



**Orion Credence
Solutions Pvt. Ltd.**

Document:

NAU Lite Vessel Performance System User Manual Ver. 2.1

Dated: 03rd March 2024

Revision: 3.0


PAGE: 1 OF 44

PREPARED BY: MS. RIYA BHAMBU

APPROVED BY: MR. AVNISH KUMAR MISHRA



NAU LITE VER 2.1
VESSEL PERFORMANCE SYSTEM USER MANUAL


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Version Release : NAU 2.1

Document ID : ORN/01042020/VPRMS/001


Created : 03rd Mar 2023

S. No.	Description	Revision No.	Revision Date	Created/Revised By	Approved By
1.	Version Release of NAU 2.1	0	--	Ms. Riya Bhambu	Mr. Avnish Kumar Mishra
2.	Version Update 1. (Enhancements made as per the feedback received from Pilot vessels reporting on NAU Lite)	1.0	21 st July 2023	Ms. Shristi Karwasra	Mr. Avnish Kumar Mishra
3.	Version Update 2. (Made BOL Uploading mandatory for COSP Report of every Laden voyage.)	2.0	3 rd November 2023	Ms. Riya Bhambu	Mr. Avnish Kumar Mishra
4.	Version Update 3. (Event Report Amendment Page introduced onboard)	3.0	3 rd March 2024	Ms. Shristi Karwasra	Mr. Avnish Kumar Mishra

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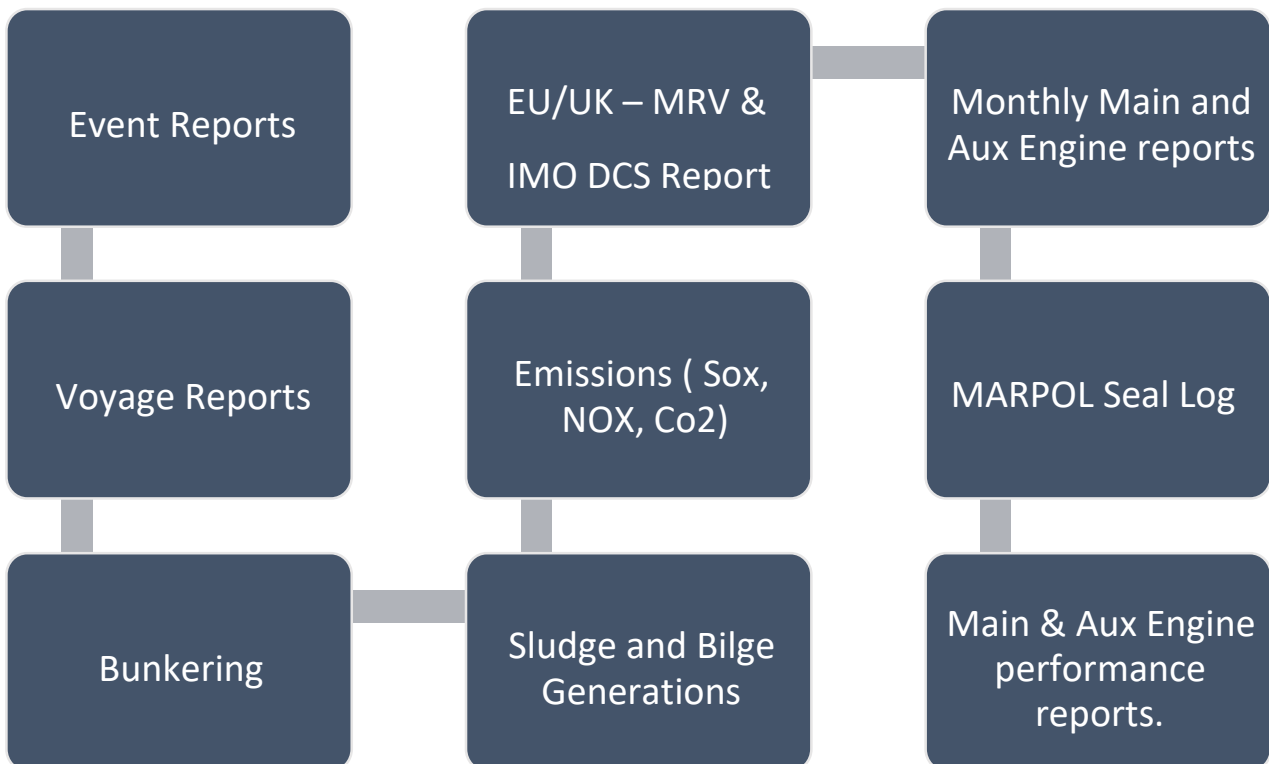
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1. System Ideology & Reports

Optimum Balance between Fuel consumption, Power output and speed lead to attaining favourable results of the Propulsion Economy.

Operational efficiency and reliability which are the key factors to Commercials of the shipping trade, SEEMP and other compliance, are covered through the “NAU Fleet performance monitoring system” by gathering the ship reported data for commercial, operational, and technical analysis.



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2. System Overview.

DASHBOARDS

Dashboards are to view current reporting status and voyage report along with daily report, Main and Aux engine monitoring for any voyage.

- Voyage & Reporting Status
- Daily Report
- Voyage Report
- Performance
- Auxiliary Engines

VESSEL STATIC DATA

Particulars and Static data have all the sections that need to be configured once and can then be updated if needed.

- Vessel Particulars
- Main Engine Static Data
- Aux Engine Static Data
- Manage Tanks
- Annex VI Refrigerant Gas List
- Annex VI Equipment Master

EVENT & OTHER REPORTING

Event and Other reporting section has all the daily, monthly and event reports.

- Charter Party
- Sea & Port Event Reporting
- Docking, Hull, Crew & Insp.
- Engine Daily Parameter
- Bunker Intake Reporting
- Main Engine Performance
- Aux Engine Performance
- Amend Event Report

REPORTS AND EXTRACTS

Reports and Extracts as the name suggests, has a feature allowing report extraction for various forms.

- Sea & Port Events Log
- Consolidated Report
- Voyage Report
- Bunker Records
- SEEMP Report
- Monthly Report
- MRV & IMO DCS Report
- HFO & LFO Division

ENVIRONMENT REPORTING

Environmental Reporting includes all the reports intended for keeping a check on pollution as per environmental aspects.

- Sludge & Bilge Log
- Garbage Log
- Annex IV Log
- Annex VI Ref. Gas Record

MARPOL SEAL LOG


MARPOL Seal log is where records are maintained and updated for when seals are received and used onboard.

- Manage Series
- Manage Seal
- Seal Log Report
- Seal Running Report
- Spare Seal Report
- Manage Component
- Discontinued Equipment
- Amendment Log

ADMINISTRATION

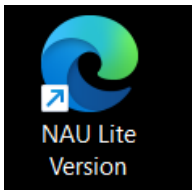
Administration section has tabs concerning synchronization, creating users and roles assignment for all of them.

- Send & Receive
- Manage Delivery
- Manage Mail Server
- Test Connection Results
- Manage Roles
- Manage Users
- Menu Management
- Pages

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3. Logging Into the system

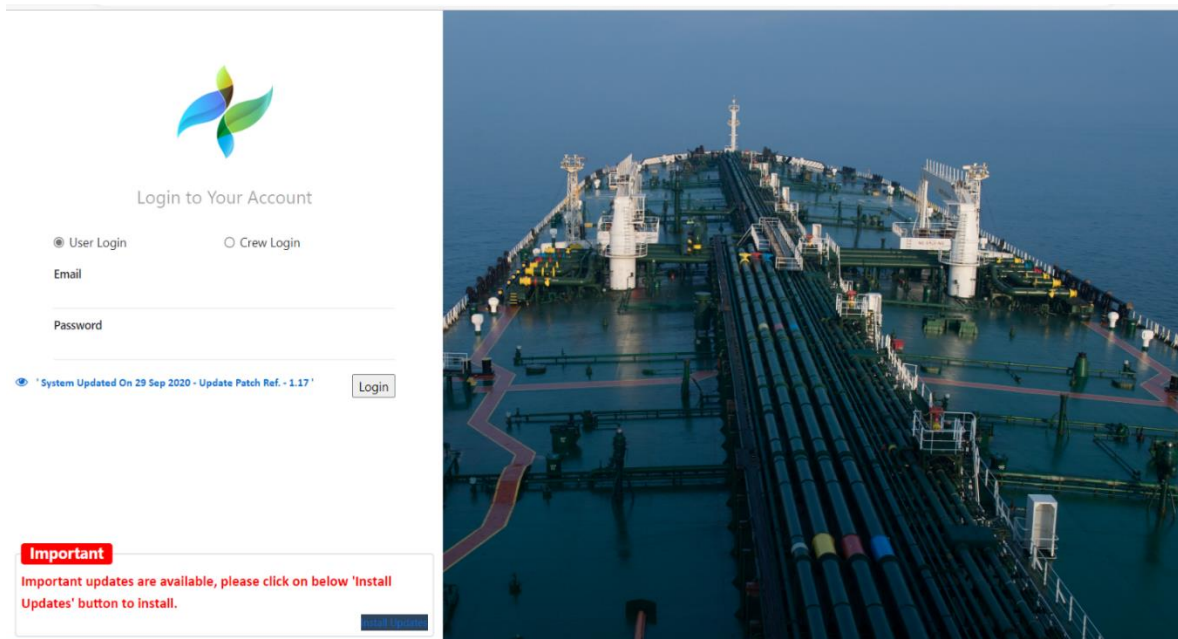
Please find below link and access details for NAU LITE (Vessel Performance Reporting System), available by clicking the shortcut on the desktop.




(This maybe different as is customized.)

Input username and password **as per the user specific login credentials shared** in an excel sheet.

For accessing from the Network Computers- ***please copy & paste the above shortcut icon on other Client Pc's to access NAU System.***




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4. Reports order, Frequency & Exporting Reports

The below mentioned reports can be accessed after login by clicking the “OPS & TECH REPORTS” menu on the top bar and then Left menus host different reports in groups as per their relevance.

1. Dashboards; bear the reporting status, daily, voyage and other performance reports data.
2. Particulars and Static Data; houses the standard one-time parameters governing various functions and reports.
3. Event reports: Section bears the Charter party data section along with Sea and Port Event reports, Docking and other details, Daily Engine Parameter reports, Bunker intakes and Engine Monthly performance reports.
4. Reports and extracts; for event and other data extracts.
5. Environment Reporting; For the Sludge, Bilge, and Garbage reports.
6. MARPOL Seal log; for recording seals as per the Company requirements for the equipment potential to pollution.

S. No.	Module Name	Reporting Frequency	Access path for the Report/s, “OPS. & TECH REPORTS” ->
1	Initial Configurations: - Vessel Particulars, Pump & Other Equipment. - Charter Party Norms. - ME, AE static data. - IOPP 3.1 and 3.3 Tank configurations.	At system Start and then as required on any change.	→ Particulars and Static Data
2	Bunker Intake	Initial system startup, then as per occasion. At the start this section must be updated with the various Fuel grades ROB's available onboard.	→ Bunker Intake Reporting
3	Sea and Port Reports	Minimum every noon + each event	→ Events & Other Reporting
4	Engine Daily Parameters	Noon at Sea and End of Sea Passage report	→ Engine Daily Parameter
5	Waste Management – Sludge and Bilge report.	Once a day	→ Environment Reporting
6	Garbage records MARPOL Annex V Log	As and when Garbage is disposed/landed/treated.	→ Environment Reporting
7	Main Engine and Auxiliary Engine reports	Minimum once every month.	→ Events & Other Reporting
8	MARPOL Seal Log	Anytime MARPOL Related equipment is used, and company seals are broken and re-sealed.	→ MARPOL Seal Log
6	MARPOL Annex IV Log	Every time an effluent is discharged.	→ Environment Reporting
7	MARPOL Annex VI Log	Every time there's a gas leak or recharge for any equipment onboard.	→ Environment Reporting
8	Event Reports Amendment Section for the Sea and port report data.	Post submissions in case of any amendments for certain data points.	→ Events & Other Reporting
9	Send and Receive for Synchronisation	Minimum once a day or after submitting One or more reports (Each report does not require the button to be clicked, once the day's reports are completed, the synchronisation takes all reports together on a single click.)	Top Menu “ADMIN” -> Send & Receive Section

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5. NAU (Vessel Performance Reporting & Monitoring System)

4.1 OPS. & TECH REPORTS

Briefly for your ref.

All the sections/reports work on either EDIT / Update / SAVE (like the vessel Particulars form & CP Norms) OR simply fill up the data and SUBMIT. All submits show message of RECORD SUBMITTED/UPDATED SUCCESSFULLY” on top, in case the message is not seen, it indicates, that some mandatory field is missed out; Mandatory fields are marked with; (*) or (**Remarks in RED**).

