

Quick Guide on how to report an inspection into THETIS-Med

SAFEMED IV project

Insert reference or version

Date: V 0.1 – 24 January 2020

Document History

Version	Date	Changes	Prepared	Approved
0.1	24/01/2020	1 st Version	CMA	AGR

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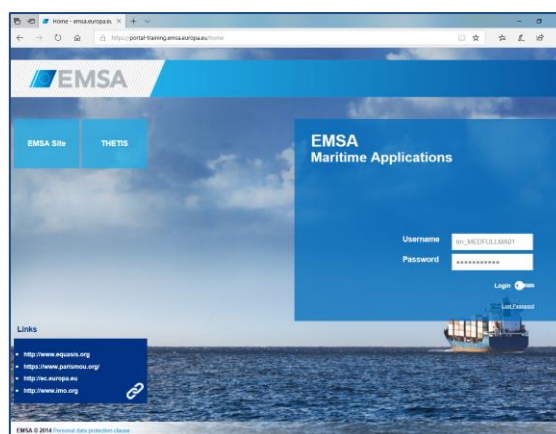
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1. Access

1.1 Connection to the EMSA portal

Copy/paste the URL <https://portal.emsa.europa.eu/home> in your internet browser – We recommend using Google Chrome for maximum compatibility.

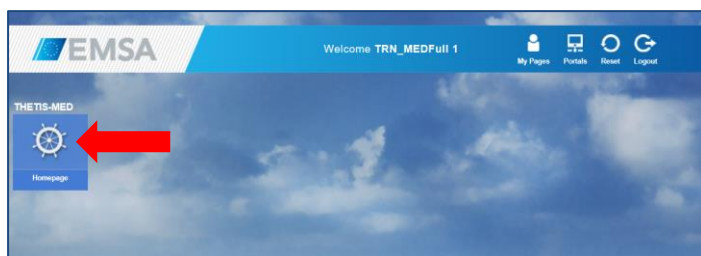
1.2 Authentication



Fill your username and password and click on Login

1.3. THETIS-Med session

Click on the THETIS-Med Icon



Opening on the home page who summarize current situation regarding ship arrivals to your location/port and inspection reports done by you.

THETIS MED

My Sites TRIM_HEDFull 1

Homepage Ship Port Calls Allocation Inspection Ban Overview situation Internal Messages Documents

Homepage Portlet(1.0.0@01.12.2019_13:28)

	Priority I Calls			Priority II Calls			Priority III Calls			Priority IV Calls		
	Expected	Arrived	Left Port	Expected	Arrived	Left Port	Expected	Arrived	Left Port	Expected	Arrived	Left Port
Total	1	1	0	0	0	0	0	1	0	1	0	0
Allocated	0	0	0	0	0	0	0	0	0	0	0	0
Inspected	-	1	0	-	0	0	-	1	0	-	0	0
Justified	0	0	0	-	-	-	-	-	-	-	-	-
Missed	-	-	0	-	-	-	-	-	-	-	-	-

PSC Inspections

	Expected	Arrived	Left Port
Calls allocated to you	0	0	0
Inspections being processed by you	-	1	0
Pending validation	-	0	0

Inspection Reports

	Expected	Arrived	Left Port	Being processed for more than 72h
Calls allocated to you	0	0	0	-
Inspections being processed by you	-	1	0	0
Pending validation	-	1	0	0

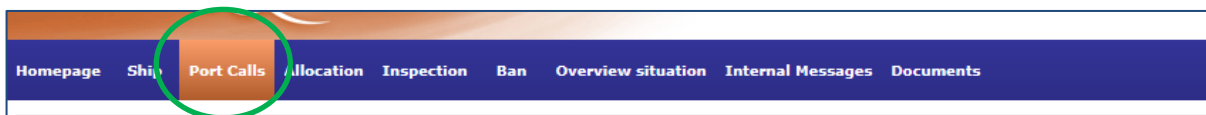
Submitted Reports

2. Inspection report

2.1 Record a Port call

First, you must fill the port call regarding to the ship you inspected

Select Port call tab



- Search the ship by its IMO or name – *tip the box to include search on former name*

Into the table of result; on the line of the ship; click on Action button then View calls

Homepage Ship **Port Calls** Allocation Inspection Ban Overview situation Internal Messages Documents

Ship Call Portlet (1.0.0@01.12.2019_13:28)

Search ships Upload calls from file

Search

Flag ALL IMO number 9990003 MMSI number

Ship type ALL Name Include former names ☐

ISM company number

Search Reset

Ship Results

	IMO	Alert	Name	Flag	Type	Ship status	Keel	GT	P	EI
★ Actions	9990003		DZ BLUE 03	Belize	Container	Active	03/03/2000	3,200	Priority II	

Page 1 of 1

Showing all PDF XLS CSV

Displaying 1 - 1 of 1

- Click on Create button

Homepage Ship **Port Calls** Allocation Inspection Ban Overview situation Internal Messages Documents

Ship Call Portlet (1.0.0@01.12.2019_13:28)

[Back to Search Ships](#)

IMO: 9990003 Name: DZ BLUE 03 Flag: Belize EI

Ship type: Container Ship status: Active Keel date: 03/03/2000 Ban Order Status

Gross tonnage (GT): 3,200 Priority: Priority II

	Situation	Port	Cancelled	A	ETA	ATA	ETD	ATD	Last update from
There are no port calls available									

PDF XLS CSV ☐ Hide cancelled calls

[Delete](#) [Create](#)

A pop-up window appears describing port call details

Add ship call

Port Call Notifications

Office: Position in port:

Port: Anchorage with ship/port interface: ☐

Location: Next port of call:

ETA: ATA:

ETD: ATD:

Sources: Last update from:

Ship Call ID:

Current Ship Profile

Reason for Priority II:

[Save](#) [Cancel](#) [Reset](#)

- Select a port
- At least Fill ATA date, hours and minutes - as equal or before today but **Not fill ATD to be able to report**
- Finish by Save

Ship Call Portlet (1.0.0@01.12.2019_13:28)

[Back to Search Ships](#)

IMO: 9990003 Name: DZ BLUE 03 Flag: Belize EI

Ship type: Container Ship status: Active Keel date: 03/03/2000 Ban Order Status

Gross tonnage (GT): 3,200 Priority: Priority II

	Situation	Port	Cancelled	A	ETA	ATA	ETD	ATD	Last update from
<input type="checkbox"/>		Agadir MAGA				22/01/2020 12:00			Manual 22/01/2020 14:28


PDF XLS CSV ☐ Hide cancelled calls

[Delete](#) [Create](#)

2.2 Allocation of the ship to PSCO to report the inspection

Ship Call Portlet (1.0.0@01.12.2019_13:28)

[Back to Search Ships](#)

IMO: 9990003 Name: DZ BLUE 03 Flag:  Belize EI:
 Ship type: Container Ship status: Active Keel date: 03/03/2000 Ban Order Status:
 Gross tonnage (GT): 3.200 Priority: Priority II

	Situation	Port	Cancelled	A	ETA	ATA	ETD	ATD	Last update from
<input type="checkbox"/> <div> Actions <ul style="list-style-type: none"> Edit Cancel Delete Go To </div>		Agadir MAAGA				22/01/2020 12:00			Manual 22/01/2020 14:28


[PDF](#) [XLS](#) [CSV](#) ☐ Hide cancelled calls

[Delete](#) [Create](#)

Click on Action then Go To then PSC inspect allocating to Myself.

Ship Call Portlet (1.0.0@01.12.2019_13:28)

[Back to Search Ships](#)

IMO: 9990003 Name: DZ BLUE 03 Flag:  Belize EI:
 Ship type: Container Ship status: Active Keel date: 03/03/2000 Ban Order Status:
 Gross tonnage (GT): 3.200 Priority: Priority II

	Situation	Port	Cancelled	A	ETA	ATA	ETD
<input type="checkbox"/> <div> Actions <ul style="list-style-type: none"> Edit Cancel Delete Go To </div>		Agadir MAAGA				22/01/2020 12:00	

[PDF](#) [XLS](#) [CSV](#) ☐ Hide cancelled calls

[Delete](#) [Create](#)

European Maritime Safety Agency, 2019 (1.0.0@01.12.2019_13:27)

Confirm your choice by Yes


Allocate

PSC Inspect Allocating to Myself

[Yes](#) [No](#)


The system switches to **Inspection tab** and ask you to confirm to create an inspection,

THETIS MED

My Sites 

[Homepage](#) [Ship](#) [Port Calls](#) [Allocation](#) [Inspection](#) [Ban](#) [Overview situation](#) [Internal Messages](#) [Documents](#)

Inspection Portlet (1.0.0@01.12.2019_13:28)

	IMO number	Alert	Ship name	Flag	Ship type	Port	ATA	ATD	Regime	Inspection status	First visit	Report status	Current Priority
<input type="checkbox"/> <div> Actions <ul style="list-style-type: none"> Edit Cancel Delete Go To </div>	9990003		DZ BLUE 03	 Belize	Container	Agadir MAAGA	22/01/2020 12:00		PSC	Allocated			Priority II

Page 0 of 0 [Show all](#) [PDF](#) [XLS](#) [CSV](#) No data to display

European Maritime Safety Agency, 2019 (1.0.0@01.12.2019_13:27)

An inspection will be created. Do you want to continue?

[Yes](#) [No](#)

Confirm by Yes

The system switches to Inspection detail page and on the first tab => Particulars

The screenshot shows the THETIS MED web application interface. The top navigation bar includes links for Homepage, Ship, Port Calls, Allocation, Inspection (selected), Ban, Overview situation, Internal Messages, and Documents. The main content area displays the 'Inspection Portlet (1.0.0@01.12.2019_13:28)' with a 'Back to Inspection list' button. The inspection details for IMO 9990003, Name DZ BLUE 03, and Flag state/Registry Belize are shown. The 'Inspection status' is 'Inspected' and 'Report status' is 'Incomplete'. The 'Alert' section shows a warning icon. The 'Particulars' tab is highlighted with a green circle. Below the tabs, the 'Inspection Type' section shows 'Initial inspection' with an 'Edit' button. The 'Visits' table shows a visit on 22/01/2020 by the team TRN_MEDFULMAD1. The 'Checklist' section has buttons for 'Edit', 'Expand all', and 'Collapse all'. A note at the bottom states 'Operational Controls are not available for Initial Inspections'.

2.3 Inspection particular

2.3.1 Inspection type

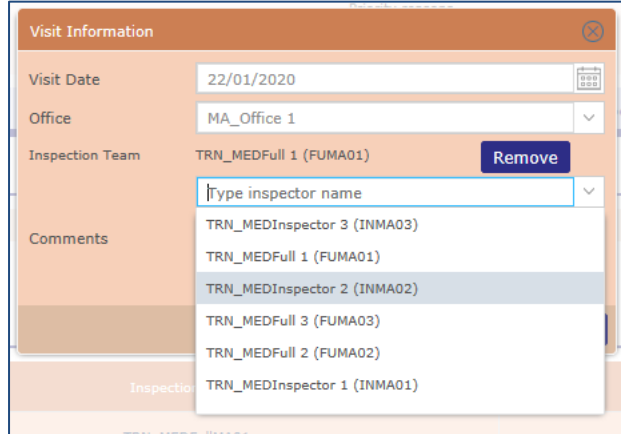
You allow to change the type of inspection, thinking that inspection must be More detailed if at least one deficiency found.

This screenshot shows the 'Inspection Portlet' with the 'Particulars' tab selected. The 'Inspection Type' section displays 'Initial inspection' and an 'Edit' button, which is circled in green. A dropdown menu is open, showing the current selection 'Initial inspection' and a new option 'More detailed inspection'. The dropdown menu has a close button (X) in the top right corner. The background shows the same inspection details as the previous screenshot, including IMO 9990003, Name DZ BLUE 03, and Flag state/Registry Belize.

Valid your choice by Save button

2.3.2 Team of inspection

In case of the inspection has been performed by more than one PSCO, you allow to add him or them to the team of inspection, Click on Action then Edit into Visits section.



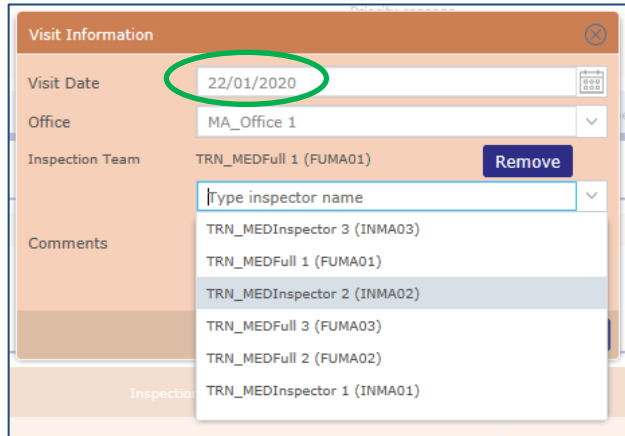
The screenshot shows the 'Visit Information' form with the following fields:

- Visit Date:** 22/01/2020
- Office:** MA_Office 1
- Inspection Team:** TRN_MEDFull 1 (FUMA01) with a 'Remove' button.
- Comments:** A dropdown menu is open, showing a list of inspectors:
 - TRN_MEDInspector 3 (INMA03)
 - TRN_MEDFull 1 (FUMA01)
 - TRN_MEDInspector 2 (INMA02)
 - TRN_MEDFull 3 (FUMA03)
 - TRN_MEDFull 2 (FUMA02)
 - TRN_MEDInspector 1 (INMA01)

2.3.3 Visit

In case of the inspection was composed by numerous visits at different dates, you can report each visit details by adding it to the report.

- Click on Add visit button
- Fill the **date** and the PSCO team



The screenshot shows the 'Visit Information' form with the following fields:

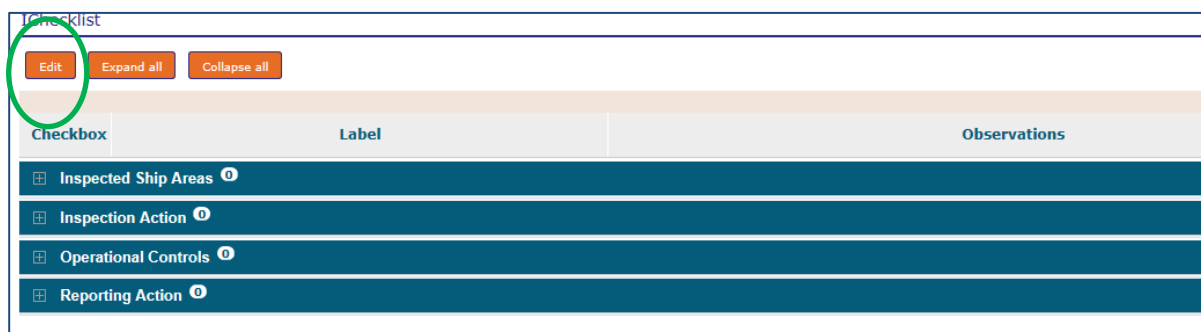
- Visit Date:** 22/01/2020 (This field is circled in green in the original image).
- Office:** MA_Office 1
- Inspection Team:** TRN_MEDFull 1 (FUMA01) with a 'Remove' button.
- Comments:** A dropdown menu is open, showing a list of inspectors:
 - TRN_MEDInspector 3 (INMA03)
 - TRN_MEDFull 1 (FUMA01)
 - TRN_MEDInspector 2 (INMA02)
 - TRN_MEDFull 3 (FUMA03)
 - TRN_MEDFull 2 (FUMA02)
 - TRN_MEDInspector 1 (INMA01)

I-checklist

You can indicate 4 types of general information regarding to the inspection

- Inspected ship areas
- Inspection action
- Operational controls
- Reporting action

Click on EDIT button into I-checklist section

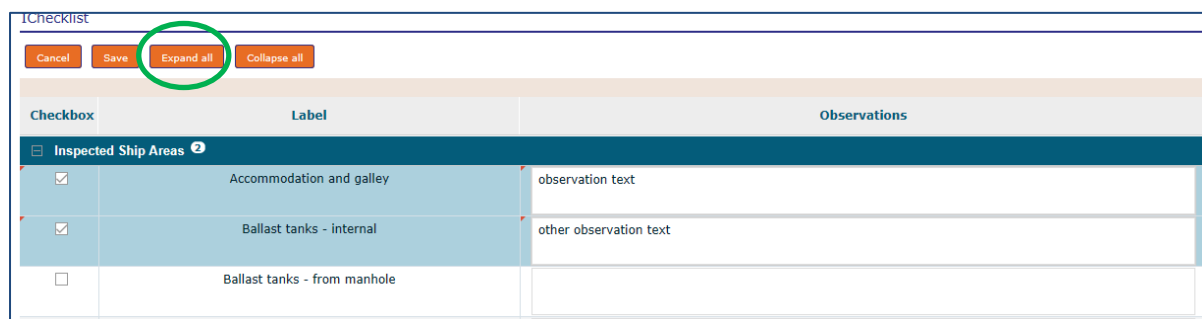


IChecklist

Edit Expand all Collapse all

Checkbox	Label	Observations
<input type="checkbox"/>	Inspected Ship Areas 0	
<input type="checkbox"/>	Inspection Action 0	
<input type="checkbox"/>	Operational Controls 0	
<input type="checkbox"/>	Reporting Action 0	

Click on EXPAND ALL button then select your ship areas and/or actions and/or Operational controls and/or Reporting actions items.

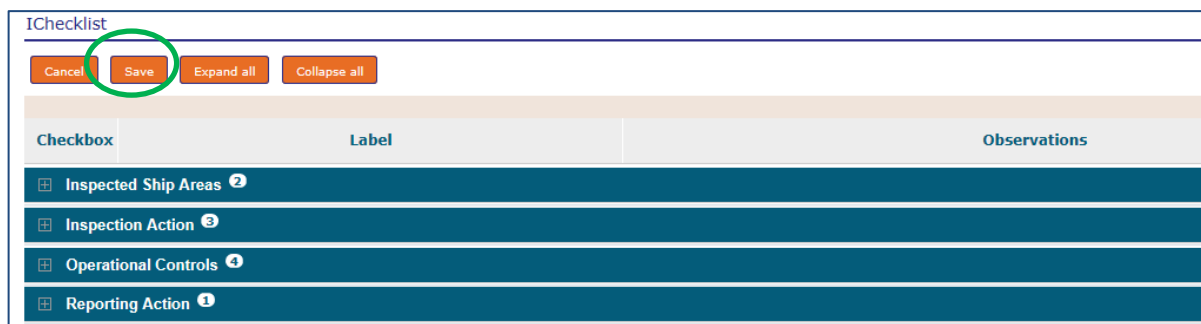


IChecklist

Cancel Save Expand all Collapse all

Checkbox	Label	Observations
<input type="checkbox"/>	Inspected Ship Areas 2	
<input checked="" type="checkbox"/>	Accommodation and galley	observation text
<input checked="" type="checkbox"/>	Ballast tanks - internal	other observation text
<input type="checkbox"/>	Ballast tanks - from manhole	

Valid your choices by Save Button



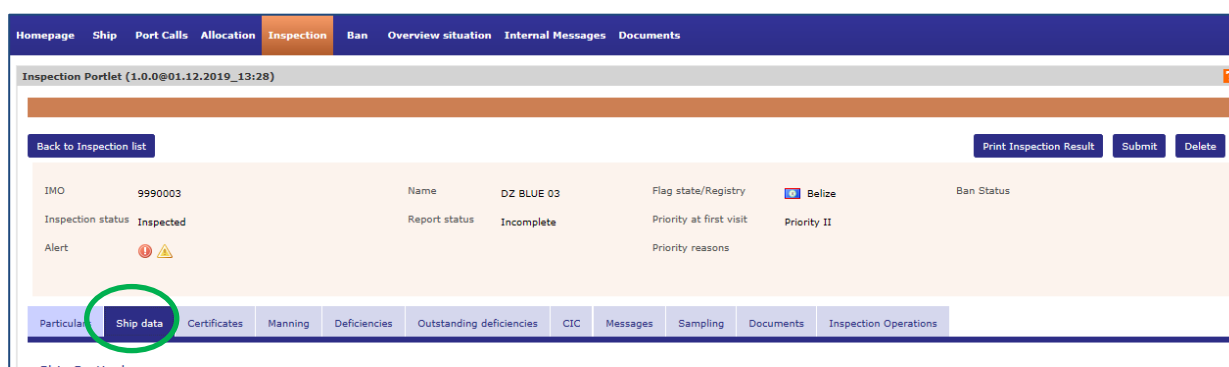
IChecklist

Cancel Save Expand all Collapse all

Checkbox	Label	Observations
<input type="checkbox"/>	Inspected Ship Areas 2	
<input type="checkbox"/>	Inspection Action 3	
<input type="checkbox"/>	Operational Controls 4	
<input type="checkbox"/>	Reporting Action 1	

