



MARITIME AUTHORITY OF JAMAICA
GUIDANCE NOTES ON CONTINUOUS SYNOPSIS RECORD (CSR)

TO All Ship Owners, Operators, Authorized Representatives and Officers of Merchant Ships and Authorized Classification Societies.

REFERENCES

- (a) Amendments to SOLAS Chapters X1-2, Regulation 5
- (b) International Ship and Port Facility Security Code
- (c) Shipping Act 1998

PURPOSE This Notice serves to describe the Jamaica Ship Registry's requirements and provide advice and guidance to owners, operators and Authorized Representatives of Jamaican flag ships, concerning compliance with the recently adopted amendments to SOLAS 1974/78 regarding the issue and management of Continuous Synopsis Records (CSR).

Questions regarding these requirements should be referred to the Registrar of Ships or Surveyor General at:

The Maritime Authority of Jamaica
2nd Floor, The Office Centre Building
12 Ocean Blvd
Kingston
Jamaica
Tel: (876) 967-1060-65
Fax: (876) 922-5765-66
E-mail: registrar@jamaicaships.com,
website: www.jamaicaships.com

BACKGROUND With the adoption of the International Ship and Port Security Code on December 12, 2002, SOLAS 1974 was amended to require specific information regarding the ownership, management, survey, inspection and auditing of a ship to be maintained onboard that ship in the form of a CSR and to be continuously updated. Detailed requirements for the issue, maintenance and updating of the CSR are outlined below.

1.0 **Definitions**

- 1.1 *Administration:* The Government whose flag the vessel is entitled to fly.
- 1.2 *Amendment:* A change to an existing CSR, documentation or procedures and does not include introduction of new or revised documentation by instruments of the IMO.
- 1.3 *Convention:* The International Convention for the Safety of Life at Sea, 1974 as amended 1974 as amended (SOLAS).
- 1.4 *Company* The Owner of the ship or any other organization or person



MARITIME AUTHORITY OF JAMAICA
GUIDANCE NOTES ON CONTINUOUS SYNOPSIS RECORD (CSR)

such as the manager or the Bareboat Charterer, who has assumed the responsibility for operation of the ship from the Shipowner as listed on the Document of Compliance (DOC).

- 1.5 CSR The Continuous Synopsis Record issued by the Maritime Authority of Jamaica
- 1.6 *CSR Amendment Form:* A form utilized to update information contained in the CSR.
- 1.7 *CSR Index of Amendments:* The record of amendments made to the CSR.
- 1.8 *ISPS Code* The International Ship and Port Facility Security Code.
- 1.9 *ITC 69* The International Tonnage Convention, 1969.

APPLICABILITY

2.0 **Compliance Date**

The CSR is required to be on board each applicable ship by July 01, 2004.

3.0 **Applicability**

3.1 This requirement applies to:

- i. Passenger ships, including high-speed passenger craft;
- ii. Cargo ships, including high speed craft, of 500 gross tonnage and upwards; and
- iii. Self propelled mobile offshore drilling units (MODU)

3.2 It does not apply to:

- i. Government operated ships used for non-commercial purposes;
- ii. Cargo ships of less than 500 gross tonnage as measured by the Maritime Authority of Jamaica or the ITC 69, whichever is the lesser;
- iii. Ships not propelled by mechanical means;
- iv. Wooden craft of primitive origins;
- v. Private pleasure yachts not engaged in trade; and
- vi. Fishing Vessels.

3.2 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



MARITIME AUTHORITY OF JAMAICA
GUIDANCE NOTES ON CONTINUOUS SYNOPSIS RECORD (CSR)

the Maritime Authority of Jamaica for the issue of a CSR. Once issued, it must be maintained in accordance with SOLAS regulatory requirements.

4.0 CSR File

Ships are required to maintain a CSR File onboard at all times.

4.1 A ship's CSR file is comprised:

1. All Continuous Synopsis Records issued to the vessel numbered sequentially for the life of the ships;
2. All Amendment Forms attached to each individual CSR relating to changes made to that CSR; and
3. All Indices of Amendments listing all amendments (specified by Amendment Forms) relating to each CSR and attached to the CSR.

