



ORION ERP (COMPLETE MARITIME SUITE)

Orion Marine Concepts – 17 years

Our ERP solutions are well beyond just a software system. Our experienced team of Maritime professionals offer consultation services to address any specific needs your company may have.



ABOUT ORION

Orion is an organization that is driven by Mariners, for Mariners. During 16 years, it has grown to be one of the globally discernible software providers for nautical industry try with complete maritime suite catering to the needs of more than 350+ vessels with complete shore & ship systems.

Our aim is to accelerate and achieve the digital transformation of the Maritime industry; Our software allows our partners to become environmentally responsible by controlling Carbon emissions, save huge costs by increasing vessel efficiency, reducing incidents, and controlling their budgets.

The companies can monitor preventive maintenance & third-party inspection results. The structured supply, procurement process and man power management aids in time efficient planning.

Compliance to international regulations such as MRV, IMO DCS, TMSA, ILO, etc. is very convenient with our class approved software.

The management can oversee the complete statistics with a click, they can set their goals, KPIs and then benchmark the results with worldwide data using our business Intelligence.

Our teams specialise in consulting and bespoke solutions to help our partners adapt latest technologies and in integrating existing systems



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CREATED BY: Astha Bhambu

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1.	ORION ERP (COMPLETE MARITIME SUITE)	19/04/2023	Astha Bhambu	Ms. Mamta Kanyal



USER'S MANUAL

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1 GENERAL INFORMATION

1.1 TECHNICAL DETAILS

Platform	.net framework with DevExpress control
Language	C#
Database	SQL SERVER 2019
Development Tool	VISUAL STUDIO 2017
Client-Side Scripting	JavaScript, jQuery
Chart Library	AM Charts, High Charts



1.2 SYSTEM OVERVIEW

The 'ORION ERP NAU 2.1 version has been incorporated with various new features and functions to enhance the user experience, provide better control of fleet technical performance, improving its reliability and competitiveness in the industry while simultaneously enhancing the company's safety standards. The system provides interactive dashboards, analytics, and structured reports;

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“ A Comprehensive well integrated system that offers customizable modular structure with simple and easy approach. The system is divided into various functional modules, each comprising of specific features & functions that can be combined to meet your organization specific needs & Requirements. ”





1.3 TECHNICAL AND OPERATIONAL SUPPORT PIC's

Orion Marine Concepts assures complete assistance onboard Vessels and provides support via Telcon & Emails.

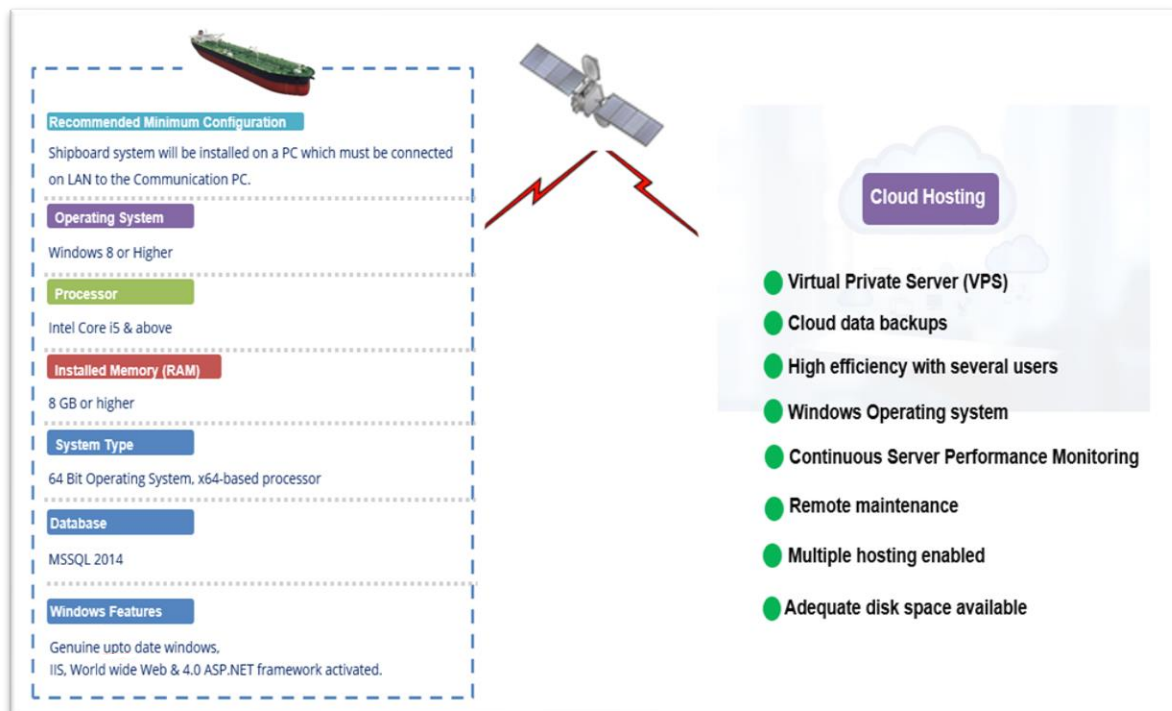
Support Contact

Support Group Email: helpdesk@orionmarineconcepts.com

support@orionmarineconcepts.com

Escalation Email: msabharwal@orionmarineconcepts.com

1.4 TECHNICAL DETAILS & HOSTING





2 SYSTEM SUMMARY

2.1 WEB ACCESS

The system is accessible on the internet through the web browser Mozilla Firefox and Google Chrome using the URL assigned.

2.2 USER ACCESS LEVELS

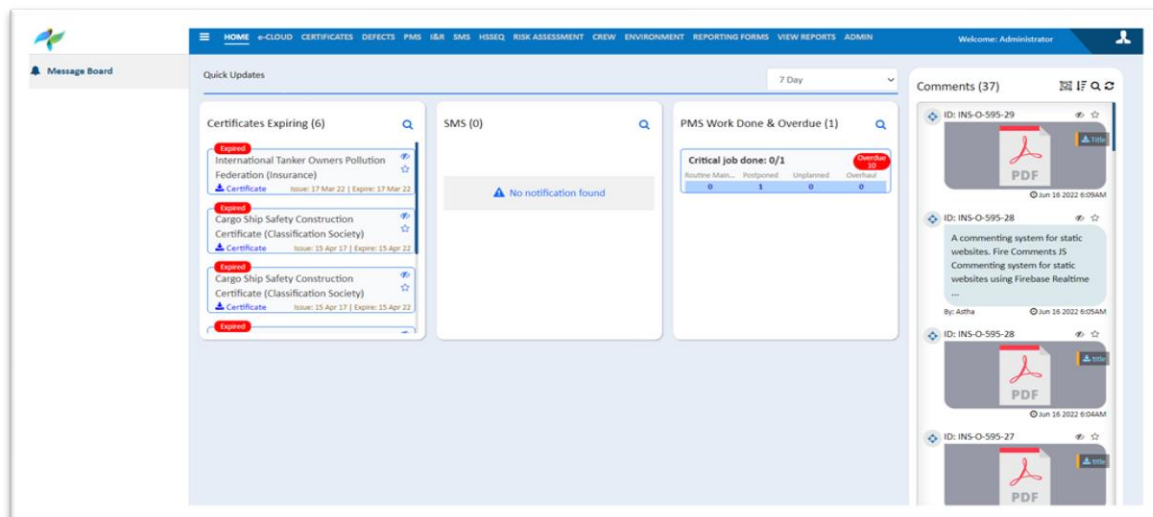
Users' access will be created by the company administrator for the web as well as a mobile application from the ADMINISTRATION section of the ERP.

The user access can be controlled and assigned for the desired sections, functions, rights, etc.

2.3 SESSION LOGIN AND ACCESS CONTROL

The user sessions for locations and log in timings are being logged to ensure data and access security under the EU PDPR and GDPR company security policies. Therefore, user credentials must never be shared, users are allowed to log in from one PC at a time. The system administrator must be informed in case of any security breach and access must be controlled as per the same with immediate effect.

2.4 INITIAL SCREEN AFTER LOGIN





2.5 COMMON FEATURES OF ERP

Below is a brief system overview of the common features in the Atlantas ERP;

Features

Screenshots

Similar user interface & architect throughout the ERP

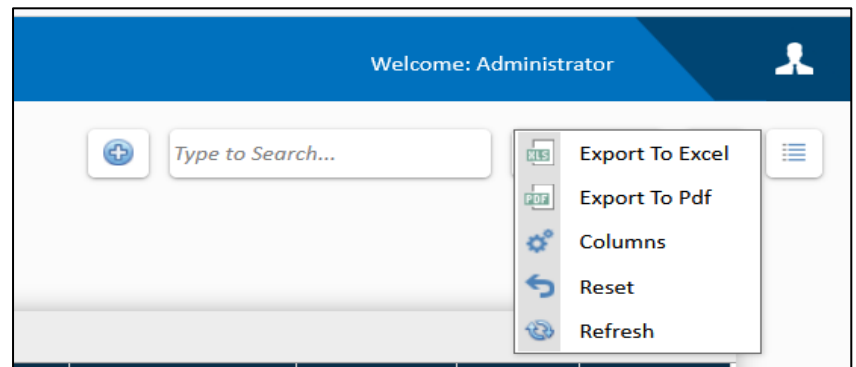
Vessel Name	Group	Certificate	Issued By	Issued On	Expires On	Status	Last Survey Type	Last Survey Date	Next Survey Type	Next Survey Date	Days to go	Action
...

Some modules contain a dialog box to add/view comments pertaining to ship-to-shore or shore-to-ship for example, inspections, defects & hazardous occurrences.

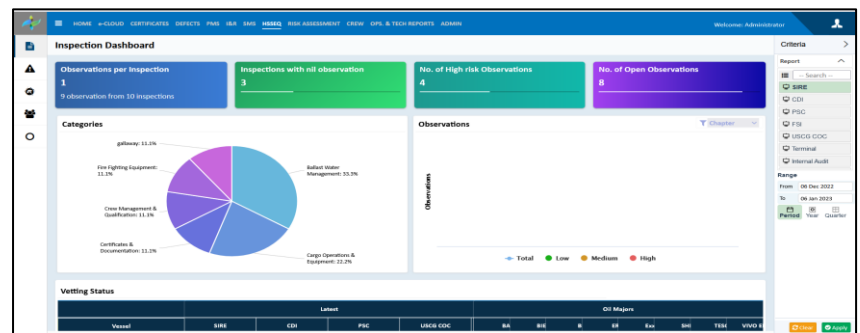
Action	Insp. Stage	Insp. Id	Vessel Name	Type	Date	Country	Place/Port	Inspector	Master	IsDetained	Total Obs./Def	Status
...



Search ,filter,reset, refresh and export to various formats



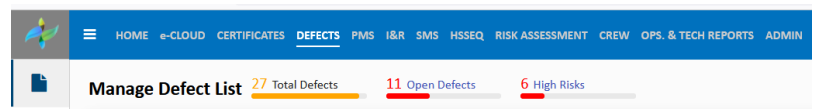
Analytical & detailed dashboards with various criteria and filter selection



Data segregation & grouping for a particular header

Vessel Name	Job Code	Last Date	Next Due Date	Status (Due / Overdue)	Component Code	Component Name	Job Details
Hamptoad	ITM023	04 Nov 2022 0...	17 Nov 2022	Over Due	100.01.01.01	MOD BURNER P	2244high...
Hamptoad	ITM021	04 Nov 2022 0...	24 Oct 2029	Complete	200.01	COMPONENT NAME 5	description
Hamptoad	ITM000	09 Oct 2022 0...	16 Apr 2027	Complete	200.01	COMPONENT NAME 4	+131gh4ag
Hamptoad	ITM013	06 Oct 2022 0...	06 Nov 2027	Over Due	100.01.01.01	FUEL OIL SETTLING TANK	fuel
Hamptoad	ITM0000	19 Sep 2022 0...	18 Oct 2022	Over Due	100.01.01.01	INC	test
Hamptoad	ITM00008	06 May 2022 0...	30 May 2024	Over Due	100.01.01.01	COMPONENT NAME 100.01.01	detailed work
Hamptoad	ITM00005	03 May 2022 0...	13 Apr 2022	Proposed	100.01.01.01	COMPONENT NAME 100.01.01	email overload. Write a...
Hamptoad	ITM00006	09 Feb 2022 0...	27 Feb 2024	Over Due	100.01.01.01	COMPONENT NAME 100.01.01	detailed work
Hamptoad	ITM00006	09 Feb 2022 0...	27 Feb 2024	Over Due	100.01.01.01	COMPONENT NAME 100.01.01	Information. Write help...

Mini dashboards/data preview throughout the system





Create your own data
library/master data for each
section

The image shows two screenshots from the NAU Ver 2.1 application. The top screenshot displays the 'Master Category' table with columns S.No., Name, and Action. The bottom screenshot displays the 'Certificate & Type' table with columns S.No., Certificate Name, Short Name, Certificate Group, Survey Type, Survey, and Action.

S.No.	Name	Action
1	Accommodations	
2	Alarms	
3	Ballast Water Management	
4	Cargo Operations & Equipment	

S.No.	Certificate Name	Short Name	Certificate Group	Survey Type	Survey	Action
15	Asian Ship Mgmt Certificate	ASGM	General	General		
16	U.S. Certificate of Financial Responsibility	COFR	Insurance	General		
17	International Tanker Owners Pollution Federation	ITOPF	Insurance	General		
18	Certificate of Insurance	PII	Insurance	General		
19	Certificate of Insurance	PI&M	Insurance	General		

Structured View of records

The image shows a screenshot of the 'PMS Components' table in the NAU Ver 2.1 application. The table has columns: Action, Type, Component Code, Component Name, Counter, Maker Name, Maker Model, Capacity, Mfg Serial No, Other Detail, Mfg Year, and S.No.

Action	Type	Component Code	Component Name	Counter	Maker Name	Maker Model	Capacity	Mfg Serial No	Other Detail	Mfg Year	S.No.
		800.02.05.05									
		800.02.05.01									
		800.02.05.01	Vessel/Author...	BREATHING AL...	N						853
		800.02.06									
		800.02.07									



3 GETTING STARTED

3.1 LOGGING ON

A user ID and password are required to log onto the web interface.

Web URL; as assigned by company

Username; company email id

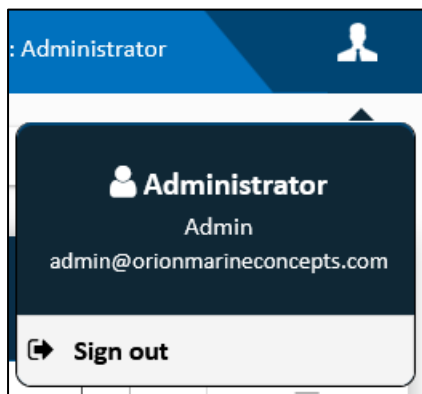
Password; as shared on email or by your admin.

Note; *The usernames and rights have been assigned by the administrator and are logged for each session for location and time in order to maintain secure access to this application. Kindly do not share your credentials with anyone. You can have one live login session at any given point of time.*

3.2 CHANGING PASSWORD

In case forgotten, the password can be reset anytime from the login page by clicking the “Forgot Password” option.

Changing the password; After login and page load, click the human icon on the extreme right on the top of the main page and click the change password option.



3.3 EXIT SYSTEM

Click on Sign-out to log out



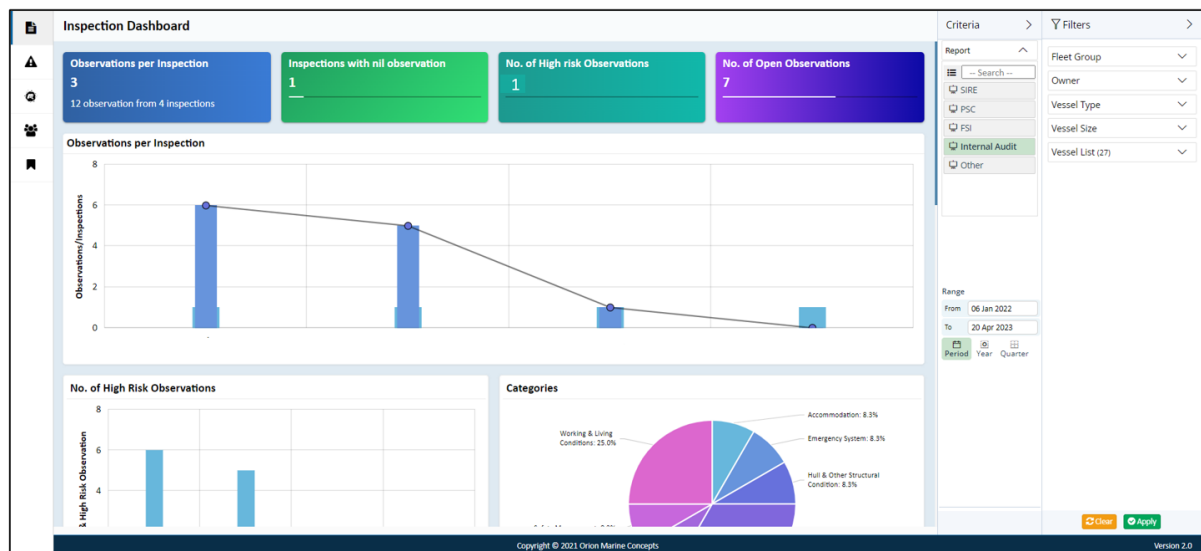
3.4 DASHBOARD

Overview of multiple processes and analysis available through the dashboards while analyzing the entire fleet of vessels. The system has the capability of comparing one vessel with the others using various combinations such as fleet groups, owners, vessel type & sizes.

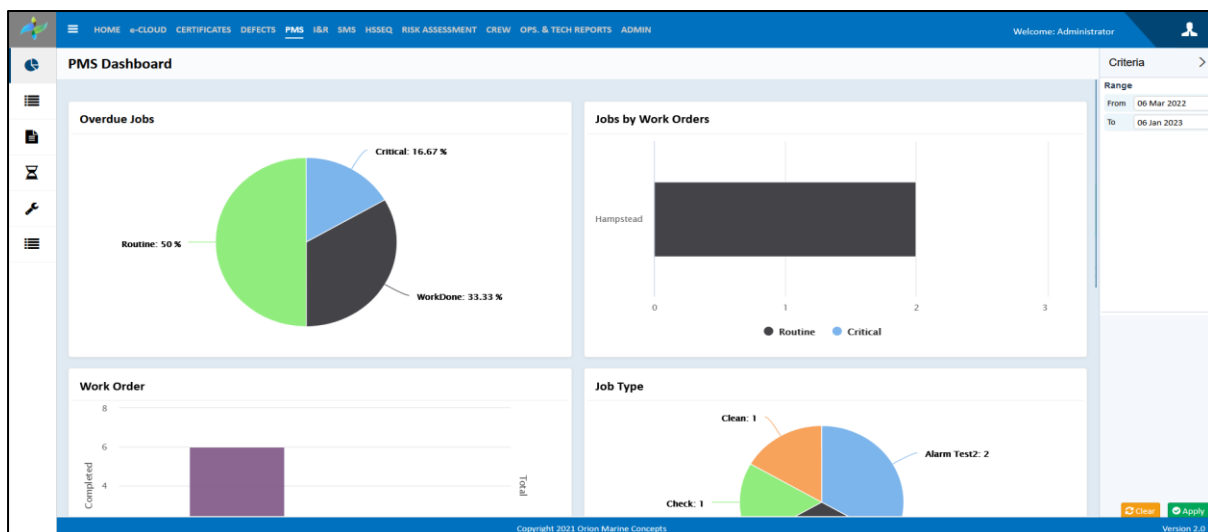
Overview of the entire fleet managed by various fleet groups, benchmarking between the managers and owners.

Below are the examples of a few dashboards from the ERP system:

Inspection & Audits Dashboards:



Planned Maintenance Dashboard:





4 USING THE SYSTEM(ONLINE)

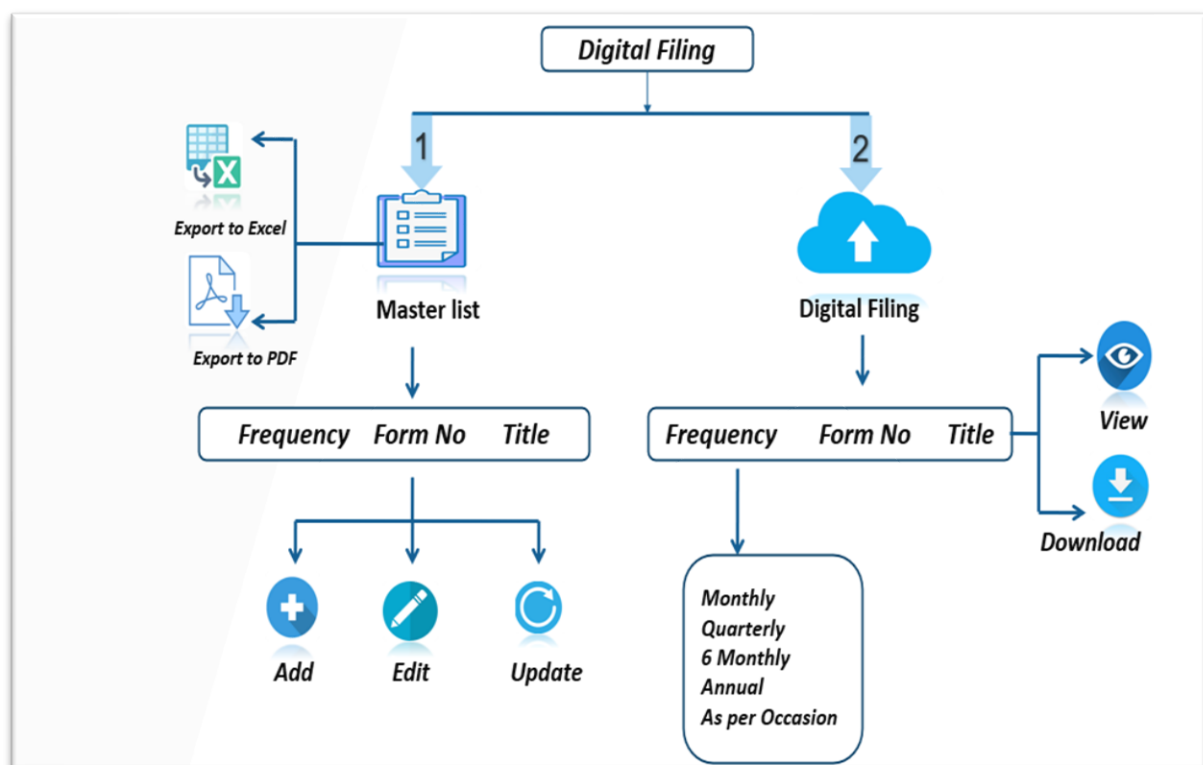
4.1 E-CLOUD

A centralized file management system to keep all Company filing for Monthly, Quarterly, Half-yearly, Yearly, etc. forms organized.

This Data Repository is updated by the vessel & is available for review and access by the shore office.

This grossly reduces the communication on emails and tracing of the ship's reports, maintaining them at location and retrievable anytime from anywhere.

Process Flow Charts:





System Guidance

(a) Steps to follow;

Step 1. Select year.

Step 2 Upload Documents; You can also download, view, or delete reports in the given section.

(b) System Screenshot;

How to upload data in e-cloud?

E-cloud<<DigiFi<< Select Year<<Upload Document<<Download, View, Delete Document

NAU Ver 2.1

HOME **e-CLOUD** CERTIFICATES DEFECTS PMS I&R SMS HSSEQ RISK ASSESSMENT CREW OPS. & TECH REPORTS ADMIN

Welcome: Administrator

DigiFi

Digital Filing

Select Year: 2022

Frequency	FormNo	Title	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Monthly	SAF-199	Monthly Management Meeting	📄 📄 📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄
Monthly	SAF-15	Lifeboat Drill	📄 📄 📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄
Monthly	SAF-16	Emergency Drill	📄 📄 📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄
Monthly	SAF-17	Sharing of Good Practices	📄 📄 📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄
Monthly	SAF-19	QHSE meeting minutes	📄 📄 📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄
Monthly	SAF-22	SOPEP GEAR INVENTORY	📄 📄 📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄
Monthly	SAF-23	Helicopter landing gear inventory	📄 📄 📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄
Monthly	SAF-24	Security equipment inventory	📄 📄 📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄
Monthly	SAF-25	Certificate status	📄 📄 📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄
Monthly	TEC-01A	MRV voyage reporting form	📄 📄 📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄
Monthly	TEC-01B	MRV CO2 data collecting sheet	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄
Monthly	TEC-04B	Safety equipment visual and function test (non-tankers)	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄
Monthly	TEC-06A	Main engine performance report	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄
Monthly	TEC-37	Mooring ropes - wire records	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄
Q1														
Quarterly	TEC-04A	Deck 3 monthly report (tanker)	📄 📄 📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄
Quarterly	TEC-05A	Machinery 3 monthly report	📄 📄 📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄
Quarterly	TEC-05B	Pump overhaul record	📄 📄 📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄
1st														
6 Monthly	TEC-19	Spare parts inventory	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄	📄

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- To upload reports to e-cloud, click on the upload icon, browse the file, and submit it.
- Reports from previous years are also available.
- Reports uploaded to e-cloud can be viewed, downloaded, and deleted

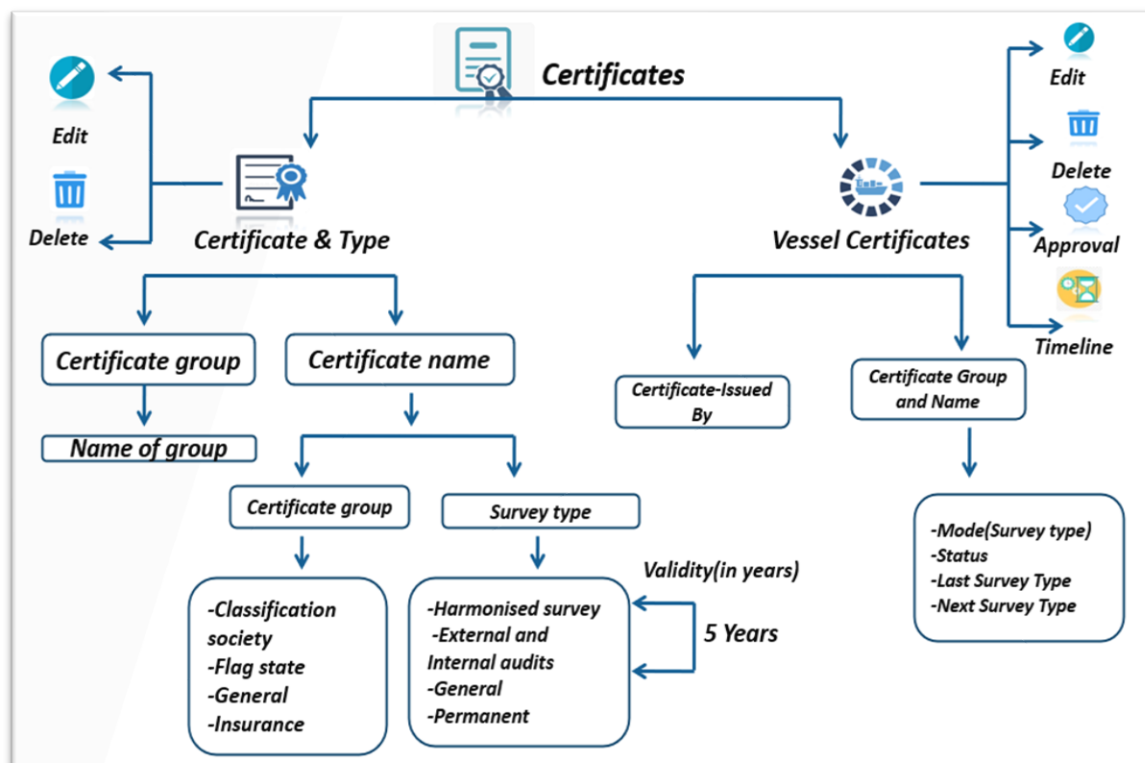


4.2 CERTIFICATES

Manage the mandatory and statutory vessel certificates from ship and shore. A smart repository of all the certificates onboard & notifies when they are due for renewal.

- Harmonised surveys.
- Internal & External audit tracking.
- Certificate uploads.
- Other important certificates.
- track and plan the certificate renewals in advance.

Process Flow Charts:





System Guidance

(a) Steps to follow;

Step 1. Click on add button to start filling vessel certificate reporting.

Step 2. Select certificate group, select a certificate, add other details, and upload the certificate from the browse

Step 3. Click on the save button to save the certificate.

Step 4. Click on the action button to edit, Delete, and check history and timeline.

(b) System Screenshot;

(I) Add Certificates;

How to add certificates?

Certificates<<Vessel certificates<<add button<<select certificate group<<certificate<<add details, attachments<<save certificate

The screenshot shows the 'Vessel Certificates' interface. At the top, there are three circular gauges: 'Total Count' (48), 'Expiring in 30 days' (1), and 'Expired' (19). Below these is a table with columns: Icon, Group, Certificate, Issued By, Issued On, Expires On, Country, Port, Approval Status, Last Survey Type, Last Survey Date, Next Survey Type, Next Survey Date, Days to go, and Action. A red box highlights the 'Add' button (a plus icon) in the top right corner. A dropdown menu is open for 'Certificate Group', showing options: All, Classification Society, Flag State, General, Insurance, Orion, and Test Group. A text box overlay contains the following instructions:

- In certificates, you can add vessel certificates.
- For adding vessel certificate, click on add button.
- In issued by drop down you can select company & in certificate group you can select your certificate type, select certificate.

There are two types of surveys for vessel certificates: Initial and Renewal (Harmonized)

The screenshot shows the 'Vessel Certificates' interface with the 'Status' dropdown menu open. The dropdown shows two options: 'Initial' and 'Renewal'. A red box highlights the 'Status' dropdown. A text box overlay contains the following instructions:

- The vessel certificates can be issued for two types of surveys: **Initial & Renewal**.
- In Initial, select the survey date and the expiration date. Then browse & save.



(II) Adding Harmonised Certificates:

How to add Harmonised Certificates?

Certificates<<Vessel certificates<<issued by<<select country &port<<select certificate group&type<<select status(issued/initial)<<Select issue date & date of expiry<<upload file<< add surveys date(additional survey if any)<<save certificate

Drag a column header here to group by that column

Icon	Group	Certificate	Issued By	Issued On	Expires On	Country	Port	Approval Status	Last Survey Type	Last Survey Date	Next Survey Type	Next Survey Date	Days to go	Action
------	-------	-------------	-----------	-----------	------------	---------	------	-----------------	------------------	------------------	------------------	------------------	------------	--------

Vessel: Issued By: Certificate Group: Certificate:

Status: Survey Date: Date of Expiry: File:

Months: 0 9-12-15 21-24-27 33-36-39 45-48-51 57-60

Surveys: Issued 1st Anniversary 2nd Anniversary 3rd Anniversary 4th Anniversary Renewal

Surveys Date: Expiring On:

Drag a column header here to group by that column

Icon	Group	Certificate	Issued By	Issued On	Expires On	Country	Port	Approval Status	Last Survey Type	Last Survey Date	Next Survey Type	Next Survey Date	Days to go	Action
Not Due	Classification Society	Cargo Ship Saf...	Bergvall	01 Jan 2019	01 Jan 2024			Approved		01 Jan 2019			363	
	Classification Society	Document of ...	Class NKK	03 Jan 2019	05 Oct 2022			Approved		03 Jan 2019			-90	
Not Due	Classification Society	Noxious Liquid...	Sanjay Thapliyal	05 Jan 2019	07 Jan 2024	MALAYSIA	Malacca	Approved	A	14 Jan 2022	Annual or Interme...	07 Oct 2022	369	
Not Due	Classification Society	International S...	Kayle	26 Jan 2019	26 Jan 2024	PHILIPPINES	Villanueva	Approved	R	15 Feb 2021	Renewal	26 Oct 2021	388	
Soon overdue - N	Classification Society	Certificate of C...	Class LRS	01 Feb 2019	16 Nov 2022			Approved		01 Feb 2019			-48	

Please Note; In case of harmonized certificates user has to choose the status of the certificate as per the case: initial and renewal. In the case of initial certification, the company will provide a temporary certificate.

In Renewal certificate, for most of the harmonised certifications, the validity is for 5 years, however there is a 4-year anniversary in between 5-year period. In order to keep the certificate valid, it must be renewed before it expires. Our software captures the complete survey cycle.

The "Days to Go" is calculated based on the Last Survey carried out or expected last survey as per the system understanding.



(III) Updation/edit/timeline/history/delete:

Certificates<<Vessel certificates<<Action button<<Edit/Delete/Timeline/History

The screenshot shows the 'Vessel Certificates' dashboard. At the top, there are three circular progress indicators for 'Total Count' (48), 'Expiring in 30 days' (1), and 'Expired' (19). Below these is a table with columns: Icon, Group, Certificate, Issued By, Issued On, Expires On, Country, Port, Approval Status, Last Survey Type, Last Survey Date, Next Survey Type, Next Survey Date, Days to go, and Action. The 'Action' column contains a dropdown menu with options: Edit, Delete, Timeline, and History. A red box highlights this menu. A text box with a bullet point states: 'Click on action button to edit, delete, view timeline & history.'

Icon	Group	Certificate	Issued By	Issued On	Expires On	Country	Port	Approval Status	Last Survey Type	Last Survey Date	Next Survey Type	Next Survey Date	Days to go	Action
Not Due	Classification Society	Cargo Ship Saf...	Class ABS	15 Jan 2020	19 Jan 2025			Approved		15 Jan 2020	Annual or Periodical	15 Oct 2020	748	[Action Menu]
Not Due	Classification Society	Cargo Ship Saf...	Cass Technava ...	04 Feb 2020	04 Feb 2025			Pending ...	P	04 Oct 2022	Annual or Periodical	04 Nov 2022	763	[Action Menu]
Not Due	Classification Society	Cargo Ship Saf...	asdd	01 May 2020	10 Apr 2025								828	[Action Menu]
Not Due	Classification Society	Cargo Ship Saf...	BV	01 Sep 2020	01 Sep 2025								972	[Action Menu]

Screenshot:1 (Edit certificate)

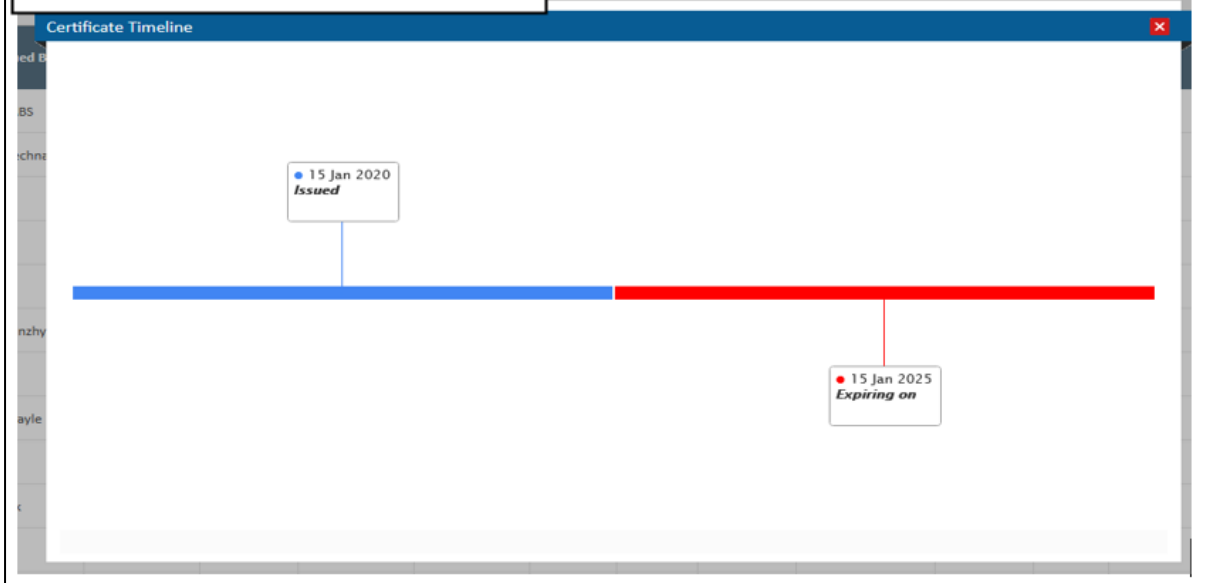
The screenshot shows the 'Edit certificate' form. It includes fields for Vessel (Hampstead), Issued By (James), Certificate Group (Classification Society), Certificate (ISM Safety Management Ce...), Status (SMC - Renewal), Survey Date (29 Jan 2021), Date of Expiry (14 Feb 2026), and File (Re_Survey595012145.pdf). Below these is a 'Surveys' section with a timeline from 0 to 60 months, showing 'Issued', '2nd Anniversary', '3rd Anniversary', and 'Renewal'. There are also 'External Audit Dates' and 'Internal Audit' sections. At the bottom, there is an 'Attachment' table with columns: S.No., Title, File Name, Size (KB), VesselID, Upload Date, and Action. A red box highlights the 'Title' field and the 'File' field. A text box with two bullet points states: 'By clicking on edit button, you can edit uploaded certificate.' and 'Add attachments & additional survey, then update.' At the bottom right, there are 'Cancel' and 'Update' buttons, with the 'Update' button highlighted by a red box.

Attachment

S.No.	Title	File Name	Size (KB)	VesselID	Upload Date	Action
No data to display						
























Screenshot:2 (Certificate Timeline)



Screenshot: 3 (Delete Uploaded Certificate)

Drag a column header here to group by that column

Icon	Group	Certificate	Issued By	Issued On	Expires On	Country	Port	Approval Status	Last Survey Type	Last Survey Date	Next Survey Type	Next Survey Date	Days to go	Action
Not Due	Classification Society	Cargo Ship Saf...	Class ABS	15 Jan 2020	15 Jan 2025			Approved		15 Jan 2020	Annual or Periodical	15 Oct 2020	743	  
Not Due	Classification Society	Cargo Ship Saf...	Cass Technava ...	04 Feb 2020	04 Feb 2025			Pending ...	P	04 Oct 2022	Annual or Periodical	04 Nov 2022	763	  
Not Due	Classification Society	Cargo Ship Saf...	asdd	01 May 2020	10 Apr 2025							10 Jan 2022	828	  
Not Due	Classification Society	Cargo Ship Saf...	BV	01 Sep 2020	01 Sep 2025								972	  
Not Due	Flag State	Ship Radio Sta...	Aryan	01 Jan 2021	01 Jan 2024								363	  
Soon overdue - N	General	EU-MRV DoC	Taushanzy Ye...	01 Jan 2021	31 Dec 2022								-3	  
Not Due	Classification Society	ISM Safety Ma...	James	29 Jan 2021	14 Feb 2026			Approved	R	29 Jan 2021	Intermediate	14 May 2023	1138	  

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Are you sure you want to delete this?

OK Cancel



4.3 PMS (PLANNED/UNPLANNED MAINTENANCE SYSTEM)

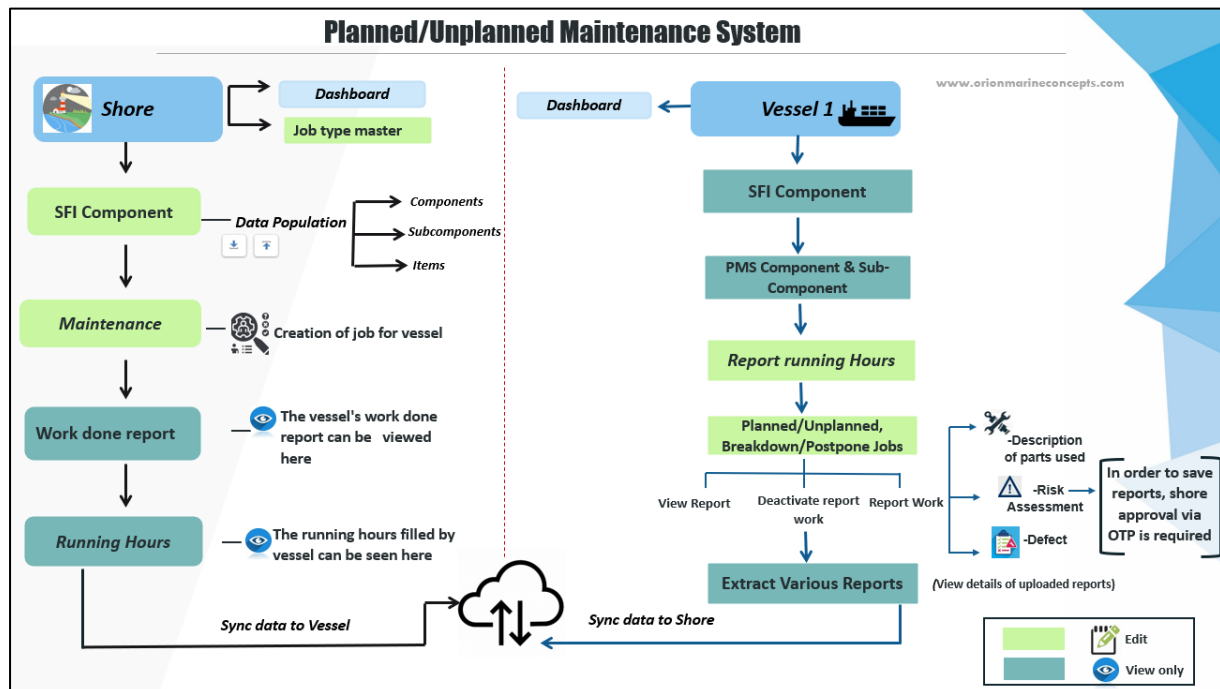
A planned maintenance system on ships is mandatory according to the International Safety Management Code (ISM). An effective planned maintenance system not only helps meet safety and environmental objectives laid out in the ISM Code, it is also an investment in the protection of the assets and optimization of their management.

The objective is to ensure safe and reliable vessel operations, running and maintenance of machineries and equipment's , in addition to compliance with all applicable regulations.

Features:

- Master lists of Job types, ranks, SFI or Company Codes, etc.
- Create Vessel specific hierarchy structure – use sister ships or import or fill
- Add Job codes against the Items as per their frequency, responsibility, and other parameters.
- Associate GMS Procedures, Checklists for the jobs, Mark for Risk assessments, etc. Categorize jobs and elements according to relevant criteria, such as critical, safety relevant, class relevant or origin.
- Keep an automatic update of stock counts in consideration of spare parts consumed for maintenance tasks
- Keep lifecycle records of each equipment
- Efficient management of Inventory of Hazardous Material (IHM)
- Defect management
- Exchange equipment for maintenance and overhaul without losing relevant information

Process Flow Chart:





Steps to follow

Step 1. Dashboard overview & jobtype master

Step 2. SFI Component; populating SFI component and code excel (downloading/adding (master component details and machinery maker details))

Step 3. Uploading the SFI component excel file that was downloaded/filled out.

Step 4. Maintenance; creating jobs for vessels from the shore.

Step 5. Report work from the vessel (adding description/part used, risk assessment & defect report).

Step 6. Adding vessel running hours.

Step 7. The report work can be viewed both on the shore and on the vessel.

Step 8. Deactivating work report from the shore.

System Guidance (Screenshot)

(1) Dashboard overview & jobtype master

PMS<<Dashboard<<check overdue jobs, jobs are done by workers, work order, job type, etc

Scr 1.

Scr 2.

Shore Activity

- Screenshot 1. PMS Dashboard
- Dashboard have criteria & filters features so that you can view data by choosing date range.
- Screenshot 2. Job type master: by clicking on add button you can add job number, job name, job type, frequency mode, running hours, frequency period, repeat frequency & other details then save it.



(2) Populating PMS Component and Code data (Shore Activity)

How to download, create & upload PMS Component excel?

PMS<<PMS Component<<Download excel<<Select Master Component details <<Add Component name & code<< Then download Machinery maker details<<Select type<<Add details.

The screenshot displays the NAU Ver 2.1 interface. The left sidebar shows the 'PMS Components' menu item highlighted. The main area shows a table of PMS Components with columns: Action, Type, Component Code, Component Name, Counter, Maker Name, Maker Model, Capacity, and Mfg Serial No. The table lists several components, including 'SECURITY EQUI...', 'TEMPORARY/F...', 'PYROTECHNICS', 'FFA', 'FIRE FIGHTING...', and 'WATER MIST F...'. A 'Download File' dialog box is open, showing a dropdown for 'Master Component Details' and a 'Download Master Excel' button. Another 'Download File' dialog box is open, showing a dropdown for 'Machinery Maker Details' and a 'Download Excel' button. A text box on the right provides instructions for downloading and adding details.

Action	Type	Component Code	Component Name	Counter	Maker Name	Maker Model	Capacity	Mfg Serial No
	VesselArdmor...	800.02.06	SECURITY EQU...	N				
	VesselArdmor...	800.02.07	TEMPORARY/F...	N				
	VesselArdmor...	800.03	PYROTECHNICS	N				
	VesselArdmor...	800.04	FFA	N				
	VesselArdmor...	800.04.01	FIRE FIGHTING...	N				
	VesselArdmor...	800.04.02	WATER MIST F...	N				

- Download PMS Component excel by clicking on the download icon.
- Click on the Master component details to download the excel file and enter the name & code of the component.
- To add details about components, choose the machinery maker details (you may select a company, vessel type, or vessel according to your convenience)



(2.1) Uploading populated excel (Shore Activity)

How to upload populated excel file?

PMS<<PMS Component<<Upload button<<Select type Master component details/Machinery maker details<<Browse<<Upload

The screenshot displays the NAU Ver 2.1 interface. The left sidebar shows the 'PMS Components' menu item highlighted. The main area shows a table of PMS Components with columns: Action, Type, Component Code, Component Name, Counter, Maker Name, Maker Model, Capacity, Mfg Serial No, Other Detail, Mfg Year, and S.No. The table contains several rows of data. A red box highlights the 'Upload' button in the top right corner of the table. Below the table, two 'Upload File' dialog boxes are shown. The first dialog box is for 'Master Component Details' and the second is for 'Machinery Maker Details'. Both dialogs have a 'Browse...' button and a 'Save Component' or 'Upload' button. A red box highlights the 'Upload' button in the second dialog box.

Action	Type	Component Code	Component Name	Counter	Maker Name	Maker Model	Capacity	Mfg Serial No	Other Detail	Mfg Year	S.No.
	VesselArdmor...	800.02.06	SECURITY EQU...	N							
	VesselArdmor...	800.02.07	TEMPORARY/F...	N							
	VesselArdmor...	800.03	PYROTECHNICS	N							
	VesselArdmor...	800.04	FFA	N							
	VesselArdmor...	800.04.01	FIRE FIGHTING...	N							
	VesselArdmor...	800.04.02	WATER MIST F...	N							

- Upload your filled-out excel file by clicking the upload button.
- Select type & Browse file.
- To upload an excel file, click on the upload button.

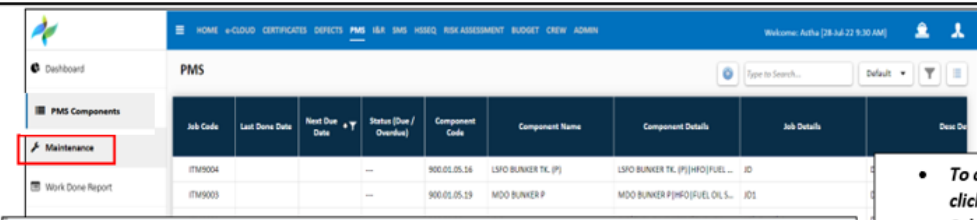


(3) Creating job for vessels (Shore Activity)

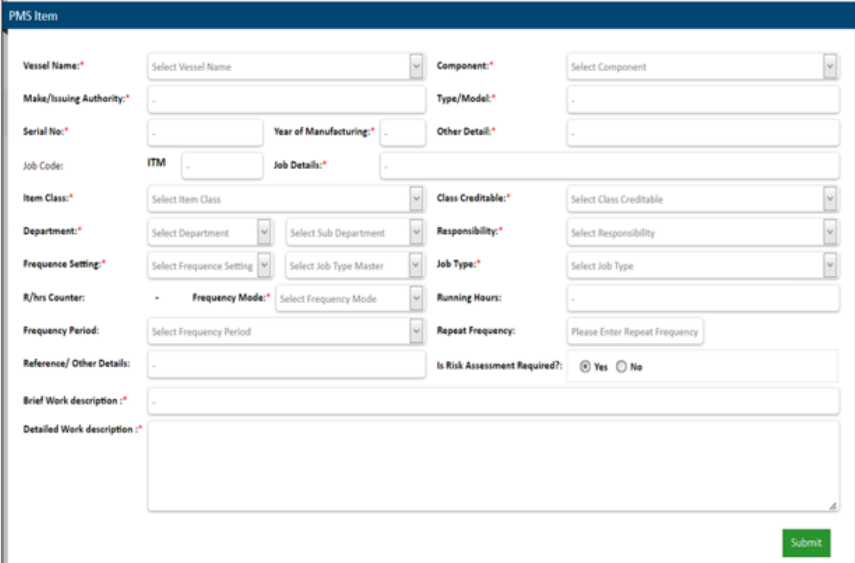
How to create a job for vessels from the shore?

PMS<<Maintenance<<Add button<<PMS Item<<Fill up details & Submit.

Scr 1.



Scr 2.



- To create a job for a vessel, click on the add button.
- Select vessel.
- Select component
- Add the details mentioned
- Select the item class (General/ Critical Equipment)
- Select department, sub department & responsibility.
- Select frequency setting (Manual/Job type master)
- Select frequency period (Yearly, Monthly, Weekly, Hours, Daily, Periodically)
- Select risk assessment (Yes/No)
- Add work description & submit.



(3.1) How SMS is linked to PMS? (Shore Activity)

How to add SMS in PMS?

PMS<<Maintenance<<Add button<<PMS Item<<Fill up details & Submit<<Link manuals/forms box pop up<<Select forms & checklist, procedures & manuals<<save

Scr 1.

Department: * Deck Safety Responsibility: * Master

Frequency Setting: * Manual Select Job Type Master Job Type: * Analysis

R/hrs Counter: OFF Frequency Mode: * Periodic Based Running Hours: -

Frequency Period: Monthly Repeat Frequency: 155

Reference/ Other Details: - Is Risk Assessment Required?: ☒ Yes ☐ No

Brief Work description: * desc

Detailed Work description: * work description

Link Manuals/Forms Update

Scr 2.

PMS Item

Forms and Checklist

☐ Select All

☒ Office Certificates

☐ Shipboard forms

☐ Onboard Forms

☐ Crewing forms

Procedures & Manuals

☐ Select All

☒ 01 Company Policy Manual

☐ 02 Emergency and Contingency Manual

☐ 03 Ship Type Specific

☐ 04 Shipboard document

☐ 05 Training Manuals

☐ 06 Maintenance Records

☐ 01 Commercial & Operations Manual

☐ 02 Tanker Operations Manual

☐ 03 Chemical Tanker Manual

☐ 04 Bulk Cargo Handling Manual

☐ 05 Safety & Operations manual

☐ 01 OHSE

Scr 3.

Procedures & Manuals

Selected

05 Training Manuals

06 Maintenance Records

Forms and Checklist

Selected

Link Manuals/Forms Update

Cancel Save

- In screenshot1. – The SMS module is linked to the PMS.
- Once you have entered all the details in the Job Creation form, click on Submit, then the link manuals/forms will appear. Select forms & checklist, procedures & manuals and click Save.



(4) Reporting Work: Routine job, breakdown, planned & unplanned maintenance (Ship Activity)

How to report work?

PMS<<Maintenance<<Action button<<Report work<<Add details & attachments.

Scr 1.

Scr 2.

Scr 3.

Scr 4.

- Vessels can report work, deactivate work reports, and view reports.
- In screenshot 1. To add work report from the ship, go to maintenance section & click on action button to add details in report.
- In screenshot 2. Report work form will open & you can add Description about parts used, Risk assessment (if any) & Defect report (if any).
- In screenshot 3. If any risk click on risk assessment to add risk in work report & click on add risk assessment, onboard risk module will open & you can add risk and save, same procedure for defect as well
- After that you can add details about parts used and add attachments as well.

Report Work

Component : 700.01.05.08 - HFO SETT. TANK-HS (2.5V)HFO/FUEL OIL SYSTEM/FUEL OIL

Item : ITM70011 Reduces e-mail overload. Will allow all relevant information to be shared by people working on a given project. Frequency : 2 Weekly

Department : Catering Sub-Department : Safety

Item Class : GENERAL Class Creditable : No-Class Creditable

Job Type : Clean Frequency Mode : NON-COUNTER

Last Reported Running Hours On : 1 Last Work Done Running Hours On : 06-05-2022 : 0

Reference Component Code : 0 Is Risk Assessment Required? : No

Work Description

Description/Parts Used Risk Assessment Defect Report

Maintenance Type : **Select** Work Done Date :

Details :

Parts Used

Part Name Item Code Equipment Part Number MGR Status

Select Part Name

- Report work allows you to choose maintenance types, such as postponing.
- Select the type of maintenance, enter a reason for the delay, and save.
- You can also view forms, checklists, procedures, and manuals added by the shore during job creation for a vessel in the report work form.



(4.1) In work report, adding description/part used, risk assessment & defect report

Adding Defect Report

PMS<<Maintenance<<Action button<<Report work<<Add description/part used<<risk assessment<<defect report

Scr 1.

Work Description

Description/Parts Used Risk Assessment Defect Report

+Add Defect

Submit Final Report

Scr 2.

Manage Defect List 17 Total Defects 6 Open Defects 6 High Risks

Drag a column header here to group by that column

Type	Defect Code	IMO Number	Title	Recorded Date	Raised By	Responsibility	Target Date	Completed Date	Status	Critical	Location	Downtime
------	-------------	------------	-------	---------------	-----------	----------------	-------------	----------------	--------	----------	----------	----------

General Info Attachments Log Dialogue

Recorded By: Administrator | Defect Code: Auto generated

Vessel: Hampstead (IMO: 9280586) Job Type: PMS Component PMS Component: 700.01.02.01 : FUEL OIL SETTLING TANK

Title: Raised By: Ship Status:

Description: Recommendations: Responsibility:

Recorded Date: DD MMM YYYY Target Date: DD MMM YYYY Location:

Downtime: Category: Other Procedure Ref:

Reference no.: Job Card no.: Completion Date: DD MMM YYYY

Any Requisition Reference no. Job Card Ref no. (PMS unplanned maint.) This will be enable if status is closed

Critical: Fuel Impact: Risk:

Cancel Save & Next >>

- Add defect report (if any) click on defect report, add defect (it will directly take you to defect module)
- In Screenshot 2. Click on add button, defect report will open.
- Add general info, then click on save & next to add attachments and save.



(5) Adding Running Vessel Hours (Ship Activity)

How to add Running hours on vessel?

PMS<<Running hours<<Add button

Shore Activity

Scr 1.

Dashboard

PMS Components

Maintenance

Work Done Report

Running Hours

Job Type Master

PMS Running Hours

Component_Code	Component_Name	Running Hours Reading	Date Of Reading	Time Of Reading
900.01.05.06	HFO SERVICE TANK-LS(2.5Y)	0		
900.01.05.07	HFO SETT. TANK-LS (2.5Y)	0		
900.01.05.08	HFO SETT. TANK-HS (2.5Y)	0		
900.01.05.09	HFO SERVICE TANK-HS(2.5Y)	0		
900.01.05.10	DO SETT TANK (2.5Y)	0		
900.01.05.11	HFO BUNKER TK. 1P	0		

Page 2 of 2 (21 Items) 1 [X]

Ship Activity

Scr 2.

Dashboard

PMS Components

PMS Component

Running Hours

Maintenance

Work

PMS Running Hours

Component_Code	Component_Name	Running Hours Reading	Date Of Reading	Time Of Reading	Action
900.01.05.06	HFO SERVICE TANK-LS(2.5Y)	0			
900.01.05.07	HFO SETT. TANK-LS (2.5Y)	0			
900.01.05.08	HFO SETT. TANK-HS (2.5Y)	0			
900.01.05.09	HFO SERVICE TANK-HS(2.5Y)	0			

Scr 3.

Dashboard

PMS Components

Running Hours

Maintenance

Work Done Report

PMS Running Hours

Component Code: Component Code Component Name: Component Name Running Hours: Running Hours

Date & Time Of Reading: DD/MM/YYYY HH:mm Overhaul: ☐ Overhaul

Save Cancel

- In screenshot 1. You can view the running hours that are recorded from the ship.
- In screenshot 2. Running hours can be added by the vessel.
- For adding running hours, click on add button & select component code, component name, running hours, date & time of reading. To reset the running hour, click on overall as shown in screenshot 3. Add description of work carried out the browse & save.



(6) Report Extraction: View report, View history, Download reflected work & other filters

(6.1) View report

How to view report work?

PMS<<Work done report<<Action button<<View details

Scr 1.

Vessel Name	Job Code	Component Code	Repeat After Running Hrs	Last Reported Running Hrs	Maintenance Carried Out(Hrs)	Work Type	Last Done Date	Current Running Hrs	Details	Reason Delay	Action
Hampstead	ITM70004	700.01.04.03	1500	3000	6500	Postponed	10 Jul 2021	5000	Organizes info...	Ext...	View Details
Hampstead	ITM70004	700.01.04.03	1500	3000	6500	Routine Maint...	09 Jun 2021	5000	Entering infor...	Access levels b...	
Hampstead	ITM70004	700.01.04.03	1500	3000	6500	Routine Maint...	08 Aug 2021	6500	Among the ma...	Among the ma...	

Scr 2.

Component : 700.01.04.03 - INC. MILLING PUMP (INC/FUEL OIL SYSTEM)/FUEL OIL

Item : 70004 The idea of having wiki functionality is now seen as desirable generally and some aspects of wiki functionality has also been added to existing content management systems, such as Microsoft SharePoint. Some writers have pointed out that SharePoint does not in fact function as a wiki, even with this functionality in use.

Frequency : 14Monthly

Description Details : There are essentially three types of usage for wiki software: public-facing websites with a potentially large community of readers and editors, private enterprise wikis for data management by corporations and other organizations, and personal wikis, meant to be used by a single person to manage notes, and usually run on a desktop. Some wiki software is specifically geared for one of the usage types, while other software can be used for all three, but contains functionality, either in its core or through plugins, that help with one or more of the usage types.

Department : Electrical **Sub Department :** Communications

Responsibility : Third Officer **Item Class :** Critical Equipment **Class Creditable :** No

Job Class Master : Manual Setting **Job Type :** Pressure Test **Frequency Mode :** 107H

Report After Running Hours : 1500 **Last Reported Running Hours On :** 10-04-2021 : 3000 **Last Work Done Running Hours On :** 08-08-2021 : 6500

In Risk Assessment Required : No

Work Description / Guidance

Detailed Work The idea of having wiki functionality is now seen as desirable generally and some aspects of wiki functionality has also been added to existing content management systems, such as Microsoft SharePoint. Some writers have pointed out that SharePoint does not in fact function as a wiki, even with this functionality in use.	Associated SMS Procedures	Associated Forms & Checklists PP12 - Application Form.docx PP14 - Offer Letter.docx PP18 - Contract.docx
---	----------------------------------	--

Work History

"Routin Maintenance" Job Work Done On 2021-06-09 by "Administrator"	Job Reported On: 25 Jan 2021
"Postponed" Job Work Done On 2021-07-31 by "Administrator"	Job Reported On: 23 Jan 2021

- Work done report can be filled out by the ship & shore department can only view the work done report.
- To see the details of the work done report, click on the action button and then click "View Details"
- **Screenshot 2.** shows the report work



(6.2) View Work history

How to view work history?

PMS<<Work done report<<View details<<Work history

The screenshot displays the Orion Credence Solutions PMS interface. The sidebar on the left contains the following menu items: Dashboard, PMS Components, Running Hours, Maintenance (highlighted with a red box), and Work Done Report. The main content area is titled 'Work History' (also highlighted with a red box). It features a list of work history entries with columns for 'Description/Parts Used', 'Defect', 'ID', 'FILE NAME', 'CAPTION', and 'ACTIONS'. Below the list, there are input fields for 'Type' (set to 'Postponed'), 'Due Date' (03-03-2022), 'Postpone By' (set to 'Frequency Wise'), 'Postponed till date' (02-03-2022), and 'Reason for Postponed'. A table for 'Parts Used' is also visible at the bottom.

