



**Panama Maritime Authority
Directorate General of Merchant Marine**

Merchant Marine Circular 205

To: Shipowners/Operators, Company Security Officers, Legal Representatives of Panamanian Flagged Vessels, Panamanian Merchant Marine Consulates and Recognized Security Organizations (RSO).

Subject: Procedures for the issuance of the International Ship Security Certificate ISSC

References: SOLAS 74/78 Chapter XI-2 Reg. 4
ISPS Code, Part A,
Resolution MSC 160(78) of May 20, 2004
Resolution MSC. 194 (80) of May 20, 2005
Resolution MSC. 196 (80) of May 20, 2005
IMO Circular No. 2554/Rev.1 of February 7, 2007
Merchant Marine Circulars – ISPS-12 and 14.
Resolution No. 106-091-DGMM of February , 2009

This Merchant Marine circular supersedes MMC N°. 149

1. Objective

1.1 The purpose of this Circular is **to update the instructions and procedures** for the International Ship Security Certificate (ISSC) applications to be submitted to this Administration through the Maritime Ships Security Department (MSSD).

2. Definitions

2.1 International Ship and Port Facility Security (ISPS) Code: Code consisting of Part A (the provisions of which shall be treated as mandatory) and part B (the provisions of which shall be treated as recommendatory), as adopted, on 12 December 2002, by resolution 2 of the Conference of Contracting Governments to the International Convention for the Safety of Life at Sea, 1974.

2.2 International Ship Security Certificate (ISSC): Certificate shall be issued by the Administration to each ship that is entitled to fly its flag and it has verified that complying with what establishes the Section 19.2 of the ISPS Code.

2.3 Interim ISSC: Interim International Ship Security Certificate will only be issued when the Administration or Recognized Security Organization (RSO), on behalf of

the Administration, has verified that complying with what establishes the Section 19.4.2 of the ISPS Code.

- 2.4 Ship Security Plan:** Plan developed to ensure the application of measures on board the ship designed to protect persons on board, cargo, cargo transport units, ship's stores or the ship from the risks of a security incident
- 2.5 Recognize Security Organization (RSO):** Organization with appropriate expertise in security matters and with appropriate knowledge of ship and port operations authorized to carry out an assessment, or verification, or an approval or a certification activity, required by the chapter XI-2 or by part A of the ISPS Code.
- 2.6 IMO Unique Company Identification Numbers:** Are permanent numbers assigned by LRF (Lloyd's Register-Fairplay) (**Refer to MMC-ISPS-14**) to Companies managing ships covered by the scheme. They will be inserted on the International Ship Security Certificate` (ISSC) and remained unchanged for identification purposes facilitating to enhance the maritime safety, security and pollution prevention and the prevention of maritime fraud.
- 2.7 International Voyage:** It means a voyage from a country (to which the SOLAS Convention applies) to a port outside such country, or conversely or a voyage outside the territorial waters of a country.
- 2.8 Mobil Offshore Drilling Unit (MODU):** A vessel capable of engaging in drilling operations for the exploration for or exploitation of resources beneath the sea-bed such as liquid or gaseous hydrocarbons, sulphur or salt.
- 2.9 Initial Verification:** Verification whereby ensuring that the security system and any associated security equipment of the ship fully complies with the applicable requirements of chapter XI-2 and the Part A of the ISPS Code, is in satisfactory condition and fit for the service for which the ship is intended.
- 2.10 Intermediate Verification:** Verification shall take place between the second and third anniversary date of the certificate as defined in regulation I/2(n). The intermediate verification shall include inspection of the security system and any associated security equipment of the ship to ensure that it remains satisfactory for the service for which the ship is intended. Such intermediate verification shall be endorsed on the certificate. (**Refer to MMC145**)
- 2.11 Harmonizing Verification:** Verification whereby developing a harmonized system between the ISM audit and the ISPS audit at the same time without No conformities.

3. Application

- 3.1 **ALL** Companies managing ships of 100 gross tonnages and above and MODU (Mobil Offshore Drilling Unit) engaged on international voyages shall through the

ISSC's application submit its IMO Unique Company Identification number. The certificates DOC, SMC and ISSC listed through the Resolution MSC.160 (78) shall have inserted said IMO Number if they have been issued or renewed on or after January 01, 2009.

