

**EXAMPLE REPORT**

**HEALTH AND SAFETY EXECUTIVE – OFFSHORE DIVISION  
REPORT OF INFRINGEMENT OF SAFETY ZONE**

This form is to be used to report all infringements for investigation by the Offshore Division. If urgent action is required please refer to the Offshore Emergencies Handbook.

Please complete this form in BLOCK CAPITALS

**1. INSTALLATION INFORMATION**

NAME AND DESIGNATION OF INSTALLATION BEING INFRINGED <b>ABC MANIFOLD</b>		FIELD <b>ABC FIELD</b>
POSITION (WGS 84)	LAT: <b>XX° XX.XX'N</b>	LONG: <b>XX° XX.XX'W</b>
DATE OF INFRINGEMENT: <b>DD/MM/YY</b>		TIME (GMT): <b>XXXX HOURS</b>

**2. ENVIRONMENTAL CONDITIONS**

WIND		SEA STATE		TIDE	
Speed <b>3</b>	Direction <b>NW</b>	Height (m) <b>2</b>	Conditions (Calm/Moderate etc) <b>SLIGHT</b>	Rate <b>0.2</b>	Direction <b>SOUTHERLY</b>
WEATHER (Cloud, snow, mist etc) <b>CLEAR</b>		VISIBILITY (Estimated distance) <b>6 MILES</b>		NAUTICAL TWILIGHT (GMT)	

**3. DETAILS OF OFFENDING VESSEL/S**

NAME & NUMBER OF VESSEL <b>FISHER 1</b>	PORT OF REGISTRY <b>PETERHEAD</b>	NATIONALITY <b>BRITISH</b>
DESCRIPTION OF VESSEL (Type, colouring, funnel marking etc) <b>RED HULL</b>	WAS VESSEL FISHING YES/NO (If vessel was pair fishing, give details of other vessel) <b>YES</b>	

**4. PHOTOGRAPHS (To be supplied wherever possible)\***

TYPE OF CAMERA: <b>iPHONE</b>	SIZE OF FILM: <b>N/A</b>	SIZE OF LENS (FOCAL LENGTH)
----------------------------------	-----------------------------	-----------------------------

\* Photographs must establish two things – the identity of the offending vessel and its distance from the installation. You must therefore try to obtain the following:

- A photograph from the installation, taken from a known height above sea level, showing the offending vessel, a recognisable part of the installation and, if possible, the horizon.
- A photograph from the vessel showing the offending vessel and the installation.

**EXAMPLE REPORT**

**5. NARRATIVE**  
*(This Section should be completed by the main witness to the infringement)*

Signature of person completing this page <b>skipper joe</b>	Name (Print) <b>JOE BLOGGS</b>
Position / Job Title <b>SKIPPER</b>	Name of installation / Vessel <b>GUARD VESSEL 1</b>
Date <b>DD/MM/YY</b>	Signature of corroborative witness <b>mate bob</b>

TIME (BST)	ESTIMATED COURSE & SPEED OF VESSEL/S	DISTANCE OF VESSEL FROM INSTALLATION	HOW MEASURED (Visual Estimate or Radar) With radar give type of set, range in use and whether variable or fixed marker used	ADDITIONAL DETAILS (including any communications, VHF channels used, warning signals, manoeuvres, collision, damage, actions by safety boat, assessment of danger and whether incident was isolated or repeated). Complete track diagram of offending vessel/s (overleaf)
1230	220° 9 KNOTS	9 MILES	ARPA RADAR + AIS	TARGET APPROACHING GUARD AREA, ATTEMPTED TO MAKE CONTACT ON VHF CHANNEL 16, NO REPLY. ON CURRENT COURSE VESSEL WILL PASS CLEAR OF SAFETY ZONE
1310	140° 9 KNOTS	4.5 MILES		VESSEL NOW HEADING DIRECTLY FOR SAFETY ZONE. GV INCREASED SPEED TO GET ALONGSIDE TO ATTRACT ATTENTION
1315	140° 9 KNOTS	2 MILES		GV SOUNDED FOG HORN AND CONTINUED ATTEMPTS TO MAKE CONTACT BUT NO REPLY
1325	140° 9 KNOTS	500 METRES		FISHING VESSEL ENTERED SAFETY ZONE
1330	140° 9 KNOTS	500 METRES		FISHING VESSEL EXITED SAFETY ZONE WITHOUT CHANGING COURSE

**NB:** In every incident it is important to detail any specific danger to persons or property.

**EXAMPLE REPORT**

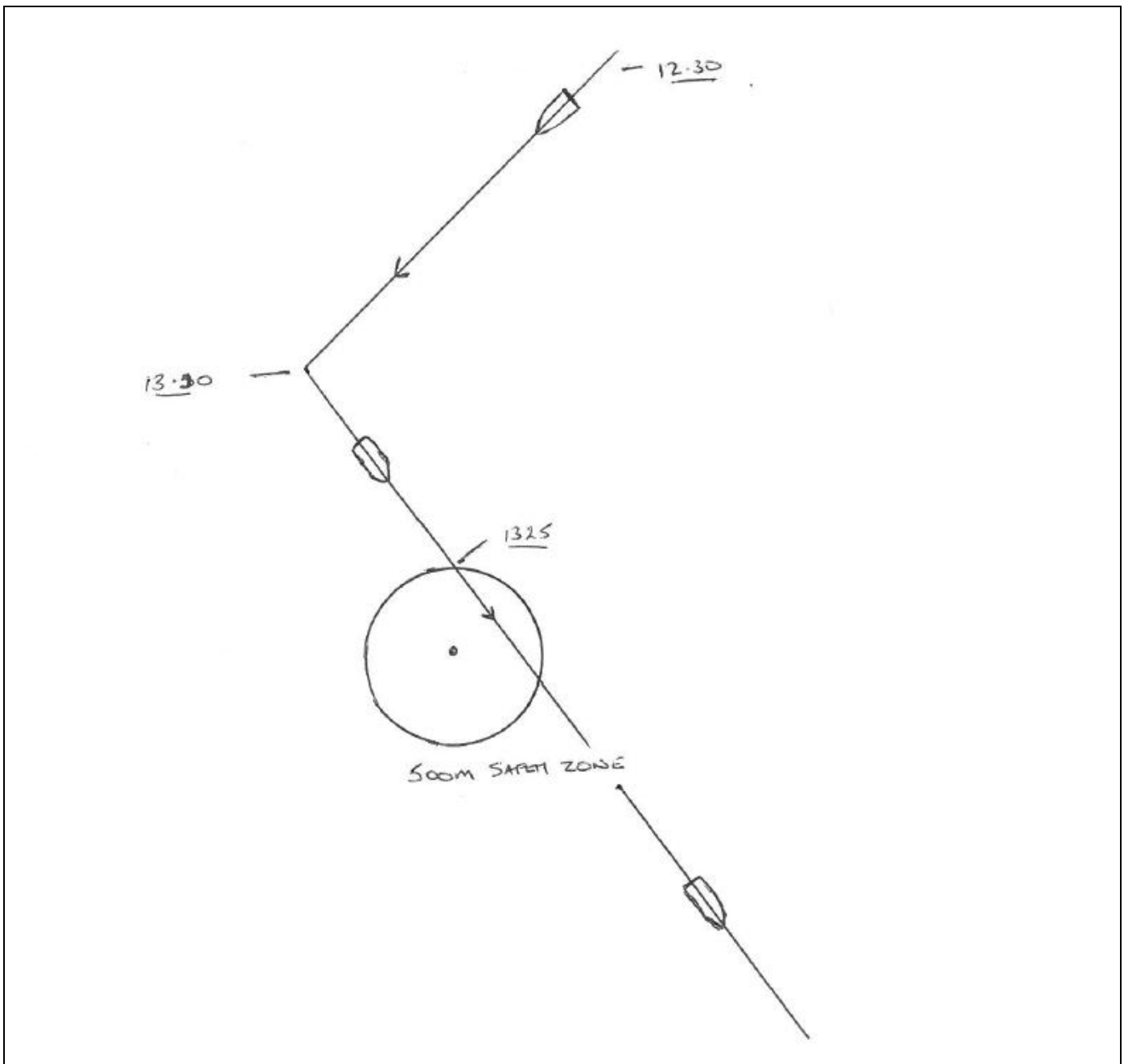
**6. TRACK DIAGRAM**

*(This Section should be completed by the main witness to the infringement)*

Signature of person completing this Section	skipper joe
Name (Print)	JOE BLOGGS
Position / Job Title	SKIPPER
Name of Installation / Vessel	GUARD VESSEL 1
Date	DD/MM/YY
Signature of Corroborative Witness	mate bob

COMPLETE A TRACK DIAGRAM FOR THE OFFENDING VESSEL/S.

THE DIAGRAM SHOULD SHOW THE PLATFORM OR WELLHEAD, THE OFFENDING VESSELS AND THEIR COURSE AND SPEED



**EXAMPLE REPORT**

**7. MAIN WITNESS TO INFRINGEMENT**

*(This Section should be completed by the main witness to the infringement)*

Signature	skipper joe
Name (Print)	JOE BLOGGS
Position / Job Title	SKIPPER
Home Address	c/o SFF SERVICES LTD 24 RUBISLAW TERRACE ABERDEEN AB10 1XE
Home Tel No.	
Company / Employer's Name	SFF SERVICES LTD
Telephone: 01224 646966	Fax: 01224 647078

**STATEMENT BY WITNESS**

AT 12.30 TRAWLER FISHER 1 WAS SIGHTED 9MILES FROM GV BY RADAR AND AIS, COURSE 220° SPEED 9KTS. GV ATTEMPTED TO MAKE CONTACT ON CH 16, NO CONTACT ESTABLISHED AND NO IMMEDIATE CONCERNS AS FISHER 1 ARE TRACKING TO THE WEST OF THE GUARD LOCATION. AIS AND RADAR PLOTS BEING MONITORED.

13.10 FISHER 1 ALTERS COURSE FROM 220° TO 140° AND HEADS DIRECTLY TOWARDS THE 500M SAFETY ZONE. GV CONTINUED TO ATTEMPT TO MAKE CONTACT ON VHF CH16 AND ALSO INCREASED OUR SPEED FROM 5 TO 12KTS IN AN ATTEMPT TO GET ALONGSIDE THE VESSEL.

13.15 ATTEMPTED TO MAKE CONTACT BY VHF, AIS, DSC ALSO SOUNDING 5 BLASTS ON THE FOG HORN. FINALLY THE SKIPPER REPLIED ON CH 16 BUT CHOSE TO IGNORE OUR INSTRUCTION TO ALTER COURSE.

13.25 FISHER 1 ENTERED THE SAFETY ZONE AND HEADS FOR THE CENTRAL LOCATION. AT THIS TIME GV CHALLENGE WAS ONLY 150M WEST OF THE FV.

13.30 FISHER 1 EXITS THE SAFETY ZONE AND CONTINUES ON ORIGINAL COURSE OF 220°.

AT NO TIME DID THE SKIPPER OF THE FISHER 1 REPLY TO OUR REPEATED CALLS ON VHF CH16 AFTER OUR INITIAL BRIEF CONTACT PRIOR TO THE INFRINGEMENT OCCURRING.

14.30 SFFSL CONTACTED BY EMAIL AND MADE AWARE OF THE INFRINGEMENT.

ALL VESSEL TRACKS SAVED ON THE PLOTTING SYSTEM FOR FUTURE REFERENCE.

**NOTE: There must be more than one witness to confirm that:**

- 1. The offending vessel/s were within the 500 metre safety zone; and**
- 2. The distance these vessel/s were from the installation at risk.**

**EXAMPLE REPORT**

**8. OTHER WITNESS TO INFRINGEMENT**

*(This Section should be completed by any other witness to the infringement)*

ALL WITNESSES TO THE INFRINGEMENT SHOULD COMPLETE SEPARATE STATEMENTS.

Signature	mate bob
Name (Print)	BOB SMITH
Position / Job Title	MATE
Home Address	c/o SFF SERVICES LTD
	24 RUBISLAW TERRACE
	ABERDEEN
	AB10 1XE
Home Tel No.	
Company / Employer's Name	SFF SERVICES LTD
Telephone: 01224 646966	Fax: 01224 647078

**STATEMENT BY WITNESS**

AT 13.10 I WAS CALLED TO THE BRIDGE BY THE SKIPPER TO ASSIST WITH ATTEMPTS TO CONTACT AN APPROACHING FISHING VESSEL

AT 13.25 FISHER 1 ENTERED THE SAFETY ZONE AND PASSED STRAIGHT THROUGH WITHOUT CHANGING COURSE OR SPEED. THEY EXITED THE SAFETY ZONE AT 13.30.

**NOTE:** There must be more than one witness to confirm that:

1. The offending vessel/s were within the 500 metre safety zone; and
2. The distance these vessel/s were from the installation at risk.

**EXAMPLE REPORT**

**9. DETAILS OF STANDBY/SAFETY OR OTHER VESSELS INVOLVED**  
*(This Section should be completed by the O.I.M.)*

ALL VESSELS (EXCEPT THE OFFENDING VESSEL/S SHOULD BE LISTED BELOW)

Name of Vessel	
Reg No. of Vessel	
Name of Master	
Name of Owner	
Name of Owner's Contact	
Company Address	
Telephone:	Fax:

Name of Vessel	
Reg No. of Vessel	
Name of Master	
Name of Owner	
Name of Owner's Contact	
Company Address	
Telephone:	Fax:

Name of Vessel	
Reg No. of Vessel	
Name of Master	
Name of Owner	
Name of Owner's Contact	
Company Address	
Telephone:	Fax:

**EXAMPLE REPORT**

**10. PERSON REPORTING THE INCIDENT**

*(This Section should be completed by the person reporting the Incident to the Offshore Division)*

Signature	skipper joe
Name (Print)	JOE BLOGGS
Position / Job Title	SKIPPER
Company	SFF SERVICES LTD
Company Address	24 RUBISLAW TERRACE
	ABERDEEN
	AB10 1XE
Telephone: 01224 646966	Fax: 01224 647078

**GIVE FURTHER INFORMATION RELEVANT TO THIS INFRINGEMENT BELOW:**

ALL DETAILS REGARDING THE INFRINGEMENT WERE INCLUDED IN OUR DAILY REPORT  
PHOTOGRAPHS ARE ATTACHED

**12. RADAR PLOTS**

Copies of the radar plots from the installation or any of the vessels involved should also be forwarded with this report.