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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

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 30, 2014</td>
<td>• Initial publication.</td>
</tr>
<tr>
<td>January 22, 2016</td>
<td>• Revised document format</td>
</tr>
<tr>
<td></td>
<td>• Separation of System Configuration and usage into different Drill Mode.</td>
</tr>
</tbody>
</table>
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](image)

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>
<thead>
<tr>
<th>Function Name</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deck Setup</td>
<td>Defines the deck location in Muster Station setup. <em>(Advance Safety Drill)</em></td>
</tr>
<tr>
<td>Fire Zone Setup</td>
<td>Defines the Fire Zone for the drill in Muster Station setup. <em>(Advance Safety Drill)</em></td>
</tr>
<tr>
<td>Stair Well Setup</td>
<td>Defines the stairwell location in Muster Station setup. <em>(Advance Safety Drill)</em></td>
</tr>
<tr>
<td>Muster Station Setup</td>
<td>Defines the assembly location</td>
</tr>
<tr>
<td>Lifeboat Setup</td>
<td>Defines the lifeboat or life raft capacity</td>
</tr>
<tr>
<td>Gangway Locations</td>
<td>Defines the gangway location</td>
</tr>
<tr>
<td>Safety Department</td>
<td>Defines the department responsible for safety in each location.</td>
</tr>
<tr>
<td>Function Name</td>
<td>Definitions</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Safety Group (definable label - TYP_LBL = SFTSGP)</td>
<td>Defines the responsibilities and task of each safety group.</td>
</tr>
<tr>
<td>Safety Position (definable label - TYP_LBL = SFTCRW)</td>
<td>Defines the position of the Crew.</td>
</tr>
<tr>
<td>Safety Role (definable label - TYP_LBL = SFTROL)</td>
<td>Defines the role of the safety Crew.</td>
</tr>
<tr>
<td>Safety Function (definable label – TYP_LBL = SFTFCT)</td>
<td>Defines the role of Crew in command of Survival Craft.</td>
</tr>
<tr>
<td>Safety Drill Type</td>
<td>Defines the type of drills.</td>
</tr>
<tr>
<td>Drill Location</td>
<td>Defines the Location of the Scheduled Drill (Standard Safety Drill)(^1).</td>
</tr>
<tr>
<td>Drill Instructorship</td>
<td>Defines the Instructor responsible for the Scheduled Drill (Standard Safety Drill).</td>
</tr>
<tr>
<td>Drill Definition</td>
<td>Definition of drills.</td>
</tr>
<tr>
<td>Drill Template Setup</td>
<td>Template for each drill type.</td>
</tr>
<tr>
<td>Absence Reason</td>
<td>Reason for not attending the safety drill (Advance Safety Drill)(^2).</td>
</tr>
<tr>
<td>Excuse Request Reason</td>
<td>Reason to be excused from attending safety drill (Advance Safety Drill).</td>
</tr>
<tr>
<td>Excuse Unapprove Reason</td>
<td>Reason for not Approving the excuse request (Advance Safety Drill).</td>
</tr>
<tr>
<td>Interview Comment</td>
<td>A comment field use during interview, either as a predefined comment or free text input. (Advance Safety Drill).</td>
</tr>
<tr>
<td>Course &amp; Certificates</td>
<td>Type Courses and Certification required for each drill type</td>
</tr>
<tr>
<td>Proficiency Level</td>
<td>Proficiency level offered in courses and certification.</td>
</tr>
</tbody>
</table>

\(^1\) 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](image)

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.

![Muster Station configuration screen]

**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.
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 2-5 - Copy Muster Station screen

Figure 2-6 - Lifeboat/Liferaft Configuration screen
Table 2-2 - Field definition of Lifeboat/Liferaft configuration screen

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

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

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.
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.
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.

![Safety Function Setup in Advance Mode](image)

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

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

Figure 3-1 - Drill Overview screen
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 enabled 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.

