SIRE 2.0 – Paper-Based Contingency Process

Instructions for Submitting Companies and Inspectors

Version 1.0

January 2023

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Document Control

Doc Version	Date	Change
1.0	11 January 2023	Initial Release

Introduction

A SIRE 2.0 Inspection is primarily completed in the SIRE 2.0 Tablet inspection editor application.

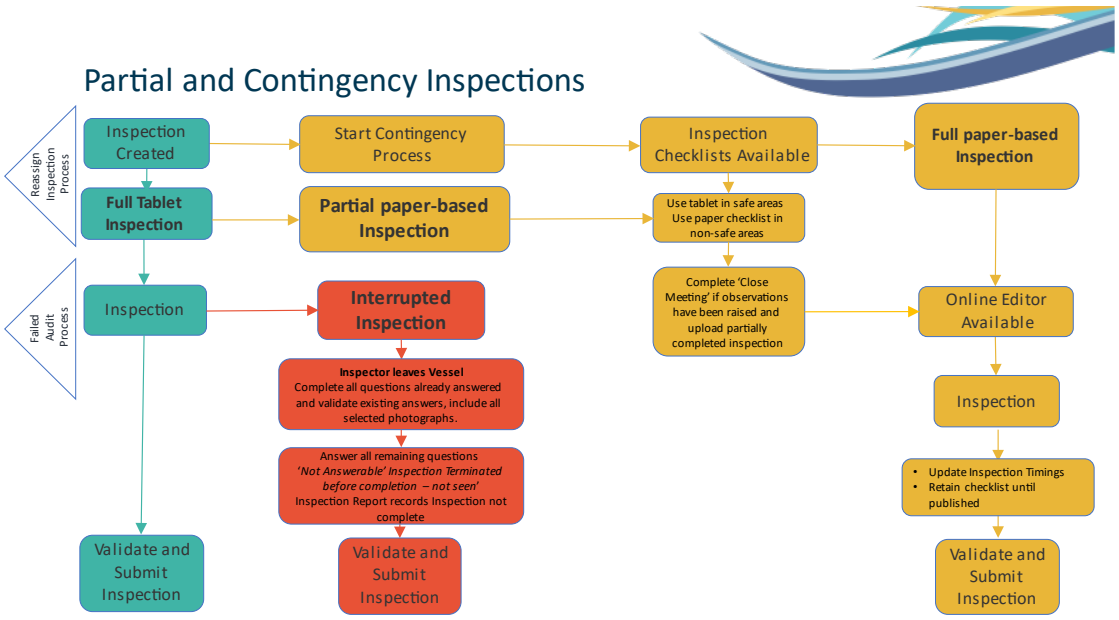
Tablet Inspection – A full tablet inspection means that the Inspection is only available and completed on the tablet device through to submission.

Terminated Inspection – If a Tablet inspection is interrupted and the inspection cannot be completed, the inspection may be 'Terminated' and submitted with the information that has been collected prior to that point. This inspection will be recorded as 'Incomplete' and the report name will be suffixed by (I) where it appears.

Where unforeseen issues arise that prevent the use of the tablet application during an Inspection or, part of an inspection, the Inspector has the following options available.

Full paper-based Inspection – A full paper-based contingency inspection can be completed where a tablet device is prohibited, or the tablet device is not in working order. The Online Editor will be used to electronically record the Inspection. This will be recorded as a 'Contingency' Inspection and the report name will be suffixed by (C) where it appears.

Partial paper-based Inspection – A partial paper-based inspection can be completed where the Tablet device is not permitted in all areas required for the Inspection. Paper copies of the External questions can be downloaded using the contingency process and the partially completed tablet inspection can be uploaded to the online editor for completion. This will be recorded as a 'Partial' Inspection and the report name will be suffixed by (P) where it appears.

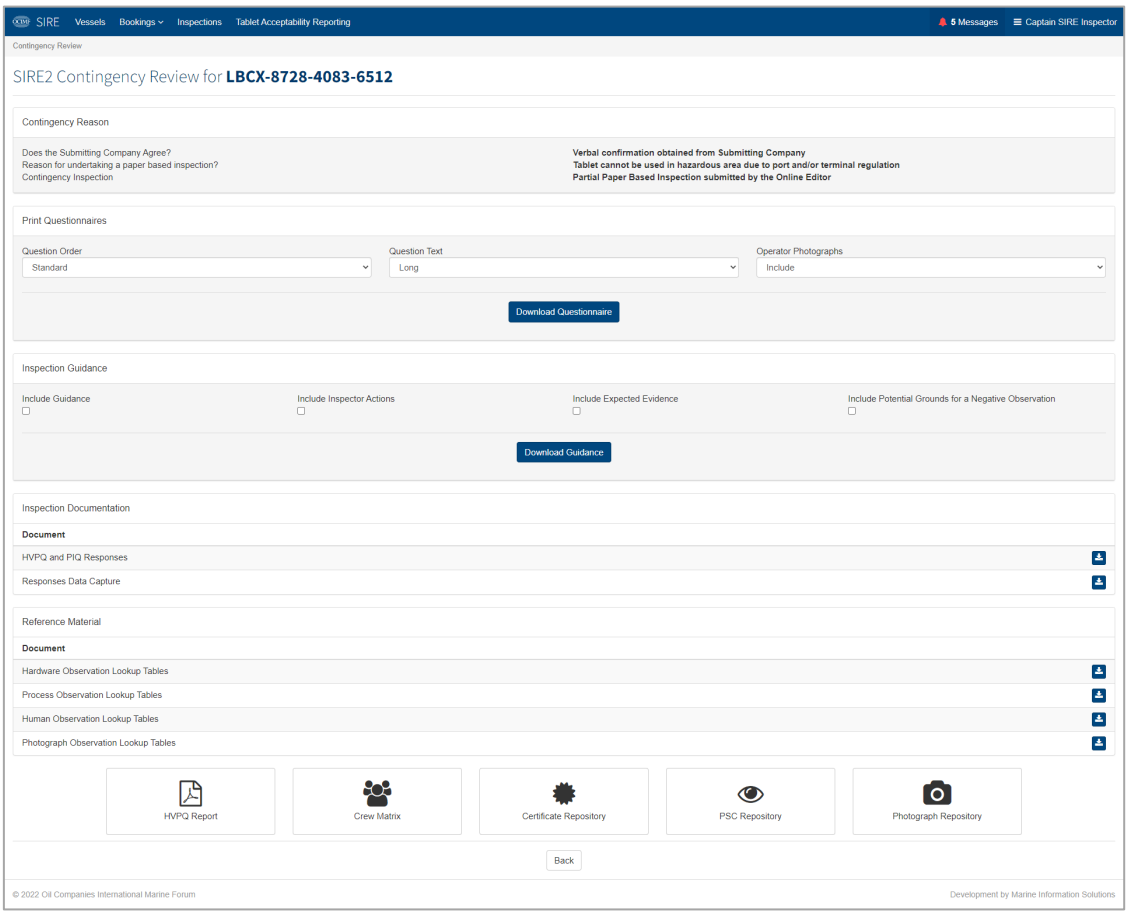


Paper-based Inspections

The contingency process is a paper-based pre-printed copy of the Compiled Vessel Inspection Questionnaire (CVIQ) for the inspector to complete on-board in cases where, for various reasons, a tablet cannot be used.

Contingency Review Screen

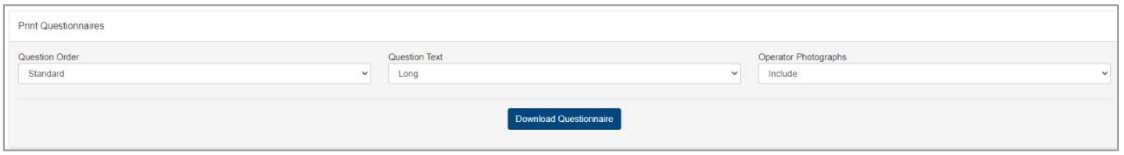
The Contingency Review screen allows access to the paper-based documents that can be printed showing different detail, dependent upon the choices made by the Inspector and whether it is a partial or full paper-based Inspection.



All printable documents generated by a contingency process will be watermarked with the Inspection Report name and, a footer will indicate who downloaded the documents and when.

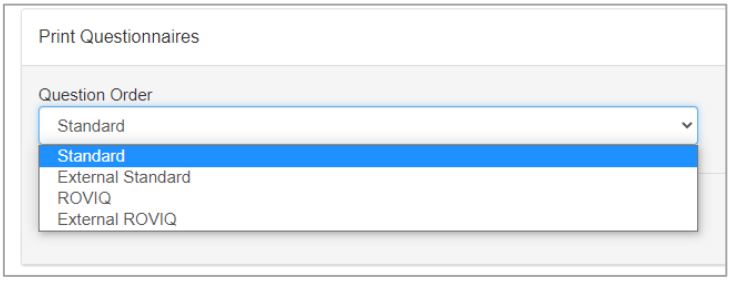
Printing Questionnaires

The Inspector can print the Inspection CVIQ in different configurations based on Question Order, length of question and whether to include photographs.



Question order

Where a full paper-based contingency reason is selected, the dropdown list will have two options for 'Standard' and 'ROVIQ' Question Order.



For a partial paper-based contingency reason, additional 'external' dropdown choices are available. Selecting an 'external' option will include only those questions that need to be addressed outside the accommodation or the main machinery space in the questionnaire.

Question Text

Each question in the CVIQ has both a long and short version displayed on the Tablet Editor. The Inspector can choose which version of the question to display in the printed document.

Standard – Long Question

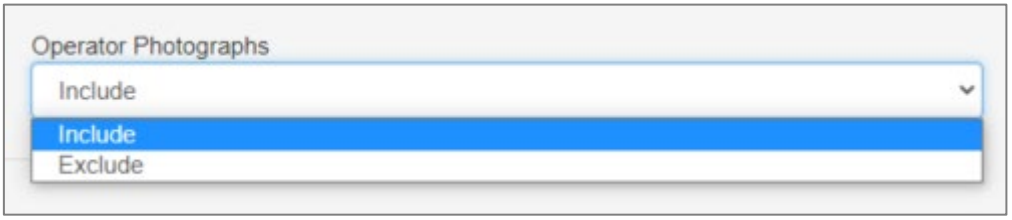
2. Certification and Documentation		OSC	Hardware	Process	Human	Obs/PIF
			Tick box for 'Yes' with no comment, add code (H2, P1, U1) for yes with supporting comment			
2.1. Certification	2.1.1	C-2	Free from obvious deterioration or deficiency	As expected – procedure and/or document present	As Expected	
Were the Master and senior officers familiar with the company procedure for maintaining the vessel's statutory certification up to date, were all certificates and documents carried onboard up to date and was the vessel free of conditions of class or significant memoranda?						
2.2. Management Oversight	2.2.1			As expected – procedure and/or document present		
Had the vessel been attended by a company Superintendent at approximately six-monthly intervals and were reports available to demonstrate that a systematic vessel inspection had been completed during each attendance declared through the pre-inspection questionnaire?						

ROVIQ – Short Question

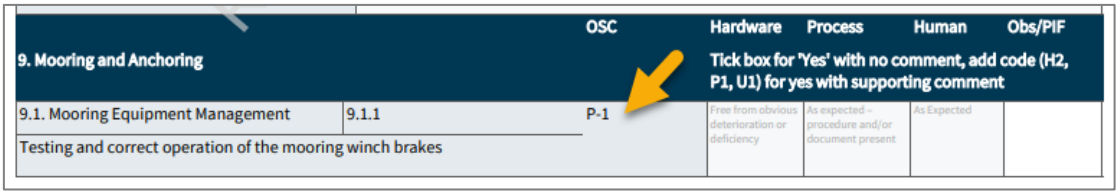
1. Pre-board	OSC	Hardware	Process	Human	Obs/PIF
		Tick box for 'Yes' with no comment, add code (H2, P1, U1) for yes with supporting comment			
2.1.1	C-9	Free from obvious deterioration or deficiency	As expected – procedure and/or document present	As Expected	
Maintenance of Statutory Certification					
2.3.2	C-1	Free from obvious deterioration or deficiency	As expected – procedure and/or document present	As Expected	
Structural concerns and Class Survey File.					
2.8.1	C-11		As expected – procedure and/or document present		
HVPQ accurately completed.					

