

Merchant Marine Circular

Panama Maritime Authority
General Directorate of Merchant Marine
Control and Compliance Department

MERCHANT MARINE CIRCULAR MMC-359

To: Recognized Security Organizations (RSO's), Operators and Company Security Officer (CSO).

Subject: Guidance for the implementation and certification of the ISPS Code.

Reference: Law No. 7 of October 27, 1977 – adopted the Convention SOLAS.
Resolution No. 106-107-DGMM of October 9, 2017.
Implementation of SOLAS Chapter XI-2.
International Ship and Port Facility Security (ISPS Code).
Resolution MSC.198(80) of May 20, 2005.
Merchant Marine Circular: MMC-123; MMC-124; MMC-125; MMC-126;
MMC-133; MMC-183; MMC-206; MMC-252; MMC-346 and MMC-368.

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1. The purpose of this Merchant Marine Circular is to communicate the requirements for compliance with the International Ship and Port Facility Security (ISPS) Code. It also contains the Administration's policies and interpretations regarding application and implementation of the ISPS Code.
 2. Starting January 1st, 2020 all Recognized Security Organizations (RSOs) acting on behalf of the Panama Maritime Administration, described in the (MMC-131), should follow this guidance for the implementation and certification of the ISPS Code on board of Panamanian flag vessels engaged on international voyages.
 3. This circular has been restructured and some ISPS scenarios have been elaborate, for more details you can refer to Annex 1 below.
 4. **APPLICABILITY OF THE ISPS CODE.**
 - 4.1. The International Ship and Port Facility Security Code (ISPS Code), is implemented through chapter XI-2 of the SOLAS. The ISPS Code has two parts, one mandatory (part A) and one recommended (part B).
 - 4.2. The ISPS Code applies to all Panamanian flag vessels engaged on international voyages, as described in the MMC-123.



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- 4.3. For those Panamanian flag vessels operating in international jurisdictional waters or international coastal voyage must follow the national regulations of the country where it is operating, in order to comply with the ISPS Code.

5. **RESPONSIBILITY OF THE COMPANIES OPERATOR.**

- 5.1. The Companies Operator shall designate a Company Security Officer (CSO) and must ensure which company security officer has the Declaration of the CSO duly endorsed by the Panama Maritime Authority, prior to carry out the interim, initial, intermediate or renewal verification.
- 5.2. For vessel entering the Panamanian registry as of January 1st, 2018, must schedule the first SSAS TEST through the use of the new platform, which must be verified by their RSO during the initial verification and from that date onwards, every 12 months the CSO should program the next SSAS test.
- 5.3. All Companies Operators should maintain a proper communication with the Recognized Security Organization (RSOs) to carry out all the ISPS verification during the established window of the ISPS Code Part/A 19.1.
- 5.4. For the change of Recognized Security Organization (RSO), it will be necessary notify this Administration isps@amp.gob.pa and the gaining society must complete the Notification form for Transfer of ISPS Certification, prior to carry out the verification.
- 5.5. The gaining society should endorse the existing ISSC in the corresponding window and it certificate will remain fully valid.
- 5.6. If for a special circumstance the ISPS verification cannot be completed within the established window in the ISPS Code Part A/19.1.1, the company operator should request a Flag Authorization to postpone the ISPS verification prior to the expiration of the interim ISSC or prior to the expiration of due date of intermediate or renewal verifications window in the following website: <http://certificates.amp.gob.pa/certificates>.
- 5.7. Every Company shall develop, implement, and maintain a functional SSP aboard its vessels that are in compliance with SOLAS Chapter XI-2 and the ISPS Code.
- 5.8. The company operator must apply for the Full Term ISSC, after completed the initial or renewal verification, prior to expiration of the ISSC interim or short term ISSC (if applies).



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- 5.9. When the operating company changes their RSO, should request the Continuous Synopsis Record (CSR), to update the new Recognized Security Organization responsible of the ISPS certification and must pay the cost of the CSR by amendment, according to the MMC-183.

6. RESPONSABILITIES OF THE COMPANY SECURITY OFFICER (CSO) WITH THE FLAG ADMINISTRATION.

- 6.1. The Company Security Officer (CSO) is the direct contact point between the company and this Administration in matters related to the ISPS Code. In case of changes the CSO and/or the alternative CSO, the Ship Security Plans (SSP) must be amended accordingly the details on the new CSO and/or alternate CSO and must have the Declaration of the CSO duly endorsed by the Panama Maritime Authority (PMA) on board the vessel.
- 6.2. Apply for the Declaration of Company Security Officer (CSO) duly endorsed by the Panama Maritime Authority, prior to which the Recognized Security Organization (RSO) carried out the interim, initial, intermediate or renewal verification. (MMC-206).
- 6.3. Coordinate all the ISPS verification with the Recognized Security Organization (RSOs) within the established window of the ISPS Code.
- 6.4. Perform the Annual SSAS Test (according MMC-133).
- 6.5. Ensure that the name of the CSO and contact details shall be identified in the Ship Security Plan (SSP).

7. RESPONSABILITIES OF THE RECOGNIZED SECURITY ORGANIZATIONS (RSOs).

- 7.1. All Recognized Security Organizations (RSOs) acting on behalf of the Panama Maritime Administration (listed in the MMC-131) should maintain a proper communication with the company operator and ensure to make all the necessary arrangements to complete all the ISPS verification during the established window in the ISPS Code Part/A 19.1 and should follow the instructions of this Merchant Marine Circular.
- 7.2. All Recognized Security Organizations (RSOs) must verify that the CSO designated by the Company Operator, already has the Declaration of Company Security Officer duly endorsed by the Panama Maritime Authority.



