

MCI Circular 323/2025

To: Vessel Owners, Managers, Masters, Officers, Deputy Registrars and Other Interested Parties

Subject: New requirements for Hard Copy and Electronic Ballast Water Record Books

Attachment: [New requirements for Hard Copy and Electronic Ballast Water Record Books](#)

Date: 18th November 2025

Summary

Kia Orana,

The International Maritime Organization (IMO) has adopted two Resolutions amending the Ballast Water Management (BWM) Convention that introduce new requirements regarding the format of the Ballast Water Record Book (BWRB) and the use of electronic BWRBs:

- [IMO Resolution MEPC.369\(80\)](#) – Amendments to Appendix II (Form of Ballast Water Record Book). Entry into force: 1 February 2025.
- [IMO Resolution MEPC.383\(81\)](#) – Amendments to Regulations A-1 and B-2 (Use of Electronic Record Books). Entry into force: 1 October 2025.

New format Ballast Water Record Book

In accordance with Regulation B-2 of the BWM Convention, all ships must maintain a BWRB containing the information specified in Appendix II.

From 1 February 2025, the revised format as adopted by MEPC.369(80) shall apply. Guidance on proper completion of entries is provided in IMO Circular BWM.2/Circ.80.

Electronic Ballast Water Record Books

From 1 October 2025, electronic BWRBs may be used provided that the following requirements are met:

- The electronic BWRB is approved in accordance with IMO Resolution MEPC.372(80) (Guidelines for the use of Electronic Record Books under the BWM Convention).
- A ship-specific Declaration is carried on board, issued either by this Administration or by a Recognized Organization authorized by this Administration, confirming compliance of the installation with IMO guidelines.

During statutory surveys or Port State Control inspections, the absence of such a Declaration may result in the electronic record book not being accepted as evidence of compliance with the Convention's record-keeping requirements.

Action Required



- Shipowners and operators shall ensure that BWRBs comply with the new format no later than 1 February 2025.
- Ships intending to use electronic BWRBs must obtain a ship-specific Declaration of approval no later than 1 October 2025.
- Masters and officers are reminded that BWRB entries shall be retained on board for a minimum of two years after the last entry, and thereafter kept under the Company's control for at least three years.

Owners and managers can address their queries to the following email address:
technical@maritimecookislands.com