



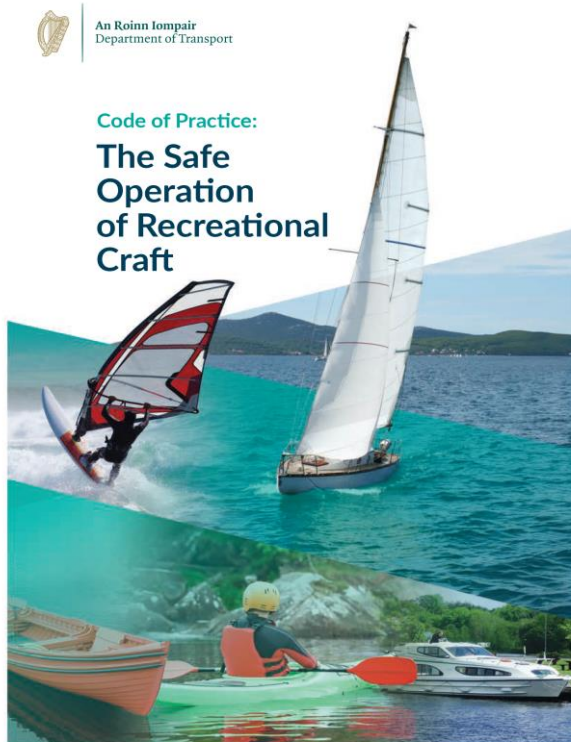
**An Roinn Iompair**  
Department of Transport

## **Marine Notice No. 11 of 2025**

*Notice to all Masters, Owners and Users of Pleasure and Recreational Craft.*

### **The Safe Operation of Recreational Craft Think and Prepare – Tell someone about your plans and let the Coast Guard know**

The Department of Transport encourages all those who are going out on the water to think about their proposed trip in advance, to make a plan, to ensure they have the necessary training and safety equipment and know what to do if things go wrong.



The Code of Practice for the Safe Operation of Recreational Craft contains important safety advice and guidance for owners, masters and users of a range of recreational craft, including a series of helpful 'Think and Prepare' safety checklists.

The focus of this Marine Notice is to draw attention to the importance of designating a shore-based contact person before you start your trip, to tell the person about your plans, your departure and return times, where you are going and what to do if there is a need to raise the alarm. It is also recommended that recreational craft users let the Coast Guard know about their planned journey by logging a Traffic Report Message with the nearest Coast Guard radio station.

The 'Think and Prepare – Designate a Shore-based Contact Person' template can be found on page 20 of the Code of Practice and is attached at Appendix 1 to this Marine Notice for reference. This provides some ideas about the type of information to provide to your contact person.

Think and Prepare information regarding Traffic Report Messages to the Coast Guard is provided on pages 18 and 19 of the Code of Practice and a 'Traffic Report Message' template is also given at Appendix 2 to this Marine Notice. A separate Traffic Report Message template for Divers is contained on page 75 of the Code of Practice. A Traffic Report Message (TR) can be created by VHF radio on Channel 16 or Irish Coast Guard VHF working channels or by phoning the relevant Coast Guard Rescue Co-ordination Centre on:

+353 (0)1 662 0922 for MRCC Dublin,  
+353 (0)74 937 0103 for MRSC Malin Head, or  
+353 (0)66 947 6109 for MRSC Valentia.

In the event of an emergency, a TR will help rescue authorities know where to start looking and how many people are on board your vessel. When you have completed your trip and have arrived at your destination, please remember to close off the TR via VHF radio or phone. Failing to close the TR will not initiate a search. It is still the responsibility of your designated contact person ashore to report any concerns if your craft is overdue in returning from a trip. The Irish Coast Guard will not initiate overdue procedures based on TRs.

Further safety information is contained in the Code of Practice for the Safe Operation of Recreational Craft. The Code of Practice is a free document and hardcopies can be obtained on request, in both English and Irish, from the Maritime Safety Policy Division of the Department at email [marineleisuresafety@transport.gov.ie](mailto:marineleisuresafety@transport.gov.ie)

The Code of Practice is also available to view or download from [www.gov.ie](http://www.gov.ie) at the following link: <https://www.gov.ie/en/publication/66ff7e-safe-operation-of-recreational-craft/> and on [www.safetyonthewater.ie](http://www.safetyonthewater.ie). The Code can also be downloaded by using the QR code below:



Additional online publications in relation to safety on the water are available at <https://www.gov.ie/en/collection/60fd1-all-safety-on-the-water-booklets/>

**All recreational craft users are encouraged to read the Code of Practice for the Safe Operation of Recreational Craft and to follow the safety advice and guidance contained in the Code.**

Irish Maritime Administration  
Department of Transport  
Leeson Lane, Dublin 2, D02 TR60, Ireland.

11/03/2025

**Encls.**

Appendix 1: Think and Prepare – Designate a Shore-based Contact Person template  
Appendix 2: Think and Prepare – Traffic Report Message template

## APPENDIX 1



### Think and Prepare

#### Designate a Shore based Contact Person

It is most important to always ensure that a designated person ashore is aware of the intended voyage, departure and return times, and knows what to do to raise the alarm if the need arises.

The following is a suggested information template for your Shore-based Contact Person:

#### Shore-based Contact Person Template

Vessel name and description including Call Sign	Date
Route (passage plan summary)	Distance/Time
Number of persons on Board	
Name and contact information of person/organisation ashore informed of the voyage details	
Departure time	
Estimated time of arrival or return	
Procedure for alarm raising	In an emergency ring 999 or 112 or use VHF Channel 16 and ask for the Coast Guard

## APPENDIX 2



### Think and Prepare

#### Traffic Report Messages – Let the Coast Guard know

Information to create a TR should include the following:

#### Traffic Report Message (TR)

Date:

Vessel Name (and Call Sign):

Vessel Type:

Leaving Time:

Leaving from:

Going to:

Estimated time of arrival at destination:

Estimated time of arrival following return journey:

Number of persons on board: