



**Maritec Tanker Management Pvt Ltd**  
Off Aarey Road, Goregaon East  
Mumbai - 400063  
Maharashtra, India  
Email: [ghse@maritectankers.com](mailto:ghse@maritectankers.com)  
Tel: +91 22 6742 1075  
Fax: +32 3 233 93 50

## **GENERAL CIRCULAR**

**Oper - 7/2019**

This Circular is Rev 1 to General Circular 14/003

**TO: Fleet**

### **Subject: A guide for correct entries in the Oil Record Book**

Dear Master's,

The purpose of this Circular is to provide with guidance on the proper maintenance and keeping of the official Oil Record Book now named Oil Record Book and Emissions according to MARPOL 73/78 as amended for vessels 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 in relation to

- ✓ Ozone Depleting Substances
- ✓ Low Sulphur Fuel Oil
- ✓ Vapor Collection System (in tankers)
- ✓ Incinerators
  
- Oil Record Book and Emissions shall be kept on board 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.
  
- 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.
  
- 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.

- 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.
- 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.
- Dates should be entered in DD - MONTH – YYYY
- Incineration or landing ashore of oily garbage and used filters should be recorded in the Garbage Record Book only.
- 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. All entries to be thoroughly checked by Master before signing same
- If a wrong entry has been recorded in the Oil Record Book (ORB), 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.
- Tank nomenclature should be recorded as per the format noted within the International Oil Pollution Prevention Certificate (IOPP).
- Copy of this General Circular , IMO MEPC.1/Circ.736/Rev.2 circular along with latest IOPP certificate & Supplement to be kept attached at all times in the ORB.

**Please find below IMO Circular MEPC1/Circ.736/Rev.2 for guidance.**

**QHSE  
Maritec Tanker Management Pvt Ltd.**