ID	FILE NAME	CAPTION	ACTIONS

Part Name	Item Code	Equipment Part Number	Units	Quantity

- In your report work, you can also review your work history, such as if you postponed any work or if you performed routine maintenance.
- Additionally, you can view the reasons and details added.



(6.3) Download reflected work (Shore Activity)

How to download reflected work?

PMS<<Maintenance<<Action button <<View report<<Action button<<Export to pdf

The screenshot displays the PMS (Project Management System) interface. The left sidebar shows the navigation menu with 'Maintenance' highlighted. The main content area shows a table of maintenance items. The 'Action' column for the selected item (ITM70008) is expanded, showing options: 'Edit', 'Reported Work', 'Deactivate', and 'View Report'. The 'View Report' option is selected, leading to the 'Work Report View' for ITM70008. This view shows detailed information about the maintenance task, including its description, department, and frequency. The 'Export to pdf' button is highlighted in the top right corner of the report view.

Work Report View (ITM70008)

Component: HFO SEFT. TANK HS (3.5Y) Item: ITM70008 Frequency: 2 Yearly

Description Details: Entering information into quick and easy to create pages, including hyperlinks to other corporate information systems like people directories, CMS, applications, and thus to facilitate the buildup of useful knowledge bases. Reduces e-mail overload. Wikis allow all relevant information to be shared by people working on a given project. Generally, only the wiki users interested in a given project need look at its associated wiki pages, in contrast to high traffic mailing lists which may burden subscribers with many messages, regardless of their relevance. It is also very useful for the project manager to have all the communication stored in one place, which allows them to link the responsibility for every action taken to a particular team member.

Department: Catering Sub-Department: Safety

Responsibility: Asst. Engine Mechanic Item Class: GENERAL Class Creditable: Yes

Job Class Master: Manual Setting Job Type: Clean Frequency Made: NON-COUNTER

Repeat After Running Hours: Last Reported Running Hours On 06-09-2022: 0 Last Work Done Running Hours On: *

Last Reported Reference Component Code: 0 Reference Component Code: 0 Is Risk Assessment Required: No

Routine Maintenance Was Carried Out On 2018-01-10

Type: Routine Maintenance Reported Date: 2018-01-10 Postpone By: Administrator Frequency:

Reason for delay: Entering information into quick and easy to create pages, including hyperlinks to other corporate information systems like people directories, CMS, applications, and thus to facilitate the buildup of useful knowledge bases.

Details: Organizes information. Wikis help users structure information into discoverable and searchable categories. These may arise from users in a bottom-up way. Users can create lists, tables, timelines and other ways of expressing order.

Parts Used

Part Name	Component	Mt Comp.	Desc. of Parts	Units	Location	Quantity
No parts used						

Attachments

No Attachment Available

Risk Assessment

Defect

No defect reported

Routine Maintenance Was Carried Out On 2020-01-12

Type: Routine Maintenance Reported Date: 2020-01-12 Postpone By: Administrator Frequency:

Reason for delay: Organizes information. Wikis help users structure information into discoverable and searchable categories. These may arise from users in a bottom-up way. Users can create lists, tables, timelines and other ways of expressing order.

Details: Access levels by rights and roles. Users can be denied access to view and/or edit given pages, depending upon their department or role within the organization.

- Work reports can be extracted/downloaded from the shore
- Ref. to screenshot 1. Go to maintenance, click on action button & view report.
- Ref. to screenshot 2. By clicking on action button on the right side of the screen, you will be able to export the report in pdf format along with the attachments.
- Ref. to screenshot 3. This is an example of a PDF work report that has been downloaded.
- A work report can only be viewed on the ship side, it cannot be downloaded.



(6.4) Deactivating work report (Shore Activity)

How to deactivate report work?

PMS<<Maintenance<<Action button<<Deactivate<<Add reason & save

The screenshot shows the PMS Maintenance screen. The table lists job codes and their details. The 'Action' column has a dropdown menu with options: Edit, Reported Work, Deactivate, and View Report. The 'Details' dialog box is open, showing the 'Job Code' as ITM9001 and 'Current Status' as Active. The 'Reason' field is empty. The 'Save' and 'Cancel' buttons are at the bottom.

Job Code	Last Done Date	Class Creditable	Job Class Master	Job Type	Frequency Mode	Repeat Frequency	Repeat After Running Hrs	Last Reported Running Hrs	Maintenance Carried Out(Hrs)	Attached Procedures & Check List	Action
ITM123		Yes	Manual Setting	Calibrate	NON-COUNTER	1 Monthly			0		
ITM9004		Yes	Manual Setting	Check	BOTH	1 Monthly	1000		0		
ITM9003		Yes	Manual Setting	Calibrate	NON-COUNTER	2 Weekly			0		
ITM9001		Yes	JBC-0103-Calibrate	Calibrate	COUNTER	0	2000		0		

Details

Job Code: ITM9001 Current Status: Active

Reason:

Save Cancel

- To deactivate report work, click on action button & select deactivate.
- Add reason & save



(6.5) Filters in PMS:

(i) PMS Dashboard: Criteria filters

With this PMS Dashboard, you can view all overdue jobs, jobs by work order, etc. Additionally, you can filter data by dates, group, owner, vessel type, size, and vessel list using these criteria & filters.

(ii) Component list filter: View/Edit component list (Shore filter)

PMS<<SFI Component<<Action button on right<<Component list<<Action button <<Edit/Delete

You can view the component list on the shore side. Ref. to screenshot 2. The component list can also be edited and updated.



The screenshots illustrate the search functionality in the PMS software. The first screenshot shows the 'Type to Search...' filter in the top right. The second screenshot shows the 'ITEM123' filter in the top right. The third screenshot shows the '900.01.05' filter in the top right.

- You can search specific reports in the **type to search filter** by searching through their name or component code rather than scrolling endlessly.
- The filter can be found on both the ship and shore.

The screenshot displays the 'Onshore Activity' report in the PMS system. The main table, titled 'Work Done Report', lists various activities with columns for Vessel Name, Job Code, Component Code, Component Name, Component Details, Job Details, Desc Details, Department, Sub Department, Responsibility, Item Class, and a 'Manual Set' checkbox. The table contains three rows of data for the vessel 'Hamstead'.

Below the table, there is a 'Manage Email' section. This section includes a 'To' field (set to 'CC REC'), a 'Subject' field, and a rich text editor. The rich text editor contains a table with the same structure as the main 'Work Done Report' table, showing details for a specific job (Job Code: 700.01.02.01, Job Details: Oil Settling, etc.).

At the bottom right of the 'Manage Email' section, there are 'Send' and 'Cancel' buttons.

A red box highlights the 'Export To Email' button in the top right corner of the 'Work Done Report' table. A red box also highlights the 'Manage Email' section below the table.

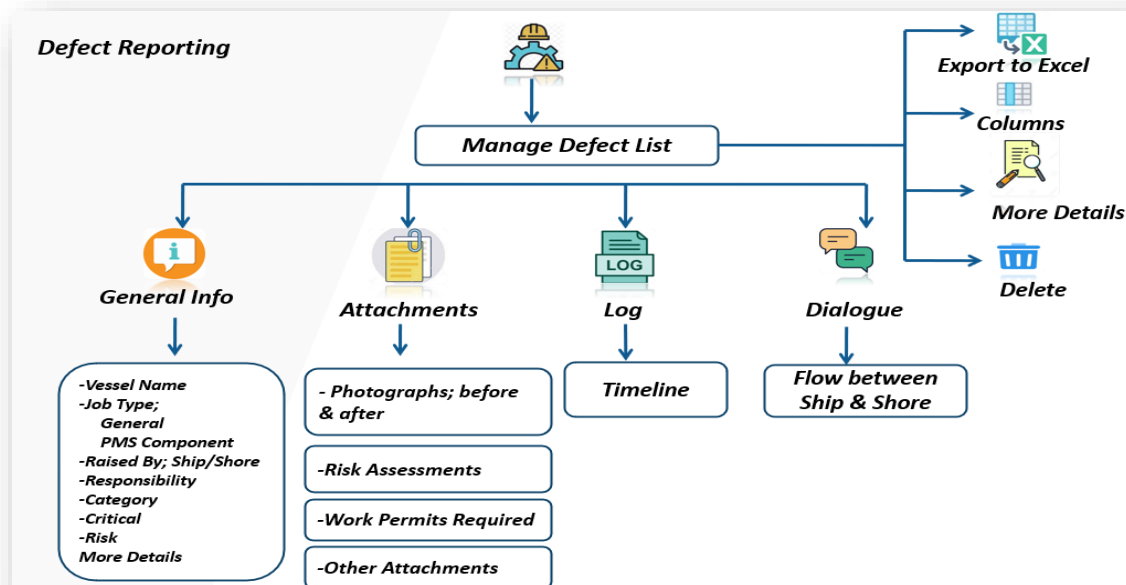
A callout box on the right side of the screenshot contains the text: "Onshore, you can email work done reports using this filter."



4.4 DEFECT

Facilitates transparent information exchange with regards to readiness and reliability of the fleet.
Easily measure and follow up on the reported defects until closed.

Process Flow Charts:



System Guidance

(a) Steps to follow;

Step 1. Click on add button to enter details about the defect.

Step 2. Add details

Step 3. Add Attachments, upload work permit (if any), add risk assessment (if any) then click on Publish/Save as draft.

Step 4. If you want to make/add anything, click on action button then more details and update.

Step 5. If you want to download defect report, click on action button and select download PDF.



(b) System Screenshot;

(I) Add Defects (adding details in general info);

How to add defect reporting?

Defects<<add button<<General info<<Job type<<Add details<<Save & Next

Recorded By: Administrator | Defect Code: Auto generated

- Click on add button to add defect.
- Select job type (General/PMS Component).
- The PMS component can be selected from the PMS component drop-down menu if you choose it in the job type.
- Add other details & save to next.



(II) Add Attachments & interconnecting risk assessment in defect reporting;

How to add attachments;

Defects<<General info<<Attachments<<Before/After title<<Upload file<<Add work permit<<Add risk assessment<<Publish/save as draft

• After adding details in defect and saving next, add attachments of before/after.

• You can add work permit if required.

• You can also add risk assessment.

• After adding all the details, publish draft

• When you select the risk option in defect reporting, you will be taken directly to the risk assessment page.

• Click on add button, then add details & save.



(III) View log/Timeline & View comments:

Defects<<General info<<Attachments<<Log<<View timeline<<Dialogue<<Add comment<<Publish/Save as draft

The screenshot shows the 'Manage Defect List' interface. The top navigation bar includes 'HOME', 'CLOUD', 'CERTIFICATES', 'DEFECTS', 'HMS', 'I&R', 'SMS', 'HSSEQ', 'RISK ASSESSMENT', 'CREW', 'OPS. & TECH REPORTS', and 'ADMIN'. The 'DEFECTS' tab is selected. The main content area displays a table of defects with columns: Type, Defect Code, IMO Number, Title, Recorded Date, Raised By, Responsibility, Target Date, Completed Date, Status, Critical, Location, Downtime, and Action. The first row is highlighted. Below the table, there are three tabs: 'General info', 'Attachments', and 'Log'. The 'Log' tab is selected, showing a list of log entries. A red box highlights the 'Log' tab. A text box on the right contains the following text:

- By clicking on log, you can view log details.
- You can add comments in Dialogue box & post comments.

Below the log entries, there is a 'Dialogue' tab, which is also highlighted with a red box. The dialogue box contains a text area for comments and a 'Post Comment' button, which is also highlighted with a red box.

(IV) Update/Download/Delete report:

Defects<<Action<<More details/Delete/Download PDF

The screenshot shows the 'Manage Defect List' interface. The top navigation bar includes 'HOME', 'CLOUD', 'CERTIFICATES', 'DEFECTS', 'HMS', 'I&R', 'SMS', 'HSSEQ', 'RISK ASSESSMENT', 'CREW', 'OPS. & TECH REPORTS', and 'ADMIN'. The 'DEFECTS' tab is selected. The main content area displays a table of defects with columns: Type, Defect Code, IMO Number, Title, Recorded Date, Raised By, Responsibility, Target Date, Completed Date, Status, Critical, Location, Downtime, and Action. The first row is highlighted. A red box highlights the 'Action' button in the table. A text box on the right contains the following text:

- By clicking on the action button, you can view uploaded reports, delete reports, and download reports in PDF format.
- As soon as the report was submitted, the status was changed from draft to published.



(V) Update defect reports and publish;

How to add & update in report?

Defects<<Action<<More details/Delete/Download PDF<<Make changes in report<<Update<<Download PDF

Manage Defect List 27 Total Defects 11 Open Defects 6 High Risks

Drag a column header here to group by that column

Type	Defect Code	IMO Number	Title	Recorded Date	Raised By	Responsibility	Target Date	Completed Date	Status	Critical	Location	Downtime	Action
P	O595-3	9280586	VHF Channel	01 Jan 2022	Ship	Ashore	31 Jan 2022		Acknowledged	No	Main Deck	No	

General Info Attachments Log Dialogue

Recorded By: Jai Kishan | Defect Code: O595-3

Vessel: Hampstead (IMO: 9280586) Job Type: PMS Component PMS Component: 700.01 : FUEL OIL SYSTEM

Title: VHF Channel Raised By: Ship Status: Acknowledged

Description: RF issue Recommendations: Advice to replace Responsibility: Ashore

Recorded Date: 01 Jan 2022 Target Date: 31 Jan 2022 Location: Main Deck

Downtime: No Category: Alarms Other Procedure Ref: Communication

Reference no.: Ref-2021-007-A9 Job Card no.: JOB-2022-008-L6 Completion Date: DD MM YY

Critical: No Fuel Impact: No Risk: Low

Cancel Update

(VI) Data Extract for defect reporting:

How to download defect reports?

Defects<<Action<<Download PDF

Orion
Defect Report Id- O595-3

General Information			
Vessel Name	Hampstead	IMO Number	9280586
Job Type	PMS Component	PMS Component	700.01
Title	VHF Channel	Raised By	Ship
Description	RF issue		
Recommendations	Advice to replace		
Status	Acknowledged	Critical	No
Risk	Low	Responsibility	Ashore
Recorded Date	01 Jan 2022	Target Date	31 Jan 2022
Location	Main Deck	Downtime	No
Category	Alarms	Other Procedure Ref	Communication
Reference no	Ref-2021-007-A9	Job Card no	JOB-2022-008-L6
Completion Date		Fuel Impact	No

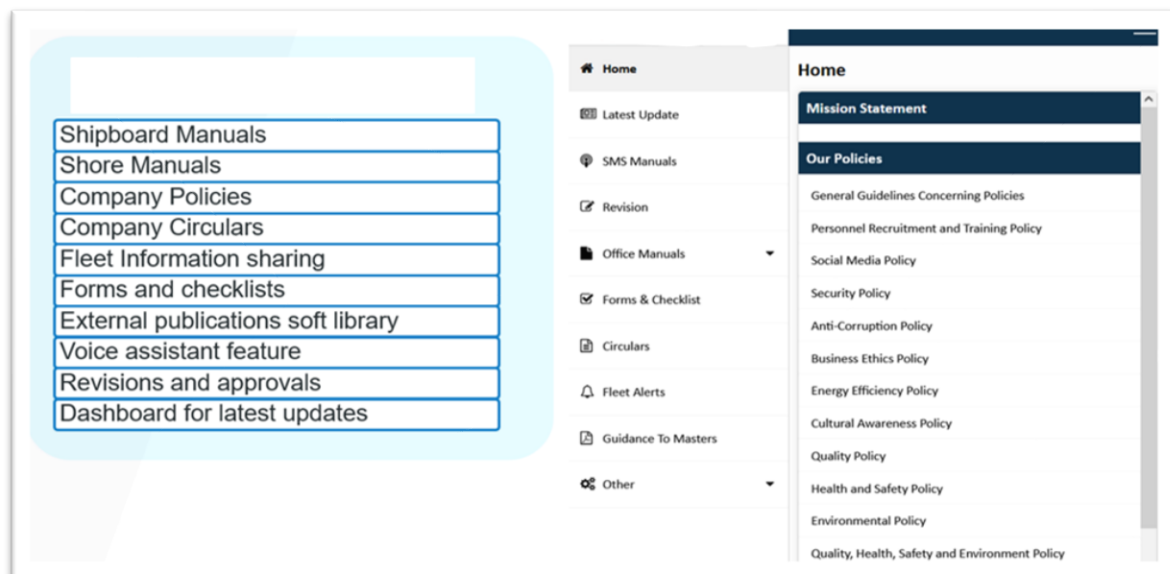


4.5 SMS

Eliminating paper-based documents which impede traceability and tracking. The system stores.

- Company & Shipboard manuals
- Policies
- Company Circulars/Fleet Alerts
- Forms and checklists
- Reference library
- System includes bookmarking, reading history & various intelligent features.

Process Flow Charts:



System Guidance

(a) Steps to follow;

- Step 1. Go to Latest Updates to see updated forms/manuals.
- Step 2. Go to SMS Manuals to see company manuals.
- Step 3. On the right side mark your forms/manuals in favorites.
- Step 4. In the Last reviewed section you can see the forms/manuals which you saw last.
- Step 5. Go to office manuals for manuals, forms & checklists.
- Step 6. Go to Forms & Checklist and to view forms/checklists.
- Step 7. Go to fleet alerts and to view fleet alerts.



(b) System Screenshot:

(I) E-dms Notification Panel;

SMS<<Latest Updates (circulars, fleet alerts, forms & checklist)<<Search Updates/Forms

The screenshot displays the 'Latest Update' section of the system. It features a sidebar with navigation options: Latest Update, Manuals, Circulars, Fleet Alerts, and External Publication. The main content area is divided into four panels: 'Circulars' (with columns for Ref No., Date, Dept., and Title), 'Fleet Alerts' (with columns for Ref No., Date, Subject, and File Name), 'Forms & Checklist' (with columns for #, Date, Section, and Name), and 'Revisions' (with columns for #, Date, Name, and Affected Area). A search bar at the top right is labeled 'Search updates/forms'. A red box highlights the 'Latest Update' sidebar item, and another red box highlights the 'Search updates/forms' search bar.

(II) View Shipboard Manuals:

SMS<< Shipboard Manuals<<My Favourites<<Last Reviewed Sections

The screenshot shows the 'View Shipboard Manuals' section. It includes a sidebar with navigation options: Latest Update, Manuals, Circulars, Fleet Alerts, and External Publication. The main content area is divided into three panels: 'Safety Management System' (with a table of manuals: A | Safety Management Manual, B | Operations Manual, C | Emergency/Contingency Manual, D | Emergency Response Plan), 'My Favourites' (with a search bar and a list of favourites), and 'Last Reviewed Sections' (with a list of sections: 3.2.1 Scope of Application, 3.2 Regulation On Shore-Based Departments, 3.1.6 The Organizational Chart, 3.1.5 Description of the purpose of the organizational chart, 3.1.1 Scope of Application). A red box highlights the 'Manuals' sidebar item, and another red box highlights the 'My Favourites' and 'Last Reviewed Sections' panels. A third red box highlights the 'Safety Management System' panel.

- The manuals section contains shipboard manuals, forms, and checklists
- In addition, you can mark your manuals as favourites
- The last reviewed sections can also be viewed.



(IV) Forms & Checklist;

SMS<< Forms & Checklist<<Shipboard<<Click on file to download forms & checklist.

SNO	File	Revision No	Revision Date	Upload Date
1	equipment.xlsx	01	17 May 2021	17 May 2021
2	4_Marpol_Sea_Log_Guidance.pdf	01	17 May 2021	18 May 2021
3	FORM P.9.B Ballast_Tanks...Coating.Inspection.docx	01	26 Dec 2022	26 Dec 2022
4	Wastage_OWS_Checklist_536_637958121026615267.jpg	01	08 Aug 2022	19 Aug 2022
5	FORM OR.7.B Ballast_Tanks...Coating.Inspection.docx	01	26 Dec 2022	25 Dec 2022
6	FORM OP.9.B Ballast_Tanks...Coating.Inspection.docx	01	26 Dec 2022	26 Dec 2022
7	FORM PP.9.B Ballast_Tanks...Coating.Inspection.docx	01	26 Dec 2022	26 Dec 2022
8	FORM QPP.9.B Ballast_Tanks...Coating.Inspection.docx	01	21 Dec 2022	26 Dec 2022
9	Vessel_Certificates(21).pdf	22	04 Oct 2021	27 Oct 2021

- Forms & Checklist.
- Click on file to download uploaded forms & checklist.

