



Ballast Water Record Book

IMO BWM Convention - Appendix II / MEPC.369(80) basis | A4 printable vessel pack

Vessel particulars

Name of ship

IMO number / distinctive numbers or letters

Gross tonnage

Flag

Total ballast water capacity (m³)

International Ballast Water Management Certificate number

Period from (YYYY-MM-DD)

Period to (YYYY-MM-DD)

Last calibrated? / Optional operational summary

Instrument / tag	Last calibration date	Next due / certificate ref.

Complete per instrument; do not treat the whole BWMS as having one universal calibration date. Use the detailed register on page 7. These are additional fields, not mandatory IMO cover fields.

Before use: include the vessel-specific ballast-tank diagram (page 3), confirm the format with the flag/Administration and company procedures, and bind/control the pages. Calibration, TRO readings and this book do not establish biological D-2 compliance.



How to use this paper book

Mandatory record duties and practical document control

1 Confirm suitability before use

This is an independent printable template, not an IMO-issued or flag-approved book. Check vessel applicability, flag instructions and any prescribed national form. It does not replace the approved Ballast Water Management Plan (BWMP). The revised Appendix II form entered into force on 1 February 2025.

2 Complete particulars and add the diagram

Complete page 1 and incorporate the vessel's actual tank-identification diagram corresponding to the BWMP. Include every multi-use tank, space or compartment designed to carry ballast water. A blank diagram page alone does not meet the requirement.

3 Record operations without delay

Use codes A-H and the numbered prompts on pages 4-6. Record each applicable item, using extra rows where needed. Estimate volumes in cubic metres (m³). Identify tanks using the BWMP names. Declare UTC or local time and its offset consistently; identify dates across midnight. Time convention: _____.

4 Sign entries and completed pages

Each entry must be signed by the officer in charge. The master must sign each completed paper page. Record in the ship's working language; if it is not English, French or Spanish, include a translation into one of these languages.

5 Keep the record inspectable

Keep entries aboard for at least two years after the last entry, then in company control for at least three more years. The book must be readily available for inspection at reasonable times. Preserve supporting logs, reports and correspondence under the applicable retention rules.

6 Control the paper pack

Print A4 at 100% scale, preferably single-sided for writing. Bind or otherwise control loose sheets under flag/company instructions. Log sheets are pages 8-15. If adding sheets or diagrams, assign a continuous controlled page sequence and update the contents; do not insert, substitute or remove used pages silently. Book ID: _____.

7 Correct transparently; do not backfill

Follow flag/company correction procedures: keep the original readable, identify the correction and its date/signatory, and label late entries with their evidence basis. Never erase, use correction fluid or invent missing values.



Ballast-tank identification

Required integral diagram - vessel-specific, corresponding to the approved BWMP

Diagram reference / BWMP revision / date

Draw or incorporate the actual ship diagram here. Show tank names/IDs corresponding to the BWMP, including multi-use tanks, spaces and compartments designed to carry ballast water. If the drawing is attached as additional sheets, identify and bind them into this book; a reference to an external drawing alone is not sufficient.

Vessel-specific tank diagram / attached controlled drawing

Integral attachment page numbers / drawing number

Prepared / checked by (company control)



Operation codes / A-B-C

Paraphrased entry prompts from MEPC.369(80) | Use official guidance for vessel-specific interpretation

A Uptake from the aquatic environment

- 1 Start time and uptake location (port or latitude/longitude).
- 2 Completion time and location; minimum water depth during uptake.
- 3 Identity of tanks affected.
- 4 Estimated uptake volume and final total quantity retained (m³).
- 5 Whether conducted in accordance with the approved BWMP.
- 6 Ballast water treatment method.

B Discharge to the aquatic environment

- 1 Start time and discharge location (port or latitude/longitude).
- 2 Completion time and location; minimum water depth during discharge.
- 3 Identity of tanks affected.
- 4 Estimated discharge volume and final total quantity retained (m³).
- 5 Whether conducted in accordance with the approved BWMP.
- 6 Ballast water treatment method.

C 1. Ballast water exchange

- 1.1 Start time and position (latitude/longitude).
- 1.2 Completion time and position (latitude/longitude).
- 1.3 Minimum distance from nearest land and minimum depth during exchange, or designated exchange area under B-4.2.
- 1.4 Whether in accordance with BWMP; exchange method: sequential, flow-through or dilution.
- 1.5 Identity of tanks affected.
- 1.6 Total quantity exchanged and final total quantity on board (m³).
- 1.7 Treatment method for incoming ballast water.

For internal-circulation or in-tank treatment use code C, section 2 (next page). Do not use exchange as a generic substitute for D-2 obligations or without the applicable approved/authority route.



Operation codes / C-D-E

Keep the operation, quantities and treatment status explicit

C 2. Internal circulation / in-tank treatment

- 2.1 Start time.
- 2.2 Completion time.
- 2.3 Tanks affected; identify source and destination tanks where applicable.
- 2.4 Total quantity treated through circulation or in tank (m³).
- 2.5 Ballast water treatment method.

D Port-based or reception facility

- 1 Start time and location of uptake/discharge; facility name.
- 2 Completion time.
- 3 Operation carried out: uptake or discharge.
- 4 Identity of tanks affected.
- 5 Total quantity and final quantity retained on board (m³).
- 6 Whether in accordance with the approved BWMP.
- 7 Onboard ballast water treatment method.