- **Step 1: Vessel Particulars** – Please update the Vessel particulars section.
- **Step 2: Charter Party Norms** – Under Events & Other reporting -> Charter Party -> Please edit / save the CP norms (these do not need to be updated for each commencement of Sea Passage unless there is a change next time).
- **Step 3: Bunker information** – Under Events & Other reporting click on **Bunker Intake Reporting**; Complete and Submit the Bunker Information Report of every type of bunker for which ROB is available, once submitted proceed to the Full Away/ COSP Report under the Sea Reports Section.
- **Step 4: ME and AE Static Data-** Particulars and Static Data Tab -> Both M/E Static Data and A/E Static Data need to be filled. Detailed description for the same is give below under Engine Performance Reporting Guidance.
- **Step 5: Dry Docking, Hull & Propeller Cleaning, Crew On/Off Signers & Inspection/Surveys** - Fill in the details of last Hull cleaning, Propeller polishing, Drydocking, underwater inspection. Further activities can be recorded after filling departure reports as per the activity done at the last port call.
- **Step 6: COSP/ Noon/ EOSP/ Port report** – Please proceed to fill Sea and Port Reports, as per the frequency mentioned on the previous page.
- **Step 7: Exporting the reports** – Please proceed to ADMIN-> SEND AND RECEIVE and Click the Button SEND And RECEIVE button, (***you may send one or many records simultaneously***).

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6. Sea/ Port Event Reporting Guidance

5.1 Explaining the reporting cycle

- The Sea and Port reports are meant to be from Port to Port.

5.2 Features

- For Filling Sea and Port Report: Under OPS. & TECH REPORTS -> Click on Events and Other Reporting. Under this one form by selecting the Event Name (COSP/ Noon/ EOSP/ Port), you can proceed to fill the required details for that report.
- Report that is being filled can be saved as a draft if needed and you may resume filling it when logging in again.
- Please know that while reporting all the tabs cannot be accessed in one go, all the details for one tab should be submitted to access next page.

CP Parameter -> Event Details -> Timesheet/ Activities carried out -> Fuel ROB and Cons. -> Special Events -> Pump Running Hrs.

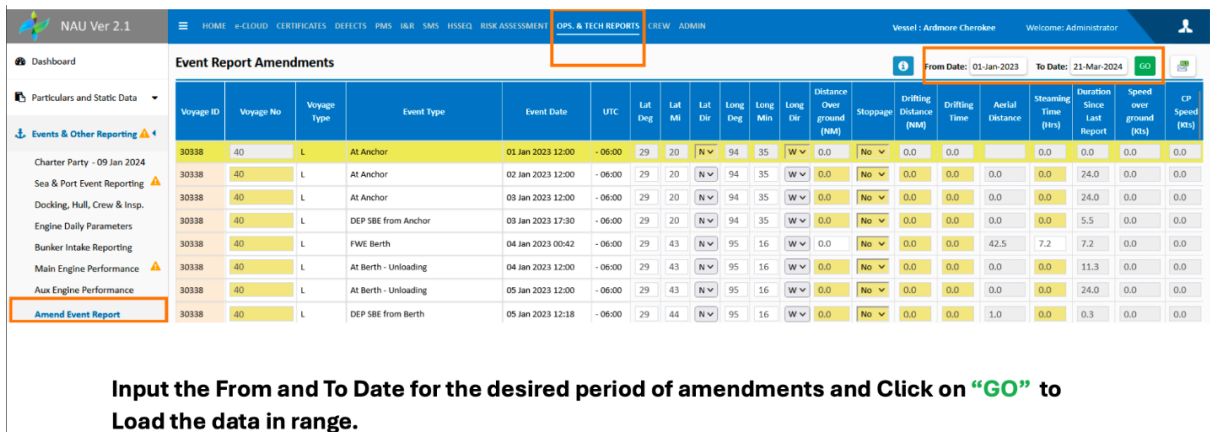
- There is a report amendment log provided that shows the status of report that is being filled. In case after finalizing a report there are any changes made and updated in Fuel ROB and cons. tab, Pump Running Hours & Special Events also need to be reviewed & updated.

The screenshot shows the 'Event Report' form in the NAU Ver 2.1 system. The 'Event Name' dropdown menu is open, displaying a list of event types. The 'CP Parameters' section is highlighted with an orange box. A confirmation message at the bottom reads: "Confirm or update CP Parameters and save to continue further." The form includes fields for Voyage Status, Voyage No., Voyage Type (Laden/Ballast), and various tabs for data entry: Carried Out, Fuel ROB & Cons., Special Events, and Pump Running Hours. A 'Report Amendment Log' button is visible in the left sidebar.

5.3 Amending Sea and Port Reports.

Current Voyage Data amendment: can be amended by opening and editing the required field (please note some fields that are critical for the report flow are locked for editing, such as report type, position, fuel etc, these must be filled with utmost diligence and re-confirmation before finalizing the report.


Previous voyage reports: can be edited for the current voyage through the events reports section and for the others, we have a separate section “Event Report Amendment” to allow the users to edit earlier voyage data amendments with certain logical restrictions.



Input the From and To Date for the desired period of amendments and Click on “GO” to Load the data in range.

Once changes are completed, click on the SUBMIT Button on the bottom left. This button is available only if there are no RED errors on the page. The red errors are logical issues explained through the quick tip icon from top.

Successful submission will load the page with the updated data and the same will be transmitted to the shore side in the next exchange.

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6. Engine Performance Reporting Guidance

6.1 Purpose

The purpose of the Main engine and auxiliary engine performance reports is to achieve an efficient combustion and get the best out of marine engines by constantly monitoring their performances. This is important to control emissions as well as optimize the operating cost of the vessel.

The Vital parameters included in the report that enable the measurement of the performance.

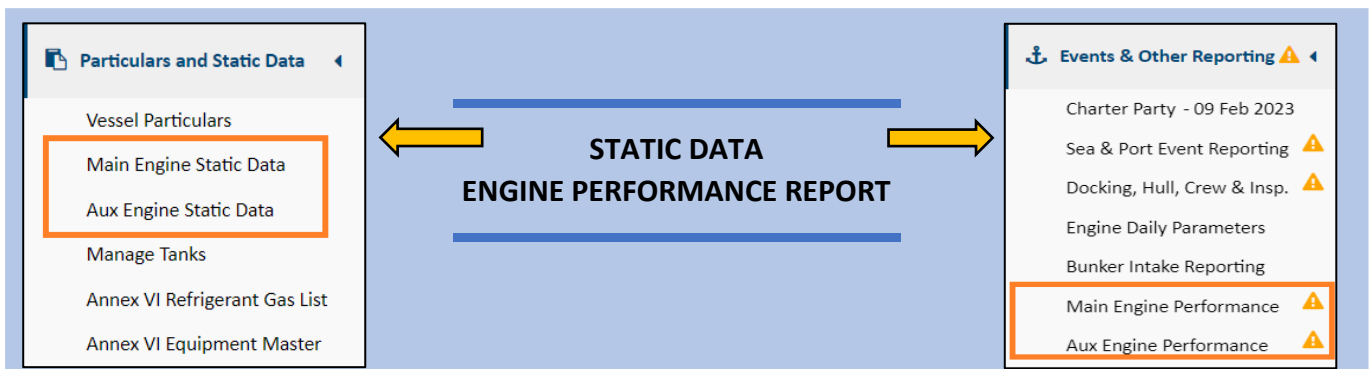
Main Engine performance report

- SFOC Vs Power
- Engine RPM vs. Power
- SCOC Vs Power
- Fuel Pump Index Vs Power
- T/C RPM Vs Power
- P-Max Vs Power

Auxiliary Engine performance report

- PMAX-PCOM Vs Power
- Exhaust Temperature Vs Mean Exhaust Temp
- Fuel Pump Index Vs Power
- Scavenge Air Pressure Vs Power
- T/C Exhaust Temp Vs Power

6.2 Accessing & Completing the Main and Auxiliary Engine reports



6.3 The static parameters for the main engine: M/E static data

This section has four parts:

- a. Details for the vessel main engine and Cylinder Lubrication information, the number of cylinders selected here govern the Main Engine report template.

Main Engine Static Data Select Main Engine No. : 1

"This section must be completed before submitting M/E Performance Reports."

Main Engine Static Data			
Type:	S. No.:	MCR (KW):	Normal Continuous Output:
MCR RPM:	Propeller Pitch (mm):	No. of Cylinder: Select	No. of Turbocharger: Select
Calorific Value of Fuel for Shop Trial Mj/Kg:		Cylinder Constant:	SFOC at 85% MCR at Shop Trial:
Critical RPM Range From-To:		ME Unit Max Exh temp (Upper limit as per maker):	
RPM (TELEGRAPH AHEAD)			
DEAD SLOW:	SLOW:	HALF:	FULL:
Cylinder Lubrication Information			
Engine Stroke: <input checked="" type="radio"/> 2-Stroke Engine <input type="radio"/> 4-Stroke Engine		Make/Model:	
Make/Model: Select	Lubricator Type: Select	Bore: Select	Feed Rate Min-Max (g/Kwh): -

b. Shop Trial

Shop Trial Data				
DATASET	1	2	3	4
KW *				
Load (%)				
Engine RPM *				
T/C RPM *				
T/C inlet Temp (Deg C) *				
T/C outlet Temp (Deg C) *				
Avg Exh Gas Temp (Deg C) *				
Pk Press (Bar) *				
Comp Press (Bar) *				
Scav Press (Bar) *				
Avg Fuel Pump Index *				
VIT Rack Index				
Air temp inlet to TC (E/R Temp) *				
CW inlet to air cooler Temp *				
Air Clr Press Drop (mm) *				
F.O. Cons MT/Day *				
Thermal Load (%)				
Propeller Margin (%)				
SFOC (g/Kwh) *				
MCR Power *				
MCR RPM *				

Note: At least four set of data must be entered at different engine loads; 100%, 85%, 75% & 50%, if values are unavailable at these loads the data must be input as available or interpolated from the engine performance reports (Sea Trial/ Shop Trial).

c. Sea Trial

Sea Trial Data (Common for Main Engine-1 & Main Engine-2)				
DATASET	1	2	3	4
M/E (kW) *				
Load (%)				
F.O. Cons MT/Day *				
GPS SPEED (KTS) *				
LOG SPEED (KTS) *				
M/E R.P.M *				
MID Ship Draft (MTR)	If unavailable please Tick: N/A <input type="checkbox"/>			
Displacement (MT)	If unavailable please Tick: N/A <input type="checkbox"/>			

Upload for the Performance curve; Upload the sea trial performance curve (format: pdf, max size – 400 KB).

Main Engine Performance Curve (From Maker / Yard): Choose File No file chosen

Submit

d. Once this section is completed, please press submit. Any changes thereafter will be recorded in the activity log at the bottom of the page.

6.4 The static parameters for the Auxiliary engine: A/E Static Data

This section has two parts:

a. This report is to be completed for each Auxiliary engine onboard the vessel by selecting from the dropdown and the number of cylinders must be carefully entered for each auxiliary engine.

Aux Engine Static Data Select Aux Engine No.: 1

This section must be completed before submitting A/E Performance Reports.

Aux Engine Static Data			
Engine No.:	Engine RPM: *	Engine Type:	No. of Cylinder: * <input type="button" value="Select"/>
Turbocharger:			
Type:	S. No.:	Max. RPM:	Load: *
Electrical Load (KW):			
At Sea:	At Anchorage:	Loading Port:	Discharging Port:

- b. Shop Trial Data and maker’s auxiliary engine performance report upload; Upload the shop trial performance curve (in pdf format, max size – 400 KB).

Shop Trial Data <small>(Minimum three datasets are required for submitting the report.)</small>					
Load (%)	25%	50%	75%	100%	110%
Output (KW) *					
Pm (Bar) Pk Press *					
Pc (Bar) Comp Press					
Exh Gas Temp					
Ps (Bar) Scav Press *					
Load Indicator					
Fuel Rack *					
Air temp inlet to TC					
CW Inlet Temp					
CW Outlet Temp					
L.O Cooler Inlet Temp					
L.O Engine Inlet Temp					
F.O Temp					
Scav Air Temp					
L.O Pressure					
F.O Pressure					
Voltage (V)					
Current (A)					
Frequency (Hz)					
Engine Speed (RPM)					
Power Factor					
T/C RPM					
T/C Exh Inlet *					
T/C Exh Outlet *					

If unavailable please Tick: N/A

Aux Engine Performance Curve (From Maker / Yard): Choose File No file chosen

Submit

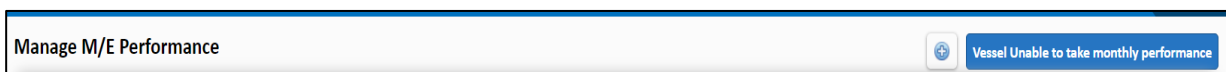
Note: At least four set of data must be entered at different engine loads; 100%, 85%, 75% & 50%, if values are unavailable at these loads the data must be input as available or interpolated from the engine performance reports (Shop Trial)

Once the section is completed, please press submit. Any changes thereafter will be recorded in the activity log at the bottom of the page.

6.5 The main engine performance reports

Clicking on “+” button on Manage ME Performance page, opens a new blank report, the data can be entered, and the report can be saved as draft and finalized once all the data is entered.

