**Incident report form**

**Recreational and small commercial vessels (non PEC)**

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

The ongoing statistical data gathered will also be used to develop future safety and environmental initiatives.

**This form should be used to report a Navigational, Health and Safety Incident, Near Miss or Environmental Pollution incident within Jersey Territorial Seas and Ports of Jersey Harbours limits. It may also be used to report a pollution incident on Ports of Jersey, Harbours land.**

Urgent navigational, pollution or safety matters should be reported immediately to Jersey Coastguard on VHF 82 or by telephone on +44 (0)1534 447704. 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 receive a follow-up written report in support of verbal advice, for which this form is to be used.

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| **Section one : Master/Owner/Person reporting details** | |
| **Name** | Click or tap here to enter text. |
| **Address** | Click or tap here to enter text. |
| **Email address** | Click or tap here to enter text. |
| **Telephone numbers** | Click or tap here to enter text. |
| **Qualifications (RYA etc) (If applicable)** | Click or tap here to enter text. |
| **Club / organisation / company** | Click or tap here to enter text. |

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| **Section two : Vessel details (If applicable)** | |
| **Name of vessel** | Click or tap here to enter text. |
| **Registration number** | Click or tap here to enter text. |
| **Type of vessel** | Click or tap here to enter text. |
| **Length (m)** | Click or tap here to enter text. |
| **Draught (m)** | Click or tap here to enter text. |
| **Beam (m)** | Click or tap here to enter text. |
| **Details of propulsion system** | Click or tap here to enter text. |
| **Additional information** | Click or tap here to enter text. |

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| **Section three : Other vessel / object details (if applicable)** | |
| **Name of vessel** | Click or tap here to enter text. |
| **Registration number** | Click or tap here to enter text. |
| **Type of vessel** | Click or tap here to enter text. |
| **Object** | Click or tap here to enter text. |
| **Additional information** | Click or tap here to enter text. |

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| **Section four : Location of incident** | |
| **Incident Location** | Choose an item. |
| If other selected | Click or tap here to enter text. |

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| **Section five : Nature of incident** | | | |
| **Incident type**  *Leave blank if not applicable* | | Choose an item. | |
| If other selected | | Click or tap here to enter text. | |
| **Reporting safety concern?** For example, obstruction/hazard to navigation/hydrological information/environmental concern | | | |
| Date | Click or tap here to enter text. | Location | Click or tap here to enter text. |
| Time | Click or tap here to enter text. | Tide | Click or tap here to enter text. |
| Visibility (NM) | Click or tap here to enter text. | Weather | Click or tap here to enter text. |

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| **Section six : Details of incident** |
| Please provide a concise explanation of the incident following the sequence of events, if necessary expanding on them. Include in your account any authorities contacted at the time of the incident (for example St Helier VTS, Jersey Coastguard, Police, Fire & Rescue Service, Ambulance Service, Environment Dept) and if applicable, information on any look-outs 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. **If reporting a pollution incident, details of the action taken and approximate quantity and type of pollutant are required.** |
| Click or tap here to enter text. |

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| **Section seven : Declaration** | |
| **Name of person submitting this form** | Click or tap here to enter text. |
| **Position (If applicable)** | Click or tap here to enter text. |
| **Date of report** | Click or tap here to enter text. |
| **Signature** |  |