



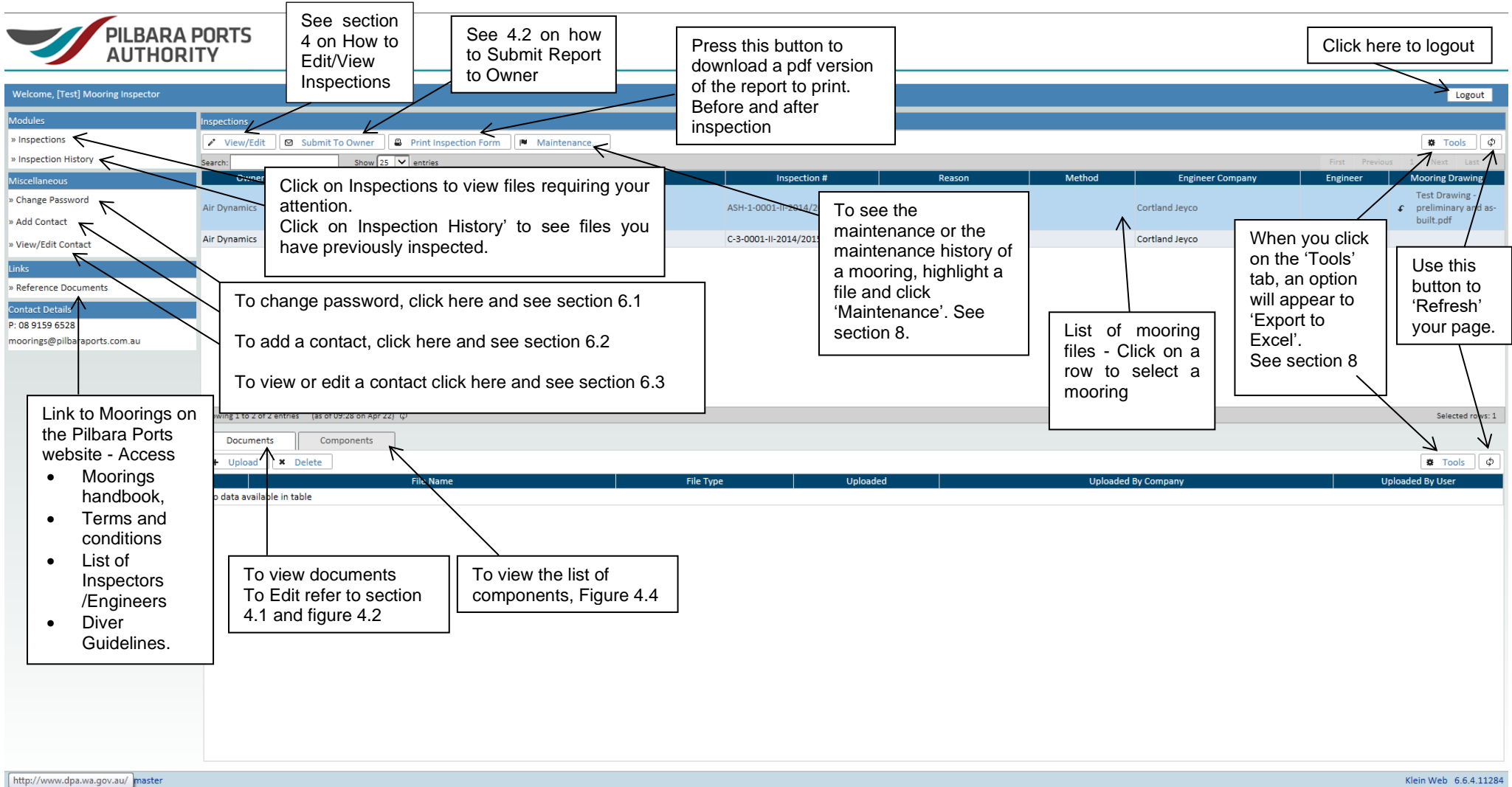
Klein Moorings On-line Management System

Dive Inspector's User Manual

TABLE OF CONTENTS

1.	DIVE INSPECTOR'S MAIN PAGE VIEW	3
2.	RECEIVING AN EMAIL.....	4
3.	LOG ON.....	4
4.	HOW TO VIEW/EDIT INSPECTIONS	5
4.1	HOW TO ADD/EDIT DOCUMENTS AND COMPONENTS	5
4.2	SUBMITTING REPORT TO OWNER.....	10
5.	INSPECTION HISTORY.....	11
5.1	QUERY INSPECTION HISTORY.....	11
6.	MISCELLANEOUS.....	12
6.1	CHANGE PASSWORD.....	12
6.2	ADD CONTACT.....	12
6.3	VIEW/EDIT CONTACT	13
7.	MAINTENANCE	13
7.1	REQUESTED MAINTENANCE.....	13
7.2	MAINTENANCE HISTORY	13
8.	MISSING STUDS.....	14
9.	EXPORT TO EXCEL - TOOLS.....	14
9.1	MAIN PAGE MOORINGS LIST.....	14
9.2	MAIN PAGE DOCUMENT/COMPONENTS LIST.....	15
9.3	MAINTENANCE HISTORY LIST.....	15
9.4	MAINTENANCE HISTORY DOCUMENTS LIST.....	15
1.	PROCESS OWNER.....	16

1. DIVE INSPECTOR'S MAIN PAGE VIEW



The screenshot shows the main interface for a Dive Inspector. At the top left is the Pilbara Ports Authority logo and a welcome message. The interface is divided into several sections:

- Modules:** Includes 'Inspections' (with sub-options: View/Edit, Submit To Owner, Print Inspection Form, Maintenance), 'Inspection History', 'Miscellaneous' (with sub-options: Change Password, Add Contact, View/Edit Contact), and 'Links' (with sub-options: Reference Documents, Contact Details).
- Table:** A table listing mooring files with columns: Inspection #, Reason, Method, Engineer Company, Engineer, and Mooring Drawing. Two rows are visible, both for 'Cortland Jeyco'.
- Tools:** A 'Tools' button is located in the top right of the table area.
- Footer:** A 'Logout' button is in the top right corner.

Callout boxes provide the following instructions:

- See section 4 on How to Edit/View Inspections (points to 'View/Edit' button)
- See 4.2 on how to Submit Report to Owner (points to 'Submit To Owner' button)
- Press this button to download a pdf version of the report to print. Before and after inspection (points to 'Print Inspection Form' button)
- Click here to logout (points to 'Logout' button)
- Click on Inspections to view files requiring your attention. Click on 'Inspection History' to see files you have previously inspected. (points to 'Inspections' and 'Inspection History' links)
- To change password, click here and see section 6.1 (points to 'Change Password' link)
- To add a contact, click here and see section 6.2 (points to 'Add Contact' link)
- To view or edit a contact click here and see section 6.3 (points to 'View/Edit Contact' link)
- To see the maintenance or the maintenance history of a mooring, highlight a file and click 'Maintenance'. See section 8. (points to 'Maintenance' button)
- List of mooring files - Click on a row to select a mooring (points to a row in the table)
- When you click on the 'Tools' tab, an option will appear to 'Export to Excel'. See section 8 (points to 'Tools' button)
- Use this button to 'Refresh' your page. (points to a refresh icon)
- Link to Moorings on the Pilbara Ports website - Access
 - Moorings handbook,
 - Terms and conditions
 - List of Inspectors /Engineers
 - Diver Guidelines.
- To view documents To Edit refer to section 4.1 and figure 4.2 (points to 'Documents' tab)
- To view the list of components, Figure 4.4 (points to 'Components' tab)

Figure 1.1

2. RECEIVING AN EMAIL

All moorings communication is via email. An email will be sent to you advising a client has sent you an inspection report to complete.

IMPORTANT: The remarks that are added captured in the 'Remarks' box will only show up in your email and won't be attached to your file in Klein. For your own records, it is recommended that you retain these emails.

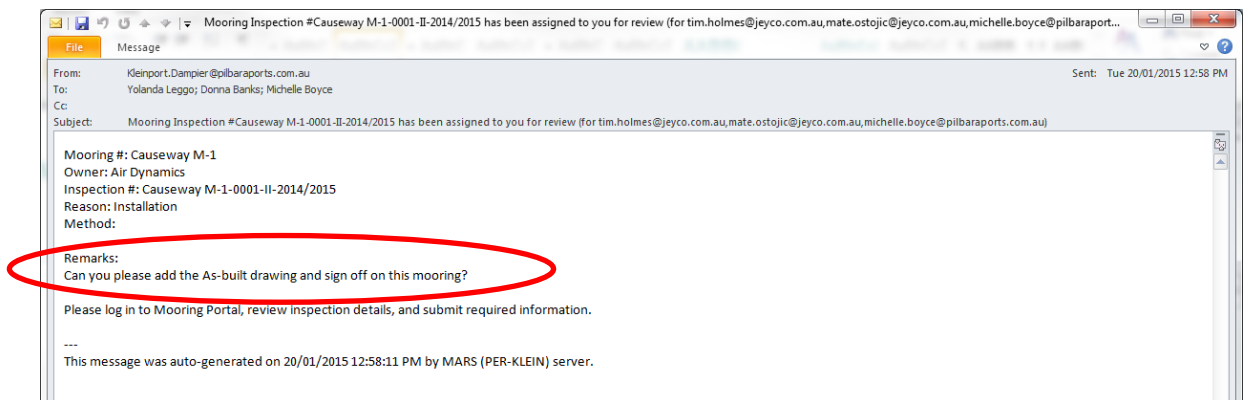


Figure 2.1

3. LOG ON

Pilbara Ports will provide you with a URL, username and password. Click on the 'Logon' icon at the top right hand side of your screen. Log on.

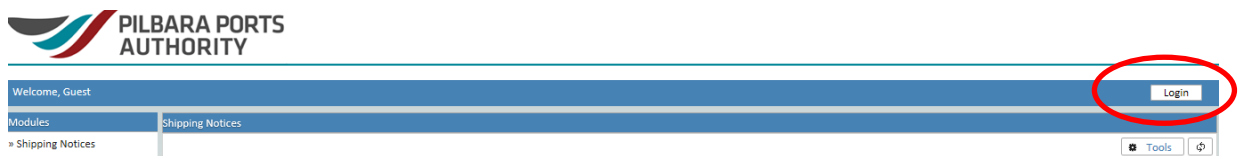


Figure 3.1

4. HOW TO VIEW/EDIT INSPECTIONS

Review the mooring details

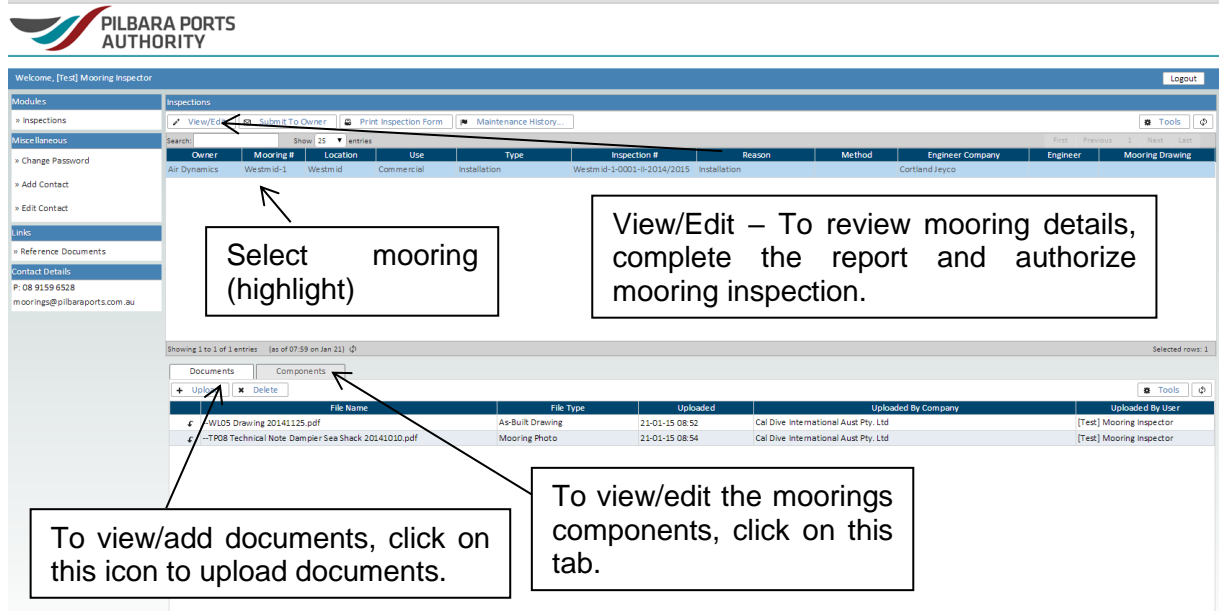


Figure 4.1

4.1 HOW TO ADD/EDIT DOCUMENTS AND COMPONENTS

- On the main page, highlight the mooring required and select the 'Documents' tab (circled below), this will show a list of documents that have been uploaded to this mooring file. To upload a new document, press the 'Upload' button.

