

To: Masters and Chief Engineers  
From: V.Ships Leisure Marine Safety and Quality Department  
Date: 20<sup>th</sup> Sep 2011

### **Shipsure Updates**

#### **Background:**

- The Shipsure Suite has been updated to version 1.5.3.d
- The Local Work Instruction (LWI) on use of Shipsure has been revised accordingly and attached

#### **Details:**

- This includes some enhancements mostly on the Inspection Manager module with regards to the new Paris MOU PSC New Inspection Regime (NIR) and risk profiles calculations of vessels and the Company
- Completing properly all relevant analysis and categorization fields in both the Inspection and Hazardous Occurrences Manager is essential for gathering complete data and monitoring trends and statistics
- Certain modules of Shipsure remain not applicable to Leisure / passenger vessels

#### **Actions Required:**

- Upon receipt of the Shipsure upgrade CDs onboard, an update of the system is to be completed as per the instructions that should be attached to the CD. In case of problems please contact [vsupport@vships.com](mailto:vsupport@vships.com) keeping your DPA in copy
- The attached revised LWI on the Use of Shipsure is to be reviewed and relevant onboard Officers working with Shipsure onboard familiarized with it. This LWI constitutes part of the SMS
- The following modules are not applicable or not properly set up for Leisure vessels and are not to be used:
  - Insurance Claims
  - Weekly Minutes
  - Work and Rest (another software solution is being sought in the mean time)
  - Position List & Agents
  - E -forms

#### **Outlook:**

- A script will be developed to make invisible/disable the above Shipsure modules that are not applicable to Leisure vessels
- We have requested changes in Shipsure for Leisure vessels for :
  - New categorization of audit findings per the actual paragraphs chapters of the ISM Code, ISO9001 and ISO14001 as applicable
  - New categorization on all hazardous occurrences (hazoccs) causal factors
  - New categorization categories for significant hazoccs
  - Filter for due dates for audits and inspections

These are expected to be implemented in the next upgrade of the Shipsure suite approximately in six months time

<b>V.SHIPS LEISURE S.A.M. WORK INSTRUCTIONS</b>  <b>USE OF SHIPSURE SUITE DATABASE FOR HAZARDOUS OCCURRENCE, DEFECT AND DEFICIENCY MONITORING, RISK ASSESSMENT AND VESSEL CERTIFICATION STATUS</b>		Version: 2 (07/11)
		Revision: 0 Date
		Page 1 of 26
Scope / Application: Office: Office Personnel Ships: All Ships	New # 29	Approved: V. Risi (Marine Director)

## Contents

Contents .....	1
1 Introduction .....	4
SECTION A - SHIPSURE SUITE INSTALLED ONBOARD AND IN THE OFFICE.....	5
1 Inspection Manager.....	5
1.1 Data Entry by Crew .....	5
1.1.1 Categorization: .....	6
1.2 Data Entry by Office Personnel .....	9
1.2.1 Categorization: .....	9
1.2.2 Shispsure printout .....	9
1.3 Data deletion .....	10
1.4 Corrective Action Documentary Evidence .....	10
1.5 Findings / Deficiencies Clearing .....	10
2 HazOcc Manager .....	12
2.1 Data Entry by Crew: .....	12
2.1.1 HazOcc item Corrective and Preventive Action Closure: .....	12
2.2 Data Entry by Office: .....	12
2.2.1 HazOcc item Corrective and Preventive Action Closure: .....	13
2.3 HazOcc Reports Hard Copies .....	14
2.3.1 Shispsure Printouts of Accident reports.....	14
2.3.2 Incident and Near Misses Reports.....	14
2.3.3 Technical Systems/ Equipment Failure Reports .....	14
2.4 Quality Control.....	15
3 Risk Assessment Manager .....	15
3.1 Data Entry by Office: .....	15

<b>V.SHIPS LEISURE S.A.M. WORK INSTRUCTIONS</b>  <b>USE OF SHIPSURE SUITE DATABASE FOR HAZARDOUS OCCURRENCE, DEFECT AND DEFICIENCY MONITORING, RISK ASSESSMENT AND VESSEL CERTIFICATION STATUS</b>		Version: 2 (07/11)
		Revision: 0 Date
		Page 2 of 26
Scope / Application: Office: Office Personnel Ships: All Ships	New # 29	Approved: V. Risi (Marine Director)

3.1.1	Office Generic Risk Assessments .....	15
3.1.2	Office review of Vessel Specific Risk Assessments .....	15
3.2	Data Entry by Crew: .....	16
3.3	Records / Hard Copies: .....	16
4	Vessel Certificates Manager.....	16
4.1	Data Entry by Crew: .....	16
4.1.1	Initial data entry .....	16
4.1.2	Routine data entry .....	17
4.1.3	Certificate Levels and OP22: .....	17
4.2	Data Entry by Office .....	17
4.2.1	Procedure: .....	17
4.2.2	Modifications / Add-ons to Certificates listing: .....	18
4.2.3	Discontinuing use of OP22 for vessel: .....	18
	SECTION B – SHIPSURE SUITE INSTALLED ONLY IN THE OFFICE .....	19
1	Inspection Manager.....	19
1.1	Data Entry by Office Personnel .....	19
1.1.1	Entries by assigned vessel’s Superintendents .....	19
1.1.2	Entries by Inspector or Attending Office Personnel .....	19
1.1.3	Entries by the S&Q Department .....	20
1.2	Report to Vessel .....	20
1.3	Corrective Action Documentary Evidence .....	21
1.4	Findings / Deficiency Clearing .....	21
2	HazOcc (Incident) Manager .....	21
2.1	Reports receipt and distribution .....	21
2.2	HazOcc item Corrective and Preventive Action Closure: .....	22
2.3	Notifications to Management for significant HazOccs .....	22
3	Risk Assessment .....	23

<b>V.SHIPS LEISURE S.A.M. WORK INSTRUCTIONS</b>  <b>USE OF SHIPSURE SUITE DATABASE FOR HAZARDOUS OCCURRENCE, DEFECT AND DEFICIENCY MONITORING, RISK ASSESSMENT AND VESSEL CERTIFICATION STATUS</b>		Version: 2 (07/11)
		Revision: 0 Date
		Page 3 of 26
Scope / Application: Office: Office Personnel Ships: All Ships	New # 29	Approved: V. Risi (Marine Director)

---

4	Vessel Certificates .....	23
5	Verification of Shipsure Suite Data.....	24
6	Shipsure Guides and Manuals .....	25
6.1	Shipsure Administration .....	25
6.1.1	Adding Shipsure Users .....	25
6.1.2	Importing and Exporting Data .....	25
6.2	Inspection Manager .....	25
6.2.1	Quick Reference Guide .....	25
6.3	Hazardous Occurrences (HazOcc (Incident)) Manager .....	25
6.3.1	Quick Reference Guide .....	25
6.3.2	HazOcc Manager Manual for Passenger Vessels .....	25
6.4	Risk Assessment Manager .....	25
6.4.1	Quick Reference Guide .....	25
6.4.2	Risk Assessment Manual.....	25
6.5	Vessel Certificates Manager .....	26
6.5.1	Quick Reference Guide .....	26
6.5.2	Certificates Manual .....	26

<p style="text-align: center;"><b>V.SHIPS LEISURE S.A.M. WORK INSTRUCTIONS</b></p> <p style="text-align: center;"><b>USE OF SHIPSURE SUITE DATABASE FOR HAZARDOUS OCCURRENCE, DEFECT AND DEFICIENCY MONITORING, RISK ASSESSMENT AND VESSEL CERTIFICATION STATUS</b></p>		Version: 2 (07/11)
		Revision: 0 Date
		Page 4 of 26
Scope / Application: Office: Office Personnel Ships: All Ships	New # 29	Approved: V. Risi (Marine Director)

## 1 Introduction

ShipSure Suite is a computerised tracking system used for all Leisure vessels.

This instruction defines responsibilities and is divided into two sections:

- Section A deals with data input when it is installed onboard the vessel
- Section B deals with data input when it is ONLY available in the office

This Instruction is not intended to replace any [Shipsure Manuals and/or reference guides](#)

The status of ship installations can be viewed in ShipSure - ships should be indicated by “(O)” after the ship’s name, where the software is not installed onboard and where the Office has access only

The ship and the office are currently required to work with the following modules only of the Ship Manager section of the Shipsure suite:

- Inspection Manager
- HazOcc Manager
- Risk Assessment
- Vessel Certificates

Each application is dealt with separately below

The Work and Rest Manager is NOT to be used on leisure vessels as is not fit and designed to work for them (ie cannot adequately process large numbers of crew)

The Maintenance System module can be also used for certain vessels but is not subject to this Instruction

The Marine Superintendent must ensure his/her vessels have the latest version of this instruction.

<b>V.SHIPS LEISURE S.A.M. WORK INSTRUCTIONS</b>  <b>USE OF SHIPSURE SUITE DATABASE FOR HAZARDOUS OCCURRENCE, DEFECT AND DEFICIENCY MONITORING, RISK ASSESSMENT AND VESSEL CERTIFICATION STATUS</b>		Version: 2 (07/11)
		Revision: 0 Date
		Page 5 of 26
Scope / Application: Office: Office Personnel Ships: All Ships	New # 29	Approved: V. Risi (Marine Director)

---

## SECTION A - SHIPSURE SUITE INSTALLED ONBOARD AND IN THE OFFICE

### 1 Inspection Manager

All inspections must be entered into the database, regardless of whether deficiencies have been raised or not, and deficiencies detailed as applicable.

Entries should be made at source and then monitored and closed out by shipboard personnel and designated office personnel, as identified below.

The Shipsure Export File is to be sent to: [vlog@vships.com](mailto:vlog@vships.com) once a day (can be sent more frequently if needed)

For any problems [vsupport@vships.com](mailto:vsupport@vships.com) is to be contacted cc vessel's DPA

#### 1.1 Data Entry by Crew

The following inspections and deficiencies will be entered onboard by an Officer designated by the Master:

- Flag State inspections
- Port State Control / USCG inspections
- Public Health external inspections
- P&I inspections
- Conditions of Class / Memoranda
- Third party inspections where a report has been left onboard and defects require attention.

<p style="text-align: center;"><b>V.SHIPS LEISURE S.A.M.</b> <b>WORK INSTRUCTIONS</b></p> <p style="text-align: center;"><b>USE OF SHIPSURE SUITE DATABASE FOR HAZARDOUS OCCURRENCE, DEFECT AND DEFICIENCY MONITORING, RISK ASSESSMENT AND VESSEL CERTIFICATION STATUS</b></p>		Version: 2 (07/11)
		Revision: 0 Date
		Page 6 of 26
Scope / Application: Office: Office Personnel Ships: All Ships	New # 29	Approved: V. Risi (Marine Director)

### 1.1.1 Categorization:

- I. Correct categorization of each finding item (deficiency, non-conformity, observation or recommendation) is required
- II. For Port State Control Inspections each deficiency is to be categorized:

**(It is very particularly important to record correctly PSC inspections under the PARIS MOU PSC as this affects the ship's and Company's Risk Profile calculations per the New Inspection Regime (NIR) of the Paris MOU PSC. This also refers to recording such relevant inspections done under the Paris MOU PSC explicitly as done under the Paris MOU PSC in the system data and not just any MOU in general)**

- a. as per its correct System/Area Description
- b. for direct causes (substandard acts / conditions) and root causes (human / job factors and control management failure)
- c. **with the correct MOU and deficiency codes**
- d. if a Concentrated Inspection Campaign (CIC)

<p align="center"><b>V.SHIPS LEISURE S.A.M. WORK INSTRUCTIONS</b></p> <p align="center"><b>USE OF SHIPSURE SUITE DATABASE FOR HAZARDOUS OCCURRENCE, DEFECT AND DEFICIENCY MONITORING, RISK ASSESSMENT AND VESSEL CERTIFICATION STATUS</b></p>		Version: 2 (07/11)
		Revision: 0 Date
		Page 7 of 26
Scope / Application: Office: Office Personnel Ships: All Ships	New # 29	Approved: V. Risi (Marine Director)

Remember to tick when appropriate

Remember to complete when appropriate - Min Value 1

New Drop Down for 'Country'

**III. PSC Inspection Report Individual Findings must be entered for every inspection finding as far back as Jun 2009 for these fields:**



<p style="text-align: center;"><b>V.SHIPS LEISURE S.A.M. WORK INSTRUCTIONS</b></p> <p style="text-align: center;"><b>USE OF SHIPSURE SUITE DATABASE FOR HAZARDOUS OCCURRENCE, DEFECT AND DEFICIENCY MONITORING, RISK ASSESSMENT AND VESSEL CERTIFICATION STATUS</b></p>		Version: 2 (07/11)
		Revision: 0 Date
		Page 8 of 26
Scope / Application: Office: Office Personnel Ships: All Ships	New # 29	Approved: V. Risi (Marine Director)

The screenshot shows the 'Item Details' form in the SHIPSURE SUITE. The form includes fields for Vessel Ref No., Insp. Ref No., Issue Date, Due Date, Action Code, PSC Group Code, PSC Sub Code, Description, Direct Causes, and Root Causes. Red arrows point from text boxes to specific fields on the form:

- Code 16,17,30 etc**: Points to the Action Code field.
- Mandatory New Fields for each finding**: Points to the PSC Group Code and PSC Sub Code fields.
- At least 1 Direct Cause and 1 Root Cause must be selected. Use 'Non Applicable' where necessary**: Points to the Direct Causes and Root Causes sections.
- Group Code is the 4 digit number assigned by the PSC authority to identify the defect in their system. Example ISM Defects start 2500/15150**: Points to the PSC Group Code field.
- Sub Code**: Points to the PSC Sub Code field.

<b>V.SHIPS LEISURE S.A.M. WORK INSTRUCTIONS</b>  <b>USE OF SHIPSURE SUITE DATABASE FOR HAZARDOUS OCCURRENCE, DEFECT AND DEFICIENCY MONITORING, RISK ASSESSMENT AND VESSEL CERTIFICATION STATUS</b>		Version: 2 (07/11)
		Revision: 0 Date
		Page 9 of 26
Scope / Application: Office: Office Personnel Ships: All Ships	New # 29	Approved: V. Risi (Marine Director)

## 1.2 Data Entry by Office Personnel

The following inspections and deficiencies will be entered by the person making the inspection or the attending Company representative:

- Shipboard External and Internal ISM, ISPS, ISO 9001 and ISO14001 audits
- Office External and Internal ISM/ISO9001/ ISO14001 audits
- SEP Inspection SAF 21 Reports
- Vessel Technical Inspection OP 3 Reports
- Internal Security Audit Report
- Internal Crew Training Audits

### 1.2.1 Categorization:

- I. For audits each finding is to be categorized:
  - a. as per its correct System/Area Description
  - b. for direct causes (substandard acts / conditions) and root causes (human / job factors and control management failure)

### 1.2.2 Shipsure printout

If the outcome report is entered directly in Shipsure by the inspector whilst on board, a printout of the report may be handed over to the Master, in place of the standard audit / inspection report form.

