

Palau International Ship Registry



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MARINE CIRCULAR 129.1

To: ALL SHIPOWNERS, MANAGERS, MASTERS, DEPUTY REGISTRARS AND RECOGNIZED ORGANIZATIONS

Subject: GUIDELINES FOR THE RECORDING OF EVENTS RELATED TO NAVIGATION

1. Reference

- 1.1 IMO Assembly Resolution A.916(22)
- 1.2 Palau Maritime Regulations, Section 6.2

2. Purpose

- 2.1 The purpose of this Marine Circular is to inform Shipowners, Managers, Operators, and Masters of the importance of properly recording and keeping records of navigational activities and incidents which are of importance to the safety of navigation, taking into account the recommendations adopted by the IMO.

3. Applicability

- 3.1 This guidelines applies to all vessels registered with the Palau flag that trade internationally.

4. Recording of Information related to Navigation.

- 4.1 Before commencing a voyage, the following information should be recorded:
 - Details of all data relating to the general condition of the ship including manning and provisioning,
 - Cargo aboard,
 - Draught and results of stability/stress checks if conducted,
 - Inspections of controls and the steering gear, and
 - Navigational and radio communication equipment.
- 4.2 During the voyage, the following information, as a minimum should be recorded:
 - Courses steered and distances sailed,
 - Positions fixings,
 - Weather and sea conditions,
 - Changes to the voyages plan,
 - Details of pilot's embarkation/disembarkation,
 - Entry into areas covered by, and compliance with, ship routing or reporting systems and Sox Emission Control Areas (SECAs).
- 4.3 On special events, as a minimum, the following should be recorded:
 - Death and injuries among passengers and crew,
 - Malfunctions of shipboard equipment and aids to navigation,
 - Potentially hazardous situation such as near misses, emergencies and distress messages received.



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- 4.4 When the ship is at anchor or in a port, the following should also be recorded:
- Details of operation or administrative matters, and
 - Details related to the safety and security of the ship.

5. Method of Recording

- 5.1 Methods of recording should be permanent and may be handwritten, electronic, or mechanical and should be readily available when requested.

6. Non-Duplication

- 6.1 In general, information on the events and items specified in section 4, which are adequately recorded in a special purpose log, need not be duplicated in the ship's log book.

7. Preservation of Records

- 7.1 In order to have the recordings readily available when needed, the records should be maintained as follows:

7.1.1 Each page of the ship's log book should have a page number printed on it, and handwritten records which need correction should not be erased or removed but should be rewritten after crossing out the incorrect version,

7.1.2 A common clock should be used in automatic and permanent recording facilities,

7.1.3 The recordings should be readily accessible and protected by some means to prevent them from being deleted, destroyed or overwritten; and

7.1.4 The records shall be kept in accordance with the Management System implemented but not less than one year.

8. Contact

- 8.1 Any inquiries concerning the subject for this Marine Circular should be directed to the Palau Ship Registry Administrator at technical@palaureg.com

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