COMMONWEALTH OF DOMINICA
MARITIME ADMINISTRATION

NAME OF VESSEL: _____

OFFICIAL NUMBER: _____

TYPE: □ **TANKER** □ **OTHER** _____
(SPECIFY)

OIL RECORD BOOK

COVERING THE PERIOD: FROM _____ **TO** _____

AND CONTAINING ENTRIES FOR:

CHECK ONLY ONE

PART I – MACHINERY SPACE OPERATIONS (ALL SHIPS) □
OR
PART II – CARGO AND BALLAST OPERATIONS (TANKERS) □

WARNING: TANKERS MUST MAINTAIN SEPARATE OIL RECORD BOOKS FOR MACHINERY SPACE AND CARGO AND BALLAST OPERATIONS

GROSS TONS: _____

DEADWEIGHT IN METRIC TONS: _____

TOTAL CARGO CAPACITY IN CUBIC METERS: _____

THIS ENTRY LOG MUST BE PRESERVED FOR THREE (3) YEARS FROM DATE OF LAST ENTRY

NOTICE

Together with the enclosed instructions, this is the Official Oil Record Book of the Maritime Administrator.

The Book has been designed so that it may be used by all ships for making machinery space entries and by tankers making both machinery space and cargo and ballast entries. However, these two categories of entries cannot be recorded in the same Oil Record Book.

A tanker must maintain two separate Oil Record Books:

PART I - Machinery Space Operations, which will most likely be kept by the Chief Engineer; and

PART II - Cargo and Ballast Operations, which will most likely be kept by the Cargo Officer

OIL RECORD BOOK

PART I – Machinery Space Operations

(All Ships)

Name of Ship: ……

Distinctive number or letters: ……

Gross tonnage: ……

Period From: …… To: …….

Note: Oil Record Book Part I shall be provided to every oil tanker of 150 gross tonnage and above and every ship of 400 gross tonnage and above, other than oil tankers, to record relevant machinery space operations. For oil tankers, Oil Record Book Part II shall also be provided to record relevant cargo/ballast operations.

Introduction

The following pages of this section show a comprehensive list of items of machinery space operations which are, when appropriate, to be recorded in the Oil Record Book Part I in accordance with regulation 17 of Annex I of the International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 relating thereto (MARPOL 73/78). The items have been grouped into operational sections, each of which is denoted by a letter Code.

When making entries in the Oil Record Book Part I, the date, operational Code and item number shall be inserted in the appropriate Columns and the required particulars shall be recorded chronologically in the blank spaces.

Each completed operation shall be signed for and dated by the officer or officers in charge. The master of the Ship shall sign each completed page.

The Oil Record Book Part I contains many references to oil quantity. The limited accuracy of tank Measurement devices, temperature variations and clingage will affect the accuracy of these readings. The entries in the Oil Record Book Part I should be considered accordingly.

In the event of accidental or other exceptional discharge of oil statement shall be made in the Oil Record Book Part I of the circumstances of, and the reasons for, the discharge.

Any failure of the oil filtering equipment shall be noted in the Oil Record Book Part I.

The entries in the Oil Record Book Part I, for ships holding an IOPP Certificate, shall be at least in English, French or Spanish. Where entries in official language of the State whose flag the ship is entitled to fly are also used, this shall prevail in case of a dispute or discrepancy.

The Oil Record Book Part I shall be kept in such a place as to be readily available for inspection at all reasonable times and, except in the case of unmanned ships under tow, shall be kept on board the ship. It shall be preserved for a period of three years after the last entry has been made.

The competent authority of the Government of a Party to the Convention may inspect the Oil Record Book Part I on board any ship to which this Annex applies while the ship is in its port or offshore terminals and may make a copy of any entry in that book and may require the master of the ship to certify that the copy is a true copy of such entry. Any copy so made which has been certified by the master of the ship as a true copy of an entry in the Oil Record Book Part I shall be made admissible in any juridical proceedings as evidence of the facts stated in the entry. The inspection of an Oil Record Book Part I and the taking of a certified copy by the competent authority under this paragraph shall be performed as expeditiously as possible without causing the ship to be unduly delayed.

ANNEX

GUIDANCE FOR RECORDING OF OPERATIONS IN THE OIL RECORD BOOK
PART I – MACHINERY SPACE OPERATIONS (ALL SHIPS)

General Guidance

- This guidance only includes sections C to I.
- Operations should be recorded in chronological order as they have been executed on board.
- Dates should be entered in dd-MONTH-yyyy format, e.g. 16-MAR-2009.
- Incineration or landing ashore of oily garbage and used filters should be recorded in the Garbage Record Book only.
- All Entries are to be made and signed by the officer or officers in charge of the operations concerned and each completed page shall be signed by the master of the ship.
- Do not leave any full lines empty between successive entries.
- If a wrong entry has been recorded in the Oil Record Book (ORB), it should immediately be struck through with a single line in such a way that the wrong entry is still legible. The wrong entry should be signed and dated, with the new corrected entry following.
- Tank nomenclature should be recorded as per the format noted within the International Oil Pollution Prevention Certificate (IOPPC).
- Recording of quantities retained in bilge water holding tanks listed under section 3.3 of the IOPPC is voluntary and not required by the Convention.
- The recording of general maintenance of items pertaining to the OWS remains voluntary and is not required to be recorded in the ORB.