4.2 We recommend that the CSR File be maintained in binder and retained permanently with the vessel. The Maritime Authority of Jamaica will do likewise 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.

5.0 Continuous Synopsis Record (CSR)

5.1 Only the Maritime Authority of Jamaica may issue a CSR to a Jamaican ship. The first CSR issued to a ship is number '1' and subsequent CSR documents will be sequentially numbered. The sequential numbering continues across a change of flag throughout the life of the ship.

Each original CSR shall be forwarded to the ship and is to be kept onboard the vessel throughout the life of the ship. The Administration needs to keep a copy (which may be an electronic copy) of each CSR document issued to the ship.

5.2 Whenever a CSR is issued to a ship, the Maritime Authority of Jamaica will provide all information in rows 1 – 16. If the information is not applicable, it will be labeled 'N/A'. For example, the information regarding a vessel's registration as a Bareboat Charter Registration is only to be completed when the ship is actually bareboat chartered in to the registry.

5.3 If the ship is bareboat registered, the Bareboat Charterer will need to provide the Maritime Authority of Jamaica with the name and address of the owner listed on



MARITIME AUTHORITY OF JAMAICA
GUIDANCE NOTES ON CONTINUOUS SYNOPSIS RECORD (CSR)

the Certificate of Registration from the underlying flag so that the information may be listed in the block on the CSR for the owner.

- 5.4 If there is more than one (1) entity listed as an owner of the ship, each such entity and their address will also be listed on the CSR.
- 5.5 If there is more than one (1) entity that is party to the bareboat charter, each such entity and their address will be listed on the CSR.

6.0 Amendments and Indices Completed by the Company or Master

- 6.1 Whenever any change relating to the entries listed in the current CSR document issued to the ship has taken place, this change shall be entered in ink without delay, in the ship's CSR File. Pending issue of an updated CSR by the Maritime Authority of Jamaica, the Company's Representative or Master shall complete an Amendment Form and attach the original to the current CSR. A Form "Amendments to the Continuous Synopsis Record (CSR)", is to be completed by the Master or Ship's Security Officer and a copy is to be forwarded without delay to the Maritime Authority of Jamaica, so an updated CSR may be issued. The person completing the amendment may also send a copy to the company operating the vessel in accordance with company procedures.
- 6.2 Whenever an Amendment Form is used, it shall be attached by the Master in chronological order with the ship's current CSR. The details of the amendments shall be entered in the Index of Amendments and attached to the current CSR. A copy of the revised Index of Amendments page shall also be forwarded to the Maritime Authority of Jamaica together with the Amendment Form. This will allow the Maritime Authority of Jamaica to confirm that it has a complete CSR File before issuing an amended CSR.
- 6.3 The primary purpose of the CSR is to provide a history of the ship, which can be inspected by individuals authorized to inspect the vessel for compliance with the ISPS Code by Contracting Government. While the Maritime Authority of Jamaica is only required to issue a new CSR within three (3) months of the date of change, the procedures established in this Notice will result in the issuance of a new CSR within a far shorter period of time, provided all parties are able to give adequate information to the Maritime Authority of Jamaica so it can complete the updated CSR in a timely manner.

7.0 Actions by Master when receiving a revised and updated CSR



MARITIME AUTHORITY OF JAMAICA
GUIDANCE NOTES ON CONTINUOUS SYNOPSIS RECORD (CSR)

- 7.1 On receipt of a revised and update CSR, the master should check its sequential numbering and review the document to ensure that it covers all relevant amendment forms attached to the previous CSR document
- 7.2 In case this review establishes that there are outstanding amendments not reflected in the latest CSR document, the master should do the following:
 - 7.2.1 Complete new amendment form(s) relating to each outstanding amendment and attach it to the latest CSR document
 - 7.2.2 List the amendment(s) referred to in 7.2.1 above, in the form "Index of Amendment to the Continuous Synopsis Record" attached to the latest CSR document
 - 7.2.3 Forward copies of the amendment form(s) to the Maritime Authority

8.0 In Case of Loss of, or Damage to, any Ship's CSR File

In case the CSR is lost or damaged, the Company or Master shall contact the Maritime Authority of Jamaica in writing without delay, listing the papers (pages), which were lost or damaged. The Maritime Authority of Jamaica will provide relevant duplicates of the lost CSR forms or documents to the ship, which will be clearly indicated as duplicates.

