

Damage and Incident Report Form

Please use this form to report any incident during a sailing session, as defined in article 4.1 of the Sailing in Dublin Club safety policy.

The safety officer and/or commodore must be informed of all incidents. Incident reports are not published but are used to inform policy changes by the club committee. While we do our best to sail safely at all times, a small number of incidents are inevitable. Please be as thorough and honest as possible in your report to keep sailing with SID safe for all.

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| --- | --- |
| **Date** |  |
| **Name of captain** |  |
| **Crew and experience levels** |  |
| **Weather conditions** |  |
| **Detailed description of incident (see below for guidelines)** |  |
| **Follow up action(s) required** |  |
| **Lessons learned and/or recommendations** |  |

In writing the incident description, consider the following:

* + why the incident happened, not just what happened
	+ events leading up to the incident
	+ reactions and actions taken
	+ events following the incident
	+ equipment used/equipment failures

For lessons learned, please be ‘reflective’ and document what you have taken away from the incident. This section shouldn’t be used to describe what lessons someone else should learn.