

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

**TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS, MOBILE OFFSHORE DRILLING UNITS, AND RECOGNIZED ORGANIZATIONS**

**SUBJECT: GMDSS Radio Logbooks**

**REFERENCE:** (a) Commonwealth of Dominica International Maritime Act 2000, Chapter 1, Part II, Sections 20 and 21  
(b) Regulation 17 of Chapter IV of SOLAS '74 (as amended 1988)

**PURPOSE:** This Circular establishes the requirement that a record be kept "of all incidents connected with the radio communication service which appear to be of importance to safety of life at sea".

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

**REQUIREMENTS:****1.0 Regulations**

The Administration requires a record, to be known as the GMDSS Radio Logbook, to be kept on the navigation bridge, convenient to the radio installation and made available for inspection by Radio Surveyors and other authorized personnel.

**2.0 Composition**

The logbook is to be comprised of three sections:

**Section (A) - Particulars of Ship:**

- .1 ship's name,
- .2 call sign and official number,
- .3 port of registry,

- .4 gross tonnage,
- .5 IMO number,
- .6 sea areas in which ship is authorized to sail,
- .7 date of expiration of current Safety Radio Certificate,
- .8 date of expiration of current Ship Radio Station License,
- .9 method(s) used to ensure availability of radio facilities, such as:
  - (1) duplication of equipment,
  - (2) name and address of shore-based Service Company,
  - (3) At-sea maintenance capabilities,
- .10 name and address of owner, manager or agent.

### **Section (B) - Details of Radio Personnel:**

- .1 name(s),
- .2 dates on board,
- .3 certificate number(s),
- .4 class of certificate(s),
- .5 name of person designated for radio communications during emergencies,
- .6 name of person nominated to carry out appropriate tests, checks and log entries,

### **Section (C) -Record of Communications.**

- .1 The GMDSS radio logbook will record the following as they occur, together with the time of occurrence:
  - (1) a summary of communications relating to distress, urgency and safety traffic;
  - (2) a record of important incidents connected with the radio service; and
  - (3) where appropriate, the position of the ship at least once a day.
- .2 The Master will inspect and sign each day's entries in the GMDSS Radio Logbook.
- .3 An example of a GMDSS record of communications is included as Appendix A to this Circular.

## **3.0 Records Retention**

- 3.1 Retention of GMDSS Radio Logbooks will be in accordance with Circular CD-MSC 28-01.
- 3.2 If logbooks containing printed spaces for the information in Sections (A) and (B) are not available, the required information may be typed on a separate sheet of paper and attached to the inside front cover of a conventional logbook as an addendum.

