Oracle® Hospitality Cruise Shipboard Property Management System Safety Drill User Guide



Release 20.1 F33507-01 September 2020

ORACLE

Oracle Hospitality Cruise Shipboard Property Management System Safety Drill User Guide, Release 20.1

F33507-01

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Preface

The Safety Drill module manages the Muster drills conducted by the crew of the ship before embarking on a voyage, familiarizing the passengers, passengers with escape routes, and preparing passengers for safe evacuation in the event of an emergency.

Audience

This document is intended for project managers, application specialists and users of Oracle Hospitality Cruise Shipboard Property Management System (SPMS).

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
- Screenshots of each step you take

Documentation

Oracle Hospitality product documentation is available on the Oracle Help Center at http://docs.oracle.com/en/industries/hospitality/.

Revision History

Table 1 Revision History

Date	Description of Change
September 2020	Initial Publication



Prerequisites, Supported Systems and Compatibility

This section describes the minimum requirements for the Safety Drill module.

Prerequisites

- Safety Drill.exe
- Crew.exe
- Complete set up of Safety Drill Codes in Administration module

Supported Operating System

• See Compatibility Matrix at http://docs.oracle.com/en/industries/hospitality/.

Compatibility

SPMS version 20.1 or later. For customers operating on version 20.1 and below, database upgrade to the recommended or latest version is required



1 Safety Drill Setup

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The Safety Drill module allows you to schedule drills before the ship embarks on a voyage and maintains a record of the drills performed. It also has a training mode for the crew, where the training attendance is kept.

The functions in this module are: Drill Scheduling/Assignment, Drill Absence, Training mode, Drill History, and Survival Craft Compliance.

This guide assumes you have configured all the required codes in the Administration module.

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Figure 1-1 Safety Drill Overview

Setting Up a Drill

Before you can assign the crew to the drill, you must schedule all drills in the Drill Mode.

- **1.** At the Safety Drill Overview window, select a date from the calendar editor.
- 2. Click the Add button at the ribbon bar to add a new drill.



Figure 1-2 Add Drill Window	Figure	1-2	Add	Drill	Window
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	Add Drill ×
Add	Drill
Туре	FIRE DRILL *
Code	DrillA DRILL - FIRE DRILL A (ES)
Date	27/09/2014
Start Time	09:00:00
End Time	11:00:00 \$
Template	<none></none>
	Save Cancel

Table 1-1 Add Drill Field Description

Field Name	Description
Туре	Displays the drill definition without courses and certificates assigned. Refers to Drill Type setup
Code	Displays all definitions linked to Drill Definition setup of the selected drill type.
Date	Planned drill date.
Start Time	The drill scheduled start time
End Time	The drill scheduled end time
Template	Proposed eligible crew to the 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. At the Add Drill window, select the **Type, Code, Date, Start/End Time,** and **Template** from the drop-down list.
- 4. Click the **Save** button to save the drill. Dates that has scheduled drill are shown in red on the calendar.

Editing a Drill

You can reschedule a drill according to the operational needs. Rescheduling is not allowed when the **Drill Status** is **locked**, and the **Drill Type** or **Code** is no longer editable.

1. At the Safety Drill Overview window, select the drill date from the calendar.



- 2. Click the **Edit** at the ribbon bar and select a new date, start/end time from the drop-down list.
- 3. Click the **Save** button to save the record.

Deleting a Drill

You can delete a drill that has crew members scheduled. However, it is not permissible when the scheduled drill has attendance marked with **'Absent'**.

To delete, select the drill date and click **Delete** on the ribbon bar.

Locking a Drill

The Lock Drill function is enabled when the drill is the first drill of the same type. You can lock the subsequent drills of the same type only when the first drill is locked.

- **1**. At the Safety Drill Overview window, select the first drill date of the same type.
- 2. Click the **Lock** at the ribbon bar. If the drill is not the first drill of the same type, the system prompts you to check for the first drill.
- 3. Click the OK button to close the prompt.
- 4. Locate the first drill and repeat the above steps.

Unlocking a Drill

The Unlock Drill function is enabled when the drill is the last drill of the same type. The button is enabled for the second last drill of the same type, if the last drill has been unlocked, following a reverse sequence.

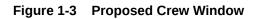
- 1. At the Safety Drill Overview window, select the last drill date of the same type.
- 2. Click the Unlock at the ribbon bar.
- 3. Click the **OK** button.

Assigning / Unassigning Crew to a Drill

Once a drill is set up, the Chief Safety Officer or his/her assistant can assign a crew to the scheduled drill by selecting the Crew eligible for drill from the **Proposed Crew** grid. The crew eligibility is based on the following criteria:

- The crew is checked in or expected.
- The crew is assigned in the Muster list assignment.
- Rule defined in Drill Definition.





I Dril Absence Zvervšew Training	Drill History		dd Edit D	Velete Lock Exe	Line Excused	Excuse Excuse UnAccerove Allow Drill Status		Absent 5 From MS	All Proposed Se	elect All osed Crew grment		Save Grid U Layou	Grid
fety Drill Overview ×	Dril History	192											
(November) (2014)	Schee	luled Drill											
MTWTFSS	Te	emplate				Type Co	de	Name		Start Time	End Time		itatus
3456789	> Dr	il Template - Fi	RE (Housekeepir	ng)		RAVO1 Dri	ы	DRILL - FIRE DRILL A (ES)	15:00:00	16:00:00		lpen
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 Table 1-2
 Field Description of Proposed Crew Grid

Field Name	Description
Name	Crew Name
Embark Date	Crew embarkation date
Debark Date	Crew debarkation date
Scheduling Status	Defines the attendance is compulsory or optional. Refers to rules in Safety Drill Type.
ES Attendance	Defines whether Emergency Attendance is required. Refers to Drill Definition Attendance Requirement.
MS Attendance	Defines whether Muster Attendance is required. Refers to Drill Definition Attendance Requirement.
Emergency #	Emergency number defined in Muster List Setup.
Critical E Number	Defines whether the course/certificate will auto expire after Critical E# is changed. This changes the attendance requirement in the drill setup. Refers to Muster List Assignment.
Operational Position	Crew Operational Position. Refers to Crew Operational Position setup.
Safety Department	Safety Department assigned. Refers to Safety Department setup.
Safety Position	Safety Position assigned. Refers to Safety Position setup.
Safety Function	Safety Function assigned. Refers to Safety Function setup.
LifeBoat	Lifeboat assigned. Refers to Lifeboat Setup.



Field Name	Description
Muster Station	Muster Station location. Refers to Muster Station setup.
Safety Role	Safety role assigned. Refers to Safety Role setup.
Safety Group	Safety Group assigned. Refers to Safety Group setup.
Emergency Station	Station type. Refers to Muster Station Setup.
Deck	Deck location. Refers to Deck setup. (Advance Safety Drill mode).
Firezone	Fire zone assigned. Refers to Firezone setup. (Advance Safety Drill mode).
Stairwell	Stairwell location. Refers to Stairwell setup. (Advance Safety Drill mode).
Side	Location side of Emergency Station. Refers to default system codes.
Craft Type	Type of Craft. Refers to default system codes.
Craft Side	Safety Boat location - port or starboard. Refers to default system codes.
Side	Location of the Muster station - port or starboard.

 Table 1-2
 (Cont.) Field Description of Proposed Crew Grid

Scheduling Crew to a Drill

Table 1-3	Field Description of Scheduled Crew Grid
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Field Name	Description
Name	Crew Name.
Status Off	If the status is <i>YES</i> , this indicates that Crew disembarkation date is after the drill date.
Embark Date	Crew embarkation date
Debark Date	Crew debarkation date
Scheduling Status	Defines whether attendance is compulsory or optional. Refers to rules in Safety Drill Type.
ES Attendance	Defines whether Emergency Attendance is required. Refers to Drill Definition Attendance Requirement.
MS Attendance	Defines whether Muster Attendance is required. Refers to Drill Definition Attendance Requirement.
Interview	Status of the interview whether it is Pending or Blank. Status only changes when the crew is absent for drill.



Field Name	Description
Emergency #	Emergency number defined in Muster List Setup.
Critical E Number	Defines whether course/certificate will auto expire after Critical E# is changed. Refers to Muster List Assignment.
Operational Position	Crew Operational Position. Refers to Crew Operational Position setup.
Safety Department	Safety Department assigned. Refers to Safety Department setup.
Safety Position	Safety Position assigned. Refers to Safety Position setup.
Safety Function	Safety Function assigned. Refers to Safety Function setup.
LifeBoat	Lifeboat assigned. Refers to Lifeboat Setup.
Muster Station	Muster Station location. Refers to Muster Station setup.
Safety Role	Safety role assigned. Refers to Safety Role setup.
Safety Group	Safety Group assigned. Refers to Safety Group setup.
Emergency Station	Station type. Refers to Muster Station Setup.
Deck	Deck location. Refers to Deck setup. (Advance Safety Drill mode)
Firezone	Fire zone assigned. Refers to Firezone setup. (Advance Safety Drill mode).
Stairwell	Stairwell location. Refers to Stairwell setup. (Advance Safety Drill mode).
Side	Location side of Emergency Station. Refers to default system codes.
Craft Type	Type of Craft. Refers to default system codes.
Craft Side	Safety Boat location -port or starboard. Refers to default system codes.
Side	Location of the Muster station - port or starboard.

 Table 1-3
 (Cont.) Field Description of Scheduled Crew Grid

- 1. Select the Drill Date from the Safety Drill Overview, Calendar.
- 2. Select the drill in **Schedule Drill** section to populate Crew due for drill in the **Proposed Crew** grid.
- 3. At the **Proposed Crew** grid, check the check box next to the name to select the crew or click **Select All Proposed Crew** at the ribbon bar to select all crew.
- 4. Click the **Scheduled** button to assign. The selected crew name will display in the **Scheduled Crew** grid.



5. At the **Scheduled Crew** grid, the **Status Off** field defaults to **No**. Only Crew with disembarkation after the drill date is set to **Yes**.

Unscheduled Crew from Drill

- 1. From the **Calendar** tab, select a scheduled **Drill date**, and then the drill in the **Schedule Drill** section.
- 2. Crew names that are due for drills are auto-populated in the **Proposed Crew** grid.
- 3. From the **Scheduled Crew** grid, check the check box next to the name to select or check the **Select All Scheduled Crew** at the ribbon bar to select all crew, and click **Proposed** to unassigned.
- 4. The selected crew name will display in the Proposed Crew grid

Crew Attendance Status

A crew may be excused from attending the drill or absent for a reason. By default, the attendance of the crew in the **Scheduled Crew** grid is **Attended**. The Chief Safety Officer or his/her assistant is responsible in managing the crew attendance for the drill, and the following sections describe the available status.

Setting an Excuse Request

An Excuse Request function is only available to a crew that has **Scheduling Status** equals to **'Required'**. This function is not applicable to a crew that has **'Compulsory Must Attend'** status



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Safe	ety D	rill Overview ×									
	S 1	A T W T F 1 2 5 6 7 8 9 1 2 13 14 15 16 1	s 3 10	Temp	ed Drill date ral Muster	Drill		Type GMD	Code 001		Na Ab
		9 20 21 22 23 2 6 27 28 29 30 3			e		Comme	ents	- 0	×	
		Today			Excuse	Reason Free T	ext			•	
Rejec	tion Te	I Crew mplate	group by that (colum	Enter y	iour request reas	on here				
2		Name	Status Off	Emb				Save	Cancel	iew	B
-			No	10/3	/2014	7/21/2015	Compulsory Must Atten		Attended		13
I	V		No	10/2	2/2014	8/8/2015	Required	Attended	Attended		01
100			No	10/8	/2014	6/12/2015	Required	Attended	Attended		02

Figure 1-4 Excuse Request Window

- 1. Select the crew from the Scheduled Crew grid with 'Required' status.
- 2. Click the Excuse Request at the ribbon bar.
- 3. The system prompts an **Excuse Request Reason** input window. Select the reason from the drop-down list.
- 4. Click the Save button.

Setting an Excused Status

An Excused function is only available to a crew that has **Scheduling Status** equals to **'Required'** or **'Excuse Pending'**. This function does not apply to Crew that has **'Compulsory Must Attend'** status.



		lumn header here t	o group by that	column						
Т		Name	Status Off	Embark Date	Debark Date	Scheduling Status	ES Attendance	MS Attendance	Interview	En
8										
			No	10/3/2014	7/21/2015	Compulsory Must Attend	Attended	Attended		13
I	V	(No	10/22/2014	8/8/2015	Required	Attended	Attended		01
			No	10/8/2014	6/12/2015	Required	Attended	Attended		02

Figure 1-5 Excuse Request Status

- 1. Select the crew from the Scheduled Crew grid with the 'Required' status.
- 2. Click the Excused button at the ribbon bar. The crew Scheduling Status now resets to 'Excused'.

Resetting 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 the **'Excused'** status.
- Click the Undo Excusebutton on the ribbon bar. This resets the status to 'Required'

Setting an Excused Unapproved Status

The Undo Excuse function is only available to a crew that has **Scheduling Status** set to **'Excused Pending'**.

		lumn header here to	group by that	column						
Т		Name	Status Off	Embark Date	Debark Date	Scheduling Status	ES Attendance	MS Attendance	Interview	Er
8										
Τ			No	10/3/2014	7/21/2015	Compulsory Must Attend	Attended	Attended		13
>	1		No	10/22/2014	8/8/2015	Excuse Pending	Attended	Attended		01
			No	10/8/2014	6/12/2015	Required	Attended	Attended		02

Figure 1-6 Excuse Unapproved Status

1. Select the crew from the **Scheduled Crew** grid with the **Excused Pending** status.



- 2. Click the Excuse Unapproved button at the ribbon bar to reset the status to 'Required'.
- 3. The system prompts the Excuse Unapproved Reason input window. Select the reason from the drop-down list, and click Save.

Setting an Excuse Not Allowed Status

- 1. Select the crew from the **Proposed Crew** grid.
- 2. Click the Excuse Not Allowed at the ribbon bar.
- 3. The Scheduling Status now resets to 'Compulsory Must Attend'.

Setting an Absent from ES/MS

The Absent from ES/MS function records the absenteeism of the crew scheduled from a drill. An interview will be scheduled when the attendance is marked as absent.

Home							_	
Drill Drill Dverview	Training Mode	History	Survival Craft Compliance	dd Edit De		Excuse Request	Excuse Excuse N UnApprove Allowed Drill Status	Absent Absent From ES From MS
Safety Drill O	verview ×							
March	4 2014)	Sche	duled Drill					
S M T	WTFS		emplate		Type		Code	Name
234	1 5 6 7 8	>			SDR.0	03	DR006	Drill - FIR
23 24 25 30 31 To Scheduled Cre Rejection Templati	•						SPMS Safety Drill rked. Deletion not allow	
Drag a column he	ader here to gro							
Name		Status Off	Embark Date	Debark Date	Scheduling St	atus ES Attend	ance MS Attendance	e Interview
		No	100 0014	Dis ibour	Required	Absent	Not Description	Takes (av. Dandas
		No	1/29/2014 9/27/2013	3/5/2016 3/26/2014	Required	Attended	Not Required	Interview Pending
		No	3/3/2014	3/5/2016	Required	Attended	Not Required	
Тс	otal Records = 3							

Figure 1-7 Absent From ES/MS

- 1. Select the crew from the **Scheduled Crew** grid.
- 2. Click the Absent From ES or Absent From MS button at the ribbon bar, depending on the drill attendance of the crew.
- 3. The Scheduling Status now resets to Absent. In the Interview column, the status is set to Interview Pending. Removing a crew with the Absent status is not allowed and it prompts 'Attendance has been marked. Deletion not allowed' when you try to remove the crew from the schedule.



Drill Absence

The Drill Absence manages absentees from the scheduled drill. By default, the crew attendance is set to **Attended** at scheduling and absent is marked at the end of the drill.

A list of absentees can be extracted by **Drill Type**, excluding those that were **'Excused'** from the drill.

