



Klein Moorings On-line Management System

Naval
Architect/Engineers

User Manual

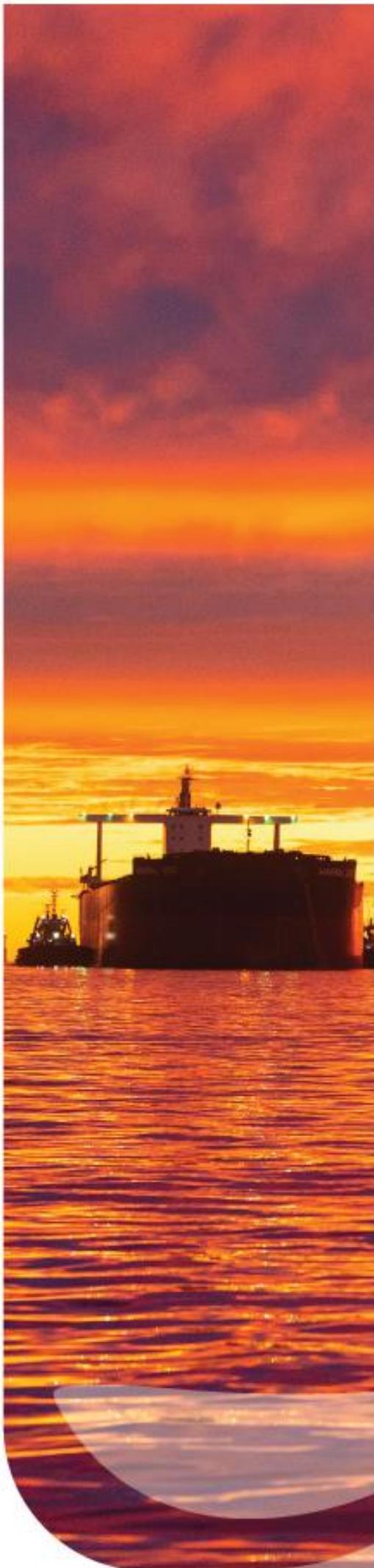


TABLE OF CONTENTS

- 1. NAVAL ARCHITECT'S MAIN PAGE VIEW 3
- 2. RECEIVING AN EMAIL..... 4
- 3. LOG ON..... 4
- 4. HOW TO VIEW/EDIT CLIENT INSPECTIONS..... 4
- 5. INSPECTION HISTORY..... 7
 - 5.1 QUERY INSPECTION HISTORY.....8
- 6. MISCELLANEOUS..... 8
 - 6.1 CHANGE PASSWORD.....8
 - 6.2 EDIT CONTACT9
 - 6.3 ADD CONTACT9
- 7. MAINTENANCE HISTORY10
- 8. EXPORT TO EXCEL.....10
 - 8.1 MAIN PAGE MOORINGS LIST.....10
 - 8.2 MAIN PAGE DOCUMENTS/COMPONENTS LIST11
 - 8.3 INSPECTIONS HISTORY LIST11
 - 8.3.1 Inspections History Documents/Components List.....11
 - 8.3.2 Maintenance History List11
 - 8.3.3 Maintenance History Documents/Components List.....12

1. NAVAL ARCHITECT'S MAIN PAGE VIEW

The screenshot shows the main page view for a Mooring Engineer. The interface includes a navigation menu on the left, a top toolbar with buttons for 'View/Edit', 'Submit To Owner', 'Maintenance...', and 'Print Inspection Form', and a main data table. A 'Logout' button is circled in the top right corner. Below the table is a 'Documents' section with 'Upload' and 'Delete' buttons circled.

Callout Boxes:

- See section 4 on how to View/Edit
- See section 4.1 on how to Submit to Owner
- To see the maintenance history of a mooring, highlight a file and click 'Maintenance History'. See section 7.
- Click here to logout
- Press this button to download a pdf version of the report to print.
- To view 'Inspections' requiring attention click here.
- To view the 'Inspection History' of previous moorings click here.
- To change password click here and see 6.1
- To add a contact click here and see 6.3
- To edit a contact click here and see 6.2
- Click on a row to select a file.
- When you click on the 'Tools' button, an option will appear to 'Export to Excel'. See section 8 below.
- Use this button to 'Refresh' your page.
- Click here to go directly to the Moorings link on the Pilbara Ports website and have access to the moorings handbook, terms and conditions and other documents.
- See section 4 to learn how to upload and delete documents.
- To view the list of documents, click this tab. See figure 3.1 on how to download documents.
- To view the list of components, click this tab.

