

MARINE SAFETY AND SECURITY MANAGEMENT SYSTEM

TIER I – POLICY

ISSUANCE OF CONTINUOUS SYNOPSIS RECORD

Effective date	Date of revision
2024-06-04	

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1 Policy objective

- 1.1 This policy outlines the requirements for issuing and maintaining a Continuous Synopsis Record according to div 1, sec 9 of the [Vessel Safety Certificate Regulations](#).

2 Policy statement

- 2.1 The *Vessel Safety Certificate Regulations* require the Minister of Transport to issue a Continuous Synopsis Record when a Canadian vessel's Authorized Representative applies for one.
- 2.2 The National Manager for Flag State, Compliance & Enforcement issues these records on behalf of the Minister.
- 2.3 Transport Canada's Marine Safety and Security Branch will issue the record as soon as possible, and no later than 30 working days after receiving a complete application.

3 Scope

- 3.1 This policy applies to all Canadian vessels that are SOLAS vessels and subject to *Vessel Safety Certificate Regulations*.

4 Authority

- 4.1 This policy is authorized by the Marine Safety and Security Executive. It is consistent with the goals of the [Canada Shipping Act, 2001](#) and made according to the *Vessel Safety Certificate Regulations*.

5 Responsibility/More information

- 5.1 The Executive Director, Domestic Vessel Regulatory Oversight is responsible for developing, implementing, maintaining, and improving the policy, procedures and work instructions related to issuing Continuous Synopsis Records.

5.2 Please send comments or questions to:
Email: insp.stand-norm.insp@tc.gc.ca
Manager, National Marine Safety Program
Flag State (AMSDF)
Tower C, Place de Ville
330 Sparks St
Ottawa ON K1A 0N8

6 Related documents

- 6.1 [Vessel Safety Certificate Regulations \(VSCR\)](#)
- 6.2 TIER-II- Publication-Procedure-Issuance of Continuous Synopsis Record (CSR).
([RDIMS# 5830736](#))
- 6.3 TIER-III-Publication-Work Instruction-Issuance of Continuous Synopsis Record (CSR).
([RDIMS#5877922](#))

7 Background

- 7.1 The International Maritime Organization (IMO) adopted Ch XI-I Special Measures to Enhance Marine Safety into the International Convention on the Safety of Life at Sea (SOLAS). Under this measure, every Convention vessel must hold a Continuous Synopsis Record issued by its flag state that contains the information referred to in Regulation 5.3.
- 7.2 The IMO's Resolution A.959(23) adopted the format and guidelines for the maintaining Continuous Synopsis Records, while Resolution 198(80) of the Marine Safety Committee amends this format and guidelines.
- 7.3 This policy replaces the issuance of continuous synopsis record requirement under the [Memorandum of Understanding between Directorate of Marine Security and Directorate of Marine Safety - Inspection of Foreign Flagged Vessels and Issuance of Continuous Synopsis Record \(RDIMS#6046011\)](#).
- 7.4 [Vessel Safety Certificate Regulations \(VSCR\) Part 1, Dev 1, Sec 9](#) sets the requirements for Canadian vessels that request a Continuous Synopsis Record.

8 Date of application

- 8.1 This policy comes into effect on 2024-06-24.

9 Date for review or expiry

- 9.1 This policy will be reviewed 12 months after it comes into effect, and again at least every 5 years after.

10 RDIMS Reference

- 10.1 The English version of this document is saved in RDIMS under reference number (20041412). TIER I - POLICY - ISSUANCE OF CONTINUOUS SYNOPSIS RECORD.
- 10.2 La version française du présent document est dans le SGDDI et porte le numéro de référence (20396442). VOLET I - POLITIQUE - DÉLIVRANCE DES FICHES SYNOPTIQUES CONTINUES.
- 10.3 This is the first approved and finalized English version of this document.

11 Keywords

- Continuous Synopsis Record (CSR)