



Cloud Fleet Manager

MANUAL

CSM RISK ASSESSMENT

2022-10-11

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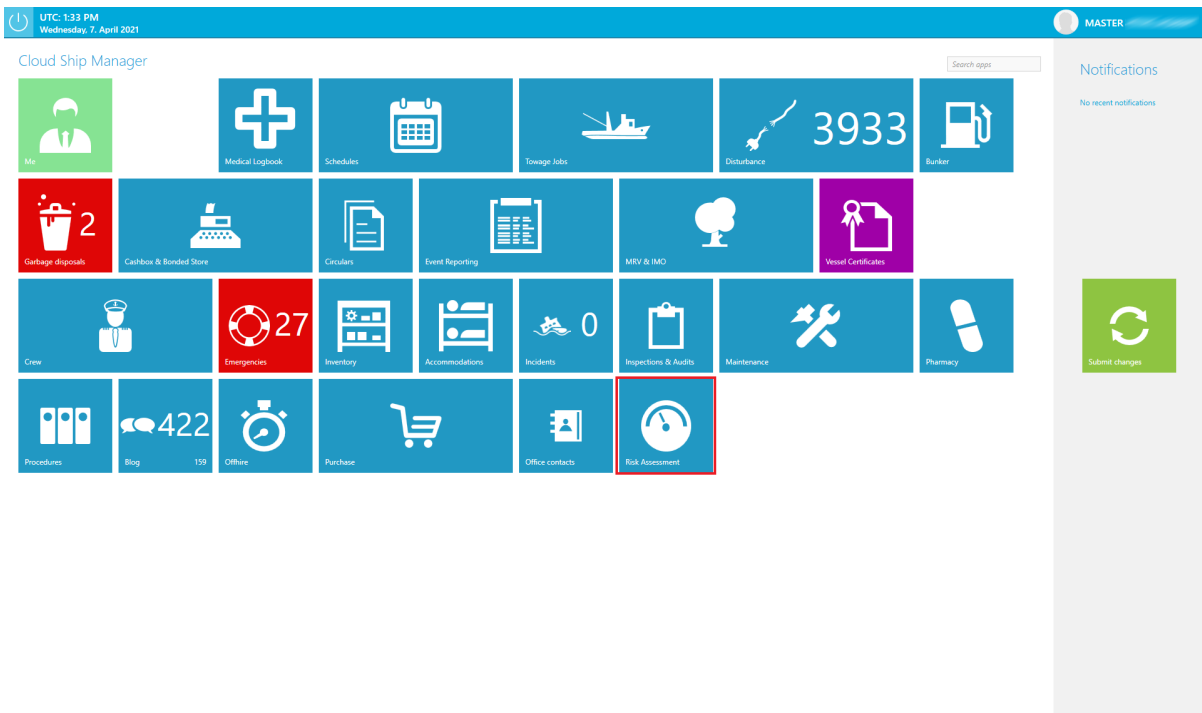
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1. About This Guide

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

It consists of the following tabs:

- **Dashboard**
- **Risk Assessments**



NOTE

If you cannot access the **Risk Assessment** tile from the Cloud Ship Manager (CSM), please contact your system administrator to assign the relevant permissions to your user in the **CFM Ship Client Manager** app.

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 CSM Risk Assessment, certain prerequisites must be met.

1. Download and install the CSM server.
2. Download and install the CSM client.
3. Manage access to the applicable CSM modules for different ranks using the [CFM Ship Client Manager](#) app.
4. Manage access to CSM for users and corresponding vessels using the [CFM Ship Client Manager](#) app.
5. Login to the CSM client.

See Also

For detailed information about the setup process, see our installation guide under [CFM Ship Client Manager > Documentation > Cloud Ship Manager Setup](#).

3. Login to Cloud Ship Manager

You have two options, to login to your Cloud Ship Manager client.

- **Login with rank**

This is the standard login procedure on board the vessel. You use the rank that you're currently holding during the assignment.

- **Login as a seafarer**

You login with your own user account as a seafarer.

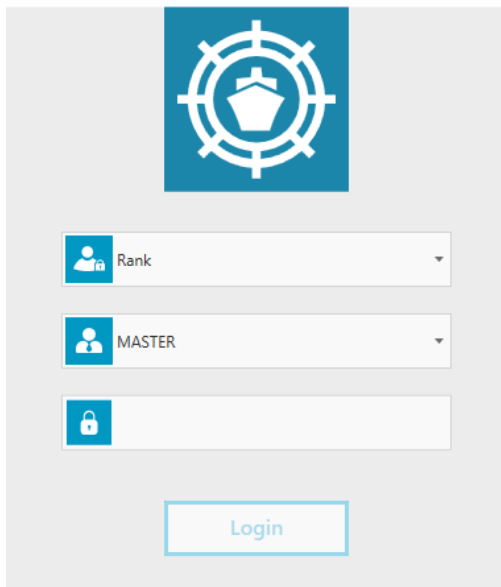
For this login option to work, your user account must be activated and the corresponding permission rights must be assigned to the rank the seafarer is holding during the current assignment. The seafarer login serves as a personal identification.

Another prerequisite is that you must be planned for an assignment so that your data is synchronized to CSM.

3.1. Login with Rank

To login with the current rank on board the vessel, proceed as follows.

1. Open your CSM client.
2. Choose **Rank** from the drop-down list.





3. Choose the rank you're holding during the assignment from the second drop-down list.
4. Enter the corresponding password.



NOTE

A generic password for the rank is provided once you purchased CSM.

The passwords for the different ranks can be managed under [CFM Ship Client Manager](#) > [Configuration](#) > [Users](#).

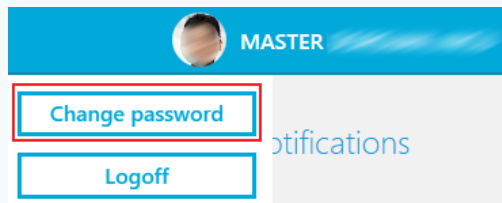
Choose the  crossed-out eye icon to view your entered password and select the  eye icon to hide your password again.



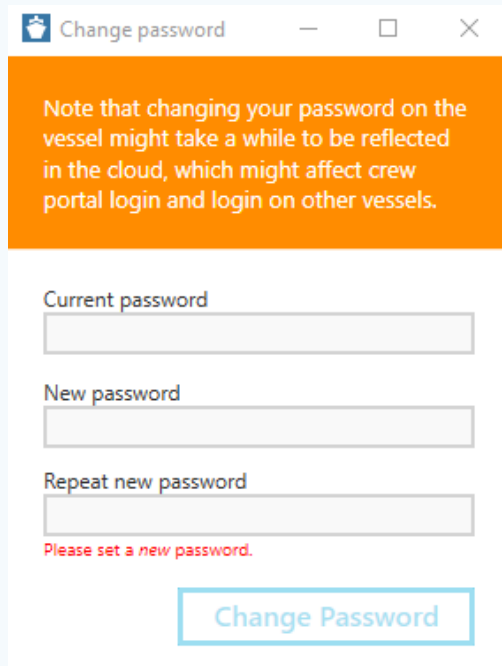
TIP

You can change the password after the first login given that the required permission was assigned to your user account.

1. Choose the user avatar in the upper right corner and choose [Change password](#).



2. Enter your current password in the dialog window.



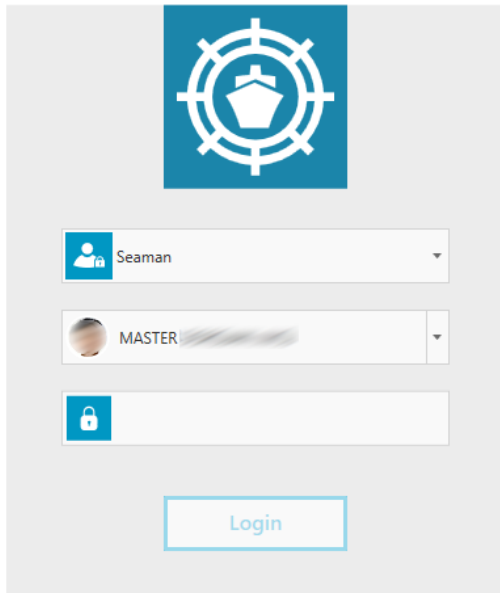
3. Enter your new password.
4. Repeat your new password.
5. Choose [Change Password](#) to save your new password.

