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## WARM STACK AND LAID-UP POLICY FOR OFFSHORE SUPPLY VESSELS & SMALL PASSENGER VESSELS

- Ref: (a) Marine Safety Manual Vol. II Section B, COMDTINST M16000.7B Ch.1  
(b) Title 46, Code of Federal Regulations, Subchapter L  
(c) Navigation and Vessel Inspection Circular (NVIC) 8-91

Due to economic events, many Offshore Supply Vessel (OSV) & small passenger vessels (SPV) owners have requested laid-up status for their vessels. Reference (a) provides guidelines for tank barges, but does not address OSVs or SPVs. The purpose of this policy is to establish requirements for vessel owners wishing to either Warm Stack their vessel or surrender their Certificate of Inspection (COI). All OSVs and SPVs entering a laid-up status will receive a letter from the unit processing the request. The letter will detail the limitations placed on the vessel, and the steps necessary to return the vessel to active status.

- a. Laid-up status is defined as a vessel being placed out of service for an extended period of time. Vessels in this status surrender their COI.
- b. Warm Stacking: This status represents maintaining a vessel in such a way that it meets all the material and documentation requirements for operation, without meeting minimum manning requirements stated on the COI while moored dockside. This designation is for vessels intending to be available for immediate turn around to get back into service. A warm stacked vessel once properly crewed may get underway immediately without prior notification to the Coast Guard. A warm stacked vessel is in active status and is not laid-up.
- c. Surrendering a COI: The vessel is being removed from service. This means that the vessel ceases to be an inspected vessel. If returned to service, the vessel will maintain grandfathering previously granted unless regulations or policy guidance from higher authority dictate otherwise.

### Process for warm stacking:

- a. The owner/operator is required to maintain a valid Certificate of Documentation (COD), Certificate of Inspection (COI), and pay required user fees.
- b. All required inspections shall be up to date. Any annual or periodic inspections shall include operational tests of machinery.

ENCL ( 3 )

## WARM STACK AND LAID-UP POLICY FOR OFFSHORE SUPPLY VESSELS & SMALL PASSENGER VESSELS

- c. It is the vessel owner/operators responsibility to ensure maintenance is completed and up to date in accordance with operations manuals, SMS, and other requirements set forth by the company.
- d. Daily rounds shall be conducted on the vessel and logged appropriately.
- e. The vessel owner/operator should conduct a security assessment to ensure that unmanned moorage of their vessel(s) is covered under their approved vessel security plan. If it is not already a part of the current approved vessel security plan, the owner/operator shall submit an amended security plan to the USCG Marine Safety Center (MSC) for review and approval. The amended plan should detail the variable security measures to be implemented during those periods when it is not operating to ensure the security of the vessel while it is moored dockside and unmanned. The owner/operator can implement the changes while the plan is being reviewed at MSC. If the security plan currently covers unmanned dockside moorage then no submittal is required. The vessel owner/operator should conduct a safety/security assessment for the vessel location.

### **Documentation requirements for “Warm Stacking”:**

Since a warm stacked vessel is not laid-up there are no special documentation requirements. No letters will be issued by the Coast Guard and no MISLE entries are required as the vessel remains in active status.

### **Returning a “warm stacked” vessel to service:**

A warm stacked vessel with a current COI will not normally require attendance by a Coast Guard Marine Inspector or notification to the Coast Guard prior to return to service. Because it has maintained active status it will not be subject to loss of grandfathering unless directed by higher authority.

### **Procedures and requirements for surrendering the vessel’s COI:**

- a. The company shall submit in writing a letter notifying the Coast Guard that a specific vessel or vessels will enter laid up status and surrender their COI to the local Coast Guard OCMI. This letter shall address location of the vessel(s) and their plan to meet the requirements for that status.
- b. Each company shall ensure all of their vessels are prepared to safely survive a hurricane at the location where they wish to lay up their vessels. The company shall also have a plan in place for the possibility that they may need to shift berth during layup.
- c. The vessel is not required to pay user fees.
- d. All cargo tanks shall be emptied & cleaned prior to surrender of the COI, this does not include fuel, or lubricating liquids required for the operation of vessel machinery. The vessel shall not on-load any new fuel while laid up, other than the fuel or consumables required to operate the vessel’s machinery.

## WARM STACK AND LAID-UP POLICY FOR OFFSHORE SUPPLY VESSELS & SMALL PASSENGER VESSELS

- e. The vessel may not operate in a service that requires certification, and shall be maintained in accordance with (IAW) 46 Code of Federal Regulations (CFR) Subchapter C, Uninspected Vessels.
- f. The vessel will be placed in "inactive" status in MISLE, and the vessel will be issued a status approval letter explaining the limitations placed upon the vessel. The letter will provide requirements for the vessel while it is in laid-up status, and requirements if the vessel wants to return to service.

### **Returning a vessel with surrendered COI to service:**

The owner/operator will need to apply for an inspection for certification to reenter service, to include a hull inspection and internal structural exam, as needed. Prior to and as soon as possible after the decision has been made to return to service, the company shall submit an Application for Inspection of U.S. Vessel (Form CG-3752) to the local responsible OCMI and schedule a CG Marine Inspector (CGMI) to attend the vessel.

For OSVs and SPVs, all grandfathering previously granted to the vessel will remain unless District or Commandant policy require otherwise.

  
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