



# MarSIS : Marine Safety Intelligent System

## USER GUIDE FOR Marine Service Provider (Contractor)

© 2021 Petroliam Nasional Berhad (PETRONAS)

All rights reserved. No part of this document may be reproduced in any form possible, stored in a retrieval system, transmitted and/or disseminated in any form or by any means (digital, mechanical, hard copy, recording or otherwise) without the permission of the copyright owner.

**Marine Safety Intelligent System (MarSIS)** is a digital tool that provides reliable insights, predictive and prescriptive analytics to the relevant stakeholders in order to better manage marine offshore vessel safety risk and for a safer operation.

## KNOW OUR OBJECTIVES

01

To enhance/revamp current the system architecture of current solution so that it is aligned with PETRONAS Cyber Security requirements and Software Development Standards

02

To improve current system functionalities

03

To introduce a new module called “Active Assessment Evaluation”

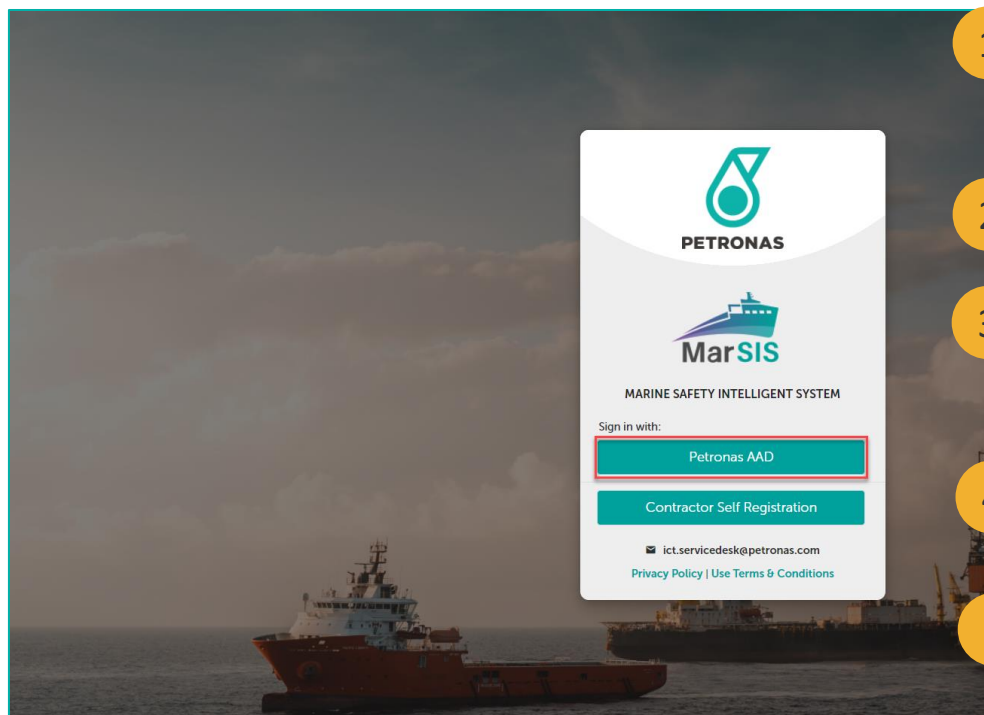
# USER ACCESS

## Marine Service Provider (Contractor)



I am able to access the following features:

- User Profile
- Vessel HSE Inspection Report Listing
- Download Help Documents



1

Insert the URL:

[MarSIS \(https://marsis.petronas.com/login\)](https://marsis.petronas.com/login)

2

Click on “Petronas AAD” button

3

Fill in your Email ID ([username@petronas.com](mailto:username@petronas.com)) and click Next button

4

Fill in your Password and click Sign In button

5

Fill in the MFA (6-digit) code that is generated via your mobile device and click Verify button

### Sign in

[Can't access your account?](#)

**Next**

Please login using your PETRONAS.com email address (example: username@petronas.com)

Sign-in options

← suhaina.muhammad@petronas.com

### Enter password

[Forgot my password](#)

**Sign in**

Please login using your PETRONAS.com email address (example: username@petronas.com)

suhaina.muhammad@petronas.com

### Enter code

Please type in the code displayed on your authenticator app from your device

[More information](#)

**Cancel** **Verify**

Please login using your PETRONAS.com email address (example: username@petronas.com)



**Marine Safety Intelligent System**

Welcome, Marine Service Provider 1

### Vessel HSE Inspection Report | Report Listing

Search Inspection No.

INSPECTION NO.	VESSEL NAME	INSPECTION DATE	INSPECTOR 1	INSPECTOR 2
INSP/2021/0008	BAHTERA MULIA 2	25/11/2021	Marine Hse Focal 1	HANIS HANINA BT SHARAIDIN
INSP/2021/0006	AJANG KINSHIP	30/11/2021	Marine Hse Focal 1	Marine SME Focal 1
INSP/2021/0004	BAHTERA ZAMRUD	29/11/2021	Marine Hse Focal 1	System Administrator
INSP/2021/0003	ALKAHFI COMFORT	29/11/2021	Marine SME Focal 1	Marine Service Provider 2
INSP/2021/0002	AE POWER	30/11/2021	System Administrator	
INSP/2021/0001	ABS ANOKHI	30/11/2021	System Administrator	

ITEMS PER PAGE 10

1 - 6 OF 6 RECORDS

**6**

Contractor will be navigated to Announcement popup window upon login into the MarSIS system and click Get Started button

**7**

Contractor will be navigated to "Vessel HSE Inspection Report" page

**Welcome, Marine Service Provider 1**

Dear Users, MarSIS has Go-Live on 26 Nov 2021. Kindly clear browser cache before accessing to MarSIS for better experience in MarSIS.

[Get Started](#)

Marine Safety Intelligent System						
Welcome, Marine Service Provider 1						
Vessel HSE Inspection Report   Report Listing						
Search Inspection No.						
INSPECTION NO.	VESSEL NAME	INSPECTION DATE	INSPECTOR 1	INSPECTOR 2	DUE DATE	STATUS
INSP/2021/0008	BAHTERA MULIA 2	25/11/2021	Marine Hse Focal 1	HANIS HANINA BT SHARAIDIN	31/12/2021	In Process
INSP/2021/0006	AJANG KINSHIP	30/11/2021	Marine Hse Focal 1	Marine SME Focal 1	30/12/2021	In Process
INSP/2021/0004	BAHTERA ZAMRUD	29/11/2021	Marine Hse Focal 1	System Administrator	29/12/2021	In Process
INSP/2021/0003	ALKAHFI COMFORT	29/11/2021	Marine SME Focal 1	Marine Service Provider 2	29/12/2021	Completed
INSP/2021/0002	AE POWER	30/11/2021	System Administrator		28/12/2021	In Process
INSP/2021/0001	ABS ANOKHI	30/11/2021	System Administrator		28/12/2021	In Process
ITEMS PER PAGE 10						
<div> <div>&lt;&lt;</div> <div>&lt;</div> <div>PAGE</div> <div>1</div> <div>&gt;</div> <div>&gt;&gt;</div> </div>						
1 - 6 OF 6 RECORDS						



Step 1

Left Navigation Bar



**Vessel HSE Inspection Report:** Navigate here to go to Vessel HSE Inspection Report

1

The screenshot shows the MarSiS interface. On the left, the 'Vessel HSE Inspection Report' menu is expanded, showing 'Report Listing' as the selected option. The main area displays a table of inspection reports.

VESSEL NAME	INSPECTION DATE	INSPECTOR 1	INSPECTOR 2	DUE DATE	STATUS
ERA MULIA 2	25/11/2021	Marine Hse Focal 1	HANIS HANINA BT SHARADIN	31/12/2021	In Process
G KINSHIP	30/11/2021	Marine Hse Focal 1	Marine SME Focal 1	30/12/2021	In Process
ERA ZAMRUUD	29/11/2021	Marine Hse Focal 1	System Administrator	29/12/2021	In Process
HI COMFORT	29/11/2021	Marine SME Focal 1	Marine Service Provider 2	29/12/2021	Completed
POWER	30/11/2021	System Administrator		28/12/2021	In Process
NORHI	30/11/2021	System Administrator		28/12/2021	In Process

Page 1 of 1, 1 - 6 OF 6 RECORDS

Step 2

Left Navigation Bar



**Help Documents:** Navigate here to access Help Documents

2

The screenshot shows the MarSiS interface. On the left, the 'Help Documents' menu is selected. The main area displays a table of inspection reports.

