澳大利亚水域航行船舶安全提示

CCS 澳大利亚办事处，2015 年第 007 期，总第 047 期

AMSA 防止海洋污染信息

---《油类记录簿（第 I 部分）》的填写要求

近日，AMSA发布了一期海事通告(Marine Notice 09/2015)，提醒船员严格按照IMO规定记录《油类记录簿（第I部分）》，要求船员正确使用油类记录簿中的**代码**和**项目编号**，以确保与港口国控制程序一致。

一、 《油类记录簿（第I部分）》的相关规定

1. MARPOL 附则I第17条规定，任何150总吨及以上的油船和400总吨及以上的非油船应使用《油类记录簿（第I部分）》来记录船舶机器处所的作业情况。
2. MEPC.1/Circ.736 ---《油类记录簿的操作记录指南》中明确了如何在《油类记录簿（第I部分）》中记录机器处所的作业状况。

二、 《油类记录簿（第I部分）》的填写要求

轮机员在记录《油类记录簿（第I部分）》，需要掌握以下基本原则：

- 油垃圾和废滤芯的焚烧和岸基接收仅在《垃圾记录簿（第I部分）》中记载。
- 所有记录须由责任船员按照实际时间顺序记载，每页结束时须由船长签字。
- 记录时间须采用日-月-年顺序，例如16-MAR-2015。
- 记录内容不允许有整行空缺。
- 错误记录的内容须用一横线划掉，并伴有责任轮机员的签字和更正时间，正确的内容再紧跟其后填写。
- 记录的舱柜名称须与IOPP Form A/B中的描述相一致。
- OWS的常规维护保养记录不属于强制记载项目。
- IOPP Form A/B 3.3中储存舱(柜)的存量记载不属于强制项目。

【*Note： IOPP Form A/B 3.3：船舶设有如下储存舱(柜)用来留存船上的含油舱底水*】

另外， MEPC.1/Circ.736 ---《油类记录簿的操作记录指南》中列举了船舶机舱经常遇到的27种操作范例。

要正确记录《油类记录簿（第I部分）》，责任船员应熟知这些范例：

代码C, 项目编号11的使用：残油（油泥）的收集

范例1：IOPP Form A/B 3.1所列的残油（油泥）舱每周的存量

【*NOTE： IOPP Form A/B 3.1：船舶设有如下残油（油泥）舱用于留存船上的残油（油泥）*】

日期	代码	项目编号	操作记录/责任船员签名
dd-MONTH-yyyy	C	11.1	IOPP Form A/B 3.1 的液舱名
		11.2	xx m^3
		11.3	xx m^3
			签名：(责任船员，姓名和职务) dd-MONTH-yyyy
dd-MONTH-yyyy	C	11.1	IOPP Form A/B 3.1 的液舱名
		11.2	xx m^3
		11.3	xx m^3
			签名：(责任船员，姓名和职务) dd-MONTH-yyyy

范例2：人工收集到IOPP Form A/B 3.1所列的残油（油泥）舱的残油量

日期	代码	项目编号	操作记录/责任船员签名
dd-MONTH-yyyy	C	11.1	IOPP Form A/B 3.1 的液舱名
		11.2	xx m^3
		11.3	xx m^3
		11.4	xx m^3 收集自[来源]
			签名：(责任船员，姓名和职务) dd-MONTH-yyyy

说明：如果残油（油泥）驳入残油（油泥）储存柜，操作员开始手动收集。例如：

1）从燃油分离机泄放舱收集的残油（油泥）；

2）通过柴油机油底壳泄放收集的残油（油泥）；

3）加入残油（油泥）舱内的燃油（残油舱内的所有存量均被视作残油）；

4）来自于含油舱底水储存舱(柜)的残油（油泥）--对于这种情况，另外还须在《油类记录簿（Part I）》对舱底水的排放情况进行记录。

*于2011 年 1 月 1 日生效的 MEPC.187(59)决议对MARPOL附则I进行了修改，满足MEPC.187(59)

