

Reducing Paperwork

**6th Tanker Operator
Athens**

**Bernhard Schulte Shipmanagement
Hellas**

**Mr. Theophanis Theophanous
Managing Director**

3rd May 2017



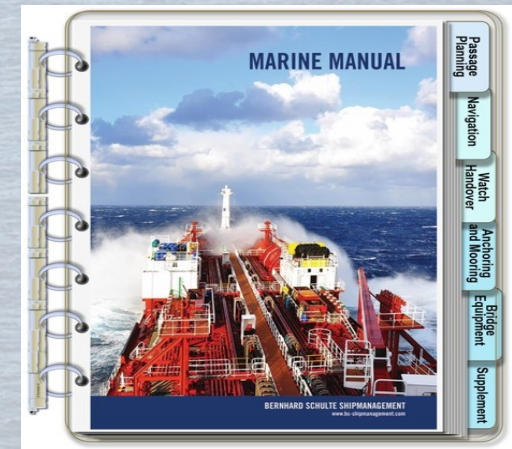
Reducing paperwork - How is it done?

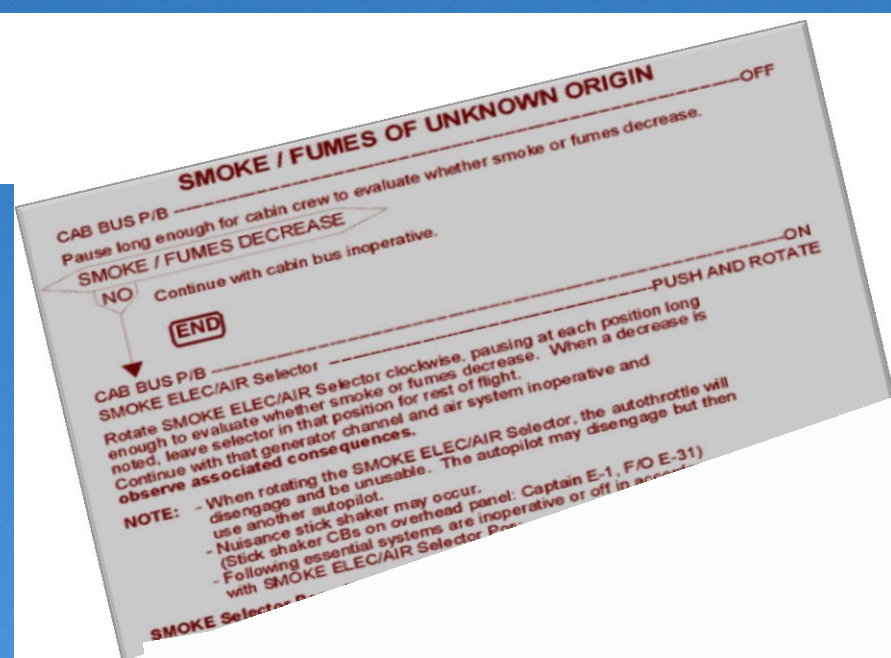
1) Revised administration such as manuals and procedures

From the old.....



To the new.....





