



HRC Boat Incident & Maintenance Request Form

Revised Feb - 2008

Date:		
Contact person:		
Contact Number:		
Names of all the crew members present. <small>All crew names are required for any potential insurance claim</small>	Bow	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	Cox	
	Coach	
Damage is to : <small>If a boat include its name.</small>	<input type="checkbox"/> Single scull	
	<input type="checkbox"/> Double scull	
	<input type="checkbox"/> Pair	
	<input type="checkbox"/> Quad Scull	
	<input type="checkbox"/> Four	
	<input type="checkbox"/> Eight	
	<input type="checkbox"/> Sculling Oar(s)	
	<input type="checkbox"/> Sweep Oar(s)	
	<input type="checkbox"/> Motor Boat	
	<input type="checkbox"/> Other – <i>Please Specify</i>	
Level of Damage :	<input type="checkbox"/> Being Proactive - Boat Still Usable <input type="checkbox"/> URGENT - Boat out of action – Red, Out of Action Tag attached to damaged equipment. Tag can be found on booking board.	

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Location of incident:

Please give as much detail as possible, attach page if needed.

If no Incident caused damage please note NOT APPLICABLE.

Description of maintenance work requested:

Please explain what happened, and description of damage as best you can. If oars have been damaged please provide a description and /or explain where the oar(s) have been stored

If incident involved another water vessel (such as rowing boat, kayaker, powered craft etc) a Rowing Victoria Incident Report Form **MUST BE COMPLETED** and attached with this form.

To submit this form please leave in the tin Behind the bar and telephone the Club Safety Officer, or if unavailable any other committee member on one the telephone numbers listed on the whiteboard of contacts which can be seen as walking up the stairs.