



## **Creating a Landing Permit**

Knotical PMS — Planned Maintenance System  
**User Guide**

June 2026

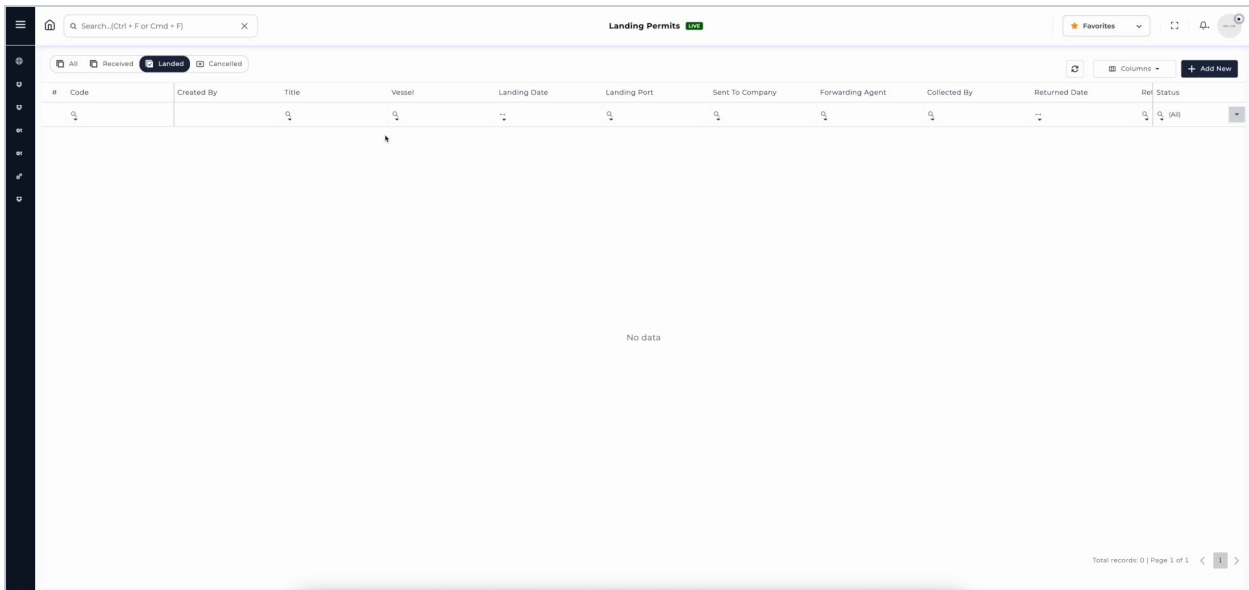
## Overview

This guide explains how to create a landing permit in Knotical PMS. A landing permit (service ashore) covers the temporary removal of critical onboard equipment — such as life-saving appliances, navigation aids, or firefighting gear — for mandatory shore-side inspection, recertification, or repairs. The permit records what was landed, who it was sent with, and tracks the equipment until it is returned onboard.

## Part 1 — Creating a landing permit

### Step 1. Open Landing Permits

From the navigation menu, select **PMS**, then **Landing Permits**. The page lists all landing permits created so far, with their status. To create a new one, click **Add New** in the top-right corner.



| #       | Code | Created By | Title | Vessel | Landing Date | Landing Port | Sent To Company | Forwarding Agent | Collected By | Returned Date | Ref | Status |
|---------|------|------------|-------|--------|--------------|--------------|-----------------|------------------|--------------|---------------|-----|--------|
| No data |      |            |       |        |              |              |                 |                  |              |               |     |        |

*The Landing Permits list. Use Add New to create a new permit.*

### Step 2. Enter the permit details

In **General Information**, enter a **Title** (for example, “Landing Permit for Annual Inspection and Recertification of Safety Equipment”), confirm the vessel, and select the **Landing Date** and **Landing Port**. Enter the **Reason For Landing** describing why the equipment is going ashore.

**General Information**

Title: \*  
Landing Permit for Annual Inspection and Recertification of Safety Equipment

Select Vessel: \*  
ASTRA1

Landing Date: \*  
01 Jun 2026

Landing Port: \*  
Singapore

Reason For Landing: \*  
Temporary landing of statutory safety and navigational equipment for mandatory annual inspection, testing, recertification, and repairs by approved shore-based service providers. Equipment will be returned onboard upon completion of servicing and certification.