(V) View your circulars/ fleet alerts/ external publication;

SMS<<_circulars<< fleet alerts<< external publication

S.No.	Vessel Type	Department	Circular Ref No	Circular Title	Date Of Circular	Status
1	All	Technical	REFNO12	test circular	2022-08-02	Active
2	All	Technical	Circular Ref NEW	CIRCULAR TITLE Orion	2021-07-27	Active
3	All	Accounts	REFNO12	Text (Click here to Download)	2021-07-28	Active
4	All	Technical	REF103	Test Circular 103	2021-07-27	Active

- In the Circulars section, you can find circulars added from the shore.
- The circular can be downloaded by clicking the title of the circular.



S. No.	Ref. No.	Date	Subject	Attachment	Action
1	othe 123	11/2/2022 5:49:38 ...	www	Local_Rules.pdf	View Detail & Log
2	FAREF578	7/28/2021 11:15:3...	READ
3	FAHH11	7/27/2021 8:47:35 ...	HHHHH121212	2_img.JPG	...

Fleet Alert Detail & Log

Ref. No: TAFee 01 Subject: Security Alert 01 - 2019: Pillage of ship's valuables

Attachment: Sec 01_10.pdf

To: Master of ASM Fleet Vessels
From: Atlantic Ship Management

Date of Issue: 27-May 2019 Date of Cancellation: None

Security Alert 01-2019: Pillage of ship's valuables.

Piracy and armed robbery in the Gulf of Guinea region, is a known concern to the maritime sector. There is also a threat of pillage / small time theft of ship's valuables whenever there are outsiders onboard either at anchor or at berth. There are usually large number of shore personnel boarding vessel for cargo related, security, supply matters etc. With increased number of personnel onboard, it become a challenge to the shipstaff to monitor and control their activities. Through this alert we want to highlight one of a recent incident of pillage of ship's valuables and thereby request the shipstaff to remain vigilant and alert at all times.

The Incident:
Office instructed vessel to take inventory of the bridge equipment, with all details. During the process of inventory, it was noted that vessel's two EPIRB units were not in their respective housing. A thorough search was done on the vessel but the EPIRB units could not be located.

External Publication

▼ COWSP

2018

2019

Ext 1 | 28 Jul 2021

2 of 10

Automatic Zoom

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- External publications can be viewed in Guidance to Master.
- The external publication can also be printed & downloaded.



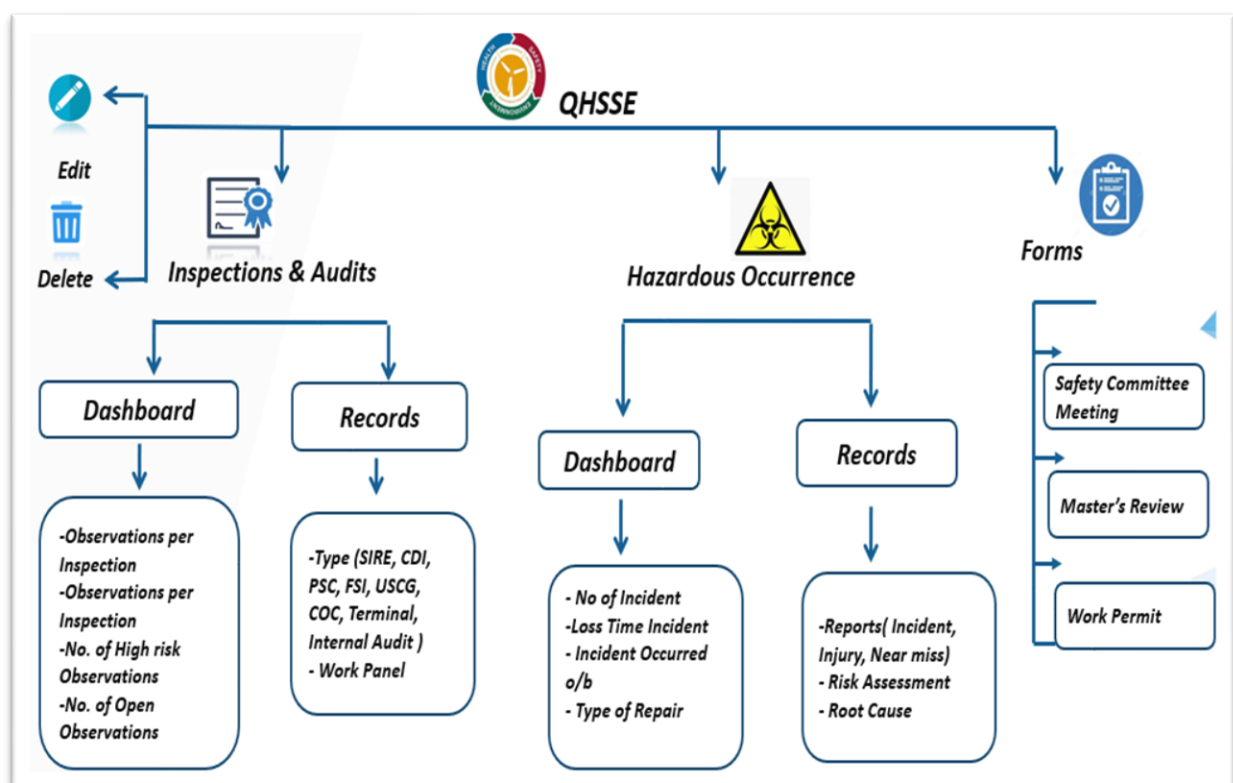
4.6 HSSEQ

4.6.1 Inspections & Audits

Inspections & Audits Comprehensive management of all audits and inspections such as SIRE, CDI, Port state control, terminal, Internal Audits, External Audits, etc.

- Organised repository for inspection records.
- Identification of repetitive deficiencies
- Intelligent analytical dashboards.
- Follow up and Closeout of deficiencies.
- Root Cause and Risk Analysis.
- Structured Reports & outputs.

Process Flow Charts:





System Guidance

(a) Steps to follow;

Step 1. Go to inspections & audits for the inspection dashboard (Categories, Observations, Vetting status)

Step 2. Use search filters to view/check particular reports.

Step 3. Go to inspections and then click on add button to enter details, attach files in the attachment section then click on the save button to save the record.

Step 4. You can also check your record status; open/closed out.

Step 5. Click on the action button to download your records in excel form.

Step 5. Go to work panel to edit observations.

Step 6. Go to SIRE/CDI Mgt. click on add button to add new chapter and save.

Step 7. Go to Master Category click on add button and add name & save.

Step 8. Go to Hazardous Occurrence for the dashboard (No. of incidents, loss time incident, incident occurred, type of repair)

Step 9. Click on records to add basic details

Step 10. Select type (Incident, injury, near miss) then start filling reports.

Step 11. Add root cause analyses and add an attachment and save.

Step 12. Go to the safety meeting, then click on add to enter details of the in-safety committee form.

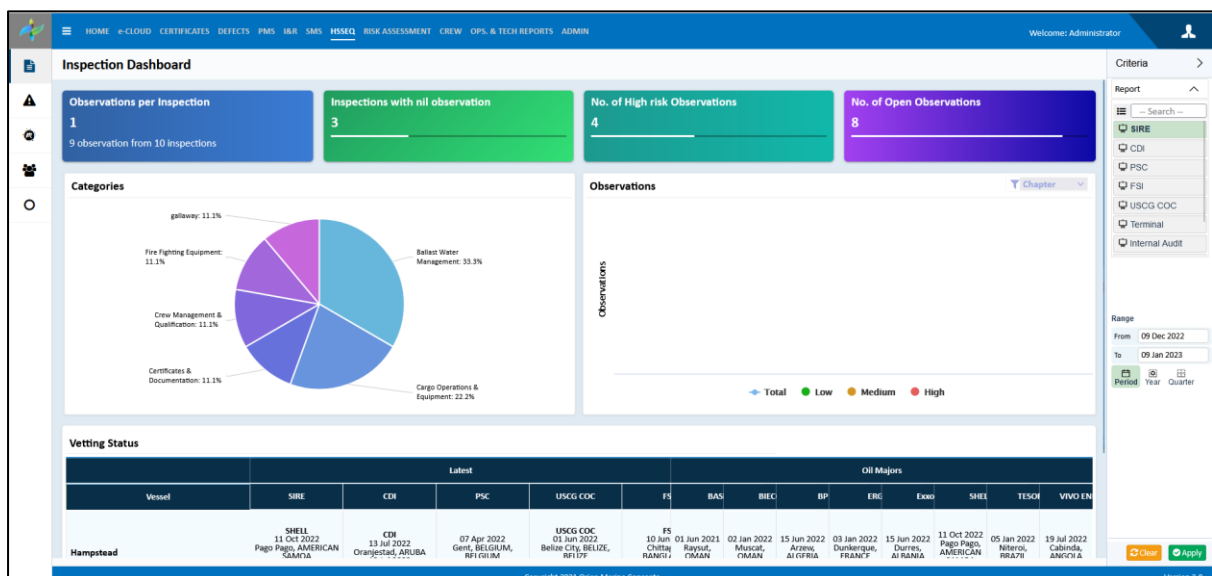
Step 13. Go to master's Review, then click on add to enter details in the master's review form.

Step 14. Go to the work permit, then click on add to enter details in the work permit form.

(b) System Screenshot;

(I) HSSEQ (Inspections & Audits Dashboard);

HSSEQ<< Inspections & audits<<inspection dashboard





(II) Add Vessel Records:

How to add inspections?
Vessel inspections<<add button

Action	Insp. Id	Insp. Stage	Type	Date	Country	Place/Port	Inspector	Master	IsDetained	Total Obs./Def.	Status
	INS-O-595-22	P	SIRE	01 Jun 2022	ALGERIA	Annaba (Ex Bone)	Cross	Capt. Halford		1	Open
	INS-O-595-26	P	USCG CDC	01 Jun 2022	BELIZE	Belize City	Amrit	Capt. sarak		1	Open
	INS-5-595-23	P	CDI	02 Jun 2022	EGYPT	Abu Kir	galler	Capt. BV		1	Open
	INS-O-595-25	P	FSI	10 Jun 2022	BANGLADESH	Chittagong	Jai	Capt. mamta		1	Open
	INS-O-595-21	P	SIRE	15 Jun 2022	ALGERIA	Arzew	dfs				
	INS-5-595-21	P	SIRE	15 Jun 2022	ALGERIA	Arzew	inspe				
	INS-5-595-22	P	SIRE	15 Jun 2022	ALBANIA	Durres	Veers				
	INS-5-595-30	P	SIRE	13 Jul 2022	AMERICAN SAMOA	Pago Pago	inspe				
	INS-5-595-31	P	CDI	13 Jul 2022	ARUBA	Oranjestad	James	Hennery		0	Closed-out

(III) Add details & attachments:

Records<<add details<< add attachments<< save records

General Info

Type: Vessel: Date:

Country: Port: Inspector:

Master: Chief Engineer: Chief Officer:

Obs/Def:

- Inspections & Audits form is categorized into 5 types: General info, Attachments, Log, Comment & observations.
- In general info, you can include basic details that are required.
- The attachments section allows you to attach documents.
- A formed log can be viewed in the log.
- You can add comments from both shore and ship in the comments section.
- In observation, you can add observations (if any).



(IV) Work panel:

How to add/edit observations?

HSSEQ<<Inspections & Audits<<Work panel<<Edit<Update details

Action	Obs. Id	Insp. Type	Insp. Date	Insp. Company	Q. No	Observation Details	Obs. Category	Risk	Status
Edit	INS-O-595-20-1	SIRE	01 Jun 2022	SHELL	1.	obs	Ballast Water Managem...	Low	Open
	INS-O-595-20-1	USCG COC	01 Jun 2022			details	Fire Fighting Equipment	Medium	Open
	INS-S-595-23-1	CDI	02 Jun 2022	PHILLIPS66	3.	observation	Environmental Protection	Low	Open
	INS-O-595-25-1	FSI	10 Jun 2022			observation	Crew Management & Q...	Low	Open
	INS-S-595-21-1	SIRE	15 Jun 2022	SHELL	2.32	observation	Ballast Water Managem...	Medium	Open
	INS-S-595-21-2	SIRE	15 Jun 2022	SHELL	4.52	obs	Fire Fighting Equipment	High	Open
	INS-S-595-22-1	SIRE	15 Jun 2022	Exxon					

- To add observations to Inspections & Audits, go to the work panel, click the action button, then click the edit button.
- When you click on edit, there are 6 tabs for observations: observation summary, observation closure, root cause analysis, attachments, logs, and comments.

Screenshot: 1 (Observation Summary)

Version: 6 Chapter: 1: General Information Question No: 1

Question: question

Observation Details: obs

Observation Category: Ballast Water Management Risk: Low

Deficiency or NC: NC

Update Cancel

- In observation summary, add observations & details.



Screenshot: 2 (Observation Closure)

Work Panel

Drag a column header here to group by that column

Action	Obs. Id	Insp. Type	Insp. Date	Insp. Company	Q. No	Observation Details	Obs. Category	Risk	Status
	INS-O-595-22-1	SIRE	01 Jun 2022	SHELL	1.	obs	Ballast Water Managem...	Low	Open

Observation Summary **Observation Closure** Root Cause Analysis Attachment(s) Log Comment

Corrective Action:

Preventive Action:

Target Date: DD MMM YYYY Completed Date: DD MMM YYYY Status: Open Responsibility: Responsibility

Close Out: Remarks:

Update Cancel

- Observation Closure refers to closing out observations, adding details, and updating them

Screenshot: 3 (Root Cause Analysis)

Work Panel

Drag a column header here to group by that column

Action	Obs. Id	Insp. Type	Insp. Date	Insp. Company	Q. No	Observation Details	Obs. Category	Risk	Status
	INS-O-595-22-1	SIRE	01 Jun 2022	SHELL	1.	obs	Ballast Water Managem...	Low	Open

Observation Summary Observation Closure **Root Cause Analysis** Attachment(s) Log Comment

Immediate cause:

Personal Factors:

Organizational Factors:

Job Factors:

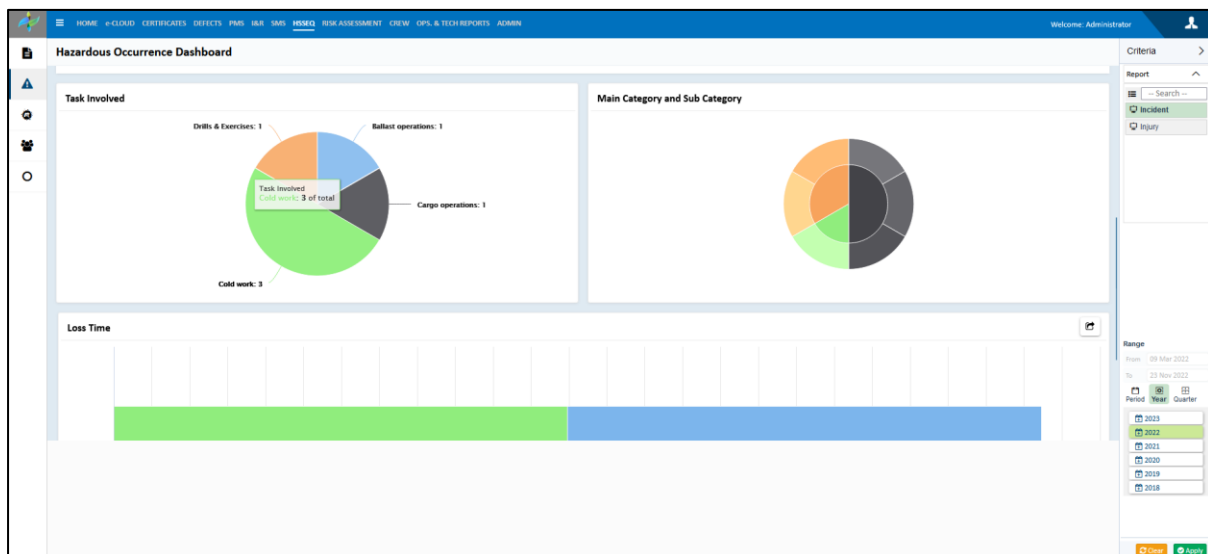
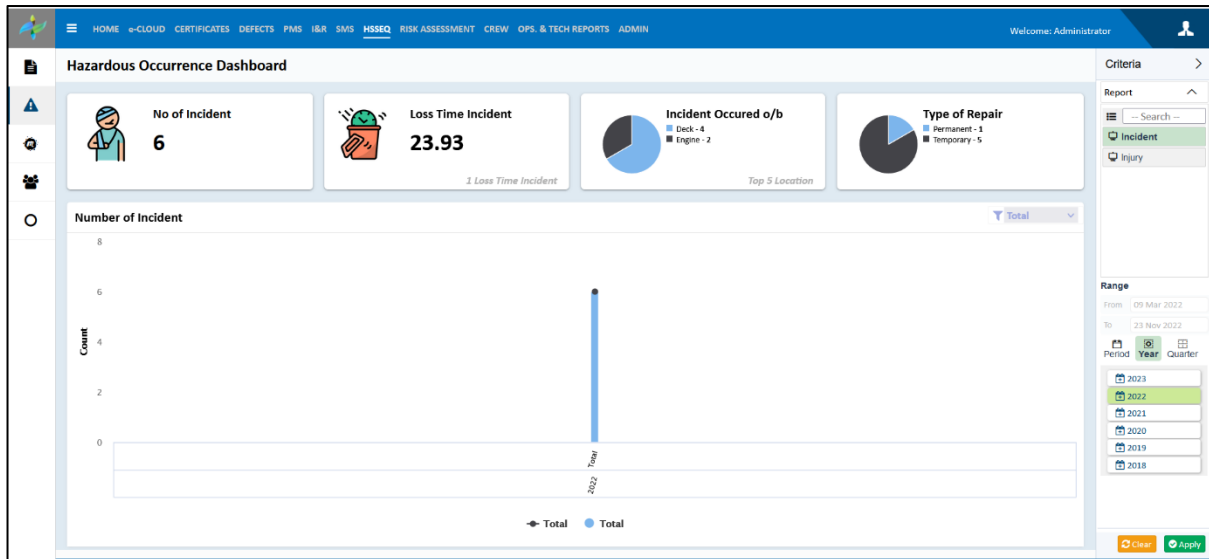
Update Cancel

- Add root cause analysis, update.
- Add attachments, view log & comments from both ship and shore.



4.6.2 Hazardous Occurrence Dashboard:

HSSEQ<< Hazardous Occurrence<< dashboard





(VI) Add reports in Hazardous Occurrence;

HSSEQ<< Hazardous Occurrence<<Records<<Add button<<Select report type<<Add details

Action	Id	Stage	Type	Date of Occurrence	Date of Report	Report Subject	Shore Assistance Required	Location
	O-595-2	P	Incident	06 Jan 2022	26 Jan 2022	Workplace Incident	No	At Sea (Coasta...
	O-595-3	P	Injury	08 Jan 2022	26 Jan 2022	Safety and Security	Yes	In Port (Appro...
	O-595-4	P	Near Miss	12 Jan 2022	26 Jan 2022	A crew member workl...	No	Sea
	O-595-5	P	Incident	23 Jan 2022	28 Jan 2022	Improper personal pr...	No	In Port (At ber...
	O-595-6	P	Incident	23 Jan 2022	28 Jan 2022	Deck Tools and Machi...	Yes	In Port (At ber...
	O-595-1	P	Incident	25 Jan 2022	26 Jan 2022	Master leads to groun...	No	In Port (At ber...

HSSEQ<< Hazardous Occurrence<<Records<<Add button<<Select report type<<Add details

Basic Details

Type: **Incident** (dropdown menu highlighted with options: Incident, Injury, Near Miss)
Vessel Name: Hamptstead (IMO: 9280586)
Vessel Type: OIL TANKER
Vessel Class: ONV
Vessel Size:
Vessel Flag:
Vessel Condition: ☐ Loaded ☐ Ballast
Master:
Chief Engineer:
Type of Incident:
Type of Incident:
General Information
Current Location:
Latitude:
Longitude:
Date of Incident:
Time (UTC):
Report Subject:
Departure Date:
Departure Country:
Date of Report: 09 Jan 2023

- In Hazardous Occurrences, there are three types of reports: Incidents, Injuries, and Near Miss.
- Add general information, risk assessment (if any).
- After submitting record, it will be saved in the draft mode.
- You can add attachments, comments, root cause analysis (if applicable) and publish records by clicking the edit button.