9.0 Verification and Correcting Errors

Maritime Authority of Jamaica's Surveyors will examine the CSRs during the Annual Safety Inspection and advise the Registrar of Ships where errors are identified, in order that the record may be corrected.

10.0 Change of Flag Requirements

- 10.1 Along with the Request for cancellation of a Jamaican Registration, a transferring owner shall be required to identify the prospective flag administration so a certified copy of the vessel's CSR File may be provided to the prospective flag administration. This must occur before the Maritime Authority of Jamaica will issue a Deletion Certificate or allow a vessel to change flag.
- 10.2 The Former Flag State is obliged to issue a Closing CSR and within One (1) Month of the deletion of the vessel, forward a copy of the Closing CSR File for the vessel to the Maritime Authority of Jamaica.
- 10.3 The Maritime Authority of Jamaica will:



MARITIME AUTHORITY OF JAMAICA
GUIDANCE NOTES ON CONTINUOUS SYNOPSIS RECORD (CSR)

- 10.3.1 If the continuous history on the vessel is provided by the Former Flag State, issue a new CSR within Three (3) months of the registration of the vessel.
- 10.3.2 If the continuous history on the vessel is not provided within Three (3) months, issue a CSR with the number assigned being a double increment of the last number assigned by the previous Flag State and;
- 10.3.3 Explain reason for the unused number (CSR) using the "Remarks" cell (Box #14).

11.0 *Registration: Effective 2004 July 01, Ship Registration Procedures shall be amended as follows:*

11.1 *Change of Flag to Jamaica on or after July 01, 2004:*

The Administration from which the vessel is being transferred is required to send to the Maritime Authority of Jamaica a copy of the vessel's complete CSR File certified by that Administration and current as of the day it registers with Jamaica. The Authorized Representative will complete and send a copy of the Jamaican Amendment Form and Index of Amendments page completed on the ship to the address of the Maritime Authority of Jamaica, after the ship is registered with Jamaica.

11.2 *New buildings*

New buildings, which have never been registered, shall be required to submit a Declaration of Information for the development of a Continuous Synopsis Record.

11.3 *Change of Ownership and Re-Registration of Jamaica Flag Ship*

The Master or company representative will complete and send a copy of the Jamaican Amendment Form and the modified Index of Amendments page to the Registrar of Ships. The Maritime Authority of Jamaica shall issue an updated CSR, as part of the package of papers and certificates to be provided at registration.

11.4 *Change of Owner's Name*

The Master or company representative will complete and send a copy of the Jamaican Amendment Form and the modified Index of Amendments page to the



MARITIME AUTHORITY OF JAMAICA
GUIDANCE NOTES ON CONTINUOUS SYNOPSIS RECORD (CSR)

Registrar of Ships. The Maritime Authority of Jamaica shall issue an updated CSR, as part of the package of papers and certificates to be provided at registration.

11.5 Change of Vessel's Name

The Master or company representative will complete and send a copy of the Jamaican Amendment Form and the modified Index of Amendments page to the address for the Maritime Authority of Jamaica. The Maritime Authority of Jamaica shall issue an updated CSR, as part of the package of papers and certificates to be provided at registration

11.6 *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 adds an Amendment Form to the ship's CSR, submits a copy of the completed Jamaican Amendment Form and the modified Index of Amendments page to the Maritime Authority of Jamaica. Upon receipt of the amendment form, the Maritime Authority of Jamaica shall issue an updated CSR.

11.7 *Change of Company Security Officer*

The vessel operator acting on behalf of the owner shall submit a change notice when the Company Security Officer assigned to the particular vessel is replaced or any of the contact information regarding the current CSO changes such as: phone number, mobile number, phone and fax numbers and email or mailing addresses.

