

## Data Input Guideline

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This document provides a guideline for the delivery of maintenance related data to be added to a ZeeBORN Planned Maintenance system.

There are two options for delivering the required data:

- a. Delivery of all maintenance related data in a specified database format
- b. Manual input into available online version of the planned maintenance system as used by ZeeBORN customers

### DATA TO BE DELIVERED

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The following data shall be delivered by the supplier:

1. All component data including the structure of related sub-components: component name, type, description (optional), serial number, related document files.
2. List of maintenance job descriptions.
3. List of components maintenance jobs including job intervals and link to the general job description. Maintenance jobs with an interval below 1 week shall **not** be added to the system (other customer policies may apply).
4. All spare parts necessary for maintenance jobs including ordering information and initial quantity. Spare parts that will never be used by the crew or a service company shall **not** be added to the system.

### OPTION A: DELIVERY OF DATA IN SPECIFIED DATABASE FORMAT

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ZeeBORN provides database template files in Microsoft Access and Microsoft Excel format that can be used for providing the requested data. It is up to the supplier to organize a conversion of already existing data or to manually enter the data into the database template. Before starting the data collection, you should contact ZeeBORN support to check if there might be suitable tools available that could help with the data conversion from existing systems. ZeeBORN supports the migration of existing maintenance data from a wide range of competing solutions.

The structure of the tables in the template and the meaning of the single database fields in each table can be found in the table and field description properties.

## **OPTION B: MANUAL INPUT**

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If a supplier decides to perform a manual input of the data into the system, ZeeBORN will provide online access (Remote Desktop/Terminal Server) to a dedicated server that provides direct access to the ZeeBORN maintenance system. The supplier will get a user account for accessing all parts of the system that are necessary for the supplier's data input.

Access details (user name, password etc.) can be requested from the customers dedicated project manager. The customer will confirm and forward all requests to ZeeBORN and ZeeBORN will handle the creation of the user account and will also get in contact with the supplier for a short introduction into the operation of the data input functions. For training and testing purposes each supplier will also get access to a separate system that allows the familiarization with the ZeeBORN maintenance system without affecting the live data.

## **DATA INPUT PROCESS**

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Independent of the selected data delivery method the complete data input process is divided into the following steps:

1. Input of initial data (directly or via data import).
2. The supplier checks and confirms in the system if all entered information is correct.
3. Countercheck by shipyard and final confirmation of the delivered data.

The status of all data (new, checked by supplier, confirmed by customer) can be seen for each record in the database.

## **ONLINE RESOURCES**

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At <https://zeeborn.net/datainput> suppliers can find the database template download and additional information for the data input.