Transport Canada Transports Canada

TP 13926E

MARINE SAFETY

# Radio Log Book

*for*

*Canadian Flag Vessels*

***Also for use on GMDSS exempted vessels***

| *Date Commenced* | *Date Completed* |
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Canada

## Instructional Guide for Keeping the Official Radio Log Book

In accordance with the *Canada Shipping Act* and the provisions of Section 41 of the *Ship Station (Radio) Technical Regulations, 1999*, a Radio Log shall be carried on board vessels with compulsory fitted marine radio installations. The Log shall be located at the main operating position of the ship radio station while the ship is at sea. It must be available for inspection by any person authorized by Transportation Safety Board of Canada, Transport Canada, a Radio Inspector or a authorized representative of another Administration.

**Completion of the Radio Log**

The Log is divided into six sections plus two appendices. Please read the instructions before completing each section.

**Inspection of The Log**

It is suggested that the Master inspect each page of the Radio Log on a daily basis and countersign in the space provided.

**Retention and Eventual Disposal of The Log**

The radio log shall be kept in its original form:
(a) on board the ship for a period of not less than one month after the date of the last entry; and
(b) in a place accessible to a radio inspector for a minimum period of twelve months, which period includes the period referred to in paragraph (a).

Radio Logs should be finally disposed of in a manner directed by the operating company or the shipowner as the case may be.

## Instructions to Complete Individual Sections

**Section I**

1. Enter all the required particulars of the ship and details of radio certification.
2. Enter the method(s) of ensuring the serviceability of the radio equipment, SOLAS (*Safety of Life at Sea)* vessels only including details of the service company or companies if shore-based maintenance is the chosen routine.

**Section II**

This section provides direction on how to use the *Message Class Indicator*. The Message Class column is provided to facilitate rapid and accurate log keeping on board. The *Message Class Indicator* is used to identify type of call.

**Section III**

Enter the names of the radio operators, the dates each operator is on board and identify the radio certificate held by the individual. Indicate clearly the name of the radio operator designated to operate the radio equipment during emergencies as required by the *Crewing Regulations.*

**Section IV**

It is suggested that the Master nominate a qualified person(s) to maintain the Log and to carry out the tests and checks of the equipment required by the *Ship Station (Radio) Technical Regulations, 1999* and the *Ship Station (Radio) Regulations, 1999*. Enter the name of the qualified person(s) in this section.

**Section V**

This section comprises the diary record of the operation of the radio installation. The radio operator making a notation in this section shall initial each individual entry. The summary column(s) must include the following:

(a) the date and time of each entry made in the radio log**,** *Section 39 of the Ship Station (Radio) Technical Regulations, 1999* which states, a person using a ship station shall, when stating the time during voice communications on a ship that is engaged on;
   (i) an international voyage, observe coordinated universal time (UTC);
   (ii) a voyage in the Great Lakes Basin, observe Eastern Standard Time; and
   (iii) any other type of voyage, observe the local time of the area in which the ship is navigating.
   (iv) a radio operator using a ship station shall, when stating the time, use the 24-hour system expressed by means of four figures from 00:01 to 24:00 followed by the time zone identifier.

(b) a summary of all radio communications, including the date, time, frequency used and details with respect to:
   (i) distress and urgency communications,
   (ii) safety communications that relate to the ship's location and voyage,
   (iii) abnormal radio propagation conditions that may reduce the effectiveness of the ship station, and
   (iv) any other important service incident.

(c) the date and time a check, test or inspection required by the *Ship Station (Radio) Technical Regulations, 1999*, was carried out and the results obtained including, for each day that the ship is at sea (see Appendix A):
   (i) the operating condition of the radio equipment determined by normal communication or a test call, as well as the position of the ship at the time the determination is made,
   (ii) the assessment of the reserve source of energy, and
   (iii) if any of the radio equipment is found not to be in working order, a notation that the master was informed.

(d) the position of the ship indicated in each voyage report transmitted to Automated Mutual-Assistance Vessel Rescue System (AMVER) and the time that the ship was at the reported position;

(e) the time of an inadvertent transmission of a distress, urgency or safety communication and the time and method of its cancellation;

(f) the 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; and

(g) any corrective action taken to remedy any deficiency in the radio equipment required by the *Ship Station (Radio) Technical Regulations, 1999*.

(h) the date shall include the day, month and year.

**Section VI** *(if required)*
Distress and distress related communications received as hard copy via NAVTEX, Enhanced Group Calling, Narrow Band Direct Printing or satellite telex should be recorded on the Log and filed (using invisible tape) at the rear of the Official Radio Log in date order. Hard copy concerning weather or navigational warnings need not be retained, but the time their receipt must be noted in the "Message Class" column by the appropriate designator and time. If more space is required during completion of this section it is permissible to continue filing towards the center of the log book within Section V. Note: Section VI is only required to be completed if the ship is fitted with any of the direct printing equipment described above.

**Appendix A**
Assessments and Tests
Instructions concerning daily, weekly and monthly tests and checks of equipment and reserve power are set out in the Appendix A. The required test must be entered into the Official Radio Log on completion. A brief summary of the operational capability of the equipment together with the names of any station contacted during tests should also be recorded. If any of the radio equipment is found not to be in full working order, the nominated person must notify the Master and record details of the deficiencies in the Log.

**Appendix B**
Two suggested Reserve Source of Energy Log Sheets are set out in Appendix B to record the status of back-up power in accordance with Section 48 of the *Ship Station (Radio) Technical Regulations, 1999.*

## Section I

### 1. Particulars of Ship

Name of ship _____

Registration Number _____

Radio Call Sign *(if applicable)* _____

Maritime Mobile Service Identity number (MMSI) _____

Port of registry _____

Gross tonnage _____

Date keel was laid _____

Sea Area(s) in which the ship is certified to operate _____

Date of expiry of the Radio Inspection Certificate *(if required)* _____

Date of expiry of the Radio Station License *(if required)* _____

### 2. SOLAS Vessels ***only***: Indicate method(s) used to ensure availability of radio facilities *(choose appropriate box)*

a) Duplication of equipment ☐

b) Shore-based maintenance contract ☐

*Details of service company Name and address:* _____

c) At sea maintenance capability ☐

### 3. Name and address of Owner, Managing Owner or Agent *(if not custom printed company manual)*

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## Section II

### Message Class Indicators

The *Message Class Indicator* column is provided to facilitate rapid and accurate log keeping on board. The *Message Class Indicator* is used to identify the type message or inspection being logged. The more frequently used radio transmissions have been assigned a *Message Class Indicator*. The indicators and their respective definitions are listed below. The table immediately below, illustrates the correct method to complete the radio log.

| Date/ Time UTC | Station/Ship Radio Call is TO | Station/Ship Radio Call is FROM | MSG Class | Radio Operator's Remarks or Comments | Frequency, Channel, or Satellite | R/O |
|---|---|---|---|---|---|---|
| 21/08/99 | All Ships | 316001140 | A | Distress Alert | VHF 70 | |

| Message Class Indicator | Definition | Message Class Indicator | Definition |
|---|---|---|---|
| A | Digital Selective Calling (DSC) Distress Alert *(including NAVTEX, Enhanced Group Calling, Narrow Band Direct Printing or satellite telex)* | K | Daily radio operator checks, tests or inspections including assessment of the reserve source of energy. See Appendix A for details. |
| B | Voice Distress Call | L | AMVER reports |
| C | Digital Selective Calling (DSC) Urgency Call *(including NAVTEX, Enhanced Group Calling, Narrow Band Direct Printing or satellite telex)* | M | Monthly testing of radio equipment batteries |
| D | Voice Urgency Call | N | Significant maintenance carried out on board |
| E | Digital Selective Calling (DSC) Safety communications relating to the ship's location and voyage *(including NAVTEX, Enhanced Group Calling, Narrow Band Direct Printing or satellite telex)* | O | EPIRB inspection and test |
| F | Voice Safety communications respecting the ship | P | SART inspection and test |
| G* | Routine ship to ship communications | Q | Survival craft VHF radio(s) inspection and test |
| H* | Routine ship to shore communications-*i.e. MCTS* | | |
| I | Abnormal radio propagation conditions that may reduce the effectiveness of the ship station | * Non-compulsory reporting-*Ship Station (Radio) Technical Regulations, 1999* | |
| J | Important service incident. | | |

## Section III

**Qualified Radio Operators** - ***** *identify name of the radio operator designated for operating the radio equipment during emergencies using an asterisk **

| **Name** | **Radio Certificate held** | **Dates On Board From/To and sample initials (*signature*)** |
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## Section III

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| **Name** | **Radio Certificate held** | **Dates On Board From/To and sample initials (*signature*)** |
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| **Name** | **Radio Certificate held** | **Dates On Board From/To and sample initials (*signature*)** |
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## Section IV

It is suggested that the Master nominate a qualified person(s) to maintain the Log and to carry out the tests and checks of the equipment required by the *Ship Station (Radio) Technical Regulations, 1999* and the *Ship Station (Radio) Regulations, 1999*. Enter the name of the qualified person(s) in this section.

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## Section V Diary Record or Log

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Vessel's name including MMSI *or* Call Sign

Master's Signature

## Section V Diary Record or Log

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Master's Signature

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Vessel's name including MMSI *or* Call Sign

Master's Signature

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Vessel's name including MMSI *or* Call Sign

Master's Signature

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Vessel's name including MMSI *or* Call Sign

Master's Signature

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Vessel's name including MMSI *or* Call Sign

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Vessel's name including MMSI *or* Call Sign

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Vessel's name including MMSI *or* Call Sign

Master's Signature

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Vessel's name including MMSI *or* Call Sign

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Master's Signature

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Vessel's name including MMSI *or* Call Sign

Master's Signature

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Master's Signature

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Vessel's name including MMSI *or* Call Sign

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Vessel's name including MMSI *or* Call Sign

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Vessel's name including MMSI *or* Call Sign

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Vessel's name including MMSI *or* Call Sign

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Vessel's name including MMSI *or* Call Sign

Master's Signature

| Date/ Time | Station/Ship Radio Call is TO | Station/Ship Radio Call is FROM | MSG Class | Radio Operator's Remarks or Comments | Frequency, Channel, or Satellite | R/O |
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Vessel's name including MMSI *or* Call Sign

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Vessel's name including MMSI *or* Call Sign

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Vessel's name including MMSI *or* Call Sign

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Vessel's name including MMSI *or* Call Sign

Master's Signature

## Section VI

**Distress and distress related communications received as hard copy via NAVTEX, Enhanced Group Calling, Narrow Band Direct Printing or satellite telex.**



Vessel's name including MMSI *or* Call Sign

Master's Signature

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Vessel's name including MMSI *or* Call Sign

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Vessel's name including MMSI *or* Call Sign

Master's Signature

# Appendix A

## Assessments and Tests

**1. Before a voyage**

A radio operator shall, before a ship undertakes a voyage, ensure that the radio equipment is in proper operating condition and that all documents and publications required by Section 17 of the *Ship Station (Radio) Regulations* are on board the ship.

**2. While at sea**

(2.1) A radio operator shall, while a ship is at sea,

(a) daily, assess the operating condition of a ship station; and

(b) subject to subsection (2.2) below, in the case of a VHF radio installation, MF radio installation and MF/HF radio installation, weekly, assess, by the means of normal communications or by a test call 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, the operating condition of the radio installation.

(2.2) When, for longer than a week, a ship has been out of the communication range of a ship station or a coast station that is capable of transmitting and receiving communications using DSC, a radio operator shall make the test call at the first opportunity after the ship is within the communication range of a coast station in order to assess the operating condition of the radio installation.

(2.3) A radio operator shall, when testing the operating condition of a ship station transmitter, use the antenna normally used for the transmitter.

(2.4) If an assessment referred to in subsection (2.1) or (2.2) indicates that the radio equipment or the reserve source of energy is not operating properly, the equipment or source of energy shall be restored to its proper operating condition as soon as possible.

**3. Out of service for more than 30 days**

If a ship station is out of service for more than 30 days, a radio operator shall verify, within the seven days before the ship undertakes a voyage, that the radio equipment is in proper operating condition and shall enter that information in the radio log.

**4. Intervals for the testing of radio equipment batteries**

(4.1) The batteries that constitute a source of electrical energy for any radio equipment shall be:

(a) tested daily, to determine the state of their charge;

(b) checked once each month, to determine the physical condition of the batteries, their connections and compartment; and

(c) fully recharged when necessary.

(4.2) Rechargeable batteries that constitute a reserve source of electrical energy for any radio equipment shall undergo

(a) unless the battery manufacturer advises otherwise, once a year, when a ship is not at sea, a check of their capacity by fully discharging and recharging them, using normal operating current and their battery rating period; and

(b) an assessment of their charge without any significant discharge of the batteries
(i) immediately before the ship puts to sea, and
(ii) each week, while the ship is at sea.

**5. Assessment of Survivor Craft Equipment**

(5.1) An EPIRB required to be on board a ship, other than one stowed in an inflatable life raft, under the Ship Station (Radio) Regulations, 1999, the Life Saving Equipment Regulations, the Large Fishing Vessel Inspection Regulations or the Small Fishing Vessel Inspection Regulations shall be inspected and tested by a radio operator on installation and at least once every six months thereafter, in accordance with the manufacturer's instructions.

(5.2) A SART required to be on board a ship under the Ship Station (Radio) Regulations, 1999, the Life Saving Equipment Regulations, the Large Fishing Vessel Inspection Regulations or the Small Fishing Vessel Inspection Regulations shall be inspected and tested by the radio operator on installation and at least once every six months thereafter, in accordance with the manufacturer's instructions.

(5.3) A survival craft VHF radiotelephone apparatus required to be on board a ship under the Ship Station (Radio) Regulations, 1999, the Life Saving equipment Regulations or the Large Fishing Vessel Inspection Regulations shall be tested* by a radio operator at each boat and fire drill held on board the ship, if the apparatus has a power source that can be replaced by the user.

* The Lithium batteries provided with lifeboat VHF radios are intended **for use only in an emergency** and are sealed with an expiry date. Sealed Lithium batteries **do not require** a daily or weekly state of charge test. Lithium batteries maybe tested during annual or Port State Inspection by any person authorized byTransport Canada, a Radio Inspector or a authorized representative of another Administration. After inspection the batteries shall be re-sealed with the surveyors signature and date and an endorsement is made to the survey report. Whenever batteries are found with the seals broken other than as described, they must be condemned and require replacement prior to the vessel sailing.

# Appendix B

## Reserve Source of Energy
## Wet Cell Battery Logsheet

Battery type and manufacturer:

In service date:

Number of batteries: If multiple-series or parallel: Total Voltage:

| Specific gravity | Reading | Remarks |
|---|---|---|
| **Battery #** | | |
| Cell # | | |
| Cell # | | |
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| Specific gravity | Reading | Remarks |
|---|---|---|
| **Battery #** | | |
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Battery service maintenance carried out by:

Vessel's name including MMSI or Call Sign

# Appendix B

## Reserve Source of Energy
## Gel Cell, Dry Cell or Nickel-Cadmium (NiCd) Battery Logsheet

Battery type and manufacturer: _____

In service date: _____

Number of batteries: _____ If multiple-series or parallel: _____ Total Voltage: _____

| Battery # | Reading Voltage | Charging Supply Voltage | Remarks and Date |
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Battery service maintenance carried out by: _____

Vessel's name including MMSI or Call Sign _____

## Message Class Indicators

| Message Class Indicator | Definition | Message Class Indicator | Definition |
|---|---|---|---|
| A | Digital Selective Calling (DSC) Distress Alert *(including NAVTEX, Enhanced Group Calling, Narrow Band Direct Printing or satellite telex)* | K | Daily radio operator checks, tests or inspections including assessment of the reserve source of energy. See Appendix A for details. |
| B | Voice Distress Call | L | AMVER reports |
| C | Digital Selective Calling (DSC) Urgency Call *(including NAVTEX, Enhanced Group Calling, Narrow Band Direct Printing or satellite telex)* | M | Monthly testing of radio equipment batteries |
| D | Voice Urgency Call | N | Significant maintenance carried out on board |
| E | Digital Selective Calling (DSC) Safety communications relating to the ship's location and voyage *(including NAVTEX, Enhanced Group Calling, Narrow Band Direct Printing or satellite telex)* | O | EPIRB inspection and test |
| F | Voice Safety communications respecting the ship | P | SART inspection and test |
| G* | Routine ship to ship communications | Q | Survival craft VHF radio(s) inspection and test |
| H* | Routine ship to shore communications-*i.e. MCTS* | | |
| I | Abnormal radio propagation conditions that may reduce the effectiveness of the ship station | * Non-compulsory reporting-*Ship Station (Radio) Technical Regulations, 1999* | |
| J | Important service incident. | | |

The manual is in accordance with the *Canada Shipping Act*
and the provisions of Section 41 of the
*Ship Station (Radio) Technical Regulations, 1999.*

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