

Incident Reporting for Pilots, PEC Holders and Masters

It is a requirement that all Incidents or near misses are reported to the Harbour Master. This is a necessary requirement to allow a full investigation into causes and to identify trends or potential future hazards. Corrective action can then be implemented.

This Incident Report Form must be used by all authorised Pilots, Pilotage Exemption Holders (PEC) and Vessel Masters, to report any navigational or safety incident, or near miss, within Jersey territorial Seas to the Harbour Master.

Urgent navigational matters should be reported immediately to the Maritime Operations Centre through: Jersey Coastguard on VHF Ch82, St Helier VTS Ch14 or by telephone on +44(0)1534 447704. A follow-up written report may be required in support of verbal notice and advice, for which this form is to be used.

Section I: Type of Incident			
Incident Type Enter 'Y' into relevant box <i>(leave blank if not applicable)</i>	Contact		Wash
	Swamping		Inappropriate Navigation
	Berthing/manoeuvring		Pollution
	Enforcement		Fire / Explosion
	Grounding		Pilotage Directions
	Near Miss		Navigational Hazard
	Loss of Hull Integrity		Collision
	General Directions		Personal Injury / Fatality
	Other		Attach Copy of Report
Section II: Statistical Data			
Piloted Vessel	Pilots Name and P Number		
PEC Vessel	PEC Holders Name		
	PEC Holders Number		
Master	Name		
	Company Address		
Vessel Name			
Other Vessels Name			
Object Name			
Date of Incident		Time of Incident (UTC)	
Passage	Last Port of Call		
	Next Port of Call		
Place or Position of Occurrence			

Section III: Additional Statistical Information – Vessel Details				
Type				
Port of Registry				
Nationality				
Owners				
Agents				
Master and Crew Nationality				
Tonnage	GRT		Net	
Length (m)	LOA		Waterline	
Draft (m)	Fwd		Aft	
Propulsion	Main		HP	
	Bow/Stern Thrusters			
Propellers	Number		Type	
	Rotation (RH/LH)			
Speed (kts)	Max		Manoeuvring	
Rudder Type				
Navigational	Charts	<i>Including chart Numbers & Latest Corrections</i>		
	Port Passage Plan <i>(Attach Plan)</i>	*Yes / *No <i>(*Delete as appropriate)</i>	Compass Type	
	Compass Type		Steering Mode <i>(Auto/Hand)</i>	
	Radars	<i>Number, Band, Operational? Deficiencies</i>		
	Echo Sounder		Other Nav Aids	
	VHF	<i>Number, Channels monitored, operational?</i>		
	Defects			

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.

Section IV: Navigational Information Relating to Incident			
Heading			Speed (kts)
Weather	Wind Speed (kts) & Direction		Sea State
	Visibility		Light
Tidal	Height ACD (m)		HW/LW (UTC)
Regulations	Lookout		
	Lights/Shapes Displayed		
	Sound Signals used at time of incident		
Other relevant Information			
Section V: Communications			
Relevant Communication to / from the Harbour Authority BEFORE Incident			
Relevant Communication to / from the Harbour Authority AFTER Incident			
Specific Directions From St Helier VTS/Jersey Coastguard/Duty Harbour Master			
Are VDR recordings available to assist with investigation?			

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Section VI: Damage	
Own Vessel	
Second Vessel	
Object	

Section VI: Account of Incident

Detail below an account, in chronological order of the incident. Include in the account the authorities contacted and conclude with reasoning/thoughts for why the incident occurred.

Sketches or photographs should accompany this report as appropriate.

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Name	
Position	
Date of Report	
Signature	