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INSPECTION MODULE USER'S GUIDE

Version 2.93 (Sep 3, 2018)

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Change Log

Version	Date	Description
1.0	Mar 10, 2010	Initial draft
1.1	Mar 20, 2010	Added section 6 (FAQs)
1.2	Apr 15, 2010	Applied document template
1.3	May 14, 2010	Updated content to reflect new features implemented including custom column selections, due and inspected vetting status added and status basis field added.
1.4	Jun 5, 2012	Update content to reflect new grid layout and enhancements.
2.0	Jun 29, 2012	Revised Document to reflect new changes to the vetting inspection details page
2.1	Apr 28, 2014	Updated Template
2.2	May 1, 2014	Updated screen shots after whiteout / added vetting analytics
2.3	Jun 18, 2014	Updated text on inspections and analytics
2.4	Sep 1, 2015	Updated screen shots
2.5	Mar 7, 2016	Updated screen shots to reflect changes in the module
2.6	May 2, 2016	Updated wording to reflect changes, screen shots, scheduled reports, TOC formatting updates
2.7	Jun 9, 2016	Risk enhancements, filtering repeating questions
2.8	Jul 21, 2016	VIQ upload email size limit

2.9	Oct 14, 2016	UI changes
2.91	Dec 7, 2016	Updates to vetting analytics
2.92	July 26, 2017	Updated screenshots

Introduction

Purpose

This document outlines the features of the new Inspections module on Q88.com. We have split the document into logical sections to explain the various features of the Inspections module in a clear and concise manner. At the end of the document, there is a Frequently Asked Questions (FAQ) section which answers the most commonly asked questions about the Inspections module.

If you have any questions regarding this document, then please email support@Q88.com.

1. Main Inspections Page

The main Inspections page has been redesigned and now offers several new features to better help you manage the Inspection status for your fleet.



1.1 Overview

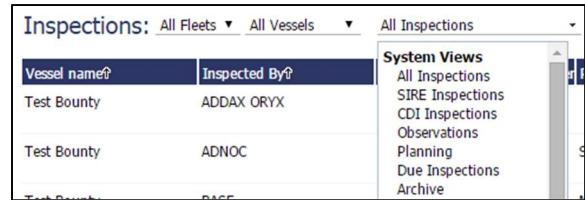
The below image is a screen-shot of the main inspections page; this is the new standard interface which will be used across many of the modules on Q88.com and offers several key enhancements that allow better access to manage and view your inspection records.

Inspections: All Fleets Demo Bounty All Inspections								
Vessel name	Inspected By	Activity	Type	Status	Inspected On	Port Name	Planning	Edit
Demo Bounty	BP	Inspection	SIRE	Due	Apr 02, 2015	New York		
Demo Bounty	BOREALIS	Inspection	SIRE	Scheduled	Jan 30, 2015	Dalian	Scheduled Jan 30, 2015 Dalian	
Demo Bounty	ADNOC	Screening		Acceptable	Sep 19, 2014			
Demo Bounty	KOCH	Screening		Requested	May 16, 2014	Houston	Requested May 16, 2014 Houston	
Demo Bounty	SUNOCO	Inspection	SIRE	Acceptable	Apr 19, 2014	Amsterdam		
Demo Bounty	DOW	Inspection	CDI	Pending	Mar 04, 2013			
Demo Bounty	PHILLIPS66	Inspection	SIRE	Due	Sep 18, 2012	Alanya		
Demo Bounty	IDEMITSU	Inspection	SIRE	Acceptable	Sep 15, 2012	Long Beach		
Demo Bounty	ENEL TRADE	Inspection	SIRE	Due	Sep 17, 2011	Rotterdam		
Demo Bounty	CDI	Screening	SIRE	Unacceptable	Dec 20, 2010	Houston		
Demo Bounty	SHELL	Inspection		Inspected	Sep 08, 2010	Brani Terminal		
Demo Bounty	CHEVRON	Inspection		Due	Aug 08, 2008	New York	Requested Apr 23, 2010 Singapore (SGSIN)	
Demo Bounty	PORT STATE	Inspection	CDI	Acceptable		Jurong	Requested	
Demo Bounty	EXXONMOBIL (IMT)	Inspection	SIRE	Acceptable			Petitioned Jan 01, 2013	
Demo Bounty	BASF	Inspection	SIRE	Acceptable		Aruba Island	Requested Oct 01, 2014 New York	

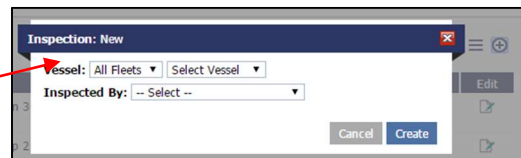
If you have your vessels split into multiple fleets then the 'Fleets' drop-down will be displayed in the top-left corner of the page. Selecting a fleet from the drop-down will refresh the view for the vessels in the selected fleet.



The 'Inspections' menu allows you to select from a pre-defined list of 'System' views of your fleets inspection information. You also have the ability to create your own 'Custom' views. See Section [1.2](#) "Selecting Views" and Section [1.3](#) "Creating Custom Views" for more information.



Click on  button "Add New Inspection" button add a new inspection event.



The "Actions" button contains several options which can be performed from this page. They are explained further below:

Export to Excel:

Exports the current list of inspection records to Excel.

Summary Report:

Exports a summary of all the vessels and inspection companies to Excel.

Scheduled Reports:

Schedule a report of any view (system or user created) to be emailed to you.

Inspection Map:

This maps all the inspections for the last 12 months.

Refresh Data:

Refresh the underlying data from the database.

Reset View:

Resets the sorting and filtering for the selected View.

User's Guide:

Link to this document

Risk Ratings:

Set company standard risk levels for all VIQ questions.

(IMPORTANT: Suggested to setup risk ratings before adding observation details)

Vetting Analytics:

Analyze your inspection observation or PSC deficiencies.

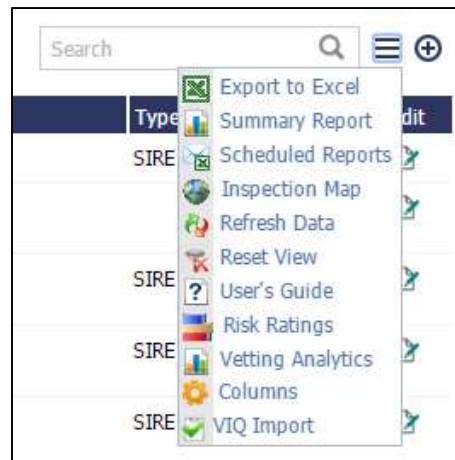
Compare average observations/deficiencies, number of observations/deficiencies, repeating questions/deficiencies etc.

Columns:

Customize grid(s) in summary page.

VIQ Import:

Importing of VIQ file(s); SIRE (xml & pdf), CDI (xml) and BIRE (xml) inspection reports are supported



1.2 Selecting Views

The “**All Inspection**” drop-down allows you to select different ways to display the inspection information for your fleet. They are explained further below:

All Inspections: All inspection events for your vessel which occurred in the last 2 years.

SIRE Inspections: Lists the SIRE inspections for the past 12 months for each of your vessels as well has any planning inspections after 30 days ago.

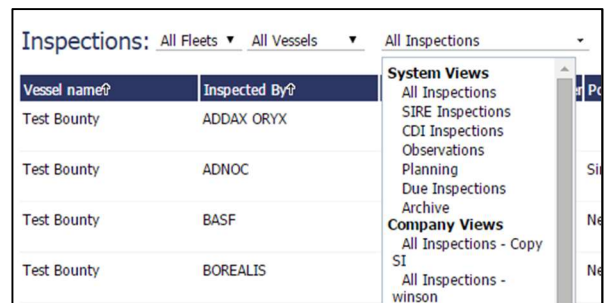
CDI Inspections: Lists the CDI inspections for the past 2 years for each of your vessels as well has any planning inspections after 60 days ago.

Observations: List of all the inspections in the past 24 months that have any pending or unresolved observations.

Planning: All inspections with a planning status.

Due Inspections: All the inspections which have a reminder date set that has expired.

Archive: List of all inspections for the past 2 years.



1.3 Creating Custom Views

In addition to the ‘System’ views explained in Section 1.2, the Inspection module allows you to create our own custom views.

There are two types of custom views that can be created:

- **Company Views:** Visible to all people in your company that have a login under your account.
- **User Views:** Only visible under your login

Inspections: All Fleets ▾ All Vessels ▾ All Inspections ▾

Vessel name?	Inspected By?
Test Bounty	ADDAX ORYX
Test Bounty	ADNOC
Test Bounty	BASF
Test Bounty	BOREALIS
Test Bounty	BP
Test Bounty	CARGILL
Test Bounty	CDI
Test Bounty	CHEVRON
Test Bounty	DOW
Test Bounty	ENEL TRADE

All Inspections - winson
 Analytics Inspections
 Archive - All
 Due-Expired Inspections
 Inspection Date history
 KOCH - Scheduled Sire
 Label
 last sire
 Not Acceptable - By Comp
 Not Due
 Observations - JX
 Observations - report
 Noha
 Observations - sea orient
 Observations -JSm
 SAMMI ALL INSPECTIONS
 test view
 Vikas
User Views
 (None)
 + Add New View

Click the 'Add New View' link to add a new Company or User view.

The 'Add New View' page will now be displayed:

Enter the name of the view. →

Choose from the list of columns you wish to display for the view. →

Specify the criteria you wish to filter the records on. →

Custom View: Add New View

View Name:

Who can see this view?: ☒ Company ☐ User

Choose Columns to Display:

Available Columns:

- Activity
- Ch. Engineer
- Comments
- Cost
- Inspected
- Inspected By
- Inspector
- Issued
- Manager
- Master
- Modified By
- Modified Date

Use Ctrl or Shift key to select multiple items

Selected Columns:

- Vessel name

Buttons: Move Up, Move Down, Remove

Specify Criteria to Filter Records:

- Select -

Criteria Pattern Edit Pattern

Buttons: View Schedule(s), Cancel, Save

Specify whether this will be a 'Company' or 'User' view.

List of selected columns to be displayed.

