Guidance on the IMCA eCMID System
The International Marine Contractors Association (IMCA) is the international trade association representing offshore, marine and underwater engineering companies.

IMCA promotes improvements in quality, health, safety, environmental and technical standards through the publication of information notes, codes of practice and by other appropriate means.

Members are self-regulating through the adoption of IMCA guidelines as appropriate. They commit to act as responsible members by following relevant guidelines and being willing to be audited against compliance with them by their clients.

There are five core committees that relate to all members:
- Competence & Training
- Contracts & Insurance
- Health, Safety, Security & Environment
- Lifting & Rigging
- Marine Policy & Regulatory Affairs

The Association is organised through four distinct divisions, each covering a specific area of members’ interests – Diving, Marine, Offshore Survey and Remote Systems & ROV.

There are also five regions which facilitate work on issues affecting members in their local geographic area – Asia-Pacific, Europe & Africa, Middle East & India, North America and South America.

IMCA M 167 Rev. 3

This document sets out comprehensive guidance on the eCMID System for vessel inspection, including purpose, format and policy. Practical user guides to eCMID website and application functionality have been removed and are available separately online.

www.imcaecmid.com

If you have any comments on this document, please click the feedback button below:

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<tr>
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<tr>
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The information contained herein is given for guidance only and endeavours to reflect best industry practice. For the avoidance of doubt no legal liability shall attach to any guidance and/or recommendation and/or statement herein contained.
Guidance on the IMCA eCMID System

IMCA M 167 Rev. 3 – October 2018

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I System Overview

1.1 Purpose

The IMCA eCMID system provides the marine and offshore industry with standardised formats for vessel inspection. It offers a safety management system (SMS) ‘health check’ and can help improve the quality and consistency of inspections, as well as reducing the frequency of inspections on individual vessels through the adoption of a commonly recognised inspection process.

In this document the terms “eCMID system” and “eCMID database” include the use of both the eCMID and eMISW inspection formats (see section 2).

The aim is to provide a tool that delivers a holistic SMS assessment. The eCMID system is aligned to the International Safety Management (ISM) Code for Ships and follows the principles of ISO 19011 – Guidance for the auditing of management systems. An eCMID inspection assesses a vessel’s operational safety status by examining the SMS as implemented onboard. This includes observations regarding the vessel’s integrity, the safety of personnel, and compliance with environmental protection requirements. As with all such audits, the eCMID process can only provide a ‘snapshot’ of the state of the vessel and it must be recognised that inspectors can only report on what they find during the inspection.

The eCMID is intended as an SMS assessment tool – not a suitability-for-task assessment, which is the product of client expectations/requirements and the capability of the vessel to deliver against these.

The inspection should be completed by a competent and independent third-party who understands and is familiar with the type of vessel being inspected. The inspector must be an accredited vessel inspector (AVI) with in-date accreditation (see section 3).

Completed inspection reports are available, at vessel operators’ discretion, to all those with a justifiable requirement to confirm a vessel’s safety and environmental integrity status. A new client should generally check for an existing current report before commissioning a new inspection. Existence of a previous report does not necessarily remove the need for an updated inspection of the vessel, even if it is less than 12 months old, but it should at least be taken into consideration when assessing the degree/extent of any further inspection requirement. If the latest report is over 12 months old, a new inspection should be conducted.

The eCMID is designed to be a ‘live’ document, which the crew can use to prepare for an inspection and subsequently. By keeping it updated, they can ensure that safety and environmental management system integrity is sustained, and administrative work required at subsequent inspections is minimised.

1.2 IMCA-Recognised Reports

Only reports available in the online eCMID database at www.imcaecmid.com, which will have been prepared and uploaded by an AVI, are recognised as valid eCMID or eMISW reports by IMCA.

Copyright of the inspection templates belongs to IMCA and the question sets must not be copied for use outside the eCMID system. Blank PDF/paper copies of the CMID and MISW have been withdrawn and will not be available for Issue 11 and later of the eCMID nor Issue 4 and later of the eMISW.

PDF and paper copies produced from the online eCMID database will bear an appropriate watermark showing their draft or live status. Their validity can be verified by logging in to the website and requesting access to the online version, which will include any subsequent operator comments.

