

**VOC MANAGEMENT PLAN**  
**Chapter 11 – Record Keeping**

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- 11.1 Record keeping is necessary in order to document compliance with the requirements of the management plan and, potentially, the extent of release of gases from the crude oil cargo tanks.
- 11.2 The appropriate record keeping is as follows:
- a. The target or minimum pressure within the tank gas/vapour system for the specific voyage.
  - b. A record of the time and pressure within the tank gas/vapour system before the release takes place.
  - c. A record of the time and pressure within the gas/vapour system after the release has been completed.
- 11.3 The foregoing data and information may be compiled by the ship's management company or operators in order to assess or quantify the extent or degree of VOC release.
- 11.4 Vessel is to use the below sample form to complete the record of the gas/vapour manually released to the atmosphere.

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**GAS/VAPOUR RELEASE RECORD**

Vessel: \_\_\_\_\_ Date: \_\_\_\_\_  
Location: \_\_\_\_\_ Voyage No. \_\_\_\_\_  
Cargo: \_\_\_\_\_ Type of Operation: \_\_\_\_\_

Tank No.	Minimum Pressure	Before Gas/Vapour Release		After Gas/Vapour Release	
		Time	Pressure	Time	Pressure

Officer: \_\_\_\_\_ Master: \_\_\_\_\_  
Signature: \_\_\_\_\_ Signature: \_\_\_\_\_