Only one report is allowed to be kept as a draft.





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Main Engine Performance Data

Report Status: *Draft*

Select M/E No.: 1

ME Color Legends: Data filled by ship staff Ship Specific initial data - appear automatically Auto Calculation fields

Note: This Report is already finalized, you may change the data which will be auto saved and will be logged in the Activity log for records.

Main Engine Make	M/s/ MAN b&W	Type	6S50MC MK8	S. No.	4725	MCR (kW)	8580	MCR RPM	127	Propeller Pitch	3896.000000			
Voyage No. *	004L	From	UNITED ARAB EM	Khor al Fakkan	Global Port List	To	FRANCE	Marseille	Global Port List					
Date & Hour *	03/01/2018	Hour From	09:00	Hour To	11:00	Last Docking Date	03/01/2014	Total Run. Hours *	20000					
Laden/Ballast	L	Draft Fore (m)	14.00	Draft Aft (m)	14.00	Number of Fuel Nozzle or Load Indicator	10.90	RPM	101					
State of Sea	Moderate	Wind Direction	NNE	Wind Force	4	Slip (%)	9.38							
Temperature	Eng. Room *	40	Sea Water *	20	Speed	By O.G.	14.5	knots	Speed Through Water	16	knots	Barometric Press. at Engine Room		
						By Pitch *	16.0	knots	Displacement	55000	MT	1013	mbar	
No. of Cylinder (6)	Ave.	1	2	3	4	5	6	7	8	9	10	11	12	
Max. Pressure *	bar	125.3	125	125	120	126	131	125						
Max Press. Deviation	bar		-0.3	-0.3	-5.3	0.7	-6.7	-0.3						
Pressure Compression *	bar	92.5	86	98	95	95	90	91						
Pressure Comp. Deviation			-6.5	6.5	2.5	2.5	-2.5	-1.5						
Pressure Indicated	bar	0.0												
I.P.S	kW	0												
Exhaust Temp. *	°C	398.2	345	360	390	450	397	406						
Exhaust Temp. Deviation	°C		-6.2	-6.2	-6.2	53.8	0.8	8.8						
Pump Mark/Index *		81.8	80	80	81	90	80	80						
Pump Mark/Index Deviation			-1.8	-1.8	-0.8	8.2	-1.8	-1.8						
VIT Index		0.0												
Ignition Angle Deg(-Bfore TDC, +Aft TDC)		0.0												
Under Piston Temp	°C	0.0												
F.W. Outlet	°C	0.0												
P.C.O Outlet	°C	0.0												
Cyl. Oil Feed Amount	l/day	0.0												
Cyl. Oil Feed Amount	g/kw h													
St. #/In. Dev. Deviation *	l/day	7.0	7	7	7	7	7	7						

The entry area has checks and validations to ensure correct data is being entered with mandatory fields are marked with red Asterix “*”.

The report is analysed for any deviations as per the pre-set validations on the reports, for e.g., the cell turns red in colour if the “MAX PRESS DEVIATION” exceeds 5% or less than -5%.

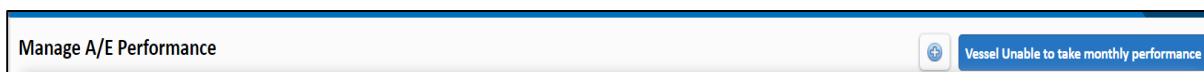
Only finalized reports are transmitted ashore. You may amend an existing report at any time, the record of changes will be maintained in the activity log section.


You may include remarks with each report and the shore office can add remarks for shore – ship communication.

6.6 The auxiliary engine performance reports

Clicking on “+” icon on Manage A/E Performance, opens a new blank report, the data can be entered, and the report can be saved as draft and finalized once all the data is entered.

Only one report is allowed in draft state for each auxiliary engine.



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Select the auxiliary engine for which the report is being completed and proceed to enter the data.

Aux Engine Performance Data
 Report Status: "Draft"

AE Color Legends: Data filled by ship staff Auto Calculation fields

"Existing report in draft for A/E No. 1 created on: 25 Jan 2023, please continue to update or alter the same and finalise."


Vessel		Engine Type		Engine No.		Turbocharger			Last Overhaul Details		
Hampstead		KDE 18		519		Type	S.No.	Max. Rpm	Load	Rhrs Since Decarb	Rhrs Since Turbocharger O/H
Engine RPM		Date *		Time		Total Rhrs *					
900						MET18SRC		9680	5000	745	
Fuel				Switchboard							
Type	Viscosity	Density @ 15°C	LCV Mu/kg*	Fuel Oil Cons./hrMT*	kW*	Voltage (V) *	Current (A) *	Frequency (Hz) *	Cos φ	KW/k	
Cylinder Data											
Cylinder No (6)	1	2	3	4	5	6	7	8	9	10	Mean/Rue
Mean Indicated Pressure (bar)											0.0
Deviation Mean Indicated Pressure (bar)	0.0	0.0	0.0	0.0	0.0	0.0					0.0
Comp. Pressure (bar)											0.0
Max. Pressure (bar)											0.0
Deviation Max. Pressure (bar)	0.0	0.0	0.0	0.0	0.0	0.0					0.0
Indicated Power (KW)											0.0

The entry area has checks and validations to ensure correct data being entered with mandatory fields are marked with red Asterisks “*”.

The report is analysed for any deviations as per the pre-set validations on the reports.

Only finalized reports are transmitted ashore. You may amend an existing report at any time, the record of changes will be maintained in the activity log section.

You may include remarks with each report and the shore office can add remarks for shore – ship communication.

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7. Reports and Extracts

Reports and Extracts

- Sea & Port Events Log
- Consolidated Report
- Voyage Report
- Bunker Records
- SEEMP Report
- Monthly Report
- MRV & IMO DCS Report
- HFO & LFO Division

As the name suggests **Reports and Extracts** tab allows to view and extract reports of all kinds as per the date and other required filters that are applied.

In case of Monthly Report section, it allows a consolidated record of ME and AE performance reports on monthly basis.

i. Voyage Report – This is essentially the Deck and Engine electronic abstracts automatically generated,

ii. Environment & other Reports –

- SEEMP Consolidated Voyage Report,
- SEEMP Leg Wise,
- MRV & IMO DCS voyage report,
- MRV & IMO DCS event wise report,
- Bunkers Received.

iii. Other reports can be extracted from the sections directly.

iv. You can also send my Sea and Port reports to other parties through email. Go to the Manage Reports Section (under the desired report) -> under the Actions column -> there is a Download button, this generates a properly formatted text file with the RAW data for you to use as required for other parties by directly copying and pasting on an email or others.

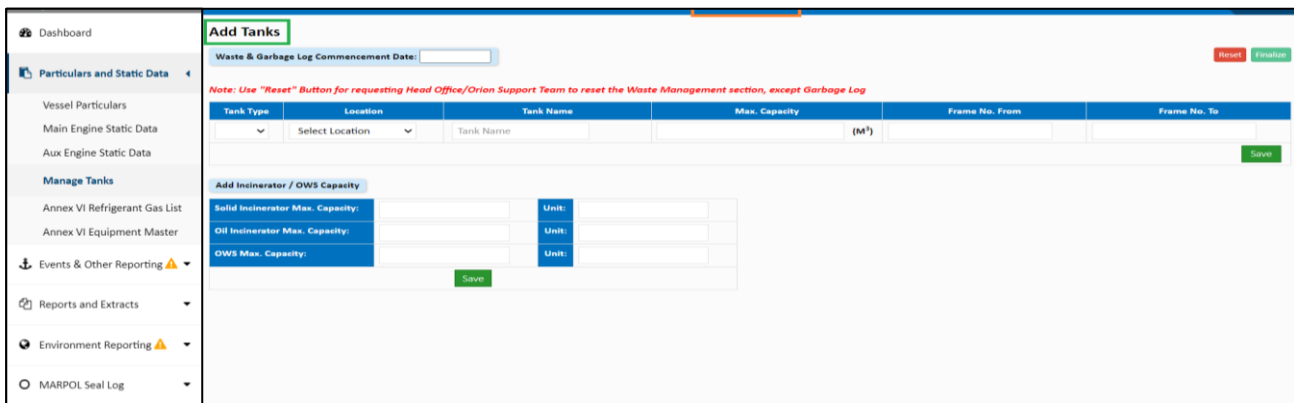
8.Environment

8.1 Waste Management Reporting Guidance

8.1.1 Add Tanks- Proceed to add the Sludge and Bilge tanks as per the IOPP certificate section 3.1 and 3.3.

**“Very Important while entering the tank details / data, please note this is ONE TIME only.
This must be filled from IOPP 3.1 and 3.3 as it is and finalized.”**

REITERATING this is “one time only.”

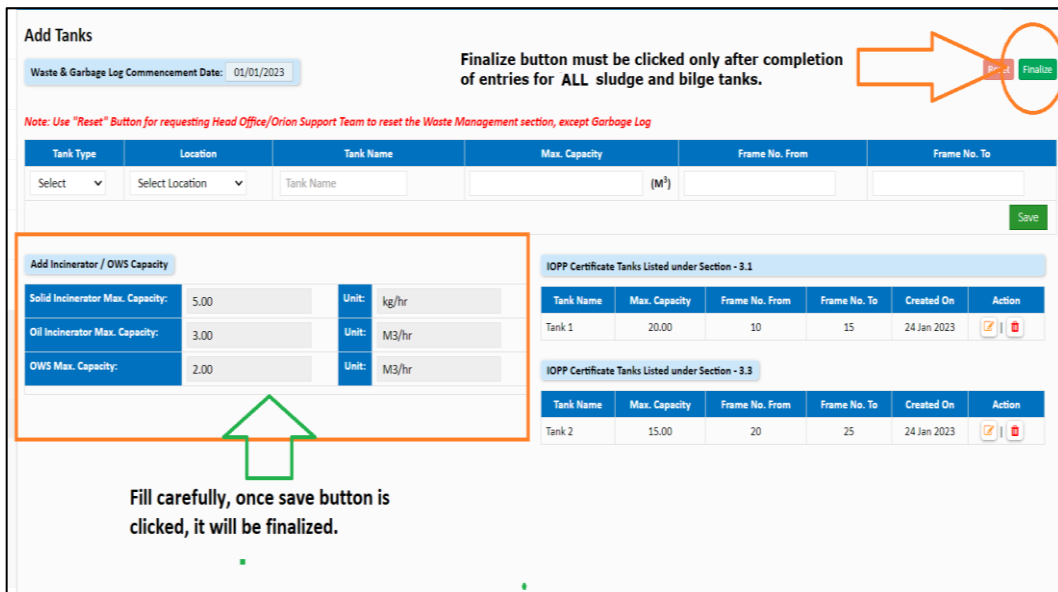


8.1.2 Finalize the tanks to start the daily reporting of Sludge & Bilge tank activities.

“Very Important while entering the tank details / data, this is ONE TIME only“

- a. These tanks must be entered at one go (not in stages)
(Suggest, first complete all the Sludge tanks and then the Bilge water tanks.)
- b. All required data including the Initial ROB in MT’s and sounding in meters must be entered for the date of entry of the tank.
- c. After each tank entry SAVE button must be pressed to collate the lower table.
- d. The finalize button must be pressed only upon completion of the both the SLUDGE and BILGE tanks entries, re-iterating the “FINALIZE” Button must only be pressed once after the SLUDGE and BILGE tank entry.
- e. The page will be locked once the finalize button is pressed.

Finalize button must be clicked only after completion of entries for both sludge and bilge tanks.



Add Tanks

Waste & Garbage Log Commencement Date: 01/01/2023

Finalize button must be clicked only after completion of entries for ALL sludge and bilge tanks.

Note: Use "Reset" Button for requesting Head Office/Orion Support Team to reset the Waste Management section, except Garbage Log

Tank Type	Location	Tank Name	Max. Capacity	Frame No. From	Frame No. To
Select	Select Location	Tank Name	(M ³)		

Save

Add Incinerator / OWS Capacity

Solid Incinerator Max. Capacity:	5.00	Unit:	kg/hr
Oil Incinerator Max. Capacity:	3.00	Unit:	M3/hr
OWS Max. Capacity:	2.00	Unit:	M3/hr

IOPP Certificate Tanks Listed under Section - 3.1

Tank Name	Max. Capacity	Frame No. From	Frame No. To	Created On	Action
Tank 1	20.00	10	15	24 Jan 2023	<input checked="" type="checkbox"/> <input type="checkbox"/>

IOPP Certificate Tanks Listed under Section - 3.3

Tank Name	Max. Capacity	Frame No. From	Frame No. To	Created On	Action
Tank 2	15.00	20	25	24 Jan 2023	<input checked="" type="checkbox"/> <input type="checkbox"/>

Fill carefully, once save button is clicked, it will be finalized.

