



OCIMF Programmes Requirements for Submitting Companies

First edition May 2021



Issued by the

Oil Companies International Marine Forum

29 Queen Anne's Gate

London SW1H 9BU

England

Telephone: +44 (0)20 7654 1200

Email enquiries@ocimf.org

www.ocimf.org

First edition May 2021

© Oil Companies International Marine Forum

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.

Terms of Use

While the advice given in this information paper ("Paper") has been developed using the best information currently available, it is intended purely as guidance to be used at the user's own risk. No responsibility is accepted by the Oil Companies International Marine Forum ("OCIMF"), the membership of OCIMF or by any person, firm, corporation or organisation (who or which has been in any way concerned with the furnishing of information or data, the compilation or any translation, publishing or supply of the Paper) for the accuracy of any information or advice given in the Paper or any omission from the Paper or for any consequence whatsoever resulting directly or indirectly from compliance with, or adoption of or reliance on guidance contained in the Paper even if caused by a failure to exercise reasonable care.

CONTENTS

Introduction	1
Part 1: Eligibility Criteria	2
Criteria 1	2
Criteria 2	2
Criteria 3	2
Criteria 4	3
Criteria 5	3
Approval Process	3
Appeal Process	3
Part 2: Agreement with the OCIMF Code of Conduct and Terms & Conditions	4
Part 3: Probationary Period and Requirements for retaining Submitting Company status	4
Probationary Period	4
Requirements for retaining Submitting Company status	4
Report Submission - Quality	5
Report Submission - Quantity	5
Inspector Management / Sponsorship	5
Annex A - OCIMF Inspection Report Validation Best Practice	6
Annex B - Applicant Questionnaire	7
Annex C - Defined Terms	9

Introduction

A Submitting Company is a company approved by OCIMF to commission inspections and submit inspection reports in their own name into an OCIMF programme database. OCIMF programmes are namely: Ship Inspection Report Programme (SIRE), Barge Inspection Report Programme (BIRE), and Offshore Vessel Inspection Database (OVID). Since the establishment of OCIMF programmes, mainly OCIMF Members have been given Submitting Company rights. Third party contractors are currently permitted to submit reports into the SIRE Programme on behalf of an OCIMF Member; this permission will end in August 2022.

The recent decision by the Executive Committee to separate Submitting Company rights from OCIMF membership status necessitated the creation of a new set of requirements for becoming a Submitting Company. This is to ensure that OCIMF maintains sufficient governance control over its programmes.

This document sets out the criteria for a company to be considered for approval as a Submitting Company in SIRE, BIRE and OVID. It also sets out the requirements for retaining Submitting Company status on an ongoing basis.

The requirements for a Submitting Company are divided into three parts:

1. Eligibility Criteria.
2. Agreement with the OCIMF Code of Conduct and Terms & Conditions.
3. Probationary period and requirements for retaining Submitting Company Status.

One of the criteria for becoming a Submitting Company is the applicant must be:

- SIRE: a company chartering tankers and/or marine terminalling crude oil, oil products, chemicals, petrochemicals or gas - and holds risk and title of crude oil, condensate, refined petroleum products, chemicals, petrochemicals and by products, biofuels, gas, or fuel cargoes carried on vessels chartered or commercially managed by the applicant
- BIRE: a company chartering barges, tugs or units and/or marine terminalling crude oil, oil products, petrochemicals or gas.
- OVID: a company chartering Offshore Vessels and is designated or registered as the Duty Holder of an offshore concession or responsible to assume the role of Duty Holder of an offshore concession.

One of the aims of OCIMF inspection programmes is to reduce the number of repeat vessel inspections in the industry. The OCIMF Quality Assurance team will monitor and assess the activity of each Submitting Company in the programme. This is to ensure that inspections commissioned by a Submitting Company are aligned with their business or marine assurance needs.

Reports submitted into the databases are used by Programme Recipients to help inform their vetting decisions. A Submitting Company is required to have in house personnel with the relevant expertise and experience to review and validate inspection questionnaires before they are submitted as an inspection report. Guidance on the minimum qualifications, experience, knowledge and skills for the in house personnel is contained in **Annex A** to this document.

