



LEONARDO INFO USER MANUAL



LEONARDO INFO is a system of information relevant to the RINA classed fleet¹, available in Internet².

LEONARDO INFO is organized into two environments:

1. "Public" available to everyone, after filling in a registration form available by pressing "Sign Up Now", provides general data on the RINA fleet.
2. "Private" only available to RINA clients on request, provides:
 - Ship general data and technical data
 - updated status of surveys and certificates
 - specific checklists for each ship
 - survey reports,
 - true copy of certificates,
 - technical forms,
 - Historical survey status and survey reports;also provides an easy Survey Request service via e-mail to the competent Office.

The "Private" environment is dedicated to ship owners and management companies.

Depending on the authorizations given to the user, the availability of data and documents published changes.

¹ Sources of Data: RINA Services S.p.A. shall have no responsibility or liability in negligence or otherwise in respect of any inaccuracy in or omission from the ship data displayed on this site.

Without derogating from the generality of the foregoing, RINA Services S.p.A. shall not be liable for any indirect or consequential loss caused by or arising from any inaccuracy in or omission from such data.

Any dispute concerning the provision of material herein is subject to the exclusive jurisdiction of the Italian courts and will be governed by Italian Law.

² Right Use of the Data: no part of the information contained in this web-site may be stored in a retrieval system, or transmitted in any form, or by any means without prior permission in writing from RINA Services S.p.A.

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1. Registration public environment

The public user to activate the service has to press the button "Sign up now" and filled in the Registration Form; "User Name" (UID) and "Password" (PWD) will be sent by e-mail from leoinfo@rina.org to the address specified on the form:

REGISTRATION FORM			
If you wish to register please fill in this form. The password will be sent to the specified e-mail address.			
NAME*	<input type="text"/>	SURNAME *	<input type="text"/>
COMPANY NAME	<input type="text"/>	JOB TITLE	<input type="text"/>
ADDRESS (STREET)	<input type="text"/>	POSTCODE	<input type="text"/>
CITY CITY	<input type="text"/>	COUNTRY	<input type="text"/>
TELEPHONE *	<input type="text"/>	FAX	<input type="text"/>
E-MAIL *	<input type="text"/>	USER NAME *	GST_ <input type="text"/>

Pursuant to art. 13 italian decree.196/03, subsequent modifications and completions, the user who enters this site is informed that:

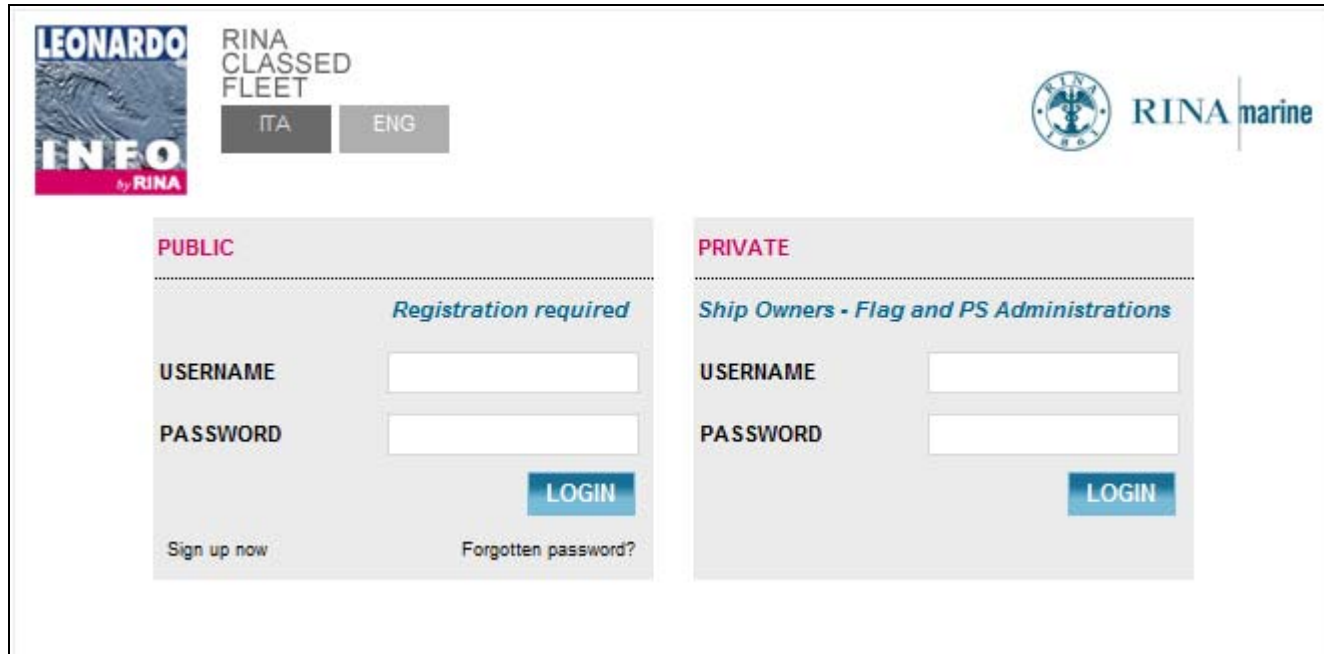
- The personal data which the user inserts in the particular fields are necessary to bring into effect the contract for the licence of the RINA software.
- Non completion of the form implies the impossibility of stipulating a contract for the licence of the RINA software.
- The personal data collected are used for internal administrative purposes and cannot be communicated, under any circumstances, to third parties.
- The holder of the personal data collected is RINA Services S.p.A. with Head Office in Genoa, Via Corsica 12.
- The interested party can exercise the rights under art. 7 Italian Decree 196/03 which he/she is invited to read by following the proper link

2. Access

Leonardo INFO can be accessed from the first page of the RINA Web Site or directly from URL:

<https://www.leonardoinfo.com/>

UID and PWD attributed to "Private" can be used also to access the page "Public".



The screenshot displays the Leonardo INFO login interface. At the top left, there is a logo for "LEONARDO INFO by RINA" and the text "RINA CLASSED FLEET". Below this, there are two buttons for language selection: "ITA" and "ENG". On the top right, the "RINA marine" logo is visible. The main content area is divided into two sections: "PUBLIC" and "PRIVATE". The "PUBLIC" section is titled "Registration required" and contains fields for "USERNAME" and "PASSWORD", a "LOGIN" button, and links for "Sign up now" and "Forgotten password?". The "PRIVATE" section is titled "Ship Owners - Flag and PS Administrations" and also contains fields for "USERNAME" and "PASSWORD", a "LOGIN" button, and a "Forgotten password?" link.

Having chosen the environment "Public" or "Private", insert User Name and Password in the appropriate fields and press LOGIN.

The scope of the present manual is to describe the main functions of the "Private" environment.

Entered into the system the "Private" user finds three different environments to see and described below:

The screenshot displays the top navigation bar of the LEONARDO INFO website. On the left, there is a logo for 'LEONARDO INFO by RINA'. The main navigation bar includes a 'Home on LEONARDO INFO' button, a 'timer' icon, a 'Home' icon, a 'Contact us' icon, and a user profile icon labeled 'EGT'. To the right of the user profile, there are links for '>> Logout' and '>> Change Password'. Below the navigation bar, there are three tabs: 'SHIP SEARCH' (which is highlighted with a downward-pointing arrow), 'FLEET SEARCH', and 'DOC SEARCH'. Under the 'SHIP SEARCH' tab, there is a section titled 'Select search method' with two dropdown menus: 'RINA Number' and 'Class Status'. To the right of these dropdowns is a 'SEARCH' button. Below the 'Class Status' dropdown, there are three checkboxes: 'Valid' (checked), 'Suspended' (checked), and 'Withdrawn' (unchecked).

The search function is available by pressing three different folders:

- "SHIP SEARCH" when looking for a specific unit;
- "FLEET SEARCH" useful when different fleets are managed by one management company;
- "DOC SEARCH" useful for company with ISM DOC (International Safety Management Document of Compliance).

Entering the selected folder the system opens a new page; see for instance the following page with "Ship search".

3. Ship search

SHIP SEARCH FLEET SEARCH DOC SEARCH

Select search method

RINA Number [dropdown] [input] SEARCH

RINA Number
IMO Number
Ship Name
All Ships

Valid Suspended Withdrawn

Select search method

RINA Number [dropdown] [input] SEARCH

Class Status [dropdown]
Class Status
ISM SMC Status
ISPS Status

Valid Suspended Withdrawn

Select search method

Ship Name [dropdown] nave [input] SEARCH

Class Status [dropdown] Valid Suspended Withdrawn

19 records found. Displaying 9 records: from 11 to 19. Page 2 / 2

NAME	RI	IMO	STATUS
NAVE DI PROVA 13	90013	-	●
NAVE DI PROVA 14	90010	-	●
NAVE DI PROVA 15	90015	-	●

To look for a specific ship:

1. choose the search method;
2. insert the text to search in the free field;
3. choose the type of certification;
4. choose the certification status (Valid, Suspended and/or Withdrawn);
5. press the search button (SEARCH).