8.1.3 Commence reporting Sludge & Bilge Log

- Post finalizing the tanks for Sludge and Bilge, proceed to commence reporting on the "Wastage Log" tab.
- This section will show all the tanks under the Sludge and Bilge by clicking on the names.
- Both the Sludge and Bilge tank records must be updated **each day**.
- There is an option to record "NO ACTIVITY", therefore each tank detail must be filled recording the details in front or else No activity.
- After each tank entry at the end of the row a SAVE button is provided.
- Individual sections have the Button called "End of the DAY", which should be clicked once the entries are completed.
- This locks and submits the day's work and provides the next day's rows for entry.
- You can record more than once activity on a tank as long as the already entered activity is complete, for instance if you record ongoing transfer, then you can't add more activities till this one activity is completed.
- An activity for a tank may fall into a second date, in which case, "ONGOING" must be selected on the tank's row.
- In case of shore disposal, the certificate must be uploaded on the row.



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8.3 Annex IV Log

This module is designed to keep record of various effluent types (grey water, raw sewage, treated sewage) that are being discharged from the vessels.

The report requires details like start and stop date time, effluent type that was discharged, distance covered during discharge, speed of the vessel, quantity discharged, Class/Flag approved discharge rate (applicable for raw sewage discharges only but certificate to be available onboard), when permitted by Chief Engineer or not.

Note: Permission from CE is Mandatory for this report and Class/Flag discharge rate certificate is needed for relevant data to input when & if discharging raw sewage.


Annex IV Holding Tank discharge Type to Search... Default

Drag a column header here to group by that column

S. No.	Time	Stop Date	Time	Effluent Type Discharged from Holding tank	Distance from nearest Shore	Speed (KT's)	Total distance Covered during Discharge (NM)	Discharge Qty (Cu.M)	Class/Flag Approved rate of Discharge Complied	Approval taken from Chief Engineer for Discharge	Rank Of the Engineer Discharging	Start Date	Action
--------	------	-----------	------	--	-----------------------------	--------------	--	----------------------	--	--	----------------------------------	------------	--------

Start Date: Time: Stop Date: Stop Time:
 Effluent Type: Distance from: Speed (KT's): Distance covered during discharge (NM):
Discharged from Holding tank nearest Shore > 12NM/ Open Sea Covered during Discharge
 Discharged Qty (Cu.M): Class/Flag: Approval taken: Rank:
Approved rate of Discharge Complied from Chief Engineer for Discharge Of the Engineer Discharging

Cancel Save

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8.4 Annex VI Log

PURPOSE:

This module is designed to keep record of equipment used for refrigeration and various other portable equipment on the vessel along with the global warming potential of the gas used in them.

Main Functional basis would be monitoring any refrigerant leaks/ discharges/ monthly ROB. Also, if any of vessels have any ODS, then this is to raise alert when data for Ozone-depleting substances (ODS) is entered. This is to also record GWP of gases and to compute final CO2 e-Tonnes as released to atmosphere due to leaks etc of any refrigerant gas.

DIVIDED IN 3 SECTIONS:

8.4.1 Gases Master (Under Particulars and Static Data tab)

- Annex VI Green Book entry point will start with registering the product type as a Parent in Gases Master section.
- Once the product is registered, enter the record for refrigerant by clicking on plus icon on right side of the page under Gases Master.
- Fill in Ref gas designation ASHRAE Number, Ozone Depleting Potential and Global Warning Potential of the product.

S.No.	Product Type	Ref gas designation ASHRAE Number	ODP : Ozone Depleting Potential	GWP : Global Warning Potential	Action
Product Type : <input type="text" value="HFC Non ODS Refrigerants"/> Ref gas designation ASHRAE Number : <input type="text"/> ODP : Ozone Depleting Potential : <input type="text"/> GWP : Global Warning Potential : <input type="text"/> <div style="text-align: right;"> <input type="button" value="Cancel"/> <input type="button" value="Save"/> </div>					

8.4.2 Equipment Master (Under Particulars and Static Data tab)

- Post the above is done, go to **Equipment Master** Section and enter the equipment name along with total gas, GWP, total CO2 E Tonnes and select the relevant product type & refrigerant name from the list shown.
- After saving records for the equipment, you can proceed to fill **Annex VI log**.

S.No.	Equipment Name	Refrigerant Name	Total Gas	GWP Gas	Total CO2 E-Tonnes	Action
Equipment Name : <input type="text"/> Product Type : <input type="text" value="Select"/> Total Gas (Kg): <input type="text"/> GWP Gas : <input type="text"/> Refrigerant Name : <input type="text" value="Select"/> Total CO2 E-Tonnes : <input type="text"/> <div style="text-align: right;"> <input type="button" value="Cancel"/> <input type="button" value="Save"/> </div>						



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8.4.3 Annex VI log.

- While entering the log you will have to select the date, position of the vessel, location, enter monthly gas ROB, total gas leaked/ recharged.
- Entering the equipment while filling the log will automatically select the refrigerant name along with GWP linked with that equipment. Total CO2 E-Tonnes will be calculated automatically as per total Gas Leaked/Recharged and GWP filled.

S.No.	Date	Position At	Position	Equipment Name	Refrigerant Name	Monthly Gas ROB	Total Gas Leaked/Recharged
Date :	Select	Position :	At Sea	Lat: 00 00	Long: 000 00	Monthly Gas ROB :	000.00
Equipment Name :	Select	Refrigerant Name :	Auto	Monthly Gas ROB :	000.00	Total Gas Leaked/Recharged :	000.00
		GWP Gas :	Auto	Total CO2 E-Tonnes :	Auto		

NOTES:

- User can enter multiple records for the same date, but the records cannot be duplicate.
- All required fields must be filled in order to save the record.
- Equipment registered once cannot be registered again.
- In order to fill a log, the concerned equipment must be recorded in the equipment master section first, and before that the concerned product type and refrigerant name for the equipment must be registered in gases master section.
- Records can be edited if required but Log once entered cannot be deleted.
- In case of any mistake user can amend records, but track will be kept for every amendment



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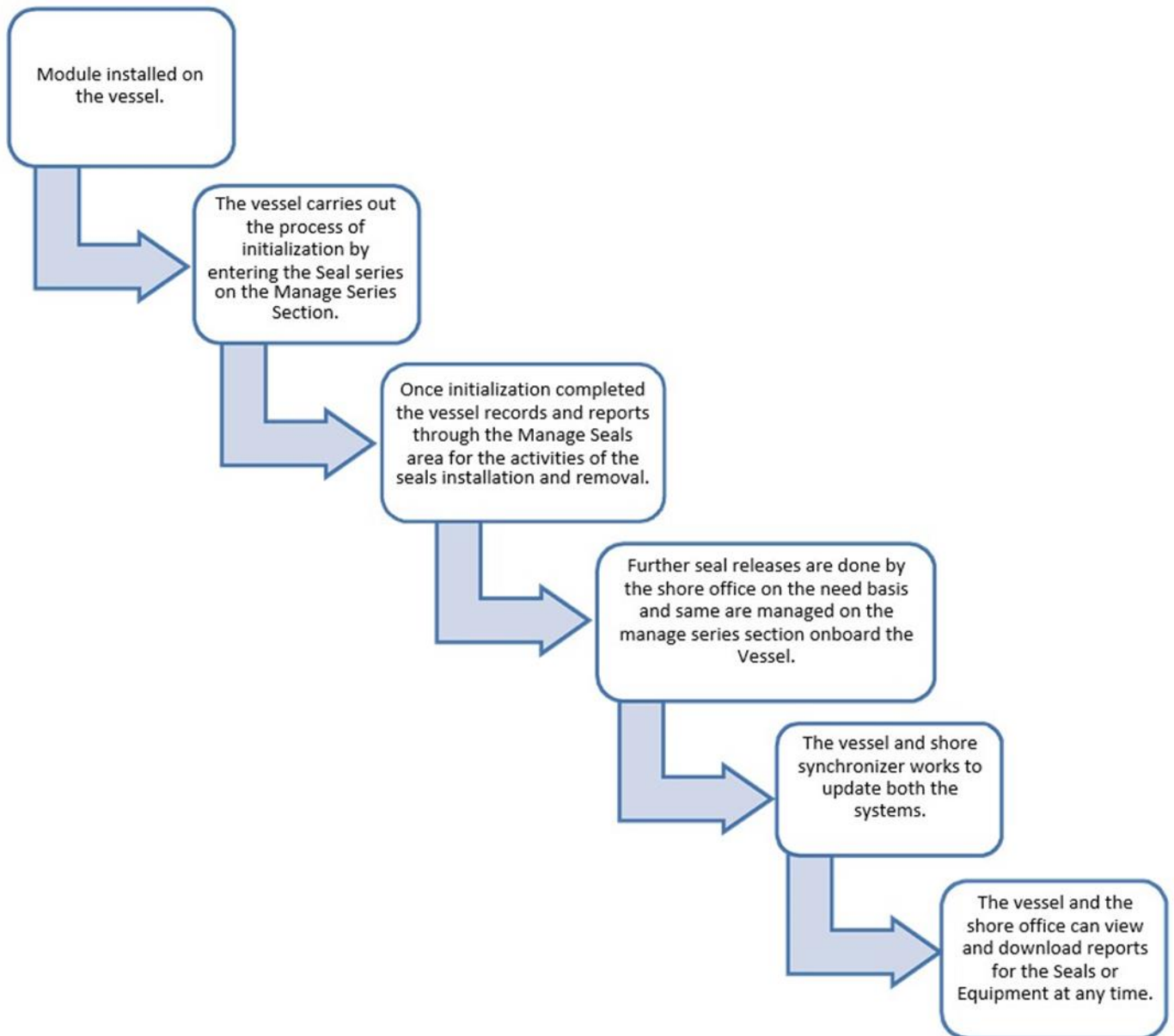
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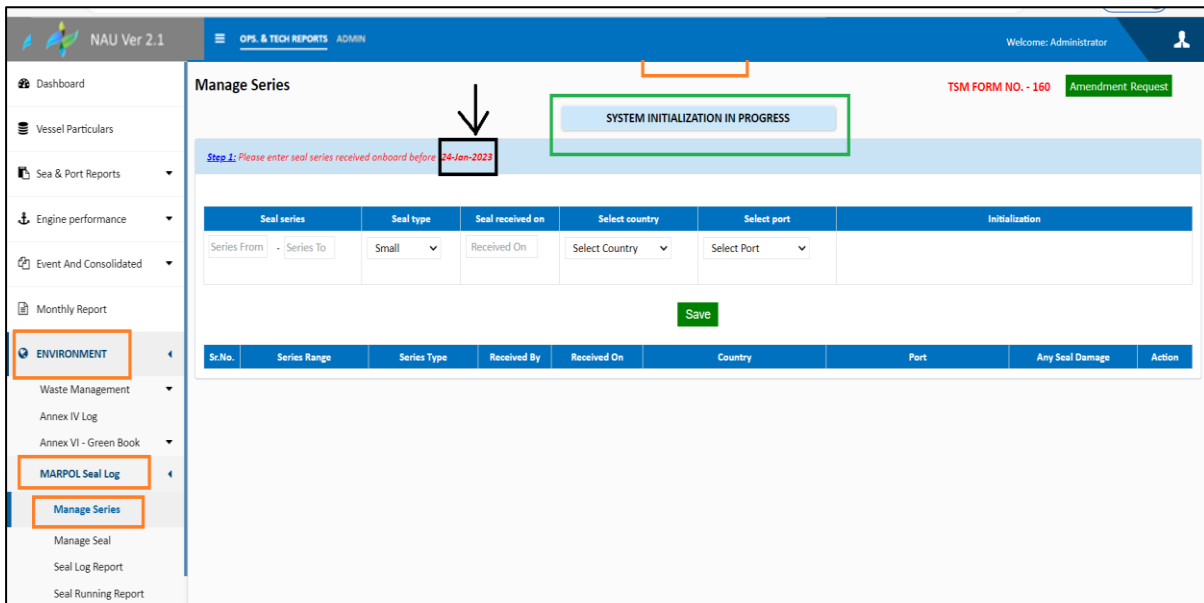
9. MARPOL Seal Log Guidance



9.1 Start-up / Initialisation

9.1.1 STEP 1; Entering received seal series details.

1. Click on the New top menu tab named; “MARPOL SEAL” and click on the “MANAGE SERIES”
2. Enter the seals received on board prior to the date SHOWN as initialization date.



