

SIRE2.0 Training Software

Version 1.0



User Manual

Revision 1.0

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1. Version Control & Governance

This is a user manual document which includes step by step guidance to perform different operations in this application setup.

1.1. Document Version History

Version	Date	Comments	Review Status
0.1	17-Sept-2023	Initial draft	

Table 1 – Document Versions History

1.2. Reviewers & Distribution

Only documents/links that give context are to be listed here.

Name	Role	Action	Date
AKJ	Marine Manager	Approved	01 Oct 2023

Table 2 – Reviewers & Distribution

1.3. Key Terms & Acronyms

The following table lists key terms and acronyms that have been used throughout this document to explain technical content and concepts, the below table provides the definitions with respect to this design.

Term / Acronym	Definition
OCIMF	Oil Companies International Marine Forum
SIRE2.0	Ship Inspection Report Program
QL	Question Library
RBT	Rank based training
MCQs	Multiple choice questions
ROVIQ	Re Organised Vessel Inspection Questionnaire
FAQ	Frequently Asked Questions

Table 3 – Key Terms & Acronyms

2. Introduction

2.1. Purpose of the Document

The purpose of this document is to provide a reference manual to assist the user to navigate through this Training Web Application – SURE SIRE 2.0. This includes,

- Different ways to Filter the question Library
- View Question Information, Guidance Notes, Checklists, Human/Process Task for each question in SIRE 2.0
- How to complete Rank Based Training

2.2. Scope

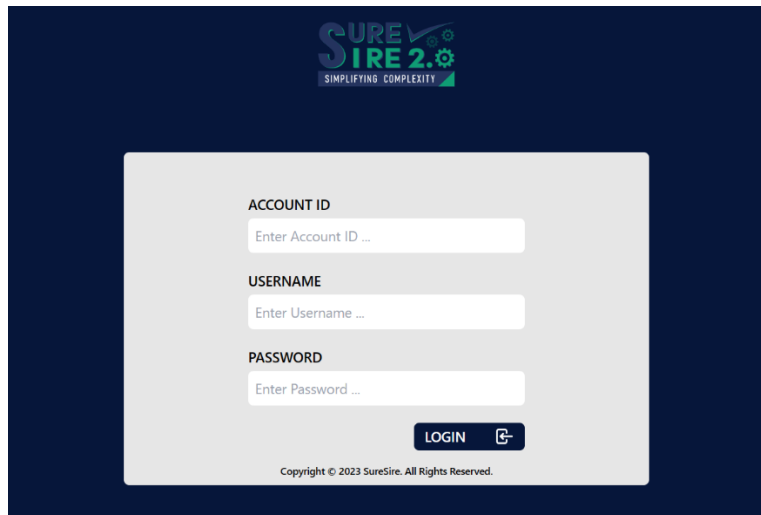
2.2.1. In Scope

The scope of this document is limited to guidance which will help a user perform some of the functions available in the software.

3. Features

3.1. How to login to Sure SIRE 2.0

1. Go to web address provided, enter the **Account ID**, **Username** and **Password**.
2. Click on **'LOGIN'**.



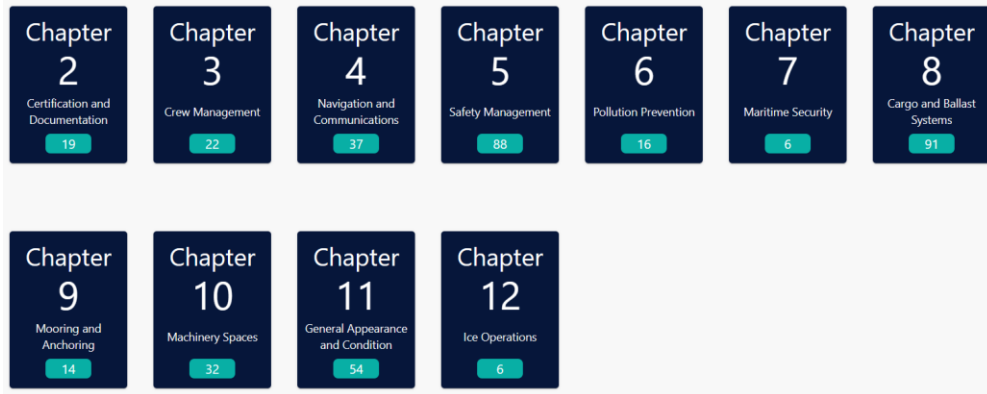
3.2. Admin Dashboard

1. Select **Admin Dashboard** in the Main Menu.
 - Users can view the summary of the total trainings undertaken for each rank.
 - This page only shows a summary of the training status for viewing. Trainings are categorised as *Completed*, *In Progress* and *Not Started*.

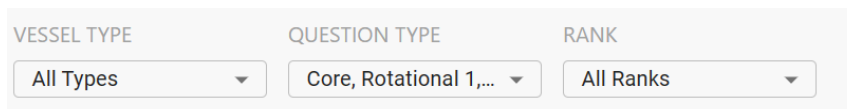
Rank	Total Trainings	Completed	In Progress	Not Started
Master	1	0	1	0
Chief Officer	0	0	0	0
2nd Officer	0	0	0	0
3rd Officer	1	0	1	0
Jr. Officer	0	0	0	0
Chief Engineer	0	0	0	0
2nd Engineer	1	0	1	0
3rd Engineer	0	0	0	0
4th Engineer	0	0	0	0
Jr. Engineer	0	0	0	0
ETO (S)	0	0	0	0
ETO (Jr)	0	0	0	0
Cargo Engineer (Sr)	0	0	0	0
Cargo Engineer (Jr)	0	0	0	0
Deck Rating	0	0	0	0
Engine Rating	0	0	0	0
Catering	0	0	0	0

3.3. Question Library

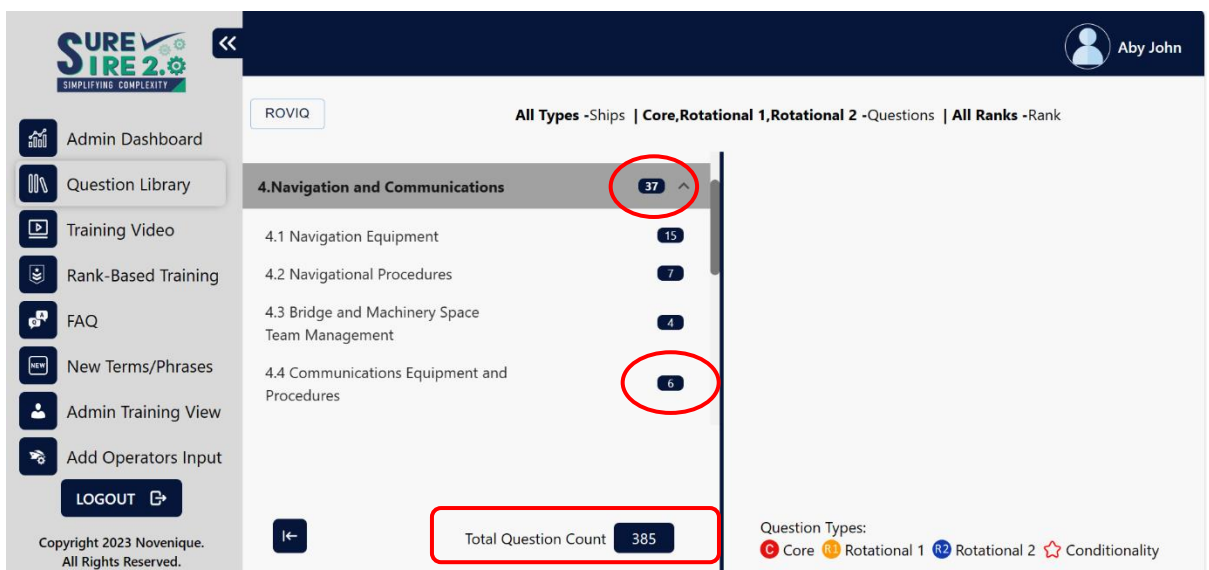
1. Select **Question Library** in the Main Menu
2. Users can navigate the SIRE 2.0 Question Library by using various filters.
 - By default, the full question Library will be displayed in card view. Each Chapter will be displayed with the chapter name and number of questions in the chapter.



- Users can populate a set of questions by the Type of vessel, Type of question and by questions that are focused on a particular rank.

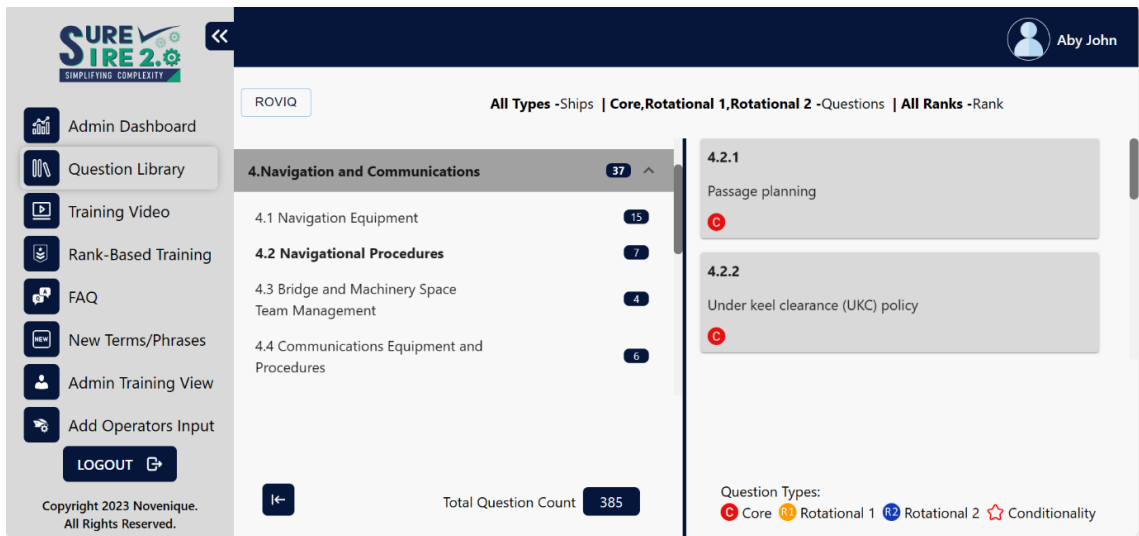


- Once selections are made, the filtered Question Library will be populated. Now the User can select any Chapter of their choice. This will open another page with the questions under the selected chapter.



Note: Users can view the number of questions in each Chapter/Sub section and also the total number of questions populated.

3. Selecting the sub-section of a chapter will open a card view of questions within that sub-section.

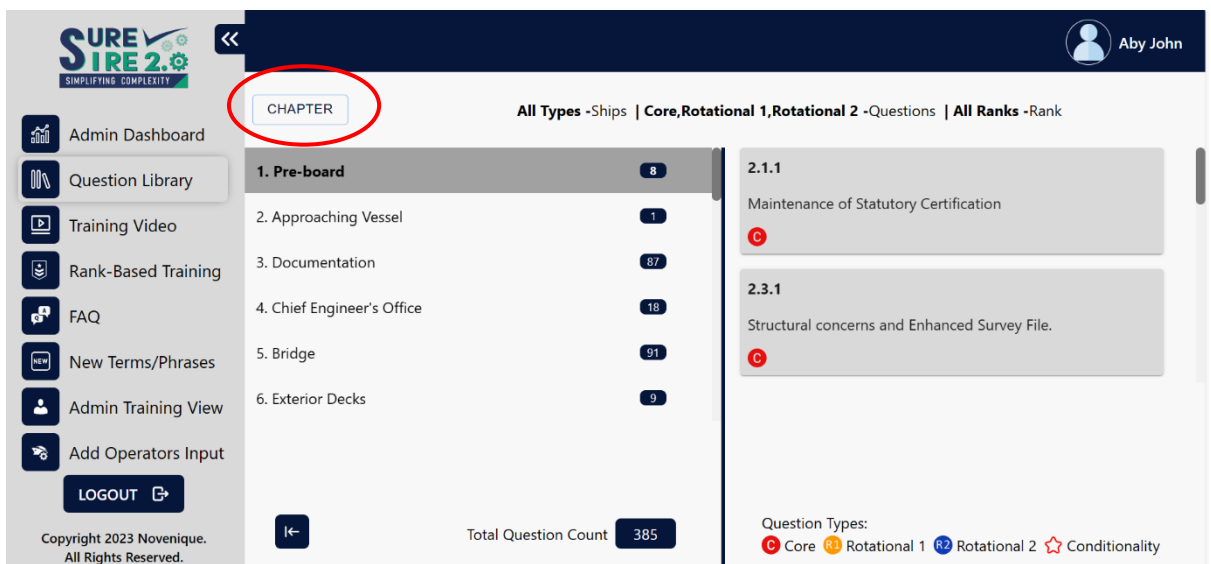


Note: Card view displays the question Number, Short question and a symbol indicator to easily distinguish between the different question types.

Question Types:

C Core R1 Rotational 1 R2 Rotational 2 ☆ Conditionality

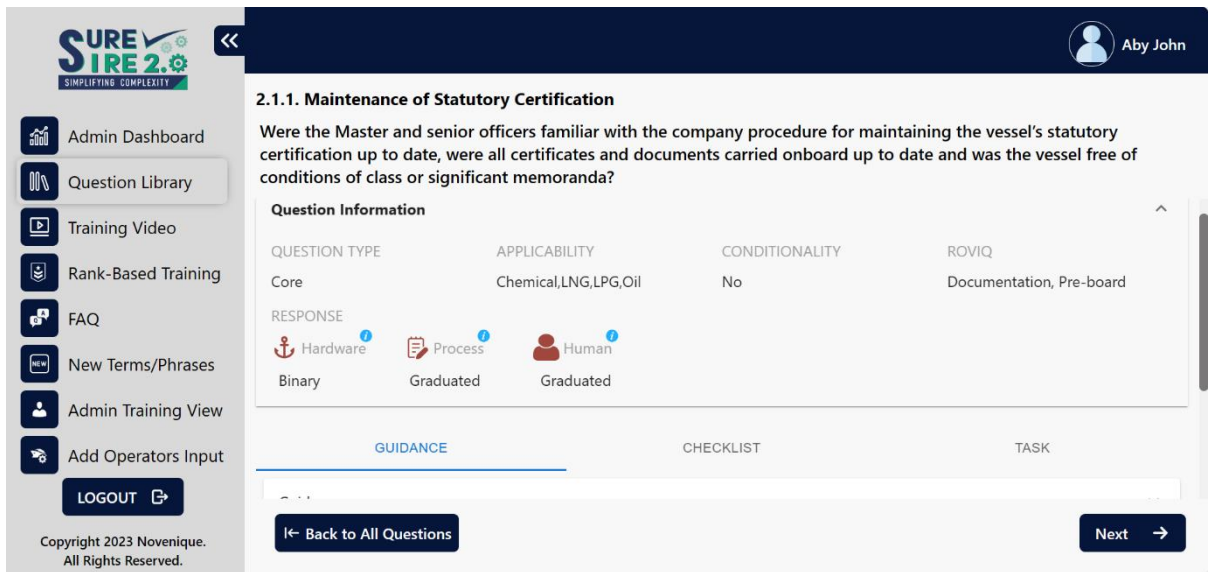
4. The user can group the questions in ROVIQ mode or Chapter mode by toggling between the “ROVIQ” OR “CHAPTER” button.




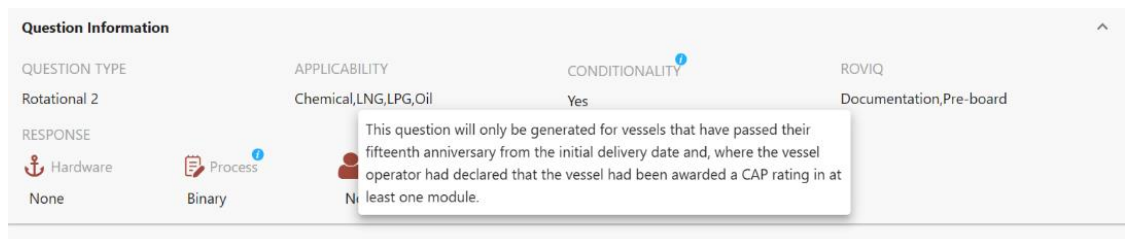
Note: ROVIQ Grouping re-organises the question set by physical location or activity and presents the groups in the standard inspection order.

Note: On selecting/ toggling the 'ROVIQ' mode, the button will change to 'CHAPTER' and vice-versa.

5. Selecting any question will lead to the question information page.



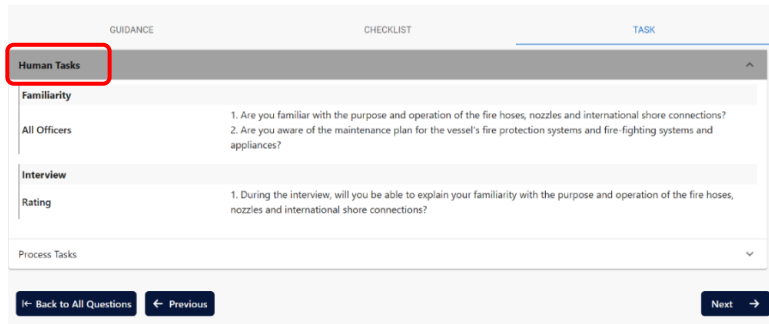
6. Users can obtain complete information about the question which includes:
 - a. **Question type** – Displays the Question type: Core, Rotational 1 or Rotational 2
 - b. **Applicability** – Indicates the type of ships that the question will be applicable to.
 - c. **Conditionality** - If the question has conditionality, it will be displayed as ‘Yes’. Clicking on the  symbol displays the conditionality that applies to the question.



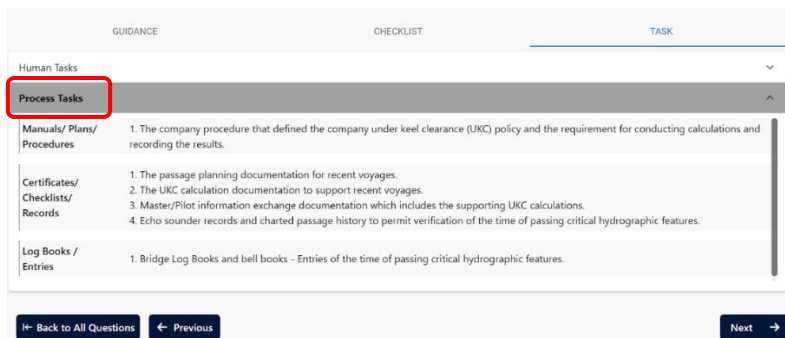
- d. **ROVIQ** - Indicates all the physical locations or activities during which the question will be displayed on an inspector’s tablet.
- e. **Response** – Displays the responses (Hardware, Process, Human & Photograph comparison) that are applicable to the question and the types of response available (Binary or Graduated).

Note: Click on the  symbol for additional information.

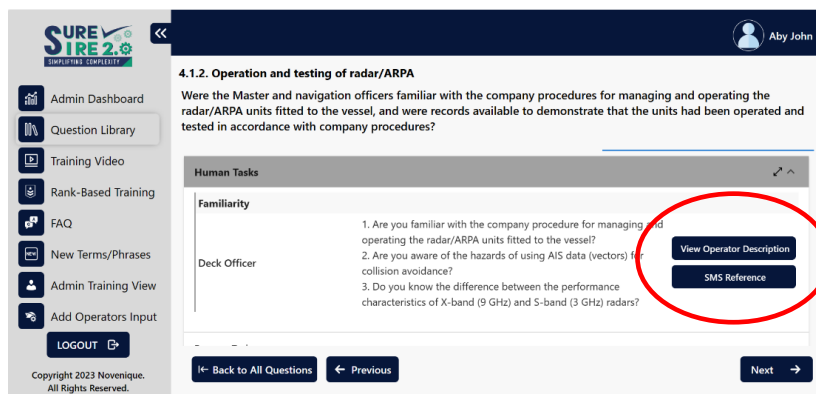
- 7. Each question is provided with 3 Tabs - GUIDANCE, CHECKLIST and TASK.
 - a. **Guidance Tab** contains the Guidance Notes, Inspector actions, Expected evidence, Potential grounds for negative observation as given by OCIMF.
 - b. **Checklist Tab** contains a checklist which is a set of checks/ guidance that will assist in preparing the vessel for an inspection.
 - c. **Task Tab** includes the basic Human Tasks and Process Tasks that are applicable to the question.
 - **Human Tasks** identifies Familiarity, Interview & Demonstration tasks as applicable to the relevant rank groups.



- **Process Tasks** lists the Manuals/Plans/Procedures, Certificates/Checklists/Records, Log books/Entries which will likely be reviewed by an inspector and needs to be checked and prepared prior to an inspection.



- 8. If the operator has included any operator specific inputs in the Human Tasks or Process Tasks of a question, a button will appear which allows to view the operator provided reference/guidance. Click on the respective buttons to view the Operator Description or SMS Reference.

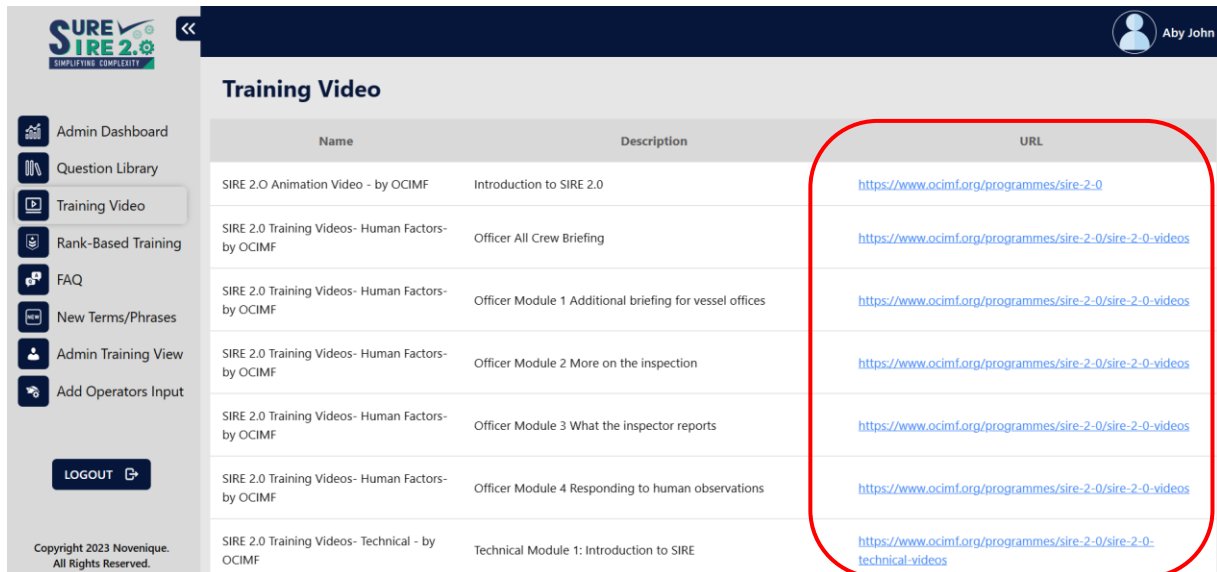


- 9. Navigate between questions by using the 'Next' or 'Previous' button. Click on 'Back to All Questions' to go back to the All Questions page.

3.4. Training Video

This feature guides you to the OCIMF Videos using a link. Users can view the videos to understand the Technical and Human aspects of the SIRE 2.0 inspection process.

1. Select **Training Video** in the Main Menu.
2. Click the URL of the video that you would like to view.
3. You will be guided to the OCIMF website page where the videos are listed.
You can view the video online and also download the same for future reference.



The screenshot displays the 'Training Video' section of the SURE SIRE2.0 application. On the left is a navigation menu with options like 'Admin Dashboard', 'Question Library', 'Training Video', 'Rank-Based Training', 'FAQ', 'New Terms/Phrases', 'Admin Training View', and 'Add Operators Input'. A 'LOGOUT' button is also present. The main content area shows a table of training videos. The 'URL' column is circled in red.

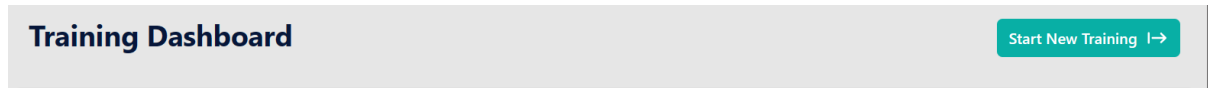
Name	Description	URL
SIRE 2.0 Animation Video - by OCIMF	Introduction to SIRE 2.0	https://www.ocimf.org/programmes/sire-2-0
SIRE 2.0 Training Videos- Human Factors- by OCIMF	Officer All Crew Briefing	https://www.ocimf.org/programmes/sire-2-0/sire-2-0-videos
SIRE 2.0 Training Videos- Human Factors- by OCIMF	Officer Module 1 Additional briefing for vessel offices	https://www.ocimf.org/programmes/sire-2-0/sire-2-0-videos
SIRE 2.0 Training Videos- Human Factors- by OCIMF	Officer Module 2 More on the inspection	https://www.ocimf.org/programmes/sire-2-0/sire-2-0-videos
SIRE 2.0 Training Videos- Human Factors- by OCIMF	Officer Module 3 What the inspector reports	https://www.ocimf.org/programmes/sire-2-0/sire-2-0-videos
SIRE 2.0 Training Videos- Human Factors- by OCIMF	Officer Module 4 Responding to human observations	https://www.ocimf.org/programmes/sire-2-0/sire-2-0-videos
SIRE 2.0 Training Videos- Technical - by OCIMF	Technical Module 1: Introduction to SIRE	https://www.ocimf.org/programmes/sire-2-0/sire-2-0-technical-videos

3.5. Rank-Based Training

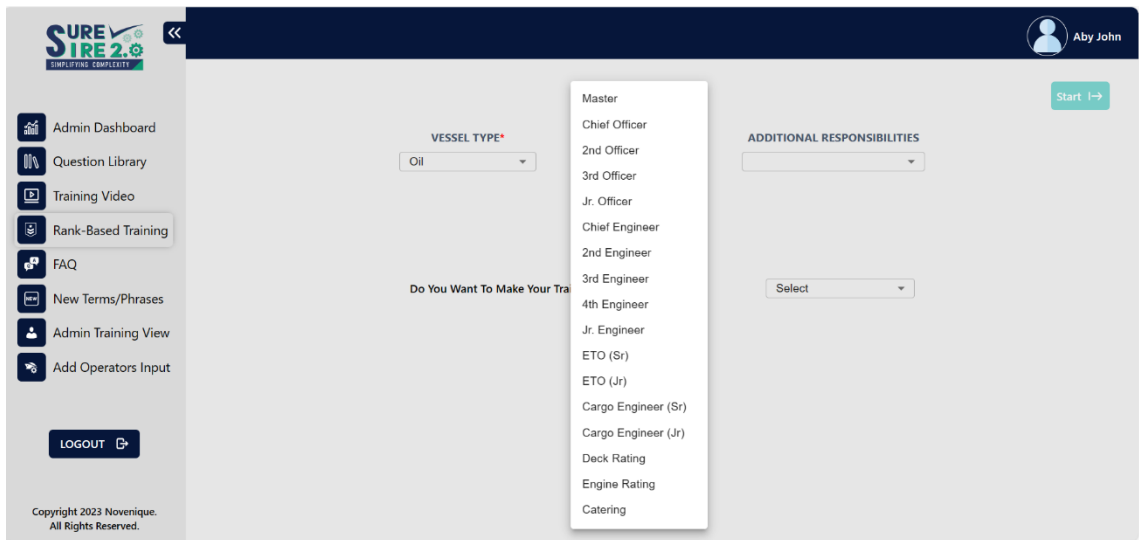
This is the feature where each crew can complete their training on questions in the SIRE 2.0 Question Library which are applicable to the type of ship and their rank/role onboard.

