



Dirección General de la Gente de Mar

CIRCULAR DGGM No. 024-2014

PARA: ORGANIZACIONES RECONOCIDAS

DE: LICDO. JOSE LUIS AIZPURUA
Director General de la Gente de Mar

ASUNTO: REFRENDO DEL CERTIFICADO DE INSPECCIÓN DE ALOJAMIENTO DE LA TRIPULACIÓN (CICA).

FECHA: 30 de septiembre de 2014

El propósito de esta circular es comunicarles que a partir de la fecha, la pre-verificación realizada en el Departamento de Asuntos Laborales Marítimos dentro del proceso de refrendo del Certificado de Inspección de Alojamiento de la Tripulación (CICA) no será llevada a cabo por esta Dirección General, por lo que, le corresponde a cada Organización Reconocida verificar con la documentación e inspección realizada, los datos que deberá contener el CICA.

Siendo esto así, les comunicamos que el procedimiento de refrendo del CICA, es el siguiente:

1. La Organización Reconocida autorizada para emitir el CICA, deberá solicitar mediante Nota dirigida al Director General de la Gente de Mar el refrendo del CICA, con sus respectivos timbres fiscales, debidamente acompañada de la documentación de soporte impresa y copia del cheque de pago, si fuese este el medio de pago.

En la solicitud antes indicada, se deberá señalar:

- (a). El nombre de la(s) nave(s) a las cuales se les está solicitando el refrendo del CICA.
- (b). El motivo de la solicitud, o cambios específicos.
- (c). El monto a pagar por nave.
- (d). En los casos de exención o dispensa otorgada, a la solicitud de refrendo del CICA se deberá adjuntar copia de la misma, haciendo la anotación correspondiente en el recuadro de observación/remarks del número de la exención o dispensa y la fecha de emisión.

La documentación de soporte de las solicitudes de refrendo del Certificado de Inspección de Alojamiento de la Tripulación (CICA), deberán ser presentadas en el siguiente orden para poder ser tramitadas por el Departamento de Asuntos Laborales Marítimos:

Certificado Inicial o Renovación

- Formato Original del CICA (Interino o Full Term) y no menos de dos (2) copias.
- Copia de la Patente de Navegación (Provisional o Reglamentaria).
- Copia de constancia de paz y salvo.
- Certificado del CICA Interino por un término de vigencia de cinco (5) meses.
- Copia del Registro detallado de los Tripulantes Autorizados a bordo del buque (RACAD).
- Copia del Reporte de Inspección de Alojamiento de la Tripulación (CASR).
- Copia del cheque de pago, de haber sido éste el medio utilizado para pagar.

En los casos de cambio de Organización Reconocida o de renovación del certificado antes de los tres (3) meses del vencimiento del mismo, y cuando la solicitud sea efectuada por una Organización Reconocida distinta a la que emitió el CICA anterior, se deberán presentar los documentos antes mencionados más la Nota de la empresa operadora del buque o del capitán, autorizando a la Organización Reconocida a emitir la renovación del CICA, y/o solicitando la cancelación del CICA anterior.

de pago.

2. Los CICA's deberán contener la información establecida en el artículo octavo de la Resolución J.D. No. 011-2005 de 26 de julio de 2005. De igual manera, deberán traer las iniciales de la compañía junto con el número del certificado correspondiente, así como el número OMI del buque.
3. El CICA interino tendrá una validez máxima de cinco (5) meses. Mientras que el CICA Full Term tendrá una validez máxima de cuatro (4) años contados a partir de la fecha en que se concluya el reconocimiento técnico, el cual se evidencia a través de la fecha de terminación del RACAD o CARS. La renovación del CICA deberá ser coordinada por la Organización Reconocida con antelación suficiente al vencimiento del certificado.

La presente circular reemplaza y deja sin efecto a la Circular DGGM No. 003-2006 de 17 de mayo de 2005, la Circular DGGM No. 003/2007 de 11 de septiembre de 2007, la Circular DGGM No. 005-2007 de 19 de noviembre de 2007 y la Circular DGGM No. 006-2008 de 08 de mayo de 2008.

JLA/RMA/ss





PANAMA MARITIME AUTHORITY
General Directorate of Seafarers

CIRCULAR
No. DGGM-024-2014-UYCY

FOR: RECOGNIZED ORGANIZATIONS

FROM: JOSÉ LUIS AIZPURÚA, Msc



SUBJECT: ENDORSEMENT OF CERTIFICATE OF INSPECTION OF CREW ACCOMODATION (CICA)

DATE: September 30, 2014

The purpose of this circular is to inform that from this date and on, the pre-verification realized by the Maritime Labour Affairs Department during the process of endorsement of the Certificate of Inspection of Crew Accommodation (CICA) will not be done by this General Directorate anymore, so, it is responsibility of each Recognized Organization to check all the information that must be contemplated in CICA with all documentation and performed inspection.

Being like this, we inform that the procedure for CICA endorsement is the following:

1. The Recognized Organization authorized to issue a CICA must request by a written document addressed to the General Director of Seafarer the endorsement of the CICA, with the corresponding revenue stamps, **accompanied with the support documentation duly printed and copy of payment by check, if this will be the payment method.**

The mentioned solicitude must include:

- a) The vessel's name (s) from which the CICA endorsement is requested.
- b) The reason of the request, or specific changes.
- c) The sum to be paid per vessel.
- d) Copies of exemption cases or waiver granted must be attached to the CICA endorsement solicitude, making the corresponding reference in the observation / remarks box detailing the number of exemption or waiver and the issuance date.

