

# Ballast Water Record Book

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

Formularus  
Sample

Name of Ship \_\_\_\_\_

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Table of Contents	Page
Exemptions .....	2
Master + Ballast Water Management Officer.....	2
Diagram of ship indicating ballast tanks .....	3
General Guidance .....	4
Sample Page Ballast Water Operations .....	5
Introduction .....	9
Tables: Record of Ballast Water Operations .....	10 - 42
International Convention for the Control and Management of Ships' Ballast Water and Sediments, 2004 (Excerpts) .....	43
Annex - Regulations for the Control and Management of Ships' Ballast Water and Sediments .....	48
Envelope for Diagram of ship indicating ballast tanks (Cover page 3) .....	cover 3



# Formularus- Sample





## Sample of "Record of Ballast Water Operations"

Name of Ship: \_\_\_\_\_ Call Sign: \_\_\_\_\_  
(Distinctive Number / Letter)

### Example #7: Record when ballast water is discharged to a reception facility

dd-MONTH-yyyy / hh:mm	3.4.1	[Port or Lat./Long. where the uptake of ballast water took place which is discharged into the reception facility recorded in 3.4.2]
dd-MONTH-yyyy / hh:mm	3.4.2	[Port where the ballast water is discharged into the reception facility]
	3.4.3	[Name of the reception facility/ port]
	3.4.4	xx m <sup>3</sup> discharged from [Name of tank or tanks]
	3.4.5	For example: Approved Ballast Water Management Plan has been implemented prior to discharge
	3.4.6	signed: (Officer in charge, Name & Rank)

### Example #8: Record about accidental discharges of ballast water

dd-MONTH-yyyy / hh:mm	3.5.1	Accidental discharge from [Name of ballast water tank or tanks] "Start" *
dd-MONTH-yyyy / hh:mm	3.5.1	Accidental discharge "Stop" *
	3.5.2	[Port or Lat./Long.]
	3.5.3	xx m <sup>3</sup>
	3.5.4	For example: Untreated ballast water has been discharged by accident due to an unknown damaged seal of ballast water pipe valve No. 3, failure has been detected after 30 min. [plus additional information and reasons]
	3.5.5	For example: Ballast Water Management Plan has not been implemented before the discharge as it was caused by an accident
	3.5.6	signed: (Officer in charge, Name & Rank)

### Example #9: Record about exceptional uptake of ballast water

dd-MONTH-yyyy / hh:mm	3.5.1	Exceptional uptake into [Name of ballast water tank or tanks] "Start" *
dd-MONTH-yyyy / hh:mm	3.5.1	Exceptional uptake "Stop" *
	3.5.2	[Port or Lat./Long.]
	3.5.3	xx m <sup>3</sup>
	3.5.4	For example: Ballast water has been taken up to stabilize the vessel during bad weather without using the ballast water treatment system. [plus additional information and reasons]
	3.5.5	For example: Ballast Water Management Plan has not been implemented before the uptake due to lack of time
	3.5.6	signed: (Officer in charge, Name & Rank)

### Example #10: Record about additional procedure/ general remarks: Sediment Disposal

dd-MONTH-yyyy / hh:mm	3.6	Sediment disposal into [the sea or reception facility] "Start" *
		Lat.: xx° xx' N/S Long.: xxx° xx' E/W Depth: xx m or [Name of the Port/ Reception Facility] "Start" *
dd-MONTH-yyyy / hh:mm		Lat.: xx° xx' N/S Long.: xxx° xx' E/W Depth: xx m or [Or to be left blank, if disposed to a Port/ Reception Facility] "Stop" *
		xx m <sup>3</sup> disposed from [Name of tank or tanks the sediment is removed from]
		signed: (Officer in charge, Name & Rank)

## Sample of "Record of Ballast Water Operations"

Name of Ship: \_\_\_\_\_ Call Sign: \_\_\_\_\_  
(Distinctive Number / Letter)

**Example #11: Record about additional procedure/ general remarks: Malfunction of the Treatment System**

dd-MONTH-yyyy / hh:mm	3.6	Malfunction of the ballast water treatment system
		[Information and reasons about the malfunction/ failure]
		signed: (Officer in charge, Name & Rank)

**Example #12: Record about additional procedure/ general remarks: Repair of the Treatment System**

dd-MONTH-yyyy / hh:mm	3.6	Repair of the ballast water treatment system completed
		signed: (Officer in charge, Name & Rank)

**Example #13: Record about additional procedure/ general remarks: Missed operational entries**

dd-MONTH-yyyy / hh:mm	3.6	Entry pertaining to an earlier missed operational entry
		For example: [Reason for the missing operation entry (if known) and other important information]
dd-MONTH-yyyy / hh:mm	3.2.1	Treatment with [Name of treatment system] of [Name of tank or tanks involved]
	3.2.2	xx m <sup>3</sup>
	3.2.3	Conducted in accordance with the approved Ballast Water Management Plan
		signed: (Officer in charge detecting the missing entry, Name & Rank)

**Example #14: Record about additional procedure/ general remarks: Samples taken**

dd-MONTH-yyyy / hh:mm	3.6	Ballast Water Sample taken by [Name of Authorities]
		[Name of Port/ Facility]
		[Details of the sampling process including tanks/ pipes involved and number of samples]
		signed: (Officer in charge, Name & Rank)

**Example #15: Record about additional procedure/ general remarks: Contaminated Ballast Water**

dd-MONTH-yyyy / hh:mm	3.6	Contaminated ballast water found in [Name of ballast water tank or tanks]
		xx m <sup>3</sup> ballast water contaminated in total
		[Type and details about the contamination, actions carried out to avoid pollution]
		signed: (Officer in charge, Name & Rank)





## Diagram of ship indicating ballast tanks



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