



# TUVALU SHIP REGISTRY

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## MARINE CIRCULAR

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**FOR:** Ship Owners, Ship Managers, Ship Operators, Ship Masters, Ship Officers, and Recognised Organisations

### **CONTINUOUS SYNOPSIS RECORD (CSR)**

**PURPOSE:** This Circular provides detailed information on the requirements for the maintenance and updating of the vessel's CSR to the Owners/Operators/Masters of Tuvalu vessels.

#### **REFERENCES:**

- (i) Amendment to SOLAS Chapter XI-1, new Regulations 3.1 and 5
- (ii) IMO Resolution A.959(23) as amended by IMO Resolution MSC 198(80)

#### **BACKGROUND:**

In an effort to increase the transparency of ship operations, amendments were made to SOLAS 1974 requiring specific information to be maintained on the vessel and continuously updated if any changes occurred. While some of the information is duplicated in other records maintained on the vessel, the CSR is mandatory and will be subject to review by Port State Control authorities.

The initial CSR File will be issued by the Administration.

#### **1.0 Definitions**

- 1.1 "Administration" means the Tuvalu Ship Registry Singapore Operations Office.
- 1.2 "Convention" means the International Convention for the Safety of Life at Sea, 1974 as amended (SOLAS).
- 1.3 "Company" means the owner of the ship or any other organization or person such as the Manager, or the Bareboat Charterer, who has assumed the responsibility for operation of the ship from the Shipowner and who on assuming such responsibility has agreed in writing to take over.
- 1.4 "CSR Form 1" means the record form issued by the Administration in a specified IMO format in accordance with IMO Resolution A.959(23) as amended by IMO Resolution MSC 198(80). "CSR Form 2" means a form utilized to update information contained in the CSR Document in a specified IMO format in accordance with IMO Resolution A.959(23) as amended by IMO Resolution MSC 198(80).
- 1.5 "CSR Form 3" means the record of amendments made to the CSR Document in a specified IMO format in accordance with with IMO Resolution A.959(23) as amended by IMO Resolution MSC 198(80).

1.6 “ISPS Code” means the International Ship and Port Facility Security Code.

**APPLICABILITY:**

**2.0 Mandatory Compliance**

2.1 The requirement became effective as of 1 July 2004. For vessels constructed before 1 July 2004, the CSR Documentation Record File shall, at least, provide the history of the ship as from 1 July 2004.

2.2 CSR applies to:

- Passenger ships, including high-speed passenger craft;
- Cargo ships, including high-speed craft, of 500 gross tonnage and upwards; and
- Mobile offshore drilling units (MODU) self-propelled by mechanical means.

2.3 CSR does not apply to:

- Government-operated ships used for non-commercial purposes;
- Cargo ships of less than 500 gross tonnage as measured by the Administration or the ITC 69, whichever is the lesser;
- Ships not propelled by mechanical means;
- Wooden craft of primitive origins;
- Private pleasure yachts not engaged in trade; and
- Fishing vessels.

2.4 Vessels not subject to mandatory compliance with the ISPS Code may do so voluntarily. Owners of these vessels, however, must make a written request to the Administration for the issuance of a CSR Document. Once issued, it must be maintained in accordance with SOLAS regulatory requirements.

**3.0 Continuous Synopsis Record (CSR) File**

3.1 A vessel’s CSR File comprises of the following:

- All CSR Form 1 issued by administration(s), numbered sequentially over the life of the ship;
- All CSR Form 2 attached to each individual CSR Form 1 relating to changes made to that CSR Form 1; and
- All CSR Form 3 listing all amendments specified by CSR Form 2 relating to each CSR Form 1.

3.2 The Administration recommends that the CSR File be maintained in a binder, which would remain permanently with the vessel.

#### **4.0 The CSR Document**

- 4.1 Only the Administration may issue a vessel's CSR Document to a vessel, a sample copy of which is in Annex 1 of this Circular. The first CSR Document issued to a vessel is numbered "1," and subsequent CSR Documents are to be sequentially numbered. The sequential numbering continues across amendments and change of flag throughout the life of the vessel.
- 4.2 Whenever a CSR Document is issued to a ship, it will provide all information in rows 1 to 16. If the information is not applicable, it will be labeled N/A.
- 4.3 Each original CSR Document shall be kept by the ship throughout its lifetime. The Administration will keep a copy of each CSR Document issued by it to the ship.
- 4.4 It is the responsibility of the DPA to assure that the vessel is carrying all the CSR Documents relevant to the vessel.
- 4.5 If a vessel does not have a CSR and requires the Administration to issue the first set of CSR documents, then the Company or Master shall submit Form S1 to the Administration for issuance of CSR Form 1.
- 4.6 Although the Administration has 90 days within which to issue a new CSR Form 1, the procedures established in this Circular, if followed, will allow the Administration to issue it within a far shorter period of time.

#### **5.0 Amendments and Indices completed by the Company or the Master**

- 5.1 When any change relating to the entries listed in the current CSR Document of the vessel 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 shall be required to complete CSR Form 2, a sample form of which is in Annex 2 of this Circular, showing only those items being changed and attach the original to the current CSR Form 1. A copy of the completed CSR Form 2 shall be forwarded without delay to the Administration.
- 5.2 Additionally whenever a CSR Form 2 is attached in date order to the vessel's current CSR Form 1, details of the amendment shall be entered in CSR Form 3, a sample form of which is in Annex 3 of this Circular, and attached to the current CSR File. A copy of the revised CSR Form 3 shall be forwarded to the Administration along with CSR Form 2. This will allow the Administration to confirm that it has a complete CSR File before issuing a new CSR Form 1 with the amendments made.

#### **6.0 Action by Master when receiving an original or a revised and updated CSR Form 1**

- 6.1 On receipt of an original or a revised and updated CSR Form 1, the Master shall check the sequential number and review the Document to ensure that it covers all relevant amendments made in the CSR Form 2 attached to the previous CSR Form 1.
- 6.2 Should this review establish that there are outstanding amendments not reflected in the latest CSR Document, the Master shall immediately notify the Designated Person Ashore

and the Administration to make known of the outstanding amendment. The Administration will then proceed with the issuance of a revised CSR Form 1.

- 6.3 The Master, after having verified that the information on the CSR Form 1 is correct, shall then place it in the ship's CSR File along with all previous CSR Form 1.

## **7.0 Misplacement or damage to any document in a vessel's CSR File**

- 7.1 In case of loss or damage of the vessel's CSR File, the Company or Master shall contact the Administration in writing without delay, and list the documents lost or damaged. The Administration will subsequently provide relevant duplicates to the ship of the CSR Form 1, CSR Form 2 and CSR Form 3 that it holds, to replace such documents. Such replacements will be remarked as re-issued due to lost or damage.

## **8.0 Possibility of Inconsistencies**

- 8.1 The primary purpose of the CSR is to provide a history of the vessel, which can be inspected by Designated Authorities of Contracting Governments. Given the flexibility and timescales provided in Regulation 5, it is possible that the information contained in a vessel's current CSR Form 1 could lag behind that contained in the certificates issued in respect of the vessel. As the Administration is required to issue a new CSR Document within three (3) months of the date of change, the resulting time lag could be of that order.
- 8.2 In the case of a change of flag, the previous Flag State has to issue a Closure 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 this Closure CSR to the Administration as soon as possible and preferably not later than one (1) month from the date the ship ceased to be registered.
- 8.3 In instances where the previous Flag State has not forwarded, within three (3) months from the date of change of flag, the Closure CSR of the vessel covering the period during which the vessel was entitled to fly its flag, to the Administration, then the Administration will issue to the ship a CSR based on the CSR information received from onboard the vessel. The sequential number to be allocated to the CSR Form 1 to be issued will be the second sequential number after the last sequential number shown on the CSR document found onboard (i.e. leaving the first sequential number unused). When the missing Closure CSR is eventually delivered it will need only to be placed in the proper position in the CSR file.
- 8.4 When inspecting the CSR file of vessels 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 amended provisions of sections 8, 9 and 9.1 of A.959(23), as well as the Remarks shown in entry box or row 16 of the CSR document. If inconsistencies are identified, the reasons for them should be considered before action is taken based solely on the view that an inconsistency exists.
- 8.5 The "Remarks" entry box of row 16 is only to be used by the Administration 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 charter registration and failure to receive Closure CSR from the previous Flag State.

## **9.0 Change of Flag Requirements**

- 9.1 Along with the Request for Permission to Transfer out of the Tuvalu flag, a transferring owner shall be required to identify the next Flag State and to request that a certified copy of the vessel's Closure CSR be provided to the next Flag State. This should occur before the Administration will issue a Deletion Certificate.

## **10.0 Registration Requirements**

- 10.1 Effective 1 July 2004, vessel registration procedures involving a change of flag shall require the submission of a copy of the vessel's current complete CSR File along with a CSR Form 2 and CSR Form 3 reflecting the effects of the change of flag.
- 10.2 For transactions involving only a change of ownership and not a change of flag, the new owner need only submit a CSR Form 2 and CSR Form 3 reflecting the effects of the change of ownership.
- 10.3 The Administration shall in turn issue a new CSR Form 1 after receiving the Closure CSR from the former Flag State.
- 10.4 For transactions involving only a change of vessel name, owner's name, or Classification Society, the owner shall, in addition to the relevant required documentation, submit a CSR Form 2 and CSR Form 3. The Administration shall in turn issue a new Certificate of Registry and a new CSR Form 1.

## **11.0 ISM Code and ISPS Code Requirements**

- 11.1 In the event of a change in the Declared Company, Recognized Organization (RO) issuing the Document of Compliance (DOC) of a Company or the Safety Management Certificate (SMC) of a vessel or both with respect to the International Safety Management (ISM) Code, and/or the Recognized Security Organization (RSO) issuing the vessel International Ship Security Certificate (ISSC) with respect to the ISPS Code, the owner shall submit a CSR Form 2 and CSR Form 3 to reflect the changes and the Administration shall in turn issue a new CSR Form 1.
- 11.2 RSO Auditors shall check the availability of the CSR at each ISPS Shipboard Verification audit. This check shall also include that the CSR's data is correct, i.e. the CSR reflects the actual situation on board. However, the "non-existence" or "non-correctness" of the CSR shall not prevent the issuance of an ISSC or Interim ISSC, especially in the case of new buildings, as this requirement is included in SOLAS Chapter XI-1 (special measures for maritime safety) and not in SOLAS Chapter XI-2 (special measures for maritime security). Availability and correctness shall be verified on the occasion of the next ISPS Shipboard Verification audit on board.
- 11.3 If an RO or RSO Auditor notices that the CSR is not available or the data contained therein is not correct, he or she shall note this, and the Auditor's Head Office shall inform the Company DPA accordingly for corrective action.

## **12.0 Tuvalu CSR Forms**

12.1 The CSR Form 2 and CSR Form 3 in the annexes to this Circular will be available for download in electronic format on the Administration's website: <http://www.tvship.com/Forms.aspx> under "Form CSR". These can be submitted to the Administration by e-mail to [info@tvship.com](mailto:info@tvship.com) for timely processing. The original CSR documents and complete CSR File must be maintained onboard the vessel with the Master at all times. The CSR File must also be made available to any Designated Authority who may ask to review it.

Yours sincerely,

Deputy Registrar  
Tuvalu Ship Registry

# ANNEX 1

**FORM 1**

## CONTINUOUS SYNOPSIS RECORD

Issued under the provisions of the  
INTERNATIONAL CODE FOR THE SECURITY OF SHIPS AND OF PORT FACILITIES (ISPS CODE)  
under the authority of the Government of Tuvalu.

### CONTINUOUS SYNOPSIS RECORD (CSR) DOCUMENT NUMBER \_ FOR 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	Registered owner identification number:	
8	If applicable, name of current registered bareboat charterer(s): Registered address(es):	
9	Name of Company (International Safety Management): Registered address(es): Address(es) of its safety management activities:	
10	Company identification number:	
11	Name of all classification societies with which the ship is classed:	
12	Administration/Government/Recognised Organisation which issued Document of Compliance: Body which carried out audit (if different):	
13	Administration/Government/Recognised Organisation which issued Safety Management Certificate: Body which carried out audit (if different):	
14	Administration/Government/Recognised Security Organisation which issued International Ship Security Certificate: Body which carried out verification (if different):	
15	Date on which the ship ceased to be registered with the State indicated in 2:	
16	Remarks ( <i>insert relevant information as appropriate</i> )	

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

Issued by the Administration of TUVALU SHIP REGISTRY

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

(file in): \_\_\_\_\_ Signature: \_\_\_\_\_

**ANNEX 2**

**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	Registered owner identification number:
8	If applicable, name of current registered bareboat charterer(s): Registered address(es):
9	Name of Company (International Safety Management): Registered address(es): Address(es) of its safety management activities:
10	Company identification number:
11	Name of all classification societies with which the ship is classed:
12	Administration/Government/Recognised Organisation which issued Document of Compliance: Body which carried out audit (if different):
13	Administration/Government/Recognised Organisation which issued Safety Management Certificate: Body which carried out audit (if different):
14	Administration/Government/Recognised Security Organisation which issued International Ship Security Certificate: Body which carried out verification (if different):
15	Date on which the ship ceased to be registered with the State indicated in 2:
16	Remarks ( <i>insert relevant information as appropriate</i> )

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

Issued by the Company or master: \_\_\_\_\_

Date of issue: \_\_\_\_\_

Signature of authorised person: \_\_\_\_\_

Name of authorised person: \_\_\_\_\_

