

Commonwealth of Dominica



Office of the Maritime Administrator

TO: ALL SHIPOWNERS, OPERATORS, MASTERS, AND OFFICERS OF MERCHANT SHIPS, AND AUTHORIZED CLASSIFICATION SOCIETIES

SUBJECT: CASUALTY, INCIDENT, AND ACCIDENT INVESTIGATIONS

REFERENCE:

- (a) SOLAS, Chapter I, Regulation 21
- (b) Resolution A.849(20), Code for the Investigation of Marine Casualties and Incidents, as amended;
- (c) MSC/Circ.953-MEPC/Circ.372, Revised Harmonized Reporting Procedures, as amended;
- (d) Commonwealth of Dominica Maritime Act (CDP-101), as amended;
- (e) Commonwealth of Dominica Maritime Regulations (CDP-102), as amended;
- (f) Marine Investigations (CDP-400), as amended;

APPLICABILITY: This Circular applies to owners, operators, and Masters of all ships flagged with the Commonwealth of Dominica.

PURPOSE:

This Circular amplifies the notification and reporting requirements contained in reference (e) above and in reference (f) above.

This Circular does not include reporting requirements for:

1. Piracy (successful or attempted) and armed robbery;
2. Stowaways; or
3. MARPOL Contraventions, such as low sulfur fuel oil reporting requirements and inadequate reception facilities.

REQUIREMENTS:

General

1. Initial Notification

- 1.1. As required by references (e) and (f) above, the owner, manager, operator, Master, agent of person in charge of a vessel registered under the Commonwealth of Dominica Maritime Act involved in a Marine Casualty, Marine Incident or Occurrence, including an Offense, shall immediately (within 24 hours) advise the Commonwealth of Dominica Maritime Administration of the Marine Casualty, Marine Incident or Occurrence by the fastest means possible, email (technical@dominica-registry.com), or telephone (1.508.287.4536).
- 1.2. Vessel operators should be aware that the Administration generally 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 Administration to the vessel's operator.
- 1.3. The initial notification should include, as appropriate, the following information:
 - Vessels 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.
- 1.4. Initial notifications should be made to the Administration at:
Email: technical@dominica-registry.com
or for emergencies requiring immediate response call
Telephone: +1 508 287 4536

2. Follow-Up Reporting

- 2.1. In accordance with reference (e) 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 (f) above affecting the seaworthiness of a vessel;
 - Collision, allusion, 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 be 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 Agreement to which the Commonwealth of Dominica is a party or which it has implemented.
- 2.2. In addition to the above, any time 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 Administration: a Report of Marine Casualty or Marine Incident (CDVR-5010), or a Report of Personal Injury or Loss of Life (CDVR-5011). 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, a Report of Personal Injury or Loss of Life for each death or serious injury should be submitted along with the Report of Marine Casualty or Marine Incident.
- 2.4. When making a follow up report for a Marine Incident, Occurrences or Offense as defined in references (e) and (f) above for which neither the Report of Marine Casualty or Marine Incident nor the Report of Personal Injury or Loss of Life 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 Administration by email or mail:

Email: technical@dominica-registry.com

Mail: Office of the Deputy Maritime Administrator
32 Washington St.
Fairhaven, MA 02719
United States of America

2.8. If after making the 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 Administration of this within five (5) days of when the initial notification is made.

3. Port and Coastal State Reporting

3.1. Owners, operators and Masters of Commonwealth of Dominica flagged vessels should also ensure that the reporting requirements of the port or coastal State in whose waters a Marine Casualty of Marine Incident occurs are complied with, particularly when assistance may be necessary.

3.2. The Administration should be informed immediately when a port or coastal State initiates an investigation or other intervenes and takes a control action as a result of the Marine Casualty, Marine Incident, Offense or Occurrence.

Required Action by Owners/Operators

Owners, operators, managers, Masters and agents of vessel under the Commonwealth of Dominica flag are required to ensure that notification and reporting of Marine Casualties, Marine Incident, Occurrences of Offenses are done in accordance with the provisions of the Dominica Maritime Act, Regulations, Policies and Procedures.

Any questions can be directed to:

Technical Department

Tel: + 1 508 992 7170

e-mail: technical@dominica-registry.com

-End-

APPENDIX I

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Inquiries concerning the subject of this Notice should be directed to the Deputy Maritime Administrator
Commonwealth of Dominica, 32 Washington Street, Fairhaven, MA 02719 USA
technical@dominica-registry.com

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 Administration 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 issued 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; and/or
- 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

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