



**MARITIME AND PORT AUTHORITY OF  
SINGAPORE**  
**SHIPPING CIRCULAR TO SHIPOWNERS**  
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**Applicable to:** Owners, Managers, Masters of Singapore registered ships and Training Service Providers. This article is meant to assist masters in the aftermath of a marine casualty or marine incident.

**SINGAPORE REGISTERED SHIPS - RECOMMENDED STEPS TO TAKE IN THE  
EVENT OF A MARINE CASUALTY OR MARINE INCIDENT (AIDE-MEMOIRE)**

Introduction

In any marine casualty<sup>1</sup> or marine incident<sup>2</sup>, the guiding principle is to take immediate steps to ensure the safety of life at sea, protection of the marine environment and to prevent further deterioration of the situation i.e. safety first.

2 Thereafter, the marine safety investigation process that requires interaction with the crew and other parties could be initiated. In this regard, an aide-memoire to assist Masters in the aftermath of a marine casualty or marine incident would be appropriate (ANNEX).

Actions to Consider

3 It is strongly recommended that those involved in shipboard safety take measures to consider including the salient points contained in the attached aide-memoire into the shipboard emergency response action plan.

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<sup>1</sup> A *marine casualty* means an event, or a sequence of events, that has resulted in any of the following which has occurred directly in connection with the operations of a ship:

- .1 the death of, or serious injury to, a person;
- .2 the loss of a person from a ship;
- .3 the loss, presumed loss or abandonment of a ship;
- .4 material damage to a ship;
- .5 the stranding or disabling of a ship, or the involvement of a ship in a collision;
- .6 material damage to marine infrastructure external to a ship, that could seriously endanger the safety of the ship, another ship or an individual; or
- .7 severe damage to the environment, or the potential for severe damage to the environment, brought about by the damage of a ship or ships.

However, a marine casualty does not include a deliberate act or omission, with the intention to cause harm to the safety of a ship, an individual or the environment.

<sup>2</sup> A *marine incident* means an event, or sequence of events, other than a marine casualty, which has occurred directly in connection with the operations of a ship that endangered, or, if not corrected, would endanger the safety of the ship, its occupants or any other person or the environment. However, a marine incident does not include a deliberate act or omission, with the intention to cause harm to the safety of a ship, an individual or the environment.

Further Information

4 Any queries should be directed to MPA Ship Investigation Department ([shipping@mpa.gov.sg](mailto:shipping@mpa.gov.sg)).

**ANNEX:** MPA - AIDE-MEMOIRE FOR MASTERS ONBOARD SINGAPORE REGISTERED SHIPS

## MPA - AIDE-MEMOIRE FOR MASTERS ONBOARD SINGAPORE REGISTERED SHIPS

### RECOMMENDED STEPS TO TAKE IN THE EVENT OF A MARINE CASUALTY OR MARINE INCIDENT

In any marine casualty or marine incident, the guiding principle is to take immediate steps to ensure the safety of life at sea, protection of the marine environment and to prevent further deterioration of the situation i.e. safety first. Thereafter, the marine safety investigation process that requires interaction with the crew and other parties could be initiated.

*NOTE - as no two scenarios are ever the same, the following are only meant as a guide:*

IMMEDIATE – Safety First	<ul style="list-style-type: none"> <li>(i) Exhibit appropriate lights and shapes</li> <li>(ii) Check safety of own ship – muster crew</li> <li>(iii) Check if assistance is required of other ship(s) and the nature of such assistance<sup>i</sup></li> <li>(iv) Exchange particulars with involved parties including contact details</li> <li>(v) Inform nearest coastal State</li> </ul>
PRIORITY	<ul style="list-style-type: none"> <li>(i) Preserve (S)VDR data if not automatically protected<sup>ii</sup></li> <li>(ii) Collate, safeguard, take photographs of relevant parts e.g. equipment, tools, damaged areas etc</li> <li>(iii) To capture position evidence, use sketches, maps, photographs etc to show relative positions and before-and-after details</li> <li>(iv) Report to the Director of Marine<sup>iii</sup> (tel: 65 6375 6226, fax: 65 6375 6231, email: <a href="mailto:shipping@mpa.gov.sg">shipping@mpa.gov.sg</a>). This initial notification shall contain as much of the following information as is readily available:               <ul style="list-style-type: none"> <li>a. Name of Ship, IMO number</li> <li>b. Brief description of casualty or incident, including location, date, time and whether own ship's seaworthiness is affected</li> <li>c. Casualties – persons (dead, injured)</li> <li>d. Consequences to property (type of damages) and environment (types of pollutant, estimated spill amount)</li> <li>e. Name, IMO number and flag of any other ship(s) involved</li> <li>f. Actions taken</li> </ul> </li> </ul>

