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OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION
DIRECTORATE OF ADMINISTRATIVE PROGRAMS
OFFICE OF INFORMATION TECHNOLOGY SOLUTIONS

Maritime Crane Application User Guide

Version 3.0

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FINAL

*Prepared by
Directorate of Administrative Programs
Office of Information Technology Solutions
200 Constitution Ave., N.W.
Washington, D.C. 20210*

User Guide Document provides users a working familiarity with the Maritime Crane Application modules, navigation flow (high-level), and application screens descriptions. Includes screen displays and field descriptions for screen labels that are not self-explanatory.

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1 Volume 1- Overview

1.1 Overview

Maritime Crane Accreditation and Certification Program is OSHA's accreditation program for cargo gear and material handling devices that pertains only to the maritime industry under 29 CFR Part 1919 (Gear Certification). DOL-OSHA uses a third-party approach to ensure the compliance with maritime crane and cargo gear certification requirements.

Maritime Crane Application is a web-based application accessible via internet using a Web browser that provides the Office of Maritime Enforcement (OME), within the Directorate of Enforcement Programs (DEP), the capability to manage and track the accreditation and certification program. The latest upgraded application retains the same 'look and feel' in order to minimize re-training users.

1.2 Purpose

Provide you with a working familiarity with the Maritime Crane Application modules, navigation flow (high-level), and application screens descriptions. Includes screen displays and field descriptions for screen labels that are not self-explanatory. User should refer to OME policies and procedures regarding the business process workflows for tracking compliance of maritime crane and cargo gear certification requirements.

User guide is organized into separate volumes. Volume 1 consists of overview and information about the common features. Volumes 2 through 4 provides user instructions for each of the different user roles and last volume provides information on the shared forms, field descriptions, list of values, and useful references tables.

Volume 1 - Overview

Volume 2 – Accreditation Agency Roles (Signatory, Surveyor, and Administrative Assistant)

Volume 3 – Office of Maritime Enforcement (OME) Roles (Application Administrator and User)

Volume 4 – Area Office User

Volume 5 – Reports

Volume 6 - Data References, List of Values, Notification Triggers, Error Message and Solutions

1.3 Getting Started

1.3.1 Prerequisites

- User has a supported Web browser: Internet Explorer (IE) 11
- User has a valid User ID and password.
- User is assigned a valid user role and permission group.

1.3.1.1 Web Browser Settings

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- Google Chrome (Preferred Web Browser)
- Internet Explorer 8 or later: Turn-off “Compatibility View”
- Enable JavaScript to view on-line videos on select application Help Topics
- Adobe Reader: Required for viewing/printing PDF files.
- MS Excel: View, sort, and analysis exported CVS files.

1.3.1.2 User Account Credentials

- To obtain OSHA Maritime Crane User ID, fill out and submit a User Account Request form. The form is located on the OSHA INTRANET link: http://intranet.osha.gov/dap/oits/old/oits_user_account_request_form.pdf
- Submit the completed form to OSHA Application Support Team: OSHAapplications@dol.gov

1.3.1.3 Email Notification Setup

Not applicable.

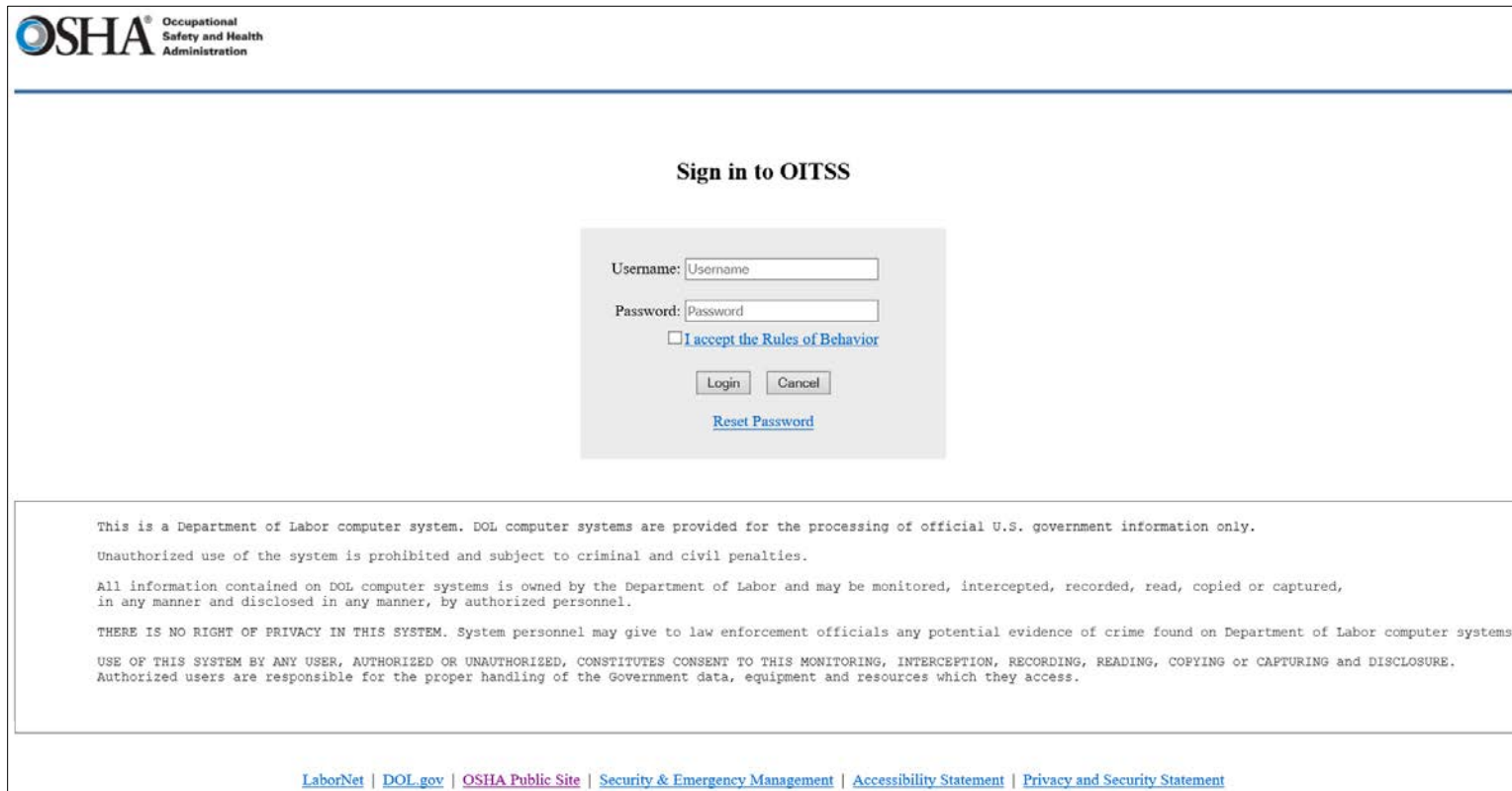
1.3.2 Sign - On Instructions

- To access Maritime Crane, open the Login Account Page in your browser. URL: <https://apps.osha.gov/mc>
- Application displays the username and password prompts and Rules of Behavior acknowledgement shown in figure below
- Enter username and password and click checkbox for Rules of Behavior acknowledgement.
- Select **Login** button.

Application Notes.

- *For security purposes, you are allowed up to 3 login attempts.*
- *After the third failed login attempt, your account will be locked.*

Contact OSHA Application Support Team for further assistance email: OSHAapplications@dol.gov



OSHA Occupational Safety and Health Administration

Sign in to OITSS

Username:

Password:

☐ I accept the Rules of Behavior

[Reset Password](#)

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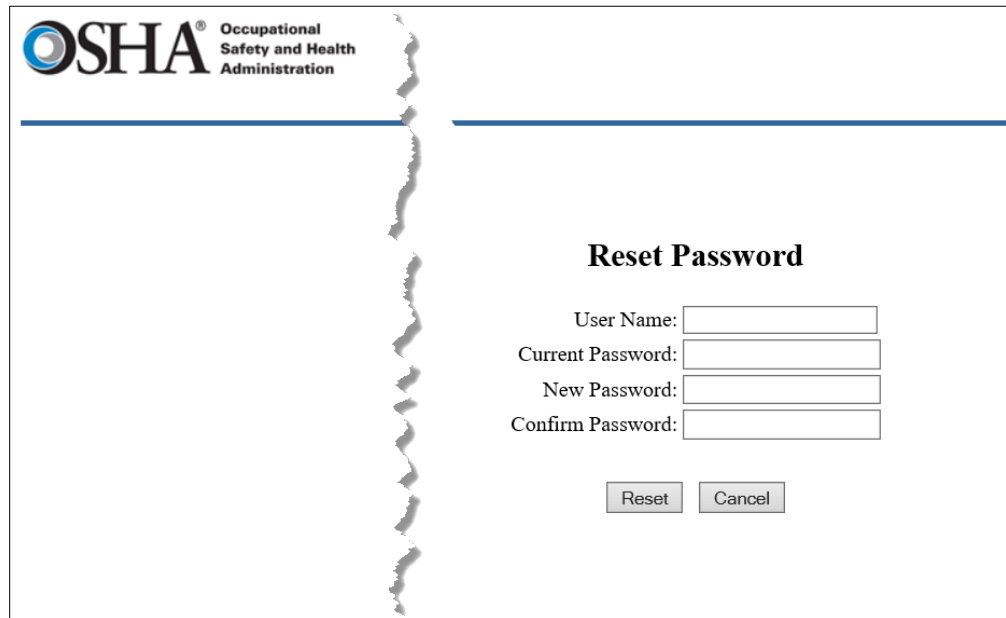
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Figure 1-1 Maritime Crane Log In Page

1.3.3 Reset Password

- Click in the *Reset Password* hyper-link to reset application password
- Enter User Name, Current Password, New Password, Confirm Password
- Select **Reset** button to save new password.

Application returns to Maritime Crane Log in page.



OSHA[®] Occupational
Safety and Health
Administration

Reset Password

User Name:

Current Password:

New Password:

Confirm Password:

Figure 1-2 Log In Reset Password Page

1.3.4 Session Timeout

Application ends user session after 30 minutes of inactivity and requires user to log in again. There is no timeout warning message. Application displays a message that session ended and redirects user to login page.

1.4 Main Landing Page

Main Landing Page provides access to the each Maritime Crane Modules and Oracle Reports available to the user based on their user role and permissions.

Maritime Crane 3.0 User Guide

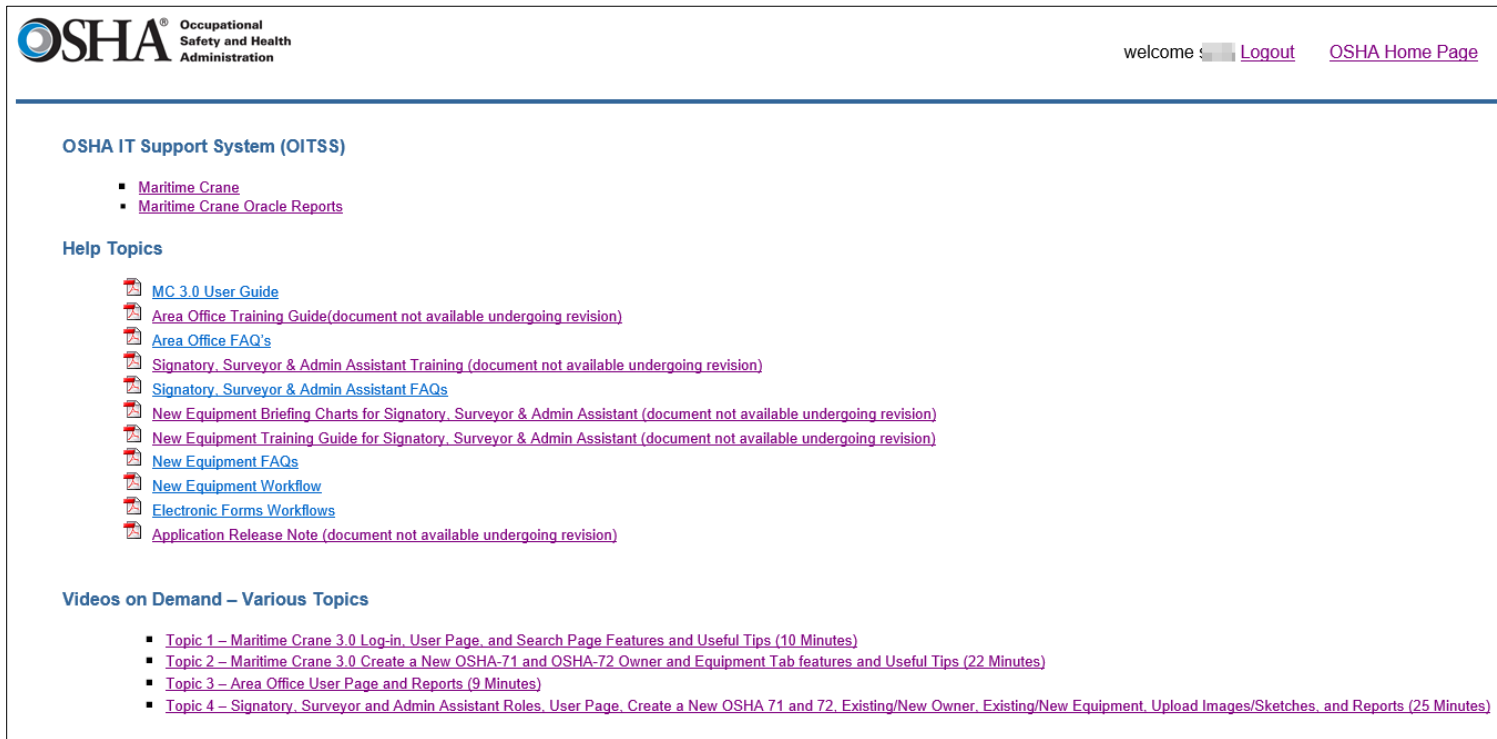


Figure 1-3 Maritime Crane Modules and Reports Landing Page

1.4.1 Screen Specifics

Screen Element	Description
Maritime Crane	Hyper-link to access the application modules and reports
Maritime Crane Oracle Reports	Hyper-link to access the application Oracle Reports
Help Topics	Hyper-links to User Guide, Help Topics files, and videos
Logout	Logout to end session
OSHA Home Page	Opens OSHA Public site in another web browser tab

1.5 Common Navigation Features

1.5.1 User Page

Select the *Maritime Crane* link and application display the User Main Page that allows users to navigate to different modules and reports based on their role and permissions.

