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**Konu** : COVID-19 Sürecinde Tankerlere Yönelik Denetim Uygulamaları Rehberi

**Sirküler No :732**

Sayın Üyemiz,

Uluslararası Deniz Ticaret Odasının (ICS) 19 Haziran 2020 tarihli ve COVID-19(20)93 sayılı yazısında, Kimyasal Dağıtım Enstitüsü (CDI), Petrol Şirketleri Uluslararası Deniz Forumu ve Uluslararası Bağımsız Tanker Sahipleri Birliğinin (INTERTANKO) COVID-19 sürecinde tankerlere yönelik uygulanan denetimler ile ilgili rehber dokümanlar yayımladığı bildirilmektedir.

Detayları Ek'te sunulan, COVID-19 sürecinde tankerlere yönelik denetimlerin öncesinde alınacak tedbirleri ve denetim esnasındaki uygulamaları içeren rehberlerde;

-Denetim öncesi planlama, denetim sürecinde gemi personeli ya da denetçinin emniyet ve sağlığını riske sokacak bir durumun oluşması halinde denetimin güvenli bir şekilde gerçekleştirilmesine kadar durdurulması, temel koruyucu tedbirler, Kişisel Koruyucu Donanımların kullanımı ve COVID-19 virüsüne maruz kalındığını tespiti halinde ilgili kuruluşlara bildirim prosedürleri ile,

-Denetim sürecinde, denetçinin gemiye çıkmadan önce gemi kaptanı ile detaylı ön bilgi alışverişinde bulunması, geminin denetlenmesi sırasında sosyal mesafe kurallarına uyulması amacıyla denetçiye ayrılacak alanların belirlenmesi ve toplantı yerinin dezenfekte edilmesi, denetim sırasında ve denetimden sonra alınacak önlemler, gemiye binmeden önce denetçi ve gemi tarafında doldurması gereken sağlık anketi formu ve kontrol listeleri ile ilgili bilgilere yer verilmektedir.

Bilgilerinize arz/rica ederim.

Saygılarımla,

*e-imza*  
Cengiz ÖZKAN  
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**Ek:** İlgi Yazı ve Ekleri (24 sayfa)

Dağıtım:

Gereği:

- Tüm Üyeler (Web sayfasında)
- İMEAK DTO Şube ve Temsilcilikleri

Bilgi:

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19 June 2020

**COVID-19(20)93**

**TO: ALL MEMBERS AND ASSOCIATED MEMBERS**

**CDI, OCIMF AND INTERTANKO GUIDANCE REGARDING INSPECTIONS ON TANKERS DURING COVID-19**

***Action Required: Members are requested to note the guidelines developed by CDI, OCIMF and INTERTANKO dealing with inspections on board tankers during COVID-19.***

Members are advised that the Chemical Distribution Institute (CDI), Oil Companies International Marine Forum (OCIMF) and INTERTANKO have issued the following documents regarding precautions and guidelines for conducting inspections during COVID-19 on tanker vessels.

1. Temporary Covid-19 Precautions During an Inspection (attached at **Annex A**)
2. Temporary Guidelines for Conducting a Vessel Inspection During Covid-19 (attached at **Annex B**)

**Members are requested to share the documents with their member shipowner companies.**

Questions or comments should be addressed to the undersigned ([sunil.krishnakumar@ics-shipping.org](mailto:sunil.krishnakumar@ics-shipping.org)).

Sunil Krishnakumar  
Senior Technical Advisor

**Enclosure:**

**Annex A: Temporary Covid-19 Precautions During an Inspection**

**Annex B: Temporary Guidelines for Conducting a Vessel Inspection During Covid-19**



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# Temporary Covid-19 Precautions During an Inspection

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## 1. Introduction

- i. This document outlines the measures to be taken by Programme Participants when conducting Oil Companies International Marine Forum (OCIMF) or Chemical Distribution Institute (CDI) inspections or audit programmes onboard Vessels, at Terminals or Logistic Service Provider sites to protect Inspectors, crews and terminal staff from Covid-19.
- ii. The measures in these precautions may only reduce the risk of Covid-19 transmission. They will not eliminate the risk to the crew or inspector of being infected and then further spreading the infection. The precautions recommended in this document are aligned with current World Health Organization (WHO) Covid-19 precautions dated 5 June 2020.

## 2. Planning

### i. CDI Inspections

Operators requiring CDI-Marine inspections should submit inspection requests via the CDI website in the usual manner. For CDI-Terminal inspections and IMPCAS audits, terminal operators and Logistic Service Providers should continue to contact the CDI inspector directly.

### ii. OCIMF Programme Inspections

Submitting Companies requiring an OCIMF programme inspection should follow their company procedures. OCIMF does not arrange Programme Inspections or have any involvement in the commissioning activities of Submitting Companies. The decision to commission a Programme Inspection lies with a Submitting Company in agreement with the Operator. In planning for an inspection, the Operator should carefully evaluate the need for the inspection and consider the necessity to minimise the exposure of inspectors, crews and terminal staff to potential transmission.

Once agreed with the Operator, the Submitting Company commissioning the inspection should work with the Inspector and agree on the logistic plans in advance. Agreement must also be attained regarding the Personal Protective Equipment (PPE) required to be used during the inspection in accordance with the international and local guidance.

Ref OCIMF AFM 29/20 OCIMF "The impact of Covid-19 on SIRE and OVID Inspections – FAQs", OCIMF has introduced a new facility that allows submitting companies to identify where inspectors are located, in relation to specific terminals. This allows Submitting Companies to choose inspectors residing closest to the planned port of inspection, reducing the distances inspectors would travel. Submitting Companies are requested to use this function to select Inspectors residing closest to planned Inspection ports as part of a responsible effort to help contain the Covid-19 pandemic.

## 3. Stop Work Authority to Protect against Covid-19

It is the responsibility of the Master, Site Manager or the Inspector to stop the inspection at any time if the continuation of the inspection could result in danger or risk to the health and safety of either the Vessel crew or the Inspector from Covid-19. The inspection should not resume until any concerns are addressed.

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## 4. Basic protective measures against Covid-19

- i. To reduce the risk of transmission, the WHO guidelines should be followed. These are summarised as:
- ii. Wash your hands frequently  
Regularly and thoroughly clean your hands by washing them with soap and water or using an alcohol-based hand rub.
  - **Why?** Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.
- iii. Avoid touching your eyes, nose and mouth
  - **Why?** Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.
- iv. Maintain social distancing  
Maintain at least 1 metre (3 feet) distance between yourself and anyone who is coughing or sneezing.
  - **Why?** When someone coughs or sneezes, they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the Covid-19 virus if the person coughing has the disease.

It must be recognised that Operator's/Vessel's requirements or local regulations may conflict with WHO social distancing guidelines, in such cases the more stringent requirements should apply.

- v. Practice respiratory hygiene  
Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.
  - **Why?** Droplets spread virus. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and Covid-19.

## 5. Personal Protective Equipment

- i. The WHO advises that, in settings where social distancing cannot be achieved, the wearing of non-medical masks can provide a benefit. Additionally, where social distancing cannot be achieved and there is an increased risk of infection and/or negative outcomes (due to vulnerable persons in the area) then medical masks will provide protection.
- ii. The WHO notes that:
  - Masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water.
  - If you wear a mask, then you must know how to use it and dispose of it properly.  
Details can be found here: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks> or via <https://bit.ly/2UpXlgT>
- iii. While noting the WHO guidance, ships and local regulations may conflict with WHO guidelines and may require the wearing of additional PPE, in such cases the more stringent requirements should apply. The IMO in Circular Letter No.4204/Add.6 states that visitors should comply with any screening or other protocols or procedures introduced by visiting ships to address Covid-19.

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Details can be found here: <http://www.imo.org/en/MediaCentre/HotTopics/Documents/Circular%20Letter%20No.4204Add.6%20%20Coronavirus%20Covid-19%20Preliminary%20List%20Of%20Recommendations.pdf> or via <https://bit.ly/2UnEvMB>

- iv. It is important to highlight that if an Inspector or someone from his/her household feels unwell, or is suffering from flu-like symptoms, then he/she should stay at home, not travel to the Vessel and inform the Operator and CDI/OCIMF, as appropriate. The WHO does not advise routine testing for Covid-19 as the tests may provide a false sense of security as they are not 100% accurate and the test is only relevant at the instance of testing.

## **6. Reporting of Exposure to Covid-19**

Inspectors should:

- Follow all national, regional and local requirements restricting travel and reporting of Covid-19 exposure or infection.
- Follow the local and national directives regarding self-isolation, where applicable.
- Be aware that Submitting Companies/OCIMF/CDI will each have a privacy policy that governs what they can and cannot do with any data provided to them by the Inspector.
- Notify the Submitting Company/OCIMF/CDI, as appropriate, of any Covid-19 exposure or infection onboard an Inspected Vessel in a period from 14 days before or after an inspection.
- Notify OCIMF/CDI, as appropriate, if they are diagnosed with Covid-19 or have developed symptoms of Covid-19, at the earliest.
- Cease all inspection activity after a diagnosis of Covid-19 until they are permitted to return to work by the national, regional or local government regulations in force in their home location and the location of any future inspections.
- Cease all inspection activity after contact with a person with suspected Covid-19 for 14 days, or until a test confirms that they do not have Covid-19.
- Notify OCIMF/CDI, as appropriate, if they are exposed to an individual with suspected Covid-19 symptoms during a programme inspection.
- Notify national, regional and local authorities where they live and to jurisdictions where they have transited, travelled or carried out inspections, of any Covid-19 exposure or diagnosis.

The captioned associations will continue to monitor WHO guidelines and may update this document if required.

## **CDI**

The Chemical Distribution Institute (CDI) was established in 1994 as a not for profit Foundation and provides ship and terminal inspection data in an electronic report format to its members. The main objectives of CDI is to continuously improve the safety and quality performance of chemical marine transportation and storage; Through cooperation with industry and centres of education, drive the development of industry best practice in marine transportation and storage of chemical products; To provide information and advice on industry best practice and international legislation for marine transportation and storage of chemical products; To provide chemical companies with cost effective systems for risk assessment, thus assisting their commitment to Responsible Care and the Code of Distribution Management Practice.

**[www.cdi.org.uk](http://www.cdi.org.uk)**

## **OCIMF**

The Oil Companies International Marine Forum (OCIMF) is a voluntary association of oil companies with an interest in the shipment and terminalling of crude oil, oil products, petrochemicals and gas. OCIMF focuses exclusively on preventing harm to people and the environment by promoting best practice in the design, construction and operation of tankers, barges and offshore vessels and their interfaces with terminals.

**[www.ocimf.org](http://www.ocimf.org)**

## **INTERTANKO**

INTERTANKO is the International Association of Independent Tanker Owners, a forum where the industry meets, policies are discussed and best practices developed. INTERTANKO has been the voice of independent tanker owners since 1970, ensuring that the liquid energy that keeps the world turning is shipped safely, responsibly and competitively.

**[www.intertanko.com](http://www.intertanko.com)**





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# Temporary Guidelines for Conducting a Vessel Inspection During Covid-19

# ***Contents***

<b>1. Introduction</b>	<b>3</b>
<b>2. Pre-exchange of information</b>	<b>3</b>
<b>3. Pre-arrival onboard the Vessel</b>	<b>7</b>
<b>4. During the inspection</b>	<b>7</b>
<b>5. After the inspection</b>	<b>8</b>
<b>ANNEX A</b>	<b>9</b>
<b>Covid-19 Pre-Boarding health questionnaire for the Inspector</b>	
<b>ANNEX B</b>	<b>10</b>
<b>Covid-19 pre-boarding health questionnaire for the Operator</b>	
<b>ANNEX C</b>	<b>11</b>
<b>OCIMF Guidance to Programme Participants</b>	
<b>ANNEX D</b>	<b>14</b>
<b>CDI Guidance to CDI-Marine Scheme Operators</b>	

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## 1. Introduction

- i. These temporary guidelines provide a common set of industry procedures to help facilitate CDI-Marine or OCIMF Programme inspections during the Covid-19 situation. If followed, they will minimise the time an Inspector needs to spend onboard a vessel, while ensuring the vessel's crew, the Operator and the Inspector are prepared.

## 2. Pre-exchange of information

- i. Covid-19 pre-boarding questionnaires

The Inspector and the Operator should complete and exchange the Covid-19 pre-boarding questionnaires (**see annex A and B**).

- ii. Self-Inspection Document (SID) (CDI inspections only)

For a CDI inspection, the Operator/Master should complete the CDI Self Inspection Document (SID) and email it to the appointed CDI Inspector. To allow for proper Inspector preparation, Operators should provide the SID several days before the inspection when possible. Completing the SID accurately will minimise the inspection time.

- iii. E-certificates

Where the Vessel is issued with any electronic certificates, the following requirements must be met:

- The Vessel needs to demonstrate management of and the ability to verify the electronic certificates online to the Inspector.
- Operators are encouraged to provide Inspectors with temporary access to their online E-certificate system to give the Inspector the opportunity to review the certificates at least two days before the inspection.

- iv. Vessel Particulars Questionnaire (VPQ)

Before the inspection takes place, the Operator must enter the Vessel's VPQ into the CDI and SIRE/OVID Database. Operators must ensure that the information provided in the VPQ is accurate at least two days before the physical inspection.

- v. Crew Matrix

The Operator must ensure that the crew matrix is fully up to date on both the CDI and SIRE Databases at least two days before the physical inspection.

- vi. Remote review of documentation

In order to minimise the time spent by the Inspector on board, the review of documentation should be undertaken remotely. The OCIMF Submitting Company or the CDI Inspector may ask to remotely review additional documents. If the Operator agrees to the request, the additional documents must be securely transmitted as detailed below.

**CDI Inspections: (Refer to Annex D for details)** The Operators shall use one of the following methods to ensure that secure data protection is in place:

Secure emails, encrypted files, password protected WinZip files, secure download locations, secure drop box, secure transfer links or MS SharePoint.

**OCIMF Programme Inspections: (Refer to Annex C for details)** The Operator shall upload the documents to the documentation repository developed by OCIMF for this purpose. Once an Inspection

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is booked and an Inspector has been assigned to the booking, the Inspector will be allowed access to the repository.

The documents should be transmitted at least two days before the physical inspection and may include the following documentation:

- The latest Class Survey Status issued for the owner's use, including details of Condition(s) of Class, Recommendations, Memoranda issued, if any.
- For OCIMF inspections: All the information required for completing Chapter 1 (General Information).
- All Statutory and Class Certificates including IOPP Form B and Cargo Safety Equipment Form E.
- Copy Condition evaluation report and survey report attached (showing steel repairs done, etc) from last dry dock.
- Copy CAP certificate if applicable.
- Ballast Water management certificate.
- Copy of P&I Club Certificate.
- Overview of last ballast tank and cargo tank inspection records including the last dates of inspection.
- CLC for bunker oil pollution.
- CLC for cargo oil pollution.
- The last PSC inspection, indicating the port and date of inspection and including the page with deficiencies (if any).
- Dates of the last two technical/marine superintendent inspection reports and copies of observations, NCs.
- Date of the last Internal Audit, number of NCs and Observations raised (if any) as well as dates of closeout, copies of supporting documents as evidence.
- The latest Master's review.
- Copy of type approval for ECDIS fitted on board.
- Copies of navigation officers ECDIS type specific training records.

**Bridge related**

- UKC policy.
- ECDIS safety parameter setting requirements. Shallow C, Safety D, etc. and safety cone/frame.
- Deviation card.
- Last shore gyro service.
- Contract chart correction provider.
- Shore based maintenance contract.
- Master's standing orders.

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- Pre-arrival and pre-departure check lists completed most recently.
  - Latest Master/Pilot information exchange and Pilot Card.
  - VDR last annual verification.

### **Safety related**

- Inventory and calibration certificates personal and portable gas detection equipment.
- Last shore calibration certificate (if fixed gas detection is fitted).
- Foam test certificate.
- How many gas-tight chemical suits are on board?
- Evidence for the last shore test of gas-tight chemical suits.
- Number of chemical protective equipment provided on board.
- Evidence for the last inspection of SCBA equipment by shore.
- Evidence for the last pressure test of CO2 bottles.
- Copy of the last hot work permit issued for hot work outside engine room workshop, if any, including associated risk assessment.
- Certificates for the last yearly and five-yearly inspections of lifeboat, rescue boat and cranes.
- Copy of the latest enclosed space entry permit with associated risk assessment.
- Certificate for annual inspection of liferafts.
- Record of the last lifeboats/rescue boat launching and manoeuvring in the water.
- Air quality test report for the breathing apparatus air recharging system.
- Evidence of latest D&A testing and calibration records for the Alcometer.

### **Cargo related**

- Last cargo pump cofferdam purging records.
- Copies of shore calibration certificates for all UTIs available on board.
- Evidence for cargo tank pressure and temperature sensor calibration/comparison.
- What is the opening pressure of P/V valves?
- Name of stability programme? Does it work online? Does it have a damage stability module?
- Latest load and discharge plans.
- Maximum Allowable Relief Valve Setting (MARVS) – Gas tankers only
- Evidence of latest complete overhaul and pressure test of P/V valves, including MARVS where applicable, performed during dry dock.

- 
- Class approval certificate for the Stability and Damage Stability programmes.
  - Evidence of the last cargo and COW lines pressure test.
  - Evidence of calibration/shore servicing of ODME.

### **Mooring related**

- Evidence for the last winch brake test.
- Copy of any one mooring line certificate. If all mooring lines do not have the same LDBF then provide one copy per LDBF.
- What is the Ship's Design MBL?
- Copy of Operator's policy for retirement of mooring wires/ropes/tails.
- Copy of Mooring System Management Plan Register.
- Copy of Mooring Tails certificates with TDBF.

### **Engine related**

- Name of the planned maintenance programme.
- List of the outstanding planned maintenance tasks.
- Evidence for the last pressure test of bunker pipeline.
- Name of company undertaking FO testing.
- Name of company undertaking LO testing.
- Lubricating and hydraulic oil testing schedule including the date of last test and results:  
For example:
  - Main engine 3 Monthly dd/mm/yyyy
  - Generators 3 Monthly dd/mm/yyyy
  - Summary overview of last LO analysis results from testing company.
- Fuel change over procedure (Copy of the first page would be sufficient provided it indicates vessel-specific procedure).
- Copy of the last bunkering operation checklist.
- Fuel changeover record book: copy of the page showing entry into and out of SECA area.
- Chief Engineer's standing orders.
- Copy of the procedure for restarting essential equipment in the deadship mode.
- Certificate for inspection/replacement of regulators for oxygen and acetylene cylinders.
- Evidence of calibration/Shore servicing of oil detection system for OWS.

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### 3. Pre-arrival onboard the Vessel

i. Designated space

A designated meeting space should be allocated only for use by staff involved in the opening, document review and closing meeting. The space should have enough room to gather, store, arrange and handle all the documents required by the Inspector before the inspection, and enough room to allow for the required social distancing for the Q&A. It should have a PPE disposal bin. In the hour before the Inspector boards, the meeting space should be wiped down by Vessel crew with disinfectant.

ii. Designated washroom/lavatory

The Operator must nominate a dedicated washroom/lavatory with paper hand towels, soap and running fresh water for the sole use of the Inspector during the inspection. The Vessel must clearly identify the room with posted signage and restrict access.

### 4. During the inspection

i. Where an Operator has its own internal policies requiring temperature gauging for visiting staff, the equipment must be of a clinical “non-contact” type thermometer and must be calibrated. Where clinical non-contact thermometers are non-intrinsically safe, those boarding should be escorted to a safe area where their temperature may be taken. Please note, scanning for temperature is not 100% effective as infected people may not develop symptoms for up to 14 days.

ii. The Inspector should be escorted directly to the designated meeting room. Handshakes and other physical contact must be avoided. Social distancing between Inspector and all Vessel personnel should be maintained at all times whilst the Inspector is on board.

iii. Anyone entering the meeting room should thoroughly wash their hands before entering. Only those crew/staff members directly involved in the inspection should enter the meeting room. Once the initial meeting has been concluded, the room should be wiped down by Vessel crew with disinfectant.

iv. The inspection

The inspection should follow the inspection plan agreed in the opening meeting while maintaining social distancing at all times. Extreme care shall be taken to observe the social distancing especially in the engine room where spontaneous Q&A with loud background machinery noise could unintentionally draw both Inspector and crew closer.

v. Document Access and Control

Irrespective of the pre-sharing of documents before the inspection, the inspector may still require to sight additional documentation during the inspection. In such cases, social distancing must be maintained and strict compliance with hand washing/sanitisation be adhered to

vi. WHO Covid-19 precautions

All crew members and the Inspectors will comply with WHO Covid-19 precautions (as outlined in the CDI/INTERTANKO/OCIMF document ***Covid-19 Precautions During an Inspection***).

vii. Meals/drinks

The Inspector should try to bring their own bottles of water/soft drink with them, but where this is not possible sealed bottles of water may be provided onsite. The inspector should not take meals in the crew/officer mess rooms while onboard.

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## 5. After the inspection

i. Closing meeting

On completion of the inspection, the Inspector must hold a closing meeting with the Master, and essential Vessel staff. At the closing meeting, the Inspector shall verbally report the Summary of Observations and Remarks, if any. Once agreed with the Master, the Inspector will print the final list of observations and the Vessel representative will collect it from the ships printer, without it being handled by the Inspector. Once the meeting is complete, the Inspector must be escorted from the Vessel.

ii. Cleaning after the inspection

On completion of the closing meeting, the designated Inspector washroom and the designated space for the opening/closing meeting should be wiped down by vessel staff with disinfectant.

iii. Document retention

Any ship Operator documents shared with the Inspector must be immediately securely destroyed by the Inspector following the inspection.

The "Covid-19 Pre boarding Health Questionnaires" in Annex A and B must also be immediately securely destroyed by the Inspector and the Operator following the inspection.



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## ANNEX A

### Private and Confidential

#### Covid-19 Pre-Boarding health questionnaire for the Inspector

##### Health Information to completed by the Inspector and submitted to the Vessel Operator

No.	Question/Information	Yes	No
1	Have you monitored your body temperature during the last 14 days?		
2	What was your average body temperature during the last 14 days (.....)	/	/
3	Do you, or anyone in your household, have any of the Covid-19 symptoms as described by WHO?		
4	In the last 14 days, have you knowingly had any contact with anyone diagnosed with Covid-19?		
5	In the last 14 days, have you knowingly visited or stayed with anyone with Covid-19?		
6	In the last 14 days, have you knowingly shared a home environment with anyone with Covid-19?		
7	During your time onboard, will you follow WHO guidelines, Vessel's requirements and local regulations to prevent the spread of Covid-19, including but not limited to hand washing, social distancing etc?		
8	Have you been advised of any additional local or ship-specific PPE requirements prior to boarding?		

**Name of Inspector:** \_\_\_\_\_

*Note: Signature not required, completed form to be emailed to the Vessel Operator*

*The personal data contained in this form will be used solely for the purpose of compliance with legal/statutory requirements of authorities. The personal data will be stored and processed by the Operator in accordance with any applicable data privacy laws and be immediately securely destroyed by the Operator following the Inspection.*

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## ANNEX B

### Private and Confidential

#### Covid-19 pre-boarding health questionnaire for the Operator

**Health information to be completed by the Operator of the vessel to be inspected and submitted to the Inspector**

No.	Question/Information	Yes	No
1	Have the Vessel crew's body temperatures been monitored during the last 14 days?		
2	Are any crew members suffering from any of the Covid-19 symptoms as described by WHO? -		
3	In the last 14 days, has any crew member knowingly had any contact with anyone diagnosed with Covid-19?		
4	During the inspection, will all crew follow WHO guidelines and local regulations to prevent the spread of Covid-19, including but not limited to hand washing, social distancing etc?		
5	Have you provided the Inspector with any ship-specific PPE requirements?		

**Name of Operator:** \_\_\_\_\_

**Name of Vessel:** \_\_\_\_\_

**Vessel IMO Number:** \_\_\_\_\_

*Note: Signature not required, completed form to be emailed to the Inspector*

*The personal data contained in this form will be used solely for the purpose of compliance with legal/statutory requirements. The personal data will be stored and processed by the Operator in accordance with any applicable data privacy laws and be immediately securely destroyed by the Inspector following the inspection.*

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## ANNEX C

### **OCIMF Guidance to Programme Participants**

The Temporary Guidelines have been developed as one of the key measures in response to the impact of the COVID-19 pandemic on the conduct of vessel Inspections by Programmes Participants. This document serves to provide clarifications to Programme Participants on the implementation of the temporary guidelines.

These guidelines will remain in effect during the Covid-19 pandemic. Changes to or withdrawal of these guidelines would be subject to WHO recommendations as well as guidance provided by national and local authorities.

#### **1. Inspection commissioning**

- It is emphasised that OCIMF does not arrange Inspections or have any involvement in the commissioning activities of Submitting Companies.
- The decision on the use of remote review of documentation belongs to the Submitting Company that commissions the Inspection, in agreement with the Operator.
- Operators must not contact Inspectors to dictate terms of Inspections. Operators should discuss these issues with the Submitting Company when an Inspection is requested.

#### **2. Remote review of documentation**

- Remote review of documentation is a temporary measure to reduce the risk of Covid-19 transmission.
- If for any reason the Operator is unable to upload the documentation to repository, then the Submitting Company should seek other secure means of data transfer in agreement with the Operator.
- The use of documentation repository and remote review of documentation will have no impact on IT systems of OCIMF Members.
- Findings discovered by the Inspector during the remote review of documentation should only be discussed during the physical Inspection on board the Vessel.

#### **3. Physical Inspection**

- While the remote review of documentation is intended to minimise the time spent by the Inspector on board a vessel, it should be recognised that the time required for the physical Inspection would be subject to the type, size, operation and condition of the vessel.
- The Inspectors are expected to follow the current uniform Vessel Inspection Procedure, with the exception of remote review of documentation, when conducting the physical Inspection while ensuring that all precautionary measures outlined in the guidance documents are followed.

#### **4. Report Writing**

- If the Submitting Company and the Operator agree to a remote review of documentation this should be made clear in the Inspector's responses to each affected question in the questionnaire as it is completed.
- An Inspection is deemed to commence when the Inspector starts the remote review of documentation. Timings for commencement and completion of remote review of documentation and the commencement and completion of the physical Inspection on board the Vessel should be clearly stated in the Inspection report. Total time taken for Inspection, stated in the report, shall include the time utilised for remote review of documentation.

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## 5. Documentation Repository

This section describes the process for remote review of documentation and provides a step-by-step guide to the functionality available to Vessel Operators, Inspectors and Submitting Company users.

### 5.1 Vessel Operator Functionality

#### *5.1.1 Certificates and Documents*

To facilitate the Remote review of documents, Vessel Operators must upload documents and certificates to allow them to be reviewed by the Inspector in advance of the Inspection.

The Vessel Certificates and documents listed in Section 2 of the 'Temporary Guidelines for Conducting a Vessel Inspection during Covid-19' must be uploaded to the document repository.

Some of the certificates are classed as standard certificates which may be kept up to date by the Operator at any time during the lifetime of the certificate. Other certificates and documents are those that are variable and specific to the Inspection. These must be uploaded each time an Inspection is commissioned. Version control will be implemented for standard certificates such that a historical record of these certificates and documents will be maintained allowing them to be accessed via the version history page.

Access to review the Vessel Certification will be available to the Inspector only whilst they hold a valid booking code to inspect the Vessel. Standard documents and certificates can be updated at any time by the Operator. Updates to documents will not be allowed once the Operator has submitted declarations and until the report is published.

#### *5.2.2 Upload process*

Once an Inspection has been commissioned and a booking code issued, the Operator will be notified and instructed to upload the required documents, certificates and photos. This will be accomplished by using the Online desktop editor and the Mobile Operator Editor.

The document list will be presented to the Operator structured in three columns and a row for each of the documents required to be uploaded as follows:

- **Column 1** – Document Name/Type
- **Column 2** – A dropdown list of all questions in the booked Inspection template. The Operator has to select the relevant questions to that upload. They may go back at any time to add further references.
- **Column 3** – a file upload control button.

To upload each document, use the dropdown box to identify the question to which the row relates then use the file upload control to drop the document into the upload control.

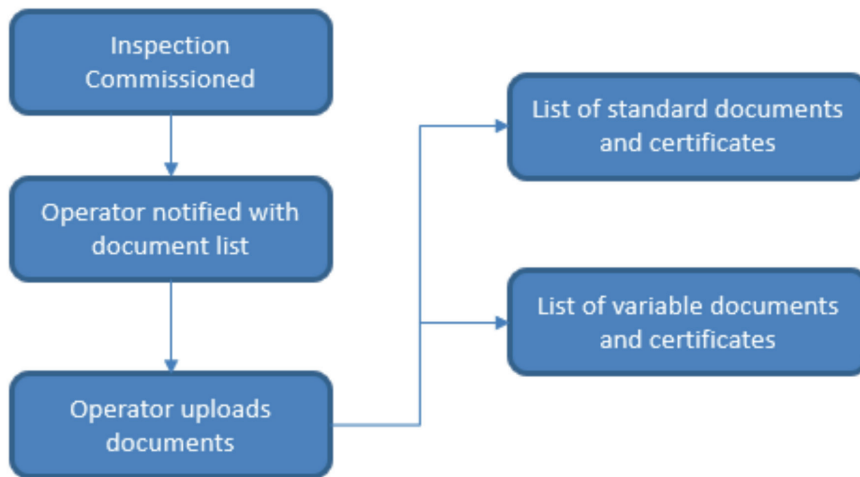
Some documents in the Inspection document repository relate to "standard" documents in the Vessel's standard document repository. In these cases, the Operator user will see in the third column a link to open and review the document that they have stored in their standard document list. If this is not up to date, the Operator user should use the Vessel standard document repository to update the stored document. Use of the standard repository saves the Operator the effort of uploading standard documents which do not expire or change very often against each individual Inspection carried out.

The upload form can be presented in sections in alignment with the document types outlined in Section 2 of the 'Temporary Guidelines for Conducting a Vessel Inspection during Covid-19'.

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### 5.2.3 Miscellaneous documents

At the end of each section, the Operator will be able to add further “non classified” documents into the section. In these cases, instead of a dropdown box for the document type, a plain text box would capture the document type name. The Operator would still select the question number to which the document relates. The Operator will be required to add a reference (or references) to each document uploaded.



### 5.2.4 Operator Declaration

The Operator is required to declare that all documents and certificates that they have uploaded are current and applicable to the Vessel in relation to the specific Inspection undertaken.

### 5.3 Inspector and Submitting Company review

When the Inspector or the Submitting Company are reviewing the document list in relation to the Inspection, they will be able to select an Inspection chapter and/or question and the system will display all relevant documents uploaded which have a link to the chapter and/or question selected.

Submitting Companies will have access to the repository once an Inspection that they have commissioned has been submitted by the Inspector. Access to the repository will end once the Inspection has been published. They will be able to review Vessel Certification and other documents when they are validating an Inspection. A link to the Operator Data capture page will be available from the process Inspection page.

Inspectors are provided access to the repository once the booking code has been issued up until the Inspection is Published.

If an Inspection has been opened for re-submission, the Inspector will have access to the repositories for the vessel until publication of the re-submitted Inspection.

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## ANNEX D

### CDI Guidance to CDI-Marine Scheme Operators

The Temporary Guidelines have been developed as one of the key measures in response to the impact of the COVID-19 pandemic on the conduct of vessel Inspections by CDI stakeholders. This document serves to provide clarifications to CDI-Marine stakeholders on the implementation of the temporary guidelines

These guidelines will remain in effect during the Covid-19 pandemic. Changes to or withdrawal of these guidelines would be subject to WHO recommendations as well as guidance provided by national and local authorities.

#### 1. Inspection Requests

- Ship Operators should continue to submit inspection requests to CDI in the usual manner via the Ship inspection request tool at CDI's web site. <https://www.cdi.org.uk>

#### 2. Remote review of documentation

- Remote review of documentation is a temporary measure to reduce the risk of Covid-19 transmission.
- To facilitate the remote review of documents by the CDI inspector, Operators shall use one of the following methods to ensure that secure data protection is in place: Secure emails, encrypted files, password protected WinZip files, secure download locations, secure drop box, secure transfer links or MS SharePoint. securely transmit upload documents and certificates to allow them to be reviewed by the Inspector in advance of the Inspection.

#### 3. CDI remote review mapping document

- The Vessel Certificates and documents listed in Section 2 of the 'Temporary Guidelines for Conducting a Vessel Inspection during Covid-19' are classed as standard certificates which may be kept up to date by the Operator at any time during the lifetime of the certificate. Other certificates and documents are those that are variable and specific to the Inspection.
- The CDI mapping document lists each of the documents, with a numeric reference and the CDI Ship inspection report question number(s)
- When transmitting documents to the CDI inspector, the Operator will be required to reference each document. The Operator should name (reference) each document as indicated in the "**CDI remote review mapping document**" shown overleaf;
  - e.g. 1: "Ballast Water management certificate" should be referenced as "6"
  - e.g. 2: "Inventory and calibration certificates personal and portable gas detection equipment" all documents for each equipment should be batched together and referenced "27"
  - e.g. 3: "Evidence for the last winch brake test" should be referenced as "53"
- **Note:** The greyed out cells are those documents that CDI does not ask the question
- If for any reason the Operator is unable to transmit the documentation to the CDI inspector, the inspector will safely review all documentation when onboard the vessel.
- Findings discovered by the CDI Inspector during the remote review of documentation should only be discussed during the physical Inspection on board the Vessel.

<b>Doc. Ref</b>	<b>CDI Remote Review Mapping Document</b> <i>CDI question numbers in Red indicate: information, date, or number of units</i>	<b>Chemical 9th SIR</b>	<b>Gas 9th SIR</b>
<b>1</b>	The latest Class Survey Status issued for the owner's use, including details of Condition(s) of Class, Recommendations, Memoranda issued, if any.	1.4.7 1.4.9	1.4.7 1.4.9
<b>2</b>	For OCIMF inspections: All the information required for completing Chapter 1 (General Information).		
<b>3</b>	All Statutory and Class Certificates including IOPP Form B and Cargo Safety Equipment Form E.	1.1.6 – 12 1.1.14 – 18 1.1.26 1.1.28 – 39	1.1.6 – 12 1.1.14 – 19 1.1.27 1.1.29 – 40
<b>4</b>	Copy Condition evaluation report and survey report attached (showing steel repairs done, etc) from last dry dock.	1.4.1	1.4.1
<b>5</b>	Copy CAP certificate if applicable.		
<b>6</b>	Ballast Water management certificate.	1.1.18	1.1.19
<b>7</b>	Copy of P&I Club Certificate.	1.1.24 – 25	1.1.25 – 26
<b>8</b>	Overview of last ballast tank and cargo tank inspection records including the last dates of inspection.	1.4.3	1.4.3
<b>9</b>	CLC for bunker oil pollution.	1.1.20 – 21	1.1.21 – 22
<b>10</b>	CLC for cargo oil pollution.	1.1.19	1.1.20
<b>11</b>	The last PSC inspection, indicating the port and date of inspection and including the page with deficiencies (if any).	1.1.40 – 42	1.1.41 – 43
<b>12</b>	Dates of the last two technical/marine superintendent inspection reports and copies of observations, NCs.		
<b>13</b>	Date of the last Internal Audit, number of NCs and Observations raised (if any) as well as dates of closeout, copies of supporting documents as evidence.	2.1.21	2.1.21
<b>14</b>	The latest Master's review.	2.1.10	2.1.10
<b>15</b>	Copy of type approval for ECDIS fitted on board.	3.1.16	3.1.16
<b>16</b>	Copies of navigation officers ECDIS type specific training records.	3.1.18	3.1.18
<b>Bridge related</b>			
<b>17</b>	UKC policy.	3.1.64	3.1.64
<b>18</b>	ECDIS safety parameter setting requirements. Shallow C, Safety D, etc. and safety cone/frame.	3.1.19 – 20	3.1.19 – 20
<b>19</b>	Deviation card.	3.1.47	3.1.47
<b>20</b>	Last shore gyro service.		
<b>21</b>	Contract chart correction provider.	3.1.60	3.1.60
<b>22</b>	Shore based maintenance contract.	3.1.2	3.1.2
<b>23</b>	Master's standing orders.	3.1.3	3.1.3
<b>24</b>	Pre-arrival and pre-departure check lists completed most recently.	3.1.50	3.1.50
<b>25</b>	Latest Master/Pilot information exchange and Pilot Card.	3.1.44	3.1.44
<b>26</b>	VDR last annual verification.	3.1.78	3.1.78

<b>Safety related</b>			
<b>27</b>	Inventory and calibration certificates personal and portable gas detection equipment.	8.2.19	8.2.18
		8.2.21	8.2.22
		8.2.25	8.2.39
		8.2.27	8.2.42
		8.2.30	8.2.49 8.2.52
<b>28</b>	Last shore calibration certificate (if fixed gas detection is fitted).		
<b>29</b>	Foam test certificate.	9.1.45	9.1.64
<b>30</b>	How many gas-tight chemical suits are on board?		
<b>31</b>	Evidence for the last shore test of gas-tight chemical suits.	8.2.10	8.2.12
<b>32</b>	Number of chemical protective equipment provided on board.	8.2.4	
<b>33</b>	Evidence for the last inspection of SCBA equipment by shore.	8.2.10	8.2.12
<b>34</b>	Evidence for the last pressure test of CO2 bottles.	9.1.31	9.1.35
<b>35</b>	Copy of the last hot work permit issued for hot work outside engine room workshop, if any, including associated risk assessment.	7.1.19	7.1.19
		7.1.21	7.1.21
<b>36</b>	Certificates for the last yearly and five-yearly inspections of lifeboat, rescue boat and cranes.	7.1.31	7.1.31
		10.1.35	10.1.35
<b>37</b>	Copy of the latest enclosed space entry permit with associated risk assessment.	7.1.19 - 20	7.1.19 - 20
<b>38</b>	Certificate for annual inspection of life rafts.	10.1.13	10.1.13
<b>39</b>	Record of the last lifeboats/rescue boat launching and manoeuvring in the water.	10.1.3	10.1.3
		10.1.7	10.1.7
<b>40</b>	Air quality test report for the breathing apparatus air recharging system.	9.1.12	9.1.14
<b>41</b>	Evidence of latest D&A testing and calibration records for the Alcometer.	8.1.57	8.1.58
<b>Cargo related</b>			
<b>42</b>	Last cargo pump cofferdam purging records.	5.4.1	
<b>43</b>	Copies of shore calibration certificates for all UTIs available on board.	5.3.11	5.3.14
<b>44</b>	Evidence for cargo tank pressure and temperature sensor calibration/comparison.	5.3.15	5.3.17
		5.3.24	5.3.27
<b>45</b>	What is the opening pressure of P/V valves?		
<b>46</b>	Name of stability programme? Does it work online? Does it have a damage stability module?	5.1.16 – 17	5.1.20 – 21
<b>47</b>	Latest load and discharge plans.	5.1.23	5.1.23
<b>48</b>	Maximum Allowable Relief Valve Setting (MARVS) - Gas tankers only		5.1.39
<b>49</b>	Evidence of latest complete overhaul and pressure test of P/V valves, including MARVS where applicable, performed during dry dock.	5.1.51	5.1.15 5.1.39
<b>50</b>	Class approval certificate for the Stability and Damage Stability programmes.	5.1.16 - 17	5.1.20 - 21
<b>51</b>	Evidence of the last cargo and COW lines pressure test.		
<b>52</b>	Evidence of calibration/shore servicing of ODME.	11.1.11	



<b>Mooring related</b>			
<b>53</b>	Evidence for the last winch brake test.	4.1.6 4.1.9	4.1.6 4.1.9
<b>54</b>	Copy of any one mooring line certificate. If all mooring lines do not have the same LDBF then provide one copy per LDBF.	4.1.21	4.1.21
<b>55</b>	What is the Ship's Design MBL?		
<b>56</b>	Copy of Operator's policy for retirement of mooring wires/ropes/tails.	4.1.1	4.1.1
<b>57</b>	Copy of Mooring System Management Plan Register.		
<b>58</b>	Copy of Mooring Tails certificates with TDBF.	4.1.18 – 19 4.1.21	4.1.18 - 19 4.1.21
<b>Engine related</b>			
<b>59</b>	Name of the planned maintenance programme.	6.1.12	6.1.12
<b>60</b>	List of the outstanding planned maintenance tasks.	6.1.13	6.1.13
<b>61</b>	Evidence for the last pressure test of bunker pipeline.		
<b>62</b>	Name of company undertaking FO testing.	6.1.17	6.1.17
<b>63</b>	Name of company undertaking LO testing.	6.1.14	6.1.14
	Lubricating and hydraulic oil testing schedule including the date of last test and results. For example:		
<b>64</b>	- Main engine 3 Monthly dd/mm/yyyy	6.1.14	6.1.14
<b>65</b>	- Generators 3 Monthly dd/mm/yyyy	6.1.14	6.1.14
<b>66</b>	- Summary overview of last LO analysis results from testing company.	6.1.14	6.1.14
<b>67</b>	Fuel change over procedure (Copy of the first page would be sufficient provided it indicates vessel-specific procedure).	6.1.21	6.1.21
<b>68</b>	Copy of the last bunkering operation checklist.	6.1.24	6.1.24
<b>69</b>	Fuel changeover record book: copy of the page showing entry into and out of SECA area.	6.1.22	6.1.22
<b>70</b>	Chief Engineer's standing orders.	6.1.2	6.1.2
<b>71</b>	Copy of the procedure for restarting essential equipment in the deadship mode.	6.1.1 7.1.2	6.1.1 7.1.2
<b>72</b>	Certificate for inspection/replacement of regulators for oxygen and acetylene cylinders.		
<b>73</b>	Evidence of calibration/Shore servicing of oil detection system for OWS.	6.2.2	6.2.2

#### 4. Report Writing

- Time onboard and time departed should continue to be recorded in the SIR.
- However, if the Inspector and the Operator agree to a remote review of documentation this should be made clear in the Inspector's responses to each affected question in the questionnaire
- The inspector shall also indicate the time utilised for remote review of documentation in section A.2.8 of the CDI SIR

## **CDI**

The Chemical Distribution Institute (CDI) was established in 1994 as a not for profit Foundation and provides ship and terminal inspection data in an electronic report format to its members. The main objectives of CDI is to continuously improve the safety and quality performance of chemical marine transportation and storage; Through cooperation with industry and centres of education, drive the development of industry best practice in marine transportation and storage of chemical products; To provide information and advice on industry best practice and international legislation for marine transportation and storage of chemical products; To provide chemical companies with cost effective systems for risk assessment, thus assisting their commitment to Responsible Care and the Code of Distribution Management Practice.

**[www.cdi.org.uk](http://www.cdi.org.uk)**

## **OCIMF**

The Oil Companies International Marine Forum (OCIMF) is a voluntary association of oil companies with an interest in the shipment and terminalling of crude oil, oil products, petrochemicals and gas. OCIMF focuses exclusively on preventing harm to people and the environment by promoting best practice in the design, construction and operation of tankers, barges and offshore vessels and their interfaces with terminals.

**[www.ocimf.org](http://www.ocimf.org)**

## **INTERTANKO**

INTERTANKO is the International Association of Independent Tanker Owners, a forum where the industry meets, policies are discussed and best practices developed. INTERTANKO has been the voice of independent tanker owners since 1970, ensuring that the liquid energy that keeps the world turning is shipped safely, responsibly and competitively.

**[www.intertanko.com](http://www.intertanko.com)**