



# INCIDENT REPORT

**NOTE: This form must be forwarded within 72 hours of a marine incident to:**

General Manager, Ship Safety Division, AMSA  
GPO Box 2181 Canberra ACT 2601 Australia  
Fax: +61 2 6279 5058  
E-mail: Reports@amsa.gov.au

For further information please call 1800 021 098

**Do not use this form to report pollution incidents under the MARPOL convention. For pollution incidents use the reporting format from IMO Resolution 851(20) as amended for harmful substances or marine pollutant reports (POLREPS, AMSA Forms 197 or 196).**

## HOW TO USE THIS FORM

Enter ship details  
If the incident involves:  
- Breakage of gear or injury to any person during cargo work? – Complete Part 1  
- Damage or defect to ship, machinery or equipment – Complete Parts 2, 5, 6 & 8  
- Peril or a close quarters situation – Complete Parts 2, 5, 6 & 8  
- Stranding or disappearance – Complete Parts 2, 5, 6 & 8  
- Death, serious injury, dangerous occurrence or danger to navigation – Complete Parts 2, 4, 5, 6, 7 & 8  
- A birth – Complete Parts 3 & 8

Ship's name	
IMO number	Official or unique number
Call sign	Flag
Propulsion	Satcom number
Master	
Gross tonnage	Class society
Operator's name and address	
Agents and P&I Club	
Date and time of incident	Ship's location (eg port, at sea, lat, long)

## PART 1 - To be completed if reporting under Marine Order Part 32

Person-in-charge	
Employer of person-in-charge	
Incident	
<input type="checkbox"/> Injury	→ If injury, complete parts 4 - 8
<input type="checkbox"/> Gear failure	→ If gear failure, complete parts 5 - 8
<input type="checkbox"/> Dangerous goods	→ If dangerous goods, complete parts 5 - 8

## PART 2 - To be completed if reporting under section 185/186 or 312 of the Navigation Act (other than births) and s.19 of the Transport Safety Investigation Act 2003

Voyage		
To	From	
Incident description		
<input type="checkbox"/> Grounding	<input type="checkbox"/> Foundering	<input type="checkbox"/> Stranding
<input type="checkbox"/> Collision	<input type="checkbox"/> Capsize	<input type="checkbox"/> Flooding
<input type="checkbox"/> Fire	<input type="checkbox"/> Explosion	<input type="checkbox"/> Machinery failure
<input type="checkbox"/> Structural failure	<input type="checkbox"/> Close quarters	<input type="checkbox"/> Disappearance
<input type="checkbox"/> Loss	<input type="checkbox"/> Presumed lost	<input type="checkbox"/> Injury
<input type="checkbox"/> Death	<input type="checkbox"/> Dangerous occurrence	
<input type="checkbox"/> Illness	<input type="checkbox"/> Other (specify):	

Place of Incident		
<input type="checkbox"/> Machinery spaces	<input type="checkbox"/> Accommodation block	<input type="checkbox"/> Galley
<input type="checkbox"/> Deck/cargo spaces	<input type="checkbox"/> Gangway/pilot ladder	<input type="checkbox"/> Wharf
<input type="checkbox"/> Other (specify)		
Crew numbers	Passenger numbers	Cargo

## PART 3 - To be completed if reporting under section 312 of the Navigation Act - Births

Child's name		Gender
Date of birth	Place	
Mother's full name		
Town & country of birth		Australian resident
Father's full name		
Town & country of birth		Australian resident

## PART 4 - To be completed if reporting under section 107 of the Occupational Health & Safety (Maritime Industry) Act 1993

