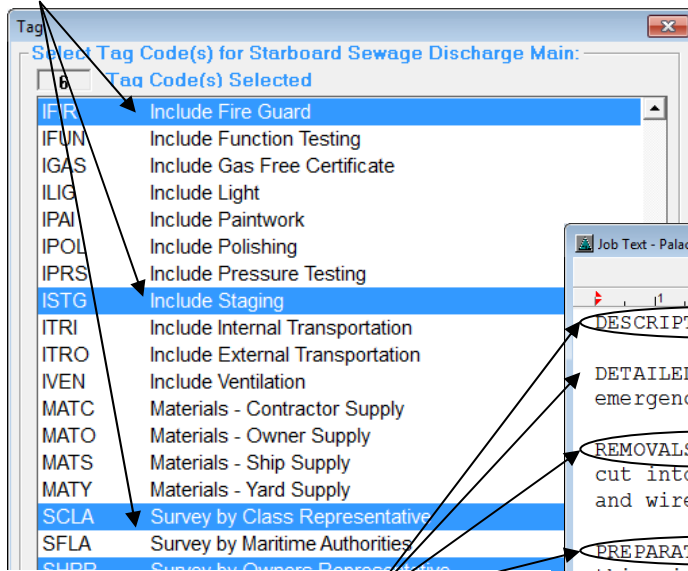## Tag codes

Provide a quick and simple way for ship's staff to indicate what is involved in a defect or job without any typing.

On screen 'forms'

Each time a defect is recorded, **REFMAN** automatically displays a 'company' standard form which contains prompts to remind ship's staff about what information is required for the particular type of defect which is being recorded.
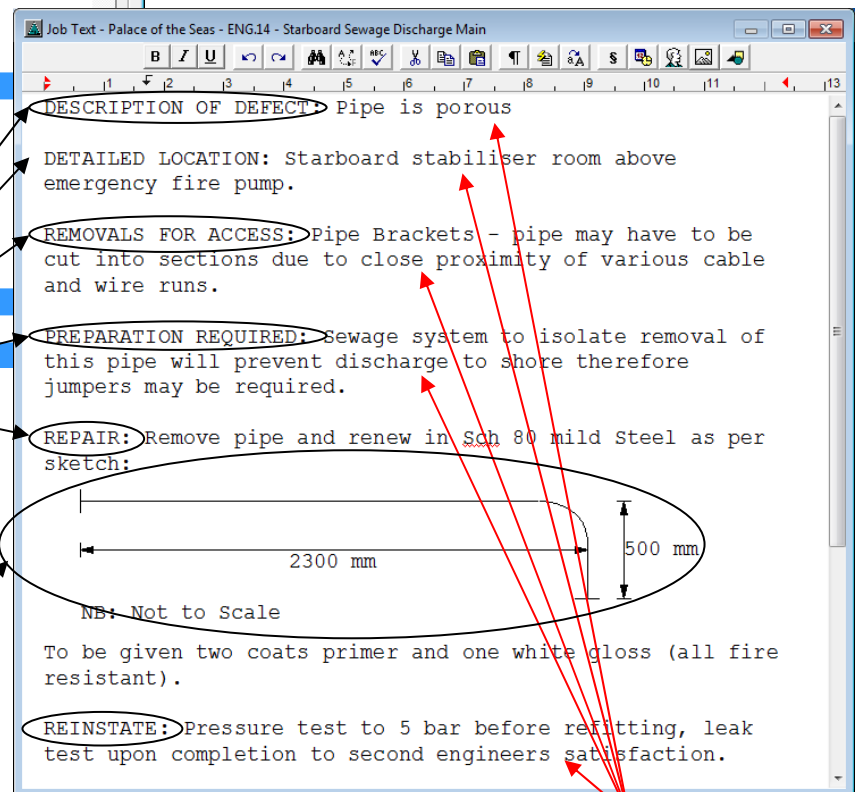
Simple drawing tool

REFDRAW for line drawings, sketches & annotating digital photographs and scanned images.