Part 1: Eligibility Criteria

Criteria 1

The Applicant must **not** be within the following exclusion list or acting as a consultant to an affiliate or third party:

- Insurance Company
- P&I Club
- Third Party Vetting Company
- Independent Consultancy
- Academic or Research Institution
- Classification Society
- Media organisation
- Industry Non-Government Organisation or other Industry Association
- Entity only engaged in commercial chartering and commercial management of vessels, i.e., neither it nor its affiliates ever hold risk and title of crude oil, condensate, refined petroleum products, chemicals, petrochemicals and by products, biofuels, gas, or fuel cargoes carried on vessels chartered or commercially managed by the applicant

Criteria 2

The Applicant must establish that it fits within the relevant criteria for SIRE, BIRE or OVID:

- SIRE
The applicant must be:
 - An established SIRE Programme Recipient for at least 12 months at the time of their application.
 - A company chartering tankers and/or marine terminalling crude oil, oil products, chemicals, petrochemicals or gas.
- BIRE
The applicant must be:
 - An established BIRE or European Barge Inspection System (EBIS) Programme Recipient for at least 6 months.
Organisations that were Programmes Recipients in EBIS prior to the transition of EBIS to SIRE on 1 January 2021 are considered to be established Programme Recipients for the purposes of becoming a Submitting Company in BIRE.
 - A company chartering Barges, Tugs or Units and / or marine terminalling crude oil, oil products, chemicals, petrochemicals, biofuels or gas.
- OVID
The applicant must be:
 - An established OVID Programme Recipient.
 - A company chartering **Offshore Vessels**.
 - A company that is designated or registered as the Duty Holder of an offshore concession or responsible to assume the role of Duty Holder of an offshore concession.

Criteria 3

The Applicant must establish that it can fulfil requirements set out in Part 3 of this document.

Criteria 4

The Applicant must satisfy OCIMF's due diligence checks by:

- Completing the OCIMF due diligence questionnaire. See **Annex B** to this document.
- Undergoing a risk based due diligence review carried out by an OCIMF external contractor.

Criteria 5

Positive review of Applicant's submissions and input by OCIMF:

To ensure compliance with the requirements in this document, Applicants are required to make relevant in house personnel available to participate in an OCIMF Verification meeting. The Applicant must develop and maintain processes that demonstrate accountability and responsibility for inspection activities and, at a minimum, demonstrate:

- Ability to comply with all applicable OCIMF programme policies, procedures and user guidance.
- Availability of in-house expertise and experience.
- Availability of in-house training procedures for personnel on the company's inspection processes and intended use of OCIMF programmes.
- Availability of resources to comply with all applicable OCIMF requirements.
- In house processes and procedures to assure the quality of the programme output.
- Ability to evaluate individuals seeking accreditation as an inspector in BIRE, OVID or SIRE (OCIMF Members Only).

Approval Process

OCIMF Programmes Director (with support from the OCIMF Quality Assurance team) shall review all relevant submissions and input by an Applicant. The Programme Director shall make recommendations to the Programmes Committee which, in turn, has the discretion to accept or reject the Programme Director's recommendations.

If the application is declined, brief reasons shall be provided by the Programmes Director to the Applicant. The Applicant must not make a further application for at least 12 months.

Appeal Process

Any decision of the Programmes Committee in relation to a Submitting Company will be in writing and subject to an appeal process.

The process requires the appealing party to seek permission to appeal from the Managing Director. The appealing party must request permission to appeal within 14 days of the date of the written decision to be appealed against. The Managing Director will consider if there are sufficient grounds for an appeal to take place. The Managing Director's decision is final. If the Managing Director considers that there are sufficient grounds for an appeal, he will ask the Chair of the Legal Committee to form a 3-person appeal panel. The 3-person appeal panel will be selected by the Chair of the Legal Committee from both the Legal Committee and the Programmes' Committee. When selecting the 3-person appeal panel the Chair of the Legal Committee will take care to avoid conflicts of interest. If the appeal panel consider that a hearing is required to determine the appeal, independent Counsel will be appointed to assist the panel.

The decision of the appeal panel is final.

Part 2: Agreement with the OCIMF Code of Conduct and Terms & Conditions

If the Applicant meets all five criteria in Part 1 and is approved by the Programmes Committee, the Applicant must agree to the OCIMF Code of Conduct, Programmes End User License Agreement (EULA), and OCIMF Submitting Company Terms & Conditions.

Part 3: Probationary Period and Requirements for retaining Submitting Company status

Probationary Period:

New Submitting Companies must complete a probationary period for a minimum period of **two years**. OCIMF reserves the right to take one or more of the following actions if at any time during the probationary period non-compliance with the requirements in this document is suspected:

- Request an immediate OCIMF Verification Meeting.
- Initiate a formal inquiry and assemble a review panel.
- Terminate the probationary period and end all report submission rights.

At the end of the two year probationary period OCIMF will decide to do one of the following:

- Confirm the Submitting Company status
- Extend the probationary period beyond the two year period, **or**
- Not confirm the Submitting Company status and end all report submission rights.

