



Marine Incident Record Serious Incident Form

MIR No.	<input type="text"/>
Date sent	<input type="text"/> No. Pages <input type="text"/>

Important – When to use this form

Use blue or black pen only

This form is used to record details for incidents involving multiple vessels or any serious incident type (as listed in Q1.2).
For other incident types - disablement of vessel, person in trouble, non marine incident, false alarm - please complete the *Marine Incident Record – Response Only* form.

1. Description

1.1 When did the incident happen?

Date (dd/mm/yyyy) **Time** : (24 Hr)

1.2 What sort of incident was it?

- Capsizing
- Close Quarters
- Collision ▶
 - Of Vessels
 - With Floating Object
 - With Overhead Obstruction
 - With Submerged Object
 - With Fixed Object
 - With Animal
 - With Wharf
- Explosion
- Fire
- Flooding
- Grounding ▶
 - Unintentional
 - Intentional
- Loss of Stability
- Loss or Presumed Loss of Vessel
- Onboard Incident ▶
 - Falls Within Vessel
 - Crushing or Pinching
 - Other Onboard Injury
- Other Personal Injury ▶
 - Hit by Vessel or Propeller
 - Diving Incident
 - Skiing Incident
 - Hit Submerged or Floating Object
 - Parasailing Incident
 - Caused by an Operating Vessel
- Person Overboard ▶
 - Unintentional
 - Intentional
- Sinking
- Structural Failure
- Swamping

1.3 How serious was the incident?

- Fatality Serious Injury Vessel Lost Other Vessel Damage Damage to Property Only No Damage

1.4 Where did it happen?

Location Description

Coordinates ° ' S ° ' E (GDA 1994 preferred)

1.5 What happened, what steps were taken when responding, and what was the outcome?

Victoria Water Police Use Only

RCC Operator	<input type="text"/>	Station	<input type="text"/>
Coordinator	<input type="text"/>	Station	<input type="text"/>
Data Entry Operator	<input type="text"/>	Station	<input type="text"/>

1.6 Was there any damage?

1.7 Did the incident cause any pollution?

None Potential Pollution Pollution Confirmed Unknown

1.8 What were the environmental conditions?

Weather ▶ Clear Hazy Cloudy Rain Flood Unknown

Water ▶ Calm Choppy Rough Very Rough Strong Current Unknown

Wind Speed ▶ None 1-8 knots 9-15 knots 16-30 knots Over 30 knots Unknown

Wind Direction ▶ None N NE E SE S SW W NW Unknown

Visibility ▶ Good Fair Poor Unknown

Swell Direction ▶ N NE E SE S SW W NW Unknown

Swell Length ▶ None 0-100m 100-200m Over 200m Unknown

Swell Height ▶ None 0-2m 2-4m Over 4m Unknown

1.9 How was the incident reported?

Telephone Radio Call Visual Sighting Flare Sighting Mayday EPIRB Activated Other

1.10 Who reported the incident?

Complainant Name **Contact No.**

2. Vessels & Persons

If more than 1 vessel involved, please complete an **Additional Vessel** form for each additional vessel.

2.1 How many vessels were involved?

i.e. How many vessels were directly involved in the incident (excludes vessels providing assistance)?

Vessel 1

2.2 What category of vessel was it?

Recreational Commercial

2.3 Can you identify the vessel?

No Yes ▶ **Vessel Rego / ID**
Name / Call Sign
Owner Last Name (Optional)

2.4 What other details do you know about the vessel?

Vessel Type ▼

Either • Mechanically Powered

- Open Ski Boat Houseboat
 Half Cabin Personal Water Craft Hovercraft
 Cabin Cruiser Tender Sea Plane

or • Sail Powered

- Yacht / Catamaran Yacht (Keel boat) Trailer Sailer
(off the beach) Windsurfer Kite

or • Human Powered

- Kayak Raft Rowing (racing shell)
 Canoe Rowing Boat Tender

Vessel Origin VIC QLD WA NT AMSA Unknown
 NSW SA TAS ACT Foreign

Length Metres (e.g. 4.25)

Hull Material Steel Fibreglass / GRP Aluminium Ferro-cement Timber Other

Propulsion Outboard Inboard / Outboard Inboard Sail Jet Paddle

Fuel Type Diesel Petrol Other

Engine Make **Power / Output** hp

2.5 What was the primary activity of the vessel?

At Anchor Fishing Perf. Manoeuvres Sailing – Comp
 Cruising Transiting Perf. Maintenance Sailing – No Comp
 Diving Racing Water Ski or Related Activity Unknown

2.6 What damage did the vessel sustain?

No Damage Moderate Damage Major Damage Lost

2.7 How many people were on board?

If Recreational Number of Persons Number Wearing PFDs
If Commercial Number of Crew Number of Passengers

Person in Charge

2.8 Can you identify the person in charge?

No Yes ▶ **Boat Operator Licence / Cert No.**

Last Name

Driver Licence No.

Date of Birth

2.9 What other details do you know about the person in charge?

First Name

Gender Male Female

Current Address Australian Overseas Unknown

Address

Suburb State Post Code

Type of Boat Operator Licence / Cert General Recreational Operator Restricted PWC Endorsed
 Restricted Recreational Operator No Boating Licence
 General PWC Other ▼

Date of Expiry

Valid for Purpose Valid Invalid Not Required

2.10 Was the person in charge injured?

Injury Status Fatality Serious Injury Minor Injury Missing Person No Injury

BAC Level Unknown 0.00 <0.05 >0.05

2.11 Was the person in charge at the helm when the incident occurred?

Yes (go to Q2.16) No (go to Q2.12) Unknown (go to Q2.16)

Person at the Helm

2.12 Can you identify the person at the helm?

No Yes ▶ **Boat Operator Licence / Cert No.**

Last Name

Driver Licence No.

Date of Birth

2.13 What other details do you know about the person at the helm?

First Name

Gender Male Female

Current Address Australian Overseas Unknown

Address

Type of Boat Operator Licence / Cert

General Recreational Operator

Restricted Recreational Operator

General PWC

Restricted PWC Endorsed

No Boating Licence

Other ▼

Date of Expiry

Valid for Purpose Valid Invalid Not Required

2.14 Was the person at the helm injured?

Injury Status Fatality Serious Injury Minor Injury Missing Person No Injury

BAC Level Unknown 0.00 <0.05 >0.05

2.15 What was the person at the helm doing when the incident occurred?

Role Passenger Crew Member Unknown

Other Persons

2.16 Were any other persons involved?

Yes (complete details below) No (go to Q3.1)

2.17 What details do you know about the other persons involved?

Person 1

Activity

Passenger Swimmer Jet Skier Surf Ski / Surf Board Rider Other
 Crew Water Skier Para Flier Diver Unknown

Injury Status

Fatality Serious Injury Minor Injury Missing Person No Injury

BAC Level

Unknown 0.00 <0.05 >0.05

Last Name

Gender

Male Female

First Name

Contact No.

Date of Birth

Person 2

Activity

Passenger Swimmer Jet Skier Surf Ski / Surf Board Rider Other
 Crew Water Skier Para Flier Diver Unknown

Injury Status

Fatality Serious Injury Minor Injury Missing Person No Injury

BAC Level

Unknown 0.00 <0.05 >0.05

Last Name	<input type="text"/>	Gender	<input type="radio"/> Male <input type="radio"/> Female
First Name	<input type="text"/>	Contact No.	<input type="text"/>
Date of Birth	<input type="text"/>		
Person 3			
Activity	<input type="radio"/> Passenger <input type="radio"/> Swimmer <input type="radio"/> Jet Skier <input type="radio"/> Surf Ski / Surf Board Rider <input type="radio"/> Other <input type="radio"/> Crew <input type="radio"/> Water Skier <input type="radio"/> Para Flier <input type="radio"/> Diver <input type="radio"/> Unknown		
Injury Status	<input type="radio"/> Fatality <input type="radio"/> Serious Injury <input type="radio"/> Minor Injury <input type="radio"/> Missing Person <input type="radio"/> No Injury		
BAC Level	<input type="radio"/> Unknown <input type="radio"/> 0.00 <input type="radio"/> <0.05 <input type="radio"/> >0.05		
Last Name	<input type="text"/>	Gender	<input type="radio"/> Male <input type="radio"/> Female
First Name	<input type="text"/>	Contact No.	<input type="text"/>
Date of Birth	<input type="text"/>		

3. Contributing Factors

3.1 What human factors contributed to the incident?

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Alcohol or Drugs | <input type="checkbox"/> Fatigue | <input type="checkbox"/> Lack of Fuel | <input type="checkbox"/> Ill Health |
| <input type="checkbox"/> Error of Judgement | <input type="checkbox"/> Inexperience | <input type="checkbox"/> Lack of Maintenance | <input type="checkbox"/> Unable to Swim |
| <input type="checkbox"/> Excessive Speed | <input type="checkbox"/> Insecure Mooring | <input type="checkbox"/> Navigational Error | <input type="checkbox"/> Other |
| <input type="checkbox"/> Failure to keep a proper lookout | <input type="checkbox"/> Overloading | | |

3.2 What material factors contributed to the incident?

- | | | |
|---|---|---|
| <input type="checkbox"/> Inadequate stability | <input type="checkbox"/> Equipment – Machinery | <input type="checkbox"/> Inadequate Buoyancy |
| <input type="checkbox"/> Equipment – Electrical | <input type="checkbox"/> Equipment – Hull Failure | <input type="checkbox"/> Fuel System Blockage |
| <input type="checkbox"/> Equipment - Navigational | <input type="checkbox"/> Equipment – Rig Failure | <input type="checkbox"/> Other |

3.3 What environmental factors contributed to the incident?

- | | | |
|--|---|---|
| <input type="checkbox"/> Restricted visibility | <input type="checkbox"/> Floating or Submerged Object | <input type="checkbox"/> Tidal Conditions |
| <input type="checkbox"/> Bar Conditions | <input type="checkbox"/> Wind / Sea State | <input type="checkbox"/> Other |
| <input type="checkbox"/> Wash | | |

4. Respondents

4.1 What unit / asset was tasked?

Organisation	<input type="text"/>		
Unit / Asset 1			
Call Sign / Unit	<input type="text"/>	Vessel / Asset Type	<input type="text"/>
Date Activated	<input type="text"/>	Time	<input type="text"/> : <input type="text"/> (24 Hr)
Total Time Spent	<input type="text"/> hours	<input type="text"/> mins	
Action Taken	<input type="radio"/> Search Only <input type="radio"/> Search & Tow <input type="radio"/> Resolved en Route <input type="radio"/> Other Assistance Given <input type="radio"/> Tow Only <input type="radio"/> Search & Rescue <input type="radio"/> Investigation Only		
Unit / Asset 2			
Call Sign / Unit	<input type="text"/>	Vessel / Asset Type	<input type="text"/>
Date Activated	<input type="text"/>	Time	<input type="text"/> : <input type="text"/> (24 Hr)
Total Time Spent	<input type="text"/> hours	<input type="text"/> mins	
Action Taken	<input type="radio"/> Search Only <input type="radio"/> Search & Tow <input type="radio"/> Resolved en Route <input type="radio"/> Other Assistance Given <input type="radio"/> Tow Only <input type="radio"/> Search & Rescue <input type="radio"/> Investigation Only		
4.2 Who completed this form?	Name	<input type="text"/>	Contact No. <input type="text"/>

A. When to use this form

Use this form for collision, grounding, capsizing, sinking, swamping, flooding, loss or presumed loss of vessel, structural failure, loss of stability, fire, explosion, person overboard, onboard incident, other personal injury and close quarters.

OR
For incidents that result in hospital admission.
OR
Involve more than 1 vessel

Use the **Marine Incident Record – Response Only** form for disablement of vessel, person in trouble, non-marine incident and false alarm.

B. How to complete this form

Use blue or black pen only

MIR Number

Please record the MIR Number, as issued by Victoria Water Police, at the top of the form. This will help identify the incident and ensure that fuel claims can be dealt with efficiently. Note: the MIR Number should be quoted in all communications about this incident.

Date Sent and No. Pages

Please record the date on which the form was submitted (faxed) to Victoria Water Police and the number of pages being sent.

1. Description

- 1.1 Record the date and time that the incident was reported to have happened (as identified by Victoria Water Police).
- 1.2 Select **only one** of the incident types.
Where an incident has sub-types (indicated by ►), please also select a sub-type (e.g. Collision...with wharf).

Select the incident type that occurred first. For example: if a vessel collides with an overhead obstruction that causes it to catch fire and then sink, the selection of incident type should be 'Collision...with overhead obstruction'.
- 1.3 Select **only one** of the incident severity options. Only record the most severe aspect of the incident. For example: in the case of an incident where there is a fatality and a serious injury, only record fatality.
- 1.4 Location Description - provide a description of the incident location (where the incident initially occurred). For example: *2 nautical miles SW of Barwon Heads*.
Coordinates - provide latitude and longitude for the location of the incident (where the incident initially occurred). Coordinates are given in degrees and minutes (to 2 decimal places) using Geocentric Datum of Australia (GDA) 1994. If GDA '94 not used, please specify which GDA was used in the Location Description field.
- 1.5 Provide a brief description of the key events surrounding the incident, including what the responding organisations did and what outcome or conclusion was reached.
- 1.6 Provide a brief description of any damage resulting from the incident (to vessels or property).
- 1.7 Select **only one** option from the list.
- 1.8 For **each** of the conditions (e.g. weather, water, wind speed, etc), please select **only one** option. For example: Weather – Clear, Water – Calm, Wind Speed – 1-8 knots, etc.
- 1.9 Select the method by which the incident was first reported (as identified by Victoria Water Police). Note: select **only one** option.
- 1.10 Record the name and contact details of the person who first reported the incident (as identified by Victoria Water Police).

2. Vessels & Persons

Only complete this section if a vessel was involved in the incident.

- 2.1 Identify the number of vessels directly involved in the incident.
If 2 or more vessels were involved, please complete a **Marine Incident Record – Additional Vessel** form for each additional vessel.
- 2.2 Select **only one** option that best describes the category of vessel involved (as appropriate).
- 2.3 If known, record the vessel registration number (the registration plate) for Recreational or the vessel identification number for Commercial.
If known, record the name or call sign by which the vessel is known.
If known, or appropriate to do so, record the owner's last name.
- 2.4 Identify the type of vessel that best describes this vessel – choose **only one** option. (Note: recreational vessels only)
Identify where the vessel normally resides – select **only one** option. For example: was it a *Victorian* vessel or a *Tasmanian* vessel?
Record the vessel length in metres (e.g. 12.75m).
Select **only one** of the options for Hull Material.
Identify the means of propulsion – select **only one** option.
If a mechanically powered vessel, identify the fuel type used – select **only one** option.
If known and if the vessel is mechanically powered, identify the engine make and the output (in horse power).

2. Vessels & Persons (contd.)

- 2.5 Identify the primary activity of the vessel at the time of the incident – select **only one** option.
Note: for reasons of space, the following abbreviations have been used:
- Perf. Manoeuvres / Perf. Maintenance – *Performing Manoeuvres / Performing Maintenance*
 - Sailing - Comp / Sailing - No Comp – *Sailing – Competition / Sailing - No Competition*
- 2.6 Select **only one** option.
- Moderate Damage – where a vessel is damaged in an incident but remains seaworthy.
 - Major Damage – where damage sustained in a marine incident renders the vessel unseaworthy.
 - Lost – where a vessel is considered to be a total constructive loss due to damage received in a marine incident.
- 2.7 Enter details appropriate for the category of vessel selected in 2.2.
- 2.8 Do you know the name of the Person in Charge or any other personal details (including licence details)? If so, answer “Yes”. If not, select “No”.
If known, record the boating licence number of the person in charge of the vessel.
- 2.9 Record details about the person, including their first name, gender and current address.
Identify the type of Boat Operator Licence – select **only one** option
Record the Date of Expiry
Identify whether the boating licence presented was appropriate for the circumstances (i.e. Valid for Purpose) – select **only one** option
- 2.10 Note: even if you do not know specific details (name, address etc) about the Person in Charge you may still know whether they were hurt in the incident.
- Choose **only one** injury status option.
- Serious Injury – where the individual requires hospital treatment.
 - Minor injury – where the individual is injured but does not require hospital treatment.
- If known, record the BAC level – select **only one** option.
- 2.11 If the Person in Charge of the vessel was **not** at the helm, please complete details about the person at the helm at the time of the incident.
- 2.12 Do you know the name of the Person at the Helm or any other personal details (including licence details)? If so, answer “Yes”. If not, select “No”.
- 2.13 – 2.14 See 2.9 to 2.10.
- 2.15 Identify the role undertaken by the person at the helm - select **only one** option.
- 2.17 Provide details of any persons associated with the vessel who were involved in the incident. This includes any persons injured, missing or killed, in addition to witnesses or appropriate crew members.
- Activity – select **only one** option.
- Injury Status – see 2.10.
- BAC Level – see 2.10.

3. Contributing Factors

Select as many factors as you are confident or comfortable identifying.

- 3.1 Select as **many** human factors as apply to the incident. If a factor does not appear in the list, please select *Other* and describe the factor.
- 3.2 Select as **many** material factors as apply to the incident. If a factor does not appear in the list, please select *Other* and describe the factor.
- 3.3 Select as **many** environmental factors as apply to the incident. If a factor does not appear in the list, please select *Other* and describe the factor.

4. Respondents

- 4.1 Call Sign / Unit – record the call sign or unit name of the asset used to respond to the incident. Note: if more than 2 assets used, please provide details.
- Vessel / Asset Type – record the type of asset used. For example: make and model of vessel.
- Date Activated and Time - record the date and time that the asset was tasked by Victoria Water Police.
- Total time spent – record the total time that the asset spent responding to the incident in hours and minutes.
- Action Taken – select **only one** of the action options.
- 4.2 Provide details of the person who completed the form. For example: Simon Jones, VMR Mornington.

C. Where to send this form

When completed, send this form to Victoria Water Police: **Fax 03 9399 9252**.