

GUIDANCE NOTE 04/2007

CONTINUOUS SYNOPSIS RECORD

To: OWNERS, MANAGERS, MASTERS AND COMPANY SECURITY OFFICERS

This Guidance Note was previously issued as Shipping Notice MACI 004/07 and the content remains unchanged.
A copy of Shipping Notice MACI 004/07 is attached to, and forms part of, this Guidance Note.

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SHIPPING NOTICE NO. MACI 004/07 – Continuous Synopsis Records

THIS NOTICE OUTLINES THE POLICY OF THE MARITIME AUTHORITY OF THE CAYMAN ISLANDS (MACI) ON THE MAINTENANCE OF CONTINUOUS SYNOPSIS RECORD DOCUMENTS.

THIS NOTICE IS DIRECTED PRIMARILY AT:

- OWNERS, MANAGERS OR OPERATORS OF CAYMAN ISLAND SHIPS;
- MASTERS OF CAYMAN ISLANDS SHIPS;
- COMPANY SECURITY OFFICERS.

1. Background

1.1. This Shipping Notice updates the information contained in CISN 12/2005.
Shipping Notice 12/05 is now withdrawn.

2. Applicability

- 2.1.** All ships which are subject to chapter XI-1 of the SOLAS Convention are required to be issued with, and carry onboard, a Continuous Synopsis Record in accordance with regulation 5 of that chapter.
- 2.2.** When a new CSR is issued to a ship, any previously issued CSRs are to be retained onboard. This is to ensure that a continuous history of the ship is carried onboard which dates back to 01 July 2004 (or the date on which the ship was first registered, if this date is later) regardless of any changes to the information contained in the CSR. This includes changes of Flag, Owner, Manager, Class, etc.

3. Application for CSR (New Ships Registering in the Cayman Islands)

- 3.1.** Prior to a ship's delivery and registration in the Cayman Islands, an application form for the issue of the first CSR should be submitted to the Cayman Islands Shipping Registry.
- 3.2.** Application forms are available for download at www.cishipping.com . Completed application forms should be submitted to the address shown at the top of this Shipping Notice or faxed to +1 345 949 8849. Scanned applications can also be emailed to survey@cishipping.com
- 3.3.** Applications for the issue of the CSR should be made in sufficient time so that the CSR can be issued on the day of registration. CSR documents can not be issued prior to the ship's registration or issued to ships registered as a "Ship Under Construction".

4. Application for CSR (Existing Ships Changing Flag to the Cayman Islands)

- 4.1.** When a ship transfers to the Cayman Islands from another Register and the interim ISM and ISPS Audits have been carried out and application should be made for a Cayman Islands CSR.
- 4.2. A copy of ALL previous CRSs which have been issued to the ship must be included with the application.**
- 4.3.** Completed application forms and copies of previously issued CSRs should be submitted in accordance with sections 3.2 and 3.3 of this Shipping Notice.
- 4.4.** An application should also be made to the "losing" Flag State for a "Closing CSR" to be issued.

5. When a ship leaves the Cayman Islands Register

- 5.1.** When a ship leaves the Cayman Islands Register a "Closing CSR" will be produced and forwarded to the company with the responsibilities of the ISM Code at the time of the ship's deletion.
- 5.2.** Should the company no longer have responsibility for the ship under the ISM Code, the company should inform the Cayman Islands Shipping Registry on receipt of the "Closing CSR".

6. When Information Included in the CSR Changes

- 6.1. The CSR consists of 3 Forms. “Form 1” contains the current information required by SOLAS XI-1/5. “Form 2” and “Form 3” are used to record changes to the information contained in “Form 1”.
 - 6.2. Should the information contained in the CSR change, the master record the new information on “Form 2”.
 - 6.3. “Form 3” of the CSR should be used to record the changes in the information. A ship need only retain a single “Form 3” to record changes to the CSR. An additional “Form 3” is included with every new CSR issued and this is to be used as a continuation sheet, if it is required.
 - 6.4. The **original** “Form 2” and “Form 3” are to remain attached to the CSR onboard the ship and **copies** of the completed “Form 2” should be submitted to the Cayman Islands Shipping Registry in accordance with sections 3.2 of this Shipping Notice.
 - 6.5. A new CSR will then be issued by the CISR which is to be kept onboard with all previously issued CSRs.
- 7. Fees for the issue of CSRs**
- 7.1. The issue of initial and subsequent CSRs are subject to an administration fee in accordance with the current Merchant Shipping (Fees) Regulations.