



Department of Economic Development

Isle of Man Ship Registry

Consultation:

Proposed Merchant Shipping Official Log Book and List of Crew Regulations 2015

The Isle of Man Ship Registry is proposing new Regulations to update the Official Log Book and List of Crew carried onboard IOM registered ships. This consultation paper sets out the proposed Official Log Book and List of Crew requirements as follows:

- Section 1** Summary
- Section 2** Official Log Book Information (All ships)
- Section 3** Official Log Book (All ships)
- Section 4** Official Log Book (Passenger Ships)
- Section 5** List of Crew (All ships)

The following publications are included as part of this consultation as separate attachments:

- **The Official Log Book (All Ships), 2015 version; and**
- **The Official Log Book (Passenger Ships), 2015 version**

If you have any comments on this consultation paper, please send them (preferably by email) to:

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This consultation will close at 5.00pm on Friday 17th April 2015.

Section 1 Summary

An Official Log Book is required for Isle of Man registered ships in order to maintain records of shipboard operations required by SOLAS, Load line, MLC and Isle of Man Regulations.

The Isle of Man Ship Registry is proposing to update the existing Isle of Man Official Log Book by reducing duplication, removing obsolete requirements (e.g. recording of testing and inspections of pilot hoists) and referencing the relevant convention requirements. As part of this project the procedure for recording a List of Crew has been clarified.

In order to update the Official Log Book the Isle of Man is proposing to write new Official Log Book and List of Crew Regulations. These Regulations will apply to all Isle of Man registered ships to which MLC applies.

The Regulations will require Isle of Man registered ships to carry and maintain an Official Log Book in the format prescribed by the Isle of Man Ship Registry. It will not be permitted for an Official Log Book from any other organisation or Flag State authority to be used on an Isle of Man registered ship.

The responsibility for compliance with the Official Log Book and List of Crew Regulations will be on the ship owner and the master. Failure to comply with the regulations is an offence.

The following documents are included as part of this consultation:

Official Log Book (All ships)

This is required for all ships and will be available in a book format or loose leaf format. Please refer to Section 3 of this consultation.

Official Log Book (Passenger Ships)

This is only required for passenger ships and will be available in loose leaf format only. Please refer to Section 4 of this consultation.

List of Crew (All ships)

A List of Crew is required for all ships and is to be maintained in either loose leaf or electronic format. Please refer to Section 5 of this consultation.

Section 2

Official Log Book Information (all ships)

1. Book and Loose Leaf Formats

The book format of the Official Log Book may be purchased directly from the Isle of Man Ship Registry.

Loose leaf formats of the Official Log Book and List of Crew may be used at the discretion of ship masters or ship owners. Loose leaf formats will be available in PDF format from the Isle of Man Ship Registry website for download free of charge. They are intended to be printed on board and completed in handwriting. Each page will need to be numbered consecutively, dated and signed where required. When an Official Log Book in loose leaf format is closed, a record of the total number of pages which have been completed in each section must be made in the Official Log Book.

2. Ships subject to the ISM Code

Ships which are subject to the International Safety Management (ISM) Code may record the information required by Official Log Book Sections 2.1, 2.2, 2.3 and 3 in either the Official Log Book or in the format stated in the ship's Safety Management Manual (ISM 11.3).

If it is decided to record this information in the Safety Management Manual, the reference to the Safety Management Manual must be stated in the relevant section of the Official Log Book. 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.

3. Multiple Official Log Books

Only one Official Log Book, Official Log Book (Passenger Ships) and List of Crew may be used at any time.

4. Making entries

All entries and signatures must be:

- a) made in accordance with the Official Log Book's required entries. Where a witness is required to sign, the witness cannot be the same person as the signatory;
- b) true and not deliberately false or misleading; and
- c) made as soon as practicable after the occurrence to which they relate with the exception of departure entries (OLB Section 6) which must be made prior to departure.

5. Annexes to the Official Log Book

If an entry cannot be contained within the Official Log Book by reason of its length or any other reason, it may be contained within a separate document annexed to and referred to, by an entry in the narrative section (Official Log Book Section 8). Entries in an annexed document are regarded as part of the Official Log Book and must therefore be signed as if

it was in the Official Log Book. Any document annexed to the Official Log Book must be delivered to the Isle of Man Ship Registry when the Official Log Book is closed.

6. Entries required under the MARPOL Convention

The following records required under the MARPOL Convention must be completed in a separate record book in the format prescribed by the International Maritime Organisation (IMO) and not in the Official Log Book:

MARPOL Annex	Recording requirement	Record book
Annex 1	Machinery space operations	Oil Record Book (part 1)
Annex 1	Oil cargo	Oil Record Book (part 2)
Annex 2	Noxious liquid substances in bulk	Cargo Record Book
Annex 5	Garbage and garbage management	Garbage Record Book

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 substance must be entered in the narrative section (Official Log Book Section 8) as well as completing the Ship Registry's Accident Report Form (ARF1).

7. Amendments and cancellations

When completing the Official Log Book any amendment or cancellation of an entry may only be made by crossing out the erroneous entry (so as not to obscure the original entry), signing and making a further entry.

If the master needs to amend, cancel or supplement an existing entry after delivering the Official Log Book to the Isle of Man Ship Registry then an application should be made to the Isle of Man Ship Registry.

8. Closing and delivery of the Official Log Book

The Official Log Book should be closed when any of the following occurs:

- a maximum of 12 months has elapsed from the date of opening (may be less than 12 months at the discretion of the Master or owner); or
- when the vessel deregisters from the Isle of Man Ship Registry; or
- when the vessel's load line assignment is officially changed.

The following original documents are required to be delivered to the Isle of Man Ship Registry within 3 months from the date of closing the Official Log Book:

- Official Log Book;
- Official Log Book (Passenger Ships) if applicable;
- List of Crew; and
- Any document annexed to the Official Log Book.

9. Loss of the Official Log Book

If any part of the Official Log Book is lost the master should open a new Official Log Book and make a written statement of the circumstances and any steps for its recovery. The statement must be witnessed by one other member of crew. The master should also inform the Isle of Man Ship Registry as soon as practicable.

10. Offence

The responsibility for compliance with the Official Log Book and List of Crew Regulations is on the ship owner and the master. Failure to comply with the Regulations is an offence, punishable on conviction on indictment, to custody for not more than 2 years, a fine, or both; or on summary conviction, to a fine not exceeding £5,000.

11. Exemptions

The Department may issue an exemption from any of the requirements of the Official Log Book and List of Crew Regulations.

12. Transition Phase – existing to new Official Log Book

Within 6 months of the Regulations coming into operation ships must close their existing official log book and list of crew and open a new official log book and list of crew in the new format.

Section 3 Official Log Book (All ships)

This must be completed by the ship's master. For details of what must be recorded in the Official Log Book please refer to the Official Log Book which is included as part of this consultation.

The Official Log Book consists of the following sections:

Section	OLB Section Title	Number of pages allocated in the book format
1	Safety committee meetings and appointment of safety officers and safety committee members	3
2.1	Record of musters, drills and training of crew ¹	5
2.2	Weekly inspection of Life Saving Appliances ¹	5
2.3	Monthly inspections of Life Saving Appliances ¹	5
3	Record of test drills and inspections of the ship's steering gear ¹	8
4	Record of weekly inspections	10
5	Load line and depth of loading ²	1
6	Departures and arrivals ²	6
7	Returns and entries of births and deaths	2
8	Narrative section	35

¹ These requirements may be recorded in the ship's ISM safety management system as an alternative to recording in the Official Log Book.

² Masters of passenger ships are not required to complete Sections 5 and 6.

Section 8 of the Official Log Book is the narrative section. This section is for recording required entries and any factual information about ship operations the master considers appropriate.