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- 7.3. Verify that the vessel has a Continuous Synopsis Record (CSR) updated, prior to complete the ISPS verification and the auditor must indicate the number and date of issuance of the Continuous Synopsis Record (CSR) in the Audit Report. In case there is no CSR on board, the auditor must raise an observation in order for the company operator to request the CSR, according to the (MMC-183).
- 7.4. Check that the SSAS equipment is already configured to the following email account threat@amp.gob.pa, according to the MMC-133.
- 7.5. Verify the confirmation of the Annual SSAS Test by the Flag and from that date onwards, every 12 months the CSO should program the next SSAS test.
- 7.6. The Ship Security Plan must be approved before carrying out the initial verification. This Administration does not specify minimum implementation period; however, the company shall ensure that the security measures included in the (SSP) have been in place on the vessel on a sufficient period of time for the Ship Security Officer to develop sufficient evidence documenting implementation before the verification audit taken place.
- 7.7. For the change of Recognized Security Organization (RSO), it will be necessary notify this Administration isps@amp.gob.pa and the gaining society must complete the Notification form for Transfer of ISPS Certification, prior to carry out the verification.
- 7.8. The gaining society should endorse the existing ISSC in the corresponding window and its certificate will remain fully valid.
- 7.9. The RSO which carried out the intermediate verification must submit as soon as possible and no later than 30 days from the date of the audit report, a copy of the ISSC duly endorsed and audit report should be sent to us at the following email: isps@amp.gob.pa. (Note: Failure to comply with this requirement will be considered a bad practice).
- 7.10. When an interim ISSC is suspended or withdrawn by the Recognized Security Organization (RSO) it must be informed to the following email address: isps@amp.gob.pa.
- 7.11. When a Conditional Certificate is issued by the Recognized Security Organization (RSO), as established in item 11.4 of this MMC it must be sent copy to the following email address: isps@amp.gob.pa.
- 7.12. For the invalidation of the Full Term ISSC, the Recognized Security Organization (RSO) must send us the notification of invalidation to the following email address: isps@amp.gob.pa, in order for this Administration to proceed with cancelling the Full Term ISSC in our system.



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8. **RESTRICTIONS OF THE RECOGNIZED SECURITY ORGANIZATION (RSOs).**

8.1. All Recognized Security Organization (RSO) acting on behalf of the Panama Maritime Administration should not by any circumstance:

- Issue a consecutive interim ISSC (without authorization).
- Issue a short-term certificate after carried out the initial verification.
- Issue the Full Term ISSC.
- Issue the Interim ISSC if a Major-Nonconformity was found during the ISPS verification and compromises the vessels ability to operate at security levels 1, 2 or 3.
- Set the applicable security level.

9. **THE ISPS AUDIT REPORT SHOULD AT LEAST CONTAIN THE FOLLOWING INFORMATION:**

9.1. Each vessel in which Part A of ISPS Code applies shall be subject to verification specified in section 19.1 Part A of the ISPS Code.

9.1.1. The report should include at least the following information:

- Place and date of verification
- Identification of the audit team.
- Type of verification (interim/initial/intermediate/renewal/ additional).
- Audit plan.
- Company security officer (CSO) name.
- Identification of SSO.
- Number and date of issuance of the CSR.
- SSAS Test Date (verify the Flag confirmation).
- Any observations and possible required action.
- Recommendations.
- Conclusion.

9.1.2. If the Recognizes Security Organization (RSO) found mayor non-conformity on board during the ISPS verification and compromises the security of the vessel, cargo or the crew it should be documented and reported to the CSO and to the Maritime Ship Security Department at isps@amp.gob.pa.



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- 9.1.3.** Any failure of security equipment or systems, or suspension of a security measure that does not compromise the ship's ability to operate at security levels 1 to 3 shall be reported without delay to the Maritime Ship Security Department with details of the equivalent alternative security measures the vessel is applying, until the failure or suspension is rectified together with an action plan specifying the timing of any repair or replacement.

10. TYPES OF ISPS VERIFICATION AUDIT.

- 10.1. Interim Verification:** short period allowed for implementation on board newly operated vessels, where the Recognized Security Organization must verify vessel's compliance with provisions of the ISPS Code A/19.4.2.
- 10.2. Initial Verification:** when the vessel is in compliance with all the ISPS requirements the section 19.1, or before the required certificate under section 19.2 is issued for the first time.
- 10.3. Intermediate Verification:** is carried out between the dates of second and third anniversary of the issuance of the Full Term ISSC, according to the ISPS Code Part A, Rules 19.1.1.3.
- 10.4. Renewal verification:** renewal verification audits shall take place at intervals not exceeding five (5) years and should be carried out within three (3) months before or after the expiring date of the certificate.
- 10.5. Additional Verification:** shall be conducted at request of this Administration, Port State Control Authorities and at any case described in the item 9.

11. TYPES OF ISSC CERTIFICATES.

- 11.1. Interim ISSC:** A certificate that may be issued after 1st July 2004, to a vessel which has newly joined under management of a Company, or which has changed Flag. This certificate must identify with the nomenclature "Interim" and the validity should not to exceed more than six (6) months. The Interim ISSC shall be issued in a form corresponding to the template given in the Appendix 2, of the ISPS Code.
- 11.2. Full Term ISSC :** Full term ISSC shall be issued only by the Panama Maritime Authority (PMA) after the vessel has successfully completed an initial or renewal verification in compliance with the applicable requirements of Chapter XI-2, ISPS Code Parts A, relevant provisions of Part B and additional flag requirements, for a period of up to five (5) years from the date of successful completion of the initial or renewal verification Audit. During this time the original certificate must remain on board the vessel.



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- 11.3. Short Term ISSC :** A certificate issued after renewal verification audit. This certificate must be identified with the nomenclature “Short Term” when applies and the validity should not exceed more than five (5) months.
- 11.4. Conditional Certificate:** A certificate issued by the Recognized Security Organization, with previous authorization of the Administration exclusively when the intermediate verification cannot be carried out within due date. The Conditional Certificate may issue with a validity date not exceeding ninety (90) days to reinstate the validity of the International Ship Security Certificate. This particular certificate shall be identified by the wording Conditional Certificate printed under the name of the certificate.

12. ISPS CERTIFICATION.

- 12.1. The interim ISSC only will be issued if the RSO previously verified that the vessel is in compliance with provisions of the ISPS Code A/19.4.2 and for the following purposes:**
- A vessel without a certificate, on delivery or prior to its entry or re-entry into service.
 - when a vessel without a certificate, on delivery or prior to its entry or re-entry into service.
 - For a Change of Flag
 - When a Company newly commences management of the vessel.
- 12.2.** The initial verification must be carried out within the period of validity of the interim certificate, in compliance with provisions of the ISPS Code A/19.1.1.
- 12.3.** This Administration does not authorize the issuance of a SHORT-TERM CERTIFICATE or a consecutive INTERIM ISSC after having the initial verification taken place.
- 12.4.** Once the INITIAL VERIFICATION has been carried out, the operator company must apply for the issuance of the Full Term ISSC, through the website: <http://certificates.amp.gob.pa/certificates>, only issued by the Panama Maritime Authority (PMA).
- 12.5.** Starting January 1st, 2020, the Panama Maritime Authority (AMP) will issue the International Ship Security Certificate (Full Term ISSC) with the same type of vessel as indicated in the Safety Management Certificate (SMC) issued by the RO.



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- (*) Insert the type of ship from among the following: passenger ship, passenger high-speed craft; cargo high-speed craft; bulk carrier; oil tanker; chemical tanker; gas carrier; mobile offshore drilling unit; other cargo ship.

13. INTERMEDIATE VERIFICATION:

- 13.1.** During the validity of the Full Term ISSC at least one intermediate verification will be performed, between the dates of the second and third anniversary of the issuance of the Full Term ISSC, according to the ISPS Code Part A, Rules 19.1.1.3.
- 13.2.** The Company Security Officer, or Company Operator shall contact the Recognized Security Organization (RSO) who carried out the initial verification on which the full term ISSC is based, to carry out the intermediate verification on board within the established window and the surveyor or auditor must endorse the verification in the existing ISSC.
- 13.3.** In case a Ship-owner or Company Operator decides not to use the RSO that performed its initial verification (for the purpose of getting an intermediate verification), it will be necessary to notify this Administration isps@amp.gob.pa and the gaining society must complete the following document for the change of RSO, prior to carry out the verification and follow the instructions indicated in the (ANNEX 1).
- 13.4.** The Recognized Security Organization which performing the intermediate verification must submit as soon as possible but no later than 30 days from date of verification the following documents at: isps@amp.gob.pa (Copy of the Full Term ISSC duly endorsed in the corresponding space and Audit Report).

14. RENEWAL VERIFICATION

- 14.1.** The renewal verification audits shall take place at intervals not exceeding five (5) years, if the renewal verification is completed within three months before the expiry date of the existing certificate, the new certificate shall be valid from the date of completion of the renewal verification to a date not exceeding five years from the date of expiration of the existing certificate.
- 14.2.** When the renewal verification is completed after the expiry date of the existing certificate, the new certificate shall be valid from the date of completion of the renewal verification to a date not exceeding five years from the date of expiry of the existing certificate.



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- 14.3.** When the renewal verification is completed more than three months before the expiry date of the existing certificate, the new certificate shall be valid from the of completion of the renewal verification to date not exceeding five years from the date of completion of the renewal verification.
- 14.4.** The Recognized Security Organization may issue a SHORT TERM ISSC, after performing the renewal verification or endorse the existing certificate and such certificate shall be accepted as valid for a further period which shall not exceed five (5) months from the expiry date, in order for the company operator must apply for the Full Term ISSC, before the expiration of the Short Term ISSC or endorsement of the existing Full Term ISSC.

15. PROCEDURES TO REQUEST AUTHORIZATION TO POSTPONE ONLY ISPS VERIFICATION AUDIT.

- 15.1.** If for a special circumstance the ISPS verification (Initial, Intermediate or Renewal Verification) cannot be completed within the established window as indicated in the ISPS Code Part A/19.1.1, the operator company, owners, recognized security organization or legal representatives should request an authorization to postpone the verification audit prior to the expiration of the interim ISSC or prior to the expiration of due date of the intermediate or renewal verifications window through the online platform E-Segumar at the following website <http://certificates.amp.gob.pa/certificates>, selecting the ISPS authorization option and shall submit the following documents:
- Email or letter issued by the RSO indicating the reason for not performing the verification and stating the exact date and place where the ISPS Verification will take place.
 - Interim ISSC only if the extension requested is due to the initial verification.
 - ISSC Full term dully endorsed or intermediate verification report if the extension requested is to carry out the renewal verification.
- 15.2.** Once the verification is done, the Recognized Security Organization should send us a copy of the report to the following email: isps@amp.gob.pa.
- ISPS Audit Report.
 - Copy of the ISSC with endorsement when is applicable.
- 15.3.** This authorization will be granted for a period no longer than (90) days and this Administration does not authorize to issuance of a second interim ISSC after granting an ISPS authorization.



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- 15.4. These authorizations are free and will be sent to the applicant and (RSO) in electronic form, with Digital Signature, Stamp and QR Code and must be kept on board at all time together with the ISSC (interim or Full Term), for reference of the maritime authorities with the specification posted in the MMC-68.

AFTER CARRIED OUT THE ISPS VERIFICATION, PLEASE PROCEED ACCORDING TO THE FOLLOWING SCENARIOS:

- 15.5. If the extension was granted to postpone the Initial Verification, the Company Operator must apply immediately for the Full term ISSC, prior to the expiration of the ISPS authorization granted through the online platform E- Segumar.
- 15.6. If the extension was granted to postpone the Intermediate Verification, the RSO must endorse the existing ISSC and shall indicate the authorization number granted, which authorizes them to carry out the intermediate verification out of time frame.
- 15.7. If the ISPS extension was granted to postpone the Renewal Verification, the RSO may issue a short-term certificate, valid for 5 months, after performed the renewal verification.
- 15.8. If for any circumstance the verification cannot be completed during the period granted, the user must to request another authorization prior to the expiration date, in order to be granted by the same office that issued the previous one (reference item 10.1).

