

Isle of Man Ship Registry Technical Advisory Notice



Digital Continuous Synopsis Records (CSRs)

Ref. 003-20
Issued 23 Apr 2020

CSRs are required to be maintained on all commercial vessels which are 500gt or greater and operating on international voyages. With effect from 27 April 2020, the Isle of Man Ship Registry will issue all CSRs as a Digital Certificate. This will allow original CSRs to be onboard the vessel within minutes of being issued, without the need for costly courier services.

Please see [MSN 065](#) for further information on the format of our Digital Certificates and verification procedures.

Updated Procedure to Re-issue CSRs

When one of the 15 particulars recorded on the CSR needs to be amended, the following process should be followed:

- The Master completes a [Form 2](#) with the relevant amendments and items not being changed marked 'N/C'. If the items being changed are registry items (boxes 1-8, 10 or 15) then a copy should be emailed to registry.marine@gov.im. If the items being changed are survey items (boxes 9, 11-14) then a copy should be emailed to marine.survey@gov.im. The original Form 2 should be kept with the current CSR in the ship's CSR file. The index of amendments ([Form 3](#)) should also be updated at this time.
- The Ship Registry will review the Form 2 and email a new CSR (Form 1) to the ship with the updated information. This document will be issued as a digital CSR.
- Upon receipt, the Master should check the sequential number and review the CSR to ensure it covers all relevant amendments. **Please note that there is no requirement for the Master to countersign the digital CSR.** If correct, the CSR should be added to the ship's CSR file.

It is important to note that the electronic version of the digital CSR is considered the original. So whilst the Master may wish to maintain a paper CSR file, the electronic PDF version of any digital CSRs should be available for inspection at all times.

Previously issued CSRs which are in the old format will remain valid and will not be reissued.

Further Guidance

For further guidance on CSR procedures, please refer to the IMO guidance on 'Format and guidelines for the maintenance of the CSR' within (resolution A.959(23)), as amended by MSC.198(80).

Please note - The Isle of Man Ship Registry cannot give legal advice. Where this document provides guidance on the law it should not be regarded as definitive. The way the law applies to any particular case can vary according to circumstances - for example, from vessel to vessel. You should consider seeking independent legal advice if you are unsure of your own legal position.

