# Merchant Marine Circular

Panama Maritime Authority
General Directorate of Merchant Marine
Control and Compliance Department

**MERCHANT MARINE CIRCULAR MMC-345**

**To:** Ship-owners/operators, Legal Representatives of Panamanian Flagged Vessels, Panamanian Merchant Marine Consulates and Recognized Organizations (ROs) and all other stakeholders.

**Subject:** Ballast Water Management Convention 2004, Panama Policy.

**Reference:**
**a) Law No.41** of 12 September 2016 adopting International Convention for the Control and Management of Ships' Ballast Water and Sediments, 2004;
**b) Resolution JD No.002-2017** of 26 January 2017;
**c) Resolution MEPC.296(72)** of 13 April 2018, adopted through Resolution No.107-OMI-206-DGMM dated 18 July 2019;
**d) Resolution MEPC. 297(72)** of 13 April 2018, adopted through ResolutionNo.107-OMI-207-DGMM dated 18 July 2019.
**e) Resolution MEPC.299(72)** of 13 April 2018, adopted through Resolution No.107-OMI-208-DGMM dated 18 July 2019;
**f) Resolution MEPC.325 (75)** dated 20 November 2020, adopted through Resolution No.107-OMI-247-DGMM dated 14 December 2021.
**g) Resolution A.1156 (32)** – Survey Guidelines under the Harmonized System of Survey and Certification (HSSC), 2021, adopted through Resolution No. 107-OMI-253-DGMM 8 March 2022.
**h) BWM.2/Circ.46** - Application of the BWM Convention to Mobile Offshore Units **(Only as Recommendation)**;
**i) BWM.2/Circ.40** - Issuance of Ballast Water Management Certificates prior to entry into force of the BWM Convention and Ballast Water Management Plans approved according to resolution A.868(20). **(Only as Recommendation)**
**j) BWM.2/Circ.52** - Guidance on entry or re-entry of ships into exclusive operation within waters under the jurisdiction of a single Party; **(Only as Recommendation)**
**k) Resolution MEPC. 287(71)** 7 July 2017 (Only as Recommendation)
**l) BWM.2/Circ.70**, 1 November 2018. **(Only as Recommendation)**
**m) Resolution MEPC. 300(72**) of 13 April 2018, Code for Approval of Ballast Water Management Systems (BWMS Code) entry into force of the associated amendments to the BWM Convention, adopted through Resolution No. 107-OMI-206-DGMM 18 July 2019.
**n) Resolution MEPC.127(53)** - Guidelines for ballast water management and development of ballast water management plans (G4) dated 22 July

2005, amended by Resolution MEPC.306(73) dated 26 October 2018 as referred to in regulation B-1. **(Only as Recommendation)**
**o) Unified interpretations to the BWM Convention** – BWM.2/Circ.66/Rev.4 approved by MEPC 79 on February 14, 2023 **(Only As recommendation)**
**p)** Appendix II of Ballast Water Management Convention (Ballast Record Book).

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## 1. Purpose

**1.1.** The purpose of this Merchant Marine Circular is to inform that the Republic of Panama submitted to the Secretary General of the International Maritime Organization, the accession of the Ballast Water Management Convention 2004, including a declaration in accordance with the recommendation contained in Resolution A.1088(28) on 19 October 2016, now superseded by the Resolution MEPC.287(71) of 7 July 2017; and that the Convention entered into force on **8 September 2017**.

**1.2.** Furthermore, it provides guidance and instructions to ensure compliance with the Ballast Water Management Convention 2004 adopted by the Republic of Panama by Law No. 41 of 12 September 2016, and the complementary IMO Resolutions and Circulars.

**1.3.** As well as give additional guidance and instructions in line with the amendment to regulation B-3 of the BWM Convention decision of the Marine Environmental Protection Committee (MEPC session 71) on the approval of the draft amended regulation B-3 of the BWM Convention, which will be circulated to Member States for adoption during MEPC 72 scheduled to be held from April 9 -13, 2018; and the draft MEPC resolution on Determination of the date referred to in regulation B-3, as amended, of the BWM Convention, which the Secretary-General will circulate immediately upon entry into force of the Convention. As per the draft documents the MEPC has resolved that, in lieu of the implementation schedule recommended in resolution A.1088(28) and notwithstanding the schedule set forth in regulation B-3 of the Convention, the Parties to the Ballast Water Management Convention should implement the draft amended regulation B-3 contained therein, immediately after entry into force of the Convention, with a view to avoiding the creation of a dual treaty regimeduring the time period between the entry into force of the Convention and the entry intoforce of the amended regulation B-3.

## 2. Definitions

The following relevant definitions from the International Convention for the control and management of Ship's Ballast Water and Sediments, 2004 (article 1 and regulation A-1):

**2.1.** "**Active Substance**" means a substance or organism, including a virus or a fungus, that has a general or specific action on or against Harmful Aquatic Organisms and Pathogens.

**2.2.** **"Administration"** means the Government of the State under whose authority the ship is operating. With respect to a ship entitled to fly a flag of any State, the Administration is the Government of that State. With respect to floating platforms engaged in exploration and exploitation of the sea-bed and subsoil thereof adjacent to the coast over which the coastal State exercises sovereign rights for the purposes of exploration and exploitation of its natural resources, including Floating Storage Units (FSUs) and Floating Production Storage and Offloading Units (FPSOs), the Administration is the Government of the coastal State concerned.

**2.3.** "**Anniversary date**" means the day and the month of each year corresponding to the date of expiry of the Certificate,

**2.4.** "**Ballast Water**" means water with its suspended matter taken on board a ship to control trim, list, draught, stability or stresses of the ship.

**2.5.** "**Ballast Water Capacity**" means the total volumetric capacity of any tanks, spaces or compartments on a ship used for carrying, loading or discharging Ballast Water,including any multi-use tank, space or compartment designed to allow carriage of Ballast Water.

**2.6.** **"Ballast Water Management**" means mechanical, physical, chemical, and biological processes, either singularly or in combination, to remove, render harmless, or avoid the uptake or discharge of Harmful Aquatic Organisms and Pathogens within Ballast Water and Sediments.

**2.7.** **"BWRB"** means Ballast Water Record Book, that may be an electronic record system, or that may be integrated into another record book or system and, which shall at least contain the information specified in Appendix II of the BWM Convention.

**2.8.** **"BWMS Code"** means the Code for Approval of Ballast Water Management Systems adopted by resolution MEPC.300(72), as may be amended by the Organization, provided that such amendments are adopted and brought into force in accordance witharticle 19 of the Convention relating to amendment procedures applicable to theAnnex.

**2.9.** "**Certificate**" means the International Ballast Water Management Certificate.

**2.10.** **"Committee"** means the Marine Environmental Protection Committee of the International Maritime Organization.

