditor may charge a set fee of GBP25 per audit to cover all communication costs associated with conducting an audit.

Health and Safety

The Auditor is responsible for confirming that all necessary requirements are met before overseas travel, specifically the requirement to have the necessary vaccinations.

Exceptions

OCIMF will not pay for the following:-

- Any Alcoholic Beverages
- The cost of any Laundry
- The cost of any films/movies/entertainment, typically in hotel rooms.

Invoicing

Invoices must be provided for any items that are claimed, with the exception of when an Auditor uses their own car. Where an Auditor is only charging for part of an invoice where the costs are being split with another inspection, this must be clearly marked. All invoices and supporting documentation will be uploaded in 'PDF' format onto the OCIMF website.

Payment

All invoices will be paid within 30 days of receipt of the invoice and all supporting documentation.

Appendix 10: Guidelines for OCIMF Certificates of Accreditation Photos (SIRE & OVID)

OCIMF Certificates of Accreditation are used globally as a means to identify OCIMF accredited inspectors boarding vessels and submitted photos should reflect both the inspector's professional bearing and their current appearance.

Rules for inspector's accreditation photos are set out below. If they are not met:
- Inspector applications will be delayed.
- Continued Inspector accreditation will be delayed.

The rules will apply to all new inspectors and to existing inspectors when they are updating or refreshing their accreditation. ALL SIRE and OVID accreditation photos will adhere to the rules set out below.

Choosing the photo to submit

Do	Do not
Have someone else take your picture	Submit a selfie
Use a plain light coloured background (e.g. a wall)	Have anything else in the background
Choose a photo less than 6 months' old	Submit a photo used on the previous ID card
Choose a photo that looks like you	Submit a photo with red eye

The photo should be a close-up of the full head and upper shoulders

The subject must	The subject must not
Face forward and look straight at the camera	Have hair covering eyes or eyebrows
Have a neutral expression and closed mouth	Be in shadow or have a shadow behind
Be free from reflection or glare from glasses	Wear dark or tinted glasses
Have their eyes open and visible	Wear a head covering*
Have both ears visible	(except for religious or medical reasons)

* If in doubt email the OCIMF Compliance Manager (SIRE & OVID).

Photo quality

The image must be	The image must not
In colour	Have a border
Clear and in focus	Contain other people
High resolution (see note below)	Be creased or torn
Provided as a JPEG, PNG, Bitmap or GIF	Be altered (except for red eye correction)

All photos taken on a digital camera should be of high enough resolution for this purpose. When saving your image choose 'actual size', 'high resolution' or 'print quality'.

In technical terms the image should be:
- Scalable to dimensions of 35mmx45mm with at least 640x480 pixels
  - OR minimum 300 ppi scan quality
  - OR minimum 300 dpi print quality
- Less than 1MB file size