



---

---

## Circular 2010/002

---

---

### Continuous Synopsis Record

---

---

Date: 1/12/2010

To whom it may concern,

This circular is a clarification that is intended to fill out grey areas concerning the issue of Continuous Synopsis Record related documents and actions.

#### CLARIFICATION TO OUR CIRCULARS CONCERNING THE CONTINUOUS SYNOPSIS RECORD.

**1. Only the ship's Administration (in our case BMI) can issue the Form-1 to a ship.**

This Form-1 (the actual CSR-document) will be made out according to the particulars provided by the Company or Master on a signed Form-2 (the amendment form). In case our inspector(s) is/are asked to fill out a CSR-form during an on-board inspection, he/they will ALWAYS issue a Form-2 document, which MUST be signed by either the Master or the CSO, if present. An actual CSR-document will be made out as soon as possible according to the particulars provided in the manner above and handed over to the Company, which will relay the document to the ship. During the time it takes to deliver the new CSR-document on board, a signed copy of the Form-2 will act as substitute.

**2. Time limit for issuing and revising CSR-documents in case of change of flag.**

A CSR-document may NOT be issued any later than 3 months from the date of change. Due to some foreign flagstates having problems with providing correct details (concerning the CSR-File) in time when a change of flag has occurred, a provisional CSR-document will be emitted when the previous flagstate has not provided the necessary details within 3 months of the date of change. This provisional document will be amended (but must stay on board the ship!) as soon as the necessary flag-related information has been received.

**3. Mention of 2<sup>nd</sup> and 3<sup>rd</sup> owner on the CSR-Document.**

Mention of the primary owner on a CSR-document is of course mandatory, but the mention of any additional owners is optional.

**4. Handing over of the CSR-document to the Company**

All CSR-documents will be made available at our Antwerp office (Posthoflei 3-5 – 2600 Berchem) where they have to be picked up by a representative of the Company against signed receipt.

ir. Bart Heylbroeck  
Naval Architect - Director  
Belgian Maritime Inspectorate