

## **Introduction**

The Oil Record Book Part I (in electronic file format) consists of a Title page, Introduction pages (i-v) and additional Machinery Space Operations pages which shall be added, and sequentially numbered, as required.

The following pages (ii-v) 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 Operations 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, a 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 1.

The entries in the Oil Record Book Part I, for ships holding an IOPP Certificate, shall be in English. 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.

## **LIST OF ITEMS TO BE RECORDED**

### **(A) Ballasting or cleaning of oil fuel tank**

1. Identity of tank(s) ballasted.
2. Whether, or not, cleaned since they last contained oil and the 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 (state the 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\*.

(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 residues (sludge).

State quantity of oil residues 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>†</sup>;
- .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).

\* 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>†</sup> 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.

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

13. Quantity discharged or disposed of, in m<sup>3</sup>.<sup>‡</sup>
14. Time of discharge or disposal (starts and stop).
15. Method of discharge or disposal:
  - .1 through 15 ppm equipment (state position at start and end);
  - .2 to reception facilities (identify port)<sup>†</sup>;
  - .3 transfer to slop tank or holding tank (indicate tank(s) and state the total quantity retained in the 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>§</sup>
20. Time when system has been made operational.
21. Reasons for failure.

<sup>†</sup> 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.

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

**(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.

**(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**