**2.11.** **"Company"** means the owner of the ship or any other organization or person such as the manager, or the bareboat charterer, who has assumed the responsibility for operation of the ship from the owner of the ship and who on assuming such responsibility has agreed to take over all the duties and responsibilities imposed by theInternational Safety Management Code.

**2.12.** **"Constructed"** in respect of a ship means a stage of construction where:

**2.12.1.** the keel is laid; or
**2.12.2.** construction identifiable with the specific ship begins;
**2.12.3.** assembly of the ship has commenced comprising at least 50 tonnes or1 percent of the estimated mass of all structural material, whichever is less; or
**2.12.4.** the ship undergoes a major conversion.

**2.13.** **"Convention"** means the International Convention for the Control and Management of
Ships' Ballast Water and Sediments.

**2.14.** "**Gross tonnage**" means the gross tonnage calculated in accordance with the tonnage measurement regulations contained in Annex I to the International Convention on Tonnage Measurement of Ships, 1969 or any successor Convention.

**2.15.** "**Harmful Aquatic Organisms and Pathogens**" means aquatic organisms or pathogens which, if introduced into the sea including estuaries, or into fresh water courses, may create hazards to the environment, human health, property or resources, impair biological diversity or interfere with other legitimate uses of such areas.

**2.16.** **"Major conversion"** means a conversion of a ship:

**2.16.1.** which changes its ballast water carrying capacity by 15 percent or greater, or
**2.16.2.** which changes the ship type, or
**2.16.3.** which, in the opinion of the Administration, is projected to prolong itslife by ten years or more, or
**2.16.4.** which results in modifications to its ballast water system other than component replacement-in-kind. Conversion of a ship to meet the provisions of regulation D-1 shall not be deemed to constitute a major conversion for the purpose of

this Annex.

**2.17.** **"Sediments"** means matter settled out of Ballast Water within a ship.

**2.18.** **"Ship"** means a vessel of any type whatsoever operating in the aquatic environment and includes submersibles, floating craft, floating platforms, FSUs and FPSOs.

## 3. Applicability / Scope

**3.1.** In accordance with definition of a ship in Article 1.12, the Ballast Water Management Convention **will apply to vessels of any type** including submersibles, floating craft, floating platforms, FSUs and FPSOs.

**3.2.** **All Panamanian flagged ships** with dedicated ballast water tanks or spaces, shall comply with the following requirements:

**a)** Ballast Water Management Plan developed as it is indicated in IMOResolution MEPC 127(53) approved by this Administration.

**b)** Ballast Water Record Book

**3.3.** **Panamanian flagged ships of 400 gross tonnage (GT) and above**, shall carry onboard:

**a)** International Ballast Water Management Certificate (IBWM Certificate),(excluding floating platforms, FSUs and FPSOs at the location of operation)

**b)** Ballast Water Management Plan (BWMP) approved by this Administrationunder IMO Resolution MEPC.127 (53), and

**c)** Ballast Water Record Book

**3.4.** As it is indicated in regulation A-3.5, the requirements of regulation B-3 “Ballast Water Management for Ships” (including D-2 standard), shall not apply to the discharge of Ballast Water and Sediments from a ship at the same location where the whole of that Ballast Water and those Sediments originated and provided that no mixing with unmanaged Ballast Water and Sediments from other areas has occurred. If mixing has occurred, the Ballast Water taken from other areas is subject to Ballast Water Management (regulation B-3).

**3.5.** Mobile offshore units including Mobile Offshore Drilling Units should be surveyed and issued with an International Ballast Water Management Certificate, according to regulations E-1 and E-2 of the Convention, as applicable, this is in line to the IMO guideline BWM.2/Circ.46 - Application of the BWM Convention to Mobile Offshore Units. As well as it is indicated SEUs and CSUs take on board ballast water and discharge it for transit to other areas. The transit ballast water and sediments remaining in the

preload and operational ballast tanks of the mobile offshore units may be treated by an appropriately approved internal circulation method. Other methods of ballast water management, capable of providing the same level of protection to the environment, human health, property or resources as described in regulations B-3.1 to B-3.5 of the Convention, may also be acceptable and should be included into the Ship Ballast Water Management Plan.

**3.6.** For entry or re-entry into exclusive operation pursuant to articles 3.2(b) to 3.2(d), the guidelines contained in BWM.2/Circ.52/Rev.1 - Guidance on entry or re-entry of ships into exclusive operation within waters under the jurisdiction of a single Party, should beobserved with respect to a number of situations (e.g. mobile offshore units, to visit a dry-dock among others).

**3.7.** According to Article 3.2 (a) and (f) the IBWMC shall not apply expressly to:
**3.7.1.** ships not designed or constructed to carry Ballast Water; and
**3.7.2.** permanent Ballast Water in sealed tanks on ships, that is not subject to discharge.

## 4. Ballast Water Management Systems (BWMS)

**4.1.** The Ballast Water Management Systems Type approved by other Administrations will be accepted on ships under Panama flag, provided it's been approved in accordance with the Code or Guidelines on the Type Approval process for BWMS as follows:

**4.1.1.** Resolution MEPC.125 (53) dated 22 July 2005 revoked by Res. MEPC.174
(58) dated 10 October 2008, with effective date 8 September 2017: for approvals until 28 October 2018, and **installed on ships prior 28 October 2020**,

**4.1.2.** Resolution MEPC.279 (70) "2016 Guidelines for approval of Ballast Water Management Systems (G8)" dated 28 October 2016: for approvals until 12 October 2019, and **installed on ships on or after 28 October 2020**,

**4.1.3.** Resolution MEPC.300 (72) "Code for approval of Ballast Water Management Systems (BWMS Code) dated 13 April 2018, for approvalson or after 13 October 2019 upon the entry into force of the associated amendments to the BWM Convention and **installed on ships on or after 28 October 2020**.

**Note:** for the purpose of technical requirements which a BWMS shall meet in order to obtain type approval, above indicated the word **"installed"** means the contractual date of delivery of the ballast water management system to the ship. In the absence of such a date, the word **"installed"** means the actual date of delivery of the ballast water management system to the ship (Ref. Res.MEPC.300(72).

**4.2.** Manufacturers interested to obtain approval for their Ballast Water Management System (BWMS) by the Panama Maritime Authority may request a Recognition Certificate for the Ballast Water Management System (BWMS) through a legal representative located in Panama. This request is voluntary, and should be submitted to General Directorate of Merchant Marine with the following documents:

**4.2.1.** The list of system equipment limitations, if applicable;
**4.2.2.** Certificate of type approval from other Administration;
**4.2.3.** Additional supporting document, such as type approvals issued by Classification Societies;
**4.2.4.** Test results carried out by the other Administration and/or Classification Society, and
**4.2.5.** Official Payment Receipt for USD $2,000.00

**4.3.** Recognized Organizations (R.O.) should conduct an additional survey during sea trials of a Ballast Water Management System (BWMS) to confirm the operation and efficacy of the system.

