



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 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 London Medway, Archway House, Sheerness Docks, Sheerness, Kent, ME12 1RS; e-mail to:

AllMedwayMarineManagers@peelports.com

MARINE INCIDENT REPORT FORM

All sections highlighted and bold should be completed to assist with internal reporting.

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:		



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Navigational Aids – Operational Status of Those in use:	
Applicable Chart Number:	
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:			

Please use Block Letters Only



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SECTION B: ACCOUNT OF INCIDENT AND ACTIONS TAKEN

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 / LESSONS LEARNED.

A significant contribution to the Safety of Navigation may be made if the cause of the incident can be readily established. Root cause, recommendations as a result of the incident and lessons learned **MUST** be entered here as this will assist in Pilot/PEC/Master development and help prevent recurrence.

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 London Medway Marine Department at the above address