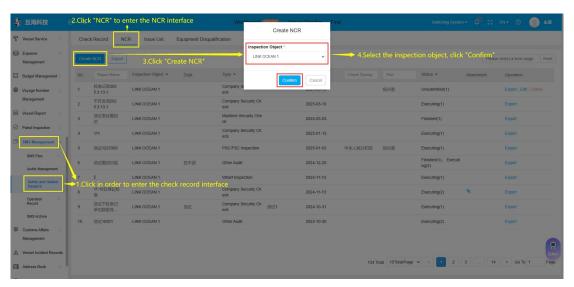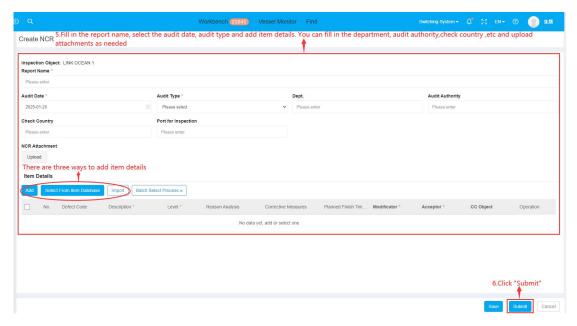# How to create NCR,Issue List, Equipment Disqualification on the web side (Document)

Creating NCR and Issue List, Equipment Disqualification consistent steps, here to **create NCR** as an example.

After the user logs in to the OLISS web side, click **"SMS Management→Safety and Hidden Dangers"** in order to enter the check record interface, then click "NCR" to enter the NCR interface. Click "Create NCR", select the inspection object, click "Confirm" to enter the create NCR interface, fill in the report name, select the audit date, audit type and add item details. You can fill in the department, audit authority,check country ,etc and upload attachments as needed, and then click "Submit".

There are three ways to add item details:

1. **Click "Add"**

Click "Add" to add a detail record, fill in the description, selection level, planned finish time, modificator and acceptor, fill in the defect code and other information as required (with * required).

2. **Click on "Select From Item Database"**

Click "Select From Item Database", click the source file, then click the catalogue file, fill in the inspection information (with * required), and then click "Next Step", the non-conformance will automatically jump to the bottom of the details, improve the corresponding information (with * required).

Create NCR

Inspection Object: LINK OCEAN 1

Report Name *

Please enter

Audit Date *	Audit Type *	Dept.	Audit Authority
2025-01-20	Please select	Please enter	Please enter

Check Country	Port for Inspection
Please enter	Please enter

NCR Attachment

Upload

5''1.Click "Select From Item Database"

Item Details

Add | Select From Item Database | Import | Batch Select Process

	No.	Defect Code	Description *	Level *	Reason Analysis	Corrective Measures	Planned Finish Tim...	Modificator *	Acceptor *	CC Object	Operation
					No data yet, add or select one						

Save | Submit | Cancel

Select The Source Files

5''2.Click the source file

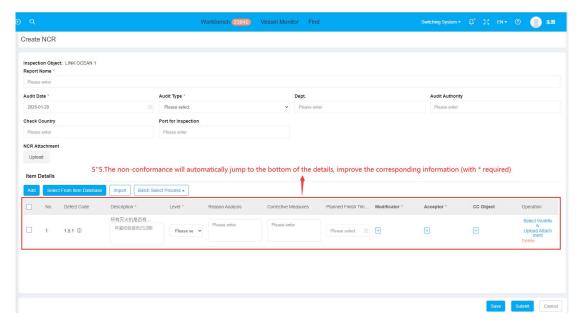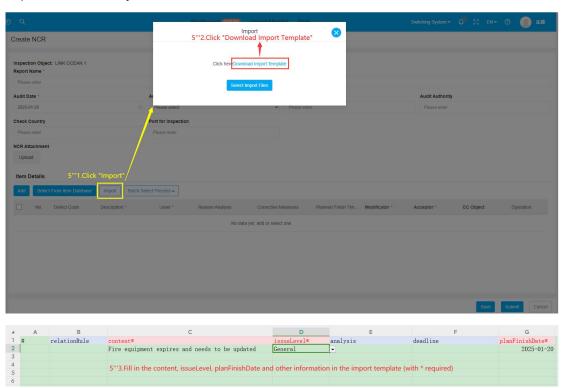| File Name	Applicable Ship Nationality	Applicable Ship Type	Issuing Authority	Effective Date	Remarks
2023年年检文件		驳船,打桩船,多用途船,风电安装平台,浮式起重船,辅管船,工程船,公务...			
安全检查--船长	中国	驳船,打桩船,多用途船,风电安装平台,浮式起重船,辅管船,干货船,工程船,公务...	海务部	2021-03-01	自检
操作手册	中国	驳船,打桩船,多用途船,风电安装平台,浮式起重船,辅管船,干货船,工程船,公务...	中国船级社	2021-11-29	
测试A	东莞	驳船,驳船,打桩船,多用途船,风电安装平台,浮式起重船,辅管船,干货船,工程船,公务...	中国船级社	2021-11-29	
测试检查项为空		LNG运输船,驳船,打桩船,多用途船,风电安装平台,浮式起重船,辅管船,干货船...			
长江海事局-检查项目test	中国	散货船,液化气船		2024-03-08	test
分油机操作流程	中国	LNG运输船,驳船,打桩船,多用途船,风电安装平台,浮式起重船,辅管船,干货船...			
芬芬测试1212	中国	驳船,打桩船,多用途船,风电安装平台,浮式起重船,辅管船,干货船,工程船,公务...	中国船级社	2021-11-29	
克令吊	中国	驳船,打桩船,多用途船,风电安装平台,浮式起重船,辅管船,干货船,工程船,公务...	中国船级社	2021-11-29	
内部标准体检	中国	驳船,打桩船,多用途船,风电安装平台,浮式起重船,辅管船,干货船,工程船,公务...	互海	2021-01-01	
时代		驳船,打桩船,多用途船,风电安装平台,浮式起重船,辅管船,干货船,工程船,公务...			
中国石化内河船舶认证检查标准（气体船)(Ver 2.0)	中国	液化气船	中国石化	2021-04-01	描述说明

