



THETIS FAQ

Inspection

v1.2

Date: 04 June 2024

Document History

Version	Date	Changes	Prepared	Approved
1.0	10/07/2023	1 st Version prepared	THETIS Team	THETIS Team
1.1	04/09/2023	Summary of changes: <ul style="list-style-type: none">• Improved question "How can I delete an "Allocation".• Add a new question "How does the automatic "Unexpected Factor" message (Loss of EU Recognition of RO) work? Is it possible to "archive" the message?"	THETIS Team	THETIS Team
1.2	04/06/2024	Summary of changes: Add new 11 questions. <ul style="list-style-type: none">• <i>Ship Type not listed in THETIS - What should I do?</i>• <i>What can I do if the Recognized Organization is not listed in Thetis library?</i>• <i>How can access to the THETIS training environment be obtained?</i>• <i>I submitted an inspection with a wrong Information (ISM Company, etc). How can I proceed to correct the information?</i>• <i>Daily tracking for Company Performance: the THETIS system advantage.</i>• <i>We mistakenly rejected the postponement request. Is it possible to restore the postponement request?</i>• <i>How is the "effective date" of the ISM Company determined when calculating Company Performance in the Thesis system?</i>• <i>Understanding Ship Call Management and System Interaction in THETIS: Business Rules.</i>• <i>Rule governing the Postponement in Thetis.</i>• <i>Generate to Master VS Generate.</i>• <i>Action Taken 46: Single voyage to repair port for accidental damage</i>	THETIS Team	THETIS Team

Document Summary

The present document lists Frequently Asked Questions (FAQ) that have been addressed to the THETIS Helpdesk.

It is a guidance document on the usage of the THETIS inspection database by its end-users.

The document is a "live document" that will be frequently updated pending on the most common queries that are addressed to the THETIS Helpdesk (thetis@emsa.europa.eu).

Nothing in this document should be construed as legal advice on the enforcement of PSC Directive (EU) 2009/16/EC or Paris MoU adopted procedures.

Confidentiality notice: the document is to be shared only between authorised end-users of THETIS.

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Table of Contents

1. What is the general workflow process of inspections in THETIS?	5
2. Who can record an inspection in THETIS?.....	5
3. Who can change the inspection reports?.....	6
4. How can I use the THETIS Mobile Client?.....	6
5. How can I use the Inspection Markers?	7
6. Detained ship with inspection wrongly submitted. What can I do?	8
7. Why after the re-inspection of a detained ship, THETIS sets again PI priority? (e.g., after long detention).....	8
8. Why is the ship not displayed in the "Current Detention" list if the ship is detained?	9
9. I am unable to allocate / postpone / justify a miss? Why?.....	9
10. Why was a "Miss" recorded after an accepted postponement?	9
11. Operational and Technical "Miss Justification" Type. When can I use them?.....	9
12. Non-Propelled Ships and ISM Company	10
13. Ships not recorded in THETIS or without an IMO number.....	10
14. How the National Administrator can modify a validated inspection?	11
15. I was presented with the following error message: "At least one Inspector must be Fully Qualified PSCO": unable to process inspection. Why?	11
16. If I change a ship type (i.e., "General Cargo/Multipurpose" to "Bulk Carrier"), will the "Expanded Inspection" type be available?	11
17. What are "UNIDENTIFIED" ship calls or why do I have repeated calls with only ETA?	11
18. Why with an Overriding Factor (OF) active, I cannot select a More Detailed Inspection (MDI)?	12
19. "Current priority" is different from the priority at ATA.....	12
20. Public view of ISPS Deficiencies	12
21. How can I delete an "Allocation"	12
22. Ships Non-eligible for PSC inspection.....	13
23. The importance of IMO Company Identification Number.....	13
24. How can I report in THETIS a recycled ship?	14
25. How does the automatic "Unexpected Factor" message (<i>Loss of EU Recognition of RO</i>) work? Is it possible to "archive" it?	15
26. Ship Type not listed in THETIS - What should I do?.....	15
27. What can I do if the Recognized Organization is not listed in Thetis library?	15
28. How can access to the THETIS training environment be obtained?	16
29. I submitted an inspection with a wrong information (ISM Company, etc). How can I correct it?	16
30. Daily tracking for Company Performance: the THETIS system advantage.....	16
31. We mistakenly rejected the postponement request. Is it possible to restore it?	17
32. How is the "effective date" of the ISM Company determined when calculating Company Performance in Thetis?	17
33. Understanding Ship Call Management and System Interaction in THETIS: Business Rules.	18
34. Rule governing the Postponement in Thetis.....	18
35. Generate to Master VS Generate.	19

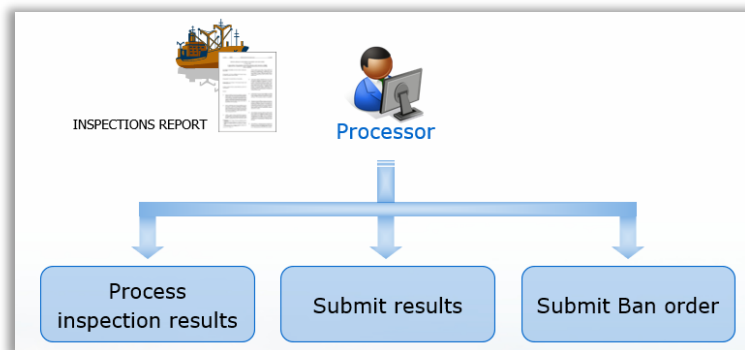
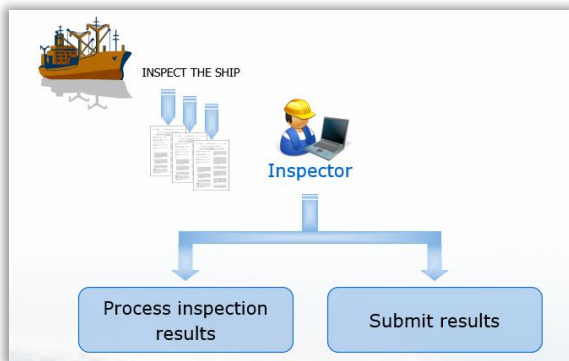
36. Action Taken 46 or Action Taken 48: Single voyage to repair port.20
37. Why in my dashboard I am not able to see all the “Ropax in regular service”?20

1. What is the general workflow process of inspections in THETIS?

The inspection process in general has the following steps:

EVENT	ACTOR	COMMENT
Port call with at least ATA	Ship call reported by SafeSeaNet, local port call system or manually created by the Allocator or Port Call Manager .	If an ATD is already available, the time to allocate the call for inspection is restricted to ATD + 24 hrs
Allocate the ship to an Inspector or Supervisor	Allocator or Supervisor	A Supervisor may have "self-allocation" rights.
Create an Inspection report	Inspector or Supervisor	An end-user with the Processor role may also create and record an inspection report.
Complete the report	Inspector or Supervisor	
Submit the report (i.e. close it)	Inspector or Supervisor	
Validate the report	Supervisor	During validation mode, the report can still be adjusted by the Supervisor .
Modify the report	National Administrator	In case a validated report needs to be amended, only the National Administrator can modify it.

