

**St. Kitts & Nevis  
International Ship  
Registry**

*Flying the flag of the  
Federation worldwide.*



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**Maritime Circular to Maritime Registrars, Shipowners, Masters, Managers & Operators of St. Kitts & Nevis Ships, Classification Societies, Recognised Organisations, Recognised Security Organisations, Surveyors of Ships & Flag State Inspectors to this Administration, Seafarers & IMO Member States**

**Maritime Circular No. MC/29/09**

**DATE: 1<sup>st</sup> August 2009**

**CONTINUOUS SYNOPSIS RECORDS**

This Maritime Circular relates the procedure relating for the issuing of a Continuous Synopsis Record (CSR) and amendments to a St. Kitts & Nevis ship

The handling of Continuous Synopsis Records is more fully described in SOLAS Chapter XI, Reg. 5 and is the subject of IMO resolutions A959 (23) & MSC 198 (80)

*"Company" below means the owner of the ship or any other organisation or person such as the manager, or the bareboat charterer, who has assumed the responsibility for operation of the ship from the owner of the ship and who on assuming such responsibility has agreed to take over all the duties and responsibilities imposed by the International Safety Management Code.*

**Procedure for issuing a CSR for a ship coming onto St. Kitts & Nevis International Ship Registry (SKANReg)**

1. The previous Company is obliged to advise the previous Flag that the vessel is to be transferred to **SKANReg**. The previous Flag is obliged by SOLAS to issue, within 1 month, a new CSR showing the date the ship ceased to be registered with that flag (a Deletion CSR) and send it with a copy of the CSR file to **SKANReg**.
2. There are occasions however, where the previous flag does not send **SKANReg** copies of all CSR's issued to the vessel. Therefore, immediately upon registration of a vessel with **SKANReg**, the new Company/Manager should complete the Amendments to a Continuous Synopsis Record (CSR), submitting to **SKANReg** a copy signed by the Master confirming it has been put in the onboard ships file, plus a copy of **ALL** CSR's on board the ship.
3. In the event that **SKANReg** does not receive a Deletion CSR from the previous flag within 1 month, **SKANReg** will issue a new CSR, bearing a number that is two higher than the last CSR issued by the previous Flag. This is to allow for missing "Deletion CSR" to complete the CSR File. There will be a remark made at the bottom of the first **SKANReg** CSR to the following effect:

"A Deletion CSR has not been received from the previous flag. Therefore, this CSR Number — is issued following on from CSR's numbered — and —, issued by the previous flag. When the Deletion CSR is received by St. Kitts & Nevis International

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Ship Registry, they will be forwarded to the Company responsible for the vessel."

4. If however, the Deletion CSR has been received then the first CSR issued by **SKANReg** will be sequentially numbered.
5. For vessels that had not previously been engaged on international voyages but will undertake these upon registration with **SKANReg** or for vessels to which the ISM or ISPS Codes have not previously applied before registering with **SKANReg**, the Company has to file an 'Application for CSR' (available on our website), with supporting attachments/certificates, retaining the original onboard as the first document in the CSR File. CSR numbered "one" will be issued, at the time of provisional registration with, except in the case of newbuildings, the following remark:

"Prior to registration with St. Kitts and Nevis the applicable statutory instruments had not applied to this vessel and it had not been issued with any CSRs. Therefore this document is numbered 'one'."

6. For newbuild vessels the Company has to file an 'Application for CSR' in the manner described at (5) above. CSR No. 1 will be prepared by **SKANReg** and issued upon delivery of the vessel.

#### **Procedure for any Amendment to the CSR for ships already registered with SKANReg**

Whenever any change relating to the entries listed in the CSR of the ship has taken place, this change needs to be included in the CSR file. The Company is required to complete the "Amendments to a Continuous Synopsis Record (CSR)" and attach this to the CSR. A copy of the completed Amendment Form, signed by the Master confirming it has been put in the onboard ships file has to be forwarded without delay to St. Kitts & Nevis International Ship Registry.

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.

#### **Issue of updated CSR documents by SKANReg**

Following the receipt of an Amendment Form, **SKANReg** will promptly issue an updated sequentially numbered CSR and send it to the Company (via an appropriate Maritime Registrar, as necessary), retaining a copy in its copy of the vessel's CSR File.

#### **Actions by Masters when receiving a revised and updated CSR document**

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.

In case this review establishes that there are outstanding amendments not reflected in the latest CSR document, the master should do the following:

- complete new Amendment Form(s) relating to each outstanding amendment and attach it to the latest CSR document;
- list the amendment(s) referred to above in the Index of Amendments attached to the latest CSR document; and
- forward copies of the Amendment Form(s) to **SKANReg** without delay.

