Visitor Log Book

for check of ship visitors

Internal document No.:* _____

Name of vessel _____

from _____ *to* _____

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* If this log is distinctly stated in the SSP

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Guidance to the Visitor Log Book

Keeping the Ship‘s Visitor Logbook with respect to ships security care is one of the duties of the gangway watch and must be monitored by the Ship’s Security Officer (SSO). All persons, which have passed identification and inspection checks, must be logged into, and when leaving the vessel, logged off the Ship‘s Visitor Logbook. In cases a visitor has not been booked off, the Master or SSO must be informed and a thorough search of the ship has to be initiated before leaving port or anchorage.

When handing over security duties of the gangway watch to reliever report any relevant security incidents and persons rejected from accessing the vessel.
Depending on established procedures and/or the SSP, the OOW, the SSO or the Master has to be informed at once.

This book consists of 95 numbered double-pages. To tear out pages is prohibited.

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Visitor / Gangway Log Book

Date _____ ***Port / Road of / Location / Terminal:*** _____

Gangway watch: ***From:*** _____ ***to:*** _____ ***Name:*** _____ ***From:*** _____ ***to:*** _____ ***Name:*** _____

From: _____ ***to:*** _____ ***Name:*** _____ ***From:*** _____ ***to:*** _____ ***Name:*** _____

From: _____ ***to:*** _____ ***Name:*** _____ ***From:*** _____ ***to:*** _____ ***Name:*** _____

Name of visitor	*Document ID no.**	*Purpose of visit (e.g. name of company, stevedore, agent, supplier, etc.)*	*Person and gear searched* YES	NO
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐

****) if applicable***

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Security Level *1* ☐ *2* ☐ *3* ☐ *Security Level* *1* ☐ *2* ☐ *3* ☐ 01

Gangway watch: *From:*_____ *to:*_____ *Name:*_____ *From:*_____ *to:*_____ *Name:*_____

*From:*_____ *to:*_____ *Name:*_____ *From:*_____ *to:*_____ *Name:*_____

*From:*_____ *to:*_____ *Name:*_____ *From:*_____ *to:*_____ *Name:*_____

Date / Time in	*Date / time out*	*Visitor button/tag Distributed* YES	NO	*Button/tag no.**	*Visitor button/tag Collected* YES	NO	*Remark*
/	/	☐	☐		☐	☐	
/	/	☐	☐		☐	☐	
/	/	☐	☐		☐	☐	
/	/	☐	☐		☐	☐	
/	/	☐	☐		☐	☐	
/	/	☐	☐		☐	☐	
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/	/	☐	☐		☐	☐	
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/	/	☐	☐		☐	☐	
/	/	☐	☐		☐	☐	
/	/	☐	☐		☐	☐	
/	/	☐	☐		☐	☐	
/	/	☐	☐		☐	☐	
/	/	☐	☐		☐	☐	

**) if applicable*

SSO _____

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Visitor / Gangway Log Book

*Date*_____ *Port / Road of / Location / Terminal:*_____

Gangway watch: *From:*_____ *to:*_____ *Name:*_____ *From:*_____ *to:*_____ *Name:*_____

*From:*_____ *to:*_____ *Name:*_____ *From:*_____ *to:*_____ *Name:*_____

*From:*_____ *to:*_____ *Name:*_____ *From:*_____ *to:*_____ *Name:*_____

Name of visitor	*Document ID no.**	*Purpose of visit (e.g. name of company, stevedore, agent, supplier, etc.)*	*Person and gear searched* YES	NO
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
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			☐	☐
			☐	☐
			☐	☐

**) if applicable*

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Security Level 1 ☐ 2 ☐ 3 ☐

Gangway watch: *From:*_____ *to:*_____ *Name:*_____

*From:*_____ *to:*_____ *Name:*_____

*From:*_____ *to:*_____ *Name:*_____

Security Level 1 ☐ 2 ☐ 3 ☐

*From:*_____ *to:*_____ *Name:*_____

*From:*_____ *to:*_____ *Name:*_____

*From:*_____ *to:*_____ *Name:*_____

Date / Time in	*Date / time out*	*Visitor button/tag Distributed* YES	NO	*Button/tag no.**	*Visitor button/tag Collected* YES	NO	*Remark*
/	/	☐	☐		☐	☐	
/	/	☐	☐		☐	☐	
/	/	☐	☐		☐	☐	
/	/	☐	☐		☐	☐	
/	/	☐	☐		☐	☐	
/	/	☐	☐		☐	☐	
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/	/	☐	☐		☐	☐	
/	/	☐	☐		☐	☐	
/	/	☐	☐		☐	☐	
/	/	☐	☐		☐	☐	

**) if applicable*

SSO _____

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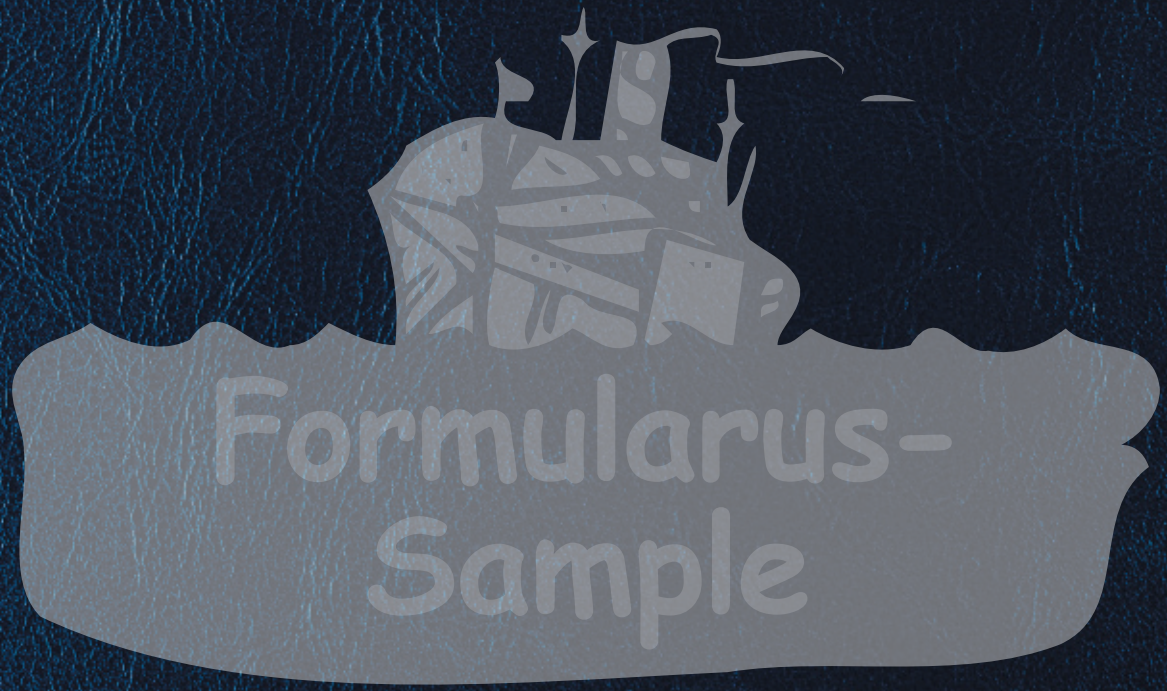
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