



MEDWAY PORTS

Marine Division, Sheerness Docks, Sheerness, Kent. ME12 1RS
Tel: 01795 596596 Fax: 01795 582000

MARINE INCIDENT REPORT

Port of Sheerness Limited is the Competent Harbour Authority for the Medway Ports and 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.

As a Statutory Harbour Authority, Medway Ports (Port of Sheerness Ltd) is responsible for the management of navigational safety on the Rivers Medway & Swale; the provision of conservancy and vessel traffic services for ships and craft using the rivers, including the maintenance of navigational channels, moorings, lights and buoys and the provision of hydrographic, tidal and other information.

To ensure the highest standards of safety, Medway Ports requires that information concerning any incidents or potential incidents that compromise safety are reported by those mariners responsible for the navigation of vessels that are subject to the Medway Ports (Port of Sheerness Limited) Pilotage Directions as published on June 1st, 2003

Section 6.4 of those rules requires, that in the event of an incident, an Incident Report form (see attached) is completed at the earliest opportunity and in any event within 24 hours of arrival at the first port of call.

This form must only be used by authorised Medway pilots and Medway Pilotage Exemption Certificate Holders.

Please download the Incident form, complete immediately, and return it to The Harbour Master, Medway Ports, Sheerness Docks, Sheerness, Kent, ME12 1RS.



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MARINE INCIDENT REPORT

TYPE OF INCIDENT:

COLLISION	GROUNDING	LOSS OF ANCHOR
CLOSE ENCOUNTER	POLLUTION	POTENTIAL CASUALTY
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 or PEC Number				
Position of occurrence:				
Method of obtaining position:				
Piloted Vessel Name:				
From:		To:		
Port of Registry/Nationality:				
Owners/Agents:				
Cargo:		Type:		
Tonnage: GT	NT	Length	DRAFT: For	Aft
Propulsion: Main:	Bow/Stern	Thrusters	H.P	
Propellers – Number	Type: Fixed/C.P		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				
Compass:		Steering Mode:		
Radar(s)				
Radar(s) Plotting Mode:				
Echo Sounder:		VHF:		
Navigation Information Service:				
Other Navigation Aids:				
Aids/Equipment reported Inoperable by Vessel:				

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A Limited Company incorporated by UK statute

Head Office: Maritime Centre, Port of Liverpool, L21 1LA. Registration England ZC 189



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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: CAUSE OF INCIDENT

A significant contribution to Safety of Navigation would be made if the Cause of Incident can be readily established.

A brief, objective analysis will greatly assist in compiling information for this purpose. Recommendations as a result of incidents 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 authorised pilot signing the report.

Signature of Pilot/Pilotage Exemption Certificate Holder:

Date of Report

Please return this form to the Harbour Master at the above address

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