



TUVALU SHIP REGISTRY

Singapore Operations Office:

10 Anson Road #25-16, International Plaza, Singapore 079903

Tel: (65) 6224 2345 Fax: (65) 6227 2345

Email: info@tvship.com Website: www.tvship.com

MARINE CIRCULAR

MC-4/2007/12/2

10/2019

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
- “TOR” – Tuvalu On-line Registry

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 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: technical@tvship.com for the issuance of a voluntary CSR. Once issued, it must be maintained in accordance with SOLAS regulatory requirements.

CONTENTS:

1. General

- 1.1. A complete CSR Document comprises of Form 1, Form 2 and Form 3.
- 1.2. All ships required to carry a CSR shall maintain on board a permanent CSR file containing all issued CSR Documents, preferably placed in a binder in chronological order for easy inspection by PSC Officers, Flag State Inspectors or other authorized persons.
- 1.3. CSR Documents are to be issued by Flag administrations with the first CSR issued to a ship being numbered document "1" and subsequent CSRs numbered sequentially regardless of flag.
- 1.4. Whenever a CSR Document is issued to a ship, the Administration will insert all information, and information not applicable to the ship will be labelled as "N/A".
- 1.5. 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 Document sequential number.

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

- 2.1. Changes relating to the entries listed in the CSR Document Form 1 should be made on its Form 2 (CSR Amendment form) and Form 3 (Index of Amendments) and they shall be forwarded to this Administration for application of a new sequential CSR Document.
- 2.2. A copy of the CSR Amendment Form (Form 2) and Index of Amendments (Form 3) can be found on our website as FORM CSR and may be downloaded at <https://tvship.com/forms>

3. Application for Tuvalu CSR

- 3.1. Applying through the TOR platform for TOR users, or by contacting the Administration at support@tvship.com
- 3.2. Regardless of the way of application, the below sections will list the documents to be prepared for uploading on TOR or submission to the Administration by email.
- 3.3. For vessels entering Tuvalu flag:
 - 3.3.1. Existing vessels:

Complete CSR File containing all the CSR Documents issued to the ship and the Closure CSR showing the date the vessel ceased registration with the previous flag.
 - 3.3.2. Newbuilding / vessels without prior CSR:

Form S1 - downloadable at <https://tvship.com/forms>.
 - 3.3.3. DOC, SMC and ISSC issued by Tuvalu's RO/RSO (where applicable).
- 3.4. For existing Tuvalu flagged vessels:
 - 3.4.1. FORM CSR comprising of Form 2 and Form 3 - downloadable at <https://tvship.com/forms>.
 - 3.4.2. DOC, SMC and ISSC issued by Tuvalu's RO/RSO (where applicable).

4. Inconsistencies of the CSR File

- 4.1. Upon a ship's de-registration, the previous Flag administration is required to issue a Closure CSR to the ship, indicating in row 16, the date ship ceased to be registered, as well as send a copy of the vessel's complete CSR file no later than one (1) month from the date of de-registration to this Administration.
- 4.2. There are rare occasions where the previous Flag administration fails to forward the CSR file of the ship within three (3) months from the ship's registration with Tuvalu.
- 4.3. When the above occurs, Tuvalu may issue a CSR with a second sequential number from the last CSR Document number made available to the Administration and state the reason(s) in Row number 17.
- 4.4. In the circumstances of the paragraph above, the missing CSR Document number should be considered as constituting a deficiency against the previous Flag administration on the provision that the previous flag State did not forward the CSR file and thus failed to fulfil its obligations under SOLAS regulation XI-1/5.

5. Loss or Damage to CSR File

- 5.1. Where the CSR file/document is lost or damaged, shipowners/managers who have a TOR platform user account will be able to download the ship's CSR file by accessing the CSR tab of the vessel in TOR.

5.2. Otherwise, this Administration should be notified at support@tvship.com on the specific CSR documents that were lost or damaged so that the relevant copies of the CSRs may be provided.

Yours sincerely,

Deputy Registrar
Tuvalu Ship Registry