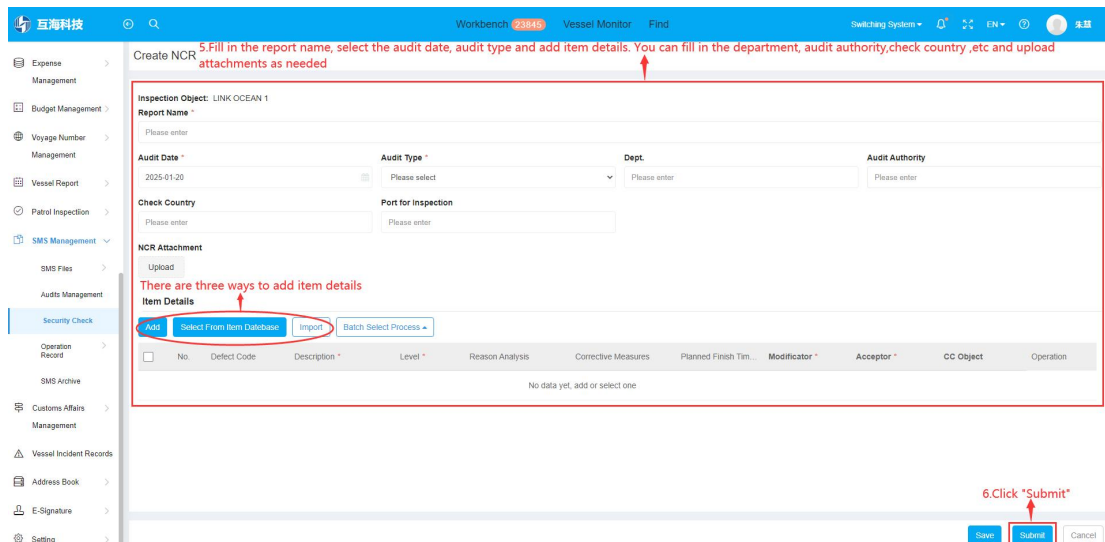
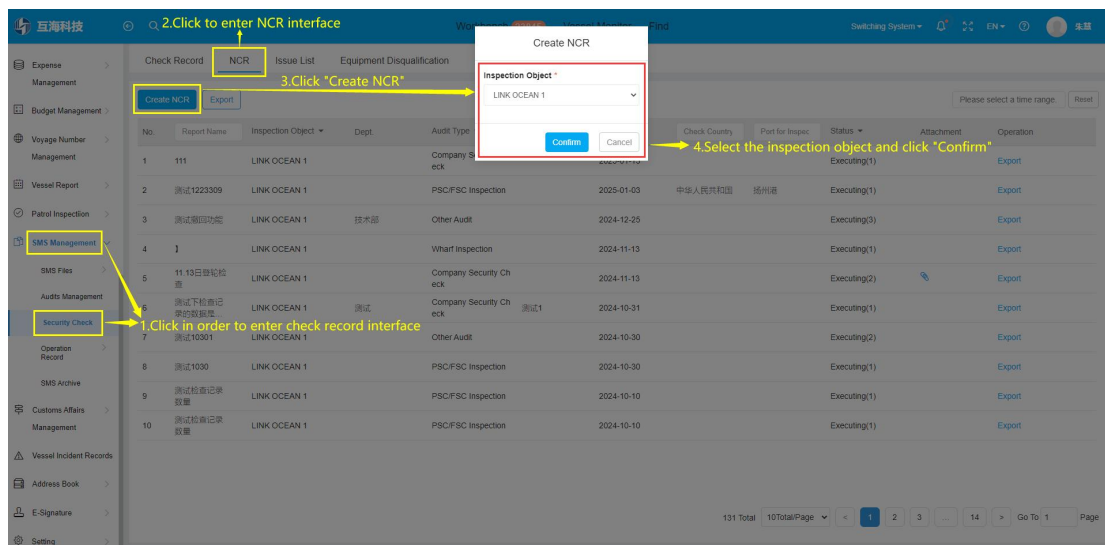


# How to create NCR, Issue List, Equipment Disqualification on the web side (Document)

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**→**Security Check**" in order , then click "NCR" to enter NCR interface. Click "Create NCR", select the inspection object, click "Confirm" to enter 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, modifier and acceptor, fill in the defect code and other information as required (with \* required).

互海科技 Workbench 23846 Vessel Monitor Find Switching System EN 注册

Expense Management

Budget Management

Voyage Number Management

Vessel Report

Patrol Inspection

SMS Management

SMS Files

Audit Management

Security Check

Operation Record

SMS Archive

Customs Affairs Management

Vessel Incident Records

Address Book

E-Signature

Setting

Create NCR

Inspection Object: LINK OCEAN 1

Report Name \*  
Please enter

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

Check Country \* Please enter Port for Inspection Please enter

NCR Attachment  
Upload

Item Details

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

Add Select From Item Database Import Batch Select Process

No.	Defect Code	Description *	Level *	Reason Analysis	Corrective Measures	Planned Finish Tim.	Modifier *	Acceptor *	CC Object	Operation
1	Please enter	Please enter	Please se	Please enter	Please enter	Please select				Select Workflo or Upload Attach Print 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).

互海科技 Workbench 23846 Vessel Monitor Find Swiftag System EN 主页

Expense Management

Budget Management

Voyage Number Management

Vessel Report

Patrol Inspection

SMS Management

SMS Files

Audit Management

Security Check

Operation Record

SMS Archive

Customs Affairs Management

Vessel Incident Records

Address Book

E-Signature

Setting

### Create NCR

Inspection Object: LINK OCEAN 1

Report Name:

Audit Date: 2025-01-20 Audit Type:  Dept:  Audit Authority:

Check Country:  Port for Inspection:

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...	Modifier	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年存档文件		驳船,打桩船,多用造船,风电安装平台,浮式起重船,铺管船,干货船,工程船,公务...			
安全检查-船长	中国	驳船,打桩船,多用造船,风电安装平台,浮式起重船,铺管船,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,多用造船,风电安装平台,浮式起重船,铺管船,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,多用造船,风电安装平台,浮式起重船,铺管船,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,多用造船,风电安装平台,浮式起重船,铺管船,干货船,工程船,公务...			
长江海事局-拉直项目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,多用造船,风电安装平台,浮式起重船,铺管船,干货船,工程船,公务...			
芬兰测试1212	中国	驳船,打桩船,多用造船,风电安装平台,浮式起重船,铺管船,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,多用造船,风电安装平台,浮式起重船,铺管船,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,多用造船,风电安装平台,浮式起重船,铺管船,干货船,工程船,公务...	互海	2021-01-01	
时代		驳船,打桩船,多用造船,风电安装平台,浮式起重船,铺管船,干货船,工程船,公务...			
中国石化内河船舶认证检验标准(气体验Ver 2.0)	中国	液化气船	中国石化	2021-04-01	描述说明

Select The Source Files

安全稽查--船长 Renew Total 152 items Please enter Search Reset

**Next Step** → 5"4.Click "Next Step"

**Catalogue** Selected 0

- 手提式灭火器和推车式灭火...
- 25L二合一枪炮式灭火装置 ...
- 消防泵装置 (EP) 及EEBD...
- 固定式大型灭火系统 (CO...
- 救生艇、救助艇证书及相关...
- 救生筏 (3)
- 防污染证书 (6)
- 《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...
- 驾驶台应设置的图表 (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	所有灭火器是否有船级社认可的年度检验报告?	Please enter	Please enter	Please enter	Please select	+ -
1.5.10	其它	Please enter	Please enter	Please enter	Please select	+ -

2 Total 10TotalPage

5"3.Click the catalogue file, fill in the inspection information (with \* required)

Workbench 23845 Vessel Monitor Find Switching System EN 连接

Expense Management Budget Management Voyage Number Management Vessel Report Patrol Inspection SMS Management SMS Files Audits Management Security Check Operation Record SMS Archive Customs Affairs Management Vessel Incident Records Address Book E-Signature Setting

**Create NCR**

Inspection Object: LINK OCEAN 1  
Report Name \*

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

Check Country Please enter Port for Inspection Please enter

NCR Attachment Upload

5"5.The non-conformance will automatically jump to the bottom of the details, improve the corresponding information (with \* required)

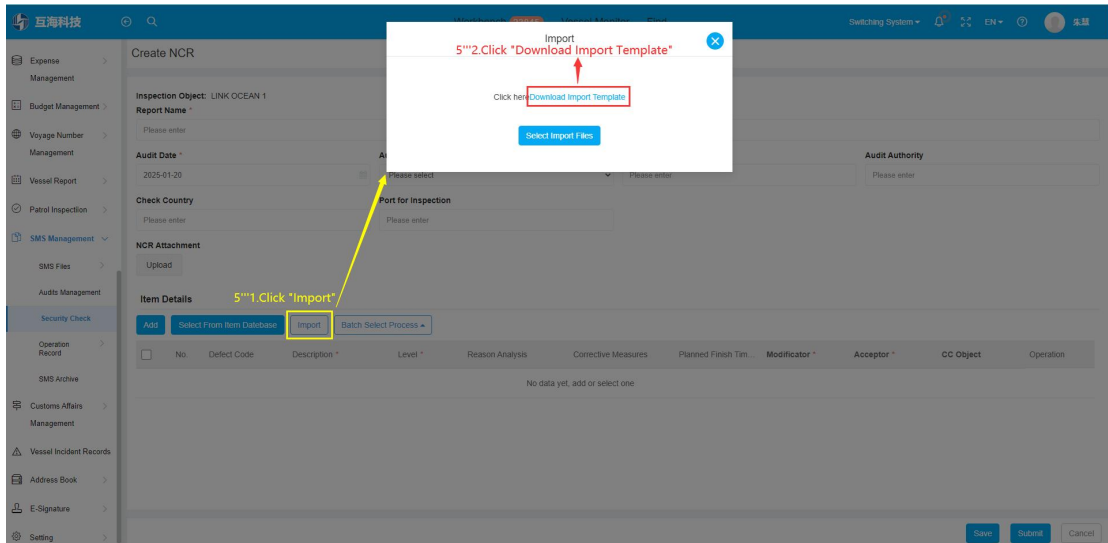
Add Select From Item Database Import Batch Select Process

No.	Defect Code	Description *	Level *	Reason Analysis	Corrective Measures	Planned Finish Tim...	Modifier *	Acceptor *	CC Object	Operation
1	1.5.1	所有灭火器是否有... 年度检验报告已过期	Please se	Please enter	Please enter	Please select				Select Workflo Upload Attach Delete

Save Submit Cancel

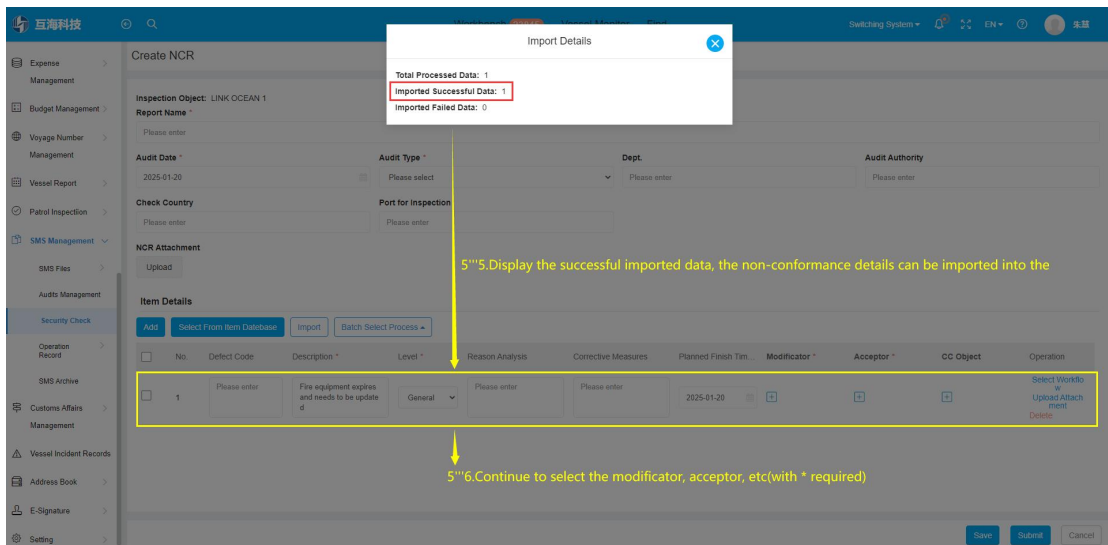
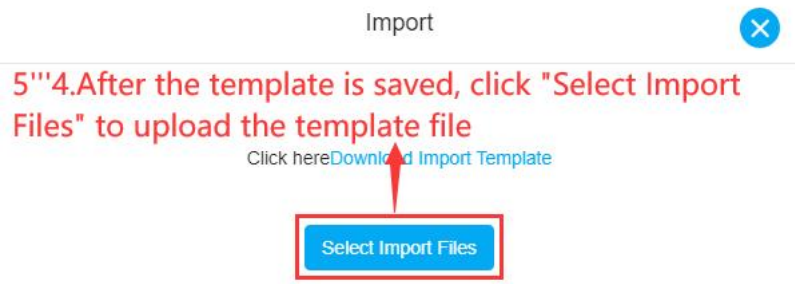
### (3) Click "Import"

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.



No.	Defect Code	Description *	Level *	Reason Analysis	Corrective Measures	Planned Finish Time	Modifier *	Acceptor *	CC Object	Operation
1		Fire equipment expires and needs to be updated	General			2025-01-20				

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



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