



**PORTSMOUTH  
COMPETENT HARBOUR AUTHORITY**

**CONFIDENTIAL INCIDENT REPORT**

(This form may be used for "Near-Miss" Incident Reporting)

I ..... have to report that the vessel, ....., while in my charge within the area of jurisdiction of Portsmouth Competent Harbour Authority, was involved in an incident as described below:

<b>Ship Details</b>			
1.	<b>Vessel</b>		
2.	<b>Owner</b>		
3.	<b>Agent</b>		
4.	<b>Tonnage</b>	GRT	NRT
5.	<b>Displacement Tonnage</b>		
6.	<b>Length</b>		
7.	<b>Beam</b>		
8.	<b>Draft</b>	F	A
9.	<b>From (Last Port of Call)</b>		
10.	<b>To (Destination in the CHA Area)</b>		
11.	<b>Main Engine Propulsion</b>		
12.	<b>Propeller(s)</b>	CP/Fixed	How many      Rotation
13.	<b>Operational Bow Thrust</b>	YES/NO	Power
14.	<b>Rudders</b>	Type	How many
15.	<b>Machinery Defects (state)</b>		
16.	<b>Unusual Handling Characteristics (state)</b>		

	<b>Weather and Tide</b>	
17.	<b>Time and Height of Nearest HW</b>	
18.	<b>Set &amp; Rate of Tide at Time of Incident</b>	
19.	<b>Wind Speed and Direction</b>	
20.	<b>Sea State</b>	
21.	<b>Visibility</b>	
	<b>Incident Details</b>	
22.	<b>Date of Incident Occurrence</b>	
23.	<b>Time</b>	
24.	<b>Name of Other Vessel or Object Involved</b>	
25.	<b>Detailed description of Incident</b> (continue on separate sheet if necessary).	

26.	<b>Place of Incident</b>				
27.	<b>Position</b>				
28.	<b>How Fix Obtained: Radar/Mag/Gyro/ Visual/Sat Nav/Other</b>				
29.	<b>Echo Sounder in Use?</b>	YES/NO			
30.	<b>Sounding Trace Retained?</b>	YES/NO			
31.	<b>Type of Look-out Maintained</b>				
32.	<b>Was Radar Watch Being Kept?</b>	YES/NO			
33.	<b>If Yes, State Radar Display Mode</b>				
34.	<b>Speed at Time of Incident</b>				
35.	<b>Engine(s) Setting</b>	Ahead/Astern	Setting		
36.	<b>Bridge Control in Use?</b>	YES/NO			
37.	<b>Bow Thrust in Use?</b>	YES/NO	Setting		
38.	<b>True Course Steered at Time of Incident</b>				
39.	<b>Length of Time on this Course</b>				
40.	<b>Previous True Course Steered</b>				
41.	<b>Length of Time on this Course</b>				
42.	<b>Compass in Use</b>	Mag/Gyro			
43.	<b>Helm Position at Time of Incident</b>				
44.	<b>Steering Mode at Time of Incident</b>	Manual/Auto Pilot			
45.	<b>Time Incident First Reported</b>	To Whom		Method	
46.	<b>Estimate Course and Speed of Other Vessel</b>				
47.	<b>Light and Other Signals Displayed by Own Vessel</b>				
48.	<b>Light and Other Signals Displayed by Other Vessel</b>				
49.	<b>Sound Signals Made by Own Vessel</b>				
50.	<b>Sound Signals Made by Other Vessel</b>				
51.	<b>Radio Contact Between Vessels Prior to Incident</b>	YES/NO			
52.	<b>What was Said</b>				

53.	<b>Was a Dangerous Substance Being Carried by Own Vessel</b>	
54.	<b>Was a Dangerous Substance Being Carried by Other Vessel</b>	
55.	<b>Damage to Own Vessel</b>	
56.	<b>Action Taken by Own Vessel After Incident</b>	
57.	<b>Action Taken by Other Vessel After Incident</b>	
	<b>Tug Details</b>	
58.	<b>Tug(s) in Use at Time of Incident?</b>	YES/NO
	<b>Tug Names:</b>	
	<b>Tug(s) Made Fast</b>	YES/NO
	<b>Working Position of Tug(s)</b>	

<b>Signature:</b>	
<b>Print Name:</b>	
<b>Date:</b>	

**Please attach additional sheets (chart extracts, drawings, reports etc) as necessary.**

Please return this completed report and any enclosures to:

**Captain R F Taylor, Harbour Master, Portsmouth Commercial Port, Harbour Offices, George Byng Way, Continental Ferry Port, Portsmouth, PO2 8SP.**

PSA306  
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29 FEBRUARY 2004