

## NS5 Cheat Sheet #12 How Enter Winch & Crane Inspections

**All cranes and winches are to be inspected prior to use by the operator.** The inspection forms are filled out by hand and stored in the crane/ winch binder. The binder is usually kept in the operator's doghouse or on the bridge.

Winch/ crane inspections should be conducted **once per shift or per day**. Any items of concern should be reported immediately to the Chief Engineer and Party Chief.

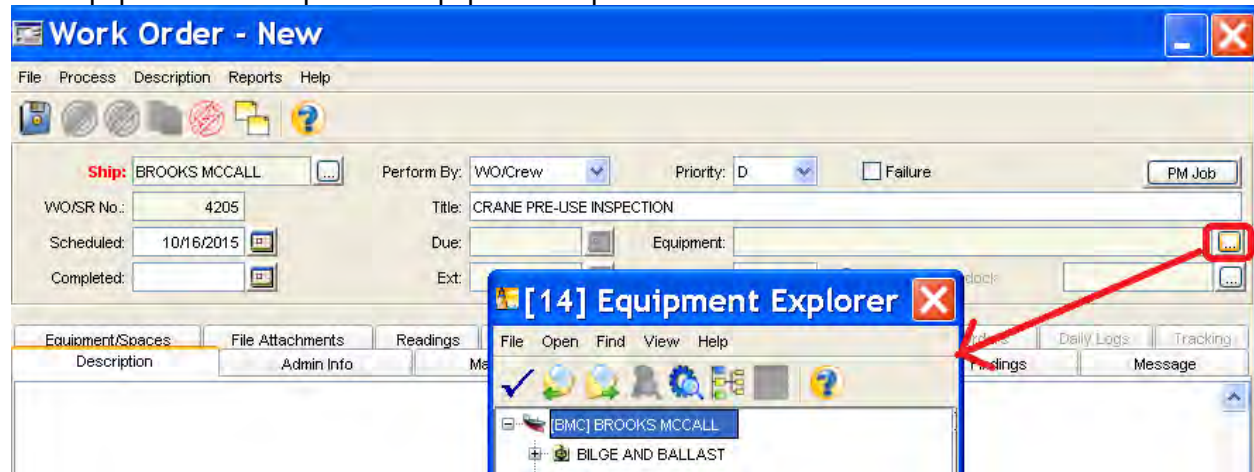
### Crane Inspections

In order for these inspections to become part of the crane maintenance history, they must be entered into NS5 and linked to the crane. Cranes are used occasionally, so every inspection needs to be entered. Here's how to do it:

In the Maintenance & Purchasing module, click on the new Work Order icon:



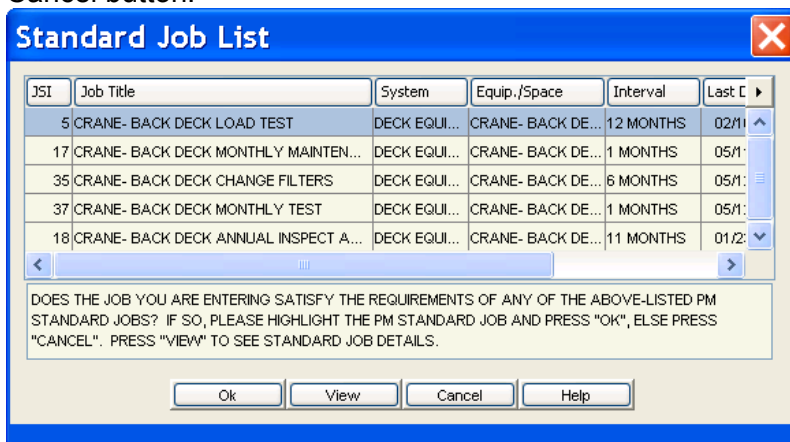
Complete the Title as "CRANE PRE-USE INSPECTION". Then click the button to the right of the Equipment field to pen the Equipment Explorer.



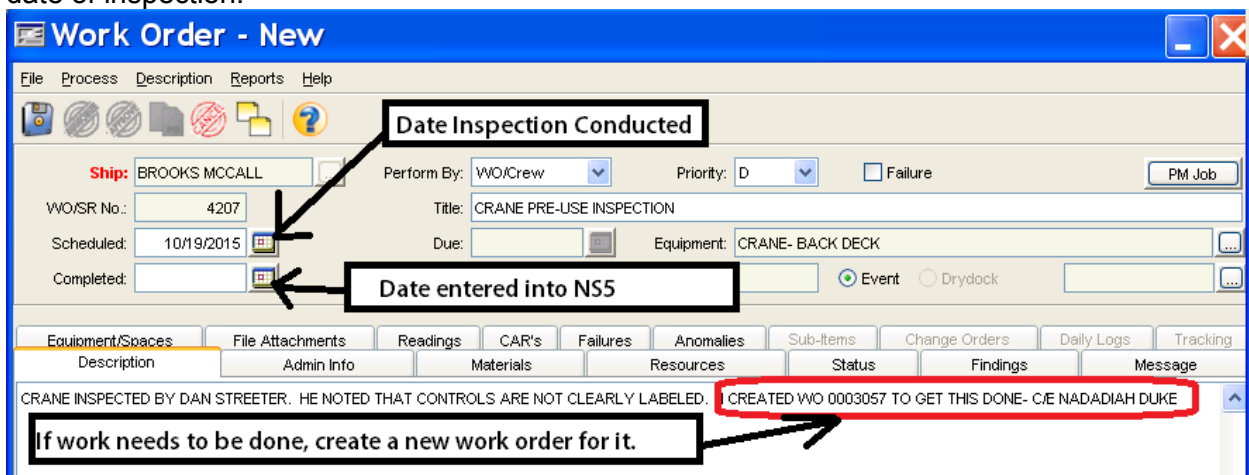
In the Equipment Explorer, click the plus sign to the left of "Deck Equipment". That will open the deck equipment list. Click the box next to Crane-back deck to select. Then click to blue check mark at the top of the window to confirm.



You may get a Standard Job List asking if this is a standard (scheduled) job. It isn't, so click Cancel button.



In the Description field, state the name of the operator who conducted the inspection and add any notes the operator may have made about maintenance or operational issues. You can wait until the end of the week and enter all the crane inspections at once, but be sure to correct the date of inspection:



## Winch Inspections

When we are conducting scientific operations, the winch is used daily and sometimes 24 hours a day. So, rather than entering every single winch inspection on every shift, we have one weekly job to summarize all the inspections for the week.

Once a week, a **standard job named “WINCH INSPECTIONS- WEEKLY SUMMARY” and should appear in NS5**. Review the completed inspections for that week and enter into the work order the names of the operators and any comments/ repairs or maintenance mentioned in the inspections.

Use the **Scheduled** date for the date of the first inspection and the **Completed** date for the last inspection reviewed. If the winch was not used that week, just write in the description field that it was not used and the reason.

**Work Order - 0402257 - [159-00042-0000003]**

File Process Description Reports Help

Ship: GYRE Perform By: WO/Crew Priority: D  Failure

WO/SR No.: 0402257 Title: WINCH INSPECTION- WEEKLY SUMMARY

Scheduled: 09/22/2013 Due: Equipment: WINCH- MAINLINE- CORING

Completed: 09/28/2013 Ext: Counter:  Event

Equipment/Spaces	File Attachments	Readings	CAR's	Failures	Anomalies	Sub-items	Change
Description	Admin Info	Materials	Resources	Status			
WEEK OF SEPTEMBER 22-28, 2013- WINCH NOT IN USE DUE TO SHIP IN TRANSIT							

**Save the File** When you have filled in all the information you need, go to the top of the window and click on **File, Save**.

**File Attachments:** You may attach jpg photos of equipment, or pdf scans of inspections by clicking on the paper clip icon at the top of the window.