

# WEST GULF MARITIME ASSOCIATION Complaint Form

FOR WGMA USE ONLY

(Instructions: Complete form and send original to WGMA for action and recording in personnel folders.)

Port \_\_\_\_\_ No. \_\_\_\_\_ Company \_\_\_\_\_ No. \_\_\_\_\_  
 Referred Thru ILA Local \_\_\_\_\_ Time Sheet Number \_\_\_\_\_  
 Vessel \_\_\_\_\_ Date of Incident \_\_\_\_\_  
 Walking Foreman \_\_\_\_\_ Time of Incident \_\_\_\_\_  
 Gang Foreman or CIC \_\_\_\_\_ Location of Incident \_\_\_\_\_

List the individual the complaint is against (if an entire gang, list only the Gang Foreman and attach a copy of the Time Sheet).

<u>WORKER NAME</u>	<u>SS # or WORK #</u>	<u>JOB CODE/DESC.</u>														
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 15px;"></td> <td style="border: 1px solid black; width: 20px; height: 15px;"></td> <td style="border: 1px solid black; width: 20px; height: 15px;"></td> <td style="border: 1px solid black; width: 20px; height: 15px;"></td> <td style="border: 1px solid black; width: 20px; height: 15px;"></td> <td style="border: 1px solid black; width: 20px; height: 15px;"></td> <td style="border: 1px solid black; width: 20px; height: 15px;"></td> <td style="border: 1px solid black; width: 20px; height: 15px;"></td> <td style="border: 1px solid black; width: 20px; height: 15px;"></td> <td style="border: 1px solid black; width: 20px; height: 15px;"></td> </tr> </table>											<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 15px;"></td> <td style="border: 1px solid black; width: 20px; height: 15px;"></td> <td style="border: 1px solid black; width: 20px; height: 15px;"></td> <td style="border: 1px solid black; width: 20px; height: 15px;"></td> </tr> </table>				

### Type of Incident – Check All that Apply

<u>Incident</u>	<u>WGMA Use Only</u>	<u>Incident</u>	<u>WGMA Use Only</u>
____ 1.1 Late Show	_____	____ 6.1 Battery	_____
____ 1.2 Loafing	_____	____ 6.2 Display of Weapon	_____
____ 1.3 Failure to Follow Procedure	_____	____ 6.3 Pilferage	_____
____ 2.1 Incompetence	_____	____ 6.4 Possession/Use of Narcotics	_____
____ 2.2 Carelessness	_____	____ 6.5 Intoxication/Possession of Alcohol	_____
____ 2.3 No Show-Unexcused	_____	____ 6.6 Fraud	_____
____ 2.4 Leaving Job-Unapproved	_____	____ 7.1 Safety violation-No seatbelt	_____
____ 2.5 Failure to work	_____	____ 7.2 Safety violation-PPE violation	_____
____ 2.6 Safety violation	_____	____ 7.3 Safety violation-Using Elec. Dev.	_____
____ 2.7 Insubordination	_____	____ 8.1 Operating w/out PIT certification	_____
____ 3.1 Damage-Intentional	_____	____ 9.1 Working w/out hazmat certification	_____
____ 4.1 Damage/Injury while operating	_____	____ 9.2 Working w/out lashing certification	_____
____ 5.1 Clerk/Checker errors	_____	____ 9.3 Working w/out RORO certification	_____

Other: \_\_\_\_\_

**Describe incident** and provide additional details and contract rules violated (when necessary).

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Supervision's Action:  Per Guidelines       Other (see below)

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\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Signature of Company Official Submitting Complaint

\_\_\_\_\_  
Title