

## EFFECTIVE RECORDING

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### Scope

This Bulletin aims to:

- enhance the importance of effective recording of all ships' records
  - including timely updating the ship's logs and forms
- highlight the risks associated with falsification of any record
  - including safety, environmental, technical and public health aspects

#### Warning

*Falsifying Company or Ship's Records is a serious breach of the Code of Conduct*

***Do not falsify any Company or Ship's Record: you may be dismissed, authorities advised and further charges including criminal allegations pressed***

#### Note:

- Record is a **Document** stating results achieved or providing evidence of activities performed.
- **Document** is information and the **medium** on which it is contained.
- **Medium** could be paper, magnetic, electronic, photograph, sample or a combination thereof.
- Records can be used to formalize **traceability** and to provide **evidence** of verification or actions.
- **Traceability** is history, application or location of a product / service / process / person / organization / system / resource
- **Evidence** is data supporting the existence or verity of something

*Above as per ISO9000:2015 "Quality management systems – Fundamentals and Vocabulary"*

## SHIP OFFICIAL DOCUMENTATION

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Consequences of improper or false recording:

### 1) Safety Records

- may relate to negligence and misconduct
- may lead to litigation and refusal of insurance coverage
- prosecution by Authorities in case of accidents or incidents

## 2) Environmental Records

- may relate to negligence and misconduct
- criminal prosecution by Authorities
- willful falsification is not covered by P&I clubs

### **Warning:**

*"Any person who knowingly makes any false statement, representation, or certification in any record or other document submitted or required to be maintained ..., including monitoring reports or reports of compliance or non-compliance shall, upon conviction, be punished by a fine ... per violation, or by imprisonment ..., or by both"*

*"In addition, false statements or representations, as well as alterations or false entries in documents, may be punishable by more severe criminal penalties"*

*Any violation ... can be subject to a 37'500\$ USD fine per violation and per day"*

*(example of US environmental legislation on records)*

## 3) Technical Records

- may result in equipment failures , accidents/ incidents
- insurance claims may be rejected

## 4) Public Health Sanitation

- may lead to illness or outbreaks (passengers and crew )
- passengers and crew can press further claims and charges
- courts may not honor due diligence hygienic practice, maintenance of sanitary conditions
- negative impact on Company's reputation

# Effective Recordkeeping Procedure

All persons entitled to make records in logs, forms, systems (Shipsure, AMOS or others):

- 1) Know the various records required to document your duties/ job performed
- 2) Familiarize yourself with the relevant record keeping requirements (VMS, Statutory/Flag, Manufacturer requirement etc) as applicable
- 3) Record legibly, in a permanent way (eg. ball point and no pencil), adequately and timely / without undue delay events / items required in the relevant records

- 4) Verify with other persons recording the same item/event of the correct time/details (e.g. between Bridge – ECR – Hotel Dept)
- 5) Be aware records can be cross checked against each other (log books, VMS entries, VDR data, bell books / rough logs, entries for SBE, Pilot On Board, Finished with Engines etc etc and discrepancies identified
- 6) In case of doubt – ask your line manager or DPA / Fleet Superintendent / Manager ashore

**Note:** If justified corrections required at a later times to records – cross out entries (where possible) and countersign corrections, add explanatory notes in electronic systems

**Caution:**

*Do not use “tippex” / correction fluid to correct paper entries*

*Do not tamper electronic audit trails / logs to correct data in electronic systems*



Completed