Requirements for retaining Submitting Company status:

OCIMF Verification meetings: to ensure ongoing compliance with the requirements in this document, Submitting Companies are required to make relevant in house personnel available to participate in OCIMF Verification meetings. The Verification meeting will be scheduled by OCIMF as and when deemed necessary. OCIMF Verification meetings may encompass a number of topics including:

- Compliance with all applicable OCIMF programme policies, procedures and user guidance.
- Review of in house expertise and experience.
- Review of in-house training procedures for personnel on the company's inspection processes and intended use of OCIMF programmes.
- Onboarding training for new hires who access OCIMF programmes or use programme output.
- In house processes and procedures to protect quality and integrity of programme output.
- Availability of resources to comply with all applicable OCIMF programme requirements.
- OCIMF updates, regional issues, and opportunities to participate in other OCIMF activities where appropriate.
- Quantity and quality of inspection reports submitted and downloaded by the Submitting Company.
- Review of programme usage, inspection report feedback, engagements with inspectors, use of third party contractors or inspection companies, and impacts on other Programme Participants.
- Ability to evaluate individuals seeking accreditation as an inspector in BIRE, OVID or SIRE (OCIMF Member Only).

When non-compliance with the requirements in this document is suspected at any time, OCIMF reserves the right to take one or more of the following actions:

- Request an immediate OCIMF Verification Meeting.
- Initiate a formal inquiry and assemble a review panel.

The review panel will have a range of sanctions available to it, including permanent removal of Submitting Company status.

Report Submission - Quality

- Submitting Companies must demonstrate the following in the day to day use of OCIMF Programmes: -
 - Compliance with the OCIMF's Inspection Report Validation Best Practice (see **Annex A**).
 - Internal processes to assess and resolve feedback issues on submitted inspection reports.
 - Internal processes to investigate, resolve and report non-compliances affecting the programmes.
 - In-house personnel with relevant qualifications and experience to:
 - Select the vessels or units to be inspected.
 - Validate inspection questionnaires prior to submission.
 - See **Annex A** to this document for guidance and recommendations on in house expertise and experience.
 - Compliance with OCIMF Code of Conduct, programmes EULA, and OCIMF Terms and Conditions.

Report Submission - Quantity

- Submitting Companies inspection commissioning activity must be limited to their business or marine assurance needs.
- OCIMF Quality Assurance team will monitor and assess the activity of each Submitting Company in the programmes. Where a Submitting Company is observed to be commissioning inspections that are not in line with parameters established by the OCIMF Quality Assurance team, OCIMF will seek further information and/or schedule an OCIMF Verification meeting to understand the reasons for the commissioned inspections.
 - Where the OCIMF Programmes Director is not satisfied with the reasons provided, OCIMF reserves the right to impose strict limits in line with the set parameters.

Inspector Management / Sponsorship

- Submitting Companies may appoint existing OCIMF accredited inspectors to inspect on their behalf.
- Only OCIMF Member Companies who are also Submitting Companies shall have the right to nominate and sponsor Applicants seeking accreditation as an inspector under SIRE, BIRE, or OVID.
- Submitting Companies must demonstrate the ability to provide in-house supervision, management and annual review of inspectors authorised to inspect on their behalf in accordance with the policies, procedures and user guidance relevant to the inspection regime.

Annex A - OCIMF Inspection Report Validation Best Practice

Please access the file here.

Annex B - Applicant Questionnaire

#	Question	Response
1	Provide the full registered name of the entity applying for OCIMF Submitting Company status and their corporate domicile contact details.	
2	Clearly identify Applicant's corporate ownership, parent companies or affiliations with any government.	
3	List the name(s) of the entity(s) or affiliate(s) chartering vessels and owning risk and title to cargo on the vessels.	
4	Does the Applicant applying have any affiliation with an existing OCIMF Member Company or other OCIMF Programme Participants? if so, please provide the company name and contact details.	
5	List the names of any other industry forums, clubs, or associations to which the Applicant belongs, e.g., SIGTTO, CDI, INTERTANKO, IMCA, SGMF etc.	
6	Provide a description of the Applicant's typical ownership of any crude oil, oil products, petrochemicals or gas.	
7	If applicable, confirm if the Applicant is a designated or registered Duty Holder of an offshore concession or responsible for assuming the role of Duty Holder of an offshore concession.	
8	If applicable, provide a brief description of the Applicant's owned, operated or managed onshore refinery, tankage and / or marine terminal facilities.	
9	If applicable, provide a brief description of the Applicant's owned, operated or managed offshore facilities, terminals, operations or exploration activities.	
10	If applicable, provide a full list of the Applicant's owned, operated or managed vessels.	
11	Describe the reasons why the Applicant is applying for Submitting Company status in the relevant OCIMF inspection programme.	
12	Provide an exhaustive list of the vessel types and OCIMF vessel inspection questionnaire variants the Applicant requires to commission inspections in relation to their business/marine assurance needs.	
13	Describe the level of marine expertise available within the Applicant's organisation to interpret and validate inspection reports - define the total number of in house personnel with seagoing and/or barging experience, their cumulative years in rank, and other training, as it applies to the vessel types intended to be inspected.	
14	Does the Applicant applying have any affiliation with any current OCIMF accredited inspectors?	

