

# Merchant Marine Circular

Panama Maritime Authority  
General Directorate of Merchant Marine  
Control and Compliance Department

## MERCHANT MARINE CIRCULAR MMC-311

- To:** Parties, Administrations, Port State Supervisory Authorities, Ship-owners / Operators, Recognized Organizations, Seafarers, Legal Representatives, Authorized Maritime Training Centers, Authorized Physicians, Private Consulates of Merchant Marine, Inspectorates, Authorized Offices, Brokers and users of the Panama Ship Registry.
- Subject:** Regulations that regulates the Maritime Training Centers with head offices in the Republic of Panama or abroad, headquarters and/or branches, to whom the Panama Maritime Authority delegates the training of seafarers.
- Reference:** 1978 STCW Convention, as amended, Law No. 4 of May 15, 1992, Resolution J.D. No. 076-2020 of October 8, 2020 and its modifications, and Resolution No. ADM No. 105-2021 of October 11, 2021.  
Circular No. DGGM-009 (**Only as recommendation**).

- 
1. The purpose of this Circular is to communicate to users of the Panamanian Registry, the Regulations that regulates Maritime Training Centers with head offices in the Republic of Panama or abroad, headquarters and/or branches, to whom the Panama Maritime Authority delegates the training of seafarers.
  2. This Regulation will be mandatory for all Maritime Training Centers, headquarters and/or branches that have been authorized or that aspire to be authorized by the Panama Maritime Authority, to impart training programs and/or courses for the seafarers, **since January 1, 2022.**
  3. The Maritime Training Center located abroad may only apply before the Panama Maritime Authority, to be authorized to impart training programs and/or courses for the seafarers, as branches of a main Maritime Training Center domiciled in the Republic of Panama, but for the exceptions established in the Regulations. **This provision will be mandatory since April 1, 2022, to:**



# Merchant Marine Circular

- 3.1. The Maritime Training Centers located abroad who request their authorization for the first time;
- 3.2. The Maritime Training Centers located abroad that request a new authorization before the Panama Maritime Authority.
4. The documents that must be submitted to request authorization as a Maritime Training Center, headquarter and/or branch, are briefly detailed hereunder:
  - 4.1. Written Request addressed to the General Director of Seafarers, through an attorney able to practice in the Republic of Panama;
  - 4.2. Original Power of Attorney printed and duly notarized, legalized or apostilled;
  - 4.3. Original printed and current Certificate, issued by the Public Registry or the equivalent in the country of origin. In the case of a foreign document, it must be duly legalized or apostilled;
  - 4.4. Copy of the Official Receipt of Payment of the corresponding fee;
  - 4.5. Notice of operation printed, in case the center is located in the Republic of Panama;
  - 4.6. The Maritime Training Center, headquarter and/or branch requesting an authorization from the Panama Maritime Authority, must be up to date with the payment of fees, sanctions and/or any other item established by the Panama Maritime Authority;
  - 4.7. In case that the request is for a branch by means of a Commercial Agreement, the following must be submitted:
    - 4.7.1. Original Commercial Agreement printed, duly signed by the legal representatives of the parties, notarized, legalized or apostilled; and
    - 4.7.2. Original printed and current Certificate issued by the Public Registry or its equivalent of the country of origin, of the Maritime Training Center, headquarter and branch. In case it is foreign document, it must be duly legalized or apostilled.
  - 4.8. Copies of the training programs or courses requested, including:
    - 4.8.1. Structure of the training program or course;
    - 4.8.2. Manual of the training program or course.
  - 4.9. Samples of the theoretical and practical exams of the training program or course;
  - 4.10. Template of the certificates of training courses or programs;
  - 4.11. List of instructors and documentation supporting their training and experience of the instructors;

