



# **Guidelines for Remote Inspections under OCIMF programmes**

(First Edition 2020)



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# 1 Introduction

*A Remote Inspection under OCIMF Programmes is an inspection of a vessel conducted without the Inspector physically being onboard.*

*Remote Inspections have been developed to address the impact of COVID-19 on the ability of Submitting Companies to carry out physical Inspections of vessels, and as a measure to prevent the spread of the coronavirus between an Inspector and a vessel crew.*

*The selection and use of Remote Inspections are entirely voluntary and remains the prerogative of the Submitting Company and Programme Recipient. Physical inspections will continue to remain an option subject to travel restrictions and other national and international health and safety guidance.*

## 2 Scope and application

*This document provides guidance for OCIMF Programme Participants on commissioning and conducting a Remote Inspection under OCIMF Programmes (see **Appendix 1** for an overview of the process).*

*These guidelines apply to the following Programme Participants:*

- *Submitting Companies.*
- *Programme Recipients.*
- *Operators.*
- *Inspectors.*
- *Vessel crew.*

*The following aspects of Remote Inspections under OCIMF Programmes are addressed in this guidance:*

- *Requesting an Inspection.*
- *Commissioning a Remote Inspection.*
- *Conducting a Remote Inspection.*
- *Submitting and Validating an Inspection Report.*

*The current guidelines and requirements provided under OCIMF Programmes also apply to the conduct of Remote Inspections under OCIMF Programmes, unless otherwise stated.*

## 3 Requesting an Inspection under OCIMF Programmes

*The Operator **cannot** choose a Remote Inspection when requesting an inspection.*

*The choice of opting for a Remote Inspection lies entirely with a Submitting Company. A Submitting Company may choose this option and request relevant information from the Operator.*

### **3.1 Requesting Inspections under the SIRE Programme**

*Inspections are requested by Operators using existing processes by either:*

*i. Contacting a Submitting Company directly.*

*OR*

*ii. Using the Inspection Request Tool.*

*The booking of Remote Inspections under the SIRE (Cat-1 and Cat-3) Programme is then completed by using existing procedures.*

## **4 Commissioning Remote Inspections under OCIMF Programmes**

*The decision to commission a Remote Inspection under OCIMF Programmes lies with a Submitting Company. This decision should be agreed with the Operator.*

*When evaluating the need for Remote Inspections under OCIMF Programmes during COVID-19, the Operator and the Submitting Company commissioning the inspection should consider several factors including but not limited to:*

- The risk of transmission of COVID-19 due to conducting a physical inspection.*
- The existence of cases or symptoms of COVID-19 onboard particularly within 14 days leading up to the date of the proposed inspection.*
- An assessment of the vessel's location and past schedule.*
- Travel restrictions to and from the intended inspection location.*
- The possibility that a physical inspection of the vessel can be conducted at another port on a future date which will meet the Submitting Company's assurance needs.*
- The possibility that the vessel may already have Inspection Reports available in the relevant Programme Database which could allow an assessment of the vessel to satisfy the Submitting Company's assurance needs.*

*The Submitting Company should ensure that the Inspector is nominated at the point of commissioning the inspection or as early as possible thereafter.*

# 5 Conducting a Remote Inspection under OCIMF Programmes

## 5.1 General

*The questionnaires for Remote Inspections under OCIMF Programmes have three elements specific to the conduct of Remote Inspections:*

1. **Operator Data-Submission Questions:** *To be answered by the Operator. Some Operator Data-Submission questions have additional guidance including which documents need to be uploaded.*
2. **Remote Inspection Questions:** *To be answered by the Inspector. Most Remote Inspection Questions have additional guidance including which documents need to be uploaded.*
3. **Guidance notes:** *These are notes that are meant to assist the Operators and Inspectors in answering questions that are specific to the conduct of Remote Inspections under OCIMF Programmes.*

*Note: These new elements are highlighted in red text.*

## 5.2 Selection election of Inspection Questionnaire Variants

*The Submitting Company should identify the variant appropriate for the Remote Inspection to be conducted at the point of commissioning the inspection.*

*The Inspector should liaise with the Submitting Company as soon as possible after being nominated to select the variants that are applicable to each inspection.*

## 5.3 Operator Data-Submission Questions

*The Operator should provide the following at least two days before the Inspector engages with the vessel:*

- *Vessel certificates and inspection documents*
- *Responses to all Operator Data-Submission Questions including uploading documents required.*
- *A declaration that the certificates and documents submitted are the most recent versions available.*

*Where the Operator believes that the vessel is in compliance with a question and its associated guidance notes they should answer the Operator Data-Submission question by selecting 'Y' (Yes).*

*Where the Operator believes that the vessel may not be in compliance, they should answer the Operator Data-Submission question by selecting 'N' (No) and adding an Operator comment.*

*Where the Operator believes that the question and the associated guidance notes are not applicable (NA) for the type of vessel, they should answer the Operator Data-Submission question by selecting 'NA' and providing an Operator comment explaining why this is not applicable.*

*Any comments added by the Operator will appear in the Inspector's editor for their review and will be preceded by the words '\*\*Vessel Operator Entered Information\*\*'.*

*Refer to Appendix 1 for further information.*

## 5.4 Remote Inspection Questions

The Inspector must:

- i. Review all vessel certificates and documents uploaded by the Operator.
- ii. Review all responses and comments made by the Operator.

In reviewing the responses made by the Operator, the Inspector should note the following:

- a. Where the Operator has answered questions as Y (Yes), these will be supported by the Operator's declaration. These responses should only be changed if the Inspector is able to provide their reasons for making the change.
  - b. Where the Operator has answered questions as N (No), these will be supported by comments and explanation provided by the Operator. The Inspector is expected to review these comments and evaluate them before changing the Operator comment to an observation. The Inspector may then leave the comments made by the Operator as they are in the comments box or remove them entirely.
  - c. Where the Operator has answered the questions as NA (Not Applicable), these will be supported by comments and explanation provided by the Operator.
  - d. The Inspector should not change responses to Operator Data-Submission Questions to NS ('Not Seen') due to their inability to physically verify the evidence onboard the vessel or due to the lack of sufficient documentary evidence provided by the Operator.
  - e. The Inspector may request the Operator or the vessel to upload additional documents for scrutiny if deemed necessary.
- iii. Respond to 'Remote Inspection Questions' by using information and data provided by the vessel and by engaging with the vessel personnel in the following ways:
    - a. **Telephone/video call from the Vessel** – where indicated, the Inspector should conduct interviews with relevant vessel personnel and ensure that:
      - i. Such calls are set up in advance and in agreement with the vessel.
      - ii. The titles of personnel who will be interviewed are confirmed.
      - iii. There is no adverse impact on the vessel operations as a result of the engagement.
      - iv. There is no adverse impact on the rest hours of the personnel interviewed.
    - b. **Email communications with the Vessel/Operator** – the Inspector may communicate with the Vessel or Unit and/or the Operator to request information or clarification relating to inspection questions or data submitted by the Operator. Email can also be used to schedule telephone/video calls with the vessel personnel.
    - c. **Certificates Repository and Inspection Documents Repository** – the Inspector is provided with access to the repositories as soon as they are assigned with the booking code.

Refer to Appendix 1 for further details.

## 5.5 Validation and submission of Remote Inspection Reports

- i. **The Inspector** must submit the completed Inspection Questionnaire to the Submitting Company for them to review and Validate the report.
- ii. **The Submitting Company** must validate the report uploaded to the Programme website in accordance with the OCIMF guidance “Inspection Programmes Report Validation: Best Practice”.

