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## **Shipping Guidance Notice – 053** **Accident, Safety and Security Incident Reporting**

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To: Ship Owners, Operators, Masters, Officers and Classification Societies

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### **INCIDENT REPORT FORM SGN No 029 is hereby cancelled**

The Gibraltar Maritime Administration requires Masters, Owners/Operator and ISM Managers to report accidents and dangerous occurrences and any security related incident which could possibly hazard the ship, or endanger personnel or endanger the environment.

In this regard, with immediate effect, a completed Incident Report Form is required for accidents leading to death or significant injury, or to loss or abandonment of the vessel or material damage; any stranding, collision, fire, explosion or major breakdown; any incident causing harm to any person or the environment; and any incident which might have led to injury or which hazarded the ship.

One form should be completed for each incident, as soon as possible but within 24 hours of the incident

Completed forms should be returned to two authorities:

- 1) Marine Accident Investigation Compliance Officer (MAICO): Email: [maico@gibraltar.gov.gi](mailto:maico@gibraltar.gov.gi) AND
- 2) Gibraltar Maritime Administration: E-mail: [maritime.survey@gibraltar.gov.gi](mailto:maritime.survey@gibraltar.gov.gi)

Completing and signing this form does not constitute an admission of liability of any kind, either by the person making the report or any other person.

A copy of the Incident Report Form is attached to this Shipping Guidance Note. Further copies can be downloaded from [www.gibraltarship.com](http://www.gibraltarship.com)

Dylan Cocklan  
Maritime Administrator

Issue date: June 2022

All notices are available on the Administration website: [www.gibraltarship.com](http://www.gibraltarship.com)

This copy of the Administrative Instruction has been sent electronically and does not carry a signature or official stamp. A sign and stamped copy will be available upon request.



## Incident Report Form

- The Gibraltar Marine Accident Investigation Compliance Officer (MAICO) and Maritime Administration (GMA) requires Masters and Owners to report accidents and dangerous occurrences.

In this regard, a completed Incident Report Form is required for accidents leading to death or significant injury, or to loss or abandonment of the vessel or to her suffering material damage; any stranding, collision, fire, explosion or major breakdown; any incident causing harm to any person or the environment; and any safety or security related incident which could possibly hazard the ship or endanger personnel or create a risk to the environment.

- One form should be completed for each incident.
- Please return the completed form to: [maico@gibraltar.gov.gi](mailto:maico@gibraltar.gov.gi) and [maritime.survey@gibraltar.gov.gi](mailto:maritime.survey@gibraltar.gov.gi)
- Completing and signing this form does not constitute an admission of liability of any kind, either by the person making the report or any other person.

### Section A

Date of Incident	<input type="text"/>	Time of Incident	<input type="text"/>
Name of Vessel	<input type="text"/>		
IMO Number	<input type="text"/>		
Name, address & Tel No. of Owner / ISM Manager	Name and port of registry of any other vessel involved		
<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>		

## Section B

Date and time of departure from last port <input style="width: 100%;" type="text"/>	Voyage from and to: <input style="width: 100%;" type="text"/>
Location of incident in Lat. & Long. or name of port <input style="width: 100%;" type="text"/>	Weather and visibility at time of incident <input style="width: 100%;" type="text"/>
Type of injury (please tick appropriate boxes)	
Responsibility: was incident caused by persons on another vessel or shoreside persons, or persons <b>not</b> sailing on the vessel?	Yes <input type="checkbox"/>
NO <input type="checkbox"/>	Fatal injury <input type="checkbox"/>
	Non-fatal injury <input type="checkbox"/>
	Vessel lost / abandoned <input type="checkbox"/>
	Vessel damaged <input type="checkbox"/>

## Section C – details of person(s) killed or injured

Place of incident (e.g. engine room, galley)	<input style="width: 100%;" type="text"/>					
How many person(s) suffered an accident which resulted in death or injuries preventing the performance of the normal full range of duties for 3 days or more after the day of the incident?	<input style="width: 100%;" type="text"/>					
Please complete the questions in the table for each person.						
Position (eg rank; rating: passenger)	Age	Injured part of body	Type of injury	Hr's worked beforehand	Hr's worked afterwards	On duty Y / N

## Section D

Please give a brief description of the sequence of events leading to the incident.

if necessary continue on a separate sheet

## Section E

1. Please state how you think the accident happened.

2. Has any action been recommended by you as a result and if so, what?

3. Has any action been taken and if so, what?

If necessary continue on a separate sheet

## Section F

Signed	<input type="text"/>	To be completed by the ship's officer (if applicable)	
Name	<input type="text"/>	Signed	<input type="text"/>
Master or Owners Representative	<input type="text"/>	Name	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

## Section G – if applicable

If the incident involved a reportable accident or was a dangerous occurrence and there is an elected Safety Representative on board, he must be shown the completed report and allowed to make any comments in this section.

Signed

(Safety Representative)

Name

Date

This space may be used as an extension of Sections C, D, E and G. Please use additional sheets of paper if necessary.

Number of continuation sheets: