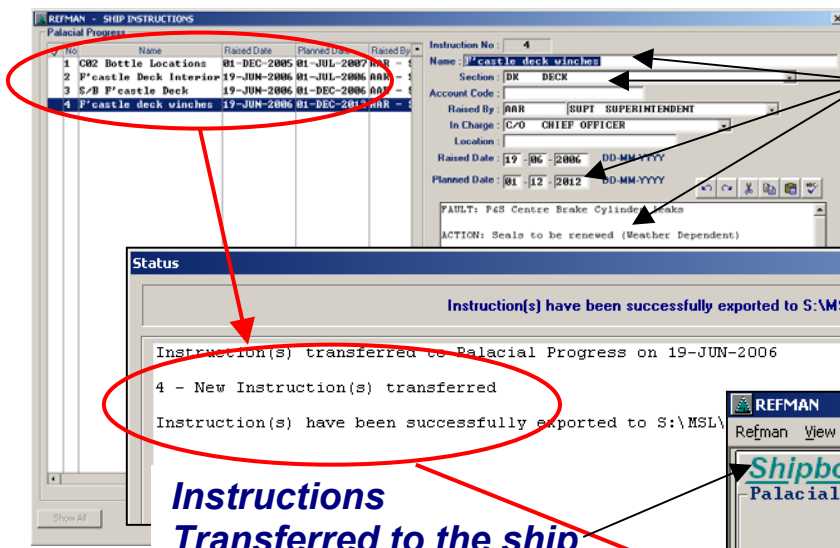


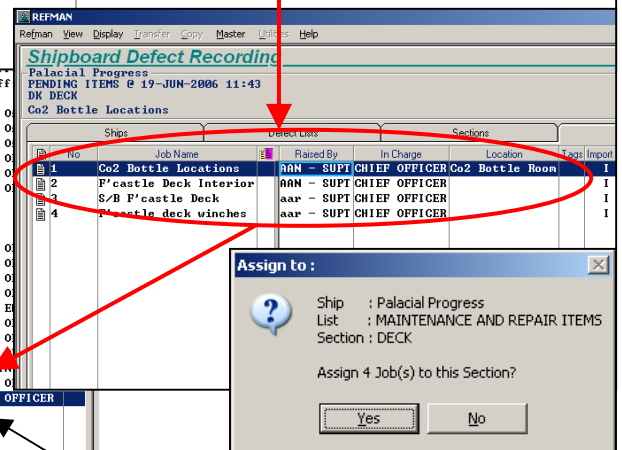
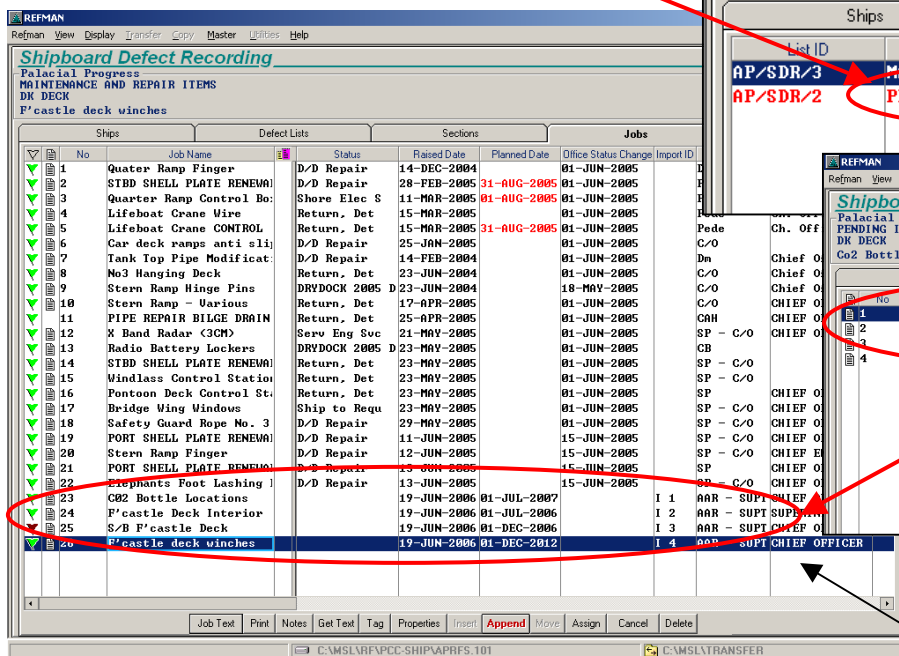
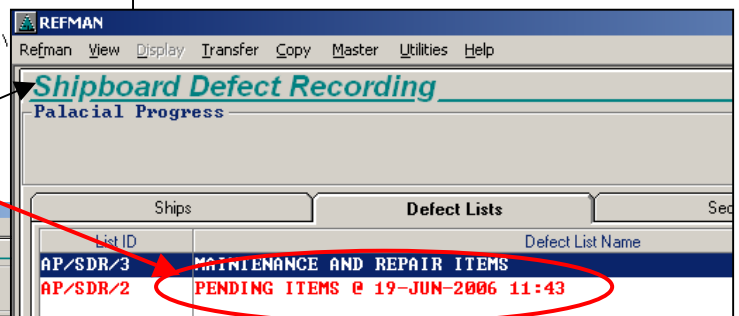
Instructions from the office

For each "instruction" the Superintendent :

- Types a brief heading or name.
- Optionally, specifies the section of the defect list to assign the item to, who will be in charge, etc.
- Types a few words against the prompts in the standard form.
- Enters the date the item should be completed by.



Instructions Transferred to the ship



Instructions used to initiate new items in ships' defect list

Overview

REFMAN's Ship Instruction & Feedback module has been designed to provide a simple means of ensuring that defects and other jobs which have been identified by the Superintendent or which have been brought to the Superintendents' attention are recorded and dealt with via REFMAN's Shipboard Defect Recording system onboard.

This is achieved by providing the facility for the Superintendent to send "instructions" to the ship that ship's staff can use to automatically initiate new items in REFMAN's Shipboard Defect Recording system onboard.

Items initiated in the Shipboard Defect Recording system in this way are automatically cross-referenced

with the original instruction so that it is easy for the ships' staff to track instructions and to check which have been processed and added to the ship's Defect List, which have been completed and which are still outstanding.

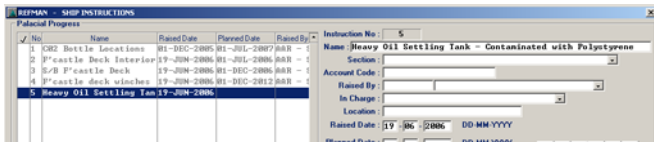
When used in conjunction with REFMAN's Shipboard Defect Status Monitoring module in the office, the Superintendent can also check the status of each Instruction and produce a list showing which are overdue.

Used in this way it provides a comprehensive system for dealing with defects identified during ship inspections/ audits, *ad hoc* defects and or jobs that are identified following a Superintendents visit to a ship as well as for items that are raised by ship's staff. Most importantly it provides a means of ensuring that each one is dealt with.

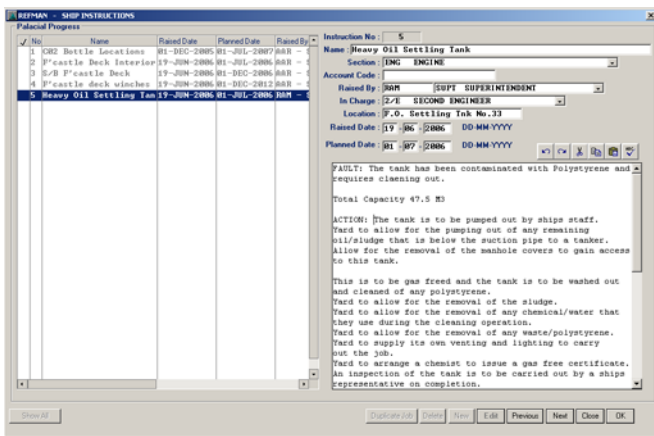
REFMAN–Ship Instruction & Feedback Module in the office.

Provides the Superintendent with the means to create a list of “instructions” in the office that relate to defects or jobs which the Superintendent want ships’ staff to record and deal with via REFMAN’s Shipboard Defect Recording system onboard.

