

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.

Section one : Master/Owner/Person reporting details	
Name	
Address	
Email address	
Telephone numbers	
Qualifications (RYA etc) (If applicable)	
Club / organisation / company	

Section two : Vessel details (If applicable)	
Name of vessel	
Registration number	
Type of vessel	
Length (m)	
Draught (m)	
Beam (m)	
Details of propulsion system	

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 further information, we will contact you directly.



Additional information	
-------------------------------	--

Section three : Other vessel / object details (if applicable)	
Name of vessel	
Registration number	
Type of vessel	
Object	
Additional information	

Section four : Location of incident	
Incident Location	
If other selected	

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

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 further information, we will contact you directly.



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.**

Section seven : Declaration

Name of person submitting this form	
Position (If applicable)	
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
Should we require further information, we will contact you directly.