

油類紀錄簿(第 I 部)

OIL RECORD BOOK (PART I)

機器艙作業
(所有船舶)

MACHINERY SPACE OPERATIONS
(All Ships)

船舶名稱

Name of Ship: _____

正式編號

Official Number: _____

總噸位

Gross Tonnage: _____

期間：自

至

Period From: _____ to _____

OIL RECORD BOOK (PART I)

Part I - MACHINERY SPACE OPERATIONS

INTRODUCTION

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

The following pages list items which are, when appropriate, to be recorded in the Oil Record Book Part I in accordance with regulation 10 of the Merchant Shipping (Prevention of Oil Pollution) Regulations. 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. Each completed page shall be signed by the master of the ship.

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, a statement shall be made in the Oil Record Book Part I of the circumstances of, and the reasons for, the discharge.

油類紀錄簿（第 I 部）

第 I 部－機器艙作業

引言

須以油類紀錄簿第 I 部為每艘總噸位 400 噸及以上的船舶（油輪除外）和每艘總噸位 150 噸及以上的油輪，記錄機器艙作業。對於油輪，亦須備有油類紀錄簿第 II 部以記錄有關的貨物／壓載作業。

以下各頁列出的項目，須在適當情況下按照《商船（防止油類污染）規例》第 10 條記錄在油類紀錄簿第 I 部內。該等項目已按作業段分組，而每一作業段均以字母代號表示。

在油類紀錄簿第 I 部內作出記項時，日期、作業代號及項目號碼均須填入適當的欄內，而所規定的詳情須按時間先後而記錄於空位內。

每項完成作業均須由一名或多於一名掌管的高級船員簽署和註明日期。已予填寫的每一頁須由船長簽署。

油類紀錄簿第 I 部載有多項對於油的數量的提述。液艙量度器件的有限準確度、溫度的變化和黏附均會影響該等讀數的準確性。油類紀錄簿第 I 部內的記項應據此予以考慮。

如有油類意外或其他異常排放的情況，則須在油類紀錄簿第 I 部內作出陳述，說明排放的情況及原因。

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

The entries in the Oil Record Book should be in either:-

- (a) English only ; or
- (b) in both English and Chinese.

For voyage other than international voyage, the entries in the Oil Record Book may be in Chinese only.

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 these Regulations apply 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 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.

如濾油設備發生故障，則須記入油類紀錄簿第 I 部內。

本紀錄簿的各項紀錄須用：

- (a) 英文填寫；或
- (b) 中文與英文合併填寫。

對於並非航行於國際航線的船舶，本紀錄簿中各項均可只用中文填寫。

油類紀錄簿第 I 部須存放於一處可供在所有合理時間隨時查閱的地方，除正在拖行中而並無配備人手的船外，油類紀錄簿須存放於船上。該紀錄簿須自最後一個記項作出後起計保留 3 年。

締約國政府的主管當局，可在其港口或離岸海運站內，到任何本規例適用的船舶上查閱油類紀錄簿第 I 部，並可抄錄或複製該簿內任何記項，亦可規定該船的船長核證該抄錄或複製的副本為該記項的真確副本。如此抄錄或複製的副本，如經該船船長核證為該船油類紀錄簿第 I 部內某記項的真確副本，在任何司法程序中可接納為該記項內所述事實的證據。主管當局根據本款查閱油類紀錄簿第 I 部及製取認證副本，須在可能範圍內盡快進行，以免導致該船受不當延滯。

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.

須予記錄的項目清單

- (A) 為油類燃料艙加壓載或將油類燃料艙清潔
1. 加壓載的液艙的識別。
 2. 液艙最近一次載油後是否經清潔，以及（如沒有經清潔的話）先前載運的油的類型。
 3. 清潔程序：
 - .1 開始和完成清潔時船舶的位置及時間；
 - .2 液艙的識別，該液艙為曾使用任何一種方法（沖洗、水蒸氣清潔、化學品清潔；所用化學品類型及數量）進行清潔者（單位是米³）；
 - .3 液艙的識別和數量（單位是米³），該液艙為有清潔用水轉駁入者。
 4. 加壓載：
 - .1 加壓載開始及完結時船舶的位置及時間；
 - .2 壓載的數量（如液艙沒有經清潔的話）（單位是米³）。
- (B) 排放來自(A)節所提述的油類燃料艙的污穢壓載或清潔用水
5. 液艙的識別。
 6. 開始排放時船舶的位置。
 7. 完成排放時船舶的位置。
 8. 排放時的船速。
 9. 排放方法：
 - .1 通過百萬分之十五設備；
 - .2 排放至接收設施。
 10. 排放的數量（單位是米³）。

(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).