VESSEL NAME	INSPECTION DATE	INSPECTOR 1	INSPECTOR 2	DUE DATE	STATUS
AJANG DAWAH	09/02/2022	MARINE SME FOCAL 01		16/02/2022	In Progress
ALKAHFI COMFORT	08/02/2022	MARINE SME FOCAL 01		17/03/2022	Completed

Page 1 of 1, 1 - 2 OF 2 RECORDS



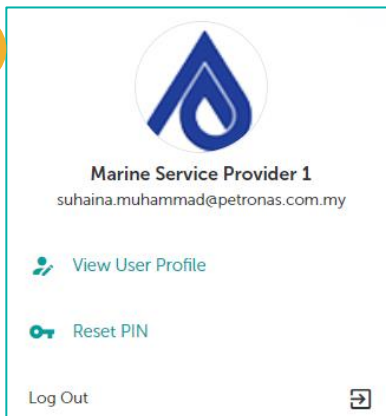
Step 3

Top Navigation Bar



**Profile:** Navigate to View User Profile page, Reset PIN and Log Out button

3





Step 1

1. Go to **Profile** icon, click on the **View User Profile**.
2. Click on **Update** button will navigate Contractor to Edit User Profile page.
3. Contractor able to update Image Profile and Contact.
4. Click on **Cancel** button to close the Edit User Profile and go back to User Profile page.
5. Click on **Update** button to save the record.

The diagram illustrates the process of editing a user profile. It starts with the 'User Profile' page where a contractor can view their profile. From there, they can click 'View User Profile' to go to the 'Edit User Profile' page. In the 'Edit User Profile' page, they can update their profile information, including their image, full name, staff number, contact number, assigned role, and email. The 'Update' button is used to save the changes, while the 'Cancel' button is used to return to the 'User Profile' page.

**User Profile**

Marine Service Provider 1  
suhaina.muhammad@petronas.com.my

**View User Profile**

Reset PIN

Log Out

**User Profile**

STAFF NO.  
no 9

EMAIL  
suhaina.muhammad@petronas.com.my

CONTACT  
+60321816444

Marine Service Provider 1  
Marine Service Provider

Active

**Edit User Profile**

**Browse Image**

FULL NAME  
Marine Service Provider 1

ASSIGNED ROLE  
Marine Service Provider

STAFF NO.  
no 9

EMAIL  
suhaina.muhammad@petronas.com.my

CONTACT  
+60321816444

**Cancel** **Update**





## Step 1

1. Click on **Vessel HSE Inspection Report** in left navigation bar and choose **Report Listing**. Contractor will be navigated to Report Listing page.
2. Contractor able to search Inspection No. by key in Inspection No. on **Search** box and click ENTER.
3. Contractor able to see report in Report Listing with status **In Progress**, **Completed**, **Expired**, **In Progress with Extension** and **Completed with Extension** only.
4. Contractor able to view the details information for each Inspection No. by click on the hyperlink of Inspection No.

1

Vessel HSE Inspection Report | Report Listing

2

Search Inspection No.

Show Offline Form

INSPECTION NO.	VESSEL NAME	INSPECTION DATE	INSPECTOR 1	INSPECTOR 2	DUE DATE	STATUS
INSP/	7 SEAS	31/12/2022	MARSIS AUTOMATED BOT			Draft
INSP/2022/0311	WIN EXPLORER	18/12/2022	HARITH FAIZAL BIN FADZILAH	HADLI BIN ISA	17/01/2023	In Progress
INSP/	SAPURA WIRA	18/12/2022	HARITH FAIZAL BIN FADZILAH	HADLI BIN ISA		Draft
INSP/2022/0310	CENTUS ELEVEN	14/12/2022	CAESAR CHAN SIEW LEONG	SUNIL RAJ RAMUDOO	13/01/2023	In Progress
INSP/2022/0308	LAYAR MAS 292	06/12/2022	M SYAZWAN MAHAT	MOHD IZRAN ABDUL AZIZ	05/01/2023	Completed
INSP/2022/0309	GH COLUMBIA	09/12/2022	MOHD IZRAN ABDUL AZIZ		08/01/2023	Completed
INSP/2022/0307	CENTUS TEN	11/12/2022	M SYAZWAN MAHAT	MOHD IZRAN ABDUL AZIZ	10/01/2023	Completed
INSP/2022/0305	ALKAHFI BRAVE	07/12/2022	HARITH FAIZAL BIN FADZILAH	HADLI BIN ISA	06/01/2023	In Progress
INSP/2022/0306	CASSANDRA VI	08/12/2022	CAESAR CHAN SIEW LEONG	SYED M IRFAN B SYED ABD HAMID	07/01/2023	In Progress
INSP/2022/0303	H-591	07/12/2022	M ASRI MUSA	SY HASSAN SY M	06/01/2023	In Progress

