



ASSEMBLY  
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Agenda item 9

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**Resolution A.916(22)**

**Adopted on 29 November 2001  
(Agenda item 9)**

**GUIDELINES FOR THE RECORDING OF EVENTS RELATED TO NAVIGATION**

THE ASSEMBLY,

RECALLING Article 15(j) of the Convention on the International Maritime Organization concerning the functions of the Assembly in relation to regulations and guidelines concerning maritime safety,

RECALLING ALSO the provisions of regulation V/28 of the International Convention for the Safety of Life at Sea, 1974, as amended, requiring all ships engaged on international voyages to keep on board a record of navigational activities and incidents which are of importance to safety of navigation and which must contain sufficient detail to restore a complete record of the voyage, taking into account the recommendations adopted by the Organization,

HAVING CONSIDERED the recommendations made by the Maritime Safety Committee at its seventy-third session and by the Sub-Committee on Safety of Navigation at its forty-seventh session,

1. ADOPTS the Guidelines for the recording of events related to navigation set out in the Annex to the present resolution;
2. INVITES Governments concerned to take into account these Guidelines when implementing SOLAS regulation V/28;
3. REQUESTS the Maritime Safety Committee to keep the Guidelines under review and to amend them as appropriate.

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## ANNEX

**GUIDELINES FOR THE RECORDING OF EVENTS RELATED TO NAVIGATION**

Regulation V/28 of the 1974 SOLAS Convention, as amended, requires all ships engaged on international voyages to keep on board a record of navigational activities and incidents which are of importance to safety of navigation and which must contain sufficient detail to restore a complete record of the voyage, taking into account the recommendations adopted by the Organization.

This resolution aims at providing guidance for the recording of such events:

**1 Recording of information related to navigation**

In addition to national requirements, it is recommended that the following events and items, as appropriate, be among those recorded:

**.1 before commencing the voyage**

Details of all data relating to the general condition of the ship should be acknowledged and recorded, such as manning and provisioning, cargo aboard, draught, result of stability/stress checks when conducted, inspections of controls, the steering gear and navigational and radiocommunication equipment.

**.2 during the voyage**

Details related to the voyage should be recorded, such as courses steered and distances sailed, position fixings, weather and sea conditions, changes to the voyage plan, details of pilots' embarkation/disembarkation, and entry into areas covered by, and compliance with, ship routeing or reporting systems.

**.3 on special events**

Details on special events should be recorded, such as death and injuries among passengers and crew and passengers, malfunctions of shipboard equipment and aids to navigation, potentially hazardous situations, emergencies and distress messages received.

**.4 when the ship is at anchor or in a port**

Details on operational or administrative matters and details related to the safety and security of the ship should be recorded.

**2 Method of recording**

SOLAS regulation V/28 requires that, if the records of navigational activities are not maintained in the ship's log-book, they should be maintained in another form approved by the Administration. Methods of recording should be permanent and may be handwritten, electronic or mechanical.

### **3 Non-duplication**

In general, information on the events and items specified in paragraph 1, which are adequately recorded in a special-purpose log, need not be duplicated in the ship's log book.

### **4 Preservation of records**

In order to be able to restore a complete record of the voyage, records should be maintained as follows:

- .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;
  - .2 the times used in automatic and permanent recording facilities should be synchronized by using a common clock;
  - .3 electronically or mechanically input records should be protected by means to prevent them from being deleted, destroyed or overwritten; and
  - .4 irrespective of the method of recording, ships should keep records for as long as the Administration concerned requires, provided the fixed period is not less than one year.
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