**A cold lay-up means shutting down a vessel or rig with the intention of leaving it unmanned for a specific period. The vessel will require to be monitored to ensure it is watertight, is safely moored and remains in good condition. Whilst it is unlikely the vessel will be requested to move, there may be a possibility for a variety of reasons. Should such a situation transpire the port would give notice of 7 days to move, which will be at the owner’s expense.**

Owners / Managers are required to submit a detailed and comprehensive risk assessment specific to the vessel to be laid up which will include but not limited to the below points. The risk assessment is to be submitted to the Harbour Master (this does not transfer in any way responsibility for the vessel to the Harbour Master)

* Cold lay-up monitoring and security arrangements to be submitted including detail of:
	+ Mooring equipment checks;
	+ Security of vessel;
	+ Bilge and water ingress checking;
	+ Power and lighting arrangements in the event of an emergency.
* Sufficient firefighting equipment as specified by the Classification Society will be available on board the vessel at all times, and precautionary measures taken.
* The minimisation of fire risk through the removal of unnecessary flammable material, gas freeing and cleaning of certain compartments and by the employment of safe working practices.
* The following information to be supplied to the Harbour Office along with this completed form prior to the vessel being unattended:
	+ 24 hour emergency contact information
	+ Stability information;
	+ Location, quantity and type of fuel and other bulk liquids;
	+ Fire Plan;
* General Arrangement Plan;
	+ - Locations of compartments containing large quantities of hazardous substances;
		- Contact details of persons required for operational situations.
	+ Any vessel left unattended must have sea cocks closed and sealed.
	+ Provision of suitable alarm systems with remote monitoring.
	+ Power and lighting arrangements in the event of an emergency
	+ Strict adherence to all regulations including Port Premises Byelaws.

|  |  |
| --- | --- |
| **Date** |  |
| **Form completed by (name and job title)** | Click here to enter text. |
| **Company** | Click here to enter text. |
| **Vessel name** | Click here to enter text. |
| **IMO Number** | Click here to enter text. |
| **Agreed layup location – Anchorage or Berth ( position / side to)** | Click here to enter text. |
| **ETA** | Click here to enter text. |
| **Expected duration of layup** | Click here to enter text. |
| **24/7 contact details of persons for operational and emergency situations** | Click here to enter text. |
| **Contact information if unauthorised personnel are spotted or reported accessing the vessel/rig** | Click here to enter text. |
| **Security measures in place** | Click here to enter text. |
| **Measures to ensure safe access** |  Click here to enter text. |
| **Confirmation that all suitable measures have been taken to ensure watertight integrity**  | Click here to enter text. |
| **Provision of suitable alarm systems with monitoring arrangements, if applicable** | Click here to enter text. |
| **Power and lighting arrangements in the event of an emergency** | Click here to enter text. |
| **Confirmation that sufficient firefighting equipment as specified by the Classification Society will be available on board the vessel at all times, and precautionary measures will be taken, such as the removal of unnecessary flammable material, gas freeing and cleaning of appropriate compartments** | Click here to enter text. |
| **Location, quantity and type of fuel, other bulk liquids, compartments containing quantities of hazardous substances remaining on board** | Click here to enter text. |
| **Fire plan** | Click here to enter text. |
| **General arrangement plan** | Click here to enter text. |
| **Mooring/ Anchoring analysis and risk assessment** | Click here to enter text. |
| **Inspection regime – how often, will Forth Ports Limited be contacted if personnel are accessing the vessel / rig?** | Click here to enter text. |
|  **Will the inspection regime include inspection of mooring arrangements?****(For docked vessels)** | Click here to enter text. |
| **Confirmation that anchors will be secured. (For docked vessels)** | Click here to enter text. |
| **Notice required for Shifting the vessel?** | Click here to enter text. |
| **Availability of Power – Notice required for power to be restored?** | Click here to enter text. |
| **Pre/post severe weather inspections, if any** | Click here to enter text. |
| **AIS failure procedure** | Click here to enter text. |
| **Navigation lights and power source (for vessels at anchor)** | Click here to enter text. |

Completed form and attachments to be sent to:

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alan.mcpherson@forthports.co.uk

Gregor.MacIntyre@forthports.co.uk