

FOI Publication Scheme

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Welcome

The Marine Accident Investigation Branch has always been as open as possible with accident investigation information and the work they do. The Environmental Information Regulations 1992 and the Code of Practice on Access to Government Information (the Code) introduced greater openness and MAIB has continued to seek ways to make even more information available to the public.

The Freedom of Information Act 2000 (FOIA) received Royal Assent on 30 November 2000. Under the FOIA, every public authority is required to adopt and maintain a Publication Scheme setting out the classes of information it holds, the manner in which it intends to publish that information, and whether a charge will be made for the information. This document details MAIB's Publication Scheme.

About the Organisation

Introduction

The Marine Accident Investigation Branch examines and investigates all types of marine accidents to or on board UK ships worldwide, and other ships in UK territorial waters.

We are interested in establishing the root causes of any accident by determining its circumstances and cause, with the aim of improving the safety of life at sea, and avoiding accidents in the future.

Our job is to work out what has happened when things go wrong. We do not apportion liability, nor, except so far as is necessary to complete our objective, do we apportion blame. We do not enforce laws or carry out prosecutions.

We issue safety recommendations to those involved in accidents, and we publish a Safety Digest so that our recommendations reach a wider audience. We also play a full part in international developments in maritime safety.

Organisation Chart

A copy of MAIB's [organisation chart](#) is available on our website. If you are unable to download this copy, please [contact the MAIB](#) directly.

We do not apportion liability.

We do not apportion blame.

Publication Scheme

The aim of this Publication Scheme is to provide guidance to the public on what information is available within MAIB and how to obtain it. The information available is grouped into categories ('classes') to reflect the types of activity that MAIB undertakes and the types of information members of the public may expect to look for. These classes are listed below.

Some of the information may be formally published either as printed documents or via our website; other information may be accessible via a database or upon request. The scheme will indicate how to obtain the information in each case and whether there is a charge for such information. It is expected that over time the amount of information available may increase, and that additional classes of information may be added.

The classes of information in the Publication scheme are as follows:

- **MAIB Inspectors:** Information on the functions and operation of MAIB Inspectors.
- **MAIB Support Staff:** Information on the functions and operation of MAIB Support Staff.
- **Internal Management of MAIB:** Information relating to the structure, management and performance of MAIB.
- **External Relationships:** Information on MAIB's relationships with other Accident Branches, the Department for Transport, Government Departments, External Organisations, and International Bodies.
- **Legislation:** Information on current and proposed legislation with regard to the reporting and investigation of accidents at sea.
- **Accident Investigations Process:** Information on the process involved in accident investigation.
- **Safety Recommendations:** Information on how MAIB safety recommendations are issued, and their implementation by the maritime industry as a whole.
- **Publications:** Information about the publication of accident reports, safety digests and other MAIB publications.
- **Research and Statistics:** Information on current research programmes and the publication of research results, as well as statistical information on reported accidents, major and serious injuries, and hazardous incidents.

3.1 MAIB Inspectors

The Chief Inspector of Marine Accidents (CI)

The Chief Inspector is responsible to the Director General of the Rail, Aviation, Logistics, Maritime and Security Group (RALMS) of the DfT for the overall performance and running of the Branch, and for ensuring that the Branch's objective is met. The Chief Inspector reports directly to the Secretary of State for Transport on investigations of marine accidents. The CI is also the Branch's budget holder, and has ultimate responsibility for ensuring that the Branch's expenditure remains within the parameters set annually, and, if this is not possible, for making submissions to the Director General for sufficient additional funds or resources to enable the Branch to function correctly. The Chief Inspector acts as the Head of Profession for marine accident investigators.

The Deputy Chief Inspector (DCI)

The Deputy Chief Inspector reports to the Chief Inspector, and is responsible to the CI for the general management of the Branch with specific emphasis on the conduct of investigations and overseeing of the administrative support function. The DCI deputises for the Chief Inspector and maintains the Branch's objective in their absence.

Principal Inspectors (PI)

The prime functions of a Principal Inspector are to act as team leader in accident investigations and to ensure, through the efficient management of resources, that satisfactory conclusions are obtained. All Principal Inspectors take turns as Duty Co-ordinator. Three of the PIs have responsibilities as Heads of Specialism.

Inspectors

Inspectors are responsible for investigating marine accidents and incidents, and for providing the marine community with findings and recommendations, with the aim of enhancing safety at sea. They are also, amongst other things, responsible for preparing reports of investigations and *Safety Digest* articles, and providing specialist advice and support to colleagues.

Duty Co-Ordinator (DCO)

The Duty Co-ordinator is one of the four Principal Inspectors, each leading a team of inspectors. The DCO should be in the office during working hours. Outside office hours, the DCO should be available to be contacted by telephone, mobile or pager. The DCO is responsible for dealing with all accident reports both during and outside office hours.

If you require more detailed information about the functions and/or operation of MAIB inspector, please [contact the MAIB](#). There may be a charge for copying or printing this information. For more details, please refer to the [Charges section](#).

3.2 MAIB Support Staff

Head of Administration

The Head of Administration is responsible for all aspects of the efficient running of MAIB's Administration Office. This includes the receipt and processing of marine accident reports, finance, procurement, accommodation, publications production, ministerial correspondence and briefing, and health and safety matters. The postholder also represents MAIB as required, for example in European Union meetings, and other national and international fora.

Publications Manager

As head of the publications team, the Publications Manager reports to the Head of Administration and is responsible for preparing MAIB reports and other publications for printing. Resources at their disposal include IT-based graphics software and hardware, the use of external contractors, and staff dedicated to this area of work.

Technical Editor

The Technical Editor reports to the Head of Administration and is responsible for the editing of reports and the preparation of the text of all MAIB reports and other publications. Responsibilities include preparing the *Safety Digest* for publication, and arranging its typesetting and printing. The technical editor also advises Inspectors on the style to be used in reports, so that all MAIB publications meet the highest standards.

Administrative Staff

These staff members provide wide-ranging support for MAIB's specialist staff. They deal with the initial receipt of accident reports, the maintenance of the accidents database and the Branch's website, correspondence, general enquiries, statistics, library and registry duties and travel arrangements.

If you require more detailed information about the organisation, functions, and operation of MAIB support staff, please [contact the MAIB](#). There may be a charge for copying or printing this information, please refer to the [Charges section](#) for further detail.

3.3 Internal Management of MAIB

Teams of Inspectors

The [organisation chart](#) available on the main MAIB website shows the division of the inspectors into four teams. Each team consists of a Principal Inspector, three Inspectors, and an administrative officer. Each team is "on duty" a week at a time. The "duty" team is responsible for dealing with all incoming accident reports during office hours. The duty team will normally undertake any administrative enquiries, PEs and investigations for accidents occurring during the duty week. The team previously on duty is designated as the standby team. When the DCO's team has been so depleted, for whatever reason, that it cannot function effectively, the standby team will be called upon to perform the duty role until the rota can be re-established.

Management

The Chief Inspector, Deputy Chief Inspector, Principal Inspectors, and Head of Administration form the core of the management team. A management meeting is held on a fortnightly basis to review procedures, budgets, and other management concerns. An accident review meeting is also held on a fortnightly basis to review the status and progress of investigations.

Performance

Monthly statistics regarding the number and frequency of accidents are reviewed on a monthly basis. These statistics also show accidents by category of vessel, as well as by type of accident. Performance is also measured by the take-up of recommendations, which is recorded in-house. The MAIB annual report provides a summary of actions undertaken in the year to date, and the MAIB business plan provides a forecast of actions in the year to come.

If you require further information about the internal management of MAIB, please [contact the Branch](#). There may be a charge for the photocopying or printing of this information. Please see the [Charges section](#) for further details.

3.4 External Relationships

Although the independence of the Branch is fundamentally important, liaison with other bodies concerned with the shipping and fishing industries needs to be maintained. These include the [Maritime and Coastguard Agency](#) (MCA), and the Shipping Policy and Ports Divisions of the [Department for Transport](#) (DfT).

General

The DfT has wide policy responsibility throughout the United Kingdom for merchant shipping and civil aviation; and in Great Britain (but not Northern Ireland) for inland transport, ports and airports. Its executive responsibilities are less wide but still considerable.