   ![Oracle Hospitality Cruise SPMS Safety Drill](image)

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.
Table 3-2 - Field definition of Proposed Crew grid

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Crew Name.</td>
</tr>
<tr>
<td>Embark Date</td>
<td>Embarkation date of Crew.</td>
</tr>
<tr>
<td>Debark Date</td>
<td>Debarkation date of Crew.</td>
</tr>
<tr>
<td>Scheduling Status</td>
<td>Define whether attendance is compulsory or optional. Reference to rules in Safety Drill Type.</td>
</tr>
<tr>
<td>ES Attendance</td>
<td>Define whether Emergency Attendance is required. Reference to Drill Definition Attendance Requirement.</td>
</tr>
<tr>
<td>MS Attendance</td>
<td>Define whether Muster Attendance is required. Reference to Drill Definition Attendance Requirement.</td>
</tr>
<tr>
<td>Emergency #</td>
<td>Emergency number defined in Muster List Setup.</td>
</tr>
<tr>
<td>Critical E Number</td>
<td>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.</td>
</tr>
<tr>
<td>Operational Position</td>
<td>Crew Operational Position.   Reference to Crew Operational Position setup.</td>
</tr>
<tr>
<td>Safety Department</td>
<td>Safety Department assigned. Reference to Safety Department setup.</td>
</tr>
<tr>
<td>Field Name</td>
<td>Definitions</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>LifeBoat</td>
<td>Lifeboat assigned. Reference to Lifeboat Setup.</td>
</tr>
<tr>
<td>Muster Station</td>
<td>Muster Station location. Reference to Muster Station setup.</td>
</tr>
<tr>
<td>Safety Role</td>
<td>Safety role assigned. Reference to Safety Role setup.</td>
</tr>
<tr>
<td>Emergency Station</td>
<td>Station type. Reference to Muster Station Setup.</td>
</tr>
<tr>
<td>Deck</td>
<td>Deck location. Reference to Deck setup. (Advance Safety Drill mode).</td>
</tr>
<tr>
<td>Firezone</td>
<td>Fire zone assigned. Reference to Firezone setup. (Advance Safety Drill mode).</td>
</tr>
<tr>
<td>Stairwell</td>
<td>Stairwell location. Reference to Stairwell setup. (Advance Safety Drill mode).</td>
</tr>
<tr>
<td>Side</td>
<td>Location side of Emergency Station. Reference to default system codes.</td>
</tr>
<tr>
<td>Craft Type</td>
<td>Type of Craft. Reference to default system codes.</td>
</tr>
<tr>
<td>Craft Side</td>
<td>Safety Boat location side. Reference to default system codes.</td>
</tr>
<tr>
<td>Side</td>
<td>Defines which section of the ship this Muster station is located.</td>
</tr>
</tbody>
</table>

