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Shipping Guidance Notice – 075

Guidance/Requirements on Log Books

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

References:

- Gibraltar Merchant Shipping Act 1935-09 (as amended)
- IMO Resolution A.916(22)
- MARPOL, Annex I, Annex II, Annex V, and, Annex VI
- UK MCA MGN 530(M+F)
- UK MCA MSN 1807 (M+F)
- Shipping Guidance Notice (SGN) 004
- STCW Code Section A-I/1

The purpose of this Shipping Guidance Notice (SGN), is to provide Masters and operators of Gibraltar Registered ships, guidance on requirements in relation to Log Books which must be maintained on board.

Official Log Book:

The format of the Official Log Book on Gibraltar Registered ship should be that of the United Kingdom (UK) Maritime and Coastguard Agency (MCA) official log Book.

Entries:

Each entry in the official log book must:

- be completed in English;
- be signed and counter-signed. Where a counter-signature is required the counter-signing seafarer cannot be the same person as the signatory;
- be made as soon as is practicable after the occurrence to which the entry relates, unless specified otherwise in Chapter 2 and 3 of this notice; and
- be true and not deliberately false or misleading.

Where an "officer" is required to sign, "officer" shall mean a seafarer with a valid STCW (Seafarers' Training, Certification and Watchkeeping Code) Certificate of Competency serving in a "management level" or "operational level" capacity on board as defined in Section A-I/1 of the STCW Code.

Masters should refer to the Gibraltar Merchant Shipping Act 1935-09 (as amended), sections (57) and (58).

Entries on cargo ships must include:

- Safety Committee Meetings
- Appointment of Safety Officers
- Safety Committee Members
- Musters, Drills and Training of Crew
- Weekly Inspection of Life Saving Appliances
- Monthly Inspections of Life Saving Appliances
- Weekly Inspections
- Checks, Tests, Drills And Inspections of the Ship's Steering Gear
- Deck Line, Load Lines, Door and Openings
- Change in Load Line Assignment
- Departures and Arrivals, Draughts, Freeboard, Closing Doors and Openings
- Births and Deaths

In additions, entries for passenger ships must include:

- Doors, Openings and Other Devices
- Watertight Door Drills
- Inspections of Watertight Doors, Devices and Valves
- Load Line and Depth of Loading
- Departures And Arrivals, Draught, Freeboard and Stability
- Opening and Closing of Doors, Plates etc and Closing Accesses Below the Bulkhead Deck

Note: Masters should additionally refer to the Gibraltar Merchant Shipping Act 1935-09 (as amended), sections (57) and (58).

An Official Log Book may be open for a maximum period of 12 months. The master may at his or her discretion close the Official Log Book at any time during the 12 month period.

The Official Log Book, Official Log Book (Passenger Ships) and List of Crew must be closed when:

1. the official log book has been open for a period not exceeding 12 months; or
2. the ship deregisters from the Gibraltar Ship Registry.

When the official log book is officially closed by the master the following documents must be kept on board the ship and made available for inspection for a period of 3 years from the date of closure. If requested by the Ship Registry, the official log book must be sent to the Ship Registry within 3 months of the date of the request.

When the Official Log Book and List of Crew are closed, an Official Log Book and List of Crew must be opened on the same day.

If any part of the Official Log Book or List of Crew is lost, the master must open a new Official Log Book or List of Crew, and make a written statement in the Official log Book narrative section of the circumstances and any steps for its recovery. The statement must be counter-signed by another officer. The master must also inform the Gibraltar Ship Registry as soon as practicable.

Bridge log Book:

A Bridge Log Book containing entries as per the requirements of IMO Resolution A.916(22) must be maintained.

