The assessment of the Matrix recognises the need for Senior Officers to be promoted internally and allow Owners to occasionally recruit from external sources. What is fundamental is to ensure that adequate levels of aggregated service are available for mentoring & support.

Accordingly it is seen as a Negative observation if Captain & C/O OR C/E & 1/E have:

- Joined at the same time
- Aggregated time with Company < 2 years
- Aggregated time in rank < 3 years
- Aggregated tanker experience < 6 years
- T/C tankers will require enhanced aggregated times
- Time with Company is assessed as Calendar years but all others to be on board service years to nearest decimal point.

In addition, for the junior officers:

If the vessel is manned by 2 Junior Officers (Eng or Deck), aggregated experience as OOW should not be below 12 months and if one of the two OOW is below 6 months seniority as OOW then the experience as OOW of the other one should be minimum 12 months.

If the vessel is manned by 3 Junior Officers, aggregated experience as OOW should not be below 18 months. If 2 of the officers are below 6 months experience as OOW then we can refuse the vessel. If one of the officers is below 6 months as OOW, then one of the 2 remaining officers should be minimum 12 months as OOW.

OOW: Officers of Watch

Nota: Officers matrix provided for single voyage assessment should be the one on board for the intended voyage.

Vetting

T.A.M. vetting department will use all available sources of information for the single voyage assessment of tankers including but not limited to:

- inspections conducted by T.A.M. inspectors
- inspection reports extracted from SIRE
- information within Equasis including Port State Control details
- Casualty reports
- Voyage & Terminal reports from previous Total involvement
- Information published within the Industry media
- additional TAM information / questionnaire etc

Inspectors

T.A.M. has a dedicated team of Inspectors based worldwide including Europe / North Africa / USA / Korea / Singapore / India / Russia. All inspectors are controlled from the office in Paris and cannot be contacted directly.

Inspections

T.A.M. participates in the OCIMF SIRE programme and all inspections are conducted following the OCIMF Vessel Inspection Questionnaire by Inspectors fully accredited by OCIMF.

Inspections can be arranged subject to Inspector availability and sufficient notice.

We conduct only inspections during discharge operations in line with OCIMF guidelines for Crude, Product and Chemical tankers. For LPG and LNG tankers, inspection requests during loading operations can be considered.

Prior to carrying out any inspection of a tanker, T.A.M. will obtain written permission from Owners/Operators to do so.

Inspection will be declined if another SIRE inspection has been conducted within the last 30 days. (Exceptions may apply to new buildings or special circumstances).

Inspection Requests

Inspection requests have to be addressed directly to the T.A.M. office in Paris via the e-mail **request.tam@total.com**

No written conclusions are given from Paris Office without a physical inspection by a T.A.M. Inspector. Inspections requested by Owners could be charged however where possible such charges are waived and are always minimized. Currently such charges are based on a daily inspection rate of 1400 Euro / day plus travel expenses.

All inspection reports are entered into the SIRE programme subject to Owners approval prior to the inspection.

Further details may be obtained from the address below.

TOTAL ACTIVITES MARITIMES
Ship Inspection & Vetting Department
Tour Coupole
2 place Jean Millier
La Défense 6
92078 Paris La Défense Cedex
FRANCE
Tel: +33 1 47 44 32 87
Email : **vetting.tam@total.com**

SIRE & CDI reports

As an active member within OCIMF then TAM fully utilises and promotes the benefits of SIRE. All tankers should have a valid operational SIRE report available.

Valid meaning:

If the vessel is less than 15 years old, vessel will require an operational SIRE report (from any of the SIRE submitter) of less than 12 months to cover the incoterm requested.

If the vessel is 15 years of age and above, vessel will require an operational SIRE report (from any of the SIRE submitter) of less than 6 months to cover the incoterm requested.

Operational meaning:

For Crude, Product and Chemical tankers only SIRE reports done during discharging operations can be considered.

For LPG and LNG tankers, SIRE reports done during loading and discharging operations can be considered.

Nota: CDI reports are not considered for single voyage assessment.

TMSA

TAM fully supports TMSA as an instrument for promoting best industry practices and continuous improvement. We recognize the voluntary nature and self assessment of the information to provide support, invariably positive but occasionally a negative support, to other information held within the Vetting database.

It is not part of the single voyage assessment for a named tanker.

It is seen as complementary to Office Reviews in order to better assess the level of Technical Support provided by Owners throughout the fleet management and is of value when determining potential Time Charter involvement.

Age Limitations / CAP

TAM is aggressive in the selectivity of tankers, including age, in order to benefit from innovative & updated specifications which provide enhanced risk management. Our actual data on SPOT & Time Charter Fixtures confirm the effective implementation of such selectivity when compared with Industry figures.

Underscoring this aggressive selectivity however are actual maximum ages of non use of tankers, including Chemical & LPG, as below.

Non use of any Crude / Product / Chemical tanker when > 20 years old

Non use of any LPG tanker when > 25 years old

Non use of any LPG tanker when > 20 years old if the DWT is > 5kT

CAP has no significance to the above dates.

Maiden Voyage from New Build or Dry-dock

TAM risk assessment has shown the increased risk when using tankers on maiden voyages as a result of ill-preparedness for seagoing operations. Accordingly we have the general non use of such tankers.

Exceptions, in the case say of Time Charter or Technical Operator audited by TAM may be considered where the SMS includes a formalised procedure for the systematic testing, with supportive checklists, of key navigational, propulsion, steering, fire detection & extinction systems, gas monitoring systems, cargo / ballast operations & monitoring systems and the adequate resting of personnel prior to delivery.

Any and all further information can be clarified through:

Email: **vetting.tam@total.com**

Turkish Petroleum Refineries Corporation (TUPRAS)

1. GENERAL INFORMATION

TUPRAS is Turkey's largest industrial company which is the owner/operator of marine terminals and plays an active and leading role in petroleum industry without compromising high level of environmental awareness and safety standards. TUPRAS aims to transport all cargoes which has an interest safely, with the minimum risk to people, the environment and the Company.

TUPRAS acknowledges that the standard of shipping available in some local markets is variable and can be affected by cabotage regulations or unique geographical situations. TUPRAS is committed to using the highest standard vessels available and promoting improvement in operating practices within Industry.

All vessels are subject to Terminal Vetting Inspection during their operation since 01 April 2010, without any limitation on the flag, age and deadweight tonnage in order to improve human health and environmental safety, to protect the district's assets and to maintain commercial prominence by decreasing the risks of possible accidents and pollution.

All vessels calling to TUPRAS Marine Terminals are required to comply with all applicable international and national regulations. The vetting team will work closely with customers whose ships are placed under this category to ensure compliance of their ships upon initial assessments until such time that ships are deemed suitable to TUPRAS use.

2. VETTING ORGANISATION

It's TUPRAS policy to permit only vessels which have been screened for compliance with all applicable international regulations and within the minimum standarts described in TUPRAS Vetting Rules & Procedures. This policy is applicable to all vessels calling TUPRAS Terminals.

It should be noted that TUPRAS is not a participant of SIRE System and the reports are strictly confidential and not presented nor made available to any person or organisation other than Master, Inspecting Company "DITAS", TUPRAS and Technical Operator of the Vessel.

DITAS Vetting Service acts as third party vetting contractor for the TUPRAS and dedicated to provide marine risk assessment and ship vetting service. Major role of the DITAS is committed to raising standarts within the industry by the selection of high quality vessels which are acceptable for TUPRAS Terminals.

TUPRAS Terminal Vetting service is managed by DITAS and head office located in Istanbul, Turkey where vetting organisation is planned. DITAS does not perform any inspections outside TUPRAS Terminal Berths. The company has professional manpower, both ashore and at sea, operating to internationally recognised quality management standards.

Terminal Operations Manager is responsible for keeping safety of terminal operations continuity and compliance of national, international and company rules and regulations. Vetting team is made up of one manager and two local inspectors. All of them are Master Mariners with large professional experience and seagoing service backround. They have attended various courses to obtain specialised training for this task.

There are Local Inspectors in the following locations:

– Izmit Refinery, Tutunciftlik
– Izmir Refinery, Aliaga

Contact details of the Terminal Operations Management:

Capt. Murat Kotracı
Tel: +90 216 554 62 00 (PBX)
Tel: +90 549 562 38 10 (AOH)
Email: **tupras.vetting@ditasdeniz.com.tr**

Tel: +90 216 554 62 13 (DIRECT)
Fax: +90 216 554 62 97

Owners/Operators are reminded that TUPRAS does not pre-approve vessels. Each and every time a vessel is offered to TUPRAS Terminals, vessel will be screened using the latest information available.

TUPRAS Terminal Vetting Inspection does not bring extra cost as inspection fee to the Owner/Operator of the vessel. Vetting inspection is performed independently and no any connection whatsoever with any possible spot.

3. VETTING PROCESS

The vetting process consists of two steps:

a) Preliminary Evaluation

b) Physical Inspection

a) Preliminary Evaluation:

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

- Terminals Feedback and Loading Master Reports
- TUPRAS Vetting Database
- Review of the integrated Tupras Questionnaires in Q88 reports
- CoC imposed to the vessel by class, annual/intermediate/special survey and delayed/overdue jobs
- Port State Control records and history of defects or detentions
- Past experience with vessel
- Past experience with Owner/Operator
- Casualties, detentions, pollutions etc.
- Number of crew and nationalities onboard

After a detailed review the following may result:

- The vessel may accepted subject to certain conditions
- The vessel may rejected
- Additional information to be required
- Physical inspection to be required

If the vessel succeeds in passing the preliminary evaluation, vessel will be acceptable for the calling TUPRAS Terminals and thus not requires to inform vessel, owner or manager.

b) Physical Inspection:

When it is decided to carry out physical inspection of vessel; it is preferred that the inspection is to be conducted during daylight and following of procedural requirements and safety criterias of TUPRAS guidelines. Once the inspection has been completed, the vetting inspector provides a copy of initial observation report to Master.

Based on the inspector's report, DITAS vetting department produces official inspection report with a list of observations and recommendations, if any and same to be transmitted to the Technical Operator of the vessel. The Technical Operator are requested to respond within 14 days period to detail corrective actions and preventive measures taken. The inspection report and Operator's response combines to perform final evaluation of the vessel regards to suitability and same to be shared to the Operator. Inspection reports are only uploaded to TUPRAS internal vetting database.

As a result of final evaluation the vessel is rated as "**Accepted**" or "**Not Accepted**". "**Accepted**" means that vessel can visit TUPRAS Terminals within the approval time period. "Not accepted" means that the vessel can not visit TUPRAS Terminals if the further procedures are not completed for the re-assestment. In order to conduct re-assestment of "Not accepted" vessel following procedures should be complied by the Owner.

- All raised observations of TUPRAS Terminal Vetting Inspection should be closed and corrective actions/ pereventive measures have been taken should supported with positive evidences before the re-physical inspection to be scheduled.
- One MOC acceptance should be obtained after the date of last TUPRAS Terminal Vetting Inspection.
- If the vessel rejected by DITAS as a result of TUPRAS Terminal Vetting assessment on two consecutive inspections vessel will not be considered for a new assessment before six months from the latest rejection, and such new assessment will require a physical inspection.

Maximum approval period is 12 months from the date of inspection and when the approved period is ended vessels are subject to reinspection when calling to TUPRAS Terminals without any inspection request by the Owner.

4. GENERAL REQUIREMENTS

All vessels which are being visited to the TUPRAS Terminals are to be in compliance with:

a) International Regulations, Codes, Conventions, Resolutions, Circulars, Manual and Guidelines

b) Flag State Laws and Regulations

c) Classsification Society Rules and Regulations. Classsification Society Rules and Regulations

d) Port State Controls, Local Authority Regulations and Requirements. MoU reports are considered, vessels with two detentions during the last 3 years will be rejected

e) Provisions and recommendations of the Maritime industry (e.g IMO, ISGOTT, SIGTTO, ICS)

f) TUPRAS Minumum Safety Criteria

Age and CAP Requirements:

Age of the vessel will be calculated from the first delivery and rebuilding dates will not be taken into account.

It is TUPRAS policy to not accept vessels to Terminals if she's older than 25 years.

If the vessel is older than 20 years old and over 20.000 DWT will be required to hold a valid CAP rating Level 1 for hull, cargo gear and machinery. CAP has to maximum of 3 years of validity from the date of assessment by a CAP provider. Preferred IACS Member Classification Society must provide such certification.

The vessel should be free of any outstanding conditions of class or other conditions pertaining to statutory requirements.

Minumum Safety Criteria:

- All officers must be certified in accordance with STCW Code for the type of tanker on which they serve. No specific officer experience matrix will be requested but familiarisation level of the officers may be questioned.
- Vessels carrying volatile and toxic cargoes should operate in closed operation mode while loading, carriage and unloading
- IGS must be operational and in use if required by legislation

- Vessels should be provided with fixed fire detection system and alarm in accordance with SOLAS and FSS Code
- Vessels should be provided with fixed deck foam system in accordance with SOLAS and FSS Code.
- Independent cargo tank high level alarm and overflow control system should be in operating condition
- Cargo lines, COW lines and Pumproom should be in good overall condition
- Cargo tanks should not be loaded over %98 by volume of tanks
- Sufficient number of portable gauging tapes should be onboard where a fixed gauging system is not fitted or unreliable
- Mooring equipments and arrangements should be in satisfactory condition
- Computised safety management system tools e.g electronic copy of audit reports, maintenance records are accepted however vessel trading certificates and crew certificates must be authentic
- The following groups of officers will not be changed at the same time. Master and Chief Officer; Chief and Second Engineer
- Deck seal of the dry type shall not be accepted for oil tankers
- All tankers should have an appropriate certificate of Ship Owners' Liability Insurance confirmed by a member of the International Group of P&I Clubs. The minimum amount of the ship owner's liability insurance coverage should not be less than one billion US Dollars or the equivalent in other currencies

Compliance only with TUPRAS Minimum Safety Criteria does not give Owner the right to have the vessel chartered or employed by TUPRAS. Additionally it must be noted that the acceptance status of the vessel may also be affected by future international or national statutory and legislative changes and/or any alteration in policy of the TUPRAS Terminals.

The operator of vessels which has been inspected at TUPRAS Terminals must promptly notify TUPRAS of any significant changes in vessel safety management.

Integrated Tupras Terminal Acceptance Questionnaires should be sent to Terminal Operations Management before vessels arrival. Questionnaire can be easily found in Q88 web site.

For any inquiries regarding vetting process **tupras.vetting@ditasdeniz.com.tr** email address or phone +90 216 5546200 may be contacted.

Tupras reserves the right to make any changes to the vetting requirements at any time without prior notice.

Additional Information:

Officer Matrix Requirements

All officers must be certified in accordance with STCW Code for the type of tanker on which they serve. No specific officer experience matrix will be requested but familiarisation level of the officers may be questioned.

How CDI and/or SIRE Reports are utilised

TURPAS is not a participant of the SIRE system.

TMSA Requirements

No specific TMSA for vetting and clearance process applied.

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

Computised safety management system tools e.g. electronic copy of audit reports, maintenance records are accepted however vessel trading certiciates and crew certificates must be authentic.

Viva Energy Australia

Viva Energy Australia supplies around 25% of the country's liquid fuel requirements. The company was launched following the acquisition of the Shell Australia downstream business (excluding aviation and lubricants products) and is now the exclusive licensee of the Shell brand in Australia.

The business comprises the Geelong Refinery (in Victoria), an 870 site retail network and a bulk fuels, bitumen, chemicals and lubricants business supported by more than 20 terminals across Australia.

Producing 120,000 barrels per day, Geelong Refinery is one of the largest and most complex hydrocarbon refineries in Australia. It produces about half of Victoria's fuel needs and is the only Australian refinery to manufacture bitumen and avgas. The refinery also produces other specialty products such as solvents to support the Australian mining, paint, adhesive and other industries.

Viva Energy Australia employs more than 2000 people and together, the team is dedicated to the safe, reliable production and distribution of fuel to its customers.

Health, Safety, Security and Environment Expectations

Viva Energy is committed to pursuing the goal of no harm to people and protecting the environment. The company refers to this as Goal Zero.

Visible health, safety, security and environment (HSSE) leadership is considered essential and employees are expected to intervene when observing unsafe acts, report incidents to prevent recurrence and initiate positive safety conversations.

Building upon this HSSE focus, Viva Energy employs a systematic approach to vetting ships that is designed to deliver compliance and achieve continuous improvement.

Vetting Criteria

Viva Energy retains stringent vetting criteria that reflects the nature and scope of its business as well as robust implementation of PSC, especially MLC, set by the Australian Maritime Safety Authority.

All vessels engaged by, or on behalf of, Viva Energy must be vetted against this criteria to ensure its suitability. This applies to:

- Vessels nominated for Viva Energy and carrying Viva Energy cargo;
- Vessels visiting terminals or facilities managed or operated by Viva Energy; or,
- Vessels docking at a third party terminals where Viva Energy holds the risk and title of the cargo.

The vetting process is carried out by a highly qualified marine quality vetting assurance assessor. It is conducted according to the Ship Quality Assurance Standard, which draws upon the latest information and data available.

Viva Energy will not charter any vessel that fails to meet set criteria.

If a vessel is considered eligible, a Clearance Reference Number is provided by the marine assessor for the proposed voyage.

Assessment Sources

As part of the assessment process, Viva Energy draws upon a range of information and data arising from a variety of sources. This includes, but is not limited to:

- SIRE reports that are less than six months old;
- Q88;
- Port State Control Inspections;
- Class records;
- Casualty reports;
- Viva Energy Australia Terminal Reports;
- Compliance to Maritime Labour Convention (2006); and
- Tanker Management Self-Assessment (where available).

Mandatory Criteria

In addition, Viva Energy mandates that each ship:

- Be classed with one of the International Association of Classification Societies (IACS);
- Pays wages acceptable to the International Transport Workers Federation (for Flag of Convenience vessels);
- Holds membership to the International Group P&I Club;
- Holds a minimum US$1 Billion Oil Pollution Cover; and,
- Is in good fabric condition.

Structural Assurance

The oil tanker Condition Assessment Programme (CAP) provides the quality measurement tool for older vessels focusing on technical and functional condition. This programme is designed for oil tankers that are over 20,000 Deadweight tonnage (DWT) and are 15 years and over but may also be used for smaller or other types of tonnage at any age.

Any vessel that is presented for Viva Energy Australia business that is 15 years and over or by the end of the 3rd Special Survey (whichever is earliest) must hold a Condition Assessment Programme (CAP) 2 rating or higher. The CAP report should also include a Fatigue Analysis.

The vessel Operator must provide evidence of the CAP Survey Rating and also that it was conducted by a Classification Society that belongs to International Association of Classification Societies (IACS).

The maximum period of validity of a CAP rating is three years from the last day of the CAP Survey.

Officer Experience Matrix

All proposed vessels will have the current crew matrix reviewed as part to the vetting process. While Viva Energy does utilise fixed criteria, it will advise the vessel operator it has any concerns and will seek the operator's response on how to mitigate any risk.

Terminal Feedback Reporting

Viva Energy invests in highly skilled and motivated marine terminal staff and places significant weighting on their feedback regarding the HSSE performance of vessels.

Berthed vessels are assessed by terminal staff and feedback is provided about the cargo and any HSSE observations arising from the ship's condition or conduct of crew. Adverse reports are examined by Viva Energy's Maritime Group in conjunction with the vessel's operator and ships may be considered 'on hold' for future business until a satisfactory outcome is achieved.

Terminal feedback reports form part of the information and data reviewed each time a vessel is proposed by the Marine Vetting Group for Viva Energy business.

Viva Energy SIRE Inspection Program

As a Full Member of Oil Companies International Forum (OCIMF), Viva Energy has an approved SIRE Inspection program that is open to all Ship Operators and therefore as agreed with OCIMF all SIRE Inspections conducted by Viva Energy Australia approved SIRE Inspectors will use the Oil Industry standard OCIMF SIRE Inspection format as the main ship inspection tool.

The Viva Energy SIRE Inspection program may be accessed by the Viva Energy Public Website **https://www.vivaenergy.com.au/operations/shipping** or call + 61 3 0002 0356

Contact details

Vetting related matters or enquiries:	**Viva.Vetting@vivaenergy.com.au**
Ship SIRE Inspections Requests:	**ShipInspections@vivaenergy.com.au**
Casualty and incident notification:	**shippingincident@vivaenergy.com.au**

For further marine information:

Viva Energy Australia
Marine Group
720 Bourke Street
Docklands VIC 3008
Australia

Notes

Appendices

Related Port State Control Information

Appendix I – EQUASIS

EQUASIS continues to provide safety related information on ships and companies through the EQUASIS website free of charge at **www.equasis.com**

This service is available to all after registering as a user.

The main principles associated with the set-up of the EQUASIS information system were as follows:

i. EQUASIS should be a tool aimed at reducing substandard shipping, and it should be limited to safety-related information on ships;

ii. EQUASIS has no commercial purpose; it addresses a public concern and should act accordingly;

iii. EQUASIS should be an international database covering the whole world fleet;

iv. Active co-operation with all players involved in the maritime industry is needed;

v. EQUASIS will be a tool used for better selection of ships, but it will be used on a voluntary basis and there will be no legal pressure for industry to use it.

The set-up and effective operation of EQUASIS will help promote the exchange of unbiased information and transparency in maritime transport and thus allow persons involved in maritime transport to be better informed about the performance of ships and maritime organisations with which they are dealing.

INTERTANKO is a data provider to EQUASIS.

Appendix II – Guidelines for Port State Control related to the ISM Code

In relation to SOLAS Chapter IX (ISM Code), the PSCO would utilise the guidelines as listed in appendix 8 (A 27/Res.1052):

1. The PSCO should examine the copy of the Document of Compliance (DOC), issued to the company, and the Safety Management Certificate (SMC), issued to the ship. An SMC is not valid unless the company holds a valid DOC for that ship type. The PSCO should in particular verify that the type of ship is included in the DOC and that the company's particulars are the same on both the DOC and the SMC.

2. During the examination of onboard documents and certificates, PSCOs should recognise:

   .1 the common practice of issuing, after successfully completing an audit, SMCs and DOCs valid for a period not exceeding 5 months, to cover the period between completion of the audit and issuance of the full term certificate by either the Administration or the Recognised Organisation; and

   .2 that the current valid DOC with proper annual endorsements is normally only available in the company to which it has been issued and that the copy on board may not reflect the annual endorsements that exist on the valid DOC held by the company.