5. Choose **Login** to login to the CSM client.

3.2. Login as a Seafarer

To log in with your seafarer user, proceed as follows.

1. Open your CSM client.
2. Choose **Seafarer** from the drop-down list.



3. Choose your user account from the second drop-down list.



NOTE

All seafarers that are part of the crew list for the current assignment and for whom user accounts exist are available in the drop-down list.

4. Enter your password.
5. Choose **Login** to login to the CSM client.

4. Dashboard

The **Dashboard** in CSM Risk Assessment provides an overview of the current status quo of your risk assessments and whether you need to take any actions.

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

- **Recently Updated Operations**

Lists all operations that were recently updated in the office using CFM Risk Assessment. You can then adopt the changes made and use the operation for the next risk assessment, for example.

- **Fleet Statistics**

Provides an overview of how other vessels in your fleet are ranking with regards to risk assessments.

The date on which the fleet statistics were last updated is displayed next to the card.

Additionally, the following KPIs are emphasized:

- **Your Ranking**

Indicates the place that you are currently in within the fleet statistics.

- **Your Risk Assessments**

Indicates the number of risk assessments that you have carried out until the given date.

- **Missing to Next Ranking**

Indicates the number of risk assessments that you must carry out to reach the next place within the fleet statistics.

- **Overdue Risk Assessments**

Lists all risk assessments that have not been completed yet.

You can choose a risk assessment from the card to directly navigate to the **Risk Assessments** tab to update it.

- **Unconfirmed Risk Assessments**

Lists all risk assessments that were completed on board, but have not been confirmed by colleagues in the office using CFM Risk Assessment yet.

You can choose a risk assessment from the card to directly navigate to the detail screen of the corresponding risk assessment.

CSM Risk Assessment

Recently Updated Operations

Ballasting deballasting floodable hold Updated on 4/7/2021

Overdue Risk Assessments

- Ballasting deballasting floodable hold**
This risk assessment has never been performed.
- Carriage of dusty cargoes**
This risk assessment has never been performed.

Fleet Statistics Updated on 4/7/2021

Ranking	Ship Name	Last Risk Assessment Date	Risk Assessment Count
1st	HS [REDACTED]	3/26/2021	4
2nd	HS [REDACTED]	3/17/2021	1
2nd	HS [REDACTED] (CCNI ARAUCO)	3/9/2021	1
2nd	HS [REDACTED] (NEWARK)	3/19/2021	1
5th	ARICA	Hasn't performed any risk assessments yet.	0
5th	HS [REDACTED] (Vista CCNI ANGOLI)	Hasn't performed any risk assessments yet.	0
5th	HS [REDACTED] (FOS EXPRESS)	Hasn't performed any risk assessments yet.	0
5th	HS [REDACTED] (NATAL)	Hasn't performed any risk assessments yet.	0

Unconfirmed Risk Assessments

- Carriage of dusty cargoes**
There are 3 unconfirmed hazards.
This risk assessment is unconfirmed for 0 days
- Carriage of dusty cargoes**
There are 0 unconfirmed hazards.
This risk assessment is unconfirmed for 0 days

5. Risk Assessments

The **Risk Assessments** tab provides an overview of all risk assessments that were carried out on board the vessel using CSM Risk Assessment.

The following information is displayed for each entry in the table:

- **Status Indicator**

The following color codes indicate the status of the risk assessment:

- **Red** - The risk assessment is overdue.
- **Orange** - The risk assessment has not yet been confirmed by a member of the crew.
- **Green** - The risk assessment was confirmed and can now be processed by the colleagues in the office using CFM Risk Assessment.

- **Name**

Displays the title of the risk assessment.

- **Date**

Indicates the date on which the risk assessment was created.

- **Rank**

Displays the rank responsible for the risk assessment.

- **Changes to Risk Assessment and Corresponding Hazards**

Displays the number of changes made to the risk assessment and its hazards.

