Oil Record Book

Regulation 23, Exclusive Economic Zone and Continental Shelf (Environmental Effects – Discharge and Dumping) Regulations 2015

How to use this form

For every offshore installation, an oil record book must be kept in a form that corresponds to the oil record book required by regulation 17 of Annex I of the International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 (MARPOL), with the following differences:

1. The oil record book kept on board should substitute the word ‘tanker’ for ‘installation’

2. The contents of section (O) Additional operational procedures and general remarks of the oil record book should be substituted with:
   (i) closing of all applicable valves or similar devices after slop tank discharge operations:
   (ii) closing of valves necessary for isolation of dedicated clean ballast tanks from cargo and stripping lines after slop tank discharge operations:

Together with the enclosed instructions, this form fulfils the requirements of regulation 23 of the Exclusive Economic Zone and Continental Shelf (Environmental Effects – Discharge and Dumping) Regulations 2015 (D&D Regulations 2015).

The book has been designed so that it may be used by all offshore installations for making machinery space entries, and cargo and ballast entries. However, these two categories of entries cannot be recorded in the same Oil Record Book.

An installation must maintain an Oil Record Book in two parts:

PART I – Machinery Space Operations, which must be completed on each occasion machinery space operations take place, and be signed by the person or people responsible for the operation; and

PART II – Cargo and Ballast Operations, which must be completed on each occasion cargo and ballast operations take place, and be signed by the person or people responsible for the operation.

The Person in Charge (PIC) has overall responsibility for the operation of the offshore installation and must sign every completed page of the Oil Record Book.

The owner of the offshore installation must ensure a copy of every completed page of the Oil Record Book is
forwarded to the EPA within 15 working days after the end of the month in which it was completed.

The Oil Record Book must be kept by the owner of the offshore installation for 3 years after the last entry is made in it.

General guidance

- 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. 23-MAY-2014.
- Incineration or landing ashore of oily garbage and used filters should be recorded in the Garbage Record Book only.
- All entries are to be signed by the person responsible for the operations concerned and each completed page must be signed by the PIC.
- No empty lines should be left between successive entries.
- If a wrong entry has been recorded in the Oil Record Book, 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).

You can find and download all forms prescribed by the Exclusive Economic Zone and Continental Shelf (Environmental Effects – Discharge and Dumping) Regulations 2015, as well as suggested templates for providing other information, on our website at www.epa.govt.nz or request them from us by contacting:

Environmental Protection Authority,
Private Bag 63002, Wellington 6140
Email info@epa.govt.nz

Phone +64 4 916 2426
Fax +64 4 914 0433
1. Introduction

The following pages list items of machinery space operations that are to be recorded in the Oil Record Book Part I – Machinery Space Operations in accordance with regulation 17 of Annex I of MARPOL. 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 – Machinery Space Operations, the date, operational code and item number must be inserted in the appropriate columns and the required particulars must be recorded chronologically in the blank spaces.

The Oil Record Book Part I – Machinery Space Operations 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 – Machinery Space Operations will be considered accordingly.

In the event of accidental or other exceptional discharge of oil, a statement must be made in the Oil Record Book Part I – Machinery Space Operations of the circumstances of, and the reasons for, the discharge.

Any failure of the oil filtering equipment must be noted in the Oil Record Book Part I – Machinery Space Operations.

The entries in the Oil Record Book Part I – Machinery Space Operations for offshore installations holding an International Oil Pollution Prevention (IOPP) Certificate must be in English.

The Oil Record Book Part I – Machinery Space Operations must be kept in such a place as to be readily available for inspection at all reasonable times and, except in the case of unmanned offshore installations, must be kept on board the offshore installation.

The EPA may inspect the Oil Record Book Part I – Machinery Space Operations on board any offshore installation to which Annex I of MARPOL applies and may make a copy of any entry in that book and may require the PIC of the
offshore installation to certify that the copy is a true copy of such entry. Any copy so made that has been certified by
the PIC of the offshore installation as a true copy of an entry in the Oil Record Book Part I – Machinery Space
Operations shall be made admissible in any judicial proceedings as evidence of the facts stated in the entry. The
inspection of an Oil Record Book Part I – Machinery Space Operations and the taking of a certified copy by the
competent authority under this paragraph shall be performed as quickly as possible without causing the offshore
installations to be unduly delayed.

2. List of items to be recorded

The following items are to be recorded in the Oil Record Book Part I – Machinery Space Operations as specified
under MARPOL and the D&D Regulations 2015. They should be recorded on the form provided at the end of this
document.

(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, the type of oil previously carried.
3. Cleaning process:
   .1 Time at the start and completion of cleaning
   .2 Identity of tank(s) in which one or another method has been employed (rinsing through, steaming, cleaning with
   chemicals; type and quantity of chemicals used, in m^3)
   .3 Identity of tank(s) into which cleaning water was transferred.
4. Ballasting:
   .1 Time at start and end of ballasting
   .2 Quantity of ballast if tanks are not cleaned, in m^3.

