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| **Vessel log book** |
| Date:      | Voyage type:      | Operating area:      | Departure time:      |
| Date of last monthly inspection:      | Incident report number:      | Inspection carried out by:      |
| **Passenger information** | **Crew complement** |
| Total number | Special needs | Comments | Master | Engineer | GPH | Deckhand |
|       |       |       |       |       |       |       |
| **Crew personal details** |
| Name | Address | Telephone | Next of kin (name and relationship) | Next of kin telephone |
|       |       |       |       |       |
|       |       |       |       |       |
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|       |       |       |       |       |
| **Vessel pre-departure checks** |
| Engineer report | General purpose hand report | Deck hand report |
| Satisfactory | Master’s comments | Satisfactory | Master’s comments | Satisfactory | Master’s comments |
| [ ]  Yes [ ]  No |       | [ ]  Yes [ ]  No |       | [ ]  Yes [ ]  No |       |
| **Weather conditions / sea state encountered** |
| Weather / sea state: |       |
| **Vessel log book** |
| Vessel running sheet: |       |
| **Emergency drills** |
| Drill type | Comments |
|       |       |
| **Incidents, accidents, medical emergencies** |
| Radio communications | Incidents |
| Messages sent | Messages received | Medical | Other |
| Time | Details | Time | Details | Time | Details | Time | Details |
|       |       |       |       |       |       |       |       |
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| Masters name: |       | Date | Copy referred to operations manager | Time | Date |
| Signature: |  |       |       |       |