



## 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);



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);

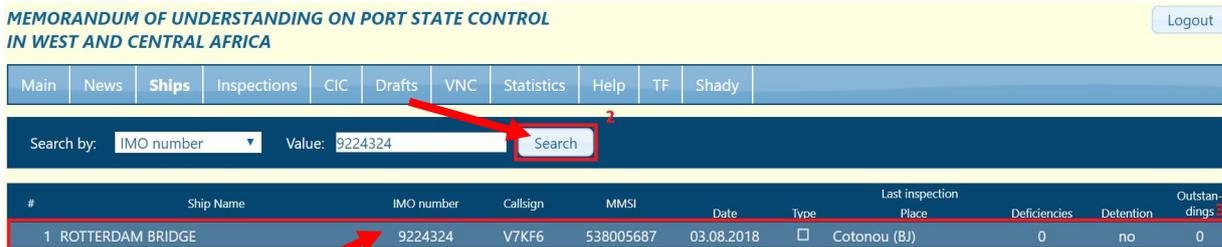


Figure 2

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

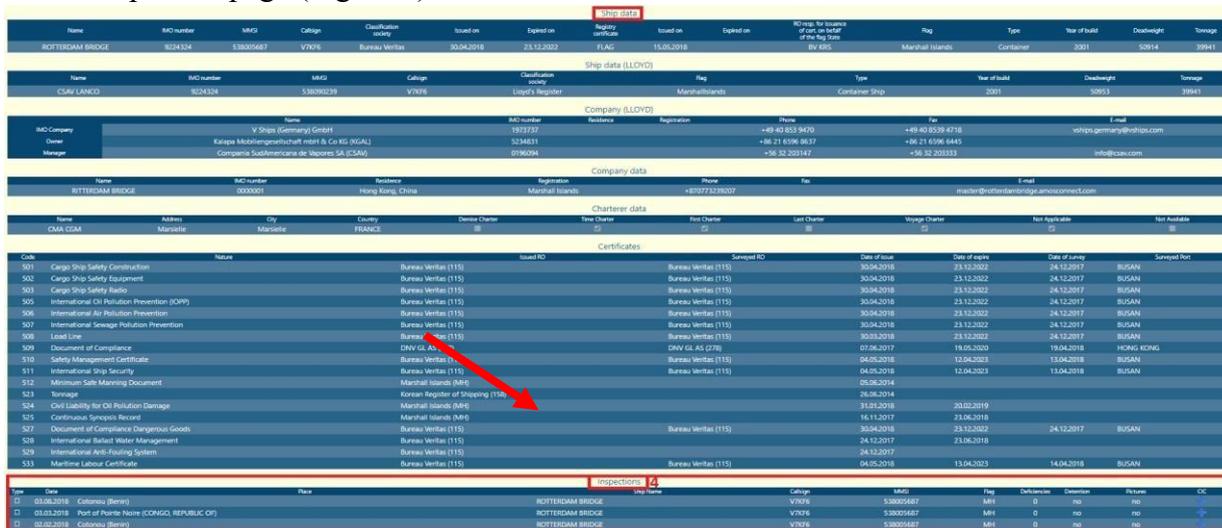


Figure 3



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

Inspections											
Type	Date	Place	Ship Name	Callsign	MMSI	Flag	Deficiencies	Detention	Pictures	CIC	
<input type="checkbox"/>	03.08.2018	Cotonou (Benin)	ROTTERDAM BRIDGE	V7KF6	538005687	MH	0	no	no	<b>+</b>	
<input type="checkbox"/>	03.03.2018	Port of Pointe Noire (CONGO, REPUBLIC OF)	ROTTERDAM BRIDGE	V7KF6	538005687	MH	0	no	no	<b>+</b>	
<input type="checkbox"/>	02.02.2018	Cotonou (Benin)	ROTTERDAM BRIDGE	V7KF6	538005687	MH	0	no	no	<b>+</b>	

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											
Type	Date	Place	Ship Name	Callsign	MMSI	Flag	Deficiencies	Detention	Pictures	CIC	
<input type="checkbox"/>	03.08.2018	Cotonou (Benin)	ROTTERDAM BRIDGE	V7KF6	538005687	MH	0	no	no	<b>+</b>	
<input type="checkbox"/>	03.03.2018	Port of Pointe Noire (CONGO, REPUBLIC OF)	ROTTERDAM BRIDGE	V7KF6	538005687	MH	0	no	no	<b>+</b>	
<input type="checkbox"/>	02.02.2018	Cotonou (Benin)	ROTTERDAM BRIDGE	V7KF6	538005687	MH	0	no	no	<b>+</b>	

Figure 5

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

Figure 6

8. If you click on the word [Questionnaire](#) located in the right upper corner of the CIC Form, the following CIC questionnaire in PDF format will open for the purposes of reference

Figure 7



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).

