



OCIMF MARINE TERMINAL INFORMATION SYSTEM

WORKING TOGETHER FOR SAFETY AND EFFICIENCY AT
THE SHIP SHORE INTERFACE

October 8, 2014



The marine interface...



Why the need for standards?

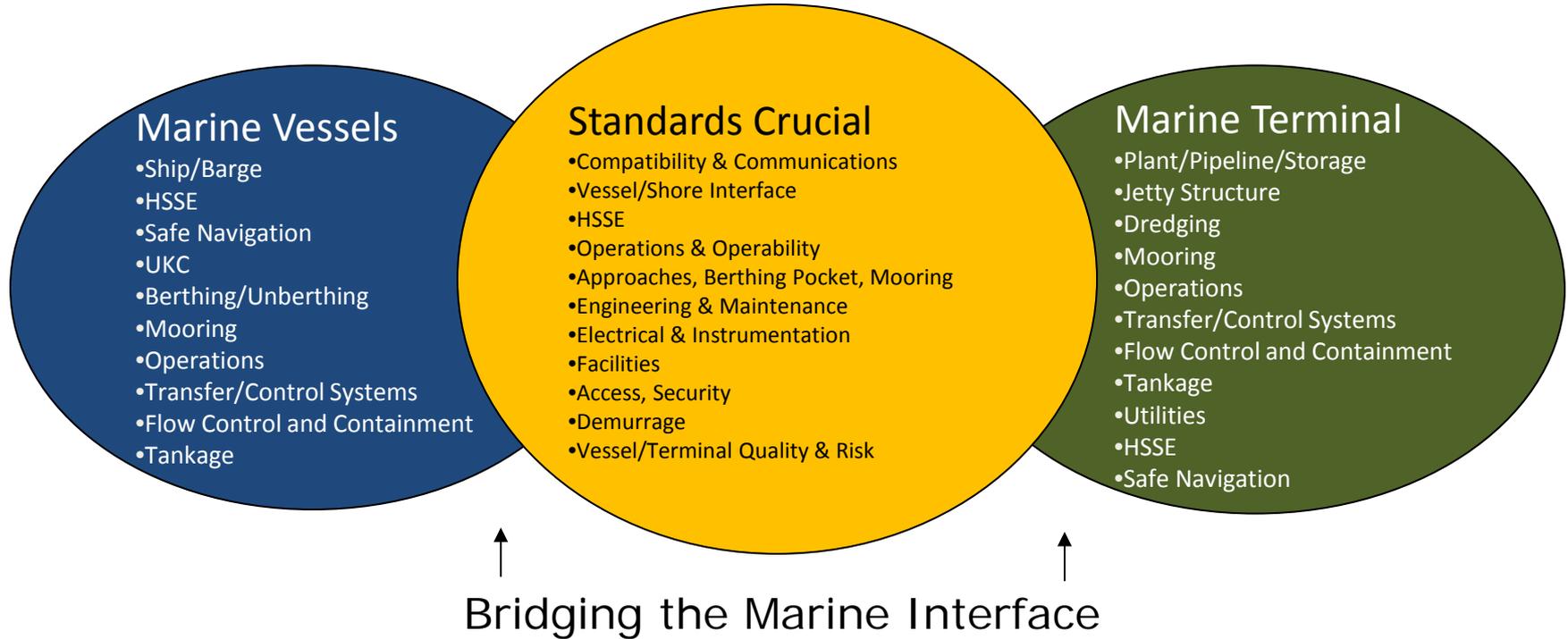
THE MARINE INTERFACE COMPLEX RELATIONSHIPS



Complex systems and relationships require standards for safe, efficient operations

THE CHALLENGE

MANAGING THE MARINE INTERFACE



Common application of standards (regulatory, industry guidelines, functional expertise)

