

PREPARING FOR SEA/ARRIVAL IN PORT



ΒΟΒΛΑΣ ΑΛΕΞΑΝΔΡΟΣ

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**ΑΚΑΔΗΜΙΑ ΕΜΠΟΡΙΚΟΥ ΝΑΥΤΙΚΟΥ
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ABSTRACT

In this thesis "Vetting Systems" we will deal with the vetting inspections on tankers, an analysis of the inspection process and the actions to be taken to carry out properly. We will refer to the ship's documents as well as to its preparation prior to the inspection, a reference will be made to the unwritten rules governing an inspection of the behavior of both the crew and the inspector himself. Then we will refer to the SHIPINSPECTION REPORT PROGRAM, starting from the historical review and the reasons that led to the creation of this program, we will analyze the structure of the program and its mode of operation as well as the ease with which it provides the outcome of the inspection and the proper maintenance and operation of the ship. Furthermore, we will refer to OIMF (International Oil Maritime Forum) and to the creation of the TMSA program, which aims at a process of qualitative evaluation and continuous improvement of the management system. We will also analyze the TMSA program, as well as the stages it comprises. Finally, we will use MOTOR OIL HELLAS as an example to understand the way in which businesses performing vetting inspections work by referring to the criteria that any ship that is to be chartered by the aforementioned company should meet, as well as the professional relationship between shipowners and oil companies (in the present work of MOTOR OIL HELLAS).

Chapter 1

INSPECTION VETTING

The results of the inspection are those that will judge whether the ship is properly managed and operates in accordance with the applicable rules. The vetting inspection is performed to demonstrate the seaworthiness of the ship. The inspection will be successful only if the ship is ready and if the crew has been adequately prepared to do so. The inspector who is in charge of conducting the inspection collects impressions from the moment they face the ship and continues until the end of the inspection. Almost all inspectors are former sailors of either a deck or a machine and have extensive experience on ship-related issues. From the moment the ship sees the ship, the inspector until his arrival in the Master's cabin will have created his first impression of the ship. Inspectors undertake the inspection of the ship and look for specific criteria-observations to be judged by the ship. It is a fact that depending on his decision, the inspector will seek to find evidence to support his original view. For this reason, it is important to take the route from the sides of the ship to the master's cabin because the first impression is very important and there is no other opportunity for the "first impression".

Preparing for the inspection

In order to achieve the inspection, it must be ensured that it is scheduled for a convenient time for the ship so that it does not coincide with other inspections, this can easily be settled through the company's agent. He has to make sure that each head of the ship (officers and engineers) has performed a relevant inspection before arriving at the port and any doubts - possible observations have been recorded or corrected. A practical way to achieve this is to introduce a self-assessment form covering the individual areas.

Tanker particulars	Master
Certification/documentation	Master
Crew management	Master
Safety management	Master/ Chief engineer
Lifesaving equipment	Second/ third mate
Firefighting equipment	Chief engineer
Pollution prevention	Chief officer
Cargo/ballast system	Chief officer
Inert gas system	Chief engineer
C.O.W installation	Chief officer
Mooring equipment	Chief officer
Bridge equipment	Second officer
Navigation	Master/ Second officer
Radio equipment	Second officer/Master
Engine room & steering gear	Chief engineer
Load lines items	Chief officer
Chemical supplement	Chief officer

Documents of the ship needed by the inspector

- Classification document
- Certificate of registry
- Cargo ship safety construction certificate
- Cargo ship safety equipment certificate
- Safety radiotelegraphy certificate
- Load line certificate
- IMO certificate of fitness

- IOPP certificate & supplement
- IOPP certificate & supplement form B
- Certificate of financial responsibility
- A crew list
- A drawing of vessel's cargo tank arrangement
- Vessel's safe manning document

The following documents must be available for inspection

- Officer's licenses
- Health certificates
- P&A manual
- Approved ballast manual
- Oil/ Cargo record book
- Oil transfer procedures
- Garbage log for compliance with marpol annex V
- Proof of cargo hose/piping test
- Proof of fixed and portable firefighting equipment servicing
- Proof of professional servicing of breathing apparatus
- Proof of life raft servicing
- Setting for vessel's PV valves
- Shipping document and cargo manifest
- Certificate of inhabitation or stabilization of cargo
- Declaration of inspection if transferring bunkers
- Material safety data sheets vessel response plan/sopep/smpep etc.
- Inert gas manual
- Waiver letters
- Vessel response plan

- Safety management system manuals
- Vessel operation manual, company's policy for upgrading and training

Readiness for calibration and proof of correct operation of the following devices:

- Combustible gas detectors or fixed gas detection system
- Oxygen analyzer
- Toxic gas generator
- Oil discharge monitoring equipment (O.D.M.E)
- Cargo pump emergency shutdown and bearing alarms
- High level alarms
- Overfill alarms
- Quick closing fuel valves

Readiness to demonstrate the correct operation of the following alarms / systems

- Inert gas system alarms
- Oily water separator
- Firefighting systems
- Steering gear
- Emergency generator
- Engine room ventilation shutdowns
- Lifeboat engines

Additionally, the following items must be inspected and ready for inspection

- Firemen's outfit
- International ship-shore connection
- Navigation equipment
- Charts, publications and corrections
- E.P.I.R.B, pyrotechnics and hydrostatic releases
- Flame screens on bunker and water ballast tanks
- Paint locker smothering system
- Marine sanitation device

The following items are vital as they create the "first impression" on the ship's inspector and partly judge the outcome of the inspection.

