

# OIL RECORD BOOK INSTRUCTIONS

## *Oil Record Book, Part I - Machinery space operations (All Ships)*

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 in English.

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.

## 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<sup>3</sup>);
  - .3 identity of tank(s) into which cleaning water was transferred and the quantity in m<sup>3</sup>.
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<sup>3</sup>;

- (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<sup>3</sup>.
- (C) **COLLECTION, TRANSFER AND DISPOSAL OF OIL RESIDUES (SLUDGE)**
11. Collection of oil residues (sludge).  
Quantities of oil residues (sludge) retained on board. The quantity should be recorded weekly<sup>1</sup>: (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<sup>3</sup>
    - .3 total quantity of retention ..... m<sup>3</sup>;
    - .4 quantity of residue collected by manual operation ..... m<sup>3</sup>  
(Operator initiated manual collections where oil residue (sludge) is transferred into the oil residue (sludge) holding tank(s).)
  12. Methods of transfer or disposal of oil residues (sludge).  
State quantity of oil residues (sludge) transferred or disposed of, the tank(s) emptied and the quantity of contents retained, in m<sup>3</sup>:
    - .1 to reception facilities (identify port)<sup>2</sup>;
    - .2 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 STARTING OF DISCHARGE OVERBOARD, TRANSFER OR DISPOSAL OTHERWISE OF BILGE WATER WHICH HAS ACCUMULATED IN MACHINERY SPACES**
13. Quantity discharged, transferred or disposed of, in m<sup>3</sup>.<sup>3</sup>
  14. Time of discharge, transfer or disposal (start 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)<sup>2</sup>;
    - .3 to slop tank or holding tank or other tank(s) (indicate tank(s); state-quantity retained in tank(s), in m<sup>3</sup>).
- (E) **AUTOMATIC STARTING OF DISCHARGE OVERBOARD, TRANSFER 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.<sup>4</sup>
  20. Time when system has been made operational.
  21. Reasons for failure.
- (G) **ACCIDENTAL OR OTHER EXCEPTIONAL DISCHARGES OF OIL**
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.

<sup>1</sup> Only those tanks listed in item 3.1 of form A and B of the Supplement in the IOPP Certificate used for oil residues (sludge).

<sup>2</sup> The ship's masters should obtain from the operator of the reception facilities, which include 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 the ship was not involved in an alleged pollution incident. The receipt or certificate should be kept together with the Oil Record Book Part I.

<sup>3</sup> 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.

<sup>4</sup> The condition of the oil filtering equipment covers also the alarm and automatic stopping devices, if applicable.

(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**

**NOTE: A SAMPLE ENTRY IS CONTAINED IN THE BACK OF THE OIL RECORD BOOK.**

### ***Oil Record Book, Part II - Cargo/ballast operations (Oil Tankers)***

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 in English.

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.

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\* 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<sup>3</sup> at 15°C and the total content of tank(s) , in m<sup>3</sup>).
- (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<sup>3</sup>)
  5. Was (were) the tank(s) in 4.1 emptied? (If not, state quantity retained, in m<sup>3</sup>.)
- (C) **UNLOADING OF OIL CARGO**
6. Place of unloading.
  7. Identity of tank(s) unloading.
  8. Was (were) the tank(s) emptied? (If not, state quantity retained, in m<sup>3</sup>.)
- (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.<sup>1</sup>
  11. Number of machines in use.
  12. Time of start of washing.
  13. Washing pattern employed.<sup>2</sup>
  14. Washing line pressure.
  15. Time washing was completed or stopped.
  16. State method of establishing that tank(s) was (were) dry.
  17. Remarks.<sup>3</sup>
- (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
    - .3 quantity of ballast received. Indicate total quantity of ballast for each tank involved in the operation, in m<sup>3</sup>.
- (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 the total quantity, in m<sup>3</sup>.
  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<sup>3</sup>.
- (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.<sup>4</sup>

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<sup>1</sup> 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 center, forward section.

<sup>2</sup> In accordance with the Operations and Equipment Manual, enter whether single-stage or multi-stage method of washing is employed. If multistage 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 program.

<sup>3</sup> If the programs given in the Operations and Equipment Manual are not followed, then the reasons must be given under Remarks.

<sup>4</sup> Hand-hosing, machine washing and/or chemical cleaning. Where chemically cleaned, the chemical concerned and amount used should be stated.

- (G) **CLEANING OF CARGO TANKS** (continued)
31. Tank washings transferred to:
    - .1 reception facilities (state port and quantity, in m<sup>3</sup>)<sup>5</sup>; and
    - .2 slop tank(s) or cargo tank(s) designated as slop tank(s) (identify tank(s); state quantity transferred and total quantity, in m<sup>3</sup>).
- (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<sup>3</sup>.
  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<sup>3</sup>).
  40. Discharged to shore reception facilities (identify port and quantity involved, in m<sup>3</sup>)<sup>5</sup>.
- (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.
  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<sup>3</sup> and rate of discharge, in m<sup>3</sup>/hour.
  48. Final quantity discharged in m<sup>3</sup> and rate of discharge, in m<sup>3</sup>/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 a regular check kept on the effluent and the surface of the 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) **COLLECTION, TRANSFER AND DISPOSAL OF RESIDUES AND OILY MIXTURES NOT OTHERWISE DEALT WITH**
55. Identity of tank(s).
  56. Quantity; transferred or disposed of from each tank. (State the quantity retained, in m<sup>3</sup>.)
  57. Method of transfer or disposal:
    - .1 disposal to reception facilities (identify port and quantity involved)<sup>5</sup>;
    - .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<sup>3</sup>); and
    - .4 other method (state which); state quantity disposed of, in m<sup>3</sup>.
- (K) **DISCHARGE OF CLEAN BALLAST CONTAINED IN CARGO TANKS**
58. Position of ship at start of discharge of clean ballast.
  59. Identity of tank(s) discharged.
  60. Was (were) the tank(s) empty on completion?
  61. Position of ship on completion if different from 58.
  62. 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)**
63. Identity of tank(s) discharged.
  64. Time and position of ship at start of discharge of clean ballast into the sea.
  65. Time and position of ship on completion of discharge into the sea.
  66. Quantity discharged, in m<sup>3</sup>:
    - .1 into the sea; or
    - .2 to reception facility (identify port).<sup>5</sup>
  67. Was there any indication of oil contamination of the ballast water before or during discharge into the sea?

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<sup>5</sup> 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 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 II, 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 II.

- (L) **DISCHARGE OF BALLAST FROM DEDICATED CLEAN BALLAST TANKS (CBT TANKERS ONLY)**  
(continued)
- 68. Was the discharge monitored by an oil content meter?
  - 69. 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.
  - 74. Port or ship's position at time of occurrence.
  - 75. Approximate quantity, in m<sup>3</sup> 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 BALLAST WATER WITHIN THE SHIP**
- 81. Reasons for reallocation.
- (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.

**NOTE: A SAMPLE ENTRY IS CONTAINED IN THE BACK OF THE OIL RECORD BOOK.**