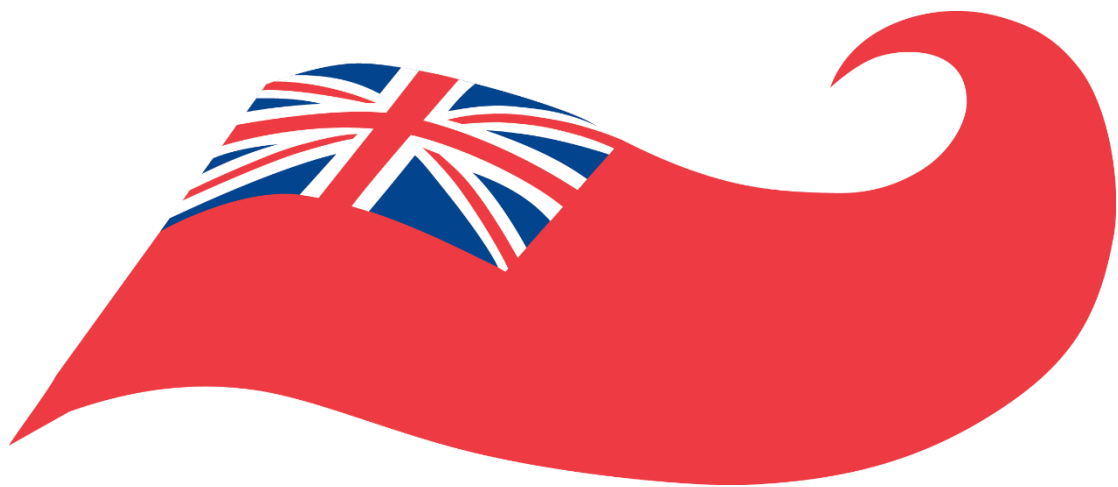




Maritime &  
Coastguard  
Agency

# A Master's Guide to the UK Flag



May 2017

## Introduction

This guide is for managers, masters and senior officers of United Kingdom registered vessels. 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.

This version has been updated in line with the coming into force of the Maritime Labour Convention (MLC), 2006

Detailed requirements for operating UK ships can be found in UK Regulations, Merchant Shipping Notices, Guidance to Surveyors and various publications 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 web site at:

<http://www.gov.uk/mca/>

Managers, masters, and seafarers serving in United Kingdom ships are welcome to contact the Maritime and Coastguard Agency by phone, fax or e mail for further advice and guidance. You may contact your company's nominated MCA Customer Service Manager or contact the MCA Duty Surveyor **24 hours a day** on:

**Tel: + 44 (0) 7810 528504**  
**[info@mca.gov.uk](mailto:info@mca.gov.uk)**

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The MCA would welcome any feedback and suggestions for improvements to this document. Please forward suggestions to [ukshipregister@mca.gov.uk](mailto:ukshipregister@mca.gov.uk).

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## **1 Manning and STCW Requirements**

### **1.1 Manning on board**

(See MSN 1767)

1.1.1 All merchant ships on the United Kingdom register of 500 GT and over must have a Safe Manning Document issued by the MCA. Safe Manning Documents are only issued after consultation with the Owner or Manager. Class and other organisations are not permitted to issue Safe Manning Documents for United Kingdom ships. The requirements relating to safe manning apply to all sea-going UK ships. Ships under 500 GT can be issued with a Safe Manning Document on a voluntary basis.

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

1.1.3 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 specified on the Safe Manning Document. If a Master plans to sail a vessel in non-compliance with the Safe Manning Document they 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)

1.2.1 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.

1.2.2 The Master must ensure that all the officers who require a United Kingdom Certificate of Equivalent Competency 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 they join then you 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 (CRA), with a validity of 3 months, 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.

1.2.3 These steps 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 ship being detained.

### **1.3 Watch Keeping Ratings**

(See MGN 97 and MIN 473)

1.3.1 The Safe Manning Document will state the grades of Deck Ratings required; refer to MGN 97 for information as to the training required for the different grades.

1.3.2 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.

### **1.4 Medical Certificates**

(See MSN 1815)

MSN 1815 has a list of countries whose medical certificates are accepted as equivalent to a UK medical certificate.

### **1.5 UK Discharge Books**

(See MGN 134)

All officers and crew on UK ships can apply for a UK Discharge Book. Vessels have had problems with Port State Control where officers and crew did not hold UK Discharge Books. Discharge books are generally used to confirm sea service as required by the MLC regulations.

