

CMEO Ashore – Part I (SAMM Planning)

1. Course Content

The following modules comprise the MSC CMEO Ashore Part I:

- AVCERT (Aviation Certification)
- SAMM Introduction
 - Dashboards
 - Virtual Technical Library (VTL)
- SAMM Availabilities Part I
- SAMM Availabilities Part II
- SAMM Machinery History & PM Compliance
- SAMM PMIA (PM Industrial Assist)
- SAMM Policies Matrix
- SAMM Task Manager
- SAMM TRANSALT-PM
- SAMM TRANSALT (T-ALT Ship)
- SAMM Voyage Repair Request (VRR)
- Training Module
- Vessel Assessment
- Work Item Historical
- Work Item Library Module

2. Pre-Requisites

This course is designed for MSC Ashore personnel (e.g. Port Engineer, Assistant Port Engineer, Ashore Analysts, & N10 Contracting personnel) who have a need for a basic understanding of SAMM Ashore Engineering Modules and have not completed the MSC Port Engineer Academy Basic I & II curriculum or taken this course within the last 5 years. Users should already be familiar with MSC policies and practices as this lesson assumes a basic level of understanding.

3. Administration

Course registration is online at <http://mscn7training.com>. The course is required every 5 years for all N7 engineers. Completion of the course requires 100% attendance as well as passing an assessment to prove competence in the following SAMM Modules:

- SAMM TRANSALT-PM
- SAMM TRANSALT (Ship)
- SAMM VTL
- SAMM VRRs

4. Schedule

The modules are conducted over a period of 2 days, starting at 8:00 on Monday and ending at 5:00 on Tuesday. The maximum course size is 18 students on a first come first served basis. The courses are taught by Emprise, MSC, and Contract personnel.

The schedule is as follows:

CMEO ASHORE TRAINING - PART I SAMM PLANNING					MSC N711
Location: EMPRISE, Chesapeake, VA					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	Friday
	CMEO ASHORE TRAINING - PART I SAMM PLANNING		CMEO ASHORE TRAINING - PART II PENG EXECUTION		CMEO Ashore – Part III
TIME	Module	Module			
08:00-09:00	SAMM Policies Matrix	SAMM TRANSALT (Ship)			
09:00-10:00	SAMM Intro Discussion				
10:00-11:00	AVCERT	SAMM PMIA			
11:00-12:00	SAMM TRANSALT-PM				
<i>12:00 - 1:00</i>	<i>Lunch</i>	<i>Lunch</i>			
1:00- 2:00	<i>SAMM Task Manager</i>	SAMM VRR's			
2:00-3:00	SAMM Availabilities Part I	Work Item Historical			
3:00-4:00		SAMM Availabilities - Part II			
4:00 -5:00	Assessment	Assessment			

5. Module Descriptions:

AVCERT: This module covers Aviation re-Certification requirements and the necessary preparations required to ensure the vessel is ready for its recertification inspection. This particular module is tailored for the preparations required by the ship's Port Engineer.

SAMM Intro / VTL: This module covers the architecture, purpose, and use of MSC's Shipboard Automated Maintenance Management system and Virtual Technical Library. Common terminology, common features and the Navigation/Search features will be taught during this course. Included in this section is a description of each Tab in the SAMM Dashboard and how each tab applies to the overall management of the vessel's maintenance. Additionally the students will be shown the training modules as well as accessing documents in the shipboard VTL (Virtual Technical Library).

SAMM Availabilities Part I: This module covers the first phases of preparation and documentation for an availability in the SAMM Ashore M&R Module. Class members will learn how to transpose the MRT schedule into the Availabilities module, prepare draft Work Packages for pre-award contracts, and start & maintain the POA&M feature. Students will learn to use the Library to pull standard Work Items into a draft Work Pack, and Source Items will be introduced.

SAMM Availabilities Part II: Students will have the opportunity to link Source Items, modify start/end dates, amend Work Item Specifications, update project/task codes, and update the Work Pack status from Draft to Award. Students will also learn how to export the Work Package for contracting.

SAMM Machinery History & PM Compliance: This module covers how to filter, find, and review Machinery History and PM Compliance details in the SAMM Afloat M&R Module. This will give the student insight into the usage of the Ship's Planned Maintenance.

SAMM PMIA: The module covers Planned Maintenance Industrial Assist (PMIA) actions, providing instruction on how to find, schedule, and complete Planned Maintenance actions flagged for Industrial Assistance. The relationship between Class Standard Items and SAMM MCodes is explained, and all students will have the opportunity to add PMIA items to a Work Package.

SAMM Policies matrix: This module familiarizes students with MSC Policies and COMSC Instructions related to Availability Planning and Execution.

SAMM Task Manager: This module covers how to search current tasks, view statuses, and identify deliverables. Students will learn the N72 routing process and how to make updates to assigned tasks.

Training Module: This module introduces students to Computer Based Training (CBT) Lessons currently available, and how to access them in the SAMM Training module.

SAMM TRANSALT PM: This module instructs students on how to Search and Find current Trans-Alt (T-ALT) requests, create a new T-ALT Requests, and route T-ALTs for approval. The course will cover the different statuses of T-ALTs in the system and explain the documentation process. Students are shown how to begin the process of tasking appropriate personnel in Task Manager.

SAMM TRANSALT (Ship): This module instructs students on how to Filter, Find, Schedule, and Complete Approved T-ALTs, along with the appropriate documentation and processes.

SAMM VRRs: This module provides instruction on Filtering, Finding, Scheduling, and Completing Voyage Repair Requests (VRRs) submitted by the vessel. Topics of discussion will include: Afloat/Ashore viewing of VRR's, Equipment Linking for Machinery History, and VRR/Work Item association.

Vessel Assessment: This module introduces students to Vessel Self Assessments and Port Engineer Vessel Inspection requirements, their scheduling, processes, and the roles/responsibilities of those involved in the process.

Work Item Historical: This module provides instruction on how to filter, search, find, and schedule a Historical Work Item to a Work Package. Students will also be shown the techniques and benefits of utilizing Historical Items for Estimating purposes.

Work Item Library Module: This module provides details on the processes for creating, and sustaining the following library item types: T-ALTs, Class Standard Items (Including PMIA), Template Items, and My/Vessel Items.