

## **SHIPPING NOTICE 02/2015 Rev 1**

### **MANDATORY REPORTING OF CERTAIN INCIDENTS AND OCCURRENCES ON BOARD CAYMAN ISLANDS SHIPS**

**To: OWNERS, MANAGERS, OPERATORS AND MASTERS OF CAYMAN ISLANDS SHIPS  
(INCLUDING YACHTS).**

**This Shipping Notice replaces SN 02/2008 which is now withdrawn**

#### **1. Background**

- 1.1 The purpose of this Shipping Notice is to outline the requirements to report certain incidents and occurrences to the Cayman Islands Shipping Registry.
- 1.2 The Laws and Regulations of the Cayman Islands relating to ships and yachts contain many instances where certain incidents must be reported to the Cayman Islands Shipping Registry. This Notice gives guidance as to the reporting requirements for the more common of these incidents. The guidance is given in relation to what is to be reported, by whom it is to be reported and the time frame in which it is to be reported.
- 1.3 The contents of this Notice are not intended to be comprehensive and masters and Companies are advised that this notice does not relieve them of any reporting requirements included in the Laws and Regulations that may not be listed here.
- 1.4 For ease of reference, the reporting requirements included in this Notice are grouped under general subject headings and not by the applicable requirements contained in Cayman Islands Laws and Regulations.
- 1.5 Where an incident may be considered as being applicable to more than one of the categories contained in this Notice, the reporting requirements of all applicable categories should be complied with.
- 1.6 Nothing in this notice should be taken as relieving masters of Cayman Islands ships from local reporting requirements which may be applicable to jurisdictions where the incident may occur.

## 2. Reportable Incidents and Occurrences

### 2.1 Incidents relating to accidents to the ship.

<b>Description:</b>	<b>Any incident resulting in the loss or abandonment of the vessel.</b>
<b>Reported by:</b>	The company <sup>1</sup> or owner by telephone and email to CISR (See Annex 1)
<b>Reported when:</b>	Immediately on becoming aware of the Incident

<b>Description:</b>	<b>Vessel involved in any collision.</b>
<b>Reported by:</b>	The company <u>and the master</u> by telephone and email to CISR (See Annex 1)
<b>Reported when:</b>	As soon as is practicable <sup>2</sup>

<b>Description:</b>	<b>Vessel aground.</b>
<b>Reported by:</b>	The company <u>and the master</u> by telephone and email to CISR (See Annex 1)
<b>Reported when:</b>	As soon as is practicable.

### 2.2 Incidents relating to personal accidents, illness and injury

<b>Description:</b>	<b>Any accident resulting in death or serious injury of a seafarer, occasional worker or passenger; whether on board, ashore or elsewhere.</b>
<b>Reported by:</b>	The company and the master by telephone and email to CISR (See Annex 1)
<b>Reported when:</b>	Immediately.

<b>Description:</b>	<b>Any accident resulting in a seafarer being unfit to discharge their normal duties for a period in excess of 24 hrs.</b>
<b>Reported by:</b>	The company by telephone and email to CISR (See Annex 1)
<b>Reported when:</b>	Within 7 days of the accident.

<b>Description:</b>	<b>Any accident resulting in a crew member being unfit to discharge their normal duties for a period in excess of 72 hours including cases where the injuries sustained result in the person leaving the ship.</b>
<b>Reported by:</b>	The company by telephone and email to CISR (See Annex 1)
<b>Reported when:</b>	Within 24 hrs.

<sup>1</sup> In this Shipping Notice, “company” has the meaning given in Chapter IX of SOLAS. Where a ship does not have a “company” the reporting requirement falls to the owner and master of the ship.

<sup>2</sup> “As soon as practicable” means as soon as it is safe to do so after the incident. In no case should this be more than 24 hrs after the incident.

2.3 Incidents relating to Births and Deaths

<b>Description:</b>	<b>Birth on board a Cayman Islands ship</b>
<b>Reported by:</b>	The master using "Form RB 1" to the Shipping Master at the Cayman Islands Shipping Registry
<b>Reported when:</b>	Within seven days of the birth

<b>Description:</b>	<b>Death of a seafarer, occasional worker or passenger; whether on board, ashore or elsewhere.</b>
<b>Reported by:</b>	The master using "Form RD 1" to the Shipping Master at the Cayman Islands Shipping Registry
<b>Reported when:</b>	Within three days of the death.

2.4 Incidents relating to maritime security

<b>Description:</b>	<b>When a ship is required to operate at Security Level 3 by a port or coastal state.</b>
<b>Reported by:</b>	The master by email to CISR (See Annex 1)
<b>Reported when:</b>	Immediately on receiving instructions to operate at Security Level 3.

<b>Description:</b>	<b>Request or requirement of a port state for the ship to lower the Security Level from that set by the UK Government.</b>
<b>Reported by:</b>	The company to the UK Department of Transport with copy to CISR (See Annex 1)
<b>Reported when:</b>	As soon as practicable.

<b>Description:</b>	<b>Receipt of a Ship Security Alert System (SSAS) message from a Cayman Islands ship.</b>
<b>Reported by:</b>	The Company Security Officer to CISR and MRCC Falmouth (See Annex 1)
<b>Reported when:</b>	Immediately on receipt of the SSAS message and again when the status of the alert message has been determined.

