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HIMS VISUAL SOP FLOWCHARTS

Diagram Alur Prosedur Operasional

Version: 1.0

Date: December 5, 2025

Company: PT Hanmarine Indonesia

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-

1. CREW APPLICATION PROCESS

Flowchart: SOP-001 Crew Application

flowchart TD

```
Start([Start: Crew Application Process]) --> A[CDMO: Review Crew Database]
A --> B{Suitable Candidate Found?}
B -->|No| C[Search Alternative Candidates]
C --> A
B -->|Yes| D[Check Certificate Validity<br/>Minimum 6 months]
D --> E{Certificates Valid?}
E -->|No| F[Contact Crew for Renewal]
F --> D
E -->|Yes| G[Verify Medical Certificate]
G --> H{Medical Valid?}
H -->|No| I[Arrange Medical Examination]
I --> G
H -->|Yes| J[Confirm Availability & Willingness]
J --> K{Crew Available?}
```

```

K -->|No| C
K -->|Yes| L[CDMO: Collect Updated Documents<br/>Passport, COC, Medical, STCW]
L --> M[Prepare CR-02 Application Form]
M --> N[Scan All Documents<br/>High Quality PDF]
N --> O[CDMO: Create Application in HIMS<br/>Navigate to Crewing → Applications → New]
O --> P[Fill Application Details<br/>Principal, Vessel, Rank, Sign-on Date]
P --> Q[Upload All Documents]
Q --> R[Set Status: PENDING]
R --> S[Save Application]
S --> T[OPERATIONAL: Review Application<br/>Check Completeness]
T --> U{Application Complete?}
U -->|No| V[Return to CDMO for Correction]
V --> O
U -->|Yes| W[Email Application Package to Principal]
W --> X[Record Submission Date in HIMS]
X --> Y[Follow Up After 2-3 Business Days]
Y --> Z{Principal Response Received?}
Z -->|No| AA[Continue Follow-up]
AA --> Y
Z -->|Yes| AB{Application Status}
AB -->|REJECTED| AC[Update Status: REJECTED<br/>Record Reason]
AC --> AD[Find Alternative Candidate]
AD --> A
AB -->|PENDING| AE[Update Status: PENDING<br/>Continue Follow-up]
AE --> Y
AB -->|APPROVED| AF[Update Status: APPROVED]
AF --> AG[CDMO: Create Assignment Record]
AG --> AH[Set Sign-on Date & Port]
AH --> AI[Generate Crew List Entry]
AI --> End([End: Proceed to Contract Generation])

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```

Process Timeline

- **Day 1-2:** Crew selection and document preparation
- **Day 3:** Application creation in HIMS and submission to principal
- **Day 4-5:** Follow-up and principal response
- **Day 6:** Assignment creation (if approved)

Key Decision Points

1. **Suitable Candidate?** - Search database for matching rank and availability
 2. **Certificates Valid?** - Minimum 6 months validity required
 3. **Medical Valid?** - Must be current and compliant
 4. **Crew Available?** - Confirm willingness to join
 5. **Principal Response** - APPROVED/REJECTED/PENDING
-

2. CONTRACT GENERATION & SIGNING

Flowchart: SOP-002 Contract Execution

flowchart TD

