

Management System

FLEET CIRCULAR

FC2403

28 January 2024

Ballast Water Record Book

Untreated ballast water has been one of the main causes of transfer of harmful organisms from one marine ecosystem to another, causing in many cases irreparable harm to marine life, introducing new invasive species and generally damage the marine environment that we rely on for our livelihoods.

As a result, over the last 20 years, the requirements for ballast water management have been continuously strengthened, including the requirement for treatment of ballast water. Along with that is a requirement to keep good records of all actions taken to manage ballast water on the ship. This circular is a summary of the recording requirements, which must be followed at all times:

Every ship must have a ballast water record book. We are no exception. This book must be used to record all ballast water operations. This includes taking ballast water, discharging it (to the sea or a reception facility), exchange, as well as records of accidental discharge or any exceptions or exemptions.

The Company has provided a template for the Ballast Water Record Book – Form C11.

The record must be completed clearly, properly and in as much detail as possible. All times must be UTC, and positions recorded as accurately as possible. Make comments where appropriate to explain what activities were being completed.

All entries must be signed by the Officer in Charge and the Master, and the Master must sign every completed page. By law you must keep copies of old records for not less than two years after the last operation on the page was completed.

All Officers are required to familiarize themselves with this circular and confirm this below.

Ian McIntosh-Oakley Managing Director Valid without signature

Confirmation of receipt and understanding:

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	Master	Ch. Off.	OOW D	OOW D	Ch. Eng.	2. Eng.	OOW E	OOW E	ETO
Initial									
Date									