CCS Classification Information

No. 182
Jan. 04, 2012

To: CCS Ship Surveyors, Auditors, Liberia Ship Owners and Managers

Marine Operations Note 5/2011 of the Bureau of Maritime Affairs of The Republic of Liberia - - -Revised Guidance for the Recording of Operations in the Oil Record Book

The Bureau of Maritime Affairs of The Republic of Liberia provides Marine Operations Note 5/2011 that Revised Guidance for the Recording of Operations in the Oil Record Book. This Note should also be used by CCS Surveyors/auditors when conducting statutory/verification surveys/audits. Following is the detail of this Note:

This Marine Operations Note 5/2011 replaces Marine Operations Note 7/2010 and informs of revisions to guidance for recording of operations in the Oil Record Book (ORB) Part I – Machinery Space Operations that were approved at the IMO Marine Environment Protection Committee's 62nd session in July 2011. The revised guidance was published in MEPC.1/Circ.736/Rev 2. The revised guidance has been incorporated into a new revised Liberian ORB Part I publication RLM–121 Rev 2011. This guidance is intended to facilitate compliance with MARPOL requirements by providing examples on how to record the various operations in the ORB Part I by using the correct codes and item numbers.

Amendments to MARPOL Annex I, Regulations for the Prevention of Pollution by Oil, were adopted and circulated under Resolution MEPC.187(59). These amendments entered into force on 1 January 2011 and were incorporated into revised Liberian publications ORB Part I RLM–121 Rev 2010 and Part II, applicable to OIL TANKERS, for recording cargo and ballast operations, RLM –121A Rev 2010. As noted above, the latest revised guidance has been incorporated into a new revised Liberian ORB Part I publication RLM –121 Rev 2011.

To order copies, please contact Publications at: publications@liscr.com or +1 703 790 3434.

Existing copies of Liberian Oil Record Books - Parts I (RLM-121 Rev 2010 and RLM-121 Rev 2006) and Part II (RLM 121A Rev 2006) may continue to be used until onboard supplies of such versions are exhausted, provided the attached appendixes are incorporated and utilized when recording operations, Appendix 1 - Insert for ORB Parts I (RLM-121 Rev 2010 and RLM-121 Rev 2006) and Appendix 2 -Insert for ORB Part II (RLM 121A Rev 2006). Master's should be instructed accordingly.

For more information please contact Timothy M. Keegan at Tel:+1 703 251 2409 or
Email: safety@liscr.com

This Classification Information is published on CCS website (www.ccs.org.cn) and is to be forwarded by CCS branches to relevant shipping companies in relevance to their business area.

Attachment 1: Marine Operations Note 5/2011

Please feel free to contact Classed Ship in Service Department of CCS for any inquiry:
Tel: +86-10-58112288（o）; Fax: +86-10-58112807; e-mail: cd@ccs.org.cn

THE REPUBLIC OF LIBERIA
Bureau of Maritime Affairs

8619 Westwood Ctr. Dr.
Suite 300
Vienna VA. USA 22182
Telephone: +1 703 790 3434
Fax: +1 703 790 5655
Email: safety@liscr.com

Office of
Deputy Commissioner
of Maritime Affairs

November 7, 2011
MARINE OPERATIONS NOTE 5/2011

(This Marine Operations Note replaces Marine Operations Note 7/2010 issued 10 December 2010)

RE: Revised GUIDANCE FOR THE RECORDING OF OPERATIONS IN THE OIL RECORD BOOK

Dear Shipowners, Operators and Masters:

This Marine Operations Note replaces Marine Operations Note 7/2010 and informs of revisions to guidance for recording of operations in the Oil Record Book (ORB) Part I – Machinery Space Operations that were approved at the IMO Marine Environment Protection Committee's 62nd session in July 2011. The revised guidance was published in MEPC.1/Circ.736/Rev 2. The revised guidance has been incorporated into a new revised Liberian ORB Part I publication RLM–121 Rev 2011. This guidance is intended to facilitate compliance with MARPOL requirements by providing examples on how to record the various operations in the ORB Part I by using the correct codes and item numbers.

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Attachment:
Appendix 1 - Insert for ORB Parts I (RLM-121 Rev 2010 and RLM-121 Rev 2006)
Appendix 2 - Insert for ORB Part II (RLM 121A Rev 2006).

