



TUVALU SHIP REGISTRY

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MARINE CIRCULAR

MC-26/2012/1

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

SUBJECT: GUIDANCE NOTES FOR ENTRIES FOR OFFICIAL LOG BOOKS

DEFINITIONS:

The following abbreviations stand for:

- “CA” – Crew Articles (also known as “Articles of Agreement”)
- “GT” – Gross Tonnage in accordance to ITC 69
- “LoC” – List of Crew
- “MLC” – Maritime Labour Convention 2006
- “OLB” – Official Log Book

The term “Administration” shall mean the Tuvalu Ship Registry;

PURPOSE:

The OLB is an important legal document to this Administration as well as to Masters and Officers on ships as it may be requested as evidence in court should disputes or accidents occur. It is therefore essential that the OLB is regularly and correctly completed and this marine circular serves to provide guidance on the completion of the OLB.

REFERENCES:

- (a) Tuvalu Merchant Shipping Act 2008 Revised Edition
- (b) Tuvalu Marine Circular MC-27/2012/1 – List of Crew (LoC)

APPLICATION:

The OLB shall be used on every vessel registered under Tuvalu except for:

1. Unmanned and non-propelled vessels; and
2. pleasure yachts

and be in a form approved by the Flag Administration.

CONTENTS:

1. General

- 1.1. For the purpose of this circular, “entry” means an entry in an OLB, including an entry contained in a separate document annexed to any OLB, and an entry amending or cancelling such an entry.
- 1.2. All entries made in the OLB shall be signed by the Master, or by an officer authorized by the Master. Where an officer is authorized by the Master to sign an entry on his/her behalf, the Master shall make an entry to that effect citing the name and rank of the officer so authorized.

1.3. The OLB consists of the following sections:

- 1.1.1. Section 1 (pages 3 to 6) – *Safety Committee Meetings, Appointment of Safety Officers and Safety Committee members.*
- 1.1.2. Section 2 (pages 7 to 10) – *Record of Seafarers Employed on the Vessel.*
- 1.1.3. Section 3a (pages 11 to 14) – *Records of Musters, Drills and Training of Crew.*
- 1.1.4. Section 3b (pages 15 to 18) – *Weekly Inspection of Life Saving Appliances (LSA).*
- 1.1.5. Section 3c (pages 19 to 22) – *Monthly Inspection of Life Saving Appliances (LSA).*
- 1.1.6. Section 4 (pages 23 to 26) – *Record of Test Drills and Inspections of Steering Gear.*
- 1.1.7. Section 5 (pages 27 to 30) – *Record of Weekly Inspections of Crew Accommodation and Crew Provisions.*
- 1.1.8. Section 6a (pages 31) – *Record of Load Line, Depth of Loading etc.*
- 1.1.9. Section 6b (pages 32 to 39) – *Departure and Arrival at Each Dock, Draught of Water and Freeboard upon every Wharf, Harbour or Other Place, Occasion the Ship Proceeds to Sea.*
- 1.1.10. Section 7 (pages 40 to 46) – *Narrative Section.*

1.4. If a wrong entry has been made, it should immediately be struck through with a single line in such a way that the wrong entry is still legible. The wrong entry should be signed and dated, with the new corrected entry following.

1.5. It is an offence to fail to keep the OLB or to make incorrect entries.

1.6. Prior to the entry into force of the MLC, the OLB was used in junction with the CA and as such was opened and closed at the same time as the CA. However, with the entry into force of MLC, the CA has become obsolete and has been replaced with a LoC (refer to Tuvalu Marine Circular MC-27/2012/1) that has to be maintained on all Tuvalu flagged vessels where applicable.

1.7. As there is a requirement for the names of seafarers to be entered in the OLB along with the corresponding number as stated on the LoC, both documents should be opened at the same time.

1.8. The OLB should be closed no later than 24 months from the date of opening.

1.9. It is recommended that the OLB and LoC be forwarded to the ship owners / ship operators at the end of each voyage or when practicable.

