

ACLS IHCS – Hydrographic and Offshore Surveyor 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 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 2, 3 or 5 years of the required period. Generally, the candidate should have a total of at least a combined total of 360 office time days and hands on time days in the required period, the majority of which should be hands on time days. 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 CHCP Logbook - Summary Form is provided.

In the ACLS IHCS 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.

Please ensure that on the first page of the logbook in the right-hand margin a company stamp (or similar) from the supervisor's company is applied and the first page is initialed by the supervisor. On the second page the supervisor's full signature and date signed should be included in the boxes provided and the second page shall have a company stamp (or similar) from the supervisor's company also applied.

Phone country codes: Canada +1; USA +1; UK +44; etc.

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** Office Days or Hands On 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.

The candidate should be able to verify the Office Days and Hands On Days are appropriate via a statutory declaration(s), timesheet(s), invoice(s), signed IMCA logbook, etc. if requested by the ACLS IHCP.

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Platform may refer to fixed wing or helicopter remote sensing platforms, as well as an offshore platform.

For **Survey Equipment Used or Supervised**, include the model descriptor for completeness. Make sure the horizontal, vertical, and acoustic positioning systems, and any other equipment is included, as well as the heading devices (and inertial measurement unit if used).

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
- 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