



**REPUBLIC OF
THE MARSHALL ISLANDS**

**OFFICE OF THE
MARITIME ADMINISTRATOR**

Marine Guideline

No. 7-41-4

10/06

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

SUBJECT: Guidelines for the Recording of Events related to Navigation.

**References: (a) IMO Assembly Resolution A.916(22)
(b) Maritime Regulation 7.41.2.a**

PURPOSE:

The purpose of this Marine Guideline is to provide guidance on the keeping of a record of navigational activities and incidents which are of importance to safety of navigation, containing sufficient detail to restore a complete record of the voyage, taking into account the recommendations adopted by the International Maritime Organization (IMO).

APPLICABILITY:

This Guideline should be applied by all watchstanders serving aboard vessels registered in the Marshall Islands that are engaged on international voyages and subject to Regulation V/28 of the 1974 SOLAS Convention, as amended.

GUIDELINES:

1.0 Recording of Information related to Navigation

In addition to national requirements, it is recommended that the following events and items, as appropriate, be among those recorded:

.1 before commencing the voyage -

Details of all data relating to the general condition of the ship should be acknowledged and recorded, such as manning and provisioning, cargo aboard, draught, result of stability/stress checks when conducted, inspections of controls, the steering gear and navigational and radiocommunication equipment.

.2 during the voyage -

Details related to the voyage should be recorded, such as courses steered and distances sailed, position fixings, weather and sea conditions, changes to the voyage

plan, details of pilots' embarkation/disembarkation, and entry into areas covered by, and compliance with, ship routing or reporting systems and SO_x Emission Control Areas (SECAs).

.3 on special events -

Details on special events should be recorded, such as death and injuries among passengers and crew and passengers, malfunctions of shipboard equipment and aids to navigation, potentially hazardous situations such as near misses, emergencies and distress messages received.

.4 when the ship is at anchor or in a port -

Details on operational or administrative matters and details related to the safety and security of the ship should be recorded.

2.0 Method of Recording

SOLAS regulation V/28 requires that, if the records of navigational activities are not maintained in the ship's log book, they should be maintained in another form approved by the Maritime Administrator. Methods of recording should be permanent and may be handwritten, electronic or mechanical.

3.0 Non-duplication

In general, information on the events and items specified in section 1.0, which are adequately recorded in a special purpose log, need not be duplicated in the ship's log book.

4.0 Preservation of Records

In order to be able to restore a complete record of the voyage, records should be maintained as follows:

- .1 each page of the ship's log book should have a page number printed on it, and handwritten records which need correction should not be erased or removed but should be rewritten after crossing out the incorrect version;
- .2 the times used in automatic and permanent recording facilities should be synchronized by using a common clock;
- .3 electronically or mechanically input records should be readily accessible for review by authorities and protected by some means to prevent them from being deleted, destroyed or overwritten; and
- .4 irrespective of the method of recording, ships should keep records in accordance with specific convention requirements but in any case for not less than one year.