



# 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?



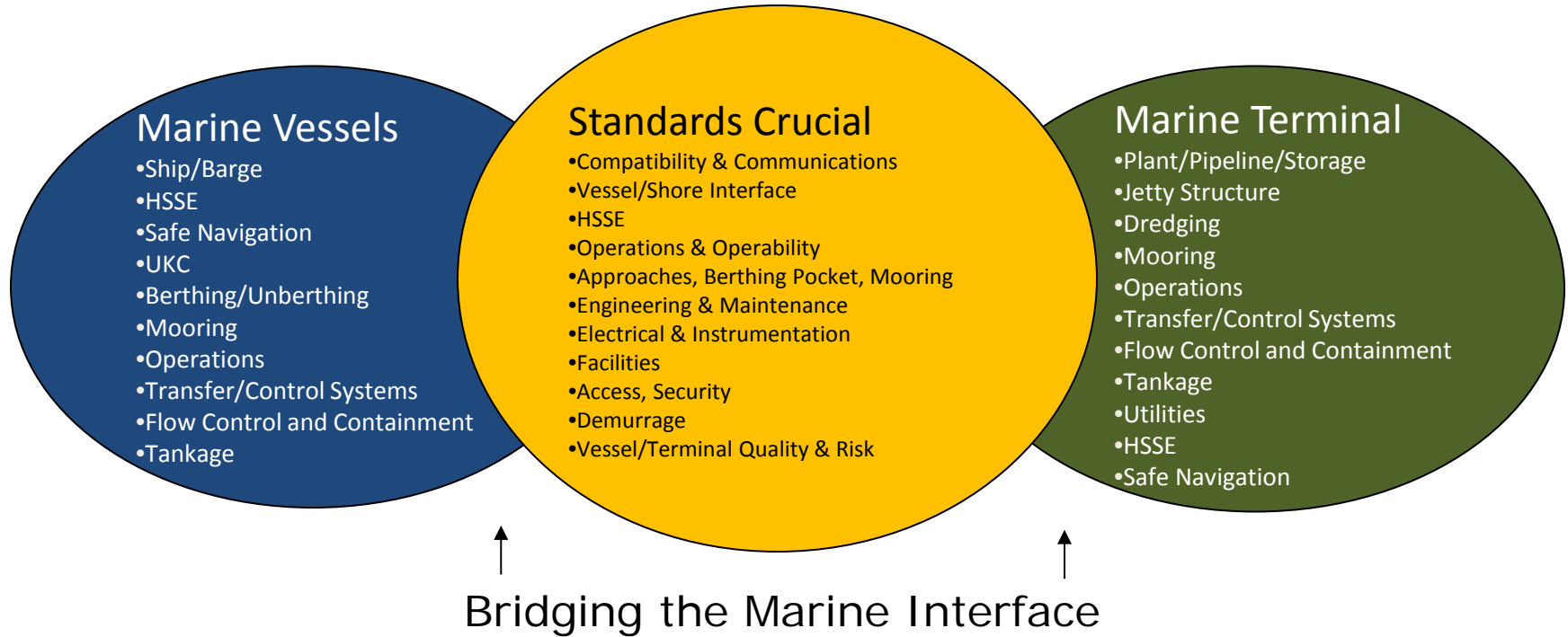
# THE MARINE INTERFACE COMPLEX RELATIONSHIPS



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

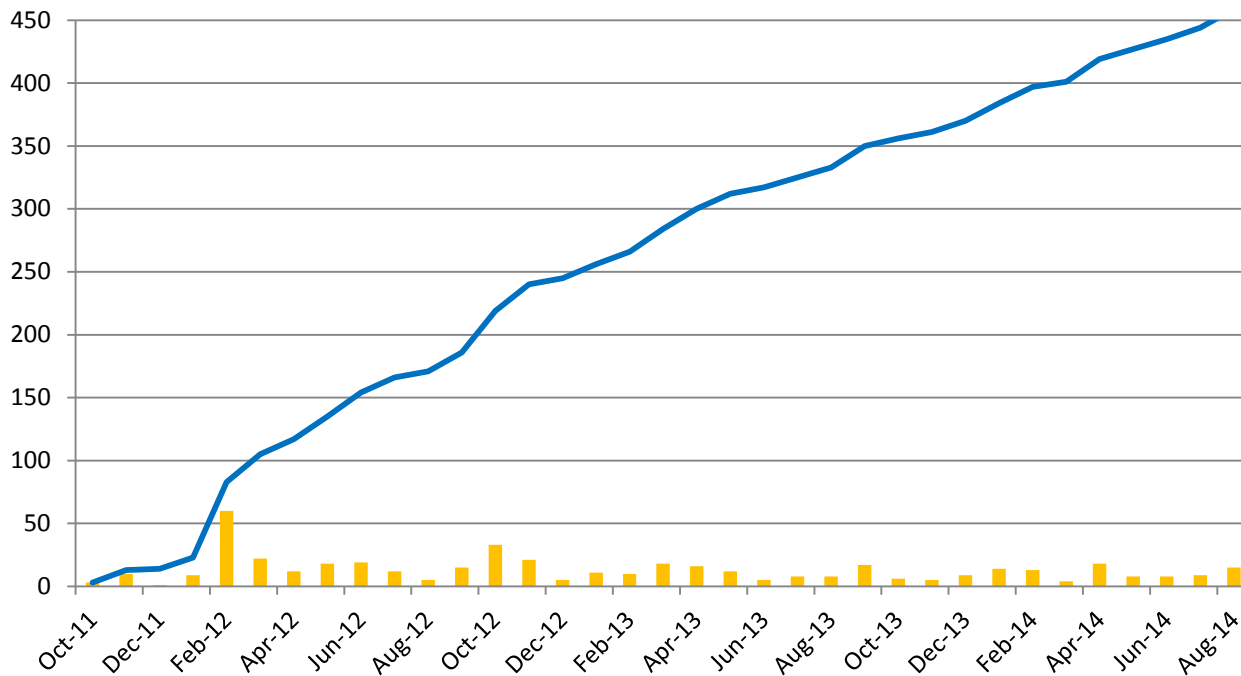


MTIS is a consolidated system consisting of:

- 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 1

#### Stage 2

#### Stage 3

#### Stage 4

STAGE	KEY PERFORMANCE INDICATORS	BEST PRACTICE GUIDANCE
1	1.1 The terminal has a process in place that addresses internal audit requirements.	The audit process covers the key topics in the management system. 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 observed non-compliance.
	1.2 An internal audit plan is in place.	The plan should ensure that the management of 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 reviews and discusses the effectiveness of the audit close-out process.	Management should ensure that sufficient resources are allocated and, if required, use external support.
2	2.1 A standard audit format is used.	The standard format includes appropriate terminal activities, observations and basis for the level of compliance. Observations and observations are recorded.
	2.2 Audits are performed in line with the audit plan.	Where significant delay to planned activities is required, the auditors should bring performance back in line with the plan.
	2.3 Management sets an internal performance standard for the terminal and complies the audit to production and distribution of the report.	
3	3.1 The terminal has a system that clearly demonstrates the status of observed deficiencies through to close-out.	The results of audits are recorded and left in place to ensure timely close-out. Regular checks are made on the status of issues. Deficiencies are closed or not closed to the satisfaction of terminal management. All remain open.
	3.2 The process of terminal management where audit findings are not closed out within a defined period.	
4	4.1 Information from the analysis of management audits is used into a continuous improvement process.	Management reviews the results from the audits to identify potential weaknesses in the terminal's management system. Improvements to the management system are made into the continuous improvement process.
	4.2 Terminal management identifies trends by reviewing terminal analysis of audit results.	The results of audits are captured in a computer database to identify common trends.

## 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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