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MINISTRY OF TRANSPORT AND COMMUNICATIONS
DEPARTMENT OF MARINE ADMINISTRATION

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Directive (8 /2016)

Maintenance of the Continuous Synopsis Record (CSR)

Applicable to: All Ship - Owners, Ship Operators, Flag State Surveyors, Recognized Organizations, Masters and Officers of Myanmar Flagged Ships.

References:

- (a) SOLAS 1974, as amended Reg: XI-1/5
- (b) IMO Resolution A. 959(23)
- (c) IMO MSC.194(80)
- (d) IMO MSC.198(80)
- (e) IMO MSC.86/4/5
- (f) Shipping circular No. 2/2004 in line with IMO Resolution A. 959 (23)
- (g) Shipping circular No. 2/2009 in line with IMO Resolution A. 198 (80)

1. The Department of Marine Administration circulates this directive in the exercise of the power of Section 294 (B), paragraph (b) of Myanmar Merchant Shipping Act 1923, as amended.
2. This directive applies to all Myanmar flagged ships engaged on International voyages complying with requirements of the International Convention for Safety of Life at Sea 1974, as amended.
3. The Guidance for the Maintenance of the Continuous Synopsis Record (CSR) is set out by Department of Marine Administration to fulfill the relevant requirements of the above-mentioned references.

Maung Maung Oo
Director General
Department of Marine Administration



Department of Marine Administration
Ministry of Transport and Communications
Republic of the Union of Myanmar

GUIDANCE FOR THE MAINTENANCE OF THE CONTINUOUS SYNOPSIS RECORD (CSR)

2016



Introduction

1. This Guidance for the Maintenance of the Continuous Synopsis Record (CSR) applies to Shipping Companies and their employed on Myanmar flagged ships.
2. The primary purpose of the CSR is to provide a history of the ship, which can be inspected by individuals authorized to inspect the vessel for compliance with the ISPS Code by Contracting Government.
3. Administration directs that measures are established by Shipping Companies and Ship Masters in accordance with the provision of Regulation XI-1/5 of SOLAS 1974, as amended.
4. This Guidance for Maintenance of the Continuous Synopsis Record is set out on 28th November 2016 according to the directive 8/2016 in the exercise of the power of Section 294 (B), paragraph (b) of Myanmar Merchant Shipping Act 1923,as amended.

Guidance for the Maintenance of the Continuous Synopsis Record (CSR)

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1. Application

As of the 1st of July 2004, SOLAS Regulation XI-1/5 the following ships engaged on international voyages are required to keep on board a Continuous Synopsis Record (CSR);

- a. All passenger ships of 500 gross tonnage and above
- b. Cargo ships of 500 gross tonnage and above
- c. Mobile offshore drilling units (MODU)

2. Definitions

- .1 **Administration** means Department of Marine Administration for performance of executive duties.
- .2 **ISPS Code** means the International Ship and Port Facility Security Code as per Regulation XI- 1/5 of the International Convention for the Safety of Life at Sea, 1974 as amended (SOLAS).
- .3 **Company** means Owner of the ship or any other organization or person such as the manager or the Bareboat Charter, who has assumed the responsibility for operation of the ship from the Shipowner as listed on the Document of Compliance (DOC).
- .4 **CSR** means the Continuous Synopsis Record.
- .5 **Amendment** means a change to an existing CSR, documentation or procedures and does not include introduction of new or revised documentation by instruments of the IMO.
- .6 **CSR Amended form** means a form utilized to update information contained in the CSR.
- .7 **CSR Index of Amendments** means the record of amendments made to the CSR.

3. CSR File

It is required to maintain a CSR File onboard at all times.

1. A ship's CSR file comprises:
 - .1 Administration issue all CSR documents (Form 1), numbered sequentially over the life of the ship;
 - .2 all amendment forms (Form 2) attached to each individual CSR

- document relating to changes made to that CSR document; and
- .3 all indices of amendments (Form 3) listing all amendments (specified by amendment forms) relating to each CSR document and attached to Form 1 above.

4. The CSR Document

1. Administration shall issue a ship's CSR document (Form 1) to a Myanmar flagged ship. The first CSR document issued to a ship is numbered "1" and subsequent CSR documents are to be sequentially numbered. The sequential numbering continues across change of flag throughout the life of the ship.
2. Administration shall keep a copy (which may be an electronic copy) of each CSR document issued to the ship and each original CSR document will have to be sent to the ship and kept by the ship throughout its lifetime.
3. Administration shall provide all information in rows 1 to 16 of Form 1 (indicate "N/C" for all items not being changed or N/A for Not Apply) whenever issuing a CSR document to a ship.
4. Information in row number 8 on the CSR only has to be completed if the Administration requires the registration of bareboat charterers and the ship is actually bareboat chartered into the registry.
 - (a) If the ship is bareboat registered, the Bareboat Charter will need to provide the Administration with name and address of the owner listed on the Certificate of Registration from the underlying flag so that the information may be listed in the block on the CSR for the owner.
 - (b) If there is more than one (1) entity listed as an owner of the ship, each such entity and their address will also be listed on the CSR.
 - (c) If there is more than one (1) entity that is party to the bareboat charter, each such entity and their address will be listed on the CSR.

5. ISM Code and ISPS Code Requirements

1. In the event of a change in the Declared Company, Recognized Organization (RO) issuing the Document of Compliance (DOC) of a Company or the Safety Management Certificate (SMC) of a vessel or both with respect to the International Safety Management (ISM) Code, and/or the Recognized Security Organization (RSO) issuing the vessel International Ship Security Certificate (ISSC) with respect to the ISPS Code, the owner shall submit an Amendment Form and a new Index of Amendments. The Director of Nautical Division shall issue a new CSR Document.
2. The CSR reflects the actual situation on board. However, the “non-existence” or “non-correctness” of the CSR Document shall not prevent the issuance of an ISSC or Interim ISSC, especially in the case of new buildings, as this requirement is included in SOLAS Chapter XI-1 (special measures for maritime safety) and not in SOLAS Chapter XI-2 (special measures for maritime security). Availability and correctness shall be verified on the occasion of the next ISPS Shipboard Verification audit on board.
3. If an RO or RSO Auditor notices that the CSR Document is not available or the data contained therein is not correct, he or she shall note this, and the Auditor’s Head Office shall inform the Company DPA accordingly for corrective action.
4. As part of the flag State Annual Safety Inspection program, Inspectors will be provided with a copy of a vessel’s latest Index of Amendments on file for comparison with that found on board. Immediate corrective action will be required to rectify any inconsistencies not the result of a recent filing of amendments before the vessel will be allowed to proceed.
5. New Ship, which have been registered, shall be required to submit a Application Form for the development of a Continuous Synopsis Record. Vessel operators are responsible for providing the information included the Company Security Officer’s name and contact information in the Application Form.

6. The primary purpose of the CSR is to provide a history of the ship, which can be inspected by individuals authorized to inspect the vessel for compliance with the ISPS Code by Contracting Government. While the Administration is only required to issue a new CSR within Three (3) months of the date of change, the procedures established in this Notice will result in the issuance of a new CSR within a far shorter period of time, provide all parties are able to give adequate information to the Administration so it can complete the updated CSR in a timely manner.
7. When inspecting the CSR file of ships that have changed flag, those exercising control under SOLAS regulation I/19 or control and compliance measures under SOLAS regulation XI-2/9, shall be guided the Remarks shown in entry box 16 of the CSR document. In the circumstances of the case, the missing sequential number should be considered as constituting a deficiency against the previous flag State. Such a deficiency is due to the fact that the previous flag State did not forward the CSR file and thus failed to fulfill its obligations under SOLAS regulation XI-1/5.

6. Application and issuing for all types of CSR

Application for all types of Continuous Synopsis Record (CSR) shall be submitted to Director of Nautical Division in Department of Marine Administration. Complete Application Form must be submitted with supporting documents.

.1 Application for First CSR

Required documents for issuance of First CSR are the following:

- a. Form 1 (CSR Initial form)
- b. Copy of Class Certificate
- c. Copy of valid Document of Compliance (DOC)
- d. Copy of valid Safety Management Certificate (SMC)
- e. Copy of valid International Ship Security Certificate (ISSC)

.2.1 Application for Revised CSR

Required documents for issuance of Revised CSR are the following:

- a. Form 2 (CSR Amendment form)

- b. Copy of Class Certificate
- c. Copy of valid Document of Compliance (DOC)
- d. Copy of valid Safety Management Certificate (SMC)
- e. Copy of valid International Ship Security Certificate (ISSC)

.2.2 Amendments and indices completed by the Company or the ship master

1. Whenever any change relating to the entries listed in the current CSR document of the ship has taken place, this change needs to be included without delay in the ship's CSR file. Pending the issue of a revised and updated CSR document by the Administration, the Company or ship master is required to complete an amendment form (Form 2) and attach the original to the current CSR document. A copy of the completed amendment form has to be forwarded without delay to the Administration for their consideration and action.
2. 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 (Form 3) and attached to the current CSR document in date order. A copy of the revised Index of Amendments page shall also be forwarded to the Administration together with the Amendment Form. This will allow the Administration to confirm that it has a complete CSR File before issuing a amended CSR.

