

**GUIDE TO THE FISHING INDUSTRY ON DOCUMENTS REQUIRED BY LAW TO BE
MAINTAINED**

To Owners and Skippers of Fishing Vessels

Vessels of 80 feet (24.4 metres) or more in length

This Notice supersedes No. M.721

1. This guide is one of three which have been designed principally to help owners and skippers of fishing vessels to deal with the official documents which are required by law, namely the Merchant Shipping Act 1970 and Statutory Instruments 1972 No. 919 and 1981 No. 570. **It is not comprehensive and should not be regarded as interpreting any Act of Parliament or Statutory Instrument.**

2. It is recommended that every owner and skipper of a fishing vessel of 40 feet (12 metres) or more in length obtain a copy of the guide appropriate to the length of the vessel which they own or command and use it as a reference each time they prepare any document required by the Merchant Shipping legislation referred to above.

Note:

Similar guides for vessels of 55 feet (16.8 metres) or more but less than 80 feet (24.4 metres) in length (Notice No. M. 1303) and for vessels of 40 feet (12 metres) or more but less than 55 feet (16.8 metres) in length (Notice No. M. 719) are obtainable free of charge from any Marine Office or on request by post from Department of Transport, Marine Library, Sunley House, High Holborn, London WC1V 6LP.

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Shipping Policy Division
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Fishing vessels of 80 feet (24.4 metres) or more in length

1. Documents required—available from any Marine Office.

(a) Crew Agreements and List of Crew

Form Nos

ALC (FSG) 1	Outer Cover (Red and Blue)
ALC (FSG) 1(a)	Agreement—incorporating List of Crew
ALC (FSG) 1(b)	List of Exempt Persons (This form is not often necessary)
ALC 1(c)	List of Young Persons
ALC (FSG) 1(d)	Contractual Clauses
ALC (FSG) 1(e)	Provisions and Water
ALC 6	Crew Copy

(b) Official Log Book

Form No

LOG(FSG) 1.82Green

2. Preparation of documents

(a) Agreement

- (i) Complete and sign the outer cover ALC(FSG) 1 in accordance with the headings on it remembering to fill in the Red copy as well as the Blue.

- (ii) Attach securely inside both covers:—

ALC(FSG) 1(e)—the scales of provisions and water.

ALC(FSG) 1(d)—the standard approved contractual clauses—fix these to the left hand side of the gusset running down the centre of the cover. They must be completed where indicated showing details of employer, fishing limits, expiry date, notice clause and local industrial agreements, they must be signed and dated. Any clauses required in addition to the standard approved clauses, must be submitted to the Department and approved before they can be used.

ALC(FSG) 1(a)—the list of crew. This must contain the signatures and details of all those who are parties to the agreement in accordance with the column headings.

ALC(FSG) 1(b)—the list of any persons exempted under Section 1(5) of the Merchant Shipping Act 1970. In practice there are few occasions when this form will be necessary.

ALC 1(c)—the list of young persons under 18 should be attached to the inside of the back page.

- (iii) Complete the copy of the crew agreement (ALC 6):

The particulars of contractual clauses should be the same as those in the ship's copy (Blue).

(b) Official Log Book

- (i) The official log book is to be maintained in accordance with Statutory Instrument No. 570 of 1981. However, the following reminders about some of the entries and action required may help as a ready reference.

- (a) Complete the outer cover and pages 2 and 3 in accordance with the various headings at the time of opening the crew agreement.
- (b) Births and deaths (pages 4 and 5). It is most important to follow the instructions given at the head of these pages particularly with regard to the Return of Death on form RBD1.
- (c) If a crew member is ill or sustains any injury on board the vessel complete the particulars in the top half of pages 6 and 7. Also accidents which result in a death or in a person being incapacitated for more than three days must be recorded on form ARf/2 and forwarded to the Department of Transport within seven days of arrival in port.
- (d) Any casualties to the vessel must be recorded in the lower half of pages 6 and 7 and also reported in part IV of form WRE1 and forwarded to the nearest Marine Office immediately.
- (e) Record of musters ie boat drills, training and inspections of fire and life-saving appliances on page 8. **Further reference to this very important aspect is made under the heading "Reminders" below.**
- (f) Pages 9–12 are called the narrative section of the log book and (in addition to any occurrence not otherwise recorded) must contain a record of every crew member who is discharged from the vessel.

3. Disposal of documents

- (a) **The complete crew agreement** incorporating the list of the crew.
 - (i) The BLUE copy is the “ship’s” copy and must be on the vessel each time she goes to sea.
 - (ii) A copy of the **list of crew** is to be maintained by the Owner ashore and the Skipper should, as soon as practicable, and in any event within 3 days, notify the Owner of any change made in the list of the crew.
 - (iii) **The RED copy must be delivered to the Marine Office within 2 days of the opening of the agreement.**
 - (iv) This document remains in force for 6 months from the date the first man signs on. It must be closed at the end of that period, or, if the vessel is then at sea, on first return to port within 30 days after that time. **It must, in normal circumstances, be delivered to a Marine Office within 2 days of closing.**
- (b) **The copy of crew agreement (ALC6)** must be posted in a conspicuous place on board the vessel. This copy does not include the list of crew.
- (c) **The Official Log Book.**
 - (i) This official log book must at all times be kept on board with the crew agreement when the vessel is at sea.
 - (ii) The log book remains in force for the same period as the crew agreement and should be delivered to the Marine Office at the same time, and, in normal circumstances, within 2 days of closing.

Note:

The radio log book should be delivered at the same time.

4.1 Reminders on crew agreement and lists of crew

- (a) It is the Skipper’s responsibility to complete and maintain these documents, apart from the list of crew kept ashore, and to see that each member of the crew has signed the Crew Agreement.
- (b) It is the Skipper’s responsibility to deliver the Red copy and the closed agreement to the Marine Office.
- (c) Where a crew agreement relates to more than one vessel a copy of that agreement should be kept on board each vessel but the agreement itself should be kept in the office of the Owner.
- (d) When the crew agreement is closed the Skipper must complete the details required on the cover and ensure that the list of crew is properly completed to show dates and places of discharge, signatures, etc.

4.2 Reminders on official log books

- (a) Page 8 of the official log book provides for entries recording the performance of **musters, boat and fire drills and inspections of life-saving and fire appliances**. Skippers should refer to **Rules 119-121 of the Fishing Vessels (Safety Provisions) Rules 1975** for details of the requirements. Principally you should note that **in vessels of 80 feet (24.4 metres) and over** muster lists for emergencies must be prepared. Musters of the crew (including where appropriate, instruction on the preparation and launching of life-boats and life-rafts and the operation of fire appliances) have to take place at the commencement of each voyage and at intervals of not more than 14 days. Also if 25 per cent of the crew have been replaced at any port, one of such musters shall take place within 48 hours of leaving that port to ensure that the crew understand and are drilled in the duties assigned to them in the event of an emergency.
- (b) Failure to conduct any muster, drill or inspection requires an explanatory entry in the Official Log Book. **There are therefore no circumstances in which the columns in page 8 of the log book should be left blank.**

