

Laid Up Return Form



NorthStandard

As confirmation of dates of lay-up, please attach a Harbour Master/Port Certificate.

As confirmation that the port or place of lay-up is safe, Members should provide a satisfactory survey of the location. A suitable lay-up declaration from an IACS member classification society or a satisfactory survey report from an appropriate organisation or authority will be acceptable in lieu of such a survey.

Ship name:

IMO Number:

arrived in the port of _____ on _____

and departed on: _____ during which period the ship was laid up.

1. Did the ship move during the above period? Yes ☐ No ☐

If yes, from date: _____ to date: _____

2. Was the ship in hot or cold lay-up? (see notes)

a) Hot: Yes ☐ No ☐

b) Cold: Yes ☐ No ☐

3. Was there cargo on board? Yes ☐ No ☐

If yes, from date: _____ to date: _____

Date ship clear of cargo: _____

Date ship commenced loading: _____

4. Were there crew on board? Yes ☐ No ☐

If yes, from date: _____ to date: _____

FULL complement of crew _____ = _____ persons

Crew numbers on Statutory manning certificate _____ = _____ persons

ACTUAL number crew on board _____ = _____ persons

5. Was the ship undergoing repairs? Yes ☐ No ☐

We request you credit us with a laid-up return of premium, in accordance with rules 18.8 and 18.9 and confirm the information provided is accurate.

Signed:

Name:

Company:

Date:

Please return the completed form to your usual club contact.



Laid Up Return Form (cont.)

NOTES

i. HOT LAY-UP

Hot lay-up would be suitable for a ship out of service for a shorter term. The ship is moored in a safe port location and is held within Flag State and classification society requirements. Machinery will be kept operational, and the ship will probably be laid up near potential cargo trade routes. Manning levels will be reduced with flag state, classification society and local authorities' permission to below minimum manning levels.

A ship with manning levels at or above statutory minimum manning requirements would be considered as "idling" rather than laid up.

- The lay-up period should be for a minimum of 30 days.*
- There should be no cargo on board.
- The crew level should be below that specified by the ship's Safe Manning Certificate but above the minimum needed for maintenance, safety and security.
- All statutory and classification society requirements should be complied with.

ii. COLD LAY-UP

Cold type of lay-up would be suitable for a ship out of service for a longer period. The ship is moored in a safe port location and all systems are shut down. Ship manning is in line with emergency requirements to deal with fire, flooding, mooring and security watch, as well as providing maintenance to prevent deterioration of the ship's machinery, equipment and structure. On reactivation the ship may need to go to dry-dock before resuming trading.

All preparations during the lay-up should be well documented as it is very likely that the reactivation crew will be different from the lay-up crew.

The ship's original equipment manufacturers should also be consulted about critical equipment to ensure appropriate comprehensive precautions are taken.

- The lay-up period should be for a minimum of 30 days.*
- There should be no cargo on board.
- There should be no crew on board, or only the minimum number required for maintenance, safety and security.
- A survey is required upon completion of lay-up.
- All statutory and classification society requirements should be complied with.

**a credit will be granted once the ship has been laid up for a minimum period of 30 days.*