

ADVANCED DIGITAL RISK SOLUTIONS

Complete runbook

Both runbooks in one document — the company setup half, then the everyday user half of ADRS Marine.

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- Get approved
- Sign in
- Create a risk assessment
- Export the report
- That is the loop

GETTING STARTED

Complete runbook

Everything in one file — the company runbook first, then the user runbook. If you only need one side, the two are also available on their own.

PART 1 · COMPANY RUNBOOK

THIS RUNBOOK IS THE ADMIN'S HALF

Every stage here is done once, by whoever owns the company account. When it is finished, your colleagues join and do the everyday work through the User runbook — writing assessments and exporting reports, which you can do the same way. Take the PDF aboard if you want it to hand without a connection.

Stage	Who	Once or repeated
1. Company onboarding	Master user	Once
2. Sign in	Master user	Once
3. Risk matrix configuration	Company admin	Once, then rarely
4. Vessel onboarding	Company admin	Once per vessel
5. Approve your team	Company admin	Once per person, then ongoing

BEFORE YOU START — ADRS MARINE SETS YOUR COMPANY UP FIRST

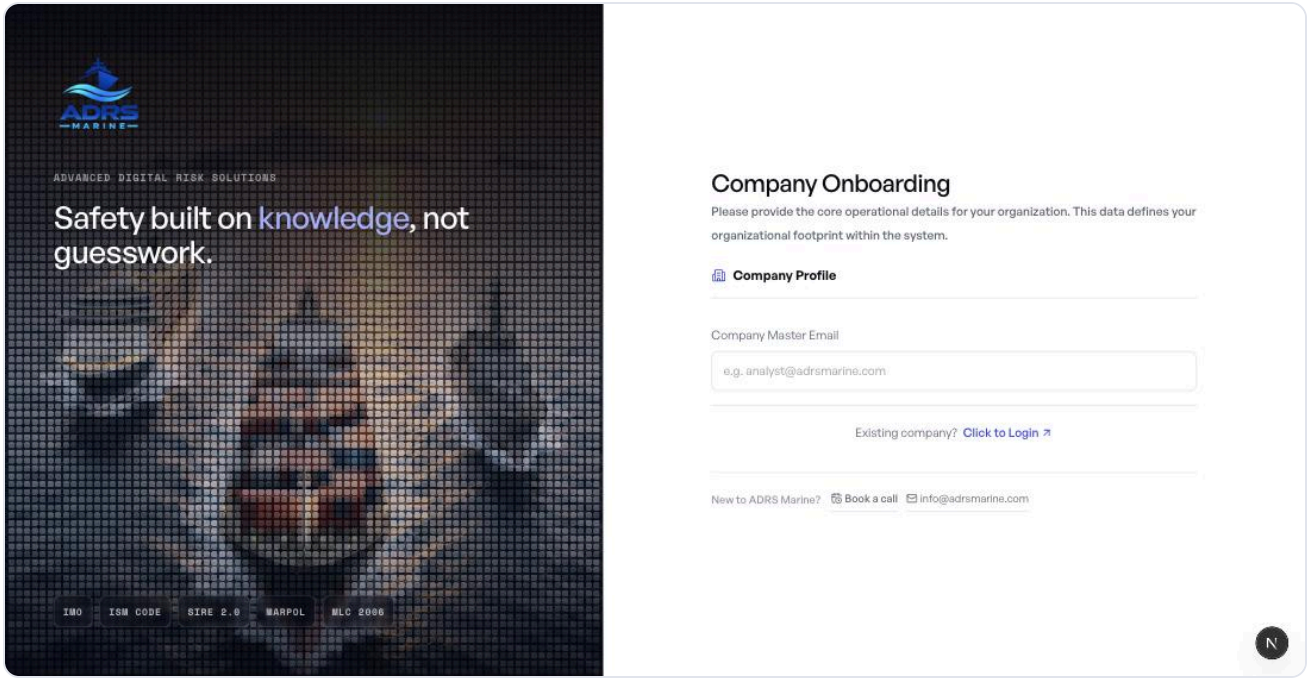
You do not sign your company up yourself. ADRS Marine registers it from your signed agreement, against the master email on that agreement. Everything below is you onboarding *against* that registration — which is why it begins with your master email rather than an open sign-up form. If your company is not on the register yet, the email will not be recognised in Stage 1, and the screen offers a way to reach us.

Stage 1 — Company onboarding

The screen is titled **Company Onboarding**. Only one person does this: the **master user**. Everyone else joins afterwards by naming the company — that is the User runbook, not this one.

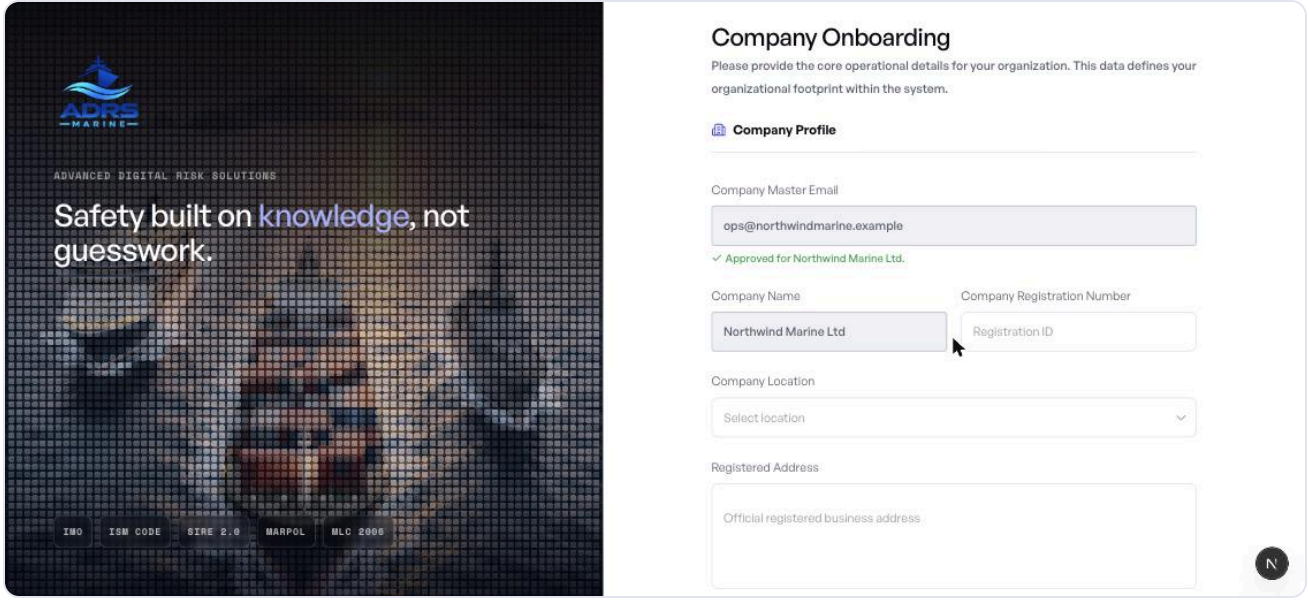
1 **Open the platform and choose Click to Onboard**
From the sign-in screen, below the Log In button.

2 **Enter your company master email**
This is the address ADRS Marine holds on your agreement. Nothing else is asked for until it is recognised.



Stage 1 — onboarding opens with one field. The rest of the form appears only once the address is recognised.

3 **Wait for the green confirmation**
Approved for [your company] means you are on the register. The company name fills in automatically and is locked — it is the name on your agreement and will appear on every report you export.



The approved state. Company name comes from the register and cannot be edited; the remaining fields are yours to complete.

IF THE ADDRESS IS NOT RECOGNISED

You will be told it is not approved for onboarding yet. That usually means the agreement is not in place, a different address was registered, or there is a typo. The screen offers a way to book a call, which resolves it fastest.

4 **Complete the remaining fields**

Company registration number, location, and registered address. Upload a logo if you have one — it appears on every exported report, and a square mark reproduces best.

5 **Set your master credentials**

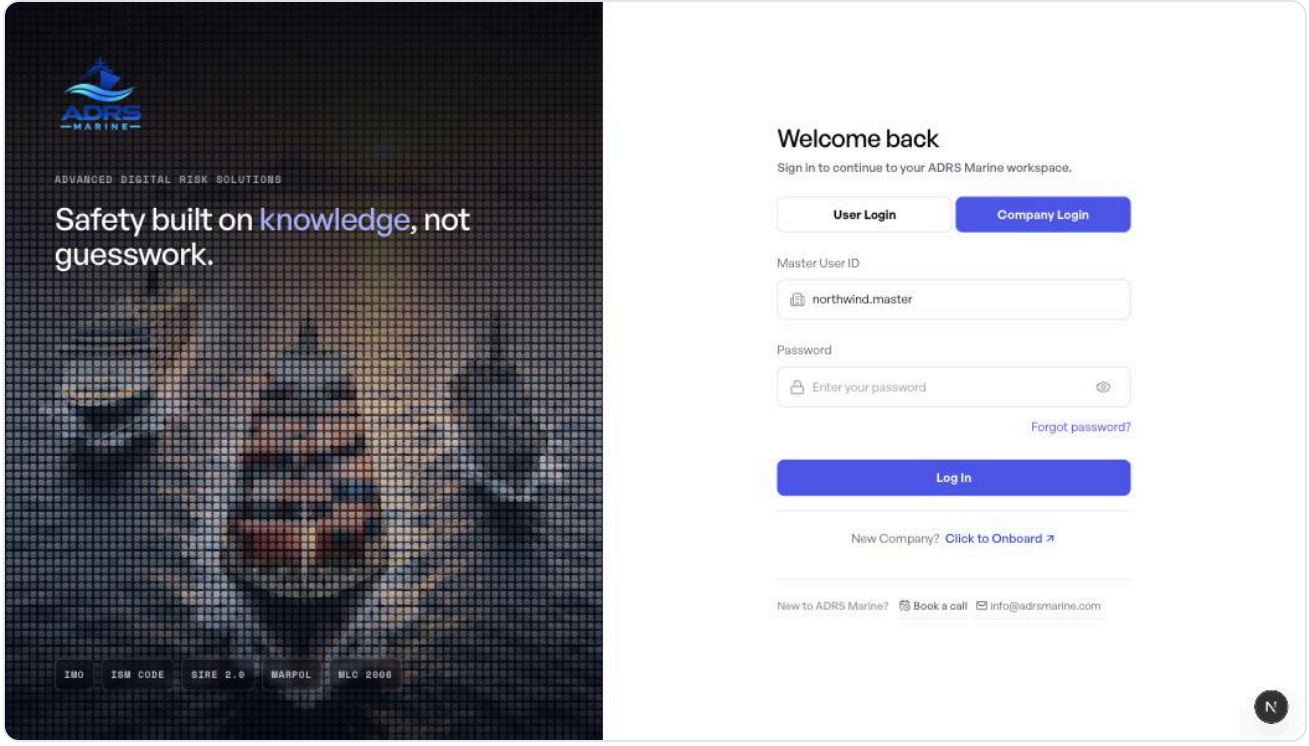
Scroll to Security Credentials and choose the master user ID and password. Keep these safe: this account configures everything else.

