

Accident Investigation Course “Investigation reports”

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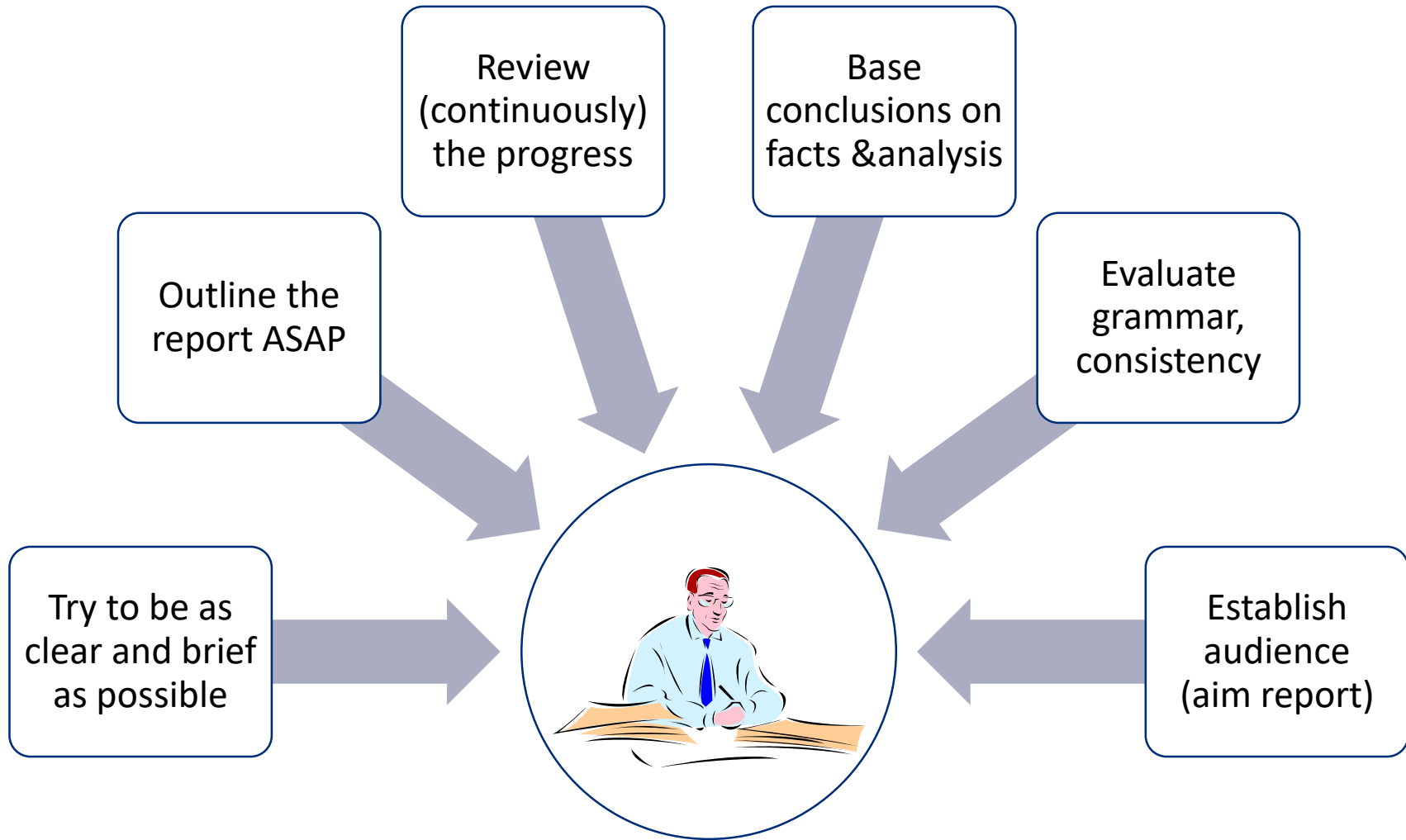


Why producing and publishing reports?



- ✓ One of the primary tools to **communicate** the results of the investigation
- ✓ **Permanent record** of what was done during the investigation
- ✓ Provides stakeholders with structured **safety knowledge** (analysis, lesson learned, SR, Safety Alerts...)
- ✓ Fulfils regulatory **requirements**:
 - Reports to be produced for investigations
 - Contents in accordance with **Annex I AID** (IMO CIC Ch.2).

Report writing: general hints and tips



Report writing: general hints and tips



Types of report

Full reports

All very serious casualties and those decided to be investigated, published within 12 months of accident

Interim reports

Where 12-month timescale is inadequate

Ref. PCF 5/6.2

Simplified reports

Only for **LS and MI** where findings do not have potential to lead to the prevention of future accidents

Ref. PCF 8/5.2





Exercise for: INVESTIGATION REPORTS (15 MIN)

In teams fill in the content of your investigation report



Foreword

1. Summary

2. Factual information

Ship particulars

Voyage particulars

Marine casualty information

Shore authority involvement and emergency response

3. Narrative

4. Analysis

5. Conclusions

6. Safety recommendations

Actions taken (if any) – *not in the Directive's provisions*

7. Appendices.

Actions taken

- ✓ Should be **evidenced** and **verified** before acceptance



Hello all,

Thank you for the email. I went back to our technical/operations team and have been advised there were no additional railing installed. Apparently there was confusion as to when the railings are down versus when they are in the upright position. I sincerely apologize for the miscommunication.