Hone Colored C	Survi Craft Complet	ival ft	Interview Interview	Abse	nce Overview - Fid	lelio Cruise Managi	rment System - Safet	Drill Module			- 0	×
4 September > 4 2014 >		Dran	a column header here t	n group by that colum								
MTWTFSS			Name	ES Attendance	MS Attendance	Interview	Interview Comment	Interview Reason	Emergency #	Operational Positon	Safety Department	Saf
1 2 3 4 5 6 7		2	0			production in			unegene) -		sarely supervised	
8 9 10 11 12 13 14 15 16 17 18 19 20 21		I		Absent	Not Required	Interview Pending	1		801	SOUS CHEF	F&B HOT GALLEY	cod
22 23 24 25 28 27 28 29 30			8		Not Required	Interview Pending		1	2003	CHIEF SECURITY OFFICER	HOUSEKEEPIING	Clea
Today			<i>1</i> 2		Comments							
Drill Type FIRE DRILL												
Drill Code			Interview Reaso	n Free Text								
			Enter your inter	view comment here	-1							
			Interview	Completed	3	Not Completed						
						Save	Cancel					
			Total Records	= 2								

Figure 1-8 Drill Absence Overview

- 1. Select the **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. If the drill code is blank, the system displays all absentees for that date.
- 4. From the Absentees list, select a crew name and click **Interview**.
- 5. At the **Interview Comment** dialogue box, select the **Interview Reason** from the drop-down list, and enter the comments or for manual input select **Free Text**.
- 6. At the Interview status, select Completed or Not Completed.
- 7. Click the **Save** button. Once the status is set to **Completed** and saved, change is not allowed.



2 Training Mode

It is a regulatory requirement that all officers and crews are to undergo complete safety training. The Training Mode is a function that records all training completed through the course and certificate attendance.

The functions in Training Mode are similar to Drill mode, enabling the Chief Safety Officer to schedule a training drill according to the course and certificate setup for each safety rules. Other functions included in this module are **Send Email**, **Report**, **Barcode Scanning**, and **Save Search Criteria**.

Drill Drill Absence Overview Training	Dril History History	Survival Craft Compliance	Edit Delete Lo		Select All reduled Crew Trainin		eduled Show All Onboard Email	Save Grid Undo Save R Grid	eport Scanning	Save Search Criteria	
Training Overview ×											
✓ September ► ◀ 2014		Scheduled Trainin	ıg								
MTWTFS	<u>s</u>	Template	Type C	ode Name	e Start Time	End Time	Status	Course Name	Trainer	Trainer Comments	
22 23 24 25 26 27 2 23 30 Today Course & Cert Search Criteria	-	Scheduled Crew					Proposed Crew				
Not Taken (A)	• 🗭	Drag a column header	- have been seen by the	ak and some			Deres and and have been deep	here to group by that column			
					Debark Date At	tend Status Cour:	Name	Embark Date	Debark Date	PreScheduled Status	Emergen
Not Taken (B)		Name	Status Off								
Not Taken (B)		Vame	Status Off	Enders Dote		tend status Cour:	7	Children Date			
Taken (OR)	• •		Status Off	CHOUR DOLC		tend Status Court					
Taken (OR) All Taken (AND)	•		Status Off			tend status Court					
Taken (OR) All Taken (AND) Course Expiry Date	• •		Status Off			Court		Childric Offic			
Taken (OR) All Taken (AND) Course Expiry Date Embark Date	•		Status Off			tena status Court					
Taken (OR) All Taken (AND) Course Expiry Date Embark Date From Debark Date	•		Status Off								
Taken (OR) All Taken (AND) Course Expiry Date Embark Date	•		Status Off								
Taken (OR) All Taken (AND) Course Expiry Date Embark Date From Debark Date	•							al Records = 0			

Figure 2-1 Training Mode Functions

 Table 2-1
 Field Description of Training Drill Overview

Field Name	Description
Туре	Displays the drill definition without courses and certificate assigned. refer to Drill Type setup
Code	Displays all definition linked to Drill Definition setup of the selected drill type.
Date	Planned drill date
Start Time	Drill scheduled start time
End Time	Drill scheduled end time



Field Name	Description
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	Trainer name
Trainer Comments	Details or comments of the course

Table 2-1 (Cont.) Field Description of Training Drill Overview

Setting up Training Drill

Similar to the Safety Drill function, you must schedule a drill in the Training Drill mode before assigning a crew to the drill.

- 1. At the Training Overview window, select a **date** from the calendar. Dates that have scheduled drills are shown in red in the calendar.
- 2. Click the Add button at the ribbon bar to add a drill.
- 3. At the 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 the **Save** button to save the drill.

Editing a Drill

The Edit Drill function allows you to reschedule a drill according to their operational needs. Rescheduling is not possible when the Drill Status is **locked**, and the **Drill Type** or **Code** is not editable.

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

Deleting a Drill

You can delete a drill even with crew members scheduled. However, it is not permissible when the scheduled drill has attendance marked as **Absent**.

- **1**. At the Training Overview window, select the drill date to delete.
- 2. Click the **Delete** button on the ribbon bar.
- 3. Select Yes when prompt.

Locking a Drill

The Lock drill function is enabled when the drill is the *first drill* of the same type. You can lock the subsequent drills of the same type when the first drill is locked.

1. At the Training Overview window, select the first drill date of the same drill type.



- 2. Click the Lock button at the ribbon bar.
- 3. If the drill is not the first drill of the same type, you will receive a notification prompt to check for the first drill.
- 4. Click the **OK** button to return to previous screen.

Unlocking a Drill

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

- 1. At the Training window, select the last drill date of the same type.
- 2. Click the **Unlock** button at the ribbon bar.
- 3. Click theOK button.

Assigning/Unassigning Crew to Training Drill

Once a Training Drill is set up, the Chief Safety Officer or his/her assistant can assign crews to the scheduled drill. This can be done by selecting the crew eligible for a training drill from the **Proposed Crew** grid. Eligibility of the crew is based on the following criteria:

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

Figure 2-2 Training Drill Crew Assignment

🛃 🛯 🖉						Training	Overview - Fide	elio Cruise Man	agement Sys	stem - S	afety Drill	Module				
Home																
Absence	ing Mode D	nil Su tory C	Nival Ad		Delete L	ock Attend	Select All P cheduled Crew	reported Sele	ect All Schr ed Crew	eduled	Show All Driboard		e Grid Undo Save Grid Layout	Report Baro	ode Save Search	
Training Overview	×															
A May F	< 2014 ►	Sch	eduled Tra	ning												
M T W T 5 6 7 8 12 13 14 15 20 21 22 26 27 28 25	2 3 4 9 10 11 16 17 18 23 24 25	>	Template	Type BRAVO3	Code Dril9	Name TRAIN - IND	Start Time 08:00:00	End Time 09:00:00	Status Open		e Name Ion Tranin	Trainer 9		Comments siditional course :	details or requirements here	
Toda	N I															
		m r	eduled Cre ig a column he		group by th	at column					osed Cr		group by that colu	mn		
Course & Cert Search Co Not Taken (A)	iteria •	m r		ader here to	group by th Status Off		Debark Date	Attend Statu	s Course			header here to	group by that colu Embark Date	Debark Date	PreScheduled Status	Emergency 4
ourse & Cert Search Co liot Taken (A)	itera •		ig a column he	ader here to	-		Debark Date	Attend Statu	s Course		a column	header here to	Carlos and the second	_ 1V.	PreScheduled Status	Emergency
iourse & Cert Search Co liot Taken (A) liot Taken (B) faken (OR)	itera • •		ig a column he Name	ader here to	-		Debark Date	Attend Statu	s Course	Dra	a column	header here to	Carlos and the second	_ 1V.	PreScheduled Status Optional	Emergency 654
iourse & Cert Search Co liot Taken (A) liot Taken (B) faken (OR)	itera •		ig a column he Name	ader here to	-		Debark Date	Attend Statu	s Course	Dra	a column	header here to	Embark Date 26/01/2013 28/07/2013	Debark Date 01/04/2015 11/03/2015	Optional Compulsory Must Attend	654 1027
Not Taken (A) Not Taken (B) Faken (OR) All Taken (AND)	itera • •		ig a column he Name	ader here to	-		Debark Date	Attend Statu	s Course	Dra	a column Nac	header here to	Embark Date 26/01/2013 28/07/2013 20/02/2013	Debark Date 01/04/2015 11/03/2015 30/08/2015	Optional Compulsory Must Attend Compulsory Must Attend	654 1027 801
Not Taken (A) Not Taken (B) Taken (OR) All Taken (AND) Course Expiry Date	itera • •	• •	ig a column he Name	ader here to	-		Debark Date	Attend Statu	s Course	Dra	a column Nac	header here to	Embark Date 26/01/2013 28/07/2013 20/02/2013 20/02/2013	Debark Date 01/04/2015 11/03/2015 30/08/2015 09/06/2014	Optional Compulsory Must Attend Compulsory Must Attend Compulsory Must Attend	654 1027 801 3023
Not Taken (A) Not Taken (A) Not Taken (B) Taken (OR) All Taken (AND) Course Expiry Date Embark Date	itera • •		ig a column he Name	ader here to	-		Debark Date	Attend Statu	s Course	Dra	a column Nac	header here to	Embark Date 26/01/2013 28/07/2013 20/02/2013	Debark Date 01/04/2015 11/03/2015 30/08/2015	Optional Compulsory Must Attend Compulsory Must Attend	654 1027 801 3023
Course is Cert Select (C Not Taken (A) Not Taken (B) Taken (OR) All Taken (AND) Course Expiry Date Embark Date From Debark Date	itera • •		ig a column he Name	ader here to	-		Debark Date	Attend Statu	s Course	Dra	a column Nac	header here to	Embark Date 26/01/2013 28/07/2013 20/02/2013 20/02/2013	Debark Date 01/04/2015 11/03/2015 30/08/2015 09/06/2014	Optional Compulsory Must Attend Compulsory Must Attend Compulsory Must Attend	654 1027 801 3023
Course & Cert Selench (C Not Taken (A) Not Taken (B) Taken (OR) All Taken (AND) Course Expiry Date Embark Date From Debark Date	itera • •		ig a column he Name	ader here to	-		Debark Date	Attend Stat.	s Course	Dra	a column Nac	header here to	Embark Date 26/01/2013 28/07/2013 20/02/2013 20/02/2013	Debark Date 01/04/2015 11/03/2015 30/08/2015 09/06/2014	Optional Compulsory Must Attend Compulsory Must Attend Compulsory Must Attend	654 1027 801 3023
Corse & Cors Second C Not Taken (A) Not Taken (B) Taken (DR) All Taken (AND) Course Expiry Date Emberk Date From Debark Date To Debark Date	itera • •		g a column hu Name	ader here to	Status Off		Debark Date	Attend Statu	s Course	Dra	a column Nac Nac Nac Nac Nac Nac	header here to	Embark Date 26/01/2013 28/07/2013 20/02/2013 20/02/2013 11/07/2013	Debark Date 01/04/2015 11/03/2015 30/08/2015 09/06/2014	Optional Compulsory Must Attend Compulsory Must Attend Compulsory Must Attend	1027 801 3023



