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## **INFORMATION BULLETIN No. 57**

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### **Continuous Synopsis Record**

#### **Guidance and Instructions for Bahamas Recognised Organisations, Bahamas Approved Nautical Inspectors, Ship Owners, Managers and Masters**

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#### **1. Purpose**

- 1.1. This Bulletin gives guidance on the Bahamas Maritime Authority's (BMA) requirements for issuance and amendment of Continuous Synopsis Records (CSR).

#### **2. Application**

- 2.1. This bulletin is applicable to all ships with the exception of the following:
- i. Ships not engaged on international voyages;
  - ii. Cargo ships of less than 500 gross tonnage;
  - iii. Ships not propelled by mechanical means;
  - iv. Pleasure yachts not engaged in commercial operations.

#### **3. CSR Application Process**

- 3.1. Owners of Bahamian registered ships that are required to carry a CSR on board are required to complete the application form in Appendix I and submit the completed form to the Registrar at the BMA office where the ship is registered (i.e. Hong Kong, London, Nassau or New York).
- 3.2. It is the responsibility of the company<sup>1</sup> to ensure that all entries made on the application form are correct. An incorrect entry may delay the application process and/or result in an error on the CSR document.

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<sup>1</sup> The "Company" is the entity responsible for the management of the ship in accordance with the ISM Code. For ships which the ISM Code is not applicable, the Company is the Managing Owner in accordance with Section 52 of the Bahamas Merchant Shipping Act.

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- 3.3. All application forms should be accompanied by:
- i. A copy of the Company's Bahamas ISM Document of Compliance;
  - ii. Copy of the Ship's ISM Safety Management Certificate;
  - iii. Copy of the Ship's International Ship Security Certificate;
  - iv. All previously issued CSRs (as applicable).

#### **4. Issuing Process**

4.1. **A CSR will not be issued to a ship which has outstanding annual tonnage fees.**

4.2. The CSR forms and a copy of the Bahamas guidance notes (as contained in appendix II) for the maintenance of the CSR are available on our website and shall be forwarded to the ship by the company. Owners should note that the issued CSR will comprise of three (3) forms, namely:

- i. Form 1: The CSR document
- ii. Form 2: Amendment to the CSR document
- iii. Form 3: Index of amendments to the CSR document.

4.3. It is the responsibility of the company to verify that all of the information on the issued CSR document is correct. If errors are noted [the procedures in section 5 of this bulletin should be followed] Form 2 should be used to notify the BMA of the amendments.

4.4. Entries on the CSR document (Form 1) must not be amended. If Form 1 is defaced in any way it will become invalid.

#### **5. Amending CSR's**

5.1. If any of the information in sections 2 to 16 of the CSR document changes or is incorrect the CSR document is required to be amended and/or reissued.

5.2. To make amendments to the CSR the company or master shall complete an amendment form (Form 2 of the CSR). The original amendment form is to be attached to the current original CSR document. When the amendment form is attached to the current CSR document, details of the amendment are also to be entered in the index of amendments (Form3) and attached to the current CSR document in date order.

- 5.3. A copy of the amendment form is to be forwarded without delay to the BMA for review and issuance of a new CSR.
- 5.4. New CSR's will be issued within 3 months of the date of the change provided the amendment form is received by the BMA in a timely manner.

## **6. Fees**

- 6.1. For issuance of a CSR a fee as outlined in [Bahamas Information Bulletin No.81](#) is chargeable.

## **7. Loss or Damage to CSR documents**

- 7.1. In the event that any of the documents associate with a CSR is lost or damaged prior to being or whilst on board the ship, the company shall immediately notify the BMA of the circumstances surrounding the incident. The affected papers will be replaced. Replacement of the papers may be subject to a fee depending on the circumstances.

## **8. Revision History**

Rev.5 (23 October 2013) – Re-formatting, and full review.

## Appendix I

(An electronic version of this appendix, which may be completed electronically, is available on the [BMA website](#) )