The Secretary of State is the political head of the DfT and is supported by Ministers and Under Secretaries of State. One of the latter is responsible for shipping and marine affairs and will usually speak on these matters in Parliament on behalf of the Government. This person is sometimes referred to as the Minister of Shipping. All these appointments are political.

The senior civil servant of the Department is the Permanent Secretary, who is supported by Directors working to Directors General in each of the main areas of activity. One of the Directors is responsible for shipping and marine affairs. [Click here](#) to see the organisation chart for the Department for Transport.

The Department for Transport

The Department's work is carried out by a number of Directorates and Executive Agencies. Other bodies within the "transport" side of the Department include the [Regional Offices](#), responsible for road and local transport in their various areas and four Branches with specific concerns - MAIB, [AAIB](#), [RAIB](#) and [Transport Security](#). The Chief Inspectors of the three accident investigation branches report to the Director General of the Rail, Aviation, Logistics, Maritime and Security (RALMS) on financial, personnel and other administrative matters.

Logistics and Maritime Transport Directorate (LMT)

In the international field, [this Directorate](#) which is part of RALMS, covers the economic regulation of shipping by Governments. The Directorate also provides shipping services as required by other Departments of the UK Civil Service. As sponsoring Directorate for the Maritime and Coastguard Agency, it deals with policy aspects of maritime safety, search and rescue, and pollution prevention. Policy in relation to the UK Merchant Fleet is dealt with by two Shipping Policy Divisions within the LMT. They oversee the economic and fiscal measures, and general policy matters affecting the shipping industry.

Legal Directorate

Branch 3 of the [Legal Directorate](#) is responsible for legal aspects of marine and shipping matters. Its officials are available to give independent legal advice to MAIB staff during the course of investigations. The Branch also ensures that Merchant Shipping Acts and associated Statutory Instruments are drafted within a proper legal framework.

Directorate of Communication

Transport Media Desk ([Press Office](#)) deals with press releases and queries, and the Marine and Aviation section liaises with aviation and shipping interests.

Maritime and Coastguard Agency

The [Maritime and Coastguard Agency](#) (MCA) was established in April 1998 following the merger of the Marine Safety and the Coastguard Agencies. The MCA is responsible for most aspects of the administration and enforcement of marine safety legislation.

Other Departments and Agencies with Maritime Responsibilities

Several other Government Departments have responsibilities for maritime affairs:-

The Department of Trade and Industry

([DTI](#)) has technological and sponsorship responsibilities for the shipbuilding, ship repairing, boat-building, marine engineering and marine equipment industries. The DTI is also primarily responsible for the offshore industry, except for safety aspects.

The Navy Department (Ministry of Defence)

The [Navy Department](#) is responsible for fighting ships and their supporting services.

Department for Environment, Food, and Rural Affairs (DEFRA), and the respective fisheries departments in Scotland, Wales and Northern Ireland.

The [fisheries department](#) within DEFRA has extensive responsibilities for the fishing industry, though safety matters are the concern of the Department for Transport.

Health and Safety Executive

The [Health and Safety Executive](#) (HSE) is a statutory body which is the operating arm of the Health and Safety Commission (HSC), whose main function is to make arrangements to secure the health, safety and welfare of people at work and to protect the public from dangers arising from work activities. A Memorandum of Understanding between MAIB, MCA and HSE exists, and where there is overlapping legislation with regard to accident investigation, its provisions indicate who will be responsible.

The Home and Foreign Offices

Both the [Home Office](#) and the [Foreign and Commonwealth Office](#) cover subjects of importance to shipping operations, the former through its responsibility for telecommunications and the latter because of the administrative shipping work carried out by consular officers.

The International Maritime Organization (IMO)

[IMO](#), situated in London, is a specialist agency of the United Nations, responsible for measures to improve the safety of international shipping and to prevent marine pollution from ships. It was established by means of a Convention adopted under the auspices of the UN in Geneva on 17 March 1948 and met for the first time in January 1959. It currently has 156 member states.

A Permanent Representative to IMO Division (PRIMO) sits within the LMT division of the Department for Transport. PRIMO's overall aim is to ensure that the UK Government is represented effectively at IMO, that outcomes are evaluated and disseminated in a timely manner, and that the landlord functions at the IMO headquarters building are discharged effectively.

MAIB's main involvement with IMO is in the Maritime Safety Committee's sub-committees on Flag State Implementation (FSI), which deal with several aspects of casualty and accident investigation, and on Safety of Navigation (SON), which has voyage data recorders on its agenda.

The Board of Accident Investigators

The Board of Accident Investigators was established on 1 April 2003 and consists of the Chief Inspectors of the three transport accident investigation branches: air, marine, and rail ([AAIB](#), MAIB and [RAIB](#)). They meet periodically to discuss subjects and concerns of mutual interest. On occasions, the Deputy Chief Inspectors are invited to attend meetings.

The Board's terms of reference are to establish joint areas of best practice, common standards, and mutual awareness. The benefits include:

- establishing common recruitment practices;
- sharing training resources;
- establishing a consistent approach to business planning;
- aligning legislation and regulation.

All external contacts can be reached online. For further advice about specific external organisations, please visit their websites by following the hyperlinks included in the text above. For more information about MAIB's external relationships, please [contact the MAIB](#). There may be a charge for copying or printing this information, please refer to the [Charges section](#) for further detail.

3.5 Legislation

Merchant Shipping legislation is found in a series of Acts and in numerous Rules and Regulations ("Statutory Instruments"). In broad terms it is the Act which provides the authority and the Instrument which expands upon the detail. It is much easier to revise a Statutory Instrument when the need arises, than it is to draft and pass a new Act; but Statutory Instruments can only be made when an Act so authorises. Thus, the principle is retained that the authorising legislation is kept at the higher level whilst matters of detail can be dealt with at the lower.

The main Regulations which relate to the investigation of marine accidents were made by the Secretary of State in exercise of powers conferred on him in various Merchant Shipping Acts which have now been consolidated into the [Merchant Shipping Act 1995](#). This is the principal Act relating to merchant shipping.

The [Merchant Shipping \(Accident Reporting and Investigation\) Regulations 2005](#) provide the legislative framework within which the MAIB operates. Other statutory instruments which apply in part to the MAIB include the [Merchant Shipping and Fishing Vessel \(Health and Safety at Work\) Regulations 1997](#), and the [Merchant Shipping \(Mandatory Surveys for Ro-Ro Ferries and High Speed Passenger Craft\) Regulations 2001](#).

Authority for Investigations

The Marine Accident Investigation Branch (MAIB), which is a distinct and separate branch within the Department for Transport, derives its authority to investigate accidents from the appointment of its professional staff as Inspectors. These appointments are made by the Secretary of State for Transport under Section 267 of the Merchant Shipping Act 1995. The Secretary of State's authority, in turn, stems from Section 292 of the Merchant Shipping Act 1995. The powers of the appointed Inspectors are set out in Sections 259 and 260 of the Merchant Shipping Act 1995.

Framework for Investigation

The legislative framework under which MAIB works (apart from the Merchant Shipping Act 1995) is mainly contained in the [Merchant Shipping \(Accident Reporting and Investigation\) Regulations 2005](#) (the ARI Regs). These Regulations specify the purpose of investigations; make provision as to their scope and conduct; define the accidents and hazardous incidents which may be investigated; and set out requirements as to the reporting of accidents and the publication of reports of investigations.

Other Inquiries

Accidents may lead to other forms of inquiry: these are Death Inquiries, Inquiries into Conduct, and Formal Investigations. These inquiries are not conducted by MAIB, though the Branch may be called upon to assist.

An accident involving a death may lead to a Coroner's Inquest or to a Fatal Accident Inquiry (in Scotland) instead of a Death Inquiry. These proceedings are entirely outside the MAIB investigation process, and have no specific relation to merchant shipping. However, where such an inquiry follows an accident which has been investigated by an MAIB Inspector, that inspector may be called upon to assist at the hearing.

Prosecutions

MAIB is not a prosecuting body. If an investigation indicates that prosecution, or the disciplining of any person is called for, the appropriate authority, commonly the [Maritime and Coastguard Agency](#), should be informed.

International Obligation

There are various obligations to investigate certain accidents under international conventions. In particular, in fulfilling its tasks, the Branch meets the obligation of the United Kingdom to investigate casualties in accordance with the International Convention on the [Safety of Life at Sea](#) (SOLAS).

3.6 Accident Investigations

Definitions of Accident

An accident is an undesired event that results in personal injury, damage or loss. Accidents include loss of life or major injury to any person on board, or when a person is lost, from a ship; the actual or presumed loss of a ship, her abandonment, or material damage caused by a ship. An accident can also be an occurrence such as the collapse of lifting gear, an unintended movement of cargo or ballast sufficient to cause a list, and a loss of cargo overboard, or a snagging of fishing gear which results in the vessel heeling to a dangerous angle. In these cases, the occurrence must have caused serious injury or damage to the health of any person.

A major injury includes any fracture to, or loss of, a limb, loss of sight, or any other injury requiring resuscitation, or leading to hypothermia or confinement to bed for more than 24 hours.

A serious injury is an injury, other than a major injury, when the injured person is incapacitated for more than three consecutive days.

A hazardous incident is when an accident nearly occurs in connection with the operation of a ship. In other words, it is what is often known as a “near miss”.

Stages of an Investigation

The MAIB conducts three stages of investigation into marine accidents. At all stages, the MAIB will seek to answer four main questions:

- What happened?
- How did it happen?
- Why did it happen?
- What can be done to prevent it happening again?

The Administrative Enquiry

After receiving notification of an accident, the MAIB will take a decision on what level of response is required. In some cases, the ship's owner's or officer's own investigation will be sufficient. In this situation the MAIB may conduct an administrative enquiry by correspondence and telephone to seek further details on the accident. The Regulations require owners, masters and other relevant people or organisations to provide any information when requested.

The Preliminary Examination

From the initial notification and immediate exchange of information, it may be necessary to deploy to the accident site. This initial deployment is called a preliminary examination (PE). A PE is a first-hand enquiry that seeks to establish causes and circumstances of an accident. On the

basis of the evidence and information gathered at this stage, the decision will be taken as to whether a full MAIB investigation and report is warranted.

If it is decided as a result of the PE that the criteria have not been met, the MAIB will not conduct an investigation and all involved parties will be notified. The preliminary examination may still result in valuable safety lessons and recommendations, which will be addressed to those best able to implement them. The lessons learned may also be promulgated through the MAIB Safety Digest, whose articles provide a short synopsis of an accident and lessons learned. The details of the vessel and those involved are removed, and all references remain anonymous.

The Full Investigation

A preliminary examination may show that a full investigation is necessary to establish the root causes of an accident. As with a preliminary examination, the inspector will continue to gather evidence and to interview witnesses or, if there has been a fatality, the next of kin. The inspector will go into as much detail as is possible and necessary to be able to produce a full report with safety recommendations. In general, it takes six months to complete an investigation and write a report.

Procedure for Investigation

[The Merchant Shipping \(Accident Reporting and Investigation\) Regulations 2005](#) outline the procedures which are followed in all investigations. Further information may be requested from the [MAIB directly](#). There may be a charge for copying or printing this information, please refer to the [Charges section](#) for further detail.

[3.7 Improving Safety Standards at Sea](#)

Recommendations

Recommendations may be made at any time by the Chief Inspector, and are addressed to those people who are deemed to be the most fit to implement them. Recommendations can be made publicly available if it is in the interests of public safety or preventing pollution to do so.

Recommendations need not be confined specifically to the cause of the accident, but they must be related to matters covered in the investigation; they must be practicable; and they must be reasonable. Recommended safety actions in whatever form will clearly identify what needs to be done, who or what organisation is to implement the change, and, where possible, the urgency for completion.

Any person to whom a recommendation is addressed should consider the recommendation and make any necessary changes to improve safety in accordance with the recommendation. Although it is not obligatory to consider MAIB recommendations; in general, the maritime industry do comply with MAIB recommendations.

The MAIB keeps records of the number of recommendations sent out, and the number of recommendations which are taken up by the industry. This information can be made available in statistical form on request. There may be a charge for copying or printing this information, please refer to the [Charges section](#) for further detail.

3.8 Publications

The MAIB publishes a large amount of its investigation work and safety recommendations. These include the Investigation Reports, Safety Digests, Safety Bulletins, and other Informational Leaflets. Most of this information is available on our [website](#). It is all currently provided free of charge on request.

