

GENERAL DIRECTORATE OF SEAFARERS

CERTIFICATION DEPARTMENT

Issuing Electronic Certificates Procedures:

- Transitory Certificate
- Course endorsement

ROL CONSUL / ROL ISSUER_BROKER

JUNIO 2020

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INTRODUCTION

General Directorate of Seafarer from Panama Maritime Authority with the purpose to optimize administrative process, and to offer effective response to seafarer, shipping company and ship-owner requirement, has taken the decision to continue the process of digitalization with the issuing of electronic Certificates (e-Certificates) in regards Technical certificates for Seafarer.

In this sense, DGGM will assure that electronic Certificates fulfill with all characteristic, verification process, notification and implementation established in the Circ. FAL.5/Circ.39. Rev.2 – "*GUIDELINES FOR THE USE OF ELECTRONIC CERTIFICATES*"; therefore all electronic Certificates issued by PMA will have a unique tracking number and a Quick Response Code – "QR Code" used for verification of each e-Technical Certificates issued; furthermore this E- Certificate is blocked to any edition and modification.

Any alteration to this E-Certificate shall be considered an infraction.

DEFINITION

- **A. Processing Certificate of License:** established under the resolution J.D 048-2018 dated October 16, 2018, define it as follow: "documental evidence issued by the General Directorate of Seafarers, which certifies that the application of a Certificate of Competence under Regulation II/1, II/2, II/3, III/1, III/2, III/3, III/6 and IV/2 of the 1978 STCW Convention as amended, or a Seaman's book of Ratings, is in evaluation process by the Panama Maritime Authority.
- **B. Processing Certificate of Endorsement:** established under the resolution J.D 021-2019 dated May 03, 2019 define it as: documental proof, accordingly to the established in the regulation 1/10 of the Convention STCW 78 as amended; which to allow seafarer to work on board Panamanian Flagged vessel during a period not more than 3 (three) months; as along as, seafarer must has a valid and proper Certificate of Competence issued by other Maritime Administration and had been presented as application on SAA, as Title endorsement to the General Directorate of Seafarers Office.
- **C. Course Endorsement**: documental evidence issued by the General Directorate of Seafarers, which recognizes the validity of a Certificate of Proficiency, issued by a State Party (of 1978 STCW Convention, as amended), or by a Maritime Training Center recognized by a State Party or by a Maritime Training Center recognized by a State Party or by a Maritime Training Center recognized by the General Directorate of Seafarers of the Panama Maritime Authority

D. <u>Certificate of Proficiency:</u>

- a. Documents issued by General Directorate of Seafarers of the Panama Maritime Authority to Officers and Master, in accordance with training provision Reg. V/I of STCW Convention'78, as amended, by a Maritime Training Center recognized PMA.
- b. Documents issued by General Directorate of Seafarers of the Panama Maritime Authority to ratings, in accordance with provision Reg. II/4, II/5, III/4, III/5, III/7 of STCW Convention 78, as amended, by a Maritime Training Center recognized PMA.

E. Recognition of Certificate of Proficiency: Documents issued by General Directorate of Seafarers of the Panama Maritime Authority, which recognize Certificate of Proficiency, issued by Other Administration to Master and Officer, in accordance with provision of Regulation 1/10 of STCW Convention'78, as amended.

PROCEDURES

APPLICATIONS

Certificate Application Certificate Endorsement Applications search Duplication Course endorsement Revocation Multiple Certificates Applications Multiple Certificates Endorsements Assessment Application

Ilustration 1

APPLICATIONS
 <u>Certificate Application</u>
 <u>Certificate Endorsement</u>
 <u>Applications search</u>
 <u>Duplication</u>
 <u>Course endorsement</u>
 <u>Revesstion</u>

Multiple Certificates
Applications
Multiple Certificates
Endorsements
Assessment Application

Ilustración 2

Processing Certificate of License and Processing Certificate of Endorsement (Transitory Certificate - CT) Electronics apply for Certificate application, Certificate Endorsement, Multiple Certificate application, Multiple Certificate endorsement, as illustration No.1

Electronic Course endorsement is applicable for course endorsement, as illustration No. 2 Also it include Certificate of Proficiency and Certificate of

Also it include Certificate of Proficiency and Certificate of Proficiency Recognition.

