



## **GUIDANCE NOTE 04/2007 (Rev 2)**

### **CONTINUOUS SYNOPSIS RECORDS**

**To:** OWNERS, MANAGERS, MASTERS, PORT STATE CONTROL OFFICERS and  
RECOGNIZED ORGANIZATIONS.

#### **1. BACKGROUND**

- 1.1 This Guidance Note outlines the policy of the Cayman Islands Shipping Registry (CISR) on the maintenance of Continuous Synopsis Record (CSR) documents and reflect the updating of Cayman Islands CSRs to an electronic format in accordance with FAL.5 Circ. 39 Rev 2.

#### **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 A CSR (NEW SHIPS ON FIRST REGISTRY 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](http://www.cishipping.com). Completed application forms should be submitted to the address shown at the top of this Shipping Notice. Applications may also be emailed to [technical@cishipping.com](mailto:technical@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 cannot be issued prior to the ship's registration or issued to ships registered as a "Ship Under Construction".

#### **4. APPLICATION FOR A 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 an application should be made for a Cayman Islands CSR.

4.2 A copy of ALL previous CSRs 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 Guidance Note.

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 ON THE CSR CHANGES**

6.1 The CSR now consists of a single electronic document issued by CISR ("Form 1") and "Form 2" and "Form 3" that are used by the ship owner or master to record when information contained on "Form 1" changes. Both "Form 2" and "Form 3" can be downloaded from [www.cishipping.com](http://www.cishipping.com).

6.2 Should the information contained on "Form 1" change; the master should record the new information on a new "Form 2". The original "Form 2" is to be retained on board and a copy sent to the CISR in accordance with section 3.2 of this Guidance Note.

6.3 On receipt of the copy of the "Form 2" CISR will issue a new electronic "Form 1" which is to be retained on board with all previously issued "Forms 1 and 2".

6.4 CSR "Form 3" is used to provide a record of changes to the information contained on the CSR "Form 1". A single "Form 3" can be used to record all changes to the "Form 1". Additional copies of CSR "Form 3" can be downloaded from [www.cishipping.com](http://www.cishipping.com),

**7. FORMAT OF THE CSR**

- 7.1 The format of the Cayman Islands CSR has been updated to an electronic “Form 1” complying with the requirements of FAL.5 Circ. 39 Rev 2. Please refer to the latest version of Guidance Note 06/2021 for more information on statutory certificates and documentation issued electronically by CISR.
- 7.2 This update to the CSR does not affect the validity of any existing CSR issued by CISR and these documents should be retained on board in their original “hard copy” format.
- 7.3 In accordance with FAL. Circ. 39 Rev. 2 –
- Shipowners, operators and crews on ships that carry and use electronic certificates should ensure that these certificates are controlled through the safety management system, as described in section 11 of the International Safety Management Code.*
- 7.4 When CSRs are available on board electronically as part of the documented safety management system they are not required to be countersigned by the master.
- 7.5 CSR “Forms 1, 2 & 3” may still be printed, countersigned, and kept in a physical “hard copy” file, if this is permitted by the documented safety management system.