

Maritime Safety Circular:MSC-IMSAG-CSR02/21-Rev01

**TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF  
MERCHANT SHIPS, AND RECOGNIZED ORGANIZATIONS**

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

**References:** (a) Amendment to SOLAS Chapter XI-1, new Regulations 3.1 and 5  
(b) IMO Resolution A.959(23) as amended by IMO Resolution MSC 198(80)  
(c) IMSAG Marine Notice 2-011-21, Implementation of IMO Unique Company and Registered Owner Identification Number Scheme

**PURPOSE:**

This Notice advises and provides to owners, operators, and Masters of Republic of Guyana flagged vessels the IMSAG Maritime Administrator's (the "Administrator") requirements for compliance with recently adopted amendments to SOLAS 1974. It provides the Guyana National requirements for Companies, Masters, and vessels with respect to maintaining the required Continuous Synopsis Record (CSR).

A copy of this Notice shall be placed in the CSR file on board the ship for ready reference.

**BACKGROUND:**

In an effort to increase the transparency of ship operations, amendments were made to SOLAS 1974 which require specific information to be maintained onboard ship and continuously updated as the information is changed. While some of the required information is duplicated in other records maintained aboard ship, this new record keeping requirement is mandatory and will be subject to review by port State control authorities. The initial CSR File will be issued by the Administrator. Detailed requirements for the maintenance and updating are provided herein.

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## **1.0 Definitions**

- 1.1 “Administrator” means the Office of the Maritime Administrator, International Maritime Safety Agency of Guyana., Lacytown, Georgetown, Guyana .E.mail: [tech@imsag.org](mailto:tech@imsag.org)
- 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 Document” means the record form issued by the Administrator in a specified IMO format in accordance with reference (b) above.
- 1.5 “CSR Amendment Form” means a form utilized to update information contained in the CSR Document in a specified IMO format in accordance with reference (b) above.
- 1.6 “CSR Index of Amendments” means the record of amendments made to the CSR Document in a specified IMO format in accordance with reference (b) above.
- 1.7 “ISPS Code” means the International Ship and Port Facility Security Code.

## **APPLICABILITY:**

### **2.0 Mandatory Compliance**

The requirement became effective for ships affected as of 1 July 2004. For ships constructed before 1 July 2004, the CSR Document shall, at least, provide the history of the ship as from 1 July 2004.

### **3.0 Application of the Amendment**

- 3.1 The amendment applies to:
- Passenger ships, including high-speed passenger craft;
  - Cargo ships, including high-speed craft, of 500 gross tonnage and upwards; and
  - Mobile offshore units (MOUs) self-propelled by mechanical means.
- 3.2 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 Administrator or the ITC 69, whichever is the lesser;

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- Ships not propelled by mechanical means;
- Wooden craft of primitive origins;
- Private pleasure yachts not engaged in trade; and
- Fishing vessels.

However, the Administrator will be issuing a CSR Document to registered fishing vessels.

3.3 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 Administrator for the issuance of a CSR Document. Once issued, it must be maintained in accordance with SOLAS regulatory requirements.

#### **4.0 Continuous Synopsis Record (CSR) File**

4.1 A ship's CSR File comprises:

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

4.2 The Administrator recommends that the CSR File be maintained in a binder, which will remain permanently with the vessel. The Administrator will be doing likewise so that a certified copy in accordance with SOLAS Chapter XI-1, Regulations 5.7 and 5.8 may be transferred intact to a new flag administration on change of flag or replaced if lost or destroyed.

#### **5.0 The CSR Document**

5.1 Only the Administrator may issue a ship's CSR Document to a ship, a sample copy of which is in Annex 1 of this Notice. The first CSR Document issued to a ship 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 ship.

5.2 Much of the information contained within a CSR Document is duplicated in other records maintained aboard the ship, however, this new mandatory record consolidates this information to facilitate review by port State control authorities.

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- 5.3 *The CSR Document, as issued electronically by this Administrator, follows the prescribed format from reference (b) above. The document itself contains the electronic signature of the Maritime Administrator. Such CSR Documents that carry the electronic signature shall be considered originals. No special seal or chop shall be required on an electronically transmitted CSR Document.*
- 5.4 *CSR Documents, as transmitted electronically by this Administrator, are encrypted to prevent any alteration or tampering and must be found to contain:*
- .1 the Seal of the Republic of Guyana in the upper-left corner, and*
  - .2 the Seal of the Republic of Guyana as a watermark within the background of the document.*
- 5.5 *Should there be any question regarding the authenticity of the CSR Document, a request for verification should be addressed to the Administrator without delay.*
- 5.6 Whenever a CSR Document is issued to a ship, the Administrator will provide all information in rows 1 to 16. If the information is not applicable, it will be labeled N/A. The information in row number 8 on the CSR Document must be completed because the Administrator requires the registration or recordation of bareboat charters when the ship is actually bareboat chartered. Each original CSR Document shall be kept by the ship throughout its lifetime. The Administrator will keep a copy of each CSR Document issued by it to the ship. Row number 16 will be used to explain the bareboat charter arrangements.
- 5.7 The Administrator shall send all CSR Documents to the ship's Designated Person Ashore (DPA) by electronic means. The DPA may instruct the Administrator to send the CSR Document to another party; however, it shall be the ultimate responsibility of the DPA to assure electronic or courier delivery of the CSR Document to the ship in care of the Master. *No facsimiles are allowed.*
- 5.8 Although the Administrator has 90 days within which to issue a new CSR Document, the procedures established in this Marine Notice, if followed, will allow the Administrator to issue it within a far shorter period of time.
- 6.0 Amendments and Indices completed by the Company or the Master**
- 6.1 When any change relating to the entries listed in the current CSR Document of the ship 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 an Amendment Form, a sample form of which is in Annex 2 of this Notice, showing only those items being changed and attach the original to the current CSR Document. A copy of the completed Amendment Form shall be forwarded without delay to the Administrator.

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6.2 Additionally whenever an Amendment Form is attached in date order to the ship's current CSR Document, details of the amendment shall be entered in the Index of Amendments, a sample form of which is in Annex 3 of this Notice, and attached to the current CSR File. A copy of the revised Index of Amendments Form shall be forwarded to the Administrator. This will allow the Administrator to confirm that it has a complete CSR File before issuing an amended or replacement CSR Document.

## **7.0 Action by Master when receiving an original or a revised and updated CSR Document**

7.1 On receipt of an original or a revised and updated CSR Document, the Master shall check the sequential number and review the CSR Document to ensure that it covers all relevant Amendment Forms attached to the previous CSR Document.

7.2 Should this review establish that there are outstanding amendments not reflected in the latest CSR Document, the Master shall do the following:

- .1 Immediately notify the DPA and the Administrator;
- .2 Complete a new Amendment Form for each outstanding amendment, and attach it to the latest CSR Document on board;
- .3 List the amendment(s) referred to above in the Index of Amendments attached to the latest CSR Document; and
- .4 Immediately forward copies of the Amendment Form(s) and the revised Index of Amendments to the Administrator with a request for the issuance of a revised CSR Document.

7.3 The Master, after having verified that the information on the CSR Document is correct, shall acknowledge its receipt and accuracy by countersigning and dating the CSR Document. The CSR Document shall then be placed in the ship's CSR File along with all previous documents, the latest Amendment Form and the revised Index of Amendments. This now is the original CSR Document for the vessel.

## **8.0 In case of loss of, or damage to, any Document in a ship's CSR File**

In case of loss of, or damage to, a ship's CSR File, the Company or Master shall contact the Administrator in writing without delay, and list the papers lost or damaged. The Administrator will subsequently provide relevant duplicates to the ship of the CSR Documents, Amendment Forms and Index of Amendments that it holds, to replace such papers. Such papers will be marked as certified copy replacements.

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**9.0**     **Possibility of Inconsistencies**

- 9.1     The primary purpose of the CSR is to provide a history of the ship, which can be inspected by Designated Authorities of Contracting Governments. Given the flexibility and timescales provided in SOLAS Chapter XI-1, Regulation 5, it is possible that the information contained in a ship's current CSR Document could lag behind that contained in the certificates issued in respect of the ship. As the Administrator 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.
- 9.2     In the 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 State. That flag State is required to send a copy of the ship's CSR File, as soon as possible and preferably not later than one (1) month from the date the ship ceased to be registered, to the Administrator.

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- 9.3 In instances where the previous flag State has not forwarded, within three (3) months from the date of change of flag, the CSR File of the ship covering the period during which the ship was entitled to fly its flag, to the Administrator, then the Administrator will issue to the ship a CSR Document based on the CSR information received from onboard the ship. The sequential number to be allocated to the CSR Document to be issued will be the second sequential number after the last sequential number shown on the CSR Document found (i.e., leaving the first sequential number unused). The new flag State should explain, in entry box 16, the reason for issuing the CSR document in such a manner. When the missing CSR Document is eventually delivered it will need only to be placed in the proper position in the CSR File.
- 9.4 When inspecting the CSR File of ships that have changed flag, those exercising control under SOLAS Chapter I, Regulation 19 or control and compliance measures under SOLAS Chapter XI-2, Regulation 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 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.
- 9.5 The “Remarks” entry box of row 16 is only to be used by the Administrator when encountering difficulties with the implementation of the provisions of SOLAS Chapter XI-1, Regulation 5 or of Resolution A.959(23) as amended, such as in the case of bareboat charter registration and change of flag.

## **10.0 Change of Flag Requirements**

Along with the Request to Transfer out of the Guyana flag, a transferring owner shall be required to identify the gaining flag administration and to request that a certified copy of the vessel’s CSR File be provided to the gaining flag administration. This must occur before the Administrator will issue a Deletion Certificate as required by SOLAS Chapter XI-1, Regulation 5.7.

## **11.0 Registration Requirements**

- 11.1 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 an Amendment Form and a new Index of Amendments reflecting the effects of the change of flag.
- 11.2 For transactions involving only a change of ownership and not a change of flag, the new owner need only submit an Amendment Form and a new Index of Amendments reflecting the effects of the change of ownership.
- 11.3 The Administrator shall in turn issue a new CSR Document after receiving the former flag administration’s certified copy of the CSR File and Deletion Certificate. Details may be found in the publication MI-100.
- 11.4 For transactions involving only a change of vessel name, owner name or Classification Society the owner shall, in addition to the relevant required documentation, submit an Amendment Form and a new Index of Amendments. The Administrator shall in turn issue a new Certificate of Registry and a new CSR Document.



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## **12.0 ISM Code and ISPS Code Requirements**

- 12.1 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 an Amendment Form and a new Index of Amendments. The Administrator shall in turn issue a new CSR Document.
- 12.2 RSO Auditors shall check the availability of the CSR Document at each ISPS Shipboard Verification audit. This check shall also include that the CSR Document's data is correct, i.e. the CSR reflects the actual situation on board. However, the "non-existence" or "non-correctness" of the CSR Document 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.
- 12.3 If an RO or RSO Auditor notices that the CSR Document 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.
- 12.4 As part of the flag State Annual Safety Inspection program,IMSAG Nautical Inspectors will be provided with a copy of a vessel's latest Index of Amendments on file for comparison with that found on board. Immediate corrective action will be required to rectify any inconsistencies not the result of a recent filing of amendments before the vessel will be allowed to proceed.

## **13.0 IMSAG CSR Forms**

The CSR Amendment Form and associated Index of Amendments form in the annexes to this Notice will be available in IMO standard electronic format on the Administrator's website [www.imsag.org](http://www.imsag.org). Amendment Forms and associated Indices of Amendments may be submitted by email to [registrations@imsag.org](mailto:registrations@imsag.org) for timely processing. Back-up copy files may be maintained electronically, but the original CSR Document and complete CSR File must be maintained on board the vessel with the Master. The CSR File must also be made available to any Designated Authority who may ask to review it.



ANNEX 1

DOCUMENT NUMBER

REPUBLIC OF GUYANA  
OFFICE OF THE MARITIME ADMINISTRATOR  
INTERNATIONAL MARITIME SAFETY AGENCY OF GUYANA

CONTINUOUS SYNOPSIS RECORD (CSR) DOCUMENT

IMO NUMBER:

*Dates should be in the format yyyy/mm/dd*

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- 1 This document applies from (date):

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  - 2 Flag State: Guyana
  - 3 Date of registration with the State indicated in 2:
  - 4 Name of ship:
  - 5 Port of registration: Georgetown
  - 6 Name of current registered owner(s): Registered address(es):
  - 7 IMO Registered Owner #
  - 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 IMO Company #
  - 11 Name of all Classification Societies 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 Security Organization 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 (*insert relevant information as appropriate*)

**Republic of Guyana  
Office of Maritime Administrator  
IMSA GUYANA**



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

Issued by the Administrator of the IMSA Republic of Guyana  
at

Date of Issuance:

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

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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**ANNEX 2**

**REPUBLIC OF GUYANA**

**Office of the Maritime Administrator, IMSAG**

*(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 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	IMO Registered Owner #
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	IMO Company #
11	Name of all Classification Societies 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 the ship ceased to be registered with the State indicated in 2:
16	Remarks <i>(insert relevant information as appropriate)</i>

Inquiries concerning the subject of this Notice should be directed to the  
Maritime Administrator via e-mail [tech@imsag.org](mailto:tech@imsag.org)

**Republic of Guyana**  
**Office of Maritime Administrator**  
**IMSA GUYANA**



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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: \_\_\_\_\_

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