



TUVALU SHIP REGISTRY

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MARINE CIRCULAR

MC-12/2011/1

8/2026

FOR: Ship Owners, Ship Managers, Ship Operators, Ship Masters, Ship Officers, Classification Societies

SUBJECT: GMDSS RADIO LOGBOOKS

DEFINITIONS:

The following abbreviations stand for:

- “GMDSS” – Global Maritime Distress and Safety System
- “SOLAS” – International Convention for the Safety of Life at Sea (SOLAS), 1974, as amended

The term “Administration” shall mean Tuvalu Ship Registry

PURPOSE:

This marine circular establishes the SOLAS’s requirement that a record is to be kept “of all incidents connected with the radio communication service which appear to be of importance to safety of life at sea.”

REFERENCES:

- (a) SOLAS Chapter IV, Regulation 17, as amended.
- (b) Tuvalu Marine Circular MC-13/2011/1 - Electronic Logbook and Record Book Systems

APPLICATION:

This circular applies to all Tuvalu flagged vessels that are fitted with GMDSS ship radio stations.

CONTENTS:

1. Requirement

This Administration requires the GMDSS Radio Logbook to be kept on the navigation bridge, convenient to the radio installation and made available for inspection by Radio Surveyors and other authorized personnel.

2. Contents

The logbook shall contain three sections:

2.1. Section (A) - Particulars of Ship:

- 2.1.1. ship’s name;
- 2.1.2. call sign and official number;
- 2.1.3. MMSI number
- 2.1.4. port of registry;
- 2.1.5. gross tonnage;
- 2.1.6. IMO number;

- 2.1.7. sea areas in which ship is authorized to sail;
- 2.1.8. date of expiration of current Safety Radio Certificate;
- 2.1.9. date of expiration of current Ship Radio Station License;
- 2.1.10. method(s) used to ensure availability of radio facilities:
 - 2.1.10.1. duplication of equipment;
 - 2.1.10.2. shore-based maintenance giving details of name and address of service company;
 - 2.1.10.3. at-sea maintenance capability; and
- 2.1.11. name and address of owner, manager or agent.

2.2. Section (B) - Details of Radio Personnel:

- 2.2.1. name(s);
- 2.2.2. dates on board;
- 2.2.3. certificate number(s);
- 2.2.4. class of certificate(s);
- 2.2.5. name of person designated for radio communications during emergencies; and
- 2.2.6. name of person nominated to carry out appropriate tests, checks and log entries.

2.3. Section (C) - Record of Communications:

- 2.3.1. The GMDSS radio logbook will record the following as they occur, together with the time of occurrence:
 - 2.3.1.1. a summary of communications relating to distress, urgency and safety traffic;
 - 2.3.1.2. a record of important incidents connected with the radio service; and
 - 2.3.1.3. where appropriate, the position of the ship at least once a day.
- 2.3.2. The Master will inspect and sign each day's entries in the GMDSS Radio Logbook.
- 2.3.3. An example of a GMDSS record of communications is included as Appendix I.

2.4. Section (D) – Record of Tests and Checks of Equipment

- 2.4.1. Tests and checks of equipment and reserve power at intervals specified by the manufacturer must be carried out and entered into the log, which may include daily, weekly, monthly and annually tests.
- 2.4.2. A summary of the operational capability of the equipment, together with the names of any station contacted during tests, should be recorded in the log.
- 2.4.3. If any of the radio equipment is found not to be operating satisfactorily, the Master must be notified and details of the deficiencies recorded in the log, and rectified as soon as possible.

3. Retention of Records

3.1. Retention of GMDSS Radio Logbooks will be as follows:

“At the termination of each voyage, or not less frequently than semi-annually, the logs shall be forwarded to the shipowner and/or operator. All such logs shall be retained for a period of at least two (2) years from the date of receipt. In the event of a casualty occurring during a voyage covered by such logbooks, they shall be retained for so long as instructed by this Administration.”

- 3.2. If logbooks containing printed spaces for the information in Sections (A) and (B) are not available, the required information may be typed on a separate sheet of paper and attached to the inside front cover of a conventional logbook as an addendum.

3.3. If electronic logbooks are kept, please refer to Tuvalu Marine Circular 13/2011/1 for requirements.

Yours sincerely,

Deputy Registrar
Tuvalu Ship Registry

Appendix I
GMDSS LOG

Vessel Name:	Call Sign:
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Date/Time	From	To	Summary	Freq/CH