



Creating a Shipboard Meeting

Knotical PMS — Planned Maintenance System
User Guide

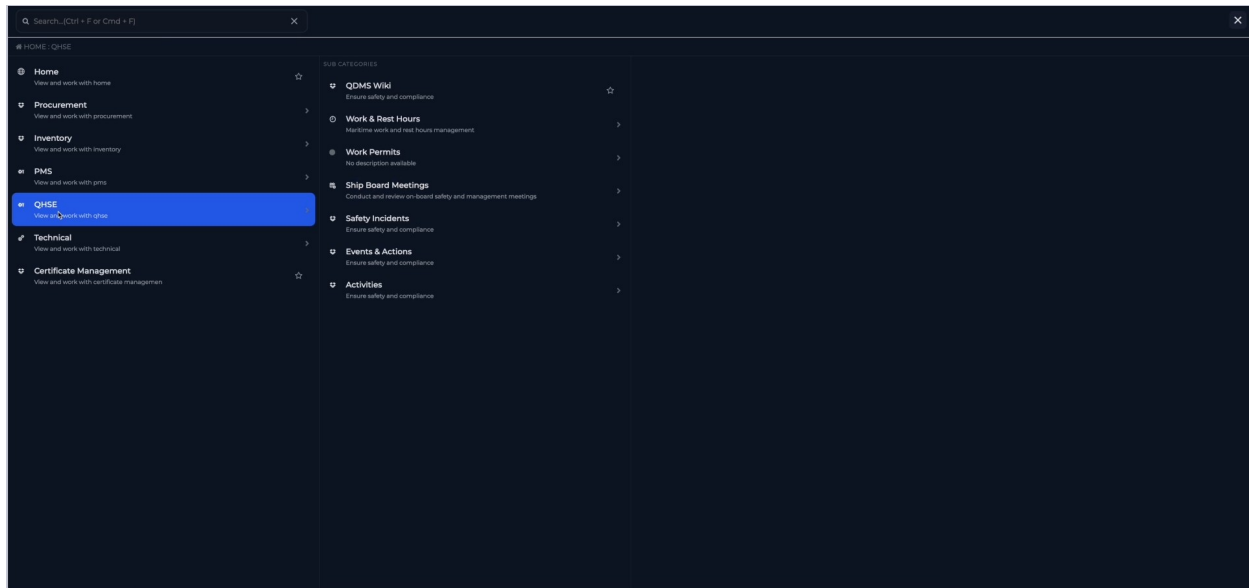
June 2026

Overview

This guide explains how to create a shipboard meeting record in Knotical PMS — for example, a monthly management or safety meeting. You first enter the meeting header, then build out the full record across six tabs: **Meeting Overview** (details and participants), **Minutes** (agendas and follow-up actions), **Drills**, **References** (linked PMS jobs, purchase orders, and safety events), **Attachments**, and **Reviews**.

Step 1. Open Ship Board Meetings

Open the main menu, select **QHSE**, and then **Ship Board Meetings**.



The QHSE menu. Ship Board Meetings sits under the QHSE sub-categories.

The **Ship Board Meetings** list shows every meeting recorded for your vessel, with its reference number, type, date, and status. Click **Add New Meeting** in the top-right corner to start a new one.

#	Reference No.	Vessel	Type of Meeting	Meeting Sub Type	Meeting Held	Previous Meeting	Month / Year	Status
1	MM/AST/2026/0001	ASTBA.1	Management Meeting	Monthly Management Meeting	19 May 2026		May 2026	Submitted
2	SM/AST/2026/0001	ASTBA.1	Safety Meeting	Monthly Safety Meeting	19 May 2026		May 2026	New / Open

Total records: 2 | Page 1 of 1

The Ship Board Meetings list. Use Add New Meeting to create a record.

Step 2. Enter the meeting header

In the **Add New Ship Board Meeting** dialog, select the **Type of Meeting** and **Meeting Sub Type** (for example, Management Meeting / Monthly Management Meeting). Set the **Meeting Held From** and **Meeting Held Upto** times, the **Meeting Month / Year**, and add any **Comments**. Then click **Save & Continue** to save the header and open the full meeting page.

