

What should be reported?

All maritime casualties and work accidents shall be reported in writing to the Norwegian Maritime Directorate within 72 hours after the incident. This is irrespective of whether or not a verbal notice has been given to the rescue coordination centre. Near accident with danger of loss of life, extensive damage to property or severe pollution, shall also be reported.

Submission of the form

Primarily, the Norwegian Maritime Directorate prefers that the form is submitted electronically. The form shall be submitted to postmottak@sjofartsdir.no. If one does not have the option to submit the form electronically, the form shall be sent to:

*Sjøfartsdirektoratet
Postboks 2222
5509 Haugesund*

Regarding the form

The form shall be filled in as accurately as possible. Other information or documents which may shed light on the incident, shall be enclosed or forwarded by post. If the ship owner/ship management company decides to start their own investigation of the accident, the Norwegian Maritime Directorate would like this information stated on the form.

Completion and use of the form is compulsory

The form shall be filled in by the master or the ship owner. It should preferably be filled in electronically, typed or with block type letters. It is very important that all parts relevant to the accident are filled in. The data is used to gather statistics and is important in the Norwegian Maritime Directorate's work concerning follow-up of accidents.

Part A General information

This information gives fundamental data from the accident, such as the vessel involved, when the incident occurred, and what happened. Listed in this part is also the contact person used by the Norwegian Maritime Directorate in the follow-up of the accident.

Position and geographical area

State the vessel's position at the time of the accident as precisely as possible. For instance:

N 59° 24, 36' E 005° 16,58'

By the term "Geographical area" is meant the actual Norwegian or foreign coastal area, maritime zone or port area in which the accident occurred (or lake/river). For instance the fjord Sognefjorden, the inlet Hustadvika, the strait of Drøbak (Drøbaksundet), the Singapore Straits, the South China Sea, the English Channel, etc.

By "Type of waters" is meant for instance port area, outer or narrow inshore waters, oil fields, channels, rivers, buoy rows, along quay or in dock.

What has happened?

Here we would like a description of the course of events. An accident or an incident is often the result of a series of incidents. In order to learn from what happened, it is important to get a description of for instance external circumstances which contributed to the course of events, and the actions taken and evaluations made prior to and during the incident. A short description of what happened after the incident is also expected.

Consequences

The consequences of the incident will of course indicate the level of seriousness of the incident. However, there are many incidents from which the consequences turned out to be less serious, but which under different circumstances easily could have given a serious outcome. It is also important to analyse this type of incident with a view to prevent the same thing from happening again, perhaps with more severe consequences. It is in light of this, that near accidents also shall be reported.

Part B Vessel particulars

VDR type:

If the vessel has a VDR (Voyage Data Recorder) or S-VDR installed, fill in the manufacturer and the model number.

Time of accident stored:

Answer "Yes" if the time of the accident is stored in VDR or secured in any other way.

Part C Injuries and fatalities

Place on board:

Here, information about where the incident happened onboard is expected. Examples are in the pump room, on deck, in the mess room, on the gangway and along the side of the ship.

Hours on duty:

Number of hours on duty prior to the incident may be important information in the assessment of why the accident happened.

Type of personal protective equipment used:

State which type of personal protective equipment the injured used.

Type of accident:

Examples of type of accident are falls, pinching, gas poisoning, explosion and fire.

Type of injury:

Examples are fire injuries, frostbites, cuts, fractures and mental injuries.

Part D Damage to vessel, equipment, cargo or property

Here, a description of damage to vessel, equipment belonging to the vessel, the vessel's cargo or property outside the vessel is expected. Describe what has been damaged and the extent of the damage.

When the vessel's hull plating has been penetrated, describe the position of the damage (from keel and alongside), the extent and dimensions. Also describe which space or tank that has been damaged, and the consequences for the ship.

Feel free to enclose illustrations and photos. Annex 5 to [MSC-MEPC.3/Circ.1](#) may be used.

Part E Pollution

Here, information on type of spill is expected, which fluids, solid substances or gasses that have been released, as well as the quantity.

Also describe action taken by the ship or other parties in order to prevent and/or limit the damage. For example use of own MARPOL equipment, effort from emergency systems to combat oil pollution, etc.

UN-number:

State UN-number if relevant.

Part F Weather and sea state

Weather and the state of the sea may be important information in assessing the cause of the accident.

Part G Causes

Triggering causes:

Most cases of undesirable incidents and accidents result from a series of incidents prior to the time of the accident. A description of major or minor incidents prior to the accident is important to be able to say something about why it all happened. Usually, we are able to pinpoint the specific action, evaluation, technical fault or outer influence which triggered the accident.

This may for instance be violation of procedure, defective tools or incorrect use of tools and equipment, insufficient preparation before start, inattention, defective personal protective equipment, mechanical hazards and insufficient security, inadequate labelling, or weather conditions.

Other factors that may have influenced the course of events:

We would like the person who reports to consider what happened prior to the accident, and state what he/she feels is the cause or causes of the accident. It is also very important to disclose circumstances which did not directly trigger the accident, but which contributed to the incident, or to the fact that it was not prevented.

Examples of this are inadequate work planning, lack of training and competence, defective technical construction, unclear distribution of responsibility, lacking communication, deficiencies concerning the safety management system, noisy surroundings, insufficient procedures, culture and attitude or inadequate ergonomical adjustment.

If established barriers have failed (technical or organizational) this must be described especially.

Part H Risk assessment – risk analysis

Risk assessment:

In order to prevent undesirable incidents on board, it is important to stay ahead of and assess situations which may cause accidents and/or health damage. Under this part we wish to learn more about whether or not a systematic examination was made of the dangers connected to the

ship or work operation, the equipment or other circumstances of consequence to the accident. We would also like information about how and by whom this was carried out.

Part I Preventive action

Preventive action:

It is important that action is taken to prevent similar accidents from happening again. Therefore, state both actions taken immediately after the accident, as well as long-term action plans.

Part J Comments from the vessel's safety delegate(s)

Safety delegat(s):

The safety delegate(s) is central in the preventive safety work and shall protect the interests of the employees in matters affecting the work environment on board. In connection with personal injuries or severe near accidents, the safety delegate(s) shall participate in the follow-up work and give a statement including an evaluation of the incident and which protective action should be taken to prevent new undesirable incidents. (Regulation concerning work environment, safety and health for employees on board ships in Norwegian: [Forskrift om arbeidsmiljø, sikkerhet og helse for arbeidstakere på skip](#)).

Part K Additional comments, illustrations etc.

If additional space is needed for comments, illustrations, etc., use this space or separate enclosures. Please specify which part of the form the additional information refers to.