3. If a ship has onboard Interim Certificates (DOC and/or SMC), the PSCO should check whether they have been issued in accordance with the provisions of ISM Code paragraphs 14.1 and 14.2. The PSCO should take into consideration the planned arrangements for the implementation of the Safety Management System as referred to in the ISM Code, paragraph 14.4, and should recognise that the full and effective functioning of the SMS has not been audited under an Interim SMC as per the ISM Code.

4. A more detailed inspection of the Safety Management System (SMS) should be carried out if clear grounds are established. Clear grounds may include absent or inaccurate ISM Code certification or detainable (or many non-detainable) deficiencies in other areas.

5. When carrying out a more detailed inspection, the PSCO may utilise, but not be limited to, the following questions to ascertain the extent of compliance with the ISM Code (references to the relevant paragraphs of the ISM Code are given in italic print in brackets).

   .1 Is there a company safety and environmental protection policy and is the appropriate ship's personnel familiar with it? (paragraph 2.2)

   .2 Is safety management documentation (e.g. manual) readily available on board? (paragraph 11.3)

   .3 Is relevant documentation on the SMS in a working language or language understood by the ship's personnel? (paragraph 6.6)

   .4 Can senior ship officers identify the company responsible for the operation of the ship and does this correspond with the entity specified on the ISM Code certificates? (paragraph 3)

   .5 Can senior ship officers identify the "designated person"? (paragraph 4)

   .6 Are procedures in place for establishing and maintaining contact with shore management in an emergency? (paragraph 8.3)

   .7 Are programmes for drills and exercises to prepare for emergency actions available on board? (paragraph 8.2)

   .8 How have new crew members been made familiar with their duties if they have recently joined the ship and are instructions which are essential prior to sailing available? (paragraph 6.3)

   .9 Can the master provide documented proof of his responsibilities and authority, which must include his overriding authority? (paragraph 5)

.10 Have non-conformities been reported to the company and has corrective action been taken by the company? PSCOs should not normally scrutinise the contents of any Non Conformity Note (NCN) resulting from internal audits. (paragraphs 9.1 and 9.2)

.11 Does the ship have a maintenance routine and are records available? (paragraph 10.2)

6. Deficiencies in the Safety Management System should be recorded in the PSCO's inspection report. The Port State Authority should, if necessary, inform the Flag State of deficiencies found in the SMS. Those deficiencies identified in the SMS, which are defined as major non-conformities in the Revised guidelines on implementation of the ISM Code by Administrations (resolution A.1022(26)), have to be rectified by removing the immediate threat or hazard before sailing. Whenever the deficiencies identified during the inspection are indicative of the existence of a major non-conformity resulting in the vessel's detention, an additional audit shall be carried out by the Flag State or the Recognised Organisation acting on its behalf to determine compliance or non-compliance in accordance with the procedures for safety management audits. The procedures set out in chapter 3 of those Procedures are applicable.

Appendix III – List of Certificates and Documents

The PSCO would examine the ship's relevant certificates and documents, as listed in appendix 12 (A 27/Res.1052).

List of certificates and documents which normally required for checking during the inspection:

1. International Tonnage Certificate (1969);
2. Reports of previous Port State control inspections;
3. Passenger Ship Safety Certificate (SOLAS reg.I/12);
4. Cargo Ship Safety Construction Certificate (SOLAS reg.I/12);
5. Cargo Ship Safety Equipment Certificate (SOLAS reg.I/12);
6. Cargo Ship Safety Radio Certificate (SOLAS reg.I/12);
7. Cargo Ship Safety Certificate (SOLAS reg.I/12);
8. Special Purpose Ship Safety Certificate (SOLAS reg.I/12, SPS Code reg.1.7);
9. For ro-ro passenger ships, information on the A/A-max ratio (SOLAS reg.II-1/8-1);
10. Damage control plans and booklets (SOLAS reg.II-1/19);
11. Stability information (SOLAS reg.II-1/5-1 and LLC 66/88 reg.10);
12. Manoeuvring Booklet and information (SOLAS reg.II-1/28);
13. Unattended machinery spaces (UMS) evidence (SOLAS reg.II-I/46.3);
14. Exemption Certificate and any list of cargoes (SOLAS reg.II-2/10.7.1.4);
15. Fire control plan (SOLAS reg.II-2/15.2.4);
16. Fire safety operational booklet (SOLAS reg.II-2/16.3.1);
17. Dangerous goods special list or manifest, or detailed stowage plan (SOLAS reg.II-2/19 and ILO Convention No.134 art.4.3(h));
18. Document of compliance Dangerous Goods (SOLAS reg.II-2/19.4);
19. Ship's logbook with respect to the records of drills, including security drills, and the log for records of inspection and maintenance of life-saving appliances and arrangements and fire-fighting appliances and arrangements (SOLAS regs.III/19.5 and 20.6);
20. Minimum Safe Manning Document (SOLAS reg.V/14.2);
21. SAR coordination plan for passenger ships trading on fixed routes (SOLAS reg.V/7.3);
22. LRIT Conformance Test Report;
23. Copy of the Document of compliance issued by the testing facility, stating the date of compliance and the applicable performance standards of VDR (voyage data recorder) (SOLAS reg.V/18.8);
24. For passenger ships, List of operational limitations (SOLAS reg.V/30.2);
25. Cargo Securing Manual (SOLAS reg.VI/5.6);

26. Bulk Carrier Booklet (SOLAS reg.VI/7.2);

27. Loading/Unloading Plan for bulk carriers (SOLAS reg.VI/7.3);

28. Document of authorization for the carriage of grain (SOLAS reg.VI/9);

29. INF (International Code for the Safe Carriage of Packaged Irradiated Nuclear Fuel, Plutonium and High-Level Radioactive Wastes on Board Ships) Certificate of Fitness (SOLAS reg.VII/16 and INF Code reg.1.3);

30. Copy of Document of Compliance issued in accordance with the International Management Code for the Safe Operation of Ships and Pollution Prevention (DoC) ISM Code (SOLAS reg.IX/4.2);

31. Safety Management Certificate issued in accordance with the International Management Code for the Safe Operation of Ships and Pollution Prevention (SMC) (SOLAS reg.IX/4.3);

32. High-Speed Craft Safety Certificate and Permit to Operate High-Speed Craft (SOLAS reg.X/3.2 and HSC Code 94/00 reg.1.8.1);

33. Continuous Synopsis Record (SOLAS reg.XI-1/5);

34. International Certificate of Fitness for the Carriage of Liquefied Gases in Bulk, or the Certificate of Fitness for the Carriage of Liquefied Gases in Bulk, whichever is appropriate () ; (Revised IGC code 1.4.4)

35. International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk, or the Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk, whichever is appropriate (IBC Code reg.1.5.4 and BCH Code reg.1.6.3);

36. International Oil Pollution Prevention Certificate (MARPOL Annex I reg.7.1);

37. Survey Report Files (in case of bulk carriers or oil tankers) (SOLAS reg.XI-1/2);

38. Oil Record Book, parts I and II (MARPOL Annex I regs.17 and 36);

39. Shipboard Marine pollution emergency plan for Noxious Liquid Substances (MARPOL Annex II reg.17);

40. (Interim) Statement of compliance Condition Assessment Scheme (CAS) (MARPOL Annex I regs.20.6 and 21.6.1);

41. For oil tankers, the record of oil discharge monitoring and control system for the last ballast voyage (MARPOL Annex I reg.31.2);

42. Shipboard Oil Pollution Emergency Plan (MARPOL Annex I reg.37.1);

43. International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk (NLS) (MARPOL Annex II reg.9.1);

44. Cargo Record Book (MARPOL Annex II reg.15);

45. Procedures and Arrangements Manual (chemical tankers) (MARPOL Annex II reg.14.1);

46. International Sewage Pollution Prevention Certificate (ISPPC) (MARPOL Annex IV reg.5.1);

47. Garbage Management Plan (MARPOL Annex V reg.9.2);

48. Garbage Record Book (MARPOL Annex V reg.9.3);

49. International Air Pollution Prevention Certificate (IAPPC) (MARPOL Annex VI reg.6.1);

50. Logbook for fuel oil change-over (MARPOL Annex VI reg.14.6);

51. Type approval certificate of incinerator (MARPOL Annex VI reg.16.6);

52. Bunker delivery notes (MARPOL Annex VI reg.18.3);

53. Engine International Air Pollution Prevention Certificate (EIAPPC) (NOx Technical Code 2008 reg.2.1.1.1);

54. Technical files (NOx Technical Code 2008 reg.2.3.6);

55. Record book of engine parameters (NOx Technical Code reg.6.2.2.7.1);

56. International Load Line Certificate (1966) (LLC 66/88 art.16.1);

57. International Load Line Exemption Certificate (LLC 66/88 art.16.2);

58. Certificates issued in accordance with STCW Convention (STCW art.VI, reg.I/2 and STCW Code section A-I/2);

59. Table of shipboard working arrangements (STCW Code section A-VIII/1.5 and ILO Convention No.180 art. 5.7);

60. Mobile Offshore Drilling Unit Safety Certificate (MODU Code 2009 chapter I section 6);

61. Certificate of insurance or any other financial security in respect of civil liability for oil pollution damage (CLC 69/92 art.VII.2);

62. Certificate of insurance or any other financial security in respect of civil liability for Bunker oil pollution damage (BUNKERS 2001 art.7.2);

63. International Ship Security Certificate (ISSC) (ISPS Code part A/19.2);

64. Record of AFS (AFS 2001 Annex 4 reg.2);

65. International Anti-Fouling System Certificate (IAFS Certificate) (AFS 2001 Annex 4 reg.2); and

66. Declaration on AFS (AFS 2001 Annex 4 reg.5).

For reference:

1. Certificate of Registry or other document of nationality (UNCLOS art.9.1.2);

2. Certificates as to the ship's hull strength and machinery installations issued by the Classification Society in question (only to be required if the ship maintains its Class with a Classification Society);

3. Cargo Gear Record Book (ILO Convention No.32 art.9.2(4) and ILO Convention No.152 art.25);

4. Certificates loading and unloading equipment (ILO Convention No.134 art.4.3(e) and ILO Convention No.32 art.9(4));

5. Medical certificates (ILO Convention No.73); and

6. Records of hours of work or rest of seafarers (ILO Convention No.180 part II art. 8.1).

Appendix IV – Port State Control and Regional MoUs

	Paris MOU	Viña del Mar
Members	Belgium, Bulgaria, Canada, Croatia, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Latvia, Lithuania, Malta, Netherlands, Norway, Poland, Portugal, Romania, Russian Federation, Slovenia, Spain, Sweden, United Kingdom	Argentina, Bolivia, Brazil Chile, Colombia, Cuba, Ecuador, Guatemala, Honduras, Mexico, Panama, Peru, Republica Dominicana, Uruguay, Venezuela
Observer Organization /Authorities		
Secretariat	**Secretariat Paris MoU on PSC** Koningskades 4 P.O. Box 16191 2500 BD The Hague The Netherlands Tel: +31 70 456 15 08 Fax: +31 70 456 15 99 Website: www.parismou.org	**Secretariat of the Latin American on PSC** Av. Eduardo Madero 235 8th Floor, Office 25 y 26 1106 - Ciudad Autónoma de Buenos Aires Argentina Tel: +54 11 4318 7433 Fax: +54 11 4318 7547 Website: www.acuerdolatino.int.ar

	Tokyo MOU	Caribbean MOU
Members	Australia, Canada, Chile, China, Fiji, Hong Kong, Indonesia, Japan, Republic of Korea, Malaysia, Marshall Islands, New Zealand, Papua New Guinea, Philippines, Russian Federation, Singapore, Solomon Islands, Thailand, Vanuatu, Vietnam	Antigua & Barbuda, Aruba, Bahamas, Barbados, Belize, Cayman Islands, Cuba, Curacao, France, Grenada, Guyana, Jamaica, Netherlands, St. Kitts & Nevis, Suriname, Trinidad & Tobago
Observer Organization /Authorities	IMO, ILO, Paris MOU, Vina del Mar, Indian Ocean MOU, Black Sea MOU	IMO, ILO, Paris MOU, USCG, IHS Fairplay, Lloyd's Register (North America)
Secretariat	**Tokyo MoU Secretariat** Ascend Shimbashi 8F, 6-19-19 Shimbashi, Minato-ku, Tokyo Japan 105-0004 Tel: +81 3 3433 0621 Fax: +81 3 3433 0624 Website: www.tokyo-mou.org	**Caribbean MOU** The Office Centre Building 2nd Floor, 12 Ocean Boulevard, Kingston , Jamaica Tel: +1 876 967 1077 Fax: +1 876 922 5765 Website: www.caribbeanmou.org

	Black Sea MOU	Indian Ocean MoU
Members	Bulgaria, Georgia, Romania, Russian Federation, Turkey, Ukraine	Australia, Bangladesh, Comoros, Eritrea, France (Reunion Island), India, Iran, Kenya, Maldives, Mauritius, Mozambique, Oman, South Africa, Sri Lanka, Sudan, Tanzania, Yemen,
Observer Organization /Authorities	Republic of Azerbaijan, USCG, IMO, ILO, Black Sea Commission, Paris MOU, Med MOU, Indian Ocean MOU, Riyadh Mou	Black Sea MoU, Equasis, Ethiopia, ILO, IMO, Madagascar, Paris MoU, Riyadh MoU, Tokyo MoU USCG, West & Central Africa MoU
Secretariat	Black Sea PSC Secretariat Kemankes Karamustafapasa Mah. Kemankes Cad. No.63 Kat:4/412 (Kiyi Emniyeti Genel Mudurlugu) 34425 Beyoglu/Istanbul Turkey Tel: +90 212 249 1728 Fax: +90 212 292 5277 Website: www.bsmou.org	The Secretary IOMOU Secretariat Ushakal House No. 92, Plot No. A-8, Rangavi Estate, Dabolim, GOA – 403 801, India Tel: +91 832 2538 128/398 Fax: +91 832 2538 127 Website: www.iomou.org

	West & Central African MOU	Mediterranean MOU
Members	Angola, Benin, Congo, Gabon, Ghana, Guinea Conakry, Cote D'ivoire, Nigeria, Senegal, Sierra Leone, South Africa, The Gambia, Togo, Sao Tome and Principe	Algeria, Cyprus, Egypt, Israel, Jordan, Lebanon, Malta, Morocco, Tunisia, Turkey
Observer Organization /Authorities	Mali, Burkina-Faso, Paris MOU, Vina del Mar, Tokyo MOU, Caribbean MOU, Mediterranean MOU, Indian Ocean MOU, Black Sea MOU, Riyadh MOU, MOWCA, IMO, ILO, APMIAS, FAO	IMO, ILO, EC, Black Sea MoU, Paris MoU, USCG
Secretariat	Abuja MoU Secretariat Federal Ministry of Transport Building 1 Joseph Street P.O. Box 4574 Off Marine, Lagos, Nigeria Tel: +234 1 7369164 Website: www.abujamou.org	P.O. Box 3101, 746 Blue Horizon Building El Cornish Str., 17th Floor Mandara, Alexandria, Egypt Tel: +203 550 5770/5773 Fax: +203 550 5578 Website: www.medmou.org

	West & Central African MOU	Mediterranean MOU
Members	Angola, Benin, Congo, Gabon, Ghana, Guinea Conakry, Cote D'ivoire, Nigeria, Senegal, Sierra Leone, South Africa, The Gambia, Togo, Sao Tome and Principe	Algeria, Cyprus, Egypt, Israel, Jordan, Lebanon, Malta, Morocco, Tunisia, Turkey
Observer Organization /Authorities	Mali, Burkina-Faso, Paris MOU, Vina del Mar, Tokyo MOU, Caribbean MOU, Mediterranean MOU, Indian Ocean MOU, Black Sea MOU, Riyadh MOU, MOWCA, IMO, ILO, APMIAS, FAO	IMO, ILO, EC, Black Sea MoU, Paris MoU, USCG
Secretariat	Abuja MoU Secretariat Federal Ministry of Transport Building 1 Joseph Street P.O. Box 4574 Off Marine, Lagos, Nigeria Tel: +234 1 7369164 Website: www.abujamou.org	P.O. Box 3101, 746 Blue Horizon Building El Cornish Str., 17th Floor Mandara, Alexandria, Egypt Tel: +203 550 5770/5773 Fax: +203 550 5578 Website: www.medmou.org

	USCG	Riyadh MOU
Members	United States of America and Territories	United Arab Emirates, Bahrain, Saudi Arabia, Sultanate of Oman, State of Qatar, Kuwait
Observer Organization /Authorities		IMO, ILO
Secretariat	US Coast Guard, Stop 7501 2703 Martin Luther King Jr. Ave SE Washington DC 20593-7501 Website: www.uscg.mil	Riyadh MOU P.O. Box 1887, Postal Code 114, Haiy Al Mina, Sultanate of Oman Tel: +968 247 13060/066 Fax: +968 247 13070 Website: www.riyadhmou.org

Appendix V – PSC Codes for Deficiencies / Detention

Most Port State Control Authorities and MoUs list their detention/deficiency codes on their respective websites. It is therefore encouraged that these codes are checked directly with each MoU website to ensure that the information is as up to date as possible.

Deficiency Codes are publicly available and can be accessed at the following links.

MOU	Links
Tokyo	http://www.tokyo-mou.org/publications/tokyo_mou_deficiency_codes.php
Paris	https://www.parismou.org/publications-category/pmou-deficiency-codes
Black Sea	http://www.bsmou.org/downloads/reference/BS_MOU_deficiency_codes.zip

Action codes

Each deficiency is commonly given in a codified form in the inspection report, called "action code". The descriptions of "action taken" most frequently used are:

CODE 0

Definition: No action taken.

CODE 10

Definition: Deficiency rectified.

Application: This code is used when a noted deficiency has been verified by PSCO found to be rectified.

CODE 12

Definition: All deficiencies rectified.

Application: This code is used when all (not most) the deficiencies listed in the inspection report are checked and found to be rectified.

CODE 15

Definition: To be rectified at next port.

Application: This code is used when a deficiency cannot be remedied in the port of inspection. In such case, the Port State authority may allow a ship to proceed to another port, if appropriate under conditions as determined by the port of inspection.

If PSCO decides to allow rectification of a deficiency at the next port, the next port is informed immediately (code 15 + code 40).

In case the deficiency is a detainable deficiency (code 30 + code 15) and cannot be rectified in the port of detention, the code 45 (next port informed to re-detain) is used at the end of the report.

CODE 16

Definition: To be rectified within 14 days.

Application: This code is used in case of minor deficiency, which, to the professional judgement of the PSCO, is not hazardous to safety, health or the environment and does not require immediate follow-up.

CODE 17

Definition: To be rectified before departure.

Application: This code is used in case the nature of a deficiency requires rectification before the ship proceeds and the PSCO has informed the master accordingly (it is up to the professional judgement of PSCO to decide, on a case by case basis, if he has to return to the ship to check personally if the respective deficiency has been rectified).

If during a second inspection the deficiency is found to be rectified, this must be noted in the report in the following way: Draw a strike (/) through code 17 and write behind it code 10 (deficiency rectified).

If in the judgement of the PSCO the nature of the deficiency does not justify/require a second inspection. Action taken code 17 shall be a point of attention to the next port of call. Master to notify the inspecting Port State authority (in some cases via the local agent) of the rectification prior departure and keep the confirmation as evident.

CODE 18

Definition: To be rectified within three months.

Application: This code is used for ISM non-conformities related deficiencies. A non-conformity means an observed situation where the objective evidence indicates the non-fulfilment of a specific requirement.

CODE 19

Definition: Rectify major non-conformity before departure.

Application: This code is used for ISM major non-conformity. Major non-conformities have to be rectified before departure. A major non-conformity means an identifiable deviation which poses a serious threat to personnel or ship safety or a serious risk to the environment and requires immediate corrective action. Also, the lack of effective and systematic implementation of a requirement of the ISM Code is also considered a major nonconformity.

CODE 26

Definition: Competent Security Authority informed.

Application: Used to note when Competent Security Authority was informed.

CODE 30

Definition: Ship detained.

Application: This code is used when there is deficiency with clear ground for detention.

A code 30 deficiency should in principle be followed by a code 10 (deficiency rectified), to indicate that the deficiency has been rectified.

If a detainable deficiency has been rectified by a temporary or provisional repair or substitution of equipment: Code 30/80. In such case, there should be indication when a full/definitive repair is to be carried out.

CODE 35

Definition: Ship allowed to sail after detention.

Application: Used when PSCO decided that the detention can be lifted.

CODE 36

Definition: Ship allowed to sail after re-detention.

Application: When a follow-up detention is lifted, the second port has to use code 36 instead of 35, unless additional detainable deficiencies are found.

CODE 40

Definition: Next port informed.

Application: PSCO of the "next port" shall board the ship to check deficiencies to be rectified. PSCO of the "next port" may carry out an additional inspection.

CODE 45

Definition: Rectify detainable deficiencies at next port (next port to re-detain).

Application: Used in case when a second port is involved in the continuation or follow-up of a detention.

CODE 46
Definition: To be rectified at agreed repair port.
Application: Used to note the agreed rectification.

CODE 47
Definition: As in the agreed Class condition.
Application: Used to note condition received from Class.

CODE 48
Definition: As in the agreed Flag State condition.
Application: Used to note dispensation received from Flag State.

CODE 50
Definition: Flag State/ Consul informed.
Application: When a ship has been detained, the respective Port State authority shall notify the Flag State / Consul. Flag State must be notified of every individual detention.

CODE 55
Definition: Flag State consulted.
Application: Used whenever the Flag State is consulted with regard to relevant deficiencies.

CODE 70
Definition: Classification Society responsibility in case of detainable deficiency
Application: Classification Society contacted or informed about a Class-related deficiency.

CODE 80
Definition: Temporary substitution.
Application: Temporary/provisional substitution or repair of equipment or exemption granted, limit date for definitive repair must be indicated.

CODE 81
Definition: Temporary repair carried out.
Application: Temporary repair granted, limit date for definitive repair must be indicated.

CODE 85
Definition: Investigation of contravention of discharge provision (MARPOL).
Application: Self-explanatory.

CODE 95
Definition: Letter of warning issued.
Application: Self-explanatory.