Specify how the selected criteria should be logically handled.

View current email notifications that are setup

Criteria columns available to filter records on:

- Activity: Type of inspection activity
- Activity Date: Date the inspection took place record was created if no inspection date was entered.
- Archived: Select 'No' to exclude all the archived records
- Ch. Engineer: Chief Engineer
- Comments: The last comment entered for the inspection record
- Cost: The cost of the inspection
- Inspected: Date the inspection took place
- Inspected By: Company performing the inspection
- Inspector: Name of the inspector
- Issued: Date the inspection company issues their inspection results (acceptability)
- Manager: Technical Manager of the vessel
- Master: Captains name on board during the inspection
- Modified By: Person who last modified the inspection record
- Modified Date: Date the inspection record was modified

- Next Due: Number of days/months until the reminder date is due
- Notify Date: Date of notification
- Obs-Due: Number of due observations
- Obs-Pending: Number of pending observations
- Obs-Resolved: Number of resolved observations
- Obs-Total: Total number of observations
- Obs-Unresolved: Number of unresolved observations
- Operation: Type of vessel operations performed during the inspection
- Planning: The planning status of the inspection
- Port Name: Port the inspection was performed
- Reminder: Set a reminder date to update the observation
- Status: Status of the inspection record
- Status Basis: The basis of the selected status (for example: "BP SIRE Inspection Jun 12,2012")
- Superintendent: Superintendent who was onboard during the inspection
- Type: Type of inspection (SIRE, CDI, NON-SIRE, BIRE, PSC)
- Window: Window period

Editing the Criteria Pattern:

Use the Criteria Pattern editor to modify the way the criteria logic is handled. The Criteria Pattern editor allows the following text to be entered:

- Parentheses/Round Brackets '(' and ')': Use to group criteria together
- AND Operator: Use between two criteria where the records should match both criteria
- OR Operator: Use between two criteria where the records should match one or both criteria
- Criteria Row Number: #

Please note the following:

- If the brackets does not match it will display an error.
- The number of criteria entered has to match the numbers given in the criteria pattern editor.
- If any of the criteria numbers are missing in the Criteria Pattern editor then an error will display.

Below is a list of example criteria's which can be entered:

- 1 and 2
- 1 or 2
- (1 and 2) or (3 and 4)

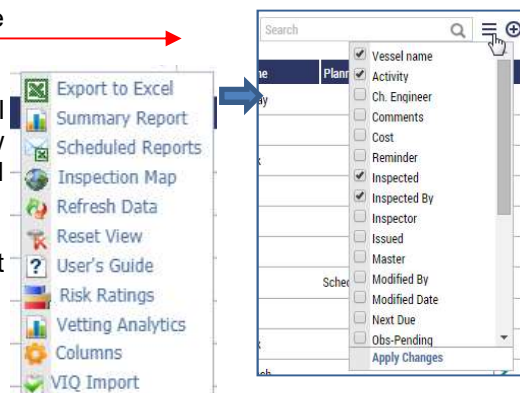
1.4 Column Selection

The inspection grid supports custom column selections.

Click the 'Actions' button then choose 'Columns' to see a list of the columns that are available.

Once the Column is added for the selected View it will remain in the grid until removed. Each inspection View will have its own set of columns which can be customized by each user.

The 'Export to Excel' function will export the columns that have been selected in the current View.



1.5 Column Ordering

The inspection grid supports column reordering.

You can drag-n-drop the columns to change the order in the grid.

Left-click and drag the column to another location and drop the column. The inspection grid will automatically refresh with the new column ordering set.

Each inspection View will have its own column ordering which can be customized by each user.



1.6 Column Resizing

The inspection grid supports custom column resizing.

Place the mouse cursor between two columns and the resize icon will be displayed (↔). Drag the column left or right and the size will be automatically adjusted.

Each inspection View will have its own column ordering which can be customized by each user.



1.7 Column Sorting

The inspection grid supports multi-column sorting. An arrow is displayed next to each column which has been sorted. To sort by a specific column, click on the column header. To sort by multiple columns hold down the Shift key and click each column you wish to sort by.

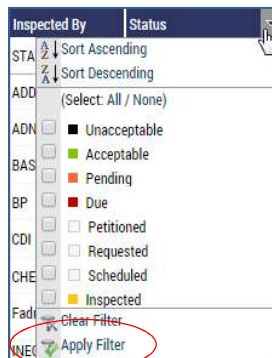
The screen-shot below shows the sorting by Vessel Name (ascending order) and Inspected By (descending order).

Inspections: All Fleets ▾ All Vessels ▾ All Inspections ▾		
Vessel name↑	Inspected By	Status
Chase	STATOIL	Acceptable
Corniche	ADDAX ORYX	Pending
Corniche	ADNOC	Unacceptable

1.8 Filtering the Data

The inspection Grid supports column filtering. This is similar to the filtering available in Microsoft Excel® or SharePoint® (if you are familiar with those software applications).

To filter the data, click the triangle in the header of the column you wish to filter on. A popup menu is displayed letting you select the items you wish to filter on. Click the 'Apply Filter' link to apply the filter on the selected items.



Once a filter has been applied the column header will turn grey (shown below) and a dark blue bar will display across the top of the table.

Inspections: All Fleets ▾ All Vessels ▾ All Inspections ▾

Clear Filters Activity X Status X

Vessel name	Inspected By	Activity	Type	Status?
Chase	STATOIL	Inspection	SIRE	Acceptable
Corniche	ADDAX ORYX	Inspection	SIRE	Acceptable
Corniche	VALERO	Inspection	SIRE	Acceptable
Demo Bounty	BASF	Inspection	SIRE	Acceptable
Demo Bounty	EXXONMOBIL (IMT)	Inspection	SIRE	Acceptable
Demo Bounty	IDEMITSU	Inspection	SIRE	Acceptable

1.9 Paging

By default, the inspection Grid will display 15 records per page. You can change that option in the bottom-right corner of the page to 25 or 50 records per page.

The paging buttons, shown at the bottom of the page, allow you to browse through the pages.

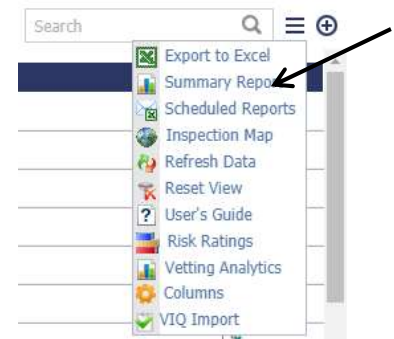
Demo Spirit	BASF	Inspection	SIRE	Acceptable	Feb 08, 2013	Requested	
Demo Spirit	PORT STATE	Inspection		Acceptable	Sep 29, 2014		Sep 28, 2015
<< Page 1 of 5 >>							Show 15 ▾ 15 25 50 100

1.10 Summary Report

The Summary report can be accessed from the 'Actions' button on the main inspection page.

When clicked a popup is displayed where you can select the inspection companies which you wish to include in the summary report.

The selections are automatically saved for the next time the report is generated.



Inspection: Summary Export

Select inspections to export: (Select: All / None) ☒ Show Due?

<input checked="" type="checkbox"/> A Test	<input checked="" type="checkbox"/> ENEL TRADE	<input checked="" type="checkbox"/> LUKOIL	<input checked="" type="checkbox"/> PSC-Black Sea MOU
<input checked="" type="checkbox"/> ADDAX ORYX	<input checked="" type="checkbox"/> ENERGY TRANSFER	<input checked="" type="checkbox"/> LYONDELL (SGS)	<input checked="" type="checkbox"/> PSC-Caribbean MOU
<input checked="" type="checkbox"/> ADNOC	<input checked="" type="checkbox"/> ENI (AGIP)	<input checked="" type="checkbox"/> MAXCOM Petroli Spa	<input checked="" type="checkbox"/> PSC-Indian Ocean MOU
<input checked="" type="checkbox"/> AMPOL	<input checked="" type="checkbox"/> EQUINOR	<input checked="" type="checkbox"/> MMS	<input checked="" type="checkbox"/> PSC-Mediterranean MOU
<input checked="" type="checkbox"/> Aramco	<input checked="" type="checkbox"/> ERG	<input checked="" type="checkbox"/> Navigational Audit	<input checked="" type="checkbox"/> PSC-Paris MOU
<input checked="" type="checkbox"/> B Test	<input checked="" type="checkbox"/> EXXONMOBIL (IMT)	<input checked="" type="checkbox"/> NESTE OIL	<input checked="" type="checkbox"/> PSC-Riyadh MOU
<input checked="" type="checkbox"/> BASF	<input checked="" type="checkbox"/> FLAG STATE	<input checked="" type="checkbox"/> OMV	<input checked="" type="checkbox"/> PSC-Tokyo MOU
<input checked="" type="checkbox"/> BG LNG	<input checked="" type="checkbox"/> FOTT	<input checked="" type="checkbox"/> Organization	<input checked="" type="checkbox"/> REPSOL
<input checked="" type="checkbox"/> BHP-RIGHTSHIP	<input checked="" type="checkbox"/> Galp	<input checked="" type="checkbox"/> PDVSA	<input checked="" type="checkbox"/> Saras
<input checked="" type="checkbox"/> BOREALIS	<input checked="" type="checkbox"/> Gazprom	<input checked="" type="checkbox"/> Pertamina	<input checked="" type="checkbox"/> SHELL
<input checked="" type="checkbox"/> BP	<input checked="" type="checkbox"/> Hse - CatSammi	<input checked="" type="checkbox"/> PETROBRAS	<input checked="" type="checkbox"/> SONANGOL
<input checked="" type="checkbox"/> CARGILL	<input checked="" type="checkbox"/> Hse - Navigational Audits	<input checked="" type="checkbox"/> PHILLIPS66	<input checked="" type="checkbox"/> test andresOrg
<input checked="" type="checkbox"/> CDI	<input checked="" type="checkbox"/> Hse - Test ABC	<input checked="" type="checkbox"/> Planning	<input checked="" type="checkbox"/> TOTAL
<input checked="" type="checkbox"/> CEPISA	<input checked="" type="checkbox"/> IDEMITSU	<input checked="" type="checkbox"/> PMC	<input checked="" type="checkbox"/> Tupras
<input checked="" type="checkbox"/> CHEVRON	<input checked="" type="checkbox"/> INEOS	<input checked="" type="checkbox"/> PORT STATE	<input checked="" type="checkbox"/> Unofficial comments
<input checked="" type="checkbox"/> CITGO	<input checked="" type="checkbox"/> Internal Audit	<input checked="" type="checkbox"/> PRIMORSK OIL	<input checked="" type="checkbox"/> VALERO
<input checked="" type="checkbox"/> CONOCOPHILLIPS	<input checked="" type="checkbox"/> KOCH	<input checked="" type="checkbox"/> PSC (MOU)	<input checked="" type="checkbox"/> VELA
<input checked="" type="checkbox"/> D&A TEST	<input checked="" type="checkbox"/> Last CDI	<input checked="" type="checkbox"/> Psc MOU TEST	<input checked="" type="checkbox"/> VIVA
<input checked="" type="checkbox"/> DOW	<input checked="" type="checkbox"/> Last SIRE	<input checked="" type="checkbox"/> PSC-Abuja MOU	<input checked="" type="checkbox"/> YPF
<input checked="" type="checkbox"/> Drug And Alcohol			

Click on Export and the result will pull into MS Excel accordingly.

