**Hazardous Occurrence Categories – Leisure**

The following tables provide guidance on categorising incidents, response requirements and investigation protocol. In the event of an incident that is border line, the higher category should be assigned initially. Over reaction is better than insufficient action being taken.

Click [**here for UK MGN 458**](https://evms.vnet.info/VMS%20Documents/Company%20Operating%20Procedures/Chapter%202%20Marine%20Safety%20and%20Quality/Linked%20Documents/mgn_458_maib.pdf) issued by the UK Marine Accident Investigation Branch (MAIB). For UK flag ships, the requirements must be followed. For all ships [**Annex B**](https://evms.vnet.info/VMS%20Documents/Company%20Operating%20Procedures/Chapter%202%20Marine%20Safety%20and%20Quality/Linked%20Documents/mgn_458_maib%20Annex%20B.pdf) contains further guidance on definition for accidents, injury and pollution. The UK MAIB investigates incidents on UK Flag vessels world-wide and incidents in UK waters, regardless of flag.

| **Category** | **Accident (Personal Injury Crew and Pax)** | **Incident – (Damage)** | | | **Environmental** | **Security** |
| --- | --- | --- | --- | --- | --- | --- |
| **Fire** | **Grounding / Collision / Contact** | **Equipment Failure** (with impact either on the propulsion, steering or power supply of the vessel) |
| **Very Serious**  **MCA Category:**  **(UK MGN 458)**  **Very Serious Marine Casualty** | Fatality  Imminent Danger to people on board. | Vessel lost or severely disabled.  Crew or Passengers evacuated or potential for abandoning.  Explosion.  Fire involving large part of the vessel and external assistance required. | Vessel lost or severely disabled.  Hard aground with LOF signed.  Heavy contact with another vessel / object causing significant damage to own vessel and major hull rupture.  Crew evacuated or potential for abandoning | Vessel severely disabled with no prospect on-board repair. Tug assistance required.  Vessel requires external assistance. | To sea > 10 m3 of cargo oil, bunkers or other pollutant.  Burning non – compliant fuel for period (> 12 hours) in low sulphur area.  USCG or other port state environmental investigation. | Vessel hi-jacked  Terrorist attack, bomb explosion on board.  Major threat to safety of life and the vessel. |
| **Serious**  **MCA Category:**  **(UK MGN 458)**  **Serious Marine Casualty** | Permanent Total Disability (PTD)  Permanent Partial Disability (PPD)  Life threatening injury. | Fire involving multiple compartments / areas.  Fire in ER requiring use of fixed system | Vessel grounded and unable to re-float within 24 hours. Tug assistance required  Serious hull damage and possible hull rupture.  Vessel coming in contact with another vessel / object with damage to own vessel and rupture of hull leading to bilging in case of water ingress or outflow of liquid cargo. | Assistance with repairs required.  Recovery is expected to be more than 24 hrs. | To sea > 0.1 m3, < 10 m3 of cargo oil, bunkers or other pollutant.  Burning non – compliant fuel for >1, < 12 hour period in low sulphur area. | Vessel boarded by pirates and robbed  Bomb threat where RA has identified likelihood in any category above low. |
| **Moderate**  **MCA Category:**  **(UK MGN 458)**  **Marine Casualty** | **Lost Workday Case** (LWC) ≥ 72 hrs  LWC = Any injury sustained onboard which results for a:  -Crew member – being unable to carry out any of his duties or to return to work on a scheduled work shift on …  -Passenger - being unable to participate in shipboard activities in a normal or restricted manner on …  the day following the injury (unless caused by delays in getting medical treatment ashore); or crew/ pax disembark and do not return back to the ship but does not result in a disability as above | Fire restricted to one area.  Extinguishable by ship’s fire-fighting teams | Vessel touched bottom and unable to re-float within 12 hours. Minor shell damage and no hull rupture.  Vessel coming in contact with another vessel / object with damage to own vessel and minor rupture of hull leading to controllable ingress if any and no outflow of liquid cargo  No immediate danger to vessel. | Equipment failure where the recovery is expected to be less than 24 hrs  . | To sea if more than 0.5 litres but less than 100 litres (0.1m3) of cargo oil, bunkers or other pollutant.  Spill contained on board > 100 litres.  Burning non – compliant fuel for less than 1 hour in low sulphur area. | Vessel repelled attempted boarding by pirates  Bomb threat where RA has identified likelihood as low. |
| **Minor** | **Lost Workday Case** (LWC) < 72 hrs  **Medical Treatment Case (MTC)**  Non disabling or life threatening  **Restricted Work Case (RWC)**  (Injuries that can be treated on board or by visit to doctor).  RWC = Any injury which results for a:  -Crew member – not able to perform all normally assigned work functions during a scheduled work shift or being assigned to another job on a temporary or permanent basis …  -Passenger – not able to participate in shipboard activities on the day of the injury, or being limited to restricted activities …  on the day following the injury; the injury does not require disembarkation from the ship for good | Fire restricted to a small location and extinguished quickly.  No delay to vessel | Vessel touched bottom while underway with no or minimal scratches to the bottom plating.  Vessel coming in contact with another vessel / object with nil /minor damage. | Equipment failure where the recovery is expected to be within 2 hours and no threat to people on board, | To sea if less than 0.5 litres  Spill contained onboard less than 100 Litres. | Vessel pursued by pirates  Minor theft, stowaways.  Drugs found on board. |
| **Near Miss** | No accident or incident | Situation that in slightly different circumstances could have led to fire | Situation that in slightly different circumstances could have led to incident | Situation that in slightly different circumstances could have led to incident | Situation that in slightly different circumstances could have led to spill. | Situation that in slightly different circumstances could have led to an incident. |

