



CLYDEPORT OPERATIONS LTD

LAID-UP VESSELS – MARINE PLANNING DOCUMENT

This document provides the basis for detailed marine lay-up planning and forms the basis of a vessel lay-up risk assessment. All information will be treated with confidentiality under the terms of the Non-Disclosure Agreement

Planning Sections

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ADMINISTRATION

1. Confirmation of vessel lay-up details and particulars

VESSEL 1		
Vessel Name / Type		
Vessel Flag State		
Expected duration of layup		
Proposed Layup Location		
Layup Position	Anchorage / Berth	
Type of Layup – Hot/Cold/ Long-term		
Additional Information/Comments		

2. Involved Parties & Communications

The purpose of this section is to determine the structure of all involved parties, points of contact and determine lines of communication. Although the majority of planning may be done by the owner or operator, the vessel's Master (on arrival) and lay-up Master is to agree to the plan and the lay-up conditions in full prior to arrival of the vessel. **All parties to advise any subsequent changes to the following:**

VESSEL 1	POINTS OF CONTACT	
VESSEL NAME		
Owner		
Operator		
Manager		
Onsite Layup Representative		
Master (Arrival)	Name Email Phone Number	
Master (Layup Period)	Name Email Phone Number	
Berth Operator Contact	Name/Position Email Phone Number	
Clydeport Marine Contact	Name/Position Email Phone Number	
LPS	VHF Phone Email	

OPERATIONAL

3. Lay-up location

The purpose of this section is to define the exact location of the vessel(s) for the lay-up period. To determine if any moves will be required and identify the requirements of both parties.

VESSEL 1	
Location: Berth/Anchorage	
Additional Requirements	
For berth layup, bollard positions	

4. Lay-up condition

This section will define lay-up condition the vessel(s) will be in over the period. The choice of lay-up condition will generally be determined by a consideration of technical and commercial trade-offs. Clydeport's interpretation of the different statuses is as follows;

4.1. Hot ship lay-up (24-hour reinstatement)

This lay-up condition is suitable for up to one month out of service. In this condition, the vessel is held within Classification and Flag State requirements although the number of crew may be reduced in line with the certified minimum safety manning limits (With Flag state and SHA approval). The machinery will be kept operational but various economies may be made.

4.2. Hot ship lay-up (one-week reinstatement)

This lay-up condition is suitable for up to 12 months out of service. In this condition, the vessel manning is reduced below the trading limit (With Flag State, Classification Society, SHA approval and insurance companies if applicable). In this condition, restrictions to manning and certification may be exercised by the SHA.

4.3. Cold ship lay-up (three-week reinstatement)

This lay-up condition is suitable for up to five years out of service. In this condition, the vessel manning is in line with emergency requirements to deal with fire, flooding, mooring and security watch. On reinstatement, the vessel may need to undergo specialist dive surveys or further investigations in order to determine the extent of hull fouling growth and in particular the possible presence of invasive species. Depending on the outcome of such surveys and with permission from the Harbour Master the vessel may be required to go directly to dry-dock for cleaning before trading.

4.4. Long-term lay-up (three-month reinstatement)

This lay-up condition is suitable for over five years out of service. In this extended condition, the preparations will be comprehensive to the extent that original equipment manufacturers should be consulted for critical equipment. Furthermore, any remedial work required on reinstatement is likely to be extensive and unpredictable, eg. renewal of alarm systems due to obsolescence. Several vessels may be laid-up in this condition side-by-side to minimise supervision costs. Advice on hull fouling in 4.3 above also applies in this category.

VESSEL 1	
Layup condition	
interpretation and detail	
Agreement from the SHA	

5. Risk Assessment

The SHA expects operators or owners to conduct and share a full risk assessment prior to commencing the lay-up of the vessel(s). This needs to cover the safety of the vessel, crew, moorings and environment and also the preservation of the vessel and machinery. The SHA understands that this will develop during this planning process but requires to see a plan consisting of appropriate procedures to safely mitigate all risks identified in the assessment. Reference should be made to Tables 3 and 5 for minimum risk assessment requirements.

6. Mooring analysis

Based on the selected lay-up location, a decision on the choice of mooring must be agreed and a mooring arrangement analysis created. This full mooring analysis will include the nature of the location, seabed (if applicable), expected weather patterns, bollard infrastructure, mooring lines and anchors, and whether the ship is to be moored as part of a group or not. This analysis should also examine the readiness of the main machinery and consider the appropriate manning levels. The mooring arrangement analysis should be supported by calculations to ensure the strength and suitability of the moorings, as well as considering how these are maintained throughout the lay-up, taking into account industry best practices.