## **2 Hours of Work and Rest**

(See MSN 1842)

The applicable United Kingdom regulations are the Merchant Shipping (Hours of Work) Regulations 2002 (SI 2002 No. 2125), as amended by the Merchant Shipping (Maritime Labour Convention) (Hours of Work) (Amendment) Regulations 2014. An unofficial consolidated text is available on the www.gov.uk website at <https://www.gov.uk/government/publications/unofficial-consolidated-text-merchant-shipping-regulations-2002>.

### **2.1 Rest**

2.1.1 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**; and
- 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.

2.1.2 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, this should be recorded as hours of work and the Master, or a person authorised by you, has to ensure that the seafarer is provided with an adequate compensatory period of rest. "Call-outs to work", includes taking part in a safety drill.

## 2.2 UMS (Unmanned Machinery Space)

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 them has to be recalculated.

## 2.3 Hours of Rest Schedule

2.3.1 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.

2.3.2 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 may record a deficiency if it is not available and posted up.

## 2.4 Records

2.4.1 Accurate records of hours of rest should be maintained. One copy should be held by the Master and a copy given to the seafarer. The hours of rest record should be signed by both the seafarer and the master or his deputy.

2.4.2 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 made available for inspection.

## **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 ship 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**

2.6.1 There will obviously be times such as:

- Emergencies and situations likely to become emergencies unless action is taken;
- 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.

2.6.2 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 it, for those crew affected.

2.6.3 In deciding which 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 in order that port dues may be minimised is not a valid factor under this definition and counts as a commercial need.

2.6.4 A shipowner may apply to MCA for limited authorised exceptions to the minimum hours of rest above. Details are in MGN 448. However, the scope for such exceptions is very limited, and they will only be permitted for a period of 2 weeks at a time.

## **2.7 Statutory Paid Leave**

2.7.1 The regulations state that a seafarer is entitled to paid annual leave of at least 2.5 days per month of employment, plus an additional 8 days per year (in respect of UK public holidays) or a proportion of those periods in respect of



a period of employment of less than one month or one year. This may be taken in instalments but may not be replaced by a payment in lieu, except where the seafarer's employment is terminated.

2.7.2 Arrangements for when leave can be taken are to be agreed between seafarers and the employer.

2.7.3 Where seafarers have regular periods of leave as part of their pattern of work (e.g. one month on, one month off) statutory paid leave may be included within that pattern. This should be made clear in the individual's Seafarer Employment Agreement (SEA).

## **2.8 Shore leave**

2.8.1 Wherever possible, where consistent with their operational duties, seafarers should be granted shore leave in ports of call, for the benefit of their health and well-being.

2.8.2 There is no absolute duty to give seafarers shore leave in all circumstances. For example, where there is public disorder or a security risk in the port, shore leave may not benefit the seafarer's health and well-being. Additionally, this requirement does not override the normal port security arrangements.

## **3 Seafarer employment agreements and lists of crew**

(See MGN 477)

### **3.1 General**

3.1.1 The Merchant Shipping (Maritime Labour Convention) (Minimum Requirements for Seafarers etc.) Regulations 2014 requires that every seafarer on a sea-going United Kingdom ship shall have an agreement in writing with the shipowner, or with their employer and the shipowner, setting out their terms and conditions for working on board. This is known as a seafarer employment agreement (SEA), and may consist of one or more documents, but must contain at least minimum provisions, which can be found listed in an Annex to MGN 477.

3.1.2 There is no mandatory form of an SEA. The shipowner must ensure that there is a copy of any SEA in use on the ship available on board, including (for non-English agreements) a translation of any relevant provisions in English. Additionally, a copy of any Collective Bargaining Agreement (CBA) referenced within an SEA must also be carried onboard for inspection, if required.

3.1.3 The SEA is a requirement of both UK legislation and of the ILO Maritime Labour Convention, 2006. Failure to ensure that all seafarers on board have a valid SEA constitutes an offence by the shipowner and may result in the ship being detained following a port State Control inspection.

### 3.2 List of Crew

3.2.1 The form for a List of Crew is available from [www.gov.uk](http://www.gov.uk) (search: “list of crew”). A List of Crew must be maintained on board, which contains the following minimum details:

*Name of ship, its port of registry and official (IMO) number*  
*Name and address of shipowner*

And for every seafarer -

*Reference number*

This should be the same as the reference number for that seafarer in the Official Log Book.

*Name and address of seafarer (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 they have one. If they hold 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.*

*The capacity in which employed (on current ship)*

*Name and Relationship of next of kin and address if different from above*

*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 their seafarer employment agreement, or an entry of “agreement terminated” should other relevant circumstances apply.

*Date of commencement of employment on board*

*Date and Place of leaving the ship*

*Signatures*

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

3.2.3 If the crew member is not available to sign off, through desertion or through being hospitalised, for example, or if they die then the reason is entered in (b) and the Master should sign (c).

3.2.4 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 their name added in the List of Crew at the front.

3.2.5 The lower section of the List of Crew is to be filled in with details of the certificates of competency held by each officer. In the 4th Column along details of any tanker endorsements or other appropriate qualifications required for the ship in which they are engaged are to be entered.

3.2.6 An up-to-date copy of the List of Crew must be maintained by the owner ashore at an address in the United Kingdom.

3.2.7 The List of Crew remains valid until the last member of the crew on the list has been discharged from the vessel. A copy of the List of Crew must be sent when the list is closed, and at least every 6 months, to the Registry of Shipping and Seamen, together with the Official Log Book (OLB).

### **3.3 List of Young Persons**

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 List of Crew form and the reference number on the List of Young Persons will be the same as the reference number assigned on the List of Crew form and OLB.

### **3.4 Passenger List**

In addition to the recording of passengers, the Passenger List should also be used for recording any “supernumeraries”, which would previously have been recorded on the Articles (prior to the implementation of the MLC). The form for a Passenger List can be found at [www.gov.uk](http://www.gov.uk) (search: passenger list).

## **4 Official Log Books**

### **Cargo ships only -**

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

4.2 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**

4.3 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.

4.4 The second section is for the names of successive Masters of the ship. The Master opening the Official Log Book should enter their 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, they do not need to add their name a second time.

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

4.6 The final section on page 1 is for the date and place at which the log book is opened.

4.7 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**

4.8 This section records all seafarers on board. The first column "Reference number in list of crew" is for the consecutive number given to each entry in the list of crew. When each seafarer signs the list of crew, the number opposite to their entry in the list of crew is entered in this first column, their name is in the second column and the capacity in which employed is in the third. These three parts should be filled in when the seafarer joins the ship.

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

4.10 Column 4 "If entry made in narrative section give relevant page." forms an index. If any entry in respect of a seafarer 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

4.11 All entries in this section should be made by the Master.

### Pages 8 and 9 - Births and deaths

4.12 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.

4.13 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.

4.14 The form MSF 4605 (formerly RBD.1) referred to is available at Annex 2, from the Registry of Shipping and Seamen or any Marine Office.

### Pages 10 to 14 - Record of musters, boat drills etc

4.15 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 Hatch 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 Hatch 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 Hatch Master  S Tanashchuk Chief Officer

4.16 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.

4.17 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".

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

### **Pages 15 to 18 - Record of test drills and inspections of steering gear**

4.20 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 3 months.

Typical entries might appear as:

<b>Date, time and place of test drill, inspection or pre-sea check</b>	<b>Nature of Inspection, test drill or check of Steering Gear</b>	<b>Date of Entry</b>	<b>Signatures of master and officer</b>
02/03/05 1700 LT Riverside Quay South Shields	Steering gear tested satisfactorily in all modes	02/03/05	P Hatch 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 Hatch Master  S Tanashchuk Chief Officer

4.21 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.**

4.22 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 7 days. The inspection must be carried out by the Master who 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.

4.23 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
1700 LT 01/04/06	P Hatch Master  S Tanashchuk Chief Officer	Accommodation inspected all areas satisfactory	01/04/06	P Hatch Master  S Tanashchuk Chief Officer
1030 LT 08/04/06	P Hatch Master  A Grypachov Second Officer	Crew mess room lighting defective - repaired satisfactorily	08/04/06	P Hatch Master  A Grypachov Second Officer

### Pages 24 to 28 - Record of inspections of food and water

4.24 Standards and guidance for food hygiene and fresh water systems are contained in MSN 1845(M) (and MGN 525(M+F) Amendment 1 for fishing vessels and ships not operating commercially).

4.25 There are no minimum requirements as to the minimum amount of food. The Regulations state:-

- "34. (1) The shipowner and the master of a ship must ensure that food and drinking water are provided which
- (a) are suitable in respect of quantity, quality and, in relation to food, nutritional value and variety, taking account of –
    - (i) the number of seafarers on board and the character, nature and duration of the voyage;
    - (ii) the different religious requirements and cultural practices in relation to food of the seafarers on board;
  - (b) do not contain anything which is likely to cause sickness or injury to health or which renders any food or drinking water unpalatable; and
  - (c) are otherwise fit for consumption."

- (2) The shipowner and master of a ship must ensure that food and drinking water provided in accordance with paragraph (1) are provided free of charge to all seafarers while they are on board.”

4.26 The records of inspections in this section are similar to those in the previous section. The United Kingdom Regulation requires that inspections are carried out not less than once a week.

4.27 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.

4.28 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 Hatch Master  W Academia Cook	Food and fresh water satisfactory	01/01/06	P Hatch Master  W Academia Cook
08/01/06	P Hatch Master  W Academia Cook	Food and fresh water satisfactory	08/01/06	P Hatch Master  W Academia Cook

### **Page 29 - Load line, depth of loading etc.**

4.29 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**

4.30 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 MSF 2004 (formerly FRE 13) Form**

4.31 Column (15) refers to the date and time of posting the notice FRE13/



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.

4.32 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.

4.33 Copies of FRE13/ MSF 2004 are available in MSN 1752 page 75 or from Marine Offices.

4.34 Normally it will be convenient for the person completing Form FRE13/ 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 FRE13/ MSF 2004 will be the second signatory for this section.

### **Pages 40 to 76 - Narrative section**

4.35 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 seafarers, i.e. when they sign off the list of crew (note there is no need to make an entry when crew members sign on to the list of crew, 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 OLB.

4.36 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.

4.37 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.

<b>Date and hour of occurrence</b>	<b>Place of the occurrence, or situation by latitude and longitude at sea</b>	<b>Date of entry</b>	<b>Entries required to be made under Section 77 of the Merchant Shipping Act 1995</b>
1200 UTC 04/02/06	South Shields	04/02/06	On this day I have opened OLB signed on crew members Nos 1 – 15 in the List of Crew. P Hatch Master S Tanashchuk Chief Officer
0900 UTC 05/02/06	South Shields	05/02/06	A Grypachov Second Officer appointed as Safety Officer. Safety Representative J Pamis elected P Hatch Master S Tanashchuk Chief Officer
1630 LT 15/02/06	Malta	15/02/06	On this day signed off Nos 2, 4 & 10 in list of crew to proceed on leave P Hatch Master S Tanashchuk Chief Officer
0900 LT 06/03/06	Rotterdam	06/02/06	On this day P Hatch was replaced by G Johnson as Master. All documents handed over in good order P Hatch G Johnson
1730 LT 15/04/06	At sea 55° 10' N 01° 01' E	15/04/06	Dangerous Space drill carried out. All equipment satisfactory G Johnson Master S Tanashchuk Chief Officer
0642 LT 21/04/06	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 G Johnson Master S Tanashchuk Chief Officer
1300 LT 28/04/06	Rotterdam	28/04/06	Seafarer employment agreement and official log book closed G Johnson Master S Tanashchuk Chief Officer

4.38 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.

4.39 The OLB should be returned with the completed lists of crew at the end of the voyage.

4.40 The requirements for opening and closing an OLB are contained in Merchant Shipping (Official Log Books) Regulations 1981 (SI 1981/0569). In summary, the logbook should be closed 6 months after the first entry is made.

4.41 There is also a requirement to record the official working language of the ship. If this is not recorded elsewhere onboard, then it should be recorded in the OLB narrative section.

## 5. GMDSS Log Book

5.1 All UK ships are required to carry a GMDSS log book, see MGN 530; MCA GMDSS radio logs are available from book shops e.g. [www.tsoshop.co.uk/](http://www.tsoshop.co.uk/). 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.

5.2 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 List of Crew when these are closed.

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

### Radio tests required:

#### 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)

6.1.1 Every person on board a ship has a responsibility for safety. Merchant Shipping regulations place 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**

6.1.2 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.

6.1.3 Amongst the duties of the Safety Officer it is their 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;
- Occupational health and safety inspections are carried out 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;
- Any work is stopped which it is reasonably believed may cause an accident and inform the Master who shall be responsible for deciding when work can safely be resumed;
- The minutes of each safety committee meeting are accessible to all the crew.

6.1.4 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.

### **Safety Representative**

6.1.5 A safety representative must be someone who has at least 2 years sea service since they were 18. If the ship is a tanker they also need at least 6 months service in tankers (oil, gas, or chemicals as appropriate).

6.1.6 The Master is required to record the election of safety representatives to a safety committee in the narrative section of the Official Log Book. The number of representatives that should be elected will depend on the number of seafarers on board, the number of departments and work groups. As far as practicable, seafarers at all levels in all departments should have effective representation.

6.1.7 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 their duties and responsibilities. They can:

- Participate in any investigations or inspections carried out by the Safety Officer subject to their agreement, or after notification to the Master, undertake similar investigations or inspections themselves, whether or not they have been carried out by the Safety Officer;
- Consult with the Master and Safety Officer 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 Officer.

### **Safety Committee**

6.1.8 On every ship with five or more seafarers on board, whether or not safety representatives have been 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, but the Committee should meet regularly, taking into account the pattern of operation of the ship and the arrangement for manning and with sufficient frequency to ensure continuous improvement in safety.

