



Office of  
Deputy Commissioner  
of Maritime Affairs

## THE REPUBLIC OF LIBERIA LIBERIA MARITIME AUTHORITY

**Marine Notice**

**POL-012  
Rev. 10/17**

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**TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS, AGENTS, LIBERIAN AUDITORS AND RECOGNIZED ORGANIZATIONS, AND PORT STATE CONTROL AUTHORITIES**

**SUBJECT: Electronic Oil Record Books – MARPOL Annex I**

**Supersedes: Marine Notice POL-012, dated 11/16**

**PURPOSE:**

This Marine Notice provides updated implementation guidance on the use of Electronic Oil Record Books (e-ORB) onboard Liberian flagged vessels.

The electronic oil record book is a software application designed to replace traditional paper oil record books (ORB) under MARPOL Annex I, regulations 17 (Part I) and 36 (Part II) and facilitate accurate ORB entries in an efficient electronic format.

This update introduces new temporary requirements requested by AMSA, USCG and other Port State Control (PSC) regimes for ships calling those ports. To create uniformity in the Liberian fleet and avoid possible undesirable PSC actions, these requirements are expected for all ships.

**BACKGROUND:**

Actions in recent years to improve protection of life at sea and the environment have led to the introduction of stricter standards through new international regulations and amendments to existing instruments. The resulting regulatory framework has created new recordkeeping obligations for shipowners, significantly increasing crew's on-board workload and undermining operational efficiency. The additional administrative burden of cumbersome daily paper record keeping requirements have elicited strong feedback from seafarers and been the source of fierce debates among shipping industry professionals.

The IMO Marine Environment Protection Committee (MEPC) has developed guidance on the use of electronic record books to improve recordkeeping efficiency. The guidance together with necessary amendments to MARPOL are expected to be agreed in 2018.

The Liberian Administration recognizes the burdens arising from the use of traditional paper versions of MARPOL oil record books and the complexity of recording proper operational entries and is offering a Liberian Registry e-ORB as a tool for training, cross checking or acting as an electronic

alternative to the traditional paper oil record book. The e-ORB provides increased accuracy, transparency, traceability and a secure audit trail of all entries.

In the future, the Liberian Administration may issue approval for e-ORBs developed by third parties. For the list of these other approved e-ORB software vendors, please email [eorb@liscr.com](mailto:eorb@liscr.com). Liberian flagged vessels are only authorized to use e-ORBs approved by the Administration, which includes the Liberian Registry's own e-ORB, as the oil record books required by MARPOL Annex I, Part I and/or Part II.

## **APPLICABILITY**

This Marine Notice applies to all Liberian flagged vessels that are required to maintain Oil Record Books in accordance with MARPOL Annex I. Printed versions of approved electronic oil record books are permitted to be utilized onboard by Liberian registered vessels, as an alternative substitute of the traditional paper ORB.

## **REQUIREMENTS**

### **1.0 Basic Procedures for use of *Liberian Registry's electronic oil record books* on Liberian vessels**

1. Currently only the Liberian Registry's own e-ORB has been approved for use on Liberian flagged vessels.
  - 1.1 Electronic oil record books can be ordered by emailing [eorb@liscr.com](mailto:eorb@liscr.com)
  - 1.2 When the order is fulfilled and the e-ORB software arrives or is downloaded onboard, a senior officer of the crew, maker's technician (for the Liberian e-ORB this would be our e-ORB technology partner Prevention at Sea), or other authorized party should install the software.
  - 1.3 To receive the product license key, send the fingerprint file to Prevention at Sea's email: [support@e-orb.com.cy](mailto:support@e-orb.com.cy). The license key will be provided via return email.
  - 1.4 After issuing the vessel license key and software installations are complete, the ship can apply for a 'Declaration of MARPOL Electronic Record Book' (see Appendix I I) by emailing [eorb@liscr.com](mailto:eorb@liscr.com) with the name of the ship, the date the software was installed, the name of the installer and the version installed onboard.
  - 1.5 The Administration will provide the vessel with a 'Declaration of MARPOL Electronic Record Book' as proof that the vessel is in conformance with Flag requirements.
  - 1.6 Printed versions of the e-ORB can officially be used on board after the vessel receives the 'Declaration of MARPOL Electronic Record Book' from the Liberian Administration.

## **2.0 COMPLIANCE/GUIDANCE**

To enable the use of electronic oil record book, the Liberian Administration will require the following:

- a. A 'Declaration of MARPOL Electronic Record Book' issued by this Administration to be carried onboard the vessel following initial installation and annually thereafter; and
- b. In order to continue authorization to use the e-ORB the latest version of approved e-ORB software, provided through annual maintenance and support upgrades, must be installed.

## **3.0 IMPLEMENTATION**

The Administration has determined that a transitional period is required in order to facilitate inspections by port State control authorities that may not be fully familiar with electronic oil record books. The transitional period will last until the amendments to MARPOL Annex I to include the use of electronic record books enter into force. It is expected that the necessary amendments are expected to be adopted in 2018 and enter into force in 2019, where after the Administration will update this Marine Notice.

During the transitional period, owners and Masters utilizing the e-ORB on board are required to maintain a printed version of the applicable ORB Part I and/or Part II in separate binders. These binders will serve as the vessel's official ORB during the transitional period. The eORB includes and will generate what is currently required for a paper ORB under MARPOL and includes instructions for maintaining a paper ORB. Samples of a paper ORB are also included in Appendix II (ORB Part I) and Appendix III (ORB Part II). Printouts corresponding to the attached samples or generic MARPOL sample are equally accepted by the Liberian Administration.

Binders shall contain:

1. A printed version of the following:
  - a. For ORB Part I – Machinery space operations:
    - i. MARPOL Annex I, Appendix III - Form of Oil Record Book, including vessel details, period (dates) covered “from” “to”, Introduction and List of Items to be Recorded; and
  - b. For ORB Part II – Cargo/ballast operations:
    - ii. MARPOL Annex I, Appendix III - Form of Oil Record Book, including vessel details, period (dates) covered “from” “to”, Plan View of Cargo and Slops Tanks, Introduction and List of Items to be Recorded.
2. Printed pages of entries from the electronic system shall be in the format specified in the relevant ORB Part I or ORB Part II and sequentially numbered.
3. Each printed entry is to be physically signed by the Officer in Charge.
4. Each printed completed page of entries is to be physically signed by the Master.

5. The binders shall be made available for examination when requested by Liberian flag State inspectors or Port State Control.
6. The printed version shall not have any handwritten addition or correction that is not reflected in the e-ORB. If revision of an entry is required after printing, it shall be done in the e-ORB and all applicable pages reprinted.
7. The first entry in the e-ORB and thus the first page printed from the e-ORB should indicate a date after the date indicated on the Liberian Administration issued 'Declaration of MARPOL Electronic Record Book'.

#### **4.0 TREATMENT OF VESSELS WITH E-ORB AT PORTS**

Until this Marine Notice is amended, vessels calling port with e-ORB are required to present printed copies of e-ORBs, as specified in this Marine Notice, to the Liberian flag State inspector or Port State Control upon request.

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## Appendix I

### DECLARATION OF MARPOL ELECTRONIC RECORD BOOK

*In reference to the requirements set out in the*  
International Convention for the Prevention of Pollution from Ships (MARPOL)

Name of ship \_\_\_\_\_  
IMO number \_\_\_\_\_  
Flag State of ship \_\_\_\_\_  
Gross tonnage \_\_\_\_\_

I, as the Flag State representative of the above ship, declare that the electronic system designed to record entries in accordance with MARPOL Annex I installed on board the ship listed above has been assessed by this Administration to meet the relevant requirements as set out in MARPOL and is consistent with the guidance developed by the International Maritime Organization (IMO).

