

CDI Operating Manual Section 4.0 Ship Inspection Procedures

4.0 SHIP INSPECTION PROCEDURES

Definitions: “Ship Operator” is the company signing the Annex B Agreement with CDI.
“Technical Manager” is the ISM Manager and holder of the DOC.

4.1 Background

This Ship Inspection Report (SIR) was developed as part of the CEFIC “Safety and Quality Assessment System for the Management of Ship Operations”. The document was transferred to CDI for global application and implementation across the world fleet of chemical and lpg tankers.

For assessment purposes, the SIR should be read in conjunction with the Harmonized Vessel Particulars Questionnaire (VPQ).

The aim of the SIR is to give an accurate assessment of the ship at the time the inspection is carried out. The SIR is essentially a quality assessment of the ship, its operations and personnel which also incorporates essential aspects of safety and environmental protection.

Compliance with statutory, recommended and desirable items are identified within the SIR. Observations to all negative answers are listed in Section B (Inspection Summary). The Inspector may additionally remark on any answer or section deserving further expansion and on any conditions or occurrences observed during the inspection which were contrary to safe working practices. Inspectors are encouraged to document positive items and best practices that are noted onboard, as well as items that have been corrected prior to completion of the inspection.

The SIR does not attempt to pass or fail the ship for any particular purpose but rather to give an assessment of compliance at the time of the inspection as measured against internationally accepted standards.

4.2 The Inspector

The highest standards of ethical behavior are expected from CDI Inspectors. The findings presented in the SIR are to be regarded as confidential and the property of the Ship Operator and on no account shall the Inspector discuss the contents of the report with any third party.

The Inspector should be an observer only and should not interfere or become involved in the operation of the ship or be a party in any discussion between the ship, terminal, port authorities etc.

The Inspector shall not operate any equipment or advise on any operational or constructional matters or give any advice on how a particular non compliance or observation may be corrected. The Inspector may request equipment to be run or operated under test.

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A courteous and considerate approach is expected of the Inspector in all dealings with the Master, his crew and any representative from the shore. The Inspector should take care to ensure that his actions do not in any way delay or interfere with the normal operation of the ship.

The Inspector is expected to set a good example in all respects, including safety, during the period onboard. The Inspector must produce proper identification upon boarding when requested, and as appropriate for the location, utilise protective clothing and equipment including boiler suit, safety helmet, safety shoes, safety gloves, ear protectors and goggles / safety glasses.

The ship's safety procedures and notices displayed on board the ship must be complied with by the Inspector. The Inspector shall not enter restricted areas unless the Master's permission has been obtained and any relevant permits / checklists have been completed correctly. An Inspector shall not enter an enclosed space unless the procedures detailed in Tanker Safety Guide (Chemicals) Chapter 3 are fully complied with.

4.3 Structure of the SIR

All questions are written as statements and are categorized as either Statutory (referenced to International Regulations), Recommended (referenced to industry Codes of Practice), or Desirable (required by CDI participants). In addition, questions are asked which are for information only and are non-scoring.

Within a hard copy SIR, statutory questions are identified by "S", recommended questions by "R", desirable questions by "D" and non-scoring questions by "NS". Within the electronic version of the SIR, check boxes for statutory questions are highlighted in red, recommended questions in yellow, desirable questions in green and non-scoring questions in white.

A "No" answer to a question which is graded statutory does not necessarily imply that the ship, Master or crew are not in compliance with flag or port state requirements.

When a non-scoring question is answered "No", this should not be interpreted that the ship, Master, crew or operation is deficient in anyway. Some non-scoring questions are used as lead questions to other questions which are scoring. Non-scoring questions, in general, do not have a N/A option. When a non-scoring question is marked "No", then any follow on supplementary questions are to be marked N/A, unless other specific instructions are given in the question.

Questions within the SIR which clearly do not apply to the ship should be marked as N/A. Examples of non applicable questions are where an operational assessment is required of equipment fitted and the ship does not carry the equipment listed.

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Questions categorized as statutory and recommended are cross referenced in the SIR to the relevant IMO Conventions, codes, resolutions and marine industry recommendations. Requirements of individual Flag States are not identified.

Questions are divided into three groups VPQ, SI and I, and are identified by shading around the answer boxes:

VPQ (Heavy shading) Vessel Particulars Questions may be completed by the Ship Operator or shipboard personnel, at any time prior to the inspection. VPQ are not subject to inspection but the Inspector may change answers and enter observations or remarks where contrary evidence is noted.

SI (Light shading) Self-Inspection questions may be completed by the shipboard personnel of ships having two previous reports, under the same Technical Manager, active on the database. Ships eligible for Self-Inspection carry the suffix (S) on the database. SI questions will be subject to audit by the Inspector.

I (No shading) Inspection questions are for full inspection by the Inspector.

Following upload of the SIR by the Inspector, the CDI electronic database gathers the results from the three scoring categories and produces a report summary with graphical performance diagram. At this stage, the Ship Operator may enter comments against the Inspector's observations and remarks, as well as any other negatives identified in the report.

The report summary, performance diagram, summary of observations and remarks, and the Ship Operator's comments are available to users of the CDI system having electronic access to the completed report.

4.4 Inspection Procedures

Inspections using the CDI system can only be carried out by CDI Accredited Inspectors appointed by CDI Marine Inspection Department. Inspection requests must be made by the Ship Operator via the website facility at: www.cdi.org.uk.

Consecutive inspections of the same ship with the same Inspector are not permitted where the Technical Manager of the vessel has remained unchanged. This includes occasions when an Inspector has carried out a "pre-inspection" on the vessel prior to the vessel undergoing a CDI inspection.

Prior to the inspection taking place, the Ship Operator should enter the ship's VPQ to the database. VPQ data need only be entered once and can be periodically updated by the Ship Operator at any time. SIR's of ships having no VPQ, can not be accepted onto the "active" database and will remain inaccessible until such time as the VPQ data is entered. In cases where no VPQ data has been entered, arrangements can be made through CDI Administration for entry of the data.

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Prior to the inspection being carried out, the Ship Operator must declare to the Inspector as to whether the ship is eligible for Self-Inspection. It is the responsibility of the Inspector to verify the eligibility. It is the responsibility of the Ship Operator to ensure that the semi-completed SIR will be presented to the Inspector on boarding. Failure to provide a semi-completed SIR will result in total inspection.

Where the Inspector finds that SI questions have been completed incorrectly, the Inspector has the right to revert the entire inspection or just the specific section, at his discretion, to total inspection.

The time taken for inspection, can be greatly reduced by the state of preparedness of the ship. The latest edition of the SIR should be on board and, as applicable, VPQ and SI questions should have been completed. To help expedite first time inspections the Ship Operator may consider having a representative on board during the inspection.

An inspection shall not normally be carried out during the night when the ship's key personnel may be expected to take a period of rest. The only exception to this is when special arrangements have been made with the Ship Operator and the Master prior to the Inspector boarding the ship.

4.5 Opening Meeting

On boarding the ship, the Inspector shall identify himself / herself to the Master (or his representative). The Inspector shall outline the objectives and requirements of the inspection. For whatever reason, it remains the prerogative of the Master to decline the inspection. The Inspector and the Master (or his representative) should agree the sequence for the inspection. The inspection should be planned and carried out in a manner which will not conflict with the safe operation of the ship. Regulations concerning the working hours of the crew shall be respected by the Inspector. The Inspector should establish when key crew members will be available to assist with the inspection and which officers will undertake the Crew Knowledge and Proficiency tests.

During the inspection, it is recommended that the Inspector is accompanied at all times by a responsible and suitably qualified person(s), nominated by the Master.

Proper planning at the Opening Meeting will enable the inspection to be carried out efficiently and with the minimum of disruption to the normal working of the ship.

