



## IHCS – Hydrographic and Offshore Executive Logbook - Instructions

**For each project please complete one (1) Logbook Form.**

For simplicity when submitted, each logbook entry should be a separate entity (usually 2 pages long) and is not to be concatenated together in a continuous multi-page document even when the same supervisor/peer is signing all of the documentation. This should simplify sorting through the various logbook entries.

The candidate shall provide a **Summary** of the various projects over the last 10 years. The summary list shall be in reverse chronological order (the latest logbook entry is first). The **Year** and **Project Short Title** should be the same as used in the respective logbook entry. A separate IHCS CHE Logbook Summary Form is provided.

In the IHCS CHE Logbook Form header insert the **Year** the project was undertaken and provide a **Project Short Title**. The **Year** shall be for when the project started and ended, for example xxxx to zzzz if the project started in December xxxx and finished in February zzzz, or just xxxx of the project started and ended in the same year.

On the second page the supervisor/peer's full signature and date signed should be included in the boxes provided.

Please ensure you use the day-month-year (dd-mmm-yyyy) format for all dates. As much as possible do not use acronyms and abbreviations.

If the **Particulars** change during the project it is not necessary to renew the page unless significant changes occurred. Otherwise note such minor changes under **Comments**.

For each set of dates provide the total number of days between the start and end dates (**Period Days**) that were **actually** dedicated days worked. Consequently this may not equal the total number of days between the start and end dates. If there is a difference in these number of days, then add appropriate comments under **Explain any breaks/differences in duration of work**, such as if the work was part-time or working long office days. Weekends and public holidays should not be counted unless actually worked. Vacation days should not be included. Critically, any anomalies in the actual days worked **MUST** be explained.

An office day is defined as a 7.5 hours per day. Typically no day should be counted twice unless when working longer office hours. Then divide total hours work by 7.5 and enter the rounded number of days. Each Travel Day is considered as one (1) Office Day regardless of number of hours travelled but should be more than 7.5 hours. Under **Explain any breaks/differences in duration of work**, add comments about where the respective travel days were from and to.

For **Any Other Information** the candidate may want to provide information on the type of employment or contract the candidate was working; or any other information, which would assist the IHCP in assessing the candidate's experience during the project.

For **Description of Work** choose one of the following:

- Dredging and Marine Works
- Hydrographic Port Survey
- Hydrographic Coastal Survey
- Hydrographic Monitor Survey
- Hydrographic Offshore Survey



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Offshore Seismic Survey  
Offshore Rig Positioning  
Offshore Site Survey  
Offshore Route Survey  
Offshore Construction Survey  
Offshore Inspection Survey  
Offshore Decommissioning  
Office Duties  
Remote Sensing  
Tactical Survey  
Other – Please Specify

For **Candidate's Position** choose one of the following:

Chief Navigator  
Data Processor  
Data Manager  
Geodetic Surveyor  
GIS / Cartographic Technician  
Hydrographer in Charge  
Launch Hydrographer - Lead  
Launch Hydrographer - Assistant  
Online Surveyor  
Online Navigator  
Survey Equipment Engineer  
Navigation Auditor  
Navigation Representative  
Offshore Surveyor – Lead  
Offshore Surveyor  
Project Director  
Project Manager  
Project Supervisor  
Report Coordinator - Lead  
Report Coordinator  
Seismic Representative  
Other – Please Specify