The Shipsure printout shall be attached to the relevant inspection guidance for the shipboard file.

<b>V.SHIPS LEISURE S.A.M. WORK INSTRUCTIONS</b>  <b>USE OF SHIPSURE SUITE DATABASE FOR HAZARDOUS OCCURRENCE, DEFECT AND DEFICIENCY MONITORING, RISK ASSESSMENT AND VESSEL CERTIFICATION STATUS</b>		Version: 2 (07/11)
		Revision: 0 Date
		Page 10 of 26
Scope / Application: Office: Office Personnel Ships: All Ships	New # 29	Approved: V. Risi (Marine Director)

### 1.3 Data deletion

The feature for deleting findings under an inspection or audit has been removed to avoid the undesired option of status modification. Erroneous entries under an inspection would therefore need to be clearly explained as such and marked as "Cancelled"

Detailed log of all actions is also maintained in the system

Deleting whole inspections /audits is also disabled and only allowed for designated office power users

### 1.4 Corrective Action Documentary Evidence

There is no storage facility for corrective action objective evidence in ShipSure.

Objective evidence (i.e. photos, service reports, training records etc) of corrective action must be sent to the office by email and the evidence maintained on ship and shore, and filed along with the inspection report

The Superintendent should discuss with the ship any further action or evidence required.

### 1.5 Findings / Deficiencies Clearing

External audit deficiencies can only be cleared by the relevant Marine Manager or Superintendent, who will liaise with the external auditing body.

Other deficiencies should be cleared by the person who enters them in ShipSure.

Evidence for closure (clearing) of the deficiency shall be maintained separately on file as Shipsure does not allow for electronic storage of media files but text only

Superintendents and the Master should review deficiencies and findings closed by officers and If the closure evidence is satisfactory, they should enter their agreement/ review with a short comment in the "Action Details" box.

<p align="center"><b>V.SHIPS LEISURE S.A.M. WORK INSTRUCTIONS</b></p> <p align="center"><b>USE OF SHIPSURE SUITE DATABASE FOR HAZARDOUS OCCURRENCE, DEFECT AND DEFICIENCY MONITORING, RISK ASSESSMENT AND VESSEL CERTIFICATION STATUS</b></p>		Version: 2 (07/11)
		Revision: 0 Date
		Page 11 of 26
Scope / Application: Office: Office Personnel Ships: All Ships	New # 29	Approved: V. Risi (Marine Director)

If the Master or Superintendent is not satisfied, they may “Unclear” a closed inspection deficiency or audit finding

**Ship Inspection Report (S.I.R.)**

**M/V CHRISTINE Y**

Inspection Details: From 08/11/2004 To 08/11/2004 Where NORTHFLEET

Inspection Type: [First State Control] Country: United Kingdom Port: [ ]

Company: [Maritime and Coastguard Agency] Inspector: [PSCO]

Next Visit Due: [2] Vessel Detained: Days 0 Refusal of Access Issued: [ ]

Comments (reasons / topics, persons contacted): [ ]

**All Inspection Findings**

Ves Ref No.	Ins Ref No.	Type	Category	PSC Group Code	Due Date	Cleared	Action Code
0/0023	1	DEF	Clearance by Ship's Staff				
0/0024	2	DEF	Clearance by Ship's Staff				
0/0025	3	DEF	Clearance by Ship's Staff				
0/0026	4	DEF	Clearance by Ship's Staff				
0/0027	5	DEF	Clearance by Ship's Staff				
0/0028	6	DEF	Clearance by Ship's Staff				

Details for 0/0023: To Provide CSR - To be done within 14 Days.

Deficiency(s): [5] Recommendation(s): [0] Observation(s): [0] NCR(s): [0]

Outstanding: [5] Outstanding: [0] Outstanding: [0] Outstanding: [0]

Overdue: [0] Overdue: [0] Overdue: [0] Overdue: [0]

**Action Taken for No. 0/0023**

Date	Reported By	Cleared

Buttons: Add, Edit, Clear, Filter, Print, Close

When entering corrective action include  
When/Where/How/Who By.  
'Rectified' is a poor entry.

<b>V.SHIPS LEISURE S.A.M. WORK INSTRUCTIONS</b>  <b>USE OF SHIPSURE SUITE DATABASE FOR HAZARDOUS OCCURRENCE, DEFECT AND DEFICIENCY MONITORING, RISK ASSESSMENT AND VESSEL CERTIFICATION STATUS</b>		Version: 2 (07/11)
		Revision: 0 Date
		Page 12 of 26
Scope / Application: Office: Office Personnel Ships: All Ships	New # 29	Approved: V. Risi (Marine Director)

## 2 [HazOcc Manager](#)

### 2.1 [Data Entry by Crew:](#)

All hazardous occurrences and on-going actions (including closure) are entered by the designated Officer onboard.

It is very important to enter the correct cruise dates when the hazardous occurrence took place and the crew and passenger and crew numbers for this period. This allows the software to calculate exposure hours and index the hazardous occurrences accordingly.

In the case of incidents, the tick for a “significant incident” is to be left for Office use only

Technical Systems and Equipment Failures (per FOM 231 and form OP58) are to be completed under Hazardous Type “Incidents” ->Classification “Machinery / Equipment Damage or Failure”

The “Analysis and Evaluation”, “Statistics Data” and “Causation” tabs information must be completed fully in all its fields.

Risk Assessments should be carried out or existing ones reviewed per the type of hazardous occurrences as per the SMS FOM 550

#### 2.1.1 [HazOcc item Corrective and Preventive Action Closure:](#)

The vessel may close only Near Misses. Closing is done by means of changing the Report Status to “Complete”

### 2.2 [Data Entry by Office:](#)

<b>V.SHIPS LEISURE S.A.M. WORK INSTRUCTIONS</b>  <b>USE OF SHIPSURE SUITE DATABASE FOR HAZARDOUS OCCURRENCE, DEFECT AND DEFICIENCY MONITORING, RISK ASSESSMENT AND VESSEL CERTIFICATION STATUS</b>		Version: 2 (07/11)
		Revision: 0 Date
		Page 13 of 26
Scope / Application: Office: Office Personnel Ships: All Ships	New # 29	Approved: V. Risi (Marine Director)

---

### 2.2.1 HazOcc item Corrective and Preventive Action Closure:

- I. The office ONLY can close HazOcc items (accidents and incidents (including Technical Systems and Equipment Failures )
- II. the vessel may close only Near Misses
- III. Closing is done by means of changing the Report Status to “Complete” and recording notifications to management if applicable as per below:
  - a. The Marine/Fleet Superintendent will close a HazOcc item only when it has been properly categorized and analyzed with all relevant information by the vessel and when in agreement with any required corrective and preventive action.
  - b. Evidence of the review, agreement or other comments must be left in the “Recs/Actions/Mods” tab
  - c. Further to the above, the Marine / Fleet Superintendent is to review the accident or incident if it can be classified as significant per the guidance and criteria in the Office Local Work Instruction # 37 “ Hazardous Situations”following the relevant notification procedure
  - d. The Marine/Fleet Superintendent can place his/her own name both in the Fleet Manager and Marine Manager/Directors notification fields that will come up when closing the item, as this procedure is not applicable for V.Ships Leisure
  - e. Certain serious incidents or accidents may be marked as “Office Review” until the investigation is completed

<b>V.SHIPS LEISURE S.A.M. WORK INSTRUCTIONS</b>  <b>USE OF SHIPSURE SUITE DATABASE FOR HAZARDOUS OCCURRENCE, DEFECT AND DEFICIENCY MONITORING, RISK ASSESSMENT AND VESSEL CERTIFICATION STATUS</b>		Version: 2 (07/11)
		Revision: 0 Date
		Page 14 of 26
Scope / Application: Office: Office Personnel Ships: All Ships	New # 29	Approved: V. Risi (Marine Director)

## 2.3 HazOcc Reports Hard Copies

### 2.3.1 Shispsure Printouts of Accident reports

The Passenger/ Accident Reports (equivalent to the SMS forms SAF 13/14 A, B, C, D, E, F ie Doctor's Report, Passenger's/ Crewmember's and Witness' Statements, Safety Officer's Report, Analysis and Evaluation and Statistical Analysis Data Reports) can be printed out directly from Shispsure once the data is entered. These hard copies must be signed as originals and sent to the office. Any supporting documentation (ie photos, sketches etc) should be attached to them as well

There is no need to re-write/type the information already entered in Shispsure in the stand alone MS Word accident forms

The signed hard copies of SAF 13/14 (Passenger / Accident Reports) would be required in case of claims and settlement in court for crew or passenger accidents.

### 2.3.2 Incident and Near Misses Reports

The SMS forms SAF 11 (Near Miss Report) and SAF 15 (Incident Report) and their relevant printouts from Shispsure are not required to be sent to the Office in hard copy and will be reviewed directly from the Shispsure system in the Office.

Incident Report support documentation (scans of log book entries, charts etc) must be sent to the office by email.

### 2.3.3 Technical Systems/ Equipment Failure Reports

The SMS form OP58 and its relevant printouts from Shispsure is not required to be sent to the Office in hard copy and will be reviewed directly from the Shispsure system in the Office.

<p style="text-align: center;"><b>V.SHIPS LEISURE S.A.M. WORK INSTRUCTIONS</b></p> <p style="text-align: center;"><b>USE OF SHIPSURE SUITE DATABASE FOR HAZARDOUS OCCURRENCE, DEFECT AND DEFICIENCY MONITORING, RISK ASSESSMENT AND VESSEL CERTIFICATION STATUS</b></p>		Version: 2 (07/11)
		Revision: 0 Date
		Page 15 of 26
Scope / Application: Office: Office Personnel Ships: All Ships	New # 29	Approved: V. Risi (Marine Director)

Failure reports support documentation (Note of Protest, Log Abstract, Class Report etc) must be sent to the office by email.

## 2.4 Quality Control

The Fleet Assistant receives all incoming ships reports as required by the SMS and verifies and follows up any omissions and then files hazardous occurrences reports from the assigned vessels in accordance with this Instruction and as detailed below:

- having received the hard copy printouts of the hazocc reports the Fleet Assistant should check if the data is already in ShipSure and advise the Marine Superintendent of any anomalies for follow up

## 3 Risk Assessment Manager

### 3.1 Data Entry by Office:

#### 3.1.1 Office Generic Risk Assessments

The Office will create Generic Risk Assessments as per the procedures in the SMS FOM 550 using the matrix and definitions in form SAF67 in the Shipsure Risk Assessment module, that are to be reviewed at least every 12 months

#### 3.1.2 Office review of Vessel Specific Risk Assessments

The Marine/Fleet Superintendent will review the Vessel Specific Risk Assessments and will evidence his review / agreement or comments in Shipsure. This can be technically done by creating a new hazard for Office review/oversight and entering his/her review comments as control measures therein.

Any Vessel Specific Risk Assessments with intolerable risks are to be reviewed by the Marine/Fleet Superintendent as soon as possible assisting the vessel to reduce the intolerable risks identified.



<p style="text-align: center;"><b>V.SHIPS LEISURE S.A.M. WORK INSTRUCTIONS</b></p> <p style="text-align: center;"><b>USE OF SHIPSURE SUITE DATABASE FOR HAZARDOUS OCCURRENCE, DEFECT AND DEFICIENCY MONITORING, RISK ASSESSMENT AND VESSEL CERTIFICATION STATUS</b></p>		Version: 2 (07/11)
		Revision: 0 Date
		Page 16 of 26
Scope / Application: Office: Office Personnel Ships: All Ships	New # 29	Approved: V. Risi (Marine Director)

### 3.2 Data Entry by Crew:

The vessels will review the Generic Risk Assessments and adopt them directly or customize them further as Vessel Specific Risk Assessments.

Vessel Specific Risk Assessments are to be reviewed at least every 12 months.

Vessel Specific Risk Assessments with intolerable risks are to be brought to the attention of the Marine/Fleet Superintendent and DPA.

The vessels will also create own Vessel Specific Risk Assessments per the procedures in SMS FOM 550 (ie for activities done differently than any existing SMS procedures requirements or for such activities for which no SMS procedures exists and there is foreseeable risk identified)

### 3.3 Records / Hard Copies:

No hard copies of the Ship Specific Risk Assessments by means of SMS form 67 would be required to be sent to the Office

## 4 Vessel Certificates Manager

### 4.1 Data Entry by Crew:

#### 4.1.1 Initial data entry

A designated Officer onboard:

<b>V.SHIPS LEISURE S.A.M. WORK INSTRUCTIONS</b>  <b>USE OF SHIPSURE SUITE DATABASE FOR HAZARDOUS OCCURRENCE, DEFECT AND DEFICIENCY MONITORING, RISK ASSESSMENT AND VESSEL CERTIFICATION STATUS</b>		Version: 2 (07/11)
		Revision: 0 Date
		Page 17 of 26
Scope / Application: Office: Office Personnel Ships: All Ships	New # 29	Approved: V. Risi (Marine Director)

- makes the initial, one and first time entry of (level three only ie 5x.xx.x) certificates data per OP22 (Vessel Survey Status) into ShipSure and advises the office when this is completed (certificates not relevant to the ship can ONLY be deleted in the office).

#### 4.1.2 Routine data entry

The designated officer onboard

- updates the data when new certificates are issued, services are completed, etc.
- sends copies of certificates issued or received directly onboard to the office by email by including in the file's name the certificate number (ie 5x.xx.x)

#### 4.1.3 Certificate Levels and OP22:

- I. The vessels can create / change only third level certificates (ie 5x.xx.xx)
- II. All three levels of certificates in Shipsure (5x., 5x.xx. and 5x.xx.xx) must match the naming and listing order and numbers assignment per SMS form OP22, as amended
- III. The vessel may request the Office to add new certificates (levels one (ie 5x.) and two (ie 5x.xx.)) in Shipsure

### 4.2 Data Entry by Office

#### 4.2.1 Procedure:

The designated Fleet Assistant receives all incoming ship's certificates and verifies and follows up any omissions and then distributes and files ships' certificates in accordance with the office filing system as detailed below:

<b>V.SHIPS LEISURE S.A.M. WORK INSTRUCTIONS</b>  <b>USE OF SHIPSURE SUITE DATABASE FOR HAZARDOUS OCCURRENCE, DEFECT AND DEFICIENCY MONITORING, RISK ASSESSMENT AND VESSEL CERTIFICATION STATUS</b>		Version: 2 (07/11)
		Revision: 0 Date
		Page 18 of 26
Scope / Application: Office: Office Personnel Ships: All Ships	New # 29	Approved: V. Risi (Marine Director)

- Upon receipt of a certificate from the ship, the Fleet Assistant checks the ShipSure data is correct and files a hard copy in the ship's certification file if required by the dedicated index
- The Fleet Assistant must enter in the remarks field of Shipsure for each certificate the internet link to the certificate scanned image location on V.Net

Fleet and Marine Superintendents must check ShipSure regularly. They are responsible for certificates being current and up-to-date, as per FOM 228 (Vessel Certification and Class Records).

