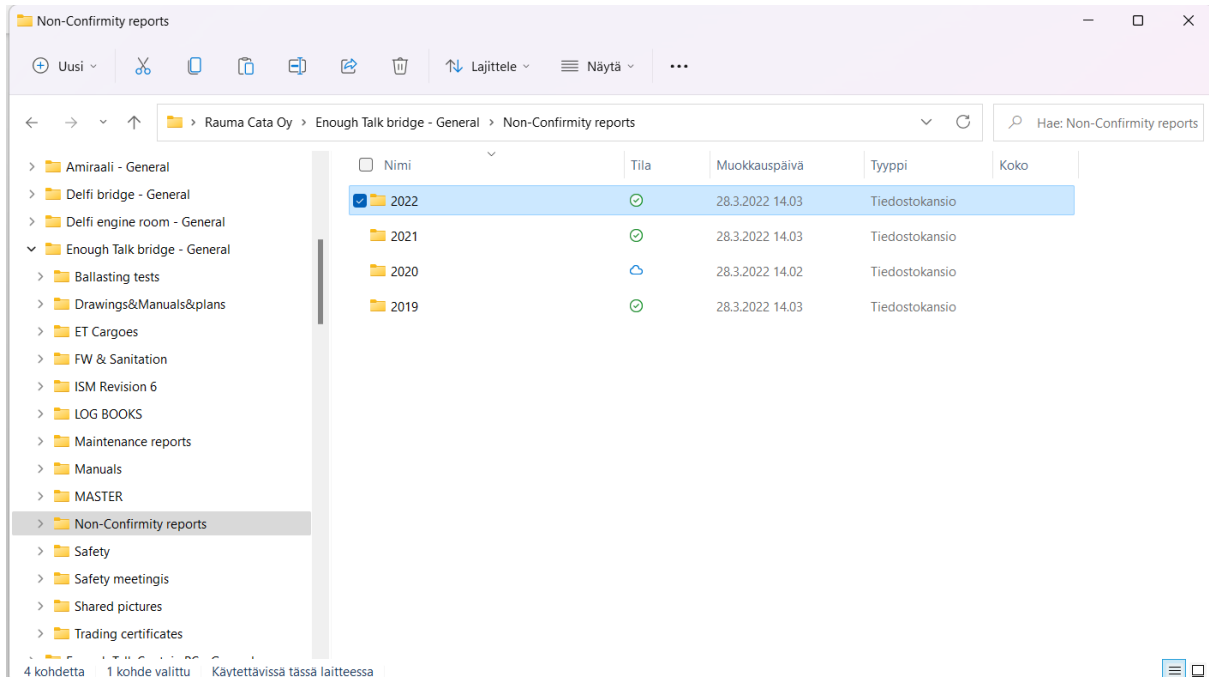
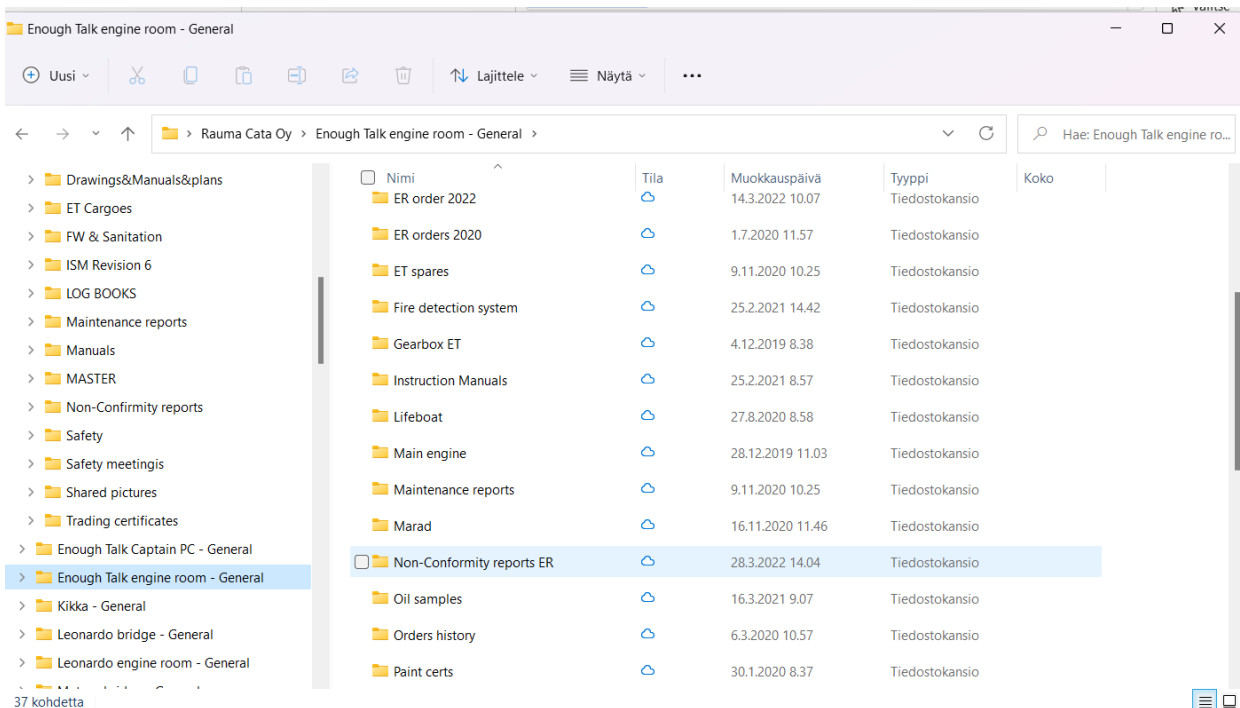




- Before filling anything, name the form by the date when the Non-conformity has happen. Engineroom writes ER on the end of the name. For example: "NCR 2022-02-28" or "NCR 2022-02-28 ER".
- Save it to shared folder "Non-Conformity reports" and under the right year. Bridge saves it to the folder under the "Bridge" (See picture under)



and Engine room saves the report under the "Non-Conformity reports ER" under the engine room and under the right year as well (see the picture under).



4. After writing a report, send it by the email to the office and technical for commenting.
5. After commenting, we will save it to the folder "closed reports" inside the folder "Non-Conformity reports" and right year BUT we will send it by the email also so you can print it to the physical folder on the bridge.