Oracle® Hospitality Cruise Shipboard Property Management System

Safety Drill User Guide

Release 20.3
F59819-04
April 2024

ORACLE

Oracle Hospitality Cruise Shipboard Property Management System Safety Drill User Guide, Release 20.3

F59819-04

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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 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 the Customer Support Portal at the following URL:

https://iccp.custhelp.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 2022	Initial publication.
June 2023	Updated new customer portal.
April 2024	Updated the Security Reference Number for the Drill Location Set Definition.

Prerequisites, Supported Systems and Compatibility

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

Prerequisites

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

Supported Operating System

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

Compatibility

SPMS version 20.3 or later. For customers operating on version 20.3 and below, database upgrade to the recommended or latest version is required.

1

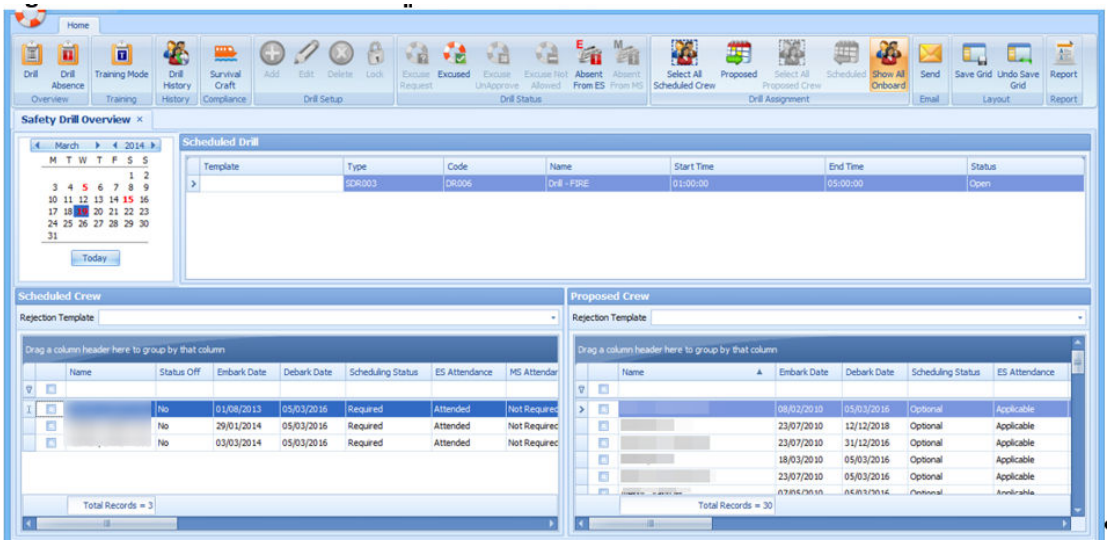
Safety Drill Setup

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*.

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

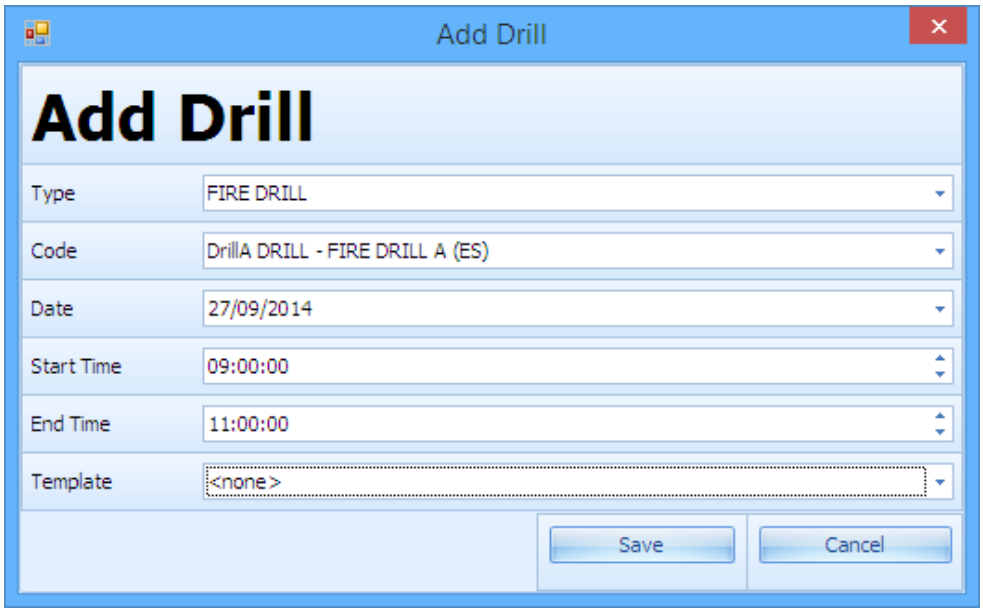


Table 1-1 Add Drill Field Description

Field Name	Description
Type	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 have scheduled drills 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**, and **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 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.

Figure 1-3 Proposed Crew Window

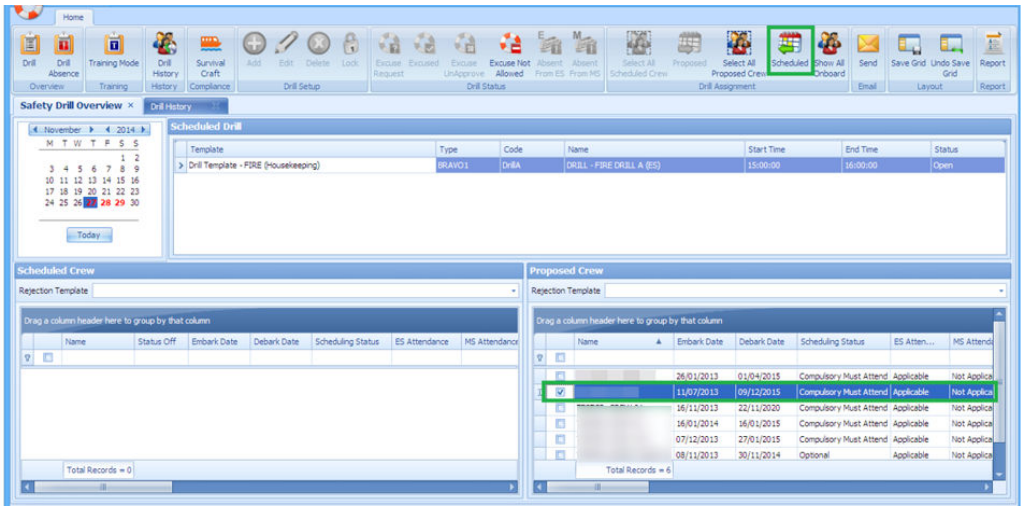


Table 1-2 Field Description of Proposed Crew Grid

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.
Muster Station	Muster Station location. Refers to Muster Station setup.

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

Field Name	Description
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.

Scheduling Crew to a Drill

Table 1-3 Field Description of Scheduled Crew Grid

Field Name	Description
Name	Crew Name.
Status Off	If the status is *YES*, 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.
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.

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

Field Name	Description
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.

