



Circular 2008/002

Notification of incidents to the flagstate

Date: 1 August 2014

To whom it may concern,

This circular replaces circular 002/08, which superseded circular 001/05 and circular 001/05 Revision 1.

The purpose of this circular is to clarify the following:

1. Definition of incident and casualties, involving ships flying the Belgian flag, which are to be notified to the Belgian Maritime Inspectorate;
2. Procedure of communication of incidents to the Belgian Maritime Inspectorate.

This circular is applicable to the following incidents or casualties:

1. Port State Control detention of the vessel (all Maritime Authorities);
2. Fire, explosion, grounding, contact, collision, heavy weather damage, ice damage, hull cracking or suspected hull defect, etc., resulting in:
 - i) Structural damage rendering the ship unseaworthy, such as penetration of the hull underwater, immobilization of main engines, extensive accommodation damage etc, and/or;
 - ii) Non compliance with statutory, flag and/or class requirements.
3. Breakdown necessitating towage or shore assistance;
4. Pollution (regardless of quantity), damage to the environment brought about by the damage of the ship or being caused by, or in connection with, the operation of the ship;
5. The death of or serious injury to a person that is caused by, or in connection with, the operations of the ship. Personal injuries or illness affecting the required minimum safe manning;
6. Breach of security and other security incidents, including piracy, serious robbery, bomb alert, suspected packages, stowaways, etc...

Notification of incidents and casualties to the Belgian Maritime Inspectorate is obligatory for all companies which have assumed the ISM responsibility in accordance with the ISM Code article 1.1.2.

Incidents and casualties are to be notified to the Belgian Maritime Inspectorate without delay and as soon as practically possible.

I. Safety and pollution related incidents

For all incidents and casualties mentioned under (1), (2), (3), (4) and (5) the Company should notify and set up communication with BMI conform the following procedure:

1. **The flagstate inspector on duty should always be notified, first and without delay, of any incident or casualty through the 24-hour available telephone nr:**

+32 473 70 03 53

If for any reason, the above mentioned 24 hours number can not be contacted, following mobile numbers should be contacted in the order as mentioned below.

1	Bart Heylbroeck	+32 475/818493
2	Sarah Goossens	+32 475/751830
3	Nathalie De Jaeger	+32 477/985272
4	Jean Paul Van Bylen	+32 473/543797
5	René Verleene	+32 475/754877
6	Willy Zonnekein	+32 478/782201
7	David Sijmons	+32 477/581471

2. **Additionally to the above**, BMI should always be informed about any incident or casualty by sending an initial notification in writing.

bart.heybroeck@mobilif.gov.be

sarah.goossens@mobilif.gov.be

nathalie.dejaeger@mobilif.gov.be

ship.belflag@mobilif.gov.be

The initial written notification should include following information:

- Name of the vessel,
- Date and time of the incident,
- Location of the incident,
- Nature of the incident or casualty,
- Description of the incident or casualty,
- Actions taken or planned,
- Copies of any report (example PSC report),
- Contact details (email, telephone...) of the designated person within de Company responsible for the communication with the Belgian Maritime Inspectorate,
- Any other relevant information.

Based on the analysis of the information received and the possible actions required, further communication will be set up between BMI, the Company and all concerned parties.

II. Security incidents

All security related incidents mentioned under (6) should always be notified to the Belgian Maritime Inspectorate in accordance with the contact and notification procedure mentioned below.

Until further instructions from the Belgian Maritime Administration silent alerts should be directed to the Company. The company should set up internal procedures for receiving, investigating and handling silent alarm alerts. Upon receiving a silent alarm alert, the Belgian Maritime Administration shall be notified without delay.

Security incidents shall be notified as following

1. Firstly and without delay, a notification should be forwarded to Mr. Eugeen Van Craeyvelt, through the following telephone number:

+32 470 21 70 88

If for any reason, the above mentioned person can not be contacted, the flag state inspector on duty should be contacted through the 24 hour available telephone-number:

+32 473 70 03 53

2. In case of raising security level or additionally to the above, BMI should always be notified in writing, including a detailed description and all relevant data. The notification shall be forwarded to each of the below mentioned email-addresses:

eugeen.vancraeyvelt@mobiliteit.fgov.be

bart.heylbroeck@mobiliteit.fgov.be

sarah.goossens@mobiliteit.fgov.be

nathalie.dejaeger@mobiliteit.fgov.be

ship.belflag@mobiliteit.fgov.be

The Belgian Maritime Inspectorate will handle any security notification and all thereto related information on a highly confidential level.



ir. Bart Heylbroeck
Naval Architect – Director
Belgian Maritime Inspectorate