



DEPARTMENT OF ECONOMIC DEVELOPMENT

### **Isle of Man Official Log Book and List of Crew Required Entries, Format and Guidance**

The Merchant Shipping (Masters and Seamen) Act 1979 and the Merchant Shipping (Official Log Books and List of Crew) Regulations 2015, requires Manx ships to keep and maintain an official log book and to make and maintain a list of crew.

This notice sets out the required format and entries which must be made and provides guidance on completing the official log book. Chapter 4 of this notice specifies the information which must be contained in the list of crew.

The requirements of the Regulations and this notice do not apply to pleasure vessels, fishing vessels, ships of traditional build, warships or naval auxiliaries, Government ships or ships which navigate exclusively within 60 nautical miles of the Isle of Man's coast.

This notice should be read in conjunction with the Merchant Shipping (Official Log Book and List of Crew) Regulations 2015.

Documents referred to in this notice:

#### Regulations

- Merchant Shipping (Official Log Books and List of Crew) Regulations 2015 (SD 2015/0387)
- Merchant Shipping (Manning and STCW) Regulations 2014 (SD 2014/0238)
- Merchant Shipping (Maritime Labour Convention) Regulations 2013 (SD 0234/13)
- Merchant Shipping (Accident Reporting and Investigation) Regulations 2001 (SD 815/01)
- Merchant Shipping (Crew Accommodation) Regulations 1978 (SI 1978 No 795)

#### Log Books and Forms

- IOMOLB – Isle of Man Official Log Book
- IOMOLB-LL – Isle of Man Official Log Book Loose Leaf
- OLBPAX-LL – Isle of Man Official Log Book (Passenger Ships) Loose Leaf
- IOMLOC – Isle of Man List of Crew
- RBD1 – Returns of Births and Deaths
- ARF1 – Accident Report Form

Most Regulations and notices are available on the Isle of Man Government website:  
[www.iomshipregistry.com](http://www.iomshipregistry.com) or by contacting [marine.survey@gov.im](mailto:marine.survey@gov.im)

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## Chapter 1

### Official Log Book – Format, duration and making entries

The Merchant Shipping (Masters and Seamen) Act 1979 and the Merchant Shipping (Official Log Book and List of Crew) Regulations 2015 (herein after referred to as “the “Regulations”) require all Isle of Man registered ships which are not exempted by Regulation 4 of the Regulations, to carry and maintain the Isle of Man Official Log Book and List of Crew.

The Official Log Book is a document of considerable importance to masters. The Official Log Book is an official channel of communication between the master and the Isle of Man Ship Registry and will inevitably be requested in any dispute or accident. It is therefore essential that the Official Log Book is regularly and correctly completed as required by the Regulations and this Notice.

Only one Official Log Book, Official Log Book (Passenger Ships) and List of Crew may be used at any time. Multiple Official Log Books or Lists of Crew are not permitted.

### **It is an offence under the Regulations to fail to keep the Official Log Book or to make false entries.**

#### **1.1 Format of the Isle of Man Official Log Book**

The Regulations require Isle of Man registered ships to keep an Official Log Book in the format prescribed by this notice.

The Isle of Man Official Log Book comprises the following Official Log Books as applicable to the type of ship. The format of the Official Log Book and Official Log Book (Passenger ships) are set out below. No Official Log Book from any other organisation or Flag State authority may be used on an Isle of Man registered ship.

All ships –	Official Log Book (IOMOLB or IOMOLB-LL) version 1 <sup>1</sup> or version 2
Passenger ships –	Official Log Book (IOMOLB or IOMOLB-LL) version 1 <sup>1</sup> or version 2 and Official Log Book (Passenger Ships) (OLBPAX-LL) version 1 <sup>1</sup> or version 2

**Official Log Book** – is to be completed in either a paper book IOMOLB or in a loose leaf format IOMOLB-LL at the discretion of the master and consists of the following sections:

<b>Section 1 –</b>	1.1 Safety Committee Meetings 1.2 Appointment of Safety Officers 1.3 Safety Committee Members
<b>Section 2 –</b>	2.1 Musters, Drills and Training of Crew (*ISM) 2.2 Weekly Inspection of Life Saving Appliances (*ISM) 2.3 Monthly Inspections of Life Saving Appliances (*ISM)
<b>Section 3 –</b>	Weekly Inspections
<b>Section 4 –</b>	Checks, Tests, Drills And Inspections of the Ship’s Steering Gear (*ISM)
<b>Section 5 –</b>	5.1 Deck Line, Load Lines, Door and Openings 5.2 Change in Load Line Assignment
<b>Section 6 –</b>	Departures and Arrivals, Draughts, Freeboard, Closing Doors and Openings
<b>Section 7 –</b>	Births and Deaths
<b>Section 8 –</b>	Narrative Section

*(IOMOLB Sections 5 and 6 are not required to be completed for passenger ships)*

*\*ISM Code ships – refer to chapter 1.2.6 of this notice for further information*

<sup>1</sup> Version 1 may continue to be used on board. Refer to Technical Advice Note TAN 001-19.

**Official Log Book (Passenger Ships)** – to be completed only by masters of passenger ships in addition to completing the Official Log Book. This part is to be completed in loose leaf format OLBPA-X-LL.

The Official Log Book (Passenger Ships) consists of the following sections:

<b>Section 1</b> –	Doors, Openings and Other Devices
<b>Section 2</b> –	Watertight Door Drills
<b>Section 3</b> –	Inspections of Watertight Doors, Devices and Valves
<b>Section 4</b> –	Load Line and Depth of Loading
<b>Section 5</b> –	Departures And Arrivals, Draught, Freeboard and Stability
<b>Section 6</b> –	Opening and Closing of Doors, Plates etc and Closing Accesses Below the Bulkhead Deck

**Loose Leaf Versions** – The Official Log Book and Official Log Book (Passenger Ships) loose leaf versions (IOMOLB-LL and OLBPA-X-LL) are available on the Isle of Man Ship Registry website [www.iomshipregistry.com](http://www.iomshipregistry.com) for download in PDF Format. Masters are advised to compile their own folder and insert the pages as required in the various Official Log Book sections. Loose leaf pages are not to be completed electronically, they must be printed as blank pages and entries completed in handwriting.

## **1.2 Completion of the Isle of Man Official Log Book**

### **1.2.1 Entries in the Official Log Book**

Each entry in the official log book must-

- (1) be completed in English;
- (2) be made in accordance with Chapter 2 and 3 of this notice;
- (3) be signed and counter-signed by the signatories stated in Chapter 2 and 3 of this notice. Where a counter-signature is required the counter-signing seafarer cannot be the same person as the signatory;
- (4) be made as soon as is practicable after the occurrence to which the entry relates, unless specified otherwise in Chapter 2 and 3 of this notice; and
- (5) be true and not deliberately false or misleading.

Where an “officer” is required to sign, “officer” shall mean a seafarer with a valid STCW (Seafarers’ Training, Certification and Watchkeeping Code) Certificate of Competency serving in a “management level” or “operational level” capacity on board as defined in Section A-I/1 of the STCW Code.

### **1.2.2 Entries in the Official Log Book narrative section**

An entry in the narrative section must include to the best of the master’s knowledge the date and time of the occurrence to which the entry relates, the port or longitude and latitude where the occurrence happened, the date and time of the entry and the date when the entry was made.

### **1.2.3 Entries required under the MARPOL 73/78<sup>2</sup> Convention**

It is recommended the following records required under the MARPOL Convention are completed in a separate record book in the format prescribed by the International Maritime Organisation (IMO):

- MARPOL Annex I - Machinery Space Operations – Oil Record Book Part 1
- MARPOL Annex I - Oil Cargo – Oil Record Book Part 2
- MARPOL Annex II - Noxious Liquid Substances in Bulk – Cargo Record Book
- MARPOL Annex V - Garbage – Garbage Record Book

The records stated above may, at the discretion of the master, be entered in the Official Log Book Narrative Section (section 8) in lieu of recording in a separate record book. Such entries must be in the format prescribed by the IMO.

The record books stated above are not required to be submitted to the Isle of Man Ship Registry when the Official Log Book is closed unless specifically requested. Details regarding any accidental discharge of oil, garbage or noxious liquid substances must be entered in the Official Log Book narrative section as well as completing the Accident Report Form (ARF1).

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<sup>2</sup> International Convention for the Prevention of Pollution from Ships 1973/1978

#### **1.2.4 Annexes to Official Log Book**

If an entry cannot be contained in the Official Log Book by reason of its length or for any other reason, it may be contained in a separate document annexed to the official log book and the master must make an entry in the narrative section stating where the information is recorded.

#### **1.2.5 Amendment or cancellation of entries**

- (1) An entry in the Official Log Book may only be amended or cancelled by crossing through the entry in a manner which does not make the entry illegible and signed by the master or person making the amendment or cancelling the entry, i.e. ~~for example~~ *for example*.
- (2) If an entry in the Official Log Book requires amendment after it has been delivered to the Isle of Man Ship Registry, the master must notify the Ship Registry in writing of the proposed amendment or cancellation.
- (3) If the Isle of Man Ship Registry receives notification in accordance with paragraph (2), the Ship Registry may, if it considers it appropriate to do so, annex the notification to the Official Log Book.

#### **1.2.6 ISM Code Ships**

Ships with a valid Safety Management Certificate issued in accordance with the International Safety Management (ISM) Code or certificated commercial yachts less than 500GT with a 'mini ISM system' may record the required entries in Sections 2 and 4 in the records prescribed by the Safety Management Manual (ISM Code 11.3) or in the Official Log Book.

The Safety Management Manual procedure and recording document reference must be stated in the relevant section of the Official Log Book. Computerised records are acceptable provided there are adequate back-up facilities<sup>3</sup> and the record identifies who made the entry. These records do not need to be delivered to the Isle of Man Ship Registry when the Official Log Book is closed unless specifically requested.

### **1.3 Duration of Official Log Book**

An Official Log Book may be open for a maximum period of 12 months. The master may at his or her discretion close the Official Log Book at any time during the 12 month period.

### **1.4 Closure of the Official Log Book**

The Official Log Book, Official Log Book (Passenger Ships) and List of Crew must be closed when:

- (1) the official log book has been open for a period not exceeding 12 months; or
- (2) the ship deregisters from the Isle of Man Ship Registry.

When the official log book is officially closed by the master the following documents must be kept on board the ship and made available for inspection for a period of 3 years from the date of closure. If requested by the Ship Registry, the official log book must be sent to the Ship Registry within 3 months of the date of the request.

- Official Log Book
- Official Log Book (Passenger Ships) if applicable
- Any document annexed to the Official Log Book

When the Isle of Man Official Log Book and List of Crew are closed a new Isle of Man Official Log Book and List of Crew must be opened on the same day.

### **1.5 Loss of the Official Log Book**

If any part of the Official Log Book, Official Log Book (Passenger Ships) or List of Crew is lost the master must open a new Official Log Book, Official Log Book (Passenger Ships) or List of Crew and make a written statement in the Official log Book narrative section of the circumstances and any steps for its recovery. The statement must be counter-signed by another officer. The master must also inform the Isle of Man Ship Registry as soon as practicable.

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<sup>3</sup> For example – back-up to a remote server, or a portable drive.

**Chapter 2**  
**Official Log Book – required entries**  
**(IOMOLB and IOMOLB-LL)**

The relevant sections of the Official Log Book cover page and Sections 1 to 8 must be completed according to the entry requirements stated below. In addition to the required entries the master may make any factual entry concerning any aspect of ship operations considered appropriate in Section 8 of the Official Log Book.

Official Log Book loose leaf versions (IOMOLB-LL) must, where indicated, have the following information entered on each page:

- when a new page commences - date page commenced, section page number; and
- when a page is complete - date page completed, signature of master

**Cover page**

The following entries must be made on the Official Log Book cover page:

	<b>Required entries – to be completed only by the master</b>	<b>Signatory</b>	<b>Counter signature</b>
<b>1</b>	Name of Ship, Port of Registry, Official Number, IMO Number, Gross Tonnage, Net Tonnage	none	none
<b>2</b>	Name of master, type/certificate number/country of issue of master's certificate of competency.	Master	none
<b>3</b>	The official working language on the ship.	none	none
<b>4</b>	Date and place the Official Log Book is opened.	none	none
<b>5</b>	Date and place the Official Log Book is closed.	none	none

**Section 1 - Safety Committee Meetings, Appointment of Safety Officers and Safety Committee Members**

The following entries must be made in Section 1 of the Official Log Book:

	<b>Section 1.1 Safety committee meeting and appointment of safety officers Required entries</b>	<b>Signatory</b>	<b>Counter signature</b>
<b>1</b>	Date of safety committee meeting, comments.	Master	none
<b>2</b>	Name of safety officer required under MLC <sup>4</sup> A4.3.2(c) and corresponding reference in the List of Crew.	Master	none

	<b>Section 1.2 Safety committee members - Required entries</b>	<b>Signatory</b>	<b>Counter signature</b>
<b>1</b>	Name of safety committee member required under MLC A4.3.2(d) and corresponding reference in the List of Crew.	Master	none

<sup>4</sup> Maritime Labour Convention 2006

## Section 2 – Musters, Drills and Training, Inspections and Instructions of Life Saving and Fire Fighting Appliances

The following entries must be made in Section 2 of the Official Log Book or in the ship's ISM system (refer to 1.2.6 of this notice):

	<b>Section 2.1 – Musters, drills and training of crew Required entries</b>	<b>Signatory</b>	<b>Counter signature</b>
<b>1</b>	Date, record of musters, drills, training, inspection and instruction and any comments relating to the requirements of SOLAS II-2/15, SOLAS III/19 and III/30.  For commercial yachts certified under the applicable Large Commercial Yacht Code:  Any musters drills, training, inspections and instructions required by the yacht's procedures required by the Large Commercial Yacht Code	Master	An officer

	<b>Section 2.2 – Weekly inspection of life saving appliances Required entries</b>	<b>Signatory</b>	<b>Counter signature</b>
<b>1</b>	Date of inspection of life saving appliances together with results and any comments relating to the requirements of SOLAS III/20.6.  For commercial yachts certified under the applicable Large Commercial Yacht Code:  Any weekly Large Yacht Code LSA inspections required by the yacht's procedures in accordance with the Large Commercial Yacht Code.	Master	An officer

	<b>Section 2.3 – Monthly inspection of life saving appliances Required entries</b>	<b>Signatory</b>	<b>Counter signature</b>
<b>1</b>	Date of inspection of life saving appliances together with results and any comments relating to the requirements of SOLAS III/20.7.  For commercial yachts certified under the applicable Large Commercial Yacht Code:  Any monthly Large Yacht Code LSA inspections required by the yacht's procedures in accordance with the Large Commercial Yacht Code	Master	An officer

## Section 3 – Weekly Inspections

The following entries must be made in Section 3 of the Official Log Book:

	<b>Required entries</b>	<b>Signatory</b>	<b>Counter signature</b>
<b>1</b>	Date and time of the inspection, name of persons making the inspection and the results of the inspection of the crew accommodation required under MLC A3.1.18 or the Merchant Shipping (Crew Accommodation) Regulations 1978 (SI 1978 No 795).	Master	A seafarer who conducted the inspection
<b>2</b>	Date and time of the inspection, name of persons making the inspection and the results of the inspection of the food supplies, drinking water, food storage and handling areas and galley and food preparation required under MLC A3.2.7.	Master	A seafarer who conducted the inspection

#### Section 4 – Checks, Tests and Drills of the Ship’s Steering Gear

The following entries must be made in Section 4 of the Official Log Book or in the ship’s ISM system (refer to 1.2.6 of this notice):

	<b>Required entries</b>	<b>Signatory</b>	<b>Counter signature</b>
<b>1</b>	Date, time and place conducting the checks and tests required by SOLAS V/26.1 and V/26.2 and any comments.	Master	An officer
<b>2</b>	Date, time and place conducting the drill required by SOLAS V/26.4 and any comments.	Master	An officer

#### Section 5 – Load Line and Depth of Loading

Passenger ships do not need to complete this section.

The following entries must be made in Section 5 of the Official Log Book:

	<b>Section 5.1 – Deck line, load lines, door and openings Required entries – to be completed only by the master</b>	<b>Signatory</b>	<b>Counter signature</b>
<b>1</b>	<ul style="list-style-type: none"> <li>• Particulars of load line assignment taken from the ship’s Load Line Certificate.</li> <li>• Maximum draught of salt water in summer zone.</li> <li>• Details of any watertight doors fitted under the requirements of SOLAS II-1/22.6 and II-1/24.3 or reference to a document containing such information.</li> <li>• Details of any hinged doors, portable plates, sidescuttles, gangways, cargo and bunkering ports and other openings fitted under the requirements of SOLAS II-1/22.12 or reference to a document containing such information.</li> </ul>	None	None

	<b>Section 5.2 – Change in load line assignment Required entries – to be completed only by the master</b>	<b>Signatory</b>	<b>Counter signature</b>
<b>1</b>	<ul style="list-style-type: none"> <li>• Date, time and place the change occurred.</li> <li>• Particulars of new load line assignment taken from the ship’s Load Line Certificate.</li> <li>• Maximum draught of salt water in summer zone.</li> </ul>	Master	An officer



## Section 6 – Departures and Arrivals, Draughts, Freeboard, Closing Doors and Openings

Passenger ships do not need to complete this section.

The following entries must be made in Section 6 of the Official Log Book:

	Required entries	Signatory	Counter signature
<b>1</b>	<p>Departures:</p> <ul style="list-style-type: none"> <li>• Date and time<sup>^</sup></li> <li>• Dock, wharf, harbour or other place<sup>^</sup></li> <li>• Draught in dock water – Forward and aft</li> <li>• Freeboard in dock water – Port, starboard, mean</li> <li>• Allowances*               <ol style="list-style-type: none"> <li>1. Density of water</li> <li>2. Allowance for density of dock water</li> <li>3. Allowances for weight of fuel, water, stores etc. to consume on inland water stretch</li> <li>4. Total allowances</li> <li>5. Mean draught in salt water after making allowances</li> <li>6. Mean freeboard amidships in salt water after making allowances</li> </ol> </li> <li>• Date and time of closing watertight doors fitted under the requirements of SOLAS II-1/22.6 and II-1/24.3<sup>^</sup></li> <li>• Date and time of closing doors, portable plates, sidescuttles, gangways, cargo and bunkering ports and other openings fitted under the requirements of SOLAS II-1/22.12<sup>^</sup></li> </ul> <p>Arrivals:</p> <ul style="list-style-type: none"> <li>• Date and time<sup>^</sup></li> <li>• Dock, wharf, harbour or other place<sup>^</sup></li> </ul> <p><sup>^</sup> Large commercial yachts are only required to complete the entries marked. SOLAS requirements are those as applied by the Large Yacht Code. By signing the master and officer confirm the freeboard has been verified as no less than the minimum permitted by the yacht's freeboard assigning authority.</p> <p>*Allowances are only to be completed when the mean freeboard in dock water is less than the appropriate minimum salt water freeboard indicated under the ship's load line assignment.</p>	<p>Master Prior to departure</p>	<p>An officer Prior to departure</p>

## Section 7 – Births and Deaths

The following entries must be made in Section 7 of the Official Log Book:

	<b>Required entries</b>	<b>Signatory</b>	<b>Counter signature</b>
<b>1</b>	<p>In the event of a birth on board the ship or in the ship's boats:</p> <ul style="list-style-type: none"> <li>• Date of birth, place of birth (or latitude and longitude if the ship is at sea)</li> <li>• Forename(s) if any and Surname of the child</li> <li>• Sex</li> <li>• Father's forename, surname, usual residence, nationality, occupation, rank or profession*</li> <li>• Mother's forename, maiden surname or surname at marriage if different, usual residence, nationality</li> <li>• Name of ship's master</li> </ul> <p>*If the child is illegitimate, particulars relating to the father must not be entered unless a written request signed by the mother and the person acknowledging himself to be the father is submitted to the Isle of Man Ship Registry.</p>	Master	Mother of the child (optional)
<b>2</b>	<p>In the event of a death on board the ship or in the ship's boats:</p> <ul style="list-style-type: none"> <li>• Date of death or loss</li> <li>• Place of death or loss (or latitude and longitude if the ship is at sea)</li> <li>• Forename and surname of the deceased (and maiden surname if applicable)</li> <li>• Sex, date of birth or age</li> <li>• Occupation, rank or profession</li> <li>• Usual residence, nationality</li> <li>• Cause of death or loss (certified by a ship's doctor or other qualified medical practitioner where possible)</li> <li>• Name of ship's master</li> </ul>	Master	None

## Section 8 - Narrative Section

The following entries must be made in Section 8 of the Official Log Book:

	<b>Required entries</b>	<b>Signatory</b>	<b>Counter signature</b>
<b>1</b>	For ships of less than 500 GT only, the name and address of the ship's operator or manager.	Master	None
<b>2</b>	If a person ceases to be master of a ship, a record that the documents relating to the ship and its seafarers which are in the master's custody, have been delivered to the master's successor.	The former Master	New Master
<b>3</b>	A record of the date and time a person becomes master of the ship.	New Master	None
<b>4</b>	A record of any instance where the ship proceeds to sea not in compliance with the Minimum Safe Manning Document. The record must include a reference to the exemption obtained from the Isle of Man Ship Registry in accordance with regulation 8(3) of the Merchant Shipping (Manning and STCW) Regulations 2014 (SD 2014/0238).	Master	None
<b>5</b>	A brief description of each accident, casualty or incident reported to the Isle of Man Ship Registry in accordance with regulations 5, 6, or 7 of the Merchant Shipping (Accident Reporting and Investigation) Regulations 2001 (SD815/01).	Master	An officer
<b>6</b>	A record of every distress signal or message observed or received that is not recorded in the radio records as required by SOLAS IV/17. The record must include – (a) the date, time and position of the ship when the distress signal or message is observed or received; (b) a brief description of the distress signal or message; and (c) a brief description, if known to the master, of the nature of the distress.	Master	An officer
<b>7</b>	A record in accordance with SOLAS Chapter V regulation 33.1 of the reason for failing to proceed to the assistance of persons in distress.	Master	An officer
<b>8</b>	If a seafarer is left behind in any country, a record of – (a) the name of the seafarer and reference in list of crew; (b) the date and place the seafarer was left behind; (c) the reason, if known to the master, for the seafarer being left behind; (d) any provision made by the master to ensure that the Isle of Man Ship Registry is informed that the seafarer has been left behind; (e) the seafarer's employer being informed that the seafarer has been left behind and of the employer being given any particulars required; (f) the seafarer's property or money left on board the ship (or reference to a document containing this information); and (g) what will happen to the seafarer's property and money (or reference to a document containing this information).	Master	An officer
<b>9</b>	A record of any onshore complaints investigation conducted by an authorised officer in accordance with the Maritime Labour Convention (A5.2.2) and the results of the investigation.	Master	An officer

