

RULES ON THE ISSUANCE AND MAINTENANCE OF CONTINUOUS SYNOPSIS RECORD FOR PHILIPPINE DOMESTIC SHIPS

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Pursuant to the provisions of Presidential Decree No. 474 and Executive Order Nos. 125/125-A, the Maritime Industry Board during its 174th regular meeting held on 16 February 2006 decided to adopt and approve the following rules for the issuance and maintenance of Continuous Synopsis Record for Philippine domestic ships which may be required to be issued and to maintain such Record when interfacing with other internationally certificated ships.

I. Objectives

1. To provide rules on the issuance and maintenance of Continuous Synopsis Record for all Philippine ships engaged in domestic shipping trade interfacing with internationally certificated ships; and
2. To establish a continuous system of ship's record for domestic ships.

II. Definition of terms

1. Administration - refers to the Maritime Industry Authority (MARINA);
2. Company - the owner of the ship or any other organization or person such as the manager, or the bareboat charterer, who has assumed the responsibility for operation of the ship from the shipowner and who on assuming such responsibility has agreed to take over all the duties and responsibilities imposed by the owner.
3. Continuous Synopsis Record (CSR) - a record of the history of the ship which is kept on board during the life of the ship.
4. Ship - a Philippine-registered ship engaged in domestic shipping and covered by this Circular.
5. Passenger ship - a ship which is authorized to carry more than twelve (12) passengers.
6. Cargo ship - any ship which is not a passenger ship.
7. International Safety Management Code (ISM) Code – the International Management Code for the Safe Operation of Ships and for Pollution Prevention.
8. NSM Code – the National Safety Management Code for the Safe Operation of Ships and for Pollution Prevention developed by the Administration.
9. Document of Compliance (DOC) – a document issued to a company complying with the requirements of ISM/NSM Code.
10. Safety Management Certificate (SMC) - a document issued to a ship, after verification that the company and its shipboard management operate in accordance with the approved Safety Management System.

III. General and Specific Provisions

1. The Administration shall maintain a copy of each CSR issued to a ship;

2. The CSR File shall be retained onboard notwithstanding any change in the ownership or operation of the ship;
3. The Master shall ensure that the CSR's File is complete and updated.
4. Any previous entries in the CSR shall not be modified, deleted or, in any way, erased or defaced; and
5. The Company shall inform the Administration of any transfer of ship's registration for the Administration's subsequent transmittal of the CSR File to the new owner.

IV. Procedure

1. The company shall file an application in a form prescribed by the Administration for the issuance of the CSR;
2. The Company or the Master shall be required to submit within five (5) calendar days from the date of the change, a duly accomplished Amendment Form to the Administration, for consideration and approval for any change relative to the information reflected in the CSR.
3. Whenever an Amendment Form is attached to the ship's current CSR, details of the amendment should be entered in the Index of Amendments and shall be attached to the current CSR in chronological order;
4. In the event that any amendment is not reflected in the latest CSR File, the Master shall perform the following activities:
 - a. accomplish the Amendment Form indicating any amendment not reflected thereto and attach it to the latest CSR
 - b. reflect such amendment(s) in the Index of Amendments; and
 - c. forward copies of the Amendment Form to the Administration.
5. Company applying for the issuance of CSR should request the previous Flag State to send the CSR File to the Administration; and
6. In case of loss or damage to a ship's CSR file, the Company or Master should inform the Administration in writing and under oath the document(s) lost or damaged. The Administration then should immediately provide a certified true copy of the subject document(s) to the ship to replace such document(s) signed by the authorized officials.

V. Documentary Requirements

1. Initial issuance of CSR
 - a. Letter of Intent
 - b. Duly accomplished application form
2. Amendment of or change in the CSR
 - a. Letter of Intent
 - b. Duly accomplished amendment form

VI. Processing Fee

The company shall pay a processing fee of P1,200.00 per ship/ application.

VII. Sanctions and Penalties

The company and the master shall be imposed separately the following fines or penalties, after due notice and

hearing, for:

1. failure to report any change in the CSR
2. unauthorized change of entries in any CSR document

First Violation - P 5,000.00

Second Violation - 10,000.00

Third and succeeding violations - 20,000.00

VIII. Effectivity Clause:

This Circular shall take effect fifteen (15) days after its publication once in a news- paper of general circulation.

Adopted: 16 February 2006

By Authority of the Board:

(SGD.) VICENTE T. SUAZO, JR.

Administrator

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