1. Select the **Drill Date** from the **Safety Drill Overview, Calendar**.
2. Select the drill in the **Schedule Drill** section to populate the Crew due for drill in the **Proposed Crew** grid.
3. At the **Proposed Crew** grid, select the checkbox 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 appear 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 select 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, select the checkbox next to the name or select the **Select All Scheduled Crew** at the ribbon bar to select all crew, and click **Proposed** to unassigned.
4. The selected crew name will appear in the **Proposed Crew** grid

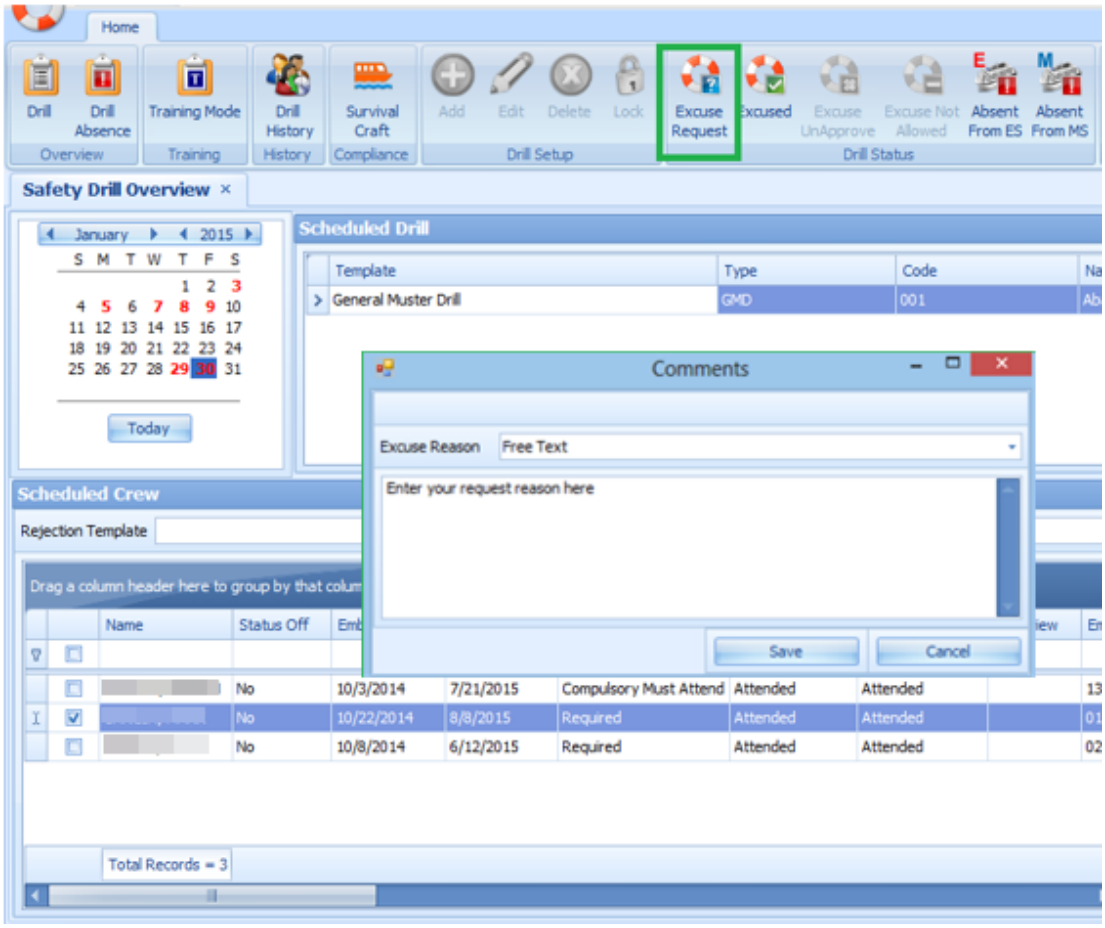
Crew Attendance Status

A crew might 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.

Figure 1-4 Excuse Request Window



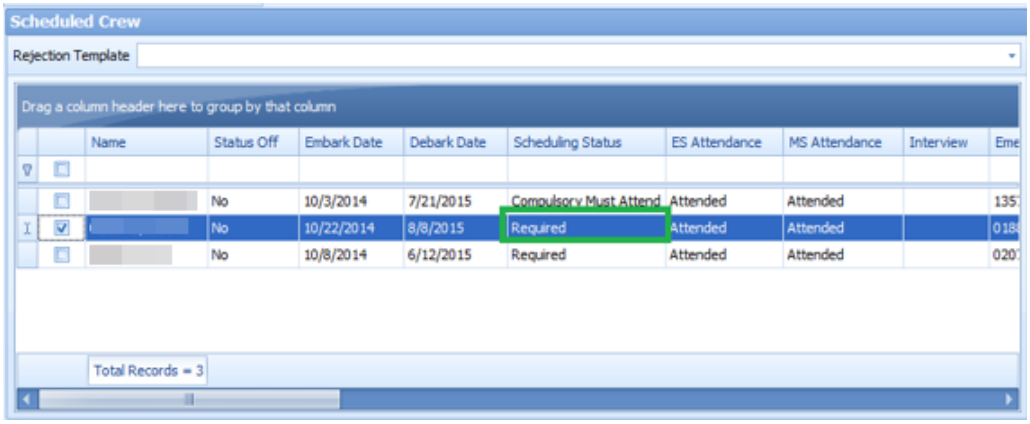
1. Select the crew from the **Scheduled Crew** grid with the **Required** status.

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** equal to **Required** or **Excuse Pending**. This function does not apply to Crew that has **Compulsory Must Attend** status.

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

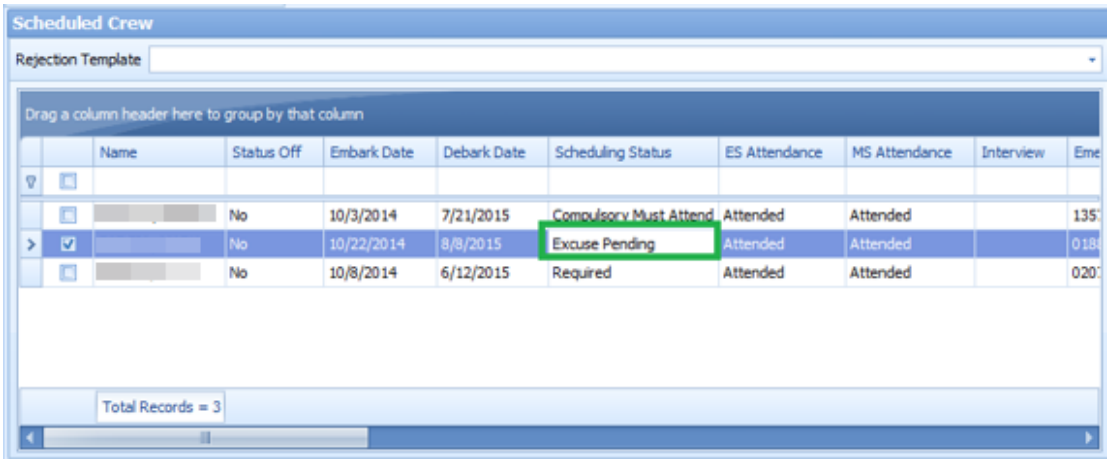
The Undo Excuse function is only available to crew with **Scheduling Status** set to **Excused**.

1. Select the crew from the **Scheduled Crew** grid with the **Excused** status.
2. Click the **Undo Excuse** button 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**.

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**.

