



Rev. 0

**REPUBLIC of SAN MARINO
MARITIME AUTHORITY**

MAIN CONTACT: SAN MARINO SHIP REGISTER

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San Marino Policy Letter

SMPL – 2023-TEC-003

21 March 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.

1. 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.

2. Flag State Notification Procedure

2.1. When to report

Incidents or casualties 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 incident.
3. Location of the incident.
4. Description of the incident.
5. Action already taken: Copies of Master's report/SOF, PSC reports, etc. if available.
6. Contact details of person making report and contact details of the DP/CSO within the Company.
7. 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 made available to the Administration.

In case of deficiencies, the notification must be followed by evidence of closure of the same and company follow 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.

2.3. Where to report

Reports must be sent to flagstate@smsr.sm.

For security reasons, reports concerning section 2.1.6 must be sent to security@smsr.sm and emanuele.derosa@caa-mna.sm.