This can be accomplished by submitting a change of notice either by fax to 876 922-5766 or email registrar@jamaicaships.com advising the Maritime Authority of Jamaica of any change in the contact information for a vessel's CSO. You can also use the attached form "Declaration of Company Security Officer", which will capture all the relevant information. The Maritime Authority of Jamaica will confirm receipt by return email when one is provided.

11.8 *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 Jamaican Amendment Form and the modified Index of Amendments page to the Registrar of Ships. The Maritime Authority of Jamaica shall in turn issue an updated CSR.



MARITIME AUTHORITY OF JAMAICA
GUIDANCE NOTES ON CONTINUOUS SYNOPSIS RECORD (CSR)

- 11.9 *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 Jamaican Amendment Form and the modified Index of Amendments page to the Registrar of Ships. The Maritime Authority of Jamaica shall issue an updated CSR.

12.0 Declaration of Information for Continuous Synopsis Record and Declaration of Company Security Officer

Vessel operators are responsible for providing the information on the Declaration of Information Form and the Company Security Officer's name and contact information.

13.0 Jamaican CSR Form

The CSR Amendment Form (JSR072), the associated Index of Amendments Form (JSR073), the Declaration of Information (JSR074) and the Declaration of Company Security Officer (JSR075) are attached as Appendices to this notice and may also be accessed via our website www.jamaicaship.com.

The Declarations, Amendment Forms and associated Indices of Amendments may be submitted by email to registrar@jamaicaships.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 with the Master. The CSR File shall also be made available to an inspector or auditors from a Contracting Government who may ask to review the file.

Previous CSR entries should not be modified, deleted or in any way erased or defaced.



MARITIME AUTHORITY OF JAMAICA
GUIDANCE NOTES ON CONTINUOUS SYNOPSIS RECORD (CSR)

Aid to Completion
Continuous Synopsis Record and Amendment Form

Notes Referenced on the Forms:

- Note 1:** When an Amendment Form is received by the ship this should be given a Issue/Change number by the ship's master. This number should then be inserted on the CSR in the cell headed "Issue/Change Number" on the line where the change has been recorded. The Amendment Form should then be appended to the CSR. This ensures that changes to the CSR can easily be referenced to the supporting documentation authorizing the change.
- Note 2:** Record the date of entry on the CSR (the date when the change takes effect).
- Note 3:** The Flag State whose flag the ship is entitled to fly (3.1).
- Note 4:** The date on which the ship was registered with the State (3.2).
- Note 5:** (3.4)
- Note 6:** (3.5)
- Note 7:** The name of the registered owner(s) and their registered address(es) (3.6).
- Note 8:** To be completed if the ship is entitled to fly the flag of the issuing Administration following a Bareboat Charter Registration with another state. (If not applicable enter "N/A") (3.7).
- Note 9:** The name of the Safety Management Company (SMC), its registered address (3.8).
- Note 10:** The address (es) from where it carries out safety-management activities (3.8), if different from that listed in the previous column.
- Note 11:** The name of the Classification Society (ies) with which the ship is classed (3.9).
- Note 12:** The name of the Administration or Contracting Government or of the recognized organization, which has issued the Document of Compliance (DOC) (3.10).
- Note 13:** The name of organization conducting the audit if other than that which has issued the DOC (3.10).
- Note 14:** The name of the Administration or Contracting Government or of the recognized organization, which has issued the Safety Management Certificate or the Interim Safety Management Certificate (3.11).



MARITIME AUTHORITY OF JAMAICA
GUIDANCE NOTES ON CONTINUOUS SYNOPSIS RECORD (CSR)

- Note 15:** The name of organization conducting the audit if other than that which has issued the SMC (3.11).
- Note 16:** The name of the Administration or Contracting Government or the Recognized Security Organization (RSO) that has issued the International Ship Security Certificate (ISSC) or the Interim International Ship Security Certificate (IISSC) (3.12).
- Note 17:** The name of the organization conducting the audit if other than that which has issued the ISSC (3.12).
- Note 18:** The date on which the ship ceased to be registered with that State (3.13). If not applicable enter "N/A". i.e. where there has been no flag change.
- Note 19:** Signature of Officer certifying that the entries are correct and position in the organization.