Usage of code C.11: Collection of oil residues (sludge)

Example #1

Weekly inventory of oil residues (sludge) tanks (tank listed under item 3.1 in the Supplement to the IOPPC)

Date	*Code*	*Item No.*	*Record of operations/signature of officer in charge*
dd-MONTH-yyyy	*C*	*11.1*	*[Name of sec 3.1 Tank & Designation]*
		11.2	*xx m^3*
		11.3	*xx m^3*
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy
dd-MONTH-yyyy	*C*	*11.1*	*[Name of sec 3.1 Tank & Designation]*
		11.2	*xx m^3*
		11.3	*xx m^3*
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #2

Recording of oil residue (sludge) collected by manual operation in oil residue (sludge) tank (tank listed under item 3.1 in the Supplement to the IOPPC)*

Date	*Code*	*Item No.*	*Record of operations/signature of officer in charge*
dd-MONTH-yyyy	*C*	*11.1*	*[Name of sec 3.1 Tank & Designation]*
		11.2	*xx m^3*
		11.3	*xx m^3*
		11.4	*xx m^3 collected from [identification of source]*
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: Operator initiated manual collection where oil residue (sludge) is transferred (transfer with a pump) into the oil residue (sludge) tank(s). Examples of such operations could be:

1. Collection of oil residue (sludge) from fuel oil separator drain tanks.
2. Collection of oil residue (sludge) by draining engine sump tanks.
3. Adding fuel oil to an oil residue (sludge) tank (all content of a sludge tank is considered sludge).
4. Collection of sludge from bilge water holding tanks – in this case a disposal entry for bilge water is also needed.

* Use of Code Item Number C 11.4 only becomes applicable in accordance with MARPOL Annex I amendments which enter into force on 1 January 2011 (resolution MEPC.187(59)).

Usage of code C.12: Disposal or Transfer of oil residues (sludge)

Example #3

Disposal of oil residue (sludge) via shore connection

Date	*Code*	*Item No.*	*Record of operations/signature of officer in charge*
dd-MONTH-yyyy	*C*	*12.1*	*xx m^3 sludge from [Name of sec 3.1 Tank & Designation], xx m^3 retained,*
			to "identity or name of sludge receiver, i.e. barge, tank truck or shore facility" during port stay (Name of Port)
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: Ships' masters should obtain from the operator of the reception facilities, which includes barges and tank trucks, a receipt or certificate detailing the quantity of oil residue (sludge) transferred, together with the time and date of the transfer. This receipt or certificate, if attached to the Oil Record Book Part I, may aid the master of the ship in proving that his ship was not involved in an alleged pollution incident. The receipt or certificate should be kept together with the Oil Record Book Part I.

Example #4

Draining of water (disposal) from an oil residue (sludge) tank listed under item 3.1 in the Supplement to the IOPPC, to a bilge water holding tank listed under item 3.3 in the Supplement to the IOPPC

Date	*Code*	*Item No.*	*Record of operations/signature of officer in charge*
dd-MONTH-yyyy	*C*	*12.2*	*xx m^3 water drained from [Name of sec 3.1 Tank & Designation] xx m^3 retained,*
			to [Name of sec 3.3 Tank & Designation] retained in tank(s) xx m^3
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: Collection of bilge water need not to be accounted for, so only one entry is required. Capacity of sludge tanks should not be recorded for C.12.x entries.

Example #5

Transfer from one oil residue (sludge) tank to another oil residue (sludge) tank, both listed under item 3.1 in the Supplement to the IOPPC

Date	*Code*	*Item No.*	*Record of operations/signature of officer in charge*
dd-MONTH-yyyy	*C*	*12.2*	*xx m^3 sludge transferred from [Name of sec 3.1 Tank & Designation], xx m^3 retained,*
			to [Name of sec 3.1 Tank & Designation] retained in tank(s) xx m^3
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #6

Incineration of oil residue (sludge) in Incinerator

Date	*Code*	*Item No.*	*Record of operations/signature of officer in charge*
dd-MONTH-yyyy	*C*	*12.3*	*xx m^3 sludge from [Name of sec 3.1 or 3.2.3 Tank & Designation], xx m^3 retained,*
			Burned in Incinerator for xx hours
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #7

Burning of oil residue (sludge) in Boiler

Date	*Code*	*Item No.*	*Record of operation and signature of officer in charge*
dd-MONTH-yyyy	*C*	*12.4*	*xx m^3 sludge from [Name of sec 3.1 Tank & Designation], xx m^3 retained,*
			Burned in Boiler for xx hours
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #8

Evaporation of water (disposal) from an oil residue (sludge) tank listed under items 3.1 in the Supplement to the IOPPC

Date	*Code*	*Item No.*	*Record of operations/signature of officer in charge*
dd-MONTH-yyyy	*C*	*12.4*	*xx m^3 water evaporated from [Name of sec 3.1 Tank & Designation], xx m^3 retained.*
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #9

Regeneration of fuel oil from oil residue (sludge)*

Date	*Code*	*Item No.*	*Record of operation and signature of officer in charge*
dd-MONTH-yyyy	*C*	*12.4*	*xx m^3 sludge disposed by regeneration of x m^3 fuel in [Fuel Tank & Designation] and x m^3 of water in [Name of sec 3.3 Tank & Designation]*
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

* Only permitted if mentioned as an approved means of disposal in the IOPPC Supplement.

Usage of code D: Non-automatic starting of discharge overboard, transfer or disposal otherwise of bilge water which has accumulated in machinery spaces

Example #10

Pumping of bilge water from engine-room bilge wells to a tank listed under item 3.3 in the Supplement to the IOPPC

Date	*Code*	*Item No.*	*Record of operations/signature of officer in charge*
dd-MONTH-yyyy	*D*	*13*	*xx m^3 bilge water from engine-room bilge wells,*
		14	*Start: hh:mm, stop: hh:mm*
		15.3	*To [Name of sec 3.3 Tank & Designation], retained in tank(s) xx m^3*
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #11

Transfer of bilge water between tanks listed in item 3.3 in the Supplement to the IOPPC

Date	*Code*	*Item No.*	*Record of operations/signature of officer in charge*
dd-MONTH-yyyy	*D*	*13*	*xx m^3 bilge water from, [Name of sec 3.3 Tank & Designation], xx m^3 retained,*
		14	*Start: hh:mm, stop: hh:mm*
		15.3	*To [Name of sec 3.3 Tank & Designation], retained in tank(s) xx m^3*
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #12

Pumping of bilge water overboard from tank listed in item 3.3 in the Supplement to the IOPPC

Date	*Code*	*Item No.*	*Record of operations/signature of officer in charge*
dd-MONTH-yyyy	*D*	*13*	*xx m^3 bilge water from [Name of sec 3.3 Tank & Designation]*
			Capacity xx m^3, xx m^3 retained
		14	*Start: hh:mm, stop: hh:mm*
		15.1	*Through 15 ppm equipment overboard*
			Position start: xx deg xx min N/S, xx deg xx min E/W
			Position stop: xx deg xx min N/S, xx deg xx min E/W
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #13

Disposal of bilge water from tank listed in item 3.3 in the Supplement to the IOPPC to oil residue (sludge) tank listed in item 3.1 in the Supplement to the IOPPC

Date	*Code*	*Item No.*	*Record of operation and signature of officer in charge*
dd-MONTH-yyyy	*D*	*13*	*x m^3 bilge water from [Name of sec 3.3 Tank & Designation], now xx m^3*
		14	*Start: hh:mm stop:, hh:mm*
		15.3	*Collected in [Name of sec 3.1 Tank & Designation] retained in tank(s) xx m^3*
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: A code C.11.4 recording may be required if this operation is a manual operator initiated operation.

Usage of code E: Automatic starting of discharge overboard, transfer or disposal otherwise of bilge water which has accumulated in machinery spaces

Example #14

Pumping of bilge water overboard via 15 ppm equipment from tank listed in item 3.3 in the Supplement to the IOPPC or from engine-room bilge wells

Date	*Code*	*Item No.*	*Record of operations/signature of officer in charge*
dd-MONTH-yyyy	*E*	*16*	*Pump start hh:mm at xx deg xx min N/S, xx deg xx min E/W from*
			[Name of sec 3.3 Tank & Designation]
		18	*Stop hh:mm*
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #15

Transfer of bilge water from engine-room bilge wells to a tank listed under item 3.3 in the Supplement to the IOPPC

Date	*Code*	*Item No.*	*Record of operations/signature of officer in charge*
dd-MONTH-yyyy	*E*	*17*	*Transfer start hh:mm to*
			[Name of sec 3.3 Tank & Designation]
		18	*Stop hh:mm*
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Usage of code F: Condition of oil filtering equipment

Example #16

Failure of Oily Filtering Equipment, Oil Content Meter or stopping device

Date	*Code*	*Item No.*	*Record of operations/signature of officer in charge*
dd-MONTH-yyyy	*F*	*19*	*hh:mm*
		20	*hh:mm (might be unknown – if spare parts has been ordered)*
		21	*[Reason for Failure, if known]*
			signed: (Officer-in-charge, Name & Rank dd-MONTH-yyyy

Note: The condition of the oil filtering equipment also covers the alarm and automatic stopping devices, if applicable.

A code 'I' entry should also be made indicating that the overboard valve was sealed shut due to non working Oil Filtering Equipment or Oil Content Meter.
On the date where the system is functional again, a new entry, using code F 19 / 20 / 21 should be made where F 19 is the date and time of the initial failure and F 20 is the time the system is functional again.

Example #16*bis*

When proper operation of the Oily Filtering Equipment, Oil Content Meter or stopping device is restored

Date	*Code*	*Item No.*	*Record of operations/signature of officer in charge*
dd-MONTH-yyyy	*F*	*19*	*hh:mm (the same time as in example 16)*
		20	*hh:mm (the time the system is functional)*
		21	*[Reason for Failure, if known]*
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: The condition of the oil filtering equipment also covers the alarm and automatic stopping devices, if applicable.
A code 'I' entry should also be made indicating that the overboard valve was unsealed since the operation of the Oil Filtering Equipment or Oil Content Meter has been restored.

Usage of code G: Accidental or other exceptional discharges of oil

Example #17

Accidental Pollution

Date	*Code*	*Item No.*	*Record of operations/signature of officer in charge*
dd-MONTH-yyyy	*G*	*22*	*hh:mm*
		23	*Place or Position: xx deg xx min*
		24	*Type and Quantity of oily residue (if known)*
		25	*Circumstances of the discharge*
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: If failure of Oil Filtering Equipment or Oil Content Meter related equipment is involved, appropriate (F) entry is to be made in ORB.
Relevant sections of the SOPEP (SMPEP) are to be used to combat oil spills at sea.
Examples of Circumstances of discharge include, but are not limited to:

1. Oil Content Meter failure.
2. Fuel tank overflow.
3. Ruptured bunkering hose/flange.
4. Fuel tank leakage (due to collision or grounding).

Usage of code H: Bunkering of fuel or bulk lubricating oil

Example #18

Bunkering of Fuel oil

Date	*Code*	*Item No.*	*Record of operations/signature of officer in charge*
dd-MONTH-yyyy	*H*	*26.1*	*[Name of Port]*
		26.2	*Start* dd-MONTH-yyyy-*hh:mm* *Stop* dd-MONTH-yyyy-*hh:mm*
		26.3	*xxxx MT of ISO-xxxxx HFO x.x % S bunkered in tanks:*
			aaaa MT added to [Tank Name & Designation] now containing bbbb MT
			cccc MT added to [Tank Name & Designation] now containing dddd MT
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #19

Bunkering of Bulk Lubricating oil

Date	*Code*	*Item No.*	*Record of operations/signature of officer in charge*
dd-MONTH-yyyy	*H*	*26.1*	*[Name of Port]*
		26.2	*Start* dd-MONTH-yyyy-*hh:mm* *Stop* dd-MONTH-yyyy-*hh:mm*
		26.4	*xx MT [Type of Oil] bunkered in tanks:*
			xx MT added to [Tank Name & Designation] now containing xx MT
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: Separate entries required for each grade of fuel oils and lubricating oils respectively to ensure transparency.
This entry is not required if lubricating oils are delivered onboard in packaged form (55 gallon drum, etc.).