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Appendix 1

OIL RECORD BOOK INSTRUCTIONS	BUREAU OF MARITIME AFFAIRS
PART I – MACHINERY SPACE OPERATIONS (ALL SHIPS)	

GENERAL INSTRUCTIONS

1. An Oil Record Book shall be maintained on every vessel in accordance with the provisions of applicable Maritime Regulations.

2. The Oil Record Book must be available at all times for examination by Nautical Inspectors or Inspectors of any Port State when within the jurisdiction of that State. The Oil Record Book Part I must be preserved for three years from the date of the last entry.

3. The Oil Record Book Part I must be properly completed. All machinery space operations must be clearly and accurately recorded. See note on page iii regarding examples of entries.

4. 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.

5. 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.

6. Owners and their Legal Advisors, Masters and Officers are reminded that, in addition to statutory requirements concerning maintenance of an Oil Record Book Part I, this record is a valuable means of providing proof that the ship has complied with anti-pollution regulations.

7. Pages iv to v of this instruction booklet 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 Regulations 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

8. Incineration or landing ashore of oily garbage and used filters should be recorded in the Garbage Record Book only.

9. 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.

Liberian Maritime Regulations

On every vessel, other than unmanned vessels under tow, there shall be kept and maintained an Oil Record Book approved by the Maritime Administrator. The Oil Record Book shall be readily available for inspection at all reasonable times.

Regulation 17 of Annex I to MARPOL 73/78

Oil Record Book, Part I - Machinery space operations

1 Every oil tanker of 150 gross tonnage and above and every ship of 400 gross tonnage and above other than an oil tanker shall be provided with an Oil Record Book Part I (Machinery Space Operations). The Oil Record Book, whether as a part of the ship's official log-book or otherwise, shall be in the Form specified in appendix III to this Annex.

2 The Oil Record Book Part I shall be completed on each occasion, on a tank-to-tank basis if appropriate, whenever any of the following machinery space operations takes place in the ship:

.1 ballasting or cleaning of oil fuel tanks;

.2 discharge of dirty ballast or cleaning water from oil fuel tanks;

.3 collection and disposal of oil residue (sludge);

.4 discharge overboard or disposal otherwise of bilge water which has accumulated in machinery spaces; and

.5 bunkering of fuel or bulk lubricating oil.

3 In the event of such discharge of oil or oily mixture as is referred to in regulation 4 of this Annex or in the event of accidental or other exceptional discharge of oil not excepted by that regulation, a statement shall be made in the Oil Record Book Part I of the circumstances of, and the reasons for, the discharge.

4 Each operation described in paragraph 2 of this regulation shall be fully recorded without delay in the Oil Record Book Part I, so that all entries in the book appropriate to that operation are completed. Each completed operation shall be signed by the officer or officers in charge of the operations concerned and each completed page shall be signed by the master of ship. The entries in the Oil Record Book Part I, for ships holding an International Oil Pollution Prevention Certificate, shall be at least in English, French or Spanish. Where entries in an official national 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.

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

6 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.

7 The competent authority of the Government of a Party to the present 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 ship's Oil Record Book Part I shall be made admissible in any judicial 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.

General Guidance

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 (dd-MONTH-yyyy format, e.g., 16-MAR-2009), operational letter code and item number shall be inserted in the appropriate columns and the required particulars shall be recorded chronologically in the blank spaces. The Oil Record Book Part I shall be maintained in the English language.

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

Tank nomenclature should be recorded as per the format noted within the International Oil Pollution Prevention Certificate (IOPPC).

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.

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.

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.

NOTE: PAGE 51to 59 OF THE OIL RECORD BOOK PROVIDES SAMPLE ENTRIES WHICH HAVE BEEN DISTRIBUTED UNDER MEPC.1/CIRC.736/Rev.2 AS GUIDANCE INTENDED TO FACILITATE COMPLIANCE WITH MARPOL REQUIREMENTS ON BOARD SHIPS BY PROVIDING ADVICE TO CREWS ON HOW TO RECORD THE VARIOUS OPERATIONS IN THE OIL RECORD BOOK BY USING THE CORRECT CODES AND ITEM NUMBERS IN ORDER TO ENSURE A MORE UNIFORM PORT STATE CONTROL PROCEDURE.

