



Cloud Fleet Manager

MANUAL

CFM RISK ASSESSMENT

2023-11-10

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1. About This Guide

This user guide provides an introduction to CFM Risk Assessment and describes how you can leverage the application to meet your business needs.

CFM Risk Assessment allows you to organize your risk assessment digitally and thus minimize manual effort. You can determine probabilities and implications of unwanted incidents and allocate danger levels to every thinkable situation on board.

It consists of the following tabs:

- [Dashboard](#)
- [Operations](#)
- [Risk Assessments](#)
- [Matrix](#)
- [Reports](#)
- [Activities](#)
- [Settings](#)



NOTE

If you cannot access the [Risk Assessment](#) tile from the Cloud Fleet Manager (CFM), please contact your system administrator to assign the relevant permissions to your user in [CFM Users](#).

This user guide describes the features and functions available to a user with full access to the application. If you're expecting rights that your user currently doesn't have, get in contact with your system administrator.

2. Initial Setup

Before you can start to use CFM Risk Assessment certain settings have to be made:

1. Create users for CFM in CFM Users.
2. Assign the users the relevant permission roles for CFM Risk Assessment.
3. Set up notifications (optional).

2.1. Risk Assessments - Global Settings

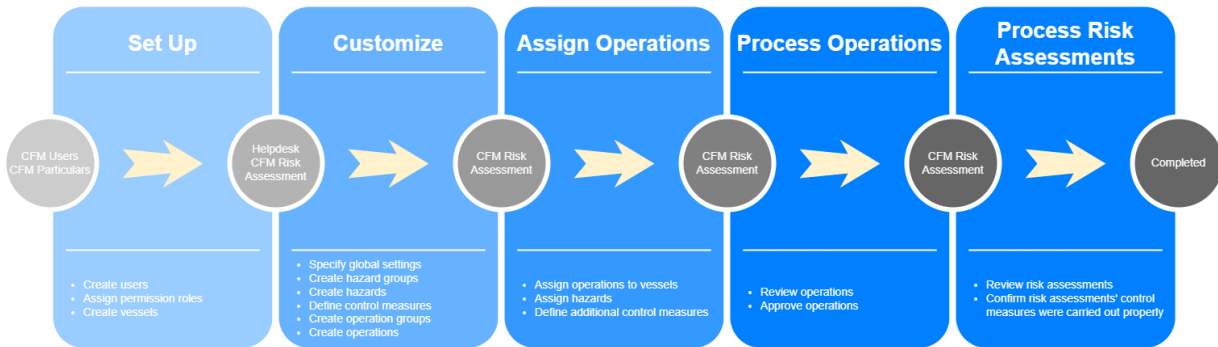
Global settings are applied to your entire organization and the associated fleet. These settings can only be managed by Hanseaticsoft. Contact our Helpdesk to request the (de-)activation of the available specifications to meet your organization's requirements.

The following global settings are available:

- **Considered Time Period for Statistics**
Define the considered time period for the dashboard's statistics.
- **Synchronized Months of Risk Assessments**
Define how many months of risk assessments are synchronized to the CSM.

3. Process Visualization

The chart below visualizes a simplified workflow in CFM Risk Assessment.

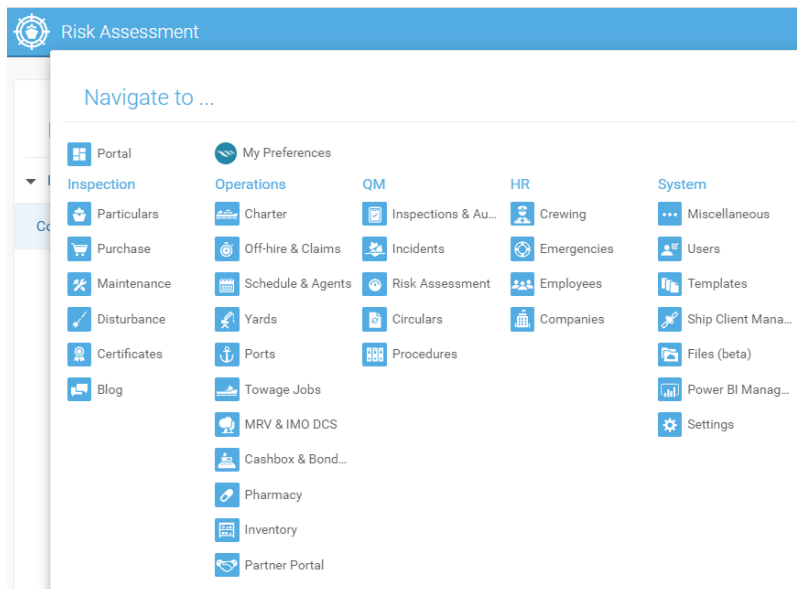


4. General Features

The following general features are now available from the main navigation bar in CFM Risk Assessment:

- **Navigation**

You can directly navigate to other CFM apps by choosing the CFM logo (🌀) from the main navigation bar. Then choose the respective app that you want to launch and the app automatically opens in another tab.



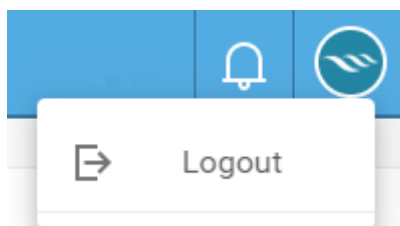
- **Notifications**

The 🛎 **bell** icon indicates whether any notifications from the current app and other apps within CFM are available. This allows you to get relevant information without the need to open all apps.

Choose the ⚙ **cogwheel** icon to define for which applications and their actions you want to receive notifications.

- **User Menu**

To log out of CFM Risk Assessment choose the user avatar and then **Logout**.



5. Dashboard

The **Dashboard** provides an overview of the latest risk assessments and pending operations. Additionally, statistics on the top 5 vessels carrying out risk assessments and the top 5 risk assessments that are regularly carried out are displayed.

The **Dashboard** consists of the following cards:

- **Proposed Generics**

Lists all hazards and operations that were recently added by the crew on board the vessel using CSM Risk Assessment. You can now decide whether to include the hazards and operations into your generic list of operations for future use or whether you want to reject them.

You can filter the list for a specific hazard or operation by entering its name in the filter at the top of the card.

- **Statistics**

Provides an overview of the top 5 vessels that create risk assessments and the top 5 risk assessments that are regularly carried out by the different vessels.

The statistics are displayed in a pie chart. Each color represents a vessel or risk assessment, accordingly.

- **Risk Assessment Progression**

Displays an overview of the risk assessments that were carried out over the course of the last year. The progression is displayed in a bar chart.

- **Latest Risk Assessments**

Lists the risk assessments that were recently carried out on board the vessel and was synchronized to CFM Risk Assessment. You can then review the risk assessments and finish them accordingly.

They are grouped by responsibility:

- **My Vessels**
- **Backup**
- **Other**

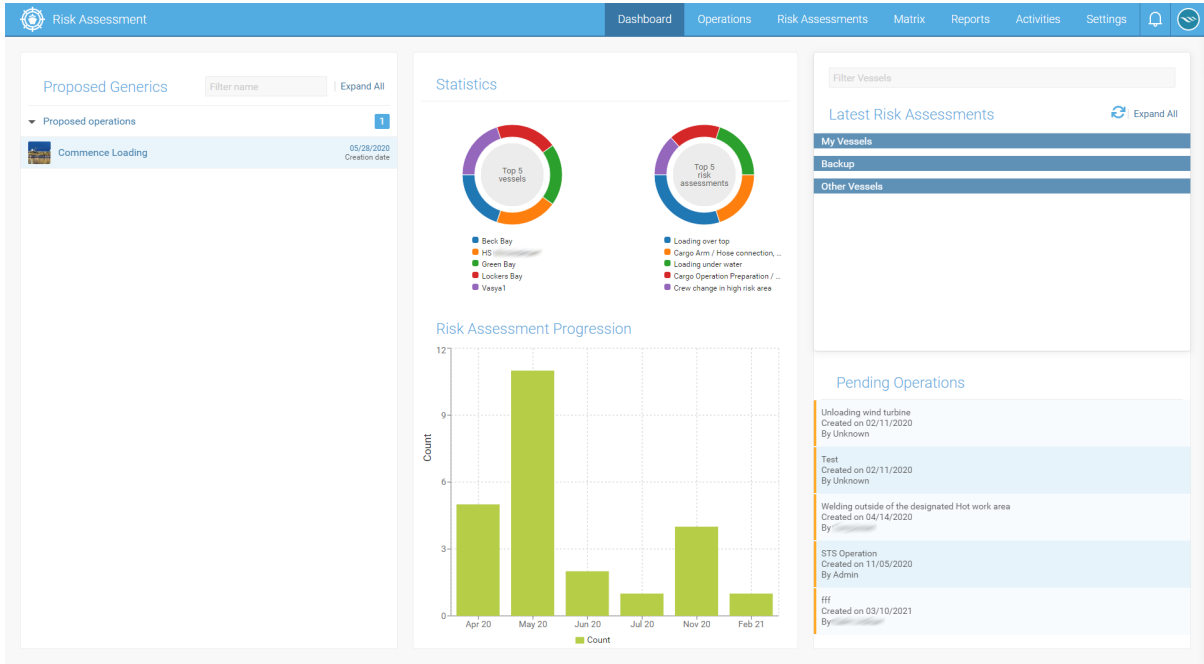
You can filter the card for a specific vessel by entering the vessel name in the filter bar at the top.

