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| CDI–M Operating Manual<br>Section 4.0<br>Ship Inspection Procedures |
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## 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 current version of the 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 is 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, in particular reference is made to complying with CDI’s Code of Business ethics outlined in CDI’s Quality Policy Statement. The findings and any ship operator comments 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 will be an observer only and shall 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

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|----------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;">CDI–M Operating Manual<br/>Section 4.0<br/>Ship Inspection Procedures</p> |
|----------------------------------------------------------------------------------------------------------|

observation may be corrected. The Inspector may request equipment to be run or operated under test.

A courteous and considerate approach is expected of the Inspector in all dealings with the Master, his crew and any representative from the shore and compliance with CDI's Code of Business Ethics. 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 categorised in the column “Cat” as either **Statutory “S”** (referenced to International Regulations), **Recommended “R”** (referenced to industry Codes of Practice), or **Desirable “D”** (required by CDI participants). In addition, questions are asked which are for information only and are **non-scoring “NS”**

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 “S” are highlighted in red, recommended questions “R” in yellow, desirable questions “D” in green and non-scoring questions “NS” 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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|----------------------------------------------------------------------------------|
| <div>CDI–M Operating Manual<br/>Section 4.0<br/>Ship Inspection Procedures</div> |
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Questions categorised 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 also divided into two groups “SI” and “I”, and are identified by the relevant designator “I” or “SI” in the column indicated “Gp.” (Group).

- **SI** Self-Inspection questions’: All ships are eligible for Self Inspection.
- **I** 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 (**S, D & R**) 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. The inspector which completed the SIR will have access to any ship operator comments subsequently uploaded into the SIR; the inspector is prohibited from initiating a discussion with the ship operator regarding any operator comments.

#### 4.4 **Inspection Procedures**

In the CDI Marine inspection scheme, the following vessel types can be inspected a, Chemical Tanker, Product Tanker, Dry Bulk Carrier, LNG and LPG Carrier and will hold a separate report for each requested vessel type/Inspection type on the active database.

So called “pre-delivery” inspections of new buildings will not be conducted whilst the vessel is still in the hands of the builder. CDI will only undertake an inspection of the vessel when the ship is in full operational control of the Technical Manager, (Ship Operator) at the time of the inspection.

Inspections using the CDI system can only be carried out by CDI Accredited Inspectors appointed by the CDI Marine Inspection Department.

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 should be updated by the Ship Operator as circumstances so dictate. SIR's of ships having no VPQ, cannot 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

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|----------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;">CDI–M Operating Manual<br/>Section 4.0<br/>Ship Inspection Procedures</p> |
|----------------------------------------------------------------------------------------------------------|

has been entered, arrangements can be made through CDI Administration for entry of the data.

It is the responsibility of the Ship Operator to ensure that the **Self-Inspection Document (SID)** is provided to the Inspector prior to the inspection. Failure to provide a SID will result in a full inspection.

A **SID** must be completed for each inspection type being requested.

The Inspector will randomly sample 15% of the SI questions. Where an Inspector finds that the 15% random sample of SI questions have not been answered correctly, the Inspection will revert to a full inspection of the ship.

The time taken for inspection can be greatly reduced by the state of preparedness of the ship. The provision of the **SID** to the inspector and a review of the latest edition of the **SIR**, in advance of the inspection will also greatly assist in preparing the vessel and ships staff. 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. 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.

Inspection requests must be made by the Ship Operator via the “Inspection Request page on the CDI web site.

#### 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 hours of work or rest of the crew shall be respected by the Inspector.

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 Ship Operator’s representative (representing either the Ship Operator, Technical Manager or Commercial Operator) be present, then the Inspector will liaise with the Ship Operators’ representative. The Ship Operator’s representative must not however interfere with the inspection procedure or answer questions which are addressed to the Master,

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|----------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;">CDI–M Operating Manual<br/>Section 4.0<br/>Ship Inspection Procedures</p> |
|----------------------------------------------------------------------------------------------------------|

officers or crew. Information provided by the Ship Operator's representative, of which the Master and Officers have no apparent knowledge will be disregarded.

#### **4.6    The Inspection**

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.

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| <p style="text-align: center;">CDI-M Operating Manual<br/>Section 4.0<br/>Ship Inspection Procedures</p> |
|----------------------------------------------------------------------------------------------------------|

#### **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.

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 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 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.

If more than one inspection type has been conducted on the same vessel (generating two inspection type reports) then at the close out meeting, inspectors will provide the Master or his representative with the summary of observations and remarks as per section B of the SIR from each inspection type report and request the Master to sign each summary of 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, Ship Operator's

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|----------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;">CDI–M Operating Manual<br/>Section 4.0<br/>Ship Inspection Procedures</p> |
|----------------------------------------------------------------------------------------------------------|

representative 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 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) and the Ship Operator. Persons, who do not have approved access to the SIR data on the CDI electronic database, are not permitted to sight the SIR data in any other form or format.

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 backup 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.
- All MS Excel, pdf and XML 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 for the validity of the report. Thereafter, the data may be disposed of in a safe and secure fashion.

#### **4.11 Validity of Report**

The report is active in the CDI database for twelve months; after which it is archived. If at any time within the validity of the report, 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.

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|----------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;">CDI-M Operating Manual<br/>Section 4.0<br/>Ship Inspection Procedures</p> |
|----------------------------------------------------------------------------------------------------------|

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:

- Loading of cargo
- Discharging of cargo
- For combination chemical/product tankers requesting a chemical and a separate product tanker report: the chemical and product inspection report will be a 12-month active report if loading or discharging a chemical or oil cargo.
- For combination chemical/gas tankers requesting a chemical and a separate gas inspection report: the gas inspection report will only be a 12-month active report if loading or discharging gas, the chemical inspection report will only be a 12-month active report if loading or discharging chemical.

#### **4.12 “Combination” Ships**

For CDI’s purposes a vessel type “Combination” could for example be a “Product/Chemical tanker” or a “Gas/Chemical tanker” etc

Only a combination vessel can request more than one inspection type to be conducted at the same time, but doing so will generate a separate report for each requested inspection type.

#### **4.13 Joint Inspections with 3rd Parties**

CDI is not able to set any rules, or to make any recommendations about a CDI inspector carrying out concurrent CDI/SIRE inspections or about any other concurrent inspections organised by third party (non-CDI), organisations by the same inspector at the same time.

CDI does however remind its inspectors that the continued success of CDI does for a large part depend on the quality and the scrupulously correct execution of the existing CDI inspection procedures and protocols and strict compliance with the CDI Code of Business Conduct.

All CDI inspectors are therefore required to comply scrupulously with all the CDI inspection procedures, protocols and the CDI Code of Business Conduct.

- CDI will continue to closely monitor inspector compliance with CDI inspection/audit requirements, protocols and its code of conduct.
- The final decision regarding undertaking a concurrent CDI/Third part inspection by the same inspector at the same time will rest with the CDI inspector as long as the inspector can scrupulously comply with all CDI inspection requirements, Procedures, Protocols and CDI Code of Business Conduct and withstand scrutinisation of such, by CDI during its routine inspector compliance checks.