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**Offshore Sailing**

# **INCIDENT / DAMAGE / LOSS / NEAR MISS / AND GROUNDINGS – REPORT FORM**

**Date:** **Vessel/Equipment Name:**

1. **Introduction**: This form is to be completed if damage is caused to a RAFSA vessel or equipment. If damage is caused to a **third party** you are required to fill in a RAFSA Incident/Accident Form, this you will find in the Ship’s Document Folder.

2. **Statement by Skipper / person involved**:This statement is to include, your degree of responsibility; events during incident; action taken following the incident; details of any damage/loss; name(s) and address(es) of other persons involved/witness(es); sketch plan(s); copy(ies) of relevant chart(s) if necessary; and any other relevant information.

|  |  |  |  |
| --- | --- | --- | --- |
| Rank /Title |  | Date of incident |  |
| Name |  | Location (Lat, Long) |  |
| Address |  | Chart in use at time. |  |
| Weather |  |

3. **Nature of incident**. (one sentence)

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4. **Describe incident/list items damaged /lost/grounding details**. Grounding details to include tidal heights and flow, nature of seabed/ground, any subsequent inspections carried out, visible damage and/or effect on boat handling (Use separate sheet if necessary).

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