Manage Series TSM FORM NO. - 160 [Amendment Request](#)

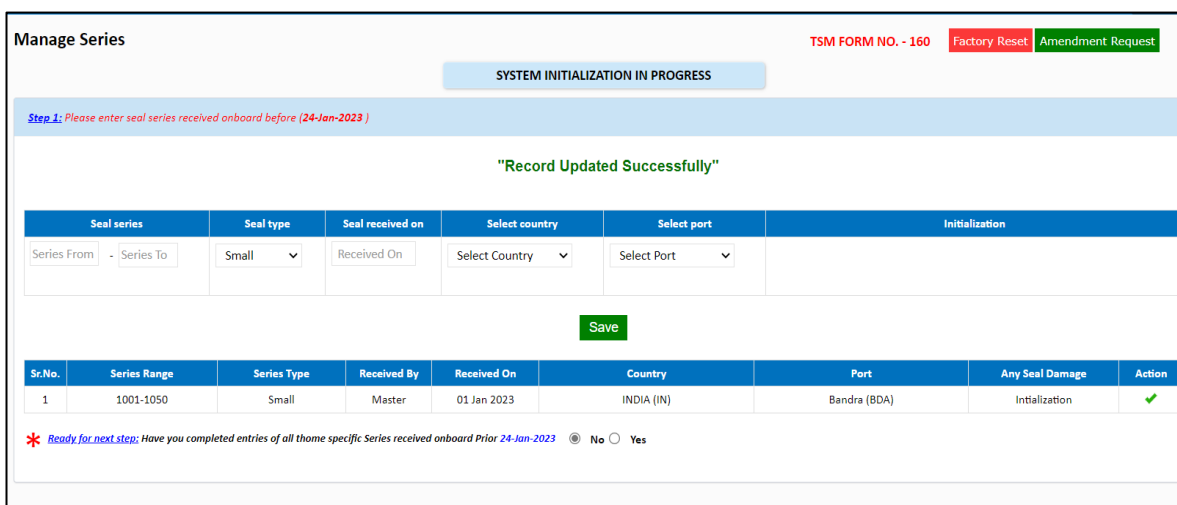
SYSTEM INITIALIZATION IN PROGRESS

*Step 1: Please enter seal series received onboard before **24-Jan-2023***

Seal series	Seal type	Seal received on	Select country	Select port	Initialization
Series From - Series To	Small	Received On	Select Country	Select Port	

[Save](#)

Sr.No.	Series Range	Series Type	Received By	Received On	Country	Port	Any Seal Damage	Action



Manage Series TSM FORM NO. - 160 [Factory Reset](#) [Amendment Request](#)

SYSTEM INITIALIZATION IN PROGRESS

Step 1: Please enter seal series received onboard before (24-Jan-2023)

"Record Updated Successfully"

Seal series	Seal type	Seal received on	Select country	Select port	Initialization
Series From - Series To	Small	Received On	Select Country	Select Port	

[Save](#)

Sr.No.	Series Range	Series Type	Received By	Received On	Country	Port	Any Seal Damage	Action
1	1001-1050	Small	Master	01 Jan 2023	INDIA (IN)	Bandra (BDA)	Initialization	✓

** Ready for next step: Have you completed entries of all thome specific Series received onboard Prior 24-Jan-2023* No Yes

3. Once all the Seal series have been recorded, Click YES on the READY FOR NEXT STEP

SYSTEM INITIALIZATION IN PROGRESS

Step 1: Please enter seal series received onboard before (24-Jan-2023)

Seal series	Seal type	Seal received on	Select country	Select port	Initialization
Series From - Series To	Large	Received On	Select Country	Select Port	

Save

Sr.No.	Series Range	Series Type	Received By	Received On	Country	Port	Any Seal Damage	Action
1	1051-1100	Large	Master	01 Jan 2023	INDIA (IN)	Bandra (BDA)	Initialization	✓
2	1001-1050	Small	Master	01 Jan 2023	INDIA (IN)	Bandra (BDA)	Initialization	✓

* *Ready for next step: Have you completed entries of all thome specific Series received onboard Prior 24-Jan-2023*
 No Yes

NOTE: From the table asking for **seal range/ individual**, please **select all the seal which you want to keep in the NAU system**. The seals among the series that you have recorded and have not selected under this step, will be removed from the record, and cannot be used.

Step 2: In the below area you are required to enter all seals which are presently IN USE and SPARE (Master custody).

Seal Type: Large Seal Range/Individual: Individual Save

* *Ready for next step: Have you accounted for all IN USE seals and SPARE seals (Master Custody) onboard?* No Yes

Step 3: To close initialization and proceed to manage seals section for connecting the line items with seals please click on this button: Proceed to lock initialization

Initialised Seals Seal Search:

Sr.No.	Seal No.	Details	Action
1	S-1001	Spare	<div style="border: 1px solid red; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> ✖ </div>
2	S-1002	Spare	✖
3	S-1003	Spare	✖
4	S-1004	Spare	✖
5	S-1005	Spare	✖
6	S-1006	Spare	✖

In case a seal is by mistake selected among the ones in use or spare onboard but is to be deleted.

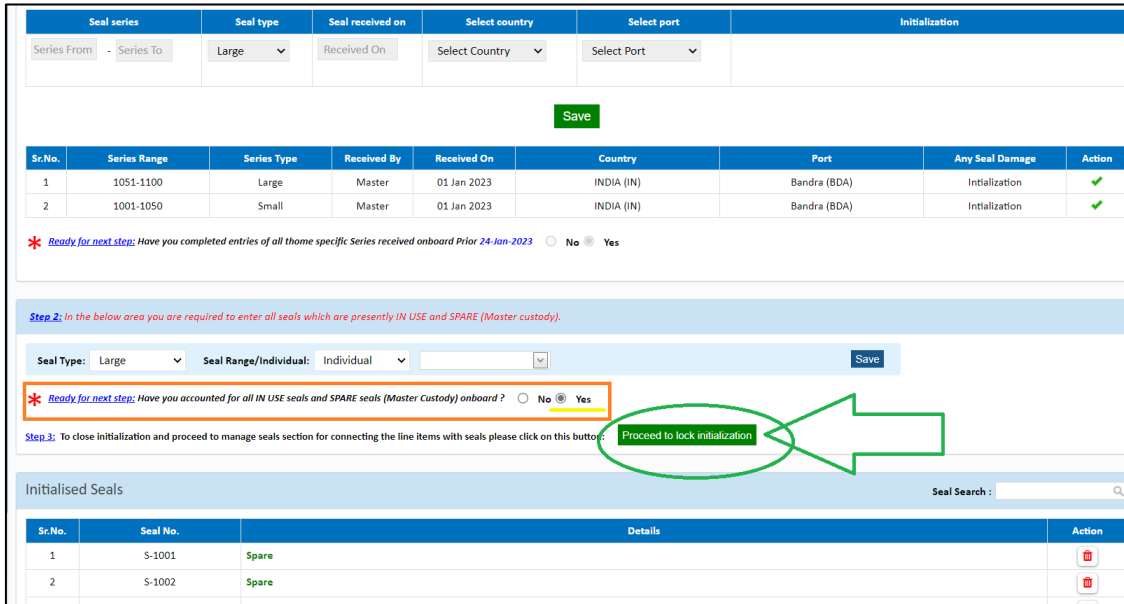
FAQ

- Ques1:** What do I do with my old used seals?
Ans: Nothing, you need to only select the IN USE and IN SPARE Seals here, rest old records are not required on the system.
- Ques2:** I made a mistake in a seal marking as spare it was an old seal not required here.
Ans: Find in the table below and delete the entry.
- Ques3:** I Forgot to enter a Seal Series?
Ans: Re-select "NO" as the answer under step 1, this would open the entry area for forgotten seal series.

9.1.2 STEP 2; Locking Initialization

- Once you have accounted for all the Seals in use and in spare, select YES and click on the green button.

“Proceed to Lock Initialization”.



Sr.No.	Series Range	Series Type	Received By	Received On	Country	Port	Any Seal Damage	Action
1	1051-1100	Large	Master	01 Jan 2023	INDIA (IN)	Bandra (BDA)	Initialization	✓
2	1001-1050	Small	Master	01 Jan 2023	INDIA (IN)	Bandra (BDA)	Initialization	✓

Ready for next step: Have you completed entries of all those specific Series received onboard Prior 24-Jan-2023 ? No Yes

Step 2: In the below area you are required to enter all seals which are presently IN USE and SPARE (Master custody).

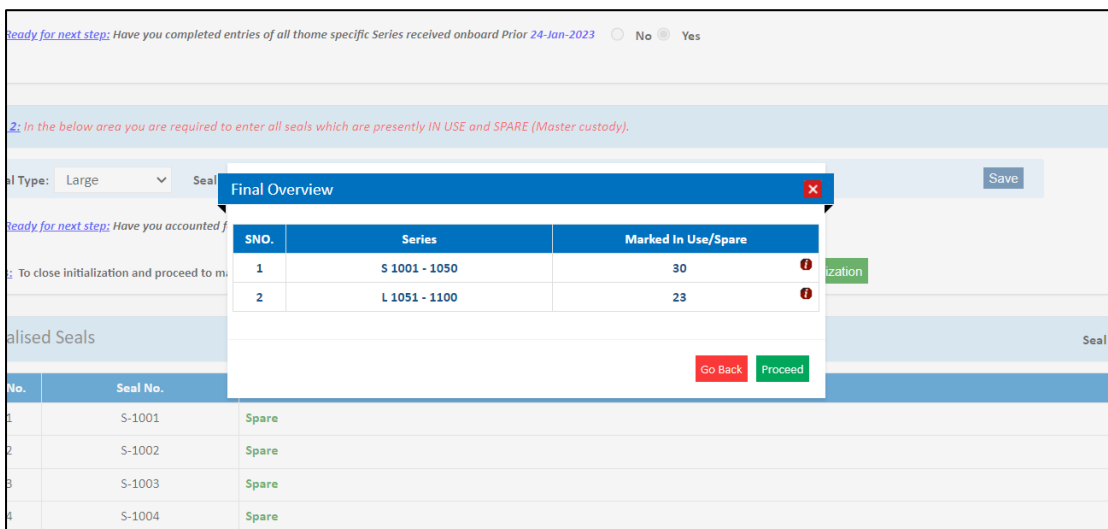
Seal Type: Large Seal Range/Individual: Individual Save

Ready for next step: Have you accounted for all IN USE seals and SPARE seals (Master Custody) onboard ? No Yes

Step 3: To close initialization and proceed to manage seals section for connecting the line items with seals please click on this button: Proceed to lock initialization

Sr.No.	Seal No.	Details	Action
1	S-1001	Spare	
2	S-1002	Spare	

- This will open a Pop up for ref and verifying the seals marked as spare.



Ready for next step: Have you completed entries of all those specific Series received onboard Prior 24-Jan-2023 ? No Yes

Step 2: In the below area you are required to enter all seals which are presently IN USE and SPARE (Master custody).

Seal Type: Large Seal Range/Individual: Individual Save

Ready for next step: Have you accounted for all IN USE seals and SPARE seals (Master Custody) onboard ? No Yes


Step 3: To close initialization and proceed to manage seals section for connecting the line items with seals please click on this button: Proceed to lock initialization

Final Overview

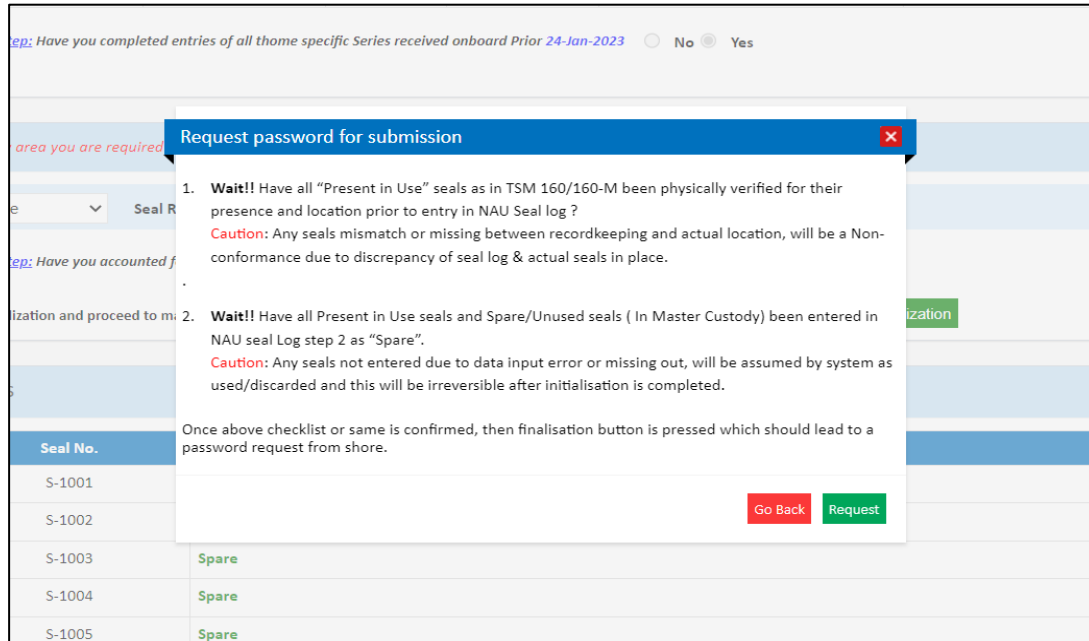
SNO.	Series	Marked In Use/Spare
1	S 1001 - 1050	30
2	L 1051 - 1100	23

Go Back Proceed

No.	Seal No.	Details
1	S-1001	Spare
2	S-1002	Spare
3	S-1003	Spare
4	S-1004	Spare

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3. Once confirmed, next will be a box for requesting Password from shore. **Read the Caution carefully!!**
Once sure, please click on REQUEST.

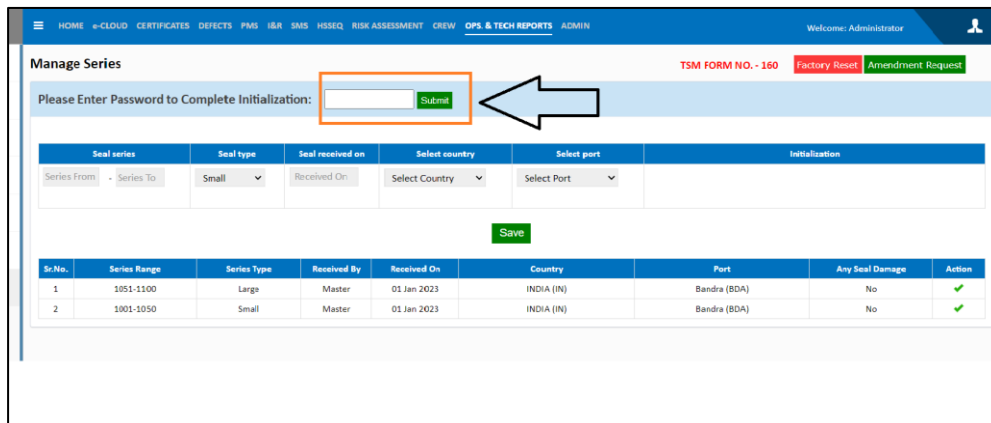


FAQ.

- Ques:** I made a mistake in a seal marking as spare it was an old seal not required here.
Ans: You can mark as discarded / damaged seals on the subsequent section when attaching line items.
- Ques:** I Forgot to enter a Seal Series?
Ans: You can enter this after the initialization process is completed.
- Ques:** In advertently marked a Spare seal as Discarded.
Ans: You can always revert the same when trying to connect the same to a line item.
- Ques:** In advertently click request for password.
Ans: Ask shore office to share the cancellation password.

9.1.3 STEP 3; Entering the approval/cancellation password.

Once you receive the password from shore, please enter in the box and proceed for reporting under the **MANAGE SERIES** Section.



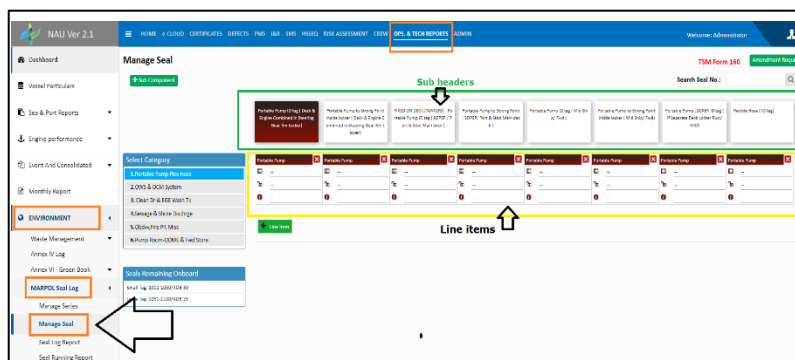
Once initialization is complete, the entry cells open allowing entering further seals received onboard.

9.2 Reporting on the System from “Manage Seal” section.

Once initialization is done, we can proceed with the regular reporting from the “MANAGE SEALS” Section.

The “MANAGE SEAL” section allows the user to:

1. Initialize seal online items,
2. Removing/Replacing the seals from the line items,
3. Add new line items under each of the Sub header,
4. Request for new addition for a relevant and new section for the Left menu,
5. Sub headers (i.e., top headers), a maximum of two can be added.





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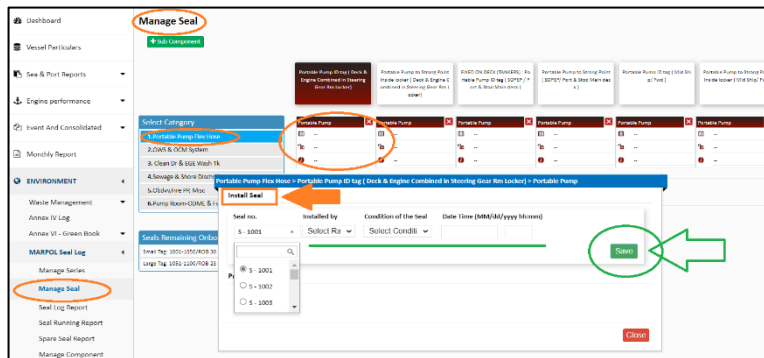
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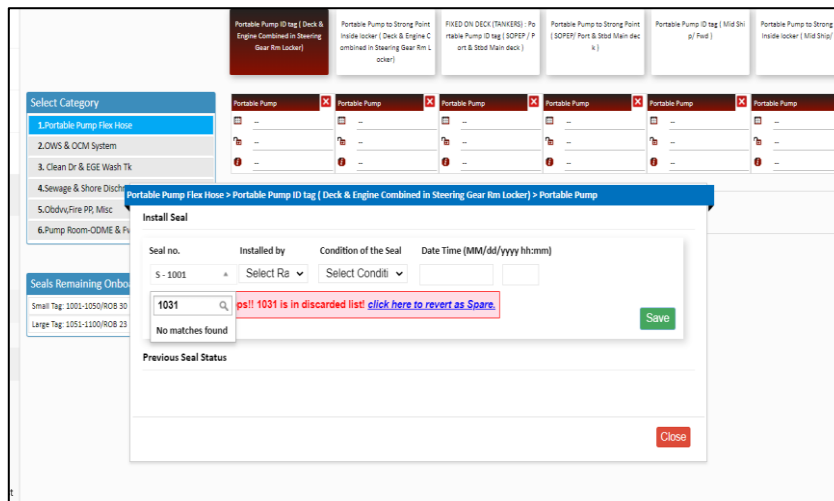
9.2.1 Installing & Removing the Seals for a line item

Step 1. Installing a Seal.

1. Click on the desired Line Item.
2. Select the desired Seal from the drop down.
3. Enter details and click Save,

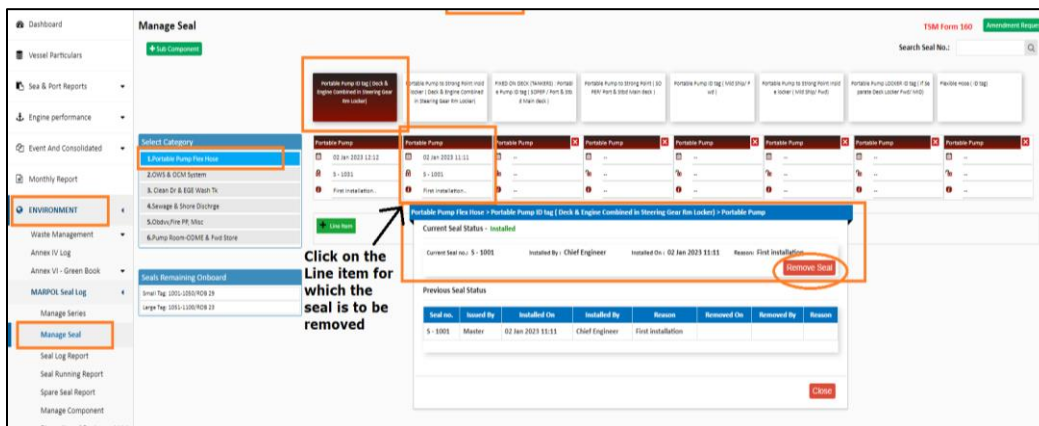


4. In case the Seal number to be attached was by mistake added to the Discarded list, you can change the same as shown. This can only be the case when installing seals for the first time.

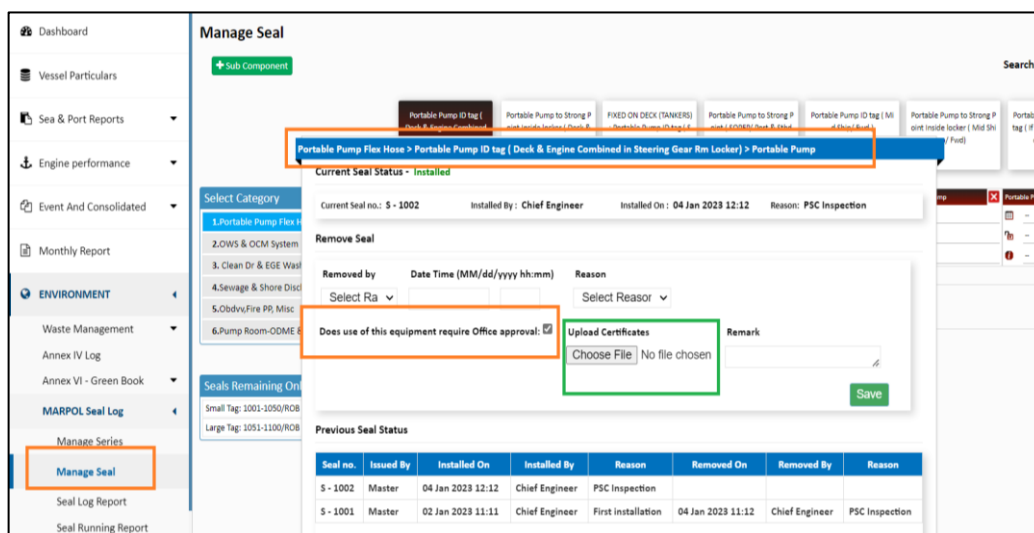


9.2.2 Removing a Seal.

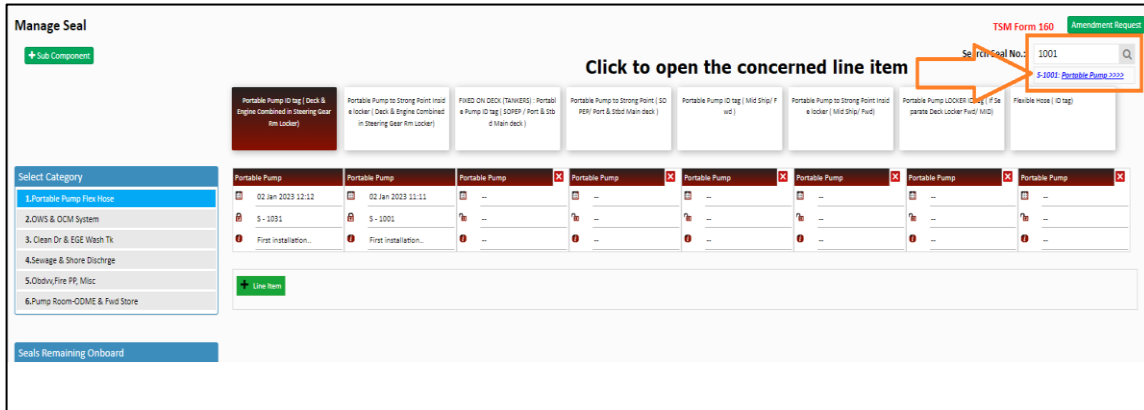
Case 1: I Know the line item where the seal is installed, then Click on the Line Item to view the existing seal in place and click on **“Remove Seal”** for removing the seal.



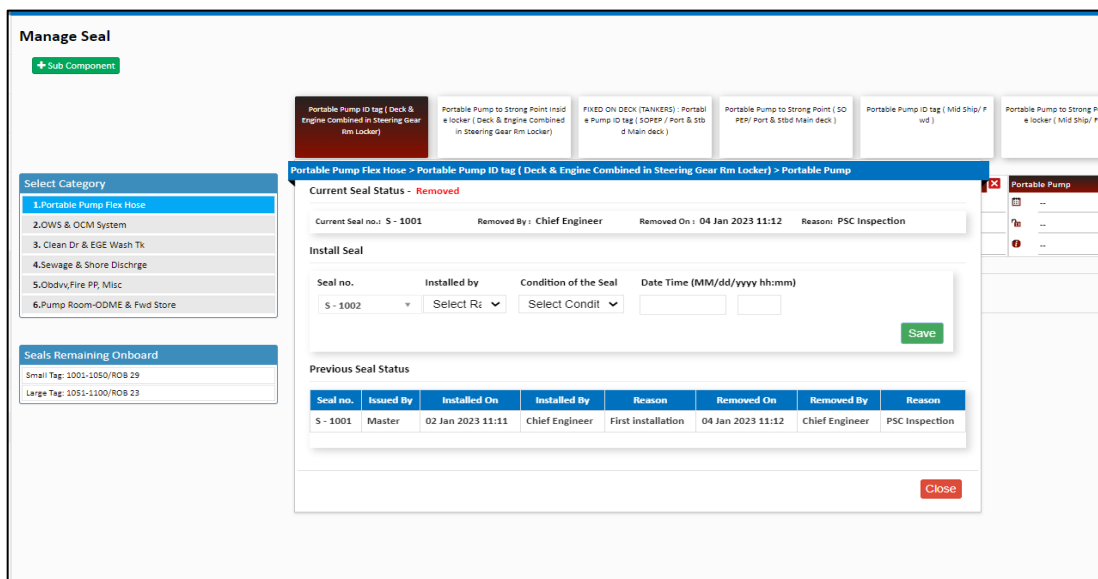
NOTE: In case a seal is being removed from a Portable Pump, there is an additional field that asks if you have permission from shore office, and file confirming the same needs to be uploaded along with appropriate remarks.