6 **Submit**

Your company workspace is created and you can sign in.

Stage 2 — Sign in

You want the **Company Login** tab — the one for the master account you just created. Your colleagues use the other tab, User Login, once you have approved them.

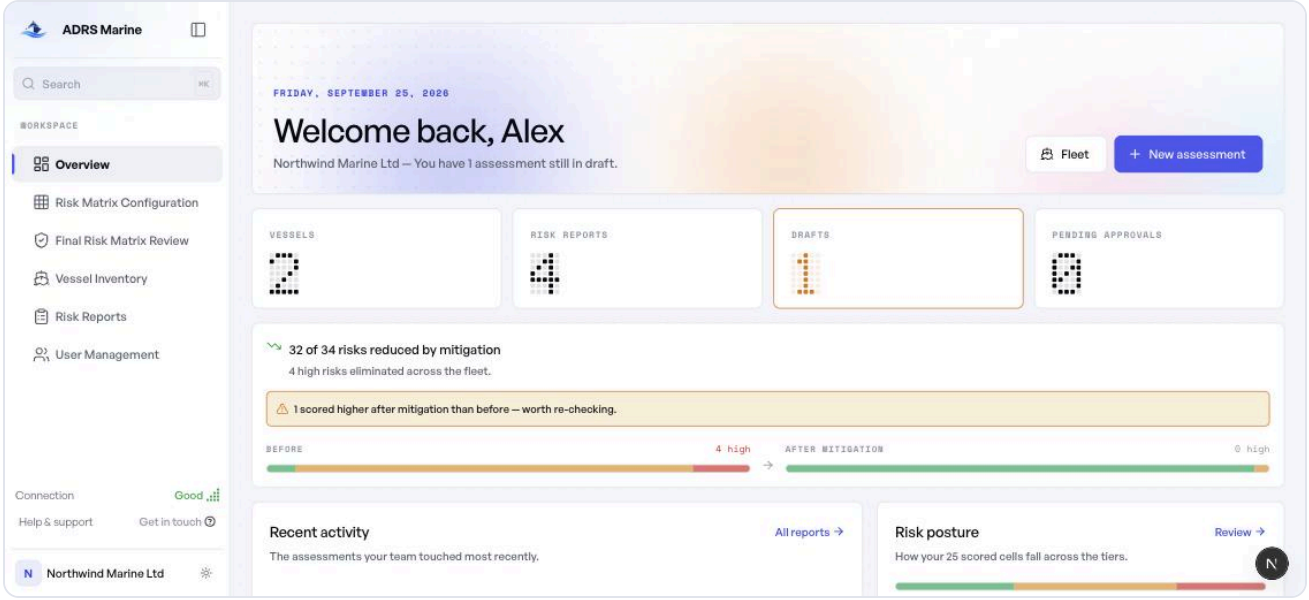


Stage 2 — the **Company Login** tab, which is the one the master user needs. The first field reads *Master User ID*, not *Email ID*.

Use this tab	If you are	It asks you for
Company Login	The master user, signing in to the company account you created in stage 1.	Master User ID
User Login	A team member, signing in to their own account after you approved it.	Email ID

The quickest way to tell you are on the right tab is the first field: **Company Login** asks for a *Master User ID*, **User Login** asks for an *Email ID*.

After signing in you land on the overview. Yours will be empty at this point — the screenshot below is a workspace already in use, so you can see what the figures mean once stages 3 to 5 are done.



An established workspace — not what you will see on day one. Fleet totals, what mitigation achieved, and where attention is needed.

Stage 3 — Risk matrix configuration

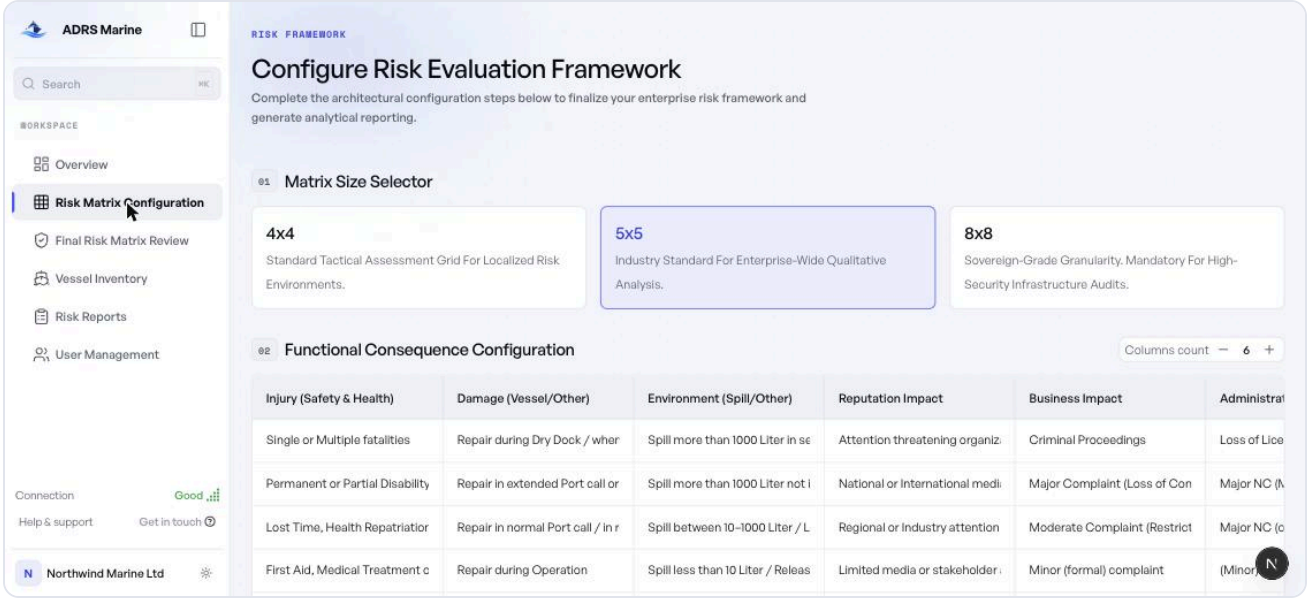
DO THIS BEFORE ANYTHING ELSE

No assessment can be scored until the matrix exists, because a score has no meaning without the scale behind it. Company admin only.

1. **Open Risk Matrix Configuration**
   From the sidebar.

2. **Choose a matrix size**
   5×5 is the industry standard. 4×4 suits a localised operation; 8×8 is for fine-grained audits.

3. **Define what each severity level means**
   The Functional Consequence Configuration grid. For each level, describe the real outcome in concrete terms across the categories that matter to your operation — injury, vessel damage, environmental release, reputation, business impact, regulatory standing. Use *Columns count* above the grid to add or remove categories.



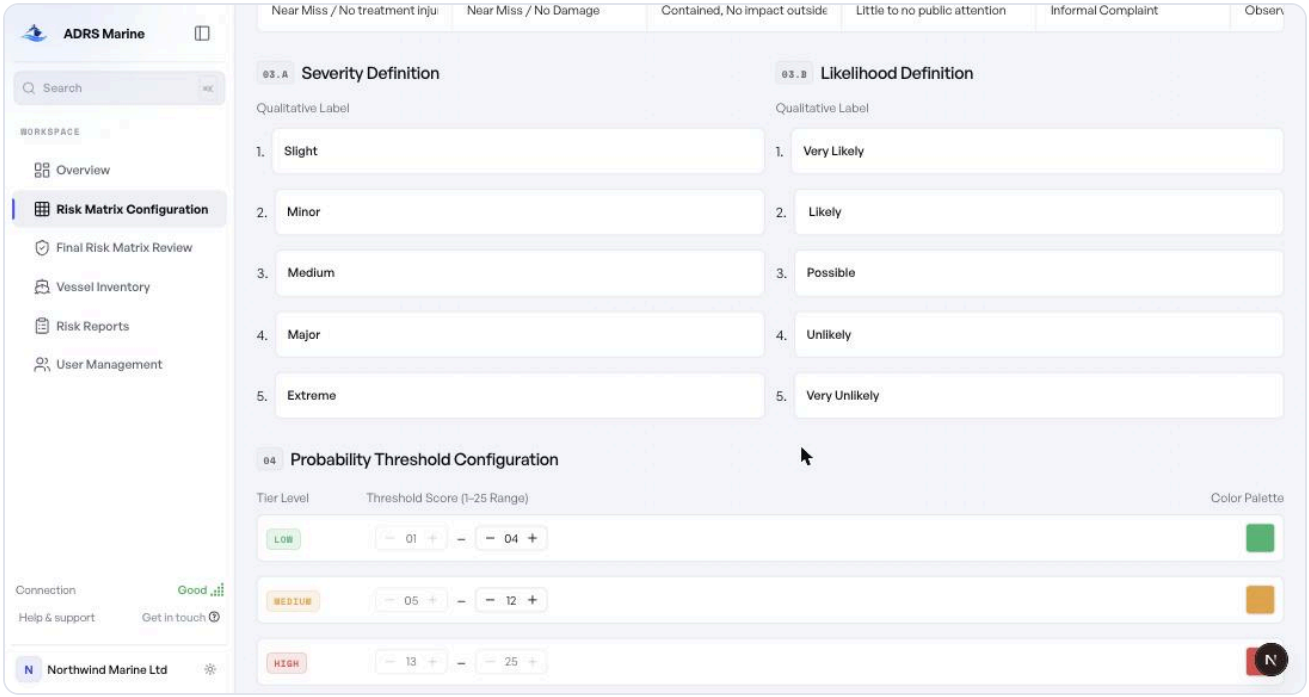
Stage 3 — matrix size, then what each severity level means in concrete terms.

THIS IS THE PART WORTH THE TIME

These definitions are what make two assessors score the same job the same way. Without them, one person's "Major" is another's "Medium".

4 Check the severity and likelihood labels

Both scales must run in the same direction: level 1 the least severe and the least likely, level 5 the most. Read the warning below before moving on.



Stage 3 — the severity and likelihood labels, and the score bands beneath them. Every label here is an editable field.

CHECK THE TWO SCALES RUN THE SAME WAY

Score is severity × likelihood, so both scales must be numbered in the same direction. If likelihood reads *Very Likely* at level 1 and *Very Unlikely* at level 5 while severity runs *Slight* to *Extreme*, the matrix is inverted: a severe and very likely event will score **lower** than the same event judged very unlikely.

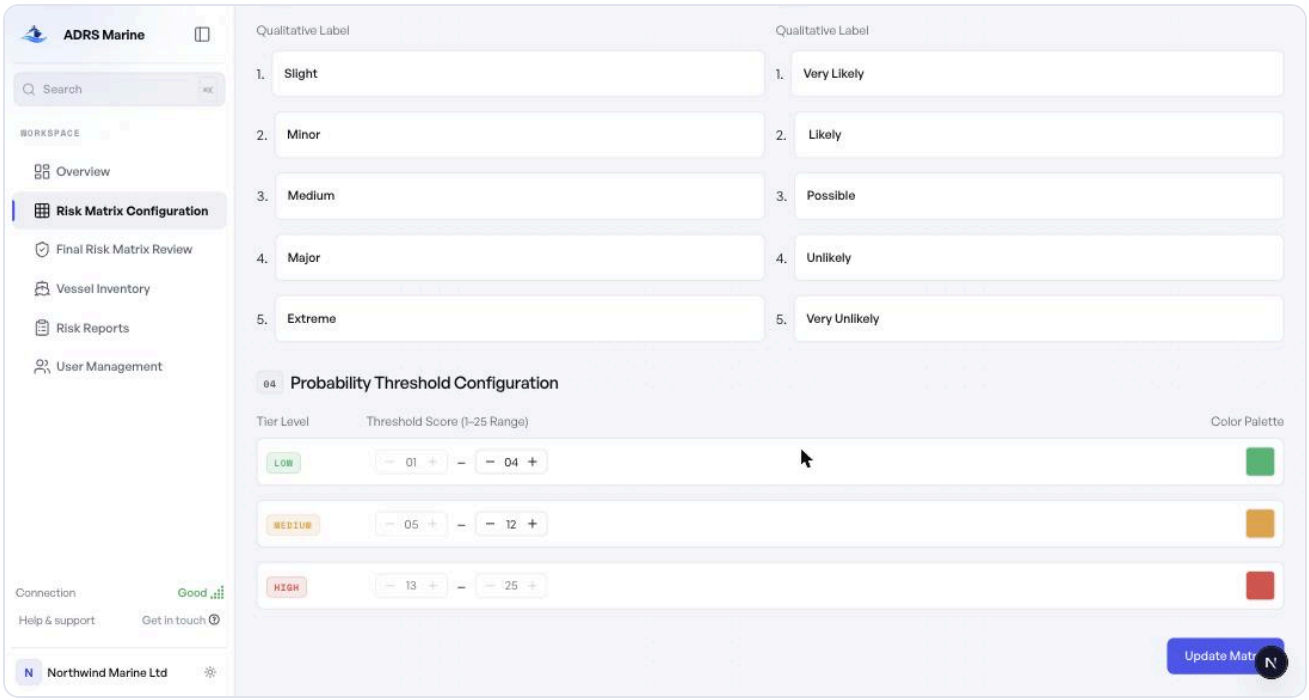
These labels are editable fields. Renumber them so level 1 is the least likely and level 5 the most, then regenerate. Verify on the review screen that the most severe, most likely cell is your highest score.

5 Set the score bands

Where Low becomes Medium, and Medium becomes High. They must be contiguous and cover the whole range the matrix can produce. Pick the tier colours here too.

6 Generate the matrix

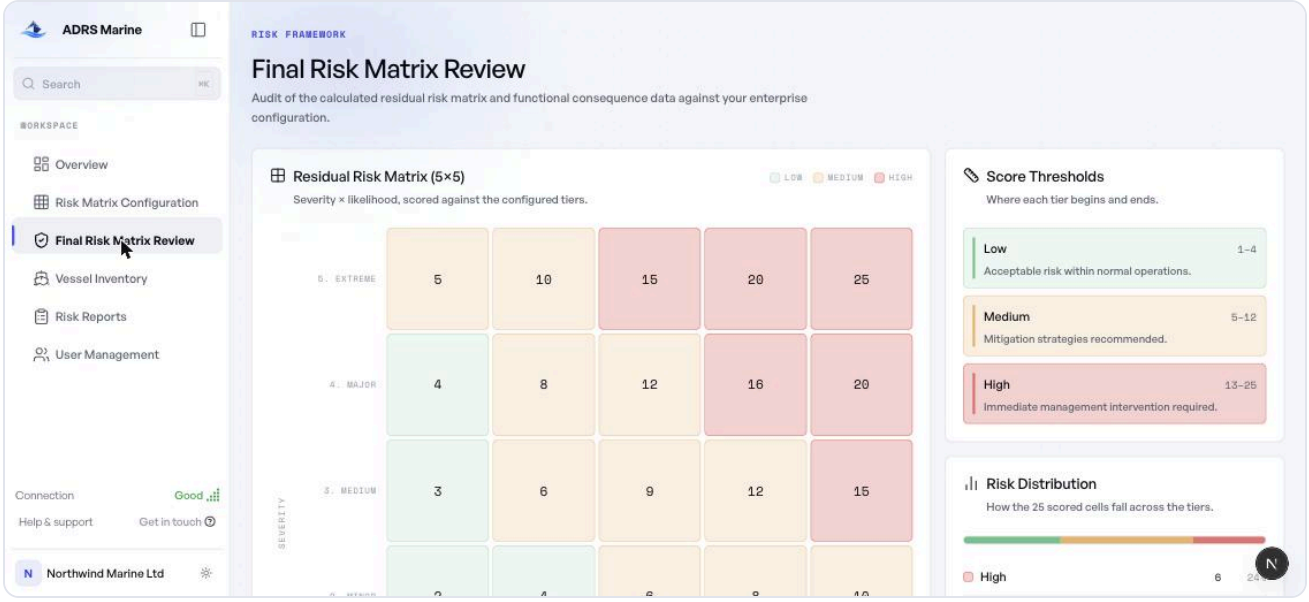
The button at the bottom right. On an existing matrix it reads *Update Matrix*.



Stage 3 — score bands and tier colours, then generate.

7 Review the result before using it

Open *Final Risk Matrix Review* and read the grid. Check the corners: the most severe and most likely combination must be your highest score, and must sit in the High tier.



Stage 3 — the generated matrix. Every cell is severity × likelihood, tinted by its tier.

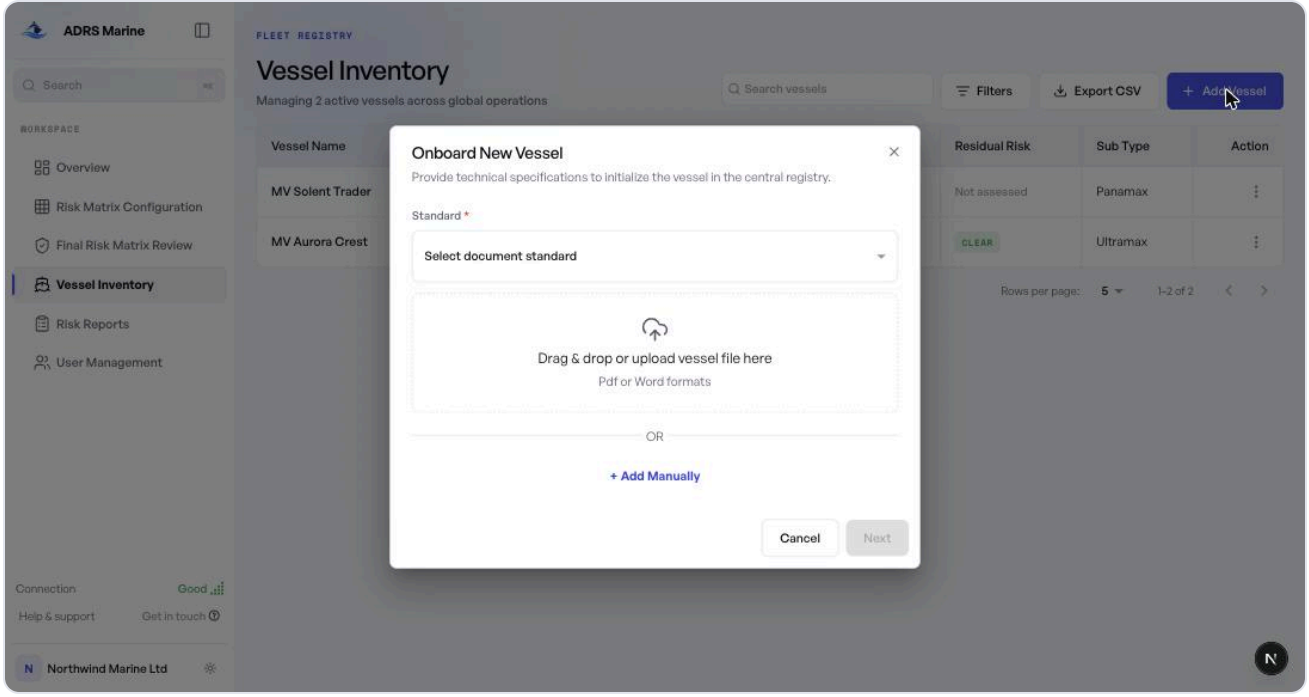
Stage 4 — Vessel onboarding

The dialog is titled **Onboard New Vessel**. Every assessment belongs to a vessel, so the fleet comes before the first job. Company admin only.

1. **Open Vessel Inventory and choose Add Vessel**

2. **Pick a document standard**
   Three are supported: **Q88**, **OVPQ** and **VPQ**. It is required if you are uploading a document, and must be set *before* you upload, because it tells the platform how to read the file. Adding a vessel by hand does not need it — that is why vessels entered manually show a dash in the fleet list's Standard column.

3. **Either upload the vessel document, or add it by hand**
   Drag in the questionnaire and let the platform read it, or choose *+ Add Manually* and type the details yourself.



Stage 4 — choose a standard, then either upload the vessel's document or add it manually.

What the upload accepts, and what it fills in

Accepted formats are **PDF and Word** — `.pdf`, `.doc` and `.docx`. The platform reads the questionnaire and fills the vessel record from it, so most of the form is completed for you:

Group	Fields it extracts
Ship identity	Vessel name, IMO number, call sign, flag, port of registry, year built, ship type and sub-type, owner, operator, manager
Engineering	Deadweight, gross tonnage, net tonnage, length overall, beam, draft, engine model and type, rated power, maximum speed

CHECK WHAT IT READ BEFORE SAVING

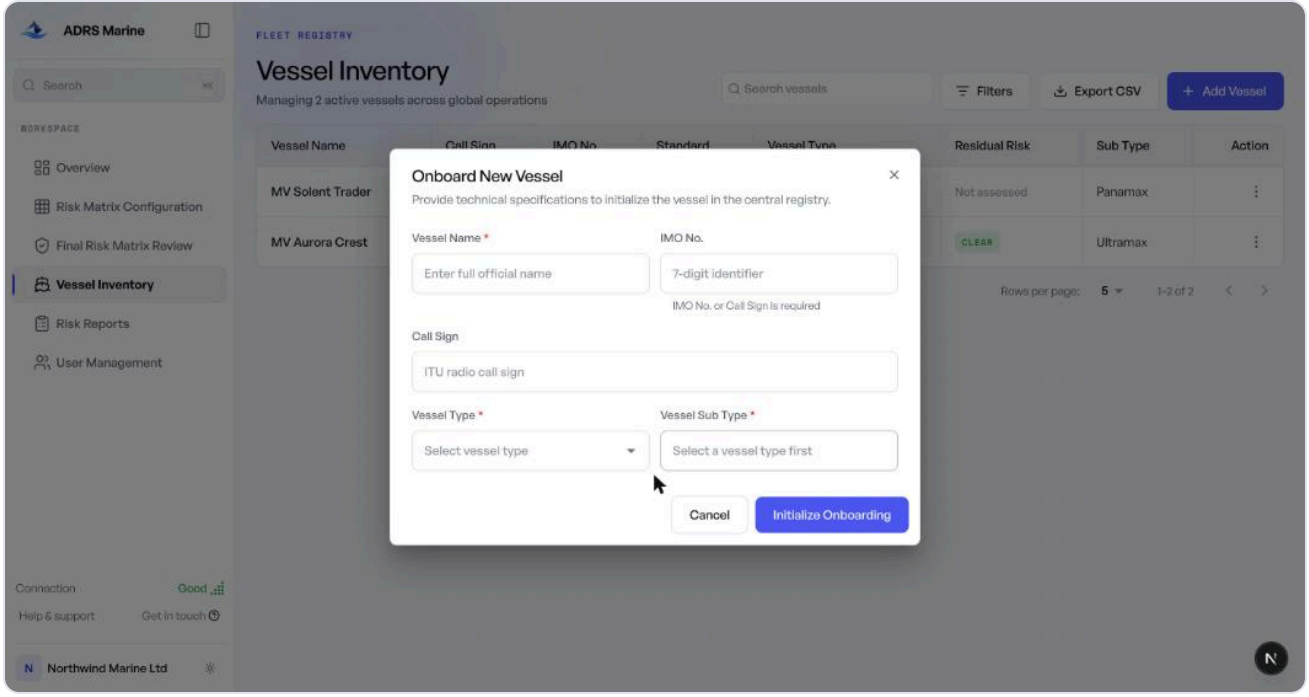
Extraction is only as good as the document. A scanned or non-standard questionnaire may leave fields blank or mis-read them, and anything missing can be typed in. The vessel name plus an IMO number or call sign are what the record cannot be saved without.

4 Fill in the identifying details

Vessel name and type are required. For the identifier you need *either* an IMO number *or* a call sign — not both. Sub-type is required and is used to tailor hazard suggestions later.

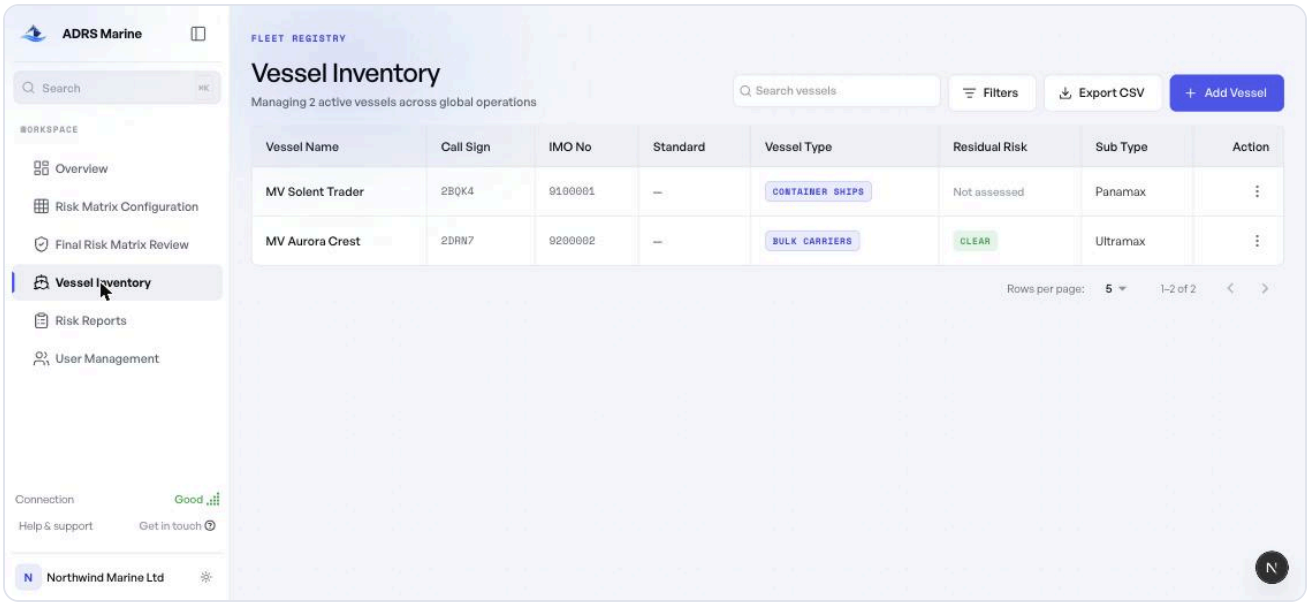
5 Choose Initialize Onboarding

The vessel joins the fleet registry.



Stage 4 — the manual form. Note that IMO number or call sign is required, not both.

Repeat for each vessel. The list shows residual risk per hull, so you can scan the fleet for the ship that needs attention.



Stage 4 complete — the fleet registry. Vessels with no assessment yet read as Not assessed.

Stage 5 — Approve your team

Access to your company is yours to grant. Your colleagues register themselves first, through the User runbook — but **nobody gains access until you approve them**. Every new account arrives as `PENDING` and stays locked out until you act on it.

YOU ARE THE GATE

A person who has registered cannot sign in, see a single assessment, or do anything at all until you approve them in User Management. If a colleague says they are stuck at a Pending screen, this is the step they are waiting on.

