

## Frequently Asked Questions on “Temporary guidelines for conducting a vessel inspection during COVID 19” and “Temporary Covid-19 precautions during an Inspection”

- Q:** Does the verification of a violation of accuracy in electronic document prompt an observation?  
**A:** Yes, a verified discrepancy should be addressed in the same manner as if physically reviewing documents on board. Discrepancies should be discussed with ship staff onboard.
- Q:** Will the operators SMS be made available to the inspector prior to the inspection?  
**A:** Parts of the SMS may be uploaded as required. A full list of the documents that are required to be uploaded by the operator is available in the document.
- Q:** Can document review be conducted in open space outside the accommodation?  
**A:** It is possible to do this however, there can be a number of considerations that may need to be taken into account – the availability of open space, the weather, etc.
- Q:** How do we address challenges faced with printing the list of observations on board?  
**A:** In some cases, the use of email may only be available if there is a viable connection onboard to allow the transmission of the observation list for printing. In such cases, explore the options that are available. Consider the use of Bluetooth for wireless printing or for that matter asking them to take notes when observations are discussed with a view to emailing the list at the earliest opportunity.
- Q:** Sometimes copies of documents are retained for the purposes of report writing and for inspector’s record. In such cases when should they be destroyed?  
**A:** Generally speaking, there are two approaches. One to ensure that the final report is thorough and therefore there is no need to maintain personal records, the other is to keep all personal records of the inspection for a period of time. In this case it is the security of the document that is of concern and generally once a report is published, any copies of documents retained should be destroyed.
- Q:** Is it possible to do a normal inspection as we are now?  
**A:** Yes, however, such changes in procedure will need be done in agreement with the submitting member company and operator company.
- Q:** Will access to the document repository be unique to booking code?  
**A:** Yes. This will be unique to the booking code. Only those that are assigned the booking code will get access. i.e. the inspector, the operator.
- Q:** Which times are required to be entered for document review and for joining/departing vessel.  
**A:** Specific guidance is issued in section 4 in Annex C of the guidance document – “Temporary guidelines for conducting a vessel inspection during COVID 19”

**Q:** Why do we not reduce the time of the inspection?

**A:** An inspection should take as long as it takes. If the documents are being reviewed prior the inspection, then the overall time onboard may be reduced. Guidance on this is provided in the document.

**Q:** Should all Inspections be conducted using remote review of documents?

**A:** While the decision to conduct a remote review of documents lies with the Submitting member, it is recommended that all Inspections conducted during COVID 19 should, as far as possible, use the remote review of documents process to ensure that the time an Inspector needs to spend onboard a vessel is minimised and to ensure also that the vessel's crew, the Operator and the Inspector are prepared.

**Q:** Should a remote review of documents be undertaken only if all the documents listed in the guidelines have been uploaded?

**A:** The decision to undertake a remote review of documents as part of the inspection is for the Submitting member to make. There is no specific guidance in this regard however, if a decision to undertake a remote review has been taken then the issue of whether all documents have been uploaded or not should have been considered.

**Q:** Should the number of documents uploaded be put down as an observation if all the documents listed in the guidelines have not been uploaded?

**A:** As for observations, the protocols to be followed would be the same as if the inspector were reviewing the documents on board. What this means is that if the inspector were to find any discrepancies in the uploaded documents as a result of the remote review, then these should be discussed with the ship staff when the inspector is on board and any resulting observations to be made thereafter. The number of documents that have been uploaded per se should not be an observation.

**Q:** Should all questions be commented on to state that this was a remote review?

**A:** Where there is an observation or comment to be made then the inspector should make it clear if this was a remote review however every question that requires the review of a document should not be commented to state that this was a remote review. Remember, your comments and observations should add value to the report.

**Q:** Am I restricted to strictly using the questionnaires appended as Annex B of the "Temporary Guidelines for Conducting a Vessel Inspection During COVID -19"?

**A:** The questionnaires that have been provided in Annex B is designed to assist the inspector in assessing the risk that is associated with conducting a Vessel Inspection during COVID 19. The inspector may add to this list of questions if they feel that there is more information that they need which could be relevant to their assessment of risk.

**Q:** What do I do if the inspection is being conducted at an offshore location and I (the inspector) cannot depart the vessel upon completion of the inspection?

**A:** In such situations the inspector would have to wait onboard for an appropriate departure from the vessel. The inspector should consult with the submitting company for advice on staying on board and on any risk-mitigation measures that they may expect the inspector to take. These issues should be raised and discussed as soon as the location of the inspection is known to the inspector.

**Q:** What should the inspector do if there is a change in the schedule and the document review has already been performed?

**A:** Where a remote review of documents has been completed for a vessel that has been delayed, the timings for the remote review of documents should be recorded as and when this was carried out.