3 Simple steps to writing a defect report

- *Type a brief heading/title for the defect.*
- *Type a few words against the prompts in the standard form.*
- *'Tick' the tag codes which are relevant.*

…and that is all there is to it …which should ensure that the Superintendent never sees a 'one-line' defect description again…

…and ensure that the description actually contains <u>all</u> of the information which the Superintendent needs.

ship's staff type this

Overview

Recognising the part that ship's Engineers and Deck Officers play in initiating many of the 'repair' type items in a refit, repair or drydock specification, REFMAN has been designed to provide a smooth transition for each specification item from 'defect report', through to inclusion as a 'job' in a specification right through to its eventual completion.

This is achieved by providing an onboard system for recording defects in a format which can be transferred to the Superintendent or Port Engineer for approval and incorporated directly into a specification document without any sorting, filing or re-typing.

This makes it quicker and easier for the Superintendent or Port Engineer to get ship initiated jobs into the specification.

REFMAN's Shipboard Defect Recording module is easy to use by ship's Engineer and Deck Officers, even if they have little or no previous computer experience.

Through the use of standard forms in conjunction with standard 'tag' codes, REFMAN's Shipboard Defect Recording module makes it easier for ship's Engineers and Deck Officers to provide the information which the Superintendent or Port Engineer requires in order to prepare the specification.

Also, because the Shipboard Defect Recording Module is cross-referenced with REFMAN's Specification Generator, when the specification is eventually produced, ship's staff can quickly and easily check that all of the defects which they have reported actually found their way into the final specification.

REFMAN – Shipboard Defect Recording

Provides ship's staff with facilities to record defects on board, including creating and storing defect lists, adding, amending, deleting and cancelling defects, moving defects from one list to another, printing defect lists and transferring defects reported in a particular period to the Superintendent or Port Engineer.

REFMAN allows you to create any number of defect lists. Lists can be 'exportable', that is to say that the defects they contain can be transferred to the Superintendent or Port Engineer, or they can be 'non-exportable' which means that they can be used as 'private' or 'departmental' onboard work lists for ship's staff.

Jobs in 'private' work lists can start out as 'one-line' items which are simply deleted as they are completed. Those items that cannot be completed by ship's staff in service can later be expanded into a full defect description before being assigned to the 'exportable' list for transfer to the Superintendent or Port Engineer for possible inclusion in a refit, repair or docking specification.

Easy to use by ship's staff.

REFMAN also allows ship's staff to assign codes to jobs to 'tag' them as being of a particular type or as having particular requirements. These 'tag codes' can then be used to produce work lists of similar or related work for use during a stand down period or other *ad hoc* repair periods.

Features

- *On board recording of defects and job descriptions.*

- *Pre-defined sections for ease of use, ease of printing and standardisation of reporting across the fleet.*

- *On screen forms to ensure that ship's staff are always prompted to provide a full description of every job.*

- *Simple to use defect writing facilities with drawing tool for line drawings, sketches and annotating photographs and other scanned images.*

- *Easy to use save and recall facilities which allow defects to be added, amended or cancelled at any time.*

- *'Tag' codes to provide defects with a summary of the job content and to enable defects to be grouped into work lists or 'mini-specifications'.*

- *Automatic numbering of defects as they are added to a defect list.*

Defects transferred to Superintendent are marked as 'exported'.

- *Flexible printing facilities which allow printing of a complete defect list; a single section; an individual defect; all defects of a particular type, or print just a summary showing the main job requirements or assigned priority.*

- *Automatic generation of title page and 'page numbered' table of contents for all defect lists.*

- *Attach external files/drawings for transfer to the office.*

- *Ability to transfer defects from ship to Superintendent for easy inclusion into a specification.*

- *Transfer defects via your standard email client using built in "Send by Email"; via your existing file transfer/ server replication mechanism or by DVD/CD or Memory stick, etc.*

- *Facilities for each ship's Engineer and Deck Officer to maintain private 'non-exportable' work lists with ability to transfer to/from the exportable defect list.*

Easy access to 'exportable', 'private' and 'running' defect lists.

- *Ability for Superintendent to include, add and amend ship initiated jobs with little or no re-typing.*

- *Superintendent has full control over which ship initiated jobs are included in the specification and which are rejected. Accepted jobs may be allocated to any section in any specification. Rejected jobs can be cancelled, referred back to the ship for additional detail or included in another work list.*

- *Active defects which are still outstanding at the end of a docking or reporting period automatically 'carried-forward' to a new list.*