

# BALLAST WATER RECORD BOOK

Name of ship: M/V SAMPLE

Distinctive no. or letters: ABC1234

IMO Number: 1234567

Gross Tonnage: 10,000

Period: From\_\_\_\_\_ to\_\_\_\_\_

The Ballast Water Record Book has been prepared and provided on board the ship in accordance with **Regulation B-2 of Section B of the International Convention for the Control and Management of Ship's Ballast Water and Sediments**. The following pages of this section show a comprehensive list of items pertaining to ballast operations which are performed on board a ship and are to be recorded in the Ballast Water Record book in accordance with the relevant regulations of the convention. The Record Book is in conformance of the requirements of the Ballast Water Management plan. The items have been grouped into sections, based on the kind of operation carried out, each operation being denoted by a code letter.

Reference shall be made to the ship's Ballast Water Management plan, when making entries in the Ballast Water Record Book. The date, operational code, item number and the concerned operation shall be recorded. The book is to be filled in a chronological order. In the case of any event concerning ballast water, the same must be recorded in the book with maximum accuracy possible and without delay. The entries shall be in the working language of the ship and if this language is not English, then there shall be a translation of the entries into English. Each operation is to be signed by the officer –in–charge of the operation and each completed page must be signed and stamped by the Master.

Officers duly authorized by a Port State may inspect the Ballast Water Record Book on board any ship to which this convention applies. They may make a copy of the entries and require the Master to certify that the copy is a true copy. Any copy so certified shall be admissible in any judicial proceedings as evidence of the facts stated in the entry.

The Ballast Water Record book shall be retained on board the ship for at least two years after the last entry has been made and thereafter in the Company's control for a minimum period of at least three years.

**Note: Every ship 400 tons gross tonnage and above carrying water ballast of quantity 8 m<sup>3</sup> or greater and engaged in voyages to ports in areas of different jurisdiction, shall be provided with a Ballast Water Record Book.**

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

## SECTION B – MANAGEMENT AND CONTROL REQUIREMENTS FOR SHIPS

### **Regulation B-2 Ballast Water Record Book**

1. Each ship shall have on board a Ballast Water record book that may be an electronic record system, or that may be integrated into another record book or system and, which shall at least contain the information specified in Appendix II.
2. 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.
3. 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 Convention, an entry shall be made in the Ballast Water record book describing the circumstances of, and the reason for, the discharge.
4. The Ballast Water record book shall 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.
5. 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. 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.
6. Officers duly authorized by a Party may inspect the Ballast Water record book on board any ship to which this Regulation applies while the ship is in its port or offshore terminal, and may make a copy of any entry, and require the master to certify that the copy is a true copy. Any copy so certified shall be admissible in any judicial proceeding as evidence of the facts stated in the entry. The inspection of a Ballast Water record book and the taking of a certified copy shall be performed as expeditiously as possible without causing the ship to be unduly delayed.

## OFFICERS RESPONSIBLE FOR BALLAST WATER MANAGEMENT

SR: NO:	NAME OF MASTER AND OFFICERS SIGNING ENTRIES	RANK	FROM*	TO <sup>+</sup>

\* From : means the date of taking over duties and To : means the date of handing over of duties.

## LIST OF ITEMS TO BE RECORDED

CODE	ITEM	OPERATION
A	-	<b>Ballasting of tanks</b>
	1	Date and time of commencement of ballasting
	2	Location in Latitude/Longitude or port/facility
	3	Tanks ballasted and volume per tank in m <sup>3</sup>
	4	Least depth of water during the operation
	5	Least distance from nearest land, if outside port
	6	Estimated volume of uptake in cubic metres
	7	Density of the ballast water taken on board
	8	Date and time of completion of ballasting
	9	Location in Latitude/Longitude or port/facility
B	-	<b>Discharge of ballast water into the sea</b>
	1	Date/time of commencement of deballasting
	2	Location in Latitude/Longitude or port/facility on commencement
	3	Tanks that were deballasted
	4	Least depth of water, if outside port
	5	Least distance from nearest land, if outside port
	6	Estimated volume of discharge (cubic metres)
	7	Volume of ballast water remaining on board
	8	Date and time of completion of deballasting
	9	Origin of the water discharged
	10	Location in Latitude/Longitude or port/facility on completion
11	Tanks in which ballast water is still remaining greater than 5% by volume	
C	-	<b>Exchange of ballast water</b>
	1	Date and time of commencement of exchange
	2	Location on commencement of exchange in Latitude / Longitude
	3	Tanks where ballast water was exchanged and the method of exchange
	4	Least depth of water during the exchange
	5	Least distance from nearest land during exchange
	6	Estimated volume of ballast water exchanged in cubic metres
	7	Density of the ballast water in the tanks on completion of the process.
	8	Was the exchange procedure used in accordance with the Ballast Water Management plan. If not, the state the reason for the deviation.
	9	Volume of ballast water remaining on board
	10	Date and time of completion of exchange
	11	Location in Latitude/Longitude on completion of exchange
12	Tanks where ballast water was not exchanged and reason for the non-exchange	
D	-	<b>Internal transfer of ballast water</b>
	1	Date and time of commencement of transfer
	2	Location in Latitude/Longitude or port/facility
	3	Tanks being transferred from
	4	Tanks being transferred to
	5	Estimated volume of transfer in cubic metres
	6	Origin of ballast water
	7	Date and time of completion of transfer
8	Location in Latitude/Longitude or port/facility	
E	-	<b>Discharge of ballast water to a shore reception facility.</b>
	1	Date and time of commencement of discharge
	2	Location of discharge (port and facility)
	3	Tanks that were deballasted
	4	Estimated volume of discharge (cubic metres)
	5	Origin of the water discharged
	6	Date and time of completion of discharge
	7	Tanks in which ballast water is still remaining greater than 5% by volume
8	Volume of ballast water remaining on board	

CODE	ITEM	OPERATION
F	-	<b>Treatment of ballast water</b>
	1	Date and time of commencement of operation
	2	Estimated volume of circulated/treated water in cubic metres
	3	Method of treatment used
	4	Location in Latitude/Longitude or port/facility
	5	Date and time of completion of the operation
G	-	<b>Accidental or other exceptional uptake or discharge of ballast water</b>
	1	Date and time of the occurrence
	2	Position of occurrence (Latitude/Longitude or the port/facility)
	3	Estimated volume of ballast discharged in cubic metre
	4	Tanks affected by the incident
	5	Circumstances and reasons of the uptake, discharge, escape or loss.
	6	Origin of the ballast water escaped/lost.
	7	Volume of ballast water remaining on board in cubic metres.
	8	Tanks in which ballast water is remaining.
H	-	<b>Cleaning of tanks and discharge of sediments</b>
	1	Date and time of cleaning of ballast water tanks
	2	Tanks that were cleaned
	3	Method of disposal of sediments.
	4	Least depth of water, if the sediments are disposed at sea.
	5	Least distance from nearest land, if the sediments are disposed at sea.
	6	Date/time of completion of disposal of sediments
	7	Location in Latitude/Longitude or port/facility on completion
I	-	<b>Any other additional operational procedure and/or any general remarks</b>

# GUIDANCE NOTES FOR FILLING THE BALLAST WATER RECORD BOOK

**Date and time:** For all cases the date of commencement and date of completion shall be mentioned as the ship's time.

**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 m<sup>3</sup>).

**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 m<sup>3</sup>).

**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.



A sample of entries is here under:

NAME OF SHIP: M.V. Example

IMO NUMBER: 1234567

DATE	CODE	ITEM	RECORD OF OPERATION	SIGNATURE
22/06/18	A	--	<b>Ballast</b>	
		1	21 <sup>st</sup> June 2018/ 1000 hrs.	
		2	Limassol berth, Limassol Port	
		3	Forepeak (1352 m <sup>3</sup> ), DB1 (825 m <sup>3</sup> ), DB2P (400 m <sup>3</sup> ), DB2S (400 m <sup>3</sup> ), DB3P (418 m <sup>3</sup> )	
			DB3S (418 m <sup>3</sup> ), After peak (182 m <sup>3</sup> )	
		4	28 m	
		5	N.A.	
		6	3813 m <sup>3</sup>	
		7	1.020	
		8	22 <sup>nd</sup> June 2018/1425 hrs.	
		9	Limassol berth, Limassol Port	
30/06/18	C	--	<b>Exchange of ballast Water</b>	
		1	28 <sup>th</sup> June 2018 / 1500 hrs.	
		2	20°16'N 043°44'W	
		3	Forepeak (F), DB1 (F), DB2P (E), DB2S (E), DB3P (E), DB3S (E), After peak (E)	
		4	1724 m	
		5	307 nm	
		6	3813 m <sup>3</sup>	
		7	1.025	
		8	Exchange done in compliance with the plan	
		9	4417 m <sup>3</sup>	
		10	30 <sup>th</sup> June 2018 / 0900 hrs	
		11	12°09'N 040°50'W	
		12	DB4(P&S) (604 m <sup>3</sup> ). Ballast water in this tank was exchanged on 14/06/18 as required by The Ballast Water Management plan	
08/07/18	B	--	<b>Discharge of ballast water into the sea</b>	
		1	07 <sup>th</sup> July 2018 / 0815 hrs.	
		2	Berth no: 5, Rotterdam	
		3	Forepeak, DB1 , DB2 (P&S), DB3 (P&S), DB4 (P&S)	
		4	N.A.	
		5	N.A.	
		6	4383 m <sup>3</sup>	
		7	216 m <sup>3</sup>	
		8	08 <sup>th</sup> July 2018 / 1530 hrs.	
		9	North Atlantic Ocean – in positions between those mentioned in Code C above	
		10	Berth no: 5, Rotterdam	
		11	After Peak tank	
18/07/18	H	--	<b>Cleaning of tanks and discharge of sediments</b>	
		1	18 <sup>th</sup> July 2018 /0800 hrs.	
		2	DB2 (P&S)	
		3	Sediments handed over to ABCD dry-dock for disposal. Receipt retained in the file.	
		4	N.A.	
		5	N.A.	
		6	12 <sup>th</sup> July, 2004/ 1620 hrs.	
		7	ABCD dry-dock, Noport	

Date: 19/07/18

Signature and stamp of Master: ----