Oracle® Hospitality Cruise Shipboard Property Management System

Safety Drill User Guide
Release 7.30.869

January 2016

ORACLE

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Preface

This document describes the setup and usage of Safety Drill module.

The Safety Drill module is a program that manages the Muster drills conducted by the crew of the ship prior to embarking on a voyage, and preparing passengers for safe evacuations in the event of an emergency while on board the ship, and to familiarize the crew and passengers with escape routes.

Audience

This document is intended for application specialist and end-users of Oracle Hospitality Cruise Shipboard Property Management System.

Customer Support

To contact Oracle Customer Support, access My Oracle Support at the following URL: https://support.oracle.com/

When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received
- Screen shots of each step you take

Revision History

Date	Description of Change
November 30, 2014	• Initial publication.
January 22, 2016	• Revised document format • Separation of System Configuration and usage into different Drill Mode.

1. Prerequisites, Supported Systems, and Compatibility

This section describes the minimum requirements to operate the Safety Drill module in Oracle Hospitality Cruise Shipboard Property Management System.

Prerequisites

- Administration.exe
- Crew.exe
- Safety Drill.exe

Supported Systems

- Windows 32-bit System
- Windows 64-bit System

Compatibility

Oracle® Hospitality Cruise Shipboard Property Management System version 7.30.869 or later. For customers operating on version below 7.30.869, database upgrade to the recommended or latest version is required.

2. System Configuration

The Safety Drill module has two handling mode, a Standard Safety Drill and Advance Safety Drill, and the setup varies depending on the mode defined in **Parameter group, Safety, Advance Safety Drill.** (0=Standard Safety Drill / 1 = Advance Safety Drill)

2.1. Accessing the Setup Page

The setup function is accessible by launching the **Administration** module, and then select from the menu bar **Administration, Safety Setup.**

Below screen shot shows the available configuration for Standard Safety Drill, where **Parameter, Safety, Advance Safety Drill is = 0** (Standard Drill).

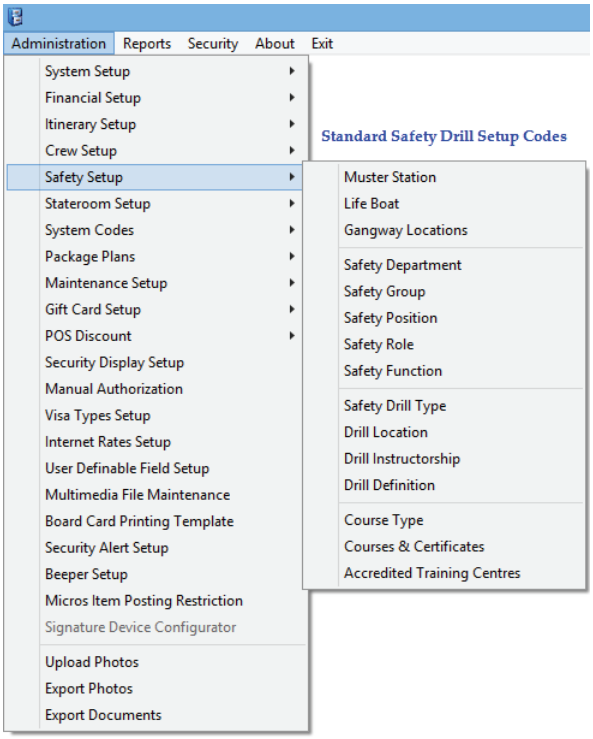


Figure 2-1 – Standard Safety Drill Setup

Functions available in the Advance Safety Drill, where **Parameter, Safety, Advance Safety Drill is = 1** (Advance Safety Drill) are listed in below screen shot.

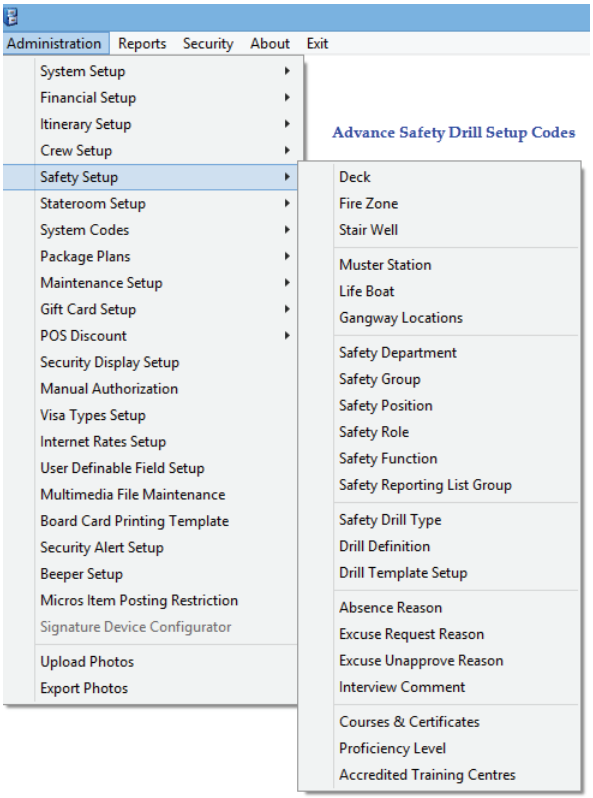


Figure 2-2 - Advance Safety Drill Setup

Table 2-1 – Available configuration codes for Safety Setup

Function Name	Definitions
Deck Setup	Defines the deck location in Muster Station setup. *(Advance Safety Drill)*
Fire Zone Setup	Defines the Fire Zone for the drill in Muster Station setup. *(Advance Safety Drill)*
Stair Well Setup	Defines the stairwell location in Muster Station setup. *(Advance Safety Drill)*
Muster Station Setup (definable label - TYP_LBL = SFTMST)	Defines the assembly location
Lifeboat Setup (definable label - TYP_LBL = SFTBOT)	Defines the lifeboat or life raft capacity
Gangway Locations	Defines the gangway location
Safety Department (definable label - TYP_LBL = SFTDIV)	Defines the department responsible for safety in each location.

Function Name	Definitions
Safety Group (definable label - TYP_LBL = SFTSGP)	Defines the responsibilities and task of each safety group.
Safety Position (definable label - TYP_LBL = SFTCRW)	Defines the position of the Crew.
Safety Role (definable label - TYP_LBL = SFTROL)	Defines the role of the safety Crew.
Safety Function (definable label – TYP_LBL = SFTFCT)	Defines the role of Crew in command of Survival Craft.
Safety Drill Type	Defines the type of drills.
Drill Location	Defines the Location of the Scheduled Drill *(Standard Safety Drill)*[1].
Drill Instructorship	Defines the Instructor responsible for the Scheduled Drill *(Standard Safety Drill).*
Drill Definition	Definition of drills.
Drill Template Setup	Template for each drill type.
Absence Reason	Reason for not attending the safety drill *(Advance Safety Drill)*[2].
Excuse Request Reason	Reason to be excused from attending safety drill *(Advance Safety Drill).*
Excuse Unapprove Reason	Reason for not Approving the excuse request *(Advance Safety Drill).*
Interview Comment	A comment field use during interview, either as a predefined comment or free text input. *(Advance Safety Drill).*
Course & Certificates	Type Courses and Certification required for each drill type
Proficiency Level	Proficiency level offered in courses and certification.

[1] Available in Standard Safety Drill Mode only
[2] Available in Advance Safety Drill Mode only

Function Name	Definitions
Accredited Training Centres	Training centers recognized by the Ship in providing Safety training.

2.2. Configuring Safety Codes in Standard Safety Drill

Majority of the setup screen are the same in Standard Safety Drill mode, below are the steps to configure new codes for: Gangway Locations, Safety Department, Safety Group, Safety Position, Safety Role, Safety Function, Safety Drill Type, Drill Location, Drill Instructorship, Course Type and Accredited Training Centres.

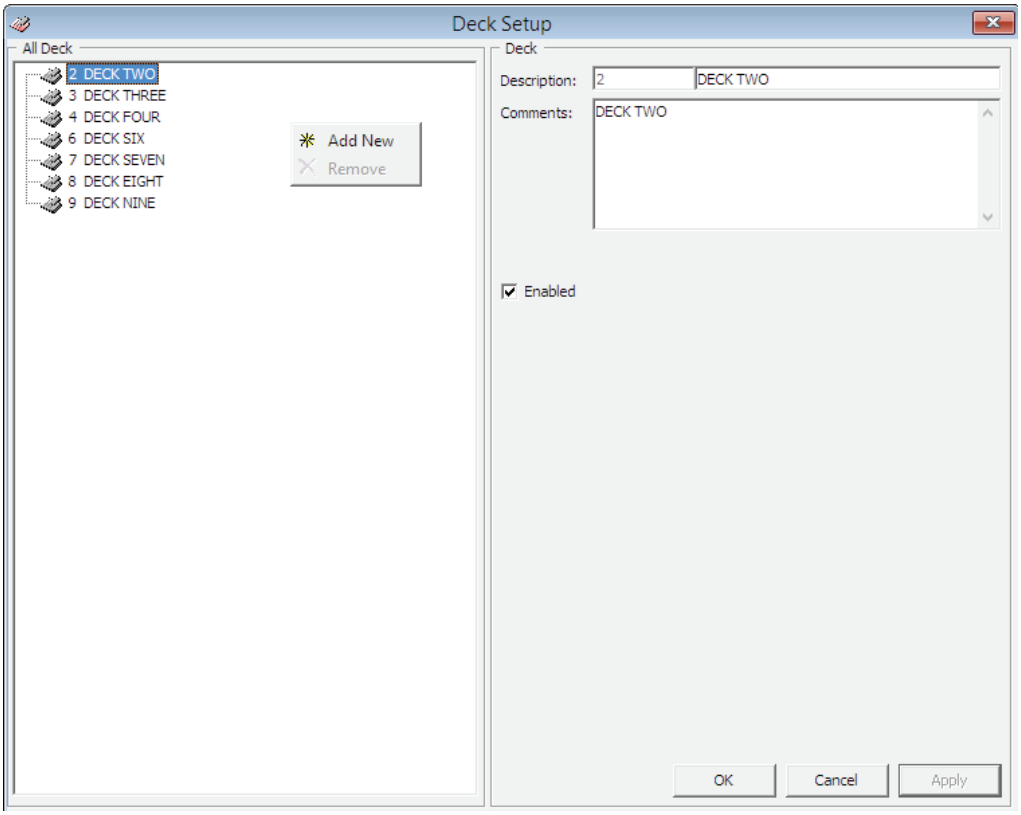


Figure 2-3 – Standard Code Configuration screen

1. From the **Safety Setup** menu, select the code to configure.
2. On the left panel, right click in the blank space, then select **Add New**.
3. Enter a short code and the first description on the right.
4. Further describe the code in the **Comments** field.
5. The newly added code is enabled by default. To disable the item, deselect the check mark under **Enable**.
6. Click **Apply** to save the code.
7. To delete the code from the System, right click on the code in the right panel and select remove.

2.2.1. Setting Up Muster Station

A Muster Station is a required field in the Safety Drill setup and this must be setup prior to configuring any Safety Drill. The layout of the configuration screen defers, depending on the mode setup in **Parameter group, Safety, Advance Safety Drill**.

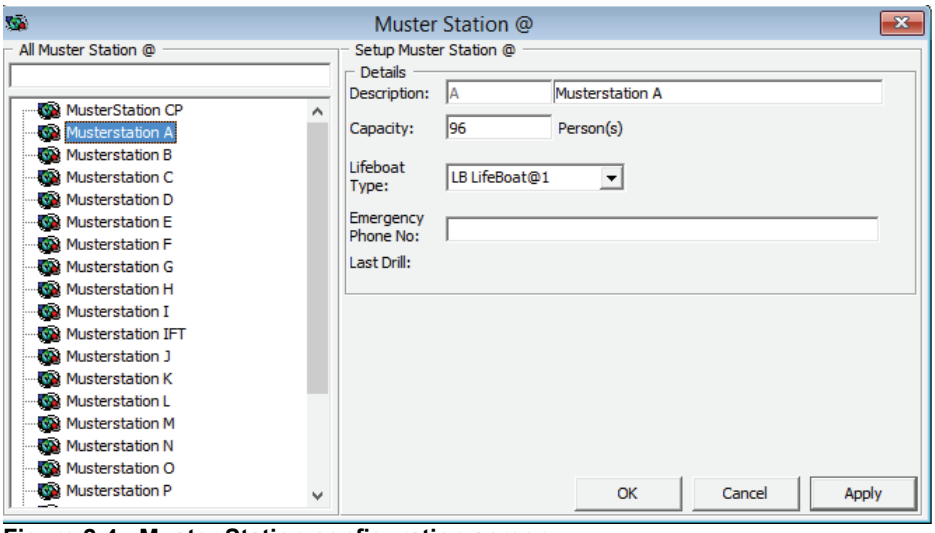


Figure 2-4 - Muster Station configuration screen

1. From the **Safety Setup** menu, select Muster Station.
2. On the left panel, right click in the blank space, then select **Add Muster Station**.
3. Enter a short code and the field description on the right.
4. Enter the **Capacity** allowed.
5. Select the **Lifeboat Type** from the drop-down list.
6. Insert the Emergency Phone Number, if any.
7. Click **Apply** to save the code.

To copy an existing configuration code

1. On select code, right click and select **Copy Muster Station**.
2. Enter the name and description of the new code, then click **Add** to populate the information onto the next window.

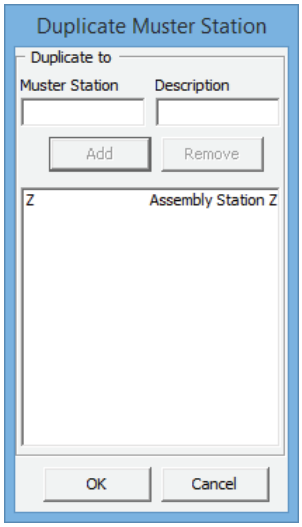


Figure 2-5 - Copy Muster Station screen

3. Continue to add the Muster Station if more Muster Station is required.
4. Click **OK** to save.

2.2.2. Setting Up Lifeboat/Liferaft

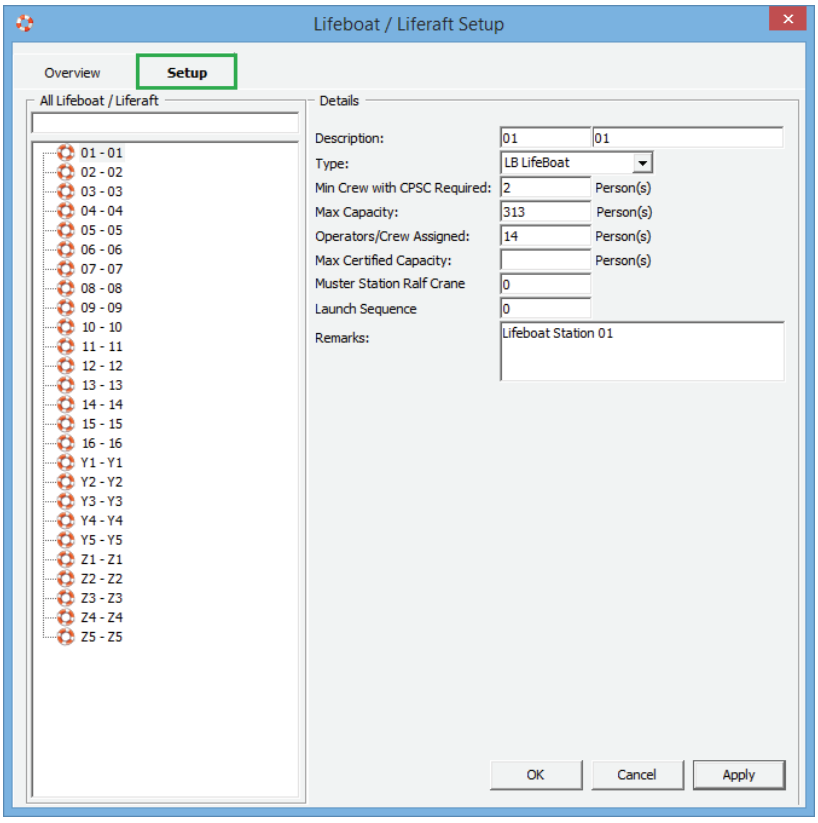


Figure 2-6 - Lifeboat/Liferaft Configuration screen

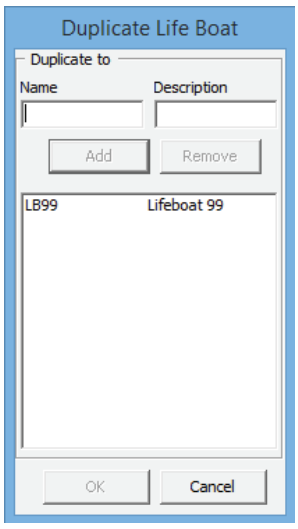
Table 2-2 - Field definition of Lifeboat/Liferaft configuration screen

Field Name	Definitions
Description	Short code and description of the lifeboat/life raft.
Type	Type of lifeboat /life raft. These codes are predefined and hard coded.
Min Crew with CPSC Required	Minimum crew with CPSC certification.
Max Capacity	Maximum capacity allowed per lifeboat /life raft.
Operators/Crew Assigned	Number of crew assigned to this lifeboat/life raft.
Max Certified Capacity	Maximum capacity of lifeboat/ life raft.
Muster Station Raft Crane	Raft crane the lifeboat is assigned to in Muster Station.
Launch Sequence	Launch sequence of the lifeboat.
Remarks	Additional remarks pertaining to this lifeboat.

There are additional fields in Lifeboat/Liferaft setup screen, and to setup the codes, repeat steps in *Setting Up Muster Station.*

To copy an existing configuration code:

1. On select code, right click and select **Copy**.
2. Enter the name and description of the new code, then click **Add**.
3. Click **OK** to save.



2.2.3. Setting Up Drill Definition

The Drill Definition code defines the type of drills, attendance requirements and identify drills that are Course and Certificate related.

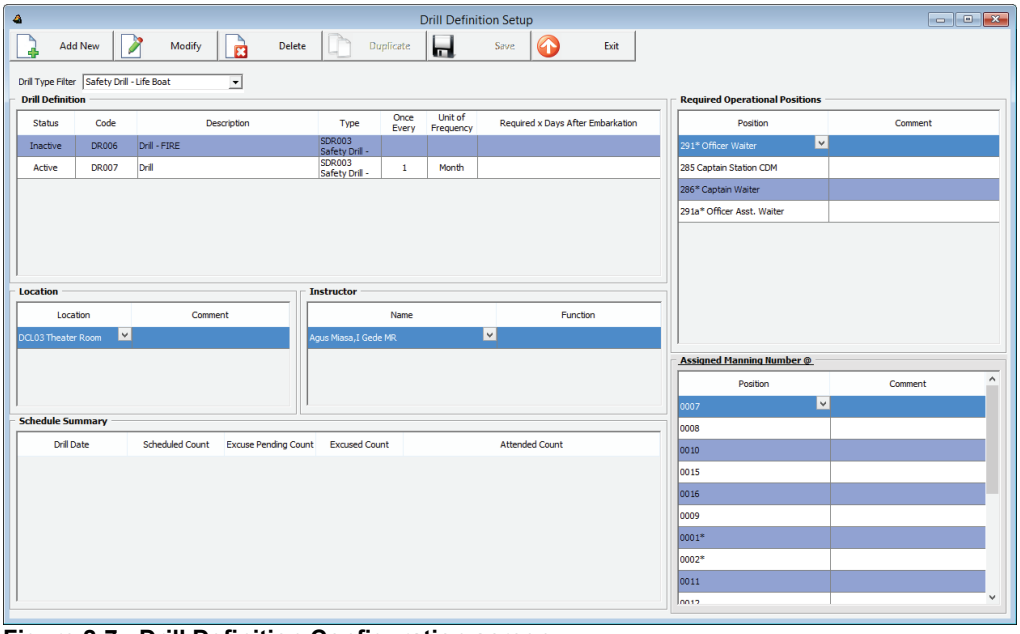


Figure 2-7 - Drill Definition Configuration screen

1. From the Safety Setup menu, select the **Drill Definition**.
2. Click **Add New** on top right of the screen to add a new drill.
3. Select the **Status** from the drop down list, then enter the **Drill Code** and **Description**.
4. In the **Drill Definition section** , select the **Drill Type** from the drop down list, then enter the **frequency of the drill, Required x days** after embarkation.
5. Click **Save** to save the record.
6. Continue to select the Drill, then click **Modify** to add Location, Instructor, Required Operational Positions and Assigned Manning Number.
7. In the **Location and Instructor** section, right click in the window and select **Add New**, then select the location from the drop down list and enter the comment/function if any.
8. In the **Required Operational Positions** section, right click on the window and select **Add New** to individually add a position, or **Add All** to select multiple positions.

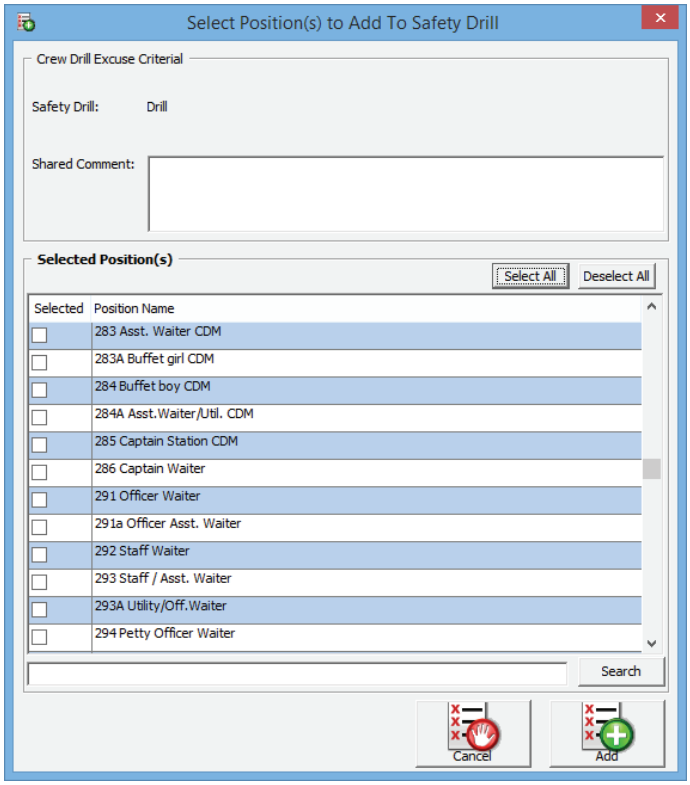


Figure 2-8 - Position selection for Course & Certificate in Drill Definition

9. To Add All positions, check the positions check box and click **Add**.
10. In Assigned Manning Number section, repeat step 6 and 7.

2.2.4. Setting Up Courses & Certificates

The Courses & Certificates code defines the type Courses and Certifications required for each drill type, and identify the certificates expiry on Emergency # (E Number) change.

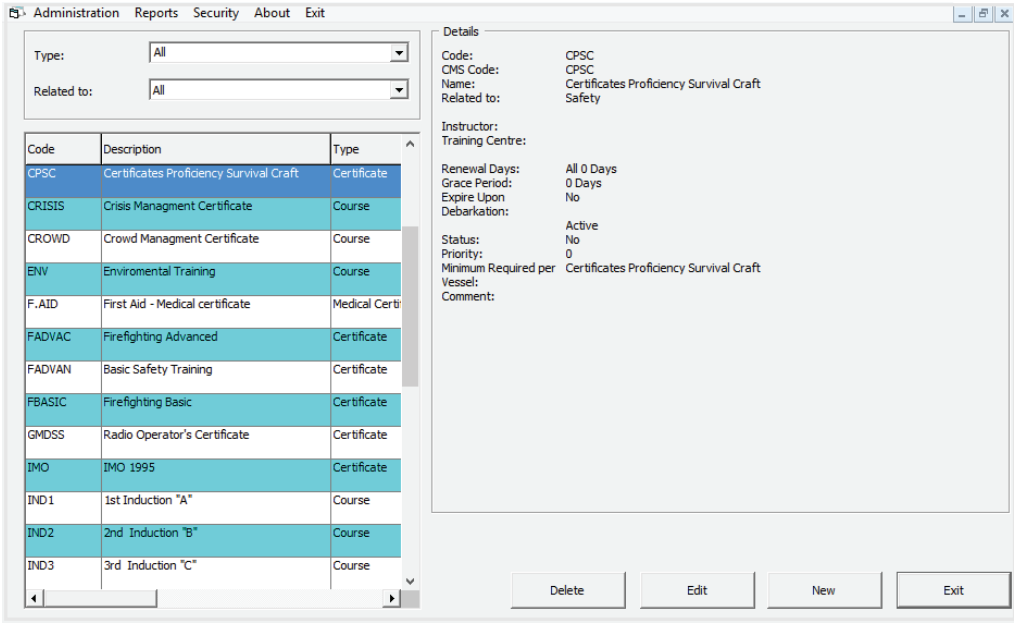


Figure 2-9 - Course & Certificate Setup screen

1. From the **Safety Setup** menu, select Courses & Certificates.
2. In the Courses & Certificates screen, click **New.**

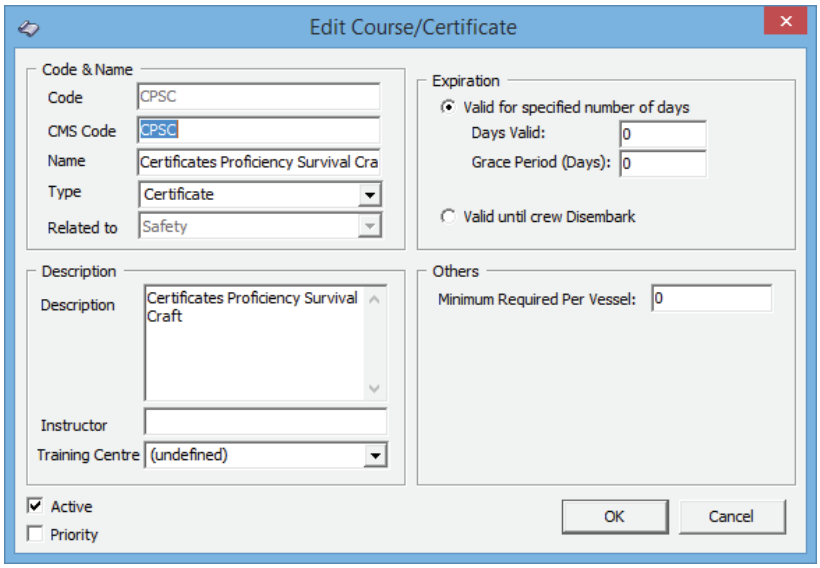


Figure 2-10 - Course & Certificate criteria

3. In the Code & Name section, enter the **Code, CMS code, Name of the Course,** and select **Type of Course, Related to** from the drop down list.
4. In the Description section, enter the course **description, instructor name** and **location** of the training centre.
5. In the Expiration section, select one of the option, then enter the **Minimum Required Per Vessel** in Others section.
6. The **Active** check box is selected by default, and removing the check mark will disable the course.
7. Selecting the **Priority** check box will make the course as a priority.

8. Click **OK** to save the code.

2.3. Configuring Safety Codes in Advance Safety Drill Mode

Compared to the Standard Safety Drill mode, the Advance Safety Drill mode has more configuration codes, namely:

- Deck Setup
- Fire Zone Setup
- Stair Well Setup
- Absence Reason
- Excuse Request Reason
- Excuse Unapprove Reason
- Interview Comment

These function is enabled with **Parameter, Safety, Advance Safety Drill is = 1**

As the majority of the screen layout is the same as Standard Safety Drill mode, the steps to configure the codes is similar to those defined in *Configuring Safety Codes in Standard Safety Drill,* with the exception of these codes where additional fields or functions are found and steps to configure these codes are describe in the following section.

- Muster Station
- Lifeboat/Liferaft
- Safety Function
- Drill Type
- Drill Definition
- Drill Template Setup
- Courses & Certificates.

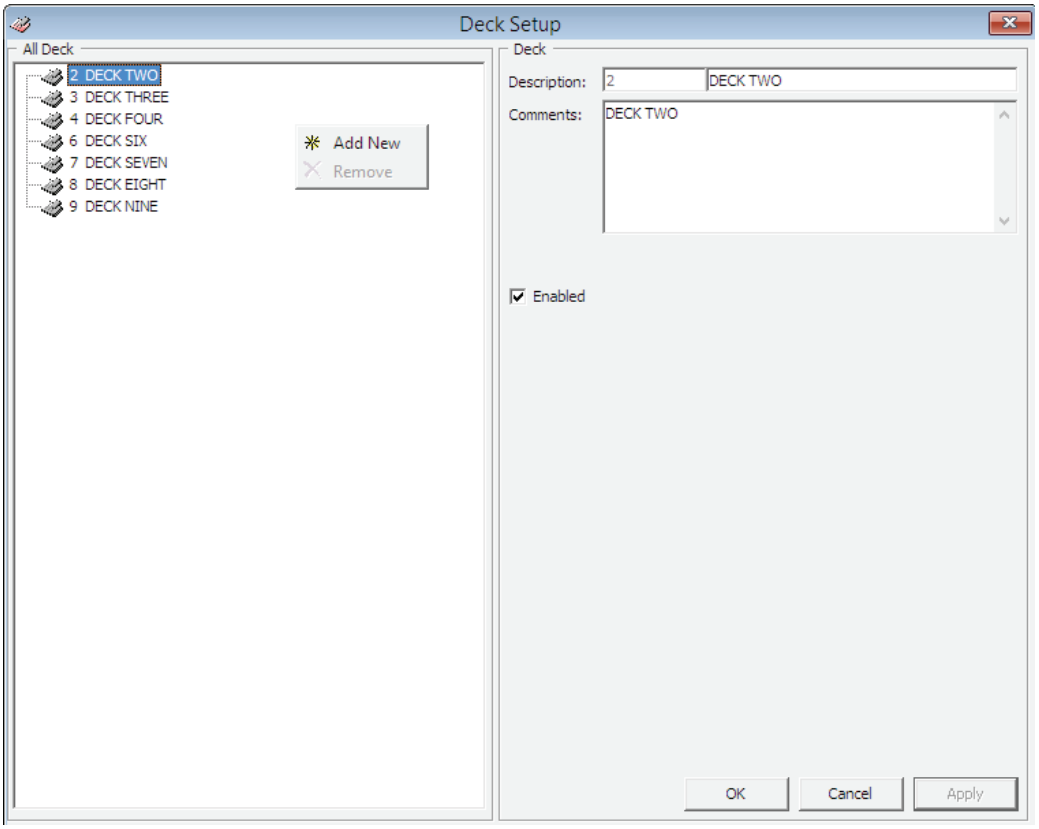


Figure 2-11 - Standard Code Configuration screen

To Configure New Code

1. From the **Safety Setup** menu, select the code to configure.
2. On the left panel, right click in the blank space, then select **Add New**.
3. Enter a short code and the first description on the right.
4. Further describe the code in the **Comments** field.
5. The newly added code is enabled by default. To disable the item, deselect the check mark under **Enable**.
6. Click **Apply** to save the code.
7. To delete the code from the System, right click on the code in the right pane and then select remove.

2.3.1. Setting Up Muster Station

A Muster Station is a required field in the Safety Drill setup and this must be setup prior to configuring any Safety Drill, and the layout of the configuration screen defers from the Standard Safety Drill mode.

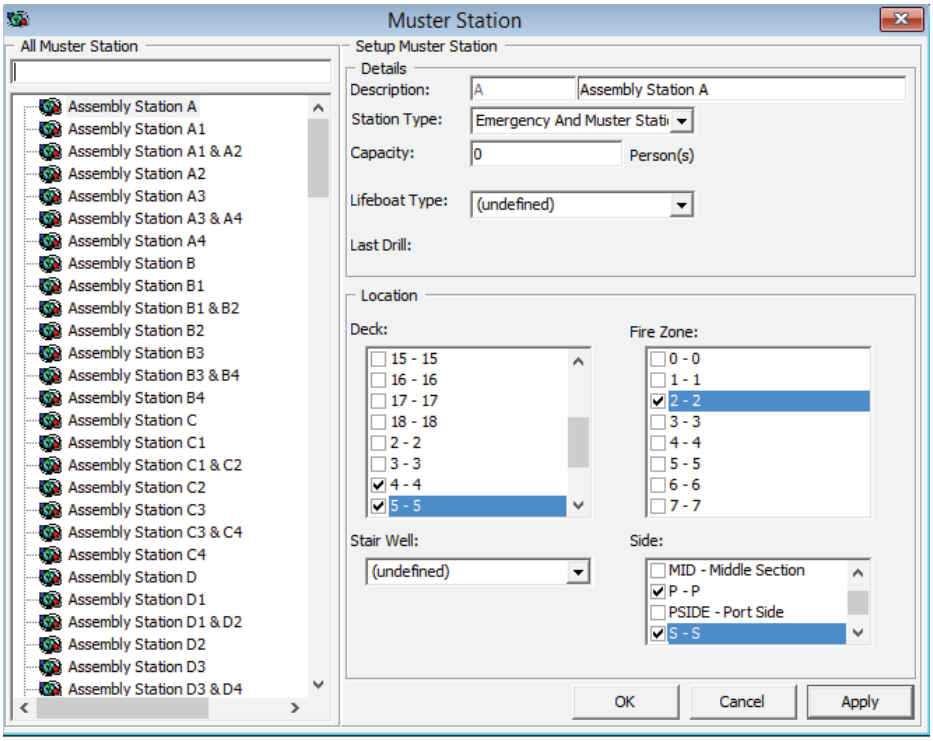
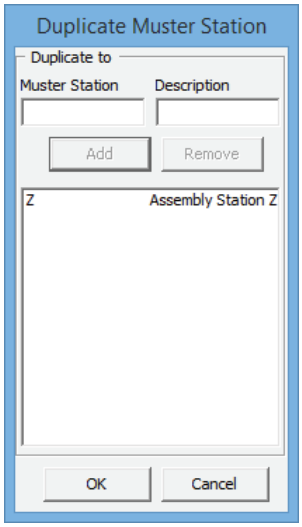


Figure 2-12 - Muster Station Setup in Advance Mode

1. From the **Safety Setup** menu, select the Muster Station.
2. On the left panel, right click in the blank space, then select **Add Muster Station**.
3. Enter a short code and the field description on the right.
4. Enter the **Capacity** allowed.
5. Select the **Lifeboat Type** from the drop-down list.
6. In the Location section, select the **Deck, Fire Zone, Stair Well** and **Side** of the ship.
7. Click **Apply** to save the code.

To Copy an existing configuration code

1. On select code, right click and select **Copy Muster Station**.
2. Enter the name and description of the new code, then click **Add** to populate the information onto the next window.



3. Continue add Muster Station to duplicate if more is required.
4. Click **OK** to save.

2.3.2. Setting Up Lifeboat/Liferaft

The Safety Drill Type defines the type of drills required based on the rules set forth, and rules apply to Training Drills setup when **Apply Training Rule** is checked.

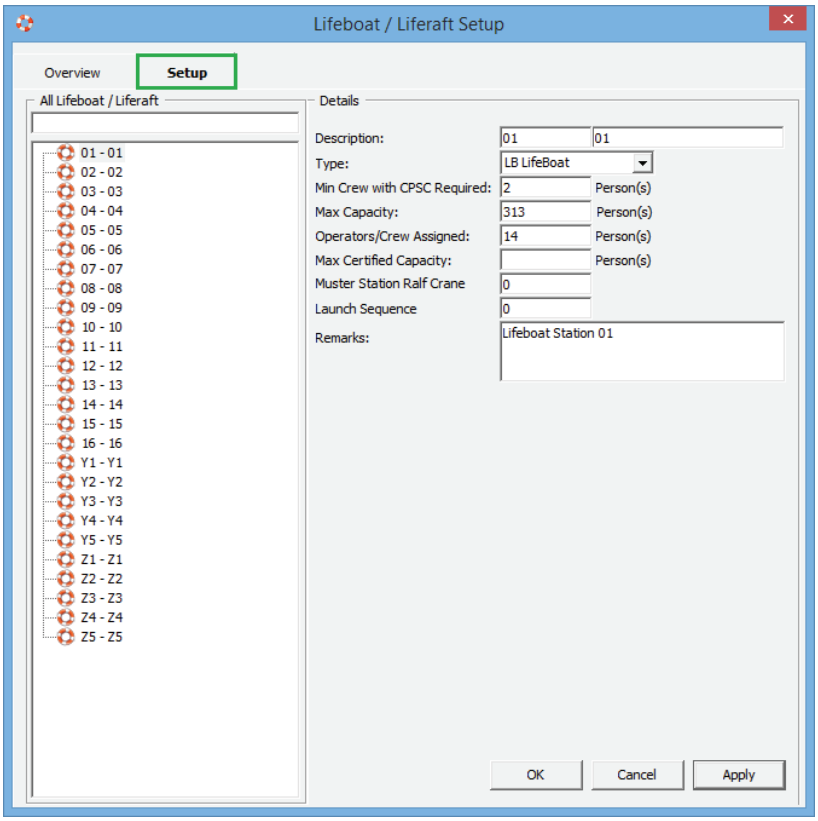


Figure 2-13 - Lifeboat/Liferaft Setup in Advance Mode

1. From the Safety Setup menu, select the Safety Drill Type.

2. On the left panel, right click in the blank space, then select **Add Drill Type**.
3. Enter a short code and the field description in the **Description** field.
4. Select **Apply Drill Rule** check box to enable the fields in Drill Rule.
5. Select the drills required using the drop-down list the number of days after embark, the number of Emergency Attendance (ES) and Muster Attendance (MS) per calendar month.
6. Select **Apply Training Rule** check box if rule apply to Training.
7. Click **Apply** to save the code.

2.3.3. Setting Up Safety Function

The Safety Function defines the role of Crew in Command of the Survival Craft and is required in the Muster List and Drill Template Setup. The layout of the configuration screen defers from Standard Safety Drill mode.

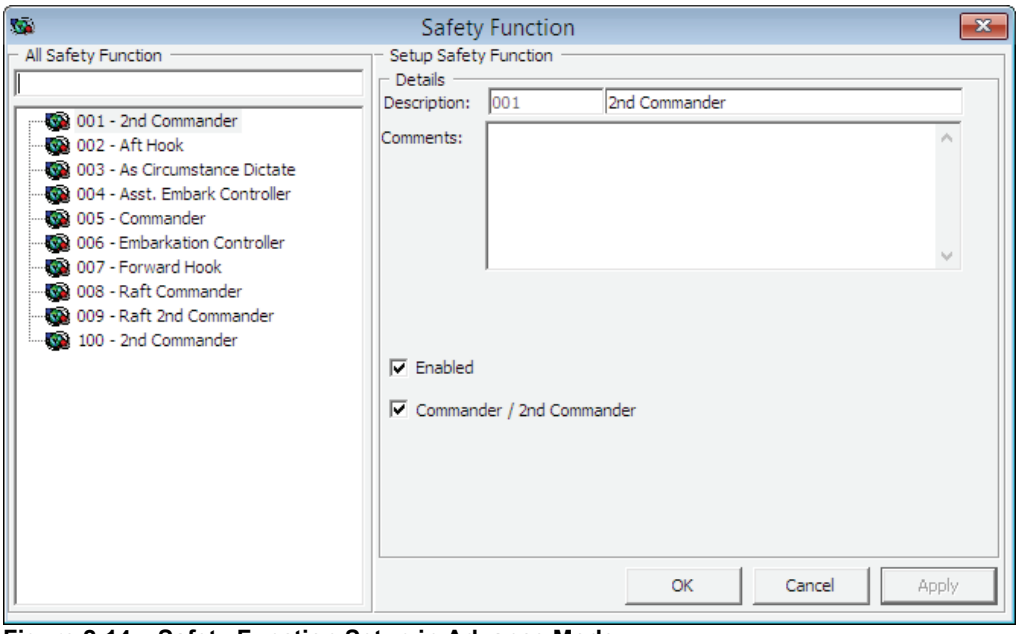


Figure 2-14 – Safety Function Setup in Advance Mode

1. From the **Safety Setup** menu, select the Safety Function.
2. On the left panel, right click in the blank space, then select **Add**.
3. Enter a short code and the field description on the right.
4. Enter the **Comments,** if any.
5. Select the **Commander/2nd Commander** check box if required.
6. Click **Apply** to save the code.

2.3.4. Setting Up Drill Type

The Safety Drill Type defines the type of drills required based on the rules set forth, and rules apply to Training Drills setup if **Apply Training Rule** is checked.

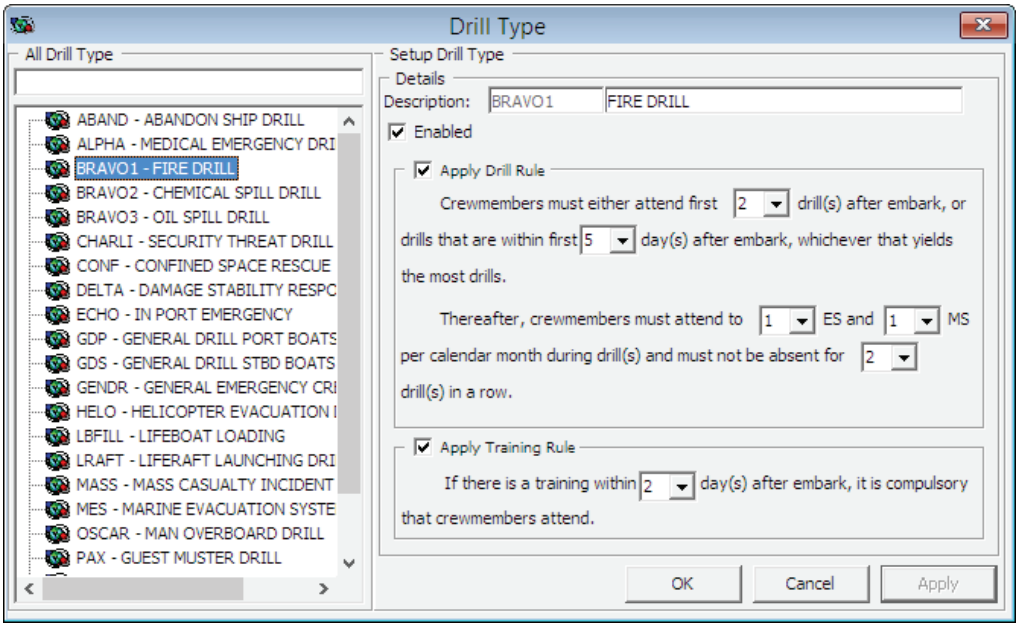


Figure 2-15 - Drill Type Setup in Advance Mode

1. From the Safety Setup menu, select the Safety Drill Type.
2. On the left panel, right click in the blank space, then select **Add Drill Type**.
3. Enter a short code and the field description in the **Description** field.
4. Select **Apply Drill Rule** check box to enable the fields in Drill Rule.
5. Select the drills required using the drop-down list the number of days after embark, the number of Emergency Attendance (ES) and Muster Attendance (MS) per calendar month.
6. Select **Apply Training Rule** check box if rule applies to Training.
7. Click **Apply** to save the code.

2.3.5. Setting Up Drill Definition

The Drill Definition code defines the type of drills, attendance requirements and identify whether drills are Course and Certificate related.

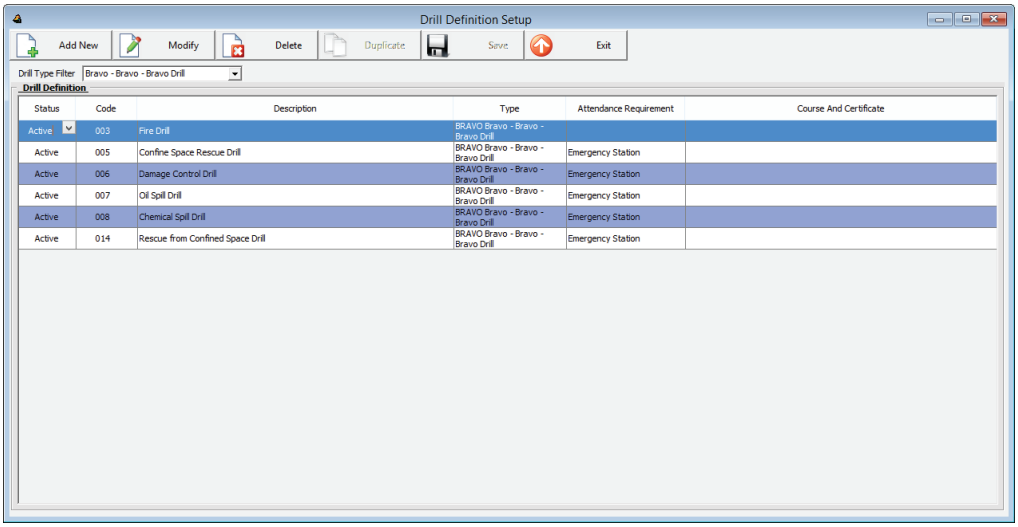


Figure 2-16 - Drill Definition Setup screen in Advance Mode

1. From the Safety Setup menu, select the Drill Definition.
2. Click **Add New** on top right of the screen to add a new drill.
3. Select the **Status** from the drop down list, then enter the **Drill Code** and **Description**, then select the **Type, Attendance Requirement and Course & Certificate** from the drop down list.
4. Click **Save** to save the record.

2.3.6. Setting Up Drill Template

Defining a drill template will assist user in generating a crew list in *Proposed Crew* during drill creation as information will populate based on these filters.

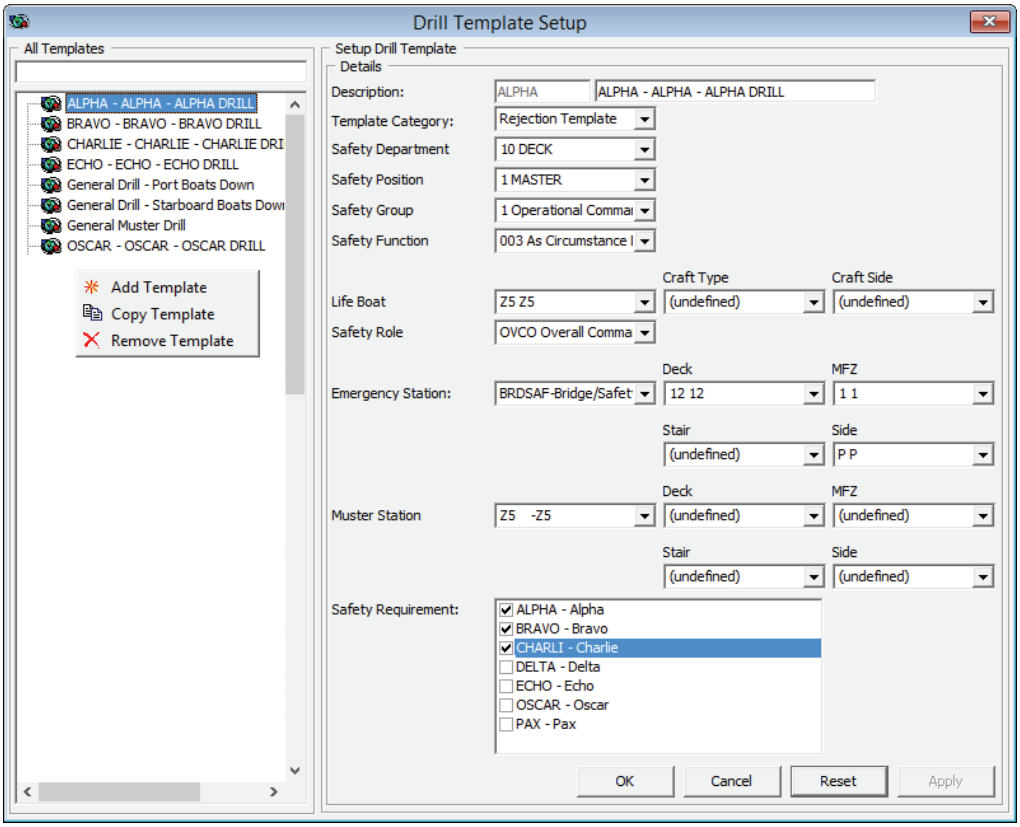


Figure 2-17 - Drill Template Setup screen in Advance Mode

1. From the Safety Setup menu, select the Drill Template Setup.
2. On the left pane of the screen, right click in the blank field and select **Add Template**.
3. In the Details section, enter a short code and description, then select the code for respective fields from the drop down list.
4. In the Safety Requirements check box, select the relevant boxes.
5. Click **Apply** to save the template, then **OK** to exit.

> **Note:** Clicking **Reset** will clear the selected information from the screen.

2.3.7. Setting Up Course & Certificate

The Courses & Certificates code defines the type Courses and Certifications required for each drill type, and identify whether the certificates will expires on Emergency # (E Number) change.

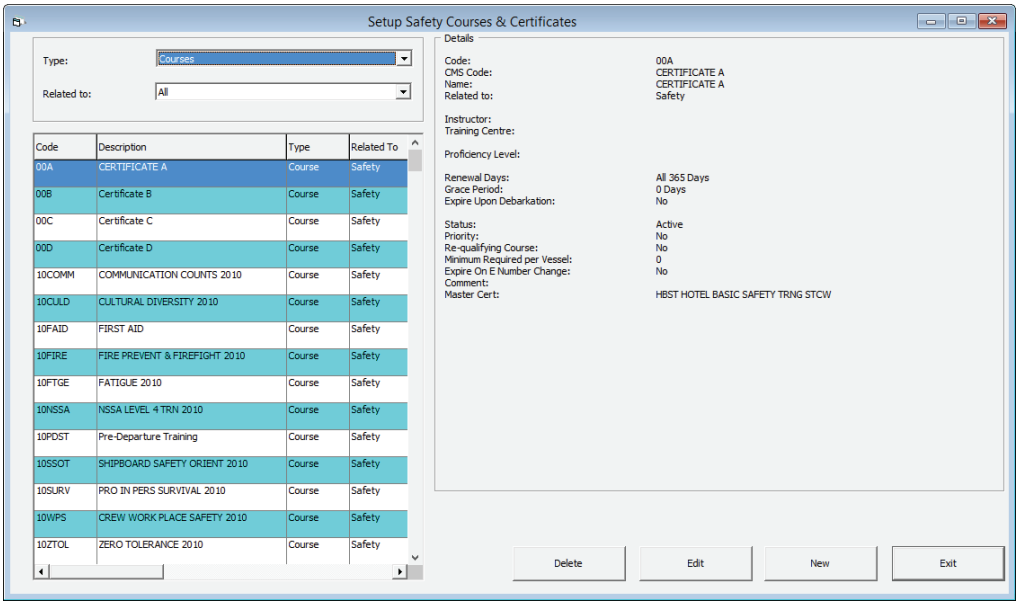


Figure 2-18 - Course & Certificate Setup in Advance Mode

1. From the **Safety Setup** menu, select Courses & Certificates.
2. In the Courses & Certificates screen, click **New.**

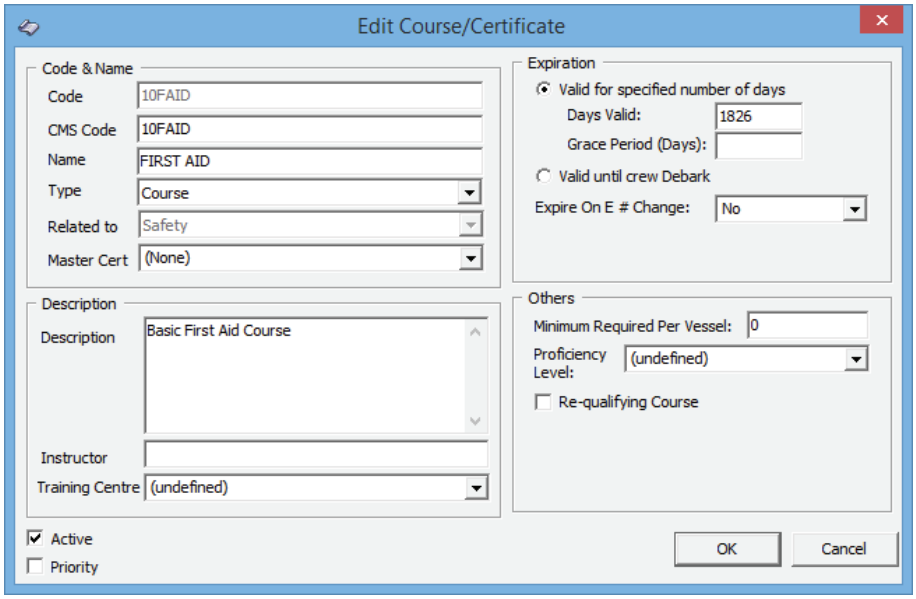


Figure 2-19 - Edit Course & Certificate in Advance Mode

3. In the Code & Name section, enter the **Code, CMS code, Name of the Course,** and select **Type of Course, Related to** and **Master Cert** from the drop down list.
4. In the Description section, enter the course **description, instructor name** and **location** of the training centre.
5. In the Expiration section, select one of the expiration option.
6. In Others section, enter the **Minimum Required Per Vessel, Proficiency** and check if **Re-qualifying Course** is required.
7. The **Active** check box is selected by default, and removing the check mark will disable the course.

