

Ballast Water Management Plan
Section 11 – Role and Responsibility

11.1 Role and Responsibility of Master

The Master must ensure that the Ballast Water Management Plan is clearly understood by the appointed Officer and by any other responsible Officer that may be involved and that the operations during execution strictly conform to the safety parameters at all times.

The overall responsibility for the execution of this Ballast Water Management Plan lies with the ship's Master.

The Master has the **overriding authority** to decide whether or not to carry out the ballast exchange operation at sea.

11.2 Role and Responsibility of Environmental Officer

The Chief Officer on board is nominated as Environmental Officer who shall be responsible for planning and the execution of exchanging ballast water at sea and/or in port. He will be assisted by Junior Officer(s) and Ratings in the operation of ballast exchange. His role and responsibility includes but not limited to the followings:

- a) To brief all Officers and Ratings involved in BWM on the purpose, application and precautions of conducting the operation.
- b) In-charge of conducting training to all personnel on board who are engaged in the operation of ballast exchange, to be familiar of the operation.
- c) Record of training must be kept on board for presentation to Port Authority upon request, and should be onboard for at least 2 years.
- d) Responsible for planning and the execution of exchanging ballast water at sea and/or in port, to minimize the adverse impacts due to the transfer of harmful aquatic organisms and pathogens, in accordance to the specific procedure of BWM Plan.
- e) Prepare ballast exchange plan (BWM Plan) taking into account all safety concerns / requirements within the BWM Plan. The completed plan shall be submitted to Master for final approval.
- f) Where ballast exchange is required, follow the applicable Ballast Water Exchange Plan (BWEP), or develop a new BWEP on the basis of ship's assessment criteria, condition of hull and equipment and weather forecast, and acquire the Master's approval.
- g) Comply with all documentation, reporting, and other procedures required by various states when visiting ports in that country.
- h) Conducting training to all personnel on board engaged in the operation of ballast exchange, to be familiar of the operation.
- i) Ensure adequate and enough personnel and equipment available for the execution of the BWEP are followed in the prepared order.
- j) Inform the shore management on commencement/interruption/completion of ballast water exchange, using the Notification Form.

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- k) Assist the port state control or quarantine officers for any sampling that may need to be undertaken.
- l) Maintain Ballast Water reporting forms and printed book listed in Appendix VI of this plan.
- m) The duty Officer must keep the Master advised on the progress of the plan from time to time. Should there be any doubt, or if the management plan does not keep to the schedule, Master shall be advised accordingly.