1 **Open User Management**

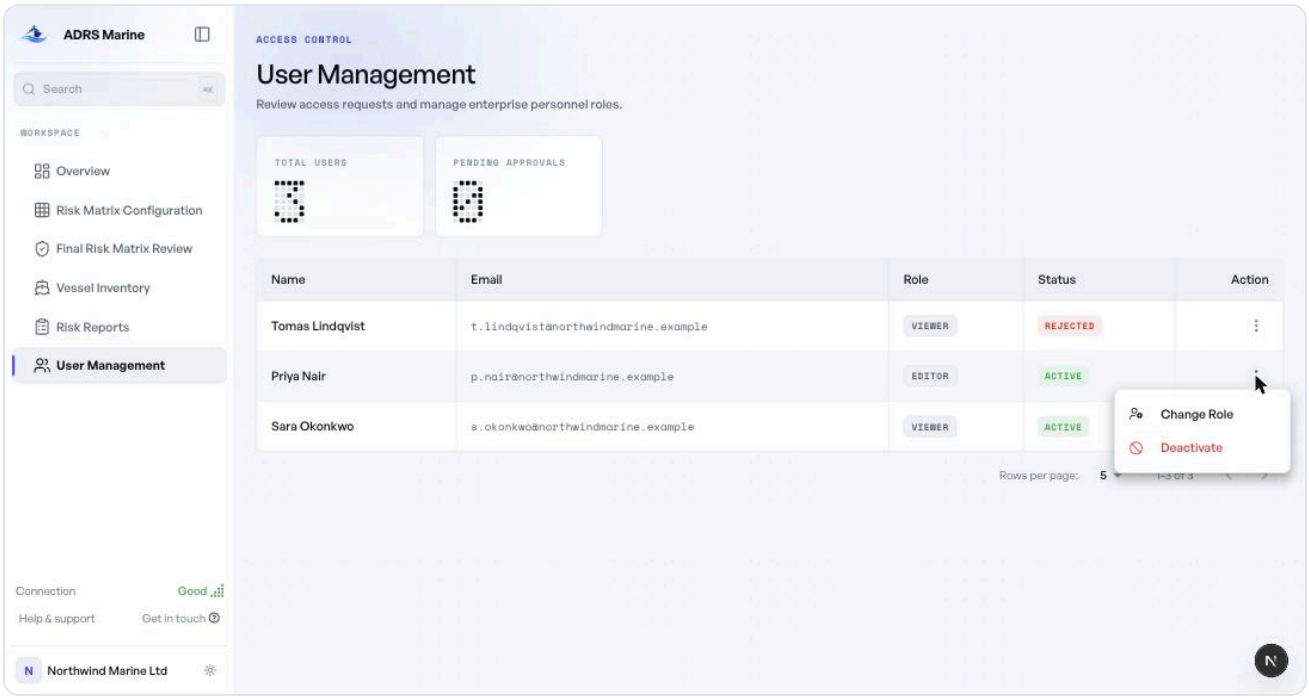
Pending requests are counted at the top.

2 **Open the row menu for the pending person**

Choose *Approve*, or *Reject* if you do not recognise them. Rejecting asks for a reason, which is kept with the record.

3 **Set their role**

Change Role switches between Editor and Viewer.



Stage 5 — the row menu. What it offers depends on the person's status.

Their status	Menu offers
PENDING	Change Role, Approve, Reject
ACTIVE	Change Role, Deactivate
REJECTED or Not Active	Change Role, Activate

REJECTION IS NOT PERMANENT

A rejected or deactivated account can be activated again later from the same menu.

Roles decide which screens exist for that person at all — see Team & access for the full matrix. In short: an **Editor** writes assessments; a **Viewer** only reads them; neither can see the vessel inventory, the matrix or user management.

Your company is ready

The matrix exists, the fleet is registered, and your team can sign in. From here the day-to-day work — creating a risk assessment and exporting the report — is the same for you as for everyone else, and it lives in the User runbook. Point your colleagues there.

Stages 3 to 5 only come back when your risk policy changes, a vessel joins the fleet, or someone joins the team. If something does not behave as described, Troubleshooting covers the known issues and what to check first.

BEFORE YOU START

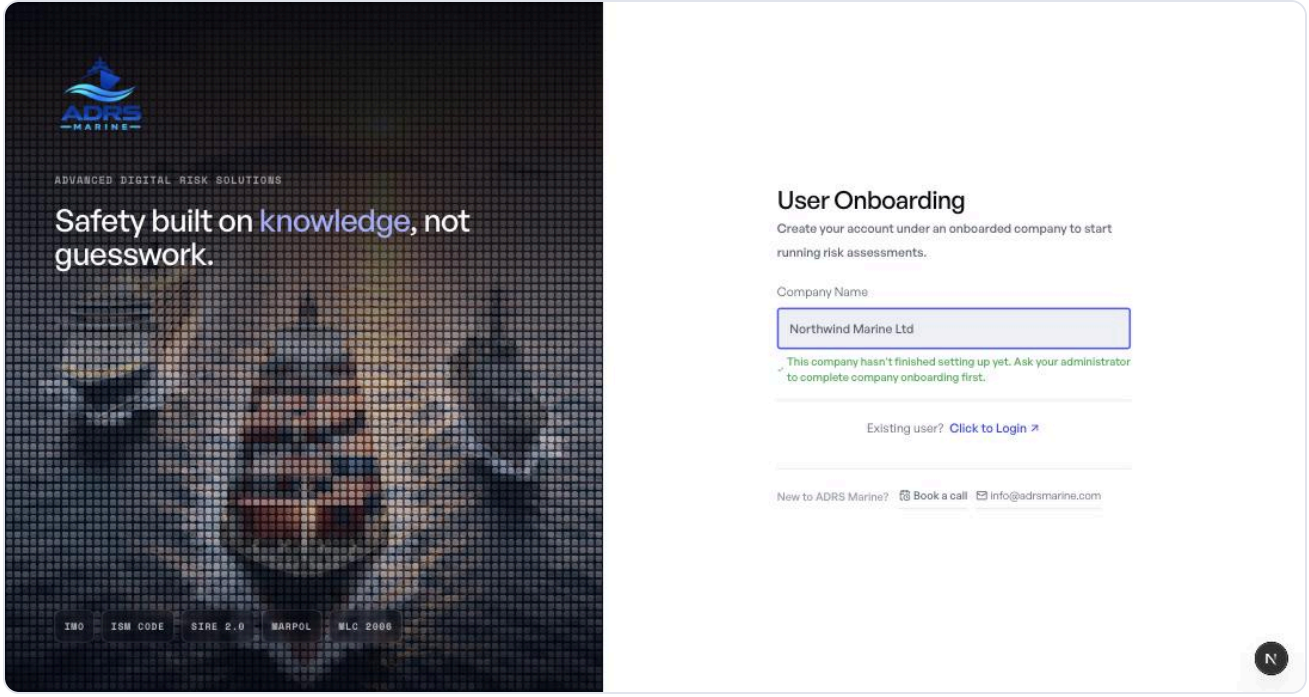
Your company must already be registered by its admin, and that admin will approve your account before you can sign in. If you are the person setting the company up, use the Company runbook instead — this guide is for everyone who joins afterwards.

Step	Who	Once or repeated
1. Join your company	You	Once
2. Get approved	Your company admin	Once
3. Sign in	You	Once
4. Create a risk assessment	Editor or admin	Every job
5. Export the report	Anyone	Every job

Join your company

You do not need the company master email — you register by naming the company, on the screen titled **User Onboarding**.

1. **Open the platform, choose Click to Onboard, then the user tab**
2. **Type the company name**
   Exactly as registered. Capitalisation does not matter.
3. **Complete name, email and password**
   These appear once the company is confirmed.
4. **Submit**
   The account is created as `PENDING`, and you cannot sign in yet — that is the next step.



Joining by company name. If the company is not recognised, the reason is shown inline.

If it says	Then
We couldn't find that company	The name is not on the register. Check the exact spelling with your administrator.
This company hasn't finished setting up yet	Your company is approved, but its admin has not finished company onboarding. They must complete the Company runbook first.
More than one company is registered under this name	Two organisations share the name. Contact ADRS Marine so the right one can be identified.

Get approved

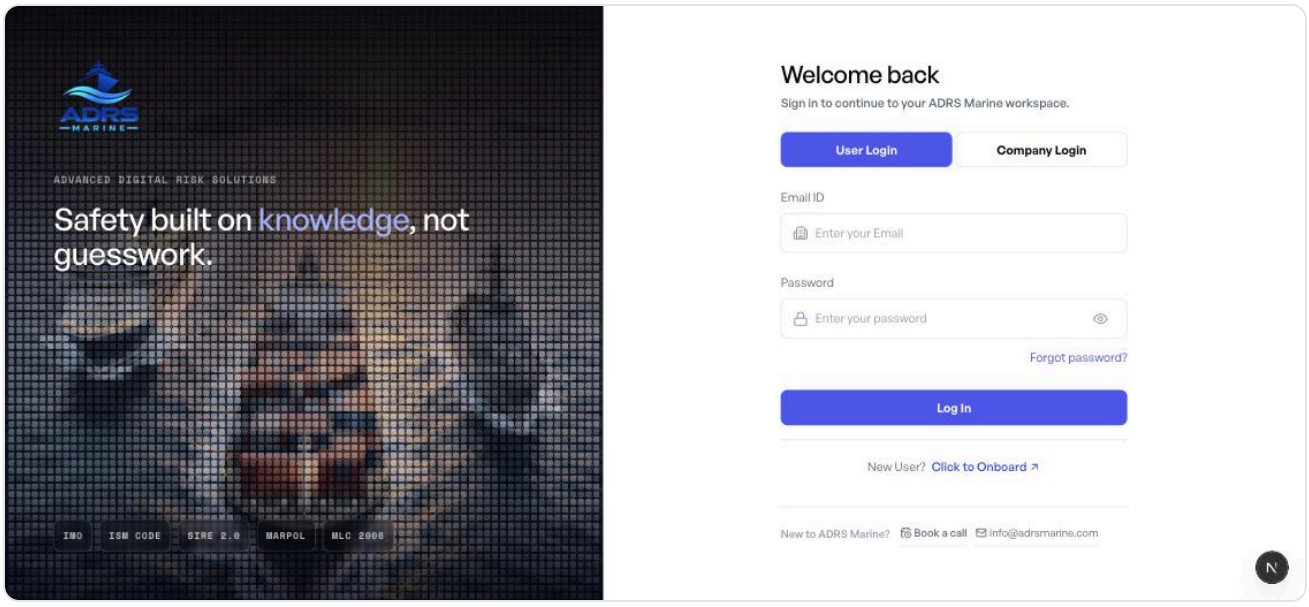
Registering does not let you in on its own. Your account is held as `PENDING` until a **company admin at your organisation approves it** and sets your role. This is deliberate — nobody reaches your company's assessments automatically.

YOU CANNOT SIGN IN UNTIL YOUR ADMIN APPROVES YOU

If you are stuck at a Pending screen, nothing is wrong with your account — it is waiting on your company admin. Ask them to open *User Management*, approve you, and choose your role (Editor or Viewer). Once they do, you can sign in straight away.

Sign in

Once you are approved, use the **User Login** tab — not Company Login. The giveaway is the first field: **User Login** asks for your *Email ID*, the address you registered with; Company Login asks for a Master User ID, which belongs to the admin.