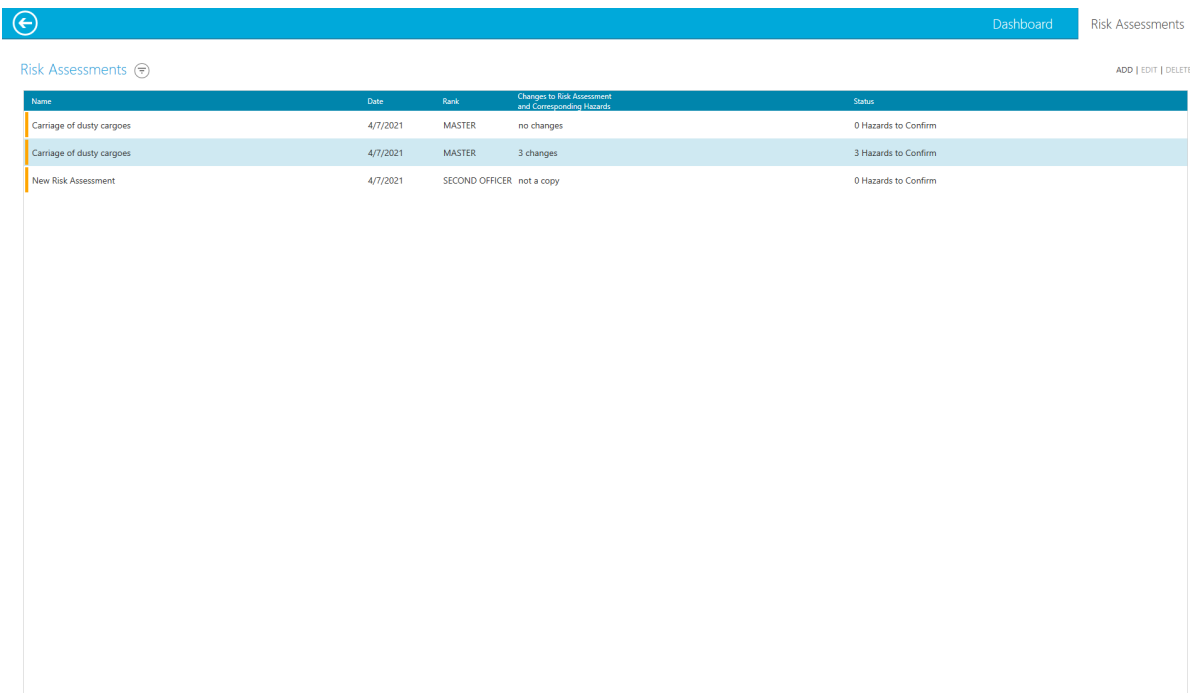
- **Status**

Displays how many hazards still need to be confirmed before the risk assessment can be completed.

By default, the risk assessments for the last month up until the current date are displayed. You can, however, change the period for which the risk assessments are displayed by choosing the filter icon (☰) and select a different start date.

CSM Risk Assessment

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



Name	Date	Rank	Changes to Risk Assessment and Corresponding Hazards	Status
Carriage of dusty cargoes	4/7/2021	MASTER	no changes	0 Hazards to Confirm
Carriage of dusty cargoes	4/7/2021	MASTER	3 changes	3 Hazards to Confirm
New Risk Assessment	4/7/2021	SECOND OFFICER	not a copy	0 Hazards to Confirm

5.1. Detail Screen

Once you've selected a risk assessment from the tab, you are automatically navigated to the detail screen of the respective risk assessment.

The detail screen is divided into the following areas:

- **Basic Information**

Displays the basic information of the risk assessment, such as title or start date. You can also edit the data or export it to an MS Excel spreadsheet.

- **Attachments**

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. Editing or deleting hazards is also possible.

It must be confirmed that all control measures to prevent the listed hazards were taken. Additionally, you can export the list of hazards to an MS Excel spreadsheet.

- **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.

