



**Volunteers
Saving Lives
at Sea**

Operations Memorandum

Date: February 2010

To: Unit Leaders

cc: Management Team

From: David Rees-Thomas, Manager of SAR/Operations

Subject: Station Log Books

In the course of doing initial Safety Management System audits of CCGA-P Stations, Chris Rasmussen has noted a number of cases in which a proper *permanent* log book was not being maintained. While the majority of Stations use the standard CCGA incident log, transcribing from the vessel's wet log after each incident or training trip, there may be some Station Leaders who are not aware of its existence. We're taking this opportunity to (re)introduce all Station Leaders to the standard CCGA incident log by sending each Station a copy.

This is the book that Chris referred to in his audit report, to be filled out *in ink*, with errors ruled out with a single line and initialled. The left-hand page contains significant events during the course of the incident or training trip, while the right-hand page lists all radio communications. Don't be stingy: start each record on a new page – before you fill up the book, contact the office for a new one (or request it via SARMS).

The station log is a legal document and could be called into court should the need arise. Please keep that in mind; keep your permanent log up to date, and it'll never happen.

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1400 volunteers in 49 units throughout the Pacific region