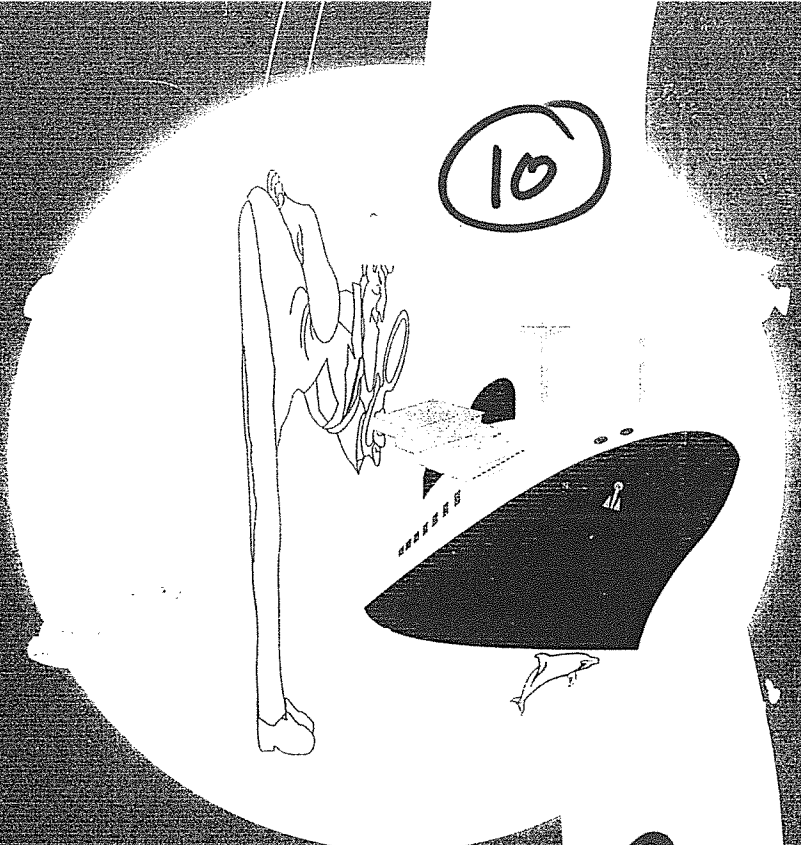




The International Association of Independent Tanker Owners

A Guide for correct entries in the Oil Record Book
(Part I - Machinery space operations)

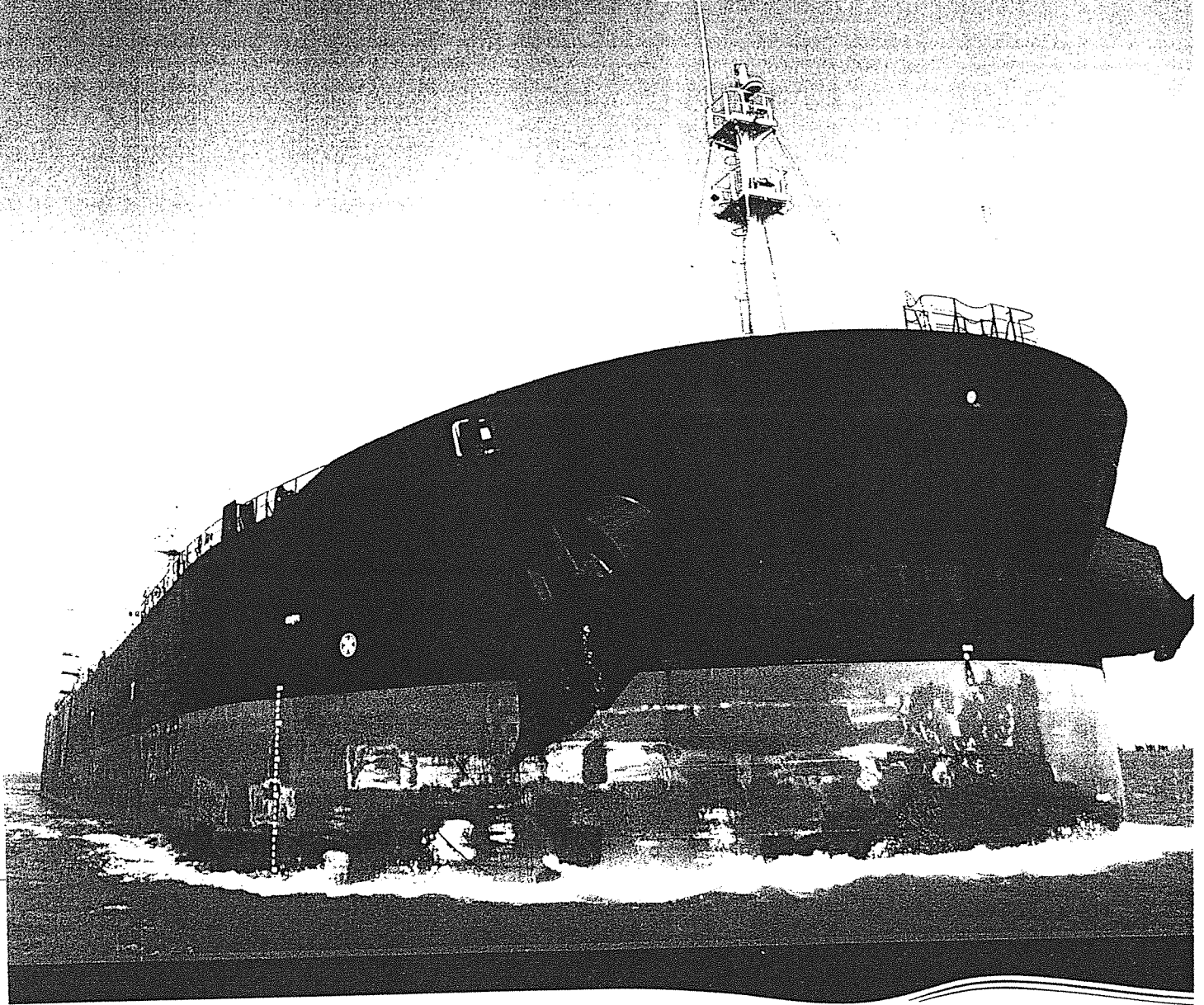
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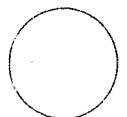
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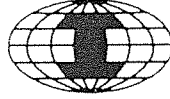


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OPERATING 24/7



INTERTANKO

**A Guide for correct entries in
the Oil Record Book
(Part I - Machinery space operations)**

**Edition 1
May 2004**

Compiled by



INTERTANKO

International Association of Independent Tanker Owners

www.intertanko.com

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ABBREVIATIONS:

DO	:	Diesel Oil
HFO	:	Heavy Fuel Oil
IOPP	:	International Oil Pollution Prevention Certificate
LO	:	Lube Oil
MARPOL	:	International Convention for the Prevention of Pollution from Ships 73/Protocol 78, as amended
ORB	:	Oil Record Book (Part I – Machinery space operations)
ROB	:	Retained on board/Remaining on board

1. FOREWORD

The US Coast Guard established in October 2001 the Oily Water Separation Systems Task Force to examine a wide range of issues relating to machinery and equipment used to manage oily bilge water on commercial vessels. Its aim was to assess the operational requirements, reliability, and capability of oily water separators in actual operating environments; identify ways of improving the Coast Guard's inspection and evaluation of oily water separation systems; and develop recommendations for the maritime industry on how to reach its environmental goals and ensure compliance with MARPOL and the US Clean Water Act.

