

INITIAL REPORT

ANYONE CAN USE THIS FORM TO MAKE A REPORT
 BY MAKING A REPORT, YOU ARE HELPING TO KEEP YOURSELF AND YOUR COLLEAGUES SAFE

- YOU CAN ALSO FILE A REPORT IN **SMMS** OR ONLINE AT **REPORTS.MYRIADSEA.COM** -

Type of report:			
Health & Safety		Environmental Protection	Quality

What are you reporting:			
Incident		Near-Miss	Improvement Opportunity

Was anyone injured:	Yes	No
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When, where and in what conditions did this occur:			
Date		Time (UTC)	
Location	at sea / in port / at anchor / other	Position/Port	
Speed		Heading	
Weather			

Where on the ship did this happen?

Briefly describe what happened:

What action was taken?

Who was involved or saw what happened?

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Provide any relevant background information:

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Your Name	Signature	Date

THIS FORM CAN BE GIVEN TO THE MASTER OR YOU CAN EMAIL IT TO [SAFETY@MYRIADSEA.COM](mailto:safety@myriadsea.com)

What happens next?

- The company will always acknowledge receipt of a report.
- Your report will be reviewed by the HSQE team. They will decide if further investigation is needed.
- Root-Cause analysis is always carried out, and a final report will be prepared and shared to the fleet which will include required corrective and preventative measures.

ACTIONS TO BE TAKEN BY THE MASTER ON RECEIPT OF THIS FORM (MASTER TO COMPLETE)

Take any action immediately required to ensure the crew, ship and environment are protected, provide details:

Enter an HSQE Occurrence in SMMS		
SMMS HSQE Occurrence Number		
Email a copy of this form to safety@myriadsea.com		
Masters Name	Signature	Date