



ST. VINCENT AND THE GRENADINES

MARITIME ADMINISTRATION

CIRCULAR N° SOL 016 – Rev. 1

CONTINUOUS SYNOPSIS RECORD

**TO: SHIPOWNERS & SHIPS' OPERATORS & MANAGERS
SURVEYORS TO FLAG STATE ADMINISTRATION
CLASSIFICATION SOCIETIES**

APPLICABLE TO: ALL PASSENGER SHIPS AND CARGO SHIPS OF
500 GT AND ABOVE ENGAGED ON
INTERNATIONAL VOYAGES
or other vessels in possession of ISSC

ENTRY INTO FORCE: DATE OF THE PRESENT CIRCULAR

Monaco, 7th October, 2008.

SOLAS Chapter XI, Reg. 5 states: *“Every ship to which chapter XI applies shall be issued with a Continuous Synopsis Record.”*

According to IMO Resolution A.959 (23) dated 4th March 2003 as modified by IMO Resolution MSC. 198(80) – Annex 8 - adopted on 20th May 2005, a ship's CSR file comprises the following original documents:

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

Recognized Organizations and Recognized Security Organizations are requested to verify that the ship's CSR is complete during:

- Survey for change of Flag.
- Survey for change of Owners.
- ISM audits (including audit for change of ship's Managers).
- ISPS (including audit for change of ship's Managers).

When the vessel is newly registered, the Company or Master is requested to fill up an Application Form for Continuous Synopsis Record which can be downloaded from www.svg-marad.com.

When any change relating to the entries listed in the current CSR Document of the ship has taken place, this change shall be included without delay in the ship's CSR File.

Pending the issue of a revised and updated CSR Document, the Company or Master is requested to complete an Amendment Form showing only the items changed and attach the original to the current CSR Document. A copy of the completed Amendment Form shall be forwarded without delay to the Administration.

Additionally, whenever an Amendment Form is attached in date order to the ship's current CSR Document, details of the amendment shall be entered in the Index of Amendments and attached to the current CSR File. A copy of the revised Index of Amendments Form shall be forwarded to the Administration along with the Amendment Form. This will allow the Administration to confirm that it has a complete CSR File before issuing an amended or replacement CSR Document. Upon receipt of copies of aforementioned documents, the Administration shall, within a three month period from the date of the change (as per Chapter XI-1, Regulation 5.4.2 of SOLAS 74, as amended) issue the new CSR.

If the original CSR is lost, the Manager should apply for a duplicate CSR and forward this Administration a "Declaration of Loss" This Declaration of Loss should be signed by the Master and countersigned by the Company. This Administration will issue another original CSR stating that it is a duplicate

In case of transfer from SVG to another Flag, the transferring Owner is required to identify the gaining Flag Administration and request a certified copy of the vessel's CSR File be provided to the gaining Flag Administration (as per Chapter XI-1, Regulation 5.8 of SOLAS 74, as amended). This must occur prior to this issue of the Deletion Certificate and the CSR showing the deletion.