

ANNEX

**2011 GUIDELINES FOR THE DEVELOPMENT OF THE SHIP RECYCLING PLAN (SRP)**

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## **1 INTRODUCTION**

### **1.1 Objectives of the guidelines**

These guidelines provide stakeholders, particularly Ship Recycling Facilities, with recommendations for the development of a Ship Recycling Plan (SRP) in accordance with the requirements of the Hong Kong International Convention for the Safe and Environmentally Sound Recycling of Ships, 2009 (hereafter referred to as "the Convention").

It should be noted that regulation 9 of the annex to the Convention requires the Ship Recycling Facility to develop a ship-specific SRP, taking these guidelines into account.

These guidelines should be used primarily by Ship Recycling Facilities, taking into account information provided by the shipowner. Competent Authorities and Administrations may also find merit in these guidelines with respect to the approval process and implementation of the Convention.

### **1.2 Approach of the guidelines**

Regulation 9 of the Annex to the Convention requires Ship Recycling Facilities to prepare a ship-specific SRP. These guidelines are separated into two parts: general guidance on information that should be gathered and reviewed by the Ship Recycling Facility in order to develop the SRP (section 3: General) and guidance for the recommended content of a ship-specific SRP (section 4: Framework of SRP).

## **2 DEFINITIONS**

The terms used in these guidelines have the same meaning as those defined in the Convention and in the *Guidelines for Safe and Environmentally Sound Ship Recycling* ("Facility Guidelines"). The following additional definition applies to these guidelines only:

"The ship" means the particular ship which a Ship Recycling Facility is going to recycle, and for which an SRP is required.

## **3 GENERAL**

The Convention requires that the SRP should be explicitly or tacitly approved by the Competent Authority and verified as properly reflecting the information contained in the Inventory of Hazardous Materials (IHM) during the final survey before issuance of an International Ready for Recycling Certificate. Preparation of the SRP should therefore begin well before the ship arrives at the Ship Recycling Facility.

As regards the languages of the SRP, in accordance with regulation 9.2 of the annex to the Convention, the shipowner may ask the Administration whether it is acceptable for the Ship Recycling Facility to use a language other than English, French or Spanish, and convey the decision of the Administration to the Ship Recycling Facility accordingly.

### **3.1 Review of ship-specific information**

For each ship that is to be recycled, the Ship Recycling Facility should, in accordance with regulation 8.4 of the Annex to the Convention, cooperate with the shipowner in order to prepare a SRP that incorporates all relevant information about the ship that may affect its safe and environmentally sound recycling.

The IHM is essential to the Ship Recycling Facility for planning and executing the removal and management of Hazardous Materials. The Ship Recycling Facility should obtain the completed IHM, including Part II and Part III, taking into account possible variations resulting from the ship's subsequent operations.

Examples of ship-specific information that is useful to the Ship Recycling Facility when developing a SRP include finished drawings and final specifications such as: general arrangement, capacity plan, shell expansion plan, fire control plan, trim and stability calculation, and light weight distribution or calculation table. Also the following may provide useful information: midship section, construction profile (including longitudinal sections, deck, inner bottom and deckhouse), longitudinal and transverse bulkhead principal transverse sections, fore and aft construction, superstructures, accommodation plan, hydrostatic curve or table, deck piping system, general arrangement of ventilators and air ducts, painting scheme, joiner works, engine room arrangement (if appropriate) and bilge piping system of pump room, pump room arrangement, engine room piping diagram, ballast piping and cargo piping diagram and manufacturers' finished drawings of major equipment. Such information could be useful in planning the ship recycling sequence in its entirety.

### **3.2 Comparison of ship-specific information with the Ship Recycling Facility Plan (SRFP) and/or Document of Authorization to conduct Ship Recycling (DASR)**

For each ship to be recycled, the ship-specific information obtained from the shipowner should be evaluated in the context of the capabilities and limitations specified in the Ship Recycling Facility Plan (SRFP) and/or Document of Authorization to conduct Ship Recycling (DASR). The SRP will need to address any ship-specific considerations that are not covered in the SRFP or that will require special procedures.

## **4 FRAMEWORK OF SRP**

The responsibility for developing a comprehensive SRP rests with the Ship Recycling Facility, although development of the SRP is a cooperative effort between the Ship Recycling Facility and the shipowner. The Ship Recycling Facility is best placed to understand and describe the methods and procedures that it uses in its recycling operations and it has knowledge of the available facilities and capabilities for the safe and environmentally sound management of all Hazardous Materials and wastes generated during recycling, of the skills and capabilities of its workforce and the availability of local support services, and of the relevant national laws and regulations that apply to the facility and its activities, including the activities which it is approved to perform under its DASR. A sample cover page for the SRP is included in the appendix. The body of the SRP should include a more detailed narrative of the ship-specific recycling elements.

The SRP should describe how the Ship Recycling Facility will recycle the specific ship in a safe and environmentally sound manner, covering the recycling process steps and their sequence over the entire process. Any processes or procedures that deviate from the SRFP and are specific to the ship should be described in detail in the SRP.

Where more than one Ship Recycling Facility is used, SRPs should be prepared separately, in principle, by each of the Facilities involved, according to their respective duties and indicate the order in which the activities will occur.

### **4.1 Pre-arrival elements**

The SRP should include a description of any specific preparatory work that should be carried out. The SRP should clarify whether and to what extent any preparatory work - such as

pre-treatment, identification of potential hazards and removal of stores - will take place at a location other than the Ship Recycling Facility identified in the SRP. The extent to which such preparatory work will be covered in the SRP will depend upon the capability of the authorized Ship Recycling Facility and the scope of the agreement with the shipowner. In the case of a tanker, the ship should arrive at the Ship Recycling Facility with cargo tanks and pump room(s) in a condition that is ready for certification as Safe-for-entry, or Safe-for-hot work, or both.

The Ship Recycling Facility should plan appropriately for the ship's arrival. The SRP should include the location where the ship will be placed during recycling operations and a concise plan for the arrival and safe placement of the specific ship to be recycled.

#### **4.2 Arrival of ship**

The SRP should describe the procedures that the Ship Recycling Facility will follow to conduct a walk-through (on-board check) of the vessel in an effort to identify any potential environmental or safety issues. The Ship Recycling Facility should verify whether safe access and egress have been provided for and that the SRP is in place throughout the ship recycling process.

It is recommended that the Ship Recycling Facility should mark the location of the known Hazardous Materials. Any specific items or locations on board whose hazardous characteristics are uncertain should be marked for additional sampling as necessary.

#### **4.3 Management of Hazardous Materials**

The SRP should include information on how the type and amount of Hazardous Materials will be managed, as required by regulation 9.3 of the Convention and specify the facility's approach for managing each Hazardous Material. Special attention should be paid to the types and quantities of Hazardous Materials on the ship. If ship-specific conditions require deviation from normal practices for managing Hazardous Materials, the appropriate ship-specific measures should be described in detail in the SRP. In order to avoid confusion, it is recommended that the SRP should use the same nomenclature and identification scheme as those included in the IHM.

The SRP should also contain additional information on the management of Hazardous Materials as required in Appendix 5 of the Convention (also known as the DASR). Specifically, the SRP should describe where the Hazardous Materials are to be processed or disposed of if the operation is not being conducted at the Ship Recycling Facility. The SRP should state that the removal of Hazardous Materials will be undertaken by responsible personnel who are trained and authorized to do so.

#### **4.4 Safe-for-entry and Safe-for-hot-work procedures**

Regulation 9 of the Convention requires the SRP to include information concerning the establishment, maintenance and monitoring of Safe-for-entry and Safe-for-hot-work procedures. The Ship Recycling Facility is encouraged to review the Facility Guidelines, as they contain specific technical recommendations to address these important safety issues.

While the SRFP will describe general procedures on how the Ship Recycling Facility will achieve safe atmospheric conditions during the ship recycling process, the SRP should describe in detail how Safe-for-entry and Safe-for-hot-work procedures will be implemented on the specific ship, taking account of such features as its structure, configuration, and previous cargo.

#### **4.5 Dismantling sequence**

An important component of the dismantling sequence is the removal of Hazardous Materials to the maximum extent practicable prior to and during cutting activities. Depending on a number of factors, including the age of the ship and the quantity of Hazardous Materials present, it may be impossible to remove all Hazardous Materials prior to the start of cutting activities. The SRP should include a dismantling sequence that is ship-specific and takes into account the cutting operations and locations of Hazardous Materials.

#### **4.6 Other necessary elements**

In addition to the elements described above, the SRP should include any ship specific processes and/or procedures that will be necessary to recycle the ship and that are not fully covered in the SRFP. For example, a Ship Recycling Facility may need to use additional workers or subcontractors, or they may need additional equipment to deal with unique aspects of the ship. Such ship-specific processes/procedures may take into account the technical guidance manual to be developed by the Organization.

#### **4.7 Attaching a copy of DASR**

The Ship Recycling Facility should attach a copy of the DASR to the SRP.

### **5 VERIFICATION OF COMPETENT AUTHORITY APPROVAL**

Article 16.6 of the Convention stipulates that a State shall declare whether it requires tacit or explicit approval of the SRP before a ship may be recycled. The Ship Recycling Facility should be familiar with the procedures implemented by the Competent Authority for approval of the SRP. The Competent Authority's approval process will, at a minimum, include written acknowledgement of receipt of the SRP and may include further written documentation of approval or denial for the ship-specific recycling. The written acknowledgement and/or documentation of approval should be appended to the SRP immediately upon availability and made available to appropriate authorities and stakeholders as necessary.

**APPENDIX**

**SAMPLE COVER PAGE**

**Ship Recycling Plan  
Summary of information on ship and Ship Recycling Facility**

This Ship Recycling Plan was developed in accordance with the Hong Kong International Convention for the Safe and Environmentally Sound Recycling of Ships, 2009 (the Convention).

**Ship information**

Name of ship	
Distinctive number or letters	
Port of registry	
Gross tonnage	
IMO number	
Name and address of shipowner	
IMO-registered owner identification number	
IMO company identification number	
Telephone number	
E-mail address	

**Ship Recycling Facility information**

Name of Ship Recycling Facility	
Distinctive Recycling Company identity No.	
Full address of Ship Recycling Facility	
Primary contact person	
Telephone number	
E-mail address	
Name, address and contact information of ownership company	
Working language(s)	

**Projected schedule for ship recycling**

Date of ship arrival at Ship Recycling Facility	
Date of commencement of ship recycling	
Date of Completion of ship recycling	
Date of completion of sale/disposal of all components	

.....  
(Date)

.....  
(Signature of Ship Recycling Facility owner/operator)

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