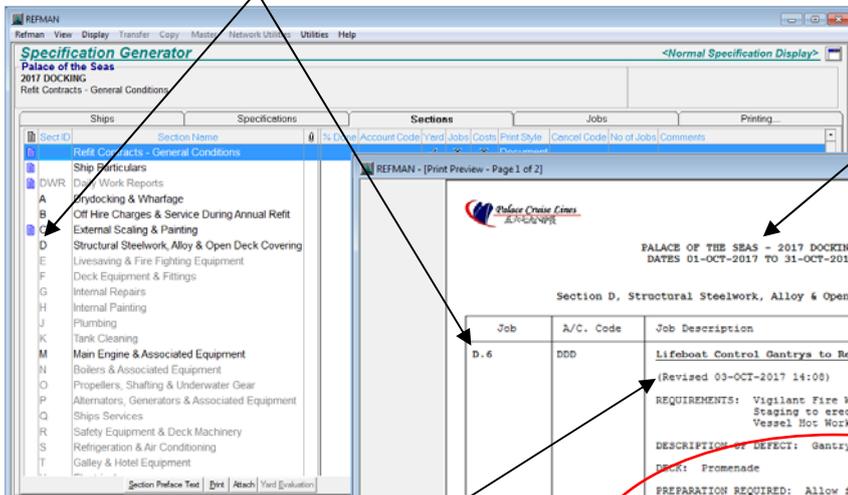


## Automatic job numbering

REFMAN automatically assigns each new job the correct number based on the section it is in and re-numbers existing jobs where necessary. So no more duplicated or missing job numbers in your specifications!

## Automatic page headers

REFMAN automatically generates the header for each page, containing company logo or name, ship name, title, docking dates, section name and page number.



## Automatic formatting of job names

REFMAN automatically prints the job name in bold and underlines it so every job is printed in exactly the same style.

## Automatic version control

REFMAN shows you the last revised date, date printed and automatically makes sure you have the latest version of all standard items.

## Page format

REFMAN automatically generates either a 'form-like' layout or a 'plain' document style layout according to your company preference.

## Tag codes

Pick from a list of job 'Requirements' and REFMAN automatically shows them in the specification.

## You only type this part...

...and REFMAN will automatically format the text, set the font, print it on the page and if required continue on to the next page and automatically re-head the continuation page with the job number and name.

## Overview

REFMAN's Specification Generator has been designed to allow technical people to quickly and easily produce well formatted, professional looking specifications.

To achieve this, REFMAN allows the creation of Standard Specification templates which can either be 'general' for use with any ship, or they can be tailored to a particular type or class of ship or tailored to an individual ship.

REFMAN encourages a high degree of standardisation, not just in the presentation, style and layout of specification documents, but also in technical content.

Standardisation of content is achieved by making use of previously written job descriptions both as templates for new jobs and as standard work descriptions which can be used over and over again.

This all saves both time and effort when preparing new specifications and allows you to refine or 'hone' standard job descriptions each time they are used, giving you the possibility of producing 'tighter' and 'tighter' specifications!

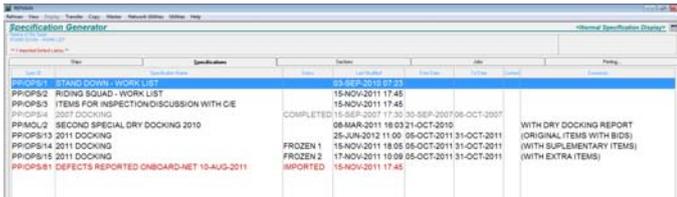
REFMAN's Specification Generator also avoids the need to handle individual document files for each job and the collation problems which go with them and it does this without the need to manipulate large, cumbersome word processed specification documents and the formatting and printing problems which go with them.

REFMAN's Specification Generator is easy to use and handles all of the job numbering, text formatting, collation and/or merging of attached files. It also automatically creates a table of contents and list of attached files. So that all leaves you with a lot more time to concentrate on the technical content of the specification.

## REFMAN – Specification Generator

Provides the Superintendent or Port Engineer with facilities to create refit, repair & drydock specifications, copy and store specifications, add, amend, delete and cancel jobs, move jobs from one specification to another, print specifications and incorporate defect reports and other jobs which have been initiated in REFMAN's Shipboard Defect Recording module.

It also provides powerful logic to control the inclusion of previously prepared standard job descriptions and the use of previously written job descriptions as 'templates' for creating new job descriptions.



Specification	Date	Status	Notes
PP0PS1 STAND DOWN - WORK LIST	03-SEP-2010 07:23		
PP0PS2 RIDING SQUAD - WORK LIST	15-NOV-2011 17:45		
PP0PS3 ITEMS FOR INSPECTION/DISCUSSION WITH C/E	15-NOV-2011 17:45		
PP0PS4 2007 DOCKING	COMPLETED 15-SEP-2007 17:30-30-SEP-2007 09:00-OCT-2007		
PP0M02 SECOND SPECIAL DRY DOCKING 2010	08-MAR-2011 18:03-21-OCT-2010		WITH DRY DOCKING REPORT
PP0PS12 2011 DOCKING	25-JAN-2012 11:00-05-OCT-2011 31-OCT-2011		(ORIGINAL ITEMS WITH BIDS)
PP0PS14 2011 DOCKING	FROZEN 1 15-NOV-2011 18:05-05-OCT-2011 31-OCT-2011		(WITH SUPPLEMENTARY ITEMS)
PP0PS15 2011 DOCKING	FROZEN 2 17-NOV-2011 10:00-05-OCT-2011 31-OCT-2011		(WITH EXTRA ITEMS)
PP0PS1 DEFECTS REPORTED ONBOARD-MET 10-AUG-2011	IMPORTED 15-NOV-2011 17:45		

Easy access to previous specifications and ship's defect reports, as well as a means of keeping track of non-drydocking jobs.