**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**.
Table 3-3 - Field definitions for Scheduled Crew grid

<table>
<thead>
<tr>
<th>Field</th>
<th>Name</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Crew Name</td>
<td></td>
</tr>
<tr>
<td>Status Off</td>
<td>If status is YES, this indicate that Crew disembarkation date is after the drill date.</td>
<td></td>
</tr>
<tr>
<td>Embark Date</td>
<td>Embarkation date of Crew.</td>
<td></td>
</tr>
<tr>
<td>Debark Date</td>
<td>Debarkation date of Crew.</td>
<td></td>
</tr>
<tr>
<td>Scheduling Status</td>
<td>Define whether attendance is compulsory or optional. Reference to rules in Safety Drill Type.</td>
<td></td>
</tr>
<tr>
<td>ES Attendance</td>
<td>Define whether Emergency Attendance is required. Reference to Drill Definition Attendance Requirement.</td>
<td></td>
</tr>
<tr>
<td>Field Name</td>
<td>Definitions</td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>MS Attendance</td>
<td>Define whether Muster Attendance is required. Reference to Drill Definition Attendance Requirement.</td>
<td></td>
</tr>
<tr>
<td>Interview</td>
<td>Status of the interview - Pending or Blank. Status only change when crew is absent for drill.</td>
<td></td>
</tr>
<tr>
<td>Emergency #</td>
<td>Emergency number defined in Muster List Setup.</td>
<td></td>
</tr>
<tr>
<td>Critical E Number</td>
<td>Define whether course/certificate will auto expire once Critical E# is changed. Reference to Muster List Assignment.</td>
<td></td>
</tr>
<tr>
<td>Operational Position</td>
<td>Crew Operational Position. Reference to Crew Operational Position setup.</td>
<td></td>
</tr>
<tr>
<td>Safety Department</td>
<td>Safety Department assigned. Reference to Safety Department setup.</td>
<td></td>
</tr>
<tr>
<td>LifeBoat</td>
<td>Lifeboat assigned. Reference to Lifeboat Setup.</td>
<td></td>
</tr>
<tr>
<td>Muster Station</td>
<td>Muster Station location. Reference to Muster Station setup.</td>
<td></td>
</tr>
<tr>
<td>Safety Role</td>
<td>Safety role assigned. Reference to Safety Role setup.</td>
<td></td>
</tr>
<tr>
<td>Emergency Station</td>
<td>Station type. Reference to Muster Station Setup.</td>
<td></td>
</tr>
<tr>
<td>Deck</td>
<td>Deck location. Reference to Deck setup. (Advance Safety Drill mode)</td>
<td></td>
</tr>
<tr>
<td>Firezone</td>
<td>Fire zone assigned. Reference to Firezone setup. (Advance Safety Drill mode).</td>
<td></td>
</tr>
<tr>
<td>Stairwell</td>
<td>Stairwell location. Reference to Stairwell setup. (Advance Safety Drill mode).</td>
<td></td>
</tr>
<tr>
<td>Side</td>
<td>Location side of Emergency Station. Reference to default system codes.</td>
<td></td>
</tr>
<tr>
<td>Craft Type</td>
<td>Type of Craft. Reference to default system codes.</td>
<td></td>
</tr>
<tr>
<td>Craft Side</td>
<td>Safety Boat side location. Reference to default system codes.</td>
<td></td>
</tr>
<tr>
<td>Side</td>
<td>On which section of the ship this Muster station is located.</td>
<td></td>
</tr>
</tbody>
</table>
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](image)

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.
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**.

### Setting an Excused Not Allowed Status

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

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 marked as absent.

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 prompted ‘**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 marked 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.
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.
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.

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.
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](image)

Table 4-1 - Field definitions of Training Drill

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Displays the drill definition without courses and certificate assigned. Reference to Drill Type setup</td>
</tr>
<tr>
<td>Code</td>
<td>Displays all definition linked to Drill Definition setup of the selected drill type.</td>
</tr>
<tr>
<td>Date</td>
<td>Intended drill date.</td>
</tr>
<tr>
<td>Start Time</td>
<td>Scheduled start time for the drill.</td>
</tr>
<tr>
<td>End Time</td>
<td>Scheduled end time for the drill.</td>
</tr>
<tr>
<td>Template</td>
<td>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.</td>
</tr>
<tr>
<td>Trainer</td>
<td>Name of trainer.</td>
</tr>
<tr>
<td>Trainer Comments</td>
<td>Details or comments of the course.</td>
</tr>
</tbody>
</table>

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](image)