2.3. Ship data

Switch to ship data tab



Homepage Ship Port Calls Allocation Inspection Ban Overview situation Internal Messages Documents

Inspection Portlet (1.0.0@01.12.2019_13:28)

Back to Inspection list Print Inspection Result Submit Delete

IMO	9990003	Name	DZ BLUE 03	Flag state/Registry	Belize	Ban Status
Inspection status	Inspected	Report status	Incomplete	Priority at first visit	Priority II	
Alert		Priority reasons				

Particulars Ship data Certificates Manning Deficiencies Outstanding deficiencies CIC Messages Sampling Documents Inspection Operations

Ship Particulars

2.3.4 Ship particulars

Edit to change or complete information or validate the ship particulars if all is already correct.

Particulars	Ship data	Certificates	Manning	Deficiencies	Outstanding deficiencies	CIC	Messages	Sampling	Documents	Inspection Operations
Ship Particulars										
IMO	9990003	Ship status	Active	Shipyard country	-					
Name	DZ BLUE 03	Ship length (LBP)		Ship yard	-					
Flag state/Registry	Belize	Contract date		Death date						
Ship type	Container	Keel laying date	03/03/2000	Non propelled						
MMSI		Delivery date		Main engine (kW)						
Call sign	9HA2045	Conversion date		Engines for propulsion						
Gross tonnage (GT)	3200	Dead weight		Emission abatement method	-					
<div> <div>Edit</div> <div>Validate</div> </div>										

Exit by Save button

2.3.5 ISM company

Edit to change or complete information or validate the ISM company if all is already correct.

ISM company

IMO Number	5389339	Company name	Volstad Management AS	Company performance	Medium
Country	Norway	City		Address	
Effect date	2000-03-03				

Edit

Clear

Validate

ISM company

IMO Number	5389339	Company name	Volstad Management AS	Company performance	Medium
Country	Norway	City		Address	

Save

Cancel

Select...

ISM company

IMO

Name

Search

IMO	Name	Address	City	Country
No data to display				

ISM company not listed

Close

Exit by Save button

2.3.6 Ship Owner

Edit to change or complete information the ship owner if all is already correct. charterer – *This section is not mandatory*

Charterers

Click on ADD CHARTERES to fill information regarding current charterer – *This section is not mandatory*

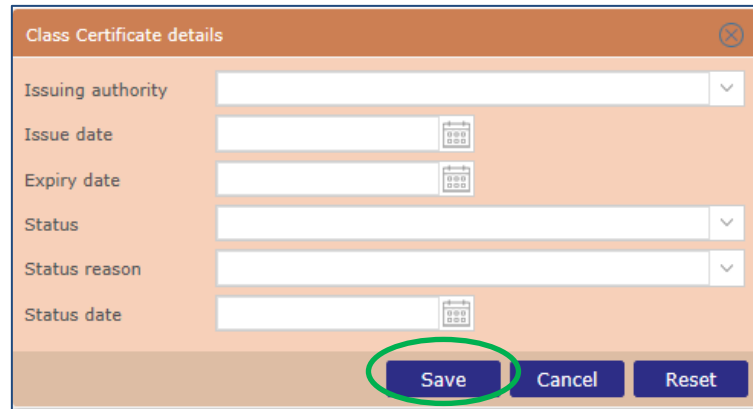
Exit by Save button

2.4 Certificates

Switch to ship data tab

2.4.1 Class certificates

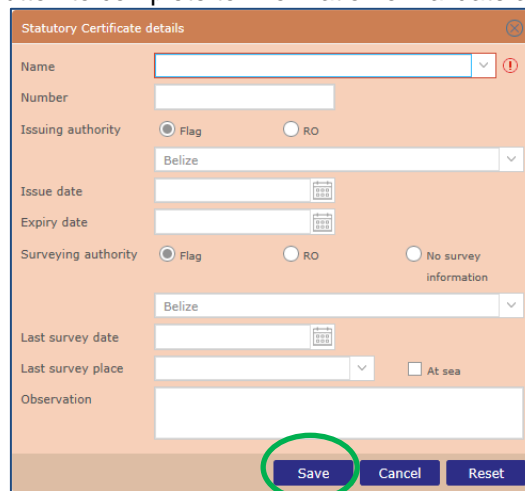
Click on ADD CLASS CERTIFICATE button to complete to information or validate all by the corresponding button.



A screenshot of a web form titled "Class Certificate details". The form has a light orange background and a dark orange header bar with a close button (X) in the top right corner. The form contains several input fields: "Issuing authority" (a dropdown menu), "Issue date" (a date picker), "Expiry date" (a date picker), "Status" (a dropdown menu), "Status reason" (a dropdown menu), and "Status date" (a date picker). At the bottom of the form, there are three buttons: "Save", "Cancel", and "Reset". The "Save" button is circled in green.

2.4.2 Statutory certificates

Click on ADD CLASS CERTIFICATE button to complete to information or validate all by the corresponding button



A screenshot of a web form titled "Statutory Certificate details". The form has a light orange background and a dark orange header bar with a close button (X) in the top right corner. The form contains several input fields: "Name" (a text field with a red warning icon), "Number" (a text field), "Issuing authority" (radio buttons for "Flag" and "RO", and a dropdown menu showing "Belize"), "Issue date" (a date picker), "Expiry date" (a date picker), "Surveying authority" (radio buttons for "Flag", "RO", and "No survey information", and a dropdown menu showing "Belize"), "Last survey date" (a date picker), "Last survey place" (a dropdown menu and a checkbox for "At sea"), and "Observation" (a text area). At the bottom of the form, there are three buttons: "Save", "Cancel", and "Reset". The "Save" button is circled in green.

2.5 Manning

Certified officer particulars – *not mandatory information*

Click on ADD OFFICER button

The screenshot shows the 'Manning' tab selected in the top navigation bar. Below the tabs, the 'Certified Officer Particulars' section is visible. A table with columns 'Nationality' and 'Competence' is shown. The 'Add Officer' button is circled in green. A modal form titled 'Officer' is open, containing fields for 'Country', 'Competence', 'COC Regulation', and 'Expiry date'. The 'Save' button in the modal is also circled in green.