#	Question	Response
15	Does the Applicant use a Third Party Vetting Contractor (TPVC) to screen OCIMF inspection programme reports? Provide the name and contact details of the TPVC and the number of reports screened annually.	
16	Any additional pertinent information to support the application.	

Annex C - Defined Terms

Applicant	An organisation that has applied to become an OCIMF Submitting Company or Programme Recipient. – Or – An individual invited by a Submitting Company to pursue inspector Accreditation within a Programme.
Barge	<ul style="list-style-type: none"> • A tank barge carrying Oil, Chemicals or Gases in bulk, operating in either inland waterways or offshore waterways. • Inland, Coastal and Ocean-going tugs that are used in handling tank barges as Units. • A self-propelled vessel carrying Oil, Chemicals or Gases in bulk on inland waterways or limited to near coastal trade. • A vessel carrying Petroleum, Chemical, or Gas Products in road tankers, containers or as packed cargo.
BIRE Inspector	An inspector who is Regionally Accredited to inspect a Barge registered in the SIRE Programme
Duty Holder	The organisation responsible for the day-to-day management of an offshore production installation as the operator; or the owner of a non-production offshore installation.
European Barge Inspection Scheme (EBIS)	European Barge Inspection Scheme (EBIS), an Inspection Scheme developed by oil and chemical companies as part of their commitment to improving the safety of tanker barging operations.
End User Licence Agreement (EULA)	End User Licence Agreement (EULA) is a contract that sets out the terms and conditions that apply to the use of OCIMF software that must be accepted before Programme access is granted.
In house personnel	An individual that works exclusively for the Applicant or Submitting Company.
Inspection	An assessment of a Vessel or Unit, carried out on behalf of a Submitting Company, using an Inspection Questionnaire.
Inspection Questionnaire	A set of questions used to conduct an OCIMF Programme Inspection. See also: BIQ, VIQ, OVIQ
Inspection Report	A completed Inspection Questionnaire that has been published to the Programme Database after Validation by a Submitting Company.
Inspection Variant	The Inspection Questionnaire selected based on type and / or operational classification specific to the Vessel or Unit being inspected.
Inspector	An individual Accredited by OCIMF to carry out Inspections within a Programme at the instruction of a Submitting Company.
Member	A company approved by the OCIMF Executive Committee to participate in all forum activities.
Operator	For the purposes of OCIMF Programmes, the company which exercises day to day technical management and operation of a Vessel or Unit
Offshore Vessel Inspection Database (OVID)	A unique Inspection Programme for offshore Vessels or Units and database containing Programme Output.
OVID Inspector	An Inspector who is Accredited to inspect a Vessel registered in the OVID Programme

Offshore Vessel	A Vessel or Unit engaged in or supporting offshore marine operations including vessels supporting oil and gas exploration, development and production with a particular emphasis within the 500m exclusion zone of an offshore facility.
Programme Output	Inspection Reports, VPQ, Crew Matrix, details of registered Vessels or Units, Data, documents or any information provided from an OCIMF Programme to eligible Programme Recipients.
Programme Participant	Any company or individual that is registered within an OCIMF Programme.
Programme Recipient	An organisation that has been approved by OCIMF to receive Programme Output.
Report Feedback	Programme Recipient reactions to published Reports received by OCIMF through a Programme.
SIRE Inspector	An Inspector who is Accredited to inspect a Vessel registered in the SIRE Programme.
Tanker	Any vessel greater than 150 gross registered tonnes designed for carriage of crude oil, condensate, refined petroleum products, petrochemicals and by products, biofuel, gas, liquified gas or chemicals in bulk
Submitting Company	An organisation approved by OCIMF to commission and submit Inspection Reports that they own into a Programme Database.
Terminal	A place or facility where loading and unloading of cargo or people from a Vessel or Unit takes place. Also see: Facility
Third Party Vetting Contractor	An organisation contracted by a Programme Recipient to conduct vessel assessments (vetting, screening, etc.) on behalf of that Programme Recipient
Unit	See Offshore Vessel, Barge
Validate	The action carried out by a Submitting Company to verify the quality, accuracy and content of a completed Inspection Questionnaire before uploading it to a Programme as a Report.



A voice for
safety

**Oil Companies
International Marine Forum**

29 Queen Anne's Gate
London SW1H 9BU
United Kingdom

T +44 (0)20 7654 1200
E enquiries@ocimf.org
ocimf.org