

SIRE 2.0 – Instructions for Completing the Pre-Inspection Questionnaire

Version 1.0

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Document Control

Doc Version	Date	Change
1.0	27 April 2022	Initial release

Project Background

OCIMF established the Ship Inspection Report (SIRE) Programme in 1993 and it has developed and grown in scope since then. In 2022 the programme was renamed SIRE 2.0 after a complete revision of the inspection process. This included requiring the vessel operator to provide additional information through a Pre-Inspection Questionnaire which in combination with the HVPQ will:

- Ensure that appropriate questions are assigned to each inspection.
- Provide additional information to the inspector during the inspection.
- Provide a more detailed inspection report.

Benefits

The information provided through the Pre-Inspection Questionnaire will:

- Permit a vessel operator to provide detailed information about the management, operational history, and oversight of a vessel which an inspector may validate during an inspection.
- Reduce the amount of time the inspector needs to spend collecting data while onboard.
- Ensure that the responsibility for providing accurate vessel information rests with the vessel operator.
- Provide report recipients with a wealth of information in a consistent format that can be
 used to assess the quality of a vessel and its management and build an accurate profile of
 an operator's managed fleet.
- Provide datamining opportunities to analyse vessel and fleet performance against operator oversight.
- Provide accurate incident data to support the future risk-based development of the SIRE
 2.0 Programme.

SIRE 2.0 Vessel Operator Input

SIRE Vessel Operators provide key data into the SIRE 2.0 Inspection process.

Vessel Operator supplied data must be entered before a SIRE 2.0 Inspection can take place, and the Vessel Operator must declare that all entered information is accurate and is up to date.

Each of the four Vessel Operator supplied data entry areas are 'living repositories' of information that the Vessel Operator can update at any time, a snapshot of the data is taken for use within the SIRE 2.0 Inspection at the point the Vessel Operator makes their pre-inspection declaration.

The four areas are:

- Vessel Pre-Inspection Questionnaire (PIQ)
- Vessel Certificate Repository
- Vessel Particulars (HVPQ)
- Vessel Photograph Repository

SIRE 2.0 Pre-Inspection Questionnaire

The SIRE 2.0 Pre-Inspection Questionnaire (PIQ) consists of a set of questions, the responses to which have been devised to provide additional information to the vessel inspector whilst undertaking a SIRE 2.0 inspection and to trigger the inclusion of certain conditional SIRE 2.0 questions.

The responses to the Pre-Inspection Questionnaire are electronically captured within SIRE and then used as an input to the compilation of the vessels bespoke SIRE 2.0 Inspection.

The pre-Inspection Questionnaire is a living document, in a similar fashion to the existing Harmonised Vessel Particulars Questionnaire (HVPQ), with the vessel operator free to update the PIQ at any point.

Following the acceptance of an Inspection Request by a SIRE Submitting Company, vessel operators must review the Pre-Inspection Questionnaire along with the contents of the Vessel Photograph and Certificate Repositories to ensure that the information is accurate and up to date. Upon signing the Pre-Inspection Declaration, a snapshot of the data is taken and is then included within the SIRE 2.0 Inspection and audit trails.

The Pre-Inspection Questionnaire serves three functions within the SIRE 2.0 Inspection process:

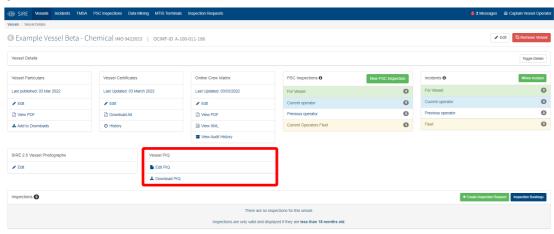
- Provide data to the SIRE 2.0 Inspection Compiler to determine eligibility of questions within the Inspection.
- Provide content relevant to the inspection, so that it can be made available to the Inspector within the SIRE 2.0 Inspection Editor.
- Provide additional data to the purchasers of SIRE 2.0 Report.

Accessing the Pre-Inspection Questionnaire

The Pre-Inspection Questionnaire is a living document created and maintained for each vessel within the Vessel Operator's fleet.

All users within the vessel operator account can view the vessel's PIQ.

To edit data, users must posses the 'SIRE – Operator User Can Manage Pre Inspection Questionnaires' role.



The Vessel PIQ pane provides access to the following functionality:

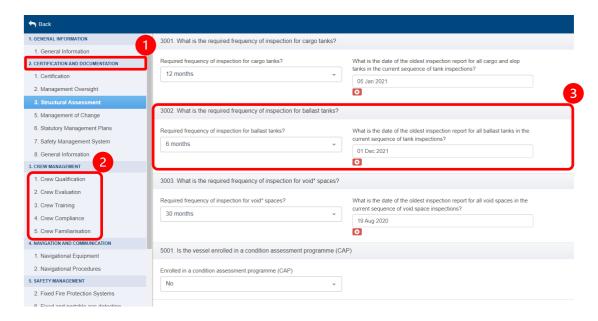
- Edit PIQ opens the PIQ editor
- Download PIQ downloads the Vessel's PIQ in .pdf format

Pre-Inspection Questionnaire Editor

The SIRE 2.0 Pre-Inspection Questionnaire Editor allows Vessel Operators to provide responses to the PIQ Questions in a standardised format, making use of dropdown options and date-pickers were applicable.

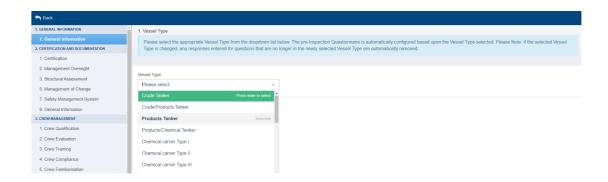
The Chapter, Section and Question structure of the PIQ matches the structure of the SIRE 2.0 Question Library.

- 1. Chapter
- 2. Section
- 3. PIQ Question



Selection of Vessel Type

Selecting the Vessel Type automatically configures the Pre-Inspection Questionnaire to exclude questions that are not applicable to the vessel.



Note: if the response to PIQ 1.1 (Vessel Type) is updated, any responses entered for questions that are no longer applicable to the newly selected Vessel Type are automatically removed.

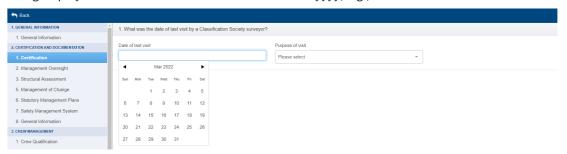
Responding to PIQ Questions

To standardise the responses to Pre-Inspection Questionnaire questions, the following question response options have been made available:

- Date Picker
- Single Select Dropdown
- Multi-Select Dropdown
- Date Entry Grid
- Free Text

Date Picker

Date information is captured in a standardised format via a Date Picker, with all date information being displayed within SIRE 2.0 in the format dd-mmm-yyyy, e.g., 14-Dec-2021.



The Date Picker offers two navigation options:

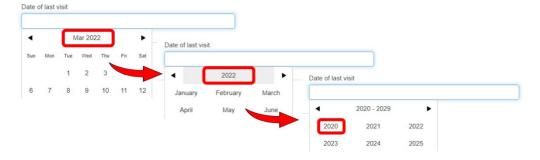
1. Sequential Months

a. The left and right arrow icons can be used to navigate sequentially to the desired month and year before selecting the day.



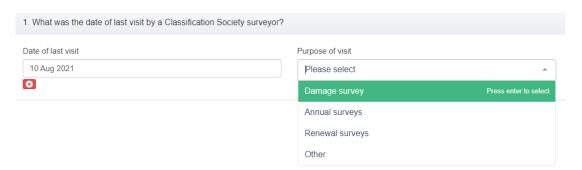
2. Direct Navigation

a. Selecting the month and then the year from the date picker allows for direct navigation to the desired date.



Single Select Dropdown

When a PIQ question requires a single response from a list of available options, a single select dropdown will be available.



Where appropriate, single select dropdowns will include an 'Other' option, when the 'Other' option is selected, details must be provided.



Multi-Select Dropdown

When a PIQ question allows multiple responses from a list of available options, a multi-select dropdown will be available.



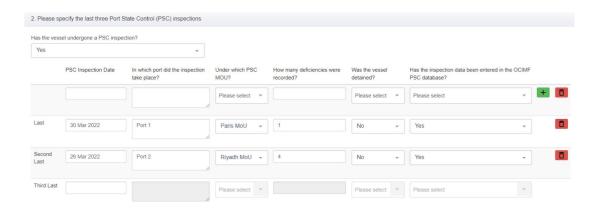
The desired list of responses is selected directly from the dropdown, as each response is selected the text is bolded within the dropdown list.

A response can be removed by re-selecting the bolded option within the dropdown.

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Date Entry Grid

For PIQ questions that require date sensitive information to be entered, data is entered in a grid format, with each new row of data being automatically inserted based upon the date specified.

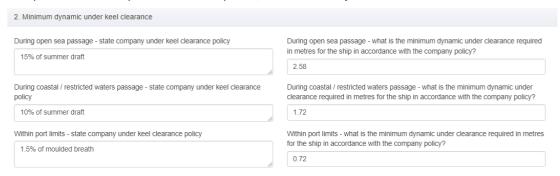


Data entered erroneously can be removed by selected the red Delete (



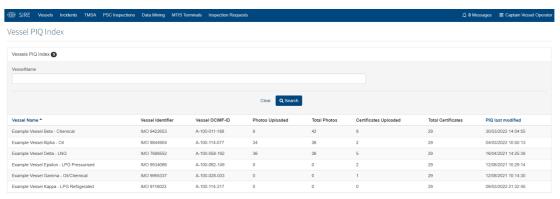
Free text

For questions that require a textual response, a free text entry field is available.



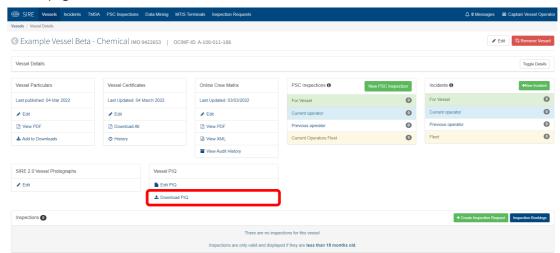
Vessel Pre-Inspection Questionnaire Index

The Vessel PIQ Index page provides vessel operators a summary of the number of vessel photographs and vessel certificates uploaded, in addition to the date upon which the PIQ was last modified for each vessel with their fleet.

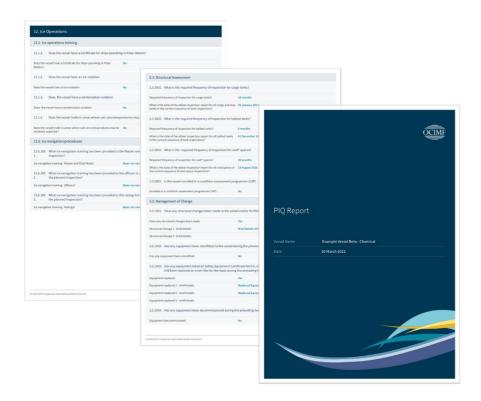


Pre-Inspection Questionnaire Download

The Pre-Inspection Questionnaire for a vessel can be downloaded in .pdf format via the vessel details page.



Example PIQ Report:



Appendix 1 - Pre-Inspection Questionnaire

Appendix 1 contains the Pre-Inspection Questionnaire question set, including the available response options.

SIRE 2.0 Pre-Inspection Questionnaire

1. GENERAL INFORMATION

1.1. General Information

1.1.1. Vessel Type

Response options – Vessel Type		
Crude Tanker	• LPG Type 1G	• OBO
Crude/Products Tanker	• LPG Type 2G	• Ore-Oil
Products Tanker	 LPG Type 2PG 	 DP Shuttle (bow loading)
 Products/Chemical Tanker * 	• LPG Type 3G	 Shuttle (bow loading)
Chemical carrier Type I	• LNG SPB / Moss Type	Bitumen tanker
Chemical carrier Type II	 LNG Membrane 	 Sulphur tanker
Chemical carrier Type III	• LNG Type C	Other

• * If the vessel is a Products/Chemical Tanker, has the vessel carried Annex II cargo during the past 12 months and/or is there an intention to carry Annex II cargo during the next 12 months?

2. CERTIFICATION AND DOCUMENTATION

2.1. Certification

- 2.1.1. What was the date of last visit by a Classification Society surveyor?
 - Date of last visit
 - Purpose of visit

Response options – Purpose of visit	
Damage Survey	Renewal survey
Annual Survey	Other

If Other, provide details

2.2 Management Oversight

2.2.1. 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?
- Date from:
- Date to:
- Number of days:
- Type of Inspection:

Response options – Type of Inspection	
Physical	• Remote

- 2.2.2 Has a Marine Superintendent, possessing a senior deck officer's license 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?
 - Date from:
 - Date to:
 - Number of days:
 - Type of Inspection:

Response options – Type of Inspection • Physical Remote

2.3 Structural Assessment

- 2.3.3.1 What is the required frequency of inspection for cargo tanks?
 - Required frequency of inspection for cargo tanks?
 - What is the date of the oldest inspection report for all cargo and slop tanks in the current sequence of tank inspections?

Response options – Required frequency of inspection for cargo tanks				
• 3 months	• 12 months	• 24 months	• 36 months	
• 6 months	• 18 months	• 30 months	• 60 months	

- 2.3.3.2 What is the required frequency of inspection for ballast tanks?
 - Required frequency of inspection for ballast tanks?
 - What is the date of the oldest inspection report for all ballast tanks in the current sequence of tank inspections?

Response options – Required frequency of inspection for ballast tanks			
• 3 months	• 12 months	• 24 months	• 36 months
• 6 months	• 18 months	• 30 months	• 60 months

- 2.3.3.3 What is the required frequency of inspection for void spaces?
 - Required frequency of inspection for void spaces?
 - What is the date of the oldest inspection report for all void spaces in the current sequence of void space inspections?

Response options – Required frequency of inspection for void spaces				
• 3 months	• 12 months	• 24 months	• 36 months	
• 6 months	• 18 months	• 30 months	• 60 months	

•	CAP rating for propulsion and auxiliary systems	
esnon	se ontions – CAP rating for propulsion and auxiliary systems	

 Not Applicable • 2 • 3 • 4

CAP rating for cargo equipment and systems

Response options – CAP rating for cargo equipment and systems • 1 • 2 • 3 • 4 Not Applicable

CAP rating for cargo containment systems (for LPG and LNG Carriers)

Response options – CAP rating for cargo containment systems (for LPG and LNG Carriers) Not Applicable • 2 • 3 • 4 • 1

CAP rating for machinery and cargo systems combined

Response options – CAP rating for machinery and cargo systems combined • 1 • 2 • 3 • 4 Not Applicable

CAP rating for bridge, navigation, and radio equipment

Response options – CAP rating for bridge, navigation, and radio equipment • 1 • 2 • 3 Not Applicable

- CAP rating other, please provide brief details
- Overall rating where provided

Response options – Overall rating where provided • 1 • 2 • 3 • 4 Not Applicable

- 2.3.5.2 Did the hull structure assessment include a fatigue assessment?
 - Did the hull structure assessment include a fatigue assessment?
- 2.3.5.3 What is the date range for the survey for issue of the CAP ratings?
 - Date CAP survey commenced
 - Date CAP survey completed

2.3.5.4 Which classification society issued the CAP rating certificate?

Classification Society

Response options – Classification Society			
 American Bureau of Shipping 	 China Classification Society 	Biro Klasifikasi Indonesia	
Bulgarian Register of Shipping	Bureau Colombo	Bureau Veritas	
Croatian Register	• DNV GL	 Deutsche Schiffs - Revision Und Klassn 	
Hellenic Register of Shipping	 Indian Register of Shipping 	Korean Register	
• Lloyds Register	• Nippon Kaiji Kyokai	 The People's Republic of China Register of Shipping 	
Polski Register	 Registro Brasileiro de Navios e Aeronaves 	 Registro Cubana De Buques 	
Registro Italiano Navale	 Registru Naval Roman 	Rinave Portugesa	
Russian Maritime Register of Shipping	• Taiwan Register	• Turk Loydu	
Vietnamese Register	 Yugoslav Register 	Other (Please specify)	

• If Other, provide details

2.5 Management of Change

- 2.5.1.1 Have any structural changes been made to the vessel and/or its fittings during the preceding twelve months?
 - Have any structural changes been made?
 - Structural change brief details
- 2.5.1.2 Has any new equipment been retrofitted to the vessel during the previous twelve months?
 - Has any equipment been retrofitted?
 - Retrofitted equipment brief details
- 2.5.1.3 Has any equipment listed on Safety Equipment Certificate form E, Safety Radio Certificate form R or IOPP Certificate form A/B been replaced on a non like-for-like basis during the preceding twelve months?
 - Equipment replaced
 - Equipment replaced brief details
- 2.5.1.4 Has any equipment been decommissioned during the preceding twelve months?
 - Equipment decommissioned
 - Equipment decommissioned brief details

2.6 Statutory Management Plans

- 2.6.2 Is the vessel provided with a Volatile Organic Compounds (VOC) Management Plan?
 - Volatile Organic Compounds (VOC) Management Plan?

2.7 Safety Management System

- 2.7.1.1 In what language(s) is the SMS provided on board?
 - Primary language
 - Alternate languages
- 2.7.1.2 What is the common working language onboard?
 - Common working language

Response options – Languages			
• English	• French	Turkish	 Western Punjabi
• Chinese - Mandarin	 Portuguese 	Tamil	 Gujarati
• Chinese - Yue	• Russian	• Korean	• Thai
• Chinese - Wu	• Urdu	 Vietnamese 	• Kannada
• Chinese - Min Nan	 Indonesian 	• Hausa	• Amharic
• Hindi	German	 Iranian Persian 	• Bhojpuri
• Spanish	 Japanese 	• Swahili	• Eastern Punjabi
Standard Arabic	Marathi	 Javanese 	 Nigerian Pidgin
• Bengali	• Telugu	• Italian	• Filipino

2.8 General Information

- 2.8.2 Please specify the last three Port State Control (PSC) inspections
 - Has the vessel undergone a PSC inspection?
 - What was the date of the PSC inspection?
 - In which port did the inspection take place?
 - Under which PSC MOU?
 - How many deficiencies were recorded?
 - Was the vessel detained?
 - Has the inspection data been entered in the OCIMF PSC database?

Response options – Port State Control			
Abuja MoU	 Indian Ocean MoU 	• Tokyo MoU	
• AMSA	 Mediterranean MoU 	 US Coastguard 	
Black Sea MoU	Paris MoU	• Vina Del Mar	
Caribbean MoU	Riyadh MoU		

3. CREW MANAGEMENT

3.1 Crew Qualification

- 3.1.3.1 What is the minimum complement required by the Minimum Safe Manning Document?
 - Minimum total complement?
 - Deck officers including the Master?

Respons	Response options – Deck Officers							
• 1	• 2	• 3	• 4	• 5	• 6	• 7		

 Watchkeeping engineer officers including the Chief Engineer when operating in UMS mode?

Response options – Watchkeepers UMS mode							
• 1	• 2	• 3	• 4	• 5	• 6	• 7	 Not applicable

• Watchkeeping engineer officers including the Chief Engineer when operating in manned mode?

Respons	Response options – Watchkeepers manned mode							
• 1	• 2	• 3	• 4	• 5	• 6	• 7		

- Deck ratings?
- Engine room ratings?
- General purpose ratings, where carried?
- Catering ratings?

Response options – Ratings										
• 1	• 2	• 3	• 4	• 5	• 6	• 7	• 8	• 9	• 10	 No applicable

3.1.3.2 What is the company standard complement for the vessel during routine operations?

- Standard total complement for the vessel during routine operations?
- Deck officers including the Master?

Response options – Deck Officers							
• 1	• 2	• 3	• 4	• 5	• 6	• 7	

Watchkeeping engineer officers including the Chief Engineer?

Response options – Watchkeeping Engineer Officers								
• 1	• 1 • 2 • 3 • 4 • 5 • 6 • 7							

• Electricians, ETO's and specialist cargo engineers?

Response options – Electricians, ETO's and specialist cargo engineers						
• 1	• 2	• 3	• 4	• 5		

- Deck ratings including bosun and pumpman?
- Engine room ratings including machinists and fitters?
- General purpose ratings, where carried?
- · Catering ratings?



3.1.3.3 Does the SMS include the provision of additional manning, over and above the company standard complement, for continuous/extended/repeated STS operations?

- Additional manning, over and above the company standard complement, for continuous/extended/repeated STS operations?
- Additional manning for continuous/extended/repeated STS operations
- Additional deck officers?

Response options – Additional deck officers					
• 1	• 2	• 3	• None		

Additional engineering officers?

Response options – Additional engineering officers					
• 1	• 2	• 3	• None		

Additional deck ratings?

Response	Response options – Additional deck ratings							
• 1	• 2	• 3	• 4	• 5	• None			

- 3.1.3.4 Does the SMS include the provision of additional manning, over and above the company standard complement, for continuous/extended/repeated inter-harbour operations and/or short voyages of less than 24 hours?
 - Additional manning, over and above the company standard complement, for continuous/extended/repeated inter-harbour operations and/or short voyages of less than 24 hours?
 - Additional manning for continuous/extended/repeated inter-harbour operations and/or short voyages of less than 24 hours.
 - Additional deck officers?



Additional engineering officers?

Response op	tions – Additional engine	ering officers	
• 1	• 2	• 3	• None

Additional deck ratings?

Response options – Additional deck ratings						
• 1	• 2	• 3	• 4	• 5	• None	

- 3.1.3.5 Does the SMS include the provision of additional manning, over and above the company standard complement, for operations requiring implementation of additional security measures?
 - Additional manning, over and above the company standard complement, for operations requiring implementation of additional security measures?
 - Additional manning over and above the company standard manning level, for operations requiring implementation of additional security measures, if any?
 - Additional deck officers?

Response opt	ions – Additional deck	officers		
• 1	• 2	• 3	• None	

Additional engineering officers?

Response options – Additional engineering officers			
• 1	• 2	• 3	• None

Additional deck ratings?

Response options – Additional deck ratings					
• 1	• 2	• 3	• 4	• 5	• None

- 3.1.3.6 Does the SMS include the provision of additional manning for any other operations?
 - Does the SMS include the provision of additional manning for any other operations?
 - Please provide details
 - Additional deck officers?



• Additional engineering officers?

Response options – Additional engineering officers			
• 1	• 2	• 3	• None

Additional deck ratings?

Response	e options – Addit	ional deck ratir	ngs		
• 1	• 2	• 3	• 4	• 5	None

Additional engine room ratings?

Response options – Additional engine room ratings					
• 1	• 2	• 3	• 4	• 5	• None

- 3.1.3.7 What is the minimum interval required between the relief of the senior officers from the same department?
 - Minimal Interval (days)

3.2 Crew Evaluation

- 3.2.1 Has a static navigational assessment been conducted by a member of the shore staff during the preceding twelve months?
 - Static navigational assessment conducted?
 - Date
- 3.2.2 Has a dynamic navigational assessment been conducted by a member of the shore staff during the preceding twenty-four months?
 - Dynamic navigational assessment conducted by a member of the shore staff?
 - Date from
 - Date to
 - Number of days
 - Activities Assessed

Response options – Activities Assessed			
• Channel/Straits	• Deep Sea	Anchoring	
• Pilotage	Berthing	 STS Operations 	
• Coastal	Unberthing	 Restricted Visibility 	

3.2.3 Has a dynamic navigational assessment been conducted by a third-party contractor during the preceding twelve months?

- Dynamic navigational assessment conducted by a third-party contractor?
- Date from
- Date to
- Number of days
- **Activities Assessed**

Response options – Activities Assessed			
• Channel/Straits	• Deep Sea	Anchoring	
• Pilotage	Berthing	 STS Operations 	
• Coastal	Unberthing	Restricted Visibility	

- 3.2.4 Has an unannounced remote navigational assessment, which included review of VDR & ECDIS data, been conducted by an independent contractor or specialist company representative during the preceding twelve months?
 - Unannounced remote navigational assessment
 - Date
 - **Activities Assessed**

Response options – Activities Assessed			
• Channel/Straits	Berthing	 STS Operations 	
• Pilotage	Unberthing	 Restricted Visibility 	
• Coastal	Anchoring		

- 3.2.5 Has a comprehensive cargo audit in accordance with TMSA 6.4.2 been conducted by a member of the shore staff during the preceding twelve months (specify operations observed and evaluated)?
 - Comprehensive cargo audit?
 - Date from
 - Date to
 - **Activities Assessed**

Response options – Activities Assessed			
Loading	Ballasting	Gas freeing	
Discharging	Gassing up	Inerting	
Tank cleaning	 Cooling down 	Cargo heating	
• COW	 Warming up 	LPG grade change	
Bunkering	Purging		

3.2.6 Has a comprehensive engineering audit in accordance with TMSA 4.4.5 been conducted by a member of the shore staff during the preceding twelve months (specify operations observed and evaluated)?

- Comprehensive engineering audit?
- Date from
- Date to
- **Activities Assessed**

Response options – Activities Assessed			
Manoeuvring	 Cargo operations 	 Oily water separator use 	
 Manned operations 	 Bunkering operation 	 Machinery maintenance processes 	
 Unmanned operations 	• Fuel grade change		

- 3.2.7 Has a comprehensive mooring and anchoring audit in accordance with TMSA 6A.4.3 been conducted by a member of the shore staff during the preceding twelve months (specify operations observed and evaluated)?
 - Comprehensive mooring and anchoring audit?
 - Date from
 - Date to
 - **Activities Assessed**

Response options – Activities Assessed	
Standard tanker berth	 Mediterranean mooring (stern too with anchors)
Non-standard tanker berth	 Tandem mooring operation – non-DP
SBM mooring operation	 Deep water anchoring (more than 40m)
• SBM or SAL mooring operation - DP	 Shallow water anchoring (less than 40m)
Tandem mooring operation – DP	 Conventional Buoy Mooring (with anchors)
Multi-buoy mooring (without anchors)	

- 3.2.8 Has a Behavioural Competency Assessment programme (in alignment with the OCIMF / INTERTANKO best practice guidance) been implemented onboard?
 - Behavioural Competency Assessment programme implemented?
 - Operational areas assessed

Response options – Operational areas assessed	
Cargo operations	Mooring operations
Engineering	Navigation

3.3 Crew Training

3.3.1 Have the master and all navigation officers onboard at the time of the inspection attended a BTM/BRM training course, which included navigational exercises conducted within a Bridge Simulator, within the past five years?

- BTM/BRM training course attendance?
- Was course participation and content under the control of the company?
- Provide details of course
- 3.3.3 Have the master, all deck officers and cargo engineers onboard at the time of the inspection attended a shore-based cargo simulator course appropriate to the vessel type in the previous five years?
 - Shore based cargo simulation course attended?
 - Provide details of course
- 3.3.4 Had the chief engineer and all engineer officers attended a shore-based engine room management simulator course, covering routine and emergency machinery operations, within the previous five years?
 - Shore-based engine room management simulator course attended?
 - Provide details of course

3.4 Crew Compliance

- 3.4.2.1 What was the date of the last drug test conducted onboard by a third-party testing organisation or by onboard collecting of samples for later analysis?
 - Date of last test drug test
 - What percentage of those onboard at the time were tested?
- 3.4.2.2 What was the date of the last unannounced alcohol test initiated by the vessel operator?
 - Date of last unannounced alcohol test
 - What percentage of those onboard at the time were tested?
- 3.4.2.3 What is the maximum permitted BAC while onboard?
 - Maximum blood alcohol content in %
- 3.4.2.4 Did any drug or alcohol tests conducted onboard during the previous twelve months result in a confirmed positive result for a prohibited substance?
 - Confirmed positive result(s)
 - How many instances?

3.5 Crew Familiarisation

3.5.1 How does the company ensure ECDIS type specific training is effectively delivered to the Master and navigation officers?

Select company approved primary delivery method

Response options – Primary delivery method	d e e e e e e e e e e e e e e e e e e e
 Shore based manufacturer training followed by installation-specific Familiarisation onboard 	 Onboard training by appropriately trained crew or training personnel (Trickle down training is not considered acceptable)
 Independent training on specific systems followed by installation specific Familiarisation 	 Manufacturer provided training mode on the ECDIS, followed by installation-specific Familiarisation onboard
 Computer Based Training (CBT), followed by installation-specific Familiarisation onboard 	Company bridge procedures and manuals
 Internet/Intranet Based Training (eLearning) followed by installation specific Familiarisation onboard 	Not applicable, no ECDIS

Select company approved secondary delivery method

Response options – Secondary delivery meth	od
Shore based manufacturer training followed by installation-specific Familiarisation onboard	 Onboard training by appropriately trained crew or training personnel (Trickle down training is not considered acceptable)
Independent training on specific systems followed by installation specific Familiarisation	 Manufacturer provided training mode on the ECDIS, followed by installation-specific Familiarisation onboard
Computer Based Training (CBT), followed by installation-specific Familiarisation onboard	Company bridge procedures and manuals
Internet/Intranet Based Training (eLearning) followed by installation specific Familiarisation onboard	Not applicable

4. NAVIGATION AND COMMUNICATION

4.1 Navigational Equipment

- 4.1.1 What is the primary means of navigation?
 - Primary means of navigation:

Response options – Primary means of navigation	
ECDIS with ECDIS back up	 Paper chart with ECDIS carried
ECDIS with paper chart back up	 Paper charts with no ECDIS required to be carried (vessel <3,000 grt)

- 4.1.11 How long is data retained on the main storage media of the Voyage Data Recorder before it is overwritten?
 - Enter time in hours

4.2 Navigational Procedures

- 4.2.2 Minimum dynamic under keel clearance
 - During open sea passage state company under keel clearance policy
 - During open sea passage what is the minimum dynamic under keel clearance required, in metres, for the ship in accordance with the company policy?
 - During coastal/restricted waters passage state company under keel clearance policy
 - During coastal/restricted waters passage what is the minimum dynamic under keel clearance required, in metres, for the ship in accordance with the company policy?
 - Within port limits state company under keel clearance policy
 - Within port limits what is the minimum dynamic under keel clearance required, in metres, for the ship in accordance with the company policy?
 - While alongside state company under keel clearance policy
 - While alongside what is the minimum dynamic under keel clearance required, in metres, for the ship in accordance with the company policy?
 - While at SBM/CBM berths state company under keel clearance policy
 - While at SBM/CBM berths what is the minimum dynamic under keel clearance required, in metres, for the ship in accordance with the company policy?
 - At anchor state company under keel clearance policy
 - At anchor what is the minimum dynamic under keel clearance required, in metres, for the ship in accordance with the company policy?

5. SAFETY MANAGEMENT

5.2 Fixed Fire Protection Systems

5.2.4 What type of fixed fire extinguishing system is fitted in the machinery space?

Fixed firefighting system - machinery space

Response options – Machinery space	
• CO ₂	• Water
• Foam	• None

5.2.5 What type of fixed fire extinguishing system is fitted in the cargo pumproom?

Fixed firefighting system – cargo pumproom

Response options – Cargo pumproom	
• CO ₂	• None
• Foam	 Not applicable
• Water	

5.2.13 Is the vessel fitted with a machinery space fixed local application fire extinguishing system (generally, vessels of >2000 grt and with machinery space >500m³)?

Local application fire extinguishing system

5.6 Fixed and Portable Gas Detecting Systems

5.6.4 Is the vessel outfitted to use LNG as fuel?

Is the vessel outfitted to use LNG as fuel?

5.6.6 Are fixed O₂ alarms fitted in inert gas generating spaces (chemical tankers only)?

• O₂ alarms fitted in inert gas generating spaces (chemical tankers only)?

5.7 Safety Management

- 5.7.2 How many near-miss reports have been submitted by vessel staff during the previous 12 months?
 - Number of near-miss reports
- 5.7.1.1 Have any of the following incidents occurred during the previous 12 months a pollution incident that resulted in release to the environment of any substance covered by MARPOL Annex I, II, IV, V and VI in excess of that permitted by the applicable regulations?
 - A pollution incident that resulted in release to the environment of any substance covered by MARPOL Annex I, II, IV, V and VI in excess of that permitted by the applicable regulations.
 - Date
 - Report Completed
 - Uploaded to SIRE
 - If ongoing expected date of completion
- 5.7.1.2 Have any of the following incidents occurred during the previous 12 months an uncontrolled release of LNG/LPG vapour?
 - An uncontrolled release of LNG/LPG vapour
 - Date
 - Report Completed
 - Uploaded to SIRE
 - If ongoing expected date of completion
- 5.7.1.3 Have any of the following incidents occurred during the previous 12 months an incident where the vessel had been hard aground?
 - An incident where the vessel had been hard aground
 - Date
 - Report Completed
 - Uploaded to SIRE
 - If ongoing expected date of completion
- 5.7.1.4 Have any of the following incidents occurred during the previous 12 months an incident where the vessel had touched bottom?
 - An incident where the vessel had touched bottom
 - Date
 - Report Completed
 - Uploaded to SIRE
 - If ongoing expected date of completion

5.7.1.5 Have any of the following incidents occurred during the previous 12 months – an incident where the vessel had been suspected of touching bottom?

- An incident where the vessel had been suspected of touching bottom.
- Date
- **Report Completed**
- Uploaded to SIRE
- If ongoing expected date of completion

5.7.1.6 Have any of the following incidents occurred during the previous 12 months – a collision or allision with another vessel irrespective of whether damage had been caused to either vessel?

- A collision or allision with another vessel irrespective of whether damage had been caused to either vessel.
- Date
- **Report Completed**
- Uploaded to SIRE
- If ongoing expected date of completion

5.7.1.7 Have any of the following incidents occurred during the previous 12 months – an allision with a fixed or floating structure or navigation mark irrespective of whether damage had been caused to the vessel or the fixed or floating structure or navigation mark?

- An allision with a fixed or floating structure or navigation mark irrespective of whether damage had been caused to the vessel or the fixed or floating structure or navigation mark.
- Date
- Report Completed
- Uploaded to SIRE
- If ongoing expected date of completion

5.7.1.8 Have any of the following incidents occurred during the previous 12 months – an allision with a terminal during a berthing manoeuvre which resulted in damage to either the vessel or the terminal structure?

- An allision with a terminal during a berthing manoeuvre which resulted in damage to either the vessel or the terminal structure.
- Date
- Report Completed
- Uploaded to SIRE
- If ongoing expected date of completion

5.7.1.9 Have any of the following incidents occurred during the previous 12 months - a breach of the hull plating which did not result in flooding?

- A breach of the hull plating which did not result in flooding.
- Date
- **Report Completed**
- Uploaded to SIRE
- If ongoing expected date of completion

5.7.1.10 Have any of the following incidents occurred during the previous 12 months - total loss of main propulsion or a blackout while navigating in open waters?

- Total loss of main propulsion or a blackout while navigating in open waters.
- Date
- Report Completed
- Uploaded to SIRE
- If ongoing expected date of completion

5.7.1.11 Have any of the following incidents occurred during the previous 12 months – partial loss of main propulsion while navigating in open waters?

- Partial loss of main propulsion while navigating in open waters.
- Date
- **Report Completed**
- Uploaded to SIRE
- If ongoing expected date of completion

5.7.1.12 Have any of the following incidents occurred during the previous 12 months - total loss of main propulsion or a blackout while navigating in territorial waters or within 12 miles of land?

- Total loss of main propulsion or a blackout while navigating in territorial waters or within 12 miles of land.
- Date
- **Report Completed**
- Uploaded to SIRE
- If ongoing expected date of completion

5.7.1.13 Have any of the following incidents occurred during the previous 12 months – partial loss of main propulsion while navigating in territorial waters or within 12 miles of land?

- Partial loss of main propulsion while navigating in territorial waters or within 12 miles of land.
- Date
- **Report Completed**
- Uploaded to SIRE
- If ongoing expected date of completion

5.7.1.14 Have any of the following incidents occurred during the previous 12 months – blackout while at a berth or at anchor?

- Blackout while at a berth or at anchor.
- Date
- **Report Completed**
- Uploaded to SIRE
- If ongoing expected date of completion

5.7.1.15 Have any of the following incidents occurred during the previous 12 months – total loss, even momentarily, of steering capability at any time while the vessel was underway?

- Total loss, even momentarily, of steering capability at any time while the vessel was underway.
- Date
- **Report Completed**
- Uploaded to SIRE
- If ongoing expected date of completion

5.7.1.16 Have any of the following incidents occurred during the previous 12 months – contained hydrocarbon/chemical spill greater than 1.0m³ anywhere onboard (deck, pumproom, machinery spaces, mooring deck, etc.)?

- Contained hydrocarbon/chemical spill greater than 1.0m³ anywhere onboard (deck, pumproom, machinery spaces, mooring deck, etc.).
- Date
- Report Completed
- Uploaded to SIRE
- If ongoing expected date of completion

5.7.1.17 Have any of the following incidents occurred during the previous 12 months – loss of one or both anchors?

- Loss of one or both anchors.
- Date
- **Report Completed**
- Uploaded to SIRE
- If ongoing expected date of completion

5.7.1.18 Have any of the following incidents occurred during the previous 12 months - damage to a windlass restricting the ability to recover an anchor without repairs?

- Damage to a windlass restricting the ability to recover an anchor without repairs.
- Date
- Report Completed
- Uploaded to SIRE
- If ongoing expected date of completion

5.7.1.19 Have any of the following incidents occurred during the previous 12 months - mooring tail/line (ship supplied) failure while moored at a conventional/CBM berth or while conducting STS operations?

