



# INFRINGEMENT OF SAFETY ZONE REPORT FORM

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**THE ORIGINAL SIGNED COPY OF THIS REPORT  
SHOULD BE SENT TO:**

**Health & Safety Executive  
Hazardous Installations Directorate  
Offshore Division  
Lord Cullen House  
Fraser Place  
ABERDEEN  
AB25 3UB**

Where the incident occurred in the area from 52°30'N, off Lowestoft in the North Sea, north-about to the latitude of the Isle of Man, a copy should be sent to:

Duty Controller  
Maritime Operations Centre  
Clyde Naval Base  
Faslane  
Helensburgh  
Argyll & Bute

Where the incident occurred in the area from the Isle of Man, south-about to 52°30'N in the North Sea, a copy should be sent to:

Operations Room  
Flag Officer, Sea Training  
Grenville Block  
HMS Drake  
Devonport  
Plymouth  
PLT 2BG

# REPORT OF INFRINGEMENT OF SAFETY ZONE

## Guidelines for completing the form

### SECTION 2 - ENVIRONMENTAL CONDITIONS

"Nautical Twilight" referred to in this Section is requested to assist in establishing 'Dusk' and hence the degree of darkness in relation to the incident.

### SECTION 3 - DETAILS OF THE OFFENDING VESSEL/S

The identification of the vessel/s is important as upon this rests the Prosecutor's ability to obtain details of Master and Ownership which are essential in order to charge the correct person and/or company.

### SECTION 5 - NARRATIVE OF EVENTS

Describe actions and movements of offending vessel/s and, where applicable, events of own vessel/s during incident. Specify times of ranges and bearings of vessel/s infringing safety zone/s, together with times, ranges and bearings from fixed installation of own vessel.

Specify ranging system used (eg. Radar, Laser, etc) and if radar is being used specify radar range in use at the time, that clutter, etc. did not raise any doubt and who witnessed these ranges.

If more than one vessel/installation is able to take a radar bearing and distance try to co-ordinate the timing of the observation so that they are taken at the same time - or close to it - which would help corroborate the fact.

Provide a summary of radio communications (eg. times, channels, what was said by whom to whom). Try to obtain the name of the master/s of the offending vessel/s.

A tape-recording of the radio communication should be taken if at all possible.

**NOTE:** Visual estimates of distance do not carry much weight unless the offending vessel/s is extremely close to the installation or within a specific reference point such as a buoy. However, such evidence should still be recorded by the witness.

### SECTION 6 - TRACK DIAGRAM

In addition to the track of the offending vessel/s show track of own vessel/s with times.

Track diagrams can be submitted on a chart, plan or field diagram in lieu of the format contained in Section 6, provided it contains the information requested in the box at the top of this section.

### SECTION 7 - MAIN WITNESS TO THE INFRINGEMENT SECTION 8 - OTHER WITNESS TO THE INFRINGEMENT

You are reminded that you are providing personal evidence that must stand up in court.

Any reports should be in the first person (i.e. 'I' took the radar distance of ..... 'My' estimate of the distance was .....).

Provide location of witness on installation/platform.

### SECTION 10 - PERSON REPORTING THE INCIDENT

This Section should be completed by the person reporting the incident to the Health and Safety Executive, Offshore Division. Any further contact with regard to the actual report would be addressed to this person.

## 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		FIELD
POSITION (European Datum 1950) (shown in degrees, minutes and decimals of a minute)	LAT:	LONG:
DATE OF INFRINGEMENT:		TIME (GMT):

### 2. ENVIRONMENTAL CONDITIONS

WIND		SEA STATE		TIDE	
Speed	Direction	Height (m)	Conditions (Calm/Moderate etc)	Rate	Direction
WEATHER (Cloud, snow, mist etc)		VISIBILITY (Estimated distance)		NAUTICAL TWILIGHT (GMT)	

### 3. DETAILS OF OFFENDING VESSEL/S

NAME & NUMBER OF VESSEL	PORT OF REGISTRY	NATIONALITY
DESCRIPTION OF VESSEL (Type, colouring, funnel marking etc)		WAS VESSEL FISHING YES/NO (If vessel was pair fishing, give details of other vessel)

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

TYPE OF CAMERA	SIZE OF FILM	SIZE OF LENS (Focal length)
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**\* 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:**

- 1 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.
- 2 A photograph from the vessel showing the offending vessel and the installation.

