

Standard Operating Procedure during Marine Casualty

1. Flow of Information with Directorate General of Shipping during Marine Casualty

The Initial information of the casualty on or around the coast of India or to any Indian Flagged vessel wherever it may be will be notified by the ship or ships involved in the casualty, Ship Manager/Owner or the Deputy conservator or Harbour Master of the Port where the incident occurred or any other verified source of information of the casualty or local MMD. The information of the Marine casualty received by any of the above parties is relayed to the DG Communication Centre (DGCOMM Centre).

The duty of the DGCOMM centre is to relay this information in the fastest possible means (preferably by telephone) followed by an email to the DYNA and NS in charge of Marine Casualties at DGS , the nearest Indian Coast Guard Maritime Rescue and Co-ordination Centre (MRCC) , Nautical Advisor (NA) and Additional DG.

The DYNA , Nautical Surveyor (incharge of casualty investigation), Nautical Advisor (NA) and Additional DG in the absence of DyNA and NS on receipt of such information will relay this information to the Principal Officer (P.O) and Surveyor in charge (SIC) of the nearest MMD to the place of Casualty and appoint an officer to do a Preliminary Inquiry.

If there is an involvement of a ship registered with another member state, the DYNA and Nautical Surveyor (incharge of casualty investigation), Nautical Advisor (NA) and Additional DG in the absence of DyNA and NS on receipt of such information will relay this information to the Other Flag State involved, as it is a substantially interested party and has the right to conduct an independent preliminary inquiry as per the IMOs Casualty Investigation Code.

The Nautical Advisor (NA) and Additional DG will order the formation of a Crisis Management Team which will be headed by Additional DG. The Crisis Management Team which will comprise of NA, CS, CSS, DDG(Admin) one member from IRS or other RO whose classed vessel is involved in the casualty or any other member as deemed necessary by Director General of Shipping (DG).

The Crisis Management team will monitor the overall progress in the casualty response and report to the Director General of Shipping (DG) at important points preferably on a daily basis and at a lesser interval in case specially requested by the DG. The Nautical Advisor (NA) and Additional DG will have the responsibility for sending out the Information in consultation with the Director general of Shipping to the Ministry of Shipping, Indian Coast Guard (ICG), MRCC, Salvage Response teams, Port Authorities, Ship Owner/Charterer P&I Correspondent, Oil Companies and Ministry of Petroleum and Natural Gas(MPNGB) and other State agencies involved in the casualty.

The Nautical Advisor and Additional DG will co-ordinate on the progress of the casualty with Ministry of Shipping, Indian Coast Guard (ICG), MRCC, Salvage Response teams, Port

Authorities, Ship Owner/Charterer P&I Correspondent, Oil Companies and Ministry of Petroleum and Natural Gas(MPNGB) and other State agencies like Collectors office and Local Disaster Management Units involved in the casualty and assisting the Ships involved.

The Local MMD Principal Officer (P.O.) will verify any casualty information received and will carry out the inspection of the vessel on site, and will inform the progress of events and other rescue operations at the site of the casualty to the DGCOM centre, NA, Additional DG and Director General of Shipping (DG).

Please Refer to Annex 1 (attached) for the Flowchart for Information Flow during with Directorate General of Shipping in case of Marine Casualty.

2. Division of Responsibilities during Marine Casualty within DGS:

DGCOMM CENTRE:

The DGCOM centre is a 24X7 manned DG communication centre details as in **Annex 2- List of contacts in case of Marine Casualty.**

Reporting to: Nautical Surveyor In-charge of Marine Casualty, in his absence to DYNA.

DGCOMM Centre responsibilities during a Marine Casualty are:

- To relay/ Communicate by the fastest possible means the details of the casualty to NS In-charge of Marine Casualty and in his absence to DYNA, Nautical Advisor (NA) and Additional DG and also forward the information to their official and private email IDs, Telephone numbers, whatsapp numbers.
- To forward the Copy of the Blank First Report of Marine Casualty, Incident (**Annexure-I**) to the Ships Owner, Manager, Agent, Master or Other concerned advising them to fill up the form and email to the DG COMM centre on their email ID (dgcommcentre-dgs@nic.in).
- To notify the nearest Indian Coast Guard Maritime Rescue and Co-ordination Centre (MRCC) in case of Marine Casualty reported in Indian coast (Indian or Foreign Flag Ship) or any Ship reporting Distress situations/Oil/chemical Pollution within the Indian Search and Rescue Region.
- To act as a contact source of Information for further regular updates to the NA, Addl. DG, DYNA and NS In-charge of Marine Casualty and also keep the contact with the MRCC for regular updates to the DGS.
- DGCOMM centre will receive the regular updates and information on the progress at the scene of casualty from the Local MMD /SIC.