No.	Questions	Yes	No	N/A	Detention
QUESTIONS 1 - 10 ANSWERED WITH A "NO" MUST BE ACCOMPANIED BY A RELEVANT DEFICIENCY ON THE REPORT OF INSPECTION.					
1*	Are the emergency escape routes maintained in a safe condition?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2*	Are the fire doors maintained in good working condition?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3*	Has the fixed fire detection and fire alarm systems been tested and found to be satisfactory by the Administration?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4*	Are ventilation closing appliances capable of being operated?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5*	Are the means of control for power ventilation of machinery spaces operational?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6*	Can each fire pump deliver at least the two required jets or waters?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7*	Are the means of control provided in a position outside the machinery space for stopping ventilation and oil transfer equipment operational?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Is the room for the fixed gas fire extinguishing medium used only for this purpose?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9*	Are the valves used in the fire main line operational?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10*	Where a fire drill was witnessed, was it found to be satisfactory?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 8

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 marking 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).

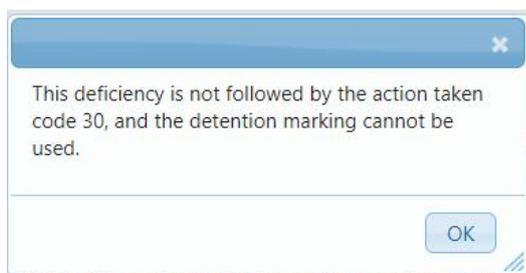


Figure 9

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).



**Add CIC**

**CIC On Fire Safety** [Questionnaire](#)

Inspection Authority:

Ship Name:  IMO Number:

Date of Inspection:  Inspection Port:

No.	Questions	Yes	No	N/A	Detention
<b>QUESTIONS 1 - 10 ANSWERED WITH A "NO" MUST BE ACCOMPANIED BY A RELEVANT DEFICIENCY ON THE REPORT OF INSPECTION.</b>					
1*	Are the emergency escape routes maintained in a safe condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2*	Are the fire doors maintained in good working condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3*	Has the fixed fire detection and fire alarm systems, been periodically tested in accordance with the requirements of the Administration?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4*	Are ventilation closing appliances capable of being closed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5*	Are the means of control for power ventilation of machinery spaces operable from two grouped positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6*	Can each fire pump deliver at least the two required jets of water?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7*	Are the means of control provided in a position outside the machinery space for stopping ventilation and oil transfer equipment operational?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Is the room for the fixed gas fire extinguishing medium used only for this purpose?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9*	Are the valves used in the fire main line operational?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10*	Where a fire drill was witnessed, was it found to be satisfactory?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Figure 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).

Inspections											
Type	Date	Place	Ship Name	Callsign	MMSI	Flag	Deficiencies	Detention	Pictures	CIC	
<input type="checkbox"/>	03.08.2018	Cotonou (Benin)	ROTTERDAM BRIDGE	V7KF6	538005687	MH	0	no	no		
<input type="checkbox"/>	03.03.2018	Port of Pointe Noire (CONGO, REPUBLIC OF)	ROTTERDAM BRIDGE	V7KF6	538005687	MH	0	no	no		
<input type="checkbox"/>	02.02.2018	Cotonou (Benin)	ROTTERDAM BRIDGE	V7KF6	538005687	MH	0	no	no		

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)

MEMORANDUM OF UNDERSTANDING ON PORT STATE CONTROL IN WEST AND CENTRAL AFRICA Logout

Main News Ships **Inspections** **CIC** Drafts VNC Statistics Help TF Shady

From:  To:  Authority:  Port:  Flag:  Search by:  Value:

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);



MEMORANDUM OF UNDERSTANDING ON PORT STATE CONTROL  
IN WEST AND CENTRAL AFRICA Logout

Main News Ships Inspections **CIC** Drafts VNC Statistics Help TF Study

From: 01.01.2017 To: 09.11.2018 Authority: --select-- Port: --select-- Flag: --select-- Search by: IMO number Value: 9215294 Search

Date	Place	IMO number	Name	Flag
03.08.2018	Cotonou (B.J)	9224324	ROTTERDAM BRIDGE	MH

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).

MEMORANDUM OF UNDERSTANDING ON PORT STATE CONTROL  
IN WEST AND CENTRAL AFRICA Logout

Main News Ships Inspections **CIC** Drafts VNC Statistics Help TF Study

From: 01.01.2017 To: 09.11.2018 Authority: --select-- Port: --select-- Flag: --select-- Search by: --select-- Value: Search

Date	Place	IMO number	Name	Flag
03.08.2018	Cotonou (B.J)	9224324	ROTTERDAM BRIDGE	MH

Figure 4