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| C:\Users\cburton\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\Copy of Crest.jpg | **PORTLAND HARBOUR LEISURE INCIDENT REPORT FORM** |

**This Form is to be used to report a Navigational or Safety Incident or Near Miss to the Portland Harbour Master.**

**URGENT** Navigational matters should be reported immediately to the Harbour Master via Harbour Control on VHF Channel 74 or by telephone on 01305 824044. The Harbour Master may require a follow-up written report in support of the initial verbal advice, for which this form should be used.

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| **Section 1 - Incident**  |
| **Incident Reported to Duty Harbour Master**  | **YES** |  | **NO** |  |  |
| **Date of Incident** | **Time of Incident** |
|  |
| **Section 2 – Master/Owner Details** |
| **Name** |
| **Address** |
| **Post Code** | **Email Address** |
| **Telephone** | **Mobile** |
| **Qualification(s)**  |
| **Club if applicable** |
|  |
| **Section 3 – Vessel Details** |
| **Name of Vessel** | **Type of Vessel** |
| **Length (m)** | **Beam (m)** |
| **Draught (m)** | **P&HD’s Number** |
| **Details of Propulsion/Manoeuvring Aids** |

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| **Section 4 – Other Vessel/Object Details *(if applicable)*** |
| **Name of Vessel** | **Type of Vessel** |
| **Object** |
| **Any other details** |

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| **Section 5 – Nature of Incident** |
| **Incident Type** *(please tick as appropriate)* |
| **Collision (Vessel)** |  | **Contact (Object)** |  |
| **Near Miss** |  | **Grounding** |  |
| **Dangerous Occurrence** |  | **Fire/Explosion** |  |
| **Pollution** |  | **Ingress of Water** |  |
| **Other (please specify)** |
| **Was Medical Attention Required?** | **YES** |  |  | **NO** |  |
| **Date** | **Time** |
| **Location/Hospital** |
| **Nature of Injury** |

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| **Section 6 – Details of Incident** |
| **Please provide an explanation of the incident in concise terms following the sequence of events and if necessary expanding on them. Include in your account, any Agencies or Authorities contacted at time of incident (e.g. Emergency Services, MCA, MAIB) and information on any lookouts posted, lights/shapes displayed, sound signals in use at the time of the incident and any other pertinent information. Please continue on another sheet if necessary.****A sketch and/or photographs should accompany this report where appropriate.** |

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| **Section 6 – Details of Incident *(Continued)*** |
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| **SUGGESTED PREVENTATIVE ACTION *(Describe how the accident/incident/near miss could be avoided)*** |
|  |

|  |  |
| --- | --- |
| **Name** | **Position** |
| **Date of Report** | **Signature of Person Submitting Report** |

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| ***This section of the form is to be completed by Portland Harbour Authority*** |

**REPORT OF ACCIDENT/INCIDENT/ NEAR MISS/DANGEROUS OCCURRENCE**

BY PHA OFFICERS

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| **COMMENTS** |

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| **PREVENTATIVE ACTION REQUIRED** |

DATE ACTION COMPLETED