A. Issuance of electronic transitory certificate



CONSULATE:

Upon completion the process of Documents and Personal Information Capture, biometrics and Costs, the consulate will select the option **ISSUING**, as illustration No. 2.

Ilustration 3

• ISSUER BROKER:

Upon completion the process of Documents and Personal Information Capture, biometrics, Costs and Consul Acceptance, the broker will select the option **ISSUING**, as illustration No. 2.

B. Issuance of electronic course endorsement

CONSULATE:

Upon completion the process of Documents and Personal Information Capture, biometrics Costs and Authorization, the consulate will select the option **ISSUING**, as illustration No. 2.

At moment to select the option **ISSUING**, must input, preferably, Application Number or Marine ID; otherwise must fill out the data's fields required on SAA in order to search the Pending Application to Issue CT or course endorsement.

Then, we shall proceed to select the Pending application to Issue CT or Course endorsement, as illustration No.4

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Ilustration 4

Once selected the documents to be issued, will appear the following screen

A. Electronic Transitory Certificate

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4. When it is correctly	printed, press the button Confirm Printing.		
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B. Electronic Course Endorsement

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SAA will allow you download PDF documents protected, for the case that consulate or Brokers (only CT) like to manage documents. (See Illustration No. 7)

Then SAA will enable the option "**CONFIRM**", which is important to confirm the issuance.

A.	Electronic CT

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		Ilustración 8		

B. Electronic Course Endorsement

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Ilustración 9

After the Issuance is confirmed, SAA will enable the option to Send Electronic documents thru emails.

A. <u>CT Electronic</u>

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B. Electronic Course Endorsement

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Ilustración 11

In the field highlighted in red, as illustration No.12, Consul and Broker will enter emails address of their interesting parts, in order that SAA send them automatically, the Electronic certificates.

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Ilustración 12	2

Note:

The email entered on Data Information Capture Process, will appear as first email on this field; in case that USER desire to include more emails, he could add with the separation of a comma(,).

After select the option **SEND**, the SAA will send a message "DIGITAL CERTIFICATE SENT" as shown on illustration No. 6

This message means that Electronic Certificate has been sent to the address email logged in the process descripted on step No.3.

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Envio de CT Digital por Correo Electronico / Sendino Digital CT by Email	
Tipo de Envío / Shipping type	
Envio Digital / Digital Send Direcciones de Correo / Email addresses	
j pinilla@amp gob.pa Correo electrónico separado / Separate email (") mail01@amp.gob.pa,mail02@amp.gob.pa	Enviar / Send
	CINNILITE (2)
	TIMELAN Y

In case that consulate or Broker wants to avoid the process to send E-Certificate to emails, the SAA has the option to download the E-Certificate on PDF, selecting the option PREVIEW AND PRINT. This process let download PDF protected documents. (See Illustration 15 and Step 3)



After send emails and/or discharge documents, the Consulate and Brokers must continue selecting the option "FINALIZE".

		HOME + HELP + LOGOUT	*
DEMO	Directorate General of Seafarers	User: JEANNETTE ITZEL PINILLA GONZALEZ	*
Issuing			
ect Document Print	Printing Confirm Ending		
Name: MARIA ANA Sum INTERNATIONAL WATE	ame: SOTO Application nº: 100738255 RS / CARPENTER / RATING		
to print the CT of the	applicant MARIA ANA SOTO :		
1. Press the button Pres	iew and Print.		
2. Check the information	of the type documents CT		
3. If the document is n	ot legible or has any error, print it again.		
4. When it is correctly p	inted, press the button Confirm Printing.		
CANCEL X			
	Envio de CT Digital por Correo Electronico / Sending Digital CT by Email		
i	Tipo de Envío / Shipping type Envío Digital / Digital Send Direcciones de Correo / Email addresses 		EIN
I	; pinilla@amp.gob.pa Correo electrónico separado / Separate email (.) mail01@amp.gob.pa.mail02@amr	Enviar / S	Send
	eeree eere eeree eeree i eeree eeree // unno /Brouh/Aor/ha'unior/Brouh	FINALIZE	

After select option "FINALIZE", the process of issuing of E- Certificate has been successful.

Note: It important to mention, that the Send of the E Certificate to the emails address logged on step No. 6, is optional; not mandatory to complete the issuance of E Certificate.

QR Code is a way to validate a documents and it is important emphasize to complete application of Course endorsement, to prevent misunderstanding with port authorities.

ELECTRONIC FORMATS

PROCESSING CERTIFICATE OF ENDORSEMENT



NOTA: El presente documento permite al interesado trabajar a bordo de Buques de Registro Panameño, por un período no mayor a tres (3) meses con su licencia del país de origen.

NOTE: The present document allows the interested party to work on board of Panamanian Ships, for a period no longer than three (3) months with home country license.

Para validar la autenticidad del documento emitido, ingresar a la página web: www.panamashipregistry.com – Seafarers Verification u obtener resultado de la verificación del marino escaneando el Código QR. Cualquiera consulta envienos un correo electrónico a verification@amp.gob.pa

PROCESSING CERTIFICATE OF LICENSE



NOTA: El presente documento permite al interesado trabajar a bordo de Buques de Registro Panameño, por un período no mayor a tres (3) meses.

NOTE: The present document allows the interested party to work on board of Panamanian Ships, for a period no longer than three (3) months.

Para validar la autenticidad del documento emitido, ingresar a la página web: www.panamashipregistry.com – Seafarers Verification u obtener resultado de la verificación del marino escaneando el Código QR. Cualquiera consulta envienos un correo electrónico a verification@amp.gob.pa

COURSE ENDORSMENT



Para validar la autenticidad del documento emitido, ingresar a la página web: www.panamashipregistry.com – Seafarers Verification u obtener resultado de la verificación del marino escaneando el Código QR. Cualquiera consulta envienos un correo electrónico a verification@amp.gob.pa

CERTIFICATE OF PROFICIENCY N° E-000000130A **REPÚBLICA DE PANAMÁ** REPUBLIC OF PANAMA AUTORIDAD MARÍTIMA DE PANAMÁ PANAMA MARITIME AUTHORITY DIRECCION GENERAL DE LA GENTE DE MAR / GENERAL DIRECTORATE OF SEAFARERS Certificado de Suficiencia de Oficiales y Marinos expedido en virtud de lo dispuesto en el Certificate of Proficiency for Officers and Ratings issued under the provisions of the Convenio Internacional sobre Normas de Formación, Titulación y Guardia para la Gente de Mar, International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, Enmendado. 1978, as amended. El Gobierno de la República de Panamá Certifica que: The Government of the Republic of Panama Certifies that: LUCAS ESTEBAN LUCZAK Ha sido debidamente calificado en conformidad con la has been duly qualified in accordance with the provisions of: COP- Marinero Ekectrotecnico (Regla III/7, Sección A-III/7 y Cuadro A-III/7). COP- Marinero Ekectrotecnico (Regla III/7, Sección A-III/7 y Cuadro A-III/7). Fecha de Emisión/ Issue Date: 17/08/2020 Fecha de Nacimiento/ Date of Birth: 08/09/1989 Ilimitado / Unlimited Fecha de Expiración/ Expiry Date: Documento de Identidad/ Identification Document: 500019681 En Conformidad a la Regla I/2, Párrafo 11 del Convenio STCW 1978, Enmendado, todo Título exigido en In accordance with Regulation I/2, Paragraph 11 of the 1978 STCW Convention, as amended, any Certificate required by the el Convenio ha de estar disponible, en original, a bordo del buque en el que preste servicio el titular. Convention must be kept available in its original form on board the ship on which the holder is serving. de Church Marine ID / ID del Marino JEANNETTE PINILLA Firma del Titular / 500019681 Holder's Signature OFICIAL DE TITULACIÓN Para validar la autenticidad del documento emitido, ingresar a la página web: www.panamashipregistry.com – Seafarers Verification u obtener resultado de la verificación del marino escaneando el Código QR. Cualquiera consulta envienos un correo electrónico a verification@amp.gob.pa To validate the authenticity of the issued document, please enter to the web page: https://panamashipregistry.com - Seafarers Verification or get verification of seafarer by scanning QR code shown in document. Any inquiry please send us an email to verification@amp.gob.pa

