

## 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.

| Section one : Type of incident   |                           |                               |                            |                          |
|--|---------------------------|-------------------------------|----------------------------|--------------------------|
| <b>Incident Type</b><br><br><i>Tick the relevant boxes – leave blank if not applicable</i> | Berthing/manoeuvring      | <input type="checkbox"/>      | Loss of hull integrity     | <input type="checkbox"/> |
|  | Collision                 | <input type="checkbox"/>      | Navigational hazard        | <input type="checkbox"/> |
|  | Contact                   | <input type="checkbox"/>      | Near miss                  | <input type="checkbox"/> |
|  | Enforcement               | <input type="checkbox"/>      | Personal injury / fatality | <input type="checkbox"/> |
|  | Fire / explosion          | <input type="checkbox"/>      | Pilotage directions        | <input type="checkbox"/> |
|  | General directions        | <input type="checkbox"/>      | Pollution                  | <input type="checkbox"/> |
|  | Grounding                 | <input type="checkbox"/>      | Swamping                   | <input type="checkbox"/> |
|  | Inappropriate navigation  | <input type="checkbox"/>      | Wash                       | <input type="checkbox"/> |
|  | Other                     | <input type="checkbox"/>      | Attach copy of report      |                          |
| Section two : Statistical data   |                           |                               |                            |                          |
| <b>Piloted vessel</b>  | Pilot's name and P number |                               |                            |                          |
| <b>PEC vessel</b>  | PEC holder's name         |                               |                            |                          |
|  | PEC holder's number       |                               |                            |                          |
| <b>Master</b>  | Name                      |                               |                            |                          |
|  | Company address           |                               |                            |                          |
| <b>Vessel name</b>   |                           |                               |                            |                          |
| <b>Other vessel's name</b>   |                           |                               |                            |                          |
| <b>Object name</b>   |                           |                               |                            |                          |
| <b>Date of incident</b>  |                           | <b>Time of incident (UTC)</b> |                            |                          |
| <b>Passage</b>   | Last port of call         |                               |                            |                          |
|  | Next port of call         |                               |                            |                          |
| <b>Place or position of occurrence</b>   |                           |                               |                            |                          |

Please complete as much of the form as you consider necessary and return to the Harbour Master at Maritime House, La Route du Port Elizabeth, St Helier, Jersey JE1 1HB or email [harbourmaster@ports.je](mailto:harbourmaster@ports.je)  
 Should we require further information, we will contact you directly.

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

Please complete as much of the form as you consider necessary and return to the Harbour Master at Maritime House, La Route du Port Elizabeth, St Helier, Jersey JE1 1HB or email [harbourmaster@ports.je](mailto:harbourmaster@ports.je)  
 Should we require further information, we will contact you directly.



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

Please complete as much of the form as you consider necessary and return to the Harbour Master at Maritime House, La Route du Port Elizabeth, St Helier, Jersey JE1 1HB or email [harbourmaster@ports.je](mailto:harbourmaster@ports.je)  
Should we require further information, we will contact you directly.



| Section six : Damage  |  |
|---|--|
| Own vessel  |  |
| Second vessel   |  |
| Object  |  |
| Section seven : Account of incident   |  |
| <p><b>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.</b></p> <p><i>Sketches or photographs should accompany this report as appropriate</i></p> |  |
|   |  |
| Name  |  |
| Position  |  |
| Date of report  |  |
| Signature   |  |

Please complete as much of the form as you consider necessary and return to the Harbour Master at Maritime House, La Route du Port Elizabeth, St Helier, Jersey JE1 1HB or email [harbourmaster@ports.je](mailto:harbourmaster@ports.je)  
Should we require further information, we will contact you directly.