

ACLS 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 ACLS IHCS CHE Logbook Summary Form is provided.

In the ACLS 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 if 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 ACLS 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
- Offshore Seismic Survey
- Offshore Rig Positioning

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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