



ST. VINCENT AND THE GRENADINES

MARITIME ADMINISTRATION

CIRCULAR N° GEN 003 – Rev.1

LAY UP AND RE-COMMISSIONING GUIDANCE

TO: RECOGNIZED ORGANIZATIONS (RO), FLAG STATE INSPECTORS, SHIP OWNERS, SHIPS' OPERATORS, SHIPS' MANAGERS AND MASTERS

APPLICABLE TO: LAID UP SHIPS

EFFECTIVE AS FROM: Date of this Circular

9th October 2015

General

This Guidance applies to all St. Vincent and The Grenadines flagged vessels going to lay up and does not include yachts undergoing winterization or refit.

Information concerning the vessel's lay up

The Owners / Operators / Managers are required to notify the following parties when the ship is going to be laid up:

- This Administration;
- The ship's Classification Society;
- Local port/coastal authorities; and
- The vessel's Insurers

It is extremely important to contact the local port/coastal authorities in advance to ascertain specific requirements or regulations that may be imposed on the vessel while moored or anchored at the lay up location. The guidance presented in this Circular is subject to compliance with these requirements.

Certificate of Registry, Ship Station Licence and Minimum Safe Manning Document

The vessel's owner should notify this Administration with regard to the vessel's lay up status by requesting a restricted Certificate of Registry not valid for navigation or operation. The following information should be indicated:

- the exact location of the vessel's site of lay up;
- the vessel's date of withdrawal from service;

- the expected duration of the lay up (if known);
- the manning mode e.g. fully manned, partially manned or unmanned; and
- a confirmation from the ship's Classification Society sent directly to this Administration concerning the vessel's lay up status

A restricted Certificate of Registry not valid for navigation or operation will be issued by this Administration, superseding the vessel's current Certificate of Registry which then should be surrendered and delivered to this Administration

The manning should be in line with local/port requirements and the owner's risk assessment. The Owners should conduct a risk assessment for the expected hazardous events that may occur at any time of the day, during the lay up period with regard to the planned manning level. The risk assessment should account for the following onboard scenarios:

- Fire;
- Flooding;
- Severe weather; and
- Security breach.

It is recommended that at least one Engineer Officer and one Navigating Officer be stationed on each vessel, unless vessels are laid up in a group.

While the Minimum Safe Manning Document sets the criteria for safe manning at all times for vessels in operation, there are no requirements for minimum manning levels while vessels are within port limits, alongside or safely at anchor.

It is noted that owners of laid up vessels frequently require a Minimum Safe Manning Document for the lay up period in order to avoid problems with local maritime authorities.

In order to accommodate such request from the owners, St Vincent and The Grenadines Maritime Administration requires evidence of the local lay up manning regulations, if any, and the owner's manning proposal based on the risk assessment. The completed Form "Application for the Issue, Change or Renewal of a Minimum Safe Manning Document" should be submitted to this Administration accordingly. Upon receipt of this Application Form, St Vincent and The Grenadines Maritime Administration will issue a Minimum Safe Manning Document for the intended period of lay up.

Maintenance and inspections

Appropriate measures for preservation and maintenance during the lay up period should be taken by the owner according to the ship's type, hull equipment, machinery installations and the specific cases of the lay up condition. Specific requirements of original equipment manufacturers should also be followed. The owner should comply with the recommendations provided by the Classification Society.

All safety equipment considered necessary for the safety of the vessel and the crew should be periodically examined and maintained in a satisfactory condition. A programme for regular maintenance, inspection, and periodic operation (or turning) of machinery should be prepared at the beginning of the lay up period.

The statutory spares should be kept on reasonable level. Removal of spares from a laid up ship needs to be strictly recorded and controlled.

The vessel should be in possession of an updated chart of the lay up area. The correct navigation shapes and lights for the condition of the ship should be provided.

Records of all the measures taken during the implementation of a lay up programme should be maintained in order to ensure easy and orderly reactivation in the future.

Long-Range Identification and Tracking

Long-Range Identification and Tracking (LRIT) should temporarily stop the transmission of LRIT information during the lay up . If the LRIT equipment is switched off the Owner, Master or Company Security Officer (CSO) should notify this Administration and Fulcrum Maritime Systems Ltd. who operate St Vincent and The Grenadines Data Centre. Please refer to Circular SOL 030 and (IMO) Circular MSC./Circ.1295, paragraph 7.

Pollution Control

It is the owner's responsibility to ensure that the vessel does not present any pollution hazards during the lay up period. The vessel is subject to all the current requirements of the International Convention for the Prevention of Pollution from Ships (MARPOL) as well as any specific port/coastal States' requirements.

Re-commissioning

When a ship is re-commissioned, the Owners/Operators/Managers should notify the ship's Classification Society and make provisions for the ship to be submitted to the surveys required by the ship's Classification Society's Rules and Regulations.

The owner should also notify this Administration and the Port State or coastal State (if applicable) about the re-commissioning of the ship. This should include information about the time needed to re-commission the vessel. The owner should also notify this Administration if there is a change of ownership or a change of the managing Company.

Safety Management Certificate and International Ship Security Certificate

Initial, intermediate and renewal Audits and certification for International Safety Management (ISM) and International Ship and Port Security (ISPS) should not be performed during the lay up period.

If the interruption period of the SMS on board the ship is more than three but less than six months, then this Administration may require an additional verification. The Company should contact this Administration for instructions. Upon satisfactory completion of the additional verification, the existing Safety Management Certificate (SMC) should be endorsed.

If the interruption period of the SMS is for a period exceeding six months, the SMC will be withdrawn. If the vessel is later brought back into service, an interim verification should be requested in accordance with MSC-MEPC.7/Circ.9.

The above-mentioned requirements also apply to the International Ship Security Certificate (ISSC).

Maritime Labour Certificate

Initial/intermediate/renewal Maritime Labour Certificate (MLC) inspection and certification should not be performed during the lay up period.

If the vessel is laid up for a period exceeding six months an MLC inspection (Additional, Intermediate or Renewal as appropriate) should be carried out in order to confirm the continued compliance with the DMLC Part I and Part II. The MLC should be endorsed/re-issued as appropriate.

Owner's responsibilities for re-commissioning

At the end of the lay-up period, it is the owner's responsibility to reinstate all statutory certificates and re-establish the full insurance coverage with the P&I Club.

Prior issuing a Certificate of Registry valid for navigation this Administration will require copies of valid class and statutory certificates or confirmation from the Recognized Organization (RO) that all re-commissioning surveys are carried out with satisfactory results including ISM, ISPS and MLC (if applicable).

If the LRIT equipment is switched on, the Owner, Master or Company Security Officer (CSO) should notify this Administration and Fulcrum Maritime Systems Ltd. who operate St Vincent and the Grenadines Data Centre in order to reinstate the vessel into the National Data Centre. (See Circular SOL 030).

Revision History: Rev 1, introduction of all subtitles, completely revised