



Accident Investigation Course

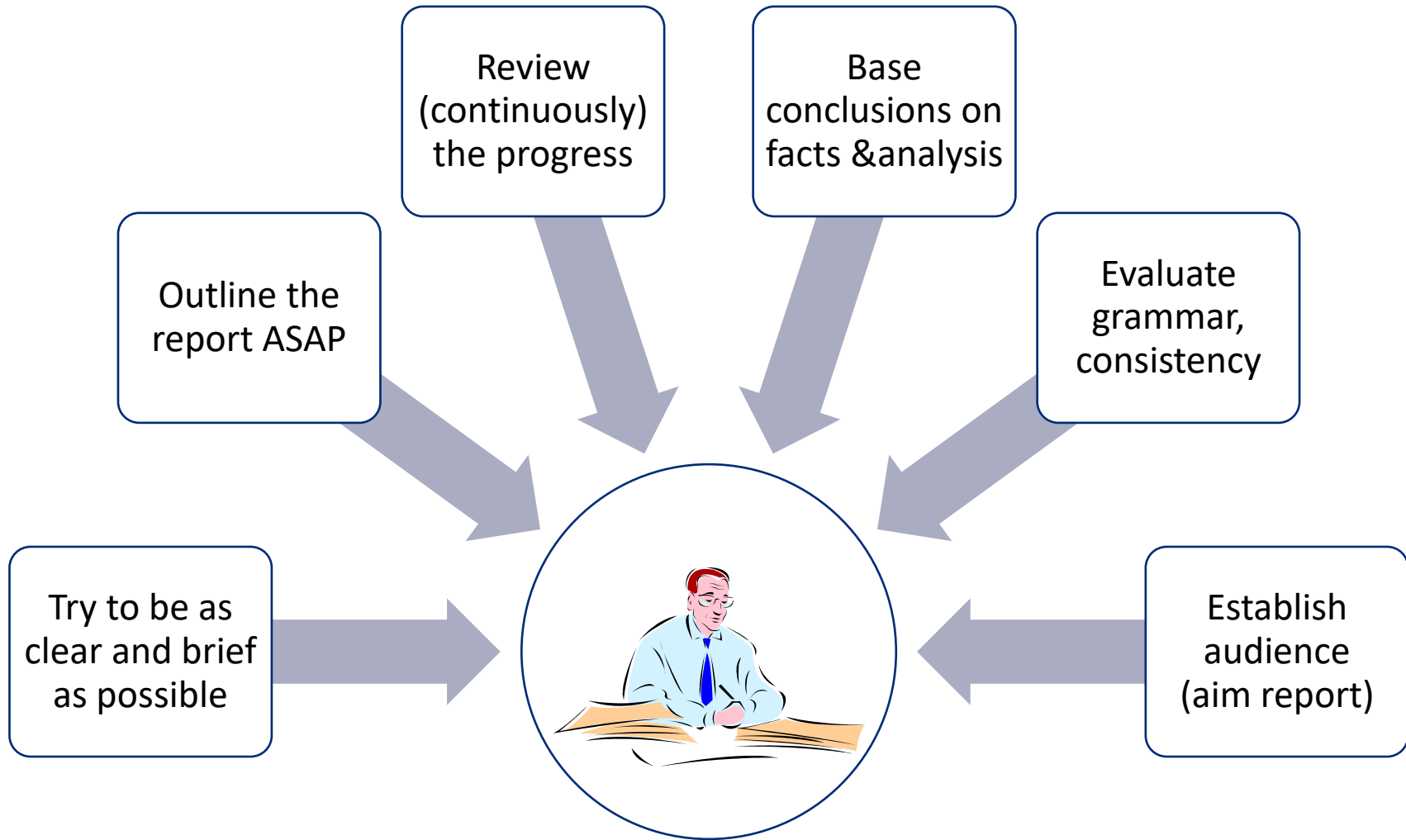
“Investigation reports” (on line session) Report writing

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...)
- ✓ Fulfills 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

Ref. Directive Art 14.2

Interim reports

Where 12-month timescale is inadequate

Ref. Directive Art 14.2 - 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. Directive Art 14.1 - PCF 8/5.2



How to structure?





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.

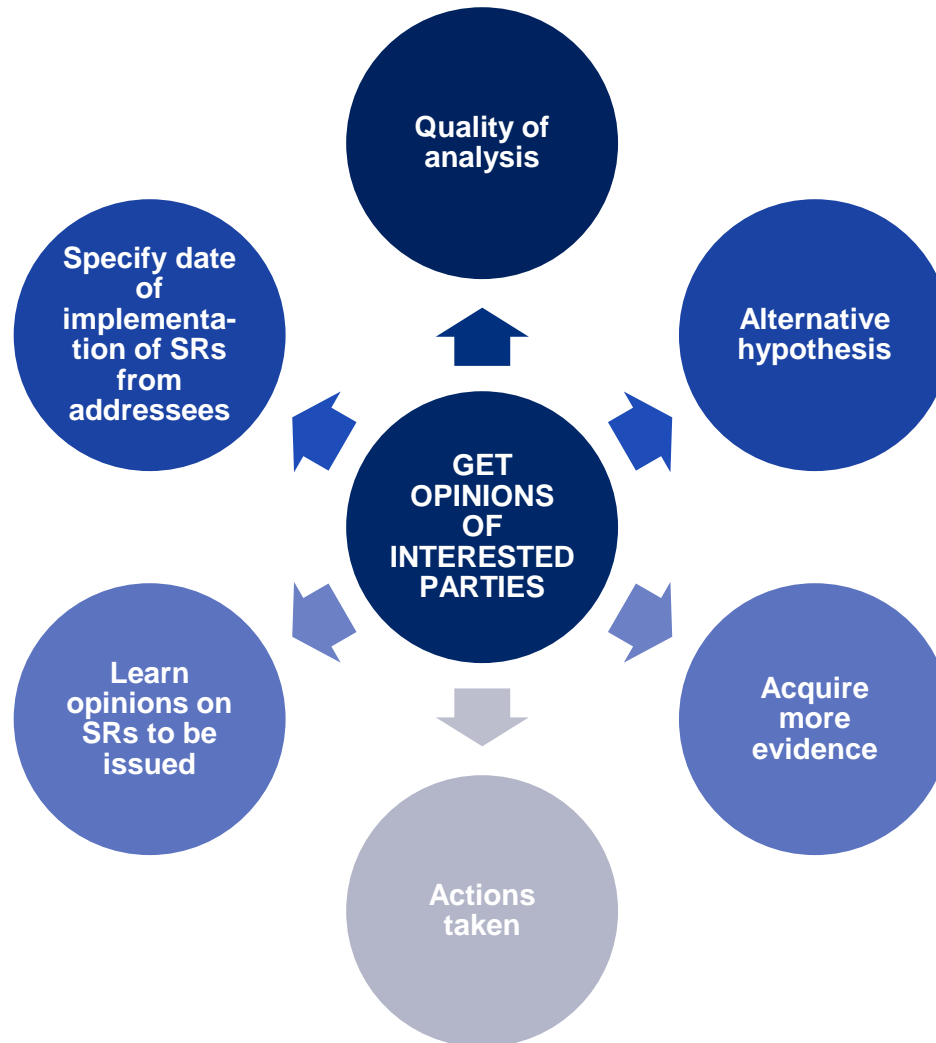


**A draft report
should be sent for
comments,
after guarantees of
confidentiality, to:**

- 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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European Maritime Safety Agency