<p><b>10</b></p>	<p>If it appears to the master that a seafarer -  (a) may be unfit to discharge his or her duties, whether by reason of incompetency or misconduct or for any other reason; or  (b) may have been seriously negligent in the discharge of his or her duties, a record of -  (i) the name of the seafarer and reference in the list of crew;  (ii) the event or a reference to a document containing this information;  (iii) any statement made by the seafarer to the master in respect of that event or those events and which the seafarer wishes to be recorded; and  (iv) that the entries made in accordance with sub-paragraphs (i) to (iii) have been read to the seafarer by the master, and if not the reason for not doing so.</p>	<p>Master</p>	<p>A seafarer other than the person named in sub-paragraph (b)(i)</p>
<p><b>11</b></p>	<p>A record of any demotion or promotion of a seafarer, including the date upon which the demotion or promotion takes effect.</p>	<p>Master</p>	<p>The seafarer promoted or demoted</p>
<p><b>12</b></p>	<p>If a seafarer is alleged to have committed a breach of a code of conduct which the seafarer is required to comply with by their employer, and the penalties for that breach include the option of dismissal from the ship, a record of all the following particulars which are relevant -  (a) the nature of the allegation;  (b) the name of the seafarer and reference in the list of crew against whom the allegation is made;  (c) that the master has read the allegation to the seafarer;  (d) that the master has advised the seafarer of his or her right to be accompanied by a friend who may advise the seafarer and speak on the seafarers behalf;  (e) (i) if the seafarer admits the allegation, a statement that he or she admits it; or  (ii) in any other case, a statement that the seafarer does not admit the allegation;  (f) (i) any statement made by the seafarer, or by the seafarer's friend on behalf of the seafarer, in answer to the allegation; or  (ii) that the seafarer declines to make a statement in answer to the allegation;  (g) that the master has given a formal warning to the seafarer;  (h) that the master has given a written reprimand to the seafarer;  (i) that the master has informed the seafarer that he or she will be dismissed from the ship either at the first opportunity or at the end of the voyage;  (j) that the master has informed the seafarer that the matter will be referred to a shore-based disciplinary committee; and  (k) that the seafarer has been given, and has acknowledged receipt of, a copy of all entries made in the official log book relating to the breach of the code of conduct, together with a copy of any report made to a shore-based disciplinary committee.</p>	<p>Master</p>	<p>A seafarer other than the person named in paragraph(b)</p>

<p><b>13</b></p>	<p>If in the opinion of the master, consideration should be given to the prosecution of any person in respect of any conduct on the ship during a voyage (whether under any statutory provision relating to merchant shipping or otherwise) a record of -</p> <p>(a) the event;</p> <p>(b) the name of the person and (if applicable) reference in the list of crew;</p> <p>(c) any statement made by the person to the master in respect of that event which the person wishes to be recorded; and</p> <p>(d) that the entries made in accordance with paragraphs (a) to (c) have been read by the master to the person concerned.</p>	<p>Master</p>	<p>A seafarer other than the person named in paragraph (b)</p>
<p><b>14</b></p>	<p>If a seafarer dies whilst being employed on a ship, a record -</p> <p>(a) of the circumstances of the death, and if the death occurs as a result of any person being lost from a ship, ships lifeboat or liferaft, the efforts which were made to rescue the deceased person;</p> <p>(b) that the deceased's next of kin (including name and address) has been notified;</p> <p>(c) of the seafarer's property or money left on board the ship (or reference to a document containing this information); and</p> <p>(d) what will happen to the seafarer's property and money (or reference to a document containing this information).</p>	<p>Master</p>	<p>An officer</p>
<p><b>15</b></p>	<p>If any part of the Official Log Book, Official Log Book (Passenger Ships) and List of Crew is lost the master must make a written statement of the circumstances of the loss and any steps for its recovery.</p>	<p>Master</p>	<p>An officer</p>

**Chapter 3**  
**Official Log Book (Passenger Ships) – required entries**  
**(OLBPAX-LL)**

Masters of passenger ships to which the Regulations apply must complete the Isle of Man Official Log Book (Passenger Ships) in addition to the Official Log Book and List of Crew. Masters of passenger ships are not required to complete sections 5 or 6 of the Official Log Book.

The Official Log Book (Passenger Ships) must:

- a) be completed in handwriting in loose leaf format only (OLBPAX-LL);
- b) be opened and closed at the same time as the Isle of Man Official Log Book; and
- c) be returned to the Isle of Man Ship Registry with the Official Log Book.

Official Log Book (Passenger Ships) loose leaf versions (OLBPAX-LL) must, where indicated, have the following information entered on each page:

- when a new page commences - date page commenced, section page number; and
- when a page is complete - date page completed, signature of master

**Cover page**

The following entries must be made on the cover page of OLBPAX-LL:

	<b>Required entries – to be completed only by the master</b>	<b>Signatory</b>	<b>Counter signature</b>
<b>1</b>	Name of Ship, Port of Registry, Official Number, IMO Number, Gross Tonnage, and Net Tonnage.	None	None
<b>2</b>	Name of new master, type/certificate number/country of issue of master's certificate of competency.	New Master	None
<b>3</b>	Date and place the OLBPAX-LL is opened.	None	None
<b>4</b>	Date and place the OLBPAX-LL is closed.	None	None
<b>5</b>	Number of pages included in each section when the OLBPAX-LL is closed.	Master	None

**Section 1 – Doors, Openings and Other Devices**

The following entries must be made in Section 1 of OLBPAX-LL:

	<b>Required entries – to be completed only by the master</b>	<b>Signatory</b>	<b>Counter signature</b>
<b>1</b>	Description and location of hinged doors, portable plates, sidescuttles, gangway, cargo and bunkering ports and other openings to be closed before the ship leaves port as required by SOLAS II-1/22.12 or reference to document containing this information.	None	None
<b>2</b>	Description and location of accesses from the ro-ro deck and vehicle ramps that lead to spaces below the bulkhead deck as required by SOLAS II-1/23.5 or reference to a document containing this information.	None	None
<b>3</b>	Document reference and location where instructions are posted for the door operating instructions required by SOLAS II-1/23.2.	None	None

## Section 2 – Watertight Door Drills

The following entries must be made in Section 2 of OLBPAX-LL:

	<b>Required entries</b>	<b>Signatory</b>	<b>Counter signature</b>
<b>1</b>	Date, nature of the drill required by SOLAS II-1/21.1, any comments and defects.	Master	An officer

## Section 3 – Inspection of Watertight Doors, Devices and Valves

The following entries must be made in Section 3 of OLBPAX-LL:

	<b>Required entries</b>	<b>Signatory</b>	<b>Counter signature</b>
<b>1</b>	Date, details concerning the nature of the inspection required by SOLAS II-1/21.3, any comments and defects.	Master	An officer

## Section 4 – Load Line and Depth of Loading

The following entries must be made in Section 4 of OLBPAX-LL:

	<b>Required entries – to be completed only by the master</b>	<b>Signatory</b>	<b>Counter signature</b>
<b>1</b>	Particulars of load line assignment taken from the ship's Load Line Certificate.	None	None

## Section 5 – Departures and Arrivals, Draughts, Freeboard and Stability

The following entries must be made in Section 5 of OLBPAX-LL:

	Required entries	Signatory	Counter signature
<b>1</b>	<p>Departures:</p> <ul style="list-style-type: none"> <li>• Date and time</li> <li>• Dock, wharf, harbour or other place</li> <li>• Draught and trim in dock water – Bow and Stern</li> <li>• Distance from waterline to subdivision load line mark ("C" mark) required by SOLAS II-1/18.1 – port, starboard and mean</li> <li>• Mean freeboard at subdivision load line mark ("C" mark) in dock water</li> <li>• Allowances*               <ul style="list-style-type: none"> <li>i. Density of water and allowance for density of dock water</li> <li>ii. Weight of fuel, water, stores etc to reach salt water and allowance</li> <li>iii. Mean draught in salt water as calculated after making allowances</li> <li>iv. Mean freeboard amidships in salt water as calculated after making allowances</li> </ul> </li> <li>• Stability required by SOLAS II-1/20.1               <ul style="list-style-type: none"> <li>i. Displacement calculated from observed mean draught</li> <li>ii. Displacement calculated from stability calculations</li> <li>iii. Maximum permissible KG or minimum GM<sup>^</sup></li> <li>iv. Calculated KG or GM<sup>^</sup></li> </ul> </li> </ul> <p>Arrivals:</p> <ul style="list-style-type: none"> <li>• Date and time</li> <li>• Dock, wharf, harbour or other place</li> </ul> <p>*Allowances need only be completed when the mean freeboard at the "C" mark in dock water is less than the appropriate minimum salt water freeboard indicated on the ship's load line assignment.</p> <p><sup>^</sup>KG – centre of gravity, GM – metacentric height</p>	<p>Master</p> <p>Prior to Departure</p>	<p>An officer</p> <p>Prior to Departure</p>

## Section 6 – Opening and Closing of Doors, Plates and Accesses etc. prior to departure

The following entries must be made in Section 6 of OLBPAX-LL:

	Required entries	Signatory	Counter signature
<b>1</b>	Date, time of opening and closing doors, plates etc required by SOLAS II-1/22.12.	<p>Master</p> <p>Prior to Departure</p>	<p>An officer</p> <p>Prior to Departure</p>
<b>2</b>	Date, time of closing of accesses to spaces below the bulkhead deck - SOLAS II-1/23.5.	<p>Master</p> <p>Prior to Departure</p>	<p>An officer</p> <p>Prior to Departure</p>



## Chapter 4

### List of Crew

Masters of all ships and commercial yachts to which the Regulations apply are required to make and maintain a List of Crew.

- (1) A List of Crew must contain the following information about the ship:
  - (a) name;
  - (b) port of registry; and
  - (c) IMO number, or for ships which do not have an IMO number the ship's Official Number<sup>5</sup>.
- (2) Subject to paragraph (3), a list of crew must contain the following information for each seafarer<sup>6</sup> on board the ship:
  - (a) name and address;
  - (b) date of joining the ship;
  - (c) name and relationship of next of kin and address of next of kin if different from the seafarer;
  - (d) capacity on board the ship; and
  - (e) date and place the seafarer left the ship and the reason for leaving.
- (3) A passenger ship which has regular crew changes with rotational crew, may record the date and place when the seafarer's employment agreement<sup>7</sup> is terminated instead of the information specified in paragraph 2(e). Other ship types may apply to the Isle of Man Ship Registry for written permission to use this provision which will be considered on a case-by-case basis.

The List of Crew may be completed in paper or electronic format. Masters may use Form (IOMLOC) for the List of Crew as set out below or any other bespoke format provided it contains at least the information specified above. The Form (IOMLOC) is also available on the Ship Registry website. A List of Crew in electronic format must have an adequate backup facility<sup>8</sup>.

The List of Crew must be opened and closed at the same time as the Official Log Book up to a maximum period of 12 months. On closure of the Official Log Book the List of Crew kept on board the ship and made available for inspection for a period of 3 years from the date of closure; and if requested by the Ship Registry, the List of Crew must be sent to the Ship Registry within 3 months of the date of the request.

Each seafarer's details must be entered on each occasion the seafarer joins and leaves the ship. It is not permitted to have one entry for the duration of the seafarer's employment agreement unless written permission is granted by Isle of Man Ship Registry. A master may refer to a seafarer in the official Log Book by using the unique reference stated on the List of Crew.

It is recommended that the details of non-seafarers contracted to be on the ship when the ship sails from the port as part of their work such as superintendents, riding squads, 'supernumeraries', nannies and security personnel etc. are also included on the List of Crew so there is a record of their next of kin in case of emergency.

**Note** – The List of Crew should not be confused with the ship's Crew List which is normally presented to port authorities on arrival.

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<sup>5</sup> "Official Number" means the number issued to a ship under regulation 7(2) of the Merchant Shipping Registration Regulations 1996 (SD 689/96), or for a ship registered under Part IV of the Merchant Shipping Registration Act 1991 (the Demise Charter Register), the number issued to a ship under regulation 7(2) of the Merchant Shipping (Demise Charter Register) Regulations 1991 (GC394/91).

<sup>6</sup> "seafarer" as defined by the Maritime Labour Convention 2006. Seafarer includes the master. Passengers and yacht guests are not required to be recorded.

<sup>7</sup> "seafarer's employment agreement" means the agreement required by regulation 19 of the Merchant Shipping (Maritime Labour Convention) Regulations 2013 (SD0234/13).

<sup>8</sup> For example – back-up to a remote server or portable drive.

**List of Crew (IOMLOC) for IOM Registered Ships**

IOMLOC is available on the IOM Ship Registry website [www.iomshipregistry.com](http://www.iomshipregistry.com)

IOMLOC (Jan 2016)		List of Crew for Isle of Man Registered Ships		To run concurrently with the Isle of Man Official Log Book. For further information refer to MSN004	
Ship's Name		Port of Registry		IMO Number (or Official Number)	
Ref	(a) Name of seafarer	(c) Address of seafarer	(e) Date of joining the ship	Reason for leaving the ship	
	(b) Capacity on board	(d) Name and relationship of next of kin and address if different from above	(f) Date and place of leaving the ship		
	(a)	(c)	(e)		
	(b)	(d)	(f)		
	(a)	(c)	(e)		
	(b)	(d)	(f)		
	(a)	(c)	(e)		
	(b)	(d)	(f)		
	(a)	(c)	(e)		
	(b)	(d)	(f)		
	(a)	(c)	(e)		
	(b)	(d)	(f)		
	(a)	(c)	(e)		
	(b)	(d)	(f)		
	(a)	(c)	(e)		
	(b)	(d)	(f)		

## Chapter 5

### Guidance on making entries

#### **Chapter 5.1 – Official Log Book (IOMOLB and IOMOLB-LL)**

##### **5.1.1 Cover Page**

- Name, port of registry, official number, IMO number, gross and net tonnage – enter details from the Certificate of Registry.
- Official working language spoken on the ship.
- Date and place opened – enter when opening the log book, if at sea state "At sea".
- Date and place closed – enter when closing the log book, if at sea state "At sea". Refer to Chapter 1 of this notice for information about closing the Official Log Book.

All the entries on the cover page must be made by the master. The master opening the official log book must enter their name and certificate details on the first line, successive masters must add their details when they take over command. If a master has been on the ship before and returns while the log book is still in use, they do not need to add their name a second time. The details of the master's certificate type (eg "STCW II/2 Master Unlimited"), number and country of issue must be entered and signed by the master. This does not refer to the Isle of Man issued STCW endorsement. For example:

Name of Master	Certificate of Competency Type / Number / Country of Issue	Signature of Master
<i>Adrian Young</i>	<i>STCW II/2 Master Unlimited/ 123456789 / UK</i>	<i>A Young</i>
<i>Frederick Kramer</i>	<i>STCW II/2 Master Unlimited/ 987654321 / Germany</i>	<i>F Kramer</i>

Note – the time and date of master's handover must be recorded in IOMOLB Section 8 - Narrative Section.

