

ISLE OF MAN OFFICIAL LOG BOOK

Name of Ship	Port of Registry		Official Number	
	Gross Tonnage	Net Tonnage	IMO Number	

	C-1'C'	
Name of Master	Certificate of Competency Type / Number / Country of Issue	Signature of Master

The official working language of the ship is

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•	TOMOL	.D-LL	COVE	paye	COHUIT	Jauoi

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.

1		mp registry:
Section	Total Number of Pages	Master's Signature
Cover	2	
Page	(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			
(Not exceeding 12 months from date of opening)			

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
OLBPAX-LL. Masters of passenger ships are not required to complete sections 5 and 6 of the Official
Log Book. OLBPAX-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;
- 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.

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

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

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. fir exemple 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, OLBPAX and IOMLOC are available for download on the Isle of Man Ship Registry website.

Date Page Commenced	

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
			<u> </u>		
			-		
			-		
			-		
		Appointment of MLC A4.3	Safety O	fficer	
Ref. in List of Crew	Name of Safety Officer	Signature of Master	Ref. in List of Crew	Name of Safety Officer	Signature of Master
			<u> </u>		
			-		
	,	<u> </u>	<u> </u>		

Date Page Completed Signature Section 1.1 of Master **Page Number**

Page Number

Date Page Commenced Section 1.2

Completed

Safety Committee Members MLC A4.3/2(d)

Ref. in List of Crew	Name of Safety Committee Member	Signature of Master	Ref. in List of Crew	Name of Safety Committee Member	Signature of Master
Date Da	200	Signature	Ш	Se	action 1 2

of Master

Section 2			s, Drills and Training of Crew e Commercial Yacht Code may be red	IOMOLB-LL Version 2
in the	ship's ISM record	ls (state ship's procedure refe	rence and recording document refere	ence below).
Ship's procedu	re reference and record	ing document reference		
	tc., is not held as request be recorded below		nt of the reason why it was not held; or the e	xtent to which it
Date	A record of must	ers, drills, training, inspections and fire appliances includin	and instruction concerning life-saving g any comments	Signature of master and an officer
Date Pag Complete		Signature of Master	Section Page Num	

Date Page Section 2.2	Commenced Weekly Inspections of Life Saving Appliances	IOMOLB-LL Version 2
SOLAS in the s	5 III/20.6 or weekly Large Commercial Yacht Code LSA inspections may be recorded ship's ISM records (state ship's procedure reference and recording document referen	here OR ce below).
Ship's procedure	e reference and recording document reference	
Date of Inspection	Inspection items, results, comments	Signature of master and an officer

Date Page Completed	Signature Section 2.2 of Master Page Number	

Date of Inspection	Inspection items, results,	comments maste	ature of er and an ficer
Date Page Completed	Signature of Master	Section 2.3 Page Number	

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Date Page Commenced		IOMOLB-LL Version
Section 3	Record of Weekly Inspections	
	(Intervals not exceeding 7 days)	

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

			- 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		
D-1 D	. [Section 3		
Date Page Completed		Signature of Master	P	Section 3 Page Number		

Date Page Comme Section 4	Record of Checks, Tests and Drills of the Steering gear checks, tests or drills may	ne Ship's Steering Gear	10LB-LL Version 2
in the ship's ISM	records (state ship's procedure reference a	nd recording document reference b	pelow)
A – SOLAS V/26.1 and	d 26.2 – check and test of steering gear wit	hin 12 hours before departure	
Ship's procedure reference and	d recording document reference		
B – SOLAS V/26.4 – e	emergency steering drill at least once every	3 months	
Ship's procedure reference and	d recording document reference		
Date, time and place	Nature of drill, check, or test of A, B, comments	n Steering gear	Signature of aster and an officer
Date Page Completed	Signature of Master	Section 4 Page Number	

Load Line

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

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	r than tir	nber		mm
Allowance for fresh water for timber freeboards				mm
The upper edge of the deck line from which thes	e freebo	ards are m	neasured is:	
Maximum draught of water (salt water) in summ	er 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.

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←	Section	ר		CONTINUATION	

6.	Entries are only required in Section 6 columns 8-13 when the actual mean freeboard (column 7) is less than
	the appropriate salt water freeboard shown on the load line certificate.

7.	The periods during which the other	seasonal lo	oad lines	apply in	different	parts of	the world	are those	stated
	in the Load Line Convention.								

8.	Enter details of any watertight doors and ramps referred to in SOLAS II-1/22.6 and 24.3 in the space belo	OW
	or state reference to document(s) where stated. (See Section 6 column 14).	

9. Enter details of any, hinged doors, portable plates, sidescuttles, gangways, cargo and bunkering ports and other openings referred to in SOLAS II-1/22.12 respectively in the space below or state reference to document(s) where stated. (See Section 6 column 15).

Date Section 5.1 Completed Signature of Master

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 o	n the appli	cable 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	er than ti	mber		mm
Allowance for fresh water for timber freeboards.				mm
The upper edge of the deck line from which the	se freebo	oards are n	neasured is:	
Maximum draught of water (salt water) in Sumn	ner zone			m

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.

				De	partures				co	ntinued →
Date and time of	Dock, wharf,	Actual dra	aught in vater	Actual f	reeboard a n dock wat	midships er	Allowances*			
departure	harbour or other place	Forward	Aft	Port	Stbd	Mean	Density of water	For density of water	Weight of water and s consume of wate	tores to n inland
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
		m	m	mm	mm	mm		mm	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.

Page Number

- (14)* & (15)** Watertight doors and openings detailed in OLB Section 5.1 parts 8 and 9.
- Large commercial yachts only only columns 1-2, 14-15 (as applied by the Large Yacht Code) and 16-19 are required to be completed. By signing 16 and 17 the master and officer confirm the freeboard has been verified as no less than the minimum permitted by the yacht's freeboard assigning authority.

← continuatio			artures			Signatures Arriva			
		Mean draught in	Mean freeboard amidships	Date and time of closing	Date and time of closing	Prior to d	leparture	Date	Dock,
Date and time of leparture	Total allowances	salt water after making allowances	in salt water after making allowances	watertight doors SOLAS II-1/22.6 and 24.3	openings SOLAS II-1/22.12	Master	An officer	and time of arrival	wharf, harbour o other place
(1)	(11) mm	(12) m	(13) mm	(14)*	(15)**	(16)	(17)	(18)	(19)

of Master

Completed

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 section7
- 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 section7.
 - 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 Commence	ced

Section 7 Births

						11 (113				
	Place of Birth			Fat	her*		Mother			
Date of Birth	Pate of (port or Forenames (i		Sex	Forename, surname. Occupation, rank or profession.	Usual Residence	Forename, maiden surname or surname at marriage if different, nationality	maiden surname or surname at marriage if different, Usual residence		Name of master	Signature of master

^{*}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	
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Date Page Commenced					IOMOLB-LL Version					
Section 8 Date and	Port or	Date and	Entries and	Book Narrative So signatures - Refer to M	ection anx Shipping Not	ice 004 for r	equired entries.			
time of the occurrence	latitude and longitude	time of entry	In addition	to the required entries mainformation about ship	asters may use this	section to rec	cord any factual			
Date Page Completed			Signature of Master			Section 8 Number				
completed	·		01 1-183CEI		raye	HUIIIDEI				