OUR MARINE TERMINAL RISK MANAGEMENT AND IMPROVEMENT MECHANISMS



- **2006 Marine Terminal Network decisions**
 - Own terminals adhere to OCIMF guidelines
 - Own terminals ongoing assessment under OCIMF Marine Terminal Baseline Criteria
- **2011 Own terminals initiate adherence to OCIMF MTIS including:**
 - Marine Terminal Particular Questionnaire (MTPQ)
 - Marine Terminal Management & Self Assessment (MTMSA) in 2014
 - Reviewing Marine Terminal Operator Competence and Training Guide (MTOCT)
- **Phillips 66 Global Marine Assurance Standard**
 - Applies to Marine Terminal Assurance, Clearance and Vessel Vetting
- **Marine Terminal Assurance Program (MTAP)**
 - Contracted, joint venture and own marine terminals reviewed and evaluated for:
 - safety and environmental performance
 - regulatory compliance
 - awareness of and adherence to industry risk management tools and best practice guidance in managing the marine interface
 - OCIMF MTPQ, OCIMF MTMSA, OCIMF MTOCT

What is MTIS?

MTIS - Marine Terminal Information System

MTPQ

MTMSA

MTOCT

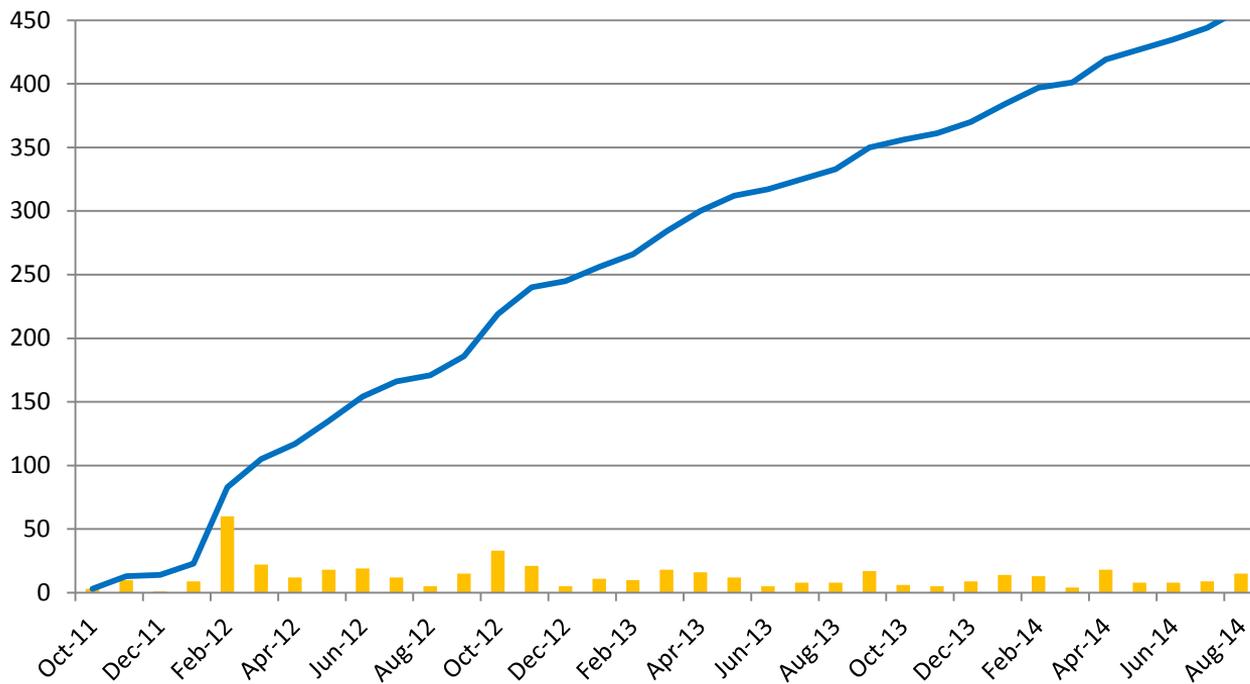


MTIS is a consolidated system consisting of:

- Marine Terminal **Particulars Questionnaire**
- Marine Terminal **Management & Self Assessment**
- Marine Terminal **Operator Competency & Training**

To promote continuous improvement of standards at marine terminals

Terminal signups per month



OCIMF MTIS BENEFITS

Benefits of MTIS



- Operational efficiency- Through better matching of terminals and ships.
- Better dissemination of terminal information.
- Promotes safety
- Continuous improvement of safety management.
- Better trained and motivated staff.



What is MTPQ?

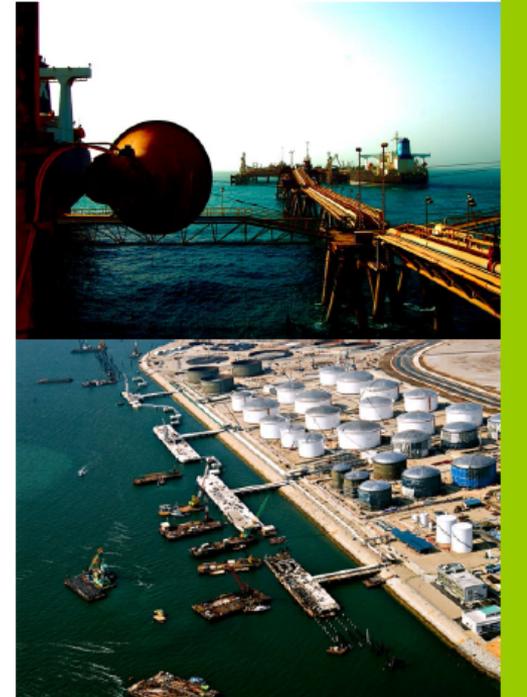


- An accurate repository of marine particulars data.
- Data needed for assessing suitability of the ship/shore interface

Accurate and comprehensive terminal information is an essential element in ensuring the compatibility of ships and terminals, the safety of operations and the protection of the environment.

MTPQ - Benefits

- Provide a standard format for the collection of information that can be shared with terminal users
- Improved operational efficiency through better matching of terminals and tankers
- Improved effectiveness and efficiency, with better dissemination of terminal information
- The MTPQ questionnaire is structured, specific and standardised
- Information is available to the terminal in a format that will be suited for onward transmission
- The terminal will be able to use the MTPQ system to attach terminal information, for example, terminal information booklets



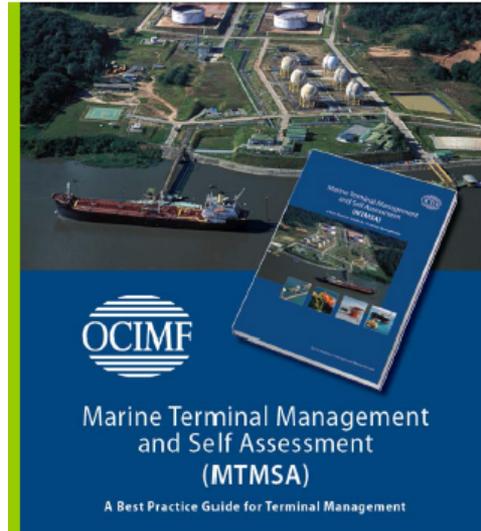
What is MTMSA?

A tool to assist terminal operators to assess, measure and improve the effectiveness of their management systems with regard to berth operations and the management of the ship/shore interface.



How does it work?

The MTMSA programme offers a standard framework for assessment of terminals management system.



- The framework is based on 15 elements of management practice
- Requires self assessment of companies processes, procedures and practices
- Contains Industry Best Practice Guidance and Key Performance Indicators (KPI's)
- Tool for continuous improvement

What are the 15 Elements?

- Element 1 Management, Leadership and Accountability
- Element 2 Management of Personnel
- Element 3 Port and Harbour Operations
- Element 4 Terminal Layout
- Element 5 Ship/Shore Interface
- Element 6 Transfer Operations
- Element 7 Maintenance Management
- Element 8 Management of Change
- Element 9 Incident Investigation and Analysis
- Element 10 Management of Safety, Occupational Health and Security
- Element 11 Environmental Protection
- Element 12 Emergency Preparedness
- Element 13 Management System Review
- Element 14 Operations at Buoy Moorings
- Element 15 Terminals Impacted by Ice or Severe Sub-zero Air Temperatures



KPI's

Best Practice Guidance

Aim: To ensure that a structured process is used to verify the effectiveness of the management system.