**Consignee & Agents**

Sent To Company: \*  
COASTAL LINKS INDIA PVT LTD

Forwarding Agent: \*  
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Name of Collected Person: \*  
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**Line Items**

| Item Name | Manufacturer Name | Model Number | Serial Number | Quantity | Reason for Landing |
|-----------|-------------------|--------------|---------------|----------|--------------------|
| No data   |                   |              |               |          |                    |

Buttons: Go back to list, Print Permit, Save, Close Window

General Information: title, vessel, landing date, port, and reason for landing.

In **Consignee & Agents**, set **Sent To Company** — click Select to choose an existing company, or add a new one by entering its name and saving it. You can also record the **Forwarding Agent** and the **Name of Collected Person**.

### Step 3. Add the line items

Line items are the individual pieces of equipment being landed. In the **Line Items** section, click **Add New**. In the Add Service Ashore Item dialog, choose a PMS Component / Equipment (or a spare item), optionally enter a **Reason For Landing** specific to that item, then click **Add Item**. Repeat to add as many items as needed.

**Add Service Ashore Item**

Select one of the following:

**PMS Component**

PMS Component / Equipment:  
SA-0022.0002 SART #2

**PMS Spare Item**

PMS Spare Item:  
Code Name

**PMS Spare Item**

Component Name: \*  
SART #2

Manufacturer Name: \*  
ACR

Serial Number: \*  
908902

Model Number: \*  
NO

Quantity: \*  
1

Reason For Landing: \*

Buttons: Add Item, Close Window

The Add Service Ashore Item dialog: select the equipment or spare, then Add Item.

## Step 4. Review items, shipment, and attachments

The added items appear in the **Line Items** table. In **Shipment Summary**, you can optionally record the total weight, total value, and number of boxes. You can also attach documents or photographs under **Documents**. When everything is entered, click **Save**.

**Consignee & Agents**

Sent To Company: COASTAL LINKS INDIA PVT LTD

Forwarding Agent: AI MAB Freight Forwarding

Name of Collected Person: Mr. Lim Wei Ming

**Line Items**

| Item Name | Manufacturer Name | Model Number | Serial Number | Quantity | Reason for Landing |
|-----------|-------------------|--------------|---------------|----------|--------------------|
| SAIT #2   | ACR               | NO           | 9089522       | 1        |                    |
| EPRB      | NEW SUNRISE       | EPRB AIS     | EB242647      | 1        |                    |

**Shipment Summary**

Total Weight: 0.0 KGS

Total Value: 0.00 AED

Total Boxes: 0

**Documents (Attachments)**

| #              | File Name | Size | Added By | Action |
|----------------|-----------|------|----------|--------|
| No Attachments |           |      |          |        |

*Line items, shipment summary, and attachments before saving.*

## Step 5. Permit created

The landing permit is created with a status of **Sent**, indicating the equipment has gone ashore. A **Mark as Returned** action and a **Print Permit** option are now available.

**General information**

Title: \* Landing Permit for Annual Inspection and Recertification of Safety Equipment

Select Vessel: \* ASTRAL 1

Landing Date: \* 01 Jun 2026

Landing Port: \* Singapore

Reason For Landing: \* Temporary landing of statutory safety and navigational equipment for mandatory annual inspection, testing, recertification, and repairs by approved shore-based service providers. Equipment will be returned onboard upon completion of servicing and certification.

**Consignee & Agents**

Sent To Company: COASTAL LINKS INDIA PVT LTD

Forwarding Agent: AI MAB Freight Forwarding

Name of Collected Person: Mr. Lim Wei Ming

**Line Items**

| Item Name | Manufacturer Name | Model Number | Serial Number | Quantity | Reason for Landing |
|-----------|-------------------|--------------|---------------|----------|--------------------|
| SAIT #2   | ACR               | NO           | 9089522       | 1        |                    |
| EPRB      | NEW SUNRISE       | EPRB AIS     | EB242647      | 1        |                    |

**STATUS**

SENT

Print Permit

Mark as Returned

*The saved permit, with status Sent and the Mark as Returned action.*

## Part 2 — Receiving the equipment back

### Step 6. Mark as Returned

When the equipment is received back onboard, click **Mark as Returned**. In the Return Information dialog, enter the **Returned Date**, **Returned Port**, **Returned Agent**, and **Received By** (the ship's staff who received it), along with any remarks. You can also attach the completed certification documents.

The Mark as Returned dialog: return date, port, agent, and receiver.

### Step 7. Permit received

Once saved, the status changes to **Received**, and the return details and attachments are recorded on the permit. To produce a hard copy, click **Print Permit**.

The permit marked Received, with return details and attachments.



*This completes the process of creating and closing out a landing permit in Knotical PMS.*