



REPUBLIC OF THE MARSHALL ISLANDS

MARITIME ADMINISTRATOR

CARGO RECORD BOOK (CRB) INSTRUCTIONS

The following pages show a comprehensive list of items of cargo and ballast operations which are, when appropriate, to be recorded in the CRB on a tank-to-tank basis in accordance with the International Convention for the Prevention of Pollution from Ships (MARPOL) Annex II, Regulation 15.2, as amended. The items have been grouped into operational sections, each of which is denoted by a letter.

When making entries in the CRB, 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 and, if applicable, by a surveyor authorized by the competent authority of the State in which the ship is unloading. Each completed page shall be countersigned by the Master of the ship.



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LIST OF ITEMS TO BE RECORDED

Entries are required only for operations involving all categories of substances.

(A) LOADING OF CARGO

1. Place of loading.
2. Identify tank(s), name of substance(s), and category(ies).

(B) INTERNAL TRANSFER OF CARGO

3. Name and category of cargo(es) transferred.
4. Identity of tanks:
 - .1 from:
 - .2 to:
5. Was (were) tank(s) in 4.1 emptied?
6. If not, quantity remaining in tank(s).

(C) UNLOADING OF CARGO

7. Place of unloading.
8. Identity of tank(s) unloaded.
9. Was (were) tank(s) emptied?
 - .1 If yes, confirm that the procedure for emptying and stripping has been performed in accordance with the ship's Procedures and Arrangements Manual (i.e., list, trim, stripping temperature).
 - .2 If not, quantity remaining in tank(s).
10. Does the ship's Procedures and Arrangements Manual require a prewash with subsequent disposal to reception facilities?
11. Failure of pumping and/or stripping system:
 - .1 time and nature of failure;
 - .2 reasons for failure;
 - .3 time when system has been made operational.



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(D) MANDATORY PREWASH IN ACCORDANCE WITH THE SHIP'S PROCEDURES AND ARRANGEMENTS MANUAL

12. Identify tank(s), substance(s), and category(ies).
13. Washing method:
 - .1 number of cleaning machines per tank;
 - .2 duration of wash/washing cycles;
 - .3 hot/cold wash.
14. Prewash slops transferred to:
 - .1 reception facility in unloading port (identify port);¹
 - .2 reception facility otherwise (identify port).

(E) CLEANING OF CARGO TANKS EXCEPT MANDATORY PREWASH (OTHER PREWASH OPERATIONS, FINAL WASH, VENTILATION, ETC.)

15. State time, identify tank(s), substance(s) and category(ies) and state:
 - .1 washing procedure used;
 - .2 cleaning agent(s) (identify agent(s) and quantities);
 - .3 ventilation procedure used (state number of fans used, duration of ventilation).
16. Tank washings transferred:
 - .1 into the sea;
 - .2 to reception facility (identify port);¹
 - .3 to slops collecting tank (identify tank).

¹ The ship's Master should obtain from the operator of the reception facilities, which include barges and tank trucks, a receipt or certificate specifying the quantity of tank washings transferred, together with the time and date of the transfer. The receipt or certificate should be kept together with the CRB.



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(F) DISCHARGE INTO THE SEA OF TANK WASHINGS

17. Identify tank(s).
 - .1 Were tank washings discharged during cleaning of tank(s)? If so, at what rate?
 - .2 Were tank washing(s) discharged from a slops collecting tank? If so, state quantity and rate of discharge.
18. Time pumping commenced and stopped.
19. Ship's speed during discharge.

(G) BALLASTING OF CARGO TANKS

20. Identity of tank(s) ballasted.
21. Time at start of ballasting.

(H) DISCHARGE OF BALLAST WATER FROM CARGO TANKS

22. Identity of tank(s).
23. Discharge of ballast:
 - .1 into the sea;
 - .2 to reception facilities (identify port).²
24. Time ballast discharge commenced and stopped.
25. Ship's speed during discharge.

(I) ACCIDENTAL OR OTHER EXCEPTIONAL DISCHARGE

26. Time of occurrence.
27. Approximate quantity, substance(s) and category(ies).
28. Circumstances of discharge or escape and general remarks.

² The ship's Master should obtain from the operator of the reception facilities, which include barges and tank trucks, a receipt or certificate specifying the quantity of tank washings transferred, together with the time and date of the transfer. The receipt or certificate should be kept together with the CRB.



29. Identify port.
30. Identify tank(s), substance(s), category(ies) discharged ashore.
31. Have tank(s), pump(s), and piping system(s) been emptied?
32. Has a prewash in accordance with the ship's Procedures and Arrangements Manual been carried out?
33. Have tank washings resulting from the prewash been discharged ashore and is the tank empty?
34. An exemption has been granted from mandatory prewash.
35. Reasons for exemption.
36. Name and signature of authorized surveyor.
37. Organization, company, government agency for which surveyor works.

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