

# *SMPEP Procedure Manual*



Germanischer Lloyd

## *Purpose of the Plan*

IMO has adopted a requirement for ships above 150 GRT certified to carry noxious liquid substances in bulk. These ships shall carry an additional emergency plan.

This plan, called "Shipboard Marine Pollution Emergency Plan for noxious liquid substances" is to be seen as an information from the owners to the Master of a particular ship advising the Master how to react in case of a spill of noxious liquid substances to prevent or at least mitigate negative effects on the environment.

**The Plan is compulsory since January 1<sup>st</sup>, 2003.**

The Plan contains operational aspects for various spill scenarios and lists communication information to be used in case of such incidents.

As the contents is mainly similar to the contents of the Shipboard Oil Pollution Emergency Plan (SOPEP) which furtheron will be compulsory, IMO recommends to prepare a **combined plan** called "**Shipboard Marine Pollution Emergency Plan**" ("**SMPEP**"). Such plan has to fulfill the requirements for the SOPEP and additionally for the Shipboard Marine Pollution Emergency Plan for noxious liquid substances according to the IMO Guidelines.

## *Legal Background*

The required contents is described in MARPOL 73/78 as amended Annex II Reg. 16. "Guidelines for the Development of a Shipboard Marine Pollution Emergency Plan for noxious liquid substances" are published by IMO under MEPC.85(44) adopted in March 2000.

The Certificate of Chemical Fitness or the Certificate for the Carriage of Noxious Liquid Substances in Bulk respectively can only be issued if the said plan is available onboard.

If a combined plan "Shipboard Marine Pollution Emergency Plan" (SMPEP) is carried, it has to be in accordance with the guidelines MEPC.85(44) and MEPC.54(32) as amended by MEPC.86(44).

In any case the plan has to be approved by the flagstate administration of the flag the ship is presently flying or by a classification society on behalf of this flag.

## *Scope*

The Plan consists generally of 4 Sections with the mandatory contents and Appendices with additional information as contact adresses and data plus a set of certain drawings for easy reference for the Master.

GL has prepared a SMPEP sample plan as a **general guidance** for how to write such a plan in accordance with the IMO Guidelines. The sample plan is an example of the combined plan recommended by IMO. It has to be seen as a proposal how the contents basically could be written in order to fulfil the requirements.

**All pretexted steps and preventive measures have to be seen as examples only.**

The individual SMPEP should be prepared in line with the "Table of Content/ Index of Sections" as per sample.

It has to be **tailored carefully** to the particular ship and company procedures and policies. Specific instructions should be incorporated according to ship type, purpose, and company requirements.

"Remarks to plan writers" can be found on various pages for guiding users where the sample text has to be tailored as a minimum. These remarks have to be eliminated prior printing.

Special focus has to be laid on information regarding the details of the cargo and reference has to be made to the cargo Data Sheet carried onboard for each particular cargo shipped.

The contents of the plan have to be fully in line with the instructions given by the company within the ISM Safety Management Manual.

## *Table of Contents*

The SMPEP shall consist of the following Chapters:

1. Ship identification data
2. Table of Contents
3. Record of Changes
4. Section 1: Preamble
5. Section 2: Reporting Requirements
6. Section 3: Steps to control Discharges
7. Section 4: National and Local Coordination
8. Minimum Appendices: List of Coastal State Contacts  
List of Port Contacts  
List of Ship Interest Contacts
9. Ship's drawings: General Arrangement Plan  
Tank Plan  
Fuel Oil Piping Diagramm
10. Further appendices on owners' decision

## *Special parts to observe*

The ship's identification data page may contain the owner's/manager's address. However it is advisable to list all communication data in the Appendix "Ship Interest Contacts", as changes in telephone numbers. etc. can be altered by the owners and the amendments need not to be approved. The statement about the person being responsible for reporting (page 10 of the sample) has to be filled in respectively.

Special remarks about availability of additional information sources (pages 19/21/22 of the sample) have to be entered in the plan.

It has to be pointed out that assistance in any stability calculations especially in case

of any hull damage can be rendered by this society *only* if a agreement is existing for the particular vessel within GL's Emergency Response Service.