1.10. The OLB and LoC shall be retained for a period of at least two (2) years from the date of closing or as long as required by the Administration.

1.11. The OLB shall not be reproduced or distributed without prior written approval from the Administration and shall be submitted to the Administration on demand.

2. Cover Page

2.1. Numbering of the OLB (on the top-right hand corner) shall be completed using the first four (4) digits of the vessel's OFFICIAL NUMBER followed by "slash" and a numeral which will be in a running sequence.

E.g. The very first Tuvalu OLB received by the vessel having the Official Number 12341122 shall have the OLB Number "1234/1". When a new Tuvalu OLB is used, the next OLB Number shall be "1234/2" and so on.

2.2. Top Section

- 2.2.1. Enter the details of the vessel in accordance to the vessel's certificate of registry.
- 2.2.2. Enter the details and address of the registered owner and ship manager.

2.3. Middle Section

- 2.3.1. Enter the names of successive Masters of the vessel.
- 2.3.2. The Master opening the official log book should enter his name and certificate details on the first line, successive Masters should add their details when they take over command.
- 2.3.3. If a Master has been on the ship before and returns while the OLB is still in use, he/she does not need to add his/her name a second time.

2.4. Bottom Section

Enter the date and place at which the OLB is opened. Because the OLB is connected closely with the requirement to keep a LoC, both should be opened at the same time and the LoC should be attached with the OLB when the OLB is closed.

2.5. All the entries on the Cover Page must be made by the Master.

3. Section 1 – Safety Committee Meetings and Appointment of Safety Officers and Safety Committee Members

- 3.1. Safety Committee Meetings Held on board shall be carried out in intervals not exceeding 6 weeks and be recorded in pages 3 to 4.
- 3.2. Appointments of Safety Officer shall be recorded on page 5.
- 3.3. Appointments of Safety Committee Members shall be recorded on page 6.

4. Section 2 – Record of Seafarers Employed on the Vessel

- 4.1. This section records all the seafarers employed on the vessel.
- 4.2. The first column is for the consecutive number given to each entry in the LoC. If a seafarer leaves the vessel and then returns while the Official Log Book is still open, he/she should be entered again with his/her new number from the LoC. It is possible for the same seafarer to have several entries in this section of the OLB.
- 4.3. The second column “Name of Seafarer” is for the seafarer’s name in BLOCK letters.
- 4.4. The third column “Capacity” is for the capacity in which the seafarer is employed.
- 4.5. The fourth column is for the insertion of the corresponding page number for an entry made in Section 7 of the OLB in respect of the seafarer. If there are a number of entries then the page number of each is added, separated by a comma. An example of the completed section will look like:

S/N in List of Crew	Name of Seafarer (Block Letters)	Capacity	Page number of narrative section if entry made
1	TONY DEPP	Master	
2	JIM AUGUSTINE	Chief Mate	42,45

4.6. All the entries on this Section should be made by the Master.

5. Section 3a – Records of Musters, Drills and Training of Crew

- 5.1. This section of the OLB must be recorded at the time of every drill or alternatively recorded in the vessel’s ISM records. If in vessel’s ISM records, then please insert ISM procedure reference and recording document reference in the space provided.
- 5.2. The requirements for holding musters, including boat drills and fire drills, training and instruction are set out in SOLAS III/19 and SOLAS III/30.

- 5.3. If for any reason a muster or drill is not held then a statement providing the reason(s) should be entered in Second column. For e.g. a valid reason may include "drill postponed due to heavy weather".
- 5.4. If a drill is postponed or cancelled, it should be carried out at the next suitable opportunity.
- 5.5. All entries must be signed by the Master and one other crew member to be considered a valid entry.

