

Title: Annex G – MARINE INCIDENT REPORT FORM	Rev: C	Date Effective: 28th Jan 2025	Section: 5.11
	Prep By: Port Control	Approved By:	Page: 1 of 4

Port of Boston Ltd. Dock Office, Boston, Lincolnshire PE21 6BN

Port of Boston Ltd is the Statutory & Competent Harbour Authority for the tidal Haven down river of Grand Sluice to the sea limits of the Harbour Jurisdiction.

The Port of Boston Marine Safety Management System requires that, following an incident, Pilots, PEC holders or any mariners complete a Marine Incident Report Form at the earliest available opportunity and in any event within 24 hours. **For the purposes of this form an incident includes any marine accident, incident or near miss.**

Completed Marine Incident Report forms should be signed and returned by the quickest available means to the Harbour Master, Port of Boston Ltd. Dock Office, Boston, Lincolnshire PE21 6BN e-mail to: harbourmaster@portofboston.co.uk

MARINE INCIDENT REPORT FORM

Report No:

TYPE OF INCIDENT:

ACCIDENT		INCIDENT		NEAR MISS	
Other Please Specify:					

Contact		Swamping		Breach of Pilotage Directions	
Grounding		Fire/Explosion		Breach Of Special Directions	
Pollution		Collision		Breach of Bylaws	
Loss of hull integrity		Berthing/ Manoeuvring		Inappropriate Navigation	
Other Please Specify:					

SECTION A: STATISTICAL DATA:

Date of Incident:	Time of Incident:
Name:	
Pilot Class, PEC Number or BML/RYA Number:	
Position of occurrence:	
Method of obtaining Position:	
Vessel Name:	IMO Number:
From:	To:
Port of Registry/Nationality:	
Owners/Agents:	
Cargo:	Type:

Title: Annex G – MARINE INCIDENT REPORT FORM	Rev: C	Date Effective: 28th Jan 2025	Section: 5.11
	Prep By: Port Control	Approved By:	Page: 2 of 4

GT:	NT:	LOA:	Beam:	Draft F:	Aft:
Main Propulsion:	KW		Bow Thrust:	KW	
Propellers – Number:	Type: Fixed/ CPP		Rotation: LH/RH		
Controls: Bridge/Engine Room directed by :					
Speed Max:			Max/Min Manoeuvring:		
Nav Aids – Operational Status:					
Applicable Chart Number:					
Compass:			Steering Mode:		
Radar(s) Type:					
Radars(s) Plotting Mode:					
Echo Sounder:			VHF:		
Other Navigation Aids:					
Reported Defects to the vessel:					

NAVIGATIONAL DATA RELATING TO INCIDENT

Course(s):	Speed:	
Conditions:		
Visibility:	Wind:	Sea:
State of Tide:	Time of HW/LW:	
Regulations:		
Lookout:	Lights/Shapes:	Sound/Signals:
Crew Disposition:		
Tug Assistance/Deployment:		

Title: Annex G – MARINE INCIDENT REPORT FORM	Rev: C	Date Effective: 28th Jan 2025	Section: 5.11
	Prep By: Port Control	Approved By:	Page: 3 of 4

SECTION B: ACCOUNT OF INCIDENT AND ACTIONS TAKEN

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.

Title: Annex G – MARINE INCIDENT REPORT FORM	Rev: C	Date Effective: 28th Jan 2025	Section: 5.11
	Prep By: Port Control	Approved By:	Page: 4 of 4

SECTION C: ANALYSIS – CAUSE OF INCIDENT / RECOMMENDATIONS / LESSONS LEARNED.

Once this report has been received the contents shall be uploaded to the Victoria Group T100 system. Any investigation will be carried out using this system. Root cause/recommendations & lessons learned will be promulgated.

Details of any third parties/witness/injured parties:	
What immediate action has been taken to prevent a similar occurrence:	
NAME	POSITION
SIGNATURE OF PERSON SUBMITTING REPORT	DATE OF REPORT

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 person signing the report unless statutory reporting requirements require otherwise.

Please return this form to the Port of Boston Harbour Master at the above address.