

TRANSIST VESSEL OVERDUE/MISSING

Date ____/____/____	Incident Rep No			
TIME	NB ANY DOUBTS CALL DUTY WATCH OFFICER			Entered
	VESSEL NO CONTACT after 1 hour			
	Vessel Name	Vessel Reg.		
	Immediately send 'Overdue Vessel" message to on board mobile via Desktop Messaging.			
	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 Manager 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				
	Send Desktop Message to relevant Rescue Vessel if not already done			
	Create Incident Report, enter report No and details into Vessel's Comms Log, enter Incident report No on all documents			
	Compose Email Operational Plan Part A (see Flip Folder) Print out Email (see Flip Folder), Send Email to Rescue Vessel			
	Log on our Vessel into Seahawk Update Status Board			
	During Incident Maintain regular contact with Rescue Vessel.			
	Attempt to contact overdue vessel. Record in Vessel's Comm Log			
	Provide updates to relevent people eg ROM, MAC, UC.			
	If ambulance required advise MAC			
ON COMPLETION				
	Advise MAC Auto dial Note Name and Rank			
	Advise ROM Auto dial Note Name			
	Advise Unit Comander, auto dial or Operations Officer 0409 874 838			
	Update Status Board Complete and Finalise and 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"			