

QUESTIONNAIRE FOR LAID-UP VESSELS



M/V

IMO No.:

Type of Report:
Date of Issue:
Place of Issue:
Author:

QUESTIONNAIRE FOR LAID-UP VESSELS



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The purpose of this questionnaire is to establish the potential risks of the vessel's lay-up under the given circumstances. The following must be determined in particular:

- **that the vessel's condition is sound in regard to the lay-up,**
- **that the lay-up location is suitable and safe,**
- **that the required safety procedures are in force.**

The VHT strongly suggests that all measures taken in connection with the lay-up are recorded carefully and continuously – thus, do not forget to countermand the same once the vessel shall be reactivated!

Upon receipt of the filled in questionnaire the VHT will scrutinize the same and may come up with additional recommendations for lay-up.

- Please contact the VHT in case of any queries (contact details www.vht-online.de).
- Please attach relevant photographs and documents to this questionnaire.

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1. Intentions

Owners/ Managers intend to have the vessel laid up:

Location (port):	
From (date):	
Until (date):	

2. Vessel's particulars

IMO Number:	
Call Sign:	
Name:	
Flag:	
Port of Registry:	
Built (year):	
Type:	Container <input type="checkbox"/> Bulk Carrier <input type="checkbox"/> Tanker <input type="checkbox"/> Passenger <input type="checkbox"/> Heavy Lift <input type="checkbox"/> <input type="checkbox"/>
Length:	m
Breadth:	m
Depth:	m
Deadweight:	tdw
Container Capacity:	
Propulsion:	Fixed Pitch Propeller <input type="checkbox"/> Controllable Pitch Propeller <input type="checkbox"/> Azipod <input type="checkbox"/> <input type="checkbox"/>
Undersigned's Notes:	



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3. Class Information

Class Society:	
Class Sign (full sign):	
Class period running from...to:	
Last docking:	
Are any class recommendations imposed? If so, please attach relevant class statements:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will the class be fully maintained during the lay-up period?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Undersigned's Notes:	

4. Location where the vessel is / shall be laid up

Port:	
Berth:	
Anchorage:	Latitude:
	Longitude:
Maximum tidal range:	m
Minimum water depth:	m
Does the vessel lay aground occasionally?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the lay-up position sheltered from swell?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the quay equipped with suitable fenders?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the quay equipped with suitable bollards?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the quay properly lighted?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the quay have an unobstructed access, suitable and accessible for e.g. fire brigade?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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Undersigned's Notes:	
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5. Vessel's Condition / Situation

Vessel is...:	...alongside the quay	<input type="checkbox"/>
	...double banking in port	<input type="checkbox"/>
	...dolphin moored in port	<input type="checkbox"/>
	...at anchor	<input type="checkbox"/>
	...double banking at anchor	<input type="checkbox"/>
	<input type="checkbox"/>
Geographical position, if the vessel is not in a port:	Latitude:	
	Longitude:	
Anchor arrangement, if the vessel is at anchor:		

Draught fwd:	m
Draught aft:	m

Is there any cargo on board?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
Are there any dangerous goods on board?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
Cargo tanks are... (also relevant for OBOs!)	N/A	<input type="checkbox"/>
	Gas free	<input type="checkbox"/>
	Inerted	<input type="checkbox"/>
	Not inerted	<input type="checkbox"/>
Will the gas free certificate be regularly renewed?	N/A	<input type="checkbox"/>
	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
Fuel on board:	MDO:	mt
	HFO:	mt
Ballast water on board:		mt



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Is the vessel sufficiently moored? If not, please state reasons:	Yes <input type="checkbox"/> No <input type="checkbox"/>
With how many lines is the vessel moored?	
Material & type of the lines (mooring lines, wire, chain...):	
Diameter of the lines:	
How many mooring lines are on auto-tension winches?	
How many mooring lines are on winch drums (on brake)?	
How many mooring lines are on ship's bollards?	
Are the mooring lines in acceptable condition?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Is the vessel properly lighted?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are all openings, fire flaps/dampers, doors etc. properly closed?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, as vessel is manned <input type="checkbox"/>
Are all sea-suction valves closed?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, as vessel is manned <input type="checkbox"/>
Are all overboard valves closed?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, as vessel is manned <input type="checkbox"/>
Fire main drained to prevent bursting due to freezing:	Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, as vessel is manned <input type="checkbox"/>
Systems drained or treated with chemical to prevent bursting due to freezing:	Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, as vessel is manned <input type="checkbox"/>
Is the vessel considered a dead ship?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How is electricity provided (if vessel is considered a dead ship)?	Ship's auxiliary engine in operation <input type="checkbox"/> Power pack in operation <input type="checkbox"/> Connected to electrical shore power <input type="checkbox"/>