Usage of code I: Additional operational procedures and general remarks

Example #20

Pumping oily bilge water from a Cargo Hold bilge holding tank to a tank listed under item 3.3 in the Supplement to the IOPPC

Date	*Code*	*Item No.*	*Record of operations/signature of officer in charge*
dd-MONTH-yyyy	*I*		*xx m^3 oily bilge water from Cargo Hold bilge holding tank*
			to [Name of sec 3.3 Tank & Designation]
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: Any collection and transfer of oily bilge water into the engine-room bilge holding tank(s) from a cargo hold bilge holding tank(s) should be recorded using code (I)

Example #21

Entry pertaining to an earlier missed operational entry

Date	*Code*	*Item No.*	*Record of operations/signature of officer in charge*
dd-MONTH-yyyy *(1)*	*I*		*Entry pertaining to an earlier missed operational entry*
dd-MONTH-yyyy *(2)*	*C*	*12.2*	*xx m^3 sludge transferred from [Name of sec. 3.1 Tank and Designation], xx m^3 retained*
			to [Name of sec 3.1 Tank & Designation], retained in tank(s) xx m^3
			signed (1): (Officer-in-charge, Name & Rank) dd-MONTH-yyyy
			signed (2): (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: Date (1) to be the date of the original operation.
Date (2) to be the current date i.e. the date the entry is made.
Signed (1) Signature of Officer making I entry
Signed (2) Signature of Officer making missed entry

Example #22

De-bunkering of Fuel oil

Date	*Code*	*Item No.*	*Record of operations/signature of officer in charge*
dd-MONTH-yyyy	*I*		*xxxx MT of ISO-xxxxx HFO x.x % S de-bunkered from tanks:*
			xxxx MT removed from [Tank Name & Designation] now containing xxx MT
			De-bunkered to "identity or name of receiver i.e. barge, tank truck or shore facility" in "Name of Port"
			Start dd-MONTH-yyyy*; hh:mm Stop* dd-MONTH-yyyy*; hh:mm*
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: Include receipt & certificate from receiver for amount & type of fuel oil de-bunkered.

Tankers with slop tanks

Example #23

Transfer of sludge from engine-room oil residue (sludge) tank to deck/cargo slop tank

Date	*Code*	*Item No.*	*Record of operations/signature of officer in charge*
dd-MONTH-yyyy	*C*	*12.4*	*xx m^3 sludge from [Name of sec 3.1 Tank & Designation], xx m^3 retained,*
			Transferred to Deck Slop Tank [designation]
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #24

Transfer of bilge water from tank listed in item 3.3 in the Supplement to the IOPPC to deck/cargo slop tank

Date	*Code*	*Item No.*	*Record of operations/signature of officer in charge*
dd-MONTH-yyyy	*D*	*13*	*xx m^3 bilge water from [Name of sec 3.3 Tank & Designation]*
			Capacity xx m^3, xx m^3 retained
		14	*Start: hh:mm, stop: hh:mm*
		15.3	*Transferred to Deck Slop Tank [designation]*
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: Requires this method listed in the IOPP Supplement under item 3.2.3.
If non-oil-cargo related oily residues are transferred to slop tanks of oil tankers, the discharge of such residues should be in compliance with Regulation 34. (UI 22.1.1 for Regulation 15).
Requires an entry in the Oil Record Book – Part II using code (J).
If sludge or bilge water is transferred from multiple tanks in engine-room a separate entry must be made in ORB Parts I & II for each transfer.

General Guidance – Additional Voluntary Recordings

Example #25

Voluntary declaration of quantities retained in bilge water holding tanks ref. MEPC.1/Circ.640 – record weekly

Date	*Code*	*Item No.*	*Record of operations/signature of officer in charge*
dd-MONTH-yyyy	*I*		*Weekly Inventory of Bilge Water Tanks (listed under item 3.3)*
			[Name of sec 3.3 Tank & Designation]
			capacity xx m^3, xx m^3 retained
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #26

Optional sealing of MARPOL Annex I related valve and/or equipment

Date	*Code*	*Item No.*	*Record of operations/signature of officer in charge*
dd-MONTH-yyyy	*I*		*Overboard valve [Valve Number] from 15 ppm bilge water separator unit sealed*
			seal No.: xxxxxxx,
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #27

Breaking of optional seal on MARPOL Annex I related valve and/or equipment

Date	*Code*	*Item No.*	*Record of operations/signature of officer in charge*
dd-MONTH-yyyy	*I*		*Overboard valve [Valve Number] from 15 ppm bilge water separator unit unsealed*
			for normal operation of 15 ppm unit
			seal No.: xxxxxxx
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

LIST OF ITEMS TO BE RECORDED

(A) Ballasting or cleaning of oil fuel tanks

1. Identity of tank(s) ballasted.

2. Whether cleaned since they last contained oil and, if not, type of oil previously carried.

3. Cleaning process:

   .1 position of ship and time at the start and completion of cleaning;

   .2 identify tank(s) in which one or another method has been employed (rinsing through, steaming, cleaning with chemicals; type and quantity of chemicals used, in m^3);

   .3 identity of tank(s) into which cleaning water was transferred and the quantity in m^3 .

4. Ballasting:
   .1 position of ship and time at start and end of ballasting;
   .2 quantity of ballast if tanks are not cleaned, in m^3.

(B) Discharge of dirty ballast or cleaning water from oil fuel tanks referred to under Section (A)

5. Identity of tank(s).
6. Position of ship at start of discharge.
7. Position of ship on completion of discharge.
8. Ship's speed(s) during discharge.
9. Method of discharge:
   .1 through 15 ppm equipment ;
   .2 to reception facilities.
10. Quantity discharged, in m^3.

