



LEONARDO INFO USER MANUAL



LEONARDO INFO is a system of information relevant to the RINA classed fleet¹, available in Internet².

LEONARDO INFO is organized into two environments:

1. "Public" available to everyone, after filling in a registration form available by pressing "Sign Up Now", provides general data on the RINA fleet.
2. "Private" only available to RINA clients on request, provides:
 - Ship general data and technical data
 - updated status of surveys and certificates
 - specific checklists for each ship
 - survey reports,
 - true copy of certificates,
 - technical forms,
 - Historical survey status and survey reports;also provides an easy Survey Request service via e-mail to the competent Office.

The "Private" environment is dedicated to ship owners and management companies.

Depending on the authorizations given to the user, the availability of data and documents published changes.

¹ Sources of Data: RINA Services S.p.A. shall have no responsibility or liability in negligence or otherwise in respect of any inaccuracy in or omission from the ship data displayed on this site.

Without derogating from the generality of the foregoing, RINA Services S.p.A. shall not be liable for any indirect or consequential loss caused by or arising from any inaccuracy in or omission from such data.

Any dispute concerning the provision of material herein is subject to the exclusive jurisdiction of the Italian courts and will be governed by Italian Law.

² Right Use of the Data: no part of the information contained in this web-site may be stored in a retrieval system, or transmitted in any form, or by any means without prior permission in writing from RINA Services S.p.A.

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Registration

To activate the service it is necessary press the button "Sign up now" and filled in the Registration Form; "User Name" (UID) and "Password" (PWD) will be sent by e-mail from leoinfo@rina.org to the address specified on the form:

REGISTRATION FORM

If you wish to register please fill in this form.
The password will be sent to the specified e-mail address.

| | | | |
|------------------|----------------------|-------------|-----------------------------------|
| NAME* | <input type="text"/> | SURNAME * | <input type="text"/> |
| COMPANY NAME | <input type="text"/> | JOB TITLE | <input type="text"/> |
| ADDRESS (STREET) | <input type="text"/> | POSTCODE | <input type="text"/> |
| CITY CITY | <input type="text"/> | COUNTRY | <input type="text"/> |
| TELEPHONE * | <input type="text"/> | FAX | <input type="text"/> |
| E-MAIL * | <input type="text"/> | USER NAME * | <input type="text" value="GST_"/> |

Pursuant to art. 13 italian decree.196/03, subsequent modifications and completions, the user who enters this site is informed that:

- The personal data which the user inserts in the particular fields are necessary to bring into effect the contract for the licence of the RINA software.
- Non completion of the form implies the impossibility of stipulating a contract for the licence of the RINA software.
- The personal data collected are used for internal administrative purposes and cannot be communicated, under any circumstances, to third parties.
- The holder of the personal data collected is RINA Services S.p.A. with Head Office in Genoa, Via Corsica 12.
- The interested party can exercise the rights under art. 7 Italian Decree 196/03 which he/she is invited to read by following the proper link

