OCIMF

OIL COMPANIES INTERNATIONAL MARINE FORUM

Offshore Vessels Information Database (OVID) Programme.

Offshore Vessel Particulars Questionnaire

Participant Application

OVPQ APPLICATION

To: OIL COMPANIES INTERNATIONAL MARINE FORUM ("OCIMF")

I.   <u>OCIMF</u>

OCIMF is a voluntary association of oil companies whose purpose is to engage in scientific, literary, educational or any other social or useful activities with respect to matters of mutual concern relating primarily to the protection of the marine environment and the promotion of safety in marine operations. It represents its members before intergovernmental, governmental and other organisations OCIMF is incorporated in Bermuda with a branch office in London. The current membership of OCIMF embraces 112 companies and groups world-wide.

II.   <u>OCIMF VESSEL INSPECTION REPORT (OVID) PROGRAMME</u>
Programme

OCIMF has established a program ("Programme") whereby OVID report submitters submit their vessel inspection reports ("Reports" or "Report") to OCIMF for OCIMF's distribution to OVID report submitters (referred to herein as "Programme Recipients"). The Programme[1] to which this Application relates is the latest **<u>revision</u>** of the Vessel Inspection (OVID) Report Programme introduced by OCIMF in 2010.

Participation in the Programme, as either an inspecting OVID report submitter or as a Programme Recipient, is strictly voluntary and each Programme Recipient determines independently how to evaluate the information contained in Reports received under the Programme.

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[1] The Programme covers the inspection of Offshore support vessels only.

Uniform Vessel Inspection Procedure

The Programme requires that participating OVID report submitters follow a Uniform Vessel Inspection Procedure. This procedure includes two elements i.e., an Inspection Element and a Report Element. The **Inspection Element** consists of a detailed Offshore Vessel Inspection Questionnaire (OVIQ) document (2015 2nd Edition) which has Key Questions dealing with safety and pollution prevention which the participating OVID report submitters' vessel Inspector *must* (with certain exceptions) answer.[2] These Questions are, in most cases, accompanied by guidance notes to aid vessel Inspector response to the Questions. The OVIQ must be converted into, and be answered in, electronic form. This will require the combined use of a computer and specialised OCIMF software. The **Report Element** is in abbreviated form and consists of an electronic conversion of the vessel Inspector OVIQ responses into a uniform Report format.

Vessel Operator Report Involvement

OVID report submitters input their Inspector's electronic OVIQ response into an automated central Computer System ("OVID System") in OCIMF's hosted computers. Upon receipt in the OVID System, the OVIQ response is automatically converted into an electronic Report in the required uniform format and then electronically stored in the System. Under the Programme, the vessel/ unit operator ("Operator") of the vessel which is the subject of a Report is given an electronic copy of the Report[3] by the OVID report submitter (by email, courier or facsimile) and afforded the opportunity to give two electronic comment responses on the Report to both the inspecting OVID report submitter and to OCIMF. Any Operator comment on the Reports must be sent to the OVID report submitter submitting the Report and to OCIMF's OVID computerised system. Upon receipt at OCIMF's computerised system Operator comments are stored in electronic form in the OVID System.

Operators should have a full (blank) copy of the OVIQ document so that the Operator can interpret the Report. Participating OVID report submitters are required to insure that Operators have this OVIQ document at the time the Reports are submitted to them. Like the Operators, Programme Recipients need this same document to decipher Reports.

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[2] Some of the Questions are supplemental and need be answered only if the vessel is of a certain type.

[3] The OVID report submitter will have the ability (outside the OVID System) to convert the electronic Inspector OVIQ response into a paper Report in the required uniform format.

Operator report response Function
The Reports (i.e., the electronic OVIQ responses) should be added by the Operator logging into the OVID web site and looking within their index area. The status of the report will be available and may indicate 'Awaiting operator response'. Operators have the opportunity to respond twice only to a report. It is recommended that upon an observation the first comment should indicate any actions, the second, 'a closing out' procedure.

Programme Output
Reports and Operator comments are made available to Programme Recipients in electronic form, only.

Programme Index
The OVID System also creates and feeds a computerised Index giving information about the Reports and any Operator comments received under the Programme.

