

- 1) An original page is never to be removed from the Log Book as in the event of any proceedings, legal or otherwise, it is the only Log Book which will be accepted as evidence.
- 2) Only designated abbreviations and H.O. 5011 may be used.
- 3) When at sea and in port, the Deck Log is to be written at the end of each Watch and is to be initialled.
- 4) When at Anchorage, Harbour or Port, particulars of the Berth occupied are to be inserted in columns designated.
- 5) Details such as Gyro Errors, Pilot Names, Tugs, Times of True and Statistical Arr. / Dep., Anchor Bearings, R.P.M. if appropriate, Log if appropriate, Radar Watch maintained, 2 hourly D.R. Positions, should be inserted.
- 6) If there is insufficient space in the Remarks section, insert a gummed paper strip.
- 7) All bearings and courses are to be expressed in Degrees (True).
- 8) Completion of the headed columns and spaces together with concise remarks must be such that it will always be possible to form an accurate appreciation of all that took place. From navigational entries, it must also be possible to calculate the ship's position at any given time.
- 9) The following emergency exercises, drills and instructional sessions should be recorded in the log book:
 - all equipment tests as required by Fleet Regulation,
 - Accident Boat Exercises,
 - Boat Lowering Exercises,
 - General Emergency Drills for Passengers / Crew,
 - Safety Instruction of Newly Joined Crew,
 - Watertight Door Instruction.
- 10) Both AT SEA and IN HARBOUR, particulars of the following are to be recorded under "Remarks":
 - lookouts, time of posting when anchored in restricted visibility,
 - weather and sea state particulars,
 - notice to Engine Room for Stand By Engines,
 - rounds, record of visiting by fire patrol / OOW,
 - ballast tanks, emptying and filling of,
 - double bottom tanks, emptying and filling of (incl. bunkering times),
 - bunkering operations,
 - berths,
 - bridge equipment and steering gear, testing of,
 - clocks, synchronisation of Bridge and Engine Room,
 - opening and securing of shell doors, ship side openings,
 - emergencies,
 - emergency drills, showing time and nature of drill,
 - incidents of importance or of an unusual nature,
 - casualties,
 - deaths, burial of the dead, name, cause, description, sex and age of the deceased; ship's position if at sea, if landed, where ashore.
- 11) When AT SEA and when ENTERING AND LEAVING HARBOUR, particulars of the following in addition to those referred to in §10) are to be recorded:
 - arrival and departure, a narrative covering all salient points,

- anchor bearings,
 - anchoring, time of; details of anchor used, cable veered and depth of water; time of weighing anchor,
 - average speed and distance between ports,
 - bearings of navigational marks and features,
 - engine movements, principal orders unless automatically recorded, R.P.M. ordered,
 - inspection of quayside,
 - international regulations, compliance of in restricted visibility,
 - pilots, times of embarkation / disembarkation, advice taken, pilotage charge,
 - positions, method of obtaining (e.g. Sat, Radar, Decca, Obsd),
 - restricted visibility, time of encountering, precautions and actions taken,
 - speed adjustments other than normal manoeuvres, (e.g. embarking pilots, passing dredgers, ships alongside, etc.),
 - stations for entering and leaving harbour, times of,
 - stopping of Main Engines and reduction of programmed speed for any reason,
 - tugs, times of securing, letting go or in attendance,
 - visibility, time of deterioration and improvement,
 - watertight doors, times of opening and closing, operational mode.
- 12) Prior to departure from each port, positive reports are to be made to the Captain in accordance with Fleet (SMS) and International (SOLAS) Regulations:

REPORT	REPORTING OFFICER
Navigation and bridge equipment	Officer of the Watch
Stability condition	Chief Officer
Safety equipment	3 rd Officer
Main and auxiliary machinery	Chief Engineer
Securing of shell doors, openings	Nominated Officer
Hatches, scuttles, deadlights	Officer of the Watch
Passenger and crew numbers	Radio Officer / Nominated Officer