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 include barges and tank trucks, a receipt or certificate detailing the quantity of tank washings, dirty ballast, residues or oily mixtures transferred, together with the time and date of the transfer. This receipt or certificate, if attached to the Oil Record Book 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.

(C) 油類殘餘物（油類淤渣）的收集、轉駁及棄置

11. 油類殘餘物（油類淤渣）的收集。
在航程完結時留存船上的油類殘餘物（油類淤渣）的數量。這個數量應每星期記錄一次¹：（意指這個數量必須每星期記錄一次，無論該航次結束時是否超過一星期）：
- .1 液艙的識別
 - .2 液艙的容量 米³
 - .3 總留存量 米³
 - .4 人手操作收集的殘餘物數量 米³
（營運者進行人手收集工作以把油類殘餘物（油類淤渣）轉駁至油類殘餘物（油類淤渣）集存艙。）
12. 油類殘餘物（油類淤渣）的轉駁及棄置方法。
述明轉駁或棄置的油類殘餘物數量、排清的液艙和留存的內載物數量（單位是米³）：
- .1 至接收設施（指明港口）²；
 - .2 至另一（其他）液艙（指出液艙及液艙的總載量）；
 - .3 焚化（指出作業的總時數）；
 - .4 其他方法（述明何方法）。

¹ 只限國際防油污證書的增補所載表格 A 及 B 第 3.1 項所列的油類殘餘物（油類淤渣）液艙。

² 船長應向接收設施（包括駁船及液罐車）的營運者取得詳述以下各項的收據或證書：所轉駁的洗艙水、污穢壓載、殘餘物或油性混合物的數量，以及轉駁的時間及日期。該收據或證書如附連於油類紀錄簿第 I 部，可輔助船長證明該船並不涉及指稱的污染事故。該收據或證書應連同油類紀錄簿第 I 部存放。

(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 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);
 - .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.

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.

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

(D) 非自動開始以船外排放、轉駁或其他方式棄置機器艙所積存的艙底水

13. 排放、轉駁或棄置的數量（單位是米³）。³
14. 排放、轉駁或棄置的時間（開始及停止）。
15. 排放、轉駁或棄置的方法：
 - .1 通過百萬分之十五設備（述明開始及完結時的位置）；
 - .2 至接收設施（指明港口）²；
 - .3 至污水艙或集存艙或其他液艙（指出液艙；述明留存液艙內的數量（單位是米³））。

(E) 自動開始以船外排放、轉駁或其他方式棄置機器艙所積存的艙底水

16. 系統以自動操作方式通過百萬分之十五設備作船外排放時的時間及船舶的位置。
17. 系統以自動操作方式將艙底水轉駁至集存艙（指明液艙）時的時間。
18. 系統以人手操作時的時間。

(F) 濾油設備的狀況

19. 系統故障的時間⁴。
20. 系統修復至可運作時的時間。
21. 故障原因。

³ 排放或棄置集存艙的艙底水時，述明集存艙的識別和容量，以及留存集存艙內的數量。

⁴ 濾油設備的狀況也包括報警和自動停排裝置（如適用）。

- (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

Please refer to MEPC.1/Circ.736/Rev.2 Guidance for the Recording of Operations in the Oil Record Book Part I – Machinery Space Operations (All Ships) which can be found in following link:
http://www.mardep.gov.hk/en/others/info_marpol.html

- (G) 油類的意外或其他異常排放
22. 發生時間。
 23. 地點或發生時船舶的位置。
 24. 油的大約數量和類型。
 25. 排放或洩漏的情況及其原因，以及一般備註。
- (H) 將燃料或散裝潤滑油裝進燃料艙
26. 裝進燃料艙：
- .1 裝進燃料艙地點。
 - .2 裝進燃料艙時間。
 - .3 燃油的類型、數量，以及液艙的識別（述明加進的數量（單位是噸）和液艙的總量）。
 - .4 潤滑油的類型、數量，以及液艙的識別（述明加進的數量（單位是噸）和液艙的總量）。
- (I) 額外作業程序及一般備註

請參考 MEPC.1/Circ.736/Rev.2 紀錄操作指南 - 油類紀錄簿 (第 I 部) - 機器艙作業 (所有船舶)，可在下面超連結找到(只有英文版本)。
http://www.mardep.gov.hk/hk/others/info_marpol.html