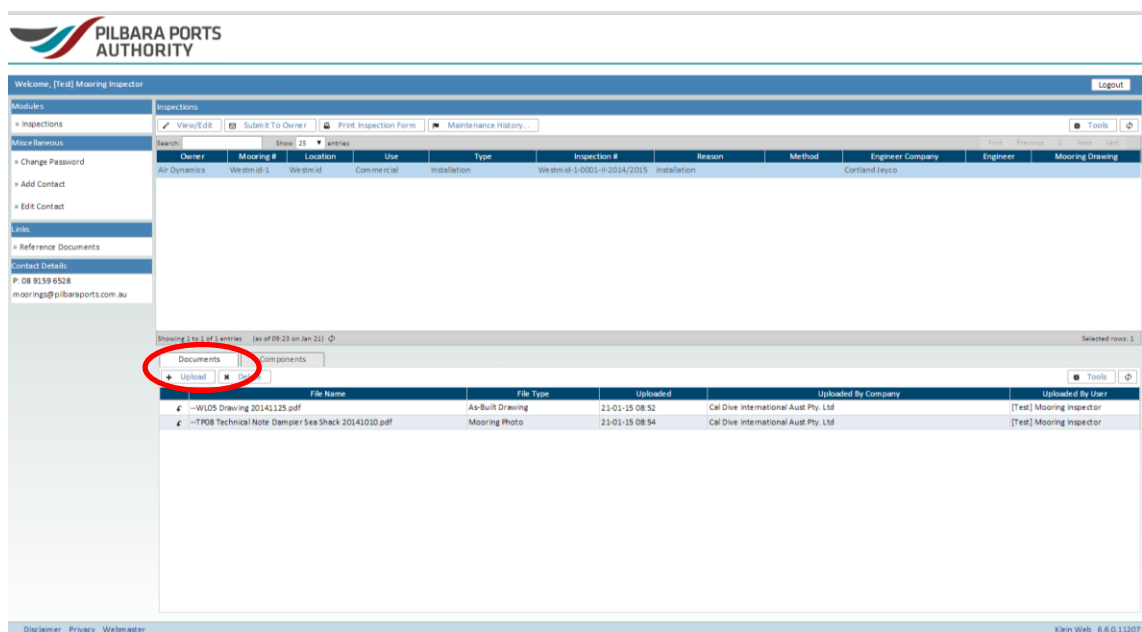


Figure 4.2

- Once you select the 'Upload' button, the following box will appear. Select a 'Document Type' and click the 'Select files...' button under 'Document 1'. You can upload up to five documents at a time, however they must all be the same 'Document Type' to do this as you can't change the type when selecting multiple documents at the same time. Once completed, press 'Execute'.

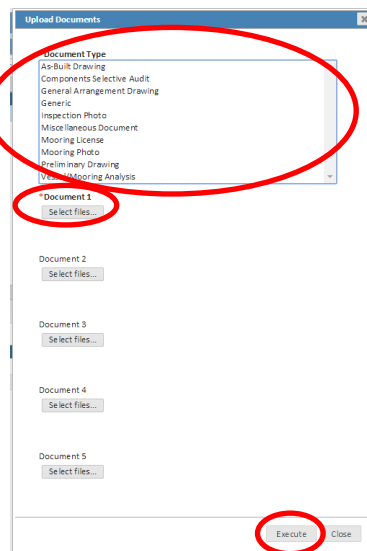


Figure 4.3

- Select the 'Components' tab to show the list of components for this mooring.

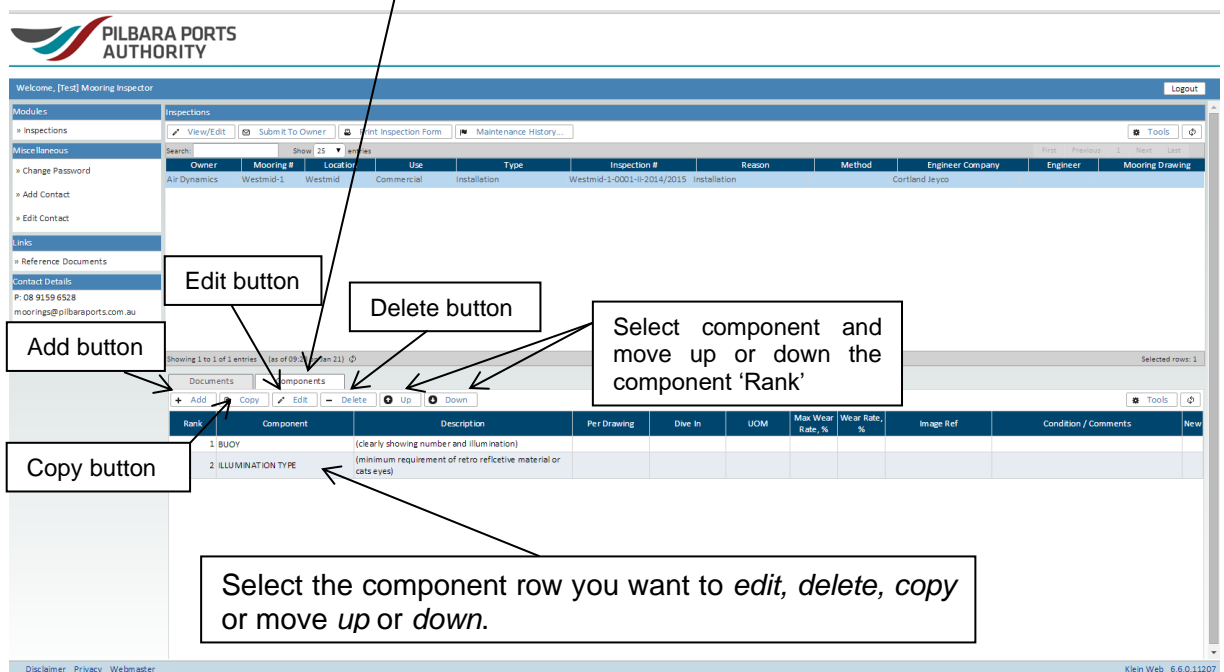


Figure 4.4

- To add a component to the list, press the ‘Add’ button as shown in figure 4.4. This box will now appear, use the scroll down box for the component type and fill out all the information in the non-shaded areas (fields with a * are mandatory), **upload the inspection image**, then press ‘Execute’. Add as many components as necessary.

