

Ballast Water Management Plan

Appendix VI – Reporting Form and Book - Office

1. Reporting Forms
 - a) Flow Through Ballast Exchange Record – This form is used to plan the ballast exchange using the flow through method. All the crew involved in this operation is briefed and instructed to strictly comply with the plan.
 - b) Ballast Water Notification Form – This form is used to notify the MSD division after the ballast water exchange operation carried out prior arrival the next port.
 - c) Record of Ballast Water Tank Sediment Removal and Flushing – The record for sediment removed and tank flushing carried out on board is to be maintained in order to provide to the Port Quarantine Officers with the historical information.
 - d) Ballast Water Plan – This plan provides step-to-step calculation on the stability and stress encountered at the given stage of the ballast exchange operation.
2. Printed Record Books
 - a) Ballast Water Reporting Form – This record book is used when making reporting of the ballast water management to the national and/or local authority that request such information in advance.

Before completing this reporting book, the Environmental Officer or Master is to check to if there is appropriate form required by the port state.
 - b) Ballast Water Handling Log – This record book is to be maintained is to provide to any proper authority when requested to verify and examine the historical record for the ballast water operation carried out on board (In port or At sea).
3. Enclosed the forms used for Ballast water exchange operation which is incorporated in the SMS Manual Volume VIII.
 - a) SM044 - Flow Through Procedure Record
 - b) SM045 - Ballast Water Notification Form
 - c) SM046 - Record of Ballast Water Tank Sediment Removal and Flushing
 - d) SM047 – Ballast Exchange Plan