|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Vessel/Dept. |  | | | Position/Location | |  | | | Report Number |  |
| Report Issued by (Name, Rank) |  | | | | | | | | Date Issued |  |
| Date of Occurrence |  | | | Time |  | Reported By |  | | | |
| Date Reported |  | | | Time |  | Reported To |  | | | |
| **Location of Near Miss Occurrence** | | | | | | | | | | |
| Accommodation | | | Bridge | | | | | Ashore | | |
| Engine Room / Machinery Spaces | | | Deck | | | | | Aloft/overboard | | |
| Enclosed Spaces | | | Enclosed Spaces (Machinery) | | | | | Office | | |
| Store | | | Traffic Road | | | | | Other | | |
| **Description of Near-Miss** | | | | | | | | | | |
|  | | | | | | | | | | |
| Additional Sheets Attached | | Sketches & Photographs Attached | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Was protective clothing/equipment being used? | | | | | | |  | | | Was negligence or misconduct a factor? | | | | |  | |
| **Immediate cause(s)** | | | | | | | | | | | | | | | | |
|  | Failure to Follow Rules/Regulations | | | |  | Operating equipment / machinery without authority | | | | | | | | | | |
|  | Incorrect use of equipment/machinery | | | |  | Using defective equipment/machinery | | | | | |  | Failure to use PPE | | | |
|  | Failure to follow instructions | | | |  | Failure to warn. | | | | | |  | Failure to secure | | | |
|  | Making safety devices inoperative | | | |  | Improper position for task | | | | | |  | Improper lifting, handling or stowage | | | |
|  | Horseplay/Inappropriate behaviour | | | |  | Under the influence of alcohol/drugs | | | | | |  | Sabotage, wilful damage | | | |
|  | Suicide/Homicide | | | |  | Inadequate guards/barriers | | | | | |  | Inadequate or defective PPE | | | |
|  | Defective equipment/machinery | | | |  | Inadequate warning system | | | | | |  | Adverse weather conditions | | | |
|  | Adverse sea conditions | | | |  | Poor housekeeping | | | | | |  | Congestion/restricted action | | | |
|  | Inadequate / excessive illumination | | | |  | Fire/explosion | | | | | |  | Noise/temperature | | | |
|  | Inadequate ventilation | | | |  | Environmental condition | | | | | |  | Port/Berthing facilities | | | |
|  | Cargo | | | |  | Bunkers/Lube oils | | | | | |  | Deliberately harm | | | |
|  | Other substandard Acts/Conditions | | | |  |  | | | | | |  |  | | | |
| **Basic Cause(s)** | | | | | | | | | | | | | | | | |
| **Personal Factors** | | | | | **Organisational Factors** | | | | | | | **Job Factors** | | | | |
|  | Disregard of Instructions. | | | |  | Lack of Discipline. | | | | | |  | Abuse and Misuse. | | | |
|  | Failure to Understand/ Inadequate Capability. | | | |  | Inadequate Planning | | | | | |  | Inadequate Engineering. | | | |
|  | Lack of Knowledge. | | | |  | Inadequate Supervision. | | | | | |  | Inadequate Purchasing. | | | |
|  | Insufficient Thought and Care. | | | |  | Inadequate Routines. | | | | | |  | Inadequate Maintenance. | | | |
|  | Lack of Anticipation. | | | |  | Inadequate Resources. | | | | | |  | Inadequate Equipment. | | | |
|  | Malicious act | | | |  | Inadequate Training. | | | | | |  | Wear and Tear. | | | |
| **Corrective Actions Taken for the reported Near Miss Incidents/ Preventative Actions Proposed** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Originator’s Name | | |  | | | | | | Signature | |  | | | | | |
| Master’s/Dept. Head Name | | |  | | | | | | Signature | |  | | | | | |
| Office Use | | Date Rcvd |  | Reviewed | | | |  | Further Action Required?  Y N | | | | | Closed | |  |