

ISLE OF MAN OFFICIAL LOG BOOK

Name of Ship	Port of	f Registry	Official Number	
	Gross Tonnage	Net Tonnage	IMO Number	

Name of Master	Certificate of Competency Type / Number / Country of Issue	Signature of Master

The official working language on the ship is(SOLAS V/14.3)

Date and Place Log Book Opened	Date and Place Log Book Closed
	(Not exceeding 12 months from date of opening)
Received by the Isle of Man Ship Registry:-	Within 3 months of closing deliver to:- Isle of Man Ship Registry, 1 st Floor St Georges Court,
Date Stamp	Upper Church Street, Douglas, Isle of Man, IM1 1EX British Isles

Completing the Official Log Book – A Guide for Masters

It is important that you read this guide in conjunction with the following:-SD XXX Merchant Shipping (Official Log Book) Regulations (the "Regulations") Manx Shipping Notice 004

Guidance notes to be included here

Guidance notes to be included here

Section 1 Safety Committee Meetings and Appointment of Safety Officers and Safety Committee Members

Date	Comments	Signature of Master and Safety Officer	Date	Comments	Signature of Master and Safety Officer

Safety Committee Meetings Held on Board

(Intervals not exceeding 6 weeks)

Appointment of Safety Officer MLC A4.3/2(c)

Ref No. in List of Crew	Name of Safety Officer	Signature of Master and Signature of Safety Officer	Ref No. in List of Crew	Name of Safety Officer	Signature of Master and Safety Officer

Appointment of Safety Committee Member MLC A4.3/2(d)

Ref No. in	Name of Safety Committee Member	Signature of Master and Safety Committee Member	Ref No.	Name of Safety Committee Member	Signature of Master and Safety Committee Member
List of	Committee Member	Safety Committee Member	in List of	Committee Member	Safety Committee Member
Crew			Crew		

Section 2.1

Record of Musters, Drills and Training of Crew

SOLAS III/19 and SOLAS III/30 drills may be recorded here OR

in the ship's ISM records (state ISM procedure reference and recording document reference below)

ISM procedure reference and recording document reference

The requirements for holding musters, including boat drills and fire drills, training and instruction are set out in SOLAS III/19 and SOLAS III/30. If a muster etc., is not held as required or only held in part a statement of the reason why it was not held; or the extent to which it was held; must be recorded below.

Date	A record of musters, drills, training, inspections and instruction including the condition in which the life-saving and fire appliances were found, and a record of the occasions on which the lifeboats were swung out and lowered	Signature of master and a seafarer
		Scalarci

Weekly Inspection of Life Saving Appliances SOLAS III/20.6 inspections may be recorded here **OR**

in the ship's ISM records (state ISM procedure reference and recording document reference below)

ISM procedure reference and recording document reference

Date	Inspection items, results, comments	Signature of
Date of Inspection		Signature of master and a seafarer
Inspection		seafarer

Monthly Inspection of Life Saving Appliances SOLAS III/20.7 inspections may be recorded here OR

in the ship's ISM records (state ISM procedure reference and recording document reference below)

ISM procedure reference and recording document reference

Date	Inspection items, results, comments	Signature of
Date of Inspection		Signature of master and a seafarer
Inspection		seafarer

Section 3 Record of Checks, Tests and Drills of The Ship's Steering Gear

Steering gear checks, tests or drills may be recorded here OR

in the ship's ISM records (state ISM procedure reference and recording document reference below)

A – SOLAS V/26.1 and 26.2 – check and test of steering gear within 12 hours before departure

ISM procedure reference and recording document reference

B – SOLAS V/26.4 – emergency steering drill at least once every 3 months

ISM procedure reference and recording document reference

Date, time, place	Nature of drill, check, or test of steering gear A, B, comments	Signature of
Date, time, place of test drill, inspection or check	A, B, comments	master and an officer

Record Of Weekly Inspections (Intervals not exceeding 7 days)

- A Inspection of Crew Accommodation MLC A3.1/18
 B Inspection of Food Supplies, Drinking Water, Food Storage & Handling Areas and Galley & Food Preparation MLC A3.2/7

Date of Inspection	Type of inspection A B C D E	Name and rank of persons making the inspection	Result of inspection	Signature of master and a seafarer

Record Of Weekly Inspections (Intervals not exceeding 7 days)

C – Other D – Other	Inspection (Inspection ((specify): (specify):		
E – Otner Date of Inspection	Type of inspection A B C D E	Specify): Name and rank of persons making the inspection	Result of inspection	Signature of master and a seafarer

Load Line and Depth of Loading

Positions of the Deck Line and Load Lines

(to be taken from the ship's Load Line Certificate)

Not to be completed for passenger ships. IOMOLB (Passenger Ships) is to be completed for passenger ships.

Freeboard From Deck Line			Load Line	
Tropical	mm	(T)		mm above (S)
Summer	mm	(S)	Upper edge of line through centr	e of ring
Winter	mm	(W)		mm below (S)
Winter North Atlantic	mm	(WNA)		mm below (S)
Timber Tropical	mm	(LT)		mm above (LS)
Timber Summer	mm	(LS)		mm above (S)
Timber Winter	mm	(LW)		mm below (LS)
Timber Winter North Atlantic	mm	(LWNA)		mm below (LS)
Allowance for fresh water for all freeboards othe	r than t	imber	mm	
Allowance for fresh water for timber freeboards.			mm	
The upper edge of the deck line from which thes				
Notes				
1. Maximum draught of water (salt water) in Sur	nmer		n	n
2. The above particulars, and particulars of depth recorded before the ship leaves any dock, wharf,		-		•
3. The actual mean freeboard is the mean of the upper edge of the deck line to the surface of the			•	
	_	_		

4. For any conversion from imperial to metric units, or vice versa, an equivalent of 25.4 millimetres to one inch is to be used.