The responsibility schemes for the Spill Response Team (pages 23/24 of the sample) have to be tailored exactly to the present crew rankings onboard.

Special reference has to be made to the physical and chemical details of the cargo which in case of a spill have to be taken into consideration. In this respect clear reference has to be made to the cargo Data Sheet carried onboard for each cargo type actually carried.

Further reference shall be made to actual information regarding the distribution of cargo, bunker and ballast water.

### *Additional entries*

According to the Guidelines following appendices should be added to the SMPEP :

- **Coastal State Contacts** (as published by IMO)
- Blank form for listing of **Port Contact Addresses** to be kept up-to-date by the Master
- **Ship Interest Contact List** (communication data incl. 24hours contact phone no.to owners/managers , data abt. charterer, insurance, P&I Club, etc.)

The Coastal State Contact List can be obtained in the Internet pages of IMO under the address [www.imo.org/home.html](http://www.imo.org/home.html) under navigator "National Contacts" >> for downloading and printing.

Following **drawings** should be added to the SMPEP for easy reference for the ship's command in case of a spill:

- General Arrangement Plan
- Tank Plan
- Fuel Oil Piping Diagram
- Cargo piping diagram

Those drawings form the minimum requirement by MARPOL. Further plans may be added if found appropriate.

### *Additional voluntary Entries*

Additional Appendices can be entered as found necessary by the owners, i.e.:

- Response equipment and contractors
- Training and drill procedures
- Plan review procedures
- Record keeping procedures
- Public affairs policy

- Salvage decisions

**All appendices** do not belong to the mandatory part of the plan's contents but have to be kept **updated by the owners** as found necessary.

### *Approval responsibilities*

The approval is a flag state obligation as a part of issuing the NLS Certificates. If they have authorised the classification society for the approval of the SMPEP, the society can approve the plan on behalf of the administration.

Certain Flag administrations offer direct approval services too.

In certain cases GL might be authorized on a case-by-case basis.

In case of a transfer of class the approval by the previous classification society or another flagstate authority will generally be accepted. The final decision lies with GL Head Office.

If a ship changes to a flag by which GL is not authorised to issue the NLS Certificates, the approval of the SMPEP for this flag has to be made by the flagstate authority directly, unless a case-by-case authorisation for GL is on hand.

### *Procedure*

The SMPEP has to be furnished according to the requirements of the MARPOL Convention by the owners (possibly by assistance of a consultant/shipyard etc.).

For approval by GL the plan has to be forwarded to GL Head Office Hamburg in at least 2 -fold.

For ships flying the German flag GL will just precheck the plan and forward it to the flagstate Authority SBG for final approval, in which case at least 3 copies have to be sent to GL HO.

If a plan is reprinted/copied from another plan, which had been formerly approved by another authority /class, all entries and stamps from the previous authority have to be eliminated prior printing.

The plan will be checked for being in line with the requirements and finally stamped on the page showing the ship's particulars.

One copy will be retained for filing with GL, the remaining copies will be sent back to the owners or the forwarding party respectively.

### *Procedure for changes in the plan*

Any changes within the text of the mandatory part will be subject to new approval by GL Head Office.

In case of any changes of the ships particulars - new flag, new owners, new ship' name - an approval by GL Head Office generally is not necessary. A GL surveyor can change the details as necessary by hand in the original SMPEP onboard with stamping and signing the entries.

For any special cases of a change please see in chapter "Special Procedures" within our information pages for SOPEP which are valid for the SMPEP respectively.

All necessary changes in the Appendices can be made by the owners without approval.

During respective MARPOL surveys the surveyor will check the presence of an updated SMPEP.

For further possible cases please see also under „Frequently asked questions” (FAQ) which are found under “SOPEPinfo”.

### *Sample Plan*

The **sample plan** is only available in English.

It is an example for the recommended combined "Shipboard Marine Pollution Emergency Plan"(SMPEP) which will replace the current SOPEP when carried onboard.

The plan is written in WORD and can be viewed/downloaded for easy preparing and tailoring to your ship.

(If you just see the document displayed in your browser, you can save it by doing a rightclick on the link and choosing "Save Link As...")