#### 4.2.2 Modifications / Add-ons to Certificates listing:

The Office/Marine Superintendent deletes certificates not relevant to the ship when advised that the initial data entry is completed.

The first (ie 5x.) and second levels (5x.xx.) of Certificates can only be created by the Office upon request for update of SMS form OP22.

#### 4.2.3 Discontinuing use of OP22 for vessel:

Once the Shipsure Vessel Certificate Module is populated and kept up to date, this can be used instead of the SMS form OP22 for the vessel and this form's use and monthly return to the Office could then be suspended

The Marine/Fleet Superintendent may clearly declare the discontinuation of OP22 in an email to the vessel and/or SMS application LWI once he/she is satisfied with the Shipsure Vessel Certificate module's correct data and its maintenance.

<p style="text-align: center;"><b>V.SHIPS LEISURE S.A.M. WORK INSTRUCTIONS</b></p> <p style="text-align: center;"><b>USE OF SHIPSURE SUITE DATABASE FOR HAZARDOUS OCCURRENCE, DEFECT AND DEFICIENCY MONITORING, RISK ASSESSMENT AND VESSEL CERTIFICATION STATUS</b></p>		Version: 2 (07/11)
		Revision: 0 Date
		Page 19 of 26
Scope / Application: Office: Office Personnel Ships: All Ships	New # 29	Approved: V. Risi (Marine Director)

## SECTION B – SHIPSURE SUITE INSTALLED ONLY IN THE OFFICE

The office has access to Inspection Manager, HazOcc Manager, Risk Assessment and Vessel Certificates modules for all vessels in the Fleet. Each application is dealt with separately.

### 1 Inspection Manager

All inspections must be entered into the database, regardless of whether deficiencies have been raised or not, and deficiencies detailed as applicable.

Entries are made by designated office personnel, as identified below.

#### 1.1 Data Entry by Office Personnel

##### 1.1.1 Entries by assigned vessel's Superintendents

The following inspections and deficiencies (allocated to the ship in section A) are entered by the Marine Superintendent:

- Shipboard External ISM and ISPS audits
- Flag State inspections
- Port State Control (PSC) / USCG inspections
- Public Health External inspections
- P&I inspections
- Class Conditions / Memoranda
- Third party inspections (when technical to be entered by the Fleet Superintendent)

##### 1.1.2 Entries by Inspector or Attending Office Personnel

The following inspections and deficiencies are entered by the Inspector (or the attending Company representative):

<p style="text-align: center;"><b>V.SHIPS LEISURE S.A.M. WORK INSTRUCTIONS</b></p> <p style="text-align: center;"><b>USE OF SHIPSURE SUITE DATABASE FOR HAZARDOUS OCCURRENCE, DEFECT AND DEFICIENCY MONITORING, RISK ASSESSMENT AND VESSEL CERTIFICATION STATUS</b></p>		Version: 2 (07/11)
		Revision: 0 Date
		Page 20 of 26
Scope / Application: Office: Office Personnel Ships: All Ships	New # 29	Approved: V. Risi (Marine Director)

- Shipboard Internal ISM and ISPS and ISO9001 / ISO14001 audits
- Office Internal ISM/ISO9001/ ISO14001 audits
- SEP Inspection Reports
- Vessel Inspection OP3 Reports
- Internal Crew Training Audits
- Remarks or Recommendations from Office/Ship emergency drills

### 1.1.3 Entries by the S&Q Department

- External Office ISM audits
- External Office and Shipboard ISO9001 /ISO14001 audits

## 1.2 Report to Vessel

The person entering the data is to send an export (word, excel or pdf) of the report to the ship by email, for follow up.

A printout from Shipsure of the deficiencies should be attached to the relevant report (there is no need to enter data twice ie in a separate inspection / audit report if already entered in Shipsure).

Each inspection deficiency and audit finding is to be classified per its correct System/Area Description and be properly categorized for direct causes (substandard acts / conditions) and root causes (human / job factors and control management failure), as applicable

The feature for deleting findings under an inspection or audit has been removed to avoid the undesired option of status modification. Erroneous entries under an inspection would therefore need to be clearly explained as such and marked as "Cancelled"

The feature for deleting audits/inspections is only available to certain power users. The Superintendent should contact the SQ Department with such requests

<p style="text-align: center;"><b>V.SHIPS LEISURE S.A.M. WORK INSTRUCTIONS</b></p> <p style="text-align: center;"><b>USE OF SHIPSURE SUITE DATABASE FOR HAZARDOUS OCCURRENCE, DEFECT AND DEFICIENCY MONITORING, RISK ASSESSMENT AND VESSEL CERTIFICATION STATUS</b></p>		Version: 2 (07/11)
		Revision: 0 Date
		Page 21 of 26
Scope / Application: Office: Office Personnel Ships: All Ships	New # 29	Approved: V. Risi (Marine Director)

### 1.3 Corrective Action Documentary Evidence

There is no storage facility for corrective action evidence in ShipSure. Corrective action evidence is sent to the office by email and the evidence maintained on ship and shore.

The Superintendent should discuss with the ship any further action or evidence required.

### 1.4 Findings / Deficiency Clearing

Audit findings / inspection deficiencies should be cleared by the person who enters them in ShipSure:

- External shipboard audit findings / inspection deficiencies can only be cleared out by the relevant Marine Manager or Superintendent, who will liaise with the external auditing body
- External Office ISM/ISO9001/ISO14001 findings and external shipboard ISO9001/ISO14001 findings are cleared by the SQ Department

Evidence for closure (clearing) of the deficiency shall be maintained separately on file as Shipsure does not allow for electronic storage of media files but text only

If a Manager, the Marine Director or Managing Director is not satisfied with the corrective action or evidence, they may "Unclear" a closed defect.

## 2 HazOcc (Incident) Manager

### 2.1 Reports receipt and distribution

Accident, incident , near miss and technical failure reports are to be sent to the office by email using the SMS forms SAF 11 (Near Miss), 13/14 (A, B, C, D, E, F) Pax / Crew Accident, SAF 15 (Incident Report), OP58 (Technical Systems / Equipment Failure Report)

Signed hard copies of SAF 13/14 only (Pax or Crew Accident Reports) are to follow by normal mail as per the distribution noted on these forms and as per any relevant ship specific Local Work Instruction

<b>V.SHIPS LEISURE S.A.M. WORK INSTRUCTIONS</b>  <b>USE OF SHIPSURE SUITE DATABASE FOR HAZARDOUS OCCURRENCE, DEFECT AND DEFICIENCY MONITORING, RISK ASSESSMENT AND VESSEL CERTIFICATION STATUS</b>		Version: 2 (07/11)
		Revision: 0 Date
		Page 22 of 26
Scope / Application: Office: Office Personnel Ships: All Ships	New # 29	Approved: V. Risi (Marine Director)

The Fleet Assistant receives all incoming ships reports as required by the SMS and verifies and follows up any omissions and then files hazardous occurrences reports from the assigned vessels in accordance with this Instruction and as detailed below:

- enters the report into the relevant “tab” sections of ShipSure
- it is very important to enter the correct cruise dates when the hazardous occurrence took place and the crew and passenger numbers for this period

## 2.2 HazOcc item Corrective and Preventive Action Closure:

The ship must inform the Marine Superintendent of corrective action progress

The Marine Superintendent:

- based on the information entered in the “Analysis and Evaluation” and “Statistics Data” tabs, completes the required review in the Causation and Categorization tabs
- monitors and enters progress, closing corrective and preventive actions

When actions are completed to satisfaction, the Marine Superintendent shall change the “Report Status” to “Report Complete” and send a ShipSure “Recs/Actions/Mods” export to the ship.

## 2.3 Notifications to Management for significant HazOccs

The Marine Superintendent, as per the relevant procedure in Section A:

- analyses the significance of the occurrence per LWI #37 HazSit and notifies senior management
- during investigations changes the status to “office review”

<p style="text-align: center;"><b>V.SHIPS LEISURE S.A.M. WORK INSTRUCTIONS</b></p> <p style="text-align: center;"><b>USE OF SHIPSURE SUITE DATABASE FOR HAZARDOUS OCCURRENCE, DEFECT AND DEFICIENCY MONITORING, RISK ASSESSMENT AND VESSEL CERTIFICATION STATUS</b></p>		Version: 2 (07/11)
		Revision: 0 Date
		Page 23 of 26
Scope / Application: Office: Office Personnel Ships: All Ships	New # 29	Approved: V. Risi (Marine Director)

Notifications to senior management upon closing of the finding are done and recorded as per the relevant procedure in Section A

### 3 Risk Assessment

The Fleet Assistant:

- receives all incoming ships reports / documents (including Risk Assessments) as required by the SMS and verifies and follows up any omissions
- enters the information of any SAF67 "Risk Assessment" forms received from the vessel as vessel specific risk assessments

The Marine/Fleet Superintendent reviews the vessel specific RAs to verify if:

- there are any with intolerable risks and provides support for such for reducing the risks
- leaves evidence in Shipsure of his/her review and comments (by adding a new hazard for review by management and enters comments as control measures)
- a RA is not due for a review (latest every 12 months)

### 4 Vessel Certificates

The designated Fleet Assistant receives all incoming ship's certificates and verifies and follows up any omissions and then distributes and files ships' certificates in accordance with the office filing system as detailed below:

- Makes the initial entry of OP22 (Vessel Survey Status) certificate data in to ShipSure



<b>V.SHIPS LEISURE S.A.M. WORK INSTRUCTIONS</b>  <b>USE OF SHIPSURE SUITE DATABASE FOR HAZARDOUS OCCURRENCE, DEFECT AND DEFICIENCY MONITORING, RISK ASSESSMENT AND VESSEL CERTIFICATION STATUS</b>		Version: 2 (07/11)
		Revision: 0 Date
		Page 24 of 26
Scope / Application: Office: Office Personnel Ships: All Ships	New # 29	Approved: V. Risi (Marine Director)

- Updates ShipSure when new certificates are received, services are completed, etc. (including a link in the remarks field of the Certificate module in Shipsure for the location of the certificate scanned image on V.Net)
- Sends certificates received to the ship, filing hard copies in the ship's certification file.
- Sends an excel export of the ShipSure Vessel Certificates Status to the ship on a quarterly basis.

The Marine Superintendent deletes certificates not relevant to the ship when advised that the initial data entry is completed.

The Fleet and Marine Superintendents:

- Check ShipSure regularly and against the monthly OP22 received from the vessel.
- Ensure certificates are current and up-to-date, as required per FOM 228 (Vessel Certification and Class Records) and SAF7 SEPPH Committee Meeting Minutes

## 5 Verification of Shipsure Suite Data

To ensure that ShipSure's effectiveness, a periodical check of outstanding items will be performed by senior management for audit non-conformances and safety and technical defects

Outstanding items that cannot be closed are to be discussed on a regular basis with the Managing Director, who will assist with closing deficiencies.

<b>V.SHIPS LEISURE S.A.M. WORK INSTRUCTIONS</b>  <b>USE OF SHIPSURE SUITE DATABASE FOR HAZARDOUS OCCURRENCE, DEFECT AND DEFICIENCY MONITORING, RISK ASSESSMENT AND VESSEL CERTIFICATION STATUS</b>		Version: 2 (07/11)
		Revision: 0 Date
		Page 25 of 26
Scope / Application: Office: Office Personnel Ships: All Ships	New # 29	Approved: V. Risi (Marine Director)

## 6 Shispsure Guides and Manuals

### 6.1 Shispsure Administration

#### 6.1.1 Adding Shispsure Users

#### 6.1.2 Importing and Exporting Data

##### 6.1.2.1 Quick Reference Guide

##### 6.1.2.2 Guide with Troubleshooting

### 6.2 Inspection Manager

#### 6.2.1 Quick Reference Guide

### 6.3 Hazardous Occurrences (HazOcc (Incident)) Manager

#### 6.3.1 Quick Reference Guide

#### 6.3.2 HazOcc Manager Manual for Passenger Vessels

### 6.4 Risk Assessment Manager

#### 6.4.1 Quick Reference Guide

#### 6.4.2 Risk Assessment Manual

<b>V.SHIPS LEISURE S.A.M. WORK INSTRUCTIONS</b>  <b>USE OF SHIPSURE SUITE DATABASE FOR HAZARDOUS OCCURRENCE, DEFECT AND DEFICIENCY MONITORING, RISK ASSESSMENT AND VESSEL CERTIFICATION STATUS</b>		Version: 2 (07/11)
		Revision: 0 Date
		Page 26 of 26
Scope / Application: Office: Office Personnel Ships: All Ships	New # 29	Approved: V. Risi (Marine Director)

---

## 6.5 Vessel Certificates Manager

### 6.5.1 Quick Reference Guide

### 6.5.2 Certificates Manual

# SHIPSURE GUIDE

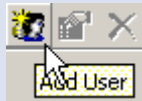
## Component Security

### Adding a Standard User

This will be used for all users with the exception of Master, Chief Engineer and Chief Officer.



Click **Component Security** from the Admin Tools group.



Click **Add User** on the toolbar.

**System User Name - Not Saved**

**System User Detail**

Please enter the system user information below. \* The Login ID is a compulsory field and must be 6 characters or more. Security for Add, Edit and Delete on each of the components is enabled by clicking on a cell in the grid.

User Site:  Department:

Login ID:  Profile Type:

Password:  Confirm Password:

Fore Name(s):  Surname:

Display Name:

Select a Functional Area:  Choose a Profile to view selected components:

Name	TYPE	Component name	Function name	Enable	Restrict
Component Security		Vessel Details	Enable	<input checked="" type="checkbox"/>	
Special Utilities			Add	<input type="checkbox"/>	
			Edit	<input checked="" type="checkbox"/>	
		Vessel Certificates	Enable	<input checked="" type="checkbox"/>	
		Inspection Manager	Enable	<input checked="" type="checkbox"/>	
		Incident Manager	Enable	<input checked="" type="checkbox"/>	
		Position List	Enable	<input checked="" type="checkbox"/>	

Select the department from the list. It is important that the correct department is selected.

It is recommended that the user Login name should be 3 characters from the user's first name and 3 characters from their Family name i.e. Alexey Seglin would be ALESEG. **DO NOT** use Ranks to create a Login.

Select user from the Profile Type.

The master should also allocate passwords and the Forename and Surname entered.

Finally, select Ship Manager User from the Profile List.

Click Apply and the login is saved.

# SHIPSURE GUIDE

## Adding an Administrator User

This may be used for Master, Chief Engineer and Chief Officer.

The same steps should be followed for creating a standard user, with the following considerations:

Select administrator from the Profile Type.

Finally, select Ship Manager Administrator from the Profile List.

Click Apply to save the login.

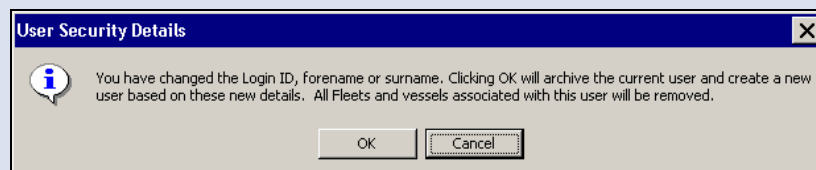
## Amending a Login



To amend the name, department, login, password or rights for a user, click

The department and profile can be changed simply by selecting the new option from the list.

When changes are made to the login or name, the system will create a new login and delete the existing login.



Note: Super User should not be used.

# SHIPSURE GUIDE

## Exporting/Importing Information

### Exporting Information

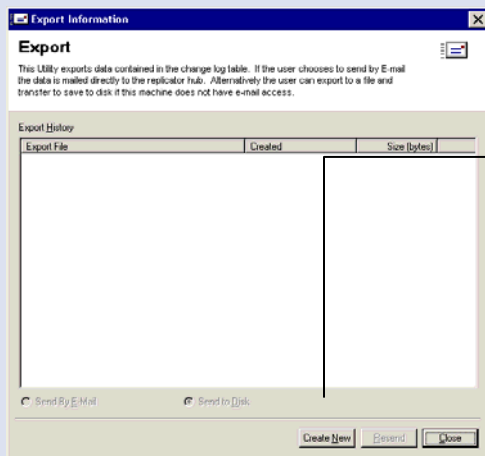


Click **Special Utilities** from the from the Admin Tools group



**Export Information**

Double click on the Export Information option.



Click Create New

The program will then save the export file to c:\mapi\outbox.



Attach the file stored in the Outbox folder and send via email to [vlog@vships.com](mailto:vlog@vships.com).

The following rules MUST be observed:

- All export files should be sent individually. There should **only be one attachment per message**.
- Comments in the message body of the email will not be read.
- Export files should be sent a minimum of once per week and once per day on Sea Passage.
- The correct subject is essential for the automated process of your export files – this should be the name of the attachment, e.g. **ISPLHUBAMAPI0000000006.RPL.gz** If the subject line is wrong the office system cannot process your export files

# SHIPSURE GUIDE

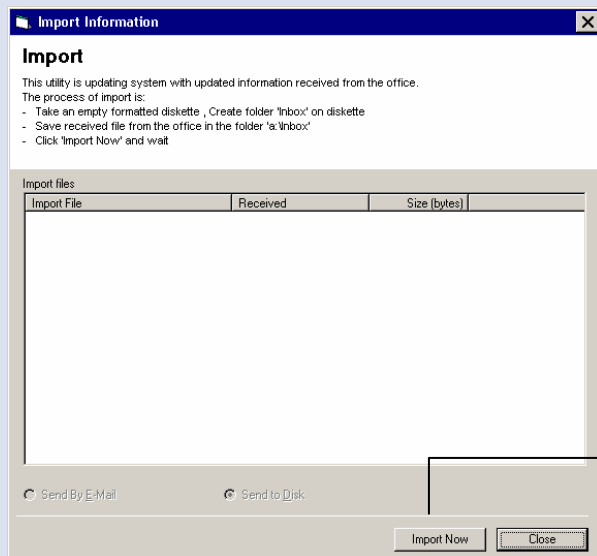
## Importing Information

The Import file will be sent through email from the office. Save this file to c:\mapi\inbox.



Click **Special Utilities** from the from the Admin Tools group

Double click on the Import Information option. **Import Information**



Save the file you receive from the office in the Inbox folder and click Import Now.

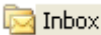





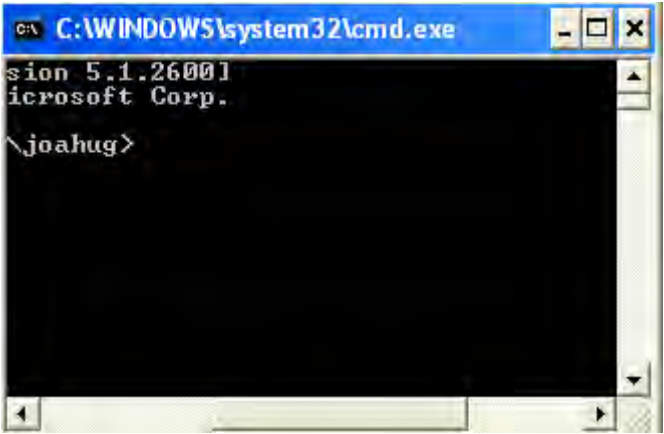

## SHIPSURE PROCESS GUIDE

### IMPORTING AND EXPORTING DATA




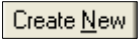
<i>Importing data</i> .....	3
<i>Exporting data</i> .....	4
<i>Import Problems</i> .....	5




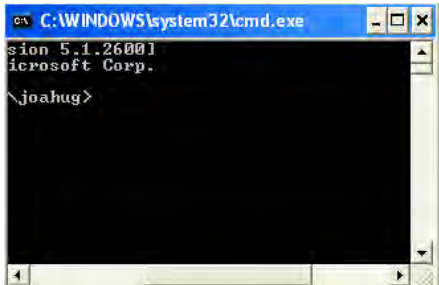
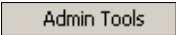


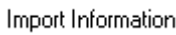


1.	<b>Importing data</b>
	<p><i>All data entered in the office must be updated on the ship's shipsure computer. Once this import has been completed, the vessel will see all updates that have been made in the office. An import file will be sent to the vessel every 2-3 days.</i></p> <p><i>To import data, complete the following steps:</i></p>
1.	Access your email inbox. 
2.	Open the email sent from the office with the attached import file, e.g.  HUBASHEAMAPI0000000285.RPL.GZ (165 KB)
3.	Save the file to c:\mapi\inbox
4.	Click  on the bar at the left of the screen.
5.	Click 
6.	Double click the  option.
7.	Click the  button.
8.	<p>A window will appear which will run the import process.</p>  <div>  <p><b><i>THIS PROCESS MAY TAKE SOME TIME, PLEASE DO NOT CLOSE THIS WINDOW; THE PROCESS MUST BE COMPLETED IN ORDER FOR THE IMPORT TO BE SUCCESSFUL.</i></b></p> </div>

<b>1.</b>	<b>Importing data</b>
	<i>This completes the Import Process; a window will appear for confirmation, informing you the file has been successfully saved.</i>
	<p><i>When you run the Import Process, you automatically create an Export file. This export file should be sent to the office to update the shipsure database in the office.</i></p> <p><i>To export this data, complete the following steps:</i></p>
1.	Access your email programme.
2.	The automatically created Export file is saved in c:\mapi\outbox, attach this file to an email message.
3.	The subject line should be the same as the attached file. <b>Do not write any text in the message body.</b>
4.	Send the file to the email address <a href="mailto:vlog@vships.com">vlog@vships.com</a>
5.	Access the c:\mapi\outbox location and delete the file stored here e.g HUBASHEAMAPI0000000285.RPL.GZ
	<i>If you do not send this export file to the office at this time, the next time you create an export file, there will be 2 files which should be sent to the office.</i>

<b>2.</b>	<b>Exporting data</b>
	<p><i>This process of exporting should be completed every day if you have urgent requisitions or are on a Sea Passage. Otherwise you should send an update to the office at least once a week.</i></p> <p><i>To export data, complete the following steps:</i></p>
1.	Click  on the bar at the left of the screen.
2.	Click 
3.	Double click the  Export Information option.
4.	Click 
5.	This will create an export file saved in c:\mapi\outbox
6.	Access your email programme.
7.	Attach the export file saved in c:\mapi\outbox

<b>2.</b>	<b><i>Exporting data</i></b>
8.	The subject line should be the same as the attached file. <b><i>Do not write any text in the message body.</i></b>
9.	Send the file to the email address <a href="mailto:vlog@vships.com">vlog@vships.com</a>

<b>3.</b>	<b><i>Import Problems</i></b>
	<p><b><i>You have closed the window below before the process has been completed.</i></b></p> 
	<b><i>Simply repeat the steps for importing as described above:</i></b>
9.	Click  on the  at the left of the screen.
10.	Click 
11.	Double click the  option.

# SHIPSURE GUIDE

## Inspection Manager

### Adding a New Inspection

Access the Inspection Manager



Click Add on the toolbar.



**Inspection Details**  
M/V HAVKONG

From: 29/09/2005 To: 29/09/2005

Inspection Type: Self Assessment ☐ Report Required

Company: Vships

Department: Deck / Navigation

Department Members: Master

Inspector: Master

Where: at sea

Report Issued: 29/09/2005 Next Visit Due: ☐

Vessel's Rating: 8

Comments: Vessel in good repair - please see attached defect list

Apply Close

Complete the details as illustrated.

Select the company from .  
Complete the remainder of the information from the drop down lists.

Any comments added are general observations, not specific defects.

Click Apply to save changes.

### Adding a Deficiency/Observation or Recommendation

Double click on the saved entry to enter the defect list.

Date	Where	Department/Company	Type	Rate	Def	Outst	Rec	Obs	Days
29-Sep-05	at sea	Vships	Self Assessment	8	0	0	0	0	1
09-Aug-05	AT SEA	VSHIPS (UK)	External Audit	8	0	0	0	0	1

**All Inspection Findings**

Ves Ref No.	Insp Ref No.	Type	Category	System / Area	Due Date	Cleared	Add
							Edit
							Delete
							Clear
							Filter

Details

Click Add

Enter the details as illustrated:

Click Apply to save.

**S.I.R. Item**  
M/V HAVKONG

**Item Details**

Ves Ref No: V/05/0003 Insp Ref No: 1

Type of Item: Deficiency Due Date: 06/10/2005

Category: Clearance by Ship's Staff Clearance Required: ☒

System/Area: Accommodation

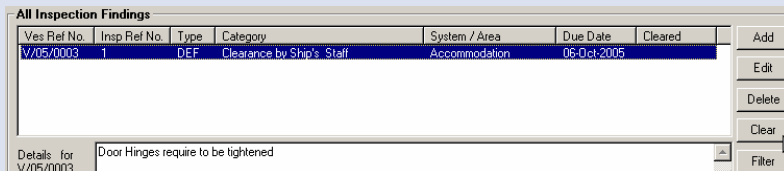
Description: Door Hinges require to be tightened

Apply Close

# SHIPSURE GUIDE

## Clearing a Defect

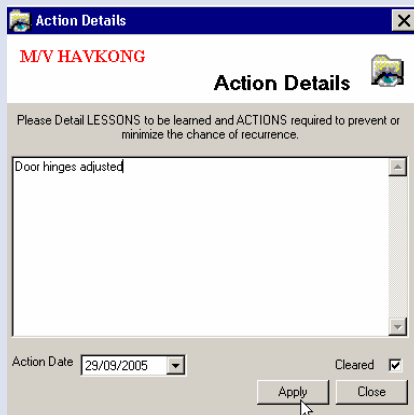
To clear a defect, edit the inspection to access the defect list.



Ves Ref No.	Insp Ref No.	Type	Category	System / Area	Due Date	Cleared
V/05/0003	1	DEF	Clearance by Ship's Staff	Accommodation	06-Oct-2005	

Details for V/05/0003: Door Hinges require to be tightened

Select the item and click Clear.



**M/V HAVKONG**

**Action Details**

Please Detail LESSONS to be learned and ACTIONS required to prevent or minimize the chance of recurrence.

Door hinges adjusted

Action Date: 29/09/2005

Cleared ☒

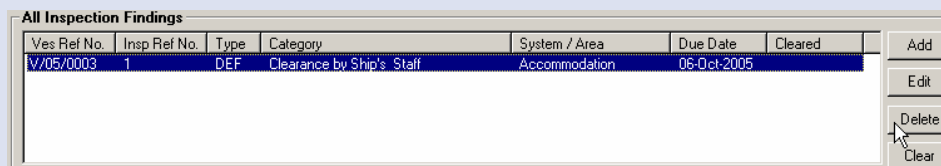
Apply Close

Enter the actions performed, date cleared and click Apply.

## Deleting Inspections and Findings

An inspection cannot be deleted from the vessel, please contact the office to delete an inspection; however an inspection finding can be deleted.

To delete a defect, edit the inspection to access the defect list and click Delete.

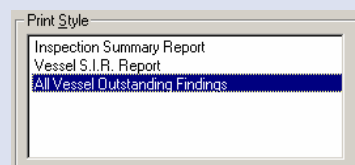


Ves Ref No.	Insp Ref No.	Type	Category	System / Area	Due Date	Cleared
V/05/0003	1	DEF	Clearance by Ship's Staff	Accommodation	06-Oct-2005	

## Printing

Printing can be done from within the inspection details, or from the main screen.

Printing from the main screen by clicking the Print button on the toolbar will allow you to print all outstanding defects for the vessel.

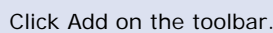
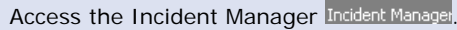


**Print Style**

Inspection Summary Report  
Vessel S.I.R. Report  
All Vessel Outstanding Findings

SHIPSURE  
GUIDE

## Adding a New Incident



Complete the details by selecting the report type, incident date and classification.

Enter the report date and the Ship Ref No. The vessel should not enter a closed date for the incident.

Click Apply to save the entry.

Enter the Report Form by clicking the Report button.

Complete the fields and click the Next Page button to move through the report.

Note that you can also print the report.


1



# SHIPSURE GUIDE

The new incident appears in the detail pane. Double click on an entry to view, amend or print.

M/V HAVKONG					
Ship Ref No.	Type	Class	Incident Date	Report Date	Status
001	Accident	Fatality	23-Sep-2005	23-Sep-2005	Original Report
1	Near Miss	First Aid Case	09-Aug-2005	09-Aug-2005	Original Report
1	Near Miss	First Aid Case	09-Aug-2005	09-Aug-2005	Original Report
001	Accident	Fatality	20-May-2005	20-May-2005	Original Report

To delete an incident select the incident from the grid and click  on the toolbar.

