

# CHECKLIST FOR PREPARATION OF PSC INSPECTIONS REGARDING BWMC

Items	Yes, No, n/a
1. IBWMC (International Ballast Water Management Certificate)	
a. Check that a valid IBWMC is on board if the ship is 400 GT or more (article 9.1).	
2. BWMP (Ballast Water Management Plan)	
a. Check that the BWMP is on board and has been approved by the flag state or the RO/class on behalf of the flag state (Reg. B-1).	
b. Is the crew managing ballast water sediments in accordance with the convention and the BWMP?	
3. BWRB (Ballast Water Record Book)	
a. Check that the BWRB is on board and meets the requirements of the BWM Convention (Reg. B-2).	
b. Check that details of all ballast water operations carried out are recorded in the BWRB together with any exemptions granted (Reg. B-2).	
c. The BWRB should be kept on board the ship for a minimum of two years after the last entry.	
d. The officer in charge of operation should sign each entry in the BWRB and the Master should sign each completed page.	
e. The BWRB shall at least contain the information specified in the BWM Convention, Appendix II (which may be an electronic record system and may be integrated into another record book or system).	
4. BWMS (Ballast Water Management System)	
a. Check that an officer has been assigned responsibility for the BWM (Reg. B-1.5) and that s/he and the crew are sufficiently trained and familiar with ballast exchange methods and/or the BWMS (Reg. B-6).	
b. Check the Type Approval Certificate for the BWMS (D-2 standard only) to determine if the system is used in accordance with any limiting conditions.	
c. Perform a visual check of the overall condition of the ship, the equipment and arrangements as defined in the IBWMC and the BWMP.	
d. Verify that ballast water has only been discharged in accordance with BWM Convention.	
e. Check the information from third parties such as a report or complaint concerning a violation of the BWM Convention.	
f. Is the crew following specific operational or safety instructions associated with safe tank entry, if needed?	
g. Is the BWMS and associated equipment in good working order (filters, pumps, back flushing equipment)? Verify that all accidents or defects which compromise the BWM are reported and recorded.	
h. Check that the crew is following all national and regional BWM requirements (example: USA, Norway, "Intra-North Sea"-voyages). National requirements should be attached to the Appendix of the BWMP.	
i. Sampling: Ensure that access is available for PSC officer to take samples of ballast water.	