

Commonwealth of Dominica



Office of the Maritime Administrator

- TO:** ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS, MOBILE OFFSHORE DRILLING UNITS AND RECOGNIZED ORGANIZATIONS
- SUBJECT:** Continuous Synopsis Record
- REFERENCE:** (a) SOLAS Chapter XI-1/5
- PURPOSE:** This Circular serves to provide guidance and format on the maintenance of Continuous Synopsis Records.
- APPLICABILITY:** This Circular applies to Owners and Operators of all vessels of 500 gross tons (ITC) or more registered under the Dominica Maritime Registry.
- REQUIREMENTS:**
- 1.0** The Continuous Synopsis Record is intended to provide an on-board record of the history of the ship with respect to the information recorded therein.
 - 2.0** For ships constructed before 1 July 2004, the Continuous Synopsis Record shall, at least, provide the history of the ship as from 1 July 2004.
 - 3.0** Any changes relating to entries in the Continuous Synopsis Record shall be recorded in the CSR so as to provide updated and current information together with the history of the changes.
 - 4.0** In case of any changes relating to the entries in the CSR, the Administration shall issue as soon as practically possible but not later than three months from the date of change, to the ships entitled to fly its flag either a revised and updated version of the Continuous Synopsis Record or appropriate amendments thereto.
 - 5.0** In case of any changes relating to the entries referred to above, the Administration, pending the issue of a revised and updated version of the Continuous Synopsis Record, shall authorize and require either the Company as defined in SOLAS regulation IX/1 or the master of the ship to amend the CSR to reflect the changes. IN such cases, after the

- CSR has been amended, the Company shall, without delay, inform the Administration accordingly.
- 6.0** The CSR shall be in English, French or Spanish. CSR or amendments provided by the Commonwealth of Dominica will be issued in English.
- 7.0** Previous entries in the CSR shall not be modified, deleted, erased or defaced.
- 8.0** Whenever a ship is transferred to the flag of another state or the ship is sold to another owner (or taken over by a new bareboat charterer) or another Company assumes the responsibility for the operation of the ship, the CSR shall be left on board.
- 9.0** When a ship is or is to be transferred to the flag of another state, the Company shall notify the Administration of the name of the State under whose flag the ship is to be transferred so as to enable the Administration to forward to that State a copy of the SCR covering the period during which the ship was under its jurisdiction.
- 10.0** When a ship is transferred to the flag of another State, the Administration shall append the previous CSR to the CSR the Administration will issue to the ship so to provide the continuous history record intended by this regulation.
- 11.0** The CSR shall be kept on board the ship and shall be available for inspection at all times.
- 12.0** The Applications for Continuous Synopsis Record (CDVR-2023) and for Amendment of Continuous Synopsis Record (CDVR-2023a) are attached respectively as Annex 1 and 2 to this Marine Safety Circular.
- 13.0** The Continuous Synopsis Record Form (CDVR-3043), CSR Amendment Form (CDVR-3043a) and Explanatory Notes for the CSR Form and Amendment Form (CDVR-3043b) are attached as Annex 3, 4 & 5, respectively, to this Marine Safety Circular.

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ANNEX 1

Application Form for Continuous Synopsis Record

- 1a Ship IMO Number:
- 1 Call Sign:
- 2 Flag State:
- 3 Date of registration with the State indicated in 2:
- 4 Name of the ship:
- 5 Port of registration:
- 6 Name of current registered owner(s):
Registered address(es):
- 7 If applicable, name and address of current registered bareboat charter(s):
- 8 Name and address of Company (International Safety Management):
- 9 Address from where the company carries out safety management activities if other than that listed
- 10 Name of all classification societies with which the ship is classed:
- 11 Administration/Government/Recognized Organization which issued Document of Compliance:
- 12 Body which carried out audit for DoC (if different):
- 13 Administration/Government/Recognized Organization which issued Safety Management Certificate:
- 14 Body which carried out audit for SMC (if different):
- 15 Administration/Government/Recognized Organization which issued International Ship Security Certificate:
- 16 Organization that conducted ISPS audit if different from that issuing the ISSC
- 17 Date on which the ship ceased to be registered with the State indicated in 2:

Name of contact person for the Company:

Name: _____ Place: _____ Date: _____

Signature _____



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ANNEX 2

Application Form for Amendments to Continuous Synopsis Record
*(fill all the spaces; insert **N/C** for records not changed)*

Please amend the Continuous Synopsis Record (CSR) no. _____ for the ship
with IMO Number: _____, as follows:

- 1a Ship IMO Number: N/C
- 1 Call Sign:
- 2 Flag State: N/C
- 3 Date of registration with the State indicated in 2:
- 4 Name of the ship:
- 5 Port of registration:
- 6 Name of current registered owner(s):
Registered address(es):
- 7 If applicable, name and address of current registered bareboat charter(s):
- 8 Name and address of Company (International Safety Management):
- 9 Address from where the company carries out safety management activities if other than that listed
- 10 Name of all classification societies with which the ship is classed:
- 11 Administration/Government/Recognized Organization which issued Document of Compliance:
- 12 Body which carried out audit for DoC (if different):
- 13 Administration/Government/Recognized Organization which issued Safety Management Certificate:
- 14 Body which carried out audit for SMC (if different):
- 15 Administration/Government/Recognized Organization which issued International Ship Security Certificate:
- 16 Organization that conducted ISPS audit if different from that issuing the ISSC
- 17 Date on which the ship ceased to be registered with the State indicated in 2:

Name of contact person for the Company:

Name: _____

Place: _____

Date: _____

Signature _____

ANNEX 3

**Continuous Synopsis Record (CSR) for the ship with
IMO Number:**

**This document contains Synopsis Record no. (fill in):for this ship. All
information boxes should be completed. Indicate N/A if "not applicable".**

Info. no.	Information	
1	Issue/Change number	
2	Record Entry Date	
3	Flag State	DOMINICA
4	Date of registration	
5	Name of ship	
6	Port of registration	
7	Call Sign	
8	Owner's Name and Address	
9	Bareboat Charterer's Name and Address	
10	Name and Address of company responsible for the Ship's Safety Management System	
11	Address from where the company carries out safety management activities if other than that listed	
12	Classification Society	
13	Administration/Government/ Recognized Organization that issued DOC:	
14	Organization that conducted audit if different from that issuing the DOC	
15	Administration/Government/ Recognized Organization that issued SMC	
16	Organization that conducted audit if different from that issuing the SMC	

17	Administration/Government/ Recognized Organization that issued ISSC	
18	Organization that conducted audit if different from that issuing the ISSC	
19	Date on which ship ceased to be registered with the State indicated in no. 2:	

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

Issued at:

Place of Issue of the Record

Date of Issue

Signature of the duly authorized official issuing the record

This document was received by the ship and attached to the ship's CSR

on the following date (fill in):

Signature:

When issued, this document specified the most recent Synopsis Record issued by the Administration.

ANNEX 4

**Amendments to the Continuous Synopsis Record (CSR) for the ship
with IMO Number: _____**

Issued by: (Check applicable box)

- Company
- Master
- Administration

Name of Issuing Organization:

Issued to: (Check applicable box)

- Company
- Master
- Administration

Name of organization sent to:

**These amendments refer to Synopsis Record no. (fill in): _____ for this ship.
The amendments are shown in the table. Indicate N/C for all items not being changed.**

Info. no.	Information	
1	Issue/Change number	
2	Record Entry Date	
3	Flag State	N/C
4	Date of registration	
5	Name of ship	
6	Port of registration	

7	Call Sign	
8	Owner's Name and Address	
9	Bareboat Charterer's Name and Address	
10	Name and Address of company responsible for the Ship's Safety Management System	
11	Address from where the company carries out safety management activities if other than that listed	
12	Classification Society	
13	Administration/Government/ Recognized Organization that issued DOC:	
14	Organization that conducted audit if different from that issuing the DOC	
15	Administration/Government/ Recognized Organization that issued SMC	
16	Organization that conducted audit if different from that issuing the SMC	
17	Administration/Government/ Recognized Organization that issued ISSC	
18	Organization that conducted audit if different from that issuing the ISSC	
19	Date on which ship ceased to be registered with the State indicated in no. 2:	

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

Issued at:

Place of Issue of the Record

Date of Issue

Signature of the duly authorized official issuing the record

ANNEX 5

**EXPLANATORY NOTES
CONTINUOUS SYNOPSIS RECORD AND AMENDMENT FORM**

(Numbers in brackets in the notes below refer to amendments to Chapter XI of SOLAS 1974 adopted on 12 December 2002, Regulation 5).

The CSR should be in English, French or Spanish (5.1).

Previous CSR entries should not be modified, deleted or in any way erased or defaced (5.2).

The CSR is to be kept on board ship at all times (6,10). Only photocopies of the CSR should be sent to owner companies or Administrations as and when requested.

Changes to the CSR should be made on the CSR Amendment Form, and also on the CSR to provide an up-to-date historic record (4.1) held by the ship, and on the copy held by the Administration.

Each new entry line on the CSR should be certified as being a correct record.

If any entries in the CSR have not changed when a new record line is produced then the relevant item should be repeated (or recorded as "no change").

Should there be an amendment, only the amendment should be reflected in the appropriate column by the Master/Company (so that it would be clear to the person reading the CSR that only this particular item was amended). Other columns should be left either empty or "No change" i.e. N/C.

A record number, starting with 1 should be inserted in the first line of the first column of the CSR, both on page 1 and page 2, and then on each line sequentially thereafter.

At the bottom right corner of the CSR (on both pages), number the sheet and then any subsequent continuation sheets.

NOTES REFERENCED ON THE FORMS:

Note 1 when an Amendment Form is received by the ship this should be given a reference number by the ship's master (see last line of the CSR Amendment Form). This number should then be inserted on the CSR in the column 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 certified as a correct record).

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 that another state. (If not applicable enter "N/A") (3.7).
- Note 9** the name of the Safety Management Company, 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 (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).
- 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 of the recognized security organization that has issued the International Ship Security Certificate or the interim International Ship Security Certificate (3.12).
- Note 17** the name of 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.