

**Ballast Water  
Management Convention  
and BWMS Code**  
WITH GUIDELINES FOR IMPLEMENTATION

2018 Edition

**Supplement**  
January 2025

*The following amendments to Appendix II of the International Convention for the Control and Management of Ships' Ballast Water and Sediments, 2004 were adopted on 7 July 2023 by the Marine Environment Protection Committee (MEPC), at its eightieth session, by resolution MEPC.369(80) and enter into force on 1 February 2025.*

<b>Resolution</b>	<b>Amends</b>	<b>Date of entry into force</b>	<b>Page</b>
MEPC.369(80)	<b>BWM Convention</b> <b>Annex</b> – Regulations for the control and management of ships' ballast water and sediments <b>Appendix II</b> – <i>Form of ballast water record book</i>	1 February 2025	2

# Resolution MEPC.369(80)

*adopted on 7 July 2023*

International Convention for the Control and Management of Ships' Ballast Water and Sediments, 2004

## Annex

*Regulations for the control and management of ships' ballast water and sediments*

## Appendices to annex

### Appendix II

#### Form of ballast water record book

1 *Appendix II is replaced by the following:*

#### "BALLAST WATER RECORD BOOK

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

Name of ship: .....

IMO number, distinctive numbers or letters: .....

Gross tonnage: .....

Flag: .....

Total ballast water capacity (*in cubic metres*): .....

Number of the International Ballast Water Management Certificate: .....

Period from: ..... to .....

A diagram identifying the ballast tanks of the ship, corresponding to the Ballast Water Management Plan, including any multi-use tank, space or compartment designed to allow carriage of ballast water, is integral to and shall be a part of this Ballast Water Record Book.

## 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.

“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 take into account guidelines developed by the Organization.

The Ballast Water Record Book entries should be completed, taking into account any guidelines to be developed by the Organization.

The volume of ballast water on board should be estimated in cubic metres. It is recognized that the accuracy of estimating volumes of ballast is left to interpretation.

## 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 from the aquatic environment (ballasting operation)**
  - .1 Start time and location (port of uptake or latitude/longitude)
  - .2 Completion time and location (port of uptake or latitude/longitude and minimum depth of water during uptake)
  - .3 The identity of the tanks affected
  - .4 Estimated volume of uptake and final total quantity retained in cubic metres
  - .5 Whether conducted in accordance with the approved Ballast Water Management Plan
  - .6 Ballast water treatment method
- (B) **When ballast water is discharged into the aquatic environment (deballasting operation)**
  - .1 Start time and location (port of discharge or latitude/longitude)
  - .2 Completion time and location (port of discharge or latitude/longitude and minimum depth of water during discharge)
  - .3 The identity of the tanks affected

- .4 Estimated volume of discharge and final total quantity retained in cubic metres
  - .5 Whether conducted in accordance with the approved Ballast Water Management Plan
  - .6 Ballast water treatment method
- (C) **Whenever ballast water is exchanged, treated through internal circulation or treated in tank**
- 1 Ballast water exchange
    - .1 Start time and location (latitude/longitude)
    - .2 Completion time and location (latitude/longitude)
    - .3 Minimum distance from the nearest land and minimum depth of water during the exchange or, if applicable, identify the designated exchange area in accordance with regulation B-4.2
    - .4 Whether conducted in accordance with the Ballast Water Management Plan and state the ballast water exchange method (Sequential or Flow through or Dilution) used
    - .5 The identity of the tanks affected
    - .6 Total quantity exchanged and final total quantity on board in cubic metres
    - .7 Treatment method for the incoming ballast water
  - 2 Ballast water internal circulation for treatment or in-tank treatment
    - .1 Start time
    - .2 Completion time
    - .3 The identity of the tanks affected (identifying source and destination tanks, if applicable)
    - .4 Total quantity treated (through circulation or in tank) in cubic metres
    - .5 Ballast water treatment method
- (D) **Uptake or discharge of ballast water from/to a port-based or reception facility**
- .1 Start time and location of uptake/discharge (state facility name)
  - .2 Completion time
  - .3 Operation carried out (whether uptake or discharge)

- .4 The identity of the tanks affected
  - .5 Total quantity in cubic metres and final quantity retained on board
  - .6 Whether conducted in accordance with the approved Ballast Water Management Plan
  - .7 Onboard ballast water treatment method
- (E) Accidental discharge/ingress or other exceptional uptake or discharge of ballast water**
- .1 Start time and location of ingress/uptake/discharge (port name or latitude/longitude)
  - .2 Completion time
  - .3 Operation carried out (whether ingress, uptake or discharge)
  - .4 The identity of the tanks affected
  - .5 Total quantity of ballast water in cubic metres
  - .6 State the circumstances of ingress, uptake, discharge or loss, the reason thereof, any treatment method used and general remarks
- (F) Failures and inoperabilities\* of the ballast water management system**
- .1 Time and location (port name or latitude/longitude) of failure of the ballast water management system
  - .2 Operation carried out (state whether uptake or discharge)
  - .3 Description of the issue (e.g. kind of alarm or other description of circumstances)
  - .4 Time and location (port name or latitude/longitude) when the ballast water management system has been made operational
- (G) Ballast tank cleaning/flushing, removal and disposal of sediments**
- .1 Time and ship's location on commencement of ballast tank cleaning/flushing, removal or disposal of sediments (port name or latitude/longitude)

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\* Failures and inoperabilities include malfunctions, shutdowns or critical alarms indicating a failure of the ballast water management system which may indicate non-compliance with the D-2 standard (except routine information and warnings).

- .2 Time and ship's location on completion of ballast tank cleaning/ flushing, removal or disposal of sediments (port name or latitude/longitude)
- .3 Tank(s) identification (name of the ballast tanks as per the Ballast Water Management Plan)
- .4 Discharge or disposal to a reception facility (state quantity in cubic metres and name of the facility)
- .5 Disposal or discharge to the aquatic environment as per Ballast Water Management Plan (state quantity in cubic metres, minimum distance from the nearest land in nm and minimum depth of water in metres)

**(H) Additional operational procedures and general remarks**

**SAMPLE BALLAST WATER RECORD BOOK PAGE**

Name of ship: .....

IMO number, distinctive numbers or letters: .....

Date	Code (letter)	Item (number)	Record of operations/signature of officer in charge

*Signature of the master .....*"