iris

MARITIME PMS

How-to guides

For the crew and the office

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1. Getting started with the Ship App

Install the IRIS Ship App on a phone, tablet or the ship's computer, and how it keeps working without internet.

1

Install the app

On **Android**: install the IRIS app from the office (APK), or open **/ship** on your IRIS address in Chrome and choose **Add to Home screen**. On the **Windows** ship PC: install the IRIS Ship App. Any browser works too.

2

Connect the device — once

While online (in port or on Wi-Fi), press **Connect this device** and sign in with your own IRIS account. After that you do not need to sign in each time you open the app.

3

Wait for the vessel data

You will see "*Downloading your vessel data…*". When it is done the tiles appear: **My jobs**, **Running-hour counters**, **Report a defect**, **Noon report** and more, depending on your position.

4

Work offline

At sea everything still works. Each entry goes to the **Outbox** and is sent by itself when there is a signal. The home screen shows how many changes are waiting.

5

Sending

The app syncs every minute when online; you can also press **Sync now**. If you see "*Sync problem*", read the reason — your entry is not lost, it is still on the device.

> **Tip:** Do not uninstall the app or clear the browser data while the **Outbox** still has entries, or the unsent work is lost.

2. Reporting running hours

Why running hours matter and how to report them so that hour-based jobs fall due on time.

1. **Open the counters**

   In the Ship App press **Running-hour counters**. Every counter on board is listed: main engines, generators, compressors and so on.

2. **Type the meter reading**

   Enter the **total hours shown on the hour meter**, not the hours added. If the meter shows 12,450, type 12450.

3. **Save**

   Press **Save readings**. If a value is lower than the last one, IRIS warns you — the reading may be wrong or the meter was replaced. Tell the Chief Engineer if it was replaced.

4. **Do it every day**

   Daily is best, weekly at the least. Running hours move the due dates of hour-based jobs such as overhauls and oil changes.

> **Tip:** If a counter does not move for a long time the system assumes the machine did not run and no job falls due. That is why stale counters appear in the Chief Engineer's alerts.

3. Completing a job and recording spare parts

Close a maintenance job in the Ship App with the findings, the time taken and the spare parts used.

1. **Find the job**

   Press **My jobs**. Jobs are sorted by due date; overdue jobs are red. Open a job to see its steps and readings.

2. **Follow the steps**

   Tick each step when done. Where a reading is asked for (a pressure, a temperature), type it in the box.

3. **Write what you found**

   Use **Remarks** for what was done and found, and enter the time spent. You can **Save** and continue later; it stays on the device.

4. **Add the spare parts used**

   Choose the part and quantity. It is taken off the ship's stock when it reaches the office.

5. **Complete**

   Press **Complete job**. On critical equipment the button reads **Complete & send for verification** — a senior officer or the superintendent verifies it before it counts as done.

> **Tip:** You do not need to wait for internet. The job shows "*Completed (waiting to sync)*" until it is sent.

4. Reporting a defect with photos

Report a fault from the ship, with photos, so that the office sees it at once.

1. **Open Report a defect**

   In the Ship App press **Report a defect**, or **Scan QR** on the machine's label to pick the machine for you.

2. **Choose the machine and severity**

   Pick the equipment and the severity: **Minor** (no effect on safety), **Major** (reduces capability; fix soon) or **Critical** (affects safety, seaworthiness or class). Critical defects are sent to the superintendent at once.

3. **Describe it clearly**

   What you saw, when, and what you have done. For example: "*Oil leaking from the seal of FW pump No. 2, about 1 litre per hour. No. 1 on stand-by.*"

4. **Add photos**

   Add 1–3 clear photos. Offline, the photos are kept and sent with the report.

5. **Send**

   Press **Report defect**. You get a defect number once it is sent, and you can follow it until it is closed.

5. Noon report, fuel and Quick update

Send the noon report (position, distance, fuel) and a quick status update of the vessel.

1. **Open the Noon report**

   Press the **Noon report** tile and choose the type of report: noon, departure, arrival or in port.

2. **Position and distance**

   Latitude and longitude, distance since the last report, hours under way, and ETA.

3. **Fuel**

   Fuel used and remaining on board (ROB) for each fuel. CO_2 and the CII rating are worked out from these figures.

4. **Send**

   Press **Send report**. It works offline and waits in the **Outbox**.

5. **Quick update**

   When the vessel's situation changes (at anchor, loading, stopped), use the quick update tile so that the office sees it in **Fleet Status**.

> **Tip:** Record every bunkering so that the ROB is right. If fuel on board goes up without a bunkering, IRIS warns the office.

6. Hours of rest

Record work and rest every day, and the MLC and STCW rules IRIS checks.

1 Know the rules

Under MLC 2006 and STCW: **at least 10 hours of rest in any 24 hours** and **77 hours in any 7 days**. Rest may be split into **no more than two periods**, one of at least **6 hours**, and the gap between rest periods must not exceed **14 hours**.

2 Open Hours of rest

In the Ship App press **Hours of rest**; on the web, **Safety & Crew → Hours of rest**.

3 Mark the work

Each box is half an hour. Click or drag across the boxes to mark **work** (dark); empty boxes are rest. Pick a watch pattern (for example 00–04 / 12–16) to fill a day quickly.