Regards,

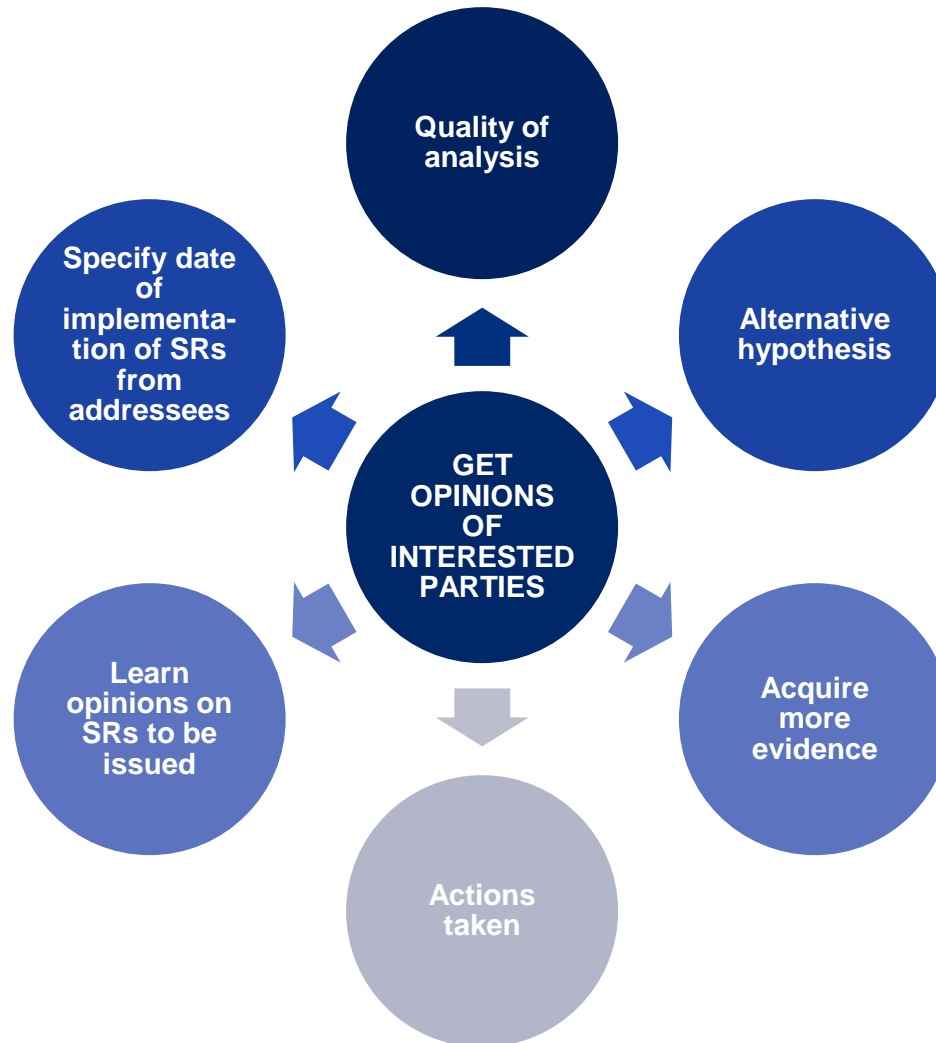


A draft report should be sent for comments, after guarantees of confidentiality, to:

- the investigative bodies of all of the other substantially interested States
- any person or organisation who could be affected by the report
- if that person is deceased, the person or persons best-placed to represent his/her interests
- any other person or organisation likely to be involved in developing appropriate SRs, if deemed necessary.



Consultation: Why?



Final publication

- Amend report accordingly following comments and (new) evidence
- Conduct further investigation, if necessary
- If feasible provide individual responses to comments and keep relative archives
- **However: remember ownership of report!**
- Final report- must be available to the public by any means (internet, printout, etc.).



Report review exercise



In your teams have a look at the reports provided

Do the reports fulfil the objectives of a safety investigation?

1. Consider and compare each sections of the different reports
 - Narrative
 - Analysis
 - Conclusions
 - Recommendations
2. How effective is each report in preventing future accidents?
3. How would change the reports and/or its approach?

Class discussion will follow!



Thank you for your attention!

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 **EMSA**
European Maritime Safety Agency

Final Report Contents- Annex I, Dir. 2009/18/EC

Foreword

- Presents scope of safety investigation
- Prevents the report directly being used as evidence in judicial proceedings
- Recognises the role of safety investigation
- Ensure national legislation respects

Summary

- Provides the KEY FACTS
- Standalone, not part of main document
- Write once main report is complete
- BRIEF

Factual information & Narrative

- Factual info & description / Events sequence
- Identifies facts & 'actors'
- Facts substantiating safety deficiencies
- Relevant standards
- Base info to support the Conclusions

Analysis

- Establishes links & provide logical argument
- Explains the gaps in factual information
- States the assumptions, opinions or facts
- Discuss ambiguities
- Do NOT introduces new facts

Conclusions

- CONCISE and supported by analysis
- Allow reader to trace the origin and justification for conclusion
- Basis for corrective action, next steps recommendations to be taken
- NOT too prescriptive

Actions taken (if any) – *not in the Directive's provisions*

- May derive from late investigative examinations, consultation with involved parties
- SHOULD be evidenced and verified before acceptance
- NOT part of SR

Safety recommendations

- WHERE / IF APPROPRIATE!
- Result from analysis + conclusions
- Precise, practical, feasible, achievable, effective
- Safety oriented
- Recipients best placed to implement SR
- Not repeat existing SR

Appendices

- Relevant standards
- Base info to support the Conclusions
- Manuals, technical terms, abbreviations used
- Crucial evidence too large for main report
- Previously issued: safety alerts, company reports with 'actions taken'
- Bibliography