Nautical Surveyor (NS) In-charge of Marine Casualties:

In his absence the duties and responsibilities will be handled by DYNA .

Reporting to: Crisis Management Team, Nautical Advisor (NA) and Additional DG.

Their responsibility is:

- To disseminate the information of the incident to all the key members of the DGS forming a part of the crisis management team (NA, CS, CSS, Additional DG, DG, DDG (Crew), IRS member).
- To issue a letter by email to the concerned Local MMD Principal Officer P.O where the incident or casualty has occurred and also nominate a suitable officer or team of officers from MMD /DGS to conduct the Preliminary Inquiry (PI) and undertake the casualty investigation forthwith.
- To issue a letter to the concerned Flag state or states whose ship/ships are involved in the casualty (in case of foreign Ship involved in the casualty) or any other entity that may be considered as a substantially interested party, inviting them to participate in the Casualty Investigation as substantially interested state as per IMOs Casualty Investigation code.
- To nominate a suitable Officer from MMD/DGS for conduct of casualty investigation and also inform the Indian Consular Officer for any assistance, if any casualty has occurred on an Indian Ship in foreign waters then a letter has to be issued to the concerned Foreign Coastal or Port state administration informing our intent to participate as a substantially interested state in any casualty investigation being carried by them as a lead country.
- To act as a contact source of Information for further regular updates to the Crisis Management Team and also keep the contact with the Local MMD Principal Officer and other agencies for regular updates to the DGS.

In case of Grounding / Stranding/ Collision additionally following to be done:

- To Mobilize **Emergency Towing Vessel (ETV)** in case company is not able to arrange Salvage (if required).
- To instruct DGCOMM centre to Issue Navigational warnings about the site of Wreck due to grounding / Stranding/Collision to other ships approaching the Port.
- To co-ordinate with Port Authorities, DGLL and other agencies.
- To Co-ordinate with R.O for assessing the structural integrity, strength and stability of the vessel/s involved.

In case Of Oil /Chemical pollution additionally following to be done:

- To issue Notice to the Ships involved in the casualty as per the provisions of the M.S Act.(section 356J)

- In case of Oil/Chemical pollution invoking relevant provisions of the Merchant Shipping Act 1958 in case the polluting ship fails to take action as required by the act to prevent or minimize pollution.(section 356K).
- Co-ordinate with Ship Owners to arrange vessels for transfer of Oil/Chemical if required.
- Reporting of Oil/Chemical spill Incidents to the Flag state of the Ship and the neighbouring coastal State which is likely to get affected by the pollution.
- To Advise Indian Coast Guard/MRCC on Pollution related matters under the provisions of the Merchant Shipping Act 1958 whenever required.
- To take Administrative and Legal action for processing the Claims against damages/cost incurred by Coast Guard, Persons, Ports, State Governments and other agencies relating to any oil/Chemical Pollution incidents.
- Advice concerned agencies to collect the evidences for the purpose of claims against the Polluting ships.
- In case of Oil/Chemical pollution during the marine casualty to advise concerned affected ports or other entities
 - (i) to deal with the evidences for the purpose of raising claims on account of damages caused by the pollution and initiating legal action against the Polluter.
 - (ii) To Mitigate the Pollution and its effects.
 - (iii) To Inform intergovernmental agencies such as IOPC fund etc.

In case of Flooding or Breach of Hull additionally following to be done:

- To deploy Salvage vessels to assist the vessel to take it to a safe Place of Refuge in case company is not able to arrange salvage.
- To inform vessel crew to check the cargo Holds/ tanks for water leaks and inform these figures from Ship on an hourly basis to Crisis Management Team.
- To instruct DGCOMM centre to Issue Navigational warnings about the site of casualty due to Vessel Engine Room Flooding or Breach of Hull to other ships approaching the Port.
- To Co-ordinate with R.O for assessing the structural integrity, strength and stability of the vessel/s involved.

