

General Information

<i>File Created By</i>	Amanda Lemons
<i>Current File Owner/Managed by</i>	MARAD/BTS SafeMTS Team
<i>File Last Updated By</i>	Amanda Lemons
<i>Date File was last updated</i>	11/14/2023
<i>File Description</i>	This file is used as the key for the SafeMTS

Tab Number	Name
1	MetaData & Directions for Use
2	Core Data Fields
3	Values
4	Values Key and Definitions
5	Location-Vessel Dependency Key

Pilot data fields and values.

Information

This tab

Contains the current list of agreed upon, identified critical data fields.

Contains the current values associated for the critical data fields on tab 2.

Contains the list of definitions, notes, and spelled out acronyms for the fields and values.

Contains the dependency structure between the two fields "Location on Vessel" and "Location on Vessel - L

Detail"

Field Title	Data Field Type	Core Data Field?	Definition of Field/Guidance Notes
SafeMTS Event ID	ID Code	Yes	
Company Name	Categorical	N/A	
Company Event ID*	ID Code	Yes	
Event Date	Date	Yes	
Time of Event	Time	No	
Event Description	Free Text	Yes	
Incident Type/Category	Categorical	Yes	
Near Miss Classification	Categorical	Yes	Reporters should select only the prima
Geographic Location	Categorical	Yes	
Vessel Name (1)	Free Text	Yes	
Vessel Name (2)	Free Text	Yes	
Vessel Type (1)	Categorical	Yes	
Vessel Type (2)	Categorical	Yes	
Business Segment	Categorical	No	
Location on Vessel	Categorical	Yes	
Location on Vessel - Detail	Categorical	Yes	
Operations/Activity Ongoing	Categorical	Yes	
System/Equipment Involved	Categorical	Yes	
Observing Personnel Type	Categorical	Yes	
Factor Preventing Worse Incident	Categorical	Yes	
Action Taken - Narrative	Narrative	No	
Immediate Corrective Action	Categorical	Yes	
Systemic Corrective Action	Categorical	Yes	
Potential Consequence	Categorical	Yes	
Actual Consequence	Categorical	Yes	
Potential Severity Level	Categorical	No	
Causal/Contributing Factors	Categorical	Yes	
Root Cause	Categorical	Yes	

Additional Notes

Determined after data ingestion, _____
SafeMTS assigned

Not required, but helpful to capture if provided

Reporters only need to include if relevant to the incident

Single Select

Company could alternatively provide a Vessel ID if they do not want to provide a name

Company could alternatively provide a Vessel ID if they do not want to provide a name

Could be automated if the company provides a key based on Vessel Name

Could be automated if the company provides a key based on Vessel Name

Dependency from "Location on Vessel"