Reports within the eCMID database undertaken by non-accredited inspectors during 2017, when the AVI system was still in its implementation phase and competent inspectors’ applications may still have been under review, remain valid and recognised by IMCA until their expiry during 2018.

1.3 Online System

The online eCMID system comprises two elements:

♦ The eCMID website – www.imcaecmid.com – and the online database behind it, which holds company, user, vessel and report data;

♦ The eCMID application, which is used by inspectors to carry out the inspection and upload into the online database.
1.4 System Users

The eCMID system accepts registrations from four user types. All user types can request access to existing inspection reports.

- **Vessel operator** – including vessel owners and operators of third-party owned vessels. This account type is able to add and manage vessel data, to review and comment on uploaded inspections and to control access to published inspection reports.

  Operators can also act as clients, both for the situation where they charter a third-party vessel and to enable them to commission independent inspections as part of their own internal SMS assurance processes.

- **Inspection company** – including freelance/sole trader inspectors and larger inspection companies. This account type provides access to the eCMID application, which is used to download inspection templates, prepare and upload inspection reports.

  This category is also used to register consultancies, which offer related services, although they will not be able to upload into the database without users gaining AVI status.

- **Client** – all clients requiring eCMID/eMISW inspections should register for free with the eCMID system, as only reports uploaded into the online database are recognised as valid by IMCA. They can then be identified in the inspection application, notified of report availability and provided with access to other reports in the database where approved to do so by the vessel operator.

- **Industry organisation** – bodies such as classification societies, shipping associations and regulatory authorities can register to gain access to inspection reports of vessels of interest to them.

1.5 Control of Data

Once uploaded by an inspector, inspection reports and their underlying data are controlled by the vessel operator (see section 5).

It may be that an inspection is commissioned by a third-party client. Even so, that data will be controlled by the vessel operator regardless of which party has funded the inspection and upload. All users benefit from the shared system – clients may access multiple reports commissioned by others on vessels from a variety of operators with no further payment required. Clients are identified in inspection reports, which publicises their contribution to the wider eCMID system.

For the avoidance of doubt, uploaded reports may be passed by the vessel operator to other parties in pdf format, for use in the marine assurance process.

The eCMID system itself, including inspection template content, database structure, website and software functionality, are the intellectual property of IMCA.

Further details are set out in the terms and conditions of use and the privacy policy, as updated from time to time, as available on the eCMID website.

1.6 Funding and Fees

Company/user registration and access to published report data is available to all users free of charge.

To cover the costs of hosting, maintaining, supporting and developing the eCMID system, a nominal charge is required for adding new inspection reports to the database. Fee levels are published on the eCMID website. Fees levied from the upload of reports are re-invested in the eCMID system.

1.7 System Oversight

The IMCA Marine eCMID Committee, comprising representatives from industry covering all user categories plus IMCA and International Institute of Marine Surveying (IIMS) staff, oversees the operation of the eCMID system, subject to direction from IMCA’s Board and senior management. The committee reviews the system’s operation, recommends policy improvements and regularly reviews and updates the eCMID and eMISW inspection formats and question sets to reflect industry and regulatory developments and user feedback.
2 Inspection Types

The eCMID system includes two inspection formats, with indicative usage cases below. However, it is for the vessel operator, client and inspector to agree the most appropriate format for each circumstance.

2.1 eCMID – Common Marine Inspection Document – IMCA M 149

This document should be used as a basis for inspecting any type of vessel of 500gt and more, and/or 24m or more in length.

AVI accreditation with ‘eCMID General’ endorsement is required to be able to perform eCMID inspections.

The following 16 supplements, based on vessel type and/or operation, are currently available and should be selected where relevant to a vessel. Additional accreditation is required by inspectors for certain supplements, as shown:

<table>
<thead>
<tr>
<th>Supplement</th>
<th>Type of accreditation required</th>
</tr>
</thead>
<tbody>
<tr>
<td>LNG OSV</td>
<td>LNG fuelled vessels</td>
</tr>
<tr>
<td>Jack-up vessels</td>
<td>Jack-up vessels</td>
</tr>
<tr>
<td>Heavy lift vessels</td>
<td>eCMID General</td>
</tr>
<tr>
<td>DP vessels</td>
<td>DP vessels</td>
</tr>
<tr>
<td>Pipe and cable laying vessels</td>
<td>Pipe and cable laying vessels</td>
</tr>
<tr>
<td>Anchor handling vessels</td>
<td>eCMID General</td>
</tr>
<tr>
<td>Offshore supply vessels (OSV)</td>
<td>eCMID General</td>
</tr>
<tr>
<td>Standby vessels (emergency response rescue vessels)</td>
<td>eCMID General</td>
</tr>
<tr>
<td>Survey vessels</td>
<td>eCMID General</td>
</tr>
<tr>
<td>Diving support vessels</td>
<td>eCMID General</td>
</tr>
<tr>
<td>AUV and ROV vessels</td>
<td>eCMID General</td>
</tr>
<tr>
<td>Helicopter operations</td>
<td>eCMID General</td>
</tr>
<tr>
<td>Accommodation vessels</td>
<td>eCMID General</td>
</tr>
<tr>
<td>Oil recovery vessels</td>
<td>eCMID General</td>
</tr>
<tr>
<td>Barges (non self-propelled)</td>
<td>eCMID General</td>
</tr>
<tr>
<td>Gravel discharge, dredgers and trenching</td>
<td>eCMID General</td>
</tr>
<tr>
<td>Vessel reactivation from lay-up</td>
<td>eCMID General</td>
</tr>
</tbody>
</table>

2.2 eMISW – Marine Inspection for Small Workboats – IMCA M 189

This document may be used as a basis for inspecting any vessel less than 500 gross tonnage and/or less than 24m – vessels which are, therefore, not required to comply with the ISM or the International Ship and Port Facility Security (ISPS) codes, although the principles outlined within the two codes are worth following.

In this document, ‘small workboat’ means a small vessel in commercial use for purpose other than sport or pleasure, including a dedicated pilot vessel. These small workboats could be used for various appropriate tasks such as inshore survey, repair of remote equipment, shallow water air dive support, construction support, dredgers and personnel transfer.

AVI accreditation with eMISW endorsement is required to be able to perform eMISW inspections.

The following five supplements, based on vessel type and/or operation, are currently available and should be selected where relevant to a vessel:

<table>
<thead>
<tr>
<th>Supplement</th>
<th>eMISW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dynamic positioning</td>
<td>eMISW</td>
</tr>
<tr>
<td>Towing</td>
<td>eMISW</td>
</tr>
<tr>
<td>Diving</td>
<td>eMISW</td>
</tr>
<tr>
<td>Anchor handling</td>
<td>eMISW</td>
</tr>
<tr>
<td>-----------------</td>
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</tr>
<tr>
<td>Barges (non self-propelled)</td>
<td>eMISW</td>
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</tbody>
</table>
3 Inspector Competence and Accreditation

3.1 IMCA Policy

Inspector competence is a key part of delivering a consistently good eCMID or eMISW inspection report. To ensure sufficient levels of competence and current experience in vessel inspection, as agreed by the industry, IMCA requires those preparing eCMID and eMISW reports to hold AVI status for the inspection type undertaken (see 3.2).

Only those with relevant AVI certification (including holding additional supplementary accreditation for certain vessel types) are able to upload reports into the eCMID database. Only those reports uploaded into the database are recognised as valid by IMCA (see 1.2).

3.2 Accredited Vessel Inspector (AVI) Scheme

IMCA recognises the AVI scheme operated by the Marine Surveying Academy (MSA) of the IIMS. The scheme provides assurance that AVIs are suitably qualified and experienced personnel (SQEP) for inspecting the categories of vessel for which they are endorsed.

IMCA and IIMS recognise that professional inspectors reach competency via different career paths and that objective evidence of competence may take various forms. The assessment criteria are designed to be as flexible as reasonably possible, while retaining credibility and effectiveness as an assurance process.

Full information on the accreditation process and assessment criteria, together with a searchable directory of current AVIs, is available at www.ecmidvesselinspectors.com.

The scheme was developed in conjunction with IMCA and the two organisations work closely to review and update accreditation requirements and training provision as required.

3.3 Trainee Status and Supervision

Trainee AVIs (those individuals working towards accreditation) may use the database and perform vessel inspections, as long as they are supervised during the inspection (i.e. on the vessel) by an accredited inspector, which will assist them in achieving the minimum number of inspections required for their accreditation application. It is not sufficient for an AVI to review a trainee’s draft report without having accompanied them during the inspection.

