



Partners in Maritime Safety

CEO and Senior Leader

-Revised Visit Documentation Process



User Registration

Visit <https://www.gmas-questionnaire.shell.com/Ship-visit/User/Login> to complete the Shell Safety Survey. A one-off user registration is required prior to completing the survey. Once you have registered with an e-mail address, your details will be remembered on subsequent visits.

1

Enter a valid e-mail address
e.g. xxxxx@xxx.xxx

2


Enter the characters
displayed on the screen. Note
this is case sensitive, you must
enter an exact match as
displayed on the screen.

3

Check the "Remember Me"
check box to store your e-
mail address for the next time
you visit.

4

Press the "Continue" button to
continue to the next screen.


Partners in Maritime Safety
Maritime Safety Conference

Email Address
johnsmith@shell.com

JBAJuW

Enter Text
JBAJuW

* Text is case sensitive.

Remember me?
Need Help?
Continue

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User Registration

5

Enter your First and Last names in the boxes provided. This is a free text field.





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Email Address
robbiekeyes@hotmail.com

First Name

Last Name

Designation
Select Designation

Survey Code

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User Registration

6

From the drop down please select your designation role.

Designation

Select Designation

Select Designation

Shell Verifier

Sire Inspector

CEO or equivalent

Senior Manager

User Registration

7

Please be sure to select the correct designation as this is linked to the registered email address.
If your role changes please contact the Partner's in Safety Mailbox (Partnerinsafety@shell.com) to ensure it is reflected in the GMAS System.

Designation

Select Designation

Select Designation

Shell Verifier

Sire Inspector

CEO or equivalent

Senior Manager

User Registration

8

Enter the Survey Code provided (Please see the FAQ section for further information). Note that the Survey Code is case sensitive.

Survey Code

Enter Survey Code

Completing the Survey

9

Enter a valid vessel name. This field will be pre-populated with a list of approved vessels using type ahead functionality. You must type a **minimum of 3 characters** of the vessel name in order to retrieve a list of vessels. The more characters used the quicker the search function returns a result. When you select a vessel the Company, ID and ID Type will be pre-populated on the screen. These are read only fields and cannot be edited.



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CEO and Senior Management

01 / 06

01. Name of vessel visited

Company :

Vessel Identifier Type :

Vessel Identifier :



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01 / 06

01. Name of vessel visited

Nord

- NORD BELL
- NORD BERING
- NORD BUTTERFLY
- NORD EXPLORER
- NORD FARER
- NORD GAINER
- NORD GARDENIA

01 / 06

01. Name of vessel visited

NORD BELL

Company : NORDEN A/S

Vessel Identifier Type :IMO

Vessel Identifier :9309980



Completing the Survey

10

Enter a valid country name. This field uses type ahead functionality. You must type a **minimum of 3 characters** of the country in order to retrieve a list of countries to be selected.

02 / 06

02. Country where vessels was visited

 ×
Netherlands

11

Click on the calendar icon to select the date of visit. The date of visit must be in the past.

03 / 06

03. Date of visit

November 2017						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	

Friday, December 01, 2017

Completing the Survey

12

Select the appropriate answers to each of the safety questions

04 / 06

04. Has the staff on board understood and implemented Reflective Learning

Yes No



05 / 06

05. Has a resilience programme been rolled out on board and well received by staff?

Yes No



06 / 06

06. Has staff on board understood and implemented key learnings from the Learning Engagement Tool (LET)?

Yes No



Save

Completing the Survey

13

Click Save after the final question. The below message will appear letting you know your survey has successfully been completed



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Frequently Asked Questions

❑ Why can't I find my vessel?

— The vessel you have visited may not be available for selection if it is not in Shell's maritime assurance tool or if it has not yet been assigned a Technical Operator (ISM Manager)

❑ What can I do if my vessel is not available for selection?

— Close the application. Send an email to safeteam@shell.com with the details of the vessel including her Technical Operator's name and we will add the vessel or technical operator to our system. We will advise you when the vessel is available for selection

— We are unable to accommodate vessels outside the scope of Shell's maritime assurance activities such as Container vessels or Dry Cargo vessels

❑ What Can I do if the Technical Operator of the vessel is wrong?

— Close the application. Send an email to safeteam@shell.com with the details of the vessel including her Technical Operator's name, we will investigate and correct the Technical Operator in our system — We will advise you when the vessel with the corrected Technical Operator is available for selection.

Frequently Asked Questions Cont'd

- ❑ **My company is not a vessel Technical Operator, what will happen to my report?**
 - The system will credit your report to the Technical Operator of the vessel you have visited
- ❑ **What can I do if my Designation changes?**
 - If your designation has change from a Senior Manager to a CEO, please contact PartnersInSafety@Shell.com. We will be able to manually update the change in the system.
- ❑ **What can I do if I do not have the Survey Code?**
 - The Survey Code was sent out to all partners during the initial transition from the SurveyMonkey to the GMAS reporting tool. If you do not have access to the code. Please contact PartnersInSafety@Shell.com and we will reissue the code to you.
- ❑ **Where can I go for information or who can I contact for additional assistance?**
 - Our external website is a good source for information <http://hsse.shell.com/business-and-country/maritime-hsse-site.html> — Additional information or assistance may be obtained by contacting PartnersInSafety@Shell.com

