

# *PSCircular 106*

**1 JULY 2025**

## **GUIDELINES FOR PORT STATE CONTROL ON ELECTRONIC RECORD BOOKS**

### **1. Introduction**

1.1 At the time of publishing this Circular, the Conventions do not contain specific requirements for how electronic record books should be handled. When specific requirements are available in a Convention, that guidance takes priority in those cases.

1.2 Various records have traditionally been kept in paper form. Many of these record templates are issued by flag States and Recognized Organizations authorized to act on their behalf as the means of documenting compliance with international requirements. These records also often have a required model format in the Conventions.

1.3 It is expected that shipping companies and ship owners will increasingly explore electronic record keeping.

1.4 To assist Port State Control authorities verifying the validity of electronic records; establishing a recognized set of features for the acceptance of electronic logbooks and records should be in place.

1.5 In order to facilitate the use of electronic record books under the International Convention for the Prevention of Pollution from Ships (MARPOL); the IMO Marine Environment Protection Committee (MEPC) has adopted guidelines for the use of electronic record books under MARPOL<sup>1</sup>.

1.6 Some examples of relevant electronic record books covered by this guidance are: Oil Record Book, Cargo Record Book, Garbage Record Book, Ozone-depleting Substance Record Book, recording of the tier and on/off status of marine diesel engines, Record of Fuel Oil Changeover, Record Book of Engine Parameters, EGCS record Book, Records of Rest Hours and Ballast Water Record Book.

### **2. Guidance for verification of record books displayed electronically**

2.1 For the purpose of this Guidance:

.1 Electronic record book means a device or system used to electronically record requirements under Relevant Instruments, e.g. MARPOL Annexes and the NOX Technical Code, the Maritime Labour Convention (MLC), the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) or the International Convention for the Control and Management of Ships' Ballast Water and Sediments (BWM).

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<sup>1</sup> RESOLUTION MEPC.312(74) GUIDELINES FOR THE USE OF ELECTRONIC RECORD BOOKS UNDER MARPOL adopted on 17 May 2019.

2.2 It is for the Flag State to demonstrate that a vessel is compliant with the requirements of the relevant instruments. If there is any doubt with regards to the validity or acceptance of an electronic record book, the Flag State should be consulted. In order to reduce delays, Flag States which accept electronic record books may provide written confirmation of this acceptance to be carried on board the ship.

2.3 Instructions for verifying the information contained in the electronic record books should be available on board the ship and the crew should be able to demonstrate to PSCOs.

2.4 If a ship cannot demonstrate that the electronic record book meets all the relevant Convention requirements, or cannot verify Flag State acceptance of the electronic record book, the PSC officer should request to view an alternative verified copy of the records or a hard copy record book for verification.

2.5 All relevant information should be available on board for the PSCO regardless of whether record books are kept on paper or displayed electronically.

### **3. Actions to be taken**

3.1 The PSCO should accept record books displayed electronically if the ship holds written confirmation on acceptance by the Flag State Administration, which clearly states it accepts that type of record book, cf. section 2.2.

3.2 The PSCO should request the Master to demonstrate the functionality of the electronic system records, following the instructions available on board.

3.3 If the Master or responsible officer is unable to demonstrate that the electronic records meet the requirements, the PSCO is advised to consult with the Flag State.

3.4 If there is a clear failure of the Convention requirements in the record keeping a deficiency should be recorded accordingly.