

# NAVORD 1000-6

## Inspection of Ship's Books by Commanding Officer

### 1. Identification

<b>Date of Issue</b>	2015-01-05
<b>Date of Modification</b>	2015-01-05
<b>Application</b>	This order and directive applies to those members of the Canadian Armed Forces (CAF) and employees of the Department of National Defence (DND) who serve or are employed in the Royal Canadian Navy (RCN).
<b>Supersession</b>	Maritime Command Order (45-01)
<b>Approval Authority</b>	This Naval Order (NAVORD) is issued by the Commander MARLANT under the authority of QR&O 4.12.
<b>Enquiries</b>	Maritime Forces Atlantic Headquarters (MARLANT HQ) Naval Force Readiness

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### 2. Policy Direction

#### 2.1

<b>Policy Statement</b>	The aim of this NAVORD is to provide a schedule for inspection and signature of books and logs by the Commanding Officer of ships, submarines and by Fleet Diving Units (FDUs).
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### 3. Commanding Officer

Books and logs shall be inspected and signed by the Commanding Officer of ships at the following interval:

#### 3.1

##### Weekly:

- Outgoing Correspondence Float File (General) (CO's Discretion)
- Outgoing Correspondence Float File (Restricted) (CO's Discretion)
- Correspondence Register (CO's Discretion)
- Night Rounds Book
- Operations Room Log (CF 1367)

### **3.2**

#### **Monthly:**

(First Thursday of each month, in addition to weekly books/logs)

- Delegated Officer's Charge Reports (as required)
- Emergency Party Exercise Log
- OOW Notebook (At Sea)
- Ship's Log
- Communications Control Room Access Log
- Small Arms Log
- Weapons Key Muster Log
- Consumption Report
- Aircraft Landings Record Book (as required)
- COMSEC Publication Register (Category 2 accounts only)
- CSD Register
- NOPQ ATR Packages
- Diving Officer's Records (CO's discretion)
- Communication Logs and Files (CO's Discretion)
- Confidential Books Office Visitor Log
- Secret Correspondence Log (CO's Discretion)
- Noise Defect Log
- Meteorological Log
- Request and Alteration Book (as required)
- Navigating Officer's Notebook
- Lockout/Tag Out List

### **3.3**

#### **Quarterly**

- Remedial Measures Binder
- Shipboard Air Controllers Log Book (as required)
- Individual Diving Logs (CF 849s)
- Ship's Monthly Diving record (CF 850)
- Small Arms Log
- Ammunition Log (CF 411)
- Ship's Company Leave Report
- Ship's Company Force Evaluation Report
- Magazine Rounds Log
- Halocarbon Log (former ODS Log)
- Ring Laser Gyro Log
- Fuelling Reports Log
- Hazardous Occurrence Investigation and Reporting (CF 98 and DND 663) (as required)

### **3.4**

#### **Semi Annually**

- Artifact Log
- All Keys Log
- Divisional Officer's Record Books (CO's discretion)
- HAZMAT/HAZWaste Log
- Black Water/Grey Water Log
- Oily Water Separator Log
- Ballast Log
- Bilge Log
- Marine Mammal Log
- LMDE Log (as required)
- Compressed Breathing Air System – Air Purity Log

### **3.5**

#### **Yearly**

- Maritime Chart Correction Register
- Captain's Ship's Book
- Navigation Data Book (including NATO Data Card)

NOTE: "As required" - meaning only if entries are recorded since last sighting.

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## **4. Fleet Diving Unit**

The following books and logs shall be inspected and signed by the Commanding Officer of Fleet Diving Units once in each week, month, quarter, semi-annually or year as noted below:

### **4.1**

#### **Weekly**

- Nil

### **4.2**

#### **Monthly**

First Thursday of each month

- Outgoing Correspondence Float Files (CO's Discretion)
- Night Rounds Book
- OOW Notebook (At Sea)
- LMDE Log (as required)
- Lockout/Tag Out List
- Small Arms Log

- Ship's Log

### **4.3**

#### **Quarterly**

- Remedial Measures Binder
- Pre-sail Checklists
- Defect Log
- Engineering Log
- YDTs Engineering Log
- Ship's Monthly Diving record (CF 850)
- Magazine Rounds Log
- Compressor Log
- Stores Log
- Outboard Motorboat Log
- Ammunition Log (CF 411)
- ROV Operations Log
- Fuelling Log
- Halocarbon Log (formerly ODS log)
- Individual Diving Logs (CF 849s)
- Diving Information Tracking System (DITS)
- Ship's Company Leave Report
- Ship's Company Force Evaluation Report
- Hazardous Occurrence Investigation and Reporting (CF 98 and DND 663) (as required)

### **4.4**

#### **Semi Annually**

- Divisional Officer's Record Books (CO's discretion)
- HAZMAT/HAZWaste Log
- Black Water/Grey Water Log
- Oily Water Separator Log
- Ballast Log
- Bilge Log
- Marine Mammal Log
- Compressed Breathing Air System –Air Purity Log

### **4.5**

#### **Yearly**

- Navigation Data Book
- Maritime Chart Correction Register

NOTE: "As required" - meaning only if entries are recorded since last sighting.

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## **5. Submarines**

The following books and logs shall be inspected and signed by the Commanding Officer of Submarines once in each week, month, quarter, semi-annually or year as noted below:

### **5.1**

#### **Weekly**

- Submarine Defect Log (weekly when sailing / monthly alongside)
- Outgoing Correspondence Float File (CO's Discretion)
- Correspondence Register (CO's Discretion)
- Operations Room Log (CF 1367)

### **5.2**

#### **Monthly**

(First Thursday of each month, in addition to weekly books/logs)

- Delegated Officer's Charge Reports (as required)
- Emergency Party Exercise Log
- OOW Notebook (At Sea)
- Ship's Log
- Communications Control Room Access Log
- Small Arms Log
- Weapons Key Muster Log
- Consumption Report
- Aircraft Landings Record Book (as required)
- COMSEC Publication Register (Category 2 accounts only)
- CSD Register
- NOPQ ATR Packages
- Diving Officer's Records (CO's discretion)
- Communication Logs and Files (CO's Discretion)
- Confidential Books Office Visitor Log
- Secret Correspondence Log (CO's Discretion)
- Noise Defect Log
- Fair Trim Log
- Request and Alteration Book (as required)
- Navigating Officer's Notebook
- Lockout/Tag Out List

### **5.3**

#### **Quarterly**

- Remedial Measures Binder
- Individual Diving Logs (CF 849s)
- Ship's Monthly Diving record (CF 850)
- Small Arms Log
- Ammunition Log (CF 411)
- Ship's Company Leave Report
- Ship's Company Force Evaluation Report
- Magazine Rounds Log
- Halocarbon Log (former ODS Log)
- Vibration Analysis Log
- Ring Laser Gyro Log
- Fuelling Reports Log
- Battery Log
- Hazardous Occurrence Investigation and Reporting (CF 98 and DND 663) (as required)

### **5.4**

#### **Semi Annually**

- Artifact Log
- Divisional Officer's Record Books (CO's discretion)
- HAZMAT/HAZWaste Log
- Ballast Log
- Bilge Log
- Marine Mammal Log
- Atmosphere Monitoring Log
- Compressed Breathing Air System – Air Purity Log

### **5.5**

#### **Yearly**

- Maritime Chart Correction Register
- Navigation Data Book (including NATO Data Card)
- Captain's Ship's Book
- Ship's Torpedo Log Book

NOTE: "As required" - meaning only if entries are recorded since last sighting.

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## **6. Reference**

### **6.1**

#### **Source Reference**

- SEMS Manual (Class specific)

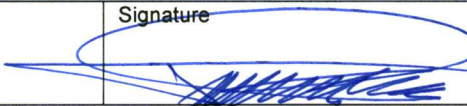

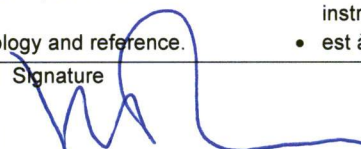

### **6.2**

#### **Related References**

- Naval Materiel Management System (NaMMS)
- C-19-153-003/TS-003 Explosives Safety Manual Volume 3 – Naval Vessels
- C-03-005-033/AA-000 Naval Engineering Manual
- NAVORD 4003-5 Halocarbon Management
- NAVORD 4003-4 Environmental Management of Shipboard Discharges
- NAVORD 1002-0 RCN Safety and Environmental Program Management
- SSOs
- CF Diving Manual BGG-380-000/FP-002
- DAOD 5019-4

