

Guidance for the maintenance of a Continuous Synopsis Record

1. Introduction

- 1.1 SOLAS 1974, as amended, Regulation XI-1/5 specifies the requirement for the applicable SOLAS ships to have a Continuous Synopsis Record (CSR) onboard from 1st July 2004. The IMO at its 23rd Session adopted international guidelines for the maintenance of a CSR and these notes outline the specific requirements for Bahamian registered ships.
- 1.2 A CSR is required for the following types of ships engaged on international voyages
 - passenger ship, including high speed passenger craft;
 - cargo ships, including high-speed craft, of 500 gross tonnage and upward; and
 - mobile offshore drilling units.

2. The CSR File

- 2.1 The CSR provides an historical record of the information, required under SOLAS 1974, as amended, Regulation XI-1/5.3, of the ship. The ship's CSR file comprises:
 - All CSR documents (Form 1) issued by the vessel's Flag State (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.
- 2.2 The CSR file should be available for inspection at all times by a duly authorised Bahamas official.
- 2.3 It is the responsibility of the Company to ensure that the CSR file is maintained up to date.

3. The CSR Document

- 3.1 Only the Bahamas Maritime Authority (BMA) can issue a ship's CSR document (Form 1) to a Bahamian registered ship.
- 3.2 The first CSR document issued to a ship is numbered "001" and subsequent CSR documents will be sequentially numbered.
- 3.3 As the sequential numbering continues across change of Flag throughout the life of the ship, the owner of a ship applying for entry unto the Bahamas Register, prior to 1st July 2004, should indicate if the vessel's existing Flag State has issued a CSR document and provide a copy.

- 3.4 Each original CSR document will be sent to the ship, via the Company, and this document should be kept by the ship throughout its lifetime. The BMA will keep a copy of each CSR document issued to the ship.
- 3.5 Whenever issuing a CSR document to a ship, the BMA will include all information in rows 1 to 14 of Form 1 based on the Application Form received from the Company or the CSR document from the former Flag.
- 3.6 Previous entries on the CSR document (Form 1) cannot be modified, deleted or in any way erased or defaced. Any changes will be reflected in amendment forms (Form 2) and index of amendment forms (Form 3) for the affected CSR document.

4. Amendments and indices completed by the Company or the Master

- 4.1 The Company or the Master should notify any changes to the CSR by completing the relevant sections in the Form 2 and sending **a copy** to the ship's registered office, i.e. London, Nassau or New York, for consideration and action. Pending the issue of an updated CSR document, the **original** Form 2 should be inserted by the Master into the CSR File on board the vessel. A copy should be retained by the Company.
- 4.2 Companies are reminded that the following Classification Societies are the only Bahamas Recognised Organisations, with respect to the issuance of statutory certificates:
- American Bureau of Shipping (ABS)
 - Bureau Veritas (BV)
 - China Classification Society (CCS)
 - Det Norske Veritas (DNV)
 - Germanischer Lloyd (GL)
 - Korean Register of Shipping (KRS)
 - Lloyds Register of Shipping (LRS)
 - Nippon Kaiji Kyokai (Class NK)
 - Registro Italiano Navale (RINA)
 - Russian Maritime Register of Shipping (RS)
- 4.3 Additionally, whenever an amendment form is attached to the ship's current CSR document, details of the amendment also have to be entered in the index of amendments (Form 3) and attached to the current CSR document in date order.
- 4.4 The BMA will supply Forms 2 & 3 which can be copied, as and when appropriate. Companies and Masters should ensure that the number of any used CSR amendment form and indices is consistent with the CSR document.

5. Issue of revised and updated CSR document by the BMA

Following the receipt of copies of one or more amendment forms, the BMA will issue a revised and updated CSR document as soon as practically possible but in any event not later than three months from the date of the change.

6. Actions by Company and Master when receiving a revised and updated CSR document

6.1 On receipt of a revised and updated CSR document, the Company should check the sequential number of the CSR document and review the document to ensure that it covers all relevant amendments. The Company shall then forward the updated CSR to the ship in order for it to be attached to the current CSR document.

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

- .1 Complete a new amendment Form 2 stating all amendments and forward the form to the ship for attachment to the current CSR document;
- .2 List the amendment(s) referred to in no.1 above in the index of amendments (Form 3) attach to the current CSR document; and
- .3 Forward a copy of the amendment form (Form 2) to the BMA.

6.3 The procedure outlined in 6.2 above is equally applicable in the event that the Master identifies an error but the Company must submit the amendment form(s) to the BMA.

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

7.1 In the case of loss of, or damage to, a ship's CSR file, the Company shall notify the BMA without delay, and submit a list of the papers lost or damaged and the replacement fee as detailed in 9.

7.2 The BMA will subsequently provide to the Company the relevant duplicates of the ship's CSR documents and amendment forms that it holds. All duplicates will be marked accordingly.

8. Change of flag and/or deletion from the Bahamas Registry

8.1 In the case of a new entrant to the Bahamas Registry due to a change of Flag, the previous Flag State has to forward a copy of the ship's CSR file to the BMA. Once the file is received, the BMA will issue to the ship a sequentially numbered CSR document within three months. Where vessels are initially registered with the Flag a Bahamas CSR Application Form should be completed.

- 8.2 If a Bahamian registered ship is changing Flag, the owner shall advise the Registrar of the new Flag and address to enable the BMA to forward a copy of the ship's CSR file to the new Administration.
- 8.3 If a Bahamian registered ship is de-registering but not entering another Registry, e.g. scrapping of the ship, the Registrar will present the ship's CSR file to the Company's representative at the time that the ship is being deleted.

9. Cost

The BMA will charge an annual fee of US\$ 150.00 for the maintenance of the CSR documentation.

Each revision or replacement will cost GB£ 105.00 and it would be advisable to have all CSRs sent by courier, which will cost an additional GB£ 43.00, a total of GB£ 148.00. The **London Office** bank details are:

Barclays Bank Plc, Hanover Square, London
Sort Code: 20-36-47
Swift Code: BARC GB22
Account No: 20581038
IBAN: GB36 BARC 2036 4720 5810 38

10. Communication

All communication with respect to the CSR should be directed to the **Registrar at the BMA office where the ship is registered.**

London Office	Nassau Office	New York Office
The Bahamas Maritime Authority, 120 Old Broad Street, London EC2N 1AR, United Kingdom. Telephone: +44 (0) 20 7562 1300 Facsimile: +44 (0) 20 7614 0664 Email: stcw@bahamasmaritime.com	The Bahamas Maritime Authority, Shirlaw House, 87 Shirley Street, PO Box N-4679, Nassau, Bahamas. Tel: +1 (242)-356-5772 Fax: +1 (242)-356-5889 Email: nassau@bahamasmaritime.com	The Bahamas Maritime Authority, Bahamas House 231 East 46th Street New York NY 10017 United States of America Tel.: +1 (212) 829 0221 Fax. +1 (212) 829 0356 Email: newyork@bahamasmaritime.com
Hong Kong Office		
The Bahamas Maritime Authority Room 2019-2020, Hutchison House 10 Harcourt Road, Central, Hong Kong Telephone: +852 2522 0095 Facsimile: +852 2522 0094 Email: hongkong@bahamasmaritime.com		