



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

F-16
(DMA)
V.06



REQUERIMENTS FOR APPLYING FOR AN OPERATIO'S LICENCE

SERVICE: SHIP WASTE TREATMENT SYSTEMS
CLUSTER: WASTE MANAGEMENT AND FUMIGATION
ANNEX: V MARPOL CONVENTION 73/78

DESCRIPTION: Treatment and decomposition of solid wastes from ships through various methods, techniques or processes such as:

- Incineration
- Sterilization (Autoclave)
- Shredding (Microwave with Pre-Shredding)

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 natural persons, the application may be submitted by the applicant himself/herself, and in the case of legal persons, 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 General Director of Ports and Ancillary Maritime Industries (article 9 of resolution J.D. No. 011-2019), requesting the operation license and containing the following information:

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- ✓ General data of the legal representative: full name, ID number, address, telephone numbers, P.O. Box and e-mail address.
 - ✓ 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 address.
 - Purpose of the operating license.
 - Description of the activities to be developed.
 - Detail maritime areas and 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 by means of 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, non-slip and antistatic footwear (safety toe caps), among others, which are subject to the evaluation of the file and on-site inspection.
 8. Current photographs of industrial tools, equipment and work machinery.
 9. Copy of the maintenance record of the equipment and working machinery.
- Note: If it is a new company, it must provide an explanatory note in which it explains why it has not developed a maintenance record.
10. Submit a copy of the curriculum vitae, background and certifications that accredit the expertise and experience of the professionals that will participate in the activities.

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- General list of all personnel and position held.
- Copy of ID or passport of the personnel.
- Suitability of the company's technical and professional personnel including:
 - ✓ License, certifications and qualifications of technical and operating personnel (welders, painters, mechanics, electricians, nautical engineers, naval architects, mechanical, electromechanical or similar engineers)
- First aid certificate
- Hazardous materials handling certificate

Note: Any certificate or diploma presented must be endorsed by a training center recognized by the AMP, if any of the courses are not offered in the recognized training centers, the company may present certificates from other centers, attaching the certificates that accredit the instructor and demonstrating their experience (facilitator course, training or training in the course to be taught).

11. Description of the type, characteristics, quantity, volume of storage tanks and technology that the waste reception and treatment plant will have.

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

- Develop an emergency and evacuation 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 preparing 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.
 - ✓ Threat and vulnerability analysis.
 - ✓ Inventory of resources available to deal with emergency situations (this includes equipment and personnel).
 - ✓ Emergency brigades.

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- ✓ Establish the responsibilities of the people in charge of responding to emergency situations.
 - ✓ Operating procedure for each possible emergency scenario.
 - ✓ Directory with the telephone numbers of emergency response institutions, in addition to company personnel participating in the response team. It should include contact numbers for the Port Safety and Hygiene Department: 501-5153 or 501-5292, e-mail aris.rodiguez@amp.gob.p; and contact numbers for 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, Chiriqui: (507) 6879-3262, Colon: (507) 6880-5222.
 - ✓ Evacuation plan of administrative and operational areas (workshops, warehouses, etc.).
 - ✓ Must include sketch plan with evacuation routes, with their respective legend.
- Submit Contingency Plan in case of pollution 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 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-la-Evaluaci%C3%B3n-de-los-Planes-de-Gesti%C3%B3n-de-Desechos-y-Re...-1.pdf>).

13. Copy of the applicable environmental management instrument approved by the Panamanian Ministry of Environment and copy of the resolution of approval of the environmental impact study or the environmental adequacy and management plan issued by the national environmental authority for this activity or operation (initial review).

14. Good environmental practices manual.

15. Present safety certification, which is issued by the Dirección Nacional de Seguridad, Prevención e Investigación de Incendios del Benemérito Cuerpo de Bomberos de Panamá (National Directorate of Fire Safety, Prevention and Investigation of Fires of the Benemérito Cuerpo de Bomberos de

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Panamá).

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 and its amendment by Executive Decree No. 591 of April 30, 2021 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".

IMPORTANT NOTE:

- The company must pay the 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 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 a contamination event within its contingency plan. In addition, the physical-chemical processes established for the treatment of the waste described in the waste management plan will be corroborated.
- The company must comply with a technical evaluation in the administrative and operational areas 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 Department and the Pollution Prevention and Control Department.
- 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

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numbers 24/7: Panama: (507) 680-1245/1915, Chiriqui: (507) 6879-3262, Colon: (507) 6880-5222 and to the e-mail aris.rodriguez@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 and contaminación@amp.gob.pa.
- Once the L.O. is approved to the applicant company, it will be subject to inspections and audits scheduled annually, by the departments and binding units (Hygiene Safety, Port Security, Pollution Prevention, Control and Monitoring, Port Operations, IMA, Concessions).
- The company must provide truthful information (clarifications, certificates, licenses and other documents) as requested and all this information will be cross-checked by the Departments involved in the process.
- The company must assign personnel with experience in Safety, Hygiene and Environmental Quality (HSEQ) standards for the work to be carried out. This personnel will be the liaison for notifying any situation or event to the Health and Safety department of the Panama Maritime Authority.
- If the company has a foreign worker on its payroll, the company must present a valid work permit issued by the Ministry of Labor and Labor Development.

RATE: B/. 500.00 monthly per authorized company.

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

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