

Instructions to the Continuous Synopsis Record (CSR)¹

Introduction

1 From 1 July 2004, SOLAS Chapter XI-1, regulation 5 requires all passenger ships and cargo ships of 500 gross tonnage and above engaged on international voyages to have on board a Continuous Synopsis Record (CSR).

A ship's CSR file comprises:

1. all CSR documents (Form 1) issued by the ship's Administration(s), numbered sequentially over the life of the ship;
2. all amendment forms (Form 2) attached to each individual CSR document relating to changes made to that CSR document; and
3. all indices of amendments (Form 3) listing all amendments (specified by amendment forms) relating to each CSR document and attached to Form 1 above.

This CSR (file) builds up, over time, the history of the ship and constitutes the Continuous Synopsis Record, all of which **MUST** be available, on request, to authorized port state inspectors.

The CSR Document

2 Only the ship's Administration can issue a ship's CSR document (Form 1) to a ship. The first CSR document issued to a ship is numbered 1 (one) and subsequent CSR documents are to be sequentially numbered. The sequential numbering continues across change of flag throughout the life of the ship.

3 Each original CSR document will have to be sent to the ship and kept by the ship throughout its lifetime. The Administration needs to keep a copy (which may be an electronic copy) of each CSR document issued to the ship. It is suggested that the company responsible for the safety and security of the ship also keep a copy.

4 Whenever issuing a CSR document to a ship, the Administration will have to provide all information in rows 1 to 16 of Form 1 (indicate "N/A" if not applicable). Information number 8 on the CSR only has to be completed if the ship is actually bareboat chartered.

Amendments and indices completed by the Company or the master

5 Whenever any change relating to the entries listed in the current CSR document of the ship has taken place, this change needs to be included **without delay** in the ship's CSR file. Pending the issue of a revised and updated CSR document by the ship's Administration, the Company or master is required to complete an amendment form (Form 2) and attach the original to the current CSR document. A copy of the completed amendment form has to be forwarded without delay to the ship's Administration for their consideration and action.

6 Additionally, whenever an amendment form is attached to the ship's current CSR document, details of the amendment have also to be entered in the index of amendments (Form 3) and attached to the current CSR document in date order.

¹ C.f. Annex to IMO Resolution A.959(23) and suggestions provided by the International Chamber of Shipping (ICS).

Issue of revised and updated CSR documents by the Administration

7 Following the receipt of copies of one or more amendment forms, the Administration is required to issue a revised and updated CSR document as soon as practically possible but not later than three months from the date of the change. Amendment forms should *not* be completed by Administrations.

8 In the case of a change of flag, the previous flag State has to issue a new CSR document to the ship showing the date the ship ceased to be registered with that flag State. That flag State is required to send a copy of the ship's CSR file, as soon as possible and preferably not later than one month from the date the ship ceased to be registered, to the new flag State. The new flag State is required to issue a new CSR document as soon as possible and not later than three months after the date of change of flag.

9 As soon as possible, but not later than three months after a change of flag, the new flag State is required to issue to the ship a sequentially numbered CSR document.

9.1 In instances where the previous flag State has not forwarded, within three months from the date of change of flag, the CSR file of the ship covering the period during which the ship was entitled to fly its flag, to the new flag State, then the new flag State should issue to the ship a CSR based on the CSR information received from onboard the ship. The sequential number to be allocated to the CSR document to be so issued should be the second sequential number after the last sequentially number shown on the CSR document found (i.e. leaving first sequential number unused). The new flag State should explain, in entry box 14, the reason for issuing the CSR document in such a manner."

Actions by masters when receiving a *revised and updated* CSR document

10 On receipt of a revised and updated CSR document, the master should check its sequential number and review the document to ensure that it covers all relevant amendment forms attached to the previous CSR document.

11 In case this review establishes that there are outstanding amendments not reflected in the latest CSR document, the master should do the following:

1. complete new amendment form(s) relating to each outstanding amendment and attach it to the latest CSR document;
2. list the amendment(s) referred to in .1 above in the index of amendments (Form 3) attached to the latest CSR document; and
3. forward copies of the amendment form(s) to the ship's Administration.

The ship is required to maintain the CSR by keeping every CSR document, sequentially numbered, issued by the ship's flag state **TOGETHER WITH** any amendment documents issued by the company or master.

The record of changes to every flag state issued CSR document **MUST** also be completed. It is suggested that a clearly identifiable CSR loose leaf binder be provided to the ship for this purpose, to be kept, and updated, by the master or Ship Security Officer as the company may decide.

It is also recommended that the ship's security plan should contain the current CSR information.

In case of loss of, or damage to, any document in a ship's CSR file

12 In case of loss of, or damage to, a ship's CSR file, the Company or master should contact in writing the ship's Administration without delay, and list the papers lost or damaged. The Administration should subsequently provide relevant duplicates to the ship of the CSR documents and amendment forms that it holds, to replace such papers. Such duplicates should be marked accordingly.

Possibility of Inconsistencies

13 The primary purpose of the CSR is to provide a history of the ship, which can be inspected by appropriate officials. Given the flexibility and timescales provided in regulation 5 it is possible that the information contained in a ship's current CSR document will lag behind that contained in the certificates issued in respect of the ship. As the Administration is required to issue a new CSR document within 3 months of the date of the change, the resulting time lag could be of that order. If inconsistencies are identified the reasons for them should be considered before action is taken based solely on the view that an inconsistency exists.

13.1 When inspecting the CSR file of ships that have changed flag, those exercising control under SOLAS regulation I/19 or control and compliance measures under SOLAS regulation XI-2/9, should be guided by the provisions of sections 8, 9 and 9.1, as well as the Remarks shown in entry box 14 of the CSR document. In the circumstances referred to in section 9.1 the missing sequential number should be considered as constituting a deficiency against the previous flag State. Such a deficiency is due to the fact that the previous flag State did not forward the CSR file and thus failed to fulfil its obligations under SOLAS regulation XI-1/5."

The use of the "Remarks" entry box

14 The "Remarks" entry box should only be used by the flag State when encountering difficulties with the implementation of the provisions of SOLAS regulation XI-1/5 or of resolution A.959(23) as amended, such as in the case of bareboat registration and change of flag."

Recommended action by owners according to ICS

1. Allocate shore-side responsibility for the maintenance of the ship's CSR
2. Decide/Issue instructions in respect of who can issue amendments (master/company) to the CSR document and who has the responsibility of notifying the flag state of changes to it
3. Decide/Issue instructions to the ship in respect of holding the CSR file and the completion of the index of amendments.