

Incident Report Form



PORTS OF JERSEY
YOUR ISLAND GATEWAY

Recreational and Small Commercial Vessels (non PEC)

In the interest of safety, mariners of recreational and small commercial vessels are encouraged to complete this form for all reportable incidents which may be used to assist the Harbour Master in an investigation.

The on-going statistical data gathered will also be used to develop future safety initiatives.

This form should be used to report a Navigational or Safety Incident or Near Miss within Jersey Territorial Seas.

Urgent Navigational matters should be reported immediately to Jersey Coastguard on VHF 82 or by telephone on +44 (0)1534 447705. If you are within the Port limits of St Helier Harbour, call St Helier VTS on VHF 14 or telephone +44 (0)1534 447722. The Harbour Master may require a follow-up written report in support of verbal advice, for which this form is to be used.

Section I: Master/Owner Details	
Name	
Address	
Email Address	
Telephone Number(s)	
Qualifications (RYA etc.)	
Club / Organisation / Company	
Section II: Vessel Details	
Name of Vessel	
Registration Number	
Type of Vessel	
Length (m)	
Draught (m)	
Beam (m)	
Details of Propulsion System	
Additional Information	
Section III: Other Vessel / Object Details (if applicable)	
Name of Vessel	
Registration Number	
Type of Vessel	
Object	
Additional Information	

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. Should we require any further information we will contact you directly.

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Section IV: Nature Of Incident				
Incident Type Enter 'Y' into relevant box <i>(leave blank if not applicable)</i>	Collision		Contact	
	Near Miss		Grounding	
	Inappropriate Navigation		Fire / Explosion	
	Swamping		Wash	
	Pollution		Loss of Hull Integrity	
	Other - Specify			
Reporting Safety Concern? (e.g. Obstruction/Hazard to navigation/Hydrological Information)				
Date		Location		
Time		Tide		
Visibility (NM)		Weather		
Section V: Details Of Incident				
Please provide a concise explanation of the incident following the sequence of events and if necessary expanding on them. Include in your account, any Authorities contacted at the time of the incident (e.g. St Helier VTS, Jersey Coastguard, Police, Fire & Rescue Service, Ambulance Service) and information on any lookouts posted, lights or shapes displayed, sound signals in use at the time of the incident and any other pertinent information. A sketch and/or photographs should accompany this report where appropriate. (please continue on an additional sheet if necessary)				

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Section VI: Declaration	
Name of Person Submitting this form	
Position	
Date of report	
Signature	

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