III. **OFFSHORE VESSEL PARTICULARS QUESTIONNAIRE (OVPQ)**

OVPQ
OCIMF has published an Offshore Vessel Particulars Questionnaire which asks over 700 separate questions about vessel particulars and required or customary on board documents of a permanent or semi-permanent nature, primarily related to safety and pollution prevention. This document is separate and apart from the above discussed Offshore Vessel Inspection Questionnaire (OVIQ).

OVPQ and the Programme
The requirement to complete the OVPQ element will be dependent on the individual requirements of the OCIMF member concerned. When used in conjunction with the Programme, this Questionnaire is to be answered by the Operator and then sent to the OVID System. The Questionnaire, however, must be so answered and sent in electronic form. This will require a computer and specialised OCIMF software. The software will allow a printout of the OVPQ response. OCIMF will make the software available to Operators free of charge. OCIMF will not provide a computer.

The Operator may electronically transmit an OVPQ Response directly to the OVID System if the Operator has internet connection. If this is done, the OVPQ Response will enter the OVID System automatically.

Once entered into the OVID System, the OVPQ response will be made available (in electronic form only) to Programme Recipients. *The OVID System Index will identify all OVPQ responses on file in the System.*

To best complement an inspection under the Programme, a completed and current OVPQ response (in either electronic or paper form) should be on board at the time of a vessel inspection and have been sent (as above described) to the OVID System for inclusion in the Programme.

Once a OVPQ response is received into the OVID System, there should be no need for an Operator to make any further OVPQ transmission to the System except to correct or keep current previously submitted OVPQ information.

When used, as above described in connection with the Programme, the OVPQ has two main functions;

(1)   to assist the vessel Inspector by having at hand completed and up to date basic vessel information which the Inspector may need during the inspection -thus allowing the Inspector to better utilise inspection time on board; and

(2)   to assist the OCIMF inspecting Member and Programme Recipients in their individual and separate overall evaluations of the vessel.

While the availability of a completed and current OVPQ in connection with a Report to be submitted under the Programme is not mandatory, it is suggested that its availability as just described will enhance the utility of sucha Report to the Programme Recipients.

IV.   **DISCLAIMER**

OCIMF DOES NOT WARRANT OPERATOR IDENTITY AND IS NOT RESPONSIBLE FOR THE CHOICE OF VESSELS INSPECTED, THE INSPECTORS CHOSEN, THE PERFORMANCE OF THE INSPECTIONS OR THE CONTENT OF THE REPORTS, OPERATOR COMMENTS AND/OR OVPQ RESPONSES DISTRIBUTED UNDER THE PROGRAMME. OCIMF IS INVOLVED ONLY IN THE RECEIPT, ORGANISATION AND DISTRIBUTION OF THE FOREGOING PROGRAMME OUTPUT. OCIMF DOES NOT REVIEW OR EVALUATE SUCH OUTPUT AND EXPRESSES NO OPINION CONCERNING ITS ACCURACY.

V.   <u>**APPLICANT / VESSEL(S)**</u>

The *Undersigned* hereby applies for the right to submit OVPQ Response(s) to the OVID System under the Programme in respect of vessel(s) of which the Applicant is the Operator and which are identified in ATTACHMENT "A" hereto. ***The term "Operator" as used herein shall mean that person or entity which exercises day to day operational control of, and responsibility for, a vessel. The registered owner may or may not be the "Operator" of a vessel.***

If this Application is signed on behalf of OCIMF and returned to the Applicant, Applicant agrees to be bound by the terms and conditions set forth in VII of this Application.

VI.   <u>**APPLICANT INFORMATION**</u>

Applicant's

1. Full Name _____

2. Country of Incorporation _____

3. Address _____

4. Telephone #_____

5. Facsimile #_____

6. E-mail_____

7. Contact Person_____

VII.   <u>**PARTICIPATION TERMS AND CONDITIONS**</u>

Applicant agrees that the following terms and conditions shall apply to its OVPQ participation in the Programme.

1. (a) Applicant shall have OVPQ Response access to the OVID System only if OCIMF accepts the within Application and only in accordance with the terms and conditions of this Section VII.

