



O'BRIEN'S

a Witt O'Brien's company

MASTER'S GUIDE TO COMPLIANCE IN PANAMA

24-Hour Emergency Assistance
+507 6673 6081

2018

!!! NOTICE !!!

This is a practical guide for Masters to assist in compliance with Panamanian laws and regulations. It is not an "official" document and is not required for compliance. It is intended to provide useful direction for Masters. It does not replace any document required by law or regulation. It does not replace direction provided by the ship's owner/manager/operator. This guide may be modified as required to be in harmony with policies of the owner/manager/operator. Questions about this guide should be directed to O'Brien's at inquiry@wittobriens.com



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INTRODUCTION

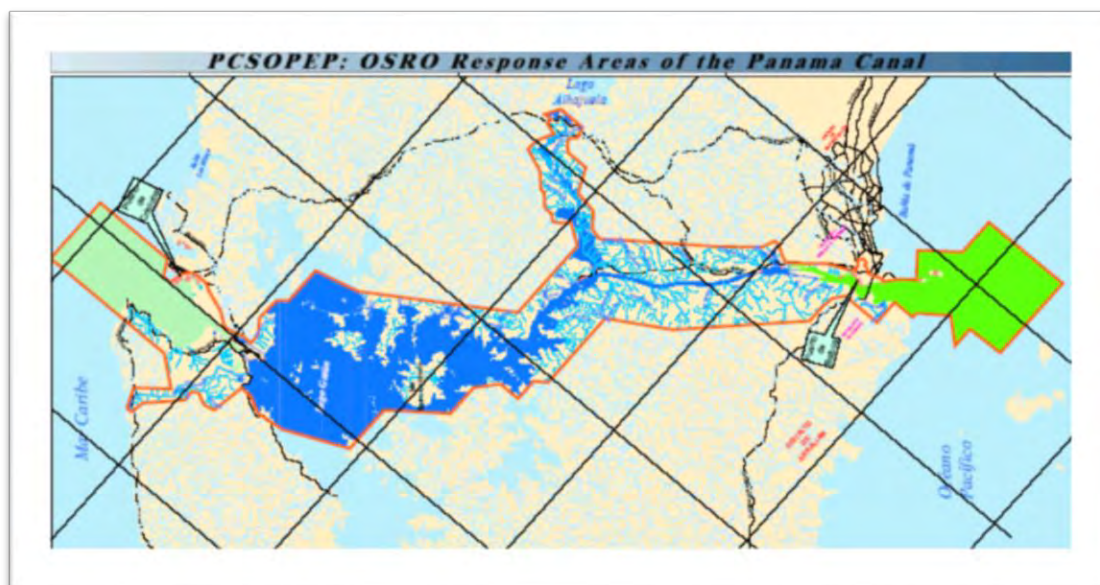
The Master of any vessel making a call to Panama faces several regulatory issues that are specific to Panama especially when transiting the Panama Canal. Your vessel is enrolled with OOPS (Panama) S.A. to ensure compliance with Panamanian regulations. This guide is intended to help the Master effectively and efficiently face these issues. Use of the directions in the guide will allow OOPS (Panama) to better serve you.

Information designed to save you time and effort is present in *red italics*.

EMERGENCY RESPONSE

NOTIFICATION		In the event of an emergency in Canal waters, you must:
1	Notify the Panama Canal Authority (ACP) through the Panama Canal Pilot on board or <i>In the event that the vessel does not have a Panama Canal Pilot on board, notifications must be made to the ACP by contacting the Marine Traffic Control Center by phone at +507 272 4201 / +507 272 4202 or via VHF radio channels 12 or 16.</i>	<input type="checkbox"/>
2	Contact the PCSOPEP Authorized Person (AP). <i>See PCSOPEP Emergency Contacts for Panama Canal Waters (page 14) or below.</i>	<input type="checkbox"/>
WHEN TO REPORT		The Master is obligated to report to the ACP whenever there is an Actual or Probable Discharge of oil or other pollutants.
1	The Master should report even when no Actual Discharge of oil has occurred (i.e. if there is a probability or significant possibility that a discharge could occur). <i>If there is any doubt about whether there is a real threat of discharge, the Master should report.</i>	
2	In all cases, the Authorities should be kept informed by the Master as to how the situation is progressing and advised when all threat of pollution has passed.	
MASTER'S ACTIONS		Upon discovery of one of the above situations you should proceed as follows:
1	See to the immediate safety of the crew and vessel	<input type="checkbox"/>
2	Make an initial assessment of the situation	<input type="checkbox"/>
3	Notify the Panama Canal Authority (ACP)	<input type="checkbox"/>
4	Notify the Authorized Person (AP):	24 hr: +507 6673 6081 <input type="checkbox"/>
5	Contact the owner/operator (manager).	<input type="checkbox"/>
WHAT THE AP NEEDS TO KNOW		In order to provide the help you need, the AP will ask you for some important information. This includes:
1	Vessel name, country of registry, IMO number, and Panama Canal Ship Identification Number (SIN)	
2	Time and date of Incident	
3	Nature of the incident and location	
4	Planned Transit Route	
5	Identification of Spilled Product and any Toxic or Explosive Hazard	
6	Estimated Quantity / Volume of Spilled Product	
7	Size and Appearance of the Slick	
8	Weather Conditions	
9	Actions Taken or Planned by On-scene Personnel and Vessel	
10	Injuries or Deaths and damage to the vessel	
11	Any other information or concerns you may have	

RESPONSE AREAS



RESPONSE AREAS		For the purpose of oil spill response planning, Panama Canal waters have been divided into three (3) main response areas:
1	The Pacific Anchorage and Channel Area	
2	The Lake Areas	
3	The Atlantic Anchorage and Channel Area	
Both the Pacific and Atlantic areas are saltwater bodies of the Canal, whereas the lakes are freshwater bodies. As such, the specifications required for equipment and response strategies differ for each of these areas. <i>The ACP will act as the sole OSRO in the event of an oil spill.</i>		
The <u>Canal Operation Compatibility Area</u> is described as a continuous area generally following the course of the Panama Canal, and generally contiguous to it, running from the Atlantic Ocean to the Pacific Ocean. It includes the Atlantic entrance and its anchorage areas, the Port of Cristobal, Gatún Locks, Gatún Dam, Gatun Spillway, Gatun Power Station, Portions of Gatun Lake, Culebra Cut, Pedro Miguel Locks, Miraflores Lake, Miraflores Locks, Miraflores Spillway, Miraflores Filtration Plant, Miraflores Power Station, the Port of Balboa, the Pacific entrance and its anchorage areas, as well as the land and water areas encompassing them.		
NOTE	<i>The ACP is considering enforcing the requirement to maintain a PCSOPEP for all vessels calling/operating in the Canal Operation Compatibility Area including ports in 2016.</i>	

COMMUNICATION WITH OOPS (PANAMA) S.A.

TELEPHONE	24-hour contact number:	+507 6673 6081
The following numbers are provided as alternatives to contact one of the duty Authorized Persons in the event the 24-hour number is busy:		
<i>+507 6674 6079 (Ms. Ethzel Davis – Mobile)</i> <i>+507 6672 0170 (Mr. Abdiel Bravo – Mobile)</i> <i>+507 6674 7223 (Ms. Annais De Obaldia – Mobile)</i>		
EMAIL	O'Brien's has established an email address to ensure effective and efficient assistance to you.	oopspanama@oopspanama.com



PANAMA CANAL COMPLIANCE

REQUIRED DOCUMENTS		The following are required in Panama in addition to the normal international documents for toll-paying vessels that transit the Panama Canal with 400 Metric Tons (MT) or more carrying capacity of oil as cargo and/or fuel:
1	Panama Canal Shipboard Oil Pollution Emergency Plan (PCSOPEP)	<input type="checkbox"/>
2	PCSOPEP Notice of Acknowledgement (NoA) This document is the approval document for the PCSOPEP. It also establishes the expiration date (four years from the issue date) for the PCSOPEP. <i>It is recommended that a copy of this document be maintained on board with the PCSOPEP.</i>	<input type="checkbox"/>
3	Panama Canal Ship Identification Number (SIN) <i>All ships will be issued a SIN when it makes its first transit of the canal. It can be found on the document that establishes the ship's tonnage for levying the transit fee (tariff).</i>	<input type="checkbox"/>
NOTE The following vessels do NOT require a PCSOPEP: <ul style="list-style-type: none"> • Vessels calling Panamanian waters <i>not scheduled for transit</i> of the canal. • Auxiliary vessels engaged in government (public use), non-commercial service. • Military vessels. 		
PCSOPEP REVIEW & APPROVAL <p>The ACP will <i>only</i> review a PCSOPEP <i>after</i> the 96-hour notice of arrival/transit is received prior to a vessel's first transit of the Panama Canal (next transit for vessels when PCSOPEP has expired and is resubmitted).</p> <p>Once the PCSOPEP is reviewed and found to comply, the ACP issues the Notice of Acknowledgement (NoA) electronically to the plan preparer, who forwards it on to the vessel operator/manager.</p> <p><i>The NOA is valid for 4 years from the issue date on the document.</i></p>		

SUBMISSION REQUIREMENTS		Every ship transiting the Panama Canal must have a compliant PCSOPEP on file with the ACP. <i>Compliance is confirmed by the issuance and validity of the NoA.</i>
1	Submit the PCSOPEP to ACP <u>at least 96 hours in advance</u> of arrival to the Panama Canal (<i>Initial transit or expired PCSOPEP</i>).	<input type="checkbox"/>
2	Maintain a copy of the valid PCSOPEP and NoA on board the vessel.	<input type="checkbox"/>
VALIDITY Any of the following may invalidate the PCSOPEP Notice of Acknowledgement (NoA):		
1	Significant changes in the vessel configuration that affects the cargo and/or fuel oil capacity.	
2	Significant changes in a vessel's emergency procedures and response structure affecting the safety management system and emergency preparedness.	
3	Any non-compliance condition found during random inspections by the ACP.	
4	Change in the vessel name, owner/operatorship or administration that affects the relationship with the Panama Canal Authority (ACP) and the Authorized Person (AP).	
NON COMPLIANCE <p>Failure to have a compliant PCSOPEP (<i>valid NoA or PCSOPEP submitted at least 96 hours in advance of transit</i>) will subject a vessel to possible delays, assignment of the highest tier transit tariff and an additional monetary penalty of \$2500 USD for the first offence and higher sanctions including possible denial of transit for subsequent offences.</p> <p>The vessel will not be allowed to transit the Panama Canal until the local agent accepts the sanctions by submitting a Letter of Guarantee and initiating payment of the penalty. When the penalty is paid within 10 days it is reduced to \$1667 USD.</p> <p><i>The ACP is now considering the possibility of allowing vessels to maintain an electronic copy of the PCSOPEP in lieu of a hard copy.</i></p>		

INITIAL TRANSIT REQUIRED DOCUMENTS (ELECTRONIC FORMAT)	The following documents are mandatory for the <i>initial transit</i> of the Panama Canal.	
	<i>They must be provided in electronic format (i.e. WORD, EXCEL, PDF, TIFF, JPEG to the ACP at least 96 hours prior to arrival.</i>	
	• International Tonnage Certificate	<input type="checkbox"/>
	• PC/UMS Documentation of Total Volume (suitable substitute)	<input type="checkbox"/>
	• Volume Calculations (if available)	<input type="checkbox"/>
	• Suez Canal Certificate (if available)	<input type="checkbox"/>
	• Load Line Certificate (if multiple load lines exist, provide the one with the least freeboard)	<input type="checkbox"/>
	• Pilot Card (vessel speed and general information)	<input type="checkbox"/>
	• Ship Particulars	<input type="checkbox"/>
	• Certificate of Registry	<input type="checkbox"/>
	• Ship Classification Certificate	<input type="checkbox"/>
	• Minimum Crew Safe Manning Certificate	<input type="checkbox"/>
	• International Sewage Pollution Prevention Certificate	<input type="checkbox"/>
	• Passenger Ship Safety Certificate – Form P (passenger vessels only)	<input type="checkbox"/>
	• International Oil Pollution Prevention Certificate	<input type="checkbox"/>
• Certificate of Fitness (for tank vessels)	<input type="checkbox"/>	
DIAGRAMS	The following drawings (plans) shall be provided in PDF of AUTOCAD format only, in one plan (not in sections), in order to allow for precise calculations:	
• General Arrangement Plan	<input type="checkbox"/>	
• Capacity Plan with deadweight scale	<input type="checkbox"/>	
• Mid-ship Section Plan	<input type="checkbox"/>	
• Lines Plan	<input type="checkbox"/>	
• Shell Expansion Plan	<input type="checkbox"/>	
• Docking Plan	<input type="checkbox"/>	
• Trim and stability booklet or hydrostatic information (summer loaded figures at zero trim for extreme draft, displacement, deadweight and tons of immersion)	<input type="checkbox"/>	
• Container Loading or Stowage Plan when fully loaded (full container vessels only)	<input type="checkbox"/>	
• Cargo Securing Manual (full container vessels only – all pages regarding container information above and below deck and all combinations available)	<input type="checkbox"/>	
<i>The documents must be legible, of good quality, and shall include all pages. Please specify in the subject of the message, the vessel's current name, IMO number, and, if available, the vessels SIN (Panama Canal Ship Identification Number).</i>		
1	The above mentioned documents shall be submitted to Arqueadores@pancanal.com and ACP-Shipplans@pancanal.com at least 96 hours prior to arrival at Panama Canal waters.	<input type="checkbox"/>
NOTE	<i>O'Brien's cannot submit these documents to the ACP on your behalf. If you require assistance, please contact your ship management office and/or local agents in Panama.</i>	

The following must also be provided, upon request, to a Panama Canal Authority (ACP) boarding officer for verification:		
1	International Oil Pollution Prevention Certificate	<input type="checkbox"/>
2	Shipboard Oil Pollution Emergency Plan (SOPEP) or Shipboard Marine Pollution Emergency Plan (SMPEP)	<input type="checkbox"/>
3	Panama Canal Ship Identification Number (SIN) which can be found on the document that establishes the ship's tonnage for the purpose of levying the fee for transit of the Panama Canal.	<input type="checkbox"/>
4	PCSOPEP prepared specifically for the vessel. It may be a separate document or annex to an existing SOPEP/SMPEP.	<input type="checkbox"/>

ON BOARD DRILLS & EXERCISES

AUTHORIZED PERSON (AP) NOTIFICATION EXERCISES		The purpose of these exercises is for the Master to demonstrate that he can successfully establish communications with the AP.	
1	Call the 24-hour number and state you are conducting an "Authorized Person Notification Exercise."	+507 6673 6081	<input type="checkbox"/>
FREQUENCY		<i>Twice (2) per every twelve (12) months based on the issue date of the Notice of Acknowledgement (NoA). At least once (1) within the last six (6) months prior to transit of the Panama Canal.</i>	
2	Complete the Authorized Person Exercise Report Form. <i>This form is included at the end of this document.</i>		<input type="checkbox"/>
3	The AP will confirm and request that the Authorized Person Exercise Report Form be submitted via email to:	oopspanama@oopspanama.com	<input type="checkbox"/>
4	Document the exercise by filing the completed exercise report form with the PCSOPEP and making an entry in the Ship's Log book. <i>Exercise records must be maintained on board the ship for a minimum of 3 years.</i>		<input type="checkbox"/>
ACP INITIATED EXERCISES		ACP may require a ship to participate in an exercise. You must comply with a request to participate. Notify the AP if the ACP requests an exercise.	

NOTICE OF ARRIVAL

Any vessel on an international voyage and underway to the Canal must notify the Panama Canal Authority at least ninety-six (96) hours prior to its arrival, of the following:			
1	Its intention of proceeding to the anchorage, transiting, or proceeding to port.		<input type="checkbox"/>
2	The security level at which the vessel is currently operating, per the ISPS Code.		<input type="checkbox"/>
3	Confirmation the vessel possesses a valid International Ship Security Certificate (ISSC).		<input type="checkbox"/>
4	The security level at which the vessel operated in the previous ten calls at port facilities.		<input type="checkbox"/>
5	Any special security measures implemented during said calls.		<input type="checkbox"/>
6	A confirmation that the appropriate security measures were maintained during ship-to-ship activity during the period covered by its previous ten calls at port facilities.		<input type="checkbox"/>
Vessels with a voyage time of <u>less than ninety-six (96) hours</u> from their last port of call prior to entering Canal waters must provide to the Authority, immediately upon their departure from that port, the information listed above.			
<i>The local agent is the critical link in arranging for transit through the Panama Canal. The ship must provide a notice of arrival to be filed with Panama 96 hours before arrival. This report is required to comply with the ISPS Code.</i>			
Yachts and small craft, on local or international voyages , shall provide the following information to the Authority through the Flamenco or Cristobal signal stations when they are not less than 12 nautical miles from the sea buoys at both ends of the Panama Canal:			
1	Name of the yacht or small craft		<input type="checkbox"/>
2	Type and service of the yacht or small craft		<input type="checkbox"/>
3	Dimensions		<input type="checkbox"/>
4	Flag of registry		<input type="checkbox"/>
5	Last place of departure and port of call prior to arrival at the Panama Canal		<input type="checkbox"/>
6	Number and nationality of persons on board		<input type="checkbox"/>
7	Purpose for entering canal waters		<input type="checkbox"/>

FUEL OIL SWITCHOVER REQUIREMENTS

NOTICE TO SHIPPING N-1-2017	"Vessel Requirements", Section 29.a, requires that vessels complete the switch (changeover) from heavy fuel oil (residual fuel) to light fuel (distillate fuel) that will be used for their propulsion engines, auxiliary engines, boilers and other ancillary equipment, prior to arriving at Panama Canal waters.
After evaluating the possible impact a modification to this requirement may have on operations, to include health issues for ACP personnel, the above listed requirement has been modified as follows:	
APPLICABILITY	VESSELS TRANSITING THE PANAMA CANAL
1	<i>Vessels with intentions to transit</i> that, prior to transit, need to anchor at the Pacific or Atlantic Anchorages, or vessels that plan to call at the Pacific or Atlantic port terminals, <i>will be permitted to use heavy (residual) fuel to operate their auxiliary engines, boilers and other ancillary equipment during their stay at the anchorage or at the berth.</i> <input type="checkbox"/>
2	However, these vessels will be required to perform a changeover from heavy (residual) to light (distillate) fuel that is used to <i>operate their propulsion engines prior to entering Canal waters.</i> <input type="checkbox"/>
3	Vessels that opt to burn heavy (residual) fuel in their auxiliary engines, boilers and other ancillary equipment, as described above, shall change over to light (distillate) fuel operation in the same, <i>at least two (2) hours prior to the scheduled pilot time for their Canal transit.</i> <input type="checkbox"/>
<i>Vessels will be deemed ready for Canal transit only when the changeover to light fuel has been completed and are operating only on distillate fuel. The switch-over for main diesel (propulsion) from HFO must take place prior to anchorage if the vessel is arriving Canal waters for transit and cannot take place at anchorage.</i>	
APPLICABILITY	VESSELS NOT TRANSITING THE PANAMA CANAL
1	Vessels that arrive at Canal waters with the sole intention to visit either the Pacific or Atlantic port terminal and <i>will not transit</i> , may be allowed to proceed to and from the port terminal on heavy fuel, including the main propulsion engines. These vessels will not be subject to the fuel changeover requirement stated in Notice to Shipping N-1-2017. <input type="checkbox"/>
PURPOSE	This requirement will resolve operational issues, as well as avoid any negative impact on the health of Panama Canal Authority (ACP) personnel, caused using HFO while in Canal waters.

