

GUIDANCE NOTE 05/2010

**AMENDMENTS TO MARPOL ANNEX I AND CHANGES TO THE OIL RECORD
BOOK PARTS I AND II**

To: OWNERS, MANAGERS AND MASTERS OF CAYMAN ISLANDS SHIPS

This Guidance Note was previously issued as Shipping Notice 05/2010 and the content remains unchanged. A copy of Shipping Notice 05/2010 is attached to, and forms part of, this Guidance Note.

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SHIPPING NOTICE 05/2010**AMENDMENTS TO MARPOL ANNEX I AND CHANGES TO THE OIL RECORD BOOK PARTS I AND II.**

To: OWNERS, MANAGERS, CHARTERERS AND MASTERS OF ALL CAYMAN ISLANDS SHIPS (INCLUDING PRIVATE AND COMMERCIAL YACHTS) OVER 400 GT.

1. BACKGROUND

1.1 The latest amendments to MARPOL Annex I were adopted as IMO resolution MEPC 187(59) on 17 July 2009 and will enter into force on 01 January 2011. These amendments will result in a number of new regulations being introduced and, as a consequence, a renumbering of some of the existing regulations.

This has meant that the "List of Items to be Recorded" has changed in both the "Oil Record Book Part I" (ORB I) and the "Oil Record Book Part II" (ORB II).

1.2 In addition, IMO has published MEPC.1/Circ.736 giving "Guidance for the Recording of Operations in the Oil Record Book Part I".

2. Application.

2.1 To avoid the need to replace the ORB I and ORB II currently in use onboard Cayman Islands Ships, this Shipping Notice contains corrigenda for both books. The appropriate corrigendum for each book should be inserted inside the front cover of the book in use.

The "List of Items to be Recorded" contained in each corrigendum should be used for all entries after 01 January 2011.

2.2 A copy of MEPC.1/Circ.736 is also included with this Shipping Notice for the guidance of ships' staff when making entries in ORB I.

Annex I

Oil Record Book Part I

CORRIGENDUM

The "List of Items to be Recorded" is replaced with the following:

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 m³);
 - .3 identity of tank(s) into which cleaning water was transferred and the quantity in m³.
- 4 Ballasting:
 - .1 position of ship and time at start and end of ballasting;
 - .2 quantity of ballast if tanks are not cleaned, in m³.

(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 m³.

Annex I

(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 weekly¹: (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) m³
- .3 total quantity of retention m³
- .4 quantity of residue collected by manual operation m³

(Operator initiated manual collections where oil residue (sludge) is transferred into the 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 m³:

- .1 to reception facilities (identify port)²;
- .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 spaces13 Quantity discharged, transferred or disposed of, in m³.³

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);

¹ Only those tanks listed in item 3.1 of Forms A and B of the Supplement to the IOPP Certificate used for oil residues (sludge).

² The ship's master 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 the ship was not involved in an alleged pollution incident. The receipt or certificate should be kept together with the Oil Record Book Part I.

³ 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.

Annex I

- .2 to reception facilities (identify port)²;
- .3 to slop tank or holding tank or other tank(s) (indicate tank(s); state quantity retained in tank(s), in m³).

(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 failure⁴.
- 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 therefor 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

⁴ The condition of the oil filtering equipment covers also the alarm and automatic stopping devices, if applicable

Annex II

Oil Record Book Part II

CORRIGENDUM

Section (J) of the “List of Items to be Recorded” is replaced with the following:

(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 m³.)
- 57 Method of transfer or disposal:
 - .1 disposal to reception facilities (identify port and quantity involved);
 - .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 m³); and
 - .4 other method (state which); state quantity disposed of in m³.

Annex III



E

Ref. T5/1.01

MEPC.1/Circ.736
8 November 2010

**GUIDANCE FOR THE RECORDING OF OPERATIONS IN THE OIL RECORD BOOK
PART I – MACHINERY SPACE OPERATIONS (ALL SHIPS)**

*Additional Copies available to download from <http://docs.imo.org>
(free registration required)*



Ref. T5/1.01

MEPC.1/Circ.736
8 November 2010

**GUIDANCE FOR THE RECORDING OF OPERATIONS IN THE OIL RECORD BOOK
PART I – MACHINERY SPACE OPERATIONS (ALL SHIPS)**

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 Governments Parties to MARPOL are invited to encourage implementation of the above Guidance for use aboard ships flying their flags and to disseminate it among all stakeholders including ship operators, surveyors and port State control officers.

