



OCEANFILE MARINE LIMITED

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Oceanfile Fleet Management System

Observations Manager

Version 7.0

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Carmichael House

60 Lower Baggot St

Dublin 2, Ireland

Web: [www.oceanfile.com](http://www.oceanfile.com)

Email: [info@oceanfile.com](mailto:info@oceanfile.com)

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# 1. Introduction

*The Oceanfile observations manager provides the means to review, quantify the risks and manage the follow up workflow processes for observations associated with any inspection, whether an external inspection such as an SIRE report or an in-house inspection or audit.*

*The observations manager includes a choice of two main views: a list view and a form view.*

*The observations list view is intended to facilitate a quick review of a set of observations which are displayed as a list on a single page with scroll bars. The list view also includes the means to review and adjust risk assessments and to add remedial actions, lead responsibility and target close out dates.*

*The observations form view provides a more detailed view of each observation with all relevant information contained on a single page per observation. This includes the question topic, guidance, observations, risk adjustments, root cause, remedial action, lead responsibility and operator responses. The form view is intended to be used for preparation of an operator's responses to each observation. The form view provides navigation between each observation by means of a paging selector.*

*Both of the above views include a drop down inspection selector to facilitate working on either a single inspection or a set (batch) of inspections.*

## 2. Feature summary

### Feature summary

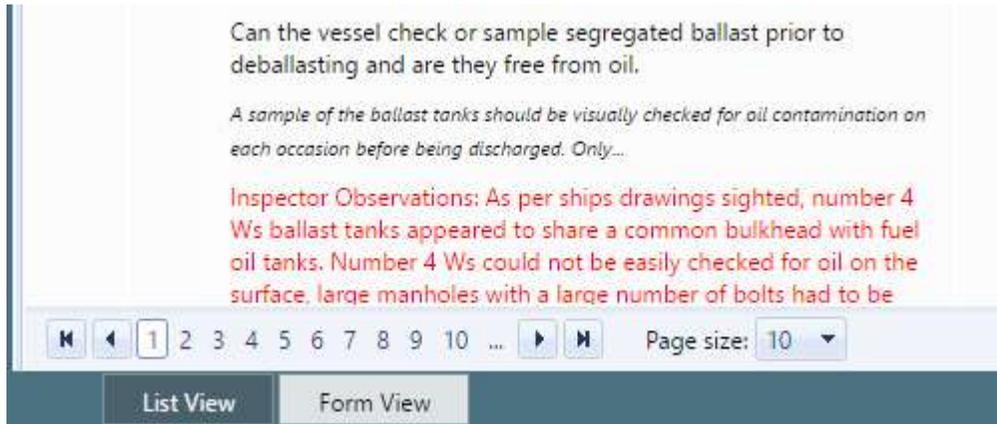
#### **Observations Manager**

Enhanced observations listing with list and form view	✓
Batch edit of risk assessment, remedial work and operator responses	✓
Question item reference, question text and guidance	
Inspectors observations	
Operator response editor	
Support for Root cause	
Remedial work manager with lead responsibility	
Target and actual close out dates	✓
Observation risk assessments – potential, assessed and final risk	✓
Colour coding of risk assessment	✓
Observations history	
Remedial workflow queues with open/closed status	✓
Automatic synchronisation to Tasks manager	
Pending and overdue observations highlighted	
Support for ISM codes	

# 3. Observations Manager

## 3.1 View Selector

The observations manager includes a view selector in the bottom left hand area of the screen as illustrated below.



To switch between List and Form views click on the required tab.

# 4. List View

The observations manager list view is illustrated below.