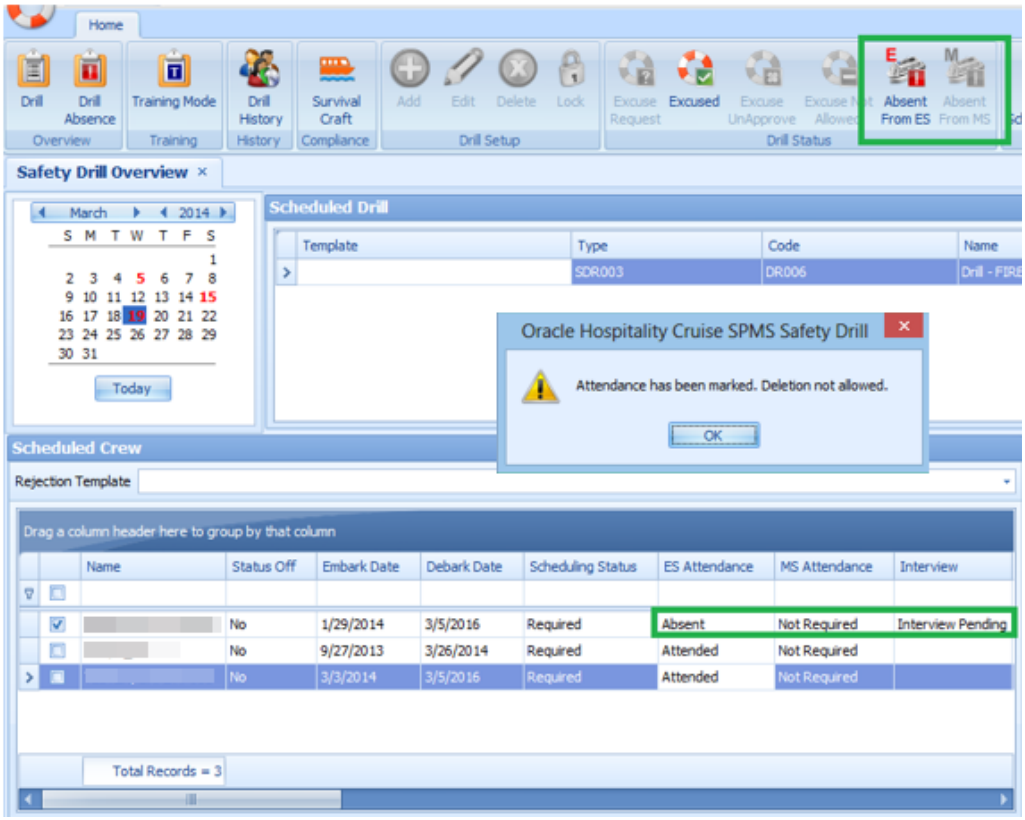
Setting an Excuse Not Allowed Status

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 setting from the ES/MS function records the absenteeism of the crew scheduled for a drill. An interview is scheduled when the attendance is marked as absent.

Figure 1-7 Absent From ES/MS



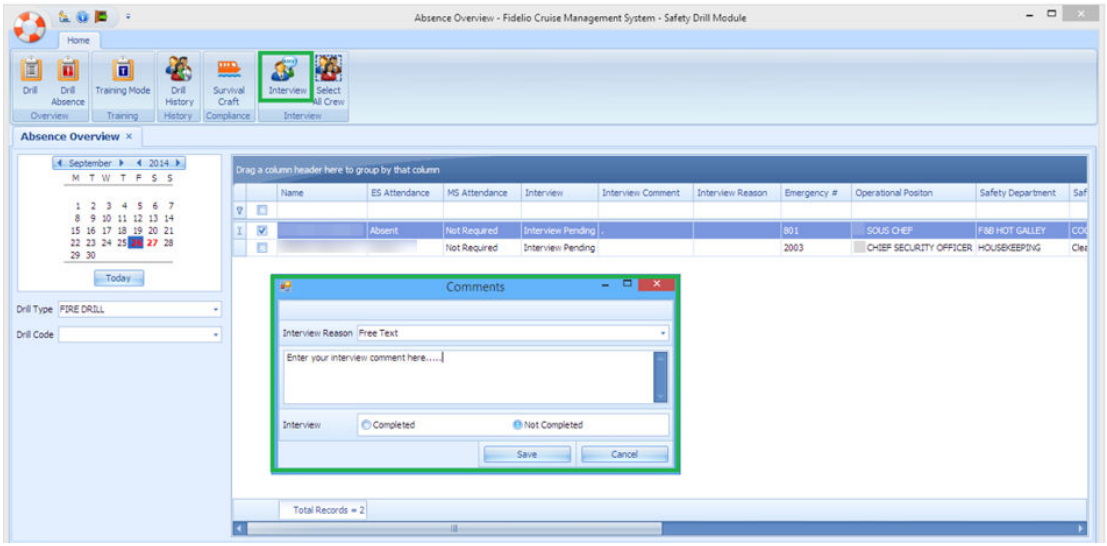
1. Select the crew from the **Scheduled Crew** grid.
2. Click the **Absent From ES** or **Absent From MS** button on the ribbon bar, depending on the drill attendance of the crew.
3. The **Scheduling Status** resets to **Absent**. In the **Interview** column, the status is set to **Interview Pending**. Removing a crew with the **Absent** status is not allowed and prompts a message stating “Attendence 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 set as **Excused** from the drill.

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 set up for each safety rules. Other functions included in this module are **Send Email**, **Report**, **Barcode Scanning**, and **Save Search Criteria**.

Figure 2-1 Training Mode Functions

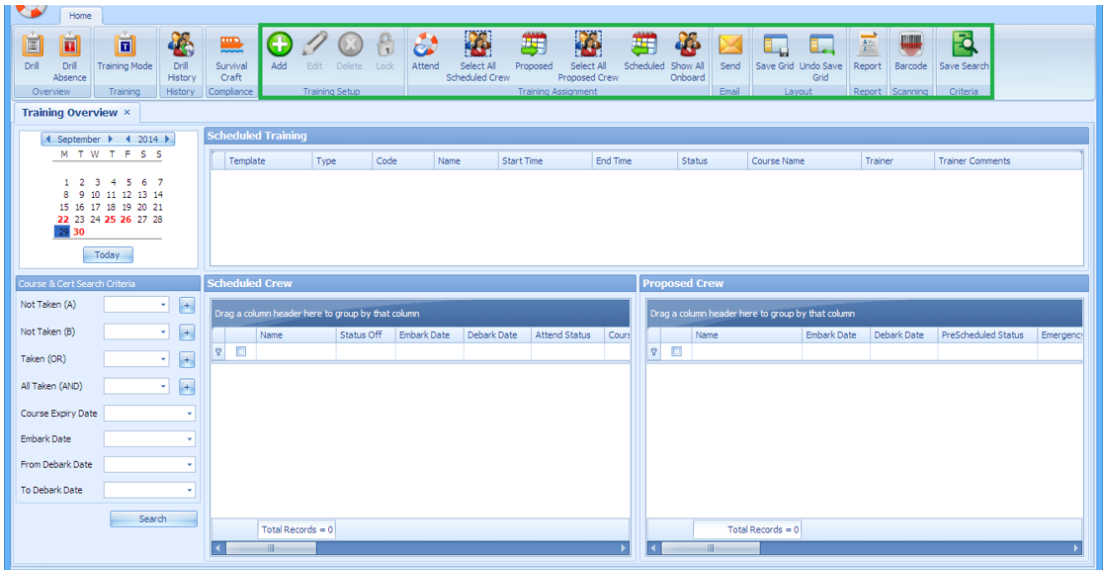


Table 2-1 Field Description of Training Drill Overview

Field Name	Description
Type	Displays the drill definition without courses and certificate assigned. Refer to **Drill Type** setup.
Code	Displays all definitions 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.

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

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 set up in the Drill Template are shown.
Trainer	Trainer name.
Trainer Comments	Details or comments of the course.

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 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 prompted.

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 the 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 to the last drill of the same type if the last drill has been unlocked. Following is 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 the **OK** button.

Assigning/Unassigning Crew to Training Drill

Once a Training Drill is set up, the Chief Safety Officer or 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's expected disembarkation date.

