How to create NCR / Issue List / Equipment Disqualification (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 \rightarrow 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".

ę	〕 互海科技	2.Click	"NCR" to er	ter the NCR inte	erface	Workhonsh	Create NCD	Honitor Find					
٣	Vessel Service >	Chec	k Record NCI	R Issue List I	Equipment Disqualifi	cation	ion Object *	_					
	Expense > Management	Create	e NCR Export	3.Click "Cre	ate NCR"		OCEAN 1	~	> 4.Select	t the inspecti		< "Confirm"	elect a time range Reset
20	Budget Management >	No.		Inspection Object +	Dept.	Туре 💌	Confirm	Cancel			Status *	Attachment	Operation
	Voyage Number >	1	检查记录202 5.3.13.1	LINK OCEAN 1		Company Se eck				扬州港	Unsubmitted(1)		Export Edit Delete
	Management	2	不符合項202 5.3.13.1	LINK OCEAN 1		Company Security Ch eck		2025-03-13			Executing(1)		
	Vessel Report >	3	测试支持撤回 的	LINK OCEAN 1		Maritime Security Che ck		2025-03-03			Finished(1)		
0	Patrol Inspection >	4	111	LINK OCEAN 1		Company Security Ch eck		2025-01-13			Executing(1)		
0	SMS Management	5	测试1223309	LINK OCEAN 1		PSC/FSC Inspection		2025-01-03	中华人民共和国	扬州港	Executing(1)		
	SMS Files	6	测试撤回功能	LINK OCEAN 1	技术部	Other Audit		2024-12-25			Finished(1), Executi ng(2)		Export
	Audits Management	7	1	LINK OCEAN 1		Wharf Inspection		2024-11-13			Executing(1)		Export
	Dangers	→1.Clie 8	ck in order to 11.13日登轮检	I enter the check	record interfa	Company Security Ch eck		2024-11-13			Executing(2)	0	Export
	Operation > Record	9	测试下检查记 录的数据是	LINK OCEAN 1	测试	Company Security Ch eck	测试1	2024-10-31			Executing(1)		
	SMS Archive	10	测试10301	LINK OCEAN 1		Other Audit		2024-10-30			Executing(2)		
8	Customs Affairs > Management												
	Vessel Incident Records												(CERTAL
8	Address Book								134 To	tal 10Total/Page	< 1 2	3 14	> Go To 1 Page

reate NCR 5.Fill in the report attachments as n	t name, select the audit date, a eeded	udit type and add item detai	ils. You can fill in the depa	artment, audit authority,check (country ,etc and upload
Report Name *					
Please enter					
udit Date *	Audit Type *		Dept.	Audit Authority	
2025-01-20	Please select	~	Please enter	Please enter	
heck Country	Port for Inspection				
Please enter	Please enter				
Upload There are three ways to add tem Details Add Select From Item Database	Import Batch Select Process	Descon Analucia - Correctina L	Jassurae Diannad Sinish Tim	Modificator * Accentor *	CC Object Operation
Uplead here are three ways to add tem Details Add Sciect From Item Database No. Defect Code	Import Batch Select Process . Description * Level *	Reason Analysis Corrective Iv No data vet. add or selec	Measures Planned Finish Tim	Modificator * Acceptor *	CC Object Operation
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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).

	v	Vorkbench (23845)	Vessel Mon	itor Find			Switching System		0 🌔 🛤	
Create NCR										
Inspection Object: LINK OCEAN 1 Report Name *										
Please enter										
Audit Date *	Audit Type *			Dept.			Audit Authori	Audit Authority		
2025-01-20	Please select		~	Please enter			Please enter			
Check Country	Port for Inspection	Port for Inspection Please enter								
Please enter	Please enter									
Item Details 5'1.Click *Add* to add a det information as required (with Add) Select From Item Datebase Import	ail record, fill in t h <u>* required</u>) Select Process •	he description, s	election leve	el, planne	d finish time, mo	dificator and a	cceptor, fill in t	the defect code	and other	
No. Defect Code Description *	Level *	Reason Analysis	Corrective N	Measures Planned Finish Tim Modificator *		Acceptor * CC Object		Operation		
Please enter Please enter	Please se 🗸	Please enter	Please ent	er	Please select	Ŧ	+	+	Select Workflo W Upload Attach ment Delete	
								Save	Submit Cancel	

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).

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		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 式起栗船,捕管船,干货船,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;捕管船;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,捕管船,干货船,工程船,公务	中国船级社	2021-11-29	
测试A	东莞	驳船,打桩船,多用途船,凤电安装平台,浮 式起電船,補管船,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,浮式起黑船,袖箭船,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.股船.打桩船.多用途船.风电 安装平台.浮式起重船.特管船.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,補管船,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,捕管船,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,捕管船,干货船,工程船,公务	互海	2021-01-01	
时代		驳船,打桩船,多用途船,凤电安装平台,浮 式起重船,捕管船,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	液化气焰	中国石化	2021-04-01	描述说明

