

Report Date: 30 Apr 2012

**Summary Report for Individual Task
551-88L-2040
Review Entries in a Class B Vessel Logbook
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: Aboard a Class B vessel when given the appropriate logbook document training events; drills and inspections; emergency procedures; security operations; status of cargo, crew, passengers, communications; and safety conditions.

Standard: The Soldier identified events of importance, recorded entries in the vessel logbook, and complied with official logbook policies and procedures IAW AR 56-9.

Special Condition: None

Special Standards: None

Special Equipment:

Safety Level: Low

MOPP:

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Know the requirements for official vessel logbook entries and records.

a. Understand that logbooks and records will provide a permanent legal record of the following:

- (1) The operation, location, and condition of the vessel.
- (2) The status of the cargo, crew, passengers, and communications.

b. Understand it is mandatory that an engine logbook log list the following:

- (1) All repairs.
- (2) All maintenance performed aboard ship.
- (3) All repairs and maintenance to be performed by shore personnel.

2. Identify official logbook entries and record them in the appropriate logbook.

a. Record in the appropriate logbook all events of importance, interest, or historical value about the crew, passengers, operation, location, condition, and safety of the Army watercraft:

- (1) DA Form 5273 (Harbor Boat Deck and Engine Log for Class B Vessels) must be used on all Class B vessels.
- (2) DA Form 5273 is a six month logbook; two logbooks are required for each Class B vessel per year.

(3) Logbooks will be prepared per instructions in AR 56-9, in DA Pam 738–750, and those in the logbook. The local command may require additional entries.

Note: AR 59-6 is not meant to preclude keeping other records as required by other regulations, laws, or persons in charge of watercraft

b. Verify that the following types of events are logged in the official logbook and written with or underlined in red ink.

- (1) Fire and boat drills (weekly).
- (2) Steering gear, whistle, and means of communication (prior to departure).
- (3) Drafts and load line markings (prior to leaving port).

(4) Hatches and watertight doors (upon leaving port and when closing the vessel for temporary/permanent storage without the crew.

- (5) Line throwing appliances (once every three months).
- (6) Emergency lighting and power systems (weekly).
- (7) Electric power operated lifeboat/life raft winches (once every three months).
- (8) Fuel oil data (upon receipt of fuel oil on board).
- (9) Cargo gear inspections (before and after use).

c. Maintain the engine logbook in accordance with AR 56-9 and DA Pamphlet 750-8. Chapter 6. The information will include the following:

- (1) Transfer of fuel oil (time, date, and amounts).
- (2) Ballasting or cleaning of bunker fuel tanks.
- (3) Disposal of oily residues.
- (4) Other exceptional discharges of oil.
- (5) Record this information in the logbook.

3. Maintain the logbook daily.

a. Record logbook entries for each day.

b. Record events that occur when the vessel is unsecured or activated for inspection, training, or maintenance.

- (1) Annual Training (AT).
- (2) Active Duty for Training.
- (3) Active Duty for Special Work (ADSW).

(4) Make entries for drills and inspections per 46 CFR 97.35. For easy recognition, make these entries underlined with red ink.

c. Log all passengers to ensure a timeline of crew members and accountability as crews come and go.

d. Record any and all violations of the vessel physical security IAW AR 56-9.

e. Prepare logbooks for commanders assigned to the watercraft to periodically review to ensure that they are maintained per AR 56-9.

Note: Logbooks will be maintained aboard the vessel at all times unless removed IAW AR 56-9, paragraph 6-3g (1), and in the event of abandoning ship. Logbooks will be prepared per instructions in AR 56-9; DA PAM 750-8, chapter 6; and those in the actual logbook. The local command may require additional entries (see AR 56-9, Table 2-1: Test, drills, and inspections).

4. Follow the correct formatting requirements for making logbook entries.

a. Log daily entries sequentially, without skipping pages.

b. Annotate the first line of the logbook section titled "Remarks" or "Record of Miscellaneous Events of the Day" with the reason for vessel utilization with the name and signature of the individual opening the vessel.

c. Prepare the daily entries for approval by the vessel master, chief engineer, or coxswain, as appropriate, who will sign in the space provided.

5. Present the logbook to the vessel master for inspection and approval.

a. Present the logbook to the vessel master each day for inspection and approval.

b. Make corrections if necessary with the vessel master's approval.

c. To decline changes believed to be inaccurate, provide a verbal or written explanation with permission from the master. The master will enter explanatory or discretionary remarks in the log and certify the remarks.

d. Follow the correct procedure to correct entries:

(1) A single red line drawn horizontally through it voids an incorrect entry.

(2) The line must not impair legibility.

(3) The watch officer who entered it will then initial the incorrect entry in red ink.

(4) Make no erasures and remove no pages.

e. Use the required logbooks for Reserve Component (RC) vessels. However, only RC vessels may use the logbook for more than 1 year, but not more than 3 years for each vessel.

6. Follow the procedures for retention and disposition of logbooks.

a. Logbooks will be retained aboard or at the unit for 3 years after the year of use, and will be disposed of as follows:

(1) The following will be forwarded to MQD for historical reference and disposition.

(a) Title pages.

(b) Memorandum pages.

(c) Inspection pages.

(d) Vessel data pages.

(e) List of crew members pages.

(f) Daily pages that record and describe involvement in incidents for accidents reportable in accordance with AR 385-10.

(2) Included in the submission will be a memorandum consolidating the covered period which includes:

(a) The vessel underway days.

(b) Total engine hours.

(c) Major missions supported.

b. Dispose of the remainder of the logbook through your installation recycling program.

(Asterisks indicates a leader performance step.)

Evaluation Preparation: None

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Identified the requirements for official vessel logbook entries and records IAW AR 56-9.			
2. Identified official logbook entries and recorded them in the appropriate logbook.			
3. Maintained the logbook daily.			
4. Followed the correct formatting requirements for making logbook entries.			
5. Presented the logbook to the vessel master for inspection and approval.			
6. Followed the procedures for retention and disposition of logbooks.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 56-9	Watercraft	No	No
	DA PAM 750-8	The Army Maintenance Management System (TAMMS) Users Manual	No	No
	TC 55-509	MARINE ENGINEMAN'S HANDBOOK	No	No

Environment: None

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, NBC Protection, FM 3-11.5, CBRN Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks :

Task Number	Title	Proponent	Status
551-88L-1025	Record Entries in a Vessel Logbook	551 - Transportation (Individual)	Analysis

Supported Collective Tasks :

Task Number	Title	Proponent	Status
N/A	N/A	Not Selected	Obsolete