

Commonwealth of Dominica



Office of the Maritime Administrator

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

SUBJECT: OFFICIAL LOG BOOK

REFERENCE: (a) Commonwealth of Dominica International Maritime Regulations 2002, Regulations 59, 61 & 63; and

(b) Commonwealth of Dominica International Maritime Act 2000, Sections 186, 193 & 196.

APPLICABILITY: ALL DOMINICA VESSELS OF 100 GROSS TONS OR MORE

PURPOSE:

The purpose of this Circular is to bring to the attention of all concerned the standard format of the Official Log Book for Commonwealth of Dominica flagged vessels.

REQUIREMENTS:

1 General

1. An Official Log Book is required on board Dominica vessels of 100 gross tons and over, under the provisions of Commonwealth of Dominica International Regulations 2002, Regulation 63 (2) (e).

2. Official Log Book must be opened and closed by the master, and be retained by the authorized representative of the owner for a minimum period of five years.

2 Entries

1. Every Master of a vessel shall make or cause that person in charge for keeping the Official Log Book follows the instructions contained in the form, in order to perform necessary entries.

2. Every Master of a vessel shall make or cause that the following entries, but not limited to, are made in the Official Log Book:

- .1 every offense and any penalty or fine imposed;
- .2 every death occurring on board and every burial at sea, with all information required by Section 186 of the International Maritime Act, 2000;
- .3 every marriage taking place on board, with the names, citizenship and residences of the parties, and every birth occurring on board, with the sex of the infant and names of parents;
- .4 the name of every seaman or apprentice who ceases to be otherwise than by death, with the place, time, manner and cause thereof;
- .5 wages due any seaman or apprentice who dies during the voyage, and the gross amount of all deductions made therefrom;
- .6 a statement of any collisions or allisions immediately after the occurrence or as soon thereafter as practicable;
- .7 before departing from any port, load line and draft information;
- .8 time of muster of crew at their boat and fire stations, followed by drills, respectively, at least once a week, either in port or at sea, or reason why not held;
- .9 the closing and opening of watertight doors and of all inspections and drills as required by Regulations of the International Convention for the Safety of Life at Sea (SOLAS) in force, as amended;
- .10 drill of ship's crew in the use of the line-throwing gun at least once every three (3) months; but the actual firing of the gun shall not be required;
- .11 search for stowaways and contraband, which search shall be conducted prior to the vessel's departure from each port;
- .12 upon each change of Master, the information required under Regulation 59 of the International Maritime Regulations 2002.

3 Format

This Circular provides a standard approved format, which can be printed, bound and used without individual submission to the Maritime Administrator for approval.

4 Records

1. Owners shall maintain copies of their Official Log Books for five (5) years.
2. Dominica Maritime Administrator does not collect and store the Official Log Books.

Required Action by Owners/Operators

- 1 Owners and operators of Dominica flagged vessels shall utilize an Official Log Book either in the format provided in CD-MSC 21-03A (Sample Log Book) or an equivalent that may be procured by the owner or company directly.
- 2 When utilizing the sample log book contained in the Marine Safety Circular reference above, the log book must be printed and placed in a manner that the appropriate pages are next to one another so that the book may be completed across corresponding pages. Should you have any inquiries regarding the placement or format of the sample, inquiries may be directed to the appropriate office indicated below.

Any questions can be directed to:

Technical Department
Tel: + 1 508 992 7170
e-mail: technical@dominica-registry.com

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