3.5.1. Starting a New Training

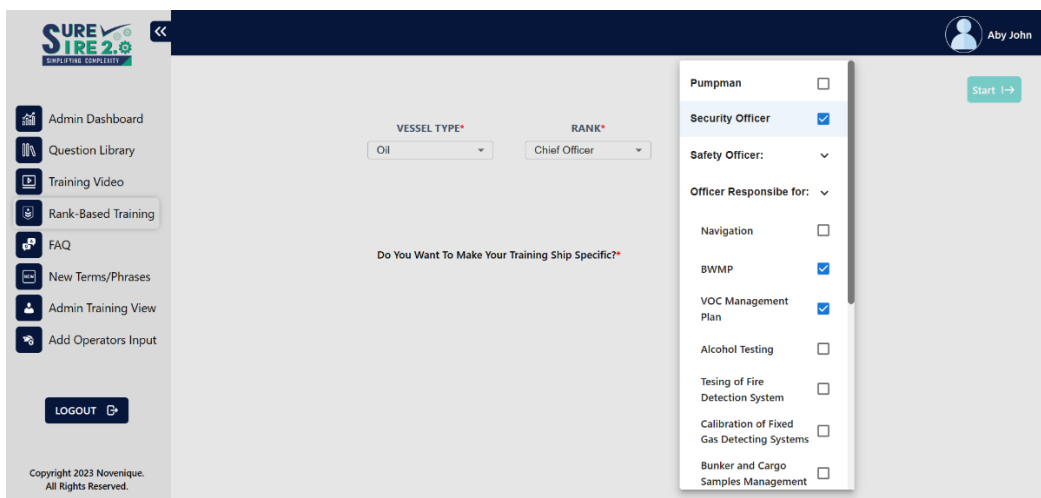
1. Click on **Rank-Based Training** on the Main Menu.
2. To start a new training, select **'Start New training'** on the Training Dashboard.



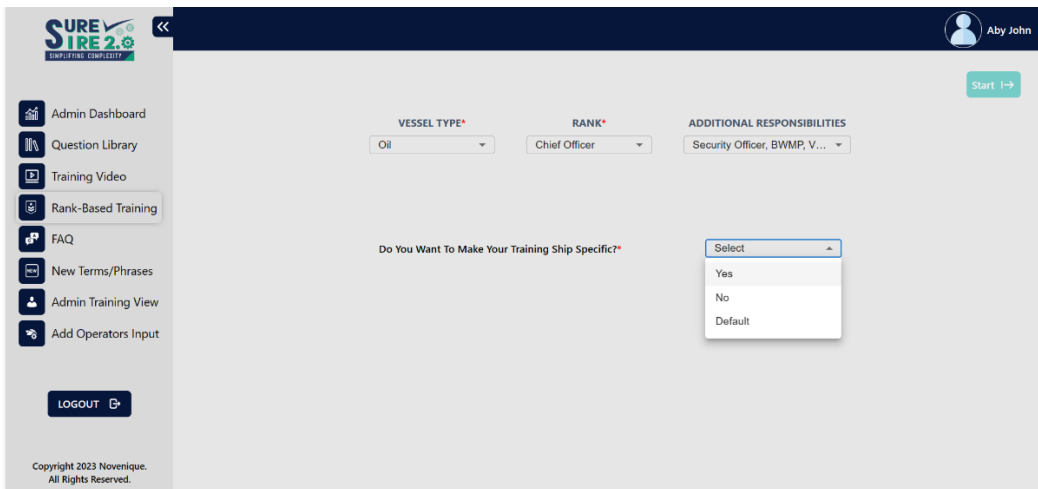
3. Select the **Vessel Type** and **Rank** for which the training is to be taken.



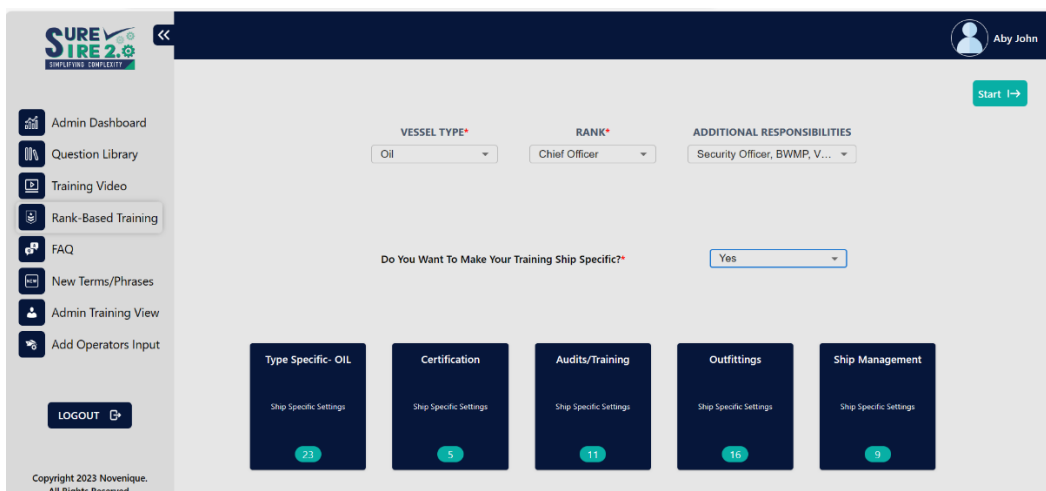
4. Additionally, select any **Additional Responsibilities** that you may hold onboard or would like to train for.



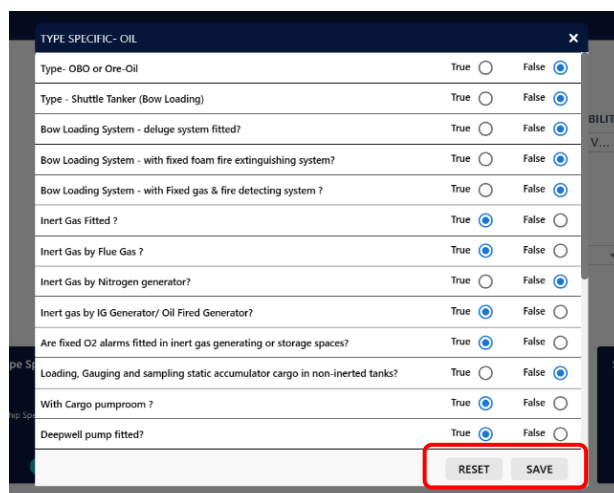
- Select if you want to make the Training Ship Specific. Choose from *Yes*, *No* and *Default*.



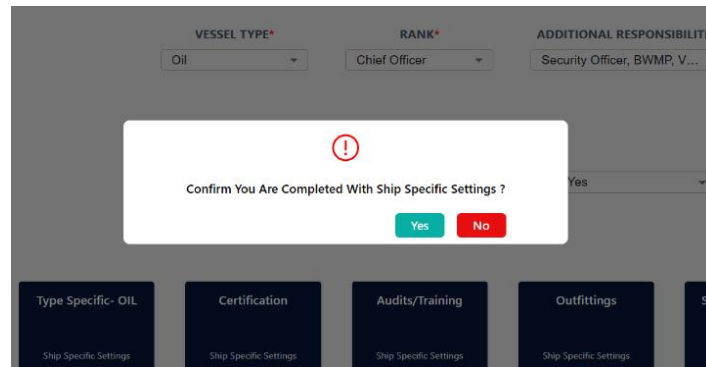
- Selecting **Yes** will enable a card menu for making the selections to populate questions specific to the ship's outfitting and processes.



- Clicking on the card menu will open a list of settings, after making the selections, click on '**SAVE**' to enable the changes. Click on '**RESET**' to revert back to the default selections.

