

**AUTORIDAD MARÍTIMA DE PANAMÁ  
(PANAMÁ MARITIME AUTHORITY)  
DIRECCIÓN GENERAL DE MARINA MERCANTE  
(GENERAL DIRECTORATE OF MERCHANT MARINE)  
DEPARTAMENTO DE CONTROL Y CUMPLIMIENTO  
(DEPARTMENT OF CONTROL AND COMPLIANCE)**

F-410  
(DCCM)  
V.00



**Merchant Marine Notice  
Coronavirus and Seafarers employment agreement and Certificates**

**No.: MMN-03/2020**

**February, 2020.**

1. The purpose of this Merchant Marine Notice is to inform that with the outbreak of the Novel Coronavirus (COVID-19), the World Health Organization (WHO) declared a state of global health emergency, causing massive uncertainty across the global trade, resulting in additional implication for the regular shipping operations. The coronavirus outbreak has spread rapidly extended further to several countries.
2. The effects of this outbreak are having a repercussion with the seafarers whose Certificate/s have expired or will expire soon, where the companies are facing problems because their planned disembarkation cannot be safely completed in ports affected by the outbreak of the Novel Coronavirus.
3. As it has been determined with extensive travel restrictions to and within infected and non-infected countries, moving personnel has become more difficult, resulting in harsh scrutinizing seafarers who have recently visited affected areas.
4. This Administration considers appropriate to inform how to proceed in the following scenarios of crew change:
  - 4.1. If the seafarers' employment agreement expires or will expire soon, an exception to Standard A2.4.3 "Entitlement to leave", and Standard A2.5.1.2(b) "Repatriation" of the Maritime Labour Convention 2006, will be granted in order to extend it.
  - 4.2. In those cases, where the change of crew, due to expiration of the Certificate/s, cannot be carried out due to the Corona Virus outbreak, this Administration shall consider appropriate the issuance of an Extension or Dispensation Letter evaluating the nature of the case.
5. This pandemic condition is causing inevitable delays on the renewal of the Certificate of Inspection of Crew Accommodation (CICA) expiring in March, April, May and June 2020, due to the travelling restrictions worldwide. .
6. In this sense, this Administration has determined the following instructions for the issuance of the correspondent letter:

**6.1. Extension of Seafarers Employment Agreement**

This letters to extend the Seafarers Employment Agreement shall be issued by the SEGUMAR Offices, and shall submit the following requirements:

- a) Email requesting the extension of the Certificate, including the particulars of the vessel, crew name and position on board,
- b) Copy of the Seafarer Employment Agreement (SEA) of each seafarer requesting the extension
- c) Crew List,
- d) Copy of the Registry certificate

Be informed that the given exception letter according to this Marine Notice will be for a period of three (3) months to continue being engaged f under their seafarers' employment agreements beyond a period of 11 months. The granted extension will be reviewed considering the condition of the COVID-19.

It is understood that at the end of the extension provided by this Administration, all seafarers will have the right to have their annual leave with pay, and to be duly repatriated, as prescribed by the Standard A2.4.3, and Standard A2.5.1.2(b) of the Maritime Labour Convention, 2006, as amended.

#### **6.2. Extension of Seafarers Certificates including Certificates of Endorsement**

This letter shall be issued for the certificates issued by the Panama Maritime Authority under the Regulation I/2, Seaman's book (for ratings) and Regulation I/10 of the STCW'78 Convention, as amended. These letters shall be issued by the SEGUMAR Offices, after receiving the following requirements:

- a) Email requesting the extension of the Certificate, including the particulars of the vessel, crew name and position on board,
- b) For extension of certificate under Regulation I/2 and Seaman's book (for ratings), Copy of the Certificate/s or Seaman's book issued by the Panama Maritime Authority.
- c) For the Extension of Certificates issued under regulation I/10, shall submitted the Authorization letter of extension of the issuance Country and copy of the Home Country License.
- d) Crew List,
- e) Copy of the Registry Certificate

Be informed that the given extension according to this Marine Notice will be for a period of three (3) months from the date of expiration of the certificate/s, and reviewed whether the granted extension shall require additional period considering the condition of the (COVID-19).

