

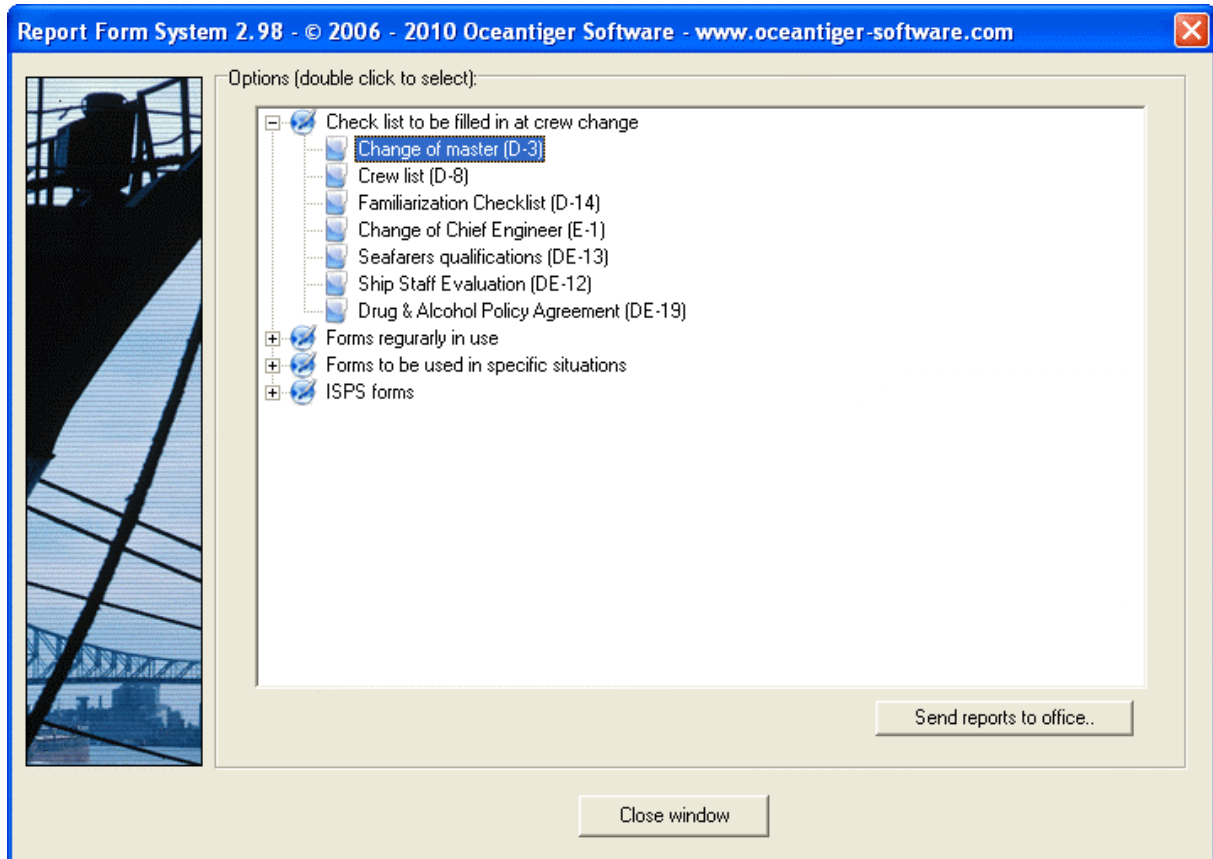
Rep Form System v2.9

Application Guide

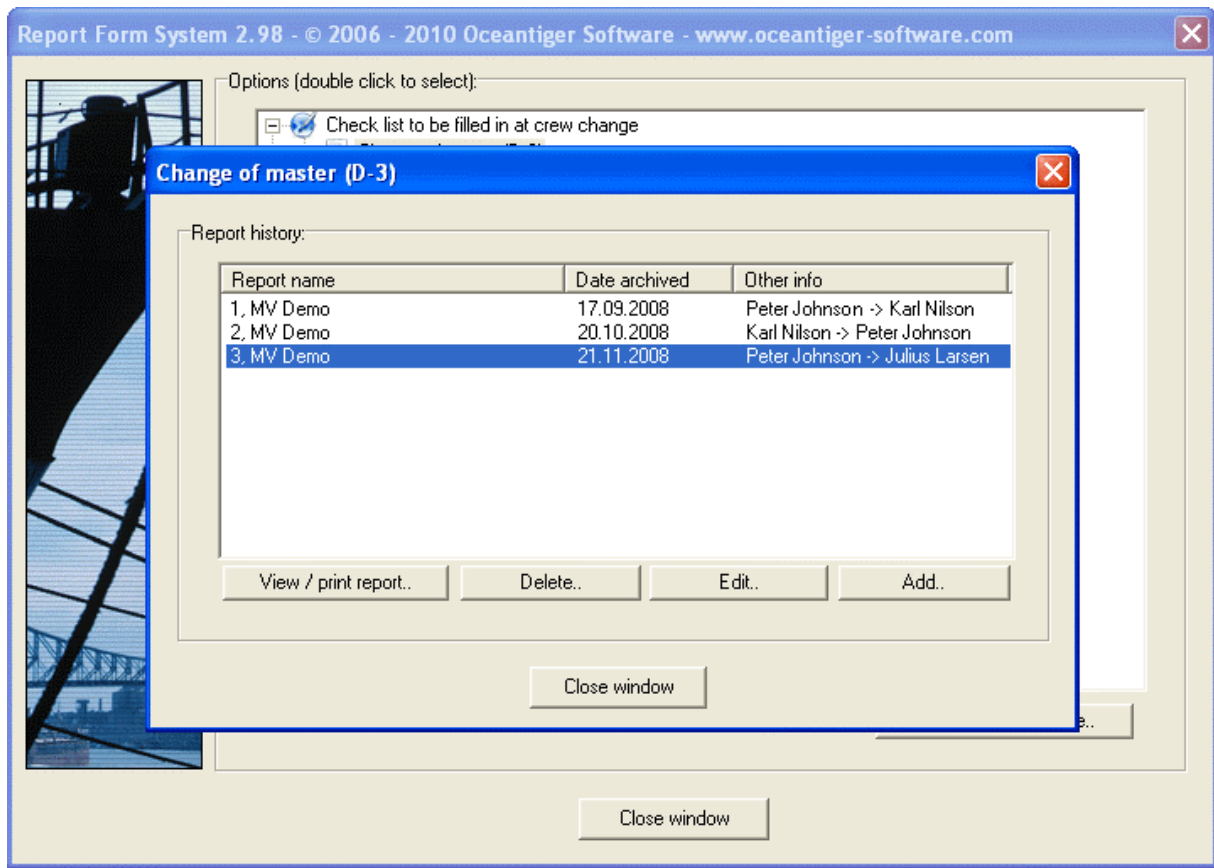
Short description of the system

The program is a reporting system for use onboard vessels, to archive reports. These reports can be sent via the built in send functionality to management ashore to help them track data, which includes tracking certificates, courses etc. and give warnings in advance to remind crew members / management to get this updated / renewed. Currently contains 51 reports for non conformance, monthly inspections, crew list and other deck and engine reports. The figures below show the flow of how to delete, edit, add and view reports:

Step 1: Double click on category (here “Check list to be filled in at crew change”)



Step 2: Double click on report type (here Change of master (D-3) have been selected)



On the window above you can see the report overview window. This window is the same for all reports. The **delete** functionality are available only on “Seafarers qualifications (DE-13)” to set a crewmember inactive / on leave etc. The alarm of expired courses, certificates, passport on that particular crewmember will be deactivated when set inactive. When you want to set the crewmember active again, first select the crewmember in the list, and then click edit twice, once in the overview window (see figure above) then again in the edit crew member window.

Also the **edit** functionality (see figure above) is available only for the following report types: Non conformance / Corrective Action (DE-9) – to close NCN etc, Seafarers qualifications (DE-13), Purchase Order (DE-25), Ship Certificate List (D-2B), Crew list (D-8), Overview - Ports Calls.

