



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

F-16
(DMA)
V.07



REQUERIMENTS FOR APPLYING FOR AN OPERATIO'S LICENCE

SERVICE: CLEANING OF TANKS OR ANOTHER COMPARTMENT OF SHIPS
CLUSTER: WASTE MANAGEMENT AND FUMIGATION

DESCRIPTION: It is the internal cleaning of cargo tanks and other compartments that contain petroleum products from in the ship and (liquid and solid) bulk, for example: the crude oil mixture, waste storage to reduce corrosion, salt water, the percentage of contaminating oxygen, solid bulk residues, among others.

PROCEDURE PROCESS: special power of attorney, application memorial and other requested documents must be submitted to the Department of Concessions, at the General Directorate of Ports and Ancillary Maritime Industries, located at the main headquarters of the Panama Maritime Authority in Diablo Heights, Demetrio Porras Street, Building No. 3, P.O. Box 0843-00533, Telephone 501-5123.

WHEN SUBMITTING THE APPLICATION YOU SHOULD CONTAIN THE INDICATIONS THAT ARE DETAILED BELOW:

Note: In the case of a natural person, the application may be submitted by the applicant himself/herself, and in the case of a legal entity, it shall be submitted by a suitable attorney. If the application is submitted by a person not involved in the process, he/she must have the permits established in Article 70 of Law 38 of July 31, 2000 (which approves the Organic Statute of the Office of the Attorney General of the Administration, regulates the general administrative procedure and dictates special provisions).

1. Special power of attorney notarized with telephone number, address and e-mail of the special attorney-in-fact. The same must contain the signature of the principal and the attorney-in-fact, complying with the formalities required by the Judicial Code of the Republic of Panama (article 627).
2. Memorial addressed to the Director General of Ports and Ancillary Maritime Industries (Article 9 of Resolution J.D. No. 011-2019), requesting the operating license and containing the following

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information:

- ✓ General data of the legal representative: full name, ID number, address, telephone numbers, P.O. Box and e-mail.
 - ✓ General data of the company: company name, address, telephone numbers, R.U.C. number, duly registered at the General Revenue Office, P.O. Box and e-mail.
 - Purpose of the operating license.
 - Description of the activities to be developed.
 - Detail areas of operations where the service is intended to be provided.
 - Value of the investment.
 - The company must have a physical location duly marked and identified, where its main offices are located.
 - ✓ The signage and identification shall be a sign in which the full name of the company can be seen and it shall not be a sheet of paper.
3. Simple copy of identity card or passport of the legal representative and legal proxy.
 4. Certificate of Legal Entity, issued by the Public Registry, stating: legal representative, directors, officers and authorized capital of the company.
 5. Submit a copy of the notice of operation issued by the Ministry of Commerce and Industries (MICI).
 6. Certification of the Social Security Fund as a registered employer in the system.
 7. Photographs and current description of the Personal Protection Equipment (PPE) available for the provision of the service: helmet with chinstrap, safety glasses, overall with reflective tapes with name and logo of the company, gloves, safety harness, life vest, anti-slip and antistatic footwear (safety toe caps), among others, which are subject to the evaluation of the file and on-site inspection.
 8. The company must have the required equipment for measuring gases inside the tanks where cleaning will be performed for the safety of its employees.
 9. Current photographs of industrial tools, equipment and working machinery.
 10. Copy of the maintenance record of the equipment and working machinery.
 11. Submit a copy of all documentation accrediting the expertise and experience of the professionals who will participate in the activities. Attached to said documentation, a list of said personnel, their

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positions and a copy of their personal identity card or passport must also be submitted.

- Competence of the company's technical and professional staff.
- Certification of personnel training in the following topics:
 - ✓ Work in confined spaces.
 - ✓ Classification Society Certificate.
 - ✓ Handling of dangerous goods (*).
 - ✓ Basic first aid.

Note: Any certificate or diploma presented must be endorsed by a training center or person duly accredited to issue such document.

- Current photographs of machinery and utensils used in the operations such as payloaders, cranes (if applicable), waterblasting machines, or other equipment used by the company to carry out its operations.
- If the company does not handle dangerous goods, it must provide an explanatory note in which it validates that it does not perform any type of operations that include dangerous goods. (*)
(Maritime training center recognized by the AMP).

12. If the company performs work at heights, it must provide the actual safety equipment to be used. Example (life line, work line, harnesses, pulleys, ascension blocker, etc.). Likewise, personnel must present certificates for working at heights.

13. Certificate of good health, which dictates that the personnel is fit to perform the functions within the company, this certificate must be provided to the institution once (1) a year, or whenever new personnel enters the company.

14. The certificate of good health shall be issued by the Ministry of Health or the Social Security Fund (not private clinics or hospitals); this documentation shall be verified by the Port Safety and Hygiene Unit.

15. Valid type A welder's license, issued by the Dirección Nacional de Seguridad, Prevención e Investigación de Incendios del Benemérito Cuerpo de Bomberos de Panamá (National Directorate of Security, Fire Prevention and Investigation of Fires of the Benemérito Cuerpo de Bomberos de Panamá).

