

## GUIDELINE COMPUTERISED DATA SYSTEM FOR STS

### HOMEPAGE



NO.	HOMEPAGE
1.	MOORING MASTER DETAIL
2.	TIMESHEET
3.	SUMMARY STS
4.	JOB DETAIL
5.	CLAIM
6.	PAYMENT DETAIL
7.	INVOICE
8.	LEAVE APPLICATION
9.	TRAINING DETAIL

## 1) MOORING MASTER DETAIL (1-20 PAX) \*DELETE/ADD FUNCTION

\*key in by admin

- LIST NAME



NO.	M.M
1.	SHAHARZAT ABDUL GHANI (SAG)
2.	AZAH ABDUL AZIZ (AAA)
3.	
4.	

- DETAIL \*DELETE/ADD FUNCTION

\*key in by admin (can edit)



NO.	DETAIL		
	NAME		
	ADDRESS		
	NO. PHONE		
	EMAIL		
	COMPANY NAME		
	ACC NO		
	SALARY		
	RESUME		
	STATUS (FULLTIME/PARTIME)		
	DATE RECRUIT		
	RATE		
	SHAHARZAT ABD GHANI (SAG)		
	CATEGORIES	RATE A	RATE B (divide 2 person)
	STS	RM 5,300.00	RM 2,650.00
	PILOTAGE	1,500 (RM1,900) 2,000 (RM2,400)	
	BERTHING/UNBERTING	RM4,000	RM2,000
	BANANG	RM7,500.00	
	MUNTOK	RM9,000.00	
	EXCEEDING HOURS	>24HOUR RM100.00	
	VLCC	RM500.00	
	TELEPHONE ALLOWANCE	RM180.00	
	OTHERS ALLOWANCE	RM10,600.00	

2) TIMESHEET \*KEY IN BY MOORING MASTER & VIEW BY ADMIN - EACH M.M MUST HAVE LOGIN ACCOUNT

PROBLEM : INTERNET PROBLEM - SOLUTION SUGGESTION : EXCEL SHEET CAN BE UPLOADED



- CLIENT \*DELETE/ADD FUNCTION

- \* FM (FENDERCARE MALAYSIA)
- \* FS (FENDERCARE SINGAPORE)



- CATEGORY \*DELETE/ADD FUNCTION

- \* PTP STS
- \* PILOTAGE
- \* BERTHING/UNBERTHING
- \* BANANG
- \* MUNTOK

- UPLOAD EXCEL TIMESHEET (SAMPLE ATTACHED)

