

Surface and Marine Transport Regulatory Authority



CASUALTY AND INCIDENT REPORT

Prepared under the requirements of Section 393 of the Merchant shipping Act 2003 and Regulation 10 and the sixth schedule of the Merchant Shipping (Small Ships, Local Cargo Ship Safety, Small Ship Safety, Surveys and Inspections for Vessels Engaged on Local and Coastal Voyages, Inland Waters) Regulations, 2005

General Information

Particulars of the vessel

Name		Registration Number		Nationality		Port of Registry		Call sign					
Name and address of Company				Type of Vessel		Year of build		Yard					
Deadweight		GT		NT		Length		Breadth		Depth		Power	
Relevant Structural peculiarities and features													
Amount of fuel carried				Position of fuel tank(s)									
Radio (type, make)				Radar (number, type, make)				Compass (make, model)					
Automatic pilot (make, model)				GPS (make, model)				Life saving equipment (dates of survey/expiry)					

Documents produced (explain and/or put a tick as appropriate)

- (a) Certificate of seaworthiness
- (b) Certificate of safe manning
- (c) Classification society or survey authority certificates

- (d) Official log book
- (e) Crew list
- (f) Crew qualifications.....
.....
- (g) Echo sounder paper
- (h) Master's/Chief Engineer's Standing Orders
- (i) Company Standing Orders/Operations Manual
- (j) Company Safety Manual
- (k) Compass error book or records
- (l) Passenger list
- (m) Charts and record of chart corrections
- (n) manufacturer's operational/maintenance manuals for equipment and machinery
- (o) Any other documentation relevant to the inquiry

Particulars of voyage

Departure port and date		Port of destination and ETA	
Draft Forward		Draft Aft	List
Any incident or unusual occurrence during the voyage that may have a material bearing on the incident			
Plan view of vessel's layout including cargo spaces, bunker/fuel lube oil tanks			
Details of cargo, bunkers, fresh water and ballast and consumption			

Particulars of master, chief engineer and personnel involved in or killed or injured in the incident

Full name of master					Date and place of birth			
Grade of certificate of competency or license		Date of issue and number of certificate		Other relevant certificates held				
Time spent on concerned vessel		Other relevant certificates held				Time spent on concerned vessel		
Experience on similar vessels		Experience on other types of vessels		Experience in current capacity		Experience in other grades		
Alcohol consumption immediately prior to incident and in previous 24 hours								
Whether under prescribed medication or there is evidence of any ingested non-prescribed drugs								
Records of drug and alcohol tests								

Full name of chief engineer					Date and place of birth			
Grade of certificate of competency or license		Date of issue and number of certificate		Other relevant certificates held				
Time spent on concerned vessel		Other relevant certificates held				Time spent on concerned vessel		
Experience on similar vessels		Experience on other types of vessels		Experience in current capacity		Experience in other grades		
Alcohol consumption immediately prior to incident and in previous 24 hours								
Whether under prescribed medication or there is evidence of any ingested non-prescribed drugs								
Records of drug and alcohol tests								

Other personnel

(1)

Full name of person involved /killed/injured in the accident		Date and place of birth		Function on board	
Grade of certificate of competency or license	Date of issue and number of certificate	Other relevant certificates held			
Time spent on concerned vessel	Other relevant certificates held	Time spent on concerned vessel			
Experience on similar vessels	Experience on other types of vessels	Experience in current capacity	Experience in other grades		
Alcohol consumption immediately prior to incident and in previous 24 hours					
Whether under prescribed medication or there is evidence of any ingested non-prescribed drugs					
Records of drug and alcohol tests					

Other personnel

(2)

Full name of person involved /killed/injured in the accident		Date and place of birth		Function on board	
Grade of certificate of competency or license	Date of issue and number of certificate	Other relevant certificates held			
Time spent on concerned vessel	Other relevant certificates held	Time spent on concerned vessel			
Experience on similar vessels	Experience on other types of vessels	Experience in current capacity	Experience in other grades		
Alcohol consumption immediately prior to incident and in previous 24 hours					
Whether under prescribed medication or there is evidence of any ingested non-prescribed drugs					
Records of drug and alcohol tests					

Other personnel

(3)

Full name of person involved /killed/injured in the accident		Date and place of birth		Function on board	
Grade of certificate of competency or license	Date of issue and number of certificate	Other relevant certificates held			
Time spent on concerned vessel	Other relevant certificates held	Time spent on concerned vessel			
Experience on similar vessels	Experience on other types of vessels	Experience in current capacity	Experience in other grades		
Alcohol consumption immediately prior to incident and in previous 24 hours					
Whether under prescribed medication or there is evidence of any ingested non-prescribed drugs					
Records of drug and alcohol tests					

Other personnel

(4)