(C) Collection and disposal of oil residues (sludge and other oil residues)

11. Collection of oil residues (sludge).
    Quantities of oil residues (sludge and other oil residues) retained on board. The quantity should be recorded weekly[1]: (This means that the quantity must be recorded once a week even if the voyage lasts more than one week)
    .1 - identity of tank(s) ……
    .2 - capacity of tank(s) ……..…… m^3
    .3 - total quantity of retention ……..……. m^3
    .4 - quantity of residue collected by manual operation in …….m^3
    (Operator initiated manual collections where oil residue (sludge) is transferred into the oil residue (sludge) holding tanks(s).)
12. Methods of transfer or disposal of oil residue (sludge).

[1] Tanks listed in item 3.1 of form A and B of the supplement in the IOPP Certificate used for sludge.

State quantity of oil residues transferred or disposed of, the tank(s) emptied and the quantity of contents retained in m^3:

.1 to reception facilities (identify port)[2];

.2 transferred to another (other) tank(s) (indicate tank(s) and the total content of tank(s));

.3 incinerated (indicate total time of operation);

.4 other method (state which).

(D) Non-automatic discharge overboard, transfer or disposal otherwise of bilge water which has accumulated in machinery spaces

13. Quantity discharged, transferred or disposed of, in m^3.[3]

14. Time of discharge, transfer or disposal (starts and stop).

15. Method of discharge, transfer, or disposal:

.1 through 15 ppm equipment (state position at start and end); .

.2 to reception facilities (identify port)[2];

.3 to slop tank or holding tank ore other tank(s) (indicate tank(s); state the total quantity retained in tank(s), in m^3).

(E) Automatic discharge overboard or disposal otherwise of bilge water which has accumulated in machinery spaces

16. Time and position of ship at which the system has been put into automatic mode of operation for discharge overboard, through 15 ppm equipment.

17. Time when the system has been put into automatic mode of operation for transfer of bilge water to holding tank (identify tank).

18. Time when the system has been put into manual operation.

(F) Condition of the oil filtering equipment

19. Time of system failure[4].
20. Time when system has been made operational.
21. Reasons for failure.

(G) Accidental or other exceptional discharges of oil

---

[2] Ship's masters should obtain from the operator of the reception facilities, which includes barges and tank trucks, a receipt or certificate detailing the quantity of tank washings, dirty ballast, residues or oily mixtures transferred, together with the time and date of the transfer. This receipt or certificate, if attached to the Oil Record Book Part I, may aid the master of the ship in proving that his ship was not involved in an alleged pollution incident. The receipt or certificate should be kept together with the Oil Record Book Part I.

[3] In case of discharge or disposal of bilge water from holding tank(s), state identity and capacity of holding tank(s) and quantity retained in holding tank.

[4] The condition of the oil filtering equipment covers also the alarm and automatic stopping devices, if applicable.

22. Time of occurrence.
23. Place or position of ship at time of occurrence.
24. Approximate quantity and type of oil.
25. Circumstances of discharge or escape, the reasons therefore and general remarks.

(H) Bunkering of fuel or bulk lubricating oil

26. Bunkering:
    - .1 Place of bunkering.
    - .2 Time of bunkering.
    - .3 Type and quantity of fuel oil and identity of tank(s) (state quantity added, in tonnes and total content of tank(s)).
    - .4 Type and quantity of lubricating oil and identity of tank(s) (state quantity added, in tonnes and total content of tank (s)).

(I) Additional operational procedures and general remarks

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	Code	Item	Record of Operations/Signature of Officer in Charge

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	**Code**	**Item**	**Record of Operations/Signature of Officer in Charge**

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	Code	Item	Record of Operations/Signature of Officer in Charge

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	**Code**	**Item**	**Record of Operations/Signature of Officer in Charge**

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	Code	Item	Record of Operations/Signature of Officer in Charge

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	**Code**	**Item**	**Record of Operations/Signature of Officer in Charge**

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	Code	Item	Record of Operations/Signature of Officer in Charge

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	**Code**	**Item**	**Record of Operations/Signature of Officer in Charge**

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	Code	Item	Record of Operations/Signature of Officer in Charge

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	**Code**	**Item**	**Record of Operations/Signature of Officer in Charge**

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	Code	Item	Record of Operations/Signature of Officer in Charge

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	**Code**	**Item**	**Record of Operations/Signature of Officer in Charge**

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	Code	Item	Record of Operations/Signature of Officer in Charge

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	**Code**	**Item**	**Record of Operations/Signature of Officer in Charge**

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	**Code**	**Item**	**Record of Operations/Signature of Officer in Charge**

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	**Code**	**Item**	**Record of Operations/Signature of Officer in Charge**

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	Code	Item	Record of Operations/Signature of Officer in Charge

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	**Code**	**Item**	**Record of Operations/Signature of Officer in Charge**

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	Code	Item	Record of Operations/Signature of Officer in Charge

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	**Code**	**Item**	**Record of Operations/Signature of Officer in Charge**

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	Code	Item	Record of Operations/Signature of Officer in Charge

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	**Code**	**Item**	**Record of Operations/Signature of Officer in Charge**

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	**Code**	**Item**	**Record of Operations/Signature of Officer in Charge**

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	**Code**	**Item**	**Record of Operations/Signature of Officer in Charge**

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	Code	Item	Record of Operations/Signature of Officer in Charge

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	**Code**	**Item**	**Record of Operations/Signature of Officer in Charge**

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	Code	Item	Record of Operations/Signature of Officer in Charge

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	**Code**	**Item**	**Record of Operations/Signature of Officer in Charge**

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	Code	Item	Record of Operations/Signature of Officer in Charge

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	**Code**	**Item**	**Record of Operations/Signature of Officer in Charge**

Master's Signature _____

Name of ship……

Distinctive number or letters……

MACHINERY SPACE OPERATIONS

Date	**Code**	**Item**	**Record of Operations/Signature of Officer in Charge**

Master's Signature _____

OIL RECORD BOOK

PART II – Cargo / Ballast Operations

(Oil Tankers)

Name of Ship: .....