GANGWAY: It must be properly positioned as well as having a safety net in place and a life ring lifter in case of an emergency nearby.

SIGNS: All warnings should be posted at the appropriate points.

CREW: The crew handling the deck should wear appropriate protective equipment (eg helmet, safety boots, gloves, safety glasses)

DECK WATCH: It must be present on the deck, check the inspector's details and identify them through the prison officer, carry the aforementioned protective equipment as well as an intercom. Finally a crew member must accompany the inspector to the combo box.

FIRE EQUIPMENT AT THE MANIFOLD (Fire Extinguishing Equipment): The equipment should be near the load valves to be maintained and ready for use. **DECK:** The deck should be clear of oil and water and there should be no obstacles to the circulation.

SCUPPERS: Buckets must be secured and closed to prevent oil spillage at sea.

CARGO INFORMATION: All cargo loaded / unloaded information should be up to date, posted and legible (MSDS).

EMERGENCY EQUIPMENT: It must be on hand without damage and properly maintained, it must also be mobile at the point where it is located.

MOORING: The fastening means should be properly maintained and be constantly supervised for damage and avoidance of an accident.

ACCOMODATION: All the doors of the commode must be closed, the combo box must be neat and clean as well as have adequate ventilation.

THE INSPECTION

The inspector must be accompanied during the inspection, the most suitable persons for the inspector's escort are the master, the first engineer, the chief engineer and the second engineer who can separate the inspection areas from each other. Usually the inspection starts with checking all certificates and documents in the presence of master. The inspector will usually have an inspection plan ready but this may not be maintained as it is. According to the new OCIMF VPQ, the documents concerning the tanker will be inspected with priority, so there must be an up-to-date copy of them as this will save time.

AFTER THE INSPECTION

Upon completion of the inspection, the inspectors must gather and discuss the comments and comments made on the tanker. If the above is not fulfilled, the master must draw up a complaint stating the fact and inform the company immediately. The inspector shall provide the master with a list of recorded observations, which must be resolved and corrected in a timely manner. The written report is sent to the shipowner's officers as well as the inspector's completed feedback form.

THE BEHAVIOR IN THE INSPECTION

The inspector must:

- Explain the purpose of the inspection and inform about the estimated duration of the inspection.

- Discuss the order in which the inspection is to be carried out.
- Provide advice on the equipment he wants to check to confirm his functionality.
- Cooperate with the master to conduct the inspection without delay in the ship's operations

The inspector is required:

- Use objective evidence to answer VIQ questions
- Record actions taken to fill shortcomings throughout his stay on board.
- Give real feedback to the comments
- He made Limit his comments according to the chapters of VIQ
- Refrain from prompting to remove an observation.
- To discuss on board the observations he intends to make.

THE ROLE OF THE SHIP

The ship must always be ready for any inspection. During the inspection before the master

- He has to convene a board for all crew members and remind them of their duties.
- Remind the officers to use the VIQ to perform the pre-inspection by themselves.
- He must make sure that all ship security documents are up to date.
- It must perform functional checks to be recorded.
- He must make sure that all documents are ready for the inspector.
- Lastly, it should take care of the overall cleanliness of the ship.

THE CUSTOMER'S RESPONSIBILITIES

The master must:

- Ensure the inspector's safety.
- To impose order in the inspection if there are any doubts.
- Propose changes to the inspection program if necessary.
- Ensure that working hours do not exceed those specified in STCW.
- Ensure the correct use of any equipment required to be tested by the inspector so as not to conflict with security features.
- Ensure that the inspector is accompanied by an officer throughout the inspection.
- Do not contradict the inspector and treat him as a professional.
- Do not give false statements.
- Not to put the inspector in a difficult position on experience and qualifications.
- Disagree with performing an action that is not safe even if this is suggested.
- Not to say his point of view on a recorded remark, that also applies to the rest of the officers.
- Not intending to provide irrelevant information to impress the inspector, the same applies to other officers.
- Communicate with the office if he / she feels the inspector is mistaken.
- The office will deal with this issue.

THE MEETING AFTER THE INSPECTION

The master should:

- Ask for an opportunity to discuss the remarks.
- Ask for an oral or written report, nevertheless inspectors are not required to provide it.
- Do not attempt to focus on comments he thinks are not right.
- Ensure the presence of another officer at this meeting, preferably the chief mate of the ship.
- Do not try to clarify his possible doubts about the remarks.
- Do not ask the inspectors for advice on correction of comments.

AT THE REVIEW OF THE INSPECTOR

The master must inform the office:

- For the observations recorded.
- For the detailed plan of the observations to be corrected and the estimated time it will take.
- For remarks that pay great attention.
- About the name of the inspector.
- For information that will help the office draw up a plan for correcting observations and responding to the charterer.

