NavSight Pro

User Guide

For Ship Managers · DPAs · Vetting Superintendents

Version 2026

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Ø<ßà Platform Overview

NavSight Pro is an all-in-one maritime compliance platform built for ship managers, Designated Persons Ashore (DPAs), vetting superintendents, and fleet operators. It replaces disconnected spreadsheets and manual processes with a single, real-time dashboard covering every major compliance regulation.

What NavSight Pro covers

MODULE	REGULATION	KEY CAPABILITY
Fleet Management	General	Vessel registry, PSC readiness scoring, certificate overview
Watchkeeper Pro	STCW / MLC 2006	Crew rest hours, violation detection, countersign workflow
PMS	ISM Code	Planned maintenance, running hours, dry dock planning
MARPOL & CII	MARPOL / MEPC	Oil Record Book, CII rating, SEEMP, garbage & ballast logs
SOLAS	SOLAS 1974	Fire & LSA equipment, drills, GMDSS, muster lists
QHSE	ISM / TMSA	Deficiencies, PTW, risk assessments, MoC, toolbox talks
ISM / SMS	ISM Code	Non-conformities, SMS documents, audit management
ISPS Security	ISPS Code	Security levels, DoS, drills, threat register
Incident Reporting	IMO / Flag State	Incident register, TRCF/LTIF, corrective actions
Vetting	SIRE 2.0 / CDI	Pre-inspection workflow, PIQ, oil major approvals
Certificates	All conventions	Certificate tracking with 90/60/30-day expiry alerts
Reports	All	26+ PDF and Excel exports for auditors and management

> **!9 Note**
> Module access is provided by NavSight administration according to your subscription. All paid modules are available during your 30-day free trial.

&™ Account Setup

Creating your account

1. **Register at navsightpro.com**
   Click Get Started on the homepage. Enter your full name, company name, work email, and a password of at least 8 characters.

2. **Verify your email**
   Check your inbox for the verification email from NavSight Pro. Click the link to activate your account. The link expires in 24 hours.

3. **Log in and add your first vessel**
   After verification you are taken to the Fleet Overview dashboard. Click + Add Vessel to register your first vessel.

4. **Invite your team**
   Go to Settings !' Team to invite colleagues and assign roles matching their responsibilities.

> **Ø=Ü¡ Tip**
> If you do not receive the verification email within 5 minutes, check your spam folder or use the Resend Verification option on the login screen.

Resetting your password

Click Forgot Password on the login screen and enter your registered email address. You will receive a reset link valid for 1 hour. Passwords must be at least 8 characters.

Ø=Üe Roles & Permissions

NavSight Pro uses role-based access control. Each team member is assigned one of four roles. Permissions apply across all modules.

ROLE	WHO IT IS FOR	ACCESS LEVEL
Admin	Company owner, IT admin	Full access — billing, team, all vessels and modules. Can delete records.
Manager	DPA, Fleet Manager, Vetting Supt.	Full read/write across all modules. Cannot manage billing or delete team members.
Officer	Ship officer, superintendent	Read/write within assigned modules. Cannot change company settings or manage team.
Crew	Seafarers submitting data	Limited write access (rest hour entry, incident reporting). Read-only elsewhere.

& Note
Every action in NavSight Pro is recorded in the audit trail with the user's name and timestamp. Records cannot be permanently deleted by any role — only archived.

Ø=Þ€ First Steps

Recommended setup sequence

1. **Add your vessels**
   Go to My Vessels !' Add Vessel. Enter the vessel name, IMO number, MMSI, flag state, vessel type, and gross tonnage. Bulk-import via CSV using the provided template.

2. **Upload vessel certificates**
   Navigate to a vessel and open Certificates. Add each statutory certificate with its expiry date. NavSight Pro begins monitoring immediately.

3. **Configure alert settings**
   Go to Settings !' Alert Settings to set your preferred alert thresholds (default: 90 / 60 / 30 days before expiry) and recipient email addresses.