CODE 96
Definition: Letter of warning withdrawn.
Application: Self-explanatory.

CODE 99
Definition: Other / Master instructed to...
Application: Code 99 is used if it is impossible to code an action taken with the existing codes.

PSC MoU Deficiency Codes

The five digits deficiency codes were implemented in January 2012 and standardised throughout the MoUs. The codes represent the area/category of the deficiency and assist in identification and analysing the area of concerns.

Appendix VI – Report of Inspection in accordance with IMO Port State Control procedures (Form A)*

(FORM A)

(Reporting authority)
(Address)
(Telephone)
(Telefax)

Copy to: Master
Head office
PSCO

If ship is detained, copy to:
Flag State
IMO
Recognised Organisation, if applicable

1	Name of reporting authority	**2**	Name of ship .....
3	Flag of ship	**4**	Type of ship .....
5	Call sign	**6**	IMO number .....
7	Gross tonnage	**8**	Deadweight (where applicable) .....
9	Year of build	**10**	Date of inspection .....
11	Place of inspection	**12**	Classification Society .....

13 Date of release from detention** .....

14 Particulars of ISM company (details or IMO Company Number)** .....

15 Relevant certificate(s)**

	a) Title	b) Issuing authority	c) Dates of issue and expiry
1	.....	.....	.....
2	.....	.....	.....
3	.....	.....	.....
4	.....	.....	.....
5	.....	.....	.....
6	.....	.....	.....
7	.....	.....	.....
8	.....	.....	.....
9	.....	.....	.....
10	.....	.....	.....
11	.....	.....	.....
12	.....	.....	.....

d) Information on last intermediate or annual survey**

	Date	Surveying authority	Place
1	.....	.....	.....
2	.....	.....	.....
3	.....	.....	.....
4	.....	.....	.....
5	.....	.....	.....
6	.....	.....	.....
7	.....	.....	.....
8	.....	.....	.....
9	.....	.....	.....
10	.....	.....	.....
11	.....	.....	.....
12	.....	.....	.....

16	Deficiencies	No	Yes (see attached FORM B)	
17	Penalty imposed	No	Yes	Amount: .....
18	Ship detained	No	Yes ***	
19	Supporting documentation	No	Yes (see annex)	

Issuing office ..... Name .....
(duly authorised PSCO of reporting authority)

Telephone .....

Telefax ..... Signature .....

This report must be retained on board for a period of two years and must be available for consultation by Port State Control Officers at all times.

---

* This inspection report has been issued solely for the purposes of informing the master and other port States that an inspection by the port State, mentioned in the heading, has taken place. This inspection report cannot be construed as a seaworthiness certificate in excess of the certificate the ship is required to carry.

** To be completed in the event of a detention.

*** Masters, ship owners and/or operators are advised that detailed information on a detention may be subject to future publication.

Apendix VII – Report of Inspection in accordance with IMO Port State Control procedures (Form B)

FORM B

(Reporting authority)
(Address)
(Telephone)
(Telefax)

Copy to: Master
Head office
PSCO

If ship is detained, copy to:
Flag State
IMO
Recognised Organisation, if applicable

2 Name of ship ..... **6** IMO number .....

10 Date of inspection ..... **4** Place of inspection .....

21 Nature of deficiency[1]	Convention[2]	**22** Action taken[3]
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

Name .....
(duly authorised PSCO of reporting authority)
Signature .....

---

1. This inspection was not a full survey and deficiencies listed may not be exhaustive. In the event of a detention, it is recommended that full survey is carried out and all deficiencies are rectified before an application for re-inspection is made.
2. To be completed in the event of a detention.
3. Actions taken include, i.e.: ship detained/released, Flag State informed, Classification Society informed, next port informed.

Related Vetting Information

Age, CAP and Officer Matrix Summary

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Ampol Management Services Pte Ltd

AGE

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

Vessels carrying Oil or Chemical cargo ≥ 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

OFFICER MATRIX

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.

Andeavor

AGE & CAP

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.

OFFICER MATRIX

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.

BASF

AGE

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

No requirements at this moment.

OFFICER MATRIX

- 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"
- 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)
- 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.
- All deck officers and senior engineers need to have good proficiency in English.

BHP

OFFICER 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

BP Shipping Ltd

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

CAP

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.

OFFICER 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*	**2/0**	**3/O**	**3/E**	**4/E**
Sea time as an officer	Aggregate not less than 1 year		Aggregate not less than 1year	
Sea time on all types of tankers	Aggregate not less than 1 year		Aggregate not less than 1year	
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 flag.
** May be waived in certain circumstances e.g. officer returning to vessel or on back to arrangement.
*** As appropriate to type of vessel.

Borealis Polymers N.V

AGE

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

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.

OFFICER MATRIX

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.

CEPSA

AGE

Vessels Less Than 15 Years of Age

They may be accepted considering the information recorded in the CEPSA data base 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 data base, 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 analyzing 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 CEPSA group.

Vessels Older Than 25 Years Of Age

Vessels older than 25 years of age are not suitable for CEPSA 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 CEPSA Group terminals will be subject to physical inspection.

CAP

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.

OFFICER MATRIX

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.

Chevron Shipping Company LLC

AGE

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

CAP

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.

OFFICER MATRIX

Senior Officer Matrix Requirements

	Master	Chief Officer	Chief Engineer	1st 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 be used for screening.

CITGO

AGE

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 vett 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 Vetting 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.

CAP

No specific requirements at this time.

OFFICER MATRIX

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.

Dow Chemical

AGE & CAP

No age limitation as long 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.

OFFICER MATRIX

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

ENI Trading & Shipping SA

AGE

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

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.

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

OFFICER MATRIX

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;

iii. 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.

Emirates National Oil Company Ltd (ENOC)

AGE & CAP

Any vessel which is over 15 years old is not accepted unless:-

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.

Any vessel which is over 20 years old is not accepted unless:-

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;

ERG SpA

AGE & CAP

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.

EXXONMOBIL

OFFICER 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.

Idemitsu Ship Vetting Service

AGE

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

CAP

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

OFFICE 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".

INEOS

AGE

Chemical / Oil / Oil Products Tankers

i. Vessels of 5,000 dwt and over must be less than 24 years of age

ii Vessels under 5,000 dwt must be less than 25 years of age.

LPG – Must be less than 25 years of age

LNG Carriers – Must be less than 40 years of age

Dual Ship Types such as LNG/Ethylene/LPG are considered and must meet the most onerous of the age requirements.

Combination Carriers (OBO / OO) – Must be less than 15 years of age

Note: The age of a vessel will be calculated from the date the vessel was first delivered into service. In the event a vessel is subject to conversion or rebuild, the age considered for analysis will be based on the original date of delivery.

CAP

Vessels 15 years old, or more, and over 20,000 SDWT are required to hold a CAP 1 or 2 rating. Only certification issued by members of the International Association of Classification Societies (IACS) will be accepted. The maximum period of validity of a CAP rating is 3 years taken from the date of the last CAP survey. A Critical Area Inspection Plan (CAIP) may be accepted in lieu of a CAP rating on a case by case basis.

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

Koch Shipping Pte Ltd

AGE

Maximum age of vessel acceptance - 25 years.

CAP

Vessel's above 20,000 DWT require CAP2 (hull only) from 15 years' age.

OFFICER MATRIX

Officer experience target is a minimum of 12 years total time in rank, aggregate, for all deck and engineering officers on board. Included in the total as follows; senior deck officers must have an aggregate of 3 years and senior engineering officers must have an aggregate of 3 years.

Kuwait Petroleum Corporation

AGE

Vessels exceeding 20 years of age

For vessels exceeding 20 years of age, it is mandatory that a SIRE report not more than 6 months old be available to Kuwait Petroleum Corporation from OCIMF

CAP

Vessels over 20,000 tonnes dwt and over 15 years old are required to hold a valid Condition Assessment Programme (CAP) rating of level 2 or higher for Hull structure only. The CAP report should include a fatigue analysis. A leading Classification Society must undertake the Condition Assessment Programme.

OFFICER MATRIX

The latest officer matrix from OCIMF will be reviewed and must meet the criteria below:

Rank	Years in rank combined	Minimum years in rank	Years on same type of vessel
Master	3	0.5	3
Chief Officer		0.5	2
Chief Engineer	3	0.5	N.A.
2nd Engineer		0.5	N.A.

The submission of the officer matrix must not be more than 2 months prior to the screening of the vessel.

LUKOIL

AGE

Tankers 0-10 years of age:

- Risk Assessment may be performed on the basis of latest inspection reports submitted into the SIRE database within the last 6 months;
- When Risk Assessment is based on reports submitted by other SIRE Programme participants, its validity period is up to 6 months starting from the date of the last SIRE inspection;
- When Risk Assessment is based on LUKOIL SIRE inspection reports, its validity period may be up to 12 months, depending on the results of inspection.

Tankers 10-20 years of age:

- The vessels are risk assessed on the basis of LUKOIL SIRE inspection.
- Depending on the results of inspection the validity period of Risk Assessment may be up to 12 months.

Tankers 20-25 years of age (exceptional):

- The vessels are risk assessed on the basis of LUKOIL SIRE inspection.
- The validity period of Risk Assessment may be up to 6 months.
- Non-double hull tankers older than 20 years are not acceptable for LUKOIL Group business.

Tankers over 25 years of age:

- Not acceptable for LUKOIL Group business.
- Combination carriers older than 15 years are not acceptable for LUKOIL Group business.
- The maximum age limit for vessels, carrying liquefied petroleum or natural gas, is 30 years.
- At least one LUKOIL SIRE inspection within 5 years is required for all vessels.
- Only vessels under IACS members' Class can be taken into consideration.

CAP

- Minimum CAP rating 2 is required for vessels over 15 years of age and DWT over 20 000 tons.
- CAP rating 1 is required for vessels over 20 years of age and DWT over 20 000 tons.

OFFICER MATRIX

The following minimum requirements are taken into account while performing a vessel Risk Assessment:

Deck department:

- The aggregate period (sea-service) in rank for Master and Chief Officer should be not less than three (3) years;
- The aggregate period (calendar years) with the Operator for Master and Chief Officer should not be less than two (2) years;
- The overall experience (sea-service) on tankers should be not less than five (5) years for Master and three (3) years for Chief Officer.

Engine department:

- The aggregate period (sea-service) in rank for Chief Engineer and Second Engineer should be not less than three (3) years;
- The aggregate period (calendar years) with the Operator for Chief Engineer and Second Engineer should be not less than two (2) years;

For a vessel assessment, an established form of the crew matrix must be submitted by the Owner/Operator to the SIRE database and updated accordingly.

MISC Maritime Services SDN BHD (MMSSB)

AGE

1. Vessel more than twenty-five (25) years old from date of delivery shall not be utilised for PETRONAS use. Date of delivery shall be based on date of delivery from original builder.

2. LNG vessels more than twenty-five (25) years old from date of delivery may be considered for PETRONAS business subject to satisfactory submission and review of a longevity assessment to access residual life such as an Enhanced Structural Inspection or similar Structural Inspection to extend a ship's service period.

CAP

1. Oil, Chemical and LPG vessels more than fifteen (15) years old above 20,000 deadweight tonnage (DWT) and all LNG vessels more than twenty (20) years old from date of delivery shall have at least a Condition Assessment Programme (CAP) rating two (2) for hull/structure, machineries and cargo systems.

2. Vessel more than twenty (20) years, and above 20,000 DWT shall also be required to submit a Fatigue Analysis Report.

3. A CAP report shall be valid up to thirty-six (36) months from the date of completion of the survey by CAP provider.

The following is PETRONAS' minimum crew matrix requirement:

Rank	Master and Chief Officer	Chief Engineer and 2nd Engineer
Service with current operator	2*	2*
Services in rank	3	3
Service on type of tanker inspected	6	6

Note:
- (*Asterisk) Refers to combined calendar years.
- (NON * asterisk) refer to combined sea time.

Motor Oil (Hellas) Corinth Refineries S.A.

AGE

We do not have limitations on the age of the vessels.

CAP

- Presently there are not CAP rating requirements.
- Vessels must be classified with an IACS Classification Society.

OFFICER MATRIX

Manning and competency of all the officers and ratings must be in compliance with STCW and IMO resolution on safe manning as amended.

Neste Oil

AGE & CAP

For MARPOL Annex 1 & 2 cargoes, only vessels with double hull are accepted.

The following age restrictions are in effect as 01.01.2016:

- For all tankers maximum acceptable age is less than 20 years. Vessels over 15 years require a valid condition assessment according to the Condition Assessment Programme. The CAP rating must be a minimum 2 for hull, engines and cargo handling Equipment.
- For gas vessels maximum acceptable age is 23 years. Vessels over 15 years require a valid condition assessment according to the Condition Assessment Programme. The CAP rating must be a minimum 2 for hull, engines and cargo handling equipment.
- CAP certificates by IACS member classification societies are accepted. CAP certificate must include fatigue analysis.

OFFICER MATRIX

Minimum required officer staffing and combined experience for vessel key positions must be at least the following:

Minimum officer staffing is master and 3 Officer of the watch. Master and C/O (Class 1 or 2 Certificate): at least 3 years combined on-board service in rank in similar type of vessel, or at least 6 years combined on-board service as Chief officer in similar type of vessel.

- C/E and 2/E (Class 1 or 2 Certificate): at least 3 years combined on-board service in rank in similar type of vessel, or at least 6 years combined on-board service as 2nd engineer in similar type of vessel.
- All officers and crew members must be in all respect fit for duty and certified according STWC. No exemptions.
- Maximum working period on board for senior officer's is 6 month
- Minimum acceptable, manning level on board 10 person. All must hold STWC certificate of competence.
- Vessel using paper charts and ECDIS must have Master, Chief Officer and 3 watch keeping officers.

OMV

AGE & CAP

All vessels must fully comply with the OMV MSC (Minimum Selecting Criteria):

- All vessels must be double hull.
- Crude Oil/Product or Chemical tankers: the maximum acceptable age limit is 15 years.
- Gas Carriers (LPG & LNG): the maximum acceptable age limit is 25 years.
- Gas Carriers (LPG & LNG) older than 20 years, must hold a CAP Certificate (Condition Assessment Program) with a rating 1 or 2 for Hull & Machinery and Cargo System (vessels of less than 10.000 dwt are required to submit a hull structural fatigue analysis).
- The vessel's age is to be calculated from the date of the first delivery.
- OBO Vessels (Ore Bulk Oil) are to be avoided; when carrying dry cargo in their last voyage the vessel will be rejected. OBO vessels will be considered only, if no double hull tanker is available, with three previous liquid cargoes and at least one COW operation performed.

OFFICER MATRIX

The manning on board should be suitable to cover in all aspects and in all watch levels established by the Company, the local and international rules.

The Senior Officers (Master /Chief Officer - Chief Engineer /1st Ass. Engineer) must have at least:

- Combined aggregate experience of 2 year with the Operator - tanker sea-service
- (Combined experience respectively for Master and Chief Officer and for Chief Engineer and 1st Ass. Engineer),
- Combined aggregate experience on the specific type of tanker of 3 years in rank - tanker sea-service (Combined experience respectively for Master and Chief Officer and for Chief Engineer and 1st Ass. Engineer),
- Combined aggregate experience on all types of tankers of 4 years in rank - tanker sea-service (Combined experience respectively for Master and Chief Officer and for Chief Engineer and 1st Ass. Engineer),

For Chemical and Gas Tankers, in addition to the above, the Master and Chief Officer must have a minimum of 1 year senior officer experience on Chemical/LPG/LNG vessels.

An Operator policy for a suitable handover period for all four ranks must be in place. The Officers experience will be evaluated case by case according to the trading area and the cargo handled.

A well detailed Operator policy in respect of the mitigation of fatigue on board must be in place.

Drug and Alcohol policy must meet OCIMF requirement, with monthly on board tests.

Not more than 5 different nationalities are allowed; if more, the vessel will/could be rejected.

PETROBRAS – PETROLEO BRASILEIRO S/A

AGE

The age limit for acceptance of oil carriers and chemical carriers with deadweight above 5,000t is 20 years.

The age limit for acceptance of oil carriers and chemical carriers with deadweight below and equal to 5,000t is 25 years.

The age limit for acceptance of LPG carriers, independent of the deadweight, is 22 years.

The age limit for acceptance of LNG carriers is 30 years.

In case of ship submitted to conversion of great extension ("major conversion") or "re-builts", the age considered for analysis will be the original building age.

CAP

The oil/product carriers, chemical carriers and LPG carriers with deadweight above 20,000t and age above 15 years must have CAP1 or CAP2 for hull.

The LNG carriers with age above 20 years must have CAP1 or CAP2 for hull.

The CAP validity will be considered until the next dry-docking. CAP issued by a Classification Society member of IACS will be accepted.

OFFICER MATRIX

The aggregate time of the Deck Senior Officers (Master and Chief Mate) and the aggregate time of the Engine Senior Officers (Chief Engineer and 1st Engineer) must comply, each one, with the following minimum time established below:

Years in rank	Years with Technical Operator
3 years	2 years

The years on tanker vessels of each Deck Senior Officers (Master and Chief Mate) and the aggregate time on tanker vessels of the Engine Senior Officers (Chief Engineer and 1st Engineer) must comply with the following minimum time established below:

Years on tanker vessels	
Master	4 years (see remark below)
Chief Mate	4 years (see remark below)
Chief Engineer + 1st Engineer	5 years

Remark: The minimum time in tankers for the Master and Chief Mate may be considered 3 years, provided the below criteria are complied with:

Years on tanker type	**Years in rank**	**Years with Technical Operator**
Minimum 2 years	Minimum 1,5 year	Minimum 6 months

P.M.I. Trading Ltd

AGE

- For vessels (tankers, LPG and chemicals) and barges to be chartered by PMI, the maximum age is 20 years old.
- For vessels (tankers, LPG and chemicals) and barges non - chartered by PMI, the maximum age is 20 years old.
- For OBO´s and PROBO´s the maximum age is 15 years old and subject to a detailed screening.
- For dry-bulk cargoes, the maximum age is 15 years old and the ship should have insurance issued by an International Group of PANDI member.

CAP

PMI requires the following CAP certificates rated 1 or 2 for hull, cargo and machinery systems:

- After their third special survey for conventional oil tankers.
- After their fourth special survey, for chemical and gas carriers.
- After their second special survey for OBOs and PROBOs.

CAP surveys can be carried out by any of the top five companies member of IACS but it is strongly preferred that such company is not related to the classification status of a vessel.

The maximum period of validity of a CAP rating will be 3 years, concurrently with the dates of the Special Hull Survey and the Intermediate Survey. CAP ratings will also include a comprehensive fatigue analysis and report on areas of substantial corrosion either within the cargo area or any other particular compartments within the vessel or an equivalent service.

After their third special survey, PMI strongly recommends vessels to attend all their intermediate surveys in dry-dock, regardless of the type of vessel. PMI does not consider vessels exercising the option of underwater survey in lieu of dry-docking survey as part of the intermediate survey.

OFFICER MATRIX

PMI reviews the officer matrix for each vessel, either chartered or non-chartered, available in the SIRE database and it should be updated at least every 30 days. PMI strongly prefers vessels with the following ship officers experience standards:

Deck and engine departments, senior officer (combined by department): equal or more than two calendar years with vessel's current operator; equal or more than three years in rank (sea time) and equal or more than five years on the type of vessel inspected.

PMI strongly prefers vessels manned with captain, chief mate, second and third officers; chief engineer, second, third and fourth engineer. English proficiency for officers is required.

PREEM AB

AGE & CAP

For all Oil and Chemical tankers maximum age is 20 years. Tankers over 15 years of age will be required to hold a valid Condition Assessment Programme (CAP) rating of Level 2 or higher for hull, machinery and cargo handling systems.

For Gas Carriers maximum acceptable age is 23 years. Gas carriers over 20 years require a valid Condition Assessment Programme (CAP) rating of Level 2 or higher for hull, machinery and cargo handling systems.

CAP certificates issued by classification societies who are members of IACS are accepted.

OFFICER MATRIX

Minimum required officer staffing and combined experience for vessel key positions must be at least the following:

- Minimum officer staffing is Master and 3 Officer of the watch.
- Master and C/O shall have a combined minimum of 3 years onboard service in rank.
- C/E and Second Engineer shall have a combined minimum of 3 years onboard service in rank.

PTT Marine Group

AGE

Currently there are no limitations provided that compliance with MARPOL and Flag State requirements.

CAP

If available CAP would be certified by IACS.

OFFICER MATRIX

Guidelines for Crew Matrix (Senior ranks: Master + Chief Officer/Chief + First or Second Engineer):

- Aggregate Year with operator: 1 Year
- Aggregate Year in Rank: 2 Years
- Aggregate Year on this type of tankers: 3 Years

Qatar Petroleum

CAP

The conditions set out below apply to oil, chemical, LPG carriers and LNG carriers:

Oil, chemical and LPG tankers greater than 16,500 deadweight tonnage (dwt) must, as a minimum, hold a Condition Assessment Program (CAP) 2 rating. This is required when the vessel reaches fifteen (15) years of age, or by the end of the 3rd special survey, whichever is earlier.

LNG vessels must, as a minimum, hold a CAP 2 rating. This is required when the vessel reaches twenty (20) years of age, or by the end of the 4th special survey, whichever is earlier.

The CAP rating shall be issued by a member of the International Association of Classification and must include fatigue analysis. The maximum period of validity of a CAP rating is three (3) years taken from the date of the last CAP survey.

REPSOL Trading SA

AGE

Vessel Type	Age Limit (less than)
OBO / OO	15 years
Tanker (Crude/Oil/Bitumen/Chemical)	25 years
Bulk carrier/general cargo	25 years
LPG	30 years
Bunker barge/barge/tug	40 years
LNG	40 years

Vessel age limits are indicated in the table above. A table based points system on the age of a vessel will apply.

The age of a vessel is calculated from its initial delivery date. Rebuilding dates will not be taken into account.

CAP

a) Thickness measurement carried out during the previous special survey will be reviewed for vessels 15 years old, or more and 5000 MT SDWT or less.

b) Vessels 15 years old, or more, and over 20000 MT SDWT, will need at least a CAP 2 (GOOD) rating for hull, machinery and cargo handling system upon the 15th anniversary of her delivery date. Evidence of completion of this survey and the rating reached must be provided when final certificates are not available. Such certificates will have a validity of 3 years taken from the date of the completion of the survey (effective date).

c) Vessels 20 years old, or more, and over 5000 MT SDWT, will need at least a CAP 2 (GOOD) rating for hull, machinery and cargo handling. Such certificates will have a validity of 3 years taken from the date of the completion of the survey (effective date).