Similarly, inspectors holding AVI status but whose certification is not endorsed for those supplements requiring additional accreditation will need to be supervised during all relevant parts of the inspection by an AVI holding the necessary endorsements. As an example, where accreditation does not yet cover the dynamic positioning (DP) supplement, the supervisor should be present throughout the entire inspection, as complex DP systems are linked into all aspects of the vessel and its operations.
4 Inspection Process

The inspection should adhere to a recognised standard for auditing/inspection, such as ISO 19011 – Guidelines for auditing management systems.

The inspector should confirm, through the inspection process, that shore-based management has demonstrated a satisfactory commitment to the vessel’s health, safety and environmental issues. This should be achieved through observation and discussion with the vessel’s crew on relevant matters.

Legend:
- Client
- Vessel operator
- Inspector

Optional: Advanced draft (watermarked) PDF to client
4.1 **Vessel Registration and Initial Data**

A vessel needs to be registered on the eCMID system before an inspection is commenced, as this makes available a tailored inspection template with all available data pre-filled.

When adding a new vessel, the vessel operator (administrators only) is required to provide certain information, such as name, International Maritime Organization (IMO) number, vessel type(s) and inspection type(s):

- For vessels not requiring an IMO number, an 'eCMID substitute' or 'IMO Replacement' identifier can be provided by the eCMID Helpdesk. It should be noted that this is not an IMO number but is only a unique identification number for eCMID database operational purposes.
- All relevant vessel types (and operational modes) applicable to the vessel in order that future inspections cover all required elements via the report supplements.
- Most vessels can be clearly categorised as appropriate for either eCMID or eMISW inspection. The choice made in the vessel details will determine which inspection template(s) is/are available to inspectors in the eCMID application (and thus which inspectors will be able to carry out the inspection). In limited cases, it may be appropriate to offer both options, in which case the decision about which type of inspection is required is agreed between the client and vessel operator on a case-by-case basis.

While not mandatory, vessel operators are strongly encouraged to complete the 'Vessel Particulars', 'Index of Certificates' and 'Crew Qualifications' sections via the eCMID website. This helps ensure that the vessel crew are prepared ahead of the inspection, and that time is not wasted during the inspection locating such information for the first time (although the inspector will need to verify this data during the inspection). Vessel operators may find it helpful to keep this information regularly updated.

4.2 **Downloading the Inspection Template**

The latest version of the eCMID application, which is used for downloading the inspection template, completing and uploading the report, will need to be downloaded by the inspector. They should also ensure that their eCMID account email address is held on file by the MSA so that AVI data is live upon login.

The inspector should log in to the application and download the inspection template prior to departing for the vessel, as internet access is required at this stage. This process involves selecting the operator, vessel, inspection type and client, following which the application will download the latest question set together with any data entered by the operator in the 'Vessel Particulars', 'Index of Certificates' and 'Crew Qualifications' sections.

4.3 **Preparing for the Inspection**

The inspection should be planned and undertaken in liaison with the vessel operator to maximise the availability of resources and to minimise disruption to ongoing activities. Sufficient flexibility should be built into the programme to reflect changing operational demands.

Wherever possible the inspector should discuss the following in advance with the vessel operator:

- The timing and programme (opening meeting, scope of inspection and closing meeting);
- Approximate duration and format of the inspection;
- The personnel expected to be made available – during the inspection, crew members from all departments should be talked to, e.g. able-bodied seamen (ABs), engine room staff and catering staff, etc. Appropriate entries should be made in the relevant section of the report;
- Documentation expected to be available for inspection (including any previous inspection reports);
- Requirements to observe operating plant, equipment or drills.

The inspector should be accompanied by vessel personnel familiar with the area being inspected whenever possible, such as the Master for certification and crewing, the Chief Engineer for the engine room, the Chief Officer for the deck, the 2nd Mate for the bridge and navigation, the Chief Cook/Camp
Boss for the galley, etc. Appropriate personal protective equipment (PPE) should be worn at all times and the inspector should be given all necessary safety information before commencing the inspection.

4.4 Carrying Out the Inspection

4.4.1 Inspection Details and Summary

The inspector should record the location of the inspection and a note of the operations underway at the time of the inspection.

The report can be customised with company logo, disclaimer text and a cover photograph.