Figure 2-2 Training Drill Crew Assignment

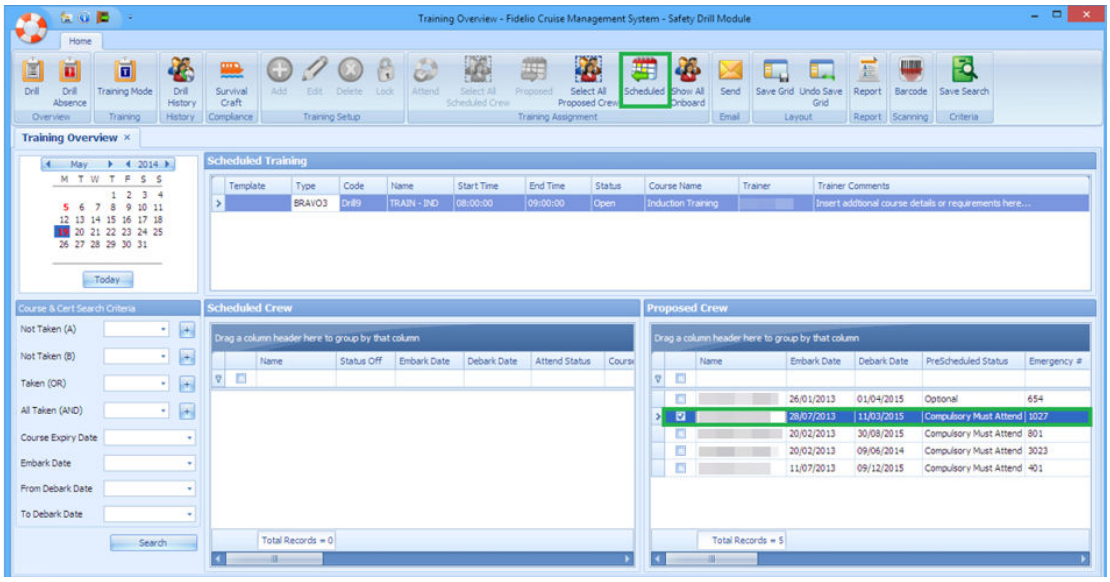


Table 2-2 Field Description of Proposed Crew Grid

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.

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.
3. From the **Scheduled Crew** grid, select the checkboxes beside the name or click the **Select All Scheduled Crew** button at the ribbon bar, and click the **Proposed**

button to unassigned. 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.
2. Crew due for drills are listed in the **Proposed Crew** grid. From the **Proposed Crew** grid, select by checking the checkbox 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 members with disembarkation after the drill date haves the status set to *Yes*.

Figure 2-3 Drill Status In Scheduled Crew

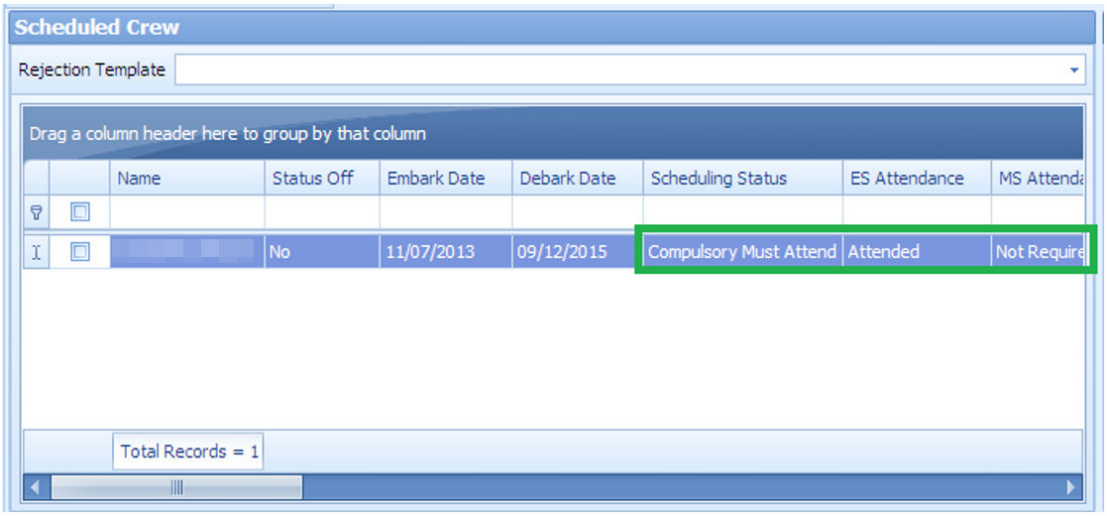


Table 2-3 Field Description of Scheduled Crew

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
Critical E Number	Defines whether the course/certificate will auto expire after Critical E# is changed. Refers to Muster List Assignment.

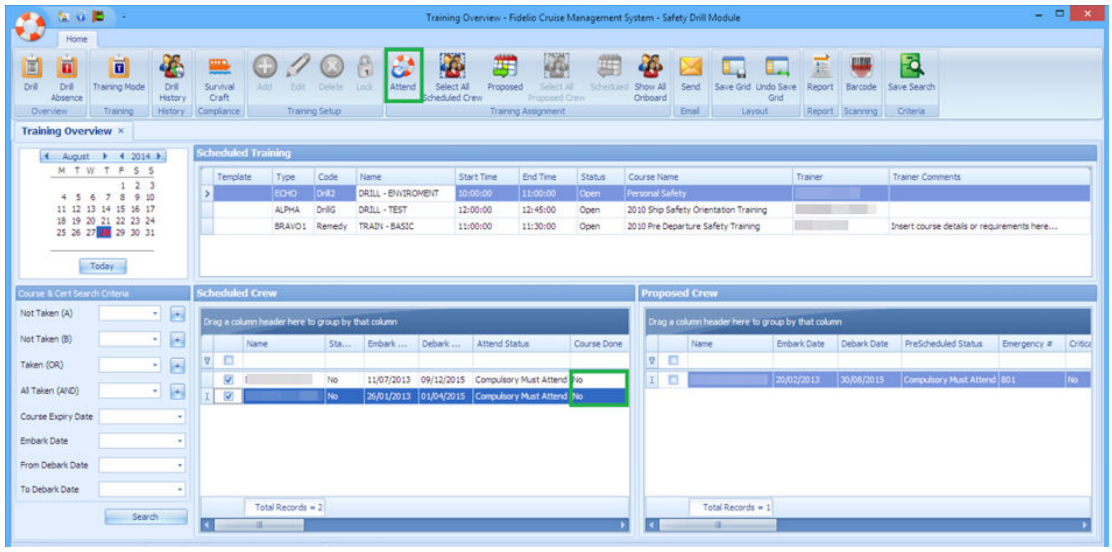
Table 2-3 (Cont.) Field Description of Scheduled Crew

Field Name	Descriptions
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.

Changing Attendance Status

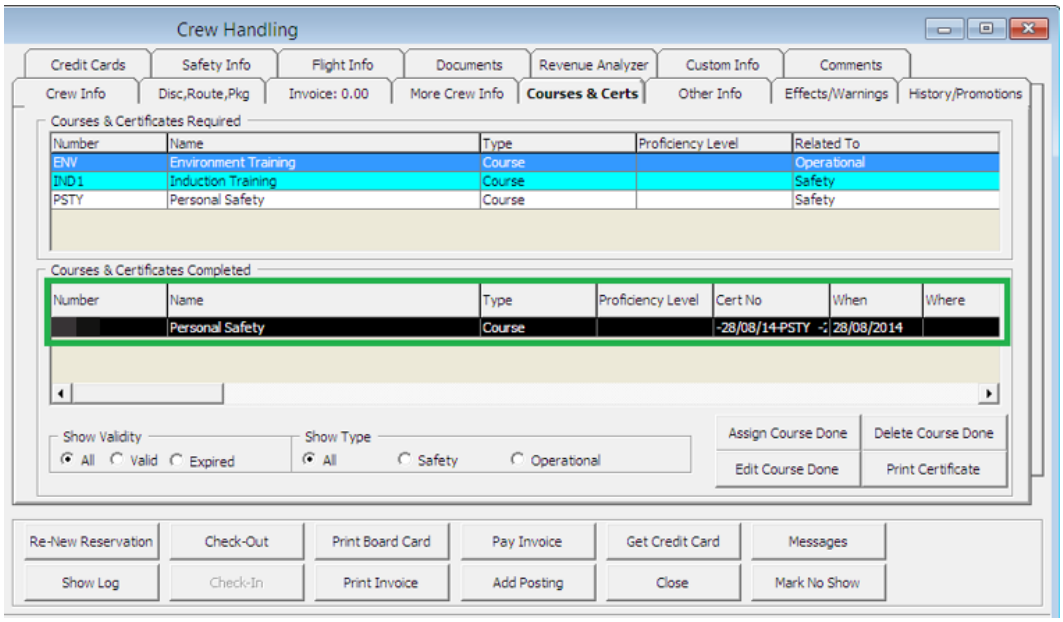
The course attendance is marked by the trainer at the end of the training drill. This process also updates the **Course and Certificate** as completed in Crew Handling.