Entries:

Recording of information related to navigation:

It is recommended that the following events and items, as appropriate, be among those recorded:

1. before commencing the voyage Details of all data relating to the general condition of the ship should be acknowledged and recorded, such as manning and provisioning, cargo aboard, draught, result of stability/stress checks when conducted, inspections of controls, the steering gear and navigational and radiocommunication equipment. During the voyage Details related to the voyage should be recorded, such as courses steered and distances sailed, position fixings, weather and sea conditions, changes to the voyage plan, details of pilots' embarkation/disembarkation, and entry into areas covered by, and compliance with, ship routing or reporting systems.
2. Details on special events should be recorded, such as death and injuries among passengers and crew and passengers, malfunctions of shipboard equipment and aids to navigation, potentially hazardous situations, emergencies and distress messages received.
3. when the ship is at anchor or in a port Details on operational or administrative matters and details related to the safety and security of the ship should be recorded.

In general, information on the events and items specified above, which are adequately recorded in a special-purpose log, need not be duplicated in the ship's log book.

Ships should keep records for not less than one year.

Radio Log Book (GMDSS):

Gibraltar Registered ships must maintain a radio Log Book (GMDSS), in the format of the UK MCA GMDSS Radio Log Book.

The Logbook includes instructions for completion in accordance with legal requirements including the required periodic equipment checks. The logs need to be maintained in duplicate and for this reason they are produced on carbonized paper.

The duplicates of Section C (the carbonated copy sheets) must be detached and carefully fastened together in the correct order to form the record of the operation of the radio installation. They should be finally disposed of in the manner directed by the operating company or the ship-owner as the case may be. The Master/Skipper shall then dispose of the Radio Log in the same manner and in accordance with the requirements of the ships official Log Book.

Entries:

Entries must be maintained as per the requirements of Shipping Guidance Notice (SGN) 004, and, UK MCA MGN 530(M+F)

Retention Period:

Records in relation to required Log Book entries are to be retained on board for a minimum period of two years from the date of the last entry.

Oil Record Book(s):

Oil Record Book Part I

Every oil tanker of 150 gross tonnage and above and every ship of 400 gross tonnage and above other than an oil tanker shall be provided with an Oil Record Book Part I

Gibraltar Registered ships must maintain oil record books in accordance with the requirements of MARPOL, Annex I, Regulation(s) 17 & 36 as applicable.

1. Machinery Space Operations – Oil Record Book Part 1
2. Oil Cargo – Oil Record Book Part 2

The format of oil record books for Gibraltar Registered ships, is that of the UK MCA.

The minimum retention period for oil record books is 3 years.

Entries:

The Oil Record Book Part I shall be completed on each occasion, on a tank-to-tank basis if appropriate, whenever any of the following machinery space operations take place:

1. ballasting or cleaning of oil fuel tanks;
2. discharge of dirty ballast or cleaning water from oil fuel tanks;
3. collection and disposal of oil residues (oil residue (sludge));
4. discharge overboard or disposal otherwise of bilge water which has accumulated in machinery spaces; and
5. bunkering of fuel or bulk lubricating oil.

Bunker delivery notes corresponding to entries for bunker fuel delivered to the ship within the oil record book part 1 as required by MARPOL Annex VI, Regulations 18.6 & 18.8.1, must be retained on board for a minimum period of 3 years.

In the event of such discharge of oil or oily mixture as referred to in MARPOL Annex I, regulation 4, or in the event of accidental or other exceptional discharge of oil not excepted by that regulation, a statement shall be made in the Oil Record Book Part I of the circumstances of, and the reasons for, the discharge.

Any failure of the oil filtering equipment shall be recorded in the Oil Record Book Part I.

Oil Record Book Part II

Every oil tanker of 150 gross tonnage and above shall be provided with an Oil Record Book Part II.

Entries:

The Oil Record Book Part II shall be completed on each occasion, on a tank-to-tank basis if appropriate, whenever any of the following cargo/ballast operations take place in the ship:

1. loading of oil cargo;
2. internal transfer of oil cargo during voyage;
3. unloading of oil cargo;
4. ballasting of cargo tanks and dedicated clean ballast tanks;
5. cleaning of cargo tanks including crude oil washing;
6. discharge of ballast except from segregated ballast tanks;
7. discharge of water from slop tanks;
8. closing of all applicable valves or similar devices after slop tank discharge operations;

9. closing of valves necessary for isolation of dedicated clean ballast tanks from cargo and stripping lines after slop tank discharge operations; and
10. disposal of residues.

