



**Quick Startup Guidance –
Seal Log Amendment Request
For Marking Seal As Spare**

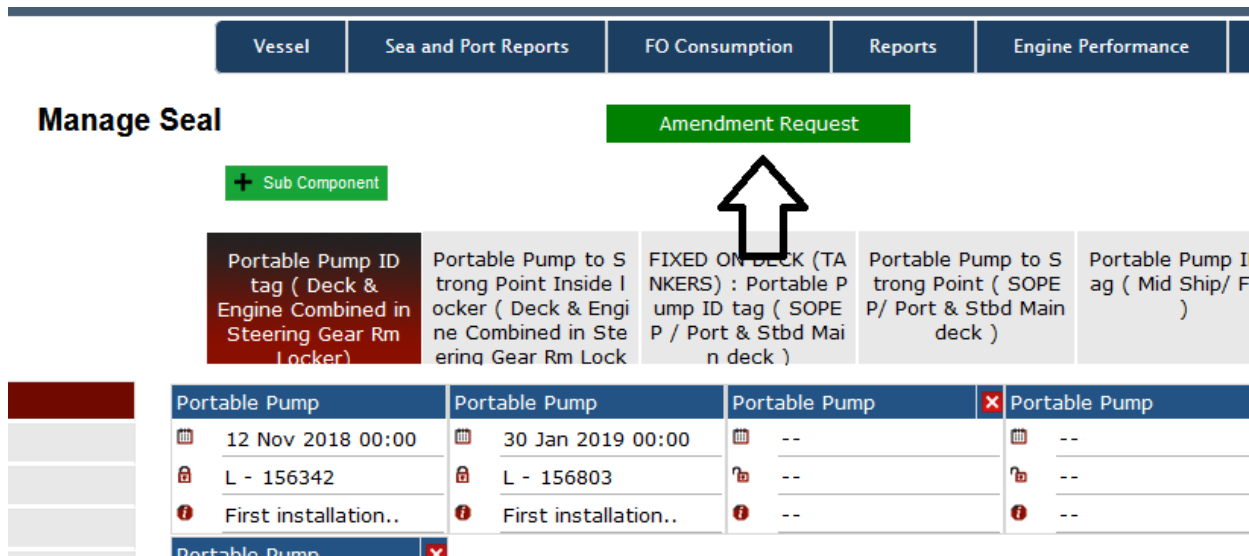
NAU Seal Amendment Request

Step 1 – Login into NAU

Step 2 – Go to Manage Seal page



Step 3 – Click on Amendment Request button

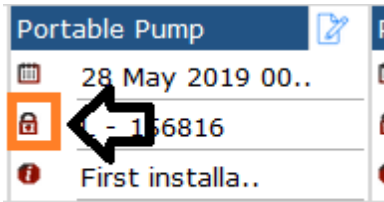


Step 4 – Please proceed to make amendments for below listed features (as applicable)

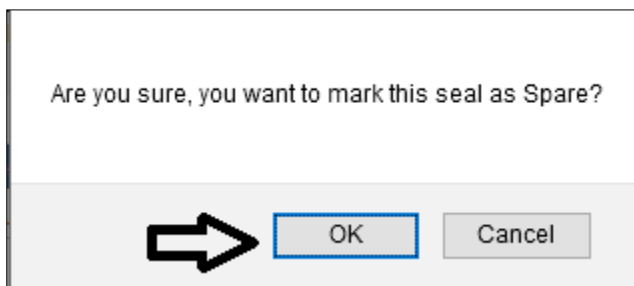
NAU Seal Amendment Request

For Marking the Seal as "SPARE"

- Click on the "Lock icon" (as shown below)



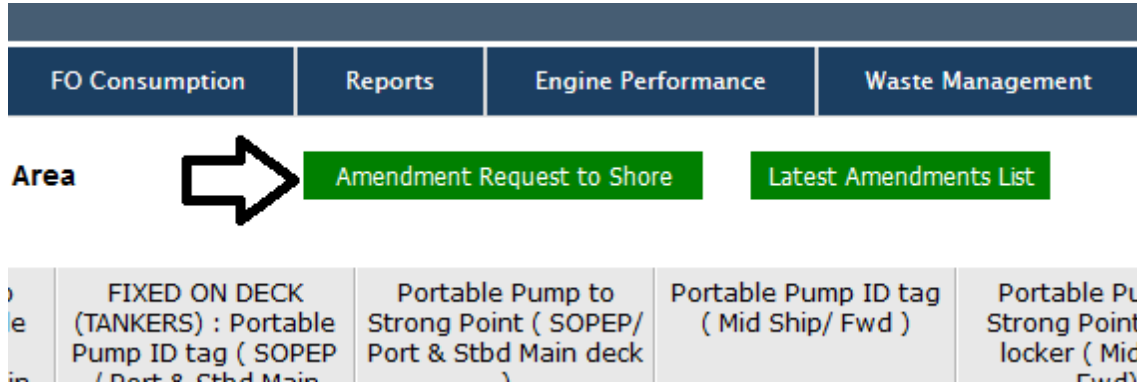
- Click on "OK" button



NAU Seal Amendment Request

Step 5 – After the changes are made;

- Proceed to click on “**Amendment Request to Shore**” button



Area	Current	Proposed To
FIXED ON DECK (TANKERS) : Portable Pump ID tag (SOPEP / Port & Stbd Main deck)	Portable Pump to Strong Point (SOPEP/ Port & Stbd Main deck)	Portable Pump ID tag (Mid Ship/ Fwd)
		Portable Pu Strong Point locker (Mid Fwd)

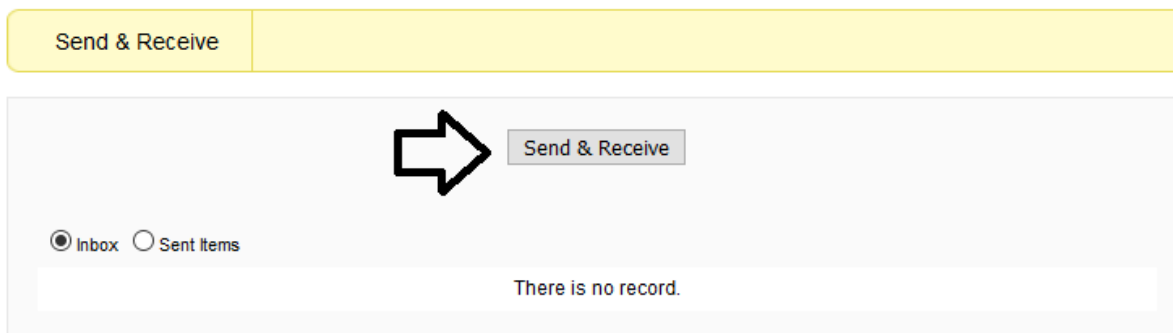
Step 6 – Click Submit Button (post reviewing the log)

Amendments Review				
Sno.	Request For	Affected Area	Current	Proposed To
1	Sealed Date changed	Seal No. 156342	12-Nov-2018	14-Nov-2018
2	Mark Seal as Spare	Seal No. 156803	Attached to Portable Pump Flex Hose > Portable Pump ID tag (Deck & Engine Combined in Steering Gear Rm Locker) > Portable Pump	'Spare'
3	Sealed Date changed	Seal No. 25651	07-Apr-2021	08-Apr-2021

NAU Seal Amendment Request

Step 7 – Click on **Send and Receive Button on NAU** to export the request ashore.

Send & Receive



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