



# Maritime Circular No.32

To:

**Ship – Owners / Managers / Operators, Registration Officers (RegOffs), Recognised Organisations (ROs), SLMARAD Departments (All)**

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Subject:

**Laid Up Vessels**

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Date:

**12<sup>th</sup> January 2017**

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References:

**Resolution MSC.1/Circ.1295**

**Resolution MSC-MEPC.7/Circ.9**

**Maritime Circular No.25**

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## **Purpose**

To establish guidelines with regards to the Lay-Up of Ships as required by resolution MSC.1/Circ.1295 and MSC-MEPC.7/Circ.9.

## **Application**

1. The below guidelines apply to all Sierra Leonean vessels intending to be Laid-Up.
2. Prior to lay-up, a plan for preparation of the vessel for lay-up and its maintenance while in lay-up should be developed by the owner(s) in consultation with the Port/Coastal State Authorities, Protection and Indemnity (P&I) Club, Classification Society/Recognised Organisation, and the Administration.
3. Measures to be taken prior the lay-up on a vessel:
  - a. Port/Coastal State Authorities:
    - i. Owner(s)/Operator(s) shall contact the local port/coastal authorities in advance to ascertain any specific requirements and/or regulations that may be imposed on the vessel while moored or anchored at the lay-up location.
  - b. Protection and Indemnity (P&I) Club:
    - i. Owner(s)/Operator(s) shall consult the Protection and Indemnity (P&I) Club for guidance prior removal of the vessel from service.
  - c. Classification Society/Recognised Organisation shall:
    - i. Identify the impact of lay-up on the vessel's Statutory Survey and Certification status shall be determined by the Class/RO acting on behalf of the Administration;
    - ii. Identify the extent of manning intended;

- iii. Identify safety and security measures to ensure firefighting, lifesaving, stability, and watertight integrity;
- iv. Identify pollution control measures to ensure that the vessel does not present any pollution hazards during lay-up;
- v. Identify level and type of pre-lay-up preservation measures;
- vi. Identify level and type of maintenance during lay-up;
- vii. Identify any contingency measures in place in case emergencies during lay-up;
- viii. Apply any additional Class/RO requirements;
- ix. Inform the Administration that the required preparations for lay-up have been made.

d. Administration:

- i. Owner(s)/Operator(s) shall inform the Administration about their intention to lay-up the vessel, not later than 7 (seven) days prior the lay-up;
- ii. Owner(s)/Operator(s) shall inform the Administration about the duration of the intended lay-up period;
- iii. Owner(s)/Operator(s) shall apply to the Administration, through a Registration Officer, for Lay Up Registration;
- iv. The following documents must be submitted by the Owners(s)/Operator(s):
  - Application for Registration;
  - Copy of notarized Bill of Sale;
  - Owner Company's Incumbency Certificate (when owner is a Company);
  - Owner Company's Certificate of Incorporation;
  - Copy of owner's/ applicant's passport;
  - KYC form;
  - Company's Declaration form;
  - RO letter;
  - LRIT conformance Test (unless otherwise instructed by the Administration);
  - Previous Registry Certificates;
  - Non Encumbrance Certificate from Last Flag the vessel was registered with; and Signed Quotation.
- v. A six months Provisional Certificate of Registry in Laid-up Status will be issued by our Registration Officers with the remark: "This Certificate is Only Valid while the Vessel Remains in Laid-up Status and is Not Valid for Navigation," and will be issued upon submission of the required documents and settlement of the relevant fee.
- vi. For issuance of Permanent Certificate of Registry the standard procedure applies.
- vii. Long Range Identification Tracking of ships (LRIT) requirements to be followed, as per Maritime Circular No.25. The Administration may authorize the master to temporarily stop, pause, or reduce the transmission of LRIT information, during the Lay-Up period;

4. At the end of the lay-up period, the Owner(s)/Operator(s), shall:

- a. Consult the Class/RO to bring all inspections and surveys up to date and re-activate all Classification Society and Statutory certificates. In case the laid-up vessel is due for surveys, these shall be carried out and re-instate validity. In case the lay-up vessel is not due for surveys, the Class/RO must consult the Administration to determine the required surveys in order to ensure that the vessel is seaworthy and continues to comply with the international and national rules and regulations.
  - b. For the SMC (Safety Management Certificate):
    - i. If the interruption period of the SMS on board the ship is more than 3 (three) months but less than 6 (six) months, then an additional verification of the SMS is required. Upon satisfactory completion of the additional verification, the existing Safety Management Certificate (SMC) should be endorsed (see IMO Circular MSC-MEPC.7/Circ.9);
    - ii. If the interruption period of the SMS on board the ship is more than 6 (six) months, then the Company should request an Interim verification of the SMS;
  - c. Consult the P&I Club to re-establish full insurance coverage;
  - d. Apply to the Administration, through a Registration Officer, for Navigational Registration Certificates.
  - e. Take the appropriate steps to reactivate the vessel's LRIT system, as per Maritime Circular No.25, where applicable;
  - f. Notify the Port State or Coastal State about the reactivation of the ship and communicate any further requirements to the Administration;
5. The above will enter into effect as of 12<sup>th</sup> January 2017.

For additional information please contact SLMARAD at [info@slmarad.com](mailto:info@slmarad.com)

**Revision Status**

Date	Revision	Comments - Changes
12/01/2017	0	Initial - Adopted