



LAYUP PLAN

CAPE ISABEL CAPE INTREPID
CAPE ISLAND CAPE INSCRIPTION

DTMA8C00022 and DTMA8C00023

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INTRODUCTION

CLS, as Ship Manager, has three primary responsibilities related to returning a RRF vessel to Phase "IV" Lay Up after either a Phase "V" Activation or Phase "O" Operation.

- The Ship Manager will conduct the necessary planning and preparations including development and maintenance of lay-up plans and specifications.
- CLS will ensure that the shipboard crew will detect and accurately document any and all known equipment and system malfunctions and deficiencies.
- As Lay-up begins, the Ship Manager will assign a Port Engineer to supervise the lay-up procedures, repairs, and regulatory requirements necessary for an efficient deactivation.

If so directed by MARAD, the Ship Manager will accept the vessel from the operational commander on behalf of MARAD. Operations and/or Activation documents with Fuel Oil data will be recorded with copies sent to the local MARAD COTR.

The Ship Manager will arrange for and coordinate all lay-up services with the appropriate industrial assistance vendors (shipyard, repair companies, etc). The Ship Manager will appoint an agent to administer the duties of arranging pilots, tugs, etc for husbanding the vessel to its berthing. Upon the vessel's arrival, The Ship Manager's local representative will contact regulatory agencies to assure the vessel meets all government guidelines.

Thorough and proper lay-ups are a necessary precondition to successful RRF ship activations and subsequent MSC Operations. Development of comprehensive lay-up Specifications by the experienced Ship Manager's staff is fundamental to the success of the lay-up process and subsequent Phase IV Maintenance. The Ship Manager will assign an experienced Port Engineer, who with the assistance of a MARAD surveyor, will draft a lay-up and repair specification; including the Standard lay-up Procedures (SLPs). Each lay-up plan and specification will differ depending on the after deactivation status of the vessel (ROS, Retention, no crew, fleet sites, etc).

<u>Contract #</u>	<u>Group</u>	<u>Vessels</u>	<u>Location</u>
DTMA8C00022	28	CAPE ISLAND, CAPE INTREPID	Tacoma
DTMA8C00023	29	CAPE INSCRIPTION, CAPE ISABEL	Long Beach

Telephone numbers and means of emergency contact for entities (CLS, MARAD, MSC, etc.) which may be involved in an activation are contained in the listed appendices. All are updated regularly.

- Appendices:
- A. CLS Organization / Contacts
 - B. Ship Manager Information Sheet
 - C. Regulatory Body Organizations/Contacts/Approvals
 - D. Prime and General Contractors
 - E. Agency List
 - F. MSC COMSCINST 4626.1B
 - G. Declaration of Inspection Prior to Bulk Transfer
 - H. Emergency Purchases

A. UPDATING LAY-UP SPECIFICATION

The assigned Port Engineer, in collaboration with the vessel's Phase "IV" Activation Chief Engineer, would formulate the lay-up specification for solicitation. The voyage repairs and deficiencies, as noted by the Deck, Engine, and Steward departments to the Chief Engineer, would be input to the MARAD MARTS program. The voyage repairs and/or deficiencies would be included with the standard lay-up specifications as drafted by the Port Engineer.

A pre-Lay-Up sea trial and detailed material condition survey to assess the ship's condition could be performed by MARAD personnel, industrial assistance and Ship Manager personnel, if so directed by MARAD. Any deficiencies found could be included in the lay-up Specification.

B. IDENTIFYING VOYAGE REPAIRS

The best asset to an efficient RRF is a professional Ship Manager's shoreside and shipboard crew. The Ship Manager has instructed its entire staff to have the majority of vessel repairs done by shipboard staff. Any repairs performed by the shipboard crew will be both cost effective and done right because they have an excellent incentive; the crew must live with their ship 24-hours a day. Some Repairs could not have been completed during the voyage due to a variety of reasons; the piece of equipment could not be isolated, lack of parts, or the repair was not in a safe work area, thus the deficiency would require the assistance of industrial vendors.

At the completion of the vessel's assignment, The Chief Engineer (Engine Department) and the Master (Deck and Steward Departments) would provide a work list; containing all repair items, no matter how minute, to effect a lay-up that leaves the vessel in the best possible state of readiness. Many voyage repairs only surface after the ship leaves port and is able to fully test the machinery and equipment under routine and stressful situations. The Chief Engineer would be the final editor of the repair list. Before the completion of the mission, The Chief would submit the list to the Port Engineer. If there happen to be any outstanding Regulatory items to maintain the readiness of the vessel that could not be corrected prior to activation or during the voyage, they too would be addressed by the Port Engineer in the Specification for lay-up.

C. PREPARE SPECS FOR ABS AND USCG ITEMS

MARAD has signed a Memorandum of Understanding (MOU) with the USCG listing items that require certification to afford MARAD the ability to operate its fleet of RRF vessels safely and in accordance with the United States Coast Guard and the American Bureau of Shipping. The Ship Manager keeps a list of the required certificates that is regularly updated. This list keeps the Port Engineer and the MARAD surveyor advised of any upcoming certificate expiration dates.

When the vessel returns from a government mission, the Ship Manager's Port Engineer will review the Master's and Chief Engineer's voyage reports pertaining to vessel repairs, USCG and ABS survey requirements, etc. The information gathered by the Port Engineer would be organized and assembled into a proposal for repairs (lay-up Spec) to be solicited to repair contractors to administer and correct the deficiencies. MARAD would instruct the Port Engineer as to the disposition of the vessel after the mission. This is vital to the final lay-up specification. This information is critical to a successful planned and effective lay-up.

To identify the problem areas, the Port Engineer will review voyage reports, MARAD input and Pre-activation reports to build the lay-up specification. To prepare the document for solicitation, the Port Engineer will utilize years of experience by the Ship Manager's staff. Basic lay-up procedures will be followed and new requirements by ABS and USCG will be implemented in the Port Engineer's lay-up Specification

D. LAY-UP SPECIFICATION COMPLETION

CLS is presently utilizing the FAR sub-contracting program for lay-up specification solicitations as follows: (as required by lay-up status)

- After the Specification is completed by the Port Engineer, it is given to the Ship Manager 's Engineering Manager for an review and editing
- The Specification will be sent to Marad Western Region for technical review,
- The CLS reviewed specification documentation is “bundled” (solicitation, specification, etc.) and forwarded to MARAD's regional contracts manager for comments.
- Subsequent to MARAD's approval, the bundle is packaged and solicited to all pre-qualified vendors by the CLS Materials Management purchasing personnel.
- All Repair facilities are given adequate time to prepare their bids. The proposals are received at the Ship Manager's office, accounted for, and analyzed.
- The Ship Manager proceeds with evaluation process and determines award.
- MARAD is notified of the award.

E. SHIPBOARD PREP FOR LAY-UP

The Master of the RRF vessel returning from an activation or an operation ensures that the crew assists in preparing the vessel for lay-up. Each Department head delegates through their department various tasks to be performed in order for the vessel to be deactivated smoothly.

STEWARD DEPARTMENT

The Steward Baker would be responsible for all the galley materials (pots, pans, utensils, etc), Linens, consumable stores, and storage rooms. All areas to be cleaned, inventoried, tagged and/or staged for the lay-up. All consumable stores will be donated, consumed, or trashed.

DECK DEPARTMENT

The Chief Officer would be responsible for the vessel's topside preparation pertaining to lay-up. Stateroom Keys to be collected by the Chief Officer while Consumables, Expendables, Controlled Equipage, and High Value Items will be inventoried, tagged, and locked away under his/her direction.

LIFEBOAT and FIRE FIGHTING

All Lifesaving and fire fighting equipment stowed in a separate locker.

HAZARDOUS MATERIALS

If compatible, deck department HAZMAT will be handled separately and included with the Engine Department HAZMAT.

ENGINE DEPARTMENT

The Chief Engineer manages the phase down of the Engine Department and the numerous projects required preparing the vessel for shutdown (draining of tanks and lines, activating alarms and D/H units, etc).

ENGINEERING PLANT

Several ships' engineers will remain for a number of days to safely secure the engineering plant. Boilers to be off-line and generators secured with shore power hooked up by midnight of the pay off day.

