



REQUIREMENTS FOR APPLYING FOR AN OPERATION'S LICENCE

**SERVICE: RECEIVING FACILITIES OF BALLAST WATER AND SEDIMENTS OF THE VESSEL IN A PORT INSTALLATION**

**CLUSTER: WASTE MANAGEMENT AND FUMIGATION**

**DESCRIPTION:** These are the ballast water and sediment treatment plants of the ships, in port facilities, complying with the International Convention for the Control and Management of Ballast Water and Sediments of Ships (BWM for its acronym in English) , specifically Resolutions MEPC.152 (55) and MEPC.153 (55) of the IMO.

**PROCEDURE PROCESS:** Notarized Special Power of Attorney, formal application and other documents requested shall be filled to the Directorate General of Ports and Ancillary Maritime Industries, Concessions Department, located at the headquarters of the Panama Maritime Authority in Diablo Heights, Demetrio Porras Street.

**APPLICATION MUST BE FILED WITH THE FOLLOWING DOCUMENTS:**

**Note:** In case of being a natural person, the application may be submitted by the applicant itself, and if it is a legal entity, it will be presented by a suitable attorney.

1. Notarized Special Power of Attorney, which shall include: telephone number, address, and e-mail of holder of the Power of Attorney. Same must be signed by grantor of Power of Attorney and by holder of Power of Attorney, in compliance with requirements set forth under the Judicial Code of the Republic of Panama (Section 627).
2. Memorial addressed to the General Director of Ports and Auxiliary Maritime Industries (Article 9 of the Resolution No. 011-2019 issued by the Board of Directors of the Panama Maritime Authority) requesting the Operation License and containing the following information:
  - General Data:
    - ✓ General Data of authorized representative: full name, I.D. card number, address, telephone numbers, P.O. Box, and e-mail.
    - ✓ General Data of company: Company name, address, telephone numbers, R.U.C. number

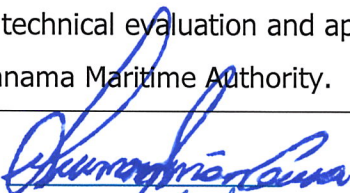
Authorization: 

Date: 11/6/19

duly registered at the Directorate General of Internal Revenue, P.O. Box, and e-mail.

- Purpose of the operation's license.
  - Description of all activities to be carried out.
  - Detail all maritime and port areas where the service is to be rendered.
3. Simple copy of I.D. Card or passport of authorized representative and of holder of Special Power of Attorney.
  4. Original valid certificate, issued by the Public Registry, stating: legal representative, directors, dignitaries and authorized capital of the company.
  5. Copy of the commercial license or operation notice issued by the Ministry of Commerce and Industries (MICI).
  6. Certification of the Social Security as a registered employer in the system.
  7. Photographs and description of Personal Protective Equipment (PPE) available to provide the service: helmet with chin strap, safety glasses, overalls with reflective tapes with name and company logo, gloves, safety harness, life jacket, footwear anti-slip and anti-static (normally with protection for the toes). Subject to the evaluation of the file and on-site inspection.
  8. Photographs and technical specifications of industrial tools, equipment and work machinery.
  9. Copy of maintenance record (certified by the company that carries it out) of the tools, equipment and work machinery used by the company.
  10. Copy of background and certificates that certify the expertise and experience of the technical personnel that will supervise and execute these activities.
    1. List of staff and position held.
    2. Copy of valid personal identification card or passport.
    3. Adequacy of the technical staff and professionals of the company.
  11. Present an emergency plan for the company, based on a risk analysis for the activity it intends to carry out. You must include the contact numbers of the Port Security and Hygiene Section: 501-5153 or 501-4244 and email shpdop@amp.gob.pa; as well as the contact numbers of the Department of Pollution Prevention and Control: Panama 507) 501-5155/ 5406, Chiriquí: (507) 721-3744, Colón: (507) 475-0000.
  12. Updated copy of the contingency plan of the company in case of events. This plan must comply with the technical evaluation and approval by the Department of Pollution Prevention and Control of the Panama Maritime Authority.