## 5. NARRATIVE

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

Signature of person completing this page	Name (Print)
Position / Job Title	Name of Installation / Vessel
Date	Signature of Corroborative Witness

TIME (GMT)	ESTIMATED COURSE & SPEED OF VESSEL/S	DISTANCE OF VESSEL FROM INSTALLATION (IN METRES)	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)
				<p><b>NB:</b> In every incident it is important to detail any specific danger to persons or property.</p>

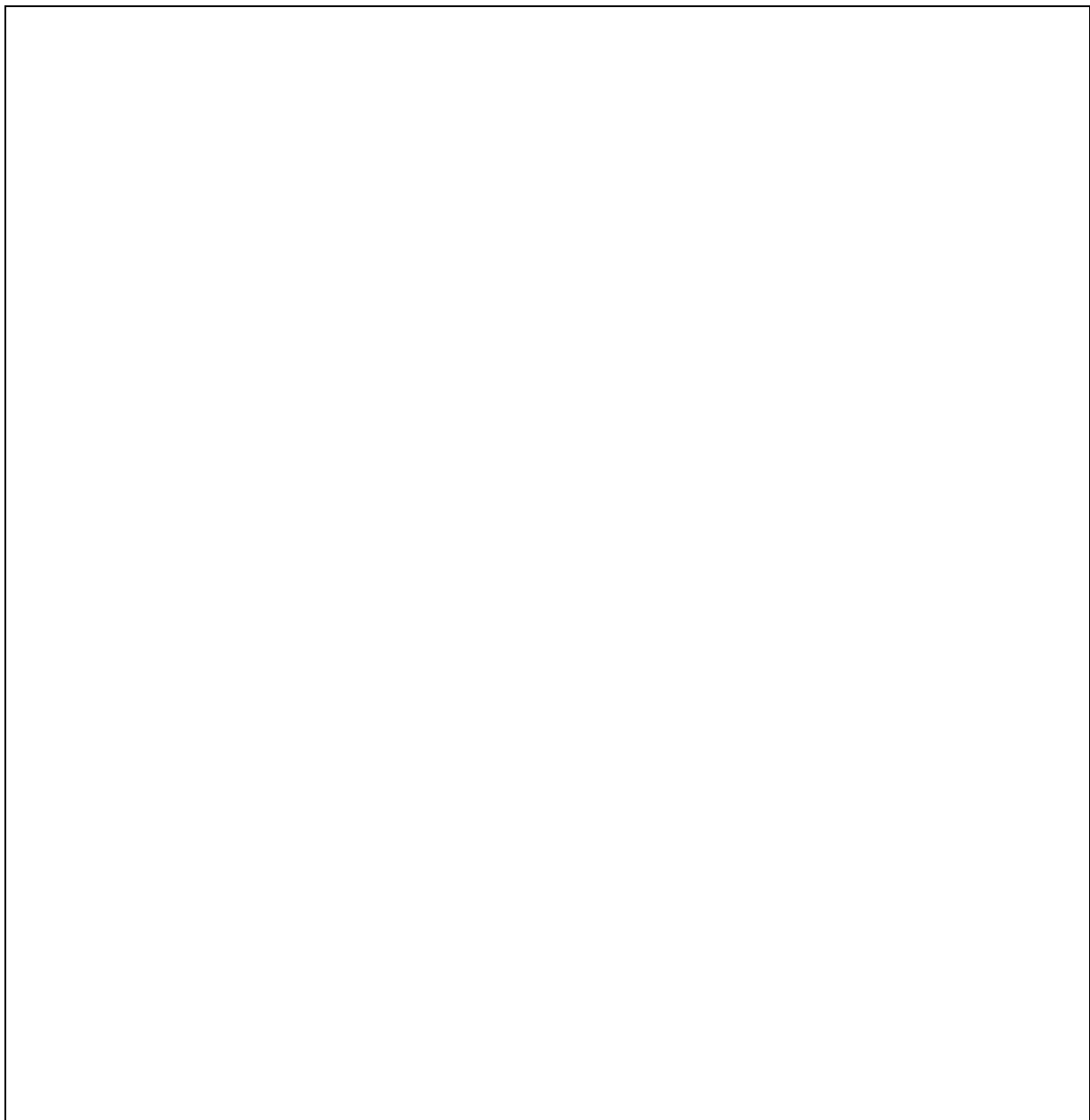
**6. TRACK DIAGRAM**

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

Signature of person completing this Section	
Name (Print)	
Position / Job Title	
Name of Installation / Vessel	
Date	
Signature of Corroborative Witness	

COMPLETE TRACK A DIAGRAM FOR THE OFFENDING VESSEL/S.

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





**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		
Name (Print)		
Position / Job Title		
Home Address		
Home Telephone Number		
Company / Employer's Name		
Telephone:		Fax:

<b>STATEMENT BY WITNESS</b>

**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**

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

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:

Name of Vessel		
Reg. No of Vessel		
Name of Master		
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Company Address		
Telephone:		Fax:

