

Circular 19-016

Ballast Water Management Record Book requirements

MBA would like to remind ShipOwners and Surveyors on the BWRB requirements.

Notice to: [Ship Owners/ Managers/ Operators](#) | [Surveyors/Auditors](#)

13 September 2019

MBAClass has noticed that Port State Control Officers are checking the format of the Ballast Water Record Book, thus we would like to remind all parties on the requirements of the BWM Record Book.

Following [MEPC.288\(71\)](#), the Ballast Water Management Record Book has been updated and its format can be found attached to this Circular.

Each ship shall have on board a Ballast Water record book as required by BWMC, Regulation B-2. That may be an electronic record system, or integrated into another record book or system and, which shall at least contain the information specified in [Appendix II](#).

Ballast Water record book entries shall be maintained on board the ship for a minimum period of two years after the last entry has been made and thereafter in the Company's control for a minimum period of three years.

Each operation concerning Ballast Water shall be fully recorded without delay in the Ballast Water record book. Each entry shall be signed by the officer in charge of the operation concerned and each completed page shall be signed by the master.

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- ballast water is taken on board;
- circulated, transferred between tanks or treated for Ballast Water Management purposes;
- discharged into the sea;
- Ballast Water is discharged to a reception facility;
- accidental or other exceptional discharges of Ballast Water;
- additional operational procedure and general remarks;
- exemptions; and

- exceptions including emergency procedures.

In the event of the discharge of Ballast Water pursuant to regulations A-3, A-4 or B-3.6 or in the event of other accidental or exceptional discharge of Ballast Water not otherwise exempted by the BWM Convention, an entry shall be made in the Ballast Water record book describing the circumstances of, and the reason for, the discharge.

The minimum information to be entered in the BWRB (as detailed in appendix II) includes:

- date/time;
- location;
- port or facility of uptake (latitude/longitude);
- depth if out of port;
- estimated amount of ballast water uptake or discharge in cubic metres; and
- whether the ballast water management plan (BWMP) was implemented prior to discharge.

The entries in the Ballast Water record book shall be in a working language of the ship. If that language is not English, French or Spanish the entries shall contain a translation into one of those languages. When entries in an official national language of the State whose flag the ship is entitled to fly are also used, these shall prevail in case of a dispute or discrepancy.

The Ballast Water Record Book is to be kept readily available for inspection at all reasonable times and, in the case of an unmanned ship under tow, may be kept on the towing ship.

Act now

Owners/ Managers/ Operators should ensure that an updated Ballast Water Management Record Book exist on board their vessels and that seafarers on board are familiar with their duties to the requirements of the BWMC and the entries on the BWRB.

MBA Surveyors should ensure that the updated Ballast Record Book should be maintained on board and its properly filled.

BALLAST WATER RECORD BOOK

Period From: To:

Name of Ship:

IMO number:

Gross tonnage:

Flag:

Total Ballast Water capacity (in cubic metres):

The ship is provided with a Ballast Water Management Plan: Yes / No

1. INTRODUCTION

In accordance with regulation B-2 of the Annex to the International Convention for the Control and Management of Ships, Ballast Water and Sediments, a record is to be kept of each Ballast Water operation. This includes discharges at sea and to reception facilities.

2. BALLAST WATER AND BALLAST WATER MANAGEMENT

“Ballast Water” means water with its suspended matter taken on board a ship to control trim, list, draught, stability, or stresses of a ship. Management of Ballast Water shall be in accordance with an approved Ballast Water Management Plan and taking into account International Convention for The Control and Management of Ship’s Ballast Water and Sediments, 2004 as well as the Guidelines developed by the International Maritime Organization.

3. ENTRIES IN THE BALLAST WATER RECORD BOOK

Entries in the Ballast Water record book shall be made on each of the following occasions:

- A. When Ballast Water is taken on board:
 - a. Date, time and location port or facility of uptake (port or lat/long), depth if outside port
 - b. Estimated volume of uptake in cubic metres
 - c. Signature of the officer in charge of the operation.

