

@SHORE

USER MANUAL





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GETTING STARTED

HOW TO REGISTER A NEW SHIPPING COMPANY

STEP 1:

The shipping company administrator must contact SEA HEALTH & WELFARE SUPPORT (SHW) to register their company. Send an email to support@shw.dk with the subject: **Registration of new shipping company @SEA - @SHORE**

The shipping company administrator must provide SHW with exact company name, contact details and point of contact.

Company details:

Contact person:

E-mail:

Telephone:

Address:

STEP 2:

SEA HEALTH & WELFARE SUPPORT will enter the details provided to the database, which will be reflected on both @SHORE website and on @SEA.

HOW TO CREATE NEW USERS

The shipping company administrator must contact SEA HEALTH & WELFARE (SHW) to register new user(s). Send an email to support@shw.dk with the subject:

New user on @SHORE

HOW TO ACCESS THE @SHORE PLATFORM

The platform is online on the following web address:

<https://atshore.shw.dk/>

Login using the **Login** button in the top left corner.



ADMIN MODULE

CHEMICALS DATABASE

In this module the shipping company administrator/user may add or update chemical products in the chemical database as well as maintain their company's **whitelist**. Any new products or changes to chemical products must be approved by SEA HEALTH & WELFARE before it can be publicized. If we cannot approve a new product or changes made to a product you will receive a notification on the main page of the Chemicals Database module. See instruction about the **REQUESTS LIST**.

HOW TO SEARCH FOR A PRODUCT

You may either search in your Company Whitelist or in the entire chemicals database by selecting your preference on the bars below the search text fields.

Productname or number
Supplier Status
Show products COMPANY WHITELIST ENTIRE CHEMICALS DATABASE
▼ ADVANCED

Type partial or full name of product or product number in the **product name or number** search field. (Product number refers to the SHW Chemical Database numbers and not to external or company specific numbers. You may also limit your search to a specific supplier or status. It is possible to do a blank search if you wish to SHOW ALL.

HOW TO EDIT A PRODUCT

Once you have searched for and found a specific product you wish to add or update, you may click anywhere on the product line to open the product for editing (only Shipping Company Administrators or Supplier users may edit products). You may now upload a new Safety Data Sheet (SDS) in either Danish or English by using the ADD/REPLACE buttons (REPLACE button will only be shown if there is already a previously uploaded SDS). You can also add an EXPOSURE SCENARIO using the same procedure as for SDS.

Remember to press SAVE CHANGES or the changes will not be submitted.

HOW TO ADD/REMOVE A PRODUCT FROM THE SHIPPING COMPANY WHITELIST

Once you have searched for and found the specific product you wish to add to your Whitelist you may click anywhere on the product line to open the product for editing. Near the bottom there is an **ADD TO WHITELIST** button. Click on this button to add to your company whitelist. It is not necessary to press **SAVE CHANGES** afterwards.

PRODUCT INFORMATION
Product number: 11951 Product name: Rust Converter Super
Supplier: Vecom
Company product number: Company product number
ADD TO WHITELIST

To remove a product from your whitelist, you will use a similar procedure as above, but this time the button will show REMOVE FROM WHITELIST instead.

HOW TO REGISTER A NEW PRODUCT

On the main page of the **CHEMICALS DATABASE** module, find the button **CREATE NEW PRODUCT**. Add at least one SDS and fill out **Product name** and **Supplier**. Product number will be assigned automatically when products are submitted.

REQUESTS LIST OVERVIEW

When a shipping company administrator or Supplier has any pending product requests, it will be shown on their **Requests** list. This list is marked in a light green color (see below).

ADMIN
Productname or number
Request ID: 11951
Product Name: Rust Converter Super
Supplier: Vecom
Company product number: Company product number
ADD TO WHITELIST

REQUEST ID	PRODUCT NAME	PRODUCER / SUPPLIER	STATUS	REQ/2011 DATE	SDS DATE
12750	Corrosion 44 (Resepren schæbel)	Seabornix	1/0	25-11-22 18:26	Finalized
12756	Gilfoney 32	RUCHE (AMERICANS) OCEANWAY A/S	2/0	25-11-22 18:49	Finalized
1977	M&M Diverse 3300	Essexfordil Oceanway A/S	2/0	25-11-22 18:47	Finalized
1977	M&M EP 2	VX Sennelsbo A/S	2/0	25-11-22 18:44	Finalized
12760	Zeeth 84 Best Hand Soap	Zeeth Hygiene Group	1/0	25-11-22 18:40	Finalized
1911	Stena Silikone Spray	Stena Active Care A/S	1/0	24-11-22 13:49	Finalized
12610	Hull-ukendredning	ukendredning	2/0	12-8-22 10:00	Finalized

Chemicals (67)
ADD TO WHITELIST

PRODUCT	PRODUCT NAME	PRODUCER / SUPPLIER	SHIPPING COMPANY	WHITELIST	STATUS	SUBMISSION DATE	SDS	EE	UPDATE
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This list will show the product number, product name, producer/supplier, request date, and status of the product(s) which have been submitted by the user but not yet APPROVED and PUBLISHED by SHW.