Single Select

Single Select

Single Select

Multi-select

Multi-select

Multi-select

Multi-select

Multi-select

ASTM categories

Multi-select

Incident Type/Category	Near Miss Classification	Vessel Name (1)	Vessel Name (2)	Vessel Type (1)	Vessel Type (2)
Near Miss (Unsafe Caught In, Under, Between)				ATB	ATB
Hazard Recognition	Collision/Allision			Barge	Barge
Undesired Event (Not Contamination)				Barge - CB	Barge - CB
Other	Damage - Cargo			Barge - LASH	Barge - LASH
Not Applicable	Damage - Equipment			Break Bulk/General Cargo	Break Bulk/General Cargo
Not Reported	Damage - Structural			Con/RO	Con/RO
	Disruption of Ops			Container Ship	Container Ship
	DP Undesired Event			Dry Bulk Cargo	Dry Bulk Cargo
	Dropped Object			Heavy Lift	Heavy Lift
	Electrocution			Large passenger	Large passenger
	Equipment Failure			MODU	MODU
	Fire/Explosion			Offshore Supply	Offshore Supply
	Flooding			Offshore Supply/Arctic	Offshore Supply/Arctic
	Grounding			Passenger - Cruise	Passenger - Cruise
	Hazardous Atmosphere			Passenger - Ferries	Passenger - Ferries
	Illness/Injury			Pilot Boat	Pilot Boat
	Lifeboat/Rescue Boat Release			Research	Research
	Line Handling			RO/RO	RO/RO
	Loss of Anchor			School Ship	School Ship
	Loss of Tow			Small passenger	Small passenger
	LOTO (Lockout/Tagout)			Survey	Survey
	Missing Guards			Tanker - Chemical	Tanker - Chemical
	Missing or Damaged PPE			Tanker - LNG/LPG	Tanker - LNG/LPG
	Other Lifesaving Equipment Malfunction			Tanker - Oil	Tanker - Oil
	Pollution/Spill			Towing vessel/Ocean Tug	Towing vessel/Ocean Tug
	Power Loss			Tug & Barge (Conn)	Tug & Barge (Conn)
	Sensor Failure			Tug Boat (Harbor/Inland)	Tug Boat (Harbor/Inland)
	Slip/Trip/Fall (No Injury)			Other	Other
	Smoke/Smolder			Not Applicable	Not Applicable
	Struck By			Not Reported	Not Reported
	Other				
	Not Applicable				
	Not Reported				

Business Segment	Geographic Location	Location on Vessel	Location on Vessel - Detail	Operations/ Activity Ongoing	System/ Equipment Involved
Blue Water	Anchorage	Accommodations	Accommodations/	Access/Egress	Accommodation/H
Brown Water	Dock/In Port/Shore	Ashore/Not on Ves	Control Room	Administrative	Anchoring Machine
Container	Drifting/Not Unde	Cargo/Void Spaces	Doorway	Anchored	Aids to Navigation
Dry Cargo	Lock	Deck Spaces & Stor	Head	Assisting	Auxiliary Engine
Harbor Services	Offshore	Engine/Machinery	Laundry	ATB Assist/Escort	Ballast
International	Shipyard	Galley & Storage	Lazarette	Audit	Bilge
Jones Act	Underway at Sea	Navigation Bridge	Lounge	Backloading Equip	Boiler (Main or Au)
Ocean Carrier	Underway in Restri	Other	Mess Hall	Ballasting/De-Balla	Bow/Stern Thruste
Passenger	Underway under P	Not Applicable	Passageway	Bunkering/Fueling	Cargo being carriec
Tanker	Vessel Alongside	Not Reported	Stairs/Ladder	Cargo Operations	Cargo Gear
Other	Other		Storage Space	Carrying Supplies	Cargo Piping, Hose
Not Applicable	Not Applicable		Ashore/Not on Ves	Change Battery	Cargo Pump
Not Reported	Not Reported		On Dock	Cleaning	Cargo Tank/Hold
Ship			Overboard	Confined Space Op	Cleaning Fluids/Ma
			Ballast tank	Crane Operations	Clothes Washer/Dr
			Cargo Tank/Hold	Deck Machinery M	Comminuter-Food
			Control Room	Deck Maintenance	Communication Eq
			Duct Keel	Deck Operations	Compressed Air
			Exterior Cargo Are	Deicing	Cranes/Davits/Lifti
			Fuel Tank	Diving Operations	Deck Gear
			Hold	Docking/Undockin	Deck Plating
			Void Space	DP Operations	Diving Equipment
			Aloft	Drills/Training	Dock Equipment
			ATB Notch	Drydock/Shipyard	Documentation
an-going tug			Ballast Water trea	Electrical Mainten	Door/Hatch
ected)			Battery Locker	Embarking/Disemb	Electrical devices/a
nland)			Bow/Focsle Deck	Engine Room Main	Electrical Distributi
			Bunker Station	Escort Of Navy Ves	Electrical Generato
			Catwalk	Filling Potable Wat	Fire Fighting
			Control Room	Galley Operations	Forklift
			Damage Control Lo	Garbage Managem	Freezer/Chill Box/S
			Deck	General Vessel Op	Fresh Water Gener
			Doorway	Helicopter Operati	Fuel Purification
			Forepeak	Helideck Inspector	Fuel Service
			Gangway	Hose Transfer	Fuel Tank
			Hull	Hot Work	Galley Equipment
			Lifeboat/Rescue Bc	Idle/standing by	Gangway
			Manifold Cargo Bu	In Port	Garbage
			Mooring Dolphin	Inspection	GMDSS
			Mooring Station	Internal Fuel Trans	Hatch
			Muster Station	Laundry	Heat Exchanger
			Outboards/Over th	Lifeboat/Rescue Bc	Helm

