

Date and Place Log Book Opened

Total number of pages in each section when Official Log Book is closed and submitted to the Isle of Man Ship Registry.		
Section	Total Number of Pages	Master's Signature
Cover Page	2 (inc this page)	
1.1		
1.2		
2.1		
2.2		
2.3		
3		
4		
5.1		
5.2		
6		
7		
8		

Date and Place Log Book Closed
<p style="text-align: center; color: grey; font-size: small;">(Not exceeding 12 months from date of opening)</p>

When the Official Log Book is closed the Official Log Book must be kept on board the ship and made available for inspection for a period of 3 years from the date of closure.

Completing the Official Log Book

Isle of Man Official Log Book

An Isle of Man registered ship must carry and maintain the Official Log Book in the format prescribed by the Isle of Man Ship Registry. No Official Log Book from any other organisation or Flag State authority may be used on an Isle of Man registered ship. The Isle of Man Official Log Book is comprised collectively of the following Official Log Books as applicable to the type of ship:

- **Official Log Book** - to be completed by masters of all ships to which the Regulations¹ apply. This part may be completed in a paper book IOMOLB or in a loose leaf format IOMOLB-LL at the discretion of the master. The Official Log Book consists of the following sections:
 - Section 1** – 1.1 Safety Committee Meetings and Appointment of Safety Officers
1.2 Safety Committee Members
 - Section 2** – 2.1 Record of Musters, Drills and Training of Crew (*ISM)
2.2 Weekly Inspections of Life Saving Appliances (*ISM)
2.3 Monthly Inspections of Life Saving Appliances (*ISM)
 - Section 3** – Record of Weekly Inspections
 - Section 4** – Record of Checks, Tests, Drills And Inspections of the Ship's Steering Gear (*ISM)
 - Section 5** – 5.1 Load Lines, Doors and Openings
5.2 Change of Load Line Assignment
 - Section 6** – Departures and Arrivals, Draughts, Freeboard, Closing Doors and Openings
 - Section 7** – Births and Deaths
 - Section 8** – Official Log Book Narrative Section
- **Official Log Book (Passenger Ships)** – to be completed only by masters of passenger ships in addition to completing the Official Log Book. This part is to be completed in the loose leaf format OLBPA-X-LL. Masters of passenger ships are not required to complete sections 5 and 6 of the Official Log Book. OLBPA-X-LL pages must be printed and completed in handwriting – completion electronically is not permitted.

***ISM Code Ships**

Ships with a valid Safety Management Certificate may record the information required by Sections 2 and 4 in the records prescribed by Safety Management Manual (ISM 11.3) **or** in the Official Log Book. The Safety Management Manual procedure and recording document reference must be stated in the relevant section of the Official Log Book. Computerised records are acceptable provided there are adequate back-up facilities² and the record identifies who made the entry. These records do not need to be delivered to the Isle of Man Ship Registry when the Official Log Book is closed unless specifically requested.

Making, signing and witnessing entries

All entries and signatures must:

- a) be completed in English;
- b) be made in accordance with Chapters 2 and 3 of Manx Shipping Notice 004;
- c) be signed and counter-signed by the signatories stated in Chapters 2 and 3 of Manx Shipping Notice 004. Where a counter-signature is required the counter-signing seafarer cannot be the same person as the signatory;
- d) be made as soon as is practicable after the occurrence to which the entry relates, unless specified otherwise in Chapters 2 and 3 of Manx Shipping Notice 004;
- e) be true and not deliberately false or misleading; and
- f) in Section 8, Narrative Section, include the date and time of the occurrence and date and time when the entry was made.

Annexes to the Official Log Book

If an entry cannot be contained within the Official Log Book by reason of its length or any other reason, it may be contained in a separate document annexed to the Official Log Book and referred to by an entry in the narrative section (Section 8). Entries in an annexed document are part of the Official Log Book and must be signed in accordance with the requirements of Chapters 2 and 3 of Manx Shipping Notice 004. Any document annexed to the Official Log Book must be delivered to the Isle of Man Ship Registry when the Official Log Book is closed.

¹ Refer to Manx Shipping Notice 004 for information concerning the Regulations.

² For example – back-up to a remote server, or a portable drive.

Multiple Official Log Books and List of Crew

Only one Official Log Book, Official Log Book (Passenger Ships) and List of Crew may be used at any time. Multiple Official Log Books or Lists of Crew are not permitted.

Entries required under the MARPOL 73/78 Convention

It is recommended the following records required under the MARPOL Convention be completed in a separate record book in the format prescribed by the International Maritime Organisation (IMO):

- MARPOL Annex I - Machinery Space Operations – Oil Record Book Part 1
- MARPOL Annex I - Oil Cargo – Oil Record Book Part 2
- MARPOL Annex II - Noxious Liquid Substances in Bulk – Cargo Record Book
- MARPOL Annex V - Garbage – Garbage Record Book

Records required by the MARPOL Convention may, at the discretion of the master, be entered in the Official Log Book Narrative Section (section 8) in lieu of recording in a separate record book. Such entries must be in the format prescribed by IMO.