The following search methods are available:

1. by RINA Number;
2. by IMO Number;
3. by Ship Name;
4. by All Ships.

The following type of certification are available:

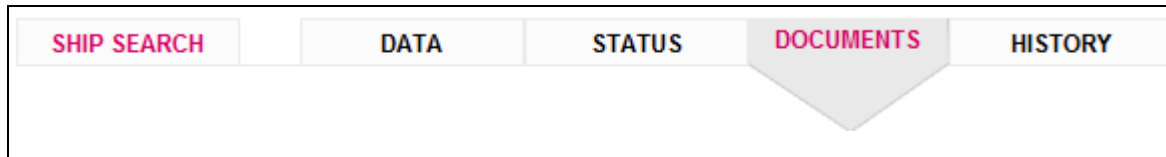
1. by Class Status;
2. ISM SMC Status;
3. ISPS Status

The option, by ship name, allows also the partial insertion of the name.

To see the list of owned ships classed by RINA, the search method "All Ships" applies: SEARCH button is to be pressed without inserting any character in the free field.

To access the data and documents of a particular ship on the list press the ship name.

Performed the search the user can consult the system through the folder described below



All published data and documents are organized into four environments:

1. Data;
2. Status;
3. Documents;
4. History.

To change ship, the button **Ship Search** is always available.

Futhermore, the system shows the presence of any job not yet recorded, with the following warning above the page of data from enviroment STATUS and DOCUMENTS:

Warning: the ship survey status is not updated. Surveys at (place of survey) are either being carried out or not yet recorded

3.1 "Data" environment

SHIP SEARCH	DATA	STATUS	DOCUMENTS	HISTORY
GENERAL INFO	GENERAL INFO			
FUNDAMENTAL/CLASS	Ship Name	TEST SHIP		
HULL/LOAD LINE/TONNAGE	RI	99999		
PROPULSION/ELECTRICS	Flag	Italy		
PRESENT OWNERS	Flag Registry	Italian Register		
	IMO Number			
	Registry Number	2 LI 2907		
	Call Sign	ILIU2		
	Port of Registry - No.	PORTO SANTO STEFANO		
	Date of Build	03/07/2008		
	Office in Charge	RABO - Ravenna Office		

"Data" environment publishes:

1. General data.
2. Fundamental data and general class data.
3. Hull, Load Line and Tonnage data.
4. Propulsion and electric plants data.
5. Owner data.

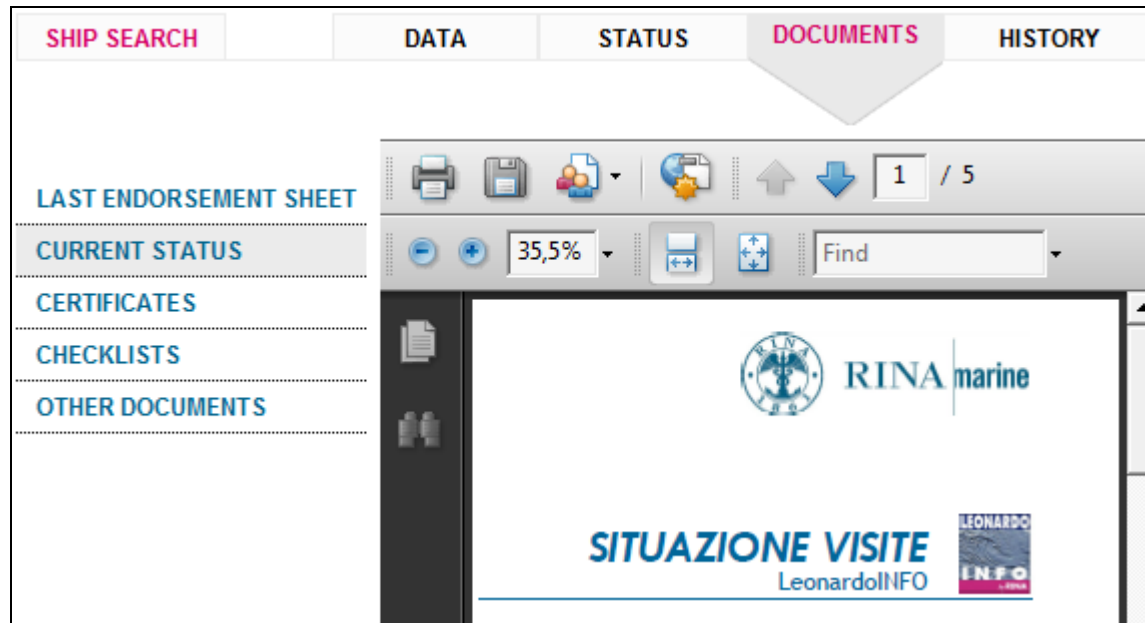
3.2 "Status" environment

SHIP SEARCH	DATA	STATUS	DOCUMENTS	HISTORY
CLASS	CLASS			
CERTIFICATES	Ship Name	TEST SHIP		
SURVEYS	Flag	Italy		
CONTINUOUS	RI	99999		
RECOMMENDATIONS	IMO Number			
MEMORANDA	Call Sign	ILIU2		
	Port of Registry - No.	PORTO SANTO STEFANO - 2 LI 2907		
	Gross Tonnage [GT]			
	National Tonnage [tonn]	98,63		
	Deadweight [t]	90		
	Service	Passenger ship		
	Category	MN		
	Navigation	Special National		
	Last Survey Reported	PORTO SANTO STEFANO / 26Mar2010		
	Additional Notations			
	Class Period (years:months)	4 : 11		
	Running From	03Jul2008		
	Main Class Symbol	C		
	Class Status	Valid		

"Status" environment publishes:

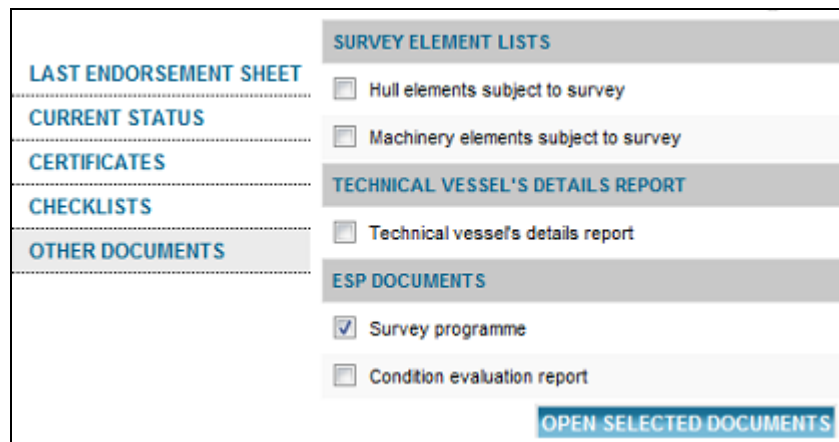
1. General Class data;
2. A table recording the certificates issued and the relevant dates of validity.
 Besides the state of validity of the certificate, the colour is linked to the state of the relevant surveys:
 - a. RED – Surveys and/or recommendations are overdue;
 - b. YELLOW - Surveys are due;
 - c. GREEN – No expiry is highlighted.
3. A table recording the surveys and the relevant expiry dates.
4. A list of Continuous Survey Items and the relevant expiry dates.
5. Class and statutory Recommendations, according to user authorization.
6. Class and statutory Memoranda, according to user authorization.

3.3 "Documents" environment



"Documents" environment publishes:

1. The report relevant to the last "Job" (operation carried out by RINA on board during a ship call for survey purposes, including one access on board or more;
2. The last status of survey;
3. The certificates issued and in due course of validity;
4. The checklists of surveys;
5. List of hull and machinery items under surveillance, Technical form of the ship, survey programme and C.E.R.



3.4 "History" environment

SHIP SEARCH	DATA	STATUS	DOCUMENTS	HISTORY	
JOB	Last survey from	<input type="text" value="18/05/2009"/>	to	<input type="text" value="18/11/2010"/>	<input type="button" value="SEARCH"/>
STATUS					
REPORTS	2 records found				
	<input type="checkbox"/>	JOB NO	PLACE	LAST SURVEY	TYPE OF SURVEY
		3	Porto Santo Stefano	26 Mar 2010	All
	<input type="checkbox"/>	2	Porto Santo Stefano	02 Oct 2009	Class
	<input type="button" value="CHECK ALL"/>		<input type="button" value="UNCHECK ALL"/>		

JOB	Last survey from	<input type="text" value="18/05/2009"/>	to	<input type="text" value="18/11/2010"/>	<input type="button" value="SEARCH"/>
STATUS					
REPORTS	2 records found				
	<input checked="" type="checkbox"/>	JOB NO	PLACE	LAST SURVEY	TYPE OF SURVEY
		3	Porto Santo Stefano	26 Mar 2010	All
	<input type="checkbox"/>	2	Porto Santo Stefano	02 Oct 2009	Class
	<input type="button" value="CHECK ALL"/>		<input type="button" value="UNCHECK ALL"/>		<input type="button" value="VIEW DOCUMENTS"/>

"History" environment publishes the history of:

1. Endorsement Sheets and Narrative Reports;
2. Survey status;
3. Reports of surveys: checklist, structural report, narrative report.

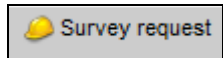
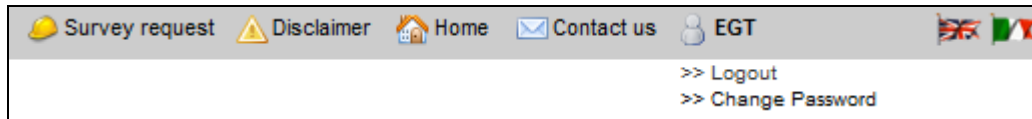
To find old documents the filter dates are to be modified and after push the SEARCH button.

The documents can be opened as follows:

1. select the object;
2. press the VIEW DOCUMENTS button.

4. Buttons

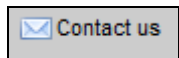
Four further buttons are available, apart from the web buttons accessing the above environments.



To send a survey request to RINA (for more details see next section "Request of Survey ").



To go back to the first page.



To create e-mail to be sent to RINA section or office in charge of the ship.



To set the Italian or English at any time

To print out or save PDF files on disk Acrobat Reader functions are always available (see following image):



4.1 Request of Survey

"Survey request" button is available in all environments.
 Pressing the a.m. button the user accesses the specific page to request RINA survey (see example).

SURVEY REQUEST FOR SHIP 99999 - TEST SHIP

	SURVEY	DUE DATE	RANGE	STATUS
<input type="checkbox"/>	Hull Annual	03Jul2010	04Apr2010 - 03Oct2010	◆
<input type="checkbox"/>	Mach. Annual	03Jul2010	04Apr2010 - 03Oct2010	◆
<input type="checkbox"/>	DRYDOCK	03Jan2011	- 03Jul2011	
<input type="checkbox"/>	IDO PAS Renewal	26Mar2012	- 26Mar2012	
<input type="checkbox"/>	"Dich. Conf. Marpol/I" Renewal	03Jul2013	- 03Jul2013	
<input type="checkbox"/>	631a.03 Tailshaft - complete (withdr) (Aft,port)	03Jul2013	- 03Jan2014	

⏪ ⏩ ⏴ 1 2 ⏵ ⏶ ⏷

Check in correspondence with the survey request

CONTINUOUS SURVEY
 OCCASIONAL SURVEY

Add text/comment (Ship Agent,ETA,ETD, and any other useful information)

Place of Survey

Date of Survey

SEND REQUEST
EXIT

SURVEY REQUEST FOR SHIP 99999 - TEST SHIP

	SURVEY	DUE DATE	RANGE	STATUS
<input type="checkbox"/>	Hull Annual	03Jul2010	04Apr2010 - 03Oct2010	◆
<input checked="" type="checkbox"/>	Mach. Annual	03Jul2010	04Apr2010 - 03Oct2010	◆
<input type="checkbox"/>	DRYDOCK	03Jan2011	- 03Jul2011	
<input type="checkbox"/>	IDO PAS Renewal	26Mar2012	- 26Mar2012	
<input type="checkbox"/>	"Dich. Conf. Marpol/I" Renewal	03Jul2013	- 03Jul2013	
<input type="checkbox"/>	631a.03 Tailshaft - complete (withdr) (Aft,port)	03Jul2013	- 03Jan2014	

Check in correspondence with the survey request
 CONTINUOS SURVEY OCCASIONAL SURVEY

Add text/comment (Ship Agent,ETA,ETD, and any other useful information)

ETA h. 15.30
 Ship Agent ROSSI s.r.l.

Place of Survey

Date of Survey

To send the request:

1. select the surveys; the system shows all the DUE surveys with relevant "Due DATE", and the "CONTINUOS SURVEY" and "OCCASIONAL SURVEY" boxes (always available),
2. tick each item requested,
3. insert any further information in the field "Add text...",
4. indicate the port of survey "Place of survey" by pressing the button to specify country and place,
5. indicate the provided date of survey in "Date of Survey",
6. press "SEND REQUEST".

The message will be sent to:

1. RINA Office in charge of the port of survey,
2. sender (e-mail address is linked to the UID and Password in use).