

GENERAL RULES

The ensuing pages contain a complete list whose items describe cargo and ballast operations that are to be entered 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 organised in operational sections, each of which is designated by a letter. Furthermore Oil Record Book Part II is compliant with IMO Resolution MEPC. 187(59).

When making entries in the Oil Record Book Part II, the date, operational code and item number must be entered in the appropriate columns. Additional details must be recorded chronologically in the blank spaces.

Each concluded operation must be signed for and dated by the officer, or officers, in charge. Each completed page must be countersigned by the Master of the ship.

With respect to oil tankers engaged in specific trades in accordance with regulation 2.5 of Annex I of MARPOL 73/78, appropriate entry in the Oil Record Book Part II must be certified by the competent authority in the Port State.¹

The Oil Record Book Part II includes many references to oil quantity. Tank measurement devices' limited accuracy, along with temperature variations and clingage, will affect the accuracy of these readings. Therefore, entries in the Oil Record Book Part II should be considered accordingly.

In the event of accidental or other exceptional oil discharges, a statement must be written in the Oil Record Book Part II, describing the circumstances of, and the causes of, the discharge.

Any breakdown of the oil discharge monitoring and control systems must be logged in the Oil Record Book Part II.

The entries in the Oil Record Book Part II, for ships holding an IOPP Certificate, must be written in English, French or Spanish. Where entries in the official language of the State whose flag the ship is entitled to fly is also used, said language will supersede any other language in the event of a dispute or discrepancy.

The Oil Record Book Part II must be kept in a readily accessible place, so as to be available for inspection at any reasonable time and must be kept on board the ship, except in the event of an unmanned ship under tow. The log must be safeguarded for a period of three years subsequent to the date of the last entry.

While the ship is in its port or offshore terminals, 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, and may make a copy of any entry in said book, as well as require the master of the ship to certify that the copy is a true copy of such entry. Any copy made in this manner, which has been certified by the master of the

ship as a true copy of an entry in the Oil Record Book Part II, will be made admissible in any legal proceedings as evidence of the facts stated in the entry. The inspection of an Oil Record Book Part II and the making of a certified copy by the competent authority under this paragraph must be performed as expeditiously as possible without imposing unnecessary delays on the ship.

TO BE OBSERVED WHEN ADDING ENTRIES TO THE OIL RECORD BOOK — PART II:

1. If a faulty entry is made it must be struck using a single line, so as to leave the faulty entry legible. The faulty entry must then be signed and followed by the correct entry.
2. The entries must be written with indelible ink and the Oil Record Book must be safeguarded for a period of three years subsequent to the date of the last entry.
3. As soon as an operation is concluded, the officer, or the officers, in charge of the operation(s) must update the **Oil Record Book**. In cases where work with other tasks causes unavoidable delays in updating the **Oil Record Book**, entries must then be made at earliest opportune moment.
4. As soon as a page has been completed the Oil Record Book must be presented to the Master for him to sign at the bottom of the page.
5. If one of the ship's officers believes certain events must be noted in the Oil Record Book, even though such an entry is not mandatory, a list of items under **column O** must be developed to enter such operations/events.
6. The officers in charge of the operations included in the Oil Record Book should carefully read through the list of mandatory items to be recorded.

The items to be recorded in the Oil Record Book represent the absolute minimum required to reconstruct a situation or sequence of events. The Oil Record Book is an official record required by law, but its use should not inhibit the use of »scrap logs« often kept on board for cargo operations, tank cleaning, transfer of cargo etc. In fact, using such logs is recommended in order to log the most obvious details, making it easier to transfer the required entries to the Oil Record Book.

LIST OF ITEMS TO BE RECORDED**A. Loading of oil cargo**

1. Location of loading.
2. Type of oil loaded and identity of tank(s).
3. Total quantity of oil loaded (indicate quantity added, in cubic metres at 15°C and the total contents of tank(s), in cubic metres).

¹ This entry should only be included in the Oil Record Book if a tanker is engaged in specific trades.