



**PANAMA MARITIME AUTHORITY**  
**MERCHANT MARINE CIRCULAR MMC-311**

PanCanal Building  
Albrook, Panama City  
Republic of Panama  
Tel: (507) 501-5355  
[mme@amp.gob.pa](mailto:mme@amp.gob.pa)

---

**To:** **Maritime Training Centers and Members of the Panamanian Registry**

---

**Subject:** **NEW REGULATIONS FOR MARITIME TRAINING CENTERS**

---

**Reference:** Resolution ADM No.260-2014 of September 15, 2014 and Resolution J.D. No.003-2015 of January 27, 2015

---

The purpose of this circular is to inform that through the Official Gazette No.27626-A of September 22, 2014, entered into force the Resolution ADM No.260-2014 of September 15, 2014; which regulates the procedure for recognition of national and international Maritime Training Center, as well as the procedure for evaluating, auditing, monitoring and revoking the recognition to Maritime Training Centers.

Furthermore, we inform that through the Official Gazette No.27729 of February 27, 2015, entered into force the Resolution J.D. No.003-2015 of January 27, 2015, which establishes new fees for the application to be recognized as a Maritime Training Center, national or foreign, in concept of documentary evaluation of courses required for the recognition, applications to add new courses and issuing of Certificates of imparted Courses by Authorized Maritime Training Centers. Likewise this Resolution derogates Article Tenth and modifies Article Ninth of Resolution J.D. No.064-2010 of July 22, 2010.

In this sense, the Administration of the Panama Maritime Authority is now accepting new applications for the recognition of Maritime Training Centers therefore invites those concerned, and in compliance with the requirements of Article Fourth of the Resolution ADM No.260-2014, to submit the appropriate request.

The applications for recognition as Maritime Training Centers, as established in the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (Convention STCW'78, as amended), shall meet the requirements listed in the document attached to the present circular.

For purpose of evaluating the applications for recognition as a Maritime Training Center or applications for additional course recognition, and in order to verify the requirements established by the present resolution, the General Directorate of Seafarers may order an audit or inspection to be carried out either directly by government officials or by means of qualified independent auditors or entities.

The recognition granted by the General Director of Seafarers to a Maritime Training Center for purpose of conducting training courses, either on board or ashore, will be for three (3) years.

From January 1st 2015, all recognized Maritime Training Centers duly approved by the Panamanian Maritime Administration will have to formally communicate to the General Directorate of Seafarers through its legal representative, any change or inclusion in its training personnel enclosing a copy of the new instructor updated Curriculum Vitae.

Prepared by: Lawyer	<i>Revised by: Compliance and Enforcement Deputy Chief</i>	<i>Aproved by: Compliance and Enforcement Chief</i>	
Control N°: F-RIN-04-01	<i>Versión: 06</i>	<i>Date: August 1, 2016</i>	Page 1 of 2

All Maritime Training Centers shall monthly inform the list of courses conducted, for purpose of collecting the certificate's payments, including the date and place that the course was imparted, name of the instructor, the details of the participants, and the number of certificate of approval issued, which shall include the general data of the participant (surname, last name, nationality, id number or passport number, etc.), called Monthly Report of Issued Certificates, document attached to the present circular. This report shall be addressed to the following email: [trainingpma@amp.gob.pa](mailto:trainingpma@amp.gob.pa).

From March 1, 2015 a fee of FIVE DOLARS WITH 00/100 (US\$5.00) will be charged for each Certificate issued by the authorized Maritime Training Centers of the courses delivered in compliance with the STCW'78, amended, the MLC, 2006, the IMO Model Courses, Certification Courses for Seafarers and any other course recognized by the General Directorate of Seafarers and issued by authorized Maritime Training Centers, which shall be done monthly before the Panama Maritime Authority.

The General Directorate of Seafarers will not recognize imparted courses by a Maritime Training Center not registered and reported before this General Directorate.

All legal notifications related to the specific Maritime Training Center, will be addressed to the Legal Representative (Panamanian Lawyer), with copy to the designated Contact person.

For appropriate consultation, please see attached Resolution ADM No.260-2014 of September 15th, 2014 and Resolution J.D. No.003-2015 of January 27, 2015, in Spanish and English version.

**Inquiries concerning the subject of this Circular or any request should be directed to:**

*August, 2016* "Add Monthly Report of Issued Certificates"  
May, 2015

**General Directorate of Seafarers  
Panama Maritime Authority**

**Phone: +507 501-5000**

**Fax: +507 501-5047**

**Email: [gentemar@amp.gob.pa](mailto:gentemar@amp.gob.pa)**

**Compliance and Enforcement Department**

**Phone: +507 501-5288 | 5082 | 5283**

**Email: [cumplimentodggm@amp.gob.pa](mailto:cumplimentodggm@amp.gob.pa)**

**Maritime Training Department**

**Phone: +507 501-5097 | 5053**

**Email: [trainingpma@amp.gob.pa](mailto:trainingpma@amp.gob.pa)**

Prepared by: Lawyer	<i>Revised by: Compliance and Enforcement Deputy Chief</i>	<i>Aproved by: Compliance and Enforcement Chief</i>	
Control N°: F-RIN-04-01	<i>Versión: 06</i>	<i>Date: August 1, 2016</i>	Page 2 of 2



**Autoridad Marítima de Panamá | Panama Maritime Authority**  
**Dirección General de la Gente de Mar | General Directorate of Seafarers**

*Informe Mensual de Certificados Emitidos*  
*Monthly Report of Issued Certificates*

**Centro de Formación Marítima:**  
*Maritime Training Center*

**Mes y año del Reporte**  
*Month, year of the Report*

No	No. de Certificado Certificate Number	Nombre del Participante Participant's Name	Cédula o Número de Pasaporte del Participante Participant's ID Number or Passport Number	Nacionalidad Nationality	Nombre del Curso Course's Name	Nombre del Instructor Instructor's Name	Lugar donde se dio el curso Imparted course's place	Fecha del Curso Impartido Imparted course's date
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

**Firma y Sello del Director del Centro de Formación Marítima**  
*Signature and Stamp of the Maritime Training Center Director*

**Fecha de entrega del Reporte**  
*Date of report*



## REQUIREMENTS FOR RECONGNITION AS MARITIME TRAINING CENTERS, ACCORDING TO CONVENTION STCW'78, AS AMENDED

### 1. REQUIREMENTS FOR RECOGNITION AS MARITIME TRAINING CENTER:

- A. Formal Petition submitted to the General Directorate of Seafarers, through a competent attorney in the Republic of Panama, including:
  1. Name and general information of the contact person.
  2. List of courses to recognize.
  3. If have Branches indicated the courses will be held in them.
- B. Power of Attorney duly legalized or apostilled.
- C. Certificate issued by the Public Registry of Panama or its equivalent at the State of origin, duly legalized by a Panamanian Consul or with apostille stamp, as applicable, demonstrating the existence of the corporation or entity and its legal representation, with an indication of its date of foundation or incorporation, its board of directors, officers and Legal Representative.
- D. For Maritime Training Centers residing overseas:
  1. Certificate or Letter of Recognition as a Maritime Training Center, issued by the Maritime Administration of the country of origin, duly legalized or with apostille stamp.
- E. Payment of the corresponding legal Fee.
- F. Digital Copy of the written programs, course structure and scheme in accordance with each IMO model course or with the STCW Code or the international convention or regulation applicable; which includes as minimum:
  1. Purpose.
  2. Course objectives.
  3. Level of admission.
  4. Certification, diploma or Certificate of Course Accreditation.
  5. Maximum amount of trainees.
  6. Necessary personnel.
  7. Installations and training equipment.
  8. Teaching materials.
  9. IMO reference and other references.
  10. Text books.
  11. Amount of practice and teaching hours.
  12. Course scheme with the topics to be developed.
  13. Description of the teaching methodology to be used.
  14. System and criteria for assessment and approval of each course.
- G. Model of Certificates (Format) that will be issued by the Maritime Training Centers with enough space for its internal consecutive number after final completion and approval of the course for each participant. The certificates shall indicate, as a minimum the following:
  1. Name of the Training Center issuing the certificate.
  2. Number and date of resolution by which the maritime training center was recognized for conducting such course and the date of validity of the recognition.
  3. Consecutive number of the certificate.
  4. Name of the conducted course, the regulation and section from the Convention STCW'78, amended.
  5. Modality of the conducted course.
  6. Full name of the participant and its ID number or Passport Number.
  7. Date or dates on which the course was conducted.
  8. Place where the course was delivered.
  9. Company's logo.
  10. Date of issuance of the certificate.
  11. Name and signature of the Director of the Maritime Training Center.
- H. Updated Curriculum Vitae of instructors assigned for each course, with their historical info, experience and professional qualifications equivalent to the type or level of instruction or training to be conducted in accordance with Regulation I/6 of the SCTW'78, as amended, with the followings:
  1. Copies of the certificates or diplomas which provide evidence of the qualifications.
  2. Copies of the safety certificates or detailed specialties related to each program or course to be conducted.
- I. Proof that the instructors have acquired instruction on the IMO Model Course: Training Course for Instructors (IMO 6.09), in accordance with Regulation I/6 of the Convention SCTW'78, as amended. Demonstrate the training simulators and practical experience in the use of:
  1. RADAR simulators.
  2. ARPA simulators.

3. Course of general or restricted operator of the Global Maritime Distress and Safety System (GMDSS).
  4. Navigational and Watchkeeping simulator.
  5. Ship Handling and Maneuvering simulator.
  6. Main and auxiliary machinery operation simulator, as well as other equipment.
- J. Elaboration, implementation and maintenance of an internal quality standard system, subject to the certification of an independent body of auditors with international recognition, based on the criteria pertaining to the international quality standards regulations, which degree of efficiency shall not be inferior to the current ISO 9001. Copy of the ISO Quality System Certificate.
- K. Digital version of a Quality Manual and quality procedures duly implemented at the Maritime Training Center, in accordance with Regulation I/6 and I/8 of the STCW'78 Convention, as amended.
- L. Description of the facilities, installations and simulators, as well as evidence through pictures or videos. In case of using simulators of third parties, the Maritime Training Center shall attach documental evidence that such equipment is available for conducting its training. If relevant agreements or contracts exist, such documents shall be attached.
- M. Full Address and location of the head office or headquarters of the Maritime Training Center along with any branch offices or training rooms where the course to be recognized by this Maritime Administration, will be imparted. In case that the Maritime Training Center uses or pretends to use branches, they shall be under the scope of the quality management system of the Maritime Training Center and will remain also subject to any audit established by the General Directorate of Seafarers in compliance with the Resolution ADM No.260-2014.
- N. Send monthly the Form given by PMA: Monthly Report of Issued Certificate.
- O. Any other requirement established by law.

**THIS REQUIREMENT MAY BE SUBMITTED THROUGH DIGITAL FORMAT.**

The General Directorate of Seafarers may undertake through an entity or independent person or directly by a government official of the Panama Maritime Authority, audits to the Training Centers. The audits carried out to the Training Centers could be initial, intermediary, additional, and complementary, for follow up or renovation.

The Training Center will have to cover the expenses performed by the entity or independent person; as well as those expenses related to travel, hotel, local transport, medical health and fees of any government official of the Panama Maritime Administration that will carry out the several types of audits, in accordance to the National Budget Law, which is enacted for the fiscal year on which the audit will take place.

The result of the documentary evaluation and the respective audit will be submitted to the TECHNICAL TRAINING COMMISSION, to be analyzed and to issue its recommendations to the General Directorate of Seafarers, according to the established in the STCW'78 Convention, amended, the quality standards and other national regulations of the Republic of Panama.

