



# TUVALU SHIP REGISTRY

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## MARINE CIRCULAR

### MC-3/2025/1

03/2025

**FOR:** Ship Owners, Ship Managers, Ship Operators, Recognized Organizations, Port Authorities

**SUBJECT: LIST OF LOG BOOKS, RECORD BOOKS AND OTHER DOCUMENTS ON BOARD**

#### DEFINITIONS:

The following abbreviations stand for:

- “RO” - Recognized Organization as defined by IMO Resolution A.789 (19)
- “SOLAS” - International Convention for the Safety of Life at Sea (SOLAS), 1974, as amended
- “MARPOL” - International Convention for the Prevention of Pollution from Ships 1973, as modified by the Protocol of 1978
- “MEPC” - IMO Marine Environment Protection Committee

The term “Administration” shall mean the Tuvalu Ship Registry.

#### PURPOSE:

This circular seeks to provide clarity on obtaining and maintaining the proper records on board including the use of log books, record books and documents relating to the conventions.

#### REFERENCES:

- (a) Tuvalu Marine Circular MC-13/2011/1 – Electronic Logbook and Record Book Systems
- (b) Tuvalu Marine Circular MC-26/2012/1 – Guidance Notes for Entries for Official Log Books
- (c) Tuvalu Marine Circular MC-4/2013/1 – Monitoring and Control of Oil Discharge

#### APPLICATION:

This circular applies to all Tuvalu-flagged vessels. Applicability and application dates may vary according to the type, size and date built of vessels and shipowners, managers, operators and Masters should consult the source conventions and codes mentioned for details.

#### ENDORSEMENT OF DOCUMENTS:

The IMO Conventions require the carriage of certain records and documents relating to the regulations, for example, oil record book and garbage management plan. These are usually published generically by commercial publishers in the format given in the conventions. Shipowners seeking for these to be endorsed and stamped by the Administration should instead approach our ROs directly for the endorsement and stamp on the Administration’s behalf.

#### CONTENTS:

1. Electronic Logbook and Records Book Systems:  
Please refer to Reference (a).
2. Official Log Book (in Tuvalu’s prescribed form):  
Unless otherwise stated, an official log book shall be kept in every ship.  
For guidance for entries in the official log book, refer Reference (b).

3. Deck Log Book and Engine Log Book (no prescribed form):  
While there is no corresponding regulation for these in SOLAS, the Administration has no objection for shipowners, managers and operators to implement the utilization of these in addition to the official log book.
4. Oil Record Book (no prescribed form):  
Every oil tanker of 150 gross tonnage and above and every ship other than an oil tanker of 400 gross tonnage and above shall be provided with an Oil Record Book, Part I (Machinery space operations). Every oil tanker of 150 gross tonnage and above shall also be provided with an Oil Record Book, Part II (Cargo/ballast operations).  
Refer to MARPOL 73/78, Annex I, Reg. 17 and 36.
5. Garbage Management Plan (no prescribed form):  
Every ship of 100 gross tonnage and above, and every ship which is certified to carry 15 or more persons, and fixed or floating platforms shall carry a garbage management plan which the crew shall follow. This plan shall provide written procedures for minimizing, collecting, storing, processing and disposing of garbage, including the use of the equipment on board. It shall also designate the person or persons in charge of carrying out the plan.  
Refer to MARPOL 73/78, Annex V, Reg. 10.2 and Reference (c).
6. Garbage Record Book (no prescribed form):  
Every ship of 100 gross tonnage and above and every ship which is certified to carry 15 persons or more engaged in voyages to ports or offshore terminals under the jurisdiction of other Parties to the Convention and every fixed and floating platform engaged in exploration and exploitation of the seabed shall be provided with a Garbage Record Book. The Garbage Record Book shall be kept on board the ship or the fixed or floating platform, and in such a place as to be readily available for inspection at all reasonable times. This document shall be preserved for a period of at least two years from the date of the last entry made in it.  
Refer to MARPOL 73/78, Annex V, Reg. 10.3 and Reference (c).
7. List of Ozone depleting equipment (no prescribed form):  
Each ship subject to regulation 6.1 shall maintain a list of equipment containing ozone depleting substances.  
Refer to MARPOL 73/78, Annex VI, Reg. 12.5.
8. Ozone Depleting Substances Record Book (no prescribed form):  
Each ship subject to regulation 6.1 which has rechargeable systems that contain ozone depleting substances shall maintain an Ozone Depleting Substances Record Book. This Record Book may form part of an existing log-book or electronic recording system as approved by the RO on behalf of the Administration.  
Refer to MARPOL 73/78, Annex VI, Reg. 12.6.
9. VOC Management Plan (no prescribed form):  
A tanker carrying crude oil shall have on board and implement a VOC Management Plan approved by the RO on behalf of the Administration. Such a plan shall be prepared taking into account the guidelines developed by the Organization.  
Refer to MARPOL 73/78, Annex VI, Reg. 15.6.
10. Ballast Water Management Plan (no prescribed form):  
The Plan is required to be onboard the ship and available to guide personnel in safe operation of the Ballast Water Management system employed on a particular ship. Effective planning ensures that the necessary actions are taken in a structured, logical, and safe manner.  
Refer to MEPC.127(53).
11. Ballast Water Management Record Book (no prescribed form):  
To facilitate the implementation of ballast water management and treatment procedures on board each ship, a responsible officer is to be designated in accordance with Regulation B-1 to ensure the maintenance of appropriate records and to ensure that ballast water management and/or treatment procedures are followed and recorded.  
When carrying out any ballast water operation the details are to be recorded in the Ballast Water Record Book together with any exemptions granted in accordance with Regulation B-3 or C-1.  
Refer to MEPC.127(53), Paragraph 2.1.1.

Deputy Registrar

Tuvalu Ship Registry