

A MASTER'S GUIDE TO THE UK FLAG.



LARGE YACHT EDITION



INTRODUCTION

This guide is for managers, masters and officers of **United Kingdom registered** large commercial yachts. The legal requirements, forms etc. of other Red Ensign registers may vary slightly from those of the UK and the flag state administration should be contacted if in any doubt.

The purpose of the guide is to provide easy to use information regarding United Kingdom merchant shipping regulations and administrative procedures. UK regulations and procedures may differ from those you may be familiar with in other flag vessels and this guide will help you to comply with UK requirements.

Detailed requirements for operating UK ships can be found in The Large Commercial Yacht Code (MSN 1792), UK Regulations, Merchant Shipping Notices, Guidance to Surveyors and various publication including the Code of Safe Working Practices, MCA SOLAS V publication and Health and Safety leaflets; this detailed information is available on the MCA's website at:

www.mcga.gov.uk and in the Ensign area at www.mcga.gov.uk/ensign

Managers, masters and seafarers serving in United Kingdom Large Commercial Yachts are welcome to contact Ensign, Code Vessel Safety Branch, or Seafarer Training and Certification Branch with queries.

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CONTENTS

1 MANNING AND STCW REQUIREMENTS	6
1.1 Manning on board	6
1.2 United Kingdom Certificates of Equivalent Competency	6
1.3 Watch Keeping Ratings	7
1.4 Medical certificates	7
1.5 UK Discharge Books	7
2 HOURS OF WORK AND REST	8
2.1 Rest	8
2.2 UMS	8
2.3 Hours of rest schedule	8
2.4 Records	9
2.5 'Properly rested'	9
2.6 Exceptions	9
3 CREW AGREEMENTS AND LISTS OF CREW	10
3.1 Forms	10
ALC(YT)1(d)	12
Lists of Crew - Forms ALC 1(a), (b) & (c).	13
ALC 1(a)	14
ALC 1(b)	15
ALC 1(c)	15
3.2 Posting up a crew agreement	15
3.3 Terminating a crew agreement	16
4 OFFICIAL LOG BOOKS	18
Page 1 Front cover	18
Pages 2 to 7 Record of seamen employed in the ship	18
Pages 8 and 9 Births and deaths	19
Pages 10 to 14 Record of musters, boat drills etc	20
Pages 15 to 18 Record of test drills and inspections of steering gear	21
Pages 19 to 23 Record of inspections of crew accommodation	21
Pages 24 to 28 Record of inspections of food and water	22
Page 29 Load line, depth of loading etc.	24
Pages 30 to 39 Dates of departure from and arrival at each dock	24
Posting the FRE 13/ MSF 2004 Form	24
Pages 40 to 76 Narrative section	25

5 GMDSS LOG BOOK	27
6 HEALTH AND SAFETY	28
6.1 Safety officials and committees	28
6.2 Master's responsibility	31
6.3 Risk assessments	32
7 ACCIDENT REPORTING	32
8 MEDICAL STORES REQUIREMENTS	32
8.1 Medical equipment	32
8.2 Person in charge of medical care on board ship	32
9 SURVEYS AND AUDITS	33
9.1 Surveys	33
9.2 Audits	33
Interim audits	33
Intermediate audits	33
Renewal audits	33
9.3 ILO 178 inspections	34
10 CONTINUOUS SYNOPSIS RECORD	36
10.1 Making amendments to the CSR	36
10.2 Receiving an amended CSR	36
11 UK PUBLICATIONS REQUIRED TO BE ONBOARD	37
12 TRAINING	38
ANNEX 1	40
Example of completed risk assessment form	40

1 MANNING AND STCW REQUIREMENTS

1.1 Manning on board

(See MSN 1792 Sect. 26.2)

All commercially operated yachts on the United Kingdom register over 500 GT must have a Safe Manning Document issued by the MCA (s.26.2.5). Safe Manning Documents are issued as per s.26.2.6. Class and other organisations are not permitted to issue Safe Manning Documents for United Kingdom ships. Yachts under 500 GT must be properly manned (s.26.2.7). The tables in s.26.2.8 indicate levels typically expected.

A Safe Manning Document will state the numbers and categories of officers and crew members that are required to be on board. The crew levels on board must never be allowed to go below the minimum stated in the document.

If due to exceptional circumstances a seafarer has to be removed from the vessel and a replacement cannot join the ship in time it may be possible for the vessel to continue to operate, for a limited period, with one seafarer less than the specified safe manning. If a master plans to sail a vessel in non compliance with the Safe Manning Document he must request the MCA to issue an Exemption Certificate; however the master must ensure that the remaining crew continue to comply with the Hours of Work Regulations.

1.2 United Kingdom Certificates of Equivalent Competency

(See MGN 221)

All officers who do not possess a UK Certificate of Competency must hold a United Kingdom Certificate of Equivalent Competency issued by the Maritime and Coastguard Agency, Seafarer's Standards Branch.

The master must ensure that all the officers who require a United Kingdom Certificate of Equivalent Competency actually hold one and that they also hold the original of their national certificate of competency. If an officer does not hold a United Kingdom Certificate of Equivalent Competency when he joins then he should check that an application for a Certificate of Equivalent Competency has been applied for. Applications are usually made by the owner/manager and if an application has been made a stamped Confirmation of Receipt of Application from the Maritime and Coastguard Agency will be available. These are sent to the manager or owner as soon as the application is received by the Maritime and Coastguard Agency. A copy of the Confirmation of Receipt of Application should be retained on board until such time as the officer's Certificate of Equivalent Competency arrives on board. The officer can

sail for a maximum period of three months without a full Certificate of Equivalent Competency.

These procedures are important and must be followed to show any Port State Control Inspector that the company has followed the correct procedures for the application for a United Kingdom Certificate of Equivalent Competency. This should eliminate the possibility of the yacht being detained.

1.3 Watch Keeping Ratings

(See MGN 270 and MIN 227)

All deck and engine room ratings assigned to watch keeping duties must be in possession of Watch Rating Certificates appropriate to their duties. Watch Rating Certificates issued by countries other than the United Kingdom are quite acceptable in United Kingdom ships provided they are issued by countries which are parties to the STCW Convention.

Those persons wishing to gain Watch Rating Certificates will find guidance in MGN 270 on the training and application process. MIN 227 details modified arrangements whereby companies may be approved by the MCA to issue their own Watch Rating Certificates.

1.4 Medical certificates

(See MGN 270 and MIN 227)

MSN 1798 has a list of countries whose medical certificates are accepted as equivalent to a UK medical certificate and is updated annually.

1.5 UK Discharge Books

(See MGN 134)

All officers and crew on a UK ships must have a Discharge Book to record their seetime. MGN 134 explains who is eligible to have a UK Discharge Book and what other nationalities books are considered acceptable.

2 HOURS OF WORK AND REST

(See MSN 1767)

The applicable United Kingdom regulations are the Merchant Shipping (Hours of Work) Regulations 2002 (SI 2002 No. 2125)

2.1 Rest

Every seafarer must be provided with not less than 10 hours rest in total in any 24 hour period, provided that:

- the 10 hour period may be divided into not more than two periods one of which shall be not less than 6 hours;
- the interval between consecutive periods of rest shall not exceed 14 hours; and
- the minimum hours of rest shall not be less than 77 hours in any 7 day period.

Situations when a seafarer is on call but is free to sleep may be counted as rest, but if at any time the normal period of rest is disturbed by call-outs to work the master, or a person authorised by him, has to ensure that the seafarer is provided with an adequate compensatory period of rest.

2.2 UMS

The time when the designated duty engineer officer in a ship with a UMS class notation is free to sleep may also be counted as 'rest'. However, any time that the officer is called to answer an alarm condition has to be considered as work and as a break in that rest and when that happens the amount of rest due to him has to be recalculated.

2.3 Hours of rest schedule

Your ship should have an 'hours of rest schedule'. This is a document, or a computer display, that has been drawn up by the owner or manager (whoever is responsible for operating the ship) in conjunction with the master. It has to show the maximum watch periods and minimum rest periods to be observed by all crew members.

The 'operator' cannot change this document without consulting with yourself as master. The operator has a duty to ensure that sufficient personnel are provided so that the rest periods can be complied with. The 'hours of rest schedule' or an accurate print out of it if it is kept as a computer file, must be posted up in a prominent place on board accessible to all the crew. Port State Control Officers, and United Kingdom Surveyors, will expect to see this when they come on board and will record a deficiency if it is not available and posted up.

2.4 Records

Accurate records of hours of rest should be maintained, one copy should be held by the master and a copy given to the seafarer.

Any deviations from the hours of rest in the schedule must be recorded with an explanation of why the deviation occurred. These records must be available for inspection on board at any time. You can decide where the deviations are recorded and you can use any method that is effective provided that the records are available.

2.5 'Properly rested'

The regulations place a duty on the master to ensure that all crew involved in watch keeping are properly rested and that arrangements are adequate to maintain a safe watch at all times. You are required to ensure that your yacht does not sail from any port unless the officers in charge of the watch immediately after sailing have received sufficient rest to allow them to maintain a safe watch.

2.6 Exceptions

There will obviously be times such as:

- emergencies and situations likely to become emergencies unless action is taken;
- musters and drills;
- essential work on board which cannot be delayed for safety or environmental protection reasons; and
- factors beyond the control of the master or the operator other than commercial needs.

When these things occur it is often necessary for crew members who are involved to miss out on their minimum rest as stated in the schedule. You have the authority as master to permit this but you must record the fact and the reason for missing out on the minimum rest for those affected.

In deciding what factors might come within 'factors outside the control of the master or the operator other than commercial needs' you will need to take into account the circumstances. The definition was written to take account of situations such as when a Port Authority demands that the ship vacate the berth when you had planned to stay longer, or when a shift of berth is demanded unexpectedly. On the other hand a request by the charterer to sail earlier so that he may minimise port dues is not a valid factor under this definition and counts as a commercial need.

3 CREW AGREEMENTS AND LISTS OF CREW

(See MGN 149)

3.1 Forms

The Merchant Shipping Act 1995, requires that every United Kingdom ship shall have an agreement in writing between each person employed and the person employing him. For United Kingdom ships these are known as crew agreements and they are required to be in writing and in a form approved by the Maritime and Coastguard Agency. These official crew agreements are additional to and separate from any company contract or similar document.

Note that UK regulations do not allow a person to be signed on ships articles for more than 11 months at any one time.

There is a standard form of approved crew agreement supplied by the Maritime and Coastguard Agency for each ship in conjunction with the official log book. The crew agreement and the official log book are closely related documents.

The crew agreement is a requirement of both the Merchant Shipping Act and an ILO Convention, it must be used and its correct use is of importance. Failure to keep an approved crew agreement constitutes an offence.

This guidance sets out the main requirements for opening, maintaining, and subsequently closing a crew agreement, for the guidance of masters and others who may be involved in this task and who may be unfamiliar with these requirements.

Crew agreements are delivered to ships as a white standard folder, identified as Crew Agreement and List of Crew ALC1 containing all the necessary sections for completion. It must be noted that this form of crew agreement must be used whether or not there is in place any other contract or agreement with the ship's crew.

Note that although the MCA provides crew agreement documentation there is no objection to companies downloading copies from MGN 149, or making their own documentation so long as all the required information is recorded.

The front page of the main folder has sections to be completed with details of the ship and her owners. All the necessary information can be found in the ship's Certificate of Registry, and the details should be entered exactly as found in that document. Also recorded are the date and place of commencement and termination of the agreement.

Inside the front cover should be attached the approved contractual clauses. Only approved clauses may be used in a crew agreement. The appropriate approved clause is an ALC(YT)1(d).

Owners may submit agreements other than the pre-printed one, or modifications to the pre-printed one to the Maritime and Coastguard Agency for approval.

If such modified agreements are approved the owner should arrange to incorporate the approved version with the set of crew agreement documents when they are sent out to the vessel.

ALC(YT)1(d)

The master, on opening a crew agreement for the first time should insert at the top of the ALC(YT)1(d) in the first section, the name of the employer and his address. Each seaman who then signs on the list of crew becomes a party to this agreement between himself and the employer.

An example is:

THIS AGREEMENT is made between (here insert name and address of the employer)

Honest Shipping Company Ltd,

123 London Road, Southampton, United Kingdom SO14 3HL

(herein called 'the employer') and each of the seamen whose name is included in the list of crew incorporated in this Agreement

At sub-section (ii) within the contractual clauses there is a space for geographical limits. (normally 75° N/S) and the agreement is not to last more than six months from the date of the first person signing the agreement. The country of the final port of destination should be inserted (insert United Kingdom).

An example is:

(ii) this Agreement shall be for a voyage or voyages within (geographical limits to be stated, e.g. near coastal, unlimited or by reference to latitude and longitude)

75 degrees North and South

and is not to extend beyond the expiration of six months from the date of the first signature to this Agreement or the time at which the ship first arrives at the port of final destination (country to be stated, e.g. United Kingdom)

United Kingdom

after that period;

At sub-section (iii) there is a line at which the notice period for termination of employment on arrival at a port should be entered. A figure should be entered here. It should be the same notice period as any other notice period contained in any other contract of employment that applies. If there is no notice period specified in any other contract of employment then a reasonable figure should be entered, not normally more than 14 days. The country of the port should be entered (insert UK).

An example is:

- (iii) after either
 - a) one voyage has been completed by a seaman under this Agreement or
 - b) seven days have elapsed since a seaman's employment under this Agreement commenced;

either the seaman or the employer may give to the other notice (in writing or orally before a witness) to terminate the seaman's employment under this Agreement such notice to take effect at a Port in

United Kingdom (state country) and to be given

not less than 14 hours/days*

(exclusive of Saturdays Sundays and Public Holidays) either before the ship is due to arrive at that port or if the employment is to terminate at the port where the ship is when the notice is given before it is due to sail.

Section (vi) should be left blank unless the owner has had agreements approved by the Maritime and Coastguard Agency.

At the end of this page is a space for the signature of the master, or the employer. In almost all cases this will be signed by the master as the person opening the agreement and dated as the day on which the agreement is opened.

Once an agreement is opened the appropriate entry should be made in the official log book.

Lists of crew – Forms ALC 1(a), (b) & (c).

Also supplied with the crew agreement are a supply of forms ALC1(a), ALC1(b) and ALC1(c)

Form ALC1(a) is used to record the details of every member of the crew when they join the ship. Details of the master and any non crew members such as superintendents, or riding crews should not be entered on Form ALC1(a), this form is only for crew members other than the master.

ALC 1(a)

The individual entries on this form are completed as follows:

Reference number

This is simply a consecutive number starting with 1 and with a new number assigned to each person as they sign the agreement. It will be the same number as that which appears against the same crew member in list of crew in the official log book.

Name of seaman (Block Letters)

Discharge Book no. (if any) or date and place of birth.

In this box should be entered the crew member's discharge book number if he has one. If he holds a non UK or United Kingdom Discharge Book the number of that book can be entered but it should be accompanied by a note in brackets specifying the issuing country.

Name of ship in which last employed.

Address of seaman

Name and relationship of next of kin and address if different from above

Rate of wages

This box should contain the agreed rate of wages expressed as rate/month or rate/week as appropriate. It must be entered as a currency or alternatively the box may be filled in as 'as per scale'. When this entry is used a list of the rate of wages for all crew members must be attached to the ALC1 form. The agreement is not valid if the rate of wages is not specified in either form.

If discharged the reason for discharge

This box will only be filled in when the crew member leaves the ship. The entry will normally be 'leave' but it may also be, for example, 'dismissed' 'hospitalised' or 'deserted'. An entry of 'mutual consent' can be used when the crew member gives notice and leaves in accordance with the terms of employment, or an entry of 'agreement terminated' when a crew agreement is ended and the crew member signs on again on a new agreement or an other appropriate reason should other circumstances apply.

Date of commencement of employment on board

Date and place of leaving the ship

Signatures

The final column is for the signature of the crew member on joining the ship and signing the crew agreement (a). Parts (b) and (c) of the final column which are shaded should only be filled in when the seaman leaves the ship. On leaving the crew member signs (b) and the master signs (c).

If the crew member is not available to sign off the agreement, through desertion or through being hospitalised, for example, or if he dies then the reason is entered in (b) and the master should sign (c).

On each occasion that a crew member signs off in this column a suitable entry must be made in the official log book as well. It is not necessary to make an entry in the official log book when a crew member signs-on, only his name added in the list of crew at the front.

The lower section of the ALC1(a) form is to be filled in with details of the certificates of competency held by each officer. In the fourth column along details of any endorsements or other appropriate qualifications required for the ship in which they are engaged.

ALC 1(b)

This form is for the use of masters and other persons on board other than members of the crew. Superintendents, riding squads, contract staff, etc. The entries are similar to those on the form ALC1(a) except that each reference number is preceded by an 'E'.

In the case of the master it will normally be the relieving master who will sign section (b) in the final column in respect of the master he is relieving.

ALC 1(c)

This form is required to be completed whenever there are any persons aged under 18 employed in the ship. Entries on this form are in addition to those for the same persons on the ALC1(a) form and the reference number on the ALC1(c) will be the same as the reference number assigned on the ALC1(a) form.

3.2 Posting up a crew agreement

Once the crew agreement is opened there is a requirement to post up a copy in a conspicuous place; a sheet (ALC 6) is provided for this purpose with a second copy of Form ALC(YT)1(d) which should be completed and attached to the right hand side of the copy where it states 'Attach here the contractual clauses.'

3.3 Terminating a crew agreement

At the end of the crew agreement it must be closed and all persons on it who have not already done so must sign off in section (b) of the final column while the master should ensure that all the other shaded boxes are completed. The entry for 'Date and Place of leaving the ship' should be left blank if the crew member is to sign on another crew agreement immediately and is not therefore leaving the ship and, as noted above, the reason for discharge in this case will be 'agreement terminated'.

As soon as a crew agreement is closed and another one opened, the old one complete with all its parts and including:

- Form ALC 1 – the cover.
- Form ALC(YT)1(d) – the contractual clauses with any attached wage scales.
- Forms ALC1(a), (b), and (c) – the lists of crew.
- The completed official log book, and
- Radio log books covering the period of the agreement.

Should be sent to the Registry of Shipping and Seaman at:

MCA Cardiff
Anchor Court, Ocean Way
Cardiff CF24 5JW

4 OFFICIAL LOG BOOKS

Commercial Yachts more than 25 GT-

The Merchant Shipping (Official Log Book) Regulations 1981 make it a requirement for all United Kingdom yachts (except ships less than 25 GT and pleasure vessels) to carry and keep an official log book.

The official log book (OLB) has guidance notes on the front cover that should be read along with these guidance notes. It is essential that all the relevant entries are fully completed. For example the absence of proper entries could prejudice the position of the master in the event of an accident. It is an offence to fail to keep the official log book or to make incorrect entries.

Page 1 – Front cover

The first entries are simply the details of the ship, name, port of registry, official number, gross tonnage, and net tonnage. The details should be taken from the ship's certificate of registry, noting that the official number is a unique British ship number; it is **not** the IMO number.

The second section is for the names of successive masters of the ship. The master opening the official log book should enter his name and certificate details on the first line, successive masters should add their details when they take over command. If a master has been on the ship before and returns while the log book is still in use, he does not need to add his name a second time.

The third section is for the details and address of the registered owner, or the managing owner, manager etc.

The final section on page 1 is for the date and place at which the log book is opened, because the OLB is connected closely with the requirement to keep a crew agreement, the OLB will always be opened on the same day that a new crew agreement is opened. The closing date for the OLB will be the date on which the crew agreement is closed.

All the entries in the boxes on page 1 must be made by the master.

Note that the 'superintendent' referred to at the bottom of the page is an official at the Registry.

Pages 2 to 7 – Record of seamen employed in the ship

This section records all the crew members. The first column 'Reference number in list of crew' is for the consecutive number given to each entry in the crew list (ALC1(a)), which is part of the articles. When each crew member signs the articles, the number opposite to his entry in the articles is entered in this first

column, his name is in the second column and the capacity in which employed is in the third. These three parts should be filled in at the same time that the crew member signs the crew agreement.

If a crew member leaves the ship and then returns while the log book is still in use, he should be entered again with his new number from the list of crew. It may happen that the same crew member will have several entries in this section of the OLB.

Column 4 'If entry made in narrative section give relevant page.' forms an index. If any entry in respect of a crew member is made in the narrative section of the log book (pages 40 onwards) then the narrative section page number is entered at the same time in column 4. If there are a number of entries then the page number of each is added, separated by a comma.

An example of the completed section will look like:

Reference number in list of crew	Name of seaman (Use capital letters please)	Capacity in which employed	If entry made in narrative section give relevant page
2	SERGIY TANASHCHUK	Chief officer	42
3	ANDRIY GRYPACHOV	Second officer	42, 43, 46

All entries in this section should be made by the master.

Pages 8 and 9 – Births and deaths

Instructions for completion are at the top of the section. It should be noted that in the section for births, the signature of the mother is required while in the section for deaths, the signature of the master **and** the signature of a member of the crew are both required. The crew member may be any crew member.

It is essential that the mother's signature is given in the case of a birth and essential that the entries in respect of deaths are signed by the master and by a crew member. A failure to sign and witness these entries can invalidate them and can cause serious legal problems.

The form RBD.1 referred to is available from the Registry of Shipping and Seamen or any Marine Office.

Pages 10 to 14 – Record of musters, boat drills etc

This section must be completed at the time of every drill. Attention is drawn to MGN 71 'Muster, drills, on-board training and instructions and Decision Support Systems'. This sets out the current requirements for the frequency of drills and content.

A typical entry will look like:

Date of muster, drill, training, instruction or inspection	Nature of muster drill, training, instruction or inspection (including the condition in which the life-saving and fire appliances were found), and a record of the occasions on which the lifeboats were swung out and lowered	Date of entry	Signatures of master and member of crew
02/01/05	General alarm sounded, all crew mustered on boat deck for paint locker fire, fire pumps, breathing apparatus and paint locker sprinkler tested. Crew mustered for abandon ship stations. Davit launch liferaft training carried out. All equipment satisfactory	02/01/05	P Hackl Master S Tanashchuk Chief officer
09/01/05	General alarm sounded crew mustered for abandon ship stations. Freefall lifeboat launched and recovered. All equipment satisfactory	09/01/05	P Hackl Master S Tanashchuk Chief officer
11/01/05	Weekly inspection of lifesaving appliances general alarm tested, freefall lifeboat and rescue boat engine run. All equipment satisfactory	11/01/05	P Hackl Master S Tanashchuk Chief officer

Every entry **must** be signed by the master and by one other crew member. If it is not signed by **both**, the entry is invalid and will not be accepted as proof that the drills have been carried out.

If for any reason a muster or drill is not held then a statement as to the reason why should be entered in column 2. Valid reasons might include 'vessel rolling and pitching heavily, unsafe to carry out drills'.

If a drill is postponed or cancelled then it should take place at the next suitable opportunity.

An additional UK requirement is for Entry into Dangerous Spaces Drills. The master of any yacht of 1000 tons and over must ensure that drills simulating the rescue of a crew member from a dangerous space are held at intervals not exceeding two months, and that a record of such drills is entered in the official log book.

Pages 15 to 18 – Record of test drills and inspections of steering gear

This section is self explanatory. The regulations require steering gear to be tested within 12 hours before sailing (or once per week for ships making one voyage or more per week from the same port) and emergency steering systems to be tested every three months.

Typical entries might appear as:

Date, time and place of test drill, inspection or pre-sea check	Nature of Inspection, test drill or check of steering gear	Date of entry	Signatures of master and officer
02/03/05 1700 LT Riverside Quay South Shields	Steering gear tested Satisfactorily in all modes	02/03/05	P Hackl Master S Tanashchuk Chief officer
15/05/05 1100 LT 54° 50' N 01° 00' E	Emergency steering gear tested, control from steering gear compartment and communications all satisfactory	15/05/05	P Hackl Master S Tanashchuk Chief officer

As with most sections of the OLB all entries **must** be signed by the master and an officer to be valid.

Pages 19 to 23 - Record of inspections of crew accommodation

This section is for records of mandatory inspections of crew accommodation. The regulations require that an inspection of the crew accommodation, to ensure that it is being kept clean and that all the requirements of the crew accommodation regulations are being followed, is carried out every seven days. The inspection must be carried out by the master and he must be accompanied by one other member of the crew. All entries must be signed by the master and a member of the crew, who will normally be the same person who accompanies the master on the inspection.

It is acceptable in large ships for the inspections to cover areas of the accommodation on each occasion so long as the whole of the accommodation is inspected in sequence.

Typical entries might appear as:

Time and date of inspection	Names and ranks of persons making the inspections	Particulars of any respects in which crew accommodation, or any part of it is found not to comply with the regulations	Date of entry	Signatures of master and member of crew
01/04/06 1600 LT	P Hackl Master S Tanashchuk Chief officer	Accommodation inspected all areas satisfactory	01/04/06	P Hackl Master S Tanashchuk Chief officer
08/04/06 1600 LT	P Hackl Master A Grypachov Second officer	Crew mess room lighting defective - repaired satisfactorily	08/04/06	P Hackl Master A Grypachov Second officer

Pages 24 to 28 – Record of inspections of food and water

Guidelines for food hygiene are contained in MGN 61.

Guidelines on fresh water systems are contained in MSN 1214 and MSN 1401.

There are no minimum requirements as to the minimum amount of food. The regulations state:

- ‘4. It shall be the duty of the employer and master of every ship to ensure that there shall be provided on their ship provisions and water which
- (a) are suitable in respect of quantity, nutritive value, quality and variety having regard to the size of the crew and the character and nature of the voyage;
 - (b) do not contain anything which is likely to cause sickness or injury to health or which renders any provision or water unpalatable; and
 - (c) are otherwise fit for consumption.’

The records of inspections in this section are similar to those in the previous section. The Convention and the United Kingdom regulation requires that inspections are carried out at intervals not more than seven days.

The inspections in this section must be made by the master and any member of the crew. In practice it will usually be possible to inspect provisions, store rooms, galleys etc. with a member of the catering department during the course of the accommodation inspection.

Entries in this section must be signed by the master and by the member of the crew making the inspection.

Typical entries might appear as:

Date of inspection	Names and ranks of persons making the inspections	Result of inspection of supplies of food and fresh water	Date of entry	Signatures of persons making the inspection
01/01/06	P Hackl Master W Academia Cook	Food and fresh water satisfactory	01/01/06	P Hackl Master W Academia Cook
08/01/06	P Hackl Master W Academia Cook	Food and fresh water satisfactory	08/01/06	P Hackl Master W Academia Cook

Page 29 – Load line, depth of loading etc.

This section is self explanatory. The information must be completed and the necessary data can be found on the ship's load line certificate. The section should be completed by the master at the same time as the log book is opened.

Pages 30 to 39 – Dates of departure from and arrival at each dock

This section records the date of sailing and the draughts and freeboards of the ship on departure for each voyage and the dates of arrival at the next port. It must be completed at departure.

Posting the FRE 13/MSF 2004 form

Column (15) refers to the date and time of posting the notice FRE 13/MSF 2004 which is a copy of the data in this section and which must be posted up in a conspicuous place accessible to the crew at sailing.

If the actual mean freeboard is greater than the appropriate salt water freeboard Columns 8, 9,10,11, 12, 13 & 14 need not be filled in.

Copies of FRE 13/MSF 2004 are available in MSN 1752 page 75 or from Marine Offices.

Normally it will be convenient for the person completing Form FRE 13/MSF 2004 to enter the details in the OLB at the same time for the master's signature as a final check. Normally the officer completing the data for the FRE 13/MSF 2004 will be the second signatory for this section.

Pages 40 to 76 – Narrative section

This section is for explanatory entries. A complete list of the categories of entry to be made is contained in the official log book regulations. In general terms this section should contain entries relating to:

- changes of master
- the annexing of other documents to the OLB.
- accidents
- casualties
- disciplinary matters
- discharge of crew members, i.e. when they sign off the articles (note there is no need to make an entry when crew members sign on to the articles, this is covered above).
- details of crew left behind
- desertions
- complaints
- promotions and demotions
- criminal convictions during a voyage
- illness
- deaths
- appointments of safety officers, representatives and committees.
- meetings of safety committees.
- wages disputes
- closing of articles and OLB.

If it is not practicable due to its length, or for any other reason for an entry to be contained in the narrative section, it shall be contained in a separate document annexed to the OLB and referred to in an entry in the narrative section.

Some fictional examples, designed to illustrate the type of entries that might commonly be made, are below. Every entry **must** be signed by the master and by a member of the crew.

Date and hour of occurrence	Place of the occurrence, or situation by latitude and longitude at sea	Date of entry	Entries required to be made under Section 77 of the Merchant Shipping Act 1995
04/02/06 0900 LT	South Shields	04/02/06	On this day I have opened crew articles and signed on crew members Nos 1 - 15 in the list of crew. P Hackl Master S Tanashchuk Chief officer
05/02/06 1600 LT	South Shields	05/02/06	A Grypachov Second officer appointed as safety officer. Safety representative J Pamis elected P Hackl Master S Tanashchuk Chief officer
15/02/06 1000 LT	Malta	15/02/06	On this day signed off Nos 2, 4 & 10 in list of crew to proceed on leave P Hackl Master S Tanashchuk Chief officer
06/03/06 2100 LT	Rotterdam	06/02/06	On this day P Hackl was replaced by & Johnson as Master. All documents handed over in good order P Hackl & Johnson
15/04/06 1630 LT	At sea 55° 10' N 01° 01' E	15/04/06	Dangerous Space drill carried out. All equipment satisfactory & Johnson Master S Tanashchuk Chief officer
21/04/06 1036 UTC	Kotka	21/04/06	Whilst vessel alongside M.V. Jen IMO No 9122222 suffered engine failure and contacted port quarter. No damage noted. IRF form faxed to MAIB & Johnson Master S Tanashchuk Chief officer
28/04/06 0900 LT	Rotterdam	28/04/06	Crew agreement and official log book closed & Johnson Master S Tanashchuk Chief officer

The page number for every entry in the narrative section which refers to a crew member should be entered in column 4 of the list of crew section.

In the event that an OLB becomes full while the articles are still open, another OLB should be started. An entry should be made in the narrative section of the second or subsequent book should reflect that this is a continuation book. All the books should be returned with the completed articles at the end of the voyage.

5 GMDSS LOG BOOK

All UK ships are required to carry a GMDSS Log Book. MCA GMDSS Radio Logs are available from Marine Offices. The log book is to keep records of communications relating to distress, urgency and safety radio traffic, regular positions of the ship and results of tests on radio equipment.

Instructions for completing the log book are contained in the book. GMDSS Log Books should be returned to the MCA with the official log book and Crew Agreements when these are closed.

It is not compulsory to carry an MCA GMDSS Log books however the following tests, listed in the front of the UK GMDSS Log, must be carried out and recorded in some form:

Radio tests

Daily

- (a) The proper functioning of the DSC facilities shall be tested at least once each day, without radiation of signals, by use of the means provided on the equipment.
- (b) Batteries providing a source of energy for any part of the radio installations shall be tested daily, and where necessary, brought up to the fully charged condition.
- (c) Printer(s) shall be checked daily to ensure there is an adequate supply of paper.

Weekly

- (a) The proper operation of the DSC facilities shall be tested at least once a week by means of a test call when within communication range of a coast station fitted with DSC equipment. Where a ship has been out of communication range of a coast station fitted with DSC equipment for a period of longer than one week, a test call shall be made on the first opportunity that the ship is within communication range such as a coast station.

- (b) Where the reserve source of energy is not a battery (for example, a motor generator), the reserve source of energy shall be tested weekly.

Monthly

- (a) Each EPIRB and satellite EPIRB shall be tested at least once a month to determine its capability to operate properly using the means provided on the device and without using the satellite system.
- (b) Each search and rescue radar transponder shall be checked at least once a month using the in-built test facility and checked for security and signs of damage.
- (c) A check shall be made at least once a month on the security and condition of all batteries providing a source of energy for any part of a radio installation. The battery connections and compartment shall also be checked.
- (d) A check shall be made at least once a month on the conditions of all aerials and insulators.
- (e) Each survival craft two-way VHF equipment shall be tested at least once a month on a frequency other than 156.8 MHz (VHF Channel 16).

6 HEALTH AND SAFETY

6.1 Safety officials and committees

(See Code of Safe Working Practices Chapter 3)

Every person on board a ship has a responsibility for safety. Merchant shipping regulations places specific responsibilities on those personnel, 'safety officials', with designated duties to ensure the safety of those on the ship. A ship's safety culture is dependent upon the strong support and encouragement from the ship's senior management. In every ship in which five or more persons are employed the owner or the manager is required to appoint a safety officer.

Safety officer

The master is required to record this appointment of a safety officer in the official log book. The safety officer should have suitable training, be familiar with the statutory responsibilities for health and safety and with the principles and practice of risk assessment.

Amongst the duties of the safety officer it is the responsibility to ensure that:

- The provisions of the Code of Safe Working Practices and the company's/operator's occupational health and safety policies are complied with.

- Carry out occupational health and safety inspections of each accessible part of the ship in which the crew may be required to work at least once every three months or more frequently if there have been changes in the working conditions.
- Stop any work which he reasonably believes may cause an accident and inform the master who shall be responsible for deciding when work can safely be resumed.
- Ensure the minutes of each safety committee meeting are accessible to all the crew.

Safety representative

On every ship in which five or more persons are employed the company/operator is required to make rules and arrangements for the officers and ratings to elect safety representatives.

A safety representative must be someone who has at least two years sea service since he was 18.

The master is required to record the election of safety representatives to a safety committee in the official log book, in the narrative section. There are rules covering the number of representatives that have to be elected depending on the total crew size. In general:

- If the ship carries less than 16 crew, one safety representative elected by the officers and ratings together,
- If the ship carries 16 or more crew; one safety representative elected by the officers and one elected by the ratings,

Those who are elected as safety representatives do not have to stay in that role for the whole voyage, others can be elected to take over. You should ensure that any safety representative is briefed on his duties and responsibilities. They can:

- Participate in any investigations or inspections carried out by the safety official subject to his agreement, or after notification to the master, undertake similar investigations or inspections himself, whether or not they have been carried out by the safety officer,
- Consult with the master and safety official on behalf of the crew on matters affecting occupational health and safety of crew members,
- Request through the safety committee an investigation by the safety officer of any such safety matter,
- Inspect any of the records required to be kept by the safety official.

Safety Committee

Once the safety officials have been appointed or elected the master is required to appoint a Safety Committee which includes the safety officer and each safety representative. The master is also on the Safety Committee as chairman and the creation of this committee must be recorded in the official log book. The safety committee should meet whenever it chooses as long as the intervals between meetings are not greater than six weeks.

A Safety Committee has to:

- ensure that the provisions of the Code of Safe Working Practices, relevant legislation, Marine Guidance Notices and Merchant Shipping Notices are complied with to improve the standard of safety consciousness among the crew;
- make representations and recommendations on behalf of the crew to the company/operator on matters relating to occupational health and safety of the crew;
- ensure the company's/operator's occupational health and safety policies are observed and to make recommendations for their improvement; and
- inspect any of the records required to be kept by the safety official and ensure that any conclusions reached on matters of safety are followed up.

There is a legal duty on the company to help the Safety Committee to work and the company has to:

- provide access to any necessary safety information, documents, Merchant Shipping Notices, Marine Guidance Notices and relevant regulations;
- inform the safety officer, safety representatives and safety committee of any hazards on board the ship known to them, which may endanger the ship or her crew; and
- permit occupational health and safety inspections of any accessible part of the ship where crew members may be required to work.

6.2 Master's responsibility

It is very important that the master takes a close interest in the work of the safety officials, checking that the safety officer is fulfilling his responsibilities effectively, while giving support and encouragement. The master is the best person to ensure that the safety committee works successfully by encouraging all crew members to participate in the ship's safety culture.

6.3 Risk assessments

Masters should ensure that a risk assessment has been carried out to cover all work activities on board where there is a realistic risk of harm to personnel. Refer to the Code of Safe Working Practices Chapter 1.

The aim of risk assessments is to minimise accidents and ill health on board. Masters should ensure that not only are risk assessments prepared, but work activities are carried out in accordance with the risk assessments.

Many accidents and fatalities could have been prevented if crew members had followed the precautions highlighted in a risk assessment. An investigation into a recent fatality involving an accident during cargo operations found that had the seaman followed the precaution of standing at least one container away from the container being worked, the fatality would not have happened.

An example of a completed risk assessment is given at Annex 1.

7 ACCIDENT REPORTING

(See MGN 289)

While it is appreciated that your Safety Management System has a procedure covering accidents and injuries on board, there is also a requirement for the master or operator to report accidents and major injuries by the quickest means possible and as soon as possible after the occurrence to the Marine Accident Investigation Branch. Serious Injuries should be reported within 14 days and whilst there is no requirement to report a Hazardous Incident it is recommended that a report is sent.

The definitions of accidents and major injuries and serious injuries are contained in MGN 289.

Accidents should be reported to the Marine Accident Investigation Branch on form IRF and you should have copies of this form on board. It can also be downloaded from the Marine Accident Investigation Branch website: www.maib.gov.uk

8 MEDICAL STORES REQUIREMENTS

8.1 Medical equipment

A full list of medical equipment that must be carried is contained in MSN 1768

8.2 Person in charge of medical care on board ship

Any person designated to take charge of medical care on board ship, must have successfully completed an approved Medical Care training programme meeting the standards laid down in STCW Code A-VI/4-2 within the preceding five years.

9 SURVEYS AND AUDITS

9.1 Surveys

The surveys required are laid down MSN 1792 Sect. 28. The surveys which the MCA has delegated to other organisations are listed in the UK national annex.

Most statutory surveys (Loadline, Safety Construction, MARPOL, Safety Equipment, Safety Radio etc.) are conducted under the Harmonised System of Survey and Certification, detailed in MSN 1751, and should be arranged in plenty of time. Annual and periodical/intermediate surveys must be completed within the six month window occurring three months before and after the anniversary date of the certificate. The anniversary date is the day and month of the expiry date of the full term certificate. If a periodical or an annual survey is not carried out within the 'window' then the certificate must be renewed after a renewal survey. This takes longer and often costs more than an annual or a periodical survey. A certificate that has not been validated by an annual or a periodical survey within the 'window' becomes invalid and the ship risks detention. Renewal surveys must be carried out in the three month window prior to the expiry of the certificate.

9.2 Audits

ISM SMC, ISPS audits and ILO 178 inspections should be carried out at the same visit and this may need to be planned to ensure that this will be at a port where enough time is available.

Interim audits

Required at delivery of new buildings or where ships change their ISM management company. The designated person ashore should contact the MCA to arrange this audit.

Intermediate audits

A 12 month 'window' exists (between the 2nd and 3rd anniversary dates of the certificate) in which to arrange intermediate audits.

Renewal audits

To be completed in the three months prior to the expiry of the Safety Management Certificate. Arrange these early to ensure the certificate does not expire – this would almost certainly result in a major non-conformity.

It is recommended that all arrangements for audits are made in plenty of time through the Ensign head office at Newcastle so that a number of ship audits outside the UK can be grouped together to enable cost reductions through sharing of travel expenses.

9.3 ILO 178 inspections

(see MSN 1769)

The ILO Convention 178 and Recommendation 185 require the MCA to inspect seafarer's working and living conditions within specified time intervals. The requirements apply to United Kingdom registered sea-going vessels of 500 GT.

UK registered vessels will be inspected initially at first ISM audit (following registration) and at intervals not exceeding three years afterwards. This will usually be carried out during an ISM or ISPS audit to minimise the inconvenience to ship-owners and masters or in conjunction with other surveys where ISM compliance is not covered. The MCA is also required to investigate if a complaint is received or there is evidence that a ship does not conform to existing legislation in respect of seafarer's working and living conditions.

After the inspection the surveyor will issue a Report of Inspection of Seafarers Working and Living Conditions. The 'Ships Notice Board Copy' must be posted up in a suitable position in the accommodation where it can be seen and read by all crew members. The 'Masters Copy' will be left with the master. If any deficiencies are found these will be reported to the master for rectifying within an agreed time frame.

The ILO 178 inspection will generally cover areas such as:

- standards of maintenance and cleanliness of the ship's living and working areas;
- food, catering and the standards and cleanliness of food and provisions arrangements;
- crew accommodation arrangements;
- manning, medical examination of seafarers, medical provisions on board and the qualifications and training of crew members;
- hours of work and rest periods and the records kept;
- arrangements on board for the prevention of occupational accidents and for reporting and investigation of accidents; and
- Articles of Agreement, contracts of employment and/or any collective bargaining agreements in place relating to the terms and conditions of employment on board.

10 CONTINUOUS SYNOPSIS RECORD

Where yachts are required to be ISPS certified they should hold a document called a 'Continuous Synopsis Record' (CSR). This is a form of log book that stays with the ship for its whole life and records all changes of owner, flag, name, class, ISM etc. Whenever a change occurs a new section or a new document is issued and then each has a consecutive number. The numbers should show a complete record. If a ship is sold this document must stay with the ship.

The master is responsible for the proper upkeep of the CSR on board UK ships. When you first receive a new CSR, or first join the ship, you should check that the details are correct. There is a process for amending details which you can use and it is important that the details are always correct. Port State Control will check the CSR as a matter of routine at inspections.

10.1 Making amendments to the CSR

When any data entry in the current CSR requires an amendment you must act as quickly as possible. To do this you should fill in the changes on the Form 2 and send this to the Registry of Shipping and Seamen. The Registry of Shipping and Seamen will enter the new changes in the ship's master record and issue a new CSR sheet with the next consecutive number to be attached to the record on board. After this is done you must ensure that the Index of Amendments (Form 3) is kept up to date and also attached to the current CSR in date order.

