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**INTERNATIONAL CONVENTION FOR THE CONTROL AND
MANAGEMENT OF SHIPS' BALLAST WATER AND
SEDIMENTS, 2004**

**Guidance for Administrations on the type approval process for ballast water
management systems in accordance with Guidelines (G8)**

1 The Marine Environment Protection Committee, at its sixty-first session (27 September to 1 October 2010), approved the Guidance for Administrations on the type approval process for ballast water management systems in accordance with Guidelines (G8) developed by the BLG Sub-Committee at its fourteenth session (8 to 12 February 2010), as set out in the annex.

2 Member Governments are invited to bring this circular to the attention of all parties concerned.

ANNEX

GUIDANCE FOR ADMINISTRATIONS ON THE TYPE APPROVAL PROCESS FOR BALLAST WATER MANAGEMENT SYSTEMS IN ACCORDANCE WITH GUIDELINES (G8)

1 PURPOSE

1.1 This document provides guidance for Administrations on the procedure for evaluating an application for Type Approval of a ballast water management system (BWMS), in accordance with the Guidelines for approval of ballast water management systems (G8). This document can act as an *aide-memoire* for Administrations and is not intended, in any way, to interfere with the authority of an Administration.

1.2 This document provides guidance on interpretation of Guidelines (G8) and does not replace or supersede the requirements of those Guidelines.

1.3 This document is intended to provide guidance to Administrations on the details of the Type Approval to be reported to the Committee.

2 KEY DOCUMENTS

2.1 In evaluating an application for Type Approval of a BWMS, the latest version of the following documents should be consulted:

- The International Convention for the Control and Management of Ships' Ballast Water and Sediments, 2004 (BWM Convention);
- Guidelines for approval of ballast water management systems (G8);
- Procedure for approval of ballast water management systems that make use of Active Substances (G9);
- Guidelines for ballast water sampling (G2);
- Guidance to ensure safe handling and storage of chemicals and preparations used to treat ballast water and the development of safety procedures for risks to the ship's crew resulting from the treatment process;
- Resolution MEPC.175(58) – Information reporting on type-approved ballast water management systems;
- Methodology for information gathering and the conduct of work of the GESAMP-BWWG; and
- Other pertinent ballast water management resolutions, guidance and circulars.

3 RECOMMENDATIONS FOR REQUIREMENTS OF MANUFACTURERS OR THEIR AGENTS

3.1 To facilitate Type Approval of a BWMS, the Administration should ensure that the manufacturers, or their agents have, at minimum:

- .1 been informed if the Administration delegates to or utilizes the services of a third party quality assurance organization (e.g., Recognized Organization,

- nominated body, classification society, surveyors, etc.) in some, or all of the Type Approval processes;
- .2 understood the steps and requirements of the processes outlined in the documents listed in section 2 of this document;
 - .3 a fully working system built that can be used in the Type Approval process. It should be noted that the construction procedures and materials for the unit tested need to be the same as for the follow-on production units;
 - .4 undertaken preliminary testing to ensure that their BWMS is viable, will meet the D-2 standard of the BWM Convention, will work on board a ship and that the system has been determined not to pose any unacceptable risk to the environment;
 - .5 understood the extent of testing that needs to be completed by a recognized testing facility, including toxicity analysis;
 - .6 provided a description of the preliminary test to the Administration that should at least include the following:
 - .1 the test set-up, including sampling points;
 - .2 responsible persons/organizations for all or portions of the preliminary testing;
 - .3 possible Quality Management Plan (QMP) of the testing facility;
 - .4 testing laboratories that will be used;
 - .5 Quality Assurance Project Plan (QAPP) for the preliminary test; and
 - .6 provision for survey of the test facility if required;
 - .7 provided a detailed report of the preliminary test results including, at least:
 - .1 toxicity data;
 - .2 Active Substances if relevant; and
 - .3 any other chemicals generated during the process;
 - .8 an understanding of whether the system under consideration, uses an Active Substance, as defined in the BWM Convention. If it utilizes an Active Substance, the system will require additional approval under Procedure (G9), whilst the systems not using an Active Substance only need approval under Guidelines (G8);
 - .9 a contractual agreement to undertake the shipboard testing needed under Guidelines (G8) with the owner of a suitable ship;
 - .10 arranged for a trained person to be present at the land-based testing facility to operate the equipment being type approved and ensure that for the shipboard

