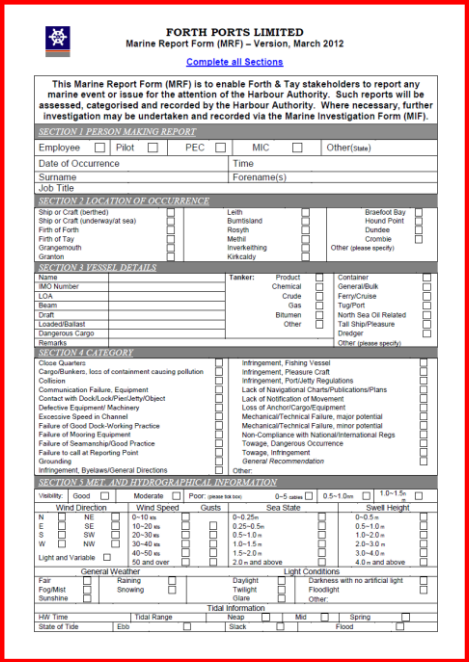
Forth Ports Limited

Marine Safety Alert

Alert No: 008 **Date: 06/06/2014**

Marine Incident Reporting Requirements



FORTH PORTS LIMITED
Marine Report Form (MRF) – Version, March 2012

Complete all Sections

This Marine Report Form (MRF) is to enable Forth & Tay stakeholders to report any marine event or issue for the attention of the Harbour Authority. Such reports will be assessed, categorised and recorded by the Harbour Authority. Where necessary, further investigation may be undertaken and recorded via the Marine Investigation Form (MIF).

SECTION 1 PERSON MAKING REPORT

Employee ☐ Pilot ☐ PEC ☐ MIC ☐ Other(State)

Date of Occurrence | Time

Surname | Forename(s)

Job Title

SECTION 2 LOCATION OF OCCURRENCE

Ship or Craft (berthed) ☐
Ship or Craft (underway/at sea) ☐
Firth of Forth ☐
Firth of Tay ☐
Grangemouth ☐
Granton ☐
Leith ☐
Burntisland ☐
Rosyth ☐
Methil ☐
Inverkeithing ☐
Kirkcaldy ☐
Braefoot Bay ☐
Hound Point ☐
Dundee ☐
Crombie ☐
Other (please specify)

SECTION 3 VESSEL DETAILS

Name
IMO Number
LOA
Beam
Draft
Loaded/Ballast
Dangerous Cargo
Remarks

Tanker: Product ☐ Chemical ☐ Crude ☐ Gas ☐ Bitumen ☐ Other ☐

Container ☐
General/Bulk ☐
Ferry/Cruise ☐
Tug/Port ☐
North Sea Oil Related ☐
Tall Ship/Pleasure ☐
Dredger ☐
Other (please specify)

SECTION 4 CATEGORY

Close Quarters ☐
Cargo/Bunkers, loss of containment causing pollution ☐
Collision ☐
Communication Failure, Equipment ☐
Contact with Dock/Lock/Pier/Jetty/Object ☐
Defective Equipment/ Machinery ☐
Excessive Speed in Channel ☐
Failure of Good Dock-Working Practice ☐
Failure of Mooring Equipment ☐
Failure of Seamanship/Good Practice ☐
Failure to call at Reporting Point ☐
Grounding ☐
Infringement, Byelaws/General Directions ☐
Infringement, Fishing Vessel ☐
Infringement, Pleasure Craft ☐
Infringement, Port/Jetty Regulations ☐
Lack of Navigational Charts/Publications/Plans ☐
Lack of Notification of Movement ☐
Loss of Anchor/Cargo/Equipment ☐
Mechanical/Technical Failure, major potential ☐
Mechanical/Technical Failure, minor potential ☐
Non-Compliance with National/International Regs ☐
Towage, Dangerous Occurrence ☐
Towage, Infringement ☐
General Recommendation ☐
Other:

SECTION 5 MET. AND HYDROGRAPHICAL INFORMATION

Visibility: Good ☐ Moderate ☐ Poor: (please tick box) 0–5 cables ☐ 0.5–1.0nm ☐ 1.0–1.5nm ☐

Wind Direction		Wind Speed		Gusts		Sea State		Swell Height	
N	☐ NE	☐ 0–10 kts	☐			0–0.25m	☐	0–0.5m	☐
E	☐ SE	☐ 10–20 kts	☐		☐	0.25–0.5m	☐	0.5–1.0m	☐
S	☐ SW	☐ 20–30 kts	☐		☐	0.5–1.0m	☐	1.0–2.0m	☐
W	☐ NW	☐ 30–40 kts	☐		☐	1.0–1.5m	☐	2.0–3.0m	☐
Light and Variable	☐	☐ 40–50 kts	☐		☐	1.5–2.0m	☐	3.0–4.0m	☐
		☐ 50 and over	☐		☐	2.0m and above	☐	4.0m and above	☐

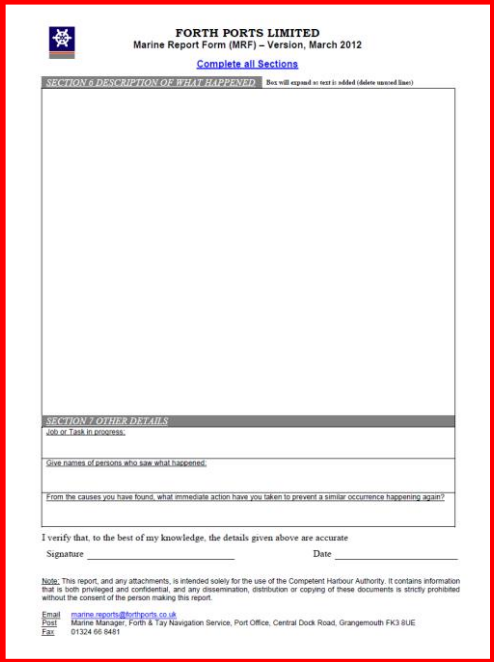
General Weather: Fair ☐ Fog/Mist ☐ Sunshine ☐ Raining ☐ Snowing ☐

Light Conditions: Daylight ☐ Twilight ☐ Glare ☐ Darkness with no artificial light ☐ Floodlight ☐ Other:

Tidal Information

HW Time | Tidal Range | Neap ☐ Mid ☐ Spring ☐

State of Tide | Ebb ☐ Slack ☐ Flood ☐



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Complete all Sections

SECTION 6 DESCRIPTION OF WHAT HAPPENED Box will expand so text is added (delete unused lines)

SECTION 7 OTHER DETAILS

Job or Task in progress:

Give names of persons who saw what happened:

From the causes you have found, what immediate action have you taken to prevent a similar occurrence happening again?

I verify that, to the best of my knowledge, the details given above are accurate

Signature _____ Date _____

Note: This report, and any attachments, is intended solely for the use of the Competent Harbour Authority. It contains information that is both privileged and confidential, and any dissemination, distribution or copying of these documents is strictly prohibited without the consent of the person making this report.

Email marine.reports@forthports.co.uk
Post Marine Manager, Forth & Tay Navigation Service, Port Office, Central Dock Road, Grangemouth FK3 8UE
Fax 01324 66 8481

In order to continually improve safety on the Rivers Forth & Tay for all river users Forth Port operates a positive reporting system which requires all river users to report any unsafe act, incident of near miss to the Harbour Authority using the Marine Report Form (MRF).

The Marine Report Form which can be found on the Forth Ports website.

Each MRF is handled confidentially and is fully investigated to ensure any learning outcomes and control measures to prevent future occurrences are implemented. Feedback is communicated to the reporter, those involved and to river users via the PMSC local liaison groups.