- Mooring tail/line (ship supplied) failure while moored at a conventional/CBM berth or while conducting STS operations.
- Date
- **Report Completed**
- Uploaded to SIRE
- If ongoing expected date of completion

5.7.1.20 Have any of the following incidents occurred during the previous 12 months – break out/away from a berth resulting in the vessel being out of the normal operating envelope for the marine loading arms (MLA) or hoses?

- Break out/away from a berth resulting in the vessel being out of the normal operating envelope for the Marine Loading Arms (MLA) or hoses.
- Date
- Report Completed
- Uploaded to SIRE
- If ongoing expected date of completion

5.7.1.21 Have any of the following incidents occurred during the previous 12 months – cargo hose crane wire failure while connecting or disconnecting hoses at a terminal?

- Cargo hose crane wire failure while connecting or disconnecting hoses at a terminal.
- Date
- **Report Completed**
- Uploaded to SIRE
- If ongoing expected date of completion

5.7.1.22 Have any of the following incidents occurred during previous 12 months – accommodation ladder hoisting wire failure?

- Accommodation ladder hoisting wire failure.
- Date
- **Report Completed**
- Uploaded to SIRE
- If ongoing expected date of completion

5.7.1.23 Have any of the following incidents occurred during the previous 12 months – notification of an investigation into an alleged violation of international regulations such as MARPOL/COLREGS?

- Notification of an investigation into an alleged violation of international regulations such as MARPOL/COLREGS.
- Date
- Report Completed
- Uploaded to SIRE
- If ongoing expected date of completion

5.7.1.24 Have any of the following incidents occurred during the previous 12 months – structural or pipeline system failure causing migration of liquid within or between the cargo, ballast, or bunker spaces?

- Structural or pipeline system failure causing migration of liquid within or between the cargo, ballast, or bunker spaces.
- Date
- Report Completed
- Uploaded to SIRE
- If ongoing expected date of completion

5.7.1.25 Have any of the following incidents occurred during the previous 12 months – contamination of ballast water by hydraulic oil?

- Contamination of ballast water by hydraulic oil.
- Date
- Report Completed
- Uploaded to SIRE
- If ongoing expected date of completion

5.7.1.26 Have any of the following incidents occurred during the previous 12 months – flooding of any space directly from the sea?

- Flooding of any space directly from the sea.
- Date
- Report Completed
- Uploaded to SIRE
- If ongoing expected date of completion

5.7.1.27 Have any of the following incidents occurred during the previous 12 months – fire or explosion anywhere onboard?

- Fire or explosion anywhere onboard.
- Date
- Report Completed
- Uploaded to SIRE
- If ongoing expected date of completion

5.7.1.28 Have any of the following incidents occurred during the previous 12 months – a workrelated lost time injury?

- A work-related lost time injury.
- Date
- **Report Completed**
- Uploaded to SIRE
- If ongoing expected date of completion

5.7.1.29 Have any of the following incidents occurred during the previous 12 months – a workrelated fatality?

- A work-related fatality.
- Date
- Report Completed
- Uploaded to SIRE
- If ongoing expected date of completion

5.8 Area Safety Management

- 5.8.3 Is the vessel fitted with a cargo pumproom?
 - Cargo pumproom?
- 5.8.7.1 Is the vessel fitted with a ballast pumproom?
 - Ballast pumproom?
- 5.8.7.2 Is the vessel fitted with a bunker transfer pumproom?
 - Bunker transfer pumproom?

5.10 Safe Access

- 5.10.4 Is the vessel provided with a personnel transfer basket PTB
 - Personnel transfer basket?

5.10.6 Is the vessel provided with a helicopter facility conforming to Civil Aviation Authority: CAP437 Standards for Offshore Helicopter Landing Areas (2018)?

Is the vessel provided with a helicopter facility?

6. POLLUTION PREVENTION

6.3 Ballast Operations

- 6.3.1 Is the vessel fitted with an approved ballast water management system (BWMS)?
 - Approved ballast water management system?

7. MARITIME SECURITY

7.2 Ship Hardening and Access Control

- 7.2.1.1 Does the vessel's usual trading area include entering or transit through areas of increased security risk?
 - Does the vessel's usual trading area include entering or transit through areas of increased security risk?
- 7.2.1.2 Does the vessel always carry sufficient material to fully implement its Vessel Hardening Plan?
 - Does the vessel always carry sufficient material to fully implement its Vessel Hardening Plan?

8. CARGO AND BALLAST SYSTEMS

8.3 Oil and Chemical

- 8.3.10 Is the vessel fitted with a vapour recovery system (VECs/VRS), (oil and chemical tankers only)?
 - Is the vessel fitted with a vapour recovery system (VECs/VRS)?
- 8.3.13 What type of secondary venting arrangements are provided for cargo tanks?
 - Secondary venting arrangements

Response options – Secondary venting arrangements

- Two full flow p/v valves fitted on each cargo tank
- One full flow p/v valve and a pressure sensor with readout in the ccr fitted on each cargo tank
- Other provide details
 - If 'Other', please provide details
- 8.3.15 Is the vessel fitted with deepwell cargo pumps (oil and chemical tankers only)?
 - Deepwell cargo pumps?
- 8.3.21 If the vessel is a chemical tanker is a cargo heating system provided?
 - Cargo heating system

8.6 Gas (Common to all Vessels under IGC Code)

8.6.14 Is the vessel fitted with a reliquefaction plant?

Reliquefaction plant?

8.6.19 Are there any submerged electric cargo pumps fitted in the cargo tanks?

• Submerged electric cargo pumps fitted?

8.7 Shuttle Tanker Cargo Operations

8.7.5 Is the vessel fitted with a BLS deluge system in accordance with NORGAS No.140?

• BLS deluge system?

8.7.6 Is the vessel fitted with a fixed foam fire extinguishing system in the BLS area in accordance with NORGAS No.140?

• Fixed foam fire extinguishing system?

8.7.9.1 Is the vessel fitted with a fixed hydrocarbon gas detecting system in the BLS area in accordance with NORGAS No.140?

• Fixed hydrocarbon gas detecting system?

8.7.9.2 Is the vessel fitted with a fixed fire detecting system in the BLS area in accordance with NORGAS No.140?

• Fixed fire detecting system?

8.99 All Types

8.99.3.1 Is the vessel subject to any cargo tank loading limitations either overall or in specific tanks?

- Cargo tank loading limitations?
- Please provide details

8.99.3.2 Is the vessel subject to any intact stability concerns due to large width tanks, undivided double bottoms or "U" shaped ballast tanks?

- Intact stability concerns due to large width tanks, undivided double bottoms or "U" shaped ballast tanks?
- Please provide details

8.99.8 Is the vessel provided with cargo transfer hoses?

Cargo transfer hoses?

10. MACHINERY SPACES

10.2 Machinery Status

10.2.1 What system provides the primary source of emergency power?

Primary source of emergency power?

Response options – Primary source of emergency power

• Emergency batteries

• Emergency generator

10.2.3 Is the vessel fitted with an Exhaust Gas Cleaning System (EGCS)?

- Exhaust Gas Cleaning System (EGCS)?
- Type of EGCS:

Response options – Type of EGCS

• Closed loop system

• Open loop system

10.3 Safety Management

10.3.6 Is the vessel fitted with watertight doors required by SOLAS II-I Reg 13-1?

- Is the vessel fitted with watertight doors?
- Provide brief details

10.4 Planned Maintenance Systems

10.4.2 Is the vessel subscribed to a lube oil analysis program?

- Is the vessel subscribed to a lube oil analysis program?
- Main engine sump
 - Frequency Main engine sump
- Main engine cylinder
 - o Frequency Main engine cylinder
- Stern tube lubricating oil
 - o Frequency Stern tube lubricating oil
- Main engine turbo charger
 - o Frequency Main engine turbo charger
- Alternator engine sump
 - o Frequency Alternator engine sump
- Alternator engine turbo charger
 - o Frequency Alternator engine turbo charger
- Emergency generator engine sump
 - o Frequency Emergency generator engine sump
- Steering gear hydraulic oil
 - o Frequency Steering gear hydraulic oil
- Thruster gear oil
 - o Frequency Thruster gear oil
- Framo system hydraulic oil
 - o Frequency Framo system hydraulic oil
- Valve remote control hydraulic oil
 - o Frequency Valve remote control hydraulic oil
- Mooring winch hydraulic oil
 - o Frequency Mooring winch hydraulic oil
- Hose cranes hydraulic oil
 - Frequency Hose cranes hydraulic oil
- Stores crane hydraulic oil
 - o Frequency Stores crane hydraulic oil
- Winch/windlass gear case oil
 - o Frequency Winch/windlass gear case oil

Response options – Frequency

• 0 – 3 months

• 7 – 12 months

• 4 - 6 months

10.5 Conventional Bunkering Management

10.5.2 Is the vessel subscribed to a fuel oil analysis program?

- Is the vessel subscribed to a fuel oil analysis program?
- Heavy Oil
 - o Is fuel analysed for every bunkering?
- Marine Diesel Oil/Gas Oil
 - o Is fuel analysed for every bunkering?

10.7 Fire Protection Measures

10.7.3.1 Are provisions fitted to internal combustion engines to prevent crank case explosion – Main Engine(s)?

- Main Propulsion Engine(s)
- Means provided (Main Engine(s))

Response options – Means provided	
Crankcase pressure monitor	Recirculation arrangements
Engine bearing temperature monitor	 Splash-oil temperature monitor
Oil mist detector	

10.7.3.2 Are provisions fitted to internal combustion engines to prevent crank case explosion – Auxiliary Engine(s)?

- Auxiliary Engine(s)
- Means provided (Auxiliary Engine(s))

Response options – Means provided	
Crankcase pressure monitor	 Recirculation arrangements
Engine bearing temperature monitor	 Splash-oil temperature monitor
Oil mist detector	

10.7.4 Are hydraulic power packs located within the main machinery compartment?

- Are hydraulic power packs located within the main machinery compartment?
- What fire protection measures are provided?

Response options – Fire protection measures	
Contained within a specially designed space	 In main machinery space with oil mist detector fitted
Contained within encapsulating casings	• None

12.1 Ice Operations Training

- 12.1.1 Does the vessel have a Certificate for ships operating in Polar Waters?
 - Does the vessel have a Certificate for ships operating in Polar Waters?
- 12.1.2 Does the vessel have an ice notation?
 - Does the vessel have an ice notation?
- 12.1.3 Does the vessel have a winterisation notation?
 - Does the vessel have a winterisation notation?
- 12.1.4 Does the vessel trade in areas where sub-zero temperatures may be routinely expected?
 - Does the vessel trade in areas where sub-zero temperatures may be routinely expected?
- 12.1.5 Are means are in place to detect ice?
 - Are means are in place to detect ice?
 - Means to detect ice:

Response options – Means to detect ice	
• Dedicated ice radar with 12 Bit processor	Thermal imaging
Halogen searchlight(s)	Xenon searchlight(s)
Heated forward lookout post	

- 12.1.6 Are the bridge wings enclosed?
 - Are the bridge wings enclosed?
- 12.1.7 Are means provided to maintain accommodation spaces at a temperature suitable for habitation?
 - Are means provided to maintain accommodation spaces at a temperature suitable for habitation?
 - Provide brief details of heating provided:
- 12.1.8 Are means in place to prevent the icing of wheelhouse windows?
 - Are means in place to prevent the icing of wheelhouse windows?
 - Means to prevent icing of wheelhouse windows:

Response options – Means to prevent icing	
Heated clear view screens	Heating elements in glass
Heated window wiper systems	Hot air blowers

12.1.9 Are radars of a suitable design for use in sub-zero temperatures?

- Are radars of a suitable design for use in sub-zero temperatures?
- Minimum Operating Temperature in Degrees Celsius Scanner X-band
- Minimum Operating Temperature in Degrees Celsius Motor X-band
- Minimum Operating Temperature in Degrees Celsius Scanner S-band
- Minimum Operating Temperature in Degrees Celsius Motor S-band

12.6 Ice Navigation Procedures

12.6.1.1 What ice navigation training has been provided to the Master and Chief Mate onboard at the time of the planned inspection?

Ice navigation training – Master and Chief Mate?

Response options – Ice navigation training – Master and Chief		
Polar code – Open waters Basic ice navigation – Shore based course		
Polar code – Other waters	• None	
Basic ice navigation – CBT		

12.6.1.2 What ice navigation training has been provided to the officers in charge of a navigational watch onboard at the time of the planned inspection?

Ice navigation training - Officers?

Response options – Ice navigation training – Officers		
Polar code – Open & Other waters	Basic ice navigation – Shore based course	
Basic ice navigation – CBT	None	

12.6.1.3 What ice navigation training has been provided to the ratings forming part of navigational watch onboard at the time of the planned inspection?

Ice navigation training - Ratings?

Response options – Ice navigation training – Ratings		
Basic ice navigation – CBT	• None	
Basic ice navigation – Shore based course		



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