



Oil Companies International Marine Forum

OVID 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.

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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.

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OVID 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 relating to upstream activities including, but not limited to;

- Offshore vessels
- MODUs

And as controlled by OCIMF through the Members within the Offshore Marine Committee. (This does not include Ships or barges inspected under the SIRE system.)

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 Offshore Vessel Inspection (OVID) formats; including Offshore Vessels and MODUs 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 OVID programme requires all participants to share, retain and promote such value. OVID 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 OVID 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 OVID 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 OVID 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 2.5.1).

All inspectors will be required to electronically 'sign' an annual Ethics declaration online within their profile page. Failure to sign this by the date declared on the website will result in their accreditation being suspended.

1.4 Eligibility to attain OVID 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 OVID accredited inspector. Contractors or consultants who are appointed by Vessel Operators on an occasional basis and whose vessels are subjected to inspections under the OVID Programme, must declare such associations in the OVID Vessel 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 OVID 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 OVID 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/she 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 inspector's profile page has been set up and any declaration must be made using this system.

The OCIMF Offshore Adviser, OCIMF Compliance Manager or the OCIMF Training and Accreditation Manager will determine whether such declared work constitutes a conflict of interest and guide 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 advise OCIMF of any changes to the Conflict of Interest including when such work has been completed.

If the OCIMF Offshore Adviser, OCIMF Compliance Manager or the OCIMF Training and Accreditation Manager advises that a piece of work does constitute a Conflict of Interest, then the inspector must advise all the OVID 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 2.5.5

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 2.5.5.

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 may 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

All new Inspectors conducting inspections under the OVID 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 OVID Focus Group and is responsible for developing the training, examination and accreditation requirements under the Inspector Accreditation Programme. The Training and Accreditation Committee is responsible for administering the OVID Accreditation Appeals procedures.

1.10 Application Procedures – New Inspectors

1.10.1 Eligibility to become an OVID Accredited Inspector

Companies that are eligible to participate in OVID by submitting reports to OVID are OCIMF Members and certain other Companies that are approved by OCIMF to participate in the OVID 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. All applications are submitted through an online process.

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, is a high calibre individual of integrity who can be expected to fulfil the requirements of the inspection and represent the best interests of the OCIMF OVID 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.

An invitation is sent to a candidate inspector who must then complete the registration process using the OVID Registration Portal. The application then undergoes review by the requesting member (if applicable) and then subsequently by OCIMF Administration.

At either stage OCIMF may ask for further information from either the prospective inspector or the submitting member. If the OCIMF administration team are satisfied with the submission, the inspector will then be invited to attend relevant courses and examinations. Upon successful completion of examinations, the inspector gains full accreditation. See Appendix 2 for flow diagram of the process.

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 OVID. (See Section 1.5)

1.11 Application Procedures - Approved Applicants

Once an application is approved, OCIMF will arrange for the Applicant to attend an approved OVID 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.

In the case of OVID 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.

OVID Inspector Training and Accreditation Guidelines

OVID Inspectors

Section **2**

2.1 OVID Inspector Qualifications

2.1.1 Minimum requirements

OVID Inspectors must either hold, or have held:

- a Master's licence from a recognised flag State, or
- a Chief Engineer Officer's licence from a recognised flag State, or

2.1.2 OVID Accreditation

To inspect OVID applicable vessels, Inspectors must hold valid accreditation under the OCIMF OVID Inspector Training and Accreditation Programme.

2.1.3 Work Experience

2.1.3.1 OVID Inspectors

- must have at least 3 years (36 months) sea service on an offshore vessel as a Master, Chief Officer or Chief Engineer or 1st/2nd Engineer.

2.1.3.2 MODU Inspectors.

- must have at least 3 years (36 months) sea service on board a MODU as any of the following:
 - For DP rigs - Captain, Chief Mate, Senior DPO, Chief Engineer, or 1st / 2nd engineer
 - Non-DP, Moored - OIM/Master or Barge Master

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

2.1.4 Knowledge

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 the following publications, as amended:

- 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 International Convention of Standards of training, Certification and Watchkeeping for Seafarers, 1978 as amended in 1995 (STCW Convention);
- Code for the Construction and Equipment of Mobile Offshore Drilling Units (MODU Code);

- Code of Safety for Special Purpose Ships (2008 SPS Code);
- Guidelines for Offshore Marine Operations (GOMO)
- OCIMF Mooring Equipment Guidelines;
- OCIMF Effective Mooring;
- USCG Regulations for Offshore Vessels (If applicable);
- OCIMF Guidelines for the Control of Drugs and Alcohol aboard Ship (1995);

2.1.5 Capabilities

Inspectors must:

- be physically capable of conducting a full and complete inspection according to the requirements of the OVIQ;
- be capable of communicating proficiently in written and spoken English;

2.1.6 Qualification Administration

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

2.2 Training Courses and Examinations

2.2.1 Training Course Development

The OVID Focus Group is responsible for setting the curricula for all OVID training courses. These courses and examinations are conducted in accordance with the curricula that are set by the OVID 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.

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 OVID 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 2.2. The duration of the course is three (3) 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, OVID, accessing the OVID website and downloading OVID reports, the conduct of an inspection and the use of the OVIQ/ROOVIQ and its questions and explanation of the features and use of the OVIQ report editor software.

2.2.5 Training Course Curriculum

Details of a typical Full Accreditation training course curriculum are contained in Appendix 1.

2.2.6 Written Examination

All Inspectors who inspect under the OVID 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.

2.2.7 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 OVIQ;
- ii. the Questions asked in the OVIQ;
- iii. IMO Regulations/Industry Guidelines; and,
- iv. making written comments to a series of questions taken from the Offshore Vessel Inspection Questionnaire. Descriptions and photographs describing situations encountered during an inspection accompany these.

As the OVIQ, 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 OVIQ. The second will be a written paper that requires the Inspector to provide written responses.

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 OVID Training and Accreditation Committee will decide as to the number of marks each question will carry.

2.2.8 Frequency of Courses and Examinations

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

2.2.9 Unsuccessful Applicants

An Applicant who fails the written General Examination will be provided with up to two (2) further opportunities to re-sit the General Examination (Three attempts in total). 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 Inspector Accreditation Administrator. A second attempt can be made within three months after the first re-sit. After a total of three failures the Applicant will be permanently disqualified from inspecting under the OVID Programme.

2.2.10 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. Course fees will be provided with course dates on the OVID website or these can be obtained from the OCIMF Inspector Accreditation Administrator.

The initial course fee includes the costs of assessment of the General Examination paper. In the event of failure in the General Examination, further fees will be charged for the examination papers to be assessed. An Applicant who fails 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 Monitoring of Inspectors

2.3.1 Attaining Accreditation

Successful completion of the written General Examination will result in the Inspector being issued with an OVID Inspector Certificate of Accreditation.

2.3.2 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.

2.3.3 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 OVIQ prior to their submission to OVID. This is particularly important in the case of newly accredited Inspectors.

Reports submitted to OVID that are not in accordance with the stipulated requirements of the Composite Guidelines governing the OVID 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.

2.3.4 Existing Inspectors – Monitoring of Reports

Reports from all Inspectors are subject to routine ad-hoc monitoring. 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 OVID Programme, but does not address the accuracy of Inspector observations and other comments.

Reports submitted to OVID that are not in accordance with the stipulated requirements of the Composite Guidelines governing the OVID 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.

2.4 Revalidation

2.4.1 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 OVID Focus Group. The refresher training may culminate in a written examination; the OVID focus Group will decide whether this examination is required.

2.4.2 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 four inspections (or in the case of shore based vetting personnel including contractors that work for members fulltime, two) each year must be conducted on board offshore vessels.

Inspectors who are direct employees of a submitting member as a vetter, i.e. who are normally involved with the day-to-day administration of a vetting department, will only need to submit a minimum of two inspections each year. The Vetting Manager (or equivalent position) in the submitting member company will be responsible for notifying the OCIMF

Accreditation Administrator by email to designate or withdraw vetter status for that member's direct employees.

- ii. attendance has been made at a refresher seminar; and
- iii. the reports submitted have reached the required standard;

2.4.3 Regaining Accreditation

If an inspector fails to complete the minimum number of inspections in a calendar year, his accreditation will automatically be suspended on the 1st January of the following year. If an inspector fails to attend a refresher course within the 3-year cycle, his accreditation will be automatically suspended on the date of the expiry of his accreditation.

Inspectors who have submitted three reports in the previous calendar year can regain accreditation by attending and successfully completing an inspector refresher course.

Inspectors who have submitted two or fewer (2,1,0) reports in the previous calendar year must be nominated by a submitting member, attend a three-day new inspector course and successfully pass the examinations for which re-accreditation is sought under the same procedures as applicable for an applicant inspector.

Inspectors who fail to be re-accredited within two years of the date their accreditation was temporarily withdrawn, but who wish to regain accreditation, must be nominated by a submitting member to attend a three-day applicant inspector's course and successfully pass the examinations for which re-accreditation is sought under the same procedures as a new inspector course.

Urgent inspection requests

Member companies who urgently need to use an inspector who has only submitted three inspections in the previous calendar year may request a temporary exception for that inspection. The member must submit supporting documentation to the OCIMF Technical Adviser (Offshore) for approval of this exception. The inspector will still need to attend a refresher training course to maintain accreditation

2.5 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 OVID Focus Group under the direction of the Offshore Marine 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. A Disciplinary Committee formed of 3 members of the OVID Focus may be formed to decide such matters. These may include, but not be limited to:

2.5.1 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 and the requirement to declare conflicts of interest.

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 OVID 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 OVID 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 OVID Inspector Accreditation, the Submitting Company will instruct the OCIMF Training and Accreditation Manager or OCIMF Compliance Manager to convene a meeting of the OVID 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 OVID Programme and ensure that whatever course of action is taken, this will maintain the standing of OCIMF, the OVID Programme and the quality of reports that are submitted.

2.5.2 Submission of Unsatisfactory Reports

It is the responsibility of the Submitting Company to ensure that unsatisfactory reports are not submitted to OVID. 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 (either direct or via the feedback system) 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.

2.5.3 Unacceptable Relationship with One or More Vessel Operator

Unless a ‘Conflict of Interest’ has been declared, 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 2.5.5.

2.5.4 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
2.5.4.1 Unacceptable Conduct during the course of an inspection	<ul style="list-style-type: none"> • Verbal caution by Submitting Member • Written caution by Submitting Member • Temporary withdrawal of Accreditation • Permanent withdrawal of Accreditation
2.5.4.2 Submission of unsatisfactory reports	<ul style="list-style-type: none"> • Submitting Member to review or withdraw the report • Written caution, issued by Submitting Member, to seek improvement

	<ul style="list-style-type: none"> • Monitoring of future reports by a Submitting Member • Permanent withdrawal of Accreditation
2.5.4.3 Unacceptable relationship with one of more vessel Operator	<ul style="list-style-type: none"> • Permanent withdrawal of Accreditation

2.5.5 Investigation Panel Hearings

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

2.5.6 OVID Focus Group Disciplinary Committee

A Committee of at least 3 representatives of the OVID 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

2.6 Appeals

2.6.1 The Appeals Process

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

- i. initial accreditation examination assessment, *
- ii. unsatisfactory conduct,
- iii. unsatisfactory reports submitted to OVID,
- iv. loss of accreditation due to unacceptable relationship with one or more Vessel Operator, or
- v. loss of accreditation due to conflicts of interest situations.

* A new Inspector who fails any of the OVID 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.

2.6.2 Appeals to the OCIMF Offshore Marine 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 Offshore Marine Committee. This committee holds ultimate responsibility for OVID. 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 Offshore Marine Committee shall be convened by OCIMF to review a case if approved by the Director.

OCIMF will arrange an OMC Appeals Panel at the next scheduled OMC meeting. The OMC 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.

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

The decision of the Offshore Marine Committee is final.

OVID Inspector Training and Accreditation Guidelines

Appendices

Section 3

Appendices

- 1 Training Course Curriculum**
- 2 Flowchart - New Inspector Registration**

Appendix 1 – Training Course Curriculum



OVID NEW INSPECTOR COURSE COURSE CURRICULUM

DAY 1		
1. 0900-0915	WELCOME <ul style="list-style-type: none"> • Safety and domestic information • Self-introduction of participants • Opening Address 	
2. 0915-1000	TEST <ul style="list-style-type: none"> • A short test relating to SOLAS/MARPOL and offshore related regulations / industry guidance. 	
3. 1000-1015	SCHEDULE AND COURSE OUTLINE <ul style="list-style-type: none"> • What is OCIMF? • Inspector Accreditation • Inspection reports – the heart of OVID • Meeting the requirements of OVID • Inspector Ethics • Practical inspecting – the inspection walk-round • What will you achieve? 	
4. 1015-1030	<i>WHAT IS OCIMF AND WHAT IS OVID?</i> <ul style="list-style-type: none"> • The OCIMF Mission • What OCIMF does • What is OVID? • Why do we need OVID • Who are the OVID Participants? • How do the Participants contribute to OVID 	
1030-1050	<i>Coffee</i>	
5. 1050-1115	<i>ATTAINING AND MAINTAINING INSPECTOR ACCREDITATION</i> <ul style="list-style-type: none"> • 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	<i>SHIP QUALITY – THE CHAIN OF RESPONSIBILITY</i> <ul style="list-style-type: none"> • IMO • Flag State • Port State • Classification Societies • Ship Operators • Industry Policing (The OVID Programme) 	

