CCGA Log Book

Maritime Incident and Radio Communication Log Book

CCGA Vessel's Name	

Date Commenced		Date Completed	

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Couvert 2

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Instructional Guide for Keeping the Log Book

In accordance with the *Canada Shipping Act* and the provisions of *Section 41 of the Ship Station (Radio) Technical Regulations, 1999*, a Log Book shall be carried on board vessels with compulsory fitted marine radio installations. The Log Book shall be located at the main operating position of the vessel radio station while the vessel 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 Log Book

The Log is divided into two sections plus one appendix. Please read the instructions before completing each section and appendix.

Inspection of the Log Book

It is suggested that the Master inspects each page of the Log Book on a daily basis and countersigns in the space provided.

Retention and Eventual Disposal of the Log Book

The Log Book shall be kept in its original form:

(a) on board the vessel 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).

Log Books 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 informations about the vessel.

2. Enter the name of Owner/Operator or Rescue Society, address and other details.

Section II

1. Incident numbers shall be obtained from JRCC/MRSC upon tasking, during or on completion of an authorized SAR mission and dated.

2. All times will be in local times and inserted in the left hand column provided.

3. Other SAR resources involved shall be entered when appropriate.

4. Auxiliary crew manning the vessel shall be listed.

5. All non-auxiliary passengers on the vessel during a SAR mission shall be listed.

6. All radio messages pertinent to the SAR mission shall be logged.

7. Weather conditions shall be logged for reference.

8. Owner/Operator of CCGA vessel to sign incident/radio Log Book.

   Note: Use as many pages as needed to enter information.

Appendix A / CCGA Towing Assistance

Form I / Towing Assistance Instructions

Please Print all required information.

Form II / Verbal Towing Assistance Instructions

Note: Please read the instructions and conditions associated with the towing policy and make sure that they are agreed to by the person requesting the tow. And fill the rest of the questionnaire. *Please Print all required information.*

1. Vessel Information

Name of vessel	
License Number	
Radio Call Sign *(if applicable)*	
Maritime Mobile Service Identity number (MMSI)	
Port of Registry	

2. Owner/Operator Information

☐ **Name and address of Owner/Operator**

☐ **or Rescue Society (Community Vessel)**

Name:

Address:

Tel.: Fax: Cell:

E-mail:

1. Incident No. ➤	Date (Y-M-D) : ➤

2. Time	Action taken

3. Other SAR resources involved

4. Auxiliary crew names	
5. Non-Auxiliary names	

6. Time	Radio Messages Sent/Recieved

7. Wind speed / direction

Sea conditions

Visibility

Other remarks

8. Signature of Owner / Operator

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8. Signature of Owner / Operator

CANADIAN COAST GUARD AUXILIARY (CCGA)
TOWING ASSISTANCE INSTRUCTIONS

Please Print.

I, the undersigned:

declare being the owner/operator of the vessel:

registered under the license number:

do hereby request that the Canadian Coast Guard Auxiliary vessel:

provides my disabled vessel with towing assistance. In doing so, I declare being of sound body and mind and perfectly aware of the dangers and risks of a towing operation, for myself, for all persons on board the vessel, and for the vessel and its equipment.

I also fully understand the following:

- The towing operation will be to the nearest place of refuge, or to a rendezvous position where the tow can be safely transferred.
- Upon arrival at the nearest place of refuge, the Search and Rescue Unit will release the towline and depart and it will be my responsibility to secure my own vessel.
- If there is a more serious situation elsewhere, the towline will be released or transferred and the towing operation will be ended immediately.
- The Search and Rescue Unit may release the towline and end the towing operation if such operation poses risks to safety of the resource.
- If adequate commercial assistance arrives on-scene, the Search and Rescue Unit may hand over the tow. I will be liable to any charges from that commercial resource.

Note: Please don't forget to fill in the back portion of this form.

- The Canadian Coast Guard or Canadian Coast Guard Auxiliary, the Department of Fisheries and Oceans Canada, the Government of Canada, Her Majesty the Queen in right of Canada and any of their employees are not liable for damages suffered by the vessel, any of its equipment, its owner, master, operator, person in charge, crew or passengers, if the towing operation has to be abandoned, or if the damages occurred despite due diligence and competent work of the master and crew of the Search and Rescue Unit.

Name:

Address:

Tel.: Fax: Cell:

E-mail:

Signature:

Date:

Name of Witness:

Address:

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Signature:

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CANADIAN COAST GUARD AUXILIARY (CCGA)
VERBAL TOWING ASSISTANCE INSTRUCTIONS

Please Print.

Name of Master Owner Operator or person in charge of the disabled vessel:

Name of Vessel:

Official license number:

Port of Registry:

- Do you understand that the towing assistance provided by the Canadian Coast Guard Auxiliary will be to the nearest place or refuge or to a rendezvous position where the tow can be safely transferred?
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- Do you understand that the towline may be released anytime during the operation and the towing operation could therefore be ended?
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- Finally, do you understand that the Government of Canada, the Canadian Coast Guard Auxiliary and any of their employees or volunteers are not liable for damages suffered by your vessel, its crew or passengers, at any time

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Canadian Coast Guard Auxiliary (CCGA) • National
47, Riverview Street, Gatineau, Quebec, J9H 4S7
Toll free: **1 (866) MAYDAY2** • 1 (866) 629-3292
Tel. & Fax: 1 (819) 557-0541
Web Site: www. ccga-gcac.org

Canadian Coast Guard Auxiliary (CCGA) • Pacific
25 Huron Street, Victoria, British Columbia, V8V 4V9
Telephone: (250) 480-2798 • Fax: (250) 480-2742
Web Site: www.ccga-pacific.org

Canadian Coast Guard Auxiliary (CCGA) • Central & Arctic
577 Kingston Road Suite 206, Toronto, Ontario, M4E 1R3
Telephone: (416) 463-7283 / 1 (866) 429-7283
Fax: (416) 463-7285 / 1 (866) 392-7285
Web Site: www.ccga-ca.ca

Canadian Coast Guard Auxiliary (CCGA) • Quebec
17 Prince Street, Sorel, Quebec, J3P 4J4
Telephone: (450) 746-4385 • Fax: (450) 746-4386
Web Site: www.gcac-q.ca

Canadian Coast Guard Auxiliary (CCGA) • Maritimes
P.O. Box 9640, Commercial Service Center
Halifax, Nova Scotia, B3K 5S4
Telephone: (902) 475-1842 • Fax: (902) 479-3222
Web Site: www.ccga-m.ca

Canadian Coast Guard Auxiliary (CCGA) • Newfoundland & Labrador
P.O. Box 938, Station C, St. John's, NL, A1C 5M3
Telephone: (709) 772-4428 • Fax: (709) 772-4109
Web Site: www.ccga-nl.ca

Notes

Notes

Canadian Coast Guard Auxiliary

Volunteers Saving Lives on the Water

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