GUIDE TO THE FISHING INDUSTRY ON DOCUMENTS REQUIRED BY LAW TO BE MAINTAINED

To Owners and Skippers of Fishing Vessels

Vessels of 55 feet (16.8 Metres) or More in Length but Less than 80 Feet (24.4 Metres)

This notice supersedes M.720

1. This guide is one of three which have been designed principally to help owners and skippers of fishing vessels to deal with the official documents which are required by law, namely the Merchant Shipping Act 1970 and Statutory Instruments 1972 No. 919 and 1981 No. 570. **It is not comprehensive and should not be regarded as interpreting any Act of Parliament or Statutory Instrument.**

2. It is recommended that every owner and skipper of a fishing vessel of 40 feet (12 metres) or more in length obtain a copy of the guide appropriate to the length of the vessel which they own or command and use it as a reference each time they prepare any document required by the Merchant Shipping legislation referred to above.

Note: Similar guides for vessels of 80 feet (24.4 metres) or more in length (Notice No. M. 721) and for vessels of 40 feet (12 metres) or more but less than 55 feet (16.8 metres) in length (Notice No. M. 719) are obtainable free of charge from any Marine Office or on request by post from Department of Transport, Marine Library, Sunley House, High Holborn, London WC1V 6LP.

Department of Transport
Shipping Policy Directorate
London WC1V 6LP
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1. Documents required

Available from any Marine Office.

a. List of Crew:

Form Nos.

ALC(FSG) 4	Outer cover (Red and Blue)
ALC(FSG) l(b)	List of crew
ALC l(c)	List of young persons

b. Official Log Book

Form No.

LOG(FSG) 1/82 (Green)

2. Preparation of documents

a. Outer cover of ALC(FSG) 4

Complete and sign the outer cover (ALC(FSG)4) in accordance with the headings on it (except for the bottom section), remembering to fill in the Red copy as well as the Blue.

b. List of crew–ALC(FSG) l(b)

This must contain details of all those who are employed on board, in accordance with the column headings.

c. Official Log Book

The official log book is to be maintained in accordance with Statutory Instrument No. 570 of 1981. However, the following reminders about some of the entries and action required may help as a ready reference.

(*a*) Complete the outer cover and pages 2 and 3 in accordance with the various headings at the time of opening the crew agreement.

(*b*) Births and deaths (pages 4 and 5). It is most important to follow the instructions given at the head of these pages particularly with regard to the Return of Death on form RBDl.

(*c*) If a crew member is ill or sustains any injury on board the vessel complete the particulars in the top half of pages 6 and 7. Also the occurrence must be recorded on form WRIK and forwarded to the nearest Marine Office immediately the vessel returns to port.

(*d*) Any casualties to the vessel must be recorded in the lower half of pages 6 and 7 and also reported in part IV of form WRIK and forwarded to the nearest Marine Office immediately.

(*e*) Record of musters, ie boat drills, training and inspections of fire and life saving appliances on Page 8. **Further reference to this very important aspect is made under the heading "Reminders" below.**

(*f*) Pages 9-12 are called the narrative section of the log book and (in addition to any occurrence not otherwise recorded) must contain a record of every crew member who is discharged from the vessel.

3. Disposal of documents

a. The list of crew

(i) The BLUE copy is the "ship's" copy and must be on the vessel each time she goes to sea.

(ii) A copy of the list of crew is to be maintained by the owner ashore and the master should, as soon as practicable, and in any event within 3 days, notify the owner of any change made in the list of crew.

(iii) **The RED copy must be delivered to the Marine Office within 2 days of being made up.**

(iv) The document remains in force for 6 months from the date the first man is entered on it. It must be closed at the end of that period, or, if the vessel is then at sea, on first return to port within 30 days after that time. **It must, in normal circumstances, be delivered to a Marine Office within 2 days of closing.**

b. The Official Log Book

(i) This official log book must at all times be kept on board when the vessel is at sea.

(ii) The log book remains in force for the same period as the list of crew and should be delivered to the Marine Office at the same time, in normal circumstances, within 2 days of closing.

Note: The radio log book (if required) should be delivered at the same time.

4.1 Reminders on list of crew

(a) It is the master's responsibility to complete and maintain this document (apart from a copy kept ashore).

(b) It is the master's responsibility to deliver the Red copy to the Marine Office.

(c) When the list is closed the master must complete the details required on the cover and ensure that it is properly completed to show dates and places of discharge, signatures, etc.

4.2 Reminders on official log books

(a) Page 8 of the official log book provides for entries recording the performance of **musters, boat and fire drills and inspections of life saving and fire appliances.**

Masters should refer to **Rules 119-121 of the Fishing Vessels (Safety Provisions) Rules 1975** for details of the requirements. Principally you should note that for any vessel of **40 feet (12 metres) or more in length but less than 80 feet (24.4 metres)** the master must ensure that the crew are properly trained in the use and location of all life-saving and fire appliances and equipment and such training must be carried out once a month. The life-saving equipment and fire appliances must also be inspected once a month.

(b) Failure to conduct any muster, drill, inspection or training session, requires an explanatory entry in the official log book. **There are therefore no circumstances in which the columns in page 8 of the log book should be left blank.**