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## INFORMATION BULLETIN No. 4

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### Incident Reporting Procedures

Guidance and Instructions for Bahamas Recognised Organisations,  
Bahamas Approved Nautical Inspectors, Ship Owners, Managers and  
Masters

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#### 1. Purpose

- 1.1. This Bulletin details the incident reporting procedures for Bahamian ships.
- 1.2. This Bulletin should be read in conjunction with Sections 149 and 240A of the Merchant Shipping Act; SOLAS Regulation XI-1/6; IMO Resolution MSC.255(84) and Maritime Labour Convention 2006 Regulation 4.3.

#### 2. Application

- 2.1. This Bulletin applies to all ships and yachts registered under the Bahamas Merchant Shipping Act.

#### 3. General

- 3.1. One of the primary purposes of incident reporting and investigations is to learn lessons for the future. An unreported incident potentially diminishes the possibility of improving safety.
- 3.2. Accurate and timely reporting by owners and managers will be viewed positively by the Bahamas Maritime Authority (BMA); as such reports help to produce much needed records and will assist in ensuring that the BMA mounts an appropriate reaction and response.
- 3.3. Section 240A of the Merchant Shipping Act requires the owner or master of a Bahamian ship to report any incident in which the ship *"...has sustained or caused any accident occasioning loss of life or any serious injury to any*

*person or has received any material damage affecting her seaworthiness or her efficiency either in her hull or in any part of her machinery...”.*

3.4. The Owner or Master is required to report particulars of a serious marine casualty<sup>1</sup> to the BMA to the fullest extent at the earliest opportunity.

3.5. Serious marine casualties which are to be reported include the following (note this is not an exhaustive list and the Bahamas Maritime Investigations Department should be consulted if in doubt):

- Navigational: collision, grounding, loss of control, COLREGS violations.
- Hull, machinery or equipment: hull damage (contact, collision, grounding, heavy weather) or failure, machinery or equipment damage or failure, fire or explosion resulting in any of the following:
  - Total loss;
  - The immobilisation of the main engines and/or steering gear resulting in loss of manoeuvrability;
  - Extensive accommodation damage;
  - Severe structural damage including penetration of the hull under water;
  - Pollution, or
  - A breakdown that necessitates towage or shore assistance
- Stability: listing, flooding, foundering, capsizes.
- Human element: loss of life, serious injuries<sup>2</sup>, missing persons, piracy, armed robbery, security incidents, evacuation or abandonment.
- Any damage, failure or injury sustained to equipment or person(s) during the operation of any Life Saving Appliance (LSA).
- Any time evasive actions are required beyond normal manoeuvres to avoid a collision.

3.6 Other reportable incident types are detailed in Sections 6-10 below.

#### 4. Initial Reporting

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<sup>1</sup> Definition of very serious marine casualty and serious marine casualty is contained within Annex B to this document.

<sup>2</sup> Definition of Serious Injury is contained within Annex B to this document

4.1. An Initial Report of any of the above must be sent to the BMA within 4 hours of the occurrence, via telephone, fax or email. The Initial Report should provide brief details of the incident, such as:

- Vessel's name;
- IMO number;
- Date and time of the incident;
- Vessel's location, if at sea, next port of call;
- Confirmation that port or coastal State authorities have been notified; and,
- Description of the incident.

4.2. All initial reports must state whether or not VDR data has been preserved. Preservation is mandatory for very serious and serious casualties.

4.3. In the event of a very serious marine casualty or serious marine casualty resulting in major damage, pollution, multiple serious injuries or loss of life outside of office hours<sup>3</sup>, contact the BMA Emergency Response Officer<sup>4</sup> immediately.

4.4. Notwithstanding the list of serious marine casualties contained in paragraph 3.5, Owners and Masters are encouraged to report to the BMA all incidents which may fall within the scope of their ISM reporting requirements.

## 5. Formal reporting

5.1. As a follow up to the initial report, a [Casualty Report Form \(CRF\)](#)<sup>5</sup> is generally used for reporting except as detailed in subsequent sections of this Bulletin. The CRF must be submitted as soon as practicable by email or fax to the Bahamas Maritime Investigations Department.

5.2. Following a preliminary review of the facts provided in Form CRF, the BMA may seek to obtain such information as it considers necessary concerning the incident and any remedial action taken. A description of actions taken and/or recommendations made to prevent recurrence may be requested. In some cases, the **Company's investigation report will be** sufficient, but the BMA may seek further details if required.

## 6. Reporting of Stowaways and Smuggled Migrants

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<sup>3</sup> <http://www.bahamasmaritime.com/news-events/public-holidays/>

<sup>4</sup> <http://www.bahamasmaritime.com/wp-content/uploads/2015/08/07bulltn.pdf>

<sup>5</sup> <http://www.bahamasmaritime.com/wp-content/uploads/2015/08/CRF-Rev-3-Sep-2018.pdf>

- 6.1. Stowaway(s) must be reported by the Master to the Bahamas Maritime Investigations Department using [Form SIR](#)<sup>6</sup>.

Stowaway is defined as a person who is secreted on a ship, or in cargo which is subsequently loaded on the ship, without the consent of the shipowner or the master or any other responsible person and who is detected on board the ship after it has departed from a port, or in the cargo while unloading it in the port of arrival.

- 6.2. In cases where the Master has reason to believe, or has been informed, that a person rescued at sea (or transferred from another ship) has been the subject of a migrant smuggling or a human trafficking operation or is a refugee details must be reported to the Bahamas Maritime Investigations Department using [Form SMR](#)<sup>7</sup>.
- 6.3. The BMA recognises that completion of the Form – List of Stowaways or Migrants, might not be possible owing the number of migrants rescued and Bahamas Maritime Investigations Department should be consulted in such cases.

## 7. Reporting of Occupational Health Incidents

- 7.1. In accordance with the requirements of the Maritime Labour Convention Regulation A4.3 occupational accidents, injuries and diseases must be reported and investigated.
- 7.2. All accidents to person(s) resulting in serious injury must be reported to the BMA within 4 hours in accordance with Section 4 above. The BMA retains the right to carry out an investigation of such incidents.
- 7.3. Reports of occupational health incidents must be reported by the Owner or Master to the Bahamas Maritime Investigations Department using [Form ORF](#)<sup>8</sup> – Occupational Health Incident Form.

## 8. Reporting Crimes or alleged criminal activity including drugs or psychotropic substances

- 8.1. Reports of crimes or alleged criminal acts, except for acts of piracy or armed robbery against a ship, are to be reported using the general email address [crime@bahamasmaritime.com](mailto:crime@bahamasmaritime.com).

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<sup>6</sup> <http://www.bahamasmaritime.com/wp-content/uploads/2015/08/SIR-Rev04-Dec-2017.pdf>

<sup>7</sup> <http://www.bahamasmaritime.com/wp-content/uploads/2015/08/SMR-Rev00.pdf>

<sup>8</sup> <http://www.bahamasmaritime.com/wp-content/uploads/2015/08/BMA-ORF-Sep-2018.pdf>

9. Reporting notifiable diseases other than occupational diseases

9.1. The Bahamas Health Rules require that the outbreak of certain diseases must be notified to the BMA. Notifications in free-form text may be made by email. Owners and Masters should be guided by the list of Notifiable Infectious Diseases contained in the Annex below.

10. Returns of births and deaths

10.1. To follow up an initial report of a birth or death on board a Bahamian ship, a [Return of Birth \(RBD2\)](#)<sup>9</sup> or [Return of Death \(RBD1\)](#)<sup>10</sup> form must be submitted as soon as practicable by email or fax to the Bahamas Maritime Investigations Department.

10.2. An RBD1 form should be accompanied by the following documents:

- relevant extract from the Official Log Book;
- **doctor's report(s);**
- witness statement(s);
- **a copy of the individual's passport**
- a copy of the death certificate;
- police report (as applicable);
- autopsy report (as applicable).