Operator Photographs

The Inspector can choose whether photographs should be included with the printed question set.



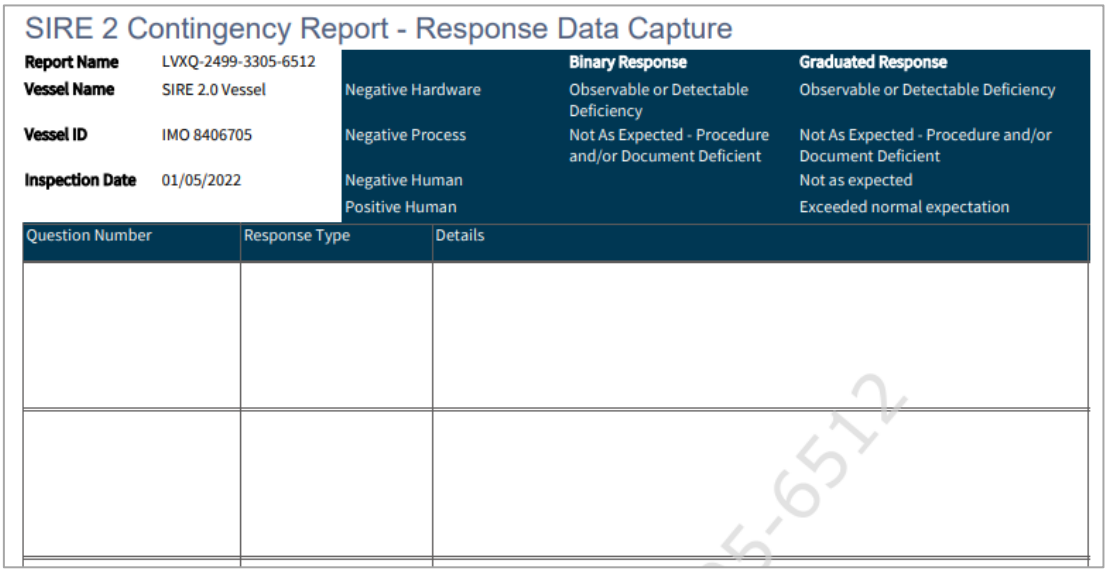
If included, the photographs will appear in a separate section titled 'Operator Photographs' at the end of the CVIQ. Where photographs are related to other questions not in 'Chapter 11 – General Appearance and Condition', the associated question number will be displayed so that it is easily recognised when referenced in the CVIQ. i.e. see below question Q9.1.1



Photographs can also be downloaded separately in a zip file from the Photograph Repository to be viewed on a device or viewed within SIRE. This is described in more detail in section **Photograph Repository.**

Response Data Capture

The standard printed Inspection document will include 4 pages to record both Negative Observations and Positive Human Observations. This is described in more detail in section **Negative and Positive Human Observations.**



SIRE 2 Contingency Report - Response Data Capture

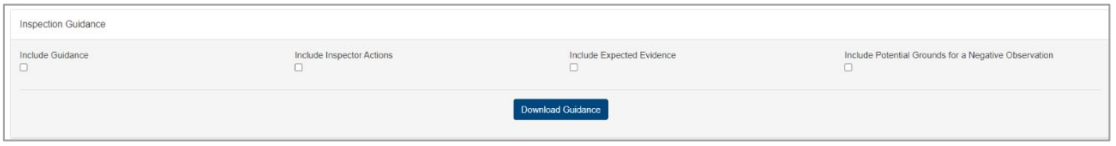
Report Name	LVXQ-2499-3305-6512
Vessel Name	SIRE 2.0 Vessel
Vessel ID	IMO 8406705
Inspection Date	01/05/2022

	Binary Response	Graduated Response
Negative Hardware	Observable or Detectable Deficiency	Observable or Detectable Deficiency
Negative Process	Not As Expected - Procedure and/or Document Deficient	Not As Expected - Procedure and/or Document Deficient
Negative Human		Not as expected
Positive Human		Exceeded normal expectation

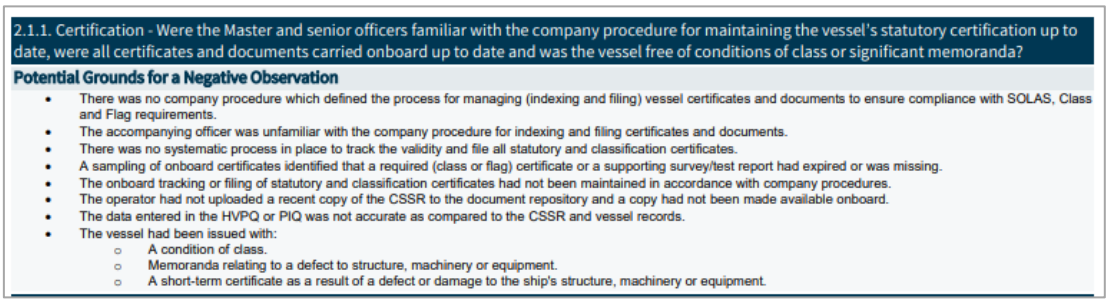
Question Number	Response Type	Details

Inspection Guidance

For each question included in the CVIQ, detailed guidance is available on the tablet device. As this guidance is extensive, to avoid printing all of it in paper format, the Inspector can choose which type of guidance to print for each Inspection.



Selecting the 'tick box' against each of the categories will create a printed version of the selected items upon clicking 'Download Guidance'. These are large documents, and an icon will display whilst the document is downloading.



2.1.1. Certification - Were the Master and senior officers familiar with the company procedure for maintaining the vessel's statutory certification up to date, were all certificates and documents carried onboard up to date and was the vessel free of conditions of class or significant memoranda?

Potential Grounds for a Negative Observation

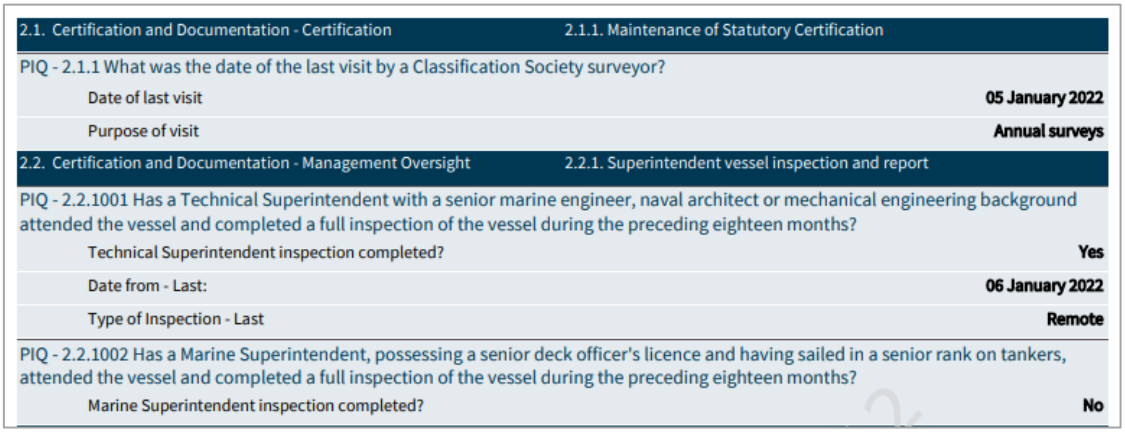
- There was no company procedure which defined the process for managing (indexing and filing) vessel certificates and documents to ensure compliance with SOLAS, Class and Flag requirements.
- The accompanying officer was unfamiliar with the company procedure for indexing and filing certificates and documents.
- There was no systematic process in place to track the validity and file all statutory and classification certificates.
- A sampling of onboard certificates identified that a required (class or flag) certificate or a supporting survey/test report had expired or was missing.
- The onboard tracking or filing of statutory and classification certificates had not been maintained in accordance with company procedures.
- The operator had not uploaded a recent copy of the CSSR to the document repository and a copy had not been made available onboard.
- The data entered in the HVPQ or PIQ was not accurate as compared to the CSSR and vessel records.
- The vessel had been issued with:
  - A condition of class.
  - Memoranda relating to a defect to structure, machinery or equipment.
  - A short-term certificate as a result of a defect or damage to the ship's structure, machinery or equipment.

Inspection Documentation

Supporting Inspection Documentation for a contingency inspection can also be downloaded and printed.

HVPQ and PIQ Responses

A combined document with Inspection specific HVPQ and PIQ information, which would have appeared against questions in the SIRE 2.0 application on the tablet device, can be viewed and downloaded.



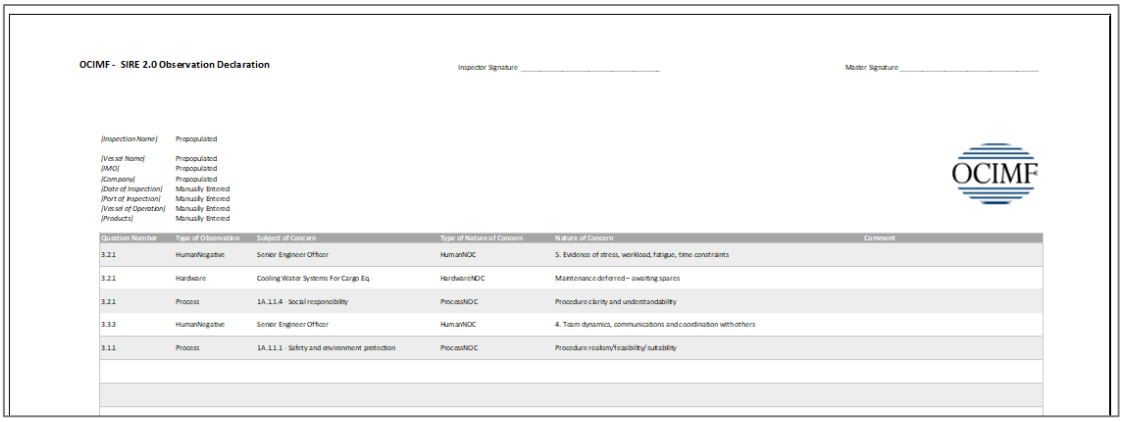
2.1. Certification and Documentation - Certification	2.1.1. Maintenance of Statutory Certification
PIQ - 2.1.1 What was the date of the last visit by a Classification Society surveyor?	
Date of last visit	**05 January 2022**
Purpose of visit	**Annual surveys**
2.2. Certification and Documentation - Management Oversight	2.2.1. Superintendent vessel inspection and report
PIQ - 2.2.1001 Has a Technical Superintendent with a senior marine engineer, naval architect or mechanical engineering background attended the vessel and completed a full inspection of the vessel during the preceding eighteen months?	
Technical Superintendent inspection completed?	**Yes**
Date from - Last:	**06 January 2022**
Type of Inspection - Last	**Remote**
PIQ - 2.2.1002 Has a Marine Superintendent, possessing a senior deck officer's licence and having sailed in a senior rank on tankers, attended the vessel and completed a full inspection of the vessel during the preceding eighteen months?	
Marine Superintendent inspection completed?	**No**

Responses Date Capture

Although four pages of this form are included in the CVIQ printout, additional pages for recording negative and positive human observations can also be downloaded separately.

Observation Declaration

To enable the electronic recording of the Observation Declaration required for the Closing Meeting of a Full Paper-based Inspection, an excel spreadsheet which contains dynamic choices can be used to transcribe the information collected on the Response Data Capture form and be signed by the Master and the Inspector. See Observation Declaration Document.



OCIMF - SIRE 2.0 Observation Declaration

Inspector Signature _____ Master Signature _____

[Inspection Name]	Prepopulated
[Vessel Name]	Prepopulated
[IMO]	Prepopulated
[Company]	Prepopulated
[Date of Inspection]	Manually Entered
[Port of Inspection]	Manually Entered
[Vessel of Operation]	Manually Entered
[Products]	Manually Entered

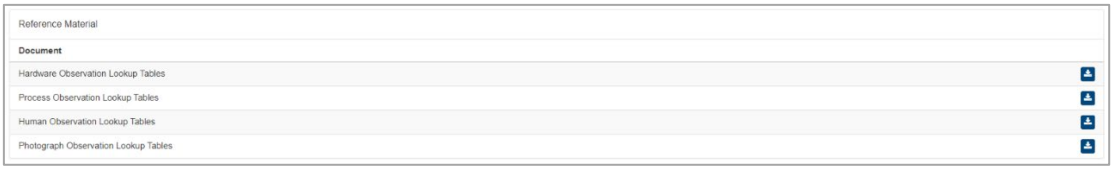
OCIMF

Question Number	Type of Observation	Subject of Concern	Type of Nature of Concern	Nature of Concern	Comment
3.2.1	HumanNegative	Senior Engineer Officer	HumanNOC	5. Evidence of stress, workload, fatigue, time constraints	
3.2.1	Hardware	Cooling Water Systems For Cargo Eq.	HardwareNOC	Maintenance deferred – awaiting spares	
3.2.1	Process	1A.1.1.4 - Social responsibility	ProcessNOC	Procedure clarity and understandability	
3.3.3	HumanNegative	Senior Engineer Officer	HumanNOC	4. Team dynamics, communications and coordination with others	
3.1.1	Process	1A.1.1.1 - Safety and environment protection	ProcessNOC	Procedure realism/feasibility/suitability	

Reference Material

To record observations correctly, access to the Lookup Tables for ‘Subjects of Concern’ and ‘Natures of Concern’ are available for each response type.

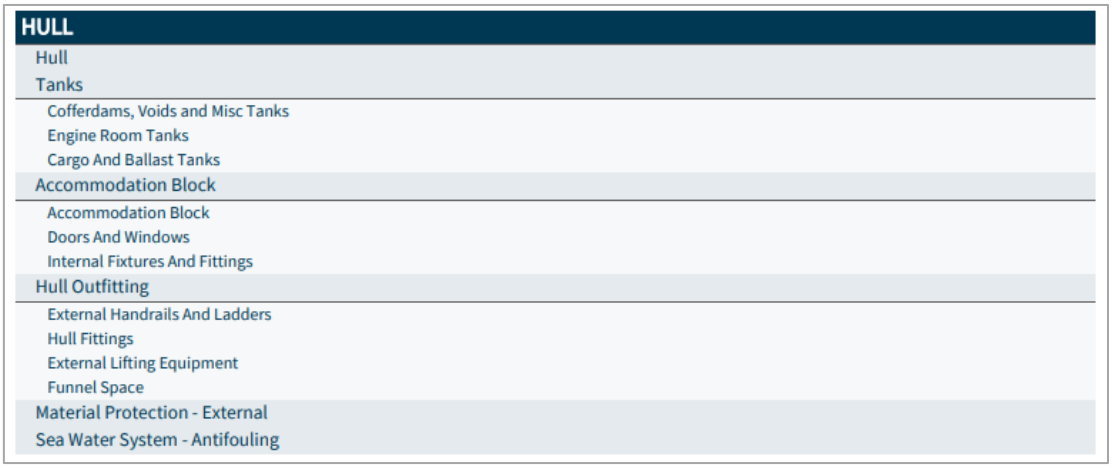
A separate document for each response type, detailing the responses for ‘Subject of Concern’, ‘Nature of Concern’ and ‘Not answerable’ reasons can be downloaded from this section.



Reference Material

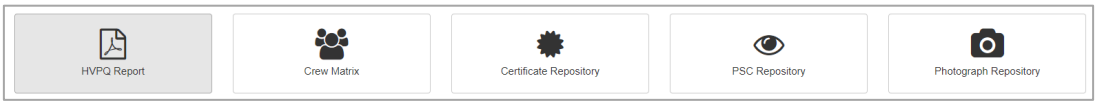
Document
Hardware Observation Lookup Tables
Process Observation Lookup Tables
Human Observation Lookup Tables
Photograph Observation Lookup Tables

These documents are not Inspection specific and can be used multiple times.



Supporting Documents

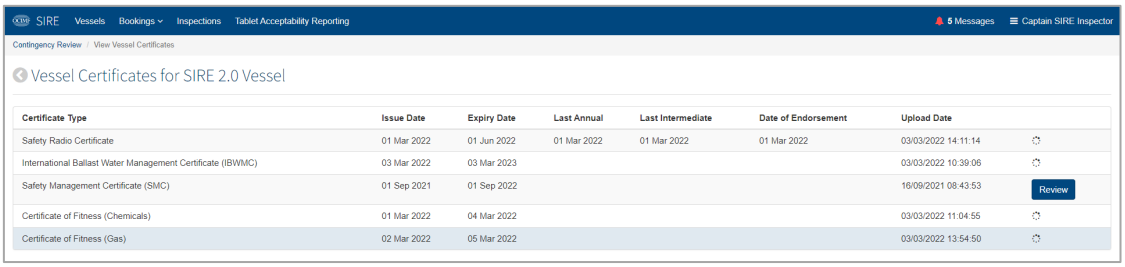
The Tablet Editor provides access to supporting documents from within the Inspection, that provide additional information to the Inspector. For a paper-based Inspection, these documents can be downloaded to a device and printed if required. Certificates may only be viewed within the SIRE Certificate Repository and cannot be downloaded or printed.



HVPQ – displays a full pdf version from within SIRE, which can be downloaded.
Crew Matrix – downloads a pdf version of the associated crew matrix for the Inspection.

Certificate Repository

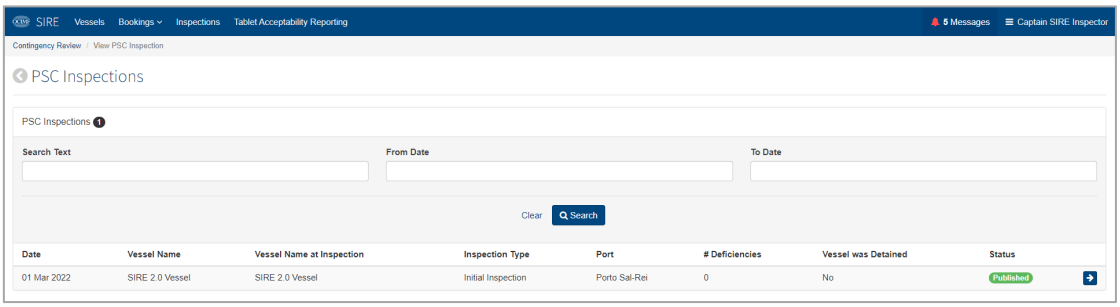
The Certificate Repository displays a list of Inspection specific Certificates within SIRE, which can only be viewed, using a browser-based viewer and cannot be downloaded or printed.



Select ‘Review’ to view the Certificates in the browser.

PSC Repository

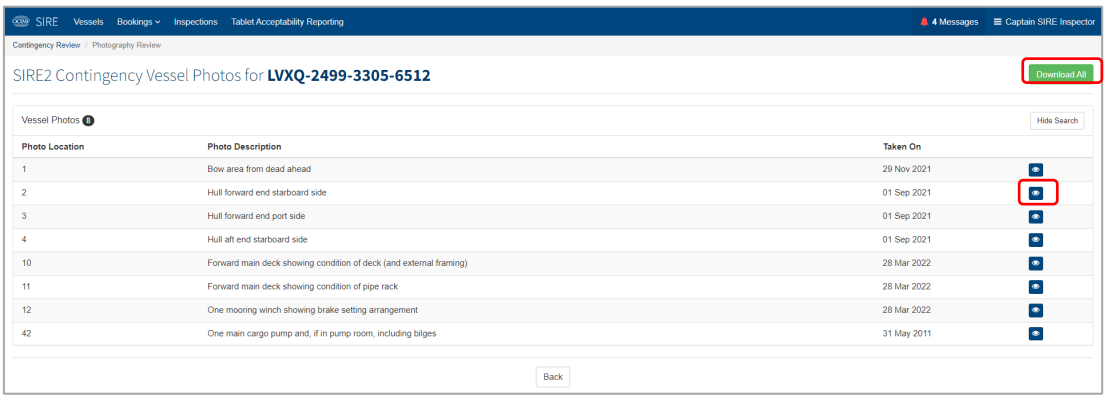
The PSC Repository displays a list of vessel PSC Inspection details within SIRE.



Selecting the blue arrow will display the details of the PSC Inspection. Select 'Go to Contingency Review' button to return to the Contingency Review screen.

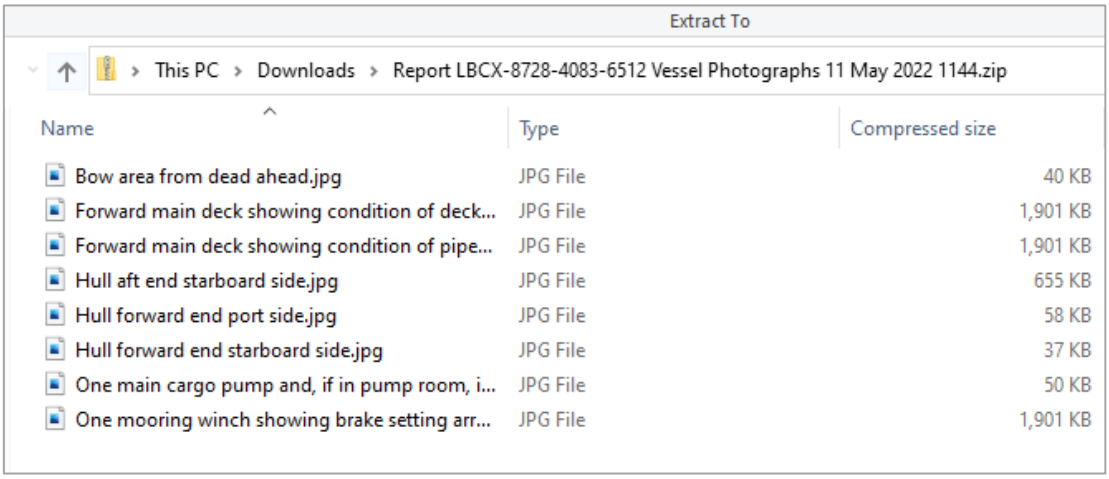
Photograph Repository

The Photograph Repository icon will display a list of Inspection specific photographs within SIRE.



Selecting the 'eye' icon against a photograph location, will display the image in a new tab for easier viewing online.

Selecting 'Download All', will download the Inspection specific set to a zip file, where each photograph can be viewed in greater detail and saved on the device.



Each photograph will display the report name as a watermark and should not be distributed outside of the Inspection process.