Available reports list

Around half the reports can be filled out electronically (add button in figure above), and the other half is print only. The report list below, show what reports are available in the system, and which reports that can be filled out electronically:

Deck reports (D):

Report name	Report number	Type
Damage Report/Stevedore Damage	D-17	Can be filled out electronically
Preparation for Arrival in Port	D-21	Print only
Familiarization Checklist	D-14	Print only
Shall Damage Report	D-12	Print only
Master System Review	D-25	Can be filled out electronically
Monthly Inspection Master	D-2	Can be filled out electronically
STCW-95 Record	D-20	Print only

LSA/FSS Checklist	D-18	Print only
Notice Of Readines	D-5	Print only
Preparation for Sea	D-19	Print only
Change of master	D-3	Can be filled out electronically
Voyage Plan	D-13	Print only
Voyage Report	D-9	Can be filled out electronically
Log extract	D-10	Can be filled out electronically
Crew list	D-8	Can be filled out electronically
Pilot Card	D-4	Print only
Letter of Protest	D-11	Can be filled out electronically
Plan for Drills	D-23	Print only
Ship Certification List	D-2B	Can be filled out electronically

Engine reports (E):

Report name	Report number	Type
Preparation for Sea-ER	E-2	Print only
Bunkering Checklist	E-3	Print only
Monthly Inspection C/E	E-4	Can be filled out electronically
Engine Measurement	E-6	Can be filled out electronically
Lub. Oil Sample (Landed)	E-13	Can be filled out electronically
Cyl.Liner Measurement	E-8	Print only
Piston Ring Groove & Clearance	E-9	Print only
C.Shaft Deflection	E-10	Can be filled out electronically
Bearing Gauging	E-11	Can be filled out electronically
Change of Chief Engineer	E-1	Can be filled out electronically

Deck + engine reports (DE):

Report name	Report number	Type
Seafarers qualifications	DE-13	Can be filled out electronically
Ship Staff Evaluation	DE-12	Can be filled out electronically
Drug & Alcohol Policy Agreement	DE-19	Print only
Receipt working cloths	DE-14	Print only
Evaluation, Drills	DE-17	Can be filled out electronically
Safety Meeting(Minutes)	DE-20	Can be filled out electronically
Permit to work	DE-8	Print only
Nonconformance / Corrective Action	DE-9	Can be filled out electronically
Accident Report	DE-10	Can be filled out electronically
Guarantee Claims	DE-15	Can be filled out electronically
Job Specification	DE-16	Can be filled out electronically
Injury / Illness Report	DE-18	Print only
Hazard Identification And Risk Assess	DE-30	Print only
Risk Analysis	DE-31	Print only
Purchase Order	DE-25	Can be filled out electronically
Root Cause Analysis	DE-9B	Can be filled out electronically

ISPS forms:

Report name	Type
Visitor Log	Print only
Overview - Ports Calls	Can be filled out electronically
Familiarization Program	Print only
Drills and Exercises Record	Print only
Incident Report	Can be filled out electronically
DoS	Print only

Adding reports

To add a report you simply click on the add button in the overview window (see figure above). Below are a few examples of forms that can be filled out:

Seafarers qualifications (DE-13):

Add new crew Certificate and Qualification entry

Personal Information:

First/ last Name: Date/place of birth:

Citizenship: Passport no:

Passport Exp. Date: Seaman's Book no:

Marital status: Next of kin:

Graduated: Degree:

License/ Certificate of competence | Courses | Relevant experience

License/ Cert. type: Number:

Date of issue: Date of expire: Place of issue:

Note: Empty expire date means it never expires

Licence - Certificate type	Number	Date of issue	Date of expire	Place of issue

Non conformance / Corrective Action (DE-9):

New non conformance note

Options:

NCN no: 51

NCN Date: 26.03.2009

Describe the nature of the NC:

Name Author:

Reply before date:

Planned corrective action:

Problem to be rectified within date:

Name representative owner:

Corrective action executed:

Corrected date:

Corrective action confirmed:

NC Closed out date:

Sign. name:

Security warning required

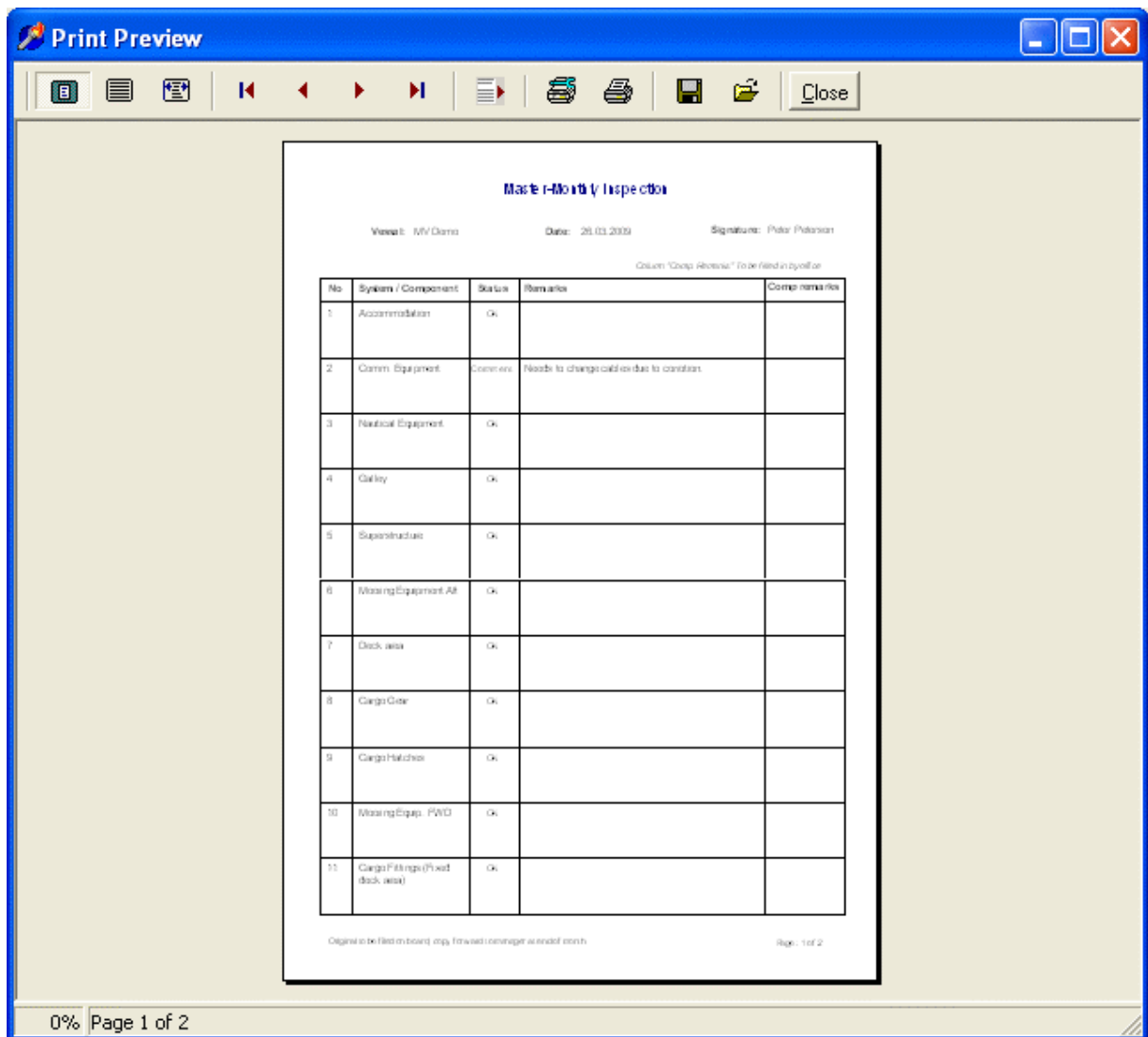
Informed by E-Mail regarding NC: DP Owner

Cancel Add report..

Viewing reports

You can view a report by pressing the view / print button in the overview window, for the report that you want to view / print. Note that, for the print only reports, overview port calls list and the crew list, you have to select the one item in the list, then press the view / print report button.