Electronic Record Book Manufacturer \_\_\_\_\_  
Electronic Record Book Supplier \_\_\_\_\_  
Electronic Record Book Installer \_\_\_\_\_  
Electronic Record Book Software Version \_\_\_\_\_  
Electronic Record Book is in accordance with \_\_\_\_\_  
MEPC Resolution/s \_\_\_\_\_  
Date of installation (dd/mm/yy) \_\_\_\_\_

A copy of this declaration should be carried on board a ship fitted with this equipment at all times.

*Date* \_\_\_\_\_  
(dd/mm/yy)

**Margaret Ansumana**  
Deputy Commissioner of Maritime Affairs  
Republic of Liberia

**Appendix II**

**OIL RECORD BOOK**  
**PART I – MACHINERY SPACE OPERATIONS**  
**(ALL SHIPS)**

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

**IMO NUMBER:** \_\_\_\_\_

**NUMBERS OR LETTERS:** \_\_\_\_\_

**GROSS TONNAGE:** \_\_\_\_\_

**DEADWEIGHT IN METRIC TONS:** \_\_\_\_\_

**SHIP TYPE:** \_\_\_\_\_  
(SPECIFY)

**COVERING THE PERIOD: FROM \_\_\_\_\_ TO \_\_\_\_\_**

**Note:** Oil Record Book Part I shall be provided to every oil tanker of 150 gross tonnage and above and every ship of 400 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.

**THIS ENTRY LOG MUST BE PRESERVED FOR THREE (3) YEARS FROM DATE OF LAST ENTRY**

<b>OIL RECORD BOOK INSTRUCTIONS</b>	
<b>PART I – MACHINERY SPACE OPERATIONS (ALL SHIPS)</b>	

### **GENERAL INSTRUCTIONS**

1. The Oil Record Book must be available at all times for examination by flag 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.
2. The Oil Record Book Part I must be properly completed. All machinery space operations must be clearly and accurately recorded.
3. The Oil Record Book Part I shall be preserved for a period of three years after the last entry has been made.
4. 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.
5. Incineration or landing ashore of oily garbage and used filters should be recorded in the Garbage Record Book only.
6. 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.
7. 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.

**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.



## 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.

**Attach printed pages of entries from the electronic system eORB Part I**

1. Printed pages of entries shall be sequentially numbered.
2. Each printed entry is to be physically signed by the Officer in Charge.
3. Each printed completed page of entries is to be physically signed by the Master.

**Appendix III**

**OIL RECORD BOOK**

**PART II – CARGO AND BALLAST OPERATIONS  
(OIL TANKERS\*)**

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

**IMO NUMBER:** \_\_\_\_\_

**NUMBERS OR LETTERS:** \_\_\_\_\_

**GROSS TONNAGE:** \_\_\_\_\_

**DEADWEIGHT IN METRIC TONS:** \_\_\_\_\_

**TOTAL CARGO CAPACITY IN CUBIC METERS:** \_\_\_\_\_

**COVERING THE PERIOD: FROM \_\_\_\_\_ TO \_\_\_\_\_**

**Note:** Every oil tanker of 150 gross tonnage and above shall be provided with Oil Record Book Part II to record relevant cargo/ballast operations. Such a tanker shall also be provided with Oil Record Book Part I to record relevant machinery space operations.

THIS OIL RECORD BOOK MUST BE PRESERVED FOR THREE (3) YEARS FROM DATE OF LAST ENTRY

\* A non-tanker that carries 200 cubic meters or more of oil in bulk as cargo must also maintain a Part II Oil Record Book.



<b>OIL RECORD BOOK INSTRUCTIONS</b>	
<b>PART II- CARGO/BALLAST OPERATIONS (OIL TANKERS)</b>	

### **GENERAL INSTRUCTIONS**

1. The Oil Record Book must be available at all times for examination by flag Inspectors or Inspectors of any port State when within the jurisdiction of that State. The Oil Record Book Part II must be preserved for three years from the date of the last entry.
2. The Oil Record Book Part II must be properly completed. All Cargo/Ballast operations must be clearly and accurately recorded.
3. The Oil Record Book Part I shall be preserved for a period of three years after the last entry has been made.
4. Owners and their Legal Advisors, Masters and Officers are reminded that, in addition to statutory requirements concerning maintenance of an Oil Record Book Part II, this record is a valuable means of providing proof that the ship has complied with anti-pollution regulations.
5. 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.
6. 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.