ANNEX

**GUIDANCE 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 is 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)

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd-MONTH-yyyy</i>	<i>C</i>	<i>11.1</i>	<i>[Name of sec 3.1 Tank & Designation]</i>
		<i>11.2</i>	<i>xx m³</i>
		<i>11.3</i>	<i>xx m³</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>
<i>dd-MONTH-yyyy</i>	<i>C</i>	<i>11.1</i>	<i>[Name of sec 3.1 Tank & Designation]</i>
		<i>11.2</i>	<i>xx m³</i>
		<i>11.3</i>	<i>xx m³</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

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)*

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd-MONTH- yyyy</i>	<i>C</i>	<i>11.1</i>	<i>[Name of sec 3.1 Tank & Designation]</i>
		<i>11.2</i>	<i>xx m³</i>
		<i>11.3</i>	<i>xx m³</i>
		<i>11.4</i>	<i>xx m³ collected from [identification of source]</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

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.

* 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)).

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

Example #3

Disposal of oil residue (sludge) via shore connection

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd- MONTH- yyyy</i>	<i>C</i>	<i>12.1</i>	<i>xx m³ sludge from [Name of sec 3.1 Tank & Designation], xx m³ retained,</i>
			<i>to "identity or name of sludge receiver, i.e. barge, tank truck or shore facility" during port stay (Name of Port)</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

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.

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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd-MONTH- yyyy</i>	<i>C</i>	<i>12.2</i>	<i>xx m³ water drained from [Name of sec 3.1 Tank & Designation] xx m³ retained,</i>
			<i>to [Name of sec 3.3 Tank & Designation] retained in tank(s) xx m³</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd-MONTH- yyyy</i>	<i>C</i>	<i>12.2</i>	<i>xx m³ sludge transferred from [Name of sec 3.1 Tank & Designation], xx m³ retained,</i>
			<i>to [Name of sec 3.1 Tank & Designation] retained in tank(s) xx m³</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

Example #6

Incineration of oil residue (sludge) in Incinerator

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd-MONTH- yyyy</i>	<i>C</i>	<i>12.3</i>	<i>xx m³ sludge from [Name of sec 3.1 or 3.2.3 Tank & Designation], xx m³ retained,</i>
			<i>Burned in Incinerator for xx hours</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

Example #7

Burning of oil residue (sludge) in Boiler

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operation and signature of officer in charge</i>
<i>dd-MONTH- yyyy</i>	<i>C</i>	<i>12.4</i>	<i>xx m³ sludge from [Name of sec 3.1 Tank & Designation], xx m³ retained,</i>
			<i>Burned in Boiler for xx hours</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

Example #8

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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd-MONTH- yyyy</i>	<i>C</i>	<i>12.4</i>	<i>xx m³ water evaporated from [Name of sec 3.1 Tank & Designation], xx m³ retained.</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

Example #9

Regeneration of fuel oil from oil residue (sludge)*

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operation and signature of officer in charge</i>
<i>dd-MONTH- yyyy</i>	<i>C</i>	<i>12.4</i>	<i>xx m³ sludge disposed by regeneration of x m³ fuel in [Fuel Tank & Designation] and x m³ of water in [Name of sec 3.3 Tank & Designation]</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

* 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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd-MONTH- yyyy</i>	<i>D</i>	<i>13</i>	<i>xx m³ bilge water from engine-room bilge wells,</i>
		<i>14</i>	<i>Start: hh:mm, stop: hh:mm</i>
		<i>15.3</i>	<i>To [Name of sec 3.3 Tank & Designation], retained in tank(s) xx m³</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

Example #11

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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd-MONTH- yyyy</i>	<i>D</i>	<i>13</i>	<i>xx m³ bilge water from, [Name of sec 3.3 Tank & Designation], xx m³ retained,</i>
		<i>14</i>	<i>Start: hh:mm, stop: hh:mm</i>
		<i>15.3</i>	<i>To [Name of sec 3.3 Tank & Designation], retained in tank(s) xx m³</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

Example #12

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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd-MONTH- yyyy</i>	<i>D</i>	<i>13</i>	<i>xx m³ bilge water from [Name of sec 3.3 Tank & Designation]</i>
			<i>Capacity xx m³, xx m³ retained</i>
		<i>14</i>	<i>Start: hh:mm, stop: hh:mm</i>
		<i>15.1</i>	<i>Through 15 ppm equipment overboard</i>
			<i>Position start: xx deg xx min N/S, xx deg xx min E/W</i>
			<i>Position stop: xx deg xx min N/S, xx deg xx min E/W</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operation and signature of officer in charge</i>
<i>dd-MONTH- yyyy</i>	<i>D</i>	<i>13</i>	<i>x m³ bilge water from [Name of sec 3.3 Tank & Designation], now xx m³</i>
		<i>14</i>	<i>Start: hh:mm stop: hh:mm</i>
		<i>15.3</i>	<i>Collected in [Name of sec 3.1 Tank & Designation] retained in tank(s) xx m³</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd-MONTH- yyyy</i>	<i>E</i>	<i>16</i>	<i>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]</i>
		<i>18</i>	<i>Stop hh:mm</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

