

# CHECKLIST: HOW TO BECOME AN APPROVED SERVICE PROVIDER

**Company structure:** Provide an organization chart outlining your company's organisation and management structure, departments and subsidiaries to be included in the approval/certification. You're your nominated agents, subsidiaries, and subcontractors, if any.

**How MicroWISE can help...**

**Relevant experience:** Describe your company's experience in commissioning testing. Compile a portfolio of your company's past experience with commissioning testing and/or other relevant projects.

**Your technicians' and inspectors' experience:** List each person's training and/or on-the job experience. Below are the specific points you must show they understand:

- Engineering and biological knowledge for commissioning testing
- IMO guidelines, such as BWM.2/Circ.70/Rev.1 and BWM.2/Circ.42/Rev.2
- Use of portable indicative (and detailed if relevant) analysis methods
- Design concepts of G2 sampling devices. Refer to the [G2 guidelines](#) and the [ICES SOP for sampling](#)
- Proper disposal procedures for water samples after testing
- Design limitations of BWMS, self-monitoring parameters and how it alerts operators

Use our free training and certification programs available on our E-learning site to certify your Inspectors and document their knowledge.

No chemicals are used by BallastWISE, so water samples can be disposed of as seawater after testing

**Equipment used for commissioning testing:** Provide a description of all the equipment you use, and ensure it is properly maintained and calibrated. You must also supply a guide for operators of the equipment.

All BallastWISE equipment comes fully calibrated upon delivery, and our annual calibration and factory inspection service ensures that the equipment is fully functional and correctly

Tip: You can use MicroWISE's free Standard Operating

Procedures to create equipment checklists and packing lists.

calibrated for the full lifecycle of the instrument. This is covered in the [Service, Maintenance and Support agreement](#).

[BallastWISE users can download our free user guides](#) for inspectors and technicians.

**Manufacturer's certification:** Present documentary evidence from manufacturers that you have been certified or licensed to operate the specific equipment.

Use the free training courses available on our eLearning site to certify your inspectors.

**Record keeping:** Include checklists and record formats for recording the results of your service.

Use our free Standard Operating Procedure Template, which includes checklists and record formats to document these procedures.

**Process for BWMS commissioning testing** You must document your standard procedures. You must describe how you:

Consider implementing a secure and accessible digital system for storing and retrieving service records using standard components. Consider how data will be transferred from on-site inspections and how data can be reviewed when needed.

- Communicate with the crew prior to commencing work
- Collect and handle ballast water samples
- Analyse ballast water samples – and assess whether the BWMS is operating correctly
- Report the above steps for both classes of organisms (10-50um and >50um)
- Operate your ballast water compliance testing equipment
- Calibrate, adjust and maintain your ballast water compliance testing equipment

**Quality Management Compliance:** Your documented quality system must comply with the most current version of the ISO 9000 series.

Note that there is no hard requirement for an ISO accreditation from IACS and that an equivalent system can be acceptable. Please contact us for specific guidance on documenting your processes if you do not have an ISO 9000 series quality system.

For a more detailed overview of the requirements, see our article on how to become an approved service provider.

If you have any questions, feel free to reach out to [info@microwise.com](mailto:info@microwise.com)