



№ 12/CIRC/FSI

2018 / 11 /29

TO: Ship owners, Ship managers, Operators, Masters of all Vessels  
registered under Georgian Flag

**SUBJECT: Procedures of Marine incidents and Marine Casualty reporting on Vessels registered under Georgian Flag**

**Guidance on reporting the Incidents**

1 This Shipping Circular serves to inform owners, managers and shipmasters of the vessels, registered under the Georgian flag, regarding their obligations to report any case of marine casualty, marine incident or marine security-related incidents. Referring to order No: 1-1/183 dated 15 July, 2013 of the Minister of Economy and Sustainable Development of Georgia on the approval of “Rules of Procedures of Marine incidents/Marine Casualty Investigation”, the investigation is carried out by the Bureau of Marine and Civil Aviation Incident/Casualty investigations of the Ministry of Economy and Sustainable Development of Georgia.

**This circular revokes previous circular No. 010/FSI 006 of October 7 2013**

2 These incidents/casualties may include an event, or a sequence of events, which resulted in any of the following occurrences directly in connection with the operations of a ship:

1. the death of, or serious injury to, a person;
2. the loss of a person from a ship;
3. the loss, presumed loss or abandonment of a ship;
4. material damage to a ship;
5. the stranding or disabling of a ship, or the involvement of a ship in a collision;
6. material damage to marine infrastructure external to a ship, that could seriously endanger the safety of the ship, another ship or an individual; or
7. severe damage to the environment, or the potential for severe damage to the environment, brought about by the damage of a ship or ships.

## Immediate Reporting

3 The general principle in any incident is that urgent steps on the ground in accordance with ships' and companies' approved plans, initially shall be taken by the shipboard personnel and ship companies to prevent further deterioration of the situation with regard to safety of lives at sea and protection of the marine environment. Once this is ensured, the initial incident notification should be submitted as soon as it is practically possible only to Maritime Transport Agency by the most efficient possible way such as email, fax and phone call. The initial report should be in the following format:

<b>1. Ships name and IMO Number:</b>	
<b>2. Type of incident</b> (collision, grounding, fire, hull breach, death/serious injuries to any person, etc.)	
<b>3. Pollution to environment (if any)</b> (pollutant type & amount spilled onboard or overboard)	
<b>4. Date and time</b> (Local Time and UTC)	
<b>5. Location of incident</b> (Latitude, Longitude at Sea or Port, Terminal in Port Limits)	
<b>6. Injuries</b> (number and severity) and/or <b>Damage</b> (kind, location, severity )	
<b>7. Assistance required</b> (what kind of assistance is needed)	
<b>8. Weather Condition</b> (Wind and Current directions, Sea state in BF's)	
<b>9. Current status of incident</b> (e.g. under control/mitigation ongoing)	

### Contact Details:

- **MTA - Ships Registration and Flag State Control Department:**

Phone: + 995 422 274926;

Mob: + 995 577 221622;

Fax: + 995 422 273929

Email: [info@mta.gov.ge](mailto:info@mta.gov.ge); [fsi@mta.gov.ge](mailto:fsi@mta.gov.ge)

- **MTA- MRCC (Maritime Rescue Coordination Center of Search & Rescue and Vessel Traffic Monitoring Department):**

Tel: + 995 422273913

Fax: + 995 422 273905

Mob: + 995 577 29 37 36; 599 29 37 36 (Viber/WhatsApp AON)

E-mail: [mrcc@mta.gov.ge](mailto:mrcc@mta.gov.ge)

Skype: smrcc.georgia

Iridium: 00881632723323

MMSI: 002130100

GMDSS area A1: Ch 16, DSC 70

GMDSS area A2: 2182.0 kHz, DSC 2187.5 kHz

### **Initial and Follow up Incident investigation reporting**

4 Afterward, the follow up shipboard incident investigation should be conducted, prepare appropriate forms (see Appendix 2 and Appendix 4 of the Minister's order) and submit the report within 24 hours of the occurrence on the following addresses:

#### **Bureau of Marine & Civil Aviation Incident/Casualty Investigation:**

Tel: + 995 32 298 23 58

Fax: + 995 32 298 23 58

Mob: + 995 595 00 18 47

AFTN: UGTBAIIB

E-mail: [georgian-taiib@economy.ge](mailto:georgian-taiib@economy.ge); [dgiunashvili@economy.ge](mailto:dgiunashvili@economy.ge)