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, 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[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…… m^3
  (Operator initiated manual collection where oil residue (sludge) is transferred into oil residue (sludge) holding tank(s).)

12 Methods of transfer or disposal of oil residues (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];

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

[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.

.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^3.[3]
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)[2];
.3 to slop tank, holding tank or other tank(s) (indicate tank(s); state total quantity retained in tank(s), in m^3).

(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[4].
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.

(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

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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(s).

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

NAME OF SHIP: M.S. SAMPLE

DISTINCTIVE NUMBER OR LETTER: A8888

IMO NUMBER: 00000000
MACHINERY SPACE OPERATIONS

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 (letter)	ITEM (number)	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). Use of code Item Number C11.4 only becomes applicable in accordance with MARPOL Annex I amendments which entered into force on 1 January 2011(Resolution MEPC. 187 (59)).

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.

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

Example #3

Disposal of oil residue (sludge) via shore connection

dd-MONTH-yyyy	C	12.1	xx m^3 sludge from [Name of sec 3.1 Tank & Designation], xx m^3 retained,
			to "identify 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

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

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

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: xx minutes
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #7

Burning of oil residue (sludge) in Boiler

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: xx minutes
			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

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)*

dd-MONTH-yyyy	C	12.4	xx m^3 sludge disposed by regeneration of xx m^3 fuel in [Fuel Tank & Designation] and xx 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

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

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

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

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

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

dd-MONTH-yyyy	E	17	Transfer Start: hh:mm to
			[Name of sec 3.3 Tank & Designation]
		18	Stop: dd-MONTH-yyyy hh:mm
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Usage of code F: Condition of the oil filtering equipment.

Example #16

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

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

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.

<u>Usage of code G:</u> Accidental or other exceptional discharges of oil.

<u>Example #17</u>

Accidental Pollution

dd-MONTH-yyyy	G	22	hh:mm
		23	Place or position: xx deg xx min N/S, xx deg xx min E/W
		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).

<u>Usage of code H:</u> Bunkering of fuel or bulk lubricating oil.

<u>Example #18</u>

Bunkering of Fuel oil

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

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 tank(s):
			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

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

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

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

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

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

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

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

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

Signature of Master: _____

Appendix 2

OIL RECORD BOOK INSTRUCTIONS	BUREAU OF MARITIME AFFAIRS
PART II– CARGO/BALLAST OPERATIONS (OIL TANKERS)	

GENERAL INSTRUCTIONS

1. An Oil Record Book shall be maintained on every vessel in accordance with the provisions of applicable Maritime Regulations.

2. The Oil Record Book must be available at all times for examination by Nautical Inspectors or Inspectors of any Port State when within the jurisdiction of that State. The Oil Record Book Part II must be preserved for three years from the date of the last entry.

3. The Oil Record Book Part II must be properly completed. All Cargo/Ballast operations must be clearly and accurately recorded.

4. Owners and their Legal Advisors, Masters and Officers are reminded that, in addition to statutory requirements concerning maintenance of an Oil Record Book Part II, this record is a valuable means of providing proof that the ship has complied with anti-pollution regulations.

5. Pages v to viii of this instruction booklet 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 Regulations 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 sections, each of which is denoted by a letter code.

6. When making entries in the Oil Record Book Part II, the date (dd-MONTH-yyyy format, e.g., 16-MAR-2009), operational letter code and item number shall be inserted in the appropriate columns and the required particulars shall be recorded chronologically in the blank spaces. The Oil Record Book Part II shall be maintained in the English language.

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

8. Do not leave any full lines empty between successive entries.

9. 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.

Liberian Maritime Regulations

On every vessel, other than unmanned vessels under tow, there shall be kept and maintained an Oil Record Book approved by the Maritime Administrator. The Oil Record Book shall be readily available for inspection at all reasonable times.

Regulation 36 of Annex I to MARPOL 73/78

Oil Record Book, Part I – Cargo/ballast operations

1 Every oil tanker of 150 gross tonnage and above shall be provided with an Oil Record Book Part II (Cargo/Ballast Operations). The Oil Record Book Part II, whether as a part of the ship's official log-book or otherwise, shall be in the Form specified in appendix III to this Annex.

