



REPUBLIC OF CYPRUS
SHIPPING DEPUTY MINISTRY

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Circular No.: 25/2020

10 December 2020

To the Registered owners, Managers, Registered bareboat charterers and
Representatives of ships flying the Cyprus Flag,

To all Recognised Organisations (ROs),

To all interested parties and providers of Electronic Record Books.

Subject: Electronic Log Books (Deck Logbook) on Cyprus flagged vessels

I refer to above subject and I wish to advise you of the following:

1. The Merchant Shipping (Official Logbooks, Ship's Articles and Six – Month Lists) Regulations of 2001 and 2012 (P.I. 297/2001 as amended by P.I. 451/2012), require that:
 - i. Every Cyprus ship uses as Official Deck Logbook, a book published exclusively by the Shipping Deputy Ministry and obtainable upon payment of a fee, as stipulated by the Competent Authority;
 - ii. The Official Deck Logbook should bear a serial number at the upper side of the first page and should be endorsed by the Competent Authority or by a Consular Officer of the Republic;
 - iii. The Official Deck Logbook is completed, in one of the official languages of the Republic or in a language comprehensible by the Registrar of Cyprus Ships.
2. The Shipping Deputy Ministry has decided to **accept** the use of **electronic deck logbooks** as equivalent to the official deck logbook referred to in paragraph 1.
3. The electronic deck log book should meet the requirements of Annex 1 of this Circular and also of IMO Resolution A.916(22) "Guidelines for the Recording of events related to Navigation".
4. For any questions concerning the content of this Circular, you may contact:
Shipping Deputy Ministry – Ship Safety Unit/Technical Office for Registration
Tel: +357 25 848100, e-mail: shipsafety@dms.gov.cy

Neophytos Papadopoulos
Deputy Permanent Secretary - Shipping Deputy Ministry



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- Maritime Offices of the Shipping Deputy Ministry abroad
 - Permanent Secretary, Ministry of Foreign Affairs
 - Diplomatic and Consular Missions of the Republic
 - Honorary Consular Officers of the Republic
 - Cyprus Bar Association
 - Cyprus Shipping Chamber
 - Cyprus Union of Shipowners
 - Trade Unions SEK, PEO, DEOK
 - Classification Societies

Encl.

Annex 1

Guidelines for the use of electronic deck logbook on board Cyprus flagged ships

1 Purpose

This Annex is intended to provide guidance on the use of electronic deck logbook on board Cyprus flagged ships and to describe the procedure for applying for approval of such electronic deck logbook by this Administration.

2 Applicability

All ships under Cyprus Flag are obliged to use official deck logbook.

3 Definitions

“Administration” means the Shipping Deputy Ministry.

“Company” means the registered owner of the ship or any other organisation or person such as the manager, or the bareboat charterer, who has assumed the responsibility for the operation of the ship from the owner of the ship (regulation IX/1 of SOLAS 74).

“Software” means the electronic deck logbook software.

“System” means the electronic deck logbook software and electronic deck log book equipment.

4 System Specifications

4.1. Technical Specifications

- a. The electronic deck logbook software must provide for entry of data required by Regulation 3 of the Merchant Shipping (Official Log Books, Ship’s Articles and Six-Month Lists) Regulations of 2001 and 2012 and as per IMO Circular A.916(22) “Guidelines for the Recording of the events related to Navigation” including future amendments;
- b. The electronic deck logbook software must be capable to export records and reproducing records in hard copy;
- c. The software must be capable to support different users with unique username and password;
- d. The software **must not allow** the permanent deletion of any entry;
- e. The software should maintain data integrity when there is a power loss;
- f. The workstation on the bridge where the electronic deck logbook equipment is to be installed must comply with the IMO MSC/Circ.982 “Guidelines on Ergonomic Criteria for Bridge Equipment and Layout” including future amendments;
- g. The lighting of the equipment’s display and keyboard shall comply with the requirements of IMO MSC/Circ.982(5.3.6);
- h. The equipment for the electronic deck logbook should not affect by any means the proper function of the navigational systems and other equipment on board;

- i. The power supply to the equipment should be fed from both main and emergency source of power;
- j. The electronic deck logbook software should have the capability to allow automatic back-up of data in the system to the offline storage at least daily.

4.2. Control and Updates of the System

- a. Each user must have a unique username and password for entering the software in order all entries to be controlled, tracked and linked to the specific user;
- b. All entries must have a date and time stamp (both UTC and local time on board);
- c. Any correction or amendment to an entry must be clearly identifiable;
- d. Any system updates or changes (both software and equipment) should not cause loss of existing records, nor make them unreadable, and the system should continue to present all records;
- e. Upon request, the administration and port authorities must have immediate access to the software's entries.

5 System Approval

- a. Applicants must apply in writing for the approval of the electronic deck logbook system by this Administration separately for each vessel;
- b. The applicants must provide the following information and declarations when applying for approval:
 - (i) Name and Official Number (IMO Number) of the vessel;
 - (ii) A declaration from the software producer and equipment manufacturer that the whole system is prepared, installed, performed, tested and found to be in fully functioning order as per above requirements;
 - (iii) A declaration from the vessel's company that the requirement of paragraph 4.1(a) above is fully complied with and that the officers on board have received training in accordance with STCW 95 / Regulation I/14.1.5;
- c. This Administration may require a demonstration of the software to ensure that it complies with system specification requirements as per paragraph 4;
- d. After evaluation of the submitted information and/or successful demonstration of the software, this Administration will issue the relevant Letter of Approval with validity not exceeding five (5) years for the specific vessel;
- e. The Letter of Approval shall be kept on board the vessel with the electronic logbook system and shall be readily available to inspectors, surveyors or Port State Control Officers;
- f. An official Deck Logbook, exclusively published by the Shipping Deputy Ministry must be kept on board at all time in order to be used in case of system's failure.

6 Fees

The relevant fees for the issuance/re-issuance of a Letter of Approval is 250 Euro.

7 System's Failure or System cannot be used

In the case where the approved electronic log book system cannot be used for any reason, the company must immediately inform and apply to this Administration for approval to use,

instead of the approved electronic log book system, an Official Deck Logbook exclusively published by the Shipping Deputy Ministry.

8 Contact Details

For any questions or queries concerning the content of this Circular shall be addressed by e-mail to shipsafety@dms.gov.cy.