

Bulletin

CCS Australian Office, No. 047, 2015 Issue 007

AMSA Marine Environment Protection

--- The recording operations in the Oil Record Book (Part I)

Marine Notice (No. 09/2015) was released from AMSA recently, reminding all duty crews MUST follow the IMO requirements to record the Oil Record Book (Part I) for various machinery space operations (all ships) on board, in particular using the correct **codes** and **item numbers** in order to ensure a more uniform port State control procedure.

1. Provisions for Oil Record Book (Part I)

- ◆ According to Regulation 17 of MARPOL Annex 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).
- ◆ MEPC.1/Circ.736/Rev.2 “Guidance for recording of operations in the oil record book part I – machinery space operations (all ships)”.

2. Recording requirements of Oil Record Book (Part I) .

When duty officers recording Oil Record Book (Part I), he (they) must follow below general guidance:

- ◆ Incineration or landing ashore of oily garbage and used filters should be recorded in the Garbage Record Book only.
- ◆ Operations should be recorded in chronological order as they have been executed on board. 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.
- ◆ Dates should be entered in dd-MONTH-yyyy format, e.g. 16-MAR-2015.
- ◆ Do not leave any full lines empty between successive entries.
- ◆ If a wrong entry has been recorded in the Oil Record Book (Part I), 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 (IOPP) Form A/B.
- ◆ The recording of general maintenance of items pertaining to the OWS remains voluntary and is not required to be recorded in the Oil Record Book.
- ◆ Recording of quantities retained in bilge water holding tanks listed under item 3.3 of the IOPP Form A/B is voluntary and not required by the Convention.

【*Note: IOPP Form A/B 3.3* The ship is fitted with holding tank(s) for the retention on board of oily bilge water as follows】

There are 27 examples, which presented the common machinery space operations, listed in MEPC.1/Circ.736”Guidance for recording of operations in the oil record book part I – Machinery space operations (all ships)”.

In addition, the officers in charge should be familiar with all the examples below to ensure the machinery space operation are properly recorded.

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)

【 *NOTE: IOPP Form A/B 3.1* - The ship is provided with oil residue (sludge) tanks for retention of oil residues (sludge) on board as follows 】

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
dd-MONTH-yyyy	C	11.1	[Name of IOPP Form A/B 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 IOPP Form A/B 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 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)).

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
dd-MONTH-yyyy	C	11.1	[Name of IOPP Form A/B 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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
dd-MONTH-yyyy	C	12.1	xx m ³ sludge from [Name of IOPP Form A/B 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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
-------------	-------------	-----------------	--

dd-MONTH-yyyy	C	12.2	<i>xx m³ water drained from [Name of IOPP Form A/B 3.1 Tank & Designation] xx m³ retained,</i>
			<i>to [Name of IOPP Form A/B 3.3 Tank & Designation] retained in tank(s) xx m³</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
dd-MONTH-yyyy	C	12.2	<i>xx m³ sludge transferred from [Name of IOPP Form A/B 3.1 Tank & Designation], xx m³ retained,</i>
			<i>to [Name of IOPP Form A/B 3.1 Tank & Designation] retained in tank(s) xx m³</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

Example #6 Incineration of oil residue (sludge) in Incinerator

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
dd-MONTH-yyyy	C	12.3	<i>xx m³ sludge from [Name of IOPP Form A/B 3.1 or 3.2.3 Tank & Designation], xx m³ retained,</i>
			<i>Burned in Incinerator for xx hours</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

【 NOTE: IOPP Form A/B 3.2.3-Other acceptable means, except incineration in incinerator and burning in boiler】

Example #7 Burning of oil residue (sludge) in Boiler

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operation and signature of officer in charge</i>
dd-MONTH-yyyy	C	12.4	<i>xx m³ sludge from [Name of IOPP Form A/B 3.1 Tank & Designation], xx m³ retained,</i>
			<i>Burned in Boiler for xx hours</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

Example #8 Evaporation of water (disposal) from an oil residue (sludge) tank listed under items 3.1 in the Supplement to the IOPPC

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
-------------	-------------	-----------------	--

dd-MONTH-yyyy	C	12.4	<i>xx m³ water evaporated from [Name of IOPP Form A/B 3.1 Tank & Designation], xx m³ retained.</i>
			<i>signed: (Officer-in-charge, Name & Rank)dd-MONTH-yyyy</i>

Example #9 Regeneration of fuel oil from oil residue (sludge)*

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operation and signature of officer in charge</i>
dd-MONTH-yyyy	C	12.4	<i>xx m³ sludge disposed by regeneration of x m³ fuel in [Fuel Tank & Designation] and x m³ of water in [Name of IOPP Form A/B 3.3 Tank & Designation]</i>
			<i>signed: (Officer-in-charge, Name & Rank)dd-MONTH-yyyy</i>