Chapter 2

SHIP INSPECTION REPORT (SIRE) PROGRAM



Resource:<http://www.azalea-maritime.com/site/vetting-sire-and-tanker-inspections>

THE HISTORY OF THE SIRE PROGRAM

In 1993 the OCIMF set up a ship inspection program called SIRE, which allowed OCIMF members to report their ship inspections to OCIMF for distribution to the other OCIMF members and to some non-members. Participation in the initial program, either as an OCIMF inspection or as a recipient of it, was strictly voluntary and each program beneficiary independently determined how it would evaluate the information contained in the OCIMF reports. Under the SIRE program, the ship manager - which is the subject of the petition - received a copy of the report and was given the opportunity to add written comments on the report to both the OCIMF inspection members and the organization itself. Recipients had access to the SIRE database via a computer and were allowed to view or download it. The recipients could order reports-reports as well as comments from the SIRE database, which were sent via facsimile .

THE REVIEWS OF THE PROGRAM

The initial SIRE program was first revised in 1997 and introduced the means by which recipients could receive reports and reviews electronically as well as facsimile. Two important changes were also included in the 1997 review. These were:

- A single ship inspection procedure and
 - A special shipboard questionnaire (VPQ).

The SIRE program was revised again in 2000. The 2004 revisions made even more significant changes to the inspection process as well as a large number of ships which were inspected according to the program. Subsequent revisions updated the questionnaire without adding new questions. In 2011 a review is being carried out which substantially changes the questionnaire and gives more emphasis to the inspection for navigation and cargo and ballast management.

SINGLE INSPECTION PROCEDURE FOR SHIPS

The program requires that the participating companies follow a uniform ship inspection process. This process has a control and reference element. The control uses a series of detailed questionnaires depending on the type of ship being inspected. These questionnaires address issues related to safety and pollution prevention.

Inspectors engaged or hired by companies must answer all questions. Questions are often accompanied by instructions and references to source documents. Their purpose is to help the inspector in the replies. The reference has been developed from a complete online questionnaire submitted by the inspector either directly to the SIRE page or to the company requesting further processing prior to transmission to the ship manager and SIRE.

VESSEL INSPECTION QUESTIONNAIRE, INSPECTION MANUAL AND VIQ ELECTRONIC PROGRAMS

The revisions of the third edition, the SIRE ship survey questionnaires and the accompanying reports-reports, introduced significant changes in the scope and presentation of the program. They were:

- Inspection of tankers, chemical ships and gas transport vessels. According to the revised plan, these vessels are categorized according to their size.
- Inspection of barges transporting petroleum products, chemicals and gas or vessels used for the transport of packaged petroleum products and gas or tankers carrying the same goods as well as the towage of vessels used for the handling of barges carry the above mentioned products. Collectively, in the VIQ documents, the control questionnaires used are referred to as "Vessel Inspection Surveys" (VIQ).
- The concept of the key question and the subpoenas used in the second and first version of the VIQ were interrupted in the third or newer versions and replaced by individual questions. However, as in previous versions, the answers "Yes" "No", "Not considered" or "Not applicable" continued to be used.

INSPECTOR'S MANUAL

The inspector's manual was a new element introduced with the SIRE revisions in 2000. The manual reorganized the questions keys, sub-questions and guidelines to

follow the order that the inspector should follow when conducting the inspection. As in the previous versions of the VIQ, the 2011 version of the inspector's manual will be used to ask questions in the possible order that the inspector would set in conducting the inspection. The choice of the questionnaire to be used for each particular inspection is based on a 'Ship Selection Guide' incorporated in the SIRE report editor software program. This guide requires a series of queries to be answered. When the wizard is answered, the appropriate questionnaire can be printed on a local printer, the questions being ordered according to the VIQ or the inspector's manual. These questionnaires should be used in every inspection. The results of the inspection should be transferred to the appropriate VIQ program immediately after the inspection has been completed.

USING VIQ

The questionnaires used in this program contain a series of questions on safety and pollution prevention, for the type of ship being inspected. These questions are sequentially numbered and grouped into separate chapters. Each chapter contains a series of queries to be answered by the inspector. Questions may be accompanied by instructions, in particular:

- Guidance notes for inspectors.
- Reference source citing the company's guidelines or guidelines on the questions
 - A pointer to identify issues when the inspector's comment is mandatory.

The above guidelines, industry references reinforce the questions and are provided to help the inspector answer the questions. If guidance and reports lead the inspector to conclude that the question should be answered positively, the "yes" box in the VIQ computer program should be noted. On the other hand, if the guidance and any reference sources indicate to the inspector that the question should be answered negatively, the "No" box should be noted. Depending on the case, the box "not considered" or "not applicable" should be noted. The inspector must answer all the questions appropriate to the type of ship he is about to inspect. Otherwise, this would mean that the report / control report can not be transmitted to the SIRE database for processing by the person responsible who commissioned the inspection. The inspector should place a remark in answering any question, where the response box is marked

as "No". The remark should identify and explain the reason for the negative response. In addition, when a box is marked 'Not considered', it must be accompanied by an explanation for this option. In cases where the 'Not Applicable' answer is required, then the answer is counted as 'yes', so there is no need for an explanation. However, if an inspector needs an explanatory comment, then he can add it to the "Other comments" section that accompanies the question. For some issues, the inspector should comment, no matter how the question can be answered. This requirement is highlighted in bold, underlined and italics in the guideline notes. The electronic program "REPORT EDITOR" is marked in yellow and yellow. At the end of each chapter there is a section "Additional Comments". If the inspector has additional comments on a subject that was not covered by specific questions, then he should add them to the "Additional Comments" section.