Reporting new information should be done by amending the record and selecting the status Revised Report:



Abbreviations displayed on the screen are as follows:

Fatal – Fatality  
 LTI – Lost Time Injury  
 MTC – Medical Treatment  
 RWC – Restricted Work Case  
 TRC – Total Recordable Cases  
 FAC – First Aid Case  
 NIC – Non Injury Case  
 Total Inc – Total Incidents  
 NM – Near Miss  
 MExp Hours – Million Exposure Hours

Safety Performance is measured by LTIF (Lost Time Injury Frequency) and TRCF (Total Recordable Case Frequency) according to OCIMF guidelines.

The million exposure hours' calculation is determined by:

$$\frac{\text{No. of crew} * \text{No. of days in Management} * 24 \text{ (hours)}}{1,000,000}$$





# ShipSure

integrated software solution for the shipping  
industry  
Haz Occ Manager Passenger



# Contents

<b>Hazard Occurrences Manager (HazOcc)</b>	<b>3</b>
Overview .....	3
Hazard Occurrences Screen .....	3
Calculation of M.Exp Hours .....	5
Toolbar button & Menu Options .....	5
Adding a New Occurrence (Passenger Vessels) .....	6
Details Sheet .....	6
Analysis and Evaluation Sheet Tab .....	9
Statistics Data .....	9
Recommendations/Actions/Modifications .....	9
Reviewing Changes Made (Audit Log) .....	11
Printing the Hazardous Occurrence .....	11
Deleting an Occurrence .....	12
Reports and Statistics .....	12
Report Analysis .....	12
Accident Statistics .....	13
Exporting Data from Print Preview Screens .....	13
Cruises List (Passenger only) .....	14
Adding a Cruise .....	14
Editing/Deleting a Cruise Detail .....	15

# Hazard Occurrences Manager (HazOcc)

---

## Overview

Recording Incidents/Accidents/Near Misses should be entered in ShipSure Suite. This part of the application has been designed to allow you to easily enter all details on accidents and incidents. The system will also allow you to easily create reports from the data entered.

The system has been structured around OCIMF guidelines.

---

## Hazard Occurrences Screen

On board, you will only see your vessel's information.

The screen displays as follows:

ed Ship Hazardous Occurrences for a period from 01-Jan-07 to  
ow only)

Vessel	Fatal	LTI	MTC	RWC	TRC	FAC	NIC	Tot Acc	NM	Tot Inc	Av Crew	MExpHs
WIND SPIRIT	1	7	0	0	7	0	0	7	1	2	300	1.4544

Summary Screen

3 Vessel(s) listed	Fatal	LTI	MTC	RWC	TRC	FAC	NIC	Tot Acc	NM	Tot	MExpHs
<b>TOTAL</b>	6	30	11	6	47	5	0	52	5	9	2.1576
<b>RATE</b>	2.78	13.90	5.10	2.78	21.78	2.32	0.00	24.10	2.32		
<b>OCIMF LTIF</b>		13.90					21.78	<b>FLEET TOTAL IR</b>		24.10	

**M/V WIND SPIRIT**

Ship Ref No.	Type	Class	Incident Date	Report Date	Status	Cruise No
0/00012	Crew Accident		18-Sep-2007	18-Sep-2007	Original Report	
0/00011	Incident	Other	07-Sep-2007	07-Sep-2007	Original Report	
0/00009	Passenger Accident		07-Sep-2007	07-Sep-2007	Original Report	
0/00010	Third Party Accident	Lost Time Injury	07-Sep-2007	07-Sep-2007	Original Report	
0/00007	Incident	Fires	09-Aug-2007	09-Aug-2007	Original Report	
0/00008	Third Party Accident	Lost Time Injury	09-Aug-2007	09-Aug-2007	Original Report	
0/00006	Crew Accident	Lost Time Injury	08-Aug-2007	08-Aug-2007	Original Report	

16 Report(s) in the List

Detail Pane

The categories are as follows:

- Fatality
- Lost Time Injury
- Medical Treatment Case
- Restricted Work Case
- First Aid Case
- Non Injury Case (n/a for passenger vessels)
- Near Miss

The screen also shows the following calculations:

LTI (Lost Time Injuries) = Fatalities + Permanent Total Disability + Permanent Partial Disability + Lost Workday Cases.

TRC (Total Recordable Cases) = LTI + MTC (Medical Treatment Case) + RWC (Restricted Work Case).

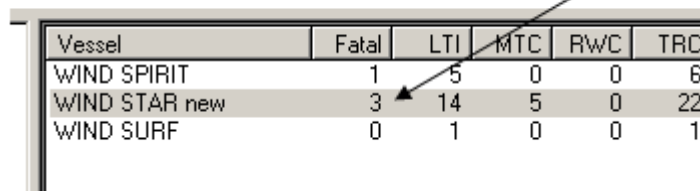
Total Accidents/Total Incidents are also calculated

## Calculation of M.Exp Hours

The calculation on the screen of Million Exposure hours is reached from the average number of crew. This is an extremely important calculation and must be correct as this will provide average figures for analysis.

For passenger vessels, this number is calculated from the average number of crew added in the Cruises List (Passenger only).

Although it appears that you can calculate the M.Exp Hours by double clicking on the vessel at the top of the window – this is used for Cargo vessels only.



Vessel	Fatal	LTI	MTC	RWC	TRC
WIND SPIRIT	1	5	0	0	6
WIND STAR new	3	14	5	0	22
WIND SURF	0	1	0	0	1

## Toolbar button & Menu Options



Add New Occurrence



Delete selected occurrence



Filter occurrences



Edit/View Occurrence

From the Hazardous Occurrences Menu:

Report Analysis

Use to prepare a report on the details entered. Select the fleet you want to query on first.

Accident Statistics

Displays report on details entered, also includes injury, place, type and cause of accident.

Cruises List

Displays the list of voyages and cruise numbers. You can add and edit from within this window.

---

## Adding a New Occurrence (Passenger Vessels)

If you are working in the office, please select the vessel from the top left of the screen, then click:



Add New Occurrence

The following screen will open for completion:

### Details Sheet


Simply select from each of the drop down fields for Hazardous Type, Date, Report Status and Classification.

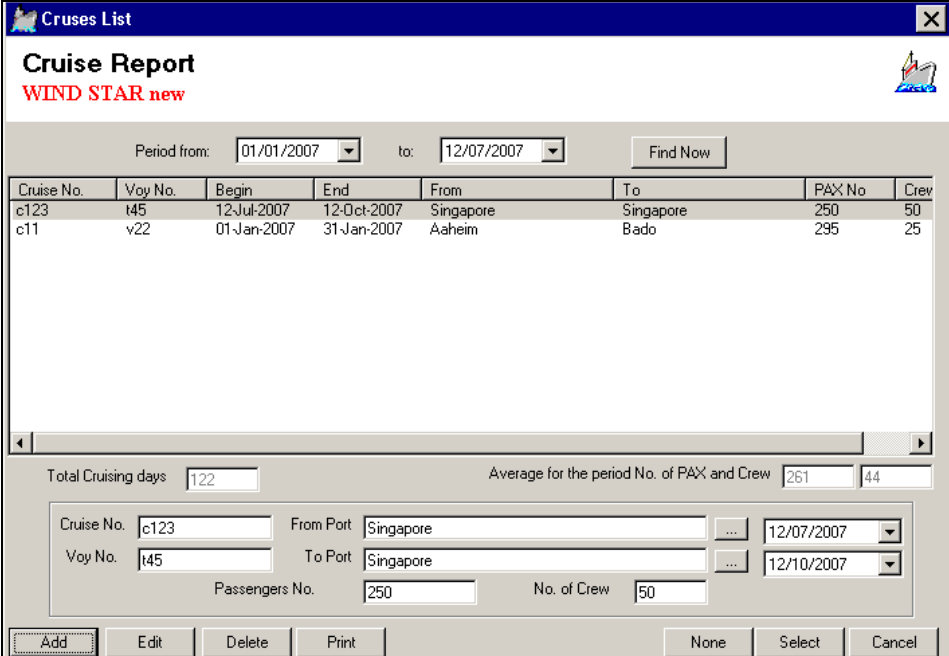
Selecting a Hazardous Type, e.g. incident will display a relevant Classification listing.

Type the description, Safety officer and master.

The Ship Number is a unique automatically generated number.

## Entering the Cruise No

Click  at the right of the No. of crew.



**Cruses List**

**Cruise Report**  
**WIND STAR new**

Period from: 01/01/2007 to: 12/07/2007 Find Now

Cruise No.	Voy No.	Begin	End	From	To	PAX No	Crew
c123	t45	12-Jul-2007	12-Oct-2007	Singapore	Singapore	250	50
c11	v22	01-Jan-2007	31-Jan-2007	Aaheim	Bado	295	25

Total Cruising days: 122 Average for the period No. of PAX and Crew: 261 44

Cruise No. c123 From Port Singapore 12/07/2007  
Voy No. t45 To Port Singapore 12/10/2007  
Passengers No. 250 No. of Crew 50

Add Edit Delete Print None Select Cancel

This screen will display the available cruise numbers for selection. Click on the cruise and click **Select** to add the cruise to the Occurrence details.

## Creating a Cruise Number

From within the Cruise Report Window (accessed when adding a new occurrence, see Entering the Cruise No).

Click the Add button.



Cruise No. c123 From Port 12/07/2007  
Voy No. To Port 12/07/2007  
Passengers No. 0 No. of Crew 0

Type the cruise no and Voyage no.

To enter the port details, click  at the **From** and **To Port** fields.

Click on the letter of the port you want to select. This will display all the ports that begin with that letter. (To move quickly through the list to select your port, click once on any port and type the name of the port you want to select).

The **New** button will allow you to add a new port.

---

Note: Ensure the port you are adding does not already exist in the database. Duplicates are not advisable and will cause confusion.

---

Select the start and end date of the cruise and enter the number of passengers and crew.

Click OK to save.

### ***Adding the Report for the Occurrence***

Click **Add** in the reports section at the foot of the Add New Occurrence window. ***This Add button will only be active once you have clicked Apply to save the report. It is also only relevant for Passenger and Crew Accidents.***

Select the report you want to add:

Click **OK**.

A form (known as an E-form) is displayed for completion.

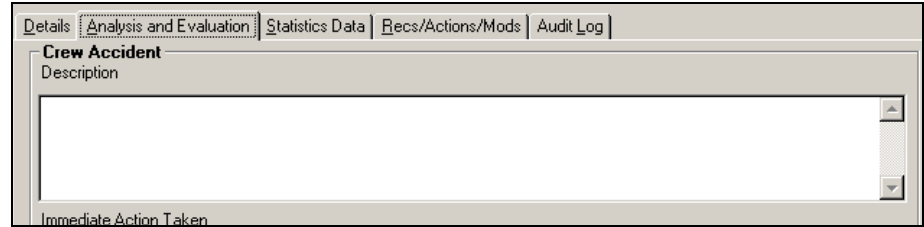
Complete the form by clicking in each field and entering the data:

This form is also stored in the e-forms section of the application.



## Analysis and Evaluation Sheet Tab

Once the Details sheet has been completed, click on Analysis and Evaluation Sheet. This can be used to add summary details of an accident, however this **must** be completed when an Incident has occurred, as there is no associated form for this classification.



The screenshot shows a software window titled 'Crew Accident' with a tabbed interface. The active tab is 'Analysis and Evaluation'. Below the tab bar, there is a 'Description' label followed by a large, empty text area for input. At the bottom of the window, there is a label 'Immediate Action Taken'.

Simply enter the data in each field. Click Apply to save the changes.

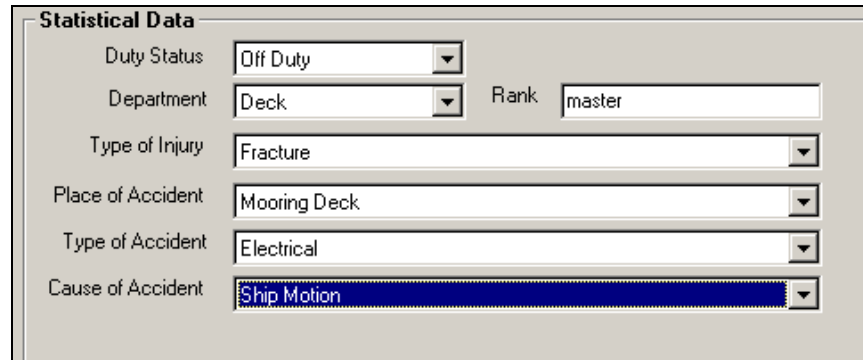
---

Note: Once you have saved the data, changes can only be made via the Rec/Actions/Mod sheet.

---

## Statistics Data

In passenger vessels the statistical data should be entered manually as shown below:

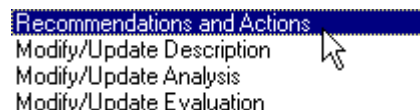


The screenshot shows a 'Statistical Data' form with several fields: 'Duty Status' (dropdown menu showing 'Off Duty'), 'Department' (dropdown menu showing 'Deck'), 'Rank' (text field containing 'master'), 'Type of Injury' (dropdown menu showing 'Fracture'), 'Place of Accident' (dropdown menu showing 'Mooring Deck'), 'Type of Accident' (dropdown menu showing 'Electrical'), and 'Cause of Accident' (dropdown menu showing 'Ship Motion').

Click OK to save changes.

## Recommendations/Actions/Modifications

This sheet should be used to add recommendations or actions. It should also be used to make changes to the Analysis and Evaluation details.

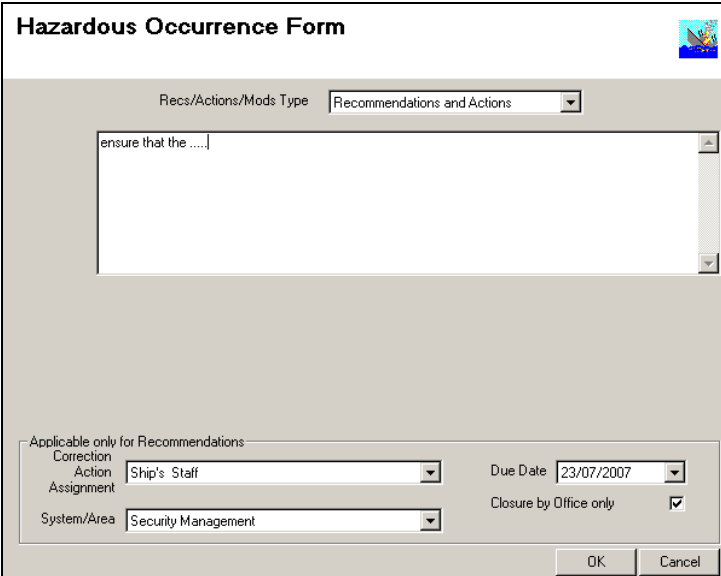


The screenshot shows a menu titled 'Recommendations and Actions' with three options: 'Modify/Update Description', 'Modify/Update Analysis', and 'Modify/Update Evaluation'. A mouse cursor is pointing at the 'Modify/Update Description' option.

Select Recommendations and Actions to add a new entry. To amend the description, analysis or evaluation, select the relevant option.

## Adding a Recommendation/Action

Select the Recommendation and Actions option from the Type field.



The screenshot shows the 'Hazardous Occurrence Form' window. At the top, there is a dropdown menu labeled 'Recs/Actions/Mods Type' with 'Recommendations and Actions' selected. Below this is a large text area containing the text 'ensure that the .....'. At the bottom, there is a section labeled 'Applicable only for Recommendations' which contains several fields: 'Correction' (set to 'Ship's Staff'), 'Due Date' (set to '23/07/2007'), 'Action Assignment' (set to 'Security Management'), and a checkbox for 'Closure by Office only' which is checked. There are 'OK' and 'Cancel' buttons at the bottom right.

Select the Assignment, System/Area and due date fields. If you wish only the Closure to be carried out by the office, check the box.


Click OK to save the entry.

---

Note: Once you have added an entry, you CANNOT change it.

---

Once you have added an entry for Recommendations and Actions, the Action Taken module is available for completion:



The screenshot shows the 'Action taken' module. It features a table with columns 'Date', 'By', and 'Closed'. To the right of the table is a large text area for notes. An 'Add' button is located in the top right corner of the module.

Click **Add**.

**Actions to prevent recurrence**

**M/V WIND STAR new**

**Action Details**

Please detail actions taken to close recommendations

Add the details and select the action date.

Action Date: 12/07/2007

Apply Close

### ***Closing a Recommendation/Action***

Select the item to be closed, then click the **Close** button. Enter the details on what has been done to Close the action and select the date the item was closed.

## **Reviewing Changes Made (Audit Log)**

All actions are recorded in the Audit Log Sheet; this is for viewing only.

## **Printing the Hazardous Occurrence**

Double click on the report for the vessel:

Ship Ref No.	Type	Class	Incident
O/00050	Crew Accident	Fatality	12-Jul-20
O/00048	Crew Accident	Medical Treatment Case	11-Jul-20
O/00047	Major Incident	Oil Spills Resulting in ...	11-Jul-20

This will open the report and allow you to click the Print button which will display the options for printing.

**HazOcc Manager Printing**

1. Report  
2. Main Report Forms  
3. Main Report and All Additional Reports  
4. All Additional Reports

OK Cancel

The options are as follows:

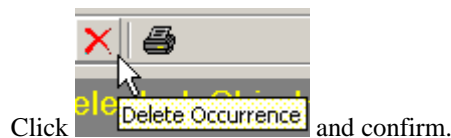
1. will display the report in print preview format and allow you to export data – see Exporting Data from Print Preview Screens
- 2., 3. and 4. will send directly to the printer, there is no preview facility available because you are printing the reports which are in an E-form format.

---

## Deleting an Occurrence

Select the occurrence report from the foot of the screen:

M/V WIND STAR new			
Ship Ref No.	Type	Class	Incident
O/00050	Crew Accident	Fatality	12-Jul-21
O/00048	Crew Accident	Medical Treatment Case	11-Jul-21
O/00047	Major Incident	Oil Spills Resulting in ...	11-Jul-21



---

Note: There is no “undo”.

---

---

## Reports and Statistics

There are 2 reports which can be easily accessed to summarise the details of the reports entered:

- Report Analysis
- Accident statistics

Both are selected from the Hazardous Occurrences Manager Menu on the Menu bar at the top of the screen.

### Report Analysis

Note the drop down fields at the top of this screen, as In this report, you can filter to display a customised report.

For example, filter by date, hazardous type and classification:

From: 01/01/2007 To: 12/07/2007 Vessel: All

Hazardous Type: Crew Accident ☐ All Classification: Lost Time Injury ☐ All

Report Status: ☒ All

Use Print and Preview to display the report in the Print Preview window, allowing you to export the file into PDF or MS Excel, etc.

## Accident Statistics

This report looks very similar to the Report Analysis; ensure that you scroll along to the right where further detail is displayed:

Rank	Department	Duty Status	LTI	Injury Type	Place of Accident	Type of Accident	Cause of Accident
Bosun	Engine	On Duty	Permanent Total Dis...	Dislocation	Open Decks	Involving Struct...	Poor Worksite P...
	Engine	On Duty		Dislocation	Machinery Space	Involving Struct...	Human Failure
	Contractor ...	On Duty		Eye Injury	Workshop	Involving Struct...	Poor Worksite P...
	Engine	On Duty		Burns	Machinery Space	Electrical	Equipment / To...
	Deck	On Duty		Dislocation	Mooring Deck	Involving Tools ...	Equipment / To...
	Hotel	Off Duty		Dislocation	Aloft / Overboard	Electrical	Poor Worksite P...
	Engine	Off Duty		Unconsciousness	Pax Areas	Involving Struct...	Ship Motion
	Engine	On Duty		Fracture	Workshop	Mooring	Poor Supervision

You can also print a list of the occurrences by clicking on the Print button on the toolbar.

The options given are:

Print Style

Incident Summary Report

Vessel Incident Report

**Incident Summary Report** will show the summary for all vessels you have selected, either in “Your Fleet” or for an office.

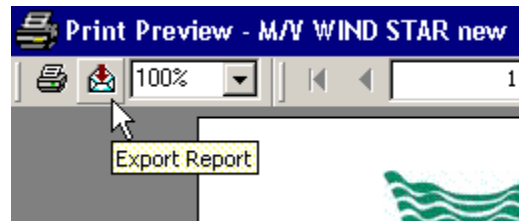
**Vessel Incident Report** will display all of the reports for the selected vessel.

## Exporting Data from Print Preview Screens

When you print preview any of the screens within ShipSure, there is a facility to export to a number of applications, allowing you to use Excel to create Graphs, MS

Word to create reports, you can also create a pdf, ensuring no-one can change your report.

Click on the Export Report Button on the toolbar within the print preview window:



You will be presented with the window to choose what type of application you want to export to and how you wish to view the exported report.



This will take the data from your print preview screen and copy it into Word/Excel, etc (whatever you have chosen as the destination).

---

## Cruises List (Passenger only)

This option is chosen from the Hazardous Occurrences Manager Menu on the Menu bar at the top of the screen.

This screen will display all the cruises including Port Details, passengers and crew. This screen also appears when adding an occurrence and selecting a cruise number.

This list is used to calculate the average crew for the million exposure hours calculation.

---

Note: the filter at the top of this screen will allow you to change the dates for the cruise list.

---


## Adding a Cruise

Click the Add button.

Cruise No.	c123	From Port		12/07/2007
Voy No.		To Port		12/07/2007
Passengers No.	0	No. of Crew	0	

Type the cruise no and Voyage no.

To enter the port details, click  at the **From** and **To Port** fields.


**Select Port**

Select First Letter or Select Country , highlight Port in the List then Click OK

**Find**

A	B	C	D	E	F	G	H	I	J
K	L	M	N	O	P	Q	R	S	T
U	V	W	X	Y	Z				

Country: Singapore

**Selected Port**

In

New

None

OK

Cancel

Ports in Singapore

Port

abeam  
ALGAS Anchorage  
Brani Terminal  
Changi Special Purposes Anchorage - Spore  
Eastern Bunkering Anchorage "B"  
Eastern Bunkering Anchorage "A"  
Eastern Bunkering Anchorage "C"  
Eastern Bunkering Anchorage-B  
Eastern Special Purpose  
Eastern Special Purpose A  
Uppahong Lighthouse

Click on the letter of the port you want to select. This will display all the ports that begin with that letter. (To move quickly through the list to select your port, click once on any port and type the name of the port you want to select).

The **New** button will allow you to add a new port.

---

Note: Ensure the port you are adding does not already exist in the database. Duplicates are not advisable and will cause confusion.

---

Select the start and end date of the cruise and enter the number of passengers and crew.

Click OK to save.

## Editing/Deleting a Cruise Detail

To make a change to an existing number or delete a record, simply click on the cruise number and click the Edit or Delete button.

# SHIPSURE GUIDE

## Risk Assessment

### Accessing the application

Click **Risk Assessment** icon which can be found in the **Ship Manager** section on the left of the screen.



### Viewing the List of Risk Assessments

The opening screen will show a summary of those risk assessments that are overdue for review and also highlights those Risk Assessments where the highest risk (Residual Risk) for the entire risk assessment is greater than 3. This is important as further controls must be added for these activities before the job should be considered.

M/V YEOMAN BRIDGE - Risk assessment					
YEOMAN BRIDGE	Vessel Name	Type	Total RA	Overdue RA	Unresolved Residual Risks Over 3
	YEOMAN BRIDGE	Self Unloader	2	0	0

Double click on the entry on the right hand side of the screen to open the list of existing RA's:

### Add a Risk assessment

Click **Add** from the Risk Assessment screen (accessed as described above)  
Select the Risk Assessment from the list:

A dialog box titled 'New Risk Assessment'. It contains the text 'Please select generic Form from the list or Select "New RA form" for creating new vessel specific form'. Below this is a dropdown menu with 'New RA Form' selected. At the bottom are 'OK' and 'Cancel' buttons. An arrow points from the 'Add' button in the previous screen to this dialog box.

There are a number of pre-defined activities (generic Risk Assessment forms) that you can use which will include a list of hazards, control measures and associated risk factor (you will be able to add and amend these for your requirements and make them ship specific). The **New RA Form** will give you a blank screen to add hazards and controls.

If you select a new RA form, you will be prompted to enter the name of the activity:

A dialog box with a label 'Work/Activity' and a text input field containing 'Main Engine Overhaul'. At the bottom are 'OK' and 'Cancel' buttons.

1. Click **Add** to add the first hazard.
2. Select the System/Area the hazard is associated with, and add review interval.
3. Click **Add** from the "Detailed Risk Assessment" screen.
4. Add the details of the hazard and the control measures, select the likelihood and the severity.
5. Once you click OK, the Risk Factor will be calculated.



# SHIPSURE GUIDE

## Editing the Risk Assessment

Double click to view, edit or add further controls for the Work/Activity.

Vessel Risk assessment								
Risk assessment								
MV YEOMAN BRIDGE								
No	Work/Activity	System/Area	Residual Risk	Hazards Over 3	No Controls	Last Review	Interval(m)	Latest Review Deadline
VA.1	Rigging Pilot Ladder & Embarking	Accom & Pub Space - Struct...	3	0	0	26-Apr-2010	12	26-Apr-2011
VA.2	Working aloft on the main mast		3	0	0	26-Apr-2010	12	26-Apr-2011

Update the work/activity and note that you may also make a hazard inactive from within the risk assessment, by electing the hazard and clicking **De-Activate**.

## Adding Controls

The Average Risk Factor is calculated based on each of the Identified hazards. The max risk is determined on the hazard, adding further risk control measures should reduce the Risk factor and therefore the average and the max factor should be reduced. **You can add several controls for the same hazard.**

To add further controls, edit the RA then click on Further Risk Control Measures sheet tab and click Add.

System/Area		Machinery Space - Main Engine	
Last Review	31-Jul-2009	Review in	6 Month(s)
Further Risk Control Measures		Add Log	
No.	Description of Identified Hazards	Existing Control Measures	
1	Danger of Electroction	Remove fuses, attach danger tags to ...	

Select the Hazard (this list is populated from the details in the Risk Assessment) and then add the further control measure to be followed.

No. 1. 1. now	
Hazard	1 Danger of Electroction
No.	1
Further Risk Control Measures	Ensure all electrics are isolated
Likelihood	4. Occasional
Severity	4. Major
Definition of Likelihood	Likely to occur - Once per 2 year period for the whole fleet
Definition of Severity	Significant damage to the ship that requires immediate dry-docking for repair.
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

You should then add the likelihood and severity for the hazard based on the new control measures that have been added.

When you save the Further Risk Control Measures, this will update the Risk Factor for the hazard on the Details sheet:

Details Further Risk Control Measures Audit Log					
No.	Description of Identified Hazards	Existing Control Measures	Likelihood	Severity	Risk Factor
1	Danger of Electroction	Remove fuses, attach danger tags to ...	6. Highly Li.	1. Minor	3. Medium Risk

Task Average Risk: 100 Max (Residual) Risk: 3

## Review

Each RA must be reviewed at least every 12 months. To review, edit the RA and click **Review Completed**.



# ShipSure

integrated software solution for the shipping  
industry  
Risk Assessment

## Contents

<b>OVERVIEW .....</b>	<b>2</b>
RISK ASSESSMENT .....	2
RISK ASSESSMENT SCREEN .....	4
ACCESSING THE RA DETAILS.....	5
ADDING A NEW RISK ASSESSMENT ACTIVITY.....	5
ADDING CONTROLS .....	7
ADD/EDIT THE RISK ASSESSMENT .....	8
REVIEWING THE RISK ASSESSMENT .....	8
<i>Review Where Risk Factor greater than 3 (Medium Risk).....</i>	<i>9</i>
DE-ACTIVATING THE RISK ASSESSMENT HAZARD .....	10
RE-ACTIVATING THE RISK ASSESSMENT HAZARD .....	11

Version 1.00  
Date of Revision: 21.08.09

# Overview

---

## Risk Assessment

Risk Management is the process of assessing risks and taking steps in order to eliminate or reduce them by introducing control measures. The risk assessment module has been developed to reduce and manage the risks on board.

This application has been designed to provide on-board staff with risk assessments and controls and history for work and activities.

The principle behind the application is that the ship staff can download Risk Assessment templates or create new Risk Assessment for a job/activity. These include the hazards for completing the job/activity and also the controls that should be established before the Risk Assessment review can be completed (by the onboard management team) and the job or activity undertaken.

The application is populated with generic Risk Assessment details and is based on controls in the VMS.

The system is based on the premise of calculating risk through likelihood and severity to determine a risk factor.

### **Likelihood**

1. Very unlikely - Extremely unusual. Control measures unlikely to fail. Once in a lifetime for a vessel.
2. Unlikely - Unlikely to occur. - Once per 15 year period for a vessel.
3. Remote – There is a good chance the hazard will not occur - Once per 5 year period for a vessel.

