

# Ballast Water Management Surveyor checklist

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Last updated: July 2017

This document is uncontrolled if printed, please refer to the Maritime New Zealand website for the latest version.

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Use this checklist if you are a surveyor undertaking a Ballast Water Management survey on behalf of a shipowner who requires either a new, or renewal of:

- an International Ballast Water Management Certificate, or
- a Ballast Water Management Approval

This survey checklist serves to document a surveyor's verification for a vessel subject to Marine Protection Rules Part 300. This checklist should be accompanied by a survey report and provides verification that the structure, equipment, systems, fittings, arrangements, and material or processes on the vessel comply with the previously approved ballast water management plan.

**Note:**

To undertake surveys on vessels of 400 GT and over you must be recognised for the purposes of Part 300 or be a surveyor in the employ of an MNZ recognised organisation.

To undertake surveys on vessels of less than 400 GT you must be an MNZ recognised surveyor for the purposes of unlimited operating limits.

This checklist is supported by the *Ballast Water Management Surveyor Guidance* document to inform what is expected prior to verifying each checkbox.

This checklist, when completed, should be forwarded to the operator to include in their application for a ballast water system approval and issuance of the associated certificate or approval document.

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# 1. Ship details

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## This section must be completed

Name of ship	<input type="text"/>
IMO/MNZ number	<input type="text"/>
Gross tonnage	<input type="text"/>
Port of registry	<input type="text"/>
Name of ship owner	<input type="text"/>
Name of company contact person	<input type="text"/>
	First name Last name
Role	<input type="text"/>
	Position held within company
Telephone	<input type="text"/>
	E.G. +64 1 234-5678
Mobile phone	<input type="text"/>
	E.G. +64 12 234-5678
Email address	<input type="text"/>

## Type of ship

### Please advise the category of ship being surveyed:

- Ship of 400 gross tonnes or more, in class (only if not applying through class)
- Ship of 400 gross tonnes or more, not in class
- Ship less than 400 gross tonnes

**Note:** The Convention does not apply to ships that only carry permanent ballast water.

## 2. Checklist

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### 2.1. Items you must check when completing any Ballast Water Management survey

- 1 Pumping capacity
- 2 Ballast Water Record Book
- 3 Cleaning
- 4 Piping diagrams/photographs
- 5 Survey plan addresses ballast water tanks (cleanliness, safety, stability and structural integrity)
- 6 Confined space entry reminder (rules, plan, crew awareness)

### 2.2. Items you must check when completing survey – if the ship is complying with the performance standard

- 1 A copy of the Type Approval Certificate of Ballast Water Treatment Equipment (BWTE)
- 2 A statement from the Administration, party to the Convention that type approved the BWTE, or from a laboratory authorised by that Administration, to confirm that the electrical and electronic components of the BWTE have been type-tested in accordance with the specifications for environmental testing contained in Part 3 of the annex to the IMO G8 guidance
- 3 Equipment manuals for major components of the BWTE
- 4 An operations and technical manual for the BWTE, approved by the Administration party to the Convention that type approved the BWTE, containing a technical description of the BWTE, operational and maintenance procedures, and backup procedures in case of equipment malfunction
- 5 Installation specifications – installation has been completed as per manufacturer specifications by an installer approved by the manufacturer
- 6 Installation commissioning procedures
- 7 Initial calibration procedures
- 8 The BWTE installation has been carried out in accordance with the technical installation specification. This includes notes of electrical work and/or chemicals on board
- 9 The BWTE conforms with the Type Approval Certificate of BWTE issued by the Administration party to the Convention that type approved the BWTE or its representative
- 10 The installation of the BWTE has been carried out in accordance with the manufacturer's equipment specification
- 11 Any operational inlets and outlets are located in the positions indicated on the drawing of the pumping and piping arrangements
- 12 The workmanship of the installation is satisfactory and, in particular, that any bulkhead penetrations or penetrations of the ballast system piping are to the relevant approved standards

## Checklist (continued)

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- 13 The control and monitoring equipment operates correctly as per operational manual
- 14 Spare parts – including storage and access
- 15 Maintenance schedule and plan for Ballast Water equipment
- 16 Sampling facilities are provided in order to collect representative samples of the ship's ballast water
- 17 Ballast Water Management recording devices are operational and there is a sufficient supply of consumables for the recording devices on board
- 18 If using active substances as part of BWTE, sufficient supplies of the substances are available on board
- 19 If using active substances, dosage instructions are available on board

### 3. Surveyor details

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Name of surveyor

Address

Telephone

E.G +64 1 234-5678

Mobile phone

E.G +64 12 234-5678

Email address

I am satisfied that the ship's Ballast Water Management arrangements satisfy the requirements of Part 300, in accordance with this checklist and associated guidance.

Signature and/or stamp of the surveyor

Date

DD / MM / YYYY

#### Documents to accompany this checklist

- Photographs and diagrams of the installed Ballast Water Management System
- A survey report describing the survey undertaken

## 4. Where to send your form

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Send the completed checklist to the operator to include in their application for a ballast water management system approval and associated document of approval.