

油類紀錄簿(第II部)

OIL RECORD BOOK (PART II)

貨物／壓載作業
(油輪)
CARGO / BALLAST OPERATIONS
(Oil tankers)

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 II)
Part II - CARGO / BALLAST OPERATIONS
INTRODUCTION

油類紀錄簿（第 II 部）
第 II 部－貨物／壓載作業
引言

Part II of the Oil Record Book is required to record cargo / ballast operations for every oil tanker of 150 tons gross tonnage and above. Such a tanker shall also be provided with Oil Record Book Part I to record relevant machinery space operations.

須以油類紀錄簿第 II 部為每艘總噸位 150 噸及以上的油輪，記錄貨物／壓載作業。亦須備有油類紀錄簿第 I 部為上述油輪記錄有關的機器艙作業。

The following pages list items which are, when appropriate to be recorded in the Oil Record Book Part II 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.

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 II 部內。該等項目已按作業段分組，而每一作業段均以字母表示。

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.

在油類紀錄簿第 II 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。

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.

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加簽。

In respect of the oil tankers engaged in specific trades in accordance with regulation 22 of the Merchant Shipping (Prevention of Oil Pollution) Regulations, the appropriate entry in the Oil Record Book Part II shall be endorsed by the competent Port State Authority.

就按照《商船（防止油類污染）規例》第 22 條用於特定業務的油輪而言，油類紀錄簿第 II 部內的適當記項須由主管港口國當局批註。

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.

油類紀錄簿第 II 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 II 部內的記項應據此予以考慮。

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 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 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 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 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.

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

如油類排放監察及控制系統發生故障，則須記入油類紀錄簿第 II 部內。

油類紀錄簿第 II 部的各項紀錄須用：

- (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 II 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 II 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 II 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 II 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。

船舶名稱

Name of Ship: _____

正式編號

Official Number: _____

貨油艙及污水艙平面圖

PLAN VIEW OF CARGO AND SLOP TANKS

(須在船上填寫)

(to be completed on board)



液艙的 識別 Identification of the tanks															污水艙 深度 (米) Depth of slop tank(s) (m):
容量 (米 ³) Capacity (m ³)															

(填上每一液艙的容量及污水艙的深度)

(Give the capacity of each tank and the depth of slop tank(s))

LIST OF ITEMS TO BE RECORDED

須予記錄的項目清單

(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 m³ at 15°C and the total content of tank(s), in m³).

(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 m³)
5. Was (Were) the tank(s) in 4.1 emptied? (If not, state the quantity retained, in m³.)

(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 m³.)

(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.

(A) 裝載油類貨物

1. 裝載地點。
2. 裝載的油類類型及液艙的識別。
3. 裝載的油的總量（述明加進的數量（15°C，單位是米³）及液艙的總載量（單位是米³））。

(B) 在航程中油類貨物的船內轉駁

4. 液艙的識別：
 - .1 從：
 - .2 至：（述明轉駁的數量及液艙的總量（單位是米³））
5. 4.1 的液艙是否已排清？（如不是，述明留存的數量（單位是米³））。

(C) 卸載油類貨物

6. 卸載地點。
7. 卸載的液艙的識別。
8. 液艙是否已排清？（如不是，述明留存的數量（單位是米³））。

(D) 原油清洗（只適用於 COW 油輪）

（以原油清洗的每一液艙均須填寫）

9. 進行原油清洗的港口或如在兩個排放港之間進行原油清洗，船舶的位置。
10. 經清洗的液艙的識別。¹
11. 使用機器的數目。
12. 開始清洗的時間。

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.

¹ 如個別液艙的機器，一如操作及設備手冊所描述的較可同時運作的機器為多，則以原油清洗的部分須予指明，例如：第 2 號中間艙前部。

13. Washing pattern employed.²
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

13. 使用的清洗模式。²
14. 清洗管路壓力。
15. 完成或停止清洗的時間。
16. 述明確立液艙是乾的方法。
17. 備註。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 the operation, in m³.

(E) 為貨油艙加壓載

18. 加壓載開始及完結時的船舶位置。
19. 加壓載程序—
 - .1 加壓載的液艙的識別；
 - .2 開始及完結的時間；及
 - .3 接收的壓載量。指出作業所涉及的每一液艙的壓載總量（單位是米³）。

(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 the total quantity, in m³.
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 m³.

(F) 為專用清潔壓載液艙加壓載（只適用於 CBT 油輪）

20. 加壓載的液艙的識別。
21. 擬作沖洗的水或港口壓載送至專用清潔壓載液艙時的船舶位置。
22. 將泵和管路的留存物沖洗至污水艙時船舶的位置。
23. 沖洗管路後，轉駁至污水艙或預存污水的貨油艙（指明液艙）的油性水數量。述明總量（單位是米³）。
24. 額外壓載水送至專用清潔壓載液艙時船舶的位置。
25. 將專用清潔壓載液艙和貨物管路及清掃管路隔離的閘門關閉時的時間及船舶的位置。
26. 送至船上的清潔壓載數量（單位是米³）。

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 programme.

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

² 按照操作及設備手冊，須填寫所使用的是單級清洗方法或多級清洗方法。如使用多級清洗方法，說明機器所涵蓋的垂向弧和該弧在該級清洗程序中被涵蓋的次數。

³ 如不遵循操作及設備手冊中的程序，須在備註中說明理由。

(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.⁴
31. Tank washings transferred to-
 - .1 reception facilities (state port and quantity, in m³);⁵ and
 - .2 slop tank(s) or cargo tank(s) designated as slop tank(s) (identify tank(s); state quantity transferred and total quantity, in m³).

(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 m³.
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 m³.
40. Discharged to shore reception facilities (identify port and quantity involved, in m³).⁵

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

⁵ 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 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.

(G) 將貨油艙清潔

27. 經清潔的液艙的識別。
28. 港口或船舶的位置。
29. 清潔所用的時間。
30. 清潔方法。⁴
31. 洗艙水轉駁至—
 - .1 接收設施（述明港口及數量（單位是米³））；⁵及
 - .2 污水艙或指定為污水艙的貨油艙（指明液艙；述明轉駁的數量及總量（單位是米³））。

(H) 將污穢壓載排放

32. 液艙的識別。
33. 開始排放入海時船舶的時間及位置。
34. 完成排放入海時船舶的時間及位置。
35. 排放入海的數量（單位是米³）。
36. 排放時的船速。
37. 排放時排放監察及控制系統是否正在運作？
38. 是否對流出物及排放位置的水面定時檢查？
39. 轉駁至污水艙的油性水數量（指明污水艙）。述明總量（單位是米³）。
40. 排放至岸上的接收設施（指明港口和涉及的數量（單位是米³））。⁵

⁴ 人工軟管清洗、機器清洗及／或以化學品清潔。如以化學品清潔，應述明有關的化學品和使用量。

⁵ 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 II 部內，可輔助船長證明其船舶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 II 部存放。

(I) DISCHARGE OF WATER FROM SLOP TANKS INTO THE SEA

41. Identity of slop tank(s).
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 m^3 and rate of discharge, in m^3 /hour.
48. Final quantity discharged, in m^3 and rate of discharge, in m^3 /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 a regular check kept on the effluent and the surface of the 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 m^3 .)
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 m^3); and
 - .4 other method (state which); state quantity disposed of in m^3 .

(I) 將來自污水艙的水排放入海

41. 污水艙的識別。
42. 自上次駁入殘餘物後沉澱的時間，或
43. 上次排放後沉澱的時間。
44. 開始排放時的時間及船舶的位置。
45. 開始排放時總載量的餘位。
46. 開始排放時油／水界面的餘位。
47. 排放的總量（單位是米³）和排放率（單位是米³／小時）。
48. 排放的最後數量（單位是米³）和排放率（單位是米³／小時）。
49. 完成排放時的時間及船舶的位置。
50. 排放時排放監察及控制系統是否正在運作？
51. 完成排放時油／水界面的餘位（單位是米）。
52. 排放時的船速。
53. 是否對流出物及排放位置的水面定時檢查？
54. 確認在完成從污水艙的排放時船上管道系統所有適用閥門均已關閉。

(J) 將並未以其他方法處理的殘餘物及油性混合物收集、轉駁和棄置

55. 液艙的識別。
56. 從每一液艙轉駁或排放的數量。（述明留存的數量（單位是米³）。）
57. 轉駁或棄置方法：
 - .1 棄置至接收設施（指明港口及涉及的數量）；
 - .2 與貨物混和（述明數量）；
 - .3 轉駁至或自其他液艙，包括轉駁自機器艙的油類殘餘物（油類淤渣）艙和油性艙底水艙（指明液艙；述明轉駁的數量及液艙內的總量（單位是米³））；及
 - .4 其他方法（述明何種方法）；述明棄置的數量（單位是米³）。

(K) DISCHARGE OF CLEAN BALLAST CONTAINED IN CARGO TANKS

58. Position of ship at start of discharge 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?

(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 m³:
 - .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.

(K) 將載於貨油艙內的清潔壓載排放

58. 開始排放清潔壓載時船舶的位置。
59. 作排放的液艙的識別。
60. 完成排放時液艙是否空的？
61. 完成排放時船舶的位置（如位置與 58 的不同）。
62. 是否對流出物及排放位置的水面定時檢查？

(L) 將專用清潔壓載液艙的壓載排放（只適用於 CBT 油輪）

63. 作排放的液艙的識別。
64. 開始排放清潔壓載入海時的時間及船舶的位置。
65. 完成排放入海時的時間及船舶的位置。
66. 排放的數量（單位是米³）：
 - .1 排放入海者；或
 - .2 排放至接收設施者（指明港口）。⁵
67. 在排放入海前或排放入海期間，是否有任何跡象顯示壓載水受油類污染？
68. 排放是否由油分計監察？
69. 完成減壓載將專用清潔壓載液艙和貨物管路及清掃管路隔離的閥門關閉時的時間及船舶的位置。

(M) 油類排放監察及控制系統的狀況

70. 系統故障的時間。
71. 系統恢復運作的時間。
72. 故障原因。

<p>(N) ACCIDENTAL OR OTHER EXCEPTIONAL DISCHARGES OF OIL</p> <p>73. Time of occurrence.</p> <p>74. Port or ship's position at time of occurrence.</p> <p>75. Approximate quantity, in m³, and type of oil.</p> <p>76. Circumstances of discharge or escape, the reasons therefor and general remarks.</p>	<p>(N) 油類的意外或其他異常排放</p> <p>73. 發生時間。</p> <p>74. 發生時的港口或船舶的位置。</p> <p>75. 油的大約數量（單位是米³）和類型。</p> <p>76. 排放或洩漏的情況及其原因，以及一般備註。</p>
<p>(O) ADDITIONAL OPERATIONAL PROCEDURES AND GENERAL REMARKS</p> <p>TANKERS ENGAGED IN SPECIFIC TRADES</p>	<p>(O) 額外作業程序及一般備註</p> <p>用於特定業務的油輪</p>
<p>(P) LOADING OF BALLAST WATER</p> <p>77. Identity of tank(s) ballasted.</p> <p>78. Position of ship when ballasted.</p> <p>79. Total quantity of ballast loaded in cubic metres.</p> <p>80. Remarks.</p>	<p>(P) 裝載壓載水</p> <p>77. 加壓載的液艙的識別。</p> <p>78. 加壓載時船舶的位置。</p> <p>79. 裝載的壓載的總量（以立方米為單位）。</p> <p>80. 備註。</p>
<p>(Q) RE-ALLOCATION OF BALLAST WATER WITHIN THE SHIP</p> <p>81. Reasons for re-allocation.</p>	<p>(Q) 船內壓載水的再分配</p> <p>81. 再分配的原因。</p>
<p>(R) BALLAST WATER DISCHARGE TO RECEPTION FACILITY</p> <p>82. Port(s) where ballast water was discharged.</p> <p>83. Name or designation of reception facility.</p> <p>84. Total quantity of ballast water discharged in cubic meters.</p> <p>85. Date, signature and stamp of port authority official.</p>	<p>(R) 將壓載水排放至接收設施</p> <p>82. 壓載水排放的港口。</p> <p>83. 接收設施的名稱或型號。</p> <p>84. 排放的壓載水的總量（以立方米為單位）。</p> <p>85. 港口當局官員的簽署、戳印和簽署日期。</p>

