

## Appendix F: Incident Report Form

### 1. General Information

- Date of Incident: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- Time of Incident: \_\_\_\_\_
- Location (on water, pontoon, moorings, ashore, etc.): \_\_\_\_\_
- Type of Incident:  
☐ Near Miss    ☐ Minor    ☐ Major    ☐ Collision

### 2. People Involved

- Instructor(s): \_\_\_\_\_
- Student(s) / Others: \_\_\_\_\_
- Witnesses (if any): \_\_\_\_\_

### 3. Activity at Time of Incident

- Course / Group: \_\_\_\_\_
- Nature of activity (e.g. gybe drill, coming alongside, capsize drill):  
\_\_\_\_\_  
\_\_\_\_\_

### 4. Description of Incident

Provide a clear, factual account of what happened. Include weather/tide conditions, equipment involved, and any contributing factors.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 5. Immediate Action Taken

Who responded and what was done on scene:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 6. Was a Safety Boat Involved?

☐ Yes    ☐ No    Call sign (if applicable): \_\_\_\_\_

Details of any VHF communication made:

\_\_\_\_\_  
\_\_\_\_\_

**7. Was the Incident Escalated to the SI / CI?**

☐ Yes    ☐ No    Time: \_\_\_\_\_ By whom: \_\_\_\_\_  
☐ SI Informed    ☐ CI Informed    ☐ Emergency Services Called

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**8. Equipment Damage (if any)**

List boats/equipment affected and whether they've been taken out of service:

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**9. Lessons Learned / Further Action Recommended**

(Optional, but encouraged):

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**10. Report Completed By**

Name: \_\_\_\_\_ Role: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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**11. SI Review**

☐ Reviewed and logged  
SI Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_