**4.4.** Ships involved in voyages that include ports in the United Stated or its jurisdictional waters, shall be fitted with Ballast Water Management Systems accepted by the United State Coast Guard (USCG) according to the timeline set by that Administration.

**4.5.** Noting that Parties to the Ballast Water Management Convention are called to implement the draft amended regulation B-3, that has been approved by the Marine Environmental Protection Committee (MEPC) during its 71 session, through the Resolution MEPC.287(71) of 7 July 2017 – Implementation of the BWM Convention which superseded the resolution A.1088(28) of 4 December 2013, immediately after entry into force of the Convention, and as per Resolution MEPC.297(72), of 13 April 2018, stakeholders are informed that compliance with regulation D-2 is as follows for ships constructed:

**4.5.1.** before 2009 with any ballast water capacity from the applicable renewal survey as described in paragraph 3.7,

**4.5.2.** in or after 2009 and before 8 September 2017 with a ballast

water capacity of less than 5000 m3 from the date of the applicable renewal survey described in paragraph 4.8,

**4.5.3.** in or after 2009 and before 2012 with a ballast water capacity of 5000 m3 or more from the date of the applicable renewal survey described in paragraph 4.8,

**4.5.4.** in or after 2012 and before 2017 with a ballast water capacity of 5000 m3 or more from the date of the applicable renewal survey described in paragraph 4.8,

**4.6.** Ship constructed on or after 8 September 2017 shall conduct Ballast Water Management that at least meets the standard described in regulation D-2.

**4.7.** In case of oil tankers of less than 150 gross tonnage, and every other ship less than of 400 gross tonnage constructed before 8 September 2017 with any ballast water ballast capacity, shall conduct Ballast Water Management that at least meets the standard described in regulation D-2 not later than 8 September 2024.

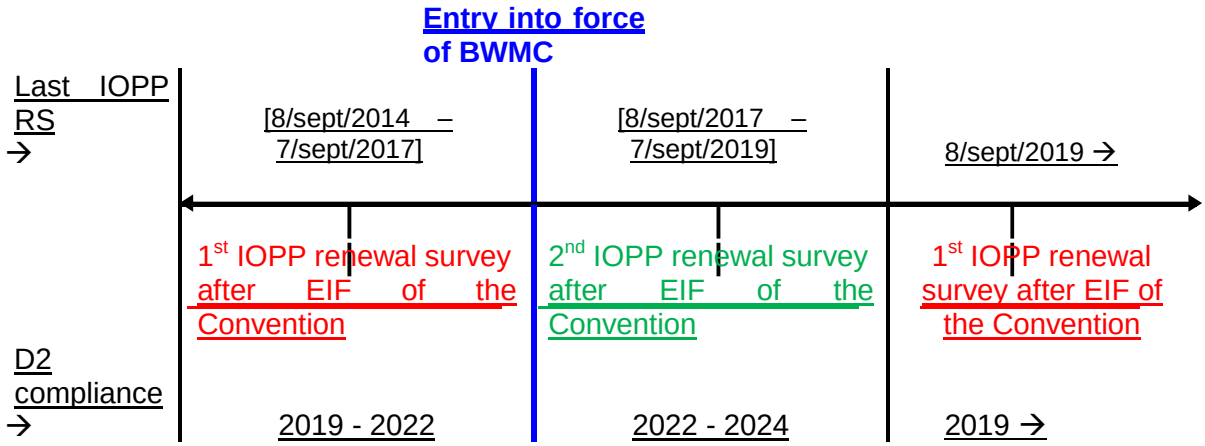
**4.8.** Installation of BWMS to comply with regulation D-2, shall be carried out after the entry into force of the Convention (8 September 2017), **in case of ships constructed prior 8 September 2017**, as follows:

**4.8.1.** On the first renewal survey - 1st IOPP (R) following the date of entry into force of the Convention (8 September 2017), provided this renewal survey is completed on or after 8 September 2019, or

**4.8.2.** On the first renewal survey - 1st IOPP (RS) following the date of entry into force of the Convention (8 September 2017), provided that this renewal survey is completed on or after 8 September 2014 but prior to 8 September 2017.

**4.8.3.** On the second renewal survey - 2nd IOPP (RS) following the date of entry into force of the Convention (8 September 2017) if the first renewal survey - 1st IOPP (RS) following the date of entry into force of the Convention is completed prior to 8 September 2019, provided that the conditions of paragraph 4.8.2 are not met.

**4.8.4.** The following diagram has been prepared with the purpose to assist on the understanding of the paragraphs 4.8.1 to 4.8.3 above, on the implementation of D-2 standard on board ships constructed prior 8 September 2017.




**Note:** 1st and 2nd IOPP renewal surveys referred above are those **surveys carried out after the entry into force of the Convention**.

**5. Instructions for the commissioning test of Ballast Water Management Systems (BWMS)**

**5.1.** Given the adoption of the Resolution MEPC.325 (75) amending regulation E-1 and its entry into force by **1 June 2022**, delegated RO's are instructed to verify that:

**5.1.1.** At the initial survey before the ship is put in service or before the Certificate required under regulation E-2 or E-3 is issued for the first time a commissioning test has been conducted to validate the installation of any ballast water management system by demonstrating that its mechanical, physical, chemical and biological processes are working properly, taking into account the 2020 Guidance for the commissioning testing of ballast water management systems (BWM.2/Circ.70/Rev.1), as may be amended.

**5.1.2.** In case that the indicative analysis testing during commissioning test will result as non-complying, then a detailed analysis should be conducted, using as reference the Guideline content in BWM.2-Circ.42-Rev.2). Indicative analysis and Detail analysis are defined in BWM.2/Circ.42/Rev.2, as may be amended.

**5.1.3.** Laboratories used for detailed analysis (if required) should

be accepted or approved by the ROs considering the requirements in the Code for the Recognized Organizations with regards to subcontracting and service suppliers.