Vessel Name	ADDAX ORYX	ADNOC	AMPOL	BP	SHELL
Demo Eagle Ray					
Demo Manta Ray					
Test Barge	Sep 01, 2017			Acceptable	
Test Bounty		Acceptable	Feb 01, 2017	Jun 01, 2017	Sep 09, 2011
Test Chase				Scheduled	Inspected
Test Corniche	Jul 30, 2016	Acceptable		Acceptable	Unacceptable
Test Kontiki	Petitioned			Inspected	Scheduled
Test Mustang	Petitioned	Jan 01, 2021		Inspected	Jul 01, 2016
Test Ocean 5				Feb 01, 2017	Unacceptable
Test Pier Pressure					
Test Serenity		Acceptable			
Test Ship					
Test Spirit	May 30, 2016	Pending		Jul 17, 2013	
Test Tug					

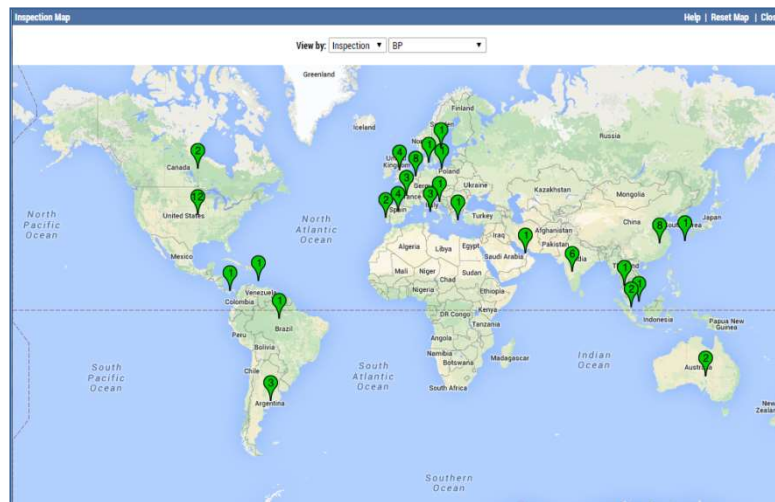
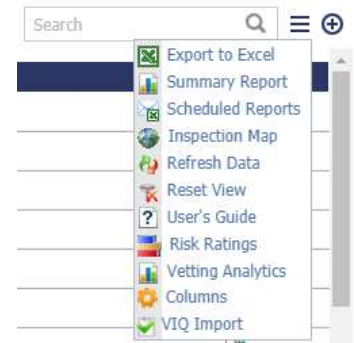
Legend
Date Shown is Due Date
Acceptable
Inspected or Pending
Due
Unacceptable
Not inspected
* Red Text - Due Date Passed

The Inspection Map can be accessed from the 'Actions' button on the main inspection page.


The Inspection Map is used to map all the inspection performed by the selected oil company over the previous 12 months.
















You also have the option to map the inspections by country or specific port.

The data is anonymously aggregated by the ship inspections which have been entered by the ship owners using the inspection module.



2. Inspection/PSC Details

The Inspections/PSC detail page can be accessed by clicking the “Edit” icon  in the right column for any record in the Inspection Grid.

Inspections: Fleet A ▾ All Vessels ▾ All Inspections ▾									
Vessel name	Inspected By	Activity	Port Name	Inspected	Planning	Remanded	Operation	Type	Edit
Test Bounty	CEPSA	Inspection	Aruba Island			Jan 01, 2021		SIRE	
Test Bounty	BASF	Inspection	Aruba Island			Jan 01, 2021		SIRE	
Test Spirit	CDI	Inspection	Visakhapatnam	Jan 28, 2016		Jan 01, 2020	Load	CDI	
Test Barge	ADDAX ORYX	Screening	Botas Natural Gas Terminal	Sep 01, 2017	Requested Sep 01, 2017	Sep 01, 2017	Discharge	CDI	
Test Bounty	BP	Inspection	Jebel Ali	Aug 09, 2016	Requested Jan 01, 2017	Jun 01, 2017	Discharge	SIRE	
Test Bounty	SUNOCO	Inspection	Amsterdam	Apr 19, 2014		May 01, 2017	Load	SIRE	
Test Bounty	BOREALIS	Inspection	New York Port A	Jan 31, 2015	Petitioned Jan 31, 2015	Apr 01, 2017	Discharge	SIRE	
Test Chase	A Test	Inspection		Jan 01, 2017		Mar 10, 2017	Load	SIRE	
Test Bounty	AMPOL	Inspection			Petitioned	Feb 01, 2017	Load	PSC	
Test Bounty	CDI	Inspection	Rotterdam	Dec 10, 2015		Nov 01, 2016	Discharge	CDI	
Test Spirit	Organization	Inspection	Algeria (Country)	Feb 08, 2013		Jul 01, 2016	Load	SIRE	
Test Spirit	BASF	Inspection	Algeria (Country)	Feb 08, 2013	Petitioned	Jul 01, 2016	Load	SIRE	
Test Spirit	Aramco	Inspection	Algeria (Country)	Feb 08, 2013	Petitioned May 05, 2014	Jul 01, 2016	Load	SIRE	
Test Chase	BASF	Inspection	Bluff	Jan 01, 2016		Jun 01, 2016	NON-SIRE		
Test Spirit	ADDAX ORYX	Inspection	Abu Offshore Terminal	Oct 05, 2016		May 30, 2016	Discharge	SIRE	

The summary page will always show the most recent/latest inspection entries.

2.1 Overview

The screen-shot below shows what is displayed in the Inspections/PSC details page for the selected Inspections/PSC.

Test Mustang		Inspected By: CHEVRON		Last SIRE: Mar 08, 2015	
Activity	Inspection	Status	Inspected	Inspected	Jan 27, 2016
Type	SIRE	P&C	Status Basis	Issued	Jan 28, 2016
Port Name	Rotterdam	Inspector		Reminder	May 28, 2016
Operation	Discharge	Cost (US\$)		Window	2 Months
		Technical Manager		Master	Captain Crunch
		Chief Engineer		Superintendent	Steve Stevenson
					Manish Sutair
Notes					
Observations 0 Resolved 6 Unresolved 0 Pending 0 Due					
2.1	Are all the statutory certificates listed below, where applicable, valid and have the annual and intermediate surveys been carried out within the required range dates?				
2.2	Do the operator's procedures manuals comply with ISM Code requirements?				
3.1	Does the manning level meet or exceed that required by the Minimum Safe Manning Document?				
5.8	Are smoking regulations posted and being adhered to and are smoke rooms adequately identified?				
5.36	Where toxic gases may be encountered, are appropriate toxic gas detection analysers available and in good order?				
8.52	Was the fixed oxygen analyser calibrated immediately prior to use of the inert gas system?				
<div> Cancel Delete Save </div>					

The header section (shown below) displays the currently selected vessel and the inspection company/PSC Mou. The vessels date of last SIRE and CDI inspection.

Corniche	Last SIRE: Mar 08, 2015
Inspected By: ADDAX ORYX	

Click the button to add a new inspection/PSC event. See [Section 4](#). "Adding a New Inspection/PSC Event" for more information.

The "Actions" button contains three options which can be selected on this page. They are explained further below:

Inspection Map: This maps all the inspections for the last 12 months. See Section 1.7 "Inspection Map" for more information.

Officer Matrix: Displays popup window with the Officer Matrix Compliance.

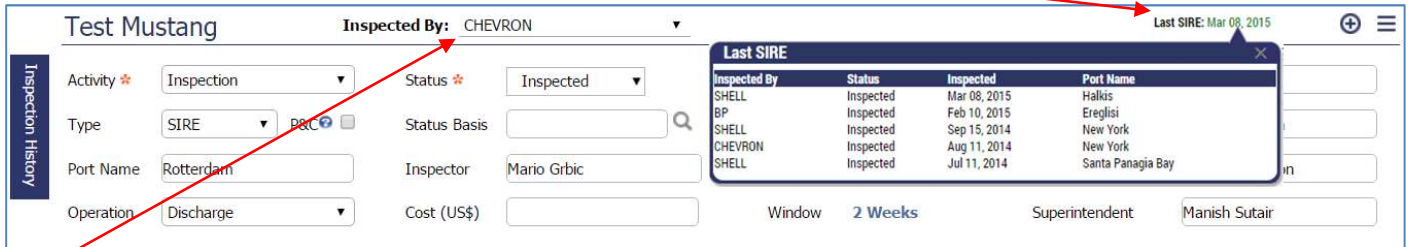
Delete All: Delete all the inspections to the specific vessel and inspected company.

User's Guide: Link to this document

Change Log: See an audit trail of changes for this record



You can click the Last SIRE/Last CDI dates to see the history of previous SIRE/CDI inspections as well as planned inspections for the past 30 days.