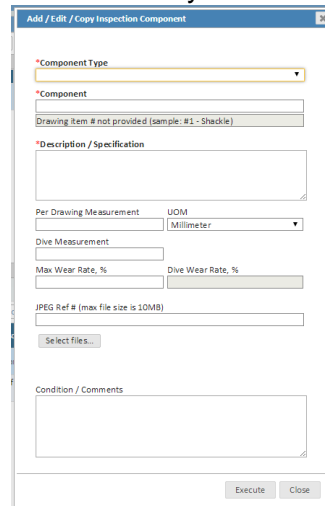


Figure 4.5

- To copy a component that’s already in the list, select that component and press the ‘Copy’ button (as shown in figure 4.4). This screen will now appear, edit if required, upload the image as inspected, then press ‘Execute’.

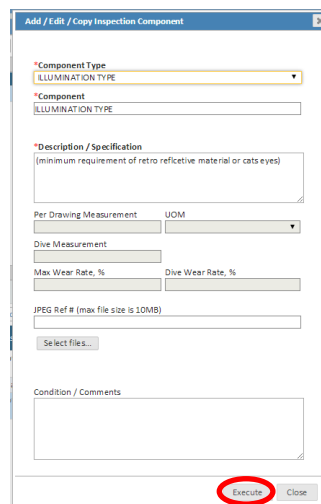
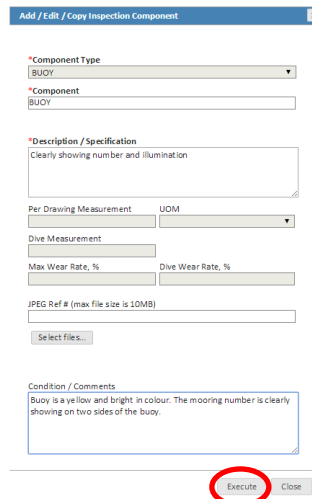


Figure 4.6

- To edit a component, select the row and then press ‘Edit’, see figure 4.4. This screen will now appear, change or add any information necessary, including the inspection image, in the non-shaded areas and then press ‘Execute’.



Add / Edit / Copy Inspection Component

*Component Type
 BUOY

*Component
 BUOY

*Description / Specification
 Clearly showing number and illumination

Per Drawing Measurement UOM

Dive Measurement

Max Wear Rate, % Dive Wear Rate, %

IPEG Ref # (max file size is 10MB)

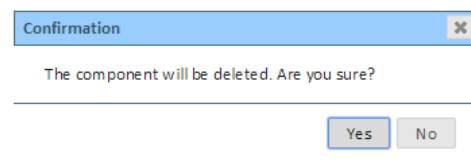
Select Files...

Condition / Comments
 Buoy is a yellow and bright in colour. The mooring number is clearly showing on two sides of the buoy.

Execute Close

Figure 4.7

- **To delete** select the component you would like to delete, then press the 'Delete' button. The following confirmation box will appear. To confirm component deletion; press 'Yes'.



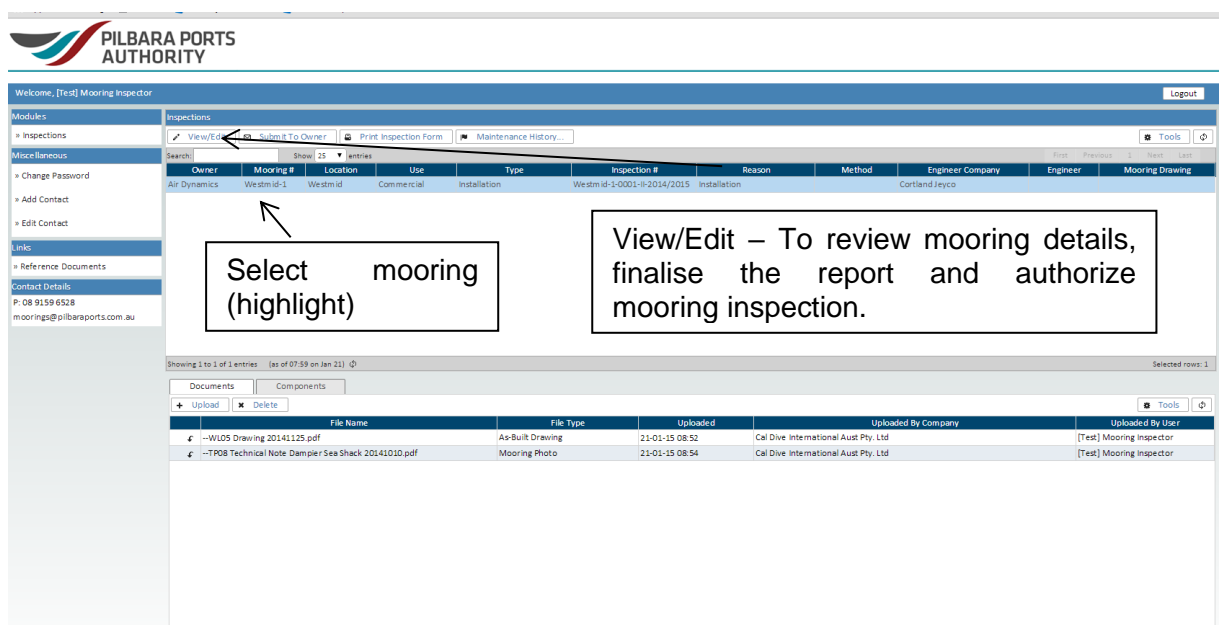
Confirmation

The component will be deleted. Are you sure?

Yes No

Figure 4.8

Finalise Inspection Report



PILBARA PORTS AUTHORITY

Welcome, [Test] Mooring Inspector Logout

Module: Inspections

View/Edit ← Submit To Owner Print Inspection Form Maintenance History...

Owner	Mooring #	Location	Use	Type	Inspection #	Reason	Method	Engineer Company	Engineer	Mooring Drawing
Air Dynamics	Westmid-1	Westmid	Commercial	Installation	Westmid-1-0001-IP-2014/2015	Installation		Cortland Leyco	Engineer	

Showing 1 to 1 of 1 entries (as of 07:59 on Jan 21)

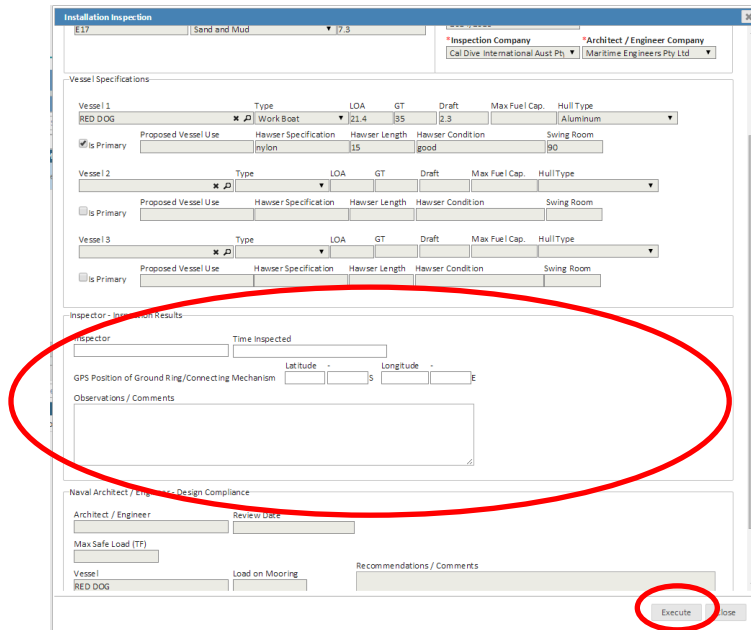
Documents Components

File Name	File Type	Uploaded	Uploaded By Company	Uploaded By User
WLO5 Drawing 20141125.pdf	As-Built Drawing	21-01-15 08:53	Cal Dive International Ausd Pty Ltd	[Test] Mooring Inspector
TP08 Technical Note Damper Sea Shack 20141010.pdf	Mooring Photo	21-01-15 08:54	Cal Dive International Ausd Pty Ltd	[Test] Mooring Inspector

Figure 4.9

- Once the dive inspection is complete – Fill out the relevant information in the non-shaded areas of the form. Then press ‘Execute’ to save. These forms will vary depending on if they are an installation inspection, annual inspection or miscellaneous dive inspection – see screenshots below.

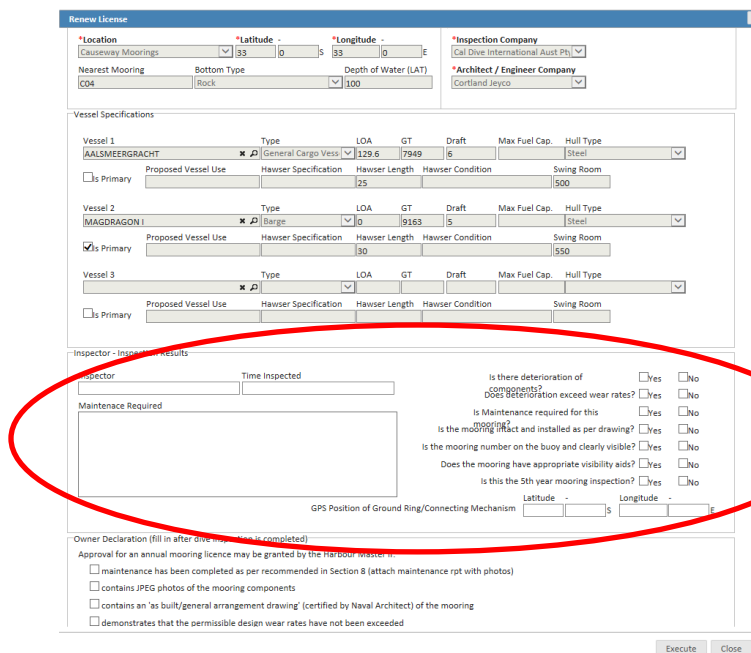
INSTALLATION INSPECTION



The screenshot shows the 'Installation Inspection' form. It features a header with 'Sand and Mud' and '7.3'. Below this are 'Inspection Company' and 'Architect / Engineer Company' dropdowns. The 'Vessel Specifications' section lists three vessels with fields for Type, LOA, GT, Draft, Max Fuel Cap., Hull Type, Proposed Vessel Use, Hawser Specification, Hawser Length, Hawser Condition, and Swing Room. The 'Inspector - Inspection Results' section, highlighted with a red oval, includes fields for Inspector, Time Inspected, Latitude, Longitude, and GPS Position of Ground Ring/Connecting Mechanism, along with a large text area for Observations / Comments. The 'Naval Architect / Engineer Design Compliance' section has fields for Architect / Engineer, Review Date, Max Safe Load (TF), Vessel, Load on Mooring, and Recommendations / Comments. A red oval also highlights the 'Execute' button at the bottom right.

Figure 4.10

ANNUAL INSPECTION



The screenshot shows the 'Renew License' form. It starts with 'Location' fields for Causeway Moorings, Nearest Mooring, Bottom Type, and Depth of Water (LAT). It also includes 'Inspection Company' and 'Architect / Engineer Company' dropdowns. The 'Vessel Specifications' section lists three vessels with fields for Type, LOA, GT, Draft, Max Fuel Cap., Hull Type, Proposed Vessel Use, Hawser Specification, Hawser Length, Hawser Condition, and Swing Room. The 'Inspector - Inspection Results' section, highlighted with a red oval, includes fields for Inspector, Time Inspected, Maintenance Required, and a series of yes/no questions regarding deterioration, mooring impact, visibility aids, and 5th year mooring inspection. It also includes fields for Latitude and Longitude, and GPS Position of Ground Ring/Connecting Mechanism. The 'Owner Declaration' section at the bottom contains a checkbox for approval and a list of conditions to be met. A red oval also highlights the 'Execute' button at the bottom right.

