



# Marine Safety Information Bulletin

Commandant  
U.S. Coast Guard  
Inspections and Compliance Directorate  
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Washington, DC 20593-7501

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## Procedural Clarification: ISM Code, Clause 3.1 - Reports

The purpose of this Bulletin is to provide procedural clarification, which should be followed when submitting reports in accordance with Clause 3.1 of the International Safety Management (ISM) Code to the U.S. Coast Guard. Under *Company Responsibilities and Authority*, Clause 3.1 stipulates “if the entity who is responsible for the operation of the ship is other than the owner, the owner must report the full name and details of such entity to the Administration.” For U.S. Flag ships to which Chapter I of SOLAS applies, either through regulation or policy, this report should be filed in conjunction with the corresponding amendments to the Continuous Synopsis Record (CSR) (Chapter XI-1.4.2).

The term *Company* as used in the ISM Code and referenced by SOLAS Regulation XI-1.3.8 is synonymous with that defined in Regulation IX/1; whereby, “*Company* means 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 duties and responsibility imposed by the International Safety Management Code.” Accordingly, as this *Company* information is similarly reflected and updated on the CSR, the notification of changes may be filed concurrently.

For U.S. Flag ships, the CSR is issued by the Coast Guard’s CSR Desk located at the National Vessel Documentation Center. For initial issuance, vessel owners/operators must complete the form “Application for Continuous Synopsis Record” - (CG-6039), supplemented by the Clause 3.1 notification, and forward it to the CSR Desk. To amend a ship’s CSR, owners/operators must complete the form “Amendments to the Continuous Synopsis Record” - (CG-6038A), supplemented by the Clause 3.1 notification, and forward it to the CSR Desk.

### CSR Desk Contact Information:

Toll Free: (866) 603-5476  
Fax: (304) 271-2563  
e-mail: [vdc-pf-csrdesk@uscg.mil](mailto:vdc-pf-csrdesk@uscg.mil)

Mailing Address:  
National Vessel Documentation Center  
Attn: CSR Desk  
P.O.Box 1750  
Falling Waters, WV 25419-1750

The CSR Desk will evaluate the Amendment and append the Clause 3.1 notification to the ship’s file as appropriate. An additional or duplicate notification to Commandant (CG-CVC) is not necessary, if a notification is filed in accordance with these provisions. Additional notifications to the cognizant OCMI and/or the recognized classification society(ies) may be necessary to facilitate the amendment of other required Certificates.