



Klein Moorings On-line Management System

Naval Architect/Engineers

User Manual



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1. NAVAL ARCHITECT'S MAIN PAGE VIEW





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.



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.

Welcome, [Test] Mooring Engineer											Logout				
Modules	Inspections														
> Inspections	✓ View/Edit	Submit To Owner	Maintenance	t Inspection Form							O Tools Ø				
» Inspection History	Search:	Show 2	5 V entries		First Previous 1 Next Last										
Miscellaneous	To view documents, click on this control download lippe if with the lippe if with t					Inspection #	Reason	Method	Engineer Company	Engineer	Mooring Drawing				
» Change Password	Air Dynamics	ASH-1	Ashburton Moorings	Commercial	Installation	ASH-1-0001-II-2014/2015	Installation		Cortland Jeyco		f Test Drawing - preliminary and as-built.pdf				
» Add Contact	Cortland Jeyco	WL-26	West Lewis Anchorage & Moorings	Commercial	Annual	WL-26-0001-AI-2015/2016	Annual	In Water	Cortland Jeyco	fsdfasd					
	Cortland Jeyco	FFPM-8	Flying Foam Passage Moorings	Commercial	Installation	FFPM-8-0001-II-2014/2015	Installation		Cortland Jeyco	tim					
Links > Reference Documents	Cortland Jeyco	WL-8	West Lewis Anchorage & Moorings	Commercial	Miscellaneous Dive	WL-8-0001-MDI	Miscellaneous Dive		Cortland Jeyco						
Contact Details	Oceanic Offshore	FFPM-7	Flying Foam Passage Moorings	Commercial	Installation	FFPM-7-0001-II-2014/2015	Installation		Cortland Jeyco		WB01- Asbuilt_Drawing_040214.pdf				
moorings@pilbaraports.com.au	Neptune Diving Services	s FFPM-4	Flying Foam Passage Moorings	Commercial	Installatio	FFPM-4-0001-II-2014/2015	Installation		Cortland Jeyco		 HH112 - As-built Dwg201112.pdf 				
To view do	ocumen /nload (nts, cli docun	ck on thi nents.	s							Selected rows: 1				
					File Type	Uploaded		Up	loaded By Company		Uploaded By User				
\backslash	£ WB01-Asbuil	It_Drawing_040214.	pdf	P	reliminary Drawing	20-03-15 13:52	Oceanic Offshore			Oce	anic Offshore- Owner				
	£ 68.jpg		\sim	la la	nspection Photo	20-03-15 14:40	Oceanic Offshore			Oce	anic Offshore- Inspector				
	F KB 03 IMG 1	(3) JPG		1	nspection Photo	20-03-15 14:48	Oceanic Offshore			Oce	anic Offshore- Inspector				
	C KB 03 IMG 1	(10) IRG			projection Photo	20-03-15 14:56	Oceanic Offshore			000	anic Offshore-Inspector				
	C KB 03 IMG 1	(12) IPG			nspection Photo	20-03-15 14-58	Oceanic Offshore			0.00	anic Offshore- Inspector				
	£ KB 03 IMG 1	(1) JPG			nspection Photo	20-03-15 15:00	Oceanic Offshore			Oce	anic Offshore- Inspector				
	€ KB 03 IMG 1	(5) JPG			nspection Photo	20-03-15 15:05	Oceanic Offshore			Oce	anic Offshore- Inspector				
	KB 03 IMG 1	(6) JPG			nspect					Oce	anic Offshore- Inspector				
F	igure 4.1				To com tab.	view the ponents, c	e moori click on	ngs this							



 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 4.3



MISCELLANEOUS DIVE INSPECTION

Ascellaneous Dive Inspection			×
Mooring Details		Inspection Details	
Mooring # Type of Mooring: DR-1 Use: Rental / 3rd Party Agreement: DR-1 Ves	Non-Cyclone	*Inspection Company Cal Dive International Aust Pty. Ltd *Architect / Engineer Company Contraind levco	
*Location *Latitude - Dockrell Reef Moorings 20 21.111 S Nearest Mooring Bottom Type Mud	*Longitude - 116 32.444 E Depth of Water (LAT) V 16		
Inspector - Inspection Results			
Inspector Time Inspected	Ist	Is there detarioration of components? [Ves] Does detarioration exceed wear rates? [Ves] Is Maintenace required for this [Ves] Is the modPMPDIREct and installed as per drawing? [Ves] Does the mooring have appropriate visibility aids? [Ves]	No No No No
010		Latitude - Longitude -	E
aval Architect / Engineer - Certification for Use			
Architect / Engineer Review Date	Recommendations / 0	Comments	

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'.