2. Who can record an inspection in THETIS?



Both an **Inspector** and a **Supervisor** can record inspections in THETIS. Also, office staff with the role of **Processor** can perform this action on behalf of an **Inspector** or **Supervisor**.

3. Who can change the inspection reports?



Inspection reports can be changed at any time.

During creation and until submission by the **Inspector**.



During the validation process by a **Supervisor**.



At any time after the validation by a **National Administrator**.

4. How can I use the THETIS Mobile Client?

THETIS has a Mobile version which allows the user to download the relevant data, go on board and record an inspection in off-line modus.

1. Install the Mobile Client on a laptop (latest version can be downloaded from the THETIS “Documents” menu, Mobile Client Production)
2. Username and password are identical to those for THETIS main portal,
3. A ship needs be allocated for inspection to the end-user in THETIS main portal,
4. Open the THETIS Mobile Client (with Internet connection) to download the allocated inspection,
5. Download the necessary background tables (e.g., list of ISM companies, deficiency codes, statutory certificates, conventions, etc) Note: the first download of the background tables may take some time,
6. After this moment the THETIS Mobile Client can be operated on an online or offline mode,
7. Record the inspection results in the THETIS Mobile Client,
8. Print the report for the master if so needed,
9. Connect back to the Internet,
10. Upload the inspection to the THETIS main portal,
11. After which, the validation must be done in the THETIS main portal.

Multiple inspection reports in various stages of completion can be handled by the Mobile Client at the same time. It is not necessary to work on reports one-by-one.

Note (1): reports and background tables (e.g. list of companies) will not be updated when THETIS Mobile Client is operating in off-line mode. Also, reports that are not uploaded after completion will not appear in the main system and data (changes) will not be taken into account (e.g., in SRP, statistics, follow-up of deficiencies).

Note (2): Rulecheck off-line version may be installed on the same laptop. However, due to technical complexity and the wide variety of machines and software, the off-line THETIS and off-line Rulecheck do not communicate in the way they do in the main system.

5. How can I use the Inspection Markers?

The markers "**Inspected**", "**Detained**" are only available to expedite the change of inspection status, when the **Inspector** still did not have time to submit a full inspection report, which should occur 48h after the marker was



	IMO number	Alert	Ship name	Flag	Ship type
★				Malta	Gas carrier
★				Liberia	Container
★				Malta	General cargo/multi
★				Cyprus	Container

activated. The 48h limit, however, is not enforced in anyway by the system.

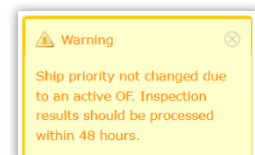
- **Marker Ship as inspected**

It may happen that an inspection may take a long time and the PSCO may not have time to record the inspection in THETIS, until then the Ship Risk Profile is not re-calculated nor the Ship Priority not reset. Plus, on short voyages across borders to a next port in a Paris MoU State, a new inspection obligation could also be triggered. To avoid the latter, and for this specific reason, a special marker – "**Mark as Inspected**" - is available.

1. The **Allocator** or **Supervisor** access the "Allocation" menu,
2. Search the relevant ship,
3. Apply the marker "**marked as inspected**",
4. The report status will be set to "**Incomplete**".

Having this marker applied will mean that the Priority of the ship is set to "**P0**" (No Priority) until the inspection report is properly recorded. The Inspection marker holds no other meaning or value and is only used for Paris MoU communication through THETIS.

However, there is one scenario when the priority is not reset even after the marker is used: if the ship' priority was triggered by an **overriding factor** (PI) or an **unexpected factor** (PII). The same occurs with "Mark as Inspected (ROPAX)". To better highlight this condition a new warning message is now displayed to the **Inspector** when an O.F./U.F. is still active, and the ship is marked as inspected, a warning message will appear.



- **Mark Ship as Detained**

It may happen that a ship may be detained as a result of an inspection and such ship is (temporarily) not available for cargo handling. In order to inform the wider industry of the fact that the ship is currently detained, an indicator was introduced "**Marked as Detained**". Note: the use of the marker is not mandatory.

Once the marker is set, the relevant page of the Paris MoU website lists the ship <https://www.parismou.org/detentions-banning/current-detentions> and the inspection status pas as "Marked as Detained". A copy of the list is also here: <https://portal.emsa.europa.eu/web/thetis/current-detentions>

The "**Marked Ship as Detained**" entails further steps from a workflow point of view:

1. The PSCO in the "Allocation" window marks the **ship as detained**,
2. The inspection report remains in the "**Incomplete**" status and the ship is highlighted to the PSCO as "**Marked as Detained**",
3. The time the marker is used may NOT be the date of detention,
4. The ship will be listed in the public page of THETIS: "Current list of detentions",



5. Ship is removed from the list of public detentions when the marker is removed, for instance, when the inspection is submitted,
6. Re-application of the marker will set a new date of detention in the publication,
7. There is no link between the marker and the real detention process,
8. Given that the inspection report is in an "**Incomplete**" status when the marker is used, the latter is not visible to the **System Administrator** in the "Inspection" page (only Submitted & Validated Reports are visible to **System Administrator**),
9. Nonetheless, the **System Administrator** by consulting the "Ship Call History" page, can verify if the ship has been "Marked as Detained",
10. The moment the inspection report is submitted (after a second visit date), the ship no longer keeps the marker "Marked as Detained",
11. The rationale is that the inspection is only complete when the ship is released from detention, after a second visit date and the Action Taken n.10 (Rectified) is used on the detainable deficiency.
12. Until then, the ship remains visible to the public as detained, with the caveat of the "Incomplete" inspection report not being accessible, though it is presumed an inspection report has been handed over to the ship master.

