

# Isle of Man Ship Registry Technical Advisory Notice

## Updated Requirements for Ballast Water Record Books

Ref. TAN 001-25  
Issued: 10<sup>th</sup> Jan 2025

### 1. Introduction

A new format of the Ballast Water Record Book (BWRB) has been established for ships subject to the Ballast Water Management Convention (BWM) by IMO Resolutions MEPC.369(80) and MEPC.383(81). This notice serves as guidance for operators on the updated format of the BWRB introduced by the resolutions. MEPC.369(80) updates Annex II of the BWM Convention, thereby amending the format of the BWRB, and MEPC.383(81) advises of the requirements for operators wishing to make use of electronic record books under the Convention.

To remain in compliance with the BWM Convention, all operators are advised that BWRB's (and Ballast Water operations recorded therein) onboard their vessels must comply with the new formatting requirements from **1<sup>st</sup> February 2025**; all electronic BWRB's are to meet the standards detailed in this notice no later than **1<sup>st</sup> October 2025**.

### 2. Application

This notice applies to all vessels required to maintain a BWRB under the BWM Convention.

### 3. Electronic Ballast Water Record Books

MEPC.383(81) introduces amendments to the BWM Convention containing new requirements for the use of electronic BWRB's. Where operators wish to make use of an electronic record book, the following must be met:

1. The generic system must have been approved by an IoM authorised RO (see [MSN 020](#)) or a member of the Red Ensign Group (in most cases this will be by a RO); and
2. The RO classing the ship and issuing the BWM certificate must be contacted in order to arrange for the system to be accepted for use onboard the ship. The RO will verify the system has been installed correctly on the ship, including anything ship specific such as back-up systems. If satisfied the system is acceptable, the ship's RO will issue a Declaration of BWM Convention Electronic Record Book to the ship.

This Declaration must be retained onboard as evidence that the system has been accepted. It should be noted that the absence of such a Declaration during Port State Control inspections means an electronic record book (and the records it contains) may not be accepted as fulfilling the record-keeping provisions of the Convention.

The initial approval by an IoM authorised RO or REG member will confirm that the generic system conforms to the requirements of MEPC.372(80) – Guidelines for the Use of Electronic Record Books Under the BWM Convention. It is recommended that operators consult the full text of this Resolution for further guidance surrounding the requirements that the generic electronic BWRB is required to meet.

Further, MEPC.372(80) requires standards of electronic signatures, storage data and offline records to be determined by the Administration. Please refer to [TAN 008-20](#) for the Ship Registry's policy on these areas.

It should be noted that MEPC.383(81) has effect from **1<sup>st</sup> October 2025**, any operators currently using an electron BWRB that does not meet the above standard must take



appropriate action and ensure the system meets the requirements of points 1 and 2 prior to this date to remain in compliance with the BWM Convention.

#### **4. New Format Ballast Water Record Books**

The format of the BWRB (and entry of operations therein) has been updated with effect from 1<sup>st</sup> February 2025. Under the BWM Convention it is a requirement to maintain a BWRB onboard that at least contains the information specified in Appendix II of the Convention and thus, all operators must ensure the BWRB onboard their vessel complies with the new formatting requirements no later than **1<sup>st</sup> February 2025**.

The IOM Ship registry has been contacted by several operators who have noted difficulty in obtaining new-format type BWRB's. To meet the new requirements coming into force on 1<sup>st</sup> February 2025 for operators experiencing such issues, the IOMSR recommends that vessels convert an old-format BWRB into a new-format BWRB for use until such a time that new-format BWRB's are available from their suppliers. To do so, please follow the below steps:

- i. Close the existing Ballast Water Record Book, and draw a cross through any unused pages;
- ii. Take a new Ballast Water Record Book and draw a cross through the introductory pages;
- iii. Print a copy of this notice and the relevant introductory pages from MEPC.369(80) (Refer Annex below or pages 2-6 of MEPC.369(80)) and attach them into the beginning of the new Ballast Water Record Book;
- iv. The Ballast Water Record Book may now be considered converted and can be used accordingly;
- v. Entries should be completed using the Code/Item numbers as specified in the MEPC.369(80) format.

*Please note - The Isle of Man Ship Registry cannot give legal advice. Where this document provides guidance on the law it should not be regarded as definitive. The way the law applies to any particular case can vary according to circumstances - for example, from vessel to vessel. You should consider seeking independent legal advice if you are unsure of your own legal position.*



**Annex – Format of New BWRB**

**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 taking 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)
- .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**

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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).

