

## MGN 242 (M + F)

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# Standard Format and Procedures for Ship Reporting, Including Reporting Incidents Involving Dangerous Goods, Marine Pollutants, Other Harmful Substances or Safety

Notice to Shipowners, Masters and Officers of Merchant Ships, Owners and Skippers of Fishing Vessels

*This Marine Guidance Note supersedes Merchant Shipping Notice No. 1614*

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### *Summary*

The purpose of this MGN is to advise shipowners, masters and officers of merchant ships, owners and skippers of fishing vessels of the standard reporting format and procedures, contained in IMO Resolution A.851 (20), to be followed when complying with the duty to report incidents involving the actual (or likely) loss into the sea of harmful substances, or safety, as required by MARPOL 73/78.

1. Under the International Convention for the Prevention of Pollution from Ships 1973 as amended, there is a duty to report incidents involving a discharge or probable discharge of oil and/or other harmful substances (e.g. noxious liquids, dangerous goods) or where damage, failure or breakdown of a ship affects safety. This duty falls on the master or other person in charge of the ship and, in the event of ship abandonment or an incomplete or unobtainable report, with the shipowner. These provisions have been implemented, nationally, in the Merchant Shipping (Reporting Requirements for Ships Carrying Dangerous or Polluting Goods) Regulations 1995 as amended <sup>1</sup>.
2. To assist in complying with the above duty, IMO has developed a standard format and procedures for making reports. These are contained in IMO Resolution A. 851 (20) the relevant part of which is appended to this Note.

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December 2002

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<sup>1</sup> S.I. 1995 No. 2498 as amended by  
S.I. 1999 No. 2121

File ref: MS 028/014/0086

APPENDIX

1. PROCEDURES

Reports should be sent as follows:

<i>Sailing plan (SP)</i>	- Before or as near as possible to the time of departure from a port within a system or when entering the area covered by a system.
<i>Position report (PR)</i>	- When necessary to ensure effective operation of the system.
<i>Deviation report (DR)</i>	- When the ship’s position varies significantly from the position that would have been predicted from previous reports, when changing the reported route, or as decided by the master.
<i>Final report (FR)</i>	- On arrival at destination and when leaving the area covered by a system.
<i>Dangerous goods report (DG)</i>	- When an incident takes place involving the loss or likely loss overboard of packaged dangerous goods, including those in freight containers, portable tanks, road and rail vehicles and shipborne barges, into the sea.
<i>Harmful substances report (HS)</i>	- When an incident takes place involving the discharge or probable discharge of oil (Annex I of MARPOL 73/78) or noxious liquid substances in bulk (Annex II of MARPOL 73/78).
<i>Marine pollutants report (MP)</i>	- In the case of loss or likely loss overboard of harmful substances in packaged form including those in freight containers, portable tanks, road and rail vehicles and shipborne barges, identified in the International Maritime Dangerous Goods Code as marine pollutants (Annex III of MARPOL 73/78).
<i>Any other report</i>	- Any other report should be made in accordance with the system procedures as notified in accordance with paragraph 9 of the General Principles.

1. STANDARD REPORTING FORMAT AND PROCEDURES

- 2.1 Sections of the ship reporting format which are inappropriate should be omitted from the report.
- 2.2 Where language difficulties may exist, the languages used should include English, using where possible the Standard Marine Navigational Vocabulary. Alternatively, the International Code of Signals may be used to send detailed information. When the International Code is used, the appropriate indicator should be inserted in the text, after the alphabetical index.
- 2.3 For route information , latitude and longitude should be given for each turn point, expressed as in C below, together with type of intended track between these points, for example "RL" (rhumb line), "GC" (great circle) or "coastal", or, in the case of coastal sailing, the estimated date and time of passing significant points expressed by a 6-digit group as in B below.

<i>Telegraphy</i>	<i>Telephone (alternative)</i>	<i>Function</i>	<i>Information required</i>
Name of system (eg AMVER/ AUSREP/ MAREP/ ECAREG/ JASREP)	Name of system (eg AMVER/ AUSREP/ MAREP/ ECAREG/ JASREP) State in full	System identifier	Ship reporting system or nearest appropriate coast radio station
SP		Type of report	Type of report
PR			Sailing plan
DR			Position report
FR			Deviation report
DG			Final report
HS			Dangerous goods report
MP			Harmful substances report
Give in full			Marine pollutants report
A	Ship (alpha)	Ship	Any other report
B	Time (bravo)	Date and time of event	Name, call sign or ship station identity, and flag
C	Position (charlie)	Position	A 6-digit group giving day of month (first two digits), hours and minutes (last four digits). If other than UTC state time zone used
D	Position (delta)	Position	A 4-digit group giving latitude in degrees and minutes suffixed with N (north) or S(south) and a 5-digit group giving longitude in degrees and minutes suffixed with E (east) or W (west); or
E	Course (echo)	True course	True bearing (first three digits) and distance (state distance) in nautical miles from a clearly identified landmark (state landmark)
F	Speed (foxtrot)	Speed in knots and tenths of knots	A 3-digit group

