



REPÚBLICA DE ANGOLA
MINISTÉRIO DOS TRANSPORTES
INSTITUTO NACIONAL DE INVESTIGAÇÃO E PREVENÇÃO DE ACIDENTES DE TRANSPORTES
INIPAT

INSTRUCTIVE Nº 001M/INIPAT/25

ON

REPORT AND NOTIFICATION OF THE SHIPS/CRAFTS ACCIDENTS AND INCIDENTS



INSTI001M/INIPAT/25



REPÚBLICA DE ANGOLA
MINISTÉRIO DOS TRANSPORTES

INSTITUTO NACIONAL DE INVESTIGAÇÃO E PREVENÇÃO DE ACIDENTES DE TRANSPORTES

INIPAT

**INST
I001M/INIPAT/25
15. APR. 2025**

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FOREWORD

15 April 2025

This Instruction is a technical document intended to regulate the procedures for reporting and notifying maritime accidents and incidents in force at the National Institute for Transport Accident Investigation and Prevention (INIPAT). This instruction was produced to assist and provide the information, policies and procedures necessary for the communication and reporting of maritime accidents and incidents, both for technical personnel working at INIPAT and for the Angolan maritime industry.

All personnel assigned to perform tasks under this instruction must comply with the policies and procedures contained herein, in order to comply with the provisions of Angolan maritime legislation and the standards and practices of the Accident Investigation Code (CI Code) of the Maritime Safety Committee Resolution - MSC-255(84) of the International Maritime Organization (IMO) on the subject. All other relevant working documents related to these specific tasks and responsibilities shall also be taken into account.

In the event of any technical guidelines conflicting with these instructions, INIPAT management must be notified in writing so that appropriate decisions can be made on the matter. INIPAT's goal is to produce technical documents that empower technical personnel involved in processing information on maritime incidents and notifications.

These instructions shall be treated as a dynamic document subject to revision, depending on amendments to Angolan aviation legislation and updates to the standards and practices recommended by the IMO on operational safety, with particular reference to the Accident Investigation Code (MSC-255(84)), with INIPAT's management being responsible for its regular updating.

Finally, it should be noted that all recipients and users of this instruction are invited to submit ideas or proposals considered relevant for the adaptation and updating of this instruction.

Approved by:



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INTRODUCTION

Considering the need to comply with IMO standards and recommended practices, in accordance with the provisions of the Convention for the Safety of Life at Sea (SOLAS) and the Accident Investigation Code (Resolution MSC-255 (84)), that Contracting States shall report and notify maritime accidents and incidents with a view to adopting measures to prevent similar occurrences.

Considering that the Merchant Marine, Ports and Related Activities Law of Angola establishes the obligation to provide information from any person or authority that is aware of an accident or incident, involving ships or civil vessels operating throughout the national territory and in the maritime and water space under the jurisdiction of the Angolan State in accordance with the provisions of the Convention on the Safety of Life at Sea (SOLAS) and Resolution MSC-255 (84) - Investigation Code (CI)

The National Institute for Transport Accident Investigation and Prevention (INIPAT) determines the following:

Article 1 (Purpose)

This Instruction aims to establish the requirements of the Republic of Angola regarding the reporting and notification of maritime accidents and incidents involving civil ships and vessels throughout the national territory and outside the country with ships and vessels registered in Angola.

Article 2 (Scope)

This Instruction is mandatory for persons and authorities who become aware of accidents and incidents involving Angolan and foreign registered civil ships and vessels, as referred to above.

Article 3 (Procedures)

In order to ensure compliance with the purposes of this Instruction, the following procedures shall be observed:



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PART A: GENERAL INFORMATION

1.01 OBJECTIVE

- (a) This Instruction aims to establish the requirements of the Republic of Angola regarding procedures for reporting and notifying maritime incidents, in accordance with the provisions of the IMO Accident Investigation Code (MSC-255(84)) and Angolan maritime legislation in force.
- (b) When used in this Instruction, the following definitions apply:
- (1) «Maritime Accident (maritime incident)» - an event or sequence of events that has resulted in any of the following occurrences directly related to the operations of a ship:
 - (i) The death of a person or serious injury to a person;
 - (ii) The loss of a person from a ship;
 - (iii) The loss or presumed loss or abandonment of a ship;
 - (iv) Material damage to a ship;
 - (v) The grounding or incapacitation of a ship or the involvement of a ship in a collision;
 - (vi) Material damage to maritime infrastructure unrelated to a ship, which may pose seriously endangering the safety of the ship, another ship or a person;
 - (vii) Serious damage to the environment or the possibility of serious damage to the environment caused by damage to a ship or ships.
 - (2) «Very serious maritime accident» - maritime accident that results in the total loss of the ship or a death or serious damage to the environment;
 - (3) «Shipping Agent» - any person, natural or legal (as defined in the IMO Accident Investigation Code);
 - (4) «High Seas» - has the meaning as defined in article 86 of the United Nations Convention on the Law of the Sea;
 - (5) «Maritime safety investigation authority» - An Authority of a State responsible for carrying out investigations in accordance with the IMO Accident Investigation Code (Resolução MSC-255(84));



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- (6) «Reporting» means the act of any person, whether or not belonging to the maritime community, informing INIPAT, directly or through a public organization, of an incident involving a ship or vessel that they have witnessed or become aware of;
- (7) «Material damage» - damage that:
- (i) Significantly affects the structural integrity, performance or operational characteristics of maritime infrastructure or a ship;
 - (ii) Requires major repairs or the replacement of one or more important components;
 - (iii) Results in the destruction of maritime infrastructure or the ship.
- (8) «Serious environmental damage» - damage to the environment which, as assessed by the affected State or States or the Flag State, has a major harmful effect on the environment;
- (9) «Coastal State» - a State in whose territory, including its territorial sea, a maritime accident or incident occurs;
- (10) «Flag State» means the State whose flag a ship is entitled to fly;
- (11) «Substantially interested State» means a State:
- (i) That it is the flag State of a ship involved in a maritime accident or incident;
 - (ii) That it is the coastal State involved in a maritime accident or incident;
 - (iii) Whose environment has been seriously or significantly damaged by a maritime accident;
 - (iv) Where the consequences of a maritime accident or incident seriously damage that State or artificial islands, installations or structures over which it has jurisdiction;
 - (v) Where, as a result of a maritime accident, citizens of that State have lost their lives or suffered serious injury;
 - (vi) Where it has at its disposal important information which the State or States investigating maritime safety consider useful for the investigation;
 - (vii) That for some other reason has an interest that is considered significant by the State or States investigating maritime safety.
- (12) «State or States investigating maritime safety» - the flag State or, where appropriate, the State or States which assume responsibility for conducting the maritime safety investigation, as mutually agreed in accordance with the IMO Code for the Investigation of Marine Casualties (CIC);
- (13) «Factual factor» means actions, omissions, events or conditions without which (as defined in the IMO Accident Investigation Code);



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- (14) «Serious injury» means an injury sustained by a person which results in the person being unable to carry out their normal activity for more than 72 hours, starting from seven days after the date of the injury;
- (15) «Maritime incident» means an occurrence or sequence of occurrences other than a maritime accident, which has occurred directly in connection with the operation of a ship and which has endangered or could have endangered the safety of the ship, its occupants, any person or the environment;
- (16) «Maritime safety investigation» means an investigation or inquiry into a maritime accident or incident conducted for the purpose of preventing similar maritime accidents or incidents in the future, which includes the collection and analysis of evidence, the identification of causal factors and the formulation of necessary safety recommendations;
- (17) «Notification» - The act of informing INIPAT in writing, using a standardized form, of the details of a maritime incident;
- (18) «Seafarer» - Any person who is employed or engaged in any capacity on board a ship;
- (19) «Interested Party» - An organization or person who, as determined by the State or States conducting a maritime safety investigation, has significant interests, rights or legitimate expectations in relation to the outcome of a maritime safety investigation;
- (20) «Maritime safety record» - Records collected for a maritime investigation, including:
- (i) Statements from witnesses for the purposes of a maritime safety investigation;
 - (ii) Communications between persons concerning the operation of a ship;
 - (iii) Medical or personal information about persons involved in the maritime accident or incident;
 - (iv) Records of the analysis of information or material relating to evidence obtained during a maritime safety investigation;
 - (v) Information obtained from voyage data recorders.
- (21) «Maritime safety investigation report» means a document that must contain:
- (i) A general summary of the information on the facts of a maritime accident or incident;
 - (ii) Identification of the flag State, shipowners or operators;
 - (iii) Where relevant, details of the dimensions of the machinery of the ship involved, description of the crew, work routine, length of service on the ship and other necessary information;
 - (iv) A detailed narrative of the circumstances of the maritime accident or incident;



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- (v) An analysis and comments on causal factors, including mechanical, human and organizational factors;
- (vi) An examination of the results of the maritime safety investigation (identification of safety-related issues and conclusions of the maritime safety investigation);
- (vii) Where appropriate, safety recommendations to prevent the occurrence of similar maritime accidents or incidents in the future.

1.003 APPLICABILITY

- (a) The provisions contained in this Instruction apply to the procedures for reporting and notifying maritime accidents and incidents that occur within the territory under the jurisdiction of the Angolan State or outside it, in compliance with Treaties, Conventions and International Acts to which Angola is a signatory.
- (b) This Instruction applies to all persons, organizations, owners and operators of civil and public ships or vessels involved in maritime incidents occurring within the territory under the jurisdiction of the Angolan State and outside the country with ships or vessels registered in Angola.
- (c) For the purposes of this Instruction, maritime incidents are classified as maritime accidents and incidents.
- (d) The legislation applicable to this Instruction is based on the principles of the following legal provisions:
 - (1) Angolan Merchant Navy, Ports and Related Activities Act;
 - (2) Presidential Decree establishing and approving the INIPAT Organic Statute;
 - (3) INIPAT Safety Regulations;
 - (4) Convention on Human Life at Sea (SOLAS); and
 - (5) Resolution MSC-255(84) of the International Maritime Organization.

PART B: REPORT AND NOTIFICATION

1.005 MANDATORY REPORT AND NOTIFICATION

- (a) The owner, operator or legal representative of any civil ship or vessel registered in Angola or any other country must immediately notify INIPAT, by the most expeditious means possible, of any maritime incident that has taken place in national territory.
- (b) Under the terms of the Angolan Merchant Navy, Ports and Related Activities Law, it is the obligation of the owners and operators of ships or vessels, and their legal representatives, to notify and provide the information necessary for the investigation.



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- (c) Any person, especially an Angolan State authority, who has knowledge of any maritime incident or the existence of ship or vessel wreckage, has a duty to report it by the fastest means possible to the nearest public organization, which shall immediately inform INIPAT.
- (d) The following are some examples of serious incidents involving ships or vessels that must be reported:
 - (1) Near collisions that require an evasive manoeuvre to avoid a collision or a situation that poses a danger to safety, whether or not an evasive action is taken;
 - (2) Ship/vessel grounding;
 - (3) Fire or smoke in passenger and crew cabins and in cargo holds or engines, even if the fire is extinguished by fire extinguishing agents;
 - (4) Incidents that require the maritime crew to use emergency oxygen;
 - (5) Multiple failures or malfunctions of one or more ship or vessel systems, seriously affecting its operation;
 - (6) Incapacitation of the navigating crew during the voyage;
 - (7) System failures, meteorological phenomena, operations carried out outside the scope of the voyage, or any other occurrences that may cause difficulties in controlling the ship/vessel;
 - (8) Failures of more than one system, in the case of a redundant system that is mandatory for the operation of the ship/vessel for maritime navigation;
 - (9) Any disembarkation of the ship/vessel in which emergency evacuation systems are used;
 - (10) Stability and control problems during the voyage;
 - (11) Collision of ships/vessels with obstacles (foreign objects).

1.007 VOLUNTARY COMMUNICATION AND NOTIFICATION

- (a) Any person who becomes aware of any situation that may pose a risk or danger to operational safety may voluntarily communicate or notify INIPAT by the fastest means possible.
- (b) Note: Voluntary communication and notification shall not be punitive in nature and the information shall receive adequate protection, in accordance with the provisions of Instruction I002M/INIPAT/24.