16. ADDITIONAL AUDIT AUTHORIZATION.

- 16.1. Starting January 1st, 2020, this Administration inform all Recognized Security Organizations (RSOs) that will not be necessary request an authorization to carry out the additional audit for the following cases.

- Change of vessel name
- Change of tonnage
- Change of type of vessel
- (*) PSC detention (it will be necessary send us the PSC report and Audit report immediately) at isps@amp.gob.pa

- 16.2. For those cases it will be necessary request an additional authorization through the following website <http://certificates.amp.gob.pa/certificates>.

- Flag State detention
- Security Incident (Stowaways)



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- To verify effective corrective actions were taken regarding any major nonconformity.
- When substantial modifications have been made to the SSP.
- When the Administration considers it necessary to request an additional audit in view of the nature of any Non-conformity regarding of the SSP.

16.3. The Full Term ISSC shall be endorsed upon successful completion of the additional audit by the Recognized Security Organization (RSO).

17. TRANSFER OF SECURITY MANAGEMENT SYSTEM CERTIFICATION (CHANGE OF RSO).

- 17.1.** Starting January 1st, 2020 all Recognized Security Organizations (RSOs) should notify the change of RSO to this Administration isps@amp.gob.pa and complete the [Notification form for Transfer of ISPS Certification](#).
- 17.2.** After the vessel has successfully completed the verification, the surveyor or auditor must endorse the existing ISSC on board and it will not be necessary to reissue the certificate by the Panama Maritime Authority.
- 17.3.** It will be necessary that the Recognized Security Organization send us copy of the audit report and the ISSC duly endorsed to the following email isps@amp.gob.pa, in order to update the new Recognized Security Organization (RSO) responsible of the ISPS certification on board.
- 17.4.** If the transfer of Security Certification occurs during the annual, intermediate or renewal window, the RSO should proceed according to the provisions described in the ([ANNEX 1](#)), please refer below.

18. SHIP OUT OF SERVICE MORE THAN SIX (6) MONTHS (RE-ENTRY INTO SERVICES).

- 18.1.** If the ship is out of service for more than six months, an interim verification as required by the ISPS Code A/19.4.2 and follow the instruction described in the (ANNEX 1), refer below.

19. OVERDUE INTERMEDIATE VERIFICATION.

- 19.1.** In case of the intermediate verification was not carried out within the established window this Administration may consider the revalidation of the ISSC to carry out the intermediate verification out of window but it should not have been more than 6 months from the closing of the intermediate window.



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19.2. The Recognized Security Organization must request a Flag authorization through our website <http://certificates.amp.gob.pa/certificates>, to carry out the intermediate verification out of window.

19.3. It will be necessary that the surveyor or auditor on board writes down "This certificate was revalidated" in accordance with PMA authorization granted.

20. HARMONIZATION OF ISM/ISPS CERTIFICATION.

20.1. The harmonized ISM/ISPS audit reduces the number of auditor/inspector visits onboard which saves valuable time and personnel resources while still ensuring regulatory compliance. This Administration recognizes the harmonization system.

20.2. Upon successful completion of the harmonized audit, the SMC and ISSC will be issued with the same issuance and expiry dates and the company operator must apply for the Full Term ISSC, according to the provisions described in the (ANNEX 1), please refer below.

21. CHANGES DURING THE VALIDITY OF THE INTERIM ISSC.

21.1. The RSO shall issue an interim ISSC with the same validity as the existing certificate if the vessel changes any of the following information:

- When the name of vessel changes
- When the tonnage changes
- When the physical address of the operator company changes
- When the name of the operator company changes
- When the type of vessel changes

22. CHANGES DURING THE VALIDITY OF THE FULL TERM ISSC.

22.1. If the vessel changes any of the following information below described during the validity of the Full Term ISSC the RSO shall issue a short term ISSC valid for (5) months and afterwards this Administration will issue the Full Term ISSC with the same validity as the existing certificate. When the following conditions are given:

- When the name of vessel changes.
- When the tonnage changes.
- When the physical address of the operator company changes.



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- When the name of the operator company changes.
- When the type of vessel changes.

23. EXPIRED CERTIFICATE PRIOR TO REQUEST THE FULL TERM ISSC.

23.1. In those cases, where the RSO has completed the ISPS verification within the established period of the ISPS Code and the company operator applies for the full term ISSC, after the expiration of the interim ISSC or short term; this Administration will issue the Full Term ISSC with a validity of less than 5 years, taking as reference the expiry date of the ISSC with the request date.

24. NOTIFICATION OF INVALIDATION OF ISSC CERTIFICATE.

24.1. The Interim ISSC may only be invalidated at the determination of the RSO and the Full Term ISSC will only be canceled by the Panama Maritime Authority (PMA), through the notification of invalidation sent to this Administration isps@amp.gob.pa.

24.2. An existing certificate shall become invalid when, but is not limited to, the following deficiencies:

- When a vessel has not undergone the periodical Audit (initial, intermediate or renewal verification).
- When a Company cease managing the ship
- When a ship changes her Flag
- When an ISSC is issued to replace an interim ISSC
- When a Company requests withdrawal of the ship from the ISPS Register.
- A part of the SSP which requires approval upon amendment has been amended without approval
- Corrective actions for non-compliance set out at the Audit have not been completed within the agreed period of time
- When a vessel is not operated in compliance with the Rule requirements
- The vessel failure to maintain its Ships Security Plan in compliance with the requirements of the ISPS Code.
- Any other notification of invalidation described by the RSO.



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25. ISSC REVALIDATION FOR REFLAGGING.

- 25.1.** For those cases when the vessel is cancelled from the Panamanian Registry and immediately reflag again, the company operator must request the reissue the Full Term ISSC again through the E-Segumar platform, selecting the option ISSC revalidation for Reflagging. It should be noted that the new certificate will be evaluated and processed by the Maritime Ships Security Department in Panama.
- 25.2.** It is worth noting that the previous certificate will become invalid once the vessel is cancelled from the registry. For this reason, the company operator must apply immediately for the reissue of the Full Term ISSC; to more reference you can see the Annex 1 below of this Merchant Marine Circular.

26. REQUEST TO POSTPONE/EXTEND SIMULTANEOUSLY THE VERIFICATION AUDITS OF SMC/ISSC/MLC.

- 26.1.** Starting from March 1st, 2021, the request to Postpone/Extend simultaneously the verifications audits of SMC/ISSC/MLC, must be request through the E-SEGUMAR platform in the following link <http://certificates.amp.gob.pa/certificates>, selecting the Extension SMC/ISSC/MLC option and the following documents should be submitted:

- a) OR/RSO Statement
- b) Document of Compliance (DOC)
- c) Safety Management Certificate (SMC)
- d) International Ship Security Certificate (ISSC)
- e) Maritime Labour Certificate (MLC)
- f) MLC Financial Securities (both update a single pdf document)

Note: FOR ISPS CERTIFICATION GUIDANCE (SCENARIOS) AND REQUIEREMENTS FOR THE ISSUANCE OF THE FULL TERM ISSC. ([ANNEX 1](#)).

May, 2021 – Inclusion in the reference and replacement the Annex 1 - paragraph 17.4 and 26 (note).

February, 2021 – New paragraph 7.11, 11.4, 15.1 and 26, the paragraphs were numbered.

May, 2020 – New paragraph 25 and the paragraphs were numbered.



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December 2019 – Modification of the item 9.2 and item 5, 9, 12 and 17 of the Annex 1.

October 2019 – Change of the MMC subject and Restructuring of the numerical sequence and modification paragraph 8,9, 10, 11,12,13,14.

June 2019 - Including Annex of Application for SSAS Exemption Certificate.

March, 2019 - Modification of paragraph 7 and 9 and new paragraph 9.1, 14, 20.1 and 21.

January, 2019 - Inclusion of paragraphs 19 and 20.

December, 2018 - modification of paragraph 18 point 4.

December, 2018 - Modification and new paragraphs of item 11, 17 and 19.

February, 2018 - inclusion of new paragraphs 2.10, modification of item 8 to 9 and 12.

November, 2017.

Inquiries concerning the subject of this Merchant Marine Circular or any other request should be forward to:

Maritime Ships Security Department
General Directorate of Merchant Marine
Panama Maritime Authority

Phone: (507) 501-5037/501-5085

E-mail: jsps@amp.gob.pa

Website: <https://panamashipregistry.com/circulars/>

**ISPS CERTIFICATION GUIDANCE
(SCENARIOS)**

	SCENARIOS	ACTION REQUIRED	SHIP SECURITY PLAN	CERTIFICATION AND MINIMUM FLAG REQUIREMENTS	REQUIREMENTS FOR THE ISSUANCE OF FULL TERM ISSC BY PMA http://certificates.amp.gob.pa/certificates
1	Change of Flag or New Construction	Interim Verification on board	1. Check that the SSO complies with the requirements of ISPS Code Part A/12.1 2. Check that the SSP addresses ISPS Code A/9.4.1 to A/9.4.18 3. Check that a copy of the SSP has been submitted to the Administration or Recognized Security Organization for approval.	a) Interim verification as required by ISPS Code/19.4.2. b) Issue interim ISSC c) Verify that the CSR has been already issued by PMA. d) Check that the CSO declaration has been already endorsed by PMA. e) Check that the SSAS equipment already configured with the following email account threat@amp.gob.pa , according to the MMC-133. f) Verify the confirmation of the Annual SSAS Test by the Flag. Note: During the initial verification the ISPS auditor shall assure that all mentioned points above have been fulfilled and must be indicated in the audit report.	<ul style="list-style-type: none"> • Document of Compliance (DOC) • SMC • Interim ISSC • SSP Approval Certificate or SSP Approval Letter • Initial verification audit report duly signed and stamped. • Payment receipt by this Administration or Panamanian Consulate for \$ 250.00

ANNEX 1

**ISPS CERTIFICATION GUIDANCE
(SCENARIOS)**

2	Change of Operator Company	Interim verification on board	<p>1. Check that the SSO complies with the requirements of ISPS Code Part A/12.1.</p> <p>2. Check that the SSP addresses ISPS Code A/9.4.1 to A/9.4.18</p> <p>3. Check that a copy of the SSP has been submitted to the Administration or Recognized Security Organization for approval.</p>	<p>a) Interim verification as required by ISPS Code/19.4.2</p> <p>b) Issue Interim ISSC</p> <p>c) Verify that the CSR is updated with the operator company.</p> <p>d) Verify that the CSO declaration has been already issued by PMA.</p> <p>e) Verify that the SSAS equipment already configured with the following account threat@amp.gob.pa, according to the MMC-133.</p> <p>f) Verify the confirmation of the Annual SSAS Test by the Flag.</p> <p>Note: During the initial verification the ISPS auditor shall assure that all mentioned points above have been fulfilled and must be indicated in the audit report.</p>	<ul style="list-style-type: none"> • Document of Compliance (DOC) • SMC • Interim ISSC • Initial audit report duly signed and stamped. • SSP Approval Certificate or SSP Approval Letter. • Payment receipt by this Administration or Panamanian Consulate for \$ 250.00
3	Renewal	Renewal Verification	This verification shall ensure that the security system and any associated security equipment of the ship fully complies with the applicable requirements of SOLAS Chapter/XI-2 and	<p>a) Verify that the CSR is updated.</p> <p>b) Verify that the CSO declaration has been already issued by PMA.</p> <p>c) Verify that the SSAS equipment already</p>	<ul style="list-style-type: none"> • Document of Compliance (DOC) • SMC • ISSC duly endorsed or Short Term ISSC • SSP Approval Certificate or SSP Approval Letter.

ANNEX 1

**ISPS CERTIFICATION GUIDANCE
(SCENARIOS)**

			ISPS Code/Part A.	<p>configured with the following account threat@amp.gob.pa, according to the MMC-133.</p> <p>d) Verify the confirmation of the Annual SSAS Test by the Flag.</p> <p>e) Endorse the existing ISSC or issue Short Term ISSC</p>	<ul style="list-style-type: none"> • Renewal Verification Audit report duly signed and stamped. • Intermediate verification audit report. • Payment receipt by this Administration or Panamanian Consulate for \$ 250.00
4	Change of vessel name during the validity of the ISSC (Full Term)	Verification on board Or documentary verification	<p>1. Check the Amend SSP Approval Letter with the new vessel name.</p> <p>2. Check the correct vessel name on the title page, index page and revision page of SSP.</p>	<p>a) Check the correct vessel name on all certificates and documents.</p> <p>a) Check the CSO Declaration duly endorsed with the new vessel name issued by PMA.</p> <p>b) Ensure that SSAS has been reprogrammed with the new vessel name according to the MMC-133.</p> <p>c) Verify the confirmation of the Annual SSAS Test by the Flag with the new name.</p> <p>d) Issue a Short Term ISSC</p> <p>Note:</p> <p>1. It will not be necessary</p>	<ul style="list-style-type: none"> • Verification Audit report • Short Term ISSC • SMC • Amend SSP approval Letter • Payment receipt by this Administration or Panamanian Consulate for \$100.00 • Intermediate verification audit report (if applied).

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				<p>to request an additional audit authorization for change of vessel name.</p> <p>2. The applicant must apply for the re-issuance of the Full Term ISSC with the same expiry date as previous certificate.</p>	
5	Change of Tonnage during the validity of the ISSC (Full Term)	Verification on board Or documentary verification	<p>1. Check the correct tonnage on the title page index page and revision page of SSP. (If applied).</p> <p>2. SSP Approval Letter with the new tonnage. (If applied)</p>	<p>a) Verify that the CSR is updated.</p> <p>b) Verify that the CSO declaration has been already issued by PMA.</p> <p>c) Verify that the SSAS equipment already configured with the following account threat@amp.gob.pa, according to the MMC-133.</p> <p>d) Verify the confirmation of the Annual SSAS Test by the Flag.</p> <p>e) Issue a short term ISSC.</p> <p>Note:</p> <p>1. It will not be necessary to request an additional audit authorization for tonnage change.</p>	<ul style="list-style-type: none"> • Short Term ISSC • SMC • Verification Audit Report • Amend SSP approval Letter (if apply). • Payment receipt by this Administration or Panamanian Consulate for \$100.00 • Intermediate verification audit report (if applied).

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				2. The applicant must apply for the re-issuance of the Full Term ISSC with the same expiry date as previous certificate.	
6	Change of type of vessel during the validity of the ISSC (Full Term)	Verification on board	<p>1. Amend SSP Approval Letter with the New type of vessel.</p> <p>2. Check the correct type of vessel on the title page, index page and revision page of SSP.</p>	<p>a) Issue a short term ISSC.</p> <p>b) The applicant must apply for the re-issue of the Full Term ISSC with the same expiry date as previous certificate.</p> <p>Note:</p> <p>1. It will not be necessary to request an additional audit authorization for change of vessel type.</p> <p>2. The applicant must apply for the re-issuance of the Full Term ISSC with the same expiry date as previous certificate.</p>	<ul style="list-style-type: none"> • Short Term ISSC • SMC • Verification audit report • Amend SSP approval Letter. • Payment receipt by this Administration or Panamanian Consulate for \$100.00 • Intermediate verification audit report (if applied).
7	Change of Company name	Attendance on board not required	<p>1. Approve SSP amendments to reflect new company and address.</p> <p>2. Amend SSP approval letter.</p>	<p>a) The auditor may issue a short term ISSC in order this Administration re-issue the ISSC with the same expiry date as previous certificate.</p>	<ul style="list-style-type: none"> • Document of Compliance (DOC) • SMC • Short term ISSC • Amend SSP Approval

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					<ul style="list-style-type: none"> Letter • Payment receipt by this Administration or Panamanian Consulate for \$100.00 • Intermediate verification audit report (if applied).
8	Change of company address	Attendance on board not required	<ol style="list-style-type: none"> 1. Approve SSP amendments to reflect new company and address. 2. Amend SSP approval letter. 	The auditor may issue a short term ISSC in order this Administration re-issue the ISSC with the same expiry date as previous certificate.	<ul style="list-style-type: none"> • Document of Compliance (DOC) • SMC • Short term ISSC • Payment receipt by this Administration or Panamanian Consulate for \$100.00 • Intermediate verification audit report (if applied).
9	If the transfer of Security Management Systems (Change of RSO) occur during the validity of the interim ISSC.	Initial verification must be completed during the validity of the existing ISSC	<ol style="list-style-type: none"> 1. Check that the SSO complies with the requirements of ISPS Code Part A/12.1 2. Check that the SSP addresses ISPS Code A/9.4.1 to A/9.4.18 3. The SSP must be approved on board. 	<ol style="list-style-type: none"> a) It will be necessary notify this Administration isps@amp.gob.pa and the gaining society must complete the Notification form for Transfer of ISPS Certification, prior to carry out the verification. b) Ensure that the CSR has been already issued by PMA and that is 	<ul style="list-style-type: none"> • Document of Compliance (DOC) • SMC • Interim ISSC • SSP Approval Certificate or SSP Approval Letter • Initial verification audit report duly signed and stamped. • Payment receipt by this Administration or Panamanian Consulate for \$ 250.00

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				<p>updated.</p> <p>a) Check that the CSO declaration has been already endorsed by PMA.</p> <p>b) Check that the SSAS equipment already configured with the following email account threat@amp.gob.pa, according to the MMC-133.</p> <p>c) Verify the confirmation of the Annual SSAS Test by the Flag.</p> <p>Note: During the initial verification the ISPS auditor shall assure that all mentioned points above have been fulfilled and must be indicated in the audit report.</p>	
10	Transfer of Security Management Systems Certification (Change of RSO) To reinitiate all the process	Initial verification on board	<p>1. Verify that the SSP is being effectively implemented on board.</p> <p>2. Amend SSP Approval Letter (If applied)</p>	<p>a) It will be necessary notify this Administration isps@amp.gob.pa and the gaining society must complete the Notification form for Transfer of ISPS Certification, prior to carry out the verification.</p> <p>b) Verify that the CSR already issued by PMA.</p> <p>c) Verify that the CSO</p>	<ul style="list-style-type: none"> • DOC • SMC • A statement issued by the RSO. • Initial Verification Audit report • SSP Approval Certificate or SSP Approval Letter. • Payment Receipt by this Administration or Panamanian Consulate for \$250.00

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				<p>declaration has been already issued by PMA.</p> <p>d) Verify that the SSAS equipment already configured with the following account threat@amp.gob.pa, according to the MMC-133.</p> <p>e) Verify the confirmation of the Annual SSAS Test by the Flag.</p>	<p>Note: To request the re-issue of the Full term ISSC must to select the option Change of RSO through the online platform.</p>
11	Transfer of Security Management Systems Certification out of window of the existing ISSC (Change of RSO)	Additional verification on board	<p>1. Verify that the SSP is being effectively implemented on board.</p> <p>2. Amend SSP Approval Letter (If applied)</p>	<p>a) It will be necessary notify this Administration isps@amp.gob.pa and the gaining society must complete the Notification form for Transfer of ISPS Certification, prior to carry out the verification.</p> <p>b) Check that the CSR already issued by PMA.</p> <p>c) Verify that the CSO declaration has been already issued by PMA.</p> <p>d) Ensure that the SSAS equipment already configured with the following account threat@amp.gob.pa, according to the MMC-133.</p> <p>e) Verify the confirmation</p>	<ul style="list-style-type: none"> • The auditor shall endorse the ISSC existing and it same will remain fully valid. • It will be necessary that the RSO send us the audit verification report and copy of the endorse ISSC at isps@amp.gob.pa, in order to update the RSO in our system.

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				of the Annual SSAS Test by the Flag.	
12	Transfer of Security Management Systems Certification during the intermediate window of the existing ISSC (Change of RSO)	Intermediate verification on board	<p>1. Verify that the SSP is being effectively implemented on board.</p> <p>2. Amend SSP Approval Letter (If applied)</p>	<p>a) It will be necessary notify this Administration isps@amp.gob.pa and the gaining society must complete the Notification form for Transfer of ISPS Certification, prior to carry out the verification.</p> <p>b) The auditor shall endorse the ISSC existing.</p> <p>c) Check that the CSR already issued by PMA.</p> <p>d) Verify that the CSO declaration has been already issued by PMA.</p> <p>e) Ensure that the SSAS equipment already configured with the following account threat@amp.gob.pa, according to the MMC-133.</p> <p>f) Verify the confirmation of the Annual SSAS Test by the Flag.</p>	<ul style="list-style-type: none"> • The auditor shall endorse the existing ISSC and it same will remain fully valid. • It will be necessary that the RSO send us the audit verification report and copy of the endorse ISSC at isps@amp.gob.pa, in order to update the RSO in our system.

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13	Transfer of Security Management Systems Certification during the renewal window of the existing ISSC (Change of RSO)	Renewal Verification on board	<p>1. Verify that the SSP is being effectively implemented on board.</p> <p>2. Amend SSP Approval Letter (If applied)</p>	<p>a) It will be necessary to notify this Administration isps@amp.gob.pa and the gaining society must complete the Notification form for Transfer of ISPS Certification, prior to carry out the verification.</p> <p>b) The auditor shall endorse the ISSC existing or issue a short term ISSC.</p> <p>c) Check that the CSR already issued by PMA.</p> <p>d) Verify that the CSO declaration has been already issued by PMA.</p> <p>e) Ensure that the SSAS equipment already configured with the following account threat@amp.gob.pa, according to the MMC-133.</p> <p>f) Verify the confirmation of the Annual SSAS Test by the Flag.</p> <p>g) The auditor shall endorse the ISSC existing or issue a Short Term.</p>	<ul style="list-style-type: none"> • DOC • SMC • ISSC Endorsed or Short Term ISSC • Renewal verification audit report • SSP Approval Certificate or SSP Approval Letter. • Payment Receipt by this Administration or Panamanian Consulate for \$250.00 • ISPS Intermediate verification audit report duly signed and stamped. <p>Note: it necessary request a new certificate and must be made through our website: http://certificates.amp.gob.pa/certificates and must select the renewal option.</p> <p>ISSC Full Term shall be valid from the date of completion of the renewal verification.</p>
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14	Ships out of service more than 6 months (re-entry into services)	Interim audit on board	<p>1. Check that the SSO complies with the requirements of ISPS Code Part A/12.1</p> <p>2. Check that the SSP addresses ISPS Code A/9.4.1 to A/9.4.18</p> <p>3. Check that a copy of the SSP has been submitted to the Administration or Recognized Security Organization for approval.</p>	<p>a) Interim verification as required by ISPS Code A/19.4.2</p> <p>b) Issue Interim ISSC</p> <p>c) Verify that the CSR is updated.</p> <p>d) Verify that the CSO declaration has been already issued by PMA</p> <p>e) Verify that the SSAS equipment already configured with the following account threat@amp.gob.pa, according to the MMC-133.</p> <p>f) Verify the confirmation of the Annual SSAS Test by the Flag.</p> <p>Note: During the initial verification the ISPS auditor shall assure that all mentioned points above have been fulfilled and must be indicated in the audit report.</p>	<ul style="list-style-type: none"> • DOC • SMC • Interim ISSC • Initial Verification Audit report duly signed and stamped. • SSP Approval Certificate or SSP Approval Letter. • Payment receipt by this Administration or Panamanian Consulate for \$250.00
15	Intermediate verification in advance	Intermediate Verification on board	<p>1. The intermediate verification shall include inspection of the security system and any associated security equipment of the vessel.</p>	<p>a) The auditor shall endorse the existing certificate.</p> <p>b) Verify that the CSR already issued by PMA.</p> <p>c) Verify that the CSO declaration has been already issued by PMA.</p> <p>d) Verify the confirmation</p>	<ul style="list-style-type: none"> • The RSO should contact the administration isps@amp.gob.pa to coordinate the following scenarios established in ISPS Code/Reg.19.3.7 <p>1. If the expiry date shown on the</p>

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				<p>of the Annual SSAS Test by the Flag.</p> <p>e) Verify that the SSAS equipment already configured with the following account threat@amp.gob.pa, according to the MMC-133.</p>	<p>certificate shall amended by endorsement to a date which shall not be more than three years later than the date on which the intermediate verification was completed.</p> <p>2. The expiry date may remain unchanged provided one or more additional verifications are carried out so that the maximum intervals between the verifications prescribed by section 19.1.1 are not exceeded.</p>
16	Intermediate verification (Overdue)	Intermediate Verification	<p>1. The intermediate verification shall include inspection of the security system and any associated security equipment of the vessel.</p>	<p>a) It will be necessary a flag authorization prior to carry out the overdue verification and should be made through our website link: http://certificates.amp.gob.pa/certificates</p> <p>b) Verify that the CSR is updated.</p> <p>c) Verify that the CSO declaration has been already issued by PMA.</p> <p>d) Verify that the SSAS equipment already configured with the following account threat@amp.gob.pa, according to the MMC-133.</p>	<ul style="list-style-type: none"> • After the verification has been satisfactory the surveyor or auditor on board writes down “This certificate was revalidated after completion of the corresponding verification in accordance with PMA authorization number granted. • It will be necessary that the RSO send us the audit verification report and copy of the endorse ISSC at isps@amp.gob.pa, in order to update the RSO in our system.

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				e) Verify the confirmation of the Annual SSAS Test by the Flag.	
17	Renewal verification in advance	Renewal verification on board	Verify the compliance of the ISPS code on board.	<ul style="list-style-type: none"> a) The auditor shall endorse the existing certificate or issue a Short Term. b) Verify that the CSR already issued by PMA. c) Verify that the CSO declaration has been already issued by PMA. d) Verify that the SSAS equipment already configured with the following account threat@amp.gob.pa, according to the MMC-133. e) Verify the confirmation of the Annual SSAS Test by the Flag. 	<ul style="list-style-type: none"> • DOC • SMC • ISSC endorsed or Short Term ISSC • ISPS intermediate audit report. • SSP Approval Certificate or SSP Letter. • Payment Receipt by this Administration or Panamanian Consulate for \$250.00 <p>Note: The new Full Term ISSC shall be valid from the date of completion of the renewal verification.</p>
18	Harmonizing	Initial verification on board	<ul style="list-style-type: none"> 1. Verify that the SSP is being effectively implemented on board. 2. Amend SSP Approval Letter (If applied) 	<ul style="list-style-type: none"> a) Verify that the CSR already issued by PMA. b) Verify that the CSO declaration has been already issued by PMA. c) Verify that the SSAS equipment already configured with the following account threat@amp.gob.pa, according to the MMC-133. 	<ul style="list-style-type: none"> • DOC • SMC • A statement issued by the RSO. • Initial Verification Audit report • SSP Approval Certificate or SSP Approval Letter. • ISM verification audit report. • Payment Receipt by this

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				d) Verify the confirmation of the Annual SSAS Test by the Flag.	Administration or Panamanian Consulate for \$250.00 Note: To request the re-issue of the Full term ISSC must to select the option Harmonizing through the online platform.
19	ISPS intermediate endorsed by PMA as request of the customer	Intermediate verification audit	The intermediate verification shall include inspection of the security system and any associated security equipment of the vessel.		<ul style="list-style-type: none"> • ISSC endorsed • Intermediate Verification Audit report • SSP Approval certificate or letter. • Payment Receipt by this Administration or Panamanian Consulate for \$100.00
20	ISSC Duplicate For Loss or Damage	Apply through the online platform			<ul style="list-style-type: none"> • ISPS intermediate verification (If apply) • Payment Receipt by this Administration or Panamanian Consulate for \$100.00
21	Interim ISSC for vessel of New Construction	Apply through the online platform			<ul style="list-style-type: none"> • Dry Dock letter confirmation • Letter ensuring that the SSP is Under Development by the RSO. • Payment Receipt by this Administration or Panamanian Consulate for \$150.00

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Notification form for Transfer of ISPS Certification

To Panama Maritime Authority

Application Date

1. VESSEL/COMPANY INFORMATION

Name of Ship			
IMO No.		Call Sign	
ISPS Certification No.	Issued by		
SSP: <input type="checkbox"/> Approved by		/ <input type="checkbox"/> Submitted to	

Company Name Address	
IMO Company Identification Number :	
*Please enter the name and IMO No. of Company indicated on the DOC	

2. RSO INFORMATION

RSO Losing Society:
RSO Gaining Society:

3. SHIPBOARD AUDIT REQUEST

Audit	Initial	Intermediate	Renewal	Additional
ISPS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date of Audit:				
Port of Audit:				

 Person in charge
 Recognized Security Organization
 (Stamp or signature)