RECOGNITION OF CERTIFICATE OF PROFICIENCY





REPÚBLICA DE PANAMÁ REPUBLIC OF PANAMA AUTORIDAD MARÍTIMA DE PANAMÁ PANAMA MARITIME AUTHORITY



DIRECCION GENERAL DE LA GENTE DE MAR /GENERAL DIRECTORATE OF SEAFARERS

Refrendo del Reconocimie Endorsement Attesting The R expedido en virtud de lo dispuesto en la reg issued in accordance with the regulation 1/10 Titulación y Guardia para la Certification and Watchkee	nto de un Certificado de Suficiencia acognition of a Certificate of Proficiency gla l/10 del Convenio Internacional sobre Normas de of the International Convention on Standards of Training, a Gente de Mar, 1978, Enmendado. ping for Seafarers, 1978, as amended.
El Gobierno de la República de Panamá certifica que el Certificado de Suficiencia No. 45-55 * The Government of the Republic of Panama certifies that certificate of Proficiency No.	expedido por el Gobierno CHINA issued by the Government of CHINA
a favor de GUILLERMO IDELFONSO AGURTO AGURTO ***********	05/05/1958
in favour of está debidamente reconocido de conformidad con lo dispuesto en la Regla 1/10 d is duly recognized in accordance with the Provision of Regulation 1/10 of the above Convention, as amended	del mencionado Convenio, en su forma enmendada hasta 18/08/2023 until
FORMACIÓN BÁSICA PARA OPERACIONES DE DE GAS LICUADO, REG. V/1-2, PAR.1- BASIC TRAINING FOR LIQUEFIED GAS TANKER CAR -V/1-	CARGA DE BUQUES TANQUE PARA EL TRANSPORTE 2, SEC. A-V/1-2, CUADRO A-V/1-2-1 (OMI 1.04) GO OPERATIONS REG. V/1-2, PAR.1-2, SEC. A-V/1-2, TABLE A 2-1 (IMO 1.04)
Fecha de Emisión/ Issue Date: 17/08/2020	Documento de Identidad/ Identification Document: 500018977
En Conformidad a la Regla I/2, Párrafo 11 del Conve In accordance with Regulation V2, Paragraph 11 of the 1978 STCI el Convenio ha de estar disponible, en original, a bor Convention must be kept available in its original form on board the	nio STCW 1978, Enmendado, todo Título exigido en W Convention, as amended, any Certificate required by the do del buque en el que preste servicio el titular. e ship on which the holder is serving.
Jude Church	

JEANNETTE PINILLA OFICIAL DE TITULACIÓN CERTIFICATION OFFICER Marine ID / ID del Marino 500018977

-

Firma del Titular / Holder's Signature

Para validar la autenticidad del documento emitido, ingresar a la página web: www.panamashipregistry.com – Seafarers Verification u obtener resultado de la verificación del marino escaneando el Código QR. Cualquiera consulta envienos un correo electrónico a verification@amp.gob.pa

FORMAT OF EMAIL

