REPUBLIC OF THE MARSHALL ISLANDS

OFFICE OF THE MARITIME ADMINISTRATOR

Marine Guideline

No. 2-13-3

Rev. 9/11

TO: **ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS, AND RECOGNIZED ORGANIZATIONS**

SUBJECT: **Oil Record Book Guidelines.**

References:
- **(a) International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 relating thereto, as amended (MARPOL 73/78), Annex I, Consolidated Edition 2006**
- **(b) IMO Resolution MEPC.117(52)**
- **(c) MEPC.1/Circ.736/Rev.1 - Guidance for the Recording of Operations in the Oil Record Book Part I - Machinery Space Operations (All Ships)**
- **(d) IMO Resolution MEPC.187(59)**

PURPOSE:

The purpose of this Marine Guideline is to provide shipowners, ship operators, Masters and officers of Marshall Islands flagged vessels with guidance on the proper maintenance and keeping of an official Oil Record Book as required by MARPOL Annex I (reference (a) above). This Guideline should also be used by Recognized Organizations when conducting statutory verification surveys. This Guideline supersedes Rev. 6/11 and reflects an updating to the cited MEPC Circular in reference (c) above issued after the MEPC 62 meeting.

APPLICABILITY:

The provisions of MARPOL Annex I apply to all ships except where expressly provided (see reference (a) above).

GENERAL:

Oil Record Books (MI-332) kept on Marshall Islands vessels should conform with and supply all of the information recommended in this Guideline and in Annex I of MARPOL. Official Oil Record Books are available from the Republic of the Marshall Islands Maritime Administrator (the "Administrator). To order Oil Record Books it is preferred that form TCMI-03 be filled out. The form can be downloaded from our website, www.register-iri.com. It can be filled out electronically and emailed to publications@register-iri.com. If the form cannot be obtained, send either an email or a fax (+1-703-476-8522) to Publications with a request for the

Inquiries concerning the subject of this Guideline should be directed to the Office of the Maritime Administrator, Republic of the Marshall Islands, c/o Marshall Islands Maritime and Corporate Administrators, Inc., 11495 Commerce Park Drive, Reston, VA 20191-1506 USA.

number of books, the address, contact name and phone number where the books should be sent and the address, contact name and phone number where the invoice should be sent if different from the delivery address. Oil Record Book Instructions are located on our website, www.register-iri.com, and may be found at this link:

http://www.register-iri.com/forms/upload/ORB_Instructions.pdf.

GUIDELINES:

An Oil Record Book Part I shall be carried on board every oil tanker of 150 gross tons and above and every other ship of 400 gross tons and above to record relevant machinery space operations. In addition, Oil Tankers of 150 gross tons and above shall **also** carry an Oil Record Book Part II to record cargo and ballast operations.

1. Before beginning to make actual entries to record operations, the cover of the Oil Record Book should be completed. Fill in the relevant information on the front cover of the Oil Record Book and check:

   PART I - MACHINERY SPACE OPERATIONS (ALL SHIPS)
   or
   PART II – CARGO AND BALLAST OPERATIONS (TANKERS*)

   For Part I books, the Plan View page need not be completed and preferably, a single line should be drawn diagonally across the page. For Part II books, this page should be completed to accurately indicate the arrangement of cargo and slops tanks, as well as the pump room. Each of these tanks and respective capacity should be included in the table provided.

2. The Oil Record Book shall be maintained in the English language. All operations described in the instructions must be clearly and accurately recorded. Entries should be made by the individual primarily responsible for the operation directly upon completion of the operation. At the earliest opportunity, each entry should then be reviewed for completeness by the Chief Engineer, Chief Mate or other person clearly identified in the ship's Safety Management System, such as the ship's Environmental Officer. Each completed operation shall be signed for and dated by the officer or officers in charge. Each completed page of the Oil Record Book must then be reviewed and countersigned by the Master.

3. The instruction pages contain a comprehensive list of items which are, when appropriate, to be recorded in the Oil Record Book in accordance with Regulations 17 and 36 of Annex I of MARPOL 73/78 (reference (a) above) and Resolution MEPC.117(52) (reference (b) above). The items have been grouped into operational sections, each of which is denoted by a letter code.

4. When making entries in the Oil Record Book, the date, operational letter code and item number shall be inserted in the appropriate columns and the required particulars shall be recorded chronologically in the blank spaces. Care must be taken to ensure that the narrative

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

record entry accurately identifies the exact operation which has been carried out. Supporting relevant information such as quantity, time, position, reference to receipts for disposal, etc. must be included, as appropriate. Any receipts which are referenced should be attached to the Oil Record Book or readily available for review.

5. The IMO has approved a circular, which has been subsequently amended, containing guidance for recording of operations in the Oil Record Book Part I – machinery space operations (all ships), see reference (c) above. 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 Administrator fully endorses the guidance provided under reference (c) above, and recommends shipowners and operators disseminate the IMO circular, as amended, to Masters and officers of Marshall Islands flagged vessels for use in conjunction with this Marine Guideline.

6. Notwithstanding, the Administrator recognizes that varied vessel configurations and vagueness of code and item definitions may lead to different interpretations as to the appropriate code to be used in a particular circumstance. However, a good faith entry made in the Oil Record Book, in accordance with these instructions and including a code letter, item number and accurate narrative record of operations which clearly identifies the material and the associated operation which has been carried out, with all relevant required information provided, satisfies the intent of the Convention's Oil Record Book entry requirements. That the choice of code to be used is susceptible to third party interpretation is recognized but should not be considered a contravention or grounds for adverse or punitive enforcement actions.

7. The Oil Record Book contains many references to oil quantity. The limited accuracy of tank measurement devices, temperature variations, and clingage will affect the accuracy of these readings. The entries in the Oil Record Book should be considered accordingly.

8. Corrections may, and should be made, to the Oil Record Book when appropriate and in an overt manner. The corrections must be made in a manner that describes the circumstances leading to the need for the corrective entry and clearly describes the previous entry being corrected. In the event that it is discovered that there has been a failure to make a required entry, it should be made immediately in the next available line of the current Oil Record Book. This entry should accurately reflect the operation with regard to date, code, item, and narrative, as well as a description as to why the entry is being made at later date. No attempt should ever be made to erase or modify previous entries in a manner other than described above. Neither should Oil Record Books be re-written, even to make them more legible. Such actions may be viewed as attempts to mislead or cover-up inappropriate actions.

9. All diligence must be carried out in assuring the accuracy and completeness of entries in the Oil Record Book. Entries made in the Oil Record Book, as well as other required recordkeeping documents constitute testimony by those making the entries and those responsible for endorsing and keeping the logbooks. As a result, Oil Record Books that do not accurately reflect conditions on the vessel or operations are often seen as false testimony or evidence of wrongdoing by authorities carrying out obligations under the MARPOL Convention, as well as coastal requirements. Masters are well advised to exercise strict oversight and control over the maintenance and safekeeping of the Oil Record Book.

10. Owners and their Legal Advisors, Masters and Officers are reminded that, in addition to statutory requirements concerning maintenance of an Oil Record Book, this record is a valuable means of providing proof that the ship has complied with anti-pollution regulations.

11. The Oil Record Book must be available at all times for examination by Nautical Inspectors or Inspectors of any port State when within the jurisdiction of that State. Completed Oil Record Books must be preserved for three (3) years from the date of the last entry. Otherwise, only in exceptional circumstances, such as when a port or coastal State Authority can articulate a legal basis and reasons why it is necessary, may the current or completed Oil Record Books be removed from the vessel. They must be replaced by certified copies and a receipt from the removing authority should be left on board stating the reason for the removal. In such cases, the Administrator must be notified immediately.

12. When the management of a ship changes, Oil Record Books are often removed from the ship to a place of safekeeping by the former managers. Each book is to be kept for a period of not less than three (3) years from the date of last entry and must remain available for inspection by the Administrator or another competent authority, as required. Additionally, a certified copy of the last Oil Record Book in use must be left on board for the benefit of the new managers, with entries covering a period of not less than six (6) months. Certification by the Master, that the copy onboard is a true and accurate representation of the original, is acceptable. A new Oil Record Book, from the date of new management, shall then be place on board and started with an entry indicating the reason for the new Oil Record Book as change of ship management.