

RESOLUTION MEPC.292(71) (adopted on 7 July 2017)
2017 GUIDELINES FOR ADMINISTRATION VERIFICATION
OF SHIP FUEL OIL CONSUMPTION DATA

ANNEX 16

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**2017 GUIDELINES FOR ADMINISTRATION VERIFICATION
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THE MARINE ENVIRONMENT PROTECTION COMMITTEE,

RECALLING Article 38(a) of the Convention on the International Maritime Organization concerning the functions of the Marine Environment Protection Committee conferred upon it by international conventions for the prevention and control of marine pollution from ships,

RECALLING ALSO that it adopted, by resolution MEPC.203(62), amendments to the annex of the Protocol of 1997 to amend the International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 relating thereto (inclusion of regulations on energy efficiency for ships in MARPOL Annex VI),

NOTING that the aforementioned amendments to MARPOL Annex VI, which included a new chapter 4 on regulations on energy efficiency for ships in the Annex, entered into force on 1 January 2013,

NOTING ALSO that it adopted, by resolution MEPC.278(70), amendments to MARPOL Annex VI related to the data collection system for ship fuel oil consumption which are expected to enter into force on 1 March 2018 upon their deemed acceptance on 1 September 2017,

NOTING FURTHER that regulation 22A.7 of MARPOL Annex VI requires that ship fuel oil consumption data shall be verified according to procedures established by the Administration, taking into account guidelines developed by the Organization,

RECOGNIZING that the aforementioned amendments to MARPOL Annex VI require relevant guidelines for uniform and effective implementation of the regulations and to provide sufficient lead time for industry to prepare,

HAVING CONSIDERED, at its seventy-first session, draft 2017 Guidelines for Administration verification of ship fuel oil consumption data,

1 ADOPTS the *2017 Guidelines for Administration verification of ship fuel oil consumption data* (the 2017 Guidelines), as set out in the annex to the present resolution;

2 INVITES Administrations to take the annexed 2017 Guidelines into account when developing and enacting national laws which give force to and implement requirements set forth in regulation 22A of MARPOL Annex VI, as amended;

3 REQUESTS the Parties to MARPOL Annex VI and other Member Governments to bring the annexed 2017 Guidelines to the attention of masters, seafarers, shipowners, ship operators and any other interested parties;

4 AGREES to keep the 2017 Guidelines under review in light of experience gained with their implementation.

ANNEX

2017 GUIDELINES FOR ADMINISTRATION VERIFICATION OF SHIP FUEL OIL CONSUMPTION DATA

1 INTRODUCTION

1.1 Regulation 22A of MARPOL Annex VI establishes the IMO Ship Fuel Oil Consumption Database, to be administered by the Organization, to which each Administration will submit relevant data for their registered ships of 5,000 gross tonnage (GT) and above. Regulation 22A.7 specifies that "the data shall be verified according to procedures established by the Administration, taking into account guidelines to be developed by the Organization". This document contains the Guidelines referred to in that regulation and is intended to assist Administrations in developing their own verification programme.

1.2 A data verification procedure should ensure the reliability of the collected data while minimizing the costs and associated burdens to the ship and the Administration.

2 DEFINITIONS

For the purpose of these Guidelines, the definitions in MARPOL Annex VI apply.

3 RESPONSIBILITIES

3.1 The responsibilities of Administrations and ships are set out in MARPOL Annex VI. These Guidelines do not change those or create any new obligations.

3.2 Under the data collection system for fuel oil consumption of ships, as specified in MARPOL Annex VI, an Administration may authorize an organization¹ to receive the data from a ship, verify the data for compliance with the requirements, issue the Statement of Compliance, submit the data to the Organization and perform other actions authorized by the Administration with respect to the IMO Ship Fuel Oil Consumption Database. In every case, the Administration assumes full responsibility for all tasks conducted by the Administration or any organization duly authorized by it (hereinafter referred to as "the Administration").

4 VERIFICATION OF THE REPORTED DATA

4.1 To facilitate data verification, the Administration should indicate what additional documentation a ship should submit along with its annual data report. Specification of this documentation can be done on a ship basis, as part of the assessment of the Data Collection Plan², or it may be done as a general policy statement or through such other policy instruments as the Administration deems appropriate. Additional documentation to facilitate data verification may include the following, as well as other documentation that the Administration deems relevant:

- .1 a copy of the ship's Data Collection Plan;

¹ Refer to the *Guidelines for the Authorization of organizations acting on behalf of the Administration*, adopted by the Organization by resolution A.739(18), as amended by resolution MSC.208(81), and the *Specifications on the Survey and Certification Functions of Recognized Organizations Acting on Behalf of the Administration*, adopted by the Organization by resolution A.789(19), as may be amended by the Organization.

² Refer to the 2016 Guidelines for the development of a Ship Energy Efficiency Management Plan (SEEMP), adopted by resolution MEPC.282(70).

- .2 summaries of bunker delivery notes (BDNs), in sufficient detail to show that all fuel oil consumed by the ship is accounted for (see sample form of BDN summary set out in appendix 1);
- .3 summaries of disaggregated data of fuel oil consumption, distance travelled and hours underway, in a format specified by the Administration (see sample form of data summary set out in appendix 2);
- .4 information to demonstrate that the ship followed the Data Collection Plan set out in its SEEMP, including information on data gaps and how they were filled as well as how the event that caused the data gap was resolved; and
- .5 copies of documents containing information on the amount of fuel oil consumption, distance travelled and hours underway for the ship's voyages during the reporting period (e.g. the ship's official logbook, oil record book, BDNs, arrival/noon/departure reports, etc.).

4.2 In addition to the documentation described in paragraph 4.1, the Administration may request a ship to submit such documentation needed to perform a comprehensive review of a ship's annual fuel oil consumption, distance travelled, and hours underway. The Administration may request this documentation be submitted by all ships or a subset of the ships subject to its jurisdiction. This documentation may be used by the Administration to verify whether the ship followed the methodology specified in its Data Collection Plan, with a view to confirming:

- .1 consistency of reported data and calculated values, including with previous reporting periods (if applicable), through recalculating the annual reported values using the underlying data, etc.;
- .2 completeness of data (e.g. perform substantive testing based on reconciliation, recalculations, and document cross-check, for example with official logbook and/or arrival/noon/departure reports, recalculate hours underway and total quantities of fuel oil used and distance travelled); and
- .3 reliability and accuracy of the data (e.g. test that the data quality procedures as described in the Data Collection Plan (see section 9 of sample form of Data Collection Plan, as set out in appendix 2 of the *2016 Guidelines for the development of a ship energy efficiency management plan (SEEMP)*) have been properly implemented, carry out site visits (typically to the Company's offices rather than to the ship) to test the systems, processes and the control activities) through corroborating fuel oil consumption data with distance travelled and hours underway, comparing reported fuel oil consumption with that which is expected for the ship size, operational profile, and technical characteristics, and/or comparing reported fuel oil consumption total fuel bunkered, etc.

4.3 Should any discrepancy be identified by the Administration in the reported data, it should be communicated to the Company on a timely basis for correction. On receipt of corrected data from the Company and satisfactory completion of the verification, the Statement of Compliance will be issued by the Administration.