### 6.3. Dispensation Letter

If any Third Party member of the STCW'78 Convention, who issued the Seafarers Certificate has not extended it due to Corona Virus outbreak, this Administration shall grant a Dispensation Letter to the capacity (rank) under the requirements stated in the Merchant Marine Circular No. 175 and the form established by the circular MMC-191 "[Crew Dispensation Form](#)" shall be submitted along with the following documents:

- a) Copy of the Certificate/s,
- b) Crew List
- c) Copy of the Registry Certificate

### 6.4. Dispensation Letter of the Certificate of Inspection of Crew Accommodation (CICA).

This Dispensation Letter to extend the Certificate of Inspection of Crew Accommodation (CICA) issued by the Maritime Labour Affairs Department of the General Directorate of Seafarers shall continue to be issued, please submit the following requirements to the e-mail address [labormar@amp.gob.pa](mailto:labormar@amp.gob.pa):

- a) Request Certificate of Inspection of Crew Accommodation (CICA) extension, including the particular of the vessel and reasons of the request.
- b) Copy of Full-Term Certificate of Inspection of Crew Accommodation (CICA) expired or about to expire.
- c) Registry Certificate.
- d) Annual Taxes Receipt.

The Dispensation Letters issued as product of the COVID-19 condition in this Marine Notice will be valid for a period of three (3) months, and at no cost, solely under this exceptional circumstances.

A copy of the Dispensation Letter issued by the Directorate General of Seafarers shall be attached to the Certificate of Inspection of Crew Accommodation (CICA).

7. Please contact the SEGUMAR Offices of your convenience to the following e-mail addresses:

America	
SEGUMAR Panama	<a href="mailto:msm@segumar.com">msm@segumar.com</a>
SEGUMAR Miami	<a href="mailto:segumar.miami@segumar.com">segumar.miami@segumar.com</a>
SEGUMAR Houston	<a href="mailto:offshore@segumar.com">offshore@segumar.com</a>

Asia	
SEGUMAR Tokyo	<a href="mailto:segumar@panaconsul-tokyo.com">segumar@panaconsul-tokyo.com</a>
SEGUMAR Imabari	<a href="mailto:segumar.imabari@segumar.com">segumar.imabari@segumar.com</a> <a href="mailto:rchacon@segumarimabari.jp">rchacon@segumarimabari.jp</a>
SEGUMAR Seoul	<a href="mailto:segumarseoul@segumar.com">segumarseoul@segumar.com</a>
SEGUMAR Busan	<a href="mailto:segumarbusan@segumar.com">segumarbusan@segumar.com</a>
SEGUMAR Singapore	<a href="mailto:segumar.sg@segumar.com">segumar.sg@segumar.com</a>
SEGUMAR Shanghai	<a href="mailto:segumar.shanghai@segumar.com">segumar.shanghai@segumar.com</a>
SEGUMAR Manila	<a href="mailto:segumar.manila@segumar.com">segumar.manila@segumar.com</a>
Europe	
SEGUMAR Piraeus	<a href="mailto:segumarpg@segumar.com">segumarpg@segumar.com</a> ;
SEGUMAR Istanbul	<a href="mailto:segumarist@segumar.com">segumarist@segumar.com</a>
SEGUMAR Dubai	<a href="mailto:segumar.dubai@segumar.com">segumar.dubai@segumar.com</a>
SEGUMAR London	<a href="mailto:segumar.uk@segumar.com">segumar.uk@segumar.com</a>

## 8. Extension of the Validity of Color Copy of Full terms of Technical Documents onboard.

In addition to the measures taken in the MMC-313 updated to 01<sup>st</sup> April 2020, the Panama Maritime Authority will grant an extension of the color copy of the full terms of Technical Documentation (Seaman's book, Course endorsement, Certificate of Competence, Certificate of Proficiency, Endorsement of Certificate of Competence and Endorsement of Certificate of Proficiency) for the period of ninety (90) calendar days, counting from the issuing date of the technical documentation. This document is verifiable using the QR code in the document or asking for confirmation via email to the e-mail address [verification@amp.gob.pa](mailto:verification@amp.gob.pa).

These extensions allowed will be reviewed considering the condition of the COVID-19.

## 9. Extension of the Validity of the Medical Certificates

**9.1.** For medical certificates issued by medical practitioner recognized by the Panama Maritime Authority, this Administration will grant an Authorization to the seafarer who's medical certificate has expired within January and June 2020. This Authorization Letter will be issued by the Maritime Labor Affairs Department of the General Directorate of Seafarers, please submit your request along with the following requirements to the e-mail address [labormar@amp.gob.pa](mailto:labormar@amp.gob.pa):

- a) Copy of the medical certificate expired within January and June 2020 issued by a medical practitioner recognized by the Panama Maritime Authority,
- b) Passport copy.

Authorization Letters issued as consequence of the COVID-19 condition according to this Marine Notice will be valid for a period of three (3) months, and it will be issued at no cost.

This Authorization does not exempt from the compliance with the requirements established by the General Directorate of the Seafarers in terms of issuance of the Full Terms License.

**9.2.** In urgent cases, the Panama Maritime Authority may permit a seafarer to work without a valid medical certificate until the next port of call where a medical practitioner recognized by a State Party of the STCW'78 as amended is available. This Authorization Letter will be issued by the Maritime Labor Affairs Department of the General Directorate of Seafarers, please submit your request along with the following requirements to the e-mail address [labormar@amp.gob.pa](mailto:labormar@amp.gob.pa):

- a) Email request shall include the ship's particulars, crew name and position on board,
- b) Copy of the medical certificate expired issued by a medical practitioner recognized by a State Party of the STCW'78 as amended and/or MLC, 2006 as amended,
- c) Panama License (Certificate of Competence, Endorsement of Certificate of Competence, Seaman's Book)

The period of such authorization letter will not exceed three (3) months, and it will be issued at no cost.

**9.3.** If the Medical Certificate expires in the course of a voyage, it shall continue in force for a period of three (3) months from its expiry date (MLC, 2006 Standard A1.2.9).

**10.** Certificates of proficiency issued by an authorized Maritime Training Center of Panama in accordance with the regulation V and VI of the STCW amended (except those issued under regulation I/2) will be considered valid for a period of three (3) months from its expiry date.

**11. Measures for Maritime Training Centers:**

**11.1.** Through Resolution No. ADM-056-2020 of April 16, 2020, this Administration, has decided to regulate for three (3) months (from the date of the afore described resolution ), to allow PMA-authorized training centers to renew courses and teach courses with entirely theoretical content for the first time by using electronic learning tools and to file Previous Documentary Evaluation proceedings electronically, as a contingency measure due to COVID-19 condition.

**11.2.** Maritime training courses may be renewed by an authorized Maritime Training Center for five (5) years from their expiration date, provided that:

- a) The maritime training course is duly approved in the Resolution that authorizes the center as a Maritime Training Center by the Panama Maritime Authority.

- b) The participant submits the expired training course certificate. The expired course certificate must have been issued by a Maritime Training Center currently authorized by the Panama Maritime Authority.
- c) The participant submits the seaman's book with the proper voyages and the experience letters that attest that he/she has completed a seagoing service, performing duties consistent with the certificate he/she holds, of at least twelve (12) months.
- d) The authorized Maritime Training Center provides the relevant training using electronic teaching tools.
- e) The Maritime Training Center evaluates or examines seafarers to assess that the participant has acquired the competencies, knowledge, understanding and sufficiency required by each course, as prescribed in the relevant Section and Table of the Training Code.
- f) The Maritime Training Center must guarantee delivering a copy of the course certificate to the participant by electronic means. This copy of the certificate will be valid for 90 days from its date of issue. Once the national pandemic (COVID-19) state of emergency ends, the original must be delivered to the participant.

**11.3.** The following are exceptions to the provisions of numeral 11.2. of this document, that is, the authorized Maritime Training Centers may not renew the following courses:

- a) Personal Survival Techniques. (Reg. VI, Section A-VI/1 and Table A-VI/1-1);
- b) Basic Fire Fighting. (Reg. VI, Section A-VI/1 and Table A-VI/1-2);
- c) Advanced Fire Fighting. (Reg. VI, Section A-VI/3 and Table A-VI/3);
- d) Proficiency in Survival Craft and Rescue Boats Other Than Fast Rescue Boats. (Reg. VI, Section A-VI/2 and Table A-VI/2-1);
- e) Proficiency in Fast Rescue Boats. (Reg. VI, Section A-VI/2-2 and Table A-VI/2-2).
- f) General Operator's Certificate for the Global Maritime Distress and Safety System. (Reg. IV/2, Section A-IV/2 and Table A-IV/2).
- g) Restricted Operator's Certificate for the Global Maritime Distress and Safety System. (Reg. IV/2, Section A-IV/2 and Table A-IV/2).
- h) Basic Training for Oil and Chemical Tanker Cargo Operations. (Reg. V/1-1, P. 2.2, Section A-V/1-1, P. 1 and Table A-V/1-1-1).
- i) Advanced Training for Oil Tanker Cargo Operations. (Reg. V/1-1, P. 4.3, Section A-V/1-1, P. 2 and Table A-V/1-1-2).

