



This course is designed for Senior Deck and Engine Officers. STAR-IPS is a computer-based system covering planning and reporting of maintenance work including material administration and stock purchasing onboard.

**COURSE AIMS & OBJECTIVES:** This course aims to provide practical knowledge on the system's key features and functions to enable participants to work independently in their day-to-day shipboard maintenance tasks i.e.: viewing/updating database, generating work orders and reporting work done, generating and receiving requisition/purchase order forms & controlling stores and spare parts stock level.

Upon completion of the course, participants should be able to:

- understand the concept of Technical Account Structure and Common Codes
- create and update new spare parts, new counter values, consumable, tools, provisions and external services
- refer to Standard Work Instructions and create New Job Schedule from Standard Work Instructions.
- issue work orders, report work done, and view of history report
- use various search options
- create a new material requisition or purchase order (PO), and report receipt of a PO

**COVERAGE / PROGRAM FOCUS:** Emphasis of instructions deals with the following training aspects:

- STAR-IPS Concept and Account Structure & Code Familiarization
- Creating a new technical account
- Creating a counter and linking it to a component
- Creating a spare parts list and connecting it to a component
- Creating work instructions
- Scheduling and controlling Jobs
- Creating and printing work orders
- Reporting Work Done
- Orders - Making requisition, Purchase Order and sending & receiving Orders
- Replication Process: Replicate data between Ship and Shore

**METHOD:** Combination of lecture-demo, guided hands-on practice, and structured exercises that are focused on system's practical application onboard. A computer unit is made available for each participant.

**ENTRY REQUIREMENT / TARGET GROUP:** Preferably Senior Deck and Engine Officers. It is expected that those intending to take the course possesses background in basic computer operation.

**COURSE CERTIFICATE:** A Certificate of Completion is given to each participant who satisfactorily fulfills the Course.

**DURATION:**

3 Days  
(0830H – 1600H)

**SCHEDULE:**

This course shall be conducted only upon request with minimum of five (5) participants.

**COURSE CONTRIBUTION:**  
USD 375.00

*Inclusive of course materials/handout*

