



Shipping Guidance Notice 117 Electronic Record Keeping Systems (E-Logs)

To: Ship Owners, Operators, Master's, Classification Societies and Recognised Organisations

1. Summary

The Gibraltar Maritime Administration (GMA) having taken into consideration the increase in use of electronic record-keeping systems referred to herein as E-logs, and owner/operator environmental impact reduction measures by way of the reduction of hard-copy publications, sets out the GMA's requirements for the use of E-logs on Gibraltar registered vessels within this Shipping Guidance Notice (SGN).

2. Application

The requirements within this SGN relate to the use of E-log systems associated with records pertaining to the below requirements:

2.1 Statutory Requirements:

- i. Official Logbook Part I
- ii. Official Logbook Part II (Passenger Ships only)
- iii. Records required by Regulation 17 of Chapter IV of SOLAS (GMDSS)
- iv. Records required by Regulation 28 of Chapter V of SOLAS (Navigation)
- v. Ballast Water Record Book
- vi. Compass Error Book
- vii. Security Records required by Regulation 9.2.3 of Chapter XI-2 of SOLAS and Section 10 of the ISPS Code (as amended)
- viii. Safety Records required by Regulations 19.5 and 36 of Chapter III of SOLAS (as amended).

2.2 Non-statutory Requirements:

- i. Bridge logbook
- ii. Engine room logbook

Note: For requirement relating to MARPOL E-logs, please refer to SGN 100 & 100(a) accessible via; <https://www.gibraltarship.com/notices/sdns>

3. E-log general system requirements

3.1 E-log System hardware should meet the requirements of:

- i. Resolution A.813(19) – Electromagnetic compatibility for electrical and electronic ship's equipment (as amended);
- ii. Resolution A.916(22) – Guidelines for the recording of events related to navigation (as amended);
- iii. MSC/Circular.982 – Guidelines on Ergonomic Criteria for Bridge Equipment and Layout (as amended).

3.2 E-log system software requirements should meet the requirements of:

- i. ISO21745:2019 - Electronic record books for ships - Technical specifications and operational requirements (as amended).

4. E-log specific requirements

4.1 E-log systems must contain as a minimum the relevant data required by the applicable statutory / non-statutory requirements ((see SGN 004 & 075 as amended)).

4.2 Procedures for ensuring the reliability of E-log systems such as hardware maintenance and software updates, upgrades, or system replacement, must be implemented under a documented system, which may form part of the SMS.

4.3 Where the E-log system can support a client/server installation (i.e. multiple users), the server should be capable of recording data from clients using multiple works terminals simultaneously.

4.4 Minimum Data Reporting & Exporting Requirements:

- i. The system must be capable of reproducing records in hard copy (i.e. printed out). Any such print-outs must be duly signed by the Master and endorsed as true copies;
- ii. The system must be capable of producing reports in PDF format;
- iii. Where data export is provided, the system should allow the data to be exported to another system in XML or other international standard format;
- iv. Nothing within the system, or the contractual arrangements between the Company and equipment supplier, shall prohibit the provision of information to duly authorised officers of an Administration, inspectors, surveyors, auditors, investigators, etc. relating to the discharge of their duties.

4.5 Recording of Entries:

- i. All users must have a unique login (username and password) for accessing the system;
- ii. The identity of the user making entries into the system must be clearly identified;
- iii. Where the system features the automated recording of navigational and machinery events, the bridge or engine room E-log must be able to record relevant events, along with the necessary inputs, in real time.
- iv. All entries must record and identify the corresponding date and time of the entry (UTC and local time on board);
- v. The system must protected entries against deletion. Any subsequent amendments or corrections to an entry must be clearly identifiable and show the identity of the user making the amendment or correction;
- vi. The system must be capable of electronically registering the signature or endorsement of the Master and other responsible Officers on all relevant entries;
- vii. The system must be capable of meeting the entry retention periods relevant to the applicable statutory requirements ((see SGN 004 & 075 (as amended)));
- viii. The system must be capable of meeting the entry retention periods as defined by the ISM company for applicable non-statutory requirements;

4.6 Back Up and Recovery of Entries:

- i. The power supply to the hardware must be available from both the main and emergency source of power;
- ii. A back-up system must be available to ensure the timely preservation of data in the event of a system or power failure. The system must be able to recover data from the back-up system;
- iii. Hard-copy logbooks as required by applicable statutory requirements must be available on board for the recording of required entries during any interim periods where the system may have become inoperable. On any such occasions, a statement is to be entered on the hard-copy logbook noting the failure of the E-log system.

5. E-log system Approval

5.1 Prior to the use of E-log systems on Gibraltar registered ships, systems are subject to approval taking into account the requirements set out within this SGN.

5.2 Approvals are to be undertaken by the GMA or a Recognised Organisation (RO) if so authorised by the GMA.

5.3 Submissions for approval must contain the following information:

- i. Name and IMO number of the vessel on which the E-log system is to be installed;
- ii. Specific details of records to be maintained by the E-log system;
- iii. System manufacturer/developer declaration specifying that the system meets and has been successfully tested against the requirements set out within this SGN;
- iv. Statement from the owner/operator confirming crew having been assigned duties and responsibilities in relation to the E-log system, have been appropriately trained in the management, use and operation of the system, in compliance with Regulation I/14.1.4 of the STCW Convention (as amended);
- v. Statement from the owner/operator confirming that procedures for the conservation and maintenance of the entries in the system, comply with relevant requirements and guidance and procedures for data entry, extraction and retention are incorporated in the Safety Management System (SMS);

Note: Variations from any of the requirements set out within this SGN, where an alternative standard or means are to be considered, must be submitted to the GMA for approval.

5.4 Upon satisfactory review by the GMA or confirmation of satisfactory review to the GMA by the RO if so authorised, GMA will issue an approval for the use of the E-log system on the specific Gibraltar registered vessel.

5.5 The Approval validity period will be harmonised with the expiry date of the vessel's Safety Management Certificate (SMC).

5.6 Following the issuance of an approval, any variation to the E-log system or its components may affect the approval validity. Variations to approved E-log systems will be subject to re-approval by the GMA or RO if so authorised.

5.7 Any malfunctions of E-log systems are to be reported immediately to the GMA.

Steve Gomez – Chief Surveyor (Ag)
For & on behalf of the Maritime Administrator

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