To address this, the INTERTANKO Safety, Technical and Environmental Committee (ISTEC) has developed this Guide to make ship operators aware of possible errors in logging information in the Oil Record Book which was part of the main reason for the increasing problems of ships being detained and fined in the US.

This Guide contains:

- (a) instructions and interpretations on how to properly record all related operations as per MARPOL 73/78, Annex I, Regulation 20;
- (b) list of operations to be recorded;
- (c) frequently found errors or mistakes;
- (d) detailed examples for all related operations.

INTERTANKO's observations and clarifications are recorded in italics throughout the Guide.

The Guide is structured to facilitate, as an example, use for integration in the document management system of any individual INTERTANKO member. It can also be used as a training tool for seafarers.

INTERTANKO would like to give special thanks to Mr. Takis Koutris of Roxana Shipping (Member of ISTEC) who has coordinated the production of the Guide, and to Mr. Sokratis Dimakopolous of the Greek Flag Administration (currently with the IMO Secretariat in London) for his valuable contribution and advice. Valuable contributions to this Guide was also made by Mr. Stavros Hatzigrigoris of Kristen Navigation, and Messrs. David Robinson and William Wallace of Teekay Shipping. We also thank ISTEC and INTERTANKO's Deputy Manager for Ports and Terminals, Capt. Steinar Kr. Digre for supervising this activity.

2. PREFACE

Scope of the Guide

This Guide gives advice for correct entries in the Oil Record Book - Part I (Machinery space operations) (hereafter referred to as ORB), in accordance with MARPOL73/78 as amended, Annex I, Chapter II, Reg. 9, 10, 11, 12 and 20 and the relevant Flag Administration requirements and is structured in a way to match with/refers to the individual documented management system of a shipmanagement Company.

Objectives of the Guide

Assist ship operators to define the controls and activities necessary to ensure that:

- All operations referred to in MARPOL 73/78 as amended, Annex I, Chapter II, Reg. 20 are recorded in the ORB
- All records are in accordance with the format stipulated by MARPOL73/78 as amended, Annex I, Chapter IV, Appendix III
- The records in the ORB are compatible with the records in the other log books

This Guide could also be used as training tool for office and shipboard personnel ashore and on board.

Introduction to operational procedures

- The ORB shall be provided and maintained on every oil tanker of 150 GT and above and on every ship of 400 GT and above other than oil tankers, and endorsed by Flag Administration, as required, and in accordance with the provisions of the applicable maritime regulations and particularly the MARPOL convention, as amended.
- The ORB must be properly completed. All machinery space and cargo and ballast operations must be clearly and accurately recorded as required.
- Owners and their legal advisors, masters and officers are reminded that, in addition to the statutory requirements covering maintenance of an ORB, this record is a valuable means of providing proof that a ship has complied with pollution prevention regulations.

- A comprehensive list of items of machinery space, cargo and ballast operations to be recorded in the ORB as appropriate, is included in Regulation 20 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), as amended.

The items have been grouped into operational sections, each of which is denoted by a letter code (see 7 Appendix).

- When making entries in the ORB, the date, the 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 (record of operations).
- The entries in the ORB shall be in an official language of the State whose flag the ship is entitled to fly, and for the ship holding an International Oil Pollution Prevention certificate, in English or French.
- Each completed operation shall be signed for and dated by the officer(s) in charge.

Each completed page shall be countersigned by the Master of the ship.

Upon completion of each operation/job the proper entries shall be completed.

Do not wait until the end of the week or on the completion of each voyage to enter records in the ORB. In this way errors and omissions are avoided.

- All entries in the ORB have to be recorded with indelible ink. Entries recorded in pencil are not acceptable by most authorities.

In case that a wrong entry has been recorded in the ORB, it should immediately be struck through by a single line in such a way that the wrong entry is still legible. The wrong entry will be signed and the new correct entry will follow.

However, if a serious mistake is discovered at a later stage, contemporaneous evidence is needed to prove that such an entry was wrong, and that it was an innocent mistake.

It is not permitted to leave any full lines empty between each entry. When an entry is made and the whole line is not completed, this line is not a “full line entry”, and it is permitted to make another entry on the next line.

- The competent authority of a Government, which is Party to the MARPOL 73/78 Convention, may inspect the ORB on board any ship in its ports or offshore terminals and may require a copy of any entry in the ORB, 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 ORB shall be made admissible in any judicial proceeding as evidence of the facts stated in the entry.

- The inspection of an ORB and the taking of a certified copy by the competent authority as described in the above paragraph shall be performed as expeditiously as possible, without causing the ship to be unduly delayed.
- The ORB must be preserved for three -3- years from the date of the last entry.
- On board the ship one official ORB only must be kept. It is not permitted to keep a scrap ORB.

Responsibilities for shore and shipboard personnel

Ship Manager's Office will ensure that:

- The ORB is stamped and endorsed by Flag Administration, as required,
- Records to be kept for 3 years
- Proper record keeping is verified at each Superintendent's inspection/attendance

Master will ensure that:

- The ORB is properly stamped and endorsed by Flag Administration, as required
- Records to be kept for 3 years
- Each page of the ORB is properly dated and signed by Master
- Each entry is correct as per format stipulated in MARPOL 73/78 as amended, Annex I, Chapter IV, Appendix III and in line with the other logs on board
- Chief Engineer is promptly informed when the vessel enters or exits from a "special area" as stipulated in MARPOL 73/78 as amended, Annex I, Chapter II, Reg. 10
- Supplement to IOPP Certificate Form A is properly filled out (tanks + capacities) as per 4.1 of this Guide.

Designated Engine Officer will ensure that:

- All operations stipulated in MARPOL 73/78 as amended, Annex I, Chapter II, Reg. 20 are properly recorded in the ORB.
- Each entry is correct, as per format stipulated in MARPOL 73/78 as amended, Annex I, Chapter IV, Appendix III, is properly recorded and in line with the other logs on board and properly signed
- Following documents are frequently reviewed and are readily available :
 - ORB with records up to the last day, and filed for 3 years
 - Bilge water separator manual and certificate
 - Bilge water 15 ppm automatic stopping device manual and certificate
- Bilge and incineration system (piping, cabling and equipment) are always in good operation, properly monitored and maintained.

3. ITEMS TO BE RECORDED

Introductory notes

The following pages of this section show a comprehensive list of items of machinery space operations which are to be recorded in the ORB, when appropriate, in accordance with regulation 20 of Annex I of MARPOL 73/78.

The items have been grouped into operational sections, each of which is denoted by a letter code (A through I). These reference letters and numbers are used throughout the Guide.

When making entries in the ORB, the date, the operational (letter) code and item number shall be inserted in the appropriate columns and the required particulars shall be recorded chronologically in the column 'record of operations'.

Each completed operation shall be signed for and dated by the officer(s) in charge. Each completed page shall be signed by the master of the ship.

The ORB contains many references to oil quantity.

The limited accuracy of tank measurement devices, temperature variations and tank clingage will affect the accuracy of these readings. The entries in the ORB should be considered accordingly.

INTERTANKO's observations and clarifications are recorded in italics throughout the Guide.

List of items to be recorded - interpretations and clarification

- A. BALLASTING AND/OR CLEANING OF FUEL OIL TANKS**
1. Identity of tank(s) ballasted and/or cleaned.
 2. Whether cleaned since it last contained oil and, if not, type of oil previously carried.
Date of last cleaning – oil commercial name, density and/or viscosity
 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);
 - .3 Identity of tank(s) into which cleaning water was transferred.
Quantity of cleaning water to be recorded as well

4. Ballasting:
 - .1 Position of ship and time at the start and completion of ballasting;
 - .2 Quantity of ballast if tanks are not cleaned;

B. DISCHARGE OF DIRTY BALLAST OR CLEANING WATER FROM FUEL OIL TANKS REFERRED UNDER SECTION (A).

5. Identity of tank(s) discharged.
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.

C. COLLECTION AND DISPOSAL OF OIL RESIDUES (SLUDGE)

11. Collection of oil residues.

Quantities of oil residues (sludge) retained on board at the end of a voyage, but not more frequently than once a week. When ships are on short voyages, the quantity should be recorded weekly ¹.

- .1 Separated sludge (sludge resulting from purification of fuel and lubricating oils) and other residues, if applicable:
 - Identity of tank(s) as per IOPP Supplement, Form B
 - Capacity of tank(s) in cubic meters
 - Total quantity of retention in cubic meters

Anticipated daily quantity will be 0.8% of HFO daily consumption plus 0.5 % of DO daily consumption

- .2 Other residues (such as oil residues resulting from drainage, leakage, exhausted oil, etc. in the machinery spaces), if applicable due to tank arrangement in addition to 1 above:
 - Identity of tank(s) as per IOPP Supplement, Form B
 - Capacity of tank(s) in cubic meters
 - Total quantity of retention

Anticipated daily quantity 15 lt / 1000 KW of actual ME Power for Diesel Engines only.

¹ Only in tanks listed in item 3 of Form A and B of the supplement to the IOPP certificate

Record used oils or other liquids of hydrocarbon origin, which due to degradation cannot be used any more.

Entries must be done at the end of each voyage but not more frequently than once per week in case of short voyages.

12. Methods of disposal of residue.
 State quantity of oil residues disposed of, the tank(s) emptied and the quantity of contents retained:
- .1 To reception facilities (identify port);²
 - .2 Transferred to another (other) tank(s) (indicate tank(s) and the total content in the tank(s));
 - .3 Incinerated (indicate total time of operation);
 - .4 Other method (state which)

D. NON-AUTOMATIC DISCHARGE OVERBOARD OR DISPOSAL OTHERWISE OF BILGE WATER WHICH HAS ACCUMULATED IN MACHINERY SPACES

Bilge water is originating from leaking water seals of pumps, stern tube, leaking pipes/flanges of fuel oil, steam, sea water, fresh water, boiler water systems. The anticipated quantity depends on many factors (ER condition and maintenance, crew competence, age of vessel, etc.).

Guidance on daily bilge water quantity can be reported as:

*0.5 m³ for 40-3000 GRT
 1.5 m³ for 3000-5000 GRT
 2.5 m³ for 5000-7000 GRT
 4 m³ for 7000-10000 GRT
 6 m³ for above 10000 GRT*

For oil sealed stern tube these values should be reduced by 50%

13. Quantity discharged or disposed of.
14. Time of discharge or disposal (start and stop).
15. Method of discharge or disposal:
- .1 Through 15 ppm equipment (state position at start and end);
 - .2 To reception facilities (identify port);³
 - .3 Transfer to slop tank or holding tank (indicate tank(s); state quantity transferred and the total quantity retained in tank(s)).

² & ³ *Ships' masters should obtain from the operator of the reception facilities, which include barges and tank trucks, a receipt or certificate detailing the quantity of tank washings, dirty ballast, residues or oily mixtures transferred, together with the time and date of the transfer. This receipt or certificate, if attached to the ORB, may aid the master of the ship in proving that his ship was not involved in a pollution incident. The receipt or certificate should be kept together with the ORB.*

E. AUTOMATIC DISCHARGE OVERBOARD OR DISPOSAL OTHERWISE OF BILGE WATER WHICH HAS ACCUMULATED IN MACHINERY SPACES

This section refers to the bilge systems with floater switches in the bilge wells activating "automatic" bilge water transfer to the bilge water holding tank or with floater switches in the bilge water holding tank activating "automatic" bilge water discharge overboard-through the bilge water separator.

When these systems are used it could result in un-monitored discharge of the bilges. Bilges are normally emptied under D 15 through the 15 ppm equipment.

16. Time and position of the ship when the system was put into automatic mode of operation for discharge overboard.
17. Time when the system was put into automatic mode of operation for transfer of bilge water to holding tank (identify tank)
18. Time when the system was put into manual operation
19. Method of discharge overboard
1 Through 15 ppm equipment

F. CONDITION OF OIL DISCHARGE MONITORING AND CONTROL SYSTEM

20. Time of system failure (*and total quantity in tank*).
21. Time when system was made operational
22. Reasons for failure

G. ACCIDENTAL OR OTHER EXCEPTIONAL DISCHARGE OF OIL

23. Time of occurrence
24. Place or position of the ship at the time of occurrence
25. Approximate quantity and type of oil
26. Circumstances of discharge or escape, the reasons therefore and general remarks.

H. BUNKERING OF FUEL OR BULK LUBRICATING OIL

27. Bunkering:

- .1 Place of bunkering
- .2 Time of bunkering
- .3 Type and quantity of oil and identity of tank(s) *(state quantity added and total content of tank(s))*
- .4 Type and quantity of lubricating oil and identity of tank(s) *(state quantity added and total content of tank(s))*

I. ADDITIONAL OPERATIONAL PROCEDURES AND GENERAL REMARKS

The subsequent Chapter 5. covers detailed examples of related operations and includes INTERTANKO's recommendations with examples.

4. FREQUENTLY FOUND FAILURES

4.1 IOPP Certificate

4.1.1 Supplement to IOPP certificate:

Form A for ships other than oil tankers (see Appendix 7.3)

Form B for oil tankers (see Appendix 7.4)

(All numbers below refer to the above forms)

- Bilge separator throughput is stated in paragraph 2.5 and should be verified with manufacturer's manual and type certificate
- Oil residue (sludge) tanks are covered in paragraph 3.1. All tanks including incinerator sludge tank, HFO/DO/LO separators sludge tanks, stuffing box LO drain tank etc should be recorded.
- Bilge water holding tanks are covered in paragraph 3.3 unless if a waiver of Reg 16 is valid (then 2.6.2.)
- Oil residues (sludge) incinerator capacity is stated in paragraph 3.2.1 and should be verified with manufacturer's manual and type certificate
- For auxiliary boiler to burn Oil Residue (sludge) paragraph 3.2.2 should be marked and this should be verified with burner's manual and piping system

4.2 Sludge collection – pumping – incineration

4.2.1 C11.1: entry at the end of the voyage, of total sludge retention quantity on board

Sludge on board = Sludge produced - (sludge incinerated and/or burned in aux boiler)

SHOULD BE MEASURED ←

→ NOT KNOWN .

← ALSO DIFFICULT TO JUDGE

4.2.2 Sludge daily quantity from purifiers = $(0.008 \text{ up to } 0.01) \times \text{HFO consumption} + 0.005 \times \text{DO consumption}$ (reference to this Guide Section 3, C11.1)

← ARE THEY SUGGESTING THIS SHOULD BE A CALCULATED QUANTITY?

4.2.3 Sludge from HFO tanks about 15 lt / 1000 kw per day (sludges from bilge water separator) (reference to this Guide Section 3, C11.2)

4.2.4 Sludge from 15 ppm bilge water separator ←

4.2.5 C12.3: Sludge incinerated: Incinerator capacity as per IOPP Certificate, Form A 3.2.1

4.2.6 C12.4: Sludge burned in aux. boiler only when IOPP certificate, Form A or B 3.2.3 is ticked

4.2.7 E17, D13: Bilge water separator capacity as per IOPP certificate Form A 2.5

4.3 Bilge water discharge overboard

4.3.1 D15.2, E19.1: Bilge water separator capacity as per IOPP Certificate Supplement Form A or B 2.5

4.3.2 D15.2, E19.1: At any overboard discharge quantity must be less than the maximum separator throughput ~~————~~ **NOT TRUE IF TANK HAS SLUDGE IN IT.**

4.3.3 D15.3: There is not any specific requirement on the frequency of this operation, but is recommended for an entry at least once per week of transfer and ROB for bilge water

4.3.4 Discharge within special area as defined in MARPOL 73/78 as amended, Annex I, Chapter II, Reg. 10 ONLY when:

- through the 15 ppm control device
- bilges free of cargo slops
- ship en route

Special areas for ORB do not coincide with special areas for Garbage Record Book

4.3.5 Section E should be recorded ONLY in case of auto-start of system activation by floater switches in bilge wells or bilge water holding tank.

In all remaining cases section D to be used.

4.4 Discrepancies between deck log and ORB

4.4.1 IOPP certificate should be reviewed to verify data entered in the Book

4.4.2 C11.1: entry at the end of the voyage of total sludge retention quantity on board

Sludge on board = Sludge produced-(sludge incinerated and/or burned in aux. boiler)

4.4.3 D15.3: There is no specific requirement on the frequency of this operation. It is recommended, however, to record transfer/detained in tanks of bilge water once per week.

4.4.4 All entries properly signed with time start/end identical between the two logs.

Each page of the ORB to be signed by the Master.

4.4.5 All entries in the ORB to be done in CAPITAL Letters with INDELIBLE INK. *Not pencil!*

4.4.6 For all entries category B, C, D, E following must be entered:

- position and time at start and stop **← NOT TRUE**
- duration and volume discharged in line with incinerator / bilge water separator capacity

BILGE

4.5 Prior arrival in port

4.5.1 ORB must be:

- stamped by Flag Administration, as required
- readily available, filed for 3 years
- duly filled in and signed till the date arriving in port

4.5.2 Engine bilges/sludge overboard valve sealed/locked

4.5.3 Clean filters – check availability of spare filter

WHAT FILTERS?

4.5.4 15 ppm 3-way valve test

4.5.5 Incinerator test - familiarisation of all engine officers

4.5.6 Flange for ashore connection properly maintained

4.5.7 Certificates available for incinerator, ODME, bilge water separator, 15 ppm control equipment

5. DETAILED EXAMPLES FOR RELATED OPERATIONS

- 5.1 Fuel Bunkering
- 5.2 Lubricating Oil bunkered in bulk
- 5.3 Engine room bilges discharge overboard through the 15 ppm bilge water separator
- 5.4 Bilge water from bilge water holding tank discharge overboard through the 15 ppm bilge water separator
- 5.5 Bilge water collection in bilge water holding tanks
- 5.6 Delivery of bilge water from bilge water holding tank(s) to shore facilities
- 5.7 Purifiers sludge collection
- 5.8 Sludge transfer from purifiers sludge tank to main sludge tank
- 5.9 Sludge disposal to shore facilities
- 5.10 Used oils transfer to sludge tank
- 5.11 Bilge separator / oil content meter failure
- 5.12 Sludge incineration
- 5.13 Oil residues / sludge retained on board (ROB)
- 5.14 Draining water from tank into another tank
- 5.15 Bilge water automatic discharge overboard

INTERTANKO's observations and clarifications are recorded in italics throughout the Guide.

5.1 Fuel Bunkering

DATE	CODE LETTER	ITEM NUMBER	RECORDS OF OPERATIONS-SIGNATURE OF OFFICER IN CHARGE
20/06/2000	H	27.1	ELEUSIS
		27.2	STARTED 07:20 / FINISHED 0800
		27.3	25250 LTS MDO SPECIFIC GRAVITY AT 15° C = 0.8520 g/l VISCOSITY AT 40° C – 2.5 cSt TOTAL IN No.1 (P) FUEL OIL TANK 30000 LTS MDO
			<i>(SIGNATURE OF RESPONSIBLE OFFICER)</i>

5.2 Lubricating Oil Bunkering in Bulk

DATE	CODE LETTER	ITEM NUMBER	RECORDS OF OPERATIONS-SIGNATURE OF OFFICER IN CHARGE
20/06/2000	H	27.1	ELEUSIS
		27.2	STARTED 07:20 / FINISHED 0800
		27.4	1500 LTS LUB OIL SAE 30 TO NO 1 LUB OIL TANK TOTAL QUANTITY IN TANK 1800 LTS
			<i>(SIGNATURE OF RESPONSIBLE OFFICER)</i>

*Note:
Bunkering of lubricating oil in drums is not entered in the ORB*

5.3 Engine Room Bilges Discharge Overboard through the 15 ppm Bilge Water Separator

DATE	CODE LETTER	ITEM NUMBER	RECORDS OF OPERATIONS- SIGNATURE OF OFFICER IN CHARGE
20/06/2000	D	13	4m ³
		14	STARTED 08:00 / FINISHED 1200
		15.1	THROUGH 15 PPM EQUIPMENT POSITION AT START POSITION AT END
<p>Note: If during the separator operation the sludge collecting valve has been activated and the collected sludge has been turned into the sludge tank, the following entry has to be carried out in the oil record book:</p>			
20/06/2000	C	11.2	200 LTRS FROM 15 PPM EQUIPMENT OPERATION TO SLUDGE TANK OF CAPACITY 1.5 m ³ , TOTAL QUANTITY IN TANK 0.8 m ³
			(SIGNATURE OF RESPONSIBLE OFFICER)
<p>Note: For an overboard discharging operation through the 15 ppm oily water separator when the ship is in special areas (e.g. Mediterranean Sea, Black Sea, etc) the following conditions have to be fulfilled: The ship is proceeding en route; the 15 ppm oily water separator and the 15 ppm oil content meter with its alarm and the automatic stopping device (three way valve) are efficiently operating</p> <p>It is noted that the previous MARPOL requirement of the ship to be more than 12 nautical miles from the nearest land has already been abolished. The discharged quantity entered in the ORB under code letter/number D 13 must not be more than the product of the operation time multiplied with maximum capacity of the separator, entered under code letter/number D 14.</p>			

ASSUMES QUANTITY IN BILGE IS KNOWN.

CANNOT DETERMINE O.W.S. DOES NOT ALARM THIS.
* SOUND SLUDGE TANK ??

NOT TRUE IF TANK HAS SLUDGE.

5.4 Bilge Water from Bilge Water Holding Tank Discharge overboard through the 15 ppm Bilge Water separator

DATE	CODE LETTER	ITEM NUMBER	RECORDS OF OPERATIONS- SIGNATURE OF OFFICER IN CHARGE
20/06/2000	D	13	4m ³ FROM BILGE WATER HOLDING TANK
		14	STARTED 08:00 / FINISHED 1200
		15.1	THROUGH 15 PPM EQUIPMENT . POSITION AT START POSITION AT END QUANTITY RETAINED IN BILGE WATER HOLDING TANK 0.4 m ³
20/06/2000	C	11.2	200 LTRS FROM 15 PPM EQUIPMENT OPERATION TO SLUDGE TANK OF CAPACITY 1.5 m ³ , TOTAL QUANTITY IN TANK 0.8 m ³ (SIGNATURE OF RESPONSIBLE OFFICER)

DIFFICULT TO KNOW →

5.5 Bilge Water Collection in Bilge Water Holding Tanks

DATE	CODE LETTER	ITEM NUMBER	RECORDS OF OPERATIONS- SIGNATURE OF OFFICER IN CHARGE
20/06/2000	D	13	1.5 m ³
		14	STARTED 08:00 / FINISHED 08:30
		15.3	TRANSFER TO BILGE WATER HOLDING TANK OF CAPACITY 4 m ³ , TOTAL QUANTITY IN TANK 3 m ³
20/06/2000	D	15.3	TRANSFER TO BILGE WATER HOLDING TANK (CAPACITY 4m ³) of 1.5m ³ TOTAL QUANTITY IN TANK 3m ³ (SIGNATURE OF RESPONSIBLE OFFICER)

WHY TWO ENTRIES ?

5.6 Delivery of Bilge Water from Bilge Water holding tank to shore facilities

DATE	CODE LETTER	ITEM NUMBER	RECORDS OF OPERATIONS- SIGNATURE OF OFFICER IN CHARGE
20/06/2000	D	13 14 15.2	4 m ³ (FROM BILGE WATER HOLDING TANK STARTED 08:00 / FINISHED 09:00 TO PIRAEUS PORT RECEPTION FACILITIES RECEIPT NO:..... (SIGNATURE OF RESPONSIBLE OFFICER)

THIS IS WHERE QUANT. WOULD BE NICE. REM. IN TANK

Note:

Vessels for which the requirement for installation of oil bilge water separator is waived should have only bilge water holding tank and, as per note recorded in IOPP certificate, dispose of oily bilge water to shore facilities during dedicated days.

The Master should request receipt from shore facilities stating quantity of bilge water disposed of, date and time.

This receipt should be attached to the ORB.

5.7 Sludge Collection

DATE	CODE LETTER	ITEM NUMBER	RECORDS OF OPERATIONS- SIGNATURE OF OFFICER IN CHARGE
20/06/2000	C	11.1	400 LTS TO DL SLUDGE TANK OF CAPACITY 0.8 m ³ TOTAL QUANTITY IN TANK 600 LTS (SIGNATURE OF RESPONSIBLE OFFICER)

HOW KNOWN BY MEASUREMENT? NO OBS INSTR. FOR THIS. WHAT IS DL. DRAIN LINE?

Note:

The sludge tanks recorded here should be exactly the same as the tanks recorded in IOPP supplement Form A or Form B.

This record should be kept at least at the end of each voyage but not more than once per week.

Anticipated daily quantity will be 0.8% of HFO daily consumption plus 0.5 % DO daily consumption.

OR CALC?

5.8 Sludge Transfer from Purifiers Sludge Tank to Main Sludge Tank

DATE	CODE LETTER	ITEM NUMBER	RECORDS OF OPERATIONS- SIGNATURE OF OFFICER IN CHARGE
20/06/2000	C	12.2	600 LTS TRANSFERRED FROM DL SLUDGE TANK OF CAPACITY 0.8 m ³ TO SLUDGE TANK OF CAPACITY 2.5 m ³ TOTAL RETAINED IN DL SLUDGE TANK = 0 LTS TOTAL QUANTITY IN SLUDGE TANK 15 m ³ (SIGNATURE OF RESPONSIBLE OFFICER)



Note:

As per MARPOL 73/78 interpretations anticipated daily quantity will be 0.8 – 1% of HFO daily consumption plus 0.5% DO daily consumption.

The sludge tanks recorded here should be exactly the same as the tanks recorded in IOPP supplement Form A or Form B.

In case that there is no sludge tank on board, the sludge accumulated in purifiers' sludge tank should be disposed of to shore facilities. ?

5.9 Sludge Disposal to Shore Facilities

DATE	CODE LETTER	ITEM NUMBER	RECORDS OF OPERATIONS- SIGNATURE OF OFFICER IN CHARGE
20/06/2000	C	12.1	1.4 m ³ DELIVERED TO PIRAEUS PORT RECEPTION FACILITIES FROM SLUDGE TANK OF CAPACITY 1.5 m ³ RECEIPT NO: QUANTITY RETAINED IN TANK = 0 m ³ (SIGNATURE OF RESPONSIBLE OFFICER)

Note:

OR C/E

The Master should request a receipt from the shore facilities stating the quantity of the oil residues disposed of, with date and time.

This receipt should be attached in the ORB.

The sludge tanks recorded here should be exactly the same as the tanks recorded in the IOPP supplement Form A or Form B.

5.10 Used Oils transfer to Sludge Tank

DATE	CODE LETTER	ITEM NUMBER	RECORDS OF OPERATIONS- SIGNATURE OF OFFICER IN CHARGE
20/06/2000	C	11.2	300 LTS USED LUB OIL TO SLUDGE TANK OF CAPACITY 1.5 m ³ TOTAL QUANTITY IN TANK 1.2 m ³ (SIGNATURE OF RESPONSIBLE OFFICER)

Note:
The sludge tanks recorded here should be exactly the same as the tanks recorded in IOPP Supplement (Form A or Form B).

11 15 For Recording Amount NOT TRANSFER 11 15 ONLY FOR END OF VOYAGE OR WEEKLY IF SHORT VOYAGES

5.11 Bilge Separator / Oil Content Meter Failure

DATE	CODE LETTER	ITEM NUMBER	RECORDS OF OPERATIONS- SIGNATURE OF OFFICER IN CHARGE
20/06/2000	F	20	AT 16:00 HRS TIME THE OIL FILTERING EQUIPMENT OF 15 PPM (OR THE OIL CONTENT METER-BILGE ALARM) FAILED
		21	AT 21:00 HRS TIME THE OIL FILTERING EQUIPMENT OF 15 PPM (OR THE OIL CONTENT METER-BILGE ALARM) HAS BEEN MADE OPERATIONAL
		22	REASON OF FAILURE (STATED) (SIGNATURE OF RESPONSIBLE OFFICER)

Note:
If the failure is not rectified the same day, code F (Condition of discharge monitoring and control system) is being entered the day of rectification using code F 21 and F 22

THIS STATE O.W.S. FAILURE SHOULD ALSO BE RECORDED F. 15 FOR MONITORING AND CONTROL ONLY.

5.12 Sludge Incineration

DATE	CODE LETTER	ITEM NUMBER	RECORDS OF OPERATIONS- SIGNATURE OF OFFICER IN CHARGE
20/06/2000	C	12.3	200 LTS FROM SLUDGE TANK OF CAPACITY 1.5 m ³ INCINERATED TOTAL TIME OF INCINERATION 4 HOURS QUANTITY RETAINED IN TANK = 0.6 m ³ (SIGNATURE OF RESPONSIBLE OFFICER)

Note:
The quantity recorded as incinerated should be equal to the capacity of the incinerator multiplied by the operation time. NO WHAT IF INCINERATOR RUNS SLOW?
 Sludge incineration is permitted only if para 3.1 of IOPP certificate supplement Form A or Form B is duly marked.
 The sludge tanks recorded here should be exactly the same as the tanks recorded in the IOPP supplement Form A or Form B.

THIS IS WHERE START AND STOP TIME ARE NICE. ONLY TOTAL TIME IS READ UNDER C 12.3.

OR POOPS OUT A COUPLE OF TIMES.

5.13 Oil Residues / Sludge retained on board

DATE	CODE LETTER	ITEM NUMBER	RECORDS OF OPERATIONS- SIGNATURE OF OFFICER IN CHARGE
01.01.1994	C	11.1	FUEL OIL SLUDGE TANK NO. 25, 9.5 m ³ / 5.5 m ³ INCINERATOR SETTLING TANK NO 37, 5.5 m ³ / 3.0 m ³ (OTHER SLUDGE TANK), NO 18, 2.5 m ³ / 1.0 m ³
Periodically (company's option)		11.2	BILGE OIL TANK NO 12, 20 m ³ / 12 m ³ DIRTY OIL TANK NO 17, 10 m ³ / 5.5 m ³
08.01.1994	C	11.1	FUEL OIL SLUDGE TANK NO 25, 9.5 m ³ / 6.5 m ³ INCINERATOR SETTLING TANK NO 37, 5.5 m ³ / 3.0 m ³ (OTHER SLUDGE TANK) NO 18 2.5 m ³ / 1.5 m ³ (SIGNATURE OF RESPONSIBLE OFFICER)

Note:
 Entries should be made at the end of a voyage, but not more frequently than once a week.
 When ships are on short voyages, the quantity should be recorded weekly.

WHY NOT HERE?

5.14 Draining water from tank into another tank

DATE	CODE LETTER	ITEM NUMBER	RECORDS OF OPERATIONS- SIGNATURE OF OFFICER IN CHARGE
12.01.1994	C	12.2	2 m ³ WATER FROM SLUDGE TANK TO BILGE HOLDING TANK TOTAL QUANTITY OF BILGE HOLDING TANK 4 m ³ (SIGNATURE OF RESPONSIBLE OFFICER)

5.15 Bilge Water automatic discharge overboard

NOT SURE WHY THIS WOULD BE IN AUTO MODE FOR TWO HRS.

DATE	CODE LETTER	ITEM NUMBER	RECORDS OF OPERATIONS- SIGNATURE OF OFFICER IN CHARGE
01.01.1994	E	16	16.00 HRS, LAT [°... '...], LON [°... '...]
		18	20.00 HRS STOP
		19.1	THROUGH 15 PPM EQUIPMENT
02.01.1994	E	17	16.00 HRS TO BILGE WATER HOLDING TANK NO. 9
		18	18.00 HRS STOP (SIGNATURE OF RESPONSIBLE OFFICER)

WRONG

- 17 16.00 HRS TO BILGE WATER HOLDING TANK NO.9.
- 18 18.00 HRS STOP.

PUT COMMENTS MADE ON TOP OF PAGE 9 HERE FOR GUIDANCE ON THIS ENTRY. IT IS CONFUSING.

6. AUTHORS' REFERENCES

- Greek Flag: ORB fill-in instructions
- IMO 650E 2000 Edition, Procedures for Port State Control in relation to MARPOL and Oil Pollution Prevention
- Port of Wilhelmshaven: List of examples for ORB record
- MARPOL 73/78, Annex I, Chapter IV, Appendix III
- Supplement to the IOPP Certificate Form A
- Supplement to the IOPP Certificate Form B

7. APPENDIX

MARPOL 73/78 Annex 1, Chapter II, Regulations 9, 10, 11, 12, 20 - Requirements for control of operational pollution

The following excerpt is reproduced from the IMO publication MARPOL 73/78 (Consolidated Edition 2002) with the kind permission of the International Maritime Organization (IMO), London.

Regulation 9

Control of discharge of oil

- (1) Subject to the provisions of regulations 10 and 11 of this Annex and paragraph (2) of this regulation, any discharge into the sea of oil or oily mixtures from ships to which this Annex applies shall be prohibited except when all the following conditions are satisfied:
 - (a) for an oil tanker, except as provided for in subparagraph (b) of this paragraph:
 - (i) the tanker is not within a special area;
 - (ii) the tanker is more than 50 nautical miles from the nearest land;
 - (iii) the tanker is proceeding en route;
 - (iv) the instantaneous rate of discharge of oil content does not exceed 30 litres per nautical mile;
 - (v) the total quantity of oil discharged into the sea does not exceed for existing tankers 1/15,000 of the total quantity of the particular cargo of which the residue formed a part, and for new tankers 1/30,000 of the total quantity of the particular cargo of which the residue formed a part; and
 - (vi) the tanker has in operation an oil discharge monitoring and control system and a slop tank arrangement as required by regulation 15 of this Annex.
 - (b) from a ship of 400 tons gross tonnage and above other than an oil tanker and from machinery space bilges excluding cargo pump-room bilges of an oil tanker unless mixed with oil cargo residue:
 - (i) the ship is not within a special area;
 - (ii) the ship is proceeding en route;
 - (iii) the oil content of the effluent without dilution does not exceed 15 parts per million; and
 - (iv) the ship has in operation equipment as required by regulation 16 of this Annex.
- (2) In the case of a ship of less than 400 tons gross tonnage other than an oil tanker whilst outside the special area, the Administration shall ensure that it is equipped as far as practicable and reasonable with installations to ensure the storage of oil residues on board and their discharge to reception facilities or into the sea in compliance with the requirements of paragraph (1)(b) of this regulation.
- (3) Whenever visible traces of oil are observed on or below the surface of the water in the immediate vicinity of a ship or its wake, Governments of Parties to the

Convention should, to the extent they are reasonably able to do so, promptly investigate the facts bearing on the issue of whether there has been a violation of the provisions of this regulation or regulation 10 of this Annex. The investigation should include, in particular, the wind and sea conditions, the track and speed of the ship, other possible sources of the visible traces in the vicinity, and any relevant oil discharge records.

- (4) The provisions of paragraph (1) of this regulation shall not apply to the discharge of clean or segregated ballast or unprocessed oily mixtures which without dilution have an oil content not exceeding 15 parts per million and which do not originate from cargo pump-room bilges and are not mixed with oil cargo residues.
- (5) No discharge into the sea shall contain chemicals or other substances in quantities or concentrations which are hazardous to the marine environment or chemicals or other substances introduced for the purpose of circumventing the conditions of discharge specified in this regulation.
- (6) The oil residues which cannot be discharged into the sea in compliance with paragraphs (1), (2) and (4) of this regulation shall be retained on board or discharged to reception facilities.
- (7) In the case of a ship, referred to in regulation 16(6) of this Annex, not fitted with equipment as required by regulation 16(1) or 16(2) of this Annex, the provisions of paragraph (1)(b) of this regulation will not apply until 6 July 1998 or the date on which the ship is fitted with such equipment, whichever is the earlier. Until this date any discharge from machinery space bilges into the sea of oil or oily mixtures from such a ship shall be prohibited except when all the following conditions are satisfied:
 - (a) the oily mixture does not originate from the cargo pump-room bilges;
 - (b) the oily mixture is not mixed with oil cargo residues;
 - (c) the ship is not within a special area;
 - (d) the ship is more than 12 nautical miles from the nearest land;
 - (e) the ship is proceeding en route;
 - (f) the oil content of the effluent is less than 100 parts per million; and
 - (g) the ship has in operation oily-water separating equipment of a design approved by the Administration, taking into account the specification recommended by the Organization.

Regulation 10

Methods for the prevention of oil pollution from ships while operating in special areas

- (1) For the purpose of this Annex, the special areas are the Mediterranean Sea area, the Baltic Sea area, the Black Sea area, the Red Sea area, the "Gulfs area", the Gulf of Aden area, the Antarctic area and the North-West European waters, which are defined as follows:
 - (a) The Mediterranean Sea area means the Mediterranean Sea proper including the gulfs and seas therein with the boundary between the Mediterranean and the Black Sea constituted by the 41° N parallel and bounded to the west by the Straits of Gibraltar at the meridian of 5°36' W.

- (b) The Baltic Sea area means the Baltic Sea proper with the Gulf of Bothnia, the Gulf of Finland and the entrance to the Baltic Sea bounded by the parallel of the Skaw in the Skagerrak at 57°44.8' N.
 - (c) The Black Sea area means the Black Sea proper with the boundary between the Mediterranean and the Black Sea constituted by the parallel 41° N.
 - (d) The Red Sea area means the Red Sea proper including the Gulfs of Suez and Aqaba bounded at the south by the rhumb line between Ras si Ane (12°28.5' N, 43°19.6' E) and Husn Murad (12°40.4' N, 43°30.2' E).
 - (e) The Gulfs area means the sea area located north-west of the rhumb line between Ras al Hadd (22°30' N, 59°48' E) and Ras al Fasteh (25°04' N, 61°25' E).
 - (f) The Gulf of Aden area means that part of the Gulf of Aden between the Red Sea and the Arabian Sea bounded to the west by the rhumb line between Ras si Ane (12°28.5' N, 43°19.6' E) and Husn Murad (12°40.4' N, 43°30.2' E) and to the east by the rhumb line between Ras Asir (11°50' N, 51°16.9' E) and Ras Fartak (15°35' N, 52°13.8' E).
 - (g) The Antarctic area means the sea area south of latitude 60 S.
 - (h) The North-West European waters include the North Sea and its approaches, the Irish Sea and its approaches, the Celtic Sea, the English Channel and its approaches and part of the North-East Atlantic immediately to the west of Ireland. The area is bounded by lines joining the following points:
 - (i) 48°27' N on the French coast;
 - (ii) 48°27' N, 6°25' W;
 - (iii) 49°52' N, 7°44' W;
 - (iv) 50°30' N, 12° W;
 - (v) 56°30' N, 12° W;
 - (vi) 62° N, 3° W;
 - (vii) 62° N on the Norwegian coast;
 - (viii) 57°44.8' N on the Danish and Swedish coasts.
- (2) Subject to the provisions of regulation 11 of this Annex:
- (a) Any discharge into the sea of oil or oily mixture from any oil tanker and any ship of 400 tons gross tonnage and above other than an oil tanker shall be prohibited while in a special area. In respect of the Antarctic area, any discharge into the sea of oil or oily mixture from any ship shall be prohibited.
 - (b) Except as provided for in respect of the Antarctic area under subparagraph 2(a) of this regulation, any discharge into the sea of oil or oily mixture from a ship of less than 400 tons gross tonnage, other than an oil tanker, shall be prohibited while in a special area, except when the oil content of the effluent without dilution does not exceed 15 parts per million.
- (3) (a) The provisions of paragraph (2) of this regulation shall not apply to the discharge of clean or segregated ballast.
- (b) The provisions of subparagraph (2)(a) of this regulation shall not apply to the discharge of processed bilge water from machinery spaces, provided that all of the following conditions are satisfied:
- (i) the bilge water does not originate from cargo pump-room bilges;

- (ii) the bilge water is not mixed with oil cargo residues:
 - (iii) the ship is proceeding en route:
 - (iv) the oil content of the effluent without dilution does not exceed 15 parts per million:
 - (v) the ship has in operation oil filtering equipment complying with regulation 16(5) of this Annex: and
 - (vi) the filtering system is equipped with a stopping device which will ensure that the discharge is automatically stopped when the oil content of the effluent exceeds 15 parts per million.
- (4) (a) No discharge into the sea shall contain chemicals or other substances in quantities or concentrations which are hazardous to the marine environment or chemicals or other substances introduced for the purpose of circumventing the conditions of discharge specified in this regulation.
- (b) The oil residues which cannot be discharged into the sea in compliance with paragraph (2) or (3) of this regulation shall be retained on board or discharged to reception facilities.
- (5) Nothing in this regulation shall prohibit a ship on a voyage only part of which is in a special area from discharging outside the special area in accordance with regulation 9 of this Annex.
- (6) Whenever visible traces of oil are observed on or below the surface of the water in the immediate vicinity of a ship or its wake, the Governments of Parties to the Convention should, to the extent they are reasonably able to do so, promptly investigate the facts bearing on the issue of whether there has been a violation of the provisions of this regulation or regulation 9 of this Annex. The investigation should include, in particular, the wind and sea conditions, the track and speed of the ship, other possible sources of the visible traces in the vicinity, and any relevant oil discharge records.
- (7) Reception facilities within special areas:
- (a) Mediterranean Sea, Black Sea and Baltic Sea areas:
 - (i) The Government of each Party to the Convention the coastline of which borders on any given special area undertakes to ensure that not later than 1 January 1977 all oil loading terminals and repair ports within the special area are provided with facilities adequate for the reception and treatment of all the dirty ballast and tank washing water from oil tankers. In addition all ports within the special area shall be provided with adequate reception facilities for other residues and oily mixtures from all ships. Such facilities shall have adequate capacity to meet the needs of the ships using them without causing undue delay.
 - (ii) The Government of each Party having under its jurisdiction entrances to seawater courses with low depth contour which might require a reduction of draught by the discharge of ballast undertakes to ensure the provision of the facilities referred to in subparagraph (a)(i) of this paragraph but with the proviso that ships required to discharge slops or dirty ballast could be subject to some delay.
 - (iii) During the period between the entry into force of the present Convention (if earlier than 1 January 1977) and 1 January 1977 ships while navigating in the special areas shall comply with the requirements of regulation 9 of this Annex. However, the

Governments of Parties the coastlines of which border any of the special areas under this subparagraph may establish a date earlier than 1 January 1977, but after the date of entry in force of the present Convention, from which the requirements of this regulation in respect of the special areas in question shall take effect:

- (1) if all the reception facilities required have been provided by the date so established; and
 - (2) provided that the Parties concerned notify the Organization of the date so established at least six months in advance, for circulation to other Parties.
- (iv) After 1 January 1977, or the date established in accordance with subparagraph (a)(iii) of this paragraph if earlier, each Party shall notify the Organization for transmission to the Contracting Governments concerned of all cases where the facilities are alleged to be inadequate.
- (b) Red Sea area, Gulfs area, Gulf of Aden area and North-West European waters:
- (i) The Government of each Party the coastline of which borders on the special areas undertakes to ensure that as soon as possible all oil loading terminals and repair ports within these special areas are provided with facilities adequate for the reception and treatment of all the dirty ballast and tank washing water from tankers. In addition all ports within the special area shall be provided with adequate reception facilities for other residues and oily mixtures from all ships. Such facilities shall have adequate capacity to meet the needs of the ships using them without causing undue delay.
 - (ii) The Government of each Party having under its jurisdiction entrances to seawater courses with low depth contour which might require a reduction of draught by the discharge of ballast shall undertake to ensure the provision of the facilities referred to in subparagraph (b)(i) of this paragraph but with the proviso that ships required to discharge slops or dirty ballast could be subject to some delay.
 - (iii) Each Party concerned shall notify the Organization of the measures taken pursuant to provisions of subparagraph (b)(i) and (ii) of this paragraph. Upon receipt of sufficient notifications the Organization shall establish a date from which the requirements of this regulation in respect of the area in question shall take effect. The Organization shall notify all Parties of the date so established no less than twelve months in advance of that date.
 - (iv) During the period between the entry into force of the present Convention and the date so established, ships while navigating in the special area shall comply with the requirements of regulation 9 of this Annex.
 - (v) After such date oil tankers loading in ports in these special areas where such facilities are not yet available shall also fully comply with the requirements of this regulation. However, oil tankers entering these special areas for the purpose of loading shall make every effort to enter the area with only clean ballast on board.
 - (vi) After the date on which the requirements for the special area in question take effect, each Party shall notify the Organization for

transmission to the Parties concerned of all cases where the facilities are alleged to be inadequate.

- (vii) At least the reception facilities as prescribed in regulation 12 of this Annex shall be provided by 1 January 1977 or one year after the date of entry into force of the present Convention, whichever occurs later.
- (8) Notwithstanding paragraph (7) of this regulation, the following rules apply to the Antarctic area:
- (a) The Government of each Party to the Convention at whose ports ships depart en route to or arrive from the Antarctic area undertakes to ensure that as soon as practicable adequate facilities are provided for the reception of all sludge, dirty ballast, tank washing water, and other oily residues and mixtures from all ships, without causing undue delay, and according to the needs of the ships using them.
 - (b) The Government of each Party to the Convention shall ensure that all ships entitled to fly its flag, before entering the Antarctic area, are fitted with a tank or tanks of sufficient capacity on board for the retention of all sludge, dirty ballast, tank washing water and other oily residues and mixtures while operating in the area and have concluded arrangements to discharge such oily residues at a reception facility after leaving the area.

Regulation 11

Exceptions

Regulations 9 and 10 of this Annex shall not apply to:

- (a) the discharge into the sea of oil or oily mixture necessary for the purpose of securing the safety of a ship or saving life at sea; or
- (b) the discharge into the sea of oil or oily mixture resulting from damage to a ship or its equipment:
 - (i) provided that all reasonable precautions have been taken after the occurrence of the damage or discovery of the discharge for the purpose of preventing or minimizing the discharge; and
 - (ii) except if the owner or the master acted either with intent to cause damage, or recklessly and with knowledge that damage would probably result; or
- (c) the discharge into the sea of substances containing oil, approved by the Administration, when being used for the purpose of combating specific pollution incidents in order to minimize the damage from pollution. Any such discharge shall be subject to the approval of any Government in whose jurisdiction it is contemplated the discharge will occur.

Regulation 12

Reception facilities

- (1) Subject to the provisions of regulation 10 of this Annex, the Government of each Party undertakes to ensure the provision at oil loading terminals, repair ports, and in other ports in which ships have oily residues to discharge, of facilities for the reception of such residues and oily mixtures as remain from oil tankers and other ships adequate to meet the needs of the ships using them without causing undue delay to ships.

- (2) Reception facilities in accordance with paragraph (1) of this regulation shall be provided in:
- (a) all ports and terminals in which crude oil is loaded into oil tankers where such tankers have immediately prior to arrival completed a ballast voyage of not more than 72 hours or not more than 1,200 nautical miles;
 - (b) all ports and terminals in which oil other than crude oil in bulk is loaded at an average quantity of more than 1,000 metric tons per day;
 - (c) all ports having ship repair yards or tank cleaning facilities;
 - (d) all ports and terminals which handle ships provided with the sludge tank(s) required by regulation 17 of this Annex;
 - (e) all ports in respect of oily bilge waters and other residues, which cannot be discharged in accordance with regulation 9 of this Annex; and
 - (f) all loading ports for bulk cargoes in respect of oil residues from combination carriers which cannot be discharged in accordance with regulation 9 of this Annex.
- (3) The capacity for the reception facilities shall be as follows:
- (a) Crude oil loading terminals shall have sufficient reception facilities to receive oil and oily mixtures which cannot be discharged in accordance with the provisions of regulation 9(1)(a) of this Annex from all oil tankers on voyages as described in paragraph (2)(a) of this regulation.
 - (b) Loading ports and terminals referred to in paragraph (2)(b) of this regulation shall have sufficient reception facilities to receive oil and oily mixtures which cannot be discharged in accordance with the provisions of regulation 9(1)(a) of this Annex from oil tankers which load oil other than crude oil in bulk.
 - (c) All ports having ship repair yards or tank cleaning facilities shall have sufficient reception facilities to receive all residues and oily mixtures which remain on board for disposal from ships prior to entering such yards or facilities.
 - (d) All facilities provided in ports and terminals under paragraph (2)(d) of this regulation shall be sufficient to receive all residues retained according to regulation 17 of this Annex from all ships that may reasonably be expected to call at such ports and terminals.
 - (e) All facilities provided in ports and terminals under this regulation shall be sufficient to receive oily bilge waters and other residues which cannot be discharged in accordance with regulation 9 of this Annex.
 - (f) The facilities provided in loading ports for bulk cargoes shall take into account the special problems of combination carriers as appropriate.
- (4) The reception facilities prescribed in paragraphs (2) and (3) of this regulation shall be made available no later than one year from the date of entry into force of the present Convention or by 1 January 1977, whichever occurs later.
- (5) Each Party shall notify the Organization for transmission to the Parties concerned of all cases where the facilities provided under this regulation are alleged to be inadequate.

Regulation 20

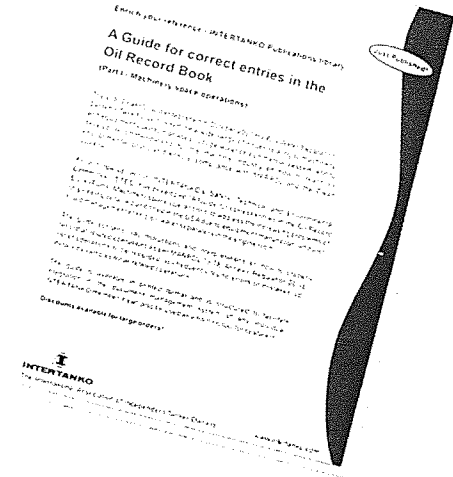
Oil Record Book

- (1) Every oil tanker of 150 tons gross tonnage and above and every ship of 400 tons gross tonnage and above other than an oil tanker shall be provided with an Oil Record Book Part I (Machinery Space Operations). Every oil tanker of 150 tons gross tonnage and above shall also be provided with an Oil Record Book Part II (Cargo/Ballast Operations). The Oil Record Book(s), whether as a part of the ship's official log-book or otherwise, shall be in the form(s) specified in appendix III to this Annex.
- (2) The Oil Record Book shall be completed on each occasion, on a tank-to-tank basis if appropriate, whenever any of the following operations take place in the ship:
 - (a) for machinery space operations (all ships):
 - (i) ballasting or cleaning of oil fuel tanks;
 - (ii) discharge of dirty ballast or cleaning water from tanks referred to under (i) of the subparagraph;
 - (iii) disposal of oily residues (sludge);
 - (iv) discharge overboard or disposal otherwise of bilge water which has accumulated in machinery spaces;
 - (b) for cargo/ballast operations (oil tankers):
 - (i) loading of oil cargo;
 - (ii) internal transfer of oil cargo during voyage;
 - (iii) unloading of oil cargo;
 - (iv) ballasting of cargo tanks and dedicated clean ballast tanks;
 - (v) cleaning of cargo tanks including crude oil washing;
 - (vi) discharge of ballast except from segregated ballast tanks;
 - (vii) discharge of water from slop tanks;
 - (viii) closing of all applicable valves or similar devices after slop tank discharge operations;
 - (ix) closing of valves necessary for isolation of dedicated clean ballast tanks from cargo and stripping lines after slop tank discharge operations;
 - (x) disposal of residues.
- (3) In the event of such discharge of oil or oily mixture as is referred to in regulation 11 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 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 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 shall be in an official language of the State whose flag the ship is entitled to fly, and, for ships holding an International Oil Pollution Prevention Certificate, in English or French. The entries in an official national language of the State whose flag the ship is entitled to fly shall prevail in case of a dispute or discrepancy.

- (5) The Oil Record Book 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) The competent authority of the Government of a Party to the Convention may inspect the Oil Record Book 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 shall be made admissible in any judicial proceedings as evidence of the facts stated in the entry. The inspection of an Oil Record Book 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.
- (7) For oil tankers of less than 150 tons gross tonnage operating in accordance with regulation 15(4) of this Annex an appropriate Oil Record Book should be developed by the Administration.

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