8. Selecting the **Priority** check box will make the course as a priority.
9. Click **OK** to save the code.

3. Safety Drill

The Safety Drill module is a program that facilitate users in drill scheduling before the Ship embark on a voyage and maintain a record of the drills. It also has a training mode for crew where training attendance is recorded.

The function available in this program are: Drill Scheduling/Assignment, Drill Absence, Training mode, Drill History and Survival Craft Compliance.

3.1. Accessing the Setup Page

The setup function is accessible by launching the **Administration** module, and then select from the menu bar **Administration, Safety Setup.**

3.2. Setting up a Drill

A drill must be scheduled in Drill mode before user is able to assign crew to the drill.

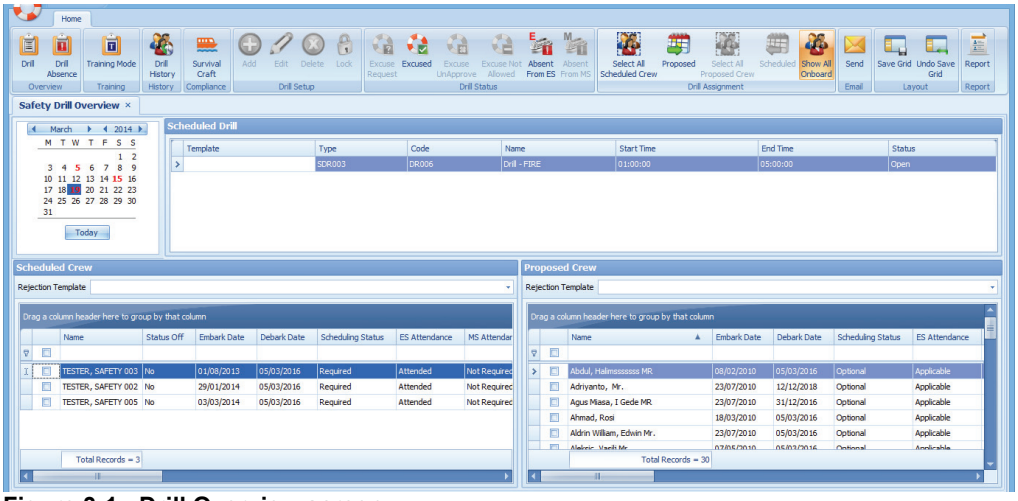


Figure 3-1 - Drill Overview screen

To setup a Drill

1. In Safety Drill Overview screen, select a **date** from the calendar.
2. Click **Add** on the ribbon bar to add a drill.

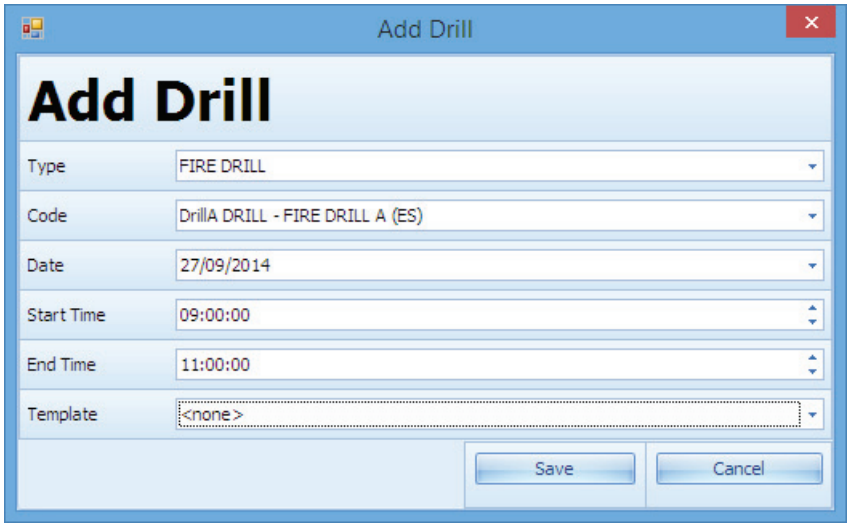


Figure 3-2 - Add Drill screen

Table 3-1 - Field Definition of Add Drill

Field Name	Definitions
Type	Displays the drill definition without courses and certificate assigned. Reference to **Drill Type** setup
Code	Displays all definition linked to **Drill Definition** setup of the selected drill type.
Date	Intended drill date.
Start Time	Scheduled start time for the drill.
End Time	Scheduled end time for the drill.
Template	Proposed eligible crew to scheduled drill based on Safety Department, Safety Position, Safety Group and Safety Function assigned in the Drill template and all templates setup in **Drill Template** are shown**.**

3. In Add Drill window, select the **Type, Code, Date, Start/End Time** and **Template** from the drop down list.
4. Click **Save** to save the drill.

> **Note:** Dates with scheduled drill are shown in red in the Calendar.

To Edit a Drill

Edit drill allow user to reschedule the drill according to their operational needs. Rescheduling is not possible when the Drill Status is *locked*, and the Drill Type or Code are no longer editable.

1. In Safety Drill Overview screen, select the drill date to edit.
2. Click **Edit** on the ribbon bar to edit a drill.
3. Select a new date, start/end time from the drop down list.

4. Click **Save** to save the record.

To Delete a Drill

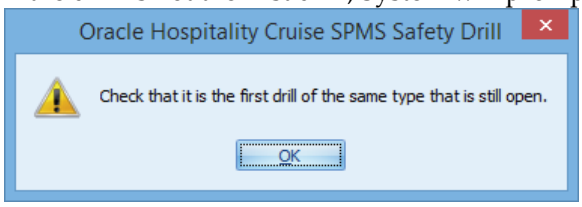
Deletion of a drill is possible even with Crew members being scheduled. It is *not* permissible when the schedule drill has attendance marked with Absent.

1. In Safety Drill Overview screen, select the drill date to delete.
2. Click **Delete** on the ribbon bar.
3. Click **Yes** when prompt.

To Lock a Drill

The Lock drill function is enable when drill is the *first drill* of the same type, and subsequent drills of the same type is lockable when the first drill is locked.

1. In Safety Drill Overview screen, select the first drill date.
2. Click **Lock** on the ribbon bar.
3. If the drill is not the first drill, System will prompt you to check for the first drill.



4. Click **OK** to close the prompt.

To Unlock a Drill

The Unlock drill function is enable when drill is the *last drill* of the same type, and the icon is enable for the second last drill of the same type if last drill have been unlocked, following a reverse sequence.

1. In Safety Drill Overview screen, select the last drill date of the same type.
2. Click **Unlock** on the ribbon bar.
3. Click **OK** to close the prompt.

3.3. Assigning/Unassigning Crew to a Drill

With the Drill setup, Chief Safety Officer or his/her assistant will then assign the Crew to the scheduled drill, by selecting the Crew eligible for drill from the **Proposed Crew** grid. Eligibility of the Crew is based on the following criteria:

- Crew is checked in or expected.
- Crew is assigned in Muster list assignment.
- Rule define in Drill Definition.

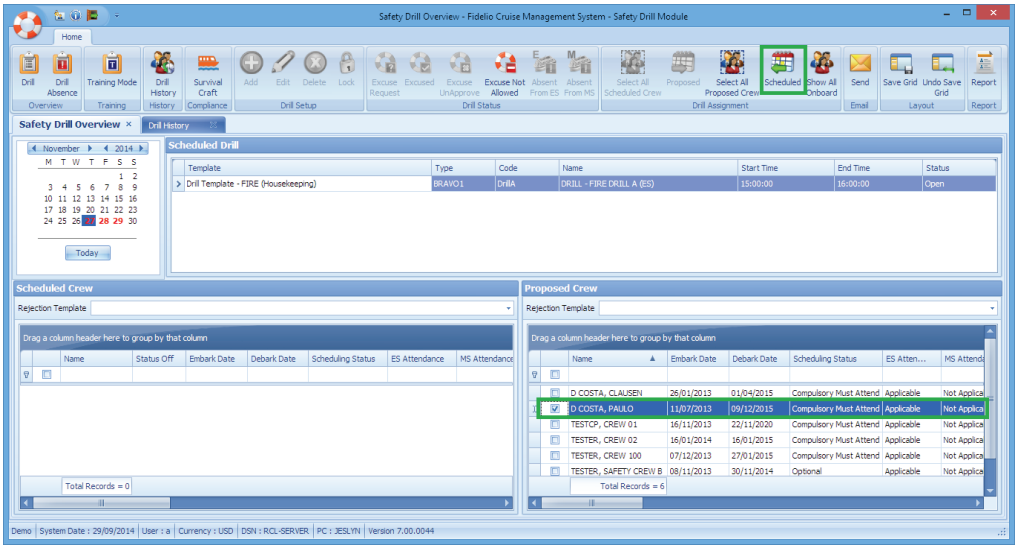


Figure 3-3 - Proposed Crew Layout

Table 3-2 - Field definition of Proposed Crew grid

Field Name	Definitions
Name	Crew Name.
Embark Date	Embarkation date of Crew.
Debark Date	Debarkation date of Crew.
Scheduling Status	Define whether attendance is compulsory or optional. Reference to rules in Safety Drill Type.
ES Attendance	Define whether Emergency Attendance is required. Reference to Drill Definition Attendance Requirement.
MS Attendance	Define whether Muster Attendance is required. Reference to Drill Definition Attendance Requirement.
Emergency #	Emergency number defined in Muster List Setup.
Critical E Number	Define whether course/certificate will auto expire once Critical E# is changed. This changes the attendances requirement in drill setup. Reference to Muster List Assignment.
Operational Position	Crew Operational Position. Reference to Crew Operational Position setup.
Safety Department	Safety Department assigned. Reference to Safety Department setup.
Safety Position	Safety Position assigned. Reference to Safety Position setup.
Safety Function	Safety Function assigned. Reference to Safety Function setup.

Field Name	Definitions
LifeBoat	Lifeboat assigned. Reference to Lifeboat Setup.
Muster Station	Muster Station location. Reference to Muster Station setup.
Safety Role	Safety role assigned. Reference to Safety Role setup.
Safety Group	Safety Group assigned. Reference to Safety Group setup.
Emergency Station	Station type. Reference to Muster Station Setup.
Deck	Deck location. Reference to Deck setup. (Advance Safety Drill mode).
Firezone	Fire zone assigned. Reference to Firezone setup. (Advance Safety Drill mode).
Stairwell	Stairwell location. Reference to Stairwell setup. (Advance Safety Drill mode).
Side	Location side of Emergency Station. Reference to default system codes.
Craft Type	Type of Craft. Reference to default system codes.
Craft Side	Safety Boat location side. Reference to default system codes.
Side	Defines which section of the ship this Muster station is located.

To Schedule a Crew

1. From the Calendar tab, select the Drill date, and then select the drill in Schedule Drill section.
2. Crew due for drills will populate in Proposed Crew grid.
3. From the Proposed Crew grid, select the Crew by checking the box next to the name or click **Select All Proposed Crew** on the ribbon bar to select all crew, and then click **Scheduled** to assign.
4. Selected Crew name will now appear in Scheduled Crew grid.
5. In the Scheduled Crew grid, the **Status Off** field is default to *No*. For Crew disembarkation that is after the drill date, the Status Off is set to *Yes*.

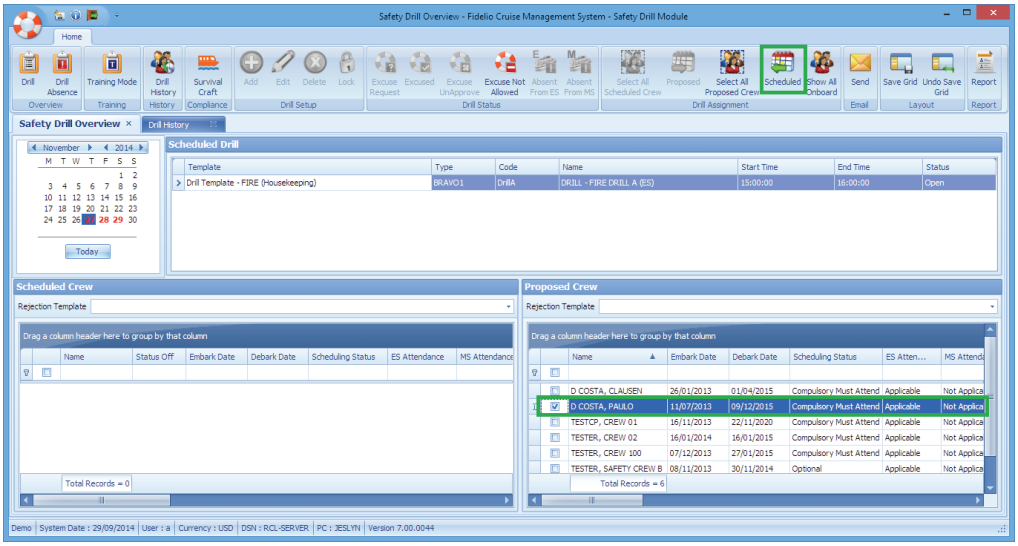


Figure 3-4 - Scheduling crew from Proposed Crew grid

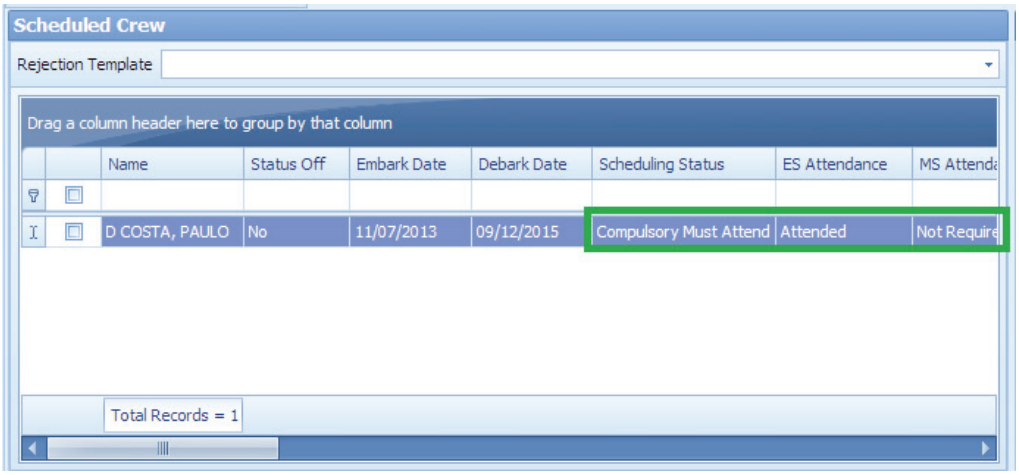


Table 3-3 - Field definitions for Scheduled Crew grid

Field Name	Definitions
Name	Crew Name.
Status Off	If status is *YES*, this indicate that Crew disembarkation date is after the drill date.
Embark Date	Embarkation date of Crew.
Debark Date	Debarkation date of Crew.
Scheduling Status	Define whether attendance is compulsory or optional. Reference to rules in Safety Drill Type.
ES Attendance	Define whether Emergency Attendance is required. Reference to Drill Definition Attendance Requirement.

Field Name	Definitions
MS Attendance	Define whether Muster Attendance is required. Reference to Drill Definition Attendance Requirement.
Interview	Status of the interview - Pending or Blank. Status only change when crew is absent for drill.
Emergency #	Emergency number defined in Muster List Setup.
Critical E Number	Define whether course/certificate will auto expire once Critical E# is changed. Reference to Muster List Assignment.
Operational Position	Crew Operational Position. Reference to Crew Operational Position setup.
Safety Department	Safety Department assigned. Reference to Safety Department setup.
Safety Position	Safety Position assigned. Reference to Safety Position setup.
Safety Function	Safety Function assigned. Reference to Safety Function setup.
LifeBoat	Lifeboat assigned. Reference to Lifeboat Setup.
Muster Station	Muster Station location. Reference to Muster Station setup.
Safety Role	Safety role assigned. Reference to Safety Role setup.
Safety Group	Safety Group assigned. Reference to Safety Group setup.
Emergency Station	Station type. Reference to Muster Station Setup.
Deck	Deck location. Reference to Deck setup. (Advance Safety Drill mode)
Firezone	Fire zone assigned. Reference to Firezone setup. (Advance Safety Drill mode).
Stairwell	Stairwell location. Reference to Stairwell setup. (Advance Safety Drill mode).
Side	Location side of Emergency Station. Reference to default system codes.
Craft Type	Type of Craft. Reference to default system codes.
Craft Side	Safety Boat side location. Reference to default system codes.
Side	On which section of the ship this Muster station is located.

To Unscheduled a Crew

1. From the Calendar tab, select a scheduled **Drill date**, and then select the drill in Schedule Drill section.
2. Crew due for drills will populate in Proposed Crew grid.
3. From the Scheduled Crew grid, select the Crew by check the box next to the name or click **Select All Scheduled Crew** on the ribbon bar to select all crew, and then click **Proposed** to unassigned.
4. Selected Crew name will now appear in Proposed Crew grid.