.2.3 Application for CSR – Transfer to Myanmar Flag

The former Flag State is obliged to issue a Closing CSR and within one month of the deletion of the vessel, forward a copy of the Closing CSR File for the vessel to the Department of Marine Administration.

The Department of Marine Administration will:

1. If the continuous history on the vessel is provided by the former Flag State, issue a new CSR within three(3)months of the registration of the vessel.
2. If the continuous history on the vessel is not provided within

three (3) months, issue a CSR with the number assigned being a double increment of the last number assigned by the former Flag State and:

3. Explain reason for the unused number (CSR) using the “Remarks” cell (Box #16)

Required documents for issuance of Revised CSR are the following:

- a. Form 2 (CSR Amendment form)
- b. Final CSR from the previous Flag State
- c. Copy of Class Certificate
- d. Copy of valid Document of Compliance (DOC)
- e. Copy of valid Safety Management Certificate (SMC)
- f. Copy of valid International Ship Security Certificate (ISSC) In the case of a change of flag, the former flag State has to issue a new CSR Document to the ship showing the date of the ship ceased to be registered with that flag State. That flag State is required to send a copy of the ship’s CSR File, as soon as possible and preferably not later than one (1) month from the date the ship ceased to be registered, to the Administration.
- g. Above mentioned applications will be accepted provided that the Owner’s and Manager’s IMO Identification numbers have also been communicated with the application / forms. The Administration will issue and forward to the applicant the requested documents provided that the appropriate fees have been paid to the Department. The applicants must inform the Administration the address where the CSR documents should be dispatched.

.2.4 Application for CSR – Closure of Registry

When an application for the deletion of a ship from the Register of Myanmar Ships is submitted to the Registrar of Ships, the owners / managers /

authorized representative must communicate in writing the name of the new flag State of the ship in order to expedite the issuance of the closed CSR (which includes the deletion details from this Administration). The ship must have been issued with a Certificate of deletion by the Registrar of Ships.

.2.5 In case of loss of, or damage to, any document in a ship's CSR file

In case of loss of, or damage to, a ship's CSR file, the Company or ship master should contact in writing to the Administration without delay, and list the papers lost or damaged. The Administration shall subsequently provide relevant duplicates to the ship of the lost CSR forms or documents to the ship, which will be clearly indicated as duplicates.

.2.6 Actions by ship master when receiving an original or a revised and updated CSR document

1. On receipt of an original or a revised and updated CSR document, the ship 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.
2. In case this review establishes that there are outstanding amendments not reflected in the latest CSR document, the ship master should do the following:
 - .1 complete new amendment form (s) relating to each Outstanding amendment and attach it to the latest CSR document;
 - .2 list the amendment(s) referred to in .1 above in the index of amendments (Form 3) attached to the latest CSR document; and
 - .3 forward copies of the amendment form(s) and the revised Index of Amendments to the Administration with a request for the issuance of a revised CSR Documents.
3. The ship is required to maintain the CSR by keeping every CSR document, sequentially numbered, issued by flag state together with any amendment documents issued by the company or master.

7. Verification

The Administration's Inspectors will examine the CSRs during the Flag State Inspection.

8. Fees for the issue of CSRs

The issue of initial and subsequent CSRs are subject to an administration fee in accordance with the current tariff.

9. Deny for the issuance of CSRs

Administration reserves the right to deny issuance of CSR to any vessel not complying with Directive(08/2016), this procedure, IMO Resolutions and IMO Conventions.

10. Form of CSR

- .1. Forms of Application Forms, CSR document (Form 1) , Amendments to the CSR document (Form 2) and Index of Amendments to CSR document (Form 3) shall be drawn up under this procedure.
- .2. The Original Application Forms (1, 2 ,3) duly filled, signed and sealed by the applicant, as well as the Continuous Synopsis Record (CSR), issued by this Administration must be kept on board the vessel at all times. It is the responsibility of the applicant to make sure that the Application Forms No.1 and No.2 are filled out correctly. In case one or more items do not apply or are not available, the same must be marked with "N/C" (NO CHANGE) or "N/A" (DOES NOT APPLY).
- .3. When any change (s) related to the entries listed in the CSR has taken place, such change (s) shall be included in Application Form No.3.