要求的船舶方可使用代码 C 11.4 项。

代码C, 项目编号12的使用：残油（油泥）的处理或过驳

范例3：残油（油泥）经过通岸接头的处理

日期	代码	项目编号	操作记录/责任船员签名
dd-MONTH-yyyy	C	12.1	xx m3 油泥来自【IOPP Form A/B 3.1 的液舱名】,留存 xx m3.
			在港期间（港口名称），驳至 "油泥接收设施名称，即驳船、油罐车或岸上设施"
			签名：(责任船员，姓名和职务) dd-MONTH-yyyy

说明：船长应向接收方索取一份收据或证书，该收据或证书详细记录他们接受的残油（油泥）的数量，以及接受的时间和日期。该收据或证明如果附于《油类记录簿》第I 部分，可有助于船长证明其船舶未涉入所指控的污染事故。该收据应和《油类记录簿（第I部分）》一同保存。

范例4：IOPP Form A/B 3.1中残油（油泥）舱的水泄放（放残）至IOPP Form A/B 3.3中所列的储存舱

日期	代码	项目编号	操作记录/责任船员签名
dd-MONTH-yyyy	C	12.2	xx m^3 水泄放自[IOPP Form A/B 3.1 的液舱名]，留存 xx m^3
			到 [IOPP Form A/B 3.3 的液舱名]，（共）留存 xx m^3
			签名：(责任船员，姓名和职务) dd-MONTH-yyyy

说明：因舱底水的收集无须作出说明，所以只需在此做一次操作记录。残油舱容积不应作为12.x的项目记录。

范例5：残油从IOPP Form A/B 3.1中一个残油（油泥）舱驳入另一个残油（油泥）舱

日期	代码	项目编号	操作记录/责任船员签名
dd-MONTH-yyyy	C	12.2	xx m^3 油泥驳自[IOPP Form A/B 3.1 的液舱名], 留存 xx m^3
			驳入 [IOPP Form A/B 3.1 的液舱名]， 留存 xx m^3

			签名：(责任船员，姓名和职务) dd-MONTH-yyyy

范例6：使用焚烧炉处理残油（油泥）

日期	代码	项目编号	操作记录/责任船员签名
dd-MONTH-yyyy	C	12.3	xx m^3 油泥来自[IOPP Form A/B 3.1 或 3.2.3 的液舱名], 留存 xx m^3
			焚烧炉中焚烧 xx 小时
			签名：(责任船员，姓名和职务) dd-MONTH-yyyy

【*NOTE： IOPP Form A/B 3.2.3：残油（油泥）舱内留存的残油（油泥）的处理措施中除了焚烧炉、锅炉以外的其他可接受的措施*】

范例7：使用锅燃处理残油（油泥）

日期	代码	项目编号	操作记录/责任船员签名
dd-MONTH-yyyy	C	12.4	xx m^3 油泥来自[IOPP Form A/B 3.1 的液舱名], 留存 xx m^3
			锅炉中燃烧 xx 小时
			签名：(责任船员，姓名和职务) dd-MONTH-yyyy

范例8：IOPP Form A/B 3.1中所列残油（油泥）舱的水分蒸发（处理）

日期	代码	项目编号	操作记录/责任船员签名
dd-MONTH-yyyy	C	12.4	xx m^3 水分从 [IOPP Form A/B 3.1 的液舱名]蒸发掉，留存 xx m^3
			签名：(责任船员，姓名和职务) dd-MONTH-yyyy

范例9：从残油（油泥）中再生燃油。

日期	代码	项目编号	操作记录/责任船员签名
dd-MONTH-yyyy	C	12.4	xx m^3 油泥通过再生处理产生 *x* m^3 燃油到[燃油舱名]及 *x* m^3 水到[IOPP Form A/B 3.3 的液舱名]，留存 *xx* m^3
			签名：(责任船员，姓名和职务) dd-MONTH-yyyy

注：仅限于IOPP Form A/B 3.2.3中给出的认可处理方法。

代码D的使用：机器处所舱底水非自动排放至舷外、转驳或采用其他处理方式的记录

范例10：从机舱污水井向IOPP Form A/B 3.3中所列的储存舱泵入舱底水。

日期	代码	项目编号	操作记录/责任船员签名
dd-MONTH-yyyy	D	13	xx m^3 舱底水来自机舱污水井,
		14	开始时间: hh:mm, 停止时间: hh:mm
		15.3	到 [IOPP Form A/B 3.3 的液舱名], 舱内留存 xx m^3
			签名：(责任船员，姓名和职务) dd-MONTH-yyyy

