



**DIRECCION GENERAL DE LA GENTE DE MAR
DEPARTAMENTO DE FORMACION MARITIMA**

CIRCULAR DFM No. 006-2006

**TO: ALL MARITIME TRAINING CENTRES RECOGNIZED BY THE
PANAMA MARITIME AUTHORITY**

**FROM: RAFAEL CARO
DIRECTOR OF MARITIME TRAINING DEPARTMENT**

SUBJECT: ANNUAL AUDITS

DATE: APRIL 5, 2006

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That the Republic of Panama, through Law No. 4 of May 15, 1992, ratified the International Convention on Standard of Training, Certification and Watchkeeping for Seafarers, 1978, as amended in 1995, known as STCW 78/95.

That such convention establishes in Rule 1/6 that each party must guarantee the training and assessment of seafarers, on land or aboard, complies with dispositions in Section A-1/6 of the Seafarers' Training, Certification and Watchkeeping Code.

That through Article 33, of Law Decree No. 7, of February 10, 1998, the General Directorate of Seafarers of the Panama Maritime Authority is responsible for enforcing existing legal provisions relating to the education, training, certification and watchkeeping of seafarers, in accordance with the provisions of the international conventions ratified by the Republic of Panama.

In that sense, the Panama Maritime Authority must authorize, control and supervise compliance with educational and training programs of institutions engaged in the training of nautical or of marine matters in general.

That it is responsibility of the General Directorate of Seafarers of the Panama Maritime Authority to recognize the training and assessment of candidates of certificates in maritime training centers or in the work place, aboard or in land, as well as approval of plans and programs of study, education methods, training and assessment of candidates,

the qualification and instructor experiences and assessors, equipment and instructor's material, installations of the Maritime Training Centers and the quality system according to the STCW 78/95 Dispositions.

That according to Part 7 of Article 18 of Law Decree No.7 of February 10, 1998, the Board of Directors of the Panama Maritime Authority has the function of establishing authority's organizational setup and, in general, adopt all the measures it deems convenient for the organization and functioning of the Maritime Sector.

That through Resolution J.D. No. 007-2000 of March 28, 2000, the Board of Directors of the Panama Maritime Authority, authorized the General Administrator of the Panama Maritime Authority to dictate general procedures in which the Maritime Training Centers apply for recognition.

That through Resolution No. ADM 125-2000 of May 2, 2000, the General Administrator of the Panama Maritime Authority authorizes the Maritime Training Department of the Directorate General of Seafarers to conduct necessary evaluations and audits to those maritime training centers both nationals and internationals engaged in the training of nautical or of marine matters in general.

That according to Resolution No. ADM 026-2005 of January 21, 2005, establishes the expenses that all international maritime training centers must cover for audits on site. These are:

- a) Airfares of the Panama Maritime Authority officials performing the audits
- b) Accommodation and local transportation of the officials performing the audits
- c) Medical expenses of the officials if needed
- d) Viaticums of the officials, in accordance to the National Budget Law of the Republic of Panama valid for the fiscal year.

In addition, this mentioned article applies as well as to the external audits done in between periods during the validity of the accreditation or recognition of the Maritime Training Centers.

That the International Maritime Organization requests an annual external audit to the General Directorate of Seafarers of the Panama Maritime Authority as a requisite to maintain the institution in the White List of the countries in compliance to the regulations established by the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended in 1995 (STCW 78/95).

That Anglo Japanese American Registrars (AJA) is the certification company of the quality system of the Directorate General of Seafarers of the Panama Maritime Authority. In that sense, this Directorate General is subject of an annual audit to the quality system with the purpose of obtaining positive results to stay in the International Maritime Organization's White List.

That in February 2006, the Directorate General of Seafarers was subject to an external audit of the quality system, where no minor conformances were reflected and recommendations to the quality system procedures were issued in general.

In that sense, the certification company Anglo Japanese American Registrar (AJA) has recommended that the Maritime Training Department perform external audits annually to all Maritime Training Centers recognized by the Panama Maritime Authority.

Consequently, all audits to be performed in 2006 to all training centers will be focusing in stricter criterias and parameters as compared to 2005. In that sense, it will be asked to all Training centers during the external audits the following information:

- a) Results of the last internal and external audit**
- b) Complete development of the courses recognized by the Panama Maritime Authority, including the outline and syllabus, in English language.**
- c) Curriculum of the instructors of each course recognized, including their respective certificates, all translated to English language**
- d) Copy of the valid quality system including the certificate that indicates the scope of such certification.**