**THE RECOGNITION AS A MARITIME TRAINING CENTER GRANTED BY THE GENERAL DIRECTOR OF SEAFARERS, WILL BE OF THREE YEARS (3) YEARS.**

A fee for each Certificate issued by the authorized Maritime Training Centers because of the courses delivered in compliance with the STCW'78, amended, the MLC, 2006, the IMO Model Courses, Certification Courses for Seafarers and any other course recognized by the General Directorate of Seafarers and issued by authorized Maritime Training Centers, which should be done monthly before the Panama Maritime Authority.

The Maritime Training Centers, shall forward monthly to the General Directorate of Seafarers, the report of all imparted courses for purpose of collecting the certificate's payments, taking into account that this proceeding is auditable.

The General Directorate of Seafarers will not recognize imparted courses by a Maritime Training Center not registered and reported before this General Directorate of Seafarers.

Process	Maritime Training Center
	National or Foreign
Application for Recognition as Authorized Training Center	US\$1,000.00
Request for addition of new courses	US\$100.00
Each Certificate issued by Authorized Training Centers Maritime	US\$5.00

## **RESOLUTION ADM NO.260-2014**

### **THE ADMINISTRATOR OF THE PANAMA MARITIME AUTHORITY, in use of its legal faculties and**

#### **WHEREAS:**

That by Law No.4 of May 15, 1992, the Republic of Panama approved the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers 1978, as amended in 1995 (STCW'78, as amended).

That the Convention provides in Regulation I/6, that each Party shall ensure that the training and assessment of seafarers, are administered, supervised and monitored, and those responsible for the training and assessment of competence of seafarers, are appropriately qualified, as required under the Convention in accordance with the provisions of Section A-16 of the STCW Code for the type and level of training or assessment involved.

That the Convention provides in Regulation I/8, that each Party shall ensure in accordance with the provisions of Section A-I/8 of the STCW Code, that all training, assessment of competence, certification, including medical certification, endorsement and revalidation activities carried out by non-governmental agencies or entities under its authority are continuously monitored through a quality standard system to ensure the achievement of defined objectives, including those concerning about qualification and experience of instructors and assessors; and where governmental agencies or entities perform such activities, there shall be a quality standards system.

That by Law Decree No.7 of February 10, 1998, the Panama Maritime Authority was created and the different maritime competences of the public administration were unified.

That inside the organic structure of the Panama Maritime Authority is the General Directorate of Seafarers, an administrative service and program execution organism, whose operational and internal organization is adjusted to what is specified in the Law Decree No.7 of February 10, 1998 and the regulations issued for its development.

That according the numeral 1 of the Article 33 of Law Decree No.7 of February 10, 1998, the functions of the General Directorate of Seafarers of the Panama Maritime Authority includes enforcing legal regulations on education, training, certification and watchkeeping for seafarers, according to the provisions of the international conventions ratified by the Republic of Panama.

That in that sense, the Directorate General of Seafarers of the Panama Maritime Authority, must authorize, control and supervise the fulfillment of training and education programs in any institution that imparts knowledge about nautical or general maritime education.

That by Resolution J.D. No.007-2000 of March 28, 2000, the Board of Directors of the Panama Maritime Authority, authorized the Administrator of the Panama Maritime Authority to order procedural measures to manage the applications for the recognition of national and foreign Maritime Training Centers.

That by Resolution J.D. No.009-2001 of February 12, 2001, the Board of Directors of the Maritime Authority, approved the national standards of training and certification for Seafarers in compliance with the requirements imposed by the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW'78, as amended), including the standards related to the recognition of Maritime Training Centers and employment training.

That Resolution ADM No.105-2008 of September 19, 2008, revokes Resolutions ADM No.125-2000 of May 2, 2000, ADM No.002-2001 of January 12, 2001 and ADM No.026-2005 of January 21 2005, and authorizes the Maritime Training Department of the General Directorate of Seafarers, to make appropriate assessments and audits those national and foreign Maritime Training Centers that provide training courses on board or ashore employment and aims to be recognized by the Panama Maritime Authority, and appoints an Advisory Committee, which will evaluate new applications and/or renewal of Maritime Training Centers, presented to the Department of Maritime Training of the Directorate General of Seafarers, in compliance with the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended in 1995 (STCW'78, as amended).

That by Resolution J.D. No.064-2010 of July 22, 2010, is established the fee to be paid by national and foreign Maritime Training Centers, in concept of the documentary evaluation of the courses requested for recognition.

That by Resolution ADM No.148-2011, are implemented Resolution 1 and Annex 1 of Resolution 2; adopted on June 25, 2010, by the Manila Amendments 2010 to the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (Convention STCW'78, as amended) and its Code of training, Certification and Watchkeeping for Seafarers respectively.

That attending all mentioned above and in order to update, unify and improve administrative provisions of the Panama Maritime Authority about the recognition, assessment, auditing, monitoring, control and revocation of such national and foreign Maritime Training Centers, by virtue of the faculties invested in the Administrator by the Decree Law No.7 of 10 February 1998,

### **RESOLVES:**

#### **FIRST:**

To ISSUE A REGULATION to standardize the process in which the recognition of a Maritime Training Center request is managed, as well as the procedure of evaluation, audit, supervision, control and the withdraw of the national and foreign Maritime Training Center.

For the purpose of the present resolution a “Maritime Training Center” will be all national and foreign organizations duly recognized by the General Directorate of Seafarers to deliver training courses, either on board or ashore, in accordance to the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended and the current legislation of the Republic of Panama.

The present regulation applies to all Maritime Training Centers that has been duly recognized by the Panama Maritime Authority and for those seeking to be recognized by this Administration to conduct training courses on board and ashore in compliance with the Convention STCW’78, as amended and the laws of the Republic of Panama.

#### **SECOND:**

The General Directorate of Seafarers will grant its recognition to the Maritime Training Centers that has proven their experience and qualifications of its personnel and processes, for conducting training courses on board and ashore as specified by the Convention STCW’78, as amended and the laws of the Republic of Panama.

For such effect, the General Directorate of Seafarers will have to verify the following:

1. That the Maritime Training Center complies with the minimum requirements established by the STCW ‘78 Convention, as amended.
2. That their instructors have the experience, credentials and are appropriately qualified for the particular types and levels of training or instruction in accordance with Regulation I/6 of the STCW ’78 Convention as amended.
3. The Maritime Training Center has written programs and adequate training structures for each course duly developed in accordance with the IMO model course, including as minimum, the following:
  - a. Purpose of the Course.
  - b. Number of trainees.
  - c. General and specifics Objectives.
  - d. Entry Standards.
  - e. Staff requirements.
  - f. Course Outline and Timetable.
  - g. Amount of training hours (theory and practice)
  - h. Detailed teaching Syllabus.
  - i. Themes to be developed at each course.
  - j. Admission requirements for each participant
  - k. Maximum number of trainees for each course.
  - l. Description of the used teaching methodology, evaluation procedures and technique.
  - m. Criteria for approval of each course.
  - n. Teaching aids.
  - o. IMO References, textbooks and Bibliography
  - p. Teaching facilities and equipment to be used for each course.
  - q. Course Certificate, diploma or attesting document.
4. The Maritime Training Center maintains a quality standard system, which includes a quality manual and implemented procedures to ensure the achievement of defined objectives, including those concerned the qualifications and experience of instructors and assessors, in compliance with Regulation I/8 and Section A-I/8 of the Convention STCW’78, as amended.
5. The Maritime Training Center has the minimum required resources to conduct the courses to be imparted in accordance to the particular IMO model course in terms of personnel, course materials and training procedures for each course recognized or to be recognized.
6. The Maritime Training Center will have to maintain records and registries that allow the Panamanian Maritime Administration to assess data and audit the training and practice procedures of each maritime training center in accordance to the International Conventions and

standards.

**THIRD:**

TO REQUIRE all Maritime Training Centers currently recognized by the Republic of Panama for the delivery of training courses, either on board or ashore, the full compliance of the present regulation. This requirement also applies for the new applications for recognition as a Maritime Training Center.

**FOURTH:**

New applications for the recognition as a Maritime Training Center for conducting training courses, either on board or ashore in accordance with the Convention STCW'78, as amended, shall be formalized by a petition submitted to the General Directorate of Seafarers, signed by a lawyer duly authorized to practice law in Panama. Such petition shall include the general information of the contact person of the Maritime Training Center along with the list of courses to be recognized and the details of the facilities on which each course will be delivered. The following documentation will have to be attached in order to demonstrate minimum compliance with the present regulation and Panamanian Law:

1. Power of Attorney duly legalized or apostilled, which also specifies the designation of a resident agent at the General Directorate of Seafarers.
2. Certificate issued by the Public Registry of Panama or its equivalent at the State of origin, duly legalized by a Panamanian Consul or with an Apostille Stamp. This certificate shall demonstrate the existence of the corporation or entity and its legal representation, with an indication of its date of foundation or incorporation, its board of directors, officers.
3. Payment of the legal Fee established by the Panamanian Maritime Administration.
4. Copy of the written programs, course structure and scheme in accordance with each IMO model course or with the STCW Code or the international convention or regulation applicable; which includes as minimum: purpose, course objectives, level of admission, certificate of proficiency with the course, maximum amount of trainees by course, necessary personnel, installations and training equipment, teaching materials, IMO reference and other references, text books, amount of practice and teaching hours, course scheme with the topics to be developed, description of the teaching methodology to be used along with the system and criteria for assessment and approval of each course.
5. Format of the Certificate that will be issued by the Maritime Training Center with enough space for its internal consecutive number after final completion and approval of the course for each participant. The certificates shall indicate, as a minimum the following:
  - Name of the Training Center issuing the certificate.
  - Number and date of resolution by which the maritime training center was recognized for conducting such course and the date of validity of the recognition.
  - Consecutive number of the certificate.
  - Name of the conducted course, the regulation and section from the International Convention on the Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended and its Code.
  - Modality of the conducted course.
  - Full name of the participant and its ID number or Passport Number.
  - Place where the course was delivered.
  - Date or dates on which the course was conducted.
  - Company's logo.
  - Date of issuance of the certificate.
  - Name and signature of the Director of the Maritime Training Center.
6. Updated Curriculum Vitae of instructors assigned for each course, duly legalized or apostilled, with their historical info, experience and professional qualifications equivalent to the type or level of instruction or training to be conducted in accordance with Regulation I/6 of the Convention SCTW'78, as amended. These documents shall be accompanied by the copies of their certificates or diplomas which provide evidence of their qualifications along with copies of their safety certificates or detailed specialties related to each program or course to be conducted.
7. Proof that the instructors have acquired instruction on the IMO model Course 6.09 of training course for instructors, in accordance with Regulation I/6 of the Convention SCTW'78, as amended. In case of conducting training using a simulator, evidence of appropriate guidance in instructional techniques and gained practical operational experience based (as applicable) on RADAR simulators, ARPA simulators, course of general or restricted operator of the *Global Maritime Distress and Safety System (GMDSS)*, Navigational and Watchkeeping simulator, Ship Handling and Maneuvering simulator, Main and auxiliary machinery operation simulator, as well as other equipment.
8. Elaboration, implementation and maintenance of an internal quality standard system, subject to the certification of an independent body of auditors with international recognition, based on the



criteria pertaining to the international quality standards regulations, which degree of efficiency shall not be inferior to the current ISO 9001.