OFFICER MATRIX

A table based points system on the number of nationalities on board will apply.

OCIMF Officer Matrix will be reviewed.

	Rank	Calendar time with Technical Operator	On board sea time in Rank	On board sea time on Type of Tanker
SPOT and COA	Master & Chief Officer	Aggregate not less than 2 years	Aggregate not less than 3 years	Aggregate not less than 6 years
	Chief Engineer & 2nd Engineer	Aggregate not less than 2 years	Aggregate not less than 3 years	Aggregate not less than 6 years
	2nd Officer & 3rd Officer	N/A	Aggregate not less than 1 years	N/A
TIME CHARTERS	Master	Aggregate not less than 2 years	Aggregate not less than 3 years	3 years
	Chief Officer			2 years
	Chief Engineer		Aggregate not less than 3 years	3 years
	2nd Engineer			2 years
	2nd Officer & 3rd Officer	N/A	Aggregate not less than 1 years	N/A

A drug and Alcohol Policy meeting OCIMF requirements or similar minimum equivalent requirements must be in force. The Policy must include an unannounced alcohol and drug test by an external body at intervals not exceeding 12 months.

RIGHTSHIP

AGE

Vessel age limitations are dependent on the customer. The following represents a general guide:

Oil, Chemical & LPG Tankers

- maximum age is 25 years
- vessels above 20,000 dwt require minimum CAP (hull) from 15 years

LNG Tankers

- maximum age is 35 years
- vessels require CAP (hull) from 20 years

OFFICER MATRIX

Guidelines for Crew Matrix

Unless the customer has specific requirements, RightShip uses the following crew matrix:

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

Saudi Aramco Products Trading Company (Aramco Trading Company – ATC)

AGE

All vessels assessed by ATC QAG will be required to meet the following mandatory requirements before screening can proceed:-

- Only vessels less than 20 years of age will be accepted.
- Combination carriers, OBO's or Oil Ore carriers are not accepted.
- Tank vessels more than 15 years of age must meet the Condition Assessment Program (CAP) requirements (see below).

CAP

Vessels over 15 years of age must have a CAP certificate with a rating of 1 or 2 for hull / structure.

Vessels over 18 years of age must have a CAP certificate with a rating of 1 or 2 for hull / structure and in addition a rating of 1 or 2 for cargo / ballast systems and a rating of 1 or 2 for machinery.

Condition Assessment Program (CAP) reports are only accepted when issued by the following classification societies:-

- American Bureau of Shipping.
- Bureau Veritas.
- Det Norske Veritas/ Gerrmanischer Lloyds. (DNV-GL)
- Lloyds Register of Shipping.
- Nippon Kaiji Kyokai.
- Korean Register

OFFICER MATRIX

Tanker officer matrix will be used as part of the vetting process if it is less than 1 month old and indicates that no key Officer replacements appear to be due, in all cases where the last reviewed matrix is not less than 1 month old then an updated matrix will be requested.

As part of the vetting process, Officer Experience Matrices will also be requested directly from the vessel operators by ATC QAG if there is a history of matrix concerns associated with either the operator or the specific subject vessel. In addition, should it be necessary to request additional information from operators such as Casualty or Port State Inspection close out, an updated matrix will be requested.

The following provides guidance on the assessment of the Matrix:

- All criteria in the Matrix should be satisfied for the vessel to be recommended.
- An Electrical Officer may be included in-lieu of an Engineering Officer or additional to the Engineering department.
- If there is evidence of false declaration indicated by significant unexplained discrepancies between SIRE matrix and the received updated matrix then the vessel cannot be recommended.
- In cases where the technical management company is a new company and the 'Calendar Time with Company' requirement cannot be satisfied, then acceptance of the matrix will be on a case-by-case basis which will include a satisfactory review of the company familiarization and training process for Senior Officers.

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

SARAS

AGE

The vessel must be not older than twenty (20) years.

CAP

The vessel over fifteen (15) years of age, must be hold a valid Condition Assessment Programme (CAP) certificate/s, for Hull with rating one (1) and for Machinery and Cargo Systems with a rating no worse than two (2). These certificates must be issued by a Classification Society – member of the IACS (International Association of Classification Societies) – different from the vessel's Classification Society. Such certificates will be considered valid for a period not exceeding three (3) years from their date of issue.

Senior Deck Officers, must have the following aggregate experience:

Master / Chief Officer – aggregate experience.	
Years with Ship's Operator	At least two (2) calendar years
Years in rank	At least three (3) years of effective sea service
Years on tanker-type experience	At least four (4) years of effective sea service

Senior Engine Officers, must have the following aggregate experience:

Chief Engineer / 1st Engineer – aggregate experience.	
Years with Ship's Operator	At least two (2) calendar years
Years in rank	At least three (3) years of effective sea service
Years on tanker-type experience	At least four (4) years of effective sea service

All Officers must have a good knowledge of English language.

SHIPVET

AGE & CAP

Our clients' policies vary considerably not only on the maximum age but related to vessel type. Generally, vessel over 25 years of age regardless of type are not accepted. Many Clients apply a requirement for a minimum CAP 2 rating for any type of tanker over 15 years of age.

OFFICER MATRIX

Most of our clients and our advised minimum standards are:

	Master	C/O	C/E	
Seagoing years on ***tanker type***	2	1	1	
Combined Seagoing years **in-rank**	A	B		A + B = 3
Combined seagoing years on **tanker type**	A	B		A + B = 5

Matrix must meet all above requirements

In addition, the appropriate level and type of dangerous cargo endorsement must be met together with ability of deck officers to converse in English rated as "GOOD" is considered fundamental to the process. Only crew matrices that have been updated in the last two months will be accepted.

Shipvetting VOF (ENAGAS & TRAFIGURA)

AGE

There are no AGE limitations or restrictions in the vetting and clearance process for ENAGAS.

For TRAFIGURA, the following vessel age criteria are implemented:

- Maximum age for oil tankers: 15 years. If older optional after thorough screening
- Maximum age for chemical tankers: 15 years. If older optional after thorough screening
- Maximum age for gas tankers: 20 years. If older optional after thorough screening

CAP

For TRAFIGURA, the following requirements are in place:

For Oil tankers > 15 years: CAP 2 required for hull.

For Chemical tankers > 15 years: CAP 2 required for hull.

For Gas tankers > 20 years: CAP 2 required for hull.

CAP report to be issued by an IACS member and should not be older than 3 years.

For ENAGAS, there are presently no CAP requirements.

OFFICER MATRIX

Officer Matrix not older than:		1 month
Mandatory:	Aggregate calendar time with operator for senior officers:	2 years
Mandatory:	Aggregate sea time in rank for senior officers:	3 years
Optional:	Aggregate sea time in rank for junior officers:	1 year

TOTAL SA

AGE & CAP

TAM is aggressive in the selectivity of tankers, including age, in order to benefit from innovative & updated specifications which provide enhanced risk management. Our actual data on SPOT & Time Charter Fixtures confirm the effective implementation of such selectivity when compared with Industry figures.

Underscoring this aggressive selectivity however are actual maximum ages of non-use of tankers, including Chemical & LPG, as below.

Non-use of any Crude / Product / Chemical tanker when > 20 years old

Non-use of any LPG tanker when > 25 years old

Non-use of any LPG tanker when > 20 years old if the DWT is > 5Kt

CAP has no significance to the above dates.

OFFICER MATRIX

The assessment of the Matrix recognizes the need for Senior Officers to be promoted internally and allow Owners to occasionally recruit from external sources. What is fundamental is to ensure that adequate levels of aggregated service are available for mentoring & support.

Accordingly it is seen as a Negative observation if Captain & C/O OR C/E & 1/E have:

- Joined at the same time
- Aggregated time with Company < 2 years
- Aggregated time in rank < 3 years
- Aggregated tanker experience < 6 years
- T/C tankers will require enhanced aggregated times
- Time with Company is assessed as Calendar years but all others to be on board service years to nearest decimal point.

In addition, for the junior officers:

If the vessel is manned by 2 Junior Officers (Eng or Deck), aggregated experience as OOW should not be below 12 months and if one of the two OOW is below 6 months seniority as OOW then the experience as OOW of the other one should be minimum 12 months.

If the vessel is manned by 3 Junior Officers, aggregated experience as OOW should not be below 18 months. If 2 of the officers are below 6 months experience as OOW then we can refuse the vessel. If one of the officers is below 6 months as OOW, then one of the 2 remaining officers should be minimum 12 months as OOW.

OOW: Officers of Watch

Nota: Officers matrix provided for single voyage assessment should be the one on board for the intended voyage.

Turkish Petroleum Refineries Corporation (TUPRAS)

AGE & CAP

Age of the vessel will be calculated from the first delivery and rebuilding dates will not be taken into account.

It's TUPRAS policy to not accept vessels to Terminals if she's older than 25 years.

If the vessel is older than 20 years old and over 20,000 DWT will be required to hold a valid CAP rating Level 1 for hull, cargo gear and machinery. CAP has to maximum of 3 years of validity from the date of assessment by a CAP provider. Preferred IACS Member Classification Society must provide such certification.

The vessel should be free of any outstanding conditions of class or other conditions pertaining to statutory requirements.

Viva Energy Australia

CAP

The oil tanker Condition Assessment Programme (CAP) provides the quality measurement tool for older vessels focusing on technical and functional condition. This programme is designed for oil tankers that are over 20,000 Deadweight tonnage (DWT) and are 15 years and over but may also be used for smaller or other types of tonnage at any age.

Any vessel that is presented for Viva Energy Australia business that is 15 years and over or by the end of the 3rd Special Survey (whichever is earliest) must hold a Condition Assessment Programme (CAP) 2 rating or higher. The CAP report should also include a Fatigue Analysis.

The vessel Operator must provide evidence of the CAP Survey Rating and also that it was conducted by a Classification Society that belongs to International Association of Classification Societies (IACS).

The maximum period of validity of a CAP rating is three years from the last day of the CAP Survey.

OFFICER MATRIX

All proposed vessels will have the current crew matrix reviewed as part to the vetting process. While Viva Energy does utilise fixed criteria, it will advise the vessel operator it has any concerns and will seek the operator's response on how to mitigate any risk.

INTERTANKO Benchmarking Databases

Performance Benchmarking has been recognised as an important tool enabling owners/operators to identify where improvement is required by measuring their performance relative to others in the industry.

In line with INTERTANKO's drive for continuous improvement, the Vetting Committee has developed and produced a set of benchmarking databases for use by its members.

These benchmarking databases provide members with the tools to measure themselves against the performance of the collective fleet of other INTERTANKO members in a confidential manner.

The following is a summary of the benchmarking databases available through INTERTANKO.

1. Tanker Manager Self-Assessment (TMSA) Benchmarking Database

Tanker Management Self-Assessment (TMSA) is a tool developed by the Oil Companies to help owners/operators declare an assessment of their own performance in key areas of ship operation and management.

This programme, now in its third edition, encourages companies to assess their safety management systems (SMS) against key performance indicators (KPIs) with best practice guidance that increase in levels of performance.

The INTERTANKO benchmarking database for TMSA allows its members to measure the assessments of their performance against that of the INTERTANKO fleet. This will assist members to assess, measure and improve their management systems and performance. The database can be accessed by each member with a unique company identifier to ensure confidentiality.

This database can be accessed through the INTERTANKO Website at the following link: **http://www.INTERTANKO.com/Members-Information/benchmark/**

INTERTANKO encourages all its members to enter their self-assessment ratings as data gained from these submissions could be valuable in improving and influencing the further development of the TMSA programme.

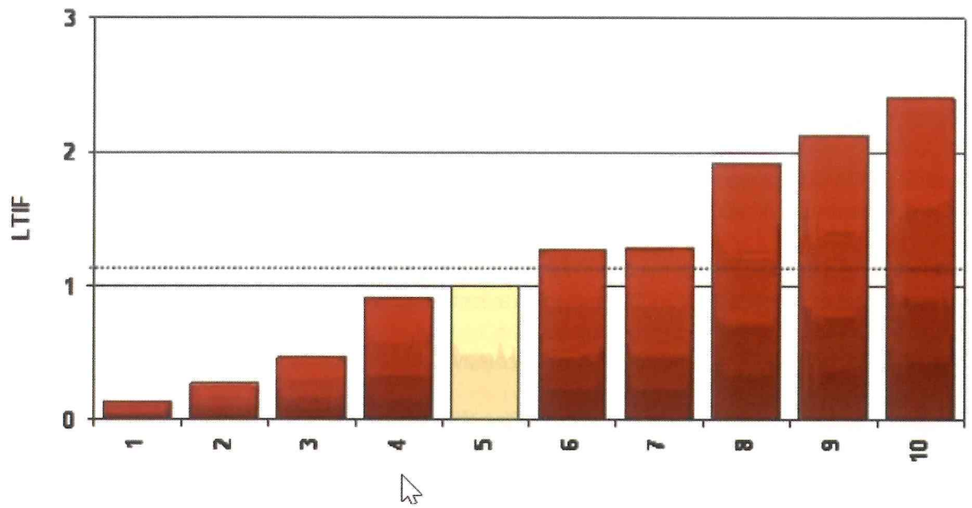
2. Lost Time Indicator Frequency (LTIF) Benchmarking Database

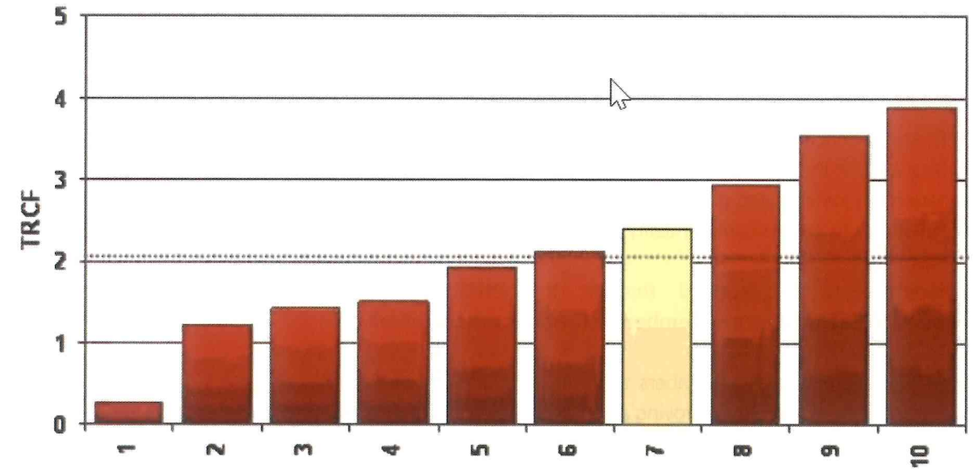
INTERTANKO, through its Vetting Committee, established and set up the Lost Time Indicator (LTI) Benchmarking System in order to provide members with a tool for benchmarking their Lost Time Injury Frequency (LTIF) and Total Recordable Case Frequency (TRCF) against those of other INTERTANKO members.

The Lost Time Indicator (LTI) Benchmarking system enables members to compare their Lost Time Injury Frequency (LTIF) as well as their Total Recordable Case Frequency (TRCF), both of which have been described by the Oil Companies' International Marine Forum (OCIMF) in their Marine Injury Reporting Guidelines.

Once a member enters its data, the LTIF and TRCF are calculated, sorted from low to high and two bar graphs are generated. The averages of the pool are depicted by a dotted line.

This way of displaying the results enables members not only to know whether they are below or above average (dotted lines), but also to know their position vis-à-vis other members in the pool (i.e. their ranking).





The database can be accessed on the INTERTANKO web site at the following link:- **http://www.INTERTANKO.com/Members-Information/benchmark/Lost-Time-Indicator-LTI/**

3. Officer & Crew Retention Benchmarking Database

It is now vital to hire and retain the right talent, and this ability is also often regarded as one of the greatest predictors of organizational success. Retention rates can be important in determining both, performance and workplace culture.

Now widely recognised and used by the industry, the definition and formula for calculating Officer Retention rates was developed by INTERTANKO through the work of its Vetting Committee.

This Crew and Officer Retention Rates formula has been modelled upon the "Abelson adjusted turnover rate", which is referenced in "Abelson M 1996 turnover cultures and turnover culture" in Human Resources Management.

The formula has been modified by INTERTANKO to ensure that the output is a measure of the company's 'retention rate' (shown as a percentage) as opposed to a 'turnover rate', the corrected (March 2008) formula and explanatory notes are available on the INTERTANKO web site at the following link:-
http://www.INTERTANKO.com/Members-Information/benchmark/Crew--Officer-Retention/

The Officer & Crew Retention Benchmarking database enables members to input their own results based upon the formula, and then be able to measure their officer retention rates against the collective of the INTERTANKO fleet – all on a fully confidential basis.

To participate in the Crew and Officer Retention Benchmarking System, a username and password will be required. These can be obtained from the INTERTANKO Secretariat.

The benchmarking databases can be accessed on the INTERTANKO web site at the following link:-
https://www.INTERTANKO-benchmarking.com/

4. Vetting Inspection Questionnaire (VIQ) Benchmarking Database

INTERTANKO through the work of its Vetting Committee, created a Vessel Inspection Questionnaire (VIQ) Benchmarking Database which is based upon the SIRE VIQ.

The benchmarking database, through a simple Traffic Light System, using Red or Green (as well as the numerical value) colours indicates if you are above or below the fleet average.

The database allows users to input the average number of SIRE VIQ observations (per chapter), as recorded by the SIRE inspector and then to see whether this performance is 'above' or 'below' the average number of SIRE VIQ observations recorded in the database for the collective of the INTERTANKO fleet.

Red = above INTERTANKO fleet average

Green = below INTERTANKO fleet average

There are three main columns shown in the database which are based upon the SIRE VIQ chapters and these are repeated for chapter 8 of the SIRE VIQ which includes sections for "petroleum", "chemical" and "gas".

It is, therefore, essential to complete only the relevant column as appropriate to your fleet type.

Calculation of your Fleet Average Deficiency

The following formula will need to be used to calculate your Fleet average deficiency for each SIRE VIQ chapter:

"Total number of deficiencies per SIRE VIQ chapter, divided by Total number of inspections".

The time period used should be any rolling period of 12 months.

The VIQ Benchmarking database is available to INTERTANKO members at the following link:-

http://www.INTERTANKO.com/Members-Information/benchmark/VIQ-Benchmarking-Database/

INTERTANKO Model Vetting Inspection Clause 2009

INTERTANKO's Documentary and Vetting Committees have worked closely together to produce a new model clause for vetting inspections.

The clause begins with an express warranty of the vetting inspection position at the time of delivery of the vessel. In appropriate cases this express warranty could be qualified by a 'best endeavours" provision. The clause reflects the practical workings of the SIRE system, as opposed to the previous 'oil major approval' requirements. Today there is rarely a formal acceptance or rejection of the vessel, so a requirement to maintain oil major "approvals" is problematical for an owner, and has led to some high profile litigation. This clause therefore provides that an owner will, realistically, only warrant that the vessel is 'not unacceptable'. In addition, it is understood that vetting departments will generally only be willing to rely on a SIRE inspection report if the inspection took place within the last six months.

The clause then sets out the owner's obligations in the event that a vessel is unacceptable to an oil company, giving the owner an opportunity to take corrective action and have the vessel re-inspected. It deals ultimately with what will happen if the defects identified cannot be corrected, with an eventual express right for the charterer to cancel the fixture.

In devising the clause INTERTANKO has tried to take a balanced and practical approach which it hopes will be useful for owners and charterers alike.

Vetting Inspection Clause

(a) *Owners warrant that at the time of delivery:*

(i) *the Vessel will have a SIRE report available through the OCIMF system which has been issued within the last 6 months.*

(ii) *the Vessel is not unacceptable to [insert companies]*

(b) *If, during the currency of the charter, the Vessel is found to be unacceptable following a vetting inspection performed under the SIRE system, Owners will take corrective action and will promptly report such actions to the inspecting company concerned and the Charterers will be informed. If required, Owners will have the Vessel inspected again as soon as reasonably practicable. Owners, however, shall not have any obligation to make any changes to the Vessel's design.*

(c) *If the Vessel is found to be unacceptable following a vetting inspection performed under the SIRE system by any of the abovementioned companies, that shall not of itself entitle the Charterers to put the Vessel off-hire or to claim damages. However, should the Vessel be found unacceptable on 3 consecutive vetting inspections by any of the abovementioned companies, the Charterers shall have the option to cancel the charter with immediate effect within 7 days of the result of the third inspection becoming known. If, at that time, the Vessel is committed for a voyage such cancellation will take effect from the completion of discharge.*

INTERTANKO Tanker Chartering Questionnaire 88

INTERTANKO successfully created a standardised tanker chartering questionnaire in 1988 called the 'Questionnaire 88'. In 2001, **www.Q88.com** was launched and had become the industry standard platform for automatically creating charterer and terminal questionnaires. This was later revised in 2004 and again in 2008 under the guidance of the INTERTANKO Vetting Committee.

Now in its 4th revision (released in 2015), the questionnaire Q88 is a well-established tool used by the industry to seek and review data on ship's particulars that are paramount for chartering a vessel.

The INTERTANKO Vetting Committee, which conceived and developed the questionnaire, ensures that it is kept up to date and remains topical to the industry's requirement. Work of the revisions to the questionnaire is carried out by a dedicated working group within the INTERTANKO Vetting Committee with the assistance of Q88 LLC.

The present revision includes the questions pertaining to the Maritime Labour Convention (MLC) requirements and issues such as energy efficiency management as well as drug and alcohol testing. The Q88 form is now available to download specifically tailored for oil, chemical and gas tankers.

One of the many benefits offered to owners through the use of **Q88.com** is the opportunity to publish the questionnaire on the website and keep the versions updated on an electronic platform. This provides ready access to the information during a PSC inspection and customers, charterers or agents are also able to have access to detailed information about the ship.

INTERTANKO will issue revised editions in the future to ensure that this questionnaire remains up to date and continues to be seen as an industry standard.

Members of INTERTANKO can register a free account on **www.Q88.com** so they can publish their Questionnaire 88 on the website.

