



MARINE ENVIRONMENT PROTECTION COMMITTEE 61st session Agenda item 7

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INTERPRETATIONS OF, AND AMENDMENTS TO, MARPOL AND RELATED INSTRUMENTS

Guidelines for recording of operations in the Oil Record Book Part I

Submitted by Denmark, Marshall Islands, ICS, BIMCO and INTERTANKO

	SUMMARY				
Executive summary:	This document proposes guidelines, for approval by the Committee, as instructions to seafarers on recording of operations in the Oil Record Book Part I, based on the consideration of this issue at MEPC 60				
Strategic direction:	2				
High-level action:	2.0.1				
Planned output:	2.0.1.12				
Action to be taken:	Paragraph 6				
Related documents:	MEPC 58/10/1, MEPC 58/10/5, MEPC 58/10/6, MEPC 58/23; MEPC 59/24; resolution MEPC.187(59); MEPC 60/6 and MEPC 60/22				

Background

1 MEPC 58 approved amendments to the Oil Record Book parts I and II, and the amendments were adopted at MEPC 59 (MEPC 59/24, annex 23 and resolution MEPC.187(59)). The amendments are expected to enter into force on 1 January 2011.

2 MEPC 58 agreed that there was a need to develop guidelines for seafarers on how to record various operations in the Oil Record Book, to be applied in conjunction with the amendments to MARPOL Annex I set out in resolution MEPC.187(59), in order to promote more uniform record keeping and port State control inspection procedures. The Danish delegation advised that they intended to propose guidelines to the Oil Record Book for consideration.

3 At MEPC 60, an informal group considered the matter based on document MEPC 60/6 (Denmark), but were not able to reach an agreement on the final text. This document is the outcome of the work carried out amongst interested parties after MEPC 60, as invited by the Committee (MEPC 60/22, paragraph 6.49).

Proposed Guidelines

4 The Guidelines for the recording of operations in the Oil Record Book Part I, Sections C to I, are set out in the annex to this document.

5 The co-sponsors propose that the Committee approves the Guidelines and issues the Guidelines as an MEPC circular, inviting Member Governments and observer organizations to recommend their use on board ships flying their flags.

Action requested of the Committee

6 The Committee is invited to consider the proposed guidelines and take action as appropriate.

ANNEX

GUIDELINES 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 this is not required to be recorded in the ORB.

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

Example #1

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

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-			
уууу	С	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-			
уууу	С	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

Recording of oil residue (sludge) collected by manual operation in oil residue (sludge) tank (tank listed under item 3.1 in the Supplement to the IOPPC)^{*}

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-			
уууу	С	11.1	[Name of sec 3.1 Tank & Designation]
		11.2	xx m ³
		11.3	xx m ³
		11.4	xx m ³ collected from [identification of source]
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

- Note: Operator initiated manual collection where oil residue (sludge) is transferred (transfer with a pump) into the oil residue (sludge) tank(s). Examples of such operations could be:
 - 1. Collection of oil residue (sludge) from fuel oil separator drain tanks.
 - 2. Collection of oil residue (sludge) by draining engine sump tanks.
 - 3. Adding fuel oil to an oil residue (sludge) tank (all content of a sludge tank is considered sludge).
 - 4. Collection of sludge from bilge water holding tanks in this case a disposal entry for bilge water is also needed.

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

Example #3

Disposal of oil residue (sludge) via shore connection

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-			xx m ³ sludge from [Name of sec 3.1 Tank & Designation],
уууу	С	12.1	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: Receipt or certificate should be obtained from sludge receiver and be kept together with the Oil Record Book. If, for some reason, such receipt could not be received on board the Master should make a written statement in lieu.

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)).

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

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-			xx m ³ water drained from [Name of sec 3.1 Tank &
уууу	С	12.2	Designation] xx m ³ retained,
			to [Name of sec 3.3 Tank & Designation] retained in tank(s)
			xx m ³
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: Collection of bilge water need not to be accounted for, so only one entry is required. Capacity of sludge tanks should not be recorded for C.12.x entries.

Example #5

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

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-			xx m ³ sludge transferred from [Name of sec 3.1 Tank &
УУУУ	С	12.2	Designation], xx m ³ retained,
			to [Name of sec 3.1 Tank & Designation] retained in tank(s) xx m ³
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #6

Incineration of oil residue (sludge) in Incinerator

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-			xx m ³ sludge from [Name of sec 3.1 or 3.2.3 Tank &
УУУУ	С	12.3	Designation], xx m ³ retained,
			Burned in Incinerator for xx hours
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #7

Burning of oil residue (sludge) in Boiler

Date	Code	Item No.	Record of operation and signature of officer in charge
dd-MONTH-			xx m ³ sludge from [Name of sec 3.1 Tank & Designation],
уууу	С	12.4	xx m ³ retained,
			Burned in Boiler for xx hours
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

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

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-			xx m ³ water evaporated from [Name of sec 3.1 Tank &
УУУУ	С	12.4	Designation], xx m ³ retained.
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #9

Regeneration of fuel oil from oil residue (sludge)*

Date	Code	Item No.	Record of operation and signature of officer in charge
dd-MONTH-			$xx m^3$ sludge disposed by regeneration of x m ³ fuel in [Fuel
УУУУ	С	12.4	Tank & Designation] and x m ³ of water in [Name of sec 3.3 Tank & Designation]
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

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

Usage of Code D: Non-automatic discharge overboard or disposal otherwise of bilge water which has accumulated in machinery spaces

Example #10

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

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-			
уууу	D	13	xx m ³ bilge water from engine-room bilge wells,
		14	Start: hh:mm, stop: hh:mm
			To [Name of sec 3.3 Tank & Designation], retained in
		15.3	tank(s) xx m ³
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #11

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

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-			xx m ³ bilge water from, [Name of sec 3.3 Tank &
уууу	D	13	Designation], xx m ³ retained,
		14	Start: hh:mm, stop: hh:mm
			To [Name of sec 3.3 Tank & Designation], retained in
		15.3	tank(s) xx m ³
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

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

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-			xx m ³ bilge water from [Name of sec 3.3 Tank &
уууу	D	13	Designation]
			Capacity xx m ³ , xx m ³ retained
		14	Start: hh:mm, stop: hh:mm
		15.1	Through 15 ppm equipment overboard
			Position start: xx deg xx min N/S, xx deg xx min E/W
			Position stop: xx deg xx min N/S, xx deg xx min E/W
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #13

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

Date	Code	Item No.	Record of operation and signature of officer in charge
dd-MONTH-			x m ³ bilge water from [Name of sec 3.3 Tank &
УУУУ	D	13	Designation], now xx m ³
		14	Start: hh:mm stop:, hh:mm
		15.3	Collected in [Name of sec 3.1 Tank & Designation] retained in tank(s) xx m ³
		10.5	
			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 discharge overboard or disposal otherwise of bilge water which has accumulated in machinery spaces

Example #14

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

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-			Pump start hh:mm at xx deg xx min N/S, xx deg xx min E/W
уууу	Ε	16	from
			[Name of sec 3.3 Tank & Designation]
		18	Stop hh:mm
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

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

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-			
уууу	Ε	17	Transfer start hh:mm to
			[Name of sec 3.3 Tank & Designation]
		18	Stop hh:mm
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Usage of code F: Condition of oil filtering equipment

Example #16

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

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-			
уууу	F	19	hh:mm
			hh:mm (might be unknown – if spare parts have been
		20	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

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-			
уууу	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 sealed

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.

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-			
уууу	G	22	hh:mm
		23	Position: xx deg xx min
		24	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-			
уууу	Н	26.1	[Name of Port]
		26.2	Start dd-mm-yyyy Stop dd-mm-yyyy
		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

Bunkering of Bulk Lubricating oil

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-			
УУУУ	Н	26.1	[Name of Port]
		26.2	Start dd-mm-yyyy Stop dd-mm-yyyy
		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 on board in packaged form (55 gallon drum, etc.).

Usage of code I: Additional operational procedures and general remarks.

Example #20

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

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-			
уууу	1		xx m ³ oily bilge water from Cargo Hold bilge holding tank
			to [Name of sec 3.3 Tank & Designation]
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: Any collection and transfer of oily bilge water into the engine-room bilge holding tank(s) from a cargo hold bilge holding tank(s) should be recorded using code (I).

Example #21

Entry pertaining to an earlier missed operational entry

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-			
уууу (1)	1		Entry pertaining to an earlier missed operational entry
dd-MONTH-			xx m ³ sludge transferred from [Name of sec. 3.1 Tank and
уууу (2)	С	12.2	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.

De-bunkering of Fuel oil

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-			xxxx MT of ISO-xxxxx HFO x.x % S de-bunkered from
уууу	1		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-mm-yyyy Stop dd-mm-yyyy
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: Include receipt & certificate from receiver for amount & type of fuel oil de-bunkered.

Tankers with slop tanks

Example #23

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

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-			xx m ³ sludge from [Name of sec 3.1 Tank & Designation],
уууу	С	12.4	xx m ³ retained,
			Transferred to Deck Slop Tank [designation]
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #24

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

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-			xx m ³ bilge water from [Name of sec 3.3 Tank &
уууу	D	13	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 3.2.4.

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 (O).

If sludge or bilge water is transferred from multiple tanks in engine-room a separate entry must be made in ORB Parts 1 & 2 for each transfer.

General Guidance – Additional Voluntary Recordings

Example #25

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

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-			Weekly Inventory of Bilge Water Tanks (listed under
уууу	1		item 3.3.)
			[Name of sec 3.3 Tank & Designation]
			capacity xx m ³ , xx m ³ retained
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #26

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

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-			Overboard valve [Valve Number] from 15 ppm bilge water
УУУУ	1		separator unit sealed
			seal no.: xxxxxx,
			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-			Overboard valve [Valve Number] from 15 ppm bilge water
УУУУ	1		separator unit unsealed
			for normal operation of 15 ppm unit
			seal no.: xxxxxxx
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

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