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## **Continuous Synopsis Records**

Notice to ship owners, managers, Masters, Approved Nautical Inspectors, Recognised Organisations and surveyors

*This Notice supersedes BMA Information Bulletin Nos..57 and 109*

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### **1. Purpose**

- 1.1. This Marine Notice outlines the requirements of the Bahamas Maritime Authority (BMA) for the issuance and amendment of Continuous Synopsis Records (CSRs).

### **2. Application**

- 2.1. This Notice is applicable to all ships except for 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 (i.e., private yachts).

### **3. Introduction**

- 3.1. Regulation 5 of Chapter XI-1 of The International Convention for the Safety of Life at Sea, 1974, as amended (SOLAS XI-1) requires every ship to which SOLAS applies to be issued with a CSR by the flag State<sup>1</sup>.
- 3.2. The CSR is intended to provide an on-board record of the history of the ship with respect to the information recorded therein<sup>2</sup>. The CSR shall be kept on board the ship and shall be available for inspection at all times<sup>3</sup>.
- 3.3. For ships constructed before 01 July 2004, the Continuous Synopsis Record shall, at least, provide the history of the ship as from 01 July 2004<sup>4</sup>.

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<sup>1</sup> SOLAS XI-1/Regulation 5.1

<sup>2</sup> SOLAS XI-1/Regulation 5.2.1

<sup>3</sup> SOLAS XI-1/Regulation 5.10

<sup>4</sup> SOLAS XI-1/Regulation 5.2.2

#### 4. IMO Numbers

- 4.1. A permanent and unique IMO number is required to be assigned to all Companies and Registered Owners managing any ship of 100 gross tonnes and above engaged on international voyages.
- 4.2. The BMA considers that any vessel or offshore unit which is operating outside Bahamian territorial waters, regardless of whether it is operating in another State's territorial waters, is engaged on an international voyage.
- 4.3. IMO numbers are issued by IHS Markit on behalf of the IMO.
- 4.4. Registered Owners and Companies can obtain an IMO number directly from IHS, free of charge. Please refer to <https://imonumbers.lrfairplay.com>.
- 4.5. The assigned number remains with a Company/Registered Owner in perpetuity. If there is a merger of Companies, IHS will, as a general policy, assign the number of the larger Company to the new amalgamated entity. The number of the smaller entity is discarded.

#### 5. CSR Application Process

- 5.1. Companies<sup>5</sup> operating Bahamian registered ships that are required to carry a CSR on board are required to complete the [application form](#)<sup>6</sup> and submit the completed form to the Registrar at the BMA ([reg@bahamasmaritime.com](mailto:reg@bahamasmaritime.com)) for:

- New Building
- Flag Transfer
- Bareboat In
- Registration Anew

- 5.2. Copy of completed [Form 2](#)<sup>7</sup> is to be submitted for:

- Change of Registered Ownership
- Change of Registered Owner's Name and/or Address
- Change of a vessel's name
- Bareboat out

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<sup>5</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 Merchant Shipping Act

<sup>6</sup> <https://www.bahamasmaritime.com/wp-content/uploads/2020/10/CSR-Application-Form-Appendix-1.pdf>

<sup>7</sup> <https://www.bahamasmaritime.com/wpcontent/uploads/2020/11/CSR2.pdf>

Applications should be accompanied by:

- Completed [Form R-104](#)<sup>8</sup>
- Copy of Certificate of Class
- Copy of current Bahamas ISM Document of Compliance (DOC)
- Copy of ship's ISSC & SMC Certificates
- Copies of all previously issued CSRs (In the case of a vessel being transferred from another flag, within 3 three months after the registration)

5.3. Applications for:

- Change of ISM Management/Address
- Change of Classification issuing body
- Change of ISSC/SMC issuing body
- Laid-Up/Re-activation
- Duplicate for lost/damaged originals

Shall be addressed to the attention of the Deputy Director, Inspections & Surveys ([tech@bahamasmaritime.com](mailto:tech@bahamasmaritime.com)) and shall be accompanied by:

- Copy of completed [Amendment Form 2](#)<sup>9</sup>
- Completed [Form R-104](#) (required for Change of ISM Manager/Address)
- Copy of current Bahamas ISM Document of Compliance (DOC)
- Copy of Ship's International Safety Management Certificate (SMC)
- Copy of Ship's International Ship Security Certificate (ISSC)
- For vessel's going into Lay-Up/being re-activated, a copy of the confirmation from Class/Class Survey Report shall accompany the Amendment Form 2.

5.4. It is the responsibility of the Company 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.

5.5. Notwithstanding the above, and to reduce the administrative burden to owners and the BMA, the BMA does not require CSRs to be re-issued to reflect any change of the legal name of one of its Recognised Organisations. Any name change of a Recognised Organisation will only be reflected on new CSRs issued due to a change of other mandatory information on the CSR document (i.e., change of name, change of owner/manager details, transfer of class, etc.).

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<sup>8</sup> <https://www.bahamasmaritime.com/wp-content/uploads/2020/10/Form-R104-Memorandum-as-to-the-Registration-of-Managing-Owners.pdf>

<sup>9</sup> <https://www.bahamasmaritime.com/wp-content/uploads/2020/11/CSR2.pdf>

## 6. Issuing Process

- 6.1. The BMA may decline to issue a CSR to a ship which has outstanding annual tonnage fees.
- 6.2. 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](#)<sup>10</sup>.

**Form 3 is not required for issuing a new CSR and is to be completed and signed by the Master or other authorised signatory and kept in the vessel's CSR file on board. A new form 3 shall be completed as a record for each Amendment and dated accordingly.**

- 6.3. Entries on the CSR document (Form 1) must not be amended. If Form 1 is defaced it will become invalid.

## 7. Amending CSRs

- 7.1. If any of the information in sections 2 to 16 of the CSR document changes or is incorrect, a new CSR document must be issued.
- 7.2. 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. Details of the amendment are also to be entered in the index of amendments (Form 3) and attached to the current CSR document in date order.
- 7.3. A **copy** of the amendment form shall be forwarded without delay to the BMA for review and issuance of a new CSR, with supporting documents.
- 7.4. 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.

## 8. Fees

- 8.1. For issuance of a CSR, a fee is chargeable, as outlined in BMA [Marine Notice 50](#).

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<sup>10</sup> <https://www.bahamasmaritime.com/wp-content/uploads/2020/11/CSR3.pdf>

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

- 9.1. Should any of the documents associated with a CSR be declared 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

## **10. Electronic Certificates**

- 10.1. The BMA now issues certificates electronically, including CSRs. All previously issued “wet ink” certificates remain valid and do not require reissuing.
- 10.2. For further details and information on verification of e-certificates, please refer to [Marine Notice 53](#).
- 10.3. Electronic certificates are “original” documents; printed versions are copies of the original.

## **11. Queries**

- 11.1. Queries relating to this Notice may be directed to [tech@bahamasmaritime.com](mailto:tech@bahamasmaritime.com), [reg@bahamasmaritime.com](mailto:reg@bahamasmaritime.com) or any BMA office.

**Revision History**

<b>Version</b>	<b>Description of Revision</b>
1.0	First Issue
1.1	New paragraph 5.5