```
Start([Start: From Approved Assignment]) --> A[CDMO: Generate Contract<br/>Select Type: SEA or PKL]
A --> B{Contract Type}
B -->|SEA| C[SEA Contract:<br/>MLC Compliant Format<br/>For Onboard Compliance]
B -->|PKL| D[PKL Contract:<br/>Indonesian Regulatory Format<br/>For Hubla Filing]
C --> E[System Auto-populates Data<br/>Crew Info, Assignment, Wage Scale]
D --> E
E --> F[OPERATIONAL/ACCOUNTING:<br/>Review Contract Details]
F --> G[Verify Wage Details vs Wage Scale]
G --> H[Check Contract Duration & Terms]
H --> I[Confirm Insurance Coverage]
I --> J[Review Repatriation Terms]
J --> K[Ensure Compliance with<br/>Principal Agreement]
K --> L{Contract Accurate?}
L -->|No| M[Return to CDMO for Correction]
M --> E
L -->|Yes| N[DIRECTOR: Final Review]
N --> O{Director Approval?}
O -->|No| P[Request Amendments]
P --> E
O -->|Yes| Q[Approve for Printing]
Q --> R[Generate Final PDF]
R --> S[ADMIN: Print Contract in Triplicate<br/>Original: Seafarer<br/>Copy 1: Company File<br/>Copy 2: Seafarer]
S --> T[Arrange Signing Appointment<br/>with Seafarer]
T --> U[Company Representative Signs]
U --> V[Seafarer Signs]
V --> W[Witness Signs if Required]
W --> X[Date and Stamp Each Copy]
X --> Y[CDMO: Scan Signed Contract]
Y --> Z[Upload to HIMS]
Z --> AA[Update Contract Status: ACTIVE]
AA --> AB[File Physical Copy in Crew Folder]
AB --> AC[Send Copy to Principal<br/>Email or Courier]
AC --> AD{Contract Type Check}
AD -->|PKL| AE[HR: Submit to Hubla Online System]
AE --> AF[Obtain Registration Number]
AF --> AG[Record Registration in HIMS]
AG --> End([End: Contract Active])
AD -->|SEA| End
```

```
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```

Contract Execution Timeline

- **Day 1:** Contract generation and review (CDMO, Operational, Accounting)
- **Day 2:** Director approval and printing
- **Day 2-3:** Signing appointment with seafarer

- **Day 3:** Upload to HIMS and file management
- **Day 4:** PKL submission to Hubla (if applicable)

Contract Types

SEA (Seafarer Employment Agreement) - MLC 2006 compliant - Carried onboard vessel - Contains employment terms, wages, working hours

PKL (Perjanjian Kerja Laut) - Indonesian regulatory format - Filed with Ministry of Transportation (Hubla) - Required for immigration and work permit compliance

3. DOCUMENT EXPIRY MANAGEMENT

Flowchart: SOP-003 Document Monitoring

flowchart TD

```

Start([Start: Daily Monitoring]) --> A[CDMO: Login to HIMS Dashboard]
A --> B[Review Expiring Documents Widget]
B --> C{Document Expiry Status}
C -->|30 Days| D[URGENT - Red Alert<br/>Critical Action Required]
C -->|60 Days| E[WARNING - Yellow Alert<br/>Plan Renewal]
C -->|90 Days| F[NOTICE - Blue Alert<br/>Inform Crew]

D --> G[Immediate Contact Crew<br/>Email + WhatsApp]
E --> G
F --> G

G --> H[Inform About Expiry Date]
H --> I[Provide Renewal Instructions]
I --> J[Set Reminder for Follow-up]
J --> K[CDMO: Coordinate Renewal Process]
K --> L{Document Type}

L -->|Certificate| M[Contact Training Center<br/>Schedule Training Course]
L -->|Medical| N[Arrange Medical Appointment<br/>Approved Medical Clinic]
L -->|Passport| O[Provide Immigration Office Info<br/>Assist with Application]
L -->|Visa| P[Coordinate with Embassy<br/>Prepare Application Documents]

M --> Q[Track Renewal Progress]
N --> Q
O --> Q
P --> Q

Q --> R{Renewal Completed?}
R -->|No| S[Follow-up with Crew<br/>Check Status]
S --> Q
R -->|Yes| T[Receive Renewed Document from Crew]
T --> U[CDMO: Verify Authenticity & Validity]
U --> V{Document Authentic?}
V -->|No| W[Contact Issuing Authority<br/>Verify Details]
W --> U
V -->|Yes| X[Scan in High Quality PDF]
X --> Y[Upload to HIMS]
Y --> Z[Update Document Record]

```

```

Z --> AA[Replace Old Document with New]
AA --> AB[Update Expiry Date]
AB --> AC[Archive Old Certificate]
AC --> AD[OPERATIONAL: Weekly Compliance Review]
AD --> AE[Check All Crew Compliance Status]
AE --> AF{Any Expired Documents?}
AF -->|Yes| AG[CRITICAL ISSUE<br/>Report to Director Immediately]
AG --> AH[Director: Take Corrective Action]
AH --> AI[Remove Crew from Active List<br/>Until Compliance Restored]
AI --> End([End: Compliance Issue Resolved])
AF -->|No| AJ[Generate Weekly Compliance Report]
AJ --> End

```

```

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```

Monitoring Schedule

- **Daily:** CDMO reviews expiring documents widget
- **Weekly:** OPERATIONAL reviews full compliance status
- **Monthly:** Generate comprehensive compliance report

Alert Levels

- **90 Days (NOTICE - Blue):** First notification to crew
- **60 Days (WARNING - Yellow):** Plan renewal, coordinate appointments
- **30 Days (URGENT - Red):** Critical action, escalate to management

4. CREW REPLACEMENT PROCESS

Flowchart: SOP-004 Crew Replacement

flowchart TD

```

Start([Start: Last Week of Month]) --> A[OPERATIONAL: Generate Monthly Checklist]
A --> B[Identify Contracts Expiring<br/>in Next 60 Days]
B --> C[List All Positions Requiring Replacement]
C --> D[Confirm Sign-off Dates with Principals]
D --> E{Replacements Needed?}
E -->|No| F[Monthly Review Complete<br/>No Action Required]
F --> End([End: No Replacements])
E -->|Yes| G[CDMO: For Each Expiring Position]
G --> H[Search Database for<br/>Suitable Replacement Candidates]
H --> I[Check Availability & Document Validity]
I --> J[Create Shortlist<br/>2-3 Candidates per Position]
J --> K[Discuss with Operational Manager]
K --> L[Select Best Candidate]
L --> M[Follow SOP-001:<br/>Crew Application Process]
M --> N[Submit Replacement Application<br/>to Principal]
N --> O[Request Approval<br/>Minimum 30 Days Before Sign-off]

```

```

O --> P{Principal Approval?}
P -->|Rejected| Q[Select Alternative Candidate<br/>from Shortlist]
Q --> M
P -->|Approved| R[CDMO: Create Assignment for Replacement]
R --> S[Set Sign-on Date<br/>Usually Same as Sign-off Date]
S --> T[Coordinate Joining Arrangements]

T --> U[OPERATIONAL: Manage Sign-off Crew]
U --> V[Arrange Transportation for Sign-off]
V --> W[Coordinate with Vessel/Agent]
W --> X[Prepare Sign-off Documents]
X --> Y[Calculate Final Wages]

T --> Z[CDMO: Manage Sign-on Crew]
Z --> AA[Prepare Joining Documents<br/>Contract SEA & PKL]
AA --> AB[Prepare Joining Instructions]
AB --> AC[Arrange Travel Tickets]
AC --> AD[Prepare Cash Advance if Applicable]
AD --> AE[Brief Crew on Vessel Details]
AE --> AF[Arrange Pre-departure Medical<br/>if Needed]

Y --> AG[CDMO: Update Crew List in HIMS]
AF --> AG
AG --> AH[Mark Sign-off Crew: STANDBY]
AH --> AI[Mark Sign-on Crew: ON_BOARD]
AI --> AJ[Generate Updated Crew List Report]
AJ --> AK[Send to Principal and Vessel]
AK --> AL[ACCOUNTING: Contract Closure]
AL --> AM[Close Contract for Sign-off Crew]
AM --> AN[Calculate Final Settlement]
AN --> AO[Process Payment]
AO --> AP[Update Contract Status: COMPLETED]
AP --> AQ{More Replacements?}
AQ -->|Yes| G
AQ -->|No| End2([End: All Replacements Complete])

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```

Crew Replacement Timeline

- **Day 1-7 (Week 1):** Monthly checklist and replacement planning
- **Day 8-21 (Week 2-3):** Application process and principal approval
- **Day 22-30 (Week 4):** Joining arrangements and crew list update
- **Day 30-35:** Sign-off/sign-on execution
- **Day 36-40:** Contract closure and final settlement

Critical Milestones

1. **60 Days Before:** Identify positions needing replacement
2. **30 Days Before:** Principal approval obtained
3. **14 Days Before:** Joining arrangements confirmed

4. **Sign-off Date:** Crew replacement executed
 5. **7 Days After:** Final settlement completed
-