- REPORT (SAMPLE ATTACHED) - generate

- \* TABLE
- \* PIE CHART -extract from table

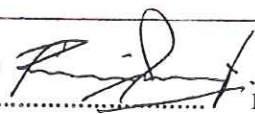



Excellence in our Essence

CENTRE OF MARITIME EXCELLENCE SDN BHD

STS TIME SHEET

GENERAL DETAILS				
STS Superintendent		Capt. Mohd Rizal Mohd Yusof		
Location		TG. PELEPAS	Job Ref Number	RF 387740
Mother V/L: MARINE STAR		Manoeuvring V/L: ANICHKOV BRIDGE		
SDWT: 399,700 MT		SDWT: 47,840 MT		LOA: 183.0m
LOA: 243.7m		Max Draft In: 7.30m		Out: 9.10m
Anchored / NORT: FSU		Arrival / NORT: 19/1636		
Date/Time Onboard (IN)		Date/Time Disembark (OUT)		
19/1512		31/0430		
Cargo	FUEL OIL	FSU or SPOT	FSU	
OPERATIONAL TIMINGS				
ACTIVITY	START	FINISH	NOTES	
Support Craft Transit	-	-		
Fendering	-	-		
Checklist 2	19/1536	-		
Checklist 3	19/1548	-		
Mooring	FIRST LINE 19/1606	ALL FAST 19/1636	NOR Accepted: 19/1930	
Tugs used:				
Tug 1: PSJ	19/1536	19/1636		
Tug 2: MV	19/1530	19/1636		
Tug 3: -				
Tug 4: -				
Hose Connection	19/1830	19/1930		
Gauging Etc	19/1900	19/1942		
Checklist 4	19/1930	-		
Cargo Operations	19/2054	30/2300		
Hose Disconnection	31/0100	31/0300		
Gauging Etc	30/2330	31/0130		
Checklist 5	31/0400	-		
Unmooring	31/0406	31/0418		
Tugs used:				
Tug 1: PSJ	31/0400	31/0424		
Tug 2: -				
Tug 3: -				
Unfendering	-			
Support Craft Transit	-			
Rigging Ashore	-			
Significant Weather Causing Delay		Cargo Transferred		
Wind	-	Product: FUEL OIL	Discharge	Loading
Sea	-	Tonnes in Metrics	-	37,666.970
Swell	-	Barrels	-	-
Incident Occurred:		-		
OVERTIME REMARKS:				
COMMENCE OPERATION:		COMPLETE OPERATION:		TOTAL EXCEEDING HOURS:
-		-		-
Delays and Remarks:				
-				

STS SUPERINTENDENT (SIGNED):  DATE: 31.11.18

MASTER (SIGNED): 

SHIP'S STAMP:

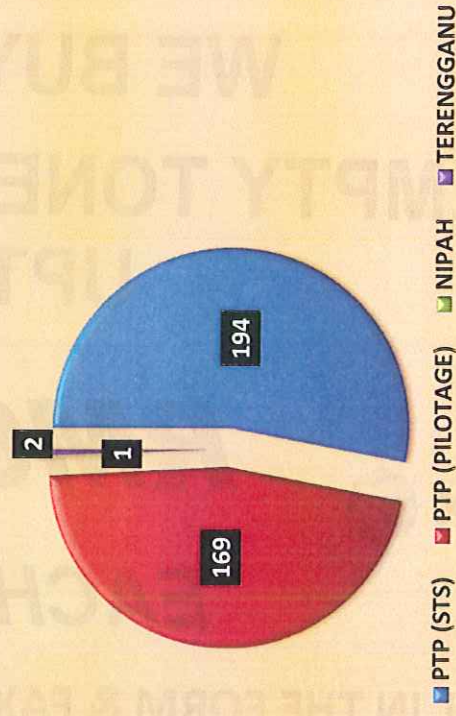




# TOTAL STS MOVEMENT JAN-MAY 2018

BIL	AREA	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
1	PTP (STS)	34	14	41	33	33	39	194
2	PTP (PILOTAGE)	38	15	33	26	27	30	169
3	TITANIUM R (STS)	-	-	-	-	-	-	0
4	TITANIUM R (PILOTAGE)	-	-	-	-	-	-	0
5	NIPAH	-	-	-	-	-	1	1
6	KA PETRA PILOTAGE	-	-	-	-	-	-	0
7	KA PETRA @ TG BRUAS	-	-	-	-	-	-	0
8	TERENGGANU	-	-	1	-	1	-	2
9	MUNTOK	-	-	-	-	-	-	0
10	STRAIGHT PILOT	-	-	-	-	-	-	0
	<b>TOTAL</b>	<b>72</b>	<b>29</b>	<b>75</b>	<b>59</b>	<b>61</b>	<b>70</b>	<b>366</b>

