



PANAMA MARITIME AUTHORITY
MERCHANT MARINE CIRCULAR MMC-215

PanCanal Building
Albrook, Panama City
Republic of Panama
Tel: (507) 501-5355
mmc@amp.gob.pa

To: Ship-owners/Operators, Legal Representatives of Panamanian Flagged Vessels, Panamanian Merchant Marine Consulates and Recognized Organizations (RO's)

Subject: Panama Oil Record Book and Emissions (Amendments and Guidelines).

Reference: Resolution MEPC 187(59), adopted by Resolution 106-OMI-81- DGMM & Resolution MEPC 176(58), adopted by Resolution 106-OMI-80-DGMM MEPC.1/CIRC.736 Rev.2 - Guidance for the Recording of Operations in the Oil Record Book Part I – Machinery Space Operations (All Ships)

1. PURPOSE

1.1. The purpose of this Marine Circular is to provide ship-owners, ship operators, Masters and officers of Panama flagged vessels with guidance on the proper maintenance and keeping of the current Panama official Oil Record Book, now named Oil Record Book and Emissions according to MARPOL 73/78 as amended for vessels (Revised Edition 2016); as required by MARPOL Annex I and Annex VI. This Record Book contains the amendments to the previous Oil Record Book Part I & Part II stipulated under the Resolution MEPC 187(59) which has entered in force since 01 January, 2011. In addition, such record book has instructions (Part III) for actions carried out on board and necessary to be recorded according to last amendment under Resolution MEPC 176(58) which entered in force since 01 July, 2010, in relation to:

- 1.1.1. Ozone Depleting Substances
- 1.1.2. Low Sulphur Fuel Oil
- 1.1.3. Vapor Collection System (in tankers)
- 1.1.4. Incinerators.

1.2. These guidelines should also be used by Recognized Organizations when conducting statutory verification surveys. These guidelines supersede Merchant Marine Circulars No.23, 83, 148 and 154, and it includes a reference to the IMO MEPC.1/CIRC.736 Rev.2 for dissemination.

2. APPLICABILITY

2.1. The provisions of MARPOL Annex I & VI apply to all ships as specified in the Convention.

3. GENERAL

3.1. Oil Record Book and Emissions shall be kept on board Panama flag vessels in order to ensure that all the information required to be recorded by Annex I and VI of MARPOL is maintained properly, including the information recommended in this Guideline.

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- 3.2. Official Oil Record Book and Emissions Revised Edition 2016 are available from the Administration head quarter office and also in all our Merchant Marine Consulates.
- 3.3. Vessels which have on board previous existing editions of Oil Record Book and Emissions may continue to be used until onboard supplies of such editions are exhausted. Updating of the Oil Record Book and Emissions can be made by adding copy of the attachment provided herein to existing editions currently in use (list of items to be recorded) , in order to bring it up to date according to new regulation under the mentioned IMO MEPC Resolutions. For your reference, please find attached to this circular, copy of instructions and list of items to be recorded for Part I, Part II and Part III contained in the new Oil Record Book and Emissions, Revised Edition 2016 (last edition of Panama Record Book). Guidance and record keeping instructions shall be taken into account when using the previous editions.
- 3.4. The Oil Record Book and Emissions shall be kept in such a place as to be readily available for inspection at all reasonable times and, except in the case of unmanned ships under tow, shall be kept on board the ship. It shall be preserved for a period of three (3) years after the last entry has been made.

4. GUIDELINE

- 4.1. Entries in Oil Record Book and Emissions Part I shall be carried out by every oil tanker of 150 gross tons and above and every other ship of 400 gross tons and above, in order to record relevant information of machinery space operations.
- 4.2. In addition Oil Tankers of 150 gross tons and above shall also make entries in Oil Record Book and Emissions Part II, in order to record cargo and ballast operations.
- 4.3. Every ship of 400 gross tonnages and above shall also make entries of Ozone Depleting Substances, in part III of Oil Record Book and Emissions.
- 4.4. The Panama Maritime Authority has collected all Record to be made in one book named Oil Record Book and Emissions, in order to be used on board Panama vessels and its main content is as follows:
- [PART I - MACHINERY SPACE OPERATIONS \(ALL SHIPS\)](#)
 - [PART II – CARGO AND BALLAST OPERATIONS \(TANKERS*\)](#)
 - [PART III- REGULATIONS FOR THE PREVENTION OF AIR POLLUTION FROMSHIPS \(ALL SHIPS\)](#)
- 4.5. Additionally, the IMO has approved a circular containing guidance for the recording of operations in the Oil Record Book Part I – machinery space operations (all ships) MEPC1/Circ.736/Rev.2. This circular is intended to facilitate compliance with the requirements of MARPOL Annex I by providing advice and examples to crews on how to record the various operations in the Oil record Book, and to ensure a more uniform Port state Control procedure. The text of the guidance has been included here below:
- 4.5.1. When making entries in the Oil Record Book and Emissions, the date, operational letter code and item number shall be inserted in the appropriate columns
- 4.5.2. Operations should be recorded in chronological order as they have been executed on board.

* A non-tanker that carries more than 200 cubic meters of oil, in bulk as cargo, must also maintain a Part II Oil Record Book.

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- 4.5.3. Dates should be entered in DD-MONTH-YYYY format, e.g. 16-MAR-2009.
- 4.5.4. Incineration or landing ashore of oily garbage and used filters should be recorded in the Garbage Record Book only.
- 4.5.5. All Entries are to be made and signed by the officer or officers in charge of the operations concerned and each completed page shall be signed by the master of the ship.
- 4.5.6. Do not leave any full lines empty between successive entries.
- 4.5.7. If a wrong entry has been recorded in the Oil Record Book and Emissions, it should immediately be struck through with a single line in such a way that the wrong entry is still legible. The wrong entry should be signed and dated, with the new corrected entry following.
- 4.5.8. Tank nomenclature should be recorded as per the format noted within the International Oil Pollution Prevention Certificate (IOPP).
- 4.5.9. Recording of quantities retained in bilge water holding tanks listed under section 3.3 of the IOPP is voluntary and not required by the Convention.
- 4.5.10. The recording of general maintenance of items pertaining to the OWS remains voluntary and is not required to be recorded in the ORB

May, 2016 – Changes in 1.1, 3.2, 3.3, 4.5.7 and update the part III

June, 2014 – Erratum page of part III on point 4.4 and 4.5.3

October, 2013 – Changes in 1.1, 3.3 part III and 4.5.3

June, 2011

December, 2010

Inquiries concerning the subject of this Circular or any request should be directed to:

SEGUMAR-Panama

Directorate General of Merchant Marine

Panama Maritime Authority

Phone: (507) 501-5348 / 5350

Fax: (507) 501-5363 / 5364

E-mail: jortega@segumar.com

deputychief@segumar.com

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LIST OF ITEMS TO BE RECORDED

A. OZONE DEPLETING SUBSTANCES (ODS)

1. Entries of the Ozone Depleting Substances shall be recorded in Oil Record Book and Emissions Part III in terms of mass (kg) of the substance, equipment which contain it, vessel's position and shall be completed without delay on each occasion, in respect of the following:
 1. recharge, full or partial, of equipment containing ozone depleting substances;
 2. repair or maintenance of equipment containing ozone depleting substances;
 3. discharge of ozone depleting substances to the atmosphere:
 - 3.1 deliberate; and
 - 3.2 non-deliberate;
 4. discharge of ozone depleting substances to land-based reception facilities; and
 5. supply of ozone depleting substances to the ship.

B. SULPHURE OXIDES (SO_x)

2. Position of vessel, type of fuel, A.P.I., density at 15°C (Kg/cm³), Sulphur content, signature of officer in charge. (if taken more than one fuel, one entry shall be done for each one). (After every bunkering operation)
3. The volume of low sulphur fuel oils in each tank as well as the date, time, and position of the ship when any fuel-oil-change-over operation is completed prior to the entry into an Emission Control Area (SECA) or commenced after exit from such an area.

C. VOLATILE ORGANIC COMPOUNDS (Apply for tankers)

4. Date, position and port name where the vapor collection system, if required, has been used.

D. INCINERATOR ON BOARD (every time is used)

5. Position of vessel. (Start position and time; Stop position and time)
6. Average of Oxygen (O₂) in the combustion chamber (range from 6% to 12%). (If such display is provided). If Incinerator has no means provided to measure or display Oxygen content, then Oxygen content according to Manufacturer's specification to be recorded for each incinerator on a ship constructed on or after 1 January 2000 or incinerator which is installed on board a ship on or after 1 January 2000.
7. The combustion chamber gas outlet temperature.

Note: To record any of the above items relative to Annex VI MARPOL must be specified in the space "Code Letter": PART III.

Example:

DATE	CODE (LETTER)	ITEM (NUMBER)	RECORD OF OPERATIONS/SIGNATURE OF OFFICER IN CHARGE
DD-MONTH-YYYY	PART III - D	5	START POSITION: XXXXXXXX START TIME: XXXXXXXX
			STOP POSITION: XXXX STOP TIME: XXXX Hrs.
		6	6 - 12%
		7	XXXX DEG C

E. ADDITIONAL OPERATIONAL PROCEDURES AND GENERAL REMARKS

PART III – ANNEX VI
(INSTRUCTIONS FOR ALL SHIPS)

REGULATIONS FOR THE PREVENTION OF AIR POLLUTION FROM SHIPS

In the follow pages of this section a list of relative points to Regulations for the Prevention of Air Pollutions from ships (Annex VI) shall be recorded, when it proceeds, in the Oil Record Book, according to Annex VI of the International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 as amended. This point has been collected in operational sections, each one is designated by a specific letter.

At the moment to record the items in the Oil Record Book shall be appointed the date, the operational code and the number of point that will be related in the subject column and the information requested will be recorded by a chronological order in the blank spaces. **At the moment to record the code (letter), must indicate that is an entry related to Part III.**

In Section A reference to regulation 12 It does not apply to permanently sealed equipment where there are no refrigerant charging connections or potentially removable components containing ozone depleting substances (such as refrigerators for domestic use).

Each ship is to maintain a record of Ozone Depleting Substances on or after 1 July 2010.

(1) Subject to the provisions of regulation 3, any deliberate emissions of ozone-depleting substances shall be prohibited. Deliberate emissions include emissions occurring in the course of maintaining, servicing, repairing or disposing of systems or equipment, except that deliberate emissions do not include minimal releases associated with the recapture or recycling of an ozone-depleting substance. Emissions arising from leaks of an ozone-depleting substance, whether or not the leaks are deliberate, may be regulated by Parties.

(2) New installations which contain ozone-depleting substances shall be prohibited on all ships, except that new installations containing hydrochlorofluorocarbons (HCFCs) are permitted until 1 January 2020.

(3) The substances referred to in this regulation, and equipment containing such substances, shall be delivered to appropriate reception facilities when removed from ships.

Each register of a carried out operation shall be signed and dated by the officer or officers in charge of the operation. Each page will be signed by the Master of the ship.

PARTE III - (ANEXO VI)

(INSTRUCCIONES PARA TODOS LOS BUQUES)

REGULACIONES PARA LA PREVENCIÓN DE LA CONTAMINACIÓN ATMOSFÉRICA POR LOS BUQUES.

En las páginas siguientes de la presente sección se expone una lista de los puntos relativos a las Regulaciones para La Prevención de la Contaminación Atmosférica por los buques (Anexo VI) que habrá que consignar, cuando proceda, en el Libro de Registro de Hidrocarburos, de conformidad al Anexo VI del Convenio Internacional para prevenir la Contaminación por los buques, 1973, modificado por el correspondiente PROTOCOLO de 1978 enmendado (MARPOL 73/78). Estos puntos se han agrupado en secciones operacionales, cada una de las cuales vienen designada por una letra clave.

Al momento de hacer los registros en el Libro de Registro de Hidrocarburos se inscribirán la fecha, la clave operacional y el número del punto de que se trate en las columnas correspondientes, y se consignaran los pormenores requeridos anotándolos por orden cronológico en los espacios en blanco. **En la entrada correspondiente al código de letra se indicará que es una entrada de la Parte III.**

En la Sección A referente a la regla 12 la misma no se aplica al equipo permanentemente sellado donde no hay conexiones de carga de refrigerante o componentes potencialmente desmontables que contengan sustancias que agotan la capa de ozono (como los refrigeradores de uso doméstico).

Cada buque debe mantener un Registro de Sustancias Agotadores del Ozono a partir del 1 julio de 2010.

(1) Sin perjuicio de lo dispuesto en la regulación 3, cualquier emisión deliberada de sustancias que agotan la capa de ozono estará prohibido. Las emisiones deliberadas incluyen emisiones que se producen en el curso de mantenimiento, la revisión, reparación o el arrumbamiento de sistemas o equipos, salvo que las emisiones deliberadas no incluyen liberación de cantidades mínimas durante la recuperación o el reciclaje de una sustancia que agota el ozono. Las emisiones debidas a fugas de una sustancia que agota el ozono, si las fugas son deliberadas, pueden ser reguladas por las Partes.

(2) Nuevas instalaciones que contengan sustancias que agotan la capa de ozono estarán prohibidas en todos los buques, salvo las instalaciones nuevas que contengan hidroclorofluorocarbonos (HCFC) serán permitidas hasta el 01 de enero 2020.

(3) Las sustancias mencionadas en este reglamento, y aparatos que contengan dichas sustancias, deberán entregarse en las instalaciones de recepción adecuadas cuando se retiren del buque.

Cada registro acerca de una operación ultimada ira firmada y fechada por el Oficial o los oficiales a cargo de la misma. Cada página completa será firmada por el Capitán del buque.

LISTA DE PUNTOS QUE SE CONSIGNARAN

A. SUSTANCIAS QUE AGOTAN LA CAPA DE OZONO

1. Entradas de las Sustancias que agotan la capa de ozono deben ser registradas en el Libro de Registros de Hidrocarburos y Emisiones Parte III en términos de masa (Kg) de la sustancia, equipos que contienen estas sustancias, posición de las naves y deben ser registradas completamente sin retrasos en cada ocasión, en respecto de los siguiente:
 1. recarga completa, o parcial del equipo que contenga la sustancia que agota la capa de ozono;
 2. reparación o mantenimiento del equipo que contiene sustancias que agotan la capa de ozono;
 3. descarga a la atmósfera de las sustancias que agotan la capa de ozono:
 - 3.1 deliberada; y
 - 3.2 no deliberada;
 4. descarga de las sustancias que agotan la capa de ozono en instalaciones de recepción situadas en tierra; y
 5. suministros al buque de sustancias que agotan la capa de ozono.

B. OXIDOS DE AZUFRE (SO_x)

2. Posición de la nave, tipo de combustible, A.P.I. densidad a 15°C (Kg/cm³), contenido de Azufre, firma del oficial a cargo. (Si se toman más de un tipo de combustible, un registro debe hacerse por cada uno). (Un registro después de cada toma de combustible)
3. El volumen de fuel oil con bajo contenido de azufre de cada tanque así como la fecha, la hora y la situación del buque, cuando se lleve a cabo una operación de cambio del fuel oil antes de entrar en una Zona de Control de las Emisiones (SECA) o se inicie tal operación al salir de ella.

C. SUSTANCIAS VOLATILES ORGANICAS (Aplicable para tanqueros)

4. Fecha, Posición y nombre del Puerto donde el sistema de recolección de vapor es usado, si es requerido.

D. INCINERADOR A BORDO (un registro cada vez que se utilice)

5. Posición de la nave. (Posición y hora de inicio; posición y hora de parada)
6. Promedio de oxígeno (O₂) en la cámara de combustión (rango de 6% a 12%). (Si el monitor está provisto). Si el incinerador no tiene mecanismo provistos para medir o monitorear el contenido de oxígeno, entonces el contenido de oxígeno se registrara de acuerdo a las especificaciones del fabricante para cada incinerador en los buques construidos en o después del 1 de enero de 2000 o en los incineradores instalados en o después del 1 de enero de 2000 a bordo de los buques.
7. Temperatura de gases de escape de la cámara de combustión.

Nota: Para registrar cualquiera de los puntos relativos al Anexo VI MARPOL, se debe especificar en el espacio CÓDIGO (LETRA): PARTE III.

Ejemplo:

FECHA	CÓDIGO (LETRA)	PUNTO (NÚMERO)	REGISTRO DE OPERACIONES / FIRMA DE OFICIALES ENCARGADOS
DD-MES-AAAA	PARTE III - D	5	POSICION DE INICIO: XXXXXXXXXX HORA DE INICIO: XXXXXXXXXX
			POSICION DE PARADA: XXXX HORA DE PARADA: XXXX Hrs.
		6	6 - 12%
		7	XXXX DEG C

E. OTROS PROCEDIMIENTOS OPERACIONALES Y OBSERVACIONES GENERALES