

Risk Assessment Software Instructions

Part 2: Creating a new Risk Assessment

Creating a New Risk Assessment

1. Open the Risk Assessment Program and log on as explained in the First Part of the Manual.
2. On the main screen click on the «New Risk Assessment» button

Main Menu Risk Assessment Database User: Master

Risk Assessment Library External Library Sub-Operation Revision Status Import-Export

New Risk Assessment Help QUIT

Issued By: Office Issued Date: 27/2/2011 Description: Anchoring and Anchoring Watch

AssessmentNo: Office-BRI-1

Operation: Bridge SubOperation: Anchoring and Anchor Watch Risk Assessment Team: DPA, Operations Manager, Safety Manager, Supt. Engineer

RefNo	Hazard Description (What if?)	Consequence Description	Controls in Place References	Present Risk Evaluation			Risk Evaluation after additional controls		
				L1	C1	R1	L2	C2	R2
1	Human Hazards	Property Damage	Company Procedures	2	2	4			
	Lack of Skill/Knowledge/Motiv	Minor vessel damage							
	Lack of knowledge								

View classification of risk

LIKELIHOOD	1	2	3	4	5
5	10	10	10	10	10
4	8	8	8	8	8
3	6	6	6	6	6
2	4	4	4	4	4
1	2	2	2	2	2

CONSEQUENCE

1 2 3 4 5

Remarks: Action Control Plan

Responsible Person(s)	DeadLine	Remarks
DPA		N/A

Signature: DPA

Further assistance from office/vessel is in need for specific hazard? Yes No

Creating a New Risk Assessment

- In the «Issued By» field select the name of the vessel from the list by clicking on the arrow next to it.
- The vessel type will appear automatically so proceed to select the date by clicking on the calendar next to the date field .
Note: you can click on «Today» to select the current date easily.

The screenshot displays the 'Risk Assessment Database' application window. The main form is titled 'Create New Risk Assessment' and contains the following fields:

- Issued By:** A dropdown menu with a downward arrow.
- Issued Date:** A date field with a calendar icon to its right.
- Description:** A large text input area.

A calendar is open over the 'Issued Date' field, showing the month of Μάρτιος 2012. The calendar grid is as follows:

Δε	Τρ	Τε	Πε	Πα	Σά	Κυ
27	28	29	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

At the bottom of the calendar is a 'Today' button. The interface also includes a 'Main Menu' and 'Tools' bar at the top, and several action buttons on the right side: 'View Steps', 'Next Step', 'View Likelihood Level', 'View Consequence Level', and 'View classification of risk'. At the bottom of the window, there are buttons for 'Preview prior to saving', 'Save', 'Print Preview', 'Print', and 'Cancel'.

Creating a new Risk Assessment

- The «Place» field now appears. Type the place where the operation that the Risk Assessment refers to takes place.
- Enter a «Description» for the operation that the Risk Assessment refers to. Make sure it fully describes the operation.
- When you are done press «Next Step» on the upper right side to continue.

Risk Assessment Database

Issued Date	12/3/2012	Description		View Steps
Place				Next Step

View Likelihood Level
View Consequence Level
View classification of risk

Print Preview Print Cancel

Creating a New Risk Assessment

- Notice that the «Operation» and «Sub-Operation» fields appear. Select the operation by clicking on the small arrow next to the field so that the drop down menu appears .

Risk Assessment Database

File Tools

Main Menu Create New Risk Assessment

Issued By: PYTHAGORAS Issued Date: 12/3/2012 Description: Test

Vessel Type: Bulk Carrier Place: nola

Operation: Sub-Operation

Vessel Type: Bulk Carrier Place:

Operation: Sub-Operation

Accomodation/Hotel
Bridge
Cargo and Ballasting
Critical Equipment
Deck
Emergency
Engine
Miscellaneous
RDeck
REngine
Other

LIKELIHOOD	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
CONSEQUENCE					
	1	2	3	4	5

View Steps
Next Step
Next Step

View Likelihood Level
View Consequence Level

Important! Notice that you will have to confirm the selection of operation since the program will show different options depending what you choose. This action is not reversible, so please be careful

Vessel Type and Operation Confirmation

Do you confirm ?
Operation : Engine
Vessel Type : Bulk Carrier
If you click 'Yes', the Operation and Vessel Type list will be locked, and you will continue to next step

Yes No

Creating New Risk Assessment

- After you have selected operation proceed to select Sub-Operation from the next field.
- Press «Next Step» when you are done