Chapter 3

TMSA-TANKER MANAGEMENT SELF ASSESSMENT

OIL COMPANIES INTERNATIONAL MARINE FORUM (OCIMF), FOUNDATION & OBJECTIVES

The International Oil Mining Company (OCIMF) is an independent authority established in London on 8 April 1970 and was the initial attempt by the oil industry to improve public awareness of marine pollution, in particular oil pollution, following the accident of "Torrey Canyon". It essentially represents petroleum companies with interests related to the loading, unloading, transport and disposal of oil and its derivatives. In the early 1980s, the organization numbered about 50 oil companies as members, which controlled 80% of total oil transport. These members included the seven known "seven sisters" that, despite the fact that their enormous impact on production was declining during the 1970s, they continued to control the two most

important aspects of the market, distribution and sales. OCIMF participates in the International Maritime Organization (IMO) conferences by presenting technical reports on the prevention of pollution from ships and the main focus of the organization is centered on tankers.

Today, its members number 68 companies all over the world which in The Annual General Assembly of the organization elects the president and three vice-presidents. Also the OCIMF Head of Committee is the "Executive Committee" referred to by the other 3 senior committees, which in turn can set up sub-committees or forums when necessary. The organization's secretariat is based in London and is staffed by staff and technical staff seconded by the member companies. The work of OCIMF is carried out by committees, sub-committees, forums, working groups, composed of representatives of its members and with the assistance of the Secretariat.

OCIMF's primary objectives are to promote the safety and prevention of pollution caused by oil tankers and oil terminal. Its establishment aims to coordinate the views of the oil industry at conferences with the IMO, to examine the technical proposals put forward by the IMO and to advise its members on the various legislative activities that arise from time to time. OCIMF also cooperates with the UN Economic and Social Council and the International Organization for Standardization (ISO), actively participates in the work of the IMO, expresses its members' positions in various national government authorities, and maintains close links with other organizations and unions shipping industry. And as stated on its website, its important contribution to the overall security of industry is its role in creating technical and operational instructions from itself or in collaboration with other organizations. To date, over 50 such guidelines have been issued and many of them have already been established as standards in a number of areas. OCIMF provides the means to carry out collective research projects on behalf of its members, resulting in various studies concerning, for example, tanker drift and towage, mooring hawser strength, etc, have helped to create and circulate technical guidelines for the benefit of the wider industry.



Resource:<https://nauticalstudies.org/2015/06/23/%CF%80%CF%81%CE%BF%CE%B3%CF%81%CE%B1%CE%BC%CE%BC%CE%B1-t-m-s-a-requirements-vetting-inspections-process/>

OIL COMPANIES INTERNATIONAL MARINE FORUM - STRATEGY AND MEMBERS

OCIMF's strategy includes recognizing the critical security and environmental issues faced by oil tankers and the terminal industry, creating and circulating proposed criteria that will be a benchmark for the industry. Together with the IMO and other regulatory agencies, both local and national, it supports the development of international conventions and regulations that improve the safe construction and operation of oil tankers and terminals. It supports the worldwide application and enforcement of these international conventions and laws and encourages the acceptance of established industry safety and environmental guidelines.

OIL COMPANIES INTERNATIONAL MARINE FORUM & TMSA

Tanker Management Self Assessment (TMSA) offers tankers a means to measure and improve their own management system. Encourages them to evaluate their own safety management system in relation to a number of performance indicators. The results of this assessment can be used to create an improvement plan using the Achievement Stages as described in the program in order to achieve safety and environmental excellence.

TMSA, FIRST EDITION 2004

OCIMF is at the forefront of the implementation of a joint ship inspection process with the establishment of the Ship Inspection Report Exchange System (SIRE). This system promotes a uniformly high level of joint inspections, so member companies can use these results in their own vetting systems, thus reducing the number of inspections that each ship has. With the recommendation of the International Safety Management (ISM) Code, the management and operation of the ships has been formalized through a safety & environmental excellence culture. The ISM code requires ship operators to implement a Safety Management System that helps them achieve incident-free operations. However, there is a clear distinction between the standards of those administrators who embrace the principles of the ISM Code and those standards aimed only at meeting the minimum requirements of the Code. This differentiation may lead to a charterer who, while maintaining some concerns about whether the trustee takes due care in his work, must assess the standards of each trustee. OCIMF's TMSA was set up in 2004 to provide a tool to help ship managers assess and improve their own Management Systems.

TMSA SECOND EDITION 2008, OBJECTIVE AND FIELD OF ACTION

The second edition of the TMSA is an upgrade based on the experience of the managers with regard to the first edition and the feedback from the oil industry and also ensures the consistency of this upgrading with the current international conventions and practices of the shipping industry. One of its most important changes was that TMSA's scope of action was expanded to make it useful for all tanker operators including those of coastal vessels and barges. The program encourages managers to judge their safety management system on the basis of some key performance indicators and provides guidance on how to apply best practice. Best practice is an effective way to minimize the chance of a problem recurring. It creates opportunities and optimizes performance on critical issues related to safety and environmental excellence. Shipping companies should aim to transfer best practices to their fleet through the continued application of improved methods and procedures.