The summary section should be completed last. This area also provides an opportunity to add comments on areas not specifically covered in the question sets. The addition of such comments is not mandatory and, where included, such comments do not constitute ‘findings’; rather they provide information the inspector deems relevant to support the safety and environmental management system.

This part of the application also includes the ability to upload a washup meeting report (see 4.6).

4.4.2 Special Format Question Groups

In the ‘Vessel Particulars’ section, inspectors should endeavour to make an entry on every line. If there is no information available to make an entry, then this should be explained in the report.

In the ‘Index of Certificates’ section, if the vessel does not need a certificate (because it is non-SOLAS (International Convention for the Safety of Life at Sea), for example) then this should be stated.

Previous versions of the report required ‘Crew Qualifications’ to be recorded. However, it has been recognised that personnel may change vessels on such a frequency that this record may not be of significant value, unless requested by the client or needed by the vessel operator for their own purposes. Names and other identifying details have been removed for data protection purposes.

4.4.3 Standard Format Question Groups

All questions in the eCMID/eMISW templates are ‘closed’ questions that require an answer of ‘Yes’, ‘No’, ‘NA’ (not applicable) or ‘NS’ (not seen). For each question, explanatory comments may be added:

♦ Some responses require a comment, while for others these are optional – the inspector should use professional judgement to determine where a comment will add vital information or context.

♦ Some questions require a comment even when ‘Yes’ is recorded. Such comments provide greater detail, but do not appear as ‘findings or in the ‘additional comments’ section of the report.

♦ Where an inspector selects ‘Not Seen’ (NS) or ‘Not Applicable’ (NA), an explanatory comment must be entered, giving a valid reason for this selection.

The report should only include objective information supporting the selected response. The inspector should not make subjective comments on ways to resolve any non-conformance/shortcoming but may provide comments to highlight matters likely to cause a non-conformance in the immediate/near future, e.g. fire extinguishers being in-date on the day of inspection, but which are imminently due for re-testing.

Photographs taken during the inspection should be used to corroborate objective evidence in the report narrative. These should be annotated/labelled with information giving brief details about the photograph, i.e. what it is and, if appropriate, where it is.

Guidance is provided for some questions to aid the inspector in completing the report. However, this guidance is not exhaustive and is provided as a minimum level of guidance only. Inspectors should ensure that the guidance for each question is appropriately followed and suitable comments made in the comment box.

Where the question asks for the name of the designated person ashore (DPA), full name and contact details should be entered.

Where a question asks about the condition of equipment, a check of all items may not be possible, so the inspector will have to rely on crew comments, sample auditing and professional judgement. In such
cases, the opinion of the senior crew member should be taken as the official opinion on the matter. For machinery, this will be the Chief Engineer, for deck equipment the Chief Officer or the Master. A statement should be made along the following lines: “The Chief Engineer reported that all machinery was fully operational.” Avoid non-attributable statements such as, “It was reported that …”

4.5 Findings

IMCA strongly recommends that findings are not categorised, as this has a degree of subjectivity for which the inspector may not be deemed by vessel operator or client to be SQEP. The inspector’s task is to objectively record any findings which are identified during the inspection and not to become an assessor on behalf of the other parties. In this way, the inspector retains integrity as an impartial element in the assessment of SMS’s. Prejudicing this integrity is, in IMCA’s opinion, likely to compromise the inspector’s ability to gain confidence from all parties and therefore degrade their ability to complete the inspection in accordance with the principles of ISO 19011, upon which the inspection process is based.

Should the company giving the inspection instructions (either a vessel operator or a client) want findings to be categorised by the inspector, then this information should be provided in another document and not recorded in the eCMID. IMCA will not recognise or accept any responsibility for reports containing finding categorisations. If a report is identified with finding categories included, it will be removed from the database. A copy of the report will be sent to the vessel operator concerned and the inspector uploading may be suspended from using the system pending investigation.

The recommended course of action is for the parties involved to review the findings of the inspector and follow an agreed course of remedial action. It should be noted that Section 9 of the ISM Code provides guidance on the remedial action for non-conformance. The vessel operator may, of course, add comments to the report to indicate that findings have been rectified, resolved or otherwise dealt with in an appropriate fashion.

