European Maritime Safety Agency
Ref. Ares(2022)1887854 - 15/03/2022

SafeSeaNet
IR Guidelines
GUIDELINES FOR EXCHANGING INCIDENT REPORTS THROUGH SSN

Version: 2.2
Date: 02/07/2020

EMSA

Document Approval

	Name	Date	Signature
Prepared by:	Incident Report WG		
Checked by:	SSN Group	12-05-2020	
Quality control by:	EMSA		
Approved by:	HLSG	02-07-2020	

Distribution List

Company	Name	Function	For Info / Approval
SSN Group		Operational	For Info

Change Control History

Version	Date	Last approval	Description
1.6	12-11-2010		Final version. To be published to the Member States
1.7	11-01-2011		SSN group comments from workshop 16
1.8	29-03-2012		Final version. To be published to the Member States.
1.81	12-04-2012		Correction to the Annex section 4.6 and to the Appendix 8
1.91	12-09-2012		Final version. To be published to the Member States
2.0	06-05-2015		Amendments following the XMLRG 2.07 and the link between SSN and CECIS. Inclusion of further guidance/examples supporting the Incident Report exchange.
2.1	07.07.2016		Amendments reflect the use of the SSN Incident Reporting for the Places of Refuge information exchange and sharing. Final version. To be published to the Member States
2.2	02.07.2020		Amendments proposed by the IRWG approved by HLSG 7

Document information

Creation file	02.07.2020
Filename	Guidelines for Exchanging Incident Reports through SafeSeaNet
Location	http://emsa.europa.eu/ssn-main/documents.html
Number of pages	65

Table of Contents

Table of Contents **3**
Figures **4**
1 Introduction **5**
1.1 Background 5
1.2 Purpose of the document 5
1.3 Audience 6
2 Legal background **7**
2.1 Introduction 7
2.2 Which is the area to be considered by ships' masters to report incidents? 8
2.3 How is the shipping industry informed about the reporting areas? 8
2.4 For which ships should Incident Reports be sent? 8
2.5 What types of Incident Reports should be submitted? 9
2.6 Which authorities may be responsible for sending Incident Reports? 11
3 Principles on Incident Reports sharing **12**
3.1 Notification of Incident Reports to SSN (not distributed to Member States) 12
3.1.1 Background information 12
3.1.2 Reports to be notified to the central SSN system 12
3.1.3 Reports notified on a voluntary basis 13
3.2 Distribution of Incident Reports to Member States 13
3.2.1 Conditions for distributing Incident Reports 13
3.2.2 Distribution of the Incident Report along the planned route 13
3.2.3 Examples of when Incident Reports should be distributed to other Member States 14
3.2.4 Requests for actions to MS for distributed incident reports 15
4 Incident Reports Functionalities in SSN **17**
4.1 General overview of SSN functionalities 17
4.2 Incident Report provision 17
4.3 IR retrieval via Central SSN textual web interface 18
4.4 IR retrieval via SSN Ecosystem Graphical Interface (SEG) 18
4.5 Incident Report Distribution 19
4.6 Recommendation for data providers 20
5 Operational benefits of exchanging Incident Reports **21**
5.1 General benefits 21
5.2 Benefits of "distributed" Incident Reports 21
5.3 Benefits of Incident Reports notified only to the central SSN system 22
5.4 Benefits of providing feedback 22
Annex 1 - Examples per type of Incident Report **24**
1. Incident reports related to the safety and seaworthiness of the ship (Article 16.1(a) of the VTMIS Directive) - Incident type SITREP 24
2. Incident reports related to the environment (Article 16.1(b) and Article 16.1(a) of the VTMIS Directive) – Incident Type POLREP 25
3. Incident reports related to port reception facilities for the delivery of waste from ships (Directive EU 2019/883) – Incident type WASTE 28
4. Incident reports related to ships has lost its cargo overboard (Article 17.1(d) of the VTMIS Directive) – Incident type LOST AND FOUND OBJECTS 29
5. Ships which fail to comply with the reporting requirements of the VTMIS Directive (Article 16.1(a), 2nd bullet point) – Incident type FAILED NOTIFICATION 30
6. Ships failed to comply with the applicable rules in ships' routeing systems and VTSs operated within the responsibility of a Member State (Article 16.1(a), 3rd bullet point of the VTMIS Directive) – Incident type VESSEL TRAFFIC RULES INFRINGEMENT 30

7. Ships refused access to ports of Member States or which have been the subject of a report or notification by a Member State in accordance with Directive 2009/16 as amended on Port State Control (Article 16.1(c) of the VTMIS Directive) – Incident type BANNED SHIP 31
8. Ships failed to notify, or do not have, insurance certificates or financial guarantees (Article 16.1(d) of the VTMIS Directive) – Incident type INSURANCE FAILURE 32
9. Ships reported by pilots or port authorities as having apparent anomalies which may prejudice their safe navigation or create a risk for the environment (Article 16.1(e) of Directive 2002/59/EC) – Incident type PILOT OR PORT REPORT 33
10. Others incident reports 33
Annex 2 - Data elements description per type of Incident Report 35
Annex 3 - Spreadsheet Template per type of Incident Report 48
Annex 4 - Decision Tree of Incident Report 49
Appendix 1 - "SITREP" form 50
Appendix 2 - "POLREP" form 52
Appendix 3 - "Waste" incident report" form 55
Appendix 4 - "Lost and Found Objects" form 56
Appendix 5 - "Failed Notification" and "Vessel Traffic Rules Infringement" form 57
Appendix 6 - Form for reporting the results of inspection or verification 58
Appendix 7 - "Insurance Failure" 59
Appendix 8 - "Pilot or Port Report" 60
Appendix 9 - "Others" incident report 61
Appendix 10 – "SITREP" Template including Place of Refuge (PoR) Situation Report 62

Figures

Figure 1 – SAR and EEZ of Poland 8
Figure 2 – Example of a drifting object 10
Figure 3 – Example of the distribution of Incident Reports between Member States 14
Figure 4 – Example of the request for actions to MS for distributed incident reports 15
Figure 5 – Example of the Feedback function for distributed incident reports 16
Figure 6 – SSN Ecosystem Graphical Interface (SEG) 19
Figure 7 – Example of a collision 21
Figure 8 – Decision making process to report POLREP in SSN 26
Figure 9 – Example of unambiguous correlation between the possible oil spill/discharge and the ship track 27
Figure 10 – Photo taken by an air patrol craft of an oil spill and the correspondent satellite image from CSN 28
Figure 11 – COLREG infringement in a Traffic Separation Scheme (TSS) (ship making way against the main traffic flow) 31
Figure 12 – Message displayed in the SSN web interface when sending a notification for a "banned" ship. The same text is included in the status message of the SSN receipt when the notification is sent via XML .. 32

1 Introduction

1.1 Background

Following the loss of the tanker Erika off the French coast in 1999, the European Union adopted several directives aiming at preventing both accidents at sea and pollution by ships. Directive 2002/59/EC (hereafter the VTMIS Directive), adopted by the Parliament and the Council on 27 June 2002, as amended[1] established a Community vessel traffic monitoring and information system "with a view to enhancing the safety and efficiency of maritime traffic, improving the response of authorities to incidents, accidents or potentially dangerous situations at sea, including search and rescue operations, and contributing to a better prevention and detection of pollution by ships".

SafeSeaNet (SSN) is the Union maritime information and exchange system developed by the Commission and the Member States to ensure the implementation of Community legislation and enables the "receipt, storage, retrieval and exchange of information for the purpose of maritime safety, port and maritime security, marine environment protection and the efficiency of maritime traffic and maritime transport". This information is received in AIS based position messages (sent by vessels) and notification messages (such as pre-arrival, estimated time of departure, actual time of arrival, and departure, dangerous or polluting goods – HAZMAT, Bunkers, Security, Waste, Persons on board information and Incident Report notifications), which are sent by designated authorities in participating countries. Through SSN, this information is centralised in a single European platform.

These guidelines focus specifically on Incident Reports and are a living document to be updated or upgraded whenever so considered by the SSN group.

1.2 Purpose of the document

The purpose of the Incident Reporting Guidelines is to provide information and advice to SSN users in Member States and participating EEA Countries (hereafter referred to as "users") on how and when to report and share, through SSN, information on incidents and accidents. This will enable harmonisation of the procedures between users in accordance with the requirements of the VTMIS Directive. Legal references to other applicable EU legislation are mentioned in the relevant sections. The guidelines also make clear the benefits accrued as a result of users sharing such information.

The guidelines clarify the procedures for exchanging information on maritime incidents and accidents, including:

- what information should be shared;
- who is responsible for the transmission of such information;
- the geographical areas of responsibility of Member States;
- to whom the information should be transmitted;
- which vessels should be reported and when.

The document provides guidance for local and national authorities on incident reporting and dissemination of information to relevant parties and explains the main challenges and opportunities relevant to these processes. The document does not introduce any additional reporting requirement for ships not already under such obligation according to the VTMIS Directive, or under other relevant EU legislation.

[1] by Directives 2009/17/EC, 2009/18/EC, 2011/15/EU and 2014/100/EU

1.3 Audience

This document is addressed to Member States (meaning EU Member States, EEA Countries and 3rd Countries that have access to SSN) who should carefully take into account the guidelines when planning, implementing and operating incident-related services (in accordance with the VTMIS Directive and to other relevant EU legislation).

The guidelines are intended primarily for use by maritime authorities at national and local levels, including but not limited to:

- National Competent Authorities (NCAs) responsible for the implementation of incident reporting;
- national SSN users;
- maritime offices at local and regional level;
- coastal stations, such as the following:
    - Vessel Traffic Services (VTS).
    - Coastal stations associated with Mandatory Ship Reporting Systems (MRS).
    - Search and Rescue (SAR) coordination centres.
    - Maritime Assistance Services (MAS).
    - Counter-pollution Services.
- port authorities, and;
- Port State Control (PSC) officers.

The guidelines may also be of interest to officials and staff in governmental bodies which deal with the broader aspects of maritime affairs, including sectors such as transport, environment, labour and commerce. They may also be of use to those in non-governmental and inter-governmental organisations with an interest in incidents and accidents occurring at sea and how the associated data is collected, processed, and used.

2 Legal background

2.1 Introduction

The legal basis for the exchange of Incident Reports is found in the VTMIS Directive (2002/59/EC, as amended). In particular:

a. Article 2 defines the scope of the Directive and the vessel categories to which it applies;

b. Article 3.s defines 'SafeSeaNet' which means the Community maritime information and exchange system developed by the Commission in cooperation with the Member States to ensure the implementation of Community legislation;

c. Article 16.1 sets out the criteria for ships considered as "posing a potential hazard to shipping or a threat to maritime safety, the safety of the individuals or the environment";

d. Article 16.2 states that coastal stations holding information on such ships shall communicate it to other coastal stations located along the planned route of the ship;

e. Article 16.3 defines the obligations of the Member States receiving information pursuant to Article 16.2, and requires that they inform all Member States concerned of the results of any inspection or verification taken;

f. Article 17.1 defines which types of incidents and accidents at sea must be reported by the master of a ship sailing within the search and rescue region (SAR) or exclusive economic zone (EEZ), or equivalent, of a Member State;

g. Article 17.2 identifies the minimum information that masters are required to provide in order to comply with Article 17.1;

h. Article 21.2 expands the notifying requirements of Article 16, by requesting Member States to provide, upon request, information received in accordance with Article 17 to the competent authority of another Member State (at any time, for safety purposes);

i. Article 21.3 states that Member States shall take the appropriate measures to inform other interested Member States of factors which involve or increase the risk to their shipping areas or coastal zones. Also, that Member States should fully use the reports that ships transmit to them in compliance with Article 17.1;

j. Article 22 refers to the designation and publication of the list of competent bodies to which notifications (incident reports) must be made;

k. Annex III point 3 on Exchange and Sharing of data provides that electronic messages in accordance with this Directive and other relevant EU legislation[2] shall be exchanged through SSN

l. Article 20a(3) states that in implementing the procedures provided for in the plans for accommodating ships in need of assistance, Member States shall ensure that relevant information is made available to the parties involved in the operations.

The Directive can be downloaded at:

http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:2002L0059:20110316:EN:PDF

[2] Directive 2019/883 on port reception facilities for the delivery of waste from ships; Directive 2005/35/EC on ship sourced pollution and on the introduction of penalties, including criminal penalties, for pollution offences; Directive 2009/16/EC as amended on port State control.

In addition, the Directive 2019/883 (repealing Directive 2000/59/EC) on port reception facilities for the delivery of waste from ships (PRF Directive) provides a legal basis to exchange information regarding the identification of ships which have not delivered their waste and cargo residues or not complied with the obligation to report the notification and the receipt in accordance with the PRF Directive.

The text of the PRF Directive can be downloaded at:

https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32019L0883&from=EN

2.2 Which is the area to be considered by ships' masters to report incidents?

According to Article 22.2 of the VTMIS Directive, Member States should define the geographical area and the designated coastal stations to whom the reports should be made.

Masters of ships sailing within the SAR area **and/or** EEZ (or equivalent) of a Member State must send Incident Reports to the coastal station responsible for that area should their ships be involved in an accident or incident. For example, Figure 1 illustrates the SAR and EEZ of Poland:

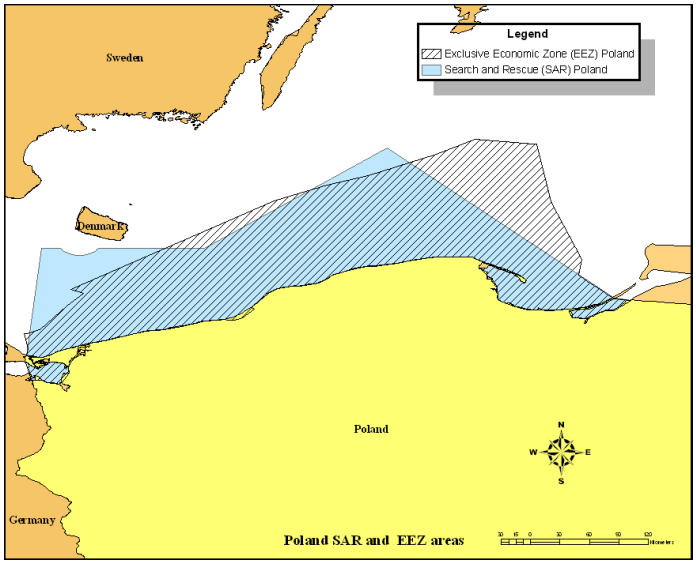


Figure 1 – SAR and EEZ of Poland

2.3 How is the shipping industry informed about the reporting areas?

After defining the reporting area, Member States should, in accordance with Article 22(2) of the VTMIS Directive, inform the shipping industry (masters, agents and operators etc.) of the boundaries of the reporting areas through the appropriate nautical publications.

2.4 For which ships should Incident Reports be sent?

In principle, Incident reports should (according to Article 2 of the VTMIS Directive) be sent for ships of 300 gross tonnage and upwards excluding:

- warships, naval auxiliaries and other ships owned or operated by a Member State and used for non-commercial public service, and;
- fishing vessels, traditional ships and recreational craft with a length of less than 45 metres.

Waste incident reports should, according to the Directive 2019/883, be sent for all ships, irrespective of their flag, calling at, or operating within, a port of a Member State, with the exception of ships engaged in port services within the meaning of Article 1(2) of Regulation (EU) 2017/352, and acting in infringement of Directive 2019/883 which could affect the maritime environment for a Member State along the planned route of the ship concerned.

Waste incident reports should not be sent for any warship, naval auxiliary or other ship owned or operated by a State and used, for the time being, only on government non-commercial service.

In case a ship fails to notify HAZMAT information, an Incident Report should be sent irrespective of the size of the ship.

The EU Operational Guidelines on Places of Refuge should be taken into consideration whenever incidents reports associated to the Place of Refuge (PoR) situation are to be distributed (regardless of the ship size or type).

2.5 What types of Incident Reports should be submitted?

The incident types that should be reported to SSN may be found in Article 16 and 17 of the VTMIS Directive. An Incident Report should be generated in the following cases:

a. Reports related to ship safety and seaworthiness: safety-related incident reports according to Article 16.1.a as described in Article 17.1.a and 17.1.b (**SITREP Incident Report**).

b. Pollution reports: **POLREP Incident Reports** should cover any situation that is liable to lead to the pollution of the waters or coastline of a Member State or for reporting those ships for which where there is proof or presumptive evidence of a deliberate illegal discharge as described in Article 16.1.b[3]. For example, the discharge or threat of discharge of polluting products into the sea, or any slick of polluting materials seen drifting at sea that is covered by Article 16.1.a 1st bullet point, as described in Article 17.1.c and 17.1.d.

c. Reports on containers or packages seen drifting at sea as described in Article 17.1.d (**Lost and Found Objects Incident Reports**).

[3] Following the decision taken at HLSG10 (December 2013), POLWARN and POLINF messages must be exchanged via SSN whereas POLFAC will be notified through the Common Emergency Communication and Information System - Marine Pollution (CECIS MP). Additional clarification is provided in the Annex 1, point 2.

Figure 2 – Example of a drifting object

d. Ships which have failed to comply with the notification and reporting requirements of Article 16.1.a 2nd bullet point (**Failed Notification Incident Report**). Only cases which are relevant to other Member States should be reported.

e. Ships which have failed to comply with the applicable rules in ship routeing systems and VTSs that are within the responsibility of a Member State, in accordance with Article 16.1.a 3rd bullet point (**Vessel Traffic Rules Infringement Incident Report**). Only cases which are relevant to other Member States should be reported.

f. Ships which have been refused access to ports of Member States or which have been the subject of a report or notification by a Member State in accordance with Directive 2009/16 on port State Control, as described in Article 16 and Annex VIII-2 (**Banned Ship Incident Report**).

g. Ships which have failed to notify that they have, or do not have, insurance certificates or financial guarantees required under Community legislation and/or international rules in accordance with Article 16.1.d (**Insurance Failure Incident Report**).

h. Ships which have been reported by pilots or port authorities as having apparent anomalies which may prejudice their safe navigation or create a risk for the environment in accordance with Article 16.1.e (**Pilot or Port Incident Report**).

Information of ships which have not delivered their waste and cargo residues or have not complied with the obligation to report the advance waste notification and the delivery receipt should be sent through SSN, in accordance with Articles 7 and 12 of Directive 2019/883on port reception facilities for the delivery of waste from ships (**Waste" Incident Report**).

Besides, the Incident Report type **Others** can be used to report other situations potentially posing a potential hazard to shipping or a threat to maritime safety, the safety of individuals or the environment that Member States wishes to share on a voluntary basis.

Furthermore, Member States should notify feedback on a previously sent Incident Report in the following cases:

a. To report the result of inspections or verifications carried out in compliance with article 16.3 of Directive 2002/59/EU. Feedback should be distributed via SSN to:
    i. the initial data provider;
    ii. the flag State (if the ship flies an EU or EEA country flag); and
    iii. the Member States that might be concerned by this information.
b. To report additional information about the incident/accident if the data provider is different than the originator.

The operational benefits for sharing feedback are provided in the section 5.4.

Feedback on Incident Reports can be reported via the new Incident Report protocol (additional explanation about such functionality is in section 4). National systems compliant to the previous protocol should use the form “Others” in Appendix 9 to enable the exchange of information required by Article 16.3.

Further clarification and examples for each incident report type are included in Annex 1.

2.6 Which authorities may be responsible for sending Incident Reports?

The authorities responsible for sending Incident Reports are not regulated by the VTMIS Directive, since they vary and depend on the organisation and structure of services provided in individual Member States. An indication of the possible authorities involved is provided below:

- For the incidents relating to Article 16.1.a, 1st bullet point (e.g. collision, containers overboard etc.) the responsible authority could be an MRCC, MAS (Maritime Assistance Services), a VTS or MRS authority receiving information on accidents or incidents affecting or compromising shipping safety.
- With respect to incidents relating to Article 16.1.a, 3rd bullet point (e.g. ship not reporting in a VTS area), the responsible authority could be a VTS.
- With respect to incidents relating to Article 16.1.b (e.g. oil spills), as well as the waste Incident Reports, the responsible authority could be a counter-pollution service, a MRCC, a PSC office or a port authority.
- For incidents relating to Article 16.1.c, the responsible authority could be a PSC office or any coastal station detecting such a ship (banned or subject of a report or notification by a Member State).
- Maritime Assistance Services (MAS) are potential recipients of Place of Refuge situation incident reports.

3 Principles on Incident Reports sharing

Once decided that an Incident Report has to be submitted to SSN, the question is should the Incident Report be distributed to other MS SSN users or not. This section explains this process within SSN.

Incident Reports can be **distributed** to the relevant Member States by sending a specific message to a list of specified Member States or the Incident reports can simply be **notified (without distribution)** to SSN central system in order to be placed in the accidents and incidents database which is available to SSN users on request.

In accordance with Article 14 of the VTMIS Directive “Computerised exchange of data between Member States” data exchange must be electronic and communication systems must allow information to be transmitted 24 hours a day.

The authority responsible for sending an Incident Report (see example in section 2.6) has to decide how to share it with the other relevant Member States considering the nature of the report.

Only authorised SSN users at MS will receive the distributed IR. The permission settings for SSN (sending and receiving Incident Reports) are managed in each MS by the SSN NCA.

3.1 Notification of Incident Reports to SSN (not distributed to Member States)

3.1.1 Background information

Pursuant to Article 21.2 of the VTMIS Directive, any information received by the competent authority in accordance with Article 17 shall, upon request, be provided to other competent authorities for safety reasons, at any time. In support of this objective, SSN contains a repository of Incident Reports where all the messages notified by Member States are indexed and made available upon request. Incident Reports that are not distributed are primarily for “information” purposes, and are typically used for consultation, risk assessment and tracking of incidents for a particular ship, etc.

As indicated in section 3.1.2, the status of an incident, and the associated Incident Report, can change, if the Member State concerned has the possibility to carry out an assessment or inspection in order to verify whether the safety of the ship may be affected or shipping safety may be compromised.

3.1.2 Reports to be notified to the central SSN system

There are reports that should be notified to the central SSN system without being distributed to other Member States. Examples of such reports concern:

a. Incidents occurring at sea which could affect shipping safety, but not along the planned route of the ship. For example, a ship reports that it is adrift at sea because of an incident such as a system failure (with the exception of planned repairs/maintenance) e.g. steering gear, propulsion system or electrical generating system. Even if the ship confirms that the problem has been completely solved, and that it has resumed its voyage, this information should be reported to the central SSN system so that other Member States could retrieve information about the event. If the problem has only been partially solved, or if it remains unsolved and the ship needs support, towing assistance, etc, a report should be distributed to inform the Member States along on the planned route of the ship (as described in section 3.1).

b. Incidents occurring in port areas which could affect shipping safety, for example, capsizes, collisions, contacts, fires/explosions or system failures (with the exception of planned repairs/maintenance) e.g. steering gear, propulsion or electrical detected during ship operations in port. After repairs have been carried out, these incidents should still be reported to the central SSN system in case there could still be an effect on the safety of the ship or shipping safety in general.

c. Oil pollution reported by ships during bunkering operations, which is restricted to the waters of the Member State concerned.

d. Incidents where ships pollute port areas and/or waters where other Member States will not be affected.

e. Unconfirmed pollution (pollution of significant areas should be confirmed as soon as possible. A POLREP may be notified to SSN and distributed if considered applicable by the MS authority).

3.1.3 Reports notified on a voluntary basis

Some reports received from ships, ports or relevant authorities may be notified to SSN on a voluntary basis. Examples of such reports concern:

a. Minor incidents occurring during normal ship operations while anchoring, berthing or entering locks;

b. Incidents affecting ships only engaged in domestic voyages;

c. Ships which may be adrift for planned maintenance (e.g. change of filters).

3.2 Distribution of Incident Reports to Member States

3.2.1 Conditions for distributing Incident Reports

In accordance with Article 16.2 of the VTMIS Directive, reports on incidents or accidents which may affect maritime safety or the environment, should be “distributed” to “Member States located along the planned route of the ship.” The SSN Group agreed that “the ship” must:

- be underway;
- have at least declared its intention to sail, or;
- have been authorised to sail.

Moreover, the destination must be known (or at least a waypoint destination as defined in the SSN LOCODE Guidelines[4]). This type of distribution can be considered as serving the purpose of “warning” the relevant parties.

In addition to the above, when distributing an Incident Report it should always also be distributed to the flag State (if the vessel is flying a flag of EU Member States, EEA Countries and 3rd Countries that have access to SSN). It is also important to note that the status of an incident, and the associated Incident Report, can change if a Member State authority has the opportunity to assess or inspect a ship. For example, an incident may occur at sea in circumstances when an Incident Report would normally be distributed, but after an inspection of the ship, it is found that the problem has already been solved, or that it is not as serious as initially assessed. The deciding factor should always be whether the incident could potentially have an effect on shipping safety in the waters of other Member States.

The Incident reports which relate to the Place of Refuge situation shall be distributed to the involved Member States taking into account the EU Operational Guidelines on Places of Refuge.

3.2.2 Distribution of the Incident Report along the planned route

Before Incident Reports are distributed, Member States should assess whether or not the information is relevant to the potential recipients. Only in those cases where the ship is posing, or could potentially pose, a potential hazard to shipping, or a threat to maritime safety, the safety of the individuals or the environment, an Incident Report

[4] Available at http://www.emsa.europa.eu/ssn-main/documents.html

should be distributed. The assessing authorities of the Member States are encouraged to lay down a procedure for assessing and distributing the Incident Reports in a consistent manner. The excessive, or unnecessary, distribution of Incident Reports may undermine the purpose of disseminating this information, as too many warnings could have a contrary effect.

Whenever an accident or incident occurs, the authorities should communicate the ship deficiencies affecting the safety of the ship to those Member States' NCAs along the planned route of the ship.

Figure 3 shows an example of the distribution of an Incident Report for a vessel sailing from Lisbon to Amsterdam. An accident or incident occurs off Portugal. The Portuguese Authorities should communicate the ship deficiencies affecting the safety of the ship to those Member States along the planned route of the ship. The Incident Report should be communicated to the NCAs of Spain, France, Belgium and the Netherlands. If the vessel is flying, for example, the Finnish flag, the message should also be communicated to Finland. The notified Member States are shown in yellow in the figure, with the location of the accident and the destination port indicated in red.

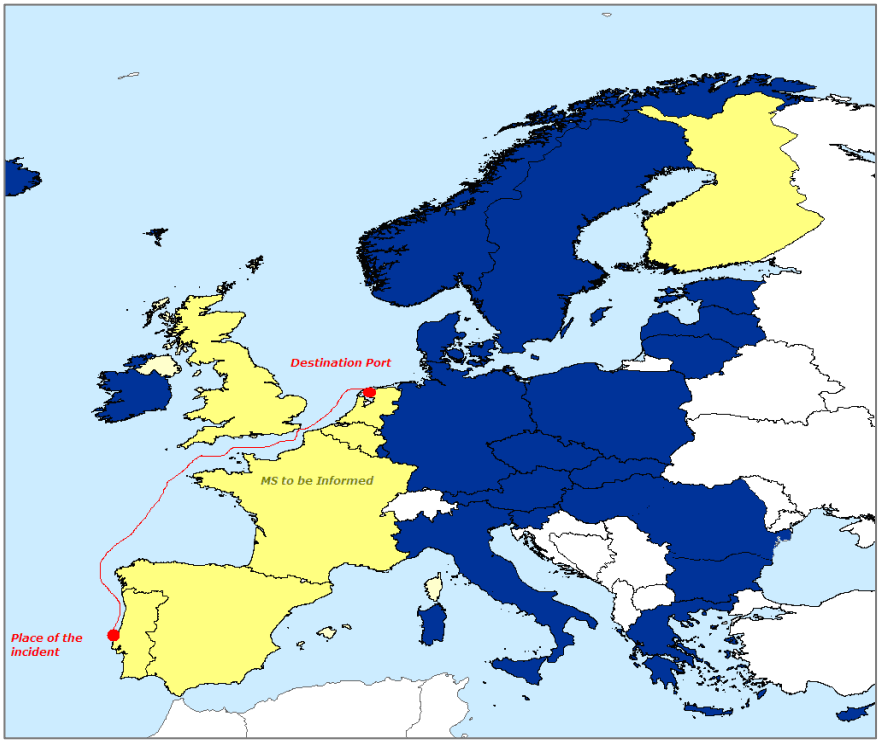


Figure 3 – Example of the distribution of Incident Reports between Member States

3.2.3 Examples of when Incident Reports should be distributed to other Member States

The following are examples where Incident Reports should be distributed. In all cases, the flag State of the vessel (if it is a flag of EU Member States, EEA Countries and 3rd Countries that have access to SSN) should also be informed:

a. Two ships collide at sea, and after being inspected by the crew, one resumes its voyage. Whatever the ship reports to the coastal station, Member States along the planned route should be notified that the ship is approaching their waters, and that it was involved in a collision.

b. A ship reports that it has a list as a result of cargo shift due to bad weather (grain, loss of containers, etc.). Should the ship continue its voyage, the Member States along its planned route should be informed.

c. A Member State detects a ship that is causing pollution at sea (oil pollution is confirmed, and the identification is unambiguous). Again, the ship should be reported to the Member States along its planned route.

d. While transiting a declared VTS area, a ship behaves in a way which may compromise maritime safety (infringes the COLREG's, or does not report to, or reply to, calls from a coastal station, etc.). Such a ship should also be reported to the Member States along its planned route.

e. A ship reports that it is using its emergency steering gear and requests to be given a wide berth. Member States along its route should be informed, as the situation is likely to seriously affect the ship's manoeuvrability.

f. A Member State allows a ship to leave a port in order to proceed to a shipyard to carry out further repairs after an accident. Again, Member States on the route should be informed of the ship's deficiencies.

g. Incident Reports concerning defects affecting shipping safety and only partially solved should be distributed to inform the affected Member States along the planned route of the ship.

h. Incident Reports related to the Place of Refuge situation shall be distributed only to the involved MSs, taking into account the EU Operational Guidelines on Places of Refuge.

Only in exceptional cases should an Incident Report be distributed to all Member States, for example, when the destination is unknown. Examples are: detained ships leaving port without authorisation; identified, confirmed polluters; ships which, after a collision with another ship, do not report or stop at the request of the coastal state, etc.

3.2.4 Requests for actions to MS for distributed incident reports

The distribution of Incident Reports in SSN includes an optional field to request specific actions to the Member States to which the incident is distributed. Examples of actions that could be requested are to: acknowledge the reception of the information in the incident report, request for inspection at next port of call (e.g. PSC) or request for oil/cargo samples at next port of call to identify potential polluters.

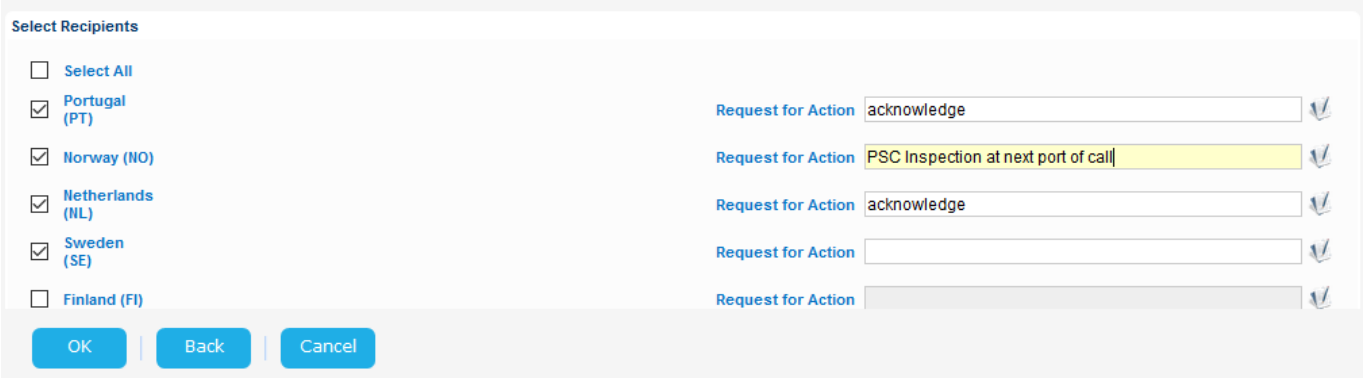


Figure 4 – Example of the request for actions to MS for distributed incident reports

The authority that has received the distributed Incident Report with the request for action, should use the feedback function also available in the Incident Reports in SSN, to provide a response to the authority that has requested the action. This feedback may include a simple acknowledgement message, the information that the ship has been inspected (e.g. PSC inspection done at port X, detailed inspection report can be found in THETIS system) or that the reported incident has been solved and the ship is not posing additional risk to maritime safety. Additional details may also be attached as a document to the feedback provided. The feedback message may as well be distributed via SSN only to the MS that requested the action or to the selected MS included in the distribution list of the Incident Report.