Figure 2-4 Course Attendance Function



1. At the selected training drill, select the crew or click the **Select All Schedule Crew** button.
2. 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.

Figure 2-5 Course Attendance in Crew Handling



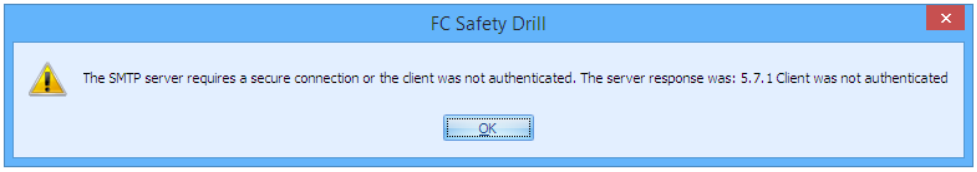
3. The system prohibit you from moving the crew from the **Scheduled** to **Proposed** window once the attendance in **Course Done** is set to **Yes**. You must first reset the status to **No**.
4. To reset the attendance, select the name and click the **Undo Attend** button.

Sending Email Notification

An email notification can 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 Deparment**. The 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 drop-down list.
3. The system prompts two notifications: the first is a push notification to the Head of the Operational Department, followed by an email if sent successfully. Click the **OK** button on both prompts to continue.
4. If you receive the prompt, in Figure 2–6 below, this means the SMTP is not set up correctly. Click **OK** to continue.

Figure 2-6 Invalid SMTP Notification

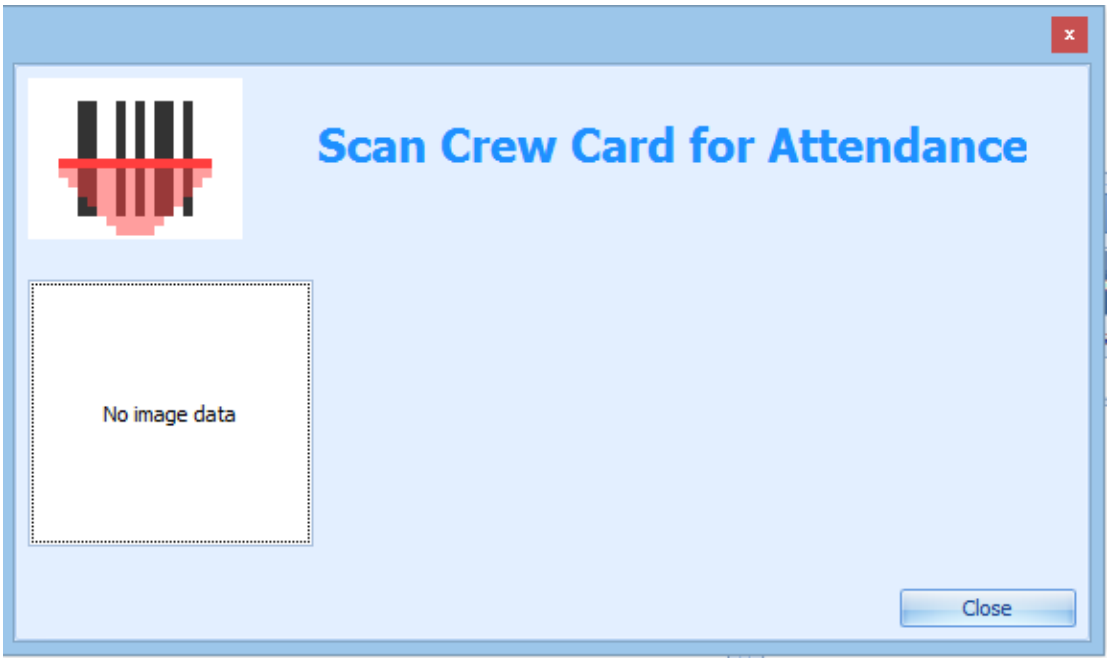


5. The recipients will receive two Excel spreadsheets attached to the email: **Master.xls** and **Schedule Details.xls**. See Training Drill Report for the sample spreadsheets.

Marking Attendance Using Barcode Scanning

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

Figure 2-7 Crew Attendance by Barcode



Training Drill Report

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

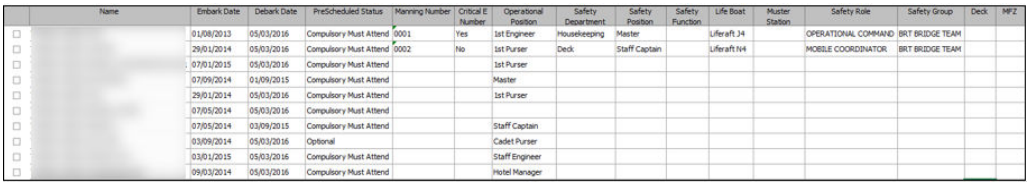
Figure 2-8 Sample Master Drill Report

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

Figure 2-9 Sample Scheduled Drill Report

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										
	No	04/01/2015	03/01/2016	Compulsory Must Attend	No			Staff Captain							
Total Records = 3															

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
☐		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												
☐		07/05/2014	03/09/2015	Compulsory Must Attend			Staff Captain									
☐		03/09/2014	05/03/2016	Optional			Cadet Purser									
☐		03/01/2015	05/03/2016	Compulsory Must Attend			Staff Engineer									
☐		09/03/2014	05/03/2016	Compulsory Must Attend			Hotel Manager									

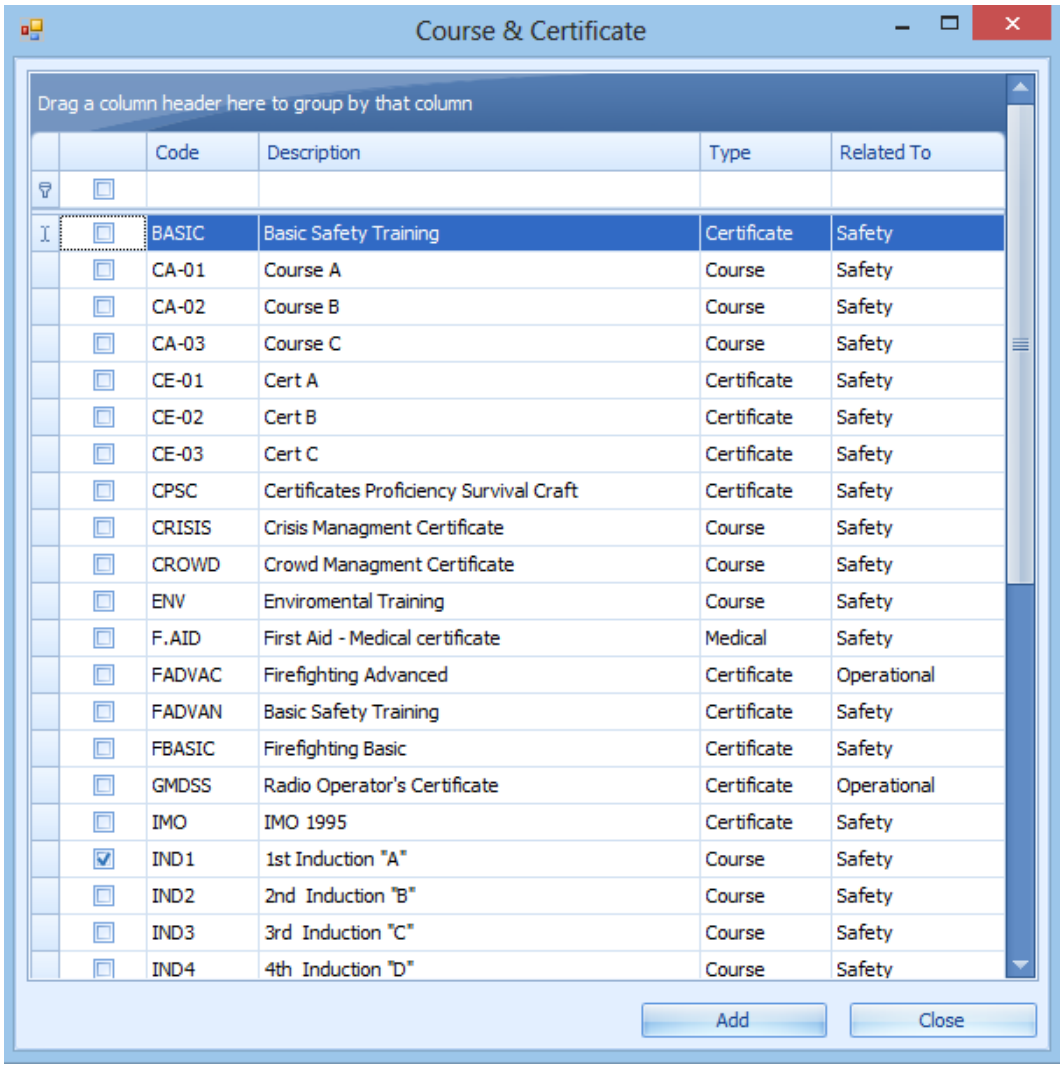
Information Look Up with Save & Search

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

Searching for Crew by Course

1. Select one of the following options from the drop-down list on the left of the Training Overview window. The search 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, select the Courses and then click **Add**.

Figure 2-11 Course and Certificate Selection in Search Filter

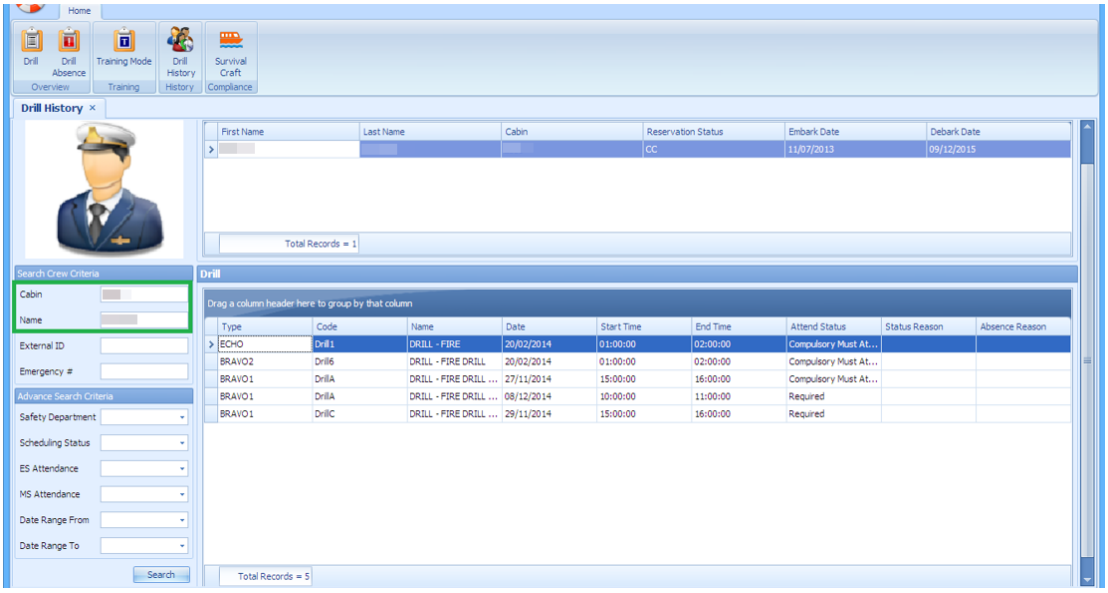


3. At the Course & Certificate Search Criteria window, enter the applicable filter and click **Search**.
4. To save the search filter as a template, click **Save Search** on the button at the ribbon bar.

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 using the **Advance Search Criteria** section.

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 who have 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
- Make sure you set up the Commander / 2nd Commander flag in the Survival Craft Function in Administration module.
- Safety Function code is assigned to the **Crew, Muster List** setup.
- The crew must complete the course/certificate that matches the Course for Boat Commander.

Figure 4-1 Survival Craft Compliance

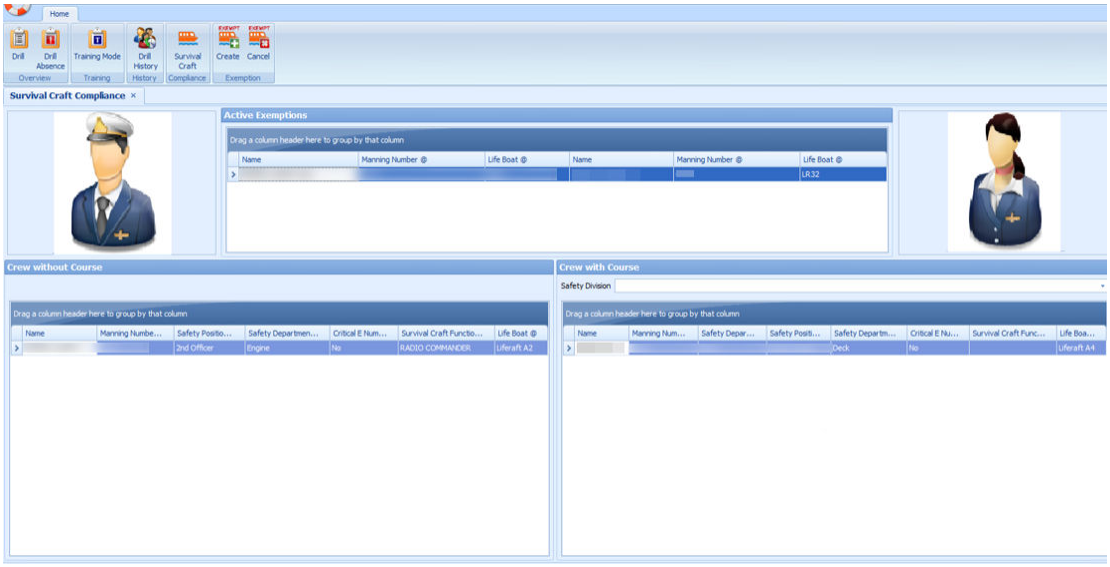


Table 4-1 Field Description of Crew With/Without Course In Survival Craft Compliance

Field Name	Descriptions
Name	Crew Name.
Emergency #	Emergency number defined in Muster List Setup.
Critical E Number	Defines whether course/certificate will auto expire after Critical E# changes. Refers 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.

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.

Figure 4-2 Survival Craft Function In Muster List Setup

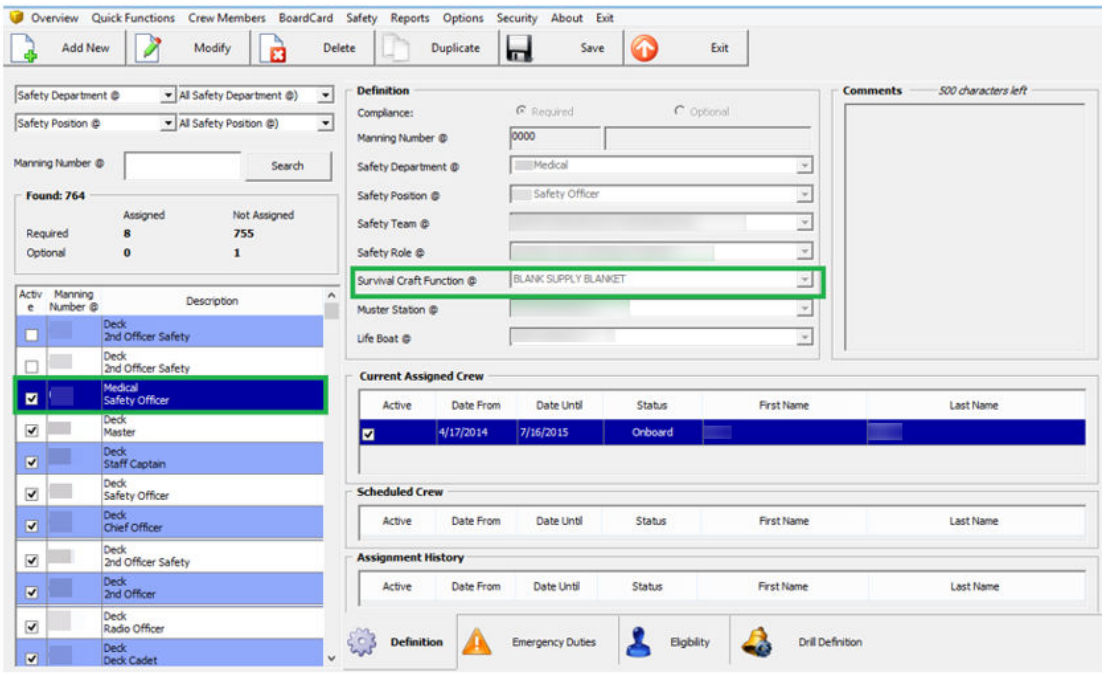


Figure 4-3 Required Courses Option in Muster List Setup

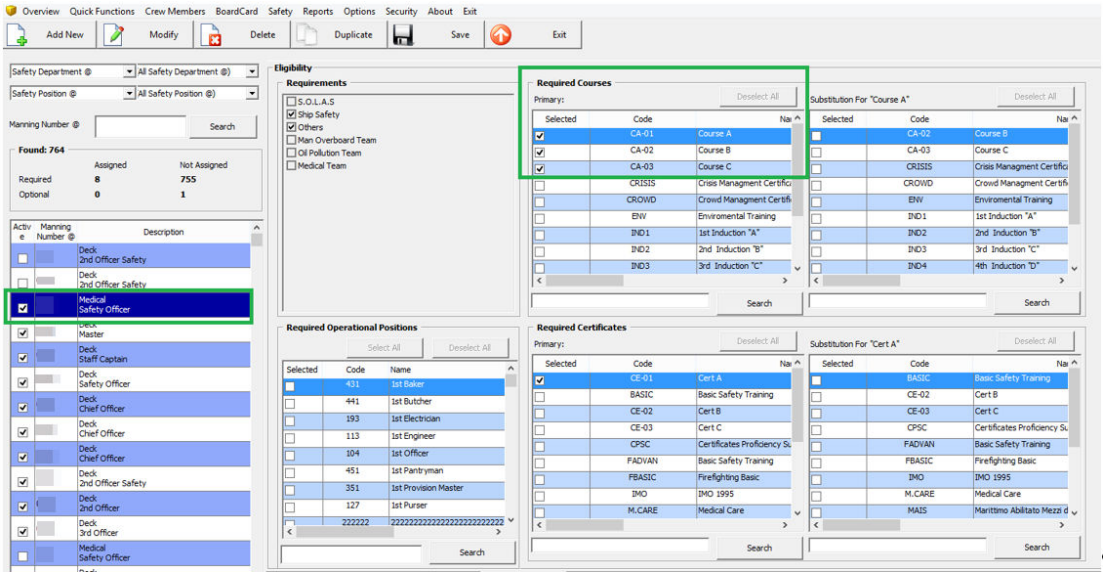
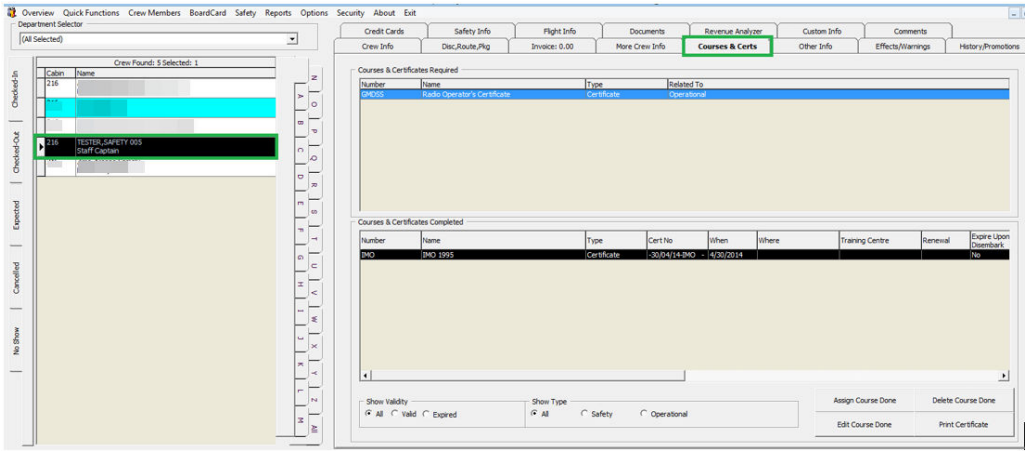


Figure 4-4 Crew with Course and Certificate In Crew Handling



Creating an Exemption

Figure 4-5 Survival Craft Exemption

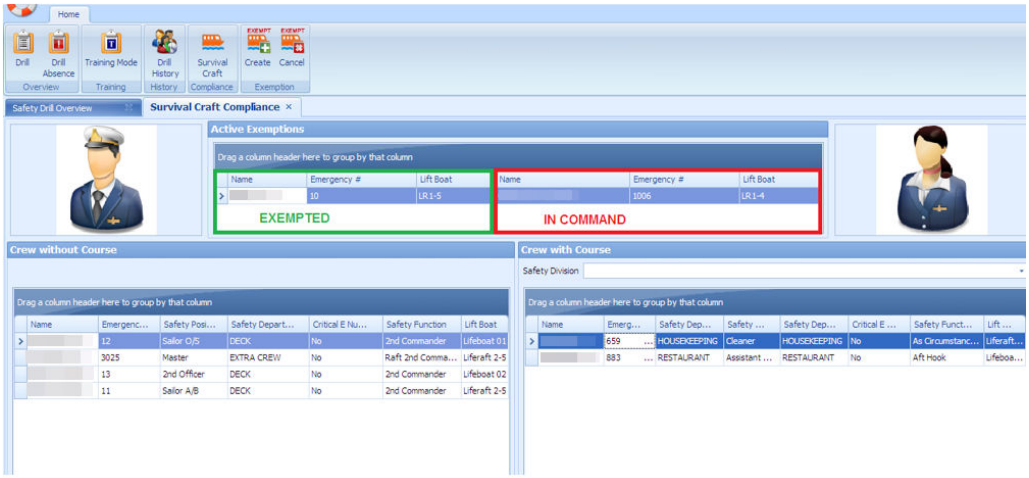
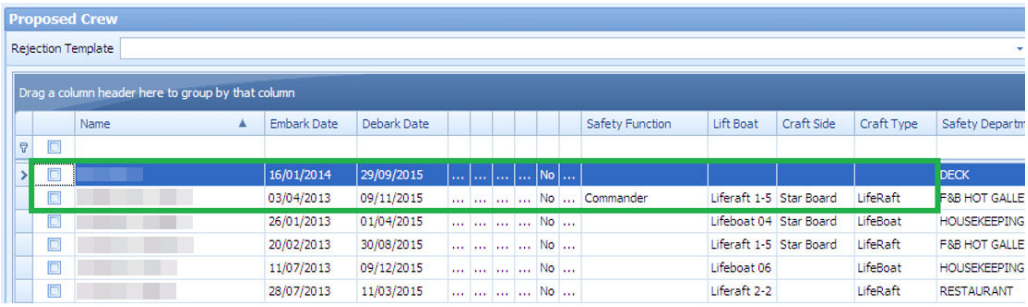


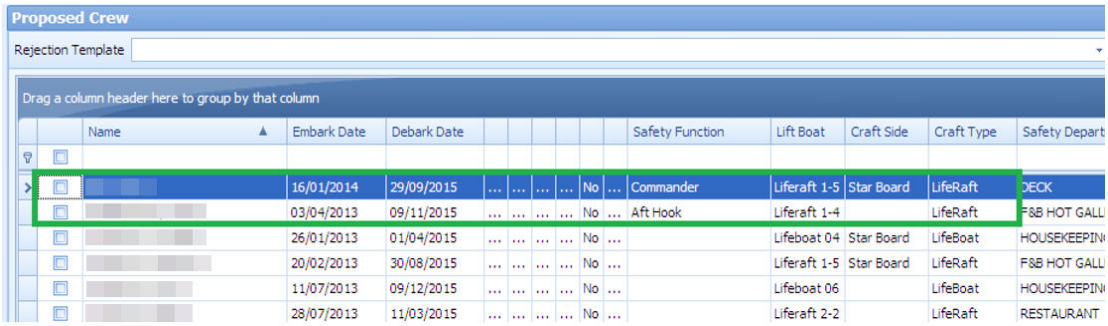
Figure 4-6 Proposed Crew List with Exemption



1. Select a crew from each section - Crew with Course and Crew without Course.
2. 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 the Safety Drill Overview changes when an **Exemption** is created.

Cancelling an Exemption

Figure 4-7 Proposed Crew List with Canceled Exemption

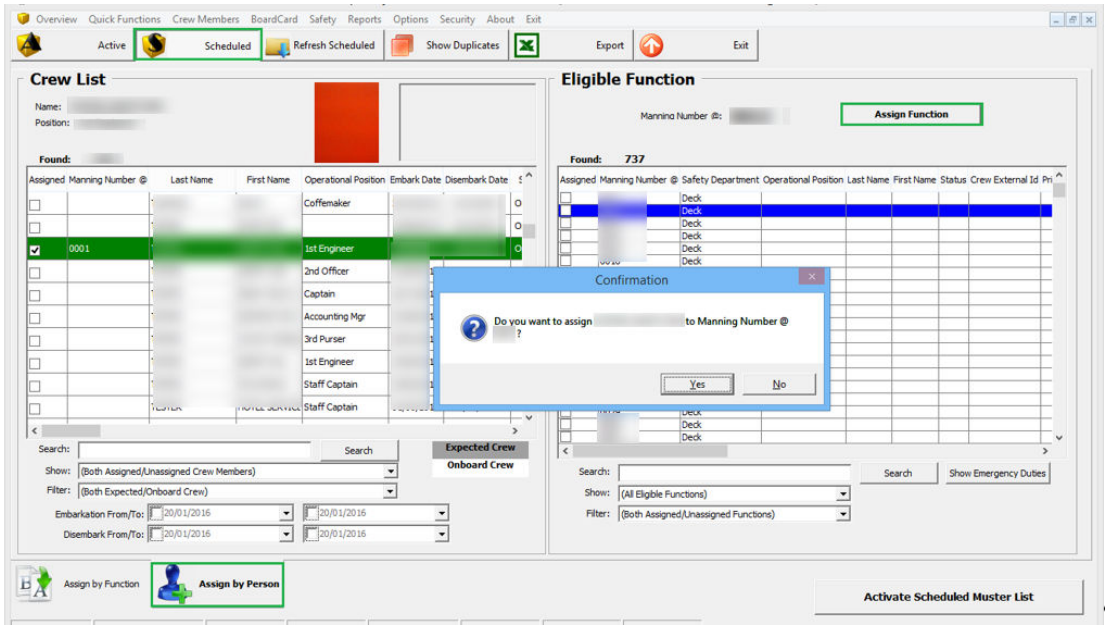


1. Select a name from the Active Exemption grid
2. Click the **Cancel Exemption** button. This resets the information shown in **Safety Function**, **Lifeboat**, **Craft Type** and **Craft Side** in the Safety Drill Overview to the initial arrangement when an **Exemption** is canceled.

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



1. At the **Crew** module, select the **Safety, Muster List Assignment** from the drop-down 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.
5. 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.

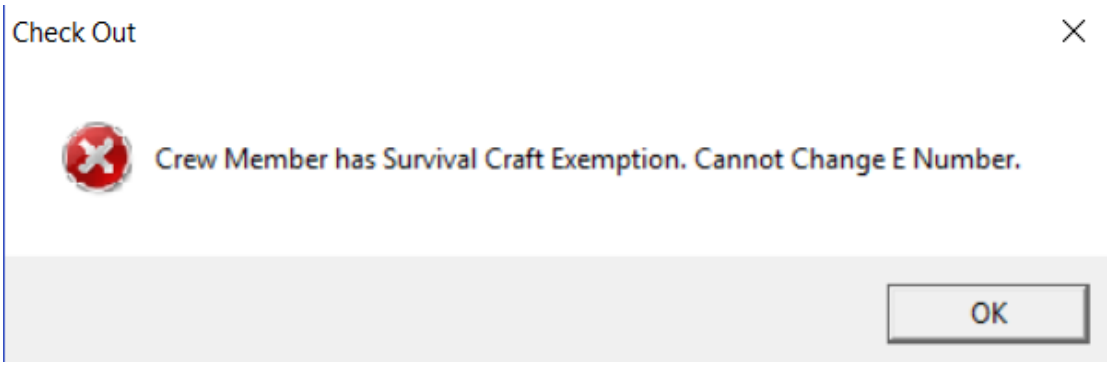
- A parameter a specific course or certificate is required. See *Par_Group_Safety and Par_Group_Promo* in Parameters.
- Safety Function code has Commander/2nd Commander selected.
- Safety Function code is assigned to Crew, Muster List setup.
- The crew completed a course/certificate that matches the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

The functions of the Survival Craft Compliance in the Standard Mode 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.

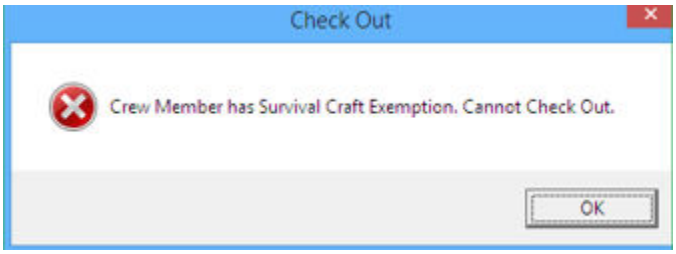
Figure 4-9 #E-Number Change Notification



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 the Safety Drill module, and these security privileges are assigned in the **User Security** module.

Table 5-1 Safety Drill Functionality Access Rights

Security Reference No	Description
4601	Fire Zone Definition.
4602	Stair Well Definition.
4603	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 is only allowed to view drills with the same Muster station assigned. • The user is only allowed to add drill(s) to the same Muster station assigned.

6
Parameters

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

Table 6-1 PAR_Group: Safety

PAR Name	PAR Value	Description
Advance Safety Drill	0 or 1	0 - Standard Safety Drill Handling. 1 - Advance Safety Drill Handling.
Course Code for Boat Commander	XXX	Qualifying course for Boat Commander. (XXX=COU_CODE)
Allow Multiple Safety Number Assignment	0 or 1	0 - Do Not Allow Multiple Safety Number Assignment. 1 - Allow
Allow to use special In Port Manning handling	0 or 1	0 - Disallow 1 - Allow
Auto Set Ashore Denial During Drill Scheduling		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 6-2 PAR_Group: Promo

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

Table 6-2 (Cont.) PAR_Group: Promo

PAR Name	PAR Value	Description
SMTP User Name	<userName>	Only valid when SMTP Server Requires Login Authentication is = 1.
SMTP User Password (Encrypted)	<userPassword>	SMTP User Password.
Sender Name	<senderName>	Sender Name.
Sender Email	<emailAddress>	Sender Email.