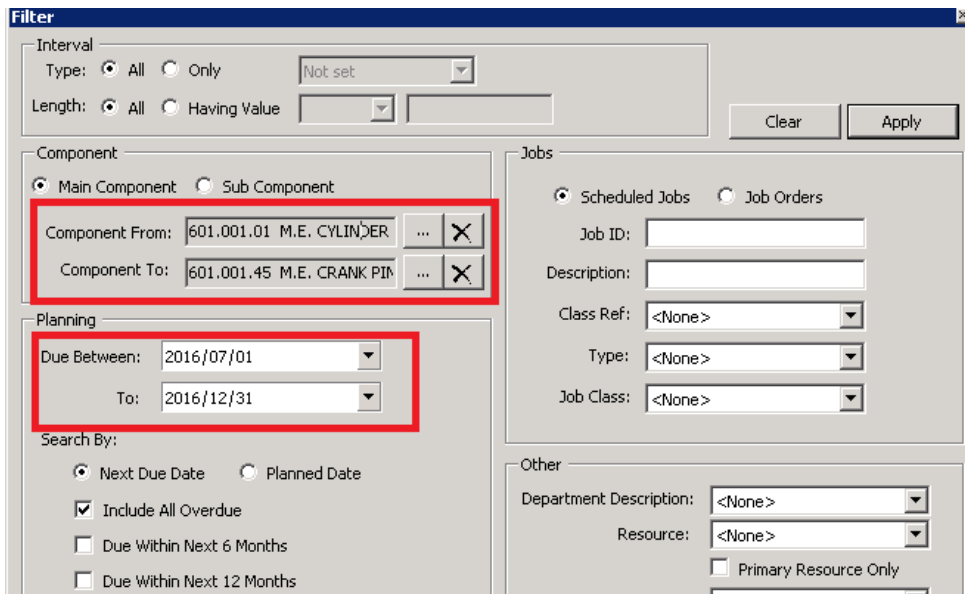VESSEL :   DATE :

Details of Training: BASSnet Maintenance – Checking for Scheduled Jobs falling due and how to re-plan them if required
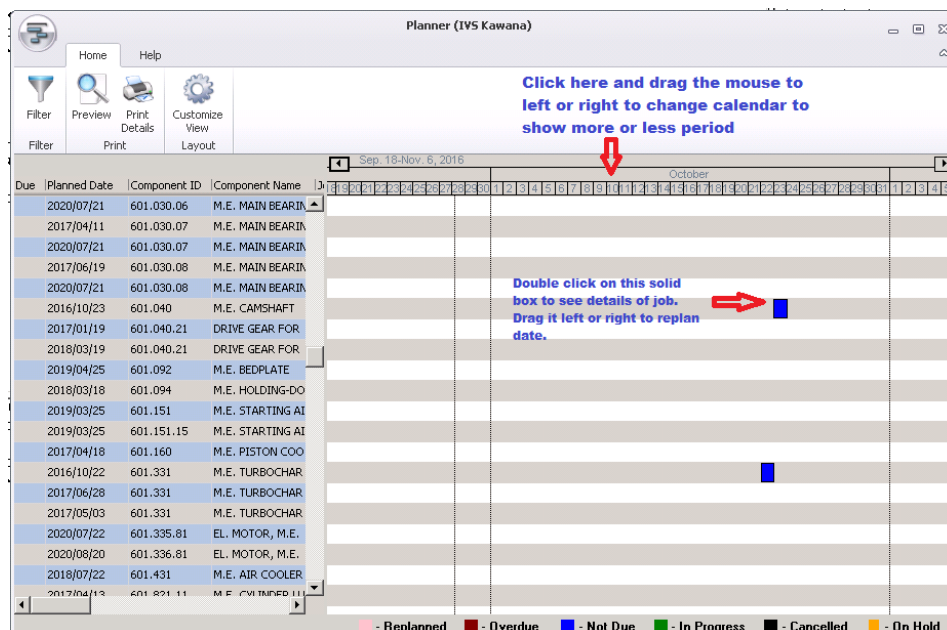
Finding Scheduled jobs falling due:

First Step is to check the Scheduled Jobs that are coming up during the next month or more so that planning can be done. This can be done in using planner or directly from scheduled job module.