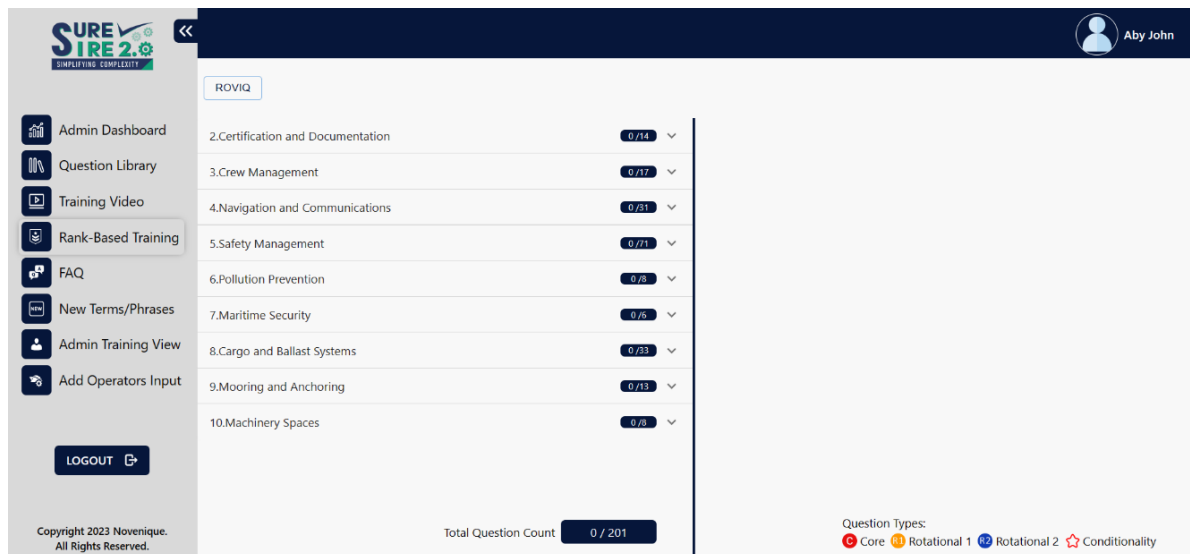


- Once all ship specific selections are made in the card menu settings, click on the **'Start'** button to begin training. A pop up appears to confirm that the ship specific selections have been updated; click on **'Yes'** to confirm and begin the training.

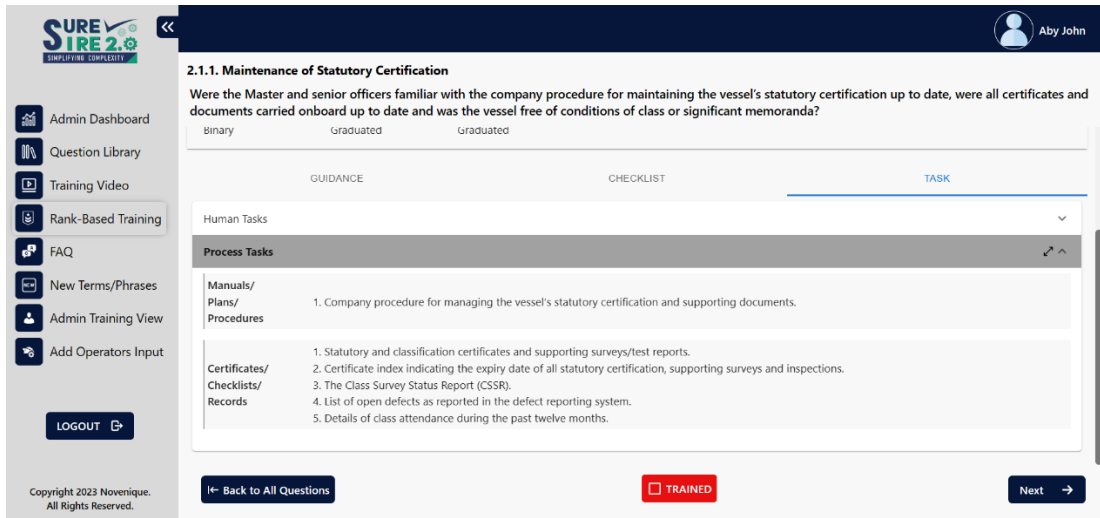


Note: Selecting Vessel Type, Rank and applicable option for the Ship Specific Training will enable the 'Start' Button.

- Users can navigate through the questions similar to using the Question Library (Refer **Sections 3.3.3 to 3.3.9** for guidance on navigating the questions).

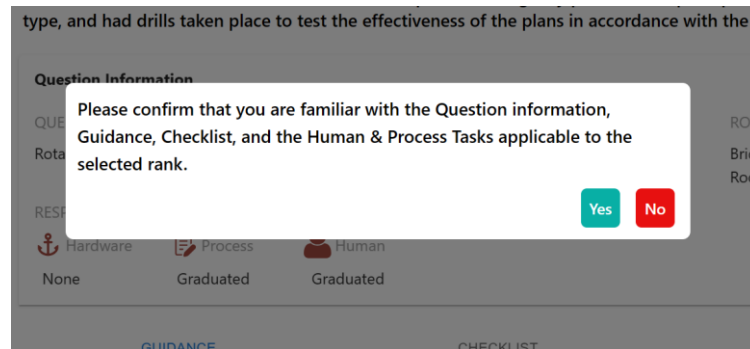


- 10. Once the user completes their training on a question (Question Information, Guidance, Checklist and Tasks), click on the “TRAINED” button.

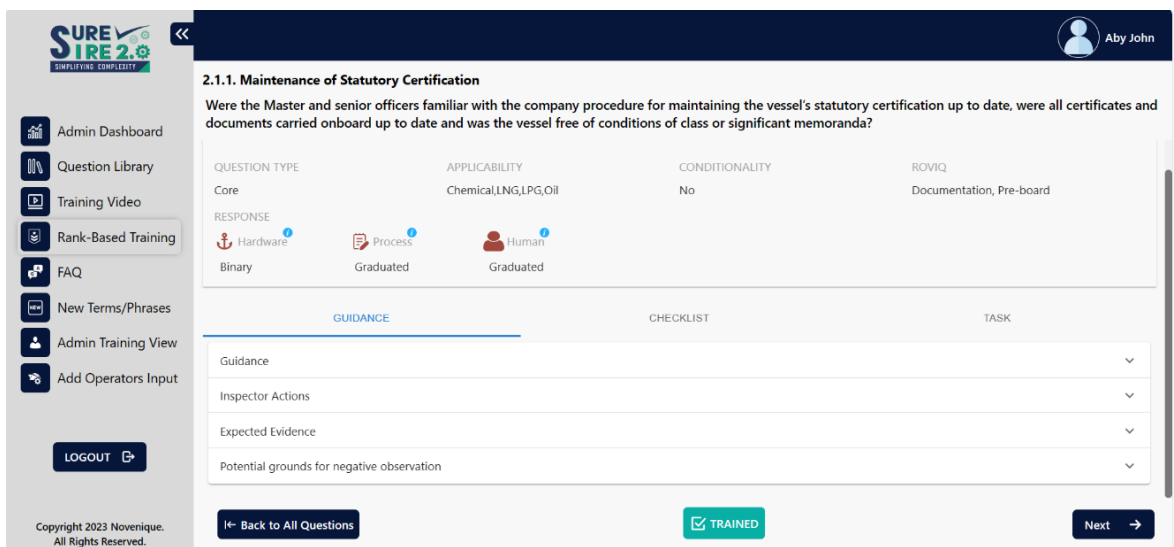


Note: The  button gets activated only once the user has viewed all the sections under the GUIDANCE, CHECKLIST and TASK tabs including any operator specific information.

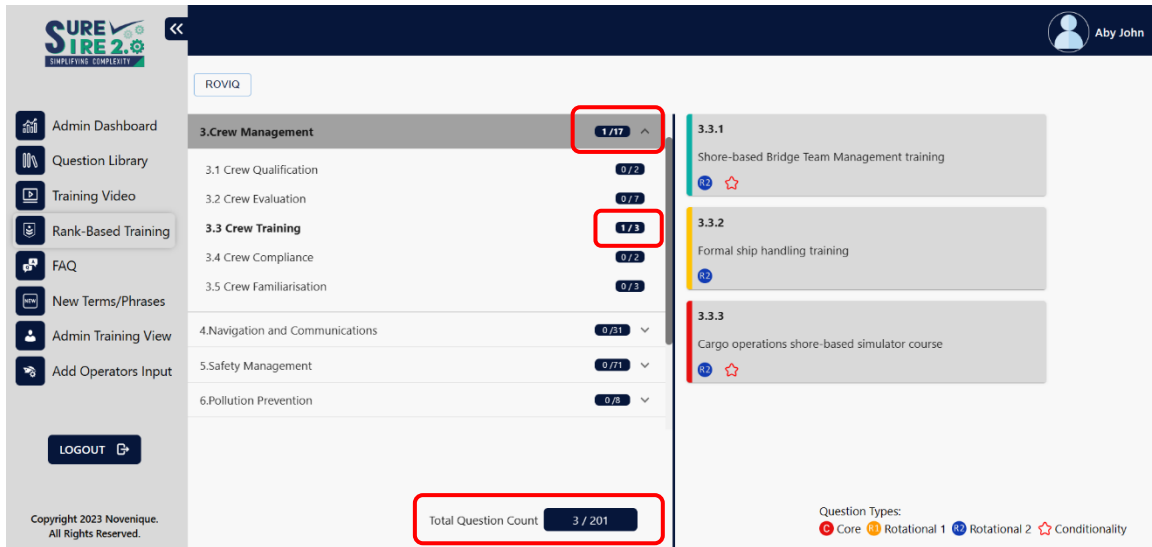
- 11. A confirmation will be required to register the question as TRAINED. Click on Yes to confirm.