##### **5.1.2 Section 1 – Safety Committee Meetings, Safety Officers and Safety Members**

A record of safety committee meetings and the appointment of Safety Officers and Safety Committee members must be kept.

For example:

###### **a) Section 1.1 – Safety Committee Meetings and Appointment of Safety Officers**

Date of meeting	Comments	Signature of Master	Date of meeting	Comments	Signature of Master
<i>1/10/2014</i>	<i>Refer to minutes of meeting.</i>	<i>A Young</i>			
<i>10/11/2014</i>	<i>Refer to minutes of meeting.</i>	<i>A Young</i>			

###### **b) Section 1.2 – Appointment of Safety Officer**

Ref in List of Crew	Name of Safety Officer	Signature of Safety Officer	Ref in List of Crew	Name of Safety Officer	Signature of Safety Officer
<i>3</i>	<i>Jonathan Gollow</i>	<i>J Gollow</i>			

**c) Section 1.3 – Safety Committee Members**

Ref in List of Crew	Name of Safety Committee Member	Signature of Safety Committee Member	Ref in List of Crew	Name of Safety Committee Member	Signature of Safety Committee Member
5	James Royston	<i>J Royston</i>			
2	Arron Hunter	<i>A Hunter</i>			
8	Adrian Barret	<i>A Barret</i>			
12	John Radford	<i>J Radford</i>			
16	Wesley Waller	<i>W.M Waller</i>			

All entries must be signed by either the master, safety officer or safety committee member.

For further information regarding safety meetings and the role of the safety officer and safety committee members refer to Maritime Labour Notice 4.3A and the Code of Safe Working Practices for Merchant Seafarers.

**5.1.3 Section 2 – Musters, Drills, Training of Crew and Inspections**

Completing the Official Log Book or the ISM records fulfils the requirement for making records or entries in the official log book required by SOLAS III/19.5, III/20.6 and III/20.7.

The following records must be maintained in either the official Log Book or in the Safety Management Manual records (ISM11.3):

**a) Section 2.1 – Record of Musters, Boat Drills, Fire Drills and Training of Crew**

SOLAS III/19 (all ships) and SOLAS III/30 (passenger ships) requires musters, drills or training of the crew in the use of life saving or firefighting appliances. Details of any training, drills held, and the occasions on which lifeboats, rescue boats and davit-launched liferafts (as applicable) are lowered or launched must be entered. For example:

Date	A record of musters, drills, training, inspections and instruction concerning life-saving and fire appliances including any relevant comments	Signature of master and a seafarer
1/10/2014	General alarm sounded, crew mustered at emergency stations for a simulated galley fire, fire pumps, and firefighting equipment tested, crew mustered to abandon ship stations.	<i>A Young</i>
	Rescue boat crews instructed in launching procedures. No deficiencies found.	<i>S Clarke</i>
8/10/2014	General alarm sounded, crews mustered to abandon ship stations, both boats swung out, port side lifeboat launched and crew exercised and instructed in boat handling procedures.	<i>A Young</i>
	Starboard boat crew instructed in liferaft procedures. No deficiencies found.	<i>S Clarke</i>

**OR reference to the ship’s ISM records;**

**Record of Musters, Drills and Training of Crew**

Items required by SOLAS II-2/15, III/19, III/30 or Large Commercial Yacht Code 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..... *Safety Manual Ch6/1, Form 123*.....

If a muster, drill, training activity or inspection was not carried out or held only in part a record of why must be entered in Section 2.1. For ships choosing to record in the ISM records the reason why the drill was not carried out in full must be recorded in Section 2.1 of the Official Log Book. For example:

8/11/2014	Unable to perform abandon ship drill - vessel in heavy weather and permission denied by port authority to launch lifeboat. Lifeboat lowering and davit operation postponed. Crew mustered wearing lifejackets. Instructions for launching lifeboats and demonstration of portable radios given to all crew members.	A Young
		J Clarke

**b) Section 2.2 – Record of Weekly Inspections of Life Saving Appliances**

Weekly inspections (SOLAS III/20.6) of life saving appliances must be entered. For example:

Date of Inspection	Inspection items, results, comments	Signature of master and a seafarer
1/10/2014	Weekly inspection of lifeboats, rescue boats and launching appliances conducted as per checklist LSA3. Engines run and general alarm tested in all areas. Lifeboat No2 engine failed to start, repaired by ship's engineer, now running satisfactorily.	A Young
		J Clarke

**OR reference to the ship's ISM records;**

**Weekly Inspection of Life Saving Appliances**

SOLAS III/20.6 or weekly Large Commercial Yacht Code LSA 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 ... *Safety Manual Ch6/2, Checklist LSA3*.....

**c) Section 2.3 – Record of Monthly Inspections of Life Saving Appliances**

Monthly inspections (SOLAS III/20.7) of life saving appliances must be entered. For example:

Date of Inspection	Inspection items, results, comments	Signature of master and a seafarer
10/10/2014	Monthly inspection carried out as per Checklist LSA4. Lifeboats 1 and 2 turned out and found satisfactory. All equipment found in apparent good order and condition.	A Young
		J Clarke

**OR reference to the ship's ISM records;**

**Monthly Inspection of Life Saving Appliances**

SOLAS III/20.7 or monthly Large Commercial Yacht Code LSA 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 ... *Safety Manual Ch6/2, Checklist LSA4*.....

### **5.1.4 Section 3 – Record of weekly inspections**

These inspections are required by the Maritime Labour Convention as applied by the Isle of Man Merchant Shipping (Maritime Labour Convention) Regulations 2013 (SD0234/13).

#### Inspection of Crew Accommodation MLC A3.1/18

This section is for records of mandatory inspections of the crew accommodation required by SD 234/13 regulation 79(3). The Regulations require an inspection of the crew accommodation at intervals not exceeding 7 days to ensure that it is being kept clean, decently habitable and in a good state of repair. The inspection must be carried out by or under the authority of the master and the seafarer conducting the inspection must be accompanied by one other seafarer.

For ships built prior to 20<sup>th</sup> August 2013 the weekly accommodation inspection is required by Isle of Man Merchant Shipping (Crew Accommodation) Regulations 1978 (SI 1978/795) Regulation 38(2).

#### Inspection of Food Supplies and Drinking Water MLC A3.2/7

This section is for records of mandatory inspections required by SD0234/13 regulation 84(3) which includes:

- a) supplies of food and drinking water;
- b) all spaces and equipment used for the storage and handling of food; and
- c) drinking water, galley and other equipment used for the preparation and service of meals.

The Regulations require an inspection of these items at intervals not exceeding 7 days to ensure seafarers have access to good quality food and drinking water provided under hygienic conditions in accordance with the requirements of the Maritime Labour Convention. The inspection must be carried out by or under the authority of the master and the seafarer conducting the inspection must be accompanied by at least one other seafarer involved in catering.