   (b) OVPQ Response access to the OVID System shall only be available through the use of a Registration Number, and Login Password given by OCIMF to Applicant in accordance with Section X hereof. Applicant shall keep such Registration Number and strictly confidential within Applicant's internal organisation and not disclose same, either orally, electronically or in writing, to *any* third party.

(c) The Operator is responsible for ensuring that their Vessel registration entries in the OVID programme are kept up to date. If the Applicant so notifies vessel registration in the OVID system or OCIMF otherwise determines that Applicant is not the Operator of any such vessel(s), it is understood and agreed that the OVID System will no longer accept OVPQ Response on the involved vessel(s) from the Applicant.

2.   Applicant is free to submit or not submit OVPQ Response(s) to the OVID System. It is anticipated, however, that Applicant, once having transmitted a OVPQ Response to the OVID System, will further transmit any corrections or changes to OVPQ information on file in the System in order to ensure that the OVPQ information in the OVID System is kept complete and up to date.

3.   *Applicant*

   (i) *represents and warrants that it has been duly authorised by the registered owner(s) of each of the vessel(s) to record the vessel in the OVID website vessel registration area and has otherwise taken all necessary corporate or other action, to execute and deliver this Application and to take the OVPQ actions contemplated herein.*

   (ii) *further represents and warrants that the information given in Sections V and VI of this Application is accurate and that the information given in any OVPQ Response submitted to the OVID System under the Programme will be accurate.*

   (iii) *accepts, without qualification, the disclaimer set forth in Section IV of this Application.*

4.   OCIMF shall provide to Applicant software which will allow the OVPQ to be converted into, and be answered in, electronic form, and, thus, permit an Applicant OVPQ Response to be capable of entry into the OVID System. This software shall be so provided free of charge. Applicant agrees to abide by OCIMF restrictions on the use of such software. Applicant shall bear all other hardware/software costs and interface expenses required for a OVPQ Response to gain entry to the OVID System. The hardware required should normally be a suitable computer and the interface expense should be the expense of electronic transmission of OVPQ Response from the Operator to the OVID System.(See Section III, above)

5.   Applicant agrees that neither OCIMF, nor any present or future Programme Recipient or OVID report submitter nor any directors, officers employees or agents of any of the foregoing shall hold any liability

whatsoever for any delay, failure or breakdown in the OVID System, no matter what the cause of such delay, failure and/or breakdown, even if same be caused by a lack of care.

6.   Applicant agrees that Applicant's OVPQ Response submitted to the OVID System, including any OVPQ Response updates, may be listed on the System's Index and be transmitted to Programme Recipients under the Programme and that neither OCIMF nor any of the other non-Applicant parties described in paragraph 5 of this section VII shall hold any liability to Applicant or the registered owner of the vessel involved, arising from the entry of the OVPQ Response into the OVID System and/or its distribution under the Programme.

7.   OCIMF shall have the right, at any time, and for any reason, in its sole discretion, to terminate the Programme or the OVPQ element of the Programme, with or without notice to Applicant or any other party having an interest in, or connected with, the vessel(s) identified in the Operators OVID website vessel registration area. In addition to Applicant's rights under paragraph 2 of this Section VII, Applicant may, at any time and for any reason in its sole discretion, officially withdraw from participation in the Programme by giving written notice to OCIMF at the address shown in Section VIII of this Application.

8.   Applicant may not assign, in whole or part, to another its right to participate in the Programme.

9.   This Section VII sets forth the sole terms and conditions governing Applicant's participation in the Programme and such terms and conditions may not be changed except in writing signed by OCIMF and the Applicant.

10.   The terms and conditions specified in Paragraphs 1 through 9 of this Section VII shall be construed and take effect in accordance with the Law of England and the High Court in London shall have exclusive jurisdiction over any dispute arising therefrom.

VIII.   <u>Questions</u>

Any questions should be addressed to The OCIMF Programme Manager, c/o Oil Companies International Marine Forum at, 29 Queen Anne's Gate London SW1H 9BU, telephone +44-(0)20-7654-1229, e-mail: OVID@ocimf.org or such other address and telephone/fax numbers as OCIMF may hereafter designate.

ATTACHMENT A