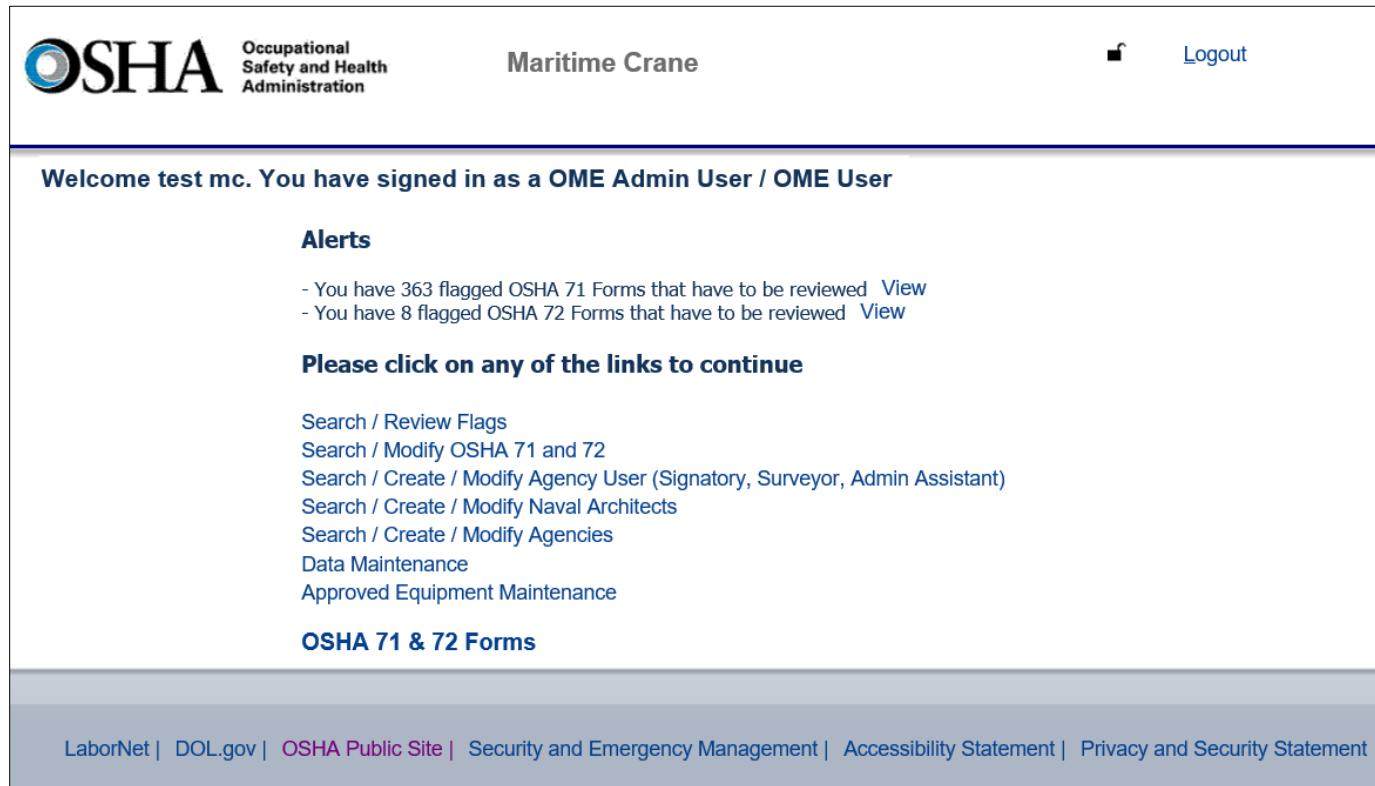


Figure 1-4 Maritime Crane User Main Page

1.5.1.1 Screen Specifics

- User Role – Display user role and title
- Alerts - Displays all flagged records assigned the user and link to view each flagged record (only available for OME Administrator and OME User)
- Search – Links to the Maritime Crane modules
- Forms – Link to blank draft forms
- Footer Section – Links to external web sites

Application Notes:

- Only use the navigation controls within the application (such as Tabs, Ok and Cancel links). If you click on any button outside the application you may get unexpected results.

Maritime Crane 3.0 User Guide

1.5.2 Search Page

Select *Search* module link of interest and application displays the module search page. Each search page consists of search criteria panel and grid list displays set of records that meet the search criteria. Within the grid list panel, user selects the record of interest to view, edit, delete, perform renew task, perform reissue task, or create a PDF file.

OSHA Occupational Safety and Health Administration

Maritime Crane

Logout

Main Page Search Page

Search / Modify OSHA 71 and 72

Search

OSHA Certificate / Notice No.

Agency Assigned No.

Select Form OSHA 71

Owner Name

Zip Code

Approval Date

Reporting #

Alert Flag Type

Equipment Manufacturer

Model No.

Serial No.

Owner ID.

Agency

Signatory

Surveyor

Admin Assistant

Search Reset

View - Detach

	OSHA Certificate No.	Owner Name	Street Address 1	City	State	Zip Code	Equipment Manufacturer	Model No.	Serial No.	Owner ID.	Flag Type	Reviewed Flag
Edit Delete PDF												☐
Edit Delete PDF												☐
Edit Delete PDF												☐
Edit Delete PDF												☐
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Figure 1-5 Search Page

Grid List - Displays the first set of records that meet the search criteria and allow user to further refine and sort records.

Each Grid List display has one or more drop-down menu controls to perform the following functions:

- File
 - o Export to MS Excel
- View Menu- drop-down list of submenu items to customize the grid list layout
 - o Customize Columns
 - o Detach
 - o Sort
 - o Reorder Columns

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- Filter Icon – Enable/disable Column Headings query by example (QBE) within specific columns
 - Columns that have the Query-by-Example (QBE) feature, enter the string and select the enter key to narrow down the list of records. OBE can also be used with either special characters or operators.
 - ‘%’ The percent wildcard specifies that any characters can appear in multiple positions represented by the wildcard.
 - ‘>’ Greater than a number
 - ‘<’ Less than a number
- Detach - display grid list in a separate web browser tab
- Move through Records - allows user to move to the next, previous page, beginning, and end of the list of records

Screen Specifics

Screen Element	Description
OSHA Certificate / Notice No.	Enter OSHA Certificate / Notice No. Certificate/Notice Number is 15 digits yyyy-ff-aaaa-xxxxx where yyyy = Calendar Year ff= Form Number (71 or 72) aaaa = Unique Accreditation Agency ID xxxxx = Unique sequence number Application Note: Prior to MC 3.0, Certificate/Notice Numbers were 14 digits. Add a zero (0) preceding the last set to numbers when attempting to look-up a 14 digit number.
Agency Assigned No.	Enter a number the agency might use to track certificates – This is an optional field.
Select Form	Click on drop down arrow to select either OSHA 71 or OSHA 72. Default is OSHA 71
Owner Name	Name of owner of crane/equipment inspected
Zip Code	Company address Zip Code
Approval Date	Enter date range to and from approval date. Enter a date or click on the calendar icon and select a date.
Reporting #	
Alert Flag Type (OME Administrator and OME User)	Select alert flag type for the drop down. The list of values are dynamic and change depending on Form Type selected and user role. Example User Role: OME Administrator • Valid OSHA 71 Alert Flag Types include: • Expired/Overdue Inspection. Not completed within Annual date. • Max Proof Load Flag – Bridge Crane w/ Trolley • SWL Flag – Bridge Type Crane w/ Trolley

Maritime Crane 3.0 User Guide

Screen Element	Description
	• Min Proof Load Flag – Other Type Crane • Max Proof Load Flag – Other Type Crane • SWL Flag – Other Type Crane • 72 Exists outside Agency for 71 • Expired/Overdue Inspection. Not completed within Quadrennial Date • Re-issued 71 with 90 days • Signatory Comments • Valid OSHA 72 Alert Flag Types include: • OSHA 72 30 Days Overdue • Signatory Comments
Equipment Manufacturer	Enter full name of the Crane/Equipment Manufacturer
Model No.	Enter the equipment's model number
Serial No.	Enter the equipment serial number
Owner ID.	Enter Name/Number assigned by owner (if any)
Agency	Click on drop down arrow to select from list of Accredited Agencies listed in alphabetic order
Signatory	Click on drop down and select a name that appears on the OSHA 71 or 72
Surveyor	Click on drop down and select a name that appears on the OSHA 71 or 72
Admin Assistant	Click on drop down and select a name that appears on the OSHA 71 or 72
Logout	Logout to end session
Main Page	Returns user to Maritime Crane Main Page

1.5.3 Application Module Page

For the record of interest, select link to edit record and application displays the module. Clicking the tabs and subtabs provides access the module screens. The tab names and functions will vary depending on the user role, form, and function being used.

Figure 1-6 Application Module Edit Form Screen

1.5.3.1 Screen Specifics

- Main Tabs – Access to application modules and return to user page
- Subtabs – Access to application module sections
- Screen Title – Subtab name and function
- Fields – View/modify date fields using a combination of data entry techniques (including lookup values, drop down list, and calendar date picker).

Application Notes:

- o Asterisk "*" next to form field indicates required before record can be saved
- o Users can navigate between each field by using the mouser pointer or keyboard Tab-key

- Command Buttons – Allow user to perform actions *Save Draft*, *Save & Continue*, and *Cancel* buttons. Other screens may display buttons such as *Save*, *Delete*, *Submit for Approval*, *Approve*, and *Reject*.

1.6 Application User Roles and Permissions

1.6.1 Admin Assistant

Responsible for data entry with privileges to create, modify and delete draft records on behalf of a Surveyor/Signatory. One additional field Surveyor/Signatory on data entry OSHA-71/72 Owner Equipment & Information page that is not applicable to other roles.

1.6.2 Surveyor

Inspects and may create/modify/delete draft and rejected OSHA-71 (certificate) and OSHA-72 (deficiencies) with or without new equipment. Only draft or rejected records may be modified or deleted. Once record is submitted for Signatory approval, record cannot be modified by user unless Signatory rejects record.

1.6.3 Signatory

Inherits same role and privileges as Surveyor, approves or rejects OSHA-71 or OSHA-72 with or without new equipment. Rejected records are returned to user role that created record for modification. If OSHA-71/72 approved, certificate/deficiencies are provided to equipment owner, Office of Maritime Enforcement and Area Office users have access to data. May reassign and Search/ Add Surveyor/Signatory to Access other OSHA71/72.

1.6.4 OME Administrator User/OME User

Highest privileges to view, modify/delete approved OSHA-71/72s with or without new equipment, certify or reject new equipment using Data Maintenance link, search/create/modify the following: agency users, naval architects and agencies. Modify/delete equipment records (manufacturer, model No., serial No., and owner id) using Approved Equipment Maintenance link. View Alerts flagged for 71/72 review and to clear.

1.6.5 OME User

Inherits same role and privileges as OME Admin User/OME User except does not have access to Data Maintenance and Approved Equipment Maintenance links.

1.6.6 Area Office User

View only access of ALL approved OSHA-71s and 72s. View ALL records within the ten regional/area offices. View Alert Flagged OSHA-71 records.

1.7 Need More Help

Application landing page includes online Help Topics section with links to 'how-to' documents and videos. To view each topic, just click on the hyper-link to open document or watch the video. There's no player required for the videos.

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If you need more help with application modules, please contact OME Support Personnel for Maritime Cargo Gear Accreditation/Certification

- Nick DeAngelis at deangelis.nicholas@dol.gov or call 202-693-2186
- Jeremy Fuchs at fuchs.jeremy@dol.gov or call 202-693-2421

For user accounts, e-mail OSHAapplications@dol.gov

2 Volume 2 - Accreditation Agency Roles

This volume provides working familiarity with the Maritime Crane Application modules for an Accreditation Agency Signatory, Surveyor, and Administrative Assistant users. Includes screen displays and field descriptions for screen labels unique to the user role. Refer to Volume 1 for information about common features.

2.1 User Page

Once logged into Maritime Crane Application, the User Main Page is displayed with access to modules available to the user based on their role.

OSHA Occupational Safety and Health Administration

Maritime Crane

[Logout](#)

Welcome [redacted]. You have signed in as a Signatory

Select Accreditation Agency [redacted] ▼

Please click on any of the links to continue

- [Approve / Modify / Reject OSHA 71 and 72 Pending Approvals](#)
- [Search / View / Renew Approved OSHA 71 and 72](#)
- [Create a new OSHA 71](#)
- [Create a new OSHA 72](#)
- [Search / View / Renew My Approved OSHA 71 and 72](#)
- [View my Pending OSHA 71 and 72](#)
- [View / Modify My Rejected OSHA 71 and 72](#)
- [View / Modify My Saved DRAFT OSHA 71 and 72](#)
- [Search / Add Surveyor/Signatory to Access other OSHA 71/72](#)

New Equipment - OSHA 71 and 72 Records

- [View / Modify my Pending New Equipment for OME Certification](#)
- [View / Modify my OME Certified New Equipment](#)
- [View / Modify my Rejected New Equipment by OME](#)

OSHA 71 & 72 Forms

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Figure 2-1 Accreditation Agency User Main Page

Screen Specifics

Screen Element	Description
Select Accreditation Agency	Click on drop down and select one of the designated Accredited Agency. Administrative Assistant is associated with one or more Accreditation Agencies
Approve / Modify / Reject OSHA 71 and 72 Pending Approvals (Signatory Only)	Approve, modify, or reject OSHA 71 and 72 pending Signatory approval
Search / Add Surveyor/Signatory to Access other OSHA 71/72 (Signatory Only)	Search or assign approved OSHA certificates/notices from one surveyor to other
OSHA 71 & 72 Forms	Click on link to access Maritime Crane reports page

2.2 Activity 1 – Search/View/Renew Approved OSHA-71 and 72

Search, view, and renew approved OSHA-71 and 72 on behalf of a Surveyor or Signatory that were previously created by Surveyor or Signatory.

2.2.1 Task 1 – Search for approved OSHA-71 and 72

2.2.1.1 Step 1 – From the User Page, click on the drop down list and select an Accreditation Agency.

2.2.1.2 Step 2 - Select *Search / View / Renew Approved OSHA 71 and 72* link. Application displays Form 71 and 72 Search Page consisting of Search Criteria panel and Gird List display. Enter search criteria and select **Search** button.

OSHA Occupational Safety and Health Administration

Maritime Crane

[Logout](#)

[Main Page](#) [Search Page](#)

Search / View / Renew Approved OSHA 71 and 72

Search

OSHA Certificate / Notice No.

Agency Assigned No.

Select Form: OSHA 71

Owner Name

Zip Code

Approval Date -

Equipment Manufacturer

Model No.

Serial No.

Owner ID

Signatory

Surveyor

[Search](#) [Reset](#)

View

OSHA Certificate No.	Owner Name	Street Address 1	City	State	Zip Code	Equipment Manufacturer	Model No.	Serial No.	Owner ID.
View PDF Renew 71 Issue 72									
View PDF Renew 71 Issue 72									
View PDF Renew 71 Issue 72									
View PDF Renew 71 Issue 72									
View PDF Renew 71 Issue 72									
View PDF Renew 71 Issue 72									
View PDF Renew 71 Issue 72									
View PDF Renew 71 Issue 72									
View PDF Renew 71 Issue 72									
View PDF Renew 71 Issue 72									

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Figure 2-2 Administrative Assistant Approved OSHA Form 71 and 72 Search Page

2.2.1.3 Step 3 – Click on *View* link adjacent to record of interest to view Form details. Application displays record details read only mode. Click on the subtabs to view form details.

OSHA Occupational Safety and Health Administration

Maritime Crane [Logout](#)

[Main Page](#) [Search Page](#) [OSHA Form 71](#)

[Owner & Equipment Information](#) [Inspection Information](#) [Images/Sketches](#) [View Form 71](#)

Form 71 Owner & Equipment Information

Certificate Details

Agency Assigned No.
Inspection Date 6/4/2018

Owner Information

* Owner [Redacted] [Search] [Edit]
* Street Address [Redacted]
* City [Redacted]
* State [Redacted]
* Zip Code [Redacted]
Phone No. [Redacted]

Equipment Information

Manufacturer [Redacted]
Model No. [Redacted]
Serial No. [Redacted]
Owner's ID [Redacted]
* Accreditation [Redacted]
* Equipment Type [Redacted]
Equipment Description [Redacted]
Spout/Other Device Description [Redacted]
* Location [Redacted]
Location Description [Redacted]
Signatory/Surveyor [Redacted]

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Figure 2-3 View Approved OSHA-71 and OSHA-72 Forms

2.2.2 Task 2 – Renew approved OSHA-71 to initiate a certification renewal for selected record.

2.2.2.1 Step 1 – From Search Page Grid List display, click on *Renew 71* link adjacent to record of interest to renew the form. Application displays renew form page.

Application Notes: Select a Signatory and/or Surveyor name to search and renew OSHA-71.

Figure 2-4 Renew Approved OSHA-71 Form

2.2.2.2 Step 2 – Click inside the data fields to modify and update form

2.2.2.3 Step 3 – After completing the data entry, select either the **Save Draft**, **Save & Continue**, or **Cancel** buttons.

2.2.3 Task 3 – Issue OSHA-72 to initiate a deficiency form for selected record.

2.2.3.1 Step 1 – From Search Page Grid List display, click on *Issue 72* link adjacent to record of interest to issue OSHA-72 Form. Application displays OSHA-72 form page and prepopulates fields with existing data on Owner Information and Equipment Information.

Application Notes: Select a Signatory and/or Surveyor name to search and issue OSHA-72.

Figure 2-5 Issue OSHA-72 Form

2.2.3.1 Step 2 – Click inside the data fields to enter or modify data fields.

2.2.3.2 Step 3 – After completing the data entry, select either the **Save Draft**, **Save & Continue**, or **Cancel** buttons.

2.3 Activity 2 - Create a New Equipment OSHA-71

Create, update, and submit an OSHA-71 on behalf of a Surveyor or Signatory for Signatory approval

2.3.1 Task 1 – Create a New Equipment OSHA-71

2.3.1.1 Step 1 – From the User Page, click on the drop down list and select an Accreditation Agency.

2.3.1.2 Step 2 - Select *Create a New Equipment OSHA-71* link. Application displays OSHA-71 Form page.

OSHA Occupational Safety and Health Administration

Maritime Crane

Logout

Main Page OSHA Form 71

Owner & Equipment Information Inspection Information Images/Sketches View Form 71

Form 71 Owner & Equipment Information

Certificate Details

Agency Assigned No.

* Inspection Date

Owner Information

* Owner

* Street Address

* City

* State

* Zip Code

Phone No.

Equipment Information

Manufacturer

Model No.

Serial No.

Owner's ID

* Accreditation

* Equipment Type

Equipment Description

Spout/Other Device Description

* Location

Location Description

Signatory/Surveyor

Save Draft Save & Continue Cancel

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Figure 2-6 Create New OSHA-71 Form

2.3.1.3 Step 4 – Enter Inspection Date. Enter a date or click on the calendar icon and select a date.

2.3.1.4 Step 5 - Search for existing owner information. Two search options.

Application Notes: Process to enter Owner Information is the same for OSHA-71 or OSHA-72.

The screenshot shows the 'Form 71 Owner & Equipment Information' page in the background. The 'Search Owners' pop-up window is open, featuring a search bar at the top. Below the search bar is a table with the following columns: Owner Name, Street Address Line 1, City, State, and Zip Code. The table contains several rows of data, which are partially obscured by blurring. At the bottom of the table, there is a pagination bar that reads 'Page 1 of 3195 (1-10 of 31942 items)'. The pagination bar includes navigation buttons for previous and next pages, and a list of page numbers (1, 2, 3, 4, 5, 3195). The pop-up window also has 'OK' and 'Cancel' buttons at the bottom right.

Figure 2-7 New OSHA-71 Form Search Owners Pop-up Display

2.3.1.5 Step 6 – Select existing equipment information from cascading pick lists starting with manufacturer, than model number, and finally the serial number.

Application Note: Process to select equipment is the same for OSHA-71 or OSHA-72.

The screenshot displays the OSHA Form 71 Maritime Crane interface. At the top, the OSHA logo and "Occupational Safety and Health Administration" are on the left, and "Maritime Crane" and a "Logout" link are on the right. Below the header, there are tabs for "Main Page" and "OSHA Form 71". Under "OSHA Form 71", there are sub-tabs: "Owner & Equipment Information" (selected), "Inspection Information", "Images/Sketches", and "View Form 71".

The "Form 71 Owner & Equipment Information" section is divided into two main areas:

- Certificate Details:**
 - Agency Assigned No. [Text Field]
 - * Inspection Date [Text Field]
- Owner Information:**
 - * Owner [Text Field]
 - * Street Address [Text Field]
 - * City [Text Field]
 - * State [Text Field]
 - * Zip Code [Text Field]
 - Phone No. [Text Field]
- Equipment Information:**
 - * Manufacturer [Dropdown Menu]
 - * Model No. [Text Field]
 - * Serial No. [Text Field]
 - Owner's ID [Text Field]
 - * Accreditation [Text Field]
 - * Equipment Type [Text Field]
 - Equipment Description [Text Field]
 - Spout/Other Device Description [Text Field]
 - * Location [Text Field]
 - Location Description [Text Field]
 - Signatory/Surveyor [Text Field]

At the bottom of the form, there are three buttons: "Save Draft", "Save & Continue", and "Cancel".

The footer contains links: LaborNet | DOL.gov | OSHA Public Site | Security and Emergency Management | Accessibility Statement | Privacy and Security Statement.

Figure 2-8 New OSHA-71 Form Select Equipment Information

2.3.1.6 Step 7 – If equipment information is not available, create new equipment to submit for OME certification. From the appropriate pick list, select last item starting with 'New'. Application enables the subtab Equipment Information fields to allow user to enter new equipment information data. Enter required information.

Application Note: Process to create new equipment is the same for OSHA-71 or OSHA-72.

OSHA Occupational Safety and Health Administration

Maritime Crane

Logout

Main Page OSHA Form 71

Owner & Equipment Information Inspection Information Images/Sketches View Form 71

Form 71 Owner & Equipment Information

Certificate Details

Agency Assigned No.

* Inspection Date

Owner Information

* Owner

* Street Address

* City

* State

* Zip Code

Phone No.

Equipment Information

* Manufacturer

* Model No.

* Serial No.

Owner's ID

* New Manufacturer

* New Model No.

* New Serial No.

* New Owner's ID

* Accreditation

* Equipment Type

* Equipment Description

Spout/Other Device Description

* Location

* Location Description

Signatory/Surveyor

Save Draft Save & Continue Cancel

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Figure 2-9 New OSHA-71 Form Create New Equipment

2.3.1.7 Step 8 - After completing the data entry, select either the **Save Draft**, **Save & Continue**, or **Cancel** buttons.

2.3.1.8 Step 9 - After new equipment is created and click on **Save Draft** or **Save & Continue** button, application display *Equipment Comments Pending OME Certification of New Equipment* banner.

Process Note: The OSHA 71 or 72 new equipment must first be certified by OME Admin before user may submit for Signatory Approval. User must access View/Modify my OME Certification New Equipment link, retrieve record and Save record and Submit for Approval.

Maritime Crane 3.0 User Guide

2.3.2 Task 2 – Submit a New Equipment OSHA-71

Submit new equipment OSHA-71 for Signatory approval.

2.3.2.1 Step 1 – Form the OSHA-71 Form page, click on the *Inspection Information* subtab.

The screenshot displays the 'Inspection Information' subtab of the OSHA Form 71 in the Maritime Crane system. The page header includes the OSHA logo, 'Occupational Safety and Health Administration', the title 'Maritime Crane', and a 'Logout' link. The navigation bar shows 'Main Page', 'Search Page', 'OSHA Form 71', and subtabs: 'Owner & Equipment Information', 'Inspection Information' (active), 'Images/Sketches', and 'View Form 71'.

Form 71 Inspection Information

Certificate Details

- * Certificate Type:
- Date of last Annual:
- Date of last Quad:
- Max SWL as Configured (lbs):

Boom at Time of Survey (except bridge cranes)

- Boom Length:
- Boom Length Inches:
- Type:
- Service Status (at time of Survey):
- Describe:

Test Loads Applied / Proof Load Data

	(ft)	(in)	Proof Loads (lbs)	Rated Loads (lbs)
Minimum Boom Radius			Max	Max
Intermediate Boom Radius			Int	Int
Maximum Boom Radius			Min	Min

Load indicating or limiting device:

Accuracy (%):

Means of Application of Proof Load:

Basis for assigned load ratings:

Remarks and/or limitations:

Buttons:

Footer: [LaborNet](#) | [DOL.gov](#) | [OSHA Public Site](#) | [Security and Emergency Management](#) | [Accessibility Statement](#) | [Privacy and Security Statement](#)

Figure 2-10 New OSHA-71 Inspection Information Subtab

2.3.2.2 Step 2 – After updating form data, select **Submit for Approval** button.

Maritime Crane 3.0 User Guide

2.4 Activity 3 - Create New Equipment OSHA-72

Create, update, and submit an OSHA-72 on behalf of a Surveyor or Signatory for Signatory approval

2.4.1 Task 1 – Create a New Equipment OSHA-72

2.4.1.1 Step 1 – From the User Page, click on the drop down list and select an Accreditation Agency.

2.4.1.2 Step 2 - Select *Create a New Equipment OSHA-72* link. Application displays OSHA-72 Form page.

OSHA Occupational Safety and Health Administration

Maritime Crane

Logout

Main Page OSHA Form 72

Owner & Equipment Information Deficiency Information Images/Sketches View Form 72

Form 72 Owner & Equipment Information

Certificate Details

Agency Assigned No.

* Inspection Date

Owner Information

* Owner

* Street Address

* City

* State

* Zip Code

Phone Number

Equipment Information

Manufacturer

Model No.

Serial No.

Owner's ID

* Accreditation Type

* Equipment Type

Equipment Description

Spout/Other Device Description

* Location

Location Description

Signatory/Surveyor

Save Draft Save & Continue Cancel

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Figure 2-11 Create New OSHA-72 Form

2.4.1.3 Step 3 – Enter Inspection Date. Enter a date or click on the calendar icon and select a date.

2.4.1.4 Step 4 - Search for existing owner information. Two search options.

Application Notes: Process to enter Owner Information is the same for OSHA-71 or OSHA-72.

Maritime Crane 3.0 User Guide

- Search Owner Option 1. Click on *Owner* field, enter minimum of five (5) characters. As you type characters in the autocomplete box, values appear that start with what you've typed. Highlight and select an owner name.
 - o If owner name has one address record, application automatically populates the form with the Owner Information.
 - o If owner name has multiple address records, click on the search icon (magnifying glass). Application displays Search Owners pop-up screen, select one of the owner name's address record and select the **Ok** button. Application fills in the form with Owner Information.

The screenshot displays the OSHA Form 72 Maritime Crane application interface. At the top, the OSHA logo and 'Occupational Safety and Health Administration' are on the left, and 'Maritime Crane' and a 'Logout' link are on the right. Below the header, there are tabs for 'Main Page', 'OSHA Form 72', 'Owner & Equipment Information', 'Deficiency Information', 'Images/Sketches', and 'View Form 72'. The 'Owner & Equipment Information' tab is selected, showing the 'Form 72 Owner & Equipment Information' section. This section is divided into 'Certificate Details' and 'Equipment Information'. Under 'Certificate Details', there are fields for 'Agency Assigned No.' and '* Inspection Date'. Under 'Equipment Information', there are dropdown menus for '* Manufacturer', '* Model No.', '* Serial No.', and 'Owner's ID', followed by text fields for '* Accreditation', '* Equipment Type', 'Equipment Description', 'Spout/Other Device Description', '* Location', 'Location Description', and 'Signatory/Surveyor'. The 'Owner Information' section is also visible, with a search icon (magnifying glass) and a dropdown menu. The dropdown menu is open, showing a list of blurred entries, with 'metal' entered in the search field. At the bottom of the form, there are three buttons: 'Save Draft', 'Save & Continue', and 'Cancel'. The footer contains links for 'LaborNet | DOL.gov | OSHA Public Site | Security and Emergency Management | Accessibility Statement | Privacy and Security Statement'.

Figure 2-12 New OSHA-72 Form Search Owners Autocomplete

Maritime Crane 3.0 User Guide

- Search Owner Option 2. Click on the search icon (magnifying glass). Application displays Search Owners pop-up screen, enter selection criteria and select Search icon (magnifying glass). Within the displayed results, click on the Owner Name of interest. Application populates the form with Owner Information.

The screenshot displays the 'Search Owners' pop-up window within the OSHA Form 72 application. The window has a search bar at the top with a magnifying glass icon. Below the search bar is a table with the following columns: Owner Name, Street Address Line 1, City, State, and Zip Code. The table contains multiple rows of data, which are blurred for privacy. At the bottom of the table, there is a pagination bar that reads 'Page 1 of 3195 (1-10 of 31942 items)' and includes navigation icons. The background of the application shows the 'Main Page' with tabs for 'Main Page', 'OSHA Form 72', and 'Deficiency Information'. The 'OSHA Form 72' tab is active, showing sections for 'Owner & Equipment Information' and 'Owner Information'.

Figure 2-13 New OSHA-72 Form Search Owners Pop-up Screen

- 2.4.1.5 Step 5 – Add a new Owner. If owner is not listed, click on the *add* icon to create a new owner. Application displays Owner Details pop-screen. Enter owner details information. To add phone number(s), go to the Owner Contact panel section and click on the *add* icon. Select **Ok** button. Application populates the form with new Owner Information.
- 2.4.1.6 Step 6 – Edit Owner Information. Once owner information is populated, application enables the Edit icon. Select *Pencil Edit* icon to modify owner information, application display Owner Details pop-up screen. Enter owner details data and select **Ok** button.

The screenshot shows the 'Maritime Crane' interface for OSHA Form 72. The main header includes the OSHA logo and 'Occupational Safety and Health Administration'. The page title is 'Maritime Crane'. A 'Logout' link is in the top right. The navigation bar shows 'Main Page' and 'OSHA Form 72'. The left sidebar has tabs for 'Owner & Equipment Information', 'Deficiency Information', and 'Image'. The main content area is titled 'Form 72 Owner & Equipment Information' and contains 'Certificate Details' (Agency Assigned No., Inspection Date) and 'Owner Information' (Owner Name, Street Address, City, State, Zip Code, Phone Number). A modal window titled 'Owner Details' is open, showing 'Owner Information' (Owner Name, Street Address, City: New Boston, State: OH, Zip Code: 45662) and 'Owner Contact' (Phone Number). The modal has 'Ok' and 'Cancel' buttons. At the bottom of the main page are 'Save Draft', 'Save & Continue', and 'Cancel' buttons. The footer contains links for LaborNet, DOL.gov, OSHA Public Site, Security and Emergency Management, Accessibility Statement, and Privacy and Security Statement.

Figure 2-14 New OSHA-72 Form Owner Details Screen

2.4.1.7 Step 7 – Select existing equipment information from cascading auto-suggest lists.

Application Notes: Process to select equipment is the same for OSHA-71 or OSHA-72.

- Starting with Manufacturer, enter a minimum of two (2) characters. As you type characters in the autocomplete box, values appear that start with what you've typed. Highlight and select a manufacturer name.

The screenshot displays the OSHA Form 72 Maritime Crane interface. At the top, the OSHA logo and "Occupational Safety and Health Administration" are on the left, and "Maritime Crane" and a "Logout" link are on the right. Below the header, there are tabs for "Main Page", "OSHA Form 72", "Deficiency Information", "Images/Sketches", and "View Form 72". The "OSHA Form 72" tab is active, showing the "Form 72 Owner & Equipment Information" section.

The form is divided into two main sections: "Certificate Details" and "Equipment Information".

Certificate Details:

- Agency Assigned No. [Text Field]
- * Inspection Date [6/29/2018] [Calendar Icon]

Owner Information:

- * Owner Name [Text Field] [Search Icon] [Edit Icon]
- * Street Address [Text Field]
- * City [Text Field]
- * State [Text Field]
- * Zip Code [Text Field]
- Phone Number [Text Field]

Equipment Information:

- * Manufacturer [Me] [Dropdown Menu]
- * Model No. [Text Field]
- * Serial No. [Text Field]
- Owner's ID [Text Field]
- * Accreditation [Text Field]
- * Equipment Type [Text Field]
- Equipment Description [Text Field]
- Spout/Other Device Description [Text Field]
- * Location [Text Field]
- Location Description [Text Field]
- Signatory/Surveyor [Text Field]

The "Manufacturer" dropdown menu is open, showing a list of manufacturers. The first option is "Me".

At the bottom of the form, there are three buttons: "Save Draft", "Save & Continue", and "Cancel".

At the very bottom of the page, there is a footer with links: "LaborNet | DOL.gov | OSHA Public Site | Security and Emergency Management | Accessibility Statement | Privacy and Security Statement".

Figure 2-15 New OSHA-72 Form Search Manufacturer Autocomplete

- Then select model number and finally the serial number from the respective auto-suggest list.

Maritime Crane 3.0 User Guide

- For each unique Serial number, application displays a pop-screen containing the Equipment Serial Number details listing. Highlight serial number instance and click **Ok** button.

The screenshot shows the OSHA Maritime Crane 3.0 application interface. The top header includes the OSHA logo and 'Occupational Safety and Health Administration' on the left, and 'Maritime Crane' and a 'Logout' link on the right. Below the header, there are tabs for 'Main Page', 'OSHA Form 72', 'Owner & Equipment Information', 'Deficiency Information', 'Images/Sketches', and 'View Form 72'. The 'OSHA Form 72' tab is active, showing 'Form 72 Owner & Equipment Information'. This section is divided into 'Certificate Details' and 'Equipment Information'. The 'Certificate Details' section includes fields for 'Agency Assigned No.' and '* Inspection Date'. The 'Equipment Information' section includes fields for '* Manufacturer' (APM), '* Model No.' (Hook), '* Serial No.' (1757), and 'Owner's ID'. A modal window titled 'Equipments' is open, displaying a table of equipment details. The table has columns: Equip Id, Equipment Owner ID, Accreditation Type, Equipment Type, Spout/Other Device Description, Equipment Description, Location, and Location Description. The 'New OwnerId' button is highlighted in the modal window. At the bottom of the modal window are buttons for 'Ok', 'Cancel', and 'New OwnerId'. Below the modal window are buttons for 'Save Draft', 'Save & Continue', and 'Cancel'. At the bottom of the application window are links for 'LaborNet', 'DOL.gov', 'OSHA Public Site', 'Security and Emergency Management', 'Accessibility Statement', and 'Privacy and Security Statement'.

Figure 2-16 New OSHA-72 Form Equipment Serial Number Details Screen

- If equipment serial number details are not on the list, select **New OwnerId** button. Application enables the subtab Equipment Information fields. Enter equipment information.

2.4.1.8 Step 8 – If equipment manufacturer, model or serial number, in any combination, is not found in pick list:

Application Note: Process to create new equipment is the same for OSHA-71 or OSHA-72.

- From the *appropriate* pick list, select last item starting with 'New'. Application enables the subtab Equipment Information fields to allow user to enter new equipment information data.
- Enter required information.

Maritime Crane 3.0 User Guide

- Select either **Save Draft** or **Save & Continue** buttons to submit for OME certification or rejection. Application changes the subtab status to display Equipment Comments: *Pending OME Certification of New Equipment*.

2.4.1.9 Step 9 – Select the *Images/Sketches* subtab to upload working papers including images and documents associated with the OSHA-71 or OSHA-72 Form. Application allows user to save files with the .bmp, .jpg, .jpeg, .gif, .png, .pdf, .doc, or .docx extension.

Occupational Safety and Health Administration

Maritime Crane

Logout

ie using Maritime Crane Application ***

Main Page Search Page OSHA Form 71

Owner & Equipment Information Inspection Information **Images/Sketches** View Form 71

Form 71 Images / Sketches

Select File to Upload Browse...

Upload & Save Delete Cancel

View	Document Description
View	2018_Calendar.pdf

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Figure 2-17 OSHA-71 and 72 Images/Sketches Subtab

2.4.1.10 Step 10 - After completing the data entry, click on *Owner & Equipment Information* subtab and select either the **Save Draft**, **Save & Continue**, or **Cancel** buttons.

2.4.2 Task 2 – Submit a New Equipment OSHA-72
Submit new equipment OSHA-72 for Signatory approval.

2.4.2.1 Step 1 – From the OSHA-72 Form page, click on the *Deficiency Information* subtab.

OSHA Occupational Safety and Health Administration

Maritime Crane

Logout

Main Page OSHA Form 72

Owner & Equipment Information Deficiency Information Images/Sketches View Form 72

Form 72 Deficiencies

Deficiency Description

Deficiency Description

Add/Save Submit for Approval Cancel

View Edit Delete

Deficiency Id	Deficiency Description
No data to display.	

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Figure 2-18 New OSHA-72 Deficiency Information Subtab

2.4.2.2 Step 2 – After updating form data, select **Submit for Approval** button.

2.5 Activity 4 – View My Pending OSHA-71 and OSHA-72

View OSHA-71 and 72 previously created by the user and pending Signatory approval.

2.5.1 Task 1 – Search my Pending Approval OSHA-71 and OSHA-72

2.5.1.1 Step 1 – From the User Page, click on the drop down list and select an Accreditation Agency.

2.5.1.2 Step 2 - Select *View My Pending OSHA-71 and OSHA-72* link. Application displays Form 71 and 72 Search Page consisting of Search Criteria panel and Gird List display. Enter search criteria and select **Search** button.

OSHA Occupational Safety and Health Administration

Maritime Crane

Logout

Main Page Search Page

View my Pending OSHA 71 and 72

Search

Agency Assigned No. Equipment Manufacturer

Select Form OSHA 71 Model No.

Owner Name Serial No.

Zip Code Owner ID.

Search Reset

View

	Owner Name	Street Address 1	City	State	Zip Code	Equipment Manufacturer	Model No.	Serial No.	Owner ID.
Edit View PDF									
Edit View PDF									
Edit View PDF									
Edit View PDF									
Edit View PDF									
Edit View PDF									

Columns Hid... 3

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Figure 2-19 View My Pending OSHA-71 and 72 Search Page

2.5.1.3 Step 3 – Click on *Edit* link adjacent to record of interest to edit the rejected form. Application displays record details to modify. Click on the subtabs to modify form details.

2.5.1.4 Step 4 - Click on *View* link adjacent to record of interest to view Form details. Application displays record details in read only mode. Click on the subtabs to view form details.

2.5.1.5 Step 5 – Click on *PDF* link adjacent to record of interest to view, print, and save to a PDF file using the web browser features.

2.6 Activity 5 – View/Modify My Rejected OSHA-71 and OSHA-72

View and modify OSHA-71 and 72 previously created by the user and rejected for approval by Signatory

2.6.1 Task 1 – Search my rejected OSHA-71 and OSHA-72

2.6.1.1 Step 1 – From the User Page, click on the drop down list and select an Accreditation Agency.

2.6.1.2 Step 2 - Select *View/Modify My Rejected OSHA-71 and OSHA-72* link. Application displays Form 71 and 72 Search Page consisting of Search Criteria panel and Gird List display. Enter search criteria and select **Search** button.

OSHA Occupational Safety and Health Administration

Maritime Crane

Logout

Main Page Search Page

View / Modify my Rejected OSHA 71 and 72

Search

Agency Assigned No. Equipment Manufacturer

Select Form OSHA 71 Model No.

Owner Name Serial No.

Zip Code Owner ID.

Search Reset

View

Owner Name	Street Address 1	City	State	Zip Code	Equipment Manufacturer	Model No.	Serial No.	Owner ID

Edit Delete View PDF

Columns Hid... 3

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Figure 2-20 View/Modify My Rejected OSHA-71 and 72 Search Page

- 2.6.1.1 Step 3 – Click on *Edit* link adjacent to record of interest to edit the rejected form. Application displays record details to modify and resubmit for Signatory approval.
 - 2.6.1.2 Step 4 – Click on *Delete* link adjacent to record of interest to delete the form. Application displays confirmation message. Select **Yes** to delete record form or **No** to cancel delete action.
 - 2.6.1.3 Step 5 - Click on *View* link adjacent to record of interest to view Form details. Application displays record details in read only mode. Click on the subtabs to view form details.
 - 2.6.1.4 Step 6 – Click on *PDF* link adjacent to record of interest to view, print, and save to a PDF file using the web browser features.
- 2.7 Activity 6 – View/Modify My Saved DRAFT OSHA-71 and OSHA-72
- View and modify OSHA-71 and 72 previously created by the user and saved as DRAFT.
- 2.7.1 Task 1 – Search my saved draft OSHA-71 and OSHA-72
 - 2.7.1.1 Step 1 – From the User Page, click on the drop down list and select an Accreditation Agency.
 - 2.7.1.2 Step 2 - Select *View/Modify My Saved DRAFT OSHA-71 and OSHA-72* link. Application displays Form 71 and 72 Search Page consisting of Search Criteria panel and Grid List display. Enter search criteria and select **Search** button.

OSHA Occupational Safety and Health Administration

Maritime Crane

Logout

Main Page Search Page

View / Modify my Saved DRAFT OSHA 71 and 72

Search

Agency Assigned No. Equipment Manufacturer

Select Form OSHA 71 Model No.

Owner Name Serial No.

Zip Code Owner ID.

Search Reset

View

Owner Name	Street Address 1	City	State	Zip Code	Equipment Manufacturer	Model No.	Serial No.	Owner ID.
Edit Delete View PDF								
Edit Delete View PDF								

Columns Hid... 3

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Figure 2-21 View/Modify My Saved DRAFT OSHA-71 and 72 Search Page

- 2.7.1.3 Step 3 – Click on *Edit* link adjacent to record of interest to edit the draft form. Application displays form details page. After completing the data entry, select either the **Save Draft**, **Save & Continue**, **Delete**, or **Cancel** buttons.
- 2.7.1.4 Step 4 – Click on *Delete* link adjacent to record of interest to delete the form. Application displays confirmation message. Select **Yes** to delete record form or **No** to cancel delete action.
- 2.7.1.5 Step 5 - Click on *View* link adjacent to record of interest to view Form details. Application displays record details in read only mode. Click on the subtabs to view form details.
- 2.7.1.6 Step 6 – Click on *PDF* link adjacent to record of interest to view, print, and save to a PDF file using the web browser features.

2.8 Activity 7 – View/Modify My Pending New Equipment for OME Certification

Search, view, and modify new equipment pending OME Admin certification previously created by the user.

2.8.1 Task 1 – Search my pending new equipment for OME Certification

- 2.8.1.1 Step 1 – From the User Page, click on the drop down list and select an Accreditation Agency.
- 2.8.1.2 Step 2 - Select *View/Modify My Pending New Equipment for OME Certification* link. Application displays Form 71 and 72 Search Page consisting of Search Criteria panel and Gird List display. Enter search criteria and select **Search** button.

OSHA Occupational Safety and Health Administration

Maritime Crane

[Main Page](#) [Search Page](#)

View / Modify my Pending New Equipment for OME Certification

Search

Agency Assigned No. Equipment Manufacturer

Select Form Model No.

Owner Name Serial No.

Zip Code Owner ID.

View

Owner Name	Street Address 1	City	State	Zip Code	Equipment Manufacturer	Model No.	Serial No.	Owner ID.
No data to display.								

Columns Hid... 3

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Figure 2-22 View/Modify My Pending New Equipment for OME Certification Search Page

- 2.8.1.3 Step 3 – Click on *Edit* link adjacent to record of interest to edit the draft form. Application displays form details page. After completing the data entry, select either the **Save Draft**, **Save & Continue**, **Delete**, or **Cancel** buttons.
- 2.8.1.4 Step 4 – Click on *Delete* link adjacent to record of interest to delete the form. Application displays confirmation message. Select **Yes** to delete record form or **No** to cancel delete action.
- 2.8.1.5 Step 5 - Click on *View* link adjacent to record of interest to view Form details. Application displays record details in read only mode. Click on the subtabs to view form details.
- 2.8.1.6 Step 6 – Click on *PDF* link adjacent to record of interest to view, print, and save to a PDF file using the web browser features.

2.9 Activity 8 – View/Modify My OME Certified New Equipment

View and modify OME Admin certified new equipment draft OSHA-71 and 72 previously created by the user and submitted for OME Admin certification.

2.9.1 Task 1 – Search my OME Certified New Equipment

- 2.9.1.1 Step 1 – From the User Page, click on the drop down list and select an Accreditation Agency.
- 2.9.1.2 Step 2 - Select *View/Modify my OME Certified New Equipment* link. Application displays Form 71 and 72 Search Page consisting of Search Criteria panel and Gird List display. Enter search criteria and select **Search** button.

OSHA Occupational Safety and Health Administration

Maritime Crane

Logout

Main Page Search Page

View / Modify my OME Certified New Equipment

Search

Agency Assigned No. Equipment Manufacturer

Select Form Model No.

Owner Name Serial No.

Zip Code Owner ID.

Search Reset

View

Owner Name	Street Address 1	City	State	Zip Code	Equipment Manufacturer	Model No.	Serial No.	Owner ID.
No data to display.								

Columns Hid... 3

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Figure 2-23 View/Modify My OME Certified New Equipment Search Page

- 2.9.1.1 Step 3 – Click on *Edit* link adjacent to record of interest to edit the draft form. Application displays form details page. After completing the data entry, select either the **Save Draft**, **Save & Continue**, **Delete**, or **Cancel** buttons.
- 2.9.1.2 Step 4 – Click on *Delete* link adjacent to record of interest to delete the form. Application displays confirmation message. Select **Yes** to delete record form or **No** to cancel delete action.
- 2.9.1.3 Step 5 - Click on *View* link adjacent to record of interest to view Form details. Application displays record details in read only mode. Click on the subtabs to view form details.
- 2.9.1.4 Step 6 – Click on *PDF* link adjacent to record of interest to view, print, and export to a PDF file using the web browser features.
- 2.10 Activity 9 – View/Modify My Rejected New Equipment by OME

View and modify rejected new equipment OSHA-71 and 72 previously created by the user and rejected by OME Admin or Signatory.

 - 2.10.1 Task 1 – Search my rejected new equipment by OME
 - 2.10.1.1 Step 1 – From the User Page, click on the drop down list and select an Accreditation Agency.
 - 2.10.1.2 Step 2 - Select *View/Modify My Rejected New Equipment by OME* link. Application displays Form 71 and 72 Search Page consisting of Search Criteria panel and Grid List display. Enter search criteria and select **Search** button.

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Logout

Main Page Search Page

View / Modify my Rejected New Equipment by OME

Search

Agency Assigned No. Equipment Manufacturer

Select Form Model No.

Owner Name Serial No.

Zip Code Owner ID

Search Reset

View

Owner Name	Street Address 1	City	State	Zip Code	Equipment Manufacturer	Model No.	Serial No.	Owner ID.
No data to display.								

Columns Hid... 3

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Figure 2-24 View/Modify My Rejected New Equipment by OME Search Page

- 2.10.1.3 Step 3 – Click on *Edit* link adjacent to record of interest to edit the draft form. Application displays form details page. After completing the data entry, select either the **Save Draft**, **Save & Continue**, **Delete**, or **Cancel** buttons.
- 2.10.1.4 Step 4 – Click on *Delete* link adjacent to record of interest to delete the form. Application displays confirmation message. Select **Yes** to delete record form or **No** to cancel delete action.
- 2.10.1.5 Step 5 - Click on *View* link adjacent to record of interest to view Form details. Application displays record details in read only mode. Click on the subtabs to view form details.
- 2.10.1.6 Step 6 – Click on *PDF* link adjacent to record of interest to view, print, and export to a PDF file using the web browser features.
- 2.11 Activity 10 - Approve / Modify / Reject OSHA 71 and 72 Pending Approvals (Signatory Only)
- Approve, modify, or reject OSHA-71 and 72 pending Signatory approval
- 2.11.1 Task 1 – Search for OSHA-71 and OSHA-72 pending approvals
- 2.11.1.1 Step 1 – From the User Page, click on the drop down list and select an Accreditation Agency.
- 2.11.1.2 Step 2 - Select *Approve / Modify / Reject OSHA 71 and 72 Pending Approvals* link. Application displays Form 71 and 72 Search Page consisting of Search Criteria panel and Gird List display. Enter search criteria and select **Search** button.



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Main Page

Search Page

Approve / Modify / Reject OSHA 71 and 72 Pending Approvals

Search

Agency Assigned No.

Select Form

OSHA 71

Owner Name

Zip Code

Equipment Manufacturer

Model No.

Serial No.

Owner ID.

Surveyor

Search

Reset

View

  Detach

	Owner Name	Street Address 1	City	State	Zip Code	Equipment Manufacturer	Model No.	Serial No.	Owner ID.
Edit View PDF									
Edit View PDF									
Edit View PDF									
Edit View PDF									
Edit View PDF									

Columns Hid... 3

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Figure 2-25 Signatory OSHA-71 and 72 Pending Approvals Search Page

2.11.1.3 Step 3 – Click on *Edit* link adjacent to record of interest to edit the draft form. Application displays form details page and subtabs. After completing the data entry, select either the **Save Draft**, **Save & Continue**, **Delete**, or **Cancel** buttons.

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Logout

Main Page Search Page OSHA Form 71

Owner & Equipment Information Inspection Information Images/Sketches Approve Form View Form 71

Form 71 Owner & Equipment Information

Certificate Details

Agency Assigned No. [Text Box]

* Inspection Date 5/15/2018 [Text Box]

Owner Information

* Owner Name [Text Box]

* Street Address [Text Box]

* City [Text Box]

* State [Text Box]

* Zip Code [Text Box]

Phone No. [Text Box]

Equipment Information

* Manufacturer New Equipment [Dropdown]

* Model No. New Model [Dropdown]

* Serial No. New Serial [Dropdown]

Owner's ID New OwnerId [Dropdown]

* New Manufacturer [Text Box]

* New Model No. [Text Box]

* New Serial No. [Text Box]

* New Owner's ID 99 [Text Box]

* Accreditation Floating Crane & Derrick [Dropdown]

* Equipment Type Crane [Dropdown]

* Equipment Description New Equipment Meg [Text Box]

Spout/Other Device Description [Text Box]

* Location Remains at worksite [Dropdown]

* Location Description [Text Box]

Signatory/Surveyor [Text Box]

Save Draft Save & Continue Delete Cancel

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Figure 2-26 Signatory OSHA-71 and 72 Pending Approvals Edit Page

- 2.11.1.4 Step 4 – After editing the form data, proceed to the *Approval Form* subtab to approve or reject the OSHA 71 and 72 Form. If applicable, complete comments and select **Approve**, **Reject 71**, or **Cancel** button. Application displays a different Approval Form for each of the Equipment Accreditation Types.