The list of findings will be created from those entered into the main body of the inspection report. There is an opportunity to add further comments at the end of each section; these should be comments for which the inspector considers add value to the report. The inspector may also use the additional comments field to add an additional photograph relating to another question in the section concerned. The option to add photos should be carefully managed and IMCA recommends that photography is used to back up a narrative rather than make the report an album of photographs.

4.6 Review with the Vessel Master

An inspector should discuss the findings with the vessel master (or their representative) before departure from the vessel and should provide a brief written summary of the results of the inspection.

Any comments from the master should be included in a ‘washup meeting’ report, for which a template is available. It is important that such comments are recorded, as this can save a lot of time when the report is subsequently made available for review by the vessel operator.

Regardless of who has commissioned the inspection, the inspector is providing the master of the vessel with an unbiased, objective assessment of the state of the vessel’s SMS and therefore has a critical role to play in improving safety onboard for all concerned.

4.7 Completion, Auditing and Upload

While the inspector can upload the inspection report directly for vessel operator review, it is generally recommended that the report be circulated internally within the inspection company for quality assurance purposes and as a good industry auditing practice. The eCMID application allows for this, including the ability for inspection companies to audit reports prepared by freelance inspectors, with a separate user guide available on this aspect.

Once completed, the inspection report can then be uploaded to the eCMID database. At this point, payment is required (a separate user guide is available on this aspect), following which the report is released for operator review (see 4.8).

The inspector can include an email address for notifying the client when the completed inspection is uploaded for approval by the vessel operator. This ensures that the inspector’s client knows that the
inspection company has completed its work. They may also provide advance access to the inspection report by exporting a PDF copy from the application, which will be watermarked with its draft status.

4.8 Operator Review and Publication

The designated vessel primary contact will receive an email advising that a new inspection report is ready for vessel operator comment before it is made available to view on the database. The vessel operator has 30 days to complete this review, following which the report will automatically become live on the database. Reminders will be sent to the vessel operator during this period.

After the report becomes ‘live’ on the system, the vessel operator can continue to add comments to the report during its period of validity (12 months from date of inspection). This could include updates on the rectification of any findings identified during the inspection. The report is presented for review in sections, making it easy for each part to be signed off.

Once a report is ‘live’, its availability will be visible to all eCMID system users. However, the vessel operator retains control over access to the report, able to approve or deny requests from third-parties and to assign access rights to other companies as required – see section 5.
5 Access to Inspection Reports

All vessel operators active in the eCMID system and their registered vessels are listed within the eCMID website and inspection application (login required).

Clients and other interested eCMID system users may request access from vessel operators to any vessel/inspection report of interest to them. Vessel operators may also assign access to a third-party without first requiring an access request to be made. It is for vessel operators alone to determine who may access the online inspection reports relating to their vessels.

A client will automatically be notified that an uploaded report has been made available to the vessel owner or operator for review. Until the owner or operator has reviewed and approved the report (or a 30-day period has passed since upload), it will not be visible to third-parties within the database, but the client may be provided with advance access via a PDF file exported from the eCMID application or website, which will bear an appropriate watermark.

eCMID and eMISW inspection reports are valid for a 12-month period, after which they will automatically cease to be available for downloading, except by the vessel operator. The operator may choose to extend availability beyond the expiry date, as they may still be of use (particularly for those preparing to undertake a new inspection) although such reports will be marked as expired.
6 Glossary

This section sets out key terms and abbreviations used in the eCMID and eMISW inspection templates.

6.1 Key Terms

Operator  The company or entity which exercises day to day operational control of, and responsibility for, a vessel/unit and, where applicable holds the Document of Compliance under which the vessel/unit is named. The registered owner of a vessel/unit may or may not be the operator.

Inspector  The person inspecting the vessel. The qualifications, technical knowledge, experience and competence of the person (or persons) performing the inspection should be appropriate to the type of vessel being inspected, with accreditation for the relevant inspection format and supplements being required (see section 3).

International voyage A voyage from a country to a port or place outside such country or the converse.