2 The Oil Record Book Part II shall be completed on each occasion, on a tank-to-tank basis if appropriate, whenever any of the following cargo/ballast operations takes place in the ship:

.1 loading oil cargo;

.2 internal transfer of oil cargo during the voyage;

.3 unloading of oil cargo;

.4 ballasting of cargo tanks including crude oil washing;

.5 discharging of ballast except segregated ballast tanks;

.6 discharge of ballast except from segregated ballast tanks;

.7 discharge of water from slop tanks;

.8 closing of all applicable valves or similar devices after slop tank discharge operations;

.9 closing of valves necessary for isolation of dedicated clean ballast tanks from cargo and stripping lines after slop tank discharge operations; and;

.10 disposal of residues.

3 For oil tankers referred to in regulation 34.6 of this Annex, the total quantity of oil and water used for washing and returned to a storage tank shall be recorded in the Oil Record Book Part II.

4 In the event off a discharge of oil or oily mixture as is referred to in regulation 4 of this Annex or in the event of accidental or other exceptional discharge of oil not excepted by that regulation, a statement shall n be made in the Oil Record Book Part II of the circumstances of, and the reasons for, the discharge.

5 Each operations describes in paragraph 2 of this regulation shall be fully recorded without delay in the oil record book Part II so that all entries in the book appropriate to the operation are completed. Each completed operation shall be signed by the officer or officers in charge of the operations concerned and each page shall be signed by the master of the ship. The entries in the Oil record Book Pat II shall be in English, French or Spanish. Where entries in an official language of the State whose flag the ship is entitled to flay are also used, this shall prevail in case of dispute or discrepancey.

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

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

8 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 ports or offshore terminals and may make a copy of any entry in that book and may require the master 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 ship's Oil record Book Part II shall be made admissible in any judicial proceedings as evidence of the facts state in the entry. The inspection of an Oil Record Book Part II and the taking of certified copy by the competent authority under this paragraph shall be performed as expeditiously as possible without causing the ship to be unduly delayed.

9 For oil tankers of less than 150 gross tons operating in accordance with regulation 34.6 of this Annex an appropriate Oil record Book shall be developed by the Administration.

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.

NOTE: PAGE 51 OF THE OIL RECORD BOOK PROVIDES SAMPLE ENTRIES

* 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 cubic metres, at 15 °C and the total content of tank(s), in cubic metres).

(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 cubic metres).
5 Was (were) the tank(s) in 4.1 emptied? (If not, state quantity retained, in cubic metres.)

(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 cubic metres.)

(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.[1]
11 Number of machines in use.
12 Time of start of washing.
13 Washing pattern employed.[2]
14 Washing line pressure.
15 Time washing was completed or stopped.
16 State method of establishing that tank(s) was (were) dry.
17 Remarks.[3]

(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 operation, in cubic metres.

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[1] 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.

[2] 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 program.

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

(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 cubic metres.
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 cubic metres.

(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.[4]
31 Tank washings transferred to:
.1 reception facilities (state port and quantity, in cubic metres); and
.2 slop tank(s) or cargo tank(s) designated as slop tank(s) (identify tank(s); state quantity transferred and total quantity, in cubic metres).

(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 cubic metres.
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 cubic metres.
40 Discharged to shore reception facilities (identify port and quantity involved, in cubic metres).[5]

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

[5] 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 certificate should be kept together with the Oil Rec*ord* Book Part II.

(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 cubic metres and rate of discharge, in m^3/hour.
48 Final quantity discharged, in cubic metres 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) Collection, transfer and disposal of residues and oily mixtures not otherwise dealt with

55 Identity of tanks.
56 Quantity transferred or disposed of from each tank. (State the quantity retained, in cubic metres.)
57 Method of transfer or disposal:
.1 disposal to reception facilities (identify port and quantity involved)[5];
.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 cubic metres); and
.4 other method (state which); state quantity disposed of, in m^3cubic metres.

(K) Discharge of clean ballast contained in cargo tanks

58 Position of ship at start 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)

[5] 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.

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 cubic metres:
.1 into the sea; or
.2 to reception facility (identify port).[5]
67 Was there any indication of oil contamination of the ballast water before or during discharge into the sea?
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 cubic metres, 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.

[5] 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.