OVID Inspector Training and Accreditation Guidelines

7. 1130-1200	Risk Management <ul style="list-style-type: none"> • Why vetting is done • Automated vetting 	
8. 1200-1215	<i>PRINCIPLES OF THE OVID PROGRAMME</i> <ul style="list-style-type: none"> • Origins of OVID • OVID Principles • Sharing reports • What report users need • The uniform inspection report • The inspection report 	
9. 1215-1300	<i>ACCESS AND USE OF THE OCIMF-OVID WEBSITE BY INSPECTORS</i> <ul style="list-style-type: none"> • The computer requirements • Accessing the OCIMF-OVID Website • Downloading and opening the software • Registration (OCIMF Inspecting Co. Name) • 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 	
1300-1400	<i>Lunch</i>	
10. 1400-1500	<i>THE OVID REPORT EDITOR SOFTWARE</i> Demonstration of the OVID VIQ Report Editor programme showing <ul style="list-style-type: none"> • 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 Additional Comments Box 	
1500-1520	<i>Coffee</i>	
11. 1520-1550	<i>THE UNIFORM INSPECTION PROCEDURE</i> <ul style="list-style-type: none"> • How is this achieved? • Inspecting using a standard procedure • The Inspector Manual (ROVIQ) • OVIQ Guidance notes • Using the ROVIQ during the inspection 	
12. 1550-1700	Review of some OVID reports. <ul style="list-style-type: none"> • <i>A vetting exercise using an OVID report and other information to determine the suitability of a nominated vessel.</i> 	

DAY 2		
13. 0900-1000	<i>ANALYSIS OF SOME REPORTS SUBMITTED TO OVID</i> <ul style="list-style-type: none"> • A review of inspectors’ observations contained in some real reports 	
14. 1000-1030	<i>THE INSPECTION</i> <ul style="list-style-type: none"> • Using the OVID 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 	

1030-1050	<i>Coffee</i>	
15. 1050-1200	<p>THE INSPECTION</p> <ul style="list-style-type: none"> • Wheelhouse and Navigation • DP Systems • <i>Communications</i> 	
1200-1300	<i>Lunch</i>	
16. 1300-1520	<p>THE INSPECTION</p> <ul style="list-style-type: none"> • External Areas • Lifeboats • Liferrafts etc. 	
1500-1520	<i>Coffee</i>	
18. 1520-1620	<p>THE INSPECTION</p> <ul style="list-style-type: none"> • Working areas • Anchor handling area • Supply decks- rigging etc. • Seismic arrays • etc. 	
19. 1620-1700	<p>THE INSPECTION</p> <ul style="list-style-type: none"> • Mooring - conventional mooring equipment, winches, windlasses etc. 	
DAY 3		
20. 0900-1000	<p>THE INSPECTION</p> <ul style="list-style-type: none"> • Engine Room 	
21. 1000-1040	<p>THE INSPECTION</p> <ul style="list-style-type: none"> • Accommodation – Internal • Debriefing with the Master 	
1040-1100	<i>Coffee</i>	
22. 1100-1140	INTRODUCTION TO OVID REPORT WRITING	
23. 1140-1245	<p><i>THE MOCK EXAMINATION</i></p> <p>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.</p>	
1245-1345	<i>Lunch</i>	
24. 1345-1430	<p>COURSE SUMMARY</p> <ul style="list-style-type: none"> • Recap of Inspector’s role • Ethics • Conduct • OVID Inspector Accreditation, • The OVID Programme • The examination format and schedule recap 	
1430-1445	<i>Coffee</i>	
25. 1445-1645	<i>GENERAL EXAMINATION</i>	

**Return Course Evaluation Sheets
END OF COURSE AND EXAMINATION**

Appendix 2 – New Inspector Registration.