The record books stated above are not required to be submitted to the Isle of Man Ship Registry when the Official Log Book is closed unless specifically requested. Details regarding any accidental discharge of oil, garbage or noxious liquid substances must be entered in the Official Log Book narrative section (Section 8) in addition to the record book. An Accident Report Form (ARF1) must also be completed in addition to the entries in the narrative section and record book.

Amendments and Cancellations

When completing the Official Log Book, any amendment or cancellation of an entry may only be made by crossing out the erroneous entry (so as not to obscure the original entry), signing and making a further entry, i.e. ~~for example~~ *or for example*. If the master needs to amend, cancel or supplement an existing entry after delivering the Official Log Book to the Isle of Man Ship Registry, an application must be made to the Isle of Man Ship Registry.

Closing and delivery of the Official Log Book

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 Isle of Man Ship Registry.

When the Official Log Book is officially closed by the master the following documents must be kept on board and made available for inspection for a period of 3 years from the date of its 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.

- Official Log Book
- Official Log Book (Passenger Ships) if applicable
- Any document annexed to the Official Log Book

When the Official Log Book and List of Crew are closed a new Isle of Man Official Log Book and List of Crew must be opened on the same day.

Loss of the Official Log Book

If any part of the Official Log Book, Official Log Book (Passenger Ships) and List of Crew is lost, the master must open a new Official Log Book, Official Log Book (Passenger Ships) and List of Crew and make a written statement of the circumstances and any steps for its recovery. The statement must be counter-signed by another officer. The master must also inform the Isle of Man Ship Registry as soon as practicable.

List of Crew

The List of Crew is to be completed on all ships to which the Regulations apply. The List of Crew is to be opened and closed at the same time as the Official Log Book. On closure of the Official Log Book the List of Crew must be closed and delivered to the Isle of Man Ship Registry. The List of Crew may be completed and maintained on paper or electronically. The List of Crew may be completed on form IOMLOC or on a bespoke ship form provided it at least contains the information stated in Chapter 4 of Manx Shipping Notice 004.

For further information, contact details, forms, Regulations, Manx Shipping Notices (MSN), Maritime Labour Notices (MLN), Registry Advice Notes (RAN), IOMOLB-LL, OLBPA and IOMLOC are available for download on the Isle of Man Ship Registry website.

Section 1.1 Safety Committee Meetings and Appointment of Safety Officers

Safety Committee Meetings Held on Board

(Intervals not exceeding 6 weeks)

Date	Comments	Signature of Master	Date	Comments	Signature of Master

**Appointment of Safety Officer
MLC A4.3/2(c)**

Ref. in List of Crew	Name of Safety Officer	Signature of Master	Ref. in List of Crew	Name of Safety Officer	Signature of Master

Section 3

Record of Weekly Inspections
(Intervals not exceeding 7 days)

A	Inspection of Crew Accommodation – MLC A3.1/18	C	Other Inspection (specify):
B	Inspection of Food Supplies, Drinking Water, Food Storage & Handling Areas and Galley & Food Preparation – MLC A3.2/7	D	Other Inspection (specify):
		E	Other Inspection (specify):

Date and time of inspection	Type of inspection A B C D E	Name and signature of persons making the inspection	Result of inspection	Signature of master

Section 5.1**Load Lines, Doors and Openings**

This section is to be completed when the Official Log Book is opened. This section is not to be completed for passenger ships. IOMOLB (Passenger Ships) is to be completed for passenger ships.

1. Load line assignment (to be taken from the ship's Load Line Certificate).

Freeboard From Deck Line**Load Line**

Tropical.....	mm	(T)	mm above (S)
Summer.....	mm	(S)	Upper edge of line through centre of ring	
Winter.....	mm	(W)	mm below (S)
Winter North Atlantic.....	mm	(WNA)	mm below (S)
Timber Tropical.....	mm	(LT)	mm above (LS)
Timber Summer.....	mm	(LS)	mm above (S)
Timber Winter.....	mm	(LW)	mm below (LS)
Timber Winter North Atlantic	mm	(LWNA)	mm below (LS)

Allowance for fresh water for all freeboards other than timber.....mm

Allowance for fresh water for timber freeboards.....mm

The upper edge of the deck line from which these freeboards are measured is:

.....

Maximum draught of water (salt water) in summer zone.....m

2. The above particulars, and particulars of depth of loading as detailed on the following pages, are to be recorded before the ship leaves any dock, wharf, harbour, or other place for the purpose of proceeding to sea.
3. The actual mean freeboard is the mean of the actual freeboards, port and starboard measured from the upper edge of the deck line to the surface of the water, when the ship is loaded ready for departure.
4. For any conversion from imperial to metric units, or vice versa, an equivalent of 25.4 millimetres to one inch is to be used.
5. The density of water can be entered in Section 6 column 8 either as the relative density or density t/m³.