Figure 4.11

MISCELLANEOUS DIVE INSPECTION

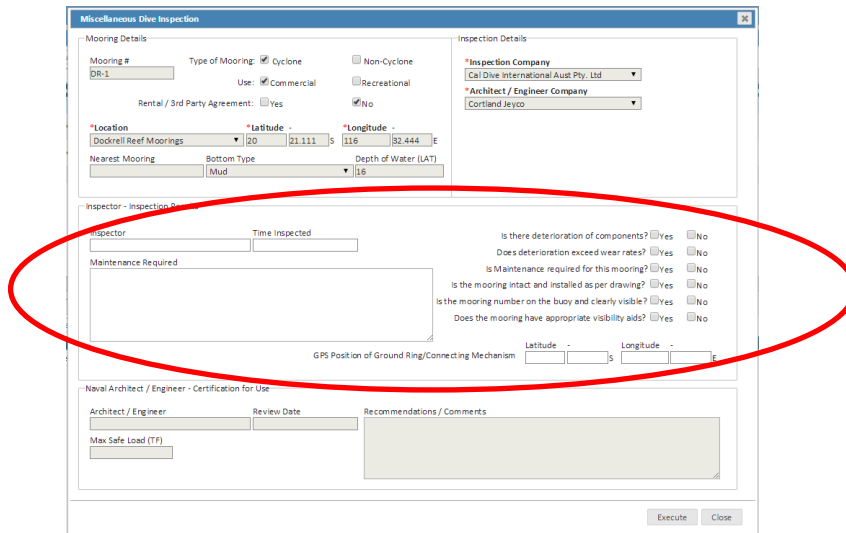
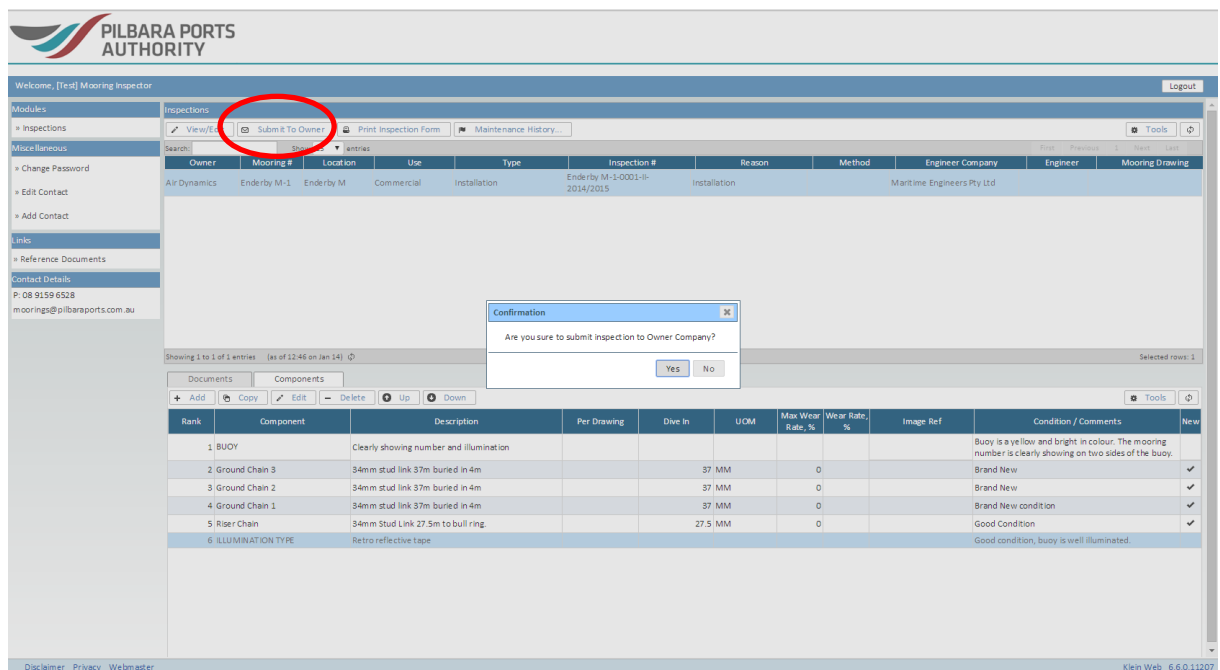


Figure 4.12

4.2 SUBMITTING REPORT TO OWNER

Once the

- components are inspected, and images added,
- relevant documents uploaded and
- the report is completed and authorized (view/edit),
- Submit the inspection back to the owner. 'Submit to Owner'.



Rank	Component	Description	Per Drawing	Dive In	UCM	Max Wear Rate, %	Wear Rate, %	Image Ref	Condition / Comments	New
1	BUOY	Clearly showing number and illumination							Buoy is a yellow and bright in colour. The mooring number is clearly showing on two sides of the buoy.	
2	Ground Chain 3	34mm stud link 37m buried in 4m			37 MM	0			Brand New	✓
3	Ground Chain 2	34mm stud link 37m buried in 4m			37 MM	0			Brand New	✓
4	Ground Chain 1	34mm stud link 37m buried in 4m			37 MM	0			Brand New condition	✓
5	Riser Chain	34mm Stud Link 27.5m to bull ring.			27.5 MM	0			Good Condition	✓
6	ILLUMINATION TYPE	Retro reflective tape							Good condition, buoy is well illuminated.	

Figure 4.12

- Confirm press ‘Yes’, alternately press ‘No’ and continue to edit the file.



Figure 4.13

- ‘Yes’ - a remarks box will appear. Include comments you would like sent back with the mooring file to the mooring owner.

5. INSPECTION HISTORY

To view previous mooring files, click on the ‘Inspection History’ button under modules on the left-hand side.

From this page you can ‘View’ the most recent inspection, ‘Print Inspection Form’ and manage client’s maintenance requests. You can select a Query and export to Excel from Tools.

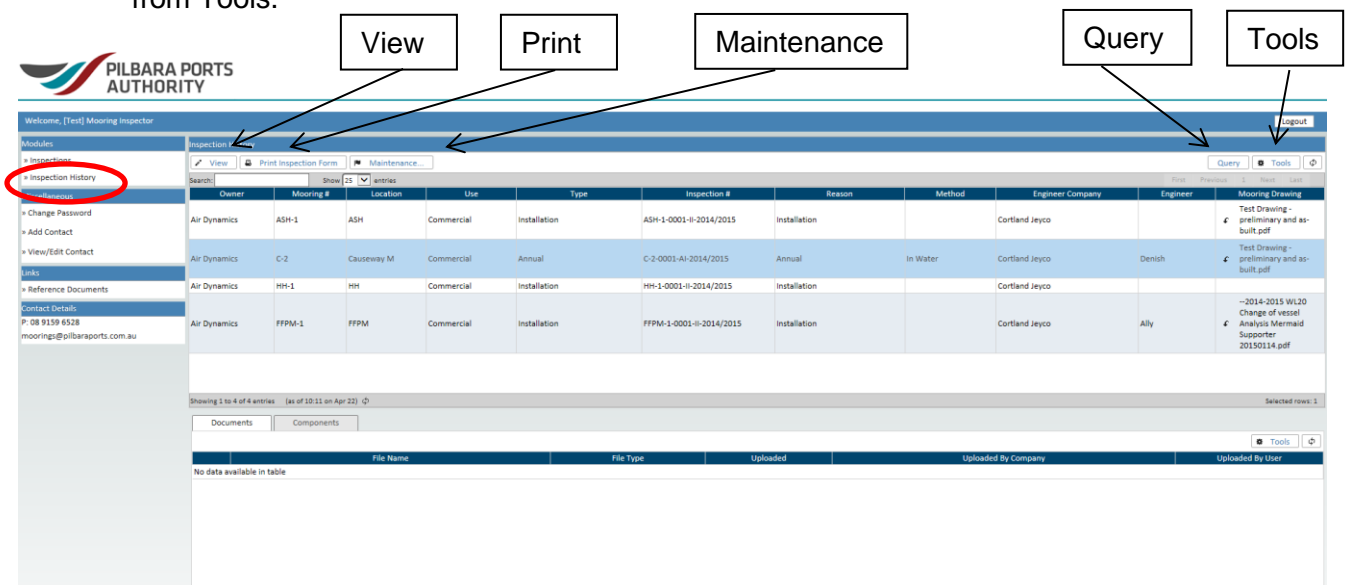
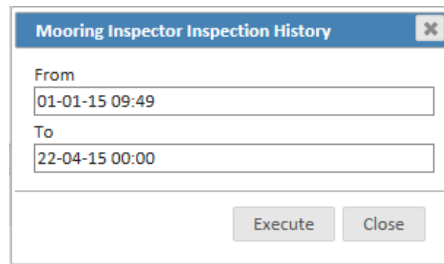


