

**Operational Updates
General Notice
April 2024 (244 HOO)**

Information in this notice updates and replaces any current SOP's or other documentation.

Overview

This notice lists a number of changes or useful reminders covering a range of topics in no particular order and each are important.

Do take the time to run through each item even if you think you are already aware of them.

Satcoms, B&G, Terrestrial Communications and OneDrive

As per General Notice 242 these systems are now being fitted to other Challengers – currently Challenger 4 and Challenger 3 should be complete by the end of May. Challenger 2 will get some systems added in, but the B&G fitout is not planned to be completed until later in the year.

Do make sure you are happy with the operation of these systems and ask for training if not.

Do remember that Vessel boat phones must have their data turned off – they connect to the internet via the onboard terrestrial communications system. Using phone data can incur costs.

Comms Computer Files

It has been observed that a number of changes or additions have been made the Vessel folders. This can make it confusing when looking for something specific and different information is on different Vessels or is available but in different places. We are working on getting these back to standard format – do remember these should not be amended by Crew onboard except as specified for voyage processing – in the latter case do make sure you do this correctly.

If you think there is something useful to add or changes to be made do send this to the FRMM who can review and if appropriate make the changes across the fleet as well as update all regarding any changes.

Risk Assessments

The Risk Assessments have been reviewed and consolidated into one document. At the moment they are standalone from the main SOP document, but it is intended to incorporate them in the future.

Copies can be found on the comms computer and online in the staff section. Do check for any changes and to refresh yourselves with them.

Remember that swimming from the Vessels is now not permitted as it is not covered by our insurance. Any swimming from beaches etc is also not covered and is carried out at individuals' or groups choice/risk and we cannot encourage or direct this activity. For those under 16 in particular there is more need for TSYT Crew to be proactive in discouraging or if observed, actively stopping this.

Safeguarding Policy

This is being updated and soon to be released. The new version will be on the website, in the login part of the website and in the Vessel folders once it has been updated.

COSH

COSH folders are being added to the comms computers. These will contain any relevant COSH information on products onboard or in use for maintenance. Do refer to them before using products and also in case of medical emergencies involving products.

COSWP update

A new edition of the COSWP has been published. Hard copies are being supplied to the fleet as per publications below and electronic copies are also being issued. It can also be found on this link:

[Code of Safe Working Practices for Merchant Seafarers - 2024 Edition](#)

Kettles

Using kettles on the large central burner of the Challengers can cause damage to the kettles particularly spouts as on max the flames are wider than the base of the kettle. As such best practise for kettles to be heated on the next size down burners.

Boat Resources

Kits of models of vessels and buoys are being supplied to the fleet. More information to follow.

If you have any requests or suggestions for further boat resources do let the FRMM know.

Anchor Stowage

Remember that if rough (or even perhaps moderate) conditions are likely to be experienced, the anchor is to be removed from the bow and stowed below. The chain hole in deck is to be sealed with the bung for this purpose.

This action has 2 primary purposes:

- the anchor cannot come loose on the bow if it is not there
- water ingress into the sail locker room is significantly reduced if not eliminated by this procedure

Lifejacket AIS units

Challenger lifejackets are being fitted with Ocean Signal MOB1 AIS units. These replace the McMurdo Smart Find units which have come to the end of their life. In the transition do check with FRMM as to which units you have installed. Changeover will be complete by the end of April, after which all units in the fleet will be MOB1s (as TOB already has MOB1s fitted).

Installation of these units has been modified for that originally installed on TOB and also form as shown in manual - an additional reflective strip has been applied to activate the units as seen in picture below.

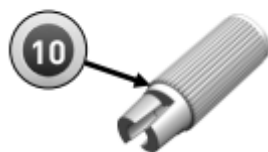


This should improve the rates of activation compared with previous units.

Do make sure you are familiar with their operation and repacking – manuals will be added to the comms computers and can also be found on this link:

[MOB1-user-manual-v-01.07-02082019.pdf \(oceansignal.com\)](https://oceansignal.com/files/MOB1-user-manual-v-01.07-02082019.pdf)

Repacking does require a tool for winding the antenna as pictured below. A number of these will be supplied to the Vessels and are to generally be kept in the Safety box, however one can be kept in the chart table for easy access.



Remember: if a unit activates by accident to turn it off as soon as possible and then issue an all stations call on 16 advising of accidental activation and that you have turned it off.

Skipper Checklists

Two new checklists are being introduced, one for Skipper arrival – ie prep day and one for Skipper departure – ie last day of a voyage. These utilise the Forms platform and so can be completed on a variety of devices.

These are to be completed at the start and end of each voyage and are useful reminders.

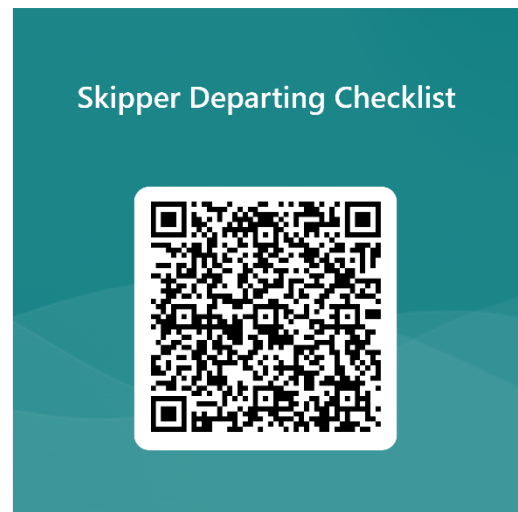
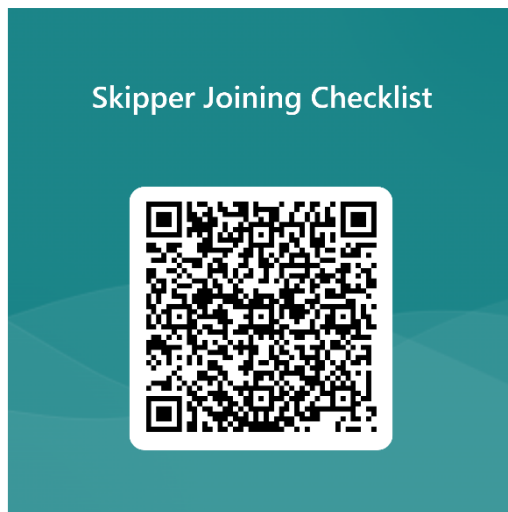
Do not tick off anything as having been completed/checked without confirming it has been – in some cases not all items are applicable, for instance if you are doing back to back voyages turning the fridge off in saloon is probably not applicable.

For now, these have been produced with the Challengers in mind but can mostly be used for Tenacity too – simply skip any items not relevant for Tenacity.

They will be found in the *Checklist* folder onboard but also accessible through these QR codes and links:

[Skipper Joining Checklist](#)

[Skipper Departing Checklist](#)



Publications

The following publications have been supplied to the Challengers and now form part of their official inventory.

Publisher/Supplier	Publication	Code	Edition	Quantity
RYA	IRPCS	G2	2nd (2015)	1
RYA	Sea Survival Handbook	G43	2nd (2015)	1
RYA	Marine Radio	G22	1st (2017)	1
RYA	VHF Handbook	G31	1st (2006)	1
RYA	Comp Crew Skills	CCPCN/23	1st (2014)	2
RYA	Diesel Engine Handbook	G25	1st (2006)	1
RYA	Stability and Buoyancy	G23	2nd	2
RYA	Passage Planning	G69	1st (2011)	1
RYA	YM Scheme Syllabus and Logbook	G158	2015	1
MCA/TSO	Code of Safe Working Practices for Merchant Seafarers (COSWP)		2024 Edition	1
MTB	A Seaman's Guide to the Rule of the Road		9th 2016	1



These publications have all been stamped on the first page with the Vessel stamp and the G158s have also had identifiers written on the front cover to avoid confusion.

These are for multiple uses onboard including:

- training Voyage Crew
- training TSYT Crew
- references for anyone

Do use these publications as appropriate but look after them and ensure they are stored correctly and kept onboard (not be removed from Vessel). Should any require replacing (ie they become worn/unreadable, or you are aware they are out of date) they should be requested using the Todoist system.

For now, these publications are to be stored in the aft saloon locker.

Tenacity will have a similar list which is currently being checked.

Should you feel additional publications would be useful let the FRMM know.

Legal Paperwork

Do remember the requirement to correctly complete the following items:

- Hours of Rest
- Garbage Disposal Record Books

We are under increasing pressure to demonstrate we are auditing these correctly so we will be checking on these more regularly.

Food Deliveries

Going forward, ASDA food deliveries will now allow us to use the crates from the delivery van to take the food from the delivery point down to the boats – eliminating the need for bags to collect the food order. The trays fit nicely into the trolley and should make the food deliveries easier and quicker as well.

Once you are done with the crates, find a place to store them onboard (they should stack neatly on top of each other) and on any future deliveries ensure that you bring any crates from the previous order to hand back to the delivery driver. Do remember this to avoid a build-up of the crates on board and to maintain our relationship with ASDA.

Currently this arrangement is only for Portsmouth deliveries, but we are working on expanding this to other areas in due course.

Crewfile password

The crewfile passwords have changed recently – all Skippers and Mates need to know the new passwords before their next voyage.

RYA certificate reporting

To minimise unnecessary checking/chasing post voyages, an RYA certificate report email is to be sent at the end of each voyage (not including daysails) even when no certificates have been issued. In cases where no certificates have been issued, the email does not need an attachment but should contain wording to the effect that no certificates have been issued this voyage. See also GN221.

Main Halyard Stowage

Padeyes are being fitted to the port (inboard) side of the starboard jammer bank. These are specifically designated for the stowage of the main halyard when not in use and will be the only place for this in future.

These will not be completed before the end of May so in the meantime continue as you are but do change to the new system when the padeyes are installed.

Elephant Earing On Winches

The practise of leaving elephant ears on working winches does not appear to be seamanlike, efficient or in some cases the safest option, and excepting the runner winch is not part of the SOPs. In fact the SOPs clearly state working sheets are to be flaked.

In the snakepit, it requires little extra effort to lift the ears off the winch and secure on the correct clip. This means that should the winch need adjusting in a small way (in or out) or clearing to put another line on it is relatively easy to do this – if coils/ears are on the winch, they first would need dealing with – this will also delay workign on the winch at a time when it might be important to do it quickly. It does require the clips to be sufficient and in good order – if they are not, look to remedy this or add to jobslist.

On working sheets, coils/ears on winches again cause delay in tending to the sheets - in the case of the main especially this can create a safety issue. Should the lines need adjusting or prepared for a tack, additional work is required at this time both in terms of preparing to use the winch and also in terms of tidying after adjustment – much better to have them flaked ready to go. For the headsail sheets, flaking in the no go rectangle on low side (but inside coaming) means they will not be in anyone's way and should be clear to run for a tack/gybe – this is the standard/default setup and there is no reason to do anything else.

Rapid adjustment of the mainsheet may be a safety issue so it should generally be flaked on the cockpit floor ready. In certain circumstances – ie motorsailing in light winds, or in stable conditions with plenty of room to land/other vessels or the main is significantly underpowered etc, then earing the mainsheet might improve safety for crew moving in the cockpit – less sliding/trip hazards. This practise should however be kept to a minimum and is not the standard/default setup and is not part of the SOPs and so can only be done once the Skipper has assessed the risks and proactively asked for it.

The working runner winch can be eared over the winch – this keeps it out of the way. Any adjustment here is minimal, infrequent and less safety critical. It is also easy and very quick to drop the ears off this winch if needed in a hurry.

