Marine Management Organisation

How to complete a
PAPER LOGBOOK
A quick guide to the main information required on paper logbooks

1 Departure details
- Must be recorded before you leave port on every fishing trip
- Must declare date, time and port of departure
- Must declare all gear and catch on board at time of departure
- Must show the correct information for the master for the trip (full name and address)

2 Daily fishing activity information
- Must be completed every day on all fishing trips before 23:59 – even if there is no catch to declare
- Must complete a new line for each day, and when crossing/entering/exiting effort zones
- Must detail**:
  - date
  - number of fishing operations
  - sea area of capture (including statistical rectangle)
- Must record catch as per 'catch information'
- A logsheet must be completed for each gear type when using multiple gears on the same trip

3 Catch information
- Must declare all catch on board over 50kg live weight
- Must record what has been returned to the sea (discarded)
- Must record undersize fish in accordance with the landing obligation
- For all species, you must declare:
  - Species code
  - Unit weight
  - Total number of units/total weight retained
- All weights should be declared in kg live weight

4 Return to Port information
- Must be completed before entering port at the end of every fishing trip
- Must declare date, time and port of return
- If you are landing into a designated port, your completed logsheet(s) should be deposited in the Logbook post box prior to landing your catch

5 Landing Declaration
- Must be completed for all trips where catch was landed
- Must be submitted within 48h of the landing operation
- Can be completed by the master or his representative
- Must detail date, time and port of landing (if different from return to port)
- Must detail all species and quantities landed – even if not sold
- Below minimum size catches must be recorded separately

Other Messages

**Depending on where and how you fish, there may be other information you are required to submit with your logbook, for instance fishing depth or gear dimensions. For more information on these, please contact your local MMO office.