|  |  |  |  |
| --- | --- | --- | --- |
| **Report Number:** | 1, 2, 3 etc. | | |
| **Vessel Name:** | Please ensure entered accurately to avoid any mistaken identity | | |
| **Date of Incident:** | Local date of incident & where different, GMT Date of incident | | |
| **Time of incident (LT):** |  | **Time of Incident (GMT)** |  |
| **Management Status:** | Full / Crew Only | | |
| **Vessel Position:** | Location referencing nearby land mark where possible. | | |
| **Incident Type:** | Fire/Grounding/Collision/Allision/Equipment Failure/process Loss failure/Environmental/Flooding/Security etc. | | |
| **Incident Severity:** | Very Serious/ Serious / Moderate | | |
| **Summary of Incident:** | Please keep to relevant details only and keep brief – do not copy statements of facts, cargo figures or master’s reports etc. In the case of spills please estimate how much spilled and whether contained on deck or lost overboard. | | |
| **Casualties:** | Where injury or illness is concerned, please advise the names and DOB of those affected in order to avoid mistaken identity | | |
| **Action Taken on board:** |  | | |
| **Action Taken Ashore:** |  | | |
| **On-Going Plans:** |  | | |
| **Authorities informed:** | Coastal State, Class, P&I, H&M | | |
| **Clients informed:** | Owners , Charterers, MTI | | |
| **Next of Kin informed:** | Next of Kin | | |
| **Commercial Impact** | Downtime, Deviation, etc. | | |
| **Other Details** | | | |
| **Management Office:** |  | | |
| **Owners:** | As per Certificate of Registry. | | |
| **Clients:** |  | | |
| **Flag:** |  | | |
| **IMO Number:** | Required to avoid any mistaken identity of vessel | | |
| **Vessel Type:** | Bulk carrier, VLCC, product tanker, LPG etc. | | |
| **Crew:** | Nationalities of senior officers, junior officers and ratings | | |
| **Cargo / Passengers:** | Type and total quantity, or number of passengers | | |
| **Contingency Room Contact Number:** |  | | |
| **Estimated Time of Next Report** | Regular updates should be sent until the incident has normalized (i.e. operations have resumed). | | |
| **Point of Contact:** | Name:  Position:  Tel:  Mobile:  Email: | | |

**Note:** PLEASE ATTACH PHOTOGRAPHS IF IMMEDIATELY AVAILABLE.

# UPDATE REPORT

|  |  |  |  |
| --- | --- | --- | --- |
| **Report Number:** | 1, 2, 3 etc. | | |
| **Vessel Name:** | Please ensure entered accurately to avoid any mistaken identity | | |
| **Date of Original Incident:** | Local date of incident & where different, GMT Date of incident | | |
| **Time of Original Incident (LT):** |  | **Time of Original Incident (GMT)** |  |
| **Summary of Incident:** | Please keep to relevant details only and keep brief – do not copy statements of facts, cargo figures or master’s reports etc. In the case of spills please estimate how much spilled and whether contained on deck or lost overboard. | | |
| **Date of Update:** |  | | |
| **Update:** |  | | |
| **Estimated Time of Next Report** | Regular updates should be sent until the incident has normalized (i.e. operations have resumed). | | |

# V.REPORT – EXAMPLE OF INITIAL REPORT

|  |  |  |  |
| --- | --- | --- | --- |
| **Report Number:** | 1 | | |
| **Vessel Name:** | Vessel A | | |
| **Date of Incident:** | 10th May 2019 (LT) / 11th May 2019 (GMT) | | |
| **Time of incident (LT):** | 23.10 | **Time of Incident (GMT)** | 01.15 |
| **Management Status:** | Full | | |
| **Vessel Position:** | Tema Anchorage, Ghana | | |
| **Incident Type:** | Flooding | | |
| **Incident Severity:** | Moderate | | |
| **Summary of Incident:** | Vessel reported that during transfer of ballast, pump room high level alarm initiated and on investigation, pump room found to be flooded. | | |
| **Casualties:** | Nil | | |
| **Action Taken on board:** | Ballasting operation stopped. | | |
| **Action Taken by Office:** | GM and HSEQ Department informed of situation. | | |
| **On-Going Plans:** | Pump room flood water to be pumped to slop tank. Investigation into flooding on-going. | | |
| **Authorities informed:** | Local Coastal State. | | |
| **Clients informed:** | Owners, Charterers | | |
| **Next of Kin informed:** | N/A | | |
| **Commercial Impact** | Delay in berthing of 12 hours expected. | | |
| **Other Details** | | | |
| **Management Office:** | Hamburg | | |
| **Owners:** | Shipping Inc. Ltd. | | |
| **Clients:** | Acme Shipping | | |
| **Flag:** | Malta | | |
| **IMO Number:** | 9723456 | | |
| **Vessel Type:** | Oil Tanker | | |
| **Crew:** | Officers : Ukraine : Crew : Philipinnes | | |
| **Cargo / Passengers:** | Crude Oil | | |
| **Contingency Room Contact Number:** | N/a | | |
| **Estimated Time of Next Report** | Vessel reporting progress every 6 hours. | | |

# V.REPORT – EXAMPLE OF UPDATE/FINAL REPORT

|  |  |  |  |
| --- | --- | --- | --- |
| **Report Number:** | 2 | | |
| **Vessel Name:** | Vessel A | | |
| **Date of Original Incident:** | 10th May 2019 (LT) / 11th May 2019 (GMT) | | |
| **Time of Original Incident (LT):** | 23.10 | **Time of Original Incident (GMT)** | 01.15 |
| **Summary of Incident:** | Vessel reported that during transfer of ballast, pump room high level alarm initiated and on investigation, pump room found to be flooded. | | |
| **Date of Update:** | 11th May 2019 | | |
| **Update:** | Failure of Pump Seal caused flooding. Pump room now dry and seal repaired. | | |
| **Estimated Time of Next Report** | Final Report. | | |