(B) Discharge of dirty ballast or cleaning water from oil fuel tanks referred to under Section (A)

5. Identity of tank(s).
6. N/A
7. N/A
8. N/A
9. Method of discharge:
   .1 Through 15 parts per million equipment
   .2 To reception facilities.
10. Quantity discharged, in m^3.

(C) Collection, transfer and disposal of oil residues (sludge)

Quantities of oil residues (sludge) retained on board. The quantity should be recorded weekly. This means that the quantity must be recorded once a week even if the operation lasts more than one week.

1. Identity of tank(s)

2. Capacity of tank(s) in m$^3$

3. Total quantity of retention in m$^3$

4. Quantity of residue collected by manual, operation in m$^3$
   (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 residue (sludge).

State quantity of oil residues transferred or disposed of, the tank(s) emptied and the quantity of contents retained in m$^3$:

1. To reception facilities (identify port)

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 or disposal otherwise of bilge water which has accumulated in machinery spaces

13. Quantity discharged or disposed of, in m$^3$

14. Time of discharge or disposal (start and stop).

15. Method of discharge, transfer or disposal:

1. Through 15 ppm equipment

2. To reception facilities (identify port)

3. To slop tank or holding tank or other tank(s) (indicate tank(s)); state the total quantity retained in tank(s), in m$^3$

(E) Automatic starting of discharge overboard, transfer or disposal otherwise of bilge water which has accumulated in machinery spaces

16. Time at which the system has been put into automatic mode of operation for discharge overboard, through 15 ppm equipment.

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

2 The person in charge (PIC) of the offshore installation 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 PIC of the offshore installation in proving that his offshore installation 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.
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.\footnote{The condition of the oil filtering equipment covers also the alarm and automatic stopping devices, if applicable.}

20. Time when system has been made operational.


(G) Accidental or other exceptional discharges of oil

22. Time of occurrence.

23. Place or position of offshore installation at time of occurrence.

24. Approximate quantity and type of oil.

25. Circumstances of discharge or escape, the reasons for it 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
# Part I – Machinery Space Operations

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**Signature of the PIC:** .................................................. **Date:** ___/___/____

**Note:** Every Oil Record Book completed page must be forwarded to the EPA within 15 working days after the end of the month in which it was completed.
# Part I – Machinery Space Operations

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Signature of the PIC: .............................................Date: ___/___/____

**Note:** Every Oil Record Book completed page must be forwarded to the EPA within 15 working days after the end of the month in which it was completed.
Oil Record Book

Part II – Cargo (including production oil and oily mixtures) and Ballast Operations

(Floating Production, Storage and Offloading Units (FPSO) and Floating Storage Units (FSU))

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<th>Name of offshore installation:</th>
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<td>Distinctive numbers or letters:</td>
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<td>Gross tonnage:</td>
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PLAN VIEW OF CARGO (INCLUDING PRODUCTION OIL AND OILY MIXTURES) AND SLOP TANKS
(To be completed on board)

<table>
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<th>Identification of tanks</th>
<th>Capacity</th>
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Depth of slop tank(s):

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

The following pages list items of cargo (including production oil and oily mixtures) and ballast operations which are to be recorded in the Oil Record Book Part II – Cargo and Ballast Operations in accordance with regulation 36 of Annex I MARPOL. The items have been grouped into operational sections, each of which is denoted by a code letter.

When making entries in the Oil Record Book Part II – Cargo and Ballast Operations, the date, operational code and item number must be inserted in the appropriate columns and the required particulars must be recorded chronologically in the blank spaces.

The Oil Record Book Part II – Cargo and Ballast Operations 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 – Cargo and Ballast Operations will be considered accordingly.

In the event of accidental or other exceptional discharge of oil, a statement must 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 must be noted in the Oil Record Book Part II – Cargo and Ballast Operations.

The entries in the Oil Record Book Part II – Cargo and Ballast Operations for an offshore installation holding an IOPP Certificate must be in English.

The Oil Record Book Part II – Cargo and Ballast Operations must be kept in such a place as to be readily available for inspection at all reasonable times and, except in the case of unmanned offshore installations, must be kept on board the offshore installation. It must be preserved for a period of three years after the last entry has been made.

The EPA may inspect the Oil Record Book Part II on board any offshore installation to which this Annex applies and may make a copy of any entry in that book and may require the PIC of the offshore installation to certify that the copy is a true copy of such entry. Any copy so made which has been certified by the PIC of the offshore installation as a true copy of an entry in the Oil Record Book Part II – Cargo and Ballast Operations must be made admissible in any judicial proceedings as evidence of the facts stated in the entry. The inspection of an Oil Record Book Part II – Cargo and Ballast Operations and taking of a certified copy by the competent authority under this paragraph must be performed as quickly as possible without causing the offshore installation to be unduly delayed.
2. List of items to be recorded

The following items are to be recorded in the Oil Record Book Part II – Cargo and Ballast Operations as specified under MARPOL and the D&D Regulations 2015. They should be recorded on the form provided at the end of this document.