6.2 Abbreviations

AIS  Automatic identification system
ARPA  Automatic radar plotting aid
AVI  Accredited vessel inspector
BA  Breathing apparatus
CCTV  Closed circuit television
CMID  Common Marine Inspection Document
COLREG  Convention on International Regulations for Preventing Collisions at Sea
COSHH  Control of Substances Hazardous to Health
CSO  Company security officer
DP  Dynamic positioning
DPA  Designated person ashore
DPO  DP operator
DSC  Digital selective calling
EEBDs  Emergency breathing devices
eCMID  Electronic Common Marine Inspection Document
eMISW  Electronic Marine Inspection for Small Workboats
EPIRB  Emergency position indicating radio beacon
FFA  Firefighting apparatus
FMEA  Failure modes and effects analysis
FMECA  Failure modes and effects criticality analysis
FRC  Fast rescue craft
GMDSS  Global Maritime Distress and Safety System
GRT  Gross register tonnage
H&M  Hull and machinery
HAV  Hand arm vibration
HLO  Helicopter landing officer
HRU  Hydrostatic release unit
HV  High voltage
ICS  International Chamber of Shipping
IIMS  International Institute of Marine Surveying
IMCA  The International Marine Contractors Association
IMDG  International Maritime Dangerous Goods Code
IMO  International Maritime Organization
INLS  International pollution prevention certificate for the carriage of noxious liquids substances in bulk
IOPP  International Oil Pollution Prevention Certificate
ISM  International Safety Management
ISO  International Organization for Standardization
ISPS  International Ship & Port Facility Security Code
ISS  International Ship Security
LARS  Launch and recovery system
LOA  Length overall
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSA</td>
<td>Life-saving appliance</td>
</tr>
<tr>
<td>MARPOL</td>
<td>Merchant Shipping (Prevention of Oil Pollution) Regulations</td>
</tr>
<tr>
<td>MISW</td>
<td>Marine Inspection for Small Workboats</td>
</tr>
<tr>
<td>MMSI</td>
<td>Maritime Mobile Service Identity</td>
</tr>
<tr>
<td>MOB</td>
<td>Man overboard</td>
</tr>
<tr>
<td>MSA</td>
<td>IIMS Marine Surveying Academy</td>
</tr>
<tr>
<td>MSI</td>
<td>Maritime safety information</td>
</tr>
<tr>
<td>NA</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Navtex</td>
<td>Navigational telex – a system used for the broadcast of localised MSI using radio telex</td>
</tr>
<tr>
<td>NS</td>
<td>Not seen</td>
</tr>
<tr>
<td>OWS</td>
<td>Oily water separator</td>
</tr>
<tr>
<td>P&amp;I</td>
<td>Protection and indemnity</td>
</tr>
<tr>
<td>POB</td>
<td>Personnel onboard</td>
</tr>
<tr>
<td>PPE</td>
<td>Personal protective equipment</td>
</tr>
<tr>
<td>PTW</td>
<td>Permit to work</td>
</tr>
<tr>
<td>SART</td>
<td>Search and rescue transponder</td>
</tr>
<tr>
<td>SECA</td>
<td>Sulphur emission control area</td>
</tr>
<tr>
<td>SIMOPS</td>
<td>Simultaneous operations</td>
</tr>
<tr>
<td>SMPEP</td>
<td>Shipboard Marine Pollution Emergency Response Plan</td>
</tr>
<tr>
<td>SMS</td>
<td>Safety management system</td>
</tr>
<tr>
<td>SOLAS</td>
<td>International Convention for the Safety of Life at Sea</td>
</tr>
<tr>
<td>SOPEP</td>
<td>Shipboard Oil Pollution Emergency Response Plan</td>
</tr>
<tr>
<td>SSO</td>
<td>Ship security officer</td>
</tr>
<tr>
<td>STCW</td>
<td>International Convention on Standards of Training, Certification and Watchkeeping for Seafarers</td>
</tr>
<tr>
<td>SWL</td>
<td>Safe working load</td>
</tr>
<tr>
<td>TBT</td>
<td>Tributyltin</td>
</tr>
<tr>
<td>UMS</td>
<td>Unmanned machinery space</td>
</tr>
<tr>
<td>VHF</td>
<td>Very high frequency</td>
</tr>
</tbody>
</table>
7 Further Information

7.1 User Resources

User guides and other helpful information can be found via the eCMID website at www.imcaecmid.com.

7.2 Feedback

IMCA actively invites feedback from users and the industry in general on the eCMID/eMISW inspection formats, the online database and inspection application and the overall inspection process, to help ensure that the system meets current industry requirements. Contact details and feedback forms are available on the eCMID website.