

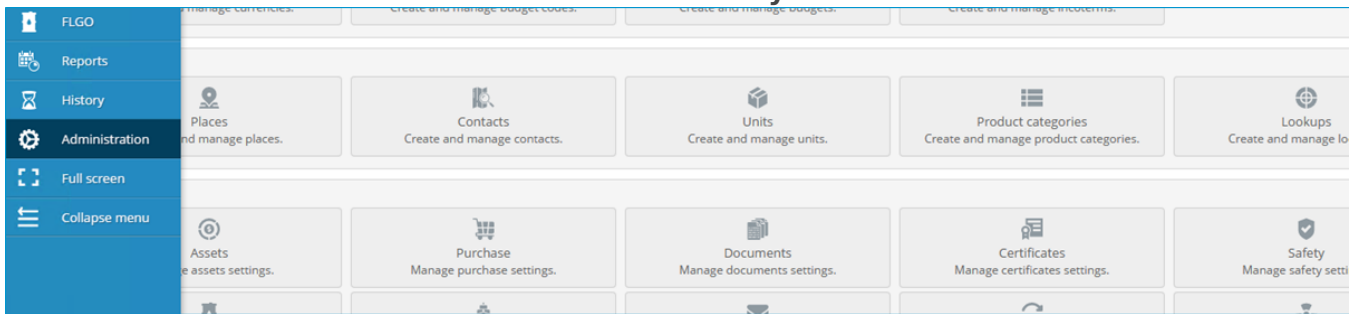
Safety

In the module Safety you can view and plan the safety drills.

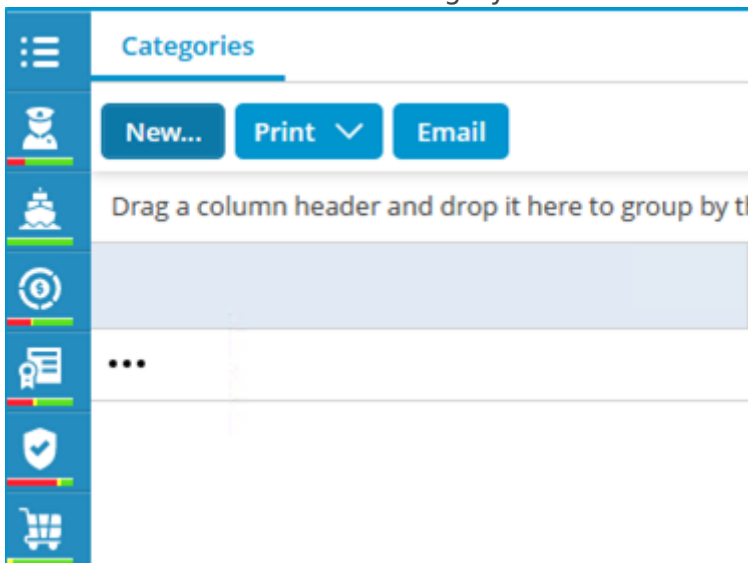
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How do I create a new category?

1. Select the module **Administration** and choose **Safety**.



2. Click **New...** to add a new category.



3. Fill in the fields and click on **Save & close**.

How do I add a new drill?

1. Click on **New...**
2. Complete all required fields.

The screenshot shows a 'Safety details' window with three tabs: 'General' (selected), 'Documents', and 'Forms'. The 'General' tab contains the following fields:

- Name:** A text input field.
- Category:** A dropdown menu with 'Drill' selected.
- Evaluation template:** A large empty text area.
- Fixed Interval:** A checkbox.
- Interval:** A text input field with a spinner and a 'Days' dropdown.
- Start period:** A text input field with a spinner and a 'Days' dropdown.
- Due Date:** A date input field showing '1/27/2023' with a calendar icon.

On the right side, there is a section titled 'Add for locations' with a list of checkboxes:

- ☐ Select all
- ☐ Mastex Cruise
- ☐ Mastex General Cargo
- ☐ Mastex Guard
- ☐ Mastex Tanker
- ☒ Mastex Trader
- ☐ Mastex Trader II
- ☐ Mastex tug
- ☐ MXSuite inlander

At the bottom, there are three buttons: 'Save', 'Save & close', and 'Close'.

The **Start period** is the timeframe in which the drill must be completed. During this period the drill will be orange.

3. Select the **locations** to which the safety drills must be added (only visible in the office version).
4. Click on **Save & close**.

If the new drill already exists at the other location, the following warning will appear:

The screenshot shows a 'Safety details' window displaying a warning message:

A safety item with the same name exists in the following locations:

- Mastex Trader

What would you like to do?

- ☐ Replace
- ☐ Create
- ☐ Skip

At the bottom, there are two buttons: 'Ok' and 'Close'.

Make a selection and click **Ok**.

What does the fixed interval option do?

The fixed interval option can be selected when you create a:

- maintenance task.
- safety drill.

The following table clarifies what this option does.

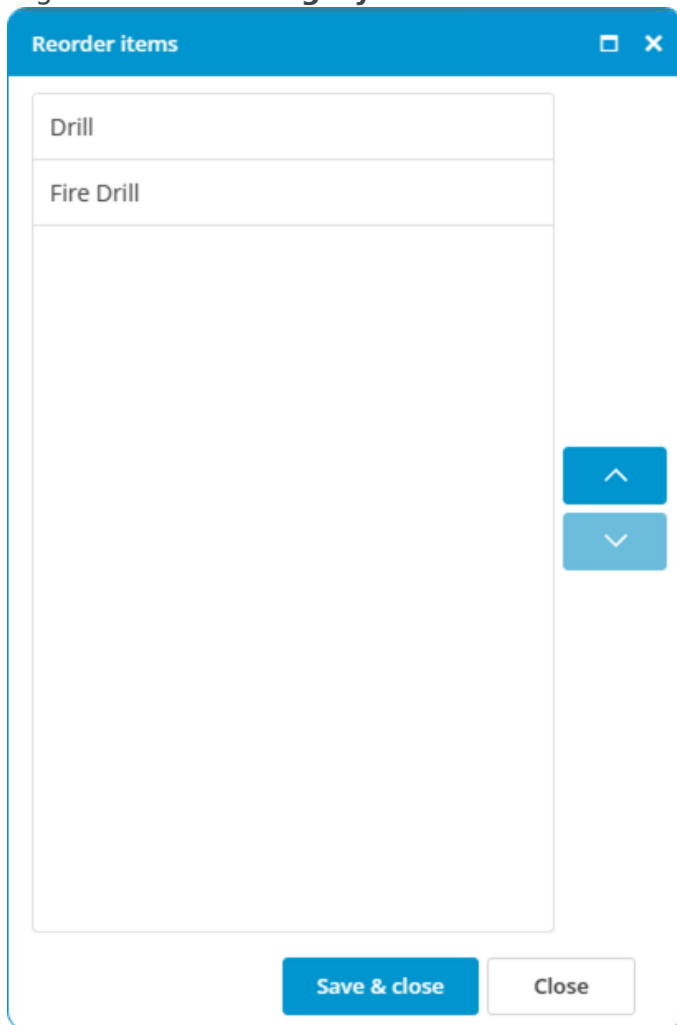
A task or a drill has an interval of one month.

	No fixed interval	Fixed interval
Expiration date	1 January	1 January
Date of first execution	3 January	3 January
Next expiration date	3 February	1 February
Date of second execution	6 February	6 February
Next expiration date	6 March	1 March

With a fixed interval, the next expiration date is always calculated from the first expiration date.

How do I reorder categories?

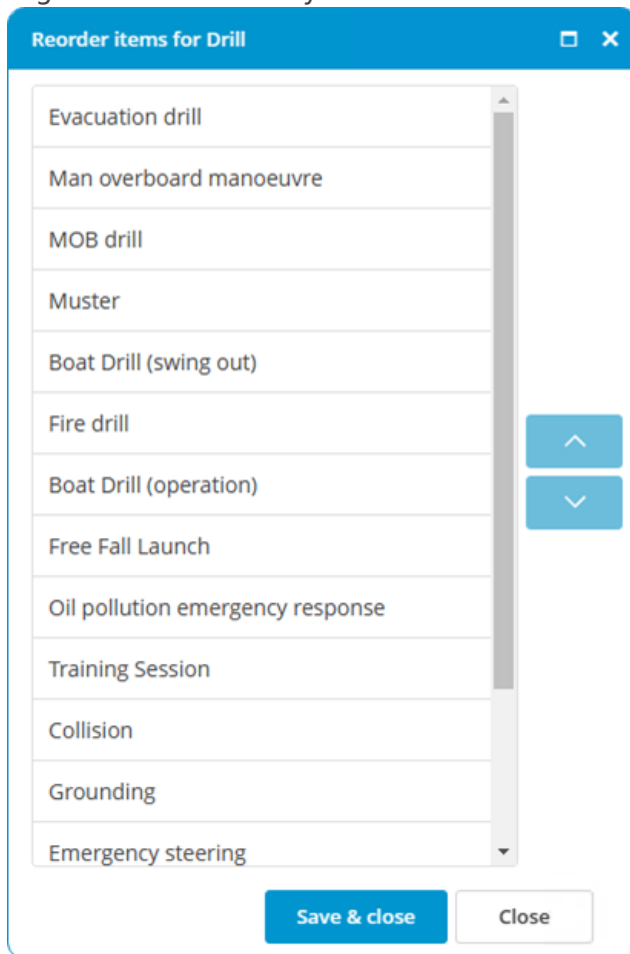
1. Navigate to **Safety** within the **Administration** module.
2. Right-click on a **category** and select **Reorder...**



3. Select a category and use **Move up** and **Move down** to change the order.
4. Click on **Save & close**.

How do I change the ordering of the drills?

1. Right-click on a safety drill and select **Reorder safety items...**



2. Select a safety drill and use **Up** and **Down** to change the ordering.
3. Click on **Save & close**.

How do I mark a drill as done?

1. Double-click the time bar of the completed drill or right-click on the drill and select **Completed...**
2. Enter the drill data.

Safety completed

Name: Evacuation drill

Date and Week

Date: 1/27/2023

Week no. 4

User name and report

User name: Administrator

Report:

Documents

New... Link from documents... Actions... Drag and drop documents in the box below

<input type="checkbox"/>	Name	Size	Linked
No records available.			

Employees:

☐ Current employees:

- ☐ van Driel, Peter
- ☐ Dupre, Marc

☐ Assigned employees:

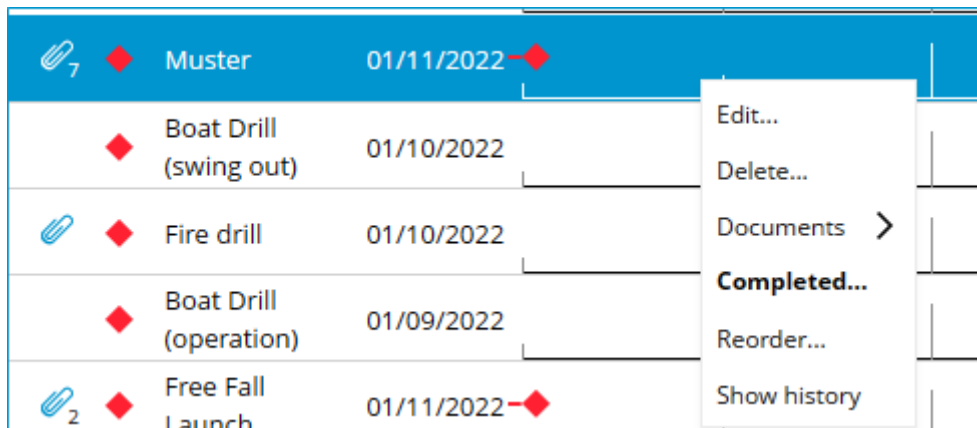
- ☐ Brown, Michael
- ☐ del Carmen, Maria
- ☐ Hofman, John
- ☐ Friedman, Susan
- ☐ van Driel, Richard
- ☐ Pepijn, Jack
- ☐ DuCloud, Jean
- ☐ Plezier, Piet
- ☐ Opsala, Iulia
- ☐ Salmon, Jonathan
- ☐ Valentin, Jon











