



RECORD OF REPORTABLE EVENT (External Use)

Notes.

- A. If it is necessary to answer any questions at greater length than the space provided in the form permits, the answer (numbered) should be written on a separate sheet and attached.
- B. Each copy of the report should be accompanied by a tracing from the chart or be a clear and comprehensive plan of the place where the incident occurred to illustrate the position, courses, direction of advance and movements of own ship (and in cases of collision with another vessel, of her also) and any other information likely to be of value in enabling a decision to be reached.
- C. If all particulars cannot be given promptly, do not delay the report, further information should follow as quickly as possible.
- D. Any questions not applicable to the report should be crossed out. Any questions in which the answer is not known should be marked N/K.
- E. It is stressed that, whenever possible, photographic evidence of the incidents and possible damage should be obtained, whether or not a claim is anticipated from either party.

Index of Vessel Types

		Classification	
1	Cargo		1
2	Tanker		1
3	Ferry		2
4	Military		1
5	Estuarial	(Tugs, tenders, barges, workboats, pilot boats, dredgers etc.)	1
6	Fishing		3
7	Leisure		3
8	Miscellaneous		3
A	All		

Index of Incident Types

1	Grounding	(With sea/harbour bed)
2	Impact	(With fixture/moored to quay)
3	Equipment Failure	
4	Striking	(vessel tied to moorings)
5	Collision	(Between vessels underway)
6	Fire	(explosion/violent reaction)
7	Sinking	(Buoyancy/failure/taking water)
8	Ranging	(Vessel moving fore/aft on quay)
9	Anchor	(Mooring failure)
10	Near Miss	
11	Pollution	

Scale of Consequence

	Property, Environment (and Life)	Range		Life Equivalent
		(£)		
	(£)	From (£)	To (£)	Fatalities (people)
2	100	31	310	
3	1,000	310	3,100	Minor Injury
4	10,000	3,101	31,000	Moderate Injury
5	100,000	31,001	310,000	Serious Injury
6	1,000,000	310,001	3,100,000	1
7	10,000,000	3,100,001	31,000,000	10
8	100,000,000	31,000,001	310,000,000	100
9	1,000,000,000	310,000,001	3,100,000,000	1,000
10	10,000,000,000	3,100,000,001	31,000,000,000	

INCIDENT DETAILS

SECTION 1: OWN VESSEL DETAILS

Name of
Vessel

Name of
Master

1. Type of Vessel *(see type index)*

Type 1, 2, or 3 etc.

2. Location of Incident *(see type index)*

Letter

Number

3. Date of Incident

5. Was vessel underway, berthing, un-berthing, at anchor or secured alongside?

6. Was other vessel underway, berthing, un-berthing, at anchor or secured alongside?

7. If event involved a yacht state whether the yacht was under sail or power (and if racing)

8. Course and speed of own vessel when the other vessel was approached

9a. What, if any, lights/shapes were exhibited by own vessel?

9b. When were they first exhibited?

10. What, if any, sound signals were given by own vessel?

11. What measure was taken aboard own vessel to avoid an incident?

SECTION 2: OTHER VESSEL DETAILS

11. Name of other vessel

12. Type of other vessel (see type index)

Type 1, 2 or 3 etc.

13. Was other vessel underway, berthing, un-berthing, at anchor or secured alongside?

14. Was other vessel in tow or in charge of a Pilot?

15. Course and speed of other vessel

16. What lights, if any, of the other vessel were first seen?

17. What, if any, sound signals were heard from other vessel?

SECTION 3: WEATHER / NATURAL CONDITIONS

18. Direction and force of wind

19. Direction and force of tidal stream / current

20. State of weather and sea

21. Estimated visibility

22. Times & Height of:
a) High Water

b) Low Water

23. Height of tide at time of incident

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SECTION 4: INCIDENT DETAILS

24. Number and date of chart in use

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25. Is the vessel seaworthy?
(tick box)

Yes

No

26. State whether there were any casualties, giving details and whether Service or civilian on:

a) Own Vessel

Minor Injuries

Major Injuries

Fatalities

27. State whether there were any casualties, giving details and whether Service or civilian on:

b) Other Vessel / Structure

Minor Injuries

Major Injuries

Fatalities

28. What damage is own vessel estimated to have received?

29. What damage has other vessel / structure estimated to have received?

30. Is other vessel / structure seaworthy / serviceable *(tick box)*

Yes No

31. Estimated cost consequence of event *(see consequent scale)*

Number from 3 - 10

SECTION 5: NARRATIVE REPORT AND SKETCH

Report

Sketch