

TECHNICAL CIRCULAR No.7/03

TO: PMDS-Representative Offices / PMDS Surveyors
FROM: Deputy General Manager / Technical Manager
SUBJECT: **CHANGE OF PMDS QUALITY SYSTEM TO ISO 9001/2000**
DATE: June 17, 2003.

For your information, we have completed the transition toward **ISO 9001/2000**; consequently, the entire previous Quality System had been amended according to new Standard, including change of procedures, document codification, forms, etc.

By air courier we are sending a new CD containing: Procedures, Work Instructions, Interim Certificates, Records and Survey Reports for each activity authorized to your office which shall be used in replace of the old ones. All obsolete Procedures and Forms shall be destroyed immediately upon your acknowledge in receipt to this Head Office. We will not accept obsolete forms (Interim Certificates, Survey Reports and Records) after July 1st, 2003.

It is important your cooperation for the well execution and improvement of the Quality System particularly positive response to the following:

1. Acknowledge receipt of this circular and to any subsequent circular or instruction provided from this Head Office.
2. Completion of the Questionnaire attached to this Circular, as evidence that you have reached enough knowledge and understanding of each activity according to the Procedures and Work Instructions.
3. Compliance with the cycle for every assignment, as follow:
 1. Request for Survey
 2. Quotation
 3. Acceptance of Quotation
 4. Authorization Number (shall be indicated in each IC, otherwise will not be accepted/processed)

5. Compliance with the correct codification of the Interim Certificate: For example:

IC: PM 03 01 37
1 2 3 4

No. STAND FOR

- 1 PANAMA MARITIME
- 2 CONCURRED YEAR
- 3 OFFICE NUMBER
- 4 CONSECUTIVE OF ALL ACTIVITIES WITHIN THAT YEAR PER OFFICE.

6. Advice of Completion of Survey: which shall be transmitted to Head Office upon completion of job.
7. Submitting of all documentation supporting a job within the next 15 days or reason for delay; i.e., Interim Certificate, Survey Report, Records, copy of valid Patent of Navigation, etc.
8. Notification and reporting annual endorsements.
9. Reminding to comply with PMDS/IMB Code of Ethics.
10. Interim Certificate supporting documents shall be signed and printed name of authorized surveyor for respective activities.
11. Provide full style of owner/operators including fax, phone, e-mail in the Request of Survey.

Remember that any non-conformance either raised to our company or detected within our organization may lead us to issue a Non-Conformance Note to office or particular surveyor responsible for such missaction, which may conclude to:

1. Warning Notice
2. Temporary Suspension
3. Final Cancellation of Surveyor/Termination of Agreement between the parties.

During the last 5 years we have noticed lack of supporting or non-compliance with above mentioned items, with very little exemption. Additionally within the last 5 months we were obliged to issue 6 Non-Conformance Note, due to situations involving PMDS surveyors and reported to us by Flag State and Port State Control.

We will be happy to receive comments or suggestion in all respect and of course, your support and commitment for the improvement of our Quality System.

Regards,

Doris Torrijos
Deputy General Manager

Capt. Jose Delgado
Technical Manager