

FLOW CHART OF DGCOMM/SOP/ CASUALTY/002/2010 REV. 03

1. SOURCE OF FIRST INFORMATION

Ship Owner, Ship Manager, Agent, Master, Crew, Port Authority, Foreign Flag Administration, Other Public Authorities such as Navy, Coast Guard, Customs and Families of Crew.

2. ROLE OF DG COMM CENTRE UPON RECEIPT OF REPORT

FOREIGN flag ship within Indian waters

Irrespective of Ship's Position.

FOREIGN flag ship where an Indian national is involved in the accident resulting in Injury or Death

INDIAN flag ship

i. Forward a copy of the blank FIR to ship's Owner / Manager/ Agent/ Master or other concerned to complete the details and email to DG Commcentre

ii. Telephonically inform NS/ O/c if casualty branch, in case of inability to contact NS/ O/c then contact Dy. NA/ NA and forward the information to their official and private e-mail IDs.

Endorse a copy o mail to: PS to Ministry(cabinet), PS to Minister (State), Secretary (shipping), Jt. Secretary (Shipping), PS to Sec (MOS), JS(MA), JS(MG), Adviser (MOS), DG(shipping), {JS(Ports), if casualty is in an Indian port}. ICG/MRCC and Western Naval control, as applicable and advised in the SOP.

iii. In case of ships reporting distress situations within the Indian SAR Region, also notify MRCC for SAR operations.

iv. Contact source of information & others for further updates and keep NA and In-charge Casualty Branch posted.

v. Preliminary Inquiry Officer to be nominated by the In-charge of Casualty Branch in consultation with NA & the CS (for machinery /fire related cases), if required. Keep the Preliminary Investigating Officer (PIO) apprised of all further developments of the case

vi. For a ship other than an Indian ship, where an Indian national is reported to have been injured or has died due to non- accidental causes.

Forward all correspondence to DDG (Crew) by e-mail and phone with copy to NA and Officer in charge Casualty Branch or CS if required.

vii. Prepare draft letters as required under Para 3(i)(a) to (d), (ii) (a) to (b) and (iii)(a) below and forward to officer In charge of casualty.

KEEP THE DG(S) POSTED OF ALL DEVELOPMENTS AT PERIODICAL INTERVALS.

