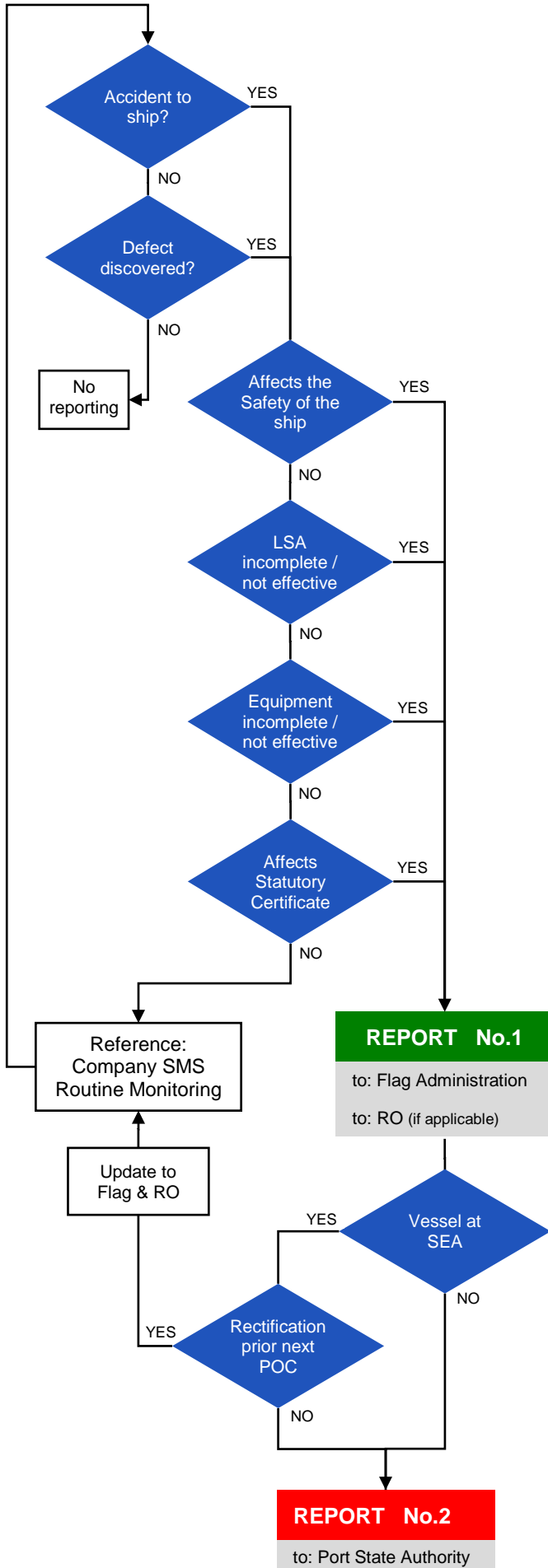


REPORTING SCHEME



Aim of this reporting scheme

Avoid losses by:

- a possible detention by a port state authority,
- limitations set by the flag administration or respective class society (recognized organization – RO).

Pre-conditions to be considered

- the condition of the ship and its equipment shall be maintained to conform with the provisions of the present regulations to ensure that the ship in all respects will remain fit to proceed to sea without danger.
- after any statutory survey no change shall be made in the structural arrangements, machinery, equipment and other items covered by the survey, without approval of the Administration and/or RO.

Reporting requirement

Whenever an accident occurs to a ship or a defect is discovered, the master or owner of the ship shall report at the earliest opportunity according to the reporting scheme.

Be aware that port state authorities:

- may have to be informed prior arrival next POC,
- have to be informed immediately if the vessel is in port.

Reports

For loss prevention the **REPORT No.1** may contain:

- details of the circumstances of the accident and the damage sustained, or
- details of the defect discovered on board, and
- confirmation that the applicable reporting tools of the company ISM system has been in use (e.g. NC note, a copy can be a supporting document)
- corrective action plan including
 - mitigation and compensation measures to ensure safe navigation and the safety of the vessel, crew, cargo and environment
 - repair plan
 - confirmation for shore based service or repair arrangements

For loss prevention the **REPORT No.2** may contain:

- (updated) contents of the Report No.1
 - details of the accident / defect
 - company ISM tools (reporting, NC)
 - mitigation and compensation measures
 - corrective action plan incl. repair plan
 - attendance shore based service / repair
- the notification to the Flag Administration and/or RO and confirmation of receipt
- copy of confirmation of RO attendance if requested

Note

In the interest of the company's loss prevention and in the course of the ISM Code objective 1.2.3 (compliance with mandatory rules and regulation) the Ship Safety Division recommends to follow this reporting scheme by either an informal note or a systematic approach according to company's SMS (e.g. by using a special reporting form).

References & more details: SOLAS Reg. I/11, IV/15.8, V/16.2, IMO-resolution A.1119(30) 'procedures for port state control sec. 2.3.7.', MARPOL Annex I/6, II/8, IV/8, VI/5.