- If the company will not perform hot work, an explanatory note must be submitted to

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the Panama Maritime Authority stating that no hot works are being carried out.

16. Authenticated copy of the Sanitary Operating Permit in compliance with the provisions of Executive Decree No. 176 of May 27, 2019 of the Ministry of Health which "Establishes the activities related to situations of high public risk due to their implications to health or the environment, the types of establishments that due to their activity are of sanitary interest and dictates other provisions".

17. Develop an emergency and evacuation plan, contingency plan and waste and residue management plan for the company, including office and operational areas:

➤ The Emergency Plan should contain at least the following aspects:

- Table of contents.
- Glossary of terms used in the emergency and evacuation plan.
- Signature of the person in charge of the preparation of the plan and signature of approval of the plan by the company.
- Possible emergency scenarios that may occur in the facility according to the service requested by the company.
- Analysis of threats and vulnerabilities.
- Inventory of resources available to deal with emergency situations (this includes equipment and personnel).
- Emergency brigades.
- Establish responsibilities of the people in charge of responding to emergency situations.
- Operational procedures for each possible emergency scenario.
- Directory with the telephone numbers of emergency response institutions, in addition to the company personnel participating in the response group. It should include the contact numbers of the Port Safety and Hygiene Department: 501-5153 or 501-4244, e-mail shpdop@amp.gob.pa; and the contact numbers of the Pollution Prevention and Control Department: Panama: (507) 501-5155/5406, Chiriqui: (507) 721-3744, Colon: (507) 475-0000, telephones 24/7: Panama: (507) 6880-1245/1915, Chiriqui: (507) 6879-3262, Colon: (507) 6880-5222.
- Evacuation plan of administrative and operational areas (workshops, warehouses, etc.).
 - It must include a sketch plan of the evacuation routes, with their respective legend.

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- Submit the company's Spill Contingency Plan 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. (See <https://amp.gob.pa/wp-content/uploads/2019/04/Componentes-para-Evaluacion-de-planes-de-contingencia.pdf>).
- Submit waste and residues management plan. This Plan must be technically evaluated and approved by the Department of Pollution Prevention and Control of the Panama Maritime Authority (See <https://amp.gob.pa/wp-content/uploads/2019/04/Componetes-para-la-Evaluaci%C3%B3n-de-los-Planes-de-Gesti%C3%B3n-de-Desechos-y-Re...-1.pdf>).

IMPORTANT NOTE:

- The company must pay for a single inspection fee of the Department of Concessions, corresponding to the rate established for each type of auxiliary maritime service, complying with the regulations for operating licenses.
- The company must pay for the certification of peace of mind issued by the Finance Directorate of the Panama Maritime Authority, in accordance with resolution J.D. N°.088-2020 of November 26, 2020.
- The company must comply with the technical field evaluation of the Pollution Prevention and Control Department. This consists of a visit to the site where the company is located to evaluate the minimum contingency equipment to give a first response to an oil pollution event within its contingency plan. In addition, the maintenance plans of each terminal will be verified.
- The company must comply with the technical field evaluation in compliance with the International Maritime Organization (IMO) resolution MEPC.83 (44), MARPOL and all its updates.
- The company must comply with the technical evaluation in the administrative and operational area by the Port Safety and Hygiene Department. This consists of a visit to the company and to the site where operations are carried out, to verify compliance with industrial occupational safety standards.
- The company must submit any other documentation required by the Port Safety and Hygiene

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Department and the Pollution Prevention and Control Department.

- Once the resolution authorizing the operation license has been notified, the company (applicant) must present the following policies and bonds to the General Directorate of Ports and Ancillary Maritime Industries:
 - ✓ Performance Bond.
 - ✓ Civil Liability Policy.
 - ✓ Pollution and/or oil spill policy.
- The company must deliver the waste or residues from the cleaning to a company certified and authorized by the AMP according to the waste generated.
- The company must keep the Panama Maritime Authority informed of any incident or accident that occurs on the vessels and facilities, at the Port Safety and Hygiene Department contact numbers 501-5153/4244 and/or the Pollution Prevention and Control Department contact numbers 24/7: Panama: (507) 680-1245/1915, Chiriqui: (507) 6879-3262, Colon: (507) 6880-5222 and to the e-mail shpdop@amp.gob.pa or contaminación@amp.gob.pa, in accordance with the Port Safety and Hygiene regulations of the Panama Maritime Authority.
- The company must submit statistics the first ten (10) days in a monthly periodicity obeying chapter V, article 19, numeral 10 of resolution J.D. No. 011-2019 of March 27, 2019; these statistics shall be reported to the following emails: amp.estadistica@amp.gob.pa, concesiones@amp.gob.pa y contaminación@amp.gob.pa.

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

For additional information or questions, please contact the Concessions Department at the following telephone numbers 501-5122 / 501-5123.

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