



PORTS and MARITIME AFFAIRS

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Directive No. MARPOL/02

OIL RECORD BOOKS

Issued under the enabling power of the Ministerial Resolution 20/2016

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1 Introduction

- (1) The International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 (MARPOL 73/78) relating thereto requires each party State to implement the provisions of the revised MARPOL Annex I (regulations for the Prevention of Pollution by Oil from ships).
- (2) The Ports and Maritime Affairs (PMA) has fully aware of the importance to enhance and control the prevent of pollution by oil from ships through implementing the provisions of the MARPOL Annex I pursuant to the right and obligation stipulated in the National legislations such as:
 - Legislative decree law no.14/1978 : Law for Registration of Ships and Determination of Safety Conditions thereof,
 - Regulations 15 of ministerial resolution no. 6/2010: Implementing Regulations of law 61/2006
 - Law no. 11/2014 :Law for Safety Regulations for Ships not covered by the provisions of the Conventions of the IMO in the GCC countries
 - Regulation 1 of ministerial resolution 20/2016: Implementation of Conventions related to marine navigation
 - PMA Directive no. 7/2016 on the implementation of the MARPOL 1973/1978
 - Regulations 17 (ORB Part I) of MARPOL 73/78 Annex I, and
 - Regulations 36 (ORB Part II) of MARPOL 73/78 Annex I
- (3) This Directive provides guidance on making Oil Record Book (ORB) entries and related procedural matters, and to confirm PMA requirements in respect of the Oil Record Book Part I (Machinery Space Operations) and associated entries. The Directive is not all-inclusive and may be updated in response to



future developments as necessary. This Directive is to be read in conjunction with Regulations 17 & 36 of MARPOL 73/78 Annex I, as amended.

2 Application

Every Bahraini registered ship of:

- (1) Oil tankers of 150 gross tonnage and above,
- (2) All other ships of 400 gross tonnage and above and
- (3) Ships subject to the international maritime treaty in GCC States "Safety Regulations for Ships not covered by the Provisions of the Conventions of the IMO in the GCC countries".

3 General requirement for Oil Record Books

- (1) As per MARPOL 73/78 Convention, an Oil Record Book Part I (Machinery Space Operations) 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. Oil Tankers of 150 gross tons and above shall also carry an Oil Record Book Part II (Cargo/ Ballast Operations) to record cargo and ballast operations.
- (2) As per law no. 11/2014 (Law for Safety Regulations for Ships not covered by the provisions of the Conventions of the IMO in the GCC countries), the PMA requires every Bahraini ships registered under PMA to carry on board an Oil Record Book (Part I or Part II) as applicable, unless the ship has exempted from this provision issued by the PMA.

4 Availability, Inspection, Retention and Copying of Oil Record Books

- (1) The PMA has no objection to the use of Oil Record Books issued by other Administrations, provided that they are in the format specified in MARPOL Annex I, Appendix III, as amended by MEPC.187(59).
- (2) The Oil Record Book may not be removed from any Bahraini ship except as detailed below for change of company. It is to be kept on board at all times, readily available for inspection or copying, in accordance with Regulations 17.6 & 17.7 (for ORB Part I) and 36.7 & 36.8 (for ORB Part II) of MARPOL 73/78 Annex I, as amended.



- (3) Attention is drawn to IMO Circular MSC-MEPC.4/Circ.1, whereby only in exceptional circumstances, such as when a port or coastal State Authority can articulate a legal basis and reasons why it is necessary, and when the Master and all the parties concerned agree, should the original records/documents be removed and replaced by certified copies. In such circumstances a receipt should be left on board stating the reason for the removal.
- (4) Completed Oil Record Books shall be retained on board for a period of not less than three years, as per Regulations 17.6 (for ORB Part I) & 36.7 (for ORB Part II) of MARPOL 73/78 Annex I.
- (5) When there is a change in the Company operating the ship, Oil Record Books may be removed from the ship to a place of safekeeping by the former Company. Each book is to be kept for a period of not less than three years from the date of last entry and must remain available for inspection by a competent authority, if required.
- (6) In the case of Oil Record Book removal by a former Company, a certified copy of the last Oil Record Book in use must be left on board for the benefit of the new operating Company, with entries covering a period of not less than six months. The copy need not be in colour and may take the form of loose leaves, however such leaves must be suitably bound to form an accurate representation of the completed parts of the book in its original format. Certifying of the copy may take the form of a declaration on Company headed paper, signed and stamped by the ship's Master.
- (7) The new Company shall open a new Oil Record Book from the date of taking over management of the ship.

5 Electronic Oil Record Books

In cases where the PMA has approved the use of an electronic log book system by a Company, the following conditions apply:

- (1) the electronic ORB shall record all details specified in MARPOL Annex I, Appendix III, as amended by MEPC.187(59);
- (2) all events recorded shall have a stamp or input with time, date and name of the person making the entry;



- (3) any events deleted shall be recorded with time, date and name of the person deleting the entry;
- (4) The Master and all other relevant officers must be capable of electronically registering their signature or endorsement at all relevant sections;
- (5) Data recorded in the electronic ORB shall be capable of retrieval for presentation to the competent authority when required under MARPOL I/17.7;
- (6) the electronic ORB shall be retained for a period of not less than three years and
- (7) a certified copy of the ORB shall be provided to the new Company if the ship changes management.

6 Transfer Operations

A transfer of any liquid which is required to be recorded in the Oil Record Book includes draining by gravity, movement by pump or manual method, or any other means which effects the movement of that liquid from one location to another.

7 Person Carrying out the Operation

- (1) Operations which have the possibility to result in a discharge overboard or tank overflow of oil or oily mixtures shall be carried out by a responsible officer only.
- (2) Other operations which cannot result in a discharge overboard or tank overflow may be carried out by a junior crew member acting under the direct supervision of a responsible officer. An example of this is the draining of a leakage tank to a sludge tank with verified available capacity.
- (3) Pumping operations should be carried out only by a responsible officer, especially where error in valve operation is possible.



8 Oil Record Book Entry

- (1) Oil Record Book entries shall be made directly on completion of the operation.
- (2) Where a watchkeeping officer makes a number of similar transfers in the course of a watch, it is acceptable to enter the total sum of the transfer into the Oil Record Book as a single entry. The period covered must not exceed six hours and the entry must make it clear that the transfers were made over such a period. An example of this might be several bilges pumped from the same space to the same bilge holding tank.
- (3) The person making the entry into the Oil Record Book must be the person who is directly responsible for carrying out that particular operation.
- (4) In the case of an operation which is carried out by a person who is not an officer, the responsible officer must make the entry into the Oil Record Book.

9 Acceptable Standard of Entry

- (1) Every effort must be made to ensure that the correct code letter, item number and narrative record are selected when making the Oil Record Book entry. All three items are required to be entered before the entry can be considered complete.
 - (a) **Code Letter:** it is essential that the appropriate code letters are assigned, in order to identify the type of liquid being transferred. For example, for Oil Record Book Part I entries, code (C) must be assigned where oil residues (sludge) are concerned and Code (D) or (E) must be assigned where bilge water is concerned.
 - (b) **Item Number:** the item number must be chosen with great care, as experience has shown that the item number is often interpreted differently by third parties.
 - (c) **Narrative Record:** care must be taken to ensure that the narrative record clearly identifies the exact operation which has been carried out. Supporting relevant information such as quantity, time, position etc. must be supplied as required.
- (2) PMA considers that if the code letter and narrative record of operations clearly identify the potential pollutant and the associated operation which has



been carried out, with relevant required information given, the intent of the Oil Record Book entry requirements has been satisfied. The item number must also be entered in good faith, although its susceptibility to third party interpretation is recognized.

10 Post Entry Procedure

- (1) Each entry must be checked at the earliest opportunity by the Chief Engineer Officer for accuracy and content. Any necessary amendments should be made within 24 hours of the operation carried out.
- (2) Amendments are acceptable provided that they are endorsed by both the Chief Engineer Officer and the officer responsible for the operation. Amendments shall take the form of a single thin line through the erroneous entry and must include the date of amendment. A corrected entry is to be made at the first clear line available below.
- (3) For ships which utilise the services of a third party for overseeing pollution prevention operations, such as an Environmental Officer on board passenger ships, checking of the Oil Record Book and endorsement of any necessary amendments may be made by that person in lieu of the Chief Engineer Officer, provided that this responsibility is clearly defined within the ship's Safety Management System.
- (4) Each completed and checked page of the Oil Record Book must be presented to the Master for endorsement without undue delay.
- (5) When the Master leaves the vessel, the last partly completed page in the Oil Record Book should be endorsed by the outgoing Master and a diagonal line drawn after the last entry across the remainder of the page.
- (6) Subsequent entries should start on a new page of the Oil Record Book and be endorsed by the new Master.

11 Error Found at Later Date

- (1) If, at a later date, Oil Record Book entries are found to be in error or require to be clarified (such as during an audit or internal review), a note of the relevant findings and any corrective actions is to be attached to the inside cover of the relevant Oil Record Book. No further action is necessary.



- (2) The presence of the findings should be accepted by third parties as proof of effective audit and review procedures and the affected entry should not be construed to be a current deficiency in the Oil Record Book

12 Recording of Time

- (1) Entries in the Oil Record Book are generally made in local or "ship's" time.
- (2) IMO Resolution MEPC.107(49) "Revised guidelines and specifications for pollution prevention equipment for machinery space bilges of ships" requires that 15ppm bilge alarms specified by Regulation 14.6 of MARPOL Annex I, fitted on or after 1 January 2005, should record date, time and alarm status.
- (3) In order to reduce the potential for misunderstanding by third parties, the PMA recommends that 15ppm bilge alarms approved under MEPC.107(49) have their time set to UTC. Alternatively, where a ship is operating exclusively in a particular local time zone, the local time may be set. A suitable annotation should be made in the Oil Record Book confirming which time zone is set on the 15ppm bilge alarm.

13 Recording of Fuel Oil Sulphur Content

- (1) Entries in the Oil Record Book are to be made in accordance with the code descriptions given in the front of the ORB, which are as per MEPC.187(59) does NOT require the sulphur content of the fuel to be recorded.
- (2) The PMA observes that the requirement in MARPOL Annex VI is for the sulphur content to be documented by the supplier on the bunker delivery note (Annex VI, Reg.14.5), which is to be retained on board for a period of 3 years after the fuel has been delivered on board (Annex VI, Reg.18.6) and for any changeover to be recorded as per Annex VI, Reg.14.6.
- (3) Companies operating Bahraini ships may use the Oil Record Book Part I Code (H) to record sulphur content should they wish, however this may also be recorded in the MARPOL Annex VI Record Book or equivalent.



14 Penalty

Failure to comply with this directive, the Navigation License may be withdrawn, and/or the ship's master and the company may be fined in accordance with Amiri Decree No. 14/1978 or Article 6 of Law No. 11/2014 (Law for Safety Regulations for Ships not covered by the provisions of the Conventions of the IMO in the GCC countries)

15 Revision History

Revision No. 1 of the present Directive is the first revision.



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Undersecretary for Ports and Maritime Affairs
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