Field Name	Description
Name	Crew Name
Embark Date	Crew embarkation date
Debark Date	Crew debarkation date
PreScheduled Status	Defines whether attendance is compulsory or optional. Refers to rules set in Safety Drill Type and Course and Certificate taken
Emergency #	Emergency number defined in Muster List Setup
Critical E Number	Defines whether the course/certificate will auto expire after Critical E# is changed. Refers to Muster List Assignment
Operational Position	Crew Operational Position. Refers to Crew Operational Position setup
Safety Department	Safety Department assigned. Refers to Safety Department setup
Safety Position	Safety Position assigned. Refers to Safety Position setup
Safety Function	Safety Function assigned. Refers to Safety Function setup
LifeBoat	Lifeboat assigned. Refers to Lifeboat Setup
Muster Station	Muster Station location. Refers to Muster Station setup
Safety Role	Safety role assigned. Refers to Safety Role setup
Safety Group	Safety Group assigned. Refers to Safety Group setup
Deck	Deck location. Refers to Deck setup
Fire zone	Fire zone assigned. Refers to Firezone setup
Stairwell	Stairwell location. Refers to Stairwell setup
Side Location	Emergency Station location on board the ship. Refers to default system codes
Craft Type	Type of Craft. Refers to default system codes
Craft Side	Safety Boat location - port or starboard. Refers to default system codes
Emergency Station	Station type. Refers to Muster Station Setup

 Table 2-2
 Field Description of Proposed Crew Grid

Unscheduling Crew from Drill

- **1.** From the **Calendar** tab, select the **Drill Date**, and select the drill in **Schedule Drill** section.
- 2. Crew due for drills is populated in the **Proposed Crew** grid.



 From the Scheduled Crew grid, check the check boxes beside the name or click the Select All Scheduled Crew button at the ribbon bar, and click the Proposed button to unassigned. You will see the selected crew name appears in the Proposed Crew grid.

Scheduling Crew to a Drill

- **1.** From the **Calendar** tab, select the Drill date, and then select the drill in the **Schedule Drill** section.
- Crew due for drills are listed in the Proposed Crew grid. From the Proposed Crew grid, select by checking the check box beside the name or click the Select All Proposed Crew button at the ribbon bar.
- 3. Click **Scheduled** to assign.
- 4. At the Scheduled Crew grid, the **Status Off** field defaults to *No*. Only crew with disembarkation after the drill date has the status set to *Yes*.

Status Off	Embark Date	Debark Date	Scheduling Status	ES Attendance	MS Attend
No	11/07/2013	09/12/2015	Compulsory Must Attend	Attended	Not Requi
	No	No 11/07/2013	No 11/07/2013 09/12/2015	No 11/07/2013 09/12/2015 Compulsory Must Attend	No 11/07/2013 09/12/2015 Compulsory Must Attended
	No	No 11/07/2013	No 11/07/2013 09/12/2015	No 11/07/2013 09/12/2015 Compulsory Must Attend	No 11/07/2013 09/12/2015 Compulsory Must Attended

Figure 2-3 Drill Status In Scheduled Crew

Table 2-3	Field Description of Scheduled Crew
-----------	-------------------------------------

Field Name	Descriptions
Name	Crew name
Status Off	If the status is YES, this indicates that the crew disembarkation date is after the drill date
Embark Date	Crew embarkation date
Debark Date	Crew debarkation date
Attend Status	Defines whether attendance is compulsory or optional. Refers to rules set in Safety Drill Type and Course and Certificate taken
Course Done	Completed the scheduled course
Emergency #	Emergency number defined in Muster List Setup



	Descriptions
Field Name	Descriptions
Critical E Number	Defines whether the course/certificate will auto expire after Critical E# is changed. Refers to Muster List Assignment
Operational Position	Crew Operational Position. Refers to Crew Operational Position setup
Safety Department	Safety Department assigned. Refers to Safety Department setup
Safety Position	Safety Position assigned. Refers to Safety Position setup
Safety Function	Safety Function assigned. Refers to Safety Function setup
LifeBoat	Lifeboat assigned. Refers to Lifeboat Setup
Muster Station	Muster Station location. Refers to Muster Station setup
Safety Role	Safety role assigned. Refers to Safety Role setup
Safety Group	Safety Group assigned. Refers 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. Refers to Firezone setup
Stairwell	Stairwell location. Refers to Stairwell setup
Side	Location side of Emergency Station. Refers to default system codes
Craft Type	Type of Craft. Refers to default system codes
Craft Side	Safety Boat location - port or starboard. Refers to default system codes
Side	Location of the Muster station - port or starboard.

Table 2-3 (Cont.) Field Description of Scheduled Crew

Changing Attendance Status

The course attendance is marked by the trainer at the end of the training drill. This process also updates the **Course and Certificate** as completed in Crew Handling.