Too Late



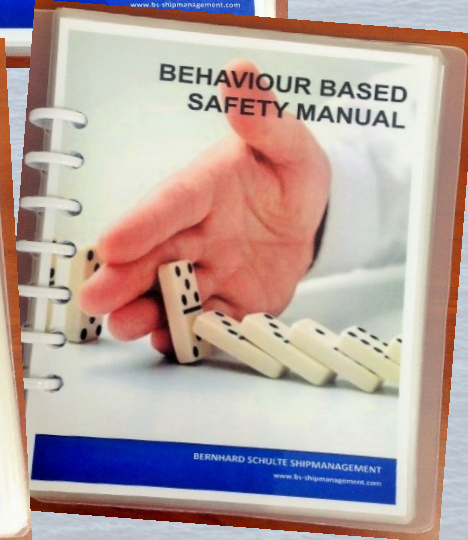
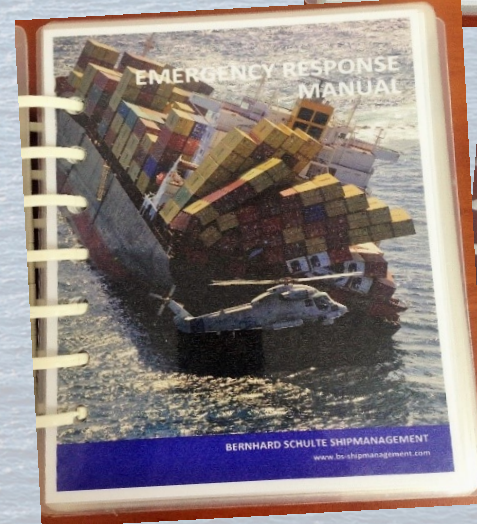
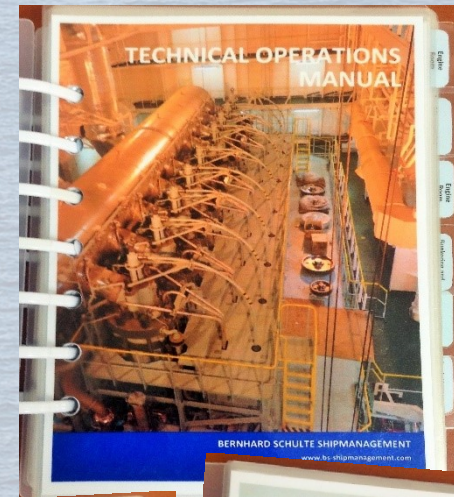
‘Project Pilot’



Why change?

- Current procedures
 - Too complex
 - Key focus lost

There is a lot more to reducing however, what is important is to **magnify** and **highlight**



It is prohibited by law for the operator
of any vehicle to operate such vehicle
at an actual velocity above
eighty kilometers per hour.

Highway Code § 117-126 control of the vehicle



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Prerequisites

- Something required in advance
- ✓ Experience
- ✓ Formal education
- ✓ Internal training



Operating procedures for trained professionals

Clarity

Before:

Procedure manuscripts must be carefully designed by the authors taking great care not to make the text too difficult to understand or unnecessary complex to be interpreted by the user.

Text that is written in a complicated manner by the authors will consequently be equally more demanding to comprehend by the end user.

To obtain better compliance, the text must therefore be written in a more user-friendly and understandable manner by the manuscript writers and editors.


76 words


After:


Make text clear and easy to understand.


User-friendly procedures improve compliance.

11 words

 SOUTH DAKOTA STATE UNIVERSITY 1000 EAST 17TH AVE., SUITE 100 SIOUX FALLS, SD 57105-5000 TEL: 605/795-7000 FAX: 605/795-7001	ORDER NO. _____ DATE _____ QUOTE NO. _____	
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Before: 3031 words
51% Passive

	SHANGHAI UNIVERSITY OF ENGINEERING AND TECHNOLOGY 上海工程技术大学 SHANGHAI UNIVERSITY OF ENGINEERING AND TECHNOLOGY
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姓名: _____

学号: _____

班级: _____

姓名: _____

学号: _____

班级: _____

一、单项选择题 (每题 2 分, 共 20 分)

1. 下列哪个选项不是《中华人民共和国劳动合同法》规定的劳动合同必备条款? ()

A. 用人单位名称、住所和法定代表人或者主要负责人
 B. 劳动者的姓名、住址和居民身份证或者其他有效身份证件号码
 C. 劳动合同期限
 D. 劳动报酬

2. 根据《中华人民共和国劳动合同法》, 用人单位在什么情况下可以解除劳动合同? ()

A. 劳动者在试用期间被证明不符合录用条件的
 B. 劳动者严重违反用人单位的规章制度的
 C. 劳动者不能胜任工作, 经过培训或者调整工作岗位, 仍不能胜任工作的
 D. 以上都是

3. 根据《中华人民共和国劳动合同法》, 用人单位在什么情况下应当支付经济补偿? ()

A. 用人单位与劳动者协商一致解除劳动合同的
 B. 用人单位因劳动者患病解除劳动合同的
 C. 用人单位因劳动者不胜任工作解除劳动合同的
 D. 以上都是

4. 根据《中华人民共和国劳动合同法》, 用人单位在什么情况下应当支付赔偿金? ()

A. 用人单位违反劳动合同法规定解除劳动合同的
 B. 用人单位违反劳动合同法规定不与劳动者订立无固定期限劳动合同的
 C. 用人单位违反劳动合同法规定不与劳动者订立书面劳动合同的
 D. 以上都是

5. 根据《中华人民共和国劳动合同法》, 用人单位在什么情况下应当支付加班费? ()

A. 用人单位安排劳动者在法定标准工作时间以外工作的
 B. 用人单位安排劳动者在休息日工作的
 C. 用人单位安排劳动者在法定节假日工作的
 D. 以上都是

6. 根据《中华人民共和国劳动合同法》, 用人单位在什么情况下应当支付违约金? ()

A. 用人单位与劳动者约定违约金的
 B. 用人单位违反劳动合同法规定解除劳动合同的
 C. 用人单位违反劳动合同法规定不与劳动者订立无固定期限劳动合同的
 D. 以上都是

7. 根据《中华人民共和国劳动合同法》, 用人单位在什么情况下应当支付经济补偿? ()

A. 用人单位与劳动者协商一致解除劳动合同的
 B. 用人单位因劳动者患病解除劳动合同的
 C. 用人单位因劳动者不胜任工作解除劳动合同的
 D. 以上都是

8. 根据《中华人民共和国劳动合同法》, 用人单位在什么情况下应当支付赔偿金? ()

A. 用人单位违反劳动合同法规定解除劳动合同的
 B. 用人单位违反劳动合同法规定不与劳动者订立无固定期限劳动合同的
 C. 用人单位违反劳动合同法规定不与劳动者订立书面劳动合同的
 D. 以上都是

9. 根据《中华人民共和国劳动合同法》, 用人单位在什么情况下应当支付加班费? ()

A. 用人单位安排劳动者在法定标准工作时间以外工作的
 B. 用人单位安排劳动者在休息日工作的
 C. 用人单位安排劳动者在法定节假日工作的
 D. 以上都是

10. 根据《中华人民共和国劳动合同法》, 用人单位在什么情况下应当支付违约金? ()

A. 用人单位与劳动者约定违约金的
 B. 用人单位违反劳动合同法规定解除劳动合同的
 C. 用人单位违反劳动合同法规定不与劳动者订立无固定期限劳动合同的
 D. 以上都是

[illegible][illegible][illegible]

1. **Bridge Preparation**
 - a. Designate anchorage
 - b. Water depth
 - c. Tides and currents
 - d. Traffic
 - e. Competition
 - f. Obstructions
 - g. Hoisting drum
 - h. Weather
2. Confirm anchor position

Bridge - Anchoring

- Caution! For deep water anchoring always throw 20m
- Do rail assessment!
- Maximum water depth 220m
- Stop ship over the ground
- Walk anchor to seabed in gear
- Complete anchoring using bridle

1. Arrive anchor station, ready to go
 - Note: **Ahead** asked for info and local conditions
2. Give order to go anchor and reception station
3. Monitor ship and chain status
 - Note: Use engine to assist anchoring only if needed
4. Reception when ship brought up
5. Display anchoring status
6. Station turning circle
7. Set notice for engine masters
8. Start anchor watch

Completed

Forecastle - Anchoring

1. Large pin anchor when ordered
2. Realign spigot outboard of chain
3. Short amount of mooring released
4. Boat must be in required number of practices
5. Chain must be in required number of practices
6. Direction of chain and weight on chain
7. Shorten length of chain
8. Close chain compressor
9. Close anchor bridle
10. Report anchoring completed

Completed ☒

Heaving Anchor - Bridge

1. Pin deck ordered
2. Notice to engine room
3. Ready to make mooring - engine bridge
4. Ready to make mooring - anchor
5. Aftest 1000
6. Notice to deck, current and weather
7. Give order to heave anchor
8. Monitor ship and chain status

Note: Use engine to start heaving only if needed

9. Start making mooring when anchor deployed and clear
10. Close engine gear for 1000

Heaving Preparation - Forecastle

1. Collect tool talk
2. Establish communication
3. Prepare to utilize
4. Engage winches gear
5. Coast chain compressor
6. Coast brake
7. Report readiness and chain status