- 12. Once the Training for a question is completed, the question will be marked as TRAINED.

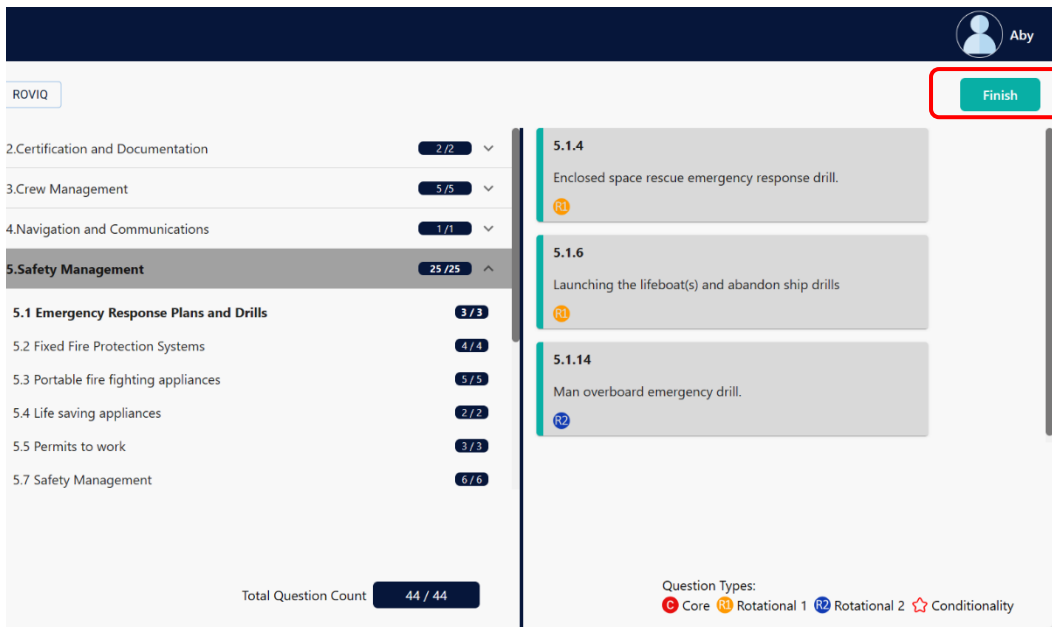


- Once a question is marked as 'TRAINED', the particular question will be indicated with a **Green** band on the card view.
 Questions which have been partly viewed, but not completed will be indicated with a **Yellow** band and those questions which have not been attempted or viewed will be indicated with a **Red** band.

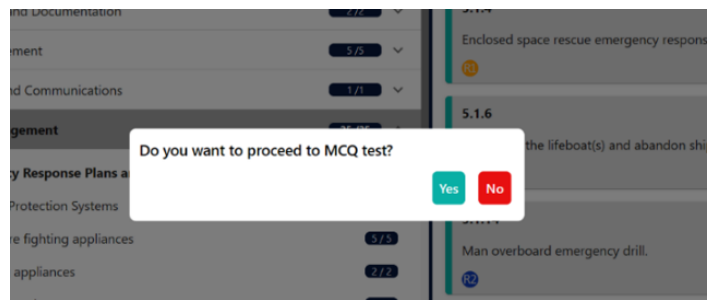


Note: The question count will also change to display the number of questions completed in each chapter, section and also in the Total Question Count.

- Once all questions are logged as 'TRAINED', a **"FINISH"** Button will appear on the All Questions page.



15. Selecting “FINISH” will prompt you to a Test which is a MCQ (Multiple Choice Questions) Test.



16. Once confirmation is given, the user will undergo a test, which includes up to 20 multiple choice questions. Some of the questions are binary (True/False), some have only one correct answer and others may have multiple correct answers.
17. Upon completion of the test, a score and grade will be awarded to the trainee. The details will be displayed on the Training Dashboard from where the Completion Certificate can also be downloaded.

3.5.2. Downloading the Training Certificate

 A screenshot of the SURE SIRE 2.0 Training Dashboard. The dashboard has a dark blue header with the SURE SIRE 2.0 logo and the user's name "Aby John". On the left is a sidebar menu with options like "Admin Dashboard", "Question Library", "Training Video", "Rank-Based Training", "FAQ", "New Terms/Phrases", "Admin Training View", and "Add Operators Input". The main content area is titled "Training Dashboard" and contains a table with columns: Name, Start Date, End Date, Status, Score, Grade, Certificate, and Retake Count. The table lists several training records. The "Oil-Catering" record is highlighted with a red box. It shows a score of 34/34, a status of "Completed", a grade of "As Expected", a "Download" button, and a "Retake MCQ" button.

Name	Start Date	End Date	Status	Score	Grade	Certificate	Retake Count
Oil-Master Security Officer	20 Nov'23 2:41 pm	-	In Progress	214/217	-	-	-
LPG-3rd Officer	22 Nov'23 7:48 am	-	In Progress	0/182	-	-	-
Oil-Master Security Officer	22 Nov'23 10:15 am	-	Not Started	0/220	-	-	-
Oil-Chief Officer BWMP, Security Offic...	22 Nov'23 11:19 am	-	In Progress	3/201	-	-	-
Oil-Catering	22 Nov'23 11:36 am	22 Nov'23 11:41 am	Completed	34/34	As Expected	Download	3
LPG-Catering	22 Nov'23 11:41 am	-	Not Started	0/34	-	-	-

1. Click on **Rank-Based Training** on the Main Menu.
2. The details of all trainings undertaken by a user will be displayed on the Training Dashboard.
3. Upon successful completion of the test, a score and grade will be awarded to the trainee.
4. On the Training Dashboard, click on **Download** to download a copy of the training certificate.
5. Similarly, the certificate can be downloaded from a user's status card on the 'Admin Training View' page also.

3.5.3. Resuming an Incomplete Training

To continue a training that had been started, but not fully completed;

1. Select **Rank-Based Training** in the Main Menu.
2. Click on **In Progress** in the **Training Dashboard** to continue the training.

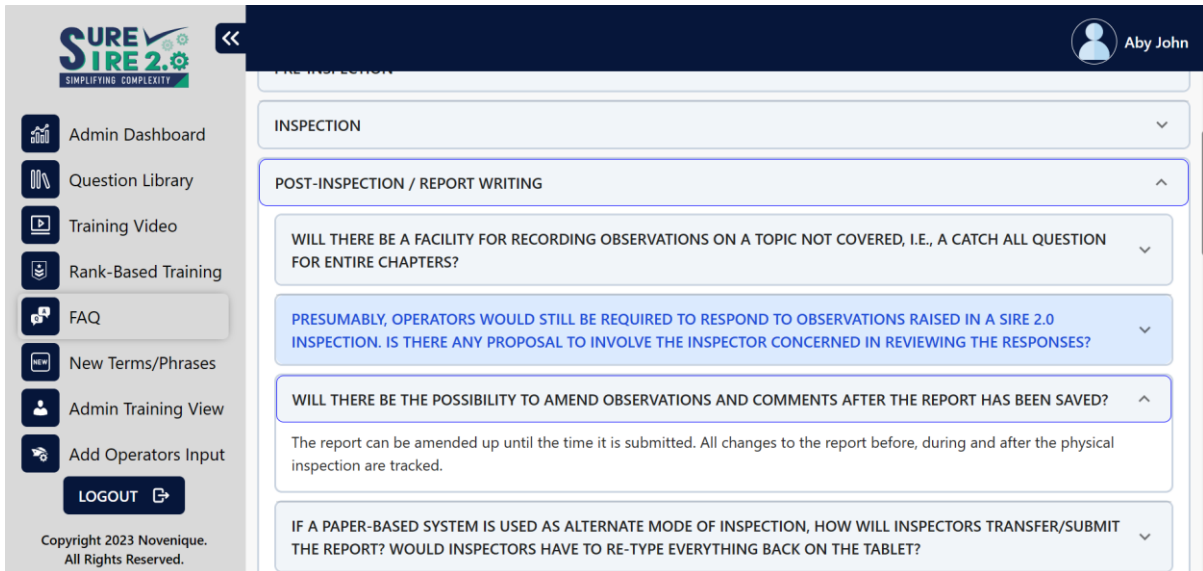
The screenshot shows the SURE SIRE2.0 Training Dashboard. On the left is a sidebar menu with options: Admin Dashboard, Question Library, Training Video, Rank-Based Training (highlighted), FAQ, New Terms/Phrases, Admin Training View, and Add Operators Input. At the bottom of the sidebar is a LOGOUT button and copyright information: Copyright 2023 Novenique. All Rights Reserved.