🐴 🛍 🖉 👘 👘				Learni	ng overview -	- Hoesd Cruise	manageme	nt system -	Safety Drill Module					-	
Home Home Drill Drill Absence Overview Training Mode Training Mode History			ete Lock A	ittend Sele	ct Al Prop led Crew Trak		Al Sched Crew	-	a Send Save Gri	Undo Sa Grid			ave Search Criteria		
Training Overview ×															
4 August + 4 2014 +	Scheduled Trai	ning													
M T W T F S S	Template	Type Co	ie Name		Start Time	End Time	Status	Course N	lame		Trainer		Trainer Comments		
4 5 6 7 8 9 10	>	ECHO Dri		NUROMENT	10:00:00	11:00:00	Open	Personal	and the second se						
11 12 13 14 15 16 17 18 19 20 21 22 23 24		ALPHA Dri			12:00:00	12:45:00	Open		Safety Orientation Tra						
25 26 27 28 29 30 31		BRAVO1 Re	redy TRAIN - 5	ASIC	11:00:00	11:30:00	Open	2010 Pre	Departure Safety Train	ng	-		insert course detais o	or requirements here	-
Today	Scheduled Cre	w						Proj	oosed Crew						
Today Itse & Cert Search Criteria	Transferrence of the second		up by that column	1					posed Crew g a column header her	to group I	by that column				
Today where & Cert Search Criteria ot Taken (A)	Drag a column he	ader here to gro	up by that column Sta Embark	1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 -	Attend :	Status	Course Do	Dea				n Debark Date	PreScheduled Sta	tus Emergency #	0
Today utile & Cet Search Criteria ti Taken (A) + + ti Taken (B) + +	Drag a column hei Name	ader here to gro		1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 -	Attend :	Status	Course Do	Dea	g a column header her			Concernance of the	PreScheduled Stat	tus Emergency #	0
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Today use & Cot South Criteria kt Tailen (A) • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • •	Drag a column he	ader here to gro	Sta Embark	013 09/12/2	015 Compuls		d No	ne V	g a column header her Name	Em	bark Date	Debark Date			
Today use & Cot South Criteria kt Tailen (A) • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • •	Drag a column heu Name V E I	ader here to gro	Sta Embark	013 09/12/2	015 Compuls	sory Must Attens	d No	ne V	g a column header her Name	Em	bark Date	Debark Date			
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Today urse 8. Cot Search Criteria It Taken (A) et Taken (B) - Taken (ARD) - <t< td=""><td>Drag a column he Name V</td><td>ader here to gro</td><td>Sta Embark</td><td>013 09/12/2</td><td>015 Compuls</td><td>sory Must Attens</td><td>d No</td><td>ne V</td><td>g a column header her Name</td><td>Em</td><td>bark Date</td><td>Debark Date</td><td></td><td></td><td></td></t<>	Drag a column he Name V	ader here to gro	Sta Embark	013 09/12/2	015 Compuls	sory Must Attens	d No	ne V	g a column header her Name	Em	bark Date	Debark Date			
Today urse & Cort Search Criteria It Taken (A) - (a) At Taken (B) - (a) Ken (OR) - (a) Taken (A/D) - (a) urse Expiry Date - (b) bark Date - (b) Other (Call - (c)) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c)	Drag & column he Name V	ader here to gro	Sta Embark	013 09/12/2	015 Compuls	sory Must Attens	d No	ne V	g a column header her Name	Em	bark Date	Debark Date			
Today risse & Cett Scarch Crimes et Taken (A) et Taken (B) 1 Taken (B) 1 Taken (B) 1 Taken (A/D) 1 Taken	Drag a column has	ader here to gro	Sta Embark	013 09/12/2	015 Compuls	sory Must Attens	d No	ne V	g a column header her Name	5m	bark Date	Debark Date			C)

Figure 2-4 Course Attendance Function

- **1.** At the selected training drill, select the crew or click the **Select All Schedule Crew** button.
- Click the Attend button to change the attendance status. This changes the 'Course Done' status to Yes, and the Attend button at the ribbon bar switches to Undo Attend. It also sets the Course and Certificate as 'Completed' in the Crew Handling window.

	Crew Handli	ng								
Credit Cards	Safety Info	Flight Info	Docume	ents Revenue	Analyzer	Cust	om Info	Com	ments]
Crew Info	Disc,Route,Pkg	Invoice: 0.00	More Crew I	Info Courses 8	Certs	Other	Info	Effects/Wa	arnings	History/Promotion:
- Courses & Certif	ficates Required									
Number	Name			Туре	Prof	iciency L	evel	Related 1	То	
ENV	Environment Train	ing		Course				Operatio	nal	
IND 1	Induction Training			Course				Safety		
PSTY	Personal Safety			Course				Safety		
									to a to a c	
	Personal Safety			Course			-28/08/14	HPSTY -: 28	/08/2014	
4	Personal Safety			Course			-28/08/14	-PSTY -: 28	/08/2014	
- Show Validity		Show Type					Assign (Course Done	Dele	► te Course Done
			C Safety	Course	al		Assign (Dele	•
- Show Validity	id C Expired		C Safety		1	edit Care	Assign C Edit Co	Course Done	Dele Pri	► te Course Done

Figure 2-5 Course Attendance in Crew Handling

- 3. The system prohibit you from moving the crew from **Scheduled** to **Proposed** window once the attendance in **Course Done** is set to **Yes**. You need to first reset the status to **No**.
- 4. To reset the attendance, select the name and click the **Undo Attend** button.



Sending Email Notification

An email notification may be pushed to the respective Operational Department, informing them of the scheduled drill date/time and the crew involved. The function requires configuration in Parameter, **Promo Group**, and **Operational Department**. Recipient must have an email account set in **Administration**, **Crew Setup**, **Operational Division**.

- 1. Click the **Send Email** button at the ribbon bar.
- 2. At the Send Email window, select the **Operational Department** from the dropdown list.
- **3.** The system will prompt two notification dialogue; the first is a push notification to Head of Operational Department, followed by an email is sent successfully. Click the **OK** button on both prompts to continue.
- 4. If you receive the below prompt, this means the SMTP is not set up correctly. Click **OK** to continue.

Figure 2-6 Invalid SMTP Notification

	FC Safety Drill	×
<u> </u>	The SMTP server requires a secure connection or the client was not authenticated. The server response was: 5.7.1 Client was not authenticate	ed

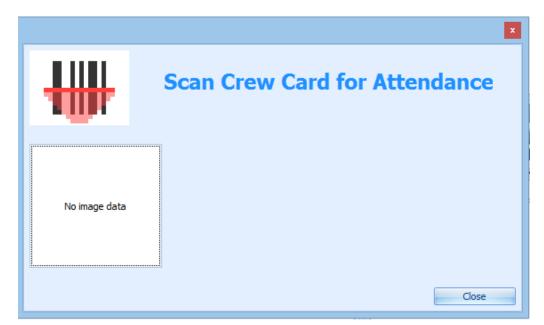
 The recipients will receive two Excel spreadsheets attached to the email – Master.xls and Schedule Details.xls. See Training Drill Report for the sample spreadsheets.

Marking Attendance Using Barcode Scanning

You can mark the course attendance using a barcode scanner (referenced to 'RES_BOARDCC_EXT') and hardware set up is required in **Crew, Options, Hardware**. Contact Oracle Hospitality Cruise for hardware requirements and set up.







Training Drill Report

You can print and email a scheduled drill to the respective Operational Department for their review and planning. This function exports the scheduled drill into a Microsoft Excel file which includes:

- Master.xls: Information pertaining to the scheduled training drill.
- Scheduled Details.xls: Names of the crew scheduled for training.
- Proposed Schedule.xls: Names of the crew proposed for training.

Printing Drill Report

- **1.** Select the Training Drill Date from the Calendar tab.
- 2. Click the **Report** button at the ribbon bar.
- 3. Enter the destination path and click the **Save** button.

Figure 2-8 Sample Master Drill Report

Template	Туре	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		

Figure 2-9 Sample Scheduled Drill Report

- 1	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
		No	29/09/2014	29/09/2015	Compulsory Must Attend	No			Staff Captain							
		No	03/01/2015	23/03/2016	Compulsory Must Attend	No										
0		No	04/01/2015	03/01/2016	Compulsory Must Attend	No			Staff Captain							
1	Total Records = 3								10	à (3	-					1



Figure 2-10 Sample Proposed Drill Report

	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
0		01/08/2013	05/03/2016	Compulsory Must Attend	0001	Yes	1st Engineer	Housekeeping	Master		Liferaft J4		OPERATIONAL COMMAND	BRT BRIDGE TEAM		
		29/01/2014	05/03/2016	Compulsory Must Attend	0002	No	1st Purser	Deck	Staff Captain		Liferaft N4		MOBILE COORDINATOR	BRT BRIDGE TEAM		
		07/01/2015	05/03/2016	Compulsory Must Attend			1st Purser									
		07/09/2014	01/09/2015	Compulsory Must Attend			Master									
		29/01/2014	05/03/2016	Compulsory Must Attend			1st Purser									
		07/05/2014	05/03/2016	Compulsory Must Attend				1								
		07/05/2014	03/09/2015	Compulsory Must Attend			Staff Captain									
0		03/09/2014	05/03/2016	Optional			Cadet Purser									
0		03/01/2015	05/03/2016	Compulsory Must Attend			Staff Engineer									
		09/03/2014	05/03/2016	Compulsory Must Attend			Hotel Manager	0								

Information Look Up with Save & Search

The search function allows you to search for courses set up based on the selected drill type, and the searched information can be saved into a template for future use.

Searching for Crew by Course

- **1.** Select one of these options from the drop-down list on the left of the Training Overview window. The return results are based on the selected filter.
 - Not Taken (A)
 - Not Taken (B)
 - Taken (OR)
 - All Taken (AND)
- 2. To select more than one course type, click the **plus sign (+)** to open a detailed Course & Certificate window, and select the Courses then click **Add**.

ag) a colu	mn header he	ere to group by that column		
		Code	Description	Туре	Related To
(BASIC	Basic Safety Training	Certificate	Safety
		CA-01	Course A	Course	Safety
		CA-02	Course B	Course	Safety
		CA-03	Course C	Course	Safety
		CE-01	Cert A	Certificate	Safety
		CE-02	Cert B	Certificate	Safety
		CE-03	Cert C	Certificate	Safety
		CPSC	Certificates Proficiency Survival Craft	Certificate	Safety
		CRISIS	Crisis Managment Certificate	Course	Safety
		CROWD	Crowd Managment Certificate	Course	Safety
		ENV	Enviromental Training	Course	Safety
		F.AID	First Aid - Medical certificate	Medical	Safety
		FADVAC	Firefighting Advanced	Certificate	Operational
		FADVAN	Basic Safety Training	Certificate	Safety
		FBASIC	Firefighting Basic	Certificate	Safety
		GMDSS	Radio Operator's Certificate	Certificate	Operational
		IMO	IMO 1995	Certificate	Safety
	V	IND1	1st Induction "A"	Course	Safety
		IND2	2nd Induction "B"	Course	Safety
		IND3	3rd Induction "C"	Course	Safety
		IND4	4th Induction "D"	Course	Safety

Figure 2-11 Course and Certificate Selection in Search Filter

- 3. At the Course & Certificate Search Criteria window, enter the applicable filter and click **Search**.
- 4. To save the search filter as a template, click **Save Search** button at the ribbon bar.



3 Drill History

The system stores the scheduled drill records that allow you to search using a crew name and/or a cabin number. You can select more than one code by using the **Advance Search Criteria** section.

Drill Drill Training Mode	Drill Survival Istory Compliance								
Drill History ×									
	First Name	Last	Name	Cabin		ion Status	Embark Date	Debark D	
	>				cc		11/07/2013	09/12/201	15
Search Crew Criteria	Drill	Total Records = 1							
Cabin		ler here to group by that	t column						
Cabin		ler here to group by that Code	t column Name	Date	Start Time	End Time	Attend Status	Status Reason	Absence Reason
Cabin Name	Drag a column head			Date 20/02/2014	Start Time 01:00:00	End Time 02:00:00	Attend Status Compulsory Must At	Status Reason	Absence Reason
Labin Lame Lixternal ID	Drag a column head	Code	Name DRILL - FIRE					Status Reason	Absence Reason
Labin Lame Lixternal ID	Drag a column head Type > ECHO	Code Dril 1	Name DRILL - FIRE	20/02/2014 20/02/2014	01:00:00	02:00:00	Compulsory Must At	Status Reason	Absence Reason
Cabin Name Sternal ID Sterrgency #	Drag a column head Type > ECHO BRAVO2	Code Dril 1 Dril 6	Name DRILL - FIRE DRILL - FIRE DRILL	20/02/2014 20/02/2014 27/11/2014	01:00:00 01:00:00	02:00:00 02:00:00	Compulsory Must At Compulsory Must At	Status Reason	Absence Reason
	Drag a column head Type > ECHO BRAVO2 BRAVO1	Code Dril 1 Dril 6 Dril A	Name DRILL - FIRE DRILL - FIRE DRILL DRILL - FIRE DRILL	20/02/2014 20/02/2014 27/11/2014 08/12/2014	01:00:00 01:00:00 15:00:00	02:00:00 02:00:00 16:00:00	Compulsory Must At Compulsory Must At Compulsory Must At	Status Reason	Absence Reason
Cabin State Cabin	Drag a column head Type ECHO BRAV02 BRAV01 BRAV01	Code Dril1 Dril6 DrilA DrilA	Name DRILL - FIRE DRILL - FIRE DRILL DRILL - FIRE DRILL DRILL - FIRE DRILL	20/02/2014 20/02/2014 27/11/2014 08/12/2014	01:00:00 01:00:00 15:00:00 10:00:00	02:00:00 02:00:00 16:00:00 11:00:00	Compulsory Must At Compulsory Must At Compulsory Must At Required	Status Reason	Absence Reason
Cabin Name External ID Energency # Advance Search Criteria Safety Department Scheduling Status	Drag a column head Type FCH0 BRAV02 BRAV01 BRAV01	Code Dril1 Dril6 DrilA DrilA	Name DRILL - FIRE DRILL - FIRE DRILL DRILL - FIRE DRILL DRILL - FIRE DRILL	20/02/2014 20/02/2014 27/11/2014 08/12/2014	01:00:00 01:00:00 15:00:00 10:00:00	02:00:00 02:00:00 16:00:00 11:00:00	Compulsory Must At Compulsory Must At Compulsory Must At Required	Status Reason	Absence Reason
Cabin External ID External ID External ID External ID External ID External ID External External Safety Department External Safety Department	Drag a column head Type > ECHO BRAVO2 BRAVO1 BRAVO1 BRAVO1 	Code Dril1 Dril6 DrilA DrilA	Name DRILL - FIRE DRILL - FIRE DRILL DRILL - FIRE DRILL DRILL - FIRE DRILL	20/02/2014 20/02/2014 27/11/2014 08/12/2014	01:00:00 01:00:00 15:00:00 10:00:00	02:00:00 02:00:00 16:00:00 11:00:00	Compulsory Must At Compulsory Must At Compulsory Must At Required	Status Reason	Absence Reason
Cabin Name External ID External ID Emergency # Advance Search Criteria Safety Department Scheduling Status ES Attendence	Drag a column head Type > ECH0 BRAV02 BRAV01 BRAV01 BRAV01	Code Dril1 Dril6 DrilA DrilA	Name DRILL - FIRE DRILL - FIRE DRILL DRILL - FIRE DRILL DRILL - FIRE DRILL	20/02/2014 20/02/2014 27/11/2014 08/12/2014	01:00:00 01:00:00 15:00:00 10:00:00	02:00:00 02:00:00 16:00:00 11:00:00	Compulsory Must At Compulsory Must At Compulsory Must At Required	Status Reason	Absence Reason
Cebin III Cebin IIII Cebin IIII Cebin IIIII Cebin IIIII Cebin IIIII Cebin IIIII Cebin IIIII Cebin IIIIII Cebin IIIIII Cebin IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Drag a column head Type > ECHO BRANO1 BRANO1 BRANO1 BRANO1	Code Dril1 Dril6 DrilA DrilA	Name DRILL - FIRE DRILL - FIRE DRILL DRILL - FIRE DRILL DRILL - FIRE DRILL	20/02/2014 20/02/2014 27/11/2014 08/12/2014	01:00:00 01:00:00 15:00:00 10:00:00	02:00:00 02:00:00 16:00:00 11:00:00	Compulsory Must At Compulsory Must At Compulsory Must At Required	Status Reason	Absence Reason

Figure 3-1 Drill History Search



4 Survival Craft Compliance

The Survival Craft function enables you to excuse a crew from their commanding role on a lifeboat/raft. This exemption is only applicable to crew with Safety Function assigned to their **#E Number** and have attended a specified course or certification.

These functions vary depending on the drill mode set up in the **Parameter group**, **Safety**, **Advance Safety Drill**.

Standard Safety Drill Functions

Before you proceed, check the following parameters and configurations:

- A parameter a specific course or certificate is required. See *Par_Group_Safety* and *Par_Group_Promo* in *Parameters*
- Ensure you set up the Commander / 2nd Commander flag in Survival Craft Function in Administration module.
- Safety Function code is assigned to **Crew, Muster List** setup.
- The crew completed the course/certificate that matches the Course for Boat Commander.