3.4. Setting Crew Attendance Status

A Crew may be excused from attending the drill or absent for a reason, and by default, the attendance of the Crew in Scheduled Crew grid is *Attended***.** It is the responsibility of the Chief Safety Officer or his/her assistant to manage the Crew attendance for the drill, and below section describes the available statuses.

3.4.1. Setting an Excuse Request

An Excuse Request function is only available to Crew with Scheduling Status = *Required.* This function is *not applicable* to Crew with 'Compulsory Must Attend' status.

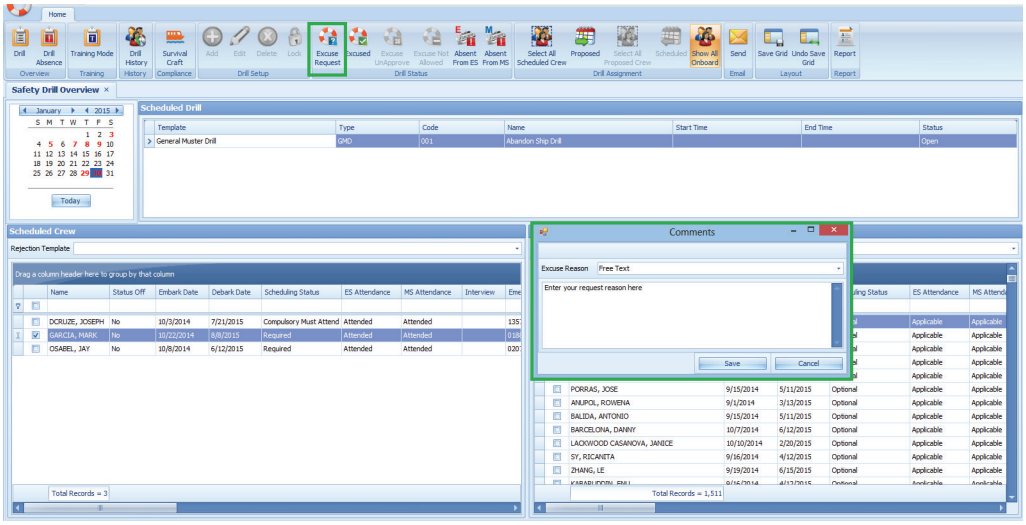


Figure 3-5 - Excuse Request prompt

1. Select the Crew from the Scheduled Crew grid with **Required** status.
2. Click **Excuse Request** on the ribbon bar.
3. System will prompt an **Excuse Request Reason** input screen. Select the reason from the drop down list, and then click **Save**.

3.4.2. Setting an Excused Status

An Excused function is only available to Crew with Scheduling Status = *Required or Excuse Pending*. This function is *not applicable* to Crew with 'Compulsory Must Attend' status.

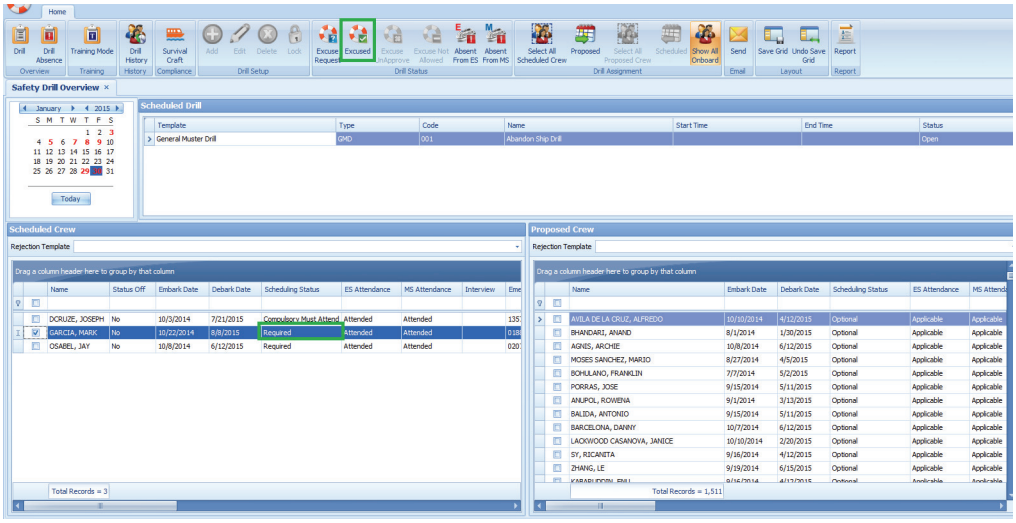


Figure 3-6 - Excuse Status

1. Select the Crew from the Scheduled Crew grid with **Required** status.
2. Click **Excuse** on the ribbon bar.
3. Scheduling Status of the Crew is now reset to **Excused**.

3.4.3. Setting an Undo Excused Status

The Undo Excuse function is only available to Crew with Scheduling Status set to *Excused*.

1. Select the Crew from the Scheduled Crew grid with **Excused** status.
2. Click **Undo Excuse** on the ribbon bar.
3. Scheduling Status of the Crew is now reset to **Required**.

3.4.4. Setting an Excused Unapprove Status

The Undo Excuse function is only available to Crew with Scheduling Status set to *Excused Pending*.

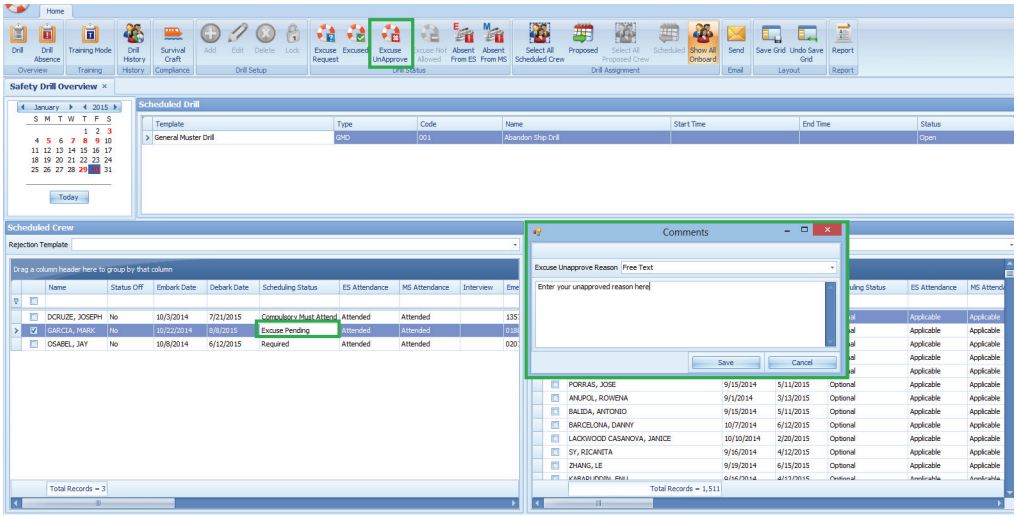


Figure 3-7 - Excuse Unapprove prompt

1. Select the Crew from the Scheduled Crew grid with **Excused Pending** status.
2. Click **Excuse Unapprove** on the ribbon bar.
3. Scheduling Status of the Crew is now reset to **Required**.
4. System will prompt an Excuse Unapprove Reason input screen. Select the reason from the drop down list, and then click **Save**.

3.4.5. Setting an Excused Not Allowed Status

The Undo Excuse function is only available to Crew with Scheduling Status set to *Excused Pending*.

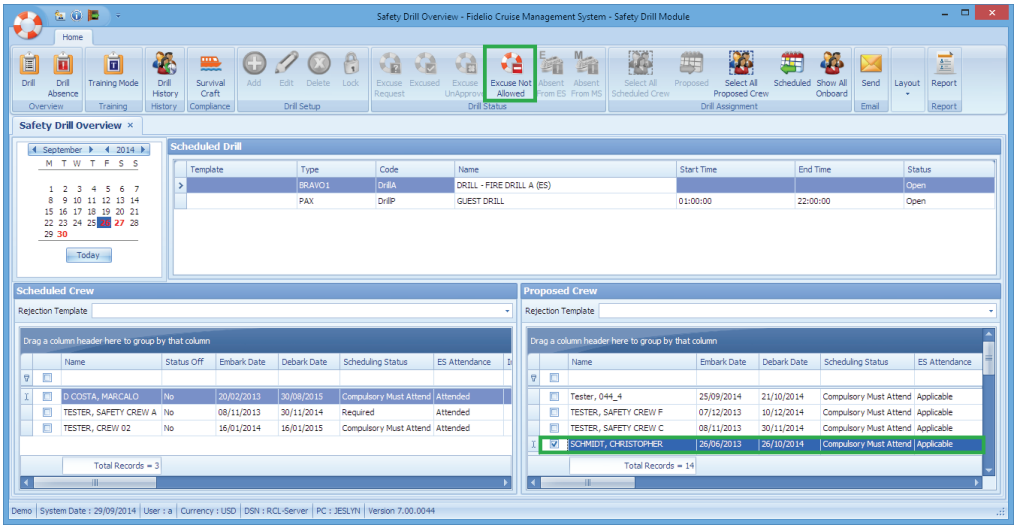


Figure 3-8 - Excuse Not Allowed Status

1. Select the Crew from the Proposed Crew grid.
2. Click **Excuse Not Allowed** on the ribbon bar.
3. Scheduling Status of the Crew is now reset to **Compulsory Must Attend**.

3.4.6. Setting an Absent from ES/MS

The Absent from ES/MS function is an attendance record for Crew who did *not* attend the drill as scheduled, and this prompt for an Interview to be scheduled when attendance is mark as absent.

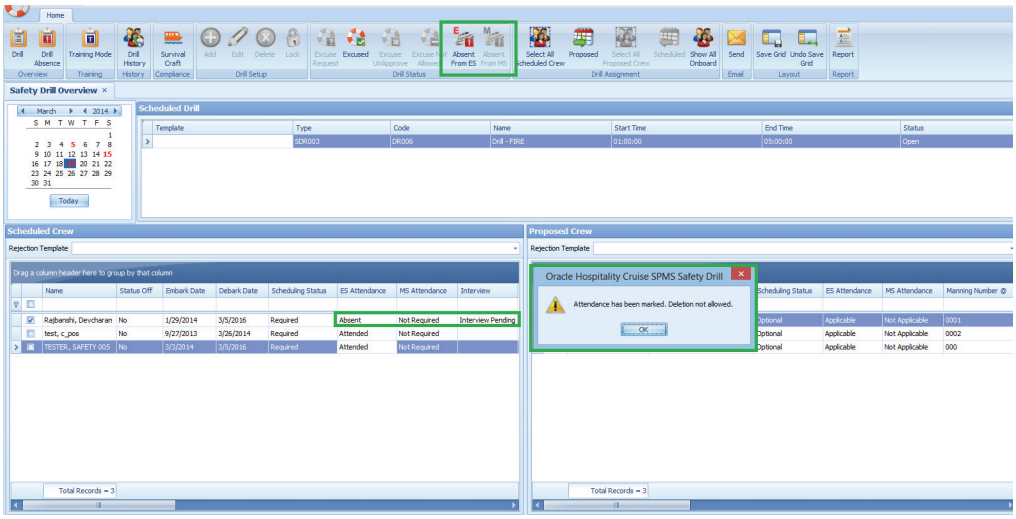


Figure 3-9 - Absent from ES/MS Status

1. Select the Crew from the Scheduled Crew grid.
2. Click **Absent From ES or Absent From MS** on the ribbon bar, depending on the drill attendance of the crew.
3. Scheduling Status of the Crew is now reset to **Absent**, and on the Interview column, the status is set to **Interview Pending**.

> **Note:** It is not possible to unschedule a Crew with **Absent** status. User will be prompt '**Attendance has been marked. Deletion not allowed**'.

3.5. Drill Absence

The Drill Absence is a function that manages absenteeism of scheduled drill. By default, the Crew attendance is set to **Attended** at scheduling and absenteeism is mark at the end of the drill. List of absentees can be extracted by Drill Type, and the list does *not* include those that were '*Excused*' from the drill.

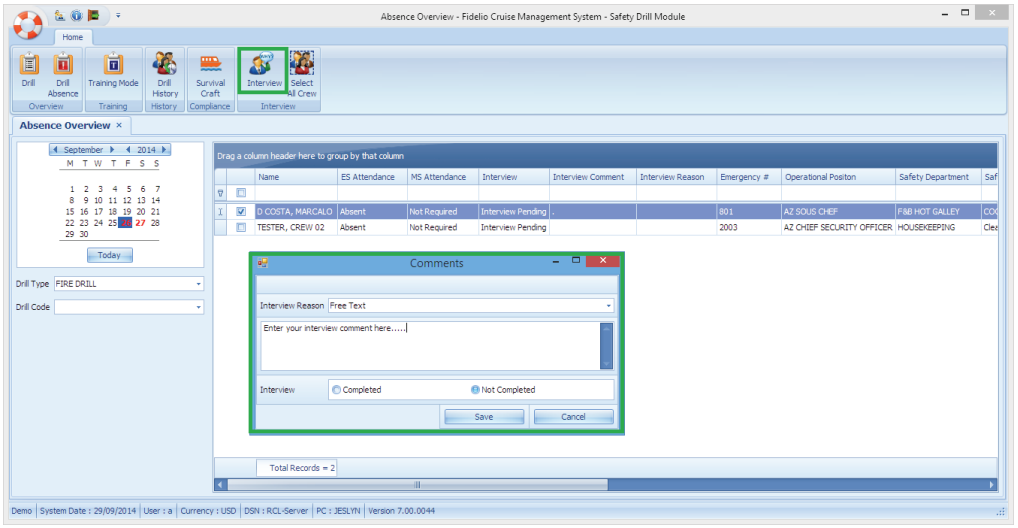


Figure 3-10 - Drill Absence screen

1. Open the Absence Overview screen by selecting **Drill Absence** from the ribbon bar.
2. Select the drill date from the calendar tab.
3. Select the **Drill Type** and/or **Drill code** from the drop down list.

> **Note:** If the drill code is blank, System will display all absentees for that date.

4. From the Absentees list, select the Crew name, and then click **Interview**.
5. In the Interview Comment dialogue box, select the **Interview Reason** from the drop down list, and then enter the comments in the comment field or select Free Text for manual input.
6. In the **Interview status,** select either **Completed** or **Not Completed**, then click **Save**.

> **WARNING:** Once the status is set to Completed and saved, change is not permissible.

4. Training Mode

As it is a regulatory requirement that all officers and crew are to undergo comprehensive training, the Training Mode is a function that record all the training completed through course and certificate attendance.

Functions in Training mode are similar to Drill mode, and this enable the Chief Safety Officer to schedule a training drill according to the course and certificate setup for each safety rules. Other functionalities included in this module are - Send email, Report, Barcode Scanning, Save Search Criteria.

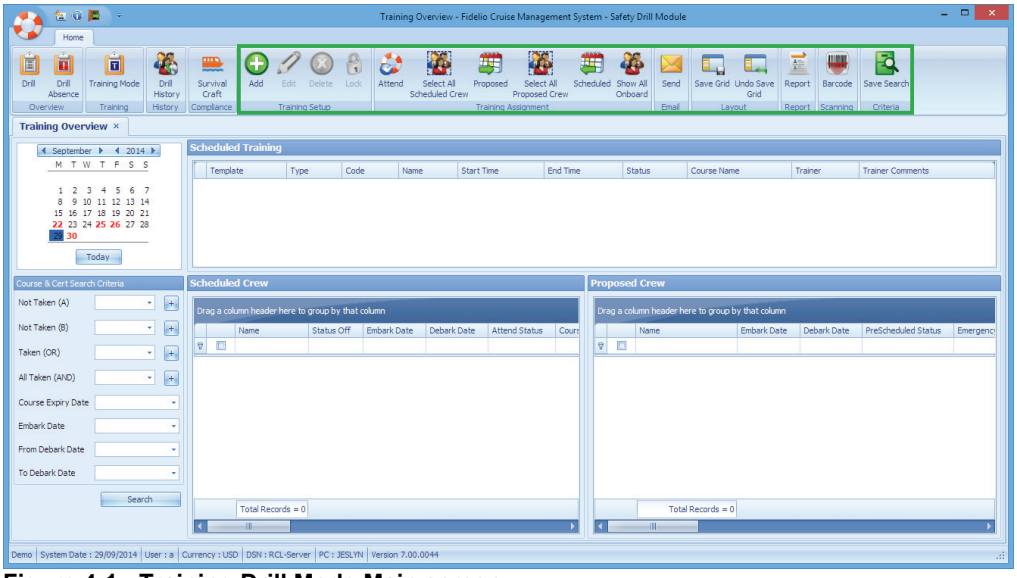


Figure 4-1 - Training Drill Mode Main screen

4.1. Setting Up Training Drill

Similar to Safety Drill function, a drill must be schedule in Training Drill mode before crew can be assign to the drill.

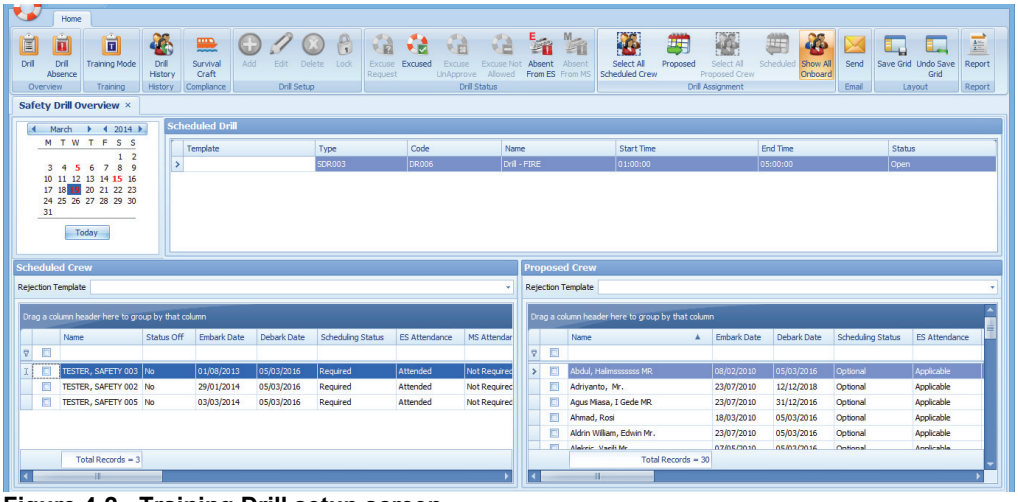


Figure 4-2 - Training Drill setup screen

To setup a Drill

1. In Training Overview screen, select a **date** from the calendar.
2. Click **Add** on the ribbon bar to add a drill.

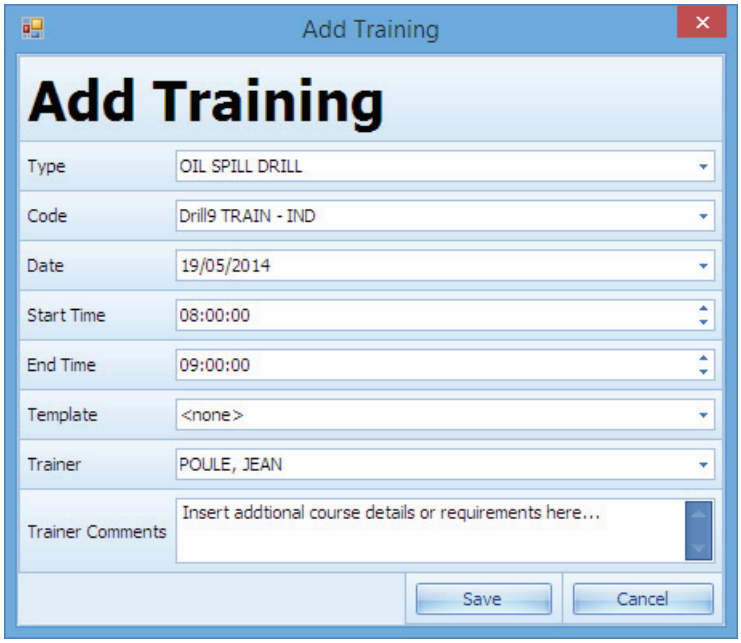


Figure 4-3 - Adding Training Drill

Table 4-1 - Field definitions of Training Drill

Field Name	Definitions
Type	Displays the drill definition without courses and certificate assigned. Reference to **Drill Type** setup
Code	Displays all definition linked to **Drill Definition** setup of the selected drill type.
Date	Intended drill date.
Start Time	Scheduled start time for the drill.
End Time	Scheduled end time for the drill.
Template	Proposed eligible crew to scheduled drill based on Safety Department, Safety Position, Safety Group and Safety Function assigned in the Drill template and all templates setup in **Drill Template** are shown.
Trainer	Name of trainer.
Trainer Comments	Details or comments of the course.

3. In Add Training window, select the **Type, Code, Date, Start/End Time, Template** and **Trainer** from the drop down list.
4. Insert the course details/comment, if any.
5. Click **Save** to save the drill.

Note: Dates with scheduled drill are shown in red in the Calendar.

To Edit a Drill

Edit drill allow user to reschedule the drill according to their operational needs. Rescheduling is not possible when the Drill Status is *locked*, and the Drill Type or Code are not editable.

1. In Training Overview screen, select the drill date to edit.
2. Click **Edit** on the ribbon bar to edit a drill.
3. Select a new date, start/end time from the drop down list.
4. Click **Save** to save the record.

To Delete a Drill

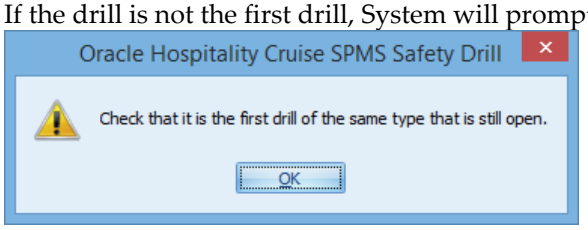
Deletion of a drill is possible even with Crew members being scheduled. It is not permissible when the schedule drill has attendance marked with Absent.

1. In Training Overview screen, select the drill date to delete.
2. Click **Delete** on the ribbon bar.
3. Select **Yes** when prompt.

To Lock a Drill

The Lock drill function is enable when drill is the *first drill* of the same type, and subsequent drills of the same type is lockable when the first drill is locked.

1. In Training Overview screen, select the first drill date.
2. Click **Lock** on the ribbon bar.
3. If the drill is not the first drill, System will prompt you to check for the first drill.



4. Click **OK** to close the prompt.

To Unlock a Drill

The Unlock drill function is enable when drill is the *last drill* of the same type, and the icon is enable for the second last drill of the same type if last drill have been unlocked. Following a reverse sequence.

1. In Training screen, select the last drill date of the same type.
2. Click **Unlock** on the ribbon bar.
3. Click **OK** to close the prompt.

4.2. Assigning/Unassigning Crew to a Training Drill

With the Training Drill setup, Chief Safety Officer or his/her assistant will then assign the Crew to the scheduled drill, by selecting the Crew eligible for drill from the **Proposed Crew** grid. Eligibility of the Crew is based on the following criteria:

- Crew is checked-in or expected.
- Crew is assigned in Muster list assignment.
- Required Course and Certificate as defined in Drill Definition.
- Training date is prior to crew expected disembarkation date.

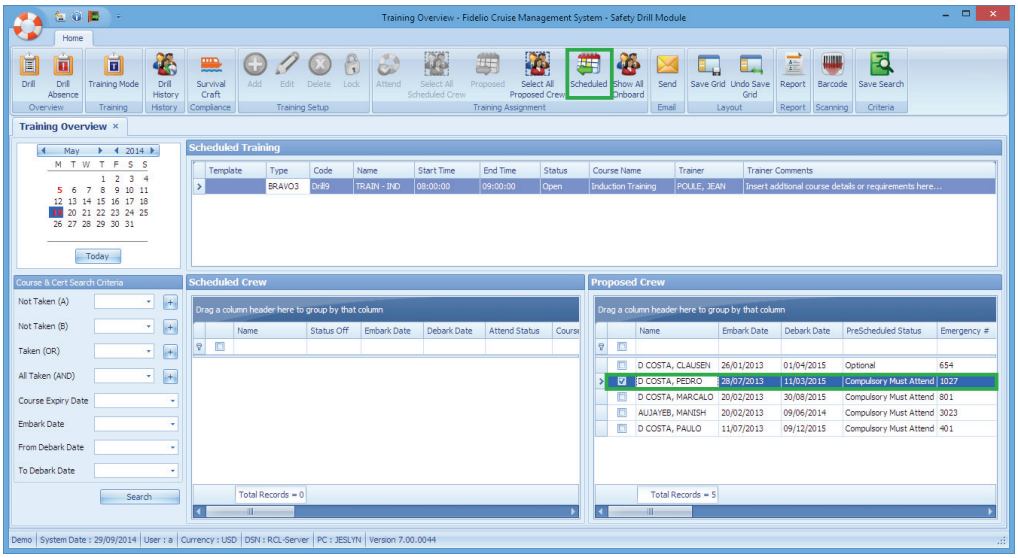


Figure 4-4 – Crew Drill Assignment screen

Table 4-2 - Field definition of Proposed Crew grid

Field Name	Definitions
Name	Crew Name.
Embark Date	Embarkation date of Crew.
Debark Date	Debarkation date of Crew.
PreScheduled Status	Define whether attendance is compulsory or optional. Reference to rules set in Safety Drill Type and Course and Certificate taken.
Emergency #	Emergency number defined in Muster List Setup.
Critical E Number	Define whether course/certificate will auto expire once Critical E# is changed. Reference to Muster List Assignment.
Operational Position	Crew Operational Position. Reference to Crew Operational Position setup.

Field Name	Definitions
Safety Department	Safety Department assigned. Reference to Safety Department setup.
Safety Position	Safety Position assigned. Reference to Safety Position setup.
Safety Function	Safety Function assigned. Reference to Safety Function setup.
LifeBoat	Lifeboat assigned. Reference to Lifeboat Setup.
Muster Station	Muster Station location. Reference to Muster Station setup.
Safety Role	Safety role assigned. Reference to Safety Role setup.
Safety Group	Safety Group assigned. Reference to Safety Group setup.
Deck	Deck location. Reference to Deck setup.
Fire zone	Fire zone assigned. Reference to Firezone setup.
Stairwell	Stairwell location. Reference to Stairwell setup.
Side Location	Location side of Emergency Station. Reference to default system codes.
Craft Type	Type of Craft. Reference to default system codes.
Craft Side	Safety Boat side location. Reference to default system codes.
Emergency Station	Station type. Reference to Muster Station Setup.

4.2.1. To Schedule a Crew

1. From the **Calendar** tab, select the Drill date, and then select the drill in Schedule Drill section.
2. Crew due for drills will be listed in the **Proposed Crew** grid.
3. From the Proposed Crew grid, select the Crew by checking the box next to the name or use **Select All Proposed Crew** on the ribbon bar, and then click **Scheduled** to assign.
4. In the Scheduled Crew grid, the **Status Off** field is default to *No*. For Crew disembarkation that is after the drill date, the Status Off is set to *Yes*.

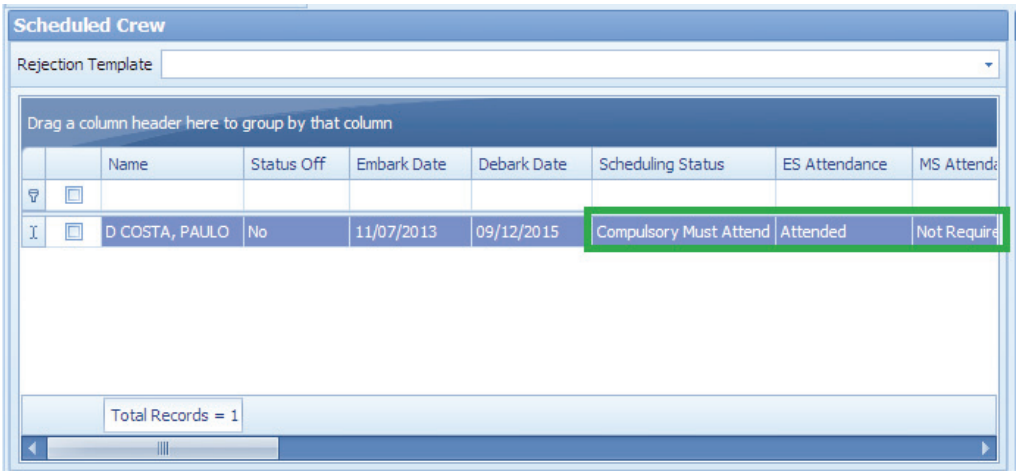


Figure 4-5 - Scheduled Drill Status screen

Table 4-3 - Field definition of Schedule Crew grid

Field Name	Definitions
Name	Crew Name.
Status Off	If status is YES, this indicate that Crew disembarkation date is after the drill date.
Embark Date	Embarkation date of Crew.
Debark Date	Debarkation date of Crew.
Attend Status	Define whether attendance is compulsory or optional. Reference to rules set in Safety Drill Type and Course and Certificate taken.
Course Done	Completed the schedule course.
Emergency #	Emergency number defined in Muster List Setup.
Critical E Number	Define whether course/certificate will auto expire once Critical E# is changed. Reference to Muster List Assignment.
Operational Position	Crew Operational Position. Reference to Crew Operational Position setup.
Safety Department	Safety Department assigned. Reference to Safety Department setup.
Safety Position	Safety Position assigned. Reference to Safety Position setup.
Safety Function	Safety Function assigned. Reference to Safety Function setup.
LifeBoat	Lifeboat assigned. Reference to Lifeboat Setup.
Muster Station	Muster Station location. Reference to Muster Station setup.
Safety Role	Safety role assigned. Reference to Safety Role setup.

Field Name	Definitions
Safety Group	Safety Group assigned. Reference to Safety Group setup.
Emergency Station	Station type. Reference to Muster Station Setup.
Deck	Deck location. Reference to Deck setup.
Fire zone	Fire zone assigned. Reference to Firezone setup.
Stairwell	Stairwell location. Reference to Stairwell setup.
Side	Location side of Emergency Station. Reference to default system codes.
Craft Type	Type of Craft. Reference to default system codes.
Craft Side	Safety Boat side location. Reference to default system codes.
Side	On which section of the ship this Muster station is located.

4.2.2. To Unschedule a Crew

1. From the **Calendar** tab, select the Drill date, and then select the drill in Schedule Drill section.
2. Crew due for drills will populate in Proposed Crew grid.
3. From the Scheduled Crew grid, check the box next to the name to select or use **Select All Scheduled Crew** on the ribbon bar, and then click **Proposed** to unassigned.
4. Selected Crew name will now appear in Proposed Crew grid.

4.2.3. Changing Attendance Status

Course attendance is marked by the trainer at the end of the training drill, and this process will also update the Course and Certificate as completed in Crew Handling.

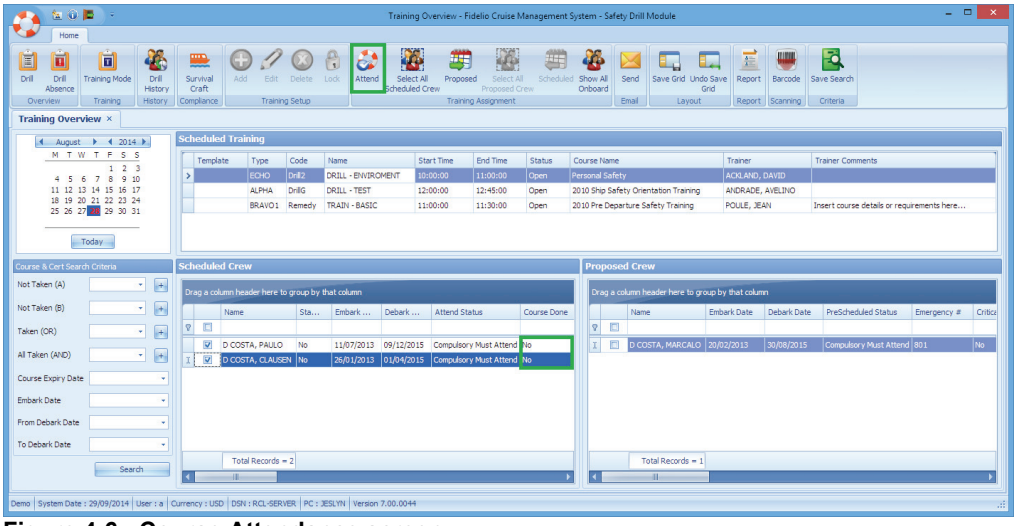


Figure 4-6 - Course Attendance screen

1. From the selected training drill, check the box next to the crew name to select or click **Select All Schedule Crew**.
2. Click **Attend** to change the attendance status.

> **Note:** Status under 'Course Done' will change to *Yes* and **Attend** icon on the ribbon bar changes to **Undo Attend**. This also sets the Course and Certificate as Completed in Crew Handling screen.

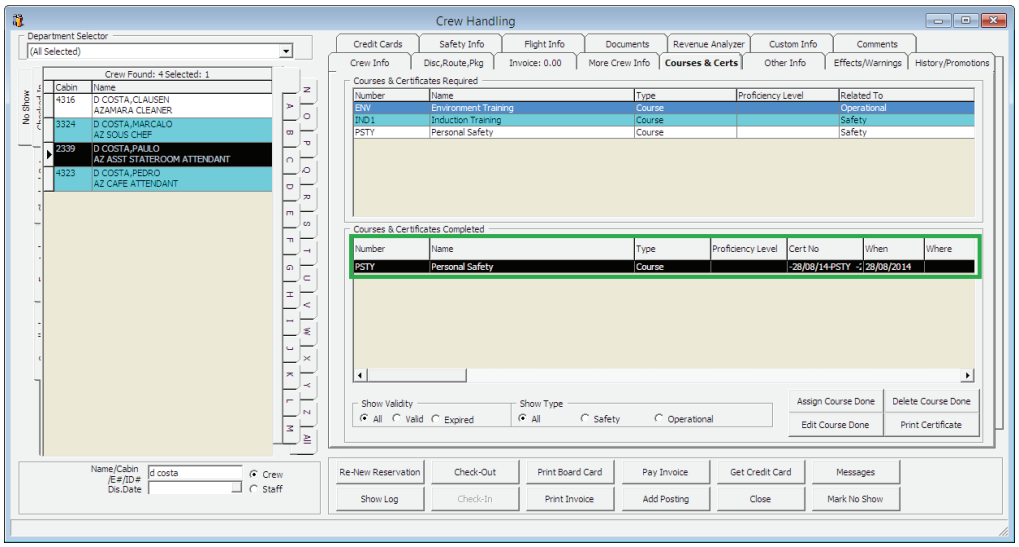
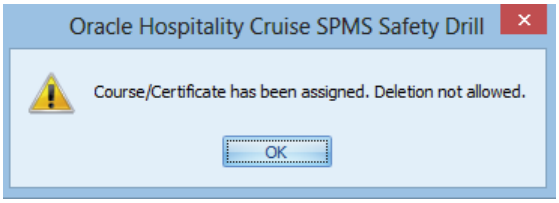


Figure 4-7 - Course & Certificate in Crew Handling

3. System *disable* the moving of Crew from Scheduled to Proposed window once the attendance is set to *Yes* in Course Done. To continue moving the Crew, reset the status to *No*. Refer below step to reset the attendance.



