

**Guidance to Hong Kong Registered Ships for preparing
of the Concentrated Inspection Campaign on
Ballast Water Management
(Period from 1 September to 30 November 2025)**

Introduction

From 1 September to 30 November 2025, the Tokyo Memoranda of Understanding (MOU) region will conduct a Concentrated Inspection Campaign (CIC) on Ship's Ballast Water Management (BWM) on ships, in conjunction with Paris MOU region. During this period, a ship will undergo one inspection under this CIC, which will be carried out in conjunction with the normal Port State Control (PSC) inspection. Hence, a copy of the PSC inspection report (Form A and B) with the completed CIC questionnaire shall be kept onboard for record.

Purpose

The CIC intends to assist ship staff in assessing the effectiveness of their ballast water management onboard. It will also raise awareness among ship staff and ship owners about the importance of specifically addressing reoccurring deficiencies in ballast water management. PSC Officers will use a list of 10 questions to assess that ballast water management and associated equipment comply with the relevant requirements of the International Convention for the Control and Management of Ships' Ballast Water and Sediments, 2004 (BWM 2004), that the master and crew members are familiar with operations relating to ballast water management, and the associated equipment is properly maintained and functioning.

Questionnaire Guidance

Question No.1*

Is a valid International Ballast Water Management Certificate (IBWMC) on board?

1. Ship Manager, Master and responsible officer shall ensure that:

- (a) a valid IBWMC is available on board;
- (b) IBWMC should be issued after an initial or renewal survey. (excluding Hong Kong registered ships of less than 400 gross ton);
- (c) annual endorsement is completed within the prescribed time window;
- (d) commissioning test report is available on board for Ballast Water Management System (BWMS) installed after 1 June 2022; and
- (e) for permanently sealed ballast water tanks, a statement from the Recognized Organization (RO) is available.

2. Requirements:

As per regulation E-2 of BWM 2004, Issuance or Endorsement of a Certificate:

- (a) Ship subject to the regulation E-1 of BWM 2004 shall obtain an IBWMC after successful completion of a survey;
- (b) IBWMCs shall be issued by Hong Kong Marine Department (HKMD) authorized RO; and
- (c) Vessels of 400 gross tonnage and above shall be certified and have valid IBWMC.

3. Convention Reference:

- (a) BWM 2004 / Reg. E-2

***Ship may be considered for detention if the answer is “No” for this question.**

Question No.2*

Is the approved Ballast Water Management Plan (BWMP) on board?

1. Ship Manager, Master and responsible officer shall ensure that:

- (a) approved BWMP is available on board; and
- (b) the BWMP is written in the working language of the ship staff.

2. Requirements:

As per regulation B-1 of BWM 2004, Ballast Water Management Plan:

- (a) Each ship shall have an approved BWMP;
- (b) BWMP shall be approved by an HKMD authorized RO;
- (c) BWMP shall be ship-specific and include:
 - i. safety procedures for ship;
 - ii. detailed sediment disposal procedures at sea and to shore;
 - iii. procedures for coordinating with authorities when discharging ballast water;
 - iv. designate officer responsible for implementing the BWMP; and
 - v. reporting requirements under BWM 2004; and
- (d) BWMP shall be written in the ship's working language, with translations in English, French, or Spanish.

3. Convention Reference:

- (a) BWM 2004 / Reg. B-1

*Ship may be considered for detention if the answer is “No” for this question.

Question No.3*

Is the BWMP up to date to reflect the applicable requirements to manage Ballast Water as required by the Convention?

1. Ship Manager, Master and responsible officer shall ensure that:

- (a) the BWMP reflects the up to dated detailed safety procedures for the ship and ship staff;
- (b) the BWMP clearly describes the up to dated ballast water exchange process;
- (c) the required up to dated information shall comply with the regulations A-3 (Exceptions) and B-4 (Ballast Water Exchange) of the Annex of BWM 2004; and
- (d) the up to dated contingency measures should be followed if required.

2. Requirements:

Refer to requirements under Question No.2.

3. Convention Reference:

- (a) BWM 2004 / Reg. B-1

*Ship may be considered for detention if the answer is “No” for this question.

Question No.4*

Are officers and crew familiar with their duties in the implementation of the BWMP?

1. Ship Manager, Master and responsible officer shall ensure that:

- (a) an officer has been designated to be responsible for implementing the BWMP;
- (b) the designated officer is the same as described in the BWMP;
- (c) the officer in charge of ballast water operations is familiar with BWM practices;
- (d) the officers and crew are familiar with their duties as set out in the BWMP;
- (e) the officers and crew are trained and familiar with the operations of BWMS including troubleshooting of BWMS alarms; and
- (f) control and monitoring records of the BWM equipment are available for inspection by PSC Officers.

2. Requirements:

As per regulation B-6 of BWM 2004, Duties of Officers and Crew:

- (a) Duties for the implementation of BWM and the ship's BWMP shall be familiar by Officers and crew; and
- (b) BWMP shall be properly implemented by designated officer in charge.

3. Convention Reference:

- (a) BWM 2004 / Reg. B-6

***Ship may be considered for detention if the answer is “No” for this question.**

Question No.5*

Is the Ballast Water Management System (BWMS) approved by the Administration/Organization, as appropriate?

1. Ship Manager, Master and responsible officer shall ensure that:

- (a) the BWMS have been approved based on the date of installation;
- (b) a copy of the type approval certificate (TAC) for the specific BWMS is available;
- (c) if the TAC is issued based on approval by another Administration, reference to that TAC (e.g. Merchant Shipping Information Note (MSIN) No. 38/2015) shall be available; and
- (d) calibration certificates for measuring components of the BWMS are available on board.

2. Requirements:

As per regulation D-3 of BWM 2004, Approval requirements for Ballast Water Management systems:

- A BWMS installed on or after 28 October 2020 shall be approved in accordance with the BWMS Code;

1. Except as specified in paragraph (2), BWMS shall be approved in accordance with BWM 2004:
 - BWMSs installed on or after 28 October 2020¹ shall be approved in accordance with the Code for Approval of Ballast Water Management Systems (BWMS Code);
 - BWMSs installed before 28 October 2020² shall be approved with reference to the guidelines developed by IMO or the BWMS Code, as may be amended; and
2. BWMS that uses Active Substances or preparation containing one or more Active Substances to comply with BWM 2004 shall be approved in accordance with procedures established by IMO.

3. Convention Reference:

- (a) BWM 2004 / Reg. D-3

***Ship may be considered for detention if the answer is “No” for this question.**

¹ Refer to the Unified interpretation of appendix I of the BWM 2004

² Refer to resolutions MEPC.125(53), MEPC.174(58) or MEPC.279(70), as appropriate

Question No.6*

Is the BWMS operational?

1. Ship Manager, Master and responsible officer shall ensure that:

- (a) the BWMS, associated equipment and treatment process are working normally;
- (b) the treatment process is being carried out in accordance with the operation manual;
- (c) the officer and crew are complying with the safety procedures of the BWMS;
- (d) the ballast water record book (BWRB) is consistent with onboard operations;
- (e) the BWMS is not being bypassed;
- (f) Active Substances are being supplied to and add to the BWMS, if required; and
- (g) access is available for PSC Officers to take ballast water samples, if required.

2. Requirements:

As per regulation D-2 of BWM 2004, Ballast Water Performance Standard:

(a) ships shall discharge ballast water

- less than 10 viable organisms with a minimum dimension of 50 micrometres (μm) per cubic metre;
- less than 10 viable organisms with a minimum dimension of less than 50 μm and greater than or equal to 10 μm per milliliter (ml); and
- discharge of the indicator microbes shall not exceed the specified concentrations described in paragraph (b);

(b) Indicator microbes, as a human health standard, shall include:

- Toxicogenic *Vibrio cholerae* (O1 and O139): less than 1 colony forming unit (cfu) per 100 ml or less than 1 cfu per 1 gram (wet weight) zooplankton samples;
- *Escherichia coli*: less than 250 cfu per 100 ml; and
- Intestinal Enterococci: less than 100 cfu per 100 ml.

3. Convention Reference:

- (a) BWM 2004 / Reg. D-2
- (b) BWMS Code Section 4

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Question No.7

Was the Ballast Water managed according to the BWMP?

1. Ship Manager, Master and responsible officer shall ensure that:

- (a) designated officers and crew shall comply with their responsibilities in the BWMP;
- (b) BWM practices on board are consistent with the BWMP;
- (c) there are no conflicts between the alarm/operation log and the BWRB;
- (d) proper methods are adhered as required by the BWMP; and
- (e) any contingency measures used are adhered with the BWMP.

2. Requirements:

As per regulation B-1 of BWM 2004, each ship shall have on board and implement a BWMP. Such BWMP shall be approved by the Administration considering the guidelines developed by IMO. The BWMP shall be specific to each ship.

3. Convention Reference:

- (a) BWM 2004 / Reg. B-1

Question No.8

Is the Ballast Water Record Book (BWRB) properly filled, including exemptions if granted?

1. Ship Manager, Master and responsible officer shall ensure that:

- (a) the requirements of the BWM 2004 are met and BWRB is kept on board;
- (b) each operation entry to BWRB is signed by the officer in charge and each completed page is signed by the Master (the electronic BWRB should have an additional authentication factor to allow verification, ie Electronic signatures/Audit logging);
- (c) details of all ballast water operations and any exemptions granted are recorded;
- (d) entries are kept onboard the ship for a minimum period of two years after the last entry;
- (e) entries are in the ship's working language, with translations in English, French, or Spanish;
- (f) BWRB shall have declaration by RO when in electronic form.

2. Requirements:

As per regulation B-2 of BWM 2004, Ballast Water Record Book:

- (a) Each ship shall have on board a BWRB that may be an electronic record system, or that may be integrated into another record book or system as per Appendix II - FORM OF BALLAST WATER RECORD BOOK;
- (b) BWRB entries shall be maintained on board the ship for a minimum period of two years and under the control of the Company for at least three years;
- (c) An entry regulation A-3, A-4 or B-3.6 of BWM 2004 or any other accidental or exceptional discharge of ballast water, shall be recorded in the BWRB, together with a description and reason ballast water;
- (d) BWRB shall be kept readily available for PSC Officer inspection at all reasonable times;
- (e) Each operation concerning ballast water shall be promptly and fully recorded in the BWRB; and
- (f) Each entry shall be signed by the officer in charge of the operation concerned and each completed page shall be signed by the master.

3. Convention Reference:

- (a) BWM 2004 / Reg. B-2 & A-4.4

Question No.9*

Is the crew managing ballast water sediments in accordance with the BWMP?

1. Ship Manager, Master and responsible officer shall ensure that:

- (a) procedures for disposing of sediments are followed at sea and onshore;
- (b) details of methods for sediment control including step-by-step operational procedures;
- (c) ballast water sediments are managed in accordance with the BWMP;
- (d) the officers and crew are familiar with the precautions to be taken when handling sediments;
- (e) the officers and crew are familiar with ballast water sediments management;
- (f) entry records do not against the BWMP requirements; and
- (g) records of disposal of ballast water sediments are available onboard.

2. Requirements:

As per regulation B-5 of BWM 2004, Sediment Management for Ships:

Ships specified in regulation B-3.1 of the Ballast Water Management Plan 2004 (BWM 2004) must comply with this paragraph to the extent possible.

- (a) All ships shall remove and dispose of sediments from spaces designated to carry ballast water in accordance with the ship's BWMP; and
- (b) Ships described in regulation B-3.3 to B-3.5 of BWM 2004 should be designed and constructed to minimize the uptake and undesirable entrapment of sediments, facilitate removal of sediments, and provide safe access for sediment removal and sampling without compromising safety or operational efficiency, considering guidelines developed by IMO. Ships described in regulation B-3.1 of BWM 2004 should comply with this paragraph to the extent possible.

3. Convention Reference:

- (a) BWM 2004 / Reg. B-5

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Question No.10*

If an exemption has been granted, are the conditions of exemption implemented?

1. Ship Manager, Master and responsible officer shall ensure that:

- (a) a ship granted exemption(s) should be operated exclusively between specified ports or locations and meet all exemption conditions;
- (b) exemptions are granted to ships that do not mix ballast water or sediments, except when sailing between the specified ports or locations;
- (c) exemptions granted are effective for no more than five years and subject to intermediate review; and
- (d) exemptions granted have been recorded in the BWRB.

2. Requirements:

As per regulation A-4 of BWM 2004, Exemptions:

- (a) Administration may grant exemptions from any requirement under regulations B-3 or C-1 of BWM 2004, in addition to those exemptions contained elsewhere in BWM 2004, but only when they are:
 - granted to a ship or ships on a voyage or voyages between specified ports or locations; or to a ship which operates exclusively between specified ports or locations;
 - effective for a period of no more than five years subject to intermediate review;
 - granted to ships that do not mix ballast water or sediments other than between the ports or locations specified; and
 - granted based on the guidelines on risk assessment developed by IMO;
- (b) Any exemption granted under regulation A-4 of BWM 2004 shall not impair or damage the environment, human health, property or resources of adjacent or other Administrations. Administrations shall consult with any Administration that may be adversely affected to resolve any identified concerns; and
- (c) any exemption granted under regulation A-4 of BWM 2004 shall be recorded in the BWRB.

3. Convention Reference:

- (a) BWM 2004 / Reg. A-4

***Ship may be considered for detention if the answer is “No” for this question.**