



PANAMA MARITIME AUTHORITY
MERCHANT MARINE CIRCULAR MMC-207

PanCanal Building
Albrook, Panama City
Republic of Panama
Tel: (507) 501-5348
mmc@amp.gob.pa

To: Ship-owners/Operators, Company Security Officers, Legal Representatives of Panamanian Flagged Vessels, Panamanian Merchant Marine Consulates and Recognized Organizations (ROs) and Recognized Security Organization (RSO)

Subject: PROCEDURES FOR ISPS AUDIT EXTENSIONS AND ADDITIONAL VERIFICATIONS

Reference: SOLAS 74/78 Chapter XI-2 Reg. 4
ISPS Code, Part A, Section 19.3.5
MMC-131
MMC- 205
Resolution No. 106-059-DGMM of July 11, 2012
MMC.242

1. The purpose of this Merchant Marine Circular is to inform users that according to the ISPS Code Section 19.1.2 it is established that the verifications of ships shall be carried out by officers of the Administration. This Administration, however, has entrusted the verifications to Recognized Security Organizations (RSOs) referred to in regulation XI-2/1, and listed in Merchant Marine Circular No. 131.

2. The purpose of this Circular is to update the instructions and procedures for ISPS Audit Extensions and request Additional Verification due to special circumstances where any of the Verifications indicated in the Section 19.1.1 Part A of the ISPS Code can not be carried out.

3. In order to authorize ISPS Audit extensions and request Additional verifications, the following documents shall be submitted:

- a) Email or letter issued by the RSO indicating the reason which has not been carried out the verification and indicate the exact date and place where the ISPS Verification will take place.
- b) Interim ISSC only if the extension requested is due to the Initial Verification.
- c) ISSC Full term if the extension requested is due to the Intermediate or Renewal Verification.
- d) ISPS Intermediate Verification, in case of renewal verification, it was not previously submitted to the Maritime Ships Security Department.

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| Prepared by: Lawyer | Revised by: Compliance and Enforcement Deputy Chief | Approved by: Compliance and Enforcement Chief |
| Control N°: F-RIN-04-01 | Version: 06 | Date: August 1, 2016 |
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4. This Administration requests all company operators and Recognized Security Organization to avoid requesting ISPS Audit extensions for more than 3 months. Furthermore, this Administration will analyze case by case.

5. If the ISPS authorization is due to postpone the Initial verification, you must keep the authorization on board at all time together with the Interim Certificate and this Administration not authorizes to issue a second Interim ISSC.

6. If the ISPS authorization is due to postpone the Intermediate or Renewal verification, you must keep the authorization on board at all time together with the International Ship Security Certificate (ISSC Full Term).

7. Once all requirements are met, they shall be submitted to the following email address: isps@amp.gob.pa, or through any of the SEGUMAR offices worldwide according to the Merchant Marine Circular 242.

8. This Administration reminds all Recognized Security Organizations (RSO) that after completed the verification; they must submit the **Verification Report** to this Administration at the following email: isps@amp.gob.pa

For further assistance please note below contact points:

Maritime Ships Security Department

Phone (507)501-5037/5085

Fax (507)501-4202

Email: isps@amp.gob.pa

August, 2016 – *Modification of paragraph 3 part b and c and Inclusion of paragraph 5 and 6.*

February, 2016-*Modification of paragraph 2 and 3 and Inclusion of paragraph 4 to 6*

August, 2015 – *Elimination of paragraph 4.*

May, 2015 – *Inclusion of starting date*

April, 2015 – *Inclusion of paragraph 5*

October, 2012 – *Sections d and e on point 3 were eliminated.*

August, 2012 - *General revision of complete Circular due to new changes in Procedures*

September, 2009

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

Directorate General of Merchant Marine

Panama Maritime Authority

Phone: (507) 501-5006 or (507) 501-5050

Fax: (507) 501-5007

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| Prepared by: Lawyer | <i>Revised by: Compliance and Enforcement Deputy Chief</i> | <i>Aproved by: Compliance and Enforcement Chief</i> | |
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