Name of affected person		
Date of birth	Gender	PIN
Home address		
Australian resident <input type="checkbox"/> Yes <input type="checkbox"/> No	Town & country of birth	
Capacity		
<input type="checkbox"/> Crew	<input type="checkbox"/> Contractor	<input type="checkbox"/> Waterside worker
<input type="checkbox"/> Watchkeeper	<input type="checkbox"/> Supplier	
<input type="checkbox"/> Other (specify)		
↓ show watch period: from to Time since last rest period		
Logbook entry date	Rank	
Hours of duty Time on: Time off:		Hours before duty
Affected area		
<input type="checkbox"/> Head (1)	<input type="checkbox"/> Eyes (1)	<input type="checkbox"/> Trunk (3)
<input type="checkbox"/> Hands (4)	<input type="checkbox"/> Legs (5)	<input type="checkbox"/> Internal (7)
<input type="checkbox"/> Neck (2)	<input type="checkbox"/> Fingers (4)	<input type="checkbox"/> Feet (5)
<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Arms (4)	<input type="checkbox"/> Back (3)
<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Toes (5)	
Type of injury		
<input type="checkbox"/> Drowning (150)	<input type="checkbox"/> Crushing (100)	<input type="checkbox"/> Laceration (060/080)
<input type="checkbox"/> Burns & scalds (120)	<input type="checkbox"/> Hernia (450)	<input type="checkbox"/> Fracture (020/010)
<input type="checkbox"/> Electric shock (150)	<input type="checkbox"/> Amputation (070)	<input type="checkbox"/> Foreign Body (110/0)
<input type="checkbox"/> Abrasion (090)	<input type="checkbox"/> Bruising (100)	<input type="checkbox"/> Asphyxia (110/150/140)
<input type="checkbox"/> Strain & sprain (040)	<input type="checkbox"/> None	
<input type="checkbox"/> Other (specify)		
Results of incident		
<input type="checkbox"/> Death	<input type="checkbox"/> Serious Injury	<input type="checkbox"/> Minor Injury
<input type="checkbox"/> Near miss	<input type="checkbox"/> Temporary disability	<input type="checkbox"/> Partial disability
<input type="checkbox"/> Permanent disability	<input type="checkbox"/> Disappearance	<input type="checkbox"/> Time off work
<input type="checkbox"/> None	<input type="checkbox"/> Other (specify)	
Incident factors		
<input type="checkbox"/> Machinery and (mainly) fixed plant (1)		
<input type="checkbox"/> Mobile plant and transport (2)		
<input type="checkbox"/> Powered equipment, tools and appliances (3)		
<input type="checkbox"/> Non-powered hand tools, appliances and equipment (4)		
<input type="checkbox"/> Chemicals and chemical products (5)		
<input type="checkbox"/> Materials and substances (6)		
<input type="checkbox"/> Environmental agencies (7)		
<input type="checkbox"/> Animal, human and biological agencies (8)		
<input type="checkbox"/> Other and unspecified agencies (9)		

Cause of injury/illness	
Date left ship	Expected period of incapacity
Treatment given on board ship	

**NOTE: Part 4 relates to personal injury. If more than one person is affected complete Part 4 on a separate form for each person.**

**PART 5 - Explanation and Description**  
**State Cause and give names and addresses of any witnesses**  
**Attach additional pages if necessary**

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**PART 6 - Incident Narrative**  
**Attach additional pages if necessary**

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**PART 7 - Action taken to prevent similar occurrences**  
**Attach additional pages if necessary**

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**PART 8 - Details of person completing report**

Name	
Position	Contact number
Signature	

**REQUIREMENTS FOR REPORTING**

This is a summary of the principal requirements under applicable legislation. This form can be used to meet these reporting requirements. Consult the legislation for full details.

**Section 18 of the Transport Safety Investigation Act 2003** Requires the responsible person to report matters that are prescribed (Reg 3.3 TSI Regulations).

A responsible person is defined by regulation as the Master or person in charge of the ship, the owner or operator or the agent, or a pilot who has duties on board the ship. A nominated official includes a member of the staff of AMSA.

Application: See legislation for specific requirements.

**Sections 185 and 186 of the Navigation Act 2012** A report of marine incidents (defined in s14) must be made by the Master or Owner where:

- the vessel is involved in a marine incident that has affected, or is likely to affect, the safety, operation or seaworthiness of the vessel;
- the vessel is involved in, or causes, a marine incident that involves:
  - i. the death of a person; or
  - ii. serious injury to a person; or
  - iii. the loss of a vessel; or
  - iv. the loss of a person from the vessel; or
  - v. significant damage to a vessel; or
  - vi. loss of cargo of a vessel.

Application: All ships in Australian waters, Australian ships anywhere.

**Section 187 of the Navigation Act 2012** A report of dangers to navigation must be made by the Master where;

- the master meets with, or is informed of, any serious danger to navigation on or near his or her course.

A serious danger to navigation includes, but is not limited to, any of the following:

- (a) dangerous ice;
- (b) a dangerous derelict;
- (c) a dangerous derelict;
- (d) a tropical storm;
- (e) sub-freezing air temperature associated with gale force winds causing severe ice accretion on superstructures;
- (f) winds of force 10 on the Beaufort scale for which no storm warning has been received.

Application: All ships in Australian waters, Australian ships anywhere.

**Section 312 of the Navigation Act 2012** Whenever a person carried on the vessel gives birth, dies or disappears or a seafarer is injured or contracts an illness that incapacitates him or her from the performance of his or her duty;

- the master must record the occurrence in the vessel's official logbook; AND
- as soon as practicable, give a report in writing.

Application: Regulated Australian Vessels anywhere.

**Marine Order 32 (Cargo Handling Equipment)** A report under this Marine Order must be submitted for any incident involving failure of ship's material handling equipment or injury to any person on an Australian ship or on any other ship in Australian waters when engaged in cargo work.

Application: All ships in Australian waters and Australian ships anywhere.

**Section 107 of the Occupational Health and Safety (Maritime Industry) Act 1993** Requires the notification and reporting of:

- any accident that results in the death of, or serious personal injury to any person;
- any accident that results in an employee being incapacitated from performing work for a period of five successive days or more;
- a dangerous occurrence (ie: a near miss) which occurs at or near a workplace at which an undertaking is being conducted by the operator.

Application: See legislation for specific requirements.

**Australian legislation provides significant penalties for failing to comply with any of the above.**