Type	Reason	Method	Engineer Company	Engineer	Mooring Drawing
ASH-1-0001-II-2014/2015	Installation		Cortland Jeyco		Test Drawing - preliminary and as-built.pdf
WL-26-0001-AI-2015/2016	Annual	In Water	Cortland Jeyco	fsdfasd	
FFPM-8-0001-II-2014/2015	Installation		Cortland Jeyco		
WL-8-0001-MDI	Miscellaneous		Cortland Jeyco		
FFPM-7-0001-II-2014/2015	Installation		Cortland Jeyco		
FFPM-4-0001-II-2014/2015	Installation		Cortland Jeyco		

Figure 1.1

2. RECEIVING AN EMAIL

An email will be sent to you prompting you to check your Klein portal as 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.

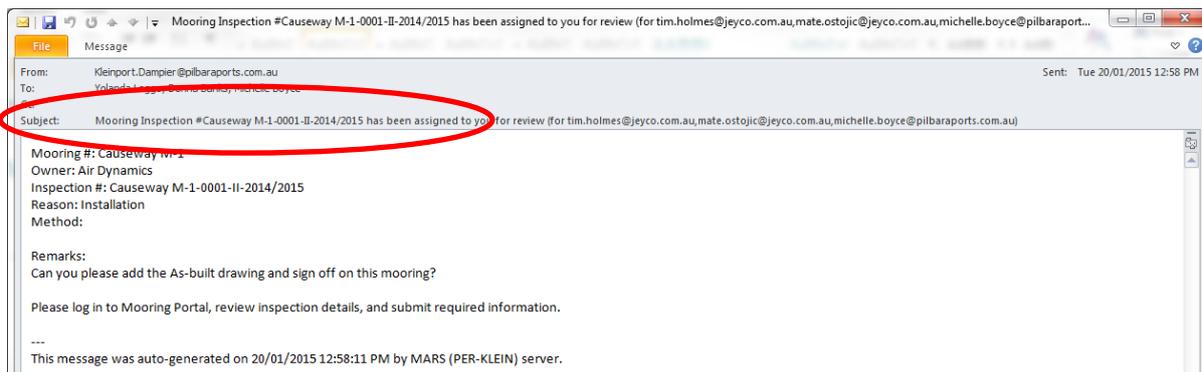


Figure 2.1

3. LOG ON

Pilbara Ports will provide you with a URL, username and password. Click on the ‘Login’ icon at the top right-hand side of your screen and use your login information that has been provided to you by Pilbara Ports.

4. HOW TO VIEW/EDIT CLIENT INSPECTIONS

- Select an appropriate mooring by clicking on the file on the main page, then press ‘View/Edit’ to open the file.

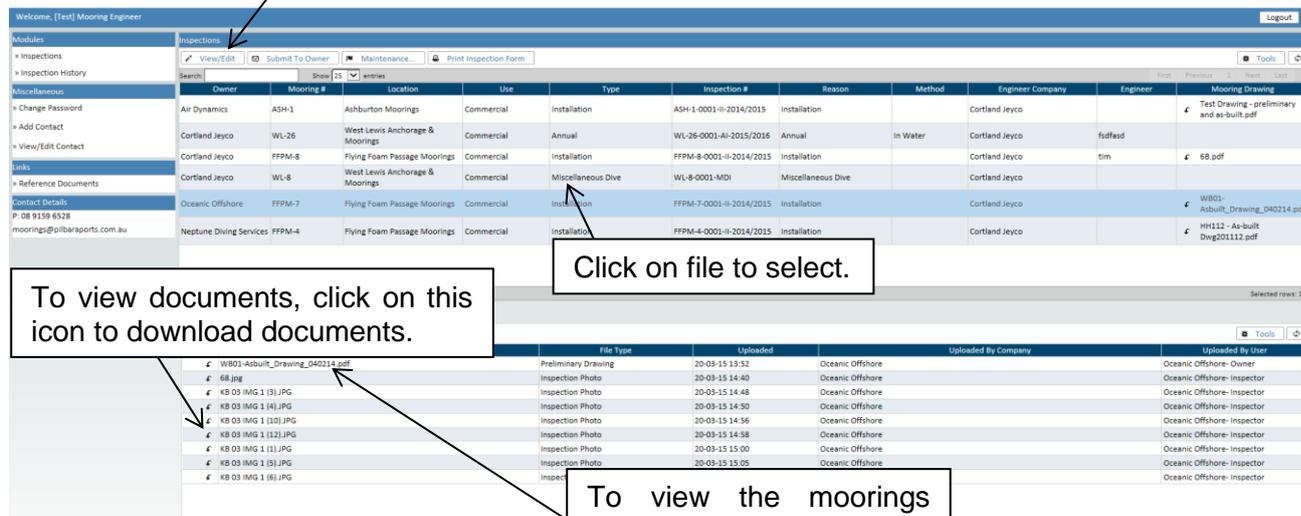


Figure 4.1

- A report will appear, scroll down to find the Naval Architect section. Fill out all the relevant information in your section and to save your work, press 'Execute'. These forms will vary depending on if they are an installation inspection, annual inspection or miscellaneous dive inspection – see screenshots below.

INSTALLATION INSPECTION

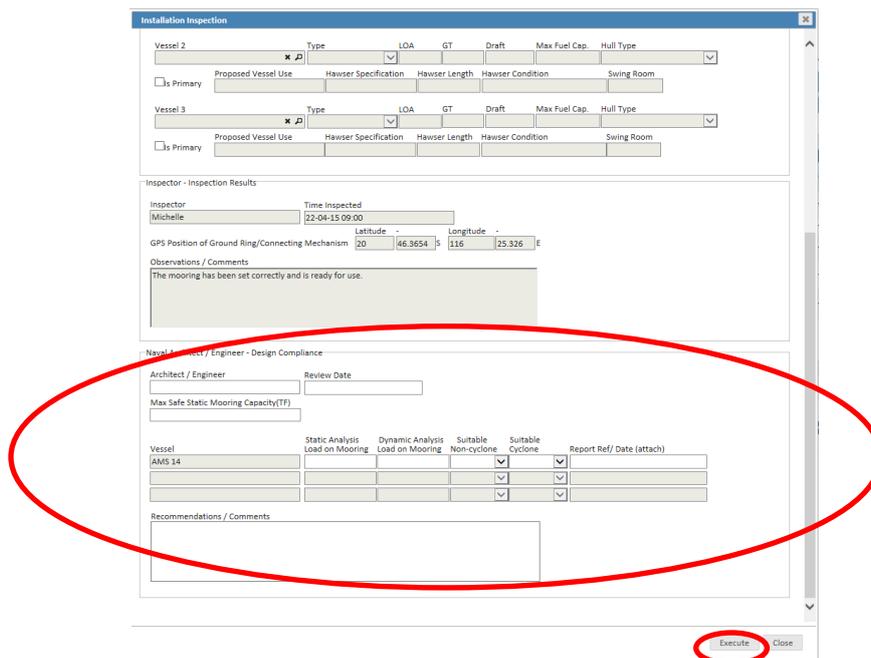


Figure 4.2

ANNUAL INSPECTION

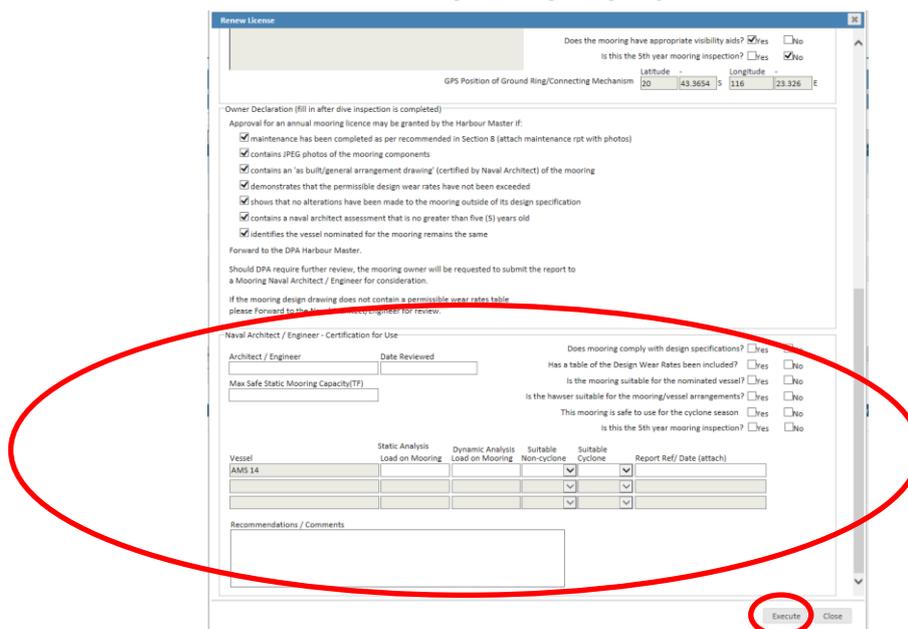


Figure 4.3

MISCELLANEOUS DIVE INSPECTION

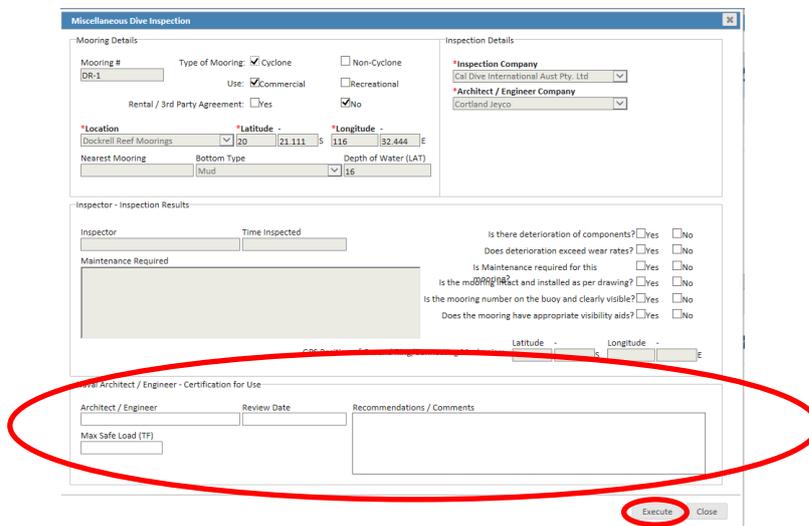


Figure 4.4

- To upload documents, on the main page under the documents tab, press 'Upload'. Now select a 'Document Type' from the list provided and press the 'Select files...' button under Document 1 (upload more than one file at a time if needed – they will all be listed under the same 'document type'). Then press 'Execute'.

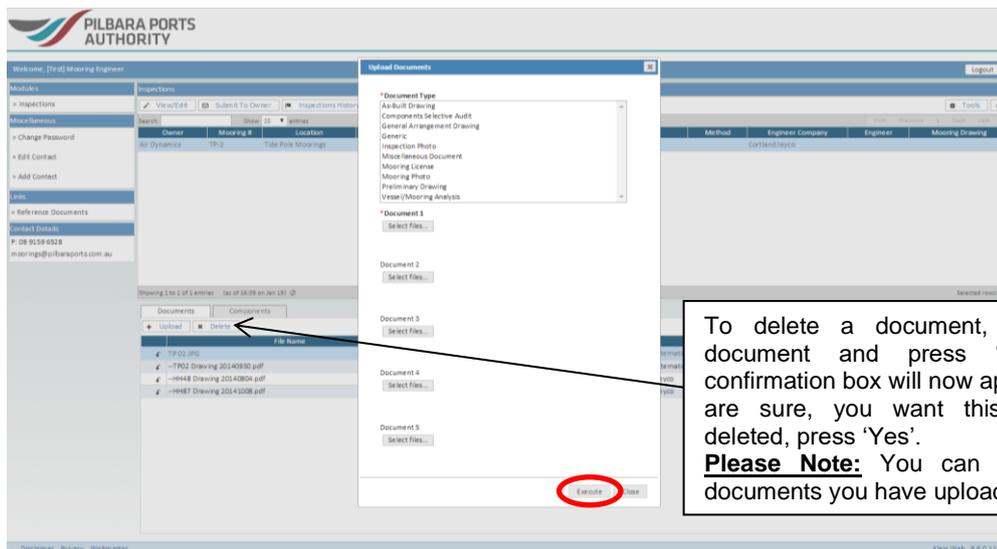


Figure 4.5

- Write any concerns in the 'Recommendations/Comments' section (as shown in figure 4.2, 4.3 and 4.4) and submit to owner (as described under heading 4.1 below). Submit report to owner.

- To submit the report back to the owner, select the file and press the 'Submit to Owner' tab. The confirmation box will appear, if the form is ready to return to the owner, press 'Yes'. Otherwise, press 'No' for further editing.

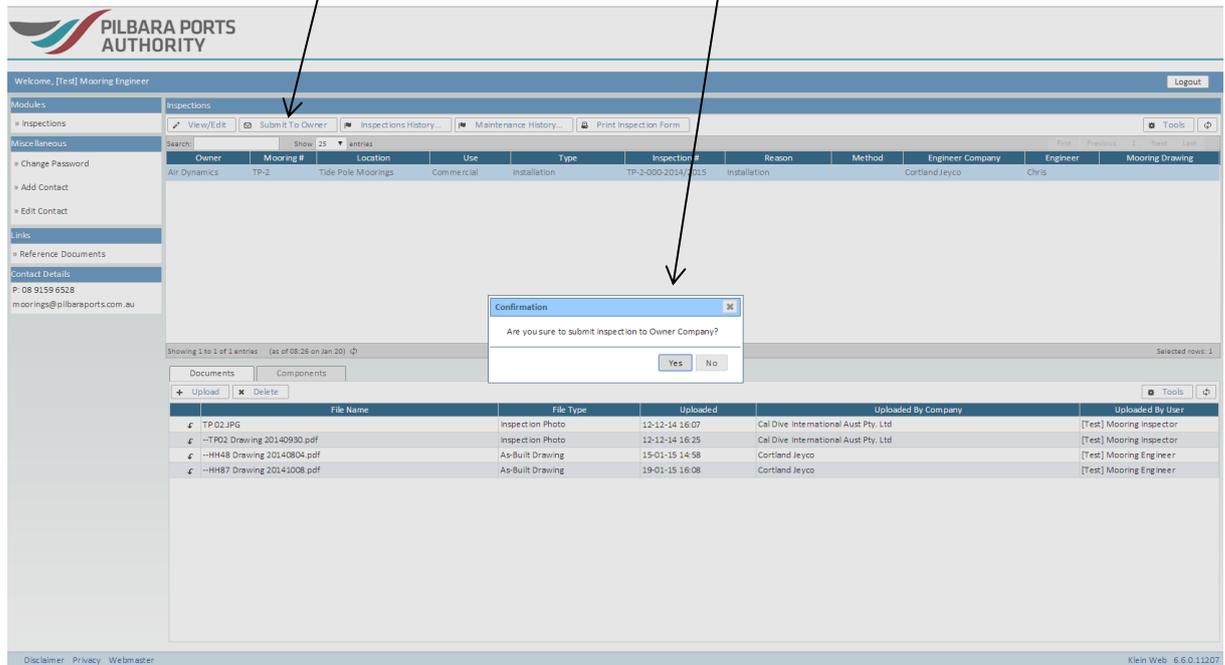


Figure 4.6

- Once you click 'Yes', a remarks box will appear, type any or no comments you would like included in your email to the mooring owner. Select 'Execute', this will email the mooring owner with your remarks and Inform the owner that report has been returned.



Figure 4.7

5. INSPECTION HISTORY

To view previous mooring files, click on the 'Inspection History' button under modules, on the left-hand side (see figure 1.1).

From this page you can 'View' the most recent inspection, view 'Maintenance' and 'Print Inspection Form'.

