

GIBRALTAR MARITIME ADMINISTRATION
(Ministry of Maritime Affairs)



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Local Maritime Direction – 008
(Issued pursuant to Legal Notice 71 of 2004 - Regulation 4)

To: All local Agents and Operators

**LOGBOOKS and RECORDS for
GIBRALTAR COMMERCIAL HARBOUR CRAFT**

Basic records of vessel operations are required to be logged on board every vessel operating commercially within Gibraltar waters as from 1st May 2007.

Vessels having a valid Domestic Ship Safety Management Certificate or ISM Safety Management Certificate will already comply with these requirements

Records are to be made in English in a logbook. A specific, printed logbook form is not required. A hard-backed exercise book, or similar, is acceptable provided that the pages are sequentially numbered.

The following minimum information shall be logged:

1. Before commencing the voyage:
 - a) Date and Time of departure
 - b) Crew details:
 - Name of Boatmaster.
 - Name of Crewmember(s).
 - Total number of crew onboard.
 - c) Total number of passengers onboard.
 - d) Type/Nature of cargo being carried (as appropriate)
 - e) Short statement confirming pre-sailing checks have been completed
 - f) Wind speed & direction
2. After departure
 - a) Name of ship being serviced
 - b) Times alongside ship
 - c) Changes in passenger numbers i.e. number of passengers boarded & landed
 - d) Type / nature of any cargo landed from ship(s) being serviced
 - e) Wind & sea conditions
3. Upon completion of the voyage and return to berth:

- a) Date and time of arrival at berth.
- b) Total number of passengers disembarked.

4. Details of special / unusual / safety related events should be recorded such as the following:

- Fire drill, man-overboard drill etc
- Death or injuries among passengers and crew.
- Malfunctions of vessel equipment, machinery etc
- Hazardous situations, near miss etc
- Times / quantities of fuel taken
- Any safety related items considered relevant by the boatmaster.

5. Any additional information considered necessary by the owner / operator

Each page of the vessel's log-book should have a page number printed on it, and handwritten records which need correction should not be erased or removed but should be rewritten after crossing out the incorrect version.

The records should be kept onboard ready for inspection at all times. Completed logbooks should be retained by the owner/operator for a minimum of 12 months.

Examples logbook entries:

4th Sept 06

1000 B'master George Payas Crew: Fred Jones on board

1015 Pre-sailing checks completed

1030 Depart container berth with 4 passengers + 2 pallets for MV Nonsuch

Alongside MV Nonsuch at Eastern Anchorage

Boarded 4 ship's crew + 2 pallets

Landed 2 technicians + oil samples

Wind-Wly 4, Sea-moderate, Visibility-good

Alongside bunker berth. Technicians & samples landed to agent

1215 Loaded 50 cu m of gasoil. Moving to No 9 berth

1400 Alongside No 9. Shut down engine & secure..

5th Nov 06

2300 In position approx 1 mile West of Europa Pt. Sighted red flare to South of my position. Proceeding towards possible distress. Reported sighting to Port Authority by VHF. Wind SW force 4, moderate sea, good visibility

2315 Informed by Port Authority that Police launch in attendance at distress and we are not required to proceed to distress. Continuing to port.

Hours of Work

Research and statistics indicate that fatigue is a major contributing factor to industrial accidents.

Fatigue at sea is a serious safety issue and operators should ensure that all vessels comply with the requirements indicated in the Safety Survey Certificate with regard to qualified and medically fit seafarers and are sufficiently manned to avoid the need to work excessive hours.

The owner / operator is responsible for ensuring, so far as is reasonably practicable, that all crew members are properly rested when they begin work and obtain adequate rest when not on duty.

As from 1st January 2007 hours of work and rest for all personnel employed in vessels subject to Safety Survey Certificate inspections shall be recorded on an approved form (copy attached). Additional copies can be downloaded from the Administration website at (www.gibmaritime.com).

All vessels operating an ISM Safety Management System will already comply with this instruction.

It is the responsibility of the owner / operator to ensure that these forms are completed accurately and promptly by crew members and be available for inspection by authorized officials.

Completed copies of the form shall be archived for a minimum of 12 months.

The minimum hours of rest for anyone employed on board shall be not less than:-

1. 10 hours in any 24-hour period; and
2. 77 hours in any seven-day period.

Hours of rest shall include at least one period of 6 hours uninterrupted rest in any 24-hour period.

These limits should be observed, although in exceptional case are allowed so long as they are agreed between the owner/operator and crew members, and provided that crew health and safety, and the safety of the vessel, are not compromised. Such exceptions must be reported in writing to the Maritime Administrator within 24 hours by the owner / operator, giving reasons, details of hours worked, hours of rest and the names of the crew members involved.

For boats operating on the basis of watchkeeping arrangements, a schedule of duties should be drawn up setting out the hours of work and rest periods. In drawing up a schedule, factors to be taken into account may include

- type of operation;
- details of the watchkeeping arrangements;
- the total workload;
- the seriousness of irregular working hours and their contribution to causing fatigue and the importance of scheduling reasonably stable working hours.

The E.U. Maritime Working Time Directive also provides anyone employed at sea with an entitlement to a period of leave of at least four weeks' paid leave in each year.

Captain C W Brand
Maritime Administrator



Record of Hours of Rest

To be completed for all persons according to the relevant local administrative instruction (as amended).

Name: Rank: Month/Year:

Note: Please mark period of rest with an X

Day	Rest times 0000 hrs – 2400 hrs																								Total		
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24			
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Date:

Signature:
(Owner / Operator)

Signature:
(Crewmember)

Minimum Hours of rest provisions:

The minimum hours of rest for anyone employed on board should be not less than: -

1. Ten hours in any 24-hour period; and
2. 77 hours in any seven-day period.
3. Hours of rest shall include at least one period of 6 hours uninterrupted rest in any 24-hour period.