- j) Advanced Training for Chemical Tanker Cargo Operations. (Reg. V/1-1, P. 6.3, Section A-V/1-1, P.3 and Table A-V/1-1-3).
- k) Basic Training for Liquefied Gas Tankers Cargo Operations. (Reg. V/1-2, P. 2.2, Section A-V/1-2, P. 1 and Table A-V/1-2-1).
- l) Advanced Training for Liquefied Gas Tanker Cargo Operations. (Reg. V/1-2, P. 4.3, Section A-V/1-2, P. 2 and Table A-V/1-2-2).
- m) Basic Training for Ships Operating in Polar Waters. (Reg. V/4, Section A-V/4, P. 1 and Table A-V/4-1).
- n) Advanced Training for Ships Operating in Polar Waters. (Reg. V/4, Section A-V/4, P. 2 and Table A-V/4-2).
- o) Basic Training for Ships Subject to the IGF Code. (Reg. V/3, Section A-V/3 P. 1 and Table A-V/3-1).
- p) Advanced Training for Ships Subject to the IGF Code. (Reg. V/3, Section A-V/3, P. 2 and Table A-V/3-2).

**11.4.** The following maritime training courses with entirely theoretical material, may be taught for the first time using electronic teaching tools and applying an examination or final test according to the skills required for each course:

- a) Personal Safety and Social Responsibilities. (Reg. VI, Section A-VI/1 and Table A-VI/1-4);
- b) Security Awareness Training. (Reg. VI/6, Section A-VI/6 P. 4 and Table A-VI/6-1);
- c) Security Training for Seafarers with Designated Security Duties. (Reg. VI/6, Section A-VI/6, P. 6 and Table A-VI/6-2);
- d) Marine Environmental Awareness. (Reg. II/1, III/1 and III/6, Section A-II/1, A-III/1 and A-III/6 and Table A-II/1, A-III/1 and A-III/6);
- e) Dangerous, Hazardous and Harmful Cargo. (Reg. II/1, II/2 and II/3, Section A-II/1, A-II/2 and A-II/3 and Table A-II/1, A-II/2 and A-II/3);
- f) Action to be taken to Prevent Acts of Piracy and Armed Robbery. (Cap. XI-2 SOLAS 1974, PBIP Code and MSC.1/Circ.1341).
- g) Security Awareness Training for all Port Facility Personnel. (Cap. XI-2 SOLAS 1974, PBIP Code and IMO MSC.1341).
- h) Security Awareness Training for Port Facility Personnel with Designated Security Duties. (Cap. XI-2 SOLAS 1974, PBIP Code and IMO MSC.1/Circ.1341).
- i) Company Security Officer. (Cap. XI-2 SOLAS 1974, P. 2.1.7 and 11, Part A, PBIP Code).

- j) Port Facility Security Officer. (P. 2.1.8 and 17, Part A, PBIP Code).
- k) Maritime Safety for seamen of National Waters.
- l) Drug and Alcohol Prevention Programmes in the Maritime Sector. (PADAMS).
- m) MARPOL Consolidated 73/78 Annex I-VI.

**11.5.** Authorized Maritime Training Centers must forward to the Department of Maritime Training to the following email: [training.department@amp.gob.pa](mailto:training.department@amp.gob.pa), within fifteen (15) calendar days after the end of the course, the following documentary evidence:

- a) Copy of the attendance register of the participants who have taken the training by using a remote, electronic or virtual learning method;
- b) Evidence of the electronic teaching tools used by the maritime training center to conduct the virtual training, including videos, photographs, didactic material, forums, workshops, among other things, that prove that the training has been imparted.
- c) Copy of the evaluation or examination applied to the participant;
- d) Copy of the issued course certificate.

**11.6.** The Previous Documentary Evaluation (PDE) proceedings can be filed by a Maritime Training Center authorized by the Panama Maritime Authority electronically, always keeping evidence of the process and submitting the certificate reports on a daily and monthly basis to the Maritime Training Department's email.

**12. Finally, these measures established would be revised accordingly to the condition of the Novel Coronavirus (COVID-19) across the global trade in the maritime sector.**

***April 23, 2020*** - New paragraphs 6.2, 8, 9 and 11 the numbers of the paragraphs are also ordered

***March 25, 2020*** - Coronavirus Prevention Measures

***March, 2020*** - Coronavirus Prevention Measures

***February, 2020*** - Coronavirus Prevention Measure.

***Inquiries concerning the subject of this Circular or any other request should be directed to:  
Certification Department / Training Department / SEGUMAR  
General Directorate of Seafarers / General Directorate of Merchant Marine  
Panama Maritime Authority***

***Phone: (507) 501-5062 / 5010***

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