Exit by Save button

Manning information - – *not mandatory information*

Click on EDIT button

The screenshot shows the 'Manning Information' section. A table lists various Manning Information items. The 'Edit' button is circled in green. A modal form titled 'Manning Information' is open, containing fields for 'Number of crew on board on arrival', 'Number required by Minimum Safe Manning document', 'Number of bridge watch keeping officers', and 'Unmanned machinery Spaces'. The 'Save' button in the modal is also circled in green.

Exit by Save button

2.6 Deficiencies

Switch to Deficiencies tab then click on ADD DEFICIENCIES button

Deficiency area: ALL

Defective item:

Save Cancel Reset

Select the deficiency area

Deficiency area: ALL

Defective item:

Save Cancel Reset

Select the defective item

Deficiency area: 012 - Certificate & Documentation - Crew Certificates

Defective item:

Save Cancel Reset

Fill deficiency details and save

Deficiency

Deficiency area

012 - Certificate & Documentation - Crew Certificates

Defective item

01205 - Certificate for personnel on fast rescue boats

Note: Selecting another item will reset the form

Nature of defect

Accidental damage

☐

Actions

0 No action taken

10 Rectified

15 To be rectified at next port

16 To be rectified within 14 days

Add >

< Remove

As referred to in

Reference

Link to RuleCheck

[Check Deficiency 012](#)

Report finding

Observations

Load default observation

☐

ISM related defective item

☐

Supporting materials

	Name	Creation Date	Size	Type	Observations
<div>Add Attachment</div>					

Save

Cancel

Reset

Rule check link is only available on Production

Deficiency

Deficiency area

011 - Certificate & Documentation - Ship Certificates

Defective item

01101 - Cargo Ship Safety Equipment (including exemption)

Note: Selecting another item will reset the form

Nature of defect

Expired

Accidental damage

☐

Actions

0 No action taken

15 To be rectified at next port

16 To be rectified within 14 days

17 To be rectified before departure

Add »

« Remove

10 Rectified

Ground for Detention

No

As referred to in

SOLAS ch. I

Reference

free text

Link to RuleCheck

[Check Deficiency 011](#)

Report finding

Observations

text of observation

Load default observation

ISM related defective item

☐

Supporting materials

	Name	Creation Date	Size	Type	Observations
<div>Add Attachment</div>					

Save

Cancel

Reset

Note in case of multi-visits you can update a group of deficiency action directly from the Deficiency table

- Select the deficiencies with the box on the left side of the table
- Select the action from the list
- Add the action

Particulars

0 - No action taken

10 - Rectified

15 - To be rectified at next port

16 - To be rectified within 14 days

17 - To be rectified before departure

18 - To be rectified within 3 months

21 - Corrective action taken on the ISM system by the ship

22 - Competent security authority informed

30 - Grounds for detention

35 - Ship allowed to sail after detention

10 - Rectified

17 - To be rectified before departure

Add action

Outstanding deficiencies

CIC

Messages

Sampling

Documents

Inspection Operations

Nature of defect	Ground for Detention	EU Deficiency	From accident damage	Actions	ISM Related	Due date for rectification
Expired				10 - Rectified		
Incomplete				17 - To be rectified before departure		23/01/2020

all

XLS

CSV

Displaying 1 - 2 of 2

Number of Deficiencies: 2

Number of EU Deficiencies: 0

Particulars												Ship data	Certificates	Manning	Deficiencies	Outstanding deficiencies	CIC	Messages	Sampling	Documents	Inspection Operations
<input checked="" type="checkbox"/>				Defective item	Nature of defect	Ground for Detention	EU Deficiency	From accident damage	Actions	ISM Related	Due date for rectification										
<input checked="" type="checkbox"/>				01101 Cargo Ship Safety Equipment (including exemption)	Expired				10 - Rectified												
<input checked="" type="checkbox"/>				02103 Stability/strength/loading information and instruments	Incomplete				10 - Rectified												

<<

<

Page

1

of 1

>

>>

☐ Show all

PDF

XLS

CSV

Displaying 1 - 2 of 2

Actions

10 - Rectified

Add action

Number of Deficiencies: 2

Number of EU Deficiencies: 0

Add deficiency

2.7 Outstanding deficiencies

Switch to Outstanding Deficiencies tab.

If deficiency not rectified from a previous inspection exists, then they will appears in this tab.

Particulars	Ship data	Certificates	Manning	Deficiencies	Outstanding deficiencies	CIC	Messages	Sampling	Documents	Inspection Operations
Rectified	Area	Defective item	Default Description	Convention	Actions taken	Due date for rectification	Observations	Sup. Materials		

Page 0 of 0

No data to display

Number of Outstanding Deficiencies: 0

If you constate that it has been rectified, just tip the box on the left side of the table.

2.8 CIC

Switch to CIC tab

If a CIC is in course, then select it

Particulars	Ship data	Certificates	Manning	Deficiencies	Outstanding deficiencies	CIC	Messages	Sampling	Documents	Inspection Operations
-------------	-----------	--------------	---------	--------------	--------------------------	-----	----------	----------	-----------	-----------------------

Select CIC

Maritime Security

L&W conditions

GMDSS compliance

MARPOL 73/78 annex I

ISM implementation 2007

Safety of navigation - SOLAS ch.V

Then EDIT to fill answers

3.



Select CIC

Maritime Security

Maritime Security

1	Is a valid ISSC or Interim ISSC on board and issued by the ship's Administration, an organisation authorised by it, or by another government at the Administration's request?
2	If there is a subsequent Interim ISSC, is it clear that it was issued for a valid reason such as change of operator or flag (rather than as a means of avoiding full compliance with ISPS) ?
3	Is the ship currently operating at the same or higher security level than the port facility?
4	Do records exist for the last 10 ship/port or ship/ship interfaces as appropriate? Note: The requirements under regulations XI-2/9.2.3 to keep records of past calls at port facilities commences on 1 July 2004 and only applies to calls on or after that date.
5	Does there appear to be an effective system of control of access to the vessel?
6	Does there appear to be an effective system of control of access to sensitive areas of the vessel?
7	Are key members of ship's personnel able to communicate effectively with each other?
8	Are records available to indicate that security drills have been carried out at the required intervals, taking account of crew changes?
9	Further action NONE
10	What further control action was taken? Further inspection by CSA
11	What further control action was taken? Detention on security grounds
12	What further control action was taken? Detention on other grounds
13	What further control action was taken? Restriction of operations including movement within the port
14	What further control action was taken? Expulsion from the port
15	What further control action was taken? Other lesser administrative or corrective measures (e.g. rectification of deficiencies)

Edit

Maritime Security

1

Is a valid ISSC or Interim ISSC on board and issued by the ship's Administration, an organisation authorised by it, or by another government at the Administration's request?

Yes

2

If there is a subsequent Interim ISSC, is it clear that it was issued for a valid reason such as change of operator or flag (rather than as a means of avoiding full compliance with ISPS) ?

3

Is the ship currently operating at the same or higher security level than the port facility?

Yes

4

Do records exist for the last 10 ship/port or ship/ship interfaces as appropriate? Note: The requirements under regulations XI-2/9.2.3 to keep records of past calls at port facilities commences on 1 July 2004 and only applies to calls on or after that date.

No

5

Does there appear to be an effective system of control of access to the vessel?

6

Does there appear to be an effective system of control of access to sensitive areas of the vessel?

7

Are key members of ship's personnel able to communicate effectively with each other?

8

Are records available to indicate that security drills have been carried out at the required intervals, taking account of crew changes?

9

Further action NONE

10

What further control action was taken? Further inspection by CSA

11

What further control action was taken? Detention on security grounds

12

What further control action was taken? Detention on other grounds

13

What further control action was taken? Restriction of operations including movement within the port

14

What further control action was taken? Expulsion from the port

15

What further control action was taken? Other lesser administrative or corrective measures (e.g. rectification of deficiencies)

Save

Cancel

Reset

Valid your form by Save button, all answers recorded appears on the right side of the form. The document will be proposed to print at the end of the inspection process.

Maritime Security		
1	Is a valid ISSC or Interim ISSC on board and issued by the ship's Administration, an organisation authorised by it, or by another government at the Administration's request?	Yes
2	If there is a subsequent Interim ISSC, is it clear that it was issued for a valid reason such as change of operator or flag (rather than as a means of avoiding full compliance with ISPS) ?	No
3	Is the ship currently operating at the same or higher security level than the port facility?	No
4	Do records exist for the last 10 ship/port or ship/ship interfaces as appropriate? Note: The requirements under regulations XI-2/9.2.3 to keep records of past calls at port facilities commences on 1 July 2004 and only applies to calls on or after that date.	Yes
5	Does there appear to be an effective system of control of access to the vessel?	No
6	Does there appear to be an effective system of control of access to sensitive areas of the vessel?	Yes
7	Are key members of ship's personnel able to communicate effectively with each other?	Yes
8	Are records available to indicate that security drills have been carried out at the required intervals, taking account of crew changes?	No
9	Further action NONE	Yes
10	What further control action was taken? Further inspection by CSA	No
11	What further control action was taken? Detention on security grounds	Yes
12	What further control action was taken? Detention on other grounds	Yes
13	What further control action was taken? Restriction of operations including movement within the port	No
14	What further control action was taken? Expulsion from the port	No
15	What further control action was taken? Other lesser administrative or corrective measures (e.g. rectification of deficiencies)	No

Edit

2.9 Messages

PSCO can comment the inspection if special event or information need to be recorded or share.

Switch to Message tab where 3 type of message can be added, plus one for consulting

- Overriding factors messages
- Unexpected factor messages
- Free messages
- Announcements

Particulars Ship data Certificates Manning Deficiencies Outstanding deficiencies CIC Messages Sampling Documents Inspection Operations

Overriding factors messages

Title	Factor	From	Creation	Archived
No data to display				

Add Overriding message

Unexpected factors messages

Title	Factor	From	Creation	Archived
No data to display				

Add Unexpected message

Free messages

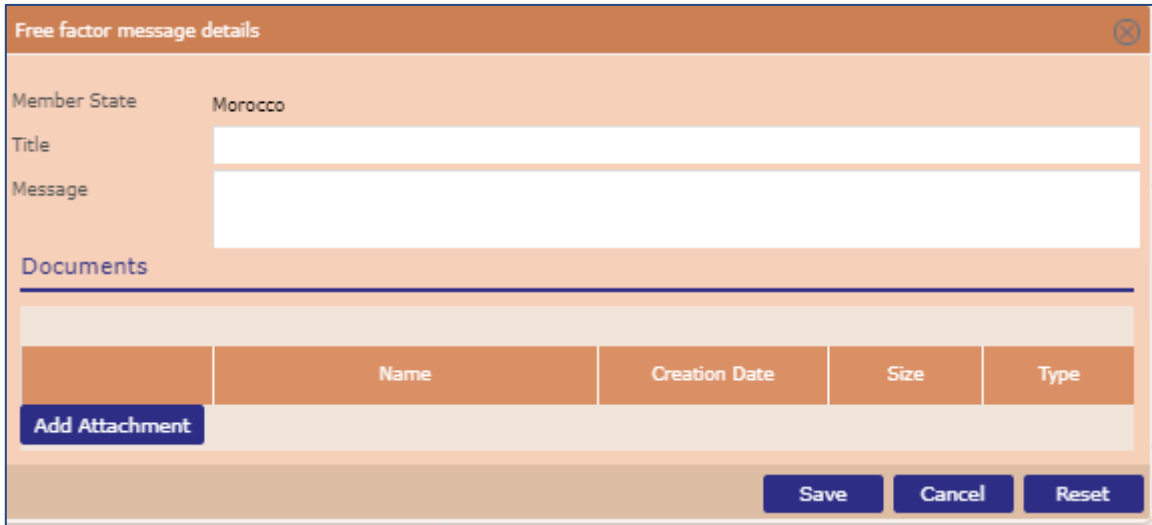
Title	From	Creation	Archived
No data to display			

Add Free message

Announcements

Title	Category	Creation	Archived
No data to display			

Click on Add message in the corresponding section.



Free factor message details

Member State: Morocco

Title:

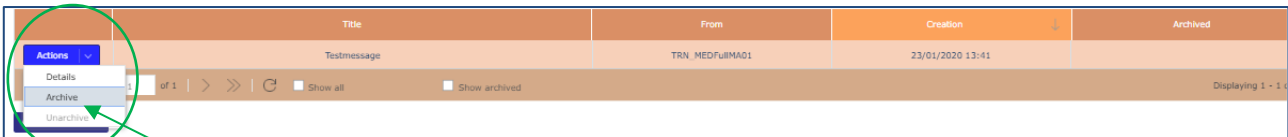
Message:

Documents

Name	Creation Date	Size	Type
Add Attachment			

Save Cancel Reset

- Fill the title of the message
- Fill the text
- Add an attachment if needed
- Finish by save



Title	From	Creation	Archived
Testmessage	TRN_MEDFuBMA01	23/01/2020 13:41	

1 of 1 | < > | Show all | Show archived | Displaying 1 - 1

Actions: Details, Archive, Unarchive

Message can consult or archive from the Action button.

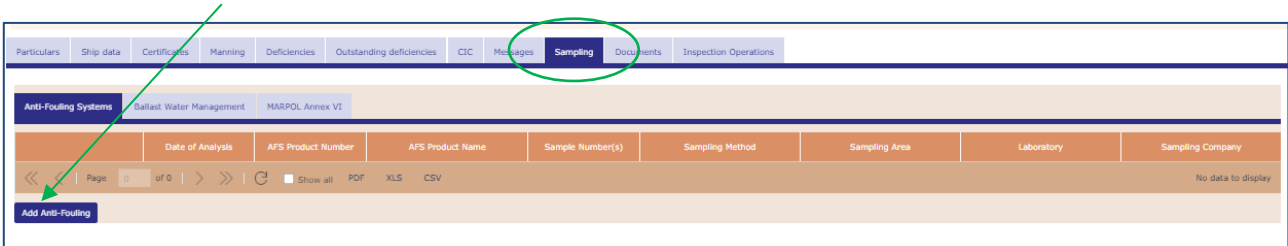
2.10 Sampling

Switch to Sampling tab

PSCO can add report of sampling regarding to 3 types.

- Anti-fouling systems
- Ballast water management
- MARPOL Annex VI

Click on Add button in the corresponding section



Particulars	Ship data	Certificates	Manning	Deficiencies	Outstanding deficiencies	CIC	Messages	Sampling	Documents	Inspection Operations
Anti-Fouling Systems Ballast Water Management MARPOL Annex VI										
Date of Analysis	AFS Product Number	AFS Product Name	Sample Number(s)	Sampling Method	Sampling Area	Laboratory	Sampling Company			
<< >> Page 0 of 0 Show all PDF XLS CSV No data to display										
Add Anti-Fouling										

2.11 Documents

PSCO can add supporting material regarding to 3 types:

- Document
- Picture
- Rectification action plan

Particulars	Ship data	Certificates	Manning	Deficiencies	Outstanding deficiencies	CIC	Messages	Sampling	Documents	Inspection Operations
	Document Name	Category	Type	Creation date	Acceptance date	User	Report status on creation date	Detention status on creation date	Delivered to master	
Actions	ep03-inspections (5).pdf	Inspection Supporting Material	Document	23/01/2020 13:52	23/01/2020	TRN_MEDFull 1	Incomplete			
Actions	banner.jpg	Inspection Supporting Material	Picture	23/01/2020 13:52	23/01/2020	TRN_MEDFull 1	Incomplete			
Add supporting material										

- Fill the type
- Set the acceptance date
- Indicate if the document has been provided to the master of the ship
- Add an attachment with a size under 1.5Mb

Supporting Material

Category

Inspection Supporting Material

Type

Document
Rectification Action Plan
Picture

Acceptance date

Delivered to master

Observations

Add Attachment

Name

Creation Date

Size

Type

Save Cancel Reset

Supporting Material

Category

Inspection Supporting Material

Type

Document

Acceptance date

23/01/2020

Delivered to master

☐

Observations

text

Add Attachment

Name

Creation Date

Size

Type

Save Cancel Reset

Finish by save button

2.12 Inspection operations

At this stage and tab, you are near the end of the reporting before to submit it to validation.

In this tab, 2 important actions can be done:

- Generate the report
- Set a detention without detainable deficiencies

Inspection operations actions

PSCO must generated a report with the possibility to have one for the master (if a paper version needs to be signed).

From Action button, then click on Generate

Report	Comments
Inspection Reports	PSC Inspection Report, CIC questionnaire(s)
Detention Notice	
ILO Inspection Report	Dedicated Inspection Report for MLC deficiencies, complaints and detentions

Detention without detainable deficiencies

Detention: No detention without detainable deficiencies recorded

Buttons: [Edit]

Some errors (in red) or warning (in yellow) can be appearing...

Quality Control List

- ❗ Ship Particulars are not validated.
- ❗ Inspection report must be generated.
- ⚠ More detailed inspection with no Operational Controls reported. See Inspection Particulars.
- ⚠ No DOC/SMC certificates recorded but ISM Company number is recorded.
- ⚠ All reported deficiencies (detainable and non-detainable) shall include Convention Reference

[Close]

Error must be corrected to allow to generate the inspection report.




If warning remains, you must acquit the message to continue

Generate Inspection Report

The inspection result contains warnings in the Quality Control list. Do you want to continue?

[Yes] [No]

- At the end, a file will be created and download on your computer
 - => PSCInspectionReport-9990003-20200122-v1.zip ,
 - the name is composed with the IMO number of the ship, the date of first boarding and the release number of the report.
 - In case of CIC recorded the compressed file include also the survey recorded.

PSCInspectionReport-9990003-20200122-v1.zip						
 Name	Type	Modified	Size	Ratio	Packed	
<input type="checkbox"/>  PSCInspectionReport-9990003-20200122-v1.pdf	Adobe Acrobat Document	23/01/2020 14:41	48,8...	18%	40,126	
<input type="checkbox"/>  CIC-Maritime Security-v1.pdf	Adobe Acrobat Document	23/01/2020 14:41	163,...	2%	159,9...	

Detention without detainable deficiencies

PSCO can record a detention even if no deficiency ground for detention has been reported.

After click on the edit button, then tip the box and add a comment, Finish by save

Detention without detainable deficiencies

Detention No detention without detainable deficiencies recorded

[Edit](#)



Detention

☒ Ship detained without detainable deficiencies

Additional Information This a test to set a detention without deficiency

[Save](#) [Cancel](#)

Back to Inspection list [Print Inspection Result](#) [Submit](#) [Delete](#)

IMO	9990003	Name	DZ BLUE 03	Flag state/Registry	 Belize	Ben Status
Inspection status	Inspected	Report status	Incomplete	Priority at first visit	Priority II	
Alert				Priority reasons		

Ship is Detained

Particulars Ship data Certificates Manning Deficiencies Outstanding deficiencies CIC Messages Sampling Documents **Inspection Operations**

Inspection Operations

Actions	Report	Comments
Actions	Inspection Reports	PSC Inspection Report, CIC questionnaire(s)
Actions	Detention Notice	
Actions	ILO Inspection Report	Dedicated Inspection Report for MLC deficiencies, complaints and detentions

Detention without detainable deficiencies

Detention Ship detained without detainable deficiencies

Additional Information This a test to set a detention without deficiency

[Save](#)

You must generate a new version of the inspection report.

2.13 Submit the report of the inspection to validation

Click on the Submit button on the right upper side

The screenshot shows the 'Inspection Portlet' interface. At the top, there is a navigation bar with tabs: Homepage, Ship, Port Calls, Allocation, Inspection (active), Ban, Overview situation, Internal Messages, and Documents. Below the navigation bar, the portlet title is 'Inspection Portlet (1.0.0@01.12.2019_13:28)'. On the right side, there are three buttons: 'Print Inspection Report', 'Submit' (circled in green), and 'Delete'. The main content area displays inspection details for ship 'DZ BLUE 03' (IMO 9990003, Flag state/Registry Belize). The 'Inspection status' is 'Inspected' and 'Report status' is 'Incomplete'. Below this, there is a 'Ship is Detained' notification. At the bottom, there is a tabbed interface with 'Inspection Operations' selected, showing a table with columns 'Report' and 'Comments'. The table lists 'Inspection Reports', 'Detention Notice', and 'ILO Inspection Report'. Below the table, there is a section 'Detention without detainable deficiencies' with a table showing 'Detention' and 'Additional Information'.

Manage the errors, warnings and others notification then confirm you want to submit the inspection report.

The screenshot shows a 'Quality Control List' dialog box. It contains several warning messages: 'More detailed inspection with no Operational Controls reported. See Inspection Particulars.', 'No DOC/SMC certificates recorded but ISM Company number is recorded.', 'All reported deficiencies (detainable and non-detainable) shall include Convention Reference', 'Ship is detained without ground for detention deficiencies.', and 'There is only one visit for this inspection. The duration of detention will be set to 1 (one) day.' At the bottom right, there are two buttons: 'Submit' and 'Close'. A green arrow points from the 'Submit' button in the dialog box to the 'Submit' button in the main interface screenshot above.

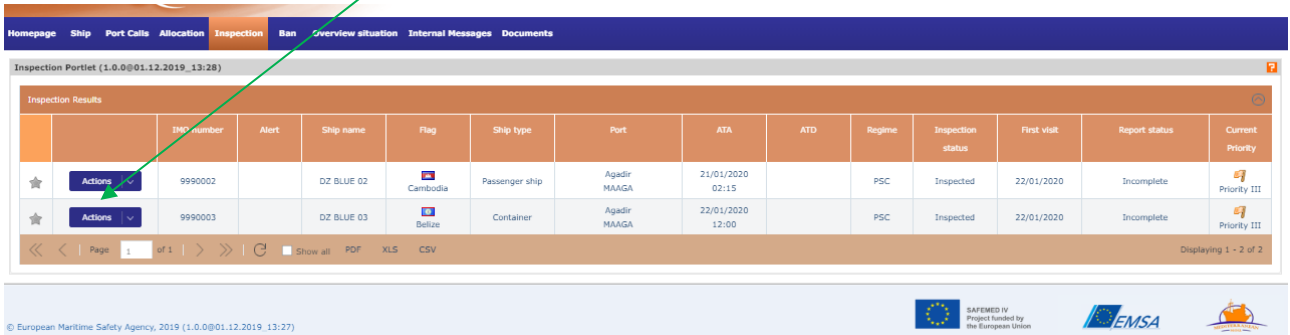
If warning remains, you must acquit the message to continue

The screenshot shows a 'Generate Inspection Report' dialog box. It contains the message: 'The inspection result contains warnings in the Quality Control list. Do you want to continue?'. At the bottom, there are two buttons: 'Yes' and 'No'. A green arrow points from the 'Yes' button in this dialog box to the 'Submit' button in the main interface screenshot above.

2.14 Validation of the inspection

According to your profile, you are allowed to validate a inspection. The process is the same as submit.

Select the inspection from Inspection tab



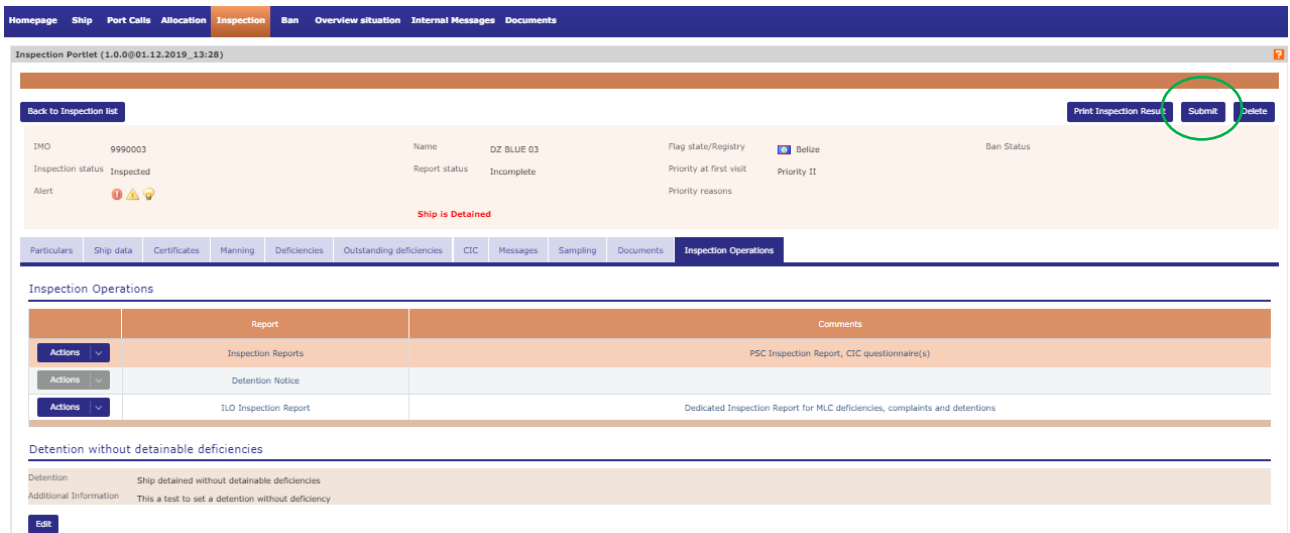
Inspection Portlet (1.0.0@01.12.2019_13:28)

	IMO number	Alert	Ship name	Flag	Ship type	Port	ATA	ATD	Regime	Inspection status	First visit	Report status	Current Priority
★ Actions	9990002		DZ BLUE 02		Passenger ship	Agadir MAAGA	21/01/2020 02:15		PSC	Inspected	22/01/2020	Incomplete	Priority III
★ Actions	9990003		DZ BLUE 03		Container	Agadir MAAGA	22/01/2020 12:00		PSC	Inspected	22/01/2020	Incomplete	Priority III

Page 1 of 1 | Show all | PDF | XLS | CSV | Displaying 1 - 2 of 2

© European Maritime Safety Agency, 2019 (1.0.0@01.12.2019_13:27)

Then click on validation button



Inspection Portlet (1.0.0@01.12.2019_13:28)

Back to Inspection list | [Print Inspection Results](#) | [Submit](#) | [Delete](#)

IMO: 9990003 | Name: DZ BLUE 03 | Flag state/Registry: Belize | Ban Status:
 Inspection status: Inspected | Report status: Incomplete | Priority at first visit: Priority II | Priority reasons:
 Alert:

Ship is Detained

Particulars | Ship data | Certificates | Manning | Deficiencies | Outstanding deficiencies | CIC | Messages | Sampling | Documents | **Inspection Operations**

Inspection Operations

	Report	Comments
Actions	Inspection Reports	PSC Inspection Report, CIC questionnaire(s)
Actions	Detention Notice	
Actions	ILO Inspection Report	Dedicated Inspection Report for MLC deficiencies, complaints and detentions

Detention without detainable deficiencies

Detention: Ship detained without detainable deficiencies
 Additional Information: This a test to set a detention without deficiency
[Edit](#)

Manage the warnings and finish by accept on the notification that inspection will be published.

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