



Instructions for completing the
VOSclim recruitment/update/derecruitment advice
Form 001

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Introduction

In order to improve the accuracy of, and confidence in, meteorological data collected by Voluntary Observing Ships (VOS), a subset of the voluntary observing fleet has been nominated and is referred to as the VOSClm. Observations from vessels belonging to the VOSClm are regarded to be of the highest quality and will be used in a similar way to those collected by land based Climate Reference Stations. In order for the data to be of the required quality, additional metadata needs to be collected and stored by the recruiting country. The metadata required by WMO is detailed in **WMO publication No. 47, Annex V**, and collected on the VOSClm recruitment/update/derecruitment advice (Form 001). For detailed information about the codes and abbreviations used in Form 001, refer to **WMO publication No. 47, Annex V**. The numbers in parentheses refer to the column numbers in this WMO publication.

Purpose

This document is intended as a short guide to filling out the VOSClm recruitment/update/derecruitment advice (Form 001).

Form 001 features two types of input fields: some that are numbered and others that are not.

The numbered fields are for information required by WMO for every VOSClm vessel and must be completed according to the instructions contained in **WMO publication No. 47, Annex V**.

The fields that are not numbered are for national use and may optionally be used to record information about a country's Voluntary Observing Ship. The information in these fields is not required by WMO for the VOSClm vessels and it is therefore up to each country to decide if and how these fields are populated.

This form is intended to be used as a record of the recruitment of a vessel into the VOSClm programme, a reference to its systems while active in VOSClm and to record and advise its derecruitment from VOSClm (by filling in the appropriate derecruitment details at the top of the form).

A new copy of the form should be used to record whenever an instrument is installed or removed from the vessel, or a calibration is performed on the Barometer or Anemometer. However in this case only details relevant to the instrument in question will be needed.

It is intended that this 'Update' form will be attached to the 'master form' so as to provide a complete record of instruments used aboard. Note that WMO only requires the instrument calibration dates. Installation dates and serial numbers need only be collected by the Port Meteorological Officer for her/his own records.

If there are changes to any details of the vessel, such as to the name, call sign or flag, an update copy of the form should be completed and attached to the original (master) form containing the correct details, with a plain language explanation included in the 'comments' field.

If the vessel is decommissioned by one country and recruited by another, the original country's F 001 should be marked to show the derecruitment, and a new recruitment form be filled in by the new country. This should include a comment explaining the vessel's previous VOSClm service for the initial country.

1. Vessel Information

This information is required to uniquely identify the vessel in the WMO database, and supply some general guidance as to the kind of observations that can be expected from her.

Vessel Name (1)

The registered name of the vessel (e.g. Reflection);

Call sign (2)

The Ship's call sign (e.g. VNSB);

IMO Number (3)

The number issued by the International Maritime Organization (e.g. 8717283) to uniquely identify the vessel. This number stays with the vessel even if the name and call sign are changed;

Recruiting Country (4)

The International Organization for Standardization (ISO) code for the country whose Meteorological Service recruited the vessel (This will be a 2-character code, e.g. AU). As stated above, if the vessel is derecruited by one country and recruited (commissioned) by another, a derecruitment F 001 should be appended to the original country's F 001 containing appropriate annotations in the 'Comments' field, and a new recruitment form be filled in by the new country. This should include a comment explaining the vessel's previous VOSClm service for the initial country;

VOS Type (9)

The 2-digit WMO code (as detailed in WMO publication number 47, Annex V) for the type of reporting ship in question (e.g. selected, supplementary, auxiliary);

Automation (10)

The level of automation of the observations. This is a 1-digit code as defined in WMO publication number 47, Annex V, and indicates if the observation is fully automated, or if there is some manual input, and the degree of the manual input;

Baseline check (11)

A 1-digit code (e.g. 1 for fully automated) as defined in WMO publication number 47, Annex V, to indicate if the automatic observing equipment can produce a periodic baseline check to ensure satisfactory operation;

Flag

The country of registration of the vessel (e.g. Australia). This information is not required by WMO, but is included as it may be of interest to the recruiting country;

Home Port

The home port of the vessel (e.g. Port Adelaide). Again, this information is not required by WMO. However it may be of interest to the recruiting country and may also be used to reflect a commonly visited port if no home port exists;

Year of Construct.

The year of construction of the vessel (e.g. 1978);

Date of Recruitment/Derecruitment

The date the vessel was commissioned/decommissioned into VOSCLim (e.g. 26 January 1999). If the vessel was previously, or will subsequently, be operating as a VOS, or as another country's VOSCLim, this should be mentioned in the 'Comments' field at the end of the form;

Routes (12)

Code number (e.g. enter 9 for the Australia-Pacific Islands route) for the areas or routes on which the ship usually operates. Each recruiting country has defined its own set of routes which can be found in WMO publication number 47, Annex V. These routes differ from country to country and reflect the routes used by the country defined in (4);

3hr/6hr/irreg

The frequency with which observations are normally performed, either every 3 hours, every 6 hours or at irregular intervals. Depending on operational requirements, observations may occasionally be performed more or less frequently (e.g. enter '3' for three hourly observations);

Details of Ship's Manager

The contact details of the vessel's manager. This may sometimes be the ship's owner. This information is intended for local use only, and is not required by WMO. Therefore these fields can be filled in to suit local needs;

Details of Ship's Agent

The contact details of the vessel's agent, or representative, at the port of recruitment. This information is only intended for the PMO to keep a record of how to contact the local agent, should the need arise, and is not required by WMO.

2. Vessel Layout

This information is required as metadata to attempt to model airflow and temperature fields around the vessel to correct or explain anomalies in the recorded data set.

Vessel Type (5)

A 2-letter code as defined in WMO publication number 47, Annex V, defining the type of the vessel (e.g. GC = General Cargo, BC = Bulk Carrier, RV = Research Vessel);

Gross Tonnage

The gross displacement of the vessel, expressed in metric tonnes (e.g. 4157 t). For local use only;

Dist of Bridge from Bow (8)

The distance from the bridge front extremity to the bow of the vessel in metres, expressed to the nearest $\frac{1}{10}$ m (e.g. 36.6 m) as recorded in the ship's survey documentation;

Dimensions (7)

The dimensions of the vessel expressed in metres to the nearest $\frac{1}{10}$ m. These parameters are defined in WMO publication number 47, Annex V:

- a. Length**
The length over all (LOA) of the vessel (e.g. 94.9 m),
- b. Breadth**
The moulded breadth (beam) of the vessel (e.g. 20.3 m),
- c. Freeboard**
The average freeboard of the vessel as measured from the maximum summer loadline (e.g. 2.6 m),
- d. Draught**
The average vertical distance between the vessel's keel and the maximum summer loadline (e.g. 7.9 m),
- e. Cargo ht.**
The average height of the cargo above the maximum summer load line on the particular route where observations are made (e.g. 6.5 m). If the cargo is below the main deck (e.g. the vessel is travelling in ballast or is a bulk tanker), report the height of the main deck itself.

Vessel Digital Image (6)

A two letter code as defined in WMO publication number 47, Annex V, advising the availability of a digital image.

The naming convention for the image file(s) is in the following format:

xxxxxxxxxyyyymmddaaa...aaa.jpg where
 xxxxxxxx IMO number (a nine digit number, include leading zeros if applicable)
 yyymmdd year, month, day
 aaa...aaa short description of the photo

Example: 00085124520020214balloon_launcher_port_side.jpg

Submit the image(s) on a floppy disk together with Form 001;

Location of Observation Points

The distances of observation points to fixed points on the vessel expressed in metres (to the nearest $\frac{1}{10}$ m):