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

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

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

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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd-MONTH-YYYY</i>	<i>F</i>	<i>19</i>	<i>hh:mm</i>
		<i>20</i>	<i>hh:mm (might be unknown – if spare parts has been ordered)</i>
		<i>21</i>	<i>[Reason for Failure, if known]</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd-MONTH-YYYY</i>	<i>F</i>	<i>19</i>	<i>hh:mm (the same time as in example 16)</i>
		<i>20</i>	<i>hh:mm (the time the system is functional)</i>
		<i>21</i>	<i>[Reason for Failure, if known]</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

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.

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

Example #17

Accidental Pollution

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd- MONTH- yyyy</i>	G	<i>22</i>	<i>hh:mm</i>
		<i>23</i>	<i>Position: xx deg xx min</i>
		<i>24</i>	<i>Quantity of oily residue (if known)</i>
		<i>25</i>	<i>Circumstances of the discharge</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd- MONTH- yyyy</i>	H	<i>26.1</i>	<i>[Name of Port]</i>
		<i>26.2</i>	<i>Start dd-mm-yyyy Stop dd-mm-yyyy</i>
		<i>26.3</i>	<i>xxxx MT of ISO-xxxxx HFO x.x % S bunkered in tanks:</i>
			<i>aaaa MT added to [Tank Name & Designation] now containing bbbb MT</i>
			<i>cccc MT added to [Tank Name & Designation] now containing dddd MT</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

Example #19

Bunkering of Bulk Lubricating oil

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd- MONTH- yyyy</i>	H	<i>26.1</i>	<i>[Name of Port]</i>
		<i>26.2</i>	<i>Start dd-mm-yyyy Stop dd-mm-yyyy</i>
		<i>26.4</i>	<i>xx MT [Type of Oil] bunkered in tanks:</i>
			<i>xx MT added to [Tank Name & Designation] now containing xx MT</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

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.).

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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd-MONTH-yyyy</i>	<i>I</i>		<i>xx m³ oily bilge water from Cargo Hold bilge holding tank to [Name of sec 3.3 Tank & Designation]</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd-MONTH-yyyy (1)</i>	<i>I</i>		<i>Entry pertaining to an earlier missed operational entry</i>
<i>dd-MONTH-yyyy (2)</i>	<i>C</i>	<i>12.2</i>	<i>xx m³ sludge transferred from [Name of sec. 3.1 Tank and Designation], xx m³ retained to [Name of sec 3.1 Tank & Designation], retained in tank(s) xx m³</i>
			<i>signed (1): (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>
			<i>signed (2): (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

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

Example #22

De-bunkering of Fuel oil

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd-MONTH-yyyy</i>	<i>I</i>		<i>xxxx MT of ISO-xxxxx HFO x.x % S de-bunkered from tanks:</i>
			<i>xxxx MT removed from [Tank Name & Designation] now containing xxx MT</i>
			<i>De-bunkered to "identity or name of receiver i.e. barge, tank truck or shore facility" in "Name of Port"</i>
			<i>Start dd-mm-yyyy Stop dd-mm-yyyy</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd-MONTH-yyyy</i>	<i>C</i>	<i>12.4</i>	<i>xx m³ sludge from [Name of sec 3.1 Tank & Designation], xx m³ retained, Transferred to Deck Slop Tank [designation] signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

Example #24

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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd-MONTH-yyyy</i>	<i>D</i>	<i>13</i>	<i>xx m³ bilge water from [Name of sec 3.3 Tank & Designation] Capacity xx m³, xx m³ retained</i>
		<i>14</i>	<i>Start: hh:mm, stop: hh:mm</i>
		<i>15.3</i>	<i>Transferred to Deck Slop Tank [designation] signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

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 I & II 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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd-MONTH-yyyy</i>	<i>I</i>		<i>Weekly Inventory of Bilge Water Tanks (listed under item 3.3) [Name of sec 3.3 Tank & Designation] capacity xx m³, xx m³ retained signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

Example #26

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

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd- MONTH- yyyy</i>	<i>I</i>		<i>Overboard valve [Valve Number] from 15 ppm bilge water separator unit sealed</i>
			<i>seal no.: xxxxxxx,</i>
			<i>signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy</i>

Example #27

Breaking of optional seal on MARPOL Annex I related valve and/or equipment

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