Paint Locker	Liferaft Activities	Hold
Passageway	Line Tending	Hospital
Pilot Ladder	Loading Deck Carg	Hull And Structure
Ramp/RoRo	Loading Potable W	HVAC
Ship Crane	Loading Stores/Sup	Hydraulic System
Stairs/Ladder	Lock Operations	Incinerator
Stern	Lube Oil Transfer	Inert Gas
Storage Space	Maintenance	Intercon Coupler
Towing Winch	Make/Break Tow	Ladder/Stairs
Tunnel	Military Operation	Landing Chair
Walkway	Navigating	Lifeboat/Rescue Bc
Workshop	Off Watch	Lighting/Electrical I
AMS (auxillary mac	Over The Side	Lube Oil
Battery Locker	Painting/Chemical	Lube Oil Purificatio
Bow/Stern Thruste	Personal Care	Main Propulsion
Bunker Station	Personnel Transfer	Main Reduction Ge
Co2 Room	Pilot Transfer	Mast/Rigging
Control Room	Power Tool Use	Mooring Equipmen
Doorway	Pre-Departure Che	Navigation
Doorway	Receiving Risers Fr	Navigation Lights
Electric Shop	Rigging/Stowing G	Oily Water Separat
Emergency Genera	Rigging/Stowing Pi	Other Lifesaving Ec
Engine Space	Rounds	Other Vessel
Foam Room	ROV Operations	Personal Protective
Inert Gas Room	Running lines (pow	Pilot Ladder
Machine Shop	Safety System Insp	Potable/Distilled W
Pump Room	Ship/Barge Assist	Power Tools/Tools
Purifier Room	Shore Power Oper:	Propeller & Shaftin
Stairs/Ladder	Slops Transfer	Railing
Storage Space	Stores Operations	Ramp
Tunnel	Subsea Operations	Reefer Container
Workshop	Tank Vessel Escort	Refrigeration
Galley	Tank/Hold Cleanin	Research Equipme
Stairs/Ladder	Testing Safety Equ	ROV
Storage Space	Towing	Sea Water Cooling
Battery Locker	Underway/In Trans	Sewage
Bridge/Wheelhous	Walking	Slop Tank
Doorway	Waste Handling	Sludge
Intercon Room	Working Aloft/At H	Steam
Storage Space	Other	Steering
Other	Not Applicable	Stern Ramp
Not Applicable	Not Reported	Stowage System (S
Not Reported		Stripping And Tran
		Test equipment
		Thermal Oil

Towing Equipment
Vapor Recovery
Vender/Customer
Ventilation
Void Space
Welding/Hot work
Other
Not Applicable
Not Reported