They can use the results of their assessment to develop a phase program to improve their safety and environmental performance. Petroleum companies attach great importance to the choice of chartering of ships that are properly maintained and well managed and the TMSA program based on the ISM Code can provide valuable feedback on the effectiveness of the Ship's Operations Management System. It provides incentives for managers to achieve high standards in their ship management, continuous improvement, and also provides guidance on what OCIMF considers to be a best practice for modern industry. Best practice is evolving and it is expected that there will be new renewed versions of this Program in the future.

THE QUALITY SYSTEM (TMSA) & GUIDELINES

TMSA offers a model framework for assessing the management system of a ship's manager and provides guidance that includes the elements of an official management system essential to the management and management of its ships. For this management system to be effective, it must be more than just "only procedures".

The company's leadership / management should define the company's values and aspirations and determine how it intends to achieve the objectives of its policy. It should also provide adequate and adequate resources to ensure that its ships are managed, manned, operated properly and maintained by well trained and competent staff. In an effective system, incidents and near misses are investigated to determine the cause of their occurrence, and corrective actions are applied to prevent them from recurring. Unforeseen risk and risk are systematically recognized and evaluated to ensure that exposure to risks is effectively controlled and reviewed by appropriate levels of management. Leadership at all levels is an essential part of any improvement process.

A cornerstone of effective leadership is clarity about the desired goals, strategic visions, directions, communication, trust, commitment and empowerment. Leadership provides strategic planning, strong guidelines for staff, and continuous improvement in individual and collective outcomes. The continuous improvement cycle aims to achieve improvements through a company management system.

Key performance indicators help managers to guide their ongoing improvement programs. So they can use the information to evaluate their performance as a self-

serving leverage or combine them with the tools they are currently using to develop and improve their management system. The key stages of the "Continuous Improvement Cycle" are summarized below: Design, Action, Evaluation and Improvement.

THE "CYCLE OF CONTINUOUS IMPROVEMENT", DESIGN (PLAN)

At this stage, plans are developed that include effective strategies and clarity in company policies, intentions, processes, roles and responsibilities. Effective strategies require clear policies, intentions, roles and responsibilities. OCIMF offers guidance on these issues, encouraging companies to carry out their work focusing on safety and environmental excellence. These instructions instruct ship managers to clearly identify

the relevant procedures and objectives that will help them with the design of this purpose.

"CYCLE OF CONTINUOUS IMPROVEMENT", ACTION (ACT)

At this stage, the company is working to pursue its goals by continuously implementing its design. It announces plans and then gives priority to procedures for improvement, providing a clear definition of its aims and counting the result. The TMSA guidelines are designed to help administrators implement continuous improvement tools and techniques. This part of the "continuous improvement cycle" helps staff align their activities with the company's goals and improve performance.

THE "CYCLE OF CONTINUOUS IMPROVEMENT", MEASURE

At this stage, we have the control, evaluation and feedback of information about the results achieved. Safety and environmental excellence requires control, evaluation and feedback processes for progress and achievements to make a sustainable improvement. This part of the "continuous improvement cycle" indicates compliance with procedures as well as implementation and improvement efforts.

THE "CYCLE OF CONTINUOUS IMPROVEMENT", IMPROVE

The fourth stage involves defining objectives and focusing efforts on areas where the greatest benefits and improvements can be achieved. The trustee compares recognized progress with its technical, operational and resource needs to build a priority plan. The staff studies the plan and agrees with the management. Where actions are required but resources are not available, the issue is referred to senior management. Emphasis is placed on achieving long-term improvements rather than quick solutions. This part of the "continuous improvement cycle" aligns the actions with the progress targets and ensures that individual improvement plans are regularly reviewed and updated. Targets are defined and efforts focus on areas where the ship manager can achieve the greatest benefits and improvements. The TMSA program complements the Industry Quality Codes and seeks to encourage self-regulation and promote continuous improvement. It is also designed to provide managers with a means to demonstrate their strong commitment to safety and environmental excellence.

TMSA GUIDELINES

The TMSA guidelines set 12 principles for management practice, thus creating a framework for ship managers seeking to achieve safety and environmental excellence, and are structured as follows:

- the title of each element, denotes the corresponding fundamental area of management practice
- the main objective also determines the goal to be achieved
- the support paragraphs within the elements explain how administrators can achieve the main goal. These are practices that diligent managers either have already integrated or want to integrate into their management systems.
- each element defines an Aim and the Key Performance Indicators (KPIs) required to achieve the primary goal, along with guidance on how to achieve the primary goal.
- each KPI offers an objective evaluation / measurement of the standards that the administrator's management system has achieved today. The latter may want to use Best-Practice Guidance to achieve the standards outlined by KPIs. When the tmsa guidelines are adopted, then they become a framework within the manager's management system, providing continuous feedback and feedback, producing

sustained improvements in key management processes, and ultimately leading to long-term security and environmental excellence.

TMSA AND 4 STAGES OF INTEGRATION

The tasks / activities of each element are divided into 4 stages. In general, the higher stages are built on the lower ones, but it is likely that an administrator will focus on higher-stage practices / activities without satisfying the lower stages or may choose to organize practices / activities in a different order from the stages proposed. It is, however, a fact that the greatest benefit is achieved when the stages are completed in sequence and it is also very likely that the ineffective completion of a stage leads to unhealthy conclusions and options for completing the higher stages.

Therefore, the overall emphasis is on the completion of the elements in the order presented in the TMSA. Following the recent extension of the TMSA's scope of action to include both coastal and inland vessels, it should be clarified that some KPIs, which mainly concern international-trading ships, are not applicable to them and therefore the managers will have the select Not Applicable (N / A) for KPIs. There is no expectation that all stages will be completed immediately, but the degree of integration will be a factor of quality assessment. And as the continuous improvement is assessed, it is preferable for the administrator to enter tmsa by presenting its current status and recording improvements with subsequent updates rather than waiting for and submitting a more comprehensive evaluation later. Tmsa should be a frank self-criticism with which users will learn more and gain greater benefits if tmsa is done by the staff directly associated with the activity / practice.

For each stage to be completed, relevant written evidence should be prepared and made available to the senior management, indicating that the procedures and modes of operation are in accordance with the safety management system. It is also beneficial to refer to this written proof when an administrator submits the TMSA to OCIMF. Achievement levels should be as accurate and independent as possible. OCIMF members study the managers' requests and, whenever they deem it necessary, visit the management offices to certify the accuracy of the application / request by looking at the KPIs and other relevant documentation. The "overvaluation" of the status of a

safety management system by a manager reduces the purpose of this program and may lead to incorrect or insubstantial information that distorts efforts to improve.

SUBMISSION / APPLICATION FOR THE TMSA PROGRAM

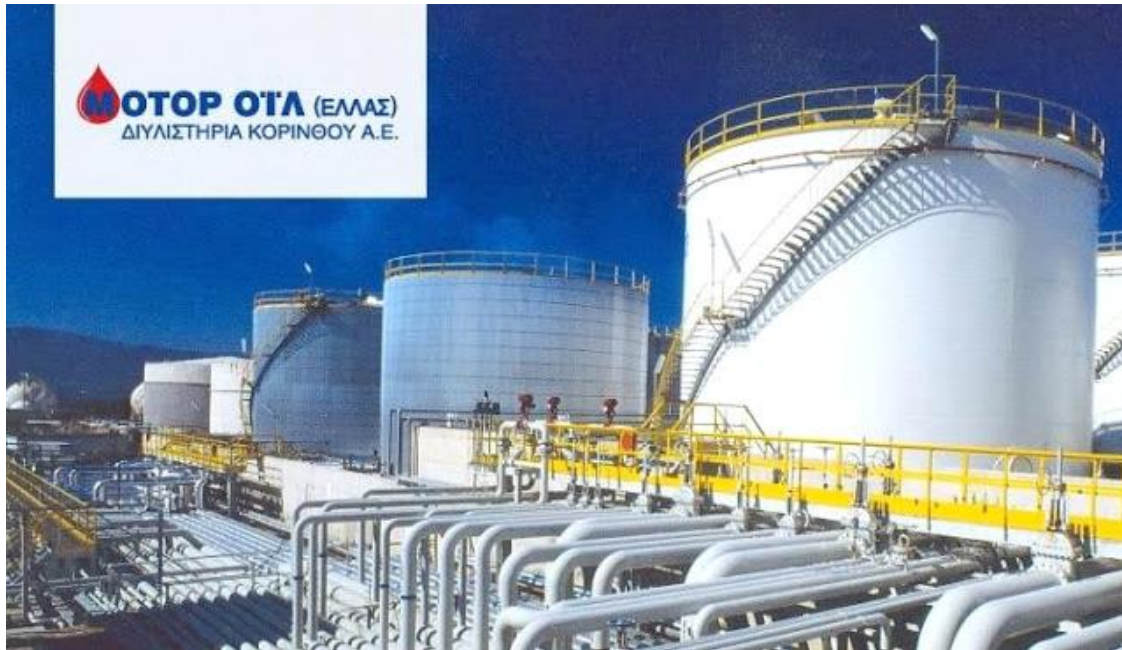
Once a shipping company / manager applies for the tmsa program, a deficiency analysis should be carried out to identify those elements and stages that still have to be achieved. From this analysis, the elements that best fit the work of each separate manager should be selected and will best support the achievement of the company's goals. Referral submissions for tmsa (submitting reports) should be submitted to the OCIMF on line site. Through this process, managers will be asked to state which OCIMF member companies want access to these reports and only those who will be named will receive the tmsa program for that manager. Finally, managers are

encouraged to study and review their tmsa program on at least an annual basis, and significant changes to the management structure, management systems, size or composition of the fleet should lead to an updated assessment.

Chapter 4

MOTOR OIL (HELLAS) CORINTH REFINERIES S.A.

MOTOR OIL (HELLAS) CORINTH REFINARIES is the only Greek company with participation in OCIMF, which participates in the activity of the OCIMF executive body and provides reports / reports in the SIRE database for vetting inspections carried out on tankers on behalf of the shipowner company.