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The screenshot shows the 'Signatory Approval' subtab for FCD. The form includes the following sections:

- Area Office Information:** A prompt 'Please select the Area office you want to submit the approved copy' followed by dropdown menus for * State, * Area Office, and * Device Test.
- Naval Architect / Marine Engineer Information:** A dropdown menu for the Naval Architect / Marine Engineer, with a tooltip showing 'Naval Architect / Marine Engineer'.
- Comments to OME:** A text input field.
- Reject Comments to Surveyor:** A text input field.
- Buttons:** 'Approve', 'Reject 71', and 'Cancel'.

The footer contains links: LaborNet | DOL.gov | OSHA Public Site | Security and Emergency Management | Accessibility Statement | Privacy and Security Statement.

Figure 2-27 Signatory OSHA-71 and 72 Approval Form Subtab for FCD

The screenshot shows the 'Signatory Approval' subtab for SBMHD. The form includes the following sections:

- Area Office Information:** A prompt 'Please select the Area office you want to submit the approved copy' followed by dropdown menus for * State (set to Colorado), * Area Office, and * Device Test.
- Comments to OME:** A text input field.
- Reject Comments to Surveyor:** A text input field.
- Buttons:** 'Approve', 'Reject 71', and 'Cancel'.

The footer contains links: LaborNet | DOL.gov | OSHA Public Site | Security and Emergency Management | Accessibility Statement | Privacy and Security Statement.

Figure 2-28 Signatory OSHA-71 and 72 Approval Form Subtab for SBMHD

Screen Specifics

Screen Element	Description
State	Click on drop down list to select a State Name
Area Office	After selecting a State Name, click on drop down list for Area Office(s) located within that State
Device Test	Click on drop down list to select Device Test. Values include • Examined • Test and Examined
Comments to OME	Option to enter comments for OME
Reject Comments to Surveyor	If Reject 71, option to provide comments to Surveyor

2.11.1.5 Step 5 – Select the **Approve** button, to approve the Form. Application displays the Form confirmation message and option to either Print the Form or click **Ok** button to return to Main Page

Figure 2-29 Signatory OSHA-71 and 72 Approval Submittal Confirmation Screen

2.11.1.6 Step 6 – Go to a Search Page, click on *View* link adjacent to record of interest to view Form details. Application displays record details in read only mode. Click on the subtabs to view form details.

2.11.1.7 Step 7 – Go to a Search Page, click on *PDF* link adjacent to record of interest to view, print, and save to a PDF file using the web browser features.

2.12 Activity 11 - Search / Add Surveyor to Access other OSHA 71 and 72 (Signatory Only)

Search or assign approved OSHA certificates/notices from one surveyor to another surveyor

2.12.1 Task 1 – Assign Surveyor to Access other OSHA 71 and 72

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2.12.1.1 Step 1 – From the User Page, click on the drop down list and select an Accreditation Agency.

2.12.1.2 Step 2 - Select *Search / Add Surveyor/Signatory to Access other OSHA 71/72* link. Application displays *Surveyor Access* subtab.

The screenshot shows the 'Agency Signatory/Surveyor Access Control Page' within the OSHA Maritime Crane application. At the top, the OSHA logo and 'Occupational Safety and Health Administration' are on the left, 'Maritime Crane' is in the center, and a 'Logout' link is on the right. Below the header, there are two tabs: 'Main Page' and 'Surveyor Access', with 'Surveyor Access' being the active tab. The main content area is titled 'Agency Signatory/Surveyor Access Control Page'. It features a form with two dropdown menus: 'Signatory/Surveyor From' and 'Signatory/Surveyor To', both currently showing a blurred selection. Between these dropdowns is a 'Form' dropdown menu set to 'OSHA 71'. Below the form, there are two side-by-side panels. The left panel, titled 'List of OSHA 71's', contains a table with multiple rows of data, some of which are highlighted. The right panel, titled 'Accessibility to Surveyor', is currently empty. Between these two panels are four arrow buttons: a single right arrow, a double right arrow, a single left arrow, and a double left arrow. At the bottom center of the main content area is a 'Save' button. The footer of the page contains several links: 'LaborNet | DOL.gov | OSHA Public Site | Security and Emergency Management | Accessibility Statement | Privacy and Security Statement'.

Figure 2-30 Agency Access Control OSHA 71/72 Subtab

2.12.1.3 Step 3 – Click on the list of current Surveyors and Signatories and select person to re-assign from.

2.12.1.4 Step 4 – Click on Form type to choose type of Form (OSHA-71 or OSHA-72). Application displays list of OSHA Form Certificate or Notice Numbers currently accessible to the Surveyor selected.

2.12.1.5 Step 5 – Click on list of available Surveyors and Signatories and select person to re-assign to.

2.12.1.6 Step 6 – Select from *List of OSHA 71s* or *OSHA-72s* on left by highlighting one or more Certificate or Notice Number(s) using a mouse pointer and key-board combination, click on the add arrow to move to. Application refreshes the display with the Certificate or Notice Numbers accessible by each person.

2.12.1.7 Step 7 - Select **Save** button to save and commit changes.

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2.13 Activity 12 – Generate Reports

See volume on Maritime Crane Application Reports.

3 Volume 3 – Office of Maritime Enforcement (OME) Roles

This volume provides working familiarity with the Maritime Crane Application modules for an OME Administrator and OME users. Includes screen displays and field descriptions for screen labels unique to the user role. Refer to Volume 1 for information about common features.

3.1 User Page

Once logged into Maritime Crane Application, the User Main Page is displayed with access to modules available to the user based on their role.

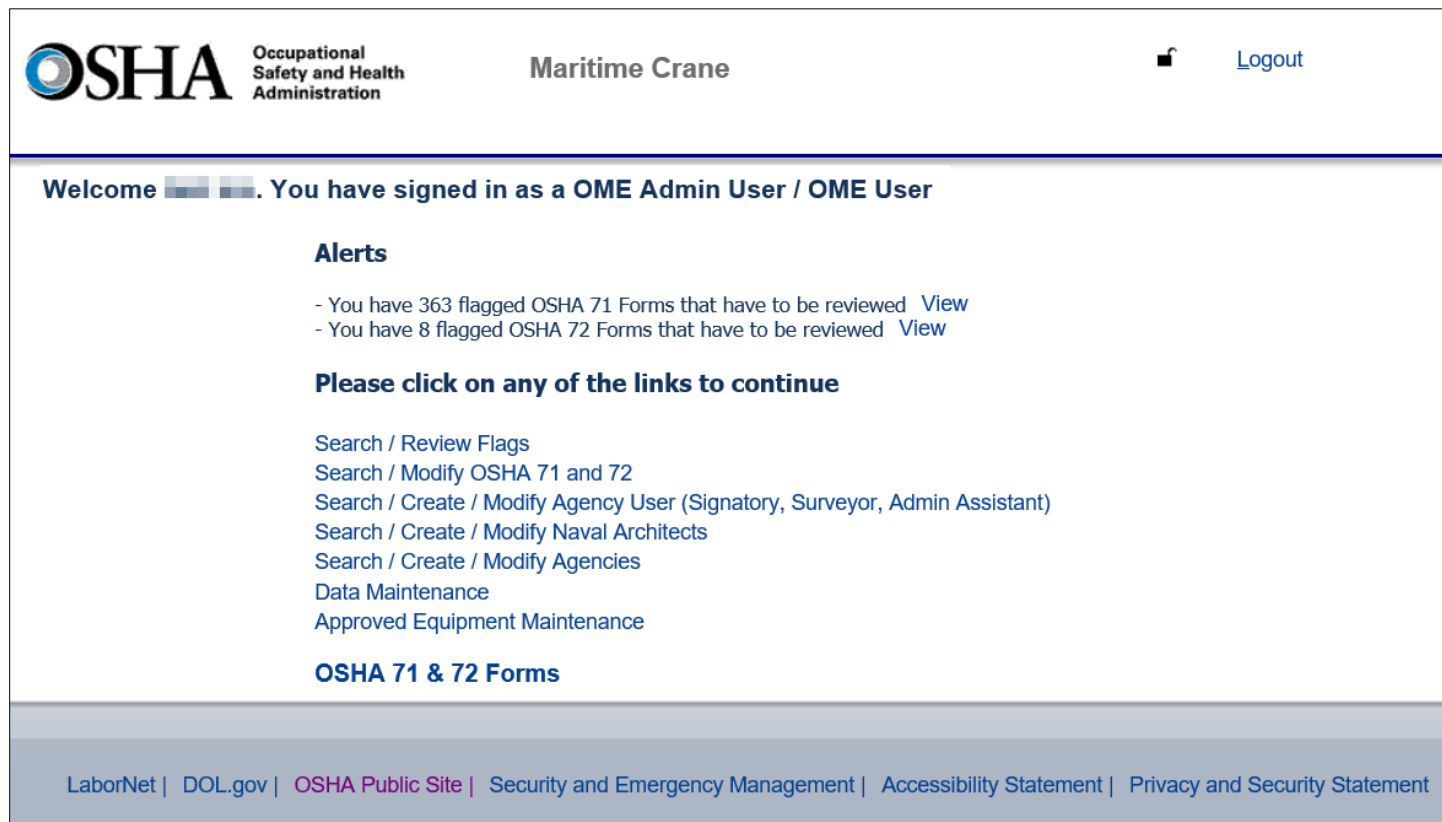


Figure 3-1 OME Administrator User Main Page

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3.2 Activity 1 - View My Alerts and Flags

3.2.1 Task 1 – Search for Alerts and Flags

3.2.1.1 Step 1 – From User Page, select *Search / Review Flags* link. Application displays Search / Review OSHA 71/72 Alert and Flag page consisting of Search Criteria panel and Grid List display. Enter search criteria and select **Search** button.



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Main Page

Alert Flag Search

Search / Review OSHA 71/72 Alert Flags

Select Form

OSHA 71

Select by Priority

All

Agency Name

Select Alert Flag

All

Search

OSHA 71 Alert Flags

Click to Clear All

OSHA Certificate No.	Inspection Date	Owner Name	Manufacturer	Model No.	Serial No.	Owner ID.	Select Alert Flag	Reviewed Flag
							Signatory Comments	☐
							Signatory Comments	☐
							Signatory Comments	☐
							Signatory Comments	☐
							Signatory Comments	☐
							Signatory Comments	☐
							Signatory Comments	☐
							Signatory Comments	☐
							Signatory Comments	☐
							Signatory Comments	☐

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1

2

3

4

5

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Remove checked Flags

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Figure 3-2 OME User Search OSHA 71/72 Alerts and Flags Page

Screen Specifics

Screen Element	Description
Select Form	Click on drop down list to Form - OSHA-71 (default) - OSHA-72
Agency Name	Click on drop down list of Accreditation Agencies
Select by Priority (OSHA-71 Form only)	Select priority

Screen Element	Description
	• All (default) • High • Low
Select Alert Flag (OSHA-71 only)	Select Alert Flag type. List includes: • All (default) • Re-issued 71 within 90 days • Expired/Overdue Inspection. Not completed within Quadrennial date • 72 Exists outside agency for 71 • Expired/Overdue Inspection. Not completed within Annual date • Signatory Comments • Min Proof Load Flag - Other Type Crane • Max Proof Load Flag - Other Type Crane • Max Proof Load Flag - Bridge Crane w/ Trolley • SWL Flag - Bridge Type Crane w/ Trolley • SWL Flag - Other Type Crane
Select Alert Flag (OSHA-72 only)	Select Alert Flag type. List includes: • All (default) • Signatory Comments • OSHA 72 30 days overdue
Reviewed Flag	Enable the check box adjacent to record that has been reviewed
Click to Clear All	Allows user to clear all records with alerts and flags from the grid display list
Review Checked Flags	Allows user to clear one or more records that were reviewed from the grid display list

3.2.1.2 Step 2 – Click on the flagged OSHA Form Certificate/Notice Number hyper-link of interest to view, print, and export to a PDF file using the web browser features.

3.2.1.3 Step 3 – Mark flagged OSHA Form records reviewed. After reviewing each flagged record, enable the check box adjacent to each record to select records that have been reviewed. Application display confirmation to mark record reviewed, select **Yes** button to continue or **No** button to disable the check box.

3.2.1.4 Step 4 – Remove flagged OSHA Form records that were reviewed. After marking flagged records as reviewed, select either **Click to Clear All** or **Remove checked Flags** button.

3.3 Activity 2 – Search / Modify OSHA-71 and 72 (OME Administrator only)

3.3.1 Task 1 – Search for an approved OSHA-71 and OSHA-72 Form

Maritime Crane 3.0 User Guide

3.3.1.1 Step 1 – From the User Page, select *Search / Modify OSHA 71 and 72* link. Application displays Form 71 and 72 Search Page consisting of Search Criteria panel and Gird List display. Enter search criteria and select **Search** button.

OSHA Occupational Safety and Health Administration

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Logout

Main Page Search Page

Search / Modify OSHA 71 and 72

Search

OSHA Certificate / Notice No.

Agency Assigned No.

Select Form

Owner Name

Zip Code

Approval Date

Reporting #

Alert Flag Type

Equipment Manufacturer

Model No.

Serial No.

Owner ID

Agency

Signatory

Surveyor

Admin Assistant

Search Reset

View Detach

	OSHA Certificate No.	Owner Name	Street Address 1	City	State	Zip Code	Equipment Manufacturer	Model No.	Serial No.	Owner ID	Flag Type	Reviewed Flag
Edit Delete PDF											Re-issued 71 within 90 days	☐
Edit Delete PDF											SWL Flag - Bridge Type Crane w/ Tro...	☐
Edit Delete PDF											Max Proof Load Flag - Bridge Crane...	☐
Edit Delete PDF												☐
Edit Delete PDF											Max Proof Load Flag - Bridge Crane...	☐
Edit Delete PDF											Max Proof Load Flag - Bridge Crane...	☐
Edit Delete PDF											SWL Flag - Bridge Type Crane w/ Tro...	☐

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Figure 3-3 OME Administrator Approved OSHA Form 71 and 72 Search Page

Screen Specifics

Screen Element	Description
OSHA Certificate / Notice No.	Enter the entire or any portion of the Certificate/Notice Number. Certificate/Notice Number is 15 digits yyyy-ff-aaaa-xxxxx where yyyy = Calendar Year ff= Form Number (71 or 72) aaaa = Unique Accreditation Agency ID xxxxx = Unique sequence number Application Note: Prior to MC 3.0, Certificate/Notice Numbers were 14 digits. Add a zero (0) preceding the last set to numbers when attempting to look-up a 14 digit number.
Agency / Assigned No.	
Select Form	Click on drop down list to select a Form

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Screen Element	Description
	• OSHA-71 (default) • OSHA-72
Owner Name	
Zip Code	
Approval Date (From and To)	
Reporting #	Select Reporting ID number for drop-down list of RIDs.
Select Alert Flag (OSHA-71 only)	Select Alert Flag type. List includes: • Blank (default) for all • Re-issued 71 within 90 days • Expired/Overdue Inspection. Not completed within Quadrennial date • 72 Exists outside agency for 71 • Expired/Overdue Inspection. Not completed within Annual date • Signatory Comments • Min Proof Load Flag - Other Type Crane • Max Proof Load Flag - Other Type Crane • Max Proof Load Flag - Bridge Crane w/ Trolley • SWL Flag - Bridge Type Crane w/ Trolley • SWL Flag - Other Type Crane
Select Alert Flag (OSHA-72 only)	Select Alert Flag type. List includes: • All (default) • Signatory Comments • OSHA 72 30 days overdue
Equipment Manufacturer	
Model No.	
Serial No.	
Owner ID	
Agency	Click on drop-down to select an Accreditation Agency
Signatory	Enabled after selecting an Agency, click on drop-down list to select from list of Signatories associated with the Agency
Surveyor	Enabled after selecting an Agency, click on drop-down list to select from list of Surveyors associated with the Agency
Admin Assistant	Enabled after selecting an Agency, click on drop-down list to select from list of Administrative Assistants associated with the Agency

Screen Element	Description
Reviewed Flag	Enable the check box adjacent to record that has been reviewed

3.3.1.2 Step 2 – Click on *Edit* link adjacent to record of interest to edit the approved form. Application displays form details page. After completing the data entry, select either the **Save Draft**, **Save & Continue**, or **Cancel** buttons.

