

Guidelines on CIC report submission / searching in AMIS

CIC report form is integrated into the inspection reporting tool and it is available for submission via a list of inspections displayed on the "Ship Data" page.

CIC Report Submission

Please, follow the below steps to submit a CIC report to the AMIS system:

1. Fill in and save in the AMIS an inspection report following the standard procedure for inspection submission.

2. Click the tab "Ships" (1) to enter the Ship search page of the AMIS (Figure 1); MEMORANDUM OF UNDERSTANDING ON PORT STATE CONTROL IN WEST AND CENTRAL AFRICA

Main	News	Ships	1 Inspections	CIC	Drafts	VNC	Statistics	Help
Search	ı by: 🔢	10 number	Valu	ie:			Search	
							Figure	1

3. Find the relevant ship by IMO No., call sign, or ship name (2) and open the "Ship data" page by clicking the relevant ship record displayed in search results (3) (Figure 2);

MEMOR	IEMORANDUM OF UNDERSTANDING ON PORT STATE CONTROL N WEST AND CENTRAL AFRICA														
Main	News	Ships	Inspections	CIC	Drafts	VNC	Statistics	Help	TF	Shady					
								2							
Search	h by: IM	O number	▼ Val	ue: <mark>922</mark>	4324		Search								
												Last inspection			
#		Shi	ip Name		IMO ni	umber	Callsign	MMSI		Date	Type	Place	Deficiencies	Detention	dings
1 R	OTTERDAM	1 BRIDGE			9224	324	V7KF6	5380056	87	03.08.2018		Cotonou (BJ)		no	
			-												

Figure 2

4. Find the "Inspections" section (4) displaying a table with Inspections records on the "Ship data" page (Figure 3);







5. Find the last column called "CIC" (5) in the table with Inspections records (Figure 4);



6. To open the CIC report form, click the symbol "+" (6) displayed in the "CIC" column corresponding to the submitted inspection report conducted during the CIC period (Figure 5);

			Inspections					-		
Туре	Date	Place	Ship Name	Callsign	MMSI	Flag	Deficiencies	Detention	Рісы	CIC
	03.08.2018	Cotonou (Benin)	ROTTERDAM BRIDGE		538005687	MH				6 +
	03.03.2018	Port of Pointe Noire (CONGO, REPUBLIC OF)	ROTTERDAM BRIDGE	V7KF6	538005687	MH				+
	02.02.2018	Cotonou (Benin)	ROTTERDAM BRIDGE	V7KF6	538005687	MH		no	no	+
							Fi	gure :	5	

7. After clicking on the + symbol you will see the following form of CIC report (Figure 6).

Code	Nature				Issued RD		Surveyed R	,		Date of issue	Date of ex	pire	Date	of survey	Survey	ed Port
501																
502											26.05.20					
503		Add cic									26.05.20					
504											26.05.20					
505					CIC On Fir	e Safety			Quest	onnaire	26.05.20					
506		Inspection Authority	Congo, the Demo	ocratic Reput	blic of the		~				26.05.20					
507		Shin Nama	SAFMARINE CAN	VEROLIN	IMO Number	9289180					26.05.20					
508		Ship Hante	les on anno	100	into Humber	Desk of Desses					26.05.20					
509		Date of Inspection	15.08.2023		Inspection Port	Port or Boma	~				03.11.20					
510		No			Questions			Yes N	o N/A	Detention	20.07.20					
511		OUESTIONS 1	10 ANSWERED WIT	HA THOT MU	ST BE ACCOMPANIE	D BY A RELEVANT DEBCIENCY ON THE R	FROPT OF INSE	ECTION			30.07.20					
512		quantita i	TO PARAMENTED ITT	ITA NO MO	of be Account Anti-	D DI A RELEVANT DER GERET ON THE R	a one or man	Lenon.								
523		1* Are the emergency	escape routes maintai	ined in a safe o	ondition?											
524		the second second								-	20.02.20					
525		2" Are the fire doors m	aintained in good wo	rking condition	17			U U								
527		3* Has the Evert Fire ris	taction and fire alarm	sustams haan	nationically tastart in	accordance with the requirements of the &	dministration?				26.05.20					
528		5 They are made me de	teenon and me domi	ayarena, occa	period carly reaced in	accordance with the requirements of one re-	anni sa oroni			-	26.05.20					
529		4* Are ventilation closi	ng appliances capable	of being close	ed?			0 0								
533	Maritime Labour Certificate										12.05.20	23				
		5* Are the means of co	ntrol for power ventil	ation of machin	nery spaces operable	from two grouped positions?										
Туре	Duna Pi	62 Can math fee more	deliver of level the bury	a section of the	of united						MMSI	Flag	Deficiencies	Detention	Pictures	OC
□ 1		o carreaurnie pump	denner at least the tw	o required jets	OF WEIGHT					-						
21		7* Are the means of co	ntrol provided in a po	osition outside	the machinery space	for stopping ventilation and oil transfer equ	ipment	0 0								
□ 0·		operationali									566415000					
0 0		8 Is the room for the t	ixed gas fire extinguis	thing medium	used only for this pur	pose?										
□ 0I											566415000					
□ 2 ²		9* Are the valves used	in the fire main line of	perational?												
□ 0:								A		10.5	566415000					
0 0		10* Where a fire drill wa	s witnessed, was it fou	und to be satis	factory?											
		If "No" is ticked for a	uestions marked v	with an asteri	isk "*", the ship m	av be considered for detention.										
□ 1																
I 31									0.44	Cancal						
0 2	3.03.2014 Cotonou (Benin)								-100	concer		SG	0	no	no	
					Ou	tstandings										
		0.50												10.1	-	1000

Figure 6

8. If you click on the word <u>Questionnaire</u> located in the right upper corner of the CIC Form, the following CIC questionnaire in PDF format will open for the purposes of reference

	MEMORANDUM OF UNDERSTAND	ABUJA MOU DIDING ON PORT STATE CONTRO FRICAN REGION (ABUJA MOU)	DL FOR	WEST /	AND C AMOU Safety	ENTRAL -F-CIC-013 (Questionnair
		CIC on FIRE SAFETY				
	Inspection Authority					_
	Ship Name	IMO Number				
	Date of Inspection	Inspection Port		-		
lo.	REPORT OF INSPECTION.	intained in a cafe condition?	Yes	No	N/A	Detention
•	Are the emergency escape routes ma (07120/04103)					
*	Are the fire doors maintained in good					
•	Has the fixed fire detection and fire al tested in accordance with the require (07106)	larm systems, been periodically ments of the Administration?				
*	Are ventilation closing appliances cap	able of being closed? (07116)				
1	Are the means of control for power ve operable from two grouped positions?	ntilation of machinery spaces (07116)		0	•	
*	Can each fire pump deliver at least the (07113)	e two required jets of water?				
•	Are the means of control provided in a space for stopping ventilation and oil 1 (07114)	a position outside the machinery transfer equipment operational?				
•	Is the room for the fixed gas fire exting this purpose? (07109)	guishing medium used only for				
*	Are the valves used in the fire main lin	ne operational? (07110)				
0*	Where a fire drill was witnessed, was (04109/07125)	it found to be satisfactory?				

Note: If "No" is ticked for questions marked with an asterisk **", the ship may be considered for detention.



- 9. Fill in the form of CIC report by selecting the appropriate box corresponding to the "Yes", "NO", or "N/A" answers, and select detention marking, if required, for the relevant questions in accordance with Guidelines for PSCOs on the CIC (Figure 8).
- 10. While filling the CIC report form, please, take into account that questions answered with "NO" must be accompanied by the relevant deficiency code on the corresponding report of initial inspection according to the guidelines for CIC on FIRE SAFETY 2023. If a PSCO attempts to select the answer "NO" to the question, and the corresponding inspection report does not contain records of the applicable deficiency, the system will provide an alert message (Figure 8).

thority Ca SA SA tion 15. NONS 1 - 10 A tergency escap e doors maintai ed fire detectio	meroon FE SUPPORTE 08.2023 NSWERED WITH a routes maintain ned in good worf n and fire alarm :	A NO" N HA NO" N Hed in a safe	IMO Number Inspection Port Questions MUST BE ACCOMPANIED e condition?	8011835 Port of Douala	V V	Yes PECTIO	No No DN.	N/A	Detention
thority Ca SA SA tion 15.	RECON E SUPPORTE 08.2023 NSWERED WITH a routes maintain ned in good work n and fire alarm a	A NO" N HA "NO" N hed in a safe	IMO Number Inspection Port Questions MUST BE ACCOMPANIEN e condition?	8011835 Port of Douala D BY A RELEVANT DEFICIENCY C	ON THE REPORT OF INS	Yes PECTIC	No DN.	N/A	Detention
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Tion [15.]	NSWERED WITH e routes maintain ned in good worl n and fire alarm s	H A "NO" N hed in a safe	Inspection Port Questions MUST BE ACCOMPANIEI e condition?	Port of Doubla	ON THE REPORT OF INS	Yes PECTIC	No ON.	N/A	Detention
TONS 1 - 10 A tergency escap e doors maintai ed fire detectio	NSWERED WITH e routes maintain ned in good wori n and fire alarm s	H A "NO" N ned in a safe king cor	Questions AUST BE ACCOMPANIEI e condition?) BY A RELEVANT DEFICIENCY (IN THE REPORT OF INS	Yes PECTIO	No ON.	N/A	Detention
TONS 1 - 10 A hergency escap e doors maintai ed fire detectio	NSWERED WITH a routes maintain ned in good wori n and fire alarm s	H A "NO" N ned in a safi king cor	NUST BE ACCOMPANIE) BY A RELEVANT DEFICIENCY (ON THE REPORT OF INS	PECTIC	л.		
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e doors maintai ed fire detectio	ned in good worl n and fire alarm s	king cor				-			
ed fire detectio	n and fire alarm s				20	2			
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tion closing ap	pliances capable	of being	records of the deficien 04103						
ans of control	for power ventila	ition of i		ОК					
ire pump delive	er at least the two	p required j	ets of water?		16				
eans of control	provided in a pos	sition outsi	de the machinery space f	or stopping ventilation and oil tra	nsfer equipment				
n for the fixed g	jas fire extinguish	hing mediu	m used only for this purp	ose?					
ves used in the	fire main line op	perational?							
re drill was witr	essed, was it four	ind to be sa	tisfactory?						
ed for quest	ons marked w	ith an ast	erisk "*", the ship ma	y be considered for detention	in.				
	ans of control re pump delive ans of control ? i for the fixed g wes used in the e drill was with ed for questi	ans of control for power vertile re pump deliver at least the two ans of control provided in a po ? for the fixed gas fire extinguis ves used in the fire main line op e drill was witnessed, was it fou ed for questions marked w	ans of control for power ventilation of re pump deliver at least the two required ans of control provided in a position outsi for the fixed gas fire extinguishing mediu ves used in the fire main line operational? e drill was witnessed, was it found to be sa ed for questions marked with an ast	ans of control for power ventilation of re pump deliver at least the two required jets of water? ans of control provided in a position outside the machinery space f ? for the fixed gas fire extinguishing medium used only for this purp wes used in the fire main line operational? e drill was witnessed, was it found to be satisfactory? ed for questions marked with an asterisk "**", the ship ma	ans of control for power ventilation of re pump deliver at least the two required jets of water? ans of control provided in a position outside the machinery space for stopping ventilation and oil tra for the fixed gas fire extinguishing medium used only for this purpose? ves used in the fire main line operational? e drill was witnessed, was it found to be satisfactory? ed for questions marked with an asterisk "*", the ship may be considered for detention	ans of control for power vertilation of CK and CK a	ans of control for power ventilation of the set of the	ans of control for power ventilation of the power ventilation of the power ventilation of the power ventilation of the power ventilation and oil transfer equipment is control provided in a position outside the machinery space for stopping ventilation and oil transfer equipment is control provided in a position outside the machinery space for stopping ventilation and oil transfer equipment is control provided in a position outside the machinery space for stopping ventilation and oil transfer equipment is control provided in a position outside the machinery space for stopping ventilation and oil transfer equipment is control provided in a position outside the machinery space for stopping ventilation and oil transfer equipment is control provided in a position outside the machinery space for stopping ventilation and oil transfer equipment is control provided in a position outside the machinery space for stopping ventilation and oil transfer equipment is control provided in a position outside the machinery space for stopping ventilation and oil transfer equipment is control provided in a position outside the machinery space for stopping ventilation and oil transfer equipment is control provided in a position outside the machinery space for guestions marked with an asterisk "*", the ship may be considered for detention.	ans of control for power vertilation of the specific of the sp