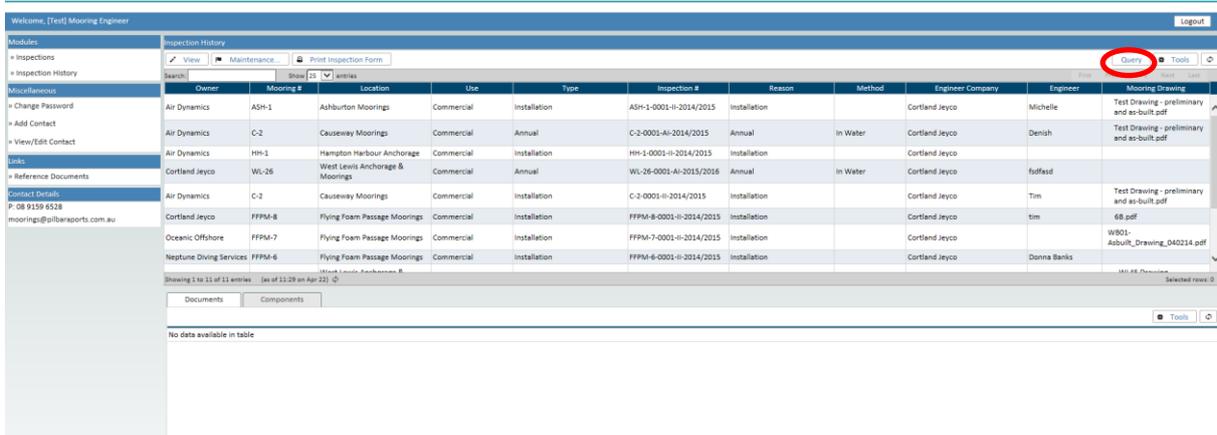


Figure 5.1

5.1 QUERY INSPECTION HISTORY

To search for a timeframe in the Inspection History, select 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).

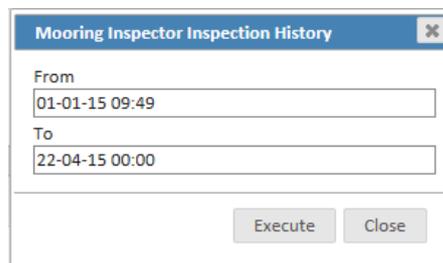


Figure 5.2

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. Select 'Execute'. Your new password is now activated.

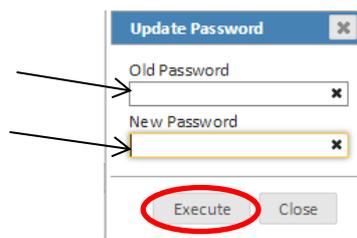


Figure 6.1

6.2 EDIT CONTACT

To edit a contact, select '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.

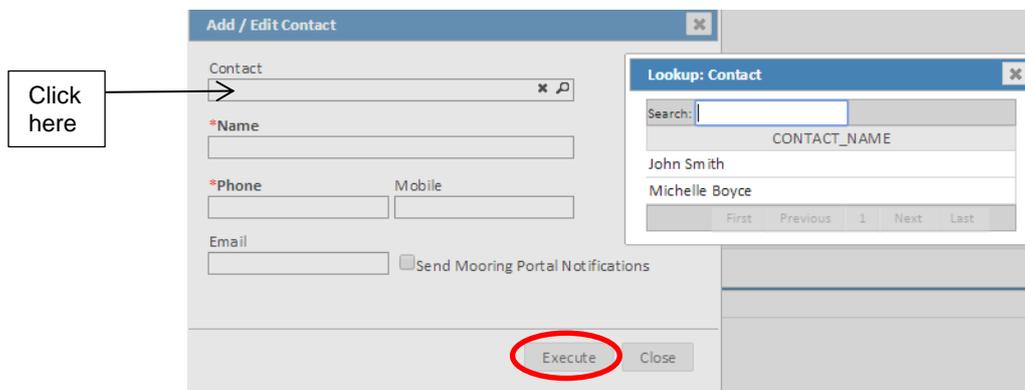


Figure 6.2

When the contact is selected information will appear in the 'Add/Edit Contact' box (see figure 6.2). Edit and then select 'Execute'.

6.3 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). Select 'Execute'.

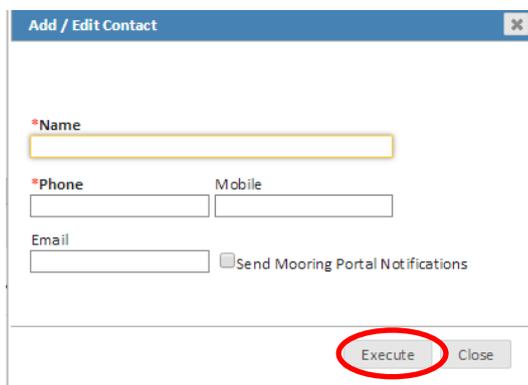


Figure 6.3

7. 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' tab (as shown in figure 1.1). Once you have finished viewing this page, press 'Back' to return to the main page.

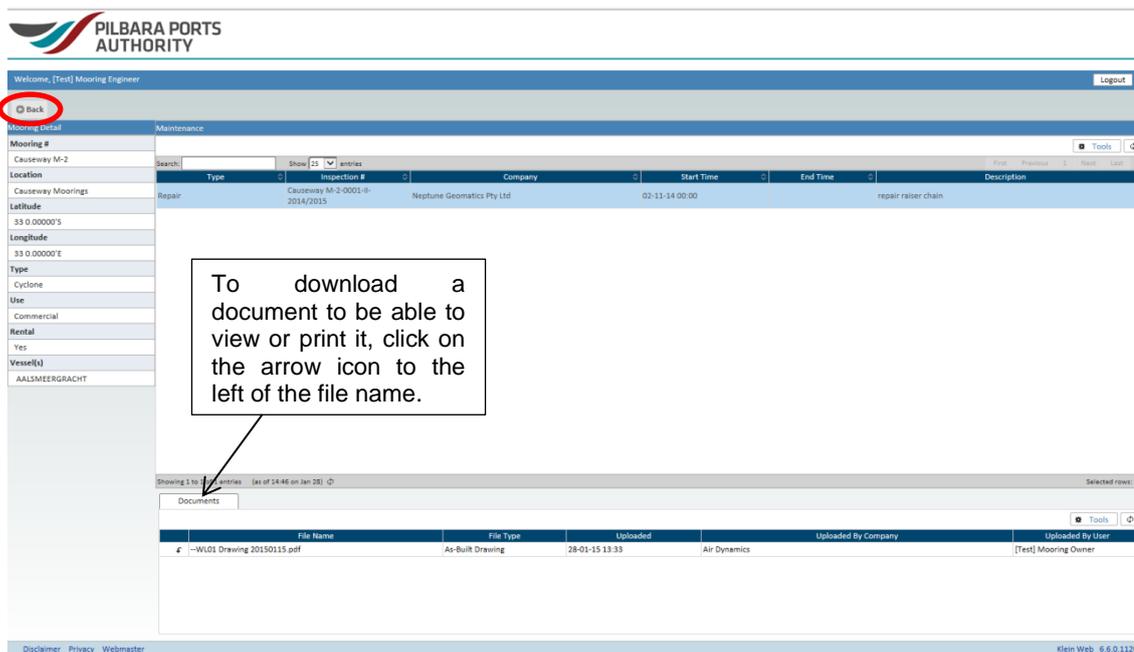


Figure 7.1

8. EXPORT TO EXCEL

This action can be carried out from the main page, inspections history page and maintenance page.

8.1 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'. This will download the excel file. Refer to figure 8.1.

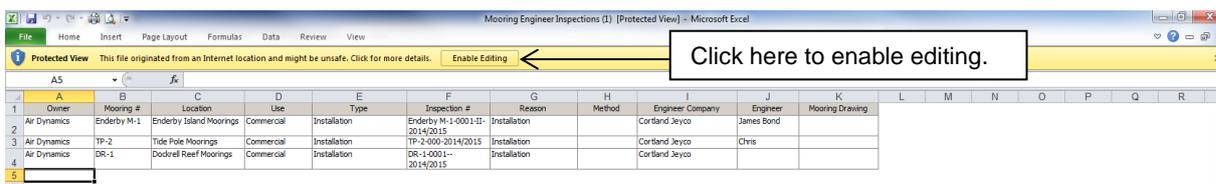
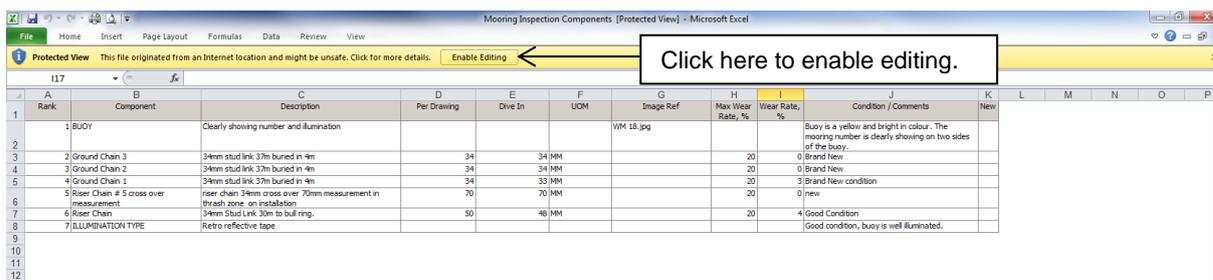


Figure 8.1

8.2 MAIN PAGE DOCUMENTS/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 1.1), then press the ‘Tools’ tab (also shown in figure 1.1) and click ‘Export to Excel’. This will download the excel file. Refer to figure 8.2.