The required entries are stated in the following table:

Official Log Book, Section 8		signatory	witness
Required entries			
1	For ships of less than 500 GT only, the name and address of the ship's operator or manager.	The master	None
2	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
3	A record of the date and time a person becomes master of the ship.	The master	None

4	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).	The master	None
5	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).	The master	A seafarer
6	A record of every distress signal or message observed or received. 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; (c) a brief description, if known to the master, of the nature of the distress.	The master	A seafarer
7	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.	The master	A seafarer
8	If a seafarer is left behind in any country, a record of – (a) the name of the seafarer and number in the 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); (g) what will happen to the seafarer's property and money (or reference to a document containing this information).	The master	A seafarer

9	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.	The master	A seafarer
10	<p>If it appears to the master that a seafarer -</p> <p>(a) may be unfit to discharge his or her duties, whether by reason of incompetency or misconduct or for any other reason; or</p> <p>(b) may have been seriously negligent in the discharge of his or her duties;</p> <p>a record of -</p> <p>(i) the name of the seafarer and number in the List of Crew;</p> <p>(ii) the event or a reference to a document containing this information;</p> <p>(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</p> <p>(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>	The master	A seafarer other than the person named in sub-paragraph (i)
11	A record of any demotion or promotion of a seafarer, including the date upon which the demotion or promotion takes effect.	The master	A seafarer
12	<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 -</p> <p>(a) the nature of the allegation;</p> <p>(b) the name of the seafarer and number in the List of Crew against whom the allegation is made;</p> <p>(c) that the master has read the allegation to the seafarer;</p> <p>(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;</p> <p>(e) (i) if the seafarer admits the allegation, a statement that he or she admits it; or</p> <p>(ii) in any other case, a statement that the seafarer does not admit the allegation;</p>	The master	A seafarer other than the person named in paragraph (b)

	<p>(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</p> <p>(ii) that the seafarer declines to make a statement in answer to the allegation;</p> <p>(g) that the master has given a formal warning to the seafarer;</p> <p>(h) that the master has given a written reprimand to the seafarer;</p> <p>(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;</p> <p>(j) that the master has informed the seafarer that the matter will be referred to a shore-based disciplinary committee;</p> <p>(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, together with a copy of any report made to a shore-based disciplinary committee.</p>		
<p>13</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) number 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>The master</p>	<p>A seafarer other than the person named in paragraph (b)</p>

<p>14</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>The master</p>	<p>A seafarer</p>
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Section 4
Official Log Book (Passenger Ships)

This must be completed by masters of passenger ships in addition to completing the Official Log Book and List of Crew.

For details of what must be recorded in the Official Log Book (Passenger Ships) please refer to the Official Log Book (Passenger Ships) which is included as part of this consultation.

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

Section	Section title
1	Details of doors, openings and other devices
2	Watertight doors drills
3	Inspections of watertight doors, devices and valves
4	Load line and depth of loading
5	Departures and arrivals
6	Time of opening and closing watertight doors etc.

Section 5 List of Crew

There are currently two lists of crew being maintained on board Isle of Man registered ships, i.e. a list at the beginning of the current Official Log Book and the List of Crew required by MLN2.1a. In order to prevent duplication we are proposing a single List of Crew is maintained as separate document from the Official Log Book.

The requirements for the List of Crew are as follows.

- 1 The details of every seafarer working on board the ship must be maintained;
- 2 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. Once closed the List of Crew must be returned within 3 months to the Isle of Man Ship Registry along with the Official Log Book.
- 3 The List of Crew is available on the Isle of Man Ship Registry website. Shipowners may use their own form as long as it contains (as a minimum) the following details:
 - a) the name of the ship, its port of registry and IMO number or for ships which do not have an IMO number the official number;
and the following details regarding every seafarer on board the ship –
 - b) name and address;
 - c) the date when joining the ship;
 - d) the date and the place they left the ship and reason for leaving (eg end of contract etc);
 - e) the name and relationship of the seafarers next of kin and the address of the next of kin, if different from that of the seafarer; and
 - f) capacity on board.
- 4 For passenger ships where there are regular crew changes with rotational crew, it will be permitted to be replaced paragraph 3d above with *'the date and place when the seafarer's SEA has been terminated'*. Other ships may apply to the Isle of Man Ship Registry for permission to use this wording which will be considered on a case-by-case basis.
- 5 Loose leaf formats are required to be printed and completed in handwriting. Electronic formats may be completed electronically, printed and attached to the Official Log Book.
- 6 There will no longer be a requirement for the following:
 - a) a copy of the List of Crew to be maintained by the shipowner at an address on the Isle of Man;
 - b) the master to as soon as practicable and within 3 days of any change being made in the List of Crew, notify the change to the shipowner.