**Incident report form**

**Pilots, PEC holders and Masters**

It is a requirement that all incidents or near misses are reported to the Harbour Master. This is a necessary requirement to allow a full investigation into causes and to identify trends or potential future hazards. Corrective action can then be implemented.

This Incident Report Form must be used by all authorised Pilots, Pilotage Exemption Holders (PEC), and Vessel Masters to report any navigational or safety incident, or near miss, within Jersey Territorial Seas to the Harbour Master.

Urgent navigational matters should be reported immediately to the Maritime Operations Centre through: Jersey Coastguard on VHF Ch 82, St Helier VTS on VHF Ch 14 or telephone +44 (0) 1534 447704.A follow-up written report may be required in support of verbal notice and advice, for which this form is to be used.

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| **Section one : Type of incident** | | | | | | | |
| **Incident Type**  *Tick the relevant boxes – leave blank if not applicable* | Berthing/manoeuvring | |  | | Loss of hull integrity | |  |
| Collision | |  | | Navigational hazard | |  |
| Contact | |  | | Near miss | |  |
| Enforcement | |  | | Personal injury / fatality | |  |
| Fire / explosion | |  | | Pilotage directions | |  |
| General directions | |  | | Pollution | |  |
| Grounding | |  | | Swamping | |  |
| Inappropriate navigation | |  | | Wash | |  |
| Other | |  | | Attach copy of report | | |
| **Section two : Statistical data** | | | | | | | |
| **Piloted vessel** | | Pilot’s name and P number | | Click or tap here to enter text. | | | |
| **PEC vessel** | | PEC holder’s name | | Click or tap here to enter text. | | | |
| PEC holder’s number | | Click or tap here to enter text. | | | |
| **Master** | | Name | | Click or tap here to enter text. | | | |
| Company address | | Click or tap here to enter text. | | | |
| Click or tap here to enter text. | | | |
| **Vessel name** | | Click or tap here to enter text. | | | | | |
| **Other vessel’s name** | | Click or tap here to enter text. | | | | | |
| **Object name** | | Click or tap here to enter text. | | | | | |
| **Date of incident** | | Click or tap here to enter text. | | **Time of incident (UTC)** | | Click or tap here to enter text. | |
| **Passage** | | Last port of call | | Click or tap here to enter text. | | | |
| Next port of call | | Click or tap here to enter text. | | | |
| **Place or position of occurrence** | | | | Click or tap here to enter text. | | | |

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| **Section three : Additional statistical information – vessel details** | | | | |
| **Type** | | Click or tap here to enter text. | | |
| **Port of registry** | | Click or tap here to enter text. | | |
| **Nationality** | | Click or tap here to enter text. | | |
| **Owners** | | Click or tap here to enter text. | | |
| **Agents** | | Click or tap here to enter text. | | |
| **Master and crew nationality** | | Click or tap here to enter text. | | |
| **Tonnage** | GRT | Click or tap here to enter text. | Net | Click or tap here to enter text. |
| **Length (m)** | LOA | Click or tap here to enter text. | Waterline | Click or tap here to enter text. |
| **Draft (m)** | Fwd | Click or tap here to enter text. | Aft | Click or tap here to enter text. |
| **Propulsion** | Main | Click or tap here to enter text. | HP | Click or tap here to enter text. |
| Bow/stern thrusters | Click or tap here to enter text. | | |
| **Propellers** | Number | Click or tap here to enter text. | Type | Click or tap here to enter text. |
| Rotation (RH/LH) | Click or tap here to enter text. | | |
| **Speed (kts)** | Max | Click or tap here to enter text. | Manoeuvring | Click or tap here to enter text. |
| **Redder type** | | Click or tap here to enter text. | | |
| **Navigational** | Charts | *Including chart numbers and latest corrections* | | |
| Click or tap here to enter text. | | |
| Port passage plan *(attach plan)* | Choose an item. | Compass type | Click or tap here to enter text. |
| Compass type | Click or tap here to enter text. | Steering mode | Choose an item. |
| *Number, band, operational deficiencies* | | |
| Radars | Click or tap here to enter text. | | |
| Echo sounder | Click or tap here to enter text. | Other nav aids | Click or tap here to enter text. |
| *Number, channels monitored, operational?* | | |
| VHF | Click or tap here to enter text. | | |
| Defects | Click or tap here to enter text. | | |

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| **Section four : Navigational information relating to incident** | | | | | |
| **Heading** | | Click or tap here to enter text. | | Speed (kts) | Click or tap here to enter text. |
| **Weather** | Wind  *speed (kts) and direction* | Click or tap here to enter text. | | Sea state | Click or tap here to enter text. |
| Visibility | Click or tap here to enter text. | | Light | Click or tap here to enter text. |
| **Tidal** | Height ACD (m) | Click or tap here to enter text. | | HW/LW (UTC) | Click or tap here to enter text. |
| **Regulations** | Lookout | Click or tap here to enter text. | | | |
| Lights/shapes  *Displayed* | Click or tap here to enter text. | | | |
| Sound signals  *Used at time of incident* | Click or tap here to enter text. | | | |
| **Other relevant information** | | Click or tap here to enter text. | | | |
| **Section five : Communications** | | | | | |
| Relevant communication to / from the Harbour Authority **before** incident | | | | | |
| Click or tap here to enter text. | | | | | |
| Relevant communication to / from the Harbour Authority **after** incident | | | | | |
| Click or tap here to enter text. | | | | | |
| Specific directions from St Helier VTS / Jersey Coastguard / Duty Harbour Master | | | | | |
| Click or tap here to enter text. | | | | | |
| Are VDR recordings available to assist with investigation? | | | Click or tap here to enter text. | | |

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| **Section six : Damage** | | |
| **Own vessel** | | Click or tap here to enter text. |
| **Second vessel** | | Click or tap here to enter text. |
| **Object** | | Click or tap here to enter text. |
| **Section seven : Account of incident** | | |
| **Detail below an account, in chronological order of the incident. Include in the account the authorities contacted and conclude with reasoning/thoughts for why the incident occurred.**  *Sketches or photographs should accompany this report as appropriate* | | |
| Click or tap here to enter text. | | |
| **Name** | Click or tap here to enter text. | |
| **Position** | Click or tap here to enter text. | |
| **Date of report** | Click or tap here to enter text. | |
| **Signature** | Click or tap here to enter text. | |