



Office of  
Deputy Commissioner  
of Maritime Affairs

**THE REPUBLIC OF LIBERIA  
LIBERIA MARITIME AUTHORITY**

**Marine Notice**

**POL-012  
11/16**

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**TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS, AGENTS, LIBERIAN AUDITORS AND RECOGNIZED ORGANIZATIONS, AND PORT STATE CONTROL AUTHORITIES**

**SUBJECT: Electronic Oil Record Books (Part I & Part II)**

**Reference: (a) Regulations 17 and 36 of Annex I of MARPOL**

**PURPOSE:**

This Marine Notice is to provide implementation guidance on the use of Electronic Oil Record Books (e-ORB) as the official oil record books onboard Liberian flagged vessels.

The electronic oil record book is a software application designed to replace traditional paper oil record books (ORB) (Part I and/or Part II) and facilitate accurate ORB entries in an efficient electronic format.

**BACKGROUND:**

Actions in recent years to improve protection of life at sea and the environment have led to the introduction of stricter standards through new international regulations and amendments to existing instruments. The resulting regulatory framework has created new recordkeeping obligations for shipowners, significantly increasing crew's on-board workload and undermining operational efficiency. The additional administrative burden of cumbersome daily paper record keeping requirements have elicited strong feedback from seafarers and been the source of fierce debates among shipping industry professionals.

The IMO Marine Environment Protection Committee (MEPC) has developed guidance on the use of electronic record books to improve recordkeeping efficiency. The guidance together with necessary amendments to MARPOL are expected to be agreed in 2017.

The Liberian Administration recognizes the burden arising from the traditional paper versions of MARPOL oil record books and the complexity of recording proper operational entries and is offering a Liberian Registry e-ORB as a tool for training, cross checking or acting as the official oil record book in place of the traditional paper oil record book. The e-ORB provides transparency, traceability and a secure audit trail of all entries.

In the future, the Liberian Administration may issue approval for e-ORBs developed by third parties. For the list of these other approved e-ORB software vendors, please email [eorb@lisscr.com](mailto:eorb@lisscr.com). Liberian flagged vessels are only authorized to use e-ORBs approved by the Administration, which includes the Liberian Registry's own e-ORB, as their official oil record book.

## **APPLICABILITY**

This Marine Notice applies to all Liberian flagged vessels that are required to maintain Oil Record Books in accordance with MARPOL Annex I. Approved electronic oil record books are permitted to be utilized onboard by Liberian registered vessels, as an alternative substitute of the traditional paper ORB.

## **REQUIREMENTS**

### **1.0 Basic Procedures for use of *Liberian Registry's electronic oil record books* on Liberian vessels**

1. Currently only the Liberian Registry's own e-ORB has been approved for use on Liberian flagged vessels.
  - 1.1 Electronic oil record books can be ordered by emailing [eorb@lisscr.com](mailto:eorb@lisscr.com)
  - 1.2 When the order is fulfilled and the e-ORB software arrives onboard, a senior officer of the crew, maker's technician, or other authorized party should install the software.
  - 1.3 To receive the product license key, send the fingerprint file to [support@e-orb.com.cy](mailto:support@e-orb.com.cy). The license key will be provided via email.
  - 1.4 After issuing the vessel license key and software installations are complete, the ship can apply for a 'Declaration of MARPOL Electronic Record Book' (see Appendix 1 for an example) by emailing [eorb@lisscr.com](mailto:eorb@lisscr.com) with the name of the ship, the date the software was installed, the name of the installer and the version installed onboard.
  - 1.5 The Administration will provide the vessel with a 'Declaration of MARPOL Electronic Record Book' as proof that the vessel is in conformance with Flag requirements.
  - 1.6 The e-ORB can officially be used on board after the vessel receives the 'Declaration of MARPOL Electronic Record Book' from the Liberian Administration.

## **2.0 COMPLIANCE/GUIDANCE**

To enable the use of electronic oil record book, the Liberian Administration will require the following:

- a. A 'Declaration of MARPOL Electronic Record Book' issued by this Administration to be carried onboard the vessel following initial installation and annually thereafter; and
- b. In order to continue authorization to use the e-ORB the latest version of approved e-ORB software, provided through annual maintenance and support upgrades, must be installed.

## **3.0 IMPLEMENTATION**

The Administration has determined that a transitional period is required in order to facilitate inspections by port State control authorities that may not be fully familiar with electronic oil record books. The transitional period will be for one year from 1 January 2017 until January 1, 2018. During the transitional period vessels utilizing the e-ORB on board, as the official ORB, are required to print out all entries in the e-ORB in sequential order of the date the entry is recorded, signed by the officers in charge of the operations with each completed page signed and dated by the Master (electronically through the e-ORB). During the transitional period, the printed copy of the entries from the e-ORB is considered as the official ORB and shall be kept in a binder in a secure location onboard and made available for examination when requested by Liberian flag State inspectors and port State control. The printed version shall not have any handwritten addition or correction that is not reflected in the e-ORB. If revision of an entry is required after printing, it shall be done in the e-ORB and all applicable pages reprinted.

The first entry in the e-ORB and thus the first page printed from the e-ORB should indicate a date after the date indicated on the Liberian Administration issued 'Declaration of MARPOL Electronic Record Book'.

These printed records serve as the official record book and all entries must be entered by the officers in charge of the operations with each completed page signed (electronically through the e-ORB) by the Master of the ship.

## **4.0 TREATMENT OF VESSELS WITH E-ORB AT PORTS**

Until January 1, 2018, vessels calling port with e-ORB are required to present the printed copy record to the Liberian flag State inspector or Port State Control upon request.

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**APPENDIX**

**DECLARATION OF MARPOL ELECTRONIC RECORD BOOK**

*In reference to the requirements set out in the*  
International Convention for the Prevention of Pollution from Ships (MARPOL)

Name of ship \_\_\_\_\_  
IMO number \_\_\_\_\_  
Flag State of ship \_\_\_\_\_  
Gross tonnage \_\_\_\_\_

I, as the Flag State representative of the above ship, declare that the electronic system designed to record entries in accordance with MARPOL Annex I installed on board the ship listed above has been assessed by this Administration to meet the relevant requirements as set out in MARPOL and is consistent with the guidance developed by the International Maritime Organization (IMO).

Electronic Record Book Manufacturer \_\_\_\_\_  
Electronic Record Book Supplier \_\_\_\_\_  
Electronic Record Book Installer \_\_\_\_\_  
Electronic Record Book Software Version \_\_\_\_\_  
Electronic Record Book is in accordance with \_\_\_\_\_  
MEPC Resolution/s \_\_\_\_\_  
Date of installation (dd/mm/yy) \_\_\_\_\_

A copy of this declaration should be carried on board a ship fitted with this equipment at all times.

Date \_\_\_\_\_  
(dd/mm/yy)

**Margaret Ansumana**  
Deputy Commissioner of Maritime Affairs  
Republic of Liberia