Figure 5.1

5.1 QUERY INSPECTION HISTORY

To search for a timeframe in the Inspection History, press the ‘Query’ button (as pointed out in figure 5.1) in the top right-hand corner and choose dates (as shown in figure 5.2).



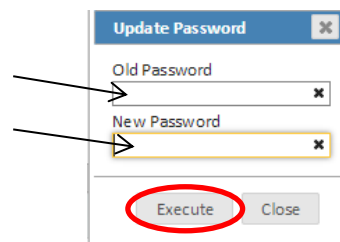
A dialog box titled "Mooring Inspector Inspection History" with a close button (X) in the top right corner. It contains two text input fields: "From" with the value "01-01-15 09:49" and "To" with the value "22-04-15 00:00". At the bottom, there are two buttons: "Execute" and "Close".

Figure 5.2

6. MISCELLANEOUS

6.1 CHANGE PASSWORD

To change your login password, press the 'Change Password' button (as pointed out in figure 1.1). Type in your old and new password in the appropriate boxes. Now press 'Execute. Your new password is now activated.

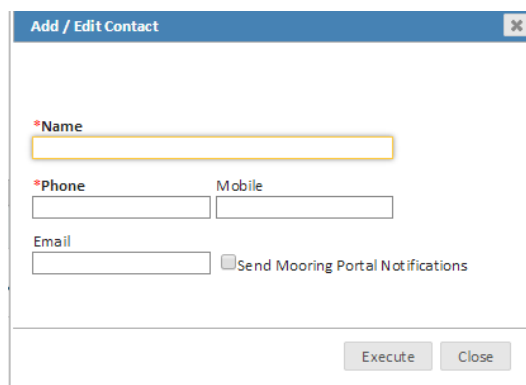


A dialog box titled "Update Password" with a close button (X) in the top right corner. It contains two text input fields: "Old Password" and "New Password", both with a small 'X' icon on the right. Below the fields are two buttons: "Execute" and "Close". The "Execute" button is circled in red. Two arrows point to the "Old Password" and "New Password" fields.

Figure 6.1

6.2 ADD CONTACT

To add a contact, press the 'Add Contact' button (as shown in figure 1.1). Add the name and phone number (mandatory fields) and the mobile and email. You can choose to click on the 'Send Mooring Portal Notifications' box, this will send this contact any Klein emails that you may receive (more than one contact can be selected). Then press 'Execute'.



A dialog box titled "Add / Edit Contact" with a close button (X) in the top right corner. It contains several text input fields: "*Name", "*Phone", "Mobile", and "Email". There is also a checkbox labeled "Send Mooring Portal Notifications". At the bottom, there are two buttons: "Execute" and "Close".

Figure 6.2

6.3 VIEW/EDIT CONTACT

To edit a contact, press the 'Edit Contact' button (as shown in figure 1.1). To open a contact, click on the 'Contact' bar and the 'Lookup' box will appear. Either type in or search the contact name in the list.

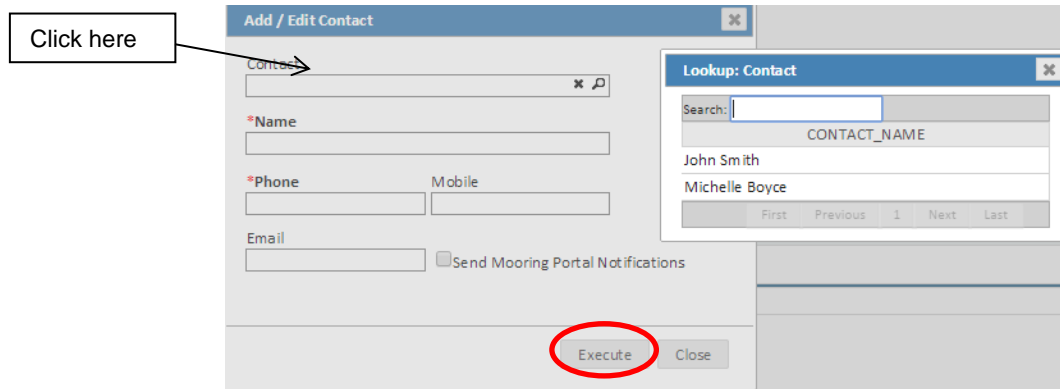


Figure 6.3

Once you have selected the contact, their information will appear in the 'Add/Edit Contact' box. Edit and 'Execute'.

7. MAINTENANCE

7.1 REQUESTED MAINTENANCE

If a client requests maintenance to be provided by your company (you must be listed as a maintenance provider with Pilbara Ports, you won't receive their file in Klein. You will receive an email only through Klein requesting maintenance. However, if they are a previous client, you can access their maintenance through the 'Inspection History' page (see section 5 on page 11) in the Maintenance button. From here you can upload documents to their maintenance file.

7.2 MAINTENANCE HISTORY

To view any maintenance history, requested or carried out on this mooring, select the mooring (by clicking on it) and press the 'Maintenance History' tab (as shown in figure 4.1). From this page you can upload documents. Once you have finished viewing this page, press 'Back' to return to the main page.

