

INFORMATION BULLETIN No.304

MARPOL ELECTRONIC RECORD BOOKS

Application: All ship-owners, operators, masters and officers of merchant ships and authorised Classification societies, Barbados Registrars and Nautical Inspectors

The International Maritime Organization's Marine Environmental Protection Committee (MEPC) has developed draft guidelines for the use of electronic MARPOL record books. It is anticipated that guidelines will be adopted at the next MEPC meeting in 2019. The draft guidelines aim to provide standardised information on approving electronic record books to ensure the MARPOL requirements are fulfilled in a consistent manner. The MEPC also encourages ships to use electronic record books prior to the adoption of the guidelines to share their experience with us (BMSR).

Therefore we would like to encourage ships to use eORBs on a trial basis prior to the guidelines being formally adopted by IMO. The use of eORBs will be permitted during this trial period providing the following requirements are adhered to:

- 1) The software must be approved by a Recognised Organisation* to ensure it conforms with the following requirements:
 - a) MARPOL Annex I, Regulation 17 & 36.
 - b) IMO MEPC Circ.736/Rev.2 guidelines.
- 2) The entries from the electronic record book must be printed and accompanied with a printed version of the following (refer to MARPOL Annex I Appendix III Form of Oil Record Book):
 - a) Part I: Machinery space operations (All ships), Introduction and List of Items to be recorded.
 - b) Part II: Cargo/ballast operations (Oil tankers), Plan view of cargo and slop tanks, Introduction and List of items to be recorded.
- 3) The printed record book must have each page of entries numbered sequentially. Each entry is to be signed by the officer in charge and each page is to be signed by the Master.
- 4) The printed version will be the official version of the eORB which should be available for inspection by any third party inspector and maintained on board for 3 years.
- 5) A copy of this Notice should be available on board as evidence of this Registry's requirements.

When a Company selects such an electronic record keeping system for use on a ship, the Company shall approach the Registry with details as per the attached Declaration.

A statement should also be forwarded confirming that the system complies with the requirements set out in this Bulletin and that the crew has been appropriately trained in the management, use and operation of the system as well as confirming that the routines and processes for the conservation and maintenance of the entries in the system comply with relevant requirements and guidance and procedures for data entry, extraction and retention, which are incorporated in the Safety Management System used on board. The Registry will then issue the Declaration, valid for one year, acknowledging its use. The fee will be 50 US dollars. Renewal of the Declaration will incur no addition costs.

Note companies using electronic record keeping systems must provide the relevant records that cover the required minimum retention period to any new Company taking over management of the ship.

* A list of Recognised Organisations can be found on our website

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