4. Occasional – Likely to occur - Once per 2 year period for a vessel.
5. Likely – Very likely to occur - Once per year for a vessel.
6. Highly Likely - Likely to occur imminently. There are no effective controls in place

### **Severity**

1. Minor - Minor spill on the vessel that is cleaned up the crew. At most a single minor injury or occupational illness. . Isolated case(s) of viral or gastrointestinal illness within 0.5% of crew or passengers. Minor damage to the ship.
2. Moderate - Around 50 litre spill. Minor spill where some contamination of the environment occurs. Lost time injury. Illness and/or multiple minor injuries or occupational illness. Sudden increase of viral or Gastrointestinal illness within 0.5% - 1.5 % of crew or passengers. Damage to the vessel which requires a repair team to be sent to the ship.
3. Severe - Around 500 litre spill. Considerable environmental contamination results in a major fine imposed by the authorities. A major injury, loss of limb or disabling illness. Outbreak of viral or gastrointestinal illness within 1.5% -2.5% of crew or passengers. Major damage to the ship which will require dry-docking for repairs at some time.
4. Major - Around 5,000 litre spill. Significant fine on vessel and/or detention order. A single death; and/or multiple severe injuries or occupational illnesses. Epidemic of viral or gastrointestinal illness within 2.5 % - 10 % of crew or passengers. Significant damage to the ship that requires immediate dry-docking for repair.
5. Critical - Around 50,000 litre spill. Significant fine, vessel detention and criminal prosecution. Greater than 1 fatality and up to 10 fatalities. Epidemic of viral or Gastrointestinal illness within 10% to 50 % of crew or passengers. Critical damage to the ship where it is removed from trading for a significant period of time for repair.
6. Disastrous - Serious environmental contamination (e.g. Exxon Valdez, Torrey Canyon). Significant legal action against the company and major clean-up operation required. More than 10 fatalities. Pandemic of viral or Gastrointestinal illness above 50% of crew or passengers. Loss of the vessel.

The combination of these factors will result in a Risk Factor as follows:

#### **Risk Factor**

1. **Very Low** - Acceptable Risk. No further controls or action necessary, Ensure controls are maintained and monitored.
2. **Low** - Tolerable Risk. Actions to further reduce risks are low priority, No additional controls required, unless if very low cost (time, money, effort). Maintain controls and monitor them.
3. **Medium** - Risk should be reduced to tolerable or preferably acceptable where applicable, within defined time period, but the costs of additional risks should be taken into account. Maintain controls.
4. **Significant** - Substantial Risk. Every effort should be made urgently, within a defined time period, to reduce the risk to tolerable or acceptable level, consider that the activity should be restricted or suspended. Apply interim risk control measures and maintain them.
5. **High** - Unacceptable risk that is to be immediately reduced to tolerable or acceptable level. Substantial improvement necessary in risk controls. Stop or do not start the activity.
6. **Very High**

Any risk level scored at 4 and above must have additional controls applied to bring the risk as low as reasonably possible, but below 4.

Likelihood \ Severity	Minor	Moderate	Severe	Major	Critical	Disastrous
Very Unlikely	Very Low	Very Low	Low	Medium	Significant	High
Unlikely	Very Low	Low	Medium	Significant	High	High
Remote	Low	Medium	Significant	High	High	Very High
Occasional	Medium	Significant	High	High	Very High	Very High
Likely	Significant	High	High	Very High	Very High	Very High
Highly Likely	High	High	Very High	Very High	Very High	Very High

**Matrix of Risk**

---

## **Risk Assessment Screen**

The risk assessment screen will display the total risk assessments. As each risk assessment activity must be reviewed; the new review date is set after the last review. Each Risk Assessment must be reviewed at least every 12 months.

The screen will show a summary of those risk assessments that are overdue for review and also highlights those Risk Assessments where the highest risk (Residual Risk) for the entire risk assessment is greater than 3.

This means there are inadequate controls in place for the work or activity. When further controls are added, the residual risk should reduce.

---

## Accessing the RA Details

Double click on the vessel in the list to display the full details of each risk assessment activity.

No	Work/Activity	System/Area	Residual Risk	Hazards Over 2	No Controls	Last Review	Interval(m)	Latest Review Deadline
V\ 6	Working aloft on the main mast		2	0	0	31-Jul-2009	12	31-Jul-2010

The detail screen of each Risk Assessment activity shows:

- **Main work activity**
- **System/Area** that activity is concerned with
- **Residual risk** is the maximum risk factor for the work or activity.
- **Hazards over 2** shows those hazards for the activity that are greater than 2.
- **No controls** is the total number of the hazards associated with the activity where there are no controls put in
- **Last Review** is the date the Risk Assessment was last reviewed.
- **Interval** is how often the Risk Assessment should be reviewed
- **Review Deadline** (which populates overdue RA) is the last date the Risk Assessment should be reviewed.

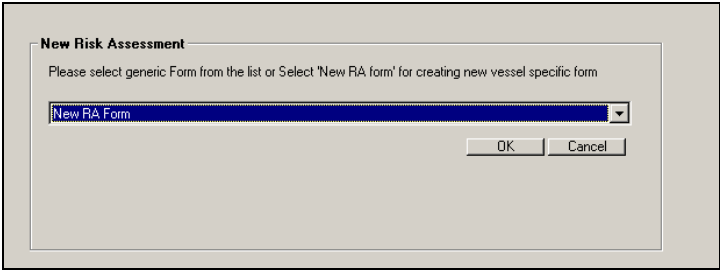
---

## Adding a new Risk Assessment Activity

Both Ship and Shore staff can add risk assessments.

To add a new Risk Assessment activity:

1. Double click on the vessel name in the main RA screen.
2. Click **Add**
3. Select the Risk Assessment from the list



**New Risk Assessment**

Please select generic Form from the list or Select 'New RA form' for creating new vessel specific form

New RA Form

OK Cancel

There are a number of pre-defined activities (generic Risk Assessment forms) that you can use which will include a list of hazards, control measures and associated risk factor (you will be able to add and amend these for your requirements and make them ship specific). The new RA form will give you a blank screen to add hazards and controls.

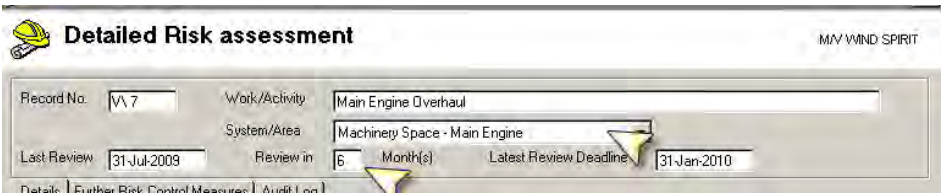
4. If you select a new RA form, you will be prompted to enter the name of the activity:



Work/Activity Main Engine Overhaul

OK Cancel

5. Click ok; this will open the detailed risk assessment form for you to complete.
6. Click Add to add the first hazard.
7. Select the System/Area the hazard is associated with, and add review interval:



**Detailed Risk assessment** MY WIND SPIRIT

Record No. 117 Work/Activity Main Engine Overhaul

System/Area Machinery Space - Main Engine

Last Review 31-Jul-2009 Review in 6 Month(s) Latest Review Deadline 31-Jan-2010

Details Further Risk Control Measures Audit Log

8. Add the details of the hazard and the control measures, select the likelihood and the severity.



9. Once you click **OK**, the Risk Factor will be calculated.

## Adding Controls

The Average Risk Factor is calculated based on each of the Identified hazards. The max risk is determined on the hazard, adding further risk control measures should reduce the Risk factor and therefore the average and the max factor should be reduced.

To add further controls:

Click on Further Risk Control Measures sheet tab and click Add.

Select the Hazard (this list is populated from the details in the Risk Assessment) and then add the further control measure to be followed.

You should then add the likelihood and severity for the hazard based on the new control measures that have been added.

When you save the Further Risk Control Measures, this will update the Risk Factor for the hazard on the Details sheet:

No.	Description of Identified Hazards	Existing Control Measures	Likelihood	Severity	Risk Factor
1	Danger of Electroction	Remove fuses, attach danger tags to ...	6. Highly Li...	1. Minor	3. Medium Risk

Task Average Risk: 3.00 Max (Residual) Risk: 3

Hazard No. 1. Danger of Electroction

Description of Identified Hazards: Danger of Electroction

No. 1

Existing Control Measure: Remove fuses, attach danger tags to switches and lock isolators with padlocks.

Likelihood: 6. Highly Likely Severity: 1. Minor Risk Factor: 3. Medium Risk

Definition of Likelihood: Likely to occur imminently. There are no effective controls in place

Definition of Severity: Minor spill on the vessel that is cleaned up the crew. At most a single minor injury or occupational

**Note:** You can add further controls for the same hazard.

Once adequate controls have been added, the review can be completed by the onboard management team, ensuring the risk is managed.

---

## Add/Edit the Risk Assessment

To edit the activity or hazards contained within:

1. Double click on the vessel from the main screen.
2. Select the work/activity in the list and double click or click Edit/View.
3. Select the hazard in the list and click **Edit**.

---

## Reviewing the Risk Assessment

The review of shipboard risk assessments should be done (according to company policy) at least every 12 months, however the review may be done before 12 months and will be reviewed when a similar job is to be completed (the previous Risk Assessment will be used for reference) and requires a new Risk Assessment.

To complete the risk assessment review:

Access the Risk Assessment for the vessel (double click on the vessel in the main screen)

Edit the work/activity where the review should be completed, click the Review completed button:

No. 1 Existing Control Measure Remo

Likelihood 4. Occasional Severity

Definition of Likelihood Likely to occur - Once per 2 year period for whole fleet

Reported by: Office On: 03-Au

Add Edit De-Activate

Review completed

If you are working with a risk assessment where the risk factor is greater than 3 (medium risk), further controls are essential before the review can be completed.

### Review Where Risk Factor greater than 3 (Medium Risk)

When the system calculates a risk factor of greater than 3, further risk control measures must be added.

System/Area Machinery Space - Main Engine

Last Review 31-Jul-2009 Review in 6 Month(s) Latest Review

Details Further Risk Control Measures Add Log

No.	Description of Identified Hazards	Existing Control Measures
1	Danger of Electroction	Remove fuses, attach danger tags to...

Task Average Risk

Click on Further Risk Control Measures sheet tab and click Add.

Select the Hazard and then add the further control measure to be followed.

No. 1. 1. now

Hazard **1 Danger of Electroction**

No. **1** Further Risk Control Measures **Ensure all electrics are isolated**

Likelihood **4. Occasional** Severity **4. Major**

Definition of Likelihood **Likely to occur - Once per 2 year period for the whole fleet** Definition of Severity **Significant damage to the ship that requires immediate dry-docking for repair.**

OK Cancel

If you are working with a risk assessment where the risk factor is greater than 3 (medium risk), further controls are essential before the review can be completed.

## De-activating the Risk Assessment Hazard

When reviewing a previous Risk Assessment, the Master may feel that an identified hazard is no longer applicable and in this case the Master can de-activate them so they do not impact on the overall score.

To de-activate the hazard:

Access the Risk Assessment for the vessel (double click on the vessel in the main screen):

Click on the hazard in the list:

Details Further Risk Control Measures Audit Log			
No.	Description of Identified Hazards	Existing Control Measures	Likelihood
1	Working aloft	a) Permit to Work issued (SAF06a) b) ...	1. Very Unl.
2	Falling off ladder whilst climbing	a) Use appropriate safety harness b) ...	6. Highly Li.

And click on De-activate:

This screenshot shows a form for assessing a hazard. The 'Likelihood' is set to '1. Very Unlikely' and 'Severity' is '2. Minor'. The 'Definition of Likelihood' is 'Extremely unusual. Control measures unlikely to fail. Once in a lifetime for the whole fleet'. The 'Reported by' is 'Vessel' and the date is '10-Jun-2009'. At the bottom, there are buttons for 'Add', 'Edit', and 'De-Activate'. A yellow arrow points to the 'De-Activate' button. A 'Review completed' button is also visible.

This will remove the hazard from the list, however, it is not deleted completely. The status is changed to “De-Activated” and can be viewed from the Risk Assessment screen:

This screenshot shows a risk assessment screen. At the top, 'Task Average Risk' is 5.00 and 'Max (Residual) Risk' is 5. The 'Description of Identified Hazards' is 'Falling off ladder whilst climbing'. The 'Existing Control Measure' is 'a) Use appropriate safety harness b) Correct PPE for the tasks supplied / used'. The 'Likelihood' is '1. Very Unlikely', 'Severity' is '4. Major', and 'Risk Factor' is '5. Very High Risk' (highlighted in red). The 'Definition of Severity' is 'Around 5,000 litre spill. Significant fine on vessel and/or detention order. A single death; and/or'. The date is '10-Jun-2009'. At the bottom, there are buttons for 'Edit', 'De-Activate', 'Show De-Activated', 'Print', 'Help', and 'Close'. A yellow arrow points to the 'Show De-Activated' button.

## Re-activating the Risk Assessment Hazard

If the Risk Assessment hazard has been de-activated, it remains attached to the Risk Assessment.

If the hazard that was de-activated is re-assessed and should again form part of the Risk Assessment, you can Re-Activate the hazard.

Click **Show De-Activated** to display the hazards;

Task Average Risk  Max (Residual) Risk

ng off ladder whilst climbing

Description of Identified Hazards

Existing Control Measure

Only Likely  Severity  Risk Factor

to occur imminently. There are no effective controls in place

Definition of Severity

On: 10-Jun-2009

Edit

Show De-Activated

Print Help Close

Select the hazard to re-activate

Click **Re-Activate**.

Note: Click the **Show Active** button to view the re-activated hazard.

## Audit Log

Each changed item will appear in the audit log. To view, access the Risk Assessment details and click Audit Log sheet.

Last Review  Review in  Month(s)

Details Further Risk Control Measures **Audit Log**

Audit Log

Action	Date	By	Description
INS	04-Aug-2009 17:02	Office	New Activity Created
INS	04-Aug-2009 17:02	Office	New Hazard Created
UPD	04-Aug-2009 17:02	Office	System/Area Updated
INS	04-Aug-2009 17:04	Office	New Hazard Created

# SHIPSURE GUIDE

## Certificates

This section of VL1 allows you to record vessel certificates. This screen will show all certificates overdue in **red** and any certificates due to be renewed within the current month in **blue**.



Click **Vessel Certificates** from the Ship Manager group on the Shortcut bar at the left hand side of the screen.

### Adding a Certificate

1. Select the Vessel from the Folder List
2. Click A yellow star icon with a green outline.
3. Select the Type of Certificate
4. Select the date of issue
5. Check the box if the certificate is permanent and will never expire.
6. Enter the validity/interval date and the expiry date will update.
7. Enter the window, i.e. the number of months that it will take to obtain the certificate before the expiry date.

### Editing a Certificate

If you have made an error in entering the details of the certificate, double click on the certificate in the list to edit the information.

### Re-issuing a certificate

Once the certificate has been renewed, you should enter the details by issuing a new certificate.

Click A yellow star icon with a green outline. **Issue Certificate.**

Type of Certificate	4. Safety Equipment
<b>Certificate Details</b>	
Certificate	4. Safety Equipment
Issued By / In	DNV Oslo, Norway
Date	07/02/2005
Permanent	<input type="checkbox"/>
Validity / Interval	60 months
Window (mths)	5
Expiry / Due Date	07/02/2010

All that is required in this form is to enter the new Issuing details, date of certificate and the expiry date.

### Deleting Certificates

Certificates can only be deleted in the office; Vessels should contact the office to delete certificates. To delete the certificate

1. Select the certificate
2. Click A red 'X' icon.
3. The certificate is permanently removed from the list; no record is kept of the certificate.

# ShipSure

*Integrated software solution for the  
shipping industry*

*Vessel Certificates*





## Table of Contents

Vessel Certificates .....	3
Accessing Vessel Certificates .....	3
Certificates Screen .....	3
Filter Certificates.....	4
Adding a Certificate .....	5
Adding Multiple Certificates for a Certificate Type .....	6
Editing a Certificate.....	6
Issuing a Certificate.....	7
Deleting Certificates.....	7
Printing Certificates .....	8
SIRE Report .....	8

Version 2.00


Date of Revision: 8 June 2010

## Vessel Certificates

This section of VL1 allows you to record vessel certificates. This screen will show all certificates overdue in **red** and any certificates due to be renewed within the current month in **blue**. There is also another option, "Within Survey Range" which works in conjunction with the window range that is allocated to the certificate, this is shown in **magenta**.

## Accessing Vessel Certificates



Click  from the Ship Manager group on the Shortcut bar at the left hand side of the screen.

---

**Note: Vessels will only be able to view the certificates for their vessel. Office users can view certificates for any vessel.**

---

## Certificates Screen

When you access Vessel Certificates, "Your Fleet" will be selected and all certificates for the fleet will be shown. However you can select a vessel or fleet from any folder on the folder list and in this way view the certificates for an entire office or fleet.

No.	Certificate Name	Issued By / In	Validity	Issue Date	Expiry/Due Date
1. 2	International Tonnage	LR	Permanent	10-Sep-07	
1. 3	Panama Canal	LR	Permanent	10-Sep-07	
1. 4	Suez Canal	LR	Permanent	10-Sep-07	
1. 5	Tonnage Tax	Liberia	12 Month(s)	01-Jan-10	01-Jan-10
1. 7	Radio License	Liberia	42 Month(s)	13-Dec-07	30-Jun-10
1. 8	Minimum Safe Manning Certificate	Liberia	Permanent	02-Oct-07	
1. 9	Continuous Synopsis Record	Liberia	Permanent	14-Sep-07	
2. 1. 1	Safety Construction	LR	60 Month(s)	02-Oct-07	02-Oct-12
2. 2. 1	International Loadline Certificate	LR	60 Month(s)	02-Oct-07	01-Oct-12
2. 3. 1	Cargo Ship Safety Equipment Certificate	LR	60 Month(s)	07-Sep-09	01-Oct-12
2. 4. 1	Record of Safety Equipment	LR	Permanent	07-Sep-09	
2. 5. 1	Cargo Ship Safety Radio Certificate	LR	60 Month(s)	02-Oct-07	01-Oct-12
2. 6	Record of Radio Equipment (Form R)	LR	Permanent	02-Oct-07	
3. 1. 1	International Oil Pollution Prevention Cert...	LR	60 Month(s)	02-Oct-07	01-Oct-12
3. 2	IOPP Supplement	LR	Permanent	02-Oct-07	
3. 3	International Sewage Certificate ( MARP...	LR	60 Month(s)	02-Oct-07	01-Oct-12
4. 1	ISM Safety Management Certificate	Liberia	60 Month(s)	23-Feb-08	23-Feb-13
4. 2	ISM Document of Compliance ( copy )	LR	60 Month(s)	05-Aug-08	05-Aug-13
6. 1. 1	Lifeboat falls (No. 1 boat)	STX	36 Month(s)	02-Oct-07	02-Oct-10
6. 1. 2	Lifeboat falls (No. 2 boat)	STX	36 Month(s)	02-Oct-07	02-Oct-10
6. 1. 3	Lifeboat No 1 & 2 boat & release gear an...	Qingdao Beihai Shipb...	12 Month(s)	15-Jul-09	15-Jul-10
6. 1. 4	Lifeboat No 1 & 2 davits & launching arr...	OPCO	12 Month(s)	15-Jul-09	15-Jul-10
6. 6. 1	Liferaft Type 200K+	Viking	12 Month(s)	09-Jul-09	09-Jul-10
6. 6. 2	Liferaft Type 200K+	Viking	12 Month(s)	09-Jul-09	09-Jul-10
6. 6. 3	Liferaft Type 200K+	Viking	12 Month(s)	09-Jul-09	09-Jul-10
6. 6. 4	Liferaft Type 200K+	Viking	12 Month(s)	09-Jul-09	09-Jul-10
6. 6. 5	Liferaft Type 60K+	Viking	12 Month(s)	09-Jul-09	09-Jul-10
6. 12	Fixed CO2 / Halon System Annual	STX			15-Jul-10

Click column headings to sort the list.

Log will show the history of the selected certificate and any remarks.

Summary for the selected fleet.

**M/V HORIZON DIANA**  
 Certificate 6. 1. 2 Lifeboat falls (No. 2 boat)  
 Certificate Log  

Date	Issued By / In	Remarks
02-Oct-2007	STX	


 End to End due 02-Apr-2010  
 Renewal due 02-Oct-2012.

76 Certificate(s) in the list 1 Overdue 21 Due Now 0 Within Survey Range

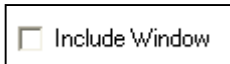
Vessel Certificates Screen

## Filter Certificates

The Filter function is used to display a list showing only those certificates which are due or overdue.

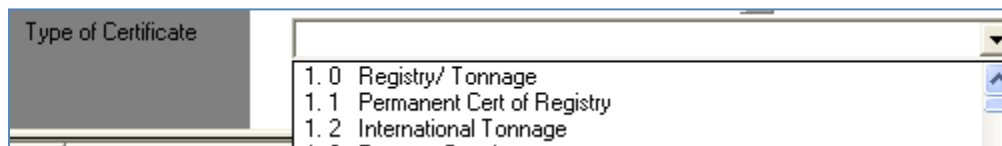
Click  on the toolbar, then enter the number of months certificates you want to see, e.g. if you wish to see all the certificates due to expire in the next month, use the arrows to select 1 .

Overdue & due	<input type="text" value="1"/>
---------------	--------------------------------



The ☐ Include Window option will use the window (months) that have been added for the certificate and include in the results. For example, if a certificate is not due until 3 months time but has a 3 month window, the filter displaying certificates overdue and due within a month will show it as due if the window is included. If we uncheck the include window option, the certificate will not show as due.

Further option for filtering the list of certificates is to filter by type of certificate:



This option can be used to find all certificates of a specific type; here you can choose a certificate, e.g. Safety Construction. The list will then display that certificate; therefore if you used this option in conjunction with selecting a fleet or office, you can display a list showing that type of certificate for the fleet or office.

To return the full listing and hide the filter pane, click **Show All** for both the type and the time period.

---

**Note: Ensure if you are using the filter again you uncheck the Show All box.**

---


## Adding a Certificate

The VMS master listing of certificates is used when adding new certificates.

When adding a certificate, the system will allow you to add only one for the vessel, e.g. you can only add one permanent certificate of registry. However, there are some certificates in the list that will allow you to add multiple entries; these exceptional items are where you would need to add an interim certificate, such as IOPP supplement, or where you have more than one certificate of that type, such as Liferafts.

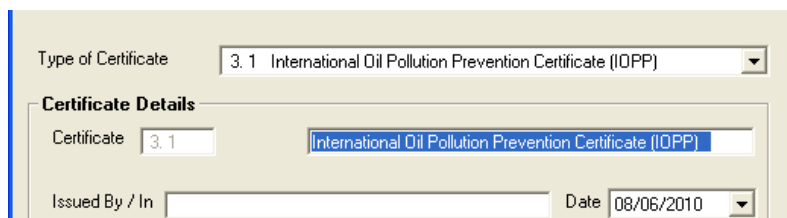
When you add one of these certificates, the system will generate a number, e.g. 2.1.1 and you can enter a name for the certificate, all other certificates are named according to the VMS.

To add a certificate:

1. Select the Vessel from the Folder List
2. Click  on the toolbar
3. Select the Type of Certificate
4. Select the date of issue
5. Check the box if the certificate is permanent and will never expire.
6. Enter the validity/interval date and the expiry date will update.
7. Enter the window, this the number of months that it will take to obtain the certificate before the expiry date, or the number of months that you have after the expiry date to obtain the certificate.

## Adding Multiple Certificates for a Certificate Type

For some certificates you are able to add multiple certificates for one type, eg 3.1 International Oil Pollution Prevention Certificate (IOPP). To do this add a certificate as described in Adding a certificate, in addition you may update the name of the certificate. The number of the certificate will increment automatically.



The screenshot shows a software interface for adding a certificate. At the top, there is a dropdown menu labeled 'Type of Certificate' with the selected option '3.1 International Oil Pollution Prevention Certificate (IOPP)'. Below this is a section titled 'Certificate Details'. Inside this section, there is a 'Certificate' field with the value '3.1' and a text input field containing 'International Oil Pollution Prevention Certificate (IOPP)'. At the bottom of the form, there is an 'Issued By / In' field and a 'Date' dropdown menu showing '08/06/2010'.

## Editing a Certificate

If you have made an error in entering the details of the certificate, double click on the certificate in the list to edit the information.


---

**Note: You must not simply edit the details of a certificate when a new certificate has been issued. See Issuing a Certificate.**

---

## Issuing a Certificate

Once the certificate has been renewed, you should enter the details by issuing a new certificate.

Click  Issue Certificate.

### Certificate Details

Allocate Certificate Details

**M/V HORIZON APHRODITE**

Type of Certificate 2.5 Safety Radio Certificate

**Certificate Details**

Certificate 2.5 No. 1 Cargo Ship Safety Radio Certificate

Issued By / In ABS Date 08/06/2010

Permanent ☐ Validity / Interval 60 months

Window (mnts) 0 Expiry/ Due Date 08/06/2015

All that is required in this form is to enter the new Issuing details, date of certificate and the expiry date.

---


Note: By issuing a certificate rather than simply editing details, a log is created of when and where each certificate was issued.

---

## Deleting Certificates

Certificates can only be deleted in the office; Vessels should contact the office to delete certificates.

To delete the certificate

1. Select the certificate
2. Click 


The certificate is permanently removed from the list; no record is kept of the certificate.

## Printing Certificates

Printing the certificate list works in conjunction with the Filter Certificates function.

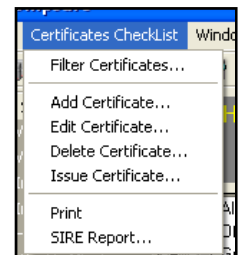
The list displayed on the screen is what will be printed.

To print the certificates

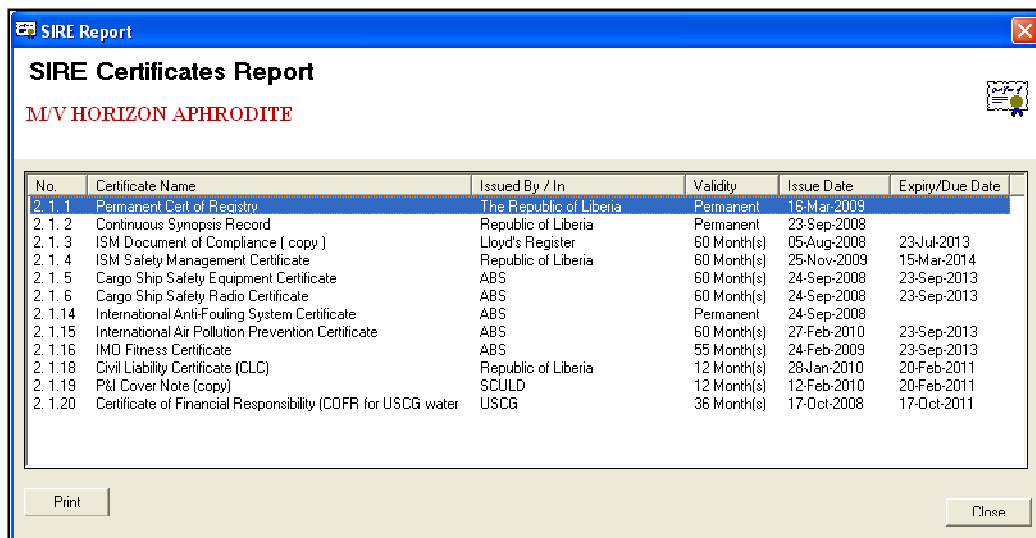
1. Click Filter to show all certificates, or overdue certificates
2. Sort the list according to the print out required
3. Click on the Print button on the toolbar 

## SIRE Report

This Ship inspection report is available from the **Certificates Checklist** menu option:



It will show all the certificates required by SIRE for Tankers.



No.	Certificate Name	Issued By / In	Validity	Issue Date	Expiry/Due Date
2.1.1	Permanent Cert of Registry	The Republic of Liberia	Permanent	18-Mar-2009	
2.1.2	Continuous Synopsis Record	Republic of Liberia	Permanent	23-Sep-2008	
2.1.3	ISM Document of Compliance ( copy )	Lloyd's Register	60 Month(s)	05-Aug-2008	23-Jul-2013
2.1.4	ISM Safety Management Certificate	Republic of Liberia	60 Month(s)	25-Nov-2009	15-Mar-2014
2.1.5	Cargo Ship Safety Equipment Certificate	ABS	60 Month(s)	24-Sep-2008	23-Sep-2013
2.1.6	Cargo Ship Safety Radio Certificate	ABS	60 Month(s)	24-Sep-2008	23-Sep-2013
2.1.14	International Anti-Fouling System Certificate	ABS	Permanent	24-Sep-2008	
2.1.15	International Air Pollution Prevention Certificate	ABS	60 Month(s)	27-Feb-2010	23-Sep-2013
2.1.16	IMO Fitness Certificate	ABS	55 Month(s)	24-Feb-2009	23-Sep-2013
2.1.18	Civil Liability Certificate (CLC)	Republic of Liberia	12 Month(s)	28-Jan-2010	20-Feb-2011
2.1.19	P&I Cover Note (copy)	SCULD	12 Month(s)	12-Feb-2010	20-Feb-2011
2.1.20	Certificate of Financial Responsibility (COFR for USCG water	USCG	36 Month(s)	17-Oct-2008	17-Oct-2011