Examples of entries:

Date and time of Inspection	Type of inspection A B C D E	Name and rank of persons making the inspection	Result of inspection	Signature of seafarers making inspection
4/10/14 1100	A B	A Young, Master A Hunter, Ch Officer W Waller, Cook	Crew accommodation and food supplies found satisfactory, hospital and fridge room alarms tested, no defects.	A Young A Hunter W M Waller
11/10/14 1100	A	A Young, Master A Hunter, Ch Officer W Waller, Cook	Wardrobe door found damaged and shower curtain missing in cabin No. 5. Repaired and replaced as necessary. Vegetable Room cooling unit found defective- replacement parts ordered.	A Young A Hunter W M Waller
12/10/14 1300	B	A Young, Master W Waller, Cook	Vegetables found in poor condition and discarded.	A Young W M Waller

In Section 3 masters or companies may add additional inspection items of their choosing. This is voluntary and does not need to be completed. All entries must be signed by the master and the member of the crew who accompanied the master on the inspection.

### **5.1.5 Section 4 – Record of checks, tests and drills of the ship's steering gear**

The following records must be maintained in either the Official Log Book OR in the Safety Management Manual records (ISM11.3) of –

- a) SOLAS V/26.1 and 26.2 – check and test of steering gear within 12 hours before departure;
- b) SOLAS V/26.4 – emergency steering drill at least once every 3 months.

For example:-

Date, time and place	Nature of drill, check, or test of steering gear A, B, comments	Signature of master and an officer
1/10/14 0600	A - Steering gear tested satisfactorily before departure	<i>A Young</i>
at Douglas, IDM		<i>A Hunter</i>
12/10/14 1100	B - Emergency steering gear and systems tested as part of emergency drill,	<i>A Young</i>
51 - 27.0' N	crew members instructed in emergency steering procedures.	<i>A Hunter</i>
006 - 43.9' W		

**OR reference to the ship's ISM records;**

**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 ... *Safety Manual Ch. 7/6, Bridge Checklist 3*.....

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

ISM procedure reference and recording document reference.... *Safety Manual Ch 8/9, Drill Report*.....

**5.1.6 Section 5.1 – Load line and depth of loading**

*This section is not to be completed for passenger ships. OLBPA-X-LL is to be completed for passenger ships.*

**a) Section 5.1 – Positions of Deck Line and Load Lines**

The positions of the deck line and load lines must be taken from the ship's Load Line Certificate as applicable to the ship type.

The following information must be recorded -

- maximum draught of water (salt water) in summer zone;
- details of any openings referred to in SOLAS II-1/24.3 if applicable to the ship; and
- details of any watertight doors referred to in SOLAS II-1/22.13 if applicable to the ship.

Refer to the ship's Conditions of Assignment for information concerning any openings and watertight doors.

For further information on completing this section please refer to the Notes in Section 5 of the Official Log Book. Section 5 of the Official Log Book must be completed by the master and may not be delegated to another seafarer to complete.

**b) Section 5.2 – Change of load Line Assignment**

For ships issued with multiple load line assignments details of the new load line assignment must be entered in this section.

**5.1.7 Section 6 – Departures and arrivals from sea at, any dock, wharf, port or harbour.**

*This section is not to be completed for passenger ships. OLBPA-X is to be completed for passenger ships.*

The following must be recorded at each departure:

- date, time and place of departure;
- actual draught of water;
- actual freeboard amidships;
- date and time of closing openings SOLAS II-1/24.3 (as applicable);and
- date and time of closing water tight doors SOLAS II-1/22.13 (as applicable).

The following must be recorded for each arrival:

- date, time and place of arrival.

The following must be recorded for each departure when the actual mean freeboard is less than the appropriate salt water freeboard shown on the load line certificate:

- density of water – entered either as the relative density (eg 1.017) or density t/m<sup>3</sup> (eg 1017);
- allowances;
- draught in salt water after making allowances; and
- mean freeboard amidships after making allowances.

Entries in this section must be signed by the master and an officer before departure.

### **5.1.8 Section 7 – Returns of births and deaths**

Entries of births and deaths must be made in accordance with Chapter 2 Section 7 of this notice. This section must be completed in conjunction with completing Form RBD1 and Form ARF1 if the death is a marine casualty. Form RBD1 can be downloaded from the Isle of Man Ship Registry website. If you have any questions regarding this please telephone or email the Isle of Man Ship Registry directly.

### **5.1.9 Section 8 – Narrative Section**

The entries required in the narrative section are specified in Chapter 2 of this notice. Entries must be dated and signed as specified in the signatory and witness columns of Chapter 2 of this notice.

In addition to the entries required in the narrative section, the master may use the narrative section to record any factual information about ship operations considered appropriate. All entries must be signed and dated by the master.

A summary of the required entries are as follows:

- Ships less than 500GT manager details – company name and address;
- Changes of master and handing over documents;
- Sailing shorthanded (i.e. not in compliance with minimum manning document);
- Casualty, accident or incident reporting to Isle of Man Ship Registry;
- MLC complaint investigations by onshore authorities (MLC A5.2.2);
- Distress signals received / failure to proceed to distress; and
- Seafarer:
  - Left behind
  - Promotion and demotion
  - Unfit for duty
  - Breach of agreed code of conduct
  - Prosecution
  - Death – any continuation of details from IOMOLB Section 7, details concerning seafarer’s property and money, reference to Form RBD1 completion and submission to Isle of Man Ship Registry.

Examples of some of the required entries are as follows:

Date and time of the occurrence	Port or latitude and longitude if at sea	Date and Time of Entry	Entries and signatures - Refer to Manx Shipping Notice 004 for required entries. In addition to the required entries masters may use this section to record any factual information about ship operations considered appropriate.
11/11/2014 0900	Ramsey, IOM	11/11/2014 0900	<i>This is to certify that ref. No. 1 Capt. A. Young has been superseded as master of this ship by ref. No. 35, Capt. F. Kramer. All documents relevant to the operation of the vessel and crew have been handed over in good order. A. Young outgoing master F. Kramer new master</i>
11/11/2014 0900	Ramsey, IOM	11/11/2014 0900	<i>This is to certify that ref. No. 35 Capt. F. Kramer has become master of this ship. F. Kramer master</i>



Date and time of the occurrence	Port or latitude and longitude if at sea	Date and Time of Entry	Entries and signatures - Refer to Manx Shipping Notice 004 for required entries. In addition to the required entries masters may use this section to record any factual information about ship operations considered appropriate.
12/11/2014 0930	51-36.7N 006-37.2W	12/11/2014 1100	<p><i>This day Mr M. Whittingham No. 38 in the list of crew fell from No.1 port hatchlid onto the main deck on deck whilst moving about the vessel. Mr Whittingham has suffered an apparent broken leg. First aid treatment given and contact made with Queen Alexandra medical authorities ashore. Further treatment given in accordance with instructions - refer to medical log. Mr Whittingham confined to hospital bed and under observation. Completed form ARF1 and sent to Isle of Man Ship Registry. Company Accident Report Form completed dated 13/11/14 - annexed to this Log Book. Vessel diverted to Cork, Republic of Ireland to land Mr Whittingham ashore to a local hospital. F Kramer master A Hunter Ch Officer</i></p>
13/11/2014 0900	Cork, Republic of Ireland	13/11/2014 1500	<p><i>This day it was reported to me that Mr P Grace, AB, No. 28 in the list crew reported for duty while apparently intoxicated after returning to ship from an evening ashore in Cork. Interviewed Mr. Grace and established that the allegation was correct. Mr Grace admits to the offence and declined to make further comment. Mr Grace was accompanied by his friend Mr R Ferguson No 25 in the list of crew. Mr Grace was given a written reprimand further to his verbal warning for alcohol consumption on 5<sup>th</sup> October 2014 on page 36 and informed that his conduct was in breach of the company's Code of Conduct. Advised him that any repetition would lead to instant dismissal. Gave Mr Grace a copy of this entry.</i></p> <p><i>F Kramer master A Hunter Ch Officer.</i></p>
14/11/2014 0100	Cork, Republic of Ireland	14/11/2014 0900	<p><i>This day sailed from Cork, Republic of Ireland for Milford Haven, UK not in compliance with Minimum Manning Document owing to Mr M Whittingham, No. 38 landed ashore to hospital. Flag dispensation dated 13/11/2014 received permitting voyage shorthanded to Milford Haven, UK. Company advised of sailing shorthanded by email dated 13/11/2014. Mr Whittingham's personal effects and money itemised as per report dated 14/11/2014 (annexed to this log book) will be forwarded to Mr Whittingham's home address on arrival in Milford Haven.</i></p> <p><i>F Kramer master A Hunter Ch Officer.</i></p>

## **5.2 Official Log Book (Passenger Ships)(OLBPAX-LL)**

The Official Log Book (Passenger Ships) is to be completed only for passenger ships in addition to the Official Log Book. When completing OLBPAX-LL reference should be made to the requirements of SOLAS II-1 for information concerning the doors, openings, devices, drills and inspections required to be recorded.

