

	<b>MARITIME AUTHORITY OF JAMAICA</b>  <b>Guidance for the recording of operations in the oil record Book</b>	Circular No.	11 - 11 - 12	
		Revision	00	
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TO:

- (I) ALL OWNERS OF JAMAICAN SHIPS
- (II) MANAGERS AND OPERATORS OF JAMAICAN SHIPS

1. **Subject – Guidance for the recording of operations in the oil record**
2. **References – IMO MEPC.1/Circ.736 Dated 08 November 2010**
3. **Attachment – Guidance for the recording of operations in the oil record book Part – 1 machinery space operations ( All Ships )**

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**Dear Ship owners, Operators and Masters:**

**Kindly note that :-**

**1- The Marine Environment Protection Committee, at its sixty-first session, (27 September to 1 October 2010), approved the Guidance for recording of operations in the**

**Oil Record Book Part I – Machinery space operations (all ships) (paragraph 7.38 of document MEPC 61/24), attached in the annex.**

**2 The Guidance is intended to facilitate compliance with MARPOL requirements on board ships by providing advice to crews on how to record the various operations in the Oil Record Book by using the correct codes and item numbers in order to ensure a more uniform port State control procedure.**

**3 MAJ as a Parties to MARPOL are invited to encourage implementation of the above Guidance for use aboard ships flying Jamaican Flag and to disseminate it among all stakeholders including ship operators, surveyors and port State control officers.**

**Surveyor General**

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## Appendix 1

<b>OIL RECORD BOOK INSTRUCTIONS</b>	THE MARITIME AUTHORITY OF JAMAICA
<b>PART I – MACHINERY SPACE OPERATIONS (ALL SHIPS)</b>	

### GENERAL INSTRUCTIONS

1. An Oil Record Book shall be maintained on every vessel in accordance with the provisions of applicable Maritime Regulations.
2. The Oil Record Book must be available at all times for examination by Nautical Inspectors or Inspectors of any Port State when within the jurisdiction of that State. The Oil Record Book Part I must be preserved for three years from the date of the last entry.
3. The Oil Record Book Part I must be properly completed. All machinery space operations must be clearly and accurately recorded. See note on page iii regarding examples of entries.
4. The entries in the Oil Record Book Part I, for ships holding an IOPP Certificate, shall be at least in English, French or Spanish. Where entries in official language of the State whose flag the ship is entitled to fly are also used, this shall prevail in case of a dispute or discrepancy.
5. The Oil Record Book Part I shall be kept in such a place as to be readily available for inspection at all reasonable times and, except in the case of unmanned ships under tow, shall be kept on board the ship. It shall be preserved for a period of three years after the last entry has been made.
6. Owners and their Legal Advisors, Masters and Officers are reminded that, in addition to statutory requirements concerning maintenance of an Oil Record Book Part I, this record is a valuable means of providing proof that the ship has complied with anti-pollution regulations.
7. Pages iv to v of this instruction booklet show a comprehensive list of items of machinery space operations which are, when appropriate, to be recorded in the Oil Record Book Part I in accordance with Regulations 17 of Annex I of the International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 relating thereto (MARPOL 73/78). The items have been grouped into operational sections, each of which is denoted by a letter code
8. Incineration or landing ashore of oily garbage and used filters should be recorded in the Garbage Record Book only.
9. The competent authority of the Government of a Party to the Convention may inspect the Oil Record Book Part I on board any ship to which this Annex applies while the ship is in its port or offshore terminals and may make a copy of any entry in that book and may require the master of the ship to certify that the copy is a true copy of such entry. Any copy so made which has been certified by the master of the ship as a true copy of an entry in the Oil Record Book Part I shall be made admissible in any juridical proceedings as evidence of the facts stated in the entry. The inspection of an Oil Record Book Part I and the taking of a certified copy by the competent authority under this paragraph shall be performed as expeditiously as possible without causing the ship to be unduly delayed.

## **Jamaican Maritime Regulations**

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

### **Regulation 17 of Annex I to MARPOL 73/78**

#### *Oil Record Book, Part I - Machinery space operations*

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

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

- .1 ballasting or cleaning of oil fuel tanks;
- .2 discharge of dirty ballast or cleaning water from oil fuel tanks;
- .3 collection and disposal of oil residue (sludge);
- .4 discharge overboard or disposal otherwise of bilge water which has accumulated in machinery spaces; and
- .5 bunkering of fuel or bulk lubricating oil.

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

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

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

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

7 The competent authority of the Government of a Party to the present Convention may inspect the Oil Record Book Part I on board any ship to which this Annex applies while the ship is in its port or offshore terminals and may make a copy of any entry in that book and may require the master of the ship to certify that the copy is a true copy of such entry. Any copy so made which has been certified by the master of the ship as a true copy of an entry in the ship's Oil Record Book Part I shall be made admissible in any judicial proceedings as evidence of the facts stated in the entry. The inspection of an Oil Record Book Part I and the taking of a certified copy by the competent authority under this paragraph shall be performed as expeditiously as possible without causing the ship to be unduly delayed.

## General Guidance

The following pages of this section show a comprehensive list of items of machinery space operations which are, when appropriate, to be recorded in the Oil Record Book Part I in accordance with regulation 17 of Annex I of the International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 relating thereto (MARPOL 73/78). The items have been grouped into operational sections, each of which is denoted by a letter Code.

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

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

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

The Oil Record Book Part I contains many references to oil quantity. The limited accuracy of tank Measurement devices, temperature variations and clingage will affect the accuracy of these readings. The entries in the Oil Record Book Part I should be considered accordingly.

In the event of accidental or other exceptional discharge of oil statement shall be made in the Oil Record Book Part I of the circumstances of, and the reasons for, the discharge.

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

Do not leave any full lines empty between successive entries.

If a wrong entry has been recorded in the Oil Record Book (ORB), it should immediately be struck through with a single line in such a way that the wrong entry is still legible. The wrong entry should be signed and dated, with the new corrected entry following.

Recording of quantities retained in bilge water holding tanks listed under section 3.3 of the IOPPC is voluntary and not required by the Convention.

## LIST OF ITEMS TO BE RECORDED

### (A) Ballasting or cleaning of oil fuel tanks

- 1 Identity of tank(s) ballasted.
- 2 Whether cleaned since they last contained oil and, if not, type of oil previously carried.
- 3 Cleaning process:
  - .1 position of ship and time at the start and completion of cleaning;
  - .2 identify tank(s) in which one or another method has been employed (rinsing through, steaming, cleaning with chemicals; type and quantity of chemicals used, in m<sup>3</sup>);
  - .3 identity of tank(s) into which cleaning water was transferred and the quantity in m<sup>3</sup>.
- 4 Ballasting:
  - .1 position of ship and time at start and end of ballasting;
  - .2 quantity of ballast if tanks are not cleaned, in m<sup>3</sup>.

### (B) Discharge of dirty ballast or cleaning water from oil fuel tanks referred to under Section (A)

- 5 Identity of tank(s).
- 6 Position of ship at start of discharge.
- 7 Position of ship on completion of discharge.
- 8 Ship's speed(s) during discharge.
- 9 Method of discharge:
  - .1 through 15 ppm equipment;
  - .2 to reception facilities.
- 10 Quantity discharged, in m<sup>3</sup>.

### (C) Collection, transfer and disposal of oil residues (sludge)

- 11 Collection of oil residues (sludge).

Quantities of oil residues (sludge) retained on board. The quantity should be recorded weekly<sup>1</sup>: (This means that the quantity must be recorded once a week even if the voyage lasts more than one week.):

- .1 identity of tank(s)
- .2 capacity of tank(s) ..... m<sup>3</sup>
- .3 total quantity of retention ..... m<sup>3</sup>
- .4 quantity of residue collected by manual operation..... m<sup>3</sup>  
(Operator initiated manual collection where oil residue (sludge) is transferred into oil residue (sludge) holding tank(s).)

- 12 Methods of transfer or disposal of oil residues (sludge).

State quantity of oil residues transferred or disposed of, the tank(s) emptied and the quantity of contents retained in m<sup>3</sup>:

- .1 to reception facilities (identify port)<sup>2</sup>;

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

<sup>2</sup> Ship's masters should obtain from the operator of the reception facilities, which includes barges and tank trucks, a receipt or certificate detailing the quantity of tank washings, dirty ballast, residues or oily mixtures transferred, together with the time and date of the transfer. This receipt or certificate, if attached to the Oil Record Book Part I, may aid the master of the ship in proving that his ship was not involved in an alleged pollution incident. The receipt or certificate should be kept together with the Oil Record Book Part I.

- .2 to another (other) tank(s) (indicate tank(s) and the total content of tank(s));
- .3 incinerated (indicate total time of operation);
- .4 other method (state which).

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

- 13 Quantity discharged, transferred or disposed of, in m<sup>3</sup>.<sup>3</sup>
- 14 Time of discharge, transfer or disposal (start and stop).
- 15 Method of discharge, transfer or disposal:
  - .1 through 15 ppm equipment (state position at start and end);
  - .2 to reception facilities (identify port)<sup>2</sup>;
  - .3 to slop tank, holding tank or other tank(s) (indicate tank(s); state total quantity retained in tank(s), in m<sup>3</sup>).

**(E) Automatic starting of discharge overboard, transfer or disposal otherwise of bilge water which has accumulated in machinery spaces**

- 16 Time and position of ship at which the system has been put into automatic mode of operation for discharge overboard, through 15 ppm equipment.
- 17 Time when the system has been put into automatic mode of operation for transfer of bilge water to holding tank (identify tank).
- 18 Time when the system has been put into manual operation.

**(F) Condition of the oil filtering equipment**

- 19 Time of system failure<sup>4</sup>.
- 20 Time when system has been made operational.
- 21 Reasons for failure.

**(G) Accidental or other exceptional discharges of oil**

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

**(H) Bunkering of fuel or bulk lubricating oil**

- 26 Bunkering:
  - .1 Place of bunkering.
  - .2 Time of bunkering.
  - .3 Type and quantity of fuel oil and identity of tank(s) (state quantity added, in tonnes, and total content of tank(s)).
  - .4 Type and quantity of lubricating oil and identity of tank(s) (state quantity added, in tonnes, and total content of tank (s)).

**(I) Additional operational procedures and general remarks**

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<sup>3</sup>. In case of discharge or disposal of bilge water from holding tank(s), state identity and capacity of holding tank(s) and quantity retained in holding tank(s).

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



NAME OF SHIP: \_\_\_\_\_

DISTINCTIVE NUMBER OR LETTER: \_\_\_\_\_

IMO NUMBER: 00000000

MACHINERY SPACE OPERATIONS

**Usage of code C.11: Collection of oil residues (sludge)**

**Example #1**

Weekly inventory of oil residues (sludge) tanks (tank listed under item 3.1 in the Supplement to the IOPPC)

DATE	CODE (letter)	ITEM (number)	Record of operations/signature of officer in charge
dd-MONTH-yyyy	C	11.1	[Name of sec 3.1 Tank & Designation]
		11.2	xx m <sup>3</sup>
		11.3	xx m <sup>3</sup>
			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 <sup>3</sup>
		11.3	xx m <sup>3</sup>
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

**Example #2**

Recording of oil residue (sludge) collected by manual operation in oil residue (sludge) tank (tank listed under item 3.1 in the Supplement to the IOPPC). Use of code Item Number C11.4 only becomes applicable in accordance with MARPOL Annex I amendments which entered into force on 1 January 2011(Resolution MEPC. 187 (59)).

dd-MONTH-yyyy	C	11.1	[Name of sec. 3.1 Tank & Designation]
		11.2	xx m <sup>3</sup>
		11.3	xx m <sup>3</sup>
		11.4	xx m <sup>3</sup> collected from [identification of source]
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: Operator initiated manual collection where oil residue (sludge) is transferred (transfer with a pump) into the oil residue (sludge) tank(s). Examples of such operations could be:

1. Collection of oil residue (sludge) from fuel oil separator drain tanks.
2. Collection of oil residue (sludge) by draining engine sump tanks.
3. Adding fuel oil to an oil residue (sludge) tank (all content of a sludge tank is considered sludge).
4. Collection of sludge from bilge water holding tanks – in this case a disposal entry for bilge water is also needed.

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

**Example #3**

Disposal of oil residue (sludge) via shore connection

dd-MONTH-yyyy	C	12.1	xx m <sup>3</sup> sludge from [Name of sec 3.1 Tank & Designation], xx m <sup>3</sup> retained,
			to “identify or name of sludge receiver, i.e. barge, tank truck or shore facility” during port stay (Name of Port)
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy
<p>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.</p>			

**Example #4**

Draining of water (disposal) from an oil residue (sludge) tank listed under item 3.1 in the Supplement to the IOPPC, to a bilge water holding tank listed under item 3.3 in the Supplement to the IOPPC

dd-MONTH-yyyy	C	12.2	xx m <sup>3</sup> water drained from [Name of sec 3.1 Tank & Designation], xx m <sup>3</sup> retained,
			to [Name of sec 3.3 Tank & Designation], retained in tank(s) xx m <sup>3</sup>
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy
<p>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.</p>			

**Example #5**

Transfer from one oil residue (sludge) tank to another oil residue (sludge) tank, both listed under item 3.1 in the Supplement to the IOPPC

dd-MONTH-yyyy	C	12.2	xx m <sup>3</sup> sludge transferred from [Name of sec 3.1 Tank & Designation], xx m <sup>3</sup> retained,
			to [Name of sec 3.1 Tank & Designation], retained in tank(s) xx m <sup>3</sup>
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

**Example #6**

Incineration of oil residue (sludge) in Incinerator

dd-MONTH-yyyy	C	12.3	xx m <sup>3</sup> sludge from [Name of sec 3.1 or 3.2.3 Tank & Designation], xx m <sup>3</sup> retained,
			Burned in Incinerator for xx hours: xx minutes
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

**Example #7**

Burning of oil residue (sludge) in Boiler

dd-MONTH-yyyy	C	12.4	xx m <sup>3</sup> sludge from [Name of sec 3.1 Tank & Designation], xx m <sup>3</sup> retained,
			Burned in Boiler for xx hours: xx minutes
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

**Example #8**

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

dd-MONTH-yyyy	C	12.4	xx m <sup>3</sup> water evaporated from [Name of sec 3.1 Tank & Designation], xx m <sup>3</sup> retained.
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

**Example #9**

Regeneration of fuel oil from oil residue (sludge)\*

dd-MONTH-yyyy	C	12.4	xx m <sup>3</sup> sludge disposed by regeneration of xx m <sup>3</sup> fuel in [Fuel Tank & Designation] and xx m <sup>3</sup> of water in [Name of sec 3.3 Tank & Designation]
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

\* Only permitted if mentioned as an approved means of disposal in the IOPPC Supplement.

**Usage of code D: Non-automatic starting of discharge overboard, transfer or disposal otherwise of bilge water which has accumulated in machinery spaces.**

**Example #10**

Pumping of bilge water from engine-room bilge wells to a tank listed under item 3.3 in the Supplement to the IOPPC

dd-MONTH-yyyy	D	13	xx m <sup>3</sup> bilge water from engine-room bilge wells,
		14	Start: hh:mm, Stop: hh:mm
		15.3	To [Name of sec 3.3 Tank & Designation], retained in tank(s) xx m <sup>3</sup>
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

**Example #11**

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

dd-MONTH-yyyy	D	13	xx m <sup>3</sup> bilge water from, [Name of sec 3.3 Tank & Designation], xx m <sup>3</sup> , retained
		14	Start: hh:mm, Stop: hh:mm
		15.3	To [Name of sec 3.3 Tank & Designation], retained in tank(s) xx m <sup>3</sup>
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

**Example #12**

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

dd-MONTH-yyyy	D	13	xx m <sup>3</sup> bilge water from [Name of sec 3.3 Tank & Designation],
			Capacity xx m <sup>3</sup> , xx m <sup>3</sup> retained
		14	Start: hh:mm, Stop: hh:mm
		15.1	Through 15 ppm equipment overboard
			Position start: xx deg xx min N/S, xx deg xx min E/W
			Position stop: xx deg xx min N/S, xx deg xx min E/W
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

**Example #13**

Disposal of bilge water from tank listed in item 3.3 in the Supplement to the IOPPC to oil residue (sludge) tank listed in item 3.1 in the Supplement to the IOPPC

dd-MONTH-yyyy	D	13	x m <sup>3</sup> bilge water from [Name of sec 3.3 Tank & Designation], now xx m <sup>3</sup>
		14	Start: hh:mm, Stop: hh:mm
		15.3	Collected in [Name of sec 3.1 Tank & Designation], retained in tank(s) xx m <sup>3</sup>
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy
Note: A code C.11.4 recording may be required if this operation is a manual operator initiated operation.			

**Usage of code E: Automatic starting of discharge overboard, transfer or disposal otherwise of bilge water which has accumulated in machinery spaces.****Example #14**

Pumping of bilge water overboard via 15 ppm equipment from tank listed in item 3.3 in the Supplement to the IOPPC or from engine-room bilge wells

dd-MONTH-yyyy	E	16	Pump start: hh:mm at xx deg xx min N/S, xx deg xx min E/W from
			[Name of sec 3.3 Tank & Designation]
		18	Stop: hh:mm
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

**Example #15**

Transfer of bilge water from engine-room bilge wells to a tank listed under item 3.3 in the Supplement to the IOPPC

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

**Usage of code F: Condition of the oil filtering equipment.****Example #16**

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

dd-MONTH-yyyy	F	19	hh:mm
		20	hh:mm (might be unknown – if spare parts has been ordered)
		21	[Reason for Failure, if known]
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy
<p>Note: The condition of the oil filtering equipment also covers the alarm and automatic stopping devices, if applicable.  A code 'T' 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.</p>			

**Example #16bis**

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

dd-MONTH-yyyy	F	19	hh:mm (the same time as in example 16)
		20	hh:mm (the time the system is functional)
		21	[Reason for Failure, if known]
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy
<p>Note: The condition of the oil filtering equipment also covers the alarm and automatic stopping devices, if applicable.  A code 'T' 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.</p>			

**Usage of code G: Accidental or other exceptional discharges of oil.**

**Example #17**

Accidental Pollution

dd-MONTH-yyyy	G	22	hh:mm
		23	Place or position: xx deg xx min N/S, xx deg xx min E/W
		24	Type and quantity of oily residue (if known)
		25	Circumstances of the discharge
signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy			
<p>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:</p> <ol style="list-style-type: none"> <li>1. Oil Content Meter failure.</li> <li>2. Fuel tank overflow.</li> <li>3. Ruptured bunkering hose/flange.</li> <li>4. Fuel tank leakage (due to collision or grounding).</li> </ol>			

**Usage of code H: Bunkering of fuel or bulk lubricating oil.**

**Example #18**

Bunkering of Fuel oil

dd-MONTH-yyyy	H	26.1	[Name of Port]
		26.2	Start: dd-MONTH-yyyy-hh:mm Stop: dd-MONTH-yyyy-hh:mm
		26.3	xxxx MT of ISO-xxxxx HFO x.x % S bunkered in tanks:
			aaaa MT added to [Tank Name & Designation] now containing bbbb MT
			cccc MT added to [Tank Name & Designation] now containing dddd MT
signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy			

**Example #19****Bunkering of Bulk Lubricating oil**

dd-MONTH-yyyy	H	26.1	[Name of Port]
		26.2	Start: dd-MONTH-yyyy-hh:mm Stop: dd-MONTH-yyyy-hh:mm
		26.4	xx MT [Type of Oil] bunkered in tank(s):
			xx MT added to [Tank Name & Designation] now containing xx MT
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy
<p>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.).</p>			

**Usage of code I: Additional operational procedures and general remarks.****Example #20**

Pumping oily bilge water from a Cargo Hold bilge holding tank to a tank listed under item 3.3 in the Supplement to the IOPPC

dd-MONTH-yyyy	I		xx m <sup>3</sup> 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
<p>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)</p>			

**Example #21**

Entry pertaining to an earlier missed operational entry

dd-MONTH-yyyy (1)	I		Entry pertaining to an earlier missed operational entry
dd-MONTH-yyyy (2)	C	12.2	xx m <sup>3</sup> sludge transferred from [Name of sec. 3.1 Tank and Designation], xx m <sup>3</sup> retained
			to [Name of sec. 3.1 Tank & Designation], retained in tank(s) xx m <sup>3</sup>
			signed (1) : (Officer-in-charge, Name & Rank) dd-MONTH-yyyy
			signed (2) : (Officer-in-charge, Name & Rank) dd-MONTH-yyyy
<p>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</p>			

**Example #22**

## De-bunkering of Fuel oil

dd-MONTH-yyyy	I		xxxx MT of ISO-xxxxx HFO x.x % S de-bunkered from tanks:
			xxxx MT removed from [Tank Name & Designation] now containing xxx MT
			De-bunkered to “identity or name of receiver i.e. barge, tank truck or shore facility” in “Name of Port.”
			Start: dd-MONTH-yyyy; hh:mm Stop: dd-MONTH-yyyy; hh:mm
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy
Note: Include receipt & certificate from receiver for amount & type of fuel oil de-bunkered.			

**Tankers with slop tanks****Example #23**

## Transfer of sludge from engine-room oil residue (sludge) tank to deck/cargo slop tank

dd-MONTH-yyyy	C	12.4	xx m <sup>3</sup> sludge from [Name of sec 3.1 Tank & Designation] xx m <sup>3</sup> retained
			Transferred to Deck Slop Tank [designation]
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

**Example #24**

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

dd-MONTH-yyyy	D	13	xx m <sup>3</sup> bilge water from [Name of sec 3.3 Tank & Designation]
			Capacity xx m <sup>3</sup> , xx m <sup>3</sup> 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
<p>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 &amp; II for each transfer.</p>			

**General Guidance – Additional Voluntary Recordings**

**Example #25**

Voluntary declaration of quantities retained in bilge water holding tanks ref. MEPC.1/Circ.640 – record weekly

dd-MONTH-yyyy	I		Weekly Inventory of Bilge Water Tanks (listed under item 3.3)
			[Name of sec 3.3 Tank & Designation]
			capacity xx m <sup>3</sup> , xx m <sup>3</sup> retained
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

**Example #26**

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

dd-MONTH-yyyy	I		Overboard valve [Valve Number] from 15 ppm bilge water separator unit sealed
			seal no.: 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

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

Signature of Master: \_\_\_\_\_