

Ballast Water Management Plan
Section 12 – Reporting Requirement

12.1 Reporting

All relevant ballast exchange operations will be recorded in the prescribed form as required by the port state. Useful information and reporting forms are contained in Appendix I & VII. However, vessel is to check with the port agents for the latest edition form or forms not enclosed in this appendix.

Besides the reporting form in the Port States format, the Environmental Officer is also responsible to maintain the following reporting form and printed book listed in Appendix VI as required by this plan.

Forms

- Flow Through Porcedure Record
- Ballast Water Exchange Notification
- Record of Removal of Sediment Ballast Water Tank and Tank Flushing Operation
- Ballast Water Management Plan

Printed Record Books

- Ballast Water Reporting Book
- Ballast Water Handling Log

12.2 Retention of Record

The Ballast Water records which includes form required by this plan and Port states and printed record are to be maintained on board for a minimum of **two years** in order to provide port state control or other authorised officers with information they may require concerning the on board ballast water.