



AUTORIDAD DEL CANAL DE PANAMA

Maritime Services

Revised: 6-January-2017

The following checklist serves as a quick orientation guide of the steps required to receive a transit and/or pilotage service at the Panama Canal, among others.

If you required the assistance of shipping agents, you may contact the Panama Canal authorized shipping agents. The list is not exhaustive in nature, and a shipping agent may be consulted to ensure that all of the requirements are fulfilled (please note that inclusion in this list does not imply an endorsement by the Panama Canal, and neither the Panama Canal Authority and/or its employees may be held liable in any way as a result of errors, actions, omissions, misconduct or other behavior that could be deemed as negligence in connection with the performance of Shipping Agents).

The agent may arrange your visit, required documentation and arrange an appointment with the appropriate Admeasurement Office to have the vessel measured and required inspections completed prior to transit or to dock at port terminals located inside Panama Canal waters jurisdiction, if required. The Agent will guarantee the proper payments required for transit or to dock/anchorage. If the vessel doesn't have an Agent, the master should make an appointment with the proper Admeasurement Office: Balboa Admeasurement Office at (507) 272-4563, or the Cristobal Admeasurement Office at (507) 443-2293 to make an appointment.

If the vessel doesn't plan to transit the Canal, the crew will check in with immigration authorities upon arrival ashore and receive the proper clearances. All vessels arriving to Canal waters will receive on board a Panama Canal Inspector, who is in charge of the sanitary inspection before proceeding to dock.

We encouraged you to read the following information.

1. Review the Panama Canal regulation, at <http://www.pancanal.com/eng/maritime/regulations/index.html>
2. Conduct a review of all Panama Canal Notices and advisories posted at <http://www.pancanal.com/common/maritime/advisories/index.html> and <http://www.pancanal.com/eng/op/notices/index.html> The provisions found within these notices and advisories serve to compliment the requirements found in the Panama Canal Regulations, and must be adhered to.
3. Estimated time of arrival notification shall be given at least 96 hours before arriving Panama Canal waters. During the 96 hours, the vessels ETA shall be updated to reflect the correct and actual information. In order to do so:
 - a. Request access to the Panama Canal Maritime Service Portal. Only the ACP authorized shipping line (vessel's charter, owner or operators) and/or authorized shipping agents are allow to have access to the system.



- i. To register as authorized shipping line, please contact: Customerrelations@pancanal.com. 5 working days are estimated for this process.
- ii. To register as authorized shipping agency and to receive access to the Maritime Service Portal, please contact: customerservice@pancanal.com 30 working days are estimated for this process.

If no shipping agents and vessel length less than 125 feet, the master shall coordinate and declare all required information with the Panama Canal Admeasurement office. Otherwise, the required information shall be forwarded to the Panama Canal Eta Clerk at eta@pancanal.com

- b. When user and password is received, you shall then declare the vessel's visit with all required information. If vessel is full container the edi BAPLIE file shall also be declared into the system.

Maritime Service Portal web link: <https://serviceportal.pancanal.com/sp/faces/>

Note: Google Chrome is recommended.

In addition to the above, vessels with Dangerous cargo shall sent 30 days in advance the information described on Section 16, Notice to Shipping "Vessel Requirements" available at the following site: <https://www.pancanal.com/eng/op/notices/index.html>

4. 96 hours prior to arrival, the vessel shall declared the following information and formalities:
 - Visit information, such as ETA, port of arrival, required services, draft, among others.
 - Cargo Declaration (dangerous and nong-dangerous cargo)
 - Crew List
 - Passenger List
 - Vessel Admeasurement Data Sheet, for vessels arriving for the first time to Panama Canal.
 - Vessel Changes Información, for structural or basic changes.
 - Security Information as per ISPS
 - Last 10 Ports
 - Health & Quarantine Information
5. 48 hours prior to arrival
 - Vessel Naval and Nautical Equipment
 - Vessel Arrival Condition

NOTE: In the case of full containers, the updated BAPLIE file shall be submitted at least the day after the vessel's transit date, no later than 0700 hours.



6. A bank guarantor or advance payment is required in order to receive Panama Canal services. Shipping line or shipping agents shall coordinate the establishment of transit guarantee, through their bank guarantor. For further information regarding this matter, please call (507) 272-7807. Please note that a guarantee shall be established for the vessels transit at least 48 hours before the vessel's ready time for transit or services. If no shipping agency contacted, you can arrange all required paperwork and payment through the Panama Canal Admeasurement offices, as stated above.
7. All vessels shall also comply with PCSOPEP and ISPS code. Please see Notice to Shipping Panama Canal Chipboard Oil Pollution Emergency Plan (PCSOPEP) Requirements and Implementation of ISPS Code Requirements at the Panama Canal, respectively.
8. Upon arrival, the master shall contact, through VHF channel 12 the Flamenco Signal Station in Balboa or Cristobal Signal Station on the Atlantic side.

Note: If docking the following information shall be presented to the Panamanian Government Inspectors: Copy of Cargo manifest, copy of crew list, copy of dangerous cargo.

9. Every vessel will be boarded on arrival in order to be inspected by a Panama Canal inspector (please note that the inspection may be conducted when vessel is underway to transit or dock; important to have vessel's official ready to assist all Panama Canal parties). These inspections are conducted 24/7. In order to do so, the following documents shall be filled out and ready when inspection is conducted: Ships information and quarantine declaration (Form 4398), Crew List, Container Summary if carrying containers (Form 4510), Blind distance declaration (form 1746),

Also, this certificates and documents should be ready for inspection:

- International Tonnage Certificate
- Load Line Certificate
- ACP Toll Basis certificate
- International Safety Management Certificate
- International Oil pollution prevention certificate
- International Ship Security certificate
- Safety equipment certificate
- Sanitation control certificate
- Trim and Stability Booklet
- Cargo manifest
- Capacity Plan
- General Arrangement Plan
- Certificate of Fitness

10. Transit the Panama Canal for the first time: The Panama Canal offers, free of charge, a review of ship drawings for new buildings or revisions, encouraging owners to fit vessels to Panama Canal dimensions during construction. In addition, the entities



provide advice and guidance to developers, shipping companies or agents on modifications necessary to meet requirements for transiting the Panama Canal. For further information regarding this matter, please contact opts-an@pancanal.com and read notice to shipping N-1 “Vessel Requirements”. All documentation published in the Advisory to Shipping A-21-2012 should be delivered at least 96 hours prior arrival.

Notices are available at the following web link:
<https://www.pancanal.com/eng/op/notices/index.html>

Advisories are available at the following web link:
<https://www.pancanal.com/common/maritime/advisories/index.html>

Note: Other inspections may be conducted (chemical, engine, etc), as deemed necessary.

11. Contact (507) 272-4200 for information on transit schedule time or estimated time of service.
12. In order to arrange your harbor movements you may contact Harbor Controllers at (507) 272-4205 Balboa, (507) 443-4641, Cristobal
13. Vessels will be subject to mandatory Panama Canal pilotage in Panama Canal waters. Please also note, that the Panama Canal Pilots and crew are relief/change during transit in various location; therefore vessel’s crew should be ready to assist.

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