



Rev. 1

**REPUBLIC of SAN MARINO  
MARITIME AUTHORITY**

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**San Marino Policy Letter**

**SMPL – 2023-TEC-003**

**15 September 2023**

**San Marino Ship Register SMSR**

**Flag State Notification Procedure**

TO: Recognised Organisations, Shipowners, Managers, Masters, Seafarers, SMSR partners, SMSR brokers, Surveyors, and the general public.

| <b>Rev. n</b> | <b>Date</b>   | <b>Changes</b>                     | <b>Initials</b> |
|---------------|---------------|------------------------------------|-----------------|
| 0             | 21 March 2023 | n/a                                | nc              |
| 1             | 15 Sept. 2023 | Definitions update, Reporting Form | nc              |

## 0. Introduction

The purpose of this Policy Letter is to inform managers and masters of the mandatory notification procedure to the Administration of all casualties, incidents, and Port State Control Inspections involving San Marino-flagged vessels.

## 1. Definitions

### 1.1 CASUALTIES

These are occurrences where there is:

- a. the death of a person, or major injury to a person; or
- b. serious harm to the environment; or
- c. loss of a ship or the abandonment of a ship; or
- d. material damage to a ship; or
- e. the grounding of a ship or any collision, or a ship is disabled; or
- f. material damage caused by, or in connection with the operation of a ship.

Any “major injury” occurring to any person automatically classifies the event as a casualty and a major injury is defined as:

- any fracture (other than to fingers or toes); or
- any loss of a limb or part of a limb; or
- dislocation of the shoulder, hip, knee or spine; or
- loss of sight (temporary or permanent); or
- penetrating eye injuries; or
- other injuries leading to hypothermia or unconsciousness, requiring resuscitation, or admission to hospital or an offshore sick bay for more than 72 hours.

“Material Damage”, like a major injury, automatically classifies the event as a casualty and material damage is defined as damage to the structure, equipment or fittings of the ship which:

- requires immediate repair before the ship is able to continue in service, or
- which involves a breach of the hull or cracking etc. which affects the ship’s structural integrity,  
or
- which involves damage to machinery or other equipment which is safety equipment or which is essential to the operation of the ship and thus prevents the ship from operating as designed.

### 1.2 INCIDENTS

These are defined as an event of less seriousness than a casualty and include:

- a. falls overboard.
- b. fires and explosions.
- c. the collapsing or bursting of any pressure vessel, pipeline or valve or the accidental ignition of anything in a pipeline.

- d. the collapse or failure of any lifting equipment, access equipment, hatchcover, staging or any associated load-bearing parts.
- e. the uncontrolled release of any harmful substance or agent.
- f. any collapse of cargo, unintentional movement of cargo sufficient to cause a list, or loss of cargo overboard.
- g. snagging of fishing gear resulting in the vessel heeling to a dangerous angle.
- h. any contact by a person with loose asbestos fibre without wearing the appropriate protective clothing.
- i. Security breach or severe security threats.

Any of the above are classified as accidents, however if any of these actually result in a major injury then the classification is upgraded to casualty. Similarly, while a fire is classed as an accident, if it causes material damage to the ship, then (because material damage classifies the event as a casualty) the event is upgraded to a casualty.

### **1.3 PORT STATE CONTROL INSPECTIONS**

Port State Control (PSC) is the inspection of foreign ships in national ports to verify that the condition of the ship and its equipment comply with the requirements of international regulations and that the ship is manned and operated in compliance with these rules.

The notification obligation applies to all PSC inspections regardless of the issuing Authority and if deficiencies are ascertained or not.

## **2. Flag State Notification Procedure**

### **2.1 When to report**

Incidents or casualties as defined must be promptly reported and, in any case, as soon as practically possible:

1. The death of or serious injury to a person connected with the operation of the ship. Personal injuries or illness affecting the required minimum safe manning of the vessel.
2. Fire, explosion, grounding, contact, collision, failure, heavy weather damage, ice damage, hull cracking or suspected hull defects resulting in: (a) Structural damage rendering the ship unseaworthy, immobilization of the vessels main engine, validity impairment of any statutory certificate, extensive accommodation damage and or; (b) Noncompliance with statutory, Flag and or Class requirements.
3. Breakdown: Towage required.
4. Pollution (in any form or quantity).
5. Port State Control detentions of the vessel by any Maritime Authority or Government Agency.
6. Breach of security and or security incidents including but not restricted to piracy, serious robbery, suspected packages, stowaways etc.
7. Any PSC inspection report, regardless of the issuing Maritime Authority or Government Agencies and regardless of deficiencies are ascertained or not.

### **2.2 What to report**

The initial notification should include as a minimum:

1. Name of vessel / IMO No.
2. Date / time of the event.
3. Location of the event.
4. Weather and sea conditions.
5. Condition of the Ship: draught, loading condition, cargo etc.
6. Ships course, track, speed, status of navigational aids and steering.
7. Main engine and auxiliary machinery status.
8. Description of the event.
9. Third party involvement.
10. Action already taken: Copies of Master's report/SOF, PSC reports, etc. if available.
11. Contact details of person making report and contact details of the DP/CSO within the Company.

12. Any other relevant information.

In the case of a PSC inspection as per point 2.1.7, the relevant report of inspection issued by the Port State Maritime Authority must be sent to the Administration.

In case of deficiencies, the notification must be followed by evidence of closure of the same and company follow up including root cause analysis, corrective actions, and preventive actions to avoid reoccurrence. If a Recognised Organisation is involved in the follow up activities, a copy of the occasional survey shall be sent to the Administration.

At Annex I a reporting form is available and it can be used to notify the Administration about the event. In any case all the communications received will be accepted even if in different forms (i.e., company forms, SMPEP/SOPEP forms, email messages) provided they contain the above listed information.

### **2.3 Where to report**

Reports must be sent to [flagstate@smsr.sm](mailto:flagstate@smsr.sm).

For security reasons, reports concerning section 2.1.6 must be sent to [security@smsr.sm](mailto:security@smsr.sm) and [emanuele.derosa@caa-mna.sm](mailto:emanuele.derosa@caa-mna.sm).



Annex I – CASUALTIES AND INCIDENTS REPORTING FORM

Name of the Ship  Imo No.

Date and time  Ship's Position

Details of Personnel Involved in the Casualty

Number of persons killed   
Number of persons Injured   
Was the event caused mainly by persons other than ship's crew? (Y/N)

Ship and Environmental Conditions

Weather conditions  Sea Conditions   
Visibility  Traffic condition

Draft  Loaded (y/n)   
Nature of the Cargo

Course  Speed

Status of Navigational aids and Steering   
Status of Communication equipment   
Status of Anchoring and mooring equipment   
Status of cargo handling equipment   
Status of propulsion and aux. machineries

Event description (include details of eventual third parties involved)

Actions taken and list of already informed parties

Other relevant information and list of attachments

DPA  Phone no.  email   
CSO  Phone no.  email

Contact details of who reported the event and signature

Name  Role   
Phone no.  Email   
Signature