**5.1.4.** Commissioning test should not apply to ships that had already a BWMS installed and certified for D-2 standard; **unless**, it undergoes an upgrade or change to a major component (those components that directly affect the ability of the system to meet the ballast water performance standard described in regulation D-2.) or newly installed BWMS. In these cases an additional survey shall be undertaken, this survey shall confirm that a commissioning test has been conducted to validate the installation of the system by demonstrating that its mechanical, physical, chemical and biological processes are working properly, taking into account the 2020 Guidance for the commissioning testing of ballast water management systems (BWM.2/Circ.70/Rev.1), as may be amended. (Refer to BWM.2/Circ.66/Rev.4 14 February 2023)

**5.1.5.** In cases where the sampling analysis for indicative analysis test is not possible to conduct during the ship's commissioning test (e.g. salinity of ambient water is outside the System Design Limitations of the BWMS, lack of equipment for indicative analysis required), please inform to this Administration and the RO responsible for the IBWMC surveys to authorize the issuance a Conditional Certificate (refer to MMC.156).

## 6. Ballast Water Management Plan (BWMP) approval

**6.1.** BWMP will be evaluated, revised and approved by SEGUMAR Offices, in accordance with the requirement of Regulation B-1 of the Ballast Water Management Convention; the BWMP should take into account IMO Resolution MEPC.127 (53) - Guidelines for ballast water management and development of ballast water management plans (G4) adopted by the IMO on 22 July 2005 as amended by Resolution MEPC.306(73) dated 26 October 2018.

**6.2.** To apply for the approval, ship-owners and ship-operators as well as shipyards are invited to access the following link: E-Segumar, from **15 March 2017**. The link will allow users to upload the Ship's BWMP.

**6.3.** The BWMP will be approved electronically (according MMC-355 – Use of Electronic Certificates Onboard paragraph 3.1.1 and electronic copy should

be placed on board, and available for inspection at all times.

**6.4.** From **15 March 2017**, this Administration will issue an electronic Statement for Ballast Water Management Plan to the Company, valid for one (1) month, upon receipt of the BWMP for review and approval.

**6.5.** Ships not fitted with a BWMS or ships fitted with a BWMS which has been subject to modification should review and update their BWMP upon installation or modification, as per the requirements of Resolution MEPC.127 (53) of 22 July 2005 as amended by Resolution MEPC.306(73) dated 26 October 2018. In these cases, BWMP should be submitted to the Administration for re-approval in accordance with paragraph 6.2 of thiscircular.

**6.6.** Ballast Water Management Plans, previously approved by Recognized Organizations at their own behalf in accordance with Resolution A.868(20) adopted by the IMO on 27 November 1997, will remain valid and will be accepted by this Administration for the issuance of the IBWMC, until the plan requires revision due to the installation of a BWMS and the BWMP requires to be updated under IMO Resolution MEPC 127 (53) of 22 July 2005 as amended by Resolution MEPC.306(73) dated 26 October 2018.

**6.7.** Payments for BWMP approval can be made through wire transfer, bank details can be found in MMN-15/2022 - Payment Accounts.

**6.8.** The fees set for the approval of a BWMP is as follows:

**6.8.1.** First time Evaluation or significant amendments (e.g. Procedures, Calculations, Equipment change's or replacement, Structural modifications.) USD 1,500.00 for each ship.

**6.8.2.** Amendments due to Ship's Name Change, Call Sign, Gross Tonnage, etc., USD 500.00 for each ship.

**6.8.3.** New application should be placed through following link: E-Segumar, in order to apply for any cases of the above paragraphs (6.8.1, 6.8.2).

**6.9.** BWMP developed as per the guideline on Resolution MEPC.127(53) adopted by the IMO on 22 July 2005, and amended through Resolution MEPC.306(73) adopted on 26 October 2018 must be evaluated and approved by this Administration, considering thatthis Guideline is applicable from the date of entry into force of the Convention, plans may include contingency measures developed taking into account guidelinesdeveloped

by the Organization, (Refer to the Guidance on contingency measures under the BWM Convention - BWM.2/Circ.62). These contingency measures described may include procedures approved under D-1 standard.

**6.10.** Therefore, BWMP including procedures in line with standards D1 as contingency measure or other ballast water management methods in case of ships already complying with D-2 standard are accepted. Ships operating or entering under jurisdictional waters of other States should request acceptance from the coastal state to implement D-1 standard as contingency measure as well as any other ballast water management method employed as a contingency measure.

**Note:** Given the IMO unified interpretations to the BWM Convention approved during MEPC 78 session - BWM.2/Circ.66/Rev.3 dated June 24, 2022, the contingency measures and other ballast water management methods used in addition to D-2 will only be reflected in the ship's Ballast Water Management Plan (BWMP)

## 7. International Ballast Water Management Certificate (IBWMC)

**7.1.** Ships of 400 gross tonnage subject to the surveys required by the Convention (Regulation E-1) shall be issued after satisfactory completion, with the corresponding IBWMC (Regulation E-2).

**7.2.** Recognized Organizations authorized to perform such surveys shall issue an Interim International Ballast Water Management Certificate (Interim IBWMC) valid for a period of maximum five (5) months, after satisfactory completion of the correspondent initial or renewal survey.

**7.3.** Initial Survey (in connection with Certificates issued for the first time), may be performed prior the entry into force of the Convention, and Interim Certificates can be issued by the approved Recognized Organizations, to be valid from the date of entry into force of the Convention and valid for a period of maximum five (5) months.

**7.4.** The ship's survey to issue the IBWMC for the first time is allowed to be carried out in conjunction with the annual survey of the statutory certificates in case of existing ships (for BWMS installation dates to comply with regulation D-2, refer to section 4 and 5 in this circular).

**7.5.** Application for full term Certificate IBWMC should be made through the following link: E-Segumar, since **15 March 2017**.

**7.6.** The full term IBWMC will be issued as an electronic certificate that can be printed by the user when needed. Refer to (MMC 355 – Use of Electronic Certificates Onboard paragraph 3.1.8). IBWMC endorsements shall be

conducted by Recognized Organizations (refer to section 9 in this circular).

**7.7.** The Full-term International Ballast Water Management Certificate (IBWMC) will be issued by Segumar Offices (including branch offices) after receiving through the electronic system, copy of the following documents:

**7.7.1.** Interim Certificate issued by the Recognized Organization;
**7.7.2.** Survey Report; and
**7.7.3.** BWMP approval*
**7.7.4.** Cargo Ship Safety Construction Certificate
**7.7.5.** Official Payment receipt

*At this stage, plan should be approved by SEGUMAR Offices as per Resolution MEPC.127(53) of 22 July 2005 as amended by Resolution MEPC.306(73) dated 26 October 2018, therefore approval copy or the correspondent Statement of Ballast Water Management Plan issued by this Administration, should be available in our records. In case of those ships with an approved BWMP as per the guidelines of Resolution A.868(20) of 1997, by a duly approved Recognized Organization, evidence of such approval and the BWMP shall be uploaded on E-SEGUMAR web site (ej. BWMP should have completely reflecting approval as per Resolution A.868(20). In these cases where RO's stamped seal do not reflect approval as per Resolution A.868(20), the RO should provide an attestation or statement letter confirming that BWMP has been approved under the aforementioned Resolution; copy of that letter shall be attached to the BWMP. The above will be verified by this administration, with the evaluation of the BWMP developed under IMO Resolution A.868 (20).