3



## Step 2

1. By clicking on hyperlink of Inspection No., Contractor will be navigated to Inspection Report page.
2. Contractor able to view 2 sections that depicts the information of Inspection Report by click on each section:
  - I. Inspection Details
  - II. Corrective Action Plan
3. Contractor able to click on **Next** button or click on **Corrective Action Plan** to go to Corrective Action Plan section.

The screenshot shows the 'Inspection Report' page for report ID INSP/2021/0008. It features a left sidebar with two tabs: 'Inspection Details' (selected) and 'Corrective Action Plan'. The main content area is titled 'INSPECTION DETAILS' and 'Vessel & Inspection Details'. It contains two side-by-side tables: 'Vessel Details' and 'Inspection Details'. A 'Next' button is located at the bottom right of the page.

**1** points to the 'Inspection Report' header.

**2** points to the 'Corrective Action Plan' tab in the sidebar.

**3** points to the 'Next' button at the bottom right.

Vessel Details	
Vessel Name	BAHTERA MULIA 2
IMO Number	N/A
Vessel Type	AHTS
Country Of Registry	FRANCE
Vessel Age	7
Contractor / Ship Owner	BAHTERA OFFSHORE SDN BHD
Vessel Master	Bahtera Mulia 2
Vessel Operator	BAHTERA OFFSHORE SDN BHD
Location	Malaysia
Person On Board	15
Chief Engineer	Bahtera Mulia 2

Inspection Details	
Inspection Date	25/11/2021
On Hire Date	25/11/2021
Type of Inspection	Unannounced
Requested By	HSE Logistic
Area of Operation	Sarawak
Specific Location	Miri
Activity	Inspection Activity
Inspector No. 1	Marine Hse Focal 1
Inspector No. 2	HANIS HANINA BT SHARAIDIN
Scope of Inspection/ Remarks	



### Step 3

1. On **Corrective Action Plan** section, Contractor able to view the details of all Findings for all status by click on **More** button for each Findings.
2. Contractor able to take further action on Findings under **Pending Submission** and **Reverted** tab.
3. By clicking on **More** button, Contractor able to view Finding Details section and do the further action.

1

#### CORRECTIVE ACTION PLAN

All Finding (3)
Information (0)

Pending Submission (3)

2

Reverted (0)

Closed (0)

<input type="checkbox"/>	NO.	FINDINGS	STATUS	LAST MODIFIED	
<input type="checkbox"/>	1	1	Pending Submission	01/12/2021 - 18:28:30	<div>MORE &gt;</div>
<input type="checkbox"/>	2	01	Pending Submission	01/12/2021 - 18:28:30	MORE >
<input type="checkbox"/>	3	Findings 01	Pending Submission	01/12/2021 - 18:28:30	MORE >

ITEMS PER PAGE 

10

<< < PAGE 1 OF 1 > >>

1 - 3 OF 3 RECORDS

Submit



Step 4

Pending Submission

1. On **Finding Details**, Contractor able to view findings information created by Inspector.
2. Click on See Finding Attachment(s) button to view attachment file attached by Inspector.
3. Once click on the **See Finding Attachment(s)** button, a popup window **Finding Attachment(s)** will be displayed.
  - Contractor able to view the attachment information (Attachment Name, Description, Type, Size).
  - Click on **Download** button to download the attached file.
  - Click on **Close** button to close the popup window.
4. Contractor required to fill in **Contractor's CAP** and add Evidence Attachment by click on **Add Evidence Attachment(s)** button before submit the findings back to Inspector.

1

**Finding Details** [X]

01

Submission Status: Pending Submission

Area: Life Saving Appliances

Priority Category: P1

Contractor's CAP ①

Due Date: 2 1 Jan 2022 [X] [Calendar Icon]

Finding Attachment(s): [See Finding Attachment(s)]

Evidence Attachment(s): [+ Add Evidence Attachment(s)]

Last modified: 01/12/2021 - 18:28:30. by Marine Hse Focal 1

6 [Save] 7 [Submit]

3

**Finding Attachment(s)** [X]

NO.	ATTACHMENT NAME	DESCRIPTION	TYPE	SIZE	
1	Breakdown Report VB_2021_0001 (1).pdf	q	PDF	619.3 KB	[Download Icon]

[Close]



## Step 4

Pending  
Submission

5. Once click on **Add Evidence Attachment(s)** button, a popup window **Evidence Attachment(s)** will appear.
  - Click on **Browse files** to add new attachment. Attachment files must be in the right format (JPG, JPEG, PNG, PDF) and the size must be less than 10 MB.
  - Once Contractor chose file from local PC and click on **Open** button, new attachment will be added.
  - Contractor required to fill in the Description.
  - Click on **Browse File** button to add new attachment.
  - Click on **Download** icon to download the attachment.
  - Click on **Delete** icon to delete the attachment
  - Click on **Save** button to save the record.
  - Click on **Close** icon to close the popup window.
6. Contractor click on **Save** button to save all the details entered.
7. Contractor to click on **Submit** button, all the details entered will be submitted. The status of the findings will change into **Submitted**.
  - Contractor able to view the Finding Details in view mode and cannot make any changes anymore
  - An email will be sent to Inspector to notify that Findings has been submitted by Contractor



Step 4

Pending Submission

5

Evidence Attachment(s)

No attachment. [Browse files](#)

(JPG, JPEG, PNG, PDF) & (< 10 MB)

Save

Evidence Attachment(s)

[Browse file](#)

(JPG, JPEG, PNG, PDF) & (< 10 MB)

NO.	ATTACHMENT NAME	DESCRIPTION	TYPE	SIZE	
1	<a href="#">Supporting Document.pdf</a>	<div></div>	PDF	33.6 KB	<div><div></div><div></div></div>

Save



Step 5

Reverted

1. On **Finding Details**, Contractor able to view findings information created by Inspector.
2. Click on **See Finding Attachment(s)** button to view attachment file attached by Inspector.
3. Once click on **See Finding Attachment(s)** button, a popup window **Finding Attachment(s)** will be displayed.
  - Contractor able to view the attachment information (Attachment Name, Description, Type, Size).
  - Click on **Download** button to download the attached file.
  - Click on **Close** button to close the popup window.
4. Contractor required to fill in **Contractor's CAP** and add Evidence Attachment by click on **Add Evidence Attachment(s)** button before re-submit the findings back to Inspector.

1

Finding Details

×

1

Submission Status

Reverted

Area

Offshore Vessel Inspection Database

Priority Category

P1

Contractor's CAP ⓘ

a

Due Date

30 Dec 2021

×

📅

Date Of Closure

📅

Inspector's Remark ⓘ

Revert

📝

Finding Attachment

2

👁️ See Finding Attachment(s)

Evidence Attachment(s)

+ Add Evidence Attachment(s)

Last modified: 02/12/2021 - 14:32:56, by Marine Service Provider 1

6

Save

7

Re-submit

3

Finding Attachment(s)

×

NO.	ATTACHMENT NAME	DESCRIPTION	TYPE	SIZE	
1	Breakdown Report VB_2021_0001 (1).pdf	q	PDF	619.3 KB	📄

Close



## Step 5

Reverted

5. Once click on **Add Evidence Attachment(s)** button, a popup window **Evidence Attachment(s)** will appear.

- Click on **Browse files** to add new attachment. Attachment files must be in the right format (JPG, JPEG, PNG, PDF) and the size must be less than 10 MB.
- Once Contractor chose file from local PC and click on **Open** button, new attachment will be added.
- Contractor required to fill in the Description.
- Click on **Browse File** button to add new attachment.
- Click on **Download** icon to download the attachment.
- Click on **Delete** icon to delete the attachment
- Click on **Save** button to save the record.
- Click on **Close** icon to close the popup window.