9. Digital version of a Quality Manual and quality procedures duly implemented at the Maritime Training Center, in accordance with Regulation 1/6 and 1/8 of the STCW '78 Convention, as amended.
10. Description of the facilities, installations and simulators, as well as evidence through pictures or videos. In case of using simulators of third parties, the Maritime Training Center shall attach documental evidence that such equipment is available for conducting its training. If relevant agreements or contracts exist, such documents shall be attached.
11. Full Address and location of the head office or headquarters of the Maritime Training Center along with any branch offices or training rooms where the course to be recognized by this Maritime Administration, will be imparted. In case that the Maritime Training Center uses or pretends to use branches, they shall be under the scope of the quality management system of the Maritime Training Center and will remain also subject to any audit established by the General Directorate of Seafarers in compliance with the present Resolution.
12. For overseas Maritime Training Centers, they must present proof of recognition as a Maritime Training Center and the list of approved courses recognized by the Maritime Administration of the country of origin, duly authenticated by a diplomatic or consular authority or apostilled according to the respective protocol, for the Overseas Maritime Training Center.
13. Any other requirement established by law.

**FIFTH:**

All applications for the recognition as a Maritime Training Center by the Panama Maritime Authority of the Republic of Panama to conduct training courses on board or ashore along with the renovation of such recognition and the addition applications of recognized training courses shall be examined by a "TECHNICAL TRAINING COMISSION", which shall be integrated by the following members:

1. The Deputy Director of Seafarers or a designed government official who will preside.
2. The Director of the Legal Office of the Panama Maritime Authority or government official designated by him.
3. Technical government official appointed by the General Director of Seafarers.
4. The General Director of Merchant Marine or the designated technical government official.
5. The chief of the Control and Compliance Unit of the General Directorate of Seafarers or government official designated by him.

**PARAGRAPH:** Any government official designated to participate as a member of the Technical Commission, shall not have taken part with the evaluation and recognition process of the Maritime Training Center that will be evaluated.

Courtesy room will be available for the Chief of the Maritime Training Department, at every meeting of the Technical Training Commission as a speaking member.

**SIXTH:**

The rights of the Technical Training Commission are the following:

- a. To evaluate and issue recommendations to the General Director of Seafarers, within a maximum period of fifteen (15) calendar days after and ordinary or extraordinary meeting, about new applications, of renovation, course addition and, recognition of courses submitted at the General Directorate of Seafarers by any Maritime Training Center located in Panama or overseas, in accordance with the Convention STCW'78, as amended.
- b. Follow up the actions and performance of all the Maritime Training Centers recognized by the General Directorate of Seafarers.
- c. To evaluate and issue recommendations to the General Director of Seafarers, within a maximum period of fifteen (15) days calendar after and ordinary or extraordinary meeting, in relation of audits required by the General Director of Seafarers to any Maritime Training Center, located in Panama or overseas, for the recognition or renewal of recognition.
- d. To recommend to the General Director of Seafarers the suspension or cancellation of the recognition as a Maritime Training Center or of specified courses previously recognized by the Panama Maritime Administration, if there are justified causes.
- e. To recommend the impositions of sanctions related to the Maritime Training Centers and to analyze any Legal Resource submitted to the General Directorate of Seafarers.
- f. To analyze any Legal Resource submitted to the General Directorate of Seafarers, in cases of denial of recognition, the imposing of sanctions or the cancellation of recognition as a Maritime Training Center previously issued by the Panama Maritime Authority.
- g. The rest of the functions assigned by the General Director of Seafarers.

**SEVENTH:**

The General Director of Seafarers may grant a provisional recognition to a Maritime Training Center, for a six (6) months period with the possibility of an additional extension for the same period, after due submission of the application along with the documentation required by article Fourth of this Resolution and subsequently verify this documentation. In order to grant such provisional recognition, the Maritime Training Center may have to submit sufficient evidence of the validity and updating of the requirements established by article fourth and its willingness to accept an audit process before obtaining a permanent recognition, whose cost will be assumed by the Maritime Training Center, for purpose of an in situ verification of the compliance with all the requirements established by the International Conventions and the Regulations of the Panamanian Maritime Administration.

**EIGHT:**

After the satisfactory fulfillment of all the documental evaluation stages and the audit process for the recognition as a Maritime Training Center, an evaluation by the TECHNICAL TRAINING COMMISSION will take place. The recommendations issued by the TECHNICAL TRAINING COMMISSION will be inserted in a Formal Act.

The draft of a Resolution will be prepared by the Maritime Training Department, following the instructions of the General Director of Seafarers.

In case of approval of the application, the General Directorate of Seafarers will include the Maritime Training Center within the list of approved Training Centers recognized by the Panama Maritime Authority specifying the list of authorized courses. This disposition will also apply for new authorizations.

The recognition granted by the Panama Maritime Authority, through the General Director of Seafarers, in compliance with the present Resolution, to a Maritime Training Center for purpose of conducting training courses, either on board or ashore, will be of three (3) years.

**NINETH:**

In such cases that a Maritime Training Center requires an additional recognition of courses different to those previously recognized, a new application will be required through a Panamanian Lawyer along with the fulfillment of the requirements established by article fourth of the present resolution and satisfactory compliance of the documental evaluation stages and the audit process at cost of the Maritime Training Center. The TECHNICAL TRAINING COMMISSION will evaluate the application and issue its recommendations by means of a formal Act, to the General Director of Seafarers who may consider the recommendations in order to decide the application by means of a motivated official resolution.

In case of approval of the application, the General Director of Seafarers will include the additional recognized courses to be conducted by the Maritime Training Center within the List of authorized Training Centers by the Panama Maritime Authority.

The authorizations of additional courses to be conducted by a previously recognized Maritime Training Center, in compliance with the regulatory requirements, will be issued for the same validity period of the permanent recognition granted to the Maritime Training Center.

**TENTH**

The TECHNICAL TRAINING COMMISSION will consider within its recommendations the outcome of the evaluation made by the Maritime Training Department, along with any audit report performed by the General Directorate of Seafarers to the facilities and offices of the Maritime Training Center, either by qualified government officials or by qualified independent persons or entities, to assess and to evaluate that the written programs published by the Maritime Training Center includes appropriate methods and means of delivery, procedures and course materials that may be necessary to achieve the training standards established by the Convention STCW'78, as amended. Such audits will also verify that the training is conducted, monitored and supported by persons qualified and that the process of capacitation, training and delivery of teaching and courses, either on board or ashore is in compliance with the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended.