Observing Personnel Type	Factor Preventing Worse Incident	Action Taken - Narrative	Immediate Corrective Action	Systemic Corrective Action	Potential Consequence
Crew	Alarm		Clean-up	Develop & install p	Activation Of Fire
Contractor (Super	COI inspection finding		Coworker Assistan	Different solution	Client Cargo Dama
Passenger	Communicated Issue		Different Solution	Discontinue equipr	Collision/Allision
Shore Personnel	Coworker Intervention		Emergency Proce	Equipment Properl	Contact With Susp
Shipyard Worker	Drills on Hazard		Equipment Inspect	Equipment/System	Container overboa
Other	Equipment Design		Equipment/System	Improve Equipmen	Contamination
Not Applicable	Inspection/Testing		Hazard Communic	Improve organizat	Damage - Cargo
Not Reported	Job Safety Analysis (JSA)		Made Aware of Prc	Made Aware of Prc	Damage - Equipme
d	Knowledge, Skills, Ability (KSA)		Made Aware of Rei	Made Aware of Rei	Damage - Structur
	Luck		Obstacle/Hazard	Modify/Develop Pr	Dropped Object
s & Valves	Personal Protective Equipment (PPE)		Operation Stopped	New PPE provided	Economic/Reputati
	Preventative Maintenance Program		Procedures Follow	Obstacle/Hazard	Electrical Hazard/F
	Procedures		Safety Equipment I	Order spare parts/'	Environmental Haz
aterials	Quality Control		Safety Stand Down	Review Procedures	Equipment Failure
yer	Risk Mitigation Measure(s) that preve		Secured Lose Gear	Safety Equipment I	Extra Work/Time/C
Grinder	Rounds		Shift Ballast	Safety Meeting	Fall
uipment	Safety Meeting		Other	Other	Fall Into Open Hole
	Securing Loose Objects		Not Applicable	Not Applicable	Fall Overboard
ng apparatus	Shutting down/securing equipment		Not Reported	Not Reported	Falling Object
	Stop Work Authority				Fatigue
	Other				Fire
	Not Applicable				Grounding
	Not Reported				Hatch Damage
					Hull Damage
					Injury - Other
ippliances					Injury - Medical T
on					Injury - Amputatio
irs					Injury - Asphyxia/C
					Injury - Burn
					Injury - Chemical/R
itoreroom					Injury - Crushing
ator					Injury - Cumulativ
					Injury - Disease
					Injury - Drowning
					Injury - Eye/Vision
					Injury - Fatality
					Injury - First Aid
					Injury - Hearing
					Injury - Heart Atta
					Injury - Heat Exhau
					Injury - Hypotherm
					Injury - Inhaled/A

software)
sfer

equipment

Equipment

Actual Consequence	Potential Severity Level	Causal/ Contributing Factors	Root Cause
Activation Of Fire	Catastrophic	Act of Violence	Act of Violence
Client Cargo Damage	Severe	Carelessness	Carelessness
Collision/Allision	Moderate	Complacency/Laziness	Complacency/Laziness
Contact With Susp	Minor	Distraction	Distraction
Container overboard		Equipment/ Material Failure	Equipment/ Material Failure
Contamination		Failure to Follow Procedure	Failure to Follow Procedure
Damage - Cargo		Fatigue	Fatigue
Damage - Equipment		Incorrect Procedure	Incorrect Procedure
Damage - Structural		Insufficient Training	Insufficient Training
Dropped Object		Lack of Awareness	Lack of Awareness
Economic/Reputational Damage		Lack of Preventive Maintenance	Lack of Preventive Maintenance
Electrical Hazard/Fire		Lift/Push/Pull Exertion	Lift/Push/Pull Exertion
Environmental Hazard (not spills)		Localized Vibration	Localized Vibration
Equipment Failure		Motion of Vessel	Motion of Vessel
Extra Work/Time/Cost/Delay		Overexertion, Overload, Ergonomic Factors	Overexertion, Overload, Ergonomic Factors
Fall		Poor Planning	Poor Planning
Fall Into Open Hole		Poor/bad Design	Poor/bad Design
Fall Overboard		Poor/Insufficient Communications	Poor/Insufficient Communications
Falling Object		Rushing Task	Rushing Task
Fatigue		Weather	Weather
Fire		Unknown	Unknown
Grounding		Other	Other
Hatch Damage		Not Applicable	Not Applicable
Hull Damage		Not Reported	Not Reported
Injury - Other			
Injury - Amputation			
Injury - Asphyxia/Choking			
Injury - Burn			
Injury - Chemical/Radiation Exposure			
Injury - Crushing			
Injury - Cumulative Trauma			
Injury - Disease			
Injury - Eye/Vision Impairment			
Injury - First Aid			
Injury - Hearing			
Injury - Heat Exhaustion			
Injury - Hypothermia			
Injury - Inhaled/Absorbed/Ingested			
Injury - Scrapes/Bruises/Cut/Puncture			
Injury - Sprain/Strain			
Injury - Struck By			
Injury - Unconscious			

Loss of GPS Signals
Loss of Tow
Port State Detention
Power Instability/Power Loss
Prop Fouling
Property Damage
Propulsion loss
Shock Hazard/Electrical
Spill (Minor/Loss of Containment)
Steering Loss
Unsafe Conditions
Vessel Instability
Water Intrusion
Other
None
Not Applicable
Not Reported

Term	Field Containing Term	Value Containing Term
ATB	Vessel Type	
ATON	System/Equipment Involved	
Burn		
Catastrophic	Severity	
CON/RO	Vessel Type	
Docking/Undocking		
DP	Near Miss Classification	DP Undesired Event
Economic/Reputational Damage		
HR	Near Miss Classification	
Injury - First Aid		
Injury - Inhaled/Absorbed/Ingested		
Injury - Medical Treatment Case		
Injury - Scrapes/Bruises/Cut/Puncture		
JSA	Factor Preventing further/worse incident	
LOTO	Immediate Corrective Action	
LSA/FFE	We split this up -2 entries FFE & LSA	
Minor	Severity	
Moderate	Severity	
Near Miss Classification		
NM	Near Miss Classification	
Offshore Supply		
Offshore Supply/Anchor Handler		
OWS	System/Equipment Involved	
PI	Potential Consequence	
Pollution/Spill		
PPE	System/Equipment Involved	
RO/RO	Vessel Type	
ROV	System/Equipment Involved	
Severe	Severity	
Shutting down/securing equipment		
Undesired Event (Negative Business Impact)		

Acronym Spelled Out	Description/Definition	Clarification/Note
Articulated Tug & Barge; Articulated Tug Boat Aids to Navigation	Contact with Hazardous Substance/Dose (Toxic/Corrosive/ Ca Could result in one or more of the following: death, permane	Should report as a single unit (r
Combination Container/RO RO vessel	Also includes Shifting, Warping, Mooring	
Dynamic Positioning	Customer/Stakeholder Complaints	
Hazard Recognition (Unsafe Condition)	Injury - Scrapes/Bruises/Cut/Puncture Include insect bites/stings Injury - Severe Scrapes/Bruis Other skin irritations such as abrasion, irritation, etc.	Contact with Hazardous Substan Injury - Sprain/Strain
Job Safety Analysis		
Lock out/tag out		
Life Saving Appliance/Firefighting Equipment	Could result in one or more of the following: injury or occupa Could result in one or more of the following: injury or occupa Is this the most likely to have occurred?	
Near Miss (Unsafe Act)		
Oily Water Seperator		
Power Insatbility/Power Loss	Al environmental impacts	
Personal Protective Equipment		
Roll On/Roll Off		
Remote Operated Vehicle	Could result in one or more of the following: permanent parti Auto or manual	

Definitions to consider from other organizations:

1. IMO MSC-MEPC.7/Circ.7: Near-miss: A sequence of events and/or conditions that could have resulted in loss of life or serious injury or damage to property or the environment.
2. Near Mishap / Near Miss (US Department of Defense) – An undesired event that, under slightly different circumstances, could have resulted in death, permanent total disability, irreversible significant environmental impact, or monetary loss equal to or exceeding \$1M.

Exposure/Dose (Toxic/Corrosive/ Carcinogenic/ Biological/Viral)

Occupational illness not resulting in a lost work day, minimal environmental impact, or monetary loss less than \$10K.
Occupational illness resulting in one or more lost work day(s), reversible moderate environmental impact, or monetary loss less than \$10K.