4. **Invite your team**
   Go to Settings !' Team Management and invite team members by email. Set their role and vessel access.

5. **Activate your modules**
   From Settings !' Modules, activate the compliance modules relevant to your fleet. Each module can be enabled per vessel.

Ø=Þ¢ Fleet Management

The Fleet Overview is the central hub for your entire fleet. View real-time PSC readiness scores, certificate status, KPI trends and vessel-level compliance at a glance.

Fleet Overview KPI cards

- Total Vessels — number of vessels registered in your company account.
- Valid Certificates — count of certificates currently within their validity period.
- Fleet Compliance — average PSC readiness score across all vessels (0–100%).
- Expiring Soon — vessels with at least one certificate expiring within 90 days. Hover to see vessel names.
- Expired — vessels with at least one expired certificate. Hover for the list.
- Open Issues — total of overdue PMS jobs, open QHSE CARs, and open ISM non-conformities. Hover to see the breakdown.

Adding a vessel

1. **Click + Add Vessel**
   From the Fleet Overview or My Vessels page, click + Add Vessel in the top-right corner.
2. **Enter vessel details**
   Fill in vessel name, IMO number, MMSI, flag state, type, gross tonnage, and year built.
3. **Save and add certificates**
   Once saved, you are taken to the vessel detail page to begin adding certificates immediately.

PSC readiness score

Each vessel receives an automatic PSC Readiness Score (0–100%) based on eight key statutory certificates: Safety Management, Document of Compliance, ISSC, IOPP, Load Line, Safe Manning, MLC, and SEEMP/CII. A score of 80%+ is considered inspection-ready.

Ø=ÜË Certificates

Centralised certificate management for all statutory and class certificates across your fleet, with colour-coded expiry status and automatic email alerts at 90, 60, and 30 days.

Certificate status colours

COLOUR	STATUS	MEANING
Green	Valid	Certificate is within its validity period and more than 90 days from expiry.
Amber	Expiring	Certificate expires within 90 days. Initiate renewal immediately.
Red	Expired	Certificate has passed its expiry date. Immediate action required.
Grey	No date	No expiry date recorded. Verify whether a date is applicable.

Adding a certificate

1. **Open the vessel and click Certificates**
   Navigate to the vessel detail page and select the Certificates tab.

2. **Click + Add Certificate**
   Select the certificate type from the dropdown, enter issue date, expiry date, and optionally upload a scanned copy.

3. **Save**
   The certificate appears immediately in the list and is monitored for expiry. Alerts will fire at 90, 60, and 30 days before expiry.

#ñ Watchkeeper Pro

STCW rest hour tracking with automated violation detection. Crew members record their work and rest periods; Watchkeeper Pro automatically identifies STCW violations and flags them for countersignature by the Master and DPA.

STCW rest hour rules enforced

RULE	LIMIT
Minimum rest in any 24-hour period	10 hours (max 2 splits, one >= 6 hours)
Minimum rest in any 7-day period	77 hours
Maximum work in any 24-hour period	14 hours
Maximum work in any 7-day period	72 hours

Recording rest hours

1. **Select vessel and crew member**
   Open the Watchkeeper module, select the vessel, and choose the crew member from the roster.

2. **Enter daily rest/work periods**
   For each day, record the start and end times of rest periods. Work hours are calculated automatically.

3. **Review violations**
   Any day where STCW limits are breached is flagged in red with the rule breached and the deficit in hours.

4. **Countersign**
   The Master signs off monthly. The DPA countersigns at month-end. Both signatures are timestamped and stored.

> **& Note**
> Rest hour records with violations cannot be countersigned until the violation is acknowledged and a justification is recorded. PSC officers routinely inspect these records.

Ø=Ý' Planned Maintenance System (PMS)

Schedule, track, and report on all planned maintenance across your fleet. Manage running hours, job cards, defect reports, and dry dock planning in one place.

Key concepts

- Maintenance Job — a scheduled task with a due date or running-hour trigger (e.g. engine service every 500 hours).
- Job Card — the record created when a job is completed, including who did it, when, and what was found.
- Defect Report — an unplanned defect found during operation, with corrective action tracking.
- Running Hours — hour meter readings for engines and machinery that trigger hour-based maintenance tasks.

Creating and completing a job

1. **Go to PMS for the vessel**
   Select the vessel and open the PMS module. Click + Add Job.

2. **Set job details**
   Enter the job name, system/equipment, category, responsible officer, interval (days or hours), and next due date.

3. **Complete the job**
   When done, click Complete. Enter the completion date, running hours, findings, and any parts used. This creates a permanent job card.

> **Ø=Ü¡ Tip**
> Overdue PMS jobs appear in the Fleet Overview Open Issues KPI and are included in daily alert emails if alert settings are configured.

Ø<ß MARPOL & CII

Digital Oil Record Books (Part I and Part II), garbage management logs, ballast water records, fuel consumption tracking, CII rating calculation, and SEEMP documentation — all in one module.

Oil Record Book (ORB)

ORB PART	APPLIES TO	KEY ENTRIES
Part I	All ships over 400 GT	Bilge pumping, sludge disposal, bunker operations, tank cleaning, accidental discharges
Part II	Oil tankers over 150 GT	Ballast/washing operations, crude oil washing, cargo pump room bilge, accidental discharges

CII Rating

NavSight Pro automatically calculates the Carbon Intensity Indicator (CII) rating (A–E) based on fuel consumption data. The calculation follows MEPC.338(76) methodology.

- Enter fuel consumption data monthly under MARPOL !' Fuel Logs.
- The CII dashboard shows the current annual rating and the required rating for the vessel type and size.
- The SEEMP Part III document is automatically populated with CII data for flag state submission.

Ø=Þ’ SOLAS

Fire and Life-Saving Appliance (LSA) equipment tracking, mandatory drill records, GMDSS equipment management, muster lists, and PSC inspection history for SOLAS compliance.

Mandatory drills tracked

- Abandon Ship / Muster Drills — monthly as required by SOLAS Regulation III/19.
- Fire Drills — monthly, alternating with abandon ship drills.
- Man Overboard (MOB) Drills — every three months.
- Enclosed Space Entry Drills — every two months.
- GMDSS Equipment Tests — daily, weekly, and annual tests as required.

LSA and fire equipment

Register all LSA and fire-fighting equipment under SOLAS !’ Equipment. Each item has a service interval, last service date, and next due date. Overdue service items are flagged and appear in alert emails.

Ø=Þá QHSE

Quality, Health, Safety and Environment management — deficiency tracking, Permit to Work (PTW), risk assessments, Management of Change (MoC), toolbox talks, and safety meeting records.

Deficiency lifecycle

1. **Raise deficiency**
   Any officer or manager can raise a deficiency. Enter the description, category, vessel, location, and severity.

2. **Assign and set due date**
   A responsible officer is assigned with a target close-out date. Status becomes Open.

3. **Record corrective action**
   When action is taken, the assigned officer records what was done. Status moves to Action Taken — Pending Review.

4. **DPA/Manager review and close**
   A manager reviews the corrective action and closes the deficiency. Root cause analysis can be added.

Permit to Work (PTW)

Raise PTW forms for hot work, enclosed space entry, working at height, electrical isolation, and other high-risk operations. Each PTW includes hazard identification, control measures, authorising officer signature, and validity period.

AI Document Extraction

Upload a PSC deficiency report or audit finding as a PDF or image. NavSight Pro uses AI to automatically read the document and extract deficiency items, creating draft QHSE records for your review — eliminating manual re-entry.

Ø=ÜÁ ISM / SMS

Non-conformity (NC) lifecycle management, SMS document register, emergency procedures, internal audit scheduling, management reviews, and ISM objective tracking.

Non-conformity lifecycle

Non-conformities follow a structured lifecycle: Raised !’ Assigned !’ Corrective Action !’ Root Cause !’ Preventive Action !’ Closed. All stages are timestamped and attributed to the responsible user. NCs that are overdue automatically appear in the Fleet Overview Open Issues KPI and alert emails.

