# SafetyList

## General

This part is used to load all information about drills in MXSuite.  The sheet is called “SafetyList”.

## Details fields

To fill the Excel file correctly, ensure that all fields are completed accurately. Below are the fields listed.

| Field | MAX Characters | Required | Comment |
|---|---|---|---|
| Category | 128 | X | Name of the category of a drill. |
| Name | 128 | X | Name of the drill. |
| SignOffTemplate | 1024 | X | The template shows up when you are signing off a drill. |
| IsFixedInterval | | | If the drill has a fixed interval, set this option true.  otherwise, fill in option as False. |
| IntervalValue | | X | If the drill has a time interval, fill in here the value of days/week/months. |
| IntervalType | | X | Fill in here the type of interval.  Possible values are:<br>• Days<br>• Weeks<br>• Months |
| StartPeriodValue | | X | Fill here the number of days when the drill can be done before the duedate. |

| Field | MAX Characters | Required | Comment |
|---|---|---|---|
| StartPeriodType | | X | Fill in here the type of interval. Possible values are:<br>• Days<br>• Weeks<br>• Months |
| DueDate | | | The due date of the drill. Written in the date-time format of the PC that imports the file. |

# Example

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Category | Name | SignOffTemplate | IsFixedInterval | IntervalValue | IntervalType | StartPeriodValue | StartPeriodType | DueDate |
| 3 | Drill | Power Failure drill | Please complete the drill and fill the form | False | 1 | Months | 7 | Days | 28.11.2026 |
| 4 | Meetings | Safety Meeting | Please fill in the attached form after performing the drill | True | 1 | Months | 7 | Days | 23.01.2027 |
| 5 | Drill | Ship security drill & test SSAS button | -Place ParticipantsDescriptionTimesConclusionWhat went Well?What Could be improved? | True | 2 | Months | 10 | Days | 28.12.2026 |
| 6 | Drill | Abandon Ship Drill & LSA training | Place ParticipantsDescriptionTimesConclusionWhat went Well?What Could be improved? | True | 1 | Months | 7 | Days | 15.11.2026 |
| 7 | Drill | MOB manouvre | Please complete the drill and fill the form | True | 2 | Months | 1 | Weeks | 15.11.2026 |
| 8 | Drill | Oil Pollution - SOPEP | Place ParticipantsDescriptionTimesConclusionWhat went Well?What Could be improved? | True | 1 | Months | 1 | Weeks | 15.11.2026 |
| 9 | Drill | Fire - Galley | Place ParticipantsDescriptionTimesConclusionWhat went Well?What Could be improved? | True | 1 | Months | 7 | Days | 28.16.2027 |
| 10 | Drill | Fire - Bridge | Please select the assigned employees, and fill in the form | True | 1 | Months | 7 | Days | 28.12.2026 |
| 11 | Drill | Additional Drill/Training as required by Master | Place ParticipantsDescriptionTimesConclusionWhat went Well?What Could be improved? | False | 1 | Months | 7 | Days | 06.11.2026 |
| 12 | Drill | Fire - Compartments | Please complete the drill and fill the form | True | 2 | Months | 7 | Days | 02.01.2027 |
| 13 | Drill | Flooding | Please complete the drill and fill the form | True | 2 | Months | 1 | Weeks | 02.01.2027 |

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