Case 2; Not sure of the line item where the seal is installed, Search by the seal number to find the line item it is attached to.

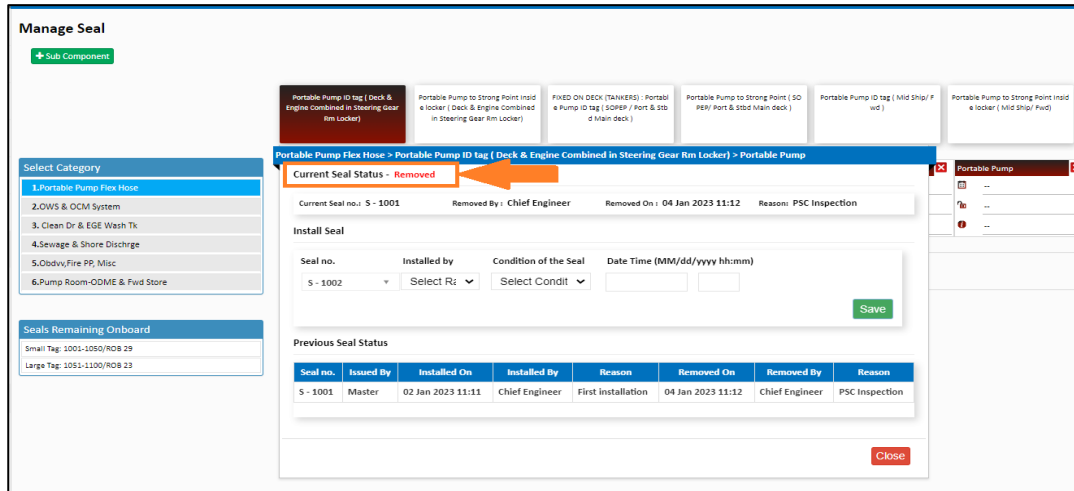


9.2.3 Select / Enter the Required fields and click SAVE.



9.2.4 Seal status changes to Removed.

This changes the Current Seal Status to – “**REMOVED**”, this will remove the seal and the details get updated on the lower table with the complete data. You may simply close the window or install a new seal.



In case no seal attached, can be installed in the same manner.

9.2.5 Adding sub headers (item on the top menu)

This may be necessary in case the vessel has some items which are not mentioned in the boxes and need to add the line item under a desired header.

It is very important that you are on the location where the Sub Headers must be added.

For the same please:

- Click on the correct Main Header on the left side,
- Click + Subcomponent, enter the name and press save to add the line item.
- Once the above steps are followed and request submitted, the shore office shall provide the approval / rejection through email with the relevant password which can be entered at the “COMPONENT REQUEST” section.



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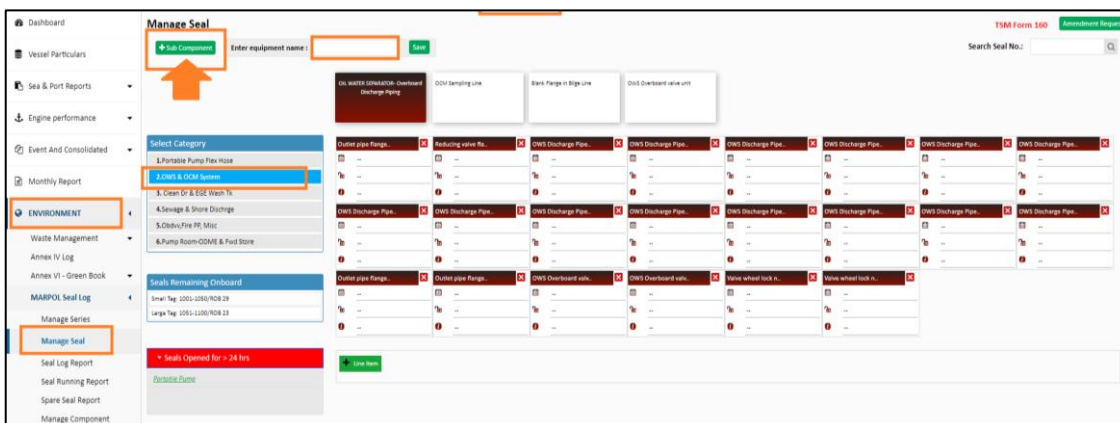
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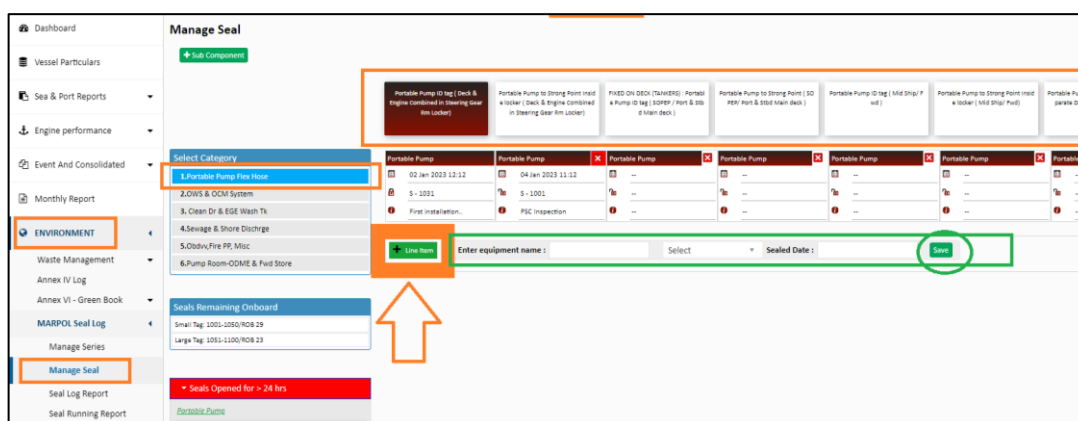


9.2.6 Adding line items:

This may be necessary in case vessel has some items which are not mentioned in the boxes and line item needs to be added under a desired header.


It is very important that you are on the location where the Item must be added.

- Click to **select the Main Header** on the left side,
- then Click to **select the Sub Header** under which you wish to add the line item.
- Click **+ Line item**, enter the desired name for the line item, select the current seal details (number & date) and click Save icon to submit / add the line item.
- In case the line item is attached to an incorrect main or sub header, this can be changed only **“ONE TIME”** from the COMPONENT Request Tab.



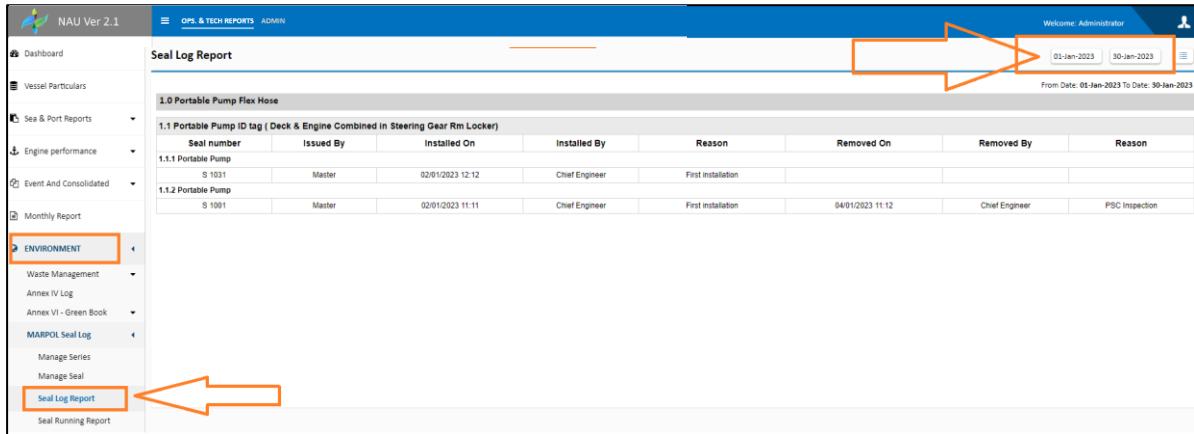
9.2.7 Adding Main headers or item on the left menu:

This is a function reserved with the Head Office, in case of any amendments/additions, please send the same through email to the ECP department for doing the needful if deemed necessary.

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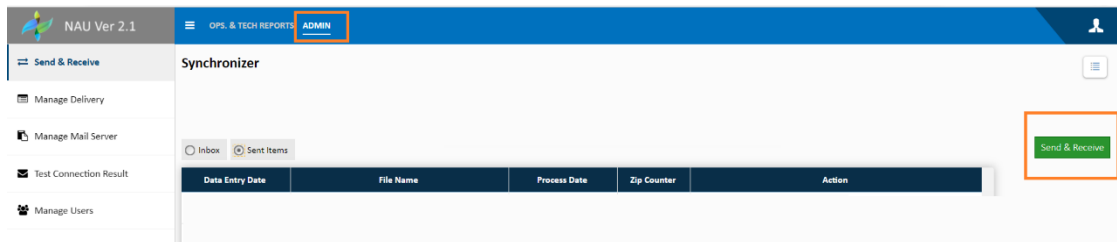
9.2.8 Viewing / extracting reports:

Detailed reports can be extracted by going to the menu named; “SEAL LOG REPORTS”



9.2.9 Exporting the data ashore

As per usual, click on the Send and Receive button on the Send and Receive section to export the data to the shore server.





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9.3 Factory Reset

In case for some reason, you wish to delete the entire entries right from the Seal series, logging of the seals and have the system rolled back to start, you can click this button, this will open a Pop which needs your name and reason, etc.

Once entered and submitted, the Shore shall approve the same with a password, until then the system will be on hold.

The screenshot displays the 'Manage Series' interface in the NAU Ver 2.1 system. The interface includes a navigation menu on the left with 'ENVIRONMENT' and 'Manage Series' highlighted. The main content area shows a table of seal series and a 'Factory Reset' dialog box. The dialog box prompts the user to 'Enter Your Name' and provide a 'Reason' for the reset. The 'Factory Reset' button in the top right corner of the interface is also highlighted.

Sl.No.	Series Range	Series Type	Received By	Received On	Country	Port	Any Seal Damage	Action
1	1051-1100	Large				Bandra (BDA)	Initialization	✓
2	1001-1050	Small				Bandra (BDA)	Initialization	✓

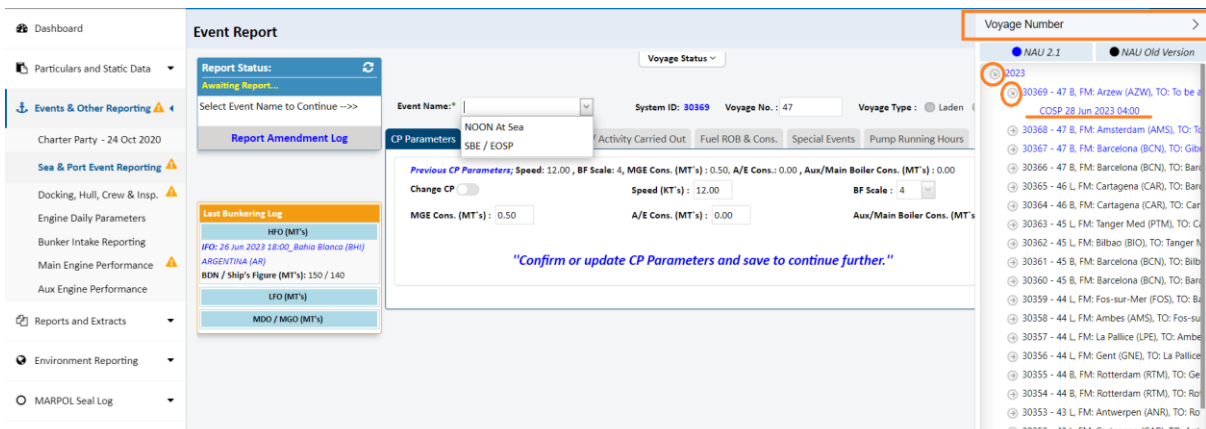
10. General FAQ's and Queries for Reporting

10.1 **Ques:** How to edit event reports data for ongoing voyage reported data?