PIE CHART STS MOVEMENT



### 3) SUMMARY STS – extract from timesheet ([SAMPLE ATTACHED](#))

\*key in by admin

(extract) = extract

**SUMMARY STS OPERATION PELEPAS FOR NOVEMBER 2018**

No	DATE	SHIP NAME	STS SUPT	CLIENT	FM/FS	NO REF
1.	03-05	CS DEVELOPMENT / <b>VLCC</b> GC FU ZHOU MM ONBOARD : 03/0642 MM AWAY : 05/1748 <i>11.1 + 100 = 1110 + 500 = 1610</i> TOTAL EXCEEDING HOURS : <b>11.1 HOURS</b>	SAG	F'CARE/FSU	FM	2022
2.	04-06	MARINE STAR / LIAN SHUN HU COMMENCE OPERATION : 04/0748 COMPLETE OPERATION : 06/0930 <i>1.7 + 10 = 11.7</i> TOTAL EXCEEDING HOURS : <b>1.7 HOURS</b>	AKM	F'CARE/FSU	FM	2023
3.	05-09	CS DEVELOPMENT / MARIA PRINCESS COMMENCE OPERATION : 05/1900 COMPLETE OPERATION : 09/1400 <i>11.5 + 10 = 21.5</i> TOTAL EXCEEDING HOURS : <b>43 HOURS</b>	MRY	F'CARE/FSU	FM	2024
4	12-14	MARINE STAR / PAVINOSPIRIT	AAA	F'CARE/FSU	FM	2025
5	15-16	SANMAR SANGEET / NORDDOLPHIN	MRY	F'CARE/SPOT	FM	2026
6	19-20	KAVERI SPIRIT / CSK VAIANT	ARA	F'CARE/SPOT	FM	2027
7	19-21	MARINE STAR / ANICKOV BRIDGE	MRY	F'CARE/FSU	FM	2028
8	20-23	CS PIONEER / SOL MM ONBOARD : 20/1148 MM AWAY : 23/0430 <i>16.7 + 100 = 1610</i> TOTAL EXCEEDING HOURS : <b>16.7 HOURS</b>	SAG	F'CARE/FSU	FM	2029
9	21-24	CS DEVELOPMENT / PETROVSK COMMENCE OPERATION : 21/0512 COMPLETE OPERATION : 24/2112 <i>11.0 + 10 = 21.0</i> TOTAL EXCEEDING HOURS : <b>40 HOURS</b>	MAK	F'CARE/FSU	FM	2030
10	28-01	<b>VLCC</b> DHT PEONY / DESNA COMMENCE OPERATION : 28/1536 COMPLETE OPERATION : 01/0836 <i>17 + 100 = 1100 + 500 = 1600</i> TOTAL EXCEEDING HOURS : <b>17 HOURS</b>	ARA	F'CARE/SPOT	FM	2031
11	30-02	MARINE STAR / EAGLE BIRMINGHAM COMMENCE OPERATION : 30/0006 COMPLETE OPERATION : 02/1230 <i>12.4 + 10 = 22.4</i> TOTAL EXCEEDING HOURS : <b>12.4 HOURS</b>	MAK	F'CARE/FSU	FM	2032
12	30-04	CS DEVELOPMENT / <b>VLCC</b> DESIMI MM ONBOARD : 30/1200	SAG	F'CARE/FSU	FM	2033

SAG : 3

MRY : 112

ARA : 3

AAA : 1

AKM : 2

MAK : 212

**SUMMARY STS OPERATION PELEPAS FOR NOVEMBER 2018**

		MM AWAY : 04/1918 <del>55.3</del> + 100 = 55.30 x 600 = 60.30 TOTAL EXCEEDING HOURS : 55.3 HOURS				
13						
14						
15						



#### 4) JOB DETAIL \*DELETE/ADD FUNCTION (SAMPLE ATTACHED)

\*key in by admin - extract from summary

No	MONTH	EXTRACT FROM SUMMARY STS			EXTRACT FROM RATE			SUM		30% MARKUP
		JOB REF	DATE PERFORMED	STS SUPT	JOB (MOORING MASTER)	EXCEEDIN G HOURS	VLCC	JOB PAYMENT (MOORING MASTER)	JOB PAYMENT (CME CLAIM)	
1	NOV	FSU/1811/2022	03-05/11/2018	SAG	5,300.00	1,610.00		6,910.00	8,983.00	
2		FSU/1811/2023	04-06/11/2018	AKM	3,000.00	119.00		3,119.00	4,054.70	
3		FSU/1811/2024	05-09/11/2018	MRY	3,000.00	3,010.00		6,010.00	7,813.00	
4		FSU/1811/2025	12-14/11/2018	AAA	4,400.00			4,400.00	5,720.00	
5		SPOT/1811/2026	15-16/11/2018	MRY	3,000.00			3,000.00	3,900.00	
6		SPOT/1811/2027	19-20/11/2018	ARA	4,200.00			4,200.00	5,460.00	
7		FSU/1811/2028	19-21/11/2018	MRY	3,000.00			3,000.00	3,900.00	
8		FSU/1811/2029	20-23/11/2018	SAG	5,300.00	1,670.00		6,970.00	9,061.00	
9		FSU/1811/2030	21-24/11/2018	MAK	3,000.00	2,800.00		5,800.00	7,540.00	
10		SPOT/1811/2031	28/11-01/12/2018	ARA	4,200.00	2,200.00		6,400.00	8,320.00	
11		FSU/1811/2032	30/11-02/12/2018	MAK	3,000.00	868.00		3,868.00	5,028.40	
12		FSU/1811/2033	30/11-04/12/2018	SAG	5,300.00	6,030.00		11,330.00	14,729.00	
13								0.00	0.00	
14								0.00	0.00	
15								0.00	0.00	
16								0.00	0.00	
17								0.00	0.00	
18								0.00	0.00	
19								0.00	0.00	
20								0.00	0.00	
21								0.00	0.00	
22								0.00	0.00	
23								0.00	0.00	
24								0.00	0.00	
25								0.00	0.00	
		ALLOWANCE		SAG	10,600.00			10,600.00	13,780.00	
								75,607.00		
					57,300.00	18,307.00	0.00	75,607.00	98,289.10	0.00

JOB	AKM	SAG	MRY	AAA	ARA	MAK	TOTAL
12	3,119.00	6,910.00 6,970.00 11,330.00 10,600.00	6,010.00 3,000.00 3,000.00	4,400.00	4,200.00 6,400.00	5,800.00 3,868.00	
Total	3,119.00	35,810.00	12,010.00	4,400.00	10,600.00	9,668.00	75,607.00

## 5) CLAIM SUBMISSION (SAMPLE ATTCHED)

\*key in by mooring master

\*ADD FUNCTION : ATTACH JPG/PDF AS PROOF (example, hotel, transportation, medical, etc)

**CENTRE OF MARITIME EXCELLENCE SDN BHD**

NO 22, LORONG BATU NILAM 3A

BANDAR BUKIT TINGGI

41200, KLANG SELANGOR

Tel : 03-3324 1743/1753 Fax : 03-3324 1455

Email : info@cme.net.my

**CLAIM FORM**

Claim Ref	MISC CLAIM
Date	26//09/2018
Project	N/A

Item	Description	Total No. of Days	Unit Rate (RM)	Total Cost (RM)
1	ACCOMODATION RENTAL			650.00
2	MEDICAL -SPOUSE			65.00
TOTAL COST				715.00

SUBMITTED BY	APPROVED BY
ANG KWI MENG	



## 6) PAYMENT DETAIL (2019 ONWARDS) [\(SAMPLE ATTACHED\)](#)

- MONTHLY
  - \* SALARY -extract from mooring master detail
  - \* JOB (SHIP NAME) – extract from summary sts
  - \* CLAIMS – extract from claim submission

**SURIA MARIN** (extract mooring master detail)

JOB SEPTEMBER 2018 (auto generate month/year)