Adding Root Cause analysis:

NAU Ver 2.1

HOME e-CLOUD CERTIFICATES DEFECTS PMS I&R SMS HSSEQ RISK ASSESSMENT CREW OPS. & TECH REPORTS ADMIN

Welcome: Administrator

Inspections & Audits

Hazardous Occurrence

Dashboard

Records

Safety Meeting

Master's Review

Work Permit

Survey Root Cause (Incident ID: O-595-8)

Immediate Cause

Human and Personal related issues
Medication, Drug and / or alcohol influence.
Unsuitable for the task.
Incorrect Navigation or shiphandling techniques.
Sabotage/Foul play.
Customers / Stakeholders requirements ignore or not complied.

Work Procedure & Instructions
Non-Compliance of procedures and/or work instructions.
Personal protective equipment not in good condition or not used correctly.
Incorrect method for fitting.
Incorrect method for loading.
Incorrect method for placement.
Insufficient Warning Systems.

Machinery and Equipments
Safety Devices Inoperable.
Using machinery/equipment at incorrect speeds.
Operating without authorisation.
Safety devices removed.
Issues related to servicing of the Machinery/equipment.
Defective or wrong Tool/Equipment/Machinery /Device in use.
Operating Tool/Equipment/Machinery/Device incorrectly.
Incorrect Material.

External parties and beyond control
Substandard Act by External Party (Not Under Own Control)
19.1 Pilots
19.2 Boatmen
19.3 Terminal Personnel
19.4 Local Authorities
19.6 Other External Party Not Under The Control of

Immediate Cause

Machinery and Equipments

Operating Tool/Equipment/Machinery /Device incorrectly.

ROOT CAUSE(S)

Immediate Cause

Work Procedure & Instructions

Personal protective

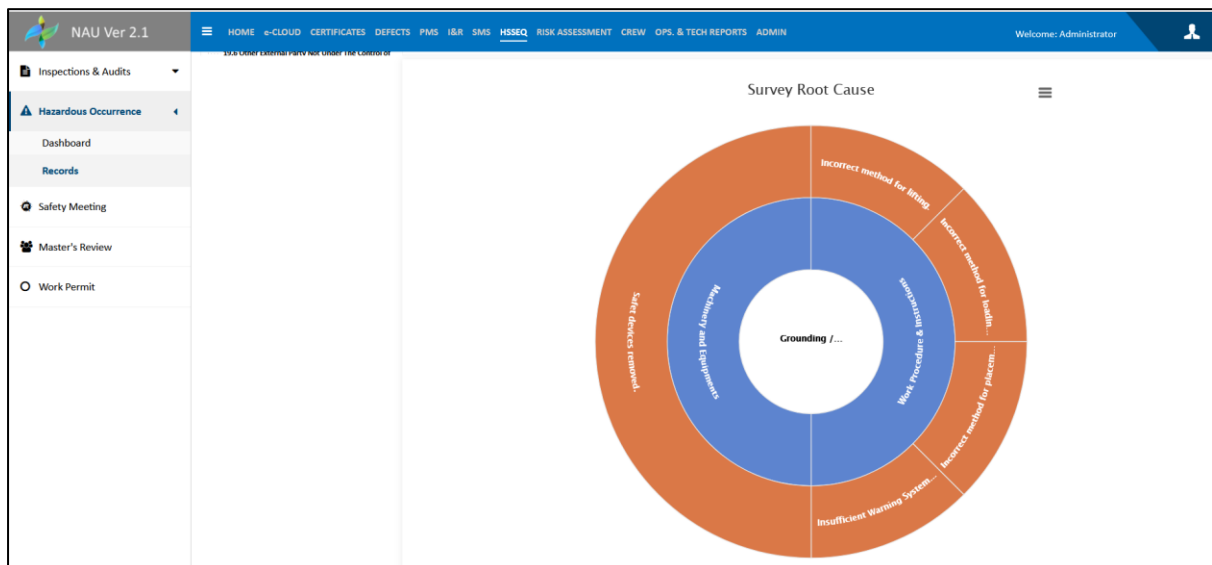
ROOT CAUSE(S)

Immediate Cause

Machinery and Equipments

Safety devices removed.

ROOT CAUSE(S)





How to edit hazardous reports?

HSSEQ<< Hazardous Occurrence<<Record table<<Action button<<Edit report<<Update

The screenshot shows the 'Hazardous Occurrence' form in the HSSEQ module. The 'Edit' button is highlighted in the top left corner of the form. The 'Update' button is highlighted at the bottom left of the form. The form contains fields for Type, Vessel, Date of Incident, Date of Report, Status, and Report Subject.

- Click on action button to edit record.
- Add Summary, details, root cause (if applicable), and view log and Update.

4.6.3 Safety Committee Meeting:

How to add safety committee meeting?

HSSEQ<< Safety committee meeting<<add button

The screenshot shows the 'Safety Committee Meeting' table in the HSSEQ module. The 'Add' button is highlighted in the top right corner of the table. The table contains columns for SCM Id, Vessel Name, Stage, Report Type, Master, Chief Officer, Type, Chief Engineer, Date of Report, and Action.

- Click on add button to open safety meeting form.



Safety committee meeting form<< add details<< submit

Basic Details

Type: Routine
Post Incident
Post Injury Vessel Name: Hampstead (IMO: 9280586) Vessel Type: OIL TANKER Vessel Class: ORV
Vessel Size: Vessel Flag: MARSHALL ISLAND Vessel Condition: ☐ Loaded ☐ Ballast Master:
Chief Officer: Chief Engineer: Chairman: Secretary:

General Information

Date: From Time: To Time: Location: ☐ Sea ☐ Port
Latitude: Longitude: Heading Towards/At Country: Port:

Attendees

Add Attendees

- Select type: Routine, Post Incident, Post Injury.
- Add details, attendees details and agendas, Submit.
- After submitting record, it will be saved in draft mode.
- Click on edit button, to add attachment, comment and publish record.

4.6.4 Master's Review:

**How to add master's management review?
HSSEQ<<Master's review<< add button**

Master's Management Review

Drag a column header here to group by that column

MMR Id	Vessel Name	Stage	Report Type	Master	Chief Officer	Time	Chief Engineer	Date of Report
S-MMR-595-3	Hampstead	P	Change of Command	Daniel Craig	Alberto Franchies			
S-MMR-595-4	Hampstead	P	Periodic	Master	Chief Officer			
S-MMR-595-6	Hampstead	P	Change of Command	Suresh J reddy	Venugopal Raj			
S-MMR-595-7	Hampstead	P	Periodic	Aziz Khan	Vijay singh			
S-MMR-595-8	Hampstead	P	Periodic	Aziz Khan	Vijay singh			

- Click on add button to open Master's review form.



Master's Review form<< add details<< submit form

- Select type: Change of command, Periodic.
- Add details, agendas, Submit.
- After submitting record, it will be saved in draft mode.
- Click on edit button, to add attachment, comment and publish record.

4.6.5 Work Permit:

How to add work permit?

HSSEQ<< Work Permit<< add button<<add details<< Submit

- Click on add button to open work permit form.
- Add general info, weather condition details, work permit details and submit.
- After submitting record, it will be saved in draft mode.
- Click on edit button, to add attachment, comment and publish record.

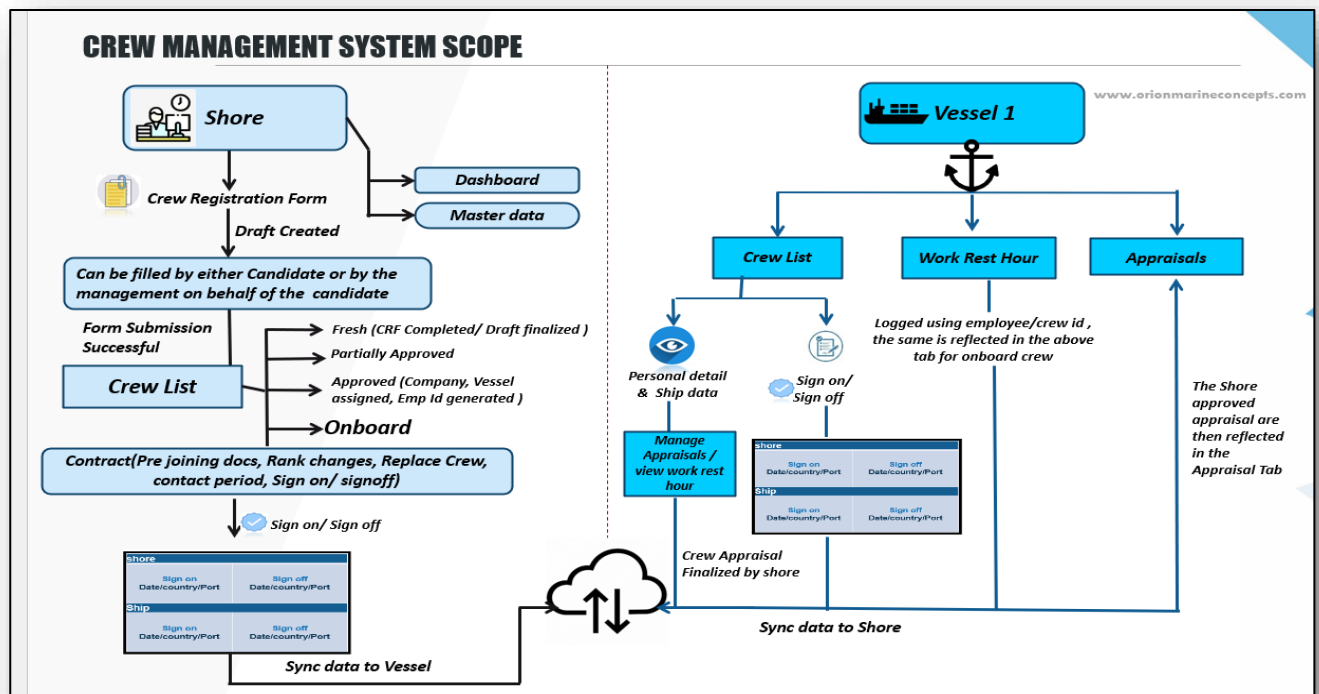


4.7 CREW MANAGEMENT SYSTEM

Optimize crew selection, and retention and build a proactive healthy community of sea staff focused on performance and reliability.

- Crew Registrations & Appraisals
- Analytical Dashboard
- Crew list to update various status reports of the crew
- Sign off/ Sign on with Contract Sign up
- Work & Rest Hours.

Process Flow Charts:





System Guidance (Screenshot)

CREW LIST ;

NAU Ver 2.1

HOME ← CLOUD CERTIFICATES DEFECTS PMS IAR SMS HSSEQ RISK ASSESSMENT CREW OPS & TECH REPORTS ADMIN

Vessel / Ardmore Cherokee Welcome: Administrator

Crew List

Type to Search... Default

Employee Id	Origin Country	DOB	Passport No.	Applied Rank	Current Rank	Status	Emailid	Date Of Joining	Days To Go	Rank	Relief	Reliever Name	Relieving Port	Relieving Date	Action
ERP1	INDIA	01 Jan 1991		Addnl 3rd Offr...	Addnl 2nd Offr...	On-Board	harish@orion...	07 Mar 2023	116	Addnl 2nd Offr...					View Contract

- In Crew list you can view crew details, add appraisal, view work rest hour & view contract.
- In contract, you can view crew's contract in which you can signed on and signed off crew from the vessel.

CREW CONTRACT

Crew<<Crew List<<Contract<<Signed on & signed off crew.

Details

Name	Rank	DOB	Nationality	Contract No	Status
HARISH SHET	Addnl 3rd Officer	01 Jan 1991	INDIA	875466	On-Board

Contract Details

Vessel	Ardmore_Cherokee
Current Rank	Addnl 2nd Officer
Scheduled Joining Date	01 Feb 2023
Contract Period	5 months
Briefing & Familiarization	Y

Signed On

Date	Country	Port
06 Mar 2023	INDIA	Port Blair

Signed Off

Date	Country	Port
	INDIA	Ernakulam

Ship

Date	Country	Port
07-03-2023	HAITI	Baie de Saint-M

Submit

- You can signed on & signed off crew.
- Select date, country & port then submit.



View Crew Registration Details

Crew<<**Crew List**<<**Action button**<<**View**

NAU Ver 2.1

HOME e-CLOUD CERTIFICATES DEFECTS PMS I&R SMS HSECO RISK ASSESSMENT **CREW** OPS. & TECH REPORTS ADMIN

Vessel : Ardmore Cherokee Welcome: Administrator

Crew History

Personal Details Ship Data

Name WALEED

Middle Name ABOULLAH

Last Name AL HUSAINI

Rank Applied For Mesman

DOB 10 Sep 1986

Place MUSCAT

Date available

Marital Status

Age 36

Nationality OMAN

Gender

Nearest Airport MUSCAT

Are you willing to Accept a lower position? No

INDOS Number

Details Of Spouse & Children

Permanent Address

Address MUSCAT OMAN

City MUSCAT

Pin Code

E-mail TEST011@GMAIL.COM

Mobile 1234567890

Tel No. 1234567890

Fax

Present Address

Address MUSCAT OMAN

Adding/View Work Rest Hour:

How to add Appraisal?

Crew<<**Crew list**<<**Action button**<<**view**<<**Ship data**<<**Manage Appraisal**<<**Add**

NAU Ver 2.1

HOME e-CLOUD CERTIFICATES DEFECTS PMS I&R SMS HSECO RISK ASSESSMENT **CREW** OPS. & TECH REPORTS ADMIN

Vessel : Ardmore Cherokee Welcome: Administrator

Crew History

Personal Details **Ship Data**

Employee ID: ERP1 Name: HARISH SHET

S.No	Rank	Shore Signoff:	Ship Signoff:	Appraisals	Work Rest Hour
		Date	Port	Date	Port
1	Add 2nd Officer			Manage Appraisal	View

- Click on ship data to add appraisal.
- By clicking on Manage appraisal you can add appraisal.



NAU Ver 2.1

HOME e-CLOUD CERTIFICATES DEFECTS PMS I&R SMS HSSEQ RISK ASSESSMENT CREW OPS & TECH REPORTS ADMIN

Vessel : Ardmore Cherokee Welcome: Administrator

Crew List

Performance Appraisal Report for Sea Staff

S.No.	Name	Rank	Ship Name	A to H Total	Actions
1	WALEED ABDOULLAH AL HUSAINI	Messman	Ardmore_Cherokee	63	

- Click on add button.

CREW APPRAISAL REPORT

FORM : PER - 11

CREW APPRAISAL REPORT

Name	Rank	Vessel	Service From	Age	Nationality	Total Scores
------	------	--------	--------------	-----	-------------	--------------

APPRAISAL REPORT
(Excellent- 5, Very Good-4, Good-3, Fair-2, Poor-1)

- Select according to crew performance & Submit appraisal.

S. No.	ASPECT	PERFORMANCE
JOB ASPECTS		
A	ABILITY: Work Quality, Thoroughness, Versatility.	Select one
	RESPONSIBILITY: Trustworthiness, need of supervision.	Select one
	JOB KNOWLEDGE: Level of Understanding of job functions.	Select one
	MOTIVATION: Initiative, enthusiasm, seeks added responsibility.	Select one
B	CARGO PLANNING AND OPERATIONS: Initiative, enthusiasm, seeks added responsibility.	Select one
	BEHAVIOURAL ASPECTS	
	SOBERITY: Responsible & stable	Select one
	CO-OPERATION: Ability, willingness, work in team.	Select one
C	CONDUCT: Behaviour, kind, cultured.	Select one
	COMMUNICATION: Clarity, speech	Select one
	TRAINING	
	INTEREST IN TRAINING: Takes active interest in learning, keen to learn.	Select one
D	GRASP OF THE SUBJECT: Understanding the subject. Practicing what has been taught.	Select one
	HEALTH, SAFETY, ENVIRONMENT & QUALITY STANDARDS	
	AWARENESS: Awareness of safety & environment & its importance.	Select one
	UNDERSTANDING: Level of understanding of various safety & environment requirements at his work place.	Select one
E	IMPLEMENTING: Practicing safety & environment at place of work & helping others to adopt.	Select one
	HEALTH & HYGIENE STANDARDS	
	HYGIENE AWARENESS: Awareness of personal & ship hygiene. Level of personal hygiene.	Select one
	HEALTH: Awareness of health, importance. Maintains good health, active at work.	Select one
F	IDENTIFICATION OF TRAINING NEEDS:	
	OTHER COMMENTS BY APPRAISER	
G	Appraisal done by (Master/ Chief Engineer) Name: Sign: (Master/ C/Engineer) Date:	
(Note: The crew/rating being appraised should be given the opportunity to write his comments in column I)		
H	REVIEW & COMMENTS BY THE APPRAISEE ON HIS APPRAISAL (Appraisee to write comments if any)	
	Name & Signature (Appraisee): Date:	
Comments by office		
I	REVIEWED BY	REMARKS & SIGNATURE
	Personnel Manager	

Submit



Edit /Finalize/View/Delete Appraisal

NAU Ver 2.1





HOME < CLOUD CERTIFICATES DEFECTS PMS I&R SMS HSSEQ RISK ASSESSMENT **CREW** OPS & TECH REPORTS ADMIN

Vessel : Ardmore Cherokee Welcome: Administrator

Crew List

Work Rest Hours

Appraisal

S.No.	Name	Rank	Ship Name	A to H Total	
1		Addnl 2nd Officer		60	   

- Click on edit button to edit appraisal.
- Click on Finalize to submit appraisal.
- Click on eye to view appraisal.
- Click on delete for deleting appraisal.

How to add Work Rest Hour?


Crew login<<Employee id<<Add work rest hour<<Save & send to shore.

Employee ID

ERP1

ERP2

ERP3



Login to Your Account

☐ User Login ☒ Crew Login

Employee Id

....

Crew Login

- With employee id crew can login for filling work rest hour.
- Sign in with crew login.



- Crew can add work rest hour.
- Click on save & send to shore.

NAU Ver 2.1

HOME e-CLOUD CERTIFICATES DEFECTS PHN I&A SMS HOSEI NEW ASSIGNMENT **CREW** OPS & TECH REPORTS ADMIN

Visual: Ardmore Cherokee Welcome: Administrator

Crew List

Work Rest Hours

Deviations | Deviations(s) : 0

Approval

Employee ID	Name	Visual Name	Rank	Signed On Date	Signed Off Date	Crew Status	Deviations (Months)	View
ESP1	HARSHI SHET	Ardmore_Cherokee	Addtl 2nd Officer	07 Mar 2023	01 Jan 1900	On Board		
ESP2	TEST OP	Ardmore_Cherokee	Addtl 2nd Officer	03 Mar 2023	03 Mar 2023	Signed-off Ship		
ESP3	MONICA PANDEY	Ardmore_Cherokee	Addtl 2nd Officer	20 Feb 2023	21 Feb 2023	Signed-off Ship		
ESP4	QWERTY HARI	Ardmore_Cherokee	Second Engineer	03 Mar 2023	09 Mar 2023	Signed-off Ship		
ESP5								
ESP7								
ESP8								

Click on Work/Rest hour under view to see record.

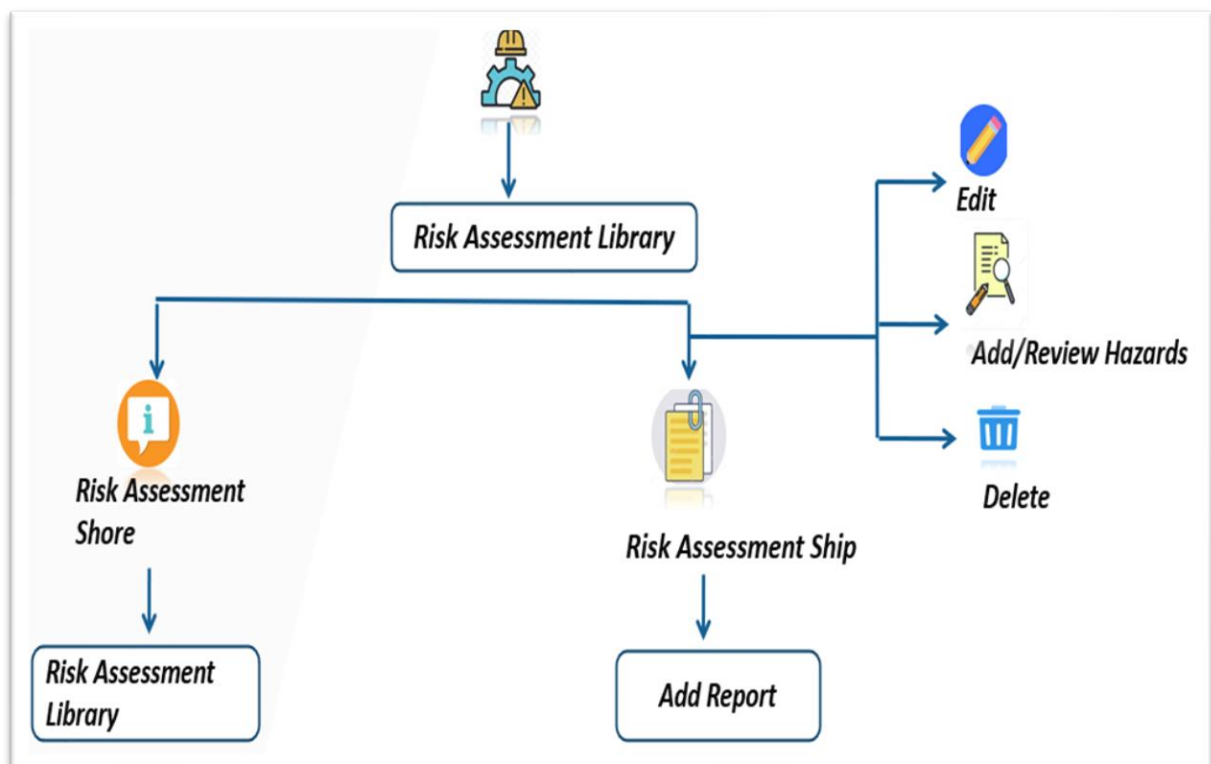


4.8 RISK ASSESSMENT

A simple approach to quantitative and qualitative risk assessment. A company-wide risk library is available to the entire workforce. Risk assessment templates allow standard assessments to be carried out across an organization's operations. Fleetwide sharing is available at the hands of the QHSSE managers.

- Best practice templates for people, task, environmental, and process-based risk assessments.
- Well-definable Hazard and Control measure tree.
- Risk registers to identify the most popular hazards.
- Ability to clone Risk Assessments and notify updates to the Master Risk Assessment.
- Configurable pre and post control Risk ratings

Process Flow Charts:





System Guidance

(a) Steps to follow;

- Step 1. Go to Onboard Risk assessment
- Step 2. Click on add button to add risk.
- Step 3. Add details and click on save.
- Step 4. Click on action button to edit, view/review hazard, delete record.

(b) System Screenshot;

(I) Risk Assessment shore library;

Risk Assessment << Risk Assessment Shore << Library

S.No.	Group Name	Sub Group	Activity Name	Code	Rev. Date	Rev. No.	Prepared By	Approved By	Action
301	Engine	OIL TANKER MACHINER...	Cargo turbine inspection and overhaul	TMM 005	01 Jan 2021	1	Master	Superintendent	
302	Engine	OIL TANKER MACHINER...	Cargo Pump Overhaul	TMM 006	01 Jan 2021	1	Master	Superintendent	
303	Engine	OIL TANKER MACHINER...	Ballast pump overhaul	TMM 007	01 Jan 2021	1	Master	Superintendent	
304	Engine	OIL TANKER MACHINER...	Deck seal maintenance	TMM 008	01 Jan 2021	1	Master	Superintendent	
305	Engine	OIL TANKER MACHINER...	Pressure vacuum breaker maintenance	TMM 009	01 Jan 2021	1	Master	Superintendent	
306	Deck	DECK ACCOMMODATION ...	Air cooler cleaning (air side)	TRY-123	01 Dec 2021	0	Chief Engineer	Superintendent	

(II) Add Risk Assessment;

How to add risk assessment?

Risk Assessment << Risk Assessment Ship << Add button

Onboard Risk Assessments | Draft (14) | Pending (0) | Deleted (0) | Cancel (1) | Approved (18)

Source: Other Source ID: - Group: Sub Group: Activity: Date: DD MMM YYYY Code: Prepared By: Approved By: Cancel Save

Click on add button to add risk assessment, add details and save.



Risk Assessment << Onboard Risk Assessment << Add button << Add risk << Save

Click on add button to add risk assessment, add details and save.

(III) Edit Risk Assessment Records:

Risk Assessment << Onboard Risk Assessment << Action button

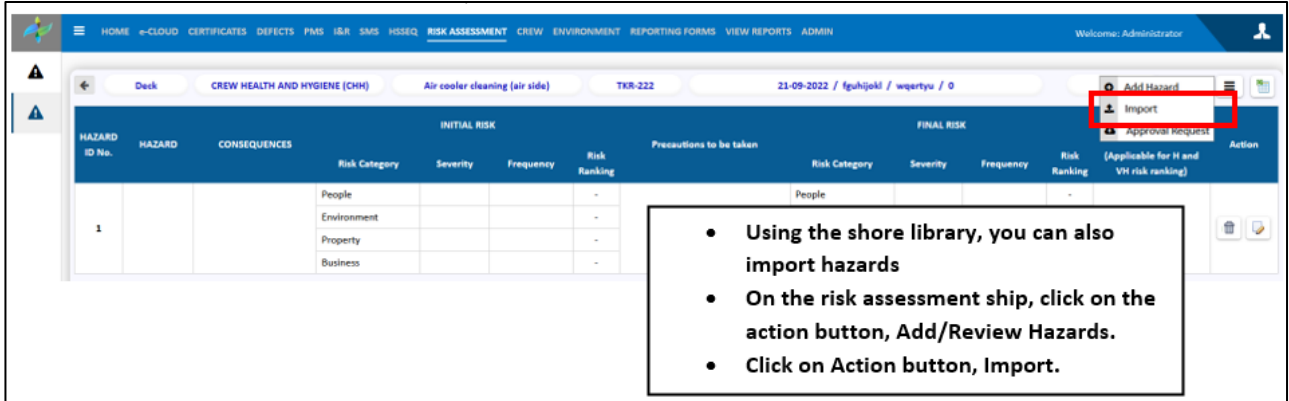
Click on edit button to edit record, add/review hazards, delete record.

Click on Add hazard to add hazard.
Click on edit button to add hazard details, consequences, initial risk.
Click on delete if you want to add any added hazard.



(IV) Import Hazards from the Shore Library/Onboard Library

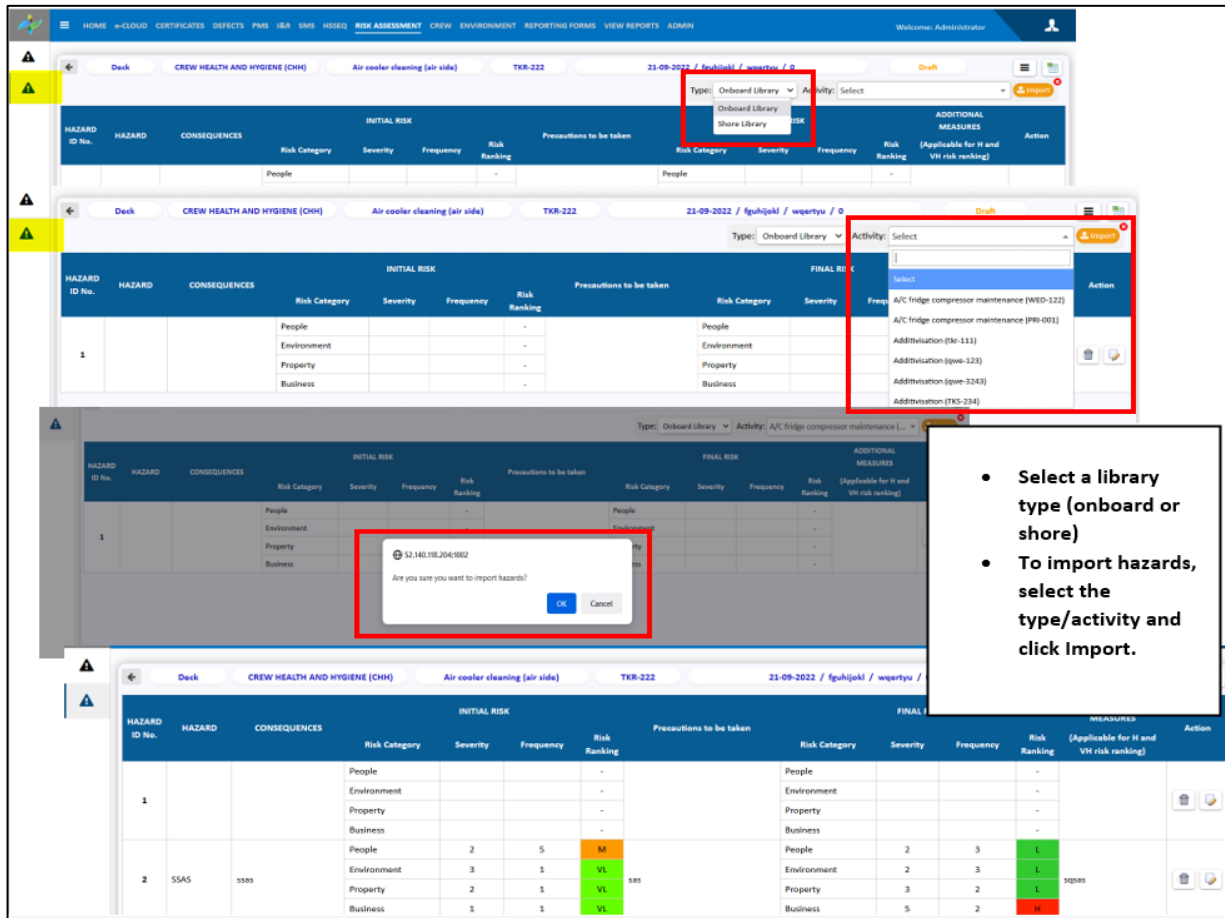
Risk Assessment << Risk assessment ship << Action button << Add/Review Hazards



Using the shore library, you can also import hazards

- On the risk assessment ship, click on the action button, Add/Review Hazards.
- Click on Action button, Import.

For adding hazard of similar assessment:
Select type << Activity << Ok & save



Select a library type (onboard or shore)

- To import hazards, select the type/activity and click Import.



How to Publish Record?

Risk Assessment<<Add hazard<<Publish.

Click on Approval request for shore approval.

Click on Publish for directly publishing the record.



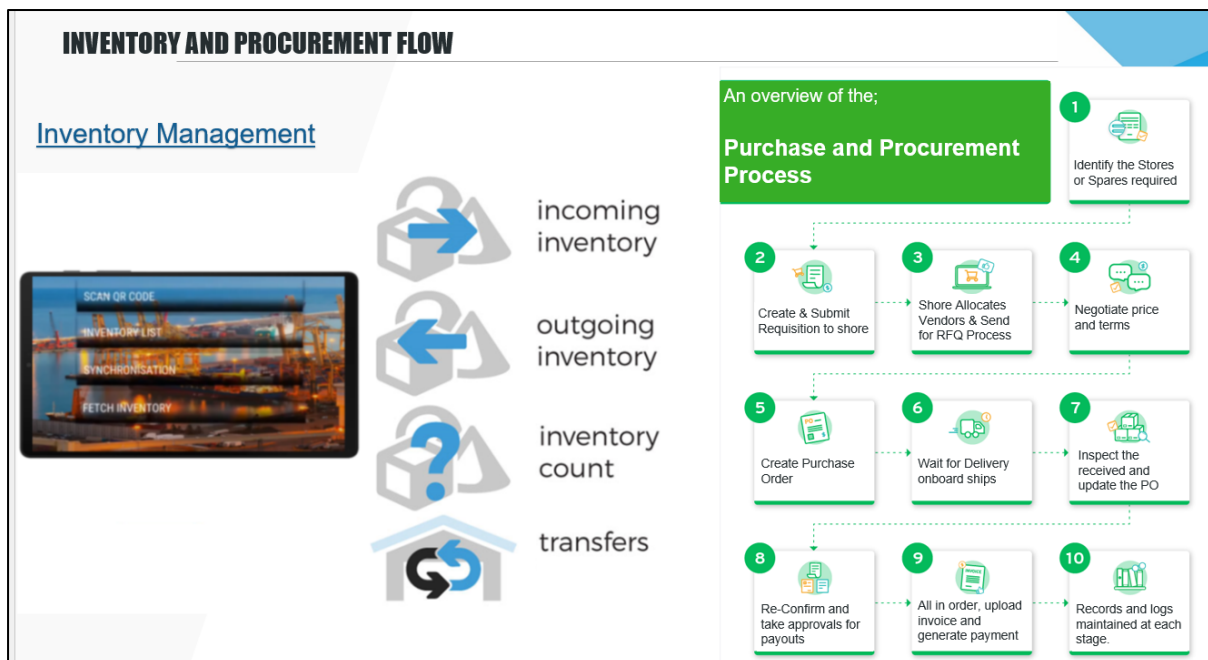
4.9 INVENTORY & REQUISITION

The I & R management system provides capabilities to associate spare parts with equipment/component of the vessel. This allows users to identify spares that need to be procured in line with the maintenance jobs that have been scheduled for the equipment. Inventory & Material Management. Through our I & R module , ship staff can Update the ROB of spares and stock onboard , this module also allows user to create requisition of spares by using Spare part No., Position No., Drawing No.and specifications mentioned in Maker Manual.

The inventory management system allows you to view the stock amount of all spares and consumables on the ship instantly, to follow the materials that are added to and removed from stock, to manage the requisitions and supplies for the products to be procured to the fleet ships.

- Enterprise Purchase Order Management.
- Requisition Approval & Approval Workflow.
- Intuitive Vendor Portal.
- Advanced Budgeting Engine.
- Records & Logs Maintained.
- Approval Process for Pay-outs.

Process Flow Charts:





(I) Stores: Add button, Download/Upload excel for adding items in stores.

NAU Ver 2.1

Stores

S.No	Item	Description	IMPA	UOM	MTMLUOM	Critical	ROB	RS	Location	Action
51	dummy51	Description Of Item51	12344	BOX	CU	Yes	506	40	2DK-Second D...	
52	dummy52	Description Of Item52	12344	BOX	CU	Yes	506	40	2DK-Second D...	
53	dummy53	Description Of Item53	12344	BOX	CU	Yes	506			
54	dummy54	Description Of Item54	12344	BOX	CU	Yes	506			
55	dummy55	Description Of Item55	12344	BOX	CU	Yes	506			
56	dummy56	Description Of Item56	12344	BOX	CU	Yes	506			
57	dummy57	Description Of Item57	12344	BOX	CU	Yes	506			
58	dummy58	Description Of Item58	12344	BOX	CU	Yes	506			
59	dummy59	Description Of Item59	12344	BOX	CU	Yes	506			
60	dummy60	Description Of Item60	12344	BOX	CU	Yes	506			
61	dummy61	Description Of Item61	12344	BOX	CU	Yes	506			

- If you want to add one item to stores, click the add button to open the inventory form.
- In order to add multiple items at once, click on the download icon, download the excel format, then add the items and upload them back.

How to add 1 item in stores?

I&R<<Stores<<Add button<<Add details in form<<Submit

NAU Ver 2.1

Stores

Add Stores to Inventory

Name of Item: Item Name Description of Item: Description

IMPA Code: IMPA Code Location: --Select--

UOM: --Select-- MTML UOM: --Select--

ROB: ROB Critical: ☐

Reminder Setting: Reminder Setting

Submit

- You can add 1 item in stores by clicking the add button.
- Add item details & Submit



Adding multiple items to stores at once?

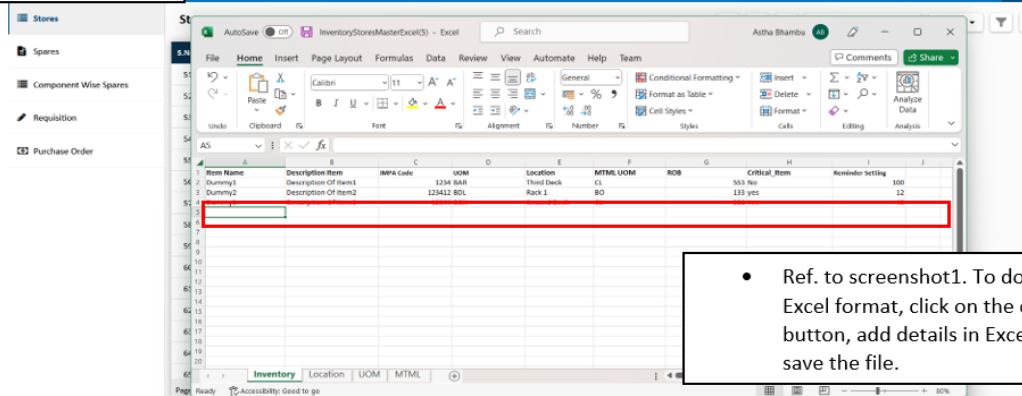
I&R<<Stores<<Download excel<<Add details in excel<<Save

Screenshot:1



S.No.	Item	Description	IMPA	UOM	MTMLUOM	Critical	ROB	Download Stores Master Excel	Action
51	dummy58	Description Of Item58	12344	BOX	CU	Yes	506	40	20K-Second D...
52	dummy57	Description Of Item57	12344	BOX	CU	Yes	506	40	20K-Second D...

Screenshot:2



Item Name	Description Item	IMPA Code	UOM	Location	MTMLUOM	ROB	Critical_Item	Responder Setting
Dummy1	Description Of Item1	1234 BAR	Third Deck	CL	503	Yes	100	
Dummy2	Description Of Item2	123412 BDL	Rack 1	BD	183	yes	12	

- Ref. to screenshot1. To download Excel format, click on the download button, add details in Excel, and save the file.

Uploading multiple items to stores at once?

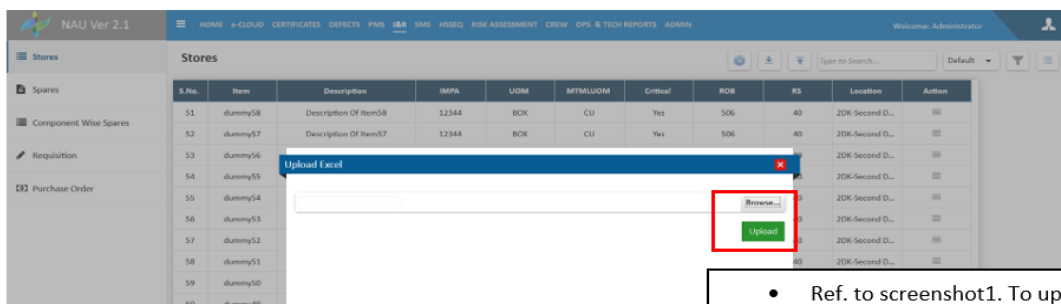
I&R<<Stores<<Click upload excel<<browse saved excel<<Upload

Screenshot:1



S.No.	Item	Description	IMPA	UOM	MTMLUOM	Critical	ROB	RS	Location	Action
51	dummy58	Description Of Item58	12344	BOX	CU	Yes	506	40	20K-Second D...	
52	dummy57	Description Of Item57	12344	BOX	CU	Yes	506	40	20K-Second D...	

Screenshot:2



S.No.	Item	Description	IMPA	UOM	MTMLUOM	Critical	ROB	RS	Location	Action
51	dummy58	Description Of Item58	12344	BOX	CU	Yes	506	40	20K-Second D...	
52	dummy57	Description Of Item57	12344	BOX	CU	Yes	506	40	20K-Second D...	
53	dummy56								20K-Second D...	
54	dummy55								20K-Second D...	
55	dummy54								20K-Second D...	
56	dummy53								20K-Second D...	
57	dummy52								20K-Second D...	
58	dummy51								20K-Second D...	
59	dummy50								20K-Second D...	
60	dummy49								20K-Second D...	

- Ref. to screenshot1. To upload an excel file, click the upload stores excel button, browse the saved file, and upload it.



How can I add supply/consumption, edit the details, and delete the items I have added?
I&R<<Stores<<Action button<<Supply/consumption, edit details, delete.

• You can edit details, delete entries, and add supply or consumption after adding items to stores.

(a) Supply/Consumption:

• Click on the Action type drop-down menu to select supply/consumption.

• Click on the add button after adding the reason and quantity.

• The details of the item can be edited after adding the supply/consumption of the item by clicking on the pencil icon under the action button.

(b) Edit:

• Click on the Action button, then click on Edit Details.

• Edit details & update.



(II) Spares: Add item, Download/Upload excel, Export QR excel

NAU Ver 2.1

HOME e-CLOUD CERTIFICATES DEFECTS PMS I&R SMS HSEHQ RISK ASSESSMENT CREW OPS & TECH REPORTS ADMIN

Welcome, Administrator

Spares
This section is updated from requisition (Supplies) & PMS (Consumptions).

Spares

Component Wise Spares

Requisition

Purchase Order

S.No.	Item Name	Item Code	Maker Name	Maker Code	Maker Reference	Equipment part Number	Equipment Drawing Number	Equipment Internal Number	ROB	Units	IsCritical	Reminder Setting
40	Camschaft bear...	BET 0002-002	Man B&W Dis...	MANDRO	Plate No P308...	64/7-2875	DRAWING Dis...	INTERNAL NU...	1133	Plates	No	5
41	Camschaft bear...	BET 0002-001	Man B&W Dis...	MANDRO								
42	Segment	BET 0001-017	Man B&W Dis...	MANDRO								
43	Segment	BET 0001-005	Man B&W Dis...	MANDRO								
44	Segment	RFL20001-JVC	Man B&W Dis...	MANDRO								

- If you want to add one item to spares, click the add button to open the inventory form.
- In order to add multiple items at once, click on the download icon, download the excel format, then add the items and upload them back.
- Click on export icon to download QR in export format.

How to add 1 item in spares?

I&R<<Spares<<Add button<<Add details in form<<Submit

NAU Ver 2.1

HOME e-CLOUD CERTIFICATES DEFECTS PMS I&R SMS HSEHQ RISK ASSESSMENT CREW OPS & TECH REPORTS ADMIN

Welcome, Administrator

Spares
This section is updated from requisition (Supplies) & PMS (Consumptions).

Spares

Component Wise Spares

Requisition

Purchase Order

Spare Inventory

Item Name* Item Name

Item Code* Item Code

Maker Name* Maker Name

Maker Code* Maker Code

Maker Reference* Maker Reference

Equipment Part Number* Equipment Part Number

Equipment Drawing Number* Equipment Drawing Number

Equipment Internal Number* Equipment Internal Number

Total ROB* Total ROB Unit

Critical* Critical

Reminder Setting* Reminder Setting

Component* Select Component

Submit

- You can add 1 item in spares by clicking the add button.
- Add item details & Submit



I&R<<Spares<<Download excel<<Add details in excel<<Save

NAU Ver 2.1

HOME e-CLOUD CERTIFICATES DEFECTS PMS **IBR** SMS HSEB RISK ASSESSMENT CREW OPS & TECH REPORTS ADMIN

Welcome: Administrator

Stores

Spares

Component Wise Spares

Spares

This section is updated from requisition (Supplies) & PMS (Consumptions).

Download Spares Master Event

S.No.	Item Name	Item Code	Maker Name	Maker Code	Maker Reference	Equipment part Number	Equipment Drawing Number	Equipment Internal Number	INTERNAL No.	ROB	Units	IsCritical	Reminder Setting
40	Camshaft bear...	BLT-0002-002	Man BAW (S...)	MAN0013	Plate 5070-0...	1151252...	DRAWING Ca...	INTERNAL No...	1134		Pieces	No	5

Ref. to screenshot1. To download spares excel, click on download

- Ref. to screenshot1. To download spares excel, click on download icon, add details & save.

I&R<<Spares<<Click upload excel<<browse saved excel<<Upload

[illegible]

The screenshot shows the 'Spare Parts' application interface. At the top, there's a navigation bar with links like HOME, e-CLOUD, SPECIFICATIONS, DEFECTS, PMS, IBA, SMS, HISREQ, RISK ASSESSMENT, CREW, OPS & TECH REPORTS, ADMIN, and a user profile icon. Below the navigation bar, the left sidebar contains menu items: Stores, Spares, Component Wise Spares, Requisition, and Purchase Order. The main area displays a table titled 'Spares' with columns: S.No., Item Name, Item Code, Maker Name, Maker Code, Maker Reference, Equipment part Number, Equipment Drawing Number, Equipment Internal Number, ROB, Units, IsCritical, and Reminder Setting. A red rectangle highlights the first four rows of the table. Overlaid on the table is a blue 'Upload Excel' dialog box with a close button (X) in the top right corner. Inside the dialog, there's a text input field followed by a 'Browse...' button and a green 'Upload' button.

S.No.	Item Name	Item Code	Maker Name	Maker Code	Maker Reference	Equipment part Number	Equipment Drawing Number	Equipment Internal Number	ROB	Units	IsCritical	Reminder Setting
40	Camshaft bear...	BEL-0002-002	Man B&W Lin...	MANZ001	Plate SO705-B...	E137125/-	DRAWING Ca...	INTERNAL NO...	1134	Pieces	No	5
41	Camshaft								1073	Pieces	No	56
42	Segment								779	Pieces	No	4
43	Segment								1350	Pieces	No	4
44	Segment								2108	Pieces	No	90
45	Main Bear											
46	Main Bear											

- Ref. to screenshot1. To upload added spares, click on upload i

- Ref. to screenshot1. To upload added spares, click on upload icon, browse & upload.



How to edit/delete added entries?

I&R<<Spares<<Action button<<Edit/delete

NAU Ver 2.1

HOME < CLOUD CERTIFICATES DEFECTS PMS I&R SMS HSEQ RISK ASSESSMENT CREW OPS & TECH REPORTS ADMIN

Welcome: Administrator

Stores

Spares

Component Wise Spares

Requisition

Purchase Order

Spares
This section is updated from requisition (Supplies) & PMS (Consumptions).

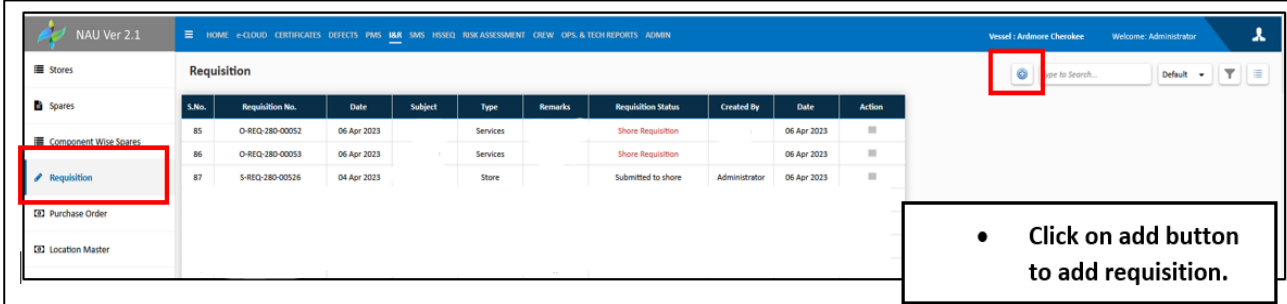
Maker Name	Maker Code	Maker Reference	Equipment part Number	Equipment Drawing Number	Equipment Internal Number	ROB	Units	IsCritical	Reminder Setting	QR Code	Action	Component Name
Tan B&W Die...	MANDK01	Plate 50705-0...	12/0.2073	DRAWING Scr...	INTERNAL NU...	25	Pieces	No	5		Edit Delete	FUEL ...
Tan B&W Die...	MANDK01	Plate 50705-0...	11a/12a/6.0406	DRAWING Sell...	INTERNAL NU...	526	Pieces	No	67			02.01 - ...
Tan B&W Die...	MANDK01	Plate 50705-0...	115/125/-	DRAWING Ca...	INTERNAL NU...	1134	Pieces	No	5			700.05.04 - IN...
Tan B&W Die...	MANDK01	Plate 507...										700.05.09 - ...
Tan B&W Die...	MANDK01	Plate P90...										700.05.19 - ...
Tan B&W Die...	MANDK01	Plate P90...										700.05.04 - IN...

- The entries can be edited or deleted by clicking on Action.
- When spares are added, a QR code will be generated for each item. Scan the QR code to view item details.



(III) Requisition:

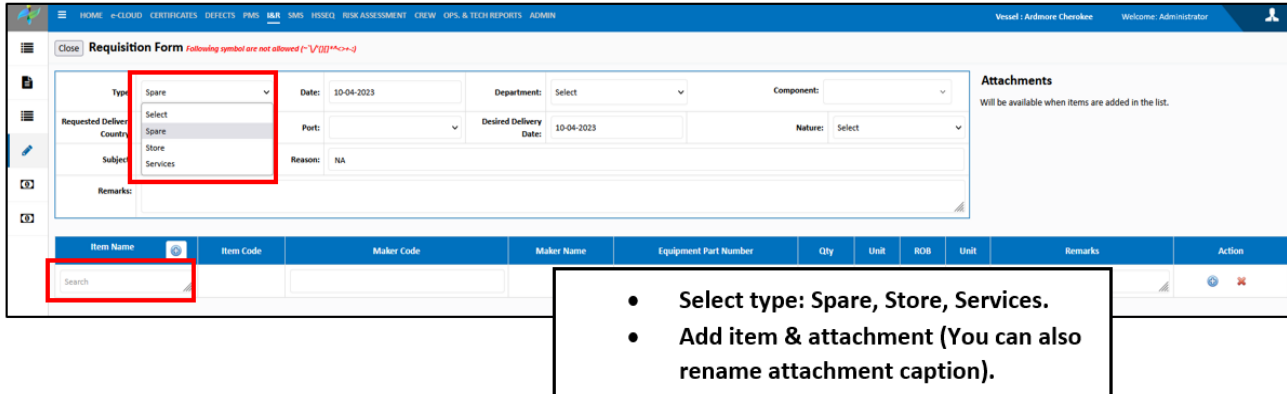
How to add Requisition?
I&R<<Requisition<<Add button.



S.No.	Requisition No.	Date	Subject	Type	Remarks	Requisition Status	Created By	Date	Action
85	O-REQ-280-00052	06 Apr 2023		Services		Shore Requisition		06 Apr 2023	
86	O-REQ-280-00053	06 Apr 2023		Services		Shore Requisition		06 Apr 2023	
87	S-REQ-280-00526	04 Apr 2023		Store		Submitted to shore	Administrator	06 Apr 2023	

- Click on add button to add requisition.

Add Requisition<<Type<<Details<<Items<<Attachments<<Save.



Requisition Form

Type: Spare | Date: 10-04-2023 | Department: Select | Component: | Requested Delivery: Select | Country: Spare | Port: | Desired Delivery Date: 10-04-2023 | Nature: Select | Subject: Store | Reason: NA | Remarks:

Item Name	Item Code	Maker Code	Maker Name	Equipment Part Number	Qty	Unit	ROB	Unit	Remarks	Action
Search										

- Select type: Spare, Store, Services.
- Add item & attachment (You can also rename attachment caption).



How to submit requisition to shore?

I&R<<Add Requisition<<Save<<Action Button<<Submit to Shore.

Requisition

S.No.	Requisition No.	Date	Subject	Type	Remarks	Requisition Status	Created By	Date	Action
85	O-REQ-280-00052	06 Apr 2023		Services		Shore Requisition		06 Apr 2023	
86	O-REQ-280-00053	06 Apr 2023		Services		Shore Requisition		06 Apr 2023	
87	S-REQ-280-00526	04 Apr 2023		Store		Submitted to shore	Administrator	06 Apr 2023	
88	S-REQ-280-00527	02 Apr 2023		Store		RFQ Process	Administrator	06 Apr 2023	
89	S-REQ-280-00528	27 Mar 2023		Services		RFQ Process	Administrator	06 Apr 2023	
90	O-REQ-280-00038	08 Apr 2023		Spare		PO Issued		07 Apr 2023	
91	O-REQ-280-00045	08 Apr 2023		Spare		RFQ Process		08 Apr 2023	

- After submitting a requisition, it will be saved in draft mode.
- You can publish the record and send it to shore by clicking on Submit to shore.
- In draft mode, records can be edited.

Requisition

87	S-REQ-280-00526	04 Apr 2023	asasas	Store	Submitted to shore	Administrator	06 Apr 2023	
88	S-REQ-280-00527	02 Apr 2023	asasas	Store	RFQ Process	Administrator	06 Apr 2023	
89	S-REQ-280-00528	27 Mar 2023	tryyry	Services	RFQ Process	Administrator	06 Apr 2023	
90	O-REQ-280-00038	08 Apr 2023	lbr	Spare	PO Issued	Kritesh	07 Apr 2023	
91	O-REQ-280-00045	08 Apr 2023	emergency pr...	Spare	RFQ Process	Prince	08 Apr 2023	
92	O-REQ-280-00046	09 Apr 2023	lbnk	Spare				
93	O-REQ-280-00047	08 Apr 2023	emergency pr...	Spare				
94	O-REQ-280-00048	08 Apr 2023	emergency pr...	Store				
95	O-REQ-280-00056	09 Apr 2023	advsdshs	Spare				
96	DRAFT-546	08 Apr 2023	emergency pr...	Spare				

- To send it to shore, click "Submit to Shore".



Action button<<Edit/View saved requisition.

Requisition Form (08AF546) Following symbol are not allowed (~'"/>

(IV) PURCHASE ORDER

Purchase order<<View/Edit.

Purchase Order

S.No.	PO No.	Requisition No.	Date	Subject	Type	Remarks	Requisition Status	Created By	PO Status	Action
15	#0423PURNO-S-REQ-280-00515-2023-A 1-1	S-REQ-280-00...	01 Apr 2023		Services		PO Issued	Administrator	Open	View Edit
16	#0423PURNO-S-REQ-280-00515-2023-A 2-1	S-REQ-280-00...	01 Apr 2023		Services		PO Issued	Administrator	Open	
17	#0423PURNO-S-REQ-280-00516-2023-A 1-1	S-REQ-280-00...	02 Apr 2023		Services		DO Partially Pr...	Administrator	Closed	

Page 2 of 2 (17 items) 1 2

Purchase Order Following symbol are not allowed (~'"/>



4.10 MESSAGE BOARD

The message board provides complete preview of the entire system, it is a task master and an upgraded notification dashboard that provides you with all the necessary details and activities surrounding the ERP.

It is the pulse and heart of the entire system that helps the user to navigate the ERP. Below are the features of the message board for reference;

- Display all the items and activities that might need the user's attention
- Assign and delegate Task with the help of task master.
- Alerts; Displays Expired Certificates and notifies about past due, planned, and unplanned maintenance
- Highlights/ display the latest update from the ERP
- Edit and customise your notification settings.

System Guidance

The screenshot displays the Orion Credence Solutions Message Board interface. The sidebar on the left contains navigation links: Message Board, Dashboard, Performance Management, Vessel Planning Document, Meeting, and Task. The main content area is divided into several sections: Incidents (3), Ins. CDI & SIRE (6), Ins. PSC, FSC & US, Certificates Expiring (7), SMS (17), and PMS Work Done & Overdue (1). A 'Task (25)' panel on the right shows a list of tasks with status indicators (Open, Near Miss, OFFHIRE, No) and assignment options. A callout box labeled 'Message Board' points to the main content area.



The screenshot displays the Orion Credence Solutions dashboard. On the left, a 'Message Board' sidebar lists 'Vessel Planning Document', 'Meeting', 'Task', and 'Temp Form'. A 'Filters' box highlights the 'Incidents (3)' section. The main dashboard area is divided into several panels: 'Incidents (3)', 'Ins. CDI & SIRE (6)', 'Ins. PSC, FSC & USCG (1)', 'Certificates Expiring (7)', 'SMS (17)', and 'PMS Work Done & Overdue (1)'. Each panel contains a list of tasks with details such as 'Hampstead | near miss', 'Hampstead | Desc', and 'Hampstead | desc'. The right sidebar shows a 'Task (25)' list with a 'Filters' button and a 'Task (25)' list.

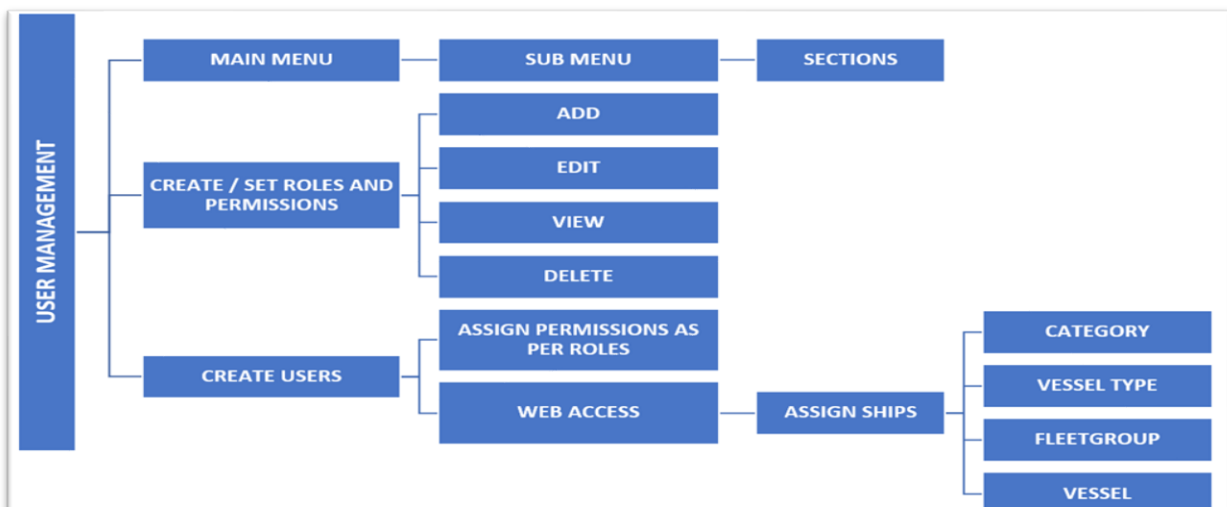
The screenshot displays the Orion Credence Solutions dashboard. On the left, a 'Message Board' sidebar lists 'Dashboard', 'Performance Management', 'Vessel Planning Document', 'Meeting', 'Task', and 'Temp Form'. A 'Filters' box highlights the 'Incidents (3)' section. The main dashboard area is divided into several panels: 'Incidents (3)', 'Ins. CDI & SIRE (6)', 'Ins. PSC, FSC & USCG (1)', 'Certificates Expiring (7)', 'SMS (17)', and 'PMS Work Done & Overdue (1)'. Each panel contains a list of tasks with details such as 'Hampstead | near miss', 'Hampstead | Desc', and 'Hampstead | desc'. The right sidebar shows a 'Task (25)' list with a 'Filters' button and a 'Task (25)' list.



5 ADMINISTRATIVE FUNCTIONS

5.1 USER MANAGEMENT

User management is an administrative function and is maintained with very strict controlled access. The user management section maintains records/logs for web access and mobile app access with the date, time, and location history of the users to ensure secure logins. User sections are recorded and controlled for access from a single login at any time. The below diagram shows the entire process as simplified and carried out by the administrator.



The screenshot shows the 'User Management' interface. On the left is a sidebar with a 'User Management' section containing options like 'Send & Receive', 'Menu Management', 'Manage Company', 'Fleet Support', and 'Orion Sync Details'. The main area is divided into three panels. The 'Users' panel on the left shows a table with columns for 'Action', 'Name', 'Role', 'Last Login', and 'Internal'. The 'Users Info' panel in the center contains fields for 'Company', 'User Name/Email Address', 'Full Name', 'Department', 'Designation', 'Phone', 'Password', 'Assigned Role', 'Internal User', 'Deactivate User', 'App User', 'Selected Vessels Count', 'Category', 'Group', and 'Vessels'. The 'Manage Permission' panel on the right shows a list of permissions with checkboxes for 'Orion ERP', 'SMS', 'Home', 'Latest Update', 'Office Manuals', 'Manuals', 'Download', 'Add', 'Edit', 'Delete', 'Approve', 'Publish', 'Revision Share', 'Download', 'Forms & Checklist', and 'Edit'. At the bottom right are 'Close' and 'Save' buttons.

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