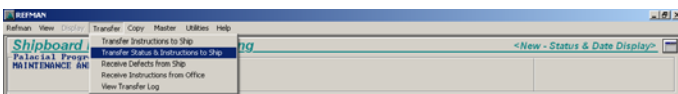
An instruction can just be simple one-line item to act as a “prompt” or “reminder” to ships’ staff to record an item that has previously been discussed:



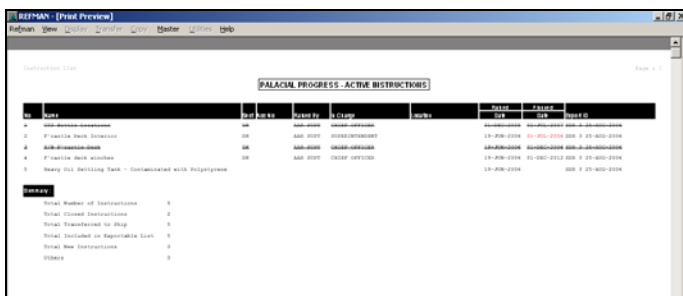
Alternatively, it could be a very detailed description relating to a planned job, or to planned actions to rectify a known defect:



Instructions can then be transferred to the ship individually or when used in conjunction with REFMAN’s Shipboard Defect Status Monitoring module, instructions are automatically transferred as part of the routine defect “Status” transfers.

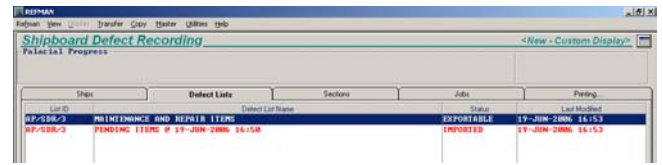


At any time a printed list of instructions can be produced along with a summary showing the total number of instructions and the numbers that have been completed, transferred, processed onboard, etc.

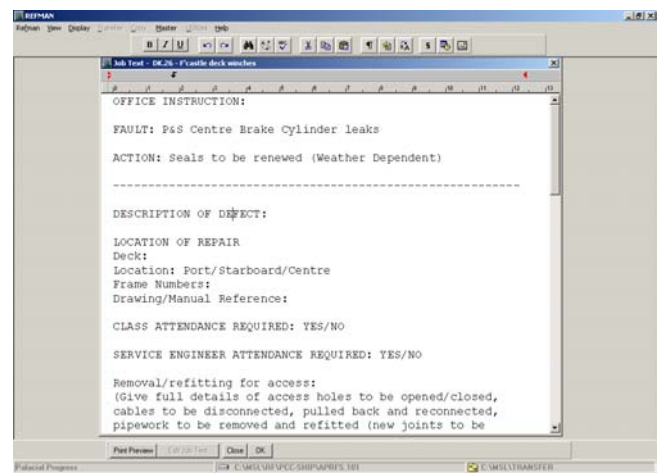


REFMAN–Ship Instruction & Feedback Module onboard.

When new “instructions” are received onboard, they appear as a “Pending Items” in the defect list to alerts ships’ staff to the new “instructions”:

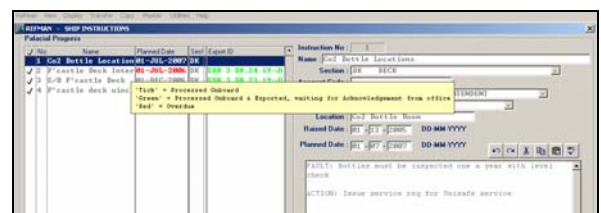


To “clear” the pending item from the list, each new instruction has to be assigned into the ships main defect list. Once in the main defect list, ships staff can add a full description of the work in the same way as they would for a new item added in the normal way.



These defects are then transferred back to the office in the normal way, along with their original Instruction reference where they can be monitored and/or included in a drydock specification.

The complete list of instructions can also be displayed on the screen the same as it appears in the office.



Items that have already been “processed” onboard and have been included in a defect list are shown with a “tick”. Once transferred to the office an “Export ID” will also be shown. Items that have been completed are shown with a green “tick” and items that are overdue are shown with the “Planned Date” in red.

In this way, both Superintendent and Ships’ staff can see the status of each instruction.

System Requirements: As per REFMAN’s Shipboard Defect Recording or Specification Generator module as appropriate.