- a. Height of barometer (15)**
The height of the barometer above the maximum summer load line (e.g. 14.2 m),
- b. Height of thermometers (23)**
The height of the thermometers above the maximum summer load line (e.g. 16.2 m),
- c. Height of anemometer* (30)**
The height of the anemometer above the maximum summer load line (e.g. 27.2 m),
- d. Height of anemometer** (31)**
The height of the anemometer above the deck on which it is installed (e.g. 21.8 m),
- e. Height of visual wind/wave observation point (38)**
The height above the maximum summer load line of the visual wind/wave observation point (usually at bridge level, e.g. 14.2 m) ,
- f. Dist of anemometer (from bow) (33)**
The distance of the anemometer from the bow of the vessel (e.g. 36.6 m),
- g. Dist of anemometer (from centre line) (34)**
The horizontal distance of the anemometer from the longitudinal centre line of the vessel. Indicate if the anemometer is located to the port or starboard of the centre line (e.g. 2.2 m to port),
- h. Depth of sea surface temperature (28)**
The depth of the sea surface temperature sensor below the maximum summer loadline (e.g. 4.5 m).

3. Communications

These details are not required by WMO and are intended for local use only and should include the vessel's contact numbers for voice/data communications (e.g. Inmarsat, Radphone, Email address, Facsimile number). For Inmarsat, indicate the type, e.g. A, B, C, M;

4. Equipment

This page is intended to keep track of the equipment installed on the vessel. For each instance of removal/replacement of a piece of equipment (and calibration of the barometer/ anemometer) it is intended that a new copy of the form is completed with only the relevant details. It should be attached to the original form. Be sure to include the name of the vessel in question on the top of page two, in case the form cannot be printed back to back.

The only information required by WMO is where the fields contain WMO reference numbers as defined in WMO publication number 47, Annex V. The fields without numbers are designed to keep track of information for local use only.

Instrument

The instrument that the related columns refer to (e.g. Barometer);

Make

The make/model/series number of the instrument (e.g. N&Z DA MkII);

Owner

The owner of the instrument (e.g. the Australian Bureau of Meteorology, ABOM). This column is intended for use by the PMO to keep track of her/his equipment;

Type

A code indicating the type of instrument in question (e.g. ALC = alcohol thermometer) These codes are defined in WMO publication number 47, Annex V. Make every attempt to insert a meaningful type, i.e. include a make where the instrument type consists of only letters and numbers;

Serial no.

The serial number of the instrument (e.g. CBM 153). This column is intended to be used by the PMO to keep track of her/his equipment;

Exposure

A code, or plain text indicating the conditions of exposure of the instrument (e.g. A = aspirated, SL = sling, US = unscreened);

Location

The location of the instrument (e.g. chart room, monkey deck, etc.). For some parameters different units can be used and these should be specified here. Also the usage of the anemometer should be specified (see column 36 of WMO publication number 47, Annex V);

Date in / last calibrated

The date when the instrument was installed on the vessel using the following format: dd/mm/yyyy (e.g. 30/05/2001). To be filled in at recruitment of the vessel, when a new instrument is added, or on a new form when an instrument is replaced. Also to be used to record the last date of calibration by attaching a separate form F 001 with the calibration date each time a calibration is performed;

Date Removed

The date when the instrument was removed from the vessel in the above format (dd/mm/yyyy e.g. 30/05/2001). To be filled in when an instrument is removed, or when the vessel is decommissioned.

5. Publications Supplied to Ship

Each publication supplied to the vessel should be recorded here by placing a check in the appropriate box or writing its title in the blank space if it is not listed.

6. Footnotes

Any points of importance that have not been included on this form and should be submitted to WMO should be recorded here, (e.g. 'Barometer located in pressurised wheelhouse, readings taken only when the external door is open'). This includes information for which there was insufficient room provided on the form.

7. Comments/Remedial Action

Any points of importance that have not been included on this form and need not be submitted to WMO should be recorded here.

8. Recruiter Identification and Date (42)

Before submitting the form, print your name (e.g. Sven Bartels), date (e.g. 30/05/2001) and the port you are in (e.g. Port Adelaide), and sign.

Keep a copy of the completed form for your records, and submit the original to your national VOSClm focal point.