5. EXTERNAL COMPLIANCE MANAGEMENT

Flowchart A: KOSMA Certificate Process

flowchart TD

```

    Start([Start: Crew Assigned to<br/>Korean Vessel]) --> A[CDMO: Check KOSMA Certificate Status]
    A --> B{Certificate Valid?<br/>1 Year from Issue}
    B -->|Yes| C[Certificate OK<br/>No Action Required]
    C --> End([End: Compliant])
    B -->|No or Expired| D[Register at KOSMA Website<br/>www.marinerights.or.kr]
    D --> E[Login with Company Account]
    E --> F[Register Seafarer Details<br/>Name, Rank, Passport]
    F --> G[Pay Training Fee<br/>Approx USD 50]
    G --> H[Seafarer: Complete 3-Hour<br/>Online Training Course]
    H --> I[Topics Covered:<br/>Korean Labor Law<br/>MLC Rights<br/>Complaint Procedures]
    I --> J[Take Online Test<br/>Minimum 70% to Pass]
    J --> K{Test Passed?}
    K -->|No| L[Review Course Materials<br/>Retake Test]
    L --> J
    K -->|Yes| M[Download Certificate]
    M --> N[CDMO: Upload to HIMS<br/>External Compliance Section]
    N --> O[Record Details:<br/>Certificate Number<br/>Issue Date<br/>Expiry Date 1 Year]
    O --> P[Print Copy for Crew File]
    P --> Q[Set Reminder:<br/>2 Months Before Expiry]
    Q --> End

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```

Flowchart B: Dephub Certificate Verification

flowchart TD

```

    Start([Start: Verify Seaman Book]) --> A[CDMO: Login to Dephub Portal<br/>pelaut.dephub.go.id]
    A --> B[Use Company SIUPAK Account]
    B --> C[Navigate to Verifikasi Sijil]
    C --> D[Enter Seaman Book Number]
    D --> E[Enter Seafarer Name]
    E --> F[Click Verify Button]
    F --> G{Verification Result}
    G -->|VALID| H[Record Verification Date in HIMS]
    H --> I[Update Status: VERIFIED]
    I --> End([End: Verification Complete])
    G -->|INVALID| J[Contact Seafarer for Clarification]
    J --> K[Check Seaman Book Details<br/>Number, Name, Issue Date]
    K --> L{Details Correct?}
    L -->|No| M[Obtain Correct Information<br/>from Seafarer]
    M --> D
    L -->|Yes| N[Verify with Local<br/>Syahbandar Office]
    N --> O{Syahbandar Confirms Valid?}
  
```

```

O -->|Yes| P[Update Information in System]
P --> D
O -->|No| Q[CRITICAL ISSUE<br/>Invalid Seaman Book]
Q --> R[Report to Director]
R --> S[Remove Crew from Active List]
S --> T[Require Crew to Obtain<br/>Valid Seaman Book]
T --> End

```

```

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```

Flowchart C: Schengen Visa Application

flowchart TD

```

Start([Start: Crew Joining<br/>Vessel in EU Port]) --> A[CDMO: Check Visa Requirement]
A --> B[Visa Required?<br/>Based on Nationality]
B -->|No| C[No Visa Needed<br/>Proceed with Joining]
C --> End([End: No Visa Required])
B -->|Yes| D[Verify Passport Validity<br/>Minimum 6 Months]
D --> E{Passport Valid?}
E -->|No| F[Crew Must Renew Passport First]
F --> End
E -->|Yes| G[Collect Required Documents]
G --> H[Documents List:<br/>- Passport Original + Copy<br/>- 2 Passport Photos<br/>- Contract/Assignment]
H --> I[Visit Netherlands Consulate Website<br/>consular.mfaservices.nl]
I --> J[Create Account or Login]
J --> K[Fill Visa Application Form<br/>Type: Schengen Short Stay]
K --> L[Upload Supporting Documents]
L --> M[Pay Visa Fee<br/>Approx EUR 80]
M --> N[Book Appointment at<br/>VFS Global Center Jakarta]
N --> O[Crew Attends Appointment]
O --> P[Submit Original Documents]
P --> Q[Biometrics Collection<br/>Fingerprints & Photo]
Q --> R[Receive Application Receipt<br/>with Tracking Number]
R --> S[Record in HIMS:<br/>Application Number<br/>Submission Date<br/>Status: PENDING]
S --> T[Track Application Status Online<br/>Processing 15-20 Working Days]
T --> U{Application Status}
U -->|PENDING| V[Continue Monitoring<br/>Check Every 2-3 Days]
V --> T
U -->|REJECTED| W[Notify Director & Operational]
W --> X[Inform Principal of Delay]
X --> Y[Find Alternative Crew or<br/>Request Reconsideration]
Y --> End
U -->|APPROVED| Z[Collect Passport with Visa<br/>from VFS Global]
Z --> AA[CDMO: Verify Visa Details<br/>Validity Dates<br/>Entry Type<br/>Duration of Stay]
AA --> AB[Scan Visa Pages]
AB --> AC[Upload to HIMS]
AC --> AD[Update Status: VERIFIED]
AD --> AE[Provide Original to Crew<br/>for Travel]
AE --> End