- test the ship's crew is familiar with the equipment and sufficiently trained to operate the equipment;
- .11 consulted with the classification society that the ship undertaking the shipboard testing is being registered, where necessary, and obtained approval for installation of the BWMS;
 - .12 demonstrated by using mathematical modelling and/or calculations or by full-scale shipboard testing, that any up or down scaling will not affect the ultimate functioning and effectiveness on board a ship of the type and size for which the equipment will be certified. In doing so, the manufacturers should take into account all relevant guidance developed by the Organization;
 - .13 prepared a Type Approval application in compliance with Guidelines (G8), annex, part 1, that includes at least the following:
 - .1 detailed description of the design, construction, operation and functioning of the BWMS;
 - .2 preliminary assessment of the corrosion effects of the system proposed;
 - .3 preliminary test results;
 - .4 technical Manual;
 - .5 BWMS piping and instrumentation diagram (P&ID);
 - .6 link to the provisions required in a ballast water management plan;
 - .7 environmental and public health effects; and
 - .8 specific salinities to be tested;
 - .14 clarified the following, when submitting the Type Approval application:
 - .1 verification of the operating ranges (e.g., flow rate, pressure drop, salinities, etc.);
 - .2 verification of the Treatment Rated Capacity (TRC);
 - .3 suggestions for improvements of the installation related to safety or additional testing R&D; and
 - .15 made test results and documentation available to the Administration as requested.

4 RECOMMENDATIONS FOR FACILITATING A TYPE APPROVAL EVALUATION

4.1 For those Administrations using third party quality assurance organizations, due care should be taken to ensure all such arrangements are in place prior to initiating the Type Approval programme.

4.2 The Administration should provide the applicant with a document outlining contact details, the expected amount of time between submission and decision and any other requirements separate from the procedures and requirements outlined in the documents listed in section 2 of this document.

4.3 The Administration should verify that any recommendations made by the Committee during Basic and Final Approval have been addressed prior to issuing the Type Approval Certificate. In accordance with resolution MEPC.175(58), the Administration should submit the final report of land-based and shipboard tests with the notification of type approval to the IMO. The reports should be available to Member States.

4.4 The Administration may certify a range of the BWMS capacities employing the same principles and technology, but due consideration should be given to limitations on performance which might arise from scaling up or scaling down.

4.5 The Administration should, in particular, review Standard Operating Procedures (SOP) for which an international standard has not been established yet.

5 APPROVAL PROCESS

5.1 Under the provisions of the BWM Convention, a BWMS is to be approved in accordance with Guidelines (G8) and, where appropriate, Procedure (G9).

5.2 The Administration should verify that the following issues have been specifically addressed by the manufacturer and, if the evaluation of the system is carried out by a third party organization, these issues should be relayed to the Administration to enable a decision on:

- .1 a comprehensive explanation of the physical and/or biochemical treatment processes used by the BWMS to meet the D-2 Standard in the BWM Convention. This should be undertaken by the manufacturer and any supporting data should be submitted in writing. Any system which makes use of, or generates, Active Substances, Relevant Chemicals, or free radicals during the treatment process to eliminate organisms in order to comply with the Convention should be submitted to the Organization for review under Procedure (G9), (Procedure (G9), paragraph 3.3);
- .2 whether a BWMS makes use of an Active Substance or not remains the prerogative of the responsible Administration. In making that determination, Administrations should take into account relevant GESAMP-BWWG recommendations and Committee decisions as to whether a system should be subject to approval under Procedure (G9). When an Administration is unsure of whether a BWMS is subject to Procedure (G9), it may choose to submit such system for review under that Procedure (G9) (MEPC 59/24, paragraph 2.16);
- .3 the BWMSs that the Administration determines are not subject to Procedure (G9), as provided in paragraphs 2.3.6 and 2.3.30.4 of the annex to Guidelines (G8), the toxicity testing procedures in paragraphs 5.2.2 to 5.2.7 of Procedure (G9) should be used when the system could reasonably be expected to result in changes to the treated water such that adverse impacts to receiving waters might occur upon discharge;
- .4 the approval documents that should include a piping and instrumentation diagram (P&ID) with parts list and material specification. Furthermore, wiring diagrams, function description of the control and monitoring equipment and description of regulator circuit of the BWMS;