Inspected By	Status	Inspected	Port Name
SHELL	Inspected	Mar 08, 2015	Halkis
BP	Inspected	Feb 10, 2015	Ereglisi
SHELL	Inspected	Sep 15, 2014	New York
CHEVRON	Inspected	Aug 11, 2014	New York
SHELL	Inspected	Jul 11, 2014	Santa Panagia Bay

You can change the vetting inspection company from the drop-down to easily select another company without having to go back to the main summary page.

Inspections Field List

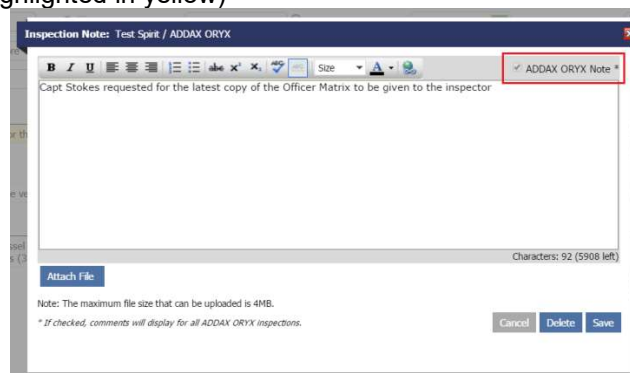
Label	Description	Required
Activity	Specify the type of inspection event <ul style="list-style-type: none"> Inspection Screening Training Audit <p>These Event options are defined in Section 9. "Terms & Definitions"</p>	Yes
Status	Select one of the following for the inspection event status options: <ul style="list-style-type: none"> Pending Unacceptable Acceptable Not Inspected Due Inspected <p>These Status options are defined in Section 8. "Inspection Status Definitions"</p>	Yes
Inspected (date)	Enter the date the vessel was inspected or screened.	
Technical Manager	Enter the name of the Technical Manager of the vessel	No
Type	Specify one of the following types of vetting inspection: <ul style="list-style-type: none"> SIRE: Reported to SIRE CDI: Reported to CDI BIRE: Reported to SIRE NON-SIRE: SIRE inspection not reported to OCIMF PSC: Port State Control <p>These Type options are defined in Section 9. "Terms & Definitions"</p>	
P&C	Selecting 'Yes' will exclude this inspection record from any questionnaire which asks for the vessels recent inspection history.	No
Status Basis	Enter additional details regarding the current status of the inspection.	No
Issued (date)	Specify the date the results of the inspection were given.	No
Master	Enter the name of the Master onboard at the time of the inspection.	No
Port Name	Enter the name of the port where the inspection took place.	No
Inspector	Enter the name of the inspector.	No



Reminder (date)	Specify when re-inspection is due or when reminder date needs to be set	No
Chief Engineer	Enter the name of the Chief Engineer onboard at the time of the inspection.	No
Operation	Specify the type of vessel operations that were performed while the inspection took place.	No
Cost (US\$)	Enter the owners/managers cost for the inspection.	No
Window	Enter the window for closing out the observation.	No
Superintendent	Enter the name of the Superintendent who attended the inspection	No
Notes	Specify additional details/documents or notes about the inspection event.	No

Notes: Use this section to add notes/documents for the selected vetting inspection.

Notes			
			
 Q88-HVPQ.pptx		Tara Chan	May 26, 2017
Capt Stokes requested for the latest copy of the Officer Matrix to be given to the inspector		Tara Chan	May 26, 2017
Due date has passed; the vetting status has been updated.		System Account	Jun 15, 2016

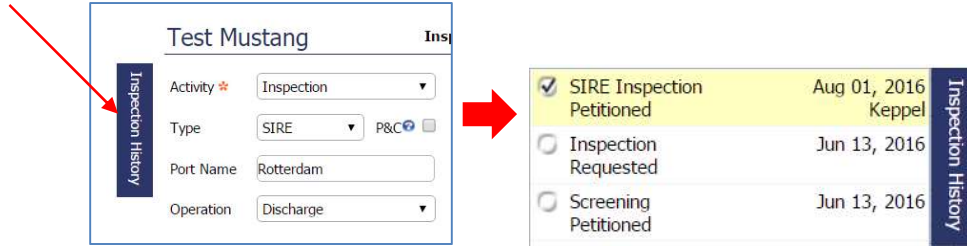
When adding notes you can also specify that they will display for all inspections for the selected oil company.
(See screenshot which highlighted in yellow)



Notes				
				
Capt Stokes requested for the latest copy of the Officer Matrix to be given to the inspector		Tara Chan	May 26, 2017	
 Q88-HVPQ.pptx		Tara Chan	May 26, 2017	
Due date has passed; the vetting status has been updated.		System Account	Jun 15, 2016	

2.2 Inspection History Pane

Click the "Inspection History" tab to display the details for the selected inspection/PSC record which highlighted in yellow in the right pane:



Test Mustang Ins

Activity ★ Inspection

Type SIRE P&C P

Port Name Rotterdam

Operation Discharge

<input checked="" type="checkbox"/> SIRE Inspection Petitioned	Aug 01, 2016	Keppel
<input type="checkbox"/> Inspection Requested	Jun 13, 2016	
<input type="checkbox"/> Screening Petitioned	Jun 13, 2016	

2.3 Change Log

The Change Log gives you a full audit trail of all changes made to the selected inspection.

Test Mustang

Inspected By: ADNOC

Last CDI: Oct 01, 2016

Activity ★ Inspection

Type BIRE P&C P

Port Name

Operation

Status ★ Acceptable

Status Basis Q

Inspector

Cost (US\$)

Inspected Feb 01, 2016 Q

Issued Jun 01, 2017 Q

Reminder Jan 01, 2021 Q

Window 2 Months

Technical Manager

Master

Chief Engineer

Superintendent

Inspection Map

Officer Matrix

Delete All

User's Guide

Change Log

2.4 Observations

The Observations section is use to track observations that were made during physical inspection of the vessel.

Test Kontiki

Inspected By: CHEVRON

+ ≡

Activity ★ Inspection

Type SIRE P&C P

Port Name Rotterdam

Operation Discharge

Status ★ Inspected

Status Basis Q

Inspector Mario Grbic

Cost (US\$)

Inspected Jan 27, 2016 Q

Issued Jan 28, 2016 Q

Reminder May 28, 2016 Q

Window 2 Weeks

Technical Manager

Master Captain Crunch

Chief Engineer Steve Stevenson

Superintendent Sutair Manish

Notes + ≡

Vetting Document updated Andres Maythaler Jun 11, 2016

[VettingDocument.doc](#)

Observations + ≡

⚠ Other test

✔ 8.9 Are Damage Stability Verification Guidelines available and can the Master demonstrate that the vessel is normally loaded in accordance with the Stability Information Booklet (SIB)? Closed

✔ 8.10 Is the Master aware of the worst damage stability condition in the stability book?

⚠ 9.3 If one or more bow stoppers are fitted is a certificate attesting to the safe working load provided? Jan 01, 2016

✔ Resolved: 1 ⚠ Unresolved: 2 ✔ Pending: 1

Cancel
Delete
Save

Option 1: Click the + button to add a new observation.

Option 2: Click on Add Observation to add a new observation.

Option 3: Click on Import Observation to add a new observation.

+ ≡

Export to Excel

View Report

Import Observations

The 'Actions' button  has the following options.

Export To Excel: Export the list of observations displayed to Excel

View Report: Opens the observation summary Report in MS Word format; See below options

Check-Boxes: Choose fields to be included into report

View: Download Report

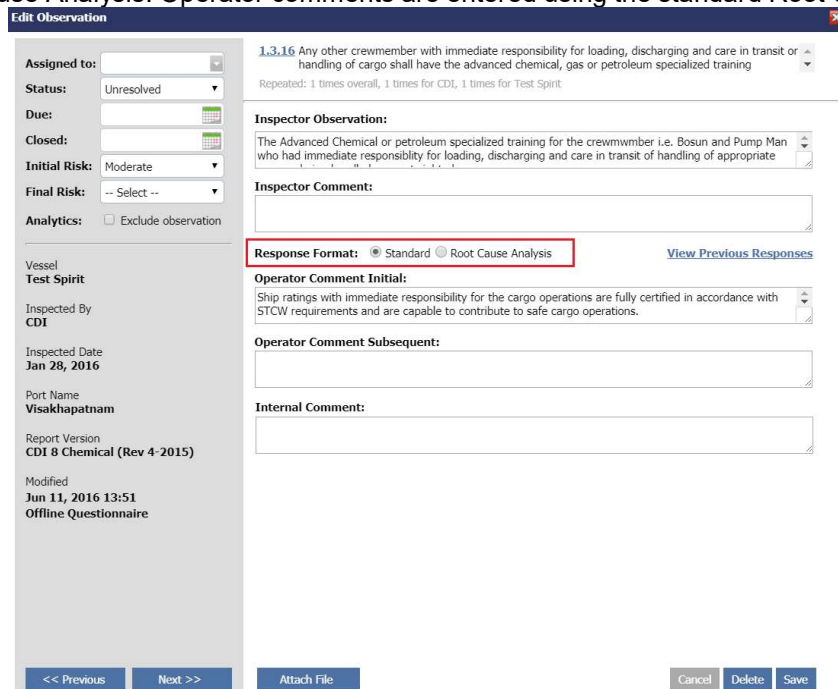
Email: Email report from Q88.com



Import Observations: Import a SIRE, CDI or BIRE inspection report

The observation has been entered in two different response formats:

- Standard: Operator comments are entered using the VIQ format (Operator Comment Initial / Operator Comment Subsequent)
- Root Cause Analysis: Operator comments are entered using the standard Root Cause Analysis format




Observation Field List

Label	Description	Required
VIQ Question # / PSC Deficiency Code	Specify the VIQ Question # or PSC Deficiency Code the observation was for.	No
Assigned to:	Assign this observation to a specific person for follow up	No
Status:	Select one of the following options: <ul style="list-style-type: none"> Pending 	No



	<ul style="list-style-type: none"> Resolved Unresolved 	
Due	Select a Due date to monitor when the observation has been closed	No
Closed	Input the date the unresolved observation has been Closed	No
Initial Risk	Risk level that was set for this observation at the Company level	No
Final Risk	Assessed risk for this particular observation set at the Observation level	No
Exclude from Analytics	Exclude this particular observation from Analytics data	No
Response Format	Select one of the following options: <ul style="list-style-type: none"> Standard: Operator comments are entered using the VIQ format (Operator Comment Initial / Operator Comment Subsequent) Root Cause Analysis: Operator comments are entered using the standard Root Cause Analysis format 	Yes
Inspector Observation	Enter the inspectors' observation description here.	Yes
Inspector Comment	Enter the inspectors' comments to the observation here.	No
Operator Comments Initial	In the Standard format, enter the operator initial comments	No
Operator Comments Subsequent	In the Standard format, enter the operator subsequent comments	No
Internal Comments	Comments will only be available internally for your records. Comment will not be overwritten when uploading a new VIQ	No
Root Cause	In the Root Cause Analysis format, specify the details of the root cause here.	No
Corrective Action	In the Root Cause Analysis format, specify the details of the correct action here.	No
Preventative Measure	In the Root Cause Analysis format, specify the details of the preventative measure here.	No
















3. Vetting Observations



Vetting observations is new to Q88.com. It assists in better managing each of the observations accordingly.

