

## APPLICATION INSTRUCTIONS – BALLAST WATER MANAGEMENT CERTIFICATE

**Note that this certificate can only be issued for Liberian-Flag vessels.**

Please carefully read the following guidance provided before selecting the “*Continue*” button at the bottom of the page.

- **Obtaining Access to WayPoint** – On the LOGIN page, please create an account if you don’t have one. You will be required to enter your name and company details so as to register your company. You will receive a temporary user name and password once your request has been processed. You will be required to change your temporary password when you login to your account the first time. Note: If your firm operates under different businesses, you may need to request an account for each in order to obtain access to your entire fleet.
- Before starting the application, please have the following files ready to upload:
  - A copy of the BWM Plan approval/attestation letter, index pages/record of changes;
  - A copy of the form of the BW record book cover page with ballast water capacity entered; and entries for last operation in the record book. Liberia is publishing a BW record book for purchase at discounted rates (\$100/10 books – see attached sample for review);
  - Format of notification or communication with Coastal States regarding ballast water exchange (see attached draft format);
  - A declaration from the ship’s master that the BWM Plan, BW Record Book, and notification or communication with Coastal States is being implemented and that the BWM officer has been designated and the crew have been provided with training and familiarization;
  - Company attestation that no modifications or conditions on-board affecting ballast operations and ballast water exchange have been made since last periodical survey; and
  - A copy of the IOPP Certificate that will be used to implement the D-2 performance standard.

You will also need the following information:

- Date keel laid;
- Ballast water capacity;
- If exchange is done using flow-through, please verify in the BWM plan the following:
  - If the ship is conducting exchange by over-flowing tanks, this should not be permitted through the air pipes.
  - The other openings such as manholes, the covers of which are adequately secured should be used.
  - Also, the safety considerations related to flow-through should be included in the plan.

- You may apply for multiple certificates (WRC, BCLC, CLC and/or BWMC) by vessel. You can submit certificate applications for multiple vessels with a single order, provided that you are using the same form of payment. Please have your form of payment information available. Orders can be submitted with credit card payments, wire transfer details.
- Complete all required page fields (\*).
- **Starting the work order request for a Ballast Water Management Certificate:**
  - It is possible to start a work order request for a BWMC from two locations:
    - From the Vessel Particulars screen – press the *'New Work Order'* button or
    - From the dashboard – click the *'Order Certificates'* icon.
  - This will take you to the work order start page. Here please:
    1. Select *'Certificates'* on the left side bar
    2. Choose *'Ballast Water Certificate for Liberian Vessel'*
    3. Start entering the name of the vessel if not already pre-populated. Note: the list of vessels is limited to those listed in your *'My Fleet'*. Please contact us if you believe that any vessels are missing.
    4. Press the *'Start'* button
- **"Details" screen** – You will need to enter the following information:
  - Date of Construction
  - Construction Date Type (keel laid, identifiable construction, assembly commenced or major conversion)
  - Ballast Water Capacity (in cubic meters)

Once you have entered that information, you will need to upload the five documents listed above.

- **'Documents' screen** – On this screen you can view a draft certificate and a copy of your pre-order invoice. Please upload a copy of the IOPP Certificate and a copy of the safety considerations for ballast exchange using flow-through under *'Add File'* and add notes to any of the supporting documents you uploaded on the previous screen. Note: Details on both the draft certificate and pre-order invoice are subject to change as a result of information being entered by the user as well as during the processing and issuance of the actual certificates.

When trying to view documents you have uploaded, please note that Word documents are downloaded to your computer, while all other documents will be opened in a new tab.

- **'Invoice' screen** – Please enter your appropriate billing details for the vessel. You can view the estimated charges for this request. In addition:
  - If your company uses a Purchase Order system, please enter the purchase order number which will appear on the invoice.
  - If you would like to add a reference number to this invoice for your own company's use, please enter it in the reference field.
  
- **'Final Review' screen** – You will be able to review your order to know if all sections are properly completed. Sections that are not complete will list the tasks that are still required to be completed before the request can be submitted for processing. In addition, the tabs where these tasks need to be completed will have a red 'x' next to them. If the final review has no additional tasks to complete you can:
  - Add to Cart – In order to submit the request for processing and issuance of the certificate
  - Save the work order for submission later by clicking the '*Continue*' button. You can locate the work order request later from the dashboard by clicking on the '*Pending Order*' icon.
  
- **Submission of work order requests via the Cart** – Completed work order requests that are ready for processing are submitted through the cart.
  - In '*My Cart*' you can view the requests that will be submitted.
    - It is possible to remove requests from the cart by clicking the '*remove*' button. They can be added later via the '*Pending Orders*' icon.
  - Your email address will appear in the eDelivery email address field. You can change this email address to the email address that you would like messages containing the issued documents and invoices to be sent. Please note that you will receive an email for each vessel that request certificates for via the payment cart. Please ensure the following email address has been added to your SPAM filter: [waypointsupport@liscr.com](mailto:waypointsupport@liscr.com).
  - Alternatively, you can choose not to receive your documents by email by removing the checkbox for eDelivery. Documents are available for download in WayPoint once processed via the '*My Certificates*' page, which is accessed from the dashboard.
  - Please select '*Courier*' if you would also like a hard copy of the certificate(s) sent to you. There is an additional charge for this service.
  - Please indicate the method of payment:

- **Credit Card Payment** – You will be taken to the credit card payment screen. Complete the payment details on this screen and click *'Process Payment'*.
  - **Wire Payment** – For wire transfer payments, please provide payment details including the effective date of the payment. You can also upload a copy of the wire payment confirmation.
- Once you have submitted your work order request, you can view the current status via the *'Order History'* icon on the dashboard. *'Active'* orders have been processed and requested documents issued.

The WayPoint system offers the following advantages:

- Ability to view the status of your application,
- Existing vessel data is pre-populated on the application,
- Documents will be emailed once processed (there is also an option to download certificates from the website once processed)