



GOVERNMENT OF RAS AL KHAIMAH RAK PORTS

GUIDANCE FOR LAY-BY VESSELS



RAK PORTS INTEGRATED MANAGEMENT SYSTEM

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1	03-02-2023	Initial Release	HM

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GENERAL INTRODUCTION

This 'Guidance for Lay-by Vessels' has been introduced to emphasise that vessels intending to lay-by within RAK Ports must take necessary precautions to ensure safety of such vessels.

The Guidance is prepared based on RAK Ports observations and provides recommended practices to ensure safety of vessels whilst under lay-by at RAK Ports.

DISCLAIMER

The content of this guidance document is not intended as and does not constitute legal advice and should not be acted as such. Whilst care is taken in the preparation of this guidance document, RAK Ports is not in any way responsible for its accuracy and in no circumstances whatsoever shall RAK Ports be liable for any loss or damage in connection with the use this document.

CONTACT INFORMATION

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Harbour Master's Office

The Group Harbour Master's Office is located in the Marine department at Saqr Port, and co-ordinates the statutory compliance for navigational safety across all RAK Ports. All operational marine matters are dealt with by respective ports.

For general enquiries, please call on: +971 (07)7 205 6164.

Port Control should be contacted for all urgent matters pertaining to marine operations:

- Saqr Port (Control Tower): VHF Ch.16/14 - Tel.: +971 (0)7 205 61 61 – Email: spatower@rakports.ae
- RMC/Stevin Rock (Control Tower): VHF Ch.16/69 - Tel.: +971 (0)7 205 61 62 – Email: rmctower@rakports.ae
- Ras Al Khaimah Port (Control Tower): VHF Ch.16/71 - Tel.: +971 (0)7 202 98 07 – Email: khrtower@rakports.ae
- Al Jazeera Port (Control Tower): VHF Ch.16/68 - Tel.: +971 (0)7 244 66 27– Email: ajzpt@rakports.ae
- Al Jeer Port – Contact Control Tower at Saqr Port & Al Jeer Port Office at: Tel.: +971 (0)7 268 23 33

WEBSITE OF THE PORT

www.rakports.ae

WEBSITE OF THIS DOCUMENT

<https://rakports.ae/wp-content/uploads/2023/02/guidance-for-layby-vessels.pdf>

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Distribution

The 'Guidance for Lay-by Vessels' for RAK Ports will be distributed as follows:

One copy will be posted on the company website and the following will be notified when there are any changes or amendments:

1. Chief Executive Officer
2. Chief Operating Officer
3. Group Harbour Master
4. All Ports' Managers
5. Deputy Harbour Master
6. Marine Services Manager
7. Security Manager
8. HSEQ Manager

One PDF copy shall be filed in the Integrated Management System as an internal Document.

Amendments

Proposed amendments are to be sent to the document owner, Harbour Master, who will maintain a record of changes in accordance with the Control of documents and records Procedure.

Documents and records

The definition of documents and records is defined below:

Documents:

Documents may be in any form or type of medium such as paper, magnetic, electronic, photos and templates. They are designed to capture information on activities or results.

Records:

Records provide evidence that activities have been performed or results have been achieved. They always record the past.

Reference Documents

Document Title
International Ship & Port Facility Security Code (ISPS)
International Safety Management Code (ISM)
The UK Port Marine Safety Code (PMSC)
Guide to Good Practice on Port Marine Operations
SOLAS & MARPOL
RAK Ports Regulations
RAK Ports Marine Publications

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SECTION ONE
INTRODUCTION

Purpose

The purpose of this document is to assist ship owners, ship operators, Masters, RMC Tenants and shipping Agents in the preparation of their vessels for a period of lay-by and to provide guidance to ensure safety of vessels whilst under lay-by at RAK Ports.

Background

Vessels in normal operation have procedures and checklists, and crew to make sure that these are followed. But when vessels are under ‘cold’ or ‘warm/hot’ lay-by, considerable risks are involved, and a thorough consideration is needed to ensure these are sufficiently mitigated.

Lack of procedures and checklists, and inadequate or no crew on board lead to bigger challenges and consequences.

Therefore, it is important to ensure vessels under lay-by are securely moored and protected against various conditions before the regular crew is reduced. It is essential that the vessel is maintained in a safe and secure condition and that the environment remains protected. All necessary procedures and checklists shall be in place and enough competent personnel are available to ensure the safety of such vessels.

