



Marine Division, Archway House, Sheerness Docks, Sheerness, Kent ME12 1RS
 Tel: 01795 596596 E-mail: AllMedwayMarineManagers@peelports.com

Port of Sheerness Ltd (Peel Ports London Medway) is the Competent and Statutory Harbour Authority for the tidal Medway and the Swale and is party to a joint arrangement with the Port of London Authority in respect of part of the Thames Estuary pursuant to the Pilotage Act 1987.

The Peel Ports London Medway Marine Safety Management System, General Directions and Port Byelaws require that, following an incident a completed Marine Incident Report Form should be submitted at the earliest available opportunity. **For the purposes of this form an incident includes any marine accident, incident, near miss or dangerous occurrence.** The Medway Ports River Byelaws also require that the master of a vessel gives notice of an incident as soon as reasonably practicable after the event.

Completed Marine Incident Report forms should be signed and returned by the quickest available means to the Marine Department, Peel Ports London Medway, Archway House, Sheerness Docks, Sheerness, Kent, ME12 1RS; e-mail medway.navigation@peelports.com or AllMedwayMarineManagers@peelports.com if urgent then contact Medway VTS on **0151 949 6148 (recorded line)**

If possible please attach any relevant photographs or video footage to the e-mail when submitting this form.

MARINE INCIDENT REPORT FORM – LEISURE USERS

TYPE OF INCIDENT:

COLLISION	GROUNDING	FIRE / EXPLOSION
CONTACT	POLLUTION	NEAR MISS
Other Please Specify:		

Please complete Sections A, B and C below in full

SECTION A: STATISTICAL DATA

Date of Incident:	Time of Incident:
Name of person Reporting:	
Position of occurrence:	
Method of obtaining position:	
Vessel Name:	
Owner	
Type/Make:	Length Overall:
Main Propulsion:	No. of Persons on board:



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NAVIGATIONAL & METEOROLOGICAL DATA RELATING TO INCIDENT

Course(s) Ships Head/Helm:		Speed:	
Conditions:			
Visibility:	Wind:	Sea State:	
Tide: Direction		Time of HW/LW:	
Other details that might be relevant:			

Please use Block Letters Only



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SECTION B: ACCOUNT OF INCIDENT

Section B requires an explanation of the incident in concise terms following the sequence and if necessary expanding on it. Please continue your account on separate sheets of A4 paper, if necessary. Include in your account the authorities contacted at the time of the incident. A sketch should accompany this report whenever appropriate.



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SECTION C: ANALYSIS - CAUSE OF INCIDENT / RECOMMENDATIONS

A significant contribution to Safety of Navigation may be made if the cause of the incident can be readily established. A brief, objective analysis will greatly assist in compiling information for this purpose. Recommendations as a result of the incident are also welcomed.

This report and any attachments are intended solely for the use of the Harbour Authority to whom it is addressed. It contains information which is both privileged and confidential and any dissemination, distribution or copying of these documents is strictly prohibited, other than by or on behalf of the Harbour Authority, without the prior written consent of the person signing the report unless statutory reporting requirements require otherwise.

Signature of person compiling report:

Date of report:

Please return this form to the Peel Ports London Medway Marine Department at the above address