

GENERAL CIRCULAR

02/2022

Date: 28th Mar 2022

To: Fleet

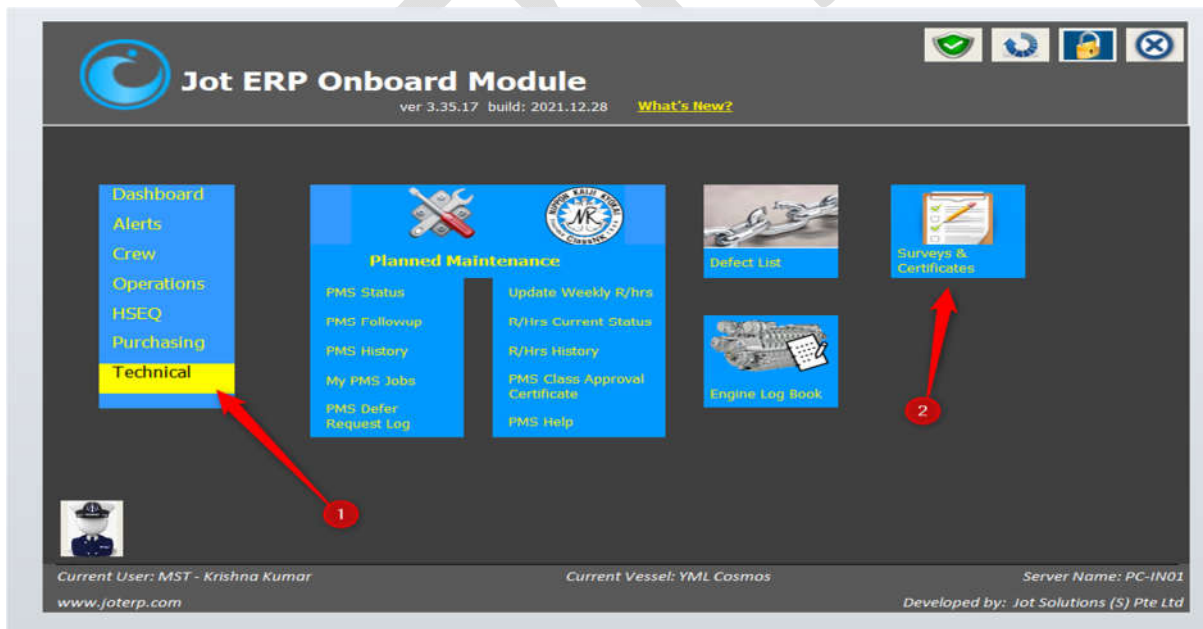
SUBJECT: Procedure of uploading certificates on JOT

The purpose of this circular is to inform that henceforth all the vessel certificates will be upload on JOT by vessels, also to provide steps/procedure of uploading certificates on JOT.

Following are the steps for uploading vessels certificates under Survey Certificate module :

1. Login to Jot ERP with your Login ID & Password, the Dashboard window will be open.
2. On the Dashboard, click on the Technical module and select the Survey & Certificates.

Please find attached screenshot for your reference.



Jot ERP Onboard Module
ver 3.35.17 build: 2021.12.28 [What's New?](#)

Dashboard
Alerts
Crew
Operations
HSEQ
Purchasing
Technical

Planned Maintenance

PMS Status
PMS Followup
PMS History
My PMS Jobs
PMS Defer Request Log

Update Weekly R/hrs
R/Hrs Current Status
R/Hrs History
PMS Class Approval Certificate
PMS Help

Defect List

Engine Log Book

Surveys & Certificates

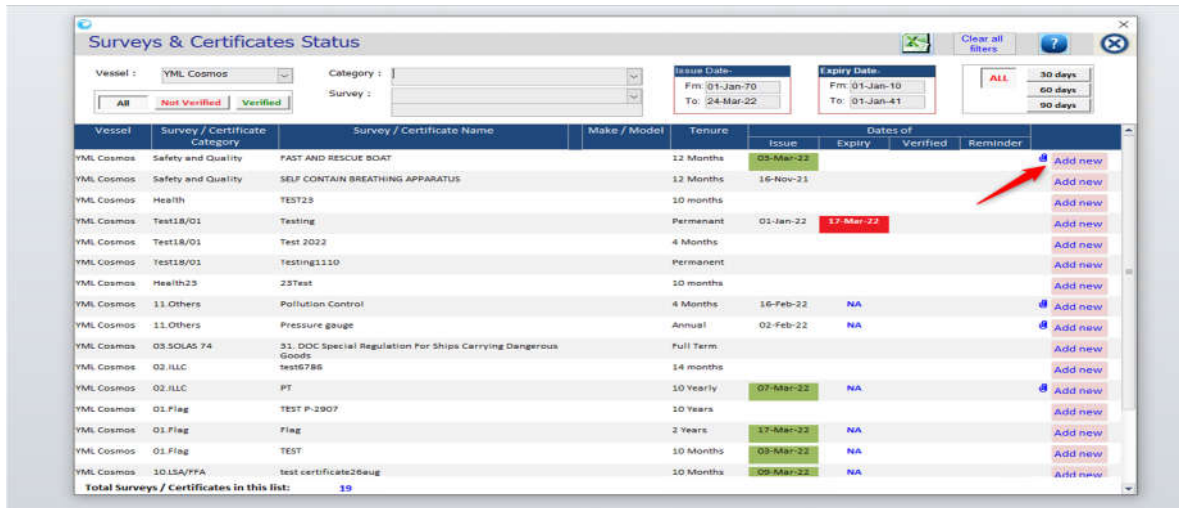
Current User: MST - Krishna Kumar
www.joterp.com

Current Vessel: YML Cosmos

Server Name: PC-IN01
Developed by: Jot Solutions (S) Pte Ltd

- In Index page, you can see the added records, to add new certificates or replace the old with renewed certificate, please click on “Add New” button.

Please find attached screenshot for your reference.

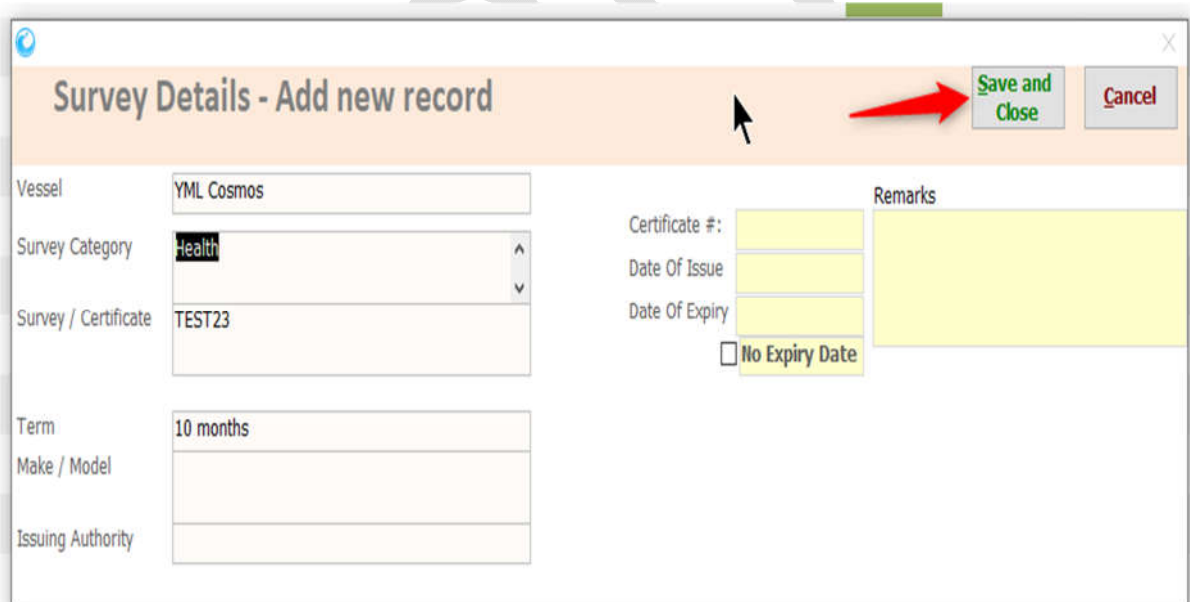


Vessel	Survey / Certificate Category	Survey / Certificate Name	Make / Model	Termure	Dates of				Add new
					Issue	Expiry	Verified	Reminder	
YML Cosmos	Safety and Quality	FAST AND RESCUE BOAT		12 Months	03-Mar-22				Add new
YML Cosmos	Safety and Quality	SELF CONTAIN BREATHING APPARATUS		12 Months	16-Nov-21				Add new
YML Cosmos	Health	TEST23		10 months					Add new
YML Cosmos	Test18/01	Testing		Permanent	01-Jan-22	17-Mar-22			Add new
YML Cosmos	Test18/01	Test 2022		4 Months					Add new
YML Cosmos	Test18/01	Testing1110		Permanent					Add new
YML Cosmos	Health23	23Test		10 months					Add new
YML Cosmos	11.Others	Pollution Control		4 months	16-Feb-22	NA			Add new
YML Cosmos	11.Others	Pressure gauge		Annual	02-Feb-22	NA			Add new
YML Cosmos	03.SOLAS 74	31. DDC Special Regulation For Ships Carrying Dangerous Goods		Full Term					Add new
YML Cosmos	02.ILLC	test16786		14 months					Add new
YML Cosmos	02.ILLC	PT		10 Yearly	07-Mar-22	NA			Add new
YML Cosmos	01.Flag	TEST P-2907		10 Years					Add new
YML Cosmos	01.Flag	Flag		2 Years	17-Mar-22	NA			Add new
YML Cosmos	01.Flag	TEST		10 Months	03-Mar-22	NA			Add new
YML Cosmos	10.ISA/PPA	test certificate26aug		10 Months	09-Mar-22	NA			Add new

Total Surveys / Certificates in this list: 19

- After clicking on Add New button this window will get open and add the details and click on “Save and Close”.

Please find attached screenshot for your reference.



Survey Details - Add new record

Vessel: YML Cosmos

Survey Category: Health

Survey / Certificate: TEST23

Term: 10 months

Make / Model:

Issuing Authority:

Certificate #:

Date Of Issue:

Date Of Expiry:

No Expiry Date

Remarks:

Save and Close **Cancel**

- After saving it new certificate will be visible in the Index page.

From,
QHSE Team
Maritec Tanker Management Pvt Ltd.