

ENGINEERING RAPID REPORT FORM

(Initial Reporting – this does not replace other communication with shoreside support, however, supplements immediate communicating formats)

Vessel

Date/Time of Incident D/M/YYYY HH:MM

Vessel Status

Immediate Impact to Operations

Operational/Work Required Next Port

Operational

Select Affected Section(s)

Engineering

Operations

Passenger Services

Has Regulatory Agency been contacted?

USCG

ABS

No Contact

Equipment / Machinery Failure

Issue

Email Distribution:

Cisco Flores

Troy Sherrill

Wayne Phillips

Jerry Mastin

William Gann

Tom Carey

Barb M. Henry

Anthony Karvelas

Darcy Balcarce

Umeko Seaver

Dan Askins

Please provide your initial remedial response details and include expected next port of call.

Name of Reporting Chief Engineer:

Date/Time of Report Completion D/M/YYYY HH:MM

*In the event that there is a lack of email connectivity, please contact Port Engineer with cell or sat phone, and after hours contact your Senior Port Engineer; and indicate this in the details field above. Submit this report electronically at soonest available connectivity.

Guidance:

1. Complete the ERR at earliest convenience to the time of the incident.
2. The ERR is intended as a communication document to track occurrences, and to ensure consistent messaging for vessel and shoreside support, at the initial time of reporting.
3. Only one ERR need be completed per incident. Any follow-up can be made by phone; and if by email, to the ERR distribution list.
4. Keep record of all ERRs from the vessel in an electronic folder, as on board record of events, and provide relevant information in your weekly reports.

Current email CC list. Copy to email for ease of distribution.

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