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TO: Related departments of CCS Headquarters; Branches and Offices; and Ship Companies

Continuous Synopsis Record (CSR)

---LIBERIA MARITIME AUTHORITY MARINE NOTICE ISP-002

Rev.06/12

The Office of The Maritime Administrator of Liberia issued the MARINE NOTICE ISP-002 Rev.06/12 to all shipowners, operators, masters and officers of merchant ships and authorized classification societies. The purpose of this Notice is to provide advice and guidance to owners, operators, and Masters of Liberian flag ships regarding the issuance and maintenance of the Continuous Synopsis Record (CSR). This amended Marine Notice incorporates recent amendments to SOLAS 1974, as amended, Chapter XI-1, Regulation 5 requiring inclusion of the IMO Unique Company and Registered Owner Identification Numbers on the CSR. Additional information on IMO Unique Company and Registered Owner Identification Numbers is provided in Marine Notice ADM-008. This circular is to be forwarded by CCS offices and branches to ship companies in relevance to their business. All the parties concerned are requested to pay attention to the requirements and act accordingly.

Attachment: LIBERIA MARITIME AUTHORITY MARINE NOTICE ISP-002 Rev.06/12, total 10 pages

For any question please contact the Certification Management Dept. of CCS

THE REPUBLIC OF LIBERIA
LIBERIA MARITIME AUTHORITY

Office of
Deputy Commissioner
of Maritime Affairs

Marine Notice

ISP-002
Rev. 06/12

TO **ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS AND AUTHORIZED CLASSIFICATION SOCIETIES**

SUBJECT: **Continuous Synopsis Record (CSR)**

References:
(a) **SOLAS 1974, as amended, Chapters XI-1/Reg. 5**
(b) **International Ship and Port Security Code**
(c) **IMO Assembly Resolution A.959 (23)**
(d) **IMO MSC Resolution 160 (78)**
(e) **IMO MSC Resolution 198 (80)**
(f) **IMO Circular Letter 2554 Rev 1**
(g) **Liberian Marine Notice ISP-001**
(h) **Liberian Marine Notice ADM-008**

Supersedes: **Marine Notice ISP-002, dated 9/09**

PURPOSE:

The purpose of this Notice is to provide advice and guidance to owners, operators, and Masters of Liberian flag ships regarding the issuance and maintenance of the Continuous Synopsis Record (CSR). This amended Marine Notice incorporates recent amendments to SOLAS 1974, as amended, Chapter XI-1, Regulation 5 requiring inclusion of the IMO Unique Company and Registered Owner Identification Numbers on the CSR. Additional information on IMO Unique Company and Registered Owner Identification Numbers is provided in Marine Notice ADM-008.

BACKGROUND:

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 CSR containing specific information regarding the history of the vessel's ownership, management, flag, and authority responsible for issuance of certificates. The information must be updated when it changes. Recent amendments to Chapter XI-1, Reg 5 require the addition of the IMO Unique Registered Owner and Company Identification Numbers on all new CSRs issued after 1 January 2009.

APPLICABILITY:

1. This requirement applies to:
   - Passenger ships, including high-speed passenger craft;

- Cargo ships, including high-speed craft, of 500 gross tonnage and upwards; and
- Self Propelled Mobile offshore drilling units (MODU).

2. It 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.

3. Vessels not subject to mandatory compliance with the ISPS Code may do so voluntarily. However, the operators of such ships must make a written request to Vessel Certificate Department by email to: vesselcertificates@liscr.com for the issuance of a voluntary CSR. Once issued, it must be maintained in accordance with SOLAS regulatory requirements.

REQUIREMENTS:

1.0 Definitions

1.1 Administration: The government whose flag the vessel is registered to fly.

1.2 Convention: The International Convention for the Safety of Life at Sea, 1974 as amended (SOLAS).

1.3 Company: 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: The Continuous Synopsis Record issued by the Administration.

1.5 CSR Amendment Form: a form utilized to update information contained in the CSR.

1.6 CSR Index of Amendments: the record of amendments made to the CSR.

1.7 ISPS Code: The International Ship and Port Facility Security Code.

1.8 ITC 69: The International Tonnage Convention, 1969.

2.0 CSR File

2.1 All ships required to have a CSR shall maintain on board a permanent CSR file containing all previously issued CSR Documents.

2.2 A ship's CSR File is comprised of:

2.2.1 All Continuous Synopsis Records issued to the vessel numbered sequentially for the life of the ship;

2.2.2 All Amendment Forms attached to each individual CSR relating to changes made to that CSR; and

2.2.3 All Indexes of Amendments listing all amendments (specified by Amendment Forms) relating to each CSR and attached to the CSR.

2.3 We recommend that the CSR File be maintained in a binder in chronological order. The Flag Administrations maintain a copy of the ship's CSR file so that a certified copy may be transferred intact to a new flag Administration on change of flag or replaced on board the ship should the CSR be lost or destroyed.

