



**Australian Government**  
**Australian Maritime Safety Authority**

# **OIL RECORD BOOK**

**PART I - MACHINERY SPACE OPERATIONS (ALL SHIPS)**

(To be kept on all ships in accordance with the requirements of the International Convention for the Prevention of Pollution from Ships 1973 and its 1978 Protocol)





# OIL RECORD BOOK

## PART I - MACHINERY SPACE OPERATIONS (ALL SHIPS)

Name of Ship \_\_\_\_\_

Distinctive Number or Letters \_\_\_\_\_

Gross Tonnage \_\_\_\_\_

Period From \_\_\_\_\_ To \_\_\_\_\_

NOTE: Oil Record Book Part I shall be provided to every oil tanker of 150 tons gross tonnage and above and every ship of 400 tons gross tonnage and above, other than oil tankers, to record relevant machinery space operations. For oil tankers, Oil Record Book Part II shall also be provided to record relevant cargo ballast operations.

## **INTRODUCTION**

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 in accordance with 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). 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, 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.

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

The Oil Record Book 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 should be considered accordingly.

## **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);
  - .3 identity of tank(s) into which cleaning water was transferred.
4. Ballasting:
  - .1 position of ship and time at start and end of ballasting;
  - .2 quantity of ballast if tanks are not cleaned.

### **(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.

## **(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/:

- if
- .1 separated sludge (sludge resulting from purification of fuel and lubricating oils) and other residues, applicable:
    - identity of tank(s) \_\_\_\_\_
    - capacity of tank(s) \_\_\_\_\_m<sup>3</sup>
    - total quantity of retention \_\_\_\_\_m<sup>3</sup>;
  - .2 other residues (such as oil residues resulting from drainages, leakages, exhausted oil etc., in the machinery spaces), if applicable due to tank arrangement in addition to .1:
    - identity of tank(s) \_\_\_\_\_
    - capacity of tank(s) \_\_\_\_\_m<sup>3</sup>
    - total quantity of retention \_\_\_\_\_m<sup>3</sup>.

### 12. Methods of disposal of residue

State quantity of disposed oil residues, 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 of 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**

### 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) 2/;
- .3 transfer to slop tank or holding tank (indicate tank(s); state quantity transferred and the total quantity retained in tank(s)).

1/ Only in tanks listed in item 3 of Form A and B of the Supplement to the IOPP Certificate.

2/ 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 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.

**(E) Automatic Discharge Overboard 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.
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 to 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.
21. Time when system has been made operational.
22. Reasons for failure.

**(G) Accidental or Other Exceptional Discharges of Oil**

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





