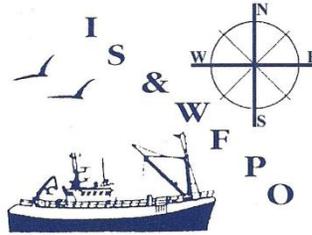


# *Irish South and West Fish Producers' Organisation Ltd.*



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## **Guide to Filling out MSO Crew Logbook**

1. Page 5 should be filled out on the 1<sup>st</sup> of January and 1<sup>st</sup> of July each year.
2. Pages 7 & 8 is the Crew Agreement made between the Owner of the vessel and the Crew the following information should be included:
  - a. The first blank underline is for the type of fishing the vessel carries out and where it is carried out i.e. Demersal in the Celtic Sea. If the logbook is for the first six months of the year then December should be crossed out and the current year should be written in.
  - b. The total number of those working onboard should be written into the next blank underline.
  - c. The next underline which is required to be filled in is in the second last paragraph and sets out how often the Crew are to be paid/receive their share i.e. each trip and on the same line the number of days that the Crew are to be paid/receive their share should be written in together on the next line the number of days before such payment is made that the crew should receive details of how much they are to receive. A detailed listing of the deductions can be written into the next two blank underlines but this is not required.
  - d. On the top of page 8 there are two blank underlines where if the Owner wishes the procedure to be followed if a member of the Crew maintains that the Crew Agreement has been breached. Again, this is not required.
  - e. Finally, just before the signatures on the middle of the page any further details of the Crew Agreement can be included but again, this is not required.
3. Pages 12 & 13 are the List of Crew and the yellow sheet is a carbonate one is that there is a duplicate of the list. At the beginning of the six month period and every time a new Crew member joins the details required should be completed. However, in relation to Remuneration only the method of payment i.e. whether the Crew member is a share fisherman or an employee needs to be completed and not the details of the share or pay. Nor does the PPS Number of the individual need to be recorded here. When a Crew member leaves the crew they should sign opposite their name on page 13 and the Skipper of the vessel should witness same. This signature releases the Skipper and Owner from any further claims by the individual Crew member.
4. Pages 16-25 are the Official Logbook and all musters, drills and equipment checks as well as any injuries or significant incidents.
5. Pages 26-29 are for informational purposes only and should be read at regular intervals to refresh Skipper/Owner memory.