

## How to apply for delay request of maintenance tasks on the web side (Document)

When the ship has a poor network, or the lack of maintenance required items such as spare parts, materials and other special circumstances, it will lead to the delay of maintenance tasks. Based on the above situation, OLISS has launched the delay request function to better meet the actual operation needs of the ship side.

Users can log in the OLISS web side and follow the following steps 1-5:

Workbench 20570 Vessel Monitor Find Switching System EN 朱慧

To-do List

All (11286) Due 742 Overdue 10526 Reminders(18) 1 Items Selected All Vessels

Workflow Task (219)

Annual Maintenance(8) Maintenance Order—Approve(34) Maintenance Order—Accept(140) Deferred maintenance(28) Oil Inspection—Execute(7)

Oil Inspection—Accept(2)

1. Log in to the OLISS web side and enter the Workbench interface by default.  
Click on the maintenance order under the waiting task (blue represents near expiration, red represents overdue)

Waiting Task(11049)

Maintenance Order(721) Maintenance Order(10067) Oil Inspection(4) Oil Inspection(248) Annual Maintain(3) Eqpt. Running Hour(6)

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← Maintenance list to be executed

2. Find the target maintenance item according to the filter conditions

Please select a time range. Planned Maintenance Date Order Keywords Searching Search Reset

Vessel	Maintenance I...	Eqpt. Name	Maintenance Item	Maintenance ...	Responsible ...	P.I.C.	Maintenance ...	Planned	Operation
LINK OCEAN 1	10.2	主机	曲拐箱	General	Engine Dept.	大管轮	1Month±16 Day	2024-12-	Execute Delay Request
LINK OCEAN 1	10.3	主机	曲拐箱	General	Engine Dept.	大管轮	1Month±16 Day	2024-12-	Execute Delay Request

3. Click "Delay Request"

### Add Maintenance Delay Request

<b>Vessel:</b> LINK OCEAN 1	<b>Eqpt. Name:</b> 主机	<b>Type/Specifications:</b> S1100A2
<b>Maintenance Type:</b> General	<b>Responsible Dept.:</b> Engine Dept.	<b>P.I.C.:</b> 大管轮
<b>Maintenance Order No. :</b> P24101000847	<b>ID:</b> 2932348	<b>Maintenance Item No.:</b> 10.2
<b>Maintenance Part:</b>	<b>Maintenance Period:</b> 1	<b>Item Identifier:</b> Unknown
<b>Planned Maintenance Date:</b> 2024-12-15	<b>Last Maintenance Date:</b> 2024-07-03	<b>Old Vessel Identification:</b> No
<b>Maintenance Item:</b> 曲拐箱		<b>Status:</b> Executing
<b>Maintenance Request:</b> 主轴承、推力轴承、连杆大端轴承螺栓紧固检查		

**Delay Maintenance Date \***

Please select

Note: "Delay Maintenance Date" cannot be later than the next maintenance date

**Maintenance Delay Reason \***

Please enter

The maintenance delay reason can be directly selected as a quick phrase (the quick phrase can be edited), or directly filled in

Please enter maintenance delay reason.

**Quick phrase:** 忘记了 维修中 检查, 未启动 信号不好, 好了会及时维护 [Edit](#)

4. Select the delay maintenance date and reason, and upload attachments according to the actual situation

5. Click "Submit"

#### Next Step:

After the delay request is submitted, the documents will be transferred to the approval staff workbench according to the maintenance approval process set up by the company.