范例11：在IOPP Form A/B 3.3中所列的储存舱之间过驳舱底水。

日期	代码	项目编号	操作记录/责任船员签名
dd-MONTH-yyyy	D	13	xx m^3 舱底水来自 [IOPP Form A/B 3.3 的液舱名]，留存 xx m^3
		14	开始时间: hh:mm, 停止时间: hh:mm
		15.3	到 [IOPP Form A/B 3.3 的液舱名], 舱内留存 xx m^3
			签名：(责任船员，姓名和职务) dd-MONTH-yyyy

范例12：从IOPP Form A/B 3.3中所列的储存舱中把舱底水泵至舷外。

日期	代码	项目编号	操作记录/责任船员签名
dd-MONTH-yyyy	D	13	xx m^3 舱底水来自 [IOPP Form A/B 3.3 的液舱名],
			舱容 xx m^3，留存 xx m^3
		14	开始时间: hh:mm， 停止时间: hh:mm
		15.1	通过 15ppm 设备排出舷外
			开始位置: xx deg xx min N/S, xx deg xx min E/W
			停止位置: xx deg xx min N/S, xx deg xx min E/W
			签名：(责任船员，姓名和职务) dd-MONTH-yyyy

范例13：从IOPP Form A/B 3.3中所列的储存舱排至3.1 中所列残油（油泥）舱。

日期	代码	项目编号	操作记录/责任船员签名
dd-MONTH-yyyy	D	13	xx m^3 舱底水来自 [IOPP Form A/B 3.3 的液舱名], 现存 xx m^3

		14	开始时间: hh:mm, 停止时间: hh:mm
		15.3	收集到[IOPP Form A/B 3.1 的液舱名],，舱内留存 xx m3
			签名：(责任船员，姓名和职务) dd-MONTH-yyyy

说明：如果本操作是通过人工开始的操作，记录代码应为 C.11.4。

代码E的使用：机器处舱底水自动排放舷外、过驳或者采用其他处理方式的记录

范例14：通过15ppm 滤油设备把舱底水从IOPP Form A/B 3.3中所列的储存舱或机舱污水井排出舷外。

日期	代码	项目编号	操作记录/责任船员签名
dd-MONTH-yyyy	E	16	开泵时间 hh:mm 在 xx deg xx min N/S, xx deg xx min E/W 从
			[IOPP Form A/B 3.3 的液舱名],
		18	停止时间 hh:mm
			签名：(责任船员，姓名和职务) dd-MONTH-yyyy

范例15：从机舱污水井向IOPP Form A/B 3.3中所列的储存舱驳入舱底水。

日期	代码	项目编号	操作记录/责任船员签名
dd-MONTH-yyyy	E	17	过驳开始时间 hh:mm 到[IOPP Form A/B 3.3 的液舱名],
		18	停止时间 hh:mm
			签名：(责任船员，姓名和职务) dd-MONTH-yyyy

代码F的使用：滤油设备的状况

范例16：滤油设备、油分计或停止装置的故障。

日期	代码	项目编号	操作记录/责任船员签名
dd-MONTH-yyyy	F	19	hh:mm
		20	hh:mm (可填写未知--若已经订了购备件)
		21	[故障原因,如了解]

			签名：(责任船员，姓名和职务) dd-MONTH-yyyy

说明：滤油设备状况也包括了报警和自动停止装置（如适用）。

使用代码“I”表示：因滤油设备或者油分计故障，对舷外排放阀进行了锁闭。

在故障修复时，应使用代码F 19/20/21重新作一次记录，F19 是故障时间，F20 是修复时间。见范例16bis 。

范例16bis：当滤油设备、油分计或停止装置重新恢复正常操作时。

日期	代码	项目编号	操作记录/责任船员签名
dd-MONTH-yyyy	F	19	hh:mm (同范例 16 的时间)
		20	hh:mm (系统恢复正常操作的时间)
		21	[故障原因，如了解]
			签名：(责任船员，姓名和职务) dd-MONTH-yyyy