Completed

Heaving Anchor - Forecastle

1. Start anchor heaving
2. Heave the anchor when ordered
3. Report
 - a. Direction of chain and weight of chain
 - b. Number of shackles remaining to be hauled
4. Anchor aways
5. Anchor disengaged and snapper closed
6. Anchor home
7. Remove anchor rigging
8. Secure anchor when ordered
9. Number of shackles compressor
10. Coast brake
11. Disengage winches gear
12. Stop anchor heaving

Completed

Securing Anchor

- Verify:
 - Chain compressor closed
 - Brake closed
 - Windlass gear disengaged
- Use anchor

Note: Use anchor lashing rules with certified 50% of 1.25 times weight of anchor
- Coverstowing and hauler plate
- Repeat anchor secured

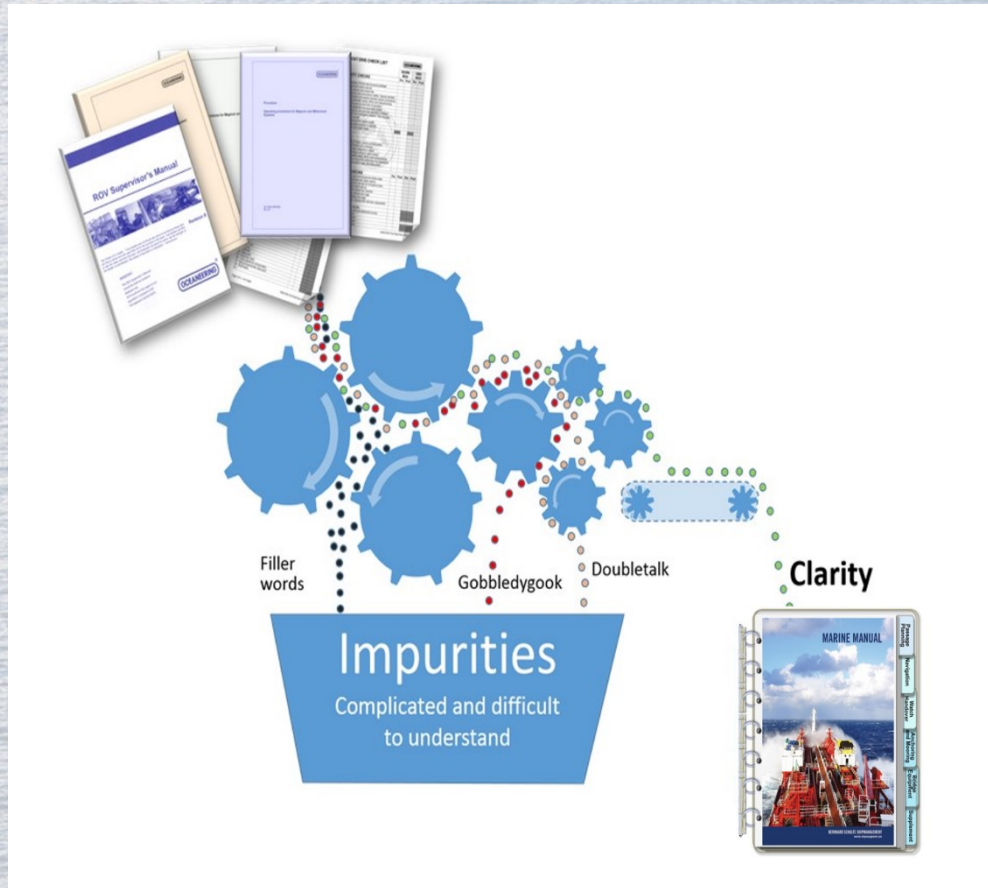
Completed

After: 501 words
100% active

Dealing with change - Administration

Advantages

- S** Workflow
 - S** Streamlined
 - S** Faster
- S** Clarity
- S** Organisation
- S** Environmental
- S** Cost saving



Challenges

- S** Knowledge capture
- S** Implementation
 - S** Time
 - S** Expense
 - S** Expertise development

Root Cause

Problem: People make basic mistakes

- ↳ Because they **don't follow checklists**
- ↳ Because they're **not user-friendly**
- ↳ Because they're **too complex**
- ↳ Because **designers don't know**
- ↳ Because of **no standard**

Clear Information Types

Introduction

Procedure

Warning

Checklist

Document Design Procedures

INTRODUCTION:

Use this procedure to design documents with procedures.

Requirement:

Get all changes approved before distribution.

Anchoring Procedures

BSM

Preparation - Forecastle

Warning!

*Brake failure may seriously injure crew
Standby windlass, stand clear of chain*

- 1) Do tool box talk
- 5) Establish communication
- 6) Clear both anchors
 - a) Engage windlass gear
 - b) Clear spurling and hawse pipes
 - c) Clear chain compressor and lashings
 - d) Open brake and walk anchor out
 - e) Close brake and take windlass out of gear

■ ■ Completed ■ ■

Heaving and Securing

Initial

- | | | |
|--|-----------|--------------------------|
| 1) Pre-departure checklist | Completed | <input type="checkbox"/> |
| 2) All relevant personnel | Informed | <input type="checkbox"/> |
| 3) Anchors sighted and clear | Confirmed | <input type="checkbox"/> |
| 4) Anchor equipment secured | Confirmed | <input type="checkbox"/> |
| 5) Navigation lights and shapes | Displayed | <input type="checkbox"/> |
| ▶▶ Record checklist completed in deck log book | | |

Before:

The **action** must be done to the right **object** to make sure that the user will reach the following **result** in the right order where the action must be done in the right sequence making sure that the first **sub step** is done correctly before operator is permitted to proceed to the subsequent **sub step** followed by yet another subsequent **substep**. The **action** must be done to the right **object** to make sure that the user will reach the following **result** in the right order where the action must be done in the right sequence making sure that the first **sub step** is done correctly before operator is permitted to proceed to the subsequent **sub step** followed by yet another subsequent **substep**. The **action** must be done to the right **object** to make sure that the user will reach the following **result** in the right order where the action must be done in the right sequence making sure that the first **sub step** is done correctly before operator is permitted to proceed to the subsequent **sub step** followed by yet another subsequent **substep**.

The **action** must be done to the right **object** to make sure that the user will reach the following **result** in the right order where the action must be done in the right sequence making sure that the first **sub step** is done correctly before operator is permitted to proceed to the subsequent **sub step** followed by yet another subsequent **substep**.

After:

Procedure

1) Action - Object.....Result
a) Substep
b) Substep
c) Substep

2) Action - Object.....Result
a) Substep
b) Substep
c) Substep

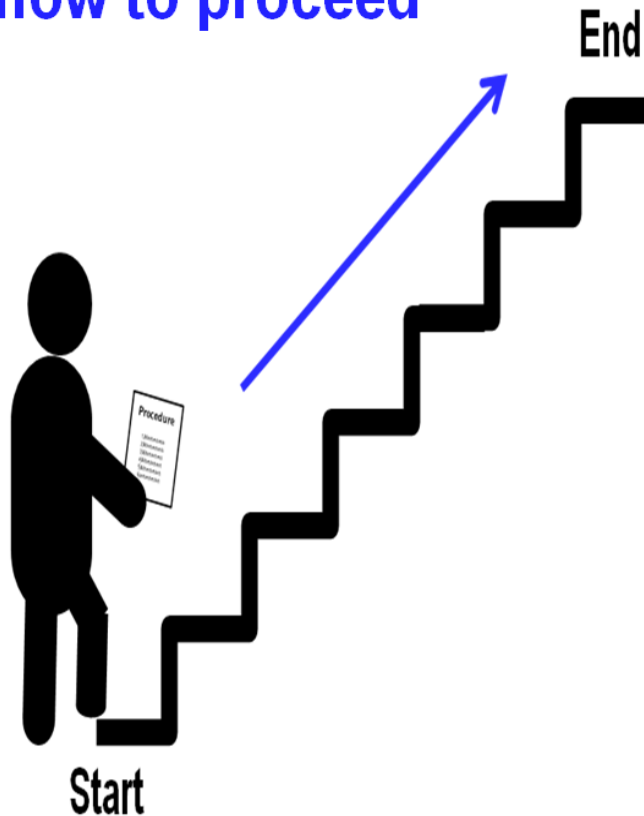
3) Action - Object.....Result
a) Substep
b) Substep
c) Substep

4) Action - Object.....Result
a) Substep
b) Substep
c) Substep

■ ■ Completed ■ ■

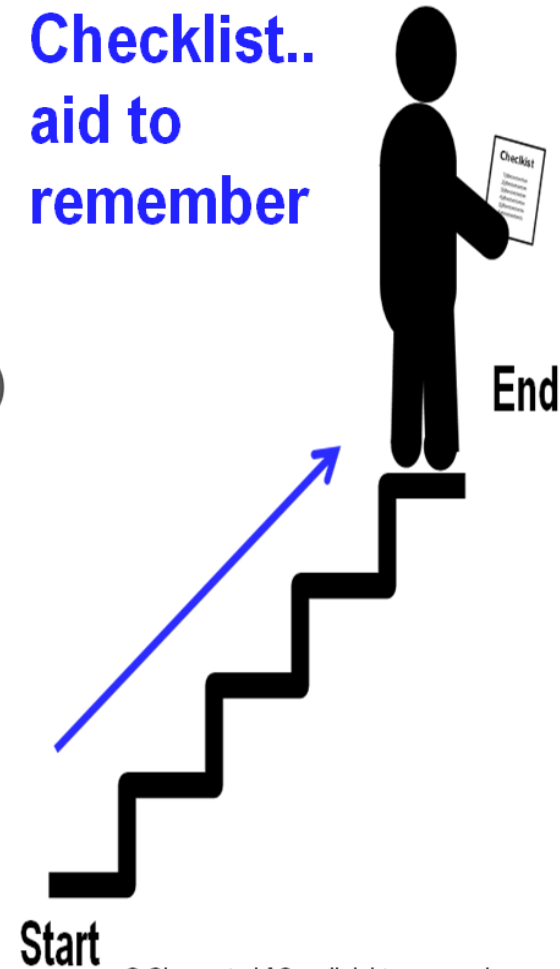
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Procedure...
how to proceed



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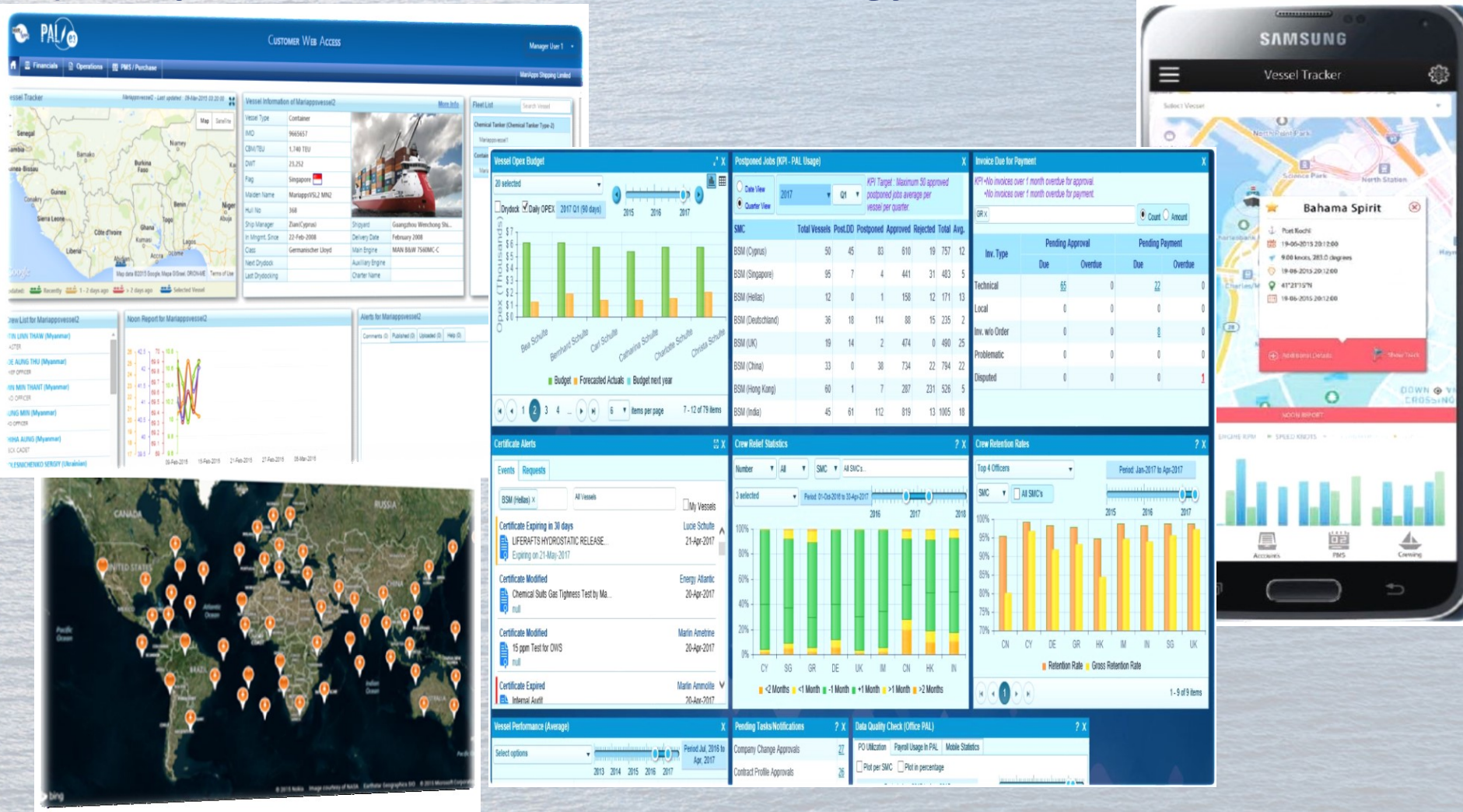
Checklist..
aid to
remember