If the marker "Mark ship as released from detention" is used, the status will change from "detained" to "inspected" and the ship will be removed from the public list of ships under detention.

For both Markers (**Mark Ship as Detained** and **Marked as Inspected**), after submission of the inspection report the will change to "Submitted" and the Inspection status to "Inspected". If the Detention Marker was used, the ship is removed from the public detention list as the submitting of the report is linked to the release of the ship from detention.

Within 72 hours after the final visit of the inspection, Member States shall ensure that the information transferred to the inspection database is validated. The **Supervisor** is informed in the homepage in the "Submitted reports" table of the reports expecting validation for more than 72 hours.

6. Detained ship with inspection wrongly submitted. What can I do?

When the **Inspector** detained a ship, the report of the inspection must not be submitted. If this happens, the inspection will be under the control of the **Supervisor**.

In this case, the **Supervisor** can add a second visit date (re-inspection), select the inspection team, and modify the report in accordance the PSC Team marking the deficiencies as rectified (AT10), and at the end proceed at the validation of the inspection.

The **Supervisor** can also generate a new report with the rectified deficiencies to the **Inspector** & ship master.

If the detention is submitted by the **Inspector** and validated by **Supervisor** the above mentioned procedure must be follow by **National Administrator**.

7. Why after the re-inspection of a detained ship, THETIS sets again PI priority? (e.g., after long detention)

By design principle, THETIS calculates the time-window since first visit date, which explains the PI calculation. One reason being that the detention is attributed to the elements reported at first visit date (F.V.D.).

Plus, re-inspection to verify the rectification of deficiencies relates to the verification of the rectification of the deficiencies detected in the first visit. Which also justifies the calculation of time-window since F.V.D.

8. Why is the ship not displayed in the "Current Detention" list if the ship is detained?

The only possibility for a ship to be displayed in the "Current Detention" list is if the ship is "Marked as Detained" (Action > Markers > 'Marked as Detained').

The underlying logic is that MSs, for the most part, never submit inspection reports while the ship is detained. Either because they do not have time, or, because the processual procedure takes place outside THETIS. Exception made to "jumped detention" events, which require a submission of a report, so to trigger a banning procedure.

Therefore, the "Marked as Detained" is a facility that exists to publish a detention before a report is submitted. And it was developed within this reasoning: reports are only submitted after the ship has been released from detention. Even though a ship may appear as detained in the ship call (even if an open call) it does not mean that the ship is still detained. Only ships which were "Marked as Detained" are effectively in this situation and publicly available.

Once a report is submitted, the "Marked as Detained" is reset, thus no longer appearing in the "Current Detention" list, even if a detainable deficiency is recorded.

9. I am unable to allocate / postpone / justify a miss? Why?

Inspectors should have in mind the following time restrictions implemented in the system:

1. Maximum allocation time-window after ATD: **24h**,
2. Days to justify a miss after ATD: **30 days**,
3. If a ship call is at "Anchorage", is not counted as a miss if inspected by the MS or other MS, within **15 days**,
4. Postponement time-window after ATD: **24 hours**
5. Inspection time-window after postponement: **15 days** (after which a miss is calculated).

10. Why was a "Miss" recorded after an accepted postponement?

Even if a postponement is accepted within the expected time, **the submission of the inspection report needs to be carried out within 15 days**. It is the submission of the inspection report that clears the miss from the previous port, and not only the act of acceptance of the postponement.

11. Operational and Technical "Miss Justification" Type. When can I use them?

Some miss justification types are not allowed all time. Currently two miss types are hidden but can be made available after request to the THETIS Helpdesk.

1. **"Operational issues"**: can be used to a unexpected situation: Call at anchorage, short duration an call during night hours, inspection would create a risk, situations where the Priority and/or the SRP changes overnight and the vessel is scheduled to leave port imminently this may mean that there is not enough time to carry out an inspection and the miss is justified,
2. **"Technical Incorrectness"**: will be used when the miss has been caused by a technical glitch of the information system. (i.e., SRP mechanism overnight failed).

12. Non-Propelled Ships and ISM Company

Non-Propelled ships do not require an ISM Company, but if the ship is not marked as non-propelled and the ISM Company is not reported, then the ship status will be "*Unknown*" and an overriding factor is triggered placing the ship as a PI priority, even if an inspection has been submitted.

To reset the priority the **Inspector** needs to mark the ship as non-propelled, to avoid the obligation of the ISM Company to be reported.

13. Ships not recorded in THETIS or without an IMO number.

After 1 January 2011 an arriving ship will be identified by the Port Call system by either the IMO number or the MMSI number or a combination of both. In case the IMO number is not available in the Port Call system, the arrival message is still relayed to THETIS.

Upon receiving this information, THETIS will try to match the MMSI number with an IMO number. If a match can be made, the user will be asked to validate the match before it will be stored. If the match does not succeed, the THETIS user covering the port will receive an error message urging him to contact the information system manager. The information system manager as well as the **National Administrator** and those officers with a **Supervisor** role can create a **Provisional IMO number (P-number)**.

A) Ship with IMO number not available in THETIS

If the ship's IMO number is not already known in the system, an inspection report cannot be entered, a ship cannot be allocated, nor can an inspection report be entered. In such cases the PSCO or person responsible for creating the call in THETIS should provide the following information to the person who will create the ship's record in THETIS (when available): **IMO number, name of the ship, type of the ship, gross tonnage, dead weight, keel date, flag State of the ship, call sign, MMSI number, dates and details of inspections in the Paris MoU on the ship carried out in the previous 2 years, a representative photograph of the ship to be attached to the ship folder.**

Before creating a new ship in the ship folder, the information system manager shall perform verification checks against other maritime information systems – e.g., Equasis – for cross-checking purposes.

In case of discrepancies, the information found should be relayed back to the PSCO who shall then contact the flag State for verification.

In case a match is made between the data provided by the PSCO and any of the databases above, a record shall be created. After being created, the ship will have no class certificate, company, charterer or statutory certificate(s). The PSCO or person responsible when entering the first inspection report provides this information to THETIS.

B) Ships without IMO number

- **Actions to be taken by the PSCO / User of THETIS**

If it is the first time that the ship is inspected in the Paris MoU region, the flag State or the recognized organization (RO) acting on its behalf shall be contacted to verify whether the ship has already been assigned with an IMO number, noting the requirements stipulated in IMO Res. A 1117(30) of December 2017.

In the case that the flag or RO provides written evidence that the IMO number corresponds to the ship concerned, the PSCO or person responsible shall complete the procedure as described under letter A).

If evidence confirms that the IMO number **cannot** be obtained from either the Master, the flag State or the RO, THETIS records of the ship cannot be completed.

The PSCO / user shall inform the PSC **National Administrator** to create the ship in THETIS accordingly or report the issue to the EMSA helpdesk. The entity inserting the details will verify the ship particulars (the ship type and whether it is used commercially) before creating a new record in the system.

Once a provisional number is created, a ship related message should be posted by the PSCO in the database warning the next PSCO boarding the same ship about the fact of the missing IMO number.

- **Actions to be taken by the information system manager**

When there is no evidence of a correct IMO number for a certain ship, the entity reporting should allocate a provisional number (P number) in order for the inspection to be properly recorded in the database.

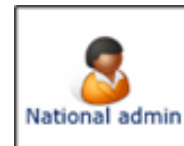
If reliable evidence becomes available that an IMO number has been issued for a ship already recorded in the system with a provisional number, the information shall be merged.

The format for "P numbers" in the database shall be as follows:

PYYXXXX where YY represent the last two digits of the year of creation and XXXX is a sequential number. The total of letter and digits shall be 7. The information system manager maintains a register of the numbers given containing the P-number, the date of request, the date of entry and the requestor (name and member State). When a "P-number" is deleted or merged, the register will be updated with relevant information (definitive IMO number).

14. How the National Administrator can modify a validated inspection?

1. Select the inspection tab,
2. Search the ship (and the inspection by date),
3. On the line of the inspection to be corrected, **Action button** ➡ **Process**,
4. Then the inspection report is on "edit" mode,
5. Make your change(s) in the corresponding tab(s),
6. In the last tab "inspection operation", re-generate the inspection report,
7. Finish by the "**Validate**" button on the upper right side.



15. I was presented with the following error message: "At least one Inspector must be Fully Qualified PSCO": unable to process inspection. Why?

The **National Administrator** is responsible for controlling two specific dates for each **Inspector** user account in THETIS: "*New Entrant since*" and "*Fully qualified since*".

The system checks if the date of full qualification is before the first visit date, otherwise the error message is presented.

16. If I change a ship type (i.e., "General Cargo/Multipurpose" to "Bulk Carrier"), will the "Expanded Inspection" type be available?

- a) Yes, if the ship type is changed prior the processing of the inspection in THETIS.
- b) If the ship is in the "Allocated" status, the **Inspector** can still change the ship type directly in the "ship data" block and executes "Trigger profile calculations" manually in the profile page. However, within the inspection, even if the ship type is changed, it will not make the "Expanded Inspection" type available. Reason being, that the system calculates possible inspection types prior processing inspection (overnight calculation) or when manually triggered.

17. What are "UNIDENTIFIED" ship calls or why do I have repeated calls with only ETA?

The VTMIS Directive 2002/59/EC requires a State to report the "**ETA at next port**" on departure of a ship.

Therefore, the ETA notifications are originated from the previous Member State, as the "ETA at next port", which is an element of the PortPlus message notification from where the ship is departing.

Once the message is received by EMSA's SafeSeaNet (SSN) central system from the previous port, the "ETA next port" is extracted by SSN and passed on as a "new" ship call notification to THETIS. You will see that there is no "MS Reference ID" for such notifications (Action > Details, next to the port call), with the call ID being indicated as "Unidentified".

"UNIDENTIFIED" should be interpreted as a notification processed by SafeSeaNet (SSN) as a result from the received PortPlus message and "ETA at next port".

However, in some instances, the "ETA at next port" created by the Member States, do not reflect a correct "ETA at next port".

18. Why with an Overriding Factor (OF) active, I cannot select a More Detailed Inspection (MDI)?

A Member State records an Overriding Factor after which processes an inspection. However, only the "Expanded Inspection" or "Initial Inspection" can be selected and not the "More Detailed Inspection" as expected.

In this case it needs to be checked whether the port call associated with the inspection has been closed (w/ ATD) and if the ATD is before the creation of the OF. If so, it means that the possible inspection types picked up by the system are those before ATD and thus will not consider a OF that was created after ATD.

19. "Current priority" is different from the priority at ATA.

Once an inspection is submitted the priority is re-calculated by the system and reset, which explains the change to the "Current Priority". Nonetheless, the inspection is reported against the priority at ATA.

However, the priority may not reset after submission as expected, and retain a PI or PII, the latter only happens if an Overriding Factor (OF) / Unexpected Factor (UF) is still active for the ship and has not been archived.

If the OF or UF is not archived within the inspection, even with the submission of an inspection, the ship will retain the PI or PII priority.

20. Public view of ISPS Deficiencies

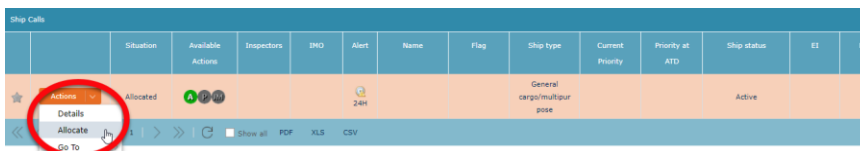
The ISPS deficiencies in the THETIS Public site are presented differently from the THETIS private access.

Due to the sensitive security aspect of ISPS-related deficiencies these are bundled into one single security deficiency.

21. How can I delete an "Allocation"

If a ship has been allocated for an inspection and it was not possible to inspect the ship before its departure, the allocation can be deleted manually by the PSC **Inspector** following these steps:

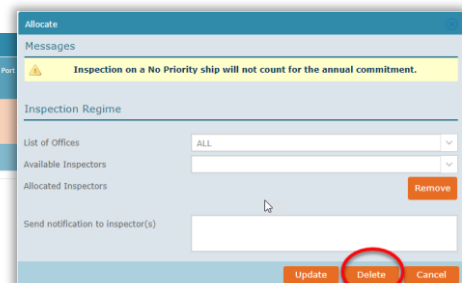
Option Location: "Inspection > Actions > Allocate > Delete"



In some specific cases, the system does not allow to delete the allocation. One example is 24H have elapsed since ATD (*please refer question #9*)

However, the allocation **will automatically be deleted** by THETIS during the evening.

The system automatically deletes ship calls that remain in the "Allocated" status when the ATD is over 24H.



22. Ships Non-eligible for PSC inspection.

Each Authority will maintain an effective system of port State control with a view to ensuring that, without discrimination as to flag, foreign merchant ships calling at a port of its State, or anchored off such a port, comply with the standards laid down in the relevant instruments listed in Section 2 of PMOU.

In the ship database of THETIS also ships are included which are not falling under Port State Control, like:

- Warships and naval auxiliary
- Government ships used for non-commercial use
- Wooden ship of a primitive build
- Pleasure yacht not engaged in trade
- Ships trading only in inland waters
- Fishing vessels

The screenshot shows a web form for adding a ship to the THETIS database. At the bottom right, there is a checkbox labeled 'Non eligible for PSC' which is checked. Below it is a dropdown menu for 'Reason for non-eligibility' with the following options: 'Not engaged in trade', 'Ship Type not eligible for inspection', 'Not engaged in trade', and 'Inland waters'. A red arrow points to the dropdown menu.

THETIS Inspector profile is allowed to tick on the relative box

When to use the tick box **“Ship type not eligible for inspection”**?

- Warships and naval auxiliary
- Wooden ship of a primitive build
- Fishing vessels

When to use the tick box **“Not engaged in trade”**:

- Pleasure yacht not engaged in trade
- Government ships used for non-commercial use

When to use the tick box **“Inland waters”**:

- Ships trading only in inland waters

This is a close-up of the dropdown menu from the previous image. It shows the following options: 'Not engaged in trade', 'Ship Type not eligible for inspection', 'Not engaged in trade', and 'Inland waters'. A mouse cursor is hovering over the first option, 'Not engaged in trade'.

23. The importance of IMO Company Identification Number.

On 1 January 2009, SOLAS XI-1 Regulation 3-1 established that every company and registered owner shall be provided with an identification number which conforms to the IMO Unique Company and Registered Owner identification Number Scheme adopted by the Organization.

The IMO Company number identifying the ISM Company is crucial as it is the key element to allow the calculation of the Company Performance as described in Annex 7 of the Memorandum. Since it is an element of the ship risk profile, incompleteness in this respect does not contribute to the data needed.

On board the ship, the following certificates, if issued or renewed after 01 January 2009, must have the IMO company identification number:

- (Interim) International Ship Security Certificate (ISSC),
- (Interim) Document of Compliance (DOC),
- (Interim) Safety Management Certificate (SMC),
- Continuous Synopsis Record (CSR),
- “Form 2” CSR.

THETIS allows the PSCO to retrieve and record the IMO company number for the company found to be responsible for the ISM management¹ of the inspected vessel.

With a view to determining the performance of companies, it is necessary that, when inspecting a ship, PSCOs record the IMO number assigned to a Company.

Bearing in mind that, inaccuracies on the company information may mislead the performance and consequently the risk profile of the ship.

So that, the P.S.C. Officer can:

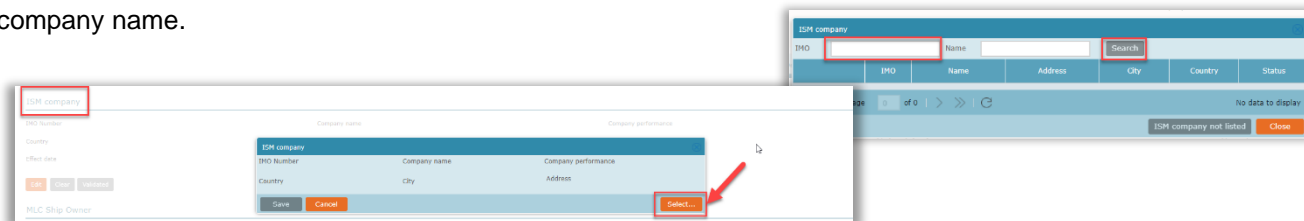
Before going on board for inspection:

- Consult whether there is any previous information on the company recorded in THETIS (i.e recorded during a previous inspection);
- If not, verify the information through Equasis and/or IHS-Fairplay.

On board the ship, only the information stated in the DoC, SMC, ISPS or CSR should be used for coding the company.

The IMO company identification number must be recorded on the appropriate part of form A of Inspection Report and in THETIS.

If the IMO company identification number is available then this number should primarily be used to search in THETIS. Only if no IMO company identification number is available, the search should be done by means of the company name.



A dictionary of companies is weekly updated in THETIS to help PSCO to select the correct company when inserting the details in the system.

The information on the company identification number can also be verified at www.equasis.org and www.imonumbers.lfairplay.com

The search results must match the ISM information found on board. In case of discrepancies, the PSCO should contact the PSC coordinator in order to report the unavailability of the company information in the system.

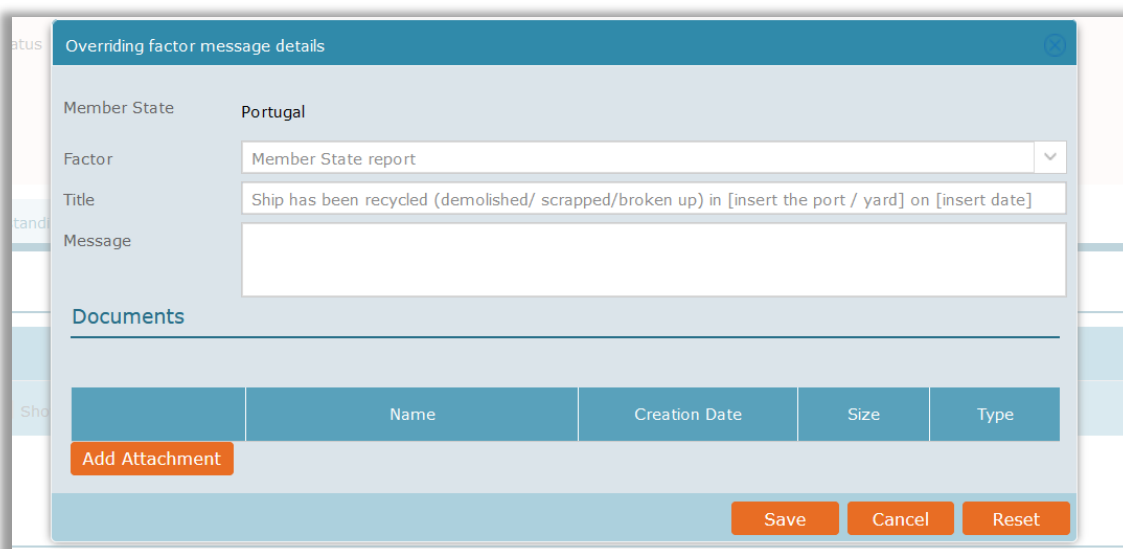
24. How can I report in THETIS a recycled ship?

The file of ships recorded in the inspection database does not always provide the information about the status of the ship (i.e., live or broken up). Furthermore, gathering the evidence that the operational service of a ship has ended is not always feasible.

Given the importance of such information and bearing in mind that historical records in the database must be kept, a harmonised procedure for inserting ship related messages in the database has been established and agreed at PSCC42.

This procedure will ensure that ships allegedly no longer in service can be accurately traced.

Inserting a ship related message in the format of an overriding priority message: *“Ship has been recycled (demolished/ scrapped/broken up) in [insert the port / yard] on [insert date]”*.



Example of ship related message in the format of an overriding priority message *“Ship has been recycled (demolished/ scrapped/broken up)”*

This ship related message **is advised to be inserted only if:**

- a) The location where the ship has been broken up was within the territories of the Paris MoU region, or
- b) The ship was listed in the register of the reporting Paris MoU member State, or
- c) Information has been established in a reliably documented way.

The Port State Control Coordinator within the reporting Member State shall be notified by the PSCO or user of the database before inserting the ship related message.

Documented evidence to confirm that the vessel has been actually demolished shall only rely on the IMO number of the ship for its identification.

The ship related message in the format of an overriding priority message triggers off a Priority I for the ship concerned. Therefore, if the IMO number of a reported recycled ship would match the IMO number of a ship entering a port, the PSCO or user of the inspection database shall report the issue to the Port State Control Coordinator who may deem it appropriate to inform the **System Manager**.

25. How does the automatic "Unexpected Factor" message (Loss of EU Recognition of RO) work? Is it possible to "archive" it?

The rules governing Unexpected Factors (U.F.) are outlined in **Annex I/2B of the PSC Directive**, which specifies that a ship may be subjected to inspection if it meets any of the listed U.F. criteria.

One of the listed U.F. criteria is as follows: "*Ships carrying certificates issued by a formerly recognised organisation whose recognition has been withdrawn **since the last inspection** in the Community or in the Paris MOU region.*"

Due to the above-mentioned reason, the system automatically generates U.F. conditions that lead to a modification of the ship's risk profile in PII. Consequently, even if the ship will change its Recognized Organization (RO) to one Recognise by the EU, the message will remain active until the ship will be re-inspected.

This automatic message (which is not listed or displayed on the message page) can only be "archived" after an inspection is conducted. Additionally, even if the certifications listed in the ship's particulars are updated (outside the inspection), this procedure will not result in the archiving of the UF condition.

26. Ship Type not listed in THETIS - What should I do?

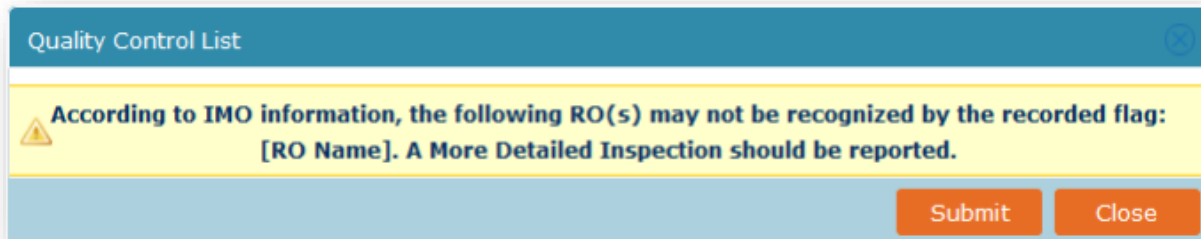
Annex II of PCCC 54/2021/03 on the type of inspection and the table named "*List of Type of Ships*" inside the PSC Manual contains tables providing information necessary to confirm the ship type.

It is important to note that adding new ship types in THETIS should in principle arise from a formal decision from the Paris MoU Committee.

27. What can I do if the Recognized Organization is not listed in Thetis library?

THETIS receives updated information from IMO-GISIS on RO authorizations daily. The information regarding the RO status and authorization by a flag is received and processed behind the screens.

It becomes visible in a warning message at the moment the PSCO enters the RO data, or confirms the RO data already in THETIS, indicating that the particular RO may not be authorized by the recorded flag.



However, this warning message does not prevent the inspector from uploading the inspection report. In case there is no link between flag and RO a “More Detailed Inspection” is triggered by the system.

In case there is no RO code available in THETIS to record the statutory certificate(s) issued by the RO:

1. the PSCO should use the code ‘other’ as RO while recording the certificates in his PSC inspection report.
2. the PSCO should request the information system manager (via the THETIS Helpdesk thetis@emsa.europa.eu) or Secretariat (secretariat@parismou.org) to unblock an RO code, provided that this request is accompanied with:
 - a. a photo(copy) of a statutory certificate issued by the RO; AND
 - b. contact particulars of the RO (the Master of the vessel should be in a position to obtain and provide contact details); AND
 - c. a statement from the flag State, acknowledging their authorization of the relevant RO.

Where the request is accompanied by the required documentation, the Information System Manager could unblock the RO code.

Once the RO code is unblocked, the National Administrator of the MS will correct the certificates in the PSC report with RO code ‘Other’ with the correct RO code before validation of the report and send a modified copy of the report to the ship.

The Information System Manager informs the Secretariat accordingly. The Secretariat annually informs the Paris MoU Committee and Coding Steering Board on RO codes unblocked upon request of a PSCO.

28. How can access to the THETIS training environment be obtained?

Access to the THETIS training environment (<https://portal-training.emsa.europa.eu/>) is granted at each Member State. To receive the username and password, a request should be submitted to the **Thetis Helpdesk** by the National Coordinator.

Changing the password for access to the THETIS training environment is not permitted.

29. I submitted an inspection with a wrong information (ISM Company, etc). How can I correct it?

Once the inspection is submitted (and validated from the supervisor) the inspections information can be updated only by the National Administrator.

Please, refer at questions number #3 and number #14.

30. Daily tracking for Company Performance: the THETIS system advantage.

Company performance is a dynamic calculation updated on a daily basis according to the inspection information uploaded inside THETIS System. The THETIS system holds a crucial position in this matter as it is capable of tracking and processing this parameter daily.

Company Performance considers the detention and deficiency history of all ships in a company's fleet during the time when that company was the ISM company for the ship. The calculation is performed **daily over a running 36-month period** and involves two key elements:

- 1) **The Deficiency Index**: This is the ratio of the total points of all deficiencies in a company's fleet to the number of inspections of all ships in the fleet within the last 36 months. The ISM deficiency (15150) is weighted at 5 points, while other deficiencies are valued at 1 point. If a Refusal of Access Order (banning) is issued to any ship in the fleet within the last 36 months, the Detention Index is automatically marked as "above average," irrespective of other inspection results.
- 2) **The Detention Index**: This is the ratio of the number of detentions of all ships in a company's fleet to the number of inspections of all ships in the fleet within the last 36 months.

The ratio is compared with the average for all ships inspected in the Paris MoU region over the last 3 calendar years. The average ratio is approved by the PSC Committee each year.

It is important to bear in mind that:

- a) only ISM deficiencies coded as 15150 are counted.
- b) technical deficiencies marked as '*ISM related*' hold significance in a business context only.

A simulation of the company performance can be conducted on the public webpage of the PMoU <https://parismou.org/PMoU-Procedures/company-performance-calculator>.

Another important consideration to note is that the "**Company Performance date**" displayed on the ship profile page indicates the most recent date when the company's performance has changed, and when this change **was lastly recorded** in the system. Therefore, it does not correspond to the latest performance calculation which occurs daily.

Company Performance				
Ship				
PSC Inspections	Detentions	Non-ISM deficiencies	ISM deficiencies	Ban
642	35	1711	107	0
Company Performance date: 14/01/2024 00:31				

31. We mistakenly rejected the postponement request. Is it possible to restore it?

EMSA cannot interfere with the production workflow.

Therefore, the advice is to contact the PSC Authority that generated the request and ask them to reinsert the postponement request.

This procedure can be completed only if the business rule of the postponement is observed, meaning if the request is generated within 24 hours from the ATD.

32. How is the "effective date" of the ISM Company determined when calculating Company Performance in Thetis?

The effect date of the company is automatically updated by THETIS with the "*Date of First Visit*" upon inspection submission.

It is important to align the effect date with first visit date, establishing a proper connection between deficiencies and detentions noted in the inspection report and the verified company during the inspection. Only deficiencies and detentions recorded in the last 36 months are considered for the calculation of ISM Company performance.

To summarize, for accurate ISM Company performance calculation, it's important to link the date of inspection with the Company number. It is

ISM company	
IMO Number	
Country	
Effect date	03/05/2023
<input type="button" value="Edit"/> <input type="button" value="Clear"/> <input type="button" value="Validate"/>	

essential to note that the "effect date" is a "system date" not directly linked with the date of ISM operation.

33. Understanding Ship Call Management and System Interaction in THETIS: Business Rules.

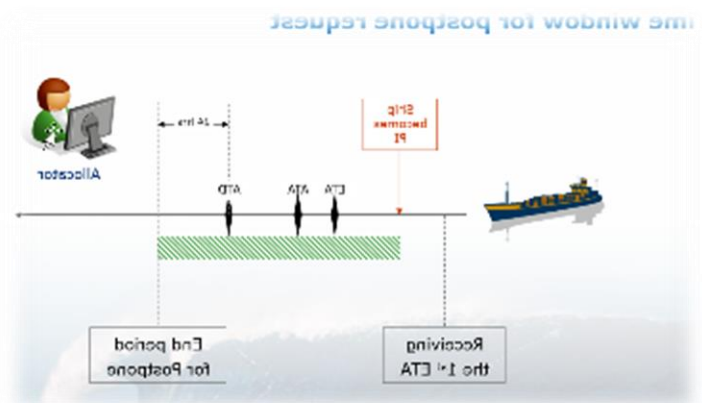
THETIS ship call notifications are provided by SafeSeaNet (SSN) do not always result in corresponding updates or creations in THETIS itself due to the distinct business rules governing each system.

Certain conditions may lead to the rejection of ship call notifications from SSN, all conditions cannot be exhaustively listed in this document, with the following being the main rules:

- If a ship call has an Actual Time of Arrival (ATA) **exceeding one year, it is never automatically updated in THETIS following an SSN communication.**
- Manually changed calls are no longer updated from SSN notifications,
- If ATA is not null, ETA is never updated, except when ETA is the only recorded data in the database.
- If ATD is not null, certain elements including ETA, ATA, and ETD are not updated from SSN notifications.
- Once a call is closed in THETIS with an ATD, ATA is never updated, and only ATD can be updated from that point onwards, requiring manual intervention by the designated National THETIS Port Call Manager or System Administrator,
- Furthermore, **ship calls with ATD exceeding 30 days are not displayed in the port call tab by default,** so any additional modifications require System Administrator intervention, which must be requested through the Thetis Helpdesk.

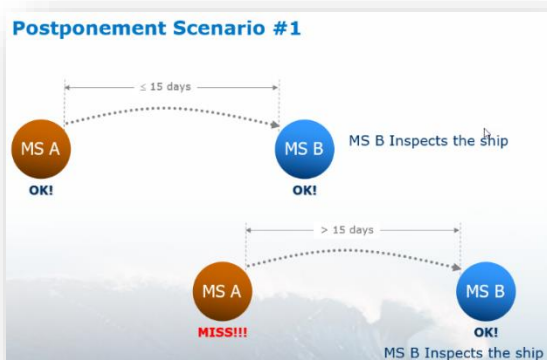
34. Rule governing the Postponement in Thetis.

