

# 16 INCIDENT REPORT

## Whanganui Sailing Club

*This form should be completed as soon as possible after the incident and passed to the Safety Officer.*

ID#: **Safety Officer to complete**

|  |   |
|--|---|
| <b>1</b>   | <b>Details of person reporting incident</b> |
| Name:<br>Role at time of incident: Skipper / Crew / Safety Officer / Committee Member / Witness / Other <i>(Please circle one)</i><br>Preferred contact 1:<br>Preferred contact 2:<br>Address: |   |

|                                |  |                                |  |
|--------------------------------|--|--------------------------------|--|
| <b>2</b>                       | <b>Details of person(s) involved in the incident</b> |                                |  |
| Name:<br>Phone no:<br>Address: | Name:<br>Phone no:<br>Address:                       | Name:<br>Phone no:<br>Address: |  |

|                          |                              |
|--------------------------|------------------------------|
| <b>3</b>                 | <b>Details of boat/craft</b> |
| Name of boat/craft/type: |                              |

|   |                                      |
|---|--------------------------------------|
| <b>4</b>  | <b>Time and location information</b> |
| Date of incident:<br>Time of incident:<br>Location of incident: |                                      |

|   |                                 |  |
|---|---------------------------------|--|
| <b>5</b>  | <b>Environmental conditions</b> |  |
| Visibility: Good / Fair / Poor<br>Other factors: Sun strike / Fog / Rain / Hail or sleet / Dark / Change of light / Tide<br>State of water: Calm (glassy) / Calm (rippled – 0-0.25m waves) / Smooth (0.25-0.5m waves) / Slight (0.5-1m waves) / Moderate (1-2m waves) / Rough (2-4m waves) / Very rough (4-6m waves)<br>Wind force (knots): None / Light (4-10) / Moderate (11-27) / Near gale (28-33) / Gale (34-39) / Strong gale (over 40) |                                 |  |

|   |  |  |  |
|---|--|--|--|
| <b>6</b>  | <b>What happened?</b> <i>Tick, highlight or circle one or more</i>   |  |  |
| <input type="radio"/> petrol or other harmful substance spill<br><input type="radio"/> flip / overturn<br><input type="radio"/> person overboard<br><input type="radio"/> collision<br><input type="radio"/> flooded<br><input type="radio"/> propeller entangled | <input type="radio"/> hit submerged object<br><input type="radio"/> steering gear failure<br><input type="radio"/> entrapment<br><input type="radio"/> structural failure<br><input type="radio"/> equipment failure<br><input type="radio"/> mooring line failure | <input type="radio"/> grounding<br><input type="radio"/> electrical power failure<br><input type="radio"/> explosion<br><input type="radio"/> near miss / close quarters<br><input type="radio"/> contact<br><input type="radio"/> propulsion failure<br><input type="radio"/> other – explain here: |  |

