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THE SCHEDULE

ENTRIES REQUIRED TO BE MADE IN THE OFFICIAL LOG BOOKS KEPT IN SHIPS REGISTERED IN THE UNITED KINGDOM NOT EXEMPTED FROM THE REQUIREMENTS OF SECTION 68 OF THE MERCHANT SHIPPING ACT 1970 BY REGULATION 2

PART I

Entries relating to every ship

	<i>Column 1 Particulars of entry</i>	<i>Column 2 Signatory</i>	<i>Column 3 Witness</i>
1	The name of the ship, its port of registry, official number and gross or register tonnage.	The master	None
2	The name and address of the registered owner or of the registered managing owner or of the ship's husband or manager.	The master	None
3	The name of the master and the number of his certificate of competency.	The master	None
4	Where a person ceases to be master of the ship during a voyage, a record that, in accordance with section 74 of the Act of 1970, he has delivered to his successor the documents relating to the ship or its crew which are in his custody.	The master in person and the former master in person	None
5	The date on and place at which the official log book is opened.	The master	None
6	The date on and place at which the official log book is closed.	The master	None
7	A record of— the date and hour of departure for sea from, and arrival from sea at, any dock, wharf, port or harbour.	The master in person	An officer
8	A record of every notification required by regulation 16 of the Deck Officers Regulations to be made to a proper officer whenever one qualified deck officer less than the number required by the Regulations is carried.	The master	None

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<i>Column 1 Particulars of entry</i>	<i>Column 2 Signatory</i>	<i>Column 3 Witness</i>
9 A record of every notification required by regulation 12 of the Engineer Officers Regulations to be made to a proper officer whenever one qualified marine engineer officer less than the number required by the Regulations is carried.	The master	None
10 A record of each occasion on which, in accordance with regulation 6(7) of the Musters Regulations a muster, drill or training of the crew in the use of life saving and fire appliances and equipment is held on board the ship or on which the appliances and equipment required by those Regulations to be carried are examined to see whether they are fit and ready for use.	The master	A member of the crew
11 Where a muster, drill, training or inspection is not held on board the ship when required by the Musters Regulations, a record of why the muster, drill, training or inspection, as the case may be, was not carried out or carried out only in part.	The master	A member of the crew
12 Where any of the following casualties has occurred— (a) the loss or presumed loss, stranding, grounding, abandonment of or damage to the ship; or (b) a loss of life caused by fire on board or by any accident to the ship or a ship's boat, or by any accident occurring on board the ship or a ship's boat; or (c) any damage caused by the ship— a description of the casualty and the place where, or the position of the ship when, it occurred.	The master	A member of the crew
13 A record of every signal of distress or a message that a vessel, aircraft	The master	A member of the crew

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<i>Column 1</i> <i>Particulars of entry</i>	<i>Column 2</i> <i>Signatory</i>	<i>Column 3</i> <i>Witness</i>
<p>or person is in distress at sea, observed or received.</p> <p>14 Where the master, on receiving at sea a signal of distress or information from any source that a vessel or aircraft is in distress, is unable, or in the special circumstances of the case considers it unreasonable or unnecessary to go to the assistance of the persons in distress (in accordance with section 22(1) of the Act of 1949 which relates to a master's obligation to assist vessels, etc., in distress)—</p> <p>a statement of his reasons for not going to the assistance of those persons.</p>	The master in person	A member of the crew
<p>15 Where a dispute relating to the amount payable to a seaman under a crew agreement is submitted to a superintendent or proper officer under section 10 of the Act of 1970—</p> <p>(a) a record of the identity of the superintendent or proper officer;</p> <p>(b) a statement of the dispute;</p> <p>(c) a record of whether he accepts the submission; and</p> <p>(d) if he accepts the submission; either—</p> <p>(i) a record of his decision; or</p> <p>(ii) a statement that he is of the opinion that the dispute ought not to be decided by him.</p>	<p>The master (subparagraph (a))</p> <p>The superintendent or proper officer (subparagraphs (b) to (d))</p>	<p>A member of the crew</p> <p>None</p>
<p>16 A record of—</p> <p>(a) every seaman discharged from the ship; and</p> <p>(b) the place, date and time of his discharge.</p>	The person in whose presence the seaman is discharged or (if the seaman is not present at the time he is discharged), the master	A member of the crew

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<i>Column 1</i> <i>Particulars of entry</i>	<i>Column 2</i> <i>Signatory</i>	<i>Column 3</i> <i>Witness</i>
17 Where a proper officer consents to the discharge of a seaman outside the United Kingdom, a record of his consent.	The proper officer (if practicable) or the master in person	If the entry is signed by the master, a member of the crew
18 Where a seaman is left behind in any country outside the United Kingdom or is taken to such a country on being shipwrecked, or a person who became employed in the ship under an agreement entered into outside the United Kingdom is left behind in the United Kingdom or is taken to the United Kingdom on being shipwrecked— a record of—	The master	A member of the crew
(a) the name of the seaman;		
(b) the date on which and the place at which the seaman was left behind;		
(c) the reason, if known to the master, for the seaman being left behind;		
(d) any provision made by the master on the seaman's employer's behalf to ensure that a superintendent or proper officer is informed that the seaman has been left behind and is given the information referred to in regulation 5(1) of the Repatriation Regulations, identifying the superintendent or proper officer;		
(e) the seaman's employer being informed that the seaman has been left behind and of the employer being given any particulars required by him.		
19 Where, in pursuance of regulation 8 of the Repatriation Regulations, the master is required by a superintendent or proper officer to convey a person under a conveyance order—		

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<i>Column 1 Particulars of entry</i>	<i>Column 2 Signatory</i>	<i>Column 3 Witness</i>
a record of—	The master	A member of the crew
(a) the conveyance order, identifying the person to whom it relates, and the superintendent or proper officer by whom it was given;		
(b) any direction received by the master in respect of any such requirement, specifying the direction and the superintendent or proper officer by whom it was given;		
(c) whether the person is engaged as a member of the crew and, if not,		
(i) the date on which and the place at which he came on board the ship; and		
(ii) the date on which and the place at which he left the ship.		
20 In respect of a seaman referred to in an entry made pursuant to paragraph 18 of this Schedule—		
a record of—	The master	A member of the crew
(a) whether he left any property (including money) on board the ship;		
(b) all such property of which the master has taken charge in pursuance of regulation 16(3)(a) of the Repatriation Regulations specifying each item of such property;		
(c) each article forming part of such property sold in pursuance of regulation 16(4)(a) of the Repatriation Regulations, and the price received for it;		
(d) each article forming part of such property destroyed		

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	<p>or disposed of in pursuance of regulation 16(4)(b) of the Repatriation Regulations and the name of the person to whom disposal was made;</p> <p>(e) each article forming part of such property delivered to any person in pursuance of paragraph (5) or (6) of regulation 16 of the Repatriation Regulations specifying the person (whether the seaman, his employer or his next of kin) to whom the delivery was made and the date, place and manner of delivery.</p>		
21	<p>A record of any inspection of crew accommodation carried out under regulations 38(2) and 31(2) of Schedule 6 to, the Crew Accommodation Regulations, showing—</p> <p>(a) the date and time of the inspection;</p> <p>(b) the names and ranks of the persons making the inspection; and</p> <p>(c) particulars of any respects in which the crew accommodation or any part thereof was found by any of the persons making the inspection not to comply with those Regulations.</p>	The master	A member of the crew
22	<p>A record of any inspection of provisions and water to be supplied to seamen employed in the ship with the result of the inspection.</p>	The persons making the inspection	None
23	<p>A record of any inspection by a person appointed by the Secretary of State of any anchors and chain cables (as defined in section 1(7) of the Anchors and Chain Cables Act 1967) on board the ship as part of its equipment and the findings of that person.</p>	The person making the inspection	None
24	<p>A record of any testing and inspection carried out by the ship's</p>	The master	An officer

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<i>Column 1</i> <i>Particulars of entry</i>	<i>Column 2</i> <i>Signatory</i>	<i>Column 3</i> <i>Witness</i>
personnel of the rigging of the hoist and a load test to at least 150 kg, under regulation 8(6)(d) of the Pilot Ladders and Hoists Regulations.		
25 A record of any drill, check and test carried out by the ship's crew of the ship's steering gear, under regulation 6(6) of the Steering Gear Regulations.	The master	An officer
26 Where three or more seamen employed in the ship complain to the master under section 22 of the Act of 1970 (which relates to complaints about provisions and water) about the provisions or water provided for the seamen employed in the ship—		
a record of—		
(a) the names of the seamen making the complaint;	The master (sub-paragraphs (a) to (e))	One of the seamen making the complaint
(b) the complaint, specifying—		
(i) the provisions or the water complained of; and		
(ii) the manner in which they are alleged not to be in accordance with regulations made under section 21 of the Act of 1970 ⁽¹⁾ (whether because of bad quality, unfitness for use or deficiency in quantity);		
(c) action taken by the master on the complaint;		
(d) whether the seamen state to the master their dissatisfaction with the action taken by the master on the complaint and whether they claim to complain to a superintendent or proper officer;		

⁽¹⁾ See S.I. 1972/1871, amended by S.I. 1975/733, 1978/36.

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<i>Column 1</i> <i>Particulars of entry</i>	<i>Column 2</i> <i>Signatory</i>	<i>Column 3</i> <i>Witness</i>
(e) if the seamen claim to complain to a superintendent or proper officer, the arrangements made by the master to enable the seamen to do so;		
(f) the investigation of the complaint by a superintendent or proper officer; and	The superintendent or proper officer investigating the complaint (sub-paragraph (f))	None
(g) every examination of provisions and water made under section 22(3) of the Act of 1970.	The person making the inspection (sub-paragraph (g))	None
27 Where a seaman employed in the ship complains to the master under section 23 of the Act of 1970 (which relates to complaints other than complaints about provisions and water) about the master or any other seaman employed in the ship or about the conditions on board the ship—		
a record of—		
(a) the name of the seaman making the complaint;	The master (sub-paragraphs (a) to (e))	The seaman making the complaint
(b) the complaint, specifying the person or matter complained of and the nature of the complaint;		
(c) action taken by the master on the complaint;		
(d) whether the seaman states his dissatisfaction with the action taken by the master on the complaint and whether, if the ship is outside the United Kingdom, he claims to complain to a proper officer;		
(e) if the seaman claims to complain to a proper officer, the arrangements made by the master to enable the seaman to do so; and		
(f) the investigation of the complaint by a proper officer.	The proper officer investigating the	None

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<i>Column 1 Particulars of entry</i>	<i>Column 2 Signatory complaint (sub- paragraph (f))</i>	<i>Column 3 Witness</i>
<p>28 Where by reason of any event it appears to the master that an officer—</p> <p>(a) may be unfit to discharge his duties, whether by reason of incompetency or misconduct or for any other reason; or</p> <p>(b) may have been seriously negligent in the discharge of his duties; or</p> <p>(c) may have failed to comply with the provisions of section 422 of the Act of 1894 (duty to give assistance and information after collision);</p> <p>a record:</p> <p>(i) of the name of the officer and of the grade and number of his certificate;</p> <p>(ii) of any such event or a reference to any other entry relating to it;</p> <p>(iii) of any statement made by the officer to the master in respect of that event or those events and which the officer wishes to be recorded; and</p> <p>(iv) that the entries made in pursuance of sub-paragraphs (i) to (iii) of this paragraph have been read over to the officer by the master, and if they are not read over, the reason for not doing so.</p>	<p>The master in person</p>	<p>An officer other than the officer referred to in an entry under sub-paragraph (i) of this paragraph</p>
<p>29 A record of any re-rating (including promotion) of a seaman, with the date upon which the re-rating takes effect.</p>	<p>The master</p>	<p>A member of the crew</p>
<p>30 When a seaman employed under a crew agreement, approved by the Secretary of State, to which the National Maritime</p>		

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<i>Column 1</i> <i>Particulars of entry</i>	<i>Column 2</i> <i>Signatory</i>	<i>Column 3</i> <i>Witness</i>
<p>Board agreement on disciplinary procedures applies and which requires him to comply with the Code of Conduct, is alleged, before the master, to have committed one of the breaches of the Code specified in paragraphs 9 and 11 thereof,</p>		
<p>a record of such of the following particulars as are relevant—</p>		
<p>(a) the nature of the allegation;</p>	<p>The master</p>	<p>A member of the crew other than the seaman named in an entry under subparagraph (b) of this paragraph</p>
<p>(b) the name of the person against whom the allegation is made;</p>		
<p>(c) that the master has read the allegation to the seaman;</p>		
<p>(d) that the master has advised the seaman of his right to be accompanied by a friend who may advise him and speak on his behalf;</p>		
<p>(e) (i) if the seaman admits the allegation, a statement that he admits it;</p>		
<p>(ii) in any other case, a statement that the seaman does not admit the allegation;</p>		
<p>(f) (i) any statement made by the seaman, or by his friend on behalf of the seaman, in answer to the allegation;</p>		
<p>(ii) that he declines to make a statement in answer to the allegation;</p>		
<p>(g) that the master has given a formal warning to the seaman;</p>		
<p>(h) that the master has given a written reprimand to the seaman;</p>		
<p>(i) that the master has informed the seaman that he will be dismissed</p>		

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<i>Particulars of entry</i>	<i>Signatory</i>	<i>Witness</i>
<p>from the ship either at the first opportunity or at the end of the voyage and that the matter will be referred to a shore-based disciplinary committee;</p> <p>(j) that the seaman has been given, and has acknowledged receipt of, a copy of all entries made in the official log book relating to his breach of the code, together with a copy of any report made to a shore-based disciplinary committee.</p>		
<p>31 Where a seaman is convicted by a legal tribunal of any offence committed in the ship during a voyage—</p> <p>a record of the conviction and of the punishment inflicted.</p>	The master	A member of the crew
<p>32 Where, in the opinion of the master, consideration should be given to the prosecution of any person in respect of any conduct in the ship during a voyage (whether under the Merchant Shipping Acts or otherwise)—</p> <p>a record—</p> <p>(a) of the event;</p> <p>(b) of the name of the person concerned;</p> <p>(c) of any statement made by the person concerned to the master in respect of that event which that person wishes to be recorded; and</p> <p>(d) that the entries made in pursuance of sub-paragraphs (a) to (c) of this paragraph have been read over by the master to the person concerned.</p>	The master in person	A member of the crew other than the person named in an entry under sub-paragraph (b) of this paragraph
<p>33 A record of any reduction in the scale of provisions or water to be provided for seamen employed in the ship specifying—</p>	The master	A member of the crew

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(a) the reduction made;		
(b) the reason for the reduction; and		
(c) the duration of the reduction.		
34 Where a child is born in the ship or in one of the ship's boats—		
a record of—	The master in person	The mother of the child
(a) (i) date of the birth;		
(ii) if the birth takes place at sea, the position of the ship by latitude and longitude at the time of the birth and, in any other case, the place of birth;		
(iii) name (if any) and surname of child; and		
(iv) sex of child;		
(b) (i) name and surname of father;		
(ii) his usual residence;		
(iii) his nationality; and		
(iv) his occupation, rank or profession;		
provided that, if the child is illegitimate, no particulars of the father shall be entered except at the joint request of the mother and of the person acknowledging himself to be the father, given to the master in writing and signed by both the mother and that person;		
(c) (i) name and surname of mother;		
(ii) her maiden surname;		
(iii) her name at marriage, if different from maiden surname;		
(iv) her usual residence; and		

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(v) her nationality; and		
(d) the making of a return of the birth, identifying the person to whom the return was made.		
35 Where any person dies in the ship or in a ship's boat or is lost from the ship or a ship's boat or where any person employed in the ship dies outside the United Kingdom—		
a record of—		
(a) the date of the death or loss;	The master in person (sub-paragraphs (a) to (i))	A member of the crew
(b) (i) if the death takes place in the ship or in a ship's boat or if the deceased is lost from the ship or a ship's boat, the place of death or the position of the ship or of the ship's boat by latitude and longitude at the time of the death or loss (as the case may require);		
(ii) if the death or loss does not take place in or from the ship or in or from a ship's boat, the place of death;		
(c) name and surname of deceased;		
(d) sex of deceased;		
(e) date of birth (if known) or age;		
(f) if the deceased was a woman who has been married, her maiden surname (if known);		
(g) occupation, rank or profession of deceased;		
(h) usual residence of deceased at time of death or loss;		
(i) his nationality;		
(j) (i) cause of death or loss; and	The ship's doctor or, if there is no ship's doctor, the	A member of the crew

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<i>Column 1 Particulars of entry</i>	<i>Column 2 Signatory master in person (sub-paragraph (j)(i))</i>	<i>Column 3 Witness</i>
(ii) if death not due to natural causes, circumstances of death or loss;	The master in person (sub-paragraphs (j)(ii) to (m))	A member of the crew
(k) if the deceased was lost from the ship or a ship's boat, the steps taken to rescue him;		
(l) the making of a return of the death, identifying the person to whom the return was made; and		
(m) the notification of the death to the deceased's next of kin, and the name and address of the next of kin.		
36 In respect of a seaman dying while or after being employed in the ship—		
a record of—	The master in person	A member of the crew
(a) whether he left any property (including money) on board the ship;		
(b) all such property of which the master has taken charge in pursuance of regulation 2(2) (a) of the Property Regulations, specifying each item of such property;		
(c) each item forming part of such property sold in pursuance of regulation 2(3)(a) of the Property Regulations, and the price received for it;		
(d) each article forming part of such property destroyed or disposed of in pursuance of regulation 2(3)(b) of the Property Regulations, and the name of the person to whom disposal was made;		

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<i>Particulars of entry</i>	<i>Signatory</i>	<i>Witness</i>
(e) each article forming part of such property delivered to any person in pursuance of regulation 2(4) of the Property Regulations, specifying the superintendent or proper officer to whom delivery was made, and the date, place and manner of delivery.		
37 Where an inquiry into the cause of a death is required to be held under section 61 of the Act of 1970—		
a record—		
(a) of the name of the deceased and a reference to the relevant entry made under paragraph 35 of this Schedule;	The master (sub-paragraph (a))	None
(b) of either—		
(i) the name of the superintendent or proper officer holding the inquiry and the date and the place at which the inquiry is held; or	The superintendent or proper officer holding the inquiry (sub-paragraph (b)(i))	None
(ii) that the inquiry was not held at the next port where the ship calls after the death and where there is a superintendent or proper officer.	The master (sub-paragraph (b)(ii))	None
38 Where a person employed in the ship falls ill or is injured—		
a record of—		
(a) the circumstances of the injury;	The master (sub-paragraph (a))	A member of the crew
(b) the nature of the illness or injury or the symptoms thereof;	The ship's doctor or (if there is no ship's doctor) the master (sub-paragraphs (b) to (d))	A member of the crew
(c) the treatment adopted; and		
(d) the progress of the illness or injury.		

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PART II

Entries relating to ships to which the Disciplinary Offences Regulations 1972 apply

<i>Column 1 Particulars of entry</i>	<i>Column 2 Signatory</i>	<i>Column 3 Witness</i>
<p>39 When a seaman is charged with a disciplinary offence under the Disciplinary Offences Regulations—</p> <p>a record—</p> <p>(a) if the offence is not to be dealt with by the master, of the name of the officer authorised under regulation 5(2) of the Disciplinary Offences Regulations to exercise the powers and duties of the master in respect of that offence;</p> <p>(b) of the name of the seaman charged;</p> <p>(c) of the charge;</p> <p>(d) that the master or the officer referred to in sub-paragraph (a) of this paragraph has read the charge to the seaman;</p> <p>(e) (i) if the seaman admits the charge, a statement that he admits it; or</p> <p>(ii) in any other case, a statement that the seaman does not admit the charge;</p> <p>(f) (i) particulars of any statement made by the seaman in answer to the charge; or</p> <p>(ii) that he declines to make a statement in answer to the charge;</p> <p>(g) the decision of the master or of the officer referred to in sub-paragraph (a)—</p> <p>(i) as to whether or not he finds that the seaman has committed the offence charged; and</p>	<p>The master or the officer named in an entry under sub-paragraph (a) of this paragraph</p>	<p>A member of the crew other than the seaman named in an entry under sub-paragraph (b) of this paragraph</p>

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<i>Column 1</i> <i>Particulars of entry</i>	<i>Column 2</i> <i>Signatory</i>	<i>Column 3</i> <i>Witness</i>
42 Where a fine has been imposed on a seaman for a disciplinary offence— a record— (a) that the amount of the fine so far as not remitted by the master or on appeal has been paid to a superintendent or proper officer— (i) identifying the seaman on whom the fine was imposed; (ii) specifying the amount paid; (iii) identifying the superintendent or proper officer to whom the amount is paid;	The master in person (sub-paragraph (a))	None
(b) of the receipt by the superintendent or proper officer of the amount specified in the entry made in pursuance of sub-paragraph (a)(ii) of this paragraph.	The superintendent or proper officer receiving the amount (sub-paragraph (b))	None

