



Office of
Deputy Commissioner
of Maritime Affairs

THE REPUBLIC OF LIBERIA LIBERIA MARITIME AUTHORITY

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30 August 2024

Marine Advisory: 21/2024

Subject: Reporting requirements for Masters calling the Port of Dampier, Australia

Dear Shipowner/Operator/Master:

The purpose of this Marine Advisory is to inform shipowners, operators, and masters of the recently issued Safety Notice by the Harbor Master of Port of Dampier, Australia. The objective is to provide awareness for the vessels calling Port of Dampier, Australia.

Overview

Reportedly in recent years, lack of reporting and withholding of information has had the potential to cause harm and has disrupted Port of Dampier, Australia operations.

Increased safety surveys by non-government agencies (third-party surveyors) have observed conditions on vessels that are reportable.

Masters shall report any defects or operational conditions identified during surveys or routine operations that compromise a vessel's compliance with local and international regulations. These reports shall be submitted promptly to the Harbor Master.

Any damage to a port facility, property of the Port Authority within the port, to a vessel, or to a navigational aid, the details of the incident and damage must be reported to the Harbor Master detailing the incident and damage as soon as practicable.

The Harbor Master's office will as part of the functions under the Port Authorities Act 1999 take measures to keep the port safe.

Harbor Master encourages early reporting to help find solutions and mitigations for the port and port operations.

For information on how to report and when to report an incident please go to:
<https://www.pilbaraports.com.au/ports/port-of-dampier/about-port-of-dampier/port-handbook>

Pilbara Ports Online Hazard and Incident Reporting Form may be found at:
<https://www.pilbaraports.com.au/safety-and-security/hazard-and-incident-reporting>

If you have any questions, please contact our Fleet Performance Department at Telephone:
+1-703-790-3434 or by email to prevention@lisrc.com.

Port of Dampier – Reporting requirements for Masters calling the Port of Dampier

Number: D18/2024

Date: 12/07/2024

Date of Effect:	12/07/2024
Details:	Port of Dampier- Reporting requirements for Masters calling the Port of Dampier
Former Notice:	NA
Charts & Publications:	NA
Further Notice:	NA
Attachments:	NA

This Marine Notice details the Harbour Master's requirements for defect / environmental incident reporting for Masters calling the Port of Dampier.

The objective of this notice is to highlight the responsibilities Masters / owners / operators have for injury, defect, damage, pollution and incident reporting to the Port Dampier.

The Port of Dampier operates in a highly sensitive environmental area surrounded by national parks.

Trade and shipping in this multiuser port is increasing.

1.1 Defect / incident reporting

In recent years, lack of reporting and withholding information has had the potential to cause harm and has disrupted port operations.

Increased safety surveys by non-government agencies (third party surveyors) have observed conditions on vessels which are reportable.

Masters shall report any defects or operational conditions identified during surveys or routine operations that compromises a vessel's compliance with local and international regulations. These reports shall be submitted promptly to the Harbour Master.

Any damage to a port facility, property of the Port Authority within the port, to a vessel, or to a navigational aid, the details of the incident and damage must be reported to the Harbour Master detailing the incident and damage as soon as practicable.

The Harbour Master's office will as part of the functions under the Port Authorities Act 1999 take measures to keep the port safe.

Harbour Master encourages early reporting to help find solutions and mitigations for the port and port operations.

All current local Marine Notices are available on our website: <http://www.pilbaraports.com.au/#marine-notices>

- Dampier Vessel Traffic Service | Phone: (08) 9159 6556 | FAX: (08) 9159 6557 | dampier.vts@pilbaraports.com.au Mariners and other port users are requested to notify the Harbour Master on the discovery of new dangers or suspected dangers to navigation within the Port.

For information how to report and when to report an incident please go to:

[Port of Dampier Handbook](#)

Pilbara Ports Online Hazard and Incident Reporting Form may be found at:

<https://www.pilbaraports.com.au/safety-and-security/hazard-and-incident-reporting>

Pilbara Ports encourages all port users and the public to report concerns which may impact the people, environment or trade of the port.

1.2 For further reading on reporting please see:

Port of Dampier Handbook
Port Authorities Act 1999
Port Authorities Regulations 2001
Navigation Act 2012
Marine Safety (Domestic Commercial Vessel) National Law Act 2012
Marine Order 1 -Administration
Safety of Life at Sea - SOLAS 1. 11 C

Pilbara Ports thanks all incident reporters for helping to keep our port safe.



Capt. Mike Minogue
Harbour Master

All current local Marine Notices are available on our website: <http://www.pilbaraports.com.au/#marine-notices>

- **Dampier Vessel Traffic Service | Phone: (08) 9159 6556 | FAX: (08) 9159 6557 | dampier.vts@pilbaraports.com.au** Mariners and other port users are requested to notify the Harbour Master on the discovery of new dangers or suspected dangers to navigation within the Port.