- .5 information on the preliminary testing (methodology, test water composition, salinities tested, sampling, analysis laboratories, etc.);
- .6 accreditation of Guidelines (G8) land-based testing facility or body including their quality management plan (QMP) and quality assurance project plan (QAPP) to be used by the manufacturer for land-based testing;
- .7 approval and subsequent verification of the design, construction, operation and functioning of the equipment used for land-based and shipboard testing;
- .8 approval and subsequent verification of the land-based and shipboard test methodology, including the composition of the test water, and specific salinities to be tested which should be in line with Guidelines (G8), Procedure (G9) and the Methodology for information gathering and the conduct of work of the GESAMP-BWWG as appropriate (waiver for multiple testing required);
- .9 approval and subsequent verification of the methodology used to take and store samples, the laboratory testing, the frequency of sampling, and the analysis procedure for samples from land-based and shipboard testing;
- .10 approval and subsequent verification of the design, construction, operation and functioning of the equipment used for testing;
- .11 if the system is using an Active Substance, then the applications for Final Approval will have to be checked and approved by the Administration prior to making a proposal for approval to the Organization. In addition, the cost-recovery fee for the scientific services provided by the GESAMP-BWWG will have to be submitted;
- .12 a safety assessment of the storage and handling of any chemicals is undertaken and approved in line with the technical guidance developed by the Organization;
- .13 a safety assessment of the operation of the BWMS, specifically any potential impact on the crew is undertaken and approved in line with the technical guidance developed by the Organization;
- .14 all electrical equipment used to operate the BWMS should be of a certified safety type required by the applicable national or international standard in respect of the hazardous areas where it is located; and
- .15 results of environmental testing as specified in Part 3 of the annex to Guidelines (G8).

5.3 For issuance of the Type Approval Certificate, the Administration should set the following requirements and provisions:

- .1 the validity of the approval should be revisited as appropriate;
- .2 in due time before the expiration of the approval, the manufacturer should prepare a report detailing the experiences with the system, including the results of any scientific research relevant to the system, as well as any results of port State controls, if available;

- .3 the occurrence of any unexpected harmful consequences of the operation of the BWMS should be reported by the manufacturer to the Administration immediately;
- .4 the Type Approval Certificate should specify one specific TRC that is the maximum continuous flow rate for which the system is approved;
- .5 Type Approval Certificate should indicate clearly the specific water parameters in which the testing was undertaken, e.g., the salinity, temperature, pH and TSS in the type approval process as per Guidelines (G8);
- .6 the Type Approval Certificate should specify the components of the BWMS that are type approved, including the manufacturer of each component; their operating ranges, including temperature, specific salinity and specify the possibility to use other similar components (like filters for example) and the criteria for allowing such use;
- .7 a separate Type Approval Certificate should be provided for each type or model of the BWMS. However, if Administrations wish to do otherwise, it is recommended that the different types and models are clearly stated, the test each type and model has undergone clearly referred to with test results, operating ranges, salinity, TRC, etc.;
- .8 all accidents (e.g., accidental exposure, leakage) related to the BWMS should be reported;
- .9 any indications that the system is not performing up to the standards set by the BWM Convention, the guidelines and/or any additional provisions set by the Administration should be reported by the manufacturer to the Administration immediately;
- .10 the Administration should have the opportunity to revoke the approval if these requirements are not met; and
- .11 MSC circular MSC.1/Circ.1221 – "Validity of Type Approval Certification for marine products" should apply.

6 REPORTING OF THE TYPE APPROVAL

6.1 The Administration should forward a report of the Type Approval process to the Organization (resolution MEPC.175(58)).

6.2 In particular, where under Procedure (G9) the Final Approval has been granted with recommendations by the GESAMP-BWWG, evidence that these recommendations have been satisfactorily addressed at Type Approval should be provided to the Organization. The report should specify the findings of the Administration together with any non-confidential information according to Procedure (G9).