6. Section 3b – Weekly Inspections of Life Saving Appliances (LSA)

- 6.1. The weekly tests and inspections of the LSA, as set out in SOLAS III/20.6, may be recorded in this section of the OLB or in the vessel's ISM records. If in vessel's ISM records, then please insert ISM procedure reference and recording document reference in the space provided.
- 6.2. All entries must be signed by the Master and one other crew member to be considered a valid entry.

7. Section 3c – Monthly Inspections of Life Saving Appliances (LSA)

- 7.1. The monthly tests and inspections of the LSA, as set out in SOLAS III/20.7, may be recorded in this section of the OLB or in the vessel's ISM records. If in vessel's ISM records, then please insert ISM procedure reference and recording document reference in the space provided.
- 7.2. All entries must be signed by the Master and one other crew member to be considered a valid entry.

8. Section 4 – Record of Test Drills and Inspections of Steering Gear

- 8.1. SOLAS V/26 requires the Steering Gear to be tested within 12 hours prior to sailing, or at least once a week for vessels that regularly engage on voyages of short duration (i.e. one voyage or more per week from the same port). It also requires that emergency steering drills take place at least once every 3 months.
- 8.2. The above requirements for test drills and inspections of the steering gear shall be entered into this section of the OLB or in the vessel's ISM records. If in vessel's ISM records, then please insert ISM procedure reference and recording document reference in the space provided.
- 8.3. All entries must be signed by the Master and an officer to be considered a valid entry.

9. Section 5 – Record of Weekly Inspections of Crew Accommodation and Crew Provisions

- 9.1. This section allows for the records relating to crew accommodation, crew provisions as well as any other related inspections.
- 9.2. MLC A3.1/18 requires that a weekly inspection be carried out on the crew accommodation to ensure that it is being kept clean and that all requirements of the regulations are being adhered to. The inspection must be carried out by the Master and he must be accompanied by one other member of the crew. It is acceptable in large ships for the inspections to cover areas of the accommodation on each occasion so long as the whole of the accommodation is inspected in sequence.
- 9.3. MLC A3.2/7 requires that a weekly inspection be carried out on the provisions, store rooms, galleys etc. The inspection must be carried out by the Master and he should be accompanied by a member of the catering department. In practice it will usually be possible to inspect the provisions, store rooms, galleys etc. with a member of the catering department during the course of the accommodation inspection.
- 9.4. All entries must be signed by the Master and a member of the crew, who will normally be the same person who accompanies the Master on the inspection.

10. Section 6a – Record of Load Line, Depth of Loading etc.

This section is self-explanatory. The information must be completed and the necessary data can be obtained from the vessel's load line certificate. The section should be completed by the Master at the same time when the OLB is opened.

11. Section 6b – Departure and Arrival at Each Dock, Draught of Water and Freeboard upon every Wharf, Harbour or Other Place, Occasion the Ship Proceeds to Sea

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 at departure and signed off by the Master and an officer.

12. Section 7 – Narrative Section

12.1. This section is for explanatory entries. In general terms this section should contain entries relating to:

- 12.1.1. Changes of master
- 12.1.2. the annexing of other documents to the OLB
- 12.1.3. accidents
- 12.1.4. casualties
- 12.1.5. disciplinary matters
- 12.1.6. discharge of crew members, i.e. when they sign off (note: there is no need to make an entry when crew members sign on as this is covered in Section 2 of the OLB).
- 12.1.7. details of crew left behind
- 12.1.8. desertions
- 12.1.9. complaints
- 12.1.10. promotions and demotions
- 12.1.11. criminal convictions during a voyage
- 12.1.12. illness
- 12.1.13. deaths
- 12.1.14. appointments of safety officers, representatives and committees
- 12.1.15. meetings of safety committees
- 12.1.16. wages disputes
- 12.1.17. closing of the OLB.

12.2. The page number for every entry in the narrative section which refers to a crew member should be entered in the last column of Section 2 of the OLB.

Yours sincerely,

Deputy Registrar
Tuvalu Ship Registry