



INFORMATION LETTER 006-2010

to

all Owners, Managing Owners, Crewing Companies operating ships and crew under the flag of Antigua and Barbuda;

all Masters and Officers serving on board vessels sailing under the flag of Antigua and Barbuda.

Notification of Incidents to Flag State

1. The purpose of this Information Letter is to clarify and define the requirement to report incidents and casualties to Flag State as supported by the Merchant Shipping Act (as amended) 2006 Part V Section 118.
2. A list of incidents or casualties to be reported the Antigua and Barbuda Department of Marine Services and Merchant Shipping (ADOMS) in accordance with this Information Letter are outlined in Appendix 1 - **Flag State Notification Procedures (FSNP)**, a copy of which should be conveniently placed on the bridge of all Antigua and Barbuda flagged vessels.
3. The incidents and casualties are categorised as either **Safety and Pollutions** incidents or **Security** incidents in order to have an efficient and effective communication system.
4. All notification of incidents are to be communicated as soon as practicable in accordance with the Reporting Procedures as described in the FSNP.
5. The primary means of communication shall be via email or telephone. However, if the initial notification is done via telephone then a written confirmation outlining the information required in accordance with the FSNP (what to report) should be communicated within 24 hours of the initial telephone call.
6. Addressees are reminded that all other emergencies of a general nature or specific to administrative matters are to be directed in accordance with the procedures outlined in **INFORMATION LETTER 04-2003**.
7. All security notifications and subsequent communications relating to reported incidents will be handled in a confidential manner.

Department of Marine Services and Merchant Shipping Antigua and Barbuda W.I.

Corner Popeshead & Dickenson Bay Street
P.O. Box 1394 * St. John's * Antigua W.I.
Phone ++1 268 462 1273 or 462 4353 * Fax: ++1 268 462 4358
E-mail: MarineServ@candw.ag

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Flag State Notification Procedures

When to report:

1. Incidents or casualties to be reported without delay and in any case as soon as practically possible and are not restricted to:
 - 1.1 The death of or serious injury to a person that is caused by or in connection with the operation of the ship. Personal injuries or illness affecting the required minimum safe manning of the vessel.
 - 1.2 Fire, explosion, grounding, contact, collision, heavy weather damage, ice damage, hull cracking or suspected hull defects resulting in:
 - 1.21 Structural damage rendering the ship unseaworthy, immobilisation of the vessels main engine, extensive accommodation damage etc and or;
 - 1.22 Non compliance with statutory, flag and or Class requirements
 - 1.3 Breakdown: Towage required.
 - 1.4 Pollution (in any form or quantity)
 - 1.5 Port State Control detentions of the vessel by any Maritime Authority or Government Agencies.
 - 1.6 Breach of security / security incidents including but not restricted to piracy, serious robbery, suspected packages, stowaways etc.

What to report

2. The initial notification should include as a minimum:
 - 2.1 Name of vessel / IMO No.
 - 2.2 Date / time incident:
 - 2.3 Location of incident:
 - 2.4 Description incident:
 - 2.5 Action already taken: Copies of Master's report/SOF, PSC reports, etc. if available:
 - 2.6 Contact details of person making report and contact details of the DP/CSO within the Company:
 - 2.7 Any other relevant information:

Who shall report:

3. The Master or the Company

a. Safety and Pollution Incidents

Incidents and casualties stated in paragraphs (1.1), (1.2), (1.3), (1.4) and (1.5) are **to be reported to ADOMS Oldenburg via email and copied to ADOMS St. John's:**

ADOMS, Oldenburg
Email: info@antiguamarine.com
Telephone +49 (0) 441-93959 -0

ADOMS, St John's
Email: marineserv@candw.ag
Telephone: +1 (268) 462-1273 or 4624353

Emergency out of office hours: +1 268 - 464-7701

b. Security Incidents

All security incidents as stated in paragraph (1.6) are to **be reported to either of the following ADOMS Offices:**

ADOMS, St John's
Email: marineserv@candw.ag
Telephone: +1 (268) 462-1273 or 4624353

ADOMS, Oldenburg
Email: info@antiguamarine.com
Telephone +49 (0) 441-93959 -0

Emergency out of office hours: +1 268 - 464-7701