



# TUVALU SHIP REGISTRY

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## MARINE CIRCULAR

**MC-4/2007/12/2**

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**FOR:** Ship Owners, Ship Managers, Ship Operators, Ship Masters, Ship Officers, Classification Societies

**SUBJECT: CONTINUOUS SYNOPSIS RECORD (CSR)**

### DEFINITIONS:

The following abbreviations stand for:

- “CSR” – Continuous Synopsis Record (ISPS Code)
- “DOC” – Document of Compliance (ISM Code)
- “GT” – Gross Tonnage in accordance to ITC 69
- “IMO” – International Maritime Organization
- “ISM Code” – International Management Code for the Safe Operation of Ships and for Pollution Prevention
- “ISPS Code” – International Ship and Port Facility Security Code implemented through chapter XI-2 Special measures to enhance maritime security in SOLAS.
- “ISSC” – International Ship Security Certificates as required by the ISPS Code
- “ITC 69” – International Convention on the Tonnage Measurement of Ships, 1969
- “MODU” – Mobile Offshore Drilling Unit
- “PSC” – Port State Control
- “RO” – Recognized Organization as defined by IMO Resolution A.789(19)
- “RSO” – Recognized Security Organization
- “SMC” – Safety Management Certificate as required by the ISM Code
- “SOLAS” – International Convention for the Safety of Life at Sea (SOLAS), 1974, as amended

The following terms shall mean:

- “Administration” – Tuvalu Ship Registry;
- “Convention” – the International Convention for the Safety of Life at Sea, 1974 as amended;
- “Company” – 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 ship owner and who on assuming such responsibility has agreed to do so in writing. This definition is the same as that found in the ISM Code and is applied in like manner;
- “CSR Document” – the record form issued by the Administration in a specified IMO format;
- “CSR Amendment Form” – a form used to update information contained in the CSR Document in a specified IMO format, also known as CSR Form 2;
- “CSR Index of Amendments” – the record of amendments made to the CSR Document in a specified IMO format, also known as CSR Form 3.

## **PURPOSE:**

This marine circular provides the Administration's requirements for compliance with recently adopted amendments to SOLAS requiring inclusion of the IMO Unique Company and Registered Owner Identification Numbers on the CSR. Any questions regarding these requirements or the authenticity of a CSR Document should be referred to the Administration.

## **REFERENCES:**

- (a) SOLAS Chapter XI-1, Regulation 5
- (b) IMO Resolution A.959(23) as amended by IMO Resolution MSC 198(80)
- (c) Tuvalu Marine Circular MC-22/2012/1

## **APPLICATION:**

- (a) The requirement for CSR became effective for ships affected as of 1 July 2004. For ships constructed before 1 July 2004, the CSR File shall, at least, provide the history of the ship from 1 July 2004.
- (b) CSR applies to:
  - Passenger ships, including high-speed passenger craft;
  - Cargo ships, including high-speed craft, of 500 GT and upwards; and
  - Self Propelled MODUs.
- (c) CSR does not apply to:
  - Government-operated ships used for non-commercial purposes;
  - Cargo ships of less than 500 GT as measured by the Administration or the ITC 69, whichever is the lesser;
  - Ships not propelled by mechanical means;
  - Wooden craft of primitive origins;
  - Private pleasure yachts not engaged in trade; and
  - Fishing vessels.
- (d) 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 the Administration by email to: [security@tvship.com](mailto:security@tvship.com) for the issuance of a voluntary CSR. Once issued, it must be maintained in accordance with SOLAS regulatory requirements.

## **CONTENTS:**

### **1. CSR File**

- 1.1. All ships required to have a CSR shall maintain on board a permanent CSR file containing all previously issued CSR Documents.
- 1.2. A ship's CSR File is comprised of:
  - 1.2.1. All Continuous Synopsis Records issued to the vessel numbered sequentially for the life of the ship;
  - 1.2.2. All Amendment Forms (Form 2) attached to each individual CSR relating to changes made to that CSR; and
  - 1.2.3. All Indexes of Amendments (Form 3) listing all amendments (specified by Amendment Forms) relating to each CSR and attached to the CSR.
- 1.3. We recommend that the CSR File be maintained in a binder in chronological order. The Administration maintains a copy of the ship's CSR file 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.

1.4. A vessel's CSR file may be inspected by PSC Officers and other authorized persons.

## **2. CSR Document**

2.1. Only a Flag administration may issue a CSR to a ship. The first CSR issued to a ship is numbered document "1" and subsequent CSRs will be sequentially numbered regardless of the Flag administration.

2.2. Each original CSR shall be sent to the ship and kept by the ship throughout its lifetime.

2.3. Whenever a CSR is issued to a ship, the Administration will insert all information in rows 1 to 15. If the information is not applicable, it will be labelled "N/A". For example, the information regarding a vessel's entry in the CSR as a bareboat charter registration is only to be completed when the ship is actually bareboat chartered into the registry.

2.4. If the ship is bareboat charter registered, the bareboat charterer will need to provide this Administration with the name and address of the owner listed on the Certificate of Registry and their IMO Unique Number from the underlying flag so the information may be listed in the row on the CSR for the owner.

2.5. If there is more than one entity listed as an owner of the ship, each such entity, their address and their IMO Unique Numbers will also be listed on the CSR.

2.6. If there is more than one entity that is party to the bareboat charter, each such entity and their address will be listed on the CSR.

2.7. Take note that row number 16 is only inserted for the last CSR issued to the ship when it is changing flag out of Tuvalu, while row number 17 is used to explain the bareboat charter arrangements and/or explain inconsistencies in the CSR sequential number when the previous Flag administration fails, within three (3) months from the date of flag change, to forward the CSR File or last CSR Document showing the ship's de-registration from the previous Flag administration.

## **3. Amendments and Indexes (Form 2 and Form 3)**

3.1. When any change relating to the entries listed in the CSR issued to the ship have taken place, this change (or changes) shall be included on the CSR Amendment form (Form 2) by the Company's Representative or Master in pen and ink and the Master shall attach the original to the vessel's current CSR file. The CSR file on board the ship shall be maintained in chronological order.

3.2. The details of the amendment shall be entered in the Index of Amendments (Form 3) and similarly attached to the ship's CSR file. A copy of the Amendment form (Form 2) and the revised Index of Amendments (Form 3) page shall be forwarded to the Administration. This will allow the Administration to confirm that it has a complete copy of the ship's CSR file and expedite the issuance of a revised and updated CSR. The person completing the amendment may also send a copy to the company operating the vessel in accordance with company procedures.

3.3. A copy of the CSR Amendment Form (Form 2) and Index of Amendments (Form 3) can be downloaded from our website at [www.tvship.com](http://www.tvship.com) (Downloads Tab / Forms / Application Forms / Form CSR).

## **4. Loss or Damage to CSR File**

In case the CSR is lost or damaged, the Company and/or Master shall contact the Administration in writing without delay, listing the CSR documents which were lost or damaged. The Administration will provide certified copies of the CSRs, CSR Amendment Forms (Form 2) and Index of Amendments (Form 3) available in its files.

## 5. Change of Flag

Along with the application for deletion to transfer out from Tuvalu flag, a transferring owner shall be required to identify the prospective Flag administration (if applicable) so the vessel's CSR File may be provided to the gaining Flag administration. This must occur before the Administration will issue a Deletion Certificate.

## 6. Issuing a New, Revised or Updated CSR

### 6.1. Change of Flag to Tuvalu

6.1.1. In accordance with reference (b), the previous Flag administration is required to issue a revised CSR to the ship, indicating in row 16, the date ship ceased to be registered with that Flag administration. That Flag administration is also required to send this Administration a copy of the vessel's complete CSR file as soon as possible and no later than one (1) month from the date the ship ceased to be registered. If the CSR file is not received from the previous Flag administration, the Master or Company representative may be requested to send a copy of the CSRs, which are on board the ship in order that new sequentially numbered CSR can be issued by this Administration.

6.1.2. In instances where the previous Flag administration has not forwarded the CSR file of the ship covering the period during which the ship was entitled to fly its flag, within three (3) months from the date of change of flag, then this Administration, in accordance with reference (b), will issue a CSR based on the CSR information received from the CSR file onboard the ship. The sequential number to be allocated to the CSR document to be so issued will be the second sequential number after the last sequential number shown on the CSR document and the reason for issuing the CSR document in such a manner will be explained in row 17.

6.1.3. As stated in reference (b), when reviewing the CSR files, PSC officers should be guided by the provisions of the resolution, as well as the remarks shown in row 17 on the CSR document. In the circumstances referred to in the paragraph above, the missing sequential number should be considered as constituting a deficiency against the previous Flag administration. Such a deficiency is due to the fact that the previous flag State did not forward the CSR file and thus failed to fulfill its obligations under SOLAS regulation XI-1/5.

6.2. Newbuildings and vessels which have never received a Continuous Synopsis Record (eg. ships which have never been placed in service, or registered, or engaged in international voyages)

6.2.1. The Company Representative or Master shall submit the information necessary to develop a vessel's initial CSR Document by using Form S1 which can be downloaded from our website at [www.tvship.com](http://www.tvship.com) (Downloads Tab / Forms / Application Forms / Form S1).

6.3. Change of Ownership (Re-Registration) / Owner's Name / Vessel Name / Safety Management Company of a Tuvalu flagged ship

6.3.1. Master or Company Representative shall complete and send a copy of the Amendment Form (Form 2) and the modified Index of Amendments (Form 3) page to this Administration for processing an updated CSR (please refer to section 3).

6.4. The department responsible for issuance of CSR for Tuvalu flagged vessels is asf:

Security Department  
Address: 10 Anson Road, #25-16, International Plaza, Singapore 079903  
Fax: +65-6227-2345  
Email: [security@tvship.com](mailto:security@tvship.com)

## **7. ISM Code and ISPS Code Requirements**

- 7.1. In the event of a change in the DOC Company, RO issuing the DOC / SMC of a ship with respect to the ISM Code, and/or the RSO issuing the vessel's ISSC with respect to the ISPS Code, the Master or Company Representative shall complete and send a copy of the Amendment Form (Form 2) and the modified Index of Amendments (Form 3) page to this Administration for processing an updated CSR (please refer to section 3).
- 7.2. 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.

## **8. Forms**

- 8.1. All the forms mentioned in this Marine Circular are available on our website as follows: [www.tvship.com](http://www.tvship.com) (Downloads Tab / Forms / Application Forms) and can be filled out manually or electronically.
- 8.2. Forms completed according with the previous sections should be submitted by e-mail to this Administration 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 ship by the Master.

Yours sincerely,

Deputy Registrar  
Tuvalu Ship Registry