

TO : AS PER DISTRIBUTION LIST      OUR REF : 02/ 2024

FROM : DPA      DATE : 03 Jan 2024

---

**COMPANY CIRCULAR 02/2024**  
**Mooring Equipment Management Plan (MEMP)**

Dear Captain

SOLAS Regulation II-1/3-8 on mooring equipment is effective from 1<sup>st</sup> Jan 2024. As per SOLAS regulation, existing ships are required to comply with MSC.1/Circ. 1620 – “Guidelines for inspection and maintenance of mooring equipment including lines” which requires Management Plan for inspection and maintenance of mooring equipment including mooring lines as follows:

- (1) **Procedures for mooring operations, inspection and maintenance of mooring equipment, including mooring lines, para 3.1** (Refer MEMP Part B and Part C, refer HSE Procedure Manual, 4.12 Safe Moorings for mooring operations, Risk Assessment and Toolbox meeting on mooring operation)
- (2) **Procedures to allow the identification and management of mooring lines, tails and associated attachments, para 3.3**(Refer MEMP Part B)
- (3) **Manufacturers' criteria for mooring line replacement, para 4.3.1** (Refer MEMP Part B, 10. Retirement Criteria of rope mooring lines)
- (4) **Records of mooring equipment inspections and maintenance, and mooring line inspections and replacement, para 4.4.3 and 6.1** (Mooring Lines Inspection Form 2.3.26, Brake lining thickness Form 6.5.7, Brake rendering test Form 6.5.6 and PMS jobs for mooring winches and fittings)
- (5) **Manufacturers' test certificates for mooring lines, joining shackles and synthetic tails, para 6.2** (Mooring lines certificates)
- (6) **Records of the original mooring design concepts, equipment, arrangements and specifications, para 4.4.4** (Refer MEMP Part D)

RightShip Inspection Ship Questionnaire (RISQ) item 10.1 requires company to have guidelines and procedures for the inspection, maintenance and wear zone management of the mooring lines on board in the Line Management Plan which also is included in the MEMP as follows:

Part A – General Ship Particulars (Specific to each vessel)

Part B – Mooring Line Management Plan

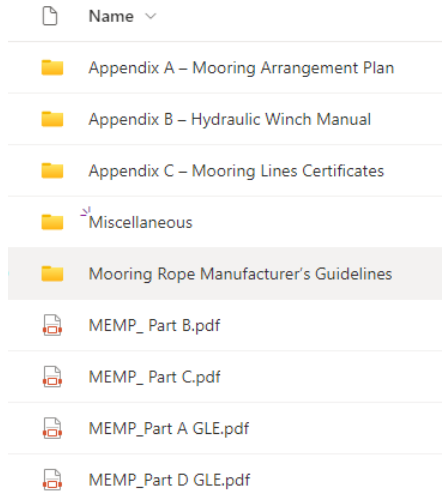
Mooring Equipment Management Plan (MEMP) consisting of Parts A/B/C/D has been prepared containing above requirements.

The mooring lines, mooring equipment and maintenance records including MEMP are subject to PSC inspections. Please ensure mooring ropes inspection, brake lining thickness, brake rendering test, PMS and other maintenance/inspection records, risk assessment and mooring lines certificates are available for external inspection.

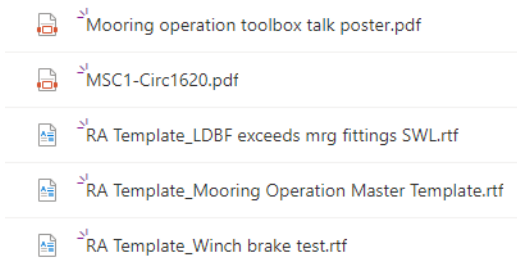
During the periodical/renewal/annual Cargo Ship Safety of Construction surveys, the attending Class surveyor shall check all above 6 items in MEMP, the records of inspection and maintenance of mooring equipment and lines, mooring lines certificates.

Mooring Equipment Management Plan (MEMP) uploaded in the Shared Drive folder 9.09.11 as follows:

09 Manual and Drawings > 9.09 Statutory Manuals > 9.09.11 Mooring Equipment Management Plan (MEMP))



Above is self-explanatory except Miscellaneous folder which contains following:



Please check and ensure above is available in the Shared Drive. Same master templates on mooring are available in BASSnet.

REGARDS



p.p.

Capt. Rajesh Sharma  
Marine Supt.

**DISTRIBUTION**

ALL MASTERS  
SHIP MANAGERS  
MARINE SUPERINTENDENT  
MARINE MANAGER  
HSEQ MANAGER  
SMS FILE  
CREW APP