# Merchant Marine Circular

- 4.12.** Printed copy of the Certificate of a current Quality Standards System, digital version of the implemented procedures and quality manual, when applicable;
- 4.12.1.** In case a main Maritime Training Center and a branch, through a Commercial Agreement, have their own quality standards systems, both must submit a common procedure.
- 4.13.** The inventory and specifications of the approved type equipment and simulators, and the number and capacity of the classrooms;
- 4.14.** In case the main Maritime Training Center or branch does not have its own facilities and/or simulators to carry out the practical component, it may enter into an Agreement with a third party, and submit:
- 4.14.1.** The original printed Agreement with a third party, signed by the legal representatives of the parties, duly notarized, legalized or apostilled, or a duly notarized Commitment Letter, when applicable;
- 4.14.2.** The facilities and simulators foreseen in the Agreement with a third party, must be located in the same country where the Maritime Training Center or branch is located, and in case of a Commitment Letter, they must be located in the Republic of Panama;
- 4.14.3.** Procedure implemented within the quality standards system that establishes control of the carry out of the practical component, through an Agreement with a third party or through a Commitment Letter;
- 4.14.4.** Template registering the carry out of the practical component.
- 4.15.** The authorization as a Maritime Training Center and the authorization of the approved programs and courses, issued by the Maritime Administration of the country of origin, duly legalized or apostilled. This authorization must come from a country included in the last version of Circular MSC.1/Circ.1163 of the International Maritime Organization (IMO).
- Exceptionally, the General Directorate of Seafarers may dispense this requirement in the cases detailed in this Regulation, for which the following must be submitted:
- 4.15.1.** Request of exemption, as applicable; and
- 4.15.2.** Formal certification from the country, duly legalized or apostilled; or from the Panama Maritime Authority, as applicable.



# Merchant Marine Circular

- 4.16. Any other requirement established by current legislation.
5. The Maritime Training Centers, headquarters and/or branches, including the equipment, facilities, simulator, as well as the facilities and equipment of every ship that is part of this Agreement with a third party or with a Letter of Commitment, will be subject to certification, inspection or monitoring audits by the Panama Maritime Authority.
  6. The General Directorate of Seafarers will impose sanctions on authorized Maritime Training Centers, headquarters and/or branches in the event of non-compliance with the Regulations or the provisions stipulated in the 1978 STCW Convention, as amended and the STCW Code, and in current national regulations applicable by the Panama Maritime Authority.
  7. The Maritime Training Centers, headquarters and/or branches, through the main Maritime Training Center, shall adhere to the following current formats:
    - 7.1. Template of certificates of courses and training programs. [Annex 1.](#)
    - 7.2. List of instructors with the assignment of training programs or courses to be imparted. [Annex 2.](#)
    - 7.3. Daily/Monthly report of the certificates issued by maritime training center. [Annex 3.](#)
  8. The main Maritime Training Center, as well as its branch and/or main offices are jointly responsible for the compliance of the provisions established herein and the rest of the current applicable national and international regulations.
  9. The Maritime Training Centers, main offices and/or branches authorized by the Panama Maritime Authority that intend to request again a permanent authorization, must apply with up to six (6) months of anticipation to the expiration of the authorization, complying with the formalities and requirements established in the Regulations.
  10. The Resolution that approve the Regulations for the Maritime Training Centers is available at the following link:
    - 10.1. [Resolution ADM No. 105-2021 of October 11, 2021.](#)



# Merchant Marine Circular

**May, 2023** - Modifies paragraphs # 2, 3, 4, 5 and 8 and adds paragraphs # 9 and 10.

**May, 2021** - The hyperlink of paragraph 8 was enabled.

**March, 2021** – New Paragraphs # 1, 2, 3, 4, 5, 6, 7, and 8; change in Subject and Reference.

**August, 2016** “Add Monthly Report of Issued Certificates”

**May, 2015.**

---

Inquiries concerning the subject of this Merchant Marine Circular or any other request should be forward to:

Maritime Training Department  
General Directorate of Seafarers  
General Directorate of Merchant Marine  
Panama Maritime Authority

Phone: (507) 4271 / 5053 / 5097 / 5063

E-mail: [training.department@amp.gob.pa](mailto:training.department@amp.gob.pa)

Website: <https://panamashipregistry.com/circulars/>