



How it works

Overview

The Human Resources Module provides a control mechanism for the management and recording of skills, positions and employees.

Add skills

The same skills are often required by different job functions. Enter skill names, details, and whether the skill requires periodic training.

Add positions

Create job functions based on current job descriptions, or using Mango's online editor. Skills are then selected that apply to the position.

Add employees

Insert comprehensive employee information. Optionally enter the employees name, contact details, position, licenses, next of kin and attach any relevant information. Add in employee access rights.

Skill assignment

Mango automatically assigns skills to the employee based on their position. The system creates any training events using the event module which automatically queues the employee for the required competency training.

Core competencies

Record the employees competency for each skill. Competency levels are customisable based on your company's requirements.

Employee assessment

Mango provides an employee assessment report that can be used during employee appraisals.



Human Resources Management

A System That Looks After Your Number One Asset

Maintaining a comprehensive central database of employee details that links people with their skills and positions can be almost impossible - especially if there are multiple managers and sites.

Paper or spreadsheet-based HR systems are commonly used. These are difficult to administer, become outdated quickly and are prone to inaccuracy.

Mango Human Resources Management Solution

The Mango Human Resources Module controls all your personnel, training and competency information, by using three key databases: skills, positions and employees. Mango links these databases together, ensuring appropriately trained employees are completing the appropriate tasks.

The Human Resources Module also incorporates a reminder function for skills that require training. If a skill, task or qualification has a recurring license or certification, Mango automatically generates an email and an online notification on the due date informing you that this requires attention.

Mango provides an employee assessment report that can be used during an employee appraisal.

With Mango You Can:

- ◆ Keep a centralized database of all personnel information
- ◆ Maintain training records and competency ratings

- ◆ Produce training review reports
- ◆ Produce employee assessment review reports
- ◆ Link skills to positions and then employees
- ◆ Create skill sets quickly and easily
- ◆ Enjoy automatic notification of training requirements
- ◆ Upload skills to multiple employees
- ◆ Utilize a comprehensive report writer that allows reporting on any area of the database

The Human Resources Module:

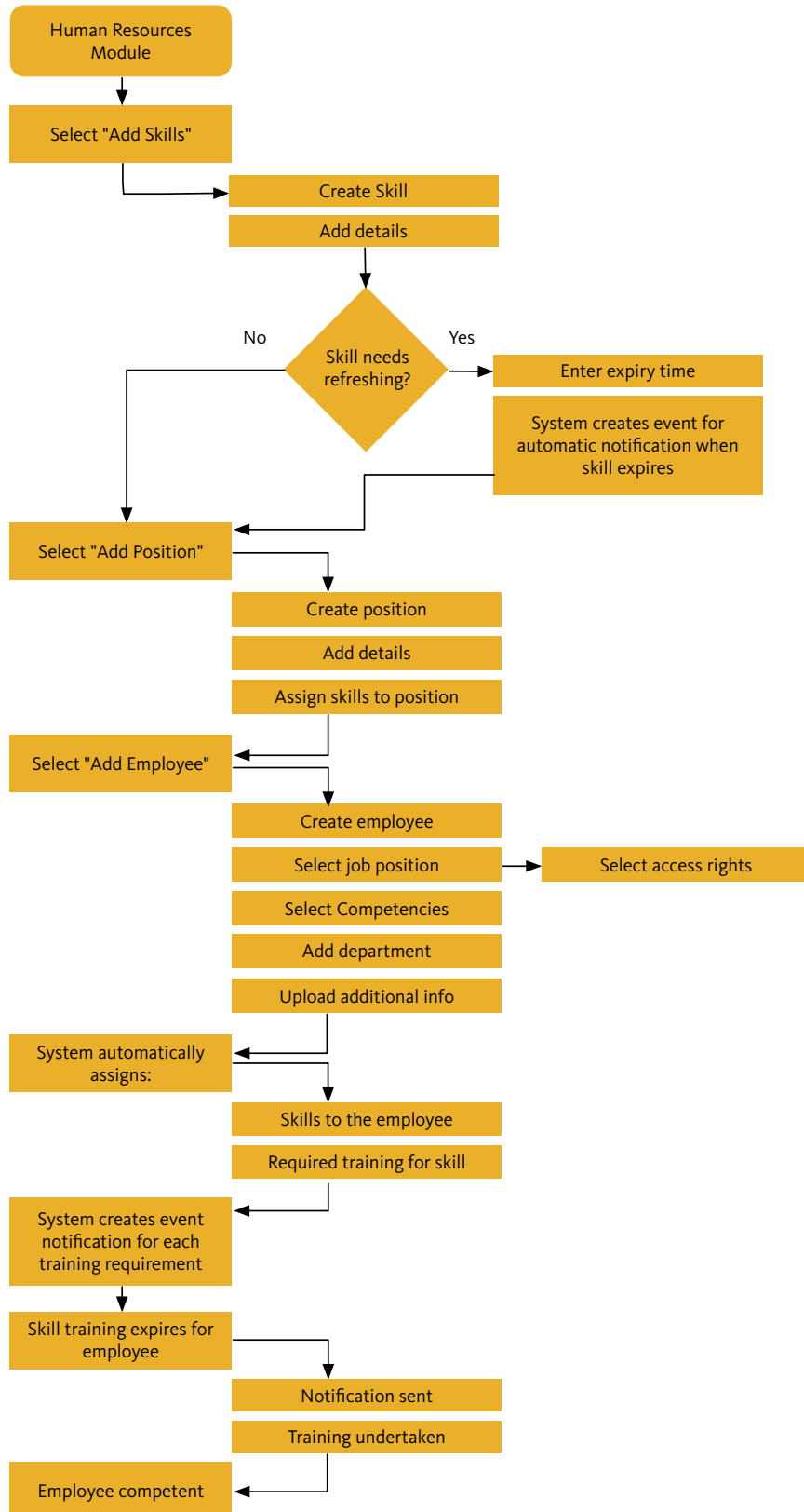
- ◆ Addresses sections 3-6 of the ISM code.
- ◆ Addresses clauses 6.2, 6.3, 6.4 and 5.5 of the ISO 9001 standard.
- ◆ Addresses clauses 4.4.1 and 4.4.2 of the ISO 14001 standard.
- ◆ Records and manages skills.
- ◆ Records and manages position descriptions.
- ◆ Records and manages competency assessments.
- ◆ Controls and tracks critical recurring licensing requirements.

Contact Details

For a demonstration, please go to www.mango-live.com, and contact your local agent.



Human Resources Flow Chart



Usage Examples

Training automation

Skills such as first aid are automatically assigned to each job position based on your system configuration. Skills that are required to be renewed can be set up with an automatic reminder to ensure they are not overlooked.

ISM compliance

Define and document the responsibility, authority and interrelation of all personnel who manage, perform and verify work relating to and affecting safety and pollution prevention.

Responsible persons

Use this module to ensure that each ship is manned with qualified, certificated and medically fit seafarers in accordance with national and international requirements.

New employees

When a new employee joins the company it's often difficult to ensure all training required has been conducted in accordance with ISM section 6.3. This section requires that essential instructions be identified, documented and given prior to sailing.

Safety management

The HR module provides comprehensive assurance that all personnel involved in the Company's safety management system have an adequate understanding of relevant rules, regulations, codes and guidelines.