

# 07 – reporting-schedule

The company response is critical and depends on shared awareness, not just onboard actions. When information is communicated clearly and promptly, the company can coordinate resources, provide guidance, and support the vessel more effectively. It also allows the company to identify patterns or recurring issues across the fleet, enabling proactive measures and continuous improvement of safety standards.

- It turns incidents, near-misses, and defects into organizational learning, so the same failure is less likely to happen again.
- It enables fast shore-side support (technical, medical, legal, crewing), which can reduce harm and escalation.
- It creates traceability and accountability: what happened, what was done, and what still needs closure.
- It helps identify trends across vessels and time, so preventive actions can be taken before a serious event occurs.
- It supports compliance with ISM and flag/state obligations, protecting crew, vessel, and company.

This is exactly what a strong safety culture looks like: people report early, without blame, so risks are visible and can be controlled collectively.

## 1. CRITICAL REPORTINGS

### 1.1. Non-conformity and accident reports

**Purpose:** Record all non-conformities, accidents, near-misses, occupational diseases, and defects  
 Bring such situations to the attention of the Master and Yachting Concept Monaco  
 Plan and track root-cause investigations and identify long-term preventive action

**When:** Immediate phone call to the office or to the Designated Person Ashore (DPA), followed by a detailed report in Deepblue© as soon as possible

**Closure by the DPA:**

- All immediate, corrective, and preventive actions implemented
- Evidence saved/referenced in the Deepblue© entry (e.g., emails, photos, third-party confirmations, witness statements)
- Closure agreed by the Master

**1.2. Defects or other less important reportable**

For defects, near-misses, occupational diseases, observations, or reportable items, report as follow:

**Purpose:** Record all non-conformities, accidents, near-misses, occupational diseases, and defects Bring such situations to the attention of the Master and Yachting Concept Monaco. Plan and track root-cause investigations and identify long-term preventive action

**When:** Same day

**Closure by the DPA:**

- All immediate, corrective, and preventive actions implemented
- Evidence saved/referenced in the Deepblue© entry (e.g., emails, photos, third-party confirmations, witness statements)
- Closure agreed by the Master

**1.3. Crew complaints**

**Purpose:** Record formal crew complaints not resolved by onboard procedures; all complaints are treated confidentially

**When:** Same-day email to the DPA and Director, followed by a detailed written report as soon as possible (no specific form required)

**Closure by the company:**

- Close when agreed with the crew member or, where applicable, the Flag State (if no valid complaint)

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**2. ROUTINE REPORTINGS**

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**2.1. Master's monthly report**

**Purpose:** Acknowledge to the Company the yacht's compliance status

**Frequency:** Monthly

**Method:** DPA acknowledges receipt in Deepblue© and reviews

**2.2. Chief Engineer's monthly report**

**Purpose:** Confirm status of compliance with the Planned Maintenance System (PMS)

**Frequency:** Monthly

**Method:** DPA acknowledges receipt in Deepblue© and reviews

**2.3. Onboard safety and security meeting**

**Purpose:** Record crew review and discussion of safety, security, and crew welfare

**Frequency:** Monthly

**Method:** DPA acknowledges receipt in Deepblue© and reviews