4. To reset the attendance, select the name and click **Undo Attend**.

4.2.4. Sending Email Notification

An email notification may be push out notifying respective Operational Department informing them of the schedule drill date/time and crew involved. The function is controlled by **Parameter, Promo Group** and Operational Department must have an email account set in **Administration, Crew Setup, Operational Division**.

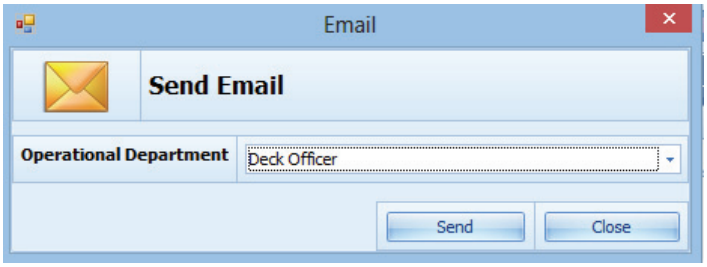


Figure 4-8 - Email Recipeint selection prompt

1. Select Send Email from the ribbon bar.
2. In the Send Email screen, select the **Operational Department** from the drop down list.
3. System will prompt sent notification to Head of Operational Department, followed by email being sent successfully. Click **OK** on both prompt to continue.

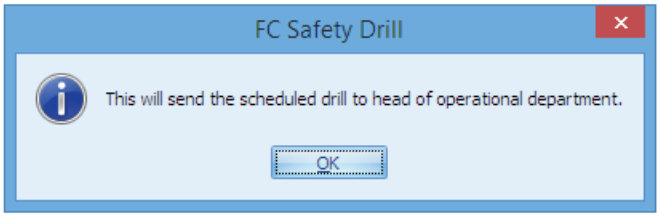


Figure 4-9 - Email Push Out notification prompt

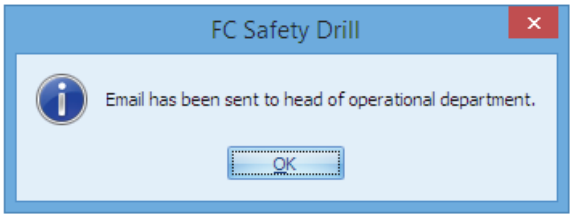


Figure 4-10 - Email Sent Notification prompt

4. If below prompt is received, verify that the Parameter is correctly configured. Click **OK** to continue.

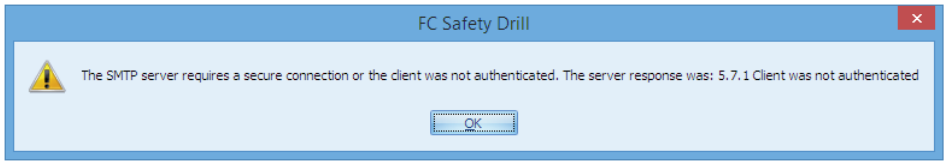


Figure 4-11 - Invalid SMTP setup prompt

5. Recipients will receive two Excel spreadsheet with the email – Master.xls and Schedule Details.xls. Refer *Training Drill Report* for sample spreadsheet.

4.2.5. Attendance Using Barcode Scanning

Course attendance may be mark by scanning the Crew board card (referenced to 'RES_BOARDCC_EXT') and hardware setup is required in **Crew, Options, Hardware**. Please contact Oracle Hospitality Cruise for hardware requirement and set up.

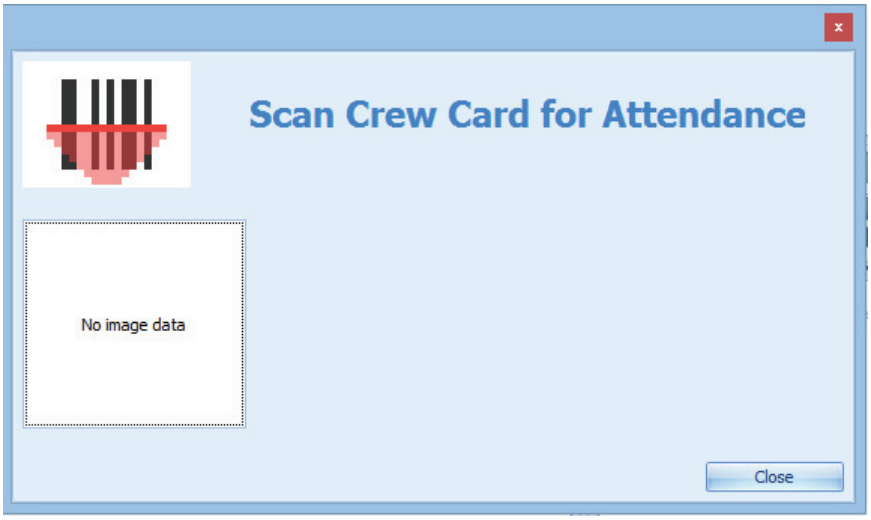


Figure 4-12 - Crew Attendance via Barcoding scanning

4.2.6. Training Drill Report

Schedule drill report may by printed and email to respective Operational Department for their review and planning. This print function will exports the schedule drill into an Excel file which comprises of:

- **Master.xls:** Information pertaining Scheduled Training Drill.
- **Scheduled Details.xls:** Names of Crew scheduled for training.
- **Proposed Schedule.xls**: Names of Crew Proposed for training.

To print the report,

1. Select the Training Drill date from the **Calendar** tab.
2. Click **Report** on the ribbon bar.

3. Enter the destination path, then click **Save**.

Template	Type	Code	Name	Start Time	End Time	Status	Course Name	Trainer	Trainer Comments
	SDR002	DR004	Drill - 004	05:00:00	06:00:00	Open	Basic Safety Training	Acanfora, Antonella MR	

Figure 4-13 - Sample Master.xls

	Name	Status Off	Embark Date	Debark Date	Attend Status	Course Done	Manning Number @	Critical E Number	Operational Position	Safety Department	Safety Position	Safety Function	Life Boat	Muster Station	Safety Role	Safety Group
☐	TESTMAY, CREW TRN 01	No	29/09/2014	29/09/2015	Compulsory Must Attend	No			Staff Captain							
☐	TESTER, WS VOIP 05	No	03/01/2015	23/03/2016	Compulsory Must Attend	No										
☐	TESTMAY, CMS 02	No	04/01/2015	03/01/2016	Compulsory Must Attend	No			Staff Captain							
	Total Records = 3															

Figure 4-14 – Sample Schedule Details.xls

	Name	Embark Date	Debark Date	PreScheduled Status	Manning Number	Critical E Number	Operational Position	Safety Department	Safety Position	Safety Function	Life Boat	Muster Station	Safety Role	Safety Group	Deck	MFZ
☐	TESTER, SAFETY 003	01/08/2013	05/03/2016	Compulsory Must Attend	0001	Yes	1st Engineer	Housekeeping	Master		Liferaft J4		OPERATIONAL COMMAND	BRT BRIDGE TEAM		
☐	TESTER, SAFETY 004 MR	29/01/2014	05/03/2016	Compulsory Must Attend	0002	No	1st Purser	Deck	Staff Captain		Liferaft N4		MOBILE COORDINATOR	BRT BRIDGE TEAM		
☐	TESTER, CREW PAYROLL (VACATION PAY) MR	07/01/2015	05/03/2016	Compulsory Must Attend			1st Purser									
☐	TESTER, CREW NO PAYROLL	07/09/2014	01/09/2015	Compulsory Must Attend			Master									
☐	TESTER, SAFETY 002	29/01/2014	05/03/2016	Compulsory Must Attend			1st Purser									
☐	TESTER, CREW PAYROLL 04 MR	07/05/2014	05/03/2016	Compulsory Must Attend												
☐	TESTER, CREW TRAIN 01	07/05/2014	03/09/2015	Compulsory Must Attend			Staff Captain									
☐	TESTER, CREW WS 01 MR	03/09/2014	05/03/2016	Optional			Cadet Purser									
☐	TESTER, CREW HOLIDAY PAY	03/01/2015	05/03/2016	Compulsory Must Attend			Staff Engineer									
☐	TESTER, iCREW HouseKeeper MR	09/03/2014	05/03/2016	Compulsory Must Attend			Hotel Manager									

Figure 4-15 - Sample Proposed Schedule.xls

4.2.7. Information Look Up with Save & Search

A search function is available for user to search for Courses setup based on selected drill type, and the searched information may be save into a template for future use.

To Search for Crew by Courses

1. Select one of these options from the drop down list on the left of the Training Overview screen.
   - Not Taken (A)
   - Not Taken (B)
   - Taken (OR)
   - All Taken (AND)

> **Note:** The Search results are based on these filter.

2. To select more than one course type, click the **plus sign (+)** to open a detailed Course & Certificate window, select the Courses, and then click **Add**.

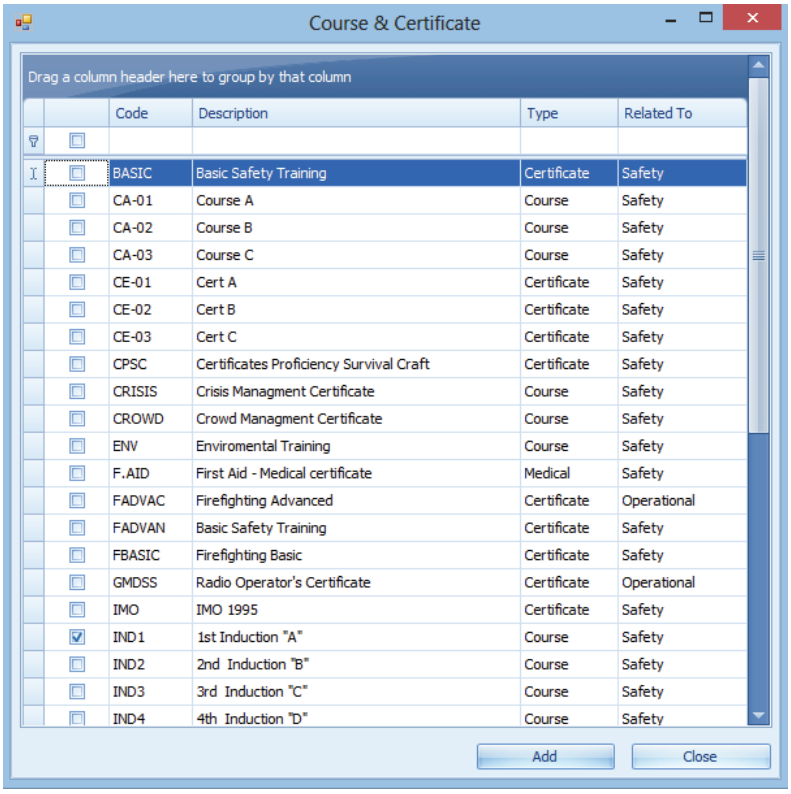


Figure 4-16 - Course & Certificate selection in Search Filter

3. On the Course & Cert Search Criteria screen, enter the relevant filter and then click **Search**.
4. To save the search filter as a template, click **Save Search** on the ribbon bar.

5. Drill History

System stores records of Schedule Drill, searchable by Crew Name and/or Cabin.

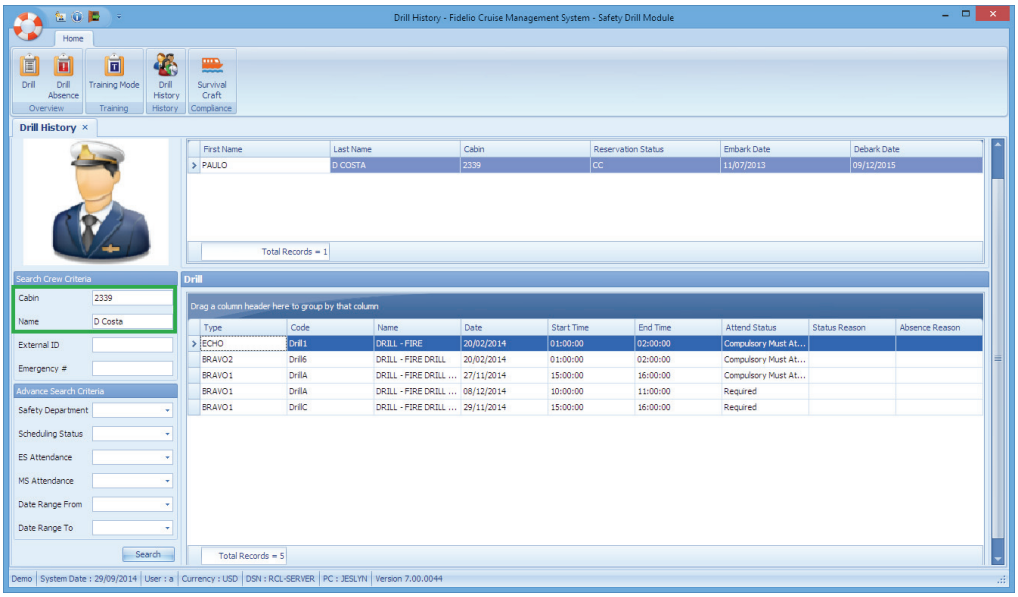


Figure 5-1 - Drill History Overview screen

In the Advance Search Criteria filter, user may select more than one code from the drop down list.

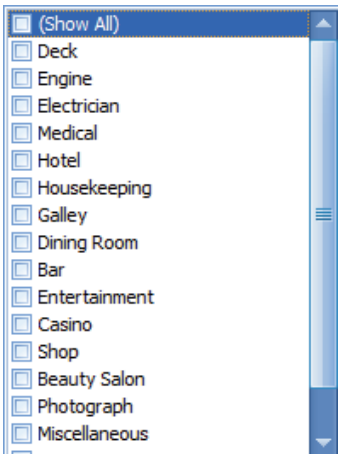


Figure 5-2 - Sample Safety Department code.

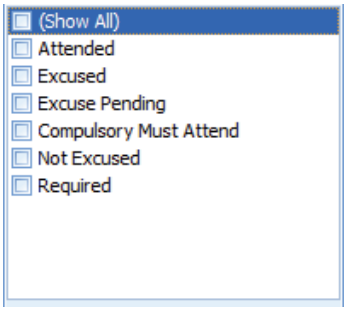


Figure 5-3 - Sample Schedule Status

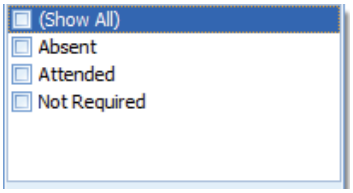


Figure 5-4 - Sample ES/MS Attendance

6. Survival Craft Compliance

Survival Craft function enable user to be exempted from their role in commanding a life boat/raft. *Only* Crew with Safety Function assigned to their #*E Number* and attended specified course or certificate are allowed to swap role. This function varies depending on the Drill mode set up in Parameter group, Safety, Advance Safety Drill.

6.1. Function in Standard Safety Drill

Before proceeding, the following Parameter and configuration must be in place.

1. Parameter for specific Course or Certificate is required. Refer *Appendix B, PAR_GROUP Safety, Course for Boat Commander*.
2. Safety Function code is assigned to Crew, Muster List setup.
3. Crew completed course/certificate that matches the Course for Boat Commander.

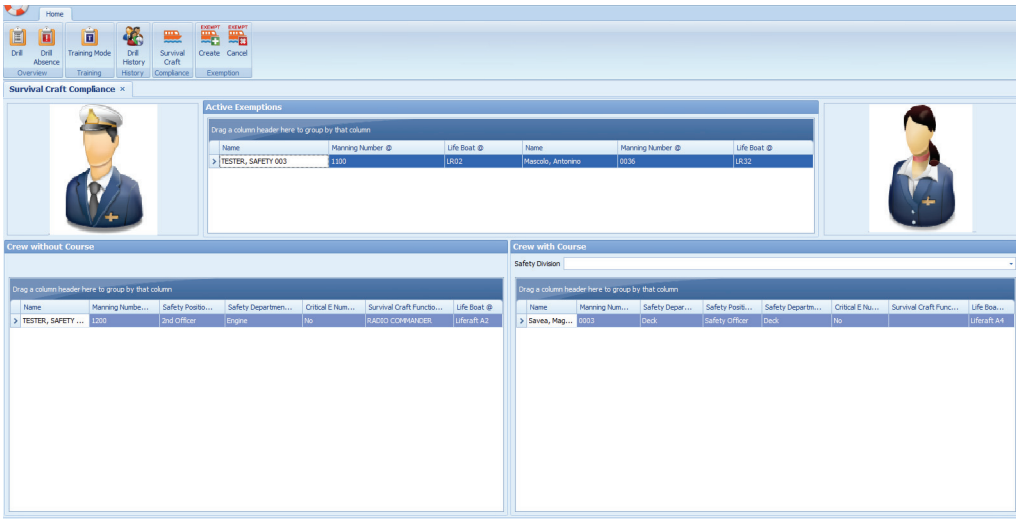


Figure 6-1 - Survival Craft Compliance screen

Table 6-1 - Field definition of Crew with/without Course grid

Field Name	Definitions
Name	Crew Name.
Emergency #	Emergency number defined in Muster List Setup.
Critical E Number	Define whether course/certificate will auto expire once Critical E# changes. Reference to Muster List Assignment.
Safety Department	Safety Department assigned. Reference to Safety Department setup.
Safety Position	Safety Position assigned. Reference to Safety Position setup.
Safety Function	Safety Function assigned. Reference to Safety Function setup.
LifeBoat	Lifeboat assigned. Reference to Lifeboat Setup

The Survival Craft Compliance function are divided into three sections and information displayed in each section defines the task of the Crew.

- **Active Exemptions**: Displays the Crew exempted from its role.
- **Crew without Course :** Section list all the Crew that has
  - Emergency # (E Number) assigned in Muster List Assignment
  - The Emergency # must have a Safety Function assigned.
- **Crew with Course:** Section list all Crew that met the criteria
  - Has an Emergency # (E Number) assigned in Muster List
  - The Emergency # must *not* have a Safety Function assigned.

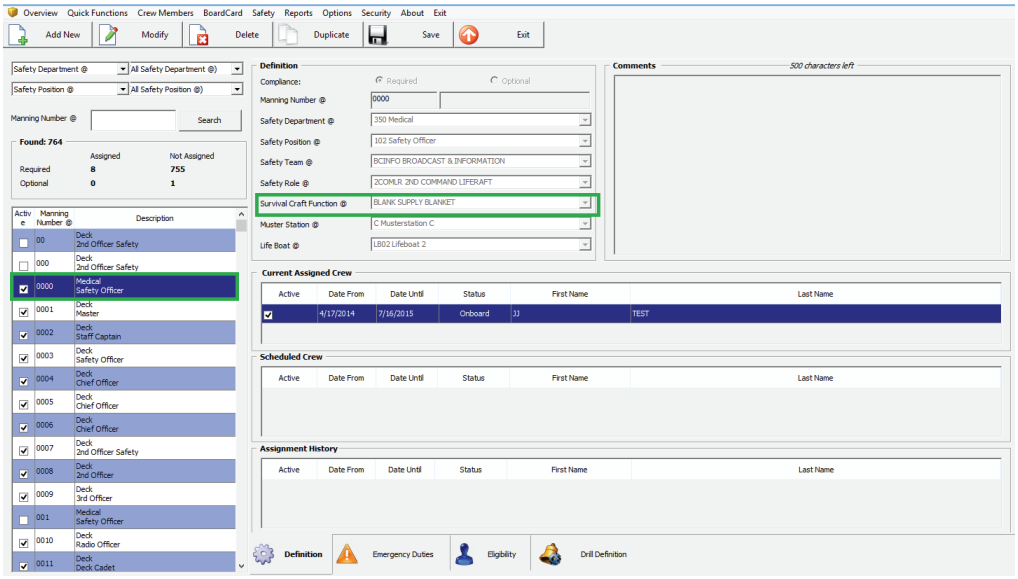


Figure 6-2 - Survival Craft Function defined in Crew, Safety, Muster List Setup

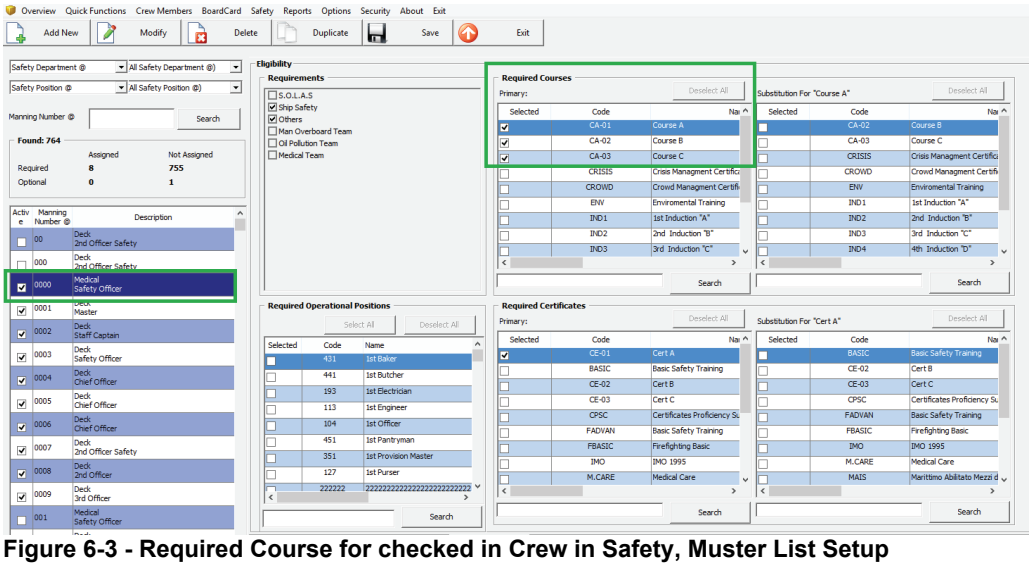


Figure 6-3 - Required Course for checked in Crew in Safety, Muster List Setup

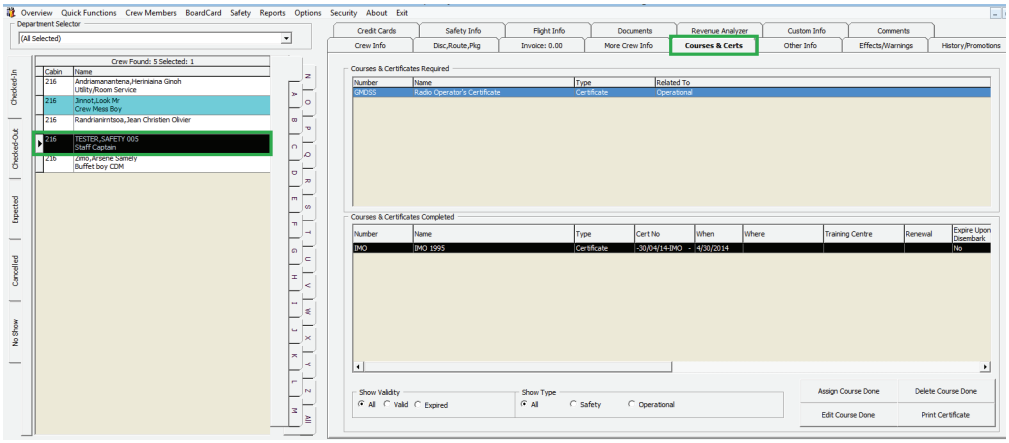


Figure 6-4 - Crew with/without Course & Cert

6.1.1. Creating an Exemption

1. Select a Crew from each section - **Crew with Course and Crew without Course**.
2. Click **Create Exemption**.
3. The name of Exempted Crew are now shown in **Active Exemption** as illustrated in Figure 6-5 - Active Exemption Screen.

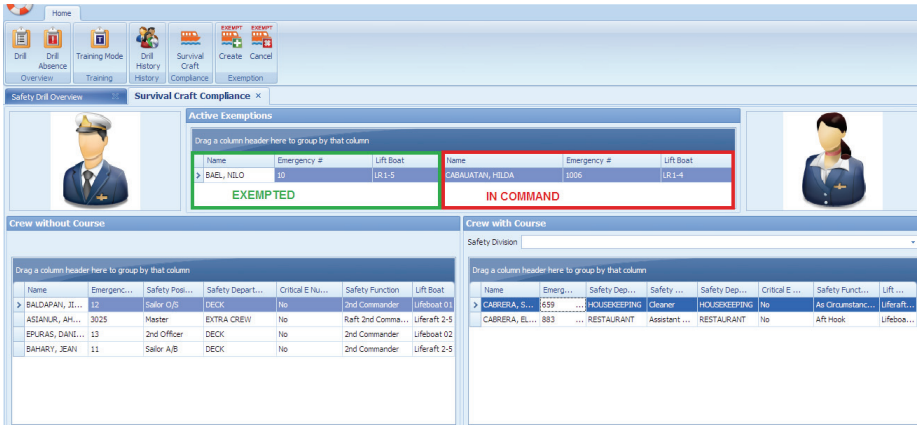


Figure 6-5 - Active Exemption Screen

> **Note:** Information displayed in Safety Function, Lifeboat, Craft Type and Craft Side in Safety Drill Overview changes when an Exemption is created.

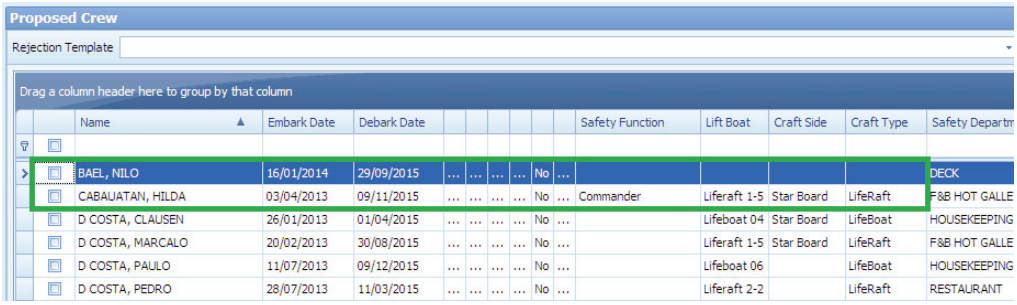


Figure 6-6 - Refreshed Proposed Crew Information of Exempted Crew

6.1.2. Cancelling an Exemption

1. Select the name from the Active Exemption grid
2. Click **Cancel Exemption**.

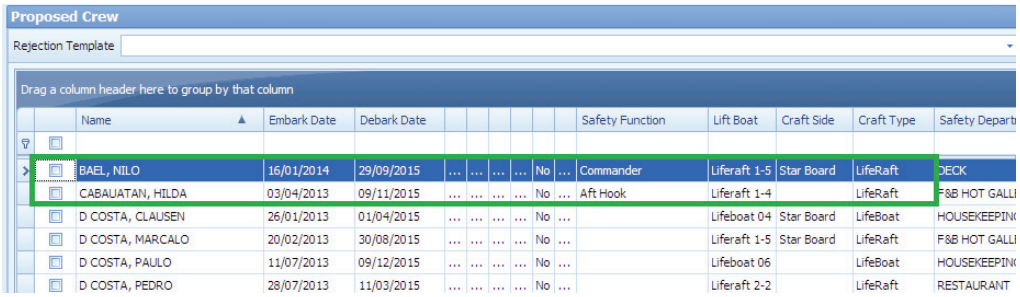


Figure 6-7 – Information of a Cancelled Exemption

> **Note:** Information displayed in Safety Function, Lifeboat, Craft Type and Craft Side in Safety Drill Overview resets to initial arrangement when an Exemption is cancel.

6.1.3. Changing a #E Number

When the Crew is exempted in Survival Craft Compliance, changing of the #E number is allowed.

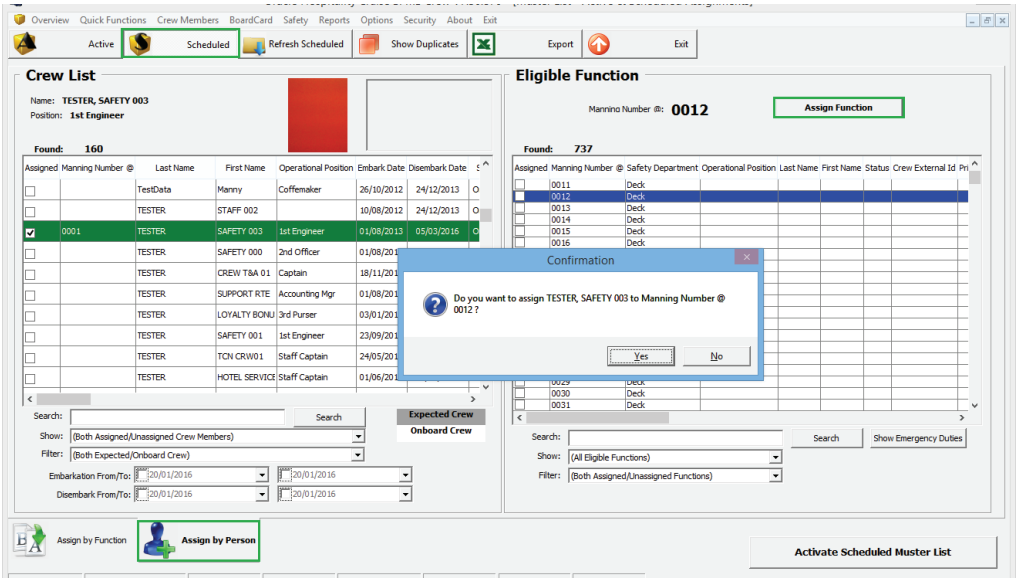


Figure 6-8 - #E Number Assignment

To change the #E Number

1. In Crew module, select **Safety, Muster List Assignment** from the drop down list.
2. In the Muster List Assignment screen, select **Schedule** from the menu bar, then click the **Assign by Person** tab.
3. In the Crew List section, select the **Crew name**, and then navigate to the Eligibility section.
4. Highlight the number and then click **Assign Function**.
5. Click **Yes** on the Confirmation prompt to change the #E Number. Click **No** will exit without changing the #E Number.
6. Click **Exit** to close the function.

6.1.4. Crew Departure with Exemption

If a Crew is exempted from the Survival Craft Compliance, check out is permissible without having to first remove the exemption.

6.2. Function in Advance Safety Drill

Before proceeding, the following Parameter and configuration must be in place.

1. Parameter for specific course or certificate is required. Refer *Appendix B, PAR_GROUP Safety, Course for Boat Commander.*
2. Safety Function code has Commander/2nd Commander checked.
3. Safety Function code is assigned to Crew, Muster List setup.
4. Crew completed course/certificate that matches the Course for Boat Commander.

Functions of the Survival Craft Compliance in Advance Safety Drill Mode are identical to Standard Safety Drill Mode. The only exception is the Crew Departure with Exemption.

6.2.1. Crew Departure with Exemption

If a Crew is exempted from the Survival Craft Compliance, check out is *not permissible* without having to first remove the exemption.

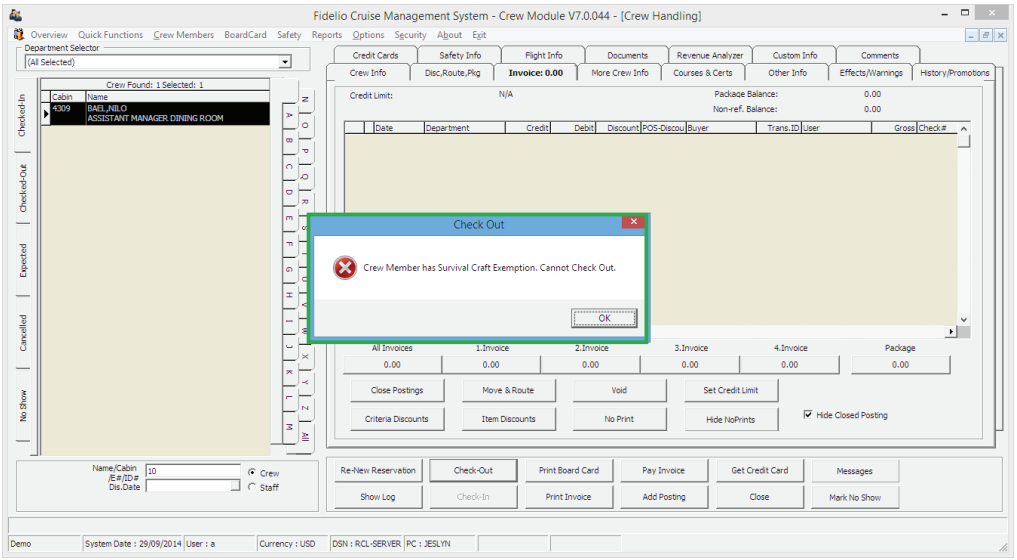


Figure 6-9 - Advance Safety Drill Mode Check Out prompt

Appendix A. User Security Group

This section describes the user security access group available to Safety Drill module, and these security privileges are assigned in the **User Security** module.

Table A-2 – Safety Drill module Functionality Access Rights

Security Reference No	Description
4601	Fire Zone Definition
4602	Stair Well Definition
463	Drill Location Set Definition
4604	Access to Other Safety Department ▪ If user do not have a crew link and access right 4604 assigned, or user with crew link and position does not match with Muster station assignment, user is not allowed to view the drill in Drill Definition Setup in Administration module and Scheduled Drill in Safety Drill module. ▪ If user have crew link and access right 4604 assigned, and crew assigned muster station matches with Muster station in Drill Definition: a. User only allowed to view drills with the same Muster station assigned. b. User only allowed to add drill(s) to the same Muster station assigned.

Appendix B. Parameters

This section describes the **Parameters** available to the Safety Drill module, and they are accessible from **Administration** module under **System Setup**, **Parameter**.

PAR_GROUP Safety

Table B-3 - PAR Group Safety

PAR Name	PAR Value	Description
Advance Safety Drill	0 or 1	0 - Standard Safety Drill Handling; 1 - Advance Safety Drill Handling
Course Code for Boat Commander	XXX	Qualifying course for Boat Commander. (XXX=COU_CODE)
Allow Multiple Safety Number Assignment	0 or 1	0 - Do Not Allowed Multiple Safety Number Assignment 1 - Allow
Allow to use special In Port Manning handling	0 or 1	0 - Disallow, 1 - Allow
Auto Set Ashore Denial During Drill Scheduling		Specify duration before a Drill starts that going ashore is denied. Duration in minutes.
Display Valid Courses On Muster List Assignment		Display list of important courses on Muster List Assignment screen. PAR_VALUE should contain COU_CODE separated by commas (eg. 331,321)
Operational Position that Receive Message		Crew of certain operational position to receive warning message in Active Muster List when there is expected crew in the muster list

PAR_GROUP Promo

Table B-4 - PAR Group Promo

PAR Name	PAR Value	Description
SMTP Server IP Address	Local Exchange server IP Address	SMTP Server IP Address
SMTP Server IP Port	25	Default SMTP IP Port is 25

PAR Name	PAR Value	Description
SMTP Server Require Login Authentication	0 – No 1 - Yes,	SMTP Server Require Login Authentication
SMTP User Name	xxxx	Only valid when SMTP Server Requires Login Authentication is = 1
SMTP User Password (Encrypted)	User Password	SMTP User Password
Sender Name	Email Name	Sender Name
Sender Email	youremail@ email.com	Sender Email