Save & close Close

3. Double-click the time bar of the completed drill or right-click on the drill and select **Completed..**
4. Enter the drill data.

How do I link a form to a drill?

1. Select **Edit...** for the desired drill.



	 Muster	01/11/2022	
	 Boat Drill (swing out)	01/10/2022	
	 Fire drill	01/10/2022	
	 Boat Drill (operation)	01/09/2022	
	 Free Fall Launch	01/11/2022	

Edit...

Delete...

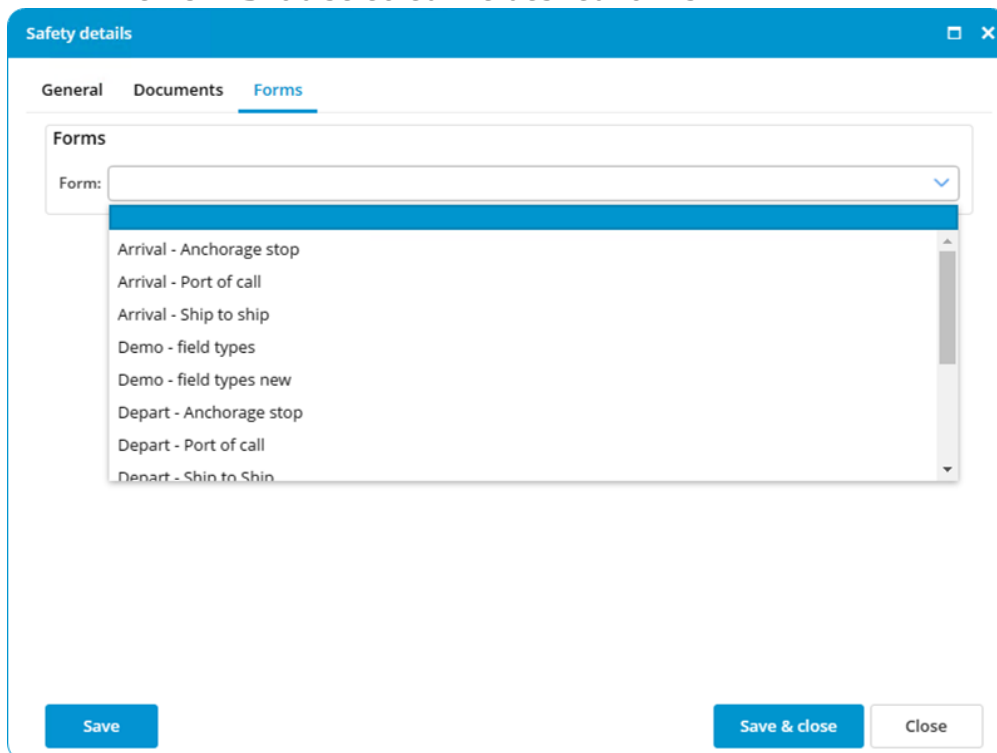
Documents >

Completed...

Reorder...

Show history

2. Within the **Forms** tab selected the desired forms.



Safety details

General

Documents

Forms

Forms

Form:

Arrival - Anchorage stop

Arrival - Port of call

Arrival - Ship to ship

Demo - field types

Demo - field types new

Depart - Anchorage stop

Depart - Port of call

Depart - Ship to Ship

Save

Save & close

Close

3. Click on **Save & close**.