Maritime and Coastguard Agency

A Master's Guide to the UK Flag

5 October 2009

Introduction

This guide 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.

Detailed requirements for operating UK ships can be found in 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 web site at:

www.mcga.gov.uk

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 Infoline **24 hours a day** on:

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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 over 500 GT 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.

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 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 & MIN 340)

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 he joins 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 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 3 months without a full Certificate of Equivalent Competency.

1.2.3 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 ship being detained.

1.3 Watch Keeping Ratings

(See MGN 97)

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 a 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.

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

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 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

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.

2.3.1 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

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.

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 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 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,
- 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.

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 them, for missing out on the minimum rest for those men affected.

2.6.3 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.

2.7 Leave

The regulations state that a seafarer is entitled to paid annual leave of at least four weeks, or a proportion of four weeks in respect of a period of employment of less than 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.

3 Crew agreements and lists of crew

(See MGN 148)

3.1 Forms

3.1.1 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.

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

3.1.3 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.

3.1.4 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.

3.1.5 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.

3.1.6 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.

3.1.7 Note that although the MCA provides crew agreement documentation there is no objections to companies downloading copies from MGN 148, or making their own documentation so long as all the required information is recorded.

3.1.8 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

3.1.9 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(NFD)1(d)

3.1.10 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.

3.1.11 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(NFD)1(d)

3.1.12 The master, on opening a crew agreement for the first time, should insert at the top of the ALC(NFD)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 SO 14 3HL
> (herein called 'the employer') and each of the seamen whose name is included in the list of crew incorporated in this Agreement

3.1.13 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 6 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 or the discharge of cargo consequent on that return;

3.1.14 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 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.

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

3.1.16 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.

3.1.17 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).

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

3.1.19 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)

3.1.20 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

3.1.21 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).

3.1.22 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).

3.1.23 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.

3.1.24 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 4th Column along details of any tanker endorsements or other appropriate qualifications required for the ship in which they are engaged.

ALC 1(b)

3.1.25 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”.

3.1.26 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)

3.1.27 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 of it in a conspicuous place; a sheet (ALC 6) is provided for this purpose with a second copy of Form ALC1(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

3.3.1 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”.

3.3.2 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(NFD)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 your Customer Service Manager at the MCA.

By signing the crew agreement the crew member is agreeing to be bound by the 'Code of Conduct for the Merchant Navy'.

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 tons, 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 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.

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, 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.

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 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.

4.9 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.

4.10 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

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.

4.19 An additional UK requirement is for Entry into Dangerous Spaces Drills. The master of:

(a) any tanker or gas carrier of 500 tons and over, and
(b) any other ship 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

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:

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 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

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.

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 Guidelines for food hygiene and fresh water systems are contained in MGN 397.

4.25 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."

4.26 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 7 days.

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 FRE 13/ MSF 2004 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 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.

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.

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
1200 UTC 04/02/06	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 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	Crew 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 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

5.1 All UK ships are required to carry a GMDSS log book, see MGN 395, MCA GMDSS radio logs are available from book shops eg. 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 Crew Agreements when these are closed.

5.3 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 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 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 Officials

6.1.2 The Master is required to record this appointment of a Safety Official 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 Official 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.

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 he was 18. If the ship is a tanker he also needs 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 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,
- If the ship carries more than 30 ratings one safety representative elected by the ratings from each of the deck engine and catering departments.

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 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 Official of any such safety matter,
- Inspect any of the records required to be kept by the Safety Official.

Safety Committee

6.1.8 Once the safety officials have been appointed or elected the Master is required to appoint a Safety Committee which includes the Safety Official 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 6 weeks.

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 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,

- 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.

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 Official, safety representatives and safety committee of any hazards on board the ship known to them, which may endanger the ship or her 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 Official 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

6.3.1 Master 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.

6.3.2 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.

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 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.

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

7 Accident Reporting

(See MGN 289)

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 289.

7.3 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 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 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 Authorised Survey Organisations

9.2.1 Ships on the ACS program, see MGN 345, can arrange all surveys directly with their Classification Society, except for ISM and ISSC audits and ILO inspections.

9.2.2 On non ACS ships 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.

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

9.2.4 Surveys for Safety Equipment should be arranged through MCA Customer Service manager or through MCA HQ e mail:
hqsurvey.branch@mcga.gov.uk
Tel + 44 (0) 2380 329 224.

The MCA will normally authorise Class to carry out the survey however the MCA will conduct surveys themselves -

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

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 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.

ISM Shipboard Audits

9.4.2 All shipboard audits for the International Safety Management (ISM) Code will 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 All verification audits for the International Ship and Port Facility Security (ISPS Code) will 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 ILO 178 inspections

(see MSN 1769)

9.5.1 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 and over including sea-going tugs.

9.5.2 UK registered vessels will be inspected initially at first ISM audit (following registration) and at intervals not exceeding 3 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.

9.5.3 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.

9.5.4 The ILO 178 inspection will generally cover areas such as:

- Standards of maintenance and cleanliness of the ship's living and working areas.

- Minimum age of seafarers.
- Articles of Agreement (crew agreements).
- 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 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)
- 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

- International Code of Signals (IMO)
- 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 he 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 he 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 his/her 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 he joining another vessel where the officers will have limited indications of his/her progress. In this respect, notes may he

attached to the Cumulative Evidence Summary to explain the level of competence indicated.

13.7 Masters and Officers need to know that the standards 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

14.1 The alcohol limits set out below apply to masters and seamen at all times. The limits reflect the UK drinking and driving regulations.

(a) In the case of breath, 35 microgrammes of alcohol in 100 millilitres

(b) In the case of blood, 80 millilitres of alcohol in 100 millilitres

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 Harm	Moderate Harm	Extreme Harm
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

Hazard 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*
10			

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

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*_____

Annex 2 MSF 4605 (RBD 1)

Additional particulars in respect of deceased member of the crew, if known

Name _____

Relationship and Address of next of kin _____

Discharge book No. _____

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 hour 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 Merchant Shipping Act 1995

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 (Returns 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 & Seamen,
MCA Cardiff,
Anchor Court,
Ocean Way,
Cardiff
CF24 5JW.

Tel: 029 20448800
Fax: 029 20448820
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 name and address of owners

Instructions to Masters[1]

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.

UK Ships (Registered & Unregistered)
The Master is required to make a Return of

- Any birth of a child
- Any death in the ship[2]
- The death of any person employed in the ship, where it occurs outside the UK

Other ships
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[3] which has occurred in the ship during the voyage.

Instructions to Consuls, Shipping Masters and Superintendents
The officer receiving a Return from a Master must be satisfied that

- 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.

- The person making the Return is the Master of the ship
- The vessel is a sea-going ship
- The entry in this Return and in the Official Log Book (where carried) are consistent with one another.

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.

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.

In the event of difficulties, assistance should be sought from the RSS at the above address.

Notes:
1. Master includes every person (except a pilot) Having command or charge of any ship.
2. In the ship includes in a ship's boat or life-raft and being lost from a ship, a ship's boat or life-raft.
3. Citizen of the UK and Colonies under the British Nationality Act 1981 means a person who is a
   - British Citizen
   - British Dependant Territories Citizen
   - British Overseas Citizen
   - British National (Overseas), (under the Hong Kong (British Nationality) Order 1986))

MSF 4605 (REV 5/05)

Births

Date of Birth	Place of Birth (Latitude & Longitude if at sea	Forenames (if any) and Surname of child	Sex	Father*		Mother			Signature of Father* and/or Mother of the child
				Name, Surname & Occupation	Usual residence & Nationality	Name, Surname & Occupation	Maiden surname and Surname at Marriage if different	Usual Residence and Nationality	

***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 t be the father, in which case such person shall sign the Return, **as well as the mother.**

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.

Deaths

Date of Death	Place of Death or loss (Latitude & Longitude if at sea)	Name & 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 Practioner (where possible)

Certificate to be signed by the proper officer to whom this return is delivered.

I certify that,

- This report was made to me at the date and place shown below
- I have examined the Official Log Book containing the relevant entries
- I have / have not held an inquiry under Section 271 of the Merchant Shipping Act 1995 (please delete as appropriate)

Full name in capitals

Signature of officer _____ _____

Title of officer _____ Port _____

Date _____

Certificate to be signed by the Master

I certify that,

- This Return is correct and true
- I have recorded the Death in the Official Log Book or other record of the ship
- The extract from the Official Log Book at page4 of this Return is a true extract

Signature of Master _____

Full name of Master (in capitals) _____

Date _____