2.5 Incidents relating to operational failures

<b>Description:</b>	<b>Failure of the Company to receive two consecutive daily position reports in accordance with SOLAS V/28.2 from any Cayman Islands ship.</b>
<b>Reported by:</b>	The company by email and telephone to CISR (See Annex 1)
<b>Reported when:</b>	As soon as practicable after the second missed position report.

<b>Description:</b>	<b>Any loss of main propulsion, steering or “station keeping” ability.</b>
<b>Reported by:</b>	The company by email and telephone to CISR (See Annex 1)
<b>Reported when:</b>	Within 24 hrs of the company being aware of the failure.

2.6 Port State Control Inspections

<b>Description:</b>	<b>Every Port State Control Inspection</b>
<b>Reported by:</b>	The company by email to CISR, enclosing a copy of the inspection report.
<b>Reported when:</b>	Within seven days of the Port State Control inspection.

<b>Description:</b>	<b>Any deficiencies noted and coded as “30” (Ship detained).</b>
<b>Reported by:</b>	The company and master by telephone and email enclosing a copy of the inspection report and Detention Order.
<b>Reported when:</b>	Immediately upon detention of the ship

<b>Description:</b>	<b>Any other maritime security control action imposed under the provisions of SOLAS XI-2/9 (Such as denial of entry into port, expulsion from port, restrictions on operations, etc.).</b>
<b>Reported by:</b>	The company by email and telephone to CISR (See Annex 1)
<b>Reported when:</b>	Immediately on the imposition of such control actions.

2.7 Incidents with a potential for environmental impact

<b>Description:</b>	<b>The discharge of any substance from the ship, whether intentional or unintentional, not in accordance with the MARPOL Convention.</b>
<b>Reported by:</b>	The company and master by email and telephone to CISR (See Annex 1)
<b>Reported when:</b>	Within 24 hrs of any such discharge,

<b>Description:</b>	<b>Any allegation by a third party that the ship has discharged any substance not in accordance with the MARPOL Convention.</b>
<b>Reported by:</b>	The company and master by email and telephone to CISR (See Annex 1)
<b>Reported when:</b>	Upon receipt of any such allegation.

2.8 Notifiable and Occupational Diseases

<b>Description:</b>	<b>Any disease or illness reportable under regulation 21 of the Merchant Shipping (Maritime Labour Convention) (Health and Safety) or any notifiable disease listed in Annex 2 of this Shipping Notice.</b>
<b>Reported by:</b>	The company by telephone and email to CISR (See Annex 1)
<b>Reported when:</b>	Immediately on the confirmed diagnosis of a notifiable or occupational disease.

**3. Actions required.**

- 3.1 Owners and managers are asked to ensure that a copy of this shipping notice is readily available on board all Cayman Islands ships and that masters are aware of its contents and their responsibilities for reporting certain incidents on board.
- 3.2 Where the contents of this Shipping Notice are in conflict with the reporting requirements contained in the Safety Management System or other internal documents and policies, companies are asked to make relevant amendments to those documents to ensure compatibility with this Shipping Notice.

**Annex 1**

**(Contact details)**

For reports relating to Sections 2.1, 2.2, 2.4\*, 2.5, 2.6 & 2.7 to CISR:

Telephone: +1 345 9498831  
+44 1489 799 203

Email: [reporting@cishipping.com](mailto:reporting@cishipping.com)

For reports relating to Sections 2.3, & 2.8:

Telephone: +44 1489 799 203

Email: [shipping.master@cishipping.com](mailto:shipping.master@cishipping.com)

\*For reports to CISR under Section 2.4 relating to SSAS Alerts only:

Email: [ssas@cishipping.com](mailto:ssas@cishipping.com)

For reports under Section 2.4 to the UK Department for Transport:

Email: [maritimesecurity@dft.gsi.gov.uk](mailto:maritimesecurity@dft.gsi.gov.uk)

**Annex 2**

**(Notifiable Diseases)**

The following diseases are considered “notifiable” under Schedule 1 of UK SI 2010 No.659 (The Health Protection (Notification) Regulations, 2010). Any confirmed diagnosis of these diseases should be reported to [shipping.master@cishipping.com](mailto:shipping.master@cishipping.com) as soon as diagnosis has been confirmed. Masters are reminded that there may be local reporting requirements depending on the location of the ship when the diagnosis is confirmed.

- Acute encephalitis
- Acute infectious hepatitis
- Acute meningitis
- Acute poliomyelitis
- Anthrax
- Botulism
- Brucellosis
- Cholera
- Diphtheria
- Enteric fever (typhoid or paratyphoid fever)
- Food poisoning
- Haemolytic uraemic syndrome (HUS)
- Infectious bloody diarrhoea
- Invasive group A streptococcal disease
- Legionnaires’ disease
- Leprosy
- Malaria
- Measles
- Meningococcal septicaemia
- Mumps
- Plague
- Rabies
- Rubella
- Severe Acute Respiratory Syndrome (SARS)
- Scarlet fever
- Smallpox
- Tetanus
- Tuberculosis
- Typhus
- Viral haemorrhagic fever (VHF)
- Whooping cough
- Yellow fever