### Table 4-2 - Field definition of Proposed Crew grid

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Crew Name.</td>
</tr>
<tr>
<td>Embark Date</td>
<td>Embarkation date of Crew.</td>
</tr>
<tr>
<td>Debark Date</td>
<td>Debarkation date of Crew.</td>
</tr>
<tr>
<td>PreScheduled Status</td>
<td>Define whether attendance is compulsory or optional. Reference to rules set in Safety Drill Type and Course and Certificate taken.</td>
</tr>
<tr>
<td>Emergency #</td>
<td>Emergency number defined in Muster List Setup.</td>
</tr>
<tr>
<td>Critical E Number</td>
<td>Define whether course/certificate will auto expire once Critical E# is changed. Reference to Muster List Assignment.</td>
</tr>
<tr>
<td>Operational Position</td>
<td>Crew Operational Position. Reference to Crew Operational Position setup.</td>
</tr>
<tr>
<td>Field Name</td>
<td>Definitions</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Safety Department</td>
<td>Safety Department assigned. Reference to Safety Department setup.</td>
</tr>
<tr>
<td>LifeBoat</td>
<td>Lifeboat assigned. Reference to Lifeboat Setup.</td>
</tr>
<tr>
<td>Muster Station</td>
<td>Muster Station location. Reference to Muster Station setup.</td>
</tr>
<tr>
<td>Safety Role</td>
<td>Safety role assigned. Reference to Safety Role setup.</td>
</tr>
<tr>
<td>Deck</td>
<td>Deck location. Reference to Deck setup.</td>
</tr>
<tr>
<td>Fire zone</td>
<td>Fire zone assigned. Reference to Firezone setup.</td>
</tr>
<tr>
<td>Stairwell</td>
<td>Stairwell location. Reference to Stairwell setup.</td>
</tr>
<tr>
<td>Side Location</td>
<td>Location side of Emergency Station. Reference to default system codes.</td>
</tr>
<tr>
<td>Craft Type</td>
<td>Type of Craft. Reference to default system codes.</td>
</tr>
<tr>
<td>Craft Side</td>
<td>Safety Boat side location. Reference to default system codes.</td>
</tr>
<tr>
<td>Emergency Station</td>
<td>Station type. Reference to Muster Station Setup.</td>
</tr>
</tbody>
</table>

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.
### Table 4-3 - Field definition of Schedule Crew grid

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Crew Name.</td>
</tr>
<tr>
<td>Status Off</td>
<td>If status is YES, this indicate that Crew disembarkation date is after the drill date.</td>
</tr>
<tr>
<td>Embark Date</td>
<td>Embarkation date of Crew.</td>
</tr>
<tr>
<td>Debark Date</td>
<td>Debarkation date of Crew.</td>
</tr>
<tr>
<td>Attend Status</td>
<td>Define whether attendance is compulsory or optional. Reference to rules set in Safety Drill Type and Course and Certificate taken.</td>
</tr>
<tr>
<td>Course Done</td>
<td>Completed the schedule course.</td>
</tr>
<tr>
<td>Emergency #</td>
<td>Emergency number defined in Muster List Setup.</td>
</tr>
<tr>
<td>Critical E Number</td>
<td>Define whether course/certificate will auto expire once Critical E# is changed. Reference to Muster List Assignment.</td>
</tr>
<tr>
<td>Operational Position</td>
<td>Crew Operational Position. Reference to Crew Operational Position setup.</td>
</tr>
<tr>
<td>Safety Department</td>
<td>Safety Department assigned. Reference to Safety Department setup.</td>
</tr>
<tr>
<td>LifeBoat</td>
<td>Lifeboat assigned. Reference to Lifeboat Setup.</td>
</tr>
<tr>
<td>Muster Station</td>
<td>Muster Station location. Reference to Muster Station setup.</td>
</tr>
<tr>
<td>Safety Role</td>
<td>Safety role assigned. Reference to Safety Role setup.</td>
</tr>
<tr>
<td>Field Name</td>
<td>Definitions</td>
</tr>
<tr>
<td>-----------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Emergency Station</td>
<td>Station type. Reference to Muster Station Setup.</td>
</tr>
<tr>
<td>Deck</td>
<td>Deck location. Reference to Deck setup.</td>
</tr>
<tr>
<td>Fire zone</td>
<td>Fire zone assigned. Reference to Firezone setup.</td>
</tr>
<tr>
<td>Stairwell</td>
<td>Stairwell location. Reference to Stairwell setup.</td>
</tr>
<tr>
<td>Side</td>
<td>Location side of Emergency Station. Reference to default system codes.</td>
</tr>
<tr>
<td>Craft Type</td>
<td>Type of Craft. Reference to default system codes.</td>
</tr>
<tr>
<td>Craft Side</td>
<td>Safety Boat side location. Reference to default system codes.</td>
</tr>
<tr>
<td>Side</td>
<td>On which section of the ship this Muster station is located.</td>
</tr>
</tbody>
</table>

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.
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.

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**.

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 4-8 - Email Recipient selection prompt**

**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](image)

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](image)

### 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**.

![Figure 4-13 - Sample Master.xls](image1)

![Figure 4-14 – Sample Schedule Details.xls](image2)

![Figure 4-15 - Sample Proposed Schedule.xls](image3)

### 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**.
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](image)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Crew Name.</td>
</tr>
<tr>
<td>Emergency #</td>
<td>Emergency number defined in Muster List Setup.</td>
</tr>
<tr>
<td>Critical E Number</td>
<td>Define whether course/certificate will auto expire once Critical E# changes. Reference to Muster List Assignment.</td>
</tr>
<tr>
<td>Safety Department</td>
<td>Safety Department assigned. Reference to Safety Department setup.</td>
</tr>
<tr>
<td>LifeBoat</td>
<td>Lifeboat assigned. Reference to Lifeboat Setup.</td>
</tr>
</tbody>
</table>
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](image)

![Figure 6-3 - Required Course for checked in Crew in Safety, Muster List Setup](image)
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.

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

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

![Figure 6-6 - Refreshed Proposed Crew Information of Exempted Crew](image)

![Figure 6-7 – Information of a Cancelled Exemption](image)

**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.
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](image-url)

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

<table>
<thead>
<tr>
<th>Security Reference No</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4601</td>
<td>Fire Zone Definition</td>
</tr>
<tr>
<td>4602</td>
<td>Stair Well Definition</td>
</tr>
<tr>
<td>463</td>
<td>Drill Location Set Definition</td>
</tr>
<tr>
<td>4604</td>
<td>Access to Other Safety Department</td>
</tr>
</tbody>
</table>

- 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

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

PAR_GROUP Promo

Table B-4 - PAR Group Promo

<table>
<thead>
<tr>
<th>PAR Name</th>
<th>PAR Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMTP Server IP Address</td>
<td>Local Exchange server IP Address</td>
<td>SMTP Server IP Address</td>
</tr>
<tr>
<td>SMTP Server IP Port</td>
<td>25</td>
<td>Default SMTP IP Port is 25</td>
</tr>
<tr>
<td>PAR Name</td>
<td>PAR Value</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-----------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>SMTP Server Require Login Authentication</td>
<td>0 - No</td>
<td>SMTP Server Require Login Authentication</td>
</tr>
<tr>
<td></td>
<td>1 - Yes,</td>
<td></td>
</tr>
<tr>
<td>SMTP User Name</td>
<td>xxxx</td>
<td>Only valid when SMTP Server Requires Login Authentication is = 1</td>
</tr>
<tr>
<td>SMTP User Password (Encrypted)</td>
<td>User</td>
<td>SMTP User Password</td>
</tr>
<tr>
<td></td>
<td>Password</td>
<td></td>
</tr>
<tr>
<td>Sender Name</td>
<td>Email Name</td>
<td>Sender Name</td>
</tr>
<tr>
<td>Sender Email</td>
<td>youremail@</td>
<td>Sender Email</td>
</tr>
<tr>
<td></td>
<td>email.com</td>
<td></td>
</tr>
</tbody>
</table>