



CODES OF PRACTICE

Issued 30 July 2025

1. Vessel Standards

- 1.1. The vessel is owned by the charity and is for the exclusive use of Sailing for the Disabled. It is not sailed for commercial gain and as it is intended for the exclusive use of the charity, members and guests, it is considered to be a pleasure vessel.
- 1.2. The charity will comply with Isle of Man and UK legislation relating to pleasure vessels as a minimum standard and may, where it is to the benefit of the charity, adopt requirements from other code of practices or standards.
- 1.3. Isle of Man and UK legislation relating to pleasure vessels, will be monitored and reviewed by the Board to ensure any changes are identified and considered and adopted where applicable.
- 1.4. In addition to the obligations in 1.1 and 1.2 above the charity will comply with any relevant Isle of Man maritime legislation as and when it is enacted. Where this and UK legislation differ, the charity will consider adopting best practice. If the vessel is in Manx territorial waters, Manx law must be followed.
- 1.5. Adopted crewing and manning levels will be set to allow the charity to fulfil its operational needs and will be periodically reviewed.

2. Use of the Vessel

- 2.1. Pride of Mann III ("POM3") is a non-coded vessel operating under the pleasure vessel exemption. Accordingly
 - 2.1.1. Activities must remain within the scope of pleasure use as defined by relevant legislation.
 - 2.1.2. Activities that resemble commercial charter or externally delivered programming are not permitted.
 - 2.1.3. The charity recognises that this status may be and will respond to changes in legislation and regulations as they are implemented.
- 2.2. It may not be used for hire, or reward,
- 2.3. The vessel is provided for use of the disabled members of the charity and will be manned and maintained by the charity's members or their agents.
- 2.4. The use of the vessel may be made available to disabled and special needs clients of community support groups and associations that hold Group Membership of Sailing for the Disabled. In such cases the carers may be provided from within these organizations.
- 2.5. The vessel may sail from and to any ports covered by the vessels insurance policy.
- 2.6. Persons on a trial sail will be given Day membership pending their application.

- 2.7. Permitted third party use. POM3 may be used for day sailing that involves external individuals or organisations only under the following conditions:
- 2.8. The use must be led and skippered by an SFTD-approved skipper, operating within the current policy limits
- 2.9. The trip must fall within:
- 2.9.1. 12 nautical miles of the Isle of Man
 - 2.9.2. Daylight hours
 - 2.9.3. Settled weather conditions
 - 2.9.4. The group must be:
 - 2.9.5. A registered charity or community group with no payment exchanged for vessel use
 - 2.9.6. A corporate sponsor invited as a gesture of thanks, not as a paid service. This is at the discretion of the Board
- 2.10. Skipper and crew must be briefed in advance on:
- 2.10.1. The structure and nature of the group
 - 2.10.2. Any known accessibility or safety requirements
- 2.11. Safeguarding & Insurance. For any third-party use, safeguarding must remain under the authority of SFTD, including:
- The right to approve skippers and crews
 - The right to cancel or modify trips based on weather, staffing, or operational capacity
- 2.12. No external use may proceed unless:
- It is fully documented and logged
- 2.13. Insurance implications have been considered and confirmed as compliant.

3. Crewing

- 3.1. The vessel will not normally be scheduled for a sail with less than two disabled persons except in the following cases:
- 3.1.1. Training sessions as agreed by the Training Officer.
 - 3.1.2. Corporate events
 - 3.1.3. Passages for essential vessel maintenance
 - 3.1.4. Unless agreed by the Board
 - 3.1.5. Exceptionally when the specific requirements of the client due to the severity of their disability justify the sailing.
 - 3.1.6. Skipper requirements (refer to Appendix 2)

3.1.7. Day Sails

May be skippered by non-commercially endorsed volunteers, subject to: Operations being limited to daytime

- Voyages remaining within 12 nautical miles of the Isle of Man coastline
- Sailing only in settled weather and sea conditions
- Continuous access to a suitable port of refuge.

3.1.8. Offshore and Overnight Trips

Offshore is defined as more than 12 miles from the Isle of Man Coastline May only be skippered by a person holding a current commercial endorsement on an RYA Yachtmaster certificate.

- 3.1.8.3. Endorsements must be:
- 3.1.8.4. Verified in writing
- 3.1.8.5. Supported by in-date ML5 or ENG1 medical and first aid certification.

3.1.9. Mate Requirements (refer to Appendix 2)

- 3.1.9.1. Mates must hold an RYA Day skipper qualification or higher qualifications
- 3.1.9.2. Grandfather rights exits for mates approved before the effective date of this of this document.
- 3.1.9.3. Completed Disability Awareness training.
- 3.1.9.4. Completed Recovery-from-Water training
- 3.1.9.5. Valid Marine Radio Licence
- 3.1.9.6. Valid First RYA First Aid Certificate, an equivalent first aid qualification or an exemption (see below)
- 3.1.9.7. Be approved by the training officer.

3.1.10. Crew Requirements

- 3.1.10.1. Completed Disability Awareness training.
- 3.1.10.2. Completed Recovery-from-Water training

- 3.1.10.3. Crew should either hold an SFTD Able Crew Award, an RYA Competent Crew Award (or higher), or be actively working toward these through participation in structured training. Where Crew hold RYA qualifications, they should be familiar with the SFTD specific elements of the Able Crew Award.

3.1.11. Crew Training Requirements (refer to Appendix 2)

The following training is mandatory for all skippers, mates, and crew:

- 3.1.11.1. Disability awareness training. On Joining the Charity and Annually thereafter. (In house online training is being developed and will be available in 2025)
- 3.1.11.2. Recovery-from-water training, including scenario-based exercises and emergency role clarity. On Joining the Charity and Annually thereafter.
- 3.1.11.3. Skippers and Mates must hold a valid RYA First Aid Certificate, an equivalent first aid qualification or an exemption (see below)

There is a 12-month transition period from the effective date of this document to comply with these requirements. Disability awareness training and Recovery-from-water training will be an annual requirement.

- 3.1.12. The Training Team shall submit to the Board for approval all such persons they recommend to sail as Skipper or Mate. The persons accepted will be classified as the approved Skipper or Mate of the owner.
- 3.1.13. Other active crew will be considered either as competent crew or crew undertaking training and will be expected to partake in organized training to allow progression (to competent crew) and assessment to take place.
- 3.1.14. All able-bodied members who wish to sail must submit themselves to a Disclosure and Barring Service (“DBS”) check. Failure to pass this procedure will result in them being unable to sail and may result in their application for membership being declined.

4. Training and Competency Records

The Training Officer or their delegate will maintain training and competency records for all skippers’ and mates and able crew. This will consist of

- A Record of all crew qualifications and their expiry dates were applicable.
- An original of each Skipper’s Declaration.
- Medical Declaration where a skipper does not hold an ML5/ENG1 medical.
- Copies of all relevant qualifications, this can include transmission via RYA systems in respect of commercially endorsed skippers.
- Records of completion of Completed Disability Awareness training and Recovery-from-Water training
- A list of skippers and mates for the Crewmaster and his alternatives giving their respective rights.
- In the case of an incident these records may be inspected by the relevant authorities and be critical to the charity demonstrating its duty of care.

5. Trip Approval

5.1. Day Sails (within 12nm, in settled conditions)

- Do not require formal approval beyond the usual duty skipper assignment
- Must comply with:
 - Crew capacity
 - Weather suitability
 - Role-based training compliance
 - Day skipper limits for mates or skippers as applicable

5.2. Overnight or Offshore Trips

- Must be approved in advance by a designated Board member or appointed Officer.
 - Trips in this category include:
 - Any sailing beyond 12 nautical miles from the Isle of Man coastline
 - Any sailing that includes an overnight passage or mooring
 - Any structured programme involving voyages to other jurisdictions or islands

5.3. Skipper Eligibility Verification

The approving officer must confirm that the proposed skipper:

- Has submitted a Skipper Declaration Form for the current year
- Holds a current commercial endorsement on an RYA Yachtmaster certificate
- Has in-date:
 - ML5 or ENG1 medical
 - First Aid certificate
- Is listed on the internal endorsement register

No overnight or offshore trip may be approved without verified skipper credentials.

5.4. Crew and Mate Review

- The mate for any overnight trip must hold at minimum an RYA Day Skipper course completion
- Must be assessed by and approved by the Training Officer
- The full crew list must comply with role-based requirements (e.g. Able Crew Award)

5.5. Record Keeping

The approving officer should log:

- The name of the trip
- Date of departure and return
- Name of approved skipper and mate
- Brief route/plan
- Confirmation that documentation was verified

This may be done in a standard trip log or skipper authorisation record, to be retained by the charity's training or operations lead.

5.6. Shore Based Contact

All Overnight or offshore trips must have a shore based contact. This person must be approved to undertake the role and will be a skipper or experienced mate.

The contact should be noted of

- Departure time and route
- Arrival
- Changes to the plan
- Any incidents
- In all circumstances there should be daily contact, even if moored or at anchor.

5.7. Unplanned Route Extensions or Changes

If a day sail turns into an overnight stay due to weather or safety concerns, this must be:

- Noted by the skipper in the logbook
- Reported to the Operations Lead or Board member as soon as possible
- Reviewed post-trip to determine if any procedural improvements are needed

6. Training

- 6.1. The charity will provide local training sufficient to ensure the crewing and manning levels are maintained to ensure the charity can fulfill its operational objectives.
- 6.2. Membership of the charity does not grant any rights on the individual to receive practical sail training.
- 6.3. The charity's crew Training Team will deliver all formal crew training. The charity does not provide formal RYA training or grading. The members of the Training Team will be appointed by the Board and consist of a Training Officer plus a number of other individuals. All team members will hold RYA Coastal Skipper or higher practical qualifications

If they have received first aid training in the course of their profession or by experience e.g., doctor, fireman, nurse and have been granted exemption by the Board.

- 6.4. The charity's crew Training Team will be responsible for the recommended grading of all crew and will do so via assessment sessions and by reference to held RYA and other qualifications.
- 6.5. The RYA qualifications, standards and assessment criteria will be used by the charity in the grading of its crews. All members are encouraged to obtain a formal RYA practical qualification.
- 6.6. All Skippers must hold valid Maritime Radio Operator Short Range certificate.
- 6.7. All Skippers, Mates and crew must have completed the formal Disability Awareness Training.
- 6.9. All Skippers and Mates must hold a valid RYA recognized first aid certificate and supply a copy of the certificate to the Training :officer. Exceptions are

If they have received first aid training in the course of their profession or by experience e.g., doctor, fireman, nurse and have been granted exemption by the Executive Committee.

- 6.10. The training standard will be expected to provide a minimum level of competence.

7. Onboard Procedures

- 7.1. The Skipper has absolute authority over the vessel and all persons aboard while at sea.
- 7.2. The skipper is responsible for the safety of the vessel, crew, and participants.
- 7.3. All crew and volunteers are expected to follow skipper instructions promptly and respectfully.
- 7.4. On all passages other than a short day sail the relevant Coastguards should be informed of departure and arrival times, crew numbers and destination.
- 7.5. The nominated Skipper for the sail has a duty to plan the sail, at a level which is appropriate to the passage to be undertaken and in accordance with Solas V

requirements. Prior to departure, the Crewmaster must be informed of the names of all those on board.

- 7.6. On all off Island sails and any that involve an overnight stay at any other port the charity's shore contact must be informed of departure and arrival times, crew names and destination. In addition, a time for a call back to the shore contact must be agreed and carried out. Prior to undertaking the sail, the name of the shore contact to be used must be added on the sailing program together with their contact number.
- 7.7. The person acting as the shore contact will act as the vessel's principal point of contact and the vessel's safety monitor. The shore contacts will be appointed by the Executive Committee and will be listed on the charity website.
- 7.8. All persons sailing on the vessel must adhere to all instructions of the skipper and carry out any procedures that are requested of them.
- 7.9. The vessel's sailing log must be completed for all sailings and will form the official record of passages made. The log will also act as the vessel's accident record book.
- 7.10. Except in an emergency only persons authorized by the Skipper may use the VHF radio for transmittal of messages.
 - 7.10.1. All VHF communications must be professional, concise, and relevant to operational or safety matters.
 - 7.10.2. Channel 16 is monitored for emergency traffic; operational comms should switch to appropriate working channels.
- 7.11. Smoking is not permitted at any time within the vessel interior and may only take place in the cockpit with the consent of the Skipper.
- 7.12. The use of the companion way lift must be supervised by a person who has completed the formal awareness training.
- 7.13. In normal circumstances all crew are expected to remove wet weather clothing before sitting in the salon with the exception of the seat at the chart table.
- 7.14. Safety Briefing. Before each voyage, the skipper or mate must provide a safety briefing to all onboard, including:
 - 7.14.1. Location and use of lifejackets, harnesses, and MOB equipment
 - 7.14.2. Location of safety lines, hatches, fire extinguishers, and first aid kits
 - 7.14.3. MOB procedure and who is responsible for recovery
 - 7.14.4. VHF procedure (who may use it, emergency call format)
 - 7.14.5. Toilet, galley, and waste use
 - 7.14.6. Expected route, destination, and weather plan
 - 7.14.7. Reminder of who to speak to with concerns

7.15. Watchkeeping and crew roles

- 7.15.1. On all sails, the skipper may establish a watch system to ensure alertness, rest, and readiness.
- 7.15.2. A minimum of two persons must be present on deck while under way.
- 7.15.3. All roles and responsibilities (including who monitors the helm, navigation, or MOB watch) must be agreed before departure

7.16. Logbook Use

The onboard log must be used to record:

- 7.16.1. Time of departure and return
- 7.16.2. Changes in route, weather, or crew condition
- 7.16.3. Any incidents, near misses, or equipment failure
- 7.16.4. Engine checks, fuel usage, and handovers (if applicable)
- 7.16.5. Signoff by female enabled crew where there are no female crew carers on board to confirm they are willing to sail without a female crew carer.

The logbook is a legal record and may be reviewed by insurers or authorities following an incident.

7.17. Emergencies & MOB Procedures

- 7.17.1. The skipper must assign specific emergency roles at the start of each trip.
- 7.17.2. MOB drills and recovery methods should be discussed with all crew.
- 7.17.3. In case of injury or distress, the incident must be recorded and reported to the Operations Lead or Safeguarding Officer.

8. Safety

- 8.1. All members should consider Safety as the major issue to address in all we do.
- 8.2. Skippers and Mates should consider sailing conditions expected to ensure crew is capable of meeting those conditions.
- 8.3. All crew should ensure members in their care are
 - 8.3.1. Briefed about conditions
 - 8.3.2. Dressed for the conditions
 - 8.3.3. Fitted with appropriate lifejackets and harness if needed
- 8.4. Skippers should ensure sailing activities match weather conditions and abide by the rest of the Code of Practice.
- 8.5. Skippers should ensure shore contacts are kept informed of Position, Progress and Plans.
- 8.6. Skippers and Mates should ensure adequate briefing in the use and deployment of

safety equipment on board.

- 8.7. Skippers should make known to crew who has First Aid certificates in the event of a medical emergency.

9. Vessel Expenditure

- 9.1. The charges for fuel, gas, electric, marina and harbour fees shall be paid by the skipper and will be reimbursed upon submittal of a claims form to the Treasurer together with the relevant receipts. Prior to undertaking any cruises, the Skipper shall have submitted an estimate to the Treasurer and had approval of the anticipated costs. With the exception of emergency situations should additional expenditure occur on a cruise the Treasurer should be contacted for approval prior to these purchases taking place.
- 9.2. All food and drink purchased for use on cruises will be the responsibility of the cruise crew.
- 9.3. Significant repairs off Island must be authorized via the Yacht Manager before proceeding.
- 9.4. Any expenditure that the charity will be required to pay must have a valid receipt showing SFTD as the payee.

10. Care and Management of the Vessel

- 10.1. The charity will appoint a Yacht Manager who will be responsible for the vessel's paper work, scheduled maintenance and for arranging repair and purchases of any monetary significance. The Yacht Manager may form part of the Executive Committee and will seek agreement before committing to any expenditure above the limit set by the committee.
- 10.2. The skipper will at all times have responsibility for the vessel but will not be personally responsible for the cost of any accidental damage occurring during passages, cruises or vessel manoeuvres.
- 10.3. The crew must at all times treat the vessel with care and will be responsible for the cleanliness of the vessel during and at the end of sails.
- 10.4. Any vessel defects shall be recorded in the vessels deck log and those that cannot be repaired will be notified to the Yacht Manager.
- 10.5. Malicious damage will result in the cost of repair being recovered from the person responsible and could result in that person being barred from future sailings.
- 10.6. The vessel's equipment, condition and sailing activities will be monitored by the Executive Committee. The overall management of the vessel is carried out by the Yacht Manager who will liaise with the Executive Committee and skippers.
- 10.7. In the event of damage being incurred of a non-minor nature a written report must be submitted to the Yacht Manager which could if necessary, form part of an insurance claim.

9. Environment

The charity respects the marine environment and at all times will ensure actions taken on board do not harm the environment.

Disposal of waste

In carrying out disposal of waste food, domestic and operational wastes produced on board (except sewage), this includes food wastes, paper products, rags, glass, metal, bottles, crockery and similar refuse from all vessels, the basic principles are:

- Dispose no waste into the sea
- Retain waste on board and dispose of it ashore
- Where practical, recycle waste.

Disposal of sewage

Basic principle: Do not discharge a sea toilet when doing so would affect water quality or harm the amenity value of the local waters.

Coastal passages

- Only empty holding tanks into a proper shore facility or into the sea whilst underway at least 3 miles offshore.
- In areas of poor flushing such as estuaries, inlets and marinas, make use of shore side facilities, holding tanks and pump out facilities or a portable toilet.
- In marinas, use shore side facilities and brief the crew to do likewise.

11. Safeguarding

All safeguarding matters are set out in the “Child and Vulnerable Adults Protection Policy Guidelines” and the “Child and Vulnerable Adult Protection Policy” available in the Documents section of www.stfd-iom.com website and are integral to the codes of practice.

12. Review

This document is subject to review at least annually and this review documented even if no changes are required.

The following extract from the constitution should be noted.

“The Charity shall establish a Code of Practice and Rules, which will govern all members (irrespective of class of membership) during activities organised for or on behalf of the Charity. Any change to the Code of Practice and Rules will be approved by the Board and will be notified via the website, by e-mail and where appropriate by post to members no less than one month prior to implementation. Members having objection to any proposed change may register their objection to the Board in writing prior to the implementation of the change. Upon receipt of any objection, the Board will consider the objection and will decide whether to continue to implement proposed change. Disputes may be settled by calling a General Meeting for the purpose. Any General Meeting so called will delay the implementation of the proposed change until the matter is decided by the General Meeting”

APPENDIX 1 – DEFINITIONS

Awareness Officer

The Charity endeavours to educate crews in the caring of its' members who may have a variety of disabilities. The Awareness Officer is charged with the duty of facilitating the training of crew members so that they will become more aware of the needs of disabled members and offer them help and support primarily when engaged in the Charity's sailing activities.

Crewmaster

The Crewmaster is charged with the task of drawing up a workable sailing programme and placing this on the charity's website. He will regularly confer with members of the Board to achieve a balanced programme.

Training Organiser

It is the duty of the Training Organiser to organize a structured training programme for developing the sailing and boat handling skills of crew members in order to operate the charity's vessel in a safe manner with due consideration to all fellow mariners.

Training Team

The Training Team will be appointed by the Executive Committee and consist of an Organiser plus a number of other individuals. All team members will hold RYA Coastal Skipper certificate of Competence or higher practical qualifications.

It is the duty of the Training Team to organize a structured training programme for developing the sailing and boat handling skills of crew members in order to operate the charity's vessel in a safe manner with due consideration to all fellow mariners.

Yacht Management

The vessel's equipment, condition and sailing activities will be monitored by the Executive Committee. The overall management of the vessel is carried out by the Yacht Manager who will liaise with the Board and Skippers.

Abbreviations

CG – Coastguard (Irish Sea stations – Liverpool, Belfast, Holyhead, Clyde and Dublin).

DSC – Digital Selective Calling (associated with Global Maritime Distress and Safety System)

MCA – Maritime Coastguard Agency

SOLAS V – Safety of life at sea, regulation five

SFTD – Sailing for the Disabled Isle of Man

RYA – Royal Yachting Association (governing body of sailing and boating activities)

VHF – Very High Frequency (as in Marine Radio for ship to shore or ship to ship communication)

Appendix 2 – Crew Training Requirements

	Skipper Night or more than 12nm Skipper IOM Coastal Sails Mate			Crew
Commercially Endorsed Yachtmaster	M	R	n/a	n/a
Grandfather Rights/Yachtmaster	R	M	n/a	n/a
Annual Skippers Declaration	M	n/a	n/a	n/a
SRC Radio Certificate	M	M	M	R
RYA Dayskipper or higher	n/a	n/a	M	n/a
RYA Competent Crew	n/a	n/a	n/a	R
SFTD Able Crew Award	n/a	n/a	n/a	R
Disability Awareness Training	M	M	M	M
RYA First Aid, equivalent or exception.	M	M	M	R
Recovery-from-water training	M	M	M	M
Key	M	Mandatory		
	R	Recommended		
	n/a	Not Applicable		

APPENDIX 3 – Risk Assessment Template – POM3 Operations

To be completed prior to any trip where required by policy or officer request

1. Trip Overview

- **Trip Name or Reference:** _____
 - **Date(s):** _____
 - **Skipper Name:** _____
 - **Mate Name:** _____
 - **Crew List:** _____
 - _____
 - **Sail Type:**
☐ Day Sail ☐ Overnight Trip ☐ Multi-day / Offshore
 - **Route / Destination:** _____
-

2. Weather & Sea Conditions

- **Forecast Provider Used:** _____
- **Expected Wind Strength:** _____
- **Expected Sea State:** _____
- **Visibility:** _____
- **Tidal Considerations:** _____

Are conditions within the limits for the proposed trip?

☐ Yes ☐ No ☐ Marginal – Review Required

3. Port of Refuge Access

- **Planned Port of Refuge(s):** _____
 - **All-tide access available?** ☐ Yes ☐ No ☐ Tide-dependent
 - **Night entry supported (if applicable)?** ☐ Yes ☐ No
-

4. Crew Risk Considerations

Please list any relevant crew considerations such as:

- Physical mobility

- Communication needs
- Medical dependencies
- New volunteers or trainees

Notes:

5. Safety Equipment Check

- Liferaft: ☐ Onboard ☐ Checked
- Flares: ☐ Onboard ☐ Checked
- Recovery Gear: ☐ Jon Buoy ☐ Block/Tackle ☐ Other
- Radio/Comms: ☐ VHF ☐ Mobile phone coverage expected
- First Aid Kit: ☐ Checked
- Personal Floatation: ☐ All crew equipped
- Safety Briefing Plan: ☐ Prepared

6. Recovery From the Water

- Plan reviewed with crew: ☐ Yes ☐ No
- Recovery method based on conditions: _____
- Role assignment agreed: ☐ Yes ☐ Not discussed

7. Emergency Procedures

- Skipper and mate briefed on roles: ☐ Yes
- Crew know how to initiate MOB response: ☐ Yes
- Communications plan for emergency (e.g. local CG): ☐ Yes

8. Authorisation & Sign-off

For overnight or offshore trips, this form must be reviewed and approved by a designated officer.

- **Skipper Signature:** _____
- **Date:** _____

- **Officer Name (if required):** _____

- **Signature:** _____

- **Date:** _____

Appendix 4 - Skipper Annual Declaration Form

This declaration confirms that the undersigned meets the current skipper requirements for leading sailing activities with Sailing for the Disabled, in line with the charity's 12-month transition policy and operational framework for POM3.

1. Personal Details

Full Name: _____

Email Address: _____

Phone Number: _____

2. Qualifications and Endorsement

- I hold a valid RYA Yachtmaster certificate:
[] Offshore [] Coastal
Certificate No: _____
 - My certificate is accompanied by a **current commercial endorsement**:
[] Yes [] No
-

3. Supporting Documents

Document	Expiry Date
ML5 or ENG1 Medical Certificate	_____
First Aid Certificate	_____
Commercial Endorsement	_____

(Attach copies of all documents with this form.)

4. Declaration

I confirm that:

1. All listed qualifications and certifications are **current and in date**.
2. I have read and agree to operate within the charity's **2025–2026 operational policy**.
3. I understand that I must **notify the charity immediately** if any certification lapses or my fitness to skipper is affected.
4. I agree to participate in **mandatory safety and recovery training**.

5. I understand this declaration is valid for 12 months and must be **renewed annually** to maintain skipper eligibility.

5. Signatures

Skipper Signature: _____

Date: _____

Witness Name: _____

Witness Signature: _____

Date: _____

Appendix 5 - Incident Report Form

To be completed for all significant safety events, injuries, or near misses

1. Trip Information

- Trip Name or Reference: _____
- Date of Trip: _____
- Skipper: _____
- Mate (if applicable): _____
- Location of Incident: _____

2. Description of Incident

- Time of Incident: _____
- Weather and Sea Conditions at the Time:

-
- Summary of What Happened:
-
-
-
-

3. People Involved

- Name(s) of Person(s) Involved:

-
- Role (crew, participant, visitor, etc.):

-
- Was medical attention required? ☐ Yes ☐ No
 - Was outside assistance requested (e.g. coastguard, ambulance)? ☐ Yes ☐ No
 - If yes, by whom and when:
-
-

4. Contributing Factors (Tick any that apply)

- ☐ Weather or sea state ☐ Equipment failure
☐ Crew fatigue ☐ Procedural error
☐ Medical condition ☐ Communication issue
☐ Other: _____
-

5. Immediate Actions Taken

- What did the crew do in response?
-

- Was the situation resolved onboard?
☐ Yes ☐ No – Additional support required
-

6. Follow-Up Required

- ☐ Equipment repair or inspection
☐ Training or procedure review
☐ Formal investigation by Board or Training Officer
☐ External report (e.g. MAIB, insurance)
☐ Safeguarding referral
☐ No further action required
-

7. Report Completed By

- Name: _____
 - Role: _____
 - Date: _____
 - Signature: _____
-

8. For Committee Use Only

- Follow-up Action Assigned To: _____
 - Notes/Outcome:
-
-
-