



## How it works

### Event identification

Identify a critical event and when it occurs (one off, or periodic). For example, safety drills on your ship.

### Add event

Open the Mango Dashboard, select "Event Management" then select "Add New".

### Data input

Input all data applicable to the event you are describing. Enter event details, who, when, where, how, and how often.

### Automatic reminders

Complete the automatic reminder section. This will create automatic notification by email, and online. Escalation alerts are emailed by Mango to the system administrator if events are not signed off within the prescribed time line. Ensuring that no events are missed, or forgotten.

### Event sign off

Once the event has been completed (safety drill conducted) it is signed off.

### Event regeneration

If the event is a periodic requirement Mango automatically creates a new event for the required time frame. One-off events are logged into Mango's events history providing comprehensive record keeping.

### User highlights

Events and their colour coded status are viewable in the users dashboard for instant identification of upcoming, and overdue events.



## Event Management On The Go

### Never Forget an ISM Compliance Task Again

In today's hectic work environment, many tasks must be managed concurrently. As a result, scheduled system activities can be overlooked. This is one of the main findings reported by auditors - that 'jobs are forgotten'.

### Mango™ Event Management Solution

The Mango Event Management Module controls scheduled activities and reminders.

This module enables you to programme any necessary activity, for example drills, audits, staff reviews, review meetings, preventative maintenance, and calibrations. Mango then automatically emails the person responsible to complete the task. If tasks are not completed in the prescribed timeframe, gentle email reminders are automatically sent by Mango. If the task remains unfinished, Mango alerts the system administrator.

Other modules like the Supplier and Sub-contractor, Human Resources and Document Management have the ability to set up scheduled events. Once set up in these modules the events are displayed and controlled in the Event Management Module.

### With Mango You Can:

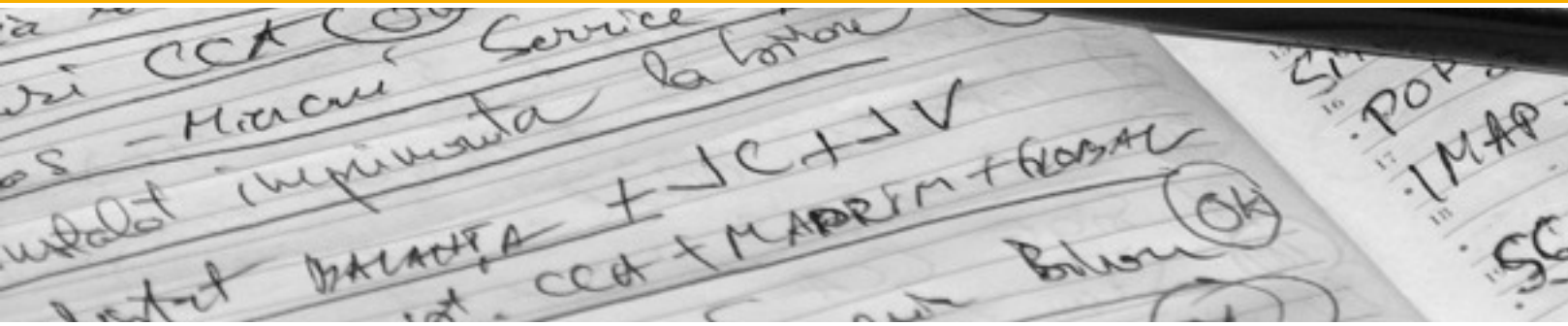
- ◆ Easily view events
- ◆ View an employee's events on the Dashboard
- ◆ Keep a history of all events
- ◆ Set up any type of event
- ◆ Easily observe due or overdue tasks
- ◆ Be assured that the system is maintained and controlled at all times

### The Event Management Module:

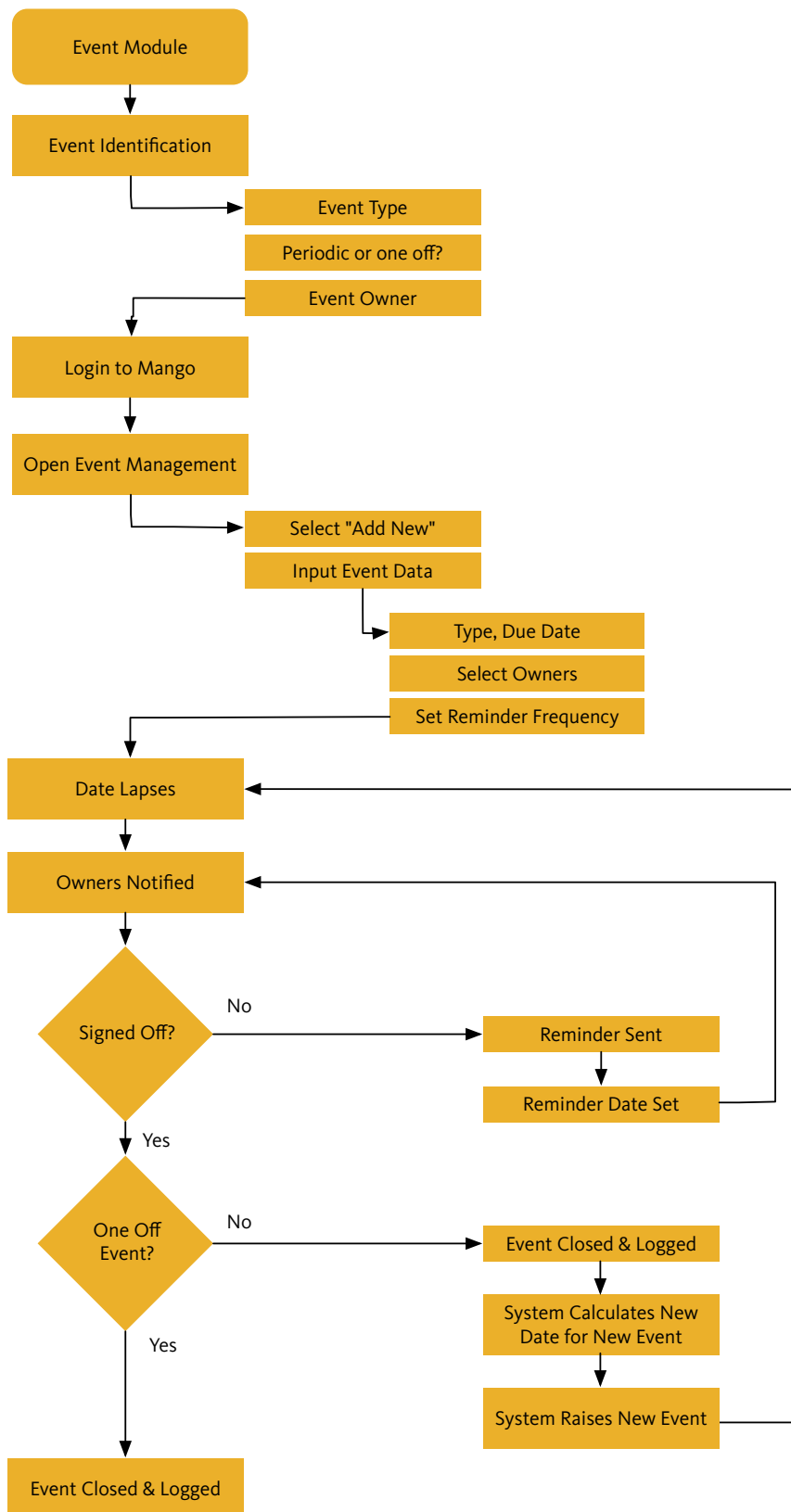
- ◆ Addresses sections 8,10, and 12-16 of the ISM code
- ◆ Addresses clauses 5.6, 6.2 and 7.6 of the ISO 9001 standard
- ◆ Addresses clauses 4.4.6, 4.4.7, 4.5.5 and 4.6 of the ISO 14001 standard
- ◆ Controls your preventative maintenance
- ◆ Controls the calibration activities that occur on scheduled events
- ◆ Plans and schedules internal and external audits and management reviews
- ◆ Manages and controls recurring training requirements

### Contact Details

For a demonstration, please go to [www.mango-live.com](http://www.mango-live.com), and contact your local agent.



### Event Management Flow Chart



### Event Examples

#### Safety drills

Enter safety drills into Mango, insert records and automate your compliance for ease of ISM auditing.

#### Equipment checks

Insert equipment checks that need to be conducted periodically and ensure checks are not forgotten.

#### Ship maintenance

Ensure ship maintenance is up to standard by creating vessel customized events.

#### Reviews & meetings

Create events for meetings and reviews of procedural updates, management reviews, and ISM compliance discussions.

#### Calibration

Enter all equipment for calibration into the events management module, set the required calibration period and have the system notify you of upcoming and overdue calibration requirements.

#### Training

Enter periodic, or one off training events for ship and shore based personnel.

#### Audit planning

Create events for internal and external audits of processes, machines, and vessels.

#### Reassign events

If an employee leaves your company rest assured that Mango's event management module can automatically assign their events to a new, or existing employee.