Occupational disability, injuries or occupational illness that may result in hospitalization of at least three personnel, reversible moderate environmental impact, or monetary loss less than \$10K.

ss. This loss was prevented only by a fortuitous break in the chain of events and/or conditions. The potential circumstances, would have resulted in personnel harm, property damage, or an undesired loss of resources. It

ary loss equal to or exceeding \$10K but less than \$100K.

rsible significant environmental impact, or monetary loss equal to or exceeding \$500K but less than \$1M.

ial loss could be human injury, environmental damage, or negative business impact (e.g., repair or replacement). In other words – “An unplanned, unintended, unwanted, and unexpected, but controllable event which disru

ent costs, scheduling delays, contract violations, loss of reputation). Note: Other than fatalities, injuries to people who are not directly involved in the work process and has the potential to cause material loss or damage, death, injury or occupational illness.

ersonnel are not included in IMO definitions of Serious and Less Serious Marine Casualties.
Iness but was avoided merely by chance”.

[illegible]

Accommodations/State Room
Control Room
Doorway
Head
Laundry
Lazarette
Lounge
Mess Hall
Passageway
Stairs/Ladder
Storage Space
Ashore/Not on Vessel
On Dock
Overboard
Ballast tank
Cargo Tank/Hold
Control Room
Duct Keel
Exterior Cargo Area
Fuel Tank
Hold
Void Space
Aloft
ATB Notch
Ballast Water treatment house
Battery Locker
Bow/Focsle Deck
Bunker Station
Catwalk
Control Room
Damage Control Locker
Deck
Doorway
Forepeak
Gangway
Hull
Lifeboat/Rescue Boat
Manifold Cargo Bunker
Mooring Dolphin
Mooring Station
Muster Station
Outboards/Over the side
Paint Locker
Passageway
Pilot Ladder
Ramp/RoRo
Ship Crane

Deck Spaces & Storage	Stairs/Ladder
Deck Spaces & Storage	Stern
Deck Spaces & Storage	Storage Space
Deck Spaces & Storage	Towing Winch
Deck Spaces & Storage	Tunnel
Deck Spaces & Storage	Walkway
Deck Spaces & Storage	Workshop
Engine/Machinery Spaces & Storage	AMS (auxiliary machinery space)
Engine/Machinery Spaces & Storage	Battery Locker
Engine/Machinery Spaces & Storage	Bow/Stern Thruster Room
Engine/Machinery Spaces & Storage	Bunker Station
Engine/Machinery Spaces & Storage	Co2 Room
Engine/Machinery Spaces & Storage	Control Room
Engine/Machinery Spaces & Storage	Doorway
Engine/Machinery Spaces & Storage	Doorway
Engine/Machinery Spaces & Storage	Electric Shop
Engine/Machinery Spaces & Storage	Emergency Generator Room
Engine/Machinery Spaces & Storage	Engine Space
Engine/Machinery Spaces & Storage	Foam Room
Engine/Machinery Spaces & Storage	Inert Gas Room
Engine/Machinery Spaces & Storage	Machine Shop
Engine/Machinery Spaces & Storage	Pump Room
Engine/Machinery Spaces & Storage	Purifier Room
Engine/Machinery Spaces & Storage	Stairs/Ladder
Engine/Machinery Spaces & Storage	Storage Space
Engine/Machinery Spaces & Storage	Tunnel
Engine/Machinery Spaces & Storage	Workshop
Galley & Storage	Galley
Galley & Storage	Stairs/Ladder
Galley & Storage	Storage Space
Navigation, Bridge/Wheelhouse	Battery Locker
Navigation, Bridge/Wheelhouse	Bridge/Wheelhouse
Navigation, Bridge/Wheelhouse	Doorway
Navigation, Bridge/Wheelhouse	Intercon Room
Navigation, Bridge/Wheelhouse	Storage Space
Other	Other
Not Applicable	Not Applicable
Not Reported	Not Reported