



Marine
Management
Organisation

Paper Logbook

FAQs



...ambitious for our seas and coasts



Marine Management Organisation

1. What is a paper logbook?

All commercially registered fishing vessels are required to complete and submit a record of all activities undertaken by the fishing vessel. For all 10 – 12 metre vessels and for 10 metre and under vessels in membership of a Producer Organisation (PO), this is in the form of a paper logbook. The logbook should be used to capture data on fishing activity for a vessel by trip, and for each day of activity within a trip. This includes details of the catch by species and quantity as well as information on how and where the fish were caught. Each trip requires a landing declaration which provides information on the weight and presentation of fish landed by species.

2. Who is responsible for completing and submitting paper logsheets and landing declarations?

It is the responsibility of both the owner and the master in charge of the fishing vessel at the time of any one trip, to ensure that an accurate logsheet is completed and submitted for each trip. It is also the responsibility of both the owner and master, or the masters' representative, to ensure that an accurate landing declaration is completed and submitted to the MMO for each trip.

3. When should a paper logsheet be completed and submitted to the MMO?

A logsheet should be completed for each trip undertaken by a commercially registered fishing vessel at the point of departure, up to and including the return to port. The logsheet should be kept up to date throughout the trip and should be submitted as follows:

- If you are landing into a designated port, you should deposit your logsheet into the Logbook Post Box prior to landing your catch. A list of designated ports and location of Logbook Post Boxes can be found in your [fishing vessel licence conditions](#).
- For landings into all other ports, your logsheet should be submitted to the MMO within 48 hours of landing.

- All paper landing declarations should be completed following the landing of your catch, when you have accurate weights for each species landed, and submitted to the MMO no later than 48 hours after landing.

Both the completed logsheet and landing declaration should be signed by the person completing it.

4. What information must be recorded in the logsheet?

For all fishing trips, the following information should be recorded:

- Vessel details (including name and PLN)
- Master details (full name and full address)
- Trip information (dates of departure and return)
- Gear information (gear type, mesh size, dimensions)
- Daily activity (including date, number of fishing operations)
- Sea area fished (including statistical rectangle)
- Catch retained (everything over 50kg must be recorded)
- Catch discarded
- Catch landed (landing declaration)

Further details on what data is required as well as how and when to complete this can be found on our [MMO website](#).

5. What information should be contained in a landing declaration?

The landing declaration must contain information on the landing operation (date, time and location) and details of all species landed (weight, presentation, state) including species not sold.

The landing declaration can be completed and submitted by the master of the vessel or his representative.

6. What should I do if I make an error when completing my logbook?

All entries in the paper logsheet or landing declaration must be legible and written in indelible ink. No entry should be erased or altered.

However, if a mistake has been made during completion, you should cross out the incorrect entry with a single line, and the new correct entry should be clearly written and initialled by the master of the fishing vessel or his representative.

7. How do I submit my paper logsheet and landing declaration?

You can submit your paper logsheets and landing declarations to the MMO in one of three ways:

- Hand delivered to your local MMO office
- Posted to your local MMO office
- Placed in a Logbook Post Box (contact your [local MMO office](#) for information on the nearest Logbook Post Box)

8. How is the information I submit in a logsheet and landing declaration used?

The data you provide gives MMO the evidence needed to make the right decisions for the future sustainability of fish stocks and the seafood industry. This includes quota management, conservation measures and awarding grant funding. It now has additional importance in fish exports as any catch certificates required for any exported fisheries products will be validated through the data provided by the fisher and merchant.

9. What happens if I fail to submit a paper logsheet or landing declaration correctly or on time?

The MMO would not get the data that it needs to ensure sustainable management and demonstrate sustainability and traceability of your fish. This could include our ability to validate exports of fish to EU countries. As this is a legal requirement, there is also a risk that enforcement action could be taken against you.

10. What happens if I lose my logbook or it is accidentally destroyed?

If you have reached the end of, lost, or irreparably destroyed your paper logbook, you should contact your local MMO office who will issue you with a new one and if applicable make a note of why a new one is being issued early.

11. I don't know how to complete my logbook; can someone help me?

If you require further support or assistance on how to complete and submit your paper logbook or landing declaration, please contact your local MMO office where one of our Marine Officers will be happy to provide further advice.

[Useful contact details:](#)

MMO coastal offices contact details available on [MMO website](#)