

Accident or incident report form

Last updated: 29 September 2017

This document is uncontrolled if printed, please refer to the Maritime New Zealand website for the latest version.

Reporting online is faster and easier.

Only use this form if you are unable to access:

www.maritimenz.govt.nz/report-online

About this form

Use this form to report a maritime accident or incident for:

- commercial vessels *or*
- any recreational craft.

To complete this form, please provide as much detail as possible.

For more information about accident reporting, refer to 7. *Additional notes* in this form.

Note:

A master or skipper must report any accident, incident or serious harm injury - this is a legal obligation and failing to report is an offence.

1. Reporter details

Fill in your details as the person reporting the accident or incident.

Contact details

Surname

Given name(s)

Preferred phone

Eg +64 1 234-5678

Email address

Postal address

Postcode

Where were you when the accident or incident occurred?

on board a vessel or craft **involved**

observing from a distance or on board a vessel or craft **not involved**

not at the scene

Your role during the accident or incident

Your role

Eg master/skipper, crew, passenger, port employee

2. Vessel or craft details

Provide information about the vessel or craft involved in the accident or incident.

Basic details

Vessel or craft name

Length (m)

Which sector is the vessel or craft in?

Commercial

If you have ticked this box, you need to complete section **A. Commercial vessel**.

Recreational

If you have ticked this box, you need to complete section **B. Recreational craft**.

A. Commercial vessel

Complete this section only if you are reporting about a commercial vessel.

MNZ number

IMO number

Vessel type

Provide the vessel's type and any specific category: e.g charter fishing vessel, ferry, bulk carrier

B. Recreational craft

Complete this section only if you are reporting about a recreational craft.

Boat or craft type

Provide the boat or craft's type e.g yacht, kayak, jet ski, launch

3. Master/skipper and owner details

If relevant, provide details about the master/skipper and owner of the vessel/craft.

Master/skipper details

Surname	<input type="text"/>
Given name(s)	<input type="text"/>
Preferred phone	<input type="text"/> <small>Eg +64 1 234-5678</small>
Email address	<input type="text"/>
Postal address	<input type="text"/> <input type="text"/>
Postcode	<input type="text"/>

Owner details

Surname	<input type="text"/>
Given name(s)	<input type="text"/>
Preferred phone	<input type="text"/> <small>Eg +64 1 234-5678</small>
Email address	<input type="text"/>
Postal address	<input type="text"/> <input type="text"/>
Postcode	<input type="text"/>

4. Event details

Provide details about when and where the accident or incident took place and a summary of what happened.

Basic event details

Date

DD / MM / YYYY

Time (local)

Eg 10am

Location

Please provide all location information you can such as regional details, location in waters (e.g offshore or at berth). Alternatively you can provide co-ordinates if they are available

Accident or incident summary

Provide a detailed summary of events and causes. The summary details should include:

- the events that occurred
- the order of those events
- contributing factors such as weather, visibility, mechanical issues, human factors
- other supporting details e.g details of other crew or vessels involved
- any actions taken after the main event(s).

5. Injury details

Provide information about any injuries suffered during the accident or incident.

Were any people injured during the accident or incident?

Yes

If you have ticked this box, you need to complete an **Injured person's details** box for each injured person.

5.1 Injured person's details

Surname

Given name(s)

Preferred phone

Eg +64 1 234-5678

Email address

Address

Postcode

Details of their injuries

You need to provide enough information in your summary that will clearly outline all the persons injuries, the causes and how they were treated e.g hospitalisation

6. Where to send this form

Send the completed report form and any other supporting documents to MNZ by email or post.

Sending your application by email is preferred. Make sure the scanned copies of your documents are legible and of a good quality.

Email this form to:

section31@maritimenz.govt.nz

Or

Post this form to:

Incidents notifications
Maritime New Zealand
PO Box 25620
Wellington 6146
NEW ZEALAND

7. Additional notes

Section 31 of the Maritime Transport Act 1994 requires the master/skipper of a New Zealand ship, or foreign ship in New Zealand waters, to notify Maritime NZ of any accident, incident or serious harm injury as soon as practicable. This requirement includes recreational vessels.

This section also requires any person who operates, maintains or services a New Zealand ship or foreign ship in New Zealand waters to notify Maritime NZ of any accident, incident or serious harm injury, involving that ship, as soon as practicable.

Similarly, the Health and Safety at Work Act 2015 requires any person conducting a business or undertaking to notify Maritime NZ when a notifiable event occurs that involves a New Zealand worker on any ship.

Failing to comply with a requirement to notify is an offence.

Collection, storage and use of personal information

Information collected may be used for improving the safety of maritime operations in New Zealand, and also to assess whether further action needs to be taken by MNZ in relation to the mishap, incident or accident. If another agency has a role in considering mishaps, incidents and accidents, MNZ may share the information, for example with Regional Council Harbourmasters or New Zealand Police.

MNZ is required to maintain a registry of notifications made under section 31. Please be aware that non-identifying information about the notifications may be published on MNZ's website.

To perform its roles and functions under the Maritime Transport Act, Health and Safety at Work Act, Ship Registration Act and Maritime Security Act, MNZ is required at times to collect and use personal information.

In accordance with the Privacy Act, MNZ will collect personal information directly from the individual the information is about whenever possible. There may be times when MNZ is permitted by the Privacy Act to collect personal information from third parties. MNZ may also collect personal information that is publicly available.

MNZ only collects personal information when it is necessary to achieve its lawful functions. Personal information is only used for purposes consistent with the reasons it was collected.

MNZ has reasonable safeguards to protect personal information against loss and unauthorised access, use, modification, or disclosure.

You may request removal of your personal information at any time.

7. Additional notes (continued)

Disclosure of personal information

MNZ only discloses personal information to third parties when authorised by the individual or permitted by the Privacy Act 1993 or otherwise required or permitted by law.

Accessing personal information

You have the right to request access to personal information about you held by MNZ under the Privacy Act.

You also have the right to request correction of any personal information held about you by MNZ. MNZ will take reasonable steps to correct that information and to ensure that the information we hold is correct. If you wish to access or correct personal information MNZ holds about you, please contact the MNZ Privacy Officer at PO Box 25620, Wellington 6146, or phone (04) 473 011.