



REPUBLIC OF
THE MARSHALL ISLANDS

MARITIME ADMINISTRATOR

Marine Notice

No. 2-011-19

Rev. Mar/2023

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

SUBJECT: Continuous Synopsis Record

- References:**
- (a) **SOLAS**, *International Convention for the Safety of Life at Sea*, Consolidated Edition 2020
 - (b) **IMO Resolution [A.959\(23\)](#)**, *Format and guidelines for the maintenance of the Continuous Synopsis Record (CSR)*, adopted 5 December 2003; as amended by **IMO Resolution MSC [198\(80\)](#)**, *Adoption of amendments to the format and guidelines for the maintenance of the continuous synopsis record (CSR)*, adopted 20 May 2005
 - (c) **RMI Vessel Registration and Instrument Recording ([MI-100](#))**
 - (d) **RMI Marine Notice [1-109-1](#)**, *Electronic Documents and Certificates*
 - (e) **RMI Marine Notice [2-011-12](#)**, *Implementation of IMO Unique Company and Registered Owner Identification Number Scheme*
 - (f) **RMI Technical Circular 30 ([TechCirc-30](#))**, *Continuous Synopsis Record (CSR)*

PURPOSE

This Notice establishes the requirements of the Republic of the Marshall Islands (RMI) Maritime Administrator (the “Administrator”) for maintaining the Continuous Synopsis Record (CSR), which is mandatory under SOLAS Chapter XI-1, Regulation 5.

This Notice supersedes Rev. 7/14. It clarifies RMI seals on documents in §2.3 and reflects streamlined content. CSR information for Recognized Organizations (ROs) and Recognized Security Organizations (RSOs) has been moved to RMI TechCirc-30, *Continuous Synopsis Record (CSR)*. There are no changes to the CSR requirements.

DEFINITIONS

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.

CSR Document means Form 1 issued by an Administration in accordance with [A.959\(23\)](#). The Administrator’s Form 1 is (MI-202).

CSR Amendment Form means Form 2 that is used to update information contained in the CSR in accordance with [A.959\(23\)](#). The Administrator's Form 2 is ([MI-203](#)).

CSR Index of Amendments means Form 3 record of amendments made to the CSR in accordance with [A.959\(23\)](#). The Administrator's Form 3 is ([MI-204](#)).

ISPS Code means the International Ship and Port Facility Security Code.

ITC 69 means the International Tonnage Convention, 1969.

APPLICABILITY

A. The requirements of this Notice are mandatory for every ship to which SOLAS Chapter I applies:

1. passenger ships, including high-speed passenger craft;
2. cargo ships, including high-speed craft, of 500 gross tonnage and upwards; and
3. mobile offshore units (MOUs), self-propelled by mechanical means.

SOLAS Chapter I **does not** apply to:

1. government-operated ships used for non-commercial purposes;
2. cargo ships of less than 500 gross tonnage as measured by the Administrator or the ITC 69, whichever is the lesser;
3. ships not propelled by mechanical means;
4. wooden craft of primitive origins;
5. private pleasure yachts not engaged in trade; or
6. fishing vessels.

B. Although SOLAS Chapter I also exempts fishing vessels, the Administrator requires and issues CSRs to registered fishing vessels.¹

C. Vessels voluntarily complying with the ISPS Code must make a written request of the Administrator at registrations@register-iri.com to issue a CSR Document. Once issued, it must be maintained in accordance with SOLAS requirements.

1. This is an RMI National Requirement.

REQUIREMENTS

1.0 The CSR File

1.1 Carriage

A permanent CSR file must be kept onboard the ship and be available for inspection upon request by any Designated Authority. It must contain all previously issued, original CSR Documents comprised of all:

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

1.2 Original and Copy Locations

- .1 In accordance with SOLAS XI-1/5.6, the CSR must be left onboard a ship whenever:
 - a. transferring to the flag of another State;
 - b. selling to another owner;
 - c. taking over by another bareboat charterer; or
 - d. another Company assumes the responsibility for the operation.
- .2 Electronic CSR file backups are permitted. However, the original CSR Documents, dated and countersigned by the Master, and complete CSR file must be maintained onboard the vessel. See §4.0 for more information.
- .3 The Administrator also maintains a copy of the ship's CSR File so that a certified copy, in accordance with SOLAS XI-1, may be transferred intact to a new flag administration on change of flag; or replaced if lost or destroyed.

2.0 CSR Document Issuance

2.1 General

- .1 The CSR Document (Form 1) can only be issued by the Administration to each ship that is entitled to fly its flag.

- .2 The first CSR Document issued to a ship is numbered “1”. Subsequent CSR Documents must be sequentially numbered. The sequential numbering continues across change of flag throughout the life of the ship.
- .3 The Administrator will issue a CSR Document, as soon as practicably possible, but no later than three months.

2.2 RMI CSR Documents

- .1 The Administrator’s CSR Document (Form 1) will be issued in the IMO format. It will contain information in rows 1 to 16 or will be labelled N/A if the information is not applicable.
 - a. The information in row number 8 on the CSR will only be completed if the ship is bareboat charter registered in the RMI.
 - b. If any of the items in rows 2-15 change, then [Form 2](#) and [Form 3](#) must be submitted by the Company or the Master to enable a new CSR Document to be issued by the Administrator.
 - c. Row 16 will be used for additional remarks, if applicable.
- .2 The Administrator will electronically send all CSR Documents to the ship’s Designated Person Ashore (DPA). Although the DPA may instruct the Administrator to send the CSR Document to another party, it is the DPA’s ultimate responsibility to ensure the CSR’s delivery to the ship in care of the Master. **No facsimiles are allowed.**

2.3 Verification

- .1 CSR Documents issued after 12 November 2018 will be issued in conformance with the requirements for electronic documents in MN [1-109-1](#) and reflect the features indicated in Appendix A.
- .2 CSR Documents issued before 12 November 2018 are not required to be issued with a special seal or chop.
- .3 CSR Documents issued by the Administrator may be verified:
 - a. online at: <https://verify.register-iri.com/qr/Search>, if issued after 12 November 2018, or
 - b. by emailing the Administrator at: registrations@register-iri.com.

3.0 Company or Master Amendments and Indices

3.1 Amendments to the CSR Document and Index

When any change has taken place relating to the entries listed in the current CSR Document of the ship, this must be included without delay in the ship's CSR file.

- .1 The Company or Master must complete and submit the [Form 2](#) and [Form 3](#) showing only those items being changed and attach the original to the current CSR file in date order.
- .2 A copy of the completed Forms must then be forwarded to the Administrator to allow it to confirm that it has a complete CSR file before issuing an amended or replacement CSR Document.

4.0 Master's Action on Receiving a CSR Document

4.1 When receiving an original or revised and updated CSR Document, the Master must review both the sequential number and the CSR Document to ensure that it covers all relevant changes attached to the previous CSR Document.

4.2 If there are outstanding amendments not reflected in the latest CSR Document, the Master must:

- .1 immediately notify the DPA and the Administrator;
- .2 complete a new Form 2 for each outstanding amendment, and attach it to the latest CSR Document onboard;
- .3 list the amendment(s) referred to above in the Form 3 attached to the latest CSR Document; and
- .4 immediately forward copies of Form 2 and revised Form 3 to the Administrator with a request to issue a revised CSR Document.

4.3 The Master, after verifying that the information on the CSR Document is correct, must acknowledge its receipt and accuracy by countersigning and dating the CSR.

4.4 The CSR Document must then be placed in the ship's CSR file along with all previous documents, the latest Form 2, and the revised Form 3. This now is the original CSR Document for the vessel.

5.0 Loss or Damage to CSR File Documents

In case of loss of, or damage to, a ship's CSR file, the Company or Master must immediately email the Administrator, listing the papers lost or damaged. The Administrator will subsequently provide relevant duplicates of the lost or damaged documents. These documents will be marked as certified copy replacements.

6.0 Change of Flag Requirements

6.1 Transferring into the RMI Flag

- .1 The following must be submitted to the Administrator:
 - a. a copy of the vessel's current, complete CSR file;
 - b. [Form 2](#); and
 - c. [Form 3](#), reflecting the effects of the change of flag.
- .2 After receiving the former flag administration's certified copy of the CSR file and Deletion Certificate, the Administrator will issue a new CSR Document.

6.2 Transferring out of the RMI Flag

- .1 In addition to the Request for Permission to Transfer out of the RMI flag, per SOLAS Chapter XI-1, Regulation 5.7-5.8, a transferring owner must:
 - a. identify the gaining flag administration; and
 - b. request that the Administrator provide a certified copy of the vessel's CSR file to them.
- .2 This must occur before the Administrator can issue a Deletion Certificate. Additional details in [MI-100](#).

7.0 Flag State Annual Safety Inspections

As part of the flag State Annual Safety Inspection program, RMI Nautical Inspectors may review a vessel's CSR file on board. Immediate corrective action must be taken to rectify any inconsistencies found that are not the result of a recent filing of amendments.

8.0 International Safety Management (ISM) Code and International Ship and Port Facility Security (ISPS) Code

The Administrator requires its Recognized Organizations and Recognized Security Organizations to check the CSR Document in accordance with Technical Circular 30.