**Regulation 36 of Annex I to MARPOL 73/78**  
*Oil Record Book, Part I – Cargo/ballast operations*

1 Every oil tanker of 150 gross tonnage and above shall be provided with an Oil Record Book Part II (Cargo/Ballast Operations). The Oil Record Book Part II, 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 II shall be completed on each occasion, on a tank-to-tank basis if appropriate, whenever any of the following cargo/ballast operations takes place in the ship:

- .1 loading oil cargo;
- .2 internal transfer of oil cargo during the voyage;
- .3 unloading of oil cargo;
- .4 ballasting of cargo tanks including crude oil washing;
- .5 discharging of ballast except segregated ballast tanks;
- .6 discharge of ballast except from segregated ballast tanks;
- .7 discharge of water from slop tanks;
- .8 closing of all applicable valves or similar devices after slop tank discharge operations;
- .9 closing of valves necessary for isolation of dedicated clean ballast tanks from cargo and stripping lines after slop tank discharge operations; and;
- .10 disposal of residues.

3 For oil tankers referred to in regulation 34.6 of this Annex, the total quantity of oil and water used for washing and returned to a storage tank shall be recorded in the Oil Record Book Part II.

4 In the event of a 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 II of the circumstances of, and the reasons for, the discharge.

5 Each operation described in paragraph 2 of this regulation shall be fully recorded without delay in the oil record book Part II so that all entries in the book appropriate to the operation are completed. Each completed operation shall be signed by the officer or officers in charge of the operations concerned and each page shall be signed by the master of the ship. The entries in the Oil record Book Part II shall be in English, French or Spanish. Where entries in an official language of the State whose flag the ship is entitled to fly are also used, this shall prevail in case of dispute or discrepancy.

6 Any failure of the discharge monitoring and control systems shall be noted in the Oil Record Book Part II.

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

8 The competent authority of the Government of a Party to the Convention may inspect the Oil Record Book Part II on board any ship to which this Annex applies while the ship is in its ports or offshore terminals and may make a copy of any entry in that book and may require the master 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 II shall be made admissible in any

judicial proceedings as evidence of the facts state in the entry. The inspection of an Oil Record Book Part II and the taking of certified copy by the competent authority under this paragraph shall be performed as expeditiously as possible without causing the ship to be unduly delayed.

9 For oil tankers of less than 150 gross tons operating in accordance with regulation 34.6 of this Annex an appropriate Oil record Book shall be developed by the Administration.



## LIST OF ITEMS TO BE RECORDED

### (A) Loading of oil cargo

- 1 Place of loading.
- 2 Type of oil loaded and identity of tank(s).
- 3 Total quantity of oil loaded (state quantity added, in cubic metres, at 15<sup>o</sup> C and the total content of tank(s), in cubic metres).

### (B) Internal transfer of oil cargo during voyage

- 4 Identity of tank(s):
  - .1 from:
  - .2 to: (state quantity transferred and total quantity of tank(s), in cubic metres).
- 5 Was (were) the tank(s) in 4.1 emptied? (If not, state quantity retained, in cubic metres.)

### (C) Unloading of oil cargo

- 6 Place of unloading.
- 7 Identity of tank(s) unloaded.
- 8 Was (were) the tank(s) emptied? (If not, state quantity retained, in cubic metres.)