Authorization:



Date:



**CONCESSIONS DEPARTMENT**

**Balboa, Ancón. Diablo Heights, Bldg. N°3. P.O. Box 0843-00533, Phone 501-5122.**



(See: <https://amp.gob.pa/wp-content/uploads/2019/04/Componentes-para-Evaluacion-de-planes-de-contingencia.pdf>)

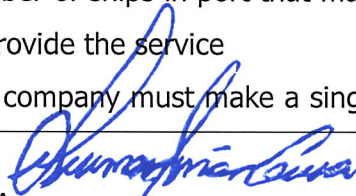
13. Prevention plan on the management of ballast water and sediments of the ship. This plan must comply with the technical evaluation and approval by the Department of Pollution Prevention and Control of the Panama Maritime Authority.
14. Ballast and sediment water management plan. This plan must comply with the technical evaluation and approval by the Department of Pollution Prevention and Control of the Panama Maritime Authority.
15. Copy of approval resolution of the Environmental Impact Study or the Environmental Management and Adaptation Plan in which this activity or operation is identified.

• **IMPORTANT NOTES:**

- The Company shall also file a compliance bond and a civil liability policy and pollution policy, in compliance with Resolution No. 011-2019 issued by the Board of Directors of the Panama Maritime Authority.
- The Company shall have a physical location duly marked and identified where its office headquarters are located. (Same may not be a family residence).
- Comply with the resolutions of the International Maritime Organization: MEPC.152 (55) "Guidelines on Sediment Reception Facilities (D1)" and MEPC.153 (55) "Guidelines on Ballast Water Reception Facilities (D5) )".
- The installation must operate in such a way that it does not cause unnecessary delays to the ships that use it, nor delay or hinder the operations of the port, and it will have the necessary means for the safe disposal of such sediments without damaging or damaging the environment, health of human beings, property or resources, owned by or of the State.
- The installation must comply with the quality standards, concerning the maximum permissible discharge limits, including dispositions of sludge and sediments, that the national environmental regulations require.
- The installation must have the capacity of simultaneous storage and reception against the number of ships in port that may require service in the port area where the company intends to provide the service
- The company must make a single fee inspection payment, as a fee set forth for each type of

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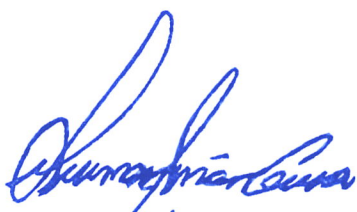
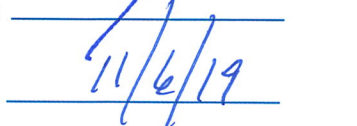
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maritime ancillary service, in compliance with Resolution No. 011-2019 dated March 27th, 2019 issued by the Board of Directors of the Panama Maritime Authority, and published in the Official Gazette No. 28763-A, dated April 29th, 2019.

- The Company shall file statistics of the activity during the first ten days on a monthly basis, in accordance with Chapter V, Article 19, paragraph 10 of the Resolution No. 011-2019 issued by the Board of Directors of the Panama Maritime Authority; said statistics shall be reported to the following e-mails: [amp.estadistica@amp.gob.pa](mailto:amp.estadistica@amp.gob.pa) and [concesiones@amp.gob.pa](mailto:concesiones@amp.gob.pa).
- Carry out on-site technical evaluation by the Port Safety and Hygiene Section. Which consists in the visit to the company and to the place where operations are carried out, to verify compliance with occupational safety standards.
- Keep the Port Safety and Hygiene Section informed of any incident or accident that occurs in the facilities, telephones 501-5153 or 501-4244 and shpdop@amp.gob.pa emails, in accordance with the Safety Regulation and Port Hygiene of the Panama Maritime Authority  
**Title II:** Organization and powers of Port Safety and Hygiene, **Section 7:** The Port Safety and Hygiene unit shall investigate all accidents in ports, whether cause injuries to employees or not, especially those which are more severe and frequent, informing immediately the Office of the Director of Operations. (be taken to mean Port Operations Department, telephone 501-5148, email operaport@amp.gob.pa)

**RATE:** B/. 1,000.00 annual per authorized company.

**For additional information or consultation, contact the Department of Concessions at 501-5122 / 501-5123**

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