

A Guide to Ship Inspections

The vessel's Operators or Technical Managers, from here on referred to as the Company, must always ensure each tanker within its fleet has been provided with the latest version of the Vessel Inspection Questionnaire (VIQ) issued by the Oil Companies' International Marine Forum (OCIMF) or that provided by the Chemical Distribution Institute (CDI). This will ensure that each vessel will have a complete and consistent understanding of the inspection criteria and the guidance notes that the SIRE Inspectors follow.

The OCIMF Vessel Inspection Questionnaire (VIQ) and the CDI Ship Inspection Report (SIR) is available on the OCIMF and CDI website respectively.

To allow each officer to become familiar with their responsibilities in the preparation for an inspection, both senior and junior staff on board should have a copy of the relevant sections of the VIQ applicable to their areas of responsibility. All officers must fully understand each of the VIQ questions and any associated guidance notes.

The decision to request a SIRE inspection may be driven by commercial needs or simply that the vessel's latest SIRE inspection report is nearing the end of the commonly accepted value period of six months.

Once the decision has been made, the company will make the inspection request to the selected OCIMF member (BP, Chevron, Shell, etc.). At the time of making the inspection request, the company must also advise the vessel's Master to ensure the vessel's staff are fully aware of the company's intentions. This early advice will give the staff on board time to carry out final checks of their specific areas of responsibilities that are aligned with the VIQ. This early advice also enables the Master and the senior staff to organise all documentation that will be reviewed by the inspector during the inspection.

When the company initially advises the ship's Master of its intentions to arrange a SIRE or CDI inspection, it is recommended that the company also provides a list of the documentation and records that the inspector will need to sight during the inspection. In addition, the company should also provide guidance on the basis of experience gained as a result of previous inspections the company or ship may have experienced. Often when the inspection request has been accepted, in order to assist the inspector, some OCIMF members provide a similar list of documentation to the inspector. Once confirmation of the inspection has been received from the OCIMF member, the company shall keep the Master advised of the dates and venue (port/terminal) of the planned inspection.



Further advice and more detailed guidance on the preparation and conduct of inspections is provided within the INTERTANKO publication – *Seafarer's Guide to Vetting Inspections*.

Inspection Scheduling

- In general, most of the inspecting OCIMF members prefer an inspection conducted during a discharge operation. On the face of it this should provide ample opportunity for a SIRE inspection to be arranged, however. There are valid reasons for inspection requests not to be accepted and may include but, not limited to the following:
- The port is not in a location to allow convenient travel for the inspector e.g. restrictive or lengthy visa requirements;
- The vetting department of the requested oil major has no business need to inspect the vessel;
- The vessel is loading and not operating in the preferred discharging mode;
- It may be less than 30 days since the last SIRE inspection;

- The inspector's own inspection programme conflicts with the vessel's schedule;
- Limited inspector resources at the desired port of inspection;
- There may be security concerns in the region where the inspection is requested.

In addition, inspections can, frustratingly, be cancelled at short notice as well.

Audited Inspections

On occasion, when requesting an inspection the company may be requested for the to allow the SIRE Inspector to be audited by an auditing inspector during the SIRE Inspection. There is a widely held view that with the presence of two inspectors on board, the ship will receive more observations. This has been investigated and is not the case. OCIMF statistics prove there are no increases in observations raised during audited inspections.

Previously, in the event the inspector being audited failed the audit, the SIRE inspection will be deemed null and void. As a result, the opportunity to have a SIRE inspection would be lost with the next opportunity to have an inspection usually being at a time when the previous SIRE inspection would have surpassed its generally accepted six months use.

This is no longer the case; should the inspector being audited fail the audit, then the auditing inspector will assume the responsibility for completing the inspection and providing a valid SIRE inspection report.

The following, is a typical method of the allocation of duties/responsibilities on board based on the OCIMF-SIRE Vessel Inspection Questionnaire at the time of this publication going to print. It should be noted that the VIQ is under review and this format will change with the next edition of the VIQ when it is published.

Vessel Inspection Questionnaire

Responsible Persons

Chapter 1 General Information

Master

Chapter 2 Certification and Documentation

Master

- Class and other Certification
- Safety management and the operator's procedures manuals
- Survey and repair history
- Enhanced Survey Programme
- Condition Assessment Scheme
- Tanker Industry Publications

Chapter 3 Crew Management

Master

- Crew Qualifications
- Drug and Alcohol policy

Chapter 4 Navigation

Master & Navigation Officer

- Policies, Procedures and Documentation
- Navigation Equipment
- Charts and Publications
- Navigation
- Navigation Equipment
- ECDIS

Vessel Inspection Questionnaire

Chapter 5 Safety Management

- Risk Assessments
- Drills, training and familiarisation
- Ship security
- Enclosed Space, Pump Room and Compressor Room Entry procedures
- Permits to Work: Hot and Cold Work, Enclosed Space Entry, Working Overboard, Working at Height, etc.
- Monitoring of non-cargo spaces
- Gas Analysing Equipment
- Hot Work Procedures
- Life Saving Equipment
- Fire Fighting Equipment
- Material Safety Data Sheets (MSDS)
- Vessel's Security at Access

Responsible Persons

- All on board*
- Safety Officer*
- Safety Officer*
- Master & Ship Security Officer*
- Chief Officer*
- Chief Engineer and/or Chief Officer and/or Safety Officer*
- Chief Officer*
- Chief Officer*
- Chief Engineer*
- Safety Officer*
- Chief Engineer & Safety Officer*
- Chief Officer*
- Chief Officer*

Chapter 6 Pollution Prevention

- Oil Record Books
- Cargo Record Book
- All Shipboard Oil and Marine Pollution Emergency Plans including Vessel Response Plan (OPA 90) if required
- Cargo Operations and Deck Area Pollution Prevention
- Pump Rooms and Oil Discharge Monitors
- Ballast Water Management
- Ballast Water Treatment
- Engine and Steering Compartments
- Garbage Management
- Vessel General Permit
- Energy Efficiency Management Plan
- Flue Gas Emissions

- Chief Engineer & Chief Officer*
- Chief Officer*
- Master*
- Chief Officer*
- Chief Officer*
- Chief Officer*
- Chief Engineer*
- Chief & Second Engineers*
- Master & Chief Officer*
- Master & Chief Officer*
- Master & Chief Engineer*
- Chief Engineer*

Chapter 7 Structural Condition

- Master or Chief Officer*

Chapter 8 Cargo and Ballast Systems – Petroleum

- Policies, Procedures and Documentation *Chief Officer*
- Stability and Cargo Loading Limitations *Chief Officer*
- Cargo Operations and Related Safety Management *Chief Officer*
- Ullaging, Sampling and Closed Operations *Chief Officer*
- Venting Operations *Chief Officer*
- Vessel Emission Control System (VECS) *Chief Officer*
- Inert Gas System *Chief Engineer & Chief Officer*
- Crude Oil Washing *Chief Officer*
- Static Electricity Precautions *Chief Officer*
- Manifold Arrangements *Chief Officer*
- Pump Rooms *Chief Officer*
- Pressure Testing of Cargo Hoses (if applicable) *Chief Officer*
- Cargo Lifting Equipment *Chief Officer*
- Ship to Ship Transfer Operations – Petroleum *Chief Officer*

Combination Carriers

- As petroleum above, plus dry cargo operations *Chief Officer*

Shuttle Tankers

- Personnel Management *Master*
- Dynamic Positioning and Navigation Equipment *Master*
- Dynamic Positioning (DP) Operations *Master*
- Dynamic Positioning Equipment *Master*
- Cargo Operations *Chief Officer*
- Bow Loading Systems (BLS) and Submerged Turret Loading (STL) Operations *Chief Officer*
- Safety Management at Offshore Installations *Master*
- Pollution Prevention Specific to Offshore Installations *Chief Officer*

Cargo and Ballast Systems

- Policies, Procedures and Documentation *Master*
- Stability and Cargo Loading Limitations *Master/Chief Officer*
- Cargo Operations and Related Safety Management *Master/Chief Officer*

Cargo and Ballast Systems – Chemical cont...

- Cargo Handling and Monitoring Equipment	Chief Officer
- Ullage, Sampling and Closed Operations	Chief Officer
- Venting Arrangements	Chief Officer
- Inert Gas System	Chief Engineer & Chief Officer
- Static Electricity Precautions	Chief Officer
- Manifold Arrangements	Chief Officer
- Cargo Pump Room	Chief Officer
- Safety Equipment	Chief Officer/Safety Officer
- Pressure Testing of Cargo Hoses (if applicable)	Chief Officer
- Cargo Lifting Equipment	Chief Officer

Cargo and Ballast Systems – LPG

- Policies, Procedures and Documentation	Master
- Stability and Cargo Loading Limitations	Chief Officer
- Cargo Operations and Related Safety Management	Master/Chief Officer
- Cargo Handling and Monitoring Equipment	Chief Officer
- Cargo Compressor and Motor Rooms	Chief Engineer/Cargo Engineer
- Void Spaces and Seals – Type C Cargo tanks	Chief Officer
- Void and Interbarrier Spaces and Seals – other cargo tank types	Chief Officer
- Inert Gas Systems	Chief Officer
- Pressure Relief and Venting Systems	Chief Officer
- Emergency Shutdown System	Chief Officer
- Manifold Arrangements	Chief Officer
- Safety Equipment	Chief Officer/Safety Officer
- Pressure Testing of Cargo Hoses (if applicable)	Chief Officer
- Cargo Lifting Equipment	Chief Officer
- Ship to Ship Transfer Operations	Chief Officer

Cargo and Ballast Systems – LNG

- Policies, Procedures and Documentation	Master
- Stability and Cargo Loading Limitations	Chief Officer
- Cargo Operations and Related Safety Management	Master/Chief Officer
- Cargo Handling and Monitoring Equipment	Chief Officer
- LNG Cargo Machinery (Compressor) Rooms	Chief Engineer/Cargo Engineer
- Cargo Reliquefaction Systems	Chief Engineer/Cargo Engineer

- Gas Combustion Systems	Chief Engineer
- Void and Interbarrier Spaces and Seals	Chief Officer
- Inert Gas Systems	Chief Officer
- Pressure Relief and Venting Systems	Chief Officer
- Emergency Shut Down (ESD) System	Chief Officer
- Manifold Arrangements	Chief Officer
- Safety Equipment	Chief Officer/Safety Officer
- Pressure Testing of Cargo Hoses (if applicable)	Chief Officer
- Cargo Lifting Equipment	Chief Officer
- Ship to Ship Transfer Operations	Chief Officer

Chapter 9 Mooring

- Mooring Equipment Certification and Documentation	Master
- Mooring Procedures	Chief Officer
- Mooring Equipment	Chief Officer
- Anchoring Equipment	Chief Officer
- Single Point Moorings	Master
- Emergency Towing Arrangements	Chief Officer

Chapter 10 Communications

- Communications Procedures	Master & GMDSS Operator
- Communications Equipment	GMDSS Operator

Chapter 11 Engine and Steering Compartments

- Policies, Procedures and Documentation	Chief Engineer
- Planned Maintenance	Chief Engineer
- Safety Management	Chief Engineer/Second Engineer
- Machinery Status	Chief Engineer/Second Engineer
- Steering Compartment	Chief Engineer/Second Engineer
- Chemicals Material Safety Data Sheets (MSDS)	Chief Engineer/Second Engineer

Chapter 12 General Appearance and Condition

- Hull, Superstructure and External Weather Decks	Master/Chief Officer
- Electrical Equipment	Chief Engineer
- Internal Spaces	Chief Officer
- Accommodation Areas	Chief Officer

Chapter 13 Ice Operations

Master/Chief Engineer

As previously stated, on learning that an inspection has been arranged by the company, senior officers should have a meeting to allocate duties and responsibilities in preparation for the inspection.

Before the vessel's arrival at the port of inspection it is recommended that the Senior Officers hold a final meeting to discuss how the preparation has progressed. Any concerns should be discussed and addressed at this stage and where considered appropriate advise the company to organise and agree a corrective action plan.

Should there be any equipment that is malfunctioning where spares are required and have been ordered, then documented evidence will need to be made available to the inspector to verify action is being taken.

It is very important that the latest edition of either the OCIMF Vessel Inspection Questionnaire or the CDI Ship Inspection Report, together with the INTERTANKO publication – *The Seafarer's Guide to Vetting Inspections*, is available on board and used during preparations.

Should a company representative be attending the vessel during the inspection, it must be remembered that it is not their role to answer the inspector's questions or seen to be interfering during the inspection process, this must be left to the ship's staff.

Inspector's Boarding

Initial impressions matter and it is important that the inspector gains a positive impression of the vessel.

It must be remembered that as soon as the inspector sees and approaches the vessel, the visual inspection begins. Therefore, it is imperative all are well prepared and remember – **YOU DO NOT GET A SECOND CHANCE TO CREATE A FIRST IMPRESSION**. From the first sighting to arriving in the Master's/ship's office the inspector will have gained an impression of the vessel. Therefore, it is a priority that preparations must include the following:

- The gangway/accommodation ladder is safely and correctly rigged.
- The gangway watch is properly attired in the correct personal protective equipment (PPE).
- The inspector is greeted with respect and requested for identification.
- The gangway watch shall proceed with security checks, safety briefing, and ensure the inspector's mobile telephone is switched off.
- The inspector should sign in and be provided with a visitor's badge (if this is the company's procedure).
- Once boarding formalities are complete, the inspector is escorted to the Master's or ship's office.
- Provide the inspector with full co-operation, all necessary assistance and hospitality.
- During the opening meeting, the inspector will discuss the purpose, route and likely duration of the inspection.
- Inspectors will also advise what items of equipment will need to be demonstrated in their presence i.e. steering gear, lifeboat engine, emergency generator, bilge separator and oil mist detector alarms, etc.

The following should be made available ready for the inspector's arrival. Some may not be applicable to all tanker vessels. However, it will be extremely beneficial to have all documentation readily available to expedite up the inspection process:

- An up-to-date Harmonised Vessel Particulars Questionnaire (HVPQ).
- The Operator's full style and contacts.
- Continuous Synopsis Record (CSR) and attached forms.
- Document of Compliance (DOC).

- Safety Management Certificate (SMC).
- International Ship Security Certificate.
- The vessel's Class Certificates filed in the same order as noted in the VIQ. Some Port Authorities will need to see the original class certificates in their offices. Therefore, it is strongly recommended that all class certificates are photocopied and available in the absence of the originals.
- International Tonnage Certificate.
- Minimum Safe Manning Certificate.
- Certificate of Fitness (for applicable vessels – gas and chemical).
- Noxious Liquid Substances (NLS) Certificate.
- Civil Liability Convention (1992) Certificate.
- P and I Club Certificate of Entry.
- US Certificate of Financial Responsibility (CoFR) – now available on the USCG website only.
- Lifesaving and fire-fighting servicing certificates, including lifeboats on-load release mechanism.
- Port State Control inspection report file and evidence of close out of any deficiencies.
- Lifting gear register.
- The Operator's ISM manuals.
- Records of Operator's representative visits to the vessel including those by the Senior Management of the company.
- Records of the vessel being visited by a senior member of the company's management team.
- Latest Operator's audit report and non-conformity close out evidence.
- Reports and correspondence of the Master's review of the safety management system.
- Latest Class Survey Status report (must be less than four months old).
- Class survey reports (annual, intermediate, special and occasional).
- Records of cargo and ballast tanks, void spaces, trunks and cofferdams.
- Ship Energy Efficiency Management Plan (SEEMP).
- Enhanced Survey Reports (if applicable).
- Executive hull summary (if applicable).
- Condition Assessment Programme (CAP) (if applicable).
- Thickness measurement report (if applicable).
- Garbage log book.
- Oil Record Book Part 1.
- Oil Record Book Part 2 (if applicable).
- Cargo Record Book (if applicable).

- Vessel's Response Plans (VRPs) applicable to the vessel as follows:
 - VRP in compliance with OPA 90
 - Shipboard Oil Pollution Emergency Plan (SOPEP)
 - Shipboard Marine Pollution Emergency Plan (SMPEP)
 - Panama Canal Shipboard Oil Pollution Emergency Plan (PCSOPEP)
 - California Vessel Response Plan
 - Washington State Response Plan.
- Drug and Alcohol Policy Manual.
- Safety Management System (SMS) Manuals.
- Inert Gas System Manual (if applicable).
- Trim and Stability Manual – approved by vessel's class.
- Damage Stability Manual – approved by vessel's class.
- Loading Computer Manual (if applicable) – approved by vessel's class.
- Oil Discharge Monitoring Equipment Manual (if applicable) – approved by vessel's class.
- Crude Oil Washing Manual (if applicable) – approved by vessel's class.
- Water Ballast Management Plan – approved by vessel's class.
- Water Ballast Treatment Plant (if fitted) – approved by vessel's class.
- Flue gas emission scrubbers (if fitted) – approved by vessel's class.
- Procedures and Arrangements manual (P&A) (if applicable) – approved by vessel's class.
- Operator's Drug and Alcohol policy.
- Certificates of fire-fighting equipment servicing.
- Certificates of lifesaving equipment servicing.
- Certificates of mooring lines, shackles and tails certificates, that clearly identifies the winch drums they are each fitted to.
- Certificates of emergency towing-off wires (fire wires).
- Records of mooring winches Brake Holding Capacity (BHC) test records.
- Bow chain stopper SWL certification (if fitted).

The publications library as identified in the VIQ, applicable to the vessel type oil, chemical or gas must be up to date with the latest editions.

- Hours of work/rest records
- Crew list
- The on-line officer's matrix **must be filled accurately and correctly (see Officer Matrix Guidance Note). To satisfy some vetting departments it is advisable to include another line stating the total number of months served as a watch-keeping officer OOW/EOW.**

The Officer Matrix

The accuracy of completing Officer's Matrix cannot be understated. It is critical to ensuring that the ship's complement is in compliance with the crew matrix requirements of individual oil and chemical companies.

The following is a step-by-step process to complete the officer's matrix successfully:

- **Rank** – of the officer
- **Nationality** – the nationality of the officer.
- **Certificate of competency** – sometimes referred to as a license, this should be the highest level of competency the officer holds.
- **Issuing country** – the issuing country of the officer's license may not necessarily be the same nationality as the officer.
- **Administration acceptance** – the officer's license MUST be acceptable to the vessel's Flag State Administration.
- **Tanker certification** – the officers must have tanker training relative to the type of tanker they are currently serving on.
- **STCW V paragraph** – Chapter V paragraph 1.1 refers to the specialised tanker training provided to junior officers and ratings who have responsibilities during cargo operations. Chapter V paragraph 1.2 refers to specialised tanker training applicable to those officers responsible for cargo transfer operations.
- **Radio qualification** – to the level of General Operator (GO), this is not required for the entire bridge team but a minimum of two officers.
- **Years with Operator** – the number of whole calendar years the officer has been employed by the vessel's management company (the company responsible for the day-to-day operating of the vessel).
- **Years in Rank** – refers to the officer's "actual years of sea service" sailed in the current rank.
- **Years on this type of tanker** – refers solely to the officer's "actual years of sea service" sailed on the type of tanker the officer is currently on. If the current vessel is an oil tanker, then it is "actual years of sea service" on oil tankers irrespective of its size. The same is true for chemical and gas tankers.
- **Years on all types of tanker** – refers to the total of "actual years of sea service" served on all tanker types i.e. oil + chemical + gas = years on all types of tanker.
- **Months on vessel this tour of duty** – the number of months on board since joining this current vessel.

Operators may wish to add an additional line in their own company's officer's matrix to include the "actual years of sea service" as an officer of the watch (OOW). This is beneficial as some vetting departments choose to evaluate the junior officers' experience levels in addition to the senior officers. For further explanation please consider the following, but always bear in mind this is subject to the vetting department's discretion.

- **Months of experience as OOW** – Irrespective of rank, this is the combined total of "actual months of sea service" served as an OOW i.e. for the Ch. Officer's sea service as a watch keeping officer is the total as Ch., 2nd and 3rd Officer. Similarly, for the 2nd Officer a combined total as 2nd and 3rd Officer. Also, this applies to the Engineers, the "actual months sea service" as a watch keeping Engineer Officer i.e. for the 2nd Eng. is the total sea service as 2nd, 3rd and 4th Eng, and 3rd Engineer a combined total as 3rd and 4th Engineer.

It should be noted that some Flag Administrations use the rank of 1st Engineer for the next rank beneath the Chief Engineer whereas other use the rank of 2nd Engineer.

The reasoning behind adding this extra line to the Officer's Matrix is, for example, the 2nd Officer may have just two months' actual sea service in rank but, as a 3rd Officer may have had 24 months. Therefore, instead of having what initially looks like two months experience in rank the officer actually has a combined total of 26 months of sea time as a watch keeping Officer.

Some charterers look negatively if there are too many newly promoted officers at the same time on board and will look at the officer's experience as OOW, (time served as a cadet is excluded).

Members are advised that, if the vessel is manned with two junior officers per department (Deck or Engine), the aggregated experience as junior OOW should not be below 12 months and if one of the two junior officers has below six months' sea time as OOW then the other junior officer should have a minimum of 12 months.

Also, if the vessel is manned with three junior officers per department (Deck or Engine), the aggregated experience as junior OOW should not be below 18 months. If one of the three junior officers is below six months' sea time as OOW then one of the two other officers should have a minimum of 12 months' sea time as OOW.

Once completed, then the SIRE on-line Officer's Matrix must be updated. The on-line version of the Officer's Matrix has drop down lists and predictive text. The on-line version will also calculate all "Years" entries.

The "ship operator crew matrix" on both the CDI database and the SIRE database has been harmonised and this provides for a simplified solution to updating the crew matrix for both databases.

The details of the crew matrix can be completed on either the SIRE system or the CDI ISIS-XI system and the same data can then be imported/exported to the other system thereby reducing the administrative burden of repeating the process.

This allows the owner/operator to complete and maintain both systems with ease.

Other Documents

The following documents should be readily available to provide to the inspector if requested:

- All ship's officers' and ratings' licenses and flag administration endorsed certificates of competency if issuing country is different than the flag state of the vessel.
- Records of each officer and ratings training courses attended, to include the ship's Security Officer's and Safety Officer's personal training certificates.
- Records of the last unannounced alcohol test taken on board.
- Records of the last unannounced drug and alcohol test taken by an external collector.
- Records of on board inspection/maintenance for fire-fighting equipment.
- Records of on board inspection/maintenance for lifesaving equipment.
- Records of when the life boats have been waterborne.
- Records of emergency drills carried out.
- Records of pollution clean-up drills.
- Safety Committee Meeting minutes and company acknowledgement of same.
- Casualty/Near Miss file and company acknowledgement of same.

- Non-conformities file with evidence of the close-out.
- Permit to work file. i.e. hot work, enclosed space entry, working at height, etc. including risk assessments for each.
- Records of monitoring ballast and void spaces.
- Records to indicate that portable instruments (O2, HC, etc.) are regularly calibrated.
- Records of breathalyser calibration.
- Records of cargo, ballast tanks and void space inspections.
- Records of cargo tank pressure sensor alarm settings (if applicable).
- Records of pressure testing vessel's cargo hoses (if applicable).
- Records of mooring winch Brake Holding Capacity (BHC) tests.
- SOLAS Training and Fire Training manuals.
- Fuel, lubrication and hydraulic oils analysis.

Some inspection companies require their inspector to collect copies of the following documentation. However, these requests are slowly reducing as more oil companies are becoming OCIMF-SIRE members:

- Class Survey Status.
- Executive Hull Summary.
- Vessel Particulars Questionnaire.
- Officer's Matrix.
- Copy of Form B Supplement of the International Oil Pollution Prevention (IOPP) certificate.
- International Ship Security Certificate.
- Crew list.

The Physical Inspection

On completion of the Certification and Documentation section, the inspection route will broadly follow this sequence: bridge, external accommodation, poop and main decks, including the fore-castle space, pump room (if fitted), compressor room (on applicable vessels), cargo control room, machinery spaces, galley and food handling areas, internal accommodation, interview the Chief Engineer with regard to planned maintenance and spares inventory levels, before completing in the Master's or ship's office for the inspection close-out meeting.

The inspector must be accompanied at all times by an officer who is confident and capable of answering the inspector's questions. It is recommended that this officer does not become distracted and get diverted away from the inspection. The officer should simply answer each question asked without feeling the need to expand on the answer given.

Should the officer accompanying the inspector be called away for other duties, ensure a substitute is made available first. To avoid crowding, the number of ship's staff accompanying the inspector should be kept to a minimum.

For the navigation section of the inspection, the Navigation Officer will need to be present on the bridge supported by the Master.

The inspection of the machinery spaces the inspector will need to be accompanied by either the Chief or 2nd Engineer; the Electrician may also be called upon to assist. The Chief Engineer may also be expected to demonstrate the vessel's Planned Maintenance System (PMS) and spare parts control system, depending on the inspector's preference, who may choose to check these items later as described earlier. Whoever is escorting the inspector around the machinery spaces must be wearing the appropriate safety wear.

Demonstrations

As a minimum, the inspector will expect to see members of the ship's staff demonstrate their knowledge and use of the following equipment and in some cases start certain items of equipment providing it does not interfere with the vessel's operations. Items of equipment to be operated and witnessed by the inspector will have been discussed during the opening meeting:

- Lifeboat engines.
- Emergency generator using two separate starting methods.
- Emergency fire pump.
- Fan and fire dampers.
- Funnel flaps.
- Fire smothering systems – in the case of water mist systems check the auto mode MUST BE selected.
- Anti-pollution oil spill pumps.
- Pressure/Vacuum (PV) valve, always take into consideration H₂S content of the cargo. Only operate if it is absolutely safe to do so (high H₂S, toxants, etc).
- Foam monitors.
- Fire/foam deck main isolation valves.
- Donning breathing apparatus.
- Pump room entry procedures.
- Pump room extraction fan high level suction flaps.
- Cargo tank high level and overfill alarms (recommend advising the terminal first).
- Use of a portable oxygen meter to check O₂ content of inert gas being delivered to the cargo tanks.
- Visual inspection of the fore peak and up to two other water ballast tanks from the deck level **ONLY**.
- Inert Gas System alarms and set points.

Inside the accommodation demonstrate knowledge and the use of:

- All navigational equipment with emphasis on the ECDIS.
- Electronic Position Indicating Radio Beacon (EPIRB).
- Switched Access Remote Test System (SARTS).
- Pyrotechnics.
- Oil Discharge Monitoring Equipment (ODME).
- Calibration of oxygen and combustible gas portable meters, and use of toxic gas detectors and what calibration gases to use for each meter type.
- Remote operation of the fuel oil tanks' quick closing valves.
- Cold rooms locked-in alarms.

Inside the machinery spaces demonstrate the use of:

- Bilge alarms.
- Main/auxiliary engine oil mist detector.
- Bilge separator 15 ppm alarm and 3-way valve.
- Bilge-well alarms.
- Steering gear in both normal and emergency modes.
- Emergency air compressor (if fitted).
- High and low voltage earth leakage detectors.
- Emergency fire-pump (if located in the machinery spaces).
- Planned Maintenance System records and class approval certificate.

The Master's role and responsibility

Prior to and throughout the inspection, the Master shall ensure the following:

- Before arrival, all on board advised of the inspection and all are properly prepared.
- All ship staff are correctly attired with the appropriate Personal Protective Equipment (PPE).
- The safety, security and well-being of the inspector are ensured throughout the whole inspection.
- The inspector is NOT questioned about their experience, ability and qualifications.
- A ship's officer is provided to accompany the inspector at all times.
- The inspector's requests for any testing should not interfere or cause disruption to the safety of vessel's operations.
- All ship's staff shall refrain from arguing with the inspector and answer all questions in a professional and honest manner.
- Contact the company, should it be considered that the inspector is being unreasonable, any decision for further action will then be taken by the company.

The Inspection Close-out Meeting

The close-out meeting is an extremely important part of the inspection and should be attended by both the Master and Chief Engineer. This is when the opportunity can be taken to discuss any of the inspector's observations, which in some cases may result in observations being deleted from the report. The purpose of the close-out meeting is to remove any doubt or misunderstandings to any observations the inspector has made during the inspection.

Not all oil majors allow their inspectors to leave a list of observations. Therefore, notes should be carefully written by the Master that can be accurately reported back to the company in detail. The Master or other attending officer at the close-out meeting should not be afraid to ask the inspector to repeat and explain any observation that may have been raised.

It is common for some observations reported by the inspector to be corrected at the time of the inspection. This does not mean the observation will be deleted from the eventual SIRE report. The observation will state what was observed and it was corrected at the time of the inspection. The company will still be required to provide a full response to the initial observation.

Inspectors are not always correct and the observations they make should have a reference point i.e. based on the SIRE/CDI – VIQ, ISGOTT, MARPOL, SOLAS, etc. Without being argumentative the inspector can be challenged. This is particularly so if an observation is identified as being the inspector's opinion or is a subjective observation which is not based on one or more of the afore-mentioned reference points.

The close-out meeting should be carried out in an open and amicable manner.

On completion of the inspection and close-out meeting the inspector should be safely escorted to the vessel's access point (gangway).

The Master should then complete and submit the **INTERTANKO Inspector Feedback Form**. If this is not available, request the company to forward the form to the vessel.

Finally, after leaving the port of inspection the Master should then complete and submit the **INTERTANKO Terminal Vetting Report**, which can also be provided by the office if not available.

Both feedback forms are available on the INTERTANKO website.

The SIRE Inspection Response

It is advisable for the company to wait until the full SIRE inspection report is received from the OCIMF member or a CDI report from the chemical company that performed the inspection. On occasion it has been known that the list of observations left by the inspector sometimes varies considerably from those in the report. Should there be any negative observations that can be corrected by the ship's staff, it would be prudent of the company to communicate with the vessel and, if required, provide guidance on what the corrective action should be.

Observations that cannot be corrected by the ship's staff can be effectively dealt with by the company.

The company, when submitting its response, should refrain from using replies such as "corrected" or "fixed" or other short and uninformative response to an observation.

The response to an observation should explain the root cause, the corrective action and what has been done to prevent recurrence (preventive action) as well as how the lessons learnt will be communicated to other vessels within the company's fleet.

The company should decide which observations are actual objective deficiencies and those that are simply observations and do not require any corrective action before responding to the report.

The company response to an inspection can be more important than the inspection itself. The response therefore, must be accurate and above all, honest.

The SIRE or CDI Report

Although a SIRE and CDI inspection report is valid for and available on their systems for 12 months, it is commonly regarded by a majority of vetting departments that the value of a SIRE report and associated responses diminishes after six months from the date of the inspection.

While taking into consideration the vagaries of a vessel's trading patterns and in some cases age, it is suggested SIRE inspections should be arranged at four to five monthly intervals.

This will then ensure that there is always a relatively fresh report along with company responses available for vetting purposes.

The Vetting Process

It is necessary to understand that the SIRE or CDI inspection is only a part of the vetting (some OCIMF members refer to this as screening) process. It should also be understood, that the completed inspection report does not contain any decision as to the vessel's suitability for any particular vetting department or charterer.

The outcome of the inspection along with operator's comments are used to assist with the actual screening decisions by each vetting department or charterer.

Each of the oil companies, terminals, Port State Control, etc. that utilises 'vetting' as their risk management tool have their own policies and systems to suits their own individual needs.

The SIRE or CDI inspection is part of a vetting process, and many other issues are taken into account before the final evaluation and decision is made to accept a vessel for its nominated use. The vetting process begins with the company completing the on-line Harmonised Vessel Particulars Questionnaire (HVPO) and Officer's Matrix. Both of these online facilities must be kept up to date by the company. Thereafter, there are three stages.

- First, an oil/chemical company carries out an inspection of the vessel.
- Second, the inspector's report (including any comments or observations) is provided to the operator for their response. The response from the company, commonly known as "Owners comments", will be uploaded onto the SIRE or CDI database, from which the members of each can download and review these comments for evaluation.
- Finally, individual OCIMF or CDI members, and other charterers/stakeholders can use the report to assist with making the eventual vetting decisions in line with their individual company policies.

Both the SIRE & CDI systems involve the use of a standardised Vessel Inspection Questionnaire (VIQ) used by accredited inspectors.

Approvals

Generally, vessels are evaluated and accepted each time they are proposed for business. This could be on a voyage or a period charter basis.

"Approvals", for any length of time, are no longer issued by any oil company. This is simply an out-of-date term that is no longer in use by any vetting departments.

Vessels will only be vetted when it is proposed for a particular business by the organisation's chartering department, terminal or by an affiliated facility.

The eventual vetting decision will be based not only on the inspection report but also (and not limited to), the individual vetting department's assessment of the company, the vessel's history, Port State Control record, terminal reports and also upon the particular business proposed, since the degree of risk involved will depend upon such things as the specific cargo, the loading and discharge ports, the length and route of the voyage, and indeed the time of year when weather can be a factor. Also, different organisations may be willing to accept differing levels of perceived risk.

Although not exhaustive, the following is an example of what criteria may be used to evaluate a vessel's suitability:

- Class Society – must be an IACS member.
- Class survey status.
- History of any recent changes of class.
- Most recent dry dock and/or special survey.
- Condition Assessment Programme (CAP).
- Age.
- Type of hull.

- Flag State.
- History of any recent changes of flag state.
- Casualty history data.
- Classed for the cargo to be carried.
- Current owners.
- History of any previous owners.
- Company responsible for the vessel's day-to-day operation, i.e. technical managers or operators.
- History of any previous technical managers or operators.
- Reputation of the technical managers or operators.
- Rating of the technical managers or operators as a result of a management review or audit by the vetting group.
- Tanker Management and Self-Assessment (TMSA) latest edition submission.
- Officer's matrix.
- Port State Control inspection deficiencies.
- Port State Control detentions.
- USCG inspection deficiencies.
- USCG detentions.
- Latest SIRE/CDI inspection reports and company responses.
- All recent (within the last 12 months) SIRE inspection reports and company responses.
- Previous history of the vetting group's SIRE inspections and company responses.
- Results of SIRE inspections and company response histories with regard all vessels in the company's fleet.
- Terminal feedback.
- Commercial feedback.
- Suitable for the proposed terminals – size, mooring arrangements, draft, parallel body, etc.

Individual vetting departments may differ in how recent they require an inspection to be, in order to rely upon the inspection report. The majority of vetting departments will use for evaluation purposes a SIRE inspection report carried out within the six months. It is the policy of some vetting departments to access all of the available SIRE reports when evaluating a vessel that has been nominated for their business.

Final Comment

It is of the utmost importance that each of the company's ships has on board the latest OCIMF Vessel Inspection Questionnaire and the INTERTANKO publication – *Seafarer's Guide to Vetting Inspections*. There are **NO** substitutes for either of these publications and good, thorough preparation.

OCIMF

OCIMF is a voluntary association of oil companies with an interest in the shipment and terminalling of crude oil, oil products, petrochemicals and gas. It was formed in April 1970 in response to the growing public concern about marine pollution.

In the early 1970s, a variety of anti-pollution initiatives were starting to emerge nationally, regionally and internationally, but with little coordination. Through OCIMF, the oil industry was able to play a stronger, coordinating role in response to these initiatives, making its professional expertise widely available through cooperation with governments and intergovernmental bodies.

OCIMF was granted consultative status at the IMO in 1971 and continues to present oil industry views at IMO meetings. Since then, its role has broadened to take account the changing maritime activities of its membership. Its remit now covers tankers, barges, offshore support vessels and terminals and its advice extends to issues like shipping in ice and large-scale piracy, which rarely troubled the oil industry when OCIMF was first created in the 1970s.

The current membership of OCIMF comprises 112 companies worldwide.

Today, OCIMF is widely recognised as the voice of the oil industry providing expertise in the safe and environmentally responsible transport and handling of hydrocarbons in ships and terminals and setting standards for continuous improvement.

OCIMF's committee structure comprises the Executive Committee at its head and four senior standing committees with the power to establish sub-committees or forums as necessary. These committees are the drivers of all the change projects championed by OCIMF's membership, from the development of OVID to the terminal review programme. Active participation in the various committees is one of the best ways for OCIMF members to influence policy development, share best practice and contribute to new standards promoting continuous improvement in the standards of design and operation of tankers, terminals and offshore support vessels.

OCIMF has much to be proud of. Not only has it contributed to a substantial quantity of regulation at the IMO aimed at improving the safety of tankers and protecting the environment, but it has introduced important new guidance on pressing current issues such as piracy and Arctic shipping. With the process of introducing new Internationally-accepted regulation necessarily slow as it crosses many individual countries and jurisdictions, OCIMF is in the unique position of being able to leverage the expertise of its membership to press ahead with much needed guidance on important industry issues. This provides the means to improve practices in the membership and in the wider industry, and serves as a valuable reference for developing regulation.

In addition to its extensive publications library, OCIMF has a rich portfolio of tools including its Ship Inspection Report (SIRE) programme and Tanker Management and Self-Assessment tool (TMSA), the Offshore Vessel Inspection Database (OVID) and the Marine Terminal Information System (MTIS).

Sire Introduction

One of the most significant safety initiatives to be introduced by OCIMF is the Ship Inspection Report (SIRE) programme. This programme was originally launched in 1993 to specifically address concerns about sub-standard shipping. The SIRE programme is a unique tanker risk assessment tool of value to charterers, ship operators, terminal operators and government bodies concerned with ship safety. Since its introduction, the SIRE programme has gained industry-wide acceptance as a benchmark for vessel inspections and standards.

At the heart of the SIRE system is a large database of objective technical and operational information about a range of vessels used for carrying oil, gas and chemicals. The information helps inform vetting decisions on vessels ahead of charter and focuses attention on the importance of improving vessel quality and safety. The increasing use of SIRE information has corresponded closely to increasing efforts made by the oil industry to ascertain whether the vessels they use are well managed and maintained.

Since its introduction, more than 300,000 inspection reports have been submitted to SIRE. Currently there are more than 21,000 reports on more than 8,700 vessels for inspections that have been conducted in the last 12 months. On average programme recipients access the SIRE database at a rate of more than 12,000 reports per month.

The SIRE programme requires a uniform inspection protocol that is predicated by the following:

- Vessel Inspection Questionnaire (VIQ)
- Barges Inspection Questionnaire (BIQ)
- Uniform SIRE Inspection Report
- Vessels Particulars Questionnaire (VPQ)
- Barge Particulars Questionnaire (BPQ)

These features have been established to make the programme more uniform and user friendly and to provide a level of transparency unique in the marine transportation industry.

SIRE has established itself as a major source of technical and operational information to prospective charterers and other programme users. Its increasing use corresponds with oil industry efforts to better ascertain whether vessels are well managed and maintained. OCIMF is in no doubt that better informed vetting decisions are leading to improvements in the quality of ships, accelerating its continuing drive for safer ships and cleaner seas.

Inspection reports are maintained on the index for a period of 12 months from the date of receipt and are maintained on the database for 2 years. SIRE access is available, at a nominal cost, to OCIMF members, bulk oil terminal operators, port authorities, canal authorities, oil, power, industrial or oil trader companies which charter tankers/barges as a normal part of their business. It is also available, free of charge, to Governmental bodies which supervise safety and/or pollution prevention in respect of oil tankers/barges (e.g. port state control authorities, MOUs, etc). Applicants wishing to participate in the SIRE Programme are required to obtain formal applications and are asked to submit their request via email or fax. Please include your full style mailing address.

For further information contact the SIRE Contracts Manager on sire@OCIMF.org

Sire Documents

Vessel Inspection Questionnaire for Oil Tankers, Combination Carriers, Shuttle Tankers, Chemical Tankers and Gas Tankers

The Vessel Inspection Questionnaire for Oil Tankers, Combination Carriers, Shuttle Tankers, Chemical Tankers and Gas Tankers (VIQ) is required for Inspectors to compile and submit SIRE inspection information. The VIQ addresses questions of certification, crew management, navigation, cargo handling, mooring, engine room and steering gear and other aspects associated with safety and pollution. The VIQ is designed to be completed in electronic form by an attending inspector using a computer and specially developed OCIMF software and then submitted electronically to the OCIMF Member commissioning the inspection.

Electronic PDF of the VIQ template can be downloaded free of charge from www.OCIMF.org/sire/resources/

SIRE Inspection Reports are available via the SIRE Programme at www.OCIMF-sire.org, 24 hours a day, 365 days per year to qualified Recipients.

Harmonised Vessel Particulars Questionnaire for Bulk Oil/Chemical/Gas Carriers (HVPQ)

OCIMF and CDI (Chemical Distribution Institute) agreed a common document for the particulars of a vessel and this is called the Harmonised Vessel Particulars Questionnaire (HVPQ). The Harmonised Vessel Particulars Questionnaire for Bulk Oil/Chemical Carriers and Gas Carriers (HVPQ) provides the means whereby ship operators compile ship particulars data using OCIMF software for electronic submission to SIRE, or directly online through the SIRE web site. The submission of HVPQ data is obligatory if a VIQ is to be deposited. The HVPQ contains many questions that deal with customary on-board documents and ships' particulars of permanent or semi-permanent nature that will reduce the inspectors' time on board. This information will also assist a vetting department during vessel assessment and should reduce the need to complete separate technical questionnaires for individual charterers.

An electronic pdf copy of the HVPQ template is available from siresupport@OCIMF.org

HVPQ software is available to ship operators registered with SIRE at no cost.

Online Crew Matrix

The online crew matrix allows ship operators to create and manage officer and engineer crew records for their vessels.

The online crew matrix is accessible through the vessel details page of the ship operators' SIRE accounts. The online crew matrix is also harmonised with CDI.

Tanker Management and Self-Assessment (TMSA)

TMSA is an online tool available to technical vessel operators to help them assess their own company SMS against set key performance indicators and Best Practise guides. TMSA is now in its third edition, the latest edition being published in April 2017.

TMSA comprises of 13 elements of management practice that are essential for the effective management and operation of vessels.

Technical vessel operators can complete their online TMSA via the SIRE website.

When submitting a TMSA, companies can specify which OCIMF member companies will receive the report. No other company will be able to see the report and OCIMF do not release or publish any of the data.

If a ship operator wishes to register to submit HVPQs, crew matrices, vessel incidents reports and TMSA reports into the SIRE programme, the registration process is by electronic application.

Please go to www.OCIMF-sire.org and click on the 'register' button. On the next page select 'Register Operator VPO'. Once you have completed the registration process you will receive an e-mail confirming that your application is under review. Once your application has been approved by OCIMF, you will receive login details and information by e-mail on how to use the SIRE programme.

Sire Technical Guidance

If you are experiencing problems with any of the SIRE applications, your first step should be to ensure that you are running the latest version of the software. If you have not already done so, please download and apply the latest service pack from the SIRE resources page www.OCIMF.org/sire/resources/

Chemical Distribution Institute

The CDI Foundation is a non-profit making and non-commercial organisation funded by the chemical industry. CDI's core membership currently consists of 69 international Chemical Companies.

CDI is responsible for the accreditation of inspectors and auditors to provide inspection and audit reports for use in the risk assessment process. CDI online databases provide the facility to create, edit and interpolate the inspection and audit reports on a 24/7 global basis.

CDI is a Dutch foundation operating from offices in the UK; audited accounts are filed annually with Companies House. The Foundation conducts its activities entirely within EU competition and US anti-trust law. The databases are maintained at secure sites in the Port of Rotterdam.

The CDI Foundation is managed by a Board of Directors, consisting of 7 nominated representatives from the chemical company participants. The three CDI schemes are each managed by their own Executive Boards, (via the General Manager), made up of individual representatives from the chemical company participants. Reporting to the Executive Boards are the Technical and Accreditation Committees, responsible for the inspection protocols, and the accreditation of inspectors and auditors. Additionally, there are the Quality Audit Committee and the Finance Committee.

There are over 200 CDI accredited global inspectors and auditors who can conduct CDI inspections and audits around the world. In addition to meeting academic and industry experience criteria, the inspectors and auditors are trained, examined and performance monitored in the field. Training and examination is undertaken by Warsash Maritime Academy Southampton, for CDI-Marine and the Centre for Maritime and Industrial Safety Technology (C-MIST) at Heriot-Watt University Edinburgh for CDI-T. Accreditation certificates remain the property of CDI and individuals failing to meet the continuous rigorous standards of CDI have their certification revoked.

CDI has close relationships with the following chemical associations; European Chemical Industry Council; (CEFIC), American Chemistry Council; (ACC), Association of the Brazilian Chemical Industry; (ABIQUIM), Association of International Chemical Manufacturers; (AICM), Chemical and Allied Industries' Association; (CAIA), Gulf Petrochemical and Chemical Association; (GPCA), Indian Chemical Council; (ICC), Oil Companies International Marine Forum; (OCIMF), International Liquid Terminal Association; (ILTA), Bulk Liquids Industry Association Inc.; (BLIA), International Container Handling Coordination Association; (ICHCA), the Responsible Packaging Management Association of Southern Africa; (RPMASA) and the Chemical Business Association (CBA).

ACC and CDI are party to a Memorandum of Agreement (MoA) to cooperate on matters of mutual interest in promoting high levels of health, safety, environmental and security performance. The alliance between the U.S. Trade Association and Global Inspection & Audit Organization provides ACC Responsible Care® Partner companies the option of using the CDI-T and IMPCAS schemes to meet their Responsible Care certification requirements. Significantly, the collaboration between ACC and CDI extends the use of CDI-T and IMPCAS, already global systems, to North America.

CDI Objectives

- To constantly improve the safety, security and quality performance of marine transportation and storage for the chemical industry.

- Through cooperation with industry and centres of education, drive the development of industry best practice in marine transportation and storage of chemical products.
- To provide information and advice on industry best practice and international legislation for marine transportation and storage of chemical products to customers and stakeholders.
- To monitor current and future international legislation and provide experience, knowledge and advice from the chemical industry to the legislators.
- To provide chemical companies with cost effective systems for risk assessment, thus assisting their commitment to Responsible Care and the Code of Distribution Management Practice.
- To provide a single set of reliable and consistent inspection data which chemical companies can use with confidence.
- To provide the chemical industry with an independent organisation for:
 - Training, qualification and accreditation of inspectors.
 - Development and maintenance of databases on which inspection and risk assessment information can be promulgated.

The Three Schemes Operated by CDI

1994, CDI-Marine

CDI-M was created by the chemical industry to improve the safety and quality performance of bulk liquid shipping on chemical tankers. CDI-M now provides annual inspection reports on the world fleet of chemical and liquid petroleum gas tankers, over 1000 ship owners with over 5,000 ships on the database. The inspections are conducted by over 100 CDI-M Accredited inspectors located globally in ports around the world. CDI-M is an information provider to EQUASIS, the European Commission’s Quality in Shipping Campaign. Via the EQUASIS web site, statutory information in CDI ship inspection reports is available to the Port State authorities, via appropriate agreements with CDI at no charge.

1997, CDI-Terminals

The CDI-T scheme was developed in 1997 and similar to the Marine scheme; its purpose is to improve the safety and quality performance of bulk liquid storage terminals. Over 150 major chemical storage terminal companies are participants in the Terminals scheme. Over 50 CDI-T Accredited inspectors carry out the detailed management and technical inspections of liquid storage terminals on most continents of the world, with well over 250 terminals inspected around the world.

Since 1997, the CDI-T Scheme also provides provisions to Terminal Companies to have access to active CDI-Marine inspection reports, (with the permission of the ship operator), in order to assist the terminals in their chemical tanker screening process without the need to undertake inspections themselves. This is quite a unique process to CDI and assists greatly in further reducing the burden of inspections upon the chemical sector of the marine industry.

2002, International Marine Packed Cargo Audit Scheme (IMPCAS)

IMPCAS is the largest marine scheme of its kind in the world, with over 100 auditors globally based in the major container handling ports. Developed to provide audit reports on each category of the marine logistic service provider (LSP) involved in the marine distribution supply chain, the scheme extends to include: Container Shipping Companies, Container Ships; (by verification of industry KPI’s), Tank Container Operators, Container Freight Stations, Freight Forwarders, Agents, and Container Terminals. IMPCAS is a global system with CDI accredited auditors in all regional locations of the world.

CDI-Marine in Detail

The objective of the CDI Marine scheme is to improve and maintain the quality and safety performance of marine transportation for the chemical industry. The uniform inspection scheme aims to continuously reduce the number of individual company inspections and focus the approach of ship operators on continuous improvement.

CDI responsibility extends to:

- training and accrediting ship Inspectors.
- appointing the Inspectors.
- operating a database for the holding and dissemination of ship inspection reports.
- revision of the inspection protocols to reflect current legislation and industry best practice.

CDI does not employ its inspectors, or make any judgements on the inspection reports. Having completed a CDI inspection this does NOT result in a pass or a fail. It is the sole responsibility of the chemical company users of CDI-Marine to make their own judgement as to the suitability and soundness of the ship in question.

The inspection scheme operates as a paperless electronic system; managing a database of over 5,000 ships. The inspections are carried out against standard inspection protocols for chemical and LPG ships; they consist of approximately 1,100 questions and are preferably performed when the ship is either loading or discharging cargo, (in such cases the report will remain active on the database for 12 months. CDI inspections can be undertaken in other operational conditions but in such cases, the report will only be active on the database for 3 months. The following areas are included in the inspection:

1. Certification, Manning etc	8. Health, Safety and Personnel Protection
2. Management & Personnel	9. Fire Fighting
3. Bridge	10. Lifesaving
4. Mooring	11. Environmental Protection
5. Cargo Operations	12. Security
6. Engine Department	13. Hull and Superstructure
7. Operational Safety	14. Accommodation

The questions cover **STATUTORY, RECOMMENDED AND DESIRABLE ITEMS**, with reference to IMO, ISO, ILO, and industry codes of practice. Questions are answered **YES, NO** or **NOT APPLICABLE, (N/A)**, with some free text. Negative answers are explained by the Inspector's observation and additional remarks may be added at the foot of each section. Once entered to the ISIS database, the report is available for the operator to enter his comments against the observations and remarks, prior to the report becoming active. For a report to progress to active status, the report must be accompanied by a completed **Harmonised** Vessel Particulars Questionnaire (HVPQ). Facilities exist for HVPQ data to be maintained on board the ship, and transferred to and from the OCIMF/SIRE database.

The Crew Matrix can also be easily updated by the Ship Operator during the life of the SIR and is also **Harmonised** with the SIRE crew Matrix and can be exported/imported from/to the SIRE.

The report is supported by direct access to the EQUASIS the LR Fairplay database, and any casualty information that is available from the CDI Casualty Database,

Provision also exists for the ship operator to maintain a continuous commentary on the operational condition of the ship and to upload supporting documents and photographs via the CDI "**Ships Documents file**" and "**Ship File**" within the SIR in ISIS.

The scheme functions as follows:

1. The Ship Operator/CDI Agreement is completed.
2. As a prerequisite for progressing reports to Active status, the HVPQ data must be entered onto the database. This can be amended and updated at any time.
3. Requests for inspection must be made via the website facility at **www.cdi.org.uk**. Inspectors are appointed by the Mechanical Rotation System operated by the CDI Marine Inspection Department.
4. The Inspector carries out the inspection, enters the inspection data and uploads the completed Ship Inspection Report (SIR) to database.
5. CDI performs a technical check on the report for consistency and completeness.
6. Using unique login and passwords via the website or direct at **www.cdim.org** the ship operator enters his comments to the Inspector's observations and remarks, revokes/applies the access permissions and confirms his comments are complete. The ship operator has a period of 14 days from the date of inspection, to enter comments. The database then affects an electronic check to verify the VPQ is in existence, and the report progresses to Active status.
7. The report remains Active for up to 12 months from the date of inspection, after which it is archived. The validity period for reports on ships not conducting loading or discharging at the time of inspection is limited to 3 months.
8. More than 1 active SIR can be available in the CDI Marine database each until it reaches 12 months of age.
9. The Statutory sections of the SIR are also available to PSC authorities.

10. Electronically derived Berthing Information Reports are also available to the Terminal Company members of the CDI-Terminals scheme.
11. Subject to the ship operator's right to revoke access to individual companies, non-chemical companies with a legitimate interest in the operation and technical condition of a ship may be granted access to ship reports.
12. The report is the property of the ship operator, who may change the access privileges at any time in the active life of the report. On written instruction of the ship operator, CDI will make reports available to third parties.

The database includes the following information:

- a) Contact names and addresses for all CDI participants
- b) List of all ships
- c) Template functionality for all users to overlay on chosen ship reports for comparability to their specific requirements
- d) Message Board availability to scheme users providing updates on all current activity at CDI.

Ship operators and ship masters are encouraged to familiarise themselves with the inspection protocols and prepare in advance for the inspections. The Ships Technical Manager is defined as: the ISM Manager and holder of the DOC. Electronic copies are publicly available from the CDI website and hard copies can be purchased from CDI. **chemdist@cdim.org**



Vetting Company Requirements

Ampol Management Services Pte Ltd

Scope:

Ampol Management Services Pte. Ltd is a wholly owned subsidiary of Caltex Australia Limited, and, among other things, provides marine assurance services to the Caltex Australia Group. For the purposes of this guide "Caltex Australia Group" means Caltex Australia Limited and each of its affiliates. The below Marine Assurance standards and criteria applies to:

All Vessels:

- Chartered, operated or employed by or on behalf of a member of the Caltex Australia Group.
- Vessels on which a member of the Caltex Australia Group entity has title and/or risk to a liquid bulk cargo.

Ship to Shore Interface:

All vessels involved in the transfer of liquid bulk cargoes at Marine Terminals owned or operated by a member of the Caltex Australia Group, and Third Party operated Marine Terminals where a Caltex Australia Group entity has title and/or risk to liquid bulk cargo.

Ship to Ship Interface:

- Vessels engaged in STS operation where a Caltex Australia Group entity has title and/or risk to a liquid bulk cargo on one of the vessels.

No vessel can be classed as generically acceptable and a vessel must be vetted/screened each and every time it is nominated for business.

AMPOL Marine Assurance Standards include, but are not limited to, the following requirements:

Vessel Age: Each Vessel proposed for business shall meet the following age criteria:

Vessels carrying Oil or Chemical cargo \geq 1,000 DWT	Max 15 years
Vessels carrying Oil or Chemical cargo < 1,000 DWT	Max 20 years
Vessels carrying LPG in Bulk	Max 25 years

Hull Design: Only double hull vessels are acceptable for Caltex Australia Group business.

SIRE Inspections: Vessels must have a valid discharge port operational SIRE inspection report available in the SIRE database not more than 6 months old.

Vessels more than 10 years old must have had an AMPOL SIRE inspection within last 12 months.

In case a vessel proposed does not have AMPOL SIRE, vessel will be inspected at first available opportunity prior to fixture or at discharge port after being fixed by a member of the Caltex Australia Group.

Closed Operations: Vessel carrying volatile, toxic or noxious cargoes shall operate in a closed operation mode at all times.

Inert Gas: Vessel must be fitted with an Inert Gas System which must be in good operational condition.

Classification Society: Vessel must be classed with an IACS member.

Vessel must have Pollution liability insurance cover of at least US 1 billion provided by a member of the International Group of P&I Clubs.

Crew Matrix: Minimum crew matrix requirement:

Vessels Officers	Operator Experience (Calendar Time)	Rank Experience (On board Sea Time)	Ship Type Experience (On board Sea Time)
Master & Chief Officer Combined	Min 2 years	Min 3 years	Min 6 years
Second Officer & Third Officer Combined	Min 1 year	Min 1 year	Min 1 year
Chief Engineer & Second Engineer	Min 2 years	Min 3 years	Min 6 years
Third Engineer & Fourth Engineer	Min 1 year	Min 1 year	Min 1 year
In the event vessel has three junior officers on board, aggregated experience as OOW should not be less than 18 months, two out of three officers must have at least 6 month's experience as OOW.			
In the event vessel has only one junior officer/engineer, he/she should have at least 1 year Operator, rank and ship type experience.			

TMSA: Vessel screening process includes TMSA submission by vessel's technical operators, the TMSA submission date must be within 12 months.

Inspections: Request for AMPOL SIRE inspection shall be submitted to ampolvetting@ampol.com.sg

Contact Details:

AMPOL MANAGEMENT SERVICES PTE LTD
Part of the Caltex Australia Group
One Raffles Place, #31-63 Tower 2, Singapore 048616

Capt. Hemant Berry (Marine Manager)

Tel: +65 66 22 02 52

Email: ampolvetting@ampol.com.sg

Andeavor Vetting Process

Tesoro Corporation changed its company name to Andeavor Corporation on 01 August 2017. Andeavor Corporation is a San Antonio, Texas-based refining and marketing company with deepwater access refineries in Nikiski, Alaska; Anacortes Washington; Martinez, California; and Los Angeles, California. Andeavor does not own or technically operate tankers and barges. All marine transportation requirements are arranged by subsidiary Andeavor Maritime Company with vessels chartered in by subsidiaries Goldstar Maritime Company (US Flag vessels) and Andeavor Far East Maritime Company (non US flag vessels).

Vetting Policy

Corporate policy requires all vessels be vetted and accepted before they can be chartered-in, perform a contract of afreightment, carry a cargo in which Andeavor has an interest, berth at a facility owned or operated by Andeavor or berth at a third party facility where Andeavor has an interest in the cargo.

Vetting is used to determine the suitability and acceptability/non-acceptability of a vessel with the following objectives:

- All vessels utilised by Andeavor comply with applicable rules, regulations and accepted industry practices in respect to safety, pollution prevention, and operational procedures.
- The quality of the ship, crew, and owner/operator meet industry and Andeavor requirements.
- The vessel has the capability to safely arrive, moor, and depart in respect to the vessel's particulars, draft, and mooring capabilities.

Vetting Process

Vetting is performed by the Andeavor Marine Assurance group utilising a dedicated internet based vetting software program. The vetting program provides a central process and record center for all vetting activity. The vetting system is integrated with OCIMF SIRE, IHS Markit, USCG PSIX and also has links to Equasis, Paris MOU, Tokyo MOU, Indian Ocean MOU and other marine sites that may be useful in the vetting process. The Andeavor Terminal/Port Captain feedback from a vessel's port call at an Andeavor terminal provides a valuable element to the vetting process.

Vetting requests must be submitted in the system by Andeavor employees only, for example, crude, product or dock schedulers.

When a vessel is submitted for a vetting clearance the vessel's Technical Operator must provide or update the following as requested:

- SIRE VPQ or BPQ prior to a SIRE inspection and post dry dock period.
- SIRE Crew Matrix must be updated at least 7 days prior to the vetting request.
- ISSC with intermediate endorsement verification.
- Vessels nominated the first time for Andeavor must provide a General Arrangement, Mooring Arrangement, and Capacity Plan.
- Certificates required to be provided depending on the region of clearance request: California COFR, Alaska COFR, USCG COC.

The vetting process includes numerous factors such as those listed below, but may include other considerations as circumstances warrant:

- Andeavor Terminal/Port Captain Feedback.
- Review of the SIRE VPQ with special attention to vessel particulars: including DWT, mooring capability, bow mooring arrangement, LOA, beam, Max Draft and KTM.
- SIRE reports.
- Port State Reports: USCG PSIX, Tokyo MOU, Paris MOU, Indian MOU, etc.
- Past experience with the vessel.
- Past experience with the owner/operator.
- Class Survey Reports.
- Casualties, detentions, information publicized in the media.

After a detailed review the following may result:

- The vessel is accepted subject to approval conditions.
- The vessel is rejected.
- Additional information is requested.
- An inspection is required.

A vessel must be vetted each and every time it is considered for use as described in the previous vetting policy section unless the vessel is under time charter to Andeavor.

Specific Criteria

The following specific criteria will apply:

- Tankers and barges must be double hull.
- Age for tankers.
 - Tankers greater than 15 years of age must have a CAP 1 or 2 designation for hull, cargo & machinery systems within sixty days after completion of the 3rd Special Survey. CAP ratings cannot be older than 3 years from the date of issue.
 - Tankers greater than 20 years of age will not be approved.
 - Tankers over 15 years of age for time charter will not be approved.
- Vessel approval for a tanker on a Maiden Voyage and a tanker that has changed its Technical Operator will require the following.
 - Andeavor must have a previous history with the Technical Operator.
 - Vessel must be attended during cargo operations by the Technical Operator.
- Tankers without fully functioning IG system will not be approved.
- Combination vessels or OBOs for wet cargo will not be approved.
- Offshore wire towed barges will no longer be approved after 31 December 2019.

General Criteria

- Andeavor requires a tanker to have a SIRE inspection at six-month intervals.
- Offshore barges, tugs, ATB barges and ATB tugs must have a SIRE inspection at six-month intervals.
- Harbor tugs must have a SIRE inspection at twelve month intervals.
- Current Crew Matrix is required, for key officers the following experience on a tanker is preferred:

TIME IN RANK: An aggregate of 2.5 years of on board sea time between the Master & C/O, and the same for the C/E & 1E.

TIME ON ALL TYPES OF TANKERS: Minimum 2.5 years of on board sea time individually for Master, C/O, C/E & 1E.

TIME WITH OPERATOR: An aggregate of 2 calendar years between the Master & C/O, and the same for the C/E & 1E.

- Owner must be a member in good standing of an acceptable P&I club and the vessel must have the maximum coverage available on the market for oil pollution (currently US \$1 billion).
- Vessel must be in compliance with applicable international, Flag State, Port State, classification society and local authority rules and regulations.
- Vessels calling on a US port or a US controlled territory, must have valid contingency plans, certificates of financial responsibility and other documentation required by The Oil Pollution Act of 1990 (OPA-90), the U.S. Coast Guard and the Port State. This includes compliance with OPA 90 crew rest period regulations.
- Vessel shall not have any outstanding safety violations issued by a Flag State, the U.S. Coast Guard, vessel's classification society or Port State.
- If the vessel experienced a spill or casualty in the last 12 months the spill or casualty must be investigated. Actions taken by the vessel or operator to address the causes of the incident(s) must be evaluated and a determination made that the actions taken were sufficient to prevent reoccurrence of the incident. We encourage the Technical Operator to utilise the OCIMF SIRE Incident Repository for communication of incident reports.
- Vessel must have a drug and alcohol program that meets OCIMF and Flag State requirements.
- Crew certifications and training must conform to International Convention on Standards of Training and Certification of Watchkeepers for Seafarers (STCW) and Flag State requirements.
- The crew complement must be in accordance with Flag State manning standards.
- The vessel crew must be able to communicate effectively in English with shore personnel, both verbally and in writing.
- All measurement and sampling equipment and systems, including portable equipment, is to be in good condition and of a design that supports the efficient and accurate measurement and/or sampling. The accuracy of these systems must be proven and documented, and meet API standards.

- Approved oil spill response manuals must be in place. Notification information must be readily available.
- Spill response equipment must be in compliance with Flag State requirements (U.S. Coast Guard in the United States) and the vessel must have sufficient equipment including pumps, hoses, sorbents, drums, etc., readily available to mount a prompt response.
- OCIMF Tanker Management Self Assessment (TMSA) – Tankers and barge operators are recommended to have a report published on the TMSA database and refreshed annually at a minimum. Andeavor should be included as a recipient of the reports.
- Andeavor will conduct a verification of the TMSA for approval of Time Charter vessels at three year intervals.

SIRE Inspections

Technical Operators electing to request Andeavor to conduct a SIRE inspection on their vessel must submit the Andeavor SIRE Inspection Request form. This form is available at www.q88.com or from shipinspection@andeavor.com

It is preferred that the inspection is conducted during a daylight discharge operation. An agreement to perform an inspection will be completed between the Technical Operator and Andeavor that establishes the inspection process, and the submittal of owner comments to SIRE. The charge for the inspection will be covered in the agreement.

Andeavor utilises SIRE inspectors based in the following countries:

Argentina	Netherlands
Brazil	Norway
Chile	Singapore
China	South Africa
Germany	South Korea
India	United Kingdom
Italy	United Arab Emirates
Latvia	United States of America in the following states: California, Florida, Maine, Massachusetts, New York, Oregon, Pennsylvania, Texas, Washington.
Lithuania	
Malaysia	Venezuela
Monaco	

Andeavor Marine Managers and Port Captains are certified SIRE CAT 1 & CAT 3 inspectors located in the following States.

- Texas – CAT 1 (2), CAT 3 (2)
- California – CAT 1 (2)
- Washington CAT 3 (1)

Contact details

To contact the Andeavor Vetting use vetting@andeavor.com or direct contact may be made as follows:

Primary contact regarding SIRE Inspections and Vetting
 Captain Debra Cobb
 Director Marine Assurance
 Tel: +1 210 626 7439 US Central Time Zone
 Email: debra.k.cobb@andeavor.com

Secondary contact regarding SIRE Inspections and Vetting
 Captain Eamon Walsh
 Lead Port Captain - Vetting
 Tel: +1 210 626 4065 US Central Time Zone
 Email: eamon.a.walsh@andeavor.com

Company Address:
 Andeavor Maritime Company
 19100 Ridgewood Parkway
 San Antonio, Texas 78259

Atlantic Technical Management Inc

Atlantic Technical Management is a 3rd Party Vetting Company that has been in business since 1995. We are a boutique operation that both screens and inspects ships and barges for a number of clients. We operate principally in the USA East and Gulf Coasts, Eastern Canada, Great Lakes, Caribbean and Central America. We also do inspections in Asia, Europe and South America.

In order to arrange an inspection, please visit our website www.atmvet.com

Contact information

Captain Bill Harkness
 Atlantic Technical Management, Inc.
 PO Box 609,
 Glenmoore, PA 19343

24 Hour: +1 610 716 1146
 Fax: +1 610 942 2344
 Email: atmphilly@atmvet.com
 Website: www.atmvet.com

Captain Patrick J. Carney
 Atlantic Technical Management, Inc.
 PO Box 609
 Glenmoore, PA 19343

24 Hour +1 610 996 7543
 Email: atmwayne@atmvet.com

BASF

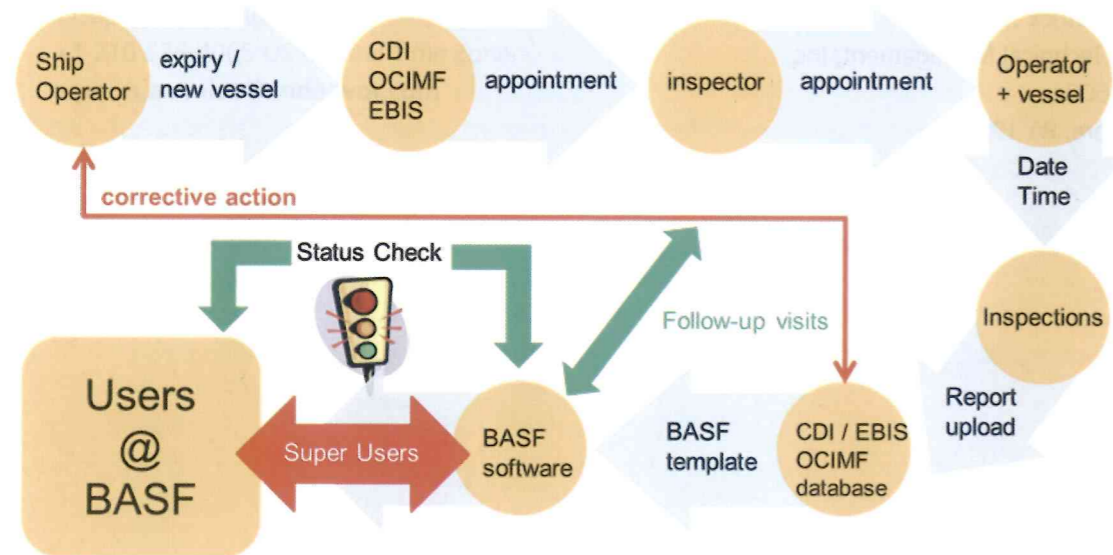
BASF management is committed to ensure that a Responsible Care program is an integral part of all our operations. This applies to our products and services in all our businesses and affiliates. Shipping is one part of these.

BASF vetting department (FEP/CD) is the group within the global safety unit which screens the vessels on offer. Whenever a vessel is a candidate for transporting BASF-cargo, or when she would call a BASF terminal, she needs to be screened. Such candidate vessel, seagoing and inland alike, needs to be accepted by the vetting department, prior possible engagement.

BASF vetting has laid down one safety and quality standard for all vessels in use. The vetting process is based on screening all available information concerning performance of the vessel, her operator and the fleet.

The industry inspecting bodies are delivering independent inspection reports, which are feeding the BASF owned vetting software. A vetting standard is compiled by a group of experts, both from distribution safety and procurement departments within BASF.

The vetting team consists of experienced seagoing captains. Offices are located in Antwerp (Belgium) – Kuantan (Malaysia) – Freeport (US) – Nanjing (China).



Inspection Reports

European Barges > EBIS reports

Seagoing Chemical and Gas Tankers > CDI reports

Seagoing Oil Tankers > SIRE reports / Oil

US Barging > SIRE reports

China Barging > SIRE reports

Ship Operators > TMSA reports

Dry Bulk > PSC reports

BASF has developed its own software / database from each inspection body for internal use. All information is strictly confidential. In-house logistic departments have access to these databases on an entrance level. The databases are kept up-to-date by the vetting team.

Inspection reports have a validity of 12 months when the vessel was loading / discharging during the inspection. Idle reports have a validity of 3 months, with an exemption for EBIS inspection reports.

Staff Matrix Requirements

1. A minimum of three years of effective sailing time between master and chief officer, and between the two highest ranking engineering officers respectively, both "in rank" and "on this type of tanker".
2. All officer with direct engagement in cargo watches, should have completed the advanced training program in relevant cargo operations (Some flag States do not endorse licenses of junior officers in this respect, hence sending over a copy of the training certificate would be sufficient).
3. Tour of duty for master and chief officer, and for the two highest ranking engineering officers, must be staggered, with a difference of minimum one week.
4. All deck officers and senior engineers need to have good proficiency in English.

Staff Matrix Updates

For vessels, which are screened basis CDI, the harmonised matrix should be available from the CDI database. The particular BASF vetting software liaises exclusively with CDI.

For vessels which are screened basis OCIMF SIRE, the harmonised matrix should be available from the OCIMF database. The particular BASF vetting software liaises exclusively with OCIMF.

The matrix should not be older than 30 days, for vessels on offer, and throughout the voyage.

VPQ updates are expected on an annual basis at least. The BASF software consults VPQ directly from the CDI / OCIMF database.

Incident Reporting

BASF promotes an open culture in incident reporting, without appointing blame. Also, detentions under PSC / USCG should be communicated. Incidents should serve the industry as a lesson learnt. Before they can serve the industry, they should first be shared amongst the main players. Analysis can be best performed from as many viewpoints possible. BASF strongly believes that analysing incidents will make the industry a safer place.

All incidents are stored in the particular, BASF owned, vetting database, and are kept strictly confidential. If lessons learnt are promulgated in the industry, this will be done without any hint as to vessel / place / charterer / ship owner / ship operator.

Newbuilding

Vessels should be inspected within their regime before possible engagement by BASF. New buildings however, can be exempted from this requirement subject to following condition.

This exemption only applies to a new vessel less than 6 months old. An OTA (one-trip-acceptance) can be granted for the vessel to perform the intended voyage. A super user can grant an additional OTA to the exempted vessel, based on the following criteria:

- The vessel has performed the first voyage satisfactorily, and
- The owner has initiated a SIRE / CDI / EBIS inspection (*)

(*as applicable)

Age Policy

BASF has not defined any restrictions in using vessels, based on age.

Vessels should be well maintained, adhering to all Class mandatory surveys, equipped and operated by qualified crew.

CAP Rating

No requirements at this moment.

TMSA

The integration of TMSA into the existing – BASF owned – vetting databases, required an all-encompassing BASF database. Some operators / technical management offices, operate vessels within the different BASF vetting programs. Those have all been linked and reflect the TMSA level, enabling a simple overview.

As such, the BASF vetting department is able to immediately state the TMSA level of the appropriate managing company, when screening any vessel. In order to make a full and complete assessment, all information at hand needs to be considered. If any observations within the vessel's inspection report would go against the reflected TMSA level of the management, this could trigger further investigation of the management. An Owner's audit could be the result with good cause and reason.

Electronic Copies of SMS, Reports and Vessel's Trading Certificates

Electronic copies of the SMS and reports can be accepted, as long that the same are easily accessible to the crew and by the inspector.

Vessel's Trading Certificates should always be the original paper copies.

Responsibilities

The responsibility of ensuring efficient and standardised safety and quality assessment in accordance with BASF worldwide requirements lies with the so called Super Users.

A common email address has been created vetting@basf.com, which will automatically target all Super Users, as listed here below.



BHP

BHP's Petroleum unit comprises conventional and unconventional oil and gas operations, and includes exploration, development and production activities.

We have a high quality resource base concentrated in the United States and Australia. Core production operations consist of conventional assets located in the US Gulf of Mexico, Australia and Trinidad and Tobago and unconventional Onshore US assets.

BHP Petroleum produces crude oil and condensate, gas and natural gas liquids (NGLs) that are sold on the international spot market or delivered domestically under contracts with varying terms, depending on the location of the asset.

Operating assets

Gulf of Mexico, United States: Shenzi (44% interest) and Neptune (35%); plus non-operating interests in three other fields – Atlantis (44%), Mad Dog (23.9%) and Genesis (4.95%).

Onshore US, United States: over 838,000 net acres Eagle Ford, Permian, Haynesville and Fayetteville where we produce oil, condensate, gas and NGLs.

Bass Strait, Australia: located between 25 and 80 km off the southeastern coast of Australia.

North West Shelf, Australia: a joint venture participant in the North West Shelf Project, approximately 125 km northwest of Dampier in Western Australia.

Pyrenees, Australia: six offshore oil fields in Pyrenees offshore approximately 23 km northwest of Northwest Cape, Western Australia.

Macedon, Australia: Macedon (71.43% interest), an offshore gas field approximately 75 km west of Onslow, Western Australia: and an onshore gas processing facility approximately 17 km southwest of Onslow.

Minerva, Australia: 2 subsea wells at Minerva (90% interest), a gas field located 11 km south-southwest of Port Campbell in western Victoria.

Other production operations

Trinidad and Tobago: the Greater Angostura field (45% interest in the production sharing contract), an integrated oil and gas development located offshore 40 km east of Trinidad.

Algeria: 38% interest in the ROD Integrated Development, which consists of six satellite oil fields that pump oil back to a dedicated processing train.

United Kingdom: a 16% non-operating interest in the Bruce oil and gas field in the North Sea and a 31.83% non-operating interest in the Keith oil and gas field, a subsea tie-back.

It is BHP policy to employ only vessels that have been screened for compliance with all applicable International Regulations and within the minimum standards described in the BHP Vetting Rules and any other BHP policies, standards and procedures. This policy is applicable to vessels tendered for chartering by BHP, and also to vessels visiting terminals owned or operated by the company. All vetting requirements are carried out on behalf of BHP by RightShip.

RightShip's online risk assessment platform, RightShip Qi, is used to evaluate tankers being considered for charter by the company or proposed to berth at BHP operated terminals. Vessels are screened for safety and environmental efficiency each and every time they are proposed against specific acceptance criteria, taking into account the specific risks involved in the operation being considered. Vessel screening is undertaken by RightShip's designated maritime experts who interrogate RightShip Qi for information on the ship, to determine the acceptability of the vessel (or otherwise) for the operation being considered.

BHP and RightShip actively support OCIMF initiatives. BHP is a submitting member of OCIMF and participates in the SIRE Programme. All tanker inspections are carried out in accordance with the latest edition of OCIMF SIRE VIQ. No conclusion is arrived at by the inspector regarding the suitability of the vessel. All tanker inspections are submitted to SIRE.

Prior to carrying out a tanker inspection, RightShip, acting for BHP Petroleum, obtains the written permission of the Owner / Operator using a standard 'Request for Permission to Inspect Vessel' form and the inspection is carried out strictly in accordance with OCIMF guidelines.

RightShip does charge for inspections to cover costs. Costs will be agreed to by all parties before the inspection is undertaken.

Guidelines for Crew Matrix

RightShip uses the following crew matrix on behalf of the BHP Petroleum unit. This Matrix will be used as part of the vetting process if it is less than one month old, and indicates that no key Officer replacements appear to be due.

Rank	Calendar Time with Company	Sea Time in Rank	Sea Time on this type of Tanker	Sea Time on all types of Tanker
Master	Aggregate not less than 2 years	Aggregate not less than 3 years	Aggregate not less than 6 years	
Chief Officer				
2nd Officer		Aggregate not less than 1 year		Aggregate not less than 1.5 years
3rd Officer				
Chief Engineer	Aggregate not less than 2 years	Aggregate not less than 3 years	Aggregate not less than 6 years	
2nd Engineer				
3rd Engineer		Aggregate not less than 1 year		Aggregate not less than 1.5 years

All vetting or inspection enquiries should be forwarded to:

RightShip Australasia

Jimmy Leong or Hayden Latchford
Petroleum, Gas & Chemical Vessels Vetting
Tel: +61 3 8686 5750
Email: tankerinspections@rightship.com

Borealis Polymers N.V.

1. VESSEL VETTING INFORMATION

The following factors will be considered, among the others, to determine whether or not a ship is acceptable for Borealis:

- Ship Owner Information/Ship Performance History
- Ship Age
- Ship Particulars
- Drug and Alcohol Policy
- SIRE/CDI inspection
- Protection and Indemnity (P&I) Club and pollution coverage
- Manning and Certificates
- Compliance with Local and International Conventions and Regulations
- Flag State track record
- Review of Port State Control inspections
- Class reports

2. SHIP OPERATOR AND SHIP PERFORMANCE HISTORY

The minimum following information must be made available to Borealis to review vessels' acceptability:

- Valid SIS questionnaire, not older than 30 days
- Valid VPQ on OCIMF-SIRE website
- Updated Crew Matrix for intended voyage
- SIRE/CDI inspection reports with the operator's comments
- Port State Control inspection results and closure status of their findings

Additional information may be viewed or requested by Borealis.

2.1 SIRE/CDI Inspection Report

All ships subject to Borealis acceptance, irrespective of their age, shall have a satisfactory SIRE or CDI report available.

SIRE inspection has a validity of 6 months and CDI have a validity of 12 months.

It is strongly recommended that chemical and gas vessels have valid inspection reports in both CDI and SIRE.

2.2 Sea Time Requirements

Captain / Chief Officers

- Minimum officer staffing is Master and 3 OOW.
- 3 years minimum combined sea service in rank in similar type of vessels, or
- 6 years minimum combined sea service as Chief Officer in similar type of vessel.
- Date of Joining the Vessel: Master and Chief Officer are not allowed to join at the same date.

Chief Engineer/1st Assistant Engineer.

- 3 year minimum combined sea service in rank.
- Date of Joining the Vessel: Chief Engineer and 2nd Engineer are not allowed to join at the same date.

Crew Matrix must always be updated on the OCIMF website.

If the officers are rotating back to back above must not be applied if it is mentioned in the Crew Matrix on the OCIMF's web site.

2.3 Ship Age

The maximum age of vessels acceptable for Borealis is 20 years.

2.4 Hull

Only vessels with double hull are accepted for oil and chemical tankers.

2.5 CAP

Chemical and Product vessels	Vessels over 15 years require a valid condition assessment according to the Condition Assessment Programme. The CAP rating must be minimum 2 for hull, engines and cargo handling equipment
Gas Vessels	Vessels over 20 years require a valid condition assessment according to the Condition Assessment Programme. The CAP rating must be minimum 2 for hull, engines and cargo handling equipment

The report shall be considered valid for 3 years from the moment in which the first Condition Survey was done.

CAP certificates by IACS member classification societies are accepted.

2.6 Classification Society

The vessel must be classified by a classification society which is member of IACS. The vessel must have no overdue or unexplained remarks from its classification society.

The vessel's owner or operator must provide with the latest Class Status Report with history data upon request.

ABS: American Bureau of Shipping	BV: Bureau Veritas.
CCS: China Classification Society	CRS: Croatian Register of Shipping
DNV GL: Den Norske Veritas/Germanischer Lloyd	IRS: Indian Register of Shipping
KR: Korean Register of Shipping	LRS: Lloyds Register of Shipping
NK: Nippon Kaiji Kyokai	PRS: Polish Register of Shipping
RINA: Registro Italiano Navale	RS: Russian Maritime Register of Shipping

2.7 Crew Management

A ship flying a flag of convenience must have a valid ITF agreement, or equivalent approved by ITF.

The crew must comply with the vessels Minimum Safe Manning Document. Crew rest hours must strictly comply with existing regulations.

2.8 Drug and Alcohol

The Technical Operator must confirm that their vessels operate under an Alcohol and Drug Abuse Policy, which meets or exceeds the standard set out in the OCIMF information paper "Guidelines for the Control of Drugs and Alcohol On-board Ships".

Vessel must have monthly unannounced Alcohol tested on board. All personnel on board must be tested at the same time.

2.9 P&I Club

Vessel must always have a P&I insurance coverage. The insurance must be taken from a P&I club which is a member of the international Group of P&I Clubs.

The vessel must have minimum pollution coverage of USD 1 Billion.

3. INCIDENTS

3.1 Incident, Feedback and accident background

Vessels involved in Sea movements for Borealis, or Owners who have a COA or T/C with Borealis must immediately inform Borealis Vetting about any incident even if Borealis has no cargo on board at the time of incident.

Incidents, Negative Feedback or accident must be investigated properly and corrective actions must be implemented or there must be an effective plan for implementation.

Vessels without proper investigation report or with unsolved matters will be rejected until sufficient evidence of the foregoing is received and assessed.

3.2 Vessel Incident Repository (VIR)

Borealis recommend that owners/operators are reporting incident into OCIMF/SIRE database Vessel Incident Repository (VIR) database when a vessel have been involved in an incident.

4. ICE NAVIGATION

4.1 Navigation in winter and in ice conditions

Owners are to ensure that at all times that the vessel and crew are competent, experienced and properly equipped to perform all necessary manovers and operations as may be required in areas where ice(as defined by Finnish Maritime Administration traffic regulations) are in force. Further third party terminal ice requirements may apply if vessel calls terminals not operated by Borealis.

4.2 Classification and Certification

In the event the vessel is repeatedly trades in the northern Baltic Sea or Gulf of Finland in ice conditions the vessel must have required ice class notation and a respective certificate of ice class acceptable to Finnish Maritime Administration.

4.3 Training

Vessels navigating officers must have completed basic ice navigation training. Training may be in form of simulator or CBT training and at least cover operating in low temperatures, ice navigation and icebreaker escort.

4.4 Equipment

Wheelhouse windows must be fitted with de-icing system.

Vessel must be equipped with at least 3 search lights. Search lights must be located on each bridge wing and bow. Power of halogen searchlight must be at least 2000 watts each. Power for xenon searchlight must be at least 1000 watts each.

Vessel must have systems in place to keep sea chests free of ice. Vessels propeller must be kept sufficiently submerged in expected ice conditions. Vessel must have adequate accommodation heating system. The Crew must be equipped with appropriate level of equipment and gear for winter conditions.

4.5 Fatigue caused by ice navigation

The Vessel Management Company must pay close attention to the length of the key officers' shift lengths and hours of rest during the winter months. Necessary actions to ensure safety and compliance must be taken.

4.6 Procedures and precautions for winter and ice navigation

The vessel Management Company must provide formal and documented ice navigation and cold weather risk assessment guidance.

Procedures and guidance for ice navigation and icebreaker escort must be available on the vessel. Checklists must be established to facilitate the use of procedures.

The vessel Management Company must ensure that vessel is receiving adequate and up to date ice navigation information, including ice charts, satellite images, ice breaker info etc.

The vessel must have procedures and instructions for keeping following equipment and systems operational and free of ice in sub-zero conditions:

- Firefighting systems
- Lifesaving appliances
- Mooring equipment and other deck machinery and instrumentation

Cargo and ballast systems, including: valves, venting arrangements, deck seals, p/v breakers, mast risers, pumps, educator's, stripping systems, COW and tank cleaning systems, tank heating systems, cargo and ballast lines, steam lines, pump room, oil discharge monitoring equipment, emergency showers and eyewash stations.

- Cooling system intakes (sea chests)
- Stern tube arrangements
- Engine room and accommodation ventilation
- Domestic and distilled water tanks and lines
- Emergency generators and batteries
- Compressed air systems
- Rudder and steering gear
- Lubrications and oils

The vessel must have procedures for prevent and mitigate:

- Ice accumulation caused by sea spray
- Equipment to de-ice vessel structures
- Safe moving and working on ice-encrusted vessel

The Crew must be equipped with appropriate level of equipment and gear for winter conditions. All working clothes on deck must be certified to be suitable for the Intended use.

5. NEW BUILDING VESSELS

If an operational SIRE inspection has not been conducted, a vessel may be considered for use where Borealis has a positive experience of the technical managers and a New Building Questionnaire (NBQ) has been completed and accepted. The NBQ will only be considered for voyages that will be completed within three months from delivery.

6. OPERATOR/OWNER MEETING

Borealis will hold meetings with vessel operators each year. The objectives are:

- Help the Borealis vision for safety, health, environment, reliability and efficiency.
- Emphasise the importance of achieving a Flawless (incident free) marine operation and to share key data on safety and operational performance issues.
- Review incident investigations.

7. SPECIAL NOTE

Notwithstanding any prior acceptance of any vessel, Borealis shall have the right to reject the vessel on any reasonable grounds i.e if the vessel's safety aspect are not maintained after a successful Borealis inspection and/or such vessel is involved in any incident which make the vessel to be categorized as high risk.

8. INSPECTION REQUEST AND CONTACT DETAILS

Vessel owners need to have an account credentials on www.sis3.com and apply for a SIRE inspection accordingly. A Ship Questionnaire is also to be filled in on this vetting platform. A notification message will be sent to the requestor's e-mail once the request has been handled. Further arrangement will be communicated by the inspector.

Borealis vetting e-mail is vetting@borealisgroup.com

BP Shipping Ltd

Vessel Screening

Vessels are screened on each occasion they are proposed for BP Group business by a BP entity. This includes carrying BP cargo or visiting terminals or facilities managed or operated by the BP Group.

Evaluation of the suitability of vessels for a BP operation is carried out by BP Shipping's Vetting and Clearance (V&C) teams based in Melbourne, Guangzhou, Singapore, Rotterdam, London, and Chicago.

Screening of vessels will not be carried out at the request of any third parties including ship owners.

Any approval granted to a vessel will only be valid for the proposed operation. If the vessel is proposed for a subsequent BP operation, it will be screened again by the V&C team. It should not be assumed that an approval in the past will mean the vessel will be approved for another BP operation in the future.

The screening process prior to using a vessel for a BP operation will be based on review of all available information concerning the performance of the vessel, its manager and the fleet, and is not simply based on the most recent OCIMF SIRE inspection report. The vessel screening process and possible approval may be affected by future international or national statutory changes and/or any alteration in BP Group policy.

Legislative documents, industry recommendations and other BP specific requirements are the basis on which companies and vessels are assessed prior to being approved for a BP operation. BP Shipping supports the letter and spirit of all applicable international conventions and standards including guidance documents provided by OCIMF and SIGTTO; example ISGOTT and Liquefied Gas Handling Principles.

BP Shipping considers as best practice that all chemical and oil vessels, without regard to their deadweight, should be outfitted with a SOLAS compliant Inert Gas System. Any cargo tank loaded with an oil cargo having a (closed cup) Flash Point of less than 60 deg C should be inerted. Any cargo tanks loaded with chemical cargoes having a (closed cup) Flash Point of less than 60 deg C should be inerted with Nitrogen. The use of Inert Gas should be in accordance with the contents of the OCIMF information paper titled "*OCIMF - Guidance on the Use of Inert Gas Systems for the Carriage of Flammable Oil Cargoes*" or the CDI publication – *Best Practice Recommendation Regarding the use of Nitrogen*.

Casualty and Port State inspection reports are received daily into the BP Shipping's database. Where a vessel has a PSC inspection with deficiencies owners should send a PSC deficiency close out report to vetting@bp.com. Owners are encouraged to send their incident reports to the OCIMF incident report repository set up by OCIMF at the request of INTERTANKO. These reports feed directly into BP's database and removes the need to send the reports to BP separately. PSC close out reports and incident reports will be reviewed as part of the vessel screening process when that vessel is proposed for a BP operation.

Vessel Inspection Process

BP Shipping employs the OCIMF SIRE inspection format (VIQ) as the primary vessel inspection tool for all third party hydrocarbon carrying vessels. All inspections carried out by BP Shipping under the SIRE system are submitted to the OCIMF SIRE database. Every SIRE report issued by a BP inspector is reviewed by a V&C Superintendent prior to its release to the vessel manager via the OCIMF SIRE programme.

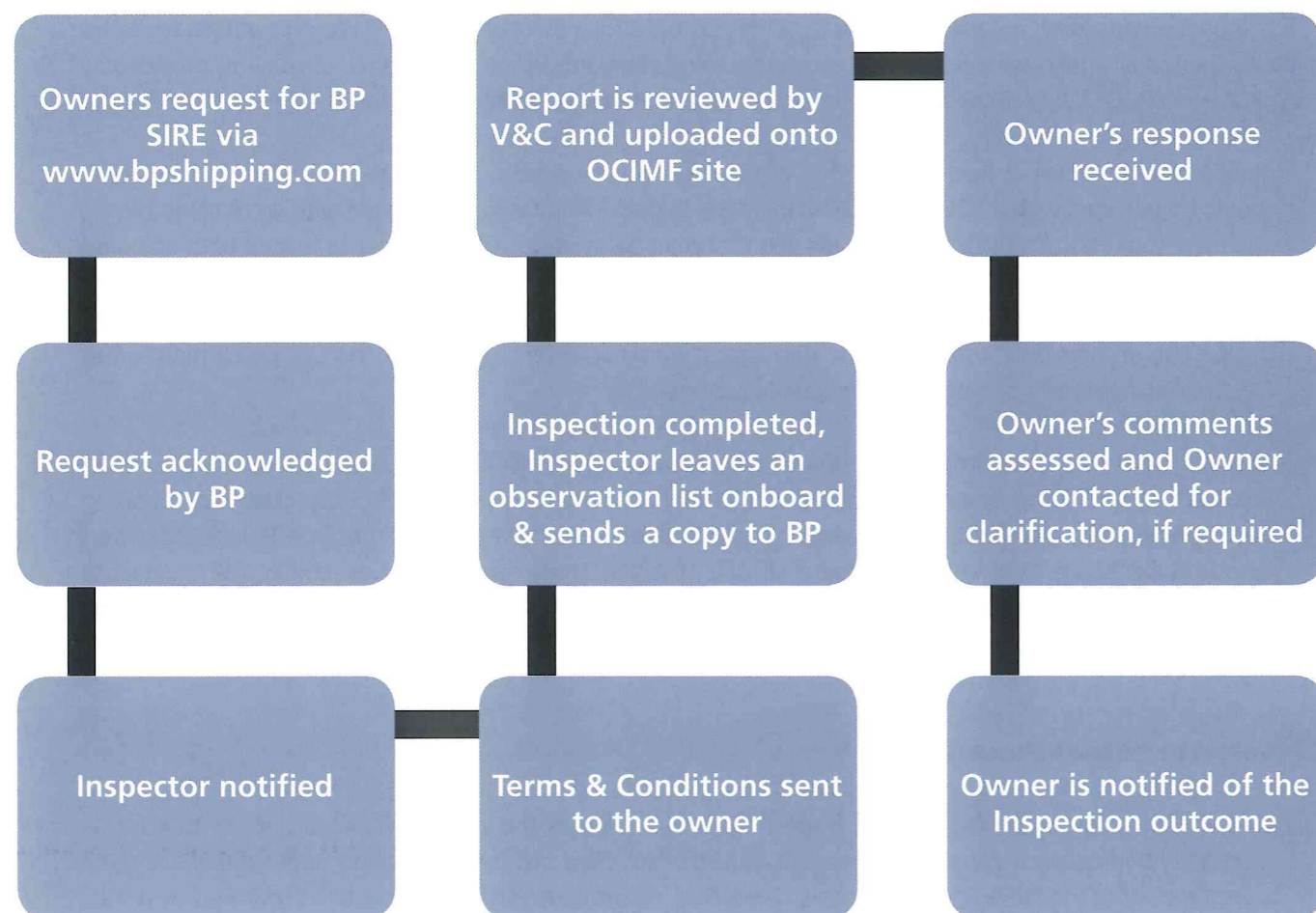
The inspection of self-propelled barges, non-propelled barge/tug combinations, or other vessel types should follow the appropriate SIRE format or an alternative protocol (for example EBIS) approved by BP Shipping. The CDI inspection protocol is not utilised for screening of vessels for BP operations.

BP Shipping's Assessment & Inspections (A&I) team can arrange a BP SIRE inspection on receiving a formal request through BP Shipping's website.

A SIRE inspection request must be received at least three (3) days in advance of the proposed inspection date. Upon receipt of such request, and where applicable, the A&I team confirms the inspection date and forwards terms & conditions, a general overview of the inspection process and related documentation.

The SIRE inspector may accept electronic copies of ISM audits, reports and the vessel's trading certificates, provided that the Inspector has no reason to doubt the authenticity of the document. The ship owner and the crew onboard must ensure safe vessel access for the inspector. Vessel inspection is undertaken when the vessel is within port limits during daylight hours, under a safe environment while conducting cargo loading / discharging operations. After-hours inspections may be undertaken in exceptional circumstances subject to meeting safety and rest hours criterion.

The inspection process is summarised below:



BP requirements above legislative and/or industry guidelines

Double Hull

All Inland and Seagoing vessels ≥ 600DWT carrying Oil or Chemical cargo in bulk must be double hull.

Vessel Age

BP Marine Policy requires all vessels proposed for BP Operations to meet the following requirements:

Vessels ≥ 5,000 DWT carrying Oil or Chemical cargo in bulk	max 20 years
Vessels < 5,000 DWT carrying Oil or Chemical cargo in bulk	max 25 years
Vessels carrying LPG in bulk	max 25 years
Vessels carrying LNG in bulk	max 40 years
Combination Carriers	max 15 years
Bulk carriers ≥ 140,000 DWT, excl. those on Inland Waterways	max 15 years
Bulk carriers ≥ 5,000 DWT but <140,000 DWT, excl. those on Inland Waterways	max 25 years
Bulk carriers < 5,000 DWT, excl. those on Inland Waterways	no age limit
Bulk carriers on Inland Waterways	no age limit
Offshore Support Vessels	no age limit
Inland Waterway vessels (inland voyages)	no age limit
Ocean Tugs	no age limit

SIRE Report requirements

When a vessel is proposed for BP business, unless otherwise notified, the vessel must have a current operational SIRE inspection report that is less than 6 months old.

BP Shipping will continue to carry out SIRE inspections of vessels and to that effect, will continue to manage a pool of SIRE accredited inspectors. BP SIRE inspections will be carried out on vessels where there is added value and increased assurance to BP.

TMSA

BP promotes the use of the Tanker Manager's Self-Assessment (TMSA). BP requires all Document of Compliance holders of vessels being screened for BP operations to have a placed a TMSA submission on the OCIMF web site that is available for BP to download. The TMSA submission must not be more than 12 months old at the time of screening the vessel.

DOC holders being considered for potential time charter and those already on time charter to BP will be visited by the A&I team to conduct an on-site assessment of its TMSA submission to verify compliance with OCIMF established Key Performance Indicators (KPI) and Best Practice Guidance (BPG) and evaluate the manager's safety management system.

Structural Assurance

The conditions set out below apply to Oil, Chemical, LPG carriers and LNG carriers:

Vessels classed as Oil, Chemical or Liquid Petroleum Gas (LPG) carriers over 15 years of age and over 20,000 DWT will be required to hold a valid Condition Assessment Programme (CAP) rating of Level 2 or higher for **Hull structure only**. This must be attained by the end of the third Special Survey or 15 years from the date of delivery, whichever is earlier. The CAP report should also include a Fatigue analysis.

Liquefied Natural Gas (LNG) Carriers over 20 years age are required to hold a valid CAP 2 rating or higher for Hull structure only. This must be attained by the end of the fourth Special Survey or 20 years from the date of delivery, whichever is earlier.

The Condition Assessment Programme must be undertaken by a BP approved CAP provider, and will be valid for a period not exceeding 3 years. CAP surveys are generally carried out by companies associated with some of the Classification Societies (typically Consultancy Departments) but form no part of the Classification status of a vessel.

In the United States of America a Critical Area Inspection Plan (CAIP) is used in some trades, as an alternative to the CAP process. These may be accepted in lieu of a preferred CAP Report on the basis that they are supplemented with supporting data sufficient to provide an overall view of the current structural condition and potential historically recurring defects. It must be noted that validity of a structural review based on such regimes may vary from that given by CAP review.

The requirement for CAP rating will remain until such time an alternative process is available which can provide equivalent levels of assurance.

New-build requirement

A request for an Idle SIRE inspection will be accepted on delivery from the shipyard in accordance with 'Vessel Inspection Process' detailed previously.

A 'Vessel Questionnaire', available at www.bpshipping.com, must be submitted by the DOC holder of the vessel. This questionnaire includes a Post-delivery Checklist which must be completed in all respects. This completed form should be downloaded and sent to vetting@bp.com as an email attachment.

If proposed for BP business from the builder's shipyard, the SIRE report and the Vessel questionnaire may be used to screen the vessel's suitability for BP business.

Management of change

A 'Vessel Questionnaire', available at www.bpshipping.com is used to screen vessels which have recently changed management from one DOC holder to another.

The Vessel questionnaire must be completed by the new DOC holder of the vessel. This questionnaire should be submitted to BP Shipping as an email attachment to vetting@bp.com on or after delivery of the vessel to the new DOC holder. The Vessel questionnaire, including the completed Post-delivery checklist, may be used to screen the vessel when proposed for BP business.

It should be noted that the acceptance of a 'Vessel Questionnaire' by BP Shipping for screening purposes is discretionary and will depend upon the fleet profile of the DOC Holder.

Officer's experience matrix

The V&C team uses this matrix as guidance when reviewing any OCIMF SIRE inspection report:

Senior Officers*	Master	Chief Officer	Chief Engineer	2nd Engineer*
Calendar time with Company	Aggregate not less than 2 years		Aggregate not less than 2 years	
Sea time in rank	Aggregate not less than 3 years		Aggregate not less than 3 years	
Sea time on all types of tankers	Aggregate not less than 6 years		Aggregate not less than 6 years	
Certificate in training for oil and chemical or gas operations ***	Advanced Level		Advanced Level	
Date of joining	Minimum 2 weeks between joining dates **		Minimum 2 weeks between joining dates **	

Junior Officers*	2/O	3/O	3/E	4/E
Sea time as an officer	Aggregate not less than 1 year		Aggregate not less than 1 year	
Sea time on all types of tankers	Aggregate not less than 1 year		Aggregate not less than 1 year	
Certificate in training for oil and chemical or gas operations ***	As required by STCW		As required by STCW	
Date of joining	Minimum 2 weeks between joining dates		Minimum 2 weeks between joining dates	

* Not applicable if joining as an extra officer. 1st Engineer or 2nd Engineer depending upon vessel F lag.

** May be waived in certain circumstances e.g. officer returning to vessel or on back to arrangement.

*** As appropriate to type of vessel.

Feedback/ Reporting

The V&C team uses feedback to support safe and efficient BP operations.

BP encourages vessels to provide a feedback on inspector's performance and general conduct of the SIRE inspection. A feedback form is sent to the vessel manager by the A&I team with the confirmation email along with the Terms & Conditions of the Inspection. On completion of a BP SIRE inspection, Masters should complete this feedback form and e-mail it directly to goshinsa@bp.com

Uploading of owners' response on the SIRE database automatically updates the BP database. There is no need for such information to be submitted again to the V&C team.

BP encourages voluntary reporting of all incidents, PSC inspections, casualties and best practices within the tanker fleet and looks forward to receiving these notifications. These notifications should be sent to vetting@bp.com

Masters are encouraged to complete “**Vessel feedback on terminals questionnaire**” for any location they visit where they have concerns, and send the completed form to inbox.imas@uk.bp.com, or send the feedback in any other format to vetting@bp.com. The latest version of this form is available on BP Shipping website – www.bpshipping.com.

Requesting BP SIRE inspections	www.bpshipping.com
Follow up enquiries and information on requested inspections	goshinsa@bp.com
Casualty / PSC / Incident notification	vetting@bp.com
All vetting related matters or enquiries	vetting@bp.com
Vessel feedback on terminals questionnaire	inbox.imas@uk.bp.com

Vessel questionnaire is available at www.bpshipping.com. Completed forms should be sent via email to vetting@bp.com

Group e-mail address vetting@bp.com should be copied/addressed for all queries and correspondences. This address is always monitored by the V&C team.

For further information contact:

BP Shipping Vetting & Clearance
BP Shipping Ltd
20 Canada Square
London E14 5NJ

Tel: +44 (0) 2036 836063
Email: vetting@bp.com

CEPSA

Vessel's Acceptance Criteria

Objectives

The purpose of this document is to provide vessels Owners with a comprehensive guide of the Seagoing Vessel's Minimum Safety Criteria required by CEPSA Group or its affiliated companies.

Owners/Operators are reminded that CEPSA does not pre-approve vessels. Each and every time a vessel is offered for CEPSA services, the vessel shall be screened using the latest information available.

It should be noted that SIRE reports could be considered for Preliminary Evaluation.

CEPSA's Vetting is committed to ensure that all cargoes of their interest are carried safely, with the minimum risk to the people and the environment. This also applies to all vessels loading/discharging at a terminal owned or operated by CEPSA Group or its affiliated companies.

All the above-mentioned vessels are required to comply with all applicable International and National legislations. Furthermore, they must be operated according to recognised industry standards and comply with the procedures below.

Vetting inspection do not include any survey of vessels structural elements, which is the responsibility of the classification society and the ship-owners as part of vessel's regular maintenance.

It applies to:

- All Vessels calling Terminals managed or operated by CEPSA Group.
- All Vessels carrying CEPSA Group owned cargoes in bulk.
- Military vessels, supply barges subject to other CEPSA criteria, packeted cargoes and vessels to be bunkered/fueled are not covered by this requirement.

General Requirements

CEPSA recommendations regarding Officers MATRIX stand as follow:

- 2 years with the Operator (Calendar).
- 3 years in rank experience (Sea time).
- 6 years type-of-ship experience (Sea time).

These experience years must be combined between Master / Chief Officer, Chief Engineer / Second Engineer, either accumulated / aggregated.

This requirement is aimed at evaluating the Officers' experience. Therefore, it is strongly recommended and shall be evaluated case by case.

- All Officers must be STCW certified for the type of tanker they serve. Officers on charge of a watch must have an advanced training certificate for the type of tanker they serve.
- In order to avoid that the Master has to keep regular watches, the Bridge manning team must consist at least of one Master and three deck Officers. Vessels under 5,000 SDWT could not comply with this requirement.
- Engine Team must consist at least of one Chief Engineer and one Engine Officer.
- Regarding vessels involved in a Ship to Ship cargo operation the Captain and Chief Mate must have experience in at least one STS during the last three years. They will also need to carry on board the STS Transfer Operations Plan describing how STS Operations are to be conducted. These plans need to be approved by the vessel's Flag Administration. STS operations at open sea must be supported by a recognised STS service provider company. STS operations do not include vessel bunkering, barge to ship or barge to barge operations.
- All 15-year-old vessels or above are required to have the intermediate bottom surveys on dry docks.
- Vessels that underwent a change of Technical Manager after passing the vetting inspection will lose its approved status.
- Vessels found with the same deficiency three times during a physical inspection with same Technical Manager or Operator, will be NOT ACCEPTABLE.
- MOU reports are evaluated. Vessels that have 2 detentions with the same Technical Operator within the last 2 years will be rejected. In the case of new Operators, vessels should be inspected before fixing any commercial operations with CEPESA Group.
- All vessels considered NOT ACCEPTABLE after the physical inspection cannot call CEPESA group Terminals or load/discharge CEPESA Group products at least during the following six months after the inspection and they will have to pass a new CEPESA Vetting physical inspection conducted elsewhere prior arrival to CEPESA Group Terminals.
- All Crude Tankers and Product Carriers older than 15 years of age and over 20.000 DWT will be required, as a minimum, to hold a Condition Assessment Program (CAP) 2 rating. CAP has a maximum validity of 3 years from the date of CAP survey.
- CAP surveys are only accepted from an IACS member.
- Newly built vessels nominated on her maiden voyage shall be screened on a case by case basis. In order to facilitate the decision-making process, operators are urged to provide whichever actions are necessary in order to manage potential risks and carry out procedural control. Additionally, vessels should also have an extra deck Officer and must be attended by a fleet superintendent during their stay at any CEPESA Terminals. Vessels that change of Technical Manager should be consider as new built Vessel.
- First loading/discharging operation after Vessel's periodical dry dock stay must be attended by a fleet superintendent during her visit to any CEPESA Terminals.
- The Class Societies will only be accepted if they are IACS members. Should they have had several changes of Class in a short period of time they will be pre-vetted on a case-by-case basis.

- The vessel should be free of any outstanding Condition of Class or other condition pertaining to statutory requirements. If vessel has a Condition of Class or other condition, it will be evaluated case by case to get CEPESA's approval.
- CEPESA Group will insure the ships with a member of the International Group of P&I Clubs (IGA). However, occasionally, other first class P&I Clubs could be used, such as, British Marine (BML), Raets Marine, Charterers P&I Club, Norwegian Hull Club and Ingosstrakh.
- Inert Gas System must be operational and in use. If a vessel is fitted with IGS, it has to be operational and in use, unless CEPESA deems it unnecessary or in the event that the cargo's quality and/or her safe carriage can be jeopardised.
- Close operations must be maintained at any time during loading, carriage and discharge operations.
- Vessels berthed to CEPESA Terminals should be ready to move and maneuver safely at any time, unless specifically approved by the Terminal.
- Ballast tanks coating must not be in poor condition according to the Class Society score and no areas of substantial corrosion must exist.

CEPSA shall be advised immediately and without undue delay if there is any change in the Ownership, management, Flag or Class of the vessel and any incident or "near miss" which could have led to a serious incident, threat to the security of the vessel or any other matter that may affect or jeopardise the full and efficient use of the vessel. Details shall in addition to any requirements contained in voyage orders or instructions to Master be reported to CEPESA Vetting vetting@cepsa.com

Preliminary Evaluation

Charters and traders have to get the vessel's technical approval from the Vetting department before fixing any commercial operation.

The pre-vetting evaluation will begin once the application is received. In every case and for each commercial operation, the CEPESA Questionnaire through http://www.cepsa.com/cepsa/Who_we_are/The_Company/Activities/Trading/Vetting/ should be submitted. Officer's Matrix and Class Status are compulsory and should be received by e-mail vetting@cepsa.com

The vessel will be screened using the latest information available from different sources such as official publications, terminal's reports, Oil Major's approvals, Port State Control reports, Coast Guard reports, Equasis, SIRE reports, Lloyd's List Intelligence, etc.

The vessels proposed for COA (Contract of Affreightment) within CEPESA group have to be screened before assessing their suitability for the COA.

For the screening of preliminary evaluation following vessel condition is taken into account:

- a) Physical restrictions in CEPESA Terminals.
- b) Vessel performance report provided by Marine Terminals.
- c) Flag, report of detentions considering statistical lists of MOU and USCG.

- d) The casualties' history of the vessel.
- e) Owner/operator will be rated favorably.
- f) Number of nationalities on board.
- g) Changes of Class Societies.
- h) Excessive changes of Owner / Operator could be negatively considered.
- i) Class recommendations and class remarks.
- j) Oil Major evaluations.
- k) PSC Inspections.
- l) CEPSA Vetting inspections.
- m) Last dry-docking.
- n) OCIMF-SIRE reports.

If the vessel succeeds in passing the pre-vetting, she will be acceptable just for one voyage.

CEPSA may under its sole discretion decide to carry out Safety inspections of vessels at CEPSA terminals. The evidence of the Safety Inspection will be considered to evaluate the future acceptability of the vessel.

All communications will need to be direct either with Owner or Technical Operator.

Age Policy

Vessels less than 15 years of age

They may be accepted considering the information recorded in the CEPSA database and the complementary information gathered from different sources.

Vessels between 15 and 19 years of age

The suitability of this type of vessels depends on the information registered in the CEPSA database, and considering all additional information gathered from different sources, whenever the following conditions are met:

- a) The vessel has been inspected and found acceptable for CEPSA business and is still under re-inspection period.
- b) If the aforementioned conditions are not complied with, in exceptional circumstances; if vessel has a SIRE inspection within last six months and her evaluation is positive; after analysing all internal/external information available, the vessel could be accepted for CEPSA business.

- OBO Vessels older than 15 years of age are not suitable for CEPSA. Likewise, those vessels whose last cargo was a dry cargo are not suitable.
- Tanker Vessels older than 15 years of age are not suitable for new time charter.
- Vessels older than 15 years of age are not suitable for Contract of Affreightment within CEPSA group. Exceptionally vessels over 15 years of age and only until the next intermediate survey after its third special (limited to 18 years of age) can be considered case by case given the following conditions.
 - a) Be in possession of a CAP 1 (Condition Assessment Program) for Hull, Machinery and Cargo Systems.
 - b) Be found suitable for CEPSA business during a physical inspection by CEPSA prior to the Contract of Affreightment and maintain the suitability during the COA period.
 - c) Good records during CEPSA inspections.
 - d) No MOU detentions with present Technical Managers.
- Vessel which cargo tanks are made of Stainless Steel could be suitable for COA until 20 years of age.
- Gas carrier vessels for Contract of Affreightment should be considered case by case.
- Vessels above 15,000 DWT and older than 15 years of age to carry heavy fuel oil are not acceptable for CEPSA.

Exceptionally, vessels over 15 years of age and only until the next intermediate survey after its third special (limited to 18 years old) can be considered case by case with following conditions.

- a) Be in possession of a CAP 1 (Condition Assessment Program) for Hull, Machinery and Cargo Systems.
- b) Be found suitable for CEPSA business during a physical inspection by CEPSA.
- c) Good records during CEPSA inspections.
- d) No MOU detentions with present Technical Managers.

Heavy Fuel oil means "oils, other than crude oils, having either a density at 15°C higher than 900 kg/m³ or a kinematic viscosity at 50°C higher than 180 mm²/s.

Vessels between 20 and 24 years of age

In order to give acceptance to vessels between 20 and 24 years of age, a physical inspection by a CEPSA Vetting nominated inspector or being under re-inspection period from a previous inspection is compulsory before fixing any commercial operation.

However, if in the meantime the quality level has worsened or adverse feedback of the vessel has been received, the vessel will be rejected.

All Vessels over 20 years of age need at least a CAP 2 rated for Hull, Machinery and Cargo Systems with a maximum validity of 3 years from the last date of CAP survey.

Vessels older than twenty years of age and higher than 40,000 MT SDWT are not suitable for CEPESA group.

Vessels between 20 and 24 years of age

Vessels older than 25 years of age are not suitable for CEPESA business.

Dry Cargo Vessels

They will be evaluated before every voyage and be considered acceptable once we receive an updated Listing of Survey Conditions of Class and Memoranda and certificate of P&I Full entry.

Vessels regularly operating in CEPESA Group terminals will be subject to physical inspection.

RESULTS OF THE PRELIMINARY EVALUATION

An **ACCEPTABLE** qualification means that the vessel can visit CEPESA Group terminals or load/discharge CEPESA cargoes and for one voyage only.

A **NOT ACCEPTABLE** qualification means that the vessel cannot visit CEPESA Group Terminals or load/discharge our products.

CEPSA RESERVES THE RIGHT TO MAKE ANY CHANGES TO THE AFORESAID VETTING

REQUIREMENTS AT ANY TIME WITHOUT PRIOR NOTICE.

Chevron Shipping Company LLC

The Marine Assurance (MA) group within Chevron Shipping Company LLC (Chevron) is responsible for managing risks associated with the use of third-party vessels by Chevron and affiliates. To that end, all vessels which may be involved in a Chevron charter or cargo trading transaction must be nominated and approved at the time the transaction is contemplated. Nominations may only be made by authorised Chevron or affiliate personnel. Vessel owners and operators should note that approvals are not provided under any other circumstances than those described above, and no correspondence between Marine Assurance and a vessel owner or operator constitutes an approval of any kind.

In assessing marine risk associated with a vessel nominated for a particular transaction, MA will consider:

- The quality of the vessel and the operator
- The dimensional and equipment fit of the vessel for the intended operation
- Load, voyage transit and discharge locations

Approval or disapproval will be based on numerous factors such as, but not limited to: SIRE inspection history; Port State Control; historical performance of the vessel and its operator including any TMSA / operator reviews; and vessel particulars including age, crew experience, incident history - including those submitted on the OCIMF website; and also, feedback reports from Chevron Terminals.

Chevron Inspection Process

Chevron utilises all available SIRE inspection reports and reserves the right to require a Chevron SIRE inspection irrespective of the availability of other reports.

Chevron recommends that each vessel has at least two SIRE inspections per year with a maximum gap of 6 months between inspections.

It should be noted that a Chevron advisory that a SIRE inspection process is complete does not constitute an approval of any kind. Vessel operators are encouraged to communicate this information to their commercial counterparts so that unnecessary correspondence, inspection requests, and any associated expense, can be avoided.

Arranging a Chevron Inspection

Operators wishing to have a Chevron SIRE inspection must complete and forward the request form shown on page 163. Requests made without use of this form will not be accepted. It is available on request from cscinspections@chevron.com

Prior to conducting a vessel inspection, Chevron requires the owner to submit a completed OCIMF Vessel Particulars Questionnaire (VPQ), if one isn't available in the SIRE system.

Operators are urged to ensure VPQs and the Officer's Matrix on file with SIRE are up-to-date and accurate.

Except under unusual circumstances (which shall need explicit agreement of the operator), inspections will only be performed in daylight hours during a cargo discharge operation. Gas carriers may be inspected at either load or discharge ports except pressurised gas carriers, where we encourage operators to request a discharge SIRE inspection.

Chevron's decisions regarding which vessels to inspect are based primarily on the need for inspection information and potential use of that vessel for Chevron service.

Chevron will only perform a SIRE inspection when no other SIRE inspections are being conducted at the same time, and only when the vessel Master and crew can safely manage an inspection along with other port duties. Should another SIRE or CDI inspection be scheduled concurrently and the Operator/Master agrees that the other company inspection will be continued, the Chevron Inspector will halt his inspection and depart the vessel – no Chevron report will be submitted but all fees for the inspection will still be due to Chevron.

Chevron inspectors are available in most parts of the world, visas and security permitting. Additional costs may be applicable in an area without a resident Chevron inspector, or in a region where long stays/travel may be required.

Guidelines for Planning and Conducting Inspections

The vessel master and local agent must be informed of the planned inspection. Once the inspection has been arranged by Chevron, close-in scheduling is done by the inspector and the local agent.

The following data should be available for the inspector:

- An up-to-date OCIMF Vessel Particulars Questionnaire (VPQ)
- All valid vessel certificates, or copies if the originals are not available
- Classification society records and reports
- A copy of the vessel’s mooring arrangement
- Certificates of competency, training records and crew experience matrix data

The inspector should be accompanied throughout the inspection by the Master or other designated officer who is qualified to facilitate the inspection and answer questions as necessary.

The inspector will leave a preliminary report of deficiencies aboard the vessel for the Master and will discuss all observations with the Master prior to departure.

Inspection Review and Correspondence with Owners

After the inspection submission process is completed, there will be no indication of “Approval” status.

Operators are urged to include as much information as possible in their response to SIRE inspections. In addition to addressing all observations, operators may benefit from posting subsequent comments to capture corrective and preventive measures along with evidence. Key office and after-hours contact information can often be helpful to those utilising SIRE inspections.

PAVIS

Chevron Marine Assurance implemented a new version of its PORT AND VESSEL INFORMATION SYSTEM (PAVIS) in November 2016, which is used in evaluating vessels and operators for quality and determination of equipment suitability and berth compatibility fit for each nominated transaction.

Communication with operators related to vessel vetting is conducted through PAVIS. Operators will receive an email from **CSCVCC@Chevron.com** at the address populated under the ‘Technical Operator’ in section 1 of the VPQ of the vessel being screened. The message will include a link to access the PAVIS communication portal and a token number provided to enter a dialogue initiated by Marine Assurance. Failure to provide a **single** up-to-date email address in the VPQ may cause delays or disapprovals due to communication failure between MA and the Operator.

Questions may be listed in a text format and/or additionally in questionnaires (called “Surveys”) associated with SPMs, CBM’s, CSSR’s, Security etc. The Operator is required to answer these questions as per the instructions provided.

A class survey status report is required for every nomination. If the CSSR includes a Class recommendation or condition, operators are encouraged to proactively report how that item is being controlled / mitigated.

Senior Officer Matrix Requirements

	Master	Chief Officer	Chief Engineer	1 st Engineer
Years With Operator	Aggregate of 2 years with the Company		Aggregate of 2 years with the Company	
Years in rank	Aggregate of 2.5 years		Aggregate of 2.5 years	
Years on tanker type	1 year	1 year	1 year	1 year
Years on all type of tankers	2.5 years	2.5 years	2.5 years	2.5 years

Key

Calendar Years
Actual Sea Time

Aggregate = combined years for Master + C/O and combined years for C/E + 1st AE.

Update of online Matrix

Operators should maintain the online crew matrix up-to-date at all times. Matrices older than one month may not be used for screening.

LNGC & Condensate Compatibility Assessments

Vessels calling at LNG terminals where Chevron provides Marine Assurance services require a valid ship-shore compatibility assessment. The assessment includes both terminal specific documentation requirements as well as some Chevron specific documentation requirements. Detailed instructions are provided by the applicable terminals regarding their documentation requirements. LNG Terminals may require conventional Condensate vessels to undergo the same rigorous ship-shore compatibility assessment process as LNG carriers. Sister ship statements are not accepted in lieu of ship specific documentation for any vessel under review.

Vessel Age Guidelines

For vessels over 15 years in age and above 1,000 metric tons dwt.

The Condition Assessment Program (CAP) rating is a mandatory requirement by Marine Assurance when reviewing vessels over 15 years and over 20,000 DWT (with Renewal every 5 years). A CAP Rating of 1 for Hull and Machinery is ordinarily required.

New-buildings, First Voyage after Dry-Dock and Changes in Vessel Management

Vessels in these categories are considered higher risk. In general, vessels shall not be accepted on the maiden voyage or first voyage out of Dry-Dock. Three months and an operational SIRE inspection should be completed before a vessel may be reviewed after a change of technical management.

Additional Vessel Information Requirements

In conjunction with the Chevron Clearance Process described above, vessels must also be approved for the ports and terminals where they will trade; hence certain additional information is frequently required. Operators are urged to keep the following information readily available in an electronic format so that it can be readily forwarded to Chevron when requested.

General, Mooring and Manifold Arrangement plans and photographs should be supplied as per the specific guidelines detailed in MA questionnaires. These documents are required to clearly show mooring arrangements and hose rails in sufficient detail so that a SPM, CBM or lightering suitability assessment can be made. Drawings provided in electronic format should be in a high-resolution PDF format so that sufficient detail can be obtained when the documents are enlarged and/or printed.

PAVIS questionnaires should be filled out accurately, guidance notes followed and doubts clarified so that a timely review can be completed with the correct information.

Operator Review

TMSA is an important element of the overall risk management process used by Chevron.

Chevron will request a TMSA review of an operator for a variety of different business reasons, for example:

- Evaluation for term contract suitability
- Business exposure – operator subject to a high volume of clearance nominations
- Response to operational performance issues
- Significant change in fleet size or composition

TMSA reviews are used as a risk assessment tool in conjunction with other sources of information, in forming an overall view of Operator performance and / or risk. The results of TMSA reviews should not be viewed in any way as the sole determinant in Operator Acceptability.

Confidentiality

In cases where a vessel nominated for clearance has been disapproved within the Chevron System, or issues related to a vessel's SIRE inspection are raised, Chevron will discuss the details of such disapproval or inspection with the **DOC operator only**. Chevron does not screen vessels at the request of vessel operators.

Contact Information:

Correspondence by email is strongly preferred whenever possible, using the Marine Assurance email address **CSCVCC@chevron.com**

For issues related to arranging inspections contact Chevron Shipping Marine Assurance department at the following new email address **cscinspections@chevron.com**

Marine Assurance Group
Chevron Shipping Company LLC
E-mail: **CSCVCC@Chevron.com**



Request for Chevron Vessel Inspection

Please complete all the information on this form and email it back to the address below, incomplete forms will be returned. We require at least 7 working days advance notice in order to properly arrange the inspection, and strongly prefer to inspect at a discharge location. Please be reminded that owners and/or operators with any unpaid invoices may face delays and even rejection of their inspection requests. Your cooperation in promptly settling outstanding invoices is greatly appreciated.

DATE: _____
 TO: Chevron Shipping Co. LLC FROM: _____
 EMAIL: cscinspections@chevron.com EMAIL: _____

DATE VESSEL DELIVERED FROM BUILDER:		DATE DELIVERED TO PRESENT OWNER/OPERATOR :	
LAST SIRE INSPECTION: LAST CHEVRON SIRE INSPECTION:		INSPECTING COMPANY:	
VESSEL TYPE: VESSEL HULL TYPE:		HVPQ DATED:	
DATE LAST DRY DOCK (MM/YYYY):		DATE NEXT DRY DOCK (MM/YYYY):	
VESSEL		IMO NO.	
VESSEL'S EMAIL ADDRESS			
PORT OF INSPECTION CARGO ONBOARD AT INSPECTION PORT		ETA ETB	
OWNER/OPERATOR			
CONTACT PERSON			
PHONE	FAX	EMAIL	
LOCAL AGENT AT PORT OF INSPECTION			
CONTACT PERSON		MOBILE	
OFFICE PHONE	FAX	EMAIL	
CONFIRM ALL COSTS FOR INSPECTION FOR OWNER'S ACCOUNT <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, STATE REASON:			
HAVE REVIEWED SIRE INSPECTION INSTRUCTIONS TO OPERATORS AND AGREE <input type="checkbox"/> YES <input type="checkbox"/> NO			
INSPECTION REPORTS SEND TO ATTENTION OF: EMAIL ADDRESS:			
INVOICE ADDRESS TO: EMAIL ADDRESS: PO NUMBER (If required):			
For use by CSC only	Schedule ID	Inspector	Date
			O I

CITGO

CITGO Marine Vetting Policy

1. SCOPE

- 1.0** The purpose of this procedure is to set requirements for due diligence when accepting marine vessels under various charter and supply arrangements.
- 1.1** This shall pertain to evaluations made of vessel owners and individual units operating in the marine waterways, including assist tugs, tankers, ocean going barges, and inland waterway barges.
- 1.2** Acceptance of marine vessels will follow the same guidelines whether chartered to CITGO directly or calling at CITGO facilities for third party Suppliers, Customers, or Exchangers.

2. EXCEPTIONS

- 2.0** The Marine Transportation and Logistics Department, will not accept a marine vessel which has been determined by Marine Technical Services to be operating unsafely, presents an environmental hazard, or is non-compliant to local, state, or federal regulations. Under extraordinary business circumstances, acceptance for such vessels will require the written approval from the Vice President, cargo business unit, and, if marine vessel is to call at a CITGO facility, Vice President, facility business unit.
- 2.1** Absent of deficiencies pertaining to safety or non regulatory compliance addressed per Paragraph 2.0, it may be necessary from time to time that a procedural exception be made for acceptance of a marine vessel, when standard procedures for Marine Vetting cannot be accomplished. In such cases, any exceptions must receive written approval from the General Manager, cargo business unit, and, if marine vessel is calling at a CITGO facility, General Manager, facility business unit.

3. REFERENCES

- Tanker and Barge Preferred Carrier Program
- Barge Vetting File
- Tanker Vetting File
- Vessel Owner Vetting Form
- Tug Vetting Form
- Barge Vetting Form
- Tanker and Ocean-Going Barge Vetting Short Form
- Tanker and Ocean-Going Barge OCIMF Long Form
- USCG Port State Control Website
- CITGO Marine Operational Guidelines

4. GENERAL

All Supply Agreements requiring the usage of marine transportation shall require that due diligence be carried out providing best assurances that marine operations will be handled in the most safe and efficient manner, including selection and approval of the marine vessel. The following steps are to be followed:

- 4.0** For Supply Agreements that require CITGO to charter marine equipment, the Marine Transportation & Logistics Department will make best efforts to acquire vessels at the most economical rates and perform due diligence in determining that vessel will operate safely and meet local, state, and federal regulations.
- 4.1** For Supply Agreements that require CITGO to accept or reject nominated vessels from Suppliers, Customers, or Exchangers, the same due diligence will be followed. Additional measures are required from CITGO's Supply Departments to include specific contract language in such agreements that cover vessel compliance to local, state, and federal regulations.
- 4.2** Marine Transportation & Logistics Department will utilise various resources to conduct a Marine Vetting, including:
- Tanker and Barge Preferred Carrier List
 - Historical Performance from CITGO marine files
 - USCG Information from PSIX Port State Control
 - Other Industry Sources of Information (i.e. tanker brokers, Lloyds Marine Intelligence Unit, OCIMF SIRE and industry publications)
 - Perform Current On-Site Vetting of Owner and / or Vessel by a CITGO Marine Surveyor.
- 4.3** Both Administrative Vetting and On-Site Vetting of marine vessels will require a minimum 24-Hours notice. Administrative vetting will be accomplished as quickly as possible; however, vessels presented for clearance with less than the required window may not be approved in time and may require GM or VP approval. Vetting outside the United States will require General Manager approval.
- In order to administratively vett a third party vessel the Marine Technical Services department will require a Q88 Version 4, or subsequent, fully and accurately completed within the past five days.
- An On-Site Vetting of vessel owner, if necessary, will require 10 days notice. An Owner Vetting outside the United States will require General Manager approval.
- 4.4** All costs for On-Site Vetting of owner and / or marine equipment may be charged to the cargo business unit for which work is performed. For those vessels presented by suppliers, customers and exchangers the costs for on-site vetting may be charged to them unless the cargo business unit determines this as being part of the cost of doing business.
- 4.5** Each vessel chartered by CITGO for term business and used by CITGO under term agreements will require an On-Site Vetting to be completed and the results reviewed by CITGO Marine Technical Services before being cleared for use. This will include all tankers used under a vessel specific COA, CVC or Time Charter contract.

4.6 Each vessel chartered on a single voyage, spot basis that is less than 20 years of age will be administratively vetted by CITGO's Marine Department. Vessels older than 5 years or vessels with a questionable history will require that an On-Site Vetting be performed. Subject to the degree of the vessel's questionable history it may be necessary to vet the vessel before she is permitted to be chartered or call at a CITGO facility.

Each vessel chartered, 20 years or older, will require an On-Site Vetting be performed before charter or before calling at a CITGO facility, unless vessel is operated by a CITGO Preferred Carrier and has no questionable history or has been vetted within the past 1 year and had a rating of R7 or above.

4.7 Each vessel nominated to call at CITGO's facilities by 3rd Parties that are less than 20 years of age will be administratively vetted by CITGO's Marine Department. Vessels older than 5 years or vessels with a questionable history will require an On-Site Vetting be performed.

Each vessel nominated to call at CITGO's facilities by 3rd Parties having an age of 20 years or older will require an On-Site vetting be performed before calling at a CITGO facility, unless vessel is operated by a CITGO Preferred Carrier and has no questionable history or has been vetted within the past 1 year and had a rating of R7 or above.

4.8 Vettings of vessels less than 10 years old will remain valid for 2 years unless the vessel has operational or PSC issues requiring a re-vetting. For vessels greater than 10 years old the vetting will remain valid for 1 year unless the vessel has operational or PSC issues requiring a re-vetting.

4.9 Ocean going barges, inland waterway barges and assist tugs as necessary will be assessed following the criteria established in the "preferred carrier" procedure.

4.10 Marine Transportation & Logistics will advise the Supply Department of the Marine Vetting findings in a timely fashion. If time does not permit an On-Site Vetting and industry information is not available for the nominated vessel, the rules for exception shall be followed as per Paragraph 2.1.

4.11 ANY MARINE VESSEL DETERMINED UNACCEPTABLE ACCORDING TO THE MARINE VETTING PROCESS, AND OTHERWISE NOT RECEIVING EXCEPTION APPROVAL BY THE APPROPRIATE MANAGEMENT, WILL NOT BE PERMITTED TO BE CHARTERED OR CALL AT CITGO FACILITIES FOR 3RD PARTIES.

4.12 Should a vessel be rejected by Marine Technical Services only CITGO personnel can appeal and/or request a waiver. Neither the third party supplier, vessel owner or operator will be permitted to request a waiver. Such a request must come from and be handled by CITGO personnel. For anti-trust compliance, reasons for vessel rejection can only be discussed with vessel owner and/or technical operator.

5.1 Exception Form (no information regarding vessel) Annex 1

The referenced vessel _____ has been selected for charter by CITGO or nominated to call at CITGO facilities at the direction of 3rd Parties.

CITGO Marine Technical Services was unable to perform a Marine Vetting Evaluation for this particular vessel and does not have access to industry information verifying vessel's compliance, in terms of safety, environmental concerns, or known USCG deficiencies.

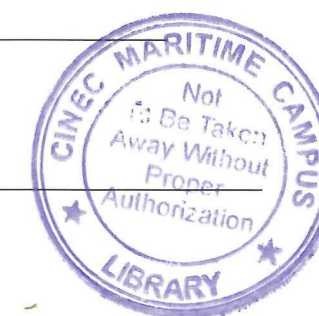
Comments by Marine Department:

Your approvals are required, which would allow an "Exception" as called for in the Marine Vetting Policy, dated January 15, 2007, permitting this equipment to be chartered or call at CITGO facilities.

General Manager (Cargo Business Unit) _____

General Manager (Facility Business Unit), if applicable _____

Manager Marine Technical Services _____



**6.1 Exception Form (known safety, environmental risks, or regulatory deficiencies)
Appendix II**

The referenced vessel _____ has been selected for charter by CITGO or nominated to call at CITGO facilities at the direction of 3rd Parties.

CITGO's Marine Department has determined by way of a Marine Vetting evaluation that vessel has deficiencies that would make usage of this equipment unacceptable.

Comments by Marine Department:

Your approvals are required, which would allow an "Exception" as called for in the Marine Vetting Policy, dated January 15, 2007, permitting this equipment to be chartered or call at CITGO facilities.

Vice-President (Cargo Business Unit) _____

Vice-President (Facility Business Unit), if applicable _____

Manager Marine Technical Services _____

Additional Information

An overview of the Vetting and Clearance Process

CITGO does not have a website with these guidelines. Owners should refer to the vetting policy for any details.

Officer's Matrix Requirements

CITGO requires an officer matrix to be supplied during physical inspections of vessels. We do not require a matrix to be presented for an administrative vetting.

How CDI and/or SIRE reports are utilised

CITGO does not utilise CDI reports. CITGO accesses SIRE reports as necessary if a vessel has been identified with a technical issue and we need to review further.

TMSA Requirements

TMSA is not used during CITGO's clearing process.

Vessel Age Limitations

CITGO's requirements on vessel's age are outlined in the preceding pages.

CAP Certification Requirements

No specific requirements at this time.

Electronic copies of ISM Audits, Reports and Ship's Trading Certificates

Paper copies of audits, reports and trading certificates are required onboard the vessel during a CITGO physical vetting.

Contact details

Captain Tom Fanning
Marine Technical Services Manager
CITGO Petroleum Corporation
Houston, TX

Tel: +1 832 486 1558
Email: TFannin@citgo.com

Dow Chemical

An Overview of the Vetting and Clearance Process

- a. Chemical vessels must have a valid CDI. For Dow charters, the CDI expiration should extend beyond the voyage end date. For Customer pick-ups the CDI expiration must extend beyond the end of loading operations.
- b. Product tankers carrying oil cargos must have a valid SIRE.
- c. EU barges must have a valid EBIS inspection.
- d. Vessels must not have had a PSC detention within last 9 months.
- e. For international vessels, good English is required.

Best Practice Guidelines and where to find them

Questions about Dow vetting practices can be sent to: DLGLOBALVESSELAPPROV@dow.com

Officer's Matrix Requirements

5 years combined experience between C/O and Master is preferred.

How CDI and/or Sire Reports are utilised

- a. CDI is the requirement and primary tool for chemical vessels. SIRE is used as a supplement at Dow's discretion.
- b. SIRE used for product tankers carrying oil cargos and US articulated tug barges.
- c. EBIS used for EU Barges.

TMSA Requirements

N/A

Vessel Age Limitations

No age limitation as long as the vessel maintains CAP 1 or 2 by IACS member and has a valid inspection with no major deficiencies. Vessels are screened with more scrutiny as they age.

CAP Certification Requirements

See above.

Electronic Copies of ISM Audits, Reports and Ship's Trading Certificates

Dow Vetting accepts class-approved electronic documents.

Any other specific vetting policy that would be relevant to provide to industry

- a. Dow Gas Rules – Vessel provide an ESD pendant to shore. No direct seawater heaters/slip tube allowed to be used alongside Dow facilities, Overflow alarm should be able to shut down pumps, if liquid will vent to the vent mast, a liquid sensor should be fitted in vent mast or collector pot, which can activate the pump stop.
- b. PO inspections – One-time special inspection required prior to first carriage of Propylene Oxide to ensure vessel can comply with handling guidelines. Inspections are arranged upon request.

Contact details

Five vetting team members on three continents:-

Mark Jing – Located in Tianjin, China

Mobile: +86 159 2155 8104

Email: Jing@dow.com

Gao Wei – Located in Shanghai, China

Mobile: +86 135 8550 4271

Email: WGao3@dow.com

George Redmon – Located in Houston, US

Mobile: +1 409 771 9247

Email: redmongw@dow.com

Mike Scott – Located in Freeport, US

Mobile: +1 979 235 0361

Email: miscott@dow.com

Elsa Martina – Located in Terneuzen, Netherlands

Mobile: +31 653255311

Email: emartina@dow.com

* Roughly 24-hour coverage

Emirates National Oil Company Ltd (ENOC)

Introduction

Safety of operations and pollution prevention is of integral importance to ENOC Group's business activities. ENOC Group Affiliates act responsibly in identifying hazards and risks associated with Marine ship-shore interface activities, and effectively addressing the Environment, Health and Safety aspects, as well as commitment to the continual improvement in these issues.

ENOC Ship Vetting Process is effectively implemented since 2004, with the first published Technical Guideline, GEHS/GL/023 "ENOC Group Standard EHS Requirements for Marine Tanker Vessels".

Since then it was revised five times and the latest Revision 5 (with the title changed to Technical Manual GEHS/M/09) is now used as reference to assess compliance of nominated vessels for cargo operations at all ENOC Affiliate operated terminals including Horizon Terminals Ltd. (HTL), within UAE and globally. The latest Revision also covers vessels in ENOC charter and this document refers to the minimum requirements.

ENOC is an active OCIMF member and contributing to related work of improving Maritime Standards. ENOC is also an active contributor to Ship Inspection Report Exchange (SIRE) as Receiving and Submitting Member with large number of SIRE reports been submitted to SIRE database every year.

Important Notice

This document is not comprehensive and contains excerpts from the ENOC Group EHSQ Compliance Directorate Technical Manual GEHS/M/009 "ENOC Group Standard EHS Requirements for Marine Tanker Vessels".

Its sole purpose is to be used as reference by tanker vessels operators and other establishments which conducts business with ENOC affiliated or subsidiary companies, mostly companies involved in trading / chartering and companies operating marine terminals.

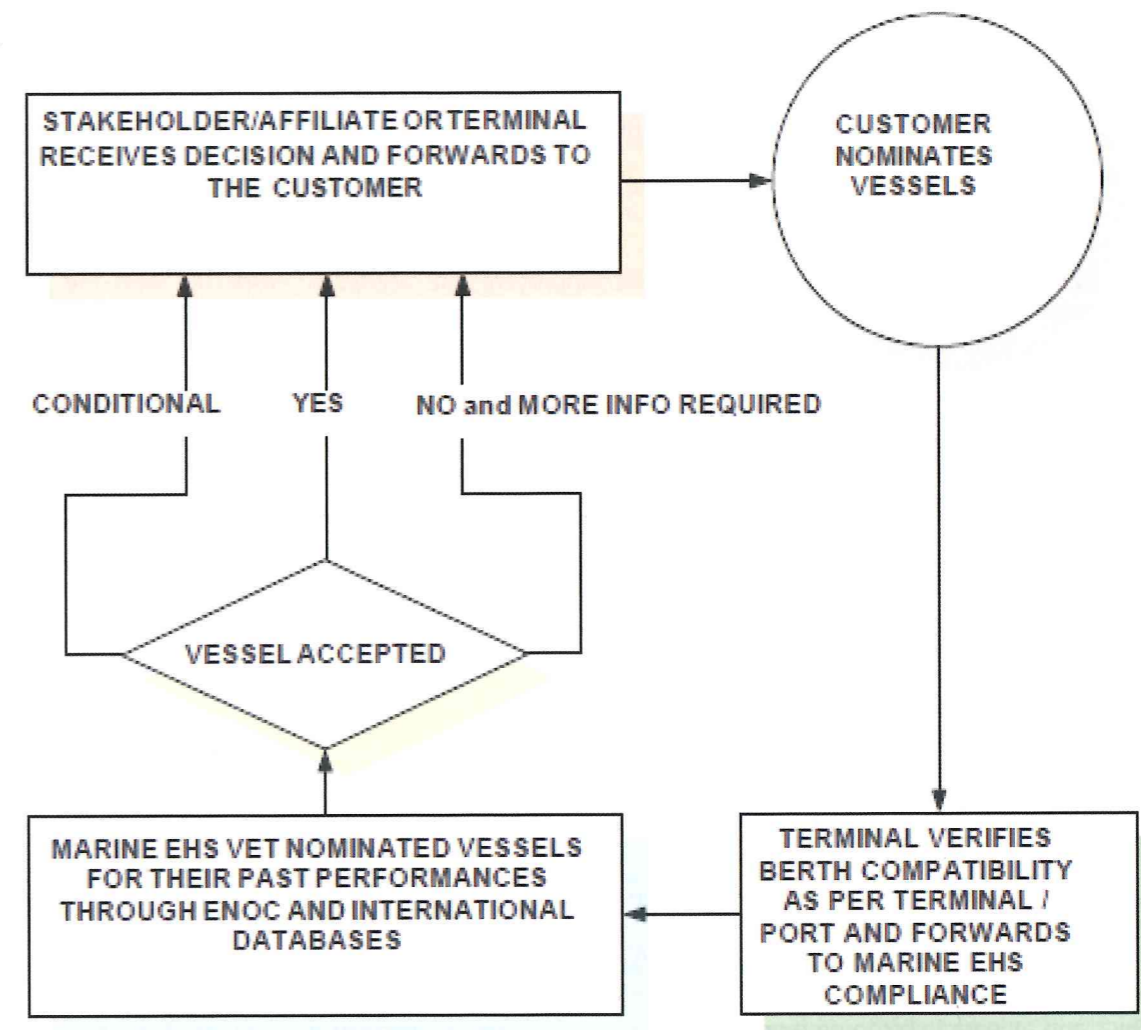
This document is live and subject to changes without the prior notice.

For clarifications or further enquiries ENOC Marine EHS may be contacted on marcom@enoc.com

1. Process to be Followed by ENOC

The schematic diagram opposite describes the process that needs to be followed at ENOC affiliated or subsidiary Business Unit operated terminal / facility to complete the risk assessment of vessels nominated for cargo operations prior to receipt of the vessel. The vetting process is further explained in following sections of this Document.

Figure 1 – Vessel Nomination Vetting Process



2.0 ENOC Standard Conditions

2.1 ENOC Standard Rejection Criteria – Trading Vessels > 10,000 Dwt

Any single one or combination of conditions given below may warrant an immediate rejection of the tanker vessel engaged in international trade (trading tanker vessels) during the vetting process.

This criterion does not apply to vessels other than tanker vessels engaged in international trade as described in the Section 1.3 "Scope" of this Guideline. Such vessels will be evaluated through the criteria set in Sections 2.2 – 2.4 of this Guideline.

The criteria for rejection will be based on the information obtained from ENOC and International databases, including SIRE/CDI reports, TMSA submissions and market intelligence data, and will include non-compliance with any of the below requirements:

- 2.1.1 If the validity of any of the Statutory Certificates (IMO) have expired or became otherwise invalid at the time of nomination;
- 2.1.2 If the vessel is not classed by a member of the International Association of Class Societies (IACS);

- 2.1.3** If vessel was enforced with the Condition of Class by its classification society and the Class Certificate was suspended or the Condition of Class due date is overdue without a valid Class extension;
- 2.1.4** If the vessel is over 5,000 DWT, and does not comply with the MARPOL, Annex I – Regulation 19 (double-hull) requirements, is not accepted unless:
- 2.1.4.1** It has a valid exemption (MARPOL, Annex I – Regulation 20.5) by the Flag State;
- 2.1.4.2** It does not exceeds the date as set in its IOPP Certificate, Form B, paragraphs 5.8.4 and 5.8.6;
- 2.1.4.3** It was inspected by an ENOC approved SIRE accredited inspector with the positive evaluation of the report; and,
- 2.1.4.4** It complies with the requirements set by the State at which the terminal is located and/or of the relevant Port Authority;
- 2.1.5** Any vessel, subject to MARPOL, Annex I – Regulation 20.6 (Condition Assessment Survey) is not accepted unless:
- 2.1.5.1** Vessel was issued with a valid Certificate of Compliance;
- 2.1.5.2** The operator / manager had subscribed to the Condition Assessment Programme (CAP) for that vessel and with the rating of minimum 2 for the hull and machinery / cargo equipment. Maximum period of validity of a CAP rating is 3 years from the last CAP survey date. Only IACS issued CAP reports with fatigue analysis and ratings are recognized;

Regardless to the compliance with both requirements (2.1.5.1 & 2.1.5.2), an ENOC approved SIRE accredited inspector may be required to inspect the vessel.

- 2.1.6** If the vessel's type is not certified for the grade / product (MARPOL Annex I & II);
- 2.1.7** If the vessel does not have a valid SIRE/CDI report or the report was more than 6 months old from the date of inspection. Valid SIRE/CDI report means at least one operational report in last 6 months and at least 1 discharge report in last 12 months. This requirement does not apply to the new built ships delivered from the yard, where a report in idle/bunkering condition may be available only for the maiden voyage;
- 2.1.8** If the vessel has reported malfunction of its critical equipment (safety, pollution prevention, machinery, cargo gear, IGS, steering gear, mooring equipment);
- 2.1.9** If the vessel was detained by the Port State Control authorities within the last 6 months and there was no objective evidence that the deficiencies were closed. Detention should appear in the SIRE system appropriately closed. This is new OCIMF requirement and will be applicable when OCIMF incident data base is satisfactorily deployed online;
- 2.1.10** Any vessel which is over 20 years old, with exception of LNG/LPG vessels for which age limit is 25 years, is not accepted unless it complies with the requirements as set in the 2.1.5 and 2.1.6; in addition to these requirements, the vessel will not be accepted unless:
- 2.1.10.1** It has been inspected by an ENOC approved SIRE accredited inspector with the positive evaluation of the report within 3 months;
- 2.1.10.2** Alternatively, it was inspected in the past 3 Months by an independent and recognized third party SIRE/CDI accredited inspector and a copy of the report was available to ENOC for review. If such report was evaluated as satisfactory, the vessel may be accepted, subject to a daylight inspection by an ENOC approved inspector on arrival at an ENOC affiliated or subsidiary Business Unit operated terminal;

- 2.1.11** If the vessel has been involved in any serious incident (i.e. pollution, collision, grounding, disabling injury or fatality) in the past 12 months, and a satisfactory incident report containing the root cause analyses, corrective and preventive actions was not submitted to ENOC for review and evaluated as satisfactory;
- 2.1.12** If the vessel had been identified with some (pertaining to a particular terminal) medium and/or high-risk deficiencies, or otherwise significant risks in an ENOC inspection, or a recognised third party SIRE/CDI/PSC inspection, and no satisfactory corrective actions have been submitted and positively evaluated at the time of the nomination;
- 2.1.13** If major non-conformance or non-agreed deviation, identified through the Terminal Feedback System during previous cargo operations at any ENOC / HTL operated terminal, was not substantiated by a satisfactory report containing the root cause analyses, corrective and preventive actions, and submitted to ENOC for review and evaluated as satisfactory;

2.2 ENOC Standard Rejection Criteria –Trading Vessels < 10,000 DWT

- 2.2.1** If the validity of any of the Statutory Certificates (IMO) have expired or became invalid at the time of nomination;
- 2.2.2** If vessel was enforced with the Condition of Class by its classification society and the Class Certificate was suspended or the Condition of Class due date is overdue without a valid Class extension;
- 2.2.3** If the vessel was detained by the Port State Control authorities within the last 6 months and there was no objective evidence that the deficiencies were closed;
- 2.2.4** Any vessel less than 20 years old is not accepted unless it had ENOC inspection report / SIRE report in last 12 months.
- 2.2.5** Any vessel which is over 20 years old is not accepted unless:
- 2.2.5.1** It has been inspected, within last 3 months at the time of nomination. Or within last 6 months for vessels falling under the category of regular bunker barges as per section 3.1.1, by an ENOC approved SIRE accredited inspector with the positive evaluation of the report;
- Note: The first inspection could be either terminal or SIRE inspection; however, and if no significant improvement had been confirmed in the follow-up inspection, full SIRE inspection may be required.*
- 2.2.5.2** Alternatively, it was inspected in the past 3 Months by an independent and recognized third party SIRE/CDI accredited inspector and a copy of the report was available for review. If such report is accepted as satisfactory, the vessel may be accepted, subject to a daylight inspection by an ENOC approved inspector on arrival at an ENOC SBU operated terminal;
- 2.2.6** If the vessel has been involved in any serious incident (i.e. pollution, collision, grounding, disabling injury or fatality) in the past 12 months, and a satisfactory incident report containing the root cause analyses, corrective and preventive actions was not submitted to ENOC for review and evaluated as satisfactory;
- 2.2.7** If the vessel had been identified with some (pertaining to a particular terminal) medium and/or high-risk deficiencies, or otherwise significant risks in an ENOC inspection, or a recognised third party inspection (terminal/SIRE/CDI/PSC), and satisfactory corrective actions had not been submitted and positively evaluated at the time of the nomination;

2.2.8 If major non-conformance or non-agreed deviation, identified through the Terminal Feedback System during previous cargo operations at any ENOC / HTL operated terminal, was not substantiated by a satisfactory report containing the root cause analyses, corrective and preventive actions, and submitted to ENOC for review and evaluated as satisfactory;

2.2.9 In addition to the above, vessels over 5,000 DWT must comply with requirements of the Sub-Chapter 2.1.4 & 2.1.5 above.

It is recommended that all trading vessels (< 10,000 DWT) should have a valid SIRE report (less than 6 months old).

2.3 ENOC Standard Rejection Criteria – Bunker Vessels (Barges)

This criterion applies only to vessels engaged in bunkering trade as per the limit set in Navigation License.

Any single one or combination of conditions given below may warrant an immediate rejection of the tanker vessel engaged in bunkering trade (bunker vessels) during the vetting process.

The criteria for rejection will be based on the information obtained from ENOC and International databases, including SIRE reports and market intelligence data, terminal feedback and terminal inspections, and will include the compliance with requirements, as follows:

2.3.1 The vessel does not come under the rejection criteria as listed in the Section 2.2 (vessels < 10,000 DWT);

2.3.2 If the same, or similar high risk observations have been recorded in two successive terminal inspections; in such cases, the vessel must obtain a SIRE report not more than 6 months old;

2.3.3 If vessel's Navigational Licence has expired, or it was revoked by the issuing Authority;

It is recommended that all bunker vessels should have a valid SIRE report (less than 6 months old).

2.4 ENOC Standard Requirement for Vessels Taking Bunkers

This requirement is applicable to vessels taking bunkers (IFO / MDO / GO) in its bunker tanks through its bunker manifolds at ENOC SBU operated terminal / facility. It refers to bunkering operations which take place into bunker tanks of a vessel or to tanks other than cargo tanks of Oil / Chemical / Gas tankers.

An individual terminal with bunker delivery facilities should have a formal risk assessment in place prior accepting vessels for delivering bunkers.

Marine EHS may provide assistance for a formal risk assessment for vessel receiving bunkers, on specific request of a terminal.

All vessels, irrespective of its type, size and cargo on board shall comply with the IMO International Conventions and the International Safety Management (ISM) Code requirements with regard to Bunkering Procedures.

All tanker vessels over 150 GT shall comply with the latest edition of ISGOTT's Section related to Bunkering Operations.

ENOC affiliated or subsidiary Business Unit operated terminal shall use the Bunkering Safety Checklist as contained in the latest edition of ISGOTT, modified in order to reflect deliveries of bunkers at the berth instead of by a bunker barge. The bunkering operations should be carried out as per the described procedures of port / terminal / vessel operator.

2.5 ENOC Standard Information Requirement

2.5.1 All vessels and terminals shall provide the information as required by the International Safety Guide for Oil Tankers and Terminals (ISGOTT) in its current edition (i.e. Pre-Arrival Exchange of Information between the Ship and Shore);

2.5.2 All the information requirements for vessels shall be provided by the ENOC / HTL operated terminals before acceptance (i.e. Q88 Form, its latest version), in document spread sheet, PDF, HTML. Scanned copies will not be accepted;

2.5.3 Vessels marked for the inspection shall upload updated Harmonised Vessel Particulars Questionnaire (HVPO) and Online Officers Matrix to SIRE database in advance of the planned inspection if the Operator / Manager had requested the upload of the report to the SIRE database.

3.0 Enoc Standard Vessel Vetting Process

3.1 Vessel Nomination Process

Berth/terminal compatibility of a nominated vessel is the responsibility of respective terminal. The restrictions on size, displacement / deadweight, tonnage, drafts / free board, cargo gear, manifold connections, and any port restrictions (such as navigation license; Flag banned) etc., will be verified by the terminal prior nominating the vessel for the vetting process.

All tanker vessels, including trading and bunker vessels, nominated for cargo operations at ENOC SBU operated terminals shall be vetted for their past performances before being accepted. This process is outlined in the flow chart in the Section 1.6 and it includes some or all of the following:

- Review of vessel's particulars as stated in HVPO and Q88 (current version);
- Review of information about the vessel in ENOC and International Databases for its past performances, including terminal inspections and terminal feedback;
- Review of the SIRE/CDI report, not older than 6 months, if available;
- Review of the Officers Matrix (if available) for combined experience of senior officers;
- Review of casualty history for the vessel;
- Review of Port State Control (PSC) inspections for the vessel;
- Review of the Classification Society information about the vessel;
- Review of vessel's operator / manager history of all vessels in its managed fleet;
- Review of Tanker Management and Self-Assessment (TMSA) submission by the operator / manager, if available and if relevant;

Those risks may be assessed by using some or all of the following information obtained from reviews:

- a) ENOC inspection reports, terminal feedback data and SIRE/CDI report, not older than six (6) months - the report has/has not recorded observations critical to safe operations at ENOC operated terminals;
- b) Port State Control records – the vessel has/has not a history of reported defects, and/or detentions;
- c) Classification Society – the vessel's Class is / is not IACS member, there are/are not outstanding Condition(s) of Class imposed to the vessel and/or Annual / Intermediate / Special Survey has been delayed / overdue (over the allowable time frames);
- d) Terminal Feedback – satisfactory / unsatisfactory performance records from previous cargo operations at ENOC SBU operated terminals and satisfactory root causes, corrective and preventive actions were / were not submitted to ENOC for review at the time of the nomination;
- e) Market intelligence – an international database with comprehensive data on all registered vessels, including the dead ships, with the following:

- Vessel's operator / manager records – the vessel has satisfactory performance history but it is operated by the same operator that has a history of poor or unsatisfactory performances for other vessels in the fleet, operated by the same operator;
 - Casualty history – a vessel was/was not involved in a serious accident and/or there were serious accidents in the operator / manager's fleet within the past 12 months;
 - Operator / manager PSC inspection records for all the fleet;
 - Change of the Class or Flag – the vessel has/has not recently (within 6 months) changed the Class or the Flag;
 - Change of operator / manager - the vessel has/has not recently (within the last 3 months) changed the owner / operator / manager;
- f) Vessel's Age – the vessel is over 20-years old; or, it is 15-years old (or over) with / without valid CAS (Condition Assessment Survey) Certificate of Compliance and the operator / manager did / did not subscribe to the CAP (Condition Assessment Programme) with the report issued by the classification society other than the class of the vessel; CAP rating 2 for hull, cargo gear and machinery as a minimum is required. Maximum period of validity of a CAP rating is 3 years from the last CAP survey date. Only IACS issued CAP reports with fatigue analysis and ratings are recognized.
- g) Operator / manager's TMSA submission should be at the level 1 or higher.

3.1.1 Vetting Frequency

As stated above, all vessels should be vetted every time they have been nominated for cargo operations at the terminal. The vetting decision should be valid for 2 months from the date of nomination and subject to change with availability of fresh data from ENOC or other market intelligence services. There is no change of initial data with respect to owner / operator / flag /class / inspections (PSC / SIRE / CDI) / casualty / incident / failure of critical machinery. However, and recognising that some vessels, due to its trade patterns, may not have data on its past performances readily available (i.e. bunker barges trading between port limits as per trade license) but they are regularly calling at the same terminal, should be vetted periodically in intervals not exceeding 90 days providing that:

- 3.1.1.1** Vessel was initially vetted with the vetting decision 3.2.1 ACCEPTED
- 3.1.1.2** Information on its performances is available through terminal inspections and regular terminal feedbacks, not less than 2 times within any 30 days.
- 3.1.1.3** Terminal inspection report (Bunker Barges) is not over 12 months old.

3.2 Definition/Description of Vetting Decision

- 3.2.1** ACCEPTED – Vessels, which do not come under the ENOC Standard Rejection Criteria (Sections 2.1 / 2.2 / 2.3), and with a satisfactory past performances history evaluated as per the Vessel Nomination Process (Section 3.1), may be accepted for cargo operations at ENOC affiliated or subsidiary Business Unit operated terminal.
- 3.2.2** ACCEPTED CONDITIONALLY – Vessels with unsatisfactory or doubtful performance history, but not coming under the ENOC Standard Rejection Criteria (Sections 2.1 / 2.2 / 2.3), shall be notified by a respective terminal through the vetting reply that the inspection, by an ENOC approved inspector, shall be carried out either prior to vessel's arrival or on its arrival at the ENOC affiliated or subsidiary Business Unit operated terminal, depending on the assessed risks the particular vessel may pose to the environment, personnel, assets and the business continuity. Also, vessels which had been inspected previously by ENOC approved inspectors and identified with observations of high or moderate risks and with the satisfactory operator / manager reply on these observations with the

root cause analysis, corrective and preventive actions, may be Conditionally Accepted for cargo operations at ENOC affiliated or subsidiary Business Unit operated terminal with the inspection on arrival by an ENOC approved inspector. The operator / manager of the vessel may request SIRE inspection and upload of the report to the SIRE database instead of the terminal inspection.

- 3.2.3** REJECTED – Vessels, which are coming under the ENOC Standard Rejection Criteria (Sections 2.1 / 2.2 / 2.3), shall be rejected from cargo operations if conditions have not been complied with at the date of nomination for ENOC affiliated or subsidiary Business Unit operated terminal. Also, vessels previously inspected by ENOC and recorded with observations of high or moderate risk to the environment, ENOC personnel, assets and the business continuity but the operator / manager had failed to satisfactory reply on these observations with the root cause analysis, corrective and preventive actions.
- 3.2.4** MORE INFORMATION REQUIRED – A vetting decision for vessels without valid SIRE/CDI report (less than 6 months old) and/or without sufficient, or recent past performances history records, may be kept on hold until sufficient information was provided to properly reassess the vessel (i.e. SIRE/CDI report, request for SIRE inspection, incident report, etc.). In case of bunker barges anchorage inspection report to reassess.

Detailed vetting process and vetting decisions are explained further in the ENOC Group Marine EHS Work Instructions GEHS/MWI/002, titled "ENOC Vetting", in its current revision.

3.3 Terminal Inspection Process

Nominated vessels which have been marked for a terminal inspection shall be notified of the intent to inspect such vessel by an ENOC approved inspector either on its arrival at ENOC affiliated or subsidiary Business Unit operated terminal or at a different location under certain circumstances (i.e. if the vessel was classified as a high risk), preferably during discharge operations.

The inspection shall be conducted during the daylight hours only by using the inspection checklist appropriate as per the category of vessel under 2.1; 2.2; 2.3 above based on the SIRE model, with the selected questions from the latest edition/version of the OCIMF published VIQ and the process shall include, but not confined to, the following:

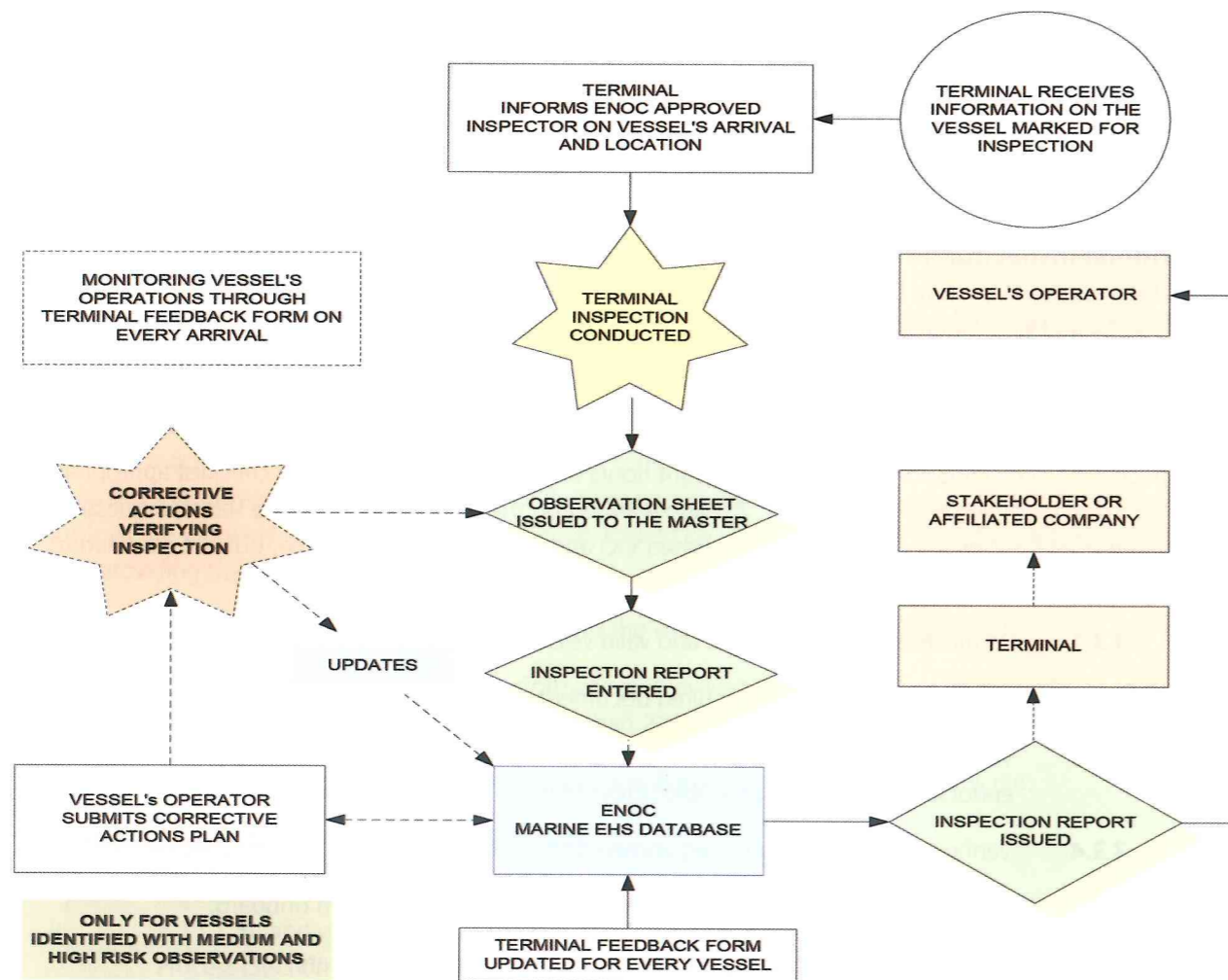
- 3.3.1** Verification that all-inclusive and valid vessel's certification is available onboard;
- 3.3.2** Verification that OCIMF required documentation and publications are available onboard;
- 3.3.3** Verification that officers' and crew's certification is all-inclusive and valid, with proper endorsements where applicable (Crew Management);
- 3.3.4** Verification that navigation equipment/procedures comply with relevant requirements;
- 3.3.5** Assessment of compliance with the safety management system onboard;
- 3.3.6** Assessment of compliance with the pollution prevention onboard;
- 3.3.7** Assessment of the structural condition of the vessel;
- 3.3.8** Assessment of cargo and ballast systems (oil/chemical/gas, as applicable);
- 3.3.9** Assessment of compliance with the mooring arrangements;
- 3.3.10** Verification of communications equipment/procedures comply with relevant requirements;
- 3.3.11** Assessment of the condition of engine and steering gear compartments;
- 3.3.12** Assessment of vessel's general appearance and condition, general cleanliness.

Although the daylight terminal inspection shall be based on visual verification/confirmation of various elements as listed above, test runs of various machinery/equipment may be required. Failure to perform a test run shall render the particular machinery/equipment as NOT OPERATIONAL and a comment shall be entered by the ENOC approved inspector in the ENOC Observations Sheet.

The attending ENOC approved inspector may verbally communicate deficiencies/observations, if any, to the vessel's master; however, no written report shall be issued to the vessel at this time with the exception of the Observations Sheet which may not be all-conclusive with the inspection just completed. It is the responsibility of master to take notes of verbally discussed observations.

Detailed terminal inspections process is explained further in the ENOC Group Marine EHS Work Instructions GEHS/MWI/004, titled "ENOC Terminal Inspections", in its current revision.

Figure 2 – Terminal Inspections Process



4.0 Sire Inspections

As SIRE receiving and submitting OCIMF member, the ENOC SIRE inspection process has been outlined in the ENOC Group Marine EHS Work Instruction GEHS/MWI/001, titled "SIRE Inspection Process", in its current revision.

4.1 Tanker Vessels in ENOC Time Charter

All trading tanker vessels considered for ENOC time charter are subject to the following requirements:

- Pre-employment / initial inspection by an ENOC approved SIRE accredited inspector;
- Periodical (every 6 months as the minimum) inspection by an ENOC approved SIRE accredited inspector throughout the duration of the charter contract;

All bunkering vessels considered for ENOC time charter shall follow the same requirements as the trading tanker vessels.

4.2 Tanker Vessels in ENOC Spot Charter

All vessels in ENOC spot charter, when chartered for more than two (2) consecutive voyages, are subject to the same requirements in accordance to 4.1 criteria.

Exemption to this rule is only if the operator of such vessels was TMSA audited within the last 3 years and there were no instances that the management and/or management system of that respective operator has been significantly modified / changed, and when that particular vessel has valid SIRE report not older than 3 months which was evaluated as satisfactory, the requirements as stated in 4.1 may be waived subject to positive feedbacks from the both, ENOC affiliate and subsidiary Business Unit operated terminals and ENOC Chartering Department, and positive vetting outcomes of both, the vessel and the operator.

The compliance with the 4.1 and 4.2 is the responsibility of ENOC Chartering Manager who shall take the responsibility to ensure that the operator / manager of the vessels in both, time and frequent spot charter, are aware of this requirement.

Enquiries on ship vetting process and SIRE inspection requests may be respectively submitted to:

marcom@enoc.com / enocmarinevetting@enoc.com

Energy Transfer Partners (Formerly Sunoco Logistics Partners)

Sunoco Logistics Partners changed its name to Energy Transfer Partners (ETP) on 1 July 2017. ETP is a Master Limited Partnership that is traded on the New York Stock Exchange under the symbol ETP. ETP is the owner/operator of pipelines and terminals. It has over 4600 miles of pipelines, 28.3 million barrels of terminal storage capacity and operates the Nederland, TX marine terminal with over 12.5 million barrels of storage. ETP is full member of the Oil Companies Marine Forum (OCIMF) and is strong supporter of the SIRE inspection programme.

Atlantic Technical Management (ATM) is the contracted ship vetting managers for ETP. All vessels that are nominated to berth at the Nederland, TX terminal and also the terminals in the Delaware River, East Boston, Newark and Baltimore are screened for their suitability. ATM fully utilises the SIRE system for screening ships and also submits SIRE inspection reports.

All Vessels that are successfully screened and inspected shall remain valid, provided that such vessel has no record of any violation or incident, including Port State deficiency during the period, as follows:

- Ships up to the age of 15 years will receive a maximum of 1 year
- Ships older than 15 years of age will receive a maximum of 6 months.

For further information contact

Energy Transfer Partners
P. O. Box 758
Nederland, Texas 77627
Attn: Marine Scheduler

Office: + 1 409 721 4812 / Mobile: +1 409 960 4933

Office: +1 409 721 4812
Fax: +1 866 832 9143
Mobile: +1 409 960 4933
Email: MarineScheduler@sunocologistics.com

Vetting Issues & Requests for Inspections

Captain Bill Harkness
Atlantic Technical Management

24 Hour: +1 610 716 1146
Fax: +1 610 942 2344
Email: atmphilly@atmvvet.com

Captain Pat Carney
Atlantic Technical Management

24 Hour: +1 610 996 7543
Email: atmwayne@atmvvet.com

ENI Trading & Shipping S.p.A

An overview of the Vetting and Clearance Process

Seagoing Vessels used for marine carriage of liquid and gaseous cargoes – crude oil, petroleum and semi-processed products, chemical products and gaseous products – proposed to ENI Trading & Shipping S.p.A:

- i. for own chartering;
- ii. for chartering to Divisions or companies belonging to ENI Group, which have appointed ENI Trading & Shipping as vetting advisor;
- iii. for calling at a terminal owned or managed by ENI Group companies or divisions which have appointed ENI Trading & Shipping as vetting advisor.

Vessel evaluation is performed, if possible, on the basis of an ENI Trading & Shipping SIRE inspection, with maximum validity of twelve (12) months.

In absence of Vessel's physical inspection performed by an ENI Trading & Shipping inspector, the evaluation and selection activity is carried out on the basis of the information acquired from SIRE system and from other data sources used by ENI Trading & Shipping.

For evaluation and selection through SIRE, a Vessel Inspection Questionnaire not older than six (6) months from the evaluation date must be available in the OCIMF database.

The evaluation of multi-purpose Vessels (Oil-Chem-Gas) will be performed on the ground of a valid SIRE related to an inspection carried out while the Vessel was carrying same type of cargo as the one in Vessel's nomination.

Best Practice Guidelines and where to find them

ENI Trading & Shipping foresees to inspect two (2) times a year Time Chartered Vessels and Vessels chartered under "consecutive voyages" contract having a duration of twelve (12) months or more.

Vessels included into "Contracts of Affreightment" (CoA) and employed by ENI Group companies or divisions are inspected annually, and must have an ENI Trading & Shipping inspection in course of validity.

Officer Matrix Requirements

The compliance with following requirements and SIRE VIQ items will be taken in particular consideration in the process of evaluation of the Vessels.

Captain and Chief Mate, Chief Engineer and First Engineer have the following aggregate experience:

- i. more than two (2) years with Ship's Manager;
- ii. more than four (4) years in rank;
- ii. more than eight (8) years of tankers experience.

The rank and tankers experiences are calculated in effective sea service.

All Officers hold a Specialised Training Certificate for the cargo handled.

How CDI and/or SIRE Reports are utilised

We do not utilise CDI.

ENI Trading & Shipping participates to OCIMF – SIRE system, and its Vetting activity complies with the SIRE system and with OCIMF principles in matter.

ENI Trading & Shipping inspections are carried out in line with the OCIMF Vessel Inspection Questionnaire (VIQ) guidelines.

TMSA Requirements

Managers of spot and time chartered Vessels are requested to ensure the availability in the OCIMF database of a Tanker Management and Self-Assessment (TMSA) Report, updated within the last twelve (12) months.

All Operator's TMSA are assessed into the ICT System in order to provide further information in the appraisal and ranking of the Operator.

We utilise an internal algorithmic that takes in consideration all four stages elements. At least Stage 1 should be fully accomplished.

Vessel Age Limitations

Vessels' age must not exceed:

- i. twenty (20) years for oil, petrochemical, chemical and multipurpose tankers (Oil-Chem-Gas);
- ii. twenty five (25) years for LPG Carriers;
- iii. forty (40) years for LNG carriers.

CAP Certification Requirements

The vessels shall be furnished with a CAP certificate at beginning of their fifteenth (15) year of age.

The CAP Certificate shall be considered valid for a period of five (5) years from the issuance date. For LNG carriers, such period of validity is reduced to three (3) years.

The CAP certificate must meet the following requirements:

- iv. rating 1 or 2 regarding hull, machinery and cargo system;
- v. issued by a Classification Society – member of the International Association of Classification Societies (IACS) – preferably different from Vessel's own Classification Society. For Vessels with double Class agreement, a CAP certificate issued by the secondary one is acceptable;

For the purpose of the vessel age calculation, it's considered the Vessel delivery date.

Electronic copies of ISM Audits, Reports and Ship's Trading Certificates

Yes if there is reasonable explanation for not having the originals available. It's any way an Inspector choice to accept it, regardless the fact that trading certificates should always be on board in original for Port's Administrations.

OCIMF-SIRE Incident Repository/Database and the Vetting Process

Incident reports are part of the appraisal system of a vessel during the clearing process. In this respect, pending ICT enhancement, we continue to use direct information received by Operators, nevertheless we support and use the OCIMF-SIRE incident repository database in its full scope.

Contact details

ENI Trading & Shipping S.p.A.
Piazzale Enrico Mattei, 1-00144
Rome, Italy
Tel: +39 06 598 855 94
Email: vetting@eni.com

ERG SpA**1. GENERAL PRINCIPLES**

ERG (for the purpose of this document the reference to ERG includes all ERG's successors and or affiliates, as the case may be) requires that all vessels which are tendered to ERG for chartering or tendered to third parties for chartering to transport oil cargoes purchased or sold by ERG are in compliance with "ERG Vessel Acceptance Policy", with the exception of those vessels tendered under transactions to be executed within the "Platts Window", which are tendered according to Platts vetting rules (vetting approval of major oil companies).

Furthermore any such compliance may be verified and checked either autonomously and through any third party advisory and expertise which may constitute the basis of the ERG final decision of compliance with "ERG Vessel Acceptance Policy".

Any declaration of a vessel compliance with the "ERG Vessel Acceptance Policy" does not constitute any certifications whatsoever on the part of ERG, nor does it give the Owner or Operator of the vessel the right to have the vessel chartered or employed by ERG, nor does it impose on ERG any duty or obligation to charter or employ such vessel.

ERG (or any of ERG's employees, agents or contractors) shall be under no liability whatsoever to any Ship's Owner or Operator arising out or by reason of non-acceptance of a vessel.

In case ERG carries out an inspection of a vessel by means of its employees, agents or contractors to verify compliance of such vessel with its "Vessel Acceptance Policy", such inspection shall not impose on ERG any obligations to accept the subject vessel, nor any other liabilities whatsoever. It is ERG's general policy neither to give ratings nor to issue letters, notices or certifications of approval of the inspected vessels offered or tendered for chartering to ERG or third parties.

Neither inspection nor acceptance by ERG of a tendered vessel shall relieve or discharge any Ship's Owner or Operator from the due performance of any and all of its obligations or from any liabilities which may arise under any law, regulation, charter party, bill of lading or otherwise. Likewise, neither inspection nor acceptance by ERG of a tendered vessel shall imply any transfer of duty or responsibility from Ship's Owner or Operator to ERG.

2. GENERAL REQUIREMENTS

All vessels which are tendered to ERG for chartering or tendered to third parties for chartering to transport oil cargoes purchased or sold by ERG are to be in compliance with:

- a) International Conventions and Flag State laws and regulations;
- b) Classification Society, Port State and Local Authority regulations;
- c) Provisions and recommendations of the maritime industry (IMO, OCIMF, ICS, SIGTTO, ISGOTT, ISPS, etc.);
- d) Appropriate procedures, log books and training records covering pollution prevention, safety,
- e) navigation, cargo handling, mooring and tank cleaning, good-housekeeping, etc.;
- f) Appropriate procedures and records of incidents/failures and related investigations.

Non-compliance with points a), b), c), d), e) will automatically make the vessel not acceptable to ERG

3. ACCEPTANCE

All vessels which are tendered to ERG for chartering or tendered to third parties for chartering to transport oil cargoes purchased or sold by ERG need to be accepted by ERG. It is ERG's general policy not to accept vessels older than 20 (twenty) years old.

All vessels tendered to ERG for chartering or tendered by third parties for chartering to transport oil cargoes purchased or sold by ERG will be only taken into consideration if double hull construction.

Vessels over 15 (fifteen) years old tendered to ERG for chartering or tendered by third parties for chartering to transport oil cargoes purchased or sold by ERG will be only taken only in consideration if CAP 1 and after ERG vetting visit.

Conventional age reductions may be considered only after ERG vetting inspection and only in case of carriage of products different from crude oil and fuel oil. OBO should be considered if not older than 10 (ten) years old and inspected directly by ERG.

On the basis of Reports and Results of recent inspections and/or other available information collected from different sources, including Sire Reports, ERG may, at its sole and unquestionable discretion, decide the following:

1. to give its acceptance for the vessel;
2. to reject the vessel;
3. to request an inspection.

A vessel, tendered for chartering to ERG, or tendered to third parties for chartering to transport oil cargoes purchased or sold can be considered by ERG if vessel is in compliance on the basis of reports and results of recent inspection (OCIMF Vessel Inspection Questionnaire). In case of unavailability of the aforementioned data or if the aforementioned data are not considered adequate by ERG e.g.:

- change of Classification Society (during the last year);
- change of owner ship/operator (during the last year and if deemed necessary);
- casualty (during the last year);
- Port State detention (during the last year);
- less than satisfactory vessel performance reports received from marine terminals – SIRE reports older than 6 months;
- any other relevant factor.

The vessel compliance shall be ascertained by ERG or its representatives through an inspection.

For the vessels acceptance, ERG will also consider the result of the last Port State Control and the experience and the management skills matured by the Master, Chief Officer, Chief Engineer and First Engineer.

The ship's Owners / Operators may be audited to review and evaluate the operating and safety policy, emergency response procedures and ship's maintenance management.

Furthermore it is strongly recommended:

- Vessels carrying flammable petroleum products should be fitted with an IG System and shall operate all times with inert tanks;
- All vessels should operate in the Closed Operation Mode. At least one dipping point must be fitted with vapor lock. All cargo/dipping measurements, sampling, water and temperature detection should be carried out under close system;
- Chemical and oil tankers should be provided with a fixed fire detection and alarm and an fixed deck foam system in accordance with SOLAS;
- Sbt vessels, high level alarm and overflow control system;
- Vessels should be free of outstanding items on Class Survey Status and ESP Condition Evaluation Report, no structural items or degraded steel condition or Extensive coating breakdown must be reported;
- Cargo tanks should not be loaded above 98% volume or above the OCS sensor (for gas carrier the OCS sensor should activate the alarm, stop all cargo pumps and compressors and close the tank filling valves).

In addition to the above, it is ERG's general policy to employ on time charter basis or consecutive voyage or COA basis vessels not older than 15 (fifteen) years old, double hull (DH). In this case it is ERG's policy to inspect twice a year such vessels.

4. SHIP TO SHIP (STS) TRANSFERS

In addition to the above acceptance criteria, vessels to be used for STS operations have to comply with the following items:

- Must have on board a "STS Operations Plan" approved by the Administration issued in the working language of the ships. (Marpol annex I reg 41.1);
- Must be fitted with fairleads and mooring bitts as per "STS Guide item 9.3";
- At ERG request vessel Owner must be able to supply ERG with the last "Ship-to-ship transfer checklists";
- The vsl's Operators must guarantee that the STS operations will be conducted in accordance with the OCIMF/ICS STS Transfer Guide recommendations and must be carried out in area where these operations are allowed only;
- Ship crew and management must be already experienced with STS operation.

5. VETTING INSPECTION

5.1 VETTING INSPECTION

A vessel tendered for chartering or tendered to third parties to transport oil cargoes, gas or chemical to ERG, could be inspected independently from the age.

A new vessel should be accepted only for a single voyage if a positive report is available on SIRE database and if complies with ERG ACCEPTANCE POLICY. If a positive SIRE report is not available a vetting will be carried out even if in hidle condition.

The inspection request will be sent from Owner /Operator to:

ERG Spa (operating through Oil & Bulk as Erg TPVC)
Vetting Dept.
Via de Marini,
1 16149 Genoa ITALY

Tel: +39 010 2401 293

Fax: +39 010 6424 119

E-mail: vettingtpvcerg@oilandbulk.net

E-mail: vetting@erg.eu

In the request Owner/Operator must indicate:

1. Vessel's name
2. Vessel operation and product(s)
3. Owner details as follow:
 - Company name
 - Full Address
 - V.A.T. Number (If EU Countries)
4. Port and update ETA
5. Agent's name with full address

Oil & Bulk as ERG TPVC will confirm the availability for the inspection to Owner / Operator and communicate the Inspector's name and date on which the inspection will be performed.

ERG has the right to refuse the inspection.

ERG will inspect the vessel in agreement with OCIMF VESSEL INSPECTION QUESTIONNAIRE. Inspections will be carried out only by OCIMF-SIRE accredited ERG's inspectors. All report will be submitted into SIRE System. At the end of inspection the non-conformities will be discussed with the vessel's master.

INSPECTION COST will be for Owner's account:

- Extra costs like boat helicopter etc will be arranged by Agent/Owner and cost/s will be for Owner account
- Extra costs for inspections during week -end or holiday will be not applied

Ship's documents

Master will give to Inspector the following certificate in copy:

1. Vessel particular questionnaire (OCIMF Form)
2. IOPP certificate plus form B
3. Class certificate
4. Last structural survey (if under ESP)
5. CAP's certificate (if any)
6. Listing of survey
7. Crew list

Compliance with ERG Acceptance Policy does not give at the Owner the right to have the vessel chartered or employed by ERG.

The Operator must promptly notify to ERG any change in Classification Society, Ownership, Management or Flag.

When a significant number of "non-compliance" is identified, the ship will be regarded as re-inspected. In such case the vessel may not be considered even after corrective action has been taken.

ExxonMobil

Third Party Marine Vessel vetting operations are carried out on behalf of ExxonMobil ("EM") affiliates by:

International Marine Transportation Singapore Pte. Ltd. and International Marine Transportation Ltd. – for all third party marine vessels (e.g. ships, barges, tugs, ATB and towboat) which operate outside the USA, or in the USA but not under "Jones Act" (US Flag Vessels carrying cargo within US ports).

SeaRiver Maritime, Inc – for all third party marine vessels (e.g. ships, barges, tugs, ATB and towboats) which operate in the USA under "Jones Act" and additionally assess suitability of ALL third party vessels for conducting lightering operations in the U.S. Gulf of Mexico while on ExxonMobil services.

The term "Marine Quality Assurance Affiliates" or "MQA Affiliates" is used to refer to "International Marine Transportation Singapore Pte. Ltd" (IMTS), "International Marine Transportation Limited (IMTL)", or "SeaRiver Maritime, Inc. (SRM)", as the context requires.

All MQA Affiliates share a common vetting system.

The marine quality assurance process evaluates third party marine vessels to satisfy the following minimum requirements before the vessel may be vetted for use on ExxonMobil affiliate service:

- Meet the relevant latest published Marine Environmental Safety & Quality Assurance Criteria for Marine Vessels in ExxonMobil affiliate services (MESQAC).
- Demonstrate an acceptable level of marine vessel safety and security management including environmental awareness.
- Completed submission of the Tanker Management Self-Assessment (TMSA) to OCIMF. The TMSA submission must have achieved Stage 1 compliance in all the elements.

MARINE VESSEL(S) VETTING (QUALITY ASSURANCE) PROCESS

All marine vessels are evaluated using the latest information available each time they are nominated by our charterers (ExxonMobil affiliates) for their service, or when calling at terminals / facilities where ExxonMobil affiliates have an interest.

It must be noted that third-party marine vessels are **NOT** pre-approved for anticipated ExxonMobil affiliate service.

The Marine Vessel Quality Assurance screening (vetting) process evaluates factors such as but not limited to:

- The quality of the vessel operator's management system.
- Condition of the vessel and operational status as determined from the most recent VIQ (SIRE/BIRE/CDI/EBIS) inspection.
- The history of the vessels inspection performance.
- Vessel performance reports received from ExxonMobil & Third party Marine Terminals.
- Change of Technical Management where applicable

- Technical or procedural changes on board, or defects, which would affect compliance with the respective MESQACs.
- Incident statistics, investigation and management.
- Results of Port State and Flag State inspections.
- Crew experience.
- Structural Survey Review.
- Any other relevant attributes indicative of the vessel and/or fleet quality.

OPERATOR SPECIFIC FACTORS

Tanker Management Self-Assessment (TMSA)

The TMSA is a framework for the management and operation of vessels within a culture of safety, security and environmental excellence has been formalised through the implementation of the International Safety Management (ISM) Code. OCIMF's TMSA program builds upon the ISM Code and provides the vessel operator(s) a tool to self-assess measure and improve their safety management systems.

The TMSA program requires vessel operators to assess their safety management systems against listed key performance indicators and provides recognised best practice guidance for each of these indicators.

In order for a marine vessel to be considered for ExxonMobil affiliate service the vessel operators are required to submit their updated TMSA report into the OCIMF-TMSA database at intervals not exceeding 12 months or earlier if there are changes to the Safety Management System impacting the attainment stage of TMSA, and must have achieved Stage 1 compliance in each of the twelve elements.

Selecting "International Marine Transportation" as a recipient allows the MQA Affiliates to review the submitted TMSA report and evaluate robustness of the operator's safety management systems. It is expected that prior to submission the operator's TMSA will have been reviewed and endorsed by company's senior management.

The MQA Affiliates may periodically request a visit to the vessel operator's offices with the primary aim of verifying the operator's most recent TMSA submission. These visits are referred to as TMSA Review Meetings and use standard audit technique to confirm the validity of their most recent TMSA submission.

Following a TMSA Review Meeting, operators are encouraged to re-assess and, where required, resubmit their TMSA report into the OCIMF database at the earliest opportunity (normally discussed at the close out meet).

IMT may validate vessel compliance with TMSA submissions, through focused onboard ship inspections. The TMSA review is a key element in IMT's Quality Assurance program, and the inspection mentioned above is intended to verify implementation and effectiveness on-board. (The on-board inspection will NOT be a SIRE inspection. The report will not be released to OCIMF and will reside within IMTS. There may be a follow-up with the operator to close out significant observations, if any.)

For further details of the OCIMF SIRE/TMSA program go to www.OCIMF-sire.org

Vessel Operator's Eligibility for ExxonMobil affiliate service

Vessel operator's quality profile is built on, among other factors, the operational and safety / security / environment performance, the mechanical reliability of their fleet and an evaluation of the management systems including data extracted from their TMSA submission. The information on the management systems may be supplemented or verified during the onsite TMSA review carried out by our MQA affiliate. The overall quality profile of the operator determines the business transaction types an operator will be approved to perform while on ExxonMobil service. (FOB/DES; Spot Voyages; COA / CFA / Time Charter).

Vessel Operator Meetings

MQA Affiliates will hold meetings with vessel operators each year. The objectives are to:

- Discuss and review operators KPI's and fleet performance with respect to incidents, operations, manning, inspections, emergency response plans and other key areas as deemed appropriate.
- Seek alignment on identified weaknesses and agree on improvement measures/road-maps.
- Communicate MQA affiliate's expectations towards safety, security and environmental excellence.
- Review incident investigation and corrective action reports.

VESSEL SPECIFIC FACTORS

Vessel Inspections (SIRE/BIRE/CDI/EBIS)

As part of the vessel vetting process, the latest available industry inspection report (OCIMF-SIRE/BIRE or CDI or EBIS) is used to evaluate a vessel's eligibility for the proposed ExxonMobil service.

As with SIRE and CDI, MQA Affiliates also actively support other industry inspection schemes. Inland barges are inspected using the OCIMF Barge (BIRE) protocol introduced in 2005/6 and in Central Western Europe they are also inspected under the European Barge Inspection Scheme (EBIS).

It is expected that (SIRE) inspection report should not be more than six months old and conducted during cargo discharge operations; Gas, Asphalt/Bitumen and Chemical parcel carriers may be inspected at load ports. In the case of inland barges the inspection (BIRE/EBIS) should be no more than 12 months old with a strong preference that it is conducted during cargo operations.

A third party marine vessel inspection (OCIMF-SIRE/BIRE and EBIS) may be arranged by MQA Affiliates if the inspection request meets the conditions that are stipulated within the respective applicable MESQAC.

Where the MQA Affiliates arrange for a VIQ inspection on board a third party marine vessel, this will be undertaken by accredited inspectors. Inspections are arranged through, and with the permission of, the vessel operator. It is expected that the vessel operator will advise the vessel Master and the appropriate port agent. Inspectors are instructed to report to the Master, (or the OOW if the Master is not available), on boarding the vessel. The inspector will conduct their inspections in such a way as to minimise interference with the operation and management of the vessel. Inspectors will review findings with the Master or the Master's representative on completion of the inspection and prior to departing the vessel.

Please note that the satisfactory completion of an inspection conducted by MQA affiliate does not imply and should not be construed as an approval of the vessel for ExxonMobil Affiliate service.

Vessel operators are expected to communicate with OCIMF / CDI / EBIS explaining the cause and corrective actions to address observations identified in an inspection report. Please note providing a satisfactory response or evidence that observations have been addressed does not guarantee the vessel being considered suitable for ExxonMobil affiliate service.

Further to the afore-mentioned industry inspections, IMT may validate vessel compliance with MESQAC requirements, TMSA submissions and Security requirements, through focused onboard ship inspections. The MESQAC/TMSA and Security checks are intended to verify implementation and effectiveness on-board. (The on-board inspections will NOT be a SIRE inspection. The report will not be released to OCIMF and will reside within IMTS. There may be a follow-up with the operator to close out significant observations, if any.)

Structural Survey Documentation

All **seagoing / international trading marine vessels >15 years of age**, that may be offered for use by ExxonMobil affiliates, must provide their most recent Special Survey documentation for review by MQA affiliate as per the Structural Survey Review Program specified within the respective MESQACs.

For such vessels, we require the following documents:

1. Latest Class Survey Status Report
2. Latest Hull Structure Survey Reports as listed in the EHS/CER
3. Latest Executive Hull Summary / Condition Evaluation Report
4. All hull survey reports since the last Class Renewal
5. Latest CAP certificate and report for HULL including all documents used in CAP survey; Include Fatigue Assessment, if applicable.
6. Latest CAP certificate and report for MACHINERY & CARGO
7. Latest Enhanced Special Survey Report
8. Latest Survey Planning Document for same
9. Latest Complete Ultrasonic Thickness Measurement Report as listed in the EHS/CER
10. Latest Cargo tank, Ballast tank, Cofferdam & Void space coating condition report

For **GAS, BITUMEN / ASPHALT and CHEMICAL SHIPS** we require to review the following applicable documentation listed below, which should include, but not be limited to:

1. Latest Class Survey Status Report
2. Latest Hull Structural Survey Reports
3. Latest Complete Ultrasonic Thickness Measurement reports
4. Latest CAP certificate and report for HULL including all documents used in CAP survey, to include Fatigue Assessment, if applicable.
5. Latest CAP certificate and report for MACHINERY & CARGO
6. Latest Cargo tank (for Chemical ships), Ballast tank, Cofferdam & Void space coating condition report.

Additionally for vessels that have undergone major conversion such as from single hull to double hull, OBO to DH tanker etc., the operator should provide following additional documents for our review:

1. A Certificate/Attestation from Class confirming that the vessel has been converted in accordance with the approved drawings and the rules & regulations of the society.
2. Management of Change documentation for the conversion.
3. Details of supervision of the conversion while in the shipyard.
4. Details of inspection on completion of the conversion and relevant trials conducted to verify the integrity of the conversion.

All **inland barges / coastal vessels >20 years of age**, and European inland barges > 30 years of age that may be offered for use by ExxonMobil affiliates, must provide their most recent Structural Survey documentation for review by MQA Affiliates.

For such vessel/barges, we require the following documents:

1. All Class hull survey reports since and including the last Class Renewal survey
2. The complete Thickness Measurement report for the entire vessel from the last Class Renewal survey and any subsequent TM reports
3. A Minimum Allowable Plate Thickness Table from the Classification Society
4. Details of repairs carried out at the last Class Renewal and any repairs carried out since Class Renewal if not already included in Item 1 above. (e.g. Shipyard Repair list)
5. Vessel's Certificate of Class
6. Latest Class Survey Status Report
7. The ballast tank and void space tank coating condition report

Additionally for re-built vessels the operator must provide the following additional documents for our review:

1. An arrangement drawing of the vessel showing the extent of the new and original sections of the hull, indicating the frame spacing and scantlings in each section.
2. A Minimum Allowable Plate Thickness Table from the Classification Society showing the relevant hull plating thicknesses for both the new and original sections of the vessel.
3. A Certificate/Attestation from Class confirming that the vessel has been converted in accordance with the approved drawings and the rules & regulations of the society.

It is essential for documentation to be complete so that reviews can be carried out expediently. If complete documentation is not provided, and there is no satisfactory explanation for any document shortfall, the MQA affiliate may not have sufficient information to conclude that the vessel is suitable for the ExxonMobil Affiliate service.

Documents sent as email attachments should not exceed 10mb; for files larger than 10Mb, please request the link to our remote file transfer system. MQA Affiliates are unable to receive files on CD and USB storage devices due to IT security constraints.

Once the structural review is completed the appropriate MQA Affiliate will advise the operator if the marine vessel meets MQA Affiliates' expectation.

Crew Matrix

As part of the vessel vetting process, the latest available crew matrix updated on the OCIMF-SIRE is used to evaluate a vessel's eligibility for the proposed ExxonMobil affiliate service. Our expectation for crew experience onboard a vessel performing ExxonMobil affiliate service is specified to have as a minimum; as detailed within applicable MESQACs. Informatively, as mentioned within the MESQAC, for vessels not meeting those environmental and safety expectations described as "strongly preferred" may be disadvantaged in the selection process versus other vessels meeting those requirements.

We also expect the vessel operator(s) to have the crew matrix updated on the OCIMF SIRE website at regular/frequent intervals (normally to be within the last 2 months) as this would reflect the current status of crew on board that vessel.

Vessel Performance reports

During a port call at an ExxonMobil affiliate and/or Joint Venture and/or third party terminal a vessel may be assessed by a terminal representative through the use of Vessel Performance Report (VPR). This is a report submitted by the terminal. The objective is for the terminal to comment on the performance of the vessel during port operations, and identify deficiencies especially with the mooring, safety/pollution prevention and cargo related operation / equipment or crew performance; this report will also note any incidents that have occurred during the vessel call at their terminal.

Incidents involving 3rd Party Vessels

For vessels on ExxonMobil affiliate service, incident reporting requirements are detailed in the charter party agreements and/or voyage orders and applicable MESQAC. It must be noted that there is a requirement to report an incident even if the incident does not occur whilst on ExxonMobil service.

As part of the ongoing operator profile build up, the MQA Affiliates record all incidents, and require that vessel operators ensure investigations are completed, root causes identified, repairs (if applicable) effected, and that effective corrective and preventative actions are taken to avoid recurrence of similar incidents onboard fleet vessels.

In line with the TMSA guidelines, operators are expected to maintain an internal incident and near-miss reporting and recording system to track implementation of preventive measures and identify weak areas / trends. The robustness of this process has a bearing on the quality profile of the operator.

International Marine Transportation Singapore Pte. Ltd. and International Marine Transportation Ltd contact details:

The e-mail contacts detailed below apply for all inquiries and should remain the primary means of contact.

International / Seagoing Vessel Vetting	msscreen@exxonmobil.com
International / Seagoing Vessel Inspection	msinspect@exxonmobil.com
Barge / Coastal trade Vessel Vetting & Inspection	msbarge@exxonmobil.com
Marine Incident	incident@exxonmobil.com
Term Charter	msterm@exxonmobil.com
Structural Survey	msess@exxonmobil.com

Marine Quality Assurance Contacts

Global MQA Manager (Capt. F.A. Kadir)	+65 6813 5002
Marine Incident Investigation (S. Gupta)	+65 6813 5009
Marine Security (Shaikh A. Rahim)	+44 (0)1372 412258
Charter Tonnage (Mathew Alexander)	+65 6813 5020
IMTS MQA Vetting Switchboard (24 x 5)	+65 6813 5083
IMTS Incident Notification (24 x 5)	+65 6813 5081
IMT UK Switchboard	+44 (0)1372 222000

SeaRiver Maritime Inc. Contact Details:

For the "Jones Act" vessel/barge in the USA (US Flag vessels carrying cargo within US ports), the e-mail contact **ds-srm-vetting@exxonmobil.com** is the primary means of contact for all inquiries.

SRM Marine Quality Assurance Contacts

SRM MQA Manager (Galen B. Locke)	+1 832 624 7273
Vessel Operator Interface (J. Conway)	+1 832 624 7736
Vessel Screening (Erin McElroy / Thomas Nadeau)	+1 832 625 9859 /832 624 6631
Marine Incident Investigation (E. McElroy / T. Nadeau)	+1 832 625 9859 /832 624 6631

Idemitsu Ship Vetting Service

The Idemitsu Ship Vetting Service was set up on 1st October 1993 in Idemitsu Tanker Co. Ltd.

Our system is supported not only by the vetting companies such as major Oil Companies but also other technical/marine-technical staff of the company, persons in charge of Oil Trading of Idemitsu group, berth Masters of refineries and sea berths, and Idemitsu Ship Inspectors worldwide basis.

The Idemitsu Ship Vetting Service Team is managing this whole system as the center of control.

An overview of the Vetting and Clearance Process

The following vessels (Oil/Chemical/LPG tankers) are checked by the Idemitsu Ship Vetting Service every time they are nominated for Idemitsu business:-

- The vessel which will be chartered by Idemitsu
- The vessel which will call at Idemitsu terminal(s)
- The vessel which will carry Idemitsu cargo (es)

Owners/Operators are reminded that Idemitsu does not pre-approve vessels. Each and every time a vessel is offered for Idemitsu services, the vessel shall be screened using the latest information available.

Criterion for judgement is made based upon internal vetting criteria of Idemitsu, taking account of all available information including Ship Inspection reports (of Idemitsu Tanker or other OCIMF-SIRE members), terminal feedback, information on the market such as Lloyd's Fairplay data, Port State Control information, Equasis data and owner's/operator's assessment. Ship's physical conditions (ship's age, mooring facilities, parallel body length, etc.) are also taken into consideration.

The system attaches much importance to Idemitsu inspections. It is carried out by Idemitsu experienced inspectors and obtains extra information such as detailed comments and evaluation, that are not seen in SIRE reports. However, Idemitsu recognises that the membership's mutual trust in SIRE reports is also necessary to avoid unreasonable overlap of inspections. SIRE reports are treated as one of the most important basis of judgement in the Idemitsu Vetting.

Best Practice Guidelines and where to find them

Further details are available our website: www.idemitsu.com/tanker/index.html

Officer Matrix

The combined aggregate for Master+ Chief Officer, Chief Engineer + Second Engineer shall not be less than three (3) years for "Years in rank" and "Years on this type of tankers"

How CDI and/or SIRE Reports are utilised

SIRE / CDI reports are treated as one of the most important basis of judgement in the Idemitsu Vetting.

The final vetting decisions are made by the Idemitsu Ship Vetting Service. However, the following vessels are left out from its consideration unconditionally:

1. The vessel that has deficiencies noted in ship inspection report(s) of Idemitsu or other SIRE member(s) with no comments of owner / operator of them.

1. The vessel that has deficiencies pointed out by the Berth Master(s) of Idemitsu terminal(s) in writing, directly to the vessel or sometimes by way of the Ship Vetting Service to owner/operator, and no information of rectification has been provided by owner/operator to Idemitsu.

TMSA Requirements

Our vetting services see the TMSA-2 report for our vetting.

Vessel Age Limitations

- Vessels carrying Oil or Chemical Cargo in bulk max 22 years
- Vessel carrying LPG in bulk max 26 years.

CAP Certification Requirements

Cap rating is used as reference on the vetting and preferable on a recommendation basis.

Electronic Copies of ISM Audits, Reports and Ship's Trading Certificates

We accept electronic copies of ISM audits, reports and ships trading certificates.

Idemitsu is an active contributor to Ship Inspection Report Exchange (SIRE) as Receiving and Submitting Member with large number of SIRE report been submitted to SIRE database.

Idemitsu utilises a global network of OCIMF approved inspectors to carry out SIRE inspections.

The inspection request will be sent from Owner/Operator to si.vetting@idemitsu.com and please refer to <http://www.idemitsu.com/tanker/sire/request.html> for the details of a Sire Inspection request.

Contact details

Ship Vetting & Inspection Service Office
Idemitsu Tanker Co. Ltd.
16F, Jinbocho Mitsui Building
105, Kanda-Jimbocho 1-Chome
Chiyoda-Ku, Tokyo 101-0051
Japan

Tel: +81 3 6860 5307
Fax: +81 3 3219 7101

E-mail for request of Sire Inspection: si.vetting@idemitsu.com
E-mail for Screening/Vetting Inquiry: si.vetting2@idemitsu.com

INEOS

The INEOS Marine Assurance Service (IMAS) consists of a team of marine professionals based in Grangemouth, Scotland and Breda, Netherlands. IMAS provides ship and barge vetting services, including technical advice and marine emergency support to the INEOS Group of companies worldwide.

General

All vessels are assessed for suitability at the time of nomination. Only vessels that comply with all applicable international and national legislation and regulation are utilised. All vessels must be operated to recognised industry guidelines and comply with all INEOS Standards.

Seagoing Vessels

Officer Matrix

The matrix requirements relate to the Senior Officers only. These are checked at the time of each nomination and when assessing OCIMF SIRE inspection reports. Junior Officers experience is reviewed at the time of each assessment to determine that the experience and manning levels onboard are appropriate for the vessels trade. The matrix must be maintained to reflect the current manning status of the vessel.

Senior Officers	Master	Chief Officer	Chief Engineer	2nd Engineer*
Time with Company (Calendar time)	Aggregate not less than 2 years		Aggregate not less than 2 years	
Sea time in Rank (Actual sea time)	Aggregate not less than 3 years		Aggregate not less than 3 years	
Sea time on all types of tankers (Actual sea time)	Aggregate not less than 5 years		Aggregate not less than 5 years	

* 1st Engineer or 2nd Engineer depending upon vessel flag

Use of OCIMF SIRE / CDI Inspection reports

SIRE reports must be less than six months old and the inspection conducted during loading or discharging of cargo. We do not utilise CDI Inspection reports.

Tanker Management and Self Assessment (TMSA)

INEOS recognises the benefits of the Tanker Management and Self Assessment (TMSA) programme and require a TMSA submission to be available to INEOS via the OCIMF SIRE website. A minimum of stage 1 compliance is required for each element. Managers should ensure that a sufficient level of detail is recorded to enable the assessor to review the document. A "Yes" response with no comments or a simple reference to a procedure will in most cases not be sufficient to allow an assessment to be completed.