

S. 323. (Revised June, 1918.)

INSTRUCTIONS FOR KEEPING

SIGNAL LOG.

1. The Signal Log is to contain:—

- (a) The full signification in "plain language" of messages sent or received by any of the shown in para. 8, except as laid down in and paras. 3 and 4.
- (b) In the case of Cypher, "Nodeco," and press all that is to be entered in the column "Signification" is a brief indication of the message, e.g. "Cypher," "Nodeco," "Poldhu."

2. In all cases the "Time of Origin" in figures particulars required in the columns on the left-hand be carefully filled in.

3. No code or cypher **group** or signal **hoist** is to be entered in this Log.

4. Messages made in the course of Harbour Exercises are not to be entered in this Log.

5. This Log is to be written in pencil and kept in original only, except that in Flagships an additional copy may be kept for the Admiral's use.

6. The first page for each day is to contain the following information:—

- (a) Ships in company at midnight.
- (b) Arrivals and departures of H.M. ships and other vessels.
- (c) Men-of-War and large Merchant Vessels met with at sea.
- (d) Salutes fired.
- (e) Observed incidents of interest.

The actual logging of the signals for the day is to be done on the second page.

7. Two logs may be kept if desired—one for odd and the other for even days. Each day is to be reckoned from **midnight**, and is to start on a fresh page.

8. In the column headed "Signal System," the abbreviations shown below are to be used for the methods of signalling described:—

System	Abbreviation
Flags	Flags.
Semaphore... ..	Sem.
Sound Signalling	S/S.
Flashing	Light.
Wireless	W/T.
Sound Telegraphy	S/T.
Telephone	Tel.
Radio Telephony	R/T.
Land Telegraph	L/T.

9. An Officer or other competent person selected by the Captain is to be responsible that this Log is accurately kept, and that its confidential nature is preserved. It is to be written up daily.

10. This Log is to be inspected by the Captain once a week and initialled by him.

11. It is also to be examined by the Officer inspecting the ship.

12. **In Peace Time**, when the ship is paid off (or sooner if ordered by the Admiralty), this Log is to be sent, sealed and registered, to the—

DEPUTY CASHIER-IN-CHARGE,
ROYAL VICTORIA YARD,
DEPTFORD,

and is previously to be labelled on its back with the name of the ship and the inclusive date of its contents.

13. **In War Time**, at the end of one week from the date when this Log is full, and on paying off (whether full or not) the earliest opportunity is to be taken to send it to DEPTFORD, addressed and labelled as above.

IN HOME WATERS.

14. When the ship is away from a base port, this Log should be despatched either in one of H.M. ships proceeding to a base port or, for preference, in a Victualling Store Carrier returning to Deptford.

15. When the ship is present at a base port, this Log should be sent, for transmission, to the office of the Commander-in-Chief or to such other place as he may direct.

16. The Officer despatching this Log to Deptford is responsible that—

- (a) The Label on the back of the Log is duly filled in;
- (b) It is securely packed in such a manner as to conceal the confidential nature of the contents of the package;
- (c) The package bears a distinguishing mark on the outside; and that
- (d) The Deputy Cashier-in-Charge is notified **in advance** of the time and method of despatch and of the distinguishing mark on the package.

ABROAD.

17. The best arrangements practicable are to be made for complying with the spirit of the foregoing orders, observing that the object is to prevent the Log either falling into the hands of the Enemy or being unavailable for future reference in the event of the loss of the ship. 1923

18. Care is to be taken to comply strictly with Art. 559, King's Regulations, which directs that—"Each Log should be labelled on the back with the name of the ship and date before being sent in."

19. Signal Logs of Flagships will be preserved for five years, and other Signal Logs for three years. At the end of these respective periods they will be destroyed.

NOTE—These orders do not apply to Shore W/T Stations or War Signal Stations in the United Kingdom, which are subject to special Regulations as to keeping Signal Logs.

ADMIRALTY,

SIGNAL DEPARTMENT, (No. 1525).

August, 1923.