Course Syllabus

Course Title:	**Incident Investigation for Shipboard and Shoreside Teams**

Course Duration:	8.0 Hours
Course Difficulty:	Intermediate
Course Category:	Safety

Learning Outcomes

- Respond to shipboard incidents, near misses and non-conformities with a disciplined, prevention-focused investigation method
- Preserve physical, documentary, digital and testimonial evidence before it is lost, altered or contaminated
- Build a reliable, evidence-led sequence of events that separates confirmed fact from assumption
- Identify immediate, contributing and underlying causes without stopping at the first visible error
- Develop corrective and preventive actions that are assigned, tracked and verified for effectiveness
- Produce clear, evidence-linked investigation reports that withstand scrutiny
- Distinguish company and SMS investigation from statutory marine safety investigation, and apply ISM Code reporting and corrective-action requirements with confidence

References:	International Safety Management (ISM) Code, Section 9 / SOLAS, 1974, as amended – Chapter IX	IMO Resolution MSC.255(84) – Casualty Investigation Code / IMO Resolution A.1075(28) – CI Code Implementation Guidelines
	MSC-MEPC.7/Circ.7 – Guidance on Near-Miss Reporting / MLC, 2006, as amended – Regulation 4.3 / Standard A4.3	MARPOL, as amended – Pollution-Incident Reporting Provisions / ISO 45001:2018, including Amendment 1:2024

Course Subject	Time
Introduction • Course purpose, scope and how to use this course • Competences to be achieved • The boundary between internal investigation and statutory marine safety investigation	
Chapter 1 – Investigation Purpose, Scope and Mindset • Why Investigate – Prevention, Organizational Learning and the Three Core Questions • Investigation versus Blame Allocation – Learning Culture and Fair Treatment • Accidents, Incidents and Non-Conformities – Defining the Event Types • Near Misses and Hazardous Occurrences – Learning Before Loss Occurs • Roles and Responsibilities – Shipboard and Company Investigation Authority • Internal Investigation versus Statutory Marine Safety Investigation	1.0 Hour
Chapter 2 – Initial Response and Preservation of Evidence • Protecting Life, Environment, Vessel and Property First • Controlling Continuing Hazards and Making Required Notifications • Securing the Scene – Preventing Unnecessary Disturbance • Protecting Perishable Evidence and Managing Access • Physical Evidence, Photographs and Video • Documents, Records and Digital/Electronic Information • Witness Accounts – Identifying Witnesses Early Without Contaminating Memory	1.25 Hour

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Course Subject	Time
Chapter 3 – Fact Gathering, Interviews and Event Sequencing • Planning the Fact-Gathering Process – People, Task, Equipment, Environment and Management • Facts, Assumptions and Information Gaps • Relevant Operational Records and Effective Scene Photography • Preserving Originals and Metadata • Interview Preparation and the Open-to-Closed Question Funnel • Neutral Follow-Up and Avoiding Leading, Accusatory and Compound Questions • Recording and Confirming Key Information • Building the Event Sequence – Time Anchors, Corroboration and Missing Information	1.5 Hour
Chapter 4 – Cause Analysis: From Immediate Events to System Factors • From Chronology to Explanation – Event versus Cause • Correlation versus Supported Causal Connection • Levels of Causal Factors – Immediate, Contributing and Underlying/System • Structured Why Questioning and Basic Barrier/Control Analysis • Testing a Causal Statement Against the Evidence • Fatigue, Workload, Communication and Situational Awareness • Procedures, Training, Supervision, Equipment and Organizational Pressure	1.5 Hour
Chapter 5 – Corrective and Preventive Actions • Correction versus Corrective Action – Symptom Treatment versus Cause Control • Eliminating or Reducing Exposure – Engineering and Technical Changes • Procedure and Work-Process Improvements • Training, Briefing and Reminders as Supporting Controls • Action Ownership, Due Dates and Verifiable Completion Criteria • Effectiveness Review and Fleet-Wide Applicability	1.0 Hour
Chapter 6 – Investigation Reports, Follow-Up and Lessons Learned • Report Structure – Event Summary, Scope and Chronology • Analysis, Findings and Corrective Actions in the Report • Report Quality – Factual, Evidence-Linked Language • Separating Fact, Analysis and Conclusion • Avoiding Unsupported Blame Statements • Action Tracking and Verification • Communicating Lessons Learned, Trend Analysis and Feedback to Controls	1.25 Hour

Course Final Assessment	**1.0 Hour**

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