Sheets on lazy winches in the cockpit can be left eared over the winces to tidy them away but remember to leave one turn on winches for any lazy sheets before earing over.

Incident Reports

Vessel and Crew incident reports are as per SOPs and GN2210.

Near miss reporting forms are due out soon, in the meantime use the standard reports but state at top of description that this is a near miss report.

Safeguarding reporting is now primarily through a Forms link (see QR code below) – this provides better security for the report. Should this not be accessible (ie no terrestrial signal) then the 'TSL SGRF V1' form (in templates folder) can be used instead but must be deleted once transmission is successful or the relevant information is transferred to the safeguarding Form.



Feedback Forms

All feedback forms for the end of voyage personal feedback (voyage crew, group leaders and new ones for watch leaders, mates and skippers) are all on the tablets onboard. Do make sure they are completed before they depart.

Switch on tablets, swipe left on the home screen and the surveys are available there.

QR codes here as well.



YOUTH VOYAGE

(12-25)



ADULT VOYAGE

(18+)



**GROUP
LEADER**




**TSYT CREW
(WL, YM, MATE, SKIPPER)**

DoE Residential Reports

If you have anyone onboard completing a DoFE Gold residential, you will need to complete the online assessors form for each individual.

The DoE website now requires you to login using an email address which they send a verification code to. Use the Vessel email address for this initially, but when entering details later on, use the Assessor ID and email as listed in the table below.

<p>Before you get started:</p>	<p>Make sure you have the young person's eDofE login:</p> <ul style="list-style-type: none"> - Participants ID Number - Level (Gold) - Section you are assessing (Residential)
<p>Content</p>	<p>Accommodation: A 'pit' bunk on-board a 72-foot ocean racing yacht. The living accommodation is in tight shared quarters with fellow crew, all meeting each other for the first time. Space for personal items limited to a small bag that is contained within the confines of a curver box.</p> <p>Evening activities: Living on-board a yacht is 24/7. All time is spent in close confines with the crew. Evening activities were spent night sailing, dinner preparation and boat clean (<i>adjust as you need</i>). Downtime is spent as a team.</p> <p>Skills: Use the detail of your crew member's assessment to complete this section.</p>
<p>Details</p>	<p>Use the following details when completing the online form via DofE to ensure we can track our participants!</p> <p>Website: https://www.dofe.org/assessor/ Assessor ID: HO71516A Assessor Email: DofE@tallships.org</p>  <p>If you use your own email address in error do make sure you forward the confirmed report to DofE@tallships.org</p>
<p>Crew Member's Assessment</p>	<p>Remind your young people to complete this part of the crew member's assessment as you're doing the online form:</p> <div style="border: 1px solid black; padding: 5px; display: flex; align-items: center;"> <div style="border-right: 1px solid black; padding-right: 5px;"> <p>Completing part of your Duke of Edinburgh? <i>Please circle the section and provide your ID number</i></p> </div> <div style="border-right: 1px solid black; padding-right: 5px; text-align: center;"> <p>Gold Residential</p> </div> <div style="border-right: 1px solid black; padding-right: 5px; text-align: center;"> <p>Gold Expedition</p> </div> <div style="padding-left: 5px;"> <p>eDofE ID:</p> </div> </div>

More information can also be found here:
[Writing-Assessor Reports - RESIDENTIAL.pdf \(dofe.org\)](#)

Towing Lines

Further to recent discussions on towing at sea (as opposed to alongside towing) there have been some comments regarding the available length of mooring lines and suitability for towing.

The mooring lines are potentially suitable for this especially in calm weather, however they may need to be joined together to extend to create some length and still might not be sufficient in length, so this is a reminder that the warp on the kedge (spare) anchor also doubles up as a towing line.