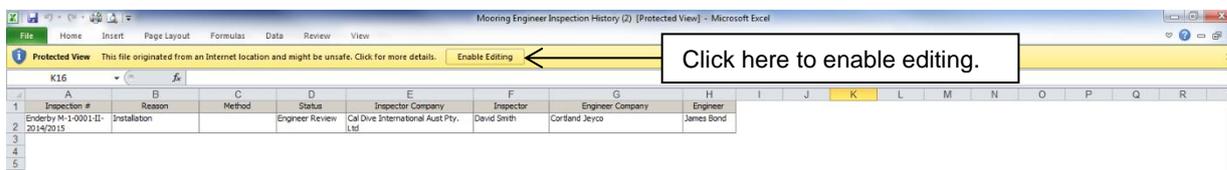


Rank	Component	Description	Per Drawing	Dive In	UDM	Image Ref	Max Wear Rate, %	Wear Rate, %	Condition / Comments
1	BUOY	Clearly showing number and illumination				WM 18.jpg			Buoy is a yellow and bright in colour. The mooring number is clearly showing on two sides of the buoy.
2	Ground Chain 3	34mm stud link 37m buried in 4m	34	34	MM		20		0) Brand New
3	Ground Chain 2	34mm stud link 37m buried in 4m	34	34	MM		20		0) Brand New
4	Ground Chain 1	34mm stud link 37m buried in 4m	34	33	MM		20		3) Brand New condition
5	Riser Chain # 5 cross over measurement.	riser chain 34mm cross over 70mm measurement in brash zone on installation	70	70	MM		20		0) new
6	Riser Chain	34mm Stud Link 30m to bull ring.	50	48	MM		20		4) Good Condition
7	ILLUMINATION TYPE	Retro reflective tape							Good condition, buoy is well illuminated.

Figure 8.2

8.3 INSPECTIONS HISTORY LIST

Select the mooring file you would like to view then press on the ‘Inspection History’ tab. From the inspection history view, without having to select any inspections, press the top right hand ‘Tools’ tab (as shown in figure 1.1) and click on ‘Export to Excel’. This will download the excel file and looks like figure 8.3.



Inspection #	Reason	Method	Status	Inspector Company	Inspector	Engineer Company	Engineer
Enderby M-1-0001-11-2014/2015	Installation		Engineer Review	Cal Dive International Aust Pty, Ltd	David Smith	Cortland Jeyco	James Bond

Figure 8.3

8.3.1 INSPECTIONS HISTORY DOCUMENTS/COMPONENTS LIST

See section 8.2 for instructions.

8.3.2 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 maintenance files, press the top right hand ‘Tools’ tab (as shown in figure 1.1) and click on ‘Export to Excel’. This will download the excel file and looks like figure 8.4.

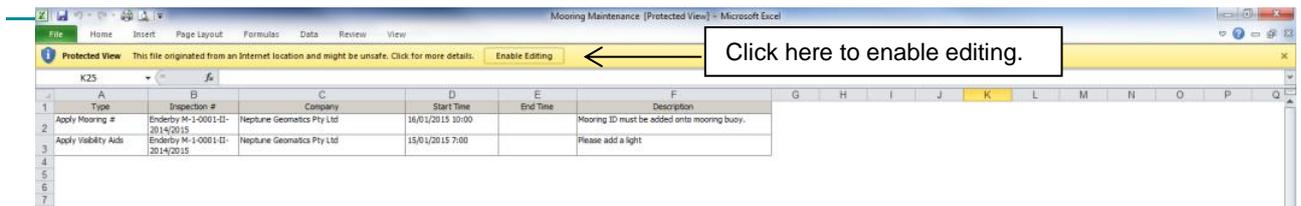


Figure 8.4

8.3.3 MAINTENANCE HISTORY DOCUMENTS/COMPONENTS LIST

See section 8.2 for instructions.

1. PROCESS OWNER

The Assistant Harbour Master is responsible for this external document.

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