*The Inspection Report will be identifiable as a Remote Inspection under OCIMF Programmes when it is uploaded to the Programme database.*

*The word “Remote” will be included in the template name on the cover page to identify the report as a Remote Inspection. See Appendix 1 for example.*

## 6 Training requirements

*The Inspector must have attended online training provided by OCIMF in order to be able to carry out a Remote Inspection under OCIMF Programme on behalf of a Submitting Company.*

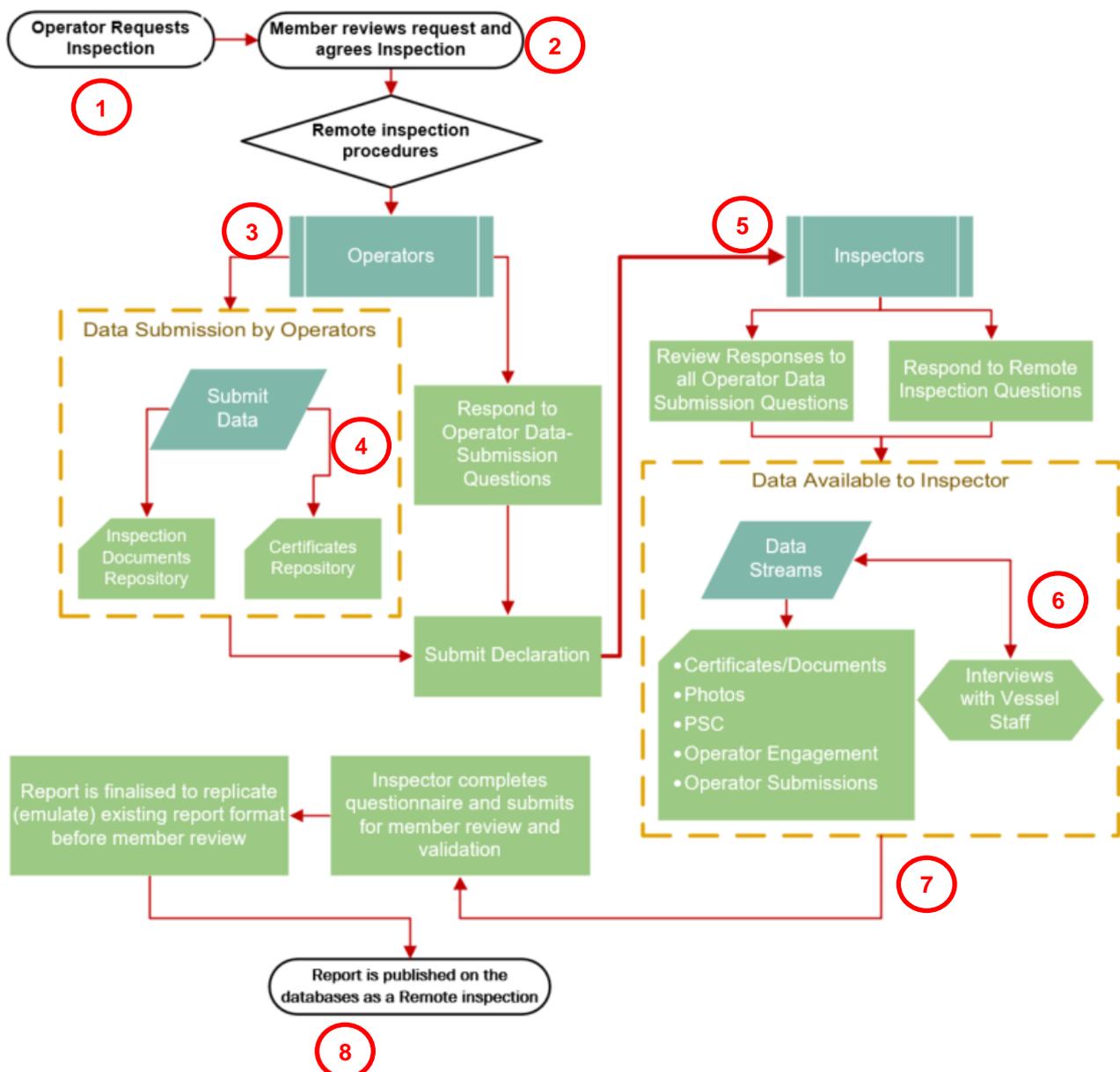
# Appendix 1 A Step-by-Step Guide

## A1.1 Introduction

This appendix provides step-by-step guidance for a Remote Inspection under OCIMF Programmes

- Step 1: Requesting an Inspection.
- Step 2: Commissioning a Remote Inspection.
- Step 3: Conducting a Remote Inspection.
- Step 4: Conducting a Remote Inspection under OCIMF Programmes – The Operator.
- Step 5: Remote Inspection Questions and Operator Data-Submission Questions combined.
- Step 6: Conducting a Remote Inspection under OCIMF Programmes – The Inspector.
- Step 7: Inspector submits the Inspection Questionnaire for validation by the Submitting Company.
- Step 8: Publication of Final Remote Inspection report under OCIMF Programmes.

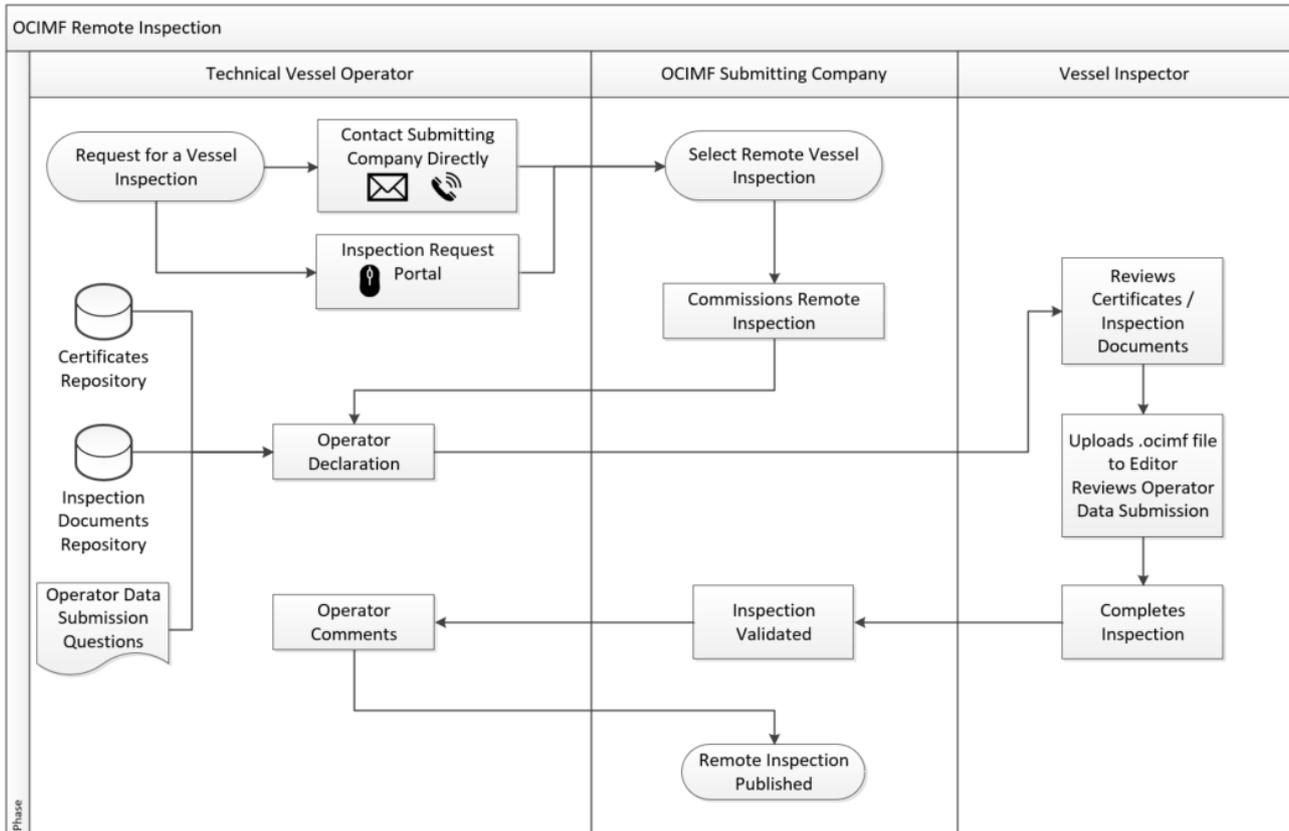
The flowchart shown below illustrates these steps.