Application Note: For OME staff, the Owner and Equipment Information is read-only. Changes need to be coordinated with the Accreditation Agency.

3.3.1.3 Step 3 – Click on *Delete* link adjacent to record of interest to delete the form. Application displays confirmation message. Select **Yes** to delete record form or **No** to cancel delete action.

3.3.1.4 Step 4 – Click on *PDF* link adjacent to record of interest to view, print, and save to a PDF file using the web browser features.

3.4 Activity 3 - Manage Accreditation Agency User

3.4.1 Task 1 – Search for Agency User

3.4.1.1 Step 1 – From User Page, select the *Search / Create / Modify Accreditation Agency User (Signatories, Surveyors, Admin Assistant)* link. Application displays Manage Agency User page consisting on Search Criteria panel and Gird List Display. Enter search criteria and select **Search** button.

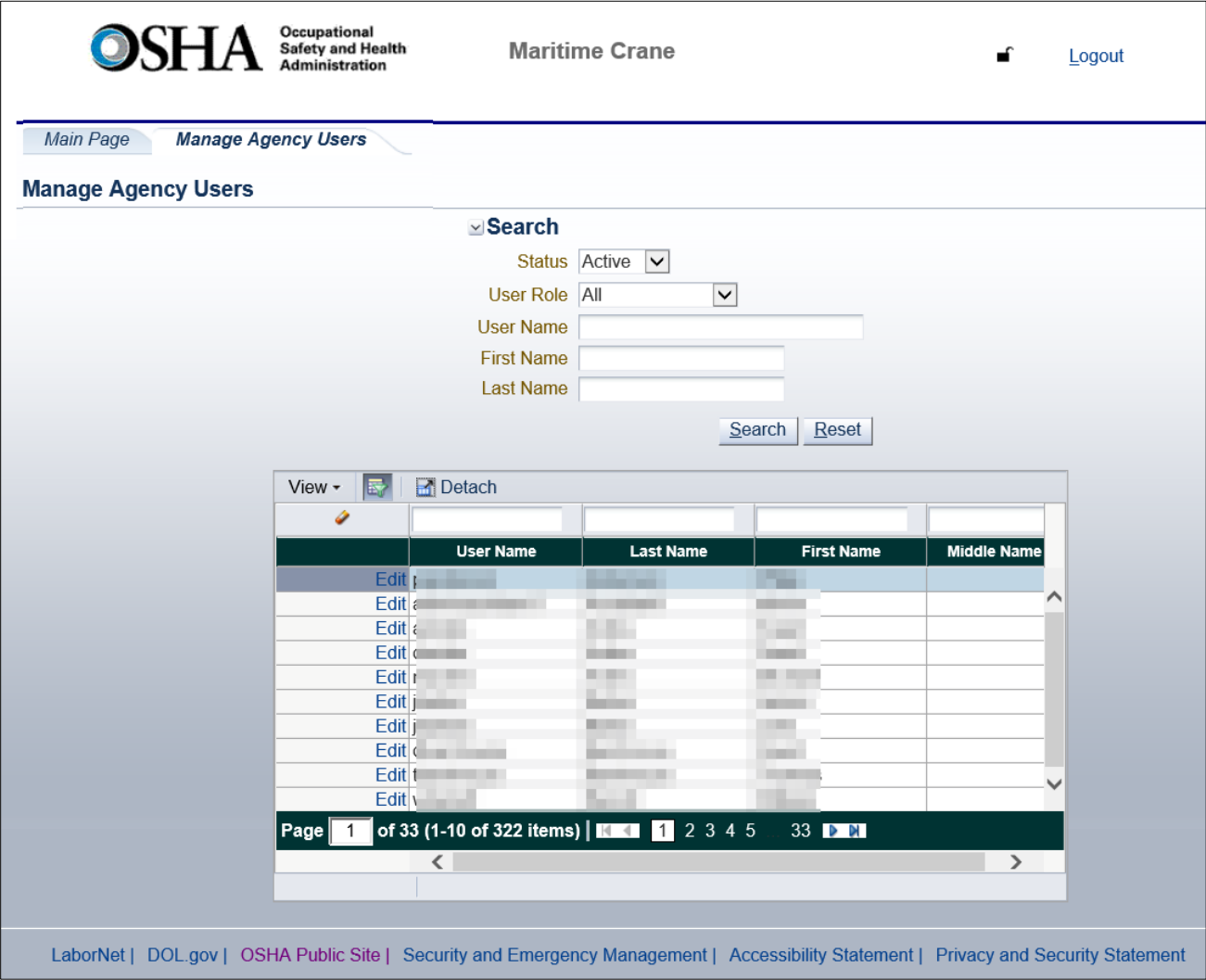


Figure 3-4 OME Manage Agency Users Search Page

Screen Specifics

Screen Element	Description
Status	Click on drop down list to select user status. List of status values include: Active (default)

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Screen Element	Description
	• Expired • All (both active and expired users)
User Role	Select the user role. List of user roles include: • All (default) • Signatory • Surveyor • Admin Assistant
User Name	Application User Name
First Name	
Last Name	
Middle Name	

3.4.2 Task 2 – Edit Agency User

- 3.4.2.1 Step 1 – From Search Page Grid List display, click on *Edit* link adjacent to record of interest to modify user information. Application displays user profile information page.

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[Main Page](#) [Manage Agency Users](#) [Agency user Edit](#)

Manage User Agencies for [User Name]

Add/Modify Accreditation Agencies and Roles

Agency Name [Dropdown]

* Role [Signatory] [Dropdown]

☒ Shore Based Material Handling **Note: Please add atleast one equipment type.**

* Primary Office [Yes] [Dropdown]

Job Title [Vice-President]

* Start Date [1/1/2009] [Calendar Icon]

* End Date [1/15/2020] [Calendar Icon]

[Save] [Cancel] [Add New] [Delete]

User Status Type: Active User currently works for the following Agencies

View [Dropdown] [Detach]

Agency Name	Start Date	End Date	Role
[Agency Name]	[Start Date]	[End Date]	[Role]

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Figure 3-5 OME Manage Agency User Profile

3.4.2.2 Step 2 - Click inside the data fields to enter or modify data fields.

3.4.2.3 Step 3 - To add user to another Accreditation Agency, select the **Add New** button.

3.4.2.4 Step 4 – After completing the data entry, select either the **Save**, **Cancel**, or **Delete** button.

3.5 Activity 4 - Manage Naval Architects

3.5.1 Task 1 – Search for Naval Architect

3.5.1.1 Step 1 – From User Page, select the *Search / Create / Modify Naval Architects* link. Application displays Manage Naval Architect search page consisting on Search Criteria panel and Gird List Display. Enter search criteria and select **Search** button.

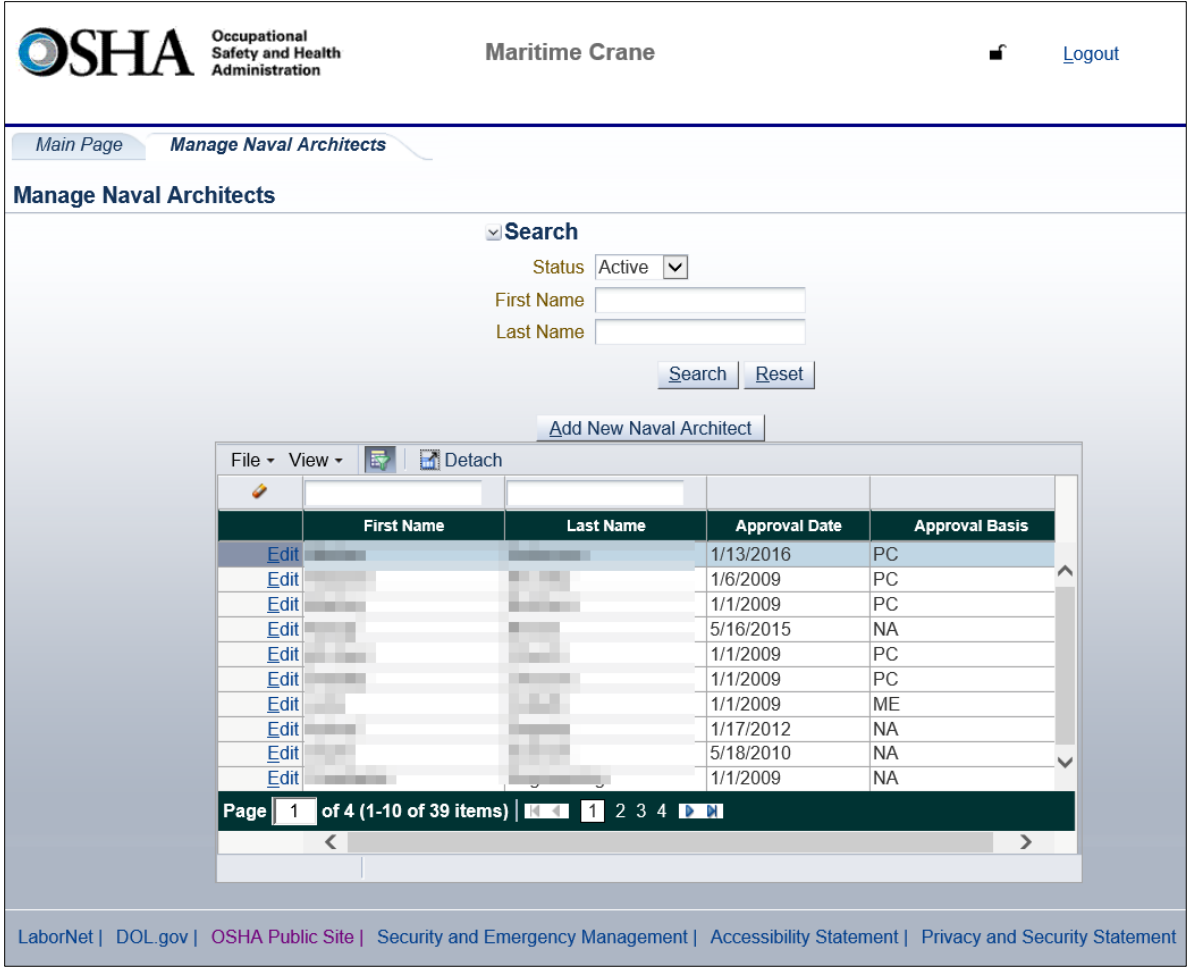


Figure 3-6 OME Manage Naval Architects Search Page

Screen Specifics

Screen Element	Description
Status	Click on drop down list to select user status. List of status values include:

Screen Element	Description
	• Active (default) • Expired • All (both active and expired users)
First Name	
Last Name	
Approval Date	
Approval Basis	Approval Basis and Codes include: • Marine Engineer (ME) • Naval Architect (NA) • Proof-of-Calculation (PC)

3.5.2 Task 2 – Edit Naval Architect

3.5.2.1 Step 1 – From Search Page Grid List display, click on *Edit* link adjacent to record of interest to modify user information. Application displays Naval Architect Information page consisting of *Basic Information* and *Accreditation Agency Info* subtabs.

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[Main Page](#) [Manage Naval Architects](#) [Edit](#)

Manage Naval Architect Info

Basic Information **Accreditation Agency Info**

* First Name

* Last Name

* Street Address

City Canonsburg

State PA

* Zip Code 15317

* Date Approved 1/1/2009

* Approval Basis Marine Engineer

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Figure 3-7 OME Manage Naval Architect Basic Information Subtab

- 3.5.2.1 Step 2 – Within the *Basic Information* subtab, click inside the data fields to enter or modify data fields. To locate a Zip Code, select the magnifying glass search icon and application provides a zip code lookup pop-up screen. Select **Save** or **Cancel** button. Cancel returns user back to Manage Naval Architects Search Page.
- 3.5.2.2 Step 3 – Edit Naval Architect's Accreditation Agency Information, select the subtab. Application displays *Accreditation Agency Information* subtab.

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Logout

Main Page Manage Naval Architects Edit

Manage Naval Architect Info

Basic Information Accreditation Agency Info

Accreditation Agency Info

* Agency Name [Dropdown]

* Start Date 1/1/2009

* End Date 8/15/2019

Add New Save Delete

Naval Architect works for the following Agencies

Agency Name	Start Date	End Date
C [Redacted]	1/1/2009	8/15/2019
C [Redacted]	1/1/2009	11/15/2019

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Figure 3-8 OME Manage Naval Architects Accreditation Agency Subtab

3.5.2.3 Step 4 – Modify Naval Architect's list Agencies and Effective Dates

- To add Naval Architect to another Accreditation Agency, select the **Add New** button. Application inserts new row in the list of Agencies. Select an Accreditation Agency from drop-down list, enter *Start Date*, and enter *End Date*. Then select the **Save** button. Application refreshes the list of Agencies.
- To remove Naval Architect from an Accreditation Agency, highlight the Agency row and select the **Delete** button. Application displays confirmation message. Select **Yes** to delete record row or **No** to cancel delete action.
- To modify Naval Architect's effect dates, highlight the Agency row of interest and modify the *Start Date* and/or *End Date*. Select **Save** button to save modified effective dates.

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3.5.2.4 Step 5 - After completing the data entry, select either the **Save** or **Cancel**, button. Cancel returns user back to Manage Naval Architects Search Page.

3.5.3 Task 3 – Add new Naval Architect

3.5.3.1 Step 1 – From Search Page Grid List display, click on **Add New Naval Architect** button. Application displays Naval Architect Information page consisting of *Basic Information* and *Accreditation Agency Info* subtabs.

3.5.3.2 Step 2 – Enter data in the *Basic Information* subtab and select either the **Save** or **Cancel**, button. Save enables the *Accreditation Agency Info* subtab. Cancel returns user back to Manage Agency Search Page.

3.5.3.3 Step 3 – Associate Naval Architect with one or more Agencies. Click on the Accreditation Agency Info subtab and select **Add New** button. Continue to follow procedures described above for modifying Naval Architect's list Agencies and Effective Dates.

3.5.3.4 Step 4 - After completing the data entry, select either the **Save** or **Cancel**, button. Cancel returns user back to Manage Naval Architects Search Page.

3.6 Activity 5 – Manage Accreditation Agencies

3.6.1 Task 1 – Search for Accreditation Agency

3.6.1.1 Step 1 – From User Page, select the *Search / Create / Modify Agencies* link. Application displays Manage Agency search page consisting on Search Criteria panel and Grid List Display. Enter search criteria and select **Search** button.



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[Main Page](#)
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Manage Agency

Search

Status Active

Agency Name

City

State

Zip Code

Search

Reset

Add New Agency

File View Detach

	Agency Name	Start Date	End Date	Address Line 1	Address Line 2	City	State	Zip Code
Edit		1/1/2009	4/20/2020			Alameda	CA	94501
Edit		6/15/2009	7/29/2019			Stockton	CA	95215
Edit		1/1/2009	8/15/2020			Kaneohe	HI	96744
Edit		1/1/2009	7/15/2019			Anchorage	AK	99509
Edit		1/1/2009	10/15/2020			Houston	TX	77060
Edit		1/1/2009	9/15/2018			Philadelphia	PA	19116
Edit		1/1/2009	5/15/2019			Acton	CA	93510
Edit		1/1/2009	2/15/2020			Richmond Hill	GA	31324
Edit		1/1/2009	1/15/2021			Jackson	MO	63755
Edit		1/1/2009	10/15/2020			Ponce	PR	00732

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Figure 3-9 OME Manage Agency Search Page

Screen Specifics

Screen Element	Description
Status	Click on drop down list to select user status. List of status values include: - Active (default) - Expired - All (both active and expired users)
Agency Name	
City	

Screen Element	Description
State	
Zip Code	
Start Date	
End Date	

3.6.1.2 Step 2 - Enter search criteria and select **Search** button.

3.6.2 Task 2 – Edit Accreditation Agency

3.6.2.1 Step 1 – From Search Page Grid List display, click on *Edit* link adjacent to record of interest to modify Agency information.
Application displays Accreditation Agency Information page.

OSHA Occupational Safety and Health Administration

Maritime Crane

Logout

Main Page Manage Agency **Edit**

Agency Information

Agency ID

* Agency Name

* Street Address

Address Line 2

City Acton

State CA

* Zip Code 93510

Phone No.

