

Guidelines for the Completion of the On-Line Officer Matrix.

The online Officer Matrix should be completed for all officers on board the ship, and should be kept updated each time a change of officer occurs. It is the vessel operator's responsibility to ensure that the details in the Officer's Matrix are up to date. It is a requirement that the officers Matrix must be uploaded onto the OCIMF SIRE website before an inspection request can be made. Updating the officer's matrix can be done in two ways:-

1. By direct input using the OCIMF website. Each operator who is registered with OCIMF can access their fleet of ships and update either their Officer Matrix or HVPQ as required.
2. By use of 'Web Services', where by data from a vessel operators crew management software can be automatically imported into the OCIMF SIRE website. Details of how this service can utilised can be obtained by contacting OCIMF direct.

When completing the Officers Matrix all fields must be completed and the details of each field are detailed below.

Rank

A drop down list of the ranks is provided; the appropriate rank is to be selected. Please note that Cadets should not be included.

Nationality

Enter the Officer's nationality, the website uses predictive text. Please enter the first two letters and a list will appear, and then select the appropriate Nationality.

Certificate of Competency

A drop down list of the Certificates of Competency is provided; the appropriate Certificate of Competency is to be selected.

Issuing Country

Enter the Country issuing the Certificate of Competency, the website uses predictive text. Please enter the first two letters and a list will appear, and then select the appropriate Country that issued the Certificate of Competency.

Administration Acceptance

If the officers' certificates are not issued by the same Administration as the flag State of the vessel, then an endorsement (or a separate document) is required which attests to the recognition of that certificate by the vessel's Administration. An Administration may allow a seafarer to serve for a period not exceeding 3 months, provided that documentary proof of an application is readily available.

Tanker Certification

The officer's Certificate of Competency will indicate which Certificate of Training that the officer possesses. The officer could hold all three (Oil, Chemicals & Gas) Certificates of Training at either Basic or advanced level. Select the Tanker certification the Officer holds.

STCW V Para

A Certificate of Advanced Training is required by the Master, Chief Officer, Chief Engineer and Second Engineer and any person with immediate responsibility for loading and discharging and care in transit or handling of cargo. Some Administrations interpret this to require all watchkeeping deck officers to possess Certificate of Advanced Training. All officers should possess a Certificate of Basic Training. Select from the drop down the higher

of the Certificate of Training that the officer possesses. (Para 1 is equivalent to Basic Training, Para 2 is equivalent to Advanced/Management Training).

Radio Qualification

Enter whether the officer has GMDSS certification.

Years with Operator

Enter the number of years that the officer has been with the Operator. The number of Calendar years is to be entered. On completion of the entry the website will then count and update the entry in decimals of a year.

Years in Rank

Enter the number of years of sea service that the officer has been in rank on board tankers as a certificated officer. The number of Calendar years is to be entered. On completion of the entry the website will then count and update the entry in decimals of a year.

Years on this Type of Tanker

Enter the number of years of Sea Service that the officer has served on this type of tanker as a certificated officer. The number of Calendar years is to be entered. On completion of the entry the website will then count and update the entry in decimals of a year.

Years on All Types of Tanker

Enter the number of years of Sea Service that the officer has served on tankers as a certificated officer, if time has been served on combination carriers only sea service whilst operating in the 'wet mode' should be counted. The number of Calendar years is to be entered. On completion of the entry the website will then count and update the entry in decimals of a year.

Years as Watchkeeping Officer**

For ranks below Chief Officer or Second Engineer record the number of years of sea service as a watchkeeping officer. The number of Calendar years is to be entered. On completion of the entry the website will then count and update the entry in decimals of a year.

Date Joined this Vessel

Enter the date that the officer joined the vessel. The website will then automatically 'count' and the number of months of this 'tour of duty' will appear.

STS Experience**

Enter whether Master or Chief Officer have had open water STS experience in the previous 12 months.

English Proficiency

The proficiency of the standard of the officers spoken English should be entered using the three options provided in the drop down list.

Comments

There is a 'Comments' box which is a free text input field, and the Operator can add any comments that are considered relevant. The 'Comments' appear at the end of the report.

**** To be included in the Officers Matrix at a later date.**