

VESSEL INCIDENT REPORT

(Reporting procedures required by NSW Marine Legislation)

To assist in completing this form, please refer to the Explanatory Notes at the end of this document. For further information and assistance telephone **13 12 56** (8:30am to 4:30pm) - 7 days a week. Please forward completed form to: **Marine Investigations Unit, Roads and Maritime Services, Locked Bag 5100, Camperdown, NSW 1450**, fax to **(02) 9563 8699**, or email **MaritimeIncidents@rms.nsw.gov.au**

Please answer the following questions before completing the rest of the form by ticking the appropriate box:

- Do you believe that this incident involved any breach of the Marine Legislation? Yes No
- Was any person injured or killed? Yes No
- Was there damage to any vessel? Yes No
- Was there damage that affected any of the involved vessels' continuing ability to be safely used? Yes No
- Was there damage to any other property? Yes No
- Did any of the drivers involved leave the incident site without exchanging particulars? Yes No
- Was any driver involved in the incident under the influence of alcohol or any other drugs? Yes No
- Was a commercial vessel involved? If so, please complete the AMSA DCV form. Yes No

DETAILS OF INCIDENT

Date of Incident:	Time of Incident:	Area of Operation <i>(Official Use Only)</i>	Location	Incident Severity Rating <i>(See Explanatory Note 1)</i>
...../...../.....

DETAILS OF OPERATOR (MASTER) - VESSEL 1

Surname

Given Names

Date of Birth

Gender: Male Female

Residential Address
.....
.....

State Postcode

Telephone:
Private (.....) Business (.....)

Mobile Facsimile (.....)

Email

Qualifications and Experience

Boat Licence (see Explanatory Note 2):

Licence Type

Licence Number Expiry/...../.....

Other (please specify)

Certificate of Competency (see Explanatory Note 3)

Certificate Type

Certificate Number Expiry/...../.....

AYF Qualifications Type:

Interstate State: (eg QLD)

International Country: (eg UK)

Other (please specify)

Experience operating this type of vessel:

- Under 20 hours 20 to 100 hours
- 100 to 500 hours Over 500 hours

DETAILS OF OPERATOR (MASTER) - VESSEL 2

Surname

Given Names

Date of Birth

Gender: Male Female

Residential Address
.....
.....

State Postcode

Telephone:
Private (.....) Business (.....)

Mobile Facsimile (.....)

Email

Qualifications and Experience

Boat Licence (see Explanatory Note 2):

Licence Type

Licence Number Expiry/...../.....

Other (please specify)

Certificate of Competency (see Explanatory Note 3)

Certificate Type

Certificate Number Expiry/...../.....

AYF Qualifications Type:

Interstate State: (eg QLD)

International Country: (eg UK)

Other (please specify)

Experience operating this type of vessel:

- Under 20 hours 20 to 100 hours
- 100 to 500 hours Over 500 hours

DETAILS OF OWNER - VESSEL 1

Surname

Given Names

Date of Birth

Gender: Male Female

Residential Address

State Postcode

Telephone:

Private (.....) Business (.....)

Mobile Facsimile (.....)

Email

DETAILS OF OWNER - VESSEL 2

Surname

Given Names

Date of Birth

Gender: Male Female

Residential Address

State Postcode

Telephone:

Private (.....) Business (.....)

Mobile Facsimile (.....)

Email

DETAILS OF VESSEL 1

Vessel Name:

Commercial Vessel (see Explanatory Note 4)

Vessel Type:

Survey/Permit Number:

Expiry Date:

Recreational Vessel (see Explanatory Note 5)

Vessel Type:

Vessel Registration No.:

Expiry Date:

Hull Material (see Explanatory Note 6):

Equipment Carried

Radio: Yes No

EPIRB: Yes No

PFD 1: No. on board No. used

PFD 2: No. on board No. used

PFD 3: No. on board No. used

People on Board

Adult: Female: Male:

*Children Female: Male:

**Children = less than 12 years of age*

Other persons involved

Adult: Female: Male:

*Children Female: Male:

**Children = less than 12 years of age*

DETAILS OF VESSEL 2

Vessel Name:

Commercial Vessel (see Explanatory Note 4)

Vessel Type:

Survey/Permit Number:

Expiry Date:

Recreational Vessel (see Explanatory Note 5)

Vessel Type:

Vessel Registration No.:

Expiry Date:

Hull Material (see Explanatory Note 6):

Equipment Carried

Radio: Yes No

EPIRB: Yes No

PFD 1: No. on board No. used

PFD 2: No. on board No. used

PFD 3: No. on board No. used

People on Board

Adult: Female: Male:

*Children Female: Male:

**Children = less than 12 years of age*

Other persons involved

Adult: Female: Male:

*Children Female: Male:

**Children = less than 12 years of age*

DETAILS OF ENGINE**VESSEL 1 – Engine 1**

Propulsion: Inboard Outboard Sterndrive

Fuel: Petrol Diesel

Other (Please specify):

Manufacturer H/power.....

VESSEL 1 – Engine 2

Propulsion: Inboard Outboard Sterndrive

Fuel: Petrol Diesel

Other (Please specify):

Manufacturer H/power.....

DETAILS OF ENGINE**VESSEL 2 – Engine 1**

Propulsion: Inboard Outboard Sterndrive

Fuel: Petrol Diesel

Other (Please specify):

Manufacturer H/power.....

VESSEL 2 – Engine 2

Propulsion: Inboard Outboard Sterndrive

Fuel: Petrol Diesel

Other (Please specify):

Manufacturer H/power.....

DETAILS OF WITNESSES

Name	Address	Telephone

DETAILS OF CREW ON BOARD COMMERCIAL VESSEL AT TIME OF INCIDENT

Name	Address	Telephone	DOB	Role on vessel	Qualifications

PLEASE USE THIS SECTION TO DRAW A MAP OF THE AREA AND DETAILS OF THE INCIDENT

INCIDENT DESCRIPTION

Describe what happened (sequence of events) include failure of equipment. If diagram is needed, use grid sheet. Include any information regarding the involvement of alcohol and/or drugs in causing or contributing to the incident. Include any descriptive information about the use of PFDs (Lifejackets). List any witnesses who are prepared to give evidence.

PERSON COMPLETING REPORT *(Please use BLOCK letters)*

Name: Telephone: Private (.....)
Address: Business (.....)
.....P/Code:..... Mobile

Signature: Date/...../.....

NSW MARITIME USE ONLY

Area of Operation or Station (BSO or Police only):

Proposed further Action:

Incident requiring no further action:

- For information and recording only.
- MIU to enter File complete. Completed
- Investigator's reasons why no further investigation required

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Investigator's Name Signature Date/...../.....

EXPLANATORY NOTES

Explanatory Note 1 – Incident Severity Rating

- Fatal incident
- Serious injury
- Vessel lost
- Other vessel damage
- Property damage only
- No damage

Explanatory Note 2 – Boat Licence Type

- NSW General Boat Licence
- NSW Young Adult Boat Licence
- NSW PWC Licence
- NSW PWC Young Adult Boat Licence
- Other (please specify)

Explanatory Note 3 – Certificate of Competency

- Coxswain
- Master Class V
- Master Class V Fishing/Skipper Grade 3
- Master Class IV
- Master Class IV Fishing/Skipper Grade 2
- Master Class III
- MED 3
- MED 2
- MED 1
- Local Knowledge
- Harbour & River Certificate
- Coxswain Pre-USL
- Driver Pre-USL
- NSW Certificate of Validity
- Certificate of Service

Explanatory Note 4 – Commercial vessel Type

Please note – As of 1 July 2013, Domestic Commercial Vessels (DCV) must complete the AMSA incident reporting form, NOT this form. The AMSA DCV incident form is available from the NSW Maritime website www.rms.nsw.gov.au/maritime

Explanatory Note 5 – Recreational vessel type

- Cabin runabout
- Motor Cruiser
- Canoe/kayak
- Houseboat
- Inflatable
- Open runabout
- Paddle (Row) Boat
- Personal Watercraft (Jet Ski)
- Sailing Vessel
- Other (please specify)

Explanatory Note 6 – Hull Material

- Aluminium
- Ferro-cement
- Fibreglass
- Plywood
- Steel
- Timber
- Other (please specify)

Explanatory Note 7 – Operation at time of incident

- Aground
- At Anchor/Moored
- Being Towed
- Berthed
- Drifting
- Fishing
- Fuelling
- Organised Competition/Aquatic Event
- Towing a vessel
- Underway
- Waterskiing/aquaplaning/parasailing
- Other (please specify)

Explanatory Note 8 – Type of Incident

- Capsizing
- Close Quarter
- Collision with vessel
- Collision with fixed object
- Collision with floating object
- Collision with submerged object
- Explosion/Fire – fuel
- Explosion/Fire – non fuel
- Fall overboard
- Fall in vessel
- Grounding
- Hull splitting (structural failure)
- Person hit by vessel/propeller
- Sinking
- Swamping
- Unknown

Explanatory Note 9 – Contributing Factors to Incident

- Excess Alcohol/Drugs
- Excessive Speed
- Fault of Equipment
- Fault of Hull
- Fault of Machinery
- Hazardous Waters
- Improper Loading
- Lack of Judgement
- No Proper Lookout
- Overloading
- Weather Conditions
- Other (please specify)
- Unknown

Explanatory Note 10 – Role on Vessel

- Crew
- Master
- Passenger
- Skier/Wakeboarder/Aquaplaner
- Observer
- Swimmer/Diver