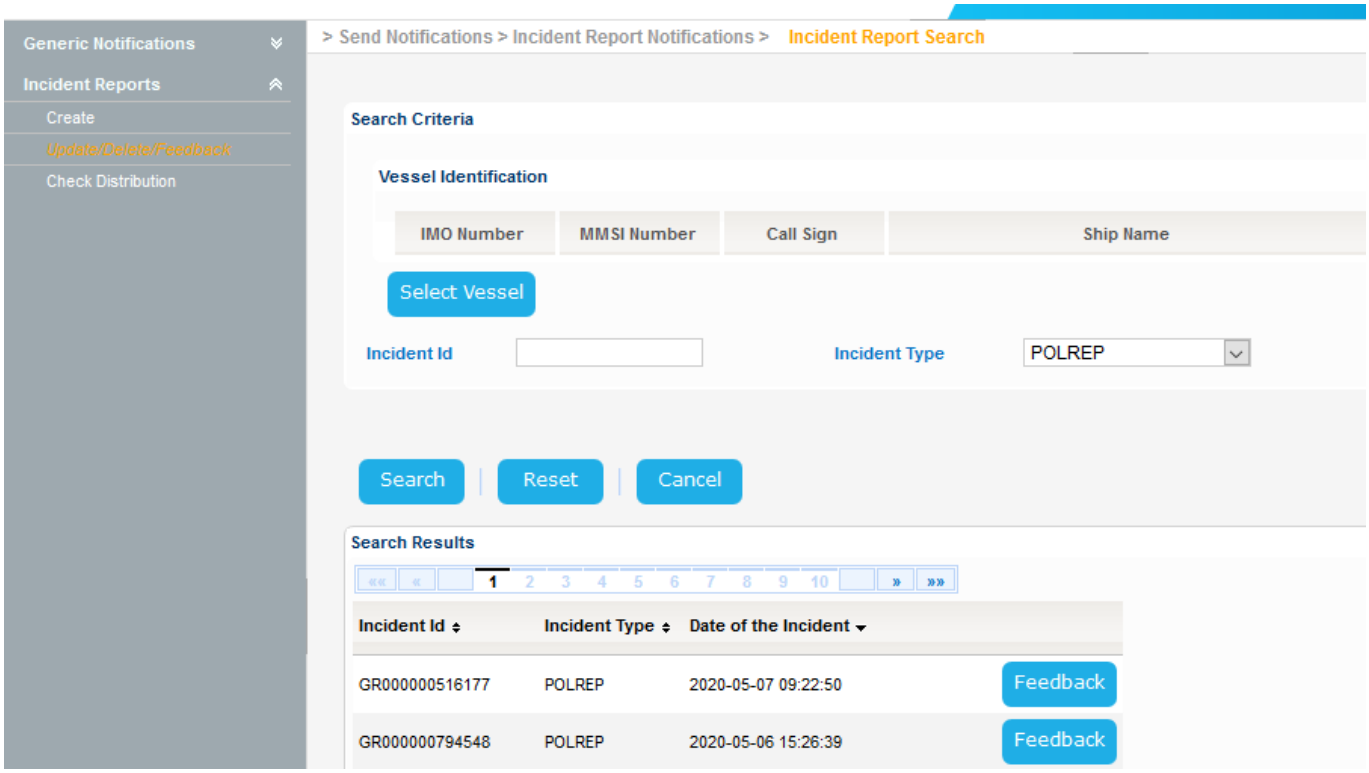


Figure 5 – Example of the Feedback function for distributed incident reports

The information provided under the Incident Report request for action and feedback (see Figure 5) will be available to all users with permissions to request Incident Reports in SSN.

4 Incident Reports Functionalities in SSN

4.1 General overview of SSN functionalities

Member States can provide or retrieve Incident Report information through SSN. Member States may provide or retrieve information through their national systems using the SSN Incident Report protocol (system to system XML message based service) or through a web browser to access the Central SSN textual and graphical interface. The functionality to report an Incident Report by uploading a spreadsheet will also be available through Central SSN textual web interface in SSN version 5.

A description of the Central SSN textual is included in the "SSN User Interface Manual" available at: http://www.emsa.europa.eu/ssn-main/documents.html

4.2 Incident Report provision

a. Update of an existing Incident Report

The competent authority should update an existing Incident Report to provide additional and more recent information depending upon the magnitude and evolution of the situation (e.g. more accurate information, new destination, etc.).

An update would increase the operational benefit of the information, e.g. a POLWARN could be updated by a POLINF with additional information and distributed as appropriate to inform that the oil spill already reported in SSN could affect another Member State following a change in the weather conditions. Another option is to only submit the information as a notification to SSN (when no action is needed from the other MS).

This functionality offers advantages to both the data provider and the data recipient:

- The competent authority can reduce the administrative burdens by amending an existing message instead of creating a new Incident Report from scratch.
- The data requestor can retrieve the most updated information in a single Incident Report instead of searching for several messages (e.g. initial message, 1st update, 2nd update etc.).
- Specific access rights are enforced in SSN allowing only the users of the competent authority that provided the initial report to update the IR.

b. Deletion of an existing Incident Report

The competent authority should delete an existing Incident Report if the notification has been provided by mistake.

Specific access rights are enforced in SSN allowing only the users of the competent authority that provided the Incident Report to delete it.

c. Inclusion of a list of vessels in a single Incident report

The data provider should include in a single notification the list of the vessels concerned by the accident/incident (e.g. in case of a collision between two vessels, the ship's details of both vessels should be included in the same SITREP).

This functionality offers advantages for both the data provider and the data recipient:

- The data provider can reduce the administrative burdens by sending a single notification instead of one message for each of the affected ships.

- The data requestor can retrieve the details of the concerned vessels in a single report instead of searching for several messages (e.g. SITREP “1” for ship “A” and SITREP “2” for ship “B” in case of a collision between vessels “A” and “B”).

d. Creation/update/deletion of feedback

As clarified in section 2.5, feedback on IRs should be notified to report the result of inspections and/or to provide additional information about an accident/incident.

Specific access rights are enforced in SSN:

- All the authorised SSN users can create feedback on an existing IR.
- Feedback can be updated or deleted only by its originator.

e. Additional incident types

The Incident Report protocol introduces additional Incident Report types: “Failed Notification”, “Vessel Traffic Rules Infringement”, “Banned Ship”, “Insurance Failure” and “Pilot Or Port Report”.

The operational benefit is to make the requestors and/or the recipients immediately aware about the type of event whereas in the previous protocol such types are included in the more general category “Others”.

f. Link different IRs related to the same accident/incident

The data provider can link two or more IRs logically connected e.g. following the grounding of a ship and the subsequent detection of pollution from that vessel, the competent authority which notifies the POLREP to SSN has the possibility to associate such a report to the SITREP previously sent for the grounding.

The added value is that the POLREP requestors and/or recipients are made aware that a SITREP, including additional information linked to the accident, is available in SSN.

4.3 IR retrieval via Central SSN textual web interface

The SSN system supports the retrieval of the following dedicated Incident Report information:

- Last Incident Report for a selected vessel.
- All the Incident Reports for a selected vessel.
- Retrieval of Incident Report of a specific type for a selected vessel notified to SSN.
- Retrieval of Incident Reports for ships bounding to / leaving from a specific port of call.
- Retrieval of a specific incident report.
- Retrieval of all incident reports reported in a specific sea area or location (to be developed).

4.4 IR retrieval via SSN Ecosystem Graphical Interface (SEG)

The SSN Ecosystem Graphical Interface (SEG) includes the information on active Incident Report associated to each vessel. This information is available in the layer Vessels > Positions > Voyage information > Incidents. Vessels with information on active Incident Report are displayed with the following symbol:


Incident

For additional information on SEG please consult the Quick Start Guide and video tutorials available at http://emsa.europa.eu/ecosystem/seg-get-started-guide.html

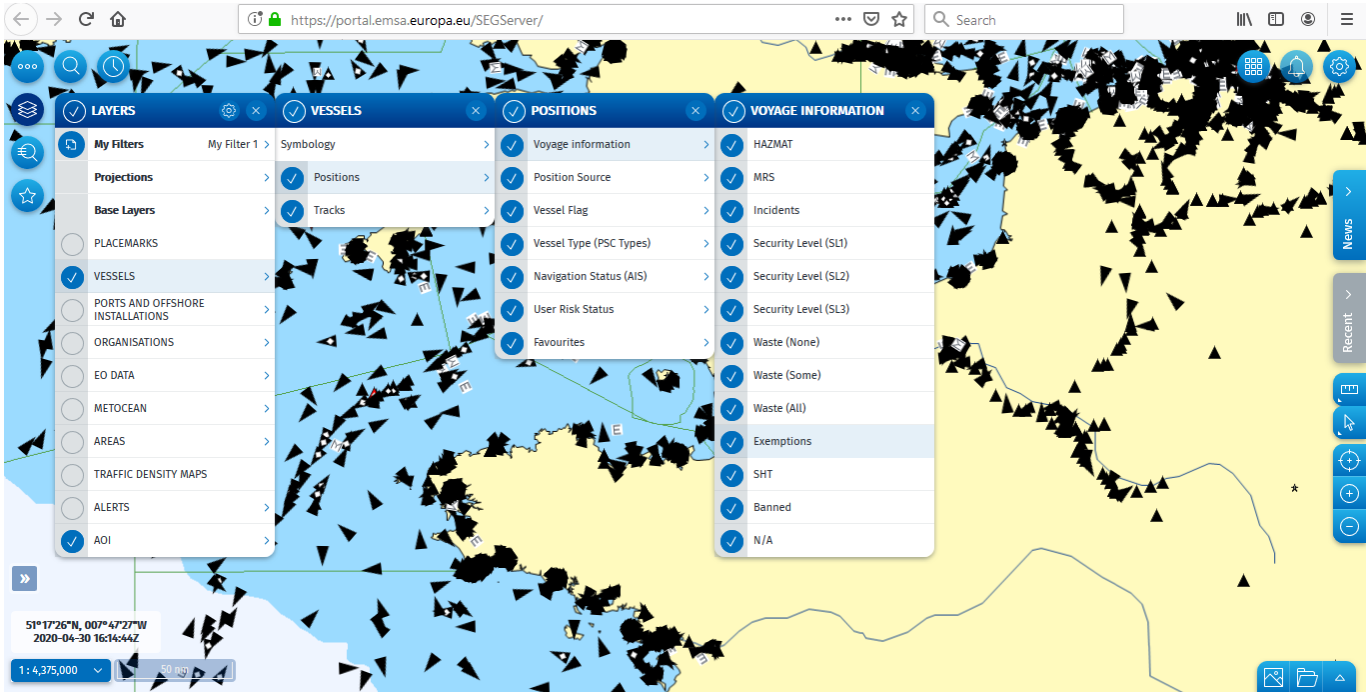


Figure 6 – SSN Ecosystem Graphical Interface (SEG)

The validity period for an Incident Report to be associated to the vessel position in SEG is the following:

Incident type	Validity period (days)
SITREP	30
POLREP	30
Waste	15
Lost and Found Objects	3
Failed Notification	15
Vessel Traffic Rules Infringement	15
Banned Ship	15
Insurance Failure	15
Pilot or Port Report	15
Other	15

4.5 Incident Report Distribution

a. Incident Report distribution via XML/web

The data providers should distribute Incident Reports to the relevant Member States to comply with the legal requirements introduced by Articles 16.3 and 21.3 of the VTMIS Directive.

In addition, data providers can request other Member States to carry out any appropriate inspection or verification as per Article 16.3 of the VTMIS Directive through the Incident Report distribution process.

b. Consolidated distribution status presenting the distribution results

This functionality informs the data provider on the successfulness of Incident Report distribution.

c. Incident Report distribution supporting a failure management tool

Central SSN automatically warns via email the recipient and the relevant NCA 24/7 in case of a failure in distributing Incident Reports.

Consequently, recipients will be aware of any distribution issues via their SSN national system. Thus they will be able to retrieve the incident details through the central SSN web interface.

4.6 Recommendation for data providers

a. Attached documents

The central SSN replaces the "old" information with the "new" information following the update process. As a consequence, if an update of an Incident Report or a feedback includes an attached document, the previously sent attached document (if any) will not be visible any more.

Therefore, to avoid the loss of valuable information, the attached document in the update shall contain all the relevant data.

Example: a POLWARN is notified to SSN as an attached document. When the data provider updates the Incident Report with a POLINF as an attached document, the Central SSN replaces the POLWARN with the POLINF. To avoid the loss of the POLWARN section, the new attached document should contain both the POLWARN and the POLINF data.

b. Provision of the vessel details in the Incident Report

Users should include the vessel details (if known) in the Incident Report even if such details are provided as an attached document.

In this way the Central SSN can associate the report to the appropriate identified vessel(s) getting the following operational benefits:

- Data requestors querying the SSN system by vessel details (e.g. by IMO number or MMSI) will retrieve this report, and;
- SafeSeaNet Graphical interface displays the concerned vessel(s) with an active Incident Report with a specific symbology Vessels with active Incident Reports can be viewed in the SEG and the details of the incidents displayed. If the IR has been uploaded as a PDF or Word document, this file can be downloaded by the user.

c. Positions

The SSN interface compliant to the new protocol offers the possibility to provide positions in 3 ways: "Latitude and Longitude", "Position related to a mark" and "Area".

The following recommendations are proposed:

- "Latitude/Longitude" is the recommended way of providing positions.
- "Position related to a mark" expresses the distance (in NM) and the bearing (degree notation from the true North) from a well-defined charted object (e.g. a fixed lighthouse).
- "Area" can be used to describe the affected sea area when a specific position is not available (e.g. an extended oil slick or a large dispersion of containers at sea).

5 Operational benefits of exchanging Incident Reports

5.1 General benefits

The main benefit and purpose of the exchange of Incident Reports among Member States is to receive an early warning regarding ships **"posing a potential hazard to shipping or a threat to maritime safety, the safety of individuals or the environment"**.

Thus, the distribution of the information, when relevant, will help in the decision making process in each Member State.

Also, Incident Reports can be used for routine operations. For example, a coastal station/port may use the information to verify (systematically, randomly or based on intelligence or other externally sourced information) the records of a ship which is expected to call/pass by within a few hours. The SSN web interface can provide a list of Incident Reports for a particular ship, which allows an overview of the ship's incident history.

5.2 Benefits of "distributed" Incident Reports

In certain situations, it may be specifically beneficial to distribute an Incident Report to other Member States, since it may help to identify hazardous ships and take appropriate actions. Examples of such situations are as follows:

a. A ship suffers a collision, but no on-board inspection could be carried out and the Member State decides to issue a SITREP. Having received the distributed SITREP, another Member State along the planned route of the ship may decide to contact the vessel to:

- gather further information;
- provide an escort or request the ship to be piloted or towed;
- send an evaluation team aboard to assess the degree of risk;
- restrict the movement of the ship and direct it to follow a specific course; or
- instruct the master to put in at a place of refuge in the event of imminent danger (e.g. gale warning).

Figure 7 – Example of a collision

b. A ship is reported for a serious breach of the International Regulations for Preventing Collisions (COLREGs), creating close quarter situations with other ships. Having received the distributed Incident Report, the coastal stations (e.g. VTSs) along the planned route of the ship will be aware of the behaviour and may apply their relevant procedures.

c. A ship is reported as a possible polluter. Having received a distributed POLREP, the destination authorities may board the ship to verify the accuracy of the records, the existence of residues (e.g. waste, oily water in the bilges), etc.

d. A ship that is spotting drifting objects has to report this to the relevant coastal station. The relevant authority should, in addition to issuing the notice to mariners, distribute via SSN appropriate information to the potentially concerned Member States. The added benefit of sharing this information is increased in the case where the objects are carrying dangerous and polluting goods (HAZMAT). In this case, counter pollution authorities, once informed, might take actions to mitigate any further hazard to ships and environment.

e. As stated in the Guidelines on reporting HAZMAT to SSN, Incident Reports should be notified in case of a failure in reporting HAZMAT information. Having received the information that a vessel failed to report HAZMAT, the relevant Authority might perform additional inspections to the vessel when at port to verify the cargo on board.

5.3 Benefits of Incident Reports notified only to the central SSN system

Incident Reports that have only been notified to the central SSN system are searchable through SSN (directly through the SSN web interface or through national SSN systems) when requested, and may therefore be requested on a routine basis by responsible authorities of a MS. A coastal station may detect a number of possible anomalies in the way that a ship is behaving, and by requesting through SSN, previous Incident Reports can be provided for the ship. The knowledge of previous incidents may help to monitor hazardous ships and take the appropriate actions for the situation. For example:

a. A ship sustains a technical failure. Having requested the Incident Report via SSN, it becomes apparent to the Member State authority that the ship has a record of recurrent engine or steering gear problems when entering or leaving port (e.g. a ship may have a “chronic” failure when going astern). This may lead the authority to request that the ship takes additional safety measures (use of tugs, checks prior to entering a port terminal, etc.).

b. A ship intends to receive bunkers during a call at an EU port, and the responsible authority would like to know whether any incidents have been recorded for the ship in the past. The response highlights that, during recent bunkering operations in EU ports, the ship has spilled oil due to the lack of proper operational procedures, or due to the way in which operational procedures are applied on board. Considering the facts, the responsible authority may take precautionary measures before allowing such an operation to take place.

c. A ship has been involved in several incidents, such as collisions or groundings, and as a result, it may be considered as a potential threat to maritime safety, the safety of individuals or the environment. SSN makes this information available to Member State authorities on request. The authority concerned may decide to pay particular attention to such a ship and, if necessary, to request it to take additional safety measures.

5.4 Benefits of providing feedback

Feedback supports the reporting of actions undertaken by Member States in compliance with the Article 16.3 of the VTMIS Directive.

In addition, authorised SSN users can provide further information on an existing Incident Report through the feedback and share this with other Member States. For example:

a. A ship did not report when entering a VTS area of Member State “A”. Through SSN, the competent authority confirmed that the ship is expected at Port “X” in Member State “B”. An incident report type “Vessel Traffic Rules Infringement” should be sent by Member State “A” and distributed to the coastal stations on the planned

route of the ship. At the destination in Member State “B”, the Member State decided to carry out an inspection. In addition to the ordinary PSC procedures, the findings may be reported to Member State “A” by sending a feedback on the existing IR.

Authorised SSN users of the new protocol can retrieve the Incident Report (VTS Rules Infringement) together with the feedback.

b. A ship reports a fire on board in the Search and Rescue region of Member State “A”. The fire has been controlled by the crew members and the vessel continues its voyage. The competent authority in Member State “A” notifies to SSN a SITREP and distributes it along the planned route of the ship. Member State “B”, which received the distributed SITREP via SSN, decides to dispatch an aircraft for monitoring the vessel when crossing its Search and Rescue Region. Member State “B” gathers additional information about the damages and wishes to share it with other Member States. A feedback on the initial SITREP can be notified by Member State “B” and distributed.

   Authorised SSN users of the new protocol can retrieve the Incident Report (SITREP) together with the feedback.

Annex 1 - Examples per type of Incident Report

1. Incident reports related to the safety and seaworthiness of the ship (Article 16.1(a) of the VTMIS Directive) - Incident type SITREP

In SSN, a situation report (SITREP[5]) should be used whenever the maritime safety and/or the seaworthiness of a vessel have been compromised (including accidents). A SITREP type Incident Report message (see an example in Appendix 1) should be sent to SSN, when:

- ship's safety has been affected (due to collision, damage, flooding, cargo shift etc.);
- a ship reports failures which have affected its manoeuvrability or seaworthiness (including propulsion systems or steering gear, electrical generating system, navigation or communication equipment, etc.), and the ship is posing a potential hazard to shipping or a threat to maritime safety.

Some examples of practical cases when a SITREP incident report should be sent to SSN are provided below.

Example 1: Vessel runs aground

A vessel runs aground close to port A and is re-floated with assistance. A temporary repair is made and the ship is allowed to proceed to a yard (located in port B in a different country) where further repairs are expected to be carried out. A SITREP should be distributed by port A at the latest at the time of departure, communicating the information to Member States along the ship's planned route towards port B and to the flag State (if EU flag vessel).

Example 2: Collision at sea

A collision occurs at sea and the Member State receives reports from both of the vessels involved. After the inspection of ship 1, minor damage is found and the Member State allows it to proceed to its destination. In such a case, a SITREP should be distributed to the countries along the planned route of ship 1 and to the flag State (if EU flag vessel).

Ship 2, which is engaged in domestic voyages only, has not suffered any serious damage, and no pollution has occurred. A SITREP may also be notified to SSN on a voluntary basis (as per section 2.3.2) so that the information related to the incident can be made available to other Member States upon request.

Example 3: Defects affecting ship's safety

During transit through a mandatory ship reporting system (MRS) or VTS area, a ship:

- suffers several long power black outs or engine failures without any satisfactory explanation, or;
- is found to be having difficulties in maintaining its heading, and is not able to provide a satisfactory explanation for erratic course keeping, or;
- has serious difficulties in establishing radio contact, which is apparently caused by on board equipment deficiencies.

---

[5] The SAR SITREP form is widely employed among rescue units, MRCCs and maritime authorities for reporting and coordinating accidents at sea. The SSN-group has produced a slightly amended form of SAR SITREP

A SITREP should be sent to SSN and distributed to Member States along the planned route, if known, and to the flag State (if EU flag vessel) describing the circumstances so that the information can be made available to other Member States.

Example 4: Minor defects not affecting ship's safety

A vessel hits a jetty while manoeuvring to berth in a port in strong winds. After a thorough inspection by PSC Officers/Classification Society, it is found that the ship does not need to be repaired. A SITREP may be sent to SSN on a voluntary basis, so that the information related to the incident can be made available to other Member States upon request.

Example 5: Accommodation of a ship in need of assistance seeking a place of refuge

A vessel requests a place of refuge (PoR) following a sustained main engine failure in rough seas and restricted visibility. Following a quick assessment the master reported loss of the main and auxiliary power.
Upon receiving the PoR request from this ship, the Coordinating Member State (CMS) will issue SITREP alerting Member States along the planned route of the ship as per Article 16.2 of the Directive (see example 3 above) and to the flag State (if EU flag vessel).
After initiating the national PoR procedures and gathering any information deemed necessary for the safe handling of the PoR request, CMS will issue SITREP including PoR Situation Report (as per Appendix 10) to the attention of the involved parties as per "EU Operational Guidelines on Places of Refuge". This message should be updated when needed through the SSN system.

2. Incident reports related to the environment (Article 16.1(b) and Article 16.1(a) of the VTMIS Directive) – Incident Type POLREP

The pollution report (POLREP) is a widely employed form to exchange information with other interested parties whenever the environment is affected or is likely to be affected after a confirmed or possible spill or an illegal discharge. In that sense, POLREPs are split in 3 parts and can be used to warn (POLWARN), inform (POLINF) or exchange information on facilities and operations (POLFAC).

The HLSG agreed to create a link between SSN and the Common Emergency Communication and Information System - Marine Pollution (CECIS MP) to avoid double reporting in EU systems for matters related to pollution.

Following such agreement, POLWARN and POLINF messages will be notified in SSN whereas any request for international assistance (POLFAC) will be notified using CECIS MP.

The Central SSN will automatically "push" all the POLWARN/POLINF to CECIS MP when notified to SSN for both distributed and non-distributed incidents. Any update or feedback to the original message will be automatically "pushed" to CECIS MP. The data from SSN will be processed by CECIS MP and made available to its users.

As a consequence, Member States notifying Incident Reports via XML shall endeavour to send only POLWARN/POLINF to Central SSN.

According to Article 16.1.b Member States should report those ships for which there is proof, or presumptive evidence of deliberate illegal discharges (MARPOL infringements). Every Member State should carefully consider what legal proof or presumptive evidence needs to be provided for a ship to be considered as having deliberately discharged (e.g. oil in the sea). For each situation, Member States should assess the information they have gathered before sending a report. They should also interact closely with the relevant authorities of other Member States (e.g. the destination port to obtain any further information). Furthermore, Articles 6 and 7 of Directive 2005/35/EC describe the legal obligation that Member States have to inspect ships whenever there is a suspicion of pollution. Therefore, the POLREP can be used, either to report pollution to those Member States that may be

affected (as per art 16.1.a), or to report ships for which there is presumptive evidence of deliberate illegal discharges (as per art 16.1.b) to the Member States along its planned route.

The decision making process to report a presumptive illegal discharge is presented below:

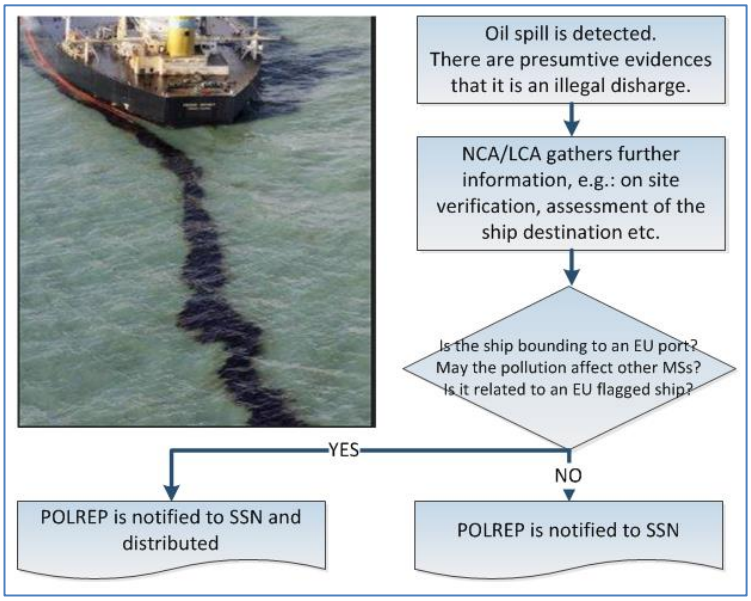


Figure 8 – Decision making process to report POLREP in SSN

An example of a POLREP is shown in Appendix 2.

Example 1: Accidental discharge at port

A ship engaged in domestic voyages runs aground when entering a port and an oil slick results. The pollution is initially controlled locally by the port, but due to strong winds, the spill drifts and there is a risk that it may affect the waters of other Member States. A POLREP should be sent to the Member States that may be affected.

Example 2: Accidental discharge at sea

During the bunkering operations of a ship at sea, an oil leakage occurs due to the overflow of fuel oil from the tank vent pipe, and an oil slick is detected on the sea surface. The ship reports the accident to the nearest coastal station and both ships carry out cleaning operations. The pollution is resolved without any further implications for the environment and the ship continues its voyage towards a port in another MS. In such a case, an Incident Report should be notified to the central SSN system.

Example 3: Deliberate oil discharge

A ship deliberately discharges oil residues (there are presumptive evidences such as photographs taken plus the confirmation from a patrol boat of the discharge being mineral oil) during its transit off the coastline of a Member State, and within its pollution response zone. Regardless of the actions taken to detect and respond to the pollution, a POLREP should be sent to the central SSN system for distribution to the Member States along the planned route of the ship and to the flag State (if EU flag vessel).

Example 4: Discharge of cargo residues

An environmental patrol flight reports a vessel which is discharging cargo residues, other cargo associated waste or garbage. A POLREP should be sent to the central SSN system for distribution to the relevant Member States

along the planned route of the ship (if known) and to the flag State (if EU flag vessel). The notification should contain any relevant information on the ship, its location and the cargo.

Example 5: CleanSeaNet (CSN) oil spill alert report

A POLREP (POLWARN - 1st message of POLREP) may also be notified following the detection of an oil spill by the CleanSeaNet (CSN) satellite-based pollution monitoring system. The following example defines a possible case.

A possible spill is detected by CSN. The spill is correlated with a vessel without ambiguity and the vessel is identified. This information is sent in a CSN Alert report to the affected MS. The spill is confirmed by on-site verification by an air patrol craft as being mineral oil. The spill should be reported to SSN using a POLREP[6].

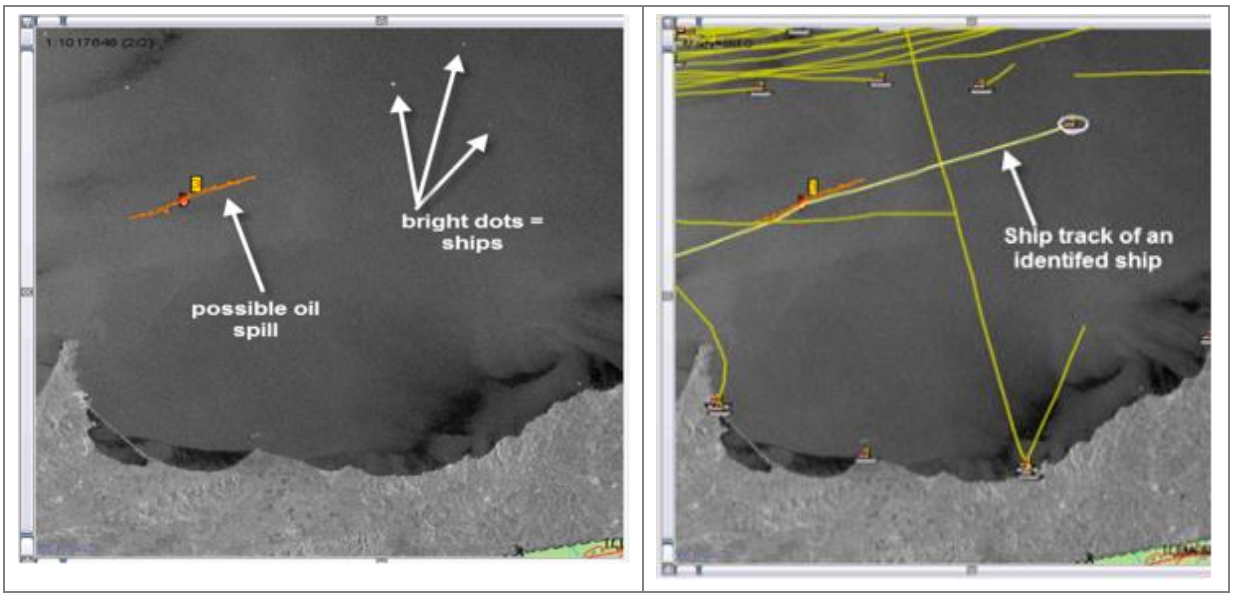


Figure 9 – Example of unambiguous correlation between the possible oil spill/discharge and the ship track

POLREP type Incident Reports issued in cases such as those in examples 3, 4 and 5, shall be distributed to the Member States along the planned route of the vessel when applicable. For example, if there is evidence that a ship has polluted at sea and its destination is known (reported by the ship itself, based on SSN information, etc.), the Member State issuing the POLREP should distribute it and may request an inspection/verification at the destination port.

Should the planned route be unknown, all available information which could be relevant to further actions and investigations should be sent to all Member States. The results of the inspections carried out in compliance with Article 16.3 should be reported to the Member States concerned via SSN by sending a feedback.

[6] To be noted that the POLREP does not exempt the CSN users to provide CSN feedback.

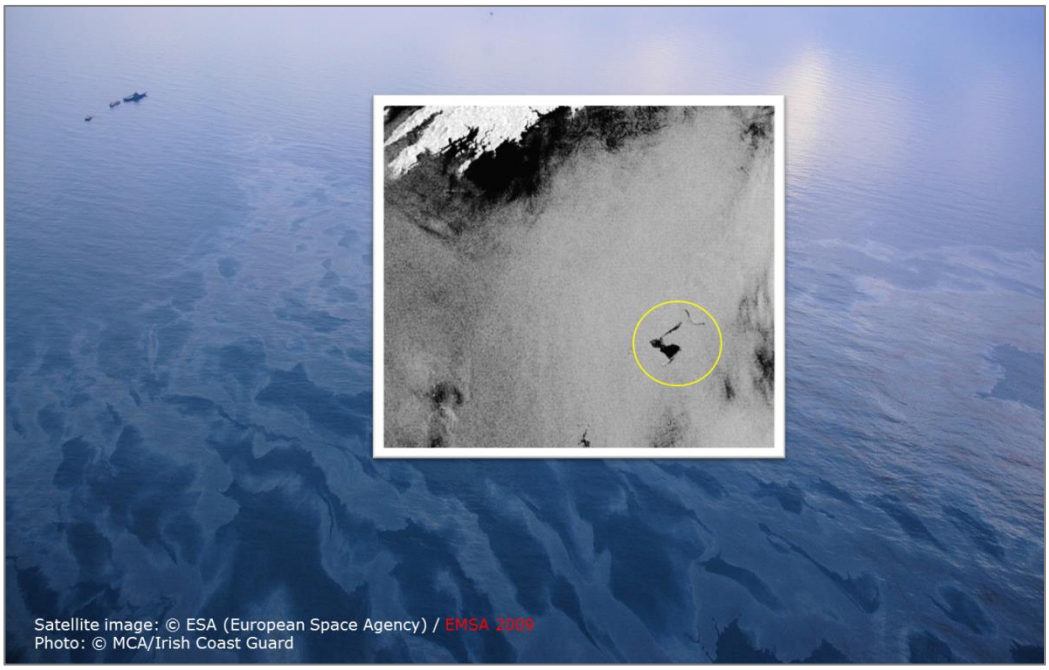


Figure 10 – Photo taken by an air patrol craft of an oil spill and the correspondent satellite image from CSN

3. Incident reports related to port reception facilities for the delivery of waste from ships (Directive EU 2019/883) – Incident type WASTE

Article 7 of Directive EU 2019/883 (PRF Directive) defines the rules for the delivering of waste from ships (either the ship deliver all its waste to the port reception facility of the port of call either there is sufficient dedicated storage capacity for all waste that has been accumulated and will be accumulated during the intended voyage of the ship until the next port of call).

Article 12 of the PRF Directive concerns the use of an information, monitoring and enforcement system to support the implementation of the Directive aims. Article 13.1 establishes that that system is the Union Maritime Information and Exchange System (SafeSeaNet) for the purposes of[7]:

- protecting the marine environment against the negative effects from discharges of waste from ships
- improve the availability pf adequate port reception facilities and the delivery of waste to those facilities
- at the same time, ensuring the smooth operation of maritime traffic and maritime transport

In addition, the PRF Directive provides the legal basis in Articles 7 and 12 to exchange information regarding the identification of ships which have not delivered their waste and cargo residues[8] or which have not complied with the obligation to report the advance waste notification and the delivery receipt, as this may create a potential risk of illegal discharges at sea. In such cases, the PRF authority at port level should send an Incident Report type Waste to SSN, that should be distributed to all Member States along the planned route of the vessel and the notifying authority may request an inspection/verification at the destination port (if port of a Member States).

[7] c.f. Article 1 of Directive 2019/883

[8] see Article 2 (3) and (5) of Directive 2019/883

It is worth noting that certain types of ship generated waste are allowed to be discharged within set parameters (for more information, see relevant parts of MARPOL Annex V). The Incident Report form that may be used is shown in Appendix 3.

The Incident Reports type waste shall be automatically pushed from SSN central system to THETIS-EU, which shall contain all the information required for the implementation of the inspection system provided for by the PRF Directive.

Typical situations where the distribution of a waste incident report should follow are:

- A ship leaves the port without having complied with articles 7 of Directive EU 2019/883; this means a clear non-compliance with the mandatory delivery of waste to a port reception facility, if no evidence was provided that, in relation to the scheduled voyage, there was sufficient dedicated storage capacity for all the ship generated waste till the next port of call.

- A ship leaves a port towards the declared next port without delivering its ship generated waste (because there is sufficient storage capacity for the planned voyage). After the departure, the Member State learns (from a CST, etc.) that the next port (which was declared as port of delivery) has changed. The voyage has been extended significantly and there is no certainty that there are enough storage capacities on board (article 7.4 of Directive EU 2019/883).

Infringements, even suspected, of Directive EU 2019/883 articles 6 and 7 may create a potential risk of illegal discharges at sea affecting the scheduled voyage. For this reason, a waste incident report message should be sent to Member States along the planned route of the ship. It has to be noted that if a Member State has clear evidence that a ship has proceeded to sea without having complied with Articles 6 or 7, the competent authority of the next port of call shall be informed thereof. If the destination or the planned route is unknown, the Incident Report should be notified to the central SSN system, through which the information is made available to Member States Authorities on request and to THETIS-EU.

Reasons of non-compliance should be accurately notified by selecting the Waste Incident type and filling the field “Descriptions of the incident” which is part of the waste incident report form available in SSN (see SSN XML Reference Guide for more details).

Example 1: Waste or residues that can be deliberately discharged at sea

A ship sails without having discharged its waste in accordance with the Directive EU 2019/883 (art.7). After the ship’s departure when considering other information collected by the relevant competent authority, it could be clear that the ship does not have enough on-board capacity to store the waste in relation to the scheduled voyage.

A waste incident report should be distributed to all Member States along the planned route of the vessel and the notifying authority may request an inspection/verification at the destination port.

If the destination is unknown, the incident report should be distributed to the central SSN system, from which the information is made available to Member States Authorities on request and to THETIS-EU.

4. Incident reports related to ships has lost its cargo overboard (Article 17.1(d) of the VTMIS Directive) – Incident type LOST AND FOUND OBJECTS

This message reports the loss (by the ship which has lost cargo) or the observation (by another ship or observer) of e.g. drifting containers or packaged goods. A coastal station holding such information shall notify it to SSN following the national procedure. This incident report should be distributed to those Member States possibly affected by the drifting items (e.g. expected drift, distance to shore, cargo inside, etc.). It has to be noted that this

type of incident might be considered as a shipping safety related incident (as per section 1 of the Annex if a possible collision with the drifting objects is considered. It could also be considered as an environmental issue if the lost/drifting object contains dangerous or polluting goods.

The Incident Report form that may be used is shown in Appendix 4.

Example 1

A container carrier reports to the nearest coastal station that it has lost some of its deck containers during severe weather conditions. The Member State receiving the information should distribute the information to all potentially affected Member States and to the flag State (if EU flag vessel).

It should be noted that sending a lost and found objects report does not relieve the authority from the responsibility of sending Maritime Safety Information (MSI) through established channels in order to warn other traffic.

5. Ships which fail to comply with the reporting requirements of the VTMIS Directive (Article 16.1(a), 2nd bullet point) – Incident type FAILED NOTIFICATION

Whenever a ship does not comply with the reporting requirements imposed by Directive 2002/59/EC, coastal stations should distribute an Incident Report to Member States along the planned route of the ship, if known, and to the flag State (if EU flag vessel).

The Incident Report form that may be used is shown in Appendix 5.

Example 1: HAZMAT not reported

The Agent, Master or Operator of a ship does not provide the due cargo information (including HAZMAT details) to the designated port (departure or destination). An Incident Report should be distributed at least to the next port of call using the form in Appendix 5 and to the flag State (if EU flag vessel).

Example 2: Incident not reported

A ship did not provide any of the reports required by Article 17 (e.g. an accident or incident) to a coastal station. An Incident Report should be distributed to the coastal stations located along the planned route of the vessel and to the flag State (if EU flag vessel).

6. Ships failed to comply with the applicable rules in ships' routeing systems and VTSs operated within the responsibility of a Member State (Article 16.1(a), 3rd bullet point of the VTMIS Directive) – Incident type VESSEL TRAFFIC RULES INFRINGEMENT

Coastal stations should send an Incident Report to Member States along the planned route of the ship whenever a ship does not comply with the rules in a ship routeing system including the International Regulations for the Prevention of Collisions at Sea (COLREGs) or the applicable rules in a declared VTS area.

These Incident Reports should be notified to the Member States along the planned route of the ship, and also to the flag State (if it is a MS).

The Incident Report form that may be used is the same as for FAILED NOTIFICATION and is shown in Appendix 5.

Example 1: Ship not reporting in a VTS area

A vessel contravenes the reporting rules during its transit through a declared VTS area by not reporting at the reporting points. An Incident Report message should be distributed to the Member States along the planned route of the vessel using the form in Appendix 5 and to the flag State (if EU flag vessel).

Example 2: Ship in breach of Ship Routeing Systems rules

A ship is reported for a serious breach of COLREGs by navigating against the established traffic flow in a traffic separation scheme, creating close quarter situations with other ships. Having been warned by a distributed Incident Report (type “Vessel Traffic Rules Infringement”), the subsequent coastal stations (e.g. VTSs) along the planned route of the ship will be aware of the behaviour and can contact the ship in advance to verify its condition.

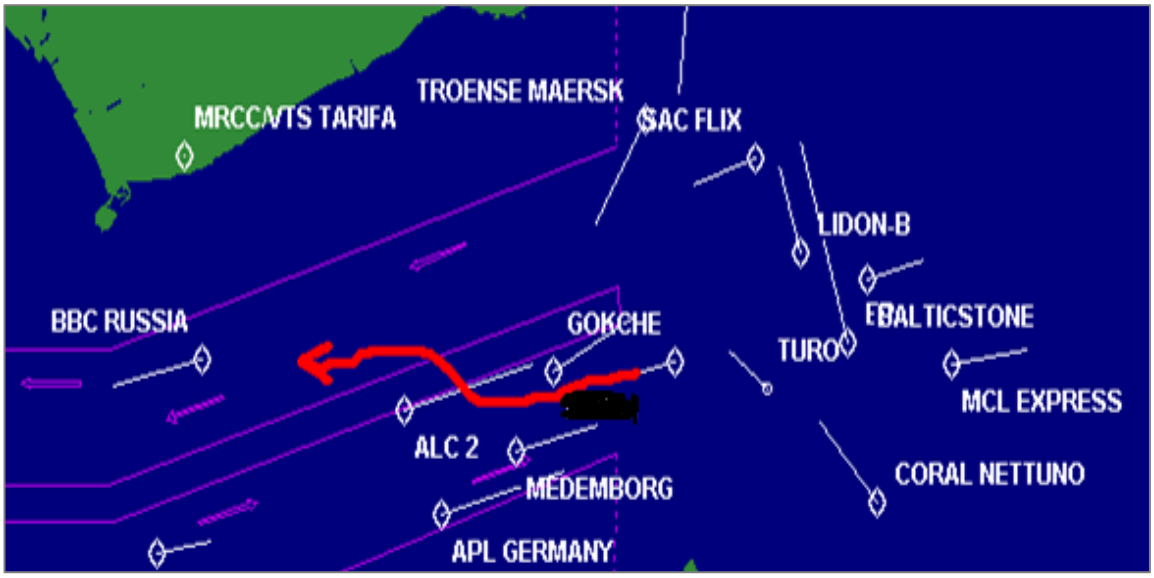


Figure 11 – COLREG infringement in a Traffic Separation Scheme (TSS) (ship making way against the main traffic flow)

7. Ships refused access to ports of Member States or which have been the subject of a report or notification by a Member State in accordance with Directive 2009/16 as amended on Port State Control (Article 16.1(c) of the VTMIS Directive) – Incident type BANNED SHIP

When a ship is refused access to a port, the authority responsible for reporting banned ships to SSN (coastal stations, PSCOs, etc.) should issue an Incident Report. This Incident Report should be distributed along the planned route of the ship as this information is important to all of the relevant Member States.

Furthermore, information on vessels which have been refused access to Member States’ ports (only for banned ship according to Paris MoU on Port State Control) is provided automatically to national SSN systems by the central SSN system. EMSA is responsible for managing the reference data-base list of banned ships in the central

SSN system. A warning is included in the message receipt whenever a notification is sent for a “banned” ship. The EMSA MSS is also alerting Member States whenever they send a PortPlus notification for such a ship.

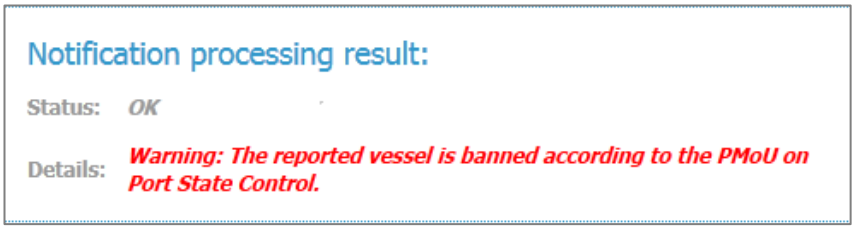


Figure 12 – Message displayed in the SSN web interface when sending a notification for a “banned” ship. The same text is included in the status message of the SSN receipt when the notification is sent via XML

Example1: Banned ship

A ship which has a refusal of access order (“banned”) on the Paris MoU list is passing the MRS of a MS. The MS, even if the ship is not calling at one of its ports, should send an incident report type “Banned Ship”. If the destination is known, and the ship will proceed within the areas of responsibility of other Member States, this Incident Report should also be distributed along the planned route of the ship.

Once the refusal of access order has been lifted, this information should be exchanged through SSN.

The interface between SSN and the THETIS inspection database for port State control will be upgraded to allow the communication of waste notifications, exemptions and incident reports to THETIS.

Example 2: Ship subject of a report or notification by a Member State in accordance with Directive 2009/16 as amended, Article 21 and Annex VIII – 2 on port State Control of shipping

A ship is required to correct certain deficiencies within a period of time. This information should be distributed along the planned route of the vessel, if known.

8. Ships failed to notify, or do not have, insurance certificates or financial guarantees (Article 16.1(d) of the VTMIS Directive) – Incident type INSURANCE FAILURE

Directive 2009/20/EC (on the insurance of ship owners for maritime claims) lays down the rules applicable to certain aspects of the obligation on ship owners as regards their insurance for maritime claims. It applies to ships of 300 gross tonnage or more and the relevant provisions shall apply from 1 January 2012.

Article 5 of Directive 2009/20/EC provides that each Member State shall ensure that any inspection of a ship undertaken in a port under its jurisdiction in accordance with Directive 2009/16/EC (PSC Directive) includes verification that an insurance certificate is carried on board. If such a certificate is not presented on board, without prejudice to Directive 2009/16/EC providing the detention of the ship, the competent authority may issue an expulsion order to the ship which shall be notified to the Commission, the other Member States and the flag State concerned. Following the issue of such an expulsion order, all Member States must refuse the ship to entry into their ports until the ship owner notifies the certificate.

Pursuant to Article 16.2 of the VTMIS Directive, this information should be communicated to the coastal stations concerned in the other Member States located along the planned route of the ship (Appendix 6 indicates the desirable set of data to be provided).

Example 1: Certificate of insurance

A ship is inspected and no certificate of insurance or other financial security in respect of civil liability for oil pollution damage has been presented on board to the inspector. The Coastal Station, as defined in Directive 2002/59, should distribute an Incident Report providing the information concerned. This Incident Report shall be sent to those Member States along the planned route of the ship and to the flag State (if EU flag vessel).

Pursuant to Article 5.2 of Directive 2009/20/EC on the insurance of ship owners for maritime claims and once the ship-owner has provided the missing certificate, this information should be specified by the relevant competent authority as corrective measures in the form under Appendix 7 and distributed accordingly.

9. Ships reported by pilots or port authorities as having apparent anomalies which may prejudice their safe navigation or create a risk for the environment (Article 16.1(e) of Directive 2002/59/EC) – Incident type PILOT OR PORT REPORT

The information regarding ships which have been reported by pilots or port authorities as having apparent anomalies which may prejudice their safe navigation or create a risk for the environment in accordance with article 16.1 of the VTMIS Directive, should be exchanged through SSN.

Pursuant to Article 16.2 of the VTMIS Directive, coastal stations holding this information should communicate it to the coastal stations concerned in the other Member States located along the planned route of the ship (Appendix 8 indicates the desirable set of data to be provided).

Example 1: Reporting a problem with the steering gear of a ship which has been detected by a pilot when leaving a port.

The pilot service provider of a port in Member State A detects a problem in the steering gear of a ship when departing. This information, communicated to the relevant authority in Member State A, should be sent by this authority to the Member States along the planned route of the ship and to the flag state (if EU flag vessel) using an incident report type “Pilot Or Port Report”.

The destination port in Member State B, where the ship is expected, decides to carry out an inspection. Whatever the results may be, the findings should be reported to Member State “A” as a feedback.

The Incident Report form that may be used is shown in Appendix 7.

10. Others incident reports

In addition, Member States may share, on a voluntary basis and through the Incident type “other”, information concerning other situations within the domain of the VTMIS Directive that may affect the safety of navigation and potentially concern other Member States.

When using the XML interface for notifying these types of Incident Reports, they can describe the incident as a free text.

Example 1: Towing operations

Oil rig towing operation will take place from Member State “A” to Member State “B” passing close to the territorial waters of other Member States. The Member State “A” decides to disseminate information prior to starting the towing operation (e.g. period, planned waypoints, vessels involved etc.) to the other Member States which might be

affected in case an accident/incident should occur. A report type “others” is then shared via SSN. Following the reception of such information, the concerned Member States might react increasing the monitoring measures and pre-alerting their counter-pollution assets when the oil rig will approach their areas of responsibility[9].

[9] In case of accident/incident, the competent authority must notify to SSN the relevant information in compliance with the Articles 16, 17 and 21 of the Directive 2002/59/EC as amended.

Annex 2 - Data elements description per type of Incident Report

Label in web interface	Attribute Name (XML)	Group (if more than one with different description)	Description
Action Taken	ActionTaken		Free text entry. Description of the action(s) taken
Action Requested Detail	ActionRequestedDetail		Content of the action requested to the recipient MS
Associated Incidents	AssociatedIncidentID		Identification of an Incident Report(s) which is associated to the current Incident Report. Please use the search functionality by Vessel identification or the Incident ID
Authority Name	AuthorityName		Name of the Authority reporting the Incident. Automatically prefilled with the information available on the Central Organisations Database (COD), can be changed by clicking in "Change Authority"
Bearing	Bearing		Indicated in the 360 degrees notation from true north and shall be that of the position from the mark.
P49_Call Sign	CallSign		Call sign of the vessel
Call Sign	CallSign		Call sign of the vessel
Cargo Leaking	CargoLeaking		Indicates if cargo is leaking from the container/object. Possible values: Yes, No or Not visible
Cargo Type	CargoType		Free text entry. Type of cargo
Contact Name	ContactName		Name of the organisation from which detailed information may be obtained on the cargo manifest
Coordinating Authority	CoordinatingAuthority		Identification of the Coordinating Authority/Member State
Course	Course		True course as a 3-digit group
Current Draft	CurrentDraft		Maximum present static draught expressed as a 4-digit group in meters and centimetres. If draught is not consistent for the length of the vessel draughts are to be noted as Bow, Mid-ships, Stern, port and starboard as appropriate
D_Number of Persons at Risk	D_NumberOfPersonsAtRisk	SITREP	Number of persons at risk. 99999 if actually unknown. The value 0 (Zero) is allowed in situations where SITREP refers to a vessel that has been fully evacuated. The use of dots and commas is not allowed
Date of Incident	DateOfIncident		Date when the incident took place
Date and Time of Report	DateTimeReportAction		Date and time when the action report is provided. Time to be

Label in web interface	Attribute Name (XML)	Group (if more than one with different description)	Description
Action			reported in UTC
Report Date Time	DateTimeReportLostFoundObject		Date and time when the observation about lost / found objects takes place. Time to be reported in UTC
Deadweight	Deadweight		Deadweight tonnage of the vessel
Defect Limitations	DefectLimitations		Brief details of defects, damage, deficiencies or other limitations; radar, steerage, communications
Vessel Description	DescribeVessel		Possibility to provide information on vessels without IMO or MMSI (e.g. pleasure craft, fishing vessels…) using free text description
Description	Description	Object	Description of the container or object: dimension, color, marks, numbers, condition
Details	Description	Incident details	Description of the incident (free text)
Details	Details	Report Action Details (Feedback)	Description of the reported action (free text)
Direction	Direction	Wind	Indicates wind direction in degrees.
Direction	Direction	Tide	Indicates tide direction in degrees.
P44_Wind_Direction	Direction	P44_Wind	Indicates wind direction in degrees.
P45_Tide Direction	Direction	P45_Tide	Indicates tide direction in degrees.
Distance	Distance		Indicates distance in nautical miles and shall be that of the position from the mark
Distribution	DistributionFeedback_yes_no	Feedback Distribution	Distribute feedback. Please select recipients
Distribution	DistributionIR_yes_no	IR distribution	Distribute Incident Report. Please select recipients
Doc type	DocType		Type of document format among the following possible values: DOC -> Extensions allowed: MS WORD 97 or subsequent versions (e.g. DOC, DOCX,DOT, RTF, etc) HTML -> Extensions allowed: HTM, HTML PDF -> Extensions allowed: PDF TXT -> Extensions allowed: TXT XML -> Extensions allowed: XML XLS -> Extensions allowed: MS EXCEL 97 or subsequent versions (e.g. XLS, , etc) JPG -> Extensions allowed JPG PNG -> Extensions allowed PNG
Drift Course	DriftCourse		Indicates the drift course of the pollution or object in degrees

Label in web interface	Attribute Name (XML)	Group (if more than one with different description)	Description
Drift Speed	DriftSpeed		Indicates the drift speed of the pollution or object. Please indicate the unit of measurement in which the drift speed is reported in separate field. In cases of air pollution (gas cloud), drift speed should be reported in m/sec
E_Assistance Required	E_AssistanceRequired		Free text entry. Identifies the type of assistance required
Email	EMail	IdentificationOfAuthority	Email address of the Authority reporting the Incident. Automatically prefilled with the information available on the Central Organisations Database (COD), can be changed by clicking in "Change Authority"
Email	EMail	CargoManifest	Email address of the organisation from where details on the cargo may be obtained.
ETA to Destination	ETAToNextPort		Date and time of estimated time of arrival to the port of destination. Time to be reported in UTC
F_Coordinating RCC	F_CoordinatingAuthority		Name of coordinating Authority
FAX	Fax	IdentificationOfAuthority	Fax number (country code to be included) of the Authority reporting the Incident. Automatically prefilled with the information available on the Central Organisations Database (COD), can be changed by clicking in "Change Authority"
FAX	Fax	CargoManifest	Fax number (country code to be included) of the organisation from where details on the cargo may be obtained.
Feedback ID	FeedbackID		Alpha-2 (two-digits) country code (in accordance with standard ISO 3166-1) of the Member State providing feedback to the incident +15 characters
Distribution to Flag State	FeedbackDistributionToFlagState		Distribute Feedback to flag State(s) if participating to SSN. Possible values: Y – yes, feedback will be distributed to the flag State(s) N – no, feedback will not be distributed to the flag State(s)
P49_Flag	Flag		Ship flag registry
Flag registry	Flag		Ship flag registry
G_Casualty Description	G_CasualtyDescription		Free text entry. Identifies casualty details (physical description, owner/character, cargo carried, passage from/to, life-saving equipment carried etc.)
Area	GeographicalArea		Geographical area name of the ship position

Label in web interface	Attribute Name (XML)	Group (if more than one with different description)	Description
Gross Tonnage	GrossTonnage		The measure of the overall size of a ship determined in accordance with the provisions of the International Convention on Tonnage Measurement of Ships, 1969
H_Weather on Scene	H_WeatherOnScene		Weather on scene. Wind, sea/swell state, air/sea temperature, visibility, cloud cover/ceiling, barometric pressure
P49_Home Port	HomePort		Location Code (LoCode) of the ship's port of registry
IMO Number	IMONumber		IMO Ship Identification Number Scheme according to IMO Resolution A.1078(28), adopted on 4 December 2013
Incident ID	IncidentID		Incident Report identification number. Alpha-2 (two-digits) country code (in accordance with standard ISO 3166-1) of the Member State providing the incident + 15 characters
Distribution to Flag State (participating to SSN)	IRDistributionToFlagState		Distribute Incident Report to flag state(s) if participating to SSN. Possible values: Y – yes, incident report will be distributed to flag State(s) N – no, incident report will not be distributed to flag State(s)
IR Number	IRNumber_FishingVessel		EU fishing vessel Registration number (CFR field)
J_Initial Actions Taken	J_InitialActionsTaken		Initial actions taken by casualty and RCC
K_Search Area	K_SearchArea		Search area as planned by RCC
L_Coordinating Instructions	L_CoordinatingInstructions		OSC designated, units participating, communications
Latitude	Latitude		Geographic coordinate that specifies the north–south position of a point on the Earth's surface. The geo-coordinates formats available are: DMS (DD MM SS) e.g. 51°30'17"N; DM (DD MM.mm) e.g. 51°30.29'N; and Decimal (DD.ddddd) e.g. 51.50487°.
Locode	LoCode	IdentificationOfAuthority	Location code of the Authority reporting the Incident. Can be any LOCODE listed in the UNECE LOCODE list (i.e. not only LOCODES of ports) or any LOCODE listed in the SSN specific LOCODE list of EMSA. Search functionality available using magnifier icon. Automatically prefilled with the information available on the Central Organisations Database (COD), can be changed by clicking in "Change Authority"

Label in web interface	Attribute Name (XML)	Group (if more than one with different description)	Description
Locode	LoCode	CargoManifest	Location code of the organisation from where details on the cargo may be obtained. Can be any LOCODE listed in the UNECE LOCODE list (i.e. not only LOCODES of ports) or any LOCODE listed in the SSN specific LOCODE list of EMSA. Search functionality available using magnifier icon.
Longitude	Longitude		Geographic coordinate that specifies the east–west position of a point on the Earth's surface. The geo-coordinates formats available are: DMS (DD MM SS) e.g. 011°30'17"E; DM (DD MM.mm) e.g. 011°30.29'E; and Decimal (DD.ddddd) e.g. 011.50487°.
M_Future Plans	M_FuturePlans		Free text entry. Identifies the future plans
Mark	Mark		Free text entry. Identifies the reference point to which the bearing and distance is applied (e.g. Buoy n.3 entrance to the port of Lisbon)
Medic	Medic		Indication of the Doctor, physician's assistant, nurse, personnel without medical training
Message Type	MessageType		SITREP Alert Information Situation message type. Supported message type. Possible values are: - Distress - Urgency - Safety - Routine
MMSI Number	MMSINumber		MMSI number of the vessel. MID (first 3 digits) according to the ITU regulation. Length of the MMSI number should always be 9
N_Additional Information	N_AdditionalInformation		Free text entry. Any additinal information to report. Include time SAR operation terminated
P49_Name	Name	P49_Observer Identity	Name (e.g. ship name) of the observer identity.
P52_Name	Name	P52_Informed State Organisation	Name of other states and organisations informed in case of an incident.

Label in web interface	Attribute Name (XML)	Group (if more than one with different description)	Description
Nature	Nature		Nature of distress/urgency. Possible values are: - Fire - Collision - Medico* - Grounding - Flooding - List - Capsizing - EngineFailure - StructuralFailure - SteeringGearFailure - ElectricalGeneratingSystemFailure - NavigationEquipmentFailure - CommunicationEquipmentFailure - AbandonShip - ShiftingOfCargo - Sinking - LossOfAnchor - NotUnderCommand - Other The data provider will need to determine which value best describes a particular incident with respect of Directive 2002/59 requirement to report incidents or accidents that affect the safety of the ship or of shipping. * It should be noted that Medical Evacuation is not found within the examples in Article 17 and a SITREP with Nature “Medico” would not be used to report a Medical Evacuation from a vessel unless the evacuation had a direct effect on the safety of the ship or shipping (for example if the individual evacuated was key member of crew and their absence from the vessel compromised it safe manning)
Next Communication Report	NextCommunicationReport		Date time group of the next agreed scheduled communication report. Time to be reported in UTC
Notified At	NotifiedAt		Date and time when the alert has been notified. Time to be reported in UTC
Number of Crew	NumberOfCrew		Total number of crew on board the ship. The value 0 (Zero) is not allowed. 99999 if actually unknown. The use of dots and commas is not allowed

Label in web interface	Attribute Name (XML)	Group (if more than one with different description)	Description
Number of Passengers	NumberOfPassengers		Total number of passengers on board the ship. The value 0 (Zero) is allowed. 99999 if actually unknown. The use of dots and commas is not allowed
Number Salvors	NumberSalvors		Total number of Salvors on board the ship. The value 0 (Zero) is allowed. 99999 if actually unknown. The use of dots and commas is not allowed
Number Assessment Team	NumberAssessmentTeam		Total number of Assessment Team members on board the ship. The value 0 (Zero) is allowed. 99999 if actually unknown. The use of dots and commas is not allowed
Original Destination	OriginalDestination		5-digit LOCODE, indicating the original port of destination. Search functionality available using magnifier icon
Other	Other		Free text entry. Any other ship observer identification
P1_Date Time	P1_DateTime		Date and time when the incident took place or, if the cause of the pollution is not known, the time of the observation. Time to be reported in UTC
P1_Report Type	P1_ReportType		Supported report types. Possible values are: - Loss (ship having lost a or several containers/packaged goods) - Observation (ship noting the presence of containers/packages goods drifting at sea)
P3_Incident	P3_Incident		Incident summary. The nature of the incident should be stated here, such as BLOWOUT, TANKER GROUNDING, TANKER COLLISION, OIL SLICK, etc
P4_Number of Containers/Objects	P4_NumberOfObjects		Number of containers and/or objects
P4_Outflow	P4_Outflow		The polluting substance, such as CRUDE OIL, CHLORINE, DINITROL, PHENOL as well as the total quantity in tonnes of the outflow and/or the flow rate, and the risk of further outflow should be mentioned. If there is no pollution, but a threat of pollution, the words NOT YET followed by the substance (for example NOT YET FUEL OIL) should be stated.
P40_Date Time	P40_DateTime		Date and time of the report. Time to be reported in UTC
P41_Pollution Position	P41_PollutionPosition		Indicates the main position of the pollution in degrees and minutes of latitude and longitude, and may in addition give the distance and bearing of some prominent landmark known to the receiver if other than indicated in POLWARN (Position). Estimated amount of pollution (eg size of polluted areas, number of tonnes of oil spilled if other than indicated in POLWARN (Outflow), or number of containers, drums lost). Indicates length and width of slick given in

Label in web interface	Attribute Name (XML)	Group (if more than one with different description)	Description
			nautical miles if not indicated in POLWARN (Position).
P42_Pollution Characteristics	P42_PollutionChars		Gives type of pollution, eg type of oil with viscosity and pour point, packaged or bulk chemical, sewage. For chemicals proper name or United Nations number if known should be given. Appearance, eg liquid, floating solid, liquid oil, semiliquid sludge, tarry lumps, weathered oil, Discolouration of sea, visible vapour should also be given as well as any markings on drums, containers
P43_Pollution Source	P43_PollutionSource		Indicates the source of pollution eg from vessel or other undertaking. If from vessel, it should be notified whether the pollution is a result of a deliberate discharge or casualty. If the latter, a brief description should be given. Where possible name, type, size, call sign, nationality and port of registration of polluting vessel should be mentioned. If vessel is proceeding on its way, course, speed and destination should be indicated.
P48_Pollution Effect Forecast	P48_PollutionEffectForecast		Results of mathematical models that could indicate eg. arrival on beach with estimated timing
P5_Acknowledge	P5_Acknowledge		When this number is used, the message (telefax or other type) should be acknowledged as soon as possible by the competent national authority.
P5_Type of Goods	P5_TypeOfGoods		Any dangerous or polluting goods (DPG). Possible values: Y: declares DPG N: declares that there is no DPG
P50_Action Taken	P50_ActionTaken		Mentions action taken for the disposal of the pollution
P51_Photographs	P51_Photographs		Indicates if photographs or samples from the pollution have been taken. Contact numbers (including telephone, telefax and telex numbers as appropriate) of the sampling authority should be given.
P53_Report on Oiled Wildlife	P53_ReportOnOiledWildlife		Indicates: - date and time of report - amount and state of oiled wildlife - oiled species - position of observation and if at sea and/or on shore - the source of the pollution (if possible)
P54_Action taken on Oiled Wildlife	P54_ActionTakenOnOiledWildlife		Any action taken for collection and/or treatment of the oiled wildlife
P55_Forecast Oiling of	P55_ForecastOilingOfWildlife		Forecast should be given of estimated time of the pollution arriving in

Label in web interface	Attribute Name (XML)	Group (if more than one with different description)	Description
Wildlife			wildlife sensitive area(s)
P56_Evidence taken from Oiled Wildlife	P56_EvidenceTakenFromOiledWildlife		Indicates whether oil samples have been taken from the oiled wildlife. Possible values: Y: Yes N: No
P59_Other Information	P59_OtherInformation		Spare for additional relevant information. (e.g. results of sample or photographic analysis, results of inspections or surveyors, statements of ship's personnel)
P60_Acknowledge	P60_Acknowledge		When this number is used, the message (telefax) should be acknowledged as soon as possible by the competent national authority
Phone	Phone	IdentificationOfAuthority	Phone number (country code to be included) of the Authority reporting the Incident. Automatically prefilled with the information available on the Central Organisations Database (COD), can be changed by clicking in "Change Authority"
Phone	Phone	CargoManifest	Phone number (country code to be included) of the organisation from where details on the cargo may be obtained.
Pilot	Pilot		State whether deep-sea or local pilot is on board. Possible values: Y: Yes N: No
Pollution or Lost DG	PollutionOrLostDG		Brief details of type of pollution (oil, chemicals etc.) or dangerous goods lost, or potential to lose, overboard including bunker fuel
Port of Departure	PortOfDeparture		5-digit LOCODE, indicating port of departure. Search functionality available using magnifier icon
Port of Destination	PortOfDestination		5-digit LOCODE, indicating of port of destination. Search functionality available using magnifier icon
Port Reporting Incident	PortReportingIncident		5-digit LOCODE, indicating the port where the incident took place. Search functionality available using magnifier icon
PoR Destination	PoRDestination		Name of place of refuge (e.g. port or area)
PoR Incident Details	PoRIncidentDetails		Any other information – including as appropriate brief details of the incident; explosive potential, structural integrity, health concerns, water ingress and of other ships involved either in the incident,

Label in web interface	Attribute Name (XML)	Group (if more than one with different description)	Description
			providing assistance or salvage. Maritime Security declaration of vessel's flag state
PoR Status	PoRStatus		Possible values: - StatusReport - Agreement - TransferHandover
Quantity	Quantity		Indicating Quantity. Decimal number (3)
Radio Communications	RadioCommunications		State full names of stations/frequencies guarded and main communications frequency for the incident
	RecipientCountry		Alpha-2 (two-digits) country code in accordance with standard ISO 3166-1
Report Number	ReportNumber		Ships name followed by the sequential number of the report (e.g. "MV STARLIGHT - POR Situation Report No.01")
Report Sequence	ReportSequence		Sequence number as defined and used by the coastal station managing the incident. Used for operational purpose. This information is not treated by the system.
Route	Route		Intended track, including waypoints, as specified by agreed passage plan
Salvage or Towing	SalvageOrTowing		Name of Salvage and/or Towage Company if appointed
Ship Agent or Representative	ShipAgentRepresentative		Indication of the Ship Agent or Representative. Ships P&I Club/H&M Insurers/charterers and/or owner
Ship Breadth	ShipBreadth		Breath of the vessel
ShipCall ID	ShipCallId		Reference identifier, unique per Member State, assigned by the notifying Member State upon sending the first notification related to the ship call
Ship Height	ShipHeight		Height of the vessel (bridge/cabling clearance)
Ship Length	ShipLength		Length of the vessel
Ship Name	ShipName		Name of the vessel. Upon SOLAS, chapter I, part B, regulation 15 "Form Certificates", "the particulars inserted in the certificates shall be in Roman characters and Arabic figures". (From "A" to "Z" and from 0 to 9). Additional characters allowed are dots ".", dashes "-" and single apostrophe " ' ".
Ship Type	ShipType		Ship type codes according to UNECE R28. Please use dropdown list

Label in web interface	Attribute Name (XML)	Group (if more than one with different description)	Description
Speed	Speed	Wind	Indicates the wind speed. Please indicate the unit of measurement in which the speed is reported in separate field
Speed	Speed	Tide	Indicates the tide speed. Please indicate the unit of measurement in which the speed is reported in separate field
P44_Wind Speed	Speed	P44_Wind	Indicates the wind speed. Please indicate the unit of measurement in which the speed is reported in separate field
P45_Tide Speed	Speed	P45_Tide	Indicates the tide speed. Please indicate the unit of measurement in which the speed is reported in separate field
Speed	Speed	PlaceOfRefugeInformation	Indicates the speed of the vessel.
User ID	SSNUserID		Unique identification in SSN of the user reporting the Incident
Textual Reference	TextualReference		This is the proper shipping name, completed with the technical name where appropriate, for goods under IMDG Code, or the product name for goods under IBC Code and IGC Code, or the bulk cargo shipping name for goods under IMSBC Code, or the name of oil for goods under Annex I to the MARPOL Convention.
Total persons on board	TotalPersonsOnBoard		Total number of persons on board. 99999 if actually unknown. The value 0 (Zero) is not allowed. The use of dots and commas is not allowed
Incident Type	Type		Type of the incident notification among the following possible values: - SITREP - POLREP - Waste - LostFoundContainers - Others - FailedNotification - VesselTrafficRulesInfringement - BannedShip - InsuranceFailure - PilotOrPortReport

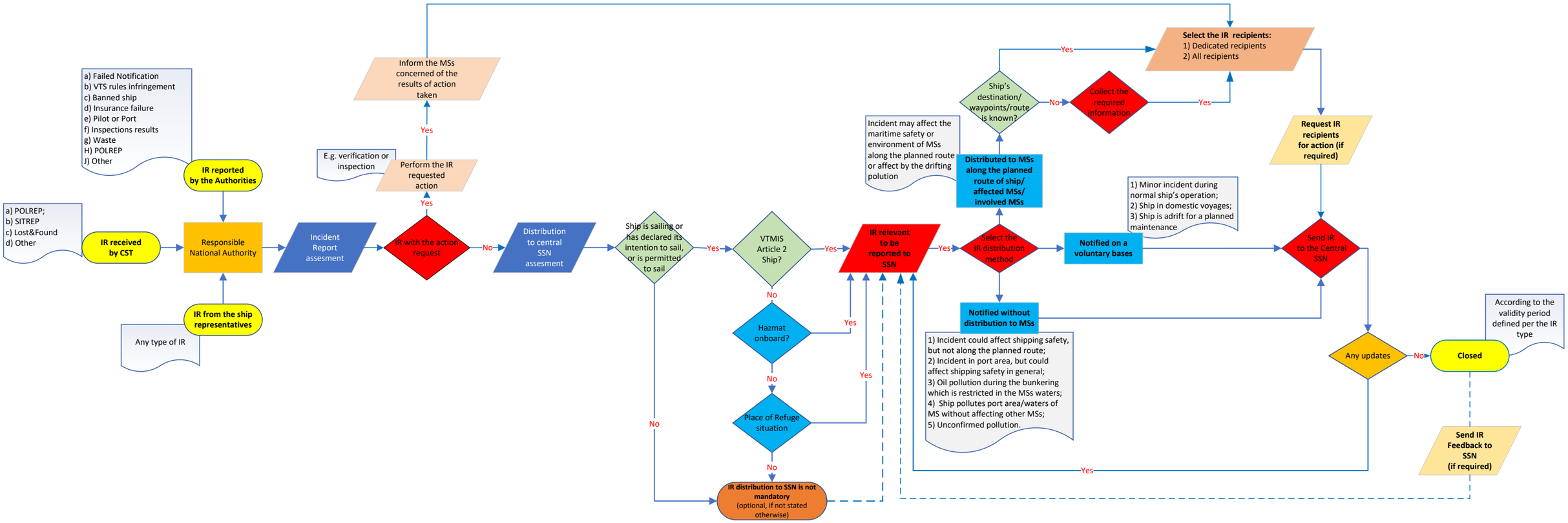
Label in web interface	Attribute Name (XML)	Group (if more than one with different description)	Description
Unit of Measurement	UnitOfMeasurement		Indication of the unit of measurement in which the weight (mass) or volume is expressed. Possible values are: - KGM (kilogram) - TNE (Metric tonne) - M3 (Cubic meter) - L (Liter)
Unit of Measurement	UnitOfMeasurementLength		Indication of the unit of measurement in which the distance or height is expressed. Possible values are: - M (metre) - KM (kilometre) - FT (foot) - NMI (nautical mile)
Unit of Measurement	UnitOfMeasurementSpeed		Indication of the unit of measurement in which the speed is expressed. Possible values are: - M/S (metre per second) - KM/H (kilometre per hour) - KN (knot)
UN Number	UNNumber		UN number of dangerous and polluting good
	UpdateMSRefId		A reference number identifying the MSRefId of the notification to be updated
URI	Url		Url of the document containing the details. If SafeSeaNet receives a request for getting detailed information about this notification, it will use this url to download the document.
Visibility	Visibility	Sea State	Indicates visibility. Please indicate the unit of measurement in which the visibility is reported in separate field
P46_SeaState Visibility	Visibility	P46_Sea State	
Warning Broadcasted	WarningBroadcasted		Indicates if the information was broadcasts over. Possible values: - VHF - NAVTEX - INMARSAT - OTHER

Label in web interface	Attribute Name (XML)	Group (if more than one with different description)	Description
Waste Incident Description	WasteIncidentDescription		Free text description of the waste incident. e.g. describe the type(s) and quantity(-ies) of mismatch between the notified amounts of waste to be delivered and the actual amounts delivered, resulting in not enough spare storage capacity in view if next port of call and possible risks for discharging and pollution (and any action taken or recommended any by whom)
Waste Incident Type	WasteIncidentType		Waste incident type code. Possible values: - Art6 Advance Waste notification not reported (article 6) - Art7.1 Waste not delivered (article 7.1) - Art7.3 Waste receipt not reported (article 7.3) - Art7.4 Vessel has sailed but not sufficient storage capacity (article 7.4) - OTHER Other (please fill in the free text description below) e.g. [significant] mismatch between the notification and receipt
Wave Height	WaveHeight	Sea State	Indicates the wave height. Please indicate the unit of measurement in which the wave height is reported in separate field
P46_SeaState Wave Height	WaveHeight	P46_Sea State	Indicates the wave height. Please indicate the unit of measurement in which the wave height is reported in separate field
Weather Forecast	WeatherForecast		Weather forecast for the next 24 hours

Annex 3 - Spreadsheet Template per type of Incident Report

[To be included after the revision of the XML reference Guide for version 5, in line with the Business Requirements document]

Annex 4 - Decision Tree of Incident Report



Appendix 1 - “SITREP” form

This form (herewith filled with two examples) should be used to report accidents or incidents affecting ship’s safety:

- collision, grounding, etc. as defined by Art. 17.1.a and;
- accidents or incidents affecting ship’s manoeuvrability or seaworthiness as defined by Art. 17.1.b.

	Example 1	**Example 2**
Transmission (Distress/Urgency) Date and Time From To	Urgency 12.07.2014 14:00 UTC MRCC Lisbon SSN, Local authorities	Urgency 12.09.2014 23:30 UTC MRCC Madrid Maritime Administration (Madrid and Barcelona)
SITREP: number	2 and final	1
A : IDENTITY OF CASUALTY (IMO, number, Name of vessel, call-sign, flag State)	IMO No: 1234567 Name: tests ship 1	IMO No: 1234567 Name: test ship 2
B : POSITION (Latitude/longitude or bearing and distance from a mark)	37-23,5 N 010-54,1 W	300˚ / 4,5 NM from Cape Espartel
C : SITUATION (Type of message - e.g. distress/ urgency, date/time, nature of distress/urgency, e.g. fire on board, collision, medical evacuation, grounding flooding, abandon ship, capsizing, list, shifting of cargo, engine failure, structural failure, steering gear failure, electrical generating system failure, navigational equipment failure, etc)	Run aground on the 12.07.08 in the approaches of Sines.	Ship reported not under command.
D : NUMBER OF PERSONS AT RISK	none	none
E :ASSISTANCE REQUIRED (A request by the co-ordinating station for specific assistance from one or more of the addressees).	none	none
F : CO-ORDINATING MRCC	MRCC Lisbon	Issue reported by VTS/MRCC Tarifa (Spain)
G : DESCRIPTION OF CASUALTY (Physical description, owner/charterer, cargo carried, passage from/to, lifesaving appliances carried, etc)	Ship tests ship, type tanker, in ballast, from Suez Canal bound for Rotterdam ran aground and a 2 m. crack was detected between frames number 15 and 17.	Ship tests ship, type Ro-Ro, from Las Palmas bound for Barcelona, NUC from 1200 until 1600 UTC the 12.09.2008

H : WEATHER ON SCENE (Wind, sea/swell state, air/sea temperature, visibility, cloud cover/ceiling, barometric pressure)	Wind westerly, force 4. Sea state, slight. Scattered showers. Forecast for the next 24h: no changes	Wind Easterly, gale force 8. Sea state: rough, visibility good.
J : INITIAL ACTIONS TAKEN (By casualty and co-ordination centre)	Requested re-floating plan to the owner	Follow up of the ship during its transit.
K : SEARCH AREA (As planned by the co-ordinating MRCC)	Not applicable	Not applicable
L : CO-ORDINATING INSTRUCTIONS (OSC/ACO designated, units participating, communications, etc)	No instructions	No instructions
M : FUTURE PLANS	Mobilise anti-pollution team (preventive measure)	Maritime authorities in Barcelona requested to carry out an inspection on board.
N :ADDITIONAL INFORMATION/CONCLUSION (Include time SAR Operation terminated)	Allowed to proceed to port of Lisbon, ETA 20th July. Escorted by tug "Hercules"	Currently underway using the emergency steering gear.
O : ADDRESS WHERE CARGO INFORMATION CAN BE FOUND	Lisbon Port. (Phone , fax)	Not available

Appendix 2 - “POLREP” form

The relevant sections of POLREP which shall be notified to SSN are the following:

Part 1 or POLWARN POLlution WARNing (numbers 1 - 5)	gives information or warning of pollution or threat of pollution
Part II or POLINF POLlution INFormation (numbers 40 - 60)	gives detailed supplementary information

The detailed description of each parameter, including examples, is:

Part 1 POLWARN - POLlution WARNing	
FROM	Indicates the reporting authority E.g. MRCC Rome
MESSAGE IDENTIFER	Each single report should be identifiable. The receiving combating authority should be in a position to check if all reports of the incident in question have been received. This is done by using a serial number preceded by a national identification, e.g. "DK 1/1".In addition and in order to keep the receivers of POLREP informed of all the transmitted reports, the combating authority sending the POLREP must after the serial number include information on the recipients of the earlier transmitted POLREPs E.g. IT 1/1 MT, SSN, EMSA, ERCC
1 DATE AND TIME	The day of the month as well as the time of the day when the incident took place or, if the cause of the pollution is not known, the time of the observation should be stated using 6 digits. Time should be stated as UTC, for example 091900Z JUN14 (i.e. the 9th June 2014 at 1900 UTC) E.g. 012230UTC JUL14
2 POSITION	Indicates the main position of the incident and longitude in degrees and minutes, and may in addition give the bearing of, and the distance from, a location known by the receiver E.g. 39°33' N - 07°00' E
3 INCIDENT	Indicates the type of incident (collision, grounding, capsize, etc.) E.g. Tanker collision
4 OUTFLOW	The polluting substance, such as CRUDE OIL, CHLORINE, DINITROL, PHENOL, etc as well as the total quantity in tonnes of the outflow and/or the flow rate and the risk of further outflow should be mentioned. If there is no pollution, but a threat of pollution, the words NOT YET followed by the substance (for example NOT YET FUEL OIL) should be stated E.g. Crude oil, estimated 3,000 tonnes
5 ACKNOWLEDGE	When this number is used, the message (if email or telefax) should be acknowledged as soon as possible by the competent national authority.

Part 2 POLINF - POLlution INFormation	
FROM	Indicates the reporting authority E.g. MRCC Rome
MESSAGE IDENTIFER	Each single report should be identifiable. The receiving combating authority should be in a position to check if all reports of the incident in question have been received. This is done by using a serial number preceded by a national identification, e.g. "DK 1/1".In addition and in order to keep the receivers of POLREP informed of all the transmitted reports, the combating authority sending the POLREP must after the serial number include information on the recipients of the earlier transmitted POLREPs E.g. IT 2/2 MT, SSN, EMSA, ERCC
40 DATE AND TIME	No. 40 relates to the situation described in numbers 41 to 60 if it varies from number 1.
41 POSITION AND/OR EXTENT OF POLLUTION ON/ABOVE/ IN THE SEA	Indicates the main position of the pollution in degrees and minutes of latitude and longitude, and may in addition give the distance and bearing of some prominent landmark known to the receiver if other than indicated in number 2. Estimated amount of pollution (e.g. size of polluted areas, number of tonnes of oil spilled if other than indicated in number 4, or number of containers, drums lost). Indicates length and width of slick in nautical miles, if not indicated in number 2 E.g. The oil is forming a slick 0.5 nautical miles to the South East. Width up to 0.3 nautical miles
42 CHARACTERISTICS OF POLLUTION	Gives type of pollution (e.g. type of oil with viscosity and pour point, packaged or bulk chemical, sewage). For chemicals, the proper name or United Nations number, if known, should be given. Appearance, e.g. liquid, floating solid, liquid oil, semi-liquid sludge, tarry lumps, weathered oil, discolouration of sea, visible vapour should also be given as well as any markings on drums, containers E.g. Venezuela crude. Viscosity 3.780 Cs at 37.8°C. Rather viscous
43 SOURCE AND CAUSE OF POLLUTION	Indicates the source of pollution (e.g. from a vessel or other undertaking). If from a vessel, it should be notified whether the pollution is a result of a deliberate discharge or a casualty. If the latter, a brief description should be given. Where possible the name, type, size, call sign, nationality and port of registration of polluting vessel should be mentioned. If the vessel is proceeding on its way, the course, speed and destination should be indicated. E.g. STATE X tanker Tests ship, IMO 1234567, 22,000 GRT, in collision with STATE Y bulk carrier test ship2, IMO 9999999, 30,000 GRT. Two tanks damaged in tests ship. No damage to the tests ship 2
44 WIND DIRECTION AND SPEED	Indicates wind direction and speed in degrees and in m/sec. The direction always indicates from where the wind is blowing. E.g. 300 - 10m/sec
45 CURRENT DIRECTION AND SPEED AND/OR TIDE	Indicates current direction and speed in degrees and knots and tenths of knots. The direction always indicates the direction in which the current is flowing. E.g. 135 - 0.3 knots

46	SEA STATE AND VISIBILITY	Sea state indicates the wave height in metres. Visibility should be indicated in nautical miles. E.g. Wave height 1,5m. 5 NM
47	DRIFT OF POLLUTION	Indicates drift course and speed of pollution in degrees and knots or tenths of knots. In cases of air pollution (gas cloud), drift speed should be indicated in m/sec. E.g. 180 - 0.1 knots
48	FORECAST OF LIKELY EFFECT OF POLLUTION AND ZONES AFFECTED	Results of mathematical models could indicate e.g. arrival on beach with estimated timing. E.g. Could reach the island of Santa Monica, Italy, or further south, north coast of Africa, on 23rd of this month
49	IDENTITY OF OBSERVER/ REPORTER IDENTITY OF SHIPS ON SCENE	Identifies who has reported the incident. If it is a ship, the name, home port, flag and call sign must be given. Ships on-scene could also be indicated under this item by name, home port, flag and call sign, especially if the polluter cannot be identified and the spill is considered to be of recent origin. E.g. Vessel test ship
50	ACTION TAKEN	Mentions action taken for the disposal of the pollution E.g.2 Italian strike-teams with high mechanical capacity on route to the area
51	PHOTOGRAPHS OR SAMPLES	Indicates if photographs or samples from the pollution have been taken. Contact numbers (including telephone, email address, telefax and telex numbers as appropriate) of the sampling authority should be given E.g. Oil samples have been taken.
52	NAMES OF OTHER STATES AND ORGANISATIONS INFORMED	E.g. Malta, ERCC and EMSA
53	REPORT ON OILED WILDLIFE	Indicates: - date and time of report - amount and state of oiled wildlife - oiled species - position of observation and if at sea and/or on shore - the source of the pollution (if possible)
54	ACTION TAKEN ON OILED WILDLIFE	Any action taken for collection and/or treatment of the oiled wildlife.
55	FORECAST OILING OF WILDLIFE	Forecast should be given of estimated time of the pollution arriving in wildlife sensitive area(s).
56	EVIDENCE TAKEN FROM OILED WILDLIFE	Indicates whether oil samples have been taken from the oiled wildlife. Possible values: Y: Yes N: No
57 - 59		SPARE FOR ANY OTHER RELEVANT INFORMATION: e.g. results of sample or photographic analysis, results of inspections or surveyors, statements of ship's personnel E.g. Italian anti-pollution plan activated
60	ACKNOWLEDGE	When this number is used, the telex/telefax/email should be acknowledged as soon as possible by the competent national authority.

