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KEEPING RECORDS

Your attention is drawn to the following sections:

1. Retaining records

Record keeping aboard must be retained as per the Company Filing System. The use of the “Brown Envelope” system (of retaining all papers on a voyage-by-voyage system is acceptable, provided the following are carried out.

- The envelopes are retained until the last document expires (see retention period on each file).
- The envelopes are neatly labelled with the voyage number, date, ports of call and Masters name.
- The envelopes are stowed sequentially.
- The relevant files in the Company Filing System are endorsed with a note stating that the contents are kept in the envelope system.

The Master will decide on what other documents he deems desirable to keep. The stuffing of documents and papers in every cupboard on the vessel is unacceptable and the Master must keep a register of files retained aboard, the curators name and the position of the file, as per the Company Filing System.

Further information on this subject will be found in the ISM Manual.

1.1. Cargo Equipment Records

In compliance with ISM requirements the vessel is required to keep calibration and maintenance records for critical equipment aboard the vessel. This includes maintenance of cranes, winches, hatch covers and any other cargo equipment.


1.2. Statement of Facts

Statements of Facts are to be completed following every loading/discharge operation as required by individual charterers, Vessel Operator and Technical Managers.

This should contain only the most important details of the arrival and cargo operation – unimportant stuffing should be avoided. Always ensure that the document is signed by both the master and terminal representative, or agent if the latter is unavailable.

Items to be recorded include:

- Arrival at pilot station and NOR tendered (usually at EoP).
- Anchor times & reason for same.

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- PoB.
- 1st line ashore, all fast & gangway landed.
- Terminal representative & Surveyor/s on board.
- Times of hatch inspection, and draft survey.
- NOR accepted.
- Time of calculations commenced/completed.
- Times of commence loading/discharge each hatch and pour if applicable.
- Details of all delays/stoppages.
- Times of complete loading/discharge each hatch.
- Times of draft survey;
- Time of calculations commenced/completed.

1.3. Port / Deck Logbook

The port or cargo logbook is to contain times of all normal and abnormal procedures and occurrences on deck, whether cargo related or not. All routine operations whilst in port and especially any extraordinary occurrences must be entered into the book, as it will invariably form the basis of the defence/evidence in case of an enquiry or claim against the vessel. Remember – the deck log is classed as an official document – all entries must be accurate, in ink, and any errors/alterations neatly crossed out and signed. **WHITE OUT/TIPPEX IS NOT PERMITTED!!**

Items to be recorded include, but are not limited to:

- Draughts – arrival, departure & end of watch.
- Gangway down.
- Terminal representative on board & Surveyor/s on board.
- Notice of Readiness - Tendered and Accepted.
- Times of draft survey & calculations commenced + completed.
- Details & times of all ballasting/deballasting operations (including whether pumped or gravitated) (These may be entered into the separate Ballast Logbook instead);
- Details of all bunkering operations.
- Prior to commencing cargo, confirmation that pre-cargo checklist has been satisfactorily completed and reasons if not.
- On completion of cargo, confirmation that post-cargowork checklist has been satisfactorily completed and reasons if not.
- Commence discharge/load **each grade & each hatch.**

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- Complete discharge/load **each grade & each hatch**.
- Details of all delays; stoppages; slow loading rates etc.
- Details of fresh water taken (incl start & finish meter readings).
- At change of watch -:
 - Name/rank of OoW.
 - Draught & weather conditions.
 - Hatches being loaded/discharged.
 - Confirmation that rounds were carried out.
 - Any other information or comments which may clarify a situation at some later stage, in case of a legal dispute.

Always remember that the above are classed as legal documents – consider this when completing each entry so as to avoid unnecessary padding or comments, but also to ensure that ANY detail or information that might help in case of an enquiry is included.