6.1.9 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;

- 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,
- Inspect any of the records required to be kept by the Safety Officer and ensure that any conclusions reached on matters of safety are followed up.

6.1.10 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 its crew,
- 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 their 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**

6.3.1 The shipowner and each employer have a duty to ensure that risk assessments have been carried out to cover all work activities on board. The aim of risk assessments is to minimise accidents and ill health on board.

6.3.2 In practice, the master should ensure that risk assessments are carried out for new work or work in new situations, and that these are referred to and used to ensure safe working where there is a realistic risk of harm to personnel. Refer to the Code of Safe Working Practices for Merchant Seamen Chapter 1.

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

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

## **7 Accident Reporting**

(See MGN 458)

7.1 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.

7.2 The definitions of Accidents and Major Injuries and Serious Injuries are contained in MGN 458.

7.3 Accidents should be reported to the Marine Accident Investigation Branch on form ARF 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](http://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 5 years.

## **9 Surveys and Audits**

### **9.1 Surveys**

(See MSN 1751)

Statutory surveys (Loadline, Safety Construction, MARPOL, Safety Equipment, Safety Radio etc.) should be arranged in plenty of time. Annual and periodical/intermediate surveys must be completed within the 6 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 reinstated following a survey, the thoroughness and stringency of which will depend on the time the required survey was allowed to lapse. This may take longer and cost 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 Authorised Survey Organisations

9.2.1 Surveys for Load Line, Safety Radio, Safety Construction, and MARPOL have been fully delegated to your classification society and can be arranged directly with Class.

9.2.2 Surveys for Safety Equipment should be arranged through your MCA Customer Service Manager (CSM) or your local MCA Marine Office.

The MCA may authorise Class to carry out the survey on a case-by-case basis however the MCA will conduct surveys themselves -

- at 1 survey in 5
- where the MCA feel the need to inspect the ship e.g. after a detention.

9.2.3 Ships on the Alternative Compliance Scheme (ACS) program (see MGN 537) can arrange all surveys directly with their Classification Society, except for ISM and ISPS audits and MLC surveys.

9.2.4 Where ships are not classed contact the MCA for surveys.

## 9.3 DoC for Dangerous Goods

Annual survey for arrangements for Document of Compliance for Carriage of Dangerous Goods is considered by the MCA to be included in the Safety Equipment Survey.

## 9.4 Audits

9.4.1 ISM Safety Management Certificate (SMC), ISPS audits and MLC surveys 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.

### *ISM Shipboard Audits*

9.4.2 Shipboard audits for the International Safety Management (ISM) Code will normally be carried out by MCA surveyors. ISM shipboard audits should be arranged in plenty of time with the MCA Customer Service Manager via your Designated Person Ashore (DPA).

### *Interim audits*

9.4.3 Required at delivery of new buildings or where ships change their ISM



Management Company. The DPA should contact the MCA to arrange this audit.

#### *Intermediate audits*

9.4.4 A 12 month 'window' exists (between the 2nd and 3rd Anniversary Dates of the certificate) in which to arrange intermediate audits. We recommend you begin arranging this audit as soon as the 'window' opens to avoid problems later on when the time available is less and availability of auditors may affect the ability to carry out the audit in the most convenient location.

#### *Renewal audits*

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

#### *ISPS Verification Audits*

9.4.6 Verification audits for the International Ship and Port Facility Security (ISPS Code) will normally be carried out by surveyors from the MCA, normally at the same time as the ISM audit. ISPS audits should be arranged as above.

## **9.5 MLC, 2006 Surveys**

(See MSN 1848)

9.5.1 Ships of 500GT and over operating internationally or in a foreign port require a Maritime Labour Certificate. Shipowners for ships under 500GT which operate internationally or in a foreign port may also request a survey for issue of a certificate. Surveys will normally be carried out by MCA surveyors

9.5.2 A Maritime Labour Certificate is valid for five years, subject to an intermediate survey between the second and third year, after which the certificate may be endorsed.

9.5.3 All ships, whether or not they require a Maritime Labour Certificate, will be inspected twice within a five year period and surveys or inspections will, where appropriate, be conducted at the same time as ISM audits.

9.5.4 Prior to applying for survey or inspection, the shipowner should familiarise themselves with the UK's Declaration of Maritime Labour Compliance Part 1, available on the MCA website, and, if they need or want a Maritime Labour Certificate, should prepare a Declaration of Maritime Labour Compliance Part 2.

9.5.5 An interim Maritime Labour Certificate will be issued to:

- a new build; or
- when the ship changes flag; or

- when the applicant wishes to change the person named as “shipowner” on an existing Maritime Labour Certificate.

