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MARINE DEPARTMENT

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18 August 2025

To: Shipowners, Ship Managers, Masters and Recognized Organizations of Hong Kong-Registered Ships

Dear Sir/Madam,

Approval and Use of Electronic Record Books
under the International Convention for the Control and Management of Ships'
Ballast Water and Sediments, 2004 (BWM Convention)

The resolution MEPC.383(81)¹ - amends regulations A-1 and B-2 of the BWM Convention, which was adopted on 22 March 2024, will enter into force **on 1 October 2025**, introducing the new requirements for approval and use of electronic Ballast Water Record Book (BWRB).

2. We would like to remind shipowners/ship managers that Hong Kong Registered Ships shall comply with the aforementioned BWM requirements and the following points are listed for easy reference:

- i. The amended regulation A-1 of BWM Convention, enables the use of electronic record books to record operational logs as an alternative method to a hard copy record book.
- ii. An electronic BWRB shall include specific information² and shall be approved with a declaration³ in accordance with MEPC.383(81). Shipowners and ship managers are required to contract the **Recognized Organizations (ROs)**⁴ authorized by this Department to ensure timely approval of the electronic BWRB.

¹ For the details of resolution [MEPC.383\(81\)](https://www.mardep.gov.hk/en/legislation/notices/msin/index.html), please refer to Hong Kong Merchant Shipping Information Note (MSIN) [56/2024](https://www.mardep.gov.hk/en/legislation/notices/msin/index.html) on the website of the Marine Department.
(<https://www.mardep.gov.hk/en/legislation/notices/msin/index.html>)

² For guidelines using electronic BWRB, please refer to MSIN [06/2024](https://www.mardep.gov.hk/en/materials-and-publications/useful-information/index.html) for [MEPC.372\(80\)](https://www.mardep.gov.hk/en/materials-and-publications/useful-information/index.html). For the new form of BWRB, please refer to MSIN [70/2024](https://www.mardep.gov.hk/en/materials-and-publications/useful-information/index.html) and the Appendix II of MEPC.369(80). The new version BWRB template is available on the website of the Marine Department.
(<https://www.mardep.gov.hk/en/materials-and-publications/useful-information/index.html>)

³ For sample of Declaration of BWM Convention Electronic Record Book, please refer to the Appendix of [MEPC.372\(80\)](https://www.mardep.gov.hk/en/faq/services-for-cargo-ships-registered-in-hong-kong/survey-audit-and-certification-arrangements/index.html).

⁴ For the authorization of Recognized Organizations, please refer to our Marine Department website.
(<https://www.mardep.gov.hk/en/faq/services-for-cargo-ships-registered-in-hong-kong/survey-audit-and-certification-arrangements/index.html>)

- iii. Each ballast water operations shall be fully recorded without delay in BWRB in accordance with IMO guidelines (BWM.2/Circ.80/Rev.1⁵). Each entry shall be signed by the officer in charge of the operation concerned and each completed page shall be signed by the master or, in the case of a group of electronic entries, shall be verified by the master in a timely manner.

3. The provisions of Merchant Shipping (Control of Ballast Water and Sediments) (Amendment) Regulation 2025 ([L.N.106 of 2025](#)) related to new requirements of BWM Convention come into operation on 1 October 2025. All Hong Kong registered ships are required to comply with BWM Convention where applicable. Failure to comply with the said regulations may result in port State control intervention.

4. Shipowners, Ship Managers, Ship Operators, Masters and Recognized Organizations (Classification Societies) are advised to note the information provided in the documents and act accordingly.

5. Should you have any queries, please contact Cargo Ships Safety Section of the Marine Department by email at ss_css@mardep.gov.hk.

Yours faithfully,

(No signature on website)

(H.F. YUE)

Senior Surveyor of Ships/
Cargo Ships Safety Section
for Director of Marine

⁵ For the guidance on ballast water record-keeping and reporting ([BWM.2/Circ.80/Rev.1](#)), please refer to MSIN [14/2025](#).