#### **MTA-Ships Registration and Flag State Control Department:**

Phone: + 995 422 274926;

Mob: + 995 577 22 16 22;

Fax: + 995 422 273929

Email: [info@mta.gov.ge](mailto:info@mta.gov.ge); [fsi@mta.gov.ge](mailto:fsi@mta.gov.ge)

#### **MTA- MRCC**

Tel: + 995 422 273913

Fax: + 995 422 273905

Mob: + 995 577 599 29 37 36 (Viber/WhatsApp AON)

E-mail: [mrcc@mta.gov.ge](mailto:mrcc@mta.gov.ge)

### **Paragraph 1**

According to paragraph 2 of Article 14 of order No: 1-11183, shipowners shall fill and submit a notification form (appendix 4) to the Maritime Transport Agency of Georgia in case of any marine casualty/incident.

### **Paragraph 2**

#### **Obligations of Master during the Marine Casualties/Incidents under order No: 1-11183. Article 15.**

1 The Master of the vessel involved in marine casualties or incidents, to the extent possible, shall take the following actions:

- a) To inform about the incident the ship-owner, ship insurer, the ship's flag state and the bureau, as well as the relevant Georgian Consulate;
- b) In the manner prescribed by the Maritime Code shall state the marine protest if the incident provides a basis for property demands of the ship-owner.
- c) To ensure the inviolability of the vessel and its mechanisms' fragments, remote controls, information containers, VDR (self-recorders on board), cargo, baggage, mail and other objects;
- d) To ensure the protection of the vessel and of the place where the marine casualty/ incident took place;
- e) To search for marine casualty/incident related materials;
- f) To take written explanations from the persons involved in marine casualty/incident and witnesses;
- g) To draw up "a technical act of the marine casualty/incident" or refer to the appropriate classification society for its provisioning;

- h) To make up a technical drawing of the marine casualty/incident or refer to the classification society for its provisioning;
  - i) To draw up a shipmaster report of the vessel in accordance with the Appendix of "Investigation of Marine Safety of Casualties and Incidents Involving the International Standards And The Code of Recommended Practices" and Appendix 2 of the present Rules;
- 2 In case the investigation demands, the captain of the vessel presents in addition:
- a) Tapes of the VDR, their decoding materials. the maps with constructed paths, maneuvering scheme, radar tablets, tables of maneuver characteristics, radar shadow sector graphics, schemes of injuries and drawings;
  - b) Reports of examination held by diver, dock exam inaction and/or surveying examination;
  - c) Photos of the damages sustained by the vessel and the marine casualty/incident video materials;
  - d) Acts of the Ship Supervisor Classification Society of the vessel involved in the marine casualty/incident;
  - e) Copies of the ship journals and the engine journals;
  - f) Other documentary materials and information necessary for the marine casualty/incident investigation;
- 3 A copy of the documents provided by paragraphs 1 and 2 of the present article is sent to the shipowner and two copies submitted to the investigator.
- 4 if the captain of the ship due to the health problems or other reasons is not able to carry out activities under this paragraph the Mate of the ship is pursuing.

### **Paragraph 3**

#### **Obligations of the Ship-owner Due to the Internal Investigation Proceedings order No: 1-11183, Article 16.**

- 1 The ship-owner of the ship involved in casualty/incident shall conduct an internal investigation, for which he shall:
- a) Confirm the shipmaster's report concerning the marine casualty/incident and prepare a report of the ship-owner under the Appendix 2 of the present Rules;
  - b) Ensure to remove the sealing of documents of the tapes of self-recorders On board, photos taken from radar indicators, graphs of the ships) motioning, journals accounting working hours of the radio connection and radio technical means, seaman's books and diplomas of the crew members, documents reflecting health condition; ship, engine(s), aggregates checklists and their shortcomings statements, technical service claim, documents reflecting condition of tools and control equipment used for preparation of the ship navigation or prevention of failure before it, as well as documents describing meteorological conditions in navigation area;
  - c) Submit the documents to the investigator under subparagraphs a and b. of the present paragraph;
- 2 The ship-owner is obliged to take appropriate preventative measures to avoid such incidents and reflect it in the ship owner's report.

Attached: **Appendix 2 and Appendix 4**

Sincerely,

Acting Director

SIGNED/SEALED  
ELECTRONICALLY 

Ivane Abashidze