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# OIL RECORD BOOK

## REFERENCE

MARPOL Annex I, Regulation 17  
ISO 14001 4.4.6

### 1. OIL RECORD BOOK, PART 1 (MACHINERY SPACE OPERATIONS)

- 1.1. Every vessel managed by company is provided with an Oil Record Book Part I (Machinery space operations).
- 1.2. The Oil Record Book Part I shall be completed promptly on each occasion, on a tank-to-tank basis if appropriate, whenever any of the following machinery space operations takes place in the ship:
  - a. ballasting or cleaning of oil fuel tanks.
  - b. discharge of dirty ballast or cleaning water from oil fuel tanks.
  - c. collection and disposal of oil residue (sludge).
  - d. discharge overboard or disposal otherwise of bilge water which has accumulated in machinery spaces; and
  - e. bunkering of fuel or bulk lubricating oil.
- 1.3. In the event of an accidental or other exceptional discharge of oil, a statement shall be made in the ORB of the circumstances of and the reasons for the discharge.
- 1.4. Each operation described in paragraph 2 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.
- 1.5. Any failure of the oil filtering equipment shall be noted in the ORB Part I. Similarly and testing and the results of such testing of the oil filtering must be logged in the appropriate part of the ORB.
- 1.6. The Company holds the Chief Engineer responsible for ensuring accuracy in ORB Part I and shall inspect all the entries prior being signed by **officer in charge** of the operation. This does not contradict the legal responsibility of the Master for the ultimate accuracy of the ORB
- 1.7. The Company nominates Chief Engineer as the officer in charge for recording weekly entries under code (C) and item (11) Collection of oil residues (sludge). His signature will be recorded as the officer in charge of the operation.
- 1.8. The Oil Record Book Part I shall be preserved for a period of three years after the last entry has been made.

- 1.9. Reference should be made to relevant material published by the industry to offer guidance on how to correctly complete the ORB which include INTERTANKO's ***A Guide for Correct entries in the Oil Record Book*** and UK P and I Club Technical or Loss Prevention Bulletins. Reference should also be made to MARPOL Annex 1 : Form of Oil Record Book. MEPC.1/Circ.736/Rev.2. "Guidance for the Recording of Operations in the Oil Record Book Part 1' is to be used as guidance.
- 1.10. Operations should be recorded in chronological order as they have been executed on board. All entries shall be made with pen. Use of pencils for making entries is prohibited.
- 1.11. When making entries in the Oil Record Book Part I, the date, operational code. and item number shall be inserted in the appropriate columns and the required particulars shall be recorded chronologically in the blank spaces.
- 1.12. Dates should be entered in dd-MONTH-yyyy format, e.g. 16-MAR-2015.
- 1.13. Incineration or landing ashore of oily garbage and used filters should be recorded in the Garbage Record Book only.
- 1.14. Do not leave any full lines empty between successive entries.
- 1.15. No page shall be torn from the oil record book.
- 1.16. Particular care must be taken to ensure that details recorded in the Oil Record Book are true and correct. 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.

**The use of correction fluid or correction tape in any official record or log book and in particular the Oil Record Book, is strictly forbidden.**

- 1.17. Tank nomenclature should be recorded as per the format noted within the International Oil Pollution Prevention Certificate (IOPPC).
- 1.18. The authorities are known to check the Oil Record Book carefully to make sure that quantities declared pumped through the oil filtering equipment (oily water separator) do not exceed its capacity.
- 1.19. In addition to statutory requirements concerning maintenance of an Oil Record Book, this record is a valuable means of providing proof that the ship has complied with anti-pollution regulations.

## 2. MASTERS RESPONSIBILITY

Contraventions of MARPOL can result in huge financial penalties and prison sentences for offending Officers. The company will not request crew to disregard any MARPOL regulation and will cooperate fully with any investigation by authorities.

It is therefore increasingly important that ships' Masters are aware of what is going on in the machinery spaces with regard to bilge water and waste oil. To comply with his legal responsibility to maintain the ORB, they must ensure they can verify the entries correctly before affixing their signature to the page.

They should take engine room rounds and get familiarized with the operations with regard to entries in ORB Part I.

Engineers must also be aware that they could also face conviction for aiding and abetting or conspiring to maintain a false oil record book.

Master shall also ensure the following:

- MARPOL regulations are strictly complied with.
- There is No illegal discharge of bilge water or waste water.
- There are no false or incorrect entries in Oil Record Book.
- Oil filtering equipment is not tampered with and is working as per the manufacturer's guidelines.
- All entries are correct before signing the Oil Record Book.
- The malfunction of Oil filtering equipment is immediately reported to office, and logged in the ORB.
- Entries are legible.
- 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.

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, 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.

It is common for Port State officials to request an inspection of this book and failure to have made the correct entries can lead to severe penalties for the Master, the Ship Owner and the Company.