The main content area is titled "Training Dashboard" and includes a "Start New Training" button. Below the title is a table with the following columns: Name, Start Date, End Date, Status, Score, Grade, Certificate, and Retake Count.

Name	Start Date	End Date	Status	Score	Grade	Certificate	Retake Count
Oil-Master Security Officer	20 Nov'23 2:41 pm	-	214/217 In Progress	-	-	-	-
LPG-3rd Officer	22 Nov'23 7:48 am	-	0/182 In Progress	-	-	-	-
Oil-Master Security Officer	22 Nov'23 10:15 am	-	0/220 Not Started	-	-	-	-
Oil-Chief Officer BWMP, Security Offic...	22 Nov'23 11:19 am	-	3/201 In Progress	-	-	-	-
Oil-Catering	22 Nov'23 11:36 am	22 Nov'23 11:41 am	34/34 Completed	16/20	As Expected	Download	3 Retake MCQ
LPG-Catering	22 Nov'23 11:41 am	-	0/34 Not Started	-	-	-	-

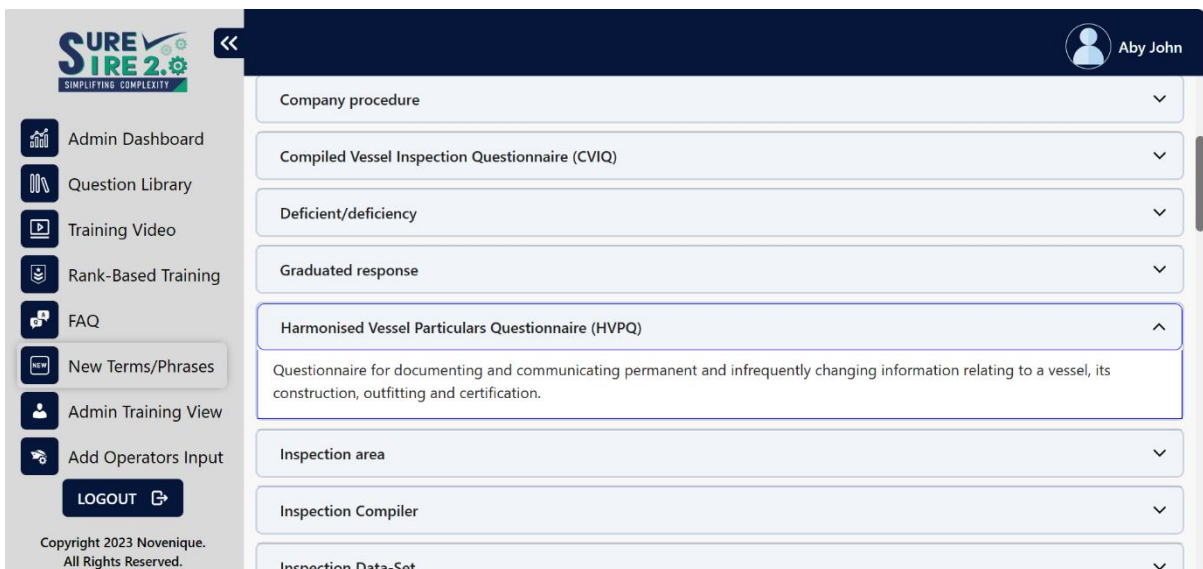
3.6. Frequently Asked Question (FAQ)

This feature will take the user through few FAQs. The questions are grouped under various sections. A user can select any section which will display all the questions under that section as a drop down and clicking on a question will display the response to that question.



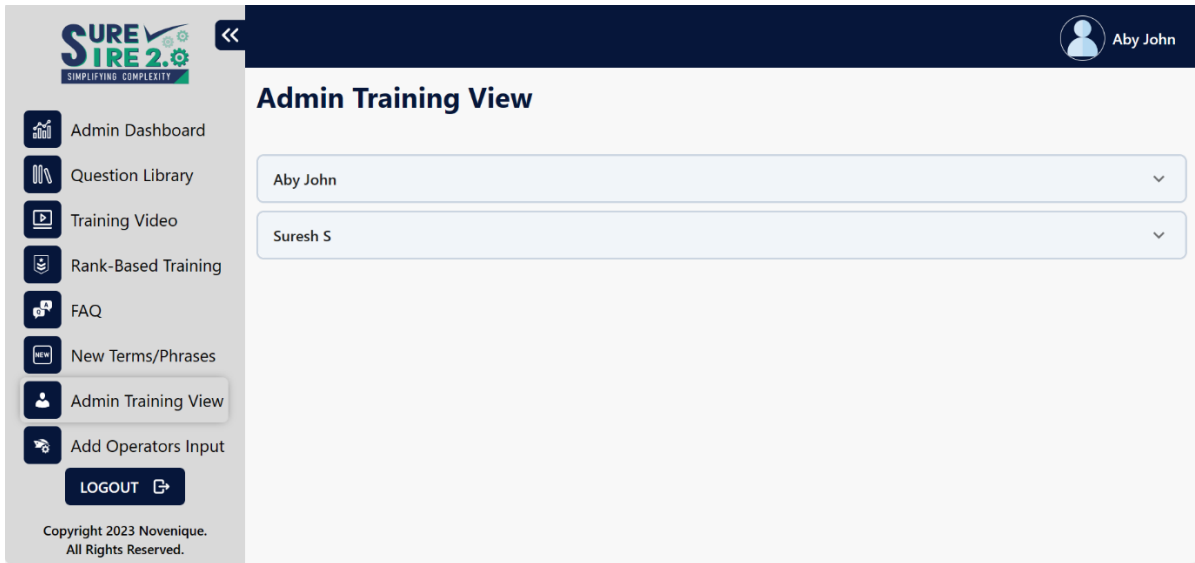
3.7. New Terms/Phrases

This feature will assist in getting familiar with the new terms and phrases used in SIRE 2.0. Clicking on a term/phrase will open a response that explains the selected term/phrase.

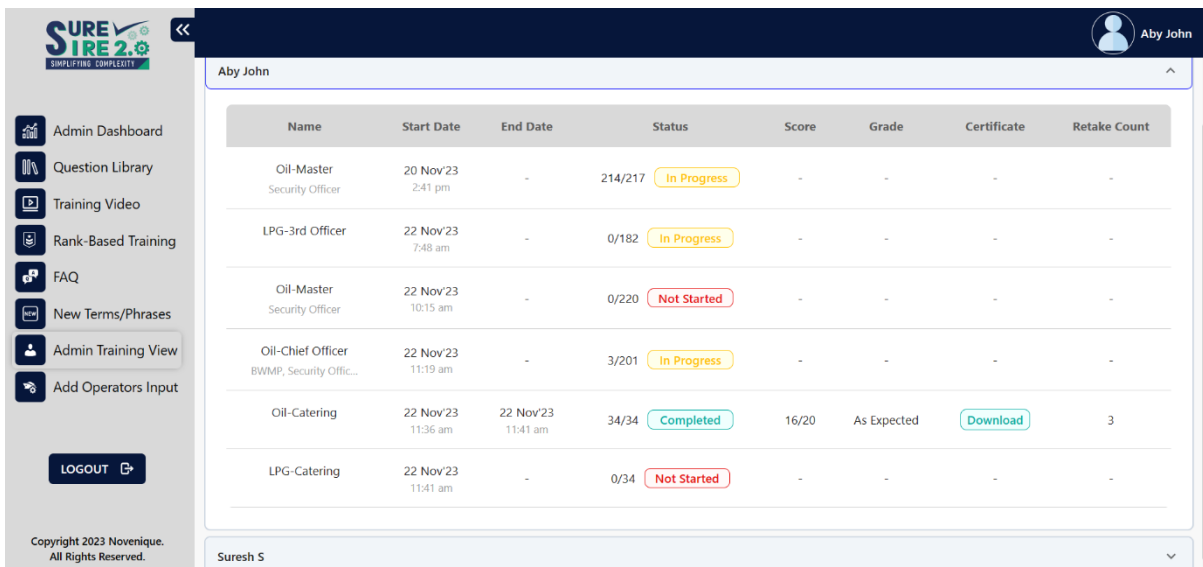


3.8. Admin Training View

The Admin Training View displays the cumulative list of all individual users registered on the application.



Clicking on a user’s name enables a drop down which displays all trainings undertaken by the user, along with the detailed status card for each training module.