- 3.2 Every Company whose ships and MODUs engaged on international voyages are applicable the ISPS Code and the SOLAS 74/78 chapter XI-2 and they are flying the Panamanian flag shall have onboard a valid International Ship Security Certificate (ISSC) issued by this Administration.

4. Procedures

- 4.1. Irrespective of the time that a ship is to be under the jurisdiction of this Administration, the International Ships Security Certificate (ISSC) shall be requested to the Maritime Ships Security Department at the moment that the vessel is entitled to fly the Panamanian flag.
- 4.2. Unless this Administration issues a different instruction regarding **ISSC Applications Via Web**, the ISSC applications shall continue to be submitted to the following email address:

CONTACT POINT

issc@amp.gob.pa.

+ 507 501-5367

- 4.3. In order to process an Interim International Ship Security Certificate (ISSC) to applicants whose ships are **NEW CONSTRUCTION**, the following documents shall be submitted:
- a) Email requesting the issuance of the Interim ISSC.
 - b) Document of Compliance (DOC).
 - c) Letter ensuring that the SSP is under development.
 - d) IMO Unique Company Identification Number.
 - e) Payment Receipt showing the Cost established by this Administration.
- 4.4. In order to process a Full Term International Ship Security Certificate (ISSC) to applicants whose ships are **BEING ENTITLED** to fly the Panamanian flag (first time), **RENEWING**, **HARMONIZING** (ISPS and ISM), changing of **RSO** or changing of Operator Company in **both Name and Physical Address**, point 4.6 d) or e), the following documents shall be submitted:
- a) Email requesting the issuance of the full term ISSC.
 - b) Document of Compliance (DOC)
 - c) Safety Management Certificate (SMC)
 - d) **DOC Annual Endorsement if it has taken place.**
 - e) **SMC Intermediate Verification if it has taken place.**
 - f) Interim ISSC or Short Term ISSC issued by the RSO auditor

- g) IMO Unique Company Identification Number
- h) Ship Security Plan Approval Certificate.
- i) ISPS Initial or Renewal Verification Report duly filled, typed, signed and stamped by the RSO's auditor.
- j) **ISPS Intermediate and/or Additional Verification Report duly filled out, signed and stamped by the RSO's auditor (Only if it has taken place).**
- k) **ISM Initial Verification Report duly filled out (typed, signed and stamped)** by the Recognize Organization (RO). **(Only for harmonizing applications. (There should not be more than 3 months between the ISM Initial Audit and ISPS Initial Verification).**
- l) Payment Receipt showing the Cost established by this Administration.

NOTE:

In order to process a full term ISSC accordingly, the information regarding the name and address of Operator Company on the **DOC** must be updated and matched the SMC, Interim ISSC (issued by the RSO) and the **ISPS Verification Report**.

If the Intermediate or Additional Verification Report has been carried out, it must be sent as soon as possible to this Administration preferable through a scanned copy format. (Please refer to MMC 145)

According to the ISM Code, the DOC and SMC should be subject an Annual and Intermediate verification respectively by this Administration to confirm the effective functioning of the Safety Management System.

- **The DOC Annual Endorsement** shall take place within three months before or after the anniversary date.
- **The SMC Intermediate Verification** shall take place between the second and third anniversary dates of the Safety Management Certificate.

4.5 When the DOC submitted has been issued by another Contracting Government, the company shall prove that its largest fleet entitled is flying a flag different than the Panamanian flag. Once this is done, this Administration through PANAMA SEGUMAR Office will issue an Authorization Letter to operate with a DOC multiple flag which shall be submitted to the MSSD.

4.6 When any of the following changes on the International Ship Security Certificate (ISSC) are requested, it will automatically require also the application of a **NEW CSR** so as to void that the ~~such~~ amendments don't match the **CURRENT CSR**:

- a) Name of the vessel.
- b) Name of the operator company.
- c) Physical Address of the operator company.
- d) Name the both Name and Physical Address of the company.
- e) Name of the auditing RSO carrying out the ISPS Verification.
- f) **Name of Registered Owner**

4.7 In order to process an International Ship Security Certificate (ISSC) AMENDED to applicants whose ships have undergone changes with regard to Name of Vessel point 4.6 a), the following documents shall be submitted:

- a) Email requesting the issuance of the full term ISSC
- b) Ship Security Plan Approval Certificate endorsed with the **new ship's name**
- c) Safety Management Certificate (SMC)
- d) Interim ISSC or ISSC Short Term issued by the RSO.
- e) **SMC Intermediate Verification if it has taken place.**
- f) **ISPS Intermediate and/or Additional Verification Report duly filled out (typed, signed and stamped) by the auditor Recognize Security Organization (RSO). (Applicable only if it has already taken place).**
- g) Payment Receipt of the Cost established by this Administration.

4.8 When the ship is issued type of ship on the SMC as **OTHER CARGO SHIPS**, and it is different than the indicate on the Ship Security Plan Approval Certificate, the operator company shall notify to the Maritime Ships Security Department which one is the preferred.

4.9 In order to process an International Ship Security Certificate (ISSC) AMENDED to applicants whose ships have undergone changes with regard to the point 4.6 b), c) the following documents shall be submitted:

- a) Email requesting the issuance of the full term ISSC.
- b) Ship Security Plan Approval Certificate.
- c) Document of Compliance (DOC)
- d) Safety Management Certificate (SMC)
- e) Interim ISSC or ISSC Short Term issued by the RSO.
- f) **DOC Annual Endorsement if it has taken place.**
- g) **SMC Intermediate Verification if it has taken place.**
- h) **ISPS Intermediate and/or Additional Verification Report duly filled out (typed, signed and stamped) by the auditor Recognize Security Organization (RSO). (Applicable only if it has already taken place).**
- i) Letter from RSO whereby stating that the operator company remains with the same responsibilities, organization structure and personal by the time of ISPS audit.
- j) Payment Receipt showing the Cost established by this Administration.

4.10 In order to process an International Ship Security Certificate (ISSC) AMENDED to applicants whose ships have changed of Registered Owner and it has not represented a new CSO, SSO and ship's crew, **ONLY** a Letter Head issued by the Operator Company shall be submitted:

The CSO, SSO and the ship's crew remains complying and continue familiarized with their duties, responsibilities and specific functions regarding security as indicated in the sections 19.4.2.6, 13.1, 13.2 and 13.3 of the ISPS

Code Part A. Likewise as indicated in the Chapter XI-2, Regulation 4 of the SOLAS 74/78 which establishes that the ships comply with the relevant requirements of the Part A of the ISPS Code and taking into account the guidance given in part B of the ISPS Code.

4.11 In order to process an ISSC to applicants whose ISSC has undergone change in the Gross Tonnage, the following requirements shall be submitted:

- a) Email requesting the issuance of the full term ISSC.
- b) Safety Management Certificate (SMC) with the new ship's tonnage.
- c) Interim ISSC issued by the RSO auditor
- d) **ISPS Intermediate and/or Additional Verification Report duly filled out (typed, signed and stamped) by the auditor Recognize Security Organization (RSO). (Applicable only if it has already taken place).**

4.12 In order to process an ISSC to applicants whose ISSC has undergone damage or loss, the following requirements shall be submitted:

- a) Email requesting the issuance of the full term ISSC.
- b) **ISPS Intermediate and/or Additional Verification Report duly filled out (typed, signed and stamped) by the auditor Recognize Security Organization (RSO). (Applicable only if it has already taken place).**
- c) Payment Receipt showing the Cost established by this Administration.

4.13 All payments shall be made through a worldwide Panamanian Consulates, the International New York Office or our Collection department in Panama, Republic of Panama. Any other type of payment other than the mentioned will not be accepted. **In order to deliver the ISSC, the payment receipt must first be received.**

4.14 All inquiries concerning international correspondence must be sent to the following e-mail address:

CONTACT POINT
courier@amp.gob.pa.
+ 507 501-5038

4.15 Due to the fact that some International Courier Companies have adopted some safety measures, this Administration recommends that every company's branch has clearly established its own overseas account to be charged (recipient) and delivery address and to be in good standing with the courier company to avoid delays upon sending the ISSC.

4.16 In circumstances where the applications submitted for the issuance of an International Ship Security Certificate (ISSC) don't fulfill any of the requirements implemented on this Merchant Marine Circular, the Maritime Ships Security Department of this Administration will issue a **Deficiency Letter and/or Email** establishing reasons why could not proceed with the International Ship Security Certificate (ISSC) application.

September 2009

**Inquiries concerning the subject of this Circular or any request should be directed to:
General Directorate of Merchant Marine
Panama Maritime Authority
Phone: +507 501-5010
Fax: +507-501-5011**