Whenever there is a change of the load line assignment certified by the ship's classification society the following details must be entered below:

Date of change

Time of change

Place change occurred

Master's signature

An officer's name and signature

New load line assignment as stated on the applicable load line certificate:

Freeboard From Deck Line

Load Line

Tropical.....	mm	(T)	mm above (S)
Summer.....	mm	(S)	Upper edge of line through centre of ring	
Winter.....	mm	(W)	mm below (S)
Winter North Atlantic.....	mm	(WNA)	mm below (S)
Timber Tropical.....	mm	(LT)	mm above (LS)
Timber Summer.....	mm	(LS)	mm above (S)
Timber Winter.....	mm	(LW)	mm below (LS)
Timber Winter North Atlantic	mm	(LWNA)	mm below (LS)

Allowance for fresh water for all freeboards other than timber.....mm

Allowance for fresh water for timber freeboards.....mm

The upper edge of the deck line from which these freeboards are measured is:

.....

Maximum draught of water (salt water) in Summer zone.....m

Section 6

**Departure and Arrival at Each Dock, Wharf, Harbour or Other Place
Draught of Water and Freeboard upon Every Occasion the Ship Proceeds To Sea**

Not to be completed for passenger ships.

Departures											
Date and time of departure	Dock, wharf, harbour or other place	Actual draught in dock water			Actual freeboard amidships in dock water			Allowances*			
		Forward	Aft		Port	Stbd	Mean	Density of water	For density of water	Weight of fuel, water and stores to consume on inland water	
		(3) m	(4) m		(5) mm	(6) mm	(7) mm	(8)	(9) mm	(10) t	mm

• Columns 1-7 and 14-17 to be completed prior to every departure. Columns 18-19 to be completed after every arrival.
 • *Allowances - Columns 8-13 need only be completed when the actual mean freeboard (7) is less than the appropriate minimum salt water freeboard indicated on the load line certificate and stated in OLB Section 5.1.

Section 7**Births and Deaths**

1.) If any of the following occurs:

- (a) birth of a child in the ship, including the ship's boat or liferaft; or
- (b) death in the ship, including the ship's boat or liferaft; or
- (c) person being lost from the ship, a ship's boat or liferaft; or
- (d) death wherever occurring outside the Isle of Man of any person employed in the ship.

the following documents must be prepared:

- complete the relevant birth or death entries in the Official Log Book section 7
- complete form RBD1 (Return of Births and Deaths)
- complete form ARF1 (Accident Report Form) only if the death is a marine casualty

2.) In the event of any death on board the master must make the following entries the Official Log Book narrative section (section 8):

- details of the seafarer's property and money left behind including details of what will happen to them.
- the circumstances of the death and if death occurred as a result of any person being lost from a ship, or the ship's boat or liferaft, the efforts which were made to rescue the deceased person, including a statement that the deceased's next of kin (giving name and address) has been notified.
- submission of form ARF1 to the Isle of Man Ship Registry if applicable.

3.) The following information must be sent to the Isle of Man Ship Registry:

- copy of the relevant births and death page in the Official Log Book section 7.
- form RBD1.
- form ARF1 if applicable.
- copy of any entries made in Official Log Book narrative section (section 8) relating to the birth or death and deceased seafarer's property and money.

Notes:

- In the event of a death the Isle of Man Ship Registry must be informed by the master or technical manager within 24 hours.
- If the master has died the master's designated substitute on board must prepare the forms and make the applicable entries in the Official Log Book.
- The next of kin is stated on the List of Crew.

If you have any questions concerning the completion of this section or associated forms please contact the Isle of Man Ship Registry directly:

- **Telephone +44 1624 688500**
- **Email: marine.survey@gov.im**
- **RBD1 and ARF1 Forms – www.iomshipregistry.com**

Date Page Commenced

**Section 7
Births**

IOMOLB-LL Version 2

Date of Birth	Place of Birth (port or latitude and longitude if at sea)	Forenames (if any) and surname of child	Sex	Father*		Mother			Name of master	Signature of master
				Forename, surname. Occupation, rank or profession.	Usual Residence	Forename, maiden surname or surname at marriage if different, nationality	Usual residence	Signature of mother (optional)		

*If the child is illegitimate, particulars relating to the father must not be entered unless a written request signed by the mother and the person acknowledging himself to be the father is submitted to the Isle of Man Ship Registry.

Deaths

Date of death or loss	Place of death or loss (latitude and longitude if at sea)	Name and surname of deceased (and maiden surname if applicable)	Sex	Date of birth or age	Occupation, rank or profession	Usual residence at time of death or loss	Nationality	Cause of death or loss (certified by a ship's doctor or other qualified medical practitioner where possible).	Name of master	Signature of master

Complete this page and send a copy as soon as possible to Isle of Man Ship Registry along with form RBD1 (all births and deaths), form ARF1 (marine casualties involving death only) and a copy of any entries in the Official Log Book narrative section (section 8) relating to the birth or death.

Date Page Completed

Signature of Master

Section 7 Page Number