G	Departed (golf)	Port of departure	Name of last port of call
H	Entry (hotel)	Date, time and point of entry into system	Entry time expressed as in (B) and entry position expressed as in (C) or (D)
I	Destination ETA (India)	Destination and expected time of arrival	Name of port and date time group expressed as in (B)
J	Pilot (juliet)	Pilot	State whether a deep-sea or local pilot is on board
K	Exit (kilo)	Date, time and point of exit from system or arrival at the ship's destination	Exit time expressed as in (B) and exit position expressed as in (C) or (D)
L	Route (lima)	Route information	Intended track
M	Radio Communications (mike)	Radio communications	State in full names of stations / frequencies guarded
N	Next report (november)	Time of next report	Date time group expressed as in (B)
O	Draught (oscar)	Maximum present Static draught in metres	4-digit group giving metres and centimetres
P	Cargo (papa)	Cargo on board	Cargo and brief details of any dangerous cargo as well as harmful substances and gases that could endanger persons or the environment (see detailed reporting requirements)
Q	Defect, damage, deficiency, limitations (quebec)	Defect / damage / deficiencies / other limitations	Brief details of defects, damage, deficiencies or other limitations (see detailed reporting requirements)
R	Pollution / dangerous goods lost overboard (romeo)	Description of pollution or dangerous goods lost overboard	Brief details of type of pollution (oil, chemicals, etc.) or dangerous goods lost overboard; position expressed as in (C) or (D) (See detailed reporting requirements)
S	Weather (sierra)	Weather conditions	Brief details of weather and sea conditions prevailing

T	Agent (tango)	Ship's representative and / or owner	Details of name and particulars of ship's representative or owner or both for provision of information (See detailed reporting requirements)
U	Size and type (uniform)	Ship size and type	Details of length, breadth, tonnage, and type, etc., as required
V	Medic (victor)	Medical Personnel	Doctor, physician's assistant, nurse, personnel without medical training
W	Persons (whiskey)	Total number of persons on board	State number
X	Remarks (x-ray)	Miscellaneous	Any other information -including, as appropriate, brief details of incident and of other ships involved either in incident, assistance or salvage (see detailed reporting requirements)
Y	Relay (yankee)	Request to relay to another system eg. AMVER, AUSREP, JASREP, MAREP, etc	Content of report
Z	End of report (zulu)	End of report	No further information required

2. GUIDELINES FOR DETAILED REPORTING REQUIREMENTS

2.1 Dangerous Goods Reports (DG)

3.1.1 Primary reports should contain items, A, B, C (or D), M, Q, R, S, T, U, X of the standard reporting format; details for R should be as follows:

- R
1.

Correct technical name or names of goods.

2.

UN number or numbers.

3.

IMO hazard class or classes.

4.

Names of manufacturers of goods when known, or consignee or consignor.

5.

Types of packages, including identification marks. Specify whether portable tank or tank vehicle, or whether vehicle or freight container or other cargo transport unit containing packages. Include official registration marks and numbers assigned to the unit.

6.

An estimate of the quantity and likely condition of the goods.

7.

Whether lost goods floated or sank.

8.

Whether loss is continuing.

9.

Cause of loss.

3.1.2 If the condition of the ship is such that there is danger of further loss of packaged dangerous goods into the sea, items P and Q of the standard reporting format should be reported; details for P should be as follows:

- P
1.

Correct technical name or names of goods.

2.

UN number or numbers.

3.

IMO hazard class or classes.

4.

Names of manufacturers of goods when known, or consignee or consignor.

5.

Types of packages, including identification marks. Specify whether portable tank or tank vehicle, or whether vehicle or freight container or other cargo transport unit containing packages. Include official registration marks and numbers assigned to the unit.

6.

An estimate of the quantity and likely condition of the goods.

3.1.3 Particulars not immediately available should be interested in a supplementary message or messages.

2.2 Harmful Substances Reports (HS)

3.2.1 In the case of actual discharge, primary HS reports should contain items A, B, C (or D), E, F, L, M, N, Q, R, S, T, U, X of the standard reporting format. In the case of probable discharge (see 3.4), item P should also be included. Details for P, Q, R, T and X should be as follows:

- P
1.

Type of oil or the correct technical name of the noxious liquid substances on board.

2.

UN number or numbers.

3.

Pollution category (A, B, C or D), for noxious liquid substances.

4.

Names of manufacturers of substances, if appropriate, when known, or consignee or consignor.

