



TES Boat Docs Audit Matrix

Synopsis:

TES provides a very simple matrix to check the audit status of boat docs in an Event or Series or Race, in the case of an offshore race.

Access:

Only TES administrators have read/write access to this function

Details:

BOAT NAME	SAIL NO	aud cat 3	aud cat 5	aud cat 7	bt image	bt ins	bt photo
<input type="text" value="search"/>							
ANOTHER TEST	TEST04 ~ id:1481	☹	?	✓	☹	☹	?
BLACK MAGIC	TEST03 ~ id:1792	☹	?	✓	☹	🗑	?

The left most column is a list of boats

Across the top is a list of Boat Docs required for the Event/Series (Race in the case of offshore racing).

Each cell contains an icon.

Clicking on the icon opens the document for that boat. Example: A Boat Insurance certificate.

At the same time, it opens an "Audit Edit" window as below.

Audit Edit - Google Chrome
 topyacht.com.au/db/kb2/auditEdit.php?ref=aud-aud_cat_7-16&rn=0.03210

BLACK MAGIC TEST03 Adam Black

Document aud_cat_7

Status ok

Uploaded 2018-08-08 22:48:17

Expiry

Previous audit date 2021-09-05 12:22:51

OK?

Auditor(s)

Notes

UPLOAD FILE

The Audit Edit displays

- the boat name and sail number
- the document being Audited

- the status as of the previous/last audit
- when the document was uploaded
- the expiry date as entered by the last person to audit the document (not the boat owner)
- the date of the previous/last audit

The auditor(s) can

- update the expiry date (needed when a new document has been uploaded)
- tick or untick the “OK” check box
- initial the audit
- add relevant notes
- upload a replacement document

The Icons and Their Meaning.

	No file (document) has ever been uploaded for this boat.
	This is a NEW or REPLACED document that needs verifying ¹ .
	This document has expired. I.e. the today’s date is ON or AFTER the “Expiry Date” entered at the previous Audit.
	The Expiry Date, entered at the previous Audit will be reach in the next 30 days (or less).
	The document has not expired AND has been verified as OK.

Note: the “OK” tick  is over ridden if

- the document has reached it expiry date
- the document will expire in the next 30 days or less

Scope of the Audit

TES allows owners to attach a number of documents to their boat as “Boat Docs”.

These may include:

- a boat photo,
- an insurance cert,
- a life raft cert
- etc.

Routinely, it is unlikely the document content will change in the foreseeable future.

If it does change, a replacement document can be uploaded.

¹ This occurs the first time a document is upload, OR, if a replacement document is uploaded after the last Audit Date, OR if you go into a new Event.

TES also provides "Race Docs". These apply to a specific offshore race e.g. name of skipper, 2IC, navigator; crew list for this race etc. Currently the Audit system does not apply to Race Docs.

In many circumstances it is possible to use Boat Docs as quasi Race Docs by for example, requiring a new crew list be uploaded for the next race and the "OK" tick box to be reset shortly after the previous race.

For club racing once a document has been audited for one Series, then that Audit is available for any other *Series in that Event*.

Offshore racing uses a "Series" as a Race.

In this case the Audit is available to all Races within the event.

For both club racing and offshore racing, The Audit system can dramatically speed up the Audit process for the next sequential Series/Offshore Race.

At the start of a new Season TopYacht will provide an option to transfer forward the Audit data from the previous Season if desired..

Associated Documents

[Uploading Documents to TES from an Android Device](#)

[Uploading Documents to TES from an Apple Device](#)

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