### (D) Crude oil washing (COW tankers only)

*(To be completed for each tank being crude oil washed)*

- 9 Port where crude oil washing was carried out or ship's position if carried out between two discharge ports.
- 10 Identity of tank(s) washed.<sup>1</sup>
- 11 Number of machines in use.
- 12 Time of start of washing.
- 13 Washing pattern employed.<sup>2</sup>
- 14 Washing line pressure.
- 15 Time washing was completed or stopped.
- 16 State method of establishing that tank(s) was (were) dry.
- 17 Remarks.<sup>3</sup>

### (E) Ballasting of cargo tanks

- 18 Position of ship at start and end of ballasting.
- 19 Ballasting process:
  - .1 identity of tank(s) ballasted;
  - .2 time of start and end; and
  - .3 quantity of ballast received. Indicate total quantity of ballast for each tank involved in operation, in cubic metres.

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<sup>1</sup> When an individual tank has more machines than can be operated simultaneously, as described in the Operations and Equipment Manual, then the section being crude oil washed should be identified, e.g. No.2 centre, forward section.

<sup>2</sup> In accordance with the Operations and Equipment Manual, enter whether single-stage or multi-stage method of washing is employed. If multi-stage method is used, give the vertical arc covered by the machines and the number of times that arc is covered for that particular stage of the program.

<sup>3</sup> If the programmes given in the Operations and Equipment Manual are not followed, then the reasons must be given under Remarks.

**(F) Ballasting of dedicated clean ballast tanks (CBT tankers only)**

- 20 Identity of tank(s) ballasted.
- 21 Position of ship when water intended for flushing, or port ballast was taken to dedicated clean ballast tank(s).
- 22 Position of ship when pump(s) and lines were flushed to slop tank.
- 23 Quantity of the oily water which, after line flushing, is transferred to the slop tank(s) or cargo tank(s) in which slop is preliminarily stored (identify tank(s)). State total quantity, in cubic metres.
- 24 Position of ship when additional ballast water was taken to dedicated clean ballast tank(s).
- 25 Time and position of ship when valves separating the dedicated clean ballast tanks from cargo and stripping lines were closed.
- 26 Quantity of clean ballast taken on board, in cubic metres.

**(G) Cleaning of cargo tanks**

- 27 Identity of tank(s) cleaned.
- 28 Port or ship's position.
- 29 Duration of cleaning.
- 30 Method of cleaning.<sup>4</sup>
- 31 Tank washings transferred to:
  - .1 reception facilities (state port and quantity, in cubic metres); and
  - .2 slop tank(s) or cargo tank(s) designated as slop tank(s) (identify tank(s); state quantity transferred and total quantity, in cubic metres).

**(H) Discharge of dirty ballast**

- 32 Identity of tank(s).
- 33 Time and position of ship at start of discharge into the sea.
- 34 Time and position of ship on completion of discharge into the sea.
- 35 Quantity discharged into the sea, in cubic metres.
- 36 Ship's speed(s) during discharge.
- 37 Was the discharge monitoring and control system in operation during the discharge?
- 38 Was a regular check kept on the effluent and the surface of the water in the locality of the discharge?
- 39 Quantity of oily water transferred to slop tank(s) (identify slop tank(s). State total quantity, in cubic metres.
- 40 Discharged to shore reception facilities (identify port and quantity involved, in cubic metres).<sup>5</sup>

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<sup>4</sup> Hand-hosing, machine washing and/or chemical cleaning. Where chemically cleaned, the chemical concerned and amount used should be stated.

<sup>5</sup> Ships' masters should obtain from the operator of the reception facilities, which include barges and tank trucks, a receipt or certificate detailing the quantity or 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 II, 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 II.

**(I) Discharge of water from slop tanks into the sea**

- 41 Identity of slop tanks.
- 42 Time of settling from last entry of residues, or
- 43 Time of settling from last discharge.
- 44 Time and position of ship at start of discharge.
- 45 Ullage of total contents at start of discharge.
- 46 Ullage of oil/water interface at start of discharge.
- 47 Bulk quantity discharged, in cubic metres and rate of discharge, in m<sup>3</sup>/hour.
- 48 Final quantity discharged, in cubic metres and rate of discharge, in m<sup>3</sup>/hour.
- 49 Time and position of ship on completion of discharge.
- 50 Was the discharge monitoring and control system in operation during the discharge?
- 51 Ullage of oil/ water interface on completion of discharge, in metres.
- 52 Ship's speed(s) during discharge.
- 53 Was regular check kept on the effluent and the surface of water in the locality of the discharge?
- 54 Confirm that all applicable valves in the ship's piping system have been closed on completion of discharge from the slop tanks.

**(J) Collection, transfer and disposal of residues and oily mixtures not otherwise dealt with**

- 55 Identity of tanks.
- 56 Quantity transferred or disposed of from each tank. (State the quantity retained, in cubic metres.)
- 57 Method of transfer or disposal:
  - .1 disposal to reception facilities (identify port and quantity involved)<sup>5</sup>;
  - .2 mixed with cargo (state quantity);
  - .3 transferred to or from (an)other tank(s) including transfer from machinery space oil residue (sludge) and oily bilge water tanks (identify tank(s); state quantity transferred and total quantity in tank(s), in cubic metres); and
  - .4 other method (state which); state quantity disposed of, in m<sup>3</sup>cubic metres.

**(K) Discharge of clean ballast contained in cargo tanks**

- 58 Position of ship at start of clean ballast.
- 59 Identity of tank(s) discharged.
- 60 Was (were) the tank(s) empty on completion?
- 61 Position of ship on completion if different from 58.
- 62 Was a regular check kept on the effluent and the surface of the water in the locality of the discharge?

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<sup>5</sup> Ships' masters should obtain from the operator of the reception facilities, which include barges and tank trucks, a receipt or certificate detailing the quantity or 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 II, may aid the master of the ship in proving that his ship was not involved in an alleged pollution incident. The receipt or the certificate should be kept together with the Oil Record Book Part II.

**(L) Discharge of ballast from dedicated clean ballast tanks (CBT tankers only)**

- 63 Identity of tank(s) discharged.
- 64 Time and position of ship at start of discharge of clean ballast into the sea.
- 65 Time and position of ship on completion of discharge into the sea.
- 66 Quantity discharged, in cubic metres:
  - .1 into the sea; or
  - .2 to reception facility (identify port).<sup>5</sup>
- 67 Was there any indication of oil contamination of the ballast water before or during discharge into the sea?
- 68 Was the discharge monitored by an oil content meter?
- 69. Time and position of ship when valves separating dedicated clean ballast tanks from the cargo and stripping lines were closed on completion of deballasting.

**(M) Condition of oil discharge monitoring and control system**

- 70 Time of system failure.
- 71 Time when system has been made operational.
- 72 Reasons for failure.

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

- 73 Time of occurrence.
- 74 Port or ship's position at time of occurrence.
- 75 Approximate quantity, in cubic metres, and type of oil.
- 76 Circumstances of discharge or escape, the reasons therefore and general remarks.

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

*TANKERS ENGAGED IN SPECIFIC TRADES*

**(P) Loading of ballast water**

- 77 Identity of tank(s) ballasted.
- 78 Position of ship when ballasted.
- 79 Total quantity of ballast loaded in cubic metres.
- 80 Remarks.

**(Q) Re-allocation of ballast water within the ship**

- 81 Reason for re-allocation.

**(R) Ballast water discharge to reception facility**

- 82 Port(s) where ballast water was discharged.
- 83 Name or designation of reception facility.
- 84 Total quantity of ballast water discharged in cubic metres.
- 85 Date, signature and stamp of port authority official.

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<sup>5</sup> Ships' masters should obtain from the operator of the reception facilities, which include barges and tank trucks, a receipt or certificate detailing the quantity or 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 II, may aid the master of the ship in proving that his ship was not involved in an alleged pollution incident. The receipt or the certificate should be kept together with the Oil Record Book Part II.

**Attach printed pages of entries from the electronic system eORB Part II.**

1. Printed pages of entries shall be sequentially numbered.
2. Each printed entry is to be physically signed by the Officer in Charge.
3. Each printed completed page of entries is to be physically signed by the Master.