1.009 PROCEDURES FOR REPORTING

- (a) Incidents should be reported to the National Institute for Transport Accident Investigation and Prevention (INIPAT) by the fastest means possible, using the following contact details:



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- (1) Physical address: Rua 21 de Janeiro, Domestic Terminal of the '4 de Fevereiro' International Airport, Luanda - Angola, tel. +244-227 280 559, Fax: +244-227 280 562, Mobile tel.: +244-921767687/+244-921767930.
- (2) Email addresses: dg@inipat.gov.ao / dgat@inipat.gov.ao / notifica@inipat.gov.ao / dpeti@inipat.gov.ao / diaa@inipat.gov.ao / docs@inipat.gov.ao
- (b) If it is not possible to report maritime incidents to INIPAT, they may be reported to the nearest public organizations by the fastest means possible under the circumstances, and the latter shall then report them to INIPAT.
- (c) The primary responsible for reporting aeronautical occurrences to INIPAT and related authorities are the sailors in command, the port authorities of the occurrence, those responsible for the maritime traffic control bodies at the place of occurrence and the owners/owners of the ships and vessels involved in the occurrences.
- (d) Incidents occurring within Angolan jurisdiction must be reported immediately to INIPAT and the relevant authorities, within two (2) hours of the incident being recorded.
- (e) Incidents involving ships or vessels registered in Angola outside the territory under the jurisdiction of the Angolan State shall be reported by the captain/master or by the legal representatives of shipowners/owners of ships or vessels to INIPAT, within a period not exceeding four (4) hours from the time of registration of the occurrence.
- (f) The National Institute for Transport Accident Investigation (INIPAT) is responsible for the official disclosure of data and circumstances relating to the investigation of a maritime accident/incident involving a civil or public ship or vessel.
- (g) Considering the need to provide accurate and timely information to the press at the scene of a maritime accident/incident involving a civil or public ship or vessel, the Investigation Commission, through its Investigating Officer (IE) in coordination with the INIPAT Directorate, may exclusively provide the following data:
- (1) model, type, nationality and registration of the ship or vessel;
 - (2) name of the owner or operator of the ship or vessel;
 - (3) date, time and place of the occurrence;
 - (4) place of origin and destination;
 - (5) number of crew members and passengers on board; and
 - (6) measures taken by INIPAT in the context of the investigation.



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- (h) The disclosure of names or any other information relating to persons involved in a maritime accident/incident involving a civil or public ship or vessel is the responsibility of its owner or operator.

1.011 NOTIFICATION PROCEDURES

- (a) Notifications of maritime incidents are intended to inform INIPAT of events that may be of interest to the agency so that it can take the appropriate action in a timely manner.
- (b) Notifications are preliminary and immediate in nature and should convey the information available at the time of their issuance, subject to subsequent updating through the issuance of a supplementary notification on the same occurrence.
- (c) By their very nature, notifications do not explicitly reflect the classification of the occurrence or other technical aspects intrinsic to INIPAT, and may be produced and issued by any individual or organization.
- (d) Depending on the nature of the occurrence, all known information listed in the fields of the maritime occurrence notification forms contained in Citso (C-002M/INIPAT/25) must be provided for its notification.
- (e) The incident notification form templates, for dynamic completion, can be photocopied from the websites www.mintrans/inipat.gov.ao, www.inipat.gov.ao or www.inipat.net, at the Maritime Information Services offices and at ports. Ainda que não se disponha de informações suficientes para o preenchimento de todos os campos previstos nos respectivos formulários, essa falta de maiores informações não deverá retardar o envio da notificação.
- (f) Notifications must be sent to INIPAT via protocol or electronically, within a period not exceeding twelve (12) hours from the time of registration of the occurrence, using the following email addresses:
- (g) Email addresses: dg@inipat.gov.ao / dgat@inipat.gov.ao / notifica@inipat.gov.ao / dpeti@inipat.gov.ao / diaa@inipat.gov.ao.
- (h) Notifications of maritime incidents involving ships or vessels registered abroad must be made by the captains or legal representatives of the shipowners/owners of ships or vessels within a period not exceeding twenty-four (24) hours from the moment the incident is recorded, to the email addresses referred to in paragraph (g).
- (i) Without prejudice to the provisions on immediate notification using the forms provided for this purpose, the shipowner of civil and public ships or vessels registered in Portugal or abroad must produce and send an initial notification report to INIPAT. This report shall not exceed forty-eight (48) hours from the time of the maritime accident/incident or thirty-six (36) hours after the declaration that



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a ship or vessel is uncontactable or missing, without prejudice to notification to other relevant authorities. Its content must include the following:

- (1) Type, nationality and registration marks of the ship or vessel;
 - (2) Name of the owner and operator of the ship or vessel;
 - (3) Name of the captain/master;
 - (4) Date and time of the incident;
 - (5) Last point of departure and planned point of arrival of the ship or craft;
 - (6) Geographical position of the ship or vessel, referred to in geodetic information systems;
 - (7) Number of persons on board, number of fatalities and number of seriously injured;
 - (8) Nature of the incident, weather conditions and the degree of severity of known damage to the ship or vessel;
 - (9) Description of any explosive, radioactive or other dangerous goods carried;
 - (10) The history of the voyage of the occurrence.
- (j) INIPAT shall be responsible for formally confirming the occurrence of any maritime accident/incident and may ratify, supplement or refute the information previously conveyed by the respective notification.
- (k) After confirmation, the occurrence will be classified by INIPAT as a Maritime Accident or Incident.
- (l) Occurrence confirmation messages are intended to provide INIPAT with the necessary and available information about an occurrence, allowing:
- (1) the formal investigation process to begin or, exceptionally, the occurrence to be recorded as not subject to investigation, in accordance with the provisions of Instruction I002M/INIPAT/25 'Investigation of Maritime Accidents and Incidents';
 - (2) the start of the statistical recording cycle of the occurrence within INIPAT;
 - (3) official communication to the IMO and other countries in accordance with the recommendations of the IMO Accident Investigation Code and the provisions of Instruction I002M/INIPAT/25.
- (m) Through the confirmation message, INIPAT shall ratify and supplement the information previously conveyed by means of notification, also promoting any necessary corrections.
- (n) To confirm an occurrence, the Occurrence Notification and Confirmation Forms shall be used, which shall follow a numerical sequence for better control.



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- (o) As many forms as there are ships or vessels involved in the incident should be used, ensuring that the correct type of form is used.
- (p) Even if there is insufficient information to fill in all the fields on the respective forms, the lack of further information does not
- (q) After confirming the occurrence and classifying it appropriately, INIPAT shall notify the AMN, as the regulatory body for maritime activity, of the data related to a specific occurrence involving civil ships or vessels, with a view to:
 - (1) obtaining timely technical support from the National Maritime Authority with regard to the provision of information relating to ships or vessels, maritime personnel, shipowners and others deemed relevant to the accomplishment of investigation and prevention tasks;
 - (2) the adoption by that regulatory body of administrative measures related to the airworthiness of ships or vessels and the physical and technical capabilities of crew members deemed relevant.
- (r) After confirmation of the occurrence and its proper classification, INIPAT shall notify other institutions and entities deemed relevant to provide the information and data necessary for the investigation process, including making the personnel involved available to provide statements.

1.013 COMMUNICATION TO OTHER IMO CONTRACTING STATES

- (a) Whenever it receives notification of an accident or serious incident involving ships or vessels registered in Angola or abroad in the territory of the Republic of Angola, INIPAT shall notify the following as soon as possible and by the most expeditious means possible:
 - (1) The State of Registry of the ship or vessel;
 - (2) The State of the Operator of the ship or vessel;
 - (3) The State of Design of the ship or vessel;
 - (4) The State of Construction of the ship or vessel;
 - (5) The International Maritime Organization (if applicable).
- (b) Whenever INIPAT becomes aware of an accident or incident involving a ship or vessel registered in Angola or an Angolan shipowner of which the State of Occurrence is not aware, it shall notify the States of Design, Construction and Occurrence.
- (c) The notification shall be made in clear language, in one of the official working languages of the IMO, taking into account, as far as possible, the language spoken in the notified States, and shall contain as much readily available information as possible, but its dispatch shall not be delayed by the lack of any information.
- (d) The notification shall include the following information:
 - (1) The abbreviations ACCID for accident and INCID for non-serious incident, as appropriate;



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- (2) The manufacturer, type, model, serial number, nationality and registration of the ship or craft;
- (3) The date and time of the accident or incident;
- (4) The name of the operator, owner or lessee of the ship or vessel
- (5) The name of the sailor in command and the nationality of the crew and passengers;
- (6) The date and time (in Coordinated Universal Time) of the occurrence;
- (7) The last point of departure and planned destination of the ship or craft;
- (8) The geographical position of the ship or craft, referenced in latitude and longitude;
- (9) The number of crew members and passengers on board who have suffered serious injury or perished;
- (10) The number of persons in the vicinity who have suffered serious injury or perished;
- (11) Available description of the accident or incident and the extent of damage sustained by the ship or craft;
- (12) Indication of the nature and depth of the investigation to be carried out and, if applicable, the intention to delegate the investigation to another State or organization;
- (13) The physical characteristics of the area of the occurrence, including an indication of any difficulties of access or special precautions for access to the site;
- (14) Identification of the notifying authority, means of permanent contact with the Competent Investigation Authority and with the Investigator-in-Charge;
- (15) Description of dangerous goods, if carried on board.

