



# EAS Mobilisation & Demobilisation Procedures

Version: 3.0

Date: 06/03/2018



## Table of Contents

1. Introduction.....	2
2. Mobilisation process.....	2
3. Overview of the mobilisation procedure .....	3
4. Overview of the demobilisation procedure .....	3
5. Equipment Mobilisation/Demobilisation Plan .....	3
6. Mobilisation documents .....	4
List of Annexes .....	4

## 1. Introduction

The Agency is tasked to provide additional response capacity to the Member States of the European Union, EFTA States. In addition, the Agency may also provide assistance in case of pollution to third countries sharing a regional sea basin with the European Union, in line with the EU Civil Protection Mechanism. This is in accordance with the Agency's founding Regulation (EC) N°1406/2002 as amended.

The overall objective of EMSA's Equipment Assistance Service (EAS) is the provision, upon demand and at short notice, of oil pollution response services, more particularly the availability on-site of specialised Oil Spill Response (OSR) equipment in order to respond to oil spills in the European regional sea basins.

Quick and efficient mobilisation of the service is essential for the effectiveness of the pollution response action.

The time required to provide the equipment and required services to the Requesting Party is determined by many different factors e.g. size and weight of the requested equipment and distance to the response site. There is a range of possible alternative approaches that can be adopted by a company/consortium in order to provide the EAS at the necessary specification. A key element is how a company/consortium intends to ensure that the requested equipment and/or (if requested) technical support personnel are provided at the place of handover as fast as possible.

The Contractor shall maintain an emergency contact point 24 hour a day, 7 days a week in order to ensure the equipment mobilisation at short notice. The stored equipment must be packed and ready for immediate dispatch. An associated packing list must be in place. Upon request by EMSA the Contractor will enter into an Incident Response Contract – Equipment (IRC-E) with the Requesting Party indicated by EMSA. The IRC-E is the framework for the provision of the EAS equipment during an incident and covers the conditions for the delivery of oil pollution response equipment and (if requested) supporting personnel to the Requesting Party, including tariffs and place of delivery. The IRC-E Form is to be signed by the Requesting Party and the Contractor.

The equipment and personnel shall be mobilised within 12 hours from the moment the IRC-E Form is signed by both contracting parties. Within that time the equipment must be loaded on trailers (or other appropriate means of transportation) and ready to be transported to the place of handover, and the personnel must be ready to travel to the place of handover. In case the personnel travels separately from the equipment, the Contractor must ensure appropriate travel arrangements that will allow the technical support personnel to arrive at the Place of Handover not later than the arrival of the equipment, in order not to cause any further delays in handing over the equipment to the Requesting Party.

Accordingly, the Contractor must develop and implement the EAS Mobilisation/De-mobilisation Plan including the procedures for mobilisation, the loading/offloading arrangements, availability of personnel, means of transport, primary and alternative routes for transporting the cargo, and mobilisation time for each of the mobilisation sequences.

In case storage of dispersant has been requested by EMSA under additional services, the same requirements shall be applicable to the mobilisation of dispersant.

In order assist the tenderer in development of the requested plan, the framework for the mobilisation and de-mobilisation procedures is described below.

For the different parties involved in the mobilisation procedure for exercise and actual pollution response, the types of notices, the places of execution of the tasks and their definitions, please refer to the IRC-E (Annex III to the Framework Service Contract).

## 2. Mobilisation process

The mobilisation starts from the moment the IRC-E Form is signed by both contracting parties and is completed when the equipment is delivered to the place of handover. The EAS mobilisation process consists of 4 phases:

- Notification and IRC-E signature;

- Equipment mobilisation – arranging transport, loading;
- Equipment transportation – transportation by road;
- Equipment handover – formal handover of the equipment to the Requesting Party at the place of handover.

### 3. Overview of the mobilisation procedure

The steps of the mobilisation procedure and related time standard are as follows:

- After receiving a request for assistance from the affected Requesting Party, EMSA will send the IRC-E Form to the Requesting Party and the Notice of Mobilisation to the Contractor. The Notice of Mobilisation contains details of the Requesting Party and a request to enter into the IRC-E with the Requesting Party;
- The Requesting Party fills in and signs the IRC-E Form and sends it to the Contractor;
- The Contractor promptly acknowledges receipt of the signed IRC-E Form as sent by the Requesting Party;
- The Contractor fills in the IRC-E Form, signs and sends it back (by e-mail) to the Requesting Party with EMSA in copy. Time for preparing and sending the signed IRC-E Form should be no longer than one hour;
- From the moment the IRC-E Form is signed by both contracting parties, the Contractor starts equipment mobilisation and, if requested, the activation of the technical support personnel and preparation of all arrangements for their mobilisation (maximum 12 hours);
- Once mobilisation is completed, the Contractor dispatches the equipment and sends the Notice of Dispatch to the Requesting Party. This should be done immediately when the equipment (and personnel if required) is en route to the place of handover. A copy of the Notice of Dispatch must be sent to EMSA;
- The equipment (and personnel if required) is transported to the Place of Handover indicated in the IRC-E Form;
- Once the equipment arrives at the Place of Handover the Contractor sends the Notice of Delivery to the Requesting Party;
- The Contractor hands over the equipment to the Requesting Party at the place of handover. A Handover/Redelivery Statement must be signed by both parties and a copy sent immediately to EMSA.
- If technical support personnel is also requested by the Requesting Party, then the handover will also include a familiarisation with the equipment for the Requesting Party personnel, plus assistance during the use of the equipment.