The report view / print window (figure below):



Preview buttons:

These buttons are for viewing the page in different ways. On the monthly inspection report above, the leftmost button has been pressed, to view the page in overview.



Navigate buttons:

These are for navigating the pages in the report on multi page reports (reports with more than one page).



Print buttons:

From left to right these buttons are for: Setup printer, to control number of copies of the document etc. and second button is the print page button.



Some example reports below:

Chief Engineer - Monthly Inspection

Vessel: MV Demo

Date: 02.04.2009

Signature: Peter Pan

Column "Comp. Remarks" To be filled in by office

No	System / Component	Status	Remarks	Comp remarks
1	Main eng.	Comment	Cylinder 2 needs attention.	
2	Prop.plant / red.gear	OK		
3	Aux.eng. / gener.	OK		
4	Boiler	OK		
5	Bowthruster / engine	OK		
6	Rudder / steeringgear	OK		
7	Dieseloilsystem	OK		
8	Lub.oilsystem	OK		
9	Coolingw.system	OK		
10	Ballast- and bilgesystem	OK		
11	Pressurer.air system	OK		
12	Exhaust system	OK		

13	Maneuvering system	OK		
14	E0-system	OK		
15	Air- and soundingsystem	OK		
16	Sanitarysystem	OK		
17	Vent. and heatingsystem	OK		
18	Hydraulic system	OK		
19	Winshes and cranes	OK		
20	Electr. syst. / switchboard	OK		
21	Fire- / lifeboat alarm, fire-fighting system	OK		
22	Illumination inside / outside	OK		
23	Batteries	Comment	Batteries displays signs of needing to be replaced ASAP.	
24	Miscellaneous	OK		
25	Maintenance System updated with required history & records	OK		
26	SMS-systems updated	OK		

Engine Measurement

Date: 26.03.2009

Location: Bergen

Vessel:	MV Demo
Engine:	MAN B&W
Type:	7L27
Running Hrs:	1960

Speed knots:	9,2
Pitch %:	89
Wind direction relative to course	1
RPM:	850
Wind force in knots:	8
Sea in meters:	1

Seawater temperature:	17
Engineroom temperature:	18
Fuel temp. Before engine:	19
Fuel oil pressure:	1,8
Scav.press. before cooler:	1,5
Ship condition:	OK

Cyl. No.	P.Max	P.Comp.	Exh.temp	FW Temp	Fuel index
01	0	0	110	74	23
02					
03					
04					
05	0	0	110	75	23
06					
07					
08					
09					
10					
11					
12					

