



## BERMUDA MERCHANT SHIPPING GUIDANCE NOTICE

### Electronic Record Keeping Systems

**This Notice is intended for:** Guidance and Instructions for Bermuda Recognised Organisations, Ship Owners, Managers and Masters.

**Ref:** IMO Resolution A.813(19),  
IMO Resolution A.916(22)  
MSC/Circ 982  
MSC/Circ 1580  
MEPC 1 Circ.736,  
MEPC 187(59),  
MEPC 312(74),  
MEPC 277(70)

#### Summary

This Guidance Notice is issued to provide guidance on the use of electronic record keeping systems, including log books and record books, on board ships registered in Bermuda.

This Guidance notice also describes the procedure for applying for approval of such systems by the Bermuda Shipping and Maritime Authority (BSMA)

This Guidance notice should be read in conjunction with International Maritime Organization (IMO) Resolution A.813(19).

This Guidance notice is applicable to all Companies to which the ISM Code is applicable, who wish to use electronic record keeping on Bermuda registered ships.

This Notice was issued on 12 November 2019

## 1 Introduction

- (1) Bermuda legislation and other relevant international Conventions require that specific actions, events and operations be recorded in a log book or record book held on board the ship.
- (2) The Bermuda Shipping and Maritime Authority (BSMA) supports efforts to reduce administrative burdens and encourages the growing use of electronic record keeping systems on ships, including log books and record books.

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- (3) Accordingly, the use of electronic record keeping systems for the recording of information required by national legislation and International Conventions is permitted, subject to compliance with this Guidance Notice and BSMA approval.
- (4) With regard to MARPOL and the NOx technical record books if a shipowner decides to use an electronic record book to record operational logs, instead of a hard copy record book, the guidance according to MEPC.312(74) should be taken into consideration. Bermuda will allow use of electronic Oil Record Books and other recording approved by other REG members.

## **2 Acceptance**

Bermuda will accept the following logbooks in electronic format:

- (1) Deck Logbook.
  - a. The design, presentation and lighting of the workstation on the bridge from where the logbook can be accessed shall be in accordance with the principles given in MSC/Circ.982.
  - b. The software, including future updates, should be such as to enable the recording of the information required by SOLAS V/28 using the guidelines for the recording of events related to navigation provided in Assembly Resolution A.916(22).
- (2) MARPOL Annex I – Oil Record Book Parts I & II.
  - a. This must meet the requirements of MARPOL Annex I Reg. 17 & 36 and IMO Guidance MEPC 1 Circ.736 Rev.2., MEPC. 187(59) and MEPC.312(74).
  - b. The capability to produce a hard copy of verified records for the master to certify as a true copy, upon request from relevant authorities, should also be provided.

Part I: Machinery Space Operations (All ships) Introduction and List of Items to be Recorded; and

Part II: Cargo/ballast operations (Oil tankers) Plan view of cargo and slop tanks, Introduction and list of items to be recorded.
- (3) Marpol Annex II- Cargo Record book for Ships carrying Noxious Liquids in Bulk
  - a. As per MARPOL Annex II Regulation 10 Appendix 2
- (4) Ballast Water Record Book
  - a. As per Ballast Water Convention, Appendix II, items 3.1 – 3.6 & 4.
- (5) Dynamic Positioning Logbook
  - a. As per MSC.1/Circ.1580 Guidelines For Vessels And Units With Dynamic Positioning (DP) Systems.
- (6) Radio (GMDSS) logbook.

- a. As per SOLAS IV/17, International Telecommunications Union (ITU) Radio Regulations App. 11, STCW A & B-VIII
- (7) MARPOL Annex V, parts I and II. Garbage Record Book
  - a. In accordance with MEPC.277(70)
- (8) MARPOL Annex VI.
  - a. Record of fuel oil changeover
  - b. Record of the tier and on/off status of marine diesel engines
  - c. Record book of Engine Parameter in accordance with Chapter 6.2 of the NOX Technical Code 2008
  - d. Ozone Depleting Substances record book
- (9) Compass Error book.
- (10) Engine room logbook
- (11) Crew Management System

#### **4. Ship Manager Requirements**

- (1) An electronic record book should meet the company verification and audit requirements such as integration with the ships Safety Management System as required by the International Safety Management Code.
- (2) The use of, and reliance upon, electronic record books in no way relieves ship owners or managers of their existing duty to accurately maintain and produce records during an inspection, as required by MARPOL.
 

It is recommended that if a ship cannot produce the electronic record book or a declaration provided by the Administration during the PSC inspection, the PSC officer should request to view an alternative verified copy of the records or a hard copy record book for verification.
- (3) The Company is responsible for ensuring that electronic record keeping systems are maintained to the latest standards required by the BSMA or the relevant International Conventions.
- (4) The company's Safety Management System must address the regular back up of data to the company office and data retention for 3 years.
- (5) The routines for safekeeping of the logbook are to be in accordance with the Bermuda Regulations for ship logbooks.
- (6) Electronic record book data is to be immediately available and accessible by BSMA, upon request.

(7) The system must be capable of reproducing records in hard copy (i.e.) printed out.

## **5. Documentation**

The following documentation shall be carried on board and is to be presented upon request during Port State Control or other authorised vessel inspections;

- (1) Declaration from the installation contractor that the system is installed according to current regulations, is performance tested and found in full functioning order.
- (2) Arrangements for software replacement, update or upgrade should be effectively implemented under a documented system.
- (3) Evidence is to be retained on board that the Officers have received training in accordance with STCW-78, as amended, rule 1/14.1.5.
- (4) System approval letters from the Administration.

## **6. Provision of Data to New Managers or Owners**

- (1) The International Conventions require certain line records to be retained by the ship for specified periods according to Conventions. Accordingly, Companies using electronic record keeping systems must provide the relevant records to the new Company that cover the required minimum retention period.

## **7. Delegation to Class**

- (1) When delegated by a Flag Administration, Class may, on request, approve e-record books and issue declarations in accordance with the guidelines.

## 7. Guidance for retention periods for entries

Record Type	Minimum Retention Period	Reference
Articles and Crew Agreements	7 years after expiry	
Oil Record Book Part I	3 years	MARPOL Annex I Reg.17.6
Oil Record Book Part II	3 years	MARPOL Annex I Reg.36.7
Noxious Liquid Substances Record Book	3 years	MARPOL Annex II Reg.15.5
Garbage Record Book Part I	2 years	MARPOL Annex V Reg.10.3.5
Garbage Record Book Part II	2 years	MARPOL Annex V Reg.10.3.5
Record of navigational activities under SOLAS V/28	1 year	A.916(22) para. 4.4
Radio records required by SOLAS IV/17	1 year	
Ballast Water Record Book	2 years onboard 3 years by Company	BWM Convention Regulation B-2.2

**Chief Surveyor**  
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