ISPS Technical Notice No.04/2017 DATED: 23.08.2017

SUBJECT:
PANAMA CIRCULAR MMC 353 UPDATED INFORMATION FOR THE COMPANY SECURITY OFFICER (CSO)

TO: INSB AUDITORS/MANAGING COMPANIES

Merchant Maritime Circular MMC -353 was circulated by the Panama Maritime Authority recently (August, 2017).

The Company of the Panama Flagged Vessel is required to complete and send back the Company Security Officer (CSO) Validation Form - http://www.segumar.com/wp-content/uploads/2017/08/CSO-Validation-Form.xlsx - before 15th December 2017 to the following address: isps@amp.gob.pa and info@panama-ssas.com

Furthermore, according to the relative Merchant Maritime Circular MMC-206, starting from 1st September 2017 the **CSO Endorsement online application** will be available instead of sending the CSO Application by e-mail.

Starting from September 1st, 2017 all Recognized Security Organizations (RSO) should verify during any ISPS Verifications, that the Company Security Officer designed by the Company Operator, already has the Declaration of Company Security Officer duly endorsement by Panama Maritime Authority and indicate the name of the CSO in the Audit Report in accordance with chapter XI-2 of SOLAS and part A.6 Obligations of the Company of the ISPS code.

According to the relevant sections of the ISPS Code, the **CSO is required to complete an appropriate training and submit to Administration** through the Maritime Ships Security Department the Declaration of CSO with the following documents:

- Declaration of CSO duly signed and stamped by Management Company (APPLICATION FORM)
- DOC (Document of Compliance), with copy of annual endorsement if it has taken place
- Certificate of training IMO model course 3.20 issued in a training center for CSO principal and Alternative CSO (if apply).
- Letter Head of experience signed and stamped where the CSO Principal / Alternative CSO worked as such (only if the course has more than 5 years of having been issued).
- Any other necessary document to corroborate the information reflected in the CSO Declaration Form.

And after that date, the Panama Maritime Authority will **issue an International Ship Security Certificate (ISSC Full Term) when the company has obtained the CSO** endorsement previously with the Panama Maritime Authority.

Please note the procedure to obtain the CSO endorsement after 1st September 2017 and update information to the CSO.

Ship owners/operators and masters are advised to be guided by above.

P. Klavdianos
Marine Management
Systems Certification Division
INSB Class
International Naval Surveys Bureau

Attachment 1

PMA Circular MMC-353 – *open online* -

Updated information to the Company Security Officer (CSO)

Attachment 2

PMA Circular MMC-206 - *open online* -

Recognition of Company Security Officers (CSO)

Attachment 3

INSB Class | ISPS Technical Notice 03/2017 dd 22.03.2017 - *open online* -

PANAMA CIRCULARS MMC 205 & MMC 206
Recognition of Company Security Officers (CSO)

Attachment 1

PANAMA MARITIME AUTHORITY

MERCHANT MARINE CIRCULAR MMC-353

PanCanal Building
Albrook, Panama City
Republic of Panama
Tel: (507) 501-5355
mmc@amp.gob.pa

To: **Master, Ship-owners, Operators, Company Security Officers and Ship Security Officers.**

Subject: **Updated information to the Company Security Officer (CSO)**

Reference: **MMC 206**

1. According to the Part A, Section 11 of the ISPS Code, each Company shall designate a CSO for one or more ships, depending on the number or types of ships the Company operates.

2. The CSO designated by the Company has to obtain an Endorsement from the Panama Maritime Administration in order to comply with the duties and responsibilities on behalf of the Company.

3. In order to verify the CSO information in our data base, please complete and send back the **CSO Validation Form** with the information required before **December 15, 2017** to the following addresses: isps@amp.gob.pa and info@panama-ssas.com

August 2017 – *New Circular*

Inquiries concerning the subject of this Circular or any other request should be directed to:
Maritime Ships Security Department
Directorate General of Merchant Marine
Panama Maritime Authority

Phone: (507) 501-5085
E-mail: isps@amp.gob.pa

Attachment 2

PANAMA MARITIME AUTHORITY

MERCHANT MARINE CIRCULAR MMC-206

PanCanal Building
Albrook, Panama City
Republic of Panama
Tel: (507) 501-5000
mmc@amp.gob.pa