It is expected that owners and operators engage with their classification society or other competent body to produce a mooring arrangement analysis and decide on a safe mooring arrangement.

The port will consult with an external mooring specialist to review the proposed plans.

7. Machinery, Propulsion and Safety Equipment Status

7.1 Machinery & Propulsion Status

The type of lay-up, the mooring analysis and the manning will all contribute to the level of machinery and propulsion required during the lay-up. The Harbour Authority requires to see consideration of this through the lay-up planning process and approval will be needed to assure the Harbour Authority that the status of machinery and propulsion meets those requirements. Vessel procedures and Bridge Standing Orders for the lay-up crews must be disclosed and agreed prior to arrival.

7.2 Safety Equipment Status

All safety equipment considered necessary for the safety of the vessel and the crew should be periodically examined and maintained in a satisfactory condition. Defects that are detrimental to the safe mooring of the vessel should be highlighted to the Harbour Authority at the earliest opportunity. Safety equipment that may be pertinent to the lay-up may include but not be limited to;

- a. fixed and portable firefighting equipment;
- b. fire pumps and or the emergency fire pumps;
- c. fire alarm systems;
- d. Bilge alarm systems;
- e. permit to work system and enclosed space entry and rescue equipment;
- f. procedures, equipment and certification for ensuring the vessel and vessel tanks are gas free;

- g. navigation safety equipment – appropriately sized chart outfit, should the vessel be required to move (planned or otherwise) to a new lay-up area within the Harbour Authority;
- h. A copy of the vessel gas free certificate is to be sent to the Harbour Authority, prior to arrival or at an agreed time.
- i. A copy of the vessel's mooring line maintenance procedures and last inspection record is to be sent to the Harbour Authority, prior to arrival or at an agreed time.

8. Engaging A Lay-Up Management Company

For cold lay-up, Owners or operators may decide to disembark the entire crew for the duration of the lay-up and engage an external lay-up management company to attend the ship regularly for conducting necessary maintenance and to operate equipment and machinery.

Before appointing a lay-up management company, proof of due diligence to verify the quality of the company and assurance that it operates with a suitable quality management system should be given to the Harbour Authority. This will include relevant safety and operational procedures to ensure that the lay-up and required attendance on board is managed safely. That may include applicable ISO or Classification Society standards which require their quality management system to be subject to external audits.

An attendance plan should be agreed which outlines the frequency of attendance on board and the level of the machinery and equipment to be operated during the lay-up period as well as the level of maintenance to be performed. The plan should also cover the security of the ship, particularly the prevention of intruders. Where the company raises concerns which may impact on the safety of the lay-up, or anything help within the agreement, the Owner or operator is to notify the Harbour Authority immediately.

The lay-up management company should also provide an emergency contingency plan covering the identified hazard scenarios related to the lay-up. This plan shall be reviewed and agreed by Members and 24-hour contact details shall be exchanged.

9. Manning Management

As part of the risk assessment, owners/operators should identify any hazards that may occur during the lay-up, in order to determine the appropriate manning level required to ensure the safety of the ship and crew at all times. Consideration should be given to reacting to an emergency and having sufficient manning to combat, fire, flood, adverse weather, mooring failure, security breaches, prevention of and response to pollution incidents.

To enable the ship to remain suitably operational and properly maintained during lay-up, owners and operators must make sure that skilled personnel remain on board. For ships moored in groups, it may be possible that a single assigned lay-up crew can safely oversee the entire group on a rotational basis, although such a decision needs to take account of the hazards identified as part of the risk assessment.

To reach an agreed manning level for the lay-up, owners must seek formal approval from the Ship's Flag State, obtaining any necessary dispensation from the ship's Safe Manning Certificate and finally from the Harbour Authority, who may also have their own requirements for the number of personnel on board. Records of which must be retained as evidence within the agreement.

10. Emergency Procedures

Emergency procedures must be in place to ensure the lay-up crew can provide an appropriate response to ensure the safety of the crew, the safety of the vessel and protection of the marine environment. These procedures are to be provided to the Harbour Authority, , prior to arrival, and should cover, as a minimum fire, flood, adverse weather, mooring failure, security breaches, prevention of and response to pollution incidents

ASSURANCE

11. Insurance Cover

11.1 Protection and indemnity cover

Under all circumstances, the owner should keep the relevant protection and indemnity (P&I) club fully informed about a vessel's changing status. The Harbour Authority will require a letter from local P&I club representatives to confirm that the laid-up vessel is covered for port risks, eg. oil pollution, wreck removal, salvage costs, biosecurity and other environmental damage, etc.

