

This form is to be used for **all** Marine incidents (Incident / Near miss, Non-compliant Pilot Transfer, and Boarding Arrangements). Completed forms are to be returned to the Harbour Masters department within 24 hours.

SECTION 1 – PERSONNEL DETAILS						
PLA Staff <input type="checkbox"/>	PLA / Medway Pilot <input type="checkbox"/>	PEC Holder <input type="checkbox"/>	Master / Owner <input type="checkbox"/>	Other (State) <input type="checkbox"/> _____		
Surname:			Forenames:			
Job Title or No:			Phone No:			
Email Address:			RYA/BML/CoC No:			
SECTION 2 – VESSEL DETAILS						
Vessel Name		Container Vessel <input type="checkbox"/>	Fishing Vessel <input type="checkbox"/>			
IMO Number		General / Bulk Cargo <input type="checkbox"/>	Tanker <input type="checkbox"/>			
LOA		Ferry/Cruise Vessel <input type="checkbox"/>	Dredger <input type="checkbox"/>			
Beam		Ship Towing Tug <input type="checkbox"/>	Sailing Vessel <input type="checkbox"/>			
Draft		Craft Towing Tug <input type="checkbox"/>	Personal Watercraft <input type="checkbox"/>			
Air Draft		Tug engaged in towing <input type="checkbox"/>	Workboat <input type="checkbox"/>			
Freeboard		Passenger Vessel <input type="checkbox"/>	High Speed Vessel <input type="checkbox"/>			
Loaded / Ballast		Naval Vessel <input type="checkbox"/>	Other (Please specify)			
Specified Vessel	Yes <input type="checkbox"/> No <input type="checkbox"/>	Survey / Research VL <input type="checkbox"/>				
Manoeuvring Characteristic:						
SECTION 3 – INCIDENT DETAIL & CATEGORY						
Location:		Time:		Date:		
Embarking / Boarding <input type="checkbox"/>			Disembarking / Landing <input type="checkbox"/>			
Underway / Making way <input type="checkbox"/>			At Anchor / Berthed <input type="checkbox"/>			
(Please tick all that apply)						
Breach of PLA Byelaws and Regulations <input type="checkbox"/>			Navigational Hazard <input type="checkbox"/>			
Breach of Pilotage Directions <input type="checkbox"/>			Near miss <input type="checkbox"/>			
Contact with Dock/Lock/Pier/Jetty/Bridge/Nav Aid <input type="checkbox"/>			Non-Compliance with National / International Regs <input type="checkbox"/>			
Collision <input type="checkbox"/>			Non Compliant Pilot Transfer Arrangement <input type="checkbox"/>			
Communication Failure <input type="checkbox"/>			Non-Compliant Boarding Arrangement <input type="checkbox"/>			
Defective Equipment / Machinery <input type="checkbox"/>			Pollution <input type="checkbox"/>			
Engine Failure <input type="checkbox"/>			Towage – Dangerous Occurrence <input type="checkbox"/>			
Excessive Speed <input type="checkbox"/>			Steering Failure <input type="checkbox"/>			
Failure of Mooring Equipment /Mooring Breakout <input type="checkbox"/>			Wash & Draw off <input type="checkbox"/>			
Fire / Explosion <input type="checkbox"/>			Other (Please State):			
Grounding <input type="checkbox"/>						
Loss of Anchor/Cargo / Equipment <input type="checkbox"/>						
Loss of Hull Integrity <input type="checkbox"/>						
SECTION 4 –WEATHER & TIDAL INFORMATION (Please tick all that apply)						
Weather	Visibility (mile)	Wind Speed Gusts	Sea State	Swell Height	Light Conditions	Tidal Information
Clear <input type="checkbox"/>	V Good > 25 <input type="checkbox"/>	0-10kts <input type="checkbox"/>	Calm <input type="checkbox"/>	0-0.5m <input type="checkbox"/>	Daylight <input type="checkbox"/>	HW ___:___
Fog/Mist <input type="checkbox"/>	Good < 25 <input type="checkbox"/>	10-20kts <input type="checkbox"/>	Slight <input type="checkbox"/>	0.5-1.0m <input type="checkbox"/>	Dawn <input type="checkbox"/>	STN _____
Rain <input type="checkbox"/>	Mod < 5 <input type="checkbox"/>	20-30kts <input type="checkbox"/>	Mod <input type="checkbox"/>	1.0-2.0m <input type="checkbox"/>	Dusk <input type="checkbox"/>	Neap <input type="checkbox"/>
Snow <input type="checkbox"/>	Poor < 2 <input type="checkbox"/>	30-40kts <input type="checkbox"/>	Rough <input type="checkbox"/>	2.0-3.0m <input type="checkbox"/>	Darkness <input type="checkbox"/>	Spring <input type="checkbox"/>
Sunny <input type="checkbox"/>	V.Poor <0.5 <input type="checkbox"/>	40-50kts <input type="checkbox"/>	V.Rough <input type="checkbox"/>	3.0-4.0m <input type="checkbox"/>	Floodlight <input type="checkbox"/>	Slack <input type="checkbox"/>
Overcast <input type="checkbox"/>	Unknown <input type="checkbox"/>	50-60kts <input type="checkbox"/>	High <input type="checkbox"/>	4.0-5.0m <input type="checkbox"/>	Artificial <input type="checkbox"/>	Flood <input type="checkbox"/>
Unknown <input type="checkbox"/>				5m+ <input type="checkbox"/>		Ebb <input type="checkbox"/>

SECTION 5 – DESCRIPTION OF SEQUENCE OF EVENTS LEADING TO THE END OF THE OCCURRENCE (Please use sketches to help explain if appropriate)

Box will expand as text is added (delete unused lines)

SECTION 6 – PLEASE STATE WHY YOU THINK THE OCCURRENCE HAPPENED AND ACTIONS TAKEN TO PREVENT RE-OCCURRENCE

Any Witnesses/Names of persons who saw what happened:

I verify that, to the best of my knowledge, the details given above are accurate

Signature _____ Date _____

To complete this report online please go to <http://www.pla.co.uk/Safety/SMS/Reporting-Navigational-Incidents-Safety-Concerns> or send to:-

Upper-Email – HMU@PLA.co.uk – Teddington to Dagenham

Post – Harbour Master (Upper) Pinnacle House, 23-26 St Dunstan’s Hill, London, EC3R 8HN

Lower – Email – Lowerdistrict@PLA.co.uk – Dagenham to the Estuary (PLA Outer Limits)

Post – Harbour Master (Lower) London River House, Royal Pier Road, Gravesend, Kent, DA12 2BG