Hazard and Incident Management



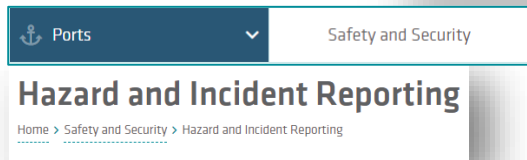
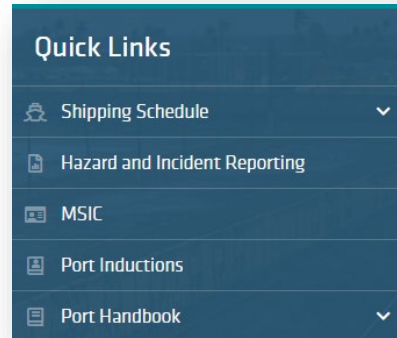
For Port Users

How To Report Hazards & Incidents



Access to Forms

- To report a hazard or incident identified within Pilbara Ports Authority (PPA) premises or leased areas, visit the PPA website.
<https://www.pilbaraports.com.au/>
- From the Home page – Quick Links, click on 'Hazard and Incident Reporting'. Or click through on the 'Safety and Security' tab.



From here the associated online forms can be accessed.

No log in or password is required to use the forms.

Support

- If you do not know with whom to speak from PPA when you identify a hazard, or when an incident occurs, please contact:
 - Shipping Control Tower (Port Hedland): 08 9173 9030
 - Shipping Control Tower (Dampier & Ashburton): 08 9159 6556, or
 - Perth Reception: 08 6217 7112

Please note that the online reporting system does not substitute verbal notification to PPA.
- For questions or issues relating to the use of the online reporting forms for hazards and incidents, please contact your PPA Representative.

Report a Hazard

Click on the 'Hazard Report Form' button to open the online form.

HAZARD REPORT FORM

- Summary** – Type in here a concise description of the hazard identified
- Business Unit** – Position the cursor in this field and start typing the PPA business area where the hazard was spotted (e.g. 'Landside') and the dropdown options will appear for selection. Only one option can be selected.
- Location** – An extensive list of PPA locations are available. Position the cursor in the field and start typing in the specific location of the hazard (e.g. 'Tug Pen' or 'Utah Point' or Hedland) and select the appropriate location.
- Impacted Business Unit(s)** (optional) – If e.g. reporting a health and safety hazard for 'Maintenance' as business unit (BU), select here 'Health and Safety' as additional BU. More than one BU can be added.
- Detailed Description** – Type in here as complete a description of the identified hazard as possible.

Reporter Name *

Reporter Company *

Reporter Email *

Reporter Phone Number *

Date/Time Observed *

Date/Time Reported *

Specific Location

Identified By *

Identified By - Other

Immediate Verbal Advice To *

6. **Reporter Name** – Fill in your name and surname.
7. **Reporter Company** – Fill in your company name.
8. **Reporter Email** – Fill in your email address.
9. **Reporter Phone Number** – Fill in your contact phone number.
10. **Date/Time Observed** – Click in here to bring up a calendar view with fields to record the date and time the hazard was identified.
11. **Date/Time Reported** – Record here the current time, i.e. the time the hazard is being entered into the online form.
12. **Specific Location** (optional) – Use this field to add details of the location, if required.

13. **Identified By** – Select from the dropdown list.
14. **Identified By – Other** – Fill in details of how hazard was identified if the appropriate option is not in the dropdown list.
15. **Immediate Verbal Advice To** – Fill in the name and position of the PPA representative to whom advice was given.

Potential Risk Rating

Plausible Maximum Consequence *

Basis of Plausible Maximum Consequence Rating *

Immediate Action Taken *

Recommended Long-Term Controls

Attachments

 Add item 

Potential Risk Rating

Note: Click the icon next to the heading to refer to the PPA Consequence Matrix. Click to open and click to close it again.

Refer to the **Terms and Conditions** and tick to agree.

I agree to the Terms and Conditions *

Then click **Submit**.

Submit

16. **Plausible Maximum Consequence (PMC)** – Select from the dropdown options the most severe impact that could potentially result from this hazard.
17. **Basis of Plausible Maximum Consequence Rating** – Select from the dropdown options the highest plausible risk consequence category.
18. **Immediate Action Taken** – Record the steps that have been taken to control the hazard.
19. **Recommended Long-Term Controls** (optional) – Fill in any steps that may be recommended to control the hazard in the longer term.
20. **Attachments** – to upload an attachment, click 'Add items' -> Choose File.

An acknowledgement message will appear on the screen, with a reference number.

Incident Report

 **Success**

Your reference for this form is:
fce287e5-2ff9-4220-bba8-78bf5a15e957

Click on the 'Incident Report Form' button to open the online form.

INCIDENT REPORT FORM

Summary *

Organisation

Business Unit *

Location *

Details

Impacted Business Unit(s)

Detailed description *

Reporter Name *

Reporter Company *

1. **Summary** - Type in here a concise description of the incident occurred.
2. **Business Unit** – Position the cursor in this field and start typing the PPA business area where the incident occurred (e.g. 'Landside') and the dropdown options will appear for selection. Only one option can be selected.
3. **Location** – An extensive list of PPA locations are available. Position the cursor in the field and start typing in the specific location of the incident (e.g. 'Bunker' or 'FMG' or Hedland) and select the appropriate location.
4. **Impacted Business Unit(s)** (optional) – If e.g. reporting an environmental incident for 'Marine' as business unit (BU), select here 'Environment' as additional BU. More than one BU can be added.
5. **Detailed Description** – Type in here as complete a description of incident as possible.
6. **Reporter Name** – Fill in your name and surname.
7. **Reporter Company** – Fill in your company name.

Reporter Email *

Reporter Phone Number *

Date and Time Occurred/Observed

Date Reported *

Specific Location

Steps Already Taken *

Immediate Verbal Advice To *

8. **Reporter Email** – Fill in your email address.
9. **Reporter Phone Number** – Fill in your contact phone number.
10. **Date and Time Occurred/Observed** – Click in here to bring up a calendar view with fields to record the date and time the incident occurred or was observed.
11. **Date/Time Reported** – Record here the current time, i.e. the time the incident is being entered into the online form.
12. **Specific Location** (optional) – Use this field to add details of the location, if required.
13. **Steps Already Taken** – Record the steps that have been taken to mitigate the effects of the incident.
14. **Immediate Verbal Advice To** – Fill in the name and position of the PPA representative to whom advice of the incident was given.

Incident Classification Details

Incident Classification *

Actual and Potential Risk Rating

Actual Incident Consequence *

Basis of Actual Incident Consequence Rating *

Plausible Maximum Consequence *

Basis of Plausible Maximum Consequence Rating *

Actual and Potential Risk Rating

Note: Click the icon next to the heading to refer to the PPA Consequence Matrix. Click to open and click to close it again.

15. Incident Classification - Select each applicable incident classification type from the list. (Note: If 'Near Miss'^ is selected, no other classification may be selected.)

16. Actual Incident Consequence - Select the highest Actual Incident Consequence of the incident classifications selected. (Note: If 'Near Miss' is selected the Actual Incident Consequence must be 'Insignificant'.)

17. Basis of Actual Incident Consequence Rating - Select from the dropdown options the most significant risk consequence category.

18. Plausible Maximum Consequence (PMC) - Select from the dropdown options the most severe impact that could potentially result from this incident.

19. Basis of Plausible Maximum Consequence Rating - Select from the dropdown options the highest plausible risk consequence category.

A Near Miss ^ is defined as: An unplanned event or loss of control which does not result in injury, illness, damage, or any other impact, but with potential to do so (excluding Marine)

20. External/Regulatory Reporting - Select 'No' or the name of the body to whom the incident must be reported.

External/Regulatory Reporting

Could PPA be required to report this event to a regulatory body? *

Impact Classification Details

Near Miss

Security Event

Production Loss

Property Damage or Loss

Cultural Heritage Impact

Environment Impact

Injury

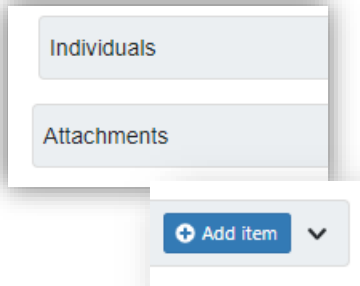
Marine Event

Marine Main Engine Event

Marine Mooring Line Event

21. Impact Classification Details - Fill in the 'Impact Classification Details' by clicking 'Add Item' next to the relevant Impact heading.

- The selected option should correlate with the 'Incident classification' selected while creating the Incident, e.g. if 'Environment' was selected as Incident classification type, the 'Environment' option should be selected under 'Impact Classification Details'.
- If more than one incident classification was selected, a matching impact section should be completed for each of the impact classifications.
- Marine type incidents have specific sections if the event relates to a 'main engine' or 'mooring line' event; add the specific item if relevant but also add 'Marine Event' to complete the vessel and marine environmental data required.



Individuals

Attachments

+ Add item

22. Individuals – Add here the name and details of all individuals involved in the incident, including details of any drug and alcohol screening. Select 'Yes' if screening was performed; 'No' if screening should have been performed but was not done; N/A if screening was not required.

23. Attachments – Upload any evidence relating to the incident -> add item -> choose file. Repeat to upload more files.

Refer to the **Terms and Conditions** and tick to agree.

I agree to the Terms and Conditions *

Then click **Submit**.

Submit

An acknowledgement message will appear on the screen, with a reference number.

Incident Report

✓ Success

Your reference for this form is:
fce287e5-2ff9-4220-bba8-78bf5a15e957

Once submitted, the online hazard or incident form will be triaged into the PPA hazard and incident management system. Please liaise with your PPA Representative in the case of any queries. If further information is required from PPA side, you may be contacted on the email or phone number provided in the form.