**7.8.** The fee for the issuance of the Full-term IBWMC is USD 300.00. (No handling fees should apply in case of payments made through the Merchant Marine Qualified Consulates, as per Resolution JD No.002-2017 of 26 January 2017).

**7.8.1.** The fee for Modifications or Reissuance of the Full-term IBWMC is USD 300.00. (This will apply in the following cases: (Ej. Ship's Name Change, Call Sign, Gross Tonnage, Method of Ballast, Ballast Water Capacity etc.).

**7.8.2.** New application should be placed through the following link: E-Segumar, in order to apply for any cases of the above paragraphs (7.8, 7.8.1).

**7.9.** International Ballast Water Management Certificates (IBWMC), issued from **1 June 2022**, will be valid until the expiry date of the Cargo Ship Safety Construction Certificate, to ensure alignment with the remaining statutory

certificates (Refer to “five- year period” meaning indicated in Res. A.1156 (32) – Survey Guidelines under the Harmonized System of Survey and Certification (HSSC), 2021). Therefore, Recognized Organizations are urged to include the date of validity of the Cargo Ship Safety Construction Certificate as well as the IBWMC anniversary date within the Survey Status Report related to the Ballast Water Management Convention. In each case the Full-term IBWMC shall not exceed the five (5) years period of validity.

**7.10.** Since the entry into force of the International Ballast Water Convention 2004, de- harmonization of the IOPP Certificate should not be conducted. The IOPP link to the IBWMC is in terms of reference for the installation of the Ballast Water Treatment System (D-2 standard compliance) which is aligned to the IOPP Certificate Renewal Survey (Refer to Paragraph 4.8 above).

**7.11.** Given the approval by the IMO of a new consolidated text of unified interpretations to the BWM Convention during MEPC 79 session – BWM.2/Circ.66/Rev.4 dated 14 February 2023 the contingency measures and other ballast water management methods used in addition to D-2 will only be reflected in the ship’s Ballast Water Management Plan (BWMP).

**7.12.** Therefore, even if the ship is also using other ballast water management methods as contingency measures, the ships fitted with a BWMS will be certified in accordance with the D-2 standard as the principal ballast water management method employed on the ship. Certificates already issued will be updated at the opportunity of the next survey endorsement reported to this Administration to align the IBWMC to the unified interpretations indicated in the previous paragraph, and to ensure compliance with amendment to appendix I – form of the International Ballast Water Management Certificate (Resolution MEPC.325(75) adopted through Resolution No.107-OMI-247- DGMM dated 14 December 2021).

## 8. Applications for Recognition

**8.1.** Recognized Organizations interested in conducting surveys and issuing Interim certificates in accordance with the BWM Convention, should apply directly to the Merchant Marine General Directorate.

**8.2.** The Recognized Organizations interested to obtain authorization from this Administration should apply directly to the Merchant Marine General Directorate, according to Resolution No.106-023-DGMM dated 18 May 2022, article 3.

**8.3.** The issuance of Interim certificates by the Recognized Organizations does not require the payment of additional fees.

**8.4.** Endorsement of corresponding Annual or Intermediate Surveys shall be carried out by the Recognized Organization duly approved to do so, after satisfactory completion of the same, as it is required by the Convention (Regulation E-1).

**8.5.** The IBWMC endorsements by the Recognized Organizations are subject to the fees indicated in our Resolution J.D. No. 076-2021 dated October 28, 2021, amended by Resolution J.D. No. 011-2022 dated 24 February 2022.

## 9. Certificate Endorsement

**9.1.** Endorsement of the IBWMC issued by the Administration (electronic Full-term IBWMC)shall be carried out by the Recognized Organization surveyors nominated for this purpose at the completion of the correspondent survey on board the ship and on the printed version.

**9.2.** The information of the Responsible surveyor, RO, place, date and other information required to be inserted on the endorsement spaces shall be communicated by the RO at the earliest opportunity sending an e-mail to ibwmc@segumar.com, in order to update this information on the system and on the electronic Full-term IBWMC. The certificate will be updated by this Administration at the earliest opportunity, therefore manual endorsement or electronic version of the endorsement shall be considered as valid.

**9.3.** **It is strongly recommended** that the Recognized Organization, that carried out the Initial Survey, and issued the Interim Certificate (from 1 August 2020), be the same Recognized Organization to endorse the subsequent surveys of the IBWMC (Full Term issued by the Administration) in order to maintain validity of the Certificate.

**9.4.** Those operators or ship-owners, who decide to transfer the ship of Recognized Organization, shall have regard to the procedure for Transfer of Statutory and Class Certification, described in MMC-307. In case that endorsement of the International Ballast Water Management Certificate is carried out by a different RO at ship-owner or ship-operator request, this Administration shall be informed at the earliest opportunity.

**9.5.** In cases where extension is authorized under regulations E-5.5 or E-5.6, the RO shall report to this Administration according to 9.2 above.

## 10. Overdue Annual/Intermediate Surveys and Revalidation of IBWMC:

**10.1.** A certificate will cease to be valid if the annual/intermediate surveys are not

completed within the periods specified in Section E, Regulation E-1of the Convention. In such cases, authorization may be given to allow the **revalidation of the certificate**, as per the RO's procedures to conduct the appropriate survey.

**10.2.** For revalidation purposes an appropriate survey must be done and should consist of the requirement of the survey that was not carried out, but its thoroughness and stringency should have regard to the time this survey was allowed to lapse.

**10.3.** After completion of survey the surveyor on board shall write down "This certificate was revalidated after completion of the corresponding survey in accordance with (PMA authorization Ref.xxx)' at the left side blank space of endorsement and endorsed with Signed, Place and Date on the certificates (refer to paragraph 7.1 above).

**10.4.** In case that the certificate it's necessary to be re-issued due to ships' name change, an application for a new Certificate must be made through our website E-Segumar. The new certificate will be issued with the same validity as the previous Full-term IBWMC.

**10.5.** According to regulation E-5.8 if an annual survey is completed before (in advance) the period specified in regulation E-1, then an amendment of the anniversary to a date which shall not be more than three months later than the date on which the survey was completed shall be endorsed on the Certificate, to ensure that the subsequent annual or intermediate survey required by regulation E-1 shall be completed at the intervals prescribed by that regulation using the new Anniversary date. In these cases, the Certificate expiry date may remain unchanged provided one or more annual surveys, as appropriate, are carried out so that the maximum intervals between the surveys prescribed by regulation E-1 are not exceeded.