On the Challengers, the kedge line is 100m of 24mm octoplait which gives good options for length of tow. Weights could be added to the towline to reduce snatch and do remember to rig bridles for alignment and ease of slipping a tow especially if required to do so in a hurry.

Sailing Efficiently

There are a number of times when doing what we do, sailing efficiently is not a priority. We might be engaged in other activities, such as briefing crew, preparing for a manoeuvre, or we might decide that with the drills we are doing and/or the available sea room we might keep the main pinned in for safety reasons or to avoid overworking the crew. We might not have a full complement of able crew (due to perhaps eating lunch or suffering from sea sickness); we might decide that sailing inefficiently gives us more time to complete a drill before we run out of sea room or gives more scope for quick manoeuvring in traffic. This list is not exhaustive.

However outside of intentionally sailing inefficiently for any reason, we should generally be looking to sail our Vessels efficiently and passing on the skills to do so to other TS Crew as well as Voyage Crew, especially in regards to an intermediate level of sail trim and weather/tide.

If you do not feel immediately comfortable with your knowledge/experience on this, then do add it to your personal development plan to work on, asks questions, do research and have a play.

Single Handed Work

All Challenger Skippers and Mates are expected to be able to do the following on the Challengers:

- Drop the yankee (and staysail) by themselves given a reliable helm
- Put a reef in by themselves given a reliable helm
- Tack single handedly including helming

sPCR update

The Carrier Engagement Team ran an event on the 9 April 2024 detailing changes to the sPCR system. The system is largely unchanged but now includes a section that covers immigration checks. As such, these should enable you to effectively clear all persons onboard into the UK before your departure from a non-UK port/country.

This is called the Universal Permission to Travel (UPT) Response Messages.

The system looks fairly straightforward, and you get a result on immigration quickly – the website states within 6 minutes, however at the event, their average response time was 5 seconds. It

does require checking the results of the immigration report before you depart the non-UK port/country – best done by waiting a while and refreshing the sPCR page.

The results lead to 3 outcomes paraphrased here:

- Free to enter
- Document check required
- Not permitted to enter UK

All person onboard will be listed under one of these results.

For those free to enter they are all cleared in. This is generally the case for British passport holders or anyone who already has an Electronic Travel Authorisation (ETA).

For those requiring a document check, it is then up to the Skipper to check the documents of the individual and check they have correct paperwork for entering the UK. There is some guidance on this, and they also have a quick response email/phone available you could use. If the Skipper is happy with the documentation, the Skipper follows this up on the system and that person then has entry into the UK approved – but do check by waiting and refreshing the page again.

For those not permitted to enter it was not exactly clear how this shows up – it is presumed it will show clearly on the report, but they said they would call very shortly after the report was generated to discuss with the Skipper. In this case, the person must be disembarked and cannot travel to the UK.

During the event they reiterated the responsibility of Skippers, Operators and Agents to check the documentation of people onboard and also to check that they are the holders of the paperwork (ie not someone impersonating the holder). This is obviously more relevant to Skippers now with the change in sPCR system.

ETAs can be obtained by persons in advance of travel but eVISAs should also do the same job if obtainable.

For overseas voyages we will look at what these changes mean for information/guidance/requirements we give to crew in advance and also what checks can be done before they board.

This has just been released by the Government and we are still assimilating information and processes for this. A separate notice is likely to be published to cover this in more detail.

In the meantime, ask the FRMM or HOO for additional training/support on this before you commence any voyages that include overseas elements (remember Channel Islands, Ireland, Isle of Man etc all count as overseas for this).

More information can be found on these links:

[Online immigration status \(eVisa\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/online-immigration-status)

[Apply for an electronic travel authorisation \(ETA\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/apply-for-an-electronic-travel-authorisation)

[Guidance on examining identity documents \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/guidance/understanding-identity-documents)

[Charging Guide Procedures - A Guide for Carriers \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/guidance/charging-guide-procedures)

rya.org.uk/news/spcr-engagement-event

Actions

All TSYT Crew to read and act on the above.