JOB DETAIL CATEGORY	EXTRACT FROM SUMMARY STS		EXTRACT PAYMENT DETAIL	SUM TOTAL
DETAIL	DATE	SHIP NAME	PAYMENT	TOTAL PAYMENT
PELEPAS MALAYSIA	02-03/09/2018	CS INNOVATION / KALUGA	5,300.00	24,090.00
	03-04/09/2018	CS INNOVATION / EL GURDABIA	5,300.00	
	27-28/09/2018	CS DEVELOPMENT / ZOUZOUN	5,300.00	
	29/09-02/10/2018	CAP VICTOR / KRITI VIRGO	8,190.00	
		E.H 28.9 x 100 = 2,890.00		
PELEPAS SINGAPORE				0.00
PILOTAGE	2/9/2018	KALUGA - INWARD PILOTAGE	1,900.00	8,600.00
	2/9/2018	EL GURDABIA - INWARD TO ANCHOR	2,400.00	
	28/9/2018	CAP VICTOR - INWARD PILOTAGE	2,400.00	
	29/9/2018	KRITI VIRGO - INWARD PILOTAGE	1,900.00	
	ALLOWANCE			
CLAIM			1,615.20	(claim submission)
TELEPHONE ALLOWANCE			180.00	(rate)
TOTAL AMOUNT			45,085.20	(sum all)

BIL	NAME	MONTH	TOTAL SALARY	
1	SHAHARZAT B. ABDUL GHANI	OCTOBER (auto)	9,131.15	(mooring master detail)

PREPARED BY :

## 7) ) INVOICE (SAMPLE ATTACHED)

- COMPANY NAME – extract from mooring master detail
- TOTAL PAYMENT JOB – auto generate from sum of payment detail
- CLAIMS – auto generate from claim application
- DATE, INVOICE NO - auto
- ADDRESS – extract from mooring master detail

# SURIA MARIN

No. 2, JALAN B/J 23,  
TAMAN BERTAM JAYA  
CHENG,  
MELAKA

Tel : 03 - 7458 6561

Fax: 03 - 7463 6561

## INVOICE

Bill to:

**CENTRE OF MARITIME EXCELLENCE SDN BHD**

No. 22, Lorong Batu Nilam 3A,  
Bandar Bukit Tinggi, 41200 Klang,  
Selangor Darul Ehsan, Selangor.

Invoice	17-005
Date	29/11/2017
Terms	60 days

2 Auto

No	Description	Qty	Amount (RM)
1	JOB MOORING MASTER	3	15,900.00
2	CLAIM		400
Total			16,300.00

→ extract from  
payment detail  
(total)  
→ extract from  
claim submission

### Notes & Payment Instructions

Please make cheque payable to "SURIA MARIN"  
within the period time given.

**CAPT SHAHARZAT ABDUL GHANI**

extract from MM detail



## 8) LEAVE APPLICATIONS [\(SAMPLE ATTCHED\)](#)

- MONTHLY (JAN-DEC) (2019 ONWARDS)
- CANNOT APPLY LEAVE SAME DATE

# Mooring Master Absence Schedule

February		Dates of Absence														2018							
		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Total Days
	1																						
CAPTAIN																							
Capt. Shaharzat																							
Capt. Azah																							
Capt. Abdul Razak																							
Capt. Muhamad Ariff																							
Capt. Wan Khairulfaizi																							
Capt. Mohd Rizal																							
February Total																							

Color Key ON LEAVE

- \* CANNOT CLASH DATE WITH OTHER MOORING MASTER
- \* KEY IN BY MOORING MASTER
- \* VIEWABLE BY ALL MOORING MASTER IN CALENDAR AFTER APPROVAL


APPROVED BY,

(SHAHARZAT ABD GHANI)  
admin

## 9) TRAINING DETAILS \*DELETE/ADD FUNCTION (INDEPENDENT)

\*key in by admin

- NAME MOORING MASTER



NO.	M.M
1.	SAG
2.	ARA
3.	AAA
4.	MAK
5.	MRY
6.	AKM

- \* SHAHARZAT ABDUL GHANI

NO.	CATEGORY	CERTIFICATE	EXPIRY DATE	PDF/JPG
1.	MARDEPT	GMDSS	1/2/2019	
		AFF	31/10/2020	
2.	JLWS	MFA	12/10/2020	
		BT		
3.	MEDICAL		30/9/2022	
4.	OTHERS			