

# Shipboard Oil Pollution Emergency Plan (SOPEP)

Generic SOPEP structure. Vessel-specific contacts, drawings and equipment inventories must be inserted before approval.

## 1. Reporting Requirements

When to report (actual or probable discharge), to whom (nearest coastal state, port), and required information (vessel ID, incident time/position, oil type/quantity, weather, actions taken).

## 2. Contact List

Contact	Name / Authority	Telephone	Email / Telex
Nearest coastal state			
Port authority			
Company / DPA			
P&I Club / Correspondent			

## 3. Steps to Control Discharge

Operational spills (pipe leakage, overflow, hull failure) and spills resulting from casualties (grounding, collision, fire) — pumping, transfer, isolation and containment actions.

## 4. National & Local Coordination

Reference to coastal-state contact lists and the role of the on-scene coordinator.