



PANAMA MARITIME AUTHORITY
DIRECTORATE GENERAL OF PORTS AND MARITIME ANCILLARY INDUSTRIES
CONCESSIONS DEPARTMENT

F-16
(DMA)
V.06



REQUIREMENTS FOR APPLYING FOR AN OPERATION'S LICENCE

SERVICE: REPAIR AND MAINTENANCE OF NAVIGATION AID

CLUSTER: CONSTRUCTION, REPAIR AND MAINTENANCE OF SHIPS AND PORT FACILITIES

DESCRIPTION: Interventions of transformation, repair, reconstruction, reconditioning, general reviews and maintenance programs for navigation aids, both floating and terrestrial.

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 Porrás 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 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.

Authorization: 

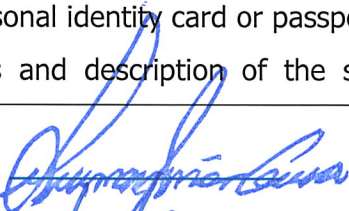
Date: 11/6/19

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Balboa, Ancón. Diablo Heights, Bldg. Nº3. P.O. Box 0843-00533, Phone 501-5122.

- ✓ Detail the types of repairs and maintenance carried out by the company.
 - Complete data of the ship (s) with which it intends to provide the service:
 - ✓ Name of the vessel, owner, constructor, navigation patent number, IMO number (ship identification number), call sign, gross tonnage, net tonnage and dimensions.
 - Detail maritime and port areas where the service is intended to be provided.
 - Value of the investment which interested party is engaging in or intends to engage in.
3. Simple copy of I.D. Card or passport of authorized representative and of holder of Special Power of Attorney.
 4. Original and current certificate issued by the Office of the Recorder of Deeds, which shows the following: authorized representative, directors, officers, and corporate authorized capital stock.
 5. Copy of the commercial license issued by the Ministry of Commerce and Industries (MICI).
 6. Certification of the Social Security as a registered employer in the system
 7. Copy of background and certificates that certify the expertise and experience of the technical personnel that will supervise and execute these activities.
 1. Copy of suitability of naval and civil engineers, technicians and specialists in hydrography and geographic positioning.
 2. Technical certifications endorsed by the "International Maritime Signaling Association" (AISM / IALA).
 3. In case of electrical repairs, you must have certifications issued by the manufacturer of the lighting and in turn the manufacturer must be a member of the "International Association of Maritime Signaling" (AISM / IALA).
 4. In case of repairs or maintenance of land navigation aids, you must have a qualified civil engineer that is certified by the "International Association of Maritime Signaling" (AISM / IALA) for the repair, construction and maintenance of the same.
 5. Certification of current welder endorsed by the Security Office of the Fire Department of Panama.
 6. In the event that the company carries out underwater welding work, the technical personnel must have a current industrial advanced diver license or course.
 8. List of personnel and position held.
 9. Copy of personal identity card or passport of all personnel.
 10. Photographs and description of the security equipment and facilities that are available for the

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provision of the service (helmet, safety glasses, gloves, safety harness, vest, etc.).

1. If the company carries out work at height, it must provide real photos of safety equipment to be used. Example (lifeline, line of work, harnesses, pulleys, ascension blocker, etc.).

11. Maintenance plan and photographs of specialized equipment, recommended and approved by manufacturers for such purposes, which the company owns.
12. Provide security manual for hot work. Example: electric arc welding, cutting and welding with gases and grinding.
13. Certification of training for workers in the following topics:
 1. Basic first aid.
 2. Survival in the Sea (Maritime Training Center recognized by the AMP)
14. Contingency and emergency plan of the company. Must include contact numbers of the Port Safety and Hygiene Section: 501-5153 or 501-4244, and the following e-mail: shpdop@amp.gob.pa; and all contact numbers of the Pollution Prevention and Control Department: (507) 501-5155/5406; Chiriquí: (507) 721-3744; and Colón: (507) 475 – 0000.
15. Photographs of the ship (s) to be used, where the name of the same (s) is appreciated, if the company has them.
16. Copy of the navigation patent (s) of the ship (s), ships with a non-Panamanian flag are useful for the procedure, but to navigate, a commercial navigation permit is requested.
17. Certificate of peace and save of the ship (s), issued by the General Directorate of Merchant Marine of the Panama Maritime Authority (if applicable).
18. Aptitude Certificate issued by the General Directorate of Merchant Marine in which it is indicated that the ship (s) complies with the specifications and safety standards that are applicable to it and that it is suitable to provide the requested service.
19. If this service is performed to anchored vessels, personnel should be trained in safe boarding. (maritime training center recognized by the AMP).
20. Explanatory note in case the service is not provided to ships anchored in the anchorage.

• **IMPORTANT NOTE:**

- The Company shall also file a compliance bond and a civil responsibility insurance, in compliance with Resolution No. 011-2019 issued by the Board of Directors of the Panama

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Maritime Authority.

- Additional, it is recommended that each company has the obligation to update monthly to the maritime signaling section of the Panama Maritime Authority, by means of a technical report the following: detail of the works, change of coordinates and characteristics of the aid Navigation under your charge or responsibility.
- Company shall file activity statistics within the first ten (10) 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 sent to the following e-mails: amp.estadistica@amp.gob.pa and concesiones@amp.gob.pa.
- The Company shall have a physical location duly marked and identified where its office headquarters are located. (Same may not be a family residence).
- The company must make a single fee inspection payment, as a fee set forth for each type of 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.
- Comply with the on-site technical evaluation made by the Port Safety and Hygiene Section. Same consists of visiting the site where the company is located and where it carries out its operations, in order to verify compliance with occupational industrial safety standards.
- To keep the Port Safety and Hygiene Section informed of any incident or accident which occurs in the installations, at the following numbers: 501-5153 or 501-4244, and to the following e-mail: shpdop@amp.gob.pa, pursuant the Port Safety and Hygiene Rules and Regulations, Panama Maritime Authority. **Title II:** Organization and powers of Port Safety and Hygiene, **Section 7:** The Port Safety and Hygiene personnel shall investigate all accidents which occur in all ports, whether they cause injuries to workers or not, especially those which are more serious and more frequent, and the Office of the Director of Operations must be informed thereof. (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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