



REPUBLIC OF CYPRUS

**SHIPPING DEPUTY MINISTRY TO THE PRESIDENT**

SDM 4.28.03.10.20  
SDM 5.13.09  
SDM 4.28.03.10

04/11/2020

Circular No 22/2020

To the Registered owners, Managers, Registered bareboat charterers and  
Representatives of ships flying the Cyprus Flag,

To all Recognised Organisations (ROs),

To all interested parties and providers of Electronic Record Books.

**Subject: Use of Electronic Record Books (ERB) under MARPOL Convention**

1. The Maritime Environment Protection Committee on its 74<sup>th</sup> session in May 2019 adopted Resolutions MEPC.314 (74), MEPC.316 (74) and MEPC.317 (74), by which amendments to MARPOL Annexes I, II, V and VI and the Technical Code on Control of Emission of Nitrogen Oxides from Marine Diesel Engines (NOX Technical Code 2008) are entering into force, allowing the use of electronic record books for the purposes of recording operations related to the above Annexes. These amendments entered into force as of 1/10/2020.
2. **Electronic Record Books (ERB's)** referred to in the above annexes are as follows:
  - a. Oil Record Book, parts I and II (MARPOL Annex I, regulations 17.1 and 36.1),
  - b. Cargo Record Book (MARPOL Annex II, regulation 15.1),
  - c. Garbage Record Book, parts I and II (MARPOL Annex V, regulation 10.3),
  - d. Ozone-depleting Substances Record Book (MARPOL Annex VI, regulation 12.6),
  - e. Recording of the tier and on/off status of marine diesel engines (MARPOL Annex VI, regulation 13.5.3),
  - f. Record of Fuel Oil Changeover (MARPOL Annex VI, regulation 14.6);
  - g. Record Book of Engine Parameters (NOX Technical Code, paragraph 6.2.2.7).
3. The Shipping Deputy Ministry of the Republic of Cyprus (SDM) is accepting the use of ERB's as an alternative means to a hard copy record book, to the option of the shipowner/manager. Ships using ERB do not need to keep a hard copy of the same record.
4. A Cyprus flag ship intending to use any ERB must have on board a Declaration issued by our Administration (SDM) confirming that the installation and the operation of the ERB's meets the criteria requested by Resolution MEPC 312(74) (the Resolution), as stipulated in Section 5 of the Annex of same Resolution.



5. SDM delegates the assessment of ERB's to Recognised Organizations (RO) authorized by the Republic of Cyprus to provide statutory certification and services on its behalf (A list of authorized ROs can be found on our website). If a system operates to the satisfaction of the RO and complies to the criteria of the Resolution, a "Declaration by the RO" is issued, according to the sample of Annex II of this Circular. Evaluation of the performance of an ERB may be performed remotely, according "Remote Surveys Procedure" of the RO. The RO must inform this Administration on the issuance of Declaration not later than 5 working days after the issuance. The RO appointed by the owner/manager for the evaluation of the assessment of an ERB and issuing the "Declaration by the RO" may be other than the ship's classification society.

6. Within three months' period from the issuance of the "Declaration by the RO" as referred to in paragraph 5, the owner / manager must apply to the SDM for the Declaration to be issued as per the sample of Annex I of this Circular. The application may be made by means of an e-mail notification to the address "[environment@dms.gov.cy](mailto:environment@dms.gov.cy)", and must be sent together with a copy of the "Declaration by the RO". A fee of Euro 20,00 will be charged to the ship's account for the issuance of SDM's Declaration.

7. In cases of reflagging in the Cyprus Registry of a ship which had already installed and assessed any ERB, either by another administration or by any RO on behalf of the previous administration, a Declaration by the SDM must be issued. The application for the issuance should then include a copy of any Declaration or other related document issued by the previous flag or the RO acting on its behalf, for the issuance of the SDM's Declaration. This Administration will accept only Declarations issued by State Parties to the MARPOL Convention or classification societies authorised by the Republic of Cyprus. Declarations issued by the former flag must be replaced by the Declaration issued by SDM the latest three (3) months after the registration of the ship in the Cyprus Registry. A fee of Euro 20,00 will be charged to the ship's account for the issuance of the SDM's Declaration.

8. It is the responsibility of the company to update the ERB and to maintain its form in compliance to the requirements of the relevant MARPOL Regulation, and to train the crew for the proper use of the ERB's in order to ensure compliance of the entries with the requirements of the MARPOL's Annex it is referring to. In cases of amendments to MARPOL or to the guidelines for the assessment of ERB', a new "Declaration by the RO" and a Declaration by the SDM must be issued to reflect the amendments.

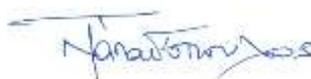
The company must also proceed with amending the relevant sections of the onboard Procedures Manual and maintain the manuals, operators' and technical, of the equipment/software on board, in a language understood by the crew and in the English Language. RO's are recommended to include the verification of the operation of a system during annual/intermediate/renewal surveys of the related MARPOL Annex.

9. It is advised to have on board the ship a hard copy of the relevant Record Book, for use in case of failure of the ERB, lack of power to the electronic equipment, or until crew familiarisation for the use of the equipment.

10. Circular No. 19/2017, issued on 4/9/2017 and paragraph 4 of Circular No. 29/2009 (for ships using Electronic Record Book for Fuel Oil Changeover) issued on 16/12/2009, cease to apply.

For electronic Oil Record Books approved by the SDM as per the provisions of Circular No. 19/2017 the approval will remain in force until its expiration date.

**This Circular must be placed on board Cyprus flag ships.**



Dr. Neophytos Papadopoulos  
Acting Permanent Secretary  
Shipping Deputy Ministry

JE/GS

RCS:

**DECLARATION**  
**OF MARPOL ELECTRONIC RECORD BOOK**

Issued by the Government of the Republic of Cyprus  
In reference to the requirements set out in the  
International Convention for the Prevention of Pollution from Ships (MARPOL)

Name of Ship: .....

IMO Number : .....

Gross Tonnage: .....

**This is to declare** that the electronic system designed to record entries in accordance with the relative MARPOL Annex....., installed on the ship listed above, has been assessed by this Administration to meet the relevant requirements as set out in MARPOL and is consistent with the Guidelines developed by the International Maritime Organization (IMO) as same are published by MEPC Res. No .....

Electronic Record Book Manufacturer .....

Electronic Record Book Supplier .....

Electronic Record Book Installer.....

Electronic Record Book Software Name/Version.....

Electronic Record Book is in accordance with MEPC Resolutions  
.....

This Declaration is issued based on Declaration issued by RO dated ..... with reference...

A copy of this declaration should be carried on board a ship fitted with Electronic Record Book as above at all times.

Issued at ..... on .....

Authorised signature

Official Stamp

**DECLARATION ISSUED BY THE RO**  
**OF MARPOL ELECTRONIC RECORD BOOK**

Issued by .....  
on behalf of the Government of the Republic of Cyprus  
In reference to the requirements set out in the  
International Convention for the Prevention of Pollution from Ships (MARPOL)

Name of Ship: .....

IMO Number: .....

Gross Tonnage: .....

**This is to declare** that the electronic system designed to record entries in accordance with the relative MARPOL Annex....., installed on the ship listed above, has been assessed by this Administration to meet the relevant requirements as set out in MARPOL and is consistent with the Guidelines developed by the International Maritime Organization (IMO) as same are published by MEPC Res. No .....(1)

Electronic Record Book Manufacturer .....

Electronic Record Book Supplier .....

Electronic Record Book Installer.....

Electronic Record Book Software Name/Version.....

Electronic Record Book is in accordance with MEPC Resolutions  
.....

A copy of this declaration should be carried on board a ship fitted with Electronic Record Book as above at all times.

Issued at ..... on .....

.....  
NAME

.....  
SIGNATURE

(1) : Fill in the MEPC Resolution outlining the guidance for the operations of an ERB (e.g. MEPC 312(74))