



**Document Control**

<b>Category</b>	Operations
<b>Version</b>	2.0
<b>Effective Date</b>	March 2017 (last Revised Dec 2021)
<b>Authorised By</b>	Unit Commander
<b>Review Date</b>	Dec 2022

**1. Purpose**

The purpose of this LOP is to provide a guideline on how to handle vessels which are proceeding interstate or overseas. Refer also to LOP OP 5, SOP OP 13 and SOP OP 38.

**2. Procedure – Interstate:**

- 2.1 Vessels proceeding either to Victoria or Tasmania must SKED with MR Eden.
- 2.2 Vessels proceeding to Queensland should log off with Seaway Tower or VMR Southport.
- 2.3 Except for Queensland, where the responsible base is already in Queensland, it will be the responsibility of the respective base (i.e. Eden) to transfer vessel to the neighbouring state’s MR or similar base.
- 2.4 Voyage details can be downloaded from Seahawk and emailed to bases which do not use Seahawk - Tas Maritime Radio (TMR) Hobart for Tasmania. Send tracking sheet checking that destination and ETA are noted on it. Refer Addendum 1 for step by step guide and email details.
- 2.5 If exercising 2.4, it is important for MR Sydney to monitor for email confirmation from the interstate base. When confirmation and acceptance is received, close the vessel’s voyage on Seahawk with the note “Transferred to Tasmania and note their voyage number.
- 2.6 Seaway Tower is manned jointly by radio operators from VMR Southport and Coast Guard Southport. VMR Southport is a 24 hour base and monitors Seahawk (albeit Seahawk is not located directly in front of the operator). If MR Sydney notices any vessels going overdue and neither Seaway Tower, nor VMR Southport have responded for more than 30 minutes, MR Sydney is to alert VMR Southport with a polite phone call.
- 2.7 There is no vessel monitoring and tracking in Victoria. Vessel are to SKED with MR Eden. MR Eden will log the vessel off. Vessels are to be made aware of this at the time of log on. Vessels needing assistance whilst in Victorian waters are to contact Marine Radio Victoria or the Police (000).

### 3. Procedure – Overseas (refer SOP OP 38 for Lord Howe Island):

- 3.1 In the first instance, vessels should be asked to call Charleville Radio directly on HF Radio to advise Charleville Radio the details of their voyage.
- 3.2 Charleville Radio does not accept log-ons by Satphone, but they will take the vessel's Satphone number as a communications back-up
- 3.3 Alternatively, MRS will only accept a vessel log on if a vessel is equipped with a satellite phone (SAT phone), provided we make it clear to the vessel that the vessel is to contact MRS at SKED times and to log off.
- 3.4 Ensure you obtain the full number of the Satphone from the skipper and also the international area code.
- 3.5 In accepting to log a vessel on, it is to be logged on under standard procedure and remain the responsibility of MRS until vessel calls to logoff.
- 3.6 Charleville Radio, the National Coastal Radio Network can be contacted on HF frequencies as follows:

#### CHARLEVILLE RADIO

HF Radio frequencies to contact Charleville Radio (using call sign "Charleville Radio") are as follows:

Day	Channels 6215kHz or 8291kHz or 12290kHz
Night	Channels 4125kHz or 6215kHz

**Important Note: To optimise reception, higher frequencies are recommended to be used during the day**

The phone number to ring to set up a sked with Charleville Radio: 02 6151 6688 or a secondary number 02 6230 7463.

Note for information only:

- Kordia is contracted to operate the NSW Coastal HF part of the National Coast Radio Network. Kordia use the remote facilities at Charleville Radio, operating from the operations centre in Canberra.
- Charleville Radio has superior equipment, well located far away from interference that occurs along the coast, and offers better HF coverage.
- Charleville Radio will not take skeds other than by HF radio (not by phone or email). Nor will they initiate action if a sked is missed. Search & Rescue will only be initiated by May Day call or EPIRB"
- SOP OP 38 covers all procedures relating to Vessels logged on for Local voyages and transit voyages to or from Lord Howe Island.
- Marine and Safety Tasmania (MAST) is a Tasmanian Government body and TMR is a volunteer coast guard station providing 24 hour monitoring. Further details can be found: <https://www.mast.tas.gov.au/recreational/marine-communications/broadcast-procedure/>

**(Original) Addendum 1 – LOP OP 15**  
**Transferring Voyage Details from Seahawk to Bases which do not use**  
**Seahawk**  
**Step by Step Guide**

There are situations whereby Voyage Details of vessels logged onto Seahawk are required to be transferred to bases which do not employ Seahawk or where Seahawk is not operational. For example, vessels logged in with travelling to Tasmania will need to have their details transferred to Tas Maritime Radio (TMR).

A PDF version of the Voyage Details directly “downloaded” from Seahawk and attached to an email is an effective and efficient way to transfer Voyage details to such bases.

**NB: For proficient PC users – please refer “Addendum 1 (SHORT FORM)” located after the (Original) Addendum1**

A step by step guide to completing the above follows:

1. Log on vessel on Seahawk as per standard practice, but ensure destination and ETA of arrival port is included.
2. Member will then need to also log onto Seahawk on an Open PC (via Portholes).
3. On this Seahawk, click the down arrow on the right hand side of the subject vessel and select “**Details**” from the drop down menu.
4. Click on the **printer icon** shown on the right hand side of the “**Voyage Details**” page (near the “X” button). A copy of the Voyage Details should now be displayed on your screen
5. Press **CTRL** and **P** (at the same time) which will bring up print options on the left hand side of the screen.
6. Click on “**Change**” (found under the “**Destination**” heading of the **Print menu**). The “**Select a Destination**” pop up window will be displayed.
7. Click on “**Microsoft Print to PDF**”
8. The print menu with the copy of the Voyage Details will be displayed once again. You will notice that the “**Destination**” will now show “**Microsoft Print to PDF**”. Press the **Enter** key.
9. The “**Save Print Output As**” screen will appear.
10. Type the name of your file in the “**File name**” field (curser should be flashing in this field already). Recommended file name format to be “(vessel name)(Registration number) (date ie ddmmyyyy) *Transfer*”
11. Click on “**Desktop**” (found on the side menu) and then click the “**Save**” button. This will save file you have just named on to “**Desktop**”.
12. Close the windows by clicking on “X” and log off and close Seahawk as per normal practice. (Seahawk is no longer required for the remainder of the process)
13. Open Outlook. Create new email and compose your email (refer to notes below for tips).
14. Drag file from desktop and drop file onto the body of the email. It will automatically attach.
15. Finalise your email and click “**Send**” to send your email to the recipient.

16. Once the process has been completed, go to “**Desktop**” to delete the document you had previously saved and named.
17. Place cursor on the subject document. Right click and a menu will pop up. Click on “**Delete**” and follow the prompts to delete the document. Document will be deleted from “**Desktop**.”
18. When completed, Change printer setting back to **OKI MC563 PCL6**.

**Notes:**

It is recommended the contents of your email include:

1. A brief message to the recipient on the purpose of your email.
2. Seek confirmation of receipt of the email (ensure you advise the next watch(s) to look out for confirmation email from TMS/call for confirmation if necessary)
3. Other information the duty officer considers is relevant and was not able to be logged into the Voyage Details
4. Marine Rescue Sydney and MRS telephone number.
5. Sign off by stating your name and watch time (eg 1600hr Watch)
6. Once MRS gets a reply to the email, action as necessary including passing on any reference numbers and/or information and close off/log off vessel.

For vessels transiting to Tasmania, email TMR [ops@tasmaritime.com.au](mailto:ops@tasmaritime.com.au)

Other contact details for TMR:

Telephone: (03) 6231 2276      Facsimile: (03) 6231 4111

<http://tasmaritime.com.au>

**Alternative to Step 14:**

1. Attach document by selecting “**Attach file**” from the menu bar (icon is a **paper clip**)
2. The “**Insert File**” pop up window will display. Click on “**Desktop**” from the side menu if you cannot see the file you named to attach to the email (NB: you may be automatically be taken to “**Desktop**” when you click “**Insert File**”
3. Click on the PDF file you have just named and then click on the “**Insert**” button (continue as per step 15 - 17)

**Addendum 1 (SHORT FORM)**  
**Transferring Voyage Details from Seahawk to Bases which do not use**  
**Seahawk**  
**(SHORT FORM) Step by Step Guide**

*Some members have requested this guide be formatted in short form to for those operators who have reasonable proficiency in PC skills – steps are the same as the original Addendum 1 but without details. Use the original Addendum 1 if you have issues with the short form guide to create PDF of Voyage Details to attach to emails.*

A simple step by step guide to creating PDF with voyage details for emailing:

1. Log vessel onto Seahawk as per standard practice - ensure destination and ETA of arrival port is included.
2. Log onto Seahawk on an Open PC.
3. Display “**Details**” of the subject vessel
4. Click on **printer icon**
5. Press **CTRL** and **P**
6. Click on “**Change**”
7. Click on “**Microsoft Print to PDF**”
8. Press **Print**
9. Type the name of your file in the “**File name**” on the “**Save Print Output As**” screen. (Recommended file name format to be “(vessel name)(Registration number) (date ie ddmmyyyy) Transfer”)
10. Save file to “**Desktop**”.
11. Open Outlook. Create and compose new email (refer to “Notes” in the original Addendum 1 for tips if necessary).
12. Attach PDF file into email.
13. Send finalised email to recipient.
14. Delete the saved document from “**Desktop**”