

INCIDENT REPORT FORM

Date: _____

From: _____
To: Director, Naval Academy Sailing
Via: BST/CSNTS/VOST/JVOST/IC/Intramurals Program Director
Training Officer
Deputy Director, Naval Academy Sailing

1. Brief description of incident and designation of apparent cause (Write a short paragraph that summarizes the incident. In the last sentence, clearly define your assessment of the root cause of this incident):

The root cause of the incident was:

MATERIAL _____ **PERSONNEL** _____ **PROCEDURE** _____

2. Initial conditions (Write one or more paragraphs that set the stage for the incident. Include in your description your position, weather, sea state, visibility, number and qualifications/experience of those aboard, state of crew training and rest, and any other abnormal conditions that may have existed aboard that might have been distracters):

3. Detailed description of the incident (Be specific. Explain in detail what happened. Also explain what was known and not known at the time of the incident. Some of this material may have been determined in the post-incident critique):

4. Immediate corrective action taken (Describe what you did immediately following the incident, and in the near term aftermath - i.e., what did you do upon return to port. Also, in retrospect, assess the correctness of your actions.):

5. Lessons learned (Describe what you learned from this incident - viewed from the perspective of what should be shared with others so that they also can learn from this incident.):

6. Recommendations for long-term corrective action (i.e., what needs to be done to minimize the chance of this occurring again? This may include things like revisions to instructions, program revisions or enhancements/improvements required - what could have/should have been done differently that would have prevented this incident?):

7. List enclosures (Attach chartlets, pictures, diagrams, etc that help to explain the incident)

a. _____

b. _____