

TRANSIST VESSEL OVERDUE/MISSING

Date <u> </u> / <u> </u> / <u> </u>		Incident Rep No	
TIME	NB ANY DOUBTS CALL DUTY WATCH OFFICER		Entered
	VESSEL NO CONTACT after 1 hour		
	Attempt to contact vessel on radio,on board mobile		
	Contact neighbouring SARCCs for assistance in contacting overdue vessel		
	Contact Regional Operations Manager. Auto dial Note name		
	If directed by ROM call MAC. Auto dial Note Rank & Name		
	If no confirmation from MAC within 5 mins contact ROM		
	WE DO NOT Query shore contact, MAC will make that decision		
IF NOT TASKED (Regional Operations Controller or MAC Take Over)			
	Create and finalise Incident Report, enter report No. and details into Seahawk		
	comms log, print out Incident Report and file in Rescue Folder		
IF TASKED TO SEARCH			
	Task Rescue Vessel, Call Unit Commander auto dial or Ops Officer 0419 144 703		
	Call out duty Skipper Note name		
	Call out Crew Note name 1	2	3
	Create Incident Report, enter report No and details into Seahawk Comms Log,		
	enter Incident report No on all documents		
	Start Operational Plan Part A		
	Log on our Vessel into Seahawk record all relevent information		
	During Incident Maintain regular contact with Rescue Vessel. Record below.		
	Attempt to contact overdue vessel. Record below.		
	Provide updates to relevent people eg ROM, MAC, UC.		
ON COMPLETION			
	Advise MAC Auto dial Note Name and Rank		
	Advise ROM Auto dial Note Name		
	Advise Unit Comander, auto dial or Operations Officer 0419 144 703		
	Complete and Finalise Incident Report on Seahawk. PTO for assistance		
	Print Incident Report.		
	Attach Incident Report, Operational Plan Parts A & B (from rescue vessel Skipper),		
	and all other documents together and file in Rescue Folder		
	Make final entry in Seahawk Comms Log "Incident Report No..... Finalised"		