The support documentation for endorsement of Certificate of Inspection of Crew Accommodation (CICA) **must be presented following the next steps in order to be processed** by the Maritime Labour Affairs Department:

Initial Certificate or Renewal

- Original CICA (provisional or full term) and at least two (2) copies.
- Copy of Navigational Patent (provisional or permanent)
- Good standing certificate copy
- Five (5) month Provisional CICA Certificate
- Copy of Record of Approved Crew Accommodation Details (RACAD)
- Copy of Certificate of Inspection of Crew Accommodation (CASR)
- Copy of payment by check, if this was the payment method used.

In case of changing the Recognized Organization or for the renewal of the certificate three (3) months prior its expiration, and whenever the solicitude is made by a different Recognized Organization than the one that issued the previous CICA, all the mentioned documents must be provided, and also a letter from the company operator of the vessel, or a Letter from the captain giving the authorization to the Recognized Organization to issue the renewal of the CICA and/or requesting the cancellation of the previous CICA.

The CICA endorsement requests will be processed according to the order of its payment date.

2. The CICA must contain the information established in the article 8 of Resolution J.D. No. 011-2005 of July 26, 2005. In the same way, the initials of the company must be included with the number of the certificate and also the OMI number of the vessel.
3. The Provisional CICA validity will be five (5) months. The Full Term CICA will have a maximum validity of four (4) years counted from the ending date of the technical recognition, which is the expiration date of the RACAD or CARS. The CICA renewal must be coordinated by the Recognized Organization with enough anticipation prior the expiration date of the certificate.

This circular replaces and supersedes the Circular DGGM No.003-2006 of May 17, 2005, Circular DGGM No. 007/2007 of September 11, 2007, Circular DGGM No. 005/2007 of November 19, 2007 and Circular DGGM No. 006-2008 of May 8, 2008.

JLA/JR/dv



**PANAMA MARITIME AUTHORITY
GENERAL DIRECTORATE OF SEAFARERS
MERCHANT MARINE CIRCULAR MMC-301**

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To: RECOGNIZED ORGANIZATIONS (RO's)

**Subject: ENDORSEMENT OF CERTIFICATE OF INSPECTION OF CREW
ACCOMODATION (CICA)**

Reference: Resolution J.D. No. 011-2005

The purpose of this circular is to inform that from this date and on, the pre-verification performed by the Maritime Labour Affairs Department during the process of endorsement of the Certificate of Inspection of Crew Accommodation (CICA) will not be done by this General Directorate anymore, so, it is the responsibility of each Recognized Organization to check all the information that must be contemplated in the CICA with all documentation and performed inspection.

Such being the case, we inform that the procedure for the CICA endorsement is the following:

1. The Recognized Organization authorized to issue a CICA must request by a written document addressed to the General Director of Seafarers the endorsement of the CICA, with the corresponding revenue stamps, **accompanied with the support documentation duly printed and copy of payment by check, if this will be the payment method.**

The mentioned request must include:

- a) The vessel's name (s) for which the CICA endorsement is requested.
- b) The reason of the request, or specific changes.
- c) The sum to be paid per vessel.
- d) Copies of exemption cases or waiver granted must be attached to the CICA endorsement request, making the corresponding reference in the observation / remarks box detailing the number of exemption or waiver and the issuance date.

The support documentation for endorsement of Certificate of Inspection of Crew Accommodation (CICA) **must be presented following the next steps in order to be processed** by the Maritime Labour Affairs Department:

Initial Certificate or Renewal

- Original CICA (provisional or full term) with at least two (2) copies.
- Copy of Navigational Patent (provisional or permanent)
- Good standing certificate copy
- Five (5) month Provisional CICA Certificate

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- Copy of Record of Approved Crew Accommodation Details (RACAD)
- Copy of Report of Inspection of Crew Accommodation (CASR)
- Copy of payment by check, if this was the payment method used.

In case of changing the Recognized Organization or renewing the certificate before the three (3) months prior to its expiration, and whenever the solicitude is made by a different Recognized Organization than the one that issued the previous CICA, all the mentioned documents must be provided, and also a letter from the company operator of the vessel, or a Letter from the captain giving the authorization to the Recognized Organization to issue the renewal of the CICA and/or requesting the cancellation of the previous CICA.

The CICA endorsement requests will be processed according to the order of its payment date.

2. The CICA must contain the information established in the article 8 of Resolution J.D. No. 011-2005 of July 26, 2005. In the same way, the initials of the company must be included with the number of the certificate and also the IMO number of the vessel.
3. The Provisional CICA validity will be five (5) months. The Full Term CICA will have a maximum validity of four (4) years counted from the ending date of the technical recognition, which is evidenced through the termination date of the RACAD or CASR. The CICA renewal must be coordinated by the Recognized Organization with enough anticipation prior to the expiration date of the certificate.

This circular replaces and supersedes Circulars DGGM No.003-2006 of May 17, 2005, Circular DGGM No. 007/2007 of September 11, 2007, Circular DGGM No. 005/2007 of November 19, 2007 and Circular DGGM No. 006-2008 of May 8, 2008.

October, 2014

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

Maritime Labour Affairs Department

General Directorate of Seafarers

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