Note: 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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
dd-MONTH-yyyy	D	13	<i>xx m³ bilge water from engine-room bilge wells,</i>
		14	<i>Start: hh:mm, stop: hh:mm</i>
		15.3	<i>To [Name of IOPP Form A/B 3.3 Tank & Designation], retained in tank(s) xx m³</i>
			<i>signed: (Officer-in-charge, Name & Rank)dd-MONTH-yyyy</i>

Example #11 Transfer of bilge water between tanks listed in item 3.3 in the Supplement to the IOPPC

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
dd-MONTH-yyyy	D	13	<i>xx m³ bilge water from, [Name of IOPP Form A/B 3.3 Tank & Designation], xx m³ retained,</i>
		14	<i>Start: hh:mm, stop: hh:mm</i>
		15.3	<i>To [Name of IOPP Form A/B 3.3 Tank & Designation], retained in tank(s) xx m³</i>
			<i>signed: (Officer-in-charge, Name & Rank)dd-MONTH-yyyy</i>

Example #12 Pumping of bilge water overboard from tank listed in item 3.3 in the Supplement to the IOPPC

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
dd-MONTH-yyyy	D	13	xx m ³ bilge water from [Name of IOPP Form A/B 3.3 Tank & 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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operation and signature of officer in charge</i>
dd-MONTH-yyyy	D	13	x m ³ bilge water from [Name of IOPP Form A/B 3.3 Tank & Designation], now xx m ³
		14	Start: hh:mm stop: hh:mm
		15.3	Collected in [Name of IOPP Form A/B 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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
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 IOPP Form A/B 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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
dd-MONTH-yyyy	E	17	Transfer start hh:mm to [Name of IOPP Form A/B 3.3 Tank & Designation]

Your reliable safety prioritized **CLASS** mate, & provide you technical support every step of the way

		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 F19 / 20 / 21 should be made where F19 is the date and time of the initial failure and F 20 is the time the system is functional again.

Example #16bis 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 Stopdd-MONTH-yyyy-hh:mm
		26.3	xxxx MT of ISO-xxxx 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 Stopdd-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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
dd-MONTH-yyyy	I		xx m ³ oily bilge water from Cargo Hold bilge holding tank
			to [Name of IOPP Form A/B 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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
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 IOPP Form A/B 3.1 Tank and Designation], xx m ³ retained
			to [Name of IOPP Form A/B 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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
dd-MONTH-yyyy	C	12.4	xx m ³ sludge from [Name of IOPP Form B 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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
dd-MONTH-yyyy	D	13	xx m ³ bilge water from [Name of IOPP Form B 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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
dd-MONTH-yyyy	I		Weekly Inventory of Bilge Water Tanks (listed under item 3.3)
			[Name of IOPP Form A/B 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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
-------------	-------------	-----------------	--

dd-MONTH-yyyy	I		Overboard valve [Valve Number] from 15 ppm bilge water separator unit sealed
			seal No.: xxxxxxxx,
			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.: xxxxxxxx
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

3. Management of Oil Record Book

Oil Record Books that did not accurately reflect conditions or operations on the vessel should be considered as false testimony or evidence of wrongdoing by authorities carrying out obligations under the MARPOL Convention. Hence, Master and Chief Engineer are required to exercise strict oversight and control over the maintenance of the Oil Record Book. Attentions were drawn to bellows:

- No attempt should ever be made to erase or modify previous entries in a manner other than described above. Neither should Oil Record Books be re-written, even to make them more legible. Such actions may be viewed as attempts to mislead or cover-up inappropriate actions.
- The Oil Record Book must be available at all times for examination by Nautical Inspectors or Inspectors of any Port State Control when within the jurisdiction of that State. Completed Oil Record Books must be preserved for three (3) years from the date of the last entry.
- When disposal of oil residue (sludge) via shore connection, the receipt or certificate should be kept together with the Oil Record Book Part I. It may aid the master of the ship in proving that his ship was not involved in an alleged pollution incident.

Attachment 1 – AMSA Marine Notice 09/2015

Attachment 2 - MEPS.1/Ciec.736/Rev.2 “Guidance for recording of operations in the oil record book part I – machinery space operations (all ships)”



CCS Australia Office

July 28, 2015

Announcement:

1. Intention is to assist and ensure owners to understand and well prepared, ensuring all updated requirements from AMSA can be met
2. For more information, please visit AMSA website at www.amsa.gov.au and CCS website at www.ccs.org.cn
3. The information contained does not and cannot supersede any AMSA or related governing parties requirements as well as CCS class rules and regulations.

