

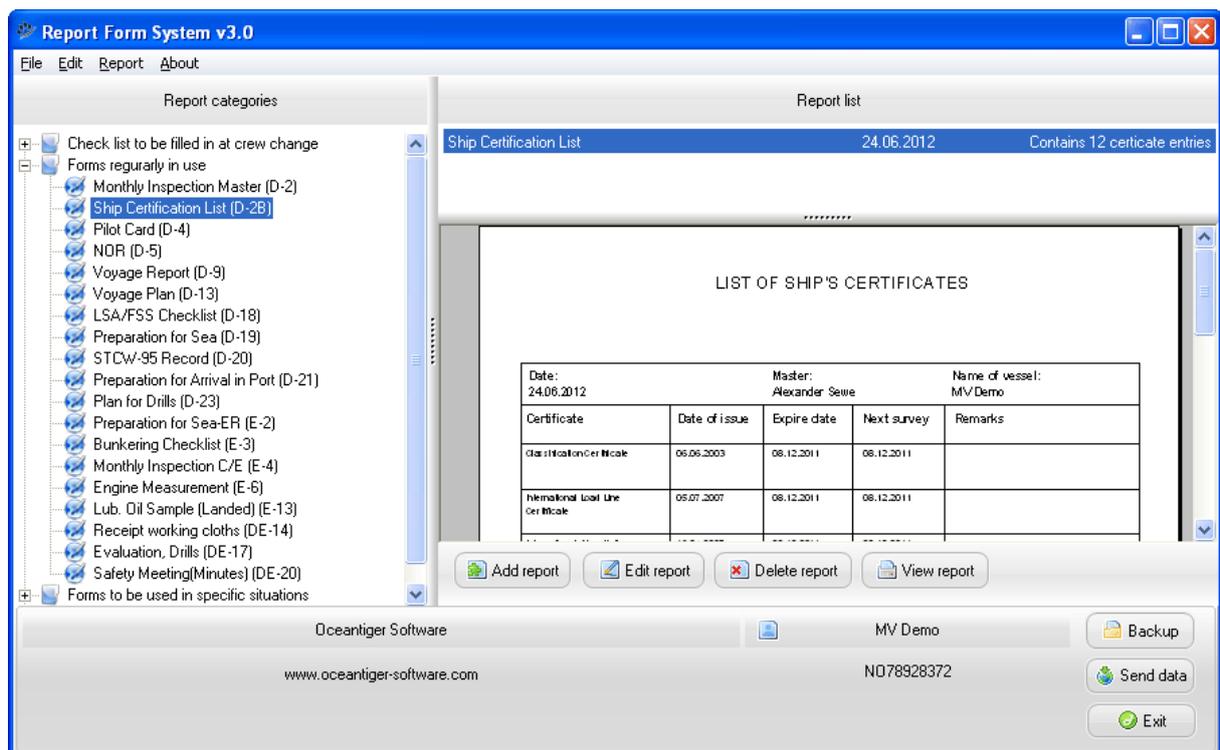
Rep Form System

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 48 reports for non conformance, monthly inspections, stock ordering (purchase order), crew list and other deck and engine reports. The figures below show the main window:



Note (figure above):

The **delete report** functionality are available 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. Also it is possible to delete a purchase order (report DE-25). Delete purchase order will cancel the order.

Also the **edit report** functionality (see figure above) are 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
Damage Report/Stevedore Damage	D-17
Master System Review	D-25
Monthly Inspection Master	D-2
Change of master	D-3
Voyage Report	D-9
Log extract	D-10
Crew list	D-8
Letter of Protest	D-11
Ship Certification List	D-2B

Engine reports (E):

Report name	Report number
Monthly Inspection C/E	E-4
Engine Measurement	E-6
Lub. Oil Sample (Landed)	E-13
C.Shaft Deflection	E-10
Bearing Gauging	E-11
Change of Chief Engineer	E-1

Deck + engine reports (DE):

Report name	Report number
Seafarers qualifications	DE-13
Ship Staff Evaluation	DE-12
Evaluation, Drills	DE-17
Safety Meeting(Minutes)	DE-20
Nonconformance / Corrective Action	DE-9
Accident Report	DE-10
Guarantee Claims	DE-15
Job Specification	DE-16
Purchase Order	DE-25

ISPS forms:

Report name
Overview - Ports Calls
Incident Report

In addition the following reports are available as read only reports (as separate PDF files) that can be added to the document handling module as needed:

Report name
Bunkering checklist
Clearance of pistons ring groove
Cylinder linear wear
Declaration of security between this ship and port facility or other ship
Enclosed space entry checklist
Hazard identification and risk assessment record
Inventory list protective clothing
Job specification
Medical report form for seafarers
Notice of damage to stevedoors
Notice of readiness
Policy on alcohol, drugs & other euphoriants
Preparation for sea
Preparation for sea-ER
Procedure for arrival in port
STCW' 95 - Records of working hours/rest period
Record of drills and exercise
Risk analysis matrix
Safety checklist
Search plan
Security familiarization
Shell damage report

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

Example seafarers qualification report:

Preview

100% 1 of 1 Close

CREW CERTIFICATE & QUALIFICATIONS

First/ last Name	Peter Nilsen	Marital status	
Date/place of birth	02.02.1965	Next of kin	
Citizenship	Norwegian	Graduated	
Passport no.		Degree	
Passport Exp. Date	30.07.2018	Seaman's book no.	

License / Certificate of competence	Number	Date of issue	Date of expire	Place of issue
Engine Officer	L934877485M	30.06.2015	30.07.2021	Bergen

Identification of training needs
 Identification of training needs to be done each time new crewmember on board. For new Master/CE the identification to be done by DP or Off signing Master/CE

The people that are added to the seafarers qualification list can be selected from the crew list. All data that are relevant such as name, rank or rating, nationality, date and place of birth and nature and number of ID are filled in from the seafarers qualifications selected person.

Update IMO Crew List

Ship options:

Arrival Departure

Port of Arrival / Departure: Oslo

Date of Arrival / Departure: 02.02.2014

Port arrived from / port of destination: Bergen

Crew options:

Family and Given Names: Anders Karlsen

Rank or Rating: [Yellow Highlighted]

Nationality: Norwegian

Date and Pl. of Birth: 02.02.1978

Nature and No. of ID Doc: [Empty]

Add crew member to list..

Name	Rank	Nationality	Date	ID
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↑

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Delete Edit..

Cancel Update data..

In addition you can move the names in the crew list up and down in the list, e.g. to make sure the master or responsible person is first in the list.

Non conformance / Corrective Action (DE-9):

New non conformance note 

Options:

NCN no:	51
NCN Date:	<input type="text" value="26.03.2009"/>
Describe the nature of the NC:	<input type="text"/>
Name Author:	<input type="text"/>
Reply before date:	<input type="text"/>
Planned corrective action:	<input type="text"/>
Problem to be rectified within date:	<input type="text"/>
Name representative owner:	<input type="text"/>
Corrective action executed:	<input type="text"/>
Corrected date:	<input type="text"/>
Corrective action confirmed:	<input type="text"/>
NC Closed out date:	<input type="text"/>
Sign. name:	<input type="text"/>

Security warning required

Informed by E-Mail regarding NC: DP Owner

Voyage report:

Add voyage report entry

Voyage No: 2

From: To:

Pilot Disembarked: Pilot Embarked:

Sea Passage Commence: Sea Passage Completed:

Place: Date: 28.08.2015

Name of Chief Engineer: Name of Master:

Passages:

Date: Steaming Time: h m

Distance Observed: Average speed:

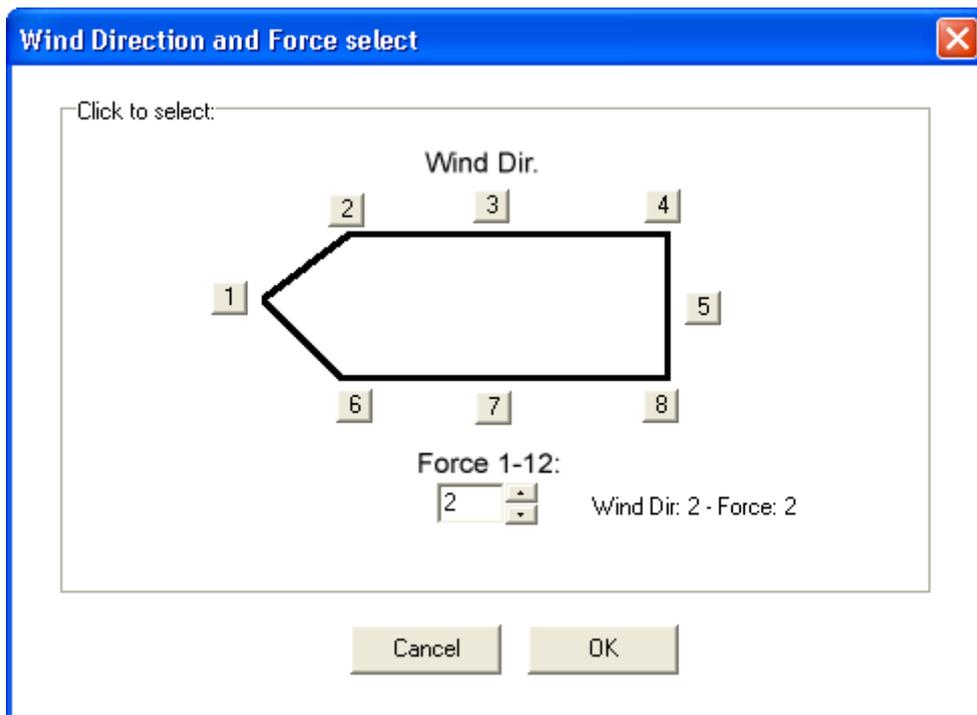
Bunker Consumption: fuel diesel R.P.M:

Wind dir. and force: .. Sea (0-9):

Remarks: Cause of stoppages, Reduced Speed etc:

Date	ST H	ST M	Dist.	Avg. Sp	BC Fuel	BC Di...	RPM	WindDir	Sea	Remarks
<input type="text"/>										

When selecting the ... button next to the wind direction and force, the following window will pop up:



Example of how a voyage report will look like:

Preview

100% of 1

VOYAGE REPORT

Vessel: MV Demo Voyage No: 2

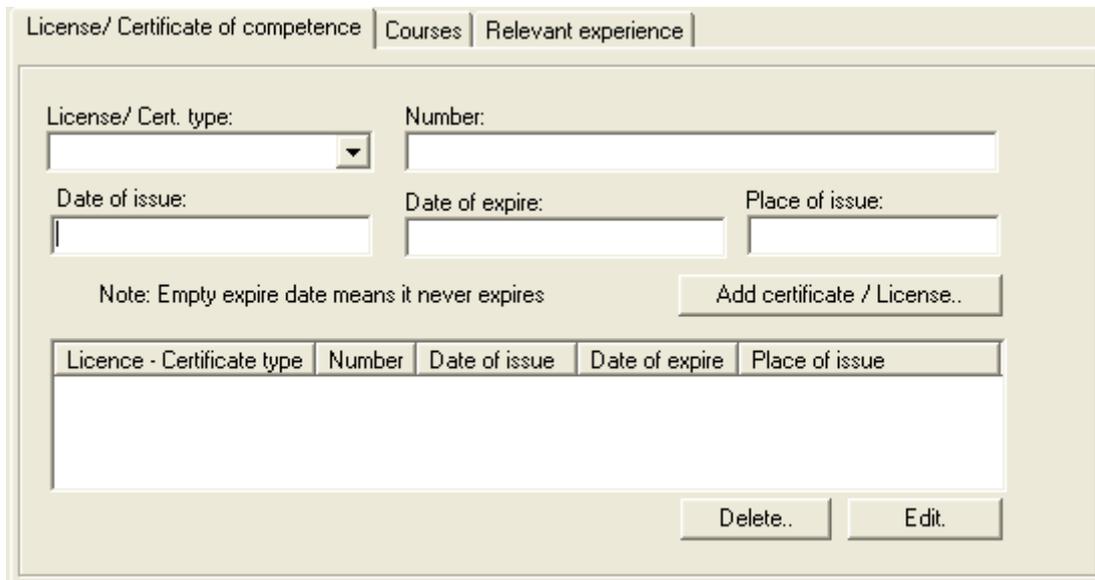
From: Bergen		To: Oslo	
Pilot Disembarked: Peter Nilsen		Pilot Embarked: Karl Hansen	
Sea Passage Commence: 21.02.2014		Sea Passage Completed: 23.02.2014	

Date	Steaming Time		Distance Observed	Average Speed	Bunker Consumption		R.P.M		Sea 0 - 9	Remarks
	H	M			Fuel	Diesel				
21.02.2014	2	4	56	6	56	33	9	WD2-F3	4	
Total	2	4	56	6	56	33				
Average			56	6	56	33				

Selecting dates when adding reports

On all date fields it is possible to double click with the left mouse button to select a date. See example below:

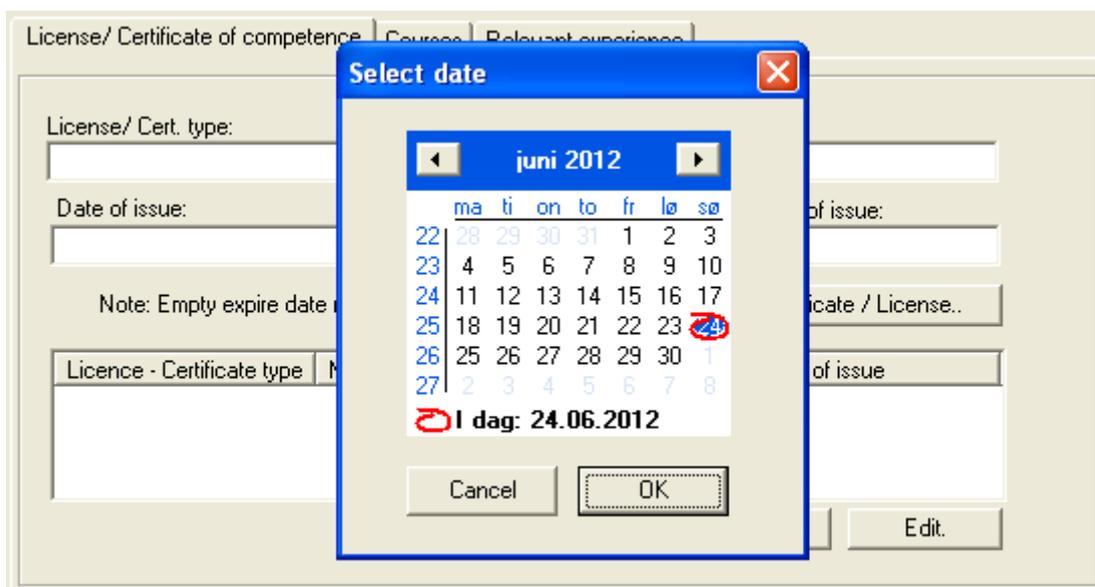
Before double clicking:



The screenshot shows a dialog box titled "License/ Certificate of competence" with three tabs: "License/ Certificate of competence", "Courses", and "Relevant experience". The "License/ Certificate of competence" tab is active. It contains the following fields and controls:

- License/ Cert. type:** A dropdown menu.
- Number:** A text input field.
- Date of issue:** A text input field.
- Date of expire:** A text input field.
- Place of issue:** A text input field.
- Note:** "Empty expire date means it never expires".
- Add certificate / License..** A button.
- Table:** A table with columns: "Licence - Certificate type", "Number", "Date of issue", "Date of expire", and "Place of issue". The table is currently empty.
- Delete..** and **Edit.** Buttons.

After double clicking the date of issue field, the select date window in the figure below will appear:



The screenshot shows the same dialog box as above, but with a "Select date" window open over the "Date of issue" field. The "Select date" window displays a calendar for June 2012. The date 24 is highlighted with a red circle. Below the calendar, it says "I dag: 24.06.2012". The "OK" button is highlighted with a dashed border.

	ma	ti	on	to	fr	lø	sø
22	28	29	30	31	1	2	3
23	4	5	6	7	8	9	10
24	11	12	13	14	15	16	17
25	18	19	20	21	22	23	24
26	25	26	27	28	29	30	1
27	2	3	4	5	6	7	8

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, click the backup button at the bottom right of the main window.

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 documents and other data added after the backup file you are restoring to, was creating.

Send reports to office

To send data to office you will need to fill out the password and server IP fields in the send reports to office window, then click the send button (see figure below). The data will be transferred to the office version where you can see the data. Sending the data should be sent within a few seconds of pressing the send button.

Send reports to office

Options:

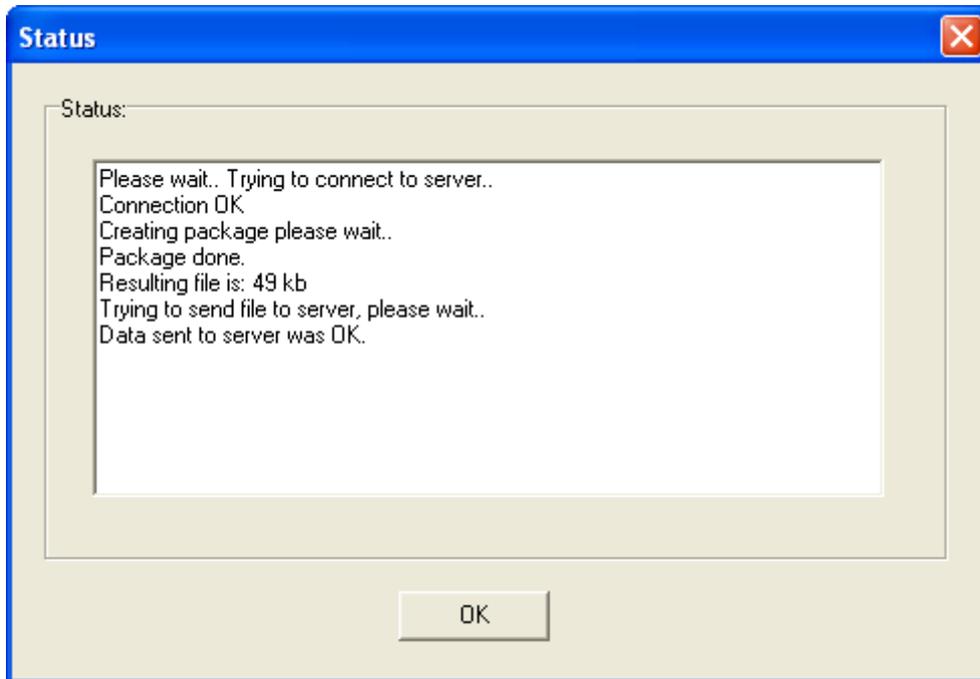
Vessel name:	Password:	Server IP:
MV Demo	test	123.456.789.10

Please specify password in the password field above, then press the send button below.
The reports to be sent, have been selected automatically in this version.

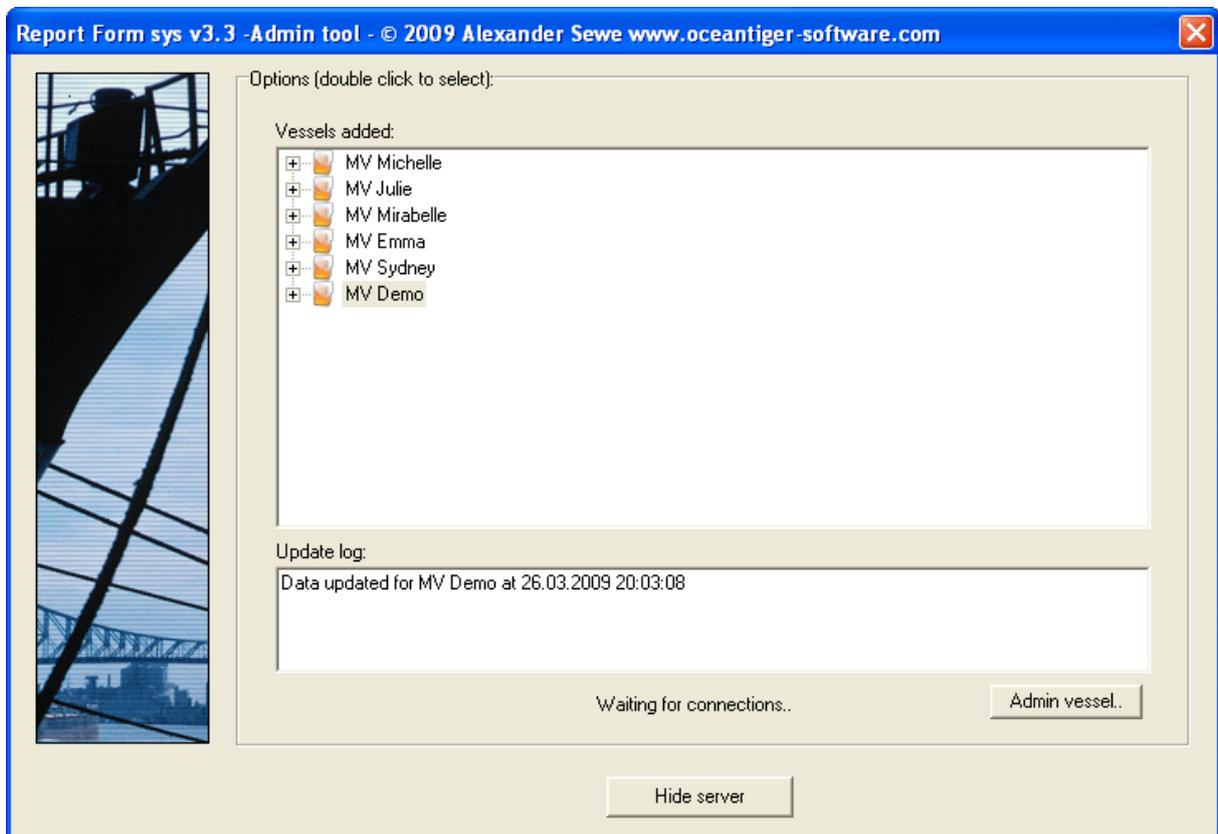
Send..

Close window

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 send and to what email addresses the emails should be sent out to from within the program (the admin vessel button in the figure above).