- **Pending Operations**

Lists all operations that were recently created and have not been approved yet.

By choosing an operation from the list you are automatically redirected to the detail screen of the operation where you can review it and approve it.

CFM Risk Assessment



6. Operations

The **Operations** tab provides an overview of the available operations and operation groups.

Operation groups are entities that allow you to structure your operations further and combine operations that belong together.



DEFINITION

An operation acts as a template based on which risk assessments are then created and carried out.



GENERAL INFORMATION

Operations including hazards and the corresponding control measures are generally predefined by the colleagues in the office using CFM Risk Assessment and are made available to the crew on board using CSM Risk Assessment once they are approved.

The tab is divided into the following subtabs:

- **General**

Displays the basic information on an operation including available attachments and the number of vessels to which it was assigned.

You can edit the operation on this subtab, assign vessels for which the operation is relevant and add necessary attachments. It is also the place where you review and approve operations.

- **Hazards**

Displays the hazards, control measures and additional control measures that were assigned to an operation.

You can add, edit, and delete hazards for operations on this subtab. In addition, you can export the list of hazards to a PDF file in checklist format and assign additional control measures to the operation.

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The screenshot displays the CFM Risk Assessment software interface. The top navigation bar includes 'Risk Assessment', 'Dashboard', 'Operations', 'Risk Assessments', 'Matrix', 'Reports', 'Activities', and 'Settings'. The left sidebar shows 'Operations' with a list of items: 'Boarding Health Checks (3)' and 'Cargo Operation (33)'. The main area is divided into 'General' and 'Hazards' tabs. The 'General' tab shows details for the operation 'Cargo Arm / Hose connection, disconnection', including creation and editing dates, status (approved), and a remark '123'. An attachment 'Extending Cloud Maintenance to in...' is visible. The right sidebar shows a 'Vessels' list with various vessel names and checkboxes for selection.

See Also

- [Add Operation Groups \[15\]](#)
- [Add Operations \[11\]](#)
- [Add Attachments to Operations \[12\]](#)
- [Assign Operations to Vessels \[13\]](#)
- [Add Hazards to Operations \[16\]](#)
- [Add Additional Control Measures \[17\]](#)

6.1. Add Operations

To add operations, proceed as follows.

1. Launch CFM Risk Assessment from your CFM instance.
2. Go to the **Operations** tab.
3. Choose **Add** from the **Operations** sidebar on the left.



NOTE

You can also edit or delete existing operations. Choose an operation from the sidebar on the left and choose **Edit** or **Delete**

4. In the dialog window, specify the following information:
 - **Name**
Enter a name for the operation.

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- **Group**

Select the relevant operation group to which you want to assign the operation from the drop-down list.

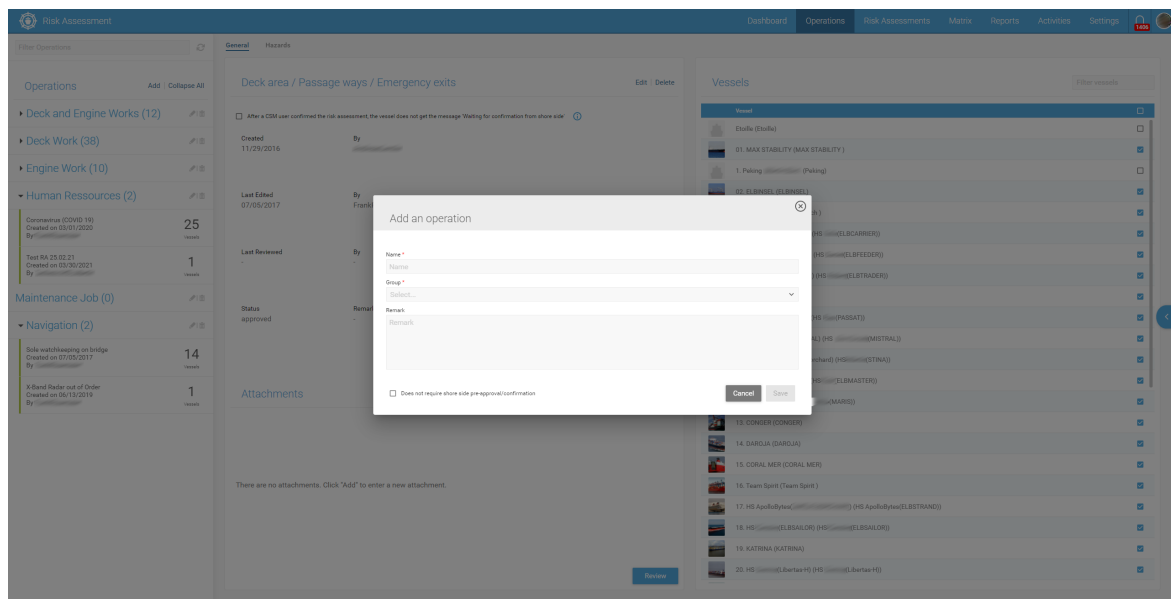
- **Remark**

Enter any additional remarks in this field.

- **Does not require shore-side pre-approval/confirmation**

Set this checkbox, if no pre-approval or confirmation is required from colleagues in the office to carry out the operation on board the vessel.

The crew on board using CSM Risk Assessment then no longer gets a message that they need to wait for approval once they have confirmed a risk assessment.



6.1.1. Add Attachments to Operations

To add relevant attachments to operations, proceed as follows.

1. Launch CFM Risk Assessment from your CFM instance.
2. Go to the **Operations** tab.
3. Choose an operation from the sidebar on the left.
4. Choose **Add** in the **Attachments** area.

- Select the file that you want to attach to the operation from your local device.

Attachments

















Add | Edit | Delete

There are no attachments. Click "Add" to enter a new attachment.

6.1.2. Assign Operations to Vessels

To assign operations to the vessels that are required to carry them out, proceed as follows.

- Launch CFM Risk Assessment from your CFM instance.
- Go to the **Operations** tab.
- Choose an operation from the sidebar on the left.
- On the **General** subtab, set the checkboxes for the vessels to which you want to assign the operation.

Vessels		Filter vessels
Vessel		<input type="checkbox"/>
 MS XXX (XXX)		<input checked="" type="checkbox"/>
 Vasya (Vasya1)		<input type="checkbox"/>
 Odessa (Odessa)		<input type="checkbox"/>
 MV 		<input type="checkbox"/>
 BBC Ontario 		<input type="checkbox"/>
 SCM Elpida (Westkap)		<input type="checkbox"/>
 MS Odin Bay (Ms Odin Bay)		<input type="checkbox"/>
 MV Snow Crystal (Snow Crystal)		<input type="checkbox"/>
 test (test)		<input type="checkbox"/>
 RRS Sir David Attenborough (Boaty McBoatface)		<input type="checkbox"/>
 HS HAMBURG EXP (HS HAMBURG EXP)		<input type="checkbox"/>
 VETVESSEL (VETVESSEL)		<input type="checkbox"/>
 ValadTraining (ValadTraining)		<input type="checkbox"/>
 1. HS Mortier Bay (Mortier Bay)		<input type="checkbox"/>

6.1.3. Approve Operations

To approve an operation, proceed as follows.



NOTE

Once operations are approved, they are made available to the vessels to which the operations were assigned.

1. Launch CFM Risk Assessment from your CFM instance.
2. Go to the **Operations** tab.
3. Choose an operation that has not been approved yet (**orange**) from the sidebar on the left.
4. On the **General** subtab, choose **Approve**.
5. Confirm the warning message.

The screenshot shows the CFM Risk Assessment interface. The 'Operations' sidebar on the left lists several operations, with 'Test' highlighted in orange. The main panel shows the 'General' subtab for the 'Test' operation, with a warning message: 'This operation does not require shore side pre-approval/confirmation'. An 'Approve operation' dialog box is displayed in the foreground, asking 'Are you sure you want to approve the selected item (Test)?' with 'YES' and 'NO' buttons. The background interface includes a top navigation bar with 'Dashboard', 'Operations', 'Risk Assessments', 'Matrix', 'Reports', 'Activities', and 'Settings'. The 'Vessels' sidebar on the right lists various vessels, including 'MS XXX (XXX)', 'Vasya (Vasya1)', 'Odessa (Odessa)', 'MV Erik (M/V Erik)', and 'RRR (Rostan) (Roaf Ebrahdi)'. The bottom of the interface shows a 'Cargo TK Inspection (12)' summary.