Your reliable safety prioritized **CLASS** mate, & provide you technical support every step of the way



Attachment 1

Marine Notice 09/2015
Superseded 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)

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
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)*

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
dd-MONTH-yyyy	C	12.2	<i>xx m³ water drained from [Name of sec 3.1 Tank & Designation] xx m³ retained,</i>
			<i>to [Name of sec 3.3 Tank & Designation] retained in tank(s) xx m³</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
dd-MONTH-yyyy	C	12.2	<i>xx m³ sludge transferred from [Name of sec 3.1 Tank & Designation], xx m³ retained,</i>
			<i>to [Name of sec 3.1 Tank & Designation] retained in tank(s) xx m³</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

Example #6

Incineration of oil residue (sludge) in Incinerator

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
dd-MONTH-yyyy	C	12.3	<i>xx m³ sludge from [Name of sec 3.1 or 3.2.3 Tank & Designation], xx m³ retained,</i>
			<i>Burned in Incinerator for xx hours</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

Example #7

Burning of oil residue (sludge) in Boiler

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operation and signature of officer in charge</i>
dd-MONTH-yyyy	C	12.4	<i>xx m³ sludge from [Name of sec 3.1 Tank & Designation], xx m³ retained,</i>
			<i>Burned in Boiler for xx hours</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

Example #8

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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
dd-MONTH-yyyy	C	12.4	<i>xx m³ water evaporated from [Name of sec 3.1 Tank & Designation], xx m³ retained.</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

Example #9

Regeneration of fuel oil from oil residue (sludge)*

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operation and signature of officer in charge</i>
dd-MONTH-yyyy	C	12.4	<i>xx m³ sludge disposed by regeneration of x m³ fuel in [Fuel Tank & Designation] and x m³ of water in [Name of sec 3.3 Tank & Designation]</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

* 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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
dd-MONTH-yyyy	D	13	<i>xx m³ bilge water from engine-room bilge wells,</i>
		14	<i>Start: hh:mm, stop: hh:mm</i>
		15.3	<i>To [Name of sec 3.3 Tank & Designation], retained in tank(s) xx m³</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

Example #11

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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
dd-MONTH-yyyy	D	13	<i>xx m³ bilge water from, [Name of sec 3.3 Tank & Designation], xx m³ retained,</i>
		14	<i>Start: hh:mm, stop: hh:mm</i>
		15.3	<i>To [Name of sec 3.3 Tank & Designation], retained in tank(s) xx m³</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

Example #12

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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
dd-MONTH-yyyy	D	13	<i>xx m³ bilge water from [Name of sec 3.3 Tank & Designation]</i>
			<i>Capacity xx m³, xx m³ retained</i>
		14	<i>Start: hh:mm, stop: hh:mm</i>
		15.1	<i>Through 15 ppm equipment overboard</i>
			<i>Position start: xx deg xx min N/S, xx deg xx min E/W</i>
			<i>Position stop: xx deg xx min N/S, xx deg xx min E/W</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operation and signature of officer in charge</i>
dd-MONTH-yyyy	D	13	<i>x m³ bilge water from [Name of sec 3.3 Tank & Designation], now xx m³</i>
		14	<i>Start: hh:mm stop: hh:mm</i>
		15.3	<i>Collected in [Name of sec 3.1 Tank & Designation] retained in tank(s) xx m³</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
dd-MONTH-yyyy	E	16	<i>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]</i>
		18	<i>Stop hh:mm</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
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 equipmentExample #16

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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
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 #16bis

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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
dd-MONTH-yyyy	I		xxxx MT of ISO-xxxx 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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
dd-MONTH-yyyy	C	12.4	<i>xx m³ sludge from [Name of sec 3.1 Tank & Designation], xx m³ retained,</i>
			<i>Transferred to Deck Slop Tank [designation]</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

Example #24

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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
dd-MONTH-yyyy	D	13	<i>xx m³ bilge water from [Name of sec 3.3 Tank & Designation]</i>
			<i>Capacity xx m³, xx m³ retained</i>
		14	<i>Start: hh:mm, stop: hh:mm</i>
		15.3	<i>Transferred to Deck Slop Tank [designation]</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
dd-MONTH-yyyy	I		<i>Weekly Inventory of Bilge Water Tanks (listed under item 3.3)</i>
			<i>[Name of sec 3.3 Tank & Designation]</i>
			<i>capacity xx m³, xx m³ retained</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

Example #26

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

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

Example #27

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

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