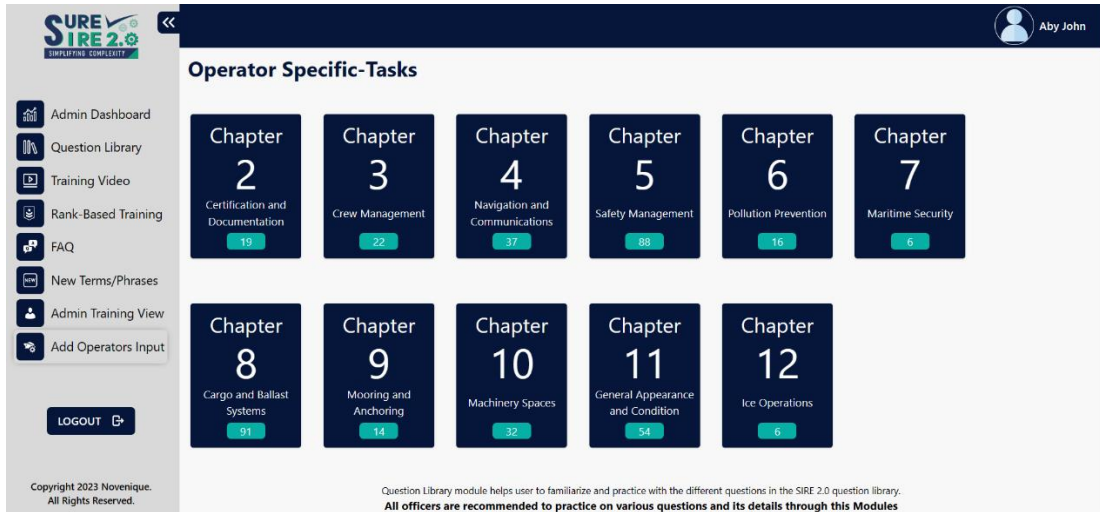


3.9. Add Operators Input

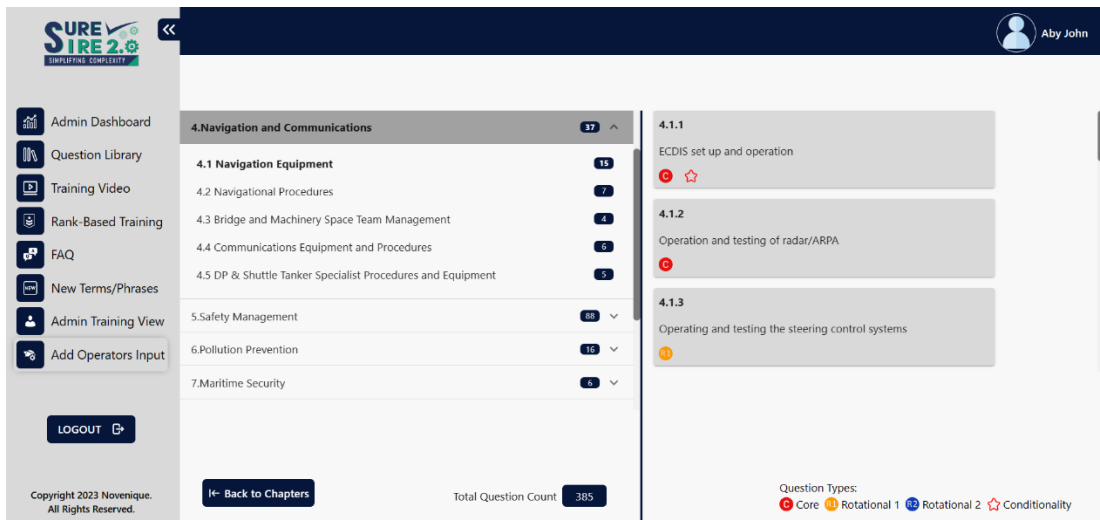
Where questions have been assigned with a human element task or process task, an option is provided to the Operator to include Operator specific procedures and references to provide enhanced guidance to the users.

An operator can use this feature to provide operator specific information against the human and process tasks to enable easy references to company procedures for a trainee using the Rank-Based Training module or a user browsing the Question Library.

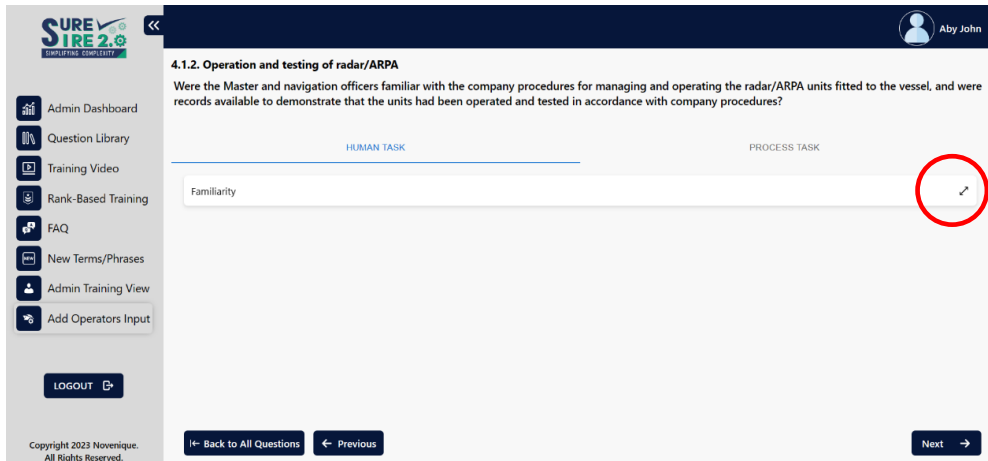
1. Select **Add Operators Input** in the Main Menu.



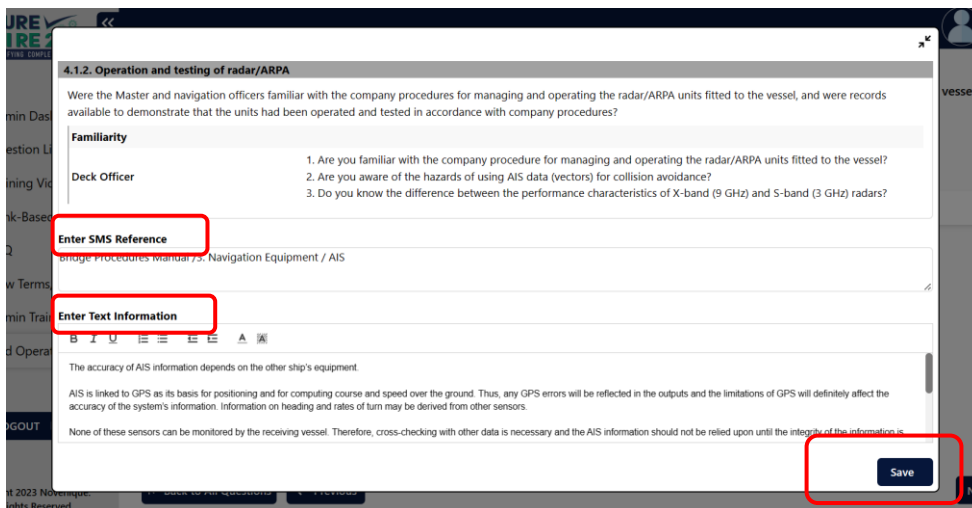
2. Select the required Chapter, Sub-Chapter and the Question to input the details.



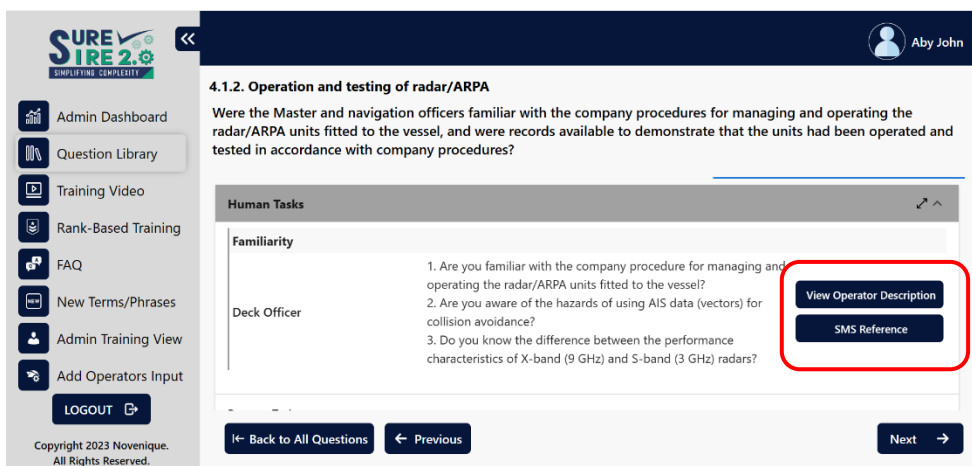
- Under the **HUMAN TASK** or **PROCESS TASK** tabs, select and expand the respective tab where the input is required to be made.



- Enter the SMS reference in the box labelled 'Enter SMS Reference'.
- Enter any information or guidance in text form in the box labelled 'Enter Text Information'.
- Click on 'Save'.



The Operator specific information that was added will display against the relevant Human or Process Task when a user accesses the question using the Question Library or Rank-Based Training module.



4. Contact Us

You can contact us by sending a mail to:

suresire@novenique.com | admin@novenique.com | marine@novenique.com