



ROYAL NAVAL AMATEUR RADIO SOCIETY LONDON (HMS BELFAST) GROUP GB2RN Radio Station Guidelines

The Bridge Wireless Office may only be operated by RNARS London Group members and their Visitors.

Upon visiting the ship to operate the station, present your pass to the duty yeoman, on the quarter-deck. Failure to do so will result in your being refused entry to the Bridge Wireless Office (BWO). Give your name to the yeoman / security guard who will enter it in the quartermasters logbook. He will then hand you the key to the BWO. Proceed to the Bridge Wireless Office. On arrival you may have to turn on the lighting. The switches can be found on the left hand side of the two door entries to the outside flat of the BWO. Turn them all on.

Bridge Wireless Office: To gain entry to the BWO you will find a small key on the key ring that will open up the two brass locks of the upper door. The top door can be pushed back on to a small magnetic catch located on the right hand desk top. On entering close the lower part of the door, and lock it with the bolts. This is to stop unauthorised people entering the restricted area.

Place the key ring on the hook above the column for safe keeping. Note: Any time you leave the BWO unattended, you must lock up all doors, top and bottom, remembering to take the keys with you.

Immediately and to your left of the door below the Kenwood TS870 HF radio position will be found a large grey consumer unit, this controls the power to the 13amp power sockets of the BWO. Before switching on any transmitters, make sure the antennas are coupled. All equipment has a manual and can be found in a file kept in the BWO. If you are not sure on using any of the equipment, then don't use it. Damaged equipment costs a considerable amount to put right.

Log Books - you will find a number of these by the transmitters and are to be used when using a particular callsign, i.e. GB2RN, or G4HMS or G7HMS.

Important: There is no limit to the number of operators using GB2RN but G4HMS and G7HMS can only be used as single operators on single frequencies. You are reminded therefore to operate within the confines of your amateur radio licence when in the UK.

A Copy of the terms and limitations booklet (BR68) of the licence requirements will be found pinned to the notice board behind the computer along with a copy of the validation documents for G4HMS and G7HMS.

GB2RN is not a special event station. The callsign is issued to the Imperial War Museum as a **Crown call** and as such is a demonstration station. All other callsigns are London Group Club calls. Remember you are operating on behalf of the IWM and the RNARS - **your operating standards must be impeccable at all times.**

Before transmitting you are to enter in the respective log book the date, the time, your RNARS number and L/G number, your callsign and print your name. On completion of using the equipment you close the logbook in the same way, and print the transceiver used and the antenna used. Part of this requirement is to conform to licence requirements and in part to assist the QSL manager, to obtain operational details.

QSL cards are answered by the QSL manager only on receipt of cards. We do not send cards out first; this is to keep costs down.

If you find a fault in any of the equipment, note it in the defect book. If you want to pass on information, use the information book. Any changes to the set-ups of the computer, and the tone node controller are to be recorded in the book. Both these books will be found on the desk top in front of the main rack of B40s. A visitors' book is available. Please encourage visiting operators to sign in.

NO SMOKING is allowed on board ship.

Keep the BWO tidy, stow items of clothing and hand luggage away out of sight. Square up desk tops (it gives a good impression).

Galley : The galley is located above the BWO and is reached via the ladder outside the EWO (Electronic Weapons Office). (This ladder is now used as an access way by the public)

The door of the galley is marked with a notice RNARS Galley, and is padlocked. The key for it will be found on the same key ring as the BWO's. Slide the door to the left and immediately on your right is a cord pull light switch, If it fails to light up then switch on the secondary DC lighting switch located on the right hand bulkhead next to the switch gear as you enter the galley.

Located to your left at the far end of the galley you will see a consumer unit with trip fuses. Switch the main switch on and you will now have power to the 13amp sockets, lighting and water heater. it is important that you turn on the cold water supply and this is done by turning on the stop cock located in the far left hand cupboard. The water heater switch is located above your head as you stand in front of the sink unit. You will find tea, coffee, sugar etc in the cupboard, you will have to provide your own milk. don't leave it behind when you go. Do not use the fridge unless the galley is in continuous use and when left unattended leave the door open There is a instruction book for the microwave oven.

It is good practice to leave some money to replenish stores in a cup and leave it in the cupboard. On closing up the galley, turn the water stop cock off, and ensure the hot water tap switch unit above the sink is turned off, leave the area completely tidy. Turn off the consumer unit and lock up.

When closing up the BWO turn off all equipment, remove feeders from the HF equipment and turn off the consumer unit. Remove the key from the column and lock up the top and bottom doors. Note: the two brass locks must be pushed in and the key slots lined up horizontally. Make sure that the door locks are located shut, and cannot be opened without the correct key. Only turn off the lighting if the ship is closed to visitors. Return key No.2 to the duty yeoman and tell him all is secure.

Health and Safety: Mast climbing for antenna adjustment / maintenance must **not** be attempted without prior permission from the ship keeper / duty yeoman. **A harness and hard hat is available and must be worn.**

Usually a committee member, who is responsible for the maintenance and upkeep of the antennas climbs the mast.

Visitors to the BWO: Any small parties who wish to visit the BWO should apply in writing to either the Chairman or the Secretary giving at least a week's clear warning so that they can be met, welcomed aboard, and taken to the shack.

In cases of multiple visitors e.g. a Radio Club - if they wish to visit any other parts of the ship. as a matter of courtesy. permission should be obtained from the Ship's Keeper prior to their visit The hosts in either case to be responsible for the behaviour and safety of the visitors.

Names of all visitors are to be entered into the current visitors' book . Providing their Licensing Conditions allow, if any have permission from the host to use the radio, their details must be entered in the Log Book .

So that we can keep a tight rein on the equipment and on the cleanliness of our Galley and cooking facilities etc, any of our Society should inform us of their intended visits.

Finally enjoy your visit and use the facilities made available to you.

HMS Belfast (London Group) RNARS Committee

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