Resource:<http://www.solygeiablog.gr/2018/05/motor-oil-hellas.html>

COMPANY POLICY

The policy of MOTOR OIL (HELLAS) CORINTH REFINARIES is to employ and allow its terminals only the ships which, after evaluation, were found to be managed and maintained to the highest standards of the maritime industry and in any case to meet the minimum safety criteria according to MOH (Motor Oil Hellas).

APPLICATION

The above policy applies to all ships that have been delivered to the MOH or its affiliates for chartering for the transport of dangerous goods or to third parties for the transport of dangerous goods purchased from / sold to MOH or to ships involved in the transport of dangerous goods and visit for any purpose a terminal that is owned or operated by or MOH.

This policy does not apply to small vessels involved in local short sea shipping. These ships will be accepted for service if their management company is accepted. Shipping companies will be audited and certified on an annual basis with possible exceptions up to 18 months maximum.

LIABILITIES

Any ship's compliance statement with the "Ship Acceptance Policy" is not MOH's certification nor gives the owner / operator the right to have his vessel chartered to the MOH or impose on MOH any duty or obligation for chartering / employment of that vessel. MOH, its employees, agents do not bear any responsibility to any shipowner / operator for not accepting his ship. In the event that MOH decides to carry out an inspection on a ship through its agents, its agents are inspected to verify the ship's compliance with MOH's vessel acceptance policy, this control should not impose on MOH any obligation to to accept this ship, or any other obligations.

SHIP EVALUATION

The assessment of the ship shall be based on:

- In the information provided by "MOH - Ship Acceptance Questionnaire"
- In all available information collected from various sources, including the MOH vetting database, the PSC database, the terminals database.
- In recent, shorter 4 months, reports / reports available in the SIRE database.
- In special ship reports / reports of oil terminals. The ship's involvement in marine events.

Based on the evaluation, ships will be considered as:

ACCEPTABLE: which means that the ship can be chartered by MOH for the transport of hazardous cargoes, or dangerous cargoes have been sold / purchased by MOH, or they can perform loading / unloading procedures at any terminal managed by MOH.

MERELY ACCEPTABLE: this means that the ship can be chartered by MOH solely for a trip, with a clause to inspect the ship by MOH employees during the loading / unloading for this trip.

NOT ACCEPTABLE: which means that until the ship is re-evaluated and accepted as acceptable, it can not be chartered by the MOH or carry a cargo purchased / sold by it and that it can not enter any terminal managed by the MOH.

In addition to the MOH's minimum security criteria, there are some other criteria listed below which may lead to the discarding of a ship:

- If the 1/3 of a shipowner / operator fleet is discarded then the remaining fleet is automatically discarded.
- Ships that are not registered in a classification society full member of IACS should be considered on a case-by-case basis.
- Ships of 20 years and over who have changed a classification society in a period of up to 2 months prior to their specific inspection will be examined on a case-by-case basis.
- Ships that are not insured in a valid P & I CLUB of the international P & I CLUB team will be examined on a case-by-case basis.
- Ships which have been blacklisted by the EU (European Union), in accordance with Regulations 2001/106 / EC-19 December 2001, will be rejected.
- Ships which have been rejected by the MOH in two successive inspections will not be inspected again or evaluated before a period of 3 months has elapsed since the last refusal. MOH promotes the use of the TMSA program as best practice for shipowners-managers in the naval hydrocarbon (petroleum) market. The MOH will use this tool (TMSA) as part of the assessment of the ship and the shipowner.

NATURAL CONTROLS OF THE SHIP

When the owner-owner of a ship is interested in his inspection by the MOH he must submit the "ship inspection request" by e-mail or fax. The application will be received by MOH no later than two working days for an inspection in Greece and for inspections outside Greece within four working days at the latest. Physical inspections

are now available globally through a network of contracted OCIMF accredited inspectors.

THE VALIDITY OF NATURAL INSPECTIONS

When the outcome of a ship inspection is positive, a period of validity is given on the ship as follows:

- If the ship is 15 years or less, the maximum validity of the rating is 12 months.
- If the ship is 15-25 years old, the maximum validity of the assessment is 6 months.
- If the ship is 25 years old or older, the maximum validity of the rating is 3 months.

The validity period will not offer a general approval of the ship for cooperation with the MOH or its subsidiaries, as well as entry to the MOH terminal or any other facility managed by the MOH, but no MOH inspection will be repeated within this time . All ships will undergo a vetting inspection whenever MOH offers or is offered work.

General information

The ship manager must provide a fully up-to-date copy of the latest version of the OCIMF Vessel Particulars Questionnaire.

Certification and documentation

-Statutory certificates of the ship must be valid.

- Annual and interim inspections of these certificates should also be carried out within the required dates.
- The ship's management system for safety and pollution prevention must meet the minimum requirements in accordance with the standards set out in the ISM IMO Code.
- The ship must be free of outstanding class obligations. If the ship is subject to the Enhanced Survey Program, the Enhanced Survey Program file must be properly maintained in a standard format in accordance with IMO RES requirements. A744 (18).

Crew management

- The manning level must meet what is required by the ship's Safe Manning Certificate.
- All officers who have direct control over cargo handling operations or bunkers must be able to give instructions and instructions in English.
- When the ship is engaged in the transport of chemicals, the ship's managers must have an official program of the specific chemical and medical check-ups performed on the crew.
- Ship managers must implement a policy on alcohol and drugs that meets the OCIMF guidelines

Navigation

- Ship managers must have a policy regarding the conditions under the keel clearance of the vessel for the deep sea and for coastal navigation.
- Ships must be equipped with all SOLAS '74 V / 12 marine equipment (for ships constructed before 1 July 2002) or SOLAS '04 V / 19 (for ships built after 1 July 2002)

Security Management

- All shipboard personnel should be familiar with fire, human rescue, and other emergency equipment.
- Emergency procedures must be available on board, covering the minimum steps to be taken in the event of fire, pollution, collision, stunning, explosion, water inflow, toxic gas leakage and gaseous emissions.
- All ship's personnel must be well trained in the ship's configuration as well as in the location and operation of the survival and fire-fighting equipment, systems and appliances that may need to be used.
- High School Pollution and Cleaning SOPEP / SMPEP.VRP should be done at regular intervals.

- The ship security safety exercises according to the ISPS Code must be done at regular intervals.
- The ship's pumping station must be mechanically ventilated with a non-sparking fan type that can change the pumping atmosphere at least 20 times per hour.
- The ship must have a documented system for the regular monitoring of all spaces adjacent to the cargo tanks for the accumulation of gas. Until a fixed recording system is installed, sampling of these spaces must be carried out with portable equipment and the relevant records must be kept.
- The ship shall be equipped with portable devices for measuring the concentrations of oxygen, flammable and toxic gases in accordance with SOLAS '74-II-2 / 59.4.4.1 (for ships constructed before 1 July 2002) or SOLAS '04 -II-2 / 4.5.7.1 (for ships constructed after 1 July 2002) The ship must strictly follow the ISGOTT recommendations mentioned in the hot work.

Prevention of pollution

- The ship must have an approved Shipboard Oil Pollution Emergency Plan (SOPEP) as required by MARPOL I / 26 (for tankers) or Shipboard Marine Pollution Emergency Plan (SMPEP) as required by MARPOL II / 16.1 (for tankers certified to carry harmful liquid substances).
- The ship must be equipped with equipment to combat oil spillage on the deck. The ship's pumping station must be equipped with an alarm that is in good working order.
- The ship must have a waste management plan and the waste should be separated according to MARPOL Annex V.

Structural situation

- The ship's hull, deck, superstructure and interior spaces shall be free of defects in the structure.
- The cargo tanks of the ship must be in a satisfactory condition.
- The ballast tanks of the ship must be in a satisfactory condition.

Load and ballast systems

- Ship managers should provide him with policy statements, guidance and procedures on safe cargo handling.
- The Load Handbook must contain instructions for recovering the stability of the ship in unstable conditions during loading and unloading. All officers must be familiar with the ship's cargo requirements.
- The ship must have a detailed documented load management plan, which will include a detailed cargo and ballast handling process.
- The ship's charge lines must be tested annually at a pressure of 1.25 times greater than that designed to work, and they must also be marked with the date and pressure checked. The load ventilation system, including the mast riser, gas lines, high-speed air ducts etc., must be in a satisfactory condition. Ships with a deadweight of more than 20,000 tonnes must be equipped with an inert gas system, which must be properly maintained and fully operational. For ships carrying an IGS (Inert Gas Generator) the oxygen concentration must be within or below the minimum allowable limits. Tankers of more than 20,000 tonnes must be equipped with a cargo tank cleaning system that uses C.O.W (Crude Oil Washing). The pump station of the ship shall be equipped with a system for monitoring the hydrocarbon concentration continuously. The ship's pumping station must be clean, tidy and free of flammable materials. The pumping station's drains must be free from cargo derivatives. Cranes, racks and any other lifting gear must be in a satisfactory condition, a safe workload must be checked every 5 years, marked with the appropriate markings, and finally examined thoroughly by a competent person each year.

Lace

- Verification certificates for mooring systems shall be located and available on board. Winches must be in good working order.
- Brake pads, drums and pins must be in good condition.
- The mooring means must bear the SWL (Safe Working Load) The towing-off wires / fire wires must be in a satisfactory condition.

Communications

- A maintenance program, as required by SOLAS IV / 15.6 or SOLAS IV / 15.7, must be in place to ensure the availability of the communication equipment.
- The ship must be equipped with all communication equipment as required by the Communication Certificate and the attached R form and all must be in good condition.
- Emergency batteries must be in a satisfactory condition and fully charged.
- The ship must be equipped with secure portable radio for proper deck and bridge intercommunication.

Machine parts and steering

- Ship managers must provide policy statements, guidance and procedures for the organization and operation of the engine room. Written instructions for restarting major equipment must be available at the engine room and specific for each ship.
- The ship must have a detailed and documented supply plan.
- The engine room slides must be clean without a trace of oil, oil, waste and sediment.
- The machinery spaces shall be equipped with an alarm, which shall be checked at regular intervals and records must be kept.
- The ship's machinery must be in good working order and be properly maintained by the operators. All officers must be familiar with the operation of the emergency steering gear.

Resousces.

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