**MASTER’S SMS REVIEW**

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# **Introduction**

Master’s SMS Review enables to annually review the SMS, ensuring that the vessel is operating accordingly, as per ISM code and that the procedures are realistic and suitable.

# **Purpose**

1. Master’s SMS Review module includes the following:

* Current position of the vessel.
* Quick overall Review of SMS & comment on Procedural Improvements & Errors.
* Master feedback on HSE.
* Master’s Open feedback.

1. This report can only be **SENT TO OFFICE** by the **Master** **only**, though other users can add/edit the same.
2. Once the Master’s SMS Review Report is sent to the office, the ship crew **cannot** make any changes to the same.

# **How to ADD Master’s SMS Review**

1. Login into the Onboard module using the individual credentials.
2. Under **‘HSEQ’** menu, click on **‘Master’s SMS Review’**.

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1. A screenshot of a computer

   Description automatically generatedOn new window, click on **‘Add New MR’** button.
2. Enter the mandatory details – **Meeting Date, Current Vessel Position.**
3. Now update the tabs separately – **Remarks, Procedural Improvements, Procedural Errors & HSE Feedback.**
4. Then click on **‘Save & Close’** button.

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1. The Master’s SMS Review will be added to the record with **‘Sent to Office’** status **NO**.

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## **How to UPDATE Procedural Improvements**

1. Under **‘Procedural Improvements’** tab, select the **‘Procedure Name’** from the dropdown.
2. Add **‘Improvement Comments’** and click on **‘Save & Close’**.

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1. To delete the entry, click on the **‘Delete icon’**.
2. Click on **‘Yes’** button, when asked for confirmation.

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## **How to UPDATE Procedural Errors**

1. Under **‘Procedural Errors’** tab, select the **‘Procedure Name’** from the dropdown.
2. Add **‘Error Details’** and click on **‘Save & Close’**.

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1. To delete the entry, click on the **‘Delete icon’**.
2. Click on **‘Yes’** button, when asked for confirmation.

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## **How to UPDATE HSE Feedback**

1. Under **‘HSE Feedback’** tab, add the feedback details.
2. Click on **‘Save & Close’**.
3. To delete the entry, click on the **‘Delete icon’**.
4. A screenshot of a computer

   Description automatically generatedClick on **‘Yes’** button, when asked for confirmation.

# **How to SEND the SCM record to Office**

1. Once all the tabs are updated properly, the **Master** will make a final review.
2. Then click on **‘Send to Office’** button.
3. A screenshot of a computer

   Description automatically generatedClick on **‘Yes’** button when prompted for the confirmation.
4. The status of **‘Sent to Office?’** on the Index screen changes to **‘YES’**.

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# **How to DELETE the SCM record**

The Master’s SMS Review record can be deleted only if the **‘Sent to Office?’** status is **‘NO’.**

1. Click & open the **Master’s SMS Review** record that is **NOT** yet sent to the office.

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1. On the window, click on the **‘Delete’** button.
2. Click on **‘Yes’** button when prompted for the confirmation.

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# **How to SEARCH for a specific SCM record**

1. On the Index screen of **Master’s SMS Review**, enter the **‘Position’** & select the **‘Date’** criteria.
2. A screenshot of a computer

   Description automatically generatedThe respective **Master’s SMS Review** records will be displayed under the Index screen.