



**REPUBLIC OF
THE MARSHALL ISLANDS**

MARITIME ADMINISTRATOR

Marine Guideline

No. 6-36-2

Rev. 7/15

**TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF
MERCHANT SHIPS, AND RECOGNIZED ORGANIZATIONS**

**SUBJECT: Notification and Reporting of Marine Casualties, Marine Incidents,
Occurrences and Offenses**

References: (a) RMI Maritime Act of 1990 ([MI-107](#))
(b) RMI Maritime Regulations ([MI-108](#)), Chapter 6
(c) RMI Rules for Marine Investigations ([MI-260](#))
(d) *International Management Code for the Safe Operation of Ships and for
Pollution Prevention (international Safety Management (ISM) Code), as
amended*
(e) **Maritime Labour Convention, 2006**

PURPOSE:

This Guideline amplifies the notification and reporting requirements contained in reference (b) above and in section 3.0 of reference (c) above.

This Guideline does not include reporting requirements for:

- Piracy (successful or attempted) and armed robbery (RMI Marine Notice [2-011-39](#));
- Stowaways (RMI Marine Guideline [7-41-5](#)); or,
- MARPOL contraventions, such as low sulphur fuel oil reporting requirements (RMI Marine Notice [2-013-8](#)) and inadequate reception facilities (RMI Marine Notice [2-014-2](#)).

Reporting requirements for these are contained in the documents identified in parentheses, above.

This Guideline supersedes the original issue of 3/12 and reflects the updating of the References section, the replacement of the forms in Appendices 1 and 2 with hyperlinks in paragraph 2.3, the renumbering of former Appendix 3 and the hyperlinking of referenced documents where possible throughout.

APPLICABILITY:

This Guideline applies to owner/operators and Masters of all Republic of the Marshall Islands (RMI) flagged vessels.

REQUIREMENTS:

1.0 Initial Notification

- 1.1 As required by references (b) and (c) above, the owner, charterer, manager, operator, Master, agent or person in charge of a vessel registered under the RMI Maritime Act involved in a Marine Casualty, Marine Incident or Occurrence, including an Offense, shall immediately (within 24 hours) advise the RMI Maritime Administrator (the “Administrator”) of the Marine Casualty, Marine Incident or Occurrence by the fastest means possible, including fax, email, or telephone.
- 1.2 Vessel operators should be aware that the Administrator frequently receives reports of Marine Casualties, Marine Incidents, Occurrences or Offenses from third parties less than 24 hours after they occur. The receipt of such reports will prompt an inquiry from the Administrator to the vessel’s operator.
- 1.2 The initial notification should include, as appropriate, the following information:
 - Vessel name;
 - Date and time of the Marine Casualty, Marine Incident or Occurrence;
 - Type of Marine Casualty, Marine Incident or Occurrence;
 - Vessel’s location and, if at sea, next port of call;
 - Current situation on board and status of the crew;
 - Confirmation that port or coastal State authorities have been notified; and,
 - Details for preferred contact, if other than the DPA.
- 1.3 Initial notifications should be made to the Administrator at:

Email: investigations@register-iri.com
or for emergencies requiring an immediate response:
dutyofficer@register-iri.com.

Telephone: +1-703-620-4880
Fax: +1-703-476-8522

2.0 Follow-Up Reporting

- 2.1 In accordance with reference (b) above, a follow-up report is required to be submitted promptly after the initial notification by the owner, charterer, manager, operator, Master or person in charge of a vessel involved in a Marine Casualty or Marine Incident. Typically a follow-up report should be submitted within five (5) days of the initial notification. Follow-

up reports should be submitted if one (1) or more of the following criteria is met:

- material damage as defined in reference (c) above affecting the seaworthiness of a vessel;
- collision, allision, stranding, grounding, abandonment or loss of a vessel;
- severe damage to the environment;
- fire or explosion;
- loss of life;
- injury causing any person(s) to remain incapacitated for a period in excess of 72 hours or disease that has been diagnosed by a medical professional as communicable with a high probability of infecting others aboard the vessel; or,
- port or coastal State action in response to the contravention of or non-compliance with any International Conventions and Agreements to which RMI is a party or which it has implemented.

2.2 In addition to the above, anytime it is necessary to initiate onboard emergency response operations (such as deploying rescue boat, deploying an emergency party, etc.) or taking evasive actions beyond normal maneuvers to avoid collision should be reported. This does not include drills.

2.3 When making a follow up report for a Marine Casualty or Marine Incident the following should be submitted as appropriate to the Administrator: a *Report of Marine Casualty* (RMI form [MI-109](#)) or a *Report of Personal Injury or Loss of Life* (RMI form [MI-109-1](#)). The report should be filled out as completely as possible. If there are any serious injuries or deaths as a result of the Marine Casualty or Marine Incident, an MI-109-1 for each death or serious injury should be submitted along with the MI-109.

2.4 When making a follow up report for a Marine Incident, Occurrence or Offense as defined in references (b) and (c) above for which neither the MI-109 nor the MI-109-1 is appropriate, the report should be made in writing. The written report should include the information provided in the initial notification as well as the available details of the Occurrence or Offense.

2.5 The following should be provided when the report discussed in paragraph 2.2 or 2.3 above is submitted:

- Statements of crew members who witnessed the Marine Casualty, Marine Incident or Occurrence that are signed or otherwise acknowledged by the witness;
- A copy of any entries in the Deck Log related to the Marine Casualty, Marine Incident or Occurrence; and,
- A copy of the Crew List.

2.6 Depending on the type of Marine Casualty, Marine Incident or Occurrence additional information, including a copy of the operator's investigation report, may be required to be submitted in addition to the information required in paragraph 2.5 above. Typically, any

additional required information should be provided within 30 days of the Marine Casualty or Marine incident. Appendix 1 includes a list of some specific types of Marine Casualties and Marine Incidents and the type of additional information that should be provided.

- 2.7 Reports and any required additional information should be sent to the Administrator by email, fax, or mail.

Email: investigations@register-iri.com
Fax: +1-703-476-8522
Mail: Republic of the Marshall Islands Maritime Administrator
Attention: Investigations
11495 Commerce Park Drive
Reston, Virginia 20191-1506
United States of America

- 2.8 If after making an initial notification it is determined that a Marine Casualty or Marine Incident does not meet the criteria for submitting a follow-up report, it is requested that the vessel's owner or operator notify the Administrator of this within five (5) days of when the initial notification was made.

3.0 Port and Coastal State Reporting

- 3.1 Owners, operators and Masters of RMI flagged vessels should also ensure that the reporting requirements of the port or coastal State in whose waters a Marine Casualty or Marine Incident occurs are complied with, particularly when assistance may be necessary.
- 3.2 The Administrator should be informed immediately when a port or coastal State initiates an investigation or otherwise intervenes and takes a control action as a result of the Marine Casualty, Marine Incident, Offense or Occurrence.

APPENDIX 1 ADDITIONAL INFORMATION

As noted in paragraph 2.6 above, specific additional information is required for some Marine Casualties and Marine Incidents. The following is a list of some Marine Casualties and Marine Incidents and the additional information that should be submitted to the Maritime Administrator when available:

- Death (crew member) – regardless of cause
 - Copy of autopsy report;
 - Copy of other documents received from local authorities in the port where the body of the deceased is landed ashore; and,
 - Copy of police report, if available.
- Death (third party) – regardless of cause
 - Copy of documents received from local authorities in port where the body of the deceased is landed ashore;
 - Copy of police report, if available; and,
 - Copy of ship’s doctor’s report (cruise ships).
- Serious injury (not fit for duty for more than 72 hours) – crew member
 - Medical / fitness for duty report
- Serious injury – third party
 - Copy of applicable pages from visitor log; and,
 - Copy of permits to work or similar documentation for third party personnel working onboard.
- Communicable diseases
 - Medical report;
 - Description of action taken to reduce potential for exposure of other crew members or passengers;
 - Copy of notification provided to port officials; and,
 - Copy of any documents / control orders issues by port officials.
- Hull / Equipment / Machinery damage or malfunction
 - Class damage survey report

- Fire / explosion

The follow-up report should include as much information as possible, including:

- location of the fire / explosion on board;
- time from detection of fire to when first fire hose or extinguisher at the scene;
- how the fire / explosion was detected, and by whom;
- action taken to extinguish the fire;
- time required to extinguish and bring the fire under control;
- the nature of any impacts to passengers (passenger vessels);
- the nature of any impacts to cargo or; and,
- any other information that may be helpful to prevent other fires.

- Flooding

The follow up report should include as much information as possible, including:

- spaces affected;
- how the flooding was detected;
- action taken to control or stop the flooding;
- time required to control or stop the flooding; and
- the nature of any impacts to cargo or vessel operations.

Seafarer misconduct

- Copy of disciplinary letters or similar document issued to seafarer for current incident as well as within the prior 12 months