



NAURU

MARITIME ADMINISTRATION

PROCEDURES FOR LAY-UP (NMA_C76.2026.Rev.1)

(a) DEFINITION:

1. "ISM Code" – International Management Code for the Safe Operation of Ships and for Pollution Prevention
2. "ISPS Code" – International Ship and Port Facility Security Code implemented through chapter XI-2 Special measures to enhance maritime security in SOLAS
3. "ISSC" – International Ship Security Certificate as required by the ISPS Code
4. "MSMC" – Minimum Safe Manning Certificate
5. "PSC" – Port State Control
6. "RO" – Recognized Organization as defined by IMO Resolution A.789(19)
7. "RSO" – Recognized Security Organization as defined by the ISPS Code
8. "SMC" – Safety Management Certificate as required by the ISM Code
9. "SMS" – Safety Management System
10. "SSP" – Ship Security Plan

The "Administration" shall mean the Nauru Maritime Administration.

(b) PURPOSE:

This marine circular is to provide guidance to assist owners and operators in the process of laying up a Nauru-flagged vessel.

(c) REFERENCE:

1. Nauru Shipping Circular NMA C8 - Long Range Identification and Tracking of Ships (LRIT)

(d) APPLICATION:

This marine circular applies to all Nauru-flagged vessels that are to be placed in lay-up.

(e) CONTENTS:

1. General

- 1.1. While no specific permission is required from the Administration to lay-up a vessel, owners and operators are required to inform the Administration. This notification allows the Administration to respond appropriately to any queries regarding the vessel and to maintain proper records.
- 1.2. If no such notification is provided, the Administration will assume the vessel is in normal trading operation and is maintaining a full regime of certification, surveys, and inspections, including the required manning for such operations.



NAURU

MARITIME ADMINISTRATION

1.3. Failure to notify the Administration, RO, and RSO of a vessel entering lay-up, or to maintain the vessel safely during the lay-up period, will be regarded as a serious ISM non-conformity and may jeopardize the vessel's registration.

1.4. The owner or operator is to advise the Administration of the intended duration of the lay-up and the vessel's state of readiness to resume operations. They should also take appropriate advice on lay-up procedures from their RO, insurers, and other relevant parties as necessary.

1.5. The maritime industry uses various terms to describe lay-up, such as "hot," "warm," and "cold." As these terms lack clear, standardized definitions, this Administration does not accept them as formal or definitive descriptions for statutory purposes.

2. Statutory Certification Requirements

2.1. Statutory certification is generally only required when vessels are in operation. Therefore, depending on the planned length of the lay-up and any requirements of the port or coastal State where the vessel will be located, the owner or operator should consult with their RO to consider whether to maintain or suspend these certificates.

2.2. The RO's lay-up procedures shall be complied with and are accepted by the Administration

2.3. If a vessel is laid up for an extended period, the Administration may authorize the suspension or cancellation of statutory certificates, provided this action complies with the relevant requirements of the port or coastal State.

3. ISM Code Requirements

3.1. If responsibility for the care of a vessel during lay-up is transferred to an organization that is not the ISM Company (e.g., a specialized lay-up provider), the Administration will accept the suspension of the vessel's ISM certification, provided that:

3.1.1. all requirements of the coastal State are met;

3.1.2. all requirements of the RO are met; and

3.1.3. the contact details of the organization assuming responsibility for the vessel's safety during the lay-up period are provided to the Administration.

3.2. The audit requirements upon reactivation of the vessel will depend on the duration of the lay-up. As a general rule, a lay-up period exceeding 6 months will require the vessel to obtain interim certification in accordance with ISM Code section 14.4.

4. ISPS Code Requirements

4.1. The continued validity of the vessel's ISPS certification is a critical element for efficient reactivation. The Administration strongly recommends that the International Ship Security Certificate (ISSC) be maintained throughout the lay-up period.



