
BMA Reporting Portal

Notice to ship owners, managers, Masters, Approved Nautical Inspectors, Recognised Organisations and surveyors

1. Purpose

- 1.1. This Information Notice provides information on the function and use of the Bahamas Maritime Authority's (BMA) online reporting tool: the Reporting Portal which will go live on 01 January 2023.

2. Application

- 2.1. The Reporting Portal should be used by to satisfy reporting requirements for marine casualties and marine incidents (which applies to all vessels within Bahamian waters and to all Bahamian ships) and for reporting births and deaths, notifiable diseases, breaches of security, rescue at sea and crimes (Bahamian ships only).
- 2.2. Guidance on what and when to report is provided in Marine Notice 04.

3. General

- 3.1. The Reporting Portal is located at: <https://cms.bahamasmaritime.com/reportingportal>
- 3.2. It has been designed to simplify the reporting process and replaces the seven different reporting forms that were previously used to report a casualty or other reportable occurrence. It is a smart form that will only ask for details that apply to the type of occurrence that is being reported.
- 3.3. The Reporting Portal extracts data from the Bahamas on-line registration information system (BORIS) to reduce the amount of static information required from the reporter.
- 3.4. The Reporting Portal itself is a webform that has been designed with the limitations of ships' internet connections in mind. If connection to the internet is lost, the data already input to the form is not lost. You can continue to fill in the form and submit. As long as the internet browser remains open the information will transmit once connection is restored.

The Reporting Portal is a webform that uses your internet browser's cache to work in offline mode – it can therefore be accessed if there is no connection to the internet

- 3.5. available. To ensure access is available whilst offline, do not delete the internet browser's caches or cookies.
- 3.6. Reports can be sent for review before submitting it to the BMA using the 'send for internal review' button and entering the email address of the reviewer. The reviewer can edit the report and either send it back to the reporter for final review or submit it to BMA themselves.
- 3.7. The Reporting Portal can also be used to upload evidence or supporting documents – simply drag and drop or browse and select the appropriate files. This can be done by the reporter or reviewer. If the information to be submitted exceeds 40MB, select the appropriate tick box and you will be sent a link for secure file sharing.

4. Terminology

- 4.1. When reporting marine incidents and marine casualties, the following definitions and terminology should be used as a guide to select the most appropriate primary event:
- Collision: Striking or being struck by another ship, regardless of whether under way, anchored or moored.
 - Grounding: Being aground, or hitting/touching the shore, seabed or features (reefs, wrecks etc.).
 - Contact (allision): Striking any fixed, floating or flying object other than those included in *Collision* or *Grounding*. For example: breakwaters, buoys, bridges or ice.
 - Fire or explosion: Fire includes pyrolysis or smouldering events. Explosion includes explosive failure of pressure vessels containing non-flammable gas.
 - Heavy weather damage: damage to ship's structure, cargo or injuries sustained due to heavy weather.
 - Loss of hull integrity: hull failure or failure of watertight doors or openings, not caused by collision, grounding, contact, fire/explosion or heavy weather.
 - Critical equipment failure/damage: Breakdown that requires shore assistance, loss of steering near shore, lifting equipment failure etc. (not caused by collision, grounding, contact etc.). Note that there is no requirement to report equipment defects unless they are related to a marine casualty or marine incident.
 - Capsize/Listing: as a result of cargo shift or other stability issue, including angles of loll (not caused by collision, grounding, contact etc.).
 - Flooding/foundering: contained or progressive flooding or foundering of a ship (not caused by collision, grounding, contact etc.).
 - Injury to person(s): injury sustained by any person connected with the operation of the ship, not caused by another primary event. Note that there is no requirement to report injuries that occur ashore (unless involving ship's equipment).

- Pollution: pollution from (or observed by) the ship, not caused by another primary event.

5. Queries

- 5.1. Any queries on the use of the Reporting Portal should be addressed to casualty@bahamasmaritime.com

