

PANAMA MARITIME AUTHORITY
GENERAL DIRECTORATE OF MERCHANT MARINE



PRE-ARRIVAL CHECKLIST FOR PANAMA FLAGGED VESSELS.

VESSEL NAME: _____

IMO NUMBER: _____

PREVIOUS PORT: _____

DATE OF DEPARTURE: _____

PORT OF ARRIVAL: _____

DATE OF ARRIVAL: _____

INOPERATIVE (OUT OF SERVICE) EQUIPMENT IF ANY: _____

YES NO

- 1

Has your ship been detained in the last 12 months?
- 2

If the answer is yes, have all deficiencies been rectified already?

☐	☐
☐	☐

- 3

If the answer is no, please inform which elements are still pending and if require any authorization letter from us.

- 4

¿The ship has inspections with deficiencies (PSC, FSC or Class) in the Last 12 months?.

☐	☐
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- 5

¿All deficiencies were closed following the ISM procedure (NCR)?.
(attach evidence).

☐	☐
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- 6

If the answer is no, specify any condition of class, class notation and/or Conditional Certificate (if any)

- 7

Are the following items working and maintained in proper condition per the applicable international regulations

No.	AREA	ITEMS TO CHECK AND VERIFY BEFORE PORT ARRIVAL	YES	NO	COMMENTS
1	DOCUMENT CHECK	Vessel certificates (on board and duly endorsed, Statement of Compliance for IMO DCS reporting, SEEMP PART II)	☐	☐	
2		Crew certificates (not expired and proper endorsements)	☐	☐	
3		ISM previous deficiencies and non-conformities have duly followed up and closed. Flag State and Company informed	☐	☐	
4		ISM internal and external audits held as required and reports are available on board	☐	☐	
5		SMS on board address cyber risk management	☐	☐	
6		Risk assessments records are available	☐	☐	
7		Personnel onboard meet the requirements of MSMC	☐	☐	
8		Work and rest hours records updated as required	☐	☐	
9		CSO and DPA contact details are available	☐	☐	
10		Continuous Synopsis Record (CSR) updated	☐	☐	
11		Seafarers Employment Agreements (SEA) valid and signed by all interested parties	☐	☐	
12		ISPS Security level set correctly as per Flag State and Port Authorities requirement	☐	☐	
13		Ballast water records are up to date and ballast plan is available	☐	☐	
14		Safety (fire, abandon, enclosed space, etc.) and Security	☐	☐	
15		Manuals (e.g. stability, SOPEP, damage control plan, etc.) available in latest version	☐	☐	

No.	AREA	ITEMS TO CHECK AND VERIFY BEFORE PORT ARRIVAL	YES	NO	COMMENTS
16	FIRE PROTECTION SYSTEM CHECK	Log books of firefighting equipment and Lifesaving appliances (LSA) is up to date	☐	☐	
17		Fire detectors, smoke detectors and heat detectors (with no temporary covers), and the crew must be familiarized with the procedures and equipment for test	☐	☐	
18		Fire dampers, Mechanical Ventilations (working and in good condition)	☐	☐	
19		Fixed fire extinguishing system (CO2 system connected and fully operational with no clogged or corroded nozzles)	☐	☐	
20		Fire doors not permanently locked, self-closing device in good order (gas tight, no worn packing, etc.)	☐	☐	
21		Fire extinguishers (Adequate cylinder pressure, also those located in machine room spaces, service certificate valid)	☐	☐	
22		Fire main system in good condition (hoses and isolation valve)	☐	☐	
23		Fire pump and its pipes in good order (Good pressure on deck and remote means of operation working correctly)	☐	☐	
24		Quick closing valves in good order (Remote control devices)	☐	☐	
25		Muster lists and Fire Plans (updated and posted)	☐	☐	
26		All personnel familiar with signals, muster station and duties in case of emergencies	☐	☐	
27		Emergency escapes free of obstructions	☐	☐	
No.	AREA	ITEMS TO CHECK AND VERIFY BEFORE PORT ARRIVAL	YES	NO	COMMENTS
28	LIFE SAVING APPLIANCES CHECK	Operational readiness of lifesaving appliances (engines, davits and falls ready to use)	☐	☐	
29		Rescue boats and lifeboats are in good condition (Lifeboat windows have good visibility, steering, lights, compass, propeller protection, etc.)	☐	☐	
30		Lifejackets and immersion suits are in good condition and available for the total number of crewmembers on board	☐	☐	
31		Inflatable life rafts (hydraulic release unit, embarkation ladder, required lifeboat inventory as required, current service period, no expired equipment, etc.)	☐	☐	
32		Launching and recovery arrangements for survival craft in good condition (NOT Wasted/Holed davit or defective winch brake)	☐	☐	
No.	AREA	ITEMS TO CHECK AND VERIFY BEFORE PORT ARRIVAL	YES	NO	COMMENTS
33	ON DECK VERIFICATION	Gangway ladder and moorings (working and arranged properly)	☐	☐	
34		ISPS Access control procedures duly complied	☐	☐	
35		Outside decks (clean and well illuminated)	☐	☐	
36		Pilot transfer arrangements	☐	☐	
37		Garbage record book up to date and all areas well maintained	☐	☐	
38		Accommodations clean, in order and no door hooks in place	☐	☐	
No.	AREA	ITEMS TO CHECK AND VERIFY BEFORE PORT ARRIVAL	YES	NO	COMMENTS
39	ON DECK VERIFICATION	Ventilators, air pipes, casings in good condition	☐	☐	
40		Weather tight doors are in good condition and close properly	☐	☐	
41		Hatch covers in good condition	☐	☐	
42		Emergency source of power - Emergency Generator (able to start automatically and manually)	☐	☐	
43		Emergency lighting (batteries and switches in good condition)	☐	☐	
44		International shore connection and standard discharge connection in good condition	☐	☐	
45		General lighting in good condition (no burned bulbs)	☐	☐	