10.3. In addition to a RBD1 Form, a [Property of a Deceased Seaman \(PDS\)](#)<sup>11</sup> Form should be provided in all cases regarding the death of a seaman onboard.

11. Contact details

BMA Maritime Investigations Department:

Telephone: +44 20 7562 1300

Fax: +44 20 7614 0666

Email: [casualty@bahamasmaritime.com](mailto:casualty@bahamasmaritime.com)

BMA Emergency Response Officer:

Telephone: +44 7977 471 220

Email: [tech@bahamasmaritime.com](mailto:tech@bahamasmaritime.com)

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<sup>9</sup> <http://www.bahamasmaritime.com/wp-content/uploads/2015/08/BMA-RBD2-Rev-2-Dec-2017.pdf>

<sup>10</sup> <http://www.bahamasmaritime.com/wp-content/uploads/2015/08/BMA-RBD1-Rev-2-Dec-2017.pdf>

<sup>11</sup> <http://www.bahamasmaritime.com/wp-content/uploads/2015/08/PDS-Rev2-Sep2018.pdf>

12. Revision Details

Rev.12 (06 September 2018) - Nomenclature of Forms CRF and ORF has been revised. Addition of paragraph 10.3.

Rev.11 (05 February 2018) – The following paragraphs have been revised: 3.4, 3.5, 3.6 (addition), 4.1, 4.3, 4.4, 5.1, 6.1, 6.2, 6.3, 7.3, 10.1 and 11. Addition of hyperlink locations to footnotes, renaming of Incident Reporting & Investigations Department to Bahamas Maritime Investigations Department. A list of definitions has been appended to the document under Annex B. Changes highlighted in blue text.

Rev.10 (August 2016) the following paragraphs have been revised: 3.5, 4.1, 4.2, 5.1, 5.2, 6.2, 7.2, 7.3, 10.1 and 11

## List of Notifiable Diseases

Acquired Immune Deficiency Syndrome (AIDS)	Actinomycosis	Anthrax
Beriberi	Cancer	Cerebro-Spinal Fever
Chickenpox	Cholera	Asiatic
Climatic Bubo	Dengue	Diphtheria
Dysentery (Amoebic and Bacillary)	Erysipelas	Favus
German Measles	Glanders	Granuloma Venerum
Hepatitis (all forms)	Hookworm Infection	Leprosy
Malaria	Measles	Mumps Paratyphoid Fever
Plague	Poliomyelitis	Puerperal Fever
Rabies	Rocky Mountain	Scarlet Fever
Smallpox	Spotted Fever	Tetanus
Trachoma	Trichinosis	Tuberculosis (all forms)
Typhoid Fever	Typhus Fever	Vincent's Angina
Whooping Cough	Yellow Fever	

Definitions: Marine Casualty, Serious Injury, Severe Pollution

1. A marine casualty is 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:
  - 1.1 the death of, or serious injury to, a person;
  - 1.2 the loss of a person from a ship;
  - 1.3 the loss, presumed loss or abandonment of a ship;
  - 1.4 material damage to a ship;
  - 1.5 the stranding or disabling of a ship, or the involvement of a ship in a collision;
  - 1.6 material damage to marine infrastructure external to a ship, that could seriously endanger the safety of the ship, another ship or an individual; or
  - 1.7 severe damage to the environment, or the potential for severe damage to the environment, brought about by the damage of a ship or ships.
2. A very serious marine casualty means a marine casualty involving the total loss of a ship or a death or severe damage to the environment.
3. A serious marine casualty is an event or sequence of events that has occurred directly or in connection with the operation of a ship but does not qualify as a very serious marine casualty. Including any event which has the consequence to be hazardous or to have serious consequences.
4. A serious injury means an injury which is sustained by a person, resulting in incapacitation where the person is unable to function normally for more than 72 hours, commencing within seven days from the date when the injury was suffered.
5. A severe damage to the environment means damage to the environment which, as evaluated by the State(s) affected, or the flag State, as appropriate, produces a major deleterious effect upon the environment.