

## GUIDANCE NOTE 04/2025 (Rev 1.0)

### 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**This Guidance Note replaces Shipping Notice SN 02/2015 Rev 2.2 which is now withdrawn**

#### **1. BACKGROUND**

- 1.1 The purpose of this Guidance Note is to outline the requirements to report certain incidents and occurrences to the Cayman Islands Shipping Registry (CISR).
- 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 note 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 note are not intended to be comprehensive, and masters and companies are advised that this note 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 note 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 note, the reporting requirements of all applicable categories should be complied with.
- 1.6 Nothing in this note 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. General Duty to Report Accidents**

- 2.1 Regulation 5 of the Merchant Shipping (Marine Casualty Reporting and Investigation) Regulations, 2018, requires the owner or master to report to the Maritime Authority on any "accident" on board a ship as soon as practicable following the "accident".

2.2 In these regulations, “accident” is defined to include a “marine incident”.

2.2.1 A “marine incident” is defined in the IMO Casualty Investigation Code<sup>1</sup> as “*an event, or sequence of events, other than a marine casualty, which has occurred directly in connection with the operations of a ship that endangered, or, if not corrected, would endanger the safety of the ship, its occupants or any other person or the environment.*”

2.3 The definition of “accident” also includes any “marine casualty” or “very serious marine casualty”, as defined in the IMO Casualty Investigation Code.

### 3. Non Exhaustive List of Reportable Incidents and Occurrences

3.1 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>2</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 or allision.</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>3</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.

<b>Description:</b>	<b>Any incident involving a fire.</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.

<b>Description:</b>	<b>Lightning strike resulting in any damage.</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>1</sup> IMO Resolution MSC.255(84)

<sup>2</sup> In this Guidance Note, “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>3</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.

3.2 Incidents relating to personal accidents, illness and injury:

<b>Description:</b>	<b>Any accident, illness or injury 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, illness or injury 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

3.3 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

3.4 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

### 3.5 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

<b>Description:</b>	<b>The failure of any mandatory equipment listed on a statutory certificate or record.</b>
<b>Reported by:</b>	The company by email to CISR (See Annex 1)
<b>Reported when:</b>	Within 24 hrs of the company being aware of the failure

### 3.6 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 and an analysis of any defects raised
<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

3.7 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

3.8 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 Guidance Note.</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

3.9 Cancellation of Charters:

<b>Description:</b>	<b>Cancellation of the charter agreement for any reason, as specified in the charter agreement cancellation clauses, including but not limited to, illegal drugs or weapons.</b>
<b>Reported by:</b>	The company and master by email and telephone to CISR (See Annex 1)
<b>Reported when:</b>	As soon as practicable

3.10 Loss of freight containers (SOLAS V/31 effective 01 January 2026):

<b>Description:</b>	<b>Loss of any freight container(s).</b>
<b>Reported by:</b>	The company or master by email to CISR (See Annex 1)
<b>Reported when:</b>	As soon as possible and in any case without delay <sup>4</sup>

**4. Actions required**

- 4.1 Owners and managers are asked to ensure that a copy of this Guidance Note 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.
- 4.2 Where the contents of this Guidance Note 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 Guidance Note.
- 4.3 With respect to the cancellation of charters for any illegality, including the presence of illegal drugs or weapons, referred to in paragraph 3.9 above, it is important to note that this is a matter for the local law enforcement to deal with and should be reported locally to them without delay.

<sup>4</sup> The master of every ship involved in the loss of freight container(s), shall also communicate the particulars of such an incident by appropriate means without delay and to the fullest extent possible to ships in the vicinity and to the nearest coastal state.

**Annex 1**

**(Contact details)**

For reports relating to Sections 3.1, 3.2, 3.4, 3.5, 3.6 & 3.7 to CISR:

Telephone: +1 345 9498831  
+44 1489 799 203

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

For reports relating to Sections 3.3, & 3.8:

Telephone: +44 1489 799 203

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

For reports to CISR under Section 3.4 relating to SSAS Alerts only:

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

For reports under Section 3.4 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, as amended. 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
- COVID-19
- 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