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| **INCIDENT REPORT FORM** |
| Author: Choose an item. | Number: Select  |

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| 1 | ENVIROMENTAL DETAILS |
| **Date:** | Click here to enter a date. | **Location**  | Click here to enter text. |
| **Time:** | Click here to enter text. | **Visibility** | Choose an item. |
| **Daylight/ Dark** | Choose an item. | **Sea State** | Choose an item. |
| **Wind Dir Spd** | Click here to enter text. | **Weather** | Choose an item. |
| **Height of Tide** | Click here to enter text. | **Flood /Ebb** | Choose an item. |
|  |  |  |  |
| Over all conditions |  **Good** |[ ]   **Fair** |[ ]   **Poor** |[ ]

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| 2 | VESSEL(S) |
| **Name** | Choose an item. | **Name** | Choose an item. |
| **Length**  | Click here to enter text. | **Length**  | Click here to enter text. |
| **Beam** | Click here to enter text. | **Beam** | Click here to enter text. |
| **Draft**  | Click here to enter text. | **Draft** | Click here to enter text. |
| **Pilot/ PEC** | Choose an item or type | **Pilot/ PEC** |  Choose an item or type |
| **Type** | Choose an item. | **Type** | Choose an item. |

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| 3 | **OPERATIONS** | **Berthing** |[ ]  **Un berthing** |[ ]  **At Anchor** |[ ]
| **Underway within the Harbour** |[ ]  **Engaged in Towing** |[ ]  **Engaged in pilotage**  |[ ]  **Conservancy** |[ ]
| **Underway within the Approaches** |[ ]  **Debris**  |[ ]  **Mooring operations** |[ ]  **Bunker/Cargo ops** |[ ]

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| 4 | MAIN INCIDENT TYPE (Max 3 per incident) |
|  | Minor | Moderate | Serious |  | Minor | Moderate | Serious |
| **Collision – any other vessel** |[ ] [ ] [ ]  **Pollution** |[ ] [ ] [ ]
| **Contact – Fixed object** |[ ] [ ] [ ]  **Person Overboard** |[ ] [ ] [ ]
| **Grounding** |[ ] [ ] [ ]  **Machinery or Hull failure** |[ ] [ ] [ ]
| **Near Miss (Estimate)** |[ ] [ ] [ ]  **Capsize/Listing/Sinking** |[ ] [ ] [ ]
| **Fire/Explosion/Flooding** |[ ] [ ] [ ]  **Other on board incident** |[ ] [ ] [ ]

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| 5 | **DESCRIPTION** (Please use an additional sheet if required, attach photos if possible) |
| Click here to enter text. |

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| 7 | **SUBMISSION DETAILS** |
| Please send the completed form to the Harbour Master  |

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| **INCIDENT INVESTIGATION FORM** |

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| 1 | **INCIDENT CLASSIFICATION** | Number: | **Select** |
| Accident |[ ]  **Near Miss** |[ ]  **Observation** |[ ]

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| 2 | **OPERATIONS** | **Berthing** |[ ]  **Un berthing** |[ ]  **At Anchor** |[ ]
| **Underway within the Harbour** |[ ]  **Engaged in Towing** |[ ]  **Engaged in pilotage**  |[ ]  **Conservancy** |[ ]
| **Underway within the Approaches** |[ ]  **Debris**  |[ ]  **Mooring operations** |[ ]  **Bunker/Cargo ops** |[ ]

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| 3 | **POTENTIAL RISK RANKING** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | ***People*** |  |  | ***Environment*** |  |  | ***Users*** |  |  | ***Business*** |  |
| **H** |[ ] [ ] [ ]   | **H** |[ ] [ ] [ ]   | **H** |[ ] [ ] [ ]   | **H** |[ ] [ ] [ ]   |
| **M** |[ ] [ ] [ ]   | **M** |[ ] [ ] [ ]   | **M** |[ ] [ ] [ ]   | **M** |[ ] [ ] [ ]   |
| **L** |[ ] [ ] [ ]   | **L** |[ ] [ ] [ ]   | **L** |[ ] [ ] [ ]   | **L** |[ ] [ ] [ ]   |
|  | **L** | **M** | **H** |  |  | **L** | **M** | **H** |  |  | **L** | **M** | **H** |  |  | **L** | **M** | **H** |  |

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| 4 | **MAIN INCIDENT FACTORS (MAX 3 per incident)**  |
| **Inappropriate vessel Navigation** |[ ]  **Hazards to Navigation (obstruction in channel)** |[ ]  **Incorrect Procedures** |[ ]  **Poor passage planning/****Deviation from plan** |[ ]
| **Breech of regulations** |[ ]  **Poor bridge communication** **(eg Pilot/Master)** |[ ]  **Lack of training/Skill** |[ ]  **No Lifejacket/ LSA worn** |[ ]
| **Mechanical/Equipment Failure** |[ ]  **Poor Communications****(eg ship to Ship, Ship to VTS)** |[ ]  **Fatigue** |[ ]  **Other (state)****Error** |[ ]

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| **5** | INJURIES: Number of Crew/ Passengers/Staff |
|  | **Crew** | **Passengers** | **Staff** |  | **Minor** | **Moderate** | **Serious** |
| **Fatalities** | Type | Type | Type | **Major Injury** | Type | Type | Type |
| **Serious Injury** | Type | Type | Type | **First Aid** | Type | Type | Type |
| **Missing** | Type | Type | Type |  | Type | Type | Type |

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| **6** | **CIRCULATION OF INFORMATION** |
| **Pilots** |[ ]  **Ship Agent** |[ ]  **NIEA** |[ ]  **Fire Brigade** |[ ]
| **Work Dept** |[ ]  **UKHO/CIL** |[ ]  **Royal Navy NI** |[ ]  **Marine Services** |[ ]
| **MCA** |[ ]  **MAIB** |[ ]  **Police** |[ ]  **Ship Owner** |[ ]
| **Coastguard** |[ ]  **PEC Holders** |[ ]  **Ambulance** |[ ]   |[ ]

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| **7** | **Category** |
| **Debris** |[ ]  **Pilotage** |[ ]  **Conservancy** |[ ]  **Navigation** |[ ]
| **Marine Services** |[ ]  **Recreational** |[ ]  **Others** |[ ]   |[ ]
|  |[ ]   |[ ]   |[ ]   |[ ]
|  |[ ]   |[ ]   |[ ]   |[ ]

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| 8 | **INVESTIGATION FINDINGS** |
| Click here to enter text. |

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| 9 | **FOLLOW UP ACTIONS** | **Action By** | **Action Date** | **Signoff Date** |
| None | Choose an item. | Click | Click |

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| 10 | **RECOMMENDED CHANGES TO PSMS** |
| None |

|  |  |
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| 10 | **SIGN OFF** |
| Signature Choose an item. | Date: Click here to enter a date. |