## A1.2 Description

This appendix outlines the procedures to be followed for the submission of Remote Inspection Questions and Operator Data-Submission Questions for the purposes of facilitating Remote Inspections under OCIMF Programmes.

The flowchart shown below provides a schematic of the procedures to be followed by Submitting Companies, Operators and Inspectors as users of the system.



## A1.3 Repositories

Two repositories are provided for the Operator to upload vessel certificates and documents specific to the Inspection. The vessel certificates are voluntarily uploaded to the certificates repository and inspection documents are voluntarily uploaded to the inspection documents repository.

By uploading certificates and inspection documents to the repositories, the Operator confirms that they are authorised to upload all documents. The Operator also confirms that none of the documents contain personal data.

These certificates and inspection documents will be used solely for the purposes of facilitating Remote Inspections under OCIMF programmes.

Once uploaded, the Certificates and Inspection Documents will only be accessed by the Submitting Company and the Inspector that are involved in the inspection. OCIMF will maintain administrative access to the repositories and all certificates and documents contained in them.

Certificates and Inspection Documents uploaded will not be shared with any third parties.

The vessel certificates are catalogued against the vessel and maintained such that they can be kept up to date. Inspection-specific documents are referenced against each inspection and are updated every time an inspection is booked.

### A1.3.1 Certificates Repository

This is a repository which allows the Operator to upload vessel certificates.

Certificates can be uploaded to the repository by the Operator from the vessel page using their access to the database. These certificates can be kept up to date by the Operator at all times.

These certificates are referenced against the vessel.

When new certificates are uploaded by the Operator, the old versions are archived, and a version list maintained. All versions of certificates uploaded will be available on a certificate history page and can be accessed online when required.

Access to the certificates repository is provided to the Inspector and the Submitting Company from the time that the Inspection Booking Code is issued until the Remote Inspection report under OCIMF Programmes is published.

#### Step-by-Step process for the Operator:

1. The Vessel Certificates Repository is accessed from upon the Vessel Details page.

The screenshot shows the 'Vessel Details' page for 'Test Ranger' (IMO 9419943, OCIMF-ID A-100-084-991). The 'Vessel Certificates' section is highlighted with a red box and shows 'Last Updated: 19 June 2020' with 'Edit' and 'History' options. Other sections include 'Vessel Particulars', 'Online Crew Matrix', 'PSC Inspections', and 'Incidents'. The 'Inspections' section at the bottom states 'There are no inspections for this vessel'.

2. Vessel Certificates screen opens.

The screenshot shows the 'Vessel Certificates for Test Ranger' screen. It includes a disclaimer about document usage and a warning about encryption. Below is a table of certificates and an upload form.

Certificate Type	Issue Date	Expiry Date	Last Annual	Last Intermediate	Date of Endorsement	Upload Date	Version	File Process Status
Safety Equipment Certificate, supplemented by Form E	29 Mar 2019	08 Sep 2020	30 Apr 2020			19/06/2020 15:44:26	1	✓

Upload form:  Choose file | No file chosen |

3. Select the desired Vessel Certificate from the standard list.

Certificates and Inspection Documents are uploaded voluntarily by Operators to the Certificates and Inspection Documents Repositories. These certificates and inspection documents will be used solely for the purposes of facilitating Remote Inspections under OCIMF programmes.

Once uploaded, the Certificates and Inspection Documents will only be accessed by the Submitting Company and the Inspector that are involved in the inspection. OCIMF will maintain administrative access to the repositories and all certificates and documents contained in them.

Certificates and Inspection Documents uploaded will not be shared with any third parties.

By uploading certificates and inspection documents to the repositories, the Operator confirms that they are authorised to upload all documents. The Operator also confirms that none of the documents contain personal data. OCIMF has the right to delete inappropriate or out of date documents uploaded to either repository.

**Warning:**

- Please ensure that all documents, certificates or photographs being uploaded are free of all forms of encryption. They must not have any form of password protection applied to them.
- Files with any form of encryption or password protection will not be uploaded.
- All files uploaded will be encrypted and protected from download, copying and printing.
- Uploads are limited to the following file types: .docx, .jpeg, .png, .pdf, .xlsx and to a file size of 10MB

Certificate Type	Issue Date	Expiry Date	Last Annual	Last Intermediate	Date of Endorsement	Upload Date	Version	File Process Status
Safety Equipment Certificate, supplemented by Form E	29 Mar 2019	08 Sep 2020	30 Apr 2020			19/06/2020 15:44:26	1	✓

Choose file No file chosen

4. Enter the applicable dates and select the 'Choose File' icon to browse to the certificate file.

Certificate Type	Issue Date	Expiry Date	Last Annual	Last Intermediate	Date of Endorsement	Upload Date	Version	File Process Status
Certificate of Registry	06/04/2019		01/01/2020		06/04/2020	19/06/2020 15:44:26	1	✓

Choose file No file chosen

5. Select 'Upload'.

Certificate Type	Issue Date	Expiry Date	Last Annual	Last Intermediate	Date of Endorsement	Upload Date	Version	File Process Status
Certificate of Registry	06/04/2019		01/01/2020		06/04/2020	19/06/2020 15:44:26	1	✓

Upload

6. Repeat for all applicable vessel certificates.

If a new version of the certificate becomes available, this can be uploaded to the repository by selecting the same Certificate Type from the dropdown. A full version history is then available from the vessel details page.

Vessels / Vessel Details

Mississippi Mudlark USCG VIN CG134567 | OCIMF-ID A-100-084-994

Vessel Details

Vessel Particulars	Vessel Certificates	Online Crew Matrix	PSC Inspections	Incidents
Not yet published	Last Updated: 19 June 2020	Last Updated: <Never>	For Vessel: 0	For Vessel: 0
Create	Edit	Create	Current operator: 0	Current operator: 0
View PDF	History	View PDF	Previous operator: 0	Previous operator: 0
Add to Downloads		View XML	Current Operators Fleet: 0	Fleet: 3
		View Audit History		

Inspections: 0

There are no inspections for this vessel.

Inspections are only valid and displayed if they are less than 18 months old.

### A1.3.2 Inspection Documents Repository

This repository allows the Operator to upload relevant documents and photographs as evidence required in response to a specific question.

These documents are uploaded on a per-inspection basis and have to be renewed for each inspection.

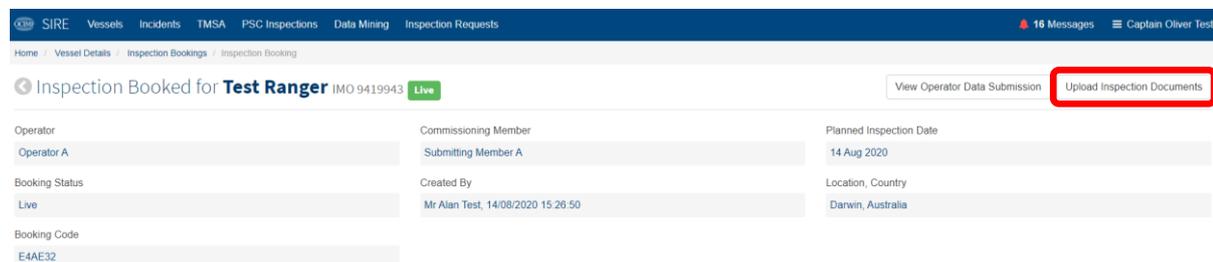
All certificates and documents uploaded to this repository are referenced against each Remote Inspection conducted under the OCIMF Programmes.

Access to the document repository is provided to the Inspector, the Operator and the Submitting Company. The Inspection is provided access from the time that the Inspection Booking Code is issued until the report for the Remote Inspection under the OCIMF Programme is published. The Submitting Company is provided with access from the time that the report is submitted for validation by the inspector by the Inspector until the report for the Remote Inspection under the OCIMF Programme is published.

The Operator will have access to the repository at all times to upload documents for review.

#### Step-by-Step Process for the Operator

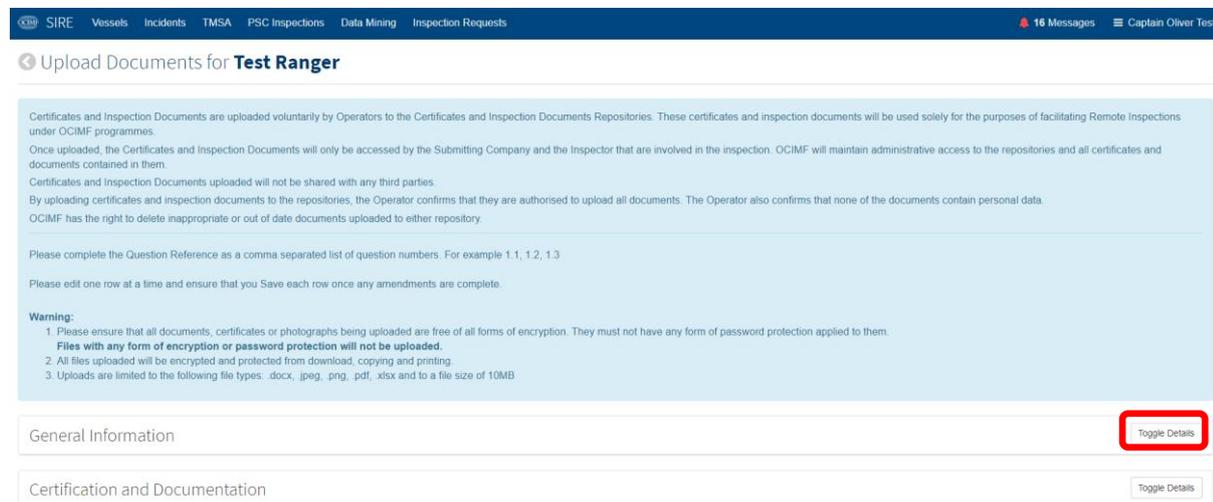
1. From the Inspection Booking page, select 'Upload Inspection Documents'.



The screenshot shows the SIRE system interface for an inspection booking. The top navigation bar includes 'SIRE', 'Vessels', 'Incidents', 'TMSA', 'PSC Inspections', 'Data Mining', and 'Inspection Requests'. The main header indicates 'Inspection Booked for Test Ranger' with IMO 9419943 and a 'Live' status. A 'View Operator Data Submission' button is visible, and the 'Upload Inspection Documents' button is highlighted with a red box. Below the header, there is a table of details:

Operator	Commissioning Member	Planned Inspection Date
Operator A	Submitting Member A	14 Aug 2020
Booking Status	Created By	Location, Country
Live	Mr Alan Test, 14/08/2020 15:26:50	Darwin, Australia
Booking Code		
E4AE32		

2. The document repository is divided into sections to accommodate different document types. Select 'Toggle Details' to expand each section.



The screenshot shows the SIRE system interface for uploading documents. The top navigation bar is the same as in the previous screenshot. The main header indicates 'Upload Documents for Test Ranger'. Below the header, there is a text area with instructions and a warning. The 'Toggle Details' button is highlighted with a red box. Below the text area, there are two sections: 'General Information' and 'Certification and Documentation', each with a 'Toggle Details' button. The 'Toggle Details' button for 'General Information' is highlighted with a red box.

Certificates and Inspection Documents are uploaded voluntarily by Operators to the Certificates and Inspection Documents Repositories. These certificates and inspection documents will be used solely for the purposes of facilitating Remote Inspections under OCIMF programmes.

Once uploaded, the Certificates and Inspection Documents will only be accessed by the Submitting Company and the Inspector that are involved in the inspection. OCIMF will maintain administrative access to the repositories and all certificates and documents contained in them.

Certificates and Inspection Documents uploaded will not be shared with any third parties.

By uploading certificates and inspection documents to the repositories, the Operator confirms that they are authorised to upload all documents. The Operator also confirms that none of the documents contain personal data. OCIMF has the right to delete inappropriate or out of date documents uploaded to either repository.

Please complete the Question Reference as a comma separated list of question numbers. For example 1.1, 1.2, 1.3

Please edit one row at a time and ensure that you Save each row once any amendments are complete.

**Warning:**

1. Please ensure that all documents, certificates or photographs being uploaded are free of all forms of encryption. They must not have any form of password protection applied to them. Files with any form of encryption or password protection will not be uploaded.
2. All files uploaded will be encrypted and protected from download, copying and printing.
3. Uploads are limited to the following file types: .docx, .jpeg, .png, .pdf, .xlsx and to a file size of 10MB

3. The Operator can upload any number of documents and, for each upload, the Operator will be required to enter the question number (or numbers) from the relevant Inspection questionnaire to which the document relates.

SIRE Vessels Incidents TMSA PSC Inspections Data Mining Inspection Requests 16 Messages Captain Oliver Test

### Upload Documents for Test Ranger

Certificates and Inspection Documents are uploaded voluntarily by Operators to the Certificates and Inspection Documents Repositories. These certificates and inspection documents will be used solely for the purposes of facilitating Remote Inspections under OCIMF programmes.

Once uploaded, the Certificates and Inspection Documents will only be accessed by the Submitting Company and the Inspector that are involved in the inspection. OCIMF will maintain administrative access to the repositories and all certificates and documents contained in them.

Certificates and Inspection Documents uploaded will not be shared with any third parties.

By uploading certificates and inspection documents to the repositories, the Operator confirms that they are authorised to upload all documents. The Operator also confirms that none of the documents contain personal data. OCIMF has the right to delete inappropriate or out of date documents uploaded to either repository.

Please complete the Question Reference as a comma separated list of question numbers. For example 1.1, 1.2, 1.3

Please edit one row at a time and ensure that you Save each row once any amendments are complete.

**Warning:**

1. Please ensure that all documents, certificates or photographs being uploaded are free of all forms of encryption. They must not have any form of password protection applied to them. **Files with any form of encryption or password protection will not be uploaded.**
2. All files uploaded will be encrypted and protected from download, copying and printing.
3. Uploads are limited to the following file types: .docx, .jpeg, .png, .pdf, .xlsx and to a file size of 10MB

General Information Toggle Details

Document Name	Question Reference	File Process Status	
Q1.21 Last PSC report	<input type="text"/>	✓	<input type="button" value="Choose file"/> No file chosen <input type="button" value="Save"/>
Q1.24 and Q1.26 Class Certificate	<input type="text"/>	✓	<input type="button" value="Choose file"/> No file chosen <input type="button" value="Save"/>

4. Select 'Save' following each upload.

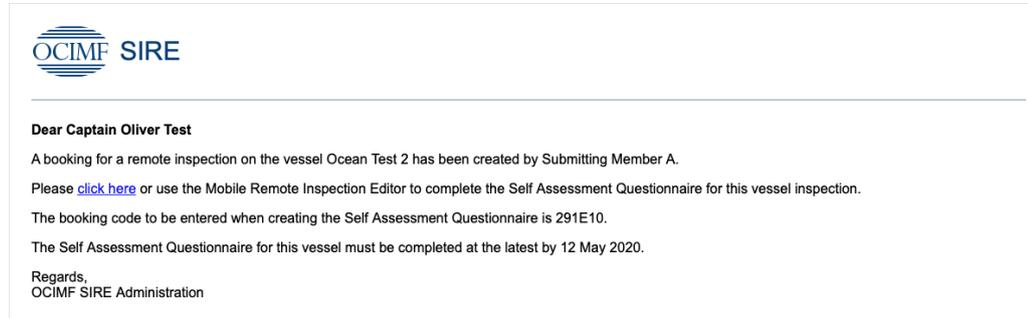
General Information Toggle Details

Document Name	Question Reference	File Process Status	
Q1.21 Last PSC report	<input type="text"/>	✓	<input type="button" value="Choose file"/> Dummy PSC Form B.pdf <input type="button" value="Save"/>
Q1.24 and Q1.26 Class Certificate	<input type="text"/>	✓	<input type="button" value="Choose file"/> No file chosen <input type="button" value="Save"/>
Q1.24 and Q1.26 Last Class Status Summary	<input type="text"/>	✓	<input type="button" value="Choose file"/> No file chosen <input type="button" value="Save"/>

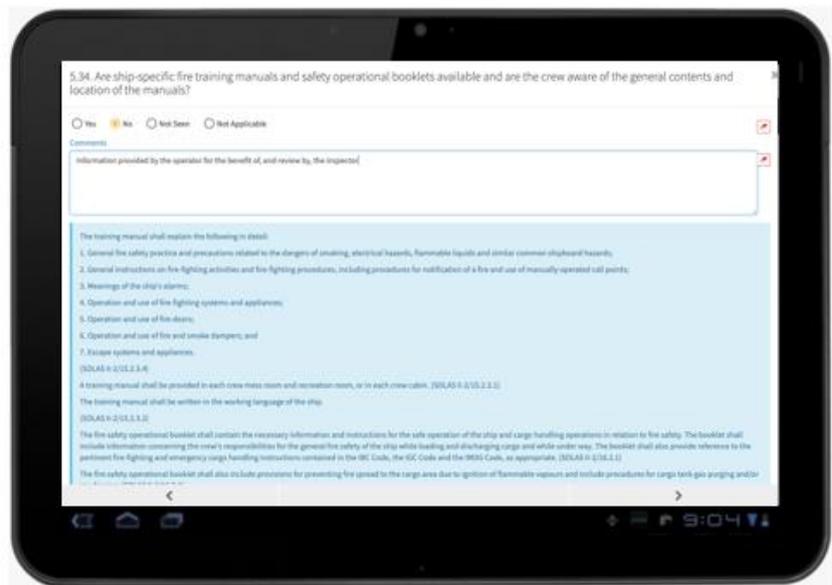
## A.1.4 Operator Data-Submission Question Editors

Operator Data-Submission Questions can be responded to by using the online and mobile editors.

Once a Remote Inspection under an OCIMF Programme has been commissioned by a Submitting Company, the Operator will receive a system-generated email confirming details of the Remote Inspection. This email will include a booking code.



*Additional guidance for Operator Data-Submission Questions will be displayed within the editors and will guide the Operators on what information should be provided in their response to the question.*

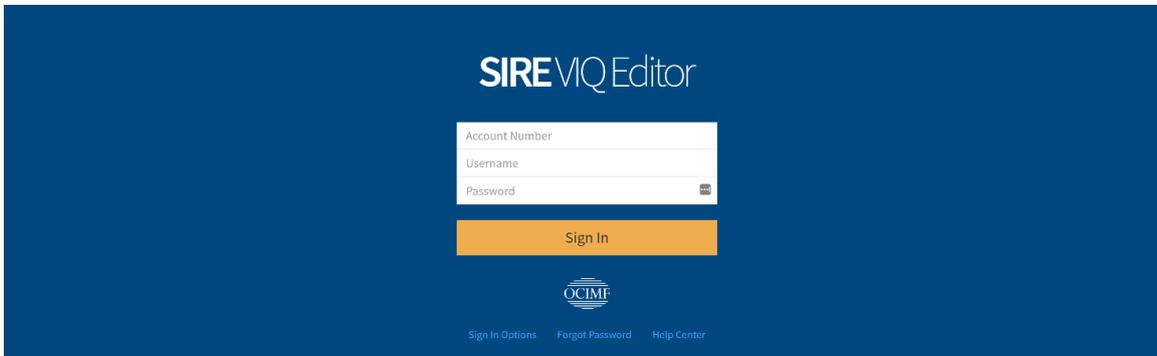


## A1.5 Online Operator Data-Submission Editor

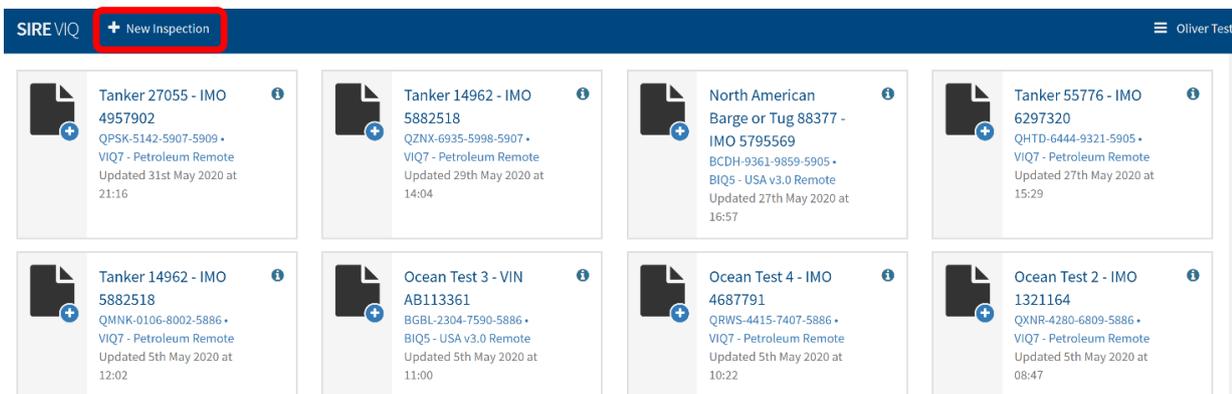
Clicking the link within the notification email received by the Operator will launch the online Vessel Operator Data-Submission Editor.

The steps shown below illustrate the steps for creating a new inspection in the editor, responding to Operator data-submission questions and submitting the Operator declaration.

1. The Operator should log into the online Editor using their OCIMF user credentials.



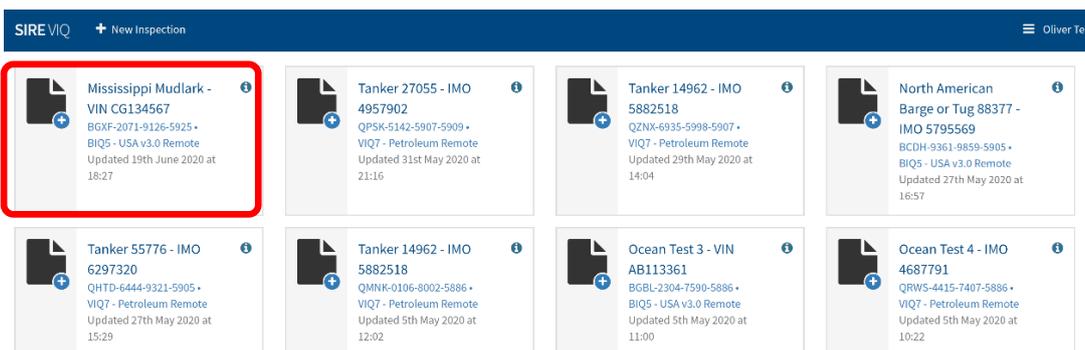
2. Select 'New Inspection'.



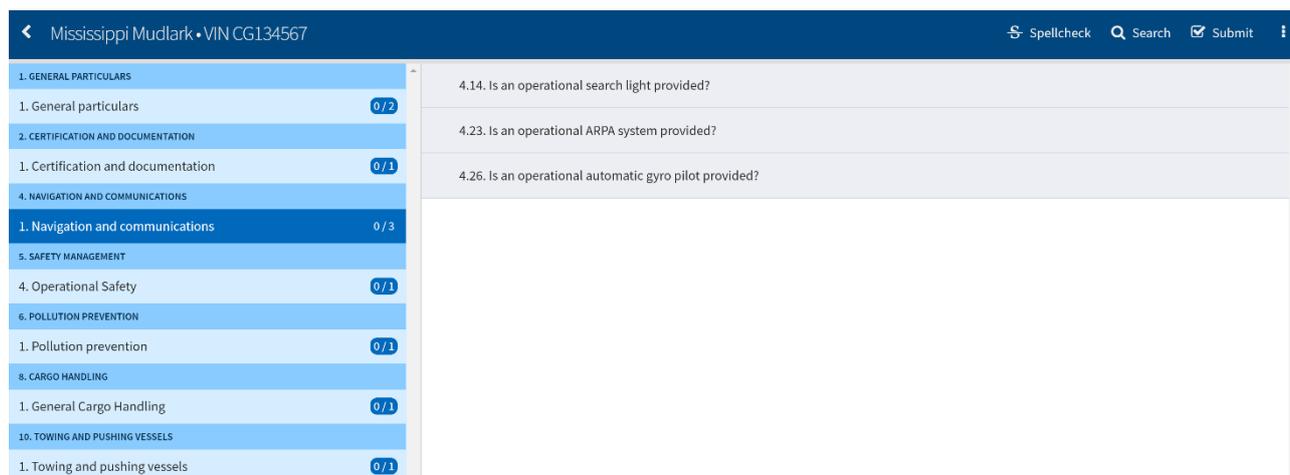
3. Enter the Inspection booking code provided and select 'Create Document'.



4. Operator Data-Submission Questions are downloaded to the Editor. Selecting the Report, opens the Inspection Questionnaire to allow Operator Data Submission.



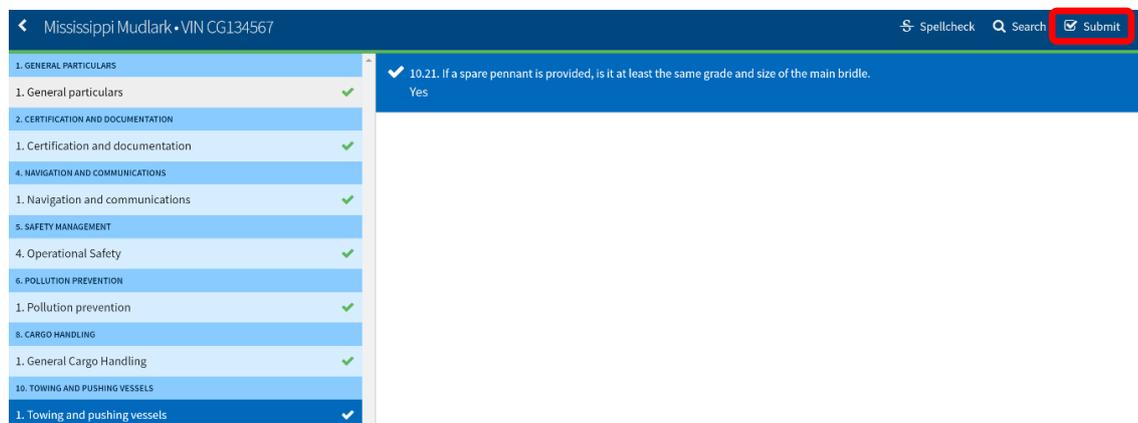
5. All questions requiring a response from the Operator (Operator Data-Submission Questions) are listed in the left-hand pane, selecting individual questions will open the question and the response pane to the right.



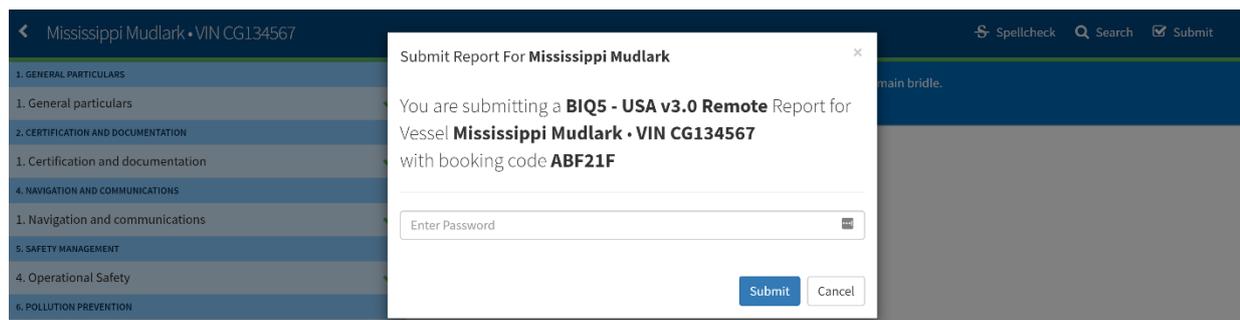
6. The Operator must respond to all Operator Data-Submission Questions as appropriate.



7. Upon completion of all questions, select 'Submit' to submit the questionnaire to OCIMF.



8. Enter your password at the prompt to submit.



## A1.6 Operator declaration

Once the Operator has completed the Operator Data-Submission Questions the Operator will be prompted to submit a declaration that the information they have provided is true and accurate.

The Inspector is notified as soon as this declaration is submitted, and the Inspector can then review the Operator's responses and the certificates and documents submitted by the Operator.

Once a declaration has been submitted, Operators cannot make any changes to their responses.

## A1.7 Inspector functions

The Inspector will be notified when the Operator has submitted their declaration and Inspectors can then review the Operator's responses, the certificates and inspection documents uploaded by the Operator.

Access to the certificates and to the Inspection documents is provided to the Inspector once they have been assigned to the booking code.

This access will end once the report of the Remote Inspection under the OCIMF Programme is published.

If a published report for a Remote inspection under the OCIMF Programme has been opened for re-submission, the Inspector's access to the repository will be reinstated until that report has been re-submitted and published.

Documents will not be able to be copied, printed, or downloaded and must be reviewed online only. Refer Section A1.9

### Step-by-Step process for the Inspector:

1. Inspectors receive an automated notification that they have been commissioned to undertake a Remote inspection under the OCIMF Programme, and that the Operator has submitted their responses to the Operator Data-Submission Questions.



Dear Mr Johnson Aardvaark

You have previously been commissioned by **Submitting Member A** to carry out a **VIQ7 - Petroleum Remote** inspection on the vessel **Ocean Test 2** on **12 May 2020**.

The vessel Operator has now submitted the required information pertaining to this remote inspection.

Please [click here](#) to review the information submitted by the vessel Operator.

You may also access this information via the relevant inspection booking page on the SIRE website.

Regards,  
OCIMF SIRE Administration

2. Log into SIRE and search for the required vessel.

3. The Vessel Certificates Repository will be accessible by selecting 'View' from upon the Vessel Details page.

Vessels / Vessel Details

Mississippi Mudlark USCG VIN CG134567 | OCIMF-ID A-100-084-994

Inspection Bookings | Report Incorrect Data

Vessel Details Toggle Details

<b>Vessel Particulars</b> Not yet published <a href="#">View PDF</a> <a href="#">Add to Downloads</a>	<b>Vessel Certificates</b> Last Updated: 19 June 2020 <a href="#">View</a>	<b>Online Crew Matrix</b> Last updated: <a href="#">View PDF</a> <a href="#">View XML</a> <a href="#">View Audit History</a>	<b>PSC Inspections</b> For Vessel <span>0</span>
--	--	--	---

- The list of certificates in the repository is displayed with the key dates.

#### Vessel Certificates for Mississippi Mudlark

Certificate Type	Issue Date	Expiry Date	Last Annual	Last Intermediate	Date of Endorsement	Upload Date	
Safety Construction Certificate	01 May 2019	06 Sep 2022				19/06/2020 17:48:49	<a href="#">Review</a>
Safety Radio Certificate	06 Apr 2018	06 Sep 2025	30 Apr 2020			19/06/2020 17:49:34	<a href="#">Review</a>
U.S. Coastguard Certificate of Compliance	29 Mar 2019	06 Apr 2022			06 Apr 2019	19/06/2020 17:02:17	<a href="#">Review</a>

- Select 'Review' to open the certificate.



Vessel certificates are displayed in a Digital Rights Management (DRM) viewer which prevents the copying, downloading, emailing or printing of the document.

In addition to the certificates available within the Vessel Certificates Repository, all additional certificates and inspection documents uploaded are available from the Inspection Documents Repository:

#### Step-by-Step process for the Inspector:

- The Inspection Documents Repository can be accessed from the Inspection Bookings page which is available directly from the Vessel Details page or the Inspection Bookings Index. Go to the Inspection Bookings page, select the vessel by clicking on the corresponding blue arrow to the right of the screen.