10.2 Hull and Machinery Cover

Whether an owner deals with the laid-up vessel's hull and machinery cover by opting for a laid-up return of premium; or (b) with the underwriter's agreement, cancel the trading policy and substitute this with a ports risk policy, the Harbour Authority will require details of the Hull and Machinery Insurance cover.

12. Environmental Procedures

The vessel owner/operator must familiarise themselves with local environmental designations (including local protected sites and species) and operate in accordance with national and international environmental regulations. An environmental risk assessment should be undertaken by the vessel owner/operator and provided to the Harbour Master for review. Where a vessel is subject to moving to a new location during the layup period, the Harbour Master may require the environmental RA to be reviewed and resubmitted.

Vessel layups present a potential biosecurity risk through the introduction or transfer of invasive non-native species (INNS). Therefore the vessel owner/operator must read and sign the statement on vessel biosecurity compliance and provide a valid antifoulant certificate to the Harbour Master. If vessels undergo hull cleaning during the period of the layup, permission must be sought from the Harbour Master and Peel Ports vessel cleaning guidance must be followed throughout. A biosecurity risk assessment must be undertaken before the vessel layup and prior to reinstatement of the vessel by the vessel owner/operator for review by the Harbour Master.

Vessel masters are encouraged to undertake Ballast water management in accordance with IMO guidelines whilst the vessel is operating within the ports jurisdiction.

Vessels with scrubber systems installed are permitted to operate in closed loop mode, vessels are prohibited from operating in open loop mode whilst in the port jurisdictional area. Vessels must therefore switch to compliant fuel if they have a scrubber system fitted and are unable to operate in closed loop mode.

Waste management – It is the responsibility of the vessel to manage their waste responsibly in accordance with local waste management regulations.

Throughout the duration of the layup the vessel must not undertake any activities that will have a detrimental effect on local water quality. Black and grey water must be discharged in accordance with MARPOL regulations.

13. Harbour Authority Compliance

The vessel will be subject to a compliance check shortly after arrival, at the mid-point of the lay-up period and prior to departure by the Harbour Authority. This is to ensure compliance with the lay-up agreement.

LOGISTICS/SUPPORT

14. Lay-up Logistic support

The vessel may require additional lay-up logistics support, in the form of anchor handlers, mooring boats, divers, stores and personnel transfer vessels. Information can be given on approved suppliers.

15. Arrival Arrangements

- a. Date and time of arrival meeting
- b. Arrival restrictions (Tidal and Weather etc)
- c. Appointed agent and vessel in the online booking portal
- d. Booking of nominated line handlers/Boatmen ashore
- d. Appointed Pilot
- e. ETA at the pilot Station
- f. Towage Arrangements
- g. ETA at the berth
- h. Additional requirements on the Berth (Security – DOS, cranes, skips etc)

16. Vessel Reinstatement

16.1 Initial Reinstatement Plans

Reinstatement of the vessel post lay-up can be time consuming. The decision may not have been made yet, but before any reinstatement of the vessel, the Harbour authority requires confirmation of basic reinstatement plans. Nearer the time, proof the classification society has or will reinstate the ship's ISM Safety Management Certificate (SMC) and International Ship Security Certificate (ISPS), through an interim audit for example. This will provide some assurance the vessel is in a fit state to leave and therefore minimising risk.

Annex A MOORING PLANS

2.	MOORING PLANS	
2.1	Proposed Mooring Plan	
(a)	Proposed mooring plan including layout plan for anchors and/or mooring buoys (if required) to be provided for approval of Harbour Master	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
(b)	Written approval from P&I Club/Insurers for mooring plan	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
(c)	Risk Assessment and Method Statement for mooring	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
(d)	Mooring Line Maintenance Regimes and Records	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
2.2	Vessels Rafting	
(a)	If laid up vessels are to be rafted together plan to show anchor positions and raft configuration including mooring arrangement	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE

Note: The Port reserves the right to appoint an Independent Mooring Advisor (the customer may be required to contribute to the cost of this advice).

