

Comprehensive list of documents required in off spec bunker cases

1. Engine Log Books for 6 - 12 months prior to discovery of engine problems/damage.
2. Deck Log Books for 6 - 12 months prior to discovery of engine problems/damage.
3. Details of all bunkering for 12 months prior to discovery of engine problems/damage including;
 - a. Bunker Requisition Forms
 - b. Bunker Checklists before and after completion
 - c. Sample Witnessing Forms
 - d. Bunker Delivery Notes
 - e. Analysis results of all bunkers
 - f. Bunker Distribution Records
 - g. Pre-bunkering meeting minutes
 - h. Bunkering Plan
4. Oil Records Book for 12 months prior to discovery of engine problems/damage.
5. Machinery Component operating hour records including, pistons, rings, liners, exhaust valves, fuel pumps, cylinder heads, fuel injectors, relief valves, stuffing boxes etc. Records required for last 3 years.
6. Calibration protocol records for all cylinder unit overhauls. Records to be provided for all overhauls since build if possible or at least since owned.
7. Main Engine performance records for 12 months prior to discovery of engine problems/damage.
8. Details concerning work carried out following discovery of damage.
9. Reports concerning scavenge space and under piston examinations for 12 months prior to discovery of engine damage.
10. Planned maintenance records for 12 months prior to discovery of engine damage.
11. Hand over notes between Senior Engineers.
12. Ship's bunkering procedures (ISM).
13. Ships sampling methods and procedures (ISM).
14. Engine Department monthly reports to managers/owners' office.
15. Engine maker's technicians' reports and time sheet records.
16. Copies of all e-mails etc. between vessel and owners/managers concerning use and problems with alleged off-spec fuel.
17. Details of all cylinder lubricating oil consumption during last 12 months.
18. Cylinder lubricating oil daily consumption for the last 12 months
19. Cylinder lubricating oil types/grades used on board vessel and details when certain grades were used.
20. Class records for Main and Auxiliary Engines
21. Details concerning underperformance during recent voyage(s).
22. Statement from Chief Engineer concerning the actual voyage during which the damage was discovered, together with damage found at that time.
23. Calibration records of all damaged components.
24. Photographs of the damaged components taken by ship's staff.
25. Details of spare parts used including evidence to show the OEM parts were used.
26. Details of ship's purifiers.
27. Fuel oil purifier operating hours.
28. Details concerning the fuel system and filtration.
29. Details concerning the tank arrangement and drainage facilities.
30. Capacity Plan.
31. Fuel Oil Bunkering system diagram.
32. Fuel Oil transfer system diagram.
33. Main and Auxiliary Engine fuel oil system diagram.
34. Waste Oils system diagram.
35. Port State Control Inspection/Detention reports
36. Full details concerning bunkering subject fuel but not limited to items '3.a' to '3.h' above.
37. Alarm(s) print out.
38. Soundings Records