The TECHNICAL TRAINING COMMISSION may also consider any inspection or survey carried out to vessels, reports from other Maritime Administrations, casualty investigations reports or any external data captured by the General Directorate of Seafarers or the General Directorate of Merchant Marine.

**ELEVENTH:**

To evaluate applications for recognition or additional course recognition and in order to verify the with the requirements established by the present resolution, the General Directorate of Seafarers may order an audit or inspection to be carried out either directly by government officials or by means of qualified independent persons or entities. The results of such audits will be submitted to the TECHNICAL TRAINING COMMISSION, at least fifteen (15) calendar days after the closing meeting of the audit, in order to be analyzed and considered in accordance with the Convention STCW'78, as amended, quality assurance standards and national laws of the Republic of Panama.

In case that minor non conformities are found, the Maritime Training Center will have a three (3) months period to establish corrective actions and close such non conformities, which shall be notified by the Maritime Training Center to the General Directorate of Seafarers, through its legal representative or responsible person appointed at the audit.

If major non conformities are found, the Maritime Training Center will have a six (6) months period in order to implement corrective actions and close such non conformities that will be initially reviewed by means of documental evidence, which shall be submitted for evaluation to the General Directorate of Seafarers through its legal representative or responsible person appointed at the audit. Subsequently, a follow up audit to the Maritime Training Center will be carried out at the cost of the Maritime Training Center.

These audits may be carried out within the periods established by the General Directorate of Seafarers, for which the effective communication about place and date of such audit will be informed at least one (1) month before the date of the audit, for purpose of overseas based Maritime Training Center. In cases of national based training centers, such communication will be informed at least five (5) calendar days before the date of the audit.

If deemed necessary, independent qualified auditor or specialized quality entity services or other qualified services may be contracted for purpose of carrying out independent initial, intermediary, additional, complementary, follow up or renovation audits to the Maritime Training Center or its subsidiary offices. The costs, fees and expenses of such audits will be assumed by the Maritime Training Center and it will be based in accordance to the Resolution No.106-28-DGMM of August 11, 2006 of the General Directorate of Merchant Marine, which approves the guidelines for the execution of audits to the Recognized Organizations.

As a general rule, when audits are carried out by an auditor or audit team, such audit will be performed within a period of (3) three to four (4) days, depending on the capacity and size of the specific Maritime Training Center.

**TWELVETH:**

The audits carried out to the Maritime Training Centers, either they are initial, intermediary, additional, complementary, for follow up or renovation done by government officials or independent auditors, will cover as minimum the quality standards and process implemented at the Maritime Training Center for purpose of the certifications, training activities and the issuance of certificates; along with the results of internal or external audits, continuous improvement methods, objective evidence that demonstrate that the personnel in charge of training, evaluation and management are in compliance with the requirements established by Regulation I/6 and Section A-I/6, for the appropriate type and level of training established by the Convention STCW'78, teaching techniques in accordance with the applicable IMO course, and the admission procedures and selection, training, professional development and participation by the personnel of the Maritime Training Center in accordance with such procedures, and the evaluation or the means of measuring the training efficiency on each trainee.

Moreover, the audit will verify the adequate usage of the course materials and equipment, the appropriate use of simulators in accordance with Section A-1/6 of the Convention and the orientation or guidance needed for each instructor in instructional techniques involving the use of simulators.

**THIRTIETH:**

All Maritime Training Center shall cover the expenses related to travel, hotel, local transport and medical health insurance of any government official of the Panama Maritime Administration that will carry out the several types of audits, and their respective personal official fees, in accordance to the National Budget Law, which is enacted for the fiscal year on which the audit will take place.

The independent auditor shall inform directly and in advance to the Maritime Training Center, the approximate detail of expenses and fees with a copy to the General Directorate of Seafarers. The payment of such expenses will be in advance and shall be previously arranged between the auditor and the Maritime Training Center.

In case that the actual travel expenses incurred are less than it was expected, the amount not consumed, may be reimbursed to the Maritime Training Center by the independent auditor with an expenses report and enclosing the specific invoices that support such report.

The expenses report shall be delivered at least one (1) day after the final closing meeting of the audit.

**FORTHIEETH:**

The General Directorate of Seafarers may order specific audits after granting any recognition, with the purpose of verifying that the recognized Maritime Training Center is in compliance with the requirements established by the present regulation and the Convention STCW'78, as amended.

Furthermore, additional or complementary audits may be ordered to one or more subsidiary offices or regional facilities of a specific Maritime Training Center, on which such audit expenses and fees shall be covered by the Training Center along with the expenses related to travel, local transport and lodge for any government official and personal official fees in accordance to the National Budget Law, which is enacted for the fiscal year on which the audit will take place.

**FIFTHIETH:** All government officials from the General Directorate of Seafarers or independent auditors or qualified entities that perform audits to national or foreign Maritime Training Centers, shall submit to the Presiding member of the TECHNICAL TRAINING COMMISSION the reports from their audits in order to be annexed to the official files of the specific Maritime Training Center and for a subsequent internal evaluation for its final discussion at such Commission. Recommendations issued by the TECHNICAL TRAINING COMMISSION shall be based in accordance with the Convention STCW'78, as amended, international quality standards and laws of the Republic of Panama.

**SIXTIETH:** The General Directorate of Seafarers may impose sanctions to a recognized Maritime Training Center in case of violations of the dispositions established by the International Conventions and the applicable legislation of the Republic of Panama.

**SEVENTHIETH:** The recognition granted to any Maritime Training Center or for specific courses previously authorized may be revoked by this Administration, through a motivated resolution on basis of the following cases:

1. If the Maritime Training Center executes serious irregularities on the process of conducting a recognized maritime training course, for on board or ashore employment or if there is objective evidence of serious infringement by such Training Center of the dispositions established by Convention STCW'78, as amended or the Panamanian National Legislation.
2. If evidence of incompatibility with the recognized activities is found within the incorporation of the Maritime Training Center, its personnel or its operational methods, as well as any conflict of interest is found with the Panamanian legislation.
3. If false or inaccurate information or documentation is wrongfully submitted.
4. If objective evidence is found about that the training personnel does not have the qualification, competence, experience and professional credentials for the type and level of instruction to be conducted in accordance with Regulation I/6 of the Convention SCTW'78, as amended.
5. If the Maritime Training Center does not initiate operations within six (6) months after notification of the resolution on which recognition is granted.
6. If after operations are initiated, the Maritime Training Center remains inoperative concerning the recognized training courses, within a six months period.
7. If objective evidence is found about that the Maritime Training Center is not in compliance with the Convention STCW'78, as amended and the National Legislation of the Republic of Panama.
8. If there is objective evidence which indicates that the Maritime Training Center does not have the financial capacity to operate as such, in accordance with the requirements established by the International Conventions and this Maritime Administration.
9. If the Maritime Training Center does not comply with regulations issued by the General Directorate of Seafarers.

**EIGHTHIETH:** Against the resolutions of sanctions or those issued for revoking the recognition as a Maritime Training Center or specific courses granted, a Legal Reconsideration action may be submitted at the General Directorate of Seafarers or an appeal may be directed to the Administrator of the Panama Maritime Authority, within five (5) working days after the notification of such resolution, in accordance with Law No.38 of 31<sup>st</sup> of July of 2000.

**NINETHIETH:** Any recognized Maritime Training Center that desires to seek renovation of its recognition, shall apply within six (6) months previous to the finalization of the validity of its recognition, by means of a petition signed by a Panamanian Lawyer and enclosing the evidence of compliance with the requirements established by article fourth of the present regulation.

**TWENTIETH:** All Maritime Training Centers shall inform to the General Directorate of Seafarers any inclusion or change in its training personnel enclosing a copy of the new instructor updated CV, experience and professional credentials which shall be equivalent to the type or level of instruction that will be conducting. Also evidence of obtaining the appropriate guidance on instructional techniques shall be remitted, in accordance to Regulation I/6 of the Convention STCW'78, as amended.

**TWENTY FIRST:** All Maritime Training Centers shall monthly inform to the General Directorate of Seafarers the list of courses conducted along with the details of the participants and the number of certificate of approval issued, which shall include the general data of the participant (surname, last name, id number or passport

number).

**TWENTY SECOND:** All recognized Maritime Training Centers shall maintain records of the courses conducted for a five (5) year period counted after the issuance of approval certificates for the course delivered.

**TWENTY THIRD:** All Maritime Training Centers shall inform to the General Directorate of Seafarers within the first fifteen (15) calendar days of each year, the details of the contact person along with the relevant information related to his physical address, email telephone number and postal address. The Panama Maritime Authority will execute all communications and notifications by means of the received email, telefax or certified postal address.

**TWENTY FOURTH:** The Administration shall apply the procedures established by the present resolution to any application of recognition of courses related to the Maritime Labor Convention, 2006 or any other international standard or regulation as determined.

In such cases, the documentary evaluation and the audits related to such applications will be executed in compliance with the formal documentary requirements, quality standards and instructors capacity as established by the present regulation along with the compliance of specific applicable standards and international recognized model courses, if any.

**TWENTY FIFTH:** The present resolution revokes the Resolution ADM No.105- 2008 of September 19, 2008.

**TWENTY SIXTH:** This resolution will entry in force after publication of the Official Gazette of the Republic of Panama.

**LEGAL BASIS:** Law No.4 of May 15, 1992  
Law No.38 of July 31, 2000.  
Law No.2 of January 6, 2009  
Law Decree No.8 of February 26, 1998. Executive  
Decree No.86 of February 22, 2013. Resolution  
J.D. No.007-2000 of March 28, 2000  
Resolution J.D. No.009-2001 of February 12, 2001  
Resolution J.D. No.064-2010 of July 22, 2010.  
Resolution ADM No.105-2008 of September 19,  
2008 Resolution ADM No.148-2011 of November 18,  
2011 Resolution ADM No.068-2013 of May 8, 2013.

#### COMMUNICATE, PUBLISH AND COMPLY

Issued in Panama, on the fifteenth day of September, two thousand fourteen (2014) year.

*Signed*

**JORGE BARAKAT PITY**  
ADMINISTRATOR OF THE PANAMA MARITIME  
AUTHORITY

*Signed*

**EDUARDO SEGURA**  
DIRECTOR OF THE LEGAL OFFICE ACTING AS A  
JUDICIAL SECRETARY

**IN THE EVENT OF ANY CONFLICT BETWEEN THE ENGLISH AND SPANISH VERSIONS, THE SPANISH VERSION PUBLISHED ON THE OFFICIAL GAZETTE OF THE REPUBLIC OF PANAMA, SHALL PREVAIL.**

## RESOLUTION J.D. No.003-2015

### THE BOARD OF DIRECTORS OF THE PANAMA MARITIME AUTHORITY, in use of its legal faculties, and

#### WHEREAS:

That by Law Decree No.7 of February 10, 1998, the Panama Maritime Authority is created and other provisions are issued.

That based on numeral 7, of article 33 of the aforementioned regulation, the General Directorate of Seafarers, has among its functions, to establish the corresponding concept for the payment of fees and rights related to the present services, according to the International Conventions ratified by the Republic of Panama and the current national legislation.

That article 18 of the Law Decree No.7 of February 10, 1998, establish that corresponds the Board of Directors of the Panama Maritime Authority, to adopt administrative, scientific and technological policies that promotes and assures the competitiveness and profitability of the maritime sector and the development of the human resources; likewise to structure, regulate, determine, set, alter, impose rates and rights of the current services.

