



# ST. VINCENT AND THE GRENADINES

## MARITIME ADMINISTRATION

### CIRCULAR N° SOL 016 – Rev. 2

## CONTINUOUS SYNOPSIS RECORD (CSR)

### SOLAS 1974, as amended, Chapter XI-1, Reg. 5

**TO: SHIPOWNERS & SHIPS' OPERATORS & MANAGERS,  
SURVEYORS TO FLAG STATE ADMINISTRATION AND  
RECOGNISED ORGANISATIONS/RECOGNISED SECURITY  
ORGANIZATIONS**

**APPLICABLE TO:** Please refer to ``applicability`` section of this circular

**ENTRY INTO FORCE:** Date of the present Circular

15<sup>th</sup> April 2025

#### 1. General

When the International Ship and Port Security Code was adopted on 12 December 2002, a new Regulation 5 was added to Chapter XI-1 of SOLAS 1974, as amended, requiring vessels to maintain on board a Continuous Synopsis Record (CSR) containing specific information regarding the history of the vessel's ownership, management, flag, and authority responsible for the issuance of certificates. The information must be updated when it changes.

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

#### 2. Applicability

The CSR applies to:

- Passenger ships, including high-speed passenger craft.
- Cargo ships, including high-speed craft, of 500 gross tonnage and above.
- Self-Propelled Mobile Offshore Drilling Units (MODU).

#### 3. Requirements

According to IMO Resolution A.959(23), "Format and Guidelines for the Maintenance of the Continuous Synopsis Record (CSR)," the CSR file comprises three forms:

1. Form 1: CSR Document issued by the Administration.
2. Form 2: Amendments to the CSR Document.
3. Form 3: Index of Amendments to the CSR Document.

Specifically, paragraph 5 of this resolution states:

*"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."*

Consequently, Form 2 must be submitted to this Administration, an Index of Amendments (Form 3) is to be completed and retained on board, serving as an index of all amendments made.

The CSR file on board shall be maintained in chronological order. This Administration maintains a copy of the ship's CSR file so that a certified copy may be transferred intact to a new flag Administration on a change of flag or replaced on board the ship should the CSR be lost or destroyed. The Administration does not keep a record of Form 2 for CSRs not issued by this Administration.

When the vessel is newly registered, the Company or Master shall be required to complete an Application Form for Continuous Synopsis Record, which may be downloaded from [www.svg-marad.com](http://www.svg-marad.com).

When any change relating to the entries listed in the current CSR Document of the ship has taken place, shall be recorded without delay in the ship's CSR file in the ship's CSR file. The Company or Master shall be required to complete a Form 2 of the latest CSR on board, showing only those items being changed, and attach the original to the latest CSR Document. Items remaining the same as in the pertaining CSR will be labelled **N/C** (No Change). Items that are not applicable will be labelled **N/A** (Not Applicable). A copy of the completed Form 2 shall be forwarded without delay to the Administration.

Additionally, whenever a Form 2 is attached in date order to the ship's current CSR Document, details of the amendment shall be entered in the Form 3 and attached to the current CSR file.

Upon receipt of a properly completed and signed Form 2, this 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.

#### **4. Change of Flag**

##### **4.1 Transfer from Saint Vincent and the Grenadines to another Flag**

The transferring owner shall be required to identify the gaining flag administration and request that 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 before the Administration will issue a Deletion Certificate and Deletion CSR.

##### **4.2 Change of Flag to Saint Vincent and the Grenadines**

In accordance with IMO MSC Resolution 198(80), the previous Administration is required to issue a revised CSR to the ship, indicating in Box 15 the date the ship ceased to be registered with that Administration. That Administration is also required to send the SVG Administration a copy of the vessel's complete CSR file as soon as possible and no later than one (1) month from the date the ship ceased to be registered.

#### **5. Non-Convention CSR**

Vessels not subject to mandatory compliance with the ISPS Code may do so voluntarily. In such cases, a Non-Convention CSR must be issued. However, the operators of such ships must submit a written request to this Administration, accompanied by a completed Application for Continuous Synopsis Record for the issuance of a Non-Convention CSR. Once issued, it must be maintained until the deletion of the vessel.

## **6. Lost CSR**

If the original CSR is lost, the Manager should apply for a duplicate CSR and submit to this Administration a Declaration of Loss. This Declaration of Loss should be signed by the Master and countersigned by the Company. Upon receipt, this Administration will issue a replacement CSR, marked as a duplicate.

## **7. Verification of Compliance**

The Recognized Organization (RO), Recognized Security Organization (RSO) surveyors and Flag State Surveyors will examine the CSRs during the Annual Safety Inspection. If any errors are identified, they will contact the Administration to correct the record.

Annex to this Circular:

IMO Resolution A.959(23)  
MSC.198(80)

Revision history: Rev 2 (completely revised)





ASSEMBLY  
23rd session  
Agenda item 17

A 23/Res.959  
4 March 2003  
Original: ENGLISH

**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;

For reasons of economy, this document is printed in a limited number. Delegates are kindly asked to bring their copies to meetings and not to request additional copies.

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 NUMBER .....FOR THE SHIP  
 WITH IMO NUMBER: IMO .....**

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

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

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

**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: .....**





**RESOLUTION MSC.198(80)**  
**(adopted on 20 May 2005)**

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

THE MARITIME SAFETY COMMITTEE,

RECALLING Article 28(b) of the Convention on the International Maritime Organization concerning the functions of the Committee,

RECALLING ALSO resolution A.959(23) on Formal and guidelines for the maintenance of the Continuous Synopsis Record (CSR) and in particular operating paragraph 4(b) through which the Assembly has requested the Committee to keep the Format and guidelines under review and amend them, as appropriate, in the light of experience gained,

NOTING that a number of practical difficulties have been encountered when issuing Continuous Synopsis Records and, in particular, when a ship is transferred to the flag of another State the Government of which is a Contracting Government to the International Convention for the Safety of Life at Sea, 1974, as amended (the Convention),

NOTING ALSO that on a number of occasions ships have encountered difficulties during the exercise of control pursuant to the provisions of regulation I/19 of the Convention and/or during the exercise of control and compliance measures pursuant to the provisions of regulation XI-2/9 of the Convention as a result of matters related to the Continuous Synopsis Record,

ACKNOWLEDGING the need to review and amend the guidelines for the maintenance and the forms of the Continuous Synopsis Record as result of the experience gained,

HAVING ADOPTED amendments to the provisions of the regulation XI-1/3 of the Convention to introduce the IMO Unique Company and Registered Owner Identification Number Scheme and to regulation XI-1/5 of the Convention (SOLAS regulation XI-1/5) to include in the Continuous Synopsis Record the registered owner and the company identification numbers,

RECOGNIZING the need to reflect the aforesaid amendments to SOLAS regulation XI-1/5 in the forms of the Continuous Synopsis Record,

1. ADOPTS:

- .1 amendments to the Format and Guidelines for the maintenance of the Continuous Synopsis Record (CSR), as set out in Annex 1 to the present resolution to reflect the experience gained;
- .2 amendment to the Format and Guidelines for the maintenance of the Continuous Synopsis Record (CSR), as set out in Annex 2 to the present resolution to reflect the amendments to SOLAS regulation XI-1/5;

2. DECIDES that the amendments to the annex to resolution A.959(23) set out in Annex 1 should enter into force on the date of adoption of the present resolution and those set out in Annex 2 should enter into force on 1 January 2009;

3. STRONGLY URGES Contracting Governments to the Convention to meet their obligations under SOLAS regulation XI-1/5 and resolution A.959(23) and, in particular, when a ship entitled to fly their flag is transferred to the flag of another Contracting Government to the Convention, to forward to it the Continuous Synopsis Record of the ship as soon as possible and within the time frame prescribed in resolution A.959(23), as amended, so as to enable the latter Government to promptly issue to the ship the required Continuous Synopsis Record;

4. INVITES Contracting Governments to the Convention to bring to its attention any difficulties encountered with the implementation of the provisions of SOLAS regulation XI-1/5 or of resolution A.959(23) as amended for consideration of the issues involved and decision on the actions to be taken.

## ANNEX 1

### **AMENDMENTS TO THE FORMAT AND GUIDELINES FOR THE MAINTENANCE OF THE CONTINUOUS SYNOPSIS RECORD (CSR) (RESOLUTION A.959(23))**

#### **Issue of revised and updated CSR documents by the Administration**

- 1 The existing paragraph 8 is replaced by the following text:

“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.”

- 2 At the end of paragraph 9, the following new paragraph 9.1 is inserted:

“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.”

#### **Possibility of inconsistencies**

- 3 At the end of paragraph 13, the following new paragraph 13.1 is inserted:

“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.”

- 4 The following new section is inserted after paragraph 13.1:

#### **“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.”



## APPENDIX

### FORM 1

5 At the end of the form the following new entry box is inserted:

14	Remarks ( <i>insert relevant information as appropriate</i> )	
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### FORM 2

6 At the end of the form the following new entry box is inserted:

14	Remarks ( <i>insert relevant information as appropriate</i> )	
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ANNEX 2

**AMENDMENTS TO THE FORMAT AND GUIDELINES FOR THE MAINTENANCE  
OF THE CONTINUOUS SYNOPSIS RECORD (CSR) (RESOLUTION A.959(23))**

**APPENDIX**

**FORM 1**

1 After the existing entry box number 6 the following new entry box is inserted:

7	Registered owner identification number	
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2 The existing entry boxes numbers 7 and 8 are renumbered as 8 and 9.

3 After the existing box number 8, which is being renumbered as 9, the following new entry box is inserted:

10	Company identification number	
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4 The existing entry boxes numbers 9 to 14 are renumbered as 11 to 16.

**FORM 2**

5 After the existing entry box number 6 the following new entry box is inserted:

7	Registered owner identification number	
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6 The existing entry boxes numbers 7 and 8 are renumbered as 8 and 9.

7 After the existing box number 8, which is being renumbered as 9, the following new entry box is inserted:

10	Company identification number	
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8 The existing entry boxes numbers 9 to 14 are renumbered as 11 to 16.

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