



**PANAMA MARITIME AUTHORITY
GENERAL DIRECTORATE OF SEAFARERS
MERCHANT MARINE CIRCULAR MMC-301**

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To: RECOGNIZED ORGANIZATIONS (RO's)

**Subject: ENDORSEMENT OF CERTIFICATE OF INSPECTION OF CREW
ACCOMODATION (CICA)**

Reference: Resolution J.D. No. 011-2005

The purpose of this circular is to inform that from this date and on, the pre-verification performed by the Maritime Labour Affairs Department during the process of endorsement of the Certificate of Inspection of Crew Accommodation (CICA) will not be done by this General Directorate anymore, so, it is the responsibility of each Recognized Organization to check all the information that must be contemplated in the CICA with all documentation and performed inspection.

Such being the case, we inform that the procedure for the CICA endorsement is the following:

1. The Recognized Organization authorized to issue a CICA must request by a written document addressed to the General Director of Seafarers the endorsement of the CICA, with the corresponding revenue stamps, **accompanied with the support documentation duly printed and copy of payment by check, if this will be the payment method.**

The mentioned request must include:

- a) The vessel's name (s) for which the CICA endorsement is requested.
- b) The reason of the request, or specific changes.
- c) The sum to be paid per vessel.
- d) Copies of exemption cases or waiver granted must be attached to the CICA endorsement request, making the corresponding reference in the observation / remarks box detailing the number of exemption or waiver and the issuance date.

The support documentation for endorsement of Certificate of Inspection of Crew Accommodation (CICA) **must be presented following the next steps in order to be processed** by the Maritime Labour Affairs Department:

Initial Certificate or Renewal

- Original CICA (provisional or full term) with at least two (2) copies.
- Copy of Navigational Patent (provisional or permanent)
- Good standing certificate copy
- Five (5) month Provisional CICA Certificate

<i>Prepared by: Translator</i>	<i>Revised by: Compliance and Enforcement Deputy Chief</i>	<i>Approved by: Compliance and Enforcement Chief</i>	
<i>Control N°: F-RIN-04-01</i>	<i>Version: 05</i>	<i>Date: 21 January, 2013</i>	<i>Page 1 of 2</i>

- Copy of Record of Approved Crew Accommodation Details (RACAD)
- Copy of Report of Inspection of Crew Accommodation (CASR)
- Copy of payment by check, if this was the payment method used.

In case of changing the Recognized Organization or renewing the certificate before the three (3) months prior to its expiration, and whenever the solicitude is made by a different Recognized Organization than the one that issued the previous CICA, all the mentioned documents must be provided, and also a letter from the company operator of the vessel, or a Letter from the captain giving the authorization to the Recognized Organization to issue the renewal of the CICA and/or requesting the cancellation of the previous CICA.

The CICA endorsement requests will be processed according to the order of its payment date.

2. The CICA must contain the information established in the article 8 of Resolution J.D. No. 011-2005 of July 26, 2005. In the same way, the initials of the company must be included with the number of the certificate and also the IMO number of the vessel.
3. The Provisional CICA validity will be five (5) months. The Full Term CICA will have a maximum validity of four (4) years counted from the ending date of the technical recognition, which is evidenced through the termination date of the RACAD or CASR. The CICA renewal must be coordinated by the Recognized Organization with enough anticipation prior to the expiration date of the certificate.

This circular replaces and supersedes Circulars DGGM No.003-2006 of May 17, 2005, Circular DGGM No. 007/2007 of September 11, 2007, Circular DGGM No. 005/2007 of November 19, 2007 and Circular DGGM No. 006-2008 of May 8, 2008.

October, 2014

Inquiries concerning the subject of this Circular or any request should be directed to:

Maritime Labour Affairs Department

General Directorate of Seafarers

Panama Maritime Authority

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		Page 2 of 2