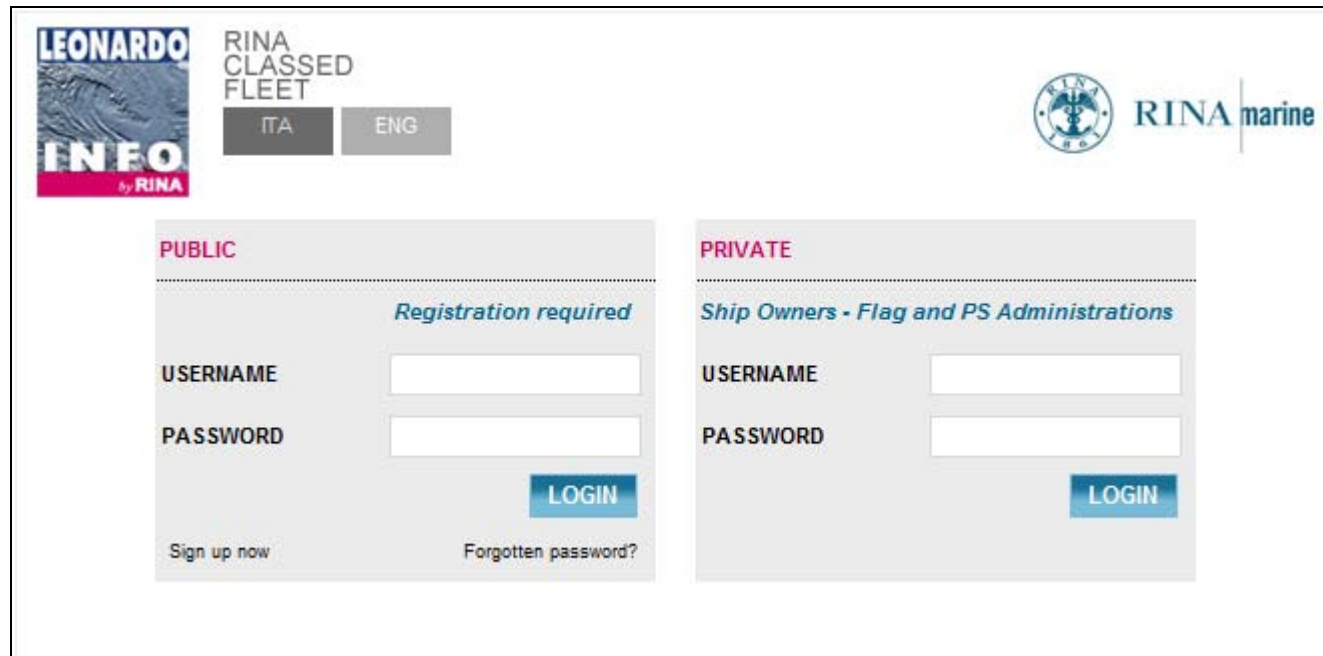
ACCEPT
DON'T ACCEPT

Access

Leonardo INFO can be accessed from the first page of the RINA Web Site or directly from URL:

<https://www.leonardoinfo.com/>

UID and PWD attributed to "Private" can be used also to access the page "Public".



The screenshot displays the Leonardo INFO login interface. At the top left, there is a logo for 'LEONARDO INFO by RINA' and 'RINA CLASSED FLEET' with language selection buttons for 'ITA' and 'ENG'. On the top right, the 'RINA marine' logo is visible. The main content area is divided into two sections: 'PUBLIC' and 'PRIVATE'. The 'PUBLIC' section is titled 'Registration required' and contains fields for 'USERNAME' and 'PASSWORD', a 'LOGIN' button, and links for 'Sign up now' and 'Forgotten password?'. The 'PRIVATE' section is titled 'Ship Owners - Flag and PS Administrations' and also contains fields for 'USERNAME' and 'PASSWORD', and a 'LOGIN' button.

Having chosen the environment "Public" or "Private", insert User Name and Password in the appropriate fields and press LOGIN.

The scope of the present manual is to describe the main functions of the "Private" environment.

Entered into the system the "Private" user finds three different environments to see and described below:

The screenshot displays the top navigation bar of the LEONARDO INFO RINA marine website. The header includes the RINA logo and the text "RINA marine". Below the header, there is a navigation menu with links for "Home", "Contact us", and "EGT". A user profile icon is also visible, with options for "Logout" and "Change Password".

The main content area features three search tabs: "SHIP SEARCH", "FLEET SEARCH", and "DOC SEARCH". The "SHIP SEARCH" tab is currently selected and highlighted. Below the tabs, there is a search form with the following elements:

- Select search method:** A dropdown menu currently set to "RINA Number".
- SEARCH:** A blue button to execute the search.
- Class Status:** A dropdown menu currently set to "Class Status".
- Filters:** Three checkboxes for "Valid" (checked), "Suspended" (checked), and "Withdrawn" (unchecked).

The search function is available by pressing three different folders:

- "SHIP SEARCH" when looking for a specific unit;
- "FLEET SEARCH" useful when different fleets are managed by one management company;
- "DOC SEARCH" useful for company with ISM DOC (International Safety Management Document of Compliance).

Entering the selected folder the system opens a new page; see for instance the following page with "Ship search".

Ship search

To look for a specific ship:

1. choose the search method;
2. insert the text to search in the free field;
3. choose the type of certification;
4. choose the certification status (Valid, Suspended and/or Withdrawn);
5. press the search button (SEARCH).

The following search methods are available:

1. by RINA Number;
2. by IMO Number;
3. by Ship Name;
4. by All Ships.