Investigation Reports

[Full investigation reports](#) are always published, with an aim to having these available within 9 months of the investigation beginning. Some investigations take longer. As well as hard copies, these are available on the MAIB website, which takes some 30,000 hits per month.

[Summaries](#) of some accidents which have been looked at by the MAIB, but where a full investigation was not undertaken, are also available on the MAIB website.

Safety Digests

Safety Digest publications are issued three times a year, in April, August, and December. The Digest is intended to be easy to read, and each edition contains a brief summary of over 20 accidents, each with detailed lessons to be learned. 9000 copies are currently distributed to approximately 6000 addressees world-wide (many companies get multiple copies which they distribute to their ships).

In addition to the regular Safety Digest, specialist Digests are printed and distributed. Once a year, a Fishing Safety Digest is published at the same time as the major fishing industry conference in Glasgow, with the accidents contained within it being of direct relevance to the industry. MAIB has also published a Leisure Craft Safety Digest.

[Safety Digests](#) are available on the MAIB website. To be added to the Safety Digest distribution list, please [contact the MAIB](#) Publications Department.

Safety Bulletins

Safety Bulletins are issued where major safety issues likely to recur before a report can be printed, arise during an investigation. Bulletins are distributed as widely as possible within the industry in the quickest time possible.

[Safety Bulletins](#) are also made available on the MAIB website.

Other Informational Leaflets

MAIB distributes a large number of [informational leaflets](#) and [flyers](#) on an ongoing basis. These cover a range of issues from abbreviated accident reports for fishermen, to guidance for witnesses and next of kin. [Annual reports](#) and [Business Plans](#) are also published on an annual basis.

3.9 Research and Statistics

All [research studies](#) will be made available free of charge, on the website upon completion.

Should you require additional statistical information, please [contact the MAIB](#) with a request for information.

Available research studies:

Bridge Watchkeeping Safety Study

Review of Lifeboat and Launching Systems Accidents

Analysis of Fishing Vessel Accident Data

Timber Deck Cargo Study

Exemptions

MAIB's policy is to be as open as possible, however, not all information can be made available to the public. Our aim is to make information available where the law and our Regulations allow us to do so, save where we consider that release would cause significant harm or prejudice.

Information (including any of that listed in this Publication Scheme) will be withheld from publication in whole or in part where we consider that disclosure may harm or prejudice certain areas. Examples include our future investigations; the effective management of the public service; and privacy, personal, commercial, contractual or other confidences of any person. We will not release information that has been given in confidence. Disclosure may also be prohibited by law, for example, under section 12 of the [Merchant Shipping \(Accident Reporting and Investigation\) Regulations 2005](#).

In such cases we will withhold information and indicate the relevant exemption under the appropriate legislation. If you wish to complain about the information having been withheld, you are referred to the '[complaints procedure](#)'.

We do not release information given in confidence.

[Archiving Policy](#)

MAIB does not keep all information forever. In general, once the perceived need for the information has passed, the information will be destroyed, in line with MAIB's records management policy and document retention schedule.

If you require further information regarding MAIB's archiving policy, please [contact the Branch](#). Charges may be made for printing or copying, please refer to the [Charges section](#) for further details.

All MAIB records are covered by a formal disposal agreement. This is outlined below. After the period of retention has expired, the files will be reviewed and destroyed as appropriate.

- Accident investigation files are retained for 25 years
- Hazardous Incident Reports are retained for 25 years
- Legal documents are retained for 15 years
- Policy documents are retained for 10 years
- Contractual documents are retained for 7-15 years
- Financial documents, including invoices, are retained for 7-15 years
- Records relating to ministerial matters are kept for 25 years
- Publicity, Publications and Information records are retained for 5 years
- Government department-related records are kept for 10 years
- Conferences, committees, and seminar records are kept for 5 years
- Statistical records are kept for 25 years
- Employee records are kept until the employee's 85th birthday, or until 5 years after the last day of service for casual or agency staff

Responsibility for the Scheme

The Head of Administration has overall responsibility for MAIB's Publication Scheme.