The sign-in screen. The two tabs lead to different accounts — you want User Login.

FORGOTTEN YOUR PASSWORD?

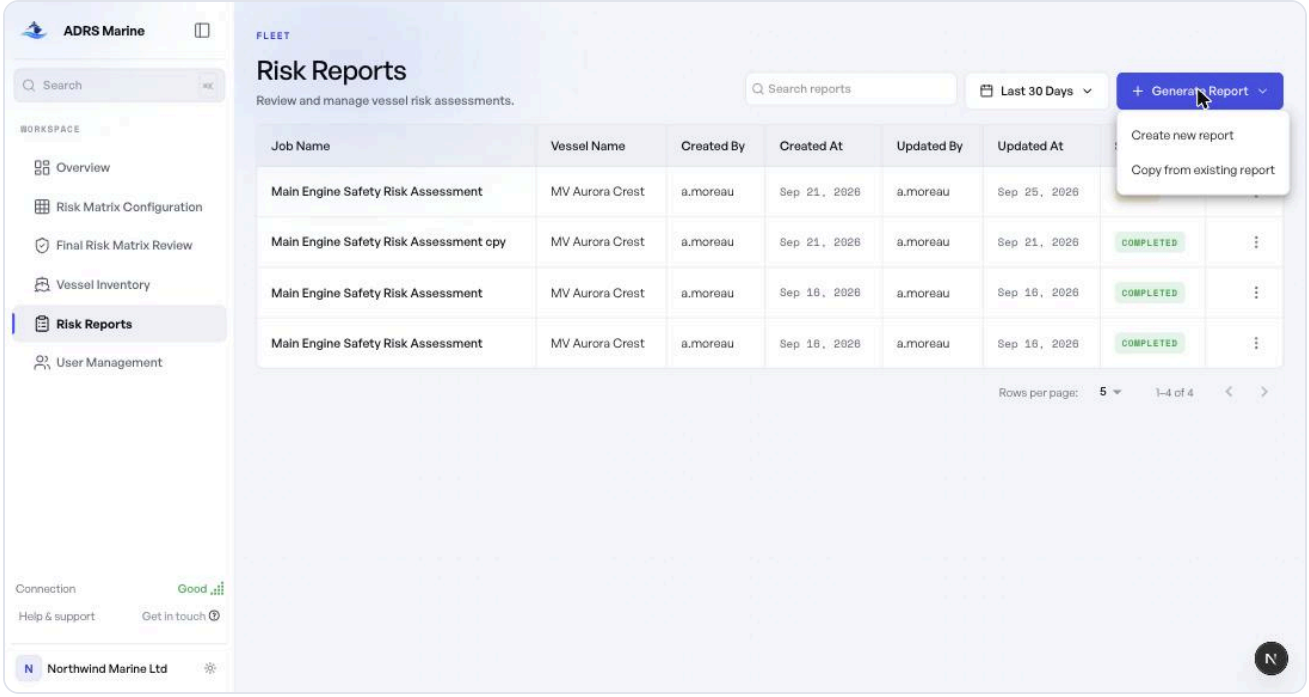
Forgot password? on the sign-in screen emails you a short-lived code and lets you set a new one. An administrator cannot set your password for you — see Getting access for the full reset.

Create a risk assessment

This is the everyday work, and it repeats for every job. You need the **Editor** role (or admin); a Viewer can read and export assessments but not write them.

1 **Open Risk Reports and choose Generate Report**

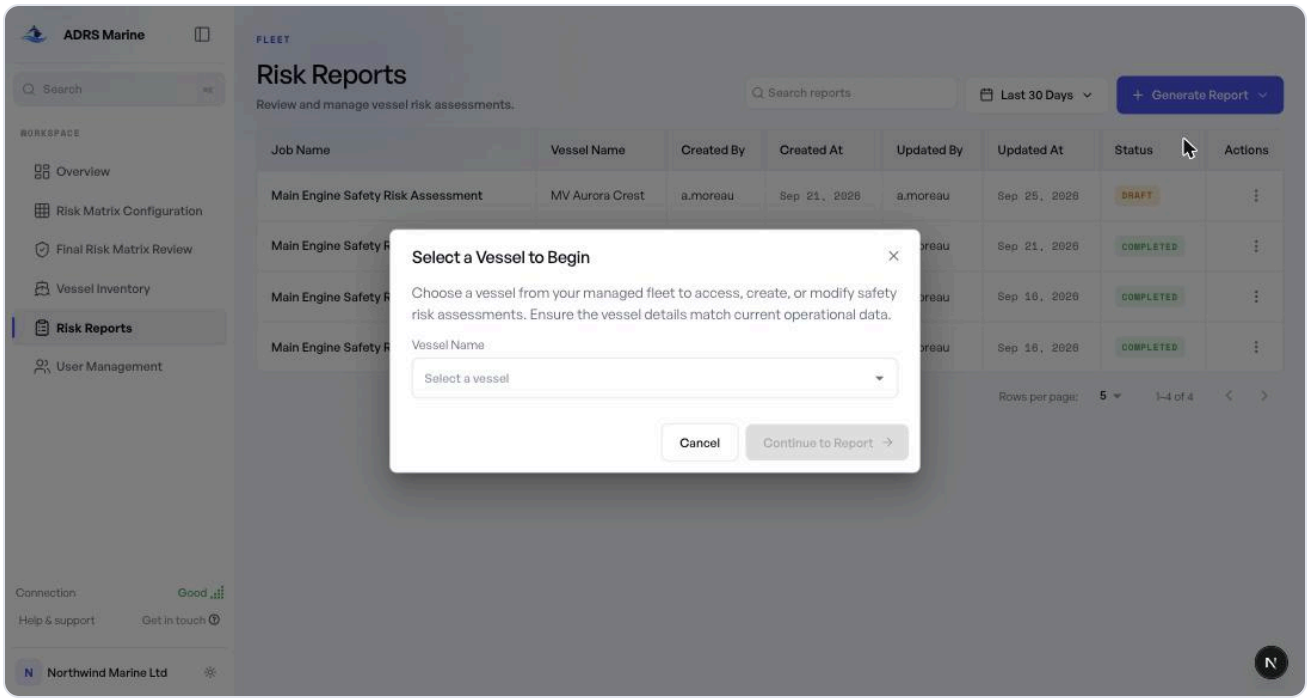
Pick *Create new report*, or *Copy from existing report* to reuse the structure of a job you have already assessed.



Start fresh, or copy the structure of a previous assessment.

2 Choose the vessel

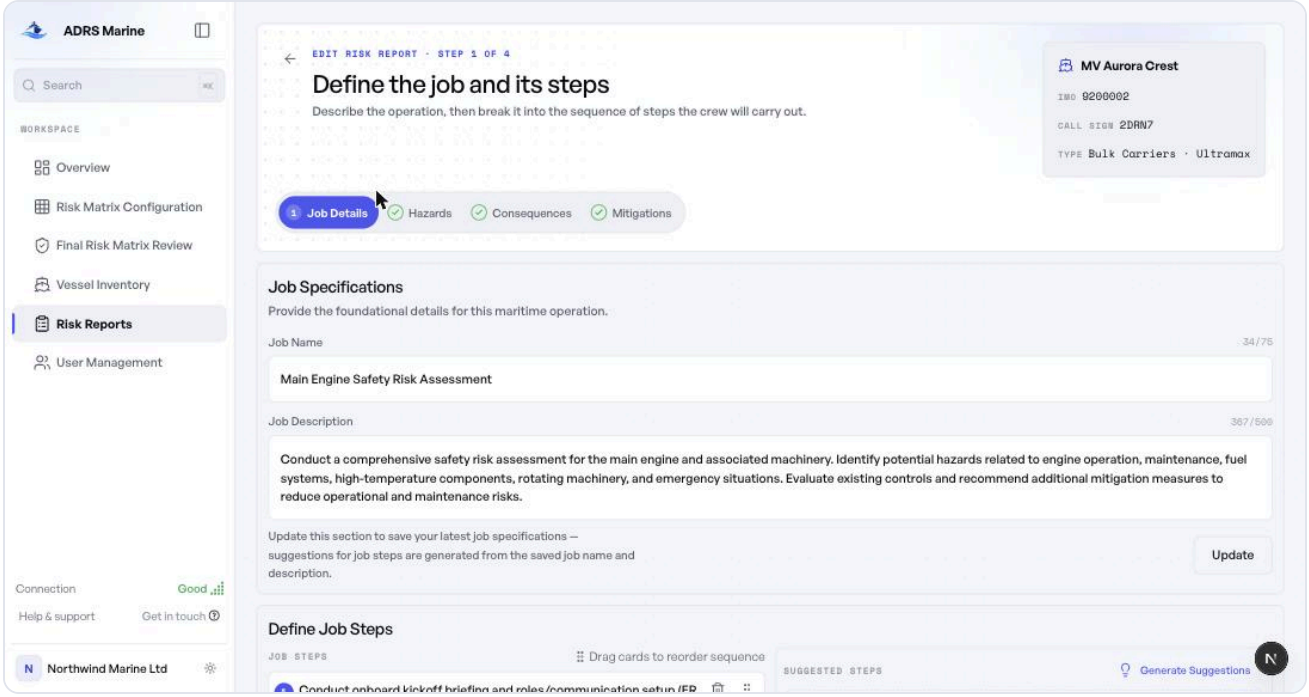
From your company's fleet.



Every assessment belongs to a vessel.