10.2 Receiving an amended CSR

When you receive a new CSR or an amendment sheet, you should check its sequential number to make sure it is the correct next one, review the data entries to make sure they are correct and they cover all amendments in the Index of Amendments.

If you find that there are amendments that are not included in the CSR you should:

- complete a new Amendment Form 2 relating to each outstanding amendment and attach it to the latest CSR. List the amendments in the Index of Amendments (Form 3) attached to the latest CSR; and
- forward copies of the original Amendment Form(s) to the Registry of Shipping and Seamen.

If, for any reason, the ship's CSR records are lost or damaged it is essential that they are restored as quickly as possible in order to avoid potential delays to the ship's voyage. You should contact the Registry of Shipping and Seamen as quickly as possible who will provide signed and stamped duplicates.

11 UK PUBLICATIONS REQUIRED TO BE ONBOARD

The following UK publications are required to be carried:

- Official log book (MCA)
- Crew Agreement Forms (MCA)
- Code of Safe Working Practices (MCA) - The following numbers are required to be carried:
 - 5 crew or less – 1 copy
 - More than 5 crew but less than 20 – 4 copies
 - More than 20 crew – 6 plus
- Merchant Shipping Notices, Marine Guidance Notes and Marine Information Notes (MCA) [Only (M) and (M+F) designated notices are required for Merchant ships]
- charts (corrected within last 9 months max.)
- Mariners' Handbook (NP100) (UKHO)
- Notices to Mariners (UKHO)
- Notices to Mariners – Annual Summary (UKHO)
- lists of radio signals (GMDSS Ch.V) (NP285) (UKHO)
- Nautical Almanac (UKHO)
- list of lights +
- sailing directions (pilot books) +
- tide tables +
- tidal stream atlases +
- navigation tables (distant water vessels only) +
- Operating and maintenance instructions for navigational aids carried by the ship
- MCA Ship Captain's Medical Guide (Category A & B)
- IAMSAR vol. III
- International Code of Signals (>300GT)

(+ may be included in certain almanacs)

12 TRAINING

(See MSN 1802, MGN 156 and MGN 270)

Masters of large yachts are reminded of the requirements to complete training record books for ratings and prospective entry level officers.

Sea service testimonials will need to be issued, signed masters, owners or superintendents, to prove experience of crew members going for higher qualifications or, in the case of officers, revalidating. Examples are given in the annexes of MGNs 156 & 270 and MSN 1802.

ANNEX 1 EXAMPLE OF COMPLETED RISK ASSESSMENT FORM

Company Document Control Number RA02/Rev12/05

DETAILED RISK ASSESSMENT - SPECIMEN

Ship name MV Example

Record Number Example / Risk Assessment / File 01-001

Current assessment date: 12/ 05 Last assessment date: 12/ 04

Work activity being assessed: Working aloft on the Main Mast

Section 1

Hazard Analysis of the Intended Work Activity

Hazard no.	Description of Identified Hazards	Existing Control Measures to Protect Personnel from Harm
1	Working aloft	(a) Permit to-work issued for work while aloft (b) Permit-to-work procedure followed
2	Falling off ladder while climbing	(a) Use appropriate safety harness (b) Supply appropriate PPE (c) Obey guidance from local safety sign (d) Endorsement of working aloft procedures and training
3	Falling from heights whilst working	(a) Safety harness secured (b) Endorsement of working aloft procedures and training
4	Ships whistle being sounded whilst aloft	(a) Isolate whistle (b) Place 'Man Aloft' signs on all whistle controls
5	Being hit by a rotating radar aerial	(a) Isolate radar to stop rotation (b) Place 'Man Aloft' sign on radars
6	Radiation hazard from radar and radio aerials	(a) Isolate radar (b) Isolate all aerials (c) Place appropriate safety notices on mast
7	Electrocution hazard	(a) Isolate electrical equipment as appropriate (b) Place appropriate safety notices on isolators
8	Object falling from aloft/above	(a) Adequate training of support staff below (b) Supply appropriate PPE
9	Weather and Sea hazard	(a) Arrange work in daylight conditions (b) Arrange work in dry conditions (c) Arrange work in calm weather (d) Arrange work to be carried out in port or calm seas

Section 2
Assessment of Risk Factor

Likelihood of Harm	Severity of Harm		
	Slight	Moderate	Extreme
Very Unlikely	VERY LOW RISK	VERY LOW RISK	HIGH RISK
Unlikely	VERY LOW RISK	MEDIUM RISK	VERY HIGH RISK
Likely	LOW RISK	HIGH RISK	VERY HIGH RISK
Very Likely	LOW RISK	VERY HIGH RISK	VERY HIGH RISK

Hazar no.	Likelihood of Harm	Severity of Harm	Risk Factor
1	Very Unlikely	Moderate	Very Low
2	Unlikely	Moderate	Medium
3	Unlikely	Moderate	Medium
4	Very Unlikely	Slight	Very Low
5	Very Unlikely	Slight	Very Low
6	Very Unlikely	Slight	Very Low
7	Very Unlikely	Slight	Very Low
8	Likely	Moderate	High
9	Very Unlikely	Moderate	Very Low

To assess the risk factor arising from the hazard:

1. Select the expression for likelihood which most applies to the hazard;
2. Select the expression for severity of harm which most applies to the hazard;
3. Cross reference using the above table to determine the level of risk.
4. If the Risk Factor is MEDIUM or above (Yellow, Orange or Red) additional control measures should be implemented and recorded in Section 3.

Section 3
Additional Control Measures to Reduce the Risk of Harm

Hazar no.	Further Risk Control Measeures	Remedial Action Date	Review Date
1			
2	Can work be delayed to enable other means of access	As of job date	Next annual review
3	Can work be delayed to enable other means of access	As of job date	Next annual review
4			
5			
6			
7			
8	Secure all tools appropriately	As of job date	Immediate
9	Monitor local conditions	As of job date	Next annual review
10			

Additional comments:

Remedial action will be addressed at the next assessment review date

Assessment review date December 2006