5. The density of water can be entered in Section 6 column 8 either as the relative density or density t/m³.

6. Entries are only required in Section 6 columns 8-13 when the actual mean freeboard (column 7) is less than the appropriate salt water freeboard shown on the load line certificate.

7. The periods during which the other seasonal load lines apply in different parts of the world are those stated in the Load Line Convention.

8. For ships with multiple load lines – if the load line assignment is officially changed then the Official Log Book should be closed and a new one opened.

9. Enter details of any watertight doors referred to in SOLAS II-1/22.6 and 24.3 in the space below or state reference to document(s) where stated. (See Section 6 column 14).

10. Enter details of any, hinged doors, portable plates, sidescuttles, gangways, cargo and bunkering ports and other openings referred to in SOLAS II-1/22.13 respectively in the space below or state reference to document(s) where stated. (See Section 6 column 15).

Section 6

Departure and Arrival at Each Dock, Draught of Water and Freeboard upon Every

Not to be completed for passenger ships.

	Departures									
Date and time of	Dock, wharf,	Actual draught in dock water		Actual	freeboard ar in dock wate	nidships er	Allowances*			
departure harbour or other place		Forward	Aft	Port	Starboard	Mean	Density of water	For density of water	Weight of fue and stores consumed on of inland v	to be stretch
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
		m	m	mm	mm	mm	RD	mm	t	mm

Columns 1-7 and 14-17 to be completed on every departure.

*Columns 8-13 only to be completed when the actual mean freeboard (7) is less than the appropriate minimum salt water freeboard indicated on the load line certificate and stated in Section 5.

Wharf, Harbour or Other Place Occasion the Ship Proceeds To Sea

	•			MOLB (Passenger Ships) to be completed for passenger ships						
	C	Departures			Signa	tures	Arr	ivals		
Total allowances	Mean draught in salt water after making appropriate allowances	Mean freeboard amidships in salt water after making appropriate allowances	Date and time of closing watertight doors*	Date and time of closing openings**	Master	An officer	Date and time of arrival	Dock, wharf, harbour or other place		
(11) mm	(12) m	(13) mm	(14)	(15)	(16)	(17)	(18)	(19)		
*(14) – W	atertight doors	s specified in	SOLAS II-1	/22.6	**(15) – On	enings specifi	ed in SOLAS	5 II-1/22.13		

and 24.3 as detailed in Section 5 Notes 9.

(15) – Openings specified in SOLAS II-1/22.13 as detailed in Section 5 Notes 10.

Section 7

Returns and Entries of Births and Deaths

The duties of a master to make returns of births and deaths on board a ship registered in the Isle of Man and returns of the deaths of any person employed in the ship who dies outside the Isle of Man are set out in the Merchant Shipping (Returns of Births and Deaths) Regulations 1979 (SI1979/1577).

These regulations provide for a return to be made at the first opportunity of any:

(a) birth of a child in the ship; or

- (b) death in the ship, including any death in the ship's boat or liferaft; or
- (c) person being lost from the ship, a ship's boat or liferaft; or
- (d) death wherever occurring outside the Isle of Man of any person employed in the ship.

Important

- In addition to completing the relevant birth or death section, form RBD1 (and form ARF1 if the death is a Marine Casualty) must be completed and sent to Isle of Man Ship Registry.
- When making a return of the death of a seafarer on form RBD1 the master should also deliver to the deceased's next of kin:-
 - \circ any money due to the deceased seafarer (detailing any deduction therefrom); and
 - \circ any property left on board.
- The master is also required to enter in the Official Log Book Narrative Section the circumstances of the death and if death occurred as a result of any person being lost from a ship, or the ship's boat or liferaft, the efforts which were made to rescue the deceased person, including a statement that the deceased's next of kin (giving name and address) has been notified.

For any help completing this section or the RBD1 form please contact the Isle of Man Ship Registry directly:

- Telephone +44 1624 688500
- Email <u>marine.survey@gov.im</u>
- RBD1 and ARF1 Forms <u>http://www.iomshipregistry.com/formsdocs/forms/</u>

Births

Date of Birth	Place of Birth (port or latitude and	Forenames (if any) and surname of child	Sex	Fat	Father*		Mother			
	longitude if at sea)			Name, surname, nationality	Name, surname, nationality	Maiden surname or surname at marriage if different	Usual residence	Signature of mother	Name of master	Signature of master

*If the child is illegitimate, particulars relating to the father must not be given unless it is at the joint request, given in writing, of the mother and the person acknowledging himself to be the father. The written request must be signed by both the mother and other person and attached to form RBD1.

17

Deaths

Date of death or loss	Place of death or loss (latitude and longitude if at sea)	Name and surname of deceased (and maiden surname if applicable)	Sex	Date of birth or age	Occupation, rank or profession	Usual residence at time of death or loss	Nationality	Cause of death or loss (certified by a ship's doctor or other qualified medical practitioner where possible).	Name of master	Signature of master

Section 8

Official Log Book Narrative Section

Date and time of the	Port or latitude and	Date of Entry	Entries and signatures - Refer to Manx Shipping Notice 004 for required entries.
occurrence	longitude if at sea	_	In addition to the required entries masters may use this section to record any factual information about ship operations as they consider appropriate.
	-		
	-		
	<u> </u>	L	
		[
		·	

Official Log Book (List of Crew)

Annexes to the Official Log Book

Pouch to store loose leaf documents



www.iomshipregistry.com