```

```

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External Compliance Systems Summary

System	Purpose	Validity	Lead Time	Critical
KOSMA	Korean vessel training	1 year	2 months	Yes
Dephub	Seaman book verification	N/A (verify quarterly)	N/A	Yes
Schengen Visa	EU port joining	Per visa type	2 months	Yes

6. MONTHLY COMPLIANCE REPORTING

Flowchart: SOP-006 Monthly Report Generation

flowchart TD

```

Start([Start: Last Week of Month]) --> A[CDMO: Data Collection Phase]
A --> B[Export Crew Database<br/>All Active, On Board, Standby]
B --> C[Export Document Expiry Report<br/>30/60/90 Day Alerts]
C --> D[Export Contract Status Report<br/>Active, Expiring, Expired]
D --> E[Export Assignment Report<br/>Current Month Activity]
E --> F[Export External Compliance Status<br/>KOSMA, Dephub, Visa]
F --> G[OPERATIONAL: Analysis Phase]
G --> H[Calculate Crew Statistics]
H --> I[Total Crew by Status:<br/>- Active Count<br/>- On Board Count<br/>- Standby Count<br/>- Inactive Count]
I --> J[Document Compliance Analysis]
J --> K[Count Documents Expiring:<br/>- Next 30 Days URGENT<br/>- Next 60 Days WARNING<br/>- Next 90 Days CRITICAL]
K --> L[Contract Renewal Analysis]
L --> M[List Contracts Expiring<br/>in Next 60 Days<br/>Replacement Plan Status]
M --> N[Pending Applications Summary]
N --> O[Count by Status:<br/>- PENDING Count<br/>- APPROVED Count<br/>- REJECTED Count]
O --> P[External Compliance Status]
P --> Q[KOSMA Certificates:<br/>- Valid Count<br/>- Expiring Soon Count<br/>Dephub Verifications:<br/>- Pending<br/>- Approved<br/>- Rejected]
Q --> R[OPERATIONAL: Report Generation]
R --> S[Create Monthly Report Document<br/>Using Template]
S --> T[Section 1: Executive Summary<br/>Key Metrics & Highlights<br/>Critical Issues Overview]
T --> U[Section 2: Crew Statistics<br/>Total Crew by Status<br/>Month-over-Month Changes]
U --> V[Section 3: Document Compliance<br/>Expiring Documents Table<br/>Renewal Progress]
V --> W[Section 4: Contract Renewals<br/>Expiring Contracts List<br/>Replacement Status]
W --> X[Section 5: Critical Issues<br/>Expired Documents<br/>Failed Applications<br/>Compliance Gaps]
X --> Y[Section 6: Recommendations<br/>Action Items<br/>Process Improvements]
Y --> Z[Section 7: Appendix<br/>Detailed Data Tables<br/>Supporting Charts]
Z --> AA[Review Report for Accuracy]
AA --> AB{Report Accurate?}
AB -->|No| AC[Correct Errors]
AC --> AA
AB -->|Yes| AD[Add Management Commentary<br/>if Required]
AD --> AE[Finalize Report PDF]
AE --> AF[Submit to Director<br/>By 5th of Following Month]

```

```

AF --> AG[Distribute to:<br/>- Director<br/>- CDMO<br/>- Accounting]
AG --> AH[DIRECTOR: Management Review]
AH --> AI[Review Monthly Report]
AI --> AJ[Identify Trends & Issues]
AJ --> AK{Critical Issues Found?}
AK -->|Yes| AL[Provide Directives for<br/>Corrective Action]
AL --> AM[Assign Responsibility & Deadline]
AM --> AN[Track Corrective Actions]
AN --> AO[Provide Feedback to Team]
AO --> AP[Archive Report in Quality System]
AP --> End([End: Report Completed])
AK -->|No| AO

```

```

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```

Monthly Report Timeline

- **Week 4 of Month:** Data collection (CDMO)
- **Day 1-3 of Next Month:** Analysis and report generation (OPERATIONAL)
- **Day 4:** Review and finalization
- **Day 5:** Submit to Director
- **Day 5-7:** Management review and feedback
- **Day 8:** Archive report

Report Sections

1. **Executive Summary** - Key metrics, highlights, critical issues
2. **Crew Statistics** - Total crew by status, month-over-month changes
3. **Document Compliance** - Expiring documents, renewal progress
4. **Contract Renewals** - Expiring contracts, replacement status
5. **Critical Issues** - Expired documents, failed applications, gaps
6. **Recommendations** - Action items, process improvements
7. **Appendix** - Detailed data tables, supporting charts

Key Metrics Tracked

- Total crew count by status
- Document expiry alerts (30/60/90 days)
- Contract expiry count (60 days)
- Application success rate
- External compliance status
- Critical issues count

MODULE OVERVIEW DIAGRAM

HIMS System Architecture

flowchart TB

```

User([User Login]) --> Dashboard[Dashboard<br/>Role-Based View]

```

```

Dashboard --> CrewModule[CREW MODULE]

```

```

Dashboard --> ApplicationModule[APPLICATION MODULE]
Dashboard --> AssignmentModule[ASSIGNMENT MODULE]
Dashboard --> ContractModule[CONTRACT MODULE]
Dashboard --> DocumentModule[DOCUMENT MODULE]
Dashboard --> PrincipalModule[PRINCIPAL/VESSEL MODULE]
Dashboard --> AccountingModule[ACCOUNTING MODULE]
Dashboard --> HRModule[HR MODULE]
Dashboard --> QualityModule[QUALITY/HGQS MODULE]
Dashboard --> ComplianceModule[COMPLIANCE MODULE]

CrewModule --> C1[Add/Edit Crew]
CrewModule --> C2[Crew Status Management]
CrewModule --> C3[Search & Filter]

ApplicationModule --> A1[Create Application CR-02]
ApplicationModule --> A2[Submit to Principal]
ApplicationModule --> A3[Track Approval Status]

AssignmentModule --> AS1[Create Assignment]
AssignmentModule --> AS2[Sign-on/Sign-off Management]
AssignmentModule --> AS3[Crew List Generation]

ContractModule --> C01[Generate SEA Contract]
ContractModule --> C02[Generate PKL Contract]
ContractModule --> C03[Contract Status Tracking]

DocumentModule --> D1[Upload Documents]
DocumentModule --> D2[Expiry Tracking]
DocumentModule --> D3[Renewal Reminders]

PrincipalModule --> P1[Principal Management]
PrincipalModule --> P2[Vessel Management]
PrincipalModule --> P3[Agency Agreement]

AccountingModule --> AC1[Wage Scale Management]
AccountingModule --> AC2[Agency Fees]
AccountingModule --> AC3[Insurance Management]

HRModule --> H1[Recruitment]
HRModule --> H2[National Holidays]
HRModule --> H3[Disciplinary Records]

QualityModule --> Q1[Document Control]
QualityModule --> Q2[Internal Audit]
QualityModule --> Q3[Non-conformance Reports]

ComplianceModule --> CM1[KOSMA Certificate]
ComplianceModule --> CM2[Dephub Verification]
ComplianceModule --> CM3[Schengen Visa]

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style ApplicationModule fill:#2196F3,color:#fff
style AssignmentModule fill:#2196F3,color:#fff

```

```

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style DocumentModule fill:#2196F3,color:#fff
style PrincipalModule fill:#2196F3,color:#fff
style AccountingModule fill:#2196F3,color:#fff
style HRModule fill:#2196F3,color:#fff
style QualityModule fill:#2196F3,color:#fff
style ComplianceModule fill:#2196F3,color:#fff

```

DATA FLOW DIAGRAM

Complete Crewing Workflow

flowchart LR

```

A[Seafarer<br/>Recruitment] --> B[Crew Database<br/>Active Pool]
B --> C[Application<br/>CR-02]
C --> D{Principal<br/>Approval}
D -->|Approved| E[Assignment<br/>Creation]
D -->|Rejected| B
E --> F[Contract<br/>Generation]
F --> G[SEA Contract<br/>MLC Compliant]
F --> H[PKL Contract<br/>Hubla Filing]
G --> I[Document<br/>Management]
H --> I
I --> J[Compliance<br/>Tracking]
J --> K[KOSMA<br/>Certificate]
J --> L[Dephub<br/>Verification]
J --> M[Visa<br/>Application]
K --> N[Sign-on<br/>Process]
L --> N
M --> N
N --> O[ON_BOARD<br/>Status]
O --> P[Contract<br/>Active]
P --> Q{Contract<br/>Expiring?}
Q -->|Yes| R[Crew<br/>Replacement]
R --> C
Q -->|No| P
R --> S[Sign-off<br/>Process]
S --> T[STANDBY<br/>Status]
T --> U[Final<br/>Settlement]
U --> B

```

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```

PERMISSION MATRIX DIAGRAM

Role-Based Access Control

flowchart TD

```
System[HIMS System] --> Roles{User Roles}

Roles --> R1[DIRECTOR<br/>Full Access]
Roles --> R2[CDMO<br/>Crew & Documents]
Roles --> R3[OPERATIONAL<br/>View Most/Edit Crewing]
Roles --> R4[ACCOUNTING<br/>Financial Modules]
Roles --> R5[HR<br/>Recruitment & HR]
Roles --> R6[CREW_PORTAL<br/>Self-Service]
Roles --> R7[AUDITOR<br/>Read-Only Compliance]
```

```
R1 --> M1[All Modules<br/>FULL_ACCESS]
```

```
R2 --> M2A[Crew: FULL]
R2 --> M2B[Documents: FULL]
R2 --> M2C[Applications: FULL]
R2 --> M2D[Compliance: EDIT]
```

```
R3 --> M3A[Crew: EDIT]
R3 --> M3B[Applications: EDIT]
R3 --> M3C[Assignments: EDIT]
R3 --> M3D[Contracts: VIEW]
```

```
R4 --> M4A[Contracts: FULL]
R4 --> M4B[Wage Scales: FULL]
R4 --> M4C[Agency Fees: FULL]
R4 --> M4D[Insurance: FULL]
```

```
R5 --> M5A[Recruitment: FULL]
R5 --> M5B[HR: FULL]
R5 --> M5C[Disciplinary: VIEW]
R5 --> M5D[National Holidays: FULL]
```

```
R6 --> M6A[Own Contracts: VIEW]
R6 --> M6B[Own Documents: VIEW]
R6 --> M6C[Own Assignments: VIEW]
```

```
R7 --> M7A[Compliance: VIEW]
R7 --> M7B[Quality: VIEW]
R7 --> M7C[Documents: VIEW]
```

```
style System fill:#4CAF50,color:#fff
style Roles fill:#2196F3,color:#fff
style R1 fill:#FF5722,color:#fff
style R4 fill:#9C27B0,color:#fff
```

NOTES ON DIAGRAM RENDERING

How to View These Flowcharts

Option 1: GitHub/GitLab - These Mermaid diagrams render automatically on GitHub and GitLab

Option 2: VS Code - Install extension: “Markdown Preview Mermaid Support” - Open this file and use Markdown preview

Option 3: Online Tools - Visit: <https://mermaid.live/> - Copy and paste diagram code - Export as PNG/SVG/PDF

Option 4: Documentation Tools - Use MkDocs with mermaid2 plugin - Use Docusaurus with Mermaid support - Use Confluence with Mermaid macro

Diagram Legend

Colors: - [GREEN] Green: Start/End points, Positive outcomes - [BLUE] Blue: Process steps, Modules - [YELLOW] Yellow: Decision points, Critical choices - [RED] Red: Critical issues, Errors, Rejections - [ORANGE] Orange: Warnings, Important notices

Shapes: - **Rectangle:** Process/Action step - **Diamond:** Decision point - **Rounded Rectangle:** Start/End point - **Parallelogram:** Input/Output - **Cylinder:** Database/Storage

END OF FLOWCHARTS

These visual SOPs complement the written procedures in HIMS Complete Manual. For detailed step-by-step instructions, refer to Section 5 of the main manual.