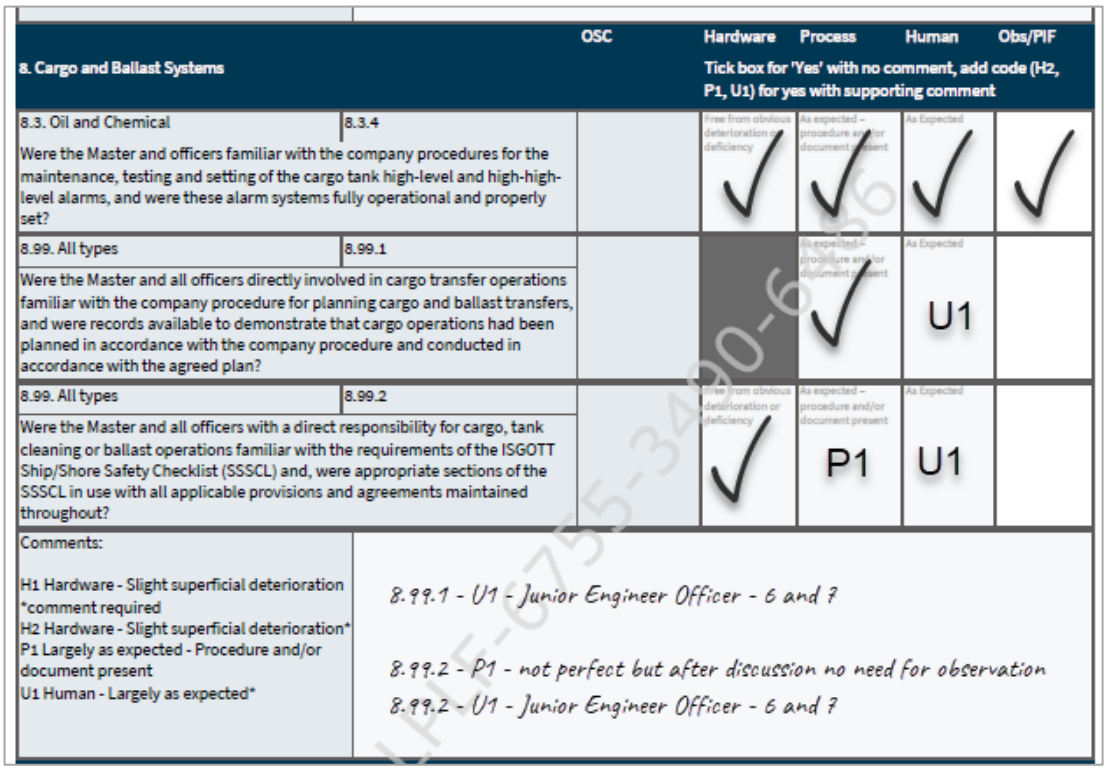
Completing the Questionnaires

The downloaded questionnaire documents will display the required response types for Hardware, Process, Human and Photograph.

The required expected standard binary or graduated response options for each question are displayed in each response box, or a grey box indicates that no answer is required for that response type.

Hardware/Process/Human Responses

For an expected response, the Inspector should tick the appropriate response box that meets the correct standard.



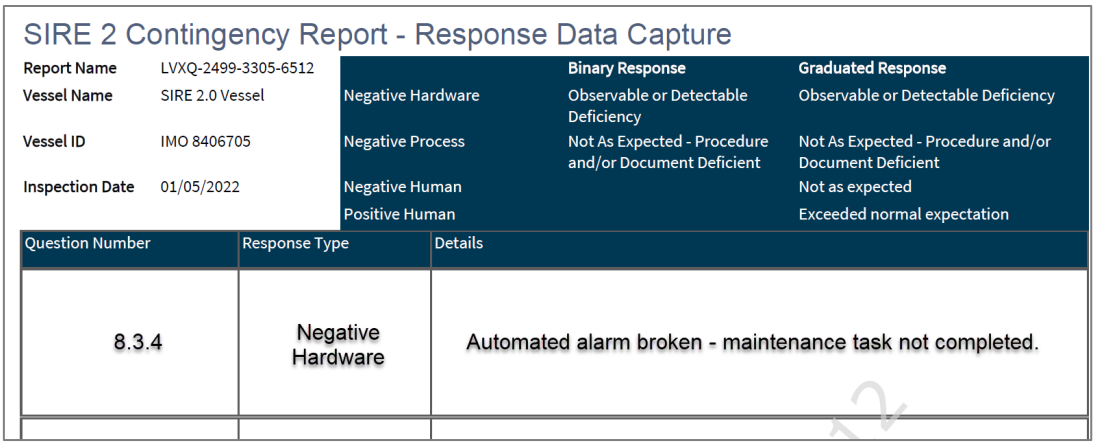
8. Cargo and Ballast Systems		OSC	Hardware	Process	Human	Obs/PIF
			Tick box for 'Yes' with no comment, add code (H2, P1, U1) for yes with supporting comment			
8.3. Oil and Chemical	8.3.4		Free from obvious deterioration or deficiency ✓	As expected – procedure and/or document present ✓	As Expected ✓	✓
Were the Master and officers familiar with the company procedures for the maintenance, testing and setting of the cargo tank high-level and high-high-level alarms, and were these alarm systems fully operational and properly set?						
8.99. All types	8.99.1			As expected – procedure and/or document present ✓	As Expected U1	
Were the Master and all officers directly involved in cargo transfer operations familiar with the company procedure for planning cargo and ballast transfers, and were records available to demonstrate that cargo operations had been planned in accordance with the company procedure and conducted in accordance with the agreed plan?						
8.99. All types	8.99.2		Free from obvious deterioration or deficiency ✓	As expected – procedure and/or document present P1	As Expected U1	
Were the Master and all officers with a direct responsibility for cargo, tank cleaning or ballast operations familiar with the requirements of the ISGOTT Ship/Shore Safety Checklist (SSSCL) and, were appropriate sections of the SSSCL in use with all applicable provisions and agreements maintained throughout?						
Comments: H1 Hardware - Slight superficial deterioration *comment required H2 Hardware - Slight superficial deterioration* P1 Largely as expected - Procedure and/or document present U1 Human - Largely as expected*		8.99.1 - U1 - Junior Engineer Officer - 6 and 7 8.99.2 - P1 - not perfect but after discussion no need for observation 8.99.2 - U1 - Junior Engineer Officer - 6 and 7				

Graduated Responses

Where a graduated response is required, a code should be entered into the box and details should be recorded in the comments box at the end of the section. The codes that should be used are shown against the comments box. These codes relate to graduated responses for each response type that are not positive, expected or negative. Not all questions will have a graduated response, the Inspector should decide on the correct response when entering into the Online Editor.

Negative Observations and Positive Human Observations

Where a Negative Observation or Positive Human Observation is required, the Inspector should tick the 'Obs/PIF' column and record the observation on the generic 'response data' capture form. Four pages of Response Data Capture are included in each Inspection document, additional pages can be downloaded from the Contingency Review screen.



SIRE 2 Contingency Report - Response Data Capture

Report Name	LVXQ-2499-3305-6512
Vessel Name	SIRE 2.0 Vessel
Vessel ID	IMO 8406705
Inspection Date	01/05/2022

	Binary Response	Graduated Response
Negative Hardware	Observable or Detectable Deficiency	Observable or Detectable Deficiency
Negative Process	Not As Expected - Procedure and/or Document Deficient	Not As Expected - Procedure and/or Document Deficient
Negative Human		Not as expected
Positive Human		Exceeded normal expectation

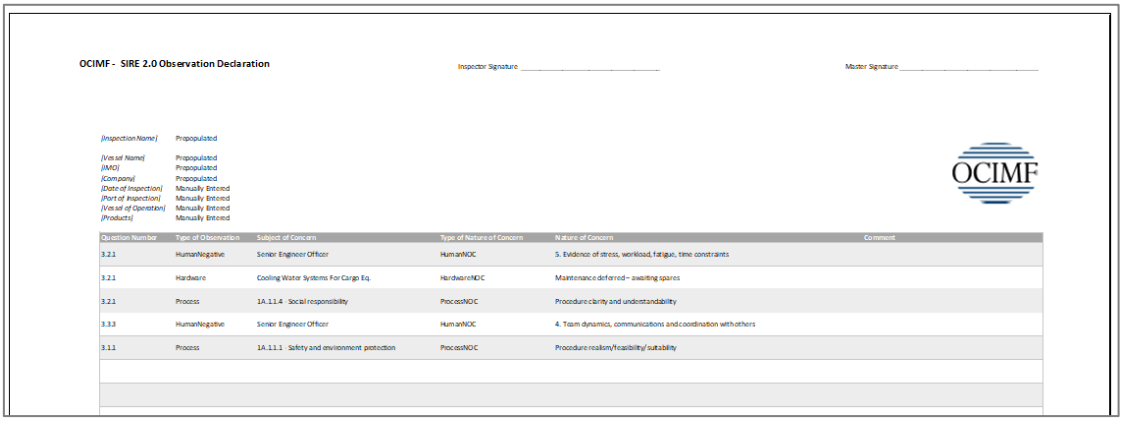
Question Number	Response Type	Details
8.3.4	Negative Hardware	Automated alarm broken - maintenance task not completed.

The Inspector should record the question number, response type and details of the observation so that it can be entered into the Observation Declaration Document.

Observation Declaration Document

The Observation Declaration Document can be downloaded from the Contingency Review screen. It is an excel spreadsheet and can be edited and saved to the Inspector's device.

The spreadsheet which contains dynamic choices, can be used to transcribe the information collected on the Response Data Capture form and be printed and signed by the Master and the Inspector.



OCIMF - SIRE 2.0 Observation Declaration

Inspector Signature _____ Master Signature _____

(Inspection Name)	Prepopulated
(Vessel Name)	Prepopulated
(IMO)	Prepopulated
(Company)	Prepopulated
(Date of Inspection)	Manually Entered
(Port of Inspection)	Manually Entered
(Vessel of Operation)	Manually Entered
(Products)	Manually Entered

Question Number	Type of Observation	Subject of Concern	Type of Nature of Concern	Nature of Concern	Comment
3.2.1	HumanNegative	Senior Engineer Officer	HumanNOC	5. Evidence of stress, workload, fatigue, time constraints	
3.2.1	Hardware	Cooling Water Systems For Cargo Eq.	HardwareNOC	Maintenance deferred – awaiting spares	
3.2.1	Process	1A.1.1.4 Social responsibility	ProcessNOC	Procedure clarity and understandability	
3.3.3	HumanNegative	Senior Engineer Officer	HumanNOC	4. Team dynamics, communications and coordination with others	
3.1.1	Process	1A.1.1.1 Safety and environment protection	ProcessNOC	Procedure realism/feasibility/ suitability	

The template allows the following data to be entered.

Question number – This column is free text to record the question number.

Type of Observation – This column is a dropdown list of all available Observation types.

Subject of Concern – This column is a dropdown list of available SOCs related to the Type of Observation selection.

Type of Nature of Concern – This column is a dropdown list of all available Nature of Concern Observation Types. The corresponding item should be selected as was selected in Type of Observation. i.e. Hardware, Hardware NOC.

Nature of concern – This column is a dropdown list of available NOCs related to the Type of Nature of Concern selected.

Negative Comment/Comment - This column is free text to record a full explanation for the observation.

When the document is complete for all Negative and Positive Human Observations raised, the Inspector can print the document and the Inspector and Master can sign the printed sheet where indicated.

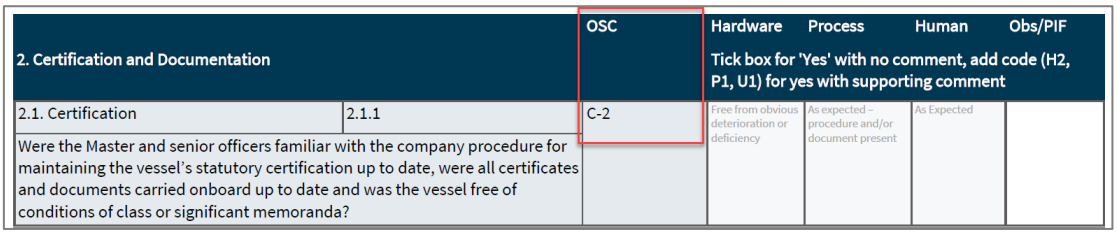
The Inspector can then copy and paste the observation details into the Online Editor when completing the Online Submission.

Operator Supplied Content (OSC)

In the Full Tablet based Inspection, additional information from the Operator is supplied on the 'Operator Supplied Content' tab. This can include Certificates, Photographs, HVPQ and PIQ responses relevant to the question.

The HVPQ and PIQ response information can be downloaded from the Contingency Review Screen, along with access to the Certificate and Photograph repositories. Photographs can also be included in the Inspection document or downloaded separately in a zip file.

Where relevant, a photograph and/or certificate indicator will be displayed in the OSC column of the Inspection document. This will inform the Inspector that for this question a relevant photograph(s) or certificate(s) is available (P1 = 1 photograph, C15 = 15 Certificates).



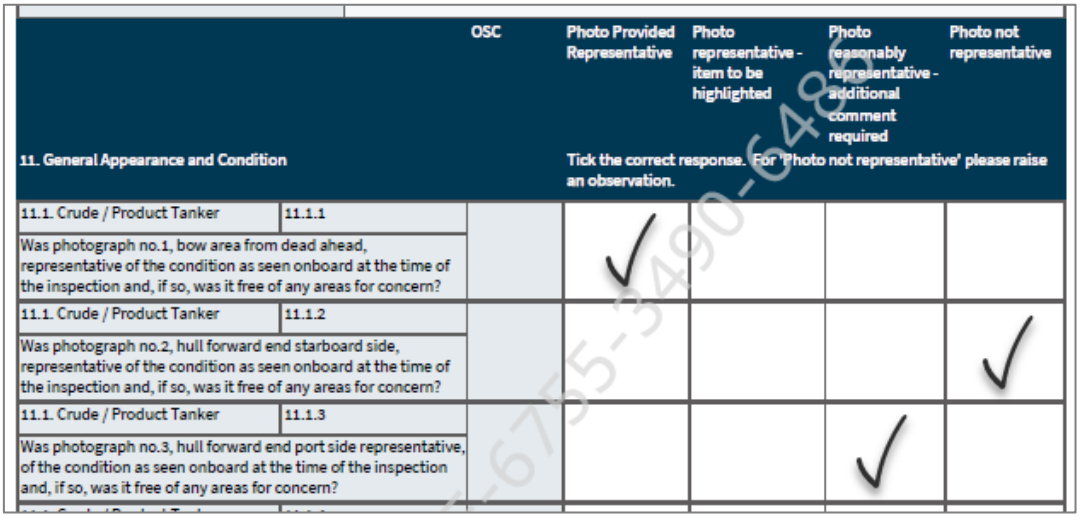
2. Certification and Documentation		OSC	Hardware	Process	Human	Obs/PIF
			Tick box for 'Yes' with no comment, add code (H2, P1, U1) for yes with supporting comment			
2.1. Certification	2.1.1	C-2	Free from obvious deterioration or deficiency	As expected – procedure and/or document present	As Expected	
Were the Master and senior officers familiar with the company procedure for maintaining the vessel's statutory certification up to date, were all certificates and documents carried onboard up to date and was the vessel free of conditions of class or significant memoranda?						

Photograph Questions

When completing a paper based contingency Inspection, photograph questions are displayed differently, dependent upon the 'Question Order' selected.

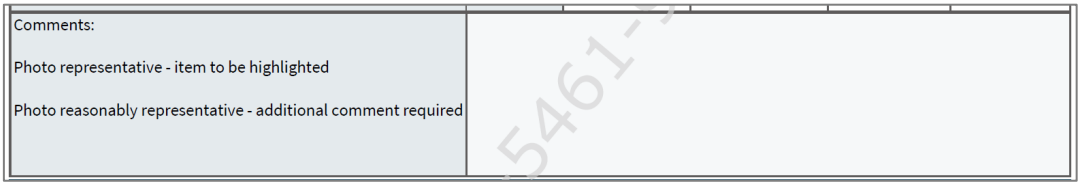
Standard – where Standard is selected, the photograph questions will all appear in Chapter '11 General Appearance and Condition' at the end of the document, just before Operator Photographs.

Photograph response types are shown in the column headings and the appropriate column should be ticked.



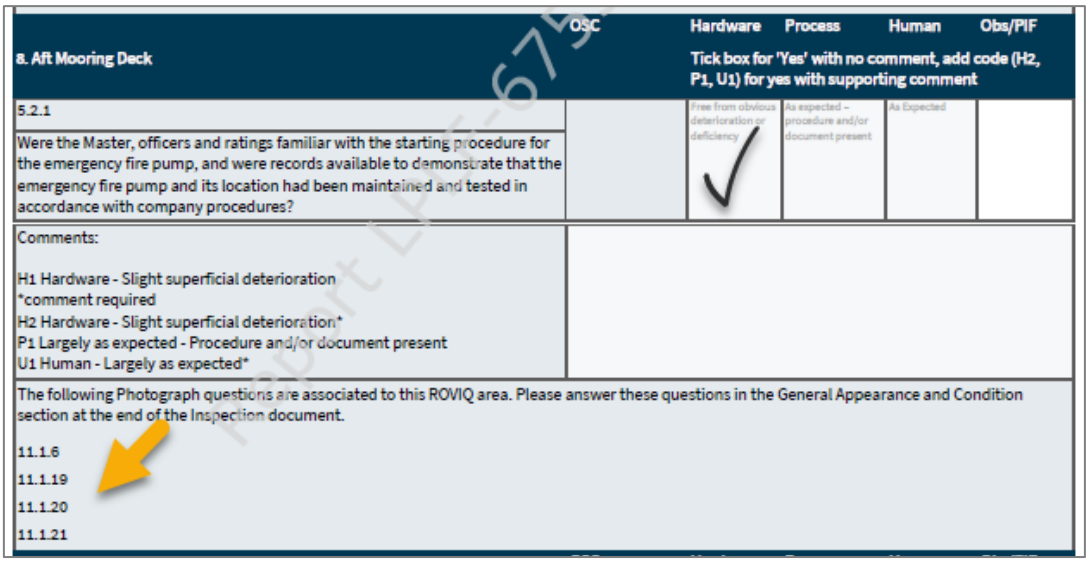
11. General Appearance and Condition		OSC	Photo Provided Representative Tick the correct response. For 'Photo not representative' please raise an observation.	Photo representative - item to be highlighted	Photo reasonably representative - additional comment required	Photo not representative
11.1. Crude / Product Tanker	11.1.1					
Was photograph no.1, bow area from dead ahead, representative of the condition as seen onboard at the time of the inspection and, if so, was it free of any areas for concern?			✓			
11.1. Crude / Product Tanker	11.1.2					
Was photograph no.2, hull forward end starboard side, representative of the condition as seen onboard at the time of the inspection and, if so, was it free of any areas for concern?						✓
11.1. Crude / Product Tanker	11.1.3					
Was photograph no.3, hull forward end port side representative, of the condition as seen onboard at the time of the inspection and, if so, was it free of any areas for concern?					✓	

Where additional comments are required to support a response, these should be entered into the comments box at the end of the section.



Comments:
Photo representative - item to be highlighted
Photo reasonably representative - additional comment required

ROVIQ – where ROVIQ is selected, the Inspector will be directed to photographs that are associated with a particular ROVIQ area in the 'General Appearance and Condition' Chapter at the end of the document.



8. Aft Mooring Deck		OSC	Hardware	Process	Human	Obs/PIF
			Tick box for 'Yes' with no comment, add code (H2, P1, U1) for yes with supporting comment			
5.2.1			Free from obvious deterioration or deficiency	As expected – procedure and/or document present	As Expected	
Were the Master, officers and ratings familiar with the starting procedure for the emergency fire pump, and were records available to demonstrate that the emergency fire pump and its location had been maintained and tested in accordance with company procedures?			✓			
Comments: H1 Hardware - Slight superficial deterioration *comment required H2 Hardware - Slight superficial deterioration* P1 Largely as expected - Procedure and/or document present U1 Human - Largely as expected*						
The following Photograph questions are associated to this ROVIQ area. Please answer these questions in the General Appearance and Condition section at the end of the Inspection document. 11.1.6 11.1.19 11.1.20 11.1.21						

Partial Paper-based Inspections

A Partial paper-based contingency inspection is instigated by selecting either of these reasons on the Contingency Declaration screen.

1. Tablet cannot be used in hazardous area due to port and/or terminal regulation
2. Tablet cannot be used outside of the accommodation/machinery spaces due to port and/or terminal restrictions on photographic equipment

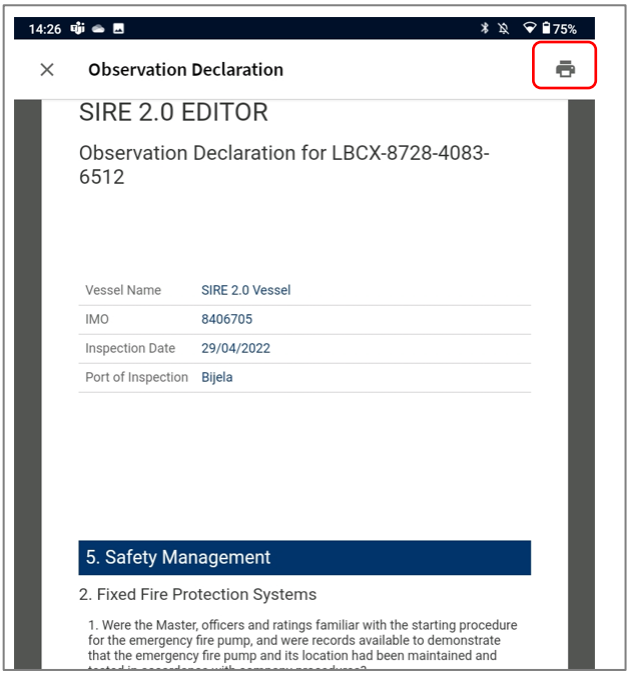
The Inspector will have access to the same information that is available for a Full paper-based Inspection, but a smaller amount of information can be downloaded and printed, as some of the Inspection will take place using the Tablet Editor and will not be required. Selecting the External versions of the 'Question Order' will only print questions for external areas of the vessel where using the tablet device may be restricted.

The Inspection can only be accessed on one Editor at a time. An Inspection can be accessed using the Tablet Editor in the normal way, until a selection is made to use the Online Editor for a partial paper-based Inspection write up. Once an Inspection has been accessed using the Online Editor, the Tablet Editor may no longer be used.

Closing Meeting

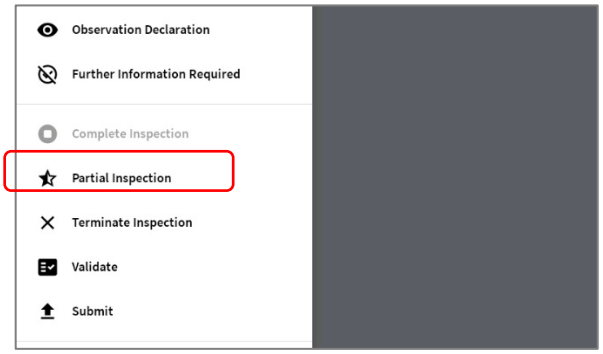
A Partial paper-based Inspection is started using the Tablet Editor, up until the point where this is no longer possible. A paper-based Inspection should be continued for the rest of the time on board the vessel.

When the Inspection is complete, any additional negative observations or positive human observations should be entered into the tablet so that the Observation Declaration can be printed for the Closing Meeting as normal before the Inspector departs the vessel.

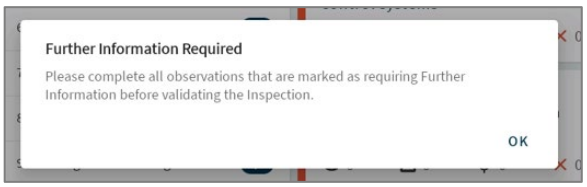


Submitting a Partial Inspection

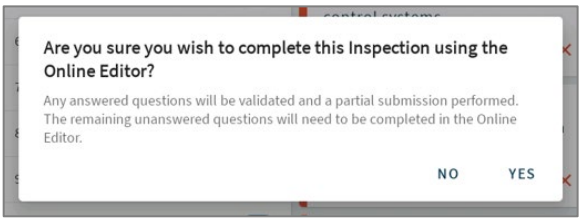
When the Inspection is complete and an internet connection is available, the Inspector should select 'Partial Inspection' from the menu list. A series of validation processes will ensure that the data that is to be transferred is complete when leaving the Tablet Editor.



Upon selecting 'Partial Inspection', if there are any 'Further Information Required' items to be addressed, this validation message will be displayed first. Selecting OK will display the list that requires attention.



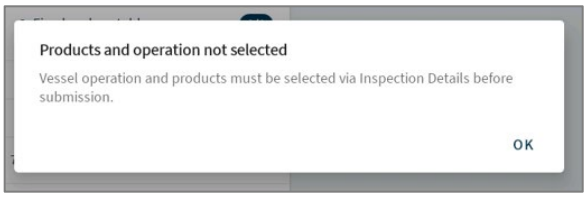
When all 'Further Information Required' items have been addressed, selecting 'Partial Inspection' again will display a message to inform the Inspector that any answered questions will be validated and a partial Inspection submission performed, which will be transferred and completed using the Online Editor.

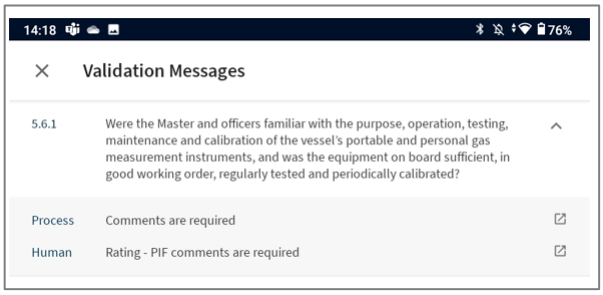


If a contingency reason has not been selected on the Contingency Review screen, the process will be halted until one has been selected to start the process. If a Contingency Inspection is not required, the Inspector may carry on with the normal tablet process instead, as a Partial submission has not been started at this point.

Where a Partial paper-based Contingency Reason has been selected, a series of validations will complete all existing questions, before uploading the Inspection to the Online Editor.

When a Partial paper-based Inspection has been completed on the Tablet Editor, the Inspection will be validated and all existing questions will be completed correctly. Other mandatory information such as Inspection Details should be completed before the Inspection is transferred.



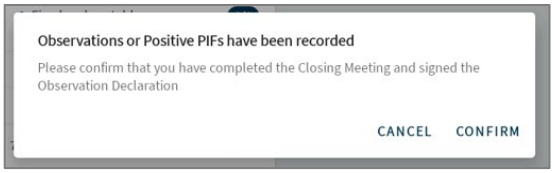


The Inspector should select 'Partial Inspection' after correcting any highlighted issues to move to the next stage.

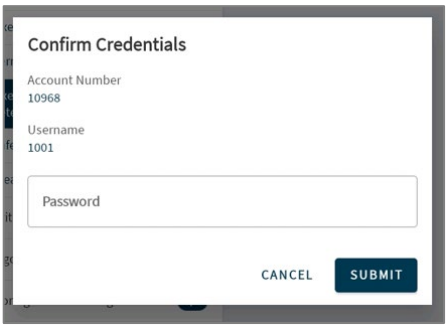
The final validation message before the Inspection is uploaded to the Online Editor informs the Inspector to confirm if all negative observations or positive human observations have been recorded and that these have been discussed in the Closing Meeting with the Master.

This should take place using the Observation Declaration document created by the Tablet Editor as would be for a Full tablet-based Inspection and be printed and signed by the Inspector and the Master, before leaving the vessel.

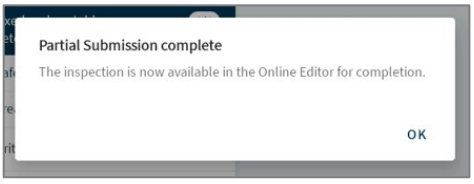
Selecting 'Confirm' on the message will begin the upload to the Online Editor.



The Inspector will be required to enter their password, as if they were submitting a Full tablet-based Inspection from the Tablet Editor and the inspection will be uploaded to the Online Editor.

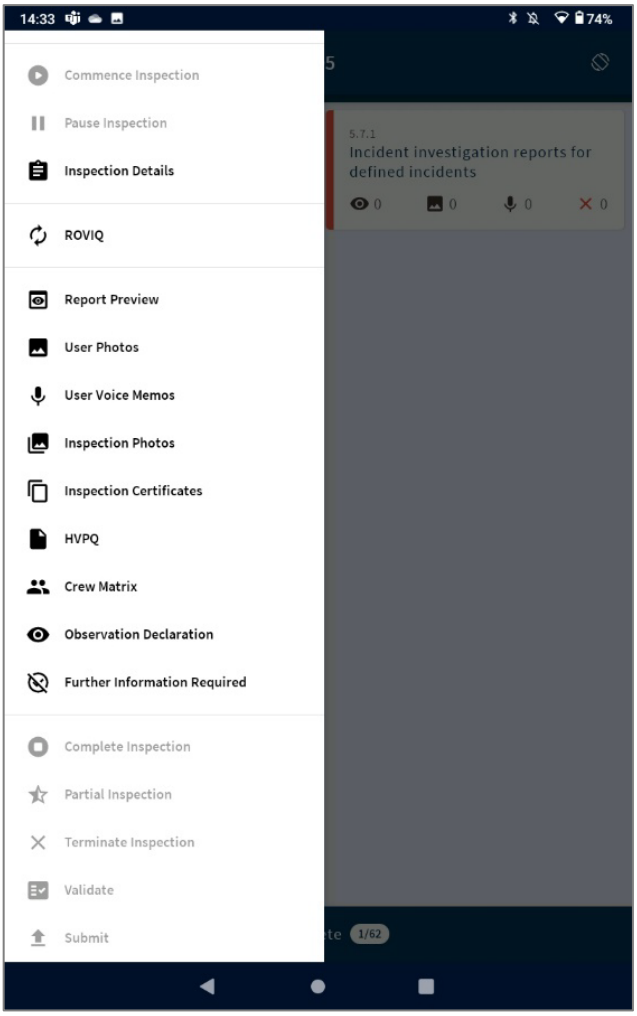


A confirmation message will be displayed informing the Inspector that the Inspection is now available on the Online Editor for completion.



Read Only Tablet View

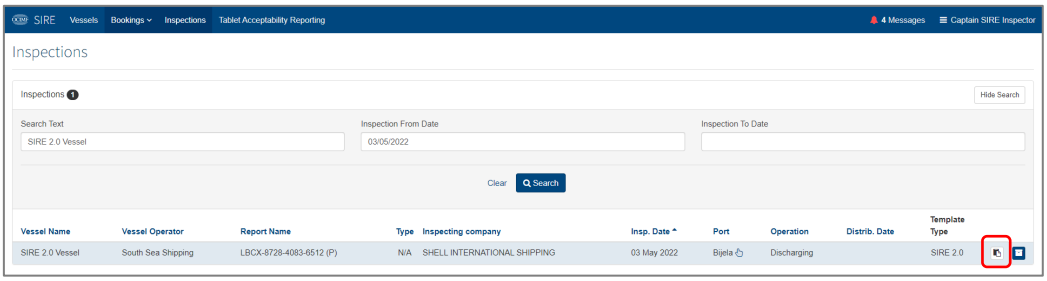
The Inspection in the Tablet Editor will now be 'read only' and menu items will be disabled so that the Inspection cannot be edited any further on the tablet device. This Inspection will be available to view on the Tablet Editor until it is published via the SIRE 2.0 Process.



SIRE 2.0 Inspection List Screen

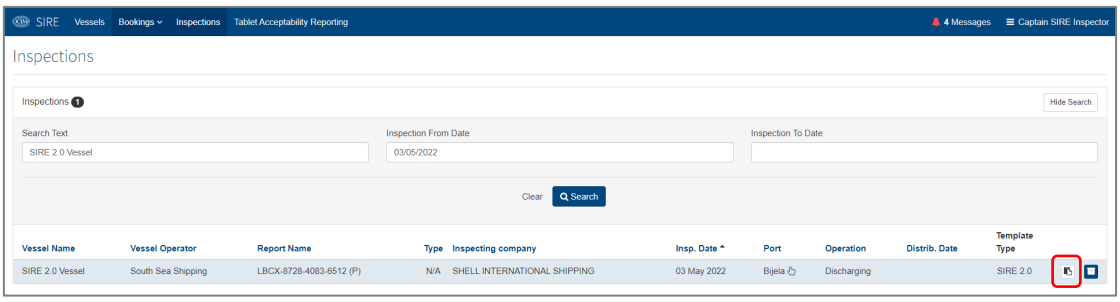
The Inspection List screen will now display the Online Editor icon against the Inspection and only this Editor should be used to progress the Inspection to submission.

A (P) suffix will be added to the Inspection Name from this point, to indicate that it is a Partial paper-based Inspection.



Online Editor

The Online Editor is used to submit a Partial paper-based or Full paper-based Contingency Inspection. The Editor can only be accessed by the Inspector, from the icon on the Inspections list screen. This will be available at different times dependent upon the status of an Inspection.



Full Paper-based Contingency Inspection

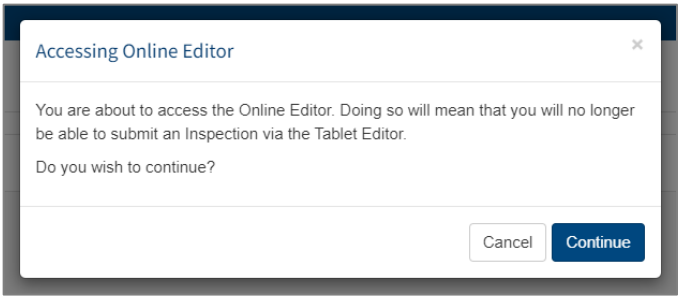
Where a Full paper-based Inspection has been instigated, by selecting the correct Contingency Reason, the Online Editor icon will be available immediately against the Inspection, in the Inspection list screen within SIRE.

The Inspection can only be accessed on one Editor at a time. An Inspection can be accessed using the Tablet Editor, until a selection is made to use the Online Editor. Once the Inspection has been accessed using the Online Editor, the Tablet Editor can no longer be used. Therefore, if the situation changes prior to the Inspection commencing, the Tablet Editor may be used for the Inspection, but the Contingency Reason should be amended via the Support Desk to the correct Inspection type prior to submission. As the Full paper-based Inspection reasons are related to the Tablet Editor being unusable for the Inspection, this situation should be an exception.

Once an Inspection has been downloaded to either the Tablet Editor or Online Editor, the alternative Editor will not be available for submission of that Inspection. The selected Editor should be used from that point onwards and this should be considered when any pre-Inspection preparation is being undertaken.

Selecting the Online Editor

When the Inspector selects the Online Editor from the Inspection List screen, a message will be displayed to confirm that they no longer wish to submit the Inspection via the Tablet Editor. Selecting 'Continue' will display the Inspection in the Online Editor and it can no longer be accessed from the Inspection List on the Tablet Editor.

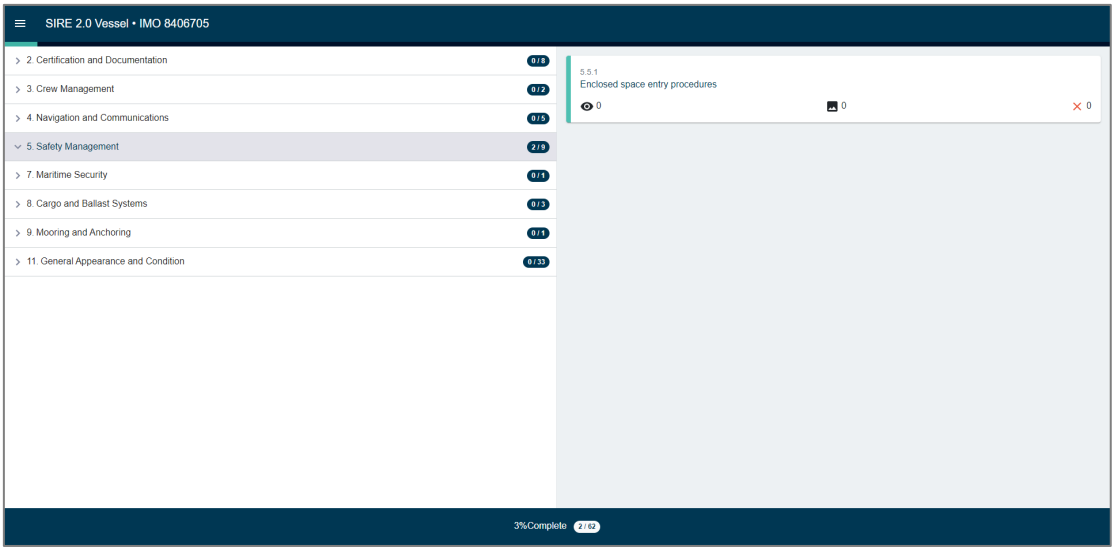


Where an Inspection that is marked with a Full paper-based contingency reason, is accessed from the Tablet Editor a message will be displayed upon selecting 'Submit' to inform the Inspector that the Online Editor has been selected and the Inspection must be submitted using the Online Editor.

Partial Contingency Inspection

Where a Partial paper-based contingency Inspection reason has been selected, the ‘Online Editor’ Icon will not be displayed against the Inspection, until the Inspection has been partially submitted from the Tablet Editor.

Selecting the ‘Online Editor’ icon will display the partially submitted Inspection with the completed answers uploaded from the Tablet Editor.

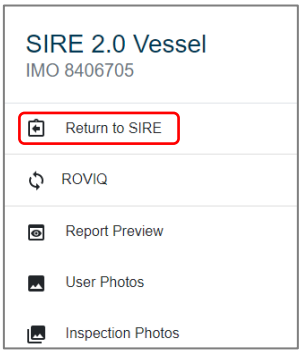


Online Editor Functionality

The Online Editor mirrors the Tablet Editor functionality with a few minor differences.

Menu List

The Menu List displays the following new items that do not appear in the Tablet Editor.



Return to SIRE

Selecting this menu item will return the Inspector to the SIRE Inspection List screen and all information that has been entered will be saved.

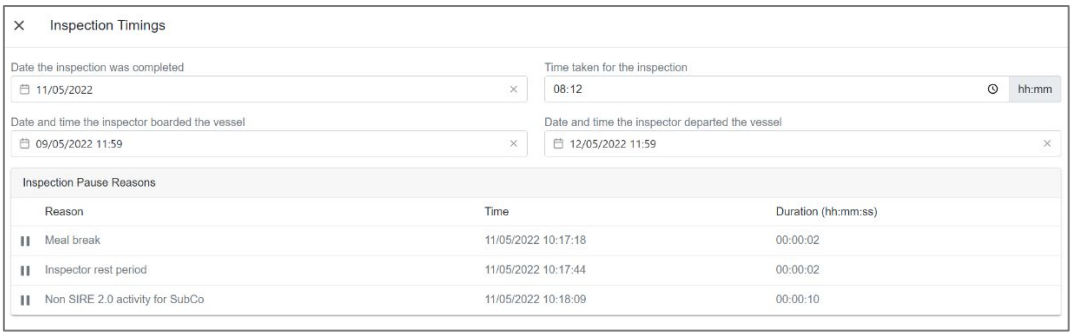
Observation Declaration

Selecting this menu item will display a copy of the Observation Declaration that was agreed between the Inspector and Master upon leaving the vessel. Any negative observations or positive human observations raised during the Inspection, should be entered into the Tablet Editor before the Inspection is Partially submitted. This copy will be 'read only'.

Inspection Timings

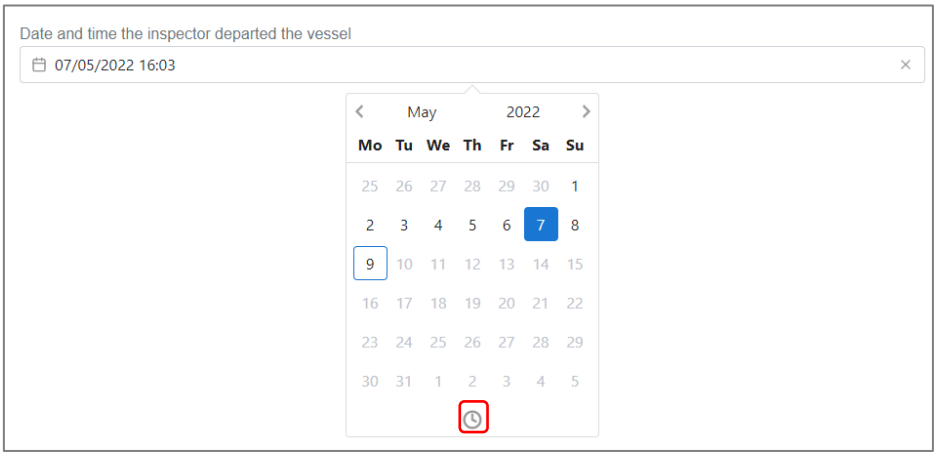
The Tablet Editor records timings using the 'Commence', 'Pause', 'Resume' and 'Complete' menu items. Selecting these actions, records real timings during the inspection, accompanied by GPS locations. When completing an Inspection using the Online Editor, the Inspection has already taken place, so all timings are after the event.

For a partial paper-based inspection any 'pause' reasons will be brought forward and displayed on the Inspection Timings screen for information. All boarding and departure timings will be entered manually in local time by the Inspector. These will be converted to UTC upon submission.

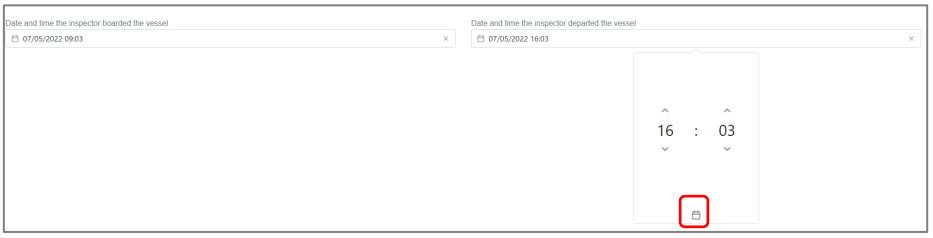


Entering Inspection Timings

Selecting a date and time field will allow the selection of a date, that falls between today and 14 days in the past. No future date can be selected.



Selecting the clock icon will allow the selection of a time on the selected date, to allow recording of start and finish times on the same date.



Selecting the calendar icon will return to the date picker.

Media Library

User Photos

The Media Library will not be available in the Online Editor. The Online Editor does not have the ability to take additional photographs for the Inspection.

If any photographs already exist in a Partial paper-based Inspection taken using the Tablet Editor, they will be available from menu item 'User Photos'. A Full paper-based Inspection will not include any user photographs.

Photographs taken during a Partial paper-based Inspection will be validated and uploaded to the Online Editor, but no additional photographs can be taken. Any photographs that are tagged using the 'tick box' will be transferred to the Online Editor and displayed in the final report.

1. In Tablet Editor -> Open 'User Photos'
2. Tick photos to be included within the final report
3. Submit 'Partial inspection'
4. Open Online Editor
5. Select 'User Photos' from menu

Any photographs that are not required in the final report should be deselected on the Tablet Editor before transfer.

User Voice Memos

Voice memo's will not be transferred to the Online Editor and no further voice memos will be able to be recorded. They will remain on the Tablet Editor for review until the Inspection is Published.

Uploading to the Online Editor

A contingency Inspection must be submitted via the Online Editor.

When a Partial paper-based Inspection is uploaded to the Online Editor, no further edits can be completed on the Tablet Editor. Upon upload, the Inspection will be locked by removing the ability to 'Submit', allowing the Inspector to review any information added to the tablet, including Voice memos, but not update it. The Inspection will be deleted automatically from the Tablet Editor following Publication.

When the Inspection is completed, upon submission from the online editor, the 'Online Editor' icon will be removed from the Inspection grid so that the inspection can no longer be accessed.

Checklist

All inspection checklists used by the Inspector during a full or partial paper-based Inspection, should be retained by the Inspector for auditing purposes until the final Inspection report is published.

Incomplete Inspection

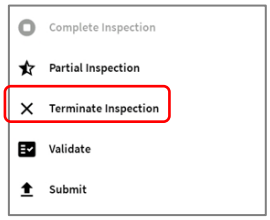
An Inspection could be interrupted on board for several reasons.

- Vessel Crew reasons
- Operational reasons

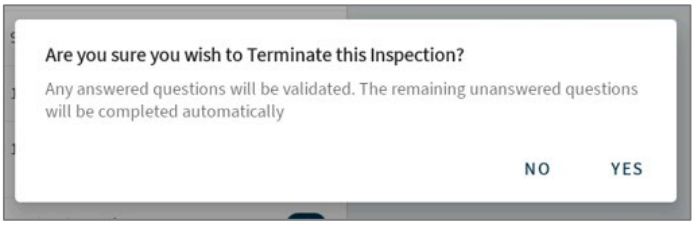
When an Inspection is unexpectedly terminated, it may not be possible to complete the remainder of the Inspection away from the vessel. Where an Inspection must be terminated, the Inspection can be submitted in its current state and published as 'Incomplete'.

Terminate Inspection

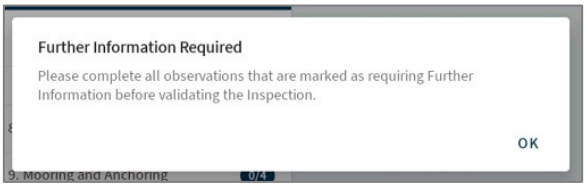
Following the Interruption of the Inspection, when an internet connection is available, select 'Terminate Inspection' from the menu list.



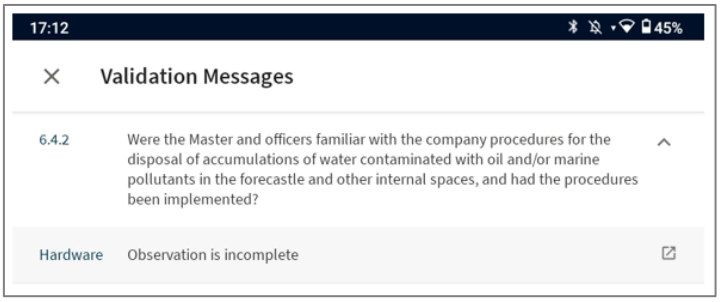
A confirmation screen will be displayed to inform the Inspector 'Are you sure you wish to Terminate this Inspection'. All existing answers will be validated. The remaining unanswered questions will be completed automatically.'



Selecting 'YES' to the confirmation message, will firstly validate 'Further Information Required' responses.

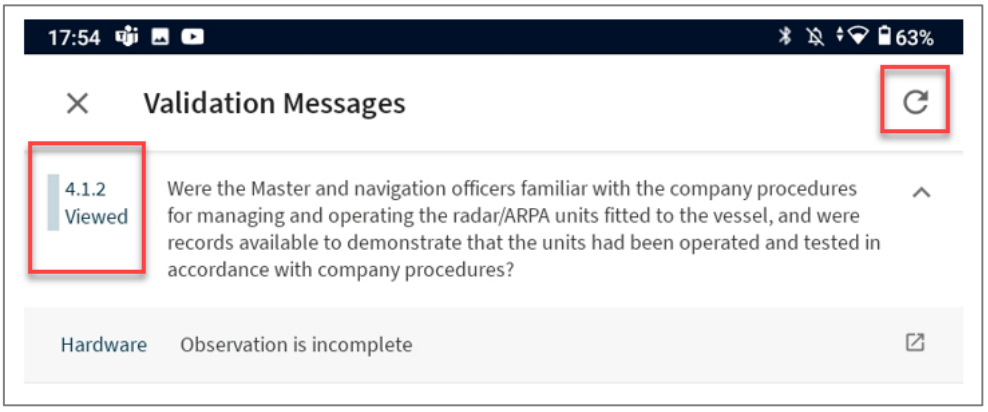


Selecting 'OK' will display a list of items that require further information to be added.



The next step of validation will display a list of validation errors for any currently answered question responses only. No question validation checks will be made for unanswered questions.

Questions requiring validation can be selected from the list to be viewed and amended. Selecting 'back' from the question will return the Inspector to the Validation list until all questions have been completed successfully. The validation list will show which items have been viewed and the list can be refreshed using the icon in the top right corner. Refreshing the list will remove any question responses that have been fully completed.

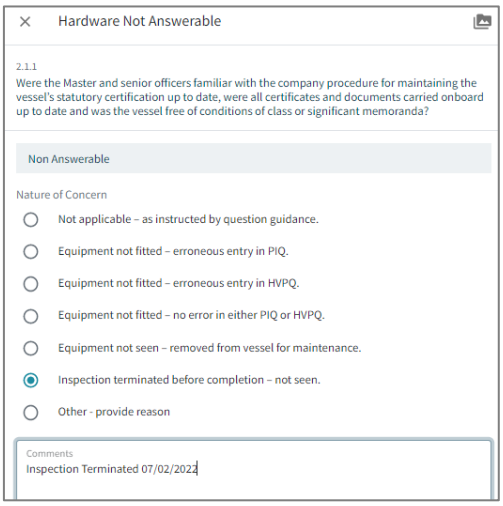


When all validation issues have been addressed, a message to say that there are no further validation errors will be displayed and advise the Inspector to select the 'Terminate Inspection' menu item to confirm.

If the Inspector can continue the Inspection at any point before selecting 'Terminate Inspection' for the second time, selecting the 'Validate' menu item will continue to validate the Inspection in the normal way.

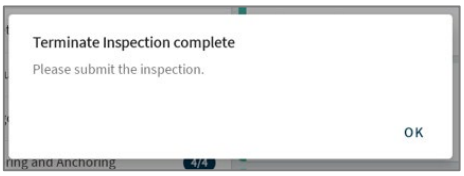
Once all answered questions are validated, selecting the 'Terminate Inspection' link again will display a confirmation message that the Inspection will be terminated and will automatically complete all unanswered questions.

The questions will be completed with the '*Not Answerable*' – '*Inspection Terminated before completion – not seen*' response and a comment of '*Inspection Terminated date and time*'.



A photograph question does not have a 'Not answerable' option, so the auto complete will select '*Photo representative – item to be highlighted*' and the comment of '*Inspection Terminated date and time*'. This will also apply where no photograph exists.

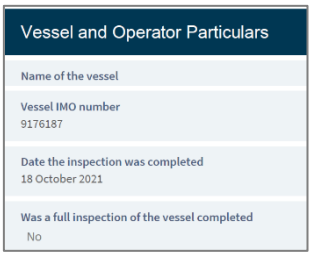
With all Inspection questions now complete, the Inspection can be submitted normally using 'Submit'.



This will include the check to make sure that the Inspection details for 'Vessel Operation' and 'Products being handled' have been completed.

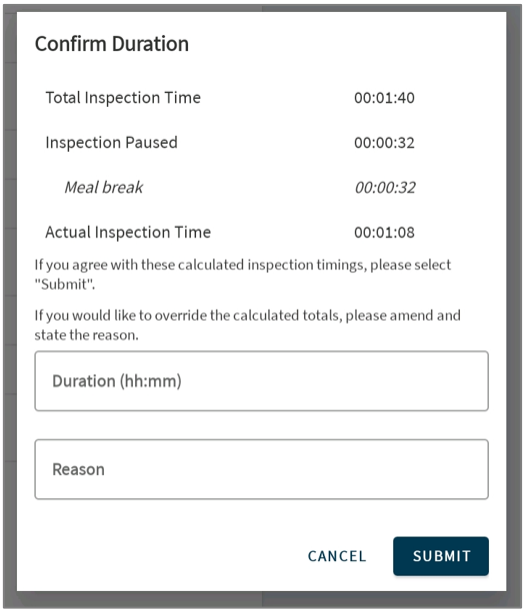
Vessel and Operation Particulars

The 'Vessel and Operation Particulars' section at the front of the final Inspection report, will display '*Was a full inspection of the vessel completed*' as '*No*'. It will be clear to the reader which questions were completed in the normal way and which ones were automatically completed when the inspection was terminated.



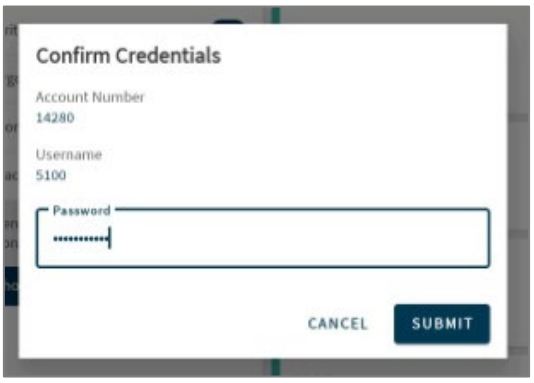
Inspection Timings

The Inspector may be required to leave the vessel in a hurry and recording timings using the timing facility may not be possible. Therefore, when a Terminated Inspection is 'submitted', this screen should display with any timings that have been recorded, but an override should be expected as it is likely that a total cannot be calculated from the absence of a stop time.



A mandatory reason why the inspection was terminated must be entered. If the Inspector tries to submit without a reason and a confirmed time, a message should be displayed informing them that a 'Terminated Inspection requires a reason'. This reason will be displayed in the 'Vessel and Operation Particulars' section of the final Inspection report.

The Inspector should complete their credentials and select 'Submit' again as with a Full Tablet-based Inspection.



Publishing an Incomplete Inspection

When an 'Incomplete' inspection is submitted, the report will be available to the Submitting Company to process, as per existing SIRE process. The Inspection will display in the Inspections grid and will be processed through the submitting company and operator comments, through to Published status.

Report changes

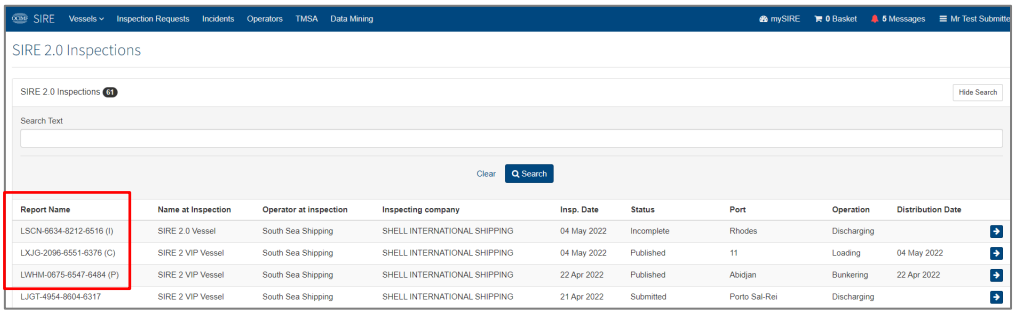
The final inspection report will include the appropriate information to identify whether the report was a Contingency or Incomplete Inspection.

Inspection Report Name

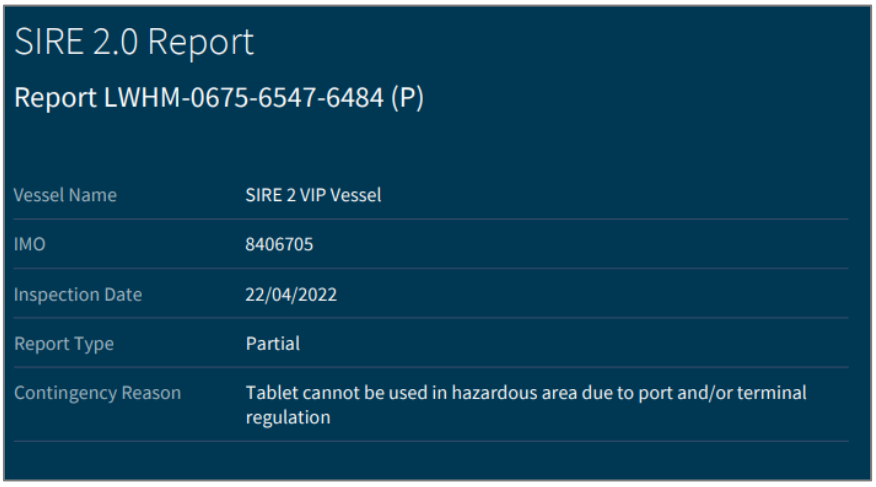
The Inspection report name will be suffixed to indicate if it is not a full Inspection.

(C) Contingency - Full Paper-based Inspection
(P) Contingency - Partial Paper-based Inspection
(I) Incomplete Inspection
(D) Disabled Camera

This suffix will appear in the SIRE User Interface and on the front cover of the Final Inspection Report, wherever the report name appears.



Where more than one suffix is applicable, both are displayed. For example, where a Partial paper-based Inspection had a disabled camera, this will display as Report Name (P) (D).

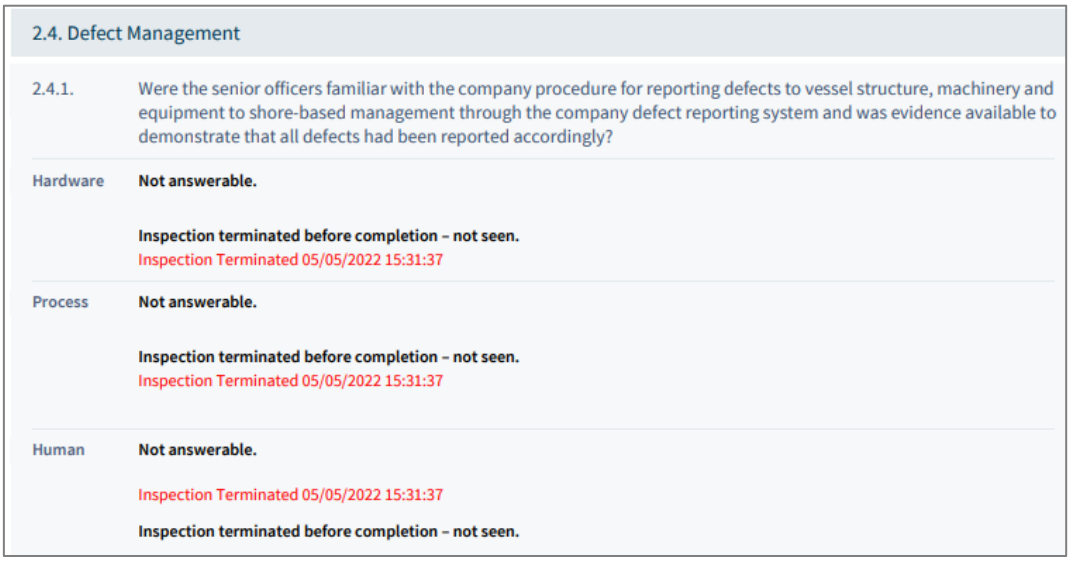


A Full Paper-based contingency submission will be shown in the SIRE User Interface with a (C) after the report name. The report itself will be complete and submitted but will not contain any additional photographs.

A Partial Paper-based contingency submission will include any information that had been completed on the Tablet Editor, which may include photographs and it will be complete and submitted. This report will display a (P) after the report name in the SIRE User Interface to denote that it is a Partial Submission.

An Incomplete Inspection will have a 'Time taken Override Reason' displayed in the 'Vessel and Operation Particulars' section of the final report, to explain the reason for Termination.

Where questions were unanswered before termination occurred, a '*Not Answerable' – 'Inspection Terminated before completion – not seen'* response and a comment of '*Inspection Terminated date and time'* will be shown against each unanswered question.



The report will display an (I) after the report name in the SIRE User Interface to denote that it is an Incomplete Terminated Inspection.

Our vision
A global marine industry that causes no harm to people or the environment

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