INTERTANKO TANKER CHARTERING QUESTIONNAIRE 88 Version 4

1.	**VESSEL DESCRIPTION**			
1.1	Date updated:			
1.2	Vessel's name (IMO number):			
1.3	Vessel's previous name(s) and date(s) of change:			
1.4	Date delivered / Builder (where built):			
1.5	Flag / Port of Registry:			
1.6	Call sign / MMSI:			
1.7	Vessel's contact details (satcom/fax/email etc.):			
1.8	Type of vessel (as described in Form A or Form B Q1.11 of the IOPPC):			
1.9	Type of hull:			
Classification				
1.10	Classification society:			
1.11	Class notation:			
1.12	Is the vessel subject to any conditions of class, class extensions, outstanding memorandums or class recommendations? If yes, give details:			
1.13	If classification society changed, name of previous and date of change:			
1.14	IMO type, if applicable:			
1.15	Does the vessel have ice class? If yes, state what level:			
1.16	Date / place of last dry-dock:			
1.17	Date next dry dock due / next annual survey due:			
1.18	Date of last special survey / next special survey due:			
1.19	If ship has Condition Assessment Program (CAP), what is the latest overall rating:			
1.20	Does the vessel have a statement of compliance issued under the provisions of the Condition Assessment Scheme (CAS): If yes, what is the expiry date?			
Dimensions				
1.21	Length overall (LOA):			
1.22	Length between perpendiculars (LBP):			
1.23	Extreme breadth (Beam):			
1.24	Moulded depth:			
1.25	Keel to masthead (KTM)/ Keel to masthead (KTM) in collapsed condition, if applicable:			
1.26	Bow to center manifold (BCM) / Stern to center manifold (SCM):			
1.27	Distance bridge front to center of manifold:			
1.28	Parallel body distances	Lightship	Normal Ballast	Summer Dwt
	Forward to mid-point manifold:			
	Aft to mid-point manifold:			
	Parallel body length:			
1.29	FWA/TPC at summer draft:			
1.30	Constant (excluding fresh water):			
1.31	What is the company guidelines for Under Keel Clearance (UKC) for this vessel?			
1.32	What is the max height of mast above waterline (air draft)		Full Mast	Collapsed Mast
	Lightship:			
	Normal ballast:			
	At loaded summer deadweight:			
Tonnages				
1.33	Net Tonnage:			
1.34	Gross Tonnage / Reduced Gross Tonnage (if applicable):			
1.35	Suez Canal Tonnage - Gross (SCGT) / Net (SCNT):			
1.36	Panama Canal Net Tonnage (PCNT):			
Ownership and Operation				
1.37	Registered owner - Full style:			
1.38	Technical operator - Full style:			
1.39	Commercial operator - Full style:			
1.40	Disponent owner - Full style:			

2.	**CERTIFICATION**	**Issued**	**Last Annual**	**Expires**
2.1	Safety Equipment Certificate (SEC):			
2.2	Safety Radio Certificate (SRC):			
2.3	Safety Construction Certificate (SCC):			
2.4	International Loadline Certificate (ILC):			
2.5	International Oil Pollution Prevention Certificate (IOPPC):			
2.6	ISM Safety Management Certificate (SMC):			
2.7	Document of Compliance (DOC):			
2.8	USCG Certificate of Compliance (COC):			
2.9	Civil Liability Convention (CLC) 1992 Certificate:		Not Applicable	
2.10	Civil Liability for Bunker Oil Pollution Damage Convention (CLBC) Certificate:		Not Applicable	
2.11	Ship Sanitation Control (SSCC)/Ship Sanitation Control Exemption (SSCE) Certificate:		Not Applicable	
2.12	U.S. Certificate of Financial Responsibility (COFR):		Not Applicable	
2.13	Certificate of Class (COC):			
2.14	International Sewage Pollution Prevention Certificate (ISPPC):			
2.15	Certificate of Fitness (COF):			
2.16	International Energy Efficiency Certificate (IEEC):		Not Applicable	Not Applicable
2.17	International Ship Security Certificate (ISSC):			
2.18	International Air Pollution Prevention Certificate (IAPPC):			
2.19	Maritime Labour Certificate (MLC):			
Documentation				
2.20	Owner warrant that vessel is member of ITOPF and will remain so for the entire duration of this voyage/contract:			
2.21	Does vessel have in place a Drug and Alcohol Policy complying with OCIMF guidelines for Control of Drugs and Alcohol Onboard Ship?			
2.22	Is the ITF Special Agreement on board (if applicable)?			
2.23	ITF Blue Card expiry date:			

3.	**CREW**	
3.1	Nationality of Master:	
3.2	Number and Nationality of Officers:	
3.3	Number and Nationality of Crew:	
3.4	What is the common working language onboard:	
3.5	Do officers speak and understand English?	
3.6	If Officers/Crew employed by a Manning Agency - Full style:	

4.	**FOR USA CALLS**	
4.1	Has the vessel Operator submitted a Vessel Spill Response Plan to the US Coast Guard which has been approved by official USCG letter?	
4.2	Qualified individual (QI) - Full style:	
4.3	Oil Spill Response Organization (OSRO) - Full style:	

5.	**CARGO AND BALLAST HANDLING**				
Double Hull Vessels					
5.1	Is vessel fitted with centerline bulkhead in all cargo tanks? If Yes, solid or perforated:				
Loadline Information					
5.2	Loadline	Freeboard	Draft	Deadweight	Displacement
	Summer:				
	Winter:				
	Tropical:				
	Lightship:			Not Applicable	
	Normal Ballast Condition:				
5.3	Does vessel have multiple SDWT? If yes, please provide all assigned loadlines:				
Cargo Tank Capacities					
5.4	Number of cargo tanks and total cubic capacity (98%):				
5.5	Capacity (98%) of each natural segregation with double valve (specify tanks):				
5.6	Number of slop tanks and total cubic capacity (98%):				
5.7	Specify segregations which slops tanks belong to and their capacity with double valve:				
5.8	Residual/Retention oil tank(s) capacity (98%), if applicable:				
5.9	Does vessel have Segregated Ballast Tanks (SBT) or Clean Ballast Tanks (CBT):				
SBT Vessels					
5.10	What is total SBT capacity and percentage of SDWT vessel can maintain?				
5.11	Does vessel meet the requirements of MARPOL Annex I Reg 18.2:				
Cargo Handling and Pumping Systems					
5.12	How many grades/products can vessel load/discharge with double valve segregation:				
5.13	Are there any cargo tank filling restrictions? If yes, specify number of slack tanks, max s.g., ullage restrictions etc.:				
5.14	Pumps	No.	Type	Capacity	At What Head (sg=1.0)
	Cargo Pumps:				
	Cargo Eductors:				
	Stripping:				
	Ballast Pumps:				
	Ballast Eductors:				
5.15	Max loading rate for homogenous cargo per manifold connection:				
5.16	Max loading rate for homogenous cargo loaded simultaneously through all manifolds:				
5.17	How many cargo pumps can be run simultaneously at full capacity:				
Cargo Control Room					
5.18	Is ship fitted with a Cargo Control Room (CCR)?				
5.19	Can tank innage / ullage be read from the CCR?				
Gauging and Sampling					
5.20	Can cargo be transferred under closed loading conditions in accordance with ISGOTT 11.1.6.6?				
5.21	What type of fixed closed tank gauging system is fitted:				
5.22	Number of portable gauging units (example- MMC) on board:				
5.23	Are overfill (high) alarms fitted? If Yes, indicate whether to all tanks or partial:				
5.24	Are cargo tanks fitted with multipoint gauging? If yes, specify type and locations:				
5.25	Is gauging system certified and calibrated? If no, specify which ones are not calibrated:				
Vapor Emission Control System (VECS)					
5.26	Is a Vapour Emission Control System (VECS) fitted?				
5.27	Number/size of VECS manifolds (per side):				
5.28	Number / size / type of VECS reducers:				
Venting					

5.29	State what type of venting system is fitted:	
Cargo Manifolds and Reducers		
5.30	Does vessel comply with the latest edition of the OCIMF 'Recommendations for Oil Tanker Manifolds and Associated Equipment'?	
5.31	Total number / size of cargo manifold connections on each side:	
5.32	What type of valves are fitted at manifold:	
5.33	What is the material/rating of the manifold:	
5.34	Does the vessel have a Common Line Manifold connection? If yes, describe:	
5.35	Distance between cargo manifold centers:	
5.36	Distance ships rail to manifold:	
5.37	Distance manifold to ships side:	
5.38	Top of rail to center of manifold:	
5.39	Distance main deck to center of manifold:	
5.40	Spill tank grating to center of manifold:	
5.41	Manifold height above the waterline in normal ballast / at SDWT condition:	
5.42	Number / size / type of reducers:	
5.43	Is vessel fitted with a stern manifold? If yes, state size:	

Heating				
5.44	Cargo / slop tanks fitted with a cargo heating system?	Type	Coiled	Material
	Cargo Tanks:			
	Slop Tanks:			
5.45	Maximum temperature cargo can be loaded / maintained:			
5.46	Minimum temperature cargo can be loaded / maintained:			
Coating / Anodes				
5.47	Tank Coating	Coated	Type	To What Extent	Anodes
	Cargo tanks:				
	Ballast tanks:				
	Slop tanks:				

6.	**INERT GAS AND CRUDE OIL WASHING**	
6.1	Is a Crude Oil Washing (COW) installation fitted / operational?	
6.2	Is an Inert Gas System (IGS) fitted / operational?	
6.3	Is IGS supplied by flue gas, inert gas (IG) generator and/or nitrogen:	

7.	**MOORING**					
7.1	Wires (on drums)	No.	Diameter	Material	Length	Breaking Strength
	Forecastle:					
	Main deck fwd:					
	Main deck aft:					
	Poop deck:					
7.2	Wire tails	No.	Diameter	Material	Length	Breaking Strength
	Forecastle:					
	Main deck fwd:					
	Main deck aft:					
	Poop deck:					
7.3	Ropes (on drums)	No.	Diameter	Material	Length	Breaking Strength
	Forecastle:					
	Main deck fwd:					
	Main deck aft:					
	Poop deck:					
7.4	Other lines	No.	Diameter	Material	Length	Breaking Strength

	Forecastle:					
	Main deck fwd:					
	Main deck aft:					
	Poop deck:					
7.5	Winches	No.	No. Drums	Motive Power	Brake Capacity	Type of Brake
	Forecastle:					
	Main deck fwd:					
	Main deck aft:					
	Poop deck:					
7.6	Bitts, closed chocks/fairleads		No. Bitts	SWL Bitts	No. Closed Chocks	SWL Closed Chocks
	Forecastle:					
	Main deck fwd:					
	Main deck aft:					
	Poop deck:					

Anchors/Emergency Towing System			
7.7	Number of shackles on port / starboard cable:		
7.8	Type / SWL of Emergency Towing system forward:		
7.9	Type / SWL of Emergency Towing system aft:		
Escort Tug			
7.10	What is size / SWL of closed chock and/or fairleads of enclosed type on stern:		
7.11	What is SWL of bollard on poop deck suitable for escort tug:		
Bow/Stern Thruster			
7.12	What is brake horse power of bow thruster (if fitted):		
7.13	What is brake horse power of stern thruster (if fitted):		
Single Point Mooring (SPM) Equipment			
7.14	Does the vessel meet the recommendations in the latest edition of OCIMF 'Recommendations for Equipment Employed in the Bow Mooring of Conventional Tankers at Single Point Moorings (SPM)'?		
7.15	If fitted, how many chain stoppers:		
7.16	State type / SWL of chain stopper(s):		
7.17	What is the maximum size chain diameter the bow stopper(s) can handle:		
7.18	Distance between the bow fairlead and chain stopper/bracket:		
7.19	Is bow chock and/or fairlead of enclosed type of OCIMF recommended size (600mm x 450mm)? If not, give details of size:		
Lifting Equipment			
7.20	Derrick / Crane description (Number, SWL and location):		
7.21	What is maximum outreach of cranes / derricks outboard of the ship's side:		
Ship To Ship Transfer (STS) / Helicopter Operations			
7.22	Does vessel comply with recommendations contained in OCIMF/ICS Ship To Ship Transfer Guide (Petroleum, Chemicals or Liquified Gas, as applicable)?		
7.23	Can the ship comply with the ICS Helicopter Guidelines? If Yes, state whether winching or landing area provided and diameter of the circle provided:		

8.	**MISCELLANEOUS**				
Engine					
8.1	Speed			Maximum	Economic
	Ballast speed:				
	Laden speed:				
8.2	What type of fuel is used for main propulsion / generating plant:				
8.3	Type / Capacity of bunker tanks:				
8.4	Is vessel fitted with fixed or controllable pitch propeller(s):				
8.5	Engines		No	Capacity	Make/Type
	Main engine:				
	Aux engine:				
	Power packs:				
	Boilers:				

Emissions			
8.6	Main engine IMO NOx emission standard:		
8.7	Energy Efficiency Design Index (EEDI) rating number:		
Insurance			
8.8	P & I Club - Full Style:		
8.9	P & I Club pollution liability coverage / expiration date:		
8.10	Hull & Machinery insured by - Full Style:		
8.11	Hull & Machinery insured value / expiration date:		
Recent Operational History			
8.12	Date and place of last Port State Control inspection:		
8.13	Any outstanding deficiencies as reported by any Port State Control? If yes, provide details:		
8.14	Has vessel been involved in a pollution, grounding, serious casualty or collision incident during the past 12 months? If yes, full description:		
8.15	Last three cargoes / charterers / voyages (Last / 2nd Last / 3rd Last):		
8.16	Date/place of last STS operation:		
Vetting			
8.17	Date of last SIRE inspection:		
8.18	Date of last CDI inspection:		
8.19	Recent Oil company inspections/screenings (To the best of owners knowledge and without guarantee of acceptance for future business)*: * *"Approvals" are not given by Oil Majors and ships are accepted for the voyage on a case by case basis.*		
Additional Information			
8.20	Additional information relating to features of the ship or operational characteristics:		

INTERTANKO Vetting & PSC Inspection Feedback Systems (VIFF & PSCIFF)

Introduction

Inspectors conducting ship inspections and port state control officers are obliged to act and perform their work in accordance with strict codes of practice. There may be times, when the ship's master and/or operator may have concerns that that the inspector's or Port State Control Officer's compliance with these codes of practice may be in doubt.

INTERTANKO has provided a means of reporting these concerns through feedback systems for commercial ship-vetting inspections and for Port State Control Inspections.

This reporting system enables INTERTANKO members to provide feedback on inspector behaviour and allows INTERTANKO to raise these concerns confidentially with OCIMF, CDI and the relevant Port State Control authorities as appropriate. The objective of providing such a platform for members to provide feedback confidentially is to ensure continuous improvement of ship inspections as well as the overall inspection procedures.

The Vetting Inspection Feedback (VIFF) and the Port State Control Feedback (PSCIFF) questionnaires are based on the SIRE inspector code of conduct and the IMO Code of conduct for PSC Inspections, (MSC-MEPC.4/Circ.2 "PORT STATE CONTROL-RELATED MATTERS – CODE OF GOOD PRACTICE FOR PORT STATE CONTROL OFFICERS").

These reporting systems have been developed in an electronic format which allows the reports to be submitted directly into the database. This format greatly assists Masters and companies in completing and uploading reports. Alternately, reports can also be sent to the INTERTANKO secretariat in an "XML" format which then allows INTERTANKO to automatically upload these to the database.

In view of the confidential nature of these systems, a username and password is required to upload reports which can be obtained from the VIFF/PSCIFF database administrator by emailing:

adele.robinson@INTERTANKO.com

INTERTANKO encourages ships' Masters and operators to complete the VIFF and PSCIFF online feedback systems following each a vetting inspection or PSC inspection and to submit this into the respective INTERTANKO online e-database. This will greatly assist INTERTANKO in their continued efforts to monitor inspector behaviour and ensure their compliance with the codes of practice laid down by the IMO and by various PSC authorities as well as in raising any concerns.

These two feedback systems are explained in further detail as follows:

Vetting Inspection Feedback (VIFF)

These forms should be used to submit feedback following a 'commercial' vetting inspection such as a SIRE or a CDI inspection.

The system is restricted to the INTERTANKO membership and all users are reminded that the VIFF database is confidential to the owner, the vessel and the master submitting the inspection report, i.e. INTERTANKO may share a report with SIRE, CDI or a relevant third party vetting Company, but will always do so in confidence to the owner/master or vessel submitting the report.

The Vessel Inspection Feedback Form is a short one-page questionnaire of 14 questions based on the Code of Conduct guidance provided by OCIMF to ship inspectors.

Positive feedback is just as important as feedback that may be 'negative' and both contribute significantly to continuous improvement.

INTERTANKO

STANDARD INSPECTION FEEDBACK FORM SYSTEM

Part 1 - Commercial Vetting Inspection

Scope & Purpose:

The scope of this feedback form is to supply confidential information to INTERTANKO for statistical purposes which will allow the vetting committee to continue to produce graphical data for improving Commercial Ship Vetting Inspections. This information will be shared with the OCIMF compliance manager on a confidential basis as necessary.

Date of Inspection		Oil or Chemical Company	
Name of Inspector		Inspector Accreditation Number	
Total Time of Inspection	Hours Mins	Time Spent Discussing Observations	Hours Mins
Name of Vessel		Vessel IMO Number	
Owner / Technical Manager		Name of Port	

Master Comments

Did the inspector introduce himself to the Master or the Master's authorized daputy, explain and agree the order in which the inspection was to be carried out, prior to commencement of the inspection?	O Yes O No
Did the inspector coduct himself in a professional manner?	O Yes O No
Did the inspector wear appropriate Personal Protective Equipment?	O Yes O No O N/A
Was the inspector polite to all staff and show due respect for the Master's position?	O Yes O No
Did the inspector use or attempt to use any electrical or electronic equipment of non-approved type in the gas-hazardous area?	O Yes O No O N/A
Did the inspector carefully consider and provide a proper response to every question?	O Yes O No O N/A
Did the inspector identify objective evidence when answering each question?	O Yes O No O N/A
Was a close out meeting held and did the inspector discuss each observation raised and provide necessary references to support the observations prior to leaving the vessel?	O Yes O No O N/A
Did the inspector explain in factual terms the basis for any observation without use of opinions or subjective comments during inspection?	O Yes O No O N/A
Was an indication of the vessels acceptability or non-acceptability provided by the inspector at any time during his attendance onboard?	O Yes O No O N/A
Did the inspector leave a written list of his observations onboard, prior to leaving the vessel?	O Yes O No O N/A
Did the inspector any time during his attendance, act unethicaly or indicate that an observation could be overlooked in return for financial or other reward?	O Yes O No O N/A

Owner Concluding Comments

Did the inspector raise any observations at the debriefing meeting that were not discussed on-site during the course of the inspection?	O Yes O No O N/A
In the event that the inspecting Company's policy is NOT to leave a written list of observations, did the inspector fully discuss his inspection findings with the Master prior to departure and did the inspection report submitted to SIRE broadly agree with the verbal de-briefing?	O Yes O No O N/A

Other Notes

Submit

Port State Control Inspection Feedback Forms (PSCIFF)

These forms should be used to submit feedback following a PSC inspection by a Port State Control Officer.

The system is restricted to the INTERTANKO membership and all users are reminded that the PSCIFF database is confidential to the owner, the vessel and the master submitting the inspection report, i.e. INTERTANKO may share the report with the relevant Port State Control and/or MOU Authority, but will always do so in confidence to the owner/master or vessel submitting the report.

The questions contained within PSCIFF questionnaire are based on the IMO "Code of Good Practice for Port State Control Officers" as per MSC-MEPC.4/Circ.2.

Positive feedback is just as important as feedback that may be 'negative' and both contribute significantly to continuous improvement.

INTERTANKO

STANDARD INSPECTION FEEDBACK FORM SYSTEM

Part 2 - Port State Control Inspection

Scope & Purpose:

The scope of this feedback form is to supply confidential information to INTERTANKO for statistical purposes which will allow the Vetting Committee to continue to produce graphical data for improving Port State Control Inspections.
This form has been revised based upon the IMO PSC Officer Code of Conduct- MSC/MEPC.4/Circ.2

Date of Inspection		PSC Authority	
Name of Inspector			
Name of Vessel		Vessel IMO Number	
Owner / Technical Manager		Name of Port	

Comments

Did the Inspector present his identity card at the start of the Inspection?	O Yes O No O N/A
In your opinion did the Inspector conduct the inspection in a professional manner, interpret the convention requirements in a consistent, pragmatic and professional manner?	O Yes O No O N/A
Did the Inspector comply with the ships housekeeping rules whilst onboard?	O Yes O No O N/A
Did the Inspector respect the authority of the Master of his deputy?	O Yes O No O N/A
Did the inspector ask any crew to do things contrary to the conventions?	O Yes O No O N/A
Did the Inspector comply with the ships health and safety and security requirements?	O Yes O No O N/A
Did the Inspector wear Personal protective equipment?	O Yes O No O N/A
Did the Inspector explain clearly the procedures and requirements of the inspection in a professional manner?	O Yes O No O N/A
Did the Inspector request any demonstration of functioning equipment and other operational procedures?	O Yes O No O N/A
Did the Inspector conduct the inspection according to the operational needs of the ship?	O Yes O No O N/A
Did the Inspector seek advice when necessary or request further clarification from the Master regarding any observations raised and/or the corrective action required at the time of the inspection?	O Yes O No O N/A
Was the inspection carried out with minimal disruption to the vessel and crew?	O Yes O No O N/A
Did the Inspector explain any findings and discuss any observations made during the close out meeting?	O Yes O No O N/A
Did the Inspector discuss any disagreements with the Master in a calm and positive way?	O Yes O No O N/A
Did the Inspector provide an opportunity for the Master to challenge or discuss in further details on any observations made?	O Yes O No O N/A
If appropriate did the Inspector advise the Master of his right to appeal if the ship was detained?	O Yes O No O N/A
Did the Inspector leave a copy of the report with the Master before leaving the ship?	O Yes O No O N/A
Was the Inspector independent with no apparent conflict of interest against the ship?	O Yes O No O N/A
Was the Inspectors behavior ethical at all times? If not, please provide details below?	O Yes O No O N/A
Did the inspector propose issuing a good report or a report that was not warranted in return of a bribe?	O Yes O No O N/A

Other Notes

Submit

Newbuilding Vetting

Bringing a new ship (a "new building") into service is a process that is fraught with risk and therefore needs to be carefully managed so as to reduce all risk to a level that is as low as is reasonably practicable. It involves the crew ensuring that they have properly implemented the company's operating systems and procedures and that all staff have familiarised themselves with the various machinery and equipment.

New buildings and ships undertaking their first voyage after dry-dock are considered to present a high level of risk by various charterers. Some are reluctant to consider these ships as acceptable and as a result, this view makes it increasingly difficult for these ships to be commercially viable as they do not have many charterers willing to take them on. In order to be commercially acceptable these ships need to undergo a SIRE inspection at the earliest opportunity. For new builds, quite often this is on the day of delivery, immediately after the ISM/ISPS audits, which allows charterers to have access to the results of these audits.

Ship inspections after a new building or a ship coming out of dry-dock is brought into service are generally conducted before all equipment and machinery may have been brought into full operation. In addition, as the SIRE VIQ is used as the basis for the inspection, the questionnaire is seen as not being designed and adapted for that operation and any observations gained from such an inspection will therefore, not present the vessel in its true perspective. Charterers have therefore, developed their own criteria to assess new buildings.

These situations (new buildings and ships on first voyage after dry-dock) are viewed as presenting a high level of risk because they are about a complete change of the operating environment of the ship. This therefore, presents a completely different set of risks from those that are presented when the ship is operated in its normal environment under normal conditions. As a result establishing how well the risk is managed will depend on how well an owner/operator can demonstrate that they have managed this "change".

The management of change is a very wide subject but is particularly relevant to situations where there are changes to equipment, personnel, operating conditions or the use of third-party contractors to undertake maintenance, inspections or repair work. Demonstrating thorough and efficient 'management of change' procedures and actions will do a lot to instil confidence in the charterer that the risks presented by bringing new ships into service or by ships coming out of dry-dock have been addressed and properly mitigated.

The following summaries are various charterers' specific new building requirements advised at the time of going to print.

Newbuilding Table

BASF	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)
BP SHIPPING LTD	No inspection is undertaken at dry-dock, however a request for a SIRE inspection will be accepted on delivery from the shipyard in accordance with 'Vessel Inspection Process' detailed above. Where a vessel is proposed for a BP Shipping time charter that will commence immediately on delivery from the builders shipyard, the V&C team will carry out a detailed assessment that may lead to an action plan by the ship owner to mitigate any highlighted risks. A New Build Questionnaire (NBQ) should be submitted by the DOC holder of the vessel via www.bpshipping.com Vessels may be considered for acceptance under the New Build Questionnaire (NBQ) up to three months from delivery, during which period an operational SIRE inspection must be completed.
BOREALIS POLYMERS N.V	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.
CEPSA	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 CEPSA Terminals.

CHEVRON SHIPPING COMPANY LLC	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.
INEOS	If an operational SIRE inspection has yet to be conducted, a vessel may be considered for use where INEOS has positive experience of the technical managers and a New Build Questionnaire (NBQ) has been completed and accepted. The NBQ will only be considered for voyages that will be completed within three months from delivery and only until such time as an operational Sire inspection report becomes available during this period.
KOCH SHIPPING INC	We accept new-buildings whose owners and managers have a high approval rating in our database. Others require time in service and review of a SIRE report before they can be accepted.
KUWAIT PETROLEUM CORPORATION	Evaluation of new build vessels is done on a case-by-case basis and is subject to the availability of a SIRE report and/or the Technical Operator completing a KOC Vetting New Build Questionnaire.
LUKOIL	New-built tankers can be assessed for LUKOIL Group business on the basis of LUKOIL SIRE inspection.
PETROBRAS – PETROLEO BRASILEIRO S/A	Employment of new build vessels on her maiden voyage will be considered on a case-by-case basis, taking into account the past experience with the owner and the technical operator, and will be subject to the vessel being submitted to a Condition Survey.
PTT MARINE GROUP	She must provide active inspection report which must be available to review after 3 months of delivery before considering of her status.

REPSOL TRADING S.A.	Technical operator will provide the following documents, in addition to the usual documents for the preliminary evaluation: **A.** Two matrix: **1.** One with the vessel's Senior Officers (Officer Qualifications, Nationality, Certificate of Competency, Issuing Country, Tanker Certificate, Specialised Tanker Training, Years with Operator, Years in Rank, Years on this type of tankers, Years on all types of tanker, weeks stood by in yard). (Master & Chief Officer; Chief Eng. & 2nd. Eng must have by pairs 8 weeks of aggregate stay in shipyard before new build delivery). **2.** One with the Site Team (Names, Nationality, Qualifications, Years with Company, Years new build experience, Arrival date on site). **b.** Complete the questionnaire on the webpage **www.vetting.repsol.com** and provide all supporting documentation including the Interim Class Certificate plus any relevant conditions of class applied to the vessel at the time of delivery and a copy of the Continuous Synopsis Record. **C.** Experience with Owner/Technical Operator will be duly considered.
SAUDI ARAMCO PRODUCTS TRADING COMPANY	A ship will be considered a "New Building" until completion of one successful load and discharge operation. To be accepted for Company use, the new building must have had an inspection registered in the SIRE system or, if managed by a recognized ship operator, the vessel may be accepted following a satisfactory physical inspection by an ATC ship inspector.
SARAS	The new build vessel at her maiden voyage and/or ship coming from stoppage due dry-dock/shipyard/repairs is not acceptable.
TOTAL S.A.	**Maiden Voyage from New Build or Dry-dock** TAM risk assessment has shown the increased risk when using tankers on maiden voyages as a result of ill-preparedness for seagoing operations. Accordingly we have the general non use of such tankers. Exceptions, in the case say of Time Charter or Technical Operator audited by TAM may be considered where the SMS includes a formalized procedure for the systematic testing, with supportive checklists, of key navigational, propulsion, steering, fire detection & extinction systems, gas monitoring systems, cargo / ballast operations & monitoring systems and the adequate resting of personnel prior to delivery. Any and all further information can be clarified by email: **vetting.tam@total.com**

OCIMF-SIRE Inspection Request Form Requirement, Singapore

INTERTANKO participated in discussions to facilitate improved access to terminals in Singapore for Oil Company vetting inspectors.

Agreement was reached following a meeting and subsequent correspondence during spring 2009, between the private oil terminal operators in Singapore, the oil company representative association (OCIMF), Singapore Shipping Association and INTERTANKO. The meeting was brokered by the Maritime and Port Authority of Singapore (MPA) with the agreement for improved access to the terminals requiring an OCIMF-SIRE Inspection Request Form to be completed and sent to the relevant terminal by way of an inspection request.

This form should be completed and sent in accordance with the agreed Guidelines – for details go to: **http://www.INTERTANKO.com/upload/singapore%20inspection.pdf**

While not part of the Guidance provided by the MP, in consultation with INTERTANKO members and OCIMF representatives in Singapore, it was agreed that INTERTANKO members using the form should endeavour to send a copy of the terminal response to INTERTANKO on **singapore@INTERTANKO.com**

Sending copies of the responses from the terminals is an important element in the agreement reached with the oil terminal operators, as it allows INTERTANKO to monitor the number of requests for inspections and the number of acceptances or rejections to these requests. This data will be essential in evaluating the success of the agreement and the use of the forms by the tanker industry.

MPA
SINGAPORE

MARITIME AND PORT AUTHORITY OF SINGAPORE

PORT MARINE CIRCULAR
NO. 05 of 2009

06 April 2009

Shipping Community
Harbour Craft Community
Owners and Operators of Oil Terminals

OCIMF- SIRE INSPECTIONS AT OIL TERMINALS IN SINGAPORE

1 This circular brings to the attention of the shipping community on the procedures and guidelines for OCIMF-SIRE inspections to be carried out alongside at all oil terminals in Singapore. These procedures and guidelines were developed in consultation with MPA, Singapore Shipping Association, oil terminal operators in Singapore, INTERTANKO and OCIMF.

2 This procedure should be used with immediate effect. The request form and the industry guidelines for SIRE inspections at oil terminals in Singapore are attached as Annex 1 and Annex 2, respectively.

3 Any queries relating to this circular should be directed to Capt Ram K Kumar at Tel: 6325 2475.

RAM K KUMAR
for PORT MASTER
MARITIME AND PORT AUTHORITY OF SINGAPORE

TEL : 6325 2475
FAX : 6325 2430

Annex 1

Industry Guidelines for SIRE Inspections at Private Oil Terminals in Singapore

1. Inspection requests should be submitted to the terminal at least three working days in advance of vessel arrival. Any applications submitted with less than three days advance notice will be considered on a case-by-case basis.

2. While the SIRE inspector may arrive early, inspections should only be conducted during the daylight office hours as specified by each individual terminal (0700 to 1900 hours, for instance).

3. A designated Port Captain or Marine Superintendent shall be on-board when the SIRE inspection is being conducted during vessel discharge operation. This will serve to minimise the potential impact the inspection might have on the crew as they conduct cargo operations.

4. Applications should be made by charterers' agents only, not by the SIRE inspector himself.

5. A standardised OCIMF-SIRE Inspection Request Form (Annex 2) is appended to these Guidelines. In completion of the form, it should be noted that in the event that the owner of a product denies access in the interest of confidentiality, the terminal will state on the form the reason for denying access.

6. Unless the terminal specifically requires landward access, the SIRE inspector must arrive by launch, which will adhere to all relevant regulations put forth by MPA, the terminal and any other stakeholder.

7. The SIRE inspector shall be subject to any additional house rules peculiar to a particular terminal. Details of these rules shall be provided on the Inspection Request Form and may be supplemented by more detail where necessary

Annex 2

OCIMF-SIRE Inspection Request Form

PART I: Inspection Request (To be completed by Charterer Agent)

Terminal's Name: Contact Person: Office/Mobile Tel: Fax: Email:	Charterer Agent's Name: Contact Person: Office/Mobile Tel: Fax: Email:

Vessel Information

Vessel's Name: Arrival Date: Estimated Arrival Time: Estimated Departure Date/Time:	Call Sign and IMO Number: Technical Management Company: Date of last SIRE inspection: Type and Quantity of present Cargo:

SIRE Inspector Details	Port Captain/Marine Superintendent Details
Name: Passport/ID No.: OCIMF SIRE Accreditation No.: **Represented company for the Sire Inspection:** Company: Mobile Tel: Office Tel: Fax: Email:	Name: Passport/ID No.: Company: Position: Mobile Tel: Office Tel: Fax: Email:

Charterer Agent Representative Name: **Date and Time:...../.....**

Signature:.....

PART II: Terminal Response (To be completed by Terminal)

Inspection Request: **Accepted / Rejected**

If rejected, please provide explanation:

Terminal Safety and Security Requirements:

Terminal Boarding Instructions:

- Boarding via Launch / land

Terminal Representative Name: **Date and Time: ...../.....**

Signature:.....

Inspection Request to be conducted in accordance with the Industry Guidelines for SIRE Inspections at Private Oil Terminals (Singapore)

OCIMF – SIRE
Vessel Incident Repository (VIR)

When a vessel under the control of a ship operator has an incident it is common practice for the ship operator to advise OCIMF SIRE submitting members and SIRE recipient members and send them copies of the incident report for review. Ship operators frequently only send the reports to a select group of companies, and there can be delays in the screening/vetting process when companies do not have the report, or cannot find it within their systems, or on an individual's computer. To this end, both OCIMF SIRE submitting members and SIRE recipient members consider that a central repository for these incident reports would be beneficial to all parties. Ship operators are also of the view that it would be beneficial to them to have a central repository for these reports, and this will save time and reduce duplication of sending reports.

OCIMF has, in close cooperation with INTERTANKO, conceived and developed a Vessel Incident Repository that enables ship operators to upload any incident reports to the SIRE database. The ship operator voluntarily uploads details of any incident that they may have had on board a ship with the format and details of the reports being at the ship operators' discretion. The reports may at any time be amended and/or updated by uploading additional files.

On uploading an Incident report, there will a 24 hour delay before the report or documents are 'live', unless specified by the operator for immediate release, and during this 24 hour window, the operator can amend or delete any part of the report. Once the incident report has been created and documents are uploaded and the 24 hour window has passed, the incident report or any documents cannot be amended or deleted. Additional documents can be uploaded at any time as they become available.

OCIMF does not guarantee the accuracy or thoroughness of these reports and the ownership of the reports remain with the ship operator. Furthermore, OCIMF does not guarantee that all incident reports have been uploaded and neither has it set any criteria with respect to type and nature of incidents to be uploaded, this is left at the discretion of the ship operator.

Each Incident report will remain on the database for a period of three years from the date of the incident. After this three year period the incident report will be permanently deleted.

Reports are downloaded in a 'Read only' format and cannot be amended by any entity downloading the report. Any entity downloading these incident reports agrees that the incident reports are confidential and will not be passed outside their organisation. When any of the above entities downloads any report or part of a report, an automated email is sent to the vessel operator advising them of the download.

The OCIMF SIRE system now includes an option for operators to report incidents involving their vessels. In order to record an incident the user should log into SIRE using their normal credentials. Once logged in, identify the vessel that you wish to report an incident against and click on the blue arrow to see the vessel details - see the figures below. At the bottom right of the screen there are now a number of fields about the incidents reported for the vessel and operator's fleet. From here the user can see incident numbers and details broken down in a number of ways, both for the vessel in question and its current operator's fleet.

Q88.COM

INTERTANKO successfully created an industry standard tanker questionnaire in 1988 called the 'Questionnaire88'. It was later revised in 2004, 2008 and again in 2015 under the guidance of the INTERTANKO Vetting Committee. Unfortunately, due to diverse trading and vetting requirements, many charterers and terminals have created their own questionnaires which owners are asked to complete at time of vetting, fixing or prior to arrival at the terminal.

To help alleviate this growing problem, INTERTANKO and Q88 LLC joined forces to build a system to assist the owner with completing the required questionnaires. Q88.com was launched in 2001 and has become the industry standard platform for automatically creating charterer and terminal questionnaires. Since the launch they have added numerous features including certificate and document management, vetting and officer matrix management, Terminal Vetting Database (TVD), Q88VMS for commercial management, Milbros commodity database and others which greatly assist owners with their daily tasks.

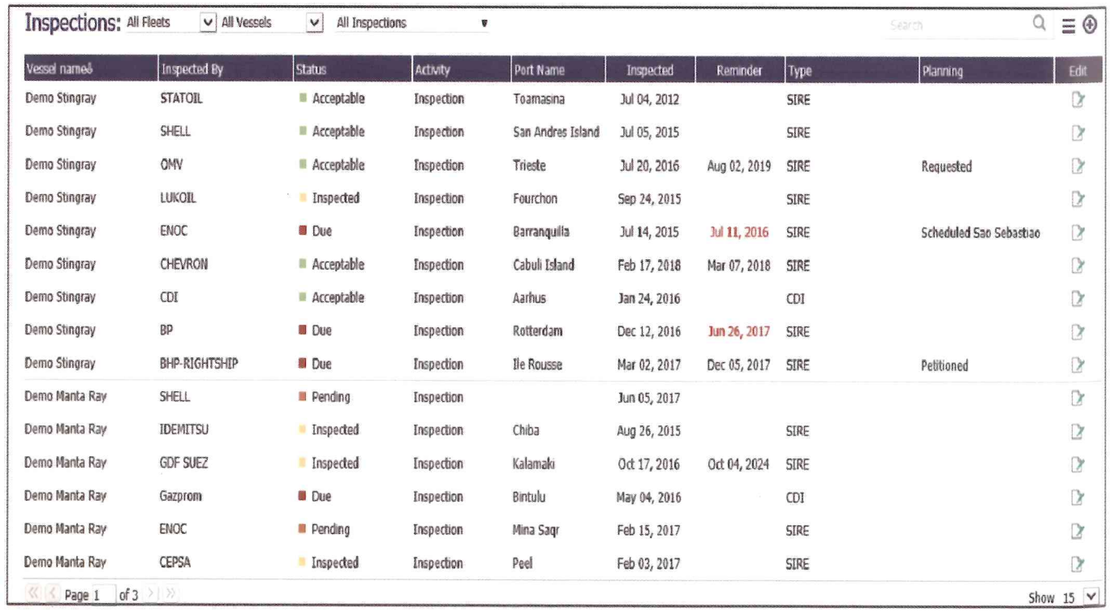
There are many features available on the web site but for the purpose of this publication we will give attention to the 'Vetting', 'Vetting Analytics' and 'Officer Matrix' sections only.

Please visit the web site **www.Q88.com** for more information on additional features.

VETTING

Q88.com built a module to help ship owners track vettings and inspections for their fleet. Having a system to track the vetting allows you to replace the excel spreadsheets with an online system you can collaborate with across the business.

Vetting Dashboard: The image below is a screen-shot of the main vetting page which gives you a fully customisable grid that is your dashboard into vetting activity. The grid provides you the ability to create a view to monitor any upcoming inspections and completed ones, export to excel, create summary reports, initiate new inspections and much more. This is a fully customisable dashboard into all vetting activity for your fleet.

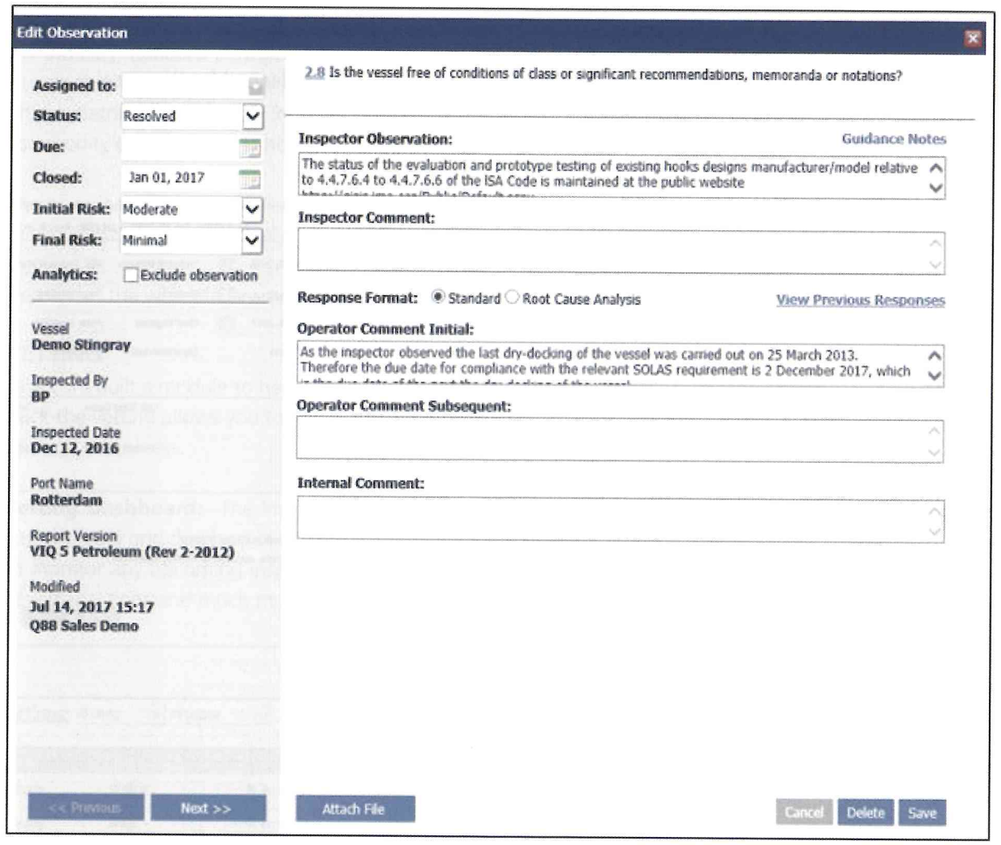


Vetting details: The vetting details page shows you all vetting information about a specific inspection/vetting. Included are the following features:

- Vetting details: View and edit full details of the selected vetting.
- Notes: Add any supporting information such as a document.
- Observations: Track/Edit observations that were made during physical inspection of the vessel.
- Vetting history: Display the history of the selected inspection company for this vessel.
- Last SIRE / CDI: See history of previous SIRE/CDI inspections as well as planned for the vessel
- Change log: Full audit trail of all changes made to the selected vetting.

Observations:

- Observations can be added manually or the SIRE (XML &PDF), CDI (XML), BIRE (XML) can be imported
- Track the status, due/closed dates, risk levels for the observation
- View any guidance notes, or previous responses about this observation for other inspections



Questionnaires: Many questionnaires ask for the latest SIRE or CDI inspection that was made on a vessel. All vetting information managed within the vetting module will populate the questionnaires as appropriate. This helps to reduce the work required in completing questionnaires and improves accuracy.

Scheduled Reports: Receive notifications when important vetting events happen. Also, schedule a report of any view (system or user created) to be emailed to you.

Inspection Map:

The Inspection Map is used to show all the inspections performed by a selected oil company, performed within a country or performed at a specific port over the previous 24 months (2 Years). The data is anonymously aggregated using the ship inspections entered by the ship owners using the vetting module.

VETTING ANALYTICS:

Vetting Analytics analyses Vetting Observations and Inspections from a number of different angles.

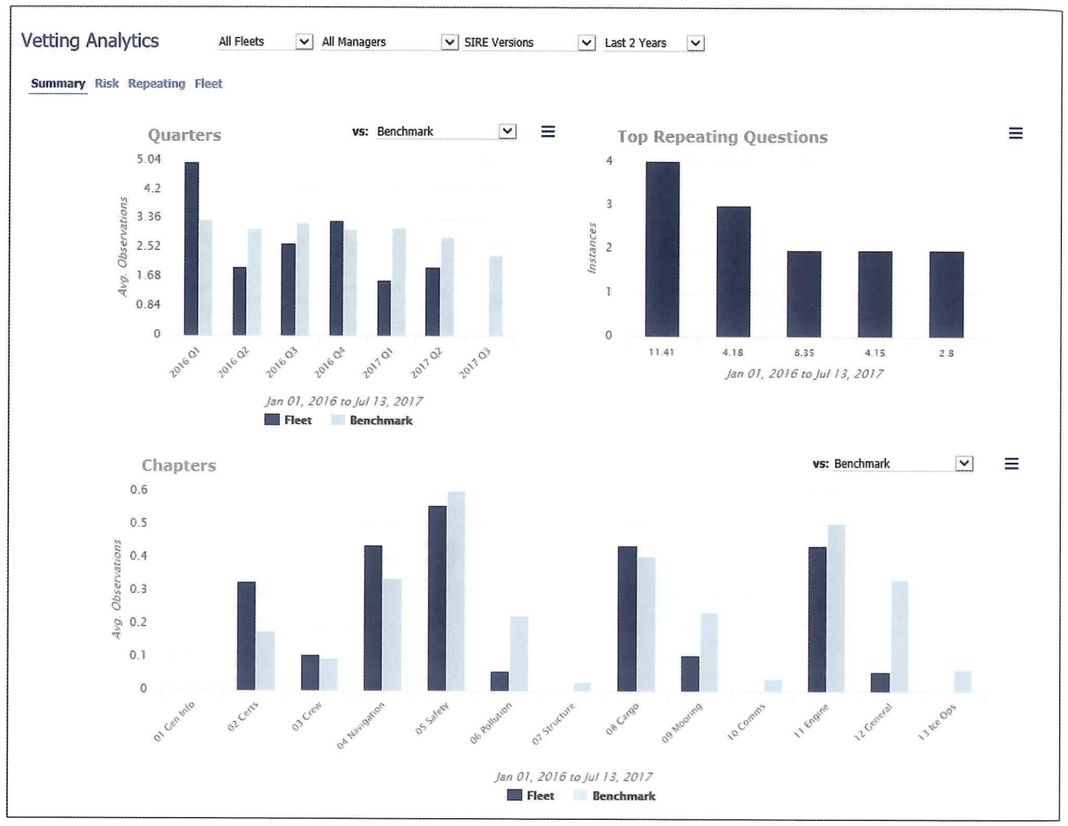
- Average Observations (i.e. the number of observations per inspection)
- Number of Observations
- Number of times the same observation occurs (Repeating Questions)

These are sliced, diced and filtered by various parameters including time periods, SIRE, CDI, BIRE and MoU versions, Vessels, Fleets, Inspectors, Inspection Companies, Managers.

Vetting Analytics covers an interactive series of charts displaying the most pertinent information at a glance. All the data can be exported to Excel for further analysis or a chart. Additionally the Vettings and Vetting Observations menu items allow deeper analysis of the underlying information in grid format. Finally the Vetting VIQ/CDI Import feature simplifies the import of VIQ/CDI files.

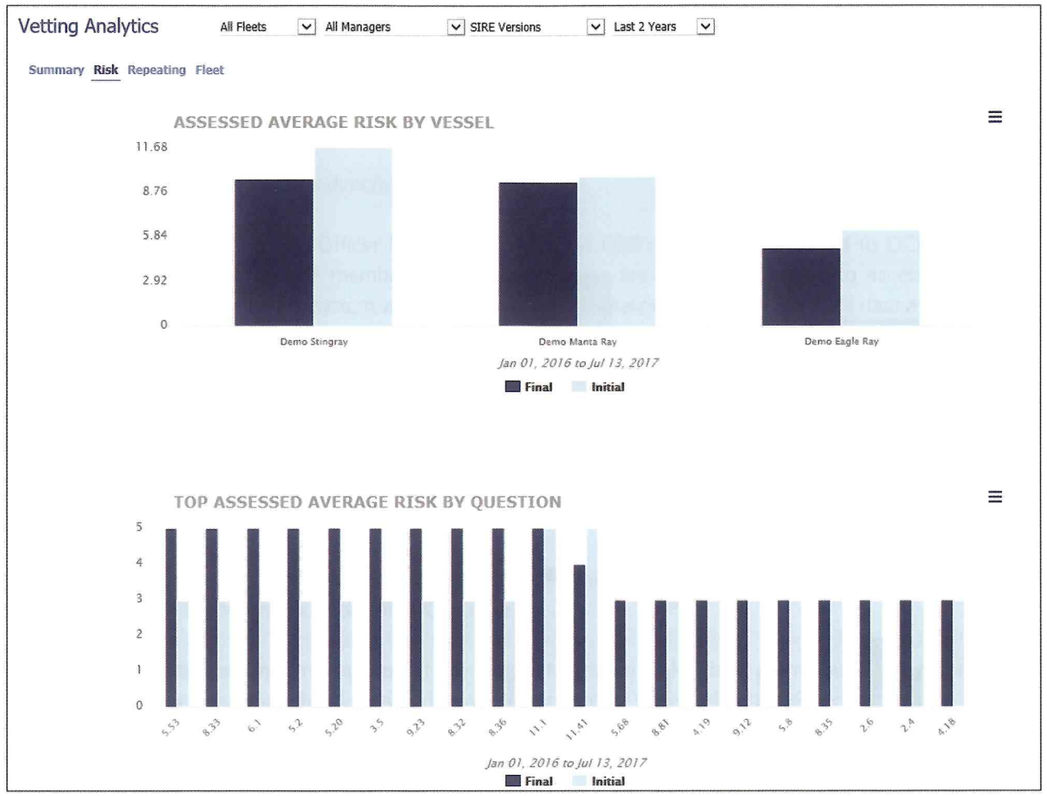
Summary Page:

The summary page shows top level analysis by quarter and chapter comparing results to a number of benchmarking options. It also contains an indication of the top repeating questions.



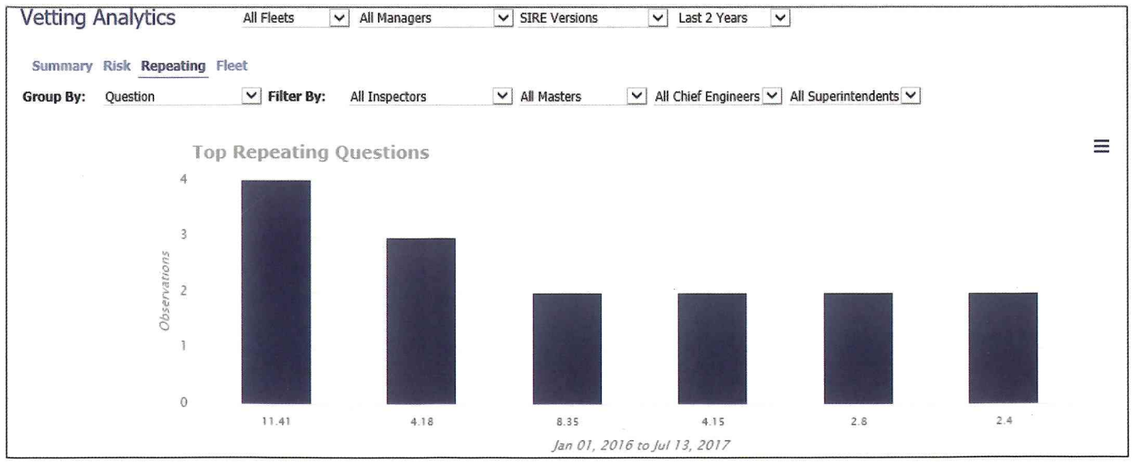
Risk Page:

- Set risk levels (initial and final) for your observations to allow you to analyse risk across your fleet.



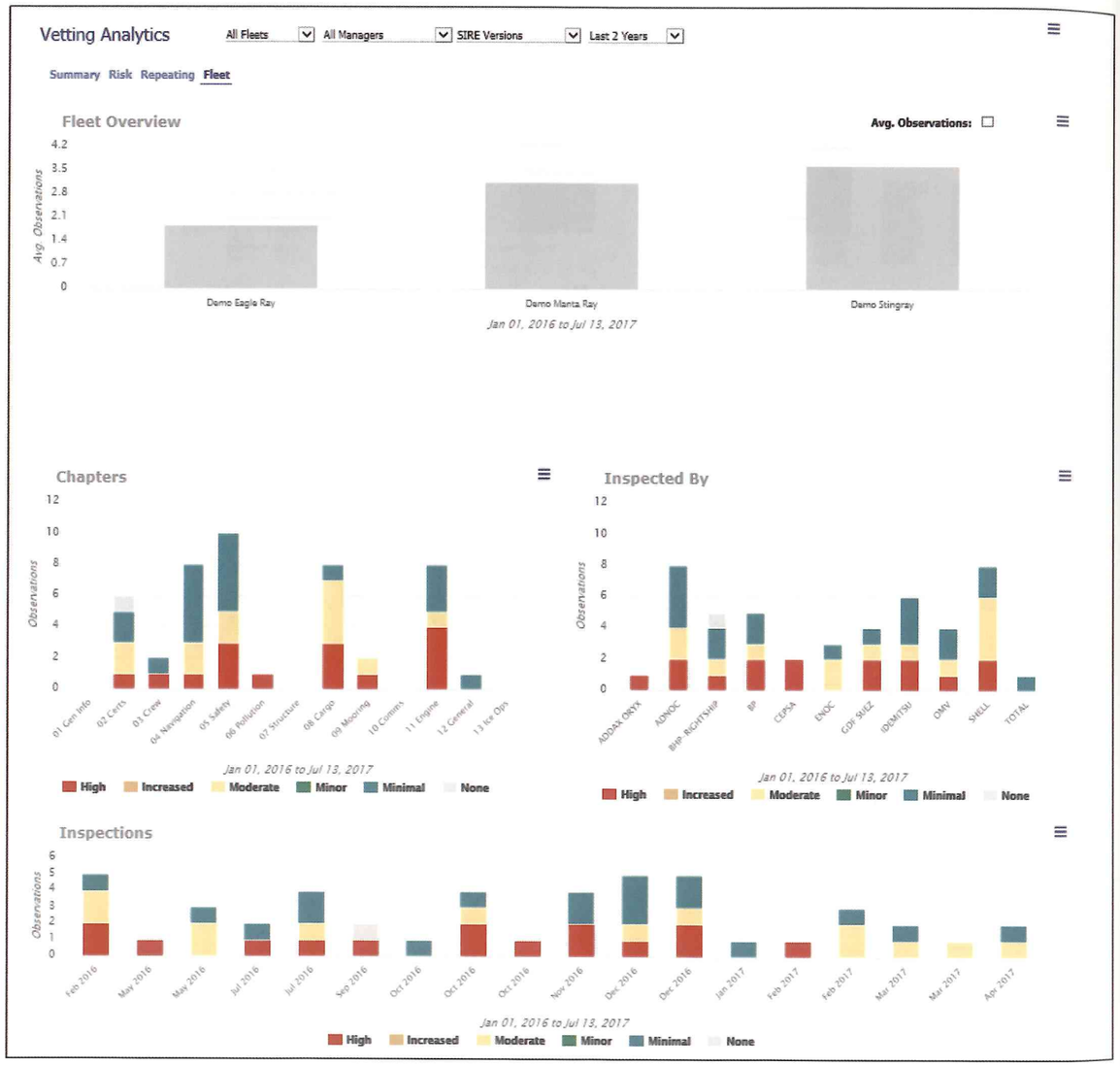
Repeating Page:

- Analyse the top 10 repeating questions across the fleet in detail



Fleet Page:

See specific vessels in the context of their fleet, or see a fleet broken down into individual components.



OFFICER MATRIX:

Managing your officer matrix on Q88.com provides multiple benefits including:

- Automatically calculate experience factors based on sign-on / sign-off dates.
- Validate the Officer Matrix against oil company requirements.
- Automatically populate questionnaires across Q88.com.
- Export the Officer Matrix directly to OCIMF.

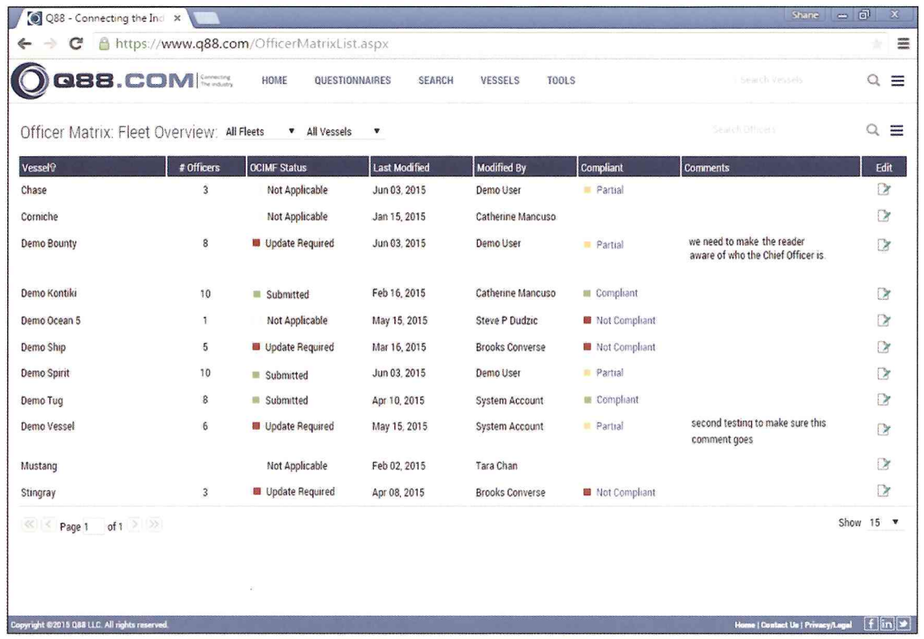
Submitting to OCIMF: The Officer Matrix maintained on Q88.com can be exported to OCIMF to meet requirement by various OCIMF members and inspectors who are using their system to access the Officer Matrix. Before submitting, the system will check to ensure the matrix is completed with all data as required by OCIMF. Once submitted the system will monitor the Matrix on Q88.com and notify you if any changes were made which may require re-submission to OCIMF.

Updating Officer Matrix information on Q88.com: There are four options for keeping the Officer Matrix information up-to-date on Q88.com.

- **Online:** Use the Q88.com web site to keep the Officer Matrix data up-to-date
- **Offline:** Send the offline Officer Matrix form to the vessels for updates, they send it back to **download@q88.com** for automatic import into Q88.com
- **Email integration:** Email a copy of the Officer Matrix (in xml format) from your crew management system to **download@q88.com** and have it automatically imported into Q88.com
- **Direct integration:** Integrate your internal crew management system using web services and push the Officer Matrix directly to your vessels on Q88.com

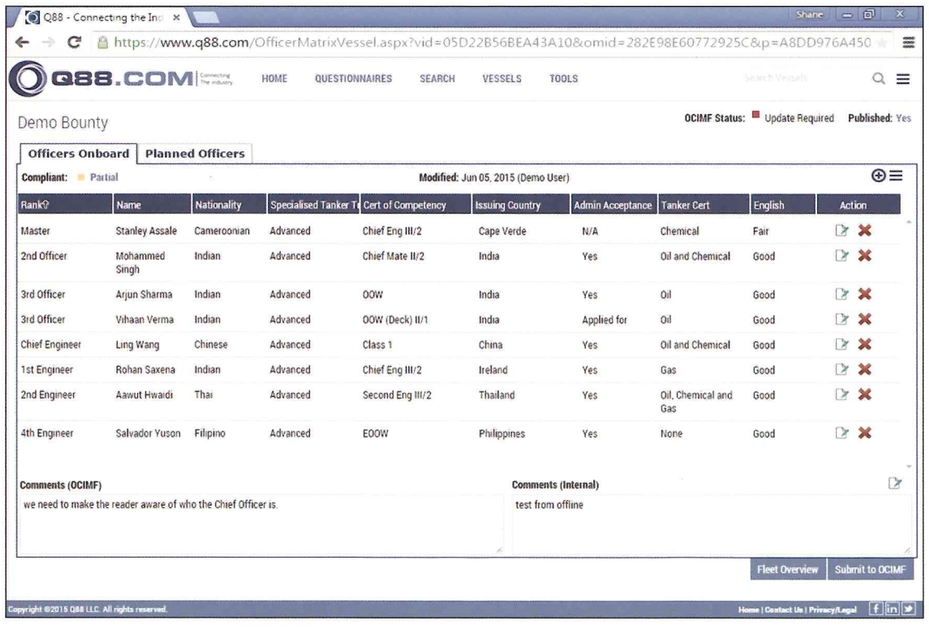
Fleet Overview:

The Officer Matrix Fleet Overview page has been specifically designed to help you manage the Officer Matrix for your fleet. This page gives you an overview of the OCIMF submission status for each vessel, compliance status with oil majors, option to email all Officer Matrix' to your fleet and submit to OCIMF.



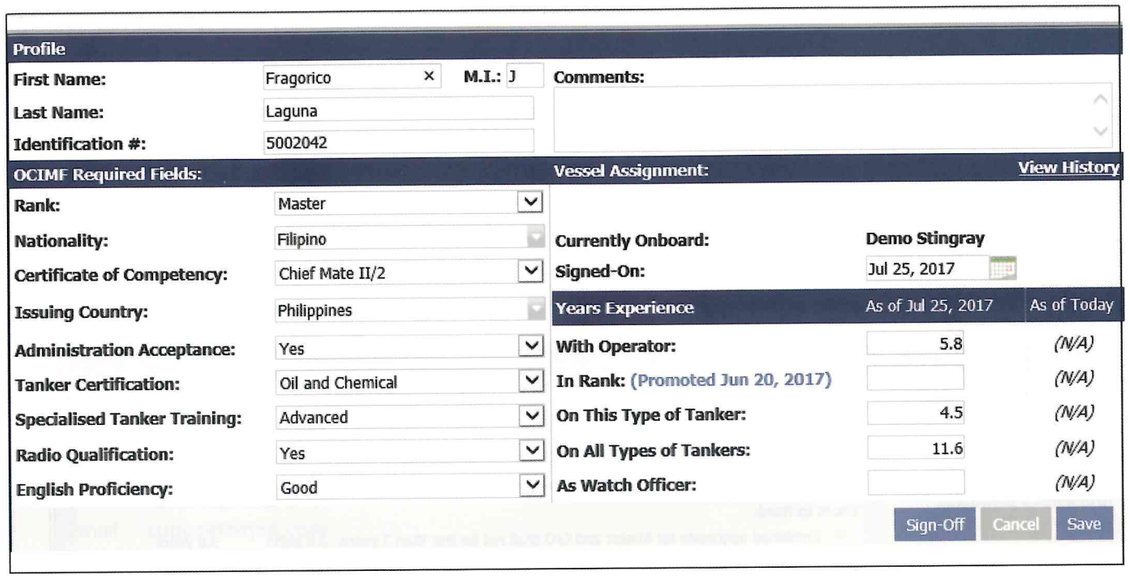
Officer Matrix Detail Page:

The Officer Matrix detail page gives you an overview of all officers on a specific vessel. This view will show all officers listed in the matrix, highlight if data is missing and give you options to email the offline form, view and email the Officer Matrix and submit to OCIMF.



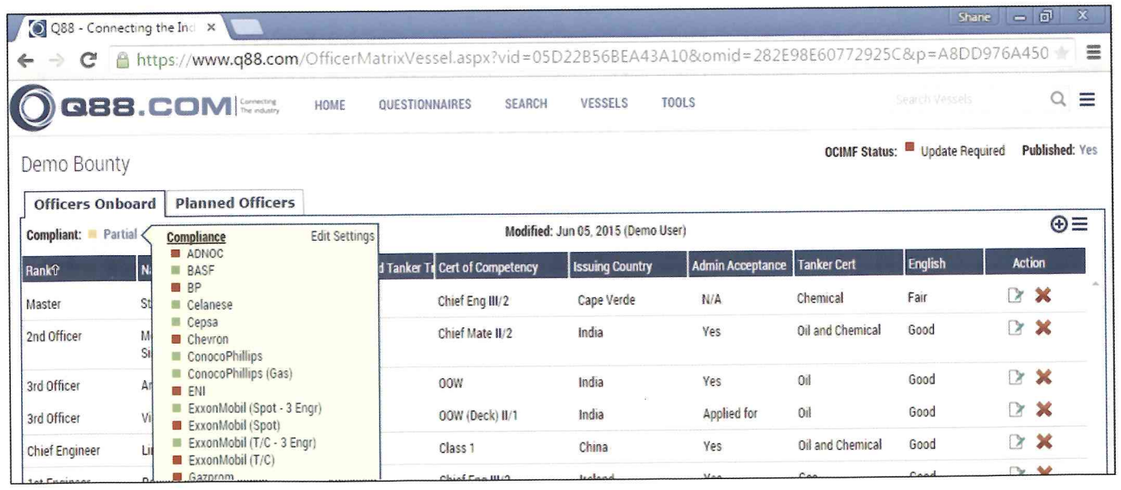
Adding an Officer:

When adding an officer you can either add them by name or add the role as anonymous. Adding by name will save all details for later use in the Officer Matrix module. When submitting the matrix to OCIMF only the officers matrix details required by OCIMF are submitted, NOT the name or identifiers.



Compliance:

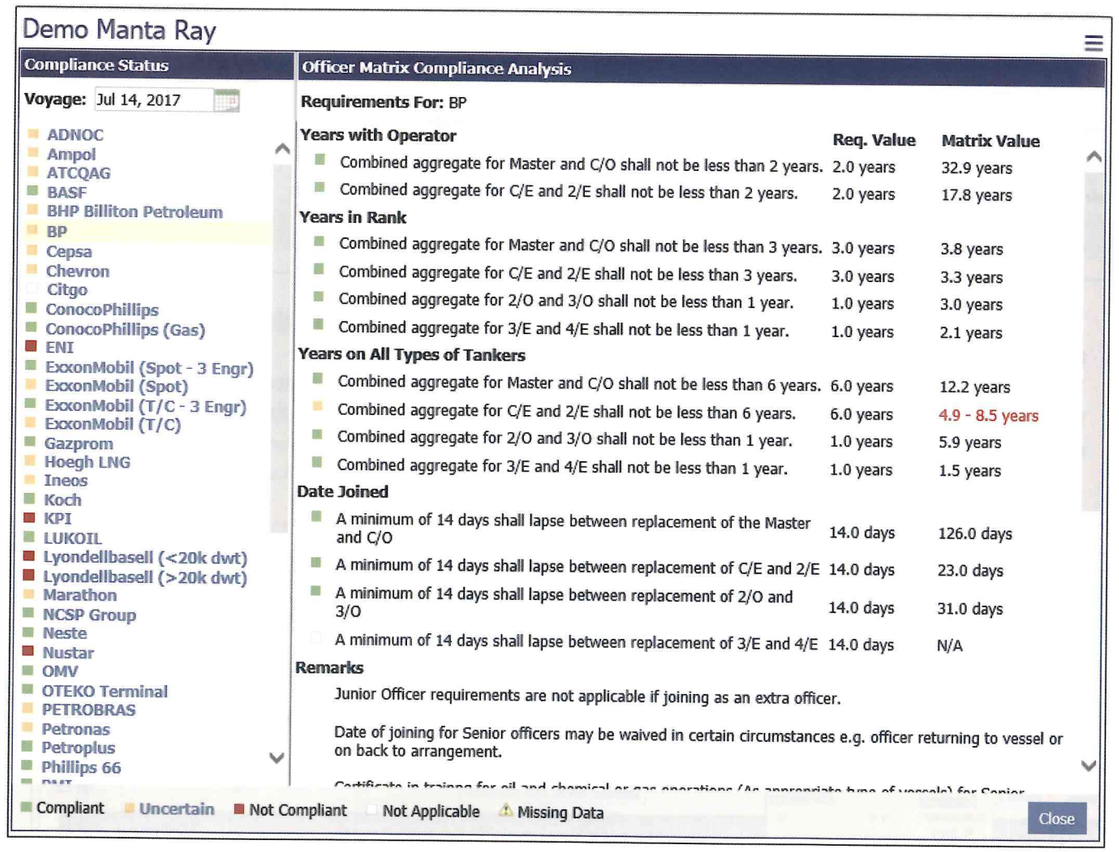
The Officer Matrix module on Q88.com includes a feature called 'Matrix Compliance'. The purpose of this feature is to analyse the experience of the Officers onboard the vessel to see if they meet the vetting requirements declared by the various oil companies.



When selecting the Compliant wording a popup window is displayed which lists the matrix compliance status for the oil companies you have selected to include in the analysis. The compliance status lights are defined as follows:

- Compliant with the specified oil company requirements.
- Not compliant with the specified oil company requirements.
- Partially compliant with the selected oil company's requirements.
- No requirement has been specified by the oil company.

To view the details for a specific oil company click on the oil company name in the popup, the popup displays the compliance details for the selected oil company.



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*Office location in Greece coming soon

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Facebook: **https://www.facebook.com/Q88LLC/**
Twitter: **www.twitter.com/Q88Support**

Websites: **www.Q88.com**
www.Q88Dry.com
www.Q88VMS.com
www.Milbros.com

Tanker Management and Self Assessment (TMSA 3)

The need for a charterer to assess the operational standards of individual companies prompted the development of the TMSA programme by the Oil Companies International Marine Forum (OCIMF).

The TMSA programme was introduced in 2004 with the aim of assisting vessel operators to assess, measure and improve their safety management systems. A second edition (TMSA2) was developed in 2008 with improvements that allowed companies to assess their safety management systems against listed key performance indicators and also provides best practice guidance. The third edition (TMSA3), released in 2017, expanded the best practice guidance and added a new element on maritime security.

The third edition has:

- Expanded best practice guidance to complement the KPIs.
- Revised best practice guidance to remove ambiguity and duplication.
- Streamlined and merged elements to improve consistency and make conducting the self-assessment easier.
- Removed the option to mark KPIs as not applicable.
- Introduced updated industry legislative requirements, including the Manila Amendments to the Maritime Labour Convention 2006, the Polar Code and the Ballast Water Management Convention.
- Revised Element 6 and 6A – Cargo, Ballast, Tank Cleaning, Bunkering, Mooring and Anchoring Operations, with additional KPIs and best practice guidance.
- Revised Element 10 – Environmental and Energy Management (previously Environmental Management) incorporating the OCIMF Energy Efficiency and Fuel Management paper that was a supplement to TMSA2.
- Added a new element; Element 13 – Maritime Security.

This initiative encourages companies to achieve high standards of vessel management and continuous improvement.

INTERTANKO supports this and believes that the programme recognises the existing high quality and standards that currently exist within the tanker sector and demonstrates trust towards the quality tanker owner/operator. INTERTANKO further believes that the system of self assessment can be relied upon to be successful and should contribute to the reduction of multiple ship-inspections.

The programme not only encourages companies to achieve high standards of vessel management and continuous improvement but also provides guidance on what OCIMF believe to be current industry best practice. However, best practices always evolve and it is expected that such evolution will be reflected in future revisions.

INTERTANKO established a TMSA Working Group from within the Vetting Committee with a brief to produce guidelines to assist members to comply with various elements of TMSA. The working group produced guidance

on matters such as Officer Retention, 'Management of Change' and developed benchmarking initiatives for SIRE VIQ and TMSA performance.

The guidance on Change Management produced by the group has been very useful in understanding and helping compliance with Element 7.

i. A Definition of Change Management

"Change management" or "management of change" refers to the management of a broad spectrum of changes within a company or onboard a ship. It includes a company's policies and procedures for approving, implementing and monitoring the progress of these changes.

All 'management of change' processes include levels of authorisation, duties and responsibilities; this must be determined for each proposed change. Careful monitoring and reporting, relevant to the significance of the change must also be carried out to see if the progress and targets set are being met, and if necessary revised.

Documentary evidence for this process should be available for all significant changes. Significant changes ashore may affect more than one department in the organisation, or may affect the certification status of the organisation. Significant changes onboard may affect more than one critical system onboard or affect the certification status of the ship.

On board:

Below are examples of changes which could be considered as significant changes and must be documented. Temporary solutions to problems arising in these categories must also be considered as significant changes and must also be documented.

a. Equipment:
Change of equipment type or changes outside the design (specification) of the installed equipment

b. Systems:
Change or variation of an installed system or changes outside the design of the system

c. Personnel:
Change to the manning of a ship

Ashore

Below are examples of changes which could be considered as significant changes within a company and must be documented.

a. Shore organisational structure

b. Fleet size

c. Ship types within the fleet

d. Flag or Class Society changes

Some examples:

Example A

If a ship's chief engineer would like to change a bunker tank into an oily water holding tank to increase the oily water holding capacity of the ship, he must first go through the "change management" process. A formal report of why the change is necessary or beneficial is made up along with a formal risk assessment. This is forwarded to the shore organisation that reviews the request and approves it once all efforts are exhausted in researching class and statutory requirements covering the change. The procedure will require that drawings are modified; certificates (e.g. IOPP certificate) are updated, etc. Once the process is complete, the change is made. The process can also call for similar changes to be made on sister vessels within the fleet. All actions are documented for future reference.

Example B

A Health, Safety, Security and Environment (HSSE) manager in a company wants to transfer responsibilities of the ISM designated person ashore from one person to another. A form is completed on why the change is necessary and a risk assessment is carried out. The procedure for the change is documented and sent for approval. A detailed action plan is made to change all SMS manuals and posters on board ships in the fleet that reference the designated person, notifications are sent to all affected ships and their Flag States, company address lists are updated and so on. The whole process is documented and kept for future reference. All problems are documented as well so they can be avoided in future changes.

ii. TMSA Liability Clause

In addition the working group produced a liability clause in 2005 for use by members although it is not possible to include the clause in the electronic submission of the TMSA, we suggest that if an owner wishes to make use of the liability clause, then this can be undertaken when an oil company requests access to an owner's TMSA. At that stage the owner should send the TMSA liability clause in an e-mail to the oil company when agreeing to the release of their TMSA data.

"The information contained herein is provided to the best of owner's/manager's knowledge and in good faith, however, the accuracy of the information is not guaranteed either expressly or by implication and owners/managers exclude liability for any errors or omissions whether caused negligently or otherwise."

Terminal Vetting Database

INTERTANKO believes that terminals play a critical role in ensuring safe operations in the transport cycle of a cargo. Proper management of the ship-shore interface is an operational phase which is critical to ensuring a high level of operational safety and environmental protection.

The Terminal Vetting Database (TVD) was established in 2004 to provide owners and operators with a platform which would allow reporting on the quality and standards of tanker terminals world-wide. As charterers, Oil Companies exercise due diligence in selecting well maintained and well managed vessels to transport their cargoes and this reporting platform will ensure that terminals are held accountable for the standards that they present to ships that use them. This complements INTERTANKO's strive for continuous improvement towards zero fatalities, zero detentions and zero pollution.

This program is not intended to put an 'approved' or 'not approved' stamp on individual terminals, but is a simple fact-finding and fact-sharing platform for the benefit of operational safety and environmental protection at the critical phase of the ship-shore interface to promote continuous improvement.

The TVD encourages terminal operators to achieve high standards of operation and continuous improvement through root cause analysis and corrective actions, in response to the comments received through the TVD report. The added value that the TVD provides users is that is makes available information about terminal and berth conditions at tanker ports around the world from the experience of users in the same way that product reviews are used. Having received reports that the water depth at some terminals is less than shown on the charts, the TVD includes questions on the accuracy of water depth at the berth.

As a questionnaire the report is based on a simple "one-page" format with 15-20 questions. The questions are accompanied by guidance notes and/or references to source documents; their purpose being to aid the Masters' response. Generally, either "yes", "no" or "Not applicable" responses are provided unless the rating is 2 or less where clarifying comments must be provided.

Importantly access to the TVD is not restricted to INTERTANKO members and associate members but has been opened up to the wider industry.

The TVD also has a function enabling a terminal operator to submit "Terminal Comments" in response to reported scores of 2 or less.

INTERTANKO encourages terminal operators to view comments received from these reports as constructive and within the objectives of continuous improvement and reflective of sound ISO good practices. Therefore and where appropriate, terminal operators are encouraged to conduct root cause analysis and implement corrective actions in response.

Any low scoring comments on a particular terminal will be forwarded by INTERTANKO to the terminal in question (withholding details of ship and owner) and will request comment from the terminal on root cause analysis, implementation of corrective actions and close out. The terminal's comments will be entered into the database alongside the original report; or if no comments are received by the terminal after 30 days, then that will also be recorded.

Identifying information gathered from the reports is kept confidential and although the vessel's name, voyage number and the Master's name are included as information categories in the report form, this information is only available to company submitting the report and to INTERTANKO. This will not be accessible on the web site.

Figure 1 below shows the Terminal Vetting Report form which is filled out by the Master after loading and/or discharging at each berth.

INTERTANKO TERMINAL VETTING REPORT (2.0) — Save Report

The source of the below information will be kept confidential.

Vessel Information		Berth Information	
Vessel name:	*	Country:	*
IMO #:	*	Port:	*
Master:	*	Terminal:	*
Date reported:	*	Berth:	*
Arrival draft:	*	Operation:	*

Terminal Contact Information			
Contact person:		Email:	
Telephone #:		Fax #:	

Instructions

Please provide a rating for the following questions on a scale of 1-5.
1:Unacceptable, 2:Below average, 3:Average, 4:Above average, 5:Excellent
Comments are encouraged. All '1' and '2' ratings must be accompanied by comments.

Grouping		Rating	Explanation/Comments
Equipment:	Bollard condition:	*	
	Condition apron/fenders/dock:	*	
	Condition chicksan(s)/hose(s):	*	
	Dock lighting:	*	
Shore Personnel:	Pre-transfer conference:	*	
	Safety awareness:	*	
	English skills:	*	
	Accessibility/Communication:	*	
	Courtesy:	*	
	Emergency preparedness:	*	
Miscellaneous:	Surveyor safety awareness:	*	
	Tug performance/condition:	*	
Port Facilities:	Do they accept slops:	*	
	Is current a big factor:	*	
	Any surge due to traffic:	*	
	Any berthing restrictions:	*	
	Is the charted water depth at the berth accurate:	*	
	Any physical obstructions to the berth:	*	
	MSDS issued (load port only):	*	
	Shore gangway:	*	
	Tug line used:	*	
	Quick release shore bollards:	*	

Click the button to the right to save the report > > > — Save Report

Email the saved file to: download@Q88.com

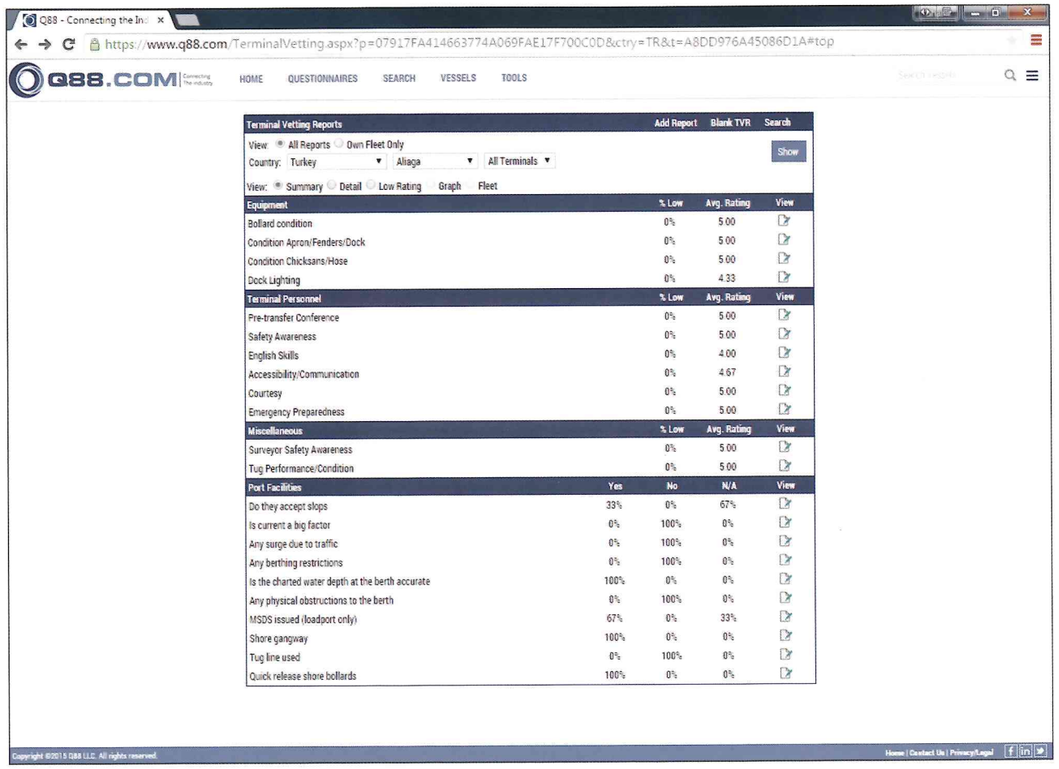
(Figure 1)

The Database is hosted by www.Q88.com in partnership with INTERTANKO and access to the system is controlled by the INTERTANKO secretariat. Once reports are submitted into the system, they are checked by the secretariat to ensure that the country, port, terminal and berth names match the entries in the database.

In the event of a report being submitted with a low rating (1 or 2), then the terminal is contacted by INTERTANKO to advise them of this and to request that they take appropriate corrective actions to improve/rectify the deficiency or provide their comments/responses to the deficiencies noted. The terminals comments are then included along with the rest of the information submitted by the Master.

Contact with the terminal is made via the contact details that are submitted in the report therefore it is essential that these details are checked for accuracy before submission. Access to the Terminal Vetting database can be requested by contacting the INTERTANKO secretariat. Access is usually setup within one business day.

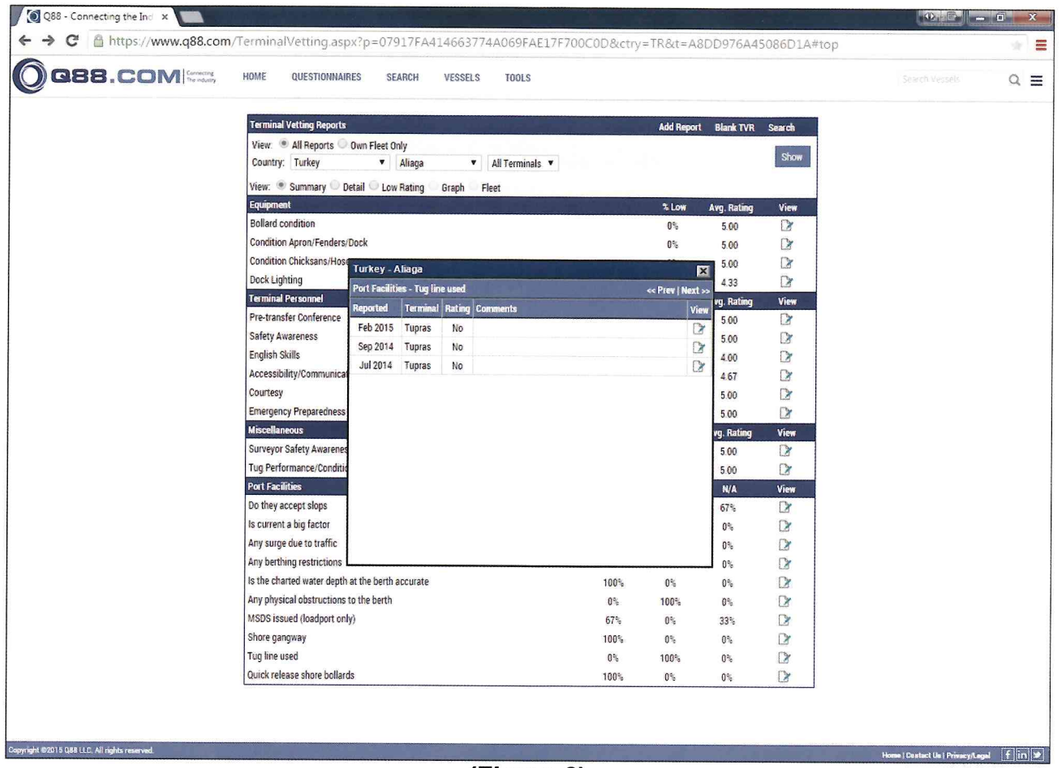
The database allows a user to select terminals by country and/or port or terminal. At each level the system will generate the average rating for each category including showing what % of the reports had a rating of 1 or 2.



(Figure 2)

Clicking the "pencil" icon next to each average rating will bring up a summary of the dates, ratings and comments that were received - see figure 3 below. If the terminal has submitted comments then these would also be displayed.

The reports remain active in the database for 12 months. In case a specific terminal has less than 10 reports then the system will display the last 10 reports, even if they are older than 12 months.



(Figure 3)

Accessing the Terminal Vetting Database and submitting reports into the system is free of charge (except for the vessels communications costs) and simple to upload using the XML format. Owners and operators are encouraged to have their vessels submit reports into the system.

Please visit **www.INTERTANKO.com** or **www.Q88.com** for more information.

The Multiplicity of Acceptability of Ship Inspections

Ships' officers, shipowners and their representative associations have expressed concerns about the number of inspections carried out on their ships – particularly on oil and chemical tankers. Inspections by Flag States (and/or their delegated representatives), classification societies, ISM auditors, P&I clubs, charterers, terminals, Port State Control and the U.S. Coast Guard, tankers can routinely see 30 or more inspections and audits a year conducted on these types of ships.

The inspection process, as it is currently implemented, is cumbersome and also frequently inefficient and ineffective. It should and could be simplified. It is primarily the breakdown in trust that has led to the growth in the number of different inspections. Suggestions to reverse this growth, including proposals for the streamlining of commercial inspection procedures, improvements in the harmonisation and coordination of Port State Control measures, and ideas for greatly enhanced information sharing among many of the parties have not been fully explored and exploited.

The greater acceptability of reports from OCIMF's (Oil Companies' International Marine Forum) Ship Inspection Report Programme (SIRE) and the Chemical Distribution Institute (CDI) has, to a certain extent, resulted in a reduction in the number of inspections. However, counter to this progress have been decisions by many charterers to reduce the effective validity of a SIRE report from 12 to 6 months as well as decisions to implement individual inspection reports and criteria thereby driving the element of multiplicity of acceptability on the inspection and vetting process.

In the parcel trade, not only do ships carry many parcels on each voyage, these ships also call at many terminals at each port call. This results in the requirement for the ship to be "accepted" for the voyage by not only one charterer but by many oil/chemical companies as well as by the terminals themselves. Our members are now seeing many smaller independent terminals requiring their own inspections, in addition to the usual accepted SIRE/CDI inspections.

In addition, our members advise that a significant number of smaller terminals do not necessarily have the adequate resources to correctly evaluate the findings of their own inspections or address any corrective actions that may have been identified. This is the essence of the phenomenon of "multiplicity of acceptability" of ship inspections that exists in the ship inspection and vetting process.

When one of the oil or chemical companies or the different terminals involved in the voyage does not accept the vessel, then this impacts significantly upon the ship and the other charterers that may be involved.

Overarching this issue are other factors that add to the inconsistencies in the practice pertaining to "acceptability" and the validity of any such "acceptance" of the ship. Low transparency from some charterers with regard to vetting policies and decisions relating to prompt notification of details to the operator if a ship is placed on technical hold at any time and inconsistencies regarding wide variations in the interpretation of root cause analysis and application of corrective actions in the event of incidents.

Whilst INTERTANKO fully understands that it is reasonable for charterers to be informed of any incident and the corresponding root cause analysis and corrective actions implemented, we believe that there should be consistency in a charterer's interpretation and acceptance of the identified root cause and corrective actions implemented by the company. An example of such inconsistencies is where a vessel may be put on technical hold by a charterer, but where the charterer will not advise the operator on the reasons for doing so. This lack of information prevents the owner undertaking the necessary root cause analysis and implementing

appropriate corrective actions. If the reason for technical holds or for the non-acceptability of a ship is not transparent the whole vetting process is frustrated.

INTERTANKO has constantly made efforts to highlight this issue and address concerns raised by our members:

- The multiplicity of inspections, particularly in the parcel trade, with the objective of cooperation to try and bring increased operational efficiency in these areas.

- Improved response times from charterers following an inspection with regards to notification of the vessels acceptability or not, (if the owners are not advised why the ship is not acceptable the owner cannot address the problem).

- Harmonisation of standards regarding assessment of root cause analysis and correct identification of corrective actions.

- The dilemma between reporting or non-reporting of incidents to oil/chemical companies. Reporting of incidents by an owner should be a fully open, and transparent process. This open and transparent reporting can result in penalisation with possible long delays or technical hold as a consequence thereby discouraging the very transparency we wish to promote.

- The issue of Conditions of Class (CoC) where some oil companies continue to view all Conditions of Class as a risk, irrespective of whether the CoC is overdue or has been assessed. This has a real potential to drive down transparency in the industry and the subsequent reporting to class.