

Overview

This standard covers the competence required to Report and Investigate Marine Incidents.

It includes compliance with regulatory reporting requirements; investigating marine incidents; producing and communicating findings; proposing and implementing remedial action.

The role requires the interpretation and application of, and compliance with, relevant international and national regulations; local legislation, codes of practice, standards, frameworks and industry guidance.

Target Group

This standard applies to individuals who have a duty to facilitate the safe and efficient use of the harbour and use powers conferred by national legislation and local regulation.

Typically, this will be the Harbour Master or Authorised Deputies with delegated powers.

Note that in this NOS, unless otherwise specified, the term port may also mean harbour. However, the term harbour does not necessarily mean port.

Performance criteria

You must be able to:

1. provide appropriate information and support to statutory agencies during their investigations
2. comply with regulatory reporting requirements, maintaining a record of incidents reported
3. conduct investigations by systematically collecting, preserving and documenting evidence
4. determine conclusions on the basis of objective interpretation of evidence including whether significant regulatory contravention has occurred
5. produce formal findings and appropriate proposals for remedial action to minimise risk of recurrence so far as reasonably practicable
6. circulate findings and proposals to appropriate stakeholders
7. implement and monitor remedial action appropriate to incident findings
8. maintain auditable records in line with data protection principles

Knowledge and understanding

You need to know and understand:

1. international and national regulations, local legislation, codes of practice, standards, frameworks and industry guidance
2. current regulatory reporting requirements and guidance
3. how to use nationally and locally conferred powers to facilitate the investigation of incidents and implementation of remedial action
4. the powers and working practices of statutory and other organisations that may be concerned with reporting and investigating marine incidents
5. the nature of the interaction between the port and statutory or other organisations, including the extent of the port's obligation to cooperate on marine incident investigation
6. how to conduct systematic, well-documented investigations
7. current regulations and guidance on:
 1. investigating incidents
 2. collection and security of evidence
 3. record keeping
8. how to collect evidence and take statements
9. how to produce remedial recommendations based on report findings
10. who the appropriate marine incident investigation stakeholders are
11. the methods used to promulgate findings and recommendations to stakeholders
12. how to implement and monitor remedial action
13. how to maintain auditable records in line with data protection principles

Report and investigate marine incidents

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