**10.6.** The updated status of the Full-term International Ballast Water Management Certificate (Full-term IBWMC) must be included, in the "Ship Status Report" prepared by the Recognized Organization.

**10.7.** There might be BWMS malfunctions not affecting the operation, in consequence not leading to a conditional certificate; however, the Administration shall be notified as soon as the malfunction occurs, and the time taken to return the BWMS to its full normal operation. Malfunctions leading to a Conditional certificate might affect or not the endorsement period, in such cases that a conditional certificate validity coincides with the closing of the window period for the applicable endorsement, then to restore the Full-term validity a revalidation should be conducted not later than the expiry date of the conditional certificate.

**11. Special Considerations**

**11.1.** As per results discussion of proposal made to the Marine Environmental Protection Committee (MEPC) during its session 71, regulation B-3 is applicable to top side tanks and cargo holds of bulk carrier ships. Considering that all tanks/ holds containing water taken on board to control trim, list, draught, stability or stresses of the ship, regardless of ballast water discharge intentions should be recorded.

**11.2.** In case that conditional certificate (Conditional IBWMC) it is required please refer to our Merchant Marine Circular No.156 and 324.

**11.3.** Authorizations will be limited to specific periods of validity according to exceptional circumstances or according to the temporary measures already approved by this Administration.

**12. Ballast Water Record Book**

**12.1.** Following the outcomes from the MEPC 80, the Marine Environment Protection Committee through BWM.2/Circ.80, approved the "Guidance on ballast water record-keeping and reporting" to clarify the record-keeping and reporting process under the BWM Convention, which includes guidance on completing the Ballast Water Record Book, and an updated example of a ballast water reporting form. Therefore, this Administration has prepared guidance to facilitate the record-keeping, using the current form of Appendix II of the Convention (recording items by numbers). The formal entry into force of the BWRB will be 1 February 2025; however, we encourage the use of the attached form to familiarize the crew with the new information to record.

**12.2.** You will find as Appendix to this Merchant Marine Circular the different scenarios for entries in the BWRB according to examples given in BWM.2-Circ.80.

***September, 2023 –*** *Corrections to the appendix of the Merchant Marine Circular (Page 1 example 4, Page 2 example 4 and Page 2 example 6)*
***August, 2023 –*** *Amendment to paragraphs 12.1 and 12.2. Revised Appendix, Example Ballast Water Record Book.*
***July, 2023*** *– following points added: reference p), 2.7, 3.7, note after 4.1.3, 7.11, 10.7 and 12. Following points amended: reference m) and o), 5.1.4, 6.7, 10.4, 10.5 and 10.6. Previous 11.1 deleted.*
***July, 2022 –*** *Reference o) added. Paragraphs 6.10, 7.4, 7.6, 7.10, 8.2 and 8.5 amended. Paragraphs 7.11 and 9.5 added.*
***June, 2022 –*** *references m) and n) added. The following paragraphs amended for clarity and updating purposes: 5.1.2, 6.1, 6.5, 6.6, 7.7 *note, 7.9.*

***March, 2022*** *– Renumbering 3.5 and after point 9; amendment to the following points 5, 5.1, 5.1.1, 5.1.4, 5.1.5, 6, 6.9, 6.10, 7.9, 9.1, 9.2, 9.4, 10; reference l) and points 10.5 and 11.4 added; 5.1.6 deleted.*
***March, 2021*** *– paragraph 6.8.2 and 6.9 amended.*
***July, 2020*** *– section 2, 4.1.1 to 4.1.3 added; 4.1, 6.9, 7.2, 7.3, 7.7.1, 7.9, 8.1, 8.3, 9.1, 9.2, 9.4.4, 9.5; points 8.2, 8.3 deleted; following points reference updated 4.5.2, 4.5.3, 4.5.4, 4.8.3, 4.8.4, 6.5, 6.8.3; previous point 3.9 renumbered as section 5.*
***March, 2020 –*** *paragraphs 1. Minor correction1, 3.8 amended for further clarification and 3.8.1 to 3.8.6 added; 4.7 email address amended.*
***December, 2019 –*** *paragraph 3.8 amended for clearer instruction.*
***October, 2019*** *– amendment to 2.2, 2.2 a), 2.4, 4.9, 7.1 and text of 2.5, 3.8, 5.10 added,*
**December, 2018** *– 3.4 amended; a), b) and c) of 6.8 deleted; 6.8 amended and renumbered; 6.10 and 6.10.1 deleted and renumbering; point 7 inserted, paragraphs in this point renumbered and amended, text 7.4.3 inserted, paragraph 8.5 added.*
***July, 2018*** – New paragraphs 6.7, 6.8, 6.9 and 6.10 added.
***July, 2018*** *- amendment of the following paragraph: 6.6.1, inclusion of paragraph 6.6.1 a, b, c, inclusion of paragraph 6.2, paragraph 6.3 and 6.4 change of numeration.*
***May, 2018*** *– amendment of the following: paragraph 2.3.b, 4.3, 4.4, 4.6, 4.8.1, 4.8.2, inclusion of paragraph 4.8.3, amendment of paragraph 5.6, 5.7.3 asterisk note, inclusion of paragraph 5.8.1, 5.8.2, inclusion of paragraphs 6.1.1, 6.1.2, 6.1.3.*
***September, 2017*** *- amendment of the following: reference "f", paragraphs 1.1, 3.4, 4.4, 4.5, 4.9, asterisk note, 5.9 and 7.1. New paragraph added 6.6.*
***July, 2017*** *– reference f), amendment to paragraphs 1.1, 1.2, 2.2 a), 4.2, 4.4, 4.7, 5.8, 7.1; paragraphs 1.3, 3.4, 3.5, 3.6, 3.7, 7.4.*
***March, 2017 –*** *4.1, 4.6, asterisk note, 7.2 amended, and 4.9 added.*
***February, 2017.***

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Inquiries concerning the subject of this Merchant Marine Circular or any other request should be forward to:

SEGUMAR-Panama
General Directorate of Merchant Marine
Panama Maritime Authority

Phone: (507) 501-5090
E-mail: ibwmc@segumar.com for Certificates, or bwmp@segumar.com for Plan Approval.
Website: https://panamashipregistry.com/circulars/

# PANAMA MARITIME AUTHORITY

**Guidance for recording entries in the Ballast Water Record Book**

| Date (dd-MM-yyyy) | Item (number) | Record of operations / signature of Officer in charge of operation |
|---|---|---|

**3.1 When Ballast Water is taken on board:**

3.1.1 Date, time and location port or facility of uptake (port or lat/long), depth if outside port
3.1.2 Estimated volume of uptake in cubic metres
3.1.3 Signature of the officer in charge of the operation

***Example 1:*** *When the Ballast Water is taken in port without BWMS (untreated water) ballasting operation*

3.1.1 Start time (hhmm), date (dd/mm/yy) at port name
Completion time (hhmm), date (dd/mm/yy) at port name
3.1.2 Uptake 6800 m3. Final quantity retained: 7200 m3
Identify of the tanks affected: 3P, 4S and 4S BW tanks
3.1.3 Signature of the officer in charge of the operation

***Example 2:*** *When the Ballast Water is taken at sea without BWMS (untreated water) ballasting operation*

3.1.1 Start time (hhmm) at Lat/Long
Completion time (hhmm) at Lat/Long
3.1.2 Uptake 6800 m3. Final quantity retained: 7200 m3
Identify of the tanks affected: 3P, 4S and 4S BW tanks
3.1.3 Signature of the officer in charge of the operation

**Note for example 1 and 2:**

The examples 1 and 2 consider the new intake water of 6,800 m3 taken in tanks having existing treated water of 400 m3. Mixing of treated water with untreated water will result in the full load being considered as unmanaged.

**3.2 Whenever Ballast Water is circulated or treated for Ballast Water Management purposes:**

3.2.1 Date, time and location port or facility of uptake (port or lat/long), depth if outside port
3.2.2 Estimated volume circulated or treated (in cubic metres)
3.2.3 Whether conducted in accordance with the Ballast Watre Management Plan
3.2.4 Signature of the officer in charge of the operation

***Example 3:*** *Whenever ballast water is exchanged (without any treatment)*

3.2.1 Start time (hhmm) at Lat /Long
Completion time (hhmm) at Lat /Long
3.2.2 Exchange 7200 m3 / Final quantity retained 7200 m3
Identify of the tanks affected: 3P, 4S and 4S BW tanks
Minimun distance from land 840 nm and minimun depth 6500 m
3.2.3 Yes. Sequential method or flow-through or dilution as approved in the BWMP
3.2.4 Signature of the officer in charge of the operation

***Example 4:*** *Whenever ballast water is exchanged along with treatment using approved BWMS*

3.2.1 Start -0900 hrs(UTC) on 01-Jan-2023
Completion - 1800 hrs(UTC) on 02-Jan-2023
3.2.2 Estimated volume (9000m3) uptake, total quantity retained on board (200m3).

3P, 4S and 4S BW tanks

Total quantity of treated: 8800 m3 treated through (circulation or tank)

3.2.3 Yes, method of used in D2: Filter + UV

3.2.4 Signature of the officer in charge of the operation

**Note for example 3 and 4:**

1. The stated exchange method (dilution/sequential/flow-through) must be as per the approved Ballast Water Management Plan.

2. The exchange along with treatment (BWE+BWT), if carried out as per the approved BWMP contingency plan, must be recorded using example 4 and if applicable reported to the concerned authorities prior to discharge of this water.

3. In case of carrying out exchange at a designated area, state the "area name or Lat / Long" with the minimun distance from land (nm) and minimun depth (m).

4. In the event the ship is unable to carry out exchange owing to safety or operational issues, entry has to be made as per example 22.

5. In case of a flow-through or dilution ballast water exchange as per approved Ballast Water Management Plan item 3.2.3 should state "yes flow-through or dilution (as appropriate) method (as approved in Ballast Water Management Plan)" and under the total quantity exchanged and final quantity retained (example: "exchanged 22000 m3 retained 7200m3")

**3.3 When Ballast Water is discharged in port or at sea with or without BWMS**

3.3.1 Date, time and location port or facility of discharge (port or lat/long)

3.3.2 Estimated volume discharged in cubic metres plus remaining volume in cubic metres

3.3.3 Whether approved Ballast Water Management plan has been implemented prior to discharge

3.3.4 Signature of the officer in charge of the operation

***Example 5:*** Ballast water is discharged into the port with BWMS (deballasting operation)

3.3.1 Start - 0900 hrs(UTC) at port name

Completion - 1800 hrs at port name

3.3.2 Discharged 6800 m3. Final quantity retained 400 m3

Tanks affected: 3P, 4S and 4S BW tanks

3.3.3 Yes. Deballasting as per BWMP for D2 compliance

3.3.4 Signature of the officer in charge of the operation

**Example 6:** Ballast water discharged into the sea with BWMS (aquatic enviromental)

3.3.1 Start- 0900 hrs(UTC) at Lat/Long

Completion - 1800 hrs(UTC) at Lat/Long at minimum depth of 400 m

3.3.2 Discharged 6800 m3. Final quantity retained: 400 m3

Tanks affected: 3P, 4S and 4S BW tanks

3.3.3 Yes. Deballasting as per BWMP for D2 compliance

3.3.4 Signature of the officer in charge of the operation

**3.4 When Ballast Water is discharged to a reception facility:**

3.4.1 Date, time, and location of uptake

3.4.2 Date, time, and location of discharge

3.4.3 Port of facility

3.4.4 Estimated volume discharged or taken up, in cubic metres

3.4.5 Whether approved Ballast Water Management plan had been implemented prior to discharge

3.4.6 Signature of officer in charge of the operation

***Example 7:*** *Uptake of ballast water from a port-based or reception facility*

3.4.1 Start -0900 hrs (UTC) from "facility / terminal name" at the Port of (insert name)

3.4.2 Completion - 1800 hrs (UTC)

3.4.3 Port of (insert name)

3.4.4 6000 m3. Final quantity retained 6800 m3

3.4.5 Yes. Treated ballast water intake as per BWMP

3.4.6 Signature of officer in charge of the operation

**Example 8:** Discharge of ballast water to a port-based or reception facility

3.4.1 Start -0900 hrs (UTC) from "facility / terminal name" at the Port of (insert name)

3.4.2 Completion - 1800 hrs (UTC)

3.4.3 Port of (insert name)

3.4.4 6000 m3. Final quantity retained 6800 m3

3.4.5 Yes. Discharged to port recepction facility

3.4.6 Signature of officer in charge of the operation

**Note for example 7 and 8:**

1. The ship taking in ballast water from the port facility which is treated by the onboard BWMS prior to filling the ballast tanks is to enter item 3.4.5 as "Yes, approved BWMS" in example 7.

2. The documents concerning the uptake / discharge of ballast water provided by the port-based or reception facility must be attached to the BWRB and must be readily available for inspection.