For oil tankers referred to in regulation 34.6 of MARPOL Annex I, the total quantity of oil and water used for washing and returned to a storage tank shall be recorded in the Oil Record Book Part II.

In the event of such discharge of oil or oily mixture as is referred to in regulation 4 of MARPOL Annex I, or in the event of accidental or other exceptional discharge of oil not excepted by that regulation, a statement shall be made in the Oil Record Book Part II of the circumstances of, and the reasons for, the discharge.

Any failure of the oil discharge monitoring and control system shall be noted in the Oil Record Book Part II.

Garbage Record Book:

A garbage record book in the format prescribed by MARPOL Annex V, Appendix II, must be maintained on all Gibraltar registered ships of 400 gt and above in accordance with the requirements of MARPOL Annex V, Regulation 10 (as amended), and MSN 1807 ((M+F) as amended).

Entries in the Garbage Record Book, shall be made on each of the following occasions:

1. When garbage is discharged into the sea:
 - a. Date and time of discharge. (Position of ship (latitude and longitude). Note: for cargo residue discharges, include discharge start and stop positions.
 - b. Category of garbage discharged.
 - c. Estimated amount discharged for each category in cubic metres.
 - d. Signature of the officer in charge of the operation.

2. When garbage is discharged to reception facilities ashore or to other ships:
 - a. Date and time of discharge.
 - b. Port or facility, or name of the receiving ship.
 - c. Category of garbage discharged.
 - d. Estimated amount discharged for each category in cubic metres.
 - e. Signature of the officer in charge of the operation.

3. When garbage is incinerated:
 - a. Date and time of start and stop of incineration.
 - b. Position of the ship (latitude and longitude).
 - c. Estimated amount incinerated in cubic metres.
 - d. Signature of the officer in charge of the operation.

4. Accidental or other exceptional discharge of garbage:
 - a. Time of occurrence.
 - b. Port or position of the ship at time of occurrence.
 - c. Estimated amount and category of garbage.
 - d. Circumstances of disposal, escape or loss, the reason therefor and general remarks.

Retention Period:

Records in relation to required Log Book entries are to be retained on board for a minimum period of two years from the date of the last entry.

Cargo Record Book for ships carrying noxious liquid substances in bulk:

Every ship to which MARPOL Annex II applies, shall be provided with a Cargo Record Book in the format specified in Appendix II of Annex II.

Entries are required for operations involving all Categories of substances:

1. Loading of cargo
 - a. Place of loading.
 - b. Identify tank(s), name of substance(s) and Category(ies).

2. Internal transfer of cargo
 - a. Name and Category of cargo(es) transferred.
 - b. Identity of tanks:
 - i. from :
 - ii. to :
 - c. Was (were) tank(s) in 4.1 emptied?
 - d. If not, quantity remaining in tank(s).

3. Unloading of cargo
 - a. Place of unloading.
 - b. Identity of tank(s) unloaded.
 - c. Was (were) tank(s) emptied?
 - i. If yes, confirm that the procedure for emptying and stripping has been performed in accordance with the ship's Procedures and Arrangements Manual (i.e. list, trim, stripping temperature).
 - ii. If not, quantity remaining in tank(s).

 - d. Does the ship's Procedures and Arrangements Manual require a prewash with subsequent disposal to reception facilities?

 - e. Failure of pumping and/or stripping system:
 - i. time and nature of failure;
 - ii. reasons for failure;
 - iii. time when system has been made operational.

4. Mandatory prewash in accordance with the ship's Procedures and Arrangements Manual
 - a. Identify tank(s), substance(s) and Category(ies).

 - b. Washing method:
 - i. number of cleaning machines per tank;
 - ii. duration of wash/washing cycles;
 - iii. hot/cold wash.

 - c. Prewash slops transferred to:
 - i. reception facility in unloading port (identify port)*;
 - ii. reception facility otherwise (identify port)*.

* Ship's masters should obtain from the operator of the reception facilities, which include barges and tank trucks, a receipt or certificate specifying the quantity of tank washings transferred, together with the time and date of the transfer. The receipt or certificate should be kept together with the Cargo Record Book.

5. Cleaning of cargo tanks except mandatory prewash (other prewash operations, final wash, ventilation etc.)
 - a. State time, identify tank(s), substance(s) and Category(ies) and state:
 - i. washing procedure used;
 - ii. cleaning agent(s) (identify agent(s) and quantities);
 - iii. ventilation procedure used (state number of fans used, duration of ventilation).
 - b. Tank washings transferred:
 - i. into the sea;
 - ii. to reception facility (identify port)*;
 - iii. to slops collecting tank (identify tank).
6. Discharge into the sea of tank washings
 - a. Identify tank(s):
 - i. Were tank washings discharged during cleaning of tank(s)? If so at what rate?
 - ii. Were tank washing(s) discharged from a slops collecting tank? If so, state quantity and rate of discharge.
 - b. Time pumping commenced and stopped.
 - c. Ship's speed during discharge.
7. Ballasting of cargo tanks
 - a. Identity of tank(s) ballasted.
 - b. Time at start of ballasting.
8. Discharge of ballast water from cargo tanks
 - a. Identity of tank(s).
 - b. Discharge of ballast:
 - i. into the sea;
 - ii. to reception facilities (identify port) *.
 - c. Time ballast discharge commenced and stopped.
 - d. Ship's speed during discharge.
9. Accidental or other exceptional discharge
 - a. Time of occurrence.
 - b. Approximate quantity, substance(s) and Category(ies).
 - c. Circumstances of discharge or escape and general remarks.
10. Control by authorized surveyors
 - a. Identify port.
 - b. Identify tank(s), substance(s), Category(ies) discharged ashore.
 - c. Have tank(s), pump(s), and piping system(s) been emptied?
 - d. Has a prewash in accordance with the ship's Procedures and Arrangements Manual been carried out?
 - e. Have tank washings resulting from the prewash been discharged ashore and is the tank empty?
 - f. An exemption has been granted from mandatory prewash.
 - g. Reasons for exemption.
 - h. Name and signature of authorized surveyor.
 - i. Organization, company, government agency for which surveyor works.

11. Additional operational procedures and remarks

* Ship's masters should obtain from the operator of the reception facilities, which include barges and tank trucks, a receipt or certificate specifying the quantity of tank washings transferred, together with the time and date of the transfer. The receipt or certificate should be kept together with the Cargo Record Book.

Retention Period:

Records in relation to required Log Book entries are to be retained on board for a minimum period of three years from the date of the last entry.

Ozone Depleting Substances Record Book:

Each ship 400 gt and above which has rechargeable systems that contain ozone depleting substances shall maintain an Ozone Depleting Substances Record Book. This Record Book may form part of an existing log-book.

Entries in the Ozone Depleting Substances Record Book shall be recorded in terms of mass (kg) of substance and shall be completed without delay on each occasion, in respect of the following:

1. recharge, full or partial, of equipment containing ozone depleting substances;
2. repair or maintenance of equipment containing ozone depleting substances;
discharge of ozone depleting substances to the atmosphere:
 - a) deliberate; and
 - b) non-deliberate;
3. discharge of ozone depleting substances to land-based reception facilities; and
4. supply of ozone depleting substances to the ship.

Retention Period:

Records in relation to required Log Book entries are to be retained on board for a minimum period of two years from the date of the last entry.

Steve Gomez – Senior Marine Surveyor

For & on behalf of the Maritime Administrator

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