

Commonwealth of Dominica**Office of the Maritime Administrator**

TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS, AND RECOGNIZED ORGANIZATIONS

SUBJECT: Retention of Radio Logbooks

PURPOSE: This Circular provides Administration policy on the retention and disposition of Radio Logbooks.

APPLICABILITY: This Circular applies to all vessels in the Dominica International registry equipped with ship radio stations.

REQUIREMENTS:

- 1.0** At the termination of each voyage, or at least semi-annually, the Radio Log shall be forwarded to the ship owner and/or operator.
- 2.0** The Accounting Authority (QRC), which has the responsibility for settling radio traffic charges, should receive a copy of the Radio Log each month.
- 3.0** All such logs must be retained for a period of at least two years from the date of receipt. In the event of a casualty occurring during a voyage covered by such Radio Log, it shall be retained for so long as instructed by the Office of the Deputy Maritime Administrator.

- end -