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## Document Control

<b>Category</b>	Operations
<b>Version</b>	1.0
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<b>Authorised By</b>	Unit Commander
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## 1. Purpose

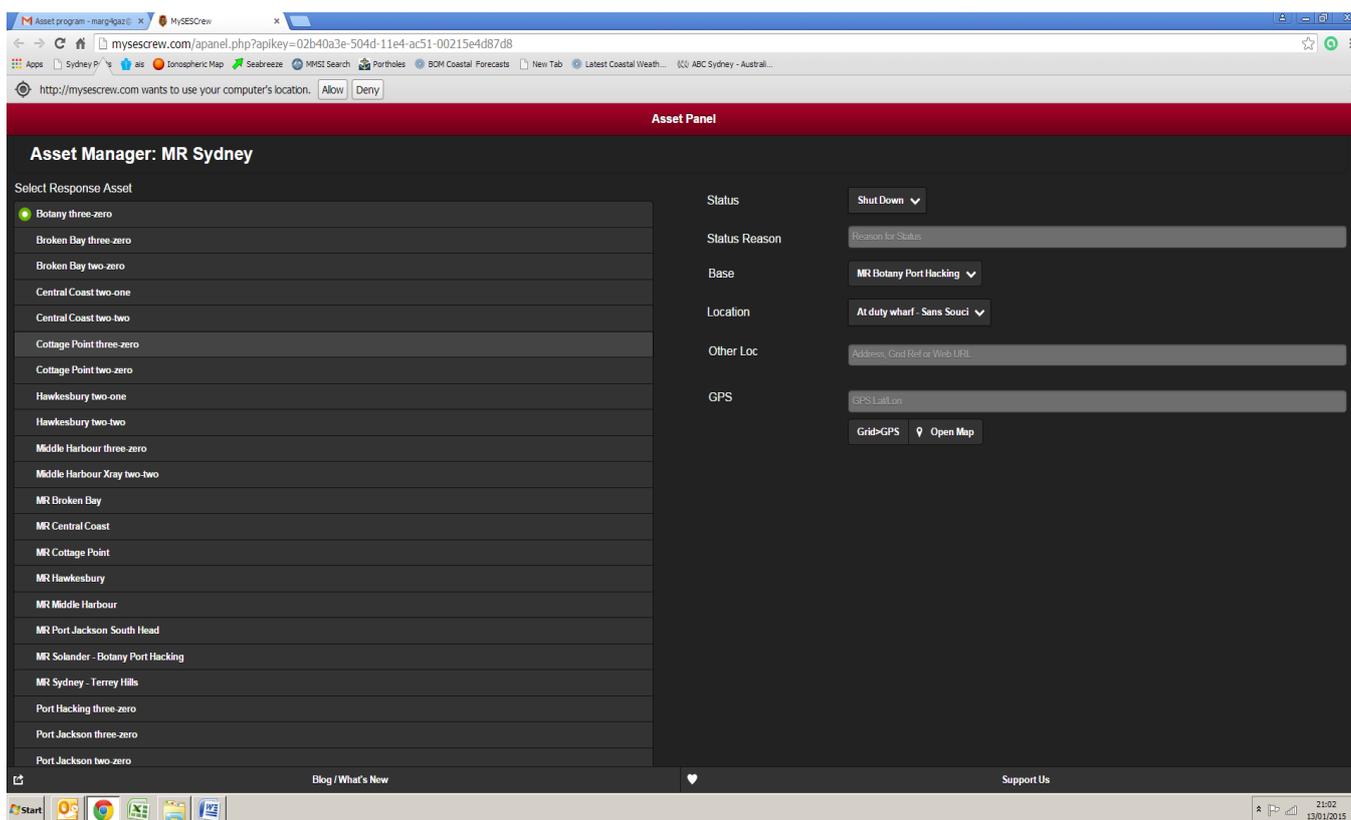
The Asset Monitor Board (AMB) displays the general status of all the Sydney vessels and radio rooms . This LOP provides an outline of the required actions to ensure the data on the AMB remains current and relevant hence effective. It is the responsibility of the Duty Officer to ensure data displayed is accurate at all times.

Changes to the AMB are made via the Asset edit screen.

## 2. Procedure

- 2.1. Double click on the "MRTH Asset Edit" icon shown on the desktop of the computer located closest to the AMB. This is the only computer at Marine Rescue Sydney which will have the AMB edit screen.

Diagram 1, AMB edit screen view is shown below:

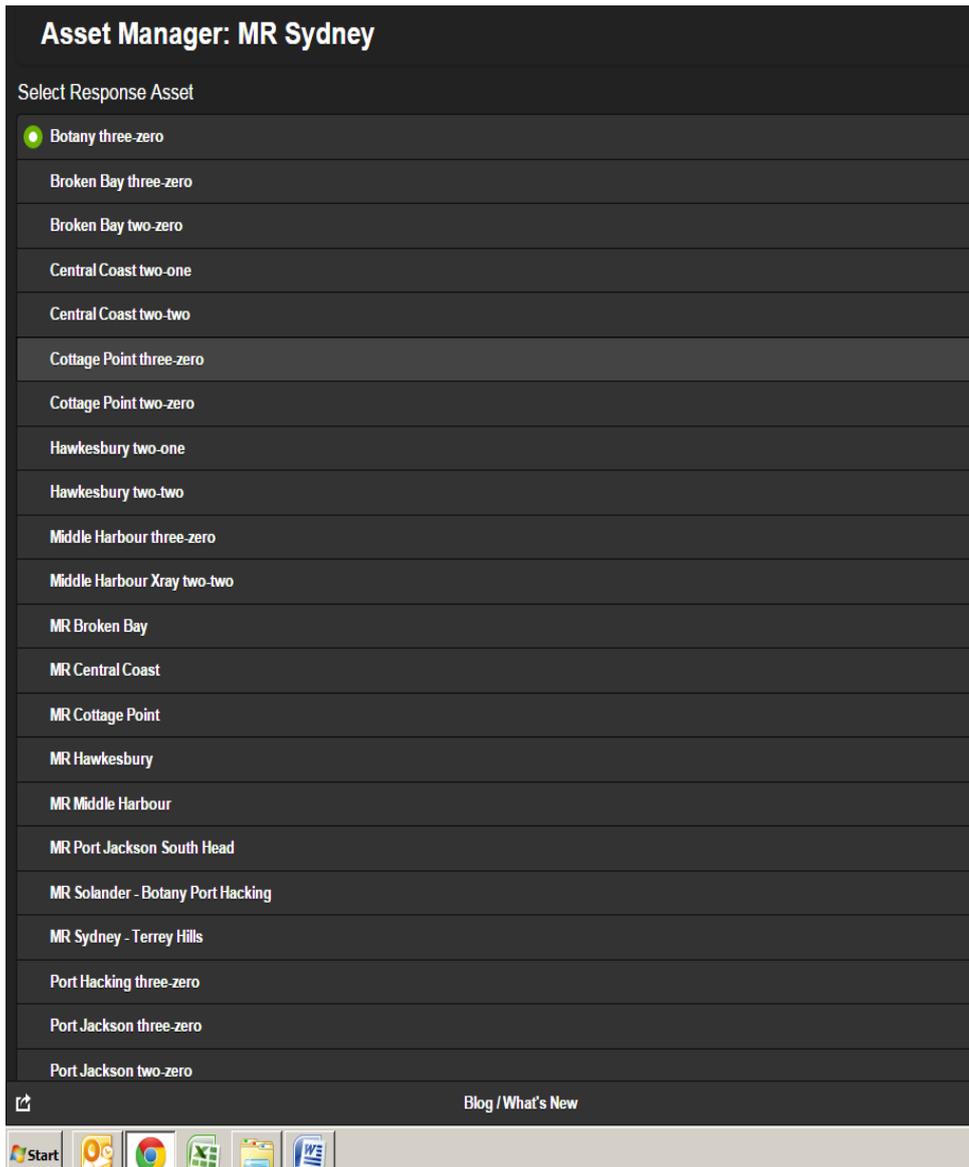


Left hand side of the AMB edit screen lists the “Response Assets” which are a list of Marine Rescue radio bases and Marine Rescue vessels

Right hand side of the AMB edit screen displays fields which enables changes to ‘Status’, ‘Status Reason’, ‘Base’, ‘Location’, ‘Other Loc’ and ‘GPS’

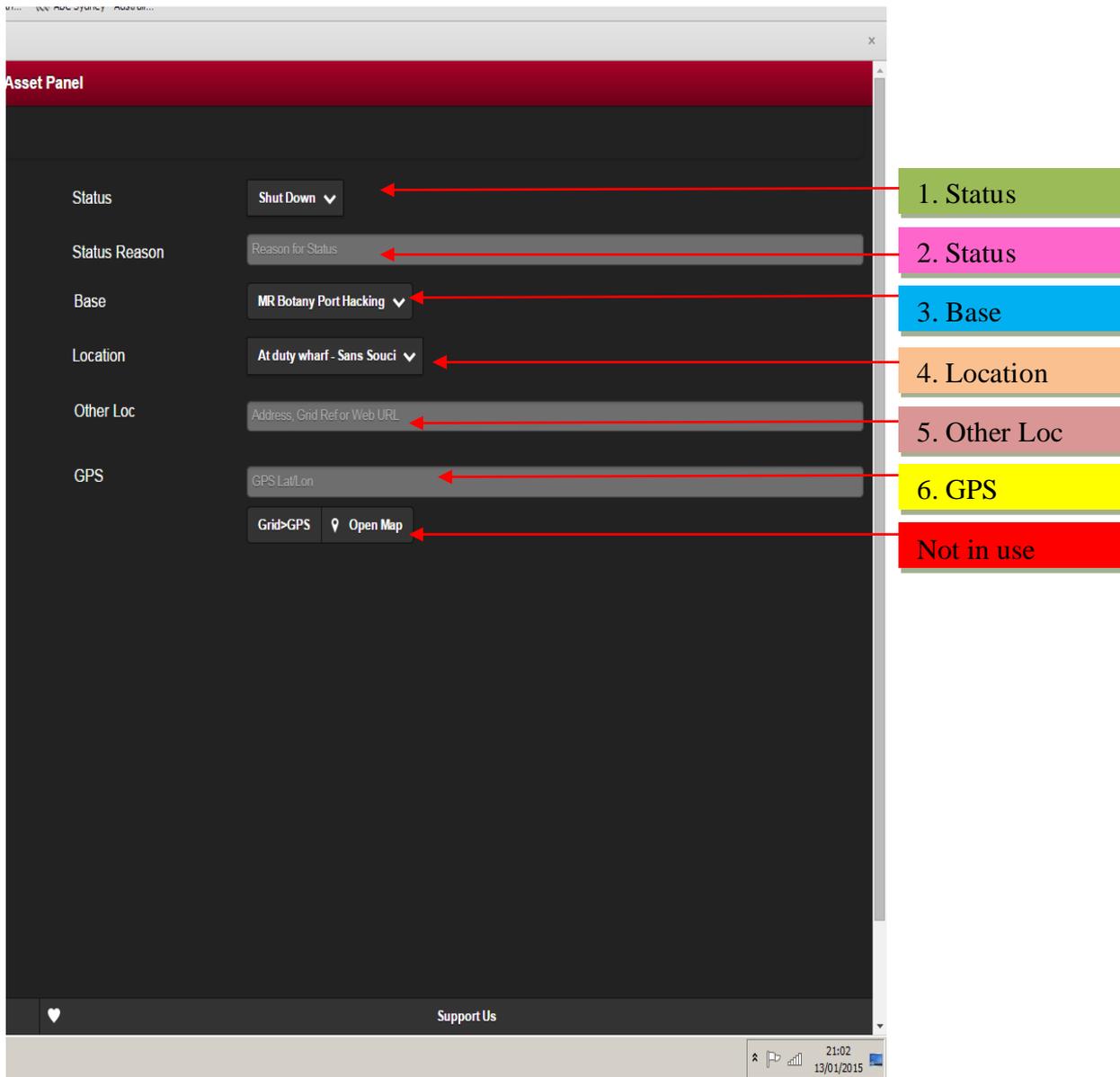
2.2 Upon entering the AMB edit screen select the vessel or base you wish to update by clicking a “Response Asset” shown on the left hand side of the screen. Diagram 2, shows a closer view of the left hand side AMB edit screen. Botany three-zero is selected ie Botany three zero has a white dot with the green outline against it.

Diagram 2, left hand side of the AMB edit screen:



2.3 On the right hand side of the AMB edit screen, diagram 3 is showing the fields which can be amended and in this example, as Botany three-zero is selected, all amendments will be against Botany three zero.

Diagram 3, right hand side of the AMB edit screen:



### 1. Status

#### Radio Rooms

There are only two statuses for the Radio Rooms of the various bases:

CLOSED = Radios not being monitored and base is closed.

OPERATIONAL = Radios are being monitored and base is open.

#### Vessels

There are a number of various statuses that can be selected:

AVAILABLE = Vessel is available for tasking.

SHUT DOWN = Vessel is moored and all equipment is powered down.

TASKED = Vessel is currently tasked.

UNDEFINED = Status is undefined (whatever that means).

UNSERVICABLE = Vessel is not able to be used.

## 2. Status

Currently Cottage Point and Hawkesbury do not have dedicated phones for their vessels and the mobile number for the CAPTAIN of the day is to be obtained and entered here. This field can also be used for additional **BRIEF** notes only if unique circumstances prevail and notes are required. This field is **rarely to be used** and is not meant to be used for general comments as the status selection in almost all cases is sufficient to indicate the current status of the asset without additional notes. If notes are absolutely necessary, preference is to insert notes under the "Location" field (refer "4. Location")

## 3. Base

The base for a vessel would not normally be changed unless a vessel has been relocated to operate from another base for a short period of time. For example, New Year Eve or Sydney/Hobart race etc.

## 4. Location

In regards to vessels, there are a number of fixed general locations that can be selected. Remember it is not important to know exactly where the vessel is, only its availability is important.

AT DUTY WHARF – (various locations)

VARIOUS LOCATIONS – for example;

"Broken Bay – Lion Island"

"Inner Harbour – West of Harbour Bridge"

"Off Shore – Port Hacking"

"Botany Bay – East of Bridges"

## 5. Other Loc

If you select "Other" in the **Location** field then no location is inserted. There is the opportunity to use this field for additional BRIEF notes.

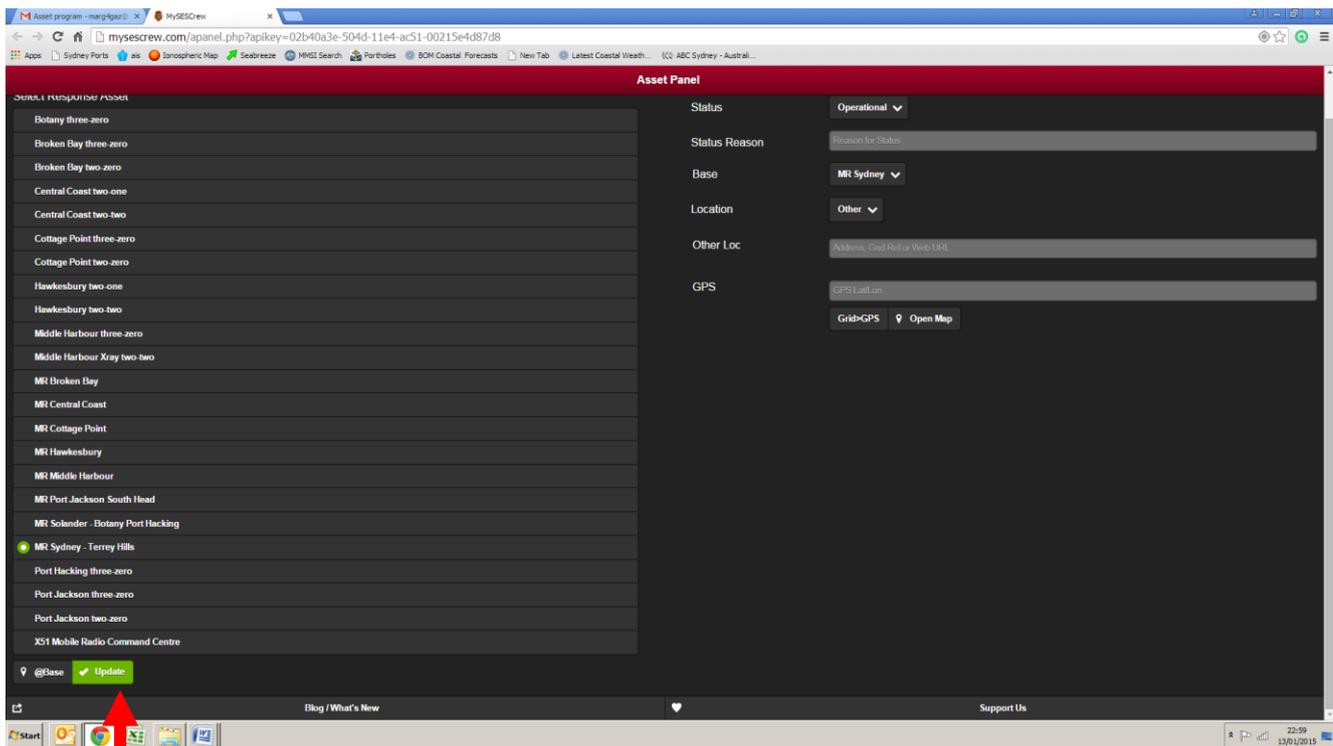
## 6. GPS

Currently this field is not being used.

2.4 Upon completion, to save amendments, click the "Update" button on the bottom left hand side of the AMB edit screen –refer diagram 4 below.

Updates may take up to one minute for that change to be reflected on the AMB.

Diagram 4, AMB edit screen – showing “Update” button:



Update button – click here to save amendments

### Important notes:

1. The more free text you enter into the available fields will eventually force the text to not fit on a single screen display and will NOT be seen on various monitors. Please avoid entering comments/free text unless you feel it is critical to the operational effectiveness of Marine Rescue Sydney.
2. This screen can be accessed and maintained by other parties outside of the Terrey Hills radio room.
3. Access is controlled by the Unit Commander and the System Administrator.