**INCIDENT REPORT No**

**(Consecutive numbering format e.g. 03/95)**

**Vessel: Date:**

|  |
| --- |
| **DESCRIPTION OF INCIDENT** |
|  |
| **IMMEDIATE ACTION TAKEN AFTER INCIDENT** |
|  |
| **ANALYSIS (PROBABLE CAUSES) OF HAZARDOUS OCCURRENCE** |
|  |
| **EVALUATION OF RISK (BY SAFETY COMMITTEE) & CONCLUSIONS (LESSONS TO BE LEARNED)** |
|  |
| **RECOMMENDATIONS (TO PREVENT RE-OCCURRENCE) & ACTIONS TAKEN** |
|  |

**Safety Officer : Master :**

**Signature** :  **Signature :**

REPORTS AND ANALYSES OF HAZARDOUS OCCURRENCES

(INCIDENTS, ACCIDENTS AND NEAR MISSES)

REQUIRED BY ISM CODE SECTION 9

**GUIDELINES FOR THE COMPLETION OF "INCIDENT" REPORTS**

DEFINITION :

An "Incident" is defined as every Hazardous Occurrence which results in damage to the ship or the environment. An incident may involve "accidents" with injuries to a passenger, a crew member, a visitor or any other person working on board the ship as a consequence of the incident. A Cyber Security Incident is an incident relating to the disruption of IT/OT systems or data.

AIM :

To improve our Safety Management System.

OBJECTIVES :

1. To analyse the Hazardous Occurrence and its causes.

2. To evaluate the risk of a similar incident re-occurring.

3. To conclude any lessons that can be learned from the incident.

4. To make recommendations to prevent a re-occurrence.

5. To advise all our ships and staff of these conclusions and recommendations.

**SHIP'S STAFF MUST REPORT ALL HAZARDOUS OCCURRENCES TO THEIR HEAD OF DEPARTMENT**

**ALL HAZARDOUS OCCURRENCES ARE TO BE INVESTIGATED.**

**A MONTHLY ANALYSIS OF ALL INCIDENTS WHICH OCCUR ON BOARD IS TO BE COMPLETED.**

**THESE REPORTS AND THE MONTHLY ANALYSIS ARE TO BE ADDRESSED AND REPORTED UPON AT THE MONTHLY SAFETY COMMITTEE MEETING.**