11. While filling the CIC report form, please, also take into account that the new column with detention marking is added to the questionnaire. Detention making can be selected for all the questions from 1 to 10 if the relevant deficiency code is followed by the action code "30" on the report of initial inspection. If a PSCO attempts to select the detention marking and the corresponding deficiency on the initial inspection report is not a detainable deficiency followed by the action code 30, the system will provide a corresponding alert message (Figure 9).





12. Upon answering all the questions of the CIC report click the "Add" button (7) to submit the CIC report to the AMIS system (Figure 10).



		CIC On Fire Safety			Questic	onnaire
Insp Ship Date No.	ection Authority Name e of Inspection	Cameroon SAFE SUPPORTER IMO Number 8011835 15.08.2023 Inspection Port Port of Douala Questions 10 ANSWEEPED WITH A TNOT MILE BE ACCOMMANIED BY A PELEVANT DEFICIENCY ON THE DEPORT OF INST	Yes	No	N/A	Detention
1*	Are the emergency e	escape routes maintained in a safe condition?				
2*	Are the fire doors m	aintained in good working condition?	8			
3*	Has the fixed fire de	tection and fire alarm systems, been periodically tested in accordance with the requirements of the Administration?			*	
4*	Are ventilation closin	ng appliances capable of being closed?			*	
5*	Are the means of co	ntrol for power ventilation of machinery spaces operable from two grouped positions?			2	
6*	Can each fire pump	deliver at least the two required jets of water?			8	
7*	Are the means of co operational?	ntrol provided in a position outside the machinery space for stopping ventilation and oil transfer equipment			8	
8	Is the room for the f	ixed gas fire extinguishing medium used only for this purpose?			*	
9*	Are the valves used	in the fire main line operational?	8			
10*	Where a fire drill wa	s witnessed, was it found to be satisfactory?				
lf "	No" is ticked for q	uestions marked with an asterisk "*", the ship may be considered for detention.	~			
					Add	Cancel
					Fig	gure 10

CIC Report Search

1. Finding CIC of Ship Data Page

It is now possible to find the CIC report on the ship data page. The submitted CIC file can be opened and printed by clicking the icon of PDF file in the CIC column on the "Inspections" table located on the ship data page (Figure 1).



Figure 1

- 2. CIC reports can be found via the CIC tab by date range, authority, ship or flag.
 - 2.1. Click on "CIC" (1) tab to enter the "CIC search" section of the AMIS (Figure 2)

MEMORANDU	MEMORANDUM OF UNDERSTANDING ON PORT STATE CONTROL IN WEST AND CENTER ARRICA														
Main News	Ships Ins	pections CIC	Drafts	VNC	Statistics	Help	TF Shady								
From: 01.01.2017	To: 09.11.2018	Authority: select	۲	Po -	ort: select		۲	Flag: select	•	Search by: select	٣	Value:		Search	
Date	Date Place IMO number						Name				Flag				

Figure 2

2.2. Indicate search parameters using any of the following options calendars (2, 3), drop-down lists (4), ship search by "IMO number" or by "Ship Name" (5), type the ship IMO or the ship Name in the value box (6), and press "Search" button (7) (Figure 3);



Figure 3

2.3. Open the CIC report by clicking on line with the relevant CIC report record displayed in the search results. Upon clicking on the line with the searched CIC report you will see the CIC report saved in the AMIS system (Figure 4).

MEMOI IN WES	IEMORANDUM OF UNDERSTANDING ON PORT STATE CONTROL N WEST AND CENTRAL AFRICA																	
Main	News	Ships	Inspections	CIC	Drafts	VNC	Statistics	Help	TF	Shady								_
From: 01.01.20)17	To: 09.11.201	Authori sele	ity: ct	•		Port: select			Ŧ	Flag: select		Search by: select	Ŧ	Value:		Search	
03.0	Date)8.2018			Cotono	Place DU (BJ)			ім(92) numb 24324	er 1	RCRDAM BRIDGE					Flag MH		

Figure 4