No.	AREA	ITEMS TO CHECK AND VERIFY BEFORE PORT ARRIVAL		YES	NO	COMMENTS
46	BRIDGE CHECK	Nautical Publications (latest editions on board)		☐	☐	
47		Lights, shapes and signals working properly and available		☐	☐	
48		Radio equipment, GMDSS, VHF/DSC, MF/HF, EPIRB, AIS, VDR, Radar Transponder, Echo sounder, Speed log, NAVTEX, MMSI number, etc. in good working order		☐	☐	
49		Voyage data recorder (VDR/S-VDR) and ship security alarm system (SSAS) operational, tested and not showing system errors		☐	☐	
50		LRIT working satisfactorily (conformance test on board)		☐	☐	
51		Nautical charts and ECDIS updated (ECDIS was checked for last ENC updates, PPI cross checked in ECDIS, ECA entries positions cross checked, passage plan, etc.)		☐	☐	
52		Deck Logbook (duly updated and accurate, indicating the working language, entries for ECA (changeover), entries for sewage discharge, etc.)		☐	☐	
No.	AREA	ITEMS TO CHECK AND VERIFY BEFORE PORT ARRIVAL		YES	NO	COMMENTS
53	ENGINE ROOM CHECK	Oil Record Book (duly updated and accurate)		☐	☐	
54		Steering gear in good order		☐	☐	
55		Air pipes and ventilators in good order		☐	☐	
56		Cleanliness of machinery spaces		☐	☐	
57		Oil water separator / oil filtering equipment (engine crew has to be able to test it). If PSCOs discover unapproved modifications to the oily water separator piping system, criminal prosecution of the vessel and its crew may result.		☐	☐	
58		Jacketed piping system for high pressure fuel lines		☐	☐	
59		Oil Content Meter (engine crew has to be able to test it)		☐	☐	
60		Avoid imprudent amount of bilge water, accumulation of oil, fuel leaks, oil soaked lagging in the engine room space		☐	☐	
61		Alarm system of bilge high level working well		☐	☐	
62		Oil mist detector alarm working well		☐	☐	
63		Sewage treatment plant (operative, blower working well, cleaning agents, etc.)		☐	☐	
64		Remotely operated shutoff valves (ROSOV)		☐	☐	
65		TANKERS ONLY	Inert Gas system operational	☐	☐	
66			Overboard discharge monitoring and control equipment ODME working well	☐	☐	
67			Audio-visual alarms of high and high-high alarms	☐	☐	
68			Fixed gas detection system	☐	☐	
No.	AREA	ITEMS TO CHECK AND VERIFY BEFORE PORT ARRIVAL		YES	NO	COMMENTS
69	MLC	Sanitary facilities working well and clean		☐	☐	
70		Heating, air conditioning and ventilation in good order		☐	☐	
71		Hospital is clean and in order, medical chest is complete		☐	☐	

72		MLC Insurance certificates are valid	☐	☐	
73		Personal protective equipment (PPE)	☐	☐	
74		Stores available for the intended voyage and well kept (temperature and food segregation)	☐	☐	
75		Seafarers Employment Agreements (SEA) comply with collective bargain agreement (if applicable)	☐	☐	

8 This Administration invites companies and Masters, to report Flag State and Port Authorities in case there are any pending, malfunctioning or missing items which require additional verification; in case you require a technical assistance from our side e.g. authorization letter from the Flag State please also inform us. Our main objective is to reduce the likelihood of a Detention by the PSC.

9 -This checklist must be sent 120 hours before the arrival to the below contact information.
 -For voyages that last less than 96 hours, said document must be sent at least 24 hours before arrival in port.

Note: Failure to comply with this requirement may result in administrative sanctions for the captain or chief engineer, including the possible suspension or revocation of corresponding licenses, certificates, or guarantees. The vessel's operating company may also be subject to proportional sanctions.

I certify that I have verified, prior to the port arrival, that all items on this list are as expressed above in good working order, except the ones specifically mentioned otherwise;

Master Signature:_____
DPA Signature: _____

Master Name:_____
DPA Name: _____

Date:_____
Email:_____

24/7 Phone: _____

Date: _____

Note: Objective evidence (photos) must be sent for the following areas: General condition of the engine room (cleaning), Main engine, Generators, fuel Purifiers, Sewage treatment plant, OWS, ballast, fire and cooling pumps, engine fire Doors, Steering gear, Emergency fire pump, Emergency generator, Lifeboat and Rescue boat.

This Check-list and any inquiries concerning the subject of this Circular or any other request should be directed to:

Port State Control Section (Panama Office)
Navigation and Maritime Safety Department
Directorate General of Merchant Marine
Panama Maritime Authority prearrival@amp.gob.pa
Phone: +(507) 501-5092 / +(507)501-5084