



ST. VINCENT AND THE GRENADINES

MARITIME ADMINISTRATION

CIRCULAR N° GEN 003

Lay-up and re-commissioning guidance

**TO: SHIOWNERS & SHIPS' OPERATORS & MANAGERS, MASTERS
SURVEYORS TO FLAG STATE ADMINISTRATION
RECOGNIZED ORGANIZATIONS/ RECOGNIZED SECURITY
ORGANIZATIONS AND FLAG STATE SURVEYORS**

APPLICABLE TO: Laid-up ships
ENTRY INTO FORCE: DATE OF THE PRESENT CIRCULAR

Monaco, 25th February 2009

Owners, Operators and Managers are requested to notify the ship's Classification Society when a ship is put out of commission. Copy of the notification should be provided to this Administration.

Laid-up ships will be subject to additional port requirements. The guidance presented below is subject to compliance with these requirements.

Saint Vincent and the Grenadines Maritime Administration recommends that ships should be laid-up according to the ship's Classification Society Rules and Regulations.

The local requirements applicable to specific lay-up locations and mooring arrangements will be determined by the relevant local maritime authority. However, the owner should consider the prevailing factors and evaluate them before selecting lay-up locations.

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

- 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.

Saint Vincent and the Grenadines Maritime Administration requires evidence of local lay-up manning regulation, if any, and the owner's manning proposal based on the

risk assessment. Saint Vincent and the Grenadines Maritime Administration will then issue a Minimum Safe Manning Certificate for the intended lay-up period.

As far as the International Safety Management (ISM) and International Ship and Port Facility Security (ISPS) audits and certification are concerned, initial/ intermediate/ renewal audits should not be performed during lay-up.

If the vessel is laid-up for a period of up to six months Saint Vincent and the Grenadines Maritime Administration will suspend the vessel's Safety Management Certificate (SMC) and International Ship Security Certificate (ISSC). In the event that the vessel is later brought back into service, an additional/reactivation audit will be required for SMC and ISSC.

If the vessel is laid-up for a period exceeding six months the SMC and the ISSC will be withdrawn. In the event that the vessel is later brought back into service, an initial audit will be required in order to reinstate these certificates.

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 commencement of the lay-up.

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

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 future.

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 Rules and Regulations of the ship's Classification Society.

This Administration must be notified accordingly. The Ship's Classification Society should notify this Administration that the ship has been satisfactorily re-commissioned.