



**PANAMA MARITIME AUTHORITY**  
**MERCHANT MARINE CIRCULAR MMC-215**

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**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).

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**Reference:** Resolution MEPC 187(59), adopted by Resolution 106-OMI-81- DGMM, Resolution MEPC 176(58), adopted by Resolution 106-OMI-80-DGMM & Resolution MEPC 271(69) adopted by Resolution 106-OMI-189-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)

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## 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 2017); 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:

- 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.
- 1.1.5. Record requirements for operational compliance with NOx Tier III emission control areas.

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

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- 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.
- 3.2. Official Oil Record Book and Emissions Revised Edition 2017 will be available very soon at the Administration head quarter office and also in all our Merchant Marine Consulates.
- 3.3. 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, copy of instructions and list of items to be recorded for Part III contained in the new Oil Record Book and Emissions, Revised Edition 2017 (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:

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\* 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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- 4.5.1. 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.
- 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 for the purpose of compliance with the Annex V Marpol 73/78 as amended. In this regard in the currently Oil Record Book and Emissions Revised Edition 2017, under Part III letter “D” there is specific information to be recorded every time incinerator is used; which is information different to those required under Annex V Marpol 73/78 as amended.
- 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

Note: A hyperlink has been created in paragraph 4.4, Part III to lead to the Part III instructions and records added to previous version 2016 of this Record Book.

**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**

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