



**POOLE HARBOUR NAVIGATIONAL INCIDENT
REPORT FORM**
Authorised Pilot/PEC holder/Master

This form is to be used to report a navigational or safety incident, or near miss, to the Poole Harbour Master.

URGENT navigational matters should be reported immediately to the Harbour Master via Harbour Control on VHF Channel 14 or by telephone on 01202 440 230. The Harbour Master may require a follow-up written report in support of the initial verbal advice, for which this form should be used.

Section A - Type of incident (Tick all applicable boxes)

Contact	<input type="checkbox"/>	Swamping	<input type="checkbox"/>	Berthing/ manoeuvring	<input type="checkbox"/>	Harbour Byelaws	<input type="checkbox"/>
Grounding	<input type="checkbox"/>	Near miss	<input type="checkbox"/>	Wash	<input type="checkbox"/>	Inappropriate navigation	<input type="checkbox"/>
Pollution	<input type="checkbox"/>	Fire/explosion	<input type="checkbox"/>	Pilotage directions	<input type="checkbox"/>	Navigational hazard	<input type="checkbox"/>
Loss of hull integrity	<input type="checkbox"/>	Collision	<input type="checkbox"/>	General directions	<input type="checkbox"/>	Other	<input type="checkbox"/>
Personal injury/fatality	<input type="checkbox"/>	MAIB report completed	<input type="checkbox"/>	Attach copy of report			

Section B - Statistical Data

Piloted vessel	Pilots name:	
PEC Vessel	PEC Holders name:	PEC number:
Master	Masters name:	Company address:
Vessels name:		
Second vessels name:		
Object name:		

Date of incident:	Time of incident: Local / UTC	On passage: From: To:
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Place or position of occurrence:



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Section C Additional statistical information

Vessel type:	Port of Registry and Nationality:
Owners/agents:	Crew Nationality:

TONNAGES / DIMENSIONS

Tonnage		Length		Draft	
GRT/GT:	Net:	LOA:	For'd:	Aft:	

PROPULSION

Main:	Bow/stern thrusters:	HP:
PROPELLORS		ROTATION LH/RH
Number:	Type (Fixed/CP)	
ENGINE CONTROL		DIRECTED BY?
Bridge/ER?		
SPEED-MAX:	MAX/MANOEUVRING:	
RUDDER: (Type)		

NAVIGATIONAL

CHART-NUMBER(S): Include chart numbers, whether corrected & up to date.	
PORT PASSAGE PLAN: YES/NO	Attach passage plan
COMPASS: MAGETIC/GYRO:	STEERING MODE: (Auto/hand)
RADAR(S): Include number, band, whether operational, deficiencies)	PRESENTATION MODES:
ECHO SOUNDER: (Make and whether operational)	VHF: (Number, channels monitored, whether sets operational)
OTHER NAVAIDS:	
DEFECTS:	



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Section D Navigational information relating to incident (See guidance note)

HEADING:	SPEED:
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WEATHER CONDITIONS

WIND: (Direction/force)
SEA STATE:
VISIBILITY:
LIGHT:

TIDAL CONDITIONS

TIDAL STATION:	FLOOD / EBB / SLACK
TIME OF HW/LW AT:	

REGULATIONS

LOOKOUT: (Posted and location)
LIGHTS/SHAPES: (Displayed)
SOUND SIGNALS: (In use at time of incident)

CREW DISPOSITION

MASTER:
PILOT:
OOW:
HELMSMAN:
CREW: (At stations?) YES/NO

TUG ASSISTANCE/DEPLOYMENT

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Section E Communications

Relevant communication to/from Harbour Control **BEFORE** incident:

Relevant communication to/from Harbour Control **AFTER** incident:

Specific directions from Harbour Control/Duty Harbour Master:

Are VDR recordings available to assist an investigation:

YES / NO

Section F Damage

Own vessel:

Other vessel:

Object:



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SECTION G - Account of incident

Section G requires a detailed account of the incident in chronological order. Include in your account the authorities contacted and conclude with why you think the incident occurred.

A sketch and/or photographs should accompany this report as appropriate.

NAME:	POSITION:
DATE OF REPORT:	SIGNATURE OF PERSON SUBMITTING REPORT:

GUIDANCE NOTE

Please use the terms in the shaded columns when completing Section D of PHC's Incident Report Form.

Beaufort scale		Knots	
WIND	0	Calm	0 - 1
	1	Light airs	1 - 3
	2	Light breeze	4 - 6
	3	Gentle breeze	7 - 10
	4	Moderate breeze	11 - 16
	5	Fresh breeze	17 - 21
	6	Strong breeze	22 - 27
	7	Near gale	28 - 33
	8	Gale	34 - 40
	9	Strong gale	41 - 47
	10	Storm	48 - 55
	11	Violent storm	56 - 63
12	Hurricane	64+	

		Height(m)	
SEA STATE	0	Calm glassy	0
	1	Calm rippled	0 - 0.1
	2	Smooth	0.1 - 0.5
	3	Slight	0.5 - 1.25
	4	Moderate	1.25 - 2.5
	5	Rough	2.5 - 4.0
	6	Very rough	4.0 - 6.0
	7	High	6.0 - 9.0
	8	Very high	9.0 - 14.0
	9	Phenomenal	14+

		nm
VISIBILITY	Very poor	Vis < 0.5
	Poor	0.5 => Vis < 2.0
	Moderate	2.0 => Vis < 5.0
	Good	5.0 => Vis < 25.0
	Very good	Vis => 25

LIGHT	Daylight
	Twilight
	Night