



SHIP SAFETY BULLETIN

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Subject: Central Registry of Seafarer's Documentation (Update)

This bulletin replaces [SSB 02/2008](#) published on February 27, 2008.

Purpose

This bulletin

- reminds Canadian seafarers as well as authorized representatives and masters of Canadian vessels of the requirements for the maintaining of Official Log Books, Articles of Agreement, Records of Sea Service, the reporting of Births and Deaths and issuance of Seafarers' Identity Documents,
- advises removal of the requirement for submitting Official Log Book tear-off pages to Transport Canada, and
- advises that a person who is not a Canadian Citizen or permanent resident may apply for a Canadian discharge book if they are part of the complement of a Canadian vessel.

Scope

This bulletin applies to all Canadian seafarers as well as authorized representatives and masters of Canadian vessels.

What you need to know

Various documents are required by the [Canada Shipping Act, 2001](#) (CSA 2001), to be completed and kept for specified periods. Others need to be submitted to Transport Canada without delay. This bulletin sets out who is required to fill out these documents, how to get them and what to do with them when they have been completed.

Keywords:

1. Articles of Agreement
2. Official Log Book
3. Record of Sea Service
4. Discharge Book

Questions concerning this Bulletin should be addressed to:

AMSP	Transport Canada (AMSP)
	Marine Safety and Security
	330 Sparks Street, 8 th floor
	Ottawa, Ontario K1A 0N5

Contact us at: marinesafety-securitemaritime@tc.gc.ca or 1-855-859-3123 (Toll Free).



Official Log Books

Canadian vessels of 100 gross tonnage or more that are engaged on an unlimited voyage, a near coastal voyage, Class 1 or an international voyage, other than an inland voyage, are required to keep an Official Log Book.

Official Log Books must be opened and closed by the master, and be retained by the authorized representative for a minimum period of five years, or until the date on which a change is made in registration of the vessel.

Authorized representatives must provide official log books to the Minister if requested to do so by Transport Canada.

Change in from previous instructions: Opening and closing tear-off pages from the Official Log Book are no longer required to be sent to Transport Canada.

Articles of Agreement

Articles of Agreement are required on any Canadian vessel engaging on unlimited voyages or international voyages, other than inland voyages, and also on Canadian vessels of 100 gross tonnage or more that are engaging on near coastal voyages, Class 1, other than inland voyages.

The use of collective bargaining agreements to supplement Articles of Agreement is supported by Transport Canada.

Articles of Agreement must be opened and closed by the master, and retained by the authorized representative for a minimum period of five years, or until the date on which a change is made in registration of the vessel.

On request, the authorized representative must provide the vessel's Articles of Agreement to the Minister.

Certificates of Discharge

Section 92 of the CSA 2001 requires that the authorized representative of every Canadian vessel provide the crewmember with a certificate of discharge.

The certificate of discharge must provide the following information:

1. Name of the crewmember
2. Information on the vessel:
 - a. name
 - b. official number

- c. gross tonnage
- d. description of voyage
3. Capacity served onboard
4. Date applicant signed on (date of engagement)
5. Date applicant signed off (date of discharge)
6. Signature of master or authorized representative

Records of Sea Service

Section 93 of the CSA 2001 requires that records of sea service be maintained by both the crewmember and the authorized representative for every Canadian vessel. Records of sea service must provide the following information:

1. Name of the crewmember
2. Information on the vessel:
 - a. name
 - b. official number
 - c. gross tonnage
 - d. description of voyage
3. Capacity served onboard
4. Date applicant signed on (date of engagement)
5. Date applicant signed off (date of discharge)
6. Signature of master or authorized representative

Discharge Books

A Discharge Book meets the requirement of sections 92 and 93 of the CSA 2001 for Certificates of Discharge and Records of Sea Service.

Discharge Books are issued to

- a Canadian Citizen or permanent resident who serve onboard any vessel, and
- a person who is not a Canadian Citizen or permanent resident, but presents reasonable proof that they are about to be employed on a Canadian vessel.

In the case of desertion, the master or authorized representative is responsible for the return of the Discharge Book to the holder.

Testimonials of Sea Service

[Testimonials of Sea Service \(Deck Department\)](#), [Testimonials of Sea Service \(Engine Department\)](#) and [Testimonials of Sea Service \(for a fishing vessel Certificate of Service\)](#) also meet the requirement of sections 92 and 93 of the CSA, 2001.

Transport Canada Marine Safety & Security (TCMSS) examiners may require you to present these forms when you apply for a certificate of competency or an endorsement.

Seafarer's Identity Document (SID)

The SID will be issued in conformity with ILO Convention 108 (C-108).

Reports of Birth and Death

The master or authorized representative must report every birth or death on board a Canadian vessel to TCMSS without delay using the form [Return of birth and death on board a vessel](#).

Cases of death on board Canadian vessels will be monitored by TCMSS. The master or authorized representative may be directed to take appropriate action

How to obtain documents

Official Log Books (TC form 82-0362) and Articles of Agreement (TC form 82-0636) may be ordered by calling 1-888-830-4911 (toll free).

Other versions of official log books and articles of agreement may be used providing they have been pre-approved by TCMSS.

Discharge Books and Seafarer's Identity Documents can be requested by completing an application at a TCMSS office.

The following can be downloaded from the Transport Canada Forms Catalogue:

- Testimonial of Sea Service (Deck Department) (TC form 82-0546) [Form 82-0546](#)
- Testimonial of Sea Service (Engine Department) (TC form 82-0666) [Form 82-0666](#)
- Testimonial of Sea Service (for a fishing vessel Certificate of Service) (TC form 82-0705) [Form 82-0705](#)
- Return of birth and death on board a vessel (TC form 82-0638) [Form 82-0638](#)