To:	**Ship-owners/Operators, Company Security Officers, Legal Representatives of Panamanian Flagged Vessels, Panamanian Merchant Marine Consulates and Recognized Organizations (ROs).**
Subject:	**Recognition of Company Security Officers (CSO)**
References:	**. SOLAS 74/78 Chapter XI-2 Reg. 4** **. ISPS Code, Part A, Sections 9.4.14, 11, 12.2.5, 13.1, 13.5** **. ISPS Code, Part B, Sections 8, 9, 13.1, 13.7** **. Merchant Marine Circular N^{o} 124, 125** **. Merchant Marine Circular N° 228**

1. The purpose of this Circular is to update the responsibilities of the Company Security Officer (CSO) like a person designated by the Company to ensure that a Ships Security Assessment (SSA) is carried out; that a Ship Security Plan (SSP) is developed and submitted for approval, thereafter implemented and maintained, and liaison with Port Facility Security Officer (PFSO) and the Ship Security Officer (SSO).

2. This Administration urges the Company Security Officers (CSO's) of the Panamanian vessels transiting high-risk areas developing procedures to prepare crews for the contingency of their vessels being hijacked when transiting in high risk areas **(MSC.1/Circ.1390).**

3. All the Company Security Officers (CSO) recognized by this Administration has to perform the duties and responsibilities as detailed in Part A, Section 11 and the relevant provisions of Part B, Sections 8, 9 and 13 of the ISPS Code.

4. The CSO shall ensure that each vessel he or she is responsible for has appointed a trained and qualified SSO.

5. All the Company Security Officers (CSO's) of the Panamanian vessels transiting high-risk areas are hereby requested to maintain a wide communication with the Panama Maritime Authority and to liase with the International Contact Centers according to the current and most updated BMP version **(MMC 208),** and raise their Security Level according to the Ship Security Plan.

6. **Starting from the September 1st, 2017 the CSO Endorsement online application will be available on the Following website link**: http://certificates.amp.gob.pa/certificates. After that date, the CSO Application will not be longer received by e-mail and only will be received through the aforementioned Website. We recommend using Google Chrome, Mozilla Firefox, Opera and Safari to get access in the online platform.

The information submitted by the online application through the above mentioned website link, should be completely accurate in order to avoid mistake(s) of the information transferred to the CSO. Also have to attach the following documents:

- **Model of Nomination Letter.**
- DOC (Document of Compliance), with copy of annual endorsement if it has taken place.

For further details about the use of the online application, a user manual can be found at the website link http://certificates.amp.gob.pa/certificates by click on the button marked as "User Manual". In case of any technical issue when using the online application, feel free to contact us to the e-mail address: isps@amp.gob.pa or to any of the Segumar offices worldwide; the contact details of Segumar offices can be found at the MMC-242.

All endorsements made before September 1, 2017 are totally valid.

The Company Security Officer (CSO) according to the Section 13.1 Part A and the Guidance Recommended given in the Section 13.1 Part B of the ISPS Code has to complete an appropriate training and submit to this Administration through the Maritime Ships Security Department the Declaration of CSO with the following documents:

- Declaration of CSO duly signed and stamped by Management Company **(APPLICATION FORM)**
- DOC (Document of Compliance), with copy of annual endorsement if it has taken place
- Certificate of training IMO model course 3.20 issued in a training center for CSO principal and Alternative CSO (if apply).
- Letter Head of experience signed and stamped where the CSO Principal / Alternative
- CSO worked as such (only if the course has more than 5 years of having been issued).
- Any other necessary document to corroborate the information reflected in the CSO Declaration Form.

Once the requirements are met, they shall be submitted to the following email address: isps@amp.gob.pa + (507) 501-5085, or through any of the SEGUMAR offices worldwide according to the Merchant Marine Circular 242.

7. Starting from September 1st, 2017 all Recognized Security Organizations (RSO) should verify during any ISPS Verifications, that the Company Security Officer designed by the Company Operator, already has the Declaration of Company Security Officer duly endorsement by Panama Maritime Authority and indicate the name of the CSO in the Audit Report in accordance with chapter XI-2 of SOLAS and part A.6 Obligations of the Company of the ISPS code.

The Panama Maritime Authority will issue an International Ship Security Certificate (ISSC Full Term) when the RSO carried out the verification, complies with the requirements established by this MMC-205 and when the company has obtained the CSO endorsement previously with PMA.

8. If the information reflected in the ISSC and CSR Certificates does not match with the DOC presented to the Recognition of the CSO the Shipowners/Operators, Company Security Officers, Legal Representatives of Panamanian Flagged Vessels, need to amend those Certificates as soon as possible to avoid any PSC detention.

9. From November 1, 2014 only the Application Form for CSO endorsement (version: 01) will be accepted.

July, 2017 – *Inclusion of bullets in paragraph 6.*
March , 2017- *inclusion new paragraph in point 7 and Modification in bullets of point 8, 9.*
March , 2017 – *Modification of point 6*
August, 2016 - *Modification in bullets of point 6 and modification of point 8.*
September, 2014 – *Modification of points 6 and 8 and replacement of hyperlink on point 6.*
May, 2013 – *New points 3 and 4*
March, 2012 – *Changes in bullets of point 4*
September, 2011 – *Complete revision of content and Form*
May, 2011 - *Change in Phone Number*
March, 2010

Inquiries concerning the subject of this Circular or any request should be directed to:
Maritime Ships Security Department
Directorate General of Merchant Marine
Panama Maritime Authority
Phone: (507) 501-5085
Email: *isps@amp.gob.pa*

Attachment 3

Building trust. Shaping Safety

INSB Class
International Naval Surveys Bureau

ISPS
Technical Notice
No.03/2017
DATED: 22.03.2017

SUBJECT:
PANAMA CIRCULARS MMC 205 & MMC 206
RECOGNITION OF COMPANY SECURITY OFFICERS (CSO)

TO: INSB AUDITORS/MANAGING COMPANIES

PANAMA CIRCULARS MMC 205 & MMC 206

Recognition of Company Security Officers (CSO)

Panama Maritime Authority circulars **MMC 205** and **MMC 206**, among others state:

Starting from the **September 1st, 2017** the CSO Endorsement online application will be available on the Following website link: http://certificates.amp.gob.pa/certificates.

After that date, the CSO Application will not be longer received by e-mail and only will be received through the aforementioned Website.

The Company Security Officer (CSO) according to the Section 13.1 Part A and the Guidance Recommended given in the Section 13.1 Part B of the ISPS Code **has to complete an appropriate training** and submit to this Administration through the Maritime Ships Security Department the Declaration of CSO with the following documents:

- Declaration of CSO duly signed and stamped by Management Company (PMA APPLICATION FORM)
- DOC (Document of Compliance), with copy of annual endorsement if it has taken place
- Certificate of training IMO model course 3.20 issued in a training center for CSO principal and Alternative CSO *(if apply).*
- Letter Head of experience signed and stamped where the CSO Principal / Alternative CSO worked as such (only if the course has more than 5 years of having been issued).
- Any other necessary document to corroborate the information reflected in the CSO Declaration Form.

ISPS
Technical Notice
No. 03/2017

SUBJECT:
PANAMA CIRCULARS MMC 205 & MMC 206
RECOGNITION OF COMPANY SECURITY OFFICERS (CSO)

DATED: 22.03.2017

Starting from **September 1st, 2017** all Recognized Security Organizations (RSO) should verify during any ISPS Verifications, that the Company Security Officer designed by the Company Operator, already has the Declaration of Company Security Officer duly endorsement by Panama Maritime Authority and indicate the name of the CSO in the Audit Report in accordance with chapter XI-2 of SOLAS and part A.6 Obligations of the Company of the ISPS code.

The Panama Maritime Authority **will issue** an International Ship Security Certificate ISSC (Full Term) when the RSO carried out the verification, complies with the requirements established by this MMC-205 and when the company has obtained the CSO endorsement previously with PMA.

Please be guided accordingly.

P. Klavdianos
Marine Management
Systems Certification Division

INSB Class
International Naval Surveys Bureau

Attachment 1

PMA Circular MMC-205

International Ship Security Certificate (ISSC) online application

Attachment 2

PMA Circular MMC-206

Recognition of Company Security Officers (CSO)