The meeting header dialog. Save & Continue opens the full meeting record.

Step 3. Review the meeting details

The meeting opens on the **Meeting Overview** tab, with everything you entered already populated under **Meeting Details** and **Schedule**. The tabs across the top — **Minutes**, **Drills**, **References**, **Attachments**, and **Reviews** — let you complete the rest of the record.

The Meeting Overview tab, with your header details carried over.

Step 4. Add participants

On the **Meeting Overview** tab, scroll to the participant sections. Under **Seafarer Participants** and **Office Participants**, click **Manage** and select the people from the list. For anyone outside the system, use **External Participants** and enter the person's name and their position or company.

Seafarer Participants [Manage](#)

ADAY SINGH BANIA (Rear) CHAUHAN MANDESH (PITTER 1) CHAUHAN RAJ KUMAR RAJ KUMAR (PITTER 2)

Office Participants [Manage](#)

No office participants added

External Participants [Add](#)

The participant sections — add crew, office staff, and external attendees.

Step 5. Record the minutes and follow-up actions

Open the **Minutes** tab and click **Add Agenda** to enter an agenda title and its discussion points. For each agenda you can add one or more follow-up actions with **Add Followup Action** — set a due date, the responsible person, a status, and an optional remark, then save. You can add any number of agendas and actions.

Search [Ctrl + F or Cmd + F] X

Go back New Open STATUS MM4351/2024/0002 REFERENCE NO. ASTRA 1 VESSEL Management Meeting / Monthly Management Meeting MEETING TYPE

Meeting Overview Minutes Drills References Attachments Reviews

ACTION STATUS All [Add Agenda](#)

1. Review of Recent Safety Observations [Add Followup Action](#)

Conduct weekly safety rounds to verify compliance with PPE requirements and housekeeping standards.

ACTION	ACTION BY	DUE DATE	STATUS
The Master reviewed safety observations reported during the previous month. Most observations related to housekeeping standards in the engine room, improper use of PPE during maintenance activities, and unsecured equipment on deck during rough weather. Crew members were reminded of their responsibility to report unsafe acts and conditions promptly.	—	10 Jun 2024	Due within 15 days

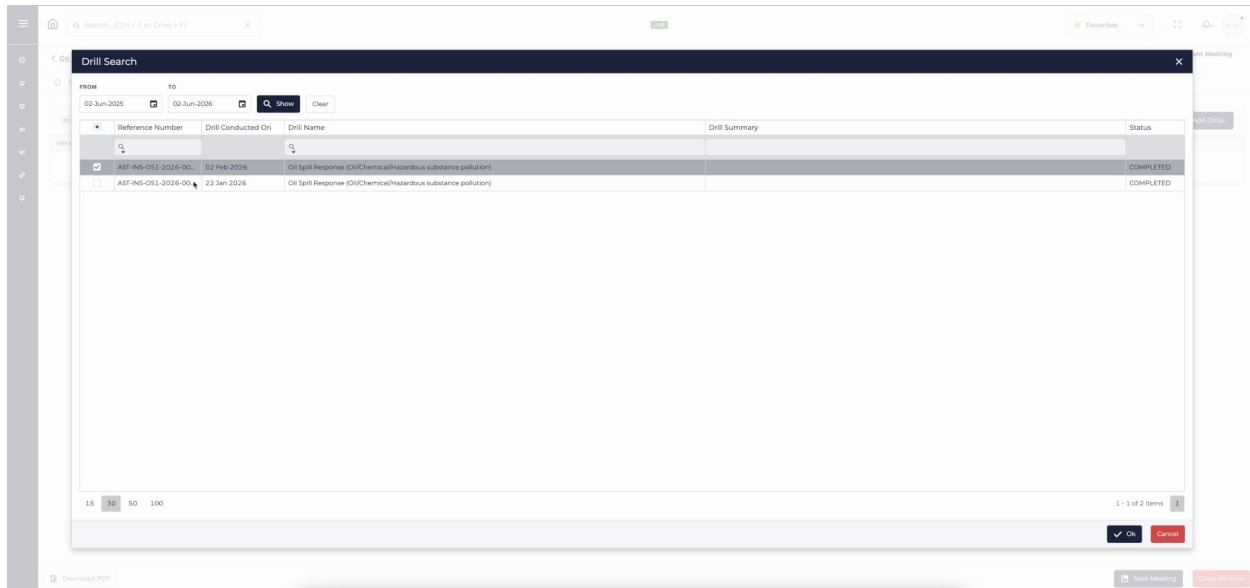
Overdue Due within 15 days Open Rectified Verified / Closed

Download PDF Save Meeting Close Window

The Minutes tab with an agenda and a follow-up action.