**Inspection Workflow: All Inspections** Demo Mode

Home | Tasks [5] | **Observations [2]** | Approvals [8] | Inspection Planner [25] | Contracts [1] | Inspection Costs | Documents | Pre Charter Questionnaires | Projects

Save changes | Cancel changes | Refresh

History	Edit	Observation	Response	Risk Assessment and Remedial Work
		<p>Inspection: Ceto - 25 Mar 2016</p> <p>Viq6 (All) Q6.30</p> <p>Does the operator have a Class approved ballast water and sediments management plan and are records being maintained of all ballast water exchanges?</p> <p><i>The International Convention for the Control and Management of Ships' Ballast Water and Sediments is a new international convention...</i></p> <p><b>Inspector Observations:</b> The Class approved ballast water management plan mentioned Sequential method of ballast exchange. Records indicate the flow through method was being used for many months now. As per the Master this was to avoid heavy vibrations. Other Inspector Comments: Records were maintained of ballast operations and ballast exchange.</p>		<p>Potential Risk: 5</p> <p>Assessed Risk: 5</p> <p>Risk Final: 2</p> <p>Lead: Steve Gray</p> <p>Remedial Action: Review ballast management plan for archiving of same.</p> <p>Target Closeout: 17 Mar 2016</p> <p>Actual Closeout:</p> <p>Completed: <input type="checkbox"/></p>
		<p>Inspection: Ceto - 25 Mar 2016</p> <p>Viq6 (All) Q6.31</p> <p>Can the vessel check or sample segregated ballast prior to deballasting and are they free from oil.</p> <p><i>A sample of the ballast tanks should be visually checked for oil contamination on each occasion before being discharged. Only...</i></p> <p><b>Inspector Observations:</b> As per ships drawings sighted, number 4 Ws ballast tanks appeared to share a common bulkhead with fuel oil tanks. Number 4 Ws could not be easily checked for oil on the surface. Large manholes with a large number of bolts had to be</p>		<p>Potential Risk: 5</p> <p>Assessed Risk: 1</p> <p>Risk Final: 1</p> <p>Lead: Yeng Thou</p> <p>Remedial Action: None - Structural limitation of vessel design</p>

Page size: 10 | 1569 items in 157 pages

The observations manager list view presents each observation related information as a series of columns in a continuous page view.

The left hand most column includes the Vessel and Date of inspection, question number, question text, guidance and the inspector's observations and any other comments. This column is read only.

The central column includes any operator initial and subsequent response that has been prepared in connection with each observation. If no response has yet been prepared for an observation this column will be empty. This column is read only

The right hand most column shows the various risk measures with colour coding of the level of risk, the lead responsibility allocated to the observation for any remedial action, the remedial action(s) required, the target and actual close out dates and whether the remedial action has been completed. This column may be edited to adjust the risk assessments, lead responsibility, remedial action and close out dates.

To switch to edit mode, click on the Edit icon in the left hand area of the relevant observation item.

To save changes click on the Save Changes icon in the top toolbar.

Multiple observation items may be edited prior to saving all changes as a batch.

The list view includes a history function to review the previous observation history for any observation item. The history feature is described further in section 2.4.

# 5. Form View

The observations manager form view is illustrated below.

**Inspection Workflow: All Inspections** Demo Mode

Home | Tasks [5] | Observations [2] | Approvals [8] | Inspection Planner [25] | Contracts [1] | Inspection Costs | Documents | Pre Charter Questionnaires | Projects

Save | Cancel | History | [H] | [←] | [→] | [M]

**Observation**  
Inspection: Ceto - 25 Mar 2016  
Viq6 (All) Q6.30  
Does the operator have a Class approved ballast water and sediments management plan and are records being maintained of all ballast water exchanges?  
Inspector Observations: The Class approved ballast water management plan mentioned Sequential method of ballast exchange. Records indicate the flow through method was being used for many months now. As per the Master this was to avoid heavy vibrations. Other Inspector Comments: Records were maintained of ballast operations and ballast exchange.  
The International Convention for the Control and Management of Ships' Ballast Water and Sediments is a new international convention to help prevent the spread of harmful aquatic organisms carried by ships' ballast water, and will require all ships to implement a ballast water and...

**Assessment**  
 Preventable  
 Non Conformity  
Risk Potential: [Progress bar 0-5]  
Risk Assessed: [Progress bar 0-5]  
Risk Final: [Progress bar 0-5]  
ISM Code: [Select ISM Code]  
[Text area]

**Work in Progress**  
Lead: Steve Gray  
Remedial Action: Review ballast management plan for archiving of same.  
Target Closeout Date: 17 Mar 2016  
Actual Closeout Date: [Date picker]  
Completed

**Responses**  
Root Cause: [Select Root Cause]  
[Text area]  
Corrective Action: [Text area]  
Preventive Action: [Text area] Approved   
Subsequent Response: A few subsequent comments  
Approved

The observations manager form view presents a single observation item and related information on a single page. The form view is intended to be used primarily for preparation of operator responses to each observation.

To navigate between each observation click on the paging selectors on the toolbar.

The Form view is divided into various panes as follows:

The left hand most column includes the Vessel and Date of inspection, question number, question text, guidance and the inspector's observations and any other comments. This column is read only.

The central column shows the various risk measures with colour coding of the level of risk, whether an observation is regarded as Preventable and is a Non Conformity, the ISM code associated with that observation topic, the lead responsibility allocated to the observation for any remedial action, the remedial action(s) required, the target and actual close out dates and whether the remedial action has been completed. This column may be edited to adjust the risk assessments, lead responsibility, remedial action and close out dates. This column may be edited as required.

The right hand column includes text editor areas to prepare a root cause description, the operator's initial response compromising root cause, corrective action and preventive action, and any subsequent response. Checkboxes are included to indicate whether the operator response has been approved for submission to the inspecting regime. This column may be edited as required.

To save any changes click on the Save Changes icon in the top toolbar.

The form view includes a history function as a toolbar item to review the previous observation history for any observation item. The history feature is described further in section 2.4.

## 6. Observations History

The observations manager includes an observation history function which may be opened by clicking on the Observations History button in the list or form view mode.

The observations history view is illustrated below.

Vessel	Date	Port	Inspecting Company	Inspector	Question and Observation	Risk	Initial Response
Ceto	25 Mar 2016	Yung An, Taiwan	International Marine Transport (Imt)		<p>Viq6 (All) Q6.31</p> <p>Can the vessel check or sample segregated ballast prior to deballasting and are they free from oil.</p> <p>Inspector Observations: As per ships drawings sighted, number 4 Ws ballast tanks appeared to share a common bulkhead with fuel oil tanks. Number 4 Ws could not be easily checked for oil on the surface, large manholes with a large number of bolts had to be opened. Other</p> <p>Inspector Comments: Ballast tanks Forward deep (P &amp; S), Number 4 (P &amp; S) and Engine room (P &amp; S) tanks were in contact with fuel oil tanks. Forward deep (P &amp; S) and Engine room (P &amp; S) tanks were fitted with sighting ports about 100mm in size with a sounding pipe type screw down cap for checking for oil on the surface prior deballasting. Ballast tank Deep tank (P) and the 1 (S) were sighted from the main manholes on deck, there was no indication of any oil in both the tanks. E. R Aft (S) tank was sighted from the sighting port on deck. There did not appear to be any oil in the tank.</p>	0.5	
Nicothoe	10 Aug 2015	Singapore	Shell International Shipping	Mike Evans	<p>Viq6 (All) Q6.31</p> <p>Can the vessel check or sample segregated ballast prior to deballasting and are they free from oil.</p> <p>Inspector Observations: Fore Peak tank not provided with sighting or checking port. Other</p> <p>Inspector Comments: Fore peak tank manhole cover located in the void space.</p>	0.5	The vessel is constructed with a forepeak located under the forecastle space void which is only accessible through an access manhole. Due to the nature of construction it is not physically possible to sight the ballast surface without following the enclosed space entry procedure. The vessel is provided with oil finding paste for use during routine voyage checks. When required to physically inspect the surface of the ballast water prior to discharging, enclosed space entry procedures are followed for this operation.