



ASSEMBLY
23rd session
Agenda item 17

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Resolution A.959(23)

**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 TO RESOLUTION A.959(23)

AS AMENDED
BY RESOLUTION MSC. 198(80) ADOPTED ON 20 MAY 2005

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 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.

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.