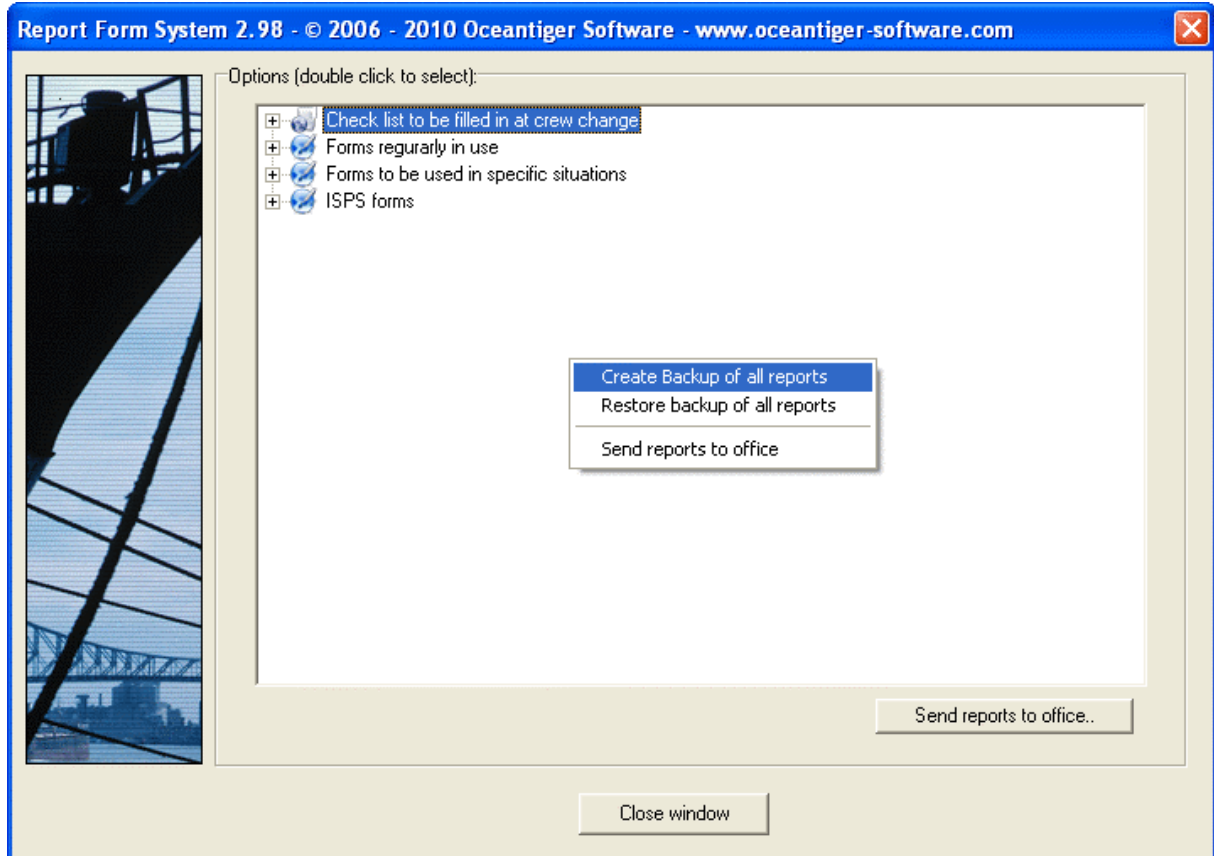
Governor index	Degr.
CPP Index	98
L.O.Temp. in	65
L.O.Temp out	75
L.O.Press.	4,5
Scav.Press.	1,5
Scav.Temp.	65
FW Temp. In	55
FW Temp. Out	65
FW Press.	2,1
SW Press.	1,5

Additional comments:

Sign:

Creating / restore backup

To prevent losing data, it is important to develop a routine of creating backups at set intervals. It is highly recommended to create backup at least once every month. To create a backup in the program, right click anywhere in the main window (see figure below):

