Operators Name   *TRANSIT VESSEL OVERDUE/MISSING*

Date ___/___/___

TIME	NB ANY DOUBTS CALL DUTY WATCH OFFICER			Entered
	Vessel Name	**Vessel Reg**.		
	Immediately send 'Overdue Vessel" SMS via overdue vessel			
	Attempt to contact vessel on radio,on board mobile			
	Contact **neighbouring Bases** for assistance in contacting overdue vessel			
	If no contact, attempt to contact vessel every 10 minutes			
	IF NO CONTACT AFTER 30 MINUTES			
	Send "Overdue Vessel Escalation" SMS via overdue vessel			
	Contact ZDOM. Auto dial Note name FOLLOW HIS INSTRUCTIONS			
	If directed by ZDOM call MAC. Auto dial Note Rank & Name			
	If no confirmation fZDOM MAC within 5 mins contact ZDOM			
	WE DO NOT Query shore contact, MAC will make that decision			
	CREATE INCIDENT REPORT	**INCIDENT REPORT NO.**		
IF NOT TASKED (ZDOM or MAC Take Over)				
	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 MRMS to Boat Crew			
	Check Inbox for replies, refresh Inbox every 1-2 minutes.			
	Update Incident Report, enter report No and details into Vessel's Comms Log, enter Incident report No on all documents			
	Contact DWO, (Auto Dial) discuss Incident			
	Task our Vessel into Seahawk Update Status Board			
	Record crew names via Incident "Add Comms "			
	Commence tracking of Rescue Vessel in OPENCPN			

	During Incident Maintain regular contact at least every 30 minutes with Rescue	
	Attempt to contact overdue vessel. Record in Vessel's Comm Log	
	Provide updates to relevent people eg ZDOM, MAC, UC.	
	If ambulance required advise MAC	

ON COMPLETION

	Advise MAC if previously notified Auto dial Note Name and Rank	
	Send MRMS to "Incident Completed" advising that Incident completed	
	Contact ZDOM. Auto dial Note name, and advise Incident completed	
	Save Track and End Tracking of Rescue Vessel in OPENCPN	
	Untask Rescue Vessel	**Update Status Board**	
	Complete and Finalise and Print Incident Report	
	Print "vessels detail sheet" Overdue/Missing Vessel and Rescue Vessel and atta	
	with Incident Report, LOP and all documents, note paper etc; and file in Rescue	
	Update Overdue/Missing Vessel	
	Make final entry in Seahawk Comms Log **"Incident Report No............. Finalised**	