Internal audits

Schedule internal ISM audits under ISM !’ Audits. Set the audit date, lead auditor, scope, and vessels. After the audit, record findings, observations, and corrective actions. The system tracks due dates for close-out and generates the audit report PDF.

Ø=Ý ISPS Security

Security level management, security drill records, threat register, Declaration of Security (DoS), Ship Security Plan (SSP) index, and access log management.

Security levels

Update the current ISPS security level (1, 2, or 3) for each vessel under ISPS !' Security Level. Changes are logged with the date, time, reason, and authorising officer.

Security drills

Log mandatory ISPS security drills — these must be conducted at least every three months. Record the drill type, participants, and outcome. Overdue drills are flagged in the module dashboard.

Ø=Þ¨ Incident Reporting

IMO-category incident register with TRCF and LTIF calculation, witness statement management, flag state reporting workflow, corrective and preventive actions, and fleet incident trend analysis.

Incident categories (IMO)

CATEGORY	DESCRIPTION
Loss of Life	Fatality or permanent total disability
Lost Time Injury (LTI)	Injury requiring the seafarer to miss a scheduled watch
Medical Treatment (MTC)	Injury requiring treatment beyond first aid but no lost time
First Aid Case (FAC)	Minor injury treated with first aid only
Near Miss	Event with potential to cause harm but did not
Property Damage	Damage to vessel, cargo, or third-party property
Pollution / Environmental	Unplanned release of pollutants to sea or air

TRCF and LTIF

NavSight Pro automatically calculates the Total Recordable Case Frequency (TRCF) and Lost Time Injury Frequency (LTIF) based on reported incidents and exposure hours entered monthly. These KPIs appear in the Incident dashboard and fleet incident summary report.

Ø=Ý Vetting — SIRE 2.0 & CDI

Full SIRE 2.0 and CDI pre-inspection workflow — vessel questionnaire (PIQ), photograph management, observation tracking, oil major approval status, and fleet readiness scoring.

SIRE 2.0 pre-inspection workflow

1. **Create inspection record**
   Under Vetting !' New Inspection, enter the inspection date, oil major (Shell, BP, etc.), and vessel.

2. **Complete the PIQ**
   The Pre-Inspection Questionnaire covers vessel particulars, equipment, certificates, and recent history. NavSight Pro prefills data from other modules where available.

3. **Upload vessel photographs**
   Attach the required SIRE 2.0 photograph set. Use the Vessel Submission Portal to collect photos directly from the vessel — no crew account needed.

4. **Record observations**
   After the inspection, record each observation with its SIRE chapter reference, description, severity, and close-out action with deadline.

5. **Track oil major approval**
   Update the oil major approval status for each major. The fleet readiness score updates automatically.

> **!9 Note**
> The fleet vetting readiness score on the Fleet Overview is calculated from open observations, overdue close-outs, and current oil major approval status across all vessels.

Ø=ÜÊ Reports & Exports

26+ professional PDF reports and Excel exports ready for oil major submissions, PSC inspections, management reviews, and flag state reporting.

REPORT	MODULE	FORMAT
Fleet Certificate Status	Certificates	PDF / Excel
Vessel Certificate Status	Certificates	PDF
PSC Readiness Report	Fleet	PDF
Rest Hour Compliance	Watchkeeper	PDF (STCW format)
Rest Hour Violation Summary	Watchkeeper	PDF / Excel
Maintenance Summary	PMS	PDF / Excel
Overdue Jobs Report	PMS	PDF
ORB Part I & II Export	MARPOL	PDF
CII Annual Report	MARPOL	PDF
Garbage Management Log	MARPOL	PDF
Drill Records Report	SOLAS	PDF
Deficiency Tracking Report	QHSE	PDF / Excel
ISM NC Status Report	ISM	PDF
Internal Audit Report	ISM	PDF
Incident Summary Report	Incidents	PDF / Excel
TRCF / LTIF Report	Incidents	PDF
Vetting Inspection Report	Vetting	PDF
Fleet Readiness Summary	Vetting	PDF
Oil Major Approval Status	Vetting	PDF / Excel
Security Drill Log	ISPS	PDF
Management Review Package	All modules	PDF

Ø=Ý Alerts

Automated email and in-app notifications for certificate expiries, SIRE due dates, overdue PMS jobs, ISM NCRs, and every other compliance deadline across your fleet.