Distinctive number
or letters: .....

Gross tonnage: .....

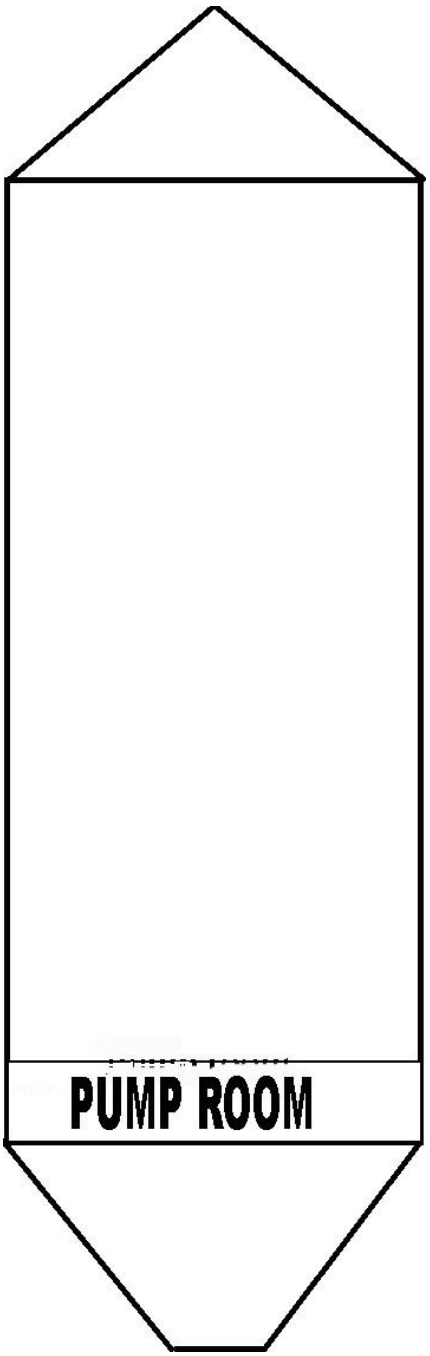
Period from: .....

To: .....

Note: Every oil tanker of 150 gross tonnage and above shall be provided with Oil Record Book Part II to record relevant cargo/ballast operations. Such a tanker shall also be provided with Oil Record Book Part I to record relevant machinery space operations.

Name of Ship …….
Distinctive number or letters …….

PLAN VIEW OF CARGO AND SLOP TANKS
(to be completed on board)



Identification of tanks	Capacity
Depth of slop tank(s):	

(Give the capacity of each tank and the depth of slop tank(s))

Introduction

The following pages of this section show a comprehensive list of items of cargo and ballast operations which are, when appropriate, to be recorded in the Oil Record Book Part II in accordance with regulation 36 of Annex I of the International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 relating thereto (MARPOL 73/78). The items have been grouped into operational section, each of which is denoted by a code letter.

When making entries in the Oil Record Book Part II, the date, operational code and item number shall be inserted in the appropriate columns and the required particulars shall be recorded chronologically in the blank spaces.

Each completed operation shall be signed for and dated by the officer or officers in charge. Each completed page shall be countersigned by the master of the ship.

In respect of the oil tankers engaged in specific trades in accordance with regulation 2.5 of Annex I of MARPOL 73/78, appropriate entry in the Oil Record Book Part II shall be endorsed by the competent port State authority.*[*]

The Oil Record Book Part II contains many references to oil quantity. The limited accuracy of tank Measurement devices, temperature variations and clingage will affect the accuracy of these readings. The entries in the Oil Record Book Part II should be considered accordingly.

In the event of accidental or other exceptional discharge of oil a statement shall be made in the Oil Record Book Part II of the circumstances of, and the reasons for, the discharge.

Any failure of the oil discharge monitoring and control system shall be noted in the Oil Record Book Part II.

The entries in the Oil Record Book Part II, for ships holding an IOPP Certificate, shall be at least in English, French or Spanish. Where entries in an official language of the State whose flag the ship is entitled to fly are also used, this shall prevail in case of a dispute or discrepancy.

The Oil Record Book Part II shall be kept in such a place as to be readily available for inspection at all reasonable times and, except in the case of unmanned Ships under tow, shall be kept on board the Ship. It shall be preserved for a period of three years after the last entry has been made.

The competent authority of the Government of a Party to the Convention may inspect the Oil Record Book Part II on board any Ship to which this Annex applies while the Ship is in its port or offshore terminals and may make a copy of any entry in that book and may require the master of the Ship to certify that the copy is a true copy of such entry. Any copy so made which has been certified by the master of the Ship as a true copy of an entry in the Oil Record Book Part II shall be made admissible in any juridical proceedings as evidence of the facts stated in the entry. The inspection of an Oil Record Book Part II and taking of a certified copy by the competent authority under this paragraph shall be performed as expeditiously as possible without causing the ship to be unduly delayed.

---

[*] This sentence should only be inserted for the Oil Record Book of a tanker engaged in a specific trade.

LIST OF ITEMS TO BE RECORDED

(A) Loading of oil cargo

1. Place of loading.
2. Type of oil loaded and identity of tank(s).
3. Total quantity of oil loaded (state quantity added, in m^3 at 15^oC and the total content of tank(s), in m^3).

(B) Internal transfer of oil cargo during voyage

4. Identity of tank(s):
   .1 from:
   .2 to: (state quantity transferred and total quantity of tank(s), in m^3).
5. Was (were) the tank(s) in 4.1 emptied? (If not, state quantity retained, in m^3.)

(C) Unloading of oil cargo

6. Place of unloading.
7. Identity of tank(s) unloaded.
8. Was (were) the tank(s) emptied? (If not, state quantity retained, in m^3.)