The observation detail page can be accessed by clicking the “Edit” icon  in the right column for any record in the observation Grid.

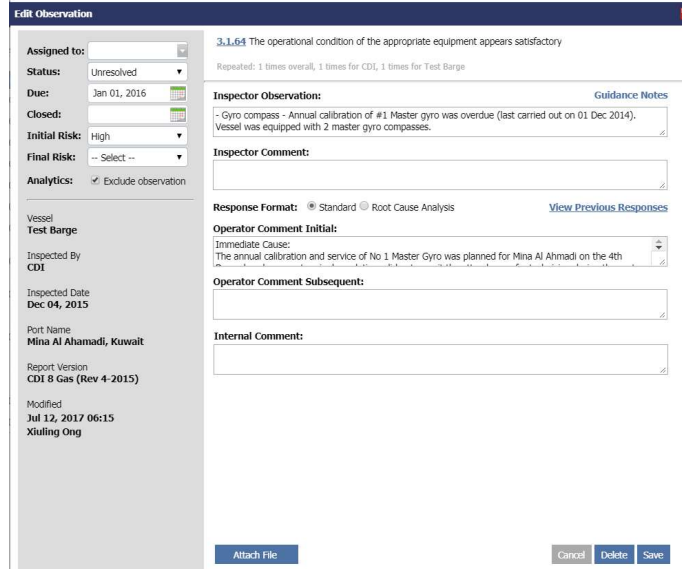
Observations All Fleets ▾ All Vessels ▾ Observations List ▾

Search  



Vessel Name	Inspection Date	Inspected By	Inspector	Port Name	Chapter#	Section	Observation Type	Initial Risk	Edit
Test Barge	Dec 04, 2015	CDI	Chitrigi Raj	Mina Al Ahmadi, Kuwait	3	3.1.64	VIQ	High	
Test Barge	Dec 04, 2015	CDI	Chitrigi Raj	Mina Al Ahmadi, Kuwait	4	4.2.4	VIQ	High	
Test Barge	Dec 04, 2015	CDI	Chitrigi Raj	Mina Al Ahmadi, Kuwait	5	5.3.16	VIQ	High	
Test Barge	Dec 04, 2015	CDI	Chitrigi Raj	Mina Al Ahmadi, Kuwait	8	8.2.13	VIQ	High	
Test Barge	Feb 14, 2016	PSC-Riyadh MOU			10	10101	VIQ	Moderate	
Test Barge	Feb 14, 2016	PSC-Riyadh MOU			10	10106	VIQ	Moderate	
Test Barge	Sep 01, 2017	ADDAX ORYX		Botas Natural Gas Terminal 1		1110	VIQ	High	
Test Barge	Sep 01, 2017	ADDAX ORYX		Botas Natural Gas Terminal 4		4112	VIQ	Moderate	
Test Barge	Jan 01, 2010	BP			12	12.6	VIQ	Moderate	
Test Barge		EXXONMOBIL (IMT)			N/A	N/A	VIQ	Moderate	
Test Bounty	Jan 02, 2008	BP	Test Inspector	New York	N/A	N/A	VIQ	Moderate	
Test Bounty		CHEVRON	Tets Inspector	New York	N/A	N/A	VIQ	Moderate	
Test Bounty		CHEVRON	Tets Inspector	New York	4	4.31	VIQ	Moderate	
Test Bounty	Jun 12, 2009	BASF		Hong Kong	N/A	N/A	Root Cause Analysis	Moderate	
Test Bounty	Jan 02, 2010	EXXONMOBIL (IMT)			N/A	N/A	Root Cause Analysis	Moderate	

Page 1 of 23  

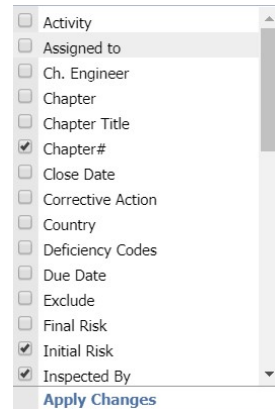
Show 15 ▾




Export to Excel

Click on  icon at your right and select  **Columns** to choose the columns that you wish to export.
Apply Changes to save your setting.

Click on  icon again and select  **Export to Excel** to export data into MS Excel format.



4. Vetting Analytics

Vetting analytics is new to Q88.com. It assists in analyzing Vetting Observations and Inspections from a number of different angles. Vetting Analytics covers an interactive series of charts displaying the most pertinent information at a glance. All the data can be exported to Excel for further analysis. In addition, the Inspections and Vetting Observations menu  allows deeper analysis of the underlying information in grid format. Finally, the Inspection Import feature simplifies the import of SIRE/CDI/BIRE inspection report.

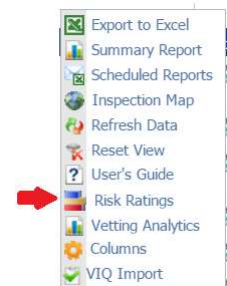
4.1 Accessing the Inspection Features

The Inspection features can be accessed from the home page.



4.2 Risk Ratings

BEFORE adding any observations/deficiencies, you are encouraged to pre-set the Risk Ratings from Inspections module in according to your company risk levels for each VIQ/PSC question by clicking on menu. Ratings options are minimal, moderate or high.



Initial Risk

Once completed, your pre-set risk rating will automatically populate in 'Initial Risk' column upon adding any observation/deficiency.

Assigned to:

Status: Unresolved

Due:

Closed:

Initial Risk: Moderate

Final Risk: -- Select --

Analytics: Moderate

Final Risk

The risk level for observations/deficiencies can be individually assigned from the appropriate observations screen.

Assigned to:

Status: Unresolved

Due:

Closed:

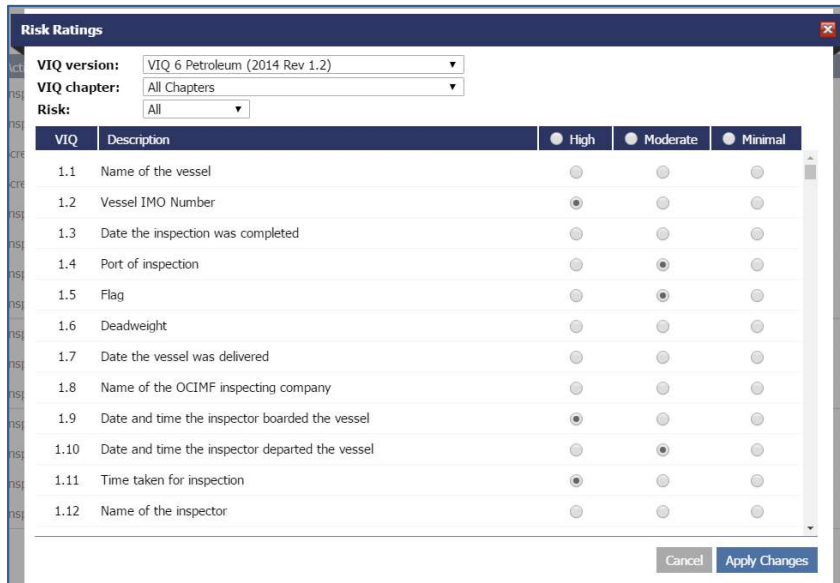
Initial Risk: Moderate

Final Risk: Moderate

Analytics: Moderate

Vessel Test Bounty: Minor

- Select an inspection version and chapter, using the radio buttons to set risk levels and then apply changes.



VIQ	Description	High	Moderate	Minimal
1.1	Name of the vessel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.2	Vessel IMO Number	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.3	Date the inspection was completed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.4	Port of inspection	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
1.5	Flag	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
1.6	Deadweight	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.7	Date the vessel was delivered	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.8	Name of the OCIMF inspecting company	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.9	Date and time the inspector boarded the vessel	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.10	Date and time the inspector departed the vessel	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
1.11	Time taken for inspection	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.12	Name of the inspector	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4.3 Upload Inspection Report

You will find the Inspection Import icon on the home page. We currently support:

- SIRE VIQ versions 5 & 6 in XML and PDF formats
- CDI VIQ versions 7 & 8 (Chemical and Gas) in XML



Please note the below fields that will be imported into each of the inspection entry: -

1. Inspected By (Inspecting Company)
2. Type
3. Port Name
4. Inspected (Date)
5. Inspector Observation/Comments
6. Operator Comments

Andreas 1 Inspected By: MOTOR OIL (HELLAS) Last SIRE: Mar 27, 2017

2 Activity: Inspection Status: Inspected 4 Inspected Mar 27, 2017 Technical Manager: []

Type: SIRE P&C [] Status Basis: [] Issued: [] Master: []

Port Name: Agioi Theodoroi, Greece 3 Inspector: For inspecting company only Reminder: [] Chief Engineer: []

Operation: Discharge Cost (US\$): [] Window: [] Superintendent: []

4.15 Are auto to manual steering changeover recorded during periods of river transits and when navigating through restricted Waters?
Repeated: 1 times overall, 1 times for IDEMITSU, 1 times for Demo Eagle Ray

Inspector Observation: Guidance Notes
The fact of engaging hand steering before entering port of Chiba was recorded in the deck log book and bell book without ship's position.

5 Inspector Comment: []

Response Format: ☒ Standard ☐ Root Cause Analysis [View Previous Responses](#)

6 Operator Comment Initial: []
Root cause: Delay in recording the position by OOW
Corrective Action: The position of changeover from Auto to Hand steering was recorded soon after in deck

Operator Comment Subsequent: []

Internal Comment: []

Note: The complete inspection report is not available for viewing

Click on 'Choose File' icon and browse document from the prospective folder;
Click on Import Files to import files.

Inspection Import

Specify files to import from your computer to Q88.com:

File name: [Choose File]
File name: [Choose File]
File name: [Choose File]
File name: [Choose File]
File name: [Choose File]

NOTES:
• SIRE (xml & pdf), CDI (xml) and BIRE (xml) inspection reports are supported
• To import files in bulk, email them to download@q88.com
• The complete inspection report is not available for viewing

[Import Files](#)

4.4 Offline Upload

You can also send your **Inspection Reports (XML or PDF)** to download@q88.com for automatic import. *

*If you have a large number of inspection reports to import, **please ensure each email does not exceed 4MB**.
Wait until you receive confirmation that your first email has been delivered and the files have been successfully uploaded. Then repeat the process with the next batch

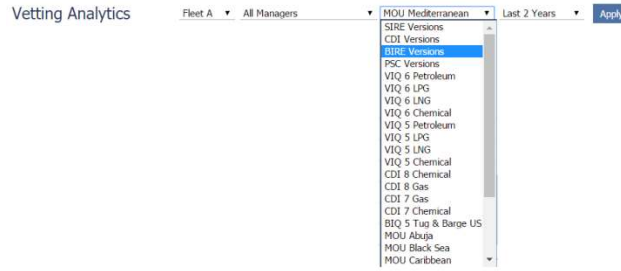
OR

Contact support@q88.com for bulk import assistance

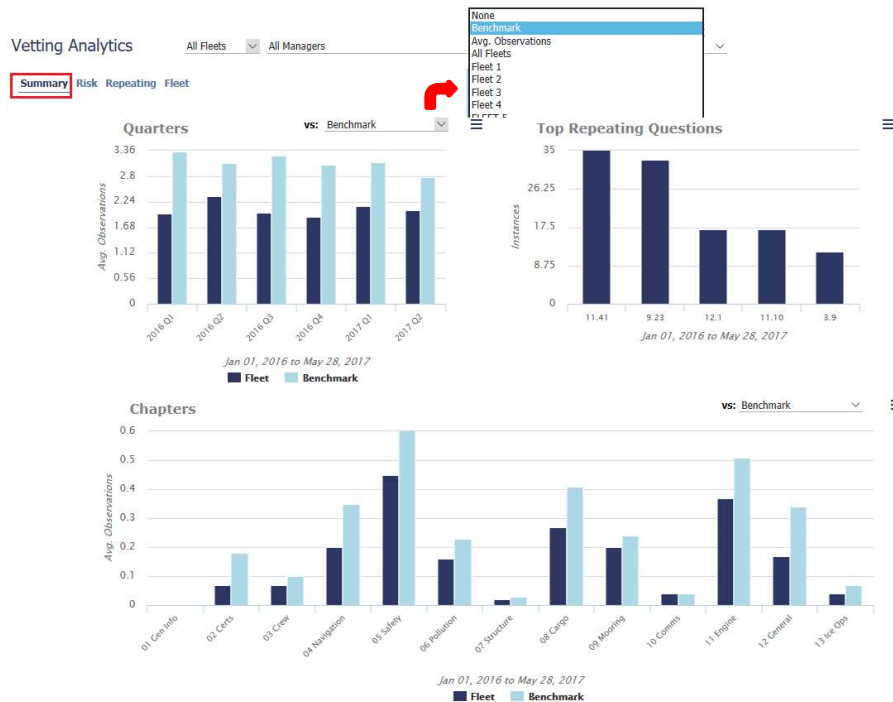
4.5 Vetting Analytics Summary

The summary page shows top level analysis by quarter/year and chapter. You can run analysis comparing different fleets, time periods, technical managers, industry/benchmark data (light blue bars) and many more. Also, the summary page contains an indication of the top 5 repeating questions.

You can run the analysis by applying some filters, such as Fleet, Technical Manager, Inspection's type, PSC by specific MOU and period customization.



Change variant to compare against fleets, industry/benchmark data etc.



Click on ≡ to export data set into MS Excel for further customization of analysis.



In each chart, click on ≡ icon to export/download chart into Excel or sort by X-Axis/Y-Axis.



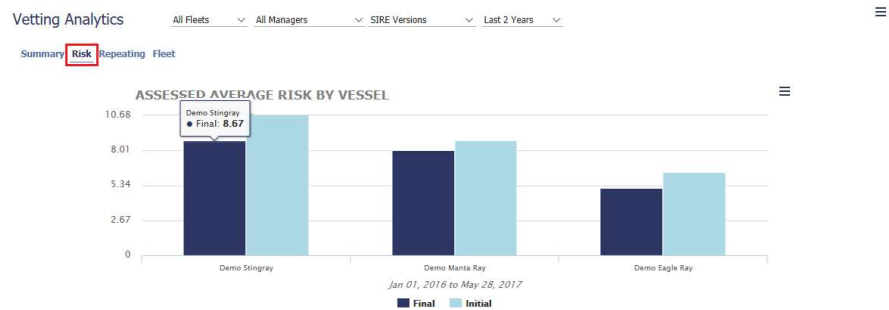
4.6 Risk

Analyze risk across your fleet and highest risk rated questions. Compare the initial risk and final/assessed risk. Values for the graphs are determined by the ratings given to each risk level. Example below.

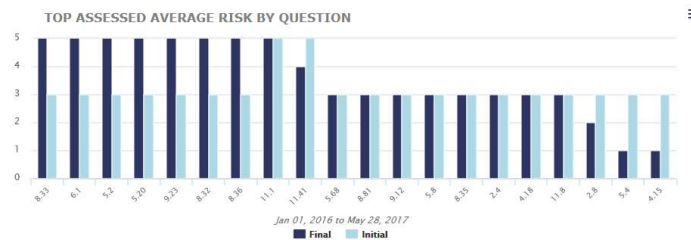
High	5
Increased	4
Moderate	3
Minor	2
Minimal	1
None	0

Example:

“Demo Stingray” completed 3 inspections. Which resulted in a total of 10 observations (3 high, 2 moderate, 5 minimum). Using the chart above, the observations add up to 26 points. (26/3=8.67)



Points/# of inspections = Y-axis

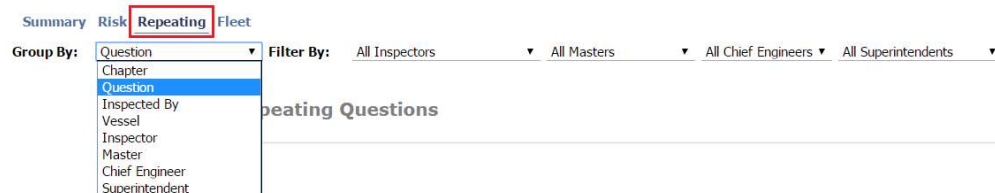


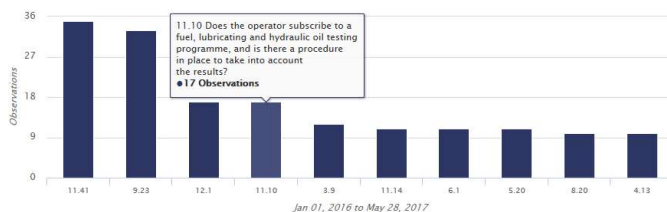
4.7 Repeating Q's

Analyze the top 10 repeating questions in detail.

Click any of the filters in the top chart to see a breakdown of which vessels and companies were involved and further details such as the Inspector's name. Click on each bar to access the content of the observation.

There is also a link to access the specific inspection details.





Click on each bar to access the content of the observation.



Applying Filters

Enter data into the below fields to populate the selection into drop-down list.

Please refer to Section 2.1 Overview – Inspections Fields List.


Test Spirit

Inspected By: BP


Last SIRE: Oct 05, 2016

Last CDI: Jan 28, 2016

Inspection History

Activity 

Inspection

Status 

Due

Inspected


Jul 17, 2012

Technical Manager


Wallem

Type

SIRE

P&C 

Status Basis

Lukoil Oil Company SIF 

Issued

Jul 27, 2012

Master

John Stokes

Port Name

Rotterdam

Inspector

Abdul Samad Bin Jahuri

Reminder

Jul 17, 2013

Chief Engineer

Bill Meyers

Operation

Load

Cost (US\$)

4500

Window

12 Months

Superintendent

Steve Wilson

Vetting Analytics

Vetting Analytics

All Fleets All Managers SIRE Versions Last 2 Years

Summary Risk Repeating Fleet

Group By: Question Filter By: All Inspectors All Masters All Chief Engineers All Superintendents

