



## Document Control

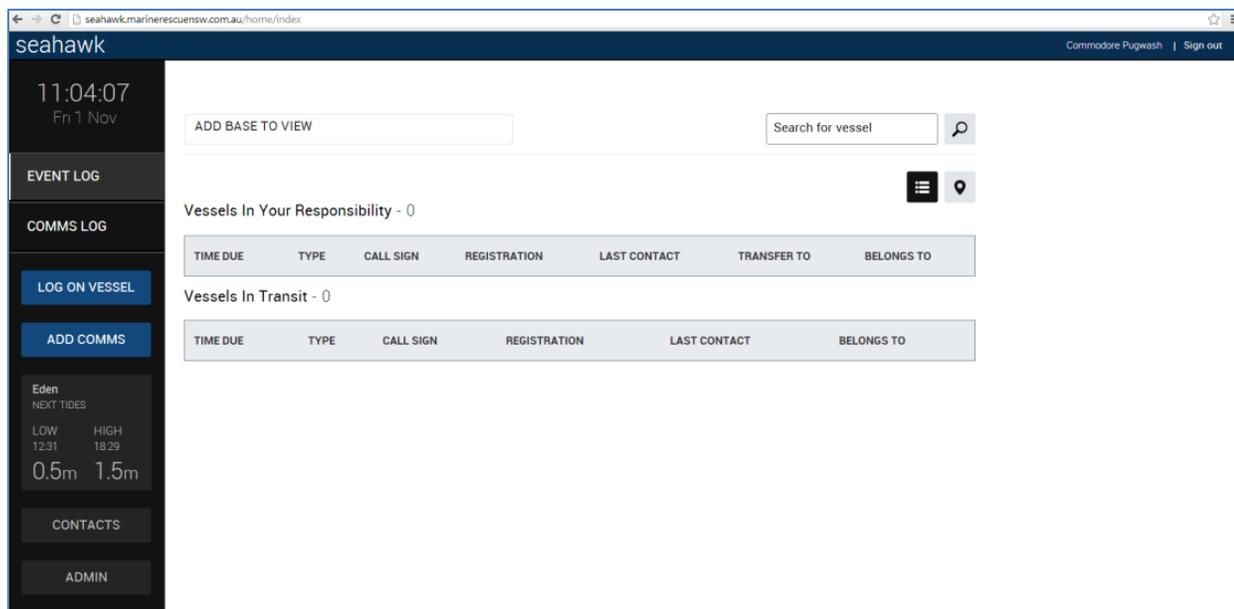
<b>Category</b>	Operations
<b>Version</b>	1.0
<b>Effective Date</b>	February 2015
<b>Authorised By</b>	Unit Commander
<b>Review Date</b>	February 2016

### 1. Purpose

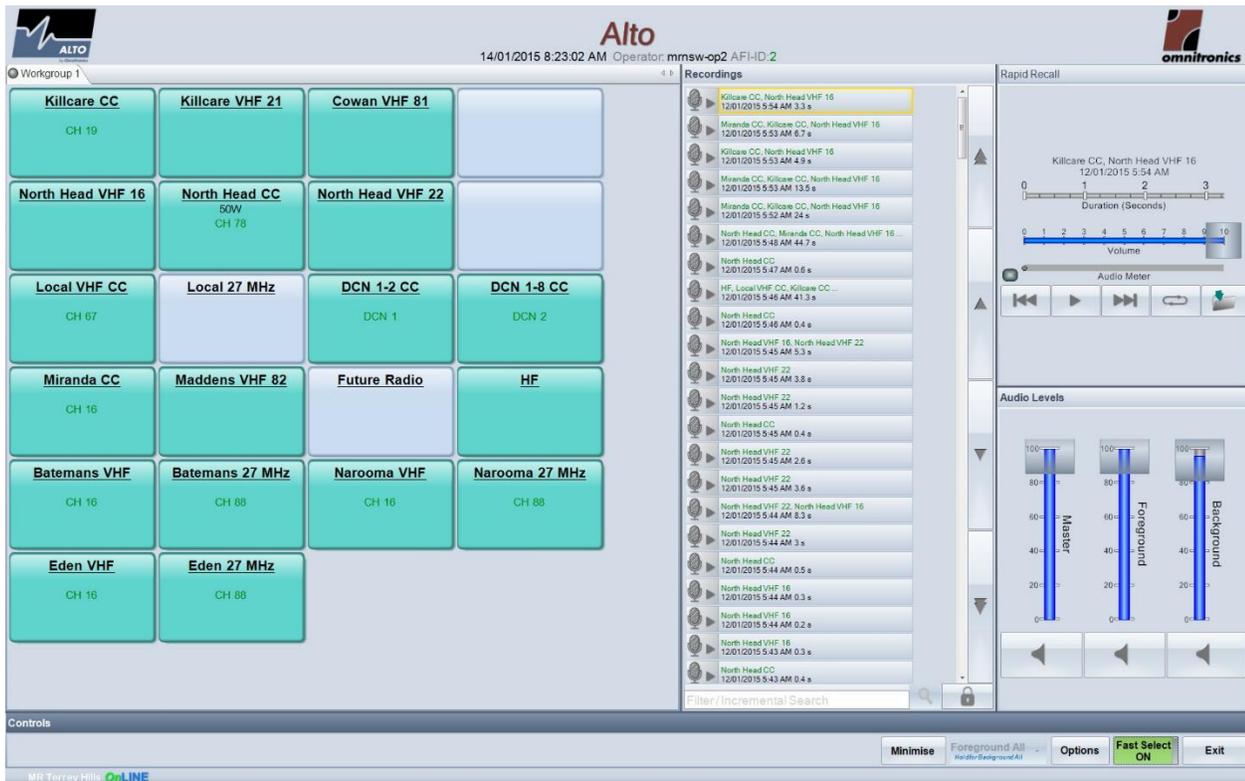
1. The purpose of this LOP is to provide an outline on the screen display for MR Sydney triple screen operating system format. It is important that all 3 screens on all "set" of operating systems remain consistent and unchanged from the original set up.

### 2. Approved Screen format

1. MR Sydney adopts a three (3) screen operating system which includes the following from Left to Right (as you are facing the screens) :
  1. Left hand screen: Seahawk – Recording system used to log on vessels, manage vessels and log in all communications



## 2. Middle screen: Alto



## 3. Right hand screen: Information screen. The Information screen enables DOs to display information generally required to be fully effective in carrying out their responsibilities.

3.1 There is no standard display format required for the information screen.

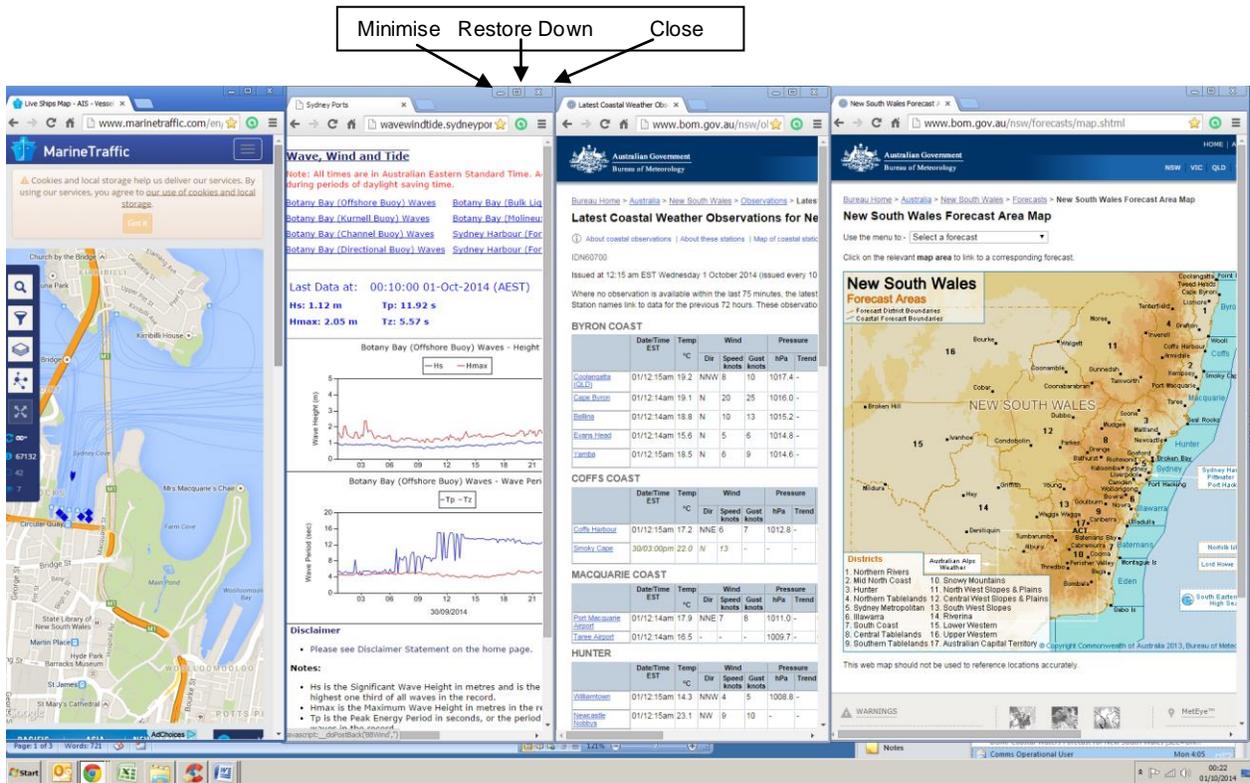
3.2 As a guide only, the four (4) most commonly used websites are as follows, (shown in the diagram from left to right):

- Marine Traffic – [www.marinetraffic.com](http://www.marinetraffic.com)
- Wave, Wind and Tide, as provided by Sydney Port <http://wavewindtide.sydneyports.com.au>
- Latest Coastal Weather – Wind, as provided by [www.bom.gov.au/nsw/observations/coastal](http://www.bom.gov.au/nsw/observations/coastal)
- NSW Forecast Area Map, as provided by [www.bom.gov.au/nsw/forecasts/map](http://www.bom.gov.au/nsw/forecasts/map)

3.3 Icons relating to these sites are found on the Desktop to enable DOs to double left click on mouse to open.

3.4 When icons have been double clicked, by default, the information site will open on the left hand side screen of your 3 screen system, that is, over the Seahawk display screen. In this instance, ensure your mouse cursor is on the tab relating to the icon you have just double clicked to open. Once cursor is on the tab (not the screen), left **click and hold** the mouse down and drag the screen across to the right hand side screen before releasing the left clicked mouse button. This will enable you to place the information screen on the right hand screen of your system and have Seahawk fully visible on the left hand screen.

3.5 You can click on the “Restore down” icon and this will reduce the size of your information site you have just opened.



4.0 Changes made to the format of the screens are restricted to authorised personnel only. Changes can only occur after all approvals/permissions are granted by the necessary Executive Officers and/or Unit Commander. By keeping the screens consistent across all sets of operating systems will enable all officers to be familiar with the function and use of each set of operating system irrespective of where they are located at MR – Sydney base.

## 5.0 Seahawk – Monaro

5.1 MR – Sydney monitors Monaro region between 1800hrs and 0600 hours 7 days a week Alto has already been set up with the necessary radio frequencies and channels to support Monaro Region bases being Eden, Narooma and Batemans Bay. Seahawk needs to be logged on with separate User name and password relating to each of the three (3) Monaro bases. The Seahawk screen (the left hand side screen) should always have 4 tabs displayed. Refer below for the order of tabs representing Seahawk for each base:

Tab 1  
MR Sydney

Tab 2  
MR Eden

Tab 3  
MR Narooma

Tab 4  
MR Batemans Bay

seahawk  
Terrey Hills

03:01:33  
Sun 5 Oct

ADD BASE TO VIEW

Search for vessel

Vessels In Your Responsibility - 2

TIME DUE	TYPE	CALL SIGN	REGISTRATION	LAST CONTACT	TRANSFER TO	BELONGS TO
1200 06/10/2014	transit Log Off	IK070N	IK070N Huntsman	Terrey Hills 04/10/2014 1609	Terrey Hills	Terrey Hills
1700 07/10/2014	transit Log Off	45773	45773 anitra	Terrey Hills 04/10/2014 1735	Batemans Bay	Terrey Hills

Vessels In Transit - 0

TIME DUE	TYPE	CALL SIGN	REGISTRATION	LAST CONTACT	BELONGS TO
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LOG ON VESSEL

ADD COMMS

INCIDENT REPORT

Sydney

CONTACTS

0301  
05/10/2014

## 6.0 Systems issues – Procedure for reporting

- 6.1 DOs are responsible to ensure all systems are correctly functioning and displayed correctly (also refer to MR Sydney LOPS 01 Duty Officer Attendance and Watch Protocols).
- 6.2 Systems issues (malfunction of any type including temporary outage irrespective of length) are to be reported as per 6.3 below
- 6.3 All equipment/systems issues to be emailed to BOTH Unit Commander (UC) and Information Systems Officer (ISO) however in the event the issue will jeopardise the effective operation of MR Sydney Base, UC or ISO is to be telephoned immediately, if neither are available, telephone DUC and if none of the three are available call Operations Officer.
- 6.4 In executing 6.3 above, be specific when stating what the issue is and what was the cause or probable cause. Indicate if you are unsure of the cause and where ever possible, describe what happened and time it occurred. This information will help determine the source of the problem and assist with a resolution.