Appendix 3 - “Waste” incident report” form

This form (herewith filled with examples) should be used when reporting waste incidents.

Reporting Authority Name and co-ordinates of Notifying Authority (from which detailed information may be obtained): Harbour Master Office Hamburg Tel +49xxxxxxxx Fax +49xxxxxx Email aa@bb.de
Date of incident: 02.10.2014
Vessel identification IMO Number: 1234567 MMSI Number: 224XXXXXX Call Sign: ABCD Ship Name: Tests ship
Voyage Information Port reporting the incident: Naples (IT) Next Port of call: Helsinki (FI) ETA to next port of call: 13.10.2014 AT 23:00 UTC
Waste Incident type – possible list of values ☐ Advance Waste notification not reported (article 6) ☐ Waste not delivered (article 7.1) ☐ Waste receipt not reported (article 7.3) ☐ Vessel has sailed but not sufficient storage capacity (article 7.4) ☐ Other (please fill in the free text description below) e.*g. [significant] mismatch between the notification and receipt** ☐ Port Sate Control alert (where an EU MS port is next port of call) has been sent
Description of non-compliance with waste delivery requirements: *e.g. describe the type(s) and quantity(-ies) of mismatch between the notified amounts of waste to be delivered and the actual amounts delivered, resulting in not enough spare storage capacity in view if next port of call and possible risks for discharging and pollution (and any action taken or recommended any by whom).* “Test ship” left the port of Naples (Italy) on 01.10.2014 at 16:45 UTC declaring Barcelona as a next port of call (ETA 03.10.2014 at 23:00 UTC). Waste was not delivered because of a positive assessment of its storage capacity. On 02.10.2014at 19:00 UTC the Coastal VTS “XYZ” reported that “Test ship” is bounding to Helsinki (Finland). The storage capability of the vessel is not supposed to be sufficient due to the increased duration of the voyage.
Authorities notified: MS of next port of call: Finland Other Member States: Denmark, the Netherlands, Belgium, United Kingdom, France, Spain, Portugal and Sweden

Appendix 4 - “Lost and Found Objects” form

This form (herewith filled with examples) should be used.

Item	Title	Description	
	Date and Time (UTC) From To	These elements are included to facilitate the identification of the message and the stakeholders	09.09.2008 23:30 UTC MRCC Madrid FR, UK
1	Type of report	a. Loss (ship having lost one or more containers/packaged goods) b. Observation (ship noting the presence of containers/ packages/goods drifting at sea)	Type: Observation. Date/time: 09.09.2008 at 12:00 UTC
2	SHIP’S IDENTITY	IMO Number/Name/Call Sign/MMSI Number	IMO: 1234567 Name: tests ship
3	LAST PRESUMED POSITION OF OBJECT/CONTAINER LOST/LAST SEEN POSITION OF OBJECTS/CONTAINERS	Last seen position of object/container at sea, or last position of ship when the object/container was presumably lost	Lat 43-33,2 N Long 005-12,0 W
4	NUMBER OF OBJECTS/CONTAINERS		2
5	TYPE OF GOODS IN CONTAINERS	DG/PG : Y/N IMO/UN/IMDG Code Number	Unknown
6	DESCRIPTION OF OBJECTS/CONTAINERS	Description of objects/containers: dimension, colour, marks, numbers, condition	20 feet. Both green. No marks sighted
7	CARGO LEAKING?	Yes/No/Not visible Description of pollution	Not visible
8	WIND DIRECTION AND SPEED	Indicates wind direction and speed in degrees and in m/sec. The direction always indicates from where the wind is blowing	Wind North, 20 kn
9	CURRENT DIRECTION AND SPEED AND/OR TIDE	Indicates current direction and speed in degrees and knots and tenths of knots. The direction always indicates the direction in which the current is flowing	Current South, 0,5 kn
10	SEA STATE AND VISIBILITY	Sea state indicates the wave height in metres. Visibility should be indicated in nautical miles	Sea state: smooth, visibility very good (>10’)
11	DRIFT OF OBJECTS/CONTAINERS	Indicates drift course and speed of pollution in degrees and knots or tenths of knots. In cases of air pollution (gas cloud), drift speed should be indicated in m/sec	Not found
12	ADDRESS WHERE CARGO INFORMATION CAN BE FOUND		unknown

Appendix 5 - “Failed Notification” and “Vessel Traffic Rules Infringement” form

This form (herewith filled with examples) should be used.

Reporting Authority

Name and co-ordinates of Notifying Authority (from which detailed information may be obtained) MRCC/VTS TARIFA Tel +34xxxxxxxx Fax +34xxxxxx Email Tarifa@tarifa.es

Vessel identification

IMO Number: 1234567 MMSI Number: 224XXXXXX

Call Sign: ABCD Ship Name: Tests ship

Voyage Information

Port of call: PLGDY (Gdynia)

ETA to port of call: 30.09.2014 AT 14:00 UTC

ETD from port of call: 02.10.2014 AT 24:00 UTC

Total number of persons on board: 12 HAZMAT on board: □ YES / √ NO

Description[10]

1. Type of non-compliance:

- □ Breach of AIS requirements,
- □ Breach of MRS requirements,
- □ Breach of Pre-arrival or HAZMAT notification requirements *(Art 4, 12, 13 of Directive 2002/59*),
- □ Breach of Incident Report notification requirements *(Art 17 of Directive 2002/59*),
- ✓ Traffic separation schemes,
- ✓ Breach of VTS requirements,
- □ Two-way routes,
- □ Recommended tracks,
- □ Areas to be avoided,
- □ Inshore traffic zones,
- □ Roundabouts,
- □ Precautionary areas,
- □ Deep-water routes,
- □ Other ……

2. Position/area of non – compliance: Gibraltar Strait
3. Date/time of non – compliance: 19.09.2008 at 12:00 UTC
4. Action taken: Incident Report distributed to Member States along the planned route of the vessel.

Authorities Notified

MS of next port of call: Poland

Other Member States: Portugal, France, Belgium, the Netherlands, United Kingdom, Denmark, Sweden and Germany

[10] **DE:** Where is the field for additional information? E.G. Breach of VTS requirements is ticked. But what actually happened? Or is it intended that only the type of non-compliance is forwarded but not what exactly happened? Is it possible to attach an additional ECDIS picture or similar? EMSA: The template of this Incident report was not changed and not discussed by this IRWG. The ToR of the revision were focused on pollution related IRs. Only minor changes/clarifications are included for in other IRs

Appendix 6 - Form for reporting the results of inspection or verification

This form (herewith filled with examples) can be notified to SSN as a document attached to a feedback.

Reporting Authority

Name and co-ordinates of reporting Authority (from which detailed information may be obtained): Harbour Master Office Gdynia Tel +48xxxxxxxx Fax +48xxxxxx Email aa@bb.pl

Vessel identification

IMO Number: 1234567 MMSI Number: 224XXXXXX

Call Sign: ABCD Ship Name: Tests ship

Voyage Information

Port of Call: Gdynia

□ ETA / √ ATA to port of call: 09.09.2014 AT 10:00 UTC

√ ETD / □ ATD from port of call: 14.09.2014 AT 24:00 UTC

Next port of call: DEHAM (Hamburg)

Actions taken *(Art. 16.3 of Directive 2002/59)*

1. Execution of inspection/verification: √ YES / □ NO
   - If YES then following information shall be provided:
     - Place of inspection:
       Gdynia Port – Basin IX
     - Date/time of inspection:
       09.09.2014 at 14:00UTC
     - Type of non-compliance:
       Problems with the communication devices (VHFs)
     - Position/area of non–compliance:
       Detected during the transit through the Dover Strait and confirmed on arrival in port
       Follow-up:
       VHFs repaired and tested
   - If NO, the following information shall be provided:
     - Reason why inspection was not executed: ……

2. Other actions to be reported: ……///……

Authorities Notified

MS of next Port Of Call: none
Other Member States: France (issuing the initial Incident Report)

Appendix 7 - “Insurance Failure”

The set of data that should be provided for Incident Reports relating to ships failed to notify, or do not have, insurance certificates or financial guarantees includes:

- Vessel identification;
- Voyage information;
- Notifying authority;
- Brief description of the incident (missing certificate, date of the inspection, etc.);
- Expulsion order (if issued);
- Corrective measures (if the missing certificate is provided by the ship-owner);
- Authorities notified.

Appendix 8 - “Pilot or Port Report”

The set of data that should be provided for ships reported by pilots or port authorities as having apparent anomalies which may prejudice their safe navigation or create a risk for the environment includes:

- Vessel identification;
- Voyage information;
- Notifying authority;
- Brief description of the incident (anomaly detected, date and position, etc.);
- Authorities notified.

Appendix 9 - “Others” incident report

This form (herewith filled with examples) could be used to report events not linked to the previous types but which the data provider wishes notify / distribute through SSN.

Reporting Authority

Name and co-ordinates of Notifying Authority (from which detailed information may be obtained) RCC MALTA Tel +356xxxxxxxx Fax +356xxxxxx Email ff@gg.mt

Vessel identification

IMO Number: 1234567 MMSI Number: 224XXXXXX

Call Sign: ABCD Ship Name: Oil rig “XYZ”

Voyage Information

Port of call: Koper (Slovenia)

ETA to the port of call: 23.09.2014 AT 23:00 UTC

ETD from port of call: none

Total number of persons on board: 15 HAZMAT on board: √ YES / □ NO

Description

1. Description of the event:

   Towing operation of oil rig “XYZ” (IMO number 1234567) from Valletta to Koper (Slovenia) will take place on 15.09.2014.

   The oil rig will be towed by three tugs (“AAA” IMO number 1111111; “BBB” IMO number 2222222; “CCC” IMO number 3333333). The supply vessel “DDD” IMO number 4444444 with counter pollution capabilities will escort the oil rig.

   Vessels will maintain a listening watch on VHF Channels 16 & 19 throughout the towing operation and will proceed at approximately 4 knots.

   The voyage will pursue the following waypoints:

- A) Lat 35°54’10’’N Long 014°31’32’’E
  B) Lat 39°54’53’’N Long 019°00’40’’E
  C) Lat 42°34’25’’N Long 015°44’00’’E
  D) Lat 45°12’50’’N Long 012°58’24’’E
  E) Lat 45°32’48’’N Long 013°44’20’’E

2. Position/area:

   Sicily Strait / Ionian Sea / Adriatic Sea

3. Remarks:

   Issued Notice to mariners n. 03/2014

Authorities Notified

MS of next port of call: Slovenia
Other Member States: Italy, Greece, Croatia

Appendix 10 – "SITREP" Template including Place of Refuge (PoR) Situation Report

Note: The template is extracted from the EU Operational Guidelines on Places of Refuge, available at: http://emsa.europa.eu/implementation-tasks/places-of-refuge.html
All sections should be completed to ensure that information has not been unintentionally omitted, if a section is not required, not applicable or details are unknown an entry to that effect should be made.

The first section is the original SITREP template as currently exchanged via SSN using all interfaces. The second section relates to the PoR specific information, and at present, this can be only exchanged via SSN as an attached document[11].

Transmission (Distress/Urgency)	
Date and Time	
From	
To	
SITREP: number	

Identifier	Function	Information Required
A	Identity of casualty	IMO, number, Name of vessel, call-sign, flag State
B	Position	Latitude/longitude or bearing and distance from a mark
C	Situation	Type of message - e.g. distress/ urgency, date/time, nature of distress/urgency, e.g. fire on board, collision, medical evacuation, grounding flooding, abandon ship, capsizing, list, shifting of cargo, engine failure, structural failure, steering gear failure, electrical generating system failure, navigational equipment failure, etc.
D	Number of persons at risk	
E	Assistance required	A request by the co-ordinating station for specific assistance from one or more of the addressees
F	Co-ordinating MRCC	
G	Description of casualty	Physical description, owner/charterer, cargo carried, passage from/to, lifesaving appliances carried, etc.
H	Weather on scene	Wind, sea/swell state, air/sea temperature, visibility, cloud cover/ceiling, barometric pressure
J	Initial actions taken	By casualty and co-ordination centre
K	Search area	As planned by the co-ordinating MRCC
L	Co-ordinating instructions	OSC/ACO designated, units participating, communications, etc.
M	Future plans	
N	Additional information/conclusion	Include time SAR Operation terminated
O	Address where cargo information can be found	

[11] The Cooperation Group on Places of Refuge has recommended merging both parts in a unique electronic template, and to incorporate it in the existing reporting framework. As it requires an additional adjustment for both the central SSN system and national systems, its implementation will be evaluated and agreed at a later stage.

Users shall pay attention on maintaining the numbering for both the SITREP general part (i.e. "SITREP number") as per SSN XMLRG, and the attached Place of Refuge (PoR) Situation report (i.e. "PoR_1 Report Number") as per EU Operational Guidelines on Places of Refuge.

Identifier	Function	Information Required
Place of Refuge (POR) Situation Report (POR Specific Information)		
PoR_1	Report Number	Ships name followed by the sequential number of the report (e.g. "*MV STARLIGHT - POR Situation Report No.01"*)
PoR_2	Coordinating Authority/Member State	Identification of the Coordinating Authority/Member State
PoR_3	Ship Information	Ship type, length, breadth, draught, gross and deadweight tonnage, height (bridge/cabling clearance) etc., as required
PoR_4	PoR Status	i) Status Report ii) Agreement iii) Transfer/handover
PoR_5	Transfer of Coordination Position	Coordinates: A 4-digit group giving latitude in degrees and minutes suffixed with N (north) or S (south) and a 5-digit group giving longitude in degrees and minutes suffixed with E (east) or W (west) **or** True bearing (first three digits) and distance (state distance) in nautical miles from a conspicuous point
PoR_6	Course	True course as a 3-digit group
PoR_7	Speed	Speed in knots and tenths of knots as a 3-digit group
PoR_8	Port of Departure	Name of last port of call
PoR_9	Entry in MS Area of Responsibility	Date, time[12] and point of entry into the Member State's area of responsibility, if applicable, expressed as in (PoR_5).
PoR_10	Route	Intended track, including waypoints, as specified by agreed passage plan
PoR_11	Radio Communications	State full names of stations/frequencies guarded and main communications frequency for the incident. (see also field L above)
PoR_12	Exit from MS Area of Responsibility	Date, time and point of exit from Member State's area of responsibility, expressed as in (PoR_5).
PoR_13	Original Destination	Name of original port of destination
PoR_14	PoR Destination	Name of place of refuge (e.g. port or area)
PoR_15	Pilot	State whether deep-sea or local pilot is on board
PoR_16	Next Communication Report	Date time group of the next agreed scheduled communication report
PoR_17	Current Draught	Maximum present static draught expressed as a 4-digit group in meters and centimetres. If draught is not consistent for the length of the vessel draughts are to be noted as Bow, Mid-ships, Stern, port and starboard as appropriate.
PoR_18	Cargo and Quantity	Cargo and details of any dangerous cargo as well as harmful substances and gases that could endanger persons or the environment. Quantities should include individual weights and classification of multiple hazardous cargoes.
PoR_19	Defect, damage, deficiency, limitations	Brief details of defects, damage, deficiencies or other limitations; radar, steerage, communications
PoR_20	Pollution/dangerous goods lost and potential to lose overboard	Brief details of type of pollution (oil, chemicals etc.) or dangerous goods lost, or potential to lose, overboard including bunker fuel; position expresses as in (PoR_5).
PoR_21	Weather Forecast	Weather forecast for the next 24 hours
PoR_22	Ships Agent/ Representative	Ships P&I Club/H&M Insurers/charterers and/or owner
PoR_23	Salvage / Towing	Name of Salvage and/or Towage Company if appointed
PoR_24	Medic	Doctor, physician's assistant, nurse, personnel without medical training
PoR_25	Persons	Number of persons on board by: i) Passengers ii) Crew iii) Salvors iv) Assessment team

[12] Date and Time format: "YYYY-MM-DDThh:mm:ssTZD". Where TZD = time zone designator (Z or +hh:mm or -hh:mm).

PoR_26	PoR Incident Details / Remarks	Any other information – including as appropriate brief details of the incident; explosive potential, structural integrity, health concerns, water ingress and of other ships involved either in the incident, providing assistance or salvage. Maritime Security declaration of vessel's flag state
PoR_27	Relay	Request to relay information, if necessary, to other member states and/or reporting systems.
PoR_28	End of Report	End of Report

ABOUT THE EUROPEAN MARITIME SAFETY AGENCY

The European Maritime Safety Agency is one of the European Union's decentralised agencies. Based in Lisbon, the Agency provides technical assistance and support to the European Commission and Member States in the development and implementation of EU legislation on maritime safety, pollution by ships and maritime security. It has also been given operational tasks in the field of oil pollution response, vessel monitoring and in long-range identification and tracking of vessels.

European Maritime Safety Agency
Praça Europa 4
1249-206 Lisbon, Portugal
Tel +351 21 1209 200
Fax +351 21 1209 210
emsa.europa.eu