If a product is being processed by SHW it will show a status as "The product is received".

If a product cannot be approved by SHW this status will change to either:

1. The product is being processed by SHW.
We are waiting for further information from the shipowner or the supplier
2. Waiting for further information
3. Rejected - see comments

The Shipping Company Administrator or Supplier must click on the products to open and read the Status Remarks written by the SHW Chemicals Administrator. This field is where you will receive communications from the SHW admin with an explanation on why a product cannot be approved and which information is required to complete the registration.

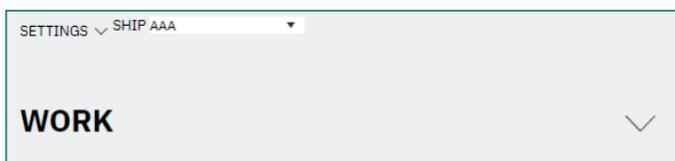
Once a product has been approved it will disappear from the **Requests List** and appear on the main list below.



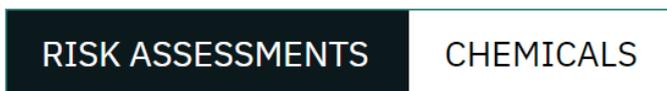
WORK MODULE

In this module you may view the Risk Assessments and Chemical inventory on all the shipping company's vessels. All information found in this module is READ-ONLY.

To view chemicals or risk assessments for a given ship in your fleet you must first **select vessel** in the top left corner in the drop-down menu **SHIP**:



You may now toggle between viewing Risk Assessments or Chemicals using the module selector buttons in the top right corner:



RISK ASSESSMENTS

When a vessel is selected a complete list of the Risk Assessments (RA) on board will be shown with the following info:

RA.nr (this number does not correspond the RA number onboard the vessel), Title, Work Area, (Risk Matrix) Mapping, Action Plan, Revision Date, Status.

You may view a specific RA by clicking on the title and it will be presented with the following screen displaying the general info on the RA and below there are three submenu's **Risk Assessment, Changing Conditions, Attachments**:

All hazards identified are shown here along with the risk level before and after the **action plan** is implemented. Each hazard may be expanded by clicking the "plus" sign to view Instruction and Preventive Measures/Personal Protection. (See above)

RA NO	353395
REVISION	
LAST EDITED	19-4-18
CREATED	31-7-17
TYPE	Ship
APPROVED	No
RISK MATRIX FORMAT	Matrix 3x3

AUXILIARY ENGINE DUE FOR 12000 HRS OVERHAUL

Work area: Vessel
AUXILIARY ENGINE NO:2 DUE FOR 12000 HRS OVERHAUL.

RISK ASSESSMENTS | CHANGING CONDITIONS | ATTACHMENTS

RISK ASSESSMENTS

COLLAPSE ALL

HAZARD IDENTIFICATION	POTENTIAL CONSEQUENCES	Before	After
Ship	BREAK DOWN OF OVER RUN SPARE PARTS.	8	1
Instruction	Preventive measures/Personal protection		
Due to over running of the auxiliary engine beyond the due running hours as specified by manufacturer, the worn spareparts may give away anytime.		Hence the overhaul job should be planned well in advance. All required spareparts should be ordered well in advance and kept ready. The running hrs between aux engine should be staggered so that only one engine is due for overhaul for that particular year.	
Improvement plan	JOB PLANNING	Responsible CHIEF ENGINEER	Deadline
Ship	REDUCTION IN PERFORMANCE OF THE ENGINE	7	2
Ship	EXCESS L.O CONSUMPTION	6	2

CHEMICALS

The front page is an overview displaying all chemicals on board with product no., product name, storage location, Supplier, Company no., Company Whitelist, Workplace Instruction Status, Substitution, Product Status.

Open a specific product by clicking on the name and you will be presented with a screen similar to the one shown to the crew on the vessel.

It is possible to print an exact copy of the Workplace Instruction available to the crew on board the specific vessel.