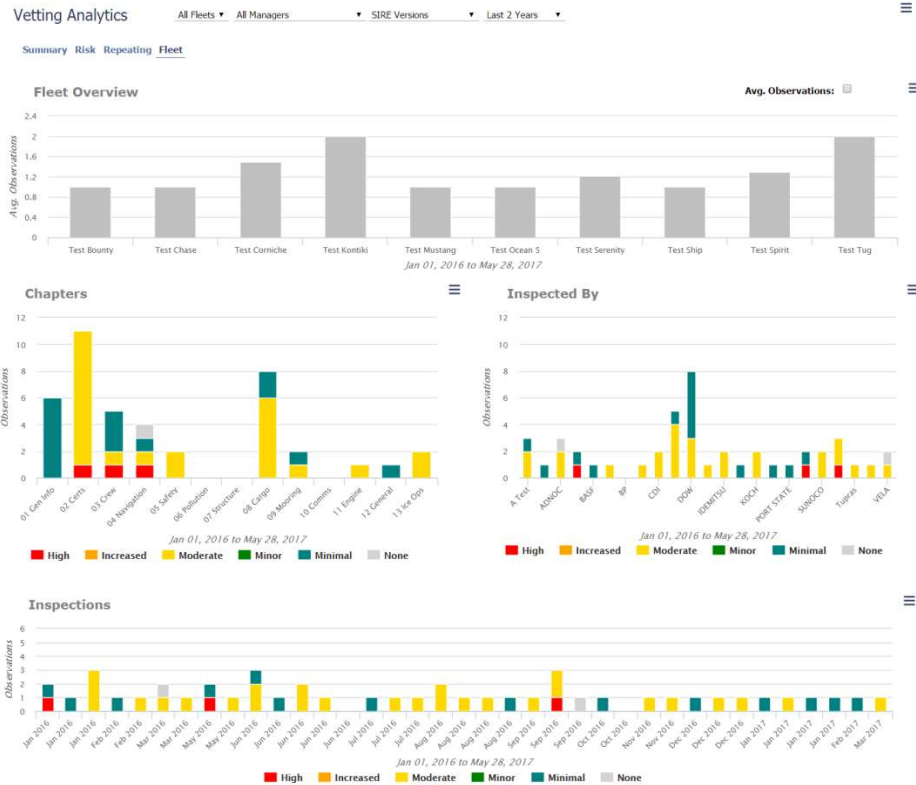
Top Repeating Questions

The screenshot shows the 'Vetting Analytics' dashboard. At the top, there are filters for 'All Fleets', 'All Managers', 'SIRE Versions', and 'Last 2 Years'. Below these are tabs for 'Summary', 'Risk', 'Repeating', and 'Fleet'. The 'Repeating' tab is selected. Under 'Group By', 'Question' is chosen, and under 'Filter By', 'All Inspectors' is selected. A dropdown menu for 'All Masters' is open, showing a list of names: 'All Masters', 'Capt. Bobby', 'Captain Crunch', 'DJ Atanner', 'Fritz Duro', 'Fritz Test', 'James Kirk', 'Jean Luc Picard', 'Master Person', 'Officer Master Watch', and 'Stephen Dudzic'. A red arrow points to the 'All Masters' dropdown. Below the filters is a bar chart titled 'Top Repeating Questions'. The y-axis is labeled 'Questions' and has values 9 and 12. A single dark blue bar is visible, reaching the value 9.

4.8 Fleet Overview

This page is all about seeing specific vessels in the context of their fleet, or seeing a fleet broken down into individual components.

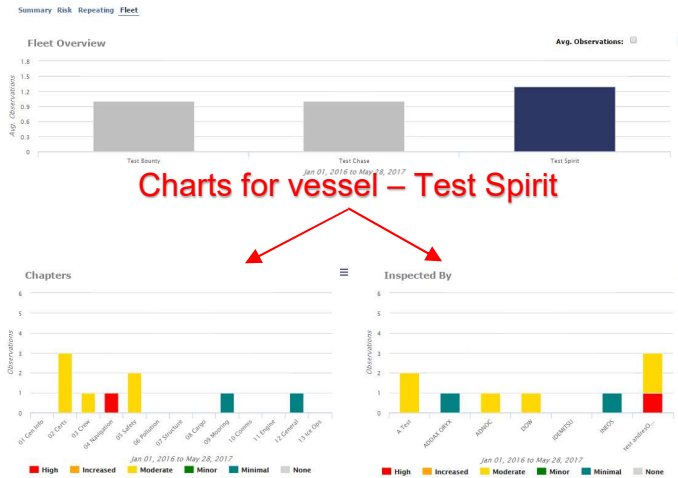
When the page opens we see an overview of the fleet with vessels compared side by side and then the chapters, inspection companies and individual inspections (chronologically) for that fleet.



Click on a vessel and see how many observations/inspections are included. All graphs below will be updated and show data for only that specific vessel.

In the chart of 'Fleet Overview', click on any vessel and all the other charts right below will **drill down** to the specific vessel. (Selected bar will turn into blue)






In the chart of 'Inspections', click on each bar to open up the specific detailed inspection report.







5. Adding a New Inspection/PSC Event




There are three options for adding a new Inspection/PSC event.

5.1 New Inspection: Main Inspection Page

Click on  button to add a new inspection event.

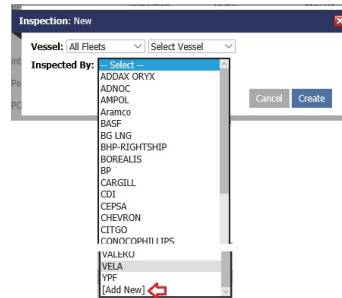
Search

Type	Edit
BIRE	
SIRE	
SIDE	

A popup is displayed where you can specify the vessel and inspection company or PSC Mou.

Scroll down from the bar and click on [Add New] to create an inspection company, such as 'Office Audit'.

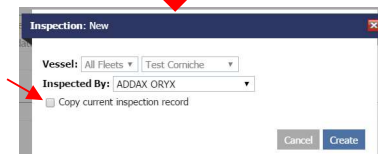


5.2 New Inspection: Current Inspection

You can add a new inspection event while you are viewing the current inspection event for the vessel.

Test Corniche Inspected By: ADDAX ORYX Last SIRE: Jan 01, 2021 + ≡

Click on 'Copy current inspection record' to copy the current data to new entry.



A new inspection/PSC record is created:

Test Corniche Inspected By: ADDAX ORYX Last SIRE: Jan 01, 2021 + ≡

Inspection History	Activity *	-- Select --	Status *	Acceptable	Inspected		Technical Manager	
	Type		P&C	Status Basis		Issued		Master
	Port Name		Inspector		Reminder		Chief Engineer	
	Operation		Cost (US\$)		Window		Superintendent	

Notes +

Add Observation

Cancel Delete Save

5.3 VIQ Upload

Refer to [Section 3.3](#) in this document

6. Deleting an Inspection/PSC Event

There are two options for deleting a vetting inspection.

Delete:

This will delete the selected inspection/PSC event.

notes

Capt Stokes requested for the latest copy of the Officer Matrix to be given to the inspector Tara Chan May 26, 2017

Due date has passed; the vetting status has been updated. System Account Aug 01, 2016

test Samantha Evangelista Jan 26, 2015

Observations + ≡

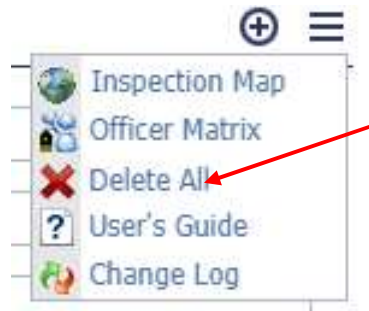
1.2 Vessel IMO Number

Unresolved: 1

Cancel Delete Save

Delete All Inspections:

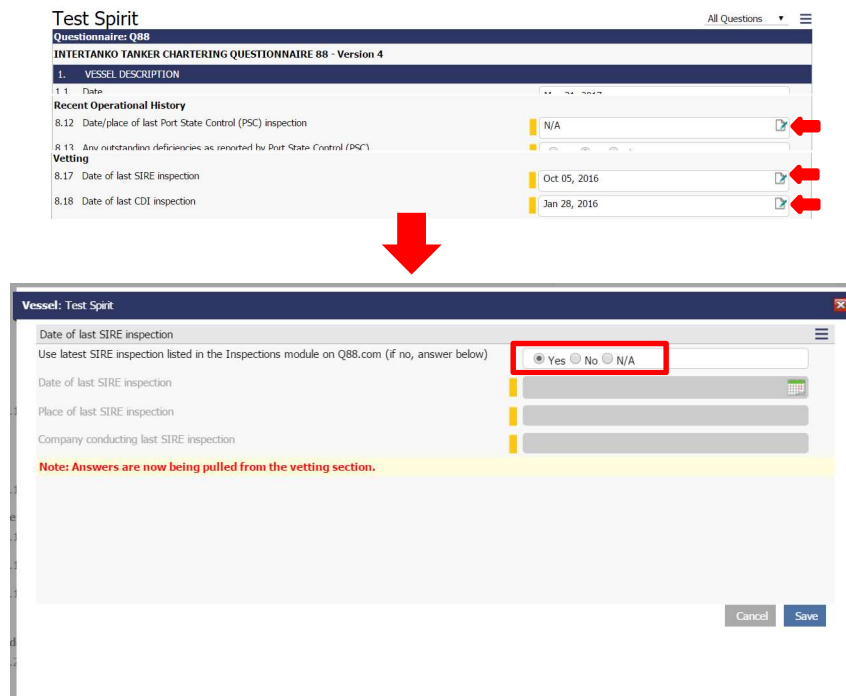
This will delete all the inspection/PSC records (including history) for that vessel for the specific record.



7. Creating Questionnaires

7.1 Last SIRE/CDI/PSC Inspection

Many questionnaires ask for the latest SIRE or CDI or PSC inspection that was made on the vessel. When this question is asked you will see the similar displayed in the questionnaire as per below.



Test Spirit All Questions

Questionnaire: Q88

INTERANKO TANKER CHARTERING QUESTIONNAIRE 88 - Version 4

1. VESSEL DESCRIPTION

1.1 Date

Recent Operational History

8.12 Date/place of last Port State Control (PSC) inspection N/A

8.13 Any outstanding deficiencies as reported by Port State Control (PSC)

Vetting

8.17 Date of last SIRE inspection Oct 05, 2016

8.18 Date of last CDI inspection Jan 28, 2016

Vessel: Test Spirit

Date of last SIRE inspection

Use latest SIRE inspection listed in the Inspections module on Q88.com (if no, answer below)

☒ Yes ☐ No ☐ N/A

Date of last SIRE inspection

Place of last SIRE inspection


Company conducting last SIRE inspection

Note: Answers are now being pulled from the vetting section.

Cancel Save

If you select 'Yes' for the question highlighted above, then the latest SIRE/CDI/PSC inspection data is drawn from the inspection module.

If you select 'No', then you have the option to enter your answers manually in the text boxes shown above.

Click on  and click on 'Save Answer To Another Vessel' to save your answer to other vsls.

