**LINE MANAGEMENT PLAN**

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# **Introduction**

Line Management Plan (LMP) will allow the office to track usage and maintenance of Mooring Lines onboard each vessel in the fleet.

# **Purpose**

1. The current list of the Mooring Lines/Wires/Ropes present onboard, can be added onboard.
2. This library of the current inventory can then be used while filling in the DEPARTURE REPORT.

# **How To ADD LMP Line**

1. A screenshot of a software

   Description automatically generatedUnder ‘**Operations’** menu, click on ‘**Line Mgmt Plan’**.
2. A screenshot of a computer

   Description automatically generatedClick on ‘**Add New Line’**.
3. Fill up all the necessary information, specifically the fields marked as ‘\*’
4. A screenshot of a computer

   Description automatically generatedClick on ‘**Save & Close’**.

# **How To ADD ATTACHMENTS In Line Mgmt Plan**

1. Open the **‘Line Management Plan’** module.
2. Open the **‘Line’** record where attachment is to be added.
3. Add relevant **‘Attachments’** for the same.
4. A screenshot of a computer

   Description automatically generatedClick on ‘**Save & Close’**.

# **How To ADD LMP Details in Departure Report**

1. A screenshot of a computer

   Description automatically generatedUnder ‘**NAD’** module, click on ‘**Add Departure Report’**.
2. Under the Departure report, add ‘**Date’** and then click on ‘**Line Management**’ tab.

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1. Update the details – Line Number, From date, To date, Remarks.
2. Click on ‘**Save & Close**’ button.

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# **How To ADD ATTACHMENTS In Departure Report Line Mgmt**

1. Under ‘**NAD’** module, open the ‘**Departure Report’**.
2. Under the Departure report, click on ‘**Line Management**’ tab.
3. Click on the **‘+’** option.
4. A new window will open, to add the attachment.
5. Click on ‘Add photo’ link & upload the attachment.

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# **How To RETIRE the LMP Line**

1. When the use is over, update the Status as ‘**Retired’** and ‘**Retired** **Date’**.
2. Open the **‘Line Management Plan’** module.
3. Open the **‘Line’** that needs to be retired.
4. Update the Status as ‘**Retired’** and ‘**Retired** **Date’.**

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