

**NC Closure for ISM / ISPS / MLC
User Manual**

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1. Introduction

This application enables the end user to enter required details for NC closure of ISM, ISPS & MLC Audits/Inspections.

2. Process Flow

2.1 How to start the application

Go to IRS-website (<http://www.irclass.org/>) & go to the Marine Section. Click on “*NC Closure for ISM, ISPS & MLC Audits / Inspections*”.

2.2 Login Screen

The Login Screen for NC Closure for ISM, ISPS & MLC Audits/Inspections is shown as below:

IRCLASS
Indian Register of Shipping

NON - CONFIRMITY CLOSURE FOR ISM / ISPS / MLC

User ID:

Password:

Select Audit Type
 ISM ISPS MLC

Note: Please contact STS-Division, Head Office for new user creation.
Contact No. : (022) - 30519400 / 71199400

2.3 NC Closure for ISM Audits:

Find the below screen for NC Closure for ISM SMC Audits. User needs to select the Ship Name / IR Number & the corresponding Report Number from the provided list. Similarly, for ISM DOC Audits, user has to select Company Name & the corresponding Report Number from the list. The respective NC record details will be populated on the screen.

Please enter the Corrective Action, Root Cause Identified, Preventive Action, Proposal for CA/ PA Received Date and Actual Completion Date. Browse & Upload the respective documents.

Click on the <**Submit**> button. Confirmation message will appear on successful completion of the form.

Note: Click on “<Prev. Record>” & “<Next Record>” to shuffle between NC records of the selected report number.

2.4 NC Closure for ISPS Audits:

Find the below screen for NC Closure for ISPS Audits. User needs to select the Ship Name / IR Number & the corresponding Report Number from the provided list. The respective NC record details will be populated on the screen.

Please enter the Corrective Action, Root Cause Identified, Preventive Action, Proposal for CA / PA Received Date and Actual Completion Date. Browse & Upload the respective documents.

Click on the <Submit> button. Confirmation message will appear on successful completion of the form.

Note: Click on “<Prev. Record>” & “<Next Record>” to shuffle between NC records of the selected report number.

The screenshot shows the 'NC CLOSURE FOR ISPS AUDITS' interface. At the top left is the IRCLASS logo (Indian Register of Shipping). The main title is 'NC CLOSURE FOR ISPS AUDITS'. Below the title, there are radio buttons for 'ISPS', 'ISPS Costal', and 'ISPS-Voluntary'. The form contains several input fields: Ship Name (dropdown), Report Number (dropdown), IR Number (dropdown), Audit Type (text), First Audit Date (text), and Last Audit Date (text). The 'Non Conformity / Observation Details' section includes: NC/OBS NO., Department, Finding (with radio buttons for Security Equipment and Security System), Requirement of the SSP / Code (dropdown), Objective Evidence (text), ISPS Code Reference (dropdown), SSP Reference (dropdown), Type (radio buttons for Major Non Conformity, Non Conformity, Observation), Corrective Action (text), Status (radio buttons for Accepted, Down Graded, NA), Root Cause Identified (text), Preventive Action (text), Status (radio buttons for Accepted, Down Graded, NA), Proposal for CA / PA (text), Reqd. Date (calendar icon), Proposed Completion Date (calendar icon), Actual Completion Date (calendar icon), Clearance Report (to be completed by IRS) (text), Clearance Date (calendar icon), and Follow Up Comments (text). At the bottom of the form, there are 'Total No. of NC Records' and 'Record No.' fields, a '<< Prev Record Next Record >>' navigation link, a 'Select Document to Upload' section with a 'Browse...' button and an 'Upload' button, and finally 'Submit' and 'Clear Data' buttons.

2.5 NC Closure for MLC Inspections:

Find the below screen for MLC Deficiency Clearance. User needs to select the Ship Name / IR Number & the corresponding Report Number from the provided list. The respective NC record details will be populated on the screen.

Please enter the Corrective Action, Root Cause Identified, Preventive Action and Actual Completion Date. Browse & Upload the respective documents.

Click on the <Submit> button. Confirmation message will appear on successful completion of the form.

Note: Click on “<Prev. Record>” & “<Next Record>” to shuffle between NC records of the selected report number.

IRCLASS
Indian Register of Shipping

MLC DEFICIENCY CLEARANCE

Logout

Ship Name: IR Number:
Report Number: Inspection Type:
First Inspection Date: Last Inspection Date:

Deficiency / Observation Details :

Deficiency/OBS NO. :

Requirement of the Manual / Standard :

Objective Evidence :

MLC Convention Reference :

Type : Serious Deficiency Deficiency Observation

Corrective Action :

Root Cause Identified :

Preventive Action :

Status : Accepted Down Graded

Proposed Completion Date : Actual Completion Date :

Clearance Report (to be completed by IRS) : Clearance Date :

Follow Up Comments :

Total No. of NC Records : Record No. :

<< Prev Record Next Record >>

Select Document to Upload : Browse... Upload

Submit Clear Data