Configuring alerts — Settings !’ Alert Settings

- Certificate expiry thresholds — default 90, 60, and 30 days. You can add or remove thresholds.
- Alert recipients — add any number of email addresses. Recipients do not need a NavSight Pro account.
- Module-specific alerts — enable or disable per module (overdue PMS jobs, open NCRs, overdue drills, etc.).

Alert types

ALERT TYPE	TRIGGER	FREQUENCY
Certificate expiry	90 / 60 / 30 days before expiry	Once per threshold
Overdue PMS job	Job passes its due date	Daily
Open ISM NC	NC passes close-out due date	Daily
Open QHSE CAR	CAR passes close-out due date	Daily
Rest hour violation	Violation detected on submission	Immediate
Vetting due	Inspection due within 30 days	Weekly

Ø=Üd Team Management

Inviting a team member

1. **Go to Settings !’ Team**
   Open the Settings menu from the left sidebar and select Team Management.

2. **Click Invite Member**
   Enter the person's work email address and select their role (Manager, Officer, or Crew).

3. **They accept the invite**
   The invitee receives an email with a secure link to set their password and join your company account. Link expires in 48 hours.

Changing roles and removing access

Admins can change a team member's role at any time from the Team page. To remove access, click Deactivate next to the user. Deactivated users cannot log in but their historical records remain intact for audit purposes.

Ø=Ý Vessel Submission Portal

Allows vessel crew to upload SIRE 2.0 photographs, certificates, and PIQ answers directly to NavSight Pro without requiring a platform account.

1. **Generate a submission link**
   In the Vetting module, open an inspection record and click Send Vessel Link. Enter the officer's email and set a link expiry date.

2. **Vessel receives the secure link**
   The vessel receives an email with a one-time-use secure URL. No account or password required.

3. **Crew uploads photographs and answers PIQ**
   The vessel officer uploads the required SIRE photographs and completes PIQ sections. Uploads go directly into the inspection record.

4. **Shore team reviews and approves**
   You receive a notification. Review photographs and PIQ answers in the Vetting module. Request re-submission of any unsatisfactory photographs before the inspection date.

> **!9 Note**
> Submission links expire on the date you set (maximum 30 days). Once expired, a new link must be generated.

'S Frequently Asked Questions

Can I import data from existing spreadsheets?

Yes. Vessels can be imported via CSV using the template in My Vessels !' Import. Certificate data can also be bulk-imported via Excel. For MARPOL ORB entries and rest hour data, manual entry is required as these records must be verified by an officer.

What happens after the 90-day free trial?

At the end of your trial, all your data remains intact. You will be prompted to activate a subscription to continue. Pricing is per module, per vessel. Contact support@navsightpro.com for a tailored quote.

Is data stored securely?

Yes. All data is stored on enterprise cloud infrastructure with SSL/TLS encryption. Your company's data is fully isolated from other companies. NavSight Pro does not sell or share data with third parties.

Can I access NavSight Pro on a vessel with limited internet?

NavSight Pro is cloud-based and requires an internet connection. For vessels with VSAT or low-bandwidth connections, the platform is optimised for minimal data transfer. Data can be entered in batch when connectivity is available.

How do I generate a report for a PSC inspection?

Go to Reports !' PSC Readiness Report, select the vessel, and click Generate PDF. The report shows certificate status, outstanding deficiencies, drill compliance, and STCW rest hour summary on a single page.

Who do I contact for support?

Email support@navsightpro.com. We respond within one business day. For urgent issues include [URGENT] in the subject line.