



## MAINTENANCE GUIDELINES

## OIL SPILL RESPONSE EQUIPMENT

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# List of Abbreviations

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| EMSA | European Maritime Safety Agency | Page 2 of 7 |
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|         |   |
|---------|---|
| OSR     | Oil Spill Response                      |
| PO      | Project Officer                         |
| RH      | Running Hours                           |
| RP      | Responsible Person                      |
| ID Code | Identification Code found on EMSA label |

## 1. Background

The responsibility for the maintenance lies with the Contractor and they are obliged to follow the manufacturer's requirements/instructions when it comes to maintaining the Oil Spill Response equipment. The Contractor must prepare a comprehensive Maintenance Plan that covers the complete set of equipment under their possession. Before being implemented, the plan needs to be approved by the Agency.

## 2. Purpose

The purpose of this document is to harmonise the maintenance actions in order to enhance the quality of the work undertaken and decrease the probability of equipment failure.

## 3. Responsibility

### Contractor

The Contractor shall exercise due diligence to maintain the OSR equipment in line with the agreed Maintenance Plan and ensure that it is in every way fit for the service requested in the contract.

The Contractor shall immediately inform EMSA about any damage or loss sustained by the OSR equipment.

By the 5th day of each calendar month, the Contractor shall send to EMSA a monthly report on the actions carried out in accordance with the OSR equipment Maintenance Plan. This report shall at least contain the checklists (see Annex 1) of the maintenance actions undertaken on each item of the inventory of the oil pollution response equipment accompanied by pictures and/or video supporting such maintenance actions. The number of running/operating hours of the equipment shall be clearly indicated and photographic evidence provided. If the Contractor is using software programmes for maintenance activities, they can integrate the jobs listed in the Maintenance Plan into their system and submit a monthly extract from the system in the report.

### EMSA

EMSA staff or assigned personnel are entitled to visit the storage and the Contractor's premises and offices. The date of such visits will be agreed on each occasion with the Contractor, giving one week prior notice. The Contractor is obliged to cooperate with EMSA in facilitating access to the OSR equipment and check of the OSR equipment conditions without any additional costs charged to EMSA. EMSA staff may visit the storage, during a planned maintenance activity and observe/assess how the process is being fulfilled.

## 4. Maintenance

The terms maintenance and servicing, in this document, refer to the same activities. These activities are required or undertaken to conserve as long as possible the original condition of a piece of equipment while compensating for normal wear and tear.

Maintenance activities comprise of, for example, inspection, clean-up, lubrication, adjustment, alignment, calibration, replacement, or replenishment (of consumables) to prolong the equipment's useful life, prevent its breakdown, and keep it capable of performing its intended function within its designed specifications.

Preventive maintenance targets to retain the good condition of the equipment whereas corrective maintenance comprises measures taken to restore the equipment condition in cases of poor performance or of malfunctioning.

An engine or equipment service is a series of maintenance procedures carried out at a set time interval or after a given value of running hours. The service intervals may be specified by the manufacturer in a service schedule.

## Maintenance Plan

The maintenance plan prepared by the Contractor must incorporate all the requirements established by the equipment manufacturers. Each maintenance job will comprise a detailed explanation of actions to be performed, a time frequency (last date and next due date) and the responsible party.

As minimum, the following requirements are mandatory:

- Inspection and testing;
- Cleaning and greasing;
- Brushing off rust/limestone/chalky deposits and repainting if applicable;
- Checking/replacing of fluids (lube oil, hydraulic oil, gear oil, coolant etc.);
- Checking/replacing of worn parts (belts, gaskets, seals, filters, rusty screws and washers, O-rings etc.).

## Standard Maintenance Checklist

In order to improve the quality of the maintenance and to harmonise maintenance actions, a standardised *Periodic Maintenance Checklist* has been developed and can be found in Annex 1.

Based on this *Checklist*, the Contractor, in close cooperation with equipment manufacturers, will prepare the Maintenance Plan that will be approved by the Agency.

The checklist was developed so that it can be used regardless of the type of equipment. Therefore, each major component (sweeping arm, crane, boom, pump, air-blower/compressor, skimmer module, power pack, dispersant spraying, slick detection system, boiler, mini-lab etc.) shall have its own checklist and all the ancillaries (wires, hoses, ropes etc.) must be included.

The *Checklist* has several white fields that will require to be filled in by the Contractor:

- Contractor's logo: the company's logo shall be inserted if available;
- Equipment: i.e. Power Pack, Pump, Crane, Air Blower, Boom, Slick Detection System etc.;
- Brand/Model;
- EMSA ID Code: the code found on the EMSA label;
- Number of Running Hours (RH): the operating hours for each month;
- Contractor's name;
- Vessel/Stockpile: the name of the vessel or location in case of a stand-alone stockpile;
- Month of the maintenance;
- Year of the maintenance;
- Responsible Person(s) for maintenance: the Name(s), Function(s) and Signature(s);
- Maintenance intervals in Time or Running Hours: i.e. oil change every year or every 500 operating hours, whichever comes first;
- Description of activities: jobs that are going to be performed during the maintenance routine;
- RP Initials: The initials of the responsible person performing the job;
- Last done: the date when the maintenance job was performed;
- Next due: the date when the job will have to be repeated;
- Special requirements/remarks from manufacturer: i.e. the type of oil/filters to be used, other various particularities;
- Comments: i.e. findings, remarks, identified issues, follow-up actions, repairs etc.


The maintenance intervals, in Time and Running Hours (if indicated by the manufacturer) are marked with different letters corresponding to a certain periodicity, as follows:

- A – every week
- B – every 2 weeks
- C – every month
- D – every quarter

- E – every 6 months
- F – every year
- G – every 2 years
- H – every 5 years
- I – after each use/drill

For each listed maintenance activity, the Contractor will have to insert the periodicity by marking the corresponding cell with an “X”.

## Annex 1

|   |  |  |  |                                    |  |  |  |
|---|--|--|--|------------------------------------|--|--|--|
|    |  | <b>Oil Spill Response Equipment<br/>Periodic Maintenance Checklist</b> |  |                                    |  | <b>Contractor's<br/>Logo (if available)</b>                        |  |
| <b>Equipment</b>  |  | <b>EMSA ID code</b>  |  | <b>Contractor's name</b>           |  |  |  |
| <b>Brand/Model</b>  |  | <b>No. of Running Hours (RH)</b>                                       |  | <b>Vessel/Stockpile</b>            |  |  |  |
| <b>Maintenance intervals in Time and Running Hours (RH), whichever comes first:</b> |  |  |  | <b>Month</b>                       |  | <b>Year</b>  |  |
| <b>A</b> Weekly (or RH: .....*)   |  | <b>D</b> - Quarterly (or RH: .....*)                                   |  | <b>G</b> - 2 years (or RH: .....*) |  | <b>(RP) Responsible Person(s) for maintenance (Name, Function)</b> |  |
| <b>B</b> - 2 weeks (or RH: .....*)  |  | <b>E</b> - 6 months (or RH: .....*)                                    |  | <b>H</b> - 5 years (or RH: .....*) |  | <b>Signature(s)</b>  |  |
| <b>C</b> - Monthly (or RH: .....*)  |  | <b>F</b> - Yearly (or RH: .....*)                                      |  | <b>I</b> - After use/drill         |  |  |  |

\* insert the number of running hours, as indicated by the equipment manufacturer (where applicable)

| Mark with an "X" the relevant box (on the right) for each maintenance activity | A | B | C | D | E | F | G | H | I | No | Description of activities (maintenance jobs) | RP Initials | Last done | Next Due |
|--|---|---|---|---|---|---|---|---|---|----|--|-------------|-----------|----------|
|  |   |   |   |   |   |   |   |   |   | 1  |  |             |           |          |
|  |   |   |   |   |   |   |   |   |   | 2  |  |             |           |          |
|  |   |   |   |   |   |   |   |   |   | 3  |  |             |           |          |
|  |   |   |   |   |   |   |   |   |   | 4  |  |             |           |          |
|  |   |   |   |   |   |   |   |   |   | 5  |  |             |           |          |
|  |   |   |   |   |   |   |   |   |   | 6  |  |             |           |          |
|  |   |   |   |   |   |   |   |   |   | 7  |  |             |           |          |
|  |   |   |   |   |   |   |   |   |   | 8  |  |             |           |          |
|  |   |   |   |   |   |   |   |   |   | 9  |  |             |           |          |
|  |   |   |   |   |   |   |   |   |   | 10 |  |             |           |          |
|  |   |   |   |   |   |   |   |   |   | 11 |  |             |           |          |
|  |   |   |   |   |   |   |   |   |   | 12 |  |             |           |          |
|  |   |   |   |   |   |   |   |   |   | 13 |  |             |           |          |
|  |   |   |   |   |   |   |   |   |   | 14 |  |             |           |          |
|  |   |   |   |   |   |   |   |   |   | 15 |  |             |           |          |
|  |   |   |   |   |   |   |   |   |   | 16 |  |             |           |          |
|  |   |   |   |   |   |   |   |   |   | 17 |  |             |           |          |
|  |   |   |   |   |   |   |   |   |   | 18 |  |             |           |          |
|  |   |   |   |   |   |   |   |   |   | 19 |  |             |           |          |
|  |   |   |   |   |   |   |   |   |   | 20 |  |             |           |          |
|  |   |   |   |   |   |   |   |   |   | 21 |  |             |           |          |
|  |   |   |   |   |   |   |   |   |   | 22 |  |             |           |          |
|  |   |   |   |   |   |   |   |   |   | 23 | Additional rows can be inserted if necessary |             |           |          |

|   |                 |
|---|-----------------|
| <b>Special requirements/remarks from manufacturer</b> | <b>Comments</b> |
|   |                 |