That by Law No.4 of May 5, 1992, the Republic of Panama, approved the International Convention on Standards, Certification and Watchkeeping of Seafarers, 1978, as amended (STCW'78, amended), and through Resolution ADM No.148-2011 of November, 2011, is adopted the "Manila Amendments 2010" to the Convention and the STCW Code.

That according with Resolution J.D. No.007-2000 of March 28, 2000, the Board of Directors of the Panama Maritime Authority, authorized the Administrator of the Panama Maritime Authority, to order procedural measures, through which is managed the applications for the recognition of the national and foreign Maritime Training Centers.

That through Resolution J.D. No.064-2010, of July 22, 2010, is set the fees to be charged for the technical documentation services, concerning to seafarers of Panamanian nationality and foreigners that works on board ships of the Panamanian Register in national waters and international waters, issued through the General Directorate of Seafarers.

That through Resolution ADM No.260-2014 of September 15, 2014, is issued the Regulation that sets the procedure through which is managed the application for the recognition as National and foreign Maritime Training Centers, as well as, the procedure for the recognition, evaluation, audit, monitoring, control and revocation of the recognition of National and Foreign Maritime Training Centers.

That in virtue of the aforementioned considerations, the Board of Directors of the Panama Maritime Authority,

#### RESOLVES:

- FIRST:** **TO ESTABLISH** the fee of **ONE THOUSAND DOLLARS WITH <sup>00</sup>/<sub>100</sub> (USD1,000.00)**, for recognition applications as national or foreign Maritime Training Centers, not reimbursable, in concept of documentary evaluation of the courses requested for the recognition.
- The applications to add new courses by the authorized Maritime Training Centers will have a fee of **ONE HUNDRED DOLLARS WITH <sup>00</sup>/<sub>100</sub> (USD100.00)**.
- SECOND:** **TO ESTABLISH** a fee of **FIVE DOLLARS WITH <sup>00</sup>/<sub>100</sub> (USD5.00)**, for each Certificate issued by the authorized Maritime Training Centers because of the courses delivered in compliance with the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (STCW'78, amended), the Maritime Labour Convention, 2006, the IMO Model Courses, Certification Courses for Seafarers and any other course recognized by the General Directorate of Seafarers and issued by authorized Maritime Training Centers.
- THIRD:** The payment of the fee for the Certificates of imparted Courses shall be done monthly before the Panama Maritime Authority.
- FOURTH:** The Maritime Training Centers, shall forward monthly to the General Directorate of Seafarers, the report of all imparted courses for purpose of collecting the certificate's payments, taking into account that this proceeding is auditable.
- FIFTH:** The General Directorate of Seafarers will not recognize imparted courses by a Maritime Training Center not registered and reported before this General Directorate of Seafarers.
- SIXTH:** The General Directorate of Seafarers may impose sanctions to the recognized Maritime Training Centers, in case

of not comply with the payment of the established fees in the present resolution, or in case that the course hasn't been charged to the seafarer or official and not proceed with the report sent and payment of the corresponding fee of the imparted Courses.

**SEVENTH:** The General Directorate of Seafarers may regulate through resolution the mechanisms for charging these fees and the applicable sanctions for breach in the present resolution.

**EIGHT:** The present Resolution abrogates the Article Tenth of Resolution No.064-2010, of July twenty two (22) of two thousand ten (2010).

**NINTH:** Modify Article Ninth of Resolution No.064-2010 of July 22, 2010, reformed by Resolution J.D. No.040-2014 of November 12, 2014, which shall read as follows:

*“ARTICLE NINTH: All applications presented abroad through Consulates, Technical Offices, or any Office authorized by the Panama Maritime Authority, will be applied an additional charge for revision and handling of documentation related with Seafarers Certification, of **TEN UNITED STATE DOLLARS OF THE UNITED STATES OF AMERICA (USD10.00)**, amount that will be reflected in the receipt issued for the seafarer that is provided to the interested at the moment upon payment of the application. Of this additional charge will be retained the amount of **FIVE AMERICAN DOLLARS (USD \$5.00)**, by the Consul to whom is presented and processed the application, in concept of the provided service and the rest shall be remitted as additional raising to the Panama Maritime Authority.*

*Likewise, will be applied an additional charge for revision and handling of documentation, for the amount of **ONE HUNDRED DOLLARS OF THE UNITED STATES OF AMERICA (USD100.00)**, for issuing any other technical certificate dully authorized by the Merchant Marine General Directorate or through the SEGUMAR Office in a Merchant Marine Consulate, which will be reflected in the official receipt, whereof the amount of **FIFTY AMERICAN DOLLARS (USD50.00)**, will be retained by the Consul to whom is presented, evaluated, processed and issued, in concept of fee for the provided service and the rest shall be remitted as additional raising to the Panama Maritime Authority.*

*All these payments will be made in advance and there will be no refund of the paid amounts in case the applicant withdraws the application to issue the title, endorsement, carnet or any other service.”*

**TENTH:** This resolution will entry in force after its publication of the Official Gazette of the Republic of Panama.

**LEGAL BASIS:** Decree Law No.7 of February 10, 1998. Law No.4 of May 15, 1992.  
Resolution J.D. No.064-2010 of July 22, 2010.  
Resolution J.D. No.009-2001 of February 12, 2001.

#### **PUBLISH AND ACCOMPLISH,**

Given in the city of Panama on the twenty seventh (27) day of the month of January of the year two thousand fifteen (2015).

*Signed*  
THE PRESIDENT  
**ALVARO ANTONIO ALEMAN HEALY**  
PRESIDENTIAL MINISTRY

*Signed*  
THE SECRETARY  
**JORGE BARAKAT PITY**  
ADMINISTRATOR  
PANAMA MARITIME AUTHORITY

**IN THE EVENT OF ANY CONFLICT BETWEEN THE ENGLISH AND SPANISH VERSIONS, THE SPANISH VERSION PUBLISHED ON THE OFFICIAL GAZETTE OF THE REPUBLIC OF PANAMA, SHALL PREVAIL.**