Should a superintendent (representing either the Ship Operator, Technical Manager or Commercial Operator) be present, then the Inspector will liaise with the superintendent. The superintendent must not however interfere with the inspection procedure or answer questions which are addressed to the Master, officers or crew. Information provided by the superintendent, of which the Master and Officers have no apparent knowledge will be disregarded.

4.6 The Inspection

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It is a requirement that all questions (statements) in the SIR are answered. Sampling of questions within the report, other than audit of SI questions, is not permitted. However, sampling within a particular question is permitted. For example, when assessing the question on the condition of lifejackets, the Inspector is not expected to examine all lifejackets on board, but only a sufficient number to make an assessment on the condition overall.

When the ship is in operation, some areas may not be capable of inspection. When any question is not addressed due to operational reasons, the N/A check box should be marked and a note made in the relevant Remarks section.

Each question must have one of its check boxes marked. This includes questions which are for Information only.

Items in the report which are marked "Information only" and require data to be entered, must be completed.

For any item marked as a No (other than lead-in questions), an observation must be made in the Inspection Summary (Section B).

With the exception of "familiarity" type questions which by their nature are subjective, answers, observations and remarks must be based on objective evidence. Objective evidence is defined as qualitative or quantitative information, records or statements of fact which is based on observation, measurement or test and which can be verified.

The assurance of ship's staff should not be accepted by the Inspector as compliance with a particular question, without objective evidence being produced to support their assertions.

Where a question requires 'a procedure', evidence will be sought to verify that the procedure is implemented. Similarly, evidence will be sought to verify written records. In both these cases, where inspection evidence is contrary to the procedure and/or written record, the initial question will be marked as No.

An Inspector may request the demonstration or test of a particular piece of equipment. Should the request be refused, then this should be noted in the relevant Remarks section, together with the reason for refusal.

Requests for a test of equipment should not be made where this will result in a major disruption to the ship's normal operations. i.e. stopping cargo operations, blackout etc.

4.7 Crew Knowledge and Proficiency Chapters

During the course of the inspection, various members of the crew (including the Master and Officers) should be interviewed to seek evidence of knowledge and proficiency. The purpose of the interview is to ensure that personnel can demonstrate sufficient depth of knowledge and familiarity with the policies, procedures, and equipment onboard, as laid down in their job description.

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For any item marked as a 'No', an observation must be made to fully describe the reason for the finding.

The final question in these chapters is provided to allow the Inspector to document the results of questioning which has taken him outside the scope of the existing questions for the relevant subject.

4.8 Crew Knowledge & Proficiency Testing

Crew Knowledge and Proficiency (CKP) Testing is a voluntary Ship Operator service facility aimed at random testing of the ship's officers' operational knowledge. The results of the testing are confidential to the Ship Operator and do not form part of the SIR. Results are available only to the Ship Operator through the SIR screen in the ISIS database and cannot be accessed by any other CDI participant.

The purpose is to assess CKP through the utilization of a globally consistent system, allowing the individual Ship Operator to bench mark CKP of his officers against world fleet average and for the world fleet as a whole to demonstrate their currently perceived excellence above all other fleet types.

Chief Officers, Second Officers, Third Officers, Second Engineers, Third Engineers or their equivalent ranks are eligible to undertake the testing. Selection of the Officers is made by the ISIS database and the Inspector will arrive on board with three tests of 10 questions each programmed into his laptop. Of the three tests, only two are to be undertaken by Officers available and having been identified as possessing "Good" English proficiency in the Crew Matrix. Where tests are not undertaken, the Inspector will record the reason(s) in the testing program.

The tests should take place in a private space, with the Inspector as invigilator. The inspector will have no access to the outcome of the test. When the process has been completed all results will be totally confidential and not even known to the inspector, consequently, test results will not be revealed by the Inspector.

