



Office of
Deputy Commissioner
of Maritime Affairs

THE REPUBLIC OF LIBERIA

Bureau Of Maritime Affairs

8619 Westwood Center Dr Suite 300
Vienna, VA USA 22182
Telephone: (703) 790-3434
Fax: (703) 790-5655

December 13, 2006

MARINE OPERATIONS NOTE 9/2006 - REVISED

RE: New revised Oil Record Book Part I and Part II

Dear Owner/Operator:

The revised MARPOL Annex I, Regulations for the Prevention of Pollution by Oil adopted on 15 October 2004 will enter into force on 1 January 2007. The revised Annex I incorporates various amendments adopted since MARPOL entered into force in 1983, including a more user-friendly, simplified Annex I. Among the revisions are modified instructions for the Oil Record Book Part I and Part II.

The Liberia Administration has published a new revised Oil Record Book Part I and Part II which incorporates the changes contained in the revised MARPOL Annex I. The new Liberian Oil Record Book is published in two separate sections, Part I, applicable to ALL ships for recording machinery space operations (RLM -121) and Part II, applicable to OIL TANKERS for recording cargo and ballast operations (RLM -121A). To order copies please contact Publications at: publications@lisr.com or +1 703 790 3434.

Previous existing copies of Liberian Oil Record Book - Parts I & II, RLM-121 Rev. 2003 may continue to be used until onboard supplies of such versions are exhausted. Attached are relevant revisions to Oil Record Book - Parts I & II guidance and record keeping instructions which shall be taken into account when using the previous versions of RLM-121. Please instruct Master's to attach a copy of this Marine Operation Notice and the attachment provided herein to existing copies of Part I and Part II, RLM-121 Rev 2003 currently in use.

For more information please contact Timothy M. Keegan at +1 703 251 2409 or email: safety@lisr.com

Regards,
Capt. David Pascoe
Head Maritime Operations & Standards
On behalf of
DEPUTY COMMISSIONER OF MARITIME AFFAIRS
REPUBLIC OF LIBERIA

Attachment: Oil Record Book Part I and II insert for RLM-121 Rev. 2003

Oil Record Book Part I

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 Part I in accordance with regulation 17 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 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.

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

The Oil Record Book Part I 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 Part I should be considered accordingly.

In the event of accidental or other exceptional discharge of oil statement shall be made in the Oil Record Book Part I of the circumstances of, and the reasons for, the discharge.

Any failure of the oil filtering equipment shall be noted in the Oil Record Book Part I.

The entries in the Oil Record Book Part I, for ships holding an IOPP Certificate, shall be at least in English, French or Spanish. Where entries in official 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.

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.

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.

Oil Record Book Part I

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 cubic metres);
 - .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, in cubic metres.

(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 cubic metres.

(C) Collection and disposal of oil residues (sludge and other oil residues)

11 Collection of oil residues

Quantities of oil residues (sludge and other oil residues) retained on board. The quantity should be recorded weekly:¹ (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

12 Methods of disposal of residue.

State quantity of oil residues disposed of, the tank(s) emptied and the quantity of contents retained in cubic metres:

- .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, in cubic metres.³

14 Time of discharge or disposal (starts 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

¹ Tanks listed in item 3.1 of form A and B of the supplement in the IOPP Certificate used for sludge.

² 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.

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.

- .3 transfer to slop tank or holding tank (indicate tank(s); state the total quantity retained in tank(s), in cubic metres).

(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, 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.⁴
- 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

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

Oil Record Book Part II

INTRODUCTION

The following pages of this section show a comprehensive list of items of cargo and ballast operations which are, when appropriate, to be recorded in the Oil Record Book Part II in accordance with regulation 36 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 section, each of which is denoted by a code letter.

When making entries in the Oil Record Book Part II, 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 countersigned by the master of the ship.

In respect of the oil tankers engaged in specific trades in accordance with regulation 2.6.1 of Annex I of MARPOL 73/78, appropriate entry in the Oil Record Book Part II shall be endorsed by the competent port State authority. *

The Oil Record Book Part II 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 Part II should be considered accordingly.

In the event of accidental or other exceptional discharge of oil a statement shall be made in the Oil Record Book Part II of the circumstances of, and the reasons for, the discharge.

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

The entries in the Oil Record Book Part II, for ships holding an IOPP Certificate, shall be at least 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 a dispute or discrepancy.

The Oil Record Book Part II 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.

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 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 II 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 II and 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.

* This sentence should only be inserted for the Oil Record Book of a tanker engaged in a specific trade.

Oil Record Book Part II

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 °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.¹
- 11 Number of machines in use.
- 12 Time of start of washing.
- 13 Washing pattern employed.²

¹ 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.

² 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.

- 14 Washing line pressure.
- 15 Time washing was completed or stopped.
- 16 State method of establishing that tank(s) was (were) dry.
- 17 Remarks.³

(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.

(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.

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

- 30 Method of cleaning.⁴
- 31 Tank washings transferred to:
- .1 reception facilities (state port and quantity, in cubic metres); and
 - .2 sloptank(s) or cargo tank(s) designated as sloptank(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).⁵

(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.

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

⁵ 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.

- 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 m³/hour.
- 48 Final quantity discharged, in cubic metres and rate of discharge, in m³/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) Disposal of residues and oily mixtures not otherwise dealt with

- 55 Identity of tanks.
- 56 Quantity disposed of from each tank. (State the quantity retained, in cubic metres.)
- 57 Method of disposal:
 - .1 to reception facilities (identify port and quantity involved);⁵
 - .2 mixed with cargo (state quantity);
 - .3 transferred to (an)other tank(s) (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 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.

⁵ 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.

- 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?

(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).⁵
- 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

⁵ 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.

(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.