In Case of Fire Onboard:

- To instruct other vessels having Fi-Fi Systems to assist the vessel to Fight Fire onboard.
- To inform the vessel crew to ascertain whether the fire has been extinguished and hourly reporting to be made to the Crisis Management Team.
- To instruct DGCOMM centre to Issue Navigational warnings about the site of casualty.

In Case of Death onboard or Man overboard:

- To instruct DDG (Crew) to issue a letter to the concerned MMD Principal officer to depute a suitable officer or Shipping Master to conduct an enquiry in accordance with section 452 of the MS Act 1958 as amended.
- To instruct DDG (Crew) to issue a letter to the concerned Flag State administration to conduct a casualty investigation as per their National Laws, if the death of an Indian National has happened outside our Jurisdiction (on a foreign ship or foreign Port).
- To Issue a Letter for conducting a fact- finding Inquiry to the concerned Indian Consular Officer at Indian Embassy/ Mission at the next port of call of the vessel, in cases where the accident has taken place on the high seas and preliminary inquiry has not been ordered.
- To Instruct the DDG (crew) to liaise with the Recruitment and Placement agencies (RPSL) to get regular updates of the incident and help in informing Next of Kin.

Nautical Advisor (NA) :

In his absence the duties and responsibilities will be handled by Additional DG.

Report To: **Director General Of Shipping (DG)**

Their responsibility is:

- To Order the formation of Crisis Management Team at DGS.
- To disseminate the information of the incident to all the key members of the DGS forming a part of the crisis management team (NA,CS,CSS,Additional DG,DG, DDG (Crew), IRS member).
- To ensure that a letter has been issued by DyNA or NS by email to the concerned Local MMD Principal Officer P.O where the incident or casualty has occurred and nominate a suitable officer or team of officers from MMD /DGS to conduct the Preliminary Inquiry (PI) and undertake the casualty investigation forthwith.
- To ensure that a letter has been issued by DyNA or NS to the concerned Flag state or states whose ship/ships are involved in the casualty (in case of foreign Ship involved in the casualty) or any other entity that may be considered as a substantially interested party, inviting them to participate in the Casualty Investigation as substantially interested state as per IMOs Casualty Investigation code.
- To ensure that a letter has been issued by DyNA or NS to the concerned Foreign Coastal or Port state administration informing our intent to participate as a substantially interested state in any casualty investigation being carried by them as a lead country.
- To ensure that the DyNA or NS have nominated a suitable Officer from MMD or DGS for conduct of casualty investigation and inform the Indian Consular Officer for any assistance if required, if any casualty has occurred on an Indian Ship in foreign waters then a letter has to be issued
- To Act as a contact source of Information for further regular updates to the Crisis Management Team and also keep the contact with the Local MMD Principal Officer and other agencies for regular updates to the DGS.

- To monitor the regular updates from various agencies involved in the Crisis Management Team and advise if any required to them.
- To receive information and regular updates from the concerned Local MMD Principal Officer (P.O) where the casualty has occurred.
- To advise the Crisis management Team on Matters of reporting to Ministry of Shipping and Media.
- To update the DG on technical Matters involving the Maritime Casualty.

In case of Grounding / Stranding/ Collision additionally following to be done:

- To ensure mobilization of **Emergency Towing Vessel (ETV)** in case company is not able to arrange Salvage (if required).
- To ensure that the DyNA or NS have instructed the DGCOMM centre to Issue Navigational warnings about the site of Wreck due to grounding / Stranding/Collision to other ships approaching the Port.
- To ensure co-ordination with Port Authorities, DGLL and other agencies have been made by the DyNAor NS.
- To ensure that DyNa or NS have co-ordinated with R.O for assessing the structural integrity, strength and stability of the vessel/s involved.

In case Of Oil /Chemical pollution additionally following to be done:

- To ensure that DyNA or NS have issued Notice to the Ships involved in the casualty as per the provisions of the M.S Act.(section 356J)
- To ensure that in case of Oil/Chemical pollution DyNA or NS have invoked the relevant provisions of the Merchant Shipping Act 1958, in case the polluting ship fails to take action as required by the act to prevent or minimize pollution.(section 356K).
- To ensure that DyNA or NS have co-ordinated with Ship Owners to arrange vessels for transfer of Oil/Chemical if required.
- To ensure that DyNA or NS have reported about the Oil/Chemical spill Incidents to the Flag state of the Ship or the neighbouring coastal State which is likely to get affected by the pollution.
- To ensure that DyNA or NS have advised the Indian Coast Guard/MRCC on Pollution related matters under the provisions of the Merchant Shipping Act 1958 whenever required.
- To ensure that DyNA or NS have Administrative and Legal action for processing the Claims against damages/cost incurred by Coast Guard, Persons, Ports, State Governments and other agencies relating to any oil/Chemical Pollution incidents.
- To ensure that DyNA or NS have advised concerned agencies to collect the evidences for the purpose of claims against the Polluting ships.
- To ensure that DyNA or NS in case of Oil/Chemical pollution during the marine casualty have advised concerned affected ports or other entities to deal with the evidences for the

