



CASUALTY REPORTING

Reference: SKN Maritime Circular MC 140 25, Dated 15 April 2025

To: Shipowners, Ship-operators, Masters, Recognized Organizations, Surveyors, Marine Superintendents and Masters of Saint Kitts and Nevis-flagged vessels

The St. Kitts and Nevis International Ship Registry (SKAN Reg) has issued Maritime Circular MC 140 25 on 15 April 2025, reminding Ship Masters and all serving Officers of their responsibility to report incidents, accidents and very serious marine casualties to SKAN. A summary of the principal requirements set out in the circular is provided below for information.

1. Purpose

This Circular is issued to the attention of crews of vessels registered with the Saint Kitts and Nevis (SKAN) International Ship Registry, reminding Ship Masters and all serving Officers of their responsibility to report to SKAN on incidents, accidents or very serious marine casualties.

2. The Casualty Investigation Code (Resolution MSC.255(84))

The Code of the International Standards and Recommended Practices for a Safety Investigation into a Marine Casualty or Marine Incident (Casualty Investigation Code), adopted by IMO Resolution MSC.255(84), sets international standards and recommended practices for investigating marine casualties and incidents, helping flag states, coastal states, the IMO and the shipping industry conduct objective and effective investigations to prevent future accidents.

- The Code mandates investigations into “very serious marine casualties” and recommends investigations into other casualties that may provide useful preventative information.
- In accordance with Resolution MSC.255(84), masters are to report on very serious marine casualties, such as damage sustained by contact, collisions, groundings, or accidents resulting in loss of life, total loss of vessel, or damages affecting the vessel's seaworthiness or efficiency.

3. Application – Initial Email Reporting

- Accurate and timely reporting is vital to ensure the appropriate response can be mounted by the relevant Department.

NOTES:

- This Technical Note has been prepared to keep readers informed of current developments and is offered for general guidance purposes only.
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- Marine casualties should be reported to SKAN as soon as possible via mail@skanregistry.com.
- An initial email report should include: vessel's name and IMO number; date and time of the casualty; description of the casualty and details of any other vessels involved; vessel's location and, if at sea, next port of call; and, where applicable, confirmation that coastal State authorities have been notified.
- This should then be followed up with a completed CRF 1 Form, annexed to the circular, detailing the casualty/incident in full and emailed to mail@skanregistry.com.

4. Preservation of Evidence

- Access to all relevant information is vital for an effective investigation. Saving voyage data recorder (VDR) data is mandatory for marine casualties.
- Other time-sensitive evidence, such as CCTV footage, should be saved to prevent overwriting. Any relevant records, documents, equipment or material must be retained and may be requested by SKAN for future analysis.
- If an accident scene must be disturbed before investigators can attend, system configurations should be fully documented, drawn and the area thoroughly photographed before anything is altered.
- SKAN emphasise that any marine safety investigation is carried out in the interest of identifying safety learnings and putting forward recommendations to mitigate recurrence, and not to determine liability or apportion blame.

5. Casualty Report Form (CRF 1)

The CRF 1 Form annexed to MC 140 25 requires Masters to report damage sustained by, or accidents caused to, SKAN-registered vessels, including loss of life, total loss of vessel, serious injuries, and damage affecting the vessel's seaworthiness or efficiency. Under the Merchant Shipping Act, Cap. 7.05, SKAN may hold a Preliminary Investigation into matters such as damage to or caused by the vessel, grounding, or abandonment. Pollution incidents must also be reported to the Coastal State.

Categories Required to be Reported

Under the Act: loss of life; total loss of the vessel; serious injury; material damage affecting the vessel's structural integrity and seaworthiness; machinery or hull damage affecting the vessel's efficiency and operability; and major fire and/or explosion.

Under Section 422 of the Merchant Shipping Act 1976, a Preliminary Investigation may also be held into: any damage to another ship; any damage caused by the ship; stranding or grounding; abandonment of ship; pollution; and attacks (piracy).

Passenger and cargo ships must additionally report any accident or defect discovered affecting the safety of the ship; the integrity of the ship; the safety of passengers and crew; the efficiency or completeness of the ship's equipment; the ship's safety equipment; or mandatory environmental protection/anti-pollution equipment – these must also be reported to the Port State as required.

Form Structure

The CRF 1 Form (Form Code CR1, Issue No. 004, Revised 15/04/2025) is completed in full and comprises: Section A – vessel and incident identification; Section B – voyage, location, and

environmental conditions at the time of the incident, including VDR preservation for very serious and serious casualties; Section C – details of persons killed or injured; Section D – a description of the sequence of events; Section E – the reporter's account and any recommended or taken actions; Section F – consequences following an attack (piracy), where applicable; and Section G – signatures of the person completing the form, a countersigning responsible officer, and the designated person ashore.

6. Action Required

Ship Masters and all serving Officers of SKN-flagged vessels are to familiarize themselves with the reporting requirements summarized above, ensure the CRF 1 Form is readily accessible on board, and report any incident, accident or very serious marine casualty to SKAN via mail@skanregistry.com without delay, followed promptly by a completed CRF 1 Form. Any doubts regarding the requirements should be raised with SKAN Reg without delay.

For clarification on any of the above, please reach out to:

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