

<b>GROUNDING / STRANDING / WRECKED INCIDENT CHECKLIST</b>	<b>1.3</b>
<b>Note:</b> This checklist is for use by the Command Team in the event of an incident. It should be used in conjunction with the additional checklists for oil pollution incidents (2.) and other incident checklists, as appropriate This checklist must be retained as documentary evidence.	

**Completed**

1. ☐ Stop engines (assess damage before trying to refloat)
2. ☐ Call master
3. ☐ Advise engine room
4. ☐ Exhibit lights/shapes
5. ☐ Close all watertight doors
6. ☐ Ensure VDR is recording
7. ☐ Follow Damage Control Plan instructions
8. ☐ Fix vessel's position and time
9. ☐ GMDSS - transmit DSC alert via HF/MF/VHF or Inmarsat and securite/pan-pan/mayday message (as relevant)
10. ☐ Muster crew as required and commence damage assessment and response (instruct crew re "what to look for" and extend assessment area as necessary)
11. ☐ Muster pax
12. ☐ Sound all tanks, bilges, etc.
13. ☐ Check for oil spillage in water? (also use oil spill checklist if yes)
14. ☐ Party assigned damage control to check internal damage
15. ☐ If shell plating holed, assess rate of water intake
16. ☐ Check adjacent to damage areas carefully due to potentially stored energy from the grounding
17. ☐ Sound around vessel and assess how fast aground
18. ☐ Establish nature of bottom
19. ☐ Check sea suction
20. ☐ Assess stability (empty pools etc)
21. ☐ Advise DPA, if not available – another shoreside person from the vessel's Back-Up Team / Office telephone directory
22. ☐ Notify Port State Authority
23. ☐ Check machinery & propellers for damage and tail shaft for oil loss
24. ☐ Check state of tide
25. ☐ Assess if vessel likely to refloat next high water
26. ☐ Check weather/forecast
27. ☐ Consider additional ballast to prevent vessel going further aground or pounding
28. ☐ Use of anchor (consider vessel maybe sitting on anchor)
29. ☐ Course and speed at time of grounding
30. ☐ Note drafts both before grounding and when aground
31. ☐ Pilot in attendance?
32. ☐ If tugs in attendance note where fast and direction of pull/push
33. ☐ Check for injuries to passengers and crew
34. ☐ Statements of OOW and witnesses (note their addresses)
35. ☐ Assistance required
36. ☐ Classification surveyor attendance/report
37. ☐ P&I Club attendance/report
38. ☐ Chart with positions up to time of grounding
39. ☐ Course recorder printout
40. ☐ ER data logger printout
41. ☐ Time of refloating
42. ☐ Enter facts in deck and engine log books

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43. ☐ Notify interested parties including Coast/Port State if in territorial waters or nearest MRCC if on the high seas
44. ☐ Update GMDSS alert as necessary
45. ☐ Save VDR recording
46. ☐ Drug & Alcohol check

Master

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Date*