

## Incident report form

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

In the interest of safety, mariners or 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 ongoing 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 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.

Section one : Master/owner details	
Name	
Address	
Email address	
Telephone numbers	
Qualifications (RYA etc)	
Club / organisation / company	

Section two : Vessel details	
Name of vessel	
Registration number	
Type of vessel	
Length (m)	
Draught (m)	
Beam (m)	
Details of propulsion system	
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](mailto:harbourmaster@ports.je)  
Should we require further information, we will contact you directly.



**Section three : Other vessel / object details (if applicable)**

<b>Name of vessel</b>	
<b>Registration number</b>	
<b>Type of vessel</b>	
<b>Object</b>	
<b>Additional information</b>	

**Section four : Nature of incident**

<b>Incident type</b> <i>Leave blank if not applicable</i>	
If other selected	
<b>Reporting safety concern?</b> For example, obstruction/hazard to navigation/hydrological information	
Date	Location
Time	Tide
Visibility (NM)	Weather

**Section five : 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) and 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.

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<b>Section six : Declaration</b>	
<b>Name of person submitting this form</b>	
<b>Position</b>	
<b>Date of report</b>	
<b>Signature</b>	

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