



विशाखपट्टणम पोर्ट प्राधिकरण
यांत्रिक एवं विद्युत अभियंता विभाग
प्रशासनिक भवन, पोर्ट क्षेत्र
विशाखपट्टणम - 530035 (आ.प्र.)

VISAKHAPTAM PORT AUTHORITY
MECH & ELECTRICAL ENG
DEPARTMENT
Administrative Office Building, Port Area
Visakhapatnam - 530035 (A.P)



No. IMEE/MOF/SO/1706
Dt. 15.10.2025

CIRCULAR

Sub: Reporting of Accidents / Incidents to Statutory Authorities and Port
Safety Officer - Reg.

Ref: 1. Dy. Chairperson VPA's office circular No. IM&EE/MOF/SO/2038
Dt. 29.04.2019

2. This office ltr No. IMEE/MOF/So/1649, Dt. 21.08.2023

It has been a well-established practice and statutory requirement to report accidents / incidents by the work section (Process Owner) to various agencies like Statutory Authority, Police / Insurance, Port Safety Officer etc., on relevant statutory formats stipulated under various Labour Acts / Regulations.

Of late, it is learnt that the work spot in-charge officers are reporting the cases concerned very late. The time of reporting is very much counted and essentially shown as and when demanded by the Statutory Authority, since it is a mandatory requirement.

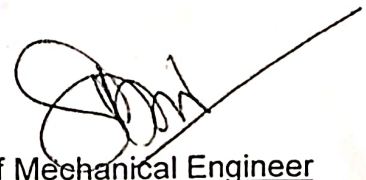
The same was already intimated to all the Departments vide reference cited above and earlier Dy. Chairperson circular Dt. 29.04.2019 is enclosed herewith for reference and compliance. But the information in connection with Accidents / Incidents are not being received to the Port Safety Officer in time resulting the preparation of investigation reports duly analyzing the root causes is being delayed in such cases.

In the light of the above, once again, all the in-charge officers of work sections are directed to comply with the statutory reporting as and when Accidents / Incidents occur (including Near-misses) in the prescribed format (**FORM - XII**) to the Port Safety Officer. The contact mobile number and office numbers are furnished hereunder for communication and the same is to be displayed at respective work locations / office premises by the in-charge officers.

Mobile Numbers:

- VPA Safety Officer - 9881515775
- Safety Officer Office - 0891-2873208

Encl: As Above


Chief Mechanical Engineer

Copy to: PA to Dy. Chairperson for information of the Dy. Chairperson please

- : All HODs - Secy / DC / CE / CMO / FA & CAO / TM / CME / C ISF (COMM) /
: MR / ISO Cell
: SE & AXE (Mech) for effective implementation

प्रषित
DESPATCHED

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IMEE/SOS/FAR
DATE:

FORMAT FOR REPORTING INCIDENTS, NEAR MISES/DANGEROUS OCCURANCE ETC.
(To be send to Safety Officer followed by a Telephone Message Immediately)

To, ,
SAFETY OFFICER

1. Date and time of Occurrence:
2. Work location, Premises, & Dept.,
3. Name of the ultimate Sec. Officer & Contact ph.No.:
4. Cause and Details of Incident / Near miss (Brief description):
5. Weather human factor involved: Yes/No
6. Extent of Injury /Property loss.
Name & Design of employee involved in incident
Sex: Age: Injury: / Damage to property etc.
7. Immediate measures initiated on occurrence:
8. Immediate measures initiated to avert reoccurrence:
9. Time of reporting to Safety Officer: By whom:
10. Name of the Section Officer available at the spot of incident for Preliminary enquiry conducted by the Safety Officer.
11. Time of reporting to the concerned H.Q.D.
12. Time of sending information to Dock safety Inspectorate/Fact Inspector by Process owner.
13. Remarks if any:

ULTIMATE
INCHARGE OFFICER OF THE SECTION
Date & Time

(P.T.O)

RECOMMENDATIONS BY THE SAFETY OFFICER ON CONDUCTING THE SPOT INQUIRY.

- A) A spot inquiry was conducted by the safety officer and with the ultimate section in charge of the section evaluating the surrounding factors which led to the incident and by verifying the control measures provided in accordance with HIRA developed by the work section. The operations at the work location is allowed to continue subject to compliance of the following recommendations by the in charge officer of the section.

Remarks:

Recommendations:

ULTIMATE.
INCHARGE OFFICER OF THE SECTION
Date & Time

SAFETY OFFICER Date & Time.