2.4 A vessel's CSR file may be inspected by Port State Control Officers and other authorized persons.

3.0 Continuous Synopsis Record (CSR)

3.1 Only an Administration may issue a CSR to a ship; a sample copy of the Liberian CSR is in Appendix 1 of this Notice. The first CSR issued to a ship is numbered "1," and subsequent CSRs will be sequentially numbered regardless of the Administration.

3.2 Each original CSR shall be sent to the ship and kept by the ship throughout its lifetime. The Administration will keep a copy of each CSR it issued to the ship.

3.3 Whenever a CSR is issued to a ship, the Administration will provide all information in blocks 1 to 15. If the information is not applicable, it will be labeled N/A. For example, the information regarding a vessel's entry in the CSR as a bareboat charter registration is only to be completed when the ship is actually bareboat chartered into the registry.

3.4 If the ship is bareboat charter registered, the bareboat charterer will need to provide this Administration with the name and address of the owner listed on the Certificate of Registry and their IMO Unique Number from the underlying flag so the information may be listed in the block on the CSR for the owner.

3.5 If there is more than one entity listed as an owner of the ship, each such entity, their address and their IMO Unique Numbers will also be listed on the CSR.

3.6 If there is more than one entity that is party to the bareboat charter, each such entity and their address will be listed on the CSR.

4.0 Amendments and Indexes completed by the Company or the Master

4.1 When any change relating to the entries listed in the CSR issued to the ship have taken place, this change (or changes) shall be included on the CSR Amendment form, Appendix II. The Company's Representative or Master shall complete the Amendment Form, Appendix III, in pen and ink and the Master shall attach the original to the vessel's current CSR file. The CSR file on board the ship shall be maintained in chronological order.

4.2 The details of the amendment shall be entered in the Index of Amendments, Appendix III, in the ship's CSR file. A copy of the Amendment form and the revised Index of Amendments page shall be forwarded to the Administration. This will allow the Administration to confirm that it has a complete copy of the ship's CSR file and expedite the issuance of a revised and updated CSR. The person completing the amendment may also send a copy to the company operating the vessel in accordance with company procedures.

5.0 In case of loss of, or damage to, any ship's CSR File

In case the CSR is lost or damaged, the Company and/or Master shall contact the Administration in writing without delay, listing the papers (pages) which were lost or damaged. The Administration will provide certified copies of the CSR s, CSR Amendment Forms and Index of Amendments available in its files.

6.0 Verification and Correcting Errors

The Administration's Inspectors will examine the CSRs during the Annual Safety Inspection and will contact the Administration should any errors be identified in order to correct the record.

7.0 Change of Flag Requirements for vessels leaving the Liberian Flag

Along with the Request for Permission to Transfer out of the Liberian flag, a transferring owner shall be required to identify the prospective flag Administration so the vessel's CSR File may be provided to the gaining flag Administration. This must occur before the Liberian Administration will issue a Certificate of Cancellation.

8.0 Procedures for Issuing the New, Revised or Updated CSR:

8.1 **Change of Flag to Liberia:** In accordance with reference (e), the previous Administration is required to issue a revised CSR to the ship, indicating in block 15, the date ship ceased to be registered with that Administration. That Administration is also required to send the Liberian Administration a copy of the vessel's complete CSR file as soon as possible and no later than one month from the date the ship ceased to be registered. If the CSR file is not received from the previous Administration, the Master or Company representative may be requested to send a copy of the CSRs, which are on board the ship in order that new sequentially numbered CSR can be issued by this Administration.

In instances where the previous flag State has not forwarded the CSR file of the ship covering the period during which the ship was entitled to fly its flag, within three months from the date of change of flag, the Liberian Administration in accordance with reference (e) will issue a CSR based on the CSR information received from the CSR file onboard the ship. The sequential number to be allocated to the CSR document to be so issued will be the second sequential number after the last sequential number shown on the CSR document. The reason for issuing the CSR document in such a manner will be explained in block 16.

As stated in reference (e)**,** when reviewing the CSR files, Port State Control Inspectors should be guided by the provisions of the resolution, as well as the remarks shown in block 16 on the CSR document. In the circumstances referred to in the paragraph above, 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 fulfill its obligations under SOLAS regulation XI-1/5.

8.2 **Newbuildings and vessels which have never received a Continuous Synopsis Record (eg. ships which have never been placed in service, or registered, or engaged in international voyages):** The Company Representative or Master shall submit the information necessary to

develop a vessel's initial Continuous Synopsis Record by using form RL 5003, Appendix IV.

8.3 **Change of Ownership and Re-Registration of a Liberian Flag ship:** Master or Company Representative shall complete and send a copy of the Amendment Form and the modified Index of Amendments page to the Administration for processing an updated CSR.

8.4 **Change of Owner's Name:** Master or Company representative shall complete and send a copy of the Amendment Form and the modified Index of Amendments page to the Administration for processing an updated CSR.

8.5 **Change of Vessel Name:** Master or Company Representative shall complete and send a copy of the Amendment Form and the modified Index of Amendments page to the Administration for processing an updated CSR.

8.6 **Change of Safety Management Company's Name:** The vessel operator shall, in addition to the relevant required documents, ensure that the Master or Company Representative completes an Amendment Form and the Master adds the original Amendment form to the ship's CSR file. The Master shall submit a copy of the completed Amendment Form and the modified Index of Amendments page to the Administration for processing an updated CSR.

8.7 **Change of Recognized Organization issuing the Company's Document of Compliance and/or the vessel's Safety Management Certificate:** The vessel operator acting on behalf of the owner shall, in addition to the relevant ISM documents, ensure that the Master or Company Representative will complete and send a copy of the Amendment Form and the modified Index of Amendments page to the Administration for processing an updated CSR.

8.8 **Change of the Recognized Security Organization (RSO) or Administration issuing the vessel International Ship Security Certificate (ISSC) with respect to the ISPS Code:** The Master or Company Representative will complete and send a copy of the Amendment Form and the modified Index of Amendments page to the Administration for processing an updated CSR.

9.0 The forms mentioned in this Marine Notice as Appendixes II to IV are available on the Administration's web site as follows: www.liscr.com Maritime Tab/Documents/Marine Notices / ISP-002 and can be filled out electronically.

Forms completed according with the previous sections should be submitted by e-mail to: vesselcertificates@liscr.com for timely processing. Back-up copy files may be maintained electronically, but the original CSR and complete CSR File must be maintained on board the vessel by the Master.

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APPENDIX I

THE REPUBLIC OF LIBERIA

Liberia MARITIME AUTHORITY

CONTINUOUS SYNOPSIS RECORD

Document Number:
For the ship with IMO Number:

	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 (if different):	
10	Company identification number:	

11	Name of classification society with which the ship is classed:	
12	Administration/Government/Recognized Organization which issued Document Of Compliance: Body which carried out audit (if different):	
13	Administration/Government/Recognized Organization which issued Safety Management Certificate: Body which carried out audit (if different):	
14	Administration/Government/Recognized Organization which issued International Ship Security Certificate: Body which carried out verification (if different):	
15	Date on which ship ceased to be registered with the State indicated in 2:	
16	Remarks (insert relevant information as appropriate):	

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

Issued at: _____

Date of Issue: _____

Margaret Ansumana
Senior Deputy Commissioner
Of Maritime Affairs
Republic of Liberia

This was received by the ship and attached to the ship's CSR file on the following date (fill in):

_____ Signature: _____

APPENDIX II

(To be filled out by Company or Ship's Master)

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 <u>not</u> 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 management activities if different from registered address:	
10	Company identification number	
11	Name of all Classification Societies with which the ship is classed:	
12	Administration/Government/Recognized Organization which issued the Document of Compliance: Body which carried out audit (if different):	
13	Administration/Government/Recognized Organization which issued Safety Management Certificate: Body which carried out audit (if different):	
14	Administration/Government/Recognized Organization which issued International Ship Security Certificate: Body which carried out verification (if different):	
15	Date which the ship ceased to be registered with the State indicated in 2:	
16	Remarks (current relevant information as appropriate)	

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: _____

RL 5001

APPENDIX III



(To be filled out by Company or Ship's Master)

INDEX OF AMENDMENTS TO THE CONTINUOUS SYNOPSIS RECORD (CSR)
DOCUMENT NUMBER _____
FOR THE SHIP WITH IMO NUMBER: IMO _____

After this CSR was issued, the following amendments to entries on the have been made by the Company or the Master, have been attached to the ship's CSR file and have been notified to the Administration:

Date of application of Amendments	Amendment to CSR Information (2 – 16)	Date amendment form attached to the ship's CSR file:

NOTE: *If more amendments are issued than allowed for in the above table, add copies of this table as Appendices to this page. Such Appendices should be numbered from 1 and upwards.*

When relevant, indicate as follows: Appendix no. _____ has been added to this page.

APPENDIX IV

(To be filled out by Company)

INFORMATION NEEDED TO COMPLETE THE CONTINUOUS SYNOPSIS RECORD (CSR) FOR DOCUMENT NUMBER 1 FOR THE SHIP WITH IMO NUMBER: IMO _____

NOTE: Not a CSR Amendment or Index - this form was created to collect the required information for new buildings and vessels which have never received a CSR.

Dates should be in the format yyyy/mm/dd

Information		
1	This document applies from (date):	
2	Date of registration:	
3	Name of ship:	
4	Name of Registered Owner: Registered address(es):	
5	Registered Owner IMO identification number	
6	Name of Company (International Safety Management): Registered address(es): Address(es) of its safety management activities if different from registered address:	
7	Company IMO identification number	
8	Administration/Government/Recognized Organization which issued the Document of Compliance: Body which carried out audit (if different):	
9	Administration/Government/Recognized Organization which issued Safety Management Certificate: Body which carried out audit (if different):	
10	Administration/Government/Recognized Organization which issued International Ship Security Certificate: Body which carried out verification (if different):	

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

Issued by the Company: _____ Date of issue: _____

Signature of authorized person: _____

Name of authorized person: _____

RL 5003