Inspection Bookings

Inspection Bookings 16 Hide Search

Search Text

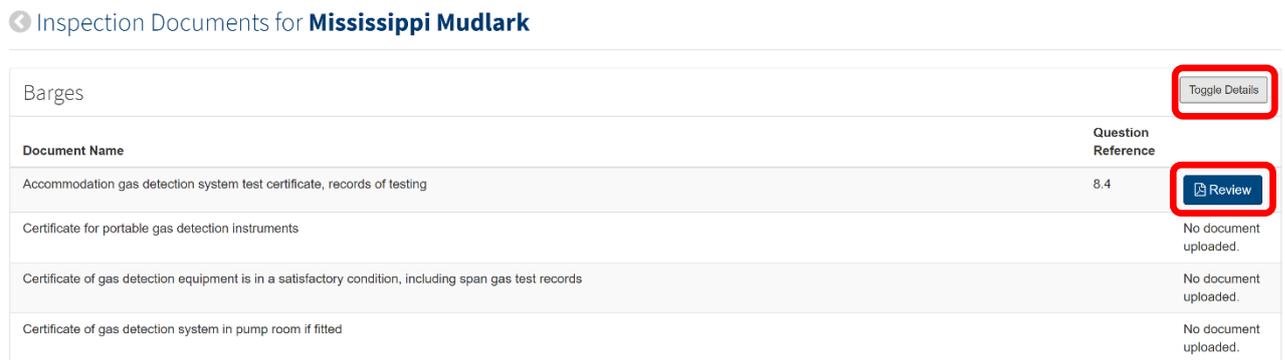
Clear [Search](#)

Vessel Name	Operator	Commissioning Member	Booking Code	Planned Inspection Date	Inspection Country	Booking Status	Report Name	Created On	
Tanker 29060	Operator A	Submitting Member A	1B21A5	02 Jul 2020	United Kingdom	Live		18 May 2020	<a href="#">→</a>
Test Ranger	Operator A	Submitting Member A	65DC5D	20 Jun 2020	Australia	Live		19 Jun 2020	<a href="#">→</a>
Mississippi Mudlark	Operator A	Submitting Member A	ABF21F	20 Jun 2020	United States	Live		19 Jun 2020	<a href="#">→</a>
Ocean Test 8	Operator A	Submitting Member A	CBF4B0	16 Jun 2020	Argentina	Live		15 Jun 2020	<a href="#">→</a>
MARIA	Staging Operator Gamma	SIRE Member Organisation Epsilon	951898	10 Jun 2020	Australia	Submitted	HC DP-8708-9497-5917	10 Jun 2020	<a href="#">→</a>
Tanker 14962	Operator A	Submitting Member A	D641D1	06 Jun 2020	Australia	Live		29 May 2020	<a href="#">→</a>

- Clicking the 'View Inspection Documents' button at the top right of the screen will open the Inspection documents repository to show all documents uploaded by the Operator.



- The Inspection documents repository is divided into sections to accommodate different document types. Selecting 'Toggle Details' will expand each section.



- Selecting 'Review' will open the selected document in a protected format which will prevent printing and copying of files, with the user credentials of the person viewing the document watermarked upon the document
- The Inspector should download the partially completed Inspection Questionnaire file from the inspection booking page. This will load the Operator's responses to the Operator Data-Submission Questions into the OCIMF report editor and complete the question set for the Inspector.
- The Operator's responses will then be available to the Inspector to review during the Inspection process.
- Responding to Remote Inspection Questions:

Inspectors should note that Remote inspection questions are identified in red font and are for the Inspector to answer based on their review of the certificates and documents and on the basis of their engagement with the vessel.

The Inspector's response of Y, N, NA or NS should be made based on either their review of documentary evidence provided by the Operator or on the basis of an interview with the vessel staff conducted by the Inspector. The documentary evidence would be the certificates and inspections documents that are uploaded by the Operator.

In setting up and conducting interviews with relevant vessel personnel the Inspector must ensure that:

- Such calls are set up in advance and in agreement with the vessel.
- The titles of personnel who will be interviewed are confirmed.
- There is no adverse impact on the vessel operations as a result of the engagement.
- There is no adverse impact on the rest hours of the personnel interviewed.

These interviews must be conducted using telephone conversations or, if video conferencing facilities such as equipment, wi-fi connectivity, mobile network signal and network equipment are available on the vessel then video-based communication should be used.

**8. Assessing Operator Data-Submission Questions:**

*The Inspector should note that all questions categorized as Operator Data-Submission Questions are to be responded to by the Operator and responses are required to be supported with a declaration that the information they have provided is true and accurate.*

*Operator data-submission questions answered as 'Y' are supported by the Operator declaration and should only be changed if the Inspector is able to demonstrate their reasons for making the change.*

*The Inspector should not change responses to Operator Data-Submission Questions to 'NS' ('Not Seen') due to their inability to physically verify the evidence onboard the vessel or due to the lack of sufficient documentary evidence provide by the Operator.*

*Operator Data-Submission Questions answered as 'NA' require the Operator to provide comment and/or documentary evidence (as applicable).*

*Operator Data-Submission Questions answered as 'N' by the Operator will require them to provide a comment supporting their selection of 'N'. The Inspector is expected to review these comments and evaluate them before changing the Operator comment to an observation.*

**9. In completing the inspection report the Inspector must ensure that they have:**

- *Reviewed all certificates, inspection documents uploaded by the Operator as well as all responses and comments made by the Operator before taking one of the following actions:*
  - *Adopting any responses and comments as made by the Operator.*
  - OR
  - *Where appropriate, assessing Operator comments and submit these as Inspector observations.*

## A1.8 Submitting Company functions

Submitting Companies can book a Remote Inspection under OCIMF Programmes by following the existing procedures for booking vessel inspections.

Access to the certificates and to the Inspection documents is provided to the Submitting Company once the booking code has been issued. The Submitting Company can then view the certificates and inspection documents uploaded to the repositories.

This access to the Submitting Company will end once the report of the Remote Inspection under the OCIMF Programme is published.

Documents can be reviewed online only. They cannot be copied, printed, or downloaded.

### Step-by-Step process for the Submitting Company

1. Select the desired vessel within the SIRE Vessel Index
2. Select Create Inspection Booking.
3. Selecting Remote Inspections as the inspection type under the OCIMF Programme requires the Inspector to be assigned at the point of booking the inspection.
4. The Submitting Company may leave the Inspector unassigned, however the Inspector must be assigned as soon as possible once the booking code has been issued.

#### Booking for Ocean Test 2

The Inspector list includes all SIRE Inspectors that have been authorised to perform inspections on behalf of Submitting Member A. The list can be filtered to show only those inspectors whose Home Country or Home Port match the Inspection Location.

Submitting Member: Submitting Member A

Planned Inspection Date: [ ]

Country: Please select a Country

Inspection Type: [ - Please Select - ]

Inspector: Any Inspector (Unassigned)

Buttons: Cancel, Refresh Inspectors, Save Booking

5. Upon saving the Inspection Booking, the Operator is notified that a Remote Inspection under OCIMF Programmes has been created and provided with the Booking Code to allow them to respond to the Operator Data-Submissions Questions.

6. The Submitting Company can access and review certificates and documents from the 'Process Inspection' page.

Pending Tray / Process Inspection

Process Inspection for 'MARIA'

Inspection Details

Vessel Name MARIA	Vessel IMO 9846847	Vessel Reg No.	Vessel USCG VIN	ENI Number 33001454
Vessel Flag Slovakia	Vessel DWT 4000	Report Number HCDP-8708-9497-5917	Report Type VIQ7 - Petroleum	
Date of Inspection 10 Jun 2020	Tanker Operator Staging Operator Gamma	Method Report Sent	Date Report Sent to Operator	
Probable Date of Receipt	Submitter SIRE Member Organisation Epsilon	Resubmission Allowed No	Report Status Original	

View Report View Vessel Certificates View Inspection Documents View Cover Sheet

7. Once on the process inspection page, select 'View Vessel Certificate' to access and review vessel certificates uploaded by the Operator.