- B. Whenever Ballast Water is circulated or treated for Ballast Water Management purposes:
 - a. Date and time of operation
 - b. Estimated volume circulated or treated (in cubic metres)
 - c. Whether conducted in accordance with the Ballast Water Management plan
 - d. Signature of the officer in charge of the operation

- C. When Ballast Water is discharged into the sea:
 - a. Date, time and location port or facility of discharge (port or lat/long)
 - b. Estimated volume discharged in cubic metres plus remaining volume in cubic metres
 - c. Whether approved Ballast Water Management plan had been implemented prior to discharge
 - d. Signature of the officer in charge of the operation.

- D. When Ballast Water is discharged to a reception facility:
 - a. Date, time, and location of uptake
 - b. Date, time, and location of discharge
 - c. Port or facility
 - d. Estimated volume discharged or taken up, in cubic metres
 - e. Whether approved Ballast Water Management plan had been implemented prior to discharge

- f. Signature of officer in charge of the operation
- E. Accidental or other exceptional uptake or discharges of Ballast Water:
 - a. Date and time of occurrence
 - b. Port or position of the ship at time of occurrence
 - c. Estimated volume of Ballast Water discharged
 - d. Circumstances of uptake, discharge, escape or loss, the reason therefore and general remarks.
 - e. Whether approved Ballast Water Management plan had been implemented prior to discharge
 - f. Signature of officer in charge of the operation
- F. Additional operational procedure and general remarks

4. VOLUME OF BALLAST WATER

The volume of Ballast Water onboard should be estimated in cubic metres. The Ballast Water record book contains many references to estimated volume of Ballast Water. It is recognized that the accuracy of estimating volumes of ballast is left to interpretation.

BALLAST WATER RECORD BOOK PAGE

Ship:

Port of Registry:

IMO number:

Tank location	Date	Initial content (tonnes)	Final content (tonnes)	Geographic location of ship (port or lat. & long.)	Pumps used, or gravitate	Duration of operation	Salinity	Signature of officer in charge	Rank

Signature of Master

BALLAST WATER REPORTING FORM

Date of Submission (DD/MM/YYYY):

Time of Submission (24:00 GST):

AMENDED FORM: Yes No

1. SHIP INFORMATION	2. VOYAGE INFORMATION	3. BALLAST WATER USAGE AND CAPACITY		
Ship Name:	Arrival Port:			
IMO Number:	Arrival Date (DD/MM/YYYY):	Total Ballast Water on Board:		
Owner:	Agent:	Volume	Units	No. of Tanks and Holds in Ballast
Type:	Last Port:	Country:	m3	
GT:	Next Port:	Country:	Total Ballast Water Capacity:	
Date of Construction (DD/MM/YYYY):	Next Port (2):	Country:	Volume	Units
Flag:	Next Port (3):	Country:	m3	Total No. of Ballast Tanks and Holds on Ship

4. BALLAST WATER MANAGEMENT

Total No. Ballast Water Tanks to be discharged:

Of tanks to be discharged, how many: underwent exchange: were treated using a Ballast Water Management System:

Please specify Ballast Water Management System used, if any (Manufacturer, Model):

If no Ballast Water Management conducted, state reason why not:

Approved Ballast Water Management plan on board? YES NO

Management plan implemented? YES NO

Ballast water record book on board? YES NO

Does ship carry an International Ballast Water Management Certificate: YES NO

Date of issue (DD/MM/YYYY): Authority that issued Certificate:

Expiry Date (DD/MM/YYYY): Place of issue:

Date Required to Meet Regulation D-2 (DD/MM/YYYY):

5. BALLAST WATER HISTORY:

RECORD ALL TANKS/ HOLDS containing water taken on board to control trim, list, draught, stability or stresses of the ship, regardless of ballast water discharge intentions, on page 2.

Note: BW Sources are the last BW uptakes prior to any Ballast Water Management practices.

6. RESPONSIBLE OFFICER'S NAME AND TITLE:

GUIDANCE NOTES FOR FILLING THE BALLAST WATER RECORD BOOK

Location of the ship: This must be entered in latitude and longitude, both at the time of commencement and completion of the procedure. If the ship is in port, then the name of the port and the facility or anchorage giving a good indication of the position may be mentioned in lieu of the latitude and longitude.

Tanks ballasted and volume per tank: The tanks in which the ballast water was taken are to be mentioned in this section. The volume in each tank should be mentioned in brackets after the tank name/number. E.g. Forepeak (1352 m3).

Least depth of water during the operation: The charted depth must be mentioned in this section. It is not necessary to fill this section when discharging the ballast in port after carrying out the ballast water exchange as required by the Ballast Water Management plan in accordance with the convention.

Least distance from nearest land, if outside port: If the ship is not in port, the least distance from the nearest land during the operation must be mentioned. This section must be filled even if the ship has carried out the ballast water exchange as required by the Ballast Water Management plan in accordance with the convention or after permission from the port state is received.

Estimated volume of uptake in cubic metres: The total quantity of ballast water taken on board during the concerned operation is to be mentioned.

Density of the ballast water: The density of the ballast water must be recorded in this section.

Signature of the officer-in-charge of operation: The officer-in-charge of the operation or the Ballast Water Management Officer must sign the concerned entry. All entries must be signed code wise. The Officer-in-charge is the Officer under whose supervision the operation was completed.

Tanks being transferred from: During any internal transfer of ballast water, the ballast tanks from which the ballast water is being transferred are to be mentioned in this section.

Tanks being transferred to: During any internal transfer of ballast water, the ballast tanks to which the ballast water is being transferred are to be mentioned in this section.

Treatment or circulation of ballast water: If the management of ballast water on board is done by any other method as approved by the Administration, such as treatment or circulation of water through such approved systems, such operations shall be recorded under Code 'F' of this Record Book.

Estimated volume circulated/treated in cubic metres: The estimated volume of water circulated shall be entered in this section. Since an accurate estimation may not be possible, the best calculated value possible shall be reasonably worked out.

Reason for circulation or treatment: The purpose of the recirculation shall be entered in this section. E.g. 1) For Ballast water management, 2) For flushing of lines etc. 3) Disturbing sediments etc.

Tanks that were deballasted: The names or numbers of the ballast tanks which were deballasted to be entered in this section, whether the deballasting was partial or complete.

Volume of ballast water remaining on board: The total volume of ballast water remaining on board on completion of the ballasting and deballasting operation shall be mentioned in this section.

Tanks in which ballast water is still remaining and volume per tank : The tanks in which ballast water is still remaining shall be mentioned in this section, with the volume mentioned in brackets. E.g. Forepeak tank (1352 m3).

Estimated volume of discharge (cubic metres): The total quantity of ballast water discharged into the sea during the concerned operation is to be mentioned.

Tanks that were exchanged: The names or numbers of the ballast tanks, the ballast water of which were exchanged to be entered in this section. Next to the tank exchanged, mention the method of exchange in brackets using 'E' for sequential method and 'F' for the flow through method.

Tanks where ballast water was not exchanged: The names or numbers of the ballast tanks which were not over flowed to be entered in this section. Tanks where ballast did not exist are not to be entered. The reasons for any non-exchange shall be mentioned.

Method of disposal of sediments: The method in which the sediments removed from the tanks were disposed off is to be mentioned in this section. E.g. Sent to a shore reception facility or Taken away by the shipyard for disposal. In cases where another party has taken away the sediments for further disposal, a receipt is to be taken from the concerned party and retained on board.

Accidental or other exceptional uptake or discharge of ballast water: Due to any reason, if there was an uptake or discharge of ballast water from the ship's ballast tanks, which was not planned or was not intended to happen, such incidents shall be entered in this section.

Date and time of the occurrence: The date and time, mentioned as ship's mean time, at which the incident occurred is to be entered in this section.

Tanks affected by the incident: The names and/or numbers of the ballast tanks from which the escape/loss of ballast water took place to be entered in this column, whether the loss was partial or complete. Minor loss such as due to rolling and pitching of the vessel or other similar causes is not to be filled in.

Circumstances and reasons of the uptake, discharge, escape or loss: The circumstances and reasons because of which this incident (accidental uptake, discharge etc) occurred shall be mentioned in this section. E.g. Leakage in the pipeline resulting in the wrong tank getting deballasted.

Any other additional operational procedure and/or any general remarks: Any operation not specified in the ballast water management plan and other incidents, not covered by the record book shall be entered in this section. The entries may be made point wise or in a paragraph(s) format, as considered best by the person making the entry. E.g. Discharging ballast water for saving life or property.

Origin of ballast water: means the location in which the uptake of ballast water was done. This may be expressed in Latitude and Longitude or by naming the port facility or anchorage in port which will give a clear indication of the location of the uptake of ballast water.