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**Adopted on 5 December 2003
(Agenda item 17)**

**FORMAT AND GUIDELINES FOR THE MAINTENANCE OF THE CONTINUOUS
SYNOPSIS RECORD (CSR)**

THE ASSEMBLY,

RECALLING Article 15(j) of the Convention on the International Maritime Organization concerning the functions of the Assembly in relation to regulations and guidelines concerning maritime safety,

RECALLING ALSO that the 2002 Conference of Contracting Governments to the International Convention for the Safety of Life at Sea (SOLAS), 1974, as amended, in considering special measures to enhance maritime safety and security on board ships and at port facilities, adopted, *inter alia*, SOLAS regulation XI-1/5 entitled “Continuous Synopsis Record”,

HAVING NOTED the discussion at the seventy-seventh session of the Maritime Safety Committee concerning the format, guidelines and issues pertaining to the Continuous Synopsis Record,

RECOGNIZING the urgent need for a format and guidelines to facilitate the implementation of SOLAS regulation XI-1/5 by 1 July 2004,

1. ADOPTS the Format and Guidelines for the Maintenance of the Continuous Synopsis Record (CSR) set out in the annex to the present resolution;
2. URGES Governments to use the attached Format and Guidelines for the Maintenance of the Continuous Synopsis Record (CSR) in implementing SOLAS regulation XI-1/5 and to report to the Organization on any experience gained from their use;
3. EMPHASIZES the need for Administrations to start issuing CSR documents as soon as possible, but not later than 1 July 2004;

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4. REQUESTS the Maritime Safety Committee to:
 - (a) consider the wording of SOLAS regulation XI-1/5.5.2 with a view to incorporating the practice recommended in resolution A.911(22) regarding uniform wording in referencing to IMO instruments;
 - (b) keep the Format and Guidelines under review and amend them, as appropriate, in the light of experience gained.

ANNEX

FORMAT AND GUIDELINES FOR THE MAINTENANCE OF THE CONTINUOUS SYNOPSIS RECORD (CSR)

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.

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" 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.

4 Whenever issuing a CSR document to a ship, the Administration will have to provide all information in rows 1 to 13 of Form 1 (indicate "N/A" if not applicable). Information number 7 on the CSR only has to be completed if the Administration requires the registration of bareboat charterers and 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.

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 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. That flag State is required to send a copy of the ship's CSR file, without delay, to the new flag State.

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.

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.

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.

**APPENDIX
 FORM 1
 CONTINUOUS SYNOPSIS RECORD (CSR) DOCUMENT NUMBERFOR THE SHIP
 WITH IMO NUMBER: IMO**

Dates should be in the format yyyy/mm/dd.

Information	
1	This document applies from (date):
2	Flag State:
3	Date of registration with the State indicated in 2:
4	Name of ship:
5	Port of registration:
6	Name of current registered owner(s): Registered address(es):
7	If applicable, name of current registered bareboat charterer(s): Registered address(es):
8	Name of Company (International Safety Management): Registered address(es): Address(es) of its safety management activities:
9	Name of all classification societies with which the ship is classed:
10	Administration/Government/Recognized Organization which issued Document of Compliance: Body which carried out audit (if different):
11	Administration/Government/Recognized Organization which issued Safety Management Certificate: Body which carried out audit (if different):
12	Administration/Government/Recognized Security Organization which issued International Ship Security Certificate: Body which carried out verification (if different):
13	Date on which the ship ceased to be registered with the State indicated in 2:

THIS IS TO CERTIFY THAT this record is correct in all respects

Issued by the Administration of:
Place and date of issue:
Signature of authorized person:
Name of authorized person:

This document was received by the ship and attached to the ship's CSR file on the following date (fill in): Signature:

FORM 2

**AMENDMENTS TO THE CONTINUOUS SYNOPSIS RECORD (CSR) DOCUMENT NUMBER
FOR THE SHIP WITH IMO NUMBER: IMO**

The amendments are shown in the table. Indicate N/C for all items not being changed. Dates should be in the format yyyy/mm/dd.

Information	
1	This document applies from (date):
2	Flag State:
3	Date of registration with the State indicated in 2:
4	Name of ship:
5	Port of registration:
6	Name of current registered owner(s): Registered address(es):
7	If applicable, name of current registered bareboat charterer(s): Registered address(es):
8	Name of Company (International Safety Management): Registered address(es): Address(es) of its safety management activities:
9	Name of all classification societies with which the ship is classed:
10	Administration/Government/Recognized Organization which issued Document of Compliance: Body which carried out audit (if different):
11	Administration/Government/Recognized Organization which issued Safety Management Certificate: Body which carried out audit (if different):
12	Administration/Government/Recognized Security Organization which issued International Ship Security Certificate: Body which carried out verification (if different):
13	Date on which the ship ceased to be registered with the State indicated in 2:

THIS IS TO CERTIFY THAT this record is correct in all respects

Issued by the Company or master:
Date of issue:
Signature of authorized person:
Name of authorized person:

FORM 3
INDEX OF AMENDMENTS TO CSR DOCUMENT NUMBER FOR THE
SHIP WITH IMO NUMBER: IMO

After this CSR document was issued, the following amendments to entries on the document have been made by the Company or the master, have been attached to the ship’s CSR file and have been notified to the Administration:

Date of application of Amendments:	Amendment to CSR Information (2– 13)	Date amendment form attached to the ship’s CSR file :

NOTE: If more amendments are issued than allowed for in the above table, add copies of this table as Appendices to this page. Such Appendices should be numbered from 1 and upwards. When relevant, indicate as follows: Appendix no. has been added to this page.
