

On-Board Service Procedure

Receiving Project Assignment:

Obtain comprehensive project details, including:

Ship name

Estimated Time of Arrival (ETA)

Detailed project description

Passenger request information

Instrument and Pattern Preparation:

Assemble and organize required instruments and patterns for the assigned project.

Develop an Emergency Evacuation Plan (EEP) for preparedness.

Travelling to Ship:

Initiate travel arrangements to reach the designated ship location efficiently.

Boarding Procedure:

Execute seamless onboarding procedures upon reaching the ship.

Engage in a courteous meet-and-greet with the Chief Officer (C/O).

System Priority and Availability:

Receive and confirm system priority and availability details from the Chief Officer.

Task Execution:

Diligently carry out assigned tasks according to project specifications.

Documentation and Evidence:

Capture necessary photos and gather evidences throughout the service process.

Prepare a comprehensive service report detailing the accomplished tasks.

Communication with Chief Officer:

Inform the Chief Officer promptly about the successful completion of tasks.

Service Report Authorization:

Sign and stamp the service report for official documentation.

Return to Office:

Travel back to the office after completing on-site responsibilities.

Tools and Media Preparation:

Ensure all tools and media are properly organized and ready for subsequent assignments.

Operational Handover:

Provide detailed service report and evidences to the operation officer for record-keeping.

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