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Reducing paperwork - How is it done?

2) Computerisation and mobile technology



Advantages

- Speed
- Efficiency
- Analysis
- Accessibility
- Transparency
- Decision making
- Environmental
- Cost saving

Challenges

- Management of change
- Implementation
- Security & privacy

Transition from old to new

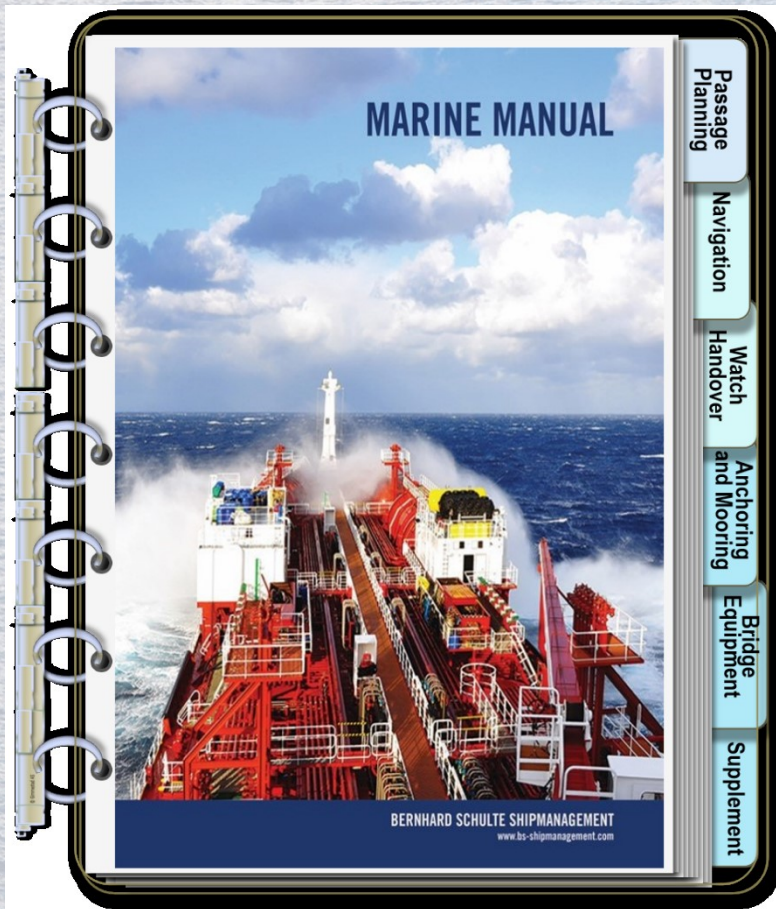


Flexibility - extremely important for prosperity.

Whether welcoming new software or technological developments



Transition from old to new



or

Evolving an existing procedure or process.

Businesses cannot afford to stand still.