



Marine Division, Sheerness Docks, Sheerness, Kent ME12 1RS  
 Tel: 01795 596596 Fax: 01795 666596

Port of Sheerness Ltd (Peel Ports 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 Medway Marine Safety Management System and Pilotage Directions require that, following an incident, Pilots, PEC holders or Mariners complete a Marine Incident Report Form at the earliest available opportunity and in any event within 24 hours of arrival at the next port. **For the purposes of this form an incident includes any marine accident, incident or near miss.** 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 Medway, Sheerness Docks, Sheerness, Kent ME12 1RS; email [harbour.master@medwayports.com](mailto:harbour.master@medwayports.com) or [harbour.master@peelports.com](mailto:harbour.master@peelports.com)

## MARINE INCIDENT REPORT FORM

### 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:					
Pilot Class/Status, PEC Number or BML Number:					
Position of occurrence:					
Method of obtaining position:					
Vessel Name:					
From:			To:		
Port of Registry/Nationality:					
Owners/Agents:					
Cargo:			Type:		
Tonnage GT:	NT:	Length:	Draft Fwd:	Aft:	
Main Propulsion:		KW	Thrusters – Bow:		HP Stern: HP
Propellers– Number:		Type: Fixed/CP		Rotation: LH/RH	
Controls: Bridge/Engine Room Directed by:					
Speed Max:			Max/Min Manoeuvring:		
Navigational Aids – Operational Status of Those in use:					
Applicable Chart Number:					



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Compass:	Steering Mode:
Radar(s):	
Radar(s) Plotting Mode:	
Echo Sounder:	VHF:
Navigation Information Service:	
Other Navigation Aids:	
Defects reported by Vessel:	

### NAVIGATIONAL DATA RELATING TO INCIDENT

Course(s) Ships Head/Helm:	Speed:	
Conditions:		
Visibility:	Wind:	Sea:
Tide: Direction/Rate	Time of HW/LW:	
Regulations:		
Lookout:	Lights/Shapes:	Sound/Signals:
Crew – Disposition:		
Tug Assistance/Deployment:		
Vessel(s)/Objects involved & extent of damage if any:		

*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:

Position/Rank:-

Date of report:

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