

GIBRALTAR MARITIME ADMINISTRATION
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Shipping Information Notice – No 022
Guidance for Owner/Operator when proposing to put a ship in lay up

To: Ship Owners, Operators, DPO's and CSSO

Shipping Guidance Notice for Owner/Operator to use when proposing to put a ship in lay up

The following Guidance is issued to Owner/Operators who are considering putting a ship into lay up. Not all parts of this guidance will apply to all ships but Owner/Operators should indicate why they believe a particular part does not apply.

A plan should be prepared by the Owner/Operator and submitted to the Hull and Machinery, the class and then the Flag State. Approval of the first two is necessary before the Flag State can accept the proposals. The Plan should address the following;

1. Preface
 - 1.1.Purpose of the plan
 - 1.2.Reference to QA-System
2. Contact Addresses
3. Insurance
4. Organisation, Responsibilities and Authority
 - 4.1.Superintendent
 - 4.2.Master
 - 4.3.Chief Engineer
 - 4.4.Quality and Safety Manager
5. Certificates and Surveys
6. Manning
7. Mooring Arrangements
8. Power availability
9. Protection against fire and explosion

10. Hot Work
11. Fire detection and Alarms
12. Precautions against flooding.
13. Maintenance of Equipment.
14. Resumption of Trading
15. Quality Management
16. Attachment

1. Preface

- 1.1.1. The purpose of the plan is to assist the managers of the vessel during the lay up of the **Ship Name IMO NO**
- 1.1.2. Reference to be made to the Owners QA System and the following manuals
 - 1.1.2.1. System manual
 - 1.1.2.2. Vessel Manual
- 1.2. The Owners Health, Safety and Environmental policies are incorporated in the above manuals.
- 1.3. Where a procedure is not included in this Plan the relevant procedures in the above Manuals will apply.
- 1.4. This plan has been approved by the [**Managing Director**], following the approval of the Hull and Machinery leading underwriters and the classification society.

2. Contact Addresses

- 2.1. Owner/Operator/Ship Management Company
 - 2.1.1. Contact **Name and position**
 - 2.1.2. Address
 - 2.1.3. Tel No
 - 2.1.4. Fax
 - 2.1.5. E-mail address
 - 2.1.6. 24/7 Emergency Number
- 2.2. Superintendent **Name**
 - 2.2.1. Tel No
 - 2.2.2. Fax
 - 2.2.3. E-mail address
 - 2.2.4. 24/7 Emergency Number
- 2.3. Quality and Safety Manager
 - 2.3.1. Contact **Name**
 - 2.3.2. Tel No
 - 2.3.3. Fax
 - 2.3.4. E-mail address
 - 2.3.5. 24/7 Emergency Number

2.4. Agents

- 2.4.1. Contact **Name**
- 2.4.2. Tel No
- 2.4.3. Fax
- 2.4.4. E-mail address
- 2.4.5. 24/7 Emergency Number

2.5. Emergency Services in the Port:

- 2.5.1. The Port Authorities
- 2.5.2. Fire Brigade
- 2.5.3. Hospital
- 2.5.4. Police

3. Insurance

The H&M lead underwriter have put forward the following requirements in order to maintain their cover.

3.1. A lay up plan must be developed and submitted to the Underwriter, Class and Flag.

3.2. The Plan to cover, as a minimum;

- 3.2.1. Lay up site
 - 3.2.2. Quay/Berth
 - 3.2.3. Position lat/long
 - 3.2.4. Situation Map or photograph of the site
 - 3.2.5. Prevailing weather conditions to include
 - 3.2.5.1.1. Wind
 - 3.2.5.1.2. Current
 - 3.2.5.1.3. Swell
 - 3.2.5.1.4. Ice
 - 3.2.5.1.5. Traffic in the area
 - 3.2.5.1.6. Approval by local authorities
 - 3.2.5.1.7. Approval by class
 - 3.2.5.1.8. Approval by flag

4. Organisation, Responsibilities and Authority

4.1. Superintendent

- 4.1.1. Manage lay-up according to requirements from all parties
- 4.1.2. Class and Certificates
- 4.1.3. Update and distribution of Quality Plan
- 4.1.4. Approval of detailed plans and drawings