Full name of person involved /killed/injured in the accident		Date and place of birth		Function on board	
Grade of certificate of competency or license	Date of issue and number of certificate	Other relevant certificates held			
Time spent on concerned vessel	Other relevant certificates held	Time spent on concerned vessel			
Experience on similar vessels	Experience on other types of vessels	Experience in current capacity	Experience in other grades		
Alcohol consumption immediately prior to incident and in previous 24 hours					
Whether under prescribed medication or there is evidence of any ingested non-prescribed drugs					
Records of drug and alcohol tests					

Other personnel

(5)

Full name of person involved /killed/injured in the accident		Date and place of birth		Function on board	
Grade of certificate of competency or license	Date of issue and number of certificate	Other relevant certificates held			
Time spent on concerned vessel	Other relevant certificates held	Time spent on concerned vessel			
Experience on similar vessels	Experience on other types of vessels	Experience in current capacity	Experience in other grades		
Alcohol consumption immediately prior to incident and in previous 24 hours					
Whether under prescribed medication or there is evidence of any ingested non-prescribed drugs					
Records of drug and alcohol tests					

Other personnel

(6)

Full name of person involved /killed/injured in the accident		Date and place of birth		Function on board	
Grade of certificate of competency or license	Date of issue and number of certificate	Other relevant certificates held			
Time spent on concerned vessel	Other relevant certificates held	Time spent on concerned vessel			
Experience on similar vessels	Experience on other types of vessels	Experience in current capacity	Experience in other grades		
Alcohol consumption immediately prior to incident and in previous 24 hours					
Whether under prescribed medication or there is evidence of any ingested non-prescribed drugs					
Records of drug and alcohol tests					

Description of accident

.....

.....

.....

.....

.....

Details of injury or fatality

.....

.....

.....

.....

First aid or other action on board

.....

.....

.....

.....

Particulars of weather and tide

Direction and force of wind		Direction and state of waves		Atmospheric conditions and visibility	
Direction and strength of tidal and other currents			Weather forecasts available prior to the incident and how used		

Particulars of the incident

Type of incident					
Date of and time of incident		Place of incident		Nearest town	

Details of incident and of the events leading up to it and following it

.....
.....
.....
.....

Details of the performance of relevant equipment with special regard to any malfunction

.....
.....
.....
.....

Persons on bridge

.....
.....

Persons in engine-room

.....
.....

Whereabouts of the master and chief engineer

.....
.....

Mode of steering (auto or manual)

Extracts from all relevant vessel and, if applicable, shore documents including details of entries in official log book, records of steering and engine-room orders

.....
.....

Details of communications made between vessel and radio stations

.....
.....

Assistance after the incident

If assistance was summoned, what form and by what means

.....
.....
.....
.....

If assistance was offered or given, by whom and of what nature, and whether it was effective and useful

.....
.....
.....
.....

If assistance was offered and refused, the reason for refusal

.....
.....
.....
.....

Authentication of documents

Master authenticated all documents and signed all copies taken as being true copies, also authenticated relevant dates and times

.....
.....

External sources of information

Independent corroborating information available from external sources

.....

.....
.....

Names, addresses and telephone numbers of all witnesses to the incident

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Damage to property

Identification of the owners of property damaged or lost in the accident or occurrence

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Description of damage or loss

.....
.....
.....
.....
.....
.....
.....

.....

Person(s) preparing the report

(1)

Full name		Address and telephone number(s)		Age	
Designation		Certificate of competency and qualification held		Vessel operating experience	
Signature			Date		

(2)

Full name		Address and telephone number(s)		Age	
Designation		Certificate of competency and qualification held		Vessel operating experience	
Signature			Date		

(3)

Full name		Address and telephone number(s)		Age	
Designation		Certificate of competency and qualification held		Vessel operating experience	
Signature			Date		

Additional information required in specific types of incident

(Note: information listed under more than one heading may be relevant to a particular incident and should be provided in the report)

Fire and explosion

How was the fire alarm given and how was the individual alerted to the fire?

.....
.....
.....

Where and how did it start?

.....
.....
.....

What was the immediate action taken?

.....
.....
.....

Condition of fire-fighting equipment, dates of survey/examination of equipment

.....
.....
.....
.....

Extinguishers available:

(a) *Type available in the vicinity and otherwise on the vessel*

.....
.....

(b) *Types used*

.....

.....

(c) *Hoses available/used*

.....
.....

(d) *Pumps available/used*

.....
.....

(e) *Was water immediately available?*

.....
.....

(f) *Were air vents closed off to the space?*

.....
.....

(g) *What was the nature of the material on fire and surrounding the fire?*

.....
.....

(h) *Restrictions caused by (a) smoke, (b) heat, (c) fumes*

.....
.....

(i) *Freedom of access to fire and access availability for fire fighting equipment*

.....
.....

(j) *Preparedness of crew - frequency, duration, content and locations of fire musters and drills*

.....
.....
.....
.....
.....
.....

.....