E Accidental / exceptional uptake or discharge

- 1 Start time and location of ingress, uptake or discharge (port or latitude/longitude).
- 2 Completion time.
- 3 Operation carried out: ingress, uptake or discharge.
- 4 Identity of tanks affected.
- 5 Total quantity of ballast water (m³).
- 6 Circumstances of ingress, uptake, discharge or loss; reason; treatment method used; general remarks.

An exceptional-entry code is not permission to discharge. Follow the approved BWMP and applicable authority instructions; retain notifications and reception-facility evidence where relevant.



Operation codes / F-G-H

Failures, sediments and additional operational remarks

F BWMS failures and inoperabilities

- 1 Time and location of failure (port or latitude/longitude).
- 2 Operation carried out: uptake or discharge.
- 3 Description of issue, alarm or circumstances.
- 4 Time and location when the BWMS was made operational.

The official scope includes malfunctions, shutdowns and critical alarms indicating BWMS failure that may indicate D-2 non-compliance; it excludes routine information and warnings. Where restoration is pending, say so and make a traceable completion entry once established.

G Tank cleaning/flushing and sediment handling

- 1 Commencement time and ship location for cleaning/flushing, removal or disposal (port or latitude/longitude).
- 2 Completion time and ship location (port or latitude/longitude).
- 3 Tank identification using BWMP tank names.
- 4 Discharge/disposal to reception facility: quantity (m³) and facility name.
- 5 Disposal/discharge to aquatic environment under BWMP: quantity (m³), minimum distance from nearest land (nm), minimum water depth (m).

H Additional operational procedures / remarks

- Record additional procedures and general remarks. No numbered sub-items are prescribed for H in this form.

Supplementary evidence - not a replacement for F or E

Where applicable link alarm exports, service reports, stop/resume decisions, tanks/volumes involved, bypass/isolation status, authority correspondence and corrective actions. Record observed facts separately from suspected causes. Do not claim a reset, calibration or repair proves biological compliance.

Entry layout

On pages 8-15, use the date column, code letter and item number, then write the operation details and officer signature in the wide column. C items use 1.1-1.7 for exchange and 2.1-2.5 for internal/in-tank treatment. An operation may occupy many rows. Cross-reference continuations and sign each entry.



Calibration & evidence register

Optional supporting record - not a mandatory IMO record-book cover requirement

BWMS manufacturer / model / serial number

BWMP / OEM manual revision / calibration procedure reference

Instrument / tag / serial	Last calibrated / certificate ref.	Next due / interval basis	Result / provider / evidence

Interval basis: record the applicable OEM requirement, approved documentation and any jurisdiction-specific requirement. Calibration is not the same as a functional check or routine reagent change. File certificates and as-found/as-left results separately and cross-reference them.

IMO D-2 versus US VGP / VIDA

IMO: D-2 is a biological discharge standard. Instrument calibration supports reliable monitoring; it is not a D-2 certificate or biological test. The IMO Appendix II cover does not prescribe a 'last calibrated' field.

US, where 2013 VGP applies: Part 2.2.3.5.1.1.3 requires applicable sensors/equipment to be calibrated at least annually, no less often than manufacturer recommendations, and when warranted by drift. If missing/inoperable sensors significantly compromise BWTS performance, the vessel must not discharge ballast water. Do not assume IMO approval also establishes USCG acceptance.

VIDA transition: EPA states interim VGP and existing USCG requirements continue until the USCG VIDA regulations are final, effective and enforceable. Verify the rules in force for the voyage; publication of EPA standards alone does not end the interim requirements.



Record of ballast operations

Date | Code letter | Item number | Operation details and officer-in-charge signature

Name of ship

IMO number / distinctive numbers or letters

Controlled log page no.

Date	Code	Item	Record of operations / signature of officer in charge

Signature of master (each completed page)

Volumes: m³ | Use codes and prompts on pages 4-6 | Sign each entry; cross-reference continuations.



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References & readiness check

Source review: 5 October 2026 | Use current flag and voyage-specific requirements

IMO MEPC.369(80) - revised Appendix II; in force 1 February 2025

[Open official reference](#)

IMO September 2025 supplement / MEPC.383(81) - electronic books; in force 1 October 2025

[Open official reference](#)

IMO BWM Convention and implementation guidelines - B-2 record duties and D-2 framework

[Open official reference](#)

US EPA 2013 VGP - Part 2.2.3.5.1.1.3 calibration (and separate monitoring duties)

[Open official reference](#)

US EPA commercial vessel discharge FAQs - interim requirements / VIDA transition

[Open official reference](#)

Before the first operational entry

- ☐ Vessel particulars and book period completed.
- ☐ Vessel-specific tank diagram incorporated; multi-use spaces included.
- ☐ Flag/company suitability confirmed; printed pages controlled and bound.
- ☐ Time convention and tank naming agreed; officers know A-H entry prompts.
- ☐ Calibration evidence checked against OEM and applicable voyage requirements.
- ☐ BWMP, certificates, alarm logs, service evidence and authority contacts available.

Electronic records: since 1 October 2025, electronic record books must be approved by the Administration under B-2. A typed PDF, spreadsheet, scan or download is not by itself an approved electronic record book. This pack is designed for paper use.

Sea Clean AS - seaclean.no | In collaboration with **OBHB** - obhb.no.

Technical support: post@seaclean.no. Sea Clean is not an accredited laboratory, certifier or approving authority. This pack does not replace required sampling, US reporting, certificates or authority decisions.