6. Contractor click on **Save** button to save all the details entered.

7. Contractor to click on **Re-submit** button, all the details entered will be submitted. The status of the findings will change into **Submitted**.

- Contractor able to view the Finding Details in view mode and cannot make any changes anymore
- An email will be sent to Inspector to notify that Findings has been re-submitted by Contractor





Step 5

Reverted

5

Evidence Attachment(s)

No attachment. [Browse files](#)

(JPG, JPEG, PNG, PDF) & (< 10 MB)

Save

Evidence Attachment(s)

[Browse file](#)

(JPG, JPEG, PNG, PDF) & (< 10 MB)

NO.	ATTACHMENT NAME	DESCRIPTION	TYPE	SIZE	
1	<a href="#">Supporting Document.pdf</a>	<div></div>	PDF	33.6 KB	<div><div></div><div></div></div>

Save



Step 1

1. Click on **Help Documents** in left navigation bar. Contractor will be navigated to Help Documents page.
2. Contractor fill in search criteria fields and click on **Search** button.
3. By clicking on Search button, the result will be displayed on table below the search criteria fields.
4. Click on **Reset** button to clear search criteria fields.
5. Click on **Download** icon under action column to download the help documents.

The screenshot shows the 'Help Documents' interface. Callout 1 points to the 'Help Documents' title. Callout 2 points to the 'Search' button. Callout 3 points to the table of results. Callout 4 points to the 'Reset' button. Callout 5 points to the download icon in the table's action column.

**Help Documents**

DOCUMENT NAME:  STATUS:

DOCUMENT NAME	DESCRIPTION	CATEGORY	STATUS	
User Manual - Marine Service Provider (Release 1)	This is a User Manual for Marine Service Provider for MarSIS Release 1	User Guide	<input type="button" value="Active"/>	<input type="button" value="Download"/>

ITEMS PER PAGE:  << < PAGE  OF 1 > >> 1 - 1 OF 1 RECORDS



Step 1

1. User click on **Log Out** button in the Profile icon at the top navigation of the page.
2. User will be logged out successfully.

Marine Safety Intelligent System

Welcome, Marine Service Provider 1

Vessel HSE Inspection Report | Report Listing

INSPECTION NO.	VESSEL NAME	INSPECTION DATE	INSPECTOR 1	INSPECTOR 2	DUE DATE
INSP/2021/0008	BAHTERA MULIA 2	25/11/2021	Marine Hse Focal 1	HANIS HANINA BT SHARAIDIN	31/12/2021
INSP/2021/0006	AJANG KINSHIP	30/11/2021	Marine Hse Focal 1	Marine SME Focal 1	30/12/2021
INSP/2021/0005	ABDULLA AL FRAIH	29/11/2021	System Administrator		01/01/2022
INSP/2021/0004	BAHTERA ZAMRUD	29/11/2021	Marine Hse Focal 1	System Administrator	29/12/2021
INSP/2021/0003	ALKAHFI COMFORT	29/11/2021	Marine SME Focal 1	Marine Service Provider 2	29/12/2021
INSP/2021/0002	AE POWER	30/11/2021	System Administrator		28/12/2021
INSP/2021/0001	ABS ANOKHI	30/11/2021	System Administrator		28/12/2021

ITEMS PER PAGE 10

<< < PAGE 1 OF 1 > >>

1 - 7 OF 7 RECORDS

Marine Service Provider 1

suhaina.muhammad@petronas.com.my

View User Profile

Reset PIN

Log Out

Completed

In Process

In Process

**NOTE:**

If user close the browser, user will be logged out automatically from the system

# POST GO-LIVE SUPPORT

1. 1<sup>st</sup> level support team who will assist in all inquiry or technical issue related to MarSIS system.
2. Provide 1<sup>st</sup> troubleshooting assistant and provide necessary guide



Marsis.support@petronas.com.my



8am to 8pm – Sunday to Friday



# PETRONAS

## Passionate about Progress