CSM Risk Assessment

The screenshot displays the 'Risk Assessments' section of the CSM interface. On the left, there is a summary for 'Carriage of dusty cargoes' with details on when the review started (4/7/2021) and by whom (MASTER). Below this is an 'Attachments' section showing a PDF file named '9033339_06_2019_de' with a size of 249KB. The main area is titled 'Hazards' and lists three categories: '1 Pollution' with '2 New Hazard', '11 Oil Pollution' with '741258 Hail Storm', and '10 Maintenance Job Hazards' with '4567 Hazard Promote'. Each hazard entry includes a status icon (orange 'X') and a set of colored dots representing risk levels for Personnel, Environment, Property, and Service Loss. On the right, there is a 'New Control Measures' form with a text input field and a 'Confirm' button.

5.2. Add Risk Assessments

To start a new risk assessment, proceed as follows.

1. Login to your CSM client.
2. Open the **Risk Assessment** tile.
3. Go to the **Risk Assessments** tab and choose **Add**.



NOTE

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

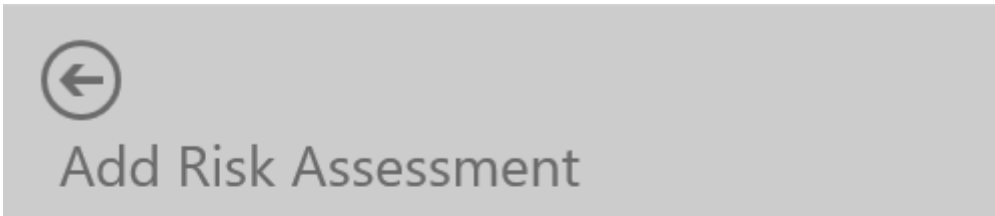
4. In the dialog window, enter the following information:
 - **Operation**
Choose **<New Operation>** if you want to create a new operation from scratch on which you are going to base the risk assessment or select an existing operation from the drop-down list.
 - **Rank**
Choose the rank responsible for carrying out the risk assessment from the drop-down list.
 - **Date**
Specify the date on which the risk assessment should be carried out.
By default, the current date is pre-filled by the system.



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.



Operation

Rank

Date

New Operation

Name

Group

Remark

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

5.3. Add Hazards

To add hazards to risk assessments, proceed as follows.

1. Login to your CSM client.
2. Open the **Risk Assessment** tile.
3. Go to the **Risk Assessments** tab.
4. Choose a risk assessment from the list and choose **Edit**.
5. On the detail screen, choose **Add** from 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**.

6. In the dialog window, enter the following information:

- **Use Existing Hazard**

Choose an existing hazard or choose **Create new Hazard** from the drop-down list.



NOTE

If you choose an existing hazard from the drop-down list, the following fields are predefined and cannot be edited:

- **Name**
- **Group**
- **Initial Risk**

- **Name**

Enter a name for the hazard.



NOTE

A warning dialogue will inform you if the entered name for a hazard already exists. However, you can confirm this and still use it.

- **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.

- **Probability**

Choose the probability that the hazard might actually occur from the drop-down list.

The following probabilities are available:

- **Very unlikely or not probable (once in 100 years)**
- **Unlikely or low probability (once 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)**
- **Initial Risk**

If you are creating a new hazard, define the initial risk for the following categories:

 - **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.
- **Residual Risk**

Evaluate the residual risk for the hazard after all control measures were carried out. Select a value for each of the following fields:

 - **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**

Enter any additional remarks into this field.

The screenshot shows the 'Add Hazard' form with the following details:

- Use Existing Hazard:** Empty dropdown menu.
- Name:** Empty text input field.
- Group:** Dropdown menu showing '1 Pollution'.
- ID Code:** Text input field containing '0'.
- Probability*:** Empty dropdown menu.
- Initial Risk / Residual Risk:** A grid of dropdown menus for Personnel, Environment, Property, and Service Loss. All are set to '0 Non Applicable'.
- Remark:** Empty text input field.
- Save:** A button at the bottom right.