OPERATIONAL EQUIPMENT TESTS

PRE-TRANSIT OPERATIONAL TESTS	The ACP requires that vessels test the navigational and safety equipment, prior to transiting the Canal to ensure a vessel is ready to begin their transit. The testing and verification procedures are linked below.
1	At least two hours prior to the "pilot boarding time" assigned by Maritime Traffic Control Unit, the master shall notify the Cristobal or Flamenco Signal Station that all equipment has been tested and is in operational condition and the vessel is ready to proceed. <input type="checkbox"/>
2	Prior to the transit, the master shall confirm to the pilot that all equipment has been tested and is in operational condition and the vessel is ready to proceed. <input type="checkbox"/>
3	Masters of vessels with deficiencies, including equipment that does not perform as designed or required by standards, shall immediately notify the Cristobal or Flamenco Signal Station of the deficiencies and describe the type of problem <input type="checkbox"/>
4	The Canal port captain on duty will evaluate the vessel's conditions and determine if it will proceed to transit or be delayed until the deficiencies are corrected. If delayed, a new "ready to transit time" will be assigned when all deficiencies have been corrected to the satisfaction of the ACP <input type="checkbox"/>
5	Failure to perform the operational equipment test and/or report the vessel's condition may lead to transit delays until the Canal is satisfied that the vessel is safe to transit the Canal. <input type="checkbox"/>
Panama Canal Test and Verification Procedures - https://www.pancanal.com/eng/op/notices/2018/N10-2018.pdf	

UPDATED

OTHER USEFUL RESOURCES

ADVISORIES TO SHIPPING	The Panama Canal Authority maintains a list of Advisories to Shipping by year available for download from their website. The most current advisories can be found at: https://www.pancanal.com/common/maritime/advisories/index.html
MARINE TARIFFS	Official tariffs for transit of the Panama Canal are published by the Panama Canal Authority and kept up to date on their website at: https://www.pancanal.com/eng/op/tariff/index.html <i>The tariffs for transiting the canal are on a <u>per voyage basis</u> and are established from the total cargo and/or fuel oil capacity and corresponding TIER identified in the PCSOPEP.</i>
NOTICES TO SHIPPING	The Panama Canal Authority also maintains a list of Notices to Shipping updated at the beginning of each calendar year. These include the Vessel Requirements for transiting the Panama Canal and are available for download from their website at: https://www.pancanal.com/eng/op/notices/index.html .
PANAMA CANAL EXPANSION	For more information on the Panama Canal expansion project please visit: http://micanaldepanama.com/expansion/

SUGGESTIONS / COMMENTS / CLARIFICATIONS

CONTACT VESSEL SERVICES	<p>This document is intended to be a helpful guide for Masters. Please help us make it more useful for you.</p> <p>If you have questions, comments or concerns please contact us at: inquiry@wittobriens.com.</p>	
24-Hour Emergency Assistance in Panama	+507 6673 6081	oopspanama@oopspanama.com

PCSOPEP AUTHORIZED PERSON NOTIFICATION EXERCISE FORM

1. Date Performed: _____
2. Vessel Name (initiating drill): _____
3. IMO #: _____
4. Panama Canal SIN: _____

5. Name of Person Notified: _____

(Ms. Ethzel Davis, Mr. Abdiel Bravo, or Ms. Annais De Obaldia)

Is this person identified in your PCSOPEP as Authorized Person? YES ☐ NO ☐

6. Time initiated (UTC): _____

7. Time in which Authorized Person or designee responded: _____

8. Method used to contact AP: _____

- ☐ Telephone _____
- ☐ Radio _____
- ☐ Other _____

9. Description of notification procedure: Master called Panama Canal "Authorized Person" 24 Hour contact number **+507 6673 6081** and informed the on call AP

representative that the vessel was holding a notification drill in accordance with the PCSOPEP

1. To complete the drill the Master must complete the information requested in item 1 through 9 and e-mail it to OOPSPANAMA at: oopspanama@oopspanama.com

2. **Receipt confirmation by the AP is not required.**

Other

Comments:

3. It is not required to copy the AP on arrival messages and information on cargo or other information send to the agent except in case of an emergency or a spill.

4. Retain this information for a minimum of 3 years and also ensure a log entry is made in the ship log book.

10. Authorized Person Notification completed in accordance with the plan.

Name / Signature of Master: