



TUVALU SHIP REGISTRY

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MARINE CIRCULAR

MC-15/2012/1

8/2026

FOR: Ship Owners, Ship Managers, Ship Operators, Ship Masters, Ship Officers, Classification Societies

SUBJECT: RECORD KEEPING AND REPORTING REQUIREMENTS FOR MARPOL

DEFINITIONS:

The following abbreviations stand for:

- “IMDG Code” – International Maritime Dangerous Goods Code
- “IMO” – International Maritime Organization
- “IOPP” – International Oil Pollution Prevention Certificate
- “MARPOL” – International Convention for the Prevention of Pollution from Ships 1973, as modified by the Protocol of 1978
- “RO” – Recognized Organization as defined by IMO Resolution MSC.349(92) and MEPC.237(65)
- “SEEMP” – Ship Energy Efficiency Management Plan
- “SMPEP” – Shipboard Marine Pollution Emergency Plan
- “SOPEP” – Shipboard Oil Pollution Emergency Plan
- “SOLAS” – International Convention for the Safety of Life at Sea (SOLAS), 1974, as amended

The term “Administration” shall mean Tuvalu Ship Registry.

PURPOSE:

The purpose of this Marine Circular is to provide the requirements of the Administration regarding record keeping, reporting, manuals, plans, and certificates required under the International Convention for the Prevention of Pollution from Ships (MARPOL), as amended.

REFERENCES:

- (a) MARPOL Consolidated Edition (latest edition), as amended.
- (b) IMO Resolution MEPC.201(62) – Amendments to MARPOL Annex V.
- (c) IMO Resolution MEPC.295(71) – 2017 Guidelines for the Implementation of MARPOL Annex V.
- (d) IMO Resolution MEPC.312(74) – 2019 Guidelines for the use of electronic record books under MARPOL.
- (e) IMO Resolution MEPC.314(74) – 2019 Guidelines for the Implementation of MARPOL Annex V.
- (f) IMO Resolution MEPC.342(77) – Amendments to MARPOL Annex I concerning electronic record books.
- (g) IMO Resolution MEPC.360(79) – Garbage Record Book applicability (100 GT and above)
- (h) IMO Resolution MEPC.395(82) – 2024 Guidelines for the Development of a Ship Energy Efficiency Management Plan (SEEMP).
- (i) Tuvalu Marine Circular MC-14/2012/1 on Shipboard Marine Pollution Emergency Plans (SMPEP).
- (j) Tuvalu Marine Circular MC-2/2026/1 on MARPOL Annex VI compliance.
- (k) Tuvalu Marine Circular MC-13/2011/1 on Electronic logbook and record book systems.
- (l) Tuvalu Marine Circular MC-8/2010/1 on Guidance for the recording of operations in the Oil Record Book Part I – Machinery Space Operations (All Ships).



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APPLICATION:

This Circular applies to all Tuvalu-flagged ships to which the relevant provisions of MARPOL apply.

CONTENTS:

1. General

All Tuvalu-flagged ships shall comply with the applicable provisions of MARPOL Annexes I, II, III, IV, V and VI, including requirements relating to:

- certificates;
- plans and manuals;
- record books;
- reporting of pollution incidents; and
- retention of records and receipts.

The latest applicable edition of MARPOL and relevant IMO guidance should be available on board, either in paper or approved electronic form.

2. MARPOL Certificates, Plans and Manuals

2.1. MARPOL Annex I (Oil)

Where applicable, ships shall carry:

- 2.1.1. International Oil Pollution Prevention (IOPP) Certificate.
- 2.1.2. Shipboard Oil Pollution Emergency Plan (SOPEP) approved by an RO acting on behalf of the Administration.
- 2.1.3. Oil Record Book Part I (Machinery Space Operations).
- 2.1.4. Oil Record Book Part II (Cargo/Ballast Operations) for oil tankers.

2.2. MARPOL Annex II (Noxious Liquid Substances)

Where applicable, ships shall carry:

- 2.2.1. International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk.
- 2.2.2. Procedures and Arrangements (P&A) Manual.
- 2.2.3. Cargo Record Book.
- 2.2.4. Shipboard Marine Pollution Emergency Plan (SMPEP), where required.

2.3. MARPOL Annex III

Ships carrying harmful substances in packaged form shall comply with the IMDG Code and applicable SOLAS requirements.

2.4. MARPOL Annex IV (Sewage)

Ships to which Annex IV applies shall carry:

- 2.4.1. International Sewage Pollution Prevention Certificate; and
- 2.4.2. Approved sewage system documentation, as applicable.

2.5. MARPOL Annex V (Garbage)

Ships shall carry, as applicable:

- 2.5.1. Garbage Management Plan.
- 2.5.2. Garbage Record Book.
- 2.5.3. Garbage placards displayed in working language(s) and in English.



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2.6. MARPOL Annex VI (Air Pollution)

Ships shall carry the applicable Annex VI certificates and documentation, including SEEMP and related energy efficiency documentation, in accordance with current IMO requirements and Tuvalu guidance.

3. Record Book Requirements

3.1. Oil Record Book

Entries shall be made without delay for each operation required by MARPOL Annex I and shall be signed by the officer in charge and each completed page signed by the Master.

3.2. Cargo Record Book

Chemical tankers and other ships subject to Annex II shall record all required cargo, transfer, cleaning, ballasting and discharge operations in accordance with Annex II.

3.3. Garbage Record Book

The Garbage Record Book shall be maintained and use the following garbage categories in accordance with MARPOL Annex V format:

Part I

- A. Plastics
- B. Food wastes
- C. Domestic wastes
- D. Cooking oil
- E. Incinerator ashes
- F. Operational wastes
- G. Animal carcasses
- H. Fishing gear
- I. E-waste

Part II

- J. Cargo residues (non-HME)
- K. Cargo residues (HME)

Masters and officers shall ensure that the correct category is used for each entry.

Entries shall be made for:

- discharges to sea;
- discharges to reception facilities;
- transfers to other ships;
- incineration; and
- accidental or exceptional losses of garbage.

Receipts from port reception facilities shall be retained on board for at least two years.

4. Electronic Record Books

Electronic Oil Record Books, Cargo Record Books and Garbage Record Books may be used where:

- 4.1. the system complies with applicable IMO requirements;
- 4.2. it has been approved by an RO; and
- 4.3. procedures for backup, security and verification are implemented on board.



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5. Reporting of Pollution Incidents

5.1. Duty to report

The Master, or other person having charge of the ship, shall report without delay any incident involving:

- oil;
- noxious liquid substances;
- harmful substances in packaged form;
- sewage, where required; or
- garbage or other marine pollutants,

whenever a discharge has occurred or there is a probable risk of discharge.

5.2. Contents of Report

The report shall include, as far as practicable:

- ship identification;
- date and time;
- position;
- weather and sea conditions;
- condition of the ship;
- substance involved;
- quantity discharged or likely to be discharged; and
- actions taken.

5.3. Recipient of Report

Report shall be sent to:

- 5.3.1. the nearest coastal State authority; and
- 5.3.2. the Administration

6. Retention of Records

Unless a longer period is required by MARPOL:

6.1. Oil Record Books shall be retained on board for at least three years after the last entry.

6.2. Cargo Record Books shall be retained on board for at least three years after the last entry.

6.3. Garbage Record Books and related receipts shall be retained on board for at least two years after the last entry.

7. Recognized Organization

Certificates, approvals and endorsements required by this Circular may be issued by RO authorized by the Administration.

8. Compliance

Failure to maintain the required certificates, plans, manuals, record books or reports may result in deficiencies and detention during flag State inspections, port State control inspections, audits and statutory surveys.

Shipowners and Masters are reminded that all entries in MARPOL record books must be accurate, timely and supported by available evidence, including receipts, sounding tanks records, transfer records and other relevant documentation.

Yours sincerely,

Deputy Registrar
Tuvalu Ship Registry