STAGE	KEY PERFORMANCE INDICATORS	BEST PRACTICE GUIDANCE
1	1.1 The terminal has a process in place that addresses internal audit requirements.	The process in place covers the key topics in the table on page 10. The structure of the audit team - the need to establish audit scope - the requirement for audit results to be reported to management as soon as possible - procedures for the timely close-out of identified non-compliance.
	1.2 An internal audit plan is in place.	The plan should ensure that the management of the terminal activities is covered on a periodic basis.
	1.3 All auditors have worked formal audit training.	Leaders of the audit team should have experience in conducting audits.
	1.4 Management review and the control effectiveness of the audit department process.	Management should ensure that sufficient resources are allocated and if required, use external support.
2	2.1 A risk based audit format is used.	The provided format includes appropriate to critical activities and requirements and assesses the level of compliance. Check sheets and observations are recorded.
	2.2 Audits are performed in line with the audit plan.	Where significant delay to planned activities is occurred, mechanisms should be in place to monitor back together with the plan.
	2.3 Management review internal performance standard for the time taken from completing the audit to production and publishing the report.	
3	3.1 The terminal has a system that clearly demonstrates the status of recorded deficiencies through to close-out.	The results of audits are recorded and left open to track to ensure timely close-out. Regular checks are made on the status of open Deficiencies or defects not connected to the satisfaction of terminal management, all remain open.
	3.2 The process allows terminal management when audit findings are not closed out within a defined period.	
4	4.1 Information from the analysis of management audits is fed into a continuous improvement process.	Managers evaluate the results from the audits to identify potential weaknesses in the terminal's management system, improve efforts to the management system and feed into the continuous improvement process.
	4.2 Terminal management identifies trends by reviewing terminal analysis of audit results.	The results of audits may be captured in a computer database to identify common trends.

Stage 1

Stage 2

Stage 3

Stage 4

12 - Emergency Preparedness

Stage 1 KPI - There are comprehensive and up-to-date emergency plans that are specific to the terminal.

Corresponding BPG –
The emergency plans should include the following elements.....



- Measures that track a terminal's effectiveness in meeting its aims and objectives.
- To indicate that management systems are fit for purpose
- To assist terminal managers to monitor progress with their continuous improvement programmes.

The results from the assessment process should provide operators with an overview of their performance, which will assist in identifying gaps and provide a focus for planning future improvement

The 4 stages of MTMSA



- The KPIs within each of the 15 element are grouped into 4 stages
- Stage 1 is the foundation - Initial Ranking
- Generally, the higher stages build on the lower stages and maximum benefit is achieved when the stages are completed in order.
- The emphasis is on achieving continuous improvements by aligning actions with targets.
- Using gap analysis, follow the continuous improvement process to achieve higher stages
- Stage 4 is the highest stage



Benefits and Advantages



- Self Assessment is a **LEADING INDICATOR**, as compared to external inspections and audits which are **LAGGING INDICATORS**
- MTMSA establishes a **continuous improvement cycle**, both, in content and practices in establishing higher standards
- **Feedback and improved practices** from operators is being incorporated into the system
- Directs the organization based on **factual information**, which is the result of measurement and analysis



What is MTOCT?

To assist Marine Terminals develop their own training programmes to ensure that personnel working on the ship/shore interface have the required skills and competence by:



- Assessing the competence of staff
- Establishing training needs for each member of staff
- Developing appropriate training/self-help programmes to satisfy the training needs.
- Maintaining training records

MANAGING THE INTERFACE

OCIMF MARINE RISK MANAGEMENT TOOLS AND BEST PRACTICE GUIDANCE



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