FOLLOW-UP – After addressing any safety concerns	<ul style="list-style-type: none"> <li>(i) Record the casualty or incident in the deck logbook<sup>iv</sup>, the following format is recommended: <ul style="list-style-type: none"> <li>a. Name, designation and contact details of those present at the scene</li> <li>b. Environmental factors - before-and-after details</li> <li>c. Positions of Telegraph and Helm - before-and-after details</li> <li>d. Traffic density - before-and-after details</li> </ul> </li> <li>(ii) Instruct those present at the scene to individually prepare a statement<sup>v</sup> as soon as possible. For the Master, the following format is recommended: <ul style="list-style-type: none"> <li>a. Brief description of casualty or incident, including location, date and time</li> <li>b. Probable Causes – General / Specific</li> <li>c. Corrective Actions taken, including measures intended to prevent recurrence (with timelines)</li> <li>d. How the casualty or incident could have been avoided, including any desirable changes in the present Regulations</li> </ul> </li> <li>(iii) Record the casualty or incident in the official logbook, the following format is recommended: <ul style="list-style-type: none"> <li>a. Description of casualty or incident, including location, date and time</li> <li>b. Casualties – persons (dead, injured)</li> <li>c. Consequences to property (type of damages) and environment (types of pollutant, estimated spill amount)</li> <li>d. Name, IMO number and flag of any other ship(s) involved</li> <li>e. Corrective Actions taken, including measures intended to prevent recurrence (with timelines)</li> </ul> </li> <li>(iv) Submit a duly completed “MPA Report of Marine Casualties or Marine Incidents”<sup>vi</sup>.</li> </ul>
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#### FAQs

- Q1 What happens if I could not report to the Director of Marine within 24 hours?  
A Under exceptional circumstances, this would be permitted with supporting justification.
- Q2 Do I have to report even though there is no apparent damage to my ship?  
A Yes, always report any casualties or incidents no matter how minor (reporting by itself does not have any adverse statutory implications). As a guide, report any casualties or incidents that could, or would endanger safety of life or protection of the marine environment.
- Q3 What if the other ship refuses to exchange particulars?  
A At the least, note the ship’s name and flag. A photograph would be helpful.
- Q4 Can I amend the “MPA Report of Marine Casualty or Marine Incident” after it has been submitted?  
A Yes, you can either re-submit a new report or indicate the amendments (in writing).

## AIDE-MEMOIRE - EXPLANATORY NOTES

### <sup>i</sup> MERCHANT SHIPPING ACT

#### Duty of ship to assist the other in case of collision

106.—(1) *In every case of collision between 2 ships, it shall be the duty of the master...so far as he can do so without danger to his own ship, crew and passengers (if any) —*

- (a) *to render to the other ship, its master, crew and passengers (if any) such assistance as may be practicable, and may be necessary to save them from any danger caused by the collision, and to stay by the other ship until he has ascertained that it has no need of further assistance; and*
  - (b) *to give to the master or person in charge of the other ship the name of his own ship and of the port to which it belongs, and also the names of the ports from which it came and to which it is bound.*
- (2) *If the master fails without reasonable cause to comply with this section, he shall be guilty of an offence...*

### <sup>ii</sup> Preserving (S)VDR Data

(see APPENDIX 1 - MAIIF Advisory 01/2014 'The Use of VDR and SVDR for assisting a Marine Safety Investigation')

### <sup>iii</sup> MERCHANT SHIPPING ACT

#### Report of accidents, etc., to Director

107.—(1) *Where a ship —*

- (a) *has sustained or caused an accident occasioning loss of life or serious injury to a person;*
- (b) *has sustained an accident or receive damage, or otherwise sustained a defect or deficiency in the ship or its equipment which has been discovered, and the accident, damage, defect or deficiency has affected, or is likely to affect the sea-worthiness of the ship, or the efficiency or completeness of the life-saving appliances or other safety equipment of the ship;*
- (c) *has been in a position of great peril, either from the action of some other ship or from danger of wreck or collision; or*
- (d) *has been stranded or wrecked,*  
*the owner or the master of the ship shall, within 24 hours of the happening, report the happening to the Director.*

### <sup>iv</sup> Deck Logbook

Kept onboard and preserved for a period of 1 year after the last entry has been made (see APPENDIX 2 - IMO Resolution A.916(22))

### <sup>v</sup> Statement

It is worth emphasizing the importance to distinguish between facts and opinions. Facts can normally be supported by evidence whereas opinions are personal views based on beliefs rather than absolute evidence (but can be useful in pursuing a particular line of inquiry and should not be automatically disregarded).

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In addition, incriminating details are of no relevance at this stage e.g. phrases like *“according to company’s policy, XXX is not supposed to keep independent watch, XXX was recently promoted but is incompetent because he likes to sleep while on duty”* etc.

<sup>vi</sup> “MPA Report of Marine Casualties or Marine Incidents” and other information are available by visiting:

- [http://www.mpa.gov.sg/sites/port\\_and\\_shipping/circulars\\_and\\_notices/shipping\\_circulars\\_detail.page?filename=sc14-03.xml](http://www.mpa.gov.sg/sites/port_and_shipping/circulars_and_notices/shipping_circulars_detail.page?filename=sc14-03.xml)

**APPENDIX 1:** MAIIF Advisory 01/2014 ‘The Use of VDR and SVDR for assisting a Marine Safety Investigation’

**APPENDIX 2:** IMO Resolution A.916(22) ‘Guidelines for the Recording of Events related to Navigation’

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