

Instruction for completing the service record book

Based on European standards (ES-QIN, Part V, Chapters 2 and 4)

Filling in the service record book in a correct way is essential for the registration of sailing time, functions on board and proof of experience on specific waterways. Below we explain step by step how to fill in your service record book correctly.

1. Register of “Service time” of the service record book on board

When do you need to register a new service time?

A new **“Service time on board, name of craft”** section should be completed when the holder of the service record book:

- Begins his/her duties on board;
and in case of
- Changes his/her duties (function) on board the same craft (for example from full matros to pilot).

What to fill in?

- Name of the vessel you work on;
- **“Holder assumed service on (date)”**: the day on which the holder of the service record book begins his/her activity on board.
- **“End of service (date)”**: the day on which the holder of the service record book ceases his/her activity on board.

2. Page 23 - “Navigation time and stretches of inland waterways sailed over the last 15 months”

You use this page to register to provide proof for calculating navigation times and stretches covered, especially when you request for a qualification (like Skippers service record book or sailing time declarations).

How to fill in?

Section A – **“Ship name or European number of the ship (ENI)”**

Section B - **“Journey from ... to ... via”**

Register place of departure and destination furthest downstream or furthest upstream (final destination). For example: from Rotterdam to Mannheim via the Amsterdam-Rhine canal.

The k.p. (kilometre marker post) may be given for greater accuracy.

The section **“via ...”** is only required if the vessel changes of waterway(s) in the same journey.

Section C - **“Start of journey (date)”**

The day of departure from the place of departure should be entered.

Section D - **“Days of interruption”**

The number of days during which the journey has not continued should be recorded (like when loading/unloading or waiting time). In case you have a journey without interruption, enter “0 (zero)”;


Section E - **“End of the journey (date)”**

The day of arrival at the place of destination should be entered;

Section F - **“Total number of navigation days”**

The number of days between “Start of journey” (C) and “End of the journey” (E), after deducting “Days of interruption” (D), should be entered.

Section G - Signature of the responsible boatmaster.
The responsible skipper signs for the correctness of the facts.

-  Important: The registrations in the service record book shall correspond to those of the sailing time book of the vessel. The registrations in the logbook correspond if the details for the entire journey, from the day and place of departure to the day and place of arrival, match and if the total number of days interrupted to the journey (e.g. loading, unloading, waiting) shown in the logbook is entered under '**Days of interruption**' (D).
So the journey details should be the same.

In case of shuttle services or regular duty on board a craft over a short distance (e.g. 10 identical successive voyages):

If you make the same short journeys regularly (for example day excursions for the carriage of passengers in local navigation or worksite traffic) you are allowed to summarize the journeys monthly.

- Describe the route made;
- Note the total number of navigation days.

A new line should be begun at each change of craft.

3. Who is filling in what details?

- The crew member fills in the service record book together with the responsible boatmaster.
- On the page "Navigation time and stretches of inland waterways sailed over the last 15 months", the competent authority shall complete the line at the bottom of that page; "**to be completed by the authority: total number of navigation days taken into consideration from this page**".

We entrust to have informed you sufficiently, but if there are questions left you can always contact the SAB (0031 (0)10 7989898 / info@sabni.nl) or your training institution.

Please save this instruction carefully and use it as reference work when filling in your service record book. A service record book which is correctly registered is essential for your career in inland shipping!