Vessel Certificates for MARIA

Certificate Type	Issue Date	Expiry Date	Last Annual	Last Intermediate	Date of Endorsement	Upload Date	
Safety Construction Certificate	06 Apr 2019	08 May 2021				10/06/2020 12:27:15	Review
Safety Equipment Certificate	29 Mar 2019	06 Sep 2025	30 Apr 2020			10/06/2020 11:11:10	Review

8. Selecting 'Review', opens the Certificate in the Digital Rights Management Server (DRMS) viewer.



9. To access the inspection documents that have been uploaded, go to the 'Process Inspection' page and select 'View Inspection Documents' (see step 6 above).

Inspection Documents for MARIA

General Toggle Details

Bridge Related Toggle Details

Safety Related Toggle Details

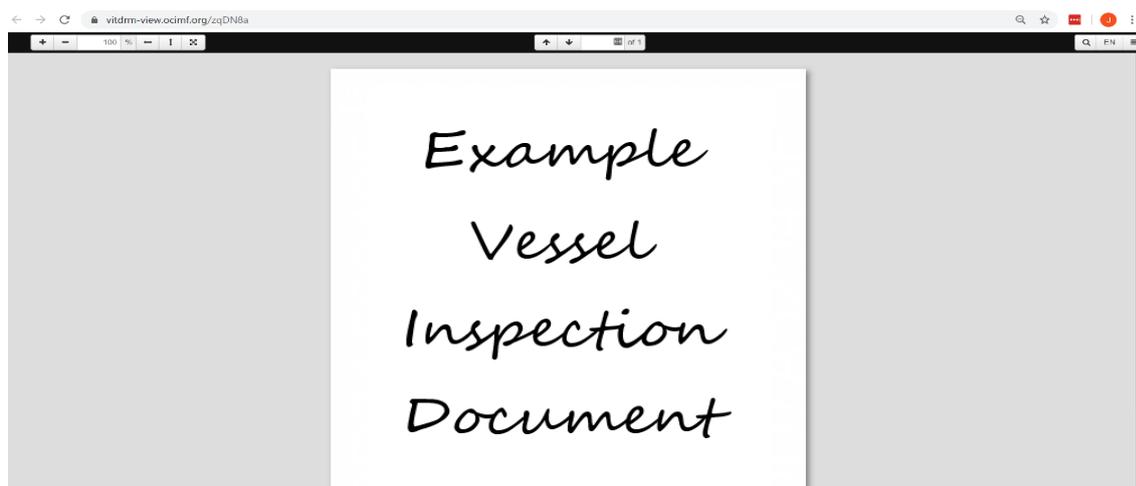
Cargo Related Toggle Details

10. Inspection documents are stored under separate categories. Select 'Toggle Details' to expand the section. Documents uploaded are referenced against a specific question number. This allows documents to be easily identified when opening them for review.

#### ◀ Inspection Documents for MARIA

General		Toggle Details
Document Name	Question Reference	
Copy of P&I Club Certificate	2.1	<a href="#">Review</a>
Copy of type approval for ECDIS fitted on board		No document uploaded.
Copy Condition evaluation report and survey report attached (showing steel repairs done, etc) from last dry dock		No document uploaded.
CLC for bunker oil pollution		No document uploaded.

11. Selecting 'Review', opens the Certificate in the Digital Rights Management Server (DRMS) viewer.



## A1.9 Data Security and Privacy

Certificates and Inspection Documents are uploaded voluntarily by Operators to the Certificates and Inspection Documents Repositories. These certificates and inspection documents will be used solely for the purposes of facilitating Remote Inspections under OCIMF programmes. Once uploaded, the Certificates and Inspection Documents will only be accessed by the Submitting Company and the Inspector that are involved in the inspection. OCIMF will maintain administrative access to the repositories and all certificates and documents contained in them. Certificates and Inspection Documents uploaded will not be shared with any third parties.

By uploading certificates and inspection documents to the repositories, the Operator confirms that they are authorised to upload all documents. The Operator also confirms that none of the documents contain personal data.

Operators are provided with control over the certificates and documents in the Certificates Repository to allow them to be kept up-to-date or to be deleted. OCIMF has the right to delete inappropriate or out-of-date documents uploaded to either repository.

All certificates and inspection documents are uploaded to repositories which are maintained on a Digital Rights Management Server (DRMS).

This DRMS provides the security for the documents and prevents the copying, downloading, emailing or printing of the document by the individual that is viewing the document.

The documents are presented for view with the user credentials of the person viewing the document watermarked upon the document.

## A1.10 Report from a Remote Inspection under OCIMF Programmes

All reports generated from a Remote Inspection conducted under OCIMF Programmes will be published and available to Programme Recipients via the respective Programme databases.

Remote inspection reports under OCIMF Programmes will be clearly identified on hard copies as well as on the electronic versions that are downloaded by the Programme Recipients.



Oil Companies International Marine Forum

### Revised Ship Inspection Report (SIRE) Programme

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Report Number	QBMM-7211-8633-5886
Report Template	VIQ7 - Chemical Remote (4502)
Vessel Name	Mountain Climb
IMO Number	0378328
Date of Inspection	05 May 2020
Port of Inspection	Poole
Inspecting Company	TEST SUBMITTERS
Selected variants	Ice Operations LNG Bunkering Pumproom Static accumulating cargo in non inert tanks

## Appendix 2 Glossary

<b>Barge</b>	<ul style="list-style-type: none"><li>• A tank barge carrying Oil, Chemicals or Gases in bulk, operating in either inland waterways or offshore waterways.</li><li>• Inland, costal and ocean-going tugs that are used in handling tank barges as units.</li><li>• A self-propelled Vessel carrying Oil, Chemicals or Gases in bulk on inland waterways or limited to near coastal trade.</li><li>• A Vessel carrying Petroleum, Chemical, or Gas Products in road tankers, containers or as packed cargo.</li></ul>
<b>Booking Code</b>	A unique code that is generated when commissioning an Inspection that allows a completed Inspection Questionnaire to be uploaded to a Programme.
<b>Database</b>	See Programme Database.
<b>Inspection</b>	An assessment of a Vessel or Unit, carried out on behalf of a Submitting Company, using an Inspection Questionnaire.
<b>Inspection Programmes</b>	See SIRE.
<b>Inspection Report</b>	A completed Inspection Questionnaire published to the Programme Database after Validation by a Submitting Company.
<b>Inspector</b>	See SIRE Inspector
<b>Member</b>	A Company approved by the OCIMF Executive Committee to participate in all forum activities.
<b>Operator</b>	For the purposes of OCIMF Programmes, the Company which exercises day to day technical management and operation of a Vessel or Unit
<b>Operator Data-Submission Questions</b>	These are questions in a questionnaire that are required to be responded to by the Operator.
<b>Programme</b>	The Inspection Schemes managed by OCIMF at the direction of Members., See SIRE.
<b>Programme Database</b>	Electronic structure/system to facilitate the management of programme data.
<b>Programme Output</b>	Reports, Data, documents or any information provided by an OCIMF Programme to eligible Programme Participants.
<b>Programme Participant</b>	Any Company or individual that is registered within an OCIMF Programme.
<b>Programme Recipient</b>	An organisation that has been approved to receive Programme Output.
<b>Remote Inspection Questions</b>	These are questions in an inspection questionnaire that are required to be responded to by the Inspector.
<b>Remote Inspection under OCIMF Programmes</b>	A Remote Inspection under OCIMF Programmes is an inspection of a vessel conducted without the Inspector physically being onboard.
<b>Repository</b>	A database to which the Operator can upload a standard set of vessel certificates and a set of inspection-specific documents.
<b>SIRE</b>	Ship Inspection Report Programme, a unique tanker and Barge Inspection Programme and database containing details of registered Vessels and Inspection Reports.
<b>SIRE Inspector</b>	An Inspector who is Accredited to inspect a Vessel registered in the SIRE Programme.

**SIRE Vessel**

*A tanker (including Combination Carriers and Shuttle Tankers) greater than 5,000 tonnes deadweight, a bulk chemical tanker greater than 500 tonnes Gross or a gas carrier (LPG or LNG) greater than 500 Cubic metres capacity.*

**Submitting Company**

*An organisation approved by OCIMF to commission and submit Inspection Reports that they own into a Programme Database.*

**Vessel**

*See SIRE Vessel or Barge.*



**Our vision**

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

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