



Circular 2004/005

ISPS Code: Continuous Synopsis Record

Date: 11/12/2010

To whom it may concern,

This circular replaces circular 005/04 and is to inform that the Belgian Maritime Inspectorate (BMI) has adopted the IMO Assembly resolution A.959(23) of which the main guidelines are quoted hereunder.

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 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 Belgian Maritime Inspectorate 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 Belgian Maritime Inspectorate 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 Belgian Maritime Inspectorate requires the registration of bareboat charterers and if 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 Belgian Maritime Inspectorate, 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 Belgian Maritime Inspectorate 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 Belgian Maritime Inspectorate 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 the Belgian Maritime Inspectorate.

- 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 Belgian Maritime Inspectorate.

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 Belgian Maritime Inspectorate without delay, and list the papers lost or damaged. The Belgian Maritime Inspectorate 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 Belgian Maritime Inspectorate 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.

Consequentially, BMI has introduced a new format of the Continuous Synopsis Report (Form 1), including an amendment form (Form 2) and an amendment index (Form 3). From November 15th, 2004, BMI will only issue CSR's conform the IMO Resolution 959 (23). CRS's conform the BMI Circular 2004/001 will, in principle, remain valid indefinitely, however BMI will progressively replace all CSR's conform the former format (example: in case of an amendment).

When an existing ship is being registered in Belgium, the sequential number of the final CSR of the former register, if available, should be advised as soon possible. However if the former CSR does not bear any sequential number, the Belgian Maritime Inspectorate will issue a CSR with the sequential number "Belgium=1". Thereafter the master, using the actual CSR file on board, will check the sequential number and eventually send an amendment form.

When sending an amendment, please attach a copy of the CSR to be amended in order to double check our files.

Any documents may be forwarded to:

FOD Mobiliteit en Vervoer
DG Maritiem Vervoer
Scheepvaartcontrole - Vlaggestaat
Posthoflei 3-5
2600 Berchem
Belgium

or faxed to the number: +32 3 229 00 51
or emailed to: ism-isps@mobiliteit.fgov.be



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