Activation Period

Start Date 1/1/2009

* End Date 5/15/2019

* Privileges Approved

☐ Floating Crane & Derrick

☐ Loose Gear Wire Rope

☒ Shore Based Material Handling

Additional Info

Comments

Save Cancel

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Figure 3-10 OME Edit Agency Information Page

3.6.2.2 Step 2 - After completing the data entry, select either the **Save** or **Cancel**, button. Cancel returns user back to Manage Agency Search Page.

Application Note: If modified the Agency End Date, application will also update the end dates for all Agency's active personnel.

3.6.3 Task 3 – Add new Accreditation Agency

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3.6.3.1 Step 1 – From Search Page Grid List display, click on **Add New Agency** button. Application displays Accreditation Agency Information page.

3.6.3.2 Step 2 - After completing the data entry, select either the **Save** or **Cancel**, button. Cancel returns user back to Manage Agency Search Page.

3.7 Activity 6 - Maintain Data (OME Administrator only)

Modify and Certify/Reject new equipment.

3.7.1 Task 1 – Search for OSHA Form

3.7.1.1 Step 1 – From User Page, select the *Data Maintenance* link. Application displays *Data Maintenance* search page consisting on Search Criteria panel and Grid List Display.

- Select OSHA Form from drop-down list. OSHA-71 (default) or OSHA-72.
- Enter additional search criteria to narrow down the list of records and select **Search** button.

OSHA Occupational Safety and Health Administration

Maritime Crane

Logout

Main Page Data Maintenance

Data Maintenance

☒ Search * Required

* OSHA Form OSHA 71

Manufacturer

Model No.

Serial No.

Owner ID.

Agency Name

Search Reset

File View Detach

	Manufacturer	Model No.	Serial No.	Owner ID.	Agency Name	Phone	Certified
Edit PDF							☐
Edit PDF							☐
Edit PDF							☐
Edit PDF							☐
Edit PDF							☐
Edit PDF							☐
Edit PDF							☐
Edit PDF							☐
Edit PDF							☐
Edit PDF							☐

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Figure 3-11 OME Data Maintenance Search Page

3.7.2 Task 2 – Edit OSHA Form Record (including Certify and Reject equipment)

3.7.2.1 Step 1 - Click on *Edit* link adjacent to record of interest to edit the equipment and certify or reject. Application displays Edit Equipment tab. After completing the data entry, select either the **Save** or **Cancel** buttons.

OSHA Occupational Safety and Health Administration

Maritime Crane

Logout

Main Page Data Maintenance Edit Equipment

Edit Equipment

* Manufacturer Manuf

* Model No. Model

* Serial No. Serial

Certify/Reject

Certify

Reject

Save Cancel

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Figure 3-12 OME Data Maintenance Edit Page

3.7.2.2 Step 2 – Click on the *Certify/Reject* drop-down list to certify or reject the equipment. Either select the **Save** or **Cancel** buttons.

3.7.3 Task 3 – Generate OSHA Form PDF File

3.7.3.1 Step 1 – For the *Data Maintenance* search page, click on *PDF* link adjacent to record form of interest to view, print, and export to a PDF file using the web browser features.

3.8 Activity 7 – Maintain Approved Equipment (OME Administrator only)

3.8.1 Task 1 – Search for Approved Equipment (OSHA Form-71)

3.8.1.1 Step 1 – From User Page, select the *Approved Equipment Maintenance* link. Application displays *Approved Equipment Maintenance* search page consisting on Search Criteria panel and Gird List Display.

OSHA Occupational Safety and Health Administration

Maritime Crane

Logout

Main Page Approved Equipment Maintenance

Approved Equipment Maintenance

☒ Search

Manufacturer

Model No.

Serial No.

Owner ID.

Year Issued

Certificate/Notice No.

Search Reset

File View Detach

	Certificate/Notice No.	Manufacturer	Model No.	Serial No.	Owner ID.	Year Issued
Edit OSHA 71						2018
Edit OSHA 71						2018
Edit OSHA 71						2018
Edit OSHA 71						2018
Edit OSHA 71						2018
Edit OSHA 71						2014
Edit OSHA 71						2014
Edit OSHA 71						2018
Edit OSHA 71						2014
Edit OSHA 71						2009

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Figure 3-13 OME Maintain Approved Equipment Search Page

3.8.1 Task 2 – Edit OSHA Form-71 Record

3.8.1.1 Step 1 - Click on *Edit* link adjacent to record of interest to edit the OSHA form. Application displays Edit Approved Equipment tab. After completing the data entry, either select the **Save** or **Cancel** buttons.



Occupational
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 [Logout](#)

Main Page

Approved Equipment Maintenance

Edit Approved Equipment

Edit Approved Equipment

* Manufacturer

* Model No.

* Serial No.

* Equipment Owner ID.

Save

Cancel

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Figure 3-14 OME Edit Approved Equipment Tab

3.9 Activity 8 - Generate Reports

See volume on Maritime Crane Application Reports.

4 Volume 4 – Area Office User

This volume provides working familiarity with the Maritime Crane Application modules for an Area Office user. Includes screen displays and field descriptions for screen labels unique to the user role. Refer to Volume 1 for information about common features.

4.1 User Page

Once logged into Maritime Crane Application, the User Main Page is displayed with access to modules available to the user based on their role.

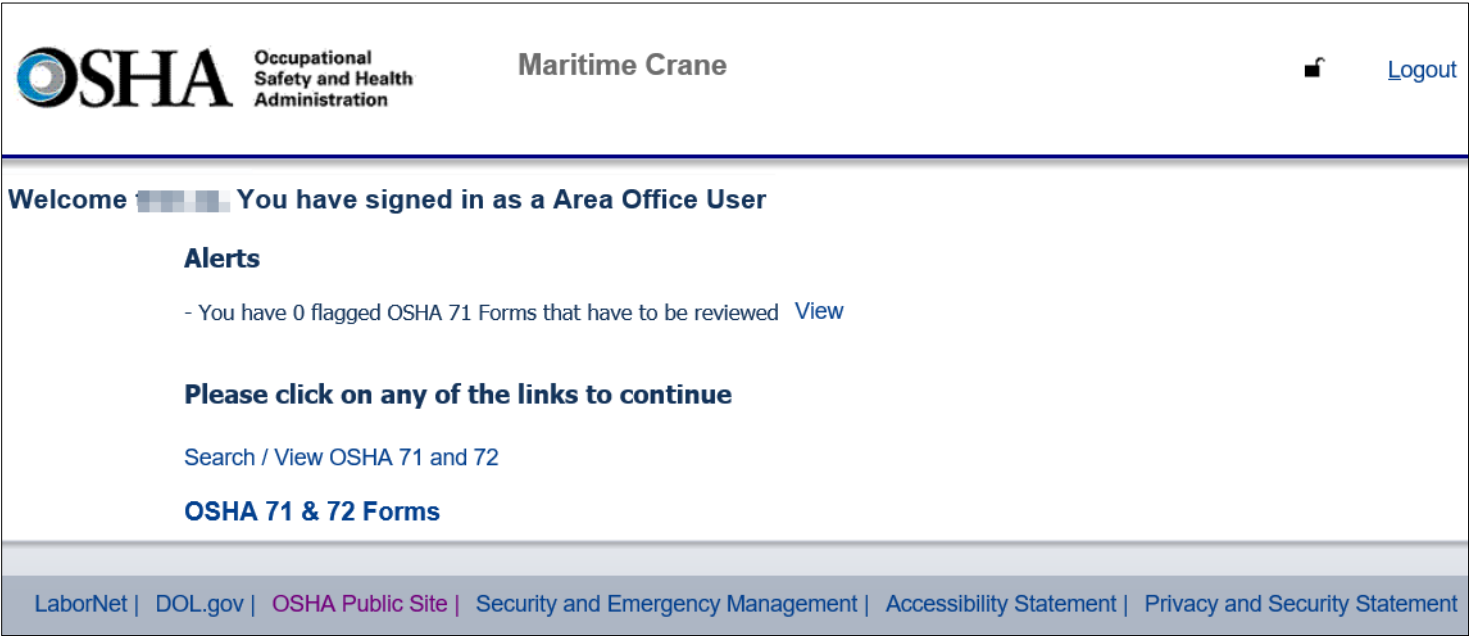


Figure 4-1 Area Office User Main Page

Screen Specifics

Screen Element	Description
Alerts	Displays number of flagged OSHA-71 forms that have to be reviewed. Click on the View hyper-link to view list of OSHA-71 Forms that have to reviewed.
Search / View OSHA 71 and 72	Click on link to access the OSHA-71 and 72 search page
OSHA 71 & 72 Forms	Click on link to access Maritime Crane reports page

Figure 4-2 User Search OSHA 71/72 Alerts and Flags Page

Screen Specifics

Screen Element	Description
Agency Name	Click on drop down list of Accreditation Agencies
Select Alert Flag (OSHA-71 only)	Select Alert Flag type. List includes: • All (default) • Expired/Overdue Inspection. Not completed within Quadrennial date • Expired/Overdue Inspection. Not completed within Annual date
Reviewed Flag	Enable the check box adjacent to record that has been reviewed

Screen Element	Description
Click to Clear All	Allows user to clear all records with alerts and flags from the grid display list
Removed Checked Flags	Allows user to clear one or more records that were reviewed from the grid display list

4.2.1.2 Step 2 – Click on the flagged OSHA Form Certificate or Notice Number hyper-link of interest to view, print, and export to a PDF file using the web browser features.

4.2.1.3 Step 3 – Mark flagged OSHA Form records reviewed. After reviewing each flagged record, enable the check box adjacent to each record to select records that have been reviewed. Application display confirmation to mark record reviewed, select **Yes** button to continue or **No** button to disable the check box.

4.2.1.4 Step 4 – Remove flagged OSHA Form records that were reviewed. After marking flagged records as reviewed, either select **Click to Clear All** or **Remove checked Flags** button.

4.3 Activity 2 - Search/View OSHA 71 and 72

4.3.1 Task 1 – Search for an approved OSHA-71 and OSHA-72 Form

4.3.1.1 Step 1 – From the User Page, select *Search / View OSHA 71 and 72* link. Application displays Form 71 and 72 Search Page consisting of Search Criteria panel and Grid List display. Enter search criteria and select **Search** button.



Occupational
Safety and Health
Administration

Maritime Crane

 [Logout](#)

Main Page

Search Page

Search / View OSHA 71 and 72

Search

OSHA Certificate / Notice No.

Agency Assigned No.

Select Form

Owner Name

Zip Code

Approval Date

Reporting #

Alert Flag Type

OSHA 71

Equipment Manufacturer

Model No.

Serial No.

Owner ID.

Agency

Signatory

Surveyor

Search

Reset

View -

	OSHA Certificate No.	Owner Name	Street Address 1	City	State	Zip Code	Equipment Manufacturer	Model No.	Serial No.	Owner ID.	Flag Type
View PDF											
View PDF											
View PDF											
View PDF											
View PDF											
View PDF											
View PDF											
View PDF											
View PDF											
View PDF											

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Figure 4-3 Area Office Approved OSHA Form 71 and 72 Search Page

Screen Specifics

Screen Element	Description
OSHA Certificate / Notice No.	Enter the entire or any portion of the Certificate/Notice Number. Certificate/Notice Number is 15 digits yyyy-ff-aaaa-xxxxx where yyyy = Calendar Year ff= Form Number (71 or 72) aaaa = Unique Accreditation Agency ID xxxxx = Unique sequence number Application Note: Prior to MC 3.0, Certificate/Notice Numbers were 14 digits. Add a zero (0) preceding the last set to numbers when attempting to look-up a 14 digit number.
Agency / Assigned No.	
Select Form	Click on drop down list to select a Form OSHA-71 (default)

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Screen Element	Description
	• OSHA-72
Owner Name	
Zip Code	
Approval Date (From and To)	
Reporting #	Select Reporting ID number for drop-down list of RIDs.
Select Alert Flag (OSHA-71 only)	Select Alert Flag type. List includes: • Blank (default) for all • Expired/Overdue Inspection. Not completed within Quadrennial date • Expired/Overdue Inspection. Not completed within Annual date •
Equipment Manufacturer	
Model No.	
Serial No.	
Owner ID	
Agency	Click on drop-down to select an Accreditation Agency
Signatory	Enabled after selecting an Agency, click on drop-down list to select from list of Signatories associated with the Agency
Surveyor	Enabled after selecting an Agency, click on drop-down list to select from list of Surveyors associated with the Agency
Flag Type	

4.3.1.2 Step 2 - Click on *View* link adjacent to record of interest to view Form details. Application displays record details in read only mode. Click on the subtabs to view form details.

4.3.1.3 Step 3 – Click on *PDF* link adjacent to record of interest to view, print, and save to a PDF file using the web browser features.

4.4 Activity 3 - Generate Reports

See volume on Maritime Crane Application Reports.

5 Volume 5 – Generate Reports

Maritime Crane Reports page display list of reports on useful information about the accreditation program for cargo gear and material handling devices. Includes blank forms, reports with summary information, and list of information on program's performance and measures.

Different reports are available either directly in the application or linked to Oracle Forms.

5.1 Activity 1 – Generate Maritime Crane Application Reports

5.1.1 Task 1 – Generate Maritime Crane Application Reports

5.1.1.1 Step 1 – From Main Landing Page, select the *Maritime Crane* link and application display the User Page

5.1.1.2 Step 2 – From User Page, click on *OSHA 71 & 72 Forms* link. Application displays list of application reports available to the user based on their role. Note: OSHA-71 and 72 Blank Forms only available for OME.

OSHA Occupational Safety and Health Administration

Maritime Crane

Logout

Main Page Reports

MC Reports

- OSHA Certificate # OSHA 71 Form
- OSHA Certificate # OSHA 72 Form
- Draft OSHA 71 Blank Form
- Draft OSHA 72 Blank Form
- OSHA 71 Blank Form
- OSHA 72 Blank Form

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Figure 5-1 Accreditation Agency Maritime Crane Application Reports Page

Figure 5-2 Area Office Maritime Crane Application Reports Page

Screen Specifics

Screen Element	Description
OSHA Certificate # (OSHA-71 Form)	View and print Signatory approved OSHA-71 Forms Enter the OSHA Certificate 15-digit number on the OSHA-71 Form, and click on the OSHA 71 Form button. Application validates certificate number and generates OSHA-71 Form to view, print, and export to a PDF file using the web browser features. If no record exists, application notifies user and allow user to enter another certificate number. Application Note: Prior to MC 3.0, Certificate Numbers were 14 digits. Add a zero (0) preceding the last set to numbers when attempting to look-up a 14 digit number.
OSHA Notice # (OSHA-72 Form)	View and print Signatory approved OSHA-72 Forms Enter OSHA Notice 15-digit number on the OSHA-72 Form, and click on the OSHA 72 Form button. Application validates notice number and generates OSHA-72 Form to view, print, and export to a PDF file using the web browser features. If no record exists, application notifies user and allow user to enter another notice number. Application Note: Prior to MC 3.0, Certificate/Notice Numbers were 14 digits. Add a zero (0) preceding the last set to numbers when attempting to look-up a 14 digit number.
Draft OSHA 71 Blank Form	Print blank OSHA-71 Forms with a 'DRAFT' watermark

Screen Element	Description
	Select hyper-link to view, print, and export to a PDF file using the web browser features.
Draft OSHA 72 Blank Form	Print blank OSHA-72 Forms with a 'DRAFT' watermark Select hyper-link to view, print, and export to a PDF file using the web browser features.
OSHA 71 Blank Form	Print blank OSHA-71 Forms with no watermark Select hyper-link to view, print, and export to a PDF file using the web browser features. (Only available for OME)
OSHA 72 Blank Form	Print blank OSHA-72 Forms with no watermark Select hyper-link to view, print, and export to a PDF file using the web browser features. (Only available for OME)

5.2 Activity 2 – Generate Maritime Crane Oracle Form Reports

5.2.1 Task 1 – Generate Maritime Crane Oracle Form Reports

5.2.1.1 Step 1 – From Main Landing Page, select the *Maritime Crane Oracle Reports* link. Application display the Oracle Reports page