No. YGN/CSR/Number(xxx)/Year(yy)

GOVERNMENT OF THE REPUBLIC OF THE UNION OF MYANMAR
MINISTRY OF TRANSPORT AND COMMUNICATIONS
DEPARTMENT OF MARINE ADMINISTRATION

CONTINUOUS SYNOPSIS RECORD (CSR) Document No.

IMO NUMBER :IMO

1. This document applies from (date):
2. Flag State:
3. Date of registration which the State indicated in 2:
4. Name of Ship:
5. Port of registration:
6. Name of current registered owner(s):

Registered address(es):

7. Registered owner identification number:

8. If applicable, name of current registered Bareboat charterer(s):

Registered address(es):

9. Name of Company (International Safety Management):

Registered address(es):

Address(es) of its safety management activities:

10. Company identification number

11. Name of all classification societies with which the ship is classed

12. Administration / Government / Recognized Organization which issued Document of Compliance:

Body which carried out audit (if different):

13. Administration / Government / Recognized Organization which issued Safety Management Certificate:

Body which carried out audit (if different):

14. Administration / Government / Recognized Security Organization which issued the International Ship Security Certificate:

Body which carried out audit (if different):

15. Date on which the ship ceased to be registered in the State indicated in 2.

16. Remarks (insert relevant information as appropriate)

THIS IS TO CERTIFY that this record is correct in all respects

Issued by the Administration of MYANMAR

Place and date of issue: YANGON () () ()

Signature of authorized person:.....

Name of authorized person: Director General

Department of Marine Administration

This document was received by the ship and attached to the ship's CSR file on the following date (fill in):

Date _____ Signature _____

FORM 2
AMENDMENTS TO THE CONTINUOUS SYSOPSIS RECORD (CSR)
DOCUMENT NUMBER FOR THE SHIP WITH IMO NUBMER:
IMO

The amendments are shown in the table. Indicate N/C for all items not being changed.

Dates should be in the format yyyy/mm/dd.

	Information	
1	This document applies from (date):	
2	Flag State:	
3	Date of registration with the State indicated in 2:	
4	Name of ship:	
5	Port of Registration:	
6	Name of current registered owner(s): Registered address (es):	
7	Registered owner identification number :	
8	If applicable, name of current registered bareboat charterer(s) : registered address (es) :	
9	Name of company (International Safety Management): Registered address (es): Address (es) of its safety management nativities:	
10	Company identification number:	
11	Name of all classification societies with which the ship is classed:	
12	Administration/ Government/ Recognized Organization which issued Document of Compliance:	

13	Administration/Government/Recognized Organization which issued Safety Management Certificate: Body which carried out audit (if different):	
14	Administration / Government / Recognized Security Organization which issued International Ship Security Certificate: idea Body which carried out verification	
15	Date on which the ship ceased to be registered with the State indicated in 2:	
16	Remarks (insert relevant information as appropriate)	

THIS IS TO CERTIFY THAT this records is correct in all respects

Issued by the Company or master:

Date of issue:

Signature of authorized person:

Name of authorized person:

FORM 3
INDEX OF AMENDMENTS TO CSR DOCUMENT NUMBER FOR THE
SHIP WITH IMO NUMBER: IMO

After this CSR document was issued, the following amendments to entries on the document have been made by the Company or the master, have been attached to the ship's CSR file and have been notified to the Administration:

Date of application of Amendments:	Amendment to CSR Information (2-13)	Date amendment form attached to the ship's CSR file:

NOTE: If more amendments are issued than allowed for in the above table, add copies of this table as Appendices to this page. Such Appendices should be numbered from 1 and upwards.

When relevant, indicate as follows: Appendix no. has been added to this page.

APPLICATION FORM

This form is used to apply for issuing new Continuous Synopsis Record (CSR) or change a CSR or to apply for duplicate.

	Information	
1	Name of Vessel	
2	IMO Number	
3	Date of Registration in Myanmar	
4	Reason for application	
	(a) Application first CSR of the vessel	
	(b) Changes to CSR	
	(c) Duplicate CSR, relating to certificate number	
5	Name of Company	
6	Address	
7	Name of Contact person	
8	Details of ISM Manager	
9	Telephone Number	
10	E-mail	
11	Details of Owner	
12	Details of ISM Manager	
13	Details of Company Security Officer	

I declare to have completed this form in full and truthfully

Signature of applicant

Name of applicant

Address of applicant

Telephone Number

11. References

- 1. SOLAS 1974, as amended Reg XI-I/5**
- 2. IMO Res. A. 959 (23)**
- 3. IMO MSC. 194 (80)**
- 4. IMO MSC. 198 (80)**