5.

Quantity.
- Q
1.

Condition of the ship as relevant.

2.

Ability to transfer cargo/ballast/fuel.
- R
1.

Type of oil or the correct technical name of the noxious liquid discharged into the sea.

2.

UN number or numbers.

3.

Pollution category (A, B, C or D), for noxious liquid substances.

4.

Names of manufacturers of substances, if appropriate, when known, or consignee or consignor.

5.

An estimate of the quantity of the substances.

6.

Whether lost substances floated or sank.

7.

Whether loss is continuing.

8.

Cause of loss.

9.

Estimate of the movement of the discharge or lost substances, giving current conditions if known.

10.

Estimate of the surface area of the spill if possible.

- T
1.

Name, address, telex and telephone number of the ship’s owner and representative (charterer, manager or operator of the ship or their agent).

- X
1.

Action being taken with regard to the discharge and the movement of the ship.

2.

Assistance or salvage efforts which have been requested or which have been provided by others.

3.

The master of an assisting or salvaging ship should report the particulars of the action undertaken or planned.

3.2.2 After the transmission of the information referred to above in the initial report, as much as possible of the information essential for the protection of the marine environment as is appropriate to the incident should be reported in a supplementary report as soon as possible. That information should include items P, Q, R, S and X.

3.2.3 The master of any ship engaged in or requested to engage in an operation to render assistance or undertake salvage should report, as far as practicable, items A, B, C (or D), E, F, L, M, N, P, Q, R, S, T, U, X of the standard reporting format. The master should also keep the coastal State informed of developments.

2.3 Marine Pollutants Reports (MP)

3.3.1 In the case of actual discharge, primary MP reports should contain items A, B, C (or D), M, Q, R, S, T, U, X of the standard reporting format. In the case of probable discharge (see 3.4), item P should also be included. Details for P, Q, R, T and X should be as follows:

- P
1.

Correct technical name or names of goods.

2.

UN number or numbers.

3.

IMO hazard class or classes.

4.

Names of manufacturers of goods when known, or consignee or consignor.

5.

Types of packages including identification marks. Specify whether portable tank or tank vehicle, or whether vehicle or freight container or other cargo transport unit containing packages. Include official registration marks and numbers assigned to the unit.

6.

An estimate of the quantity and likely condition of the goods.
- Q
1.

Condition of the ship as relevant.

2.

Ability to transfer cargo/ballast/fuel.
- R
1.

Correct technical name or names of goods.

2.

UN number or numbers.

3.

IMO hazard class or classes.

4.

Names of manufacturers of goods when known, or consignee or consignor.

5.

Types of packages including identification marks. Specify whether portable tank or tank vehicle, or whether vehicle or freight container or other cargo transport unit containing packages. Include official registration marks and numbers assigned to the unit.

6.

An estimate of the quantity and likely condition of the goods.

7.

Whether lost goods floated or sank.

8.

Whether loss is continuing.

9.

Cause of loss.
- T
1.

Name, address, telex and telephone number of the ship’s owner and representative (charterer, manager or operator of the ship or their agent).

- X    1.    Action being taken with regard to the discharge and movement of the ship.
- 2.    Assistance or salvage efforts which have been requested or which have been provided by others.
- 3.    The master of an assisting or salvaging ship should report the particulars of the action undertaken or planned.

3.3.2 After the transmission of the information referred to above in the initial report, as much as possible of the information essential for the protection of the marine environment as is appropriate to the incident should be reported. That information should include items P, Q, R, S and X.

3.3.3 The master of any ship engaged in or requested to engage in an operation to render assistance or undertake salvage should report, as far as practicable, items A, B, C (or D), M, P, Q, R, S, T, U, X of the standard reporting format. The master should also keep the coastal State informed of developments.

## **2.4 Probability of discharge**

3.4.1. The probability of a discharge resulting from damage to the ship or its equipment is a reason for making a report. In judging whether there is such a probability and whether the report should be made, the following factors, among others, should be taken into account:

- .1    the nature of the damage, failure or breakdown of the ship, machinery or equipment; and
- .2    sea and wind state and also traffic density in the area at the time and place of the incident.

3.4.2 It is recognized that it would be impracticable to lay down precise definitions of all types of incidents involving probable discharge which would warrant an obligation to report. Nevertheless, as a general guideline the master of the ship should make reports in cases of:

- .1    damage, failure or breakdown which affects the safety of ships; examples of such incidents are collision, grounding, fire, explosion, structural failure, flooding, cargo shifting; and
- .2    failure or breakdown of machinery or equipment which results in impairment of the safety of navigation; examples of such incidents are failure or breakdown of steering gear, propulsion plant, electrical generating system, essential shipborne navigational aids.

*Department for*  
***Transport***

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