安全检查船长 Renew	Next Step	5"4.Click "Next Step"			Total 152 Ite	ems Please enter Search
Catalogue Selected 0						
手提式灭火制印推车式灭火	Defect Code	Audit Info.	Description *	Reason Analysis	Corrective Measures	Planned Finish Tim Operation
26L二桶一枪泡沫灭火装置	1.5.1	所有灭火机是否有能损社认可单位的年度检验报告?	Please enter	Please enter	Please enter	Please select 的 🕂 💊
26L二桶一枪泡沫灭火装置						
消防员装备(EF)及EEBD	1.5.10	其它	Please enter	Please enter	Please enter	Please select 的 🕂 💊
固定式大型灭火系统(CO						
固定式大型灭火系统(CO 救生艇、救助艇证书及相关		4				
固定式大型灭火系统(CO 教生概、教別師证书及相关 救生筏 (3)	5"3.Click th	ne catalogue file, fill in the inspection in	formation (with * req	juired)		2 Total 10Total/F
固定式大型灭火系统 (CO 教生紙、救助銀证书及相关 教生凝 (3) 防污染证书 (5)	5"3.Click th	ne catalogue file, fill in the inspection in	formation (with * req	uired)		2 Total 10Total/F
田定式大型灭火系統(CO 放生類、取約額证书及相关 放生類(3) 助汚染証书(5) (能給油汚気加急计切)(6)	5"3.Click th	ne catalogue file, fill in the inspection in	formation (with * req	uired)		2 Total 10Total/F
田忠式大型灭火系统(CO 救生紙(放売解证书及相关 救生版(3) 防汚染证书(6) (船舶四雪应急计划)(6) (垃圾貸證计划)(4)	5"3.Click th	ne catalogue file, fill in the inspection in	formation (with * req	uired)		2 Total 10Total/F
田世代大生交火系統(CO 救生薬(外)(約4000年3月2月1天 救生薬(分) 防汚染症节(5) (細胞面与広急计划)(6) (位数管理计划)(4) (由洗己味湯)(2)	5"3.Click th	ne catalogue file, fill in the inspection in	formation (with * req	uired)		2 Total 10701814
田田式大起天火系統(CO 秋主県、防空観辺市及和光 秋主県(S) 防汚除正布(S) (加田汚立先计划)(G) (加田汚立先计划)(G) (加田汚点発)(2) (加田沢泉湯)(2) (加田沢泉湯)(加加税利	5"3.Click th	ne catalogue file, fill in the inspection in	formation (with * req	uired)		2 Total 107tal/F
田忠式大地天火系統(CO 数主葉、数定額证有及担关 数主葉(3) 防汚除证有(5) (細胞面写应急计划)(6) (加度置證计划)(4) (油度过證计划)(2) (加度过證计划)(4) (油度过證計)(2) (加度过證計划)(4) (油度过意)(2) (加度过意)(2) (加度过意)(2) (加度过意)(2) (1) (2) (2) (2) (2) (2) (2) (2) (2	5"3.Click th	ne catalogue file, fill in the inspection in	formation (with * req	uired)		2 Total 107otali

			٨	Workbench (23845)	Vessel Monit	tor Find		Switching System			D 🚺 👘
eate NC	R										
spection Ol	bject: LINK OCEAN 1										
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Audit Date *			Audit Type *			Dept.	Audit Authori	Audit Authority			
025-01-20			Please select		~	Please enter	Please enter	Please enter			
eck Count	try	,	Port for inspection								
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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.

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Create NCR	5"2.Click "Download Ir	mport Template"	.			
Inspection Object: LINK OCEAN 1 Report Name * Plasso enter	Click here Download Imp	ort Template				
Audit Date * A			Audi	t Authority		
2025-01-20	Please select	Please enter	Pie	ase enter		
Check Country	ort for Inspection					
Please enter	Please enter					
NCR Attachment						
Upload						
Item Details 5""1.Click "Import"						
Add Select From Item Datebase Import Batch Select	t Process *					
No. Defect Code Description *	Level * Reason Analysis Co	rrective Measures Planned F	Inish Tim Modificator * Accepto	or * CC Obj	ect Operation	
	No data yet, ad	d or select one				
					Save Submit C	Cancel
A B C 1 Tip: Please fill in the system role names for 'Recti	fiers',' Acceptors', and 'CC recipients'.	F If there are multiple roles,	G please separate them with commas in	English.	J	
2 # relationRule content*	issueLevel* analysis	deadline	planFinishDate*	rectifiers	acceptors CC recipi	ients

5"3.Fill in the content, issueLevel, planFinishDate and other information in the import template (with * required)



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



0 Q	Workbare	ab Constant Magnal Magnitor - Fin		Switching System +	0 ⁹ 20 en+	@ 🛑 #ä
Create NCR		Import Details	×			
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Please enter						
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2025-01-20	Please select	✓ Please er	ter	Please enter		
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Please enter	Please enter					
NCR Attachment Upload Item Details	5'''5.D	isplay the successful impor	ted data, the non-conforman		be imported in	
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No. Defect Code Description *	Level * Reason	Analysis Corrective Measures	Planned Finish Tim Modificator *	Acceptor *	CC Object	Operation
I Please enter Fire equipment expires and needs to be update d	General V	enter Please enter	2025-01-20			Select Workflo W Upload Atlach ment Delete
	5'''6.Con	tinue to select the modifica	itor, acceptor, etc(with * requ	ired)	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.