4.9 Closing Meeting

On completion of the inspection, the Inspector will hold a closing meeting with the Master (or his representative). At the closing meeting the Inspector shall provide the Master with the Summary of Observations and Remarks as per Section B of the SIR.

The Inspector shall discuss with the Master (or his representative) the answers given in the SIR and if requested to do so, explain how the answers have been determined. Should a "No" answer, an observation or a remark be contested, then the Inspector shall give the

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Master the opportunity to produce objective evidence to satisfy the requirement. If satisfactory evidence of compliance is produced, then the answer to the question may be amended. Answers to questions, or the Summary of Observations and Remarks, should not be amended after the Inspector leaves the ship.

The Master should be requested to sign the Summary of Observations and Remarks to signify he has received them. The Master's signature is for receipt only and does not infer that the Master agrees with assessment or observations.

The Master (or his representative), must be given the opportunity to comment in writing on the contents of the SIR and the Summary of Observations and Remarks. Any written comments from the Master (or his representative) shall be recorded on, or attached to, the Summary of Observations and Remarks. Where the Master (or his representative), chooses to make written comment, this must be accompanied by his signature.

The Inspection does not result in a pass or fail. The SIR is for consideration by a potential Charterer only. The Inspector shall not indicate to the Master, Superintendent or any other person, the standard of the ship or the possible eventual outcome of the inspection.

4.10 Processing the Report

During, or on completion of the inspection, the Inspector shall enter all the inspection data into his computer terminal and then up-load the report to the CDI database in accordance with the procedures governing control of the CDI database system.

The SIR must be uploaded to the CDI database as soon as is practically possible after the inspection.

Except in exceptional circumstances (or when instructed by CDI), copies of the list of Observations and Remarks should not be faxed, or transmitted by any other means, to any person or business who is not the Ship Operator or Charterer initiating the inspection. SIR data is privy to the accredited Inspector (which includes persons employed by the Inspector or under the direct control of the Inspector), the Ship Operator and if the inspection is initiated by a Charterer, the Charterer. Persons who do not have approved access to the SIR data on the electronic database, are not permitted to sight the SIR data in hand-written or typed hard copy.

The use of the electronic database provides a level of security for the SIR data which is easily compromised if information is faxed or mailed to uncontrolled third parties.

The Inspector is responsible for the security of the SIR data (hard copy and electronic) between the time of carrying out the inspection and uploading the data to the CDI database. Within the confines of this procedure, the Inspector shall ensure that a back up of the SIR data is available in the event that the original SIR data is lost prior to uploading to the CDI database. Inspectors are required to ensure that:

- All laptops and portable data storage devices are password protected.

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- All MS Excel and pdf files are deleted from laptops and portable data storage devices after conveyance of the document to the relevant party.
- Historic report data is only retained on office hard drives in the *client.rep* file format.

After uploading SIR data to the CDI database all SIR data which includes the completed questionnaire and the Summary of Observations and Remarks shall be retained by the Inspector for a period of thirteen months. Thereafter, the data may be disposed of in a safe and secure fashion.

4.11 Validity of Report

The report is valid for twelve months, after which it is archived. If at any time within the twelve month period, there is a change of Technical Manager, the Ship Operator is required to advise CDI and, subject to verification of the ISM Certification, the report may be prematurely archived.

On a rare occasion, a vessel may be inspected while not conducting cargo operations. In these cases, the validity of the report is limited to 3 months. For the purpose of CDI inspection, cargo operations are defined as:

- Transfer of cargo
- Commercial tank cleaning
- Inerting
- Purging
- Gas freeing

4.12 Gas/Chemical “combination” Ships

These ships can be inspected as a Chemical Tanker or Gas Carrier and hold two reports on the active database. However, for the inspection, the ship must be operating the appropriate equipment for the ship report against which it is being inspected. When ships are carrying both chemical and gas cargoes simultaneously or, when gas free in ballast, use of a combined Inspector will greatly reduce the burden for the Ship Operator.