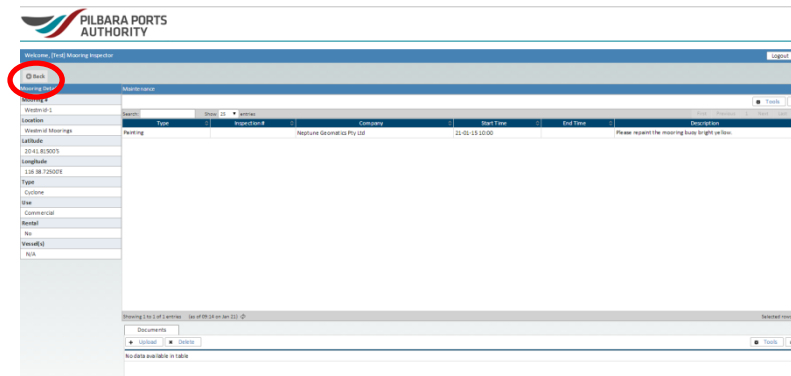


Figure 7.1

8. MISSING STUDS

Dive inspectors must make note of missing or loose studs for 5th year inspections in the maintenance required section as shown below. This will enable naval architects to assess moorings accurately.

Inspector - Inspection Results

Inspector: Time Inspected:

Maintenance Required

Is there deterioration of components? Yes No

Does deterioration exceed wear rates? Yes No

Is Maintenance required for this mooring? Yes No

Is the mooring intact and installed as per drawing? Yes No

Is the mooring number on the buoy and clearly visible? Yes No

Does the mooring have appropriate visibility aids? Yes No

Is this the 5th year mooring inspection? Yes No

GPS Position of Ground Ring/
Connecting Mechanism Latitude: S Longitude: E

9. EXPORT TO EXCEL - TOOLS

This action can be carried out from all the pages in the Inspectors view.

9.1 MAIN PAGE MOORINGS LIST

Without having to select any mooring files, press the top right hand 'Tools' tab (as shown in figure 1.1) and click on 'Export to Excel'.

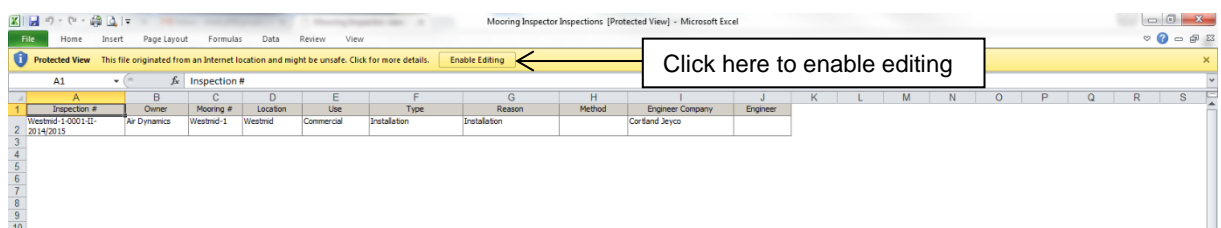


Figure 8.1

9.2 MAIN PAGE DOCUMENT/COMPONENTS LIST

Select a file on the main page of the Klein portal (by clicking on it). Now choose the documents or components tab (as shown in figure 4.1), then press the ‘Tools’ tab (also shown in figure 4.1) and click ‘Export to Excel’.

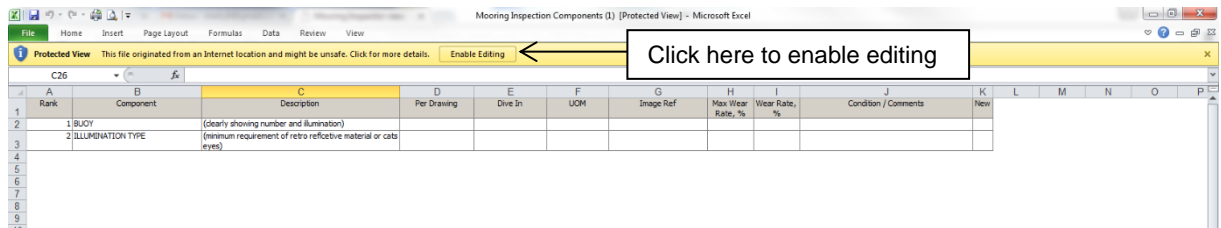


Figure 8.2

9.3 MAINTENANCE HISTORY LIST

Select the mooring file you would like to view then press on the ‘Maintenance History’ tab. From the maintenance history view, without having to select any mooring files, press the top right hand ‘Tools’ tab and click on ‘Export to Excel’. This will download the excel file for you and look like figure 8.3 below.

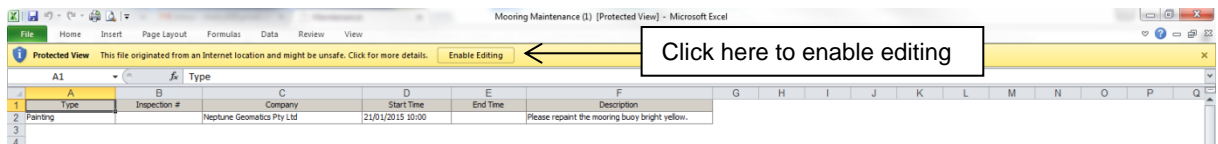


Figure 8.3

9.4 MAINTENANCE HISTORY DOCUMENTS LIST

Select a file on the main page of the Klein portal, then click on the ‘Maintenance History’ tab. Click on the bottom ‘Tools’ tab and click ‘Export to Excel’. This will download a list of documents for this mooring in a excel file.

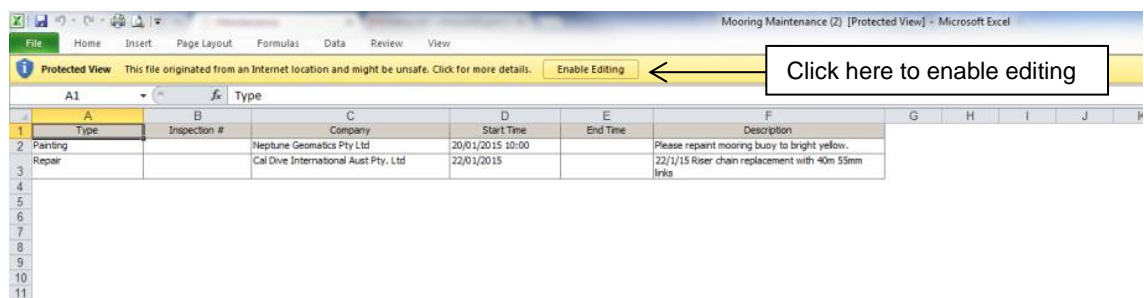


Figure 8.4

1. PROCESS OWNER

The Assistant Harbour Master is responsible for this external document.

Date approved: 12/05/2022

Review date: 20/02/2025

Version: 9

Approved by: Harbour Master