Annex B RISK ASSESSMENT

5.	RISK ASSESSMENT	
5.1	Arrival and Laying Up Vessel(s)	
(a)	Arrival Into Port	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
(b)	Mooring including anchoring if required	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
(c)	Rafting of vessels (if required)	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
5.2	Vessel layup period	
(a)	Vessel Layup	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
(b)	Crew Changes and familiarisation period	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
(c)	Vessel move(s) during layup period	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
(d)	Environmental Risk Assessment	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
e	Biosecurity Risk Assessment	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
(g)	Extremes of weather	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
5.3	Departure from Port	
(a)	Preparing Vessel for Departure	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
(b)	Departing from Layup	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
	Departing from layup Biosecurity Risk Assessment	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE

Risk assessments for the above are to be provided to the Harbour Master for review.

C VESSEL MANNING

1.	VESSEL MANNING	
1.1	Vessel Arrival	
(a)	Proposed manning and job roles for arrival	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
(b)	Confirmation and proof that intended vessel manning for layup is in accordance with and approved by Flag State Policy for layup period	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
(c)	Vessel manning approved by Harbour Master	
(d)	Planned date for first crew change	
1.2	Layup Period	
(a)	Proposed manning and job roles for layup period	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
(b)	Frequency of crew changes	
1.3	Vessel Departure	
(a)	Proposed manning for departure and job roles	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE

D EMERGENCY PROCEDURES

3. EMERGENCY PROCEDURES	
3.1	Emergency Procedure Documents
(a)	Fire
	DOCUMENT NAME
	REVIEWED BY: INITIALS/DATE
(b)	Flood
	DOCUMENT NAME
	REVIEWED BY: INITIALS/DATE
(c)	Oil/Contaminant Spill (inc black water)
	DOCUMENT NAME
	REVIEWED BY: INITIALS/DATE
(d)	Mooring Failure
	DOCUMENT NAME
	REVIEWED BY: INITIALS/DATE
(e)	Weather Extremes
	DOCUMENT NAME
	REVIEWED BY: INITIALS/DATE
(f)	Crew Injury/Death
	DOCUMENT NAME
	REVIEWED BY: INITIALS/DATE
(g)	Incident Reporting
	DOCUMENT NAME
	REVIEWED BY: INITIALS/DATE
(h)	Incident Training Programme
	DOCUMENT NAME
	REVIEWED BY: INITIALS/DATE

Clydeport will provide details for local emergency contacts. **After Emergency Services have been called, Estuary Radio on VHF Ch 12 are the first point of contact for Clydeport in the event of an emergency.**

The Port will conduct Compliance Checks to include records of emergency drills.

E ENVIRONMENT

4.	ENVIRONMENT	
4.1	Pre-Arrival Environmental Condition	
(a)	Ballast Water Management Plan ¹	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
(b)	Hull Condition – date last cleaned, antifoulant certificate and pre-arrival dive inspection to be conducted	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
4.2	Layup Period*	
(a)	Sewage System: Black and Grey Water – confirmation of disposal method during layup	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
(b)	Fresh Water: Confirmation of delivery method during layup	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
(c)	Port Waste: Confirmation of waste disposal arrangements during layup	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
(d)	Shore Power: Available at some Clydeport facilities by prior arrangement	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE

All vessels laying up are expected to respect the local environment. The information noted above is to be provided to the Harbour Master.

*Local facilities exist and can be arranged by your agent.

¹ <https://www.imo.org/en/OurWork/Environment/Pages/BallastWaterManagement.aspx>

F DEPARTURE ARRANGEMENTS

6.	DEPARTURE ARRANGEMENTS	
6.1	Departure information	
(a)	Expected Date of Departure:	
(b)	Destination to:	Disposal / Refit or Docking / Sea or Operational Use
6.2	Departure documentation	
(a)	Insurance in place	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
(b)	Confirm if cold/hot move and towing arrangements	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
(c)	Departure plan In accordance with Flag State requirements	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
(d)	Confirmation vessel(s) In Class	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
(e)	P&I Club	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
(f)	Machinery State	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE
(g)	Winches tested and operational for departure	
	DOCUMENT NAME	REVIEWED BY: INITIALS/DATE

G MAINTENANCE DURING LAYUP

Permit or Permission for the following activities are available on application from Clydeport Marine Dept:

- Diving
- Hot Works
- Immobilisation
- Chipping and Painting (if permitted, all arisings must be captured and stored onboard for disposal to an appropriate facility ashore)

Hull cleaning for the purpose of removing marine growth (if permitted all fouling debris and wash water must be captured and disposed of in accordance with local waste regulations)4.4 General

- (a) Vessels are expected to ensure that noise levels are kept to a minimum during layup. This includes generators located on deck.
- (b) Vessels should note that it is not permitted to set fires on the deck of laid up vessels.