PART III

Entries relating to ships in respect of which a certificate has been issued under section 6 of the Merchant Shipping (Load Lines) Act 1967 and which are not exempted by regulation 3(d)

<i>Column 1</i> <i>Particulars of entry</i>	<i>Column 2</i> <i>Signatory</i>	<i>Column 3</i> <i>Witness</i>
43 A record of— (a) all the particulars stated in the Load Line Certificate issued under section 6 of the Act of 1967 currently in force in respect of the ship, relating to the freeboards assigned to the ship and the positions of deck-line and load lines; (b) the draught which would be shown on the scales of feet on the stem and on the stern post of the ship if it were on an even keel and	The master	None

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<p>so loaded that the upper edge of the summer load line marked on each side on the ship were on the surface of the water.</p>		
<p>44 A record of—</p>	<p>The master</p>	<p>An officer</p>
<p>(a) (i) the draughts shown on the scales referred to in paragraph 43(b);</p>		
<p>(ii) the freeboard on each side of the ship; and</p>		
<p>(iii) the mean freeboard;</p>		
<p>taken in each case when the ship is ready to leave any dock, wharf, harbour or other place for the purpose of proceeding to sea;</p>		
<p>(b) the density of the water in which the ship was when the particulars referred to in sub-paragraph (a) were taken;</p>		
<p>(c) the allowances, if any, to be made in order to determine the mean freeboard which the ship will have when it first reaches salt water after leaving as aforesaid, being allowances in respect of—</p>		
<p>(i) the density of the water in which the ship was when the particulars referred to in sub-paragraph (a) were taken;</p>		
<p>(ii) the weight of any rubbish to be discharged overboard; and</p>		
<p>(iii) the weight of fuel, water and stores required for consumption before the ship reaches salt water;</p>		
<p>(d) the mean draught and mean free-board which the ship will have on reaching salt water, calculated after making the allowances referred to in sub-paragraph (c);</p>		

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<i>Column 1</i> <i>Particulars of entry</i>	<i>Column 2</i> <i>Signatory</i>	<i>Column 3</i> <i>Witness</i>
<p>provided that—</p> <p>(i) sub-paragraphs (c)(ii) and (iii) do not apply to a home trade ship nor to a ship going between locations in the Near Continental trading area; and</p> <p>(ii) sub-paragraphs (b), (c) and (d) do not apply if, at the time when the particulars referred to in sub-paragraph (a) were taken, the load line indicating the maximum depth to which the ship could then be loaded in salt water was not submerged.</p> <p>In this paragraph—</p> <p>“freeboard” means the distance measured vertically downwards from the upper edge of the deck-line marked on the side of the ship to the surface of the water;</p> <p>“mean freeboard” means the mean of the freeboards on each side of the ship; and</p> <p>“mean draught” means the mean of the draughts shown on the scales of feet on the stem and on the stern post of the ship.</p>		

PART IV

Entries relating to ships to which the Closing of Openings Regulations apply

<i>Column 1</i> <i>Particulars of entry</i>	<i>Column 2</i> <i>Signatory</i>	<i>Column 3</i> <i>Witness</i>
<p>45 A record of—</p> <p>(a) the times of the last closing, before the ship proceeds to sea, of the watertight doors and other contrivances referred to in regulation 2 of the Closing and Openings Regulations, and of the</p>	The master	An officer

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<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>
<i>Particulars of entry</i>	<i>Signatory</i>	<i>Witness</i>
next subsequent opening of such doors and contrivances;		
(b) the times of the closing and opening, while the ship is at sea, of any watertight door which is fitted between bunkers in the between decks below the bulkhead deck as defined in those Regulations;		
(c) whether the portable plates referred to in regulation 4 of those Regulations are in place when the ship proceeds to sea, and the times, if any, of the removal and replacement of such plates when the ship is at sea; and		
(d) the occasions on which drills are practised and inspections made in compliance with the provisions of those Regulations, and whether the contrivances to which such drills and inspections relate are in good working order.		