PILBAR	A PORTS IRITY		
Welcome, [Test] Mooring Engineer		Upload Documents	Logout
Modules = Inspections Mare Bereaus = 686 Centext = Add Centext Evids = Reference Documents Context Decisity = 0 8959 8328	Insections ✓ Verefolfs (Q) Solars 1 o Overer (P) Propertions Holey Sector (P) Prove (P) Prove (P) Prove Overer Moorg # Location Ar Oynamics (P) Tell Pole Moorings	*Occument Type A full for Drawing Component Site Kerbin Auft Gamera A mage med (20 sung Gamera A mage med (20 sung Gamera Mosoning Linear Mosoning Profile Mosoning Profile Mosoning Profile Water Market A Mosoning Component Mosoning Component Mosoning Profile Site Component Site Component Site Component Site Component Compone	Tenth Concernence Concernence Tenth Concernence Concernence Contribution Layou Contribution Layou
moorings@pilbaraports.com.au	Showing 1to 1 of 1 entries (as of 16.09 on Jan 19) Φ	Document 2 Select files	Second rows 1
	Documents Company ets + United Intelline # TP02.0% FAB Association # TP02.0% S014000 pdf # H948 Towning 2014000 pdf FAB Association	Document 3 Initiat Res. Document 4 Initiat Res.	To delete a document, select the document and press 'Delete'. A confirmation box will now appear. If you
		Discussed 5 Selection	deleted, press 'Yes'. <u>Please Note:</u> You can only delete documents you have uploaded.
Disclaimer Privacy Webmaster			Kwn Web 6601107

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.

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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.

		/				1				
PILBAR	RA PORTS DRITY									
Welcome, [Test] Mooring Engineer										Logout
Modules	Inspections									
» Inspections	🖌 View/Edit 🖂 Sub	mit To Owner MIN Inspections	History 📔 Ma	intenance History 🔒 P	rint Inspection Form					😫 Tools 🛛 Ø
Miscellaneous	Search:	Show 25 Ventries								
» Change Parnword	Owner M	ooring# Location	Use	Type	Inspection #		Reason Method	Engineer Company	Engineer	Mooring Drawing
a chunge russiloru	Air Dynamics TP-2	Tide Pole Moorings	Commercial	Installation	TP-2-000-2014/2015	Installation	n	Cortland Jeyco	Chris	
» Add Contact » Edit Contact										
Link					1					
» Reference Decuments					1					
w Reference Documents										
P: 08 9159 6528					V					
moorings@pilbaraports.com.au				Confirmation		×				
				Are you sure to submit in	nspection to Owner Company	?				
	Showing 1 to 1 of 1 entries (as of 08:26 on Jan 20) 🌩			Mar N					Selected rows: 1
	Documents	Components			Tes N	0				
	+ Upload × Delet	ie -								σ Tools φ
		File Name		File Type	Uploade	d	Upk	oaded By Company		Uploaded By User
				Inspection Photo	12-12-14 16:07	Ca	al Dive International Aust Pty. Lto	1	[Te	st] Mooring Inspector
		140930.pdf		Inspection Photo	12-12-14 16:25	Ca	al Dive International Aust Pty. Lto	1	[Te	est] Mooring Inspector
	€HH48 Drawing 2	0140804.pdf		As-Built Drawing	15-01-15 14:58	Co	ortland Jeyco		[Te	st] Mooring Engineer
	€HH87 Drawing 2	0141008.pdt		As-Built Drawing	19-01-15 16:08	Co	ortland Jeyco		[Te	st Mooring Engineer
Disclaimer Privacy Webmaster										Klein Web 6.6.0.11207

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.



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'.