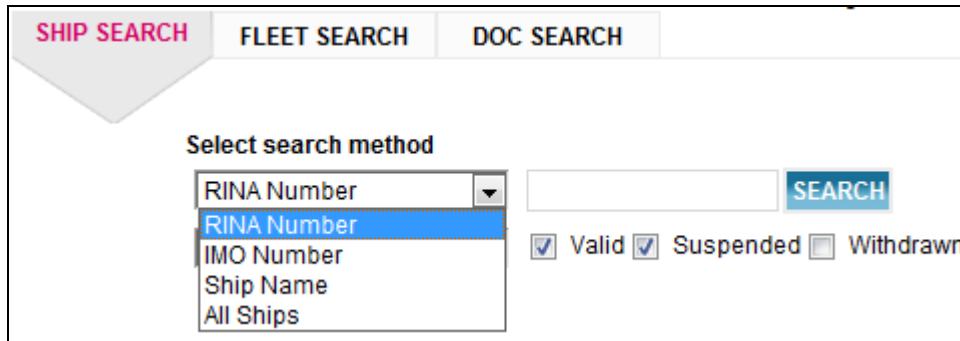
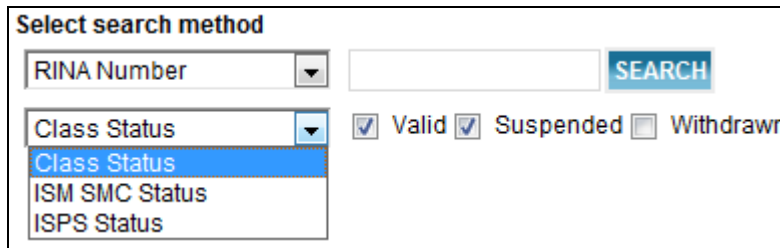
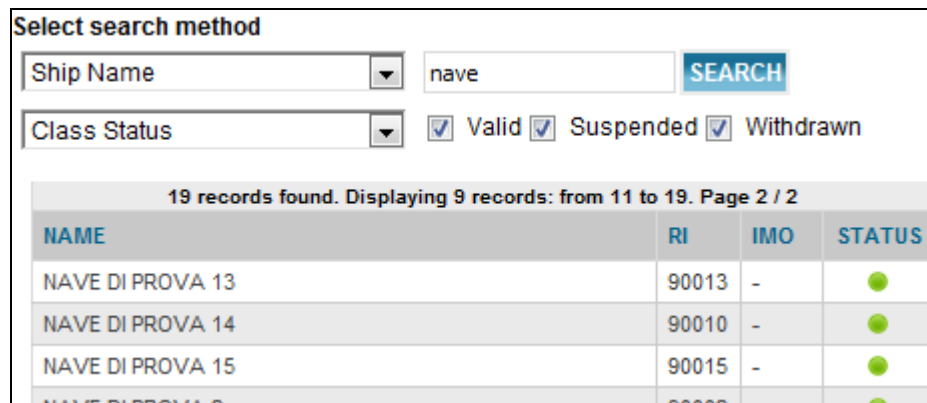
The following type of certification are available:

1. by Class Status;
2. ISM SMC Status;
3. ISPS Status

The option, by ship name, allows also the partial insertion of the name.

To see the list of owned ships classed by RINA, the search method "All Ships" applies: SEARCH button is to be pressed without inserting any character in the free field.

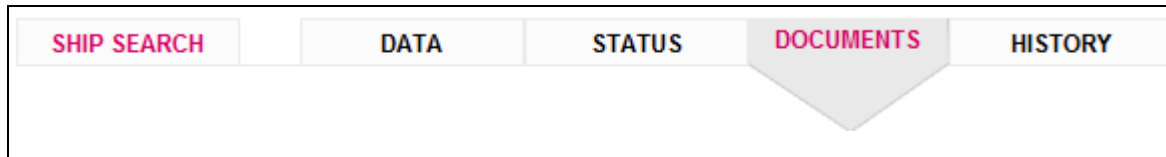
To access the data and documents of a particular ship on the list press the ship name.

19 records found. Displaying 9 records: from 11 to 19. Page 2 / 2

| NAME | RI | IMO | STATUS |
|------------------|-------|-----|--------|
| NAVE DI PROVA 13 | 90013 | - | ● |
| NAVE DI PROVA 14 | 90010 | - | ● |
| NAVE DI PROVA 15 | 90015 | - | ● |
| NAVE DI PROVA 16 | 90016 | - | ● |

Performed the search the user can consult the system through the folder described below



All published data and documents are organized into four environments:

1. Data;
2. Status;
3. Documents;
4. History.

To change ship, the button **Ship Search** is always available.

Futhermore, the system shows the presence of any job not yet recorded, with the following warning above the page of data from enviroment STATUS and DOCUMENTS:

Warning: the ship survey status is not updated. Surveys at (place of survey) are either being carried out or not yet recorded



3.1 "Data" environment

| SHIP SEARCH | DATA | STATUS | DOCUMENTS | HISTORY |
|-------------------------------|------------------------|-----------------------|-----------|---------|
| GENERAL INFO | GENERAL INFO | | | |
| FUNDAMENTAL/CLASS | Ship Name | TEST SHIP | | |
| HULL/LOAD LINE/TONNAGE | RI | 99999 | | |
| PROPULSION/ELECTRICS | Flag | Italy | | |
| PRESENT OWNERS | Flag Registry | Italian Register | | |
| | IMO Number | | | |
| | Registry Number | 2 LI 2907 | | |
| | Call Sign | ILIU2 | | |
| | Port of Registry - No. | PORTO SANTO STEFANO | | |
| | Date of Build | 03/07/2008 | | |
| | Office in Charge | RABO - Ravenna Office | | |

"Data" environment publishes:

1. General data.
2. Fundamental data and general class data.
3. Hull, Load Line and Tonnage data.
4. Propulsion and electric plants data.
5. Owner data.

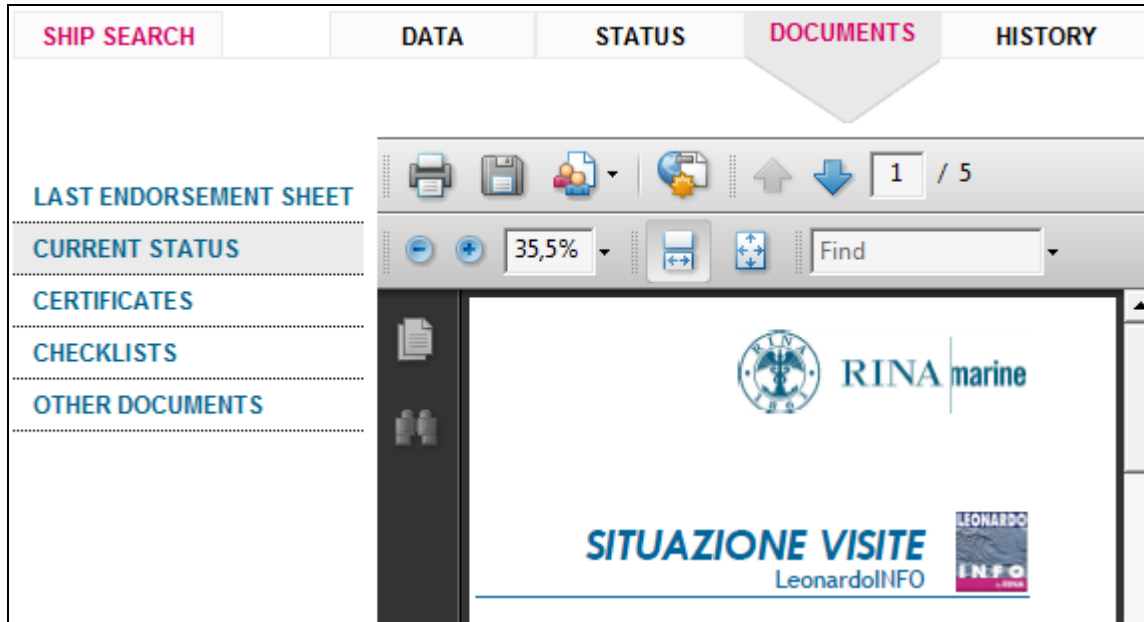
3.2 "Status" environment

| SHIP SEARCH | DATA | STATUS | DOCUMENTS | HISTORY |
|------------------------|-----------------------------|---|-----------|---------|
| CLASS | CLASS | | | |
| CERTIFICATES | Ship Name | TEST SHIP | | |
| SURVEYS | Flag | Italy | | |
| CONTINUOUS | RI | 99999 | | |
| RECOMMENDATIONS | IMO Number | | | |
| MEMORANDA | Call Sign | ILIU2 | | |
| | Port of Registry - No. | PORTO SANTO STEFANO - 2 LI 2907 | | |
| | Gross Tonnage [GT] | | | |
| | National Tonnage [tonn] | 98,63 | | |
| | Deadweight [t] | 90 | | |
| | Service | Passenger ship | | |
| | Category | MN | | |
| | Navigation | Special National | | |
| | Last Survey Reported | PORTO SANTO STEFANO / 26Mar2010 | | |
| | Additional Notations | | | |
| | Class Period (years:months) | 4 : 11 | | |
| | Running From | 03Jul2008 | | |
| | Main Class Symbol | C  | | |
| | Class Status |  Valid | | |

"Status" environment publishes:

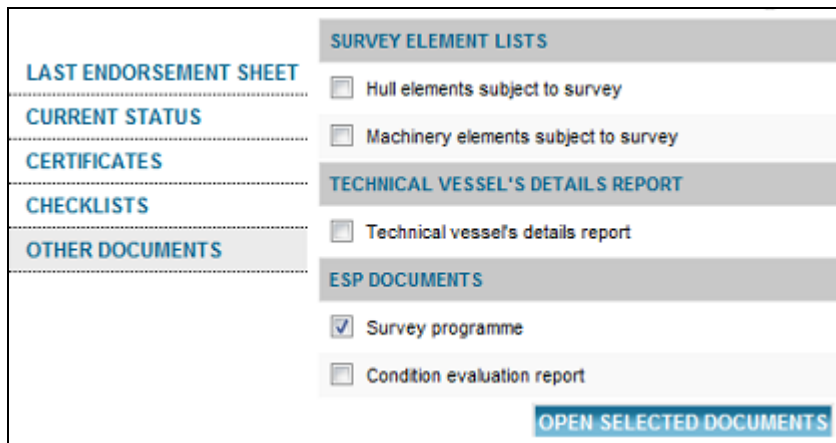
1. General Class data;
2. A table recording the certificates issued and the relevant dates of validity.
 Besides the state of validity of the certificate, the colour is linked to the state of the relevant surveys:
 - a. RED – Surveys and/or recommendations are overdue;
 - b. YELLOW - Surveys are due;
 - c. GREEN – No expiry is highlighted.
3. A table recording the surveys and the relevant expiry dates.
4. A list of Continuous Survey Items and the relevant expiry dates.
5. Class and statutory Recommendations, according to user authorization.
6. Class and statutory Memoranda, according to user authorization.

3.3 "Documents" environment



"Documents" environment publishes:

1. The report relevant to the last "Job" (operation carried out by RINA on board during a ship call for survey purposes, including one access on board or more;
2. The last status of survey;
3. The certificates issued and in due course of validity;
4. The checklists of surveys;
5. List of hull and machinery items under surveillance, Technical form of the ship, survey programme and C.E.R.



3.4 "History" environment

| SHIP SEARCH | DATA | STATUS | DOCUMENTS | HISTORY | |
|----------------|--|---|--|---|---------------------------------------|
| JOB | Last survey from | <input type="text" value="18/05/2009"/> | to | <input type="text" value="18/11/2010"/> | <input type="button" value="SEARCH"/> |
| STATUS | | | | | |
| REPORTS | 2 records found | | | | |
| | <input type="checkbox"/> | JOB NO | PLACE | LAST SURVEY | TYPE OF SURVEY |
| | | 3 | Porto Santo Stefano | 26 Mar 2010 | All |
| | <input type="checkbox"/> | 2 | Porto Santo Stefano | 02 Oct 2009 | Class |
| | <input type="button" value="CHECK ALL"/> | | <input type="button" value="UNCHECK ALL"/> | | |

| | | | | | |
|----------------|--|---|--|---|---|
| JOB | Last survey from | <input type="text" value="18/05/2009"/> | to | <input type="text" value="18/11/2010"/> | <input type="button" value="SEARCH"/> |
| STATUS | | | | | |
| REPORTS | 2 records found | | | | |
| | <input checked="" type="checkbox"/> | JOB NO | PLACE | LAST SURVEY | TYPE OF SURVEY |
| | | 3 | Porto Santo Stefano | 26 Mar 2010 | All |
| | <input type="checkbox"/> | 2 | Porto Santo Stefano | 02 Oct 2009 | Class |
| | <input type="button" value="CHECK ALL"/> | | <input type="button" value="UNCHECK ALL"/> | | <input type="button" value="VIEW DOCUMENTS"/> |

"History" environment publishes the history of:

1. Endorsement Sheets and Narrative Reports;
2. Survey status;
3. Reports of surveys: checklist, structural report, narrative report.