**Response Requirements**

| **Category** | **Contingency Procedure** | **V. Report** | **On-Site** | | **Investigation & Report Requirements** | **MSG to Fleet** | **Investigation Timeline** (for guidance only, Circumstances vary and are dictated by type of incident, vessel type and charterer and legal restrictions) |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Very Serious**  Office management should be guided by the latest version of the internal document ‘**Incidents – Guidance for Office Staff (Private and Confidential)’.** This is updated regularly and circulated by MOCD in Glasgow. If required, contact MOCD on the address [here](mailto:drisksafe@v.ships.com) and request the latest version. | Yes | Yes | Immediate attendance. The office **Managing Director** in consultation with **Head of Compliance** (and with the Compliance Director for Leisure managed ships) will decide on the most suitable person to carry out the investigation. This is to be either :   * An experienced / senior person from the management office: **Managing Director / Fleet Director / Fleet Manager / S&Q Manager / Leisure Technical Director** * Or a member of the Marine Operations Compliance Department / Leisure Compliance team: **MOCD Manager / Regional Compliance Manager.**   The person conducting the investigation should not be directly involved with the incident.  Appropriate external resources may be employed in this case e.g. specialised fire investigators.  Full report required as per latest template found [**here**](https://evms.vnet.info/VMS%20Documents/Company%20Operating%20Procedures/Chapter%203%20Contingency/Linked%20Documents/Incident%20Investigation%20Report.docx)**.** Details to be entered to ShipSure. | | | Circular by VGroup within 24 hours advising of incident but not cause.  Full details to fleet with root cause when investigation complete  The IMO requires Flag state to be notified of marine incidents and in significant cases carry out an investigation. The major flags have their own investigation departments such as the UK MAIB, however some flags will appoint a local surveyor to carry out an investigation on their behalf. Standards of investigation can vary significantly | 2 months |
| **Serious**  In incident deemed Moderate to Very Serious, the various interested parties will likely appoint legal counsel and/or independent surveyors to protect their interests and gather the necessary information. Specialised investigators (e.g. fire) may also be called in to ascertain the direct cause. Frequently as long as these professionals are representing the vessel owners, their reports can be used to assist with the ISM investigation.  . | Yes | Yes | Normally immediate attendance by Superintendent. . | To be investigated by a suitably trained and qualified person either from the Management Office concerned or another Company office. Equipment failures must be investigated by a suitably experienced technical person   * **Managing Director / Fleet Director / Fleet Manager / MS&Q Manager/ Technical Director for Leisure managed vessels)**   The person conducting the investigation should not be directly involved with the incident. Full report required as per latest template found [**here**](https://evms.vnet.info/VMS%20Documents/Company%20Operating%20Procedures/Chapter%203%20Contingency/Linked%20Documents/Incident%20Investigation%20Report.docx)**.** Details to be entered to ShipSure. | | VSL Bulletin (Case Study) within 24 hours advising of incident but not cause.  Full details to fleet with root cause when investigation complete | 1 month |
| **Moderate**  Owner’s representatives may require to be involved in the investigation. If this is the case the appropriate contact information should be included in the ‘client folio’. It is important to remember that the ISM code requires that the DOC company ‘investigates and analyses incidents with the objective of improving safety and pollution prevention’.  Owner’s notification requirements are to be entered in ‘client folio’ | MD Decision | MOCD Decision | This will normally require attendance on-board however in certain cases (as per MD or Leisure Compliance decision), investigation may be done remotely, via witness statements and document review. | To be investigated by a suitably trained and qualified person either from the Management Office concerned or another Company office. Equipment failures must be investigated by a suitably experienced technical person   * **Managing Director / Fleet Director / Fleet Manager / S&Q Manager. / Technical Director for Leisure managed vessels)** * **S&Q Superintendent / Fleet Superintendent.**   Full report required as per latest template found [**here**](https://evms.vnet.info/VMS%20Documents/Company%20Operating%20Procedures/Chapter%203%20Contingency/Linked%20Documents/Incident%20Investigation%20Report.docx)**.** Details to be entered to ShipSure. | | VSL Bulletin (Case Study) | 1 month |
| **Minor** | No | No | Incidents / accidents, not in the above categories, will be investigated on board, as per [relevant](https://evms.vnet.info/VMS%20Documents/Safety%20and%20Environmental%20Procedures/12.%20Accidents,%20Incidents,%20and%20Near%20Miss%20Reporting.docx) eLVMS procedure | On-board investigation by ship’s staff and entered in ShipSure. Equipment failures must be investigated by a suitably experienced technical person   * **Master / Chief Officer (Safety Officer) / Chief Engineer – must be suitably trained.** | | VSL Bulletin (Case Study) | 7 days |
| **Near Miss** | No | No | Near miss reports are completed by crewmembers using the relevant eLVMS and then inserted into Shipsure by the Master | On-board investigation. by ship’s staff and entered in ShipSure   * **Any Officer or crew member if suitably trained.** | | Analysis in SEAS | 7 days |