 (k) *Response by land-based fire-fighting authorities*

Collision

Local or other special rules for navigation

.....

Obstructions, if any, to manoeuvring

.....

Circumstances affecting visibility and audibility, e.g. state of the sun, dazzle of shore lights, strength of wind, ship-board noise and whether any door or window could obstruct look-out and/or audibility

.....

Geographical position

.....

Possibilities of interaction between vessels

.....

Other vessel(s)

Name		Registration number		Nationality	
Company		Details of personnel		Other details	

--	--	--	--	--	--

Name		Registration number		Nationality	
Company		Details of personnel		Other details	

Name		Registration number		Nationality	
Company		Details of personnel		Other details	

For each vessel:

Time, position, course and speed (and method by which established), when presence of other vessel first became known

.....

.....

.....

.....

.....

Details of all subsequent alterations of course and speed up to collision by own vessel

.....

.....

.....

Bearing, distance and heading of other vessel, if sighted visually, time of sighting, and subsequent alterations of bearing

.....

.....

.....
.....

If other vessel was plotted and by what method

.....

Performance of navigational equipment

.....

.....

Lights or day signals carried and operated in vessel, and those seen in other vessel

.....

.....

Sound signals, including fog signals, made by vessel and when, and those heard from other vessel and when

.....

.....

If a listening watch was kept on VHF radio channel 16, or other frequency, and any messages sent, received or overheard

.....

.....

Whether radar(s) carried on vessel and radar ranges used

.....

.....

Whether steering by hand or automatic and whether steering was operating correctly

.....

.....

Details of look-out

.....
.....

Parts of each vessel which first came into contact and the angle between vessels at that time

.....
.....
.....

Nature and extent of damage

.....
.....
.....
.....
.....

Grounding or stranding

(Note: information as in cases of foundering may also be required)

Last accurate position and how obtained

.....
.....

Subsequent opportunities for fixing position or position lines, by celestial or terrestrial observations, Global Positioning System, radio, radar or otherwise, or by lines of soundings and, if not taken, why not

.....
.....

Subsequent weather and tidal or other currents experienced

.....
.....

Radar(s) in use, respective ranges used, and evidence of radar performance monitoring and logging

.....
.....
.....
.....

.....
Charts, sailing directions and relevant notices to mariners held, if corrected to date, and if any warnings they contain had been observed

.....
.....
.....
.....
.....

Depth sounding taken, when and by what means

.....
.....

Tank soundings taken, when and by what means

.....
.....

Draught of vessel before grounding and how determined

.....
.....

Position of grounding and how determined

.....
.....

Cause and nature of any engine or steering failure before the grounding

.....
.....

Readiness of anchors, their use and effectiveness

.....
.....

Nature and extent of damage

.....
.....

.....
.....

.....
Action taken and movements of vessel, after grounding
.....
.....
.....
.....
.....

Foundering/ loss or presumed loss

Freeboard (assigned and actual).....
.....
Loading and location of cargo
.....
.....

Particulars of any alterations to hull or equipment, since survey, and by whom such alterations sanctioned

.....
.....
.....
.....

Condition of vessel, possible effects on seaworthiness

.....
.....
.....

Stability data and when determined

.....
.....
.....
.....

Factors affecting stability, e.g. structural alterations, nature, weight, distribution and shift of any cargo and ballast, free surface in tanks or of loose water in vessel

.....

.....

.....

.....

.....

Subdivision by watertight bulkheads

.....

.....

.....

.....

Position of, and watertight integrity of, hatches, scuttles, ports and other openings

.....

.....

.....

.....

Number and capacity of pumps and position of suctions

.....

.....

.....

.....

Cause and nature of water first entering vessel

.....

.....

.....

.....

.....

.....

Other circumstances leading up to foundering

.....
.....
.....

Measures taken to prevent foundering

.....
.....
.....
.....
.....
.....

Position where vessel foundered and how established

.....
.....
.....
.....
.....
.....

Evacuation/abandonment

Type and number of personal floatation devices available on board and used, and any difficulties experienced in their use

.....
.....
.....
.....

Type and number of life-saving appliances available on board, and used and any difficulties experienced in their use

.....
.....
.....
.....

Operation of float-free devices, if applicable

.....
.....
.....

Accidents to persons arising from evacuation as opposed to initial cause of incident

.....
.....
.....
.....

Pollution resulting from an incident

Type of pollutant

.....

UN number/IMO hazard class of dangerous goods on board (if applicable)

.....

Type of packaging (if applicable).....

.....

.....

Quantity originally on board and quantity lost

.....

Method of stowage and securing and where stowed

.....

.....

.....

.....

Tanks/spaces breached

.....

.....

Action taken to prevent further loss

.....

.....

.....

.....

.....

Action taken to mitigate pollution

.....

.....

.....

.....

.....

Dispersant/neutralizer used, if any

.....

.....

.....

Restricting boom used, if any

.....

.....

.....