
	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p>11.2. LOGBOOKS</p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect : 11.2 Page : 1 of 7 Date : 6-Aug-25 Rev : 10.1 Appr : DPA</p>
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LOGBOOKS AND RECORDS

1. SCOPE

This procedure covers the control and use of logbooks aboard.

2. CODES

ISM 11

3. LOGBOOK ENTRIES

All entries should be made neatly, carefully and precisely, and only after due consideration. All entries must be in ink.

4. AMENDING OR CANCELLING LOGBOOK ENTRIES


Alterations should be avoided. Any error in a log entry is to be corrected by drawing a single line through the incorrect portion and the correct entry made immediately following. Corrected errors must be initialled by the officer making them. **The use of correction fluid (white out/TIPPEX) is prohibited**; no erasures are to be made, and no pages torn out.

5. ANNEXES TO LOGBOOKS

If any entry cannot be contained in a logbook by reason of its length or for any other reason it may be contained in a separate document annexed to, and referred to by an entry in the logbook. Entries in any document so annexed will be regarded as made in the logbook and must therefore be signed as if they had been entered in the logbook.

6. ROUGH/SCRAP LOGBOOKS

Rough or scrap logbooks written up in pencil are not allowed to be used onboard Company vessels.

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7. OFFICIAL LOGBOOK

An Official Logbook (OLB) may be kept onboard all Company vessels and maintained in accordance with the vessels Flag State Regulations. It is a statutory requirement and a public record that is admissible in evidence.

OLBs are opened and remain in force from the time of vessel take over until¹:

- a. The Logbook is full; or
- b. on completion of an expiry period required by some Flag States; or
- c. on closure at the change of Flag or removal of the vessel from the register.

Most Flag States require the OLB to be delivered on closure to them, alternatively if this is not required they must be retained onboard for three years after the last entry is made.

Some Flag States also require their publications to be used for ORB, GMDSS, GARBAGE MANAGEMENT etc. Flag State requirements take preference over Company format log books².

8. DECK LOGBOOK

A Deck logbook is to be maintained onboard all Company vessels to record navigation and cargo work details. See Nautical Manual section 10, and the Cargo Manuals for details.

The Deck logbook will be supplemented with a Port Logbook³ which will provide more space for cargo work details.

The Deck log book is a company issued bound format. The Master must always ensure there is a spare aboard at all times.


9. PORT LOGBOOK

IA Port Logbook (PLB) must be used to log port and cargo operations. The PLB is to be a fair copy and written up in ink and signed by the OOW.

¹ W 52 / 2024

² W 52 / 2024

³ W 52 / 2024

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10. BALLAST RECORD BOOK

The Ballast record book will be issued in the Company format. It maintained by the Chief Officer and checked by the Master. It will contain all the information as listed on the front page of the logbook.

There must always be a spare Log Book available at all times.

11. ENGINEERS LOGBOOK

An Engineers Logbook is to be maintained onboard all Company vessels to record details of the machinery operation, fuel oil and lubricating oil bunkers, transfer and use. The logbook must be signed by the Chief Engineer Officer daily.

The Engine Room Log book is a Company issued bound format. The CEO must always ensure there is always a spare aboard.

All entries should be made neatly, carefully and accurately, and only after due consideration of their significance. All readings shall be personally observed, entries must be in ink and made by the OOW, or Second Engineering Officer or Chief Engineering Officer as applicable. They will then sign the entry. No other persons including Engine Room ratings or Cadets are authorised to make entries in a vessel's log book⁴.

12. OIL RECORD BOOK (ORB)

Every Company vessel shall maintain an Oil Record Book Part I (Machinery Space Operations)


The ORB's shall be maintained in strict accordance with MARPOL Annex I, Regulation 17 and MARPOL, Annex I, Appendix III.

The officer in charge of the operation must sign each entry and the Master must sign each page.

Any person failing to comply with these requirements is liable on summary conviction to a fine by the Flag State Authorities. If any person makes an entry in any ORB carried, which is to his/her knowledge false or misleading, he/she shall be liable to a fine and or imprisonment.

There must always be a spare Log Book available at all times.

⁴ W16/2020

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13. GMDSS LOGBOOK

A GMDSS Logbook shall be maintained on all Company vessels in accordance with the radio regulations. Refer to the Nautical Manual Section 18.

There must always be a spare Log Book available at all times.

14. BELL BOOKS

Bridge and engine room bell books are considered annexes to the Deck logbook and the Engineer logbook respectively. Refer to Nautical Manual Section 10.

The Bridge Bell Book and the Engine Room Bell Book are in a company issued bound format. The Master and CEO must ensure there is a spare copy of each always available aboard.

15. GARBAGE LOG BOOK

The Garbage Log Book is to be kept aboard to record the disposal of garbage clearly stating the amounts, categories, and disposal methods used.

There must always be a spare Log Book available at all times.


16. BRIDGE ORDER BOOK AND ENGINE ORDER BOOK (FORMALLY KNOWN AS NIGHT ORDER BOOKS)

The Master and Chief Engineer will keep an Order Book in the company format. This book is maintained in the company format and is to be signed by the watchkeepers to confirm they have read and understood the orders of the Master and Chief Engineer.

17. COURSE RECORDER AND ENGINE MOVEMENT PRINT OUT ROLLS

Automatic course recorder and engine movement printout rolls are to be dated and voyage number noted to indicate the start and finish of the voyage passage.

Should the vessel be involved in a navigational accident, the entire automatic course recorder and engine movement print out rolls are to be removed from the recorders, even if only partially used. They are to be properly identified with the vessel's name, date and voyage number in ink, and signed by the Master and the Officer on watch at the time of the accident. They shall be retained onboard pending instructions from the Company.

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18. MEDICAL LOG BOOK AND CONTROLLED SUB STANCES LOGBOOK

The Medical Log Book will be maintained as per Flag State requirements. It will be kept in the Hospital and maintained by the 2nd Navigating Officer. It will be checked by the Master and endorsed by the Master at regular intervals, but no less than monthly.

The Controlled Substances Logbook will be kept in the Masters Cabin and be an inventory of Controlled substances aboard, expired, and disposal method.⁵

The Medical Log book is a Company issued bound format There must always be a spare Log Book available at all times.

19. COMPASS ERROR BOOK

The Compass Error Log Book must be kept in the Company format. Clear instruction for this log book are kept in the front cover. The OOW shall report any deviations of more that 3 degrees from the posted Compass Deviation Card, to the Master.

20. MARPOL RECORDS, VISITORS RECORDS AND SECURITY RECORDS

The company has a Zero tolerance for non-compliance with MARPOL for all personnel. To prevent unwanted scrutiny in PSC and vetting's. These records are maintained in SharePoint. The MARPOL log will be checked by the Company's representative during their visit onboard.


21. MONITORING RECORD OF COMPANY'S REPRESENTATIVE

Details to be included in the Deck Log Book include Date of visit, Name of Company's Representative and Purpose of visit.

22. RETENTION OF LOGBOOKS AND RECORD BOOKS

Unless otherwise specified by International or Flag State rules and regulations all logbooks and record books are to be retained safely onboard for at least three years after the last entry is made.

⁵ W 52 / 2024

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23. CUSTODY OF LOG BOOKS⁶

All logbooks shall be kept under the safe custody of the responsible officer so that they do not go missing onboard. The MARPOL related logbooks shall not be kept in common areas like the Ships Office.

The Garbage Record Book and Ballast Water Record Book shall always be under the custody of the Chief Officer and shall be always kept in the Chief Officer's cabin after any entries are made. The Oil Record Book shall always be under the custody of the Chief Engineer and shall be always kept in the Chief Engineer's cabin after any entries are made.

The ship staff shall ensure that whenever any third-party inspectors visit the vessel, the logbooks shown to them are returned to the relevant Logbook Custodian prior to the Inspector's disembarkation.

⁶ W 52/ 2024