APPENDIX 1

SAMPLE OF THE BDN SUMMARIES

| Date of Operations (dd/mm/yyyy) | Fuel Oil Type/Mass(MT) | | | | | | | Descriptions |
|--|------------------------|-----|-----|--------|--------|-----|------------|--|
| | DO/GO | LFO | HFO | LPG(P) | LPG(B) | LNG | Others(Cr) | |
| ① BDN | | | | | | | | |
| 09/01/2019 | | | | | | | | |
| 02/05/2019 | | | 150 | | | | | |
| 08/07/2019 | | | | | | | | |
| 09/10/2019 | | | | | | | | |
| 10/12/2019 | | | 300 | | | | | |
| ①Annual Supply Amount | 0 | 0 | 450 | 0 | 0 | 0 | 0 | |
| ② Correction for the tank oil remainings | | | | | | | | |
| 01/01/2019 | | | 400 | | | | | |
| 31/12/2019 | | | 200 | | | | | |
| ②Correction for the tank oil remainings | 0 | 0 | 200 | 0 | 0 | 0 | 0 | The difference in the amount of the remaining tank oil at the beginning/end of the data collection period. |
| ③ Other corrections | | | | | | | | |
| 30/03/2019 | | | | | | | | |
| 15/09/2019 | | | | | | | | |
| 31/12/2019 | | | | | | | | |
| ③Annual other corrections | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Annual Fuel Consumption | | | | | | | | |
| Annual Fuel Consumption (①+②+③) | 0 | 0 | 650 | 0 | 0 | 0 | 0 | |

Explanatory remarks;

If bunker supply/correction data have been recorded in a Company's electronic reporting system, the data is acceptable to be submitted in the existing format instead of submitting the data by this format.

APPENDIX 2

SAMPLE OF THE COLLECTED DATA SUMMARIES

| Date from (dd/mm/yyyy) | Date to* (dd/mm/yyyy) | Distance Travelled (n.m) | Hours Underway (hh:mm) | Fuel Consumption (Metric tons) | | | | | | |
|---------------------------|--------------------------|-----------------------------|---------------------------|--------------------------------|-----|-----|--------|--------|-----|------------|
| | | | | DO/GO | LFO | HFO | LPG(P) | LPG(B) | LNG | Others(Cr) |
| 01/01/2019 | | 210 | 24:00 | 2 | 3 | 19 | 0 | 0 | 0 | 0 |
| 02/01/2019 | | 283 | 24:00 | 2 | 0 | 20 | 0 | 0 | 0 | 0 |
| 03/01/2019 | | 321 | 24:00 | 2 | 0 | 18 | 0 | 0 | 0 | 0 |
| 04/01/2019 | | 221 | 24:00 | 1 | 0 | 19 | 0 | 0 | 0 | 0 |
| 05/01/2019 | | 320 | 18:00 | 2 | 0 | 13 | 0 | 0 | 0 | 0 |
| 06/01/2019 | | 302 | 24:00 | 2 | 0 | 17 | 0 | 0 | 0 | 0 |
| 07/01/2019 | | 210 | 24:00 | 1 | 0 | 19 | 0 | 0 | 0 | 0 |
| 08/01/2019 | | 302 | 24:00 | 1 | 0 | 20 | 0 | 0 | 0 | 0 |
| 09/01/2019 | | 280 | 24:00 | 2 | 0 | 21 | 0 | 0 | 0 | 0 |
| 10/01/2019 | | 50 | 01:00 | 3 | 0 | 2 | 0 | 0 | 0 | 0 |
| 11/01/2019 | | 198 | 24:00 | 3 | 0 | 21 | 0 | 0 | 0 | 0 |
| . | | . | . | . | . | . | . | . | . | . |
| . | | . | . | . | . | . | . | . | . | . |
| . | | . | . | . | . | . | . | . | . | . |
| 30/12/2019 | | 320 | 24:00 | 0 | 0 | 20 | 0 | 0 | 0 | 0 |
| 31/12/2019 | | 213 | 24:00 | 1 | 0 | 17 | 0 | 0 | 0 | 0 |
| Annual Total | | | | | | | | | | |

*In the case of daily underlying data, this column would be left in blank.

Explanatory remarks;

If the listed data in the format have been recorded in a Company's electronic reporting system, the data is acceptable to be submitted in the existing format instead of submitting the data by this format.

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