



ST KITTS & NEVIS INTERNATIONALSHIP REGISTRY

MARITIME CIRCULAR - MC 158 26

MANDATORY REPORTING OF DECEASED AND MISSING SEAFARERS

1. Purpose

1.1 This Marine Circular serves to remind shipowners, operators, managers, masters, and other interested parties of the reporting requirements concerning the death of seafarers employed, engaged, or working on board ships flying the flag of the St. Kitts & Nevis International Ship Registry.

1.2 This Circular also introduces the **reporting template** attached hereto, which is to be completed and submitted to the St. Kitts & Nevis International Ship Registry at seafarers@skanregistry.com whenever:

- a seafarer death occurs on board or in connection with service on board a vessel; or
- a seafarer is reported missing from a vessel, whether at sea, at anchor, in port, or in any other circumstance connected with service on board.

2. Applicability

2.1 This Marine Circular applies to all ships flying the flag of the St. Kitts & Nevis International Ship Registry that are subject to the provisions of the Maritime Labour Convention, 2006, as amended.

2.2 This Circular is applicable to all shipowners, operators, managers, masters, recognized organizations, crewing agencies, and any other person or entity involved in the reporting, investigation, or follow-up of a seafarer death or a missing seafarer incident occurring on board or in connection with service on board such ships.

3. Legal References and Framework

3.1 This Circular shall be read in conjunction with the following instruments and framework:

- Maritime Labour Convention, 2006, as amended
- Regulation 4.3 – Health and Safety Protection and Accident Prevention
- Standard A4.3, paragraph
- Any applicable casualty investigation, search and rescue, port State, coastal State, police, and medical reporting requirements.

3.2 The 2022 amendments to the MLC, 2006 introduced the requirement that each Member shall ensure that all deaths of seafarers employed, engaged, or working on board ships flying its flag are adequately investigated and recorded, and reported on an annual basis to the Director-General of the International Labour Office for publication in the global register.

3.3 In addition to cases of death, the Administration requires immediate notification of any missing seafarer incident in order to support oversight, coordination, follow-up, and preservation of relevant records and evidence.

4. Reporting Requirements

4.1 The initial notification to the Administration should be made at least 24 hours after the occurrence is known and should include, at a minimum, the vessel's name, IMO number, the name of the deceased or missing seafarer, date and time of death, discovery, or disappearance, place of occurrence, and a brief description of the circumstances, if known at the time.

4.2 In a missing seafarer case, the notification should also include the last known time and place the seafarer was seen, the actions taken on board to verify the person's whereabouts, whether search and rescue authorities have been notified, and whether the matter has been reported to relevant port, coastal, police, or other competent authorities.

4.3 If complete information is not immediately available, the shipowner, operator, manager, master, or designated representative shall submit the initial notification first and provide the completed reporting template and supporting documents as soon as they become available.

4.4 The reporting under this Circular does not replace any separate obligation to notify casualty investigation authorities, search and rescue authorities, port State authorities, coastal State authorities, medical authorities, police authorities, insurers, or any other competent authority where such reporting is required by applicable law or by the circumstances of the case.

4.5 All parties are expected to maintain appropriate internal procedures to ensure prompt escalation, reporting, documentation, and preservation of evidence relating to seafarer deaths.

5. Instructions

5.1 In the event of a seafarer death or a missing seafarer incident, the shipowner, operator, manager, master, or designated representative shall notify the Administration within seven working days of the occurrence using the form attached to this Marine Circular, form QPS-002-F-01

5.2 A missing seafarer incident shall include any case in which a seafarer cannot be accounted for and there are reasonable grounds to believe that the person may have gone overboard, disappeared from the vessel, failed to return to the vessel, or is otherwise unaccounted for in circumstances giving rise to concern for the seafarer's safety, welfare, or whereabouts.

5.3 The shipowner, operator, or designated representative shall ensure that the circumstances surrounding the death or disappearance are adequately investigated and that all relevant facts, records, and supporting evidence are preserved and made available to the Administration as appropriate.

5.4 The attached Seafarer Death / Missing Seafarer Reporting Form shall be completed in full and submitted to the Administration at seafarers@skanregistry.com . You can also find this reporting form here: <https://www.skanregistry.com/en/downloads-directory>

5.5 The completed reporting form should be accompanied where available, by supporting documentation,

- Investigation reports.
- Death certificate.
- Medical reports.
- Relevant statements and records.
- Any other pertinent information relating to the circumstances of the death.
- Search and rescue notifications or reports, where applicable.
- Relevant witness statements and records.
- Official Log Book extracts.
- Crew list and muster verification records.
- CCTV extracts, security records, or access control logs, where available.
- Any other pertinent information relating to the circumstances of the death or disappearance.

5.6 The information provided will be used by the Administration for record-keeping, follow-up, and compliance with its annual reporting obligations to the International Labour Office under the Maritime Labour Convention, 2006, as amended.

5.7 A reporting template (QPS-002-F-01) has been developed to facilitate the collection of the information required under the Maritime Labour Convention, 2006, as amended, in relation to deaths of seafarers employed, engaged, or working on board ships flying the flag of the Administration. You may also find this reporting template here: <https://www.skanregistry.com/en/downloads-directory>

5.8 Shipowners, operators, managers, and masters are requested to complete the attached reporting template whenever a death is reported to the Administration and to submit it as part of the notification package.

5.9 The form should be completed as accurately and comprehensively as possible in order to support the Administration's investigation, record-keeping, and reporting obligations.

6. Further Assistance and Information

6.1 The Administration expects full cooperation from all parties in ensuring timely and accurate reporting of all seafarer deaths falling within the scope of this Circular.

6.2 Questions regarding this Circular or submission of the reporting template may be directed to seafarers@skanregistry.com.

7. Validity and Supersession

7.1 This Circular shall enter into force on **August 15th, 2026**, and shall remain valid until amended, withdrawn, or superseded by a subsequent Marine Circular, notice, instruction, or other formal direction issued by the Administration.

7.2 The issuance of this Circular does not relieve shipowners, operators, managers, masters, or other responsible parties from complying with any applicable convention requirement, statutory obligation, or specific direction issued by the Administration in relation to an individual vessel or case.

8. Control of MC Changes

Document Version	Date	Details of Change
00	31/07/2026	Initial issue