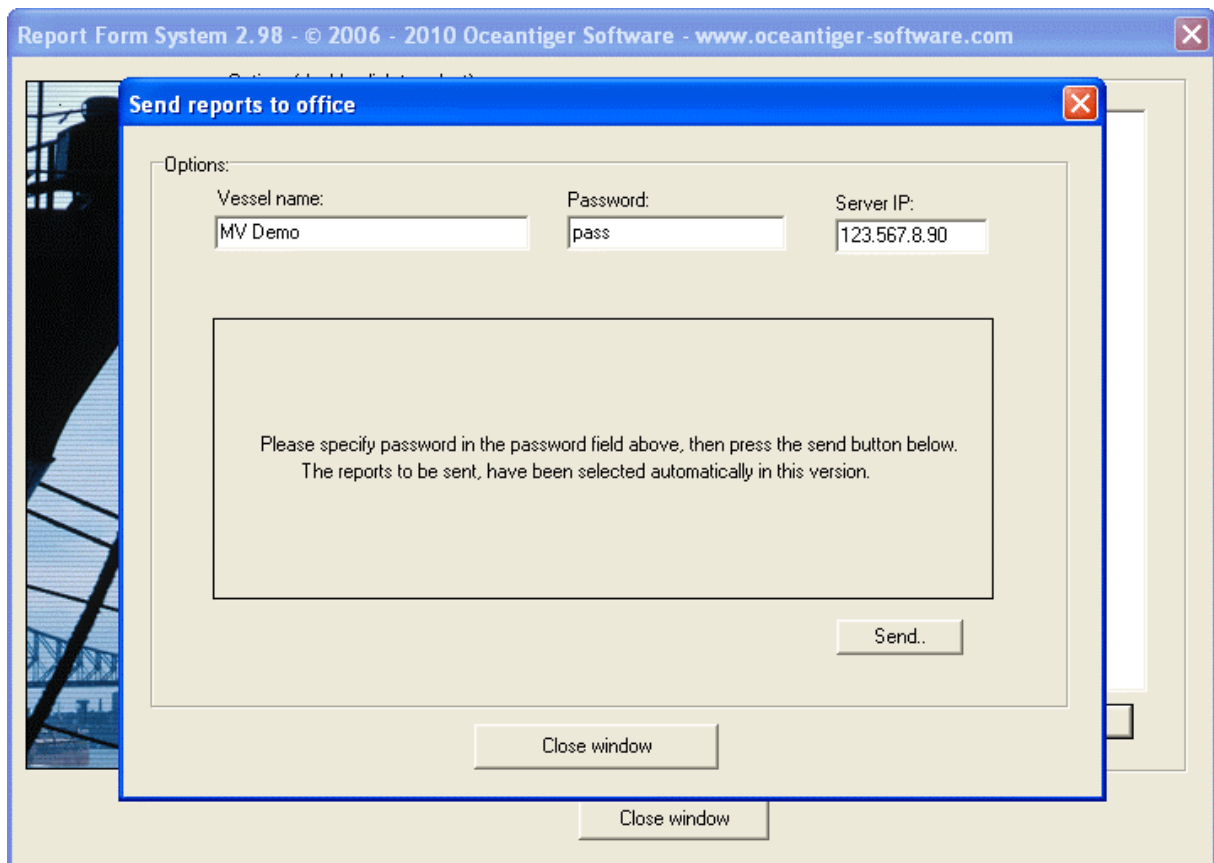


A menu will now pop up letting you select to create a backup. You will also be able to restore a previously created backup at the same menu.

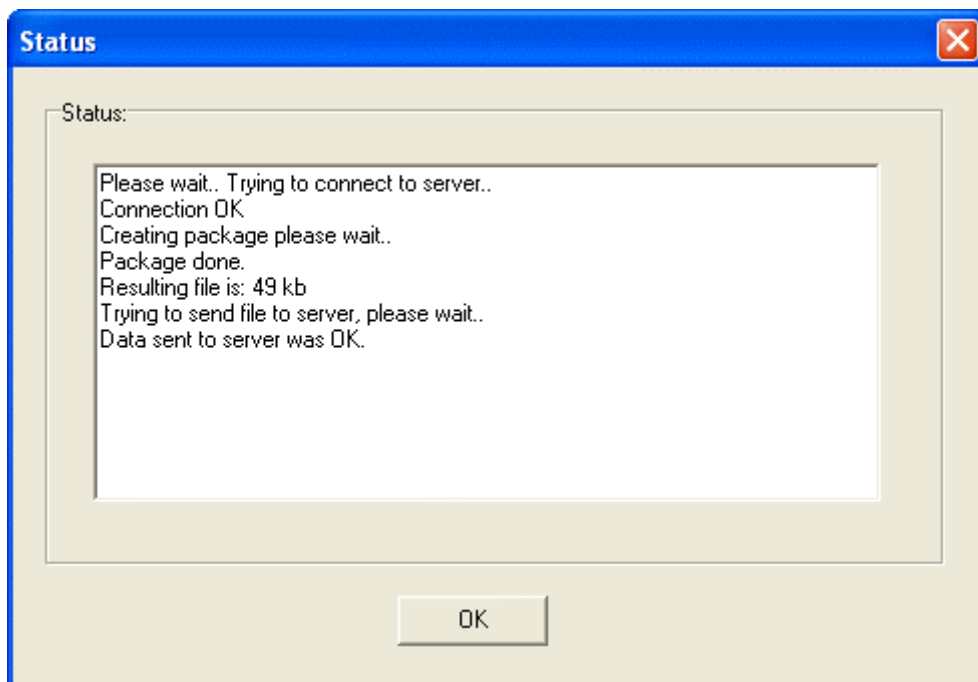
PLEASE NOTE: The restore backup functionality should only be used in cases where all data for some reason or the other is gone from the system. Restoring a backup means losing all reports added after the backup file you are restoring to was created.

Send reports to office

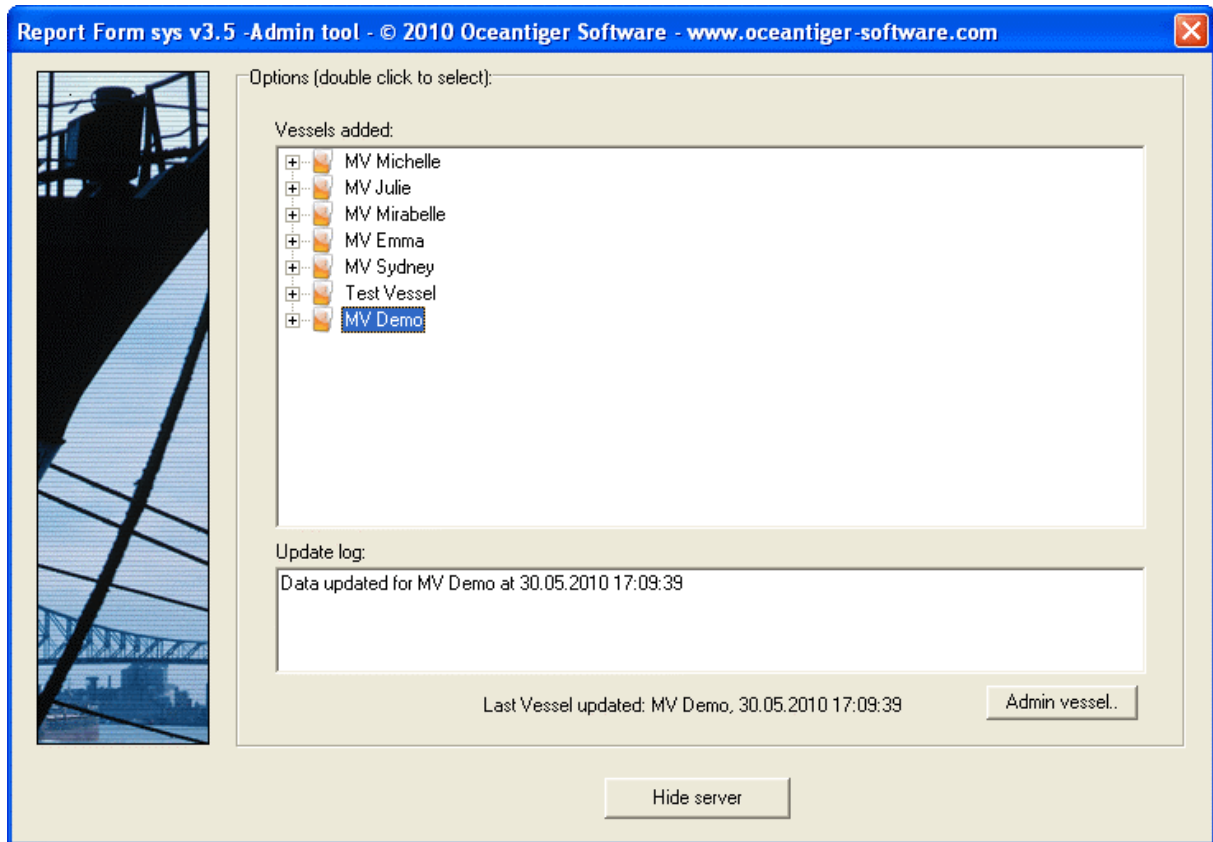
In most cases you will only need to fill out the password field in the send reports to office window, then click the send button (see figure below). The data should be transferred to the office version within a few seconds on most connections.



When data is sent to office you will get a log letting you know if everything went ok:



FYI: The office version is waiting for connections and this is how it looks on a server when new data is received from a vessel:



The office / server version also helps you manage the vessels by sending out warning emails to the vessels when crew or ship certificates are approaching expiration or have already expired. You can control the interval of how often these emails are sent and to what email addresses the emails should be sent out to from within the program (the admin vessel button in the figure above).