



**CIRCULAR MCO – 004-2020**

**DATE: JULY 30<sup>TH</sup>, 2020**  
**FROM: MCO HEAD OFFICE – TECHNICAL DEPARTMENT**  
**TO: SURVEYORS / MANagements/OWNERS/OPERATORS**  
**SUBJECT: PROCEDURES FOR THE ISSUANCE OF FULL TERM INTERNATIONAL SHIP SECURITY CERTIFICATES BY PMA**

Dear All:

PMA has issued MMC-359 which you may find attached to this Circular and we kindly ask you to carefully and thoroughly read it and proceed with the audits and collecting of supporting documentation exactly as the said MMC requires. We ask this as to unnecessary delays in the applications for the issuance of the ISSC's.

**Key points to observe on MMC-359:**

**9. THE ISPS AUDIT REPORT SHOULD AT LEAST CONTAIN THE FOLLOWING INFORMATION:**

9.1. Each vessel in which Part A of ISPS Code applies shall be subject to verification specified in section 19.1 Part A of the ISPS Code.

9.1.1. The report should include at least the following information:

- Place and date of verification
- Identification of the audit team.
- Type of verification (interim/initial/intermediate/renewal/ additional).
- Audit plan.
- **Company security officer (CSO) name.**
- **Identification of SSO.**
- **Number and date of issuance of the CSR.**
- **SSAS Test Date (verify the Flag confirmation).**
- Any observations and possible required action.
- Recommendations.
- Conclusion.

Further to the above listed, the CSR shall be up to date, if not, this shall be indicated in the correspondent report and at least an application evidence must be submitted to verify that the CSR is indeed being processed.

The date of the internal audit shall be indicated.

The SSP shall be approved **before** the initial audit.

The SSAS test shall not have more than 3 months.

## **10. TYPES OF ISPS VERIFICATION AUDIT.**

**10.1. Interim Verification:** short period allowed for implementation on board newly operated vessels, where the Recognized Security Organization must verify vessel's compliance with provisions of the ISPS Code A/19.4.2.

**10.2. Initial Verification:** when the vessel is in compliance with all the ISPS requirements the section 19.1, or before the required certificate under section 19.2 is issued for the first time.

**10.3. Intermediate Verification:** is carried out between the dates of second and third anniversary of the issuance of the Full Term ISSC, according to the ISPS Code Part A, Rules 19.1.1.3.

**10.4. Renewal verification:** renewal verification audits shall take place at intervals not exceeding five (5) years and should be carried out within three (3) month before or after the expiring date of the certificate.

10.5. Additional Verification: shall be conducted at request of this Administration, Port State Control Authorities and at any case described in the item 9.

## **11. TYPES OF ISSC CERTIFICATES.**

**11.1. Interim ISSC:** A certificate that may be issued after 1st July 2004, to a vessel which has newly joined under management of a Company, or which has changed Flag. This certificate must identify with the nomenclature "Interim" and the validity should not to exceed more than six (6) months. The Interim ISSC shall be issued in a form corresponding to the template given in the Appendix 2, of the ISPS Code.

**11.2. Full Term ISSC :** Full term ISSC shall be issued only by the Panama Maritime Authority (PMA) after the vessel has successfully completed an initial or renewal verification in compliance with the applicable requirements of Chapter XI-2, ISPS Code Parts A, relevant provisions of Part B and additional flag requirements, for a period of up to five (5) years from the date of successful completion of the initial or renewal verification Audit. During this time the original certificate must remain on board the vessel.

**11.3. Short Term ISSC :** A certificate issued after renewal verification audit. This certificate must be identified with the nomenclature "Short Term" when applies and the validity should not exceed more than five (5) months.

## **12. ISPS CERTIFICATION.**

**12.1. The interim ISSC only will be issued if the RSO previously verified that the vessel is in compliance with provisions of the ISPS Code A/19.4.2 and for the following purposes:**

- A vessel without a certificate, on delivery or prior to its entry or reentry into service.
- when a vessel without a certificate, on delivery or prior to its entry or re-entry into service.
- For a Change of Flag
- When a Company newly commences management of the vessel.

12.1.1. The initial verification must be carried out within the period of validity of the interim certificate, in compliance with provisions of the ISPS Code A/19.1.1.

12.1.2. This Administration does not authorize the issuance of a SHORT TERM CERTIFICATE or a consecutive INTERIM ISSC after having the initial verification taken place.

## **17. TRANSFER OF SECURITY MANAGEMENT SYSTEM CERTIFICATION (CHANGE OF RSO).**

17.1. Starting January 1st, 2020 all Recognized Security Organizations (RSOs) should notify the change of RSO to this Administration [isps@amp.gob.pa](mailto:isps@amp.gob.pa) and complete the **Notification form for Transfer of ISPS Certification**.

17.2. After the vessel has successfully completed the verification, the surveyor or auditor must endorse the existing ISSC on board and it will not be necessary to reissue the certificate by the Panama Maritime Authority.

17.3. It will be necessary that the Recognized Security Organization send us copy of the audit report and the ISSC duly endorsed to the following email [isps@amp.gob.pa](mailto:isps@amp.gob.pa), in order to update the new Recognized Security Organization (RSO) responsible of the ISPS certification on board.

17.4. If the transfer of Security Certification occurs during the annual, intermediate or renewal window, the RSO should proceed according to the provisions described in the (ANNEX 1), please refer below.

## **22. CHANGES DURING THE VALIDITY OF THE FULL TERM ISSC.**

22.1. If the vessel changes any of the following information below described during the validity of the Full Term ISSC the RSO shall issue a short term ISSC valid for (5) months and afterwards this Administration will issue the Full Term ISSC with the same validity as the existing certificate. When the following conditions are given:

- When the name of vessel changes.
- When the tonnage changes.
- When the physical address of the operator company changes.
- When the name of the operator company changes.
- When the type of vessel changes

We sincerely hope and trust, that we can count with your kind cooperation for the above.

Should you have any further questions, please do not hesitate to contact us.

Best Regards,

Eng. Yazim Valles  
*MCO HEAD OFFICE*  
Technical Department  
Phone: (507) 279-0145  
Fax: (507) 236-4591  
email: [depto\\_tecnico@macosnar.com](mailto:depto_tecnico@macosnar.com)