

### Writing drydock specifications

### ... getting ship's staff involved

**Specification Generator** is used for compiling and printing Refit & Repair Specification documents

**Shipboard Defect Recording & Monitoring** is used by ship's staff to record defects and other ship initiated jobs

### Comparing shipyard tenders

**Cost Control** is used for recording, analysing and reporting on the cost of jobs in Refit & Repair Specifications



### Creating company standards

**Master Data** is used for setting up standard job descriptions & standard libraries

### Keeping control of costs & monitoring progress during the drydocking

### Evaluating shipyard performance

**Specification Generator, Cost Control & Time Management** all in one

**Yard Evaluation** is used to "rate" or "grade" the yards performance during the docking.

## Overview

REFMAN is a software package that has been specially designed to allow technical people who are responsible for the day to day running of ships, to take control of the drydocking and ship repair process.

REFMAN has a Specification Generator for compiling and printing specification documents; Cost Control for comparing shipyard tenders and reporting drydocking costs, Shipboard Defect Recording & Monitoring for managing defects and other jobs initiated onboard. There is also a Drawing Package for creating simple drawings, sketches and annotating photographs; a Time Management module for planning and keeping track of the progress of jobs and a Yard Evaluation module for rating the yards performance.

When you use REFMAN to write your specifications there are no large word processed documents to manipulate

and the software itself handles the time consuming "secretarial" functions such as text formatting and job numbering so that leaves you with a lot more time to concentrate on the technical content of the specification.

Also, all of REFMAN's modules are fully integrated so when you use REFMAN to write a specification the framework for comparing & recording costs, etc. is created and updated automatically each time a job is added, deleted or cancelled from a specification.

So when you use REFMAN for Cost Control, there are no cumbersome spreadsheets to setup, no complex formulas and the software produces all the reports that are needed automatically. The shipyards can even quote electronically so that means less time typing numbers and checking that they add up, which leaves you a lot more time to concentrate on what the numbers mean.

## REFMAN – Specification Generator

REFMAN's Specification Generator has been designed to allow people who are not word processing 'experts' to quickly and easily produce well formatted, professional looking specification documents.

To achieve this, REFMAN encourages a high degree of standardisation, not just in the presentation, style and layout of these documents, but also in technical content.

Standardisation of content is achieved by making use of previously written job descriptions both as templates and as standard work descriptions which can be used over and over again.

This saves both time and effort when preparing new specifications and provides an opportunity to refine or 'hone' each standard job description each time it is used, giving you the possibility of producing 'tighter' and 'tighter' specifications!

*Features include:*

- Automatic Job numbering/re-numbering.
- Instant recall of any previous job description.
- Simple to use job writing drawing facilities.
- Simple to use drawing tool for line drawings, sketches & annotating photographs and scanned images.
- Automatic formatting of printed specifications.
- Flexible document printing facilities.
- Automatic table of contents.
- A system which is designed for use by a Superintendent, a Secretary, or both.

## REFMAN – Cost Control

In the analysis and monitoring of repair costs, REFMAN has been designed to allow a non-accountant to quickly and easily forecast the cost of a refit or drydocking, to compare competing tenders and to monitor costs during the repair period itself.

In a REFMAN analysis there are no complicated 'accruals', no 'reversals' and no 'balances B/F'. Instead, REFMAN simply uses the 'best' cost information which is available at any particular time. If a job is complete, the 'actual cost' is used, if a job is in progress, the 'bid' is used, and if a job has been included as an 'extra' and the only cost available is an estimate, then that will be used.

By combining these together, at all times before, during and after the repair period, the Superintendent or Port Engineer gets the clearest possible indication of 'how much has to be saved' or 'how much is available to spend'.

*Features include:*

- Ability to record estimated yard & owners costs, yard bid and actual costs for each job.
- Analysis of job costs against repair, capital, insurance, guarantee and project budgets.
- Ability for shipyards to submit tenders electronically avoiding the need to enter prices manually.
- Recording of yard tenders in tender currency with analysis in your own currency.
- Full range of on screen and printed reports in your own or tender currency.
- A system which is designed for use by a Superintendent, a Cost Estimator/Accountant or both.

## REFMAN – Shipboard Defect Recording & Monitoring

Recognising the part which ship's staff play in initiating many of the 'repair' type items in a specification, REFMAN has been designed to provide a smooth transition for each specification item from 'defect report', through to inclusion as a 'job' in a specification and to its eventual completion.

This is achieved by providing a system for the ship's staff which enables them to record defects in a format which can be transferred to the Superintendent or Port Engineer and incorporated directly into a specification document with little or no re-typing.

This makes it easier and quicker for the Superintendent or Port Engineer to get ship initiated jobs into the specification.

Also, because the Shipboard Defect Recording Module is cross-referenced with REFMAN's Specification Generator,

when the specification is produced, the ship's staff can easily confirm that all of the defects which they have reported actually found their way into the specification.

*Features include:*

- 'On screen forms' to ensure that the ship's staff supply all the information which the Superintendent needs.
- Automatic defect numbering.
- Simple to use defect writing facilities.
- Simple to use drawing tool for line drawings, sketches & annotating photographs and scanned images.
- Facilities for 'private' or 'departmental' work lists for 'ship's staff' jobs.
- A system which is designed for use by both ship's Engineers and Deck Officers.

*System Requirements:* Win XP with 1GB RAM, Vista or Win7 (32 bit) with 2GB RAM or Win7 (64 bit) with 4GB RAM, 1 GB Free Hard Disk Space and a printer.

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