Vessel: Test Spirit

Date of last SIRE inspection

Use latest SIRE inspection listed in the Inspections module on Q88.com (if no, answer below) ☒ Yes ☐ No ☐ N/A

Date of last SIRE inspection

[List Questionnaires](#)

[Save Answer To Another Vessel](#)

Filter by Fleet:
All Fleets ▾
(Select: All / None)
☐ Test Barge
☐ Test Bounty
☐ Test Chase

If you wish to include an additional note/comment in the question, hover your mouse to the question and you will see a 'blue bubble' shown as below. Click on it and there will be a comment box drop down to include comment so that it will appear in questionnaire accordingly.

Vessel: Test Spirit

Date of last SIRE inspection

Use latest SIRE inspection listed in the Inspections module on Q88.com (if no, answer below) ☒ Yes ☐ No ☐ N/A

[List Questionnaires](#)

[Save Answer To Another Vessel](#)

Filter by Fleet:
All Fleets ▾
(Select: All / None)
☐ Test Barge

7.2 Populating Questionnaires with Inspection Information

When creating questionnaires, the system will automatically populate the questions which ask for the vessels acceptability by the oil majors. Only inspection records that have a status of 'Acceptable' and the Type field has not been set to 'P&C' will be used to populate the answer in the questionnaire.

If the questionnaire asks for the inspections that were performed on the vessel then it will populate the answer to the questionnaire with all the records that have a port and date set where the Type field has not been set to 'P&C'.

Test Spirit

Questionnaire: Q88

INTERTANKO CHARTERING QUESTIONNAIRE 88 - OIL (Version 5)

1. GENERAL INFORMATION

1.1 Date: Apr 30 2018

All Questions ▾

[Contact Details](#)

[Officer Matrix Compliance](#)

[Questionnaire History](#)

[Vetting Details](#)

You will be able to click on the check-box from P&C to hide any inspection records from the page.

Inspected By	Activity	Status	Type	P&C	Inspected	Reminder	Next Due	Edit
BP	Inspection	■ Due	SIRE	<input type="checkbox"/>	Apr-02-2015	Apr 02, 2015	-20d	
BOREALIS	Inspection	<input type="checkbox"/> Scheduled	SIRE	<input type="checkbox"/>	Jan-30-2015			
ADNOC	Screening	■ Acceptable		<input checked="" type="checkbox"/>	Sep-19-2014			
KOCH	Screening	<input type="checkbox"/> Requested		<input type="checkbox"/>	May-16-2014			
SUNOCO	Inspection	■ Acceptable	SIRE	<input checked="" type="checkbox"/>	Apr-19-2014	Mar 01, 2019	3y 10m 7d	
DOW	Inspection	■ Pending	CDI	<input type="checkbox"/>	Mar-04-2013	Feb 02, 2011	-4y 2m 20d	
CDI	Screening	■ Unacceptable	SIRE	<input type="checkbox"/>	Dec-20-2010	Jan 01, 2020	4y 8m 10d	
PORT STATE	Inspection	■ Acceptable	CDI	<input type="checkbox"/>		Jan 01, 2016	8m 10d	
P&C	Inspection	■ Due	SIRE	<input type="checkbox"/>	Apr-02-2015	Apr 02, 2015	-20d	

8. Notifications

8.1 Overview

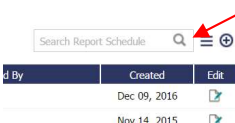
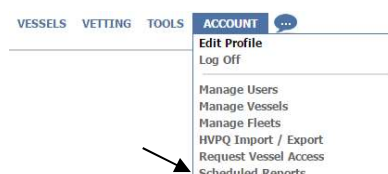
There are several types of notifications that are generated by the system when records are changed in the inspection module.


8.2 Notification Types

Event	Description	When Notification Is Sent
New Record	When an inspection event or planning event is added.	Immediate
Status Change	When the status of an inspection event or planning event is changed.	Immediate
Deleted Record	When an inspection record or planning record is deleted.	Immediate
Inspection Due	If the status of the inspection event is set to 'Acceptable' and the due date (when specified) has passed.	Daily at 12:01 GMT
Planning Reminder	If you set the reminder date in the planning section for an inspection then you will receive an email when the reminder date has passed.	User set's schedule.
Weekly Email	A weekly email is sent to notify you of all the due inspections within the next 60 days.	User set's schedule.

8.3 Subscribing to Notifications

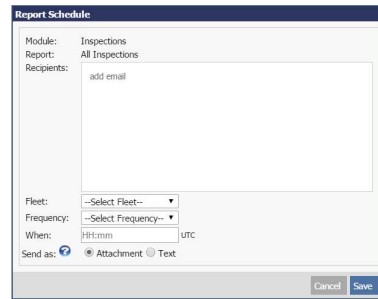
You can subscribe to the email notifications from “Scheduled Reports”.



Click on  to add/subscribe to an alert



Select the notification that you wish to receive:



The 'Report Schedule' dialog box contains the following fields:

- Module: Inspections
- Report: All Inspections
- Recipients: add email
- Fleet: ~Select Fleet~
- Frequency: ~Select Frequency~
- When: 08:00 UTC
- Send as: ☒ Attachment ☐ Text

Buttons: Cancel, Save

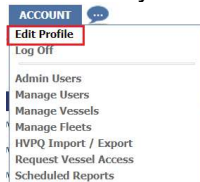
Enter email address, Select Fleet, Frequency and click save


9. Company Logo

9.1 Adding Company Logo to Observations report

You can now include your company logo on the Inspection Observation Report

1. To add your logo, go to the 'Account/Edit Profile' menu.



2. Click the 'Upload Company Logo' button 
3. Click the 'View Report' option under the Actions menu of the Observations Tab to view the report. (Refer to [section 2.4](#) for more details).

10. Frequently Asked Questions (FAQ)

Question:	The 'Select Vessel' drop-down box is no longer available, how can I view just the vetting for a single vessel?
Answer:	Use the 'Filter' option on the 'Vessel Name' column to select the vessel you wish to view the records for
Question:	Where did the 'Status basis' textbox go?
Answer:	The 'Status basis' textbox has been incorporated into the 'Event' drop-down. If you wish to enter additional information regarding the vetting event, then this can be done in the Basis textbox.
Question:	I really messed up the sorting a filtering of one of the views, is there a way to reset it back to its original settings?
Answer:	Yes, click the 'Actions' button and select 'Reset View'
Question:	Where did the link to the inspections map go?
Answer:	All the links which used to be displayed in the header section have been moved to the 'Actions' button.
Question:	Where is the expiration date field?
Answer:	We have replaced the expiration date with a Due Date. Most oil companies no longer give a blanket approval for a specific period. For this reason, we have replaced 'Expires' with 'Due' so you can set a reminder when you need to have the vessel re-inspected with the selected inspection company.

Question: The Questionnaire 88 is showing the wrong 'Last SIRE' inspection information for one of my vessels, how can I fix this?

Answer: When you edit the Questionnaire 88 you will need to select 'Yes' for the question highlighted below. This will ensure that the last SIRE inspection data is drawn from the inspection module. If you select 'No' then you have the option to enter your answers manually in the text boxes below.



Vessel: Corniche

Date/place of last SIRE inspection

Use latest SIRE inspection listed in the vetting section of Q88.com (if no, answer below) ☒ Yes ☐ No ☐ N/A

Date of last SIRE inspection

Place of last SIRE inspection

Company conducting last SIRE inspection

Note: Answers are now being pulled from the vetting section.

Cancel Save

Question: How do I stop another company from getting the inspection email notifications?

Answer: If you have granted another company access to your vessel and they have the rights to access the inspection module for your vessel then they are entitled to request

Question: How do I stop another company from accessing my Inspection Observations?

Answer: Access to Vetting Analytics can be controlled by setting the Inspection Observations role to the appropriate level

11. Inspection Status Definitions

Acceptable:	Ship has passed the most recent inspection/screening and to the best of our knowledge is considered acceptable.
Declined:	Indicated that the vessel has been presented to the inspection company and the request for inspection was made but the vetting group declined to inspect.
Due	The standard period normally allowed between inspections has been exceeded and the ship may be considered unacceptable unless an extension or further information is available for screening/review.
Inspected:	The ship has been physically inspected by the inspection company or being reviewed basis SIRE/CDI and we are awaiting the results of the inspection/review.
Not Inspected:	Indicated that the vessel has either not been presented to the inspection company for review thus never inspected or a request for inspection was made but the vetting group declined to inspect.
Pending:	The ship has been physically inspected by the inspection company or being reviewed basis SIRE/CDI and we are awaiting the results of the inspection/review.
Petitioned	The head-owners have been requested to apply for an inspection of the vessel at the first port of call, as appropriate.
Scheduled:	Indicates that the inspection company has confirmed an inspection will be done at the upcoming specified port of call.
Unacceptable:	The ship was inspected / screened by the inspection company and failed the inspection or the ship is not acceptable due age, hull type, or other requirement which vessel cannot satisfy.

12. Terms & Definitions

CDI:	Chemical distribute Institute: A chemical industry ship inspection process and database. Managed through joint representation by charterers and ship managers.
Audit:	Any type of inspection that is not related to an inspection company inspecting the vessel for vetting purposes (for example: ISM audit)
Due:	The standard period normally allowed between inspections has been exceeded and the ship may be considered unacceptable unless an extension or further information is available for screening/review.
Filtering	To select data. Filters use patterns (masks) against which all data are compared and only matching data are "passed through," hence the concept of a filter.
Inspection	A physically inspection by the company vetting the vessel.
P&C	Private and Confidential
Planned Inspection	As inspection that has been planned for the future.
PSC	Port State Control
Screening:	The review of a previous SIRE or CDI report by the inspection company. Additional sources of information are usually used to
SIRE:	Ship Inspection Report Exchange: The OCIMF managed database system that will hold the Inspection Reports carried out by participating members. The aim is to reduce the duplication of the number of inspections carried out on vessels.
Sorting:	Sorting is any process of arranging items in some sequence and/or in different sets, and accordingly, it has two common, yet distinct meanings: # ordering: arranging items of the same kind, class, nature.
Inspection Grid:	The main inspection page which lists all the vetting inspections for your fleet.
Views:	The predefined list of options for viewing the records. Each View contains its own set of columns, filtered data and default sort order.