purpose of raising claims on account of damages caused by the pollution and initiating legal action against the Polluter.

In case of Flooding or Breach of Hull additionally following to be done:

- To ensure that DyNA or NS have deployed salvage vessels to assist the vessel to take it to a safe Place of Refuge in case company is not able to arrange salvage.
- To ensure that DyNA or NS have informed vessel crew to check the cargo Holds/ tanks for water leaks and inform these figures from Ship on an hourly basis to Crisis Management Team.
- To ensure that DyNA or NS have instructed DGCOMM centre to Issue Navigational warnings about the site of casualty due to Vessel Engine Room Flooding or Breach of Hull to other ships approaching the Port.
- To ensure that Co-ordination is established with R.O for assessing the structural integrity, strength and stability of the vessel/s involved.

In Case of Fire Onboard:

- To ensure that DyNA or NS have instructed other vessels having Fi-Fi Systems to assist the vessel to fight fire onboard.
- To ensure that DyNA or NS have informed the vessel crew to ascertain whether the fire has been extinguished and hourly reporting to be made to the Crisis Management Team.
- To ensure that DyNA or NS have instructed DGCOMM centre to Issue Navigational warnings about the site of casualty.

In Case of Death onboard or Man overboard:

- To ensure that DyNA or NS to instruct DDG (Crew) to issue a letter to the concerned MMD Principal officer to depute a suitable officer or Shipping Master to conduct an enquiry in accordance with section 452 of the MS Act 1958 as amended.
- To ensure that DyNA or NS have issued a letter to the concerned Flag State administration to conduct a casualty investigation as per their National Laws, if the death of an Indian National has happened outside our Jurisdiction (on a foreign ship or foreign Port), then Instruct DDG (Crew).
- To ensure that DyNA or NS have issued a Letter for conducting a fact- finding inquiry to the concerned Indian Consular Officer at Indian Embassy/ Mission at the next port of call of the vessel, in cases where the accident has taken place on the high seas and preliminary inquiry has not been ordered.
- To ensure that DyNA or NS have instructed the DDG (crew) to liaise with the Recruitment and Placement agencies (RPSL) to get regular updates of the incident and help in informing Next of Kin.

Crisis Management Team:

This is a team formed at DGS on receipt of information of the Marine casualty (Grounding/Stranding/Collision/Death onboard/Jettisoning of Cargo /Man Overboard/ Fire onboard/ Flooding / Oil/Chemical Pollution).

Crisis Management Team is headed by Additional DG and comprises of Nautical Advisor (NA), Chief Surveyor (CS), Chief Ship Surveyor (CSS), DDG(Crew), One Member from IRS, Any other member as deemed necessary by Director General of Shipping (DG).

Reports to : Director General of Shipping (DG).

The responsibility of this team is to:

- To give technical assistance and provide any information as necessary during the Marine Casualty.
- To provide advice relating to the ship safety, structural integrity, Strength and stability of the vessel/s involved in Marine casualties.
- Co-ordinate and Advice regarding the extent of the damages and any necessary steps to prevent further impact to the ship, its crew and the marine environment.
- Coordinating with external agencies for disseminating and receipt of information from these agencies.(Indian Coast Guard MRCC, Salvage Teams, Port Authorities, State Agencies like Collectors office and Local Disaster Management Units)
- Giving regular updates and receive any instructions to the Director General of Shipping (DG).
- Co-ordinating and giving updates to the Ministry under the directions of Director General of Shipping.
- To interact with Media and give proper Media releases in case of casualty.

Local MMD Principal Officer (P.O):

Reports to: Crisis Management Team

The responsibilities of the concerned Local MMD Principal Officer (P.O) are to:

- Inform DGCOMM Centre details of any casualty received in their jurisdiction.
- Verify the information of casualty and do a preliminary inspection of vessel site irrespective of the information received on the nature and extent of damage received.
- Liaise to the DYNA or NS in-charge of Marine casualty and to the Crisis Management team formed at the DGS.
- To Advise the Indian Coast Guard MRCC on pollution related matters under the provisions of the Merchant Shipping Act in consultation with the DGS/Crisis Management Team.
- Depute a casualty Investigation team or if specifically appointed by DGS, supervise the officers to undertake the casualty investigation.
- To Co-ordinate with other state authorities like Collectors office and Local Disaster Management Units, if required.
- Act as a contact source of Information for further regular updates to the Crisis Management Team and also send information of the progress of the casualty incident to DYNA/ NS In-charge of the Marine casualties DGCOMM Centre, NA/ Additional DG/ Director General of Shipping (DG) with the Local MMD Principal Officer (P.O) for regular updates to the DGS.

CLASSIFICATION OF A CASUALTY/ INCIDENT:

<u>Type</u>	<u>Resulting</u>	<u>Casualty Classification</u>
<p>Fire/Explosion OR</p> <p>Collision/contact OR</p> <p>Heavy weather damage/ice damage, OR</p> <p>Stranding/Grounding OR</p> <p>Foundering OR</p> <p>Capsizing/Listing/Shifting of Cargo/ Cargo Overboard OR</p> <p>Loss of Control OR</p> <p>Hull cracking, or suspected hull defect</p>	<ul style="list-style-type: none"> - the total loss of the ship or - a death or - Severe damage to the environment. - Blocking navigational channels. - Floating of cargo leading to Navigational hazard. 	<p>Very serious casualty</p> <p>Crisis Management team to be called immediately.</p>
<p>Fire/Explosion OR</p> <p>Collision/contact OR</p> <p>Heavy weather damage/ice damage, OR</p> <p>Stranding/Grounding OR</p> <p>Foundering OR</p> <p>Capsizing/Listing/Shifting of Cargo/ Cargo Overboard OR</p> <p>Loss of Control OR</p> <p>Hull cracking, or suspected hull defect</p>	<ul style="list-style-type: none"> - Immobilization of main engines, or - Extensive accommodation damage or - Severe structural damage, such as penetration of the hull under water, etc., rendering the ship unfit to proceed, or - Pollution (regardless of quantity); or - A breakdown necessitating towage or shore assistance. 	<p>Serious casualty</p> <p>Nautical Advisor can assess the situation and take a call on mobilizing the Crisis Management team</p>

Definitions:

1. **Foundering** is defined as, 'Sinking due to rough weather, leaks, breaking in two etc, but not due to other categories such as collision [and so on]'.
Foundering is considered when the vessel has sunk. Foundering should only be regarded as the first casualty event if we do not know the details of the flooding which caused the vessel to founder. In the chain of events foundering can be the last casualty event in this case there is the need to add accidental events.
2. **Flooding:** Flooding refers to a casualty when a vessel takes water on board and can be: -
Progressive if the water flow is gradual
Massive if the water flow is extensive
3. **Stranding/ Grounding**, a moving navigating ship, either under command, under power, or not under command, drifting, striking the sea bottom, shore or underwater wrecks.
4. **Collision** - a casualty caused by ships striking or being struck by another ship, regardless of whether the ships are underway, anchored or moored. This type of casualty event does not include ships striking underwater wrecks. The collision can be with other ship or with multiple ships or ship not underway.
5. **Contact** - a casualty caused by ships striking or being struck by an external object. The objects can be: floating object (cargo, ice, other or unknown); fixed object, but not the sea bottom; or flying object.
6. **Capsizing/Listing:** is a casualty where the ship no longer floats in the right side-up mode due to: negative initial stability (negative meta-centric height), or transversal shift of the centre of gravity, or the impact of external forces.
Capsizing: when the ship is tipped over until disabled;
Listing: when the ship has a permanent heel or angle of roll.
7. **Fire/explosion:** an uncontrolled ignition of flammable chemicals and other materials on board of a ship:
Fire is the uncontrolled process of combustion characterized by heat or smoke or flame or any combination of these.
Explosion is an uncontrolled release of energy which causes a pressure discontinuity or blast wave.
8. **Hull failure:** Consists of a failure affecting the general structural strength of the ship.
9. **Loss of control:** a total or temporary loss of the ability to operate or maneuver the ship.