说明：滤油设备状况也包括报警和自动停止装置（如适用）。

使用代码“I”表示：因滤油设备或者油分计修复，对舷外排放阀解除了锁闭状态。

代码G的使用：意外或其他异常的排油

范例17：意外的污染。

日期	代码	项目编号	操作记录/责任船员签名
dd-MONTH-yyyy	G	22	hh:mm
		23	地点或位置: xx deg xx min
		24	残油的类型和数量 (如知道)
		25	排放情况
			签名：(责任船员，姓名和职务) dd-MONTH-yyyy

说明：如果涉及滤油设备或油分计相关设备的故障，还应在《油类记录簿》中记载代码 F。

应使用防油污应急计划（SOPEP）/防止海洋污染计划（SMPEP）的相关章节要求来应对海上溢油。

包括（不仅限于）下列情形的排油：

油分计失效、燃油舱溢流、加油软管/法兰破裂、燃油舱泄漏（因碰撞或搁浅）。

代码H的使用：加装燃油或散装润滑油

范例18：加装燃油。

日期	代码	项目编号	操作记录/责任船员签名
dd-MONTH-yyyy	H	26.1	港口名称
		26.2	开始 dd-MONTH-yyyy-hh:mm 结束 dd-MONTH-yyyy-hh:mm
		26.3	xxxx MT of ISO-xxxxx HFO x.x % S 加装到舱内:
			aaaa MT 加入 [燃油舱名]，现存bbbb MT
			cccc MT 加入 [燃油舱名]，现存dddd MT
			签名：(责任船员，姓名和职务) dd-MONTH-yyyy

范例19：加装散装润滑油。

日期	代码	项目编号	操作记录/责任船员签名
dd-MONTH-yyyy	H	26.1	港口名称
		26.2	开始 dd-MONTH-yyyy-hh:mm 结束 dd-MONTH-yyyy-hh:mm
		26.4	xx MT [滑油型号] 加装到舱内:
			xx MT 加入 [滑油舱名]，现存 xxMT
			签名：(责任船员，姓名和职务) dd-MONTH-yyyy

说明：不同级别的燃油和滑油应分别记录。

供船的桶装滑油情况无须记载。

代码I的使用：附加的操作程序和一般说明

范例 20：从货舱的舱底水储存柜向 IOPPForm A/B 3.3 中所列的储存舱泵入污油水。

日期	代码	项目编号	操作记录/责任船员签名
dd-MONTH-yyyy	I		xx m3 含油舱底水来自货舱舱底水储存柜
			到[IOPP Form A/B 3.3 的液舱名]
			签名：(责任船员，姓名和职务) dd-MONTH-yyyy

说明：任何从货舱的舱底水舱向机舱的舱底水储存舱驳入和收集的污油水均应使用代码 I 记录。

范例 21：补记属于以前遗漏的操作项目记录。

日期	代码	项目编号	操作记录/责任船员签名
dd-MONTH-yyyy (1)	I		补记属于以前遗漏的操作项目记录
dd-MONTH-yyyy (2)	C	12.2	xx m^3 油泥驳自[IOPP Form A/B 3.1 的液舱名],，留存 xx m^3
			到[IOPP Form A/B 3.1 的液舱名], 舱内留存 xxm3
			签名（1）：(责任船员，姓名和职务) dd-MONTH-yyyy
			签名（2）：(责任船员，姓名和职务) dd-MONTH-yyyy

说明：日期（1）应为以前的实际操作日期。日期（2）应为当前时间即补记日期。

签字（1）补记船员签署。签字（2）漏记船员签署。

范例 22：燃油回驳。

日期	代码 Code	项目编号	操作记录/责任船员签名
dd-MONTH-yyyy	I		xxxx MT of ISO-xxxxx HFO x.x % S 从本轮油舱驳出:
			xxxx MT 从[燃油舱名称]移出，现存 xxx MT
			在“港口名称”回驳到“接收设施名称，即驳船、油罐车或岸上设施”
			开始时间 dd-MONTH-yyyy; hh:mm 结束时间 dd-MONTH-yyyy;
			签名：(责任船员，姓名和职务) dd-MONTH-yyyy

