



Office of
Deputy Commissioner
of Maritime Affairs

THE REPUBLIC OF LIBERIA
LIBERIA MARITIME AUTHORITY

Marine Notice

RAD-008
Rev. 02/23

TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS, AND AUTHORIZED CLASSIFICATION SOCIETIES

SUBJECT: Ship Radio/GMDSS Logbooks and Logbook Retention Policy

Reference: (a) Liberian Maritime Regulations (RLM-108) 6.180 and 10.296(2)(c)
(b) SOLAS 74, as amended, Chap IV, Regulation 17

Supersedes: Marine Notice RAD-008 dated 07/20

The following changes have been included:

- a. Revised to incorporate the requirement that Liberian flagged vessels shall maintain onboard at all times a Ship Radio/GMDSS Logbook (i.e. Radio logbook) officially issued by the Administration.**
- b. Section 2.3 revised to incorporate requirements for recording of an inadvertent transmission of a distress, urgency or safety communication.**
- c. New Section 2.4 added regarding Test and Checks of Communication Equipment**

PURPOSE:

This Notice establishes the requirement that a record be kept of all incidents connected with the radio communication service which appear to be of importance to safety of life at sea.

APPLICABILITY:

This Notice applies to all Liberian flag vessels equipped with ship radio stations including GMDSS ship radio stations.

REQUIREMENTS:

1.0 Regulations

- 1.1 A Ship Radio/GMDSS Logbook issued by the Administration shall be kept on the navigation bridge convenient to the radio and/or GMDSS installation and made available for inspection by Liberian Nautical Surveyors and other authorized personnel.**

2.0 **Composition**

The logbook must be kept in an orderly manner. Key letters or abbreviations may be used if their proper meaning or explanation is contained elsewhere in the same logbook.

The Ship Radio/GMDSS Logbook is comprised of four sections as follows:

2.1 **Section (A) – ship particulars**

- .1 ship's name
- .2 call sign and official number
- .3 port of registry
- .4 gross tonnage
- .5 IMO number
- .6 sea area(s) in which ship is authorized to sail
- .7 date of expiration of current Safety Radio Certificate
- .8 date of expiration of current Ship Radio Station License
- .9 method(s) used to ensure availability of radio facilities
 - .1 duplication of equipment
 - .2 shore-based maintenance-giving details of name and address of Service Company
 - .3 At-sea maintenance capabilities
- .10 name and address of owner, manager or agent.

2.2 **Section (B) - details of radio personnel**

- .1 name(s)
- .2 dates on board
- .3 certificate number(s)
- .4 class of certificate(s)
- .5 name of person designated for radio communications during emergencies
- .6 name of person nominated to carry out appropriate tests, checks and log entries

2.3 **Section (C) - record of communications**

- .1 The radio logbook will record the following as they occur, together with the date, time, and frequency of occurrence:
 - .1 a summary of communications relating to distress;
 - .2 a summary of urgency and safety communications related to the ship's location and/or voyage;
 - .3 a record of important incidents connected with the radio service;
 - .4 the time of an inadvertent transmission of a distress, urgency or safety communication and the time and method of its cancellation and
 - .5 where appropriate, the position of the ship at least once a day.

2.4 **Section (D) – communication equipment test and checks**

- .1 The radio logbook will record the following:

- .1 Date and time of tests and checks of equipment at intervals specified by the equipment manufacturer;
- .2 Date and time the operating condition of the radio equipment (VHF, MF, MF/HF) determined by normal communication or a test call, weekly, carried out within the communication range of either a ship station or a coast station that is capable of transmitting and receiving communications using DSC, or at first opportunity if not within communication range of a ship station or coast station, as well as the position of the ship at the time the determination is made;
- .3 Date and time of the assessment of the reserve source of energy
- .4 Date, time and details of any significant maintenance carried out on the ship station, including the name of the person or the company that performed the maintenance tasks
- .5 If any of the radio equipment is found not to be in working order details of the deficiency shall be enter and a notation that the master was informed
- .6 any corrective action taken to remedy any deficiency in the radio equipment

2.5 Master Signature

The Master shall inspect and sign each day's entries in the Ship Radio/GMDSS Logbook.

3.0 Corrections

Corrections may be made only by the person originating the entry by striking out the error, initialing the correction and indicating the date of correction. With respect to electronic logs, striking out the error is to be accomplished using a strike-through formatting effect or a similar software function, and the correction is to be acknowledged through a dated electronic signature at the location of the strike-through.

4.0 Records Availability and Retention

4.1 The logs must be retained as follows:

- (1) The logs must be retained by the shipowner and/or operator for a period of two years from the date of the last entry, and, when applicable, for such additional periods as required by the following paragraphs:
 - (i) Logs relating to a distress situation or disaster must be retained for three years from the date of the last entry relating to a distress situation or disaster or longer if the owner and/or operator is so notified by the Administration.
 - (ii) If the Administration has notified the owner and/or operator of an investigation or complaint against the owner and/or operator or the ship's station, the related logs must be retained until the owner and/or operator is specifically notified in writing by the Administration that retention of the logs beyond two or three years, as applicable, is no longer needed.

- (iii) Logs maybe retained either on board the vessel or at the owner's and/or operator's primary office. If the logs are kept on board the vessel it is recommended that a copy also be filed at the owners' and/or operator's office. If the logs are only retained at the vessel owner's and/or operator's office then all entries in their original form must be retained on board the vessel for at least 30 days from the date of the last entry before being forwarded to the office.

4.2 The logs must be made available to Administration upon request.

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