Definitions

For the purpose of this guidance document:

Lay-by/laid-up: The term lay-by or ‘laid-up’ in relation to any vessel, shall mean that a vessel remains idle within a harbour/terminal, and is not employed or engaged in any commercial operation or is undergoing repairs.

Cold lay-by: Shutting down a vessel with the intention of leaving it unmanned for a specific period. “Cold” lay-by is usually associated with longer periods.

Warm/Hot lay-by: Vessel is idle and manned and maintained in a way that it can return to service quickly, with the engines and operating systems available at reasonably short notice. There will be a full or partial crew remaining onboard. “Warm/Hot” lay-by is usually relatively short term.

Authorisation

When intending to lay-by a vessel for a prolonged period or a cold lay-by, it is recommended to seek approval from the Flag State, classification society and insurers.

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Risk assessment is key

A risk assessment carried out prior to intended lay-by operation is recommended based on the location/berth and duration of the lay-by.

Any work operations carried out on board during lay-by must be risk assessed the same way they would have been during normal operation.

Major risk associated with laid up vessels

- Mooring failure
- Loss of watertight integrity
- Personal injury
- Fire
- Major machinery failure when reactivated
- Cargo system issues

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SECTION TWO
RAK PORTS REQUIREMENTS

Warm/Hot lay-by requirements

The vessel must be securely moored at the berth/location.

Approval from relevant authorities must be obtained prior to reducing manning level to below those prescribed in the minimum safe manning document.

The moorings must be sufficient to hold against the most severe wind expected from the most unfavourable direction.

Multiple vessels laid up together, alongside a berth or moored in groups, should be of a similar size.

Suitable fendering must be placed between vessels and between vessel and quay.

A vessel with manning levels at or above statutory minimum manning requirements would be considered as “idling” rather than laid-up.

Cold lay-by requirements

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 will give reasonable notice 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 under noted points. The risk assessment is to be submitted to the Harbour Master/Port Manager (this does not transfer in any way responsibility for the vessel to the Port).

Cold lay-by 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.

The moorings must be sufficient to hold against the most severe wind expected from the most unfavourable direction.

Multiple vessels laid up together, alongside a berth or moored in groups, should be of a similar size.

Suitable fendering must be placed between vessels and between vessel and quay.

Sufficient firefighting equipment as specified by the Classification Society will be always available on board the vessel, and precautionary measures taken.

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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 relevant port Marine contact prior to the vessel being unattended:

- 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 and emergency situations.

Any vessel left unattended must have ensured the following:

- Sea cocks closed and sealed.
- Internal watertight doors closed.
- Provision of suitable alarm systems with remote monitoring.
- Power and lighting arrangements in the event of an emergency
- Strict adherence to all regulations and guidelines.

Other factors

The laid-up vessel shall be inspected at frequent intervals by qualified personnel arranged by the owners/managers to ensure that the condition of the vessel and moorings do not deteriorate.

Owners/managers shall also ensure that weather conditions are monitored regularly and in case the weather conditions deteriorate, qualified personnel, as required under the circumstances, are to be available to ensure vessel safety.

Poorly maintained watertight doors are dangerous. Shipboard planned maintenance systems should be designed and followed to ensure that watertight doors are maintained in accordance with manufacturers’ instructions, and in accordance with good standard marine engineering practice.

The Safety Management System of the vessel/company shall have contingency procedures to deal with emergencies that can arise on laid-up vessels.

Consultation

The key aspect of a lay-by is to maintain the vessel in a satisfactory condition while it is out of service. The vessel’s classification society and onboard equipment providers should preferably be consulted when developing the lay-by plan to help ensure the satisfactory condition of onboard machinery and equipment.

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Tenant’s Lay-by Management Procedure

Regardless of whether the vessel is to be kept in a warm/hot or cold lay-by, the tenant must have an effective “Lay-by Management Procedure” and clearly state that the tenant is responsible for ensuring the safety of the vessel for the entire duration of stay.

Further, it must be stated in the procedure that the tenant/owner shall be responsible for all the liabilities arising from fire, pollution, collision, damage to fixed objects, or equipment and for any liabilities that may arise due to an incident and/or accident during the vessel’s stay at their facilities.

Cold Lay-by Declaration Form

The “Cold Lay-by Declaration Form” (see Annex to this document) must be sent to Port Control by the vessel’s Agent/Tenant at least 72 hours in advance, to get a formal approval for the lay-by from the Port Management. The form can be downloaded from RAK Ports website <https://rakports.ae/marine/>

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SECTION THREE
ADDITIONAL MEASURES

Operational safety and security (ISPS)

The following equipment and systems must be operable and be maintained:

- Life-saving equipment and distress signals appropriate for lay-by berth/location and the number of persons on board.
- Fire-fighting equipment for relevant areas on board including the emergency generator, emergency fire pumps, emergency batteries and other required equipment that maintains the fire safety.
- Relevant alarm systems.

Pollution Control

It is the owner's/tenant's responsibility to ensure that the vessel does not present any pollution hazards during the lay-by period. The vessel is subject to all the current requirements of the International Convention for the Prevention of Pollution from Ships (MARPOL).

Insurance

Hull and Machinery and P&I insurance shall be maintained in accordance with the insurance companies' requirements.

"Certificate of Insurance or other Financial Security in Respect of Civil Liability for Bunker Oil Pollution Damage" shall be valid.

Minimum manning

The Flag State's requirement as to minimum number of crew for the different lay-by situations must be maintained.

Maintenance during Lay-by

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

Reactivation

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

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ANNEX

COLD LAY-BY DECLARATION FORM

Online form available at: <https://www.rakports.ae/marine/>

Port Name	SP <input type="checkbox"/>	AJZP <input type="checkbox"/>	RAKP <input type="checkbox"/>	AJRP <input type="checkbox"/>	RMCFZA <input type="checkbox"/>			
Vessel Details								
Vessel Type	Choose an item.							
LOA (m)	Enter LOA here	Breadth (m)	BREADTH	Draft (m)	FWD	AFT	Gross Tonnage	GROSS TONNAGE
Flag	Enter FLAG here		IMO No.	Enter IMO No. here		Class	Enter CLASS here	
Cold Lay-by Details								
Intended lay-by Location / Berth			Click here to enter text					
Estimated Lay-by Duration			Click here to enter text					
Purpose of Lay-by			Click here to enter text					
Date & Time								
Date of Intended Move	Click or tap to enter a date.			Time	Enter TIME here			
Other Information								
	Yes	No	Give Details					
Will all statutory and classification requirements be complied with during lay-by period?	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text					
Will there be any cargo on board?	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text					
Has the number of crew been reduced to below the operational minimum safe manning document?	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text					
Has the reduction of crew been approved by the vessel's Flag?	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text					
What emergency and security procedures are in place? Please provide plans.	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text					
Will the vessels machinery be operational during lay-by?	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text					
Any activities during lay-by period? E.g., modifications, hot works, repairs, work below water line, bunkering.	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text					
24/7 contact details of person operational and emergency situations.	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text					
Security measures in place?	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text					
Measures to ensure safe access	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text					
Confirmation that all suitable measures have been taken to ensure watertight integrity	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text					
Provision of suitable alarm systems with monitoring arrangements, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text					
Power and lighting arrangements in the event of an emergency	<input type="checkbox"/>	<input type="checkbox"/>	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	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text					
Location, quantity and type of fuel, other bulk liquids, compartments containing quantities of hazardous substances remaining on board	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text					

Fire plan	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text
General arrangement plan	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text
Mooring / Anchoring analysis and risk assessment	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text
Mooring arrangements?	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text
Notice required for sifting the vessels?	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text
Available power – Notice required for power to be restored?	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text
Weather precautions	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text

Definitions

For guidance, for the purpose of this form the following definitions of Cold Lay-by should be used.

- **Cold lay-by:** A cold lay-by means shutting down a vessel with the intention of leaving it unmanned for a specific period.

Contact Details

24/7 Contact details of persons for operational and emergency situations:

1. [Click here to enter text](#)
2. [Click here to enter text](#)
3. [Click here to enter text](#)

Declaration

The Marine Agent / Tenant / Owner undertakes and confirms to comply with:

- All applicable legal and regulatory requirements imposed by the relevant authorities in connection with intended lay-by.
- Any conditions imposed by the vessel’s hull and machinery underwriters, and any requirements of the vessel’s classification society and flag state.

Name	Enter NAME here	Position	Enter POSITION here
Company/Vessel	Enter COMPANY / VESSEL here	Contact Number(s)	Enter CONTACT NOs here

I confirm all details provided are accurate and correct to the best of my knowledge.

Stamp & Signature:

For Official Use

Lay-by approved by:
(To be approved by Harbour Master / Port Manager)

Name	Click here to enter text
Designation	Click here to enter text

Agreed Arrangements:

Position / side to	Click here to enter text
Special conditions (if any):	Click here to enter text

Note:

1. To be submitted to Port Control at least 72 hours before the intended lay-by plan.
2. The decision to permit “cold lay-by” will be at the discretion of the Port Management.

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