REFMAN allows you to create any number of specifications, so you can compile a specification for the next scheduled drydocking whilst simultaneously creating work lists for intermediate repair periods (some of which you may manage yourself such as in water surveys, wet docks, or stand-down periods).

You can also use a REFMAN specification as a 'holding area' for defect reports which have been received from a ship but which need to be inspected before deciding whether or not to include them as jobs in a specification.

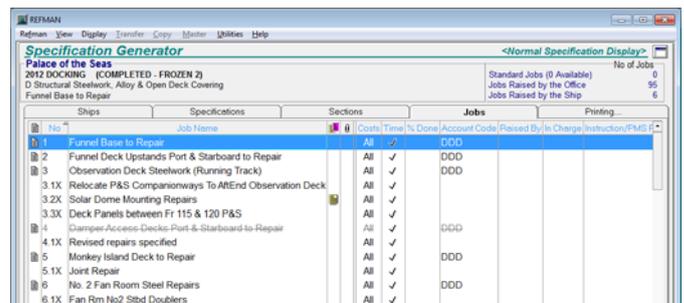
REFMAN also allows you to 'tag' jobs as being of a particular type or as having particular requirements and to use these to group related jobs into work lists.

These work lists or 'mini-specifications' can be useful when you are planning work for an onboard repair team or sea-going maintenance squad or for a specialised squad such as an asbestos abatement team, etc. These can also be used during the repair period itself for extracting just those jobs which are subject to inspection by the classification society or flag state surveyor.

### Features

- Complete management of your job description files.
- Standard specification sections tailored for your Company (SFI Group System optional) to ensure standardisation across all specifications.
- Create standard specification templates for an entire fleet, class or type of ship, or for an individual ship.
- Build a library of your own standard job descriptions which can instantly be incorporated into a specification.

- Ability to copy a complete specification for use as a template for the next refit or drydocking specification.
- Easy retrieval, editing and re-use of any job description which has previously been included in any specification on any ship.
- Automatic inclusion of mandatory sections or pages (particularly useful for ship particulars, standard terms & conditions, general instructions, etc.).
- Easy to use facilities which allow jobs to be added, amended or deleted/cancelled at any time.
- Simple to use drawing tool for line drawings, sketches & annotating photographs and scanned images.
- Automatic job number allocation and automatic re-numbering when jobs are added, moved or deleted.
- Automatic collation of external Attached files/drawings with automatically generated 'page numbered' list of attachments with direct access via hyperlink.
- Flexible document printing facilities which allows printing of a complete specification; a single section; a single job; just the 'supplementary' items; just jobs of a particular type; or print a summary of the requirements of each job.
- 'Tag' codes to provide each job with a succinct summary of what the job entails and to enable jobs to be grouped into work lists or 'mini-specifications'.
- Automatic generation of title page and 'page numbered' table of contents for 'original' and 'supplementary' specifications as well as for work lists or 'mini-specifications' generated using 'Tag' code(s).



No	Job Name	Costs	Time	% Done	Account Code	Passed By	In Charge/Instructor/PMS
1	Funnel Base to Repair	All	✓	DDD			
2	Funnel Deck Upstands Port & Starboard to Repair	All	✓	DDD			
3	Observation Deck Steelwork (Running Track)	All	✓	DDD			
3.1X	Relocate P&S Companionways To AftEnd Observation Deck	All	✓	DDD			
3.2X	Solar Dome Mounting Repairs	All	✓	DDD			
3.3X	Deck Panels between Fr 115 & 120 P&S	All	✓	DDD			
4	Dampers Access Decks Port & Starboard to Repair	All	✓	DDD			
4.1X	Revised repairs specified	All	✓	DDD			
5	Monkey Island Deck to Repair	All	✓	DDD			
5.1X	Joint Repair	All	✓	DDD			
6	No. 2 Fan Room Steel Repairs	All	✓	DDD			
6.1X	Fan Rm No2 Stbd Doublers	All	✓	DDD			

Full control over 'original', 'supplementary' and 'extra' jobs.

- Record 'supplementary' and 'extra' jobs into any section or into separate 'supplementary' or 'extras' sections.
- Separate 'Notes' & 'Remarks' for each job in the specification to enable the Superintendent to record information which will be used to help negotiate the final bill and/or create a post-docking Drydock Report.
- Create 'Daily Reports' which can be sent to the ship owner/manager in an automatically generated email along with 'Notes' and/or 'Remarks' included and Cost and/or Time reports attached.

System Requirements: Win11/10/8/7 (64 bit) with 4GB RAM or Win10/8/7 (32 bit) with 2GB RAM and 500 MB Free Hard Disk Space.