

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

PURPOSE: PROVIDES A STANDARD FORMAT OF OFFICIAL LOG BOOK

APPLICABILITY: ALL DOMINICA VESSELS OF 100 GROSS TONS OR MORE

REQUIREMENTS:**1 General**

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 Entries

Every Master of a vessel shall make or cause to be made in the Official Log Book entries including, but not limited to, the following:

- .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

Owners shall maintain copies of their Official Log Books for five (5) years.

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