说明：包括从接收者获得的收据、证明说明燃油回驳的类型和数量。

设有污油水舱的油船

范例23：把油泥从机舱的残油（油泥）舱移至甲板污油水舱。

日期	代码	项目编号	操作记录/责任船员签名
dd-MONTH-yyyy	C		xx m^3 油泥从[IOPP Form A/B 3.1 的液舱名],，留存 xx m^3,
			驳至甲板污油水舱[名称]
			签名：(责任船员，姓名和职务) dd-MONTH-yyyy

范例24：把舱底水从IOPP Form B 3.3 中所列的储存舱驳入到甲板的污油水舱。

日期	代码	项目编号	操作记录/责任船员签名
dd-MONTH-yyyy	D	13	xx m^3 舱底水从[IOPP Form A/B 3.3 的液舱名] 舱容 xx m^3, 留存 xx m^3 。
		14	开始: hh:mm, 停止: hh:mm
		15.3	驳至甲板污油水舱[名称]
			签名：(责任船员，姓名和职务) dd-MONTH-yyyy

说明：要求这种操作方法列入IOPP Form B 3.2.3的“其他可接受的措施”中。

如果把跟非油货物相关的残油驳至油船的污油水舱时，这些残油的排放应符合MARPOL附则I第34条*“排油的控制”的要求。

* MARPOL 附则 I 第 34 条 排油的控制

A. 特殊区域外的排放

1. 除本附则第 4 条和本条 2 的规定外,除非符合下列条件,禁止将油类或油性混合物排放入海。
   .1 油船不在特殊区域之内;
   .2 油船距最近陆地 50nmile 以上;
   .3 油船正在途中航行;
   .4 油量瞬间排放率不超过 30L/nmile;
   .5 排入海中的总油量, 对于如第 1.28.1 条所定义在 1979 年 12 月 31 日或之前交船的油船而言,不得超过这项残油所属的该种货油总量的 1/15,000,对于如第 1.28.2 条所定义在 1979 年 12 月 31 日之后交船的油船而言,不得超过这项残油所属的该种货油总量的 1/30,000;和
   .6 油船所设的本附则第 29 条和 31 条要求的排油监测和控制系统以及污油水舱正在运转。
2. 本条 1 的规定不适用于清洁或专用压载水的排放。

B. 特殊区域内的排放

3. 除本条 4 的规定外, 当油船在特殊区域内时,禁止将船上货油区域的油类或油性混合物排放入海。
4. 本条 3 的规定不适用于清洁或专用压载水的排放。
5. 本条中的任何规定，并不禁止仅有部分航程在特殊区域内的船舶在特殊区域外按本条 1 的规定进行排放。

C. 对小于 150 总吨的油船的要求

6. 本附则第 29、31 和 32 条的要求不适用于小于 150 总吨的油船，这种船按本条所述的排油控制，是将油留存在船上以及随后将所有的经污染的洗涤液排入接收设备。用于冲洗和流回到贮存柜中去的全部油和水应排入接收设备，除非设有适当的装置以保证对允许排入海水中的流出物有足够的监测以符合本条的规定。

D. 一般要求

7. 凡在紧邻船舶或其迹流的水面上或水面下，发现有明显的油迹时，在合理可行的范围内，本公约缔约国政府有权对有无违反本条规定的有关事实立即进行调查。这种调查特别应包括风况和海况、该船的航迹和航速、附近的这种明显油迹的其他可能来源，以及任何有关的排油记录。

8. 任何含有在数量或浓度上会危害海洋环境的化学品或其他物质，或是借以违避本条所列排放条件的化学品或其他物质，均不得排放入海。

9. 按照本条 1 和 3 的规定不能排放入海的残油，应留存在船上或排入接收设备。

要求在《油类记录簿（第Ⅱ部分）》中使用代码（J）记录。

如油泥或舱底水是从机舱的多用途舱驳出，则《油类记录簿（第Ⅰ部分）》和《油类记录簿（第II部分）》应分别记录。

一般指南 --- 自愿记录

范例25：参考MEPC.1/Circ.640的规定，每周一次自愿记载的舱底水储存柜中的油水存量。

日期	代码 Code	项目编号	操作记录/责任船员签名
dd-MONTH-yyyy	I		每周舱底水储存舱的油水量(IOPP Form A/B 3.3 所列的液舱)
			[IOPP Form A/B 3.3 的液舱名]
			舱容 xx m^3, 留存 xx m^3
			签名：(责任船员，姓名和职务) dd-MONTH-yyyy

范例26：MARPOL 附则I 相关的阀和/或设备的选择性锁闭。

日期	代码 Code	项目编号	操作记录/责任船员签名
dd-MONTH-yyyy	I		15ppm 油水分离器的出海阀 [阀号]锁闭。
			封条编号.: xxxxxxx,
			签名：(责任船员，姓名和职务) dd-MONTH-yyyy

范例27：MARPOL 附则I 相关的阀和/或设备的选择性锁闭的解除锁闭。

日期	代码 Code	项目编号	操作记录/责任船员签名
dd-MONTH-yyyy	I		15ppm 舱底水分离器的出海阀 [阀号] 锁闭
			因 15ppm 单元操作正常

			封条号.: xxxxxxx
			签名：(责任船员，姓名和职务) dd-MONTH-yyyy

三、 《油类记录簿》的注意事项

《油类记录簿》未准确反映船舶或作业实际情况将会被执法当局视为伪证或过错证据，因此，要求船长、轮机长对《油类记录簿（第I部分）》的维护和保管实施严格的监控。注意下面要求：

1. 不允许清除或修改原有条目，除非使用上述方式。即使是为了方便阅读目的，也不允许重新填写《油类记录簿》。此类行为将被视为刻意制造误会或掩盖不良操作。
2. 《油类记录簿》应能随时提交海事检查官或所在水域港口国检查官检查。使用完成的《油类记录簿》必须保留3年。
3. 污油水通过岸上接收时，接收的证明应附于《油类记录簿（第I部分）》，可有助于船长证明其船舶未涉入所指控的污染事故。

附录一： 《AMSA海事通告(Marine Notice 09/2015)》

附录二： MEPC.1/Circ.736 ---《油类记录簿的操作记录指南》

CCS 澳大利亚办事处
2015 年 7 月 28 日

Attachment 1

Marine Notice 09/2015
Superceded 03/2011

Guidance document for the recording operations in the Oil Record Book Part I

This Marine Notice advises of the availability of guidance for the recording of operations in the Oil Record Book Part I – machinery space operations (all ships), prepared and issued by the International Maritime Organization (IMO).

The guidance document assists compliance with the International Convention for the Prevention of Pollution from Ships (MARPOL) requirements on board ships by providing advice to crews on how to record the various operations in the Oil Record Book, in particular by using the correct codes and item numbers in order to ensure a more uniform port State control procedure.

The guidelines are to be applied in conjunction with the amendments to MARPOL Annex I that entered into force on 1 January 2011. The guidance document provides specific examples for the recording of information within the Oil Record Book Part I for the following:

- collection of oil residues (sludge);
- disposal or transfer of oil residues (sludge);
- non-automatic discharge overboard or disposal otherwise of bilge water which has accumulated in machinery spaces;
- automatic discharge overboard or disposal otherwise of bilge water which has accumulated in machinery spaces;
- condition of oil filtering equipment;
- accidental or other exceptional discharge of oil;
- bunkering of fuel or bulk lubricating oil;
- additional operational procedures and general remarks;
- tankers with slop tanks; and
- general guidance – additional voluntary recordings.

A copy of the guidance document, MEPC.1/Circ.736/Rev.2 can be obtained from the IMO website or by contacting eps@amsa.gov.au. Oil Record Books can be purchased from AMSA through the publications order form found at www.amsa.gov.au/forms-and-publications/

Please note that this Marine Notice is not intended to constitute legal advice and should not be relied on for that purpose.

Gary Prosser
Deputy Chief Executive Officer
May 2015

Australian Maritime Safety Authority
GPO Box 2181
CANBERRA ACT 2601
File No. 2015/1698

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