6.1.4. Review Operations

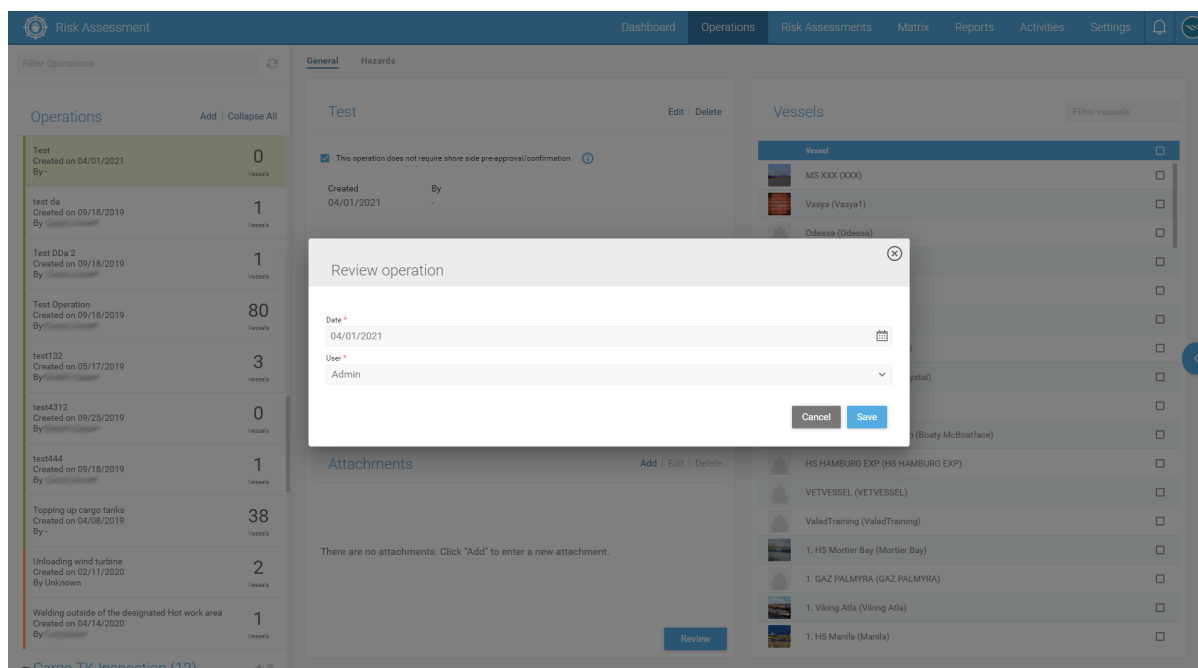
To review operations, proceed as follows.

1. Launch CFM Risk Assessment from your CFM instance.
2. Go to the **Operations** tab.
3. Choose an operation from the sidebar on the left.
4. On the **General** subtab, choose **Review**.
5. Enter the following information in the dialog window:
 - **Date**
Enter the date on which you reviewed the operation. By default, the current date is pre-filled by the system.

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- **User**

Select the user that reviewed the operation from the drop-down list. By default, the user that is currently logged in to CFM Risk Assessment is pre-filled by the system.



6. Choose **Save** to save your entries.

6.2. Add Operation Groups

To organize operations together that belong together, you can create operation groups.

To do so, proceed as follows.

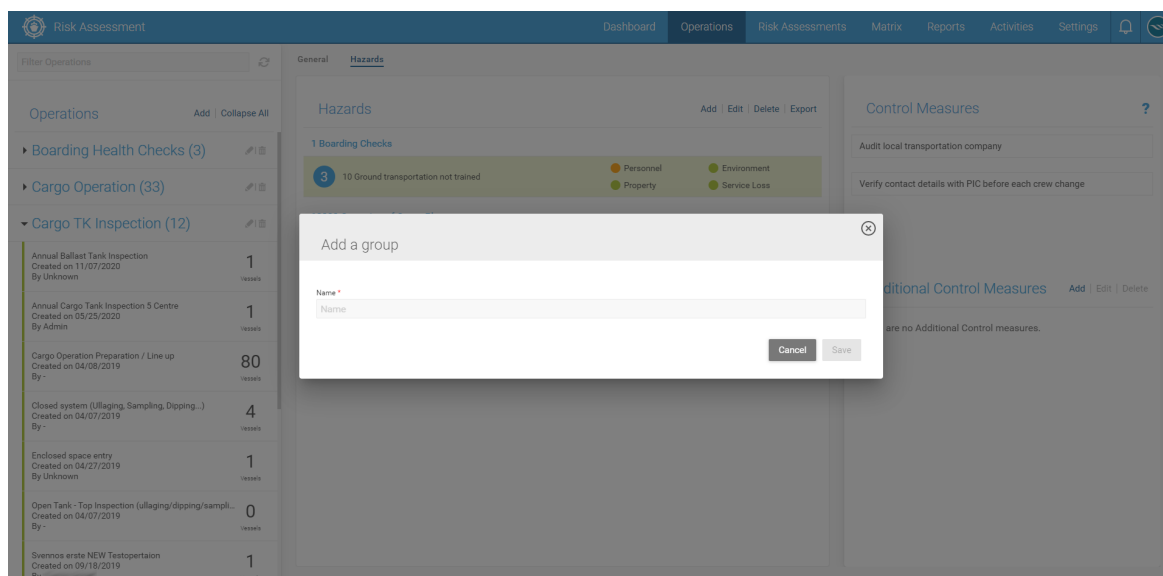
1. Launch CFM Risk Assessment from your CFM instance.
2. Go to the **Operations** tab.
3. Choose **Add > Group** from the **Operations** sidebar on the left.



NOTE

You can also edit or delete existing operation groups. Choose a group from the sidebar on the left and choose the **pencil** icon (✎) to edit it and the **trash** icon (🗑) to delete it.

4. In the dialog window, specify a **Name** for the group and choose **Save**.



6.3. Add Hazards to Operations

To add hazards to operations, proceed as follows.

Prerequisites

You defined hazards on the **Settings** tab.

For more information, see [Add Hazards \[39\]](#).

Procedure

1. Launch CFM Risk Assessment from your CFM instance.
2. Go to **Operations** > **Hazards**.
3. Choose an operation from the sidebar on the left.
4. Choose **Add** in the **Hazards** area.



NOTE

You can also edit or delete existing hazards by choosing a hazard from the **Hazards** area. Then choose **Edit** or **Delete**.

5. In the dialog window, specify the following information:
 - **Hazard**
Choose a hazard from the drop-down list.
 - **Probability**
Choose the probability that the hazard might actually occur from the drop-down list.
The risk ratio for the different kind of consequences is calculated based on the selected probability and the severity of the consequence defined for the hazard on the

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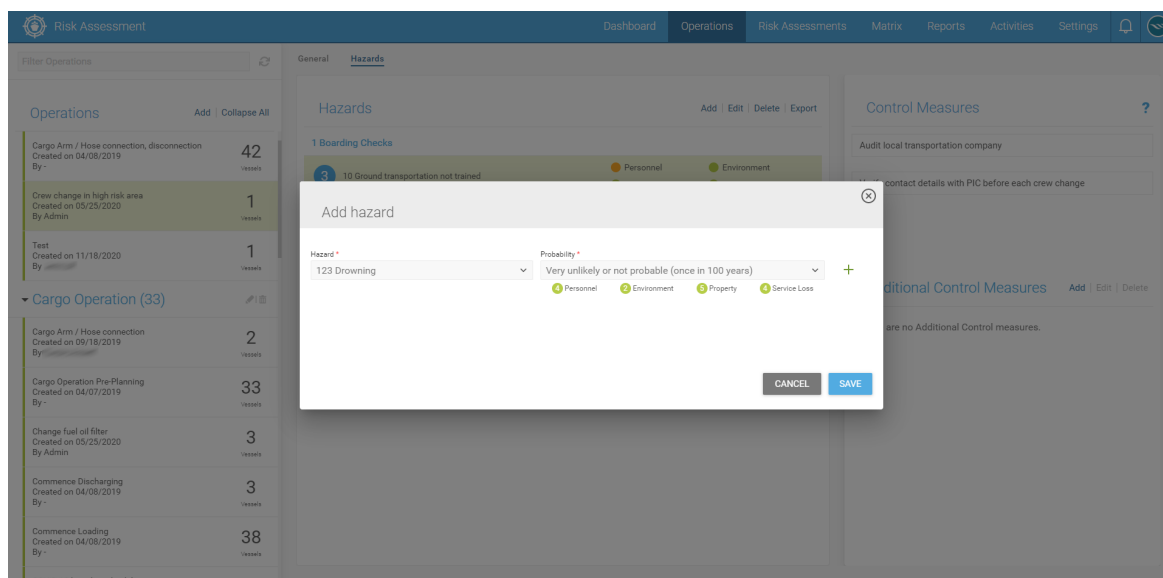
Settings tab. For each type of consequence the risk ratio is displayed underneath the **Probability** field.



TIP

To add further hazards, choose the **Plus** icon (+).

To remove a hazard, choose the **Trash** icon (🗑).



6. Choose **Save** to save your entry.

6.4. Add Additional Control Measures

To assign additional control measures to a specific hazard in an operation, proceed as follows.



NOTE

Additional control measures are always assigned to specific hazards and cannot be reused for other operations as is the case with the generic control measures that you create on the **Settings** tab. For more information, see [Add Control Measures to Hazards \[41\]](#).

1. Launch CFM Risk Assessment from your CFM instance.
2. Go to **Operations > Hazards**.
3. Choose an operation from the sidebar on the left.
4. Choose the hazard to which you want to assign additional control measures from the **Hazards** list.
5. Choose **Add** in the **Additional Control Measures** area.

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- In the dialog window, specify a **Name** for the additional control measure and choose **Save**.

The screenshot displays the Risk Assessment software interface. The main window is divided into several sections: 'Operations' on the left, 'Hazards' in the center, and 'Control Measures' on the right. A dialog box titled 'Add an additional control measure' is open in the foreground. The dialog box contains a text input field labeled 'Name' and two buttons: 'Cancel' and 'Save'. The background interface shows a list of operations with counts and dates, a hazard list with categories like Personnel, Environment, Property, and Service Loss, and a control measures section with a list of measures and a section for additional control measures.

7. Risk Assessments

The **Risk Assessments** tab provides an overview of the risk assessments that are currently ongoing for the vessels available in the system. Risk assessments that were completed in the past can also be viewed on this tab.

The risk assessments are grouped by vessel responsibilities: **My Vessels**, **Backup**, and **Other**.

Select a vessel from the sidebar to see the corresponding risk assessments. You can also the name of a vessel in the filter bar at the top.

The tab is divided into the following subtabs:

- **Current**

Lists all currently ongoing risk assessments for the vessel that you selected from the sidebar.

The following details are displayed on each risk assessment:

- Name
- Review date
- Date on which the vessel confirmed the risk assessment
- Responsible rank
- Number of changes to the risk assessment and corresponding hazards

You can add, edit, and delete risk assessments from this subtab.

By double-clicking on a risk assessment, you are automatically redirected to the detail screen of the corresponding risk assessment.

- **History**

Lists all risk assessments that were completed in the past for the vessel that you selected from the sidebar.

The following details are displayed on each risk assessment:

- Name
- Review date
- Date on which the vessel confirmed the risk assessment
- Responsible rank

You can add, edit, and delete risk assessments from this subtab.

By double-clicking on a risk assessment, you are automatically redirected to the detail screen of the corresponding risk assessment.

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The screenshot shows the CFM Risk Assessment interface. On the left, there is a sidebar with a 'Filter Vessels' search bar and a 'Vessels' section containing a list of vessels under 'My Vessels'. The vessels listed include Odessa, BBC Ontario, SCM Elpida, MS Odin Bay, MV Snow Crystal, test, RRS Sir David Attenborough, HS HAMBURG EXP, VETVESSEL, and ValadTraining. On the right, the 'Current' tab is active, displaying a table titled 'Open reviews'. The table has columns for Name, Review date, Confirmed by vessel, Rank, and Changes to risk assessment and corresponding hazards. The data rows are: Test Operation (05/20/2020, MASTER, 0 changes), Commence Loading (03/18/2020, MASTER, 1 change), Loading over top (02/10/2020, MASTER, 0 changes), Test (12/14/2019, MASTER, 0 changes), and Cargo Operation Pre-Planning (12/16/2019, MASTER, 0 changes).

See Also

[Add Risk Assessments \[20\]](#)

7.1. Add Risk Assessments

In most cases risk assessments are created on board the vessel using CSM Risk Assessment, you can, however, also create risk assessments in the office.

To do so, proceed as follows.

1. Launch CFM Risk Assessment from your CFM instance.
2. Go to the **Risk Assessments** tab.
3. Choose a vessel from the **Vessels** sidebar to which you want to add a risk assessment.
4. Choose **Add** from the **Current** or **History** subtab.



NOTE

You can also edit or delete existing risk assessments. Choose a risk assessment from the list and choose **Edit** or **Delete**.

5. In the dialog window, enter the following information:
 - **Operation**
Choose **<New Operation>** if you want to create a new operation from scratch on which you are going to base the risk assessment or select an existing operation from the drop-down list.
 - **Rank**
Choose the rank responsible for carrying out the risk assessment from the drop-down list.

- **Date**

Specify the date on which the risk assessment should be carried out.



NOTE

The following values only have to be specified, if you choose **<New Operation>** as the value for the field **Operation**.

- **Name**

If you chose **<New Operation>** in the **Operation** field, enter a name for the new operation in this field, accordingly.

- **Group**

Select the relevant operation group to which you want to assign the operation from the drop-down list.

- **Remark**

Enter any additional remarks in this field.

✕
Add risk assessment

Operation *

<New Operation>
▼

Rank *

MASTER
▼

Date *

03/31/2021
📅

New operation

Name *

Name

Group *

Select...
▼

Remark

Remark

Cancel

Save

6. Choose **Save** to save your entries.

7.1.1. Risk Assessment - Detail Screen

Once you've selected an open risk assessment from the **Current** subtab, you are automatically navigated to the detail screen of the respective risk assessment.

The detail screen is divided into the following areas:

CFM Risk Assessment

- **Basic Information**

Displays the basic information of the risk assessment, such as title, start date of the review and its status.

You can also edit the data or export it to an MS Excel spreadsheet.

- **Documentation**

Lists the files that were attached to the operation on which the risk assessment is based.

- **Attachments**

Lists the attachments that you added while carrying out the risk assessment.

You can add, edit, or delete attachments from this area.

- **Hazards**

Displays all hazards that were added to the operation on which the risk assessment is based. You can also add additional hazards that came up during the risk assessment.

Hazards that are subsequently added to the risk assessment are marked with the label **New**. They can be promoted to a generic hazard for the operation by choosing **Promote hazard into operation**.

Editing or deleting hazards is also possible.

It must be confirmed that all control measures to prevent the listed hazards were taken.

- **Control Measures**

Lists all control measures that were added to the operation on which the risk assessment is based.

- **New Control Measures**

Lists all control measures that are new and were additionally added while carrying out the the risk assessment.

You can add, edit, and delete new control measures from this area.

The screenshot displays the CFM Risk Assessment software interface. The main content area is titled "Hazards" and lists several hazards under the heading "01 Deck Work". Each hazard entry includes a number, a description, and three status indicators for Personnel, Property, and Environment/Service Loss. The last hazard, "123 New Test Hazard", is marked with a "New" label. To the left of the main area, there are sections for "Basic Information", "Documentation", and "Attachments", all of which indicate that there are no items listed. To the right, there are sections for "Control Measures" and "New Control Measures", both of which also indicate that there are no items listed. At the bottom of the interface, there are buttons for "Promote", "Finish", and "Confirm".

Hazard ID	Description	Personnel	Property	Environment/Service Loss
39	Injuries due to unsafe access to working area. Access ladder may ...	●	●	●
40	Injuries from slipping on access way or working area	●	●	●
41	Radiation and or mechanical hazard may exist if the Radars are run ...	●	●	●
42	Person falling down from heights	●	●	●
43	Electrical shock hazard may exist if work is close to main radio aeri...	●	●	●
44	Electric shock from light unit by changing the defect bulb insight th...	●	●	●
45	Risk of falling when returning to the ladder	●	●	●
123	New Test Hazard	●	●	●

See Also

- [Add Hazards to Operations \[16\]](#)
- [Manage Hazards \[25\]](#)
- [Confirm Hazards \[27\]](#)
- [Add New Control Measures \[23\]](#)
- [Promote Control Measures \[24\]](#)

7.1.2. Add New Control Measures

To add control measures to a specific hazard in a risk assessment, proceed as follows.



TIP

The newly created control measures can be promoted to generic or additional operation-specific control measures. For more information, see [Promote Control Measures \[24\]](#).

1. Launch CFM Risk Assessment from your CFM instance.
2. Go to the [Risk Assessments](#) tab.
3. Choose a vessel from the sidebar.
4. Go to the [Current](#) subtab and choose an open risk assessment from the list.
5. Choose [Edit](#) or double-click on the risk assessment in the list to get to the detail screen.
6. In the [New Control Measures](#) area, choose [Add](#).

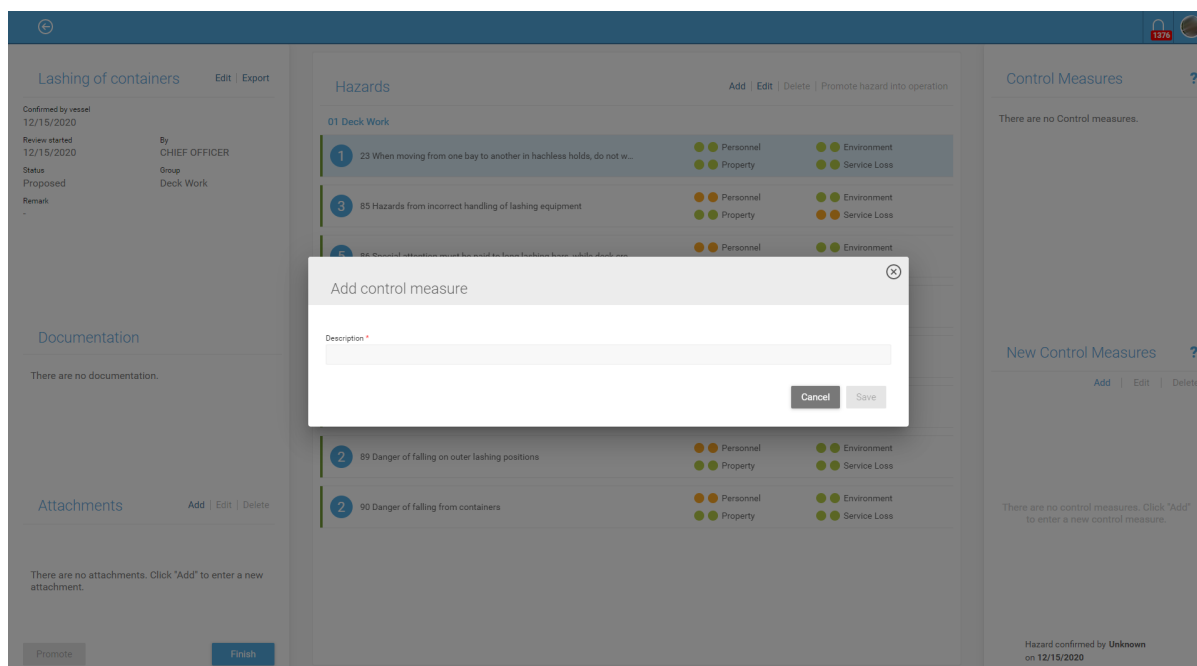


NOTE

You can also edit or delete existing control measures from this area. Choose an entry from the area and choose [Edit](#) or [Delete](#).

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- Enter a name for the control measure in the **Description** field of the dialog window.



- Choose **Save** to save your entry.

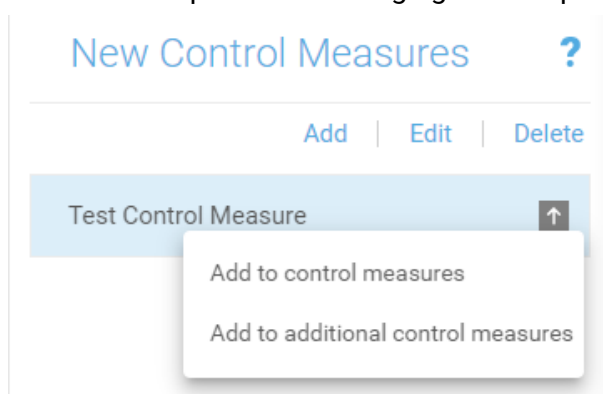
7.1.3. Promote Control Measures

To allow the reuse of control measures that were added to a specific hazard in a risk assessment, proceed as follows.

- Launch CFM Risk Assessment from your CFM instance.
- Go to the **Risk Assessments** tab.
- Choose a vessel from the sidebar.
- Go to the **Current** subtab and choose an open risk assessment from the list.
- Choose **Edit** or double-click on the risk assessment in the list to get to the detail screen.
- In the **New Control Measures** area, choose the upward arrow icon (↑) and choose one of the following options:
 - Add to control measures**
Choose this option, if you want to apply the selected control measure to the specified hazard across all operations.

- **Add to additional control measures**

Choose this option, if you want to apply the selected control measure to the specified hazard in all operations belonging to this operation group.



7. Confirm the warning message.

Result

A check mark icon (✓) appears next to the control measure indicating that it was promoted.

7.1.4. Manage Hazards

You can manage the residual risk of a hazard in an ongoing risk assessment. Additionally, you can also promote newly added hazards to be part of all operations of that type.

Maintain Residual Risks

1. Launch CFM Risk Assessment from your CFM instance.
2. Go to the **Risk Assessments** tab.
3. Choose a vessel from the sidebar.
4. Go to the **Current** subtab and choose an open risk assessment from the list.
5. Choose **Edit** or double-click on the risk assessment in the list to get to the detail screen.
6. Choose a hazard from the list and choose **Edit**.
7. In the dialog window, you can now edit the following data:
 - **Name**
Enter a name for the hazard.
 - **Group**
Assign the hazard to a hazard group by selecting a group from the drop-down list.
 - **ID Code**
Enter an ID code for the hazard.
 - **Initial Risks**
The initial evaluation of consequences when a hazard actually occurs is read-only and cannot be edited once a hazard has been confirmed.
 - **Residual Risks**
Evaluate the residual risk for the hazard after all control measures were carried out. Select a value for each of the following fields:

CFM Risk Assessment

- **Probability**
Choose the probability that the hazard might actually occur from the drop-down list.
- **Personnel**
Define the consequence the hazard might have on your personnel by selecting a value from the drop-down list.
- **Environment**
Define the consequence the hazard might have on the environment by selecting a value from the drop-down list.
- **Property**
Define the consequence the hazard might have on your property by selecting a value from the drop-down list.
- **Service Loss**
Define how high the monetary consequence would be if the hazard caused a service loss by selecting a value from the drop-down list.
- **Remark** (optional)
Enter any additional remarks into this field.

Edit hazard ✕

Name *	Initial Risks	Residual Risks
<input type="text" value="Risk of falling when returning to the ladder"/>	Probability	Probability *
	<input type="text" value="Very unlikely or not ..."/>	<input type="text" value="Very unlikely or not pr..."/>
	Personnel	Personnel *
	<input type="text" value="4 Fatality or perman..."/>	<input type="text" value="4 Fatality or permanen..."/>
	Environment	Environment *
	<input type="text" value="1 Negligible"/>	<input type="text" value="1 Negligible"/>
Group *	Property	Property *
<input type="text" value="01 Deck Work"/>	<input type="text" value="1 Small Repair"/>	<input type="text" value="1 Small Repair"/>
ID Code *	Service Loss	Service Loss *
<input type="text" value="45"/>	<input type="text" value="3 \$100,000 - \$1 mil"/>	<input type="text" value="3 \$100,000 - \$1 mil"/>
Remark		
<input type="text"/>		

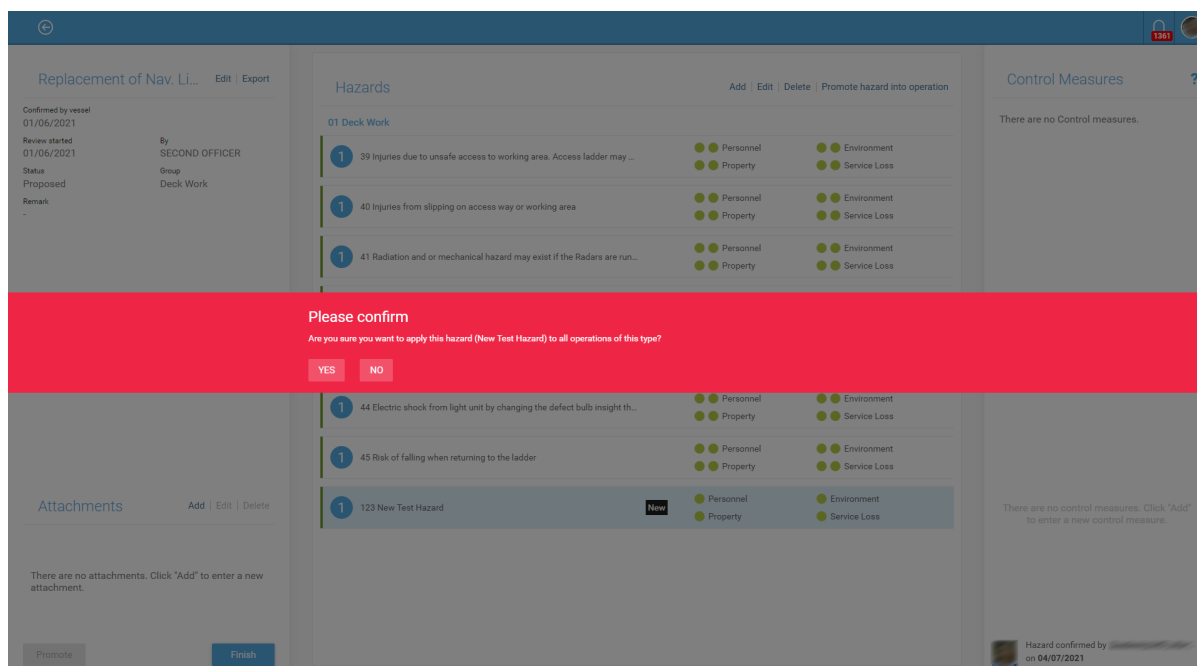
8. Choose **Save** to save your changes.

Promote Hazards

1. Launch CFM Risk Assessment from your CFM instance.
2. Go to the **Risk Assessments** tab.

CFM Risk Assessment

3. Choose a vessel from the sidebar.
4. Go to the **Current** subtab and choose an open risk assessment from the list.
5. Choose **Edit** or double-click on the risk assessment in the list to get to the detail screen.
6. Choose a hazard with the label **New** from the list and choose **Promote hazard into operation**.
7. Confirm the warning message.



7.1.5. Confirm Hazards

Hazards that are added to a risk assessment must be confirmed.

To do so, proceed as follows.

1. Launch CFM Risk Assessment from your CFM instance.
2. Go to the **Risk Assessments** tab.
3. Choose a vessel from the sidebar.
4. Go to the **Current** subtab and choose an open risk assessment from the list.
5. Choose **Edit** or double-click on the risk assessment in the list to get to the detail screen.
6. On the detail screen, choose a hazard that has not been confirmed yet and is indicated with an **orange** status indicator.

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7. Choose **Confirm** in the lower right corner.

The screenshot displays the CFM Risk Assessment interface. The main area shows a list of hazards under the heading "Hazards". The hazards are categorized into "01 Deck Work" and "02 Engine Work". Each hazard entry includes a risk level (indicated by a number in a circle), a description, and three impact categories: Personnel, Environment, and Service Loss, each with a corresponding colored dot (orange for Personnel, green for Environment, and yellow for Service Loss). The hazard "1 Damage by Removal of Tank Lids" under "02 Engine Work" is highlighted with a red box. To the right of the hazards list is a "Control Measures" section with a search bar and a list of measures. A "Confirm" button is located in the bottom right corner of the interface, also highlighted with a red box.

Category	Risk Level	Description	Personnel	Environment	Service Loss
01 Deck Work	2	23 When moving from one bay to another in hatchless holds, do not w...	●	●	●
	3	85 Hazards from incorrect handling of lashing equipment	●	●	●
	5	86 Special attention must be paid to long lashing bars, while deck cre...	●	●	●
	2	86 Twistlocks or lashing equipment falling down	●	●	●
	3	87 Hazards to crew when placing (semi)automatic twistlocks or stac...	●	●	●
	3	87 Injuries from moving containers	●	●	●
	2	89 Danger of falling on outer lashing positions	●	●	●
	2	90 Danger of falling from containers	●	●	●
	02 Engine Work	1	1 Damage by Removal of Tank Lids	●	●

7.2. Finish Risk Assessments

To finish risk assessments, proceed as follows.



NOTE

Once risk assessments have been finished, they can no longer be modified.

Prerequisites

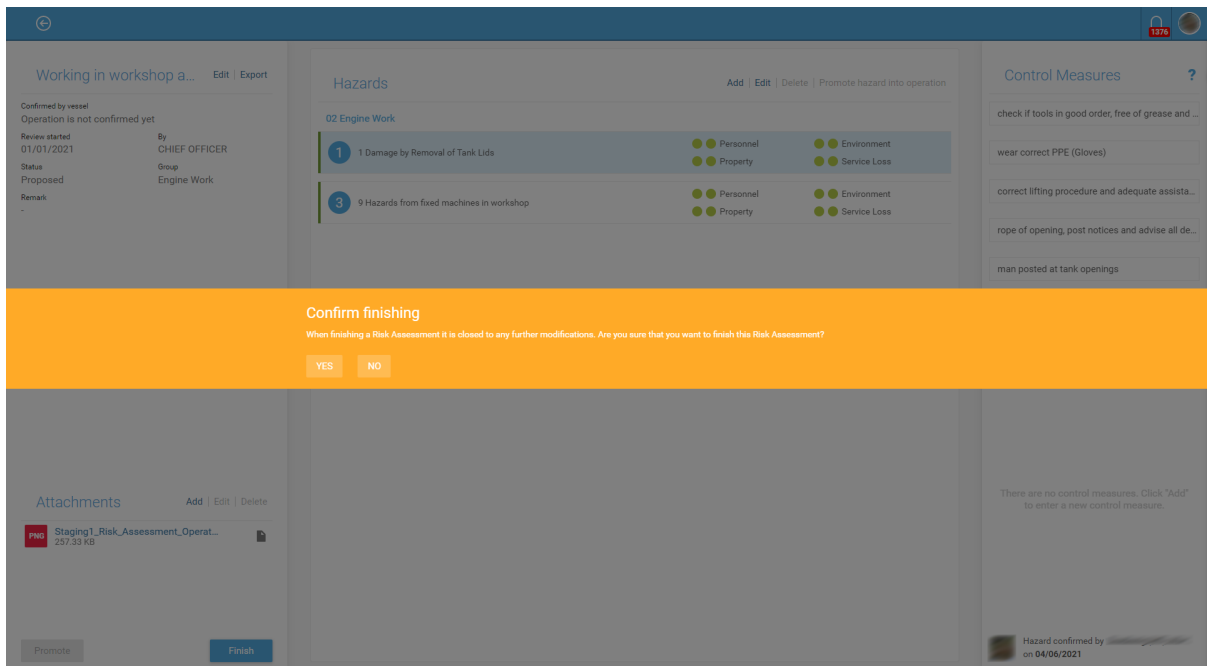
All hazards belonging to a risk assessment must be confirmed.

Procedure

1. Launch CFM Risk Assessment from your CFM instance.
2. Go to the **Risk Assessments** tab.
3. Choose a vessel from the sidebar.
4. Go to the **Current** subtab and choose an open risk assessment from the list.
5. Choose **Edit** or double-click on the risk assessment in the list to get to the detail screen.
6. Choose **Finish**.

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7. Confirm the warning message.



8. Matrix

The **Matrix** tab provides an overview of the ratio between the probability of a consequence and its severity.

The ratio then indicates how dangerous a hazard is if it is not properly contained by the respective control measures and shows the magnitude of the respective consequences.



NOTE

The risk matrix is predefined in the system and cannot be modified.

A subtab with a specific matrix is available for every type of consequence:

- **Personnel**
- **Environment**
- **Property**
- **Service Loss**

Every subtab includes the possible severities of a consequence compared to the probability that the consequence might occur. The following probabilities are available:

- **Very unlikely or not probable (once in 100 years)**
- **Unlikely or low Probability (once in 10 - 100 years)**
- **Possible or probable (once 1 - 10 years)**
- **Likely or very probable (1 month - 1 year)**
- **Very likely or high Probability (1 week - 1 month)**

You can export the risk matrix for all consequences to an MS Excel spreadsheet.

8.1. Personnel

The **Personnel** subtab displays the risk matrix for consequences of the type **Personnel**.

The following severities can occur:

- **Medical Treatment**
- **LTI**
- **Temporary Disability**

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- **Fatality or permanent disability**

Severity	Medical Treatment	LTI	Temporary Disability	Fatality or permanent Disability	Multiple Fatalities
Very unlikely or not probable (once in 100 years)	1	2	3	4	5
Unlikely or low Probability (once 10 - 100 years)	2	4	6	8	10
Possible or probable (once 1 - 10 years)	3	6	9	12	15
Likely or very probable (1 month - 1 year)	4	8	12	16	20
Very likely or high Probability (1 week - 1 month)	5	10	15	20	25

8.2. Environment

The **Environment** subtab displays the risk matrix for the consequences of the type **Environment**.

The following severities can occur:

- **Contained Spill**
- **Negligible**
- **Minor remedial Impact to the Environment**
- **Moderate Pollution**
- **Severe Pollution**

Severity	Contained Spill	Negligible	Minor remedial impact to the Environment	Moderate Pollution	Severe Pollution
Very unlikely or not probable (once in 100 years)	1	2	3	4	5
Unlikely or low Probability (once 10 - 100 years)	2	4	6	8	10
Possible or probable (once 1 - 10 years)	3	6	9	12	15
Likely or very probable (1 month - 1 year)	4	8	12	16	20
Very likely or high Probability (1 week - 1 month)	5	10	15	20	25

8.3. Property

The **Property** subtab displays the risk matrix for consequences of the type **Property**. The following severities can occur:

- **Small Repair**
- **Damage to Equipment require minor Repair**
- **Localised Damage to Equipment require major Repair**
- **Damage to Equipment resulting Service Loss**
- **Total Loss**

Severity	Small Repair	Damage to Equipment require minor Repair	Localised Damage to Equipment require major Repair	Damage to Equipment resulting Service Loss	Total Loss
Very unlikely or not probable (once in 100 years)	1	2	3	4	5
Unlikely or low Probability (once 10 - 100 years)	2	4	6	8	10
Possible or probable (once 1 - 10 years)	3	6	9	12	15
Likely or very probable (1 month - 1 year)	4	8	12	16	20
Very likely or high Probability (1 week - 1 month)	5	10	15	20	25

8.4. Service Loss

The **Service Loss** subtab displays the risk matrix for consequences of the type **Service Loss**. The following severities can occur:

- **Less than \$10,000**
- **\$10,000 - \$100,000**
- **\$100,000 - \$1 mil**
- **\$1 mil - \$10 mil**
- **More than \$10 mil**

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Risk Assessment Dashboard Operations Risk Assessments Matrix Reports Activities Settings

Personnel Environment Property **Service Loss**

Service Loss Threshold value Apply Export

Severity	Less than \$10,000	\$10,000 - \$100,000	\$100,000 - \$1 mil	\$1 mil - \$10 mil	More than \$10 mil
Very unlikely or not probable (once in 100 years)	1	2	3	4	5
Unlikely or low Probability (once 10 - 100 years)	2	4	6	8	10
Possible or probable (once 1 - 10 years)	3	6	9	12	15
Likely or very probable (1 month - 1 year)	4	8	12	16	20
Very likely or high Probability (1 week - 1 month)	5	10	15	20	25

9. Reports

The **Reports** tab provides an overview of the different reporting capabilities. You have various possibilities to get more insights in your data and benefit from the evaluation of your data.

It is divided into two subtabs:

- **Reports**
Contains reports that were predefined in the system.
- **Power BI**
Allows you to embed customized reports that you created with your MS Power BI license within CFM Risk Assessment. For information on how to embed the reports, see the manual on CFM Power BI Management.



NOTE

You need to purchase this feature separately, to leverage the Power BI integration.

9.1. Vessel Activity Report

The **Vessel Activity Report** provides you with an overview of the risk assessments that were created by the available vessels in your system over the course of one year.

Each vessel is represented as a row in the table.

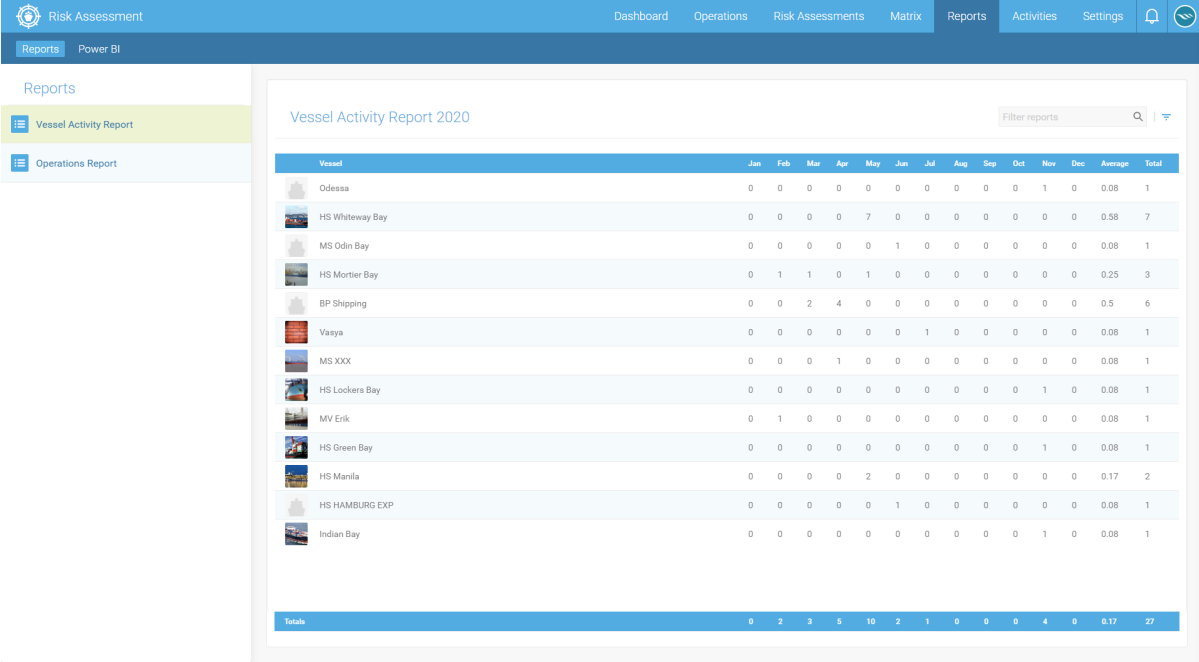
Additionally, the following data is displayed:

- Number of risk assessments created for each month
- Average number of risk assessments created for a specific vessel
- Total number of risk assessments created for a specific vessel
- Total number of risk assessments created for all vessels and a specific month
- Overall average number of risk assessments created for all vessels
- Total number of all risk assessments created for all vessels

You can filter the report by entering a keyword in the search bar at the top of the table.

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Additionally, you can also select a different year by choosing the filter icon (☰) and then select a year from the drop-down list. Choose **Search** to update the vessel activity report, accordingly. By default, the current year is preselected by the system.



Vessel	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average	Total
Odessa	0	0	0	0	0	0	0	0	0	0	1	0	0.08	1
HS Whiteaway Bay	0	0	0	0	7	0	0	0	0	0	0	0	0.58	7
MS Odin Bay	0	0	0	0	0	1	0	0	0	0	0	0	0.08	1
HS Mortier Bay	0	1	1	0	1	0	0	0	0	0	0	0	0.25	3
BP Shipping	0	0	2	4	0	0	0	0	0	0	0	0	0.5	6
Varya	0	0	0	0	0	0	1	0	0	0	0	0	0.08	1
MS XXX	0	0	0	1	0	0	0	0	0	0	0	0	0.08	1
HS Lockers Bay	0	0	0	0	0	0	0	0	0	0	1	0	0.08	1
MV Erik	0	1	0	0	0	0	0	0	0	0	0	0	0.08	1
HS Green Bay	0	0	0	0	0	0	0	0	0	0	1	0	0.08	1
HS Manila	0	0	0	0	2	0	0	0	0	0	0	0	0.17	2
HS HAMBURG EXP	0	0	0	0	0	1	0	0	0	0	0	0	0.08	1
Indian Bay	0	0	0	0	0	0	0	0	0	0	1	0	0.08	1
Totals	0	2	3	5	10	2	1	0	0	0	4	0	0.17	27

9.2. Operations Report

The **Operations Report** provides you with an overview of all operations that were carried out by the vessels within the last 7 months.

You can filter the operations report by entering a keyword in the search bar at the top.

To get data for a different time period, you can also change the **From** date by choosing the filter icon (☰). Then select a different date from the date picker and choose **Search**.

CFM Risk Assessment



Additionally, you can also directly navigate into the operation details by choosing a vessel from the list.

The screenshot displays the 'Risk Assessment' software interface. The top navigation bar includes 'Dashboard', 'Operations', 'Risk Assessments', 'Matrix', 'Reports', 'Activities', and 'Settings'. The left sidebar shows 'Reports' with sub-items 'Vessel Activity Report' and 'Operations Report'. The main content area is split into two panels: 'Operations Report' and 'Cargo Operation Pre-Planning'.

Operations Report

Name	Count
Crew change in high risk area	4
Loading over top	3
Cargo Arm / Hose connection, disconnection	2
Cargo Operation Preparation / Line up	2
Hot work on deck	2
Cargo Operation Pre-Planning	2
IG	1
COVID-19 boarding check list	1
Test Operation	1
Management of Change	1
Annual Cargo Tank Inspection 5 Centre	1
Cargo Arm / Hose connection	1
Test	1
Commence Loading	1
Annual Ballast Tank Inspection	1
HFO Bunkering Operation	1

Cargo Operation Pre-Planning

Vessel	Date
 6. HS Beck Bay (Beck Bay)	02/02/2021
 15. Indian Bay (Indian Bay)	11/18/2020

10. Activities

The **Activities** tab provides an overview of all changes made within CFM Risk Assessment.

The changes are sorted chronologically starting with the latest change that was made.

The following data is displayed for each entry:

- The **user** who made the change
- **Date** and **time** on which the change took place
- **Data** that changed

Additionally, you can filter the changes by entering a keyword in the search bar at the top.

The tab lists the latest 50 changes, but you can choose **Load More** at the end of the list to see further changes.

The screenshot shows the 'Activities' tab in the CFM Risk Assessment interface. The top navigation bar includes 'Risk Assessment', 'Dashboard', 'Operations', 'Risk Assessments', 'Matrix', 'Reports', 'Activities', 'Settings', and a notification icon. Below the navigation bar, the 'Activities' section has a search bar labeled 'Filter activities'. The main content area displays a list of activities, each with a date, time, user name, and description. The activities are sorted chronologically from latest to oldest.

Date and Time	User	Description
11/12/2020 08:39 AM	User [redacted]	added the generic risk assessment operation permit to work
11/11/2020	Admin	added the risk assessment operation Cargo Arm / Hose connection, disconnection vessel: Odessa
11/07/2020 09:34 AM	User [redacted]	promoted the risk assessment operation HFO Bunkering Operation vessel TMSA, BP Shipping to the generic risk assessment operation HFO Bunkering Operation
11/07/2020 09:33 AM	User [redacted]	promoted the risk assessment operation Annual Ballast Tank Inspection vessel TMSA, BP Shipping to the generic risk assessment operation Annual Ballast Tank Inspection
11/05/2020 05:33 AM	Admin	added the generic risk assessment operation STS Operation

At the bottom of the list, there is a blue button labeled 'Load More'.

11. Settings

The **Settings** tab allows you to define the master data relevant to set up your risk assessment processes.

The following master data can be managed on this tab:

- **Hazards**

Create hazards that can occur at sea or on board the vessel.

- **Hazard groups**

You can create hazard groups and subgroups to categorize the different types of hazards and thus get a better overview of the hazards that you need to manage.



IMPORTANT

Hazards created in CFM Maintenance are displayed in a dedicated group.

Neither the hazard group nor the associated hazards can be edited. In addition, you cannot re-assign hazards to this group.

- **Control measures**

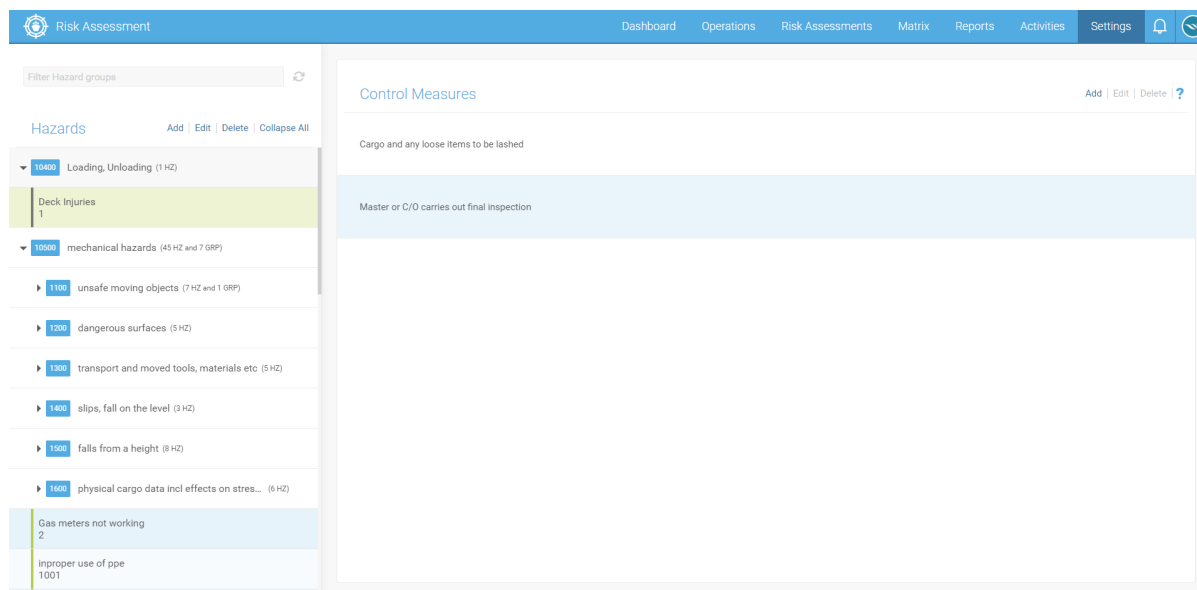
Create control measures for specific hazards and thus reduce the risk that a hazard might actually occur.

Each hazard and hazard group are indicated with an ID code or a number.

Additionally, hazard and hazard groups are assigned a color code:

- **Gray** - No hazard has been assigned to the hazard group. A hazard is marked in gray if no control measures were added to it yet.
- **Blue** - At least one hazard was added to the hazard group.
- **Green** - The hazard is used in an operation and can no longer be deleted.

CFM Risk Assessment



11.1. Add Hazards

To define hazards, proceed as follows.

1. Launch CFM Risk Assessment from your CFM instance.
2. Go to the **Settings** tab.
3. Choose **Add > Hazard**.



NOTE

You can also edit or delete existing hazards. Choose a hazard from the list and choose **Edit** or **Delete**.

4. Specify the following information in the dialog window:
 - **Name**
Enter a name for the hazard.
 - **Group**
Assign the hazard to a hazard group by selecting a group from the drop-down list.
 - **ID Code**
Enter an ID code for the hazard.
 - **Personnel**
Define the consequence the hazard might have on your personnel by selecting a value from the drop-down list.

**NOTE**

The available consequences are predefined by the system. If you require further consequences, contact our Helpdesk.

- **Environment**

Define the consequence the hazard might have on the environment by selecting a value from the drop-down list.

- **Property**

Define the consequence the hazard might have on your property by selecting a value from the drop-down list.

- **Service Loss**

Define how high the monetary consequence would be if the hazard caused a service loss by selecting a value from the drop-down list.

- **Remark**

Enter any additional remarks into this field.

✕
 Add a Hazard

<p>Name * <input type="text" value="Toxic Substances"/></p> <p>Group * <input type="text" value="3000 Hazardous Materials"/></p> <p>ID Code * <input type="text"/></p> <p>Remark <input style="height: 40px;" type="text"/></p>	<p>Consequences</p> <p>Personnel * <input type="text" value="Select..."/></p> <p>Environment * <input type="text" value="Select..."/></p> <p>Property * <input type="text" value="Select..."/></p> <p>Service Loss * <input type="text" value="Select..."/></p>
---	--

See Also

- [Add Hazard Groups \[40\]](#)
- [Add Control Measures to Hazards \[41\]](#)

11.2. Add Hazard Groups

To define hazard groups, proceed as follows.

1. Launch CFM Risk Assessment from your CFM instance.

2. Go to the **Settings** tab.
3. Choose **Add > Group**.

**NOTE**

You can also edit or delete hazard groups. Choose a group from the sidebar and choose **Edit** or **Delete**.

Hazard groups that are already used in an operation can no longer be deleted.

4. Specify the following information in the dialog window:
 - **Name**
Enter a name for the hazard group.
 - **Group Number**
Add a number for the hazard group.
 - **Parent Group**
Select the parent group to which the group should be assigned from the drop-down list.

Add a Group
ⓧ

Name *

Group Number *

Parent group *

Cancel
Save

5. Choose **Save** to save your entries.

11.3. Add Control Measures to Hazards

To assign control measures to hazards and thus define how the risk of a hazard can be averted or minimized, proceed as follows.

1. Launch CFM Risk Assessment from your CFM instance.
2. Go to the **Settings** tab.
3. Choose a hazard from a hazard group.
4. Choose **Add**.

CFM Risk Assessment



NOTE

You can also edit or delete existing control measures. Choose one from the list and choose **Edit** or **Delete**.

5. In the dialog window, specify a **Name** for the control measure and choose **Save**.

Add a control measure ⓧ

Name *
Lash loose items

Cancel Save

12. Revision History

The revision history provides you with a table, containing a summary of applied changes to the user guide based on its corresponding module. The user guide's version stamp is available to you in its file name. The revision history gives you the gist of minor and major changes rather than explaining everything in detail. Refer to the **What's New** section for our daily features, updates, and bug fixes. You can also reach out to our Helpdesk if you come across any uncertainties or questions.

Semantic versioning will be applied and uses a three-part version number (Major.Minor.Patch). Significant changes are indicated by an increased major number; new, less significant adaptations increment the minor number and all other updates increase the patch number.

Version	Changes	Date of Publication	Author
v1.1.0	<ul style="list-style-type: none"> Neither hazards nor hazard groups from CFM Maintenance can be edited anymore Implemented global settings Implemented process visualization Implemented revision history 	10.11.2023	Ricardo da Costa Lima
v1.0.0	<ul style="list-style-type: none"> Initial creation of user guide 	27.04.2021	[Inactive]