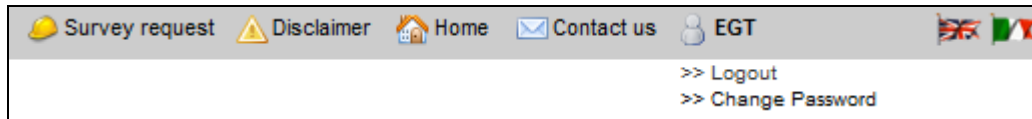
To find old documents the filter dates are to be modified and after push the SEARCH button.

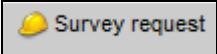
The documents can be opened as follows:


1. select the object;
2. press the VIEW DOCUMENTS button.

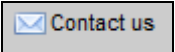
Buttons


Four further buttons are available, apart from the web buttons accessing the above environments.



 To send a survey request to RINA (for more details see next section "Request of Survey ").

 To go back to the first page.

 To create e-mail to be sent to RINA section or office in charge of the ship.

 To set the Italian or English at any time

To print out or save PDF files on disk Acrobat Reader functions are always available (see following image):



4.1 Request of Survey

"Survey request" button is available in all environments.
 Pressing the a.m. button the user accesses the specific page to request RINA survey (see example).

SURVEY REQUEST FOR SHIP 99999 - TEST SHIP

| | SURVEY | DUE DATE | RANGE | STATUS |
|--------------------------|--|-----------|-----------------------|--------|
| <input type="checkbox"/> | Hull Annual | 03Jul2010 | 04Apr2010 - 03Oct2010 | ◆ |
| <input type="checkbox"/> | Mach. Annual | 03Jul2010 | 04Apr2010 - 03Oct2010 | ◆ |
| <input type="checkbox"/> | DRYDOCK | 03Jan2011 | - 03Jul2011 | |
| <input type="checkbox"/> | IDO PAS Renewal | 26Mar2012 | - 26Mar2012 | |
| <input type="checkbox"/> | "Dich. Conf. Marpol/I" Renewal | 03Jul2013 | - 03Jul2013 | |
| <input type="checkbox"/> | 631a.03 Tailshaft - complete (withdr) (Aft,port) | 03Jul2013 | - 03Jan2014 | |

⏮ ⏪ ⏩ 1 2 ⏭ ⏮ ⏭

Check in correspondence with the survey request
 CONTINUOUS SURVEY OCCASIONAL SURVEY

Add text/comment (Ship Agent,ETA,ETD, and any other useful information)

Place of Survey

Date of Survey

SEND REQUEST
EXIT

SURVEY REQUEST FOR SHIP 99999 - TEST SHIP

| | SURVEY | DUE DATE | RANGE | STATUS |
|-------------------------------------|--|-----------|-----------------------|--------|
| <input type="checkbox"/> | Hull Annual | 03Jul2010 | 04Apr2010 - 03Oct2010 | ◆ |
| <input checked="" type="checkbox"/> | Mach. Annual | 03Jul2010 | 04Apr2010 - 03Oct2010 | ◆ |
| <input type="checkbox"/> | DRYDOCK | 03Jan2011 | - 03Jul2011 | |
| <input type="checkbox"/> | IDO PAS Renewal | 26Mar2012 | - 26Mar2012 | |
| <input type="checkbox"/> | "Dich. Conf. Marpol/I" Renewal | 03Jul2013 | - 03Jul2013 | |
| <input type="checkbox"/> | 631a.03 Tailshaft - complete (withdr) (Aft,port) | 03Jul2013 | - 03Jan2014 | |

Check in correspondence with the survey request
 CONTINUOS SURVEY OCCASIONAL SURVEY

Add text/comment (Ship Agent,ETA,ETD, and any other useful information)

ETA h. 15.30
 Ship Agent ROSSI s.r.l.

Place of Survey

Date of Survey

To send the request:

1. select the surveys; the system shows all the DUE surveys with relevant "Due DATE", and the "CONTINUOS SURVEY" and "OCCASIONAL SURVEY" boxes (always available),
2. tick each item requested,
3. insert any further information in the field "Add text...",
4. indicate the port of survey "Place of survey" by pressing the button to specify country and place,
5. indicate the provided date of survey in "Date of Survey",
6. press "SEND REQUEST".

The message will be sent to:

1. RINA Office in charge of the port of survey,
2. sender (e-mail address is linked to the UID and Password in use).