It is possible to postpone an inspection within a 15-day timeframe from the Actual Time of Departure (ATD) (please refer to question #9). Please note that only one postponement is allowed at a time per ship.



Below, you can find the different postponement scenarios that could occur:

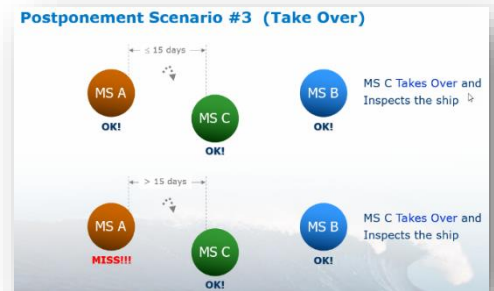
1. In the event that a postponement is requested by **Member State A** and accepted by **Member State B**, and if an inspection is carried out by **Member State B within 15 days**, any MISS recorded for **Member State A** should be cleared if the Actual Time of Departure (ATD) of the previous call also occurred within 15 days. The 15-day timeframe considers the first visit date (FVD) of the inspection. In other words, within 15 days of the ATD of the (missed & postponed) call, an inspection with an FVD within this timeframe must be submitted to THETIS. However, if the 15-day timeframe is not respected, or if **Member State B** fails to inspect the ship or the ship fails to call **Member State B**, a "Missed" will be recorded as indicated in the below images.



2. Postponement with more than two Member State Involved:

In case a postponement is requested by **Member State A** to **Member State B** but the ship decided to have a call in **Member State C** (before calling the **MS B**), we may encounter the following scenarios as described in the image below:

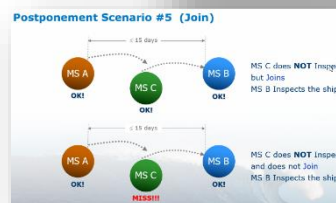
a) If **Member State C TAKE OVER** the postponement, it means that **Member State C accepts to inspect the ship**. The moment **Member State C "takes over"** the postponement request, the request will be **Killed**. If the inspection is carried out within 15 days from the Actual Time of Departure (ATD), no "MISSED" will be recorded. However, if the inspection is not conducted within this timeframe, Member State A will have a recorded "MISSED" call.



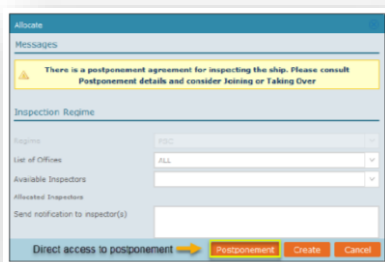
b) If **Member State C DOES NOT TAKE OVER** the postponement but still inspects the ship, **Member State A** will have a recorded "MISSED" call.



c) If **Member State C JOIN** the postponement, it means that **Member State C WILL NOT INSPECT** the ship and will align its ship call with the postponement request. If the ship is inspected by **Member State B** within 15 days from the Actual Time of Departure (ATD), it will avoid a "MISS" being recorded.



d) In the last scenario, if no inspection is carried out or if the ship fails to call the Member State where the postponement request is addressed, a "MISSED" will be recorded.



To assist the Port State Control Officer (PSCO) in promptly identifying any pending postponement requests, the option to take over the postponement is made immediately available within the Allocation window.

35. Generate to Master VS Generate.

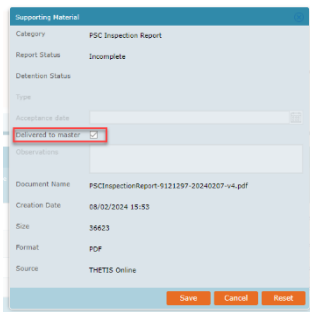
When a PSCO completes the inspection, he/she can proceed to generate the inspection report using the specific function displayed in the lateral image.

There are two options available: "Generate" or "Generate to Master".



The main difference between these two alternatives is as follows:

Generate: Selecting this option will generate an inspection report and store it in the documentation page, including all versions created. The several inspection reports created with this function can be deleted from the documentation page if needed.



Generate to Master: Choosing this option indicates that the report being generated is the final version intended to be delivered to the Master. The PDF copy will also be stored in the document page but will not be allowed to be deleted from the inspection page. This option means that the report is the official one delivered to the Master.

Additionally, it's important to note that at any moment, a report created through the "Generate" action can be marked as "Delivered to Master" by clicking the "Edit" action in the delivered inspection report. This allows for proper tracking and management of reports within the system.

36. Action Taken 46 or Action Taken 48: Single voyage to repair port.

As described in PSCC Instruction 53/2020/06, there may be situations where a specific deficiency requires the PSCO to authorize the ship to call a repair port.

As detailed in the PSCC56-2023-06, the AT46 can be used **only for a detainable** deficiency which the PSCO agrees for the ship to sail to a repair port for rectification.

Currently, the system doesn't automatically link Action Taken code 46 with accidental damage. This results in an error message when the PSCO attempts to generate a report. Indeed, the system enforces marking "ground for detention" by default when using code 46.

For the above-mentioned reason, in case of a deficiency related at an accidental damage, the PSCO may consider employing code 48 – “As in the agreed flag State Condition”. The aforementioned PSC Circular is clearly mentioned that the AT48 “...should be used for “accidental damage” related deficiencies which are not rectified and for which a Flag State condition has been accepted or the ship has been authorized to call a repair port”.

37. Why in my dashboard I am not able to see all the “Ropax in regular service”?

Ropax In Regular Service	
Total Number of Ropax operating in area	0
Allocated	0

This functionality allows the PSCO to easily display the status of "RoPax in Regular Service" exclusively for the maritime offices where the PSCO is associated as "Allocator," along with the corresponding linked port locations, to establish the presence of any operating ROPAX ships.

The second metric indicates the ROPAX ships allocated to the specified PSCO profile. If you do not have the Allocator role in THETIS and/or no ROPAX ships marked in regular service operating within the port locations you are associated with, it will display "0". With "0" being displayed there is no access to further details.