9.5.6 An interim Maritime Labour Certificate is valid for a maximum period of 6 months, and cannot be revalidated, nor can a second interim certificate be issued. Before the end of the 6-month validity of the interim Maritime Labour Certificate, the ship should be subject to full survey to determine whether a full Maritime Labour Certificate can be issued. Standard A5.1.3.8 of the MLC, 2006 sets out the requirements on this point.

9.5.7 The survey will cover the following working and living conditions under the MLC:

- Minimum age
- Medical certification
- Qualification of seafarers
- Seafarers’ employment agreements
- Use of any licensed or certified or regulated private recruitment and placement service
- Hours of rest
- Manning levels for the ship
- Accommodation
- On-board recreational facilities
- Food and catering
- Health and safety and accident prevention
- On-board medical care
- On-board complaint procedures
- Payment of wages

## **10 Stowaways and Refugees**

See MGN 70.

## **11 Continuous Synopsis Record**

11.0.1 Every ship is now provided with 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.

11.0.2 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.

## 11.1 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.

## 11.2 Receiving an amended CSR

11.2.1 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.

11.2.2 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

11.2.3 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.

## 12 UK Publications required to be onboard

The following UK publications are required to be carried:

- Official Log Book (MCA)
- Code of Safe Working Practices (MCA) a sufficient number of copies on board (whether in hard copy or electronic means) so that it is easily accessible and readily available to workers and seafarers.
- International Code of Signals (IMO)
- IAMSAR Manual Volume III
- Mariners' Handbook (UKHO)
- Merchant Shipping Notices, Marine Guidance Notes and Marine Information Notes (MCA) [Only (M) and (M+F) designated notices are required for Merchant ships]
- Notices to Mariners (UKHO)
- Notices to Mariners – Annual Summary (UKHO)
- Lists of Radio Signals (UKHO)

- Lists of Lights (UKHO)
- Sailing Directions (UKHO)
- Nautical Almanac (UKHO)
- Navigational Tables
- Tide Tables
- Tidal Stream Atlases
- Operating and Maintenance Instructions for Navigational Aids Carried by the Ship
- Ship Captains Medical Guide (MCA)

### 13 Cadet Training - Overseeing of NVQ portfolios

(Refer also to the MNTB guidelines for training at sea, the introduction to Vocational Qualifications at the beginning of the NVQ Portfolio and MSN 1634)

13.1 As soon as possible after the candidate first joins the ship, it is the Master's duty to ensure that the necessary opportunities are presented to enable the candidate to complete the Priority Familiarisation and Safety Tasks.

13.2 The tasks completed thereafter should be inspected and signed upon joining the vessel, each month thereafter and at the end of the voyage.

13.3 For deck cadets - a steering certificate should be completed and signed when the candidate has obtained the necessary experience and reaches the required standard. It is extremely important that the candidate is given adequate supervised bridge watchkeeping experience after the first sea phase. The MCA require that all deck candidates for a first certificate of competency must spend six of their final 12 months qualifying sea time engaged in bridge watchkeeping duties under the supervision of a deck officer. This requirement means that the balance of emphasis in terms of training during the latter sea phases should be directed towards watchkeeping.

13.4 In the event that some tasks are not able to be completed, then a suitable alternative task to a similar standard may be completed and recorded in the relevant section of additional tasks provided for each unit. This space may also be used for any additional tasks not specified and so provide further evidence that such training and experience has been acquired.

13.5 Officers who act as witnesses to the tasks should sign and date the appropriate tasks and enter their name in the "Record of Authenticating Officers" list. Any task should only be signed as complete when the demands of the task have been met. The signature will attest to the Authentication statement shown in each task and where more than one activity is detailed within a task, this statement must be true for **all** activities.

13.6 The number of tasks specified has no bearing on how many times the candidate must complete the task, it may take several attempts. However, for each attempt not reaching full competence, the officer must give clear information on the areas that are lacking so that the candidate may address these deficiencies. This is particularly important at the end of the voyage, where

the candidate may be joining another vessel where the officers will have limited indications of the candidate's progress. In this respect, notes may be attached to the Cumulative Evidence Summary to explain the level of competence indicated.

13.7 Masters and Officers need to know that the standard expected of the candidate (when competence is reached) is that of a person about to take up the job for which the award is made. Cadets are expected at the end of their training to be competent to start to undertake the job of watchkeeping officer, but they will clearly be lacking in experience.

## 14 Alcohol and Drugs

14.1 Any level of alcohol or drug consumption by crew members on board a ship has implications for the safety of the vessel, the crew and any passengers. Even small quantities of alcohol or drugs have been shown to impair judgment and increase the risk of accidents.

14.2 It is an offence for a professional seafarer to be impaired by drink or drugs on board ship or at any time on board a vessel if they might be required to undertake emergency duties to protect the safety of passengers.

14.3 The alcohol limits for professional mariners on all UK flagged ships and any ship operating in UK waters are:

Limit	Railways and Transport Safety Act 2003
Blood	50 milligrammes in 100 millilitres
Breath	25 microgrammes in 100 millilitres
Urine	67 milligrammes in 100 millilitres

14.4 More information on alcohol limits is published in MGN 566 and Masters will need to ensure that they are aware of, and comply with these limits.

# 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

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			Hazard no.	Likelihood of Harm	Severity of Harm	Risk Factor
	Slight harm	Moderate harm	Extreme Harm				
Very unlikely	VERY LOW RISK	VERY LOW RISK	HIGH RISK	1	Very unlikely	Moderate	Very low
	VERY LOW RISK	MEDIUM RISK	VERY HIGH RISK	2	Unlikely	Moderate	Medium
	VERY LOW RISK	MEDIUM RISK	VERY HIGH RISK	3	Unlikely	Moderate	Medium
Unlikely	VERY LOW RISK	MEDIUM RISK	VERY HIGH RISK	4	Very unlikely	Slight	Very low
	VERY LOW RISK	MEDIUM RISK	VERY HIGH RISK	5	Very unlikely	Slight	Very low
Likely	LOW RISK	HIGH RISK	VERY HIGH RISK	6	Very unlikely	Slight	Very low
	LOW RISK	HIGH RISK	VERY HIGH RISK	7	Very unlikely	Slight	Very low
	LOW RISK	HIGH RISK	VERY HIGH RISK	8	Likely	Moderate	High
Very Likely	LOW RISK	VERY HIGH RISK	VERY HIGH RISK	9	Very unlikely	Moderate	Very low
	LOW RISK	VERY HIGH RISK	VERY HIGH RISK	10			

#### To assess the risk factor arising from the hazard:

- Select the expression for likelihood which most applies to the hazard;
- Select the expression for severity of harm which most applies to the hazard;
- Cross reference using the above table to determine the level of risk.
- 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

Hazard no.	Further Risk Control Measures	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\_\_\_\_\_

Surv 46

## Annex 2 MSF 4605 (RBD 1)



Department for Transport  
Merchant Shipping Act 1995



## Return of Births and Deaths RBD 1

For the purpose of Regulations 5 and 6 of the Merchant Shipping  
(Return of Births and Deaths) Regulations 1979

**Important:** The Consul or other Officer abroad, or the Superintendent in the United Kingdom to whom this Return is given, should forward it without delay direct to:-

Registry of Shipping and Seamen  
MCA Cardiff  
Anchor Court  
Ocean Way  
Cardiff  
CF24 5JW

Tel: 02920 448800  
Fax: 02920 448820  
E-mail rss@mcga.gov.uk

Name of Ship	Official number or, if a Fishing vessel, RSS number together with port Letters and Number	Port of Registry (if the ship is registered outside the UK or is unregistered state also the name and address of owners)

Instructions to Masters <sup>1</sup>

A return of Death should be delivered to a Superintendent, Consul or Shipping Master at the earliest opportunity. The Master should produce the Return together with his Official Log Book recording the occurrence.

<p><b>UK Ships (Registered &amp; Unregistered)</b> The Master is required to make a Return of:</p> <ul style="list-style-type: none"> <li>• Any birth of a child</li> <li>• Any death in the ship <sup>2</sup></li> <li>• The death of any person employed in the ship, where it occurred outside the UK</li> </ul> <p><b>Other Ships</b> If the ship calls at a port the Master is required to make a return of any birth or death of a citizen of the UK or Colonies <sup>3</sup> which has occurred in the ship during the voyage.</p> <p><b>Instructions to Consuls, Shipping Masters and Superintendents</b> The officer receiving a Return from a Master must be satisfied that:</p> <ul style="list-style-type: none"> <li>• It is correctly completed in all particulars. Any omission or ambiguity (such as stating the cause of death simply as "missing") will lead to delay in registration.</li> <li>• The person making the Return is the Master of the ship.</li> <li>• The vessel is a sea-going ship.</li> <li>• The entry in this Return and in the Official Log Book (where carried) are consistent with one another.</li> </ul>	<p>If a death occurred ashore, or the body was brought ashore, it will be helpful if a copy of the Post Mortem findings or other medical or police reports (with a translation into English if in a foreign language) is attached to the Return.</p> <p>The Officer should also refer to his instructions or notes for guidance in order to find out whether he is to hold an inquiry into the cause of death.</p> <p>In the event of difficulties, assistance should be sought from the RSS at the above address.</p> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Master includes every person (except a pilot) having command or charge of any ship.</li> <li>2. In the ship includes: in a ship's boat or life-raft; being lost from a ship includes: a ship's boat or life-raft.</li> <li>3. Citizen of the UK and Colonies under the British Nationality Act 1981 means a person who is a: <ul style="list-style-type: none"> <li>• British Citizen</li> <li>• British Dependant Territories Citizen</li> <li>• British Overseas Citizen</li> <li>• British National (Overseas), (under the Hong Kong 'British Nationality' order 1986)</li> </ul> </li> </ol>
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<b>PART A: DEATH AT SEA: PARTICULARS OF DECEASED</b>	
Date of Death	
Place of Death or loss (Latitude and Longitude if at sea)	
Name and Surname of Deceased (also maiden name of woman who has married, if known)	
Sex	
Date of Birth (if known) or age	
Occupation, rank or profession	
Usual residence at time of Death	
Nationality	
Cause of Death  Certified correct by ship's doctor or other Medical Practitioner (where possible)  <small>When completing this form or making entries in the Log Book as to the "Cause of Death", terms such as "suicide" or "missing" should be avoided and more specific terms such as "gunshot wound to the head" or "lost at sea believed killed or drowned" used instead.</small>	
<b>Certificate to be signed by the Master</b>	
I Certify that: <ul style="list-style-type: none"> <li>• This Return is correct and true</li> <li>• I have recorded the Death in the Official Log Book or other record of the ship</li> </ul> The extract from the Official Log Book at page 4 of this Return is a true extract	<b>Signature of Master</b> ..... <b>Full name of Master (in capitals)</b> ..... <b>Date:</b> .....
<b>Certificate to be signed by the Proper Officer to whom this return is delivered.</b>	
I Certify that: <ul style="list-style-type: none"> <li>• This report was made to me at the date and place shown above.</li> <li>• I have examined the Official Log Book containing the relevant entries</li> <li>• I have/have not held an inquiry under Section 271 of the Merchant Shipping Act 1995 (*please delete as appropriate).</li> </ul>	<b>Signature of Officer</b> ..... <b>Full name of Officer (in capitals)</b> ..... <b>Date:</b> .....

<b>PART B: BIRTH AT SEA: DETAILS OF BIRTH</b>	
<b>Date of Birth</b>	
<b>Place of Birth (Latitude and Longitude if at sea)</b>	
<b>Forenames (if any) and Surname of child</b>	
<b>Sex</b>	
<b>FATHER*</b>	<b>Name, Surname and Occupation</b>
	<b>Usual residence &amp; Nationality</b>
*Note: If the child is illegitimate, the particulars of the father must not be given unless it is at the joint request of the mother and the person acknowledging himself to be the father, in which case such person shall sign the Return, as well as the mother.	
<b>MOTHER</b>	<b>Name, Surname and Occupation</b>
	<b>Maiden surname and Surname at Marriage if different</b>
	<b>Usual Residence and Nationality</b>
<b>Signature of Father and/or Mother of the child</b>	
<b>Certificate to be signed by the Master</b> I Certify that: <ul style="list-style-type: none"> <li>• This Return is correct and true</li> <li>• I have recorded the Death in the Official Log Book or other record of the ship</li> </ul> The extract from the Official Log Book at page 4 of this Return is a true extract	
<b>Signature of Master</b> ..... <b>Full name of Master (in capitals)</b> ..... <b>Date:</b> .....	
<b>Certificate to be signed by the Proper Officer to whom this return is delivered.</b> I Certify that: <ul style="list-style-type: none"> <li>• This report was made to me at the date and place shown above.</li> <li>• I have examined the Official Log Book containing the relevant entries</li> <li>• I *have/have not held an inquiry under Section 271 of the Merchant Shipping Act 1995 (*please delete as appropriate).</li> </ul>	
<b>Signature of Officer</b> ..... <b>Full name of Officer (in capitals)</b> ..... <b>Date:</b> .....	

**Additional particulars in respect of deceased member of the crew, if known:****Name:** .....**Relationship** .....*and***Address of next of kin** .....

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**Discharge Book Number:** .....**UK Ships only.** If the deceased was engaged on a "supplementary" agreement for non-UK seamen, please state the date and place that agreement was opened.**Date:** .....**Place:** .....**Copy of entry or entries relating to death appearing in the narrative section of the Official Log Book or other official record:**

Date and hours of the occurrence	Place of the occurrence or situation by Latitude and Longitude at sea	Date of entry	Entries required by Regulations made under Section 77 of the Merchant Shipping Act 1995