When the boilers are still hot and off line they must be watched periodically and fed with water to prevent "cook off" prior to "cool off". Two days are usually required and the watch must be maintained. All service water systems to be secured, sea valves closed and locked, coolers, heat exchangers and condensers secured. Main unit lube oil and turning gear secured when turbine temperature is down to Engine Room ambient. Leave turning gear engaged.

E. SHIPBOARD PREP FOR LAY-UP

ENGINE and BOILER ROOM and TANK BOILERS

Prior to shutdown of boilers fireside tubes should have been thoroughly blown. This may be done anytime prior to going to lay berth or at sea trial when requested by MARAD.

Boiler Treatment chemicals should be used on the watersides and the boiler per the specifications and recommendations of the boiler chemical companies and when requested by MARAD

TANKAGE

The Chief Engineer will have to pump and consolidate fuel oil for vessel trim and fuel oil settler retention levels. Lighter viscosity oil should be in the settler tanks, if available and must maintain the minimum of slack FO tanks.

F. SEATRIAL AND MATERIAL CONDITION SURVEY

The Ship Manager shall prepare a pre lay-up seatrial to attain comprehensive information about the vessel's operational status. MARAD and the Ship Manager may perform the seatrial under mutual consent. If Required by MARAD, Industrial assistance would be employed by the Ship Manager to check all machinery during the seatrial. A Vibration and Thermographic Analysis could be utilized to check for any deficiencies in the workmanship of the shipboard equipment following a Phase "O" Operation and returning the vessel for deactivation.

G. TEMPORARY BERTHING AND HUSBANDING

CLS, as Ship Manager, has been assigned the Cape "I" vessels (CAPE ISABEL, CAPE INTREPID, CAPE ISLAND and CAPE INSCRIPTION) which are "Outport" berthed vessels. The homeport for the Cape Intrepid and Cape Island is Tacoma, WA., while the Cape Isabel and Cape Inscription are berthed in Long Beach, CA. After any call-outs, the vessel(s) would normally return to their original berths in these locations.

H. OUTFIT LIST DISPOSAL AND/OR SECURING OF:

PILFERABLE EQUIPMENT

High Value Items not included in the Controlled Equipage listing will be secured and sealed by the assigned Port Engineer. Highly pilferable equipment might include; tools, gauges, binoculars, radios, etc., used in the day to day activities of the vessel.

HAZARDOUS MATERIALS

Any HAZMAT must be identified, inventoried and stowed or disposed-of according to the applicable EPA, State and Local Regulations. The Ship Manager's Port Engineer would be responsible for the stowing of HAZMAT if the disposal of such Hazardous Materials is normally accomplished in conjunction with the repair contract since the yard is normally set up to dispose of such Hazardous Materials.

SHIP'S STORES (Deck, Engine, and Steward)

Ship's Stores; Ship's tools and equipment, including emergency gear, lifeboat and survival equipment, shall be gathered and secured by each department head. The methods for accomplishing security may vary depending on the circumstances associated with the deactivation. The point to be made is to protect the Government Property and its interests.

Perform the following ONLY AS REQUIRED BY LAY-UP STATUS

VESSEL SPACES AND GARBAGE (as required by lay-up status)

All galley/pantry areas will be scrubbed and dried. Crew quarters are to be stripped, cleaned and prepared for lay-up. Wet garbage/plastics/dry trash would be separated and tagged with contents. The trash and garbage shall be handled and disposed as per applicable regulations.

Reefer boxes must be cleaned, dried out with gratings up, etc. The doors left open and blocked to relieve hinge loading. Secure the walk-in, reach-in and portable container type reefer boxes.

The Ship Manager may use industrial assistance to assist shipboard personnel during these cleaning tasks with MARAD approval.

SHIPS PROVISIONS - REFRIGERATED (as required by lay-up status)

Due to government requirements; meat, dairy and similar food products purchased overseas are forbidden to enter the United States. Any foodstuff coming in contact with the foreign purchased foodstuffs will be examined. If warranted, Proper arrangements for disposition shall be made for all provisions and all other dry stores off loaded according to MARAD directives. Receipts would be obtained for all dispositions.

H. OUTFIT LIST DISPOSAL AND/OR SECURING OF:***Perform the following ONLY AS REQUIRED BY LAY-UP STATUS*****CONTROLLED EQUIPAGE** (as required by lay-up status)

The Ships Controlled Equipage will be physically inventoried, verified and locked safely away. These storage spaces would be sealed and marked by the Port Engineer. The Port Engineer shall be responsible for the Controlled Equipage as outlined in this contract.

SLOP CHEST (as required by lay-up status)

The disposition of slop chest material will be undertaken by the Ship Manager personnel and handled within the Ship Manager's organization.

FIREARMS (as required by lay-up status)

An inventory of serial numbers of MSC or MARAD provided the assigned Ship Manager shall conduct small arms Port Engineer. The Port Engineer will then in turn return these arms to the appropriate government representative. The records indicating possession and subsequent disposition of firearms will be kept with the vessel, the Ship Manager, MARAD, and the MSC representative responsible for receiving the vessel's arms and ammunition.

NARCOTICS AND MEDICAL STORES (as required by lay-up status)

All medicinal narcotics must be disposed of per the applicable rules. Receipts and sign off are necessary for tracking and recording. MARAD COTR assists Ship Manager in determining how and where to dispose of controlled drugs. Often these supplies are "cross decked" to another government owned or operated ship. This method of removal also applies to reefer stores, dry stores and slop chest items, since these are now Government owned supplies and equipment. The necessary property transfer records are maintained on file aboard the ship and in the Ship Manager's office and subject to MARAD audit.

I. PHASE DOWN OF CREW

Crew assistance is essential in order to properly facilitate lay-up. Their help allows the vessel to be properly secured enabling recommissioning to be executed in a timely manner.

Phase V lay-up will start upon payoff of the crew. Key shipboard personnel will be phased out in accordance with approved lay-up plans not exceeding 15 man-days or 120 hours, at which time Ship Manager shore staff (Port Engineers) will administer the duties of lay-up. The lay-up period shall only last a maximum of 30 days, unless extensive USCG regulatory work or there is a need for major industrial work.

It is understood that under most conditions the majority of the crew will be terminated (signed off) on the first day with the Chief Engineer and other key crewmembers remaining temporarily to assist outside contractors and complete the vessel shutdown. A skeleton crew (Master, Chief Mate, Chief Engineer, Assistant Engineers, and Steward) employed only to manage the repairing, cleaning, stowing, and securing of the vessel and its equipment. The Chief Engineer probably is the last crewmember because of the position's knowledge of current necessary repairs, as the vessel enters deactivation and lay-up.

The housekeeping aspect could be completed within three or four days from the time of vessel shut down. All dirty linen inventoried, bagged, tagged and sent out for cleaning, laundering, and then received back by the assigned Port Engineer.

Upon the completion of systems hookups at the lay berth, the vessel will enter the Maintenance phase: Phase IV. All changes in ship phases will be documented between the Ship Manager and MARAD for proper funding requirements.

J. SECURING PLANT AND MACHINERY

As the vessel prepares for lay-up, its Chief Engineer will draw upon the services of the remaining department heads and any additional Ship Manager's staff to secure engines, equipment and machinery. The skeleton crew will also prep all equipment and motors for the lay-up.

During securing, if any deficiencies are found, they will be communicated to the Chief Engineer and then the Ship Manager Port Engineer. Deficiencies will be entered into the MARAD MARTS system and possibly included in the Port Engineer's lay-up specification after discussions with the MARAD surveyor

K. LAY-UP EQUIPMENT STATUS

The majority of the "lay-up" equipment is stowed on the vessel, while some equipment must be inventoried and warehoused. Any surplus "lay-up" equipment will be warehoused either in a MARAD facility or a warehouse at the selection of the Ship Manager.

The "T"-ships are presently outported in the Long Beach and Tacoma areas. Following any government exercise, all the necessary "lay-up" equipment would be available to the ships at their respective berths upon their return. In the unlikely event the vessel is given a new lay-up location, other than where the activation occurred, the "lay-up" equipment should be transported to the vessel. The local MARAD surveyor and Port Engineer would oversee the positioning of this equipment.

L. FINAL LAY-UP BERTH

The CAPE INSCRIPTION and CAPE ISABEL are outported in the Long Beach Naval Shipyard.. The CAPE INTREPID and CAPE ISLAND are outported in Tacoma at the Sperry Ocean Dock.. After any activations or operations, the vessel(s) will be returned to their original outport berth(s). The Ship Manager's personnel will oversee the movement of the Ready Reserve vessel back to its location for Deactivation and then to the Phase IV Maintenance phase.

In the event the vessel requires husbanding, the Ship Manager will assign its local representative agent to handle these arrangements keeping the local Ship Manager's Port Engineer apprised of the vessel's status.

M. PROPER MOORING AT BERTH SITE

According to United States Coast Guard regulations, the proper mooring of the deactivating vessel will comply with standard regulations outlined for the size and classification of the Ready Reserve vessel. A diagram listing the lines, cables, and fendering, with a copy sent to the local US Coast Guard office for compliance, is the rule.

It shall be the responsibility of the assigned Port Engineer to ensure that the vessel is properly moored at the berth site. The Port Engineer will enlist the help of the Ship Manager's Port Captain or the ship's Activation Master to guarantee the vessel is properly "tied-up".

N. ACTIVATION OF ALARM SYSTEMS

Fire, Flood, and Intrusion Alarms are monitored 24 hours per day. The Security company overseeing the alarm systems knows to contact the local Port Engineer by phone and/or pager if an alarm goes off.

The onboard alarm panel is located on the Main Deck Port Side of each vessel, alongside the passageway at the forward section of the Midship House. Any alarm that occurs will not only be automatically called into the monitoring service, but will also sound a loud audible horn and activate a red strobe light on top of the vessel's bridge.

All responding personnel shall check this alarm panel first to identify the type and location of the problem. Silencing the horn can be accomplished by moving the toggle switch to the down position. Access into the vessel is limited to key personnel:

FIRE

The Cape "I" vessels are equipped with Smoke Detectors and Fire Alarms throughout the vessel. Upon arrival at its berth, the vessel(s) will have these alarms activated. Routinely, the assigned Port Engineer checks all alarms. In the event, there is an assigned ROS crew, they will perform the monitoring of the alarms.

Each vessel under the direction of this Ship Manager and per USCG regulations has an approved "Fire Control Plan" aboard. The fire plan is stowed in a clearly marked metal weather tight tube affixed permanently at the vessel's gangway. The fire plan shall include the location of all exits, fire-fighting equipment, fire hoses, portable fire extinguishers, fire pumps, piping, valves and shoreside fire hydrants' positions.

FLOOD

All ships are equipped with early warning signals indicating flooding on the vessel. The primary alarms are located in the Engine Room (Port and Starboard), Aft in the shaft alley and Forward in the Bow thruster. Any flooding in the Cargo Holds would require personal inspection during the required "walk-through".

N. ACTIVATION OF ALARM SYSTEMS

DEHUMIDIFICATION

There is no present dehumidification alarms to be activated on the CAPE "I" ships. The dehumidification systems on the vessels are monitored regularly by the Ship Manager's assigned Port Engineer. Readings would be taken routinely to maintain a level of 38-44% relative humidity. The CAPE "I" Ship's are all in ROS status and do not require the extensive dehumidification attention.

CATHODIC PROTECTION SYSTEMS (CAPAC system or CPS)

There is no alarm for the Cathodic Protection System. This system will be checked regularly by either the MARAD Surveyor or the Ship Manager's elected Port Engineer during routine tours of the vessel. After deactivation, the checking of the Cathodic protection will depend upon MARAD's decision to exercise its option during Phase IV Maintenance. As the vessel is deactivated, it will be the responsibility of the Port Engineer to check the CPS monthly.

O. MULTIPLE LAY-UPS AND BERTHING

The Ship Manager will follow the same exact format when exercising a multiple lay-up. A Port Engineer will be assigned with additional support coming from within the Ship Manager's shoreside staff.

The CAPE INSCRIPTION, and CAPE ISABEL are nested in Long Beach. The Cape Inscription is on the outboard position at Berth One. The CAPE INTREPID is moored alongside the CAPE ISLAND in Tacoma. They are presently moored to comply with all current local USCG regulations.

Proper Moorings are dependent upon each specific berth and its relation to the navigational channels. If the berth will warrant "Nesting" the Ship Manager will utilize such berths at MARAD's direction.