



PANAMA MARITIME AUTHORITY
General Directorate of Merchant Marine

Merchant Marine Circular No. 183

To: Shipowners/Operators, Company Security Officers, Legal Representatives of Panamanian Flagged Vessels, Panamanian Merchant Marine Consulates and Recognized Security Organizations (RSO).

Subject: Procedures for the issuance of the Continuous Synopsis Record (CSR).

References: SOLAS 74/78 Chapter XI-1 Reg. 3-1, 5
Resolution A.959(23) of December 5, 2003
Resolution MSC.198 (80) of May 20, 2005
Resolution MSC 160(78) of May 20, 2004
Resolution MSC. 194 (80) of May 20, 2005
Circular No. 2554/Rev.1
Resolution No. 106-32-DGMM of August 12, 2008

This Merchant Marine circular supersedes MMC N°.149

1. Objective

1.1. Taking into consideration that the implementation of SOLAS regulation XI-1/5 has undergone practical difficulties when issuing the Continuous Synopsis Record (CSR), this Administration has issued this Circular with the purpose of **updating the instructions and procedures** for the Continuous Synopsis Record (CSR) applications to be submitted to this Administration through the Maritime Security Department.

2. Definitions

2.1. **Continuous Synopsis Record (CSR):** Document that shall be issued by the Administration to each vessel that is entitled to fly its flag and intended to provide an on board record of the history of the vessel with respect to the information recorded therein. Regardless of changes of flag that the vessel undergoes, all the CSRs issued, from the first one to the last one must be issued showing a sequential number. The CSR shall be kept on board the ship and shall be available for inspection at all times.

2.2. **Document of Compliance (DOC):** Document shall be issued by the Administration, by a Recognized Organization, or at the request of the Administration by another contracting Government to every company that complies with the requirements of the International Safety Management Code.

- 2.3. **Safety Management Certificate (SMC):** Document that shall be issued by the Administration or a Recognized Organization to every vessel whose company and shipboard management operate in accordance with the approved safety-management system.
- 2.4. **Interim ISSC:** Interim International Ship Security Certificate shall only be issued when the Administration or Recognized Security Organization (RSO), has verified that the vessel complies with what established in Section 19.4.2 of the ISPS Code.
- 2.5. **Ceased CSR:** Covering the period during which a vessel was entitled to fly a flag, a CSR document will be issued to a vessel whereby establishing that it has ceased to be registered with that Flag State. It will reflect the closing date, registry seal, and consecutive number assigned. Both the vessel's CSR file and Ceased CSR issued by the previous registry shall be sent to the new Flag State as soon as possible.
- 2.6. **Provisional Continuous Synopsis Record (CSR):** A CSR valid only for 90 days (3 months) will be issued when: either the previous flag State has not forwarded the Ceased CSR to this Administration or the SMC or both the SMC and the Interim ISSC have not been issued yet to the vessel.
- 2.7. **Company:** It means the owner of the vessel or any other organization or person such as the Manager, or the bareboat Charterer, who has assumed the responsibility for operation of the vessel from the owner of the vessel and who on assuming such responsibility has agreed to take over all the duties and responsibilities imposed by the International Safety Management Code.
- 2.8. **Registered Owner:** It is the owner specified on a vessel's certificate of registry issued by the Administration.
- 2.9. **IMO Unique Company Identification and IMO Registered Owner identification:** Its purpose is to assign a permanent number for identification purposes to each Company and/or Registered Owner managing ships engaged on international voyages. Are permanent numbers assigned by LRF (Lloyd's Register-Fairplay) (Refer to MMC No. 151) to Companies and Registered Owner managing vessels covered by the Scheme. They will be inserted on the Continuous Synopsis Record (CSR) and will remain unchanged for identification purposes and to enhance maritime safety, security and pollution prevention and to facilitate the prevention of maritime fraud.
- 2.10. **International Voyage:** It means a voyage from a country to which the present Convention applies to a port outside such country, or conversely.
- 2.11. **The party:** Company Security Officer, Registered Owner, Company or legal representative in charge of submitting the information to this Administration.
- 2.12. **Payment Receipt:** Depending on CSR's applications submitted to the Maritime Security Department, it establishes the Cost required by this Administration and it proves that the CSR document has been paid.
- 2.13. **Remark Entry Box:** Will be used on the CSR when encountering difficulties with the implementation of any of the provisions established on the SOLAS regulation XI-1/5, on the Res. A. 959(23) and on the Res. MSC 198 (80).

3. Application

- 3.1. Every Company and Registered Owner whose vessels engage on international voyages Chapter I of SOLAS 74/78 applies to and are entitled to fly the Panamanian flag shall have onboard its vessels a valid Continuous Synopsis Record (CSR) issued by this Administration.
- 3.2. Every Company and Registered Owner managing vessels of 100 gross tonnages and above engaged on international voyages shall be assigned the IMO Unique Company Identification and IMO Registered Owner identification.
- 3.3. In an effort to gain experience with the Scheme and avoid delays, this Administration, from October 01, 2008 and on (measure will enter into force on January 1, 2009) will begin requiring to **ALL** Companies and Registered Owner such identification numbers at the moment of the CSR's application through the certificates listed in the Resolution MSC. 160 (78) paragraph 6.

4. Procedures

- 4.1. In order to process a Continuous Synopsis Record (CSR) to applicants whose vessels are **ENTITLED** to fly the Panamanian flag (first time), the following documents shall be submitted:
 - a) Formal Letter requesting the issuance of the Panamanian CSR.
 - b) Form 1 duly filled out (typed, signed and stamped) or submitted via web
 - c) Document of Compliance (DOC) or Interim DOC
 - d) Safety Management Certificate (SMC) or Interim SMC
 - e) ISSC or Interim ISSC
 - f) Ship's CSR file
 - g) Ceased CSR (unless the ship is within the scope of the point 8)
- 4.2. In order to process a Continuous Synopsis Record (CSR) for which the application is submitted without the Ceased CSR (which shall cover the period through which the vessel was entitled to fly on the previous flag State), this Administration will proceed of the following manner:
 - 4.2.1. The Maritime Security Department will issue a **PROVISIONAL CSR** valid for 90 days which sequential number will be the second sequential number after the last sequential number shown on the CSR document received and found onboard the vessel.
 - 4.2.2. When the Ceased CSR is submitted before 90 days, a CSR (without expiration date) will be issued with the next sequential number on that Ceased CSR received. In consequence, by that time all CSR issued and updated previously by this Administration will undergo changes on the numbers allocated to follow the sequential number from the Ceased CSR.

- 4.3. In order to process a Continuous Synopsis Record (CSR) to applicants whose vessels are **NEW CONSTRUCTION**, the following requirements shall be submitted:
- a) Formal Letter requesting the issuance of the Panamanian CSR.
 - b) Form 1 duly filled out (typed, signed and stamped) or submitted via web
 - c) Document of Compliance (DOC) or Interim DOC
 - d) Safety Management Certificate (SMC) or Interim SMC
 - e) ISSC or Interim ISSC
- 4.4. In order to process a Continuous Synopsis Record (CSR) whose application, for any circumstances, is submitted without the Interim SMC or without the Interim SMC and Interim ISSC, this Administration will issue a **PROVISIONAL CSR** valid for 90 days so that those certificates can be submitted on time. This Provisional CSR will indicate “Not issued yet” on the points 9, 11 and/or 12.
- 4.5. In order to process a Continuous Synopsis Record (CSR) whose application indicates different company name and/or operator company address among the DOC, SMC and ISSC submitted, this Administration will issue a **PROVISIONAL CSR** valid for 90 days so that those certificates can be submitted properly updated.
- 4.6. When the DOC submitted has been issued by another Contracting Government, the company shall prove that its largest fleet entitled is flying a flag different than the Panamanian flag. Once this is done, this Administration through PANAMA SEGUMAR Office will issue an Authorization Letter to operate with a DOC multiple flag which shall be submitted to the Maritime Security Department.
- 4.7. All the information filled out on the forms 1 and 2 must be updated and match the DOC, SMC and ISSC submitted at the moment of the application. Indicate “N/C” if there is any information that is not changing or indicate “N/A” if it is not applicable.
- 4.8. In order to keep uniformity on both the CSR and ISSC, any of the following changes requested on the Continuous Synopsis Record (CSR) will also require the amendment of such on the International Ship Security Certificate (ISSC):
- a) Name of the vessel
 - b) Name of the company
 - c) Physical Address of the company
 - d) Change of both, the Name and Physical Address of the company
 - e) Name of the RSO (Recognize Security Organization)
- 4.9. In order to process a Continuous Synopsis Record (CSR) **AMENDED** to applicants whose vessels have undergone changes with regard to the point 8 above-mentioned, the following requirements shall be submitted:
- a) Formal Letter requesting the issuance of the amended CSR.
 - b) Form 2 duly filled out (typed, signed and stamped) or submitted via web
 - c) Document of Compliance (DOC) or Interim DOC
 - d) Safety Management Certificate (SMC) or Interim SMC
 - e) ISSC or Interim ISSC amended.

- f) Receipt of payment showing the Cost established by this Administration.
- 4.10. In order to process a Continuous Synopsis Record (CSR) **AMENDED** to applicants whose vessels have undergone changes with regard to Name and Address of Registered Owner, Name and Address of Charterer, the following requirements shall be submitted:
- a) Formal Letter requesting the issuance of the amended CSR
 - b) Form 2 duly filled out (typed, signed and sealed) or submitted via web
 - c) Certificate of Registration
 - d) Class Certificate (only if the change is due to the RSO)
 - e) Receipt of payment showing the Cost established by this Administration.
- 4.11. In case of loss of, or damage to, a Continuous Synopsis Record, the following information shall be submitted:
- a) Formal Letter requesting the issuance of the amended CSR
 - b) Form 1 or 2 duly filled out (typed, signed and sealed) or submitted via web
 - c) Documents required in the point 9.
- 4.12. In order to issue a **Ceased CSR** by this Administration, the following documents shall be submitted:
- a) Formal Letter requesting the issuance of the said CSR.
 - b) Form 2 duly filled out (typed, signed and sealed) or submitted via web
 - c) Deletion Certificate issued by this Administration.
- 4.13. Besides the numerals 4.2, 4.4 and 4.5 previously mentioned, some other reasons why the **“Remark”** entry box will also be used are when the Previous flag State certifies (Letter Head signed and sealed) that:
- a) The vessel carried out jurisdictional or domestic voyages.
 - b) It is a Contracting Government but it is not party of the Chapter XI-1.
 - c) It is not a Contracting Government of SOLAS 74/78.
 - d) The vessel is less than 500 Gross Tonnage (Certified by the company).
 - e) The vessel holds a special Bareboat Charter (Certified by the company).
 - f) The vessel will carry out a single voyage because is going to be scrapped (Certified by the company).
- 4.14. Besides receipts of payment mentioned on the previous paragraphs, the following CSR's applications shall include a Formal Letter requesting the issuance of the CSR and a Receipt of payment showing the Cost established by this Administration:
- a) CSR without expiration date as required by the items 4.2.1 and 4.2.2
 - b) CSR that undergoes any updating of the information on it.
 - c) CSR that undergoes any changes of the sequential numbers on it.
 - d) CSR for Lost or Damaged
 - e) CSR True Copy
 - f) CSR for Mistake on the documents submitted by the Party.
 - g) CSR issued faster than usual or diligently.

4.15. All payments shall be made through Panamanian Consulates, the International New York Office or our Collections department in Panama, Republic of Panama. Any other type of payment other than the mentioned herein will not be accepted. If the receipts of payment, applications and requirements established on this Merchant Marine Circular are not submitted via Web or via E-mail, they shall be mailed to the following address:

Maritime Security Department
General Directorate of Merchant Marine
Panama Maritime Authority
Pan Canal Mall Building, floor 2, Office 205,
Omar Torrijos Ave, Albrook
P.O. Box 0843-00533, Balboa,
Panama, Republic of Panama
Phone: (507) 501-5037/38
Fax: (507) 501-5085
Email: msd@amp.gob.pa

4.16. Due to the fact that some International Courier Companies have adopted some safety measures, this Administration recommends that every company's branch has clearly established its own overseas account to be charged (recipient) and delivery address to avoid delays upon sending the Continuous Synopsis Record (CSR).

4.17. In circumstances where the applications submitted to the issuance of a Continuous Synopsis Record (CSR) not fulfill any of the requirements implemented on this Merchant Marine Circular, the Maritime Security Department will issue a **Deficiency Letter** establishing the reasons why it could not proceed with the Continuous Synopsis Record (CSR) application.

September, 2008

Inquiries concerning the subject of this Circular or any request should be directed to:

General Directorate of Merchant Marine

Panama Maritime Authority

Phone: (507) 501-5037/38

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