4 Read the check

The result shows at once: meets the rules or does not, with the reason. If it was an emergency or a drill, say so in the remarks.

5 Sign every month

At month end the seafarer signs and the Master countersigns. Print the **Monthly record (PDF)** for port State control.

> **Tip:** "Any 24 hours" is a rolling window, not midnight to midnight — let IRIS do the counting.

7. Writing in the Oil, Garbage and Ballast record books

Make entries in the electronic record books, and correct one without erasing the original.

1. **Choose the book**

   In the Ship App press **Record books**; on the web, **Record books**, then **ORB I**, **Garbage** or **Ballast**.

2. **Choose the operation code**

   Use the MARPOL code. In the Oil Record Book Part I, for example: **C** for sludge, **D** for bilge water, **H** for bunkering. In the Garbage Record Book: discharge at sea, to a reception facility, or incineration.

3. **Fill in the details**

   Date and time, position (at sea), quantity in m^3, and the tank or category. The form shows what the chosen code needs.

4. **Let IRIS check it**

   A garbage discharge that is not allowed in that area or distance from land (MARPOL Annex V) is refused before it is saved, so a wrong entry never reaches the book.

5. **Corrections**

   Entries are never erased. Press **Correct**: a new entry is made and the old one stays struck through. The Master signs each page.

8. Condition readings: vibration and temperature

Take condition-monitoring readings on board and enter them.

1. **See what is due**

   In the Ship App the **Condition readings due** tile lists the measuring points to read.

2. **Take the reading**

   With the vibration meter or thermometer, measure each point at the same spot and in the same condition each round (for example the same load).

3. **Enter the value**

   Type the value. It turns orange at warning and red at alarm.

4. **On alarm**

   Tell the Chief Engineer at once. It also shows on the bell and in the office's daily e-mail, and a defect can be raised from the point.

9. Tug jobs: All fast and Let go

For tug masters and crews: log the job times for dispatch and billing.

1. **Open Tug jobs**

   In the tug's Ship App press **Tug jobs**. Today's and the next days' jobs are listed: ship, type of job, place and time.

2. **All fast**

   Press **All fast** when the tug is made fast to the ship. The job turns "*Under way*".

3. **Let go**

   Press **Let go** when released, and enter the fuel used if known.

4. **Offline**

   It works without a signal; the time on the device is used even if it is sent later.

> **Tip:** Time is counted in started half hours (1 hour 5 minutes = 1.5 hours). It is the basis of the invoice to the shipping line.

10. Reading and acknowledging circulars

Read circulars and instructions from the office and confirm that you have read them.

1. **Open Circulars**

   In the Ship App the tile shows **Circulars to acknowledge** when there is a new one.

2. **Read it all**

   Open the circular and read it, including any attachment.

3. **Acknowledge**

   Press **I have read and understood**. The date and time are recorded, even offline.

> **Tip:** Some circulars have a deadline. When it passes, the circular appears in your alerts and the Master's.

11. Setting up a new vessel in minutes

For superintendents and administrators: add a vessel and build its equipment tree with standard jobs.

1. **Add the vessel**

   In **Vessels** press **Add vessel**: name, code, vessel type, IMO, flag and GT, then save.

2. **Quick setup**

   Open the vessel's **Quick setup**. Choose the type and the number of main engines and generators; IRIS shows the standard equipment for that kind of vessel.

3. **Makers and models**

   Type the maker and model of the main machinery; IRIS suggests as you type.

4. **Add**

   Tick what applies and press **Add ticked equipment**. The equipment tree is built with starter jobs.

5. **Counters and certificates**

   Enter the current running hours and the vessel's certificates, then connect the Ship App on board.

12. The superintendent's daily routine

A short morning routine: dashboard, due list, approvals and alerts.

1. **Dashboard**

   After sign-in you see overdue jobs, defects, certificates and stoppages for the fleet. The bell lists what needs action.

2. **Due list**

   In **Due List**, check **Due** and **Overdue**. When a job cannot be done in time the ship sends a **Request postponement**; you **Approve** it.

3. **Verify**

   Jobs on critical equipment and class items need **Verify** before they count as done.

4. **Defects and purchasing**

   Review new defects and requisitions; turn requisitions into purchase orders.

5. **Alerts**

   In **My alerts & e-mails** choose what you receive: one e-mail each morning with only what is new, and the weekly fleet summary.

13. Tug dispatch and billing

For dispatchers and billing staff: create tug jobs, assign tugs and invoice the shipping lines.

1. **Customers & rates**

   In **Tug Operations → Customers & rates**, enter the shipping lines (terms, discount) and the rate card: base price and price per extra hour by job type and GT.

2. **Create a job**

   Press **New job**: customer, type (berthing, unberthing, shifting…), ship, GT, place, time and number of tugs. IRIS warns if a tug is already booked at that time.

3. **Watch the board**

   The board shows a 24-hour timeline per tug. Jobs without a tug are in the **Not assigned** row and on the bell.

4. **Invoice**

   In **Billing**, tick a customer's completed jobs and press **Invoice the ticked jobs** — discount, tax and PDF included.

5. **Payment**

   Press **Mark paid** when paid. Cancelling an invoice frees its jobs for a new invoice.

> **Tip:** The 25 % surcharge applies to jobs marked night or holiday (18:00 to 06:00).