NAURU

MARITIME ADMINISTRATION

- 4.2. Depending on the extent or "depth" of the lay-up, specific procedures may need to be incorporated into the Ship Security Plan (SSP). In all cases, this will be managed and audited by the RSO, which will correspond directly with the Administration whenever clarification is required.
- 4.3. In the circumstances described in section 3.1 above, the owner or operator must communicate with the RSO to ensure the SSP adequately covers the arrangements for the lay-up period.
- 4.4. If the vessel is integrated into the port facility security system, the records documenting the suspension and subsequent reactivation of the ISSC should be clearly maintained to demonstrate continuity of security.

5. LRIT

- 5.1. Normal procedures for Long-Range Identification and Tracking (LRIT) will apply.
- 5.2. If the LRIT equipment is deactivated or switched off, the Administration must be advised in accordance with section 9 of Nauru Marine Circular NMA C8.

6. Manning Requirements

- 6.1. A Minimum Safe Manning Certificate (MSMC) is not required for vessels in lay-up.
- 6.2. When a vessel is laid up, the normal manning level may be reduced to a level appropriate to the vessel's status and operational requirements. Any proposed reduction in manning should be considered in consultation with the relevant port or coastal State Authority.
- 6.3. In some cases, the port or coastal State Authority may require the lay-up manning level to be approved by the Administration. In such instances, the owner or operator should contact the Administration to advise them of the proposed safe manning level.
- 6.4. The Administration recommends that a suitably qualified person remains in charge of the vessel throughout the lay-up period and that the manning available includes a sufficient number of trained personnel to respond to any emergency situation. Effective communication must be maintained with local authorities to ensure further assistance can be obtained immediately when required. The following factors should be considered when assessing appropriate manning levels:
 - 6.4.1. the location of the vessel;
 - 6.4.2. the equipment and systems remaining in operation; and
 - 6.4.3. the method by which the vessel is secured (moorings, anchorage, etc.).
- 6.5. Where crew members or watchkeepers are accommodated on board a vessel in lay-up, appropriate welfare facilities must be provided. This is to include, as a minimum:
 - 6.5.1. Adequate provision of, or access to, potable water;



NAURU

MARITIME ADMINISTRATION

- 6.5.2. Adequate provision of, or access to, fresh food;
- 6.5.3. Adequate provision of, or access to, cooking, cleaning, washing, sanitary, and laundry facilities;
- 6.5.4. Arrangements for access to medical facilities, particularly for emergencies; and
- 6.5.5. Adequate heating and lighting facilities.
- 6.6. The owner or operator should also take into account any obligations for repatriation specified in the Maritime Labour Convention, 2006.
- 6.7. Any failure to provide a basic level of welfare facilities will be regarded as a serious failure of the Company's Safety Management System (SMS) and may lead to further measures by the Administration, in addition to any action which may be taken by Port State Control (PSC) officers of the port or coastal State.

7. Re-activation Requirements

- 7.1. The process for reactivation is a matter for the owner or operator and the RO to consider. Throughout the reactivation, the manning level must be kept under review, taking into account the reactivation of machinery and equipment and the associated hazards, including potential fire risks.
- 7.2. All previously cancelled, suspended, or outdated certificates (including P&I insurance, and where applicable - Bunker Convention Certificate (BCC), Wreck Removal Convention Certificate (WRCC), and Civil Liability Certificate (CLC)), audits, and inspections must be revalidated, and the manning must be restored to the level required by the vessel's MSMC before the vessel departs from the port of lay-up.
- 7.3. An updated Crew List must be provided, and all officers shall hold valid Nauru Certificates of Endorsement (COE).

8. Note

Upon approval of the vessel's laid-up status, the Certificate of Registry (COR) shall be re-issued with the remark "**LAID UP**" similarly, when the vessel resumes operations, the COR shall be re-issued to remove the "**LAID UP**" remark. The applicable administrative fee shall apply in both instances.

For further assistance, please do not hesitate to contact the Administration at tech@naurumaritime.com