Note: Whenever possible, INIPAT shall send updated reports containing additional detailed information that is known to it and that has not been previously provided.

- (e) Whenever notified by other States of an accident, incident or grounding involving a ship or vessel registered in Angola, operated by Angolan operators, or of Angolan design or manufacture, INIPAT shall acknowledge receipt of the notification and provide all relevant information on the ship or vessel and the crew involved.
- (f) In addition, it shall inform the State of occurrence of its intention to appoint accredited representatives, their names and contact details, as well as the expected date of their arrival in the country of occurrence.
- (g) Upon receiving the notification, as the State of the Operator, it shall provide the State of Occurrence, as soon as possible and in the most appropriate and expeditious manner available, detailed information on dangerous goods on board the ship or vessel.

1.015 INCIDENTS IN TERRITORIES OF NON-IMO CONTRACTING STATES OR OUTSIDE THE TERRITORIES OF ANY STATE



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(a) Whenever an investigation is initiated into a serious accident or incident involving a ship or craft registered in Angola in the territory of a non-contracting state of the IMO or outside the territory of any state, INIPAT shall notify, without delay and by the most expeditious means possible:

- (1) The state of the operator of the ship or craft;
- (2) The State of Design of the ship or craft;
- (3) The State of Construction of the ship or craft;
- (4) The International Maritime Organization (if applicable).

Note: This notification shall contain the information specified in paragraph (4) of this Instruction.

- (b) Whenever notified by other States of an accident or incident involving a ship or vessel owned by national shipowners, of Angolan design or manufacture, INIPAT shall provide the State of Registry, upon request, with relevant information available on the ship or vessel and the crew involved.
- (c) In addition, it shall inform the State of Registry of its intention to appoint accredited representatives, their names and contact details, as well as the expected date of their arrival in the country of occurrence, if it intends to be present at the investigation.
- (d) Upon receiving the notification, as the State of the Operator, it shall provide the State of Registry, as soon as possible, in the most appropriate and expeditious manner, available detailed information on dangerous goods on board the ship or vessel.

PART C: ADDITIONAL MEASURES

1.017 GENERAL

- (a) In the case of a missing or possibly damaged ship or vessel, the agency in charge of search and rescue operations shall send INIPAT the initial and final reports on the incident.
- (b) Other organizations and entities, within their respective areas of responsibility, may issue complementary rules for the issuance and handling of notification and confirmation messages, without prejudice to the provisions of this Instruction.
- (c) All national and foreign shipowners operating in and to Angola shall keep their physical and Internet email addresses, as well as any other means that facilitate the application of the provisions contained in this Instruction, up to date with INIPAT.
- (d) INIPAT is responsible for providing the Minister responsible (in his capacity as Air Accident Investigation Authority), or another person designated by him, with any additional information relating to the maritime accident or incident.



INSTRUCTIVE Nº I001M/INIPAT/25

REPORT AND NOTIFICATION OF THE SHIPS/CRAFTS ACCIDENTS AND INCIDENTS

- (e) All shipowners operating in Angolan territory shall keep INIPAT maritime incident notification forms on board their ships or vessels, even when operating internationally.

1.019 SPECIFIC MEASURE

INIPAT is responsible for all official communications relating to maritime accidents or incidents addressed to foreign States, international entities or organizations, whether public or private, as well as the notifications provided for in Chapter 5 of the IMO's Investigation Code (MSC-255(84)).

**Article 4
(Final Provisions)**

1. Cases not covered by these Instructions shall be resolved by the Management of the National Institute for Transport Accident Investigation and Prevention (INIPAT).
2. These Instructions cancel any INIPAT document on the communication and notification of maritime accidents and incidents and shall enter into force immediately.

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