

## APPENDIX II

### FORM OF BALLAST WATER RECORD BOOK

#### INTERNATIONAL CONVENTION FOR THE CONTROL AND MANAGEMENT OF SHIPS' BALLAST WATER AND SEDIMENTS

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

Diagram of ship indicating ballast tanks:

### 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 Guidelines<sup>3</sup> developed by the 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:

3.1 When Ballast Water is taken on board:

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<sup>3</sup> Refer to the Guidelines for the control and management of ships' ballast water to minimize the transfer of harmful aquatic organisms and pathogens adopted by the Organization by resolution A.868(20).

- .1 Date, time and location port or facility of uptake (port or lat/long), depth if outside port
  - .2 Estimated volume of uptake in cubic metres
  - .3 Signature of the officer in charge of the operation.
- 3.2 Whenever Ballast Water is circulated or treated for Ballast Water Management purposes:
- .1 Date and time of operation
  - .2 Estimated volume circulated or treated (in cubic metres)
  - .3 Whether conducted in accordance with the Ballast Water Management plan
  - .4 Signature of the officer in charge of the operation
- 3.3 When Ballast Water is discharged into the sea:
- .1 Date, time and location port or facility of discharge (port or lat/long)
  - .2 Estimated volume discharged in cubic metres plus remaining volume in cubic metres
  - .3 Whether approved Ballast Water Management plan had been implemented prior to discharge
  - .4 Signature of the officer in charge of the operation.
- 3.4 When Ballast Water is discharged to a reception facility:
- .1 Date, time, and location of uptake
  - .2 Date, time, and location of discharge
  - .3 Port or facility
  - .4 Estimated volume discharged or taken up, in cubic metres
  - .5 Whether approved Ballast Water Management plan had been implemented prior to discharge
  - .6 Signature of officer in charge of the operation
- 3.5 Accidental or other exceptional uptake or discharges of Ballast Water:
- .1 Date and time of occurrence
  - .2 Port or position of the ship at time of occurrence

- .3 Estimated volume of Ballast Water discharged
  - .4 Circumstances of uptake, discharge, escape or loss, the reason therefore and general remarks.
  - .5 Whether approved Ballast Water Management plan had been implemented prior to discharge
  - .6 Signature of officer in charge of the operation
- 3.6 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.

**RECORD OF BALLAST WATER OPERATIONS**

SAMPLE BALLAST WATER RECORD BOOK PAGE

Name of Ship: .....

Distinctive number or letters .....

Date	Item (number)	Record of operations/signature of officers in charge

Signature of master .....

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