Complete the Quarterly Maintenance Reports

The QMI is set up as a **survey** in Helm. That means it can be completed in sections- you don't have to wait until it is completely finished to log your work in Helm.

The QMI includes inspections of several systems by different personnel. Each system section can be completed individually.   If any item on a system checklist fails, then the entire section is a fail. When you click the fail button, a new task will be generated to address it. However…

** If you have multiple issues in a single checklist, you will need to create a separate task for each item from the **Onboard/ Logs** page.

Example: On the firefighting checklist, there are two issues. So you will need two tasks:

1. Portable and fixed fire extinguishers due for annual inspection and cert in 3 months

2. The fire hose for station #2 needs replacing.

When you click **FAIL** in Helm, it will open a new task window. In description (which is really the title), enter the **QMI ITEM #** from the list followed by a one line summary of what needs to be done.   Task will be created as unscheduled maintenance with severity yellow. You can change severity level.

Next step is to fill in the **Created by** field with your name and the component, if listed. In this case, only the fire pumps are listed in components, so we will leave **Component** blank.

The Show in field is automatically the **Bridge** tab. The task is automatically assigned to the **Asset**- which is the vessel- to resolve.

Save your work!! Click Create Task!!

(Do NOT click Finish unless you have already resolved the issue)

When you click **Create Task**, the screen will go back to the QMI and show a yellow severity triangle next to the section that failed.   Click the triangle to open the task.

The **External Number** of the new task will be in small letters above the title.

Fail Item

| Task | Schedule | 0 Notes | 0 Attachments | ▼ More |

Task Description (External Number: WO-23) *

FF11- Fire hose at station #2 needs replacing

Severity ⚠

==You may add/ edit/ delete the fail tasks as often as you like. They will not be created until the QMI job is Finished.==

Then they will appear in **History** tab if completed and in the **To Do** list under the **Onboard/ Logs/ Bridge** tab if unfinished.

Unscheduled	FF16 & FF19 portable fire extinguishers an...	8 days (08/02/2020 07:52)	-	2 0 ⚠
Unscheduled	Load cell calibration certificate expired on t...	8 days (08/02/2020 07:52)	-	0 0 ⚠
Unscheduled	L51 LIFE RAFTS will be expired by Septemb...	8 days (08/02/2020 07:52)	-	3 0 ⚠
Unscheduled	LS59 & LS 60 8 Hand flares and 4 bouyant ...	5 days (08/05/2020 15:25)	-	1 0 ⚠
Unscheduled	LS68 DAMAGE CONTROL KIT- Some items ...	5 days (08/05/2020 15:32)	-	1 0 ⚠

They will all be **Unscheduled** and have some type of severity rating. Note the **QMI item # is the FIRST** part of each task description.   So if you want to find all the **Life Savings** items, just type **LS** in the search box above.   For **Fire Fighting**, type **FF**, etc.

To Do

Q Description: **LS**   Category: Filter by Category

Category	Description	Days Open
Unscheduled	LS1 LIFE RAFTS will be expired by Septemb...	8 days (08/02/2020 07:52)
Unscheduled	LS59 & LS 60 8 Hand flares and 4 bouyant ...	5 days (08/05/2020 15:25)
Unscheduled	LS68 DAMAGE CONTROL KIT- Some items ...	5 days (08/05/2020 15:32)

When all the checklists are complete, the QMI task can be finished. As always, keep each Task generated from the failures open until the work is complete.