Step 6. Link drills discussed

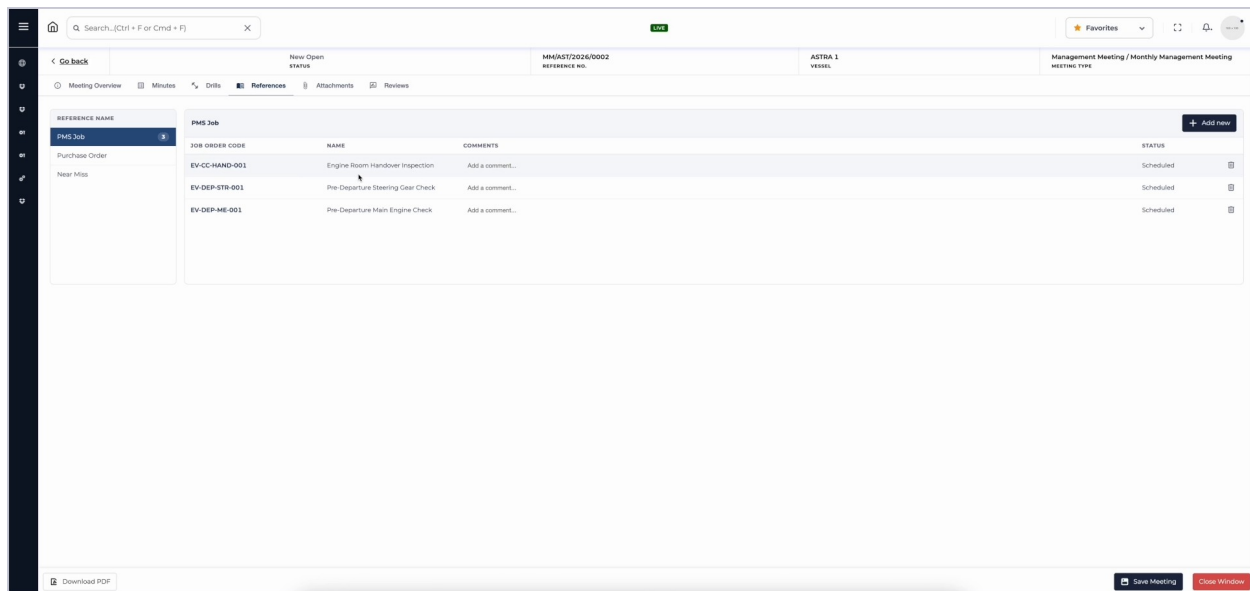
On the **Drills** tab, open the drill selector to see the drills conducted in the chosen date range. Tick the drills discussed in the meeting and click **Ok** to add them to the grid.



The Drill Search dialog. Select the relevant drills and click *Ok*.

Step 7. Add references

The **References** tab links related records under three headings: **PMS Job**, **Purchase Order**, and **Near Miss**. For each, click **Add new**, select the relevant items, and confirm — they appear in the grid, where you can add a comment against each one.



The References tab. Link PMS jobs, purchase orders, and safety events.

Step 8. Add attachments and the office review

Use the **Attachments** tab to attach pictures or documents — click **Add files** and choose what to upload. The **Reviews** tab is for the office to add a review of the meeting once it has been submitted.

Step 9. Save the meeting

When you have entered everything, click **Save Meeting** to store the record in the system. When the meeting is complete, **Submit / Finalize** sends it forward for the office review.

Note: Save Meeting keeps your work without submitting, so you can keep editing. Submit / Finalize locks the record and passes it to the office for review — make sure participants, agendas, drills, and references are captured first.

This completes the process of creating a shipboard meeting in Knotical PMS, ready for the office to review.