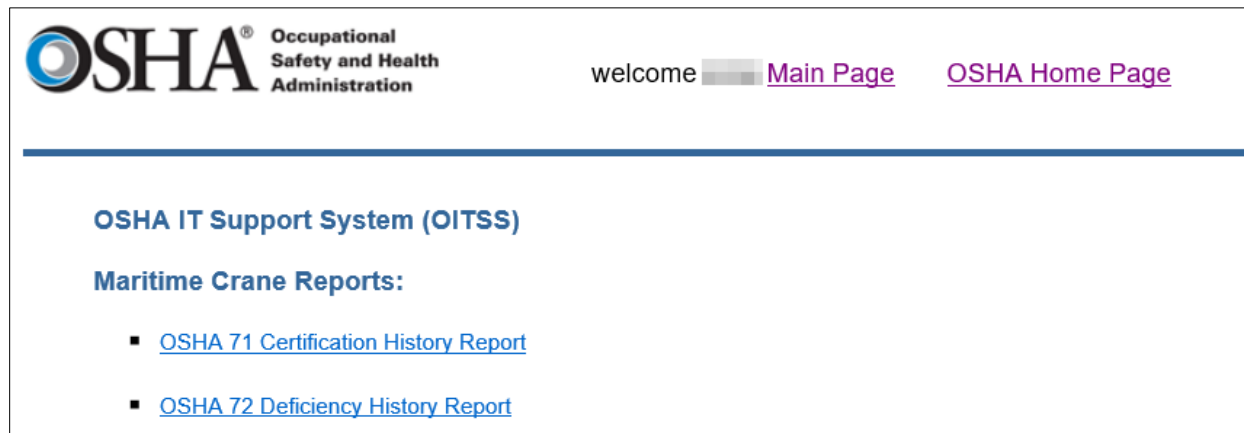


Figure 5-3 Accreditation Agency Maritime Crane Oracle Reports Page

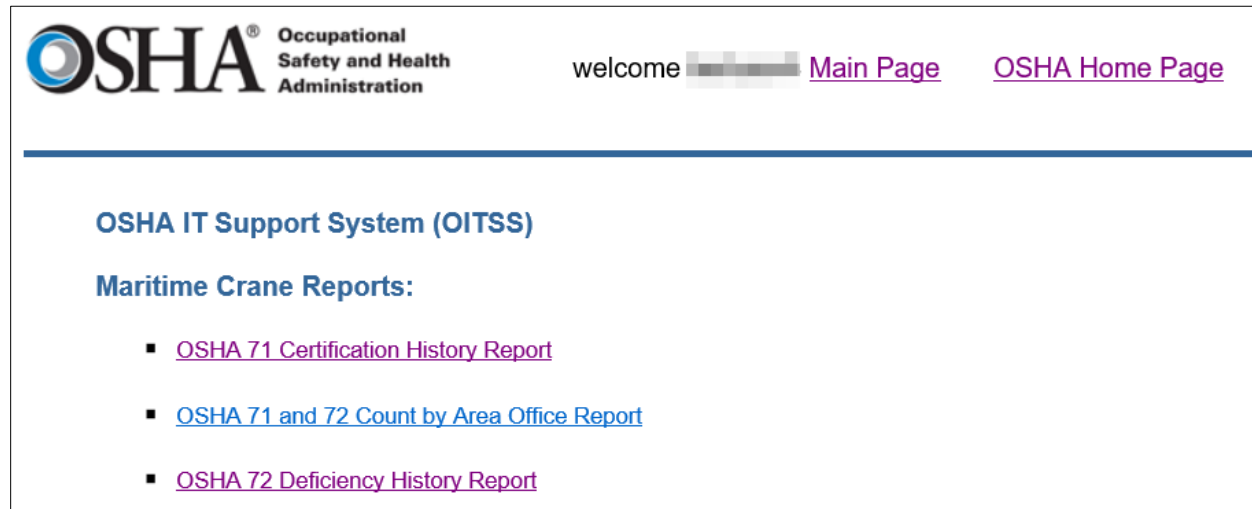


Figure 5-4 Area Office Maritime Crane Oracle Reports Page

Screen Specifics

Screen Element	Description
Main Page	Return the application Main Page
OSHA Home Page	Link to OSHA Public Home Page
OSHA 71 Certification History Report (Signatory only)	List of all inspections performed for specific equipment used to track inspections and dates performed, such as Initial, Annual, Quadrennial, and Repair Inspections for equipment.
OSHA 72 Deficiency History Report (Signatory only)	List of all deficiency inspections performed for specific equipment used to track deficiency inspections and dates performed for equipment.
OSHA 71 and 72 Count by Area Office Report (Area Office only)	Provide count total number of 71 and 72 forms created within the Area Office jurisdiction

5.2.1.2 Step 2 – Enter report search criteria and select **Generate Report** button. Application generates a report in PDF file format to view, print, and export file using web browser features.

Report Search Criteria Form (used for both OSAH-71 and 72 records)

Submit QueryReset

OSHA-71 Certification History Report

Enter values for the parameters

Agency ID

Owner

Surveyor Osha ID

Signatory Osha ID

Equipment ID

Equipment Type

ALL

Crane

Derrick

Other

Start Date

End Date

Reporting ID

Order By

Approval Date

Certification Type

Equipment Type

Figure 5-5 OSHA-71 Certification History Report Search Form

Screen Specifics

Screen Element	Description
Agency ID	
Owner	
Surveyor OSHA ID	
Signatory OSHA ID	
Equipment ID	
Equipment Type	Click on drop down arrow to select equipment type. Examples shown for Floating Crane & Derrick certification equipment types include: - ALL (default) - Crane

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Screen Element	Description
	- Derrick - Other
Start Date	
End Date	
Reporting ID	
Order By	Click on drop down arrow to select sort order for displaying the results. Sort order by - Approval Date (default) - Certification Type - Equipment Type

Output Format

[illegible]

Figure 5-6 OSHA-71 Certification History Report Output Layout

5.3 Reports and Roles

The reports made available to each user is based on their role. See Reports versus User Roles Matrix below.

Report Title	Description	Agency Admin Ass't	Agency Surveyor	Agency Signatory	OME Admin	OME User	AO User
Approved Equipment List					✓		
OSHA 71 and 72 Count by Agency Report	Provide a list and count total number of 71 and 72 forms created by each Agency				✓	✓	
OSHA 71 and 72 Forms Count Report	Provide count total number of 71 and 72 forms created				✓	✓	
OSHA 71 Certification History Report	Provide a list of all certifications issued by a Signatory	✓	✓	✓	✓	✓	✓
OSHA 71 and 72 Count by Area Office Report	Provide count total number of 71 and 72 forms created within Area Office jurisdiction				✓	✓	✓
OSHA 72 Deficiency History Report	Provide a list of all deficiencies issued based on selection criteria	✓	✓	✓	✓	✓	✓
OSHA 71 Blank Form	Print blank OSHA-71 Forms with no watermark				✓	✓	
OSHA 72 Blank Form	Print blank OSHA-72 Forms with no watermark				✓	✓	
Draft OSHA 71 Blank Form	Print blank OSHA-71 Forms with a 'DRAFT' watermark	✓	✓	✓			
Draft OSHA 72 Blank Form	Print blank OSHA-72 Forms with a 'DRAFT' watermark	✓	✓	✓			
OSHA 71 Form	View and print Signatory approved OSHA-71 Forms	✓	✓	✓			✓
OSHA 72 Form	View and print Signatory approved OSHA-72 Forms	✓	✓	✓			✓

6 Volume 6 - Data References, List of Values, Notifications Triggers, Error Messages

6.1 Forms

6.1.1 OSHA-71 Form

Certificate of Unit Test and/or Examination of Crane, Derrick, or Other Material Handling Devices used to notify the owner that the piece of equipment passed the certification survey

6.1.2 OSHA-72 Form

Notice to Owner of Deficiencies Found on Certification Survey serves as a notice informing the owner of any deficiencies found during the certification survey

6.2 Date References

To be provided

6.3 List of Values

6.3.1 User Role:

- Accreditation Agency Signatory
- Accreditation Agency Surveyor
- Accreditation Agency Admin Assistant
- OME Administrator/OME User
- OME User
- Regional/Area Office

6.3.2 Equipment Accreditation Types and Equipment Types:

- Full-Function (No longer used for new cases after 2/10/2015, but retained for historical cases)
- Non-Destructive Examination (No longer used for new cases after 2/10/2015, but retained for historical cases)
- Floating Crane & Derrick (FCD)
 - o Crane
 - o Derrick
 - o Other (No longer used for new cases after 2/10/15, but retained for historical case records)
- Loose Gear/Wire Rope (LGWR)
 - o Loose Gear Wire Rope
 - o Special Stevedoring Gear
- Shore Based Material Handling Device (SBMHD)
 - o Bridge type crane w/trolley

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- o Derrick
- o Bulk cargo spout /sucker
- o Special Stevedoring Gear
- o Variable Radius Boom Type Crane
- o Vertical Pocket/Bucket Conveyor
- o Other

6.3.3 Equipment Location

- Aboard vessel
- Changes worksite
- Remains at worksite

6.3.4 Certificate Type

- Initial
- Annual
- Quad
- Repair

6.3.5 Device Test

- Examined
- Test and Examined

6.4 Notification Triggers

Trigger or Flag Description	Code
72 Exists outside agency for 71	OR
Expired/Overdue Inspection. Not completed within Annual date	AI
Re-issued 71 within 90 days	RI
Expired/Overdue Inspection. Not completed within Quadrennial date	QI
Min Proof Load Flag - Other Type Crane	O1
Max Proof Load Flag - Other Type Crane	O4
Max Proof Load Flag - Bridge Crane w/ Trolley	B4
SWL Flag - Bridge Type Crane w/ Trolley	BL
SWL Flag - Other Type Crane	OL

Trigger or Flag Description	Code
Intermediate Radius Flag - Other Type Crane	ON
OSHA 72 30 Days Overdue	D2
Signatory Comments	SF

6.5 Error Messages and Solutions

User may encounter error messages. It can be user's errors or system's failures. Common error messages describes what is wrong and provides a solution in the error message so you can immediately fix this issue.

6.5.1 Windows Internet Explorer 9 or 11 - Compatibility View is On and Application appears blank or might not display correctly
When your Compatibility View is on for IE, log-in page will display a pop-up message "The current compatibility setting is not supported. Disable Compatibility View before running the web page".

Solution:

Step 1 - Disable the IE Compatibility View / Mode setting. Check with your local desktop support team on how to disable compatibility view. Another option is open log in page using a different web browser such as Google Chrome.

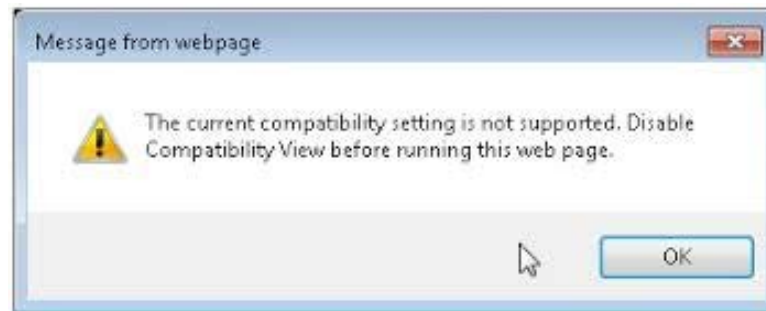


Figure 6-1 IE 11 Compatibility View Setting On Error Message

Step 2 - Delete browsing history. Check with your local desktop support team on how to disable compatibility view.

6.5.2 Failed Validation Check - Missing Required Value(s)

User attempting to save changes without entering data for required fields.

Solution: Application displays error message with list of required fields missing data. Follow screen instructions.

The screenshot shows the OSHA Maritime Crane 3.0 web application interface. The top navigation bar includes the OSHA logo, the text "Occupational Safety and Health Administration", the title "Maritime Crane", and a "Logout" link. The main content area is titled "Form 71 Owner & Equipment Information" and contains several input fields for "Certificate Details" and "Owner Information". A modal error message box is displayed in the center, titled "Error", with the text "Messages for this page are listed below." and "Please correct the following validation errors and save your changes." The error message lists four validation errors: "Manufacturer", "Model No.", "Serial No.", and "Owner's ID", each with a red 'x' icon and the text "Please Select [field name]". The error message box has an "OK" button. The background form shows fields for "Agency Assigned No.", "Inspection Date" (7/6/2018), "Owner Name" (123 Crane Rentals), "Street Address" (123 Crane Road), "City" (Crane), "State" (Louisiana), "Zip Code" (70360), and "Phone No.". There are also dropdown menus for "Manufacturer", "Model No.", "Serial No.", and "Owner's ID". At the bottom of the form are buttons for "Save Draft", "Save & Continue", and "Cancel". The footer contains links for "LaborNet", "DOL.gov", "OSHA Public Site", "Security and Emergency Management", "Accessibility Statement", and "Privacy and Security Statement".

Figure 6-2 Error Message for Validation Check Missing Required Data

6.5.3 Certificate or Notice Number Format is Incorrect

User attempting to look-up Certificate or Notice Number using 14 digits. Starting with MC 3.0, Certificate/Notice Numbers are 15 digits.

Solution: Add a zero (0) preceding the last set to numbers when attempting to look-up a 14-digit number.

The screenshot shows the OSHA Maritime Crane 3.0 web application interface. The top navigation bar includes the OSHA logo, the text "Occupational Safety and Health Administration", the title "Maritime Crane", and a "Logout" link. The main content area is titled "MC Reports" and contains a search form for "OSHA Certificate #". The search form has a text input field and a dropdown menu with options: "OSHA 71 Blank Form" and "OSHA 72 Blank Form". A modal error message box is displayed in the center, titled "Error: The format is incorrect.", with the text "Error: Enter a valid certificate number in the format ####-72-####-#####" and "OSHA 72 Form". The background form shows the "OSHA Certificate #" field with the value "2012-72-0087-0323" entered. The footer contains links for "LaborNet", "DOL.gov", "OSHA Public Site", "Security and Emergency Management", "Accessibility Statement", and "Privacy and Security Statement".

Figure 6-3 Error Message for Wrong Format

6.5.4 Windows Security Message

User attempting to launch MC Oracle Report Forms and web browser displays Windows Security message stating server is asking for user credentials. This occurs after you have logged into MC and session timed out in the Oracle Forms Report server.

Solution: Enter your MC user name and password and select Ok button.



Figure 6-4 Oracle Form Reports Windows Security Message

6.5.5 Multiple Web Browser Tabs Remain Open after Logging Off

Application opens multiple tabs/windows on the site when user navigates to the various modules and remains open after log-out.

Solution: Close the web browser after logging out.

6.5.6 Unexpected Results When Using Web Browser Back Button

Using the browser's Back button when navigating through application yields unexpected results or throws error message containing list of attributes that are required. Using navigation within the application (such as tabs, page through controls, etc.,) works without any issues.

Solution: Only use the navigation controls within the application (such as Tabs, Ok and Cancel links). If you click on any button outside the application you may get unexpected results. Close browser session, point the browser to the log in page and log back in to resume your activity.

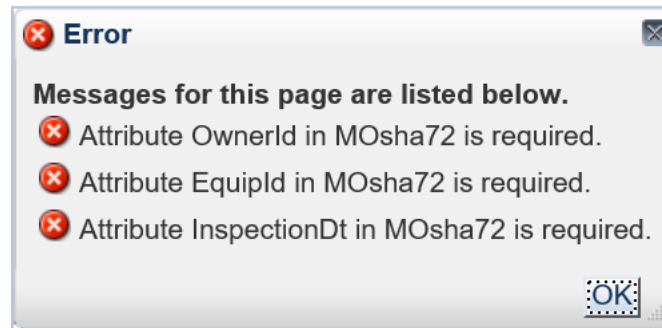


Figure 6-5 Unable to Use Browser Buttons to Navigate Error Message

6.5.7 Invalid Image File Type

Images/Sketches subtab- user attempting to upload and save an invalid file format with an OSHA-71 or OSHA-72

Solution: Application only accept images and files with the .bmp, .jpg, .jpeg, .gif, .png, .pdf, .doc, and .docx extensions. Convert all other files to one of the accepted file formats.

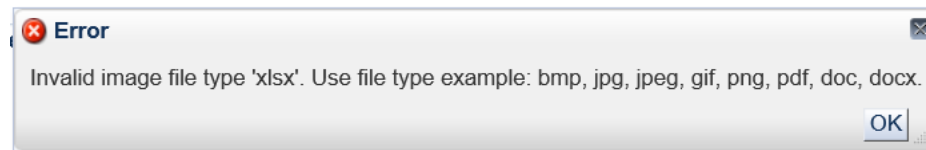


Figure 6-6 Invalid Image File Type Error Message