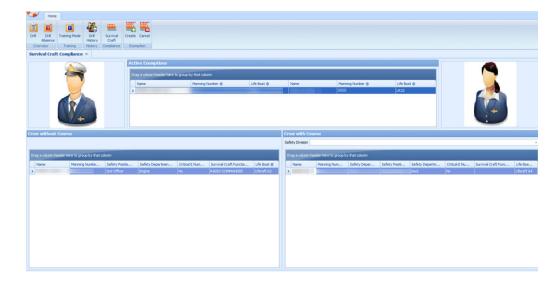


Figure 4-1 Survival Craft Compliance

Table 4-1Field Description of Crew With/Without Course In Survival CraftCompliance

Field Name	Descriptions
Name	Crew Name



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

Table 4-1 (Cont.) Field Description of Crew With/Without Course In SurvivalCraft Compliance

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

- Active Exemptions: Displays the Crew exempted from its role.
- Crew without Course: This section lists all crew with the following criteria:
 - An Emergency# (E Number) is assigned in Muster List Assignment.
 - The Emergency# must have a Safety Function assigned.
 - The Safety Function must have Commander/2nd Commander enabled.
 - The Emergency# must have Medical Care (MCARE) course and certificate assigned.
 - The crew must not have an MCARE course and certificate assigned/expired.
- Crew with Course: This section lists all crew with the following criteria:
 - Has an Emergency# (E Number) assigned in the Muster List Assignment.
 - The Emergency# (E Number) is not necessary to have a Safety Function assigned.
 - The Emergency# (E Number) is not necessary to have an MCARE course and certificate assigned.
 - The Commander/2nd Commander must be disabled in Safety Function
 - The crew must have an *active* MCARE course and certificate assigned.

Add New Nodify 🔂 D	lete 🗋 Duplicate 🔚 Save 🚱	Exit
afety Department © 🔄 All Safety Department ©) 💽	Definition Compliance: @ Required C (Optional Comments 500 characters left
afety Position @ 🔄 🛃 All Safety Position @) 🔄	Manning Number @ 0000	
nning Number @ Search	Safety Department @ Medical	
Found: 764	Safety Position @ Safety Officer	
Assigned Not Assigned Required 8 755	Safety Team @	× 1
Optional 0 1	Safety Role @	× 1
ctiv Manning	Survival Craft Function @ BLANK SUPPLY BLANKET	
e Number Ø Description	Muster Station @	
Deck 2nd Officer Safety	Life Boat @	<u>×</u>
Deck 2nd Officer Safety	Current Assigned Crew	
Medical Safety Officer	Active Date From Date Until Status	First Name Last Name
Deck Master	✓ 4/17/2014 7/16/2015 Onboard	
Deck Staff Captain		
Deck Safety Officer	Scheduled Crew	
Deck Chief Officer	Active Date From Date Until Status	First Name Last Name
Deck 2nd Officer Safety	Assignment History	
Deck 2nd Officer	Active Date From Date Until Status	First Name Last Name
Deck Radio Officer	1	
Radio Officer Deck Deck Deck Deck	Definition 🛕 Emergency Duties 🤱 Eligib	slity 🖾 Drill Definition

Figure 4-2 Survival Craft Function In Muster List Setup

Figure 4-3 Required Courses Option in Muster List Setup

P			slete	Duplicate		Save 🕜	Exit			_		
fety Depart		afety Department @) 💌	Eligibility	ents			- Required Cours	es				
fety Position	n@ _All Si	afety Position @) 💌	S.O.L.A	.s			Primary:		Deselect All	Substitution For "C	ourse A"	Deselect All
nning Numbe	-	-	Ship Saf	lety			Selected	Code	Nai ^	Selected	Code	Na
in ground		Search		erboard Team			v	CA-01	Course A		CA-02	Course B
ound: 764			Cil Pollu					CA-02	Course B		CA-03	Course C
	Assigned	Not Assigned	Medical	Team			v	CA-03	Course C		CRISIS	Crisis Managment Certific
equired	8	755						CRISIS	Crisis Managment Certifici		CROWD	Crowd Managment Certif
ptional	0	1						CROWD	Crowd Managment Certifi		ENV	Enviromental Training
								ENV	Enviromental Training		IND1	1st Induction "A"
 Mannin Number 		scription						IND1	1st Induction "A"		IND2	2nd Induction "B"
	Deck 2nd Officer Safety							IND2	2nd Induction "B"		IND3	3rd Induction "C"
	2nd Officer Safety Deck							IND3	3rd Induction "C" 🗸 🗸		IND4	4th Induction "D"
	2nd Officer Safety						<		>	<		>
	Medical Safety Officer						[Search			Search
	Deck Master		Required	Operational	Positions		Required Certil	icates	1			
	Deck			Se	elect All	Deselect All	Primary:		Deselect All	Substitution For "C	ert A"	Deselect All
	Staff Captain		Selected	Code	Name	^	Selected	Code	Nar ^	Selected	Code	Na
	Deck Safety Officer			431	1st Baker		v		Cert A			
	Deck			441	1st Butch	er		BASIC	Basic Safety Training		CE-02	Cert B
	Chief Officer			193	1st Electr	idan		CE-02	CertB		CE-03	Cert C
	Deck Chief Officer		1 F	113	1st Engin	ber		CE-03	Cert C		CPSC	Certificates Proficiency S
-	Deck			104	1st Office			CPSC	Certificates Proficiency Su		FADVAN	Basic Safety Training
	Chief Officer			451	1st Pantr	2		FADVAN	Basic Safety Training		FBASIC	Firefighting Basic
	Deck 2nd Officer Safety		H	351		ion Master		FBASIC	Firefighting Basic		IMO	IMO 1995
	Deck			127	1st Purse			IMO	IMO 1995		M.CARE	Medical Care
	2nd Officer			222222		•		M.CARE	Medical Care 🗸		MAIS	Marittimo Abilitato Mezzi
	Deck 3rd Officer		<	unn	unun	>	<		,	<		,
1												



epartment Selector		Credit Cards	Safety Info	Flight Info	Documents	Revenue Analyz	er Custom Info	Comments	
(All Selected)	2	Crew Info	Disc,Route,Pkg	Invoice: 0.00	More Crew Info	Courses & Certs	Other Info	Effects/Warnings	History/Promot
Crew Found: 5 Selected: 1 Cabin Name		Courses & Certifica	tes Required						
216	Z		Name	D		Related To			
- D	× 0	GMD55	Radio Operator's Certificate	0	rtificate	Operational			
	PU.								
216 TESTER, SAFETY 005 Staff Captain	ED.								
Staff Captain	0								
	EU.								
	0 2								
	5-								
	E-	Courses & Certifical	tes Completed						
		Number	Name	Ty	pe Cert N	o When	Where Tr	aining Centre Ren	ewal Expire Up Disembari
		IMO	IMO 1995			/14-IMO - 4/30/2014			Disembari
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		•				1			1
						_			
	N	- Show Validity -		Show Type			Assi	gn Course Done D	lelete Course Done
		G All C Valid	C Expired	GAL CS	afety C Opera	tional		t Course Done	Print Certificate

Figure 4-4 Crew With Course and Certificate In Crew Handling

Creating an Exemption

Figure 4-5 Survival Craft Exemption

	Drill Absence rerview Training	Drill History History Complia	al Create Cance												
iafeti	y Drill Overview 💠	WARD STRATE	Compliance ×	2											
)rag a column header	here to group by th	nat column										
			Name	Emergency #	Lift Boat	N	lame	_	Emer 1006	gency #	Lift Boat				
				2.0	citi s		_				area 1.			A COLORED	
	40		EXEMP	TED				IN COM	MAND						
rew	without Course		EXEMP	TED		_		ew with Cou							
	v without Course	p by that column	EXEMP	PTED			Sat	ew with Cou fety Division	irse	oup by that colum					
Drag		M(C)	EXEMP Safety Depart	Critical E Nu	Safety Function	Lift Boat	Sat	ew with Cou fety Division	irse	oup by that column	Safety	Safety Dep	Critical E	Safety Funct	Lift
Drag	g a column header here to gro	M(C)			Safety Function 2nd Commander	Lift Boat Lifeboat 01	Sat	ew with Cou fety Division	urse eader here to gr Emerg		Safety	Safety Dep HOUSEKEEPING	1.	Safety Funct	
Drag	g a column header here to gro Name Emergenc	Safety Posi	Safety Depart	Critical E Nu	A REPORT OF A REPORT OF	Lifeboat 01	Sat D	ew with Cou fety Division	urse ander here to gr Emerg 659	Safety Dep	Safety Cleaner		No		
Drag	g a column header here to grow Name Emergenc 12:	Safety Posi Salor O/S	Safety Depart	Critical E Nu	2nd Commander	Lifeboat 01	Sat	ew with Cou fety Division	urse ander here to gr Emerg 659	Safety Dep HOUSEREEPING	Safety Cleaner	HOUSEKEEPING	No	As Circumstanc	. Liferaft

Figure 4-6 Proposed Crew List with Exemption

ro	pose	d Crew													
leje	ction T	[emplate													
Dra		lumn header here	to group by that	column		_									
	iy a co	Name	to group by that	Embark Date	Debark Date						Safety Function	Lift Boat	Craft Side	Craft Type	Safety Depar
7		Name		Embark Date	Debark Date		-			-	Salety Function	LITEDUAL	Crarcside	Crart Type	Salety Depar
>				16/01/2014	29/09/2015	 			No					Ť.	DECK
				03/04/2013	09/11/2015	 -		-	No		Commander	Liferaft 1-5	Star Board	LifeRaft	F&B HOT GAL
				26/01/2013	01/04/2015	 			No			Lifeboat 04	Star Board	LifeBoat	HOUSEKEEPIN
				20/02/2013	30/08/2015	 			No			Liferaft 1-5	Star Board	LifeRaft	F&B HOT GAL
				11/07/2013	09/12/2015	 			No			Lifeboat 06		LifeBoat	HOUSEKEEPIN
				28/07/2013	11/03/2015	 			No			Liferaft 2-2		LifeRaft	RESTAURANT



- **1**. Select a crew from each section Crew with Course and Crew without Course.
- Click the Create Exemption button. The name of the exempted crew is now shown in Active Exemption as illustrated in the figure below. The information displayed in Safety Function, Lifeboat, Craft Type, and Craft Side in Safety Drill Overview changes when an Exemption is created.

Cancelling an Exemption

Figure 4-7 Proposed Crew List With Canceled Exemption

Jee	uon i	emplate												
	g a co	lumn header here to	group by that	column										
		Name	*	Embark Date	Debark Date					Safety Function	Lift Boat	Craft Side	Craft Type	Safety Depa
Γ				16/01/2014	29/09/2015			 	No	 Commander	Liferaft 1-5	Star Board	LifeRaft	DECK
Ľ				03/04/2013	09/11/2015		10	 	No	 Aft Hook	Liferaft 1-4		LifeRaft	F&B HOT GA
				26/01/2013	01/04/2015			 	No		Lifeboat 04	Star Board	LifeBoat	HOUSEKEEP
				20/02/2013	30/08/2015			 	No		Liferaft 1-5	Star Board	LifeRaft	F&B HOT GA
				11/07/2013	09/12/2015			 	No		Lifeboat 06		LifeBoat	HOUSEKEEP
Т	m			28/07/2013	11/03/2015	152.0			No		Liferaft 2-2		LifeRaft	RESTAURAN

- 1. Select a name from the Active Exemption grid
- Click the Cancel Exemption button. This resets the information shown in Safety Function, Lifeboat, Craft Type and Craft Side in Safety Drill Overview to the initial arrangement when an Exemption is canceled.

Changing the #E Number

You can only change the crew **#E number** when the crew is exempted from **Survival Craft Compliance.**

Figure 4-8 #E-Number Assignment

Found:					Eligible	Ammino Number @:		Assign Funct	ion	
signed Manning Nur	nber @ Last Name	First Name	Operational Position Em	bark Date Disembark Date 5 ^	Assigned Mar	nning Number @ Safety Department Operation	al Position Last	Name First Name	e Status Crew External Id	Pri
	*		Coffemaker	0		Deck				1
				0		Deck				
0001		-	1st Engineer			Deck Deck		_		H
			2nd Officer		003	o Deck	-			E
_					Cor	firmation	×	_		H
	1		Captain	1	196300	22.02042/2012443				
£	*		Accounting Mgr	1 Do you war	t to assign	to Manning Number @				H
			3rd Purser	2						E
			1st Engineer					-		Н
			Staff Captain			Yes No	1			Ē
		INVILL JUNIOL								
	hamen	HOTEL SCHOL	starr Captain		1 H	Deck	_			E.
				>		Deck	1			E,
Search:			Search	Expected Crew Onboard Crew	<					>
	igned/Unassigned Crew №	Members)	•	Onboard Crew	Search:			Search	Show Emergency Duties	5
	ected/Onboard Crew)		•		Show:	(All Eligible Functions)	-			
Embarkation Fro	m/To: 20/01/2016	-	20/01/2016	•	Filter:	(Both Assigned/Unassigned Functions)	•			
	m/To: 20/01/2016	-	20/01/2016	•						



- 1. At the **Crew** module, select the **Safety**, **Muster List Assignment** from the dropdown list.
- 2. At the Muster List Assignment window, click the **Schedule** button from the menu bar and click the **Assign by Person** tab.
- 3. At the Crew List section, select the Crew name, and go to the Eligibility section.
- 4. Highlight the number and click the **Assign Function** button.
- Click the Yes button at the confirmation prompt to change the #E Number or click No to exit without changing.
- 6. Click the Exit.

Crew Departure with Exemption

The system allows you to check out a crew with an *'Exemption'* status in the Survival Craft Compliance. It prompts an alert message at the check-out. You must remove the exemption first before checking out the crew. This restriction does not apply to the Gangway movement whereby a crew is allowed to go ashore or onboard.

During the creation of the exemption, columns **Survival Craft Function**, **Boat**, **Craft Type**, and **Craft Side** are replaced with **Commander**, if the crew has a Survival Craft Exemption.

Advance Safety Drill Functions

Before you proceed, ensure you have the following parameters and configurations set.

- A parameter a specific course or certificate is required. See Par_Group_Safety and Par_Group_Promo in Parameters.
- Safety Function code has Commander/2nd Commander selected.
- Safety Function code is assigned to Crew, Muster List setup.
- The crew completed a course/certificate that matches the Course for Boat Commander.

The functions of the Survival Craft Compliance in both the mode – Standard or Advance Safety Drill Mode are identical, except the permission to change #E number and the Crew Departure with Exemption.

Changing the #E-Number in Advance Safety Drill

The system does not allow you to change the **#E number** from the Muster List Assignment for the crew that is exempted from Survival Craft Compliance. You must remove the exemption first before making any changes or you will receive an error prompts during check-out.



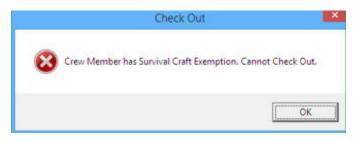
Check Out × Crew Member has Survival Craft Exemption. Cannot Change E Number. OK

Figure 4-9 #E-Number Change Notification

Crew Departure with Exemption in Advance Safety Drill

If a crew is exempted from the Survival Craft Compliance, you cannot check out the crew from Crew Handling without removing the exemption first. The crew is also not permitted to go ashore or onboard through the Gangway Security.

Figure 4-10 Notification Of Survival Craft Exemption At Check Out





5 User Security Access

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

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

Table 5-1 Safety Drill Functionality Access Rights



6 Parameters

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

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 Allow Multiple Safety Number Assignment 1 - Allow
Allow to use special In Port	0 or 1	0 - Disallow,
Manning handling		1 - Allow
Auto Set Ashore Denial During Drill Scheduling		Specifies the duration before a Drill starts that going ashore is denied. Duration in minutes.
Display Valid Courses On Muster List Assignment		Displays the list of important courses on the Muster List Assignment window. PAR_VALUE should contain COU_CODE separated by commas. For example: 331,321.
Operational Position that Receive Message		The crew of certain operational position to receive a warning message in Active Muster List when there is expected crew in the muster list

Table 6-1 PAR_Group: Safety

Table 6-2 PAR_Group: Promo

PAR Name	PAR Value	Description
SMTP Server IP Address	Enter the Local Exchange	SMTP Server IP Address
SMTP Server IP Port	server IP Address	Default SMTP IP Port is 25
SMTP Server Require Login Authentication	0 – No or 1 - Yes	SMTP Server Require Login Authentication



PAR Name	PAR Value	Description
SMTP User Name	<username></username>	Only valid when SMTP Server Requires Login Authentication is = 1
SMTP User Password (Encrypted)	<userpassword></userpassword>	SMTP User Password
Sender Name	<sendername></sendername>	Sender Name
Sender Email	<emailaddress></emailaddress>	Sender Email

 Table 6-2
 (Cont.) PAR_Group: Promo