Risk Assessment Database

File Tools

Main Menu Create New Risk Assessment

Issued By PYTHAGORAS Issued Date 12/3/2012 Description Test

Vessel Type Bulk Carrier Place nola

Operation Sub-Operation

Engine

- Ballast Operations
- Boiler Change from HFO to LSFO/from HFO to MGO
- Boiler Operation with MGO
- Boiler Overhauling/Inspection
- Bunkering (Before/During/After completion)
- Bunkering (connection of hose between ship and shore side)
- Bunkering Planning
- Change over the Watch
- Chief Engineer's Hand Over
- Chief Engineer's Standing Orders
- Cold Work
- Critical Equipment De-Activation for Repairs
- D/G's Overhauling/Inspection
- Disposal of Waste Oil/Oily Residues
- E/Room Garbage Disposal
- E/Room Safety during Drydocking

View Steps

Next Step

Next Step

	5	10	15	20	25
5	4	8	12	16	20
4	3	6	9	12	15
3	2	4	6	8	10
2	1	2	3	4	5
1	1	2	3	4	5
	CONSEQUENCE				

View Likelihood Level

View Consequence Level

View classification of risk

Creating a New Risk Assessment

- Now select the «Risk Assessment Team»
- Note that as you select members new spots will open up to add another member
- Press «Next Step»

Place

Risk Assessment Team

2nd Engineer
2nd Officer
3rd Engineer
3rd Officer
Able Seaman
Bosun
Chief Engineer
Chief Officer
Cook
Deck Crew-Helicopter team
Deck Ratings
Doctor
Engine Ratings
Fitter
Galley Rating
Hotel Manager

Risk Assessment Team

2nd Engineer

2nd Officer

2nd Officer

3rd Engineer
3rd Officer
Able Seaman
Bosun
Chief Engineer
Chief Officer
Cook
Deck Crew-Helicopter team
Deck Ratings
Doctor
Engine Ratings
Fitter
Galley Rating
Hotel Manager
Housekeeping Ratings

LIKELIHOOD

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

CONSEQUENCE

View Likelihood Level

View Consequence Level

View classification of risk

Next Step

Next Step

Create New Risk Assessment

New selection fields will appear including:

Hazard Description, Consequence Description, Controls in Place

Lickelihood / Concequence Values and the Control Actions Field

The screenshot shows a web-based risk assessment form. At the top, there are dropdown menus for 'Vessel Type' (set to 'Bulk Carrier') and 'Place' (set to 'nola'). Below these are sections for 'Operation' (Sub-Operation: Ballast Operations) and 'Risk Assessment Team' (2nd Engineer, 2nd Officer). The main table has columns for 'RefNo', 'Hazard Description (What if?)', 'Consequence Description', 'Controls in Place References', 'Present Risk Evaluation' (L1, C1, R1), 'Additional Control Actions', and 'Risk Evaluation after additional controls' (L2, C2, R2). Arrows point from the text above to these specific fields. On the right, there is a risk matrix table and several 'Next Step' buttons.

LIKELIHOOD	CONSEQUENCE				
	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

- First Select the «Hazard Description» from the drop down menu

Create New Risk Assessment

- After you have selected the Hazard general category select the specific description from the menu below
- Note that you can select an additional description by clicking on the green «+» button on the right of the field.
- Notice that your Hazard will get a Reference Number seen on the left of the Description
- To add a new Hazard with a different Reference Number you can click on the green button on the left of the description

The screenshot shows a software interface for creating a risk assessment. At the top, there are dropdown menus for 'Operation' (set to 'Engine') and 'Sub Operation' (set to 'Ballast Operations'). Below these are fields for 'Risk Rating' (set to '2nd Engineer') and 'Risk Assessment' (set to '2nd Officer'). The main part of the interface is a table with columns: 'RefNo', 'Hazard Description (What if ?)', 'Consequence Description', and 'Controls in Place Ref'. The first row has '1' in the 'RefNo' column and 'External Hazards' in the 'Hazard Description' column. A dropdown menu is open from the 'Hazard Description' field, listing various hazard types such as 'Adjacent Compartment Overheated', 'Adverse Weather Conditions', 'Air Draft Restriction', 'Anchoring Area less than 1 Mile', 'Chemical', 'Cold', 'Collision Avoidance Maneuver', 'Confined Waters/Rivers/Canals', 'Dangerous/Hazardous Materials', 'Dropped Objects', 'Electric Flash Over', 'Electrical/ Electrostatic Noise', 'Electrocution', 'Exposure to Cargo (Heating/Liquidation/Atmosphere)', and 'Exposure to Cold/Ice'. A green '+' button is visible on the right side of the dropdown menu. A black arrow points from the text 'select the specific description from the menu below' to the dropdown menu. Another black arrow points from the text 'clicking on the green «+» button on the right of the field' to the green '+' button. A third black arrow points from the text 'your Hazard will get a Reference Number seen on the left of the Description' to the '1' in the 'RefNo' column.

The screenshot shows a software interface for creating a risk assessment. It features a table with columns: 'RefNo', 'Hazard Description (What if ?)', and 'Consequence Description'. The first row has '2' in the 'RefNo' column and 'Human Hazards' in the 'Hazard Description' column. Below this row, there is a green '+' button on the left and a green '+' button on the right of the 'Hazard Description' field. A black arrow points from the text 'click on the green button on the left of the description' to the green '+' button on the left.

Create New Risk Assessment

- Next select the «Consequence Description»
- And in the next field the «Controls in Place» for this type of Hazard
- Note that you can add additional selections by clicking on the green buttons as described before

The screenshot shows a risk assessment form with the following fields and values:

- Vessel Type: Bulk Carrier
- Place: nola
- Operation: Sub-Operation
- Engine: Ballast Operations
- Risk Assessment Team: 2nd Engineer, 2nd Officer

RefNo	Hazard Description (What if ?)	Consequence Description	Controls in Place References	Present Risk Evaluation			Risk Evaluation after additional controls				
				L1	C1	R1	Additional Control Actions	L2	C2	R2	
1	External Hazards	Fatality	SOLAS								
	Fatigue	Environmental	MARPOL								

At the bottom of the form, there is a status bar showing "Hazard No 1 of 2" and "No Filter".

Create New Risk Assessment

- Next enter the «Likelihood» and «Concequence» Values before the action taken and afterwards.
- Make sure to write what «Additional Controls» were taken to lower the Likelihood value in the «Additional Control Actions»
- Note that you can view the value interpretations by clicking on the «View Level» buttons at the far right of the screen.

The screenshot shows a risk assessment interface. At the top right is a 5x5 Likelihood x Consequence matrix with a color-coded risk level. Below it is a table for 'Risk Evaluation after additional controls' with columns for Likelihood (L1, L2), Consequence (C1, C2), and Risk (R1, R2). The current risk level is 15 (red), and the goal is 5 (green). A text box for 'Additional Control Actions' contains 'Restrict hours Increased'. On the right, there are buttons for 'View Likelihood Level', 'View Consequence Level', 'View classification of risk', and 'Next Step'. A note below these buttons reads: 'Please fill the blank cells considering the rating guidelines of likelihood (L) and consequence (C) which most applies to the hazard under assessment. After multiplying likelihood and consequence rating, the risk level'.

Two pop-up windows are shown at the bottom:

View Likelihood

Score	SEVERITY	LIKELIHOOD
1	Remote	Once in lifetime
2	Occasional	Might occur every 5-10 years
3	Likely	Might occur every 1-5 years
4	Probable	Might occur once a year
5	Certain	Might occur more than once a year

View Consequences

Score	SEVERITY	CONSEQUENCES
1	Negligible	Minor injury not requiring first aid, no environmental damage, no vessel damage, no operational disruption
2	Minor	Minor injury requiring first aid treatment onboard, no environmental damage, cosmetic vessel damage, minor operational disruption
3	Significant	Injury requiring hospitalization, some environmental damage, vessel damage, longer operational disruption
4	Critical	Severe injury, major environmental damage, major vessel damage, major operational disruption
5	Catastrophic	Loss of life, extreme environmental damage, loss of vessel.

Create New Risk Assessment

- When you Click «Next Step» Additional options will appear.
- Enter the Responsible Persons for undertaking the Action Control Plan as well as a «Dead Line» and «Remarks» if needed.

consequence (C) which most applies to the hazard under assessment. After multiplying likelihood and consequence rating, the risk level will be calculated using the Risk Matrix provide, by marking the relevant colored square area.

Preview prior to saving Save Print Preview Print Cancel Last Step

Note that you can add more persons as the program adds a new field when you input a selection

Responsible Person(s) De

Doctor

- Click on «Last Step»when

Create New Risk Assessment

- Here you can add some «Remarks» if needed for the Risk Assessment you are making and a «Signature» of the person creating the Risk Assessment.
- You can also mark if additional support from office or vessel is needed
- When you are done click on «Preview Before Saving» button
- You can now Save the Risk Assessment by clicking on the «Save» Button. The Risk Assessment can now be found in the Library with its own unique Reference Number
- You can then Print the Risk Assessment By Clicking on the «Print» Button

The screenshot shows a software interface for creating a risk assessment. At the top, there is a header with 'Hazard No.' and '1 of 2'. Below this are several input fields: 'Remarks' (with an arrow pointing to it), 'Signature' (containing the text 'Master'), and a radio button question 'Further assistance from office/vessel is in need for specific hazard?' with 'Yes' and 'No' options. To the right, there is an 'Action Control Plan' section with a 'Responsible Person(s)' field containing 'Doctor'. At the bottom, there is a row of five buttons: 'Preview prior to saving', 'Save', 'Print Preview', 'Print', and 'Cancel'. An arrow points to the 'Preview prior to saving' button.

Save

Print Preview

Print

Close