



# Kiribati Ship Registry

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## MARINE CIRCULAR 42/2018

9 May 2018

**TO : Ship Owners, Managers, Charterers, Masters and the Shipping Community**

**SUBJECT : Guidance on entry of Official Log Book**

### PURPOSE

This Circular is to provide guidance on the entry of Official Log Book.

### APPLICATION

This Marine Circular applies to all manned Kiribati flagged vessels.

### CONTENT

1. The Official Log Book (OLB) shall be kept and maintained on board every manned Kiribati flagged vessel.
2. All entries made in the OLB shall be signed by the Master and dated, or by an officer authorized by the Master. Where an officer is authorized by the Master to sign an entry on his/her behalf, the Master shall make an entry to that effect citing the name and rank of the officer so authorized.
3. If a wrong entry has been made, it should immediately be struck through with a single line in such a way that the wrong entry is still legible. The wrong entry should be signed and dated, with the new corrected entry following. No page is to be removed from the OLB.
4. It is an offence to fail to keep and maintain the OLB or to make incorrect entries.
5. The OLB should be closed no later than 24 months from the date of opening.
6. The OLB shall be retained for a period of at least two (2) years from the date of closing or for as long as required by the Kiribati Administration.
7. Entry guidance for "Record of Crew serving on the vessel" (Page 1 to 4)
  1. This section records all crew employed on the vessel.
  2. The name of Crew, capacity, date of sign-on and sign-off are required to be recorded. If a seafarer leaves the vessel and then returns while the OLB is still open, the seafarer should be entered again. It is possible for the same seafarer to have several entries in this section of the OLB.
8. Entry guidance for "Record of musters / drills / inspections" (Page 5 to 9)
  1. This section of the OLB must be recorded at the time of every muster, drill and inspection.
  2. The requirements for holding musters, drills and inspections, including abandon ship drills and fire drills, emergency drills, training and instructions, accommodation inspections, etc. are set out in the various international instruments.
  3. If for any reason a muster, drill or inspection is not held, then a statement providing the reason should be entered in "Official Log Entry". For e.g. a valid reason may include "drill postponed due to adverse weather".

4. If a drill or inspection is postponed or cancelled, it should be carried out immediately at the next suitable opportunity.
  5. All entries must be signed by the Master and dated.
9. Entry guidance for “Record of Arrival (Arr) and Departure (Dep) Draughts” (Pages 10 to 20)
1. This section records the date, port, draughts of the vessel and density of water for arrival and departure of each voyage.
  2. Every entry must be completed and signed by the Master and dated.
10. Entry guidance for “Official Log Entry” (Pages 21 to 40)
1. This section records the occurrences of the following nature:
    1. change of Master
    2. the annexing of other documents to the OLB
    3. accidents
    4. casualties
    5. disciplinary matters
    6. details of crew left behind
    7. desertions
    8. complaints
    9. promotions and demotions
    10. criminal convictions during a voyage
    11. illness
    12. birth and deaths
    13. appointment of safety officers, representatives and committees
    14. meetings of safety committees
    15. wages disputes
    16. any occurrence relevant to the vessel
    17. closing of the OLB
  2. Every entry must be completed and signed by the Master and dated.

Please do not hesitate to contact the Kiribati Administration for any assistance or clarification.

Yours sincerely,

Deputy Registrar  
Kiribati Ship Registry