

Merchant Marine Circular

Panama Maritime Authority
General Directorate of Merchant Marine
Control and Compliance Department

MERCHANT MARINE CIRCULAR MMC-215

- 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) of July 17, 2009 adopted by Resolution No. 106-OMI- 81- DGMM of June 29, 2010.
Resolution MEPC.176(58) of October 10, 2008 adopted by Resolution No. 106-OMI-80-DGMM of June 29, 2010.
Resolution MEPC.271(69) of April 22, 2016 adopted by Resolution No. 106-OMI-189-DGMM of August 08, 2017.
MEPC.1/CIRC.736 Rev.2 - Guidance for the Recording of Operations in the Oil Record Book Part I – Machinery Space Operations (All Ships). (**Only as recommendation**).

1. This Merchant Marine Circular replaces **MMC-23, MMC-83, MMC-148, MMC-154** and **MMC-177**.

2. PURPOSE:

2.1. 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 2017 and thereafter editions); 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, and Resolution MEPC 271(69) which entered in force since 01 September, 2017 in relation to:

2.2. Ozone Depleting Substances

2.3. Low Sulphur Fuel Oil

2.4. Vapor Collection System (in tankers)

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- 2.5. Incinerators.
- 2.6. Record requirements for operational compliance with NOx Tier III emission control areas.

3. SCOPE / APPLICABILITY:

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

4. GENERAL:

- 4.1. 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.
- 4.2. Vessels which have on board previous existing editions "2016", of Oil Record Book and Emissions may continue to be used until onboard supplies of such editions are exhausted. Updating of such 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 (on hyperlink at paragraph 5.4.3), copy of instructions and list of items to be recorded for Part III contained already on the Oil Record Book and Emissions, Revised Edition 2017 and thereafter editions. Guidance and record keeping instructions shall be taken into account when using the previous editions.
- 4.3. 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.

5. GUIDELINE:

- 5.1. 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.
- 5.2. 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.
- 5.3. Oil tankers of less than 150 GT shall make entries in Oil Record Book and Emissions Part II in order to control the discharge of oil.
- 5.4. 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.

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5.5. 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:

- 5.5.1.** [PART I - MACHINERY SPACE OPERATIONS \(ALL SHIPS\).](#)
- 5.5.2.** [PART II – CARGO AND BALLAST OPERATIONS \(TANKERS\).](#)
- 5.5.3.** [PART III - REGULATIONS FOR THE PREVENTION OF AIR POLLUTION FROMSHIPS \(ALL SHIPS\).](#)

5.6. 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:

5.6.1. 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,

5.6.2. Operations should be recorded in chronological order as they have been executed on board.

5.6.3. Dates should be entered in DD-MONTH-YYYY format, e.g., 16-MAR-2009.

5.6.4. Nevertheless, entries in the Oil Record Book and Emissions have the purpose of registering various operations in chronological order as they have been executed on board.

5.6.5. This Administration recommend that ORB entries during drydock stay will be as follows:

- a.** if the tanks are emptied before entering to drydock, then no log is necessary to enter. However, the correspondent entries must be made when the residues are disposed ashore (to the port reception facility) if any sludge and oily bilge residues are contained in the tanks; also, an entry shall be made upon leaving the dry dock. The ORB must balance upon leaving drydock.
- b.** In those cases where the shipyard is responsible for the removal of the sludge/bilge water during the docking stay according to the local regulations Oil Record Book entries could be suspended during the dry-dock and the shipyard shall provide a receipt of the quantity removed of all sludge and oily bilge residues, receipts from the shipyard shall be maintained with Oil Record Book. The Oil Record Book must balance upon leaving drydock so any

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discharges/bunkering, including receipts, must be accounted for before refloating.

- c. On every occasion when a discharge operation is conducted by a ship personnel to a port facility located on the shipyard premises, an entry must be made in the ORB, and a receipt must obtain.

5.6.6. Incineration or landing ashore of oily garbage and used filters should be recorded in the Garbage Record Book for the purpose of compliance with the Annex V MARPOL 73/78 as amended. Each time incinerator is use; information shall be recorded on the Garbage Record Book (MARPOL Annex V) and on the Oil Record Book and Emissions part I and III (Panama Official Record Book, which include Annex I and VI of MARPOL (Convention).

5.6.7. 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.

5.6.8. Do not leave any full lines empty between successive entries.

5.6.9. 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.

5.6.10. Tank nomenclature should be recorded as per the format noted within the International Oil Pollution Prevention Certificate (IOPP).

5.6.11. Oily bilge water holding tank(s) are not required by the Convention; if such tanks are provided on board, these should be listed in table 3.3 of the IOPP's Supplements forms A and B; in that case, these disposal entries shall be recorded in the Oil record book Part I according to Reg.17 of Annex I of the MARPOL Convention.

5.6.12. The recording of general maintenance of items pertaining to the OWS remains voluntary and is not required to be recorded in the ORB.

5.7. A hyperlink has been created in paragraph 5.5, Part III to lead to the Part III instructions and records added to previous version 2016 of this Record Book.

5.8. Usage of Codes during different operation al scenarios

According to Reg.17 of Annex I of the MARPOL Convention, "*the Oil Record Book Part I shall be completed on each occasion, on a tank-to-tank basis if appropriate, whenever any of the following machinery space operations takes place in the ship*". For this purpose, *the MSC.1/Circ.736/Rev.2 establishes the usage of the following codes:*

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- Code C.11: Collection of oil residues (sludge);
- Code C.12: Disposal or Transfer of oil residues (sludge);
- Code D: Non-automatic starting of discharge overboard, transfer or disposal otherwise of bilge water which has accumulated in machinery spaces;
- Code E: Automatic starting of discharge overboard, transfer or disposal otherwise of bilge water which has accumulated in machinery spaces;
- Code F: Condition of oil filtering equipment;
- Code G: Accidental or other exceptional discharges of oil;
- Code H: Bunkering of fuel or bulk lubricating oil;
- Code I: Additional operational procedures and general remarks;
- Tankers with slop tanks (no designated code);
- General Guidance – Additional Voluntary Recordings (no designated code).

This Administration recommends that stakeholders, especially engine crew, refer to the 27 operational examples shown in MSC.1/Circ.736/Rev.2, which explains how to make each entry.

5.9. Requirements for oil tankers of less than 150 gross tonnage.

5.8.1 Taking into consideration that the requirements of regulations 29, 31 and 32 of Annex I MARPOL 73/78 shall not apply to oil tankers of less than 150 gross tonnage, for which the control of oil discharge shall be performed by the retention of oil on board with subsequent discharge of all contaminated washings to reception facilities; that the total quantity of oil and water used for washing and returned to a storage tank shall be discharged to reception facilities unless adequate arrangements are made to ensure that any effluent, which is allowed to be discharged into the sea is effectively monitored; this Administration requires that all oil tanker of less than 150 GRT shall have onboard the Panamanian official Oil Record Book and Emissions.

5.8.2 Based on the previous paragraphs, this Administration instructs to record on Part II of the Panamanian Official Oil Record Book and Emissions, all the operations carried out on board of oil tankers of less than 150 GRT to control the discharge of oil.

This should be done by filling out the applicable items from the list provided in Part II of the Oil Record Book and Emissions.

March, 2026 – Paragraph 5.6.11 was amended, a new paragraph 5.8 was added and the previous paragraph 5.8 became new paragraph 5.9.

October, 2023 - Paragraphs 5.6.4 and 5.6.5 amended and including paragraphs 5.8 references to requirements for oil tankers of less than 150 gross tonnage. Replaces MMC-177.

September, 2023 – Paragraph 5.2.1 became on paragraph 5.3 and from there next paragraphs were renumbering. In the paragraph 5.5.3 contained of hyperlink of the “PART III-REGULATIONS FOR THE PREVENTION OF AIR POLLUTION FROMSHIPS (ALL SHIPS)” was corrected regarding the unit used on the part III “c” changing cm3 by m3

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December, 2021 – References were updated; paragraphs renumbered and paragraph 5.2.1 and 5.5.4 has been included.

October, 2018-Paragraph 4.5.4 corrected to say Part III letter “E” instead of D. Additional in the hyperlink created under paragraph 4.4 part III in the example in Spanish version it was corrected the first example to said “Part III E” instead of D.

November, 2017- Paragraph 3.3 amended.

October, 2017 – Added a “Note” after paragraph 4.5.10. Clarification added in paragraphs 3.2 & 4.5.4. Added in Reference Section, the last IMO Res. MEPC.271(69); update the number of revised edition Record Book where necessary and in the section of purpose included reference to the last IMO Res. MEPC 271(69) and new listed point 1.1.5.

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 Merchant Marine Circular or any other request should be forward to:

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