

**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  
(b) IMO Resolution A.959(23)  
(c) IMO Resolution MSC.198(80)

**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:****The CSR Document**

- 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** The CSR shall be in English, French or Spanish. CSR provided by the Commonwealth of Dominica will be issued in English.
- 4.0** Previous entries in the CSR shall not be modified, deleted, erased or defaced.

**Amendments and indices completed by the Company or the master**

- 5.0** 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.
- 6.0** In case of any changes relating to the entries referred to above, the Company as defined in SOLAS regulation IX/1 or the master of the ship, pending the issue of a revised and updated version of the Continuous Synopsis Record by the Administration, is required to complete a CSR Amendment form (form CDVR-2023a) to reflect the changes, and attach the original to the current CSR document. A copy of the completed amendment form has to be forwarded without delay to the Administration for their consideration and action.
- 7.0** 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 CDVR-2023b) and attached to the current CSR document in date order.

**Issue of revised and updated CSR documents by the Administration**

- 8.0** Following the receipt of copies of one or more amendment forms, the Administration will issue a revised and updated CSR document as soon as practically possible but not later than three month from the date of the change.

**Actions by masters when receiving a *revised and updated* CSR document**

- 9.0** 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.
- 10.0** In case this review establishes that there are outstanding amendments not reflected in the latest CSR document, the master should do the following:
- 10.1** complete new amendment form(s) relating to each outstanding amendment and attach it to the latest CSR document;
  - 10.2** list the amendment(s) referred to in 10.1 above in the index of amendments attached to the latest CSR document; and
  - 10.3** forward copies of the amendment form(s) to the Administration without delay.

**In case of loss of, or damage to, any document in a ship's CSR file**

- 11.0** In case of loss of, or damage to, a ship's CSR file, the Company or master shall contact in writing the Administration without delay, and list the papers lost or damaged. The Administration will subsequently provide relevant duplicates to the ship of the CSR

documents and amendment forms that it holds, to replace such papers. Such duplicates will be marked accordingly.

### **In case of change of ship's flag**

- 12.0** 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 CSR covering the period during which the ship was under its jurisdiction.
- 13.0** 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 SOLAS regulation XI-1/5.
- 14.0** 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.
- 15.0** The CSR shall be kept on board the ship and shall be available for inspection at all times.

### **Forms**

- 16.0** The Applications for Continuous Synopsis Record (CDVR-2023) is attached as Annex 1 to this Marine Safety Circular.
- 17.0** The Continuous Synopsis Record Form (CDVR-3043), CSR Amendment Form (CDVR-2023a) and Index of Amendments to CSR Form (CDVR-2023b) are attached as Annexes 2, 3 & 4, respectively, to this Marine Safety Circular.

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Commonwealth of Dominica  
Office of the Maritime Administrator

ANNEX 1

**Application Form for Continuous Synopsis Record**

- 1 Ship IMO Number:
  - 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):  
  
Address from where the company carries out safety management activities if other than that listed
  - 9 Name of all classification societies with which the ship is classed:
  - 10 Administration/Government/Recognized Organization which issued Document of Compliance:  
  
Body which carried out audit for DoC (if different):
  - 11 Administration/Government/Recognized Organization which issued Safety Management Certificate:  
  
Body which carried out audit for SMC (if different):
  - 12 Administration/Government/Recognized Organization which issued International Ship Security Certificate:  
  
Organization that conducted ISPS verification if different from that issuing the ISSC
- Name of contact person for the Company:

Name: \_\_\_\_\_

Place: \_\_\_\_\_

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

Signature \_\_\_\_\_

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

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	This document applies from (date)	
2	Flag State	N/C
3	Date of registration with the State indicated in 2	
4	Name of ship	
5	Port of registration	
6	Owner's Name and Address	
7	Bareboat Charterer's Name and Address	
8	Name and Address of Company responsible for the Ship's Safety Management System	
	Address from where the Company carries out safety management activities	
9	Classification Society	
10	Administration/Government/ Recognized Organization that issued DOC	
	Body which carried out audit (if different)	
11	Administration/Government/Recognized Organization that issued SMC	
	Body which carried out audit (if different)	
12	Administration/Government/Recognized Organization that issued ISSC	
	Body which carried out verification (if different)	
13	Date on which ship ceased to be registered with the State indicated in no. 2	
14	Remarks ( <i>insert relevant information as appropriate</i> )	

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

Issued by: Master/Company

Name: \_\_\_\_\_

At:

\_\_\_\_\_  
Place of Issue of the Record

\_\_\_\_\_  
Date of Issue

\_\_\_\_\_  
Signature of authorized person issuing the record

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".**

<b>Info. no.</b>	<b>Information</b>	
<b>1</b>	<b>This document applies from (date):</b>	
<b>2</b>	<b>Flag State</b>	<b>DOMINICA</b>
<b>3</b>	<b>Date of registration with the State indicated in 2</b>	
<b>4</b>	<b>Name of ship</b>	
<b>5</b>	<b>Port of registration</b>	
<b>6</b>	<b>Owner's Name and Address</b>	
<b>7</b>	<b>Bareboat Charterer's Name and Address</b>	
<b>8</b>	<b>Name and Address of Company responsible for the Ship's Safety Management System</b>	
	<b>Address from where the Company carries out safety management activities</b>	
<b>9</b>	<b>Classification Society</b>	
<b>10</b>	<b>Administration/Government/ Recognized Organization that issued DOC</b>	
	<b>Body which carried out audit (if different)</b>	
<b>11</b>	<b>Administration/Government/Recognized Organization that issued SMC</b>	
	<b>Body which carried out audit (if different)</b>	
<b>12</b>	<b>Administration/Government/Recognized Organization that issued ISSC</b>	
	<b>Body which carried out verification (if different)</b>	
<b>13</b>	<b>Date on which ship ceased to be registered with the State indicated in no. 2</b>	
<b>14</b>	<b>Remarks (insert relevant information as appropriate)</b>	

**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.**