(D) Crude oil washing (COW tankers only)

(To be completed for each tank being crude oil washed)

9. Port where crude oil washing was carried out or ship's position if carried out between two discharge ports.
10. Identity of tank(s) washed.[5]
11. Number of machines in use.
12. Time of start of washing.
13. Washing pattern employed[6]
14. Washing line pressure.
15. Time washing was completed or stopped.
16. State method of establishing that tank(s) was (were) dry.
17. Remarks.[7]

(E) Ballasting of cargo tanks

18. Position of ship at start and end of ballasting.
19. Ballasting process:
    .1 identity of tank(s) ballasted;
    .2 time of start and end; and

---

[5] When an individual tank has more machines than can be operated simultaneously, as described in the Operations and Equipment Manual, then the section being crude oil washed should be identified, *e.g.* No.2 centre, forward section.

[6] In accordance with the Operations and Equipment Manual, enter whether single-stage or multi-stage method of washing is employed. If multi-stage method is used, give the vertical arc covered by the machines and the number of times that arc is covered for that particular stage of the programme.

[7] If the programmes given in the Operations and Equipment Manual are not followed, then the reasons must be given under Remarks.

.3 quantity of ballast received. Indicate total quantity of ballast for each tank involved in operation, in m^3.

(F) Ballasting of dedicated clean ballast tanks (CBT tankers only)

20. Identity of tank(s) ballasted.

21. Position of ship when water intended for flushing, or port ballast was taken to dedicated clean ballast tank(s).

22. Position of ship when pump(s) and lines were flushed to slop tank.

23. Quantity of the oily water which, after line flushing, is transferred to the slop tank(s) or cargo tank(s) in which slop is preliminarily stored (identify tank(s)). State total quantity, in m^3.

24. Position of ship when additional ballast water was taken to dedicated clean ballast tank(s).

25. Time and position of ship when valves separating the dedicated clean ballast tanks from cargo and stripping lines were closed.

26. Quantity of clean ballast taken on board, in m^3.

(G) Cleaning of cargo tanks

27. Identity of tank(s) cleaned.

28. Port or ship's position.

29. Duration of cleaning.

30. Method of cleaning.[8]

31. Tank washings transferred to:

.1 reception facilities (state port and quantity, in m^3)[5]; and

.2 sloptank(s) or cargo tank(s) designated as sloptank(s) (identify tank(s); state quantity transferred and total quantity, in m^3).

(H) Discharge of dirty ballast

32. Identity of tank(s).
33. Time and position of ship at start of discharge into the sea.
34. Time and position of ship on completion of discharge into the sea.
35. Quantity discharged into the sea, in m^3.
36. Ship's speed(s) during discharge.

37. Was the discharge monitoring and control system in operation during the discharge?

38. Was a regular check kept on the effluent and the surface of the water in the locality of the discharge?

39. Quantity of oily water transferred to slop tank(s) (identify slop tank(s). State total quantity, in m^3.

40. Discharged to shore reception facilities (identify port and quantity involved, in m^3).[9]

(I) Discharge of water from slop tanks into the sea

41. Identity of slop tanks.
42. Time of settling from last entry of residues, or
43. Time of settling from last discharge.

---

[8] Hand-hosing, machine washing and/or chemical cleaning. Where chemically cleaned, the chemical concerned and amount used should be stated.

[9] Ships' masters should obtain from the operator of the reception facilities, which include barges and tank trucks, a receipt or certificate detailing the quantity or tank washings, dirty ballast, residues or oily mixtures transferred together with the time and date or the transfer. This receipt or certificate, if attached to the Oil Record Book Part II, may aid the master of the ship in proving that his ship was not involved in an alleged pollution incident. The receipt or the certificate should be kept together with the Oil Record Book Part II.

44. Time and position of ship at start of discharge.

45. Ullage of total contents at start of discharge.

46. Ullage of oil/water interface at start of discharge.

47. Bulk quantity discharged, in m^3 and rate of discharge, in m^3 /hour.

48. Final quantity discharged, in m^3 and rate of discharge, in m^3/hour.

49. Time and position of ship on completion of discharge.

50. Was the discharge monitoring and control system in operation during the discharge?

51. Ullage of oil/ water interface on completion of discharge, in metres.

52. Ship's speed(s) during discharge.

53. Was regular check kept on the effluent and the surface of water in the locality of the discharge?

54. Confirm that all applicable valves in the ship's piping system have been closed on completion of discharge from the slop tanks.

(J) Disposal of residues and oily mixtures not otherwise dealt with

55. Identity of tanks.

56. Quantity transferred or disposed from each tank. (State the quantity retained, in m^3.)

57. Method of transfer or disposal

.1 disposal to reception facilities (identify port and quantity involved);

.2 mixed with cargo (state quantity);

.3 transferred to or from (an)other tank(s) including transfer from machinery space oil residue (sludge) and oily bilge water tanks (identify tank(s); state quantity transferred and total quantity in tank(s), in m^3); and

.4 other method (state which); state quantity disposed of, in m^3.

(K) Discharge of clean ballast contained in cargo tanks

58. Position of ship at start of clean ballast.Identity of tank(s) discharged.

59. Was (were) the tank(s) empty on completion?

60. Position of ship on completion if different from 58.

61. Was a regular check kept on the effluent and the surface of the water in the locality of the discharge?

(L) Discharge of ballast from dedicated clean ballast tanks (CBT tankers only)

62. Identity of tank(s) discharged.

63. Time and position of ship at start of discharge of clean ballast into the sea.

64. Time and position of ship on completion of discharge into the sea.

65. Quantity discharged, in m^3:

.1 into the sea; or

.2 to reception facility (identify port).[10]

66. Was there any indication of oil contamination of the ballast water before or during discharge into the sea?

67. Was the discharge monitored by an oil content meter?

68. Time and position of ship when valves separating dedicated clean ballast tanks from the cargo and stripping lines were closed on completion of deballasting.

(M) Condition of oil discharge monitoring and control system

70. Time of system failure.

71. Time when system has been made operational.

72. Reasons for failure.

(N) Accidental or other exceptional discharges of oil

73. Time of occurrence.

---

[10] Ships' masters should obtain from the operator of the reception facilities, which include barges and tank trucks, a receipt or certificate detailing the quantity or tank washings, dirty ballast, residues or oily mixtures transferred, together with the time and date or the transfer. This receipt or certificate, if attached to the Oil Record Book Part II, may aid the master of the ship in proving that his ship was not involved in an alleged pollution incident. The receipt or the certificate should be kept together with the Oil Record Book Part II.

74. Port or ship's position at time of occurrence.

75. Approximate quantity, in m^3, and type of oil.

76. Circumstances of discharge or escape, the reasons therefore and general remarks.

(O) Additional operational procedures and general remarks

TANKERS ENGAGED IN SPECIFIC TRADES

(P) Loading of ballast water

77. Identity of tank(s) ballasted.

78. Position of ship when ballasted.

79. Total quantity of ballast loaded in cubic metres.

80. Remarks.

(Q) Re-allocation of ballast water within the ship

81. Reason for re-allocation.

(R) Ballast water discharge to reception facility

82. Port(s) where ballast water was discharged.

83. Name or designation of reception facility.

84. Total quantity of ballast water discharged in cubic metres.

85. Date, signature and stamp of port authority official.

Name of ship .....

Distinctive number or letters ……

CARGO/BALLAST OPERATIONS (OIL TANKERS)

Date	**Code**	**Item**	**Record of Operations/Signature of Officer in Charge**

Master's Signature _____

NAME OF SHIP: _____

Date:	Code: (Letter)	Item : (Number)	Record of Operations/Signature of Officer in Charge :

Master's Signature _____

NAME OF SHIP: _____

Date:	Code: (Letter)	Item : (Number)	Record of Operations/Signature of Officer in Charge :

Master's Signature _____

NAME OF SHIP: _____

Date:	Code: (Letter)	Item : (Number)	Record of Operations/Signature of Officer in Charge :

Master's Signature _____

NAME OF SHIP: _____

Date:	Code: (Letter)	Item : (Number)	Record of Operations/Signature of Officer in Charge :

Master's Signature _____

NAME OF SHIP: _____

Date:	Code: (Letter)	Item : (Number)	Record of Operations/Signature of Officer in Charge :

Master's Signature _____

NAME OF SHIP: _____

Date:	Code: (Letter)	Item : (Number)	Record of Operations/Signature of Officer in Charge :

Master's Signature _____

NAME OF SHIP: _____

Date:	Code: (Letter)	Item : (Number)	Record of Operations/Signature of Officer in Charge :

Master's Signature _____

NAME OF SHIP: _____

Date:	Code: (Letter)	Item : (Number)	Record of Operations/Signature of Officer in Charge :

Master's Signature _____

NAME OF SHIP: _____

Date:	Code: (Letter)	Item : (Number)	Record of Operations/Signature of Officer in Charge :

Master's Signature _____

NAME OF SHIP: _____

Date:	Code: (Letter)	Item : (Number)	Record of Operations/Signature of Officer in Charge :

Master's Signature _____

NAME OF SHIP: _____

Date:	Code: (Letter)	Item : (Number)	Record of Operations/Signature of Officer in Charge :

Master's Signature _____

NAME OF SHIP: _____

Date:	Code: (Letter)	Item : (Number)	Record of Operations/Signature of Officer in Charge :

Master's Signature _____

NAME OF SHIP: _____

Date:	Code: (Letter)	Item : (Number)	Record of Operations/Signature of Officer in Charge :

Master's Signature _____

NAME OF SHIP: _____

Date:	Code: (Letter)	Item : (Number)	Record of Operations/Signature of Officer in Charge :

Master's Signature _____

NAME OF SHIP: _____

Date:	Code: (Letter)	Item : (Number)	Record of Operations/Signature of Officer in Charge :

Master's Signature _____

NAME OF SHIP: _____

Date:	Code: (Letter)	Item : (Number)	Record of Operations/Signature of Officer in Charge :

Master's Signature _____

NAME OF SHIP: _____

Date:	Code: (Letter)	Item : (Number)	Record of Operations/Signature of Officer in Charge :

Master's Signature _____

NAME OF SHIP: _____

Date:	Code: (Letter)	Item : (Number)	Record of Operations/Signature of Officer in Charge :

Master's Signature _____

NAME OF SHIP: _____

Date:	Code: (Letter)	Item : (Number)	Record of Operations/Signature of Officer in Charge :

Master's Signature _____

NAME OF SHIP: _____

Date:	Code: (Letter)	Item : (Number)	Record of Operations/Signature of Officer in Charge :

Master's Signature _____

NAME OF SHIP: _____

Date:	Code: (Letter)	Item : (Number)	Record of Operations/Signature of Officer in Charge :

Master's Signature _____

NAME OF SHIP: _____

Date:	Code: (Letter)	Item : (Number)	Record of Operations/Signature of Officer in Charge :

Master's Signature _____

NAME OF SHIP: _____

Date:	Code: (Letter)	Item : (Number)	Record of Operations/Signature of Officer in Charge :

Master's Signature _____

NAME OF SHIP: _____

Date:	Code: (Letter)	Item : (Number)	Record of Operations/Signature of Officer in Charge :

Master's Signature _____

NAME OF SHIP: _____

Date:	Code: (Letter)	Item : (Number)	Record of Operations/Signature of Officer in Charge :

Master's Signature _____

NAME OF SHIP: _____

Date:	Code: (Letter)	Item : (Number)	Record of Operations/Signature of Officer in Charge :

Master's Signature _____

NAME OF SHIP: _____

Date:	Code: (Letter)	Item : (Number)	Record of Operations/Signature of Officer in Charge :

Master's Signature _____