# NAVORD APPROVAL SHEET

## FEUILLE D'APPROBATION DE ORDNAV

Section 1: Identification				
Number / numéro 1000-6		Title / titre Inspection of Ship's Books by Commanding Officers		
<input checked="" type="checkbox"/> Royal Canadian Navy (Orders) NAVORDS Ordres de la Marine Royal Canadienne (ORNAV)				
<input type="checkbox"/> New Issue Nouvelle version		<input checked="" type="checkbox"/> Amendment Modification		<input type="checkbox"/> *Cancellation (indicate reason) *Annulation (justifier)
This supersedes and cancels: MARCORD 45-01 Cette remplace et annule :				
OPI Contact Person (if other than shown in block 2B) / personne-ressource du BPR (si autre que celle qui paraît à la case 2B)				
Name and Rank (if applicable) Nom et grade (s'il y a lieu)	Signature	Appointment / poste	Telephone / téléphone	Date
J.G. Ross Lt(N)		SO NFR	902-427-7912	10 Nov 14
Section 2: Approval as to content / approbation quant au contenu				
2A - Subject Matter Advisor to OPI / conseiller en la matière du BPR				
Name and Rank (if applicable) Nom et grade (s'il y a lieu)	Signature	Appointment / poste	Telephone / téléphone	Date
D.J. Patchell, Cdr		D/CNFR	902-427-6669	11/12/14
2B - OPI Approval / approbation du BPR				
The OPI also certifies that this policy: • does not conflict with other orders, regulations, instructions or directives; and • is current in all respects, including terminology and reference.		Le BPR certifie également que cette politique : • n'entre pas en conflit avec d'autres ordonnances, règlements, instructions ou directives; • est à jour, à tous égards, y compris la terminologie et les références.		
Name and Rank (if applicable) Nom et grade (s'il y a lieu)	Signature	Appointment / poste	Telephone / téléphone	Date
M.E. Davie, Capt(N)		CNFR	902-427-2530	7 Jan 15
2C - Office of Collateral Interest Clearance (Division / DG Level) and Formations / vérification des bureaux consultatifs (niveau de division / DG) et Formations				
Check OCIs whose approval is required OCIs should sign and date. / Choisissez les bureaux consultatifs dont l'approbation est requise. Les bureaux doivent signer et inscrire la date.				
<input type="checkbox"/> DGMFD / DGDFM	<input type="checkbox"/> MARPAC / FMAR(P)			
<input type="checkbox"/> DGNP / DGMPR	<input type="checkbox"/> NAVRES / RÉSNV			
<input type="checkbox"/> DGMSM / DGGSM	<input type="checkbox"/> MARLANT / FMAR (A)			
<input type="checkbox"/> DGMC / DGCM	<input type="checkbox"/> CFMWC / DGNFC			
<input type="checkbox"/> Compt / Comtr	<input type="checkbox"/> Other / Autre			
<input type="checkbox"/> NS COS / CEM EMFM	<input checked="" type="checkbox"/> N5 ACOS OP Read			
<input type="checkbox"/> DMPOR / DPORM	<input type="checkbox"/>			
<input type="checkbox"/> DComd RCN / CmdtA MRC	<input type="checkbox"/>			
Section 3: Approval as to Form and Legality / approbation quant à la forme et à la légalité				
JAG	Signature	Appointment / poste	Telephone / téléphone	Date
N/A				
Section 4: Approval by Higher Authority / approbation de l'autorité supérieure				
Comd RCN / Comdt MRC or/ou DComd RCN / CmdtA MRC				
Name and Rank / nom et grade	Signature	Appointment / poste	Telephone / téléphone	Date
J.F. Newton, RAdm		Comd MARLANT	902-427-6355	8 Jan 15