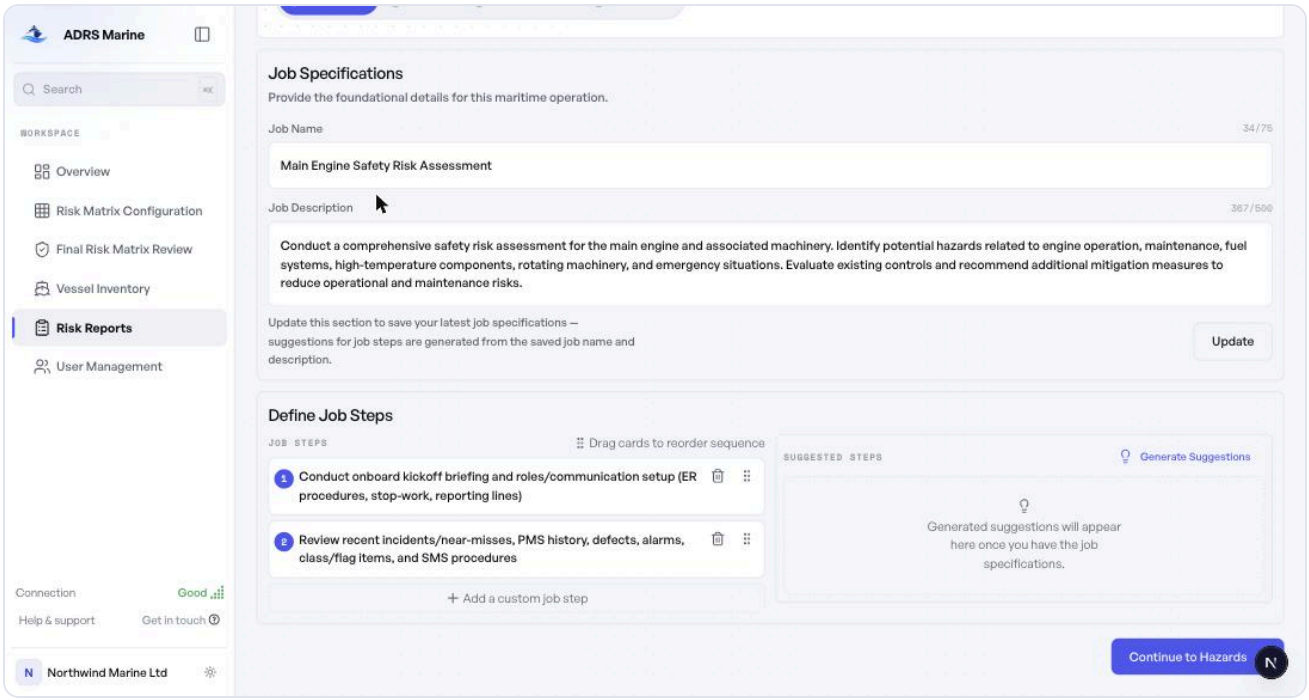
Step 1 of 4 — Define the job

Name the job and describe it. The description is what the suggestion engine reads, so a fuller description produces better suggestions.



Step 1 — job name and description. The vessel you chose stays in view, top right.

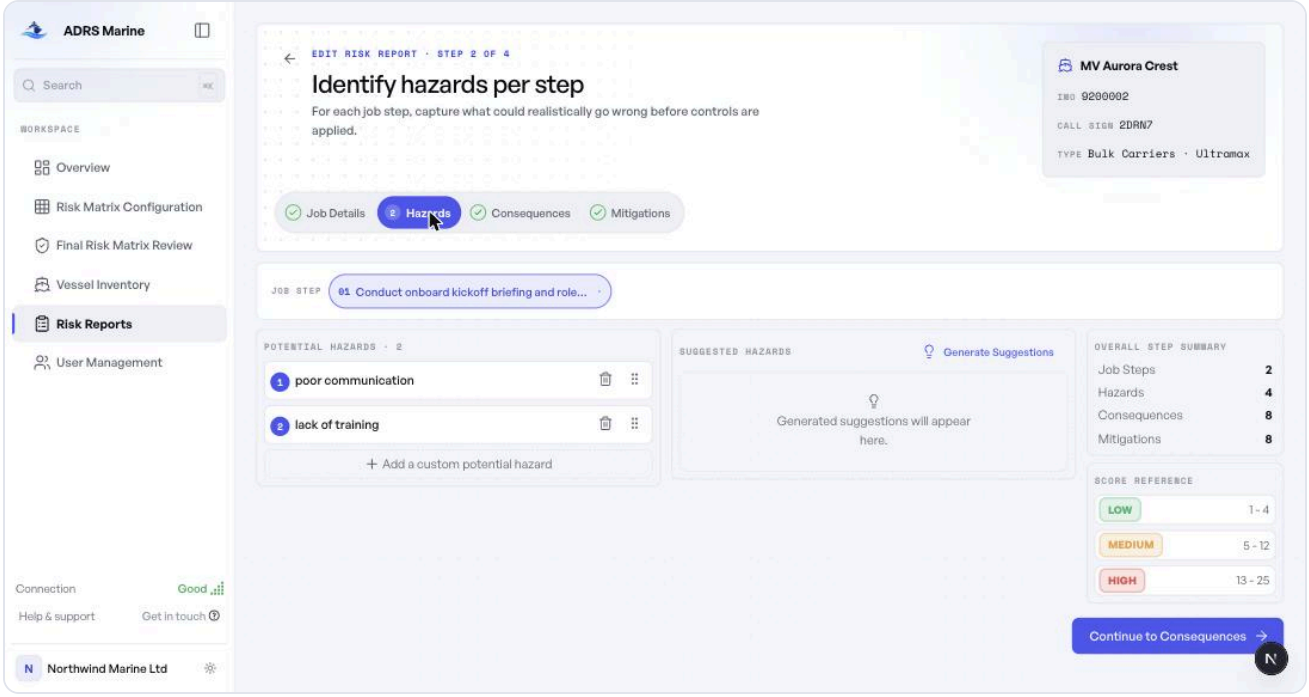
Then break the job into the sequence of steps the crew will carry out. Drag the cards to reorder them. *Generate Suggestions* proposes steps from the job name and description — click one to adopt it, and edit it afterwards.



Step 1 — the job steps. Suggestions are proposals; nothing is added unless you choose it.

Step 2 of 4 — Identify hazards

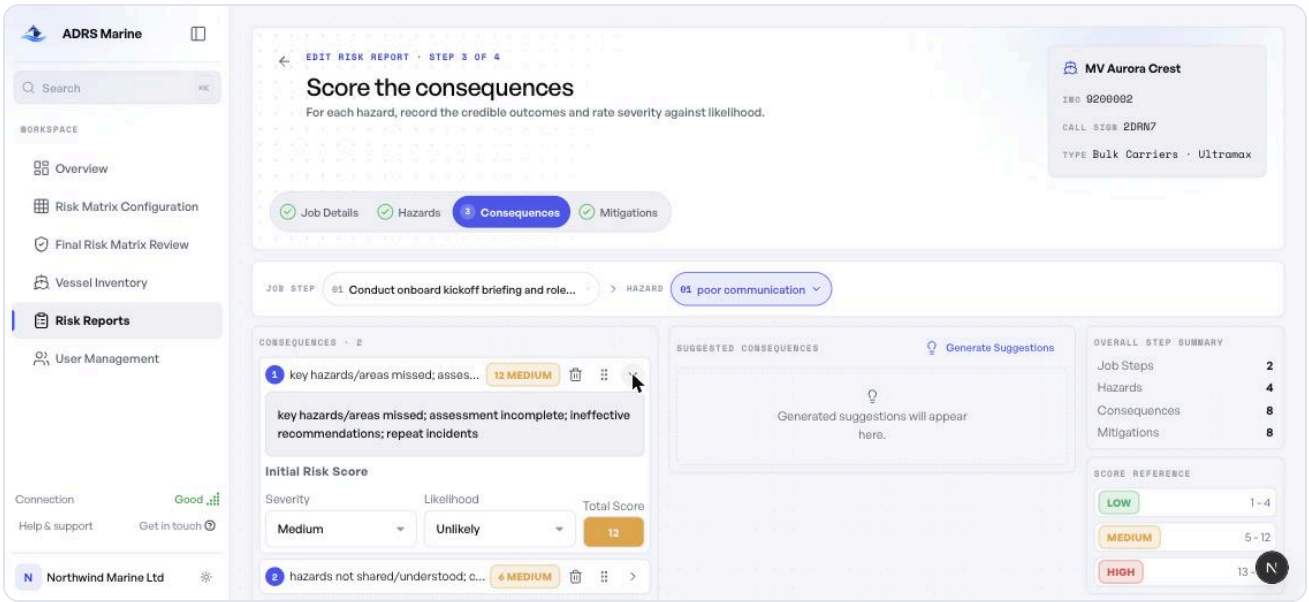
For each job step, what could realistically go wrong before any controls are applied. Use the job step selector to move between steps. The panel on the right keeps a running count and the score reference in view.



Step 2 — hazards for the selected job step.

Step 3 of 4 — Score the consequences

For each hazard, the credible outcomes — and how bad each would be. Expand a consequence to score it: choose a severity and a likelihood, and the total is calculated and banded for you.



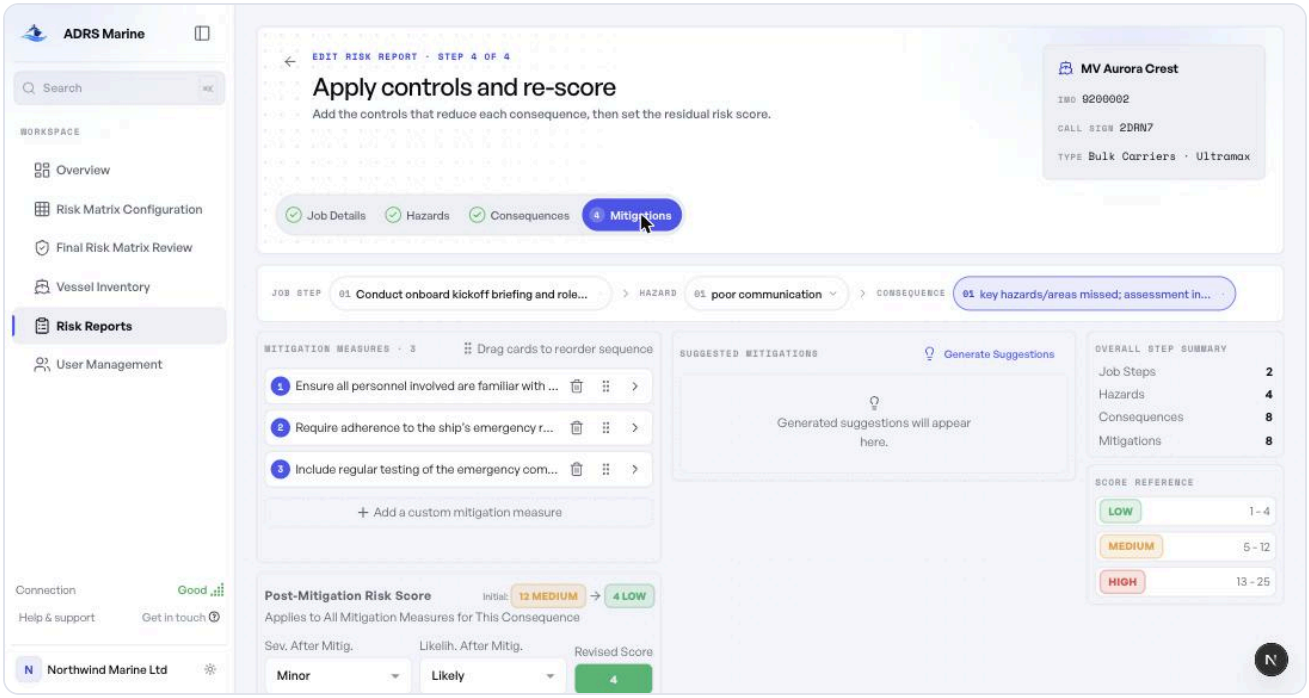
Step 3 — the initial risk score. This is the risk as it stands today, before the mitigations in this assessment.

SCORES ATTACH TO CONSEQUENCES, NOT HAZARDS

“Fire” is not a risk until you say what the fire does. That is why the score sits one level down.

Step 4 of 4 — Apply controls and re-score

For each consequence, record what you are doing about it, then score it again with those measures in place. The header shows the initial score and the new one side by side, so the difference the mitigation makes is visible as you work.



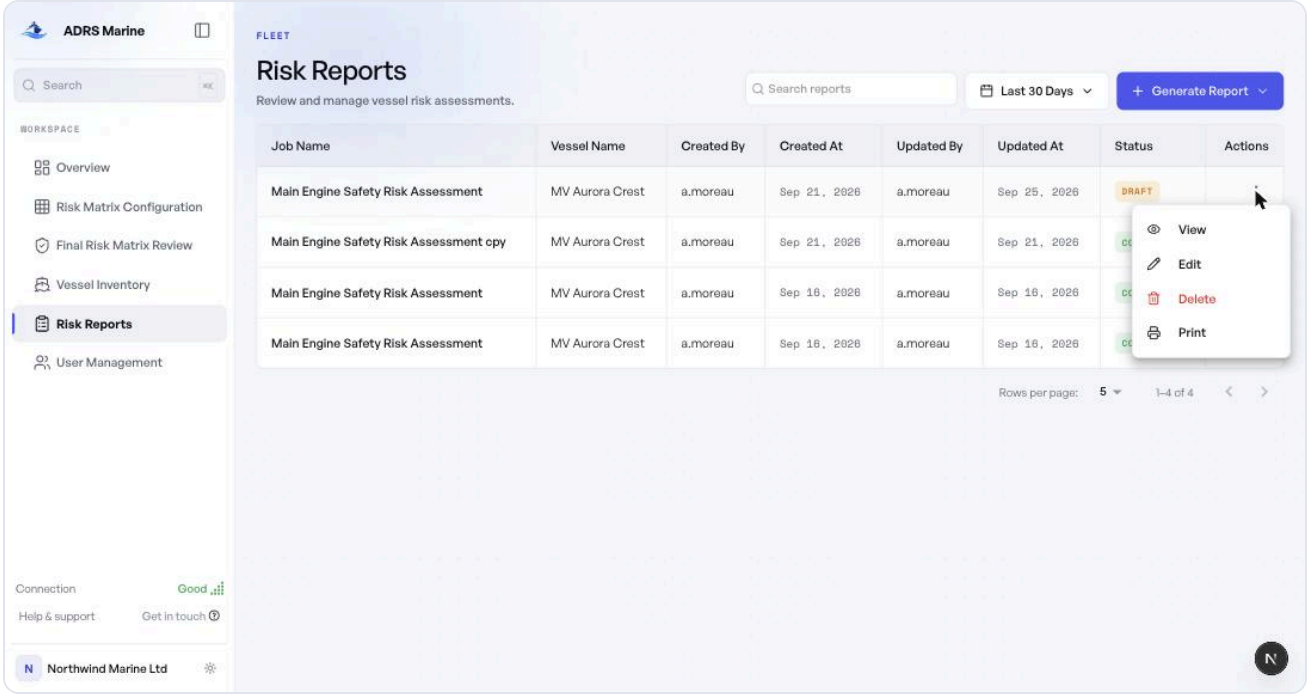
Step 4 — mitigation measures and the residual score. The breadcrumb shows which job step, hazard and consequence you are working within.

> **YOUR WORK SAVES ITSELF**
>
> Assessments save a moment after you stop typing, and the header tells you the state. Closing the tab by accident does not cost you the session, and if the connection drops your changes are held until it returns.

An assessment stays a `DRAFT` until every consequence has a mitigation and both scores. Once it does, it becomes `COMPLETED`.

Export the report

1. Open the row menu on Risk Reports



The row menu on a report.

Action	Does	Who
View	Opens the assessment read-only.	Everyone
Edit	Reopens the four-step wizard.	Admin, Editor
Delete	Removes it permanently.	Admin, Editor
Print	Opens the print preview.	Everyone

DELETE CANNOT BE UNDONE

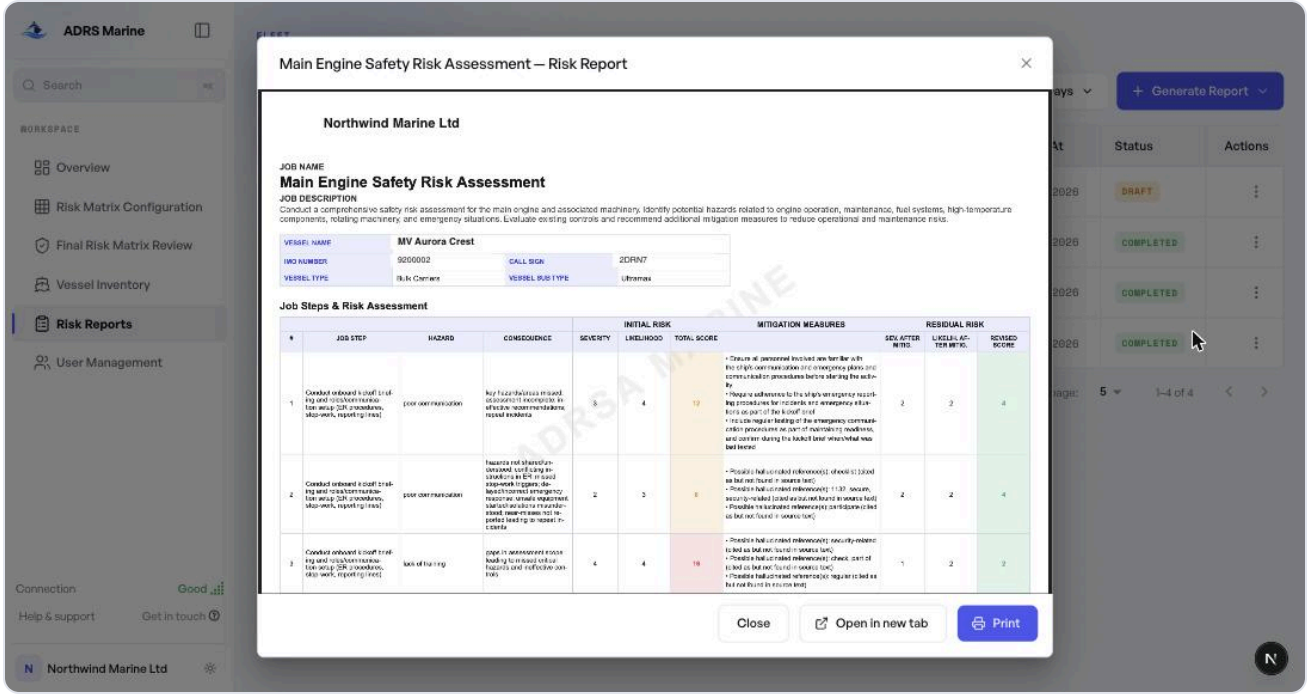
There is no archive and no restore, and the assessment's scores leave the fleet totals with it. Read the job name in the confirmation before agreeing.

2 Choose Print

The preview shows exactly what will be printed: your company name and logo, the vessel's identity, and every job step, hazard, consequence and mitigation with both scores side by side.

3 Print, or open in a new tab

Print raises your browser's print dialog. To keep a PDF, print and choose *Save as PDF* as the destination.



The print preview. Initial and residual scores sit side by side, which is the comparison an auditor is usually looking for.

That is the loop

From here it is a new assessment and a new report for each job. The matrix, the fleet inventory and user management belong to your company admin — if you need a new vessel added or your role changed, that is a request to them, and the Company runbook is where their side is written.

If something does not behave as described, Troubleshooting covers the known issues and what to check first.

ADRS Marine — platform documentation

Screenshots use fictional sample data. No vessel, company or person shown is real.

Open the platform (https://web.adrsmarine.com) · support@adrsmarine.com

ADRS MARINE

Safety built on knowledge, not guesswork.

PLATFORM

web.adrsmarine.com

DOCUMENTATION

docs.adrsmarine.com

GET IN TOUCH

info@adrsmarine.com

BOOK A DEMO

Scan to schedule a call, or email info@adrsmarine.com

You have reached the end of the Complete runbook.

Screenshots use fictional sample data — no vessel, company or person shown is real. © 2026 ADRS Marine.