The person responsible for maintaining the Publication Scheme on a day-to-day basis is the Administrative Officer: FOI Publication Scheme

Please address any queries to:

MAIB
First Floor
Carlton House
Carlton Place
Southampton
Hampshire
SO15 2DZ

Tel: +44 (0)23 8039 5500

Fax: +44 (0)23 8023 2459

Email: maib@dft.gsi.gov.uk

Copyright

Different copyright restrictions apply to individual documents listed within the Publication Scheme.

All documents are presumed to have 'Crown Copyright'. Those that are available free of charge, may be printed off or downloaded onto electronic, optical or similar storage media provided that such activities are for private research, study, or in-house use only. If such material is to be copied or reproduced users are asked to ensure that the material is reproduced accurately and not in a misleading context, that the status of the material is identified, and to acknowledge MAIB as the source of the material.

Documents which are marked as having 'Crown Copyright' and which are priced documents cannot be copied or reproduced without permission. Permission to do so must be obtained from the Controller of Her Majesty's Stationery Office. Further information can be found on [HMSO's website](#).

If you are still unsure whether copyright restrictions apply to the document you can [contact the MAIB](#).

[Access to Information](#)

Many of the publications listed in this scheme are available on this website. The website supports a [search facility](#) to help you find what you are looking for.

If you do not have access to the Internet or the information or document(s) that you want are not available on the website, or you are experiencing difficulty in identifying the information or documents you require, MAIB staff will be pleased to help you. They can be contacted at:

Request for Information
MAIB
First Floor
Carlton House
Carlton Place
Southampton
Hampshire SO15 2DZ

Tel: +44 (0)23 8039 5500
Email: maib@dft.gsi.gov.uk

How long will it take?

We aim to provide information that is included in the Publication Scheme within a maximum of 15 working days. If the information you require is not specifically listed in the Publication Scheme, we will follow the target in the [Freedom of Information Act](#), and supply the information you want within 20 working days.

[Charging Policy](#)

At this time, no charges are made for requests under the Freedom of Information Act. This policy is subject to review, and any changes will be published in this section of the scheme.

If at any time your request does attract any charges we will ask whether you wish to continue with the request before we undertake the work.

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Complaints Procedure

What happens if I am not satisfied with the service I receive?

Our policy is to be as open as possible and supply the information you have requested, but we may withhold information if we consider its release would cause significant harm. If information within a document made available under this Publication Scheme is withheld the document will be clearly marked to show where information has been removed and the exemption we have used.

If we refuse to supply all or part of any other information you have asked for we will write to you giving our reasons for refusal. The reasons will be based on the exempted categories in the Code of Practice on Access to Government Information or the Environmental Information Regulations 1992.

If you are not satisfied with the reasons you have the right to appeal. You may also appeal if you believe the charges we have made to supply information are unfair. The Department for Transport (DfT) is setting up a panel to consider appeals. Information regarding this panel will be added to the publications scheme when a decision has been made. None of the members of the panel will have been involved in the original decision to refuse to supply you with information, or with the assessment of any charges.

If we refuse part or all of your request for information, details on who to contact if you wish to appeal will be included with the letter stating our reasons for refusal.

Your letter of appeal will be acknowledged within three days and we have a target of six weeks to deal with your appeal.

If you are still dissatisfied after DfT's appeal panel has considered your complaint you can appeal further.

- For requests made under the Code of Practice, to the Parliamentary Commissioner for Administration ([the 'Ombudsman'](#)). Appeals to the Ombudsman must be made through a Member of Parliament. The Ombudsman will normally consider an appeal only if you have already appealed to DfT's internal appeal panel.
- For requests made under the [Environmental Information regulation](#), through the courts.

You can also appeal to the [Information Commissioner](#) if you feel we have not complied with our obligations under the FOI act. The Information Commissioner can be contacted at:

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: +44 (0)1625 545 700

Fax: +44 (0)1625 524510

Email: mail@ico.gsi.gov.uk

[Tell Us What You Think](#)

This Publication Scheme is intended to help you find MAIB information easily and quickly, and to improve the flow of information into the public domain. We want to improve our service to you and we would, therefore, welcome any comments or suggestions that you may have about how we could improve the scheme. We are committed to reviewing the scheme on a regular basis and your feedback will help.

Please write to:

Publication Scheme Feedback
MAIB
First Floor
Carlton House
Carlton Place
Southampton
SO15 2DZ

Email: maib@dft.gsi.gov.uk