### **5.2.1 Cover Page**

The following must be entered on the OLBPAX-LL cover page:

- name, port of registry, official number, IMO number, gross and net tonnage – enter details from the Certificate of Registry;
- date and place opened – enter when opening the log book, if at sea state "At sea"; and
- date and place closed – enter when closing the log book, if at sea state "At sea". The Official Log Book (Passenger Ships) must be closed at the time as the Official Log Book.

The master opening the Official Log Book (Passenger Ships) must enter their name and certificate details on the first line; successive masters must add their details when they take over command. If a master has been on the ship before and returns while the log book is still in use, they do not need to add their name a second time. The details of the master's certificate type (eg "STCW II/2 Master Unlimited"), number and country of issue must be entered and signed by the master. This does not refer to the Isle of Man issued STCW endorsement.

### **5.2.2 Section 1 – details of doors, openings and other devices**

A description of any doors, openings, plates, other devices installed on board and the doors Operating Instructions as required by SOLAS II-1 must be entered as follows:

- details of hinged doors, portable plates, sidescuttles, gangway, cargo and bunkering ports and other openings to be closed before the ship leaves port (SOLAS II-1/22.13);
- watertight doors fitted in watertight bulkheads dividing cargo between deck spaces (SOLAS II-1/22.6);
- details of accesses from the ro-ro deck and vehicle ramps that lead to spaces below the bulkhead deck (SOLAS II-1/23.3); and
- details of door operating instructions (SOLAS II-1/23.2) – document reference and location of posted instructions.

If the ship does not have the devices etc. installed on board state "none" in the relevant section.

### **5.2.3 Section 2 – record of drills concerning watertight doors**

A record of the drills required by SOLAS II-1/21.1 must be entered at the required intervals.

### **5.2.4 Section 3 – record of inspections concerning watertight doors, devices and valves**

A record of inspections as required by SOLAS II-1/21.3 must be entered at the required intervals.

### **5.2.5 Section 4 – load line and depth of loading**

The positions of the deck line and load lines must be taken from the ship's Load Line Certificate.

Details of the subdivision load line mark can be found on the Passenger Ship Safety Certificate as per SOLAS II-1/18.

The notes in OLBPAX-LL Section 4 are to be completed and signed by the master and may not be delegated to another seafarer to complete.

### **5.2.6 Section 5 – departures and arrivals**

This section records the date of sailing and the draughts and freeboards of the ship on departure for each voyage and the dates of arrival at the next port. It must be completed before the ship leaves the berth.

#### Departures

The following must be recorded for each departure:

- date, time and place of departure;
- actual draught of water and trim in dock water (SOLAS II-1/20.1);
- vertical distance from waterline to subdivision load line mark (SOLAS II-1/18.7); and
- mean freeboard at subdivision load line mark in dock water.

#### Allowances

The following must be recorded for each departure when the actual mean freeboard is less than the appropriate salt water freeboard shown on the Load Line certificate:

- density of water – entered either as the relative density or density  $t/m^3$ ;
- allowances – allowance in freeboard for the density of water and weight of fuel, stores and water consumed prior to reaching salt water;
- draught in salt water after making allowances; and
- mean freeboard amidships after making allowances.

#### Displacement

- to be taken from observed mean draught in dock water; and
- to be taken from the stability calculation.

#### Stability Details

- Maximum permissible  $KG^9$  **or** minimum  $GM^{10}$ ; and
- calculated  $KG$  or  $GM$  (SOLAS II-1/20.1).

The above entries must be signed by the master and an officer before departure.

#### Arrivals

The following are required to be recorded for each arrival:

- Date, time and place of arrival.

### **5.2.7 Section 6 – time of opening and closing watertight doors etc.**

This section records the date and time of closing and opening watertight doors etc.

A record of -

- the time of the last closing, before the ship leaves the berth or any other place on any voyage, of the doors referred to in SOLAS II-1/22.12;
- the time of the last closing, before the ship leaves the berth on any voyage, of the access referred to in SOLAS II-1/23.5;
- the time of opening of the doors referred to in SOLAS II-1/22.12; and
- the time of opening particular doors under the provisions of SOLAS II-1/22.10

All entries must be signed by the master and an officer before sailing.

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<sup>9</sup> **KG** – vertical position of the ship's centre of gravity relative to its keel.

<sup>10</sup> **GM** – transverse metacentric height.

## Chapter 6

### Exemption from the requirement to display the Load Line Certificate and Notification of Draughts

#### Introduction

Following a review of the Isle of Man Official Log Book and feedback from shipping companies and ship's masters the Isle of Man Ship Registry has exempt ships from the requirement to display the Load Line Certificate and the completion/display of the Notification of Draughts.

The Notification of Draughts is completed on Isle of Man Form FRE13 for display to all seafarers on board. The Official Log Book once required an entry to confirm Form FRE13 was posted, however this entry is no longer required in the Official Log Book.

#### Exemption

Under regulation 3(1) of the Merchant Shipping (Load Line) Regulations 2000 (SD0492/00) all Manx registered ships to which the Official Log Book and List of Crew Regulations apply are exempt from regulation 11 of the Merchant Shipping (Load Line) Regulations 2000 (SD492/00).

Masters who choose not to post the Load Line Certificate or the Notification of Draughts may do so subject to the following conditions:

1. The master shows the original Load Line Certificate or provides a copy of the original Load Line Certificate to any seafarer employed on board within a reasonable time of demand.
2. The master shows the entries made in Section 5 and 6 of the Official Log Book or provides a copy of the entries made in Section 5 and 6 of the Official Log Book to any seafarer employed on board within a reasonable time of demand;

Or for passenger ships;

The master shows the entries made in Section 4 and 5 of the Official Log Book (Passenger Ships) or provides a copy of the entries made in Section 4 and 5 of the Official Log Book (Passenger Ships) to any seafarer employed on board within a reasonable time of demand.

#### Guidance

1. The Load Line Certificate may or may not be displayed at the discretion of the master.
2. Form FRE13 may or may not be completed and displayed at the discretion of the master. Where Form FRE13 is completed it is not required to be submitted to the Isle of Man Ship Registry when the Official Log Book is closed.
3. Form FRE13 is available for download on the website [www.iomshipregistry.com](http://www.iomshipregistry.com) if required.

#### Isle of Man Ship Registry

*Please note - The Isle of Man Ship Registry cannot give Legal Advice. Where this document provides guidance on the law it should not be regarded as definitive. The way the law applies to any particular case can vary according to circumstances - for example, from ship to ship. You should consider seeking independent legal advice if you are unsure of your own legal position.*