PILBARA PORTS AUTHORITY

Welcome, [Test] Mooring Engineer											Logout
Modules	Inspection History										_
> Inspections	🖌 View 🏴 Main	tenance 🗿 P	rint Inspection Form								Query @ Tools Ø
» Inspection History	Search:	Show 25	entries							First	Next Last
Miscellaneous	Owner	Mooring #	Location	Use	Туре	Inspection #	Reason	Method	Engineer Company	Engineer	Mooring Drawing
» Change Password	Air Dynamics	ASH-1	Ashburton Moorings	Commercial	Installation	ASH-1-0001-II-2014/2015	Installation		Cortland Jeyco	Michelle	Test Drawing - preliminary and as-built.pdf
» Add Contact	Air Dynamics	C-2	Causeway Moorings	Commercial	Annual	C-2-0001-Al-2014/2015	Annual	In Water	Cortland Jeyco	Denish	Test Drawing - preliminary and as-built.pdf
- Then conset	Air Dynamics	HH-1	Hampton Harbour Anchorage	Commercial	Installation	HH-1-0001-II-2014/2015	Installation		Cortland Jeyco		
= Reference Documents	Cortland Jeyco	WL-26	West Lewis Anchorage & Moorings	Commercial	Annual	WL-26-0001-AI-2015/2016	Annual	In Water	Cortland Jeyco	fsdfasd	
Contact Details P: 08 0150 6528	Air Dynamics	C-2	Causeway Moorings	Commercial	Installation	C-2-0001-II-2014/2015	Installation		Cortland Jeyco	Tim	Test Drawing - preliminary and as-built.pdf
moorings@pilbaraports.com.au	Cortland Jeyco	FFPM-8	Flying Foam Passage Moorings	Commercial	Installation	FFPM-8-0001-II-2014/2015	Installation		Cortland Jeyco	tim	6B.pdf
	Oceanic Offshore	FFPM-7	Flying Foam Passage Moorings	Commercial	Installation	FFPM-7-0001-II-2014/2015	Installation		Cortland Jeyco		W801- Asbuilt_Drawing_040214.pdf
	Neptune Diving Services	FFPM-6	Flying Foam Passage Moorings	Commercial	Installation	FFPM-6-0001-II-2014/2015	Installation		Cortland Jeyco	Donna Banks	~
	Showing 1 to 11 of 11 entrie	is (as of 11:29 on Ap	Wash Louis Ascharges P.								Selected rows: 0
	Documents	Components									
											O Tools Ø
	No data available in tab	le									

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).

Mooring Inspector Ins	pection History	
From		
01-01-15 09:49		
То		
22-04-15 00:00		
	Execute	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. 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.

	Add / Edit Contact	×
Olista	Contact X.P	Lookup: Contact
here	*Name	Search:
		CONTACT_NAME John Smith
	*Phone Mobile	Michelle Boyce
	Email Send Mooring Portal Notification	First Previous 1 Next Last
	Execute	Close

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'.

Add / Edit Contact	×
*Name	
*Dhana	Mehile
Phone	
Email	Sand Mooring Portal Notifications
	Execute Close

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.

	THORITY					
Welcome, [Test] Mooring Eng	sineer					Logout
O Back						
Nooring Detail	Maintenance					
Mooring #						S Tools 4
Causeway M-2	Search:	Show 25 V entries				First Previous 1 Next Last
Location	Туре	Inspection #	© Company	Start Time	End Time O	Description
Causeway Moorings	Repair	Causeway M-2-0001-II-	Neptune Geomatics Pty Ltd	02-11-14 00:00	repair raiser chai	n
atitude		2014/2015				
33 0.00000'S						
ongitude						
33 0.00000'E						
fype	·		.			
Cyclone	10	o download	1 a			
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	Documents					
						State Cols P
		File Name	File Type	Uploaded	Uploaded By Company	Uploaded By User
	€WL01 Draw	Ving 20150115.pdf	As-built Drawing	28-01-15 13:33 Air Dynamics		Liestj Mooring Owner
Diselationes Delugers Web	master					Klein Web, 66011

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.

X	1 H) • (H •	ê 🛕 💷					Mooring Engineer In	spections (1) [Pro	otected View] - Microsoft	Excel								-6	i x
	File Home	Insert Pi	age Layout Formulas	Data Re	eview View													♥ 🕜	- @ ≥
¢	Protected View	This file origi	nated from an Internet Io	cation and might	be unsafe. Click for mo	re details. Enable E	diting 🧲		Clic	k here	e to enat	ole e	editi	ng.					×
	A5	+ (e	f_{x}				-							-					1
	A	В	С	D	E	F	G	н	1	J	K	L	M	N	0	Р	Q	F	(G
1	Owner	Mooring #	Location	Use	Type	Inspection #	Reason	Method	Engineer Company	Engineer	Mooring Drawing								
2	Air Dynamics	Enderby M-1	Enderby Island Moorings	Commercial	Installation	Enderby M-1-0001-II- 2014/2015	Installation		Cortland Jeyco	James Bond		1							
3	Air Dynamics	TP-2	Tide Pole Moorings	Commercial	Installation	TP-2-000-2014/2015	Installation		Cortland Jeyco	Chris									
4	Air Dynamics	DR-1	Dockrell Reef Moorings	Commercial	Installation	DR-1-0001 2014/2015	Installation		Cortland Jeyco]							
5		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.

XI	n 19 - 1	e - ∰ Li I= I		_	Mooring Inspect	ion Componer	ts [Protected View] - Mi	icrosoft Excel									0	x
Fil	e Ho	me Insert Page Layout	Formulas Data Review View													~ €		9 X
0	Protected	View This file originated from a	n Internet location and might be unsafe. Click for mor	e details. Enable	Click here to enable editing.								×					
	117									<u> </u>								*
	A	В	C	D	E	F	G	н	1	J	K	L	N	1	N	0		P
1	Rank	Component	Description	Per Drawing	Dive In	UOM	Image Ref	Max Wear Rate, %	Wear Rate, %	Condition / Comments	New							Ē
2	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.								
3	2	Ground Chain 3	34mm stud link 37m buried in 4m	34	34	MM		20	0	Brand New								
4	3	Ground Chain 2	34mm stud link 37m buried in 4m	34	34	MM		20	0	Brand New								
5	4	Ground Chain 1	34mm stud link 37m buried in 4m	34	33	MM		20	3	Brand New condition								
6	5	Riser Chain # 5 cross over measurement	riser chain 34mm cross over 70mm measurement in thrash zone on installation	70	70	MM		20	0	new								
7	6	Riser Chain	34mm Stud Link 30m to bull ring.	50	48	MM		20	4	Good Condition								
8	7	ILLUMINATION TYPE	Retro reflective tape							Good condition, buoy is well illuminated.								
9 10 11 12																		



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.

X	日 -) - (二 - 論)	<u>a</u> =		_		Mooring Engine	eer Inspection History (2) [Protec	ted View] - Micros	oft Excel										1	0	x
	File Home Ir	nsert Page La	rout Formulas	Data Review	View														S	0 -	en 23
¢	Protected View TI	his file originated	from an Internet locatio	on and might be uns	afe. Click for more details.	nable Editing	<u></u>	Click	her	e to	enal	ble e	editi	ng.							×
	K16	• (° .	6																		*
	A	В	C	D	E	F	G	Н	1	J	K	L		M	N	0	P	Q		R	-
1	Inspection #	Reason	Method	Status	Inspector Company	Inspector	Engineer Company	Engineer													-
2	Enderby M-1-0001-II- 2014/2015	Installation		Engineer Review	Cal Dive International Aust Pty. Ltd	David Smith	Cortland Jeyco	James Bond													
3	-																				
5																					

Figure 8.3

INSPECTIONS HISTORY DOCUMENTS/COMPONENTS LIST 8.3.1

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.

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Protected View This file originated from an Internet location and might be unsafe. Click for more details.					Enable Editing	←	Click	Click here to enable editing.															
	К25	• (= f_e				· _								-	_								
1	A	В	C	D	E	F		G	н	1		J	К	L		М	N		0	P.		QE	
	Type	Inspection #	Company	Start Time	End Time	Description																1	
A	Apply Mooring #	Enderby M-1-0001-II- 2014/2015	Neptune Geomatics Pty Ltd	16/01/2015 10:00		Mooring ID must be added onto moori	ng buoy.																
A	Apply Visibility Aids	Enderby M-1-0001-II- 2014/2015	Neptune Geomatics Pty Ltd	15/01/2015 7:00		Please add a light																	

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.

Date approved: Version: 12/05/2022 8 Review date: Approved by: 20/02/2025 Harbour Master

A292278