Select The Source Files

安全检查--船长 Renew

Next Step → 5''4.Click "Next Step"

Total 152 Items Please enter Search Reset

Catalogue Selected 0

- 手提式灭火剂和推车式灭火...
- 2L二槽一枪泡沫灭火装置 ...
- 26L二槽一枪泡沫灭火装置 ...
- 消防员装备（EF）及EEBD...
- 固定式大型灭火系统（CO...
- 救生艇、救险艇证书及相关...
- 救生筏 (3)
- 防污染证书 (5)
- 《船舶油污应急计划》(6)
- 《垃圾管理计划》(4)
- 《油类记录簿》(2)
- 《垃圾记录簿》和垃圾处理...
- 驾驶台应张贴的图表 (11)
- 《航海日志》和《车钟记录...
- 航行计划 (4)

Defect Code	Audit Info	Description *	Reason Analysis	Corrective Measures	Planned Finish Tim...	Operation
1.5.1	所有灭火机是否有船授社认可单位的年度检验报告？	Please enter	Please enter	Please enter	Please select	
1.5.10	其它	Please enter	Please enter	Please enter	Please select	

5''3.Click the catalogue file, fill in the inspection information (with * required)
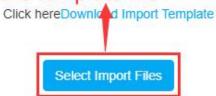
2 Total 10Total/Page
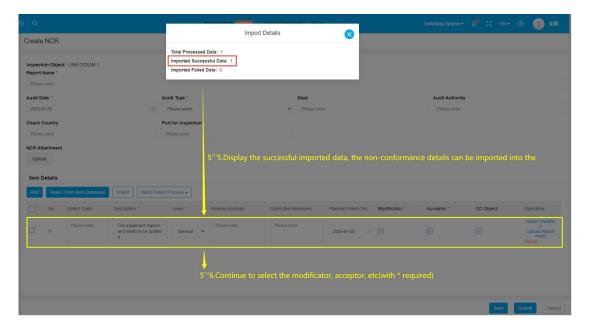
3. Click "Import"

Click "Import", then click "Download Import Template", fill in the content, issueLevel, planFinishDate and other information in the import template (with * required), after the template is saved, click "Select Import Files" to upload the template file, display the successful import, the non-conformance details can be imported into the system.

Import

5'''4.After the template is saved, click "Select Import Files" to upload the template file

Click here Download Import Template

Select Import Files

Create NCR

Import Details

Total Processed Data: 1
Imported Successful Data: 1
Imported Failed Data: 0

Inspection Object: LINK OCEAN 1
Report Name *

Please enter

Audit Date *	Audit Type *	Dept.	Audit Authority
2025-01-20	Please select	Please enter	Please enter

Check Country	Port for Inspection
Please enter	Please enter

NCR Attachment

Upload

5'''5.Display the successful imported data, the non-conformance details can be imported into the

Item Details

Add Select From Item Datebase Import Batch Select Process ▲

No.	Defect Code	Description *	Level *	Reason Analysis	Corrective Measures	Planned Finish Tim...	Modificator *	Acceptor *	CC Object	Operation
1	Please enter	Fire equipment expires and needs to be updated	General	Please enter	Please enter	2025-01-20	+	+	+	Select Workflow Upload Attachment Delete

5'''6.Continue to select the modificator, acceptor, etc(with * required)

Save Submit Cancel

Note: When selecting modificator, acceptor, and cc object can support batch addition. When batch addition needs, click "Batch Select Process", and then click "Batch Add Modificator" or "Batch Add Acceptor", etc.