

1. A ship's CSR file comprises:

- a. all CSR documents (F04IENR04) issued by the ship's RNA, numbered sequentially over the life of the ship;
- b. all amendment forms (F02IENR04) attached to each individual CSR document relating to changes made to that CSR document; and
- c. all indices of amendments (F05IENR04) listing all amendments (specified by amendment forms) relating to each CSR document and attached to F04IENR04 above.

2. The CSR Document

Only the ship's Romanian Naval Authority can issue a ship's CSR document (F04IENR04) to a ship. The first CSR document issued to a ship will be numbered "1" and subsequent CSR documents will be sequentially numbered. The sequential numbering continues across change of flag throughout the life of the ship.

Each original CSR document will have to be sent to the ship and kept by the ship throughout its lifetime. RNA will keep a copy of each CSR document issued to the ship. Whenever issuing a CSR document to a ship, RNA will have to provide all information in rows 1 to 15 of F04IENR04 (indicating "N/A" if not applicable).

3. Amendments and indices completed by the company or the master

Whenever any change relating to the entries listed in the current CSR document of the ship has taken place, this change will be included without delay in the ship's CSR file. Pending the issue of a revised and updated CSR document by RNA, the Company or master is required to complete an amendment form (F02IENR04) the original of which is to be attached to the current CSR document. A copy of the completed amendment form has to be forwarded without delay to RNA for consideration and action.

Additionally, whenever an amendment form is attached to the ship's current CSR document, details of the amendment have also to be entered in the index of amendments (F05IENR04) and attached to the current CSR document in date order.

4. Issue of revised and updated CSR documents by the Administration

Following the receipt of copies of one or more amendment forms, RNA is required to issue a revised and updated CSR document as soon as practically possible but not later than three months from the date of the change. Amendment forms should not be completed by RNA.

In case of a change of flag, the previous flag State has to issue a new CSR document to the ship showing the date the ship ceased to be registered with the flag. That flag State is required to send a copy of the ship's CSR file, without delay, to the new flag State.

As soon as possible, but not later than three months after a change of flag, the new flag State must issue to the ship a sequentially numbered CSR document.

5. Actions by masters when receiving a revised and updated CSR document

On receipt of a revised and updated CSR document, the master should check its sequential number and to review the document to ensure that it covers all relevant amendment forms attached to the previous CSR document.

In case this review establishes that there are outstanding amendments not reflected in the latest CSR document, the master should do the following:

1. complete new amendment form(s) relating to each outstanding amendment and attach it to the latest CSR document;
2. list the amendment(s) referred to in no.1 above in the index of amendments (F02IENR04) attached to the latest CSR document; and
3. forward copies of the amendment form(s) to RNA.

6. In case of loss of, or damage to, a ship's CSR document

In case of loss of, or damage to, a ship's CSR document, the Company or master should contact in writing RNA. RNA will subsequently provide relevant duplicate to the ship of the CSR document. The duplicate will be marked accordingly.