



## KING'S HARBOUR MASTER CLYDE

### DIRECTION No 03/21

#### QHM CLYDE INCIDENT REPORTING PROCEDURES

##### Introduction

1. Mariners are advised that the Queens Harbour Master Clyde has made the following General Direction under the Clyde Dockyard Port Order 2011.

2. A near-miss, accident or incident (collectively referred to as events) can range from equipment failure to personnel injury or a significant event which is considered to have an effect upon safety within the Clyde Dockyard Port (CDP) area. No-one can be wrong for reporting an event, however minor it may appear, as it could contribute to a wider understanding of a trend of events which, if identified early, could prevent a major incident from occurring. Examples include but are not limited to delay in berthing / unberthing, parting of a berthing line, personal injury as a result of marine activity within CDP. This General Direction sets out the procedures for event reporting within the CDP.

##### Process for reporting a marine observation

3. A marine observation (as discussed at para 2) can be reported to the Queen's Harbour Master (QHM) Clyde in a number of ways:

- a. Using VHF Ch 73 if urgent, or by telephone - to the Harbour Controller on Base extn 3555 between the hours of 0700 and 1700 or Base extn 4005 out with these times and on Saturdays and Sundays.
- b. By making a report through the QHM Website [www.gov.uk/government/groups/qhm-cllyde](http://www.gov.uk/government/groups/qhm-cllyde)
- c. Using a Pilot report form – used only by Admiralty Pilots to report a specific pilotage event.
- d. By phoning extn 7009 (Near Miss / Incident Reporting “hot line”), if the incident is on the waterfront at HMNB Clyde.

4. All of these reports are passed to the Port Safety Officer (PSO) on Base extn 8182 who will formally record the event in

- a. Maritime Navigation and Information Services (MarNis) which includes accident/near miss/incident reporting, recording investigating and data retrieval.
- b. Navy Lessons and Incident Management System (NLIMS)

NLIMS is the Naval Services' application to identify, collate and manage all events and provides a tool to support detailed analysis and a mechanism to provide feedback to prevent re-occurrence.

##### Summary

5. All personnel are to use the processes above to allow compilation of the wider safety picture and key trends / lessons identified to prevent re-occurrence. These reporting formats do not replace commercial reporting procedures.

6. This General Direction will be reviewed by 10 Jan 22.

**Queen's Harbour Master**

Renown Building HM Naval Base, Clyde. <http://www.royalnavy.mod.uk/qhm/clyde/local-notice>

Tuesday 12 Jan 2021

Queen's Harbour Master