(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 (including production oil and oily mixtures)
4. Identity of tank(s):
   .1 From tank.
   .2 To tank (state quantity transferred and total quantity of tank(s), in m³).
5. Was (were) the tank(s) in 4.1 emptied? (If not, state quantity retained, in m³.)

(C) Unloading of oil cargo (including production oil and oily mixtures)
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 FPSO or FSU only) (To be completed for each tank being crude oil washed)
9. N/A
10. Identity of tanks(s) washed
11. Number of machines in use.
12. Time of start of washing.
13. Washing pattern employed.
14. Washing line pressure.
15. Time washing was completed or stopped.
16. State method of establishing that tank(s) was (were) dry.
17. Remarks.

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5 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.
6 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 the arc is covered for that particular stage of the programme.
(E) Ballasting of cargo (including production oil and oily mixtures) tanks

18. N/A

19. Ballasting process:
   .1 Identities of tank(s) ballasted
   .2 Time of start and end
   .3 Quantity of ballast received. (Indicate total quantity of ballast for each tank involved in operation, in m³.)

(F) Ballasting of dedicated clean ballast tanks (CBT FPSO or FSU only)

20. Identity of tank(s) ballasted.

21. N/A

22. N/A

23. Quantity of the oily water which, after line flushing, is transferred to the slop tank(s) or cargo (including production oil and oily mixtures) tank(s) in which slop is first stored (identify tank(s)). State total quantity, in m³.

24. N/A

25. Time 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.

(G) Cleaning of cargo tanks

27. Identity of tank(s) cleaned.

28. N/A

29. Duration of cleaning.

30. Method of cleaning.⁸

31. Tank washings transferred to:
   .1 Reception facilities (state port and quantity, in m³)⁹
   .2 Slop tank(s) or cargo (including production oil and oily mixtures) tank(s) designated as slop tank(s) (identify tank(s)); state quantity transferred and total quantity, in m³.

(H) Discharge of ballast, except from segregated ballast tanks

32. Identity of tank(s).

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⁷ If the programmes given in the Operations and Equipment Manual are not followed, then the reasons must be given under Remarks.
⁸ Hand-hosing, machine washing and/or chemical cleaning. Where chemically cleaned, the chemical concerned and amount used should be stated.
⁹ The person in charge (PIC) of the offshore installation 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 PIC of the offshore installation in proving that this offshore installation was not involved in an alleged pollution incident. The receipt or the certificate should be kept together with the Oil Record Book Part II.
33. Time at start of discharge into the sea.
34. Time on completion of discharge into the sea.
35. Quantity discharged into the sea, in m³.
36. N/A
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).¹⁰

(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 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 m³ and rate of discharge, in m³/hour.
48. Final quantity discharged, in m³ and rate of discharge, in m³/hour.
49. Time 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. N/A
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 offshore installation'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 transferred or disposed of from each tank. (State the quantity retained, in m³.)

¹⁰ The PIC of the offshore installation 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 PIC of the offshore installation in proving that this offshore installation was not involved in an alleged pollution incident. The receipt or the certificate should be kept together with the Oil Record Book Part II.
57. Method of transfer or disposal:

.1 Disposal to reception facilities (identify port and quantity involved)
.2 Mixed with cargo (including production oil and oily mixtures) (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$^3$)
.4 Other method (state which); state quantity disposed of in m$^3$.

(K) Discharge of clean ballast contained in cargo (including production oil and oily mixtures) tanks

58. N/A

59. Identity of tank(s) discharged.

60. Was (were) the tank(s) empty on completion?

61. N/A

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 FPSO or FSU only)

63. Identity of tank(s) discharged.

64. Time at start of discharge of clean ballast into the sea.

65. Time on completion of discharge into the sea.

66. Quantity discharged, in m$^3$:  

.1 Into the sea or
.2 To reception facility (identify port).\(^{11}\)

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 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

\(^{11}\) The PIC of the offshore installation 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 PIC of the offshore installation in proving that this offshore installation was not involved in an alleged pollution incident. The receipt or the certificate should be kept together with the Oil Record Book Part II.
73. Time of occurrence.

74. Offshore installation's position at time of occurrence.

75. Approximate quantity, in m³, and type of oil.

76. Circumstances of discharge or escape, the reasons for it and general remarks.

(O) Additional operational procedures and general remarks
Name of offshore installation: 

Distinctive numbers or letters: 

Part II – Cargo (including production oil and oily mixtures) and Ballast Operations

(Floating Production, Storage and Offloading Units (FPSO) and Floating Storage Units (FSU))

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Signature of the PIC: ........................................Date: ___/___/____

Note: Every Oil Record Book completed page must be forwarded to the EPA within 15 working days after the end of the month in which it was completed.