



**REPUBLIC OF  
THE MARSHALL ISLANDS**  
**MARITIME ADMINISTRATOR**

**Marine Guideline**

**No. 6-36-2**

**Nov/2022**

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**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**

**Reference:** (a) ISM Code, International Safety Management Code, 2018 Edition  
(b) **Maritime Labour Convention, 2006**  
(c) **RMI Maritime Act of 1990** ([MI-107](#))  
(d) **RMI Maritime Regulations** ([MI-108](#))  
(e) **RMI** [MI-260](#), *Rules for Marine Investigations*  
(f) **MN** [2-013-2](#), *MARPOL Harmful Substance Reporting Requirements*

## **PURPOSE**

This Guideline clarifies the notification and reporting requirements for marine casualties contained in the Republic of the Marshall Islands (RMI) Maritime Regulations ([MI-108](#)) and *Rules for Marine Investigations* ([MI-260](#)). It does not cover reporting requirements for security incidents such as piracy or armed robbery (MN [2-011-39](#)) or stowaways (MG [7-41-5](#)).

This guideline has been updated to incorporate by reference MN [2-013-2](#), which was recently amended. It supersedes Rev Apr/2016.

## **APPLICABILITY**

This Guideline applies to RMI-flagged vessel owners, operators, and Masters.

## **GUIDANCE**

### **1.0 Initial Notification**

- 1.1 The RMI Maritime Administrator (the “Administrator”) must be advised of an RMI-flagged vessel involved in a Marine Casualty, Marine Incident or Occurrence, including an Offense.

- 1.2 It is the responsibility of the owner, charter, manager, operator, agent, Master, or highest available officer of the vessel to make this notification immediately (within 24 hours) by the fastest means possible. See §4.1 below for Administrator contact information.
- 1.3 It should be noted that the Administrator frequently receives reports from third parties less than 24 hours after a Marine Casualty, Marine Incident, Occurrence, or Offense. This will prompt an inquiry from the Administrator to the vessel's operator.
- 1.4 The following information should be provided in the initial notification as appropriate:
  - .1 Vessel name;
  - .2 Date and time of the Marine Casualty, Marine Incident, Occurrence or Offense;
  - .3 Type of Marine Casualty, Marine Incident, Occurrence, or Offense;
  - .4 Vessel's location and, if at sea, next port of call;
  - .5 Current situation on board and status of the crew;
  - .6 Confirmation that port or coastal State authorities have been notified when applicable; and
  - .7 Details for preferred contact, if other than the DPA.

## **2.0 Follow-up Report**

- 2.1 After the initial notification, a follow-up report should be promptly submitted when one or more of the following criteria is met:
  - .1 material damage<sup>1</sup> affecting the seaworthiness of a vessel;
  - .2 collision, allision, stranding, grounding, abandonment or loss of a vessel;
  - .3 severe damage to the environment;
  - .4 fire or explosion;
  - .5 loss of life; or
  - .6 serious injury resulting in incapacitation where the injured party is unable to function normally for more than 72 hours, commencing within seven days from the date when the injury was suffered.

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<sup>1</sup> The MI-260 provides that material damage includes damage that significantly affects the structural integrity, performance, or operational characteristics of the marine infrastructure or of a vessel and requires major repair or replacement of a major component or components. Material damage also includes description of the marine infrastructure or a vessel.

2.2 The forms to be used for a Marine Casualty or Marine Incident are provided below. They must be filled out as completely as possible and submitted to the Administrator.

- **RMI Form [MI-109](#)**, *Report of a Marine Casualty*
- **RMI Form [MI-109-1](#)**, *Report of Personnel Injury or Loss of Life*

A separate MI-109-1 form is required for each death or serious injury and must be submitted along with the MI-109.

2.3 The Administrator may require additional information to be provided along with the report forms.

2.4 Follow-up reports, forms, and questions about reporting should be sent to the Administrator as provided in §4.2 below.

### **3.0 Port and Coastal State Reporting**

3.1 As a reminder, the Administrator requires compliance with any applicable reporting requirements of the port or coastal State in whose waters a Marine Casualty or Marine Incident occurs.

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

### **4.0 Administrator Contact Information**

4.1 Initial Notifications

Telephone: +1-571-441-1885; or  
Email: [dutyofficer@register-iri.com](mailto:dutyofficer@register-iri.com)

4.2 Follow-up Reports, Forms, and Questions  
Email: [investigations@register-iri.com](mailto:investigations@register-iri.com)

4.3 Emergencies requiring immediate response

Telephone: +1-571-441-1885; or  
Email: [dutyofficer@register-iri.com](mailto:dutyofficer@register-iri.com).