### 4. Overview of the demobilisation procedure

After completion of the pollution response activities the Requesting Party is obliged to return to the EMSA Contractor the equipment, clean and in operational condition, at the place of redelivery.

The steps of the demobilisation procedure are as follows:

- After completion of the response activities the Requesting Party sends to the EMSA Contractor, with a copy to EMSA, a Notice of Ending the Operational Activities;
- The Requesting Party completes equipment clean-up and repairs if needed (these services may be performed by the EMSA Contractor if requested by the Requesting Party);
- After completion of equipment clean-up and repairs if needed, the Requesting Party sends to the EMSA Contractor (with copy to EMSA) a Notice of Redelivery indicating the arrival of the equipment at the Place of Redelivery;
- The equipment redelivery takes place at the Place of Redelivery indicated by the Requesting Party in the IRC-E Form. The Requesting Party hands over the equipment to EMSA's Contractor. A Handover / Redelivery Statement must be signed by both parties;
- After receiving the equipment the Contractor sends to EMSA a copy of the Handover/Redelivery Statement and proceeds to return the equipment to the stockpile.

### 5. Equipment Mobilisation/Demobilisation Plan

The Equipment Mobilisation/Demobilisation Plan must include at least the following elements:

- Indication whether the Contractor is relying on any subcontractor(s) for the provision of services in relation to the mobilisation and transport of the equipment and form of agreement existing with its subcontractors;
- Access to logistical arrangements for equipment loading, such as cranes, forklift trucks and maximum time to have them ready for operations at the storage location (indicate whether they are located at all times at the storage location or need to be brought there);
- Clear distribution of tasks & responsibilities for all involved parties;
- Contact details of the emergency 24/7 contact point;
- List of personnel responsible for planning and arranging means of transportation, transportation routes and documentation required to deliver the equipment to the place of handover;
- List of personnel responsible for handling the equipment;
- Chain of notification of the personnel necessary to mobilise the equipment;
- Maximum time for the personnel to be ready to commence mobilisation;
- List or description of arrangements regarding the personnel for the equipment operation;
- Description of logistics including available means for transportation (e.g. trucks, trailers etc.) and handling the equipment (e.g. forklifts, cranes);
- Maximum time for transport trucks / trailers to arrive at the storage location for loading the equipment;
- Maximum time needed to load all equipment in storage;
- Consideration of different transportation scenarios (truck, transportation of standard and oversized<sup>1</sup> cargo);
- Time of mobilisation/demobilisation for different scenarios;
- Maximum overall time for mobilisation of equipment (loaded onto truck(s) and ready to be transported);
- Considerations regarding fast and efficient provision to Requesting Parties of equipment, provision of technical support personnel to assist equipment handover.

## 6. Mobilisation documents

During equipment and technical support personnel mobilisation/demobilisation the following documents are used:

- Notice of Mobilisation;
- IRC-E;
- Notice of Dispatch;
- Notice of Delivery/Redelivery;
- Handover/Redelivery Statement;
- Notice of Ending Operational Activities.

An example of the Notice of Mobilisation is attached as Annex 1 to this document.

The IRC-E Form and the Handover/Redelivery Statement attached to the IRC-E can be found in Annex III to the Framework Contract.

For the Notice of Dispatch, Notices of Delivery and Redelivery and Notice of Ending Operational Activities there are no special templates. These may take the form of simple e-mail message.

## List of Annexes

Annex 1	Notice of EAS Mobilisation
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<sup>1</sup> Non-containerised equipment that EMSA may decide to store, such as skimmers, booms on reels, power packs, sweeping arms, etc.

## Annex 1 – Notice of EAS Mobilisation

<b>NOTICE OF EAS MOBILISATION</b>	
In accordance with the Equipment Assistance Service (EAS) Contract, EMSA hereby requests that you enter into the Incident Response Contract with the Requesting Party as indicated below.	
<b>Recipient</b>	
<b>Date</b>	
<b>Assistance Requested</b>	
<b>Estimated Place of Handover</b>	
<b>CONTACT DETAILS OF THE REQUESTING PARTY</b>	
<b>Institution / Entity</b>	
<b>Contact Person</b>	
<b>Fax Number</b>	
<b>Telephone Number</b>	
<b>E-mail</b>	
<b>EMSA CONTACT DETAILS</b>	
<b>Unit C.1 Officer Contact Number</b>	
<b>E-mail</b>	
<b>EMSA Maritime Support Services MSS Duty Officer (24/7)</b>	

**On the Contract Form please fill in relevant boxes in part B, sign the Contract and then send it to the contact point as indicated above, copy to EMSA.**

**As indicated in the Contract the mobilisation time of the equipment starts from the moment the IRC-E Form is signed by both contracting parties.**

For any further information please contact EMSA Unit C.1 or Maritime Support Services.

**Signed:**

Frédéric Hébert

Head of Unit C.1

Pollution Response Services

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