4.2. Master

- 4.2.1. Assist Superintendent in the supervision of vessel in lay-up including, but not limited to:

- 4.2.1.1. Condition of Hull, Superstructure and tanks
- 4.2.1.2. Condition of Deck Equipment
- 4.2.1.3. Fire detection system
- 4.2.1.4. Mooring
- 4.2.1.5. Co-ordination of local resources; -Local Firefighting -Local Rescue Services -Local Tug or mooring assistance
- 4.2.1.6. Sharing of resources with other vessels in lay-up (if applicable)
- 4.2.1.7. Otherwise as directed by the Superintendent
- 4.2.1.8. If Master is not present his duties will be carried out by the Chief Engineer

4.3. Chief Engineer

- 4.3.1.1. Supervision of the machinery including but not limited to
- 4.3.1.2. Machinery
- 4.3.1.3. Alarms
- 4.3.1.4. Fire fighting system
- 4.3.1.5. Propulsion system
- 4.3.1.6. Engine Management
- 4.3.1.7. All control and auxiliary system
- 4.3.1.8. Engine Maintenance
- 4.3.1.9. Manage vessel as a ship described in the Vessel Manual

Masters duties as above if Master is not present

5. Certificates and Status

- 5.1. Class to be maintained with all class items valid
- 5.2. All certificates to remain valid
- 5.3. Flag State statement re the ISM/ISPS audits

6. Manning

6.1. Manning level agreed with the flag state of; Company to make proposals to the flag state to show the number of crew will ensure the safety of the crew and the ship

- 6.1.1. Master
- 6.1.2. Chief Engineer
- 6.1.3. Engineers
- 6.1.4. Rating
- 6.1.5. Cook

7. Mooring arrangements

- 7.1. Vessel is lying [port side to] on [quay/berth] [any ship alongside]
- 7.2. Mooring lines [size and type]
 - 7.2.1. Line 1
 - 7.2.2. Line 2
 - 7.2.3. Line 3
 - 7.2.4. Line 4

- 7.2.5. Line 5
- 7.2.6. Line 6
- 7.3. Anchor [Port and/or Starbd] no of shackles out with anchor in position shown on plan or chart see 16.2 below
- 7.4. Ballast condition with drafts forward, aft and amidships
- 7.5. Mooring winches – mode [manual or automatic]
- 7.6. Mooring winch maintenance in accordance with the vessels planned maintenance system.
- 7.7. Authorities/surveyor approval of mooring and anchoring arrangements (where applicable)

8. Power availability

- 8.1. Availability of Main engine, lead time to start
- 8.2. Availability of Bow thruster, lead time to start
- 8.3. Availability of stern thruster, lead time to start
- 8.4. To manoeuvre the vessel a competent deck officer must be on board
- 8.5. Tug availability – location and mobilisation time
- 8.6. Power for winches – supplied from ship or shore

9. Protection against fire and explosion – special requirements for tankers, inert gas maintained or tank certified gas free.

10. **Hot work** – in accordance with Safety Manual and Port rules

11. Fire detection and Alarms

- 11.1. All systems in operation. If a fire is detected and the fire alarms is sounded the Duty Officer must call the local fire brigade
- 11.2. Fire fighting systems (water and CO2) are all in operation. If any system is drained, ie water in hold etc. it should be noted here with a start up time to make it operational.

12. Precautions against flooding.

- 12.1. Overboard valves which are not in use and that are to remain closed;
 - 12.1.1. main bilge pump overboard
 - 12.1.2. bilge ejector
 - 12.1.3. bilge water separator
 - 12.1.4. sewage tank
 - 12.1.5. fresh water generator discharge
 - 12.1.6. fresh water generator suction.
- 12.2. Overboard valves that remain open and are to be checked every day;
 - 12.2.1. sea chest port side
 - 12.2.2. sea chest starboard side
 - 12.2.3. fire pump sea suction
 - 12.2.4. sea cooling water overboard discharge
- 12.3. Control of Ballast water tanks – daily check of levels in all ballast tanks

- 12.4. Control of Bilges – Bilge alarm to be operational and daily checks to be made in accessible areas. Shaft tunnel and stern gland to be checked daily, all watertight doors to remain closed.

13. Maintenance of Equipment.

- 13.1. Main engine, lube oil to be heated continuously, circulation – continuously. Intervals of turning and starting to be stated
- 13.2. Auxiliaries, heating continuously lube oil circulation continuously, ready to start immediately. Intervals of turning and starting to be stated
- 13.3. Gear box and propeller shaft, heating [if required] lube oil circulated before start of main engine. Intervals of turning and starting to be stated
- 13.4. Maintenance of Thrusters - heating required or not required – lube oil circulation – ready to start immediately.
- 13.5. Maintenance of compressors – heating required or not required – lube oil circulation. Intervals of turning and starting to be stated
- 13.6. Maintenance of pumps - heating required or not required – lube oil circulation. Intervals of turning and starting to be stated.
- 13.7. Maintenance of fuel oil systems – HFO circulation – continuous – Separators and purifiers in which mode (stand by or on line).
- 13.8. Maintenance of Boiler – in continuous operation to provide normal heating and circulation of air in all spaces unless areas do not require heating and these are listed below; list of spaces
- 13.9. Bow Thruster Room – Heated or weekly control of temperature and humidity is within acceptable levels set by the manufacturer; Min temperature and humidity to be stated.

14. Resumption of Trading

- 14.1. Owners will inspect and verify that all systems are functions and ready for start up, including but not limited to;
 - 14.1.1. machinery,
 - 14.1.2. deck equipment,
 - 14.1.3. navigation system.
 - 14.1.4. Control systems,
 - 14.1.5. fire detection, prevention and protection systems,
 - 14.1.6. fuel systems,
 - 14.1.7. potable water,
 - 14.1.8. food stowage and provisions,
 - 14.1.9. crew accommodation (including heating, lighting , ventilation, hot and cold fresh water),
- 14.2. Certificate status (all certificates to be in date and all necessary surveys carried out to ensure the certificates are valid).
- 14.3. Carry out internal audit.
- 14.4. Ensure the crew are in accordance with the Safe manning Document and are fully familiar with the ship and its systems
- 14.5. Re-commissioning survey by class
- 14.6. Initial ISM/ISPS audit by flag state after the crew have had time to become familiar with the vessel and its system and before the vessel sails.

15. Quality Management

- 15.1. The quality management system of **Name of Company** to be followed. All major deviations, incidents, accidents and non conformities to be reported to the Superintendent immediately. The Superintendent is responsible for evaluation, consultation and further action in accordance with the company procedures.

16. Attachments

- 16.1. Letter from the Port Authority agreeing to the lay-up with any conditions imposed
- 16.2. Plan or chart showing where the vessel is laid up

Alan Cubbin
Maritime Administrator

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All notices are available through www.gibmaritime.com

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E-mail: maritadmin@gibtelecom.net

Date 29 May 2009

Our ref: AC/09/767

Your ref:

To the Ship Owner/Operator
Address of ISM/ISPS Contact

Dear Sir

Ship Name and IMO Number

1. The above ship has been laid up and the flag state has agreed that conditions under which the ship is laid up.
2. During this period the following will apply with respect to the ISPS Certificate;
 - a. If the vessel is laid-up for a period of up to 6 months Flag State will suspend the vessel's International Safety Management Code (ISM) and International Ship and Port Facilities Security Code (ISPS) certificates. In the event the vessel is later brought back into service, a 'reactivation audit' will be required for ISM and ISPS.
 - b. If the vessel is laid-up for a period exceeding 6 months the ISM and ISPS certification will be withdrawn. In the event the vessel is later brought back into service, an interim survey will be required before the Flag State reactivate the ISM and ISPS certificates.
3. The Ship Owner/Operator is to maintain the Security level indicated in the Ship Security Plan [for this type of operation] [for the laid up condition

Yours Sincerely

Alan Cubbin
Maritime Administrator