- Using the Planner module :

    o Click on the Planner in the Maintenance section. Put in "Component From" and "Component To" and "Due between" and "To" dates as required.

    o Click "Apply" and this will list all the jobs falling due during given period.

    o Results will come up similar to below, Overdue jobs will be in RED, Not due in BLUE

- Using the Scheduled Jobs Screen :

  o Click Scheduled Jobs and then click the Find button. Filter the listing by specifying a date in the 'Due Before' column.

  o This gives us the list of Jobs falling due up to the given date including overdue. Then check the jobs and plan accordingly depending on due date.
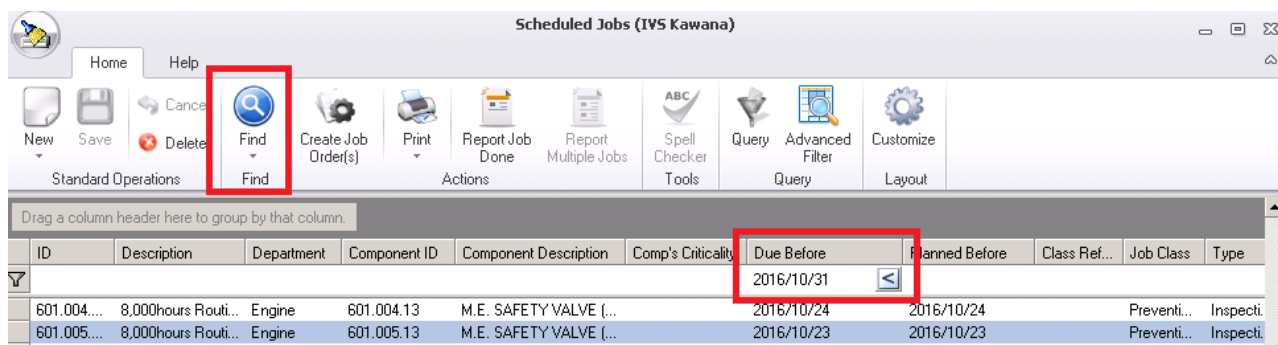
Get approval from Ship Manager:

For the jobs that need to be postponed, send the details of the Job ID and Job name to the Ship Manager to ask for permission to postpone it giving the appropriate reasons for the same. Then re-plan the job in BASSnet based on ship manager advice.
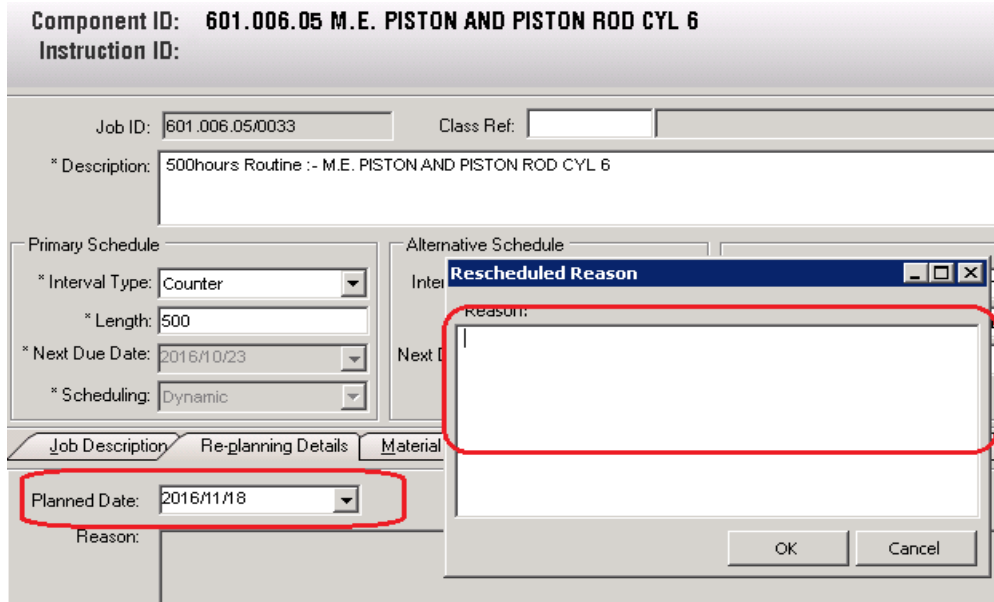
Re-planning/postpone the Schedule Job in BASSnet:

There are two ways to Re-plan/postpone the Job in BASSnet, one is from the Scheduled Job screen and other from Planner.

Re-planning Job Using Scheduled jobs screen:

- Click on the "Scheduled jobs" module and click FIND to list the jobs.

- Open the Job that needs to be postponed by double clicking on the screen and change the planned date under the **Re-planning Details** tab. Enter the reason for the re-planning.

Re-planning job Using Planner :

- Open the planner module and locate the jobs there. Use the instructions in Point 1 to do this.

- Now click on the jobs to be re-planned by clicking on the Box on the right side of the screen and dragging it to a new date as required.

- The system will require you to specify a reason for rescheduling the job in order to proceed. So give a reason in the box that is prompted.

The new date for the re-planned job will be displayed in a separate tab available on all Scheduled Jobs and Job Orders screens. This way, the system is able to keep track of the original due date and the new date, providing an easy comparison.

Above has been read and understood.

Master: _____

CNO: _____

2NO: _____

3NO: _____

CEO _____

2EO _____

3EO _____

4EO _____

HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM

27.0 BASSNET MAINTENANCE – CHECKING AND REPLANNING SCHEDULED JOBS

ON THE JOB TRAINING

OJT : 027
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Appr : DPA

Feedback: