



**PANAMA MARITIME AUTHORITY**  
**Directorate General of Merchant Marine**  
**International Representative Office, N.Y.**

## Merchant Marine Circular No. 149

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<b>To:</b>	Shipowners/Operators, Company Recognized Security Officers and Legal Representatives of Panamanian Flagged Vessels, Panamanian Merchant Marine Consulates.
<b>Subject:</b>	Procedures for the issuance of the Continuous Synopsis Record (CSR) and the Full Term International Ship Security Certificate (ISSC).
<b>References:</b>	SOLAS 74 (2002 Amendments) The International Code for the Security of Ships and Port Facilities (ISPS Code)

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**Supersedes:** Merchant Marine Circular No. 135.

1. The purpose of this circular is to update the instructions for the Continuous Synopsis Record (CSR) application and Full Term International Ship Security Certificate (ISSC) to be submitted to the Maritime Security Department (MSD).
2. To issue the ISSC Full Term the applicant must comply with the following requirements:
  - a) Ship Security Plan Approval Certificate approved by a Recognized Security Organization approved by Panama; including the date of approval and Plan Number.
  - b) Document of Compliance issued by a Recognized Organization approved by Panama, including the complete particulars of the operator company; which should be the same company that appears on the Safety Management Certificate, in the ISPS audit reports and in the CSR, it should also be current.
  - c) Safety Management Certificate issued by Recognized Organization approved by Panama, including the vessel type, the current name of the vessel, operating company. This information should also match with the information should also match with the information appearing on the DOC; it should be current and updated.
  - d) ISPS Audit Verification Report: reflecting all information to demonstrate the correct implementation of Ship Security Plan on board (crew interview, surveyor observation, and check list), the date, Audit type, the audit reason.
3. In the event of RSO changes, the Panama Maritime Authority by Merchant Marine Circular No.145 regulates the cases in which a vessel or operating company performs the RSO change.
  - a. SSAS and AIS: Information or document related with equipment of the Ship Security Alert System and Automatic Identification System are installed and operative (fitted)



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- b. In cases in which the name of the operating company has been changed, it must be sent to MSD from RSO notification, stating that the company will remain with the same responsibilities, organization structure, personnel they had by the time of ISPS audit.
- c. In cases in which the operating company has been changed, the company operator must coordinate with the Recognized Security Organisation to carry out a new initial audit and begin all process, according to rule 19.3.9 Part A, ISPS Code, and send copy to MSD.
- d. In cases that the vessel's name is changed, the SMC must be submitted reflecting the new vessel name; Amendment to the Ship Security Plan due to new vessel name, and to update the CSR due to change of vessel name.
- e. In cases in which the operating company changes their address, or office location, they must prove by RSO notification stating that the company will remain with the same responsibilities, organization structure, personnel they had by the time of ISPS audit.

4. To issuance CSR the applicant must comply with the following requirements:

If is the first time that required CSR please complete CSR applications format 1 (free)

- a) Complete the format, signed by the person in charge of the information (company security officer, ship security officer, owner, company operator, or legal representative), and must be readable.
- b) Copy of documentation that supports the information (DOC, SMC, Interim ISSC, etc) must be included.
- c) Copy of Deletion CSR from previous flag reflecting the closing date, registry seal, and consecutive number assigned. If not submitted this department is free to put a Remark to assign a consecutive number.
- d) Official Payment Receipt: of the issuance fee for the ISSC or CSR, we required the copy of this payment issued by any Panamanian Consulate. We will not accept any other type of payment neither check sent directly to Maritime Security Department.



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5. To amendments to the CSR use the format 2 in the attached format ([click here](#))
  - a) Should only fill out the information or item that is going to be amendment.
  - b) Copy of documentation that supports the information (DOC, SMC, Interim ISSC, etc) must be included.
  - c) Signed by the person in charge of the information (company security officer, ship security officer, owner, company operator, or legal representative), and must be readable.
  - d) Copy of Official Payment Receipt: of the issuance fee for the CSR (\$25.00), we required the copy of this payment issued by any Panamanian Consulate. We will not accept any other type of payment neither check sent directly to Maritime Security Department.
  
6. For extension of Interim ISSC:
  - a) Copy of the interim SMC cert
  - b) Declaration of Company or Document of Compliance
  - c) Declaration of Company Security Officer and Ship Security Officer,
  - d) Copy of the Patent or registry documents.
  - e) Copy of the interim ISSC cert
  - f) Confirmation from auditors regarding their inability to perform the audits at the vessels present port of call
  - g) Vessel's Schedule.
  - h) Confirmation from auditors regarding the date and port of call where the audits are going to be performed.
  
7. Its obligation of: the Captain or ship security officer to be complied with the guidelines in **OMI Resolutions A.959 (23), December 5, 2003.** ([click here](#)).
  
8. All applications must be mailed or faxed to:

Directorate General of Merchant Marine  
Maritime Security Department,  
Panama Maritime Authority  
Pan Canal Mall Building, floor 2, office 205, Omar Torrijos Avenue, Albrook  
P.O. Box 0843-00533, Balboa, Panama 5, Republic of Panama  
Phone: (+507) 501-50-37 or 38  
Fax: (+507) 501-50-85  
E-mail: [msd@amp.gob.pa](mailto:msd@amp.gob.pa)



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9. Applications may be submitted by the Ship owner, legal representatives, or the Company Security Officers (CSO), Panama Maritime Authority will process the data and issue the ISSC and CSR Document, forty eight hours if the applications are full fill requirements.

10. The CSR or ISSC document may be sent by courier at the applicant's expense. Such preference must be clearly stated and the courier account number to be charged (recipient) must be indicated.

April, 2007