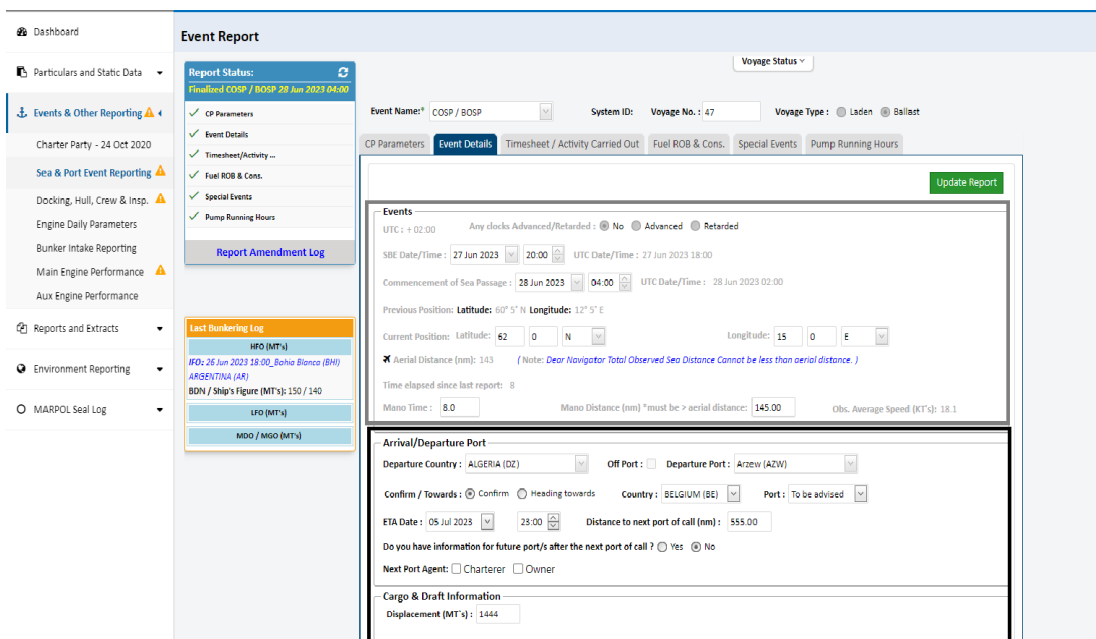
Ans.

- a. Under Event & Other Reporting page, from the panel provided on the right side of the screen "Voyage Number", select the voyage, and concerned report to view it.

(NOTE: Editing is applicable for only ongoing Voyage)

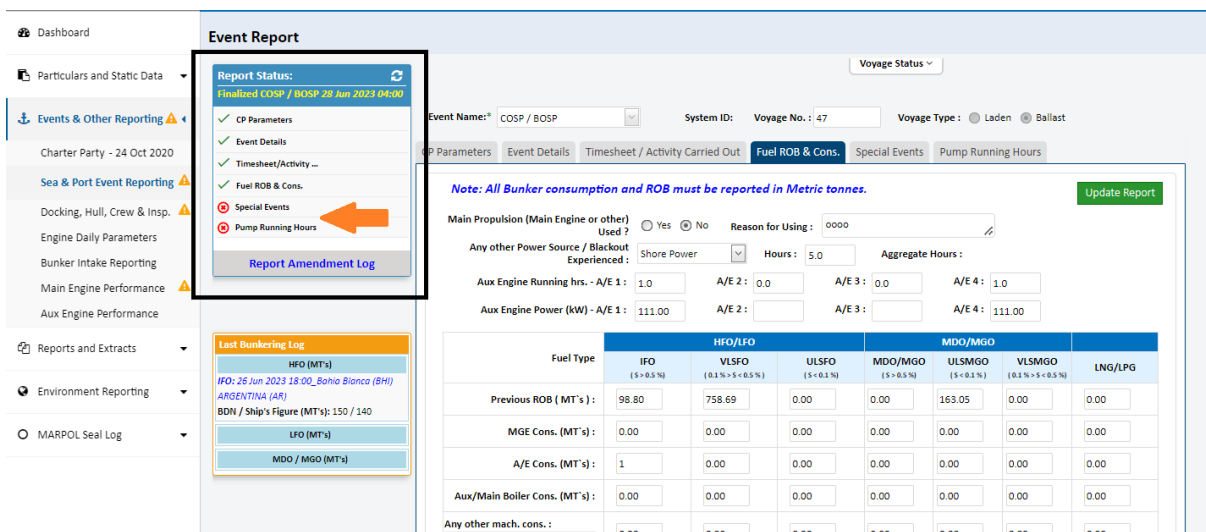


- b. On opening the submitted report, there will be some fields reflecting in grey font colour and the rest will be in black. The ones in grey cannot be updated/ edited, whereas values for the fields in black can be changed.



c. If any changes will be made under one section, report status for sections after that will reflect as pending and would require to be reviewed and updated again.

For example, Changing Consumption under Fuel & ROB section, will make the report status for Special Events and Pump Running hours pending, click on Update button for those sections to finish and submit the report.



10.2 Ques: How to delete an Event Report?

Ans.

Since the reports are linked and in sequential order, only the latest submitted report is allowed to be deleted from the system, users cannot delete reports from in between.

10.3 Ques: How to edit event reports data for ongoing voyage reported data?

Ans.

Under Event & Other Reporting page, proceed to “Amend event report” for amending data for previous voyages. Please refer to the separate guidance document for details on how to edit the previous reports.

10.4 Ques: How to Update Activities carried out?

Ans.

a. Open the concerned COSP report, under Timesheet/ Activities Carried Out -> Click on the yellow link to submit the details required. This link will show on selecting Yes for the concerned activity.



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The screenshot shows the 'Event Report' form in the NAU Lite Vessel Performance System. The 'Event Name' is 'CDSP / BOSP' and the 'Voyage No.' is '47'. The form contains various input fields for dates, times, and quantities. A section for 'Crew On Signers' is highlighted with an orange box, and a button labeled 'Pending Crew On Signers -> Click here' is also highlighted. The right sidebar shows a list of voyage numbers.

- b. Clicking on the link takes the user to the page where all the records for various activities can be submitted. On selecting yes for an activity, the table will have a note "Pending Records" until you input required details.

Click on add icon to submit the details.

The screenshot shows the 'Crew On Signers' table. The table has the following data:

S.No.	Voyage No.	Name	Surname	Rank	Nationality	Signed On Date	Signed On Time	Action
1	30368 - 47 B	ABCD	ERGH	Deck Cadet	ALGERIA (DZ)	01 Jun 2023	23:00	
2	30365 - 45 L	YASHWANT RAJESH	JOSHINGE	Deck Cadet	INDIA (IN)	14 May 2023	13:00	
3	30383 - 45 L	MICHAEL DELA CRUZ	VILLAFLOR	Messman	PHILIPPINES (PH)	14 May 2023	13:00	
4	30382 - 45 L	EDGAR	CABELLO	Motorman	PHILIPPINES (PH)	09 May 2023	14:00	


An 'Add' icon (a circle with a plus sign) is highlighted with a red circle and an arrow pointing to it.

- c. Clicking on add icon will open a table where all the data must be input and to submit the same, please click on the save button given below. (Highlighted in the screenshot)

The screenshot shows a detailed view of a crew member's record in the 'Crew On Signers' form. The record for 'John ABCD' is shown with the following details:

- Name: John
- Nationality: ARGENTINA (AR)
- Surname: ABCD
- Address: [Blank]
- Rank: Chief Officer
- Signed On Date: 28 Jun 2023
- Signed On Time: 05:00

The 'Save' button is highlighted with a red circle and an arrow pointing to it.

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d. After saving the record, it will reflect on the top of the concerned table. This record can be edited or deleted anytime until next COSP report is submitted.

10.5 **Ques:** I want to send my Sea and Port reports to other parties through email, how can I make use of the NAU fleet performance report data to avoid duplication?

Dry Docking, Hull & Propeller Cleaning, Crew On/Off Signers & Inspection/Surveys (Current Voyage No. : 30369-47 B)

» Crew

Crew On Signers

S.No.	Voyage No.	Name	Surname	Rank	Nationality	Signed On Date	Signed On Time	Action
1	30369 - 47 B	John	Adams	Chief Officer	ARGENTINA (AR)	28 Jun 2023	01:00	 Edit
2	30368 - 47 B	ABCD	EFGH	Deck Cadet	ALGERIA (DZ)	01 Jun 2023	23:00	 Delete
3	30363 - 45 L	YASHWANT RAJESH	JOSHINGE	Deck Cadet	INDIA (IN)	14 May 2023	13:00	
4	30363 - 45 L	MICHAEL DELA CRUZ	VILLAFLORES	Messman	PHILIPPINES (PH)	14 May 2023	13:00	

Crew Off Signers

Ans.

For the Sea and Port reports (Full away, Noon, EOSP, Port report), go to the Manage Reports Section (under the desired report) -> under the Actions column -> there is a Download button, this generates a properly formatted text file with the RAW data for you to use as required for other parties by directly copying and pasting on an email or others.

10.6 **Ques:** Where can I see my Voyage & other Reports?

Ans.


Can be found under “REPORTS AND EXTRACTS” Menu or under their specific menus:

- Voyage Report,
- Environment Reports.
- Other reports can be extracted from the sections directly.

10.7 **Ques:** How do I see which reports are delayed

Ans.

There is a timeline format on the Landing page/Vessel particulars page that shows the latest reports submitted.

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10.8 **Ques:** How do I edit the submitted reports?

Ans.

This is report specific.

- a) Sea and Port reports; Only the current running Leg reports can be edited and with certain restrictions for fields that are consequential to further reports, such as departure SBE date and Time, COSP Date and time and certain others.
- b) In case the previous Leg needs to be edited please proceed to “Amend event report” under the Event reports, most fields can be updated here logically except fuel consumption.
- c) Waste management (Oil / Bilge & Garbage Management); You need to request for reset of the day’s record and this should be immediately done upon seeing an error on the entry, because the further reports will also be deleted.
- d) Main engine and Aux Engine performance reports; anytime by going to the Manage Reports Section,
- e) MARPOL SEAL Log: Depends on the case, you can generate a change request from the system.
- f) ME and AE monthly performance reports or static parameters data change the range for any specific data point – Please connect with the support team for advice and procedure for the same.

10.9 **Ques:** I have noticed a mistake in the previous voyage/leg report, what should I do?

Ans.

In case editing the report does not meet the requirements, for any deletion of previous reports the reports need to be rolled back, please contact the Support team at the earliest to have the same resolved.

10.10 **Ques:** I have received updated instructions as versus Charter Party’s earlier instructions during sea passage, where do I update these?


Ans.

These can be updated on the subsequent day’s Sea report with adequate remarks.

10.11 **Ques:** When should I fill the Bunker report?

Ans.

The bunker report must be completed as soon as bunkering is completed as this automatically feeds the ROB onboard. The Bunker report needs to be filled whilst at Port & prior to departure and can’t be completed during Sea Passage.

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10.12 **Ques:** My vessel carried out a bunker survey and have quantity adjustment, where can I accommodate this?

Ans.

This can be reported on the Port report or the departure report under the “Bunker Survey” Section, no changes are allowed during Noon/EOSP reports.

10.13 **Ques:** I forgot to fill the VLSMGO (or any other) bunkering and have started a new passage?

Ans.

The reports will require to be reset/rolled back for the Leg and filled again.

10.14 **Ques:** LNG Dual Fuel vessel, how do I include the fuel as bunkers?

Ans.

Keep a reservoir of a certain amount to expected LNG fuel consumption to accommodate for the consumption.

10.15 **Ques:** I am getting an email stating; “MISSING FILE Number XX.ZIP”, what should I do?

Ans.

You need to login and go to the Send and Receive Section à SENT ITEMS à Click SEND AGAIN (NOT REGENERATE ZIP).

10.16 **Ques:** I am getting an email stating; Reports delayed > 48 Hrs., what should I do?

Ans.


a) Case 1; you are reporting daily and clicking the Send and Receive button – in this case go to Manage MailServer and Click TEST CONNECTION to ensure all Green. If anything, Red, please connect with support.

team for guidance, if Green and don’t have any missing file email, please connect with support team.

b) Case 2; You are reporting but not clicking SEND AND RECEIVE button – Please make sure this is done each day à SEND AND RECEIVE SECTION à SEND AND RECEIVE BUTTON for exporting your one or more submitted reports,

c) Case 3; You are not reporting on the system – Please start reporting without any further delay to avoid report pile up.

d) Case 4; PC has crashed, please contact IT Team and Orion Support team to install on an alternate PC or new PC.

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10.17 **Ques:** My vessel has not given FWE and is drifting, what report should I fill up?

Ans.

- a) Case 1; Mid passage due to Machinery issues – Record Stoppage on the NOON REPORT
- b) Case 2; Arrived port and waiting for instructions – The EOSP report for SBE needs to be filled and continue further reports on the Port reports.

10.18 **Ques:** My vessel is transiting Suez Canal; how do I accommodate this?

Ans.

Canal or any other transits are like calling a port, same cycle applies, EOSP arrival SBE and further port reports, Leg complete etc.

10.19 **Ques:** There is idle timeout error showing up on the screen.

Ans.

Please restart or login to GMS and reach NAU.

10.20 **Ques:** My Port is not in the list, or I am drifting off somewhere, what should I select from the Port and Country drop down?

Ans.

Please double check, most world ports are listed under the Port list after selecting the Country, if still not seen, please contact Support team. For case of Drifting, please Tick the Option “OFF” and select the closest Country & port for reporting.

***For any specific assistance to the NAU fleet performance system, please write to
support@orionmarineconcepts.com***

----- **END OF DOCUMENT** -----