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Is there any machinery in operation? If so, please state which:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If ship's generators, boilers etc. are in operation, please state, if machinery space is permanently attended:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If ship's generators, boilers etc. are not in operation: Are all class required (fuel) shut-off devices for unattended machinery space (monitoring / safety systems) in normal working condition? If not, please state details:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is stand-still heating for generators and large electrical motors available and switched on?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is regular turning of main & auxiliary engines and reduction gears arranged for (generally weekly – subject to environmental conditions)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is regular starting of lube oil circulating pump of main & auxiliary engines and reduction gears arranged for in order to prevent corrosion?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Undersigned's Notes:	
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6. Safety procedures in force / required

Is the vessel under permanent observation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the access of unauthorized persons prevented?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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Are the persons in charge competent and familiar with the vessel and her safety equipment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do the persons in charge have written instructions on how to react in case of emergency?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do the persons in charge have written instructions concerning their duties?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the tension of the mooring ropes regularly checked/adjusted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the draught regularly checked and recorded (at least once a day)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are all spaces regularly checked by a fire watch (at least every four hours)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are provisions made that rescue teams can be contacted at any time?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are all spaces accessible for watch men and fire brigade at any time?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there open fire/smoking allowed on board (engine room, cargo hold, accommodation)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there unattended portable heating units allowed in accommodation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the fire-fighting equipment complete and in good working condition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the fire main line under pressure?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are the safety plans made available near the gangway?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are the bilges in engine room/ cargo holds etc. regularly checked (at least once a day)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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Undersigned's Notes:	
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7. Responsibility for the vessel's safety ashore

Owners / Managing Company:	
Full style and contact data of Owners / Managing Office:	
Name and position of person in charge:	
24/7 phone numbers of person in charge:	

Undersigned's Notes:	
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8. Responsibility for the vessel's safety on site

Who is responsible for (in charge of) the safety of the vessel?	
24/7 phone number of person in charge:	
Name of vessel's agent:	
24/7 phone number of vessel's agent:	



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Is Owners' ship's crew on board?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
State number of crew on board and ranks:		
Is subcontracted staff on board?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, please state number of staff members:		
Is subcontracted staff remaining ashore?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, please state details:		
Are there any other persons on board/ remaining ashore?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, please state details:		
Is the vessel constantly under surveillance (24h/7d)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please state, how the procedure for watch keeping (acc. to STCW) is arranged:		

Undersigned's Notes:	
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9. Attachments

Please mark 'yes', if attachment is enclosed.

Stowage plan (in case cargo is stowed on board):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Dangerous Goods stowage plan (in case of dangerous cargo on board):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Gas free certificate (in case vessel is a gas free tanker/ OBO)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Renewal procedure for gas free certificate (if applicable):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Monitoring and renewal procedure for tank inerting (if applicable):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Written instructions in regard to how to react in case of emergency:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Written instructions in regard to the duties of the persons in charge:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

10. Recommendations prior to the vessel resuming her trade

The following procedures are recommended prior to the vessel resuming her trade:

1. Before restarting of the electrical systems and, by all means, before the vessel leaves the port, a Megger Test of the entire electrical plant should be done. Depending on the results the necessary steps should be taken (e.g. renewal/ rewinding of the respective motor).
2. It has to be ensured that no internal cooling water leakage exists before the main engine(s) and auxiliary engines are restarted. The water content of the lubricating oil needs to be less than 0,1%.
3. All systems (such as CPP, thermal-fluid, fuel, control air, reduction gear lube oil etc.) have to be thoroughly drained before restarting.
4. Before starting up the systems all media (e.g. fuel, lube oil, cooling water) and machinery should be preheated.
5. Before the vessel leaves the port, all control and signal elements (navigational systems, main engine telegraph, remote controls, CPP, steering gear, automatic filters etc.) need to be checked for proper operation/function.
6. Before the vessel leaves the port, it has to be ensured that the sea water cooling system is in normal working condition (e.g. main sea water filters to be cleaned and seaside sea chest grits to be checked by diver and to be cleaned, as the case may be).
7. The vessel needs to be, in all aspects, in seaworthy condition prior to leaving the lay-up position (e.g. class documents up to date and in order, all trading documents valid, properly manned, all equipment/machinery in normal working order, nautical publications up to date etc.)

NOTE:

1. Individual bodies – such as class societies, P&I Clubs etc. – provide helpful information regarding laying up of ships. The VHT suggests consulting the mentioned information.
2. Individual bodies – such as class societies, engine manufacturer, P&I Clubs, port authorities etc. – may have rules/regulations and instructions respectively for laid-up vessels which need to be followed.

11. The undersigned

This form has been filled in by:	
Position:	
Place, Date:	

The undersigned hereby declares that this form has been filled in to the best of his knowledge and that the content of which is true.

Signature:	
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