**3.5 Accidental or other exceptional uptake or discharge of Ballast Water:**

3.5.1 Date and time of occurence

3.5.2 Port or position of the ship at time of occurence

3.5.3 Estimated volume of ballast water discharge

3.5.4 Circumstances of uptake, discharge, escape or loss, the reason therefore and general remarks

3.5.5 Whether approved Ballast Water Management plan had been implemented prior to discharge

3.5.6 Signature of officer in charge of the operation

***Example 9:*** *Accidental discharge of ballast water*

3.5.1 Start - 0900 hrs(UTC) at (insert port name / location)

3.5.2 Completion - 1800 hrs (UTC) at (insert port name / location)

3.5.3 Discharge of water into ballast tank

3.5.4 Accidental discharge of water in forepeak ballast tank due to hull breach as a result of collision

3.5.5 Whether approved Ballast Water Management plan had been implemented prior to discharge

3.5.6 Signature of officer in charge of the operation

In case of other circumstances, to fill out the ingress of ballast water:

**Example 10:** Accidental ingress of ballast water

3.5.1 Start - 0900 hrs(UTC) at (insert port name / location)

3.5.2 Completion - 1800 hrs (UTC) at (insert port name / location)

3.5.3 Ingress of water into ballast tank
Identify of the tanks affected and total quantify of ballast water in m3
3.5.4 Accidental ingress of water in forepeak ballast tank due to hull breach as a result of collision
3.5.5 Whether approved Ballast Water Management plan had been implemented prior to discharge
3.5.6 Signature of officer in charge of the operation

**Example 11:** Exceptional uptake of ballast water

3.5.1 Start - 0900 hrs(UTC) at (insert port name / location)
3.5.2 Completion - 1800 hrs (UTC) at (insert port name / location)
3.5.3 Uptake of water into ballast water
Identify of the tanks affected and total quantify of ballast water in m3
3.5.4 Water taken into aft peak ballast tank to adjust trim, following an oil spill on deck
3.5.5 Whether approved Ballast Water Management plan had been implemented prior to discharge
3.5.6 Signature of officer in charge of the operation

**Note for examples 9, 10 and 11:**

1. Exceptional uptake or discharge are human initiated procedures undertaken in exceptional circumstances for the safety of the ship and prevention of pollution.

2. Accidental ingress or discharges are occurrences without human initiation. Water ingress or discharge (escape) due to collision, grounding, structural failures, valve or machinery failures are to be recorded under code E.

3. Intake of shore-supplied untreated water into ballast tanks at a dry dock facility for the purpose of undocking of a ship should be considered as exceptional circumstance and entry recorded.

## 3.6 Additional operational procedure and general remarks

**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

**Example 12: Failures of the ballast water management system that are repaired inmediately**

1 1100 hrs (UTC) at the port of _____
2 Uptake
3 Xxxxxx sensor failure and BWMS plant shut down
4 1500 hrs (UTC) at the port of the BWMS made operational
Signed…….. Name…….. Rank…….

**Example 13: Inoperabilities of the ballast water management system**

1 1100 hrs (UTC) at the port of _____
2 Uptake
3 Filter choked and high differential pressure trip due to muddy water
4 No repair required
Signed…….. Name…….. Rank…….

**Note for examples 12 and 13**

1. 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).

2. In case the BWMS failure is not rectified immediately, the item 4 is to be made on the date when the BWMS is made operational.

3. Inoperability of the BWMS due to challenging water conditions is required to be recorded under items 1, 2 and 3 with remark in item 3 clearly stating the alarms which are triggered owing to challenging water conditions.

**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)

**Example 14: Ballast tank cleaning and discharge of sediments to reception facility / dry dock**

1 1100 hrs (UTC) at Port of _____

2 1500 hrs at Port of _____

3 1P, 1S, 2P, 2S, 3P and 3S

4 10 m3 sediments disposed to "insert name" reception facility

Signed…….. Name…….. Rank…….

**Example 15: Ballast tank cleaning/flushing and disposal of sediments to aquatic environment (at sea)**

1 1100 hrs (UTC) (hhmm SMT) at Lat xx xx.xx N / Long yyy yy.yy E

2 1500 hrs (UTC) (hhmm SMT) at Lat xx xx.xx N / Long yyy yy.yy E

3 3P and 3S

4 100 m3 of tank flushing including sediments discharged to sea at minimum distance of 350 nm and minimum depth of 2800 m

5 Signed…….. Name…….. Rank…….

**Note for example 14 and 15**

1. Sediment disposal receipt provided by shore/port reception facility or dry dock facility must be attached to the BWRB and must be available for inspections.

2. In case of flushing of a tank with treated water, operation to be recorded under code G items 1, 2, 3 and 5 with comments in 5 stating that treated water was used to flush the tank.

**OTHERS EXAMPLES:**

**Example 16: Internal tank to tank ballast water transfers**

dd-mm-yy 200 m3 of ballast water transferred from 1P and 1S to 2P and 2S

Signed…….. Name…….. Rank…….

**Example 17: Sampling of ballast water during discharging**

dd-mm-yy Ballast water sample taken during discharge operation at the port of "UN/LOCODE" by PSC
Signed…….. Name…….. Rank…….

**Example 18: Use of ballast water tank for non-ballast water purpose: taking out of operation**

dd-mm-yy Aft peak ballast tank emptied and isolated from the ballast water pipe system for use of non-ballast purpose in accordance with BWMP. Valve # 123 sealed.
Signed…….. Name…….. Rank…….

**Example 19: Use of ballast water tank for non-ballast water purpose: taking into operation**

dd-mm-yy Aft Peak ballast tank cleaned / flushed and reconnected to ballast water system pipeline in accordance with BWMP. Valve # 123 unsealed
Signed…….. Name…….. Rank…….

**Example 20: Reporting to flag or port State of a failure of the BWMS**

dd-mm-yy BWMS failure at hhmm (UTC) on dd-MMM-yyyy informed flag State
Signed…….. Name…….. Rank…….

**Note for example 20:**

In case of reporting to flag or port State, above entry to be recorded and, if operations subsequently carried out as per contingency plan or as per advice from port/flag State, same to be recorded under applicable code/item.

**Example 21: Entry pertaining to an earlier missed operational entry**

dd-mm-yy Entry pertaining to an earlier missed operational entry
Signed…….. Name…….. Rank…….
(record the correct entry here)
Signed…….. Name…….. Rank…….

**Note for example 21:**

This entry is to be followed by the entry pertaining to the missed operation. The date 1 to be entered corresponding to the original date of operation and subsequent entry date 2 to be the current date.

**Example 22: Ship unable to perform ballast water exchange owing to safety reasons, e.g. bad weather**

dd-mm-yy Ship unable carry out BWE owing to …… (state reason)
Port of call (Name port / country) informed
Signed…….. Name…….. Rank…….

**Note for example 22:**

This entry is to be made for safety (bad weather) or operational related issues (e.g. ship's route does not pass through areas where distance from nearest land is always more than 50 nm and / or 200 m depth or a designated BWE area).