**Lay-up Plan – Yacht Template**

According to NYF §3-5 (Cl. 3-26 in the NMIP), *for vessels which are to be laid up, a lay-up plan shall be drawn up which shall be submitted to the insurer for his approval*. The insurers approval will only apply to the following four issues:

* where the Yacht is to be laid up
* mooring while the Yacht is laid up
* supervision of the Yacht
* minimum number of crew during lay up.

This document provides guidance for the requirements to these four issues of the lay-up plan. The plan should be specific for each vessel, for its specific location and for the condition and duration of the planned lay-up.

Owners should engage competence and/or specialists as they consider necessary to ensure the quality of the lay-up plan. Should an external company be engaged, any recommendations issued should be followed up accordingly.

1. **GENERAL**

* **Name and IMO number** Click or tap here to enter text.
* **Vessel Description (vessel specification / general arrangement to be enclosed)**  
  Click or tap here to enter text.
* **Manager** Click or tap here to enter text.
* **Name of the entity / person responsible for implementing and follow-up of the lay-up plan** Click or tap here to enter text.
* **Lay-up Position** 
  + Latitude and longitude Click or tap here to enter text.
  + Port/ city/ country Click or tap here to enter text.
  + Area chart Click or tap here to enter text.
  + Is AIS switched on? (If switched off, it MUST be reactivated prior to any repositioning of the yacht) Click or tap here to enter text.
* **Type of lay up**  Click or tap here to enter text.
* **Planned duration of lay-up** Click or tap here to enter text.
* **Involvement from; Organisation (XX) / company name (YY); contractual (Y/N)**
  + Classification Society incl. class status Click or tap here to enter text.
  + Flag state Click or tap here to enter text.
  + Local port authorities Click or tap here to enter text.
  + Local fire brigade Click or tap here to enter text.
  + Yard / Contractor / Service Supplier Click or tap here to enter text.
  + Any other third parties Click or tap here to enter text.

1. **ANCHORAGE, MOORING AND STABILITY**

* Description of lay-up location
* Impact of heavy winds, currents, swells etc. Click or tap here to enter text.
  + If wet lay up:
    - Anchorage / mooring plan

Click or tap here to enter text.

* + - Considerations with respect to minimum distance to other   
      units / laid up units   
      Click or tap here to enter text.
    - Seabed condition (depth / obstructions) if applicable  
      Click or tap here to enter text.
    - Location/ mooring approval  
      Click or tap here to enter text.
    - Mooring watch/ mooring integrity   
      Click or tap here to enter text.
    - Emergency operations of mooring winches  
      Click or tap here to enter text.
    - Is AIS switched on? (MUST be if vessel is moved / relocated)

Click or tap here to enter text.

* + **If laid up ashore:**
    - Please specify how the yacht is secured  
      Click or tap here to enter text.
    - Considerations with respect to minimum distance to other   
      units / laid up units Click or tap here to enter text.

1. **SAFETY PRECAUTIONS**

* **Manning**
  + Crew number and positions (daytime)   
    Click or tap here to enter text.
  + Number of crew (with position) living onboard the vessel  
    Click or tap here to enter text.
* **Emergency contingency plan**
  + Fire & Risk assessment
    - Is sprinkler system active, on board or connected to shore?  
      Click or tap here to enter text.
    - Is CO2 (or other systems) active, procedure for release  
      Click or tap here to enter text.
  + Water integrity
    - Underwater Click or tap here to enter text.
    - On deck etc. Click or tap here to enter text.
    - For machinery (exhaust) Click or tap here to enter text.
  + Fire and bilge alarm system
    - Is a fire alarm / general alarm system active? Click or tap here to enter text.
  + Navigation lights Click or tap here to enter text.
  + Support from port authorities Click or tap here to enter text.
  + Contingency, local tugs Click or tap here to enter text.
* Security
  + Is the vessel within ISPS secured area? Click or tap here to enter text.
  + Theft/ vandalism/ piracy
    - Valuables remaining on board (list)  
      Click or tap here to enter text.
* Power supply
  + Dependant on type of lay up (warm/cold), generator or shore supply.  
    Click or tap here to enter text.
  + Emergency power Click or tap here to enter text.
  + Fuel and lubes on board Click or tap here to enter text.
* Combustible material / sources of ignition onboard
  + Any electric / diesel electric propulsion (battery, type, size, charge status)?
  + Are lithium batteries removed from the vessel? Click or tap here to enter text.
  + Gas Click or tap here to enter text.
  + Paint, solvent, chemicals etc Click or tap here to enter text.
  + Shore power / connected to which consumers (incl. external air cons)  
    Click or tap here to enter text.
* Humidity, temperature control
  + Air-cons (Y/N, if yes location) Click or tap here to enter text.
  + Dehumidifiers (Y/N, if yes location) Click or tap here to enter text.
  + Ventilation Click or tap here to enter text.

1. **SUPERVISION OF THE VESSEL**

* Fire Alarm / general alarm system
  + How is it monitored / by whom? Click or tap here to enter text.
  + Response time Click or tap here to enter text.
* Will there be a watchman that will regularly check the vessel? Click or tap here to enter text.
  + Routines for watchman checking the vessel
    - Frequency Click or tap here to enter text.
    - Duration Click or tap here to enter text.
    - Area Click or tap here to enter text.
    - Checklist for the watchman during the routine check for the vessel  
      Click or tap here to enter text.

1. **ENVIRONMENTAL PRECAUTIONS**

* Natural hazards (location dependant) Click or tap here to enter text.
* Weather forecasts monitoring/statistics Click or tap here to enter text.
* Temperature / humidity Click or tap here to enter text.
* Geopolitical conditions (such as potential   
  strikes, unstable political climate,  
  disease, riots etc.) Click or tap here to enter text.
* Ballasting (ballast water management) Click or tap here to enter text.
* Sewage / bilge water Click or tap here to enter text.
* Stern tube system (oil / water) Click or tap here to enter text.

**Maintenance and Preservation**

Although not subject to insurers approval a lay-up plan will not be complete without addressing preservation and maintenance of the Yacht with its machinery, equipment, fixtures, fittings and other content onboard. Makers or class or other specialists should be engaged to address these issues.