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

5.4. Add Control Measures

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

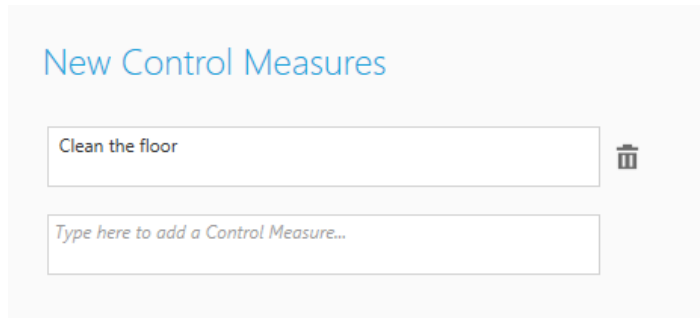
1. Login to your CSM client.
2. Open the **Risk Assessment** tile.
3. Go to the **Risk Assessments** tab.
4. Choose a risk assessment from the list and choose **Edit**.
5. Choose a hazard to which you want to add a control measure from the **Hazards** area.
6. Enter a description for the control measure in the text field of the **New Control Measures** area.



NOTE

To edit an existing control measure, click into the text field and change your entry.

To delete a control measure, choose the trash icon (🗑️) next to the entry.



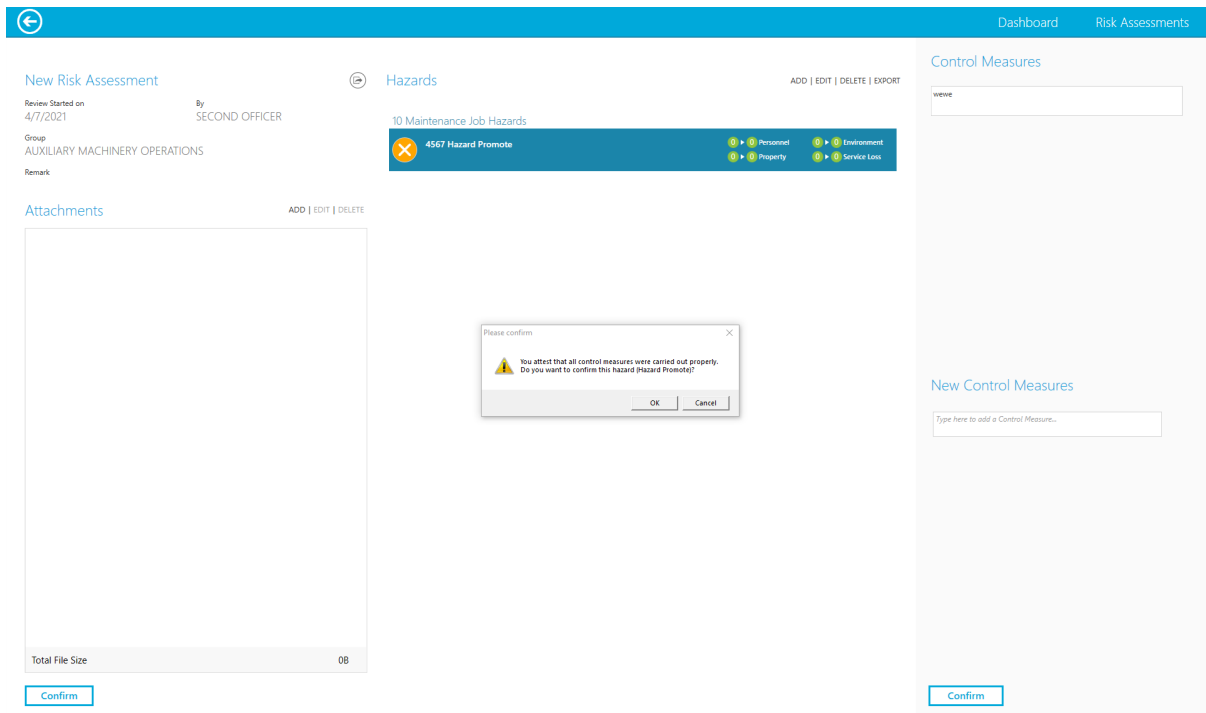
7. The measure is added to the area once you stop typing and a new text field appears.

5.5. Confirm Hazards

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

1. Login to your CSM client.
2. Open the **Risk Assessment** tile.
3. Go to the **Risk Assessments** tab.
4. Choose a risk assessment from the list and choose **Edit**.
5. Choose a hazard for which you want to confirm the corresponding control measure from the **Hazards** area.
6. Choose **Confirm** in the **New Control Measures** area.

7. Confirm the warning message.



5.6. Confirm Risk Assessments

To confirm risk assessments, proceed as follows.



NOTE

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

Prerequisites

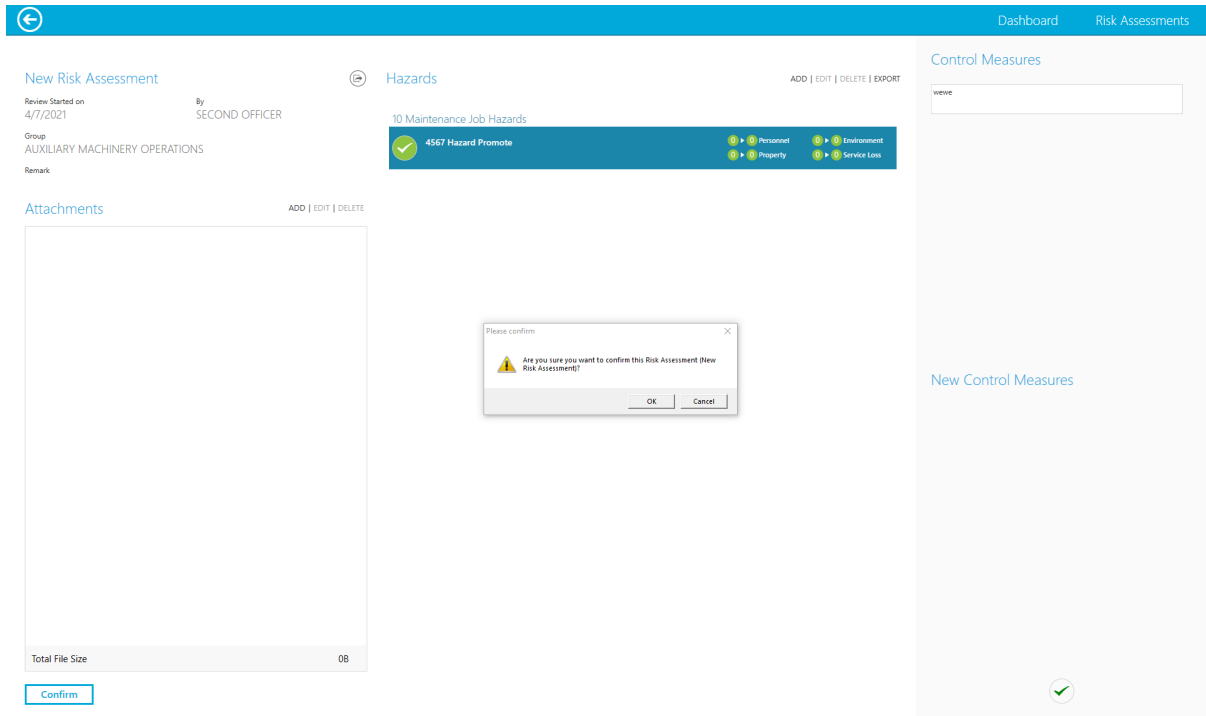
All hazards belonging to a risk assessment must be confirmed.

Procedure

1. Login to your CSM client.
2. Open the **Risk Assessment** tile.
3. Go to the **Risk Assessments** tab.
4. Choose a risk assessment from the list and choose **Edit**.
5. Choose **Confirm** in the lower left corner.

CSM Risk Assessment

6. Confirm the warning message.



Result

The risk assessment is now sent to CFM Risk Assessment and must be reviewed by the colleagues in the office.

Once it was confirmed by the